

Oracle® Supplier Network

User Guide

Release 5

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Oracle Supplier Network User Guide, Release 5

Part No. E05404-01

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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 5 of the *Oracle Supplier Network User Guide*.

This guide is intended for the individuals who are responsible for the setup, maintenance, and operations associated with executing electronic transaction integration for a company or organization.

Before reading this document, you should be familiar with the type of documents and methods of electronic communication that your company plans to communicate with on the Oracle Supplier Network.

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

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Structure

- 1 Introduction
- 2 Company Registration
- 3 Getting Started
- 4 Profile Setup
- 5 Messaging
- 6 Self-Testing
- 7 Trading Partner Management
- 8 Transaction Monitor
- 9 User Management
- 10 iSupplier Portal Punch-in and Registration

Related Information Sources

This document is included on the Oracle Applications Document Library. You can purchase hard-copy documentation from the Oracle Store at <http://oraclestore.oracle.com>. If you are an Oracle Procurement customer with a Tech Support contract, the Oracle E-Business Suite Online Documentation Library Release 12 on *OracleMetaLink* contains the latest information, including any documents that have changed significantly between releases.

Online Documentation

If you are an Oracle Procurement customer with a Tech Support contract, 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

Other Oracle Supplier Network documents that relate to this guide include:

- **Oracle Supplier Network Buyer's Guide to Connecting:** This is a technical setup guide for Oracle Procurement customers. This guide is available from the Resources page within Oracle Supplier Network.
- **Oracle Supplier Network XML Solutions Guide:** This is a guide for sending and receiving XML messages using Oracle Supplier Network. This guide is available from the Resources page within Oracle Supplier Network.

Oracle iSupplier Portal User Guide:

This guide contains information on how to use Oracle iSupplier Portal to enable secure transactions between buyers and suppliers using the Internet. Using Oracle iSupplier Portal, suppliers can monitor and respond to events in the procure-to-pay cycle. This guide is available for Oracle Procurement customers.

Oracle iSupplier Portal Implementation Guide:

This guide contains information on how to implement Oracle iSupplier Portal and enable secure transactions between buyers and suppliers using the Internet. This guide is available for Oracle Procurement customers.

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.

Introduction

Purpose

The Oracle Supplier Network (OSN) enables electronic document transformation and routing between companies through a single connection point that Oracle hosts and manages. The Network also allows Buying organizations to allow direct connectivity to their Oracle iSupplier Portal sites for supplier users to access.

Oracle Outsourcing hosts the Oracle Supplier Network to provide a high availability connection for trading partner collaboration, which greatly simplifies the administrative burden of creating and managing a complex multi-point integration infrastructure.

This document serves as a users guide for the trading partner to begin communicating with the Oracle Supplier Network.

Process Overview

The process of setting up a company account on the Oracle Supplier Network is initiated with a Web-based self-registration process. Oracle Supplier Network Operations reviews the registration information and determines whether to approve the trading partner account. If approved, the trading partner can proceed to set up their communication protocols, identify the transaction types that they are interested in sending or receiving, and indicate the trading partners with whom they intend to exchange messages. Before two trading partners can send electronic messages through the Oracle Supplier Network, both parties must agree to the relationship. This process is called **trading partner approval**. This user guide explains this process in detail.

Environment Information

The Oracle Supplier Network is accessed at <http://osn.oracle.com>. OSN consists of two messaging hubs; the OSN Test Hub, which allows companies to conduct end-to-end testing and the OSN Production Hub for routing of live transactions between trading

partners. You can configure account settings for routing procurement related documents on both hubs through a single user environment. Separate parameters can be defined for connecting to each hub allowing trading partners to connect test systems to the OSN Test Hub and their production systems to the OSN Production Hub.

Your OSN account provides visibility to transactions processed in each hub through separate Transaction Monitors allowing you to query test and production messages independently.

Company Registration

About Registering Your Company

The Oracle Supplier Network has a self-registration process for trading partners to register their company and begin sending and receiving transactions or establishing connectivity with an Oracle iSupplier Portal site.

To register your company, navigate to the Oracle Supplier Network (<http://osn.oracle.com>) and click the Register Your Company link. If additional users would like access to your company's account, you can add them upon approval of your registration. They should not use the Register Your Company link to request an account.

Enter Registration Information

The following information describes the registration fields. On the Registration page, all required fields include an asterisk (*). For reference, see also the Registration Page figure, page 2-2.

Company Information

- **Company Name:** Enter the complete, formal name of your company.
- **Address Lines, City, State, ZIP, Country:** Enter your postal mail address.
- **Identifier Type:** The Oracle Supplier Network allows the company to choose the credential that they want to use for uniquely identifying themselves on the Oracle Supplier Network. For certain messaging protocols, the identifier type is also a unique identifier on messages that the Oracle Supplier Network transforms and delivers. The identifier types to choose from include DUNS number, telephone number, Global Location Number, Tax Identifier, or Miscellaneous. Choose the identifier type that your company uses from the list.

- **Identifier Value:** Enter the identifier value that corresponds to the Identifier Type that you chose (preceding item). Note that the Oracle Supplier Network verifies that the value entered for the chosen Identifier Type does not already exist in the Oracle Supplier Network trading partner database.
- **Oracle Applications Customer?:** Indicate whether your company uses Oracle E-Business Suite Applications.
- **Customer Support Identifier (CSI):** Enter your CSI number if your company has an active support contract for Oracle Applications. For more information on reporting support issues, see the support documentation that is available from the Resources link.

Company Contact Information

- **Title:** Enter your company title or position.
- **First Name, Middle Name, Last Name:** Enter your name as the trading partner administrator. This person is responsible for managing the account. Additionally, the Oracle Supplier Network sends any e-mail communications to the trading partner administrator.
- **Email Address:** Enter your e-mail address
- **Username:** Enter a username for logging in to your Oracle Supplier Network account. The system verifies the selected username to ensure that it is unique across all trading partners and is between 6 to 32 characters in length.
- **Password, Confirm Password:** Enter a password to use to authenticate you when logging in to the Oracle Supplier Network. It should be between 6 to 12 characters in length.

Important: Electronic XML documents that you send to the Oracle Supplier Network must include your Oracle Supplier Network username and password for authenticating the sender as a valid trading partner registered on the Oracle Supplier Network. This may impact what you choose for your username and password.

Trading partners using Oracle Applications use their chosen username and password in their XML Gateway configuration. For more information, refer to the *Oracle Supplier Network Buyer's Guide to Connecting 11i*.

Registration Page

Registration
Please complete the registration form. Your Identifier information will be used by the Oracle SN for message routing.

Company Information

* Company Name

* Address Line 1

Address Line 2

Address Line 3

* City

State/Region

* Zip/Postal Code

* Country

* Identifier Type

* Identifier Value

* Oracle Applications customer?

