

# **Oracle® iSupplier Portal**

User's Guide

Release 12.1

**Part No. E13414-05**

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Oracle iSupplier Portal User's Guide , Release 12.1

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# Send Us Your Comments

## Oracle iSupplier Portal User's Guide , Release 12.1

### Part No. E13414-05

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- 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?
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# Preface

## Intended Audience

Welcome to Release 12.1 of the *Oracle iSupplier Portal User's Guide*.

See Related Information Sources on page x for more Oracle E-Business Suite product information.

## Deaf/Hard of Hearing Access to Oracle Support Services

To reach Oracle Support Services, use a telecommunications relay service (TRS) to call Oracle Support at 1.800.223.1711. An Oracle Support Services engineer will handle technical issues and provide customer support according to the Oracle service request process. Information about TRS is available at <http://www.fcc.gov/cgb/consumerfacts/trs.html>, and a list of phone numbers is available at <http://www.fcc.gov/cgb/dro/trsphonebk.html>.

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## **Structure**

- 1 Introduction to Oracle iSupplier Portal**
- 2 Registration**
- 3 Navigating and Searching**
- 4 Order Information**
- 5 Shipping Information**
- 6 Planning and Inventory Information**
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- 8 Supplier Profile Management**
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## **Related Information Sources**

### **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 E-Business Suite Data**

Oracle **STRONGLY RECOMMENDS** that you never use SQL\*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle E-Business Suite 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 E-Business Suite data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle E-Business Suite tables are interrelated, any change you make using an Oracle E-Business Suite form can update many tables at once. But when you modify Oracle E-Business Suite data using anything other than Oracle E-Business Suite, 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 E-Business Suite.

When you use Oracle E-Business Suite to modify your data, Oracle E-Business Suite automatically checks that your changes are valid. Oracle E-Business Suite 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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# Introduction to Oracle iSupplier Portal

## Overview

Oracle iSupplier Portal enables a buying company to communicate key procure-to-pay information with suppliers. As a supplier using Oracle iSupplier Portal, you can view and acknowledge purchase orders, submit change requests, create advance shipment notices, view receipts, view inventory levels, view invoices and payments, create work confirmation for complex work projects, and acknowledge purchase order change requests. As a buyer using Oracle iSupplier Portal, you can view order, shipment, receipt, invoice, and payment information.

This section is an introduction to Oracle iSupplier Portal, and includes the following topics:

- About Oracle iSupplier Portal., page 1-1
- How to Use This Guide, page 1-2

## About Oracle iSupplier Portal

Oracle iSupplier Portal is a collaborative application that enables buying companies and their suppliers to communicate with each other. It enables suppliers to have real-time access to information (such as purchase orders and delivery schedules) and respond to the buying company with order acknowledgments, change requests, shipment notices, and planning details. It also allows buying organizations to search for order, shipment, receipt, invoice, and payment information across all suppliers and all business units, as well as respond to supplier change requests.

**Note:** Oracle iSupplier Portal supports both transaction documents and view-only documents. Using transaction documents, you can submit acknowledgments or change requests on a Purchase Order, or initiate transactions such as advance shipment notices, advanced shipment

billing notices, and invoices. Using view-only documents, you may view forecast schedules and payments.

## How to Use This Guide

This guide is organized to help you learn, use, and understand Oracle iSupplier Portal.

## Getting Started Information

### **Introduction to Oracle iSupplier Portal**

Explains how you get started using Oracle iSupplier Portal. This chapter includes details of where you start using the system depending on your current relationship with the buying company.

### **Registration**

Explains how to register your company with the buying company and how to get Oracle iSupplier Portal user accounts for your employees. If you already have access to Oracle iSupplier Portal, then you do not need to read this chapter.

### **Navigating and Searching**

Explains how to navigate through the system. The chapter also includes searching tips and techniques.

## Transaction and View-Only Document Information

### **Order Information**

Explains how to view and respond to order-related documents such as purchase orders, work orders, and supplier agreements.

### **Shipping Information**

Explains how to access shipping information and create advance shipment notices (ASNs or ASBNs). The chapter also includes information on viewing receiving and quality transactions.

### **Planning and Inventory Information**

Explains how to access planning and inventory information, as well as how to maintain item and capacity information.

### **Invoice and Payment Information**

Explains how to access invoice and payment information. The chapter also includes information on how to submit invoices if the buying company has Oracle Payables installed.

## Profile Information

### Supplier Profile Management

Explains how to maintain information about your company using the Supplier Profile Management feature. You must have the proper authorizations to access the profile management pages.

