

# **Oracle® iSupplier Portal**

Implementation Guide

Release 12

**Part No. B31600-02**

March 2007

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## Oracle iSupplier Portal Implementation Guide, Release 12

### Part No. B31600-02

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- Are the implementation steps correct and complete?
- Did you understand the context of the procedures?
- Did you find any errors in the information?
- Does the structure of the information help you with your tasks?
- Do you need different information or graphics? If so, where, and in what format?
- Are the examples correct? Do you need more examples?

If you find any errors or have any other suggestions for improvement, then please tell us your name, the name of the company who has licensed our products, the title and part number of the documentation and the chapter, section, and page number (if available).

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# Preface

## Intended Audience

Welcome to Release 12 of the *Oracle iSupplier Portal Implementation Guide*.

This guide assumes you have a working knowledge of the following:

- The principles and customary practices of your business area.
- Computer desktop application usage and terminology

If you have never used Oracle Applications, we suggest you attend one or more of the Oracle Applications training classes available through Oracle University.

See Related Information Sources on page viii for more Oracle Applications product information.

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## Structure

- 1 Overview of Oracle iSupplier Portal
- 2 Oracle iSupplier Portal Setup
- 3 Application Technology and Customizations
- 4 Oracle iSupplier Portal Workflows

## Related Information Sources

This document is included on the Oracle Applications Document Library, which is supplied in the Release 12 DVD Pack. You can download soft-copy documentation as PDF files from the Oracle Technology Network at <http://otn.oracle.com/documentation>, or you can purchase hard-copy documentation from the Oracle Store at <http://oraclestore.oracle.com>. The Oracle E-Business Suite Documentation Library Release 12 contains the latest information, including any documents that have changed significantly between releases. If substantial changes to this book are necessary, a revised version will be made available on the online documentation CD on Oracle *MetaLink*.

If this guide refers you to other Oracle Applications documentation, use only the Release 12 versions of those guides.

For a full list of documentation resources for Oracle Applications Release 12, see Oracle Applications Documentation Resources, Release 12, Oracle *MetaLink* Document 394692.1.

### Online Documentation

All Oracle Applications documentation is available online (HTML or PDF).

- **PDF** - PDF documentation is available for download from the Oracle Technology Network at <http://otn.oracle.com/documentation>.



- **Online Help** - Online help patches (HTML) are available on *OracleMetaLink*.
- **About Documents** - Refer to the About Document for the mini-pack or family pack that you have installed to learn about new documentation or documentation patches that you can download. About Documents are available on *OracleMetaLink*.
- **Oracle MetaLink Knowledge Browser** - The *OracleMetaLink* Knowledge Browser lets you browse the knowledge base, from a single product page, to find all documents for that product area. Use the Knowledge Browser to search for release-specific information, such as FAQs, recent patches, alerts, white papers, troubleshooting tips, and other archived documents.
- **Oracle eBusiness Suite Electronic Technical Reference Manuals** - Each Electronic Technical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for a specific Oracle Applications product. This information helps you convert data from your existing applications and integrate Oracle Applications data with non-Oracle applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on *OracleMetaLink*.

### Related Guides

You should have the following related books on hand. Depending on the requirements of your particular installation, you may also need additional manuals or guides.

#### Oracle iSupplier Portal Users Guide

This guide provides information for suppliers and buyers on how to use Oracle iSupplier Portal to check and administer the status of purchase orders, invoices, shipping information, and planning and inventory information.

#### Oracle iSupplier Portal Implementing Supplier Administration

This manual provides instructions on setting up the system to allow creation, registration and administration of supplier definitions.

#### Oracle Applications Upgrade Guide: Release 11i to Release 12:

This guide provides information for DBAs and Applications Specialists who are responsible for upgrading a Release 11i Oracle Applications system (techstack and products) to Release 12. In addition to information about applying the upgrade driver, it outlines pre-upgrade steps and post-upgrade steps, and provides descriptions of product-specific functional changes and suggestions for verifying the upgrade and reducing downtime.

#### Oracle Applications Patching Procedures:

This guide describes how to patch the Oracle Applications file system and database using AutoPatch, and how to use other patching-related tools like AD Merge Patch, OAM Patch Wizard, and OAM Registered Flagged Files. Describes patch types and structure, and outlines some of the most commonly used patching procedures. Part of Maintaining Oracle Applications, a 3-book set that also includes Oracle Applications

Maintenance Utilities and Oracle Applications Maintenance Procedures.

**Oracle Applications Maintenance Procedures:**

This guide describes how to use AD maintenance utilities to complete tasks such as compiling invalid objects, managing parallel processing jobs, and maintaining snapshot information. Part of Maintaining Oracle Applications, a 3-book set that also includes Oracle Applications Patching Procedures and Oracle Applications Maintenance Utilities.

**Oracle Applications Concepts:**

This book is intended for all those planning to deploy Oracle E-Business Suite Release 12, or contemplating significant changes to a configuration. After describing the Oracle Applications architecture and technology stack, it focuses on strategic topics, giving a broad outline of the actions needed to achieve a particular goal, plus the installation and configuration choices that may be available.

**Oracle Applications Multiple Organizations Implementation Guide:**

This guide describes the multiple organizations concepts in Oracle Applications. It describes in detail on setting up and working effectively with multiple organizations in Oracle Applications.

**Oracle Daily Business Intelligence Implementation Guide:**

This guide describes how to implement Oracle Daily Business Intelligence, including information on how to create custom dashboards, reports, and key performance indicators.

**Oracle Daily Business Intelligence User Guide:**

This guide describes how to use the preseeded Daily Business Intelligence dashboards, reports, and key performance indicators.

**Oracle Data Librarian User Guide:**

This guide describes how to use Oracle Data Librarian to establish and maintain the quality of the Trading Community Architecture Registry, focusing on consolidation, cleanliness, and completeness. Oracle Customer Data Librarian has all of the features in Oracle Customers Online, and is also part of the Oracle Customer Data Management product family.

**Oracle E-Business Tax User Guide:**

This guide describes the entire process of setting up and maintaining tax configuration data, as well as applying tax data to the transaction line. It describes the entire regime-to-rate setup flow of tax regimes, taxes, statuses, rates, recovery rates, tax jurisdictions, and tax rules. It also describes setting up and maintaining tax reporting codes, fiscal classifications, tax profiles, tax registrations, configuration options, and third party service provider subscriptions. You also use this manual to maintain migrated tax data for use with E-Business Tax.

**Oracle E-Business Tax Implementation Guide:**

This guide provides a conceptual overview of the E-Business Tax tax engine, and describes the prerequisite implementation steps to complete in other applications in order to set up and use E-Business Tax. The guide also includes extensive examples of setting up country-specific tax requirements.

#### **Oracle E-Business Tax Reporting Guide:**

This guide explains how to run all tax reports that make use of the E-Business Tax data extract. This includes the Tax Reporting Ledger and other core tax reports, country-specific VAT reports, and Latin Tax Engine reports.

#### **Oracle E-Business Tax: Vertex Q-Series and Taxware Sales/Use Tax System Implementation Guide**

This guide explains how to setup and use the services of third party tax service providers for US Sales and Use tax. The tax service providers are Vertex Q-Series and Taxware Sales/Use Tax System. When implemented, the Oracle E-Business Tax service subscription calls one of these tax service providers to return a tax rate or amount whenever US Sales and Use tax is calculated by the Oracle E-Business Tax tax engine. This guide provides setup steps, information about day-to-day business processes, and a technical reference section.

#### **Oracle Financials and Oracle Procurement Functional Upgrade Guide: Release 11i to Release 12:**

This guides provides detailed information about the functional impacts of upgrading Oracle Financials and Oracle Procurement products from Release 11i to Release 12. This guide supplements the Oracle Applications Upgrade Guide: Release 11i to Release 12.

#### **Oracle Financials Glossary:**

The glossary includes definitions of common terms that are shared by all Oracle Financials products. In some cases, there may be different definitions of the same term for different Financials products. If you are unsure of the meaning of a term you see in an Oracle Financials guide, please refer to the glossary for clarification. You can find the glossary in the online help or in the *Oracle Financials Implementation Guide*.

#### **Oracle Financials Implementation Guide:**

This guide provides information on how to implement the Oracle Financials E-Business Suite. It guides you through setting up your organizations, including legal entities, and their accounting, using the Accounting Setup Manager. It covers intercompany accounting and sequencing of accounting entries, and it provides examples.

#### **Oracle General Ledger Implementation Guide:**

This guide provides information on how to implement Oracle General Ledger. Use this guide to understand the implementation steps required for application use, including how to set up Accounting Flexfields, Accounts, and Calendars.

#### **Oracle General Ledger Reference Guide**

This guide provides detailed information about setting up General Ledger Profile Options and Applications Desktop Integrator (ADI) Profile Options.

**Oracle General Ledger User's Guide:**

This guide provides information on how to use Oracle General Ledger. Use this guide to learn how to create and maintain ledgers, ledger currencies, budgets, and journal entries. This guide also includes information about running financial reports.

**Oracle iProcurement Implementation and Administration Guide:**

This manual describes how to set up and administer Oracle iProcurement. Oracle iProcurement enables employees to requisition items through a self-service, Web interface.

**Oracle iReceivables Implementation Guide:**

This guide provides information on how to implement Oracle iReceivables. Use this guide to understand the implementation steps required for application use, including how to set up and configure iReceivables, and how to set up the Credit Memo Request workflow. There is also a chapter that provides an overview of major features available in iReceivables.

**Oracle Payables User Guide:**

This guide describes how to use Oracle Payables to create invoices and make payments. In addition, it describes how to enter and manage suppliers, import invoices using the Payables open interface, manage purchase order and receipt matching, apply holds to invoices, and validate invoices. It contains information on managing expense reporting, procurement cards, and credit cards. This guide also explains the accounting for Payables transactions.

**Oracle Payables Implementation Guide:**

This guide provides you with information on how to implement Oracle Payables. Use this guide to understand the implementation steps required for how to set up suppliers, payments, accounting, and tax.

**Oracle Payables Reference Guide:**

This guide provides you with detailed information about the Oracle Payables open interfaces, such as the Invoice open interface, which lets you import invoices. It also includes reference information on purchase order matching and purging purchasing information.

**Oracle Procurement Contracts Online Help:**

This guide is provided as online help only from the Oracle Procurement Contracts application and includes information about creating and managing your contract terms library.

**Oracle Procurement Contracts Implementation and Administration Guide:**

This guide describes how to set up and administer Oracle Procurement Contracts. Oracle Procurement Contracts enables employees to author and maintain complex contracts through a self-service, Web interface.

**Oracle Purchasing User's Guide:**

This guide describes how to create and approve purchasing documents, including requisitions, different types of purchase orders, quotations, RFQs, and receipts. This guide also describes how to manage your supply base through agreements, sourcing rules, and approved supplier lists. In addition, this guide explains how you can automatically create purchasing documents based on business rules through integration with Oracle Workflow technology, which automates many of the key procurement processes.

#### **Oracle Receivables User Guide:**

This guide provides you with information on how to use Oracle Receivables. Use this guide to learn how to create and maintain transactions and bills receivable, enter and apply receipts, enter customer information, and manage revenue. This guide also includes information about accounting in Receivables. Use the Standard Navigation Paths appendix to find out how to access each Receivables window.

#### **Oracle Receivables Implementation Guide:**

This guide provides you with information on how to implement Oracle Receivables. Use this guide to understand the implementation steps required for application use, including how to set up customers, transactions, receipts, accounting, tax, and collections. This guide also includes a comprehensive list of profile options that you can set to customize application behavior.

#### **Oracle Receivables Reference Guide:**

This guide provides you with detailed information about all public application programming interfaces (APIs) that you can use to extend Oracle Receivables functionality. This guide also describes the Oracle Receivables open interfaces, such as AutoLockbox which lets you create and apply receipts and AutoInvoice which you can use to import and validate transactions from other systems. Archiving and purging Receivables data is also discussed in this guide.

#### **Oracle Sourcing Implementation and Administration Guide:**

This guide contains information on how to implement Oracle Sourcing to enable participants from multiple organizations to exchange information, conduct bid and auction processes, and create and implement buying agreements. This allows professional buyers, business experts, and suppliers to participate in a more agile and accurate sourcing process.

#### **Oracle Supplier Scheduling User's Guide:**

This guide describes how you can use Oracle Supplier Scheduling to calculate and maintain planning and shipping schedules and communicate them to your suppliers.

#### **Oracle iProcurement Implementation and Administration Guide:**

This manual describes how to set up and administer Oracle iProcurement. Oracle iProcurement enables employees to requisition items through a self-service, Web interface.

#### **Oracle Procurement Contracts Implementation and Administration Guide:**

This manual describes how to set up and administer Oracle Procurement Contracts. Oracle Procurement Contracts enables employees to author and maintain complex contracts through a self-service, Web interface.