Customer Support Identifier (CSI)

Company Contact Information

Title

* First Name

Middle Name

* Last Name

* Email Address

* Username

* Password

* Confirm Password

* Indicates a Required Field.

Registration Confirmation

After you have completed the registration page, click the Continue button. If successful, the Oracle Supplier Network Temporary Terms of Use message appears. Read the terms, select the Accept check box if you agree to all the terms, and click the Submit button.

A confirmation page indicates that your registration has been submitted for review. After review of your registration, you will receive an e-mail notification. If approved, the notification informs you that your account has been activated and that you can log in to begin your account setup.

Getting Started

Starting Your Session

Access the Oracle Supplier Network Home page, log in with the username and password that you specified during registration, and click the Login button. A successful login displays the Trading Partner Home page. If you cannot remember your password, then click the Forgot Your Password link to have your registered password sent by e-mail to you by providing your Oracle Supplier Network username.

Site Overview

The Trading Partner Home page appears every time you log in to the Oracle Supplier Network. It provides:

- Information about the latest features available on the Oracle Supplier Network.
- An outline of the key steps that you must complete before you can begin sending and receiving live transactions with your trading partners.

The links and tabs that are in the upper part of the page let you navigate to all setup and administration pages available on the Oracle Supplier Network. These tabs include: Profile, Messaging, Trading Partners, Monitor, Users, and Self-Testing.

Profile

View company and user information. The Profile subtabs include:

- **Company Profile:** View and update company profile information.
- **User Profile:** Allow users to manage their own profile information.

Messaging

The Messaging subtabs include:

- **Identifiers:** Make changes to identifier information that you provided during registration.
- **Communication Parameters:** Add your delivery methods that you intend to use for exchanging documents.
- **Transaction Management:** Select the document types, formats, and versions that your company sends and receives and assign them to a particular delivery method.
- **Notifications:** Allow users to register for business document notifications.
- **Send Document:** Allow companies to send XML messages directly from the Oracle Supplier Network.

Trading Partners

Manage your trading partner relationships. The Trading Partners subtabs include:

- **My Trading Partners:** Lets you add your trading partners and review requests from other companies that want to initiate a trading relationship.
- **Routing Rules:** View all your document routes for each approved trading relationship and view any routing issues or exceptions.
- **iSP Wallet:** Allows supplier users to manage their accounts to customers' iSupplier Portal sites for access from the Oracle Supplier Network.

Monitor

Track all documents that have been sent to the Oracle Supplier Network where your company is either the sender or the receiver.

Users

Allows administrators to create new users and maintain roles for existing users.

Self-Testing

Allow suppliers to test their connectivity to the OSN by sending or receiving sample documents with their test systems.

Ending Your Session

At any time, you can end your session by clicking the Logout link located on the upper-right corner of all Oracle Supplier Network pages.

Profile Setup

About Profile Setup

The profile setup section lets you view and update your company profile and user profile information.

Company Profile

The Company Profile page lets you update any of the company profile information that you entered during registration. It also allows you to change the Company Contact, which is the official user who receives all company related notifications. The Company Contact person can be anyone who has the Administrator role. You can change the Company Contact by choosing one from the Company Contact list.

User Profile

The User Profile page lets users update their profile information. With the exception of the username, users can view and update their first name, middle name, last name, e-mail address, title, and password.

Note: Documents that are sent to the Oracle Supplier Network must include the Oracle Supplier Network username and password of one of your active users to authenticate your documents. Be careful that the user whose credentials are being used does not inadvertently change their Oracle Supplier Network password without changing it in the destination system so that it appears on payloads being sent to the Oracle Supplier Network.

Messaging

About Messaging

The Messaging setup section lets you view and update account configuration that is necessary for communicating electronic transactions. This information includes identifiers, communication parameters, delivery methods, and transactions. It also includes:

- The ability to let you subscribe to notifications for specific messages.
- A send message function to manually send messages to trading partners.

Identifiers

The Identifiers page lets you update your primary identifier or add optional secondary identifiers for your company. The primary identifier indicates how the trading partners uniquely identify themselves on the Oracle Supplier Network. Additionally, for many message types, they identify the sending and receiving trading partner on messages. Trading partners can use any of your defined identifiers in the message header or envelope, depending on the message format. For identifier usage requirements for specific document types, refer to the *Oracle Supplier Network XML Solutions Guide*.

To add an identifier, select the Identifier Type from the Add Identifiers table, enter the identifier value, and click the Add button. To update an identifier value, select it from the Your Identifiers table, enter the new value in the text box and click the Update button.

To change your primary identifier, select the identifier that you want to make as your primary, and click Set as Primary. To remove a non-primary identifier, select it from the Your Identifiers table and click the Remove button.

Identifiers Tab

ORACLE Supplier Network

Home Logout Resources

Profile Messaging Trading Partners Monitor Users Self-Testing

Identifiers | Communication Parameters | Transaction Management | Notifications | Send Document

Identifiers

Your identifiers must be unique within the identifier type.

Your Identifiers

Update Remove Set as Primary

Select	Identifier Type	Description	Value	Primary Identifier
<input checked="" type="radio"/>	DUNS	DUNS Number		<input checked="" type="checkbox"/>

Add Identifiers

Add

Select	Identifier Type	Description	Value
<input checked="" type="radio"/>	DUNS	DUNS Number	
<input type="radio"/>	GLN	Global Location Number	
<input type="radio"/>	MISC	Miscellaneous	
<input type="radio"/>	PHONE	Telephone Number	
<input type="radio"/>	TAXID	US Federal Tax Identifier	

Profile Messaging Trading Partners Monitor Users Self-Testing Home Logout Resources

Communication Parameters

The Communication Parameters page lets you set up your delivery methods to send and receive documents with the Oracle Supplier Network. You can view the supported protocols in the Add Delivery Methods table.

To add a delivery method, select one from the Add Delivery Methods table, and click the Add button.

Oracle Supplier Network supports the following Delivery Methods:

- **HTTP URL Connection:** Send and receive documents over the Internet with the Oracle Supplier Network using a specified HTTP/S URL. It is required that you use HTTPS for all HTTP-based messaging. For additional security you have the option of using Basic Authentication.
- **Oracle XML Transport Agent:** The standard delivery protocol that Oracle Applications customers use to communicate with the Oracle Supplier Network. Supports both inbound and outbound messaging.
- **Web:** Method for sending and receiving messages on the Oracle Supplier Network. You can upload outbound messages and send them to any of your trading partners. You can retain inbound messages on the Oracle Supplier Network and download

them at anytime.

You can also select a default delivery method. The default delivery method applies to all transactions unless you override the default for a specific XML transaction. For example, a trading partner may want to have all change orders that they receive delivered to their Web mailbox, whereas they can specify that Oracle Supplier Network delivers purchase orders to their specified URL through HTTP/S. To change your default delivery method, select one from Add Delivery Methods table and click the Set as Default button.