## Buying Company View Information

### Buying Company View

Explains the buying company view of iSupplier Portal.

## Where to Start

Before you can access Oracle iSupplier Portal:

1. Your company must be registered as a supplier to the buying company that has licensed Oracle iSupplier Portal.
2. You must be registered as an Oracle iSupplier Portal user.

**Note:** If you are already a supplier to the buying company and you can log into Oracle iSupplier Portal, then you and your company have already completed both of the registration tasks. You can skip chapter 2. If you do not have access to Oracle iSupplier Portal, see chapter 2 for registration instructions.

After you are registered, you can access Oracle iSupplier Portal. The tasks you perform on Oracle iSupplier Portal are determined by your current supply chain business relationship with the buying company. The tables below list the tasks you will likely perform; where you start depends on what you want to accomplish:

If the buying company has ordered goods or services from you, you can

Tasks	Where Documented
View existing orders from your buying company, including any attachments.	See Order Information
Acknowledge and submit change requests to purchase orders.	See Order Information

<b>Tasks</b>	<b>Where Documented</b>
Submit your electronic signature while acknowledging a purchase order.	See Order Information
View and print Portable Document Format (PDF) versions of purchasing documents, including blanket agreements, clauses and other contract terms.	See Order Information
View your current purchase agreements (if any) with the buying company.	See Order Information
View an audit trail of any revisions for a purchase order.	See Order Information
Manage deliverables assigned to you (available only if the buying company has implemented Oracle Procurement Contracts).	See Order Information
Create work confirmations to notify the buying company of expected payment related to a completed unit of work for a complex work project.	See Order Information
View timecard information (available only if the buying company has implemented Oracle Services Procurement and Oracle Time and Labor).	See Order Information
Let your buying company know that goods are ready for shipment by uploading a routing request.	See Shipping Information
View buying company's response to your routing request.	See Shipping Information
Alert the buying company of any upcoming deliveries by sending advance shipment notices (ASN) or advance shipment billing notices (ASBN).	See Shipping Information
Upload advance shipment notices (ASN) or advance shipment billing notices (ASBN) to the system using spreadsheet functionality.	See Shipping Information



<b>Tasks</b>	<b>Where Documented</b>
View and enter item quality results and check for correspondence from the buying company (available only if the buying company uses Oracle Quality).	See Shipping Information
View receipts, returns, and delivery performance.	See Shipping Information

If you have already made a shipment to the buying company, you can:

<b>Tasks</b>	<b>Where Documented</b>
View invoices and received payments.	See Invoice and Payment Information
Submit invoices by selecting a purchase order and direct-billing the buying company (available only if the buying company uses Oracle Payables).	See Invoice and Payment Information

If you require a third-party shipment before you can complete the buying company's order, you can:

<b>Task</b>	<b>Where Documented</b>
View work orders to check the status of third-party (outside processing) orders or shipment plans.	See Order Information and Shipping Information

If you want to view and update your inventory information, you can:

<b>Tasks</b>	<b>Where Documented</b>
View item inventory levels.	See Planning and Inventory Information
Maintain item attributes, such as delivery capacity and lead times.	See Planning and Inventory Information

<b>Tasks</b>	<b>Where Documented</b>
Enter capacity information and view on-hand delivery items.	See Planning and Inventory Information
Define inventory lead times and order modifiers.	See Planning and Inventory Information
View vendor managed inventory items (if items are set up as a vendor managed items) and generate supply requests to manage reorder points and replenishments	See Planning and Inventory Information
View consigned inventory stock and view transactions associated with that stock.	See Planning and Inventory Information

If you want to view forecast demand so you can evaluate your supply plans, you can:

<b>Task</b>	<b>Where Documented</b>
View forecast schedules.	See Planning and Inventory Information
View a summary of forecast schedules.	See Planning and Inventory Information

If you want to update your company's profile information, you can:

<b>Task</b>	<b>Where Documented</b>
Enter address book information, contact directory information, business classifications, and products and services you provide. You can also enter and maintain bank account and address information, as well as payment and invoicing methods.	See Supplier Profile Management
You can enter and maintain information on user accounts.	