#### **Oracle Trading Community Architecture User Guide:**

This guide describes the Oracle Trading Community Architecture (TCA) and how to use features from the Trading Community Manager responsibility to create, update, enrich, and cleanse the data in the TCA Registry. It also describes how to use Resource Manager to define and manage resources.

#### **Oracle Applications System Administrator's Guide - Security**

This guide describes how to implement security protections across all Oracle eBusiness Suite Applications.

For a full list of documentation resources for Oracle Applications Release 12, see *Oracle Applications Documentation Resources, Release 12*, OracleMetaLink Document 394692.1."

## **Integration Repository**

The Oracle Integration Repository is a compilation of information about the service endpoints exposed by the Oracle E-Business Suite of applications. It provides a complete catalog of Oracle E-Business Suite's business service interfaces. The tool lets users easily discover and deploy the appropriate business service interface for integration with any system, application, or business partner.

The Oracle Integration Repository is shipped as part of the E-Business Suite. As your instance is patched, the repository is automatically updated with content appropriate for the precise revisions of interfaces in your environment.

## **Do Not Use Database Tools to Modify Oracle Applications Data**

Oracle **STRONGLY RECOMMENDS** that you never use SQL\*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications data unless otherwise instructed.

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL\*Plus to modify Oracle Applications data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle Applications tables are interrelated, any change you make using an Oracle Applications form can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications, you may change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

When you use Oracle Applications to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track

of who changes information. If you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL\*Plus and other database tools do not keep a record of changes.





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# Overview of Oracle iSupplier Portal

This chapter covers the following topics:

- Product Overview
- Core Features of Oracle iSupplier Portal
- Purchase Order Collaboration
- Shipment Notices
- Invoices and Payments
- Inventory Management
- Supplier Management
- Buying Company View
- Key Business Flows
- Purchase Order Acknowledgement
- Create Advanced Shipment Notice or Advanced Shipment Billing Notice
- Create Invoice

## Product Overview

Oracle iSupplier Portal enables secure, self-service business transactions between companies and their suppliers. It provides suppliers with the ability to use a standard Web browser to directly manage business transactions and access secure information

Oracle iSupplier Portal provides a collaborative platform for a buyer to manage relationships with their global supply base. With Oracle iSupplier Portal, suppliers can receive immediate notifications and respond to events in the purchasing and planning process. Oracle iSupplier Portal provides the framework that enables buyers and suppliers to communicate key business transactions while enabling the ability to search, monitor, revise, and review.

# Core Features of Oracle iSupplier Portal

## Purchase Order Collaboration

### View and Acknowledge Purchase Orders

Oracle iSupplier Portal enables suppliers to view purchase order detail, such as terms and conditions, lines, shipments, and attachments. When a suppliers navigate to the **Purchase Orders** page, they can view all of their purchase orders.

Buying companies may request acknowledgement of a purchase order in order to ensure the supplier has received, reviewed the details of, and accepted or rejected a purchase order. If a buying company requests acknowledgement of a purchase order, suppliers receive a notification requiring their response. Suppliers may then acknowledge purchase orders online, or accept or reject the order using notifications. When suppliers respond to a purchase order acknowledgement, the system automatically updates the purchase order and sends notification to the buyer.

### Submit Purchase Order Change Requests and Split Shipments

Oracle iSupplier Portal enables suppliers to request changes to purchase orders when modifications are needed to fulfill an order. Suppliers can request changes during or after purchase order acknowledgement.

In some cases, a supplier can only partially ship the quantity of goods ordered for a given date. In this case, suppliers may submit a split shipment change request. This request informs the buyer the number of items that the supplier can deliver and their delivery date. Suppliers may also submit cancellation requests if for any reason they cannot fulfill the order.

### Manage Deliverables

When buying companies implement Oracle Procurement Contracts, they may assign deliverables to purchase orders. Deliverables are tasks to complete to achieve a certain outcome or business objective. The supplier can use the deliverables information to track projects for compliance reasons and to reduce risk. Suppliers can view deliverables as well as update their status.

### View agreements and purchase order revision history

Supplier agreements are purchase agreements suppliers have made with the buying company. On the **Supplier Agreements** page, suppliers can review details of agreements and the corresponding releases (orders) that have been created for a particular agreement.

Suppliers may also view purchase order revision histories. The **Purchase Order Revision History** page enables you to search for details on the revision history of a

purchase order. Using search criteria, suppliers can get a summarized list of revised purchase orders.

#### **Issue Work Confirmations**

For complex work agreements, suppliers can send work confirmations to notify buyers of the completion of a unit of work. Work confirmations can be referenced in invoices for billing purposes.

## **Shipment Notices**

### **Submit Advance Shipment and Advance Shipment Billing Notices**

Oracle iSupplier Portal enables suppliers to create both advance shipment notices and advance shipment billing notices that alert the buying company of upcoming shipments. Oracle iSupplier portal also allows the supplier to expedite receipts and payments for the buying company. Suppliers can create shipment notices online or use a spreadsheet to upload shipment notices.

#### **Inbound Logistics**

If buying companies are responsible for arranging the packaging and shipping of material, they may ask their suppliers to submit a routing request. A routing request notifies buyers when goods are ready for shipment. Suppliers may upload a routing request using spreadsheets.

On the **Routing Response** page, suppliers may search for and view details of routing responses (after a buyer has responded to them). When buying companies receive routing requests from suppliers, buying companies review and plan the optimum route. The system sends a response with shipping instructions and carrier details to the supplier, so that the supplier can view the response details on the **Routing Response** page.

#### **View Delivery Schedules and Overdue Receipts**

On the **Delivery Schedules Results** page, suppliers can determine deliveries that require scheduling or are past due.

On the **Overdue Receipts Results** page, suppliers can view the details of past-due purchase order shipments as well as receipts and returns. On the **Receipts Transactions** page, suppliers may also review a historical view of all receipts that have been recorded for their shipped goods.

## **Invoices and Payments**

## Invoice Information

If buying companies have implemented Oracle Payables, suppliers may submit invoices online based on purchase order lines that they have fulfilled. Suppliers can create invoices against open, approved, standard purchase orders, or blanket releases that are not fully billed. They can also enter a credit memo against a fully billed purchase order as well as invoice against multiple purchase orders.

On the **Invoice Summary** page, suppliers can view the history and status of all invoices from their buying company.

## Manage Payment Information

Payment inquiry in Oracle iSupplier Portal enables suppliers to view the history of all the payments to the invoices that buying companies have completed.

## Inventory Management

### Manage Product Information

On the Product tab in Oracle iSupplier Portal, suppliers may easily access and view information about products the buying company provides. Using item numbers, suppliers may also view demand forecasts and various transactions. Suppliers can also maintain certain item information, such as manufacturing and order modifiers.

### On-Hand Inventory

On the **On-Hand Items** page, suppliers can view their item inventory information. By viewing invoice items, suppliers can view on-hand item inventories, item locations, lots, and serials.

### Vendor Managed Inventory

Vendor Managed inventory enables suppliers to manage the inventory at their customers' location. Customers can set up the minimum and maximum stock levels required for an item enabled for maintenance by a supplier. Using Oracle iSupplier Portal, suppliers can view these minimum and maximum levels and also view the current on-hand quantities for that item at the customer location.

### Consigned inventory

Oracle Procurement, along with Discrete Manufacturing supports maintaining consigned inventory for an item. Buying companies can enable items to have consigned inventory. Having consigned inventory enables the supplier to maintain the stock at the buying company location. Oracle iSupplier Portal enables suppliers to view on-hand stock for consigned items as well as associated procure-to-pay transactions.

# Supplier Management

## Supplier and Supplier User Registration

Suppliers register their companies as a prospective vendor in Oracle iSupplier Portal to let their buying companies know that they are interested in establishing a business relationship. After supplier companies are registered, additional supplier users within that company can be registered to access and use Oracle iSupplier Portal.

### Supplier Profile Management

Supplier Profile Management enables suppliers to manage key profile details that establish or maintain a business relationship with their buying company. This profile information includes address information, names of main contacts, business classifications, banking details, purchasing and payables defaults, tax details, and category information about the goods and services suppliers provide to their buyers.

### Supplier Self-Registration

Buyers can optionally implement the supplier self-registration feature. Supplier self-registration allows suppliers to complete registration requests to obtain access to collaborative applications. The registration process is flexible and can be modified by the buying organization to allow a high level of specialization. For example, suppliers can be associated with a particular operating unit at registration time. Additionally, buyers can specify the level of information suppliers must provide when registering.

### Supplier User Management

The supplier user management feature allows designated buyer administrators to maintain information on supplier users, including access and security controls, without the intervention of system administrators on the buyer's side. Supplier user management can also be set up to allow designated user managers at the supplier to create and maintain information on their own company's users.

## Buying Company View

### View Information as Internal (Buying Company) User

The buying company user view in Oracle iSupplier Portal provides the same view of procure-to-pay transactions as the supplier view. Using the Internal User View responsibility in Oracle iSupplier Portal, a buying company user can view order, shipment, receipt, invoice, and payment information. Buying Companies may also search for information across all suppliers as well as respond to supplier change requests.

## Key Business Flows

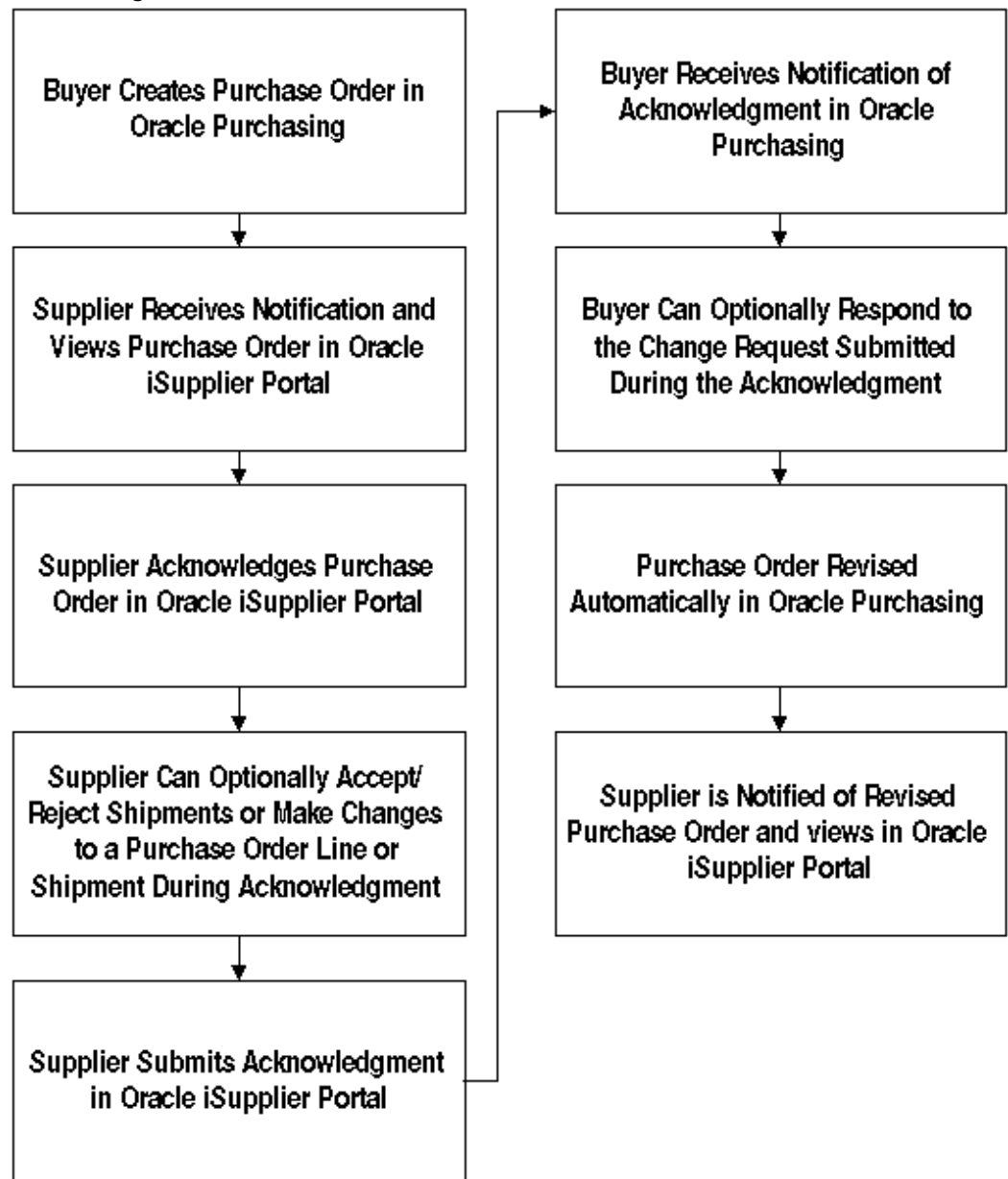
Key business flows for Oracle iSupplier Portal Include:

- Purchase Order Acknowledgement
- Create Advance Shipment Notice and Advanced Shipment Billing Notice
- Create Invoice

## Purchase Order Acknowledgement

Figure 1-1 shows the complete Purchase Order Acknowledgement flow, from creation in Oracle Purchasing to possible actions in Oracle iSupplier Portal.