Communication Parameters

ORACLE Supplier Network Home Logout Resources

Profile Messaging Trading Partners Monitor Users Self-Testing

Identifiers | **Communication Parameters** | Transaction Management | Notifications | Send Document

Communication Parameters

Your Delivery Methods

Remove Set as Default

Select Delivery Method	Default	Modify Parameters
<input checked="" type="radio"/> Web		

Add Delivery Methods

The following delivery methods are available. Select the appropriate delivery method and press Add.

Add

Select Description	Add
<input checked="" type="radio"/> Oracle XML Transport Agent	
<input type="radio"/> HTTPS URL Connection	
<input type="radio"/> Email	

Profile Messaging Trading Partners Monitor Users Self-Testing Home Logout Resources

Depending on the selected delivery methods, additional parameters may be required. An additional window prompts you if parameter settings are required for a delivery method. The Oracle Supplier Network consists of two environments:

- A production hub for routing production transactions.
- A test hub for routing test transactions.

You must provide two sets of parameters for separate routing of test and production messages. This lets you test the communication and connectivity before applying them to real transactions. Click Submit after entering all required values.

To modify your delivery method parameters, click the Modify button that appears on the table row. The Modify button is not available if there are no parameters for a given delivery method.

Delivery Method Parameters

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Identifiers | Communication Parameters | Transaction Management | Notifications | Send Document

Oracle XML Transport Agent

Delivery method parameters

TIP Please enter delivery method parameter values for both OSN Test and OSN Production Message Hubs.

Description	OSN Test	OSN Production
URL	<input type="text"/>	<input type="text"/>
User Name	<input type="text"/>	<input type="text"/>
Password	<input type="text"/>	<input type="text"/>
Use Authentication Check	No <input type="checkbox"/> <small>Select 'Yes' to have OSN perform periodic authentication check</small>	No <input type="checkbox"/> <small>Select 'Yes' to have OSN perform periodic authentication check</small>

Cancel Submit

Profile Messaging Trading Partners Monitor Users Self-Testing Home Logout Resources

Transaction Management

The Transaction Management page lets you choose which document types that your company intends to support, specify how to deliver each document type, and whether you will be sending or receiving the document. For details on the specific transactions that the Oracle Supplier Network supports, refer to the *Oracle Supplier Network XML Solutions Guide*.

The following attributes define the supported electronic transactions:

- **Transaction Type:** This is the functional business name of the transaction.
- **Document Type:** Identifies the exact name of the business transaction for a certain standard specification. For example, the Open Applications Group (OAG) calls the purchase order transaction a PROCESS PO. Commerce XML (cXML) calls a similar transaction an OrderRequest. For more information on OAG, refer to <http://www.openapplications.org>. For more information on cXML, see <http://www.cxml.org>.
- **Format Version:** Indicates the electronic format specification.
- **Version:** Indicates the transaction format version

Transaction Management

ORACLE Supplier Network
 Home Logout Resources

Profile | Messaging | Trading Partners | Monitor | Users | Self-Testing

Identifiers | Communication Parameters | Transaction Management | Notifications | Send Document

Transaction Management

Your Transactions

Select	Transaction Type	Document Format	Format Version	Document Type	Action	Delivery Method	
						OSN Test	OSN Production
<input checked="" type="radio"/>	Advance Ship Notice	OAG	005	SHOW_SHIPMENT_005	Receive	Web	
<input type="radio"/>	Invoice	OAG	002	PROCESS_INVOICE_002	Receive	Web	Web
<input type="radio"/>	Purchase Order	OAG	007	PROCESS_PO_007	Send	Web	Web

Add Transactions

Select	Transaction Type	Document Format	Format Version	Document Type
<input checked="" type="radio"/>	Advance Ship Notice	cXML	1.2.007	ShipNoticeRequest
<input type="radio"/>	Change Order	OAG	006	CHANGE_PO_006
<input type="radio"/>	Change Order	cXML	1.2.009	OrderRequest
<input type="radio"/>	Change Sales Order	OAG	008	CHANGE_SALESORDER
<input type="radio"/>	Invoice	cXML	1.2.007	InvoiceDetailRequest
<input type="radio"/>	Purchase Order	cXML	1.2.007	OrderRequest
<input type="radio"/>	Purchase Order Acknowledgment	OAG	008	ACKNOWLEDGE_PO
<input type="radio"/>	Purchase Order Acknowledgment	cXML	1.2.011	ConfirmationRequest

To enable a transaction, select it on the Add Transactions table and click the Add button.

Upon adding a transaction, select the direction and delivery method for this transaction. Your default delivery method is automatically selected. You can override this default by choosing from the list. Only delivery methods that you have selected on the Communication Parameters page appear on the list. Click Submit after you have made your selections. It is important to add every supported transaction that you send and receive, or otherwise you risk having incomplete mappings with trading partners.

You can modify your delivery method of choice by selecting the appropriate transaction and clicking the Modify button. You cannot change the direction of the message through this process. Instead, you can remove the appropriate transaction and then add it from the list of available transactions.

When you remove a document type, Oracle Supplier Network will not accept that document type from you that you send for routing, or for received messages, the Oracle Supplier Network will not deliver any messages of this document type to you.

Transaction Parameters

The screenshot shows the Oracle Supplier Network interface. At the top, there is a blue header with the Oracle logo and 'Supplier Network' text. To the right of the header are links for 'Home', 'Logout', and 'Resources'. Below the header is a navigation bar with tabs for 'Profile', 'Messaging', 'Trading Partners', 'Monitor', 'Users', and 'Self-Testing'. Underneath this is a secondary navigation bar with links for 'Identifiers', 'Communication Parameters', 'Transaction Management' (which is highlighted), 'Notifications', and 'Send Document'. The main content area is titled 'Transaction Management' and contains a section for 'Advance Ship Notice'. This section displays the following configuration: Document Type: ShipNoticeRequest; Format: cXML; Version: 1.2.007; Action: Send (with a dropdown arrow); * OSN Test Delivery Method (with a dropdown arrow); and OSN Production Delivery Method (with a dropdown arrow). At the bottom right of this section are 'Cancel' and 'Submit' buttons. A footer bar at the very bottom of the page repeats the navigation tabs: 'Profile', 'Messaging', 'Trading Partners', 'Monitor', 'Users', 'Self-Testing', 'Home', 'Logout', and 'Resources'.

Notifications

The Notifications page shows a table of transactions for which a user can subscribe to receive messaging related notifications for a given transaction, such as purchase orders or invoices. (Only the documents that your company has identified as supporting on the Transaction Management tab are available.) Subscribers receive e-mail notifications whenever any of their subscribed transactions have any type of processing error. Error examples include incorrect XML payloads, routing rule setup errors on Oracle Supplier Network, and posting errors when sending documents to the receiving party.

On the Notifications tab, you can view a list of registered transactions, which includes the Transaction Type (or document name) and the document direction (send or receive).