If you want to negotiate to supply goods to the buying company, you can:

<b>Task</b>	<b>Where Documented</b>
View buyer requests for quotes (RFQs).	See RFQs

If you are a buyer, you can:

<b>Task</b>	<b>Where Documented</b>
View order, shipment, receipt, invoice, and payment information.	See Buyer information
Search for order, shipment, receipt, invoice, and payment information across all suppliers and all business units.	See Buyer information
Respond to supplier change requests.	See Buyer information



---

## Registration

This chapter covers the following topics:

- Overview
- Registering Suppliers
- Registering Users

### Overview

You register your company as a prospective supplier in Oracle iSupplier Portal to let the buying company know that you are interested in establishing a business relationship. After you are registered, additional supplier users within your company can be registered to access and use Oracle iSupplier Portal. This enables you to communicate to a buying company real-time information about your procure-to-pay transactions.

**Note:** If you are already a supplier to the buying company and you can log into Oracle iSupplier Portal, then you and your company have already completed both of the registration tasks. You can skip chapter 2.

**Note:** If no one in your company can access Oracle iSupplier Portal, your company is not registered with the buying company, and you need to register your company before you register your supplier users.

**Note:** If other supplier users in your company can access Oracle iSupplier Portal (and you cannot), your company is registered, however, you need to register as a user for access to Oracle iSupplier Portal.

If you are a prospective supplier, you need to read the entire section and complete all of

the registration steps. If your company is already registered with the buying company and you only need to add yourself as a user, you only need to read and complete the Registering Users task.

This section includes the following topics:

- Registering Suppliers, page 2-2
- Registering Users, page 2-3

## Registering Suppliers

Self-service prospective vendor registration enables you to register your interest in establishing a business relationship with the buying company. Once registered, you can provide details about your company, its addresses, contacts, products and services, and banking and payment information.

To register, you need to provide your company name, tax identification details, and main company address. This information is verified against existing records to ensure that duplicate registration information is not recorded. You can also include additional detailed information to create a company profile. If the buying company wishes you to enter into a relationship with them, they may send you an invitation requesting you register with the system. This notification will contain a URL where you can go and access the Supplier Registration Page. If the buyer does not send you an invitation, you must obtain this URL from the buying company yourself. Either way, you enter details about your company using the Supplier Registration Page.

## Supplier Registration Page

### Prospective Supplier Registration

\* Indicates required field

Continue

Blank label for instruction text

#### Company Details

At least one tax id is required to be able to complete the registration request.

\* Company Name

Tax Country

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

Tax Registration Number

Taxpayer ID

DUNS Number

#### Contact Information

Blank label for instruction text

\* Email

First Name

\* Last Name

Phone Area Code

Phone Number

Phone Extension

You must provide contact information so the system can send updates on the registration request. After completing the registration, you receive a confirmation that the request has been submitted for review. The information is reviewed by a buyer administrator, and if approved, you are notified of the decision by e-mail.

## Registering Users

The buying company initiates the process of adding new suppliers by inviting supplier users to register, or by registering supplier users directly. If you receive an invitation to access Oracle iSupplier Portal, you can respond to the invitation (and provide user profile information, such as name and contact details), or forward the invitation to another user in your company. For example, the buying company may send an invitation to the Vice President of Sales within your organization; he can forward it to the appropriate person in his company. The user who responds can change any of the details except the name of the supplier company for whom he or she is registering.

If the buying company has multiple site definitions for your company, or if you have multiple subsidiaries, your buying company may give you access to view information for multiple site definitions.

People who wish to register with the system must complete the Supplier User Registration Page and submit it for approval

## Supplier User Registration Page


### Register a Supplier User

\* Indicates required field

Contact Title	Mr. ▾	Phone Area Code	<input type="text"/>
First Name	test	Phone Number	6765465
Middle Name	<input type="text"/>	Phone Extension	<input type="text"/>
* Last Name	test	Fax Area Code	<input type="text"/>
Job Title	<input type="text"/>	Fax Number	<input type="text"/>
Email Address	test1@test.com	Inactive Date	<input type="text"/> 
			(example: 18-Jan-2009)

Cancel Apply

User Account Information

Username TEST1 Inactive Date   ☐ Reset Password  
(example: 18-Jan-2009)

User Notifications

☒ Certification Reminders

Responsibilities

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

Select Responsibility	Application
<input checked="" type="checkbox"/> iSupplier Portal Full Access	iSupplier Portal
<input type="checkbox"/> Procure to Pay	Purchasing

A buyer administrator will approve or reject the your registration request. You receive a notification of the buyer administrator's actions. The notification includes the URL at which you can access the network, plus any additional information such as the username and a system-generated password needed for initial login. (You will be prompted to change this password after first login.)