#### ***Acknowledge Purchase Order Flow***



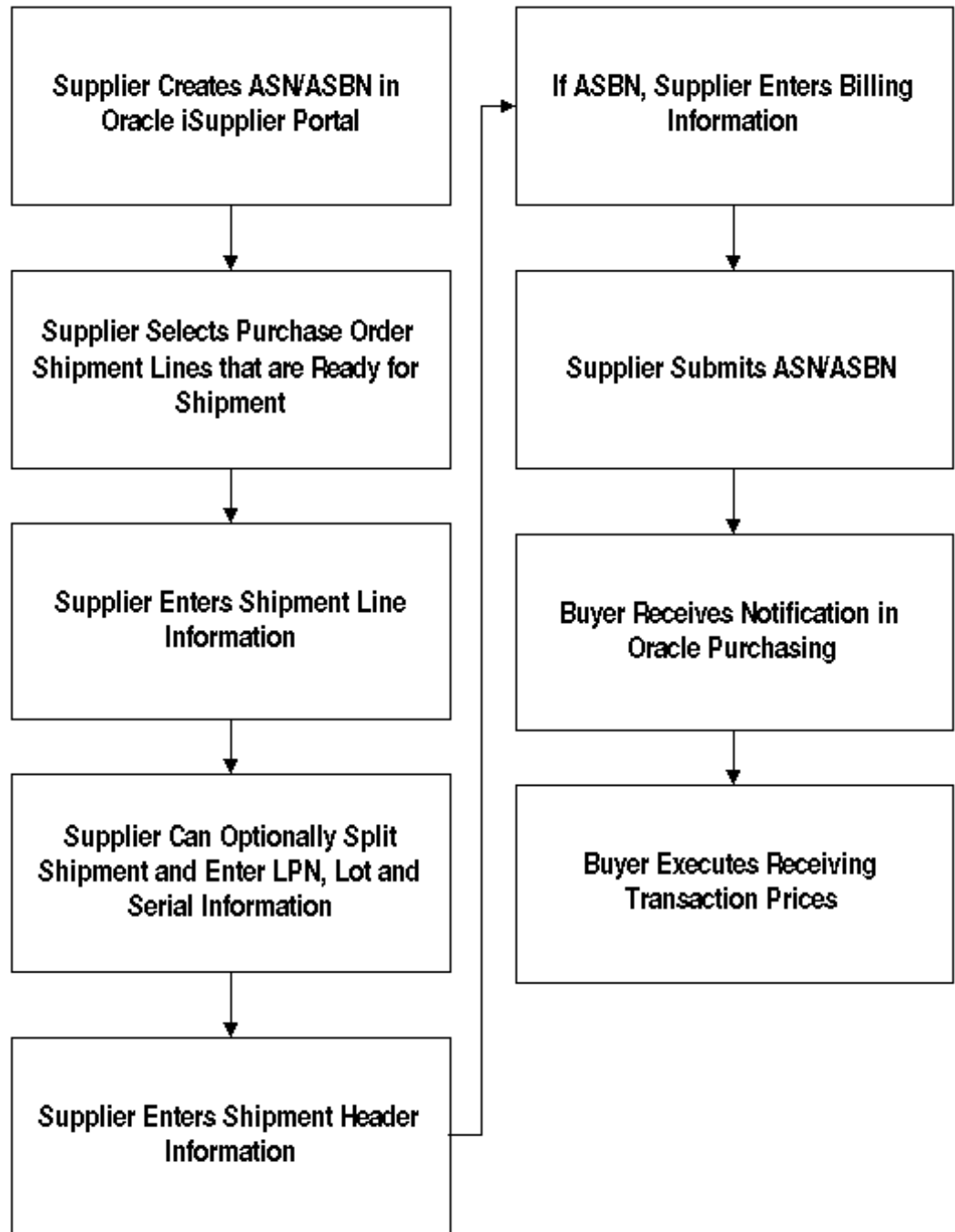
In Oracle Purchasing, the buyer creates the purchase order, and the process sends notification to the supplier. The supplier then acknowledges the purchase order, and optionally can reject shipments and make changes to a purchase order line or shipment. After making any optional changes, the supplier submits the acknowledgement. The buyer receives notification in Oracle Purchasing, and responds to the change request submitted during acknowledgement. The purchase order is revised automatically in Oracle Purchasing. The supplier receives notification of the revised purchase order and can view the revised purchase order in Oracle iSupplier Portal.

## Create Advanced Shipment Notice or Advanced Shipment Billing Notice

Figure 1-2 shows the flow of ASN and ASBN creation and delivery.



#### Create ASN/ASBN Flow

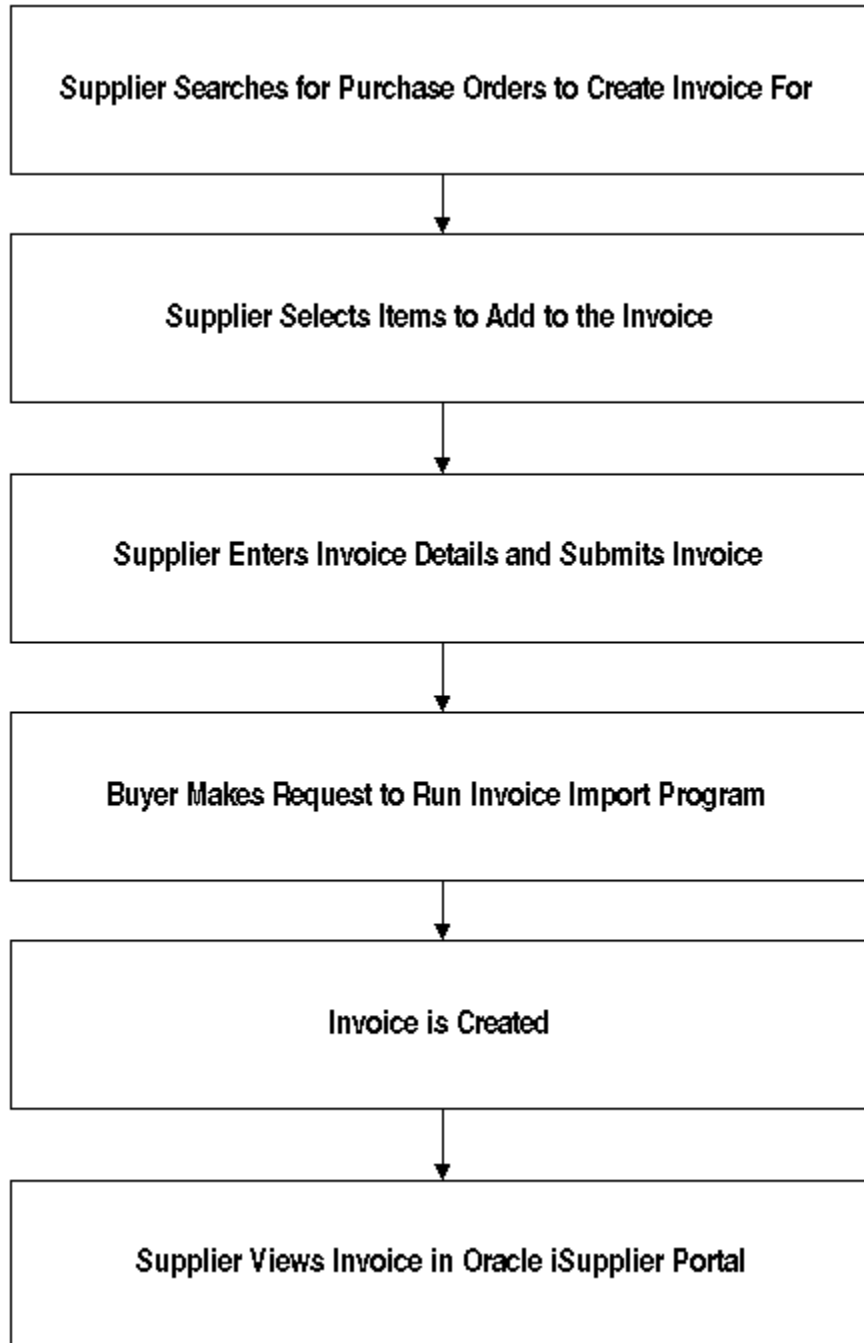


Suppliers can use Oracle iSupplier Portal to create advanced shipment notices and advanced shipment billing notices (ASN/ASBNs) when a shipment is ready. The supplier enters line-level information (quantities, packing, number of containers, country of origin, etc.). If the item is lot or serial controlled, the supplier can choose to provide the lot and serial information for the shipment line. License Plate Numbers

(LPN) and LPN configuration details can also be provided. The supplier then enters the shipment notice header details (shipment number or shipment date). If the supplier is creating an ASBN, the supplier should enter billing details (invoice number, amount). Upon submission of ASN/ASBN, a notification is sent to the buyer. The buyer has to run the receiving transaction processor to import the ASN/ASBN to Oracle Purchasing.

## Create Invoice

Figure 1-3 shows the flow of invoice creation and delivery.



To create an invoice, the supplier searches for and selects the purchase orders to invoice and clicks Add Items to Invoice List. The supplier then enters the quantity shipped, taxable status, and any additional changes. The supplier then enters the invoice number, date, and description. If the supplier would like to save the invoice and return to it later, the supplier clicks Save For Later. If the supplier would like to submit the invoice, the supplier clicks Submit Invoice.

#### **Integration with E-Business Suite Applications**

***Integrated Applications***

<b>Application</b>	<b>Required?</b>	<b>Description</b>	<b>Reference</b>
Oracle Purchasing	Yes	Required to support the purchase order collaboration features in Oracle iSupplier Portal.	Oracle Purchasing User's Guide
Oracle Sourcing	No	Provides Supplier and Buyer collaboration data for POs, RFQs, and Contracts	Oracle Sourcing User's Guide
Oracle Procurement Contracts	No	Allows suppliers to utilize contract authoring functionality, including: submitting electronic signatures on documents, managing deliverables, viewing and printing articles, and submitting change requests to contract terms.	Oracle Procurement Contracts Implementation Guide
Oracle Services Procurement	No	Allows a streamlined process for sourcing, procuring and managing services including viewing details of service -related purchase orders, and viewing time cards.	N/A
Oracle Accounts Payable	No	Supports online submission of invoices in iSupplier Portal	Oracle Payables User's Guide

<b>Application</b>	<b>Required?</b>	<b>Description</b>	<b>Reference</b>
Oracle Quality	No	Allows suppliers to view and enter quality information	Oracle Quality User's Guide
Oracle WIP	No	Enables Work Order Functionality	Oracle Work in Process User's Guide
Oracle Manufacturing	No	Enables Work Order functionality	Oracle Enterprise Asset Management User's Guide
Oracle Supplier Scheduling	No	Enables forecast and shipment functionality	Oracle Supplier Scheduling User's Guide



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# Oracle iSupplier Portal Setup

This chapter covers the following topics:

- Implementation PrerequisitesImplementation Prerequisites
- ResponsibilitiesResponsibilities
- Setup StepsSetup Steps
- Assign Responsibilities to Internal UsersAssign Responsibilities to Internal Users
- Apply Securing AttributesApply Securing Attributes to Custom Responsibilities
- Enable Function SecurityEnable Function Security
- Enable Profile Options Enable Profile Options
- Enable E-Signature FunctionalityEnable E-Signature Functionality
- Enable Manage Deliverables FunctionalityEnable Manage Deliverables Functionality
- Implement Basic Supplier Administration
- Implement Supplier Registration
- Implement Supplier User Account Creation
- Implementing Supplier Profile Management

## Implementation Prerequisites

The only implementation prerequisite for Oracle iSupplier Portal is that Oracle Purchasing has been licensed and fully implemented.

For detailed information on implementing Oracle Purchasing, see the Oracle Purchasing User's Guide.