What you can do or view depends on your role.

The user who has the View Messages and Messaging role can:

- View his or her transaction subscriptions.
- Subscribe to or unsubscribe from a transaction notification by selecting the item's check box and clicking the Remove button.

The user who has either the Messaging or Administrator roles can view all users subscribed to each transaction.

Notifications

ORACLE[®] Supplier Network Home Logout Resources

Profile Messaging Trading Partners Monitor Users Self-Testing

Identifiers | Communication Parameters | Transaction Management | **Notifications** | Send Document

Notifications

Your Subscriptions

[Unsubscribe](#)

[Select All](#) | [Select None](#)

Select Transaction Type	Action
<input type="checkbox"/> Purchase Order	Send
<input type="checkbox"/> Advance Ship Notice	Receive
<input type="checkbox"/> Invoice	Receive

Add Subscriptions

Select Transaction Type	Action
No transaction type left to be subscribed.	

All Active Subscribers

Transaction Type	Action	Name
Advance Ship Notice	Receive	Buyer
Invoice	Receive	Buyer
Purchase Order	Send	Buyer

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Send Documents

The Send Documents subtab allows users to send XML documents directly from the Oracle Supplier Network (OSN) site. The Send Documents subtab is within the Messaging tab.

The document types (with Action of Send) that you added in your Oracle Supplier Network account setup under the Transaction Management subtab appear on the Document Type list. First select the OSN Message Hub that you want to route the document through. Choose the appropriate document type, followed by your approved trading partner from the Send To list whom you want to send the transaction to. Document Number is a user defined text field that allows you to assign any identifier for this transaction delivery, which you can use for tracking purposes.

Send Document

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Identifiers | Communication Parameters | Transaction Management | Notifications | Send Document

Send Document

OSN Message Hub
Use "OSN Test" for test message, or "OSN Production" for production message.

* Document Type

* Send To

* Document Number

* Payload

* Indicates a Required Field

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Click Browse to select the transaction from a specified file folder, which uploads it to the site, and click Send to execute the delivery over the Oracle Supplier Network.

Self-Testing

About Self-Testing

The Oracle Supplier Network lets trading partners test their connectivity with the Network by sending or receiving test messages using their Oracle Supplier Network account. When you have completed your messaging setup, you can use the Self-Testing tools to verify whether you can:

- Successfully receive a test transaction (such as a PO if you are a supplier) into your system.
- Send a transaction to the Oracle Supplier Network from your source application.

You can perform both inbound and outbound message testing without any assistance from the Oracle Supplier Network operations team or participation from other trading partners.

The message testing tools are on the Self-Testing tab. Only users with the Messaging role can access this tab.

Note: All test message transmission results appear only on the Self-Testing result pages. Test messages transacted through the Self-Testing tools do not appear in the Transaction Monitor. The Transaction Monitor logs and reports only actual messages transacted between trading partners.

Send Outbound Test

The Send Outbound Test page lets you send a test document from the Oracle Supplier Network to your system. Oracle Supplier Network sends the test document to you using the messaging setup and parameters that you have defined in your Oracle Supplier Network account for the particular transaction type. All transaction types that

you added in your account with action of Receive are available for sending. A results page displays the delivery status of all tests to help you verify whether the Oracle Supplier Network could make a successful transmission.

On the Send Test subtab, choose the Document Type from the list and click Send. Oracle Supplier Network sends a sample payload. If you have not selected any document types with the action of Receive in your message setup (Messaging > Transaction Management page), then no values are available. You can enter an optional Document Number for tracking purposes; otherwise the system automatically creates one. Also optional is uploading your own test document for sending since some companies require specific values to be included in certain fields to successfully receive a message, such as identifiers or authentication credentials.

To modify one of the seeded test payloads for your test transmission, download it from the Download Sample subtab. Select the Document Type from the list and click download. After you have modified the payload with any required field values, save it locally and return to the Send Test subtab to upload it. Click the Browse button (next to the Upload Payload field) to upload it as your payload for the test transmission, and then click the Send button.

View Outbound Test

All sent test messages appear on the View Outbound Test page. The transmission details appear for each test with a time and date stamp. You can refresh the page by clicking the tab if a final status does not appear as it may take a few seconds to get a response from your server.

Most test results show a final status of ERROR or SUCCESS. Review the error message details for help diagnosing delivery errors.

An ERROR indicates that a connection to your server was made but was unable to process or successfully validate all the payload values. You should also view the logs on your server for additional details on why your server responded with the error.

A RETRY status appears when the test message being sent over HTTP/S cannot establish any connection, which an incorrect URL or unavailable server may cause. Verify the URL parameters that you set up on the Messaging > Communication Parameters page or verify your target server is on-line.

A SUCCESS status indicates the Oracle Supplier Network can transmit a document payload to your system successfully using your delivery method settings for the specific transaction type. You are now ready to have trading partners begin sending you test messages for this transaction type over the Oracle Supplier Network.

View Inbound Test

Inbound self-testing tests whether you can successfully send messages to the Oracle Supplier Network. The only delivery method that the inbound self-testing tool supports is HTTP/S, which most suppliers use for transacting with the Oracle Supplier Network.

Refer to the appendix of the *Oracle SN XML Solutions Guide* (available from the Resources page of the Oracle Supplier Network Web site) for inbound header requirements that the Oracle Supplier Network expects. After you have configured your headers appropriately, you can send a test. The self-test URL, for sending tests to the Network, appears on the View Inbound Test page, available below the main Self-Testing tab.

After sending the test message from your source system, go to the View Inbound Test page to see if the Oracle Supplier Network successfully received the message. The Oracle Supplier Network performs the same inbound validations as done on real transactions, which includes authentication validation, XML parsing, and verifying required HTTP Headers or cXML Headers (depending on the XML format). All inbound tests appear in the Inbound Test Results table and have a status of SUCCESS or FAIL. View the error details for information on diagnosing issues. Clicking the icon in the Details column displays a detail error page, which contains more error information, remedy suggestions as well as a table display of the header values provided in the transmission. If you are sending an OAG XML transaction, then a HTTP Headers table appears on the detail error page. If you are sending a cXML transaction, then a cXML Payload Header table appears. Any required headers that are missing appear on the detail error page.

When you can send test messages to the Oracle Supplier Network successfully over HTTP/S, you are ready to begin sending test messages to the Network for routing to actual trading partners. You must add receiver identifier information to your HTTP header or cXML payload header, depending on your document format. For more information, refer to the *Oracle SN XML Solutions Guide*, available from the Resources page of the Oracle Supplier Network Web site.

Trading Partner Management

About Trading Partner Management

The Trading Partner tab lets you find and select companies on the Oracle Supplier Network to initiate the exchange of business documents. Identifying your trading partners is the final setup step before your company can begin processing transactions over the Oracle Supplier Network.