Buyers can designate a supplier user with user account from the Contact Directory to receive the business classification reminder notifications. To designate the supplier users expand the user account information node and select Certification Reminders check box in the User Notification region.

### Directly Registered Supplier Users

If the buying company has enough information about a user at your company, the buyer can chose to register the user directly, in which case the users receives an e-mail notification with the URL, username, and system-generated password.

### Supplier Registered Supplier Users

If additional people in your company need access to Oracle iSupplier Portal, they should contact the Supplier Profile and User Administrator at your company. This administrator can create new user accounts for your users. Once the account is created, the user will be sent a notification containing system access information.



---

## Navigating and Searching

This chapter covers the following topics:

- Overview
- Using the Oracle iSupplier Portal Home Page
- Setting Up User Preferences
- Searching

### Overview

This section includes information to help you learn how to navigate and search in Oracle iSupplier Portal. After you learn the basic techniques, you will be able to search for transaction information, and respond accordingly.

This section includes the following topics:

- Using the Oracle iSupplier Portal Home Page, page 3-1
- Setting Up User Preferences, page 3-4
- Searching, page 3-5


### Using the Oracle iSupplier Portal Home Page

When you access the Oracle iSupplier Portal application using the username and password provided to you, the **Oracle iSupplier Portal Home** page displays. Depending on your authorizations, the Admin and Intelligence tabs may not be displayed.


## Oracle iSupplier Portal Home Page

[Home](#) [Orders](#) [Shipments](#) [Planning](#) [Finance](#) [Product](#) [Intelligence](#) [Admin](#)


Search

 Notifications

Subject	Date
<a href="#">Vision Operations - Blanket Purchase Agreement 12914_0</a>	28-Aug-2006 04:01:32
<a href="#">Vision Operations - Purchase Goods Only BPA06 12905_0</a>	28-Aug-2006 03:20:05
<a href="#">Vision Operations - Blanket Purchase Agreement 12885_3</a>	28-Aug-2006 03:14:32
<a href="#">Vision Operations - Standard Purchase Order 12878_0</a>	28-Aug-2006 03:10:59
<a href="#">Vision Operations - Purchase Goods Only BPA06 12897_0</a>	28-Aug-2006 03:04:48

 Orders At A Glance

PO Number	Description	Order Date
<a href="#">12921</a>		28-Aug-2006 05:06:25
<a href="#">12914</a>	Goods only GA2	28-Aug-2006 04:01:13
<a href="#">12905</a>	Goods only GA2	28-Aug-2006 03:19:50
<a href="#">12885-1</a>		28-Aug-2006 03:15:09
<a href="#">12885</a>		28-Aug-2006 03:14:21

 Shipments At A Glance

Shipment Number	Shipment Date	Packing Slip
<a href="#">ASN 0301_1325</a>	24-Aug-2006 03:28:28	PackingSlip_01
<a href="#">ASN 0502325</a>	24-Aug-2006 03:28:28	PackingSlip_0502

Planning

- [Forecast Schedules](#)
- [VMI](#)

Orders

- [Agreements](#)
- [Purchase Orders](#)
- [Purchase History](#)

Shipments

- [Delivery Schedules](#)
- [Overdue Receipts](#)
- [Advance Shipment Notices](#)

Receipts

- [Receipts](#)
- [Returns](#)
- [On-Time Performance](#)

Invoices

- [Invoices](#)

Payments

- [Payments](#)

### Quick Links

This section is displayed on the right and provides a high-level diagram of the procure-to-pay flow through the Oracle iSupplier Portal application. Click any link to go directly to the corresponding page.

### Notifications

Notifications are messages waiting for your review. Some notifications are view-only, while other notifications require action. To view your notifications, click the linked subject to open the **Notification Details** page. This page provides complete notification details, as well as the appropriate action button.

### Notification Details Page

 **Information**  
This notification does not require a response.

Vision Operations - Contract Purchase Agreement 14540, 0

From: Stock, Ms. Pat  
To: Office Supplies, Inc.  
Sent: 06-Sep-2006 00:47:50  
ID: 2415102  
Please review the purchase order and any other document attached to this message.

**References**

 [PDF Document](#)

[Return to Worklist](#)

On the **Notification Details** page you can request further information or assign the notification to another user.

If you select an action on the **Notification Details** page and click, you are returned to the **Notifications Summary** page.

On this page you can view all your notifications.

You can use the View menu to see

- All your notifications
- Information only (FYI) notifications
- Notifications you have sent
- Open notifications
- Notifications requiring action by you (To Do Notifications)

To process a notification, select the notification and assign it to another user, or open and view/process it. Once you have processed the necessary notification you can:

- Continue to respond to any additional notifications you have.
- Continue working by clicking any of the tabs.