# Responsibilities

Oracle iSupplier Portal is shipped with the following seeded responsibilities:

## *External (Supplier) Responsibilities*

Responsibility Name	Description
iSupplier Portal Full Access	Used to access supplier facing functionality for the business flows pertaining to Oracle Purchasing
Procure to Pay Supplier View	Used to access supplier facing functionality for the business flows pertaining to Oracle Purchasing
Plan to Pay Supplier View	Used to access supplier facing functionality for the business flows pertaining to Oracle Purchasing and Oracle Supply Chain Planning.
Source to Pay Supplier View	Used to access Supplier facing functionality for the business flows pertaining to Oracle Purchasing and Oracle Sourcing.
Source, Plan, Pay Supplier View	Used to access Supplier facing functionality for the business flows pertaining to Oracle Purchasing, Oracle Supply Chain Planning and Oracle Sourcing.
Supplier Profile Manager	Used to give authorized supplier users access to their profile details. Users can update profile details (including contact information), but cannot create new iSupplier Portal user accounts.
Supplier Profile and User Manager	Used to give authorized supplier users access to their profile details. Users can update profile details (including contact information), and can create new iSupplier Portal user accounts as well.



Responsibility Name	Description
Supplier Profile Manager (View-only Contact Directory)	Used to give authorized supplier users access to their profile details. Users can update profile details. Users cannot create or update contacts or user accounts.

#### ***Internal (Buyer) Responsibilities***

Responsibility	Description
iSupplier Portal Internal View	Used by internal users of the buying company (including buyers) to access the functionality exposed by Oracle iSupplier Portal.
Supplier User Administrator	Used by buyer administrators to set up and maintain supplier user accounts
Supplier Profile Administrator	Used by buyer administrators to review prospective vendor registration requests and to administer supplier profiles.

There is no separate setup step for assigning responsibilities to supplier users. Based on the options selected during the supplier registration process, the appropriate responsibilities are automatically assigned to the supplier user.

Internal (buying company) users must have the iSupplier Portal Internal View responsibility assigned to them.

For more information on assigning responsibilities to supplier users, see Chapter 3.

## **Setup Steps**

You must complete the following setup steps to use the full range of features available in Oracle iSupplier Portal:

Note that instructions on the last four steps appear in the Oracle iSupplier Portal *Implementing Supplier Administration* manual.

Step	Required or Optional
Assign Responsibilities to Internal Users	Optional

Step	Required or Optional
Apply Securing Attributes to Custom Responsibilities	Optional
Enable Function Security	Optional
Enable Profile Options	Optional
Enable E-Signature Functionality	Optional
Enable Supplier Performance Monitoring	Optional
Enable Manage Deliverables Functionality	Optional
Implement Basic Supplier User Management	Required  See <i>Implementing Supplier Administration</i> for details.
Implement Flexible Supplier Registration and Profile Management	Optional  See <i>Implementing Supplier Administration</i> for details.
Implement Supplier User Account Creation	Required  See <i>Implementing Supplier Administration</i> for details.
Implement Supplier Profile Creation	Required  See <i>Implementing Supplier Administration</i> for details.

**Note:** Securing attributes are applied during supplier registration. For more information on supplier registration, see Chapter 3.

## Assign Responsibilities to Internal Users

If you would like to utilize the internal user functionality of Oracle iSupplier Portal, you must assign the iSupplier Portal Internal View responsibility to users.

To assign the iSupplier Portal Internal View responsibility to users:

1. From the Oracle System Administrator menu, select Security > User > Define.
2. Enter the name of the user to whom you wish to grant the responsibility.
3. In the Direct Responsibilities section, enter iSupplier Portal Internal View in the Responsibility text box.
4. Click Save.

## Apply Securing Attributes to Custom Responsibilities

If you have created custom responsibilities that will be assigned to supplier users, securing attributes must be included in your custom responsibility definition

There are three securing attributes that can be used to control access. These attributes are all seeded with the pre-defined Oracle iSupplier Portal responsibilities that are released with the product:

- ICX\_SUPPLIER\_ORG\_ID - Identifier for the supplier.
- ICX\_SUPPLIER\_SITE\_ID - Identifier for the supplier site.
- ICX\_SUPPLIER\_CONTACT\_ID - Identifier for the supplier contact.

**Note:** The securing attributes discussed in this section apply only to the supplier facing custom responsibilities. The Internal User View responsibility uses the document security setup done as part of Oracle Purchasing setup.

**Note:** No securing attribute setup is required for the iSupplier Portal Internal View responsibility.

To add the securing attributes to a custom responsibility:

1. From the Oracle System Administrator menu, select Security > Responsibility > Define.
2. In the responsibility form, search for the name of the custom responsibility you would like to modify.
3. In Securing Attributes region, search for the three securing attributes that have to be applied to this responsibility.
4. When you have identified all the attributes to apply to this responsibility, click Save.

The screenshot shows the 'Responsibilities' configuration window. The 'Responsibility Name' is 'iSupplier Portal Full Access', 'Application' is 'iSupplier Portal', 'Responsibility Key' is 'ISUPPLIER\_PORTAL\_RESP', and 'Description' is 'iSupplier Portal'. The 'Effective Dates' are set from '2001-JUN-18' to an empty 'To' field. Under 'Available From', 'Oracle Self Service Web Applications' is selected. The 'Data Group' has 'Name' as 'Standard' and 'Application' as 'iSupplier Portal'. The 'Menu' is 'iSupplier Portal New Application Menu'. The 'Request Group' has an empty 'Name' and 'Application'. The 'Securing Attributes' tab is active, showing a table with three rows: 'ICX\_SUPPLIER\_CONTACT\_ID', 'ICX\_SUPPLIER\_ORG\_ID', and 'ICX\_SUPPLIER\_SITE\_ID', all with 'Application' set to 'iSupplier Portal'. A 'Values...' button is at the bottom right.

Name	Application
ICX_SUPPLIER_CONTACT_ID	iSupplier Portal
ICX_SUPPLIER_ORG_ID	iSupplier Portal
ICX_SUPPLIER_SITE_ID	iSupplier Portal

The various securing attributes enable the supplier user access to be restricted as follows:

Desired Access Restriction	ICX_SUPPLIER_ID	ICX_SUPPLIER_SITE_ID	ICX_SUPPLIER_CONTACT_ID	Comments
Limit user access to supplier specific information.	Responsibility defined with securing attribute.  The securing attribute on User definition is assigned the supplier_id value.	N/A	N/A	Users who sign into the defined responsibility will only have access to the supplier information defined in the user definition.

Desired Access Restriction	ICX_SUPPLIER_ID	ICX_SUPPLIER_SITE_ID	ICX_SUPPLIER_CONTACT_ID	Comments
Limit user access to information for specific supplier sites.	Responsibility defined with securing attribute  The securing attribute on User definition is assigned the supplier_id value.	Responsibility defined with securing attribute.  The securing attribute on User definition is assigned the supplier_site_id value.	N/A	Users who sign into the defined responsibility will only have access to the supplier and site information defined in the user definition.
Limit user access to information from purchasing documents with a specific supplier contact defined. .	Responsibility defined with securing attribute.  The securing attribute on User definition is assigned the supplier_id value.	Responsibility defined with securing attribute.  The securing attribute on User definition is assigned the supplier_site_id value.	Responsibility defined with securing attribute.  The securing attribute on User definition is assigned the supplier_contact_id value.	Users who sign into the defined responsibility will only have access to purchasing documents that have the specific supplier contact defined.

## Enable Function Security

### Restricting Access Using Function Security

Oracle iSupplier Portal is delivered with several predefined responsibilities. By default, these preseeded responsibilities have access to all functions and standard pages that are appropriate for the responsibility (see Responsibilities, page 2-2 for descriptions of these predefined responsibilities). However, when appropriate, function security exclusions can be used restrict users of the responsibility from certain menus (tabs) or functions (sub-tabs).

In addition to limiting access to sets of pages whose associated functions or menus have been excluded, function security will also cause exclusion of associated regions and links for these functions on the **Oracle iSupplier Portal Home** page

There are two types of function security exclusions:

- Menu Exclusions - used to prevent access to the main tabs (therefore the appropriate sub-tabs). If you need to restrict access to an entire tab, you can use a menu exclusion.

- Function Exclusions - used to prevent access to specific sub-tabs and other functionality. If you need to restrict access to a particular function (sub-tab), but allow access to the other functions of the parent tab, you can use a function exclusion.

Below is a list of menus, sub-menus and the available menu/function exclusion.

**Note:** The menus and functions listed in the tables below pertain to the iSupplier Portal Full Access (Procure to Pay Supplier View) and iSupplier Portal Internal View responsibilities.

***iSupplier Portal Full Access (Procure to Pay Supplier View) - Possible Exclusions***

Tab Excluded	Sub Tab Excluded	Other Functionality Excluded	Function/Menu Exclusion
Orders	N/A	N/A	Orders
Orders	Purchase Orders	N/A	Maintain Purchase Orders
Orders	Work Orders	N/A	Maintain Work Orders
Orders	Agreements	N/A	View Agreements
Orders	Purchase History	N/A	Purchase History
Orders	RFQ	N/A	RFQ
Orders	Deliverables	N/A	Manage Deliverables
Orders	Timecards	N/A	Timecards Search Page
Orders	N/A	Change Purchase Order	Change Purchase Order
Orders	N/A	Cancel Purchase Order	Cancel Purchase Order
Orders	N/A	Sign Purchase Order	Sign Purchase Order

<b>Tab Excluded</b>	<b>Sub Tab Excluded</b>	<b>Other Functionality Excluded</b>	<b>Function/Menu Exclusion</b>
Shipments	N/A	N/A	Shipments
Shipments	Delivery Schedules	N/A	Delivery Schedules
Shipments	Shipment Notices	N/A	View/Create ASN
Shipments	Shipment Schedules	N/A	Shipment Schedules
Shipments	Receipts	N/A	@@View Receipts
Shipments	Returns	N/A	Shipment Returns
Shipments	Overdue Receipts	N/A	Overdue Receipts
Shipments	On-Time Performance	N/A	Delivery Performance
Shipments	Quality	N/A	Quality
Shipments	N/A	Cancel ASN	Cancel ASN
Shipments	N/A	Create Routing Request	Create Routing Request
Shipments	N/A	View Routing Request	View Routing Request
Planning	N/A	N/A	ISP Planning
Planning	VMI	N/A	SCE Inbound Consigned Inventory Status
Planning	Forecast	N/A	Planning Schedules
Account	N/A	N/A	Account
Account	Create Invoices	N/A	Review Page
Account	View Invoices	N/A	Invoice Details

<b>Tab Excluded</b>	<b>Sub Tab Excluded</b>	<b>Other Functionality Excluded</b>	<b>Function/Menu Exclusion</b>
Account	View Payments	N/A	Payment Details
Product	N/A	N/A	Product Information
Product	Supplier Items	N/A	Supplier Item Summary
Product	Order Modifiers	N/A	Order Modifiers
Product	Maintain Capacity	N/A	Update Capacity
Product	Quality	N/A	Quality
Product	Consigned Inventory (menu)	N/A	Consigned Inventory (menu)
<b>Tab</b>	<b>Sub Tab</b>	<b>Other Functionality</b>	<b>Function/Menu Exclusion</b>
Orders	N/A	N/A	Orders Internal Information
Orders	Purchase Orders	N/A	Maintain Purchase Orders
Orders	Agreements	N/A	View Agreements
Orders	Purchase History	N/A	Purchase History
Orders	Pending Changes	N/A	Pending Change Requests
Shipments	N/A	N/A	Shipments Internal Information
Shipments	Shipment Notices	N/A	View ASN



Tab	Sub Tab	Other Functionality	Function/Menu Exclusion
Shipments	Receipts	N/A	@@View Receipts
Account	N/A	N/A	Account
Account	View Invoices	N/A	Invoice Details
Account	View Payments	N/A	Payment Details
Product	N/A	N/A	Product Internal Information
Product	Consigned Inventory	N/A	Consigned Inventory

When a particular sub-tab is excluded, access to that function is also restricted on the **Oracle iSupplier Portal Home** page. For example, applying the View-Create ASN function security exclusion will not only restrict users to the **Shipment Notices** page under the Shipment tab, it will also restrict users to the Shipments at a Glance view, ASN search capability, and the Shipment Notices hypertext from the process flow.

### Supplier Profile Administration

Persons with the Supplier Profile Administration responsibility are tasked with the day to day maintenance of supplier profiles. Note that many of the tasks supplier profile administrators perform can also be performed by the Purchasing and Payables Super User responsibilities.

The Supplier Profile Administrator pages do not use a tab structure. Access to subpages is available from links on the **Suppliers** home page.

Use the following functions to control access to subpages of the **Suppliers** home page.