Another key function of Trading Partner Management is to set up links between supplier users and Oracle Buying companies' iSupplier Portal sites. Suppliers can manage their access to several iSupplier Portal sites through the Oracle Supplier Network, enabling suppliers to centralize all of their collaboration activities with their Oracle customers. Additionally, suppliers can request iSupplier Portal accounts from those Buyer companies that have registered their site on the Oracle Supplier Network. For more information, see iSupplier Portal Punch-in and Registration, page 10-1.

Trading Partner Management on the Oracle Supplier Network includes:

- The My Trading Partners tab, where you can add, remove, and approve trading partner relationships; and suppliers can request iSupplier Portal accounts.
- The Routing Rules tab, which shows the communication paths for transactions with your approved trading partner relationships, as well as broken routes.
- The iSP Wallet tab, where suppliers maintain their iSupplier Portal accounts for instant access to their customers' iSP sites. For more information, see iSupplier Portal Punch-in and Registration, page 10-1.

Add Trading Partners

In the Add Trading Partners section, select one or multiple companies from the Oracle Supplier Network Trading Partner Directory that you want to establish a relationship with. Enter a Trading Partner Alias (TP Alias) for each selection and click the Add

button. You must enter a TP Alias value in the corresponding input box for all selected trading partners. The alias can be a name or numeric identifier that you define, which is included in the message envelope for all transactions that you send to the Oracle Supplier Network. The Oracle Supplier Network finds the TP Alias on each inbound message and uses that alias to determine the ultimate receiver of the message. The TP Alias enables a cross-reference between what you may call the trading partner in your internal systems and what the trading partner has registered as on the Oracle Supplier Network.

The TP Alias eliminates the need for you to know how the trading partner has identified themselves on the Oracle Supplier Network. This reduces the maintenance of having to store the exact ID that a trading partner would otherwise require you to use when sending them a document. The TP Alias that you assign each trading partner is verified to ensure uniqueness so that the Oracle Supplier Network can generate a valid document route.

Because the number of trading partners available on the Oracle Supplier Network may be quite large, you can search for companies with the help of wildcard characters. You can use an * (asterisk) for a single character wildcard or a % (percent) to represent a string of characters. For example, enter a partial name with the % wildcard, such as **John%**, and all names that start with John appear in the results. Enter **%john%** to return all companies that contain john anywhere in the name. Click the Search button to execute the query. If you want to see all the available trading partners, click the Show All link. The table shows 10 trading partners at a time. You can page through to view all trading partners.

Adding a Trading Partner

Profile | Messaging | **Trading Partners** | Monitor | Users | Self-Testing

My Trading Partners | Routing Rules | ISP Wallet

Trading Partner Management

Trading Partners Requesting Approval

The following companies require your approval.

Approve | Reject

Select All | Select None

Select	Trading Partner Name	Trading Partner Alias	Contact Name	Contact Email
<input type="checkbox"/>	Lunden Industries, Inc.		Maria Lunden	maria.lunden@buyer124.com

Your Trading Partners

Below is a list of your selected trading partners.

Update | Remove | Disable/Enable Production Routing | Request ISP Access

Select	Trading Partner Name	Trading Partner Alias	Messaging Status	Disable Production Routing	ISP Access
<input type="radio"/>	ABC Plastics	ABCPlastic	Pending Approval		
<input type="radio"/>	Buyer Company 1	457759	Pending Approval		
<input type="radio"/>	Ford's company	ford	Approved	No	
<input type="radio"/>	ACME Inc.	487231	Approved	No	

Note: Setting 'Disable Production Routing' to 'Yes' prevents the trading partner from sending or receiving any document type with your company over the Production Hub.

Add Trading Partners

Search the Oracle SN directory to find registered trading partners.

Trading Partner Name Search Show All

Add

Select All | Select None

Select	Trading Partner Name	Trading Partner Alias	ISP Access
<input type="checkbox"/>	Buyer Company 101		

Profile | Messaging | Trading Partners | Monitor | Users | Self-Testing | Home | Logout | Resources

Approve Trading Partners

Both trading partners must agree to a relationship before exchanging electronic messages. After you add a company from the Oracle Supplier Network Trading Partner directory, the company appears in the Your Trading Partners table with a status of Pending. The account administrator for this trading partner receives an e-mail notification that indicates that a request has been made to initiate a trading partner relationship. The account administrator must approve this request before any two companies can exchange any documents. When your request is approved, the status for your trading partner changes to Approved, which indicates that you can begin sending and receiving transactions with them. Additionally, you also receive a notification about the relationship status.

Similarly, when another trading partner selects your company (by using the Add feature of the Trading Partner directory), you receive a notification request to review. Trading partners that initiate the request appear in the Trading Partners Requesting Approval table. The company contact and their e-mail address also appear if you need to start any dialogue regarding their request. To accept the request, select the trading partner, enter a Trading Partner Alias, and click the Approve button. To reject the request, select the trading partner and click the Reject button.

Disable Production Routing

To help you control message routing with your approved trading partners you can determine when you're ready to send and receive production messages. Setting the Disable Production Routing value to Yes for a particular trading partner will deter messages from being delivered to your production servers if the trading partner inadvertently sends a message before you're ready to receive live transactions. When you complete your end to end testing on the OSN Test Hub and are ready to go live with your new trading partner select the trading partner and click Disable/Enable Production Routing to set the value to No. This will allow production messages to route successfully between you and your trading partner.

Update or Remove Trading Partners

To remove a trading partner, select the company from Your Trading Partners table and click the Remove button. The trading partner receives a notification that you have ended the trading partner relationship.

It is very important to ensure that you maintain the TP Alias so that all of your outbound messages can correctly reference the destination or receiving trading partner. To edit the TP Alias, select the trading partner, enter the new alias value, and click the Update button.

Review Routing Rules

After your trading partners have been added and approved, and all required account setup is complete, you can review the routing rules that you have defined. A routing rule or mapping is generated after transactions, delivery methods, and your trading partners have been successfully configured. It indicates the path that transactions follow as they flow from a sender through the Oracle Supplier Network to the receiver. The following table shows an example of a routing path for an incoming purchase order after all configurations are set up correctly.

Example of Routing Path for Incoming Purchase

Sending TP	Transaction	Document Info	Delivery Method
SampleBuyer	Purchase Order	cXML 1.2.007.OrderRequest	HTTP URL Connection

The Oracle Supplier Network identifies any of the document routes that are incomplete. For example, if you have selected to receive a specific transaction that your trading partner has not set up to send, a routing rule exception is logged. To view your routing rule exceptions, click the Routing Rules subtab under the main Trading Partners tab.