### Orders at a Glance

This section displays the five most recent purchase orders. Click a purchase order number to view purchase order details.

### Shipments at a Glance

This section displays recent shipments. Click a shipment number to view a list of your recent shipments.

To view a complete list of your Notifications, Orders at a Glance, or Shipments at a Glance, click Full List.

## Home Page Links

The links at the top of the **Home** page provides the following information:

### Home Page Links



## Global Buttons

The following buttons display on the home page and all Oracle iSupplier Portal pages:

- Home - Returns you to the main portal where you can select another responsibility or application.
- Logout - logs you out of the application.
- Preferences - Displays the **Preferences** page. See Setting Up User Preferences , page 3-4 for information on setting your user preferences.
- Help - Accesses the help index page.

## Home Page Tabs

In addition to using the Quick Links, you can use the tabs on the home page to quickly access related task areas.

### Home Page Tabs



# Setting Up User Preferences

You can change your user settings or preferences at any time using the Preferences icon. You can change the following preferences:

- General - You can select your language, territory, time zone, client character encoding (the character set that's used in your page display), and accessibility features (such as screen reader use).

**Note:** Date and time values are always displayed to you in the time zone you set in your user preferences, even if your buying company is in a different time zone.

- Notification - You can select how you want to receive your notifications (for example, in HTML or plain text e-mail).
- Formatting - You can define your date format and number format.
- Password - You can reset or change your password. A valid password must be at least five, but no more than 30, characters. Passwords can be numeric, alphanumeric, or special characters.

### To change your preferences

- Click the Preferences icon.
- On the **Preferences** page, enter your name in the Known As field.

### Preferences Page

The screenshot shows the 'Preferences Page' in the Oracle iSupplier Portal. The top navigation bar includes tabs for Home, Orders, Shipments, Planning, Finance, Product, Intelligence, and Admin. The left sidebar shows 'User Preferences' with sub-links for General, Access Requests, and Manage Proxies. The main content area is titled 'General Preferences' and contains several sections: 'Languages' with dropdowns for 'Current Session Language' and 'Default Application Language' (both set to 'American English'); 'Accessibility' with a dropdown for 'Accessibility Features' set to 'None'; 'Regional' with dropdowns for 'Territory' (United States), 'Date Format' (dd-MMM-yyyy (2E-Aug-2006)), 'Timezone' ((GMT -08:00) Pacific Time), 'Number Format' (10,000.00), 'Currency', and 'Client Character Encoding' (Unicode (UTF-8)); and 'Change Password' with input fields for 'Known As', 'Old Password', 'New Password', and 'Repeat Password'. Buttons for 'Cancel', 'Reset to Default', and 'Apply' are located at the top right of the preferences section.

- Complete or update the required fields.
- Click Apply to save your changes. Click Cancel to return to the system without making any changes.

## Searching

Oracle iSupplier Portal provides extensive search criteria on all pages to help you retrieve information. Once you have your search results displayed, you can sort them by clicking any of the linked column headings.

When entering search values, you can use the percent sign (%) as a wildcard to search

for generic items. For example, to search for all orders beginning with 27 and end in a 5 (such as 275, 2715, 27125) enter 27%5. The % wildcard does not control the number of wild characters. Note the search logic attempts to find matches containing values in any position.

There are three types of search functions available to you.

### Quick Search

The Quick Search feature is available to you from the **Home** page. Using Quick Search, you can look for

- Purchase orders
- Shipments
- Invoices
- Payments

### Quick Search



Search PO Number  Go

To use the Quick Search:

1. Select the search type from the Search menu.
2. Enter a search value.
3. Click Go.

### SimpleSearch

The Simple Search feature occurs on many pages and allows you to specify multiple search fields and enter criteria for each. You can use any or all of the fields available to you. The system displays only those results that match all the criteria you entered.

## Simple Search

Delivery Schedules

Export

Simple Search

Advanced Search

Organization

PO Number

Supplier Item

Item Description

Item Number

Ship-To Location

Promised Date  
(example: 28-Aug-2006)

Need-By Date  
(example: 28-Aug-2006)

Go

Clear

	PO Number	Supplier Item	Item Description	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Item Number	Supplier Config ID	Supplier Location	Supplier	Promised Date	Need-By Date
No search conducted.														