### Supplier Profile Administration - Possible Function Exclusions

Function Name	Action
Supplier: Buyer View: Quick Update Page	Grants access to the Quick Update page
Supplier: Buyer View: Organization Page	Grants access to the Organization page
Supplier: Buyer View: Tax Details Page	Grants access to the Tax Details page

Function Name	Action
Supplier: Buyer View: Address Book	Grants access to
Supplier: Buyer View: Contact Directory	Grants access to the Contact Directory page
Supplier: Buyer View: Business Classification Page	Grants access to the Business Classification page
Supplier: Buyer View: Product and Services Page	Grants access to the Product and Services page
Supplier: Buyer View: Accounts Page	Grants access to the Accounts Page
Supplier: Buyer View: Tax and Reporting	Grants access to the Tax and Reporting page
Supplier: Buyer View: Purchasing	Grants access to the Purchasing page
Supplier: Buyer View: Receiving	Grants access to the Receiving page
Supplier: Buyer View: Payment Details	Grants access to the Payment Details page
Supplier: Buyer View: Invoice Management	Grants access to the Invoice Management page
Buyer View: Surveys	Grants access to the Surveys page

To use function security to restrict access:

1. From the Oracle System Administrator menu, select Security > Responsibility > Define.
2. Query the responsibility whose access you would like to restrict.
3. In the Function and Menu exclusions region, for the Type column, select Menu or Function depending on what you are excluding).
4. From the list of values available in the Function and Menu exclusions region, select the appropriate function or menu you wish to remove from the responsibility.
5. Click Save.

### Using Menus When Creating Customized Responsibilities

If you have the need for special access restrictions, you may wish to create a new,

customized responsibility that reflects the particular level of access you wish to implement. When you create a new responsibility, among other things, you define a menu for that responsibility. This menu is a hierarchy definition that includes the functions/menus to which users of the responsibility will have access. You can model your new menu off of an existing menu, or create an entirely new menu. See Oracle Applications System Administration Guide for instructions on creating customized responsibilities and their menus.

Review the information in the table below to decide which menus to include in your custom responsibility.

User Menu Name	Tasks Permitted	Notes
Supplier Information Management (Buyer View)	Buyers can create/modify Supplier Information (except for employee-suppliers)	
View Supplier Information	Buyers can view Supplier Information (except for employee-suppliers)	
Supplier View: Supplier Information Manager	Supplier View or supplier management pages	
External View: Delegated Administration Supplier view for delegated admin		

## Enable Profile Options

The following table explains profile options set by the system administrator that impact Oracle iSupplier Portal:

Profile Option	Value	Description
RCV: Fail All ASN Lines if One Line Fails	No/Yes Default: No	Indicates whether the creation of ASN/ASBNs in Oracle Internet Supplier Portal will fail all ASN lines if one line fails.

Profile Option	Value	Description
POS: Limit invoice to single PO	No/Yes Default: No	Indicates whether an Invoice created in Internet Supplier Portal will be limited to the shipments belonging to a single Purchase Order
POS: Invoice Unit Price change for Quantity-Based Matches	Allowable type of price change.	Whether the user is allowed to change the unit price when creating purchase order-based invoices.
POS: Allow Invoice Backdating	Yes/No	Whether the use is allowed to backdate the invoice such that the invoice and the purchase order have different dates.
POS: Default Promise date acknowledgement	Yes/No	If the promise date is null, whether the promise date defaults to the need-by date after supplier's acknowledgement.
POS: OSN Hub	Hub name	The name of the pre-defined hub for communication with Oracle Supplier Network. The hub is defined in Oracle XML Gateway.
EDR: E-Records and E-Signatures	No/Yes	Indicates whether E-Signature functionality has been enabled
POS: ASL planning attribute updates from supplier approved by	Buyer's Approval Required Planner's Approval Required No Approval Required	Indicates the person whose approval is required when supplier submits changes via Order Modifiers and Maintain Capacity functionality
POS: ASN Shipment Display Period	Number of days	

Profile Option	Value	Description
Default load setting for number of sites allowed to be created during address approval.		Limits the number of sites that can be created during a single address approval operation. .

## Enable E-Signature Functionality

The following setup is required to enable use of the E-Signature functionality in Oracle iSupplier Portal:

1. Set the value of profile EDR: E-Records and E-Signatures to Yes.
2. Ensure that the function Sign Purchase Order is not excluded from the responsibility.

## Enable Manage Deliverables Functionality

The following setup is required to enable use of manage deliverables functionality in Oracle iSupplier Portal

1. Ensure that the function "Manage Deliverables" is not excluded from the responsibility.

## Implement Basic Supplier Administration

Basic Supplier Administration tasks include setting up Business Classifications and Products and Services menu lists, planning and creating supplier management groups, and creating customer surveys. For details, see the *Oracle iSupplier Portal Implementing Supplier Administration* manual.

## Implement Supplier Registration

Supplier registration tasks include creating customized registration pages and links, subscribing to notifications, and setting up approval hierarchies. For details, see the *Oracle iSupplier Portal Implementing Supplier Administration* manual.

## Implement Supplier User Account Creation

User accounts allow supplier users to access collaborative applications. For details, see the *Oracle iSupplier Portal Implementing Supplier Administration* manual.

## Implementing Supplier Profile Management

You can set up the system such that designated managers at the supplier can manager their company's profiles, possibly including creating user accounts. For details, see the *Oracle iSupplier Portal Implementing Supplier Administration* manual.

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# Application Technology and Customizations

This chapter covers the following topics:

- Chapter Overview
- Customizing the Oracle iSupplier Portal User Interface

## Chapter Overview

This chapter discusses the Oracle Applications Framework (OAF) technology on which Oracle iSupplier Portal is built and includes how to customize the Oracle iSupplier Portal user interface.

## Customizing the Oracle iSupplier Portal User Interface

Oracle iSupplier Portal is built upon the OAF technology. There are many aspects of OAF applications that system administrators, developers, and end-users can personalize.

- **Menus and Responsibilities** - You can use the Menu and Responsibility forms to personalize and maintain security for Oracle Self-Service Web Applications. You can use the forms to assign specific responsibilities to your users and designate the menus that are available to the users of a given responsibility.
- **FND Messages and Lookups** - You can similarly use the Messages and Lookups forms to modify existing messages and lookups or define new messages and lookups. For example, you may have a need to create additional messages for display within an application that pertains to your users, or you may want to add new lookup values to a lookup type that are applicable to your site.
- **Cascading Style Sheet (CSS)** - You can also modify the visual presentation styles, such as fonts and colors, that appear in Oracle Self-Service Web Applications. The styles are controlled by cascading style sheets (CSS) to reinforce a standard look and feel throughout the applications. You can personalize the custom.xss style sheet

document to modify the existing styles to your needs.

- **User Interface (UI) Definition Overlays and Saved Views Through the OA Personalization Framework** - You can use the functionality of OA Personalization Framework to personalize the UI of an application page. Administrators can create personalizations that overlay the existing UI and are targeted to specific audiences. End-users can create personalizations and save them as personalized views from which they can choose to display as the need arises.

OA Framework includes the OA Personalization Framework which allows you to personalize your UI look-and-feel, layout, or visibility of page content appropriate or your business needs without modifying any underlying code.

Following are some common types of personalizations you can accomplish with OA Personalization Framework:

- Change the prompt for a field or other text on a page.
- Hide or show a field on a page.
- Reorder fields or items on a page.
- Restrict data that a user can access.
- Add new buttons, links, text items, images, etc.
- Restrict query results in a table.

**Note:** With OA Personalization Framework, your personalizations are reflected immediately on the page

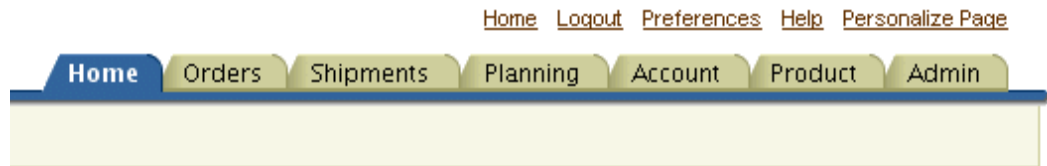
For example, you may change the color scheme of your user interface, change the order in which table columns are displayed, or save personalized views of a query result and retrieve them at a later time.

To enable personalization for Oracle iSupplier Portal, you need to set the Personalize Self-Service Defn (FND\_CUSTOM\_OA\_DEFINITION) system profile option to Yes. This profile can be set at the site, application, responsibility or user level.

When you set this profile option to Yes, a global Personalize button appears on the the top right corner of all Oracle iSupplier Portal application pages.



## Oracle iSupplier Portal Personalization Link



This link takes the user to the corresponding OAF personalization page, where all personalization tasks can be done.

### Choose Personalization Context

Choose the personalization context below by selecting a personalization value for each level.

Scope	<input type="text" value="Page: Home Page"/>	
	<small>Personalizations to Shared Regions will be applied to all pages where the region exists</small>	
Function	<input type="text"/>	<input type="button" value="Set to My Function"/>
Location	<input type="text"/>	<input type="button" value="Set to My Location"/>
Site	<input checked="" type="checkbox"/> Include	
Organization	<input type="text" value="Vision Operations"/>	<input type="button" value="Set to My Organization"/>
Responsibility	<input type="text" value="iSupplier Portal Full Access"/>	<input type="button" value="Set to My Responsibility"/>

The **Personalize** page is where you choose your personalizations. You can select your personalization context of shared regions from the Scope drop-down box.

You may search for and select your preferred function level. A function in Oracle Applications is a piece of application logic or functionality that is registered under a unique name for the purpose of assigning it to, or excluding it from, a responsibility. For example, a single region can be assigned to multiple functions, such that you can display the region from different menus on the responsibility menu tree. You can create personalizations for a region at the function level, such that the personalizations are visible only when you display the region by selecting a specific function. For example, suppose you have an updatable region and you want that region to be updatable when accessed from Function A in the menu, but to be read-only when accessed from Function B in the menu. To accomplish this, you create a function level personalization that makes all the fields read-only for Function B. You can have only one set of personalizations per region per function.

You may search for and select your preferred location.

Suppose you need to:

- Distribute to a particular location.
- Hide certain fields or buttons.
- Change labels to accommodate that location.

You can make those changes by creating location-level personalizations in the relevant regions. All end-users for the specific location will see the applied location personalizations.

A site refers to an installation of Oracle Self-Service Web Applications. Personalizations that you make at the site level affect all users of the current installation. For example, as a system administrator, you might want to make a site-level personalization where you change the table column labels to match your corporate standards. You can only save one set of personalizations per region per site.

Personalizations that you make at the organization level affect all users of that organization. For example, you might make a personalization at the organization level for a specific organization to hide certain fields because they are not pertinent to the context of that organization. You can only save one set of personalizations per region per organization.

A responsibility represents a specific level of authority within an application. Each responsibility lets you access specific functions or a set of product windows, menus, reports, and data to fulfill your role in an application. When you make personalizations at the responsibility level for a specific responsibility, the changes are effective only for the users of that responsibility. You can only save one set of personalizations per region per responsibility.

Remember to click Apply when you finalize your personalizations. After searching for and selecting the appropriate context, you can individually set personalization context by clicking Set to My Function.

For a detailed list of current functionality available through OAF personalization framework, and personalization features, see the Personalization section of the Oracle Applications Framework Personalization Guide, available on [OracleMetaLink](#).

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# Oracle iSupplier Portal Workflows

## Chapter Overview

Oracle iSupplier Portal uses Oracle Workflow technology to provide a guided walk-through of business processes and to generate notifications. Oracle Workflow Builder is a graphical tool for creating, viewing, and modifying workflow process definitions. It contains a Navigator window that you use to define the activities in a process window to process a diagram.

For more information on Oracle Workflow, see Overview of Oracle Workflow in the *Oracle Workflow Guide*.

Oracle iSupplier Portal uses the following workflows:

- Supplier Change Order Workflow
- Update Capacity Workflow
- Order Modifiers Workflow
- Advance Shipment Notice (ASN) Workflow
- Purchase Order Acknowledgement (handled by PO Approval Workflow)

## Customizing Oracle iSupplier Portal Workflows

The Oracle Workflow Builder is used to customize workflows. When workflows are customized, only those business flows that are submitted after the customization are affected.

The Oracle Workflow Builder is also used to create unique approval workflows for each document type in your organization. Particular workflows are associated with certain document types in the Document Type window.

## Notifications

All notifications can be modified to meet your individual business needs. However, if the notification has a reply code, you should verify that the Result Type of your customized notification matches the transitions in the workflow diagram.

For more information on creating notifications, see the *Oracle Workflow Guide*.

## Function Activities

You cannot modify any function activity in the Oracle iSupplier Portal workflow. However, you can replace some function activities with function activities of your own. When you replace a function activity, you are modifying the process where it is contained. If you substitute default action activities in a process with function activities that you create, you must remember the following:

- The result type of your new function activity must match the result type of the default activity. For example, a Result Type of Yes or No needs to match the result type that you specify in that function activity's corresponding PL/SQL procedure.
- If you have two results (such as Yes and No) in your function activity and corresponding PL/SQL procedure, you need to verify that there are two corresponding transitions in the workflow diagram (one for Yes and one for No). If you alter the result types and transitions in a process, be careful that you are not deleting or bypassing any special transitions or checks.