Routing Rule Exceptions

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My Trading Partners Routing Rules ISP Wallet

Routing Rules

OSN Message Hub OSN Test

* Routing Type Routing Rule Exceptions

Search

Send / Receive	Transaction	Document Information	Trading Partner Name	Exception
Send	Purchase Order	OAG.007.PROCESS_PO_007	Ford's company	Trading partner(s) has either not defined a matching document or not assigned a delivery method for this transcript
Send	Purchase Order	OAG.007.PROCESS_PO_007	ACME Inc.	Trading partner(s) has either not defined a matching document or not assigned a delivery method for this transcript
Receive	Invoice	OAG.002.PROCESS_INVOICE_002	Ford's company	Trading partner(s) has either not defined a matching document or not assigned a delivery method for this transcript
Receive	Invoice	OAG.002.PROCESS_INVOICE_002	ACME Inc.	Trading partner(s) has either not defined a matching document or not assigned a delivery method for this transcript
Receive	Advance Ship Notice	OAG.005.SHOW_SHIPMENT_005	Ford's company	Trading partner(s) has either not defined a matching document or not assigned a delivery method for this transcript
Receive	Advance Ship Notice	OAG.005.SHOW_SHIPMENT_005	ACME Inc.	Trading partner(s) has either not defined a matching document or not assigned a delivery method for this transcript

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If you do have routing rule exceptions, you may need to take action. However, it often indicates different transaction capabilities of trading partners. A basic example follows:

- Company A Capabilities: Send OAG Purchase Order
- Company B Capabilities: Receive cXML Purchase Order, Send cXML Invoice

In this case, there would be a valid routing path for the Purchase Order transaction. However, a routing rule exception would be noted for the Invoice because Company A does not support that transaction.

You can also view all of your valid routes defined with each trading partner. From the Routing Type list, choose **Documents Sent to Oracle SN** to view all valid routing paths for outbound messages. By choosing **Documents Received From the Oracle SN**, you can view all valid inbound routing rules. This is a useful tool for tracking all of your document route maps, with each trading partner, defined on the Oracle Supplier Network.

Transaction Monitor

About the Transaction Monitor

The Monitor tab lets you track either the status of all documents that your company has sent to the Oracle Supplier Network or the status of all documents that a trading partner has sent to your company. Also, you can download any document that appears in the Transaction Monitor.

View Messages

You can monitor messages for either the OSN Test Message Hub or the OSN Production Message Hub by selecting the appropriate sub-tab.

Select the appropriate radio button to view either Sent Messages or Received Messages, and then click the Search button. To filter your search results, enter information into any of the search criteria fields. You can use wildcard characters (% or *) in the Trading Partner Name and Document Number fields to locate messages with companies that match a partial name or number search. You must click the Search button to execute the search after providing any filter information into the fields.

You have the option to search for documents processed during a particular date range by clicking the Calendar icon to display a date picker for either the beginning date or the ending date. Click the navigation arrows or lists to choose the month and year, and then choose the specific date.

Transaction Monitor

The screenshot shows the Oracle Supplier Network Transaction Monitor interface. At the top, there is a blue header with the Oracle logo and 'Supplier Network' text. Below the header is a navigation bar with tabs for Profile, Messaging, Trading Partners, Monitor, Users, and Self-Testing. The 'Monitor' tab is selected. Below the navigation bar, there are two sub-tabs: 'OSN Test Monitor' and 'OSN Production Monitor'. The 'OSN Test Monitor' sub-tab is active. Below the sub-tabs, there is a search instruction: 'To search the Transaction Monitor, wildcards (* or %) may be used.' There are two radio buttons for 'Sent Messages' (selected) and 'Received Messages'. Below the radio buttons, there are several search criteria fields: 'Trading Partner Name' (text input), 'Status' (dropdown menu with 'All Statuses' selected), '* From Date' (text input with '03/01/2007' and a calendar icon), '* To Date' (text input with '03/29/2007' and a calendar icon), 'Transaction Type' (dropdown menu with 'All Types' selected), and 'Document Number' (text input). A 'Search' button is located to the right of the search criteria. At the bottom of the page, there is a blue footer with the same navigation bar as the top.

Download Messages

You can use the Transaction Monitor to download documents. To download a document, select a transaction and click the Download button.

If your trading partner is sending or receiving a document in a different document format, for example, a buyer sends an OAG PO to the Oracle Supplier Network, but the supplier receives the PO in the cXML format, there are two different messages stored in this flow. Both trading partners have the option to download either of the two PO formats. When selecting the transaction for download, if a transformation has occurred, the Oracle Supplier Network allows the user to choose the document format that they want to download. In the example, the user would select either My Document or My Trading Partner's Document. Accessing both messages can be helpful for resolving data mapping issues between your trading partners.

View Transaction Details

When Oracle Supplier Network receives messages, Oracle Supplier Network marks a time stamp on the document. The time zone reflects the Oracle Supplier Network server time, not a user time zone. Oracle Supplier Network assigns a unique tracking number, called the Control Number, to each message. A Document Number appears in the transaction monitor, which may be populated from the incoming message envelope.

You can view additional information about a transaction by drilling-down on the Control Number. This displays a complete activity log for the message and shows:

- How (delivery method) and in what form (document type) the message was sent to the Oracle Supplier Network..

- Corresponding information on the delivery to the receiving trading partner.

You can also see the detailed error messages that appeared on the main Transaction Monitor window.

Activity Log for a Transaction

Activity Log

Press the Return button to return to Transaction Monitor.

Date / Time	Trading Partner	Control Number	Document Number	To the Oracle SN		From the Oracle SN		Activity	Status	Error Code	Error Message
				Document Type Received	Sent Via	Document Type Sent	Received Via				
5/26/2005 1:49:01 AM PDT	Industrial Supply Inc.	509.1183.20050526.014900	SPO6	PROCESS_PO_007	Web	PROCESS_PO_007	HTTP URL Connection	SNW_OUTBOUND_QUEUE	SENT		
5/26/2005 1:49:02 AM PDT	Industrial Supply Inc.	509.1183.20050526.014900	SPO6					SNW_OUTBOUND_QUEUE	POST RETRY	XHUB-247	Exception occurred while processing an HTTP POST(I0 Exception on the response received from post. Error follows: java.io.IOException: Content-Type 'garbage' is not a text type)
5/26/2005 1:49:13 AM PDT	Industrial Supply Inc.	509.1183.20050526.014900	SPO6					SNW_OUTBOUND_QUEUE	POST RETRY	XHUB-247	Exception occurred while processing an HTTP POST(I0 Exception on the response received from post. Error follows: java.io.IOException: Content-Type 'garbage' is not a text type)
5/26/2005 1:51:16 AM PDT	Industrial Supply Inc.	509.1183.20050526.014900	SPO6					SNW_OUTBOUND_QUEUE	POSTED OK		

View Message Errors

You can find additional information regarding a message error by selecting the Error Code from either the Activity Log or the main Transaction Monitor window. This action displays the full error code text, description of the error, possible causes, and potential remedies.