## Messages

You can modify all of the messages to meet your individual business needs.

## Lookup Types

You can modify all the lookup types to meet your individual business needs.

**Note:** If you change a lookup type, verify that all activities that use the lookup type allow the change. For example, if you change the lookup type from Yes/No to something else, the activities that use that lookup type should also change their Result Type from Yes/No to whatever new lookup type you created.

For more information on Lookup Types see the *Oracle Workflow Guide*.

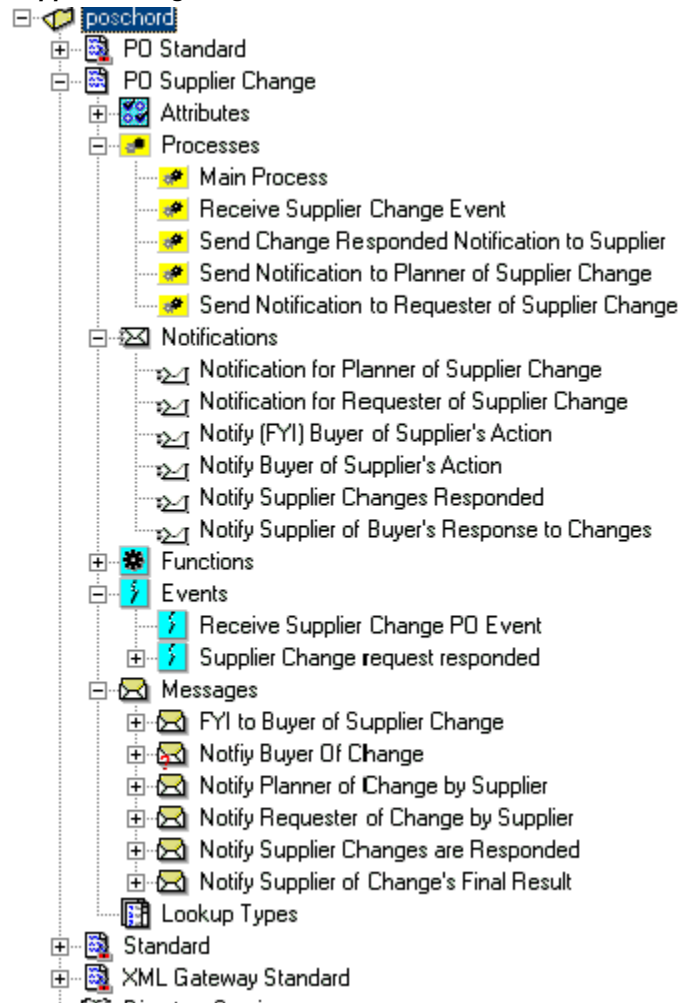
## Supplier Change Order Workflow

The supplier change order workflow handles change requests made by the supplier and the buyer's response to those change requests, as well as implements the business rules pertaining to the supplier's change request and the buyer's response. A supplier can login to Oracle iSupplier Portal and can request for a change or do so through XML.

The supplier change order workflow supports changes on fields such as promised date, quantity ordered, unit price, supplier item, additional changes, split shipments, and acknowledgement of shipments. All change requests made by the supplier need to be approved or rejected by the buyer.

The supplier change order workflow processes the change request and sends a notification to the buyer about the supplier's intention to change the purchase order. Once the buyer responds to the purchase order, the response is processed. As part of processing the response, the workflow calls the appropriate procedures to update the existing purchase order and sends out the response notification to the supplier. All the notifications are generated dynamically according to the receiver's language preference.

### Supplier Change Order Workflow

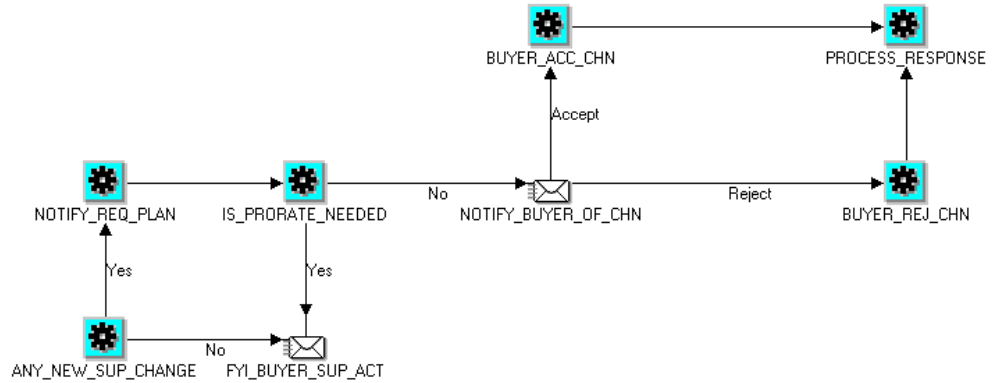


## Supplier Change Order Workflow Main Process

In this process, the workflow receives a change request and sends a notification to the buyer.

Depending on the type of change requests, workflow decides if the change requires an approval or not. If the change is to the promised date, quantity, price, or shipment amount, the change request needs an approval. If the change request is for some additional information (FT Terms), it does not need any approval. In such cases, the workflow sends a notification. The buyer can respond through e-mail, through the notification, or through Oracle iSupplier Portal. Once the buyer response is received, the change PO API is called to update the purchase order, then the PO Approval workflow is initiated.

### Supplier Change Order Workflow Main Process



### Supplier Change Order Workflow: Processes and Notifications

Number	Function/Notification Name	Package Procedure	Comments
1	ANY_NEW_SUP_CHANGE	PO_SUP_CHG_REQUEST_WF_GRP.ANY_NEW_SUP_CHN	Checks to see if there is a change request and whether it needs approval.
2	NOTIFY_REQ_PLAN	PO_SUP_CHG_REQUEST_WF_GRP.NOTIFY_REQ_PLAN	Notify the planner and requester about the change request.
3	IS_PRORATE_NEEDED	PO_SUP_CHG_REQUEST_WF_GRP.IS_PRORATE_NEEDED	Checks to see if the change request has an effect on other POs releases, and decides whether it needs approval or not.
4	FYI_BUYER_SUP_ACT	FYI to Buyer of Supplier Change (Message)	Notification to buyer which does not need any approval.
5	NOTIFY_BUYER_OF_CHN	Notify Buyer Of Change (Message)	Notification to the buyer which needs approval.

Number	Function/Notification Name	Package Procedure	Comments
6	BUYER_ACC_CHN	PO_SUP_CHG_REQUEST_WF_GRP.BUYER_ACCEPT_CHANGE	Buyer has accepted the change. Record the event.
7	PROCESS_RESPONSE	PO_SUP_CHG_REQUEST_WF_GRP.PROCESS_RESPONSE	Handover the change request to PO Approval workflow for further processing.
8	BUYER_REJ_CHN	PO_SUP_CHG_REQUEST_WF_GRP.BUYER_REJECT_CHANGE	Buyer has rejected the change request.

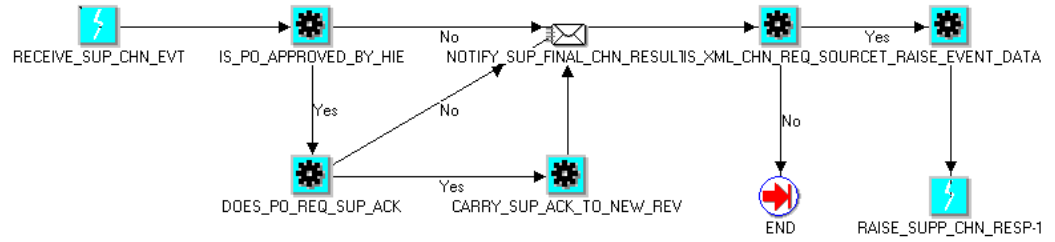
## Receive Supplier Change Event Workflow

This workflow receives and processes the response to a change request. This process is triggered from PO Approval workflow once the change is approved (accepted or rejected).

This process checks if there is any acknowledgement required by the supplier and updates the PO Acceptances accordingly. It then sends a notification to the supplier about the buyer's response. The process also checks to see if the change request came through inbound XML, and if so, triggers another event to send the response in XML format.



### Receive Supplier Change Event Workflow



### Receive Supplier Change Event Workflow: Processes and Notifications

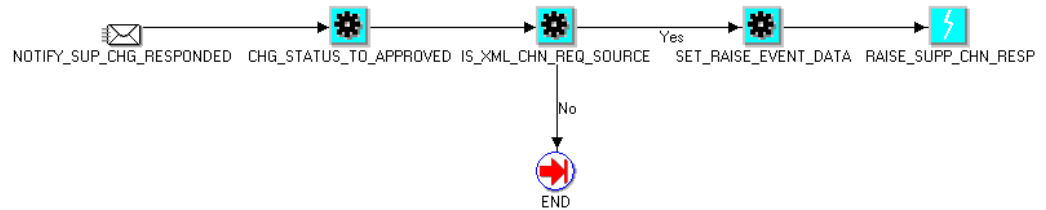
Number	Function/Notification Name	Package Procedure	Comments
1	RECEIVE_SUP_CHN_EVT	Receive Supplier Change PO Eventoracle.apps.po.vent.supplier_change	Receive the response.
2	IS_PO_APPROVED_BY_HIE	PO_SUP_CHG_REQ_UEST_WF_GRP.is_po_approved_by_hie	Check to see if the change request was approved by the approval hierarchy.
3	DOES_PO_REQ_SUP_ACK	PO_SUP_CHG_REQ_UEST_WF_GRP.DOES_PO_REQ_SUP_ACK	If the change requested by the approval hierarchy, check to see if there further changes made and if supplier needs to acknowledge.
4	NOTIFY_SUP_FINAL_CHN_RESULTS	Notify Supplier of Change's Final Result (Message)	Notification to the buyer which needs approval.

Number	Function/Notification Name	Package Procedure	Comments
5	CARYY_SUP_ACK_TO_NEW_REV	PO_SUP_CHG_REQUEST_WF_GRP.CARYY_SUP_ACK_TO_NEW_REV	See if the change request was made as part of acknowledgement and if so let it reflect on the new version of the PO.
6	IS_XML_CHNG_REQ_SOURCE	PO_SUP_CHG_REQUEST_WF_GRP.IS_XML_CHN_REQ_SOURCE	Check to see if the change request came through XML
7	SET_RAISE_EVENT_DATA	PO_SUP_CHG_REQUEST_WF_GRP.set_data_chn_resp_evt	If the change request came through XML, set all the necessary information required for the XML generation.
8	RAISE_SUPP_CHN_RESP-1	Supplier Change request responded (Event oracle.apps.po.event.supchnresp).	Raise an event to indicate the change request has been responded

## Send Change Responded Notification to the Supplier Workflow

This process handles the case when a change request is not processed through PO Approval workflow, for example, cancellations or rejections. This process is triggered by the Process\_Response activity in the Main Process.

### Send Change Responded Notification to the Supplier Workflow



### Send Change Responded Notification to the Supplier Workflow: Processes and Notifications

Number	Function/Notification Name	Package Procedure	Comments
1	NOTIFY_SUP_CHG_RESPONDEDN	Notify Supplier Changes are Responded (Message)	Send a notification to the supplier about the response.
2	CHG_STATUS_TO_APPROVED	PO_SUP_CHG_REQUEST_WF_GRP.CHG_STATUS_TO_APPROVED	Update the change request's status.
3	IS_XML_CHN_REQ_SOURCE	PO_SUP_CHG_REQUEST_WF_GRP.IS_XML_CHN_REQ_SOURCE	Check to see if the change request came through XML.
4	SET_RAISE_EVENT_DATA	PO_SUP_CHG_REQUEST_WF_GRP.set_data_chn_resp_evt	Set some information required for the receivers of change responded event.
5	RAISE_SUPP_CHN_RESP	Supplier Change request responded (eventoracle.apps.po.event.supchnresp)	Event to indicate that the change request has been responded.

## Send Notification to Planner About Supplier's Change Request Workflow

This process is triggered by the NOTIFY\_REQ\_PLAN activity in the Main Process. This process sends a notification to the planner about the change request.

### ***Send Notification to the Planner About Supplier's Change Request Workflow***



### ***Send Notification to the Planner About Supplier's Change Request Flow: Processes and Notifications***

Number	Function/Notification Name	Package Procedure	Comments
1	NOTIFICATION_PL AN_SUP_CHN	Notification for Planner of Supplier Change	Notification to planners about the supplier's change request.

## **Send Notification to Requester About Supplier's Change Request Workflow**

This process is triggered in the NOTIFY\_REQ\_PLAN activity in the Main Process.

### ***Send Notification to Requester About Supplier's Change Request Workflow***



***Send Notification to the Requester About Supplier's Change Request Workflow: Processes and Notifications***

Number	Function/Notification Name	Package Procedure	Comments
1	NOTIFICATION_REQUEST_SUPPLIER_CHANGE	Notify Requester of Change by Supplier	Notify the requester about the change request by the supplier.

## Update Capacity Workflow

A supplier can accurately maintain your delivery capacity online. Buying companies can allocate planned orders taking into account your changes to the capacity constraints. This provides more accuracy and flexibility in making sourcing allocations during the organization's planning, scheduling, and procurement processes.

If a supplier is an approved supplier, they can update capacity abilities for various items. Suppliers can also define tolerance fences by Days in Advance and Tolerance Percent on the **Maintain Capacity** page. Once the updates are submitted, the buying company's buyer is notified and their approved supplier list is updated with this information. The buying company can then allocate planned orders taking allocation and current capacities into account.

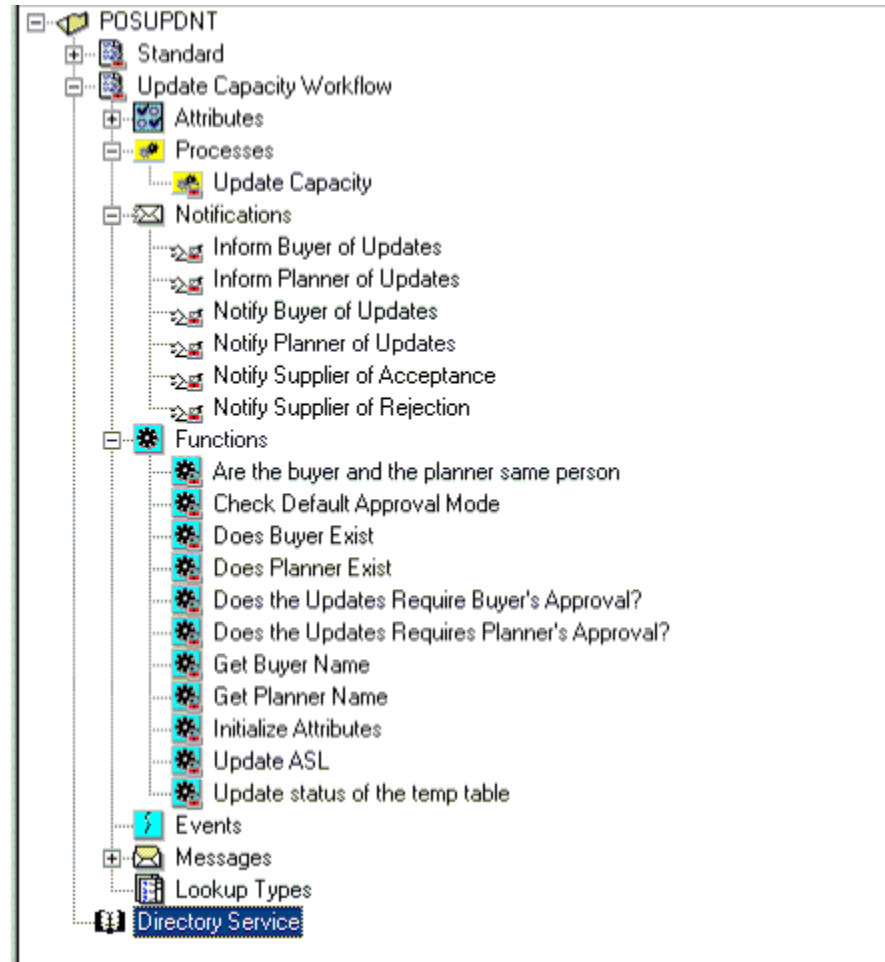
Suppliers can update the following capacity constraints for each item sourced to you:

- Processing lead time
- Order modifiers: minimum order quantity and fixed lot multiple
- Capacity per day for a range of effective date
- Tolerance fences: tolerance percentage and days in advance

The purpose of this workflow is to allow the planner and buyer to have approval control over the updates and to inform all pertinent user throughout the process.

The Update Capacity workflow is contained in the file POSUPDNT.wft under \$pos/patch/115/import/US.

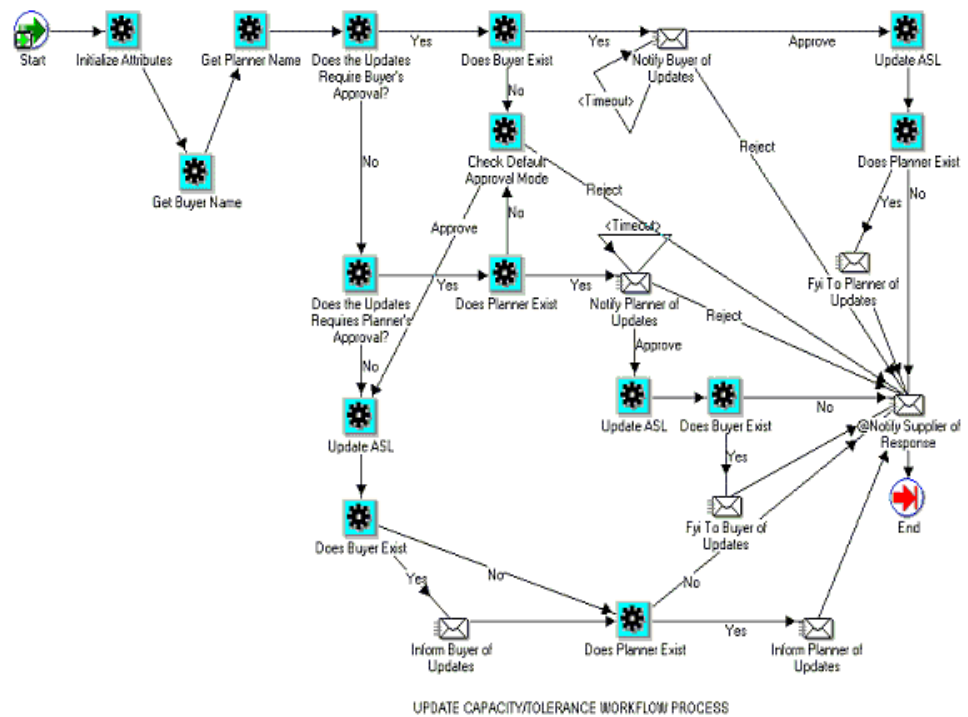
### Update Capacity Workflow



The following profile defined at the SYSTEM Level is used to control who (if any) is the approver for the order modifier and update capacity changes being made by the supplier:

- POS: ASL planning attribute updates from supplier approved by (POS\_ASL\_MOD\_APPR\_REQD\_BY )
- NONE
- BUYER
- PLANNER

### Main Process for Update Capacity Workflow



### Update Capacity Workflow: Processes and Notifications

Number	Function/Notification Name	Package Procedure	Comments
1	INIT_ATTRIBUTES	POS_UPDATE_CAPACITY_PKG. INIT_ATTRIBUTES	Initialize Attributes.
2	GET_BUYER_NAME	POS_UPDATE_CAPACITY_PKG. GET_BUYER_NAME	Get Buyer Name.
3	GET_PLANNER_NAME	POS_UPDATE_CAPACITY_PKG. GET_PLANNER_NAME	Get Planner Name.

Number	Function/Notification Name	Package Procedure	Comments
4	BUYER_APPROVAL_REQUIRED	POS_UPDATE_CAPACITY_PKG. BUYER_APPROVAL_REQUIRED	Does the Updates Require Buyer's Approval?
5	PLANNER_APPROVAL_REQUIRED	POS_UPDATE_CAPACITY_PKG. PLANNER_APPROVAL_REQUIRED	Does the Updates Requires Planner's Approval?
6	UPDATE_MAIN_TABLE	POS_UPDATE_CAPACITY_PKG. UPDATE_AS_L	Update ASL.
7	GET_BUYER	POS_UPDATE_CAPACITY_PKG. BUYER_EXIST	Does Buyer Exist?
8	INFORM_BUYER_OF_UPDATE_FYI	Inform Buyer/Planner of Capacity Updates	Inform Buyer of Updates.
9	GET_PLANNER	POS_UPDATE_CAPACITY_PKG. PLANNER_EXIST	Does Planner Exist?
10	BUYER_PLANNER_SAME_PERSON	POS_UPDATE_CAPACITY_PKG. BUYER_SAME_AS_PLANNER	Are the buyer and the planner same person?
11	INFORM_PLANNER_OF_UPDATES_FYI	Inform Buyer/Planner of Capacity Updates	Inform Planner of Updates.
12	GET_PLANNER	POS_UPDATE_CAPACITY_PKG. PLANNER_EXIST	Does Planner Exist?
13	NOTIFY_PLANNER_OF_UPDATES	Notify Approver of Updates	Notify Planner of Updates.



Number	Function/Notification Name	Package Procedure	Comments
14	CHECK_DEFAULT_MODE	POS_UPDATE_CAPACITY_PKG. DEFAULT_APPROVAL_MODE	Check Default Approval Mode.
15	UPDATE_TEMP_TABLE	POS_UPDATE_CAPACITY_PKG. UPDATE_STATUS	Update status of the temp table.
16	NOTIFY_SUPPLIER_OF_REJECTION	Notify Supplier of Rejection	Notify Supplier of Rejection.
17	GET_BUYER	POS_UPDATE_CAPACITY_PKG. BUYER_EXIST	Does Buyer Exist?
18	NOTIFY_BUYER_OF_UPDATES	Notify Approver of Updates	Notify Buyer of Updates.
19	UPDATE_MAIN_TABLE	POS_UPDATE_CAPACITY_PKG. UPDATE_AS_L	Update AS_L.
20	GET_PLANNER	POS_UPDATE_CAPACITY_PKG. PLANNER_EXIST	Does Planner Exist?
21	INFORM_PLANNER_OF_UPDATES_FYI	Inform Buyer/Planner of Capacity Updates	Inform Planner of Updates.
22	NOTIFY_SUPPLIER_OF_ACCEPTANCE	Notify Supplier of Acceptance	Notify Supplier of Acceptance.

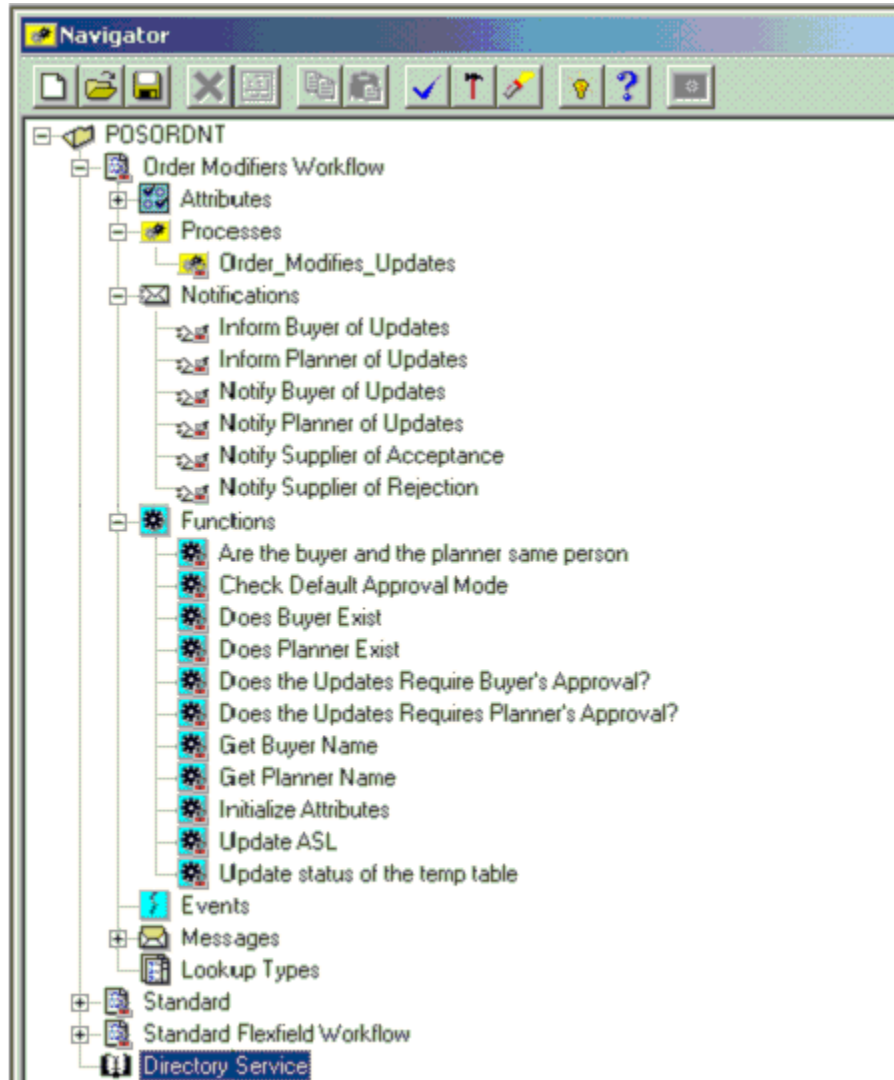
## Order Modifiers Workflow

Maintaining order modifiers enables you to view and make changes to the details of a purchase orders scheduled for delivery. You can view shipment processing lead times, minimum order quantities, and fixed lot multiples, all which can be adjusted to fit a supplier's delivery ability. You can make updates or modifications to manufacturing capacity, over capacity tolerance, and order modifier data such as Processing Lead Time, Minimum Order Quantity and Fixed Lot Multiple.