Common Errors

Exception cannot reprocess: This error, also known as a Dead message, indicates that the message body contains syntax errors, and that the Oracle Supplier Network cannot process it any further. The XML message is validated when the Oracle Supplier Network receives it against either the DTD for the document type or the XML standard being used. The sender must fix the errors and re-send the message to the Oracle Supplier Network.

Exception Processing an HTTP Post: This error indicates that there is a problem posting to the recipient's HTTPS server. Possible causes include: their server is down, the URL specified in their HTTP delivery method setup (under Communication Parameters subtab) is incorrect, or there may be an issue with the trusted certificate (called when posting to an HTTPS site). If Oracle Supplier Network encounters issues when trying to deliver a message though HTTP, it attempts to re-send the message. This

automatic reprocessing continues based on an expanding time interval after each failed attempt, up to 72 hours. After a certain number of failed attempts, Oracle Supplier Network stops trying to deliver the message. If you are unable to diagnose the HTTP posting error, log a support issue according to the support instructions on the Resources tab.

Exception pending reprocessing: This error message generally refers to a failed document route, which occurs when the Oracle Supplier Network cannot determine a document route. The error details explain what the missing or bad setup is for either trading partner. You or your trading partner should correct the setup errors and then either re-send the message or submit a support issue for that message that Oracle Supplier Network Operations should reprocess.

A common cause for a failed route occurs when the sender has not correctly set the Trading Partner Alias field for their intended receiving trading partner. As the Oracle Supplier Network receives each message, it reads the message envelope to authenticate the sender and verifies that the receiver ID in the envelope matches one of the sender's TP Alias values for one of their trading partners setup in their Oracle Supplier Network account. If a match is not found between the value set in the Destination Trading Partner Location Code (setup in the sender's XML Gateway) and the TP Alias value (set in the sender's Oracle Supplier Network account on the Trading Partners tab), the Oracle Supplier Network reports a missing document route when processing the message. The Transaction Monitor displays a status of Exception; pending reprocessing, when one trading partner has not correctly set their messaging parameters. After correcting the appropriate parameters, the Oracle Supplier Network revalidates the message route, and if no errors still exist, the Oracle Supplier Network support team can reprocess the message to prevent the sender from having to re-send the message.

User Management

About User Management

The Oracle Supplier Network allows companies to create multiple user accounts associated with their company. Users can be assigned different roles to control what activities they can perform with their account access. Descriptions of the specific functions of each role in the User Roles section follow.

Add Users

Only a user with an Administrator role can add new users, assign user roles, and deactivate users. When you create a new user associated with your company each new user receives a welcome notification e-mail message. This notification contains the user's username and password. The Oracle Supplier Network automatically generates the password. After a new user has been added, the user's record appears in a table on the Users tab, wherein you can view names, e-mail addresses, usernames, roles, and statuses.

Add User

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Profile Messaging Trading Partners Monitor Users Self-Testing

Add User

Title

* First Name

Middle Name

* Last Name

* Email Address

* Username

Assign Roles

[Select All](#) | [Select None](#)

Select Role Name	Description
<input type="checkbox"/> Administrator	Maintains company profile information, manages users and trading partners.
<input type="checkbox"/> Messaging	Responsible for messaging configuration and execution, as well as trading partner administration.
<input type="checkbox"/> View Messages	View only access to messaging configuration and transaction logs. Also able to register for messaging notifications.
<input type="checkbox"/> iSP	Enables user to setup and request accounts for accessing buyers' iSupplier Portal applications.

* Indicates a Required Field

Cancel Submit

Profile Messaging Trading Partners Monitor Users Self-Testing Home Logout Resources

Update Users

Administrator users can modify users' roles and statuses on the Users tab.

To change a user's role, select the user, and click the Modify Roles button.

To deactivate a user, select the user, and click the Deactivate button.

Whenever you add a new user, the Oracle Supplier Network automatically generates the password for that new user and sends them a welcome e-mail notification to the Oracle Supplier Network and provides them their username and password.

User Roles

Roles allow companies to restrict their users to specific functions on the Oracle Supplier Network. During company registration, the initial user's profile automatically includes all roles, including Administrator role, which allows them to create additional users and assign roles to each of them. Every user can have one or more role assignments.

The user roles include Administrator, iSP, Messaging, and View Messages.

Administrator

The Administrator user:

- Adds new users and assigns them roles.
- Deactivates users.
- Maintains company profile information.
- Can view business document notifications to which users have subscribed.

One or more users can have the Administrator role.

By default, the initial user is also assigned to be the Company Contact, which can be changed to any subsequent user who also has the Administrator role.

The following table shows by tab and subtab the Administrator role's access in the Oracle Supplier Network.

Administrator Role's Access

Tab	Subtab	Restrictions and Notes
Profile	Company Profile	None
Profile	User Profile	None
Messaging	Identifiers	Read-only
Messaging	Notifications	Read-only
Trading Partners	My Trading Partners	None
Trading Partners	Routing Rules	None
Monitor	Transaction Monitor	None
Users	User Management	None

iSP

The iSP role allows supplier users to maintain their Oracle iSupplier Portal accounts on the Oracle Supplier Network for direct access to their customers' iSP sites. They can access the Trading Partners tab to request and manage iSP accounts.

The following table shows by tab and subtab the iSP role's access in the Oracle Supplier Network.

iSP Role's Access

Tab	Subtab	Restrictions and Notes
Profile	Company Profile	Read-only
Profile	User Profile	None
Trading Partners	My Trading Partners	Limited access
Trading Partners	iSP Wallet	None

Messaging

The Messaging user maintains all communication protocol and transaction setup related to the processing of electronic messages.

The following table shows by tab and subtab, the Messaging role's access in the Oracle Supplier Network.

Messaging Role's Access

Tab	Subtab	Restrictions and Notes
Profile	Company Profile	Read-only
Profile	User Profile	None
Messaging	Identifiers	None
Messaging	Communication Parameters	None
Messaging	Transaction Management	None
Messaging	Notifications	None
Messaging	Send Documents	None

Tab	Subtab	Restrictions and Notes
Trading Partners	My Trading Partners	None
Trading Partners	Routing Rules	None
Monitor	Transaction Monitor	None

View Messages

The View Messages user queries and monitors transactions that are sent and received with their trading partners. Typically, functional users or administrators who are responsible for resolving transaction failures for certain types of business documents require this role. This user can choose to receive error notifications for specific business documents.

The following table shows by tab and subtab, the View Messages user's access to areas in the Oracle Supplier Network.

View Messages Role's Access

Tab	Subtab	Restrictions and Notes
Profile	Company Profile	Read-only
Profile	User Profile	None
Messaging	Identifiers	Read-only
Messaging	Communication Parameters	Read-only
Messaging	Transaction Management	Read-only
Messaging	Notifications	None
Trading Partners	My Trading Partners	Limited access
Trading Partners	Routing Rules	None
Monitor	Transaction Monitor	None

iSupplier Portal Punch-in and Registration

About iSupplier Portal Registration and Punch-in

The Oracle Supplier Network allows suppliers to establish direct links to those Oracle buying companies that run Oracle iSupplier Portal (iSP) for online supplier collaboration. Suppliers can manage their access to several iSupplier Portal sites through the Oracle Supplier Network, enabling suppliers to centralize all of their collaboration activities with their Oracle customers. Additionally, suppliers can request iSupplier Portal accounts from those buyer companies that have registered their site on the Oracle Supplier Network. Every iSupplier Portal site that is registered and set up can communicate with the Oracle Supplier Network to send and receive account request and approval information.

Supplier Users: Using iSP Punch-in

Topics in this section include:

- Submit iSP Punch-in Supplier Account Request, page 10-1
- Set Up iSP Accounts, page 10-3
- Punch-in to Buyer's iSP Site, page 10-3

Submit iSP Punch-in Supplier Account Request

On the Trading Partner Management tab, supplier users can submit requests for access to a specific company's iSupplier Portal site. Buyer companies that have registered iSupplier Portal sites on the Oracle Supplier Network have a Punch-in icon in their iSP Access column to indicate to the supplier that they can request an account. The supplier must add the buyer from the Add Trading Partner directory, select the buyer, and click the Request iSP Access button. On a second page, the supplier user enters an iSP username and password that the buyer company receives for review. Their e-mail

address is the default suggested iSP username, which they can change.

Requesting iSP Accounts

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My Trading Partners Routing Rules ISP Wallet

Trading Partner Management

Trading Partners Requesting Approval

The following companies require your approval.

Approve Reject

Select All Select None

Select	Trading Partner Name	Trading Partner Alias	Contact Name	Contact Email
<input type="checkbox"/>	Lunden Industries, Inc.		Maria Lunden	maria.lunden@buyer124.com

Your Trading Partners

Below is a list of your selected trading partners.

Update Remove Disable/Enable Production Routing Request iSP Access

Select	Trading Partner Name	Trading Partner Alias	Messaging Status	Disable Production Routing	iSP Access
<input type="radio"/>	ABC Plastics	ABCPlastic	Pending Approval		
<input type="radio"/>	Buyer Company 1	457759	Pending Approval		
<input type="radio"/>	Ford's company	ford	Approved	No	
<input type="radio"/>	ACME Inc.	487231	Approved	No	

Note: Setting 'Disable Production Routing' to 'Yes' prevents the trading partner from sending or receiving any document type with your company over the Production Hub.

iSP Account Request

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Profile Messaging **Trading Partners** Monitor Users Self-Testing

My Trading Partners Routing Rules ISP Wallet

iSupplier Portal Account Request at ABC Plastics

* Are you already an existing iSupplier Portal user? Yes No

* iSP Username We recommend using your email address as your iSupplier Portal username

* Password

* Confirm Password

* Indicates a Required Field

Cancel Submit

Profile Messaging Trading Partners Monitor Users Self-Testing Home Logout Resources

Upon submitting the request, the buyer receives the request immediately into their iSupplier Portal application. Upon approval, the Oracle Supplier Network receives an electronic notification that updates the supplier's iSP account to Approved on the iSP Wallet page. The iSP Wallet page shows all pending and approved iSP accounts that the supplier user has set up. The account is ready to use. The Punch-in icon on the My Trading Partners tab becomes active for this buyer company and provides the supplier instant access to the buyer's iSP site by clicking the Punch-in icon.

Set Up iSP Accounts

Supplier users can also use iSP Punch-in for their existing iSP accounts with buyer companies. If those buyers have registered their iSP site on the Oracle Supplier Network (as indicated by the Punch-in icon appearing in their iSP Access column), the supplier user can select the buyer company and click the Request iSP Access button. On the next page, the supplier user selects Yes to indicate that they have an existing iSP account with this buyer. They can then enter their iSP username and password for this buyer. Upon clicking submit, Oracle Supplier Network validates the username and password at the buyer's iSP site. If successfully validated, this account appears on the supplier user's iSP Wallet page, and they can begin using the active Punch-in icon with this buyer.

Punch-in to Buyer's iSP Site

Upon the buyer's approval to allow the supplier access to the Oracle iSupplier Portal through the Oracle Supplier Network, a Punch-in icon in the iSP Access Column on the Trading Partner page becomes active. The supplier clicks the icon to punch-in to the buyer's iSupplier Portal. This method of punching-in:

- Bypasses the iSP login page.
- Takes the supplier directly in to the buyer's Oracle iSupplier Portal site.

About the iSP Wallet

On the Trading Partners tab, the iSP Wallet tab lets suppliers maintain their iSP accounts that the Oracle Supplier Network uses to link into their customer iSP sites. This functionality offers suppliers the benefit of managing and maintaining all of their separate iSP URLs, usernames, and passwords for each customer in one location--the iSP Wallet tab. Accessing a buyer's Oracle iSupplier Portal site through Oracle Supplier Network is also known as punch-in.

The iSP Wallet page is available to all users with the role of iSP. When a buyer approves an iSP account in iSupplier Portal, the account login information is sent to the Oracle Supplier Network and stored in the supplier user's iSP Wallet.

Trading partners appear on the iSP Wallet page when:

- A supplier user submits an iSP account request from the My Partners page. Their status changes to Approved when the iSP site has approved the account request. When approved, the iSP Punch-in link becomes active on the My Trading Partners tab.
- The supplier user indicates that they already have an iSP account with the trading partner and the Oracle Supplier Network successfully verifies that the iSP account is valid.

Supplier users can update their iSP passwords on the iSP Wallet page, if they know that they have been changed at the iSP site. When attempting to update a password, the Oracle Supplier Network attempts to validate the new password at the respective iSP site. If it fails validation, the change is not saved. This prevents iSP passwords stored on the Oracle Supplier Network from getting out of synchronization with the iSP site.

Buyers: Configure and Set Up iSP Punch-in

Buyers who would like to let their suppliers punch-in to their iSupplier Portal site must:

- Register their buying company on the Oracle Supplier Network.
- Provide connectivity information about their iSP site.

The buyer's iSP administrator, or some support person must provide the following information on the Company Profile subtab, under the iSupplier Portal Punch-in Configuration section:

- **iSP Messaging URL:** The Oracle Supplier Network uses this URL to communicate with the iSP site for sending suppliers' iSP account requests. Enter the URL:
`https://<server name>:<port>/oa_servlets/oracle.apps.pos.osn.PunchInServlet`
- **iSP Punch-in URL:** Oracle Supplier Network uses the following URL to execute a punch-in session into the iSP site. It automatically performs the iSP login and brings the user to their iSP home page. Enter the URL accordingly:
`https://<server name>:<port>/OA_HTML/fndvald.jsp`
- **iSP username and password:** The Oracle Supplier Network uses this username and password for authentication when submitting requests to the buyer's iSP URLs, which you defined in the preceding examples.

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