The purpose of this workflow is to allow the planner and buyer to have approval control over the updates and to inform all pertinent user throughout the process.

The Order Modifiers workflow is contained in the file POSORDNT.wft under \$pos/patch/115/import/US.

#### **Order Modifiers Workflow**

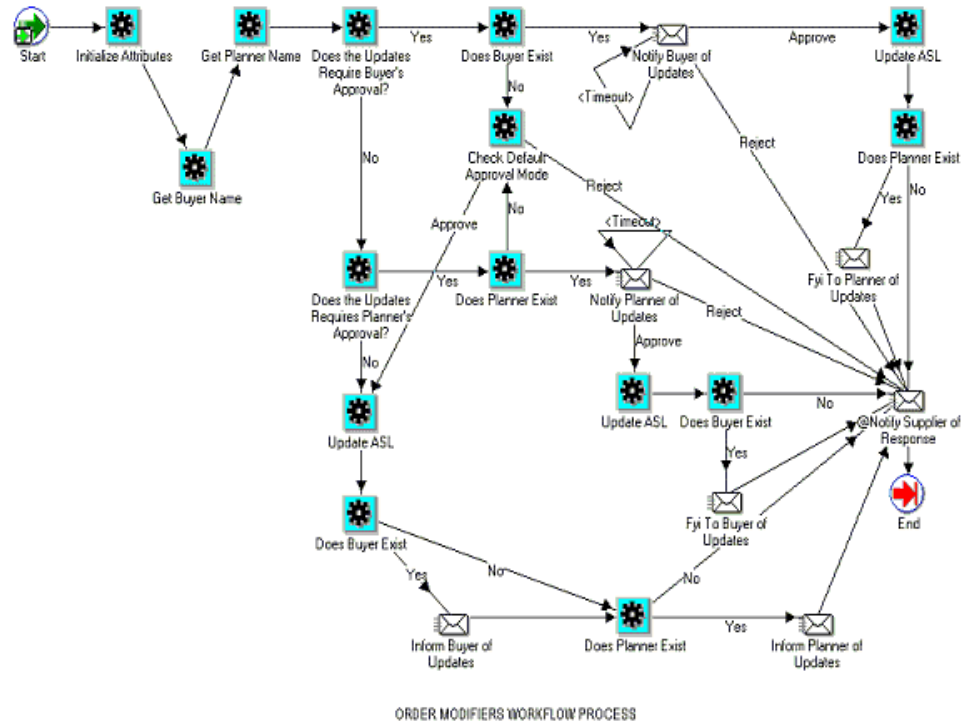


The following profile defined at the SYSTEM Level is used to control who (if any) is the approver for the order modifier and update capacity changes being made by the supplier:

- POS: ASL planning attribute updates from supplier approved by (POS\_ASL\_MOD\_APPR\_REQD\_BY )

- NONE
- BUYER
- PLANNER

### Main Process for Order Modifiers Workflow



### Order Modifiers Workflow: Processes and Notifications

Number	Function/Notification Name	Package Procedure	Comments
1	INIT_ATTRIBUTES	POS_UPDATE_CAP ACITY_PKG. INIT_ATTRIBUTES	Initialize Attributes.
2	GET_BUYER_NAME	POS_UPDATE_CAP ACITY_PKG. GET_BUYER_NAME	Get Buyer Name.

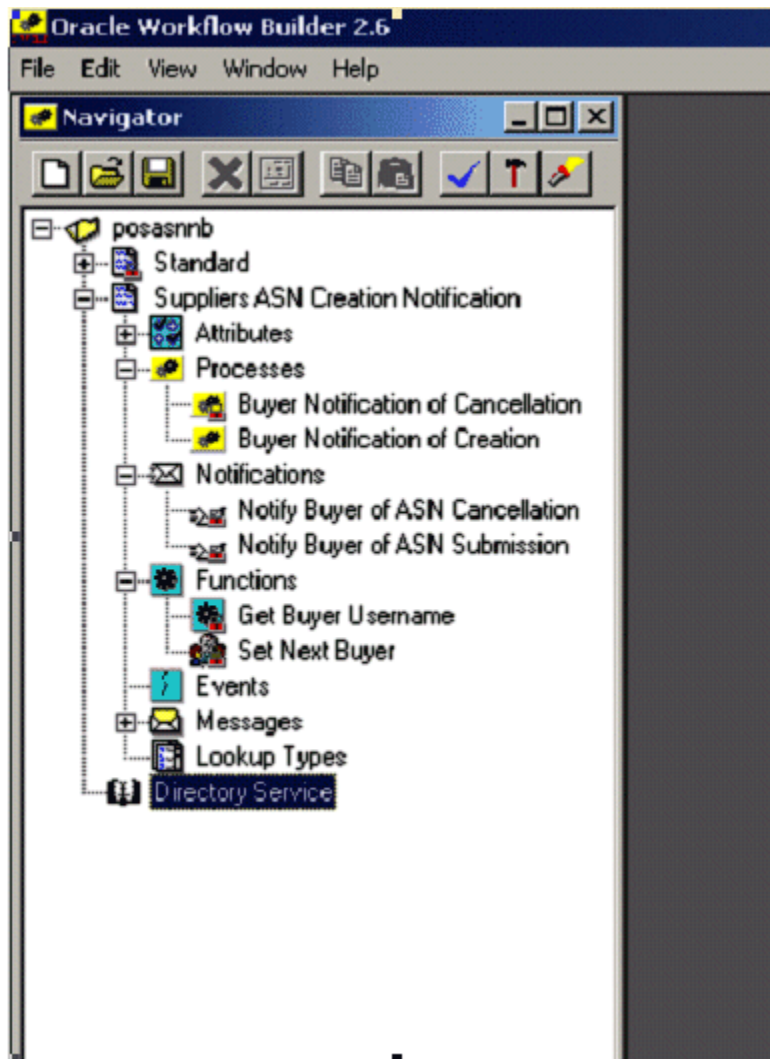
Number	Function/Notification Name	Package Procedure	Comments
3	GET_PLANNER_NAME	POS_UPDATE_CAPACITY_PKG. GET_PLANNER_NAME	Get Planner Name.
4	BUYER_APPROVAL_REQUIRED	POS_UPDATE_CAPACITY_PKG. BUYER_APPROVAL_REQUIRED	Does the Updates Require Buyer's Approval?
5	PLANNER_APPROVAL_REQUIRED	POS_UPDATE_CAPACITY_PKG. PLANNER_APPROVAL_REQUIRED	Does the Updates Requires Planner's Approval?
6	UPDATE_MAIN_TABLE	POS_UPDATE_CAPACITY_PKG. UPDATE_AS_L	Update ASL.
7	GET_BUYER	POS_UPDATE_CAPACITY_PKG. BUYER_EXIST	Does Buyer Exist?
8	INFORM_BUYER_OF_UPDATE_FYI	Inform Buyer/Planner of Capacity Updates	Inform Buyer of Updates.
9	GET_PLANNER	POS_UPDATE_CAPACITY_PKG. PLANNER_EXIST	Does Planner Exist?
10	BUYER_PLANNER_SAME_PERSON	POS_UPDATE_CAPACITY_PKG. BUYER_SAME_AS_PLANNER	Are the buyer and the planner same person?
11	INFORM_PLANNER_OF_UPDATES_FYI	Inform Buyer/Planner of Capacity Updates	Inform Planner of Updates.
12	GET_PLANNER	POS_UPDATE_CAPACITY_PKG. PLANNER_EXIST	Does Planner Exist?

Number	Function/Notification Name	Package Procedure	Comments
13	NOTIFY_PLANNER_OF_UPDATES	Notify Approver of Updates	Notify Planner of Updates.
14	CHECK_DEFAULT_MODE	POS_UPDATE_CAPACITY_PKG. DEFAULT_APPROVAL_MODE	Check Default Approval Mode.
15	UPDATE_TEMP_TABLE	POS_UPDATE_CAPACITY_PKG. UPDATE_STATUS	Update status of the temp table.
16	NOTIFY_SUPPLIER_OF_REJECTION	Notify Supplier of Rejection	Notify Supplier of Rejection.
17	GET_BUYER	POS_UPDATE_CAPACITY_PKG. BUYER_EXIST	Does Buyer Exist?
18	NOTIFY_BUYER_OF_UPDATES	Notify Approver of Updates	Notify Buyer of Updates.
19	UPDATE_MAIN_TABLE	POS_UPDATE_CAPACITY_PKG. UPDATE_AS_L	Update AS_L.
20	GET_PLANNER	POS_UPDATE_CAPACITY_PKG. PLANNER_EXIST	Does Planner Exist?
21	INFORM_PLANNER_OF_UPDATES_FYI	Inform Buyer/Planner of Capacity Updates	Inform Planner of Updates.
22	NOTIFY_SUPPLIER_OF_ACCEPTANCE	Notify Supplier of Acceptance	Notify Supplier of Acceptance.

## Create ASN Workflow

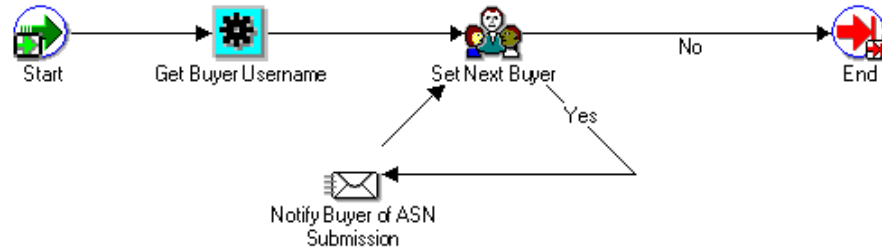
The workflow related components in Create ASN flow are sending the notifications for ASN Creation and ASN Cancellation. This workflow has been defined in the file \$pos/patch/115/import/US/posasnbn.wft

#### Create ASN Workflow



## Notification to Buyer of ASN Creation

### *Notification to Buyer of ASN Creation*

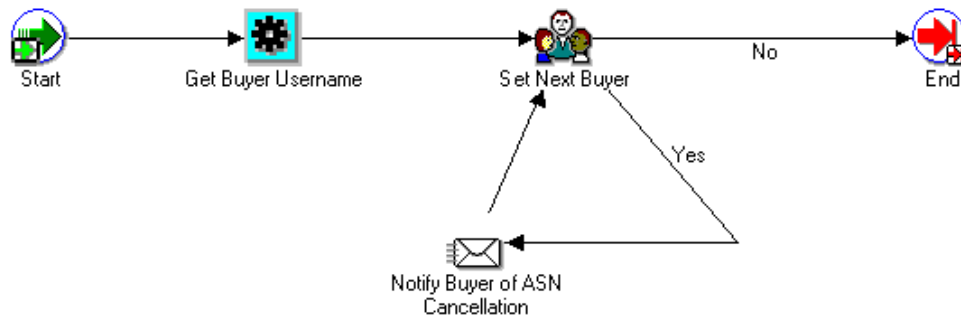


### *Notification to Buyer of ASN Creation Workflow: Processes and Notifications*

Number	Function/Notification Name	Package Procedure	Comments
1	SET_BUYER_USERNAME	POS_ASN_NOTIF:GET_ASN_BUYERS	Get Buyer Username
2	DUMMY	POS_ASN_NOTIF:SET_NEXT_BUYER	Set Next Buyer
3	NOTIFY_BUYER	Notify Buyer of ASN Submission	Notify Buyer of ASN Submission

## Notification to Buyer of ASN Cancellation

### *Notification to Buyer of ASN Cancellation*



### *Notify Buyer of ASN Cancellation Workflow: Processes and Notifications*

Number	Function/Notification Name	Package Procedure	Comments
1	SET_BUYER_USERNAME	POS_ASN_NOTIF:GET_ASN_BUYERS	Get Buyer Username
2	DUMMY	POS_ASN_NOTIF:SET_NEXT_BUYER	Set Next Buyer
3	NOTIFY_BUYER	Notify Buyer of ASN Cancellation	Notify Buyer of ASN Cancellation

## Purchase Order Acknowledgement Workflow

The notifications sent to the supplier and buyer for Purchase Order Acknowledgement are handled as part of PO Approval Workflow.

For detailed description of PO Approval Workflow, see the *Oracle Purchasing Implementation Guide*.