## Advanced Search

Advanced Search allows you to build complex search queries containing multiple search criteria. You can select which fields you wish to search on and enter search values for each. Such fields include (among others):

- PO Number
- Receipt Number
- Item Number

You can use the default search fields that appear for that page's Advanced Search function, or apply additional search fields from the "Add Another" menu for the page.

Search operators enable you to specify the matching conditions for a search. Available search operators are:

- is - Use this operator for an exact match.
- is not - Use this operator to exclude a specific match.
- contains - Use this operator to find a partial match.
- starts with - Use this operator to find a partial match only at the beginning.
- ends with - Use this operator to find a partial match that only ends with your criteria.
- greater than - Use this operator to include results greater in value than a value specified.
- less than - Use this operator to include results lower in value than a value specified.

- after - Use this operator to include results with a date after the specified date.
- before - Use this operator to include results with a date before the specified date.

Note that you can use the same search field twice to specify a search range, for example a Ship Date range. Also note that you can choose to require the results to match all search criteria (resulting in a more focused, narrower set of results) by selecting the option "Show table data when all conditions are met," or allow a match of any of the search criteria (resulting in a larger set of results) by selecting the option "Show table date when any condition is met."

### Advanced Search

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Simple Search

☒ Show table data when all conditions are met.
 ☐ Show table data when any condition is met.

Organization is

Item Number is

PO Number is

Ship-To Location is

Go

Clear

Add Another

Item Description

Add

Organization	PQ Number	Supplier Item	Description	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Item Number	Supplier Config ID	Supplier Location	Supplier	Promised Date	Need-By Date
No search conducted.														



---

## Order Information

This chapter covers the following topics:

- Order Information
- Purchase Orders
- Viewing Purchase Orders
- Printing Purchase Orders
- Acknowledging Purchase Orders
- Submitting Change Requests
- Splitting Shipments and Pay Items
- Using Work Confirmations (Complex-Work Purchase Orders only)
- Canceling Orders or Shipments
- Managing Deliverables
- Work Orders
- Agreements
- Purchase Order Revision History
- Requests For Quotes (RFQ)
- Viewing Time Cards

### Order Information

The real-time data provided in Oracle iSupplier Portal allows you to communicate procure-to-pay information with the buying company while viewing the purchase order flow.

Using purchase order information, you can acknowledge purchase orders, make change requests to purchase orders, split shipments, or cancel orders. You can also view supplier agreements and the revision history of a purchasing document.

This section includes the following topics:

- Purchase Orders, page 4-2  
Managing Deliverables, page 4-21
- Work Orders, page 4-22
- Agreements, page 4-23
- Purchase Order Revision History, page 4-24
- Request for Quotes, page 4-25
- Viewing Time Cards, page 4-26

## Purchase Orders

When your buying company enters a purchase order in Oracle Purchasing, the purchase order details are available to you in Oracle iSupplier Portal. The **View Purchase Orders** page display the most recent 25 purchase orders (use the Previous and Next links to view additional purchase orders). Oracle iSupplier Portal enables you to track your purchase orders throughout the entire procure-to-pay flow.

The purchase order section includes:

- Viewing Purchase Orders, page 4-3
- Printing Purchase Orders, page 4-6
- Acknowledging Purchase Orders, page 4-7
- Submitting Change Requests, page 4-10
- Splitting Shipments, page 4-15

**Note:** For the pages mentioned in this chapter, you may view details to various attributes by clicking the link associated with that attribute.

### Accessing purchasing orders:

The **View Purchase Orders** page is the central page from which you access and process your purchase orders.

### To access a purchase order for further processing:

1. From the iSupplier Portal **Home**

page, click the Orders tab.

2. From the View menu, choose which purchase orders to display:

- All Purchase Orders
- Purchase Orders to Acknowledge
- Purchase Orders Pending Change

An advanced search , page 3-7 facility is available to refine your search even further. You also have the option to export the displayed data.

On the resulting **View Purchase Orders** page, select the purchase order you wish to process:

- To acknowledge , page 4-7 a purchase order, click Acknowledge
- To submit a change request, page 4-10 click Request Changes.
- To view purchase order changes,, page 4-14click View Change History.

## Viewing Purchase Orders

You can view details of a purchase order such as terms and conditions, lines, shipments, and attachments from the **Purchase Order Details** page.

**To view the details of a purchase order:**

1. Access , page 4-2 the purchase order you wish to view by clicking its purchase order number link.

CWP PO ALL: 12921, 1 (Total USD 1,134.00)

CWP PO ALL: 12921, 1 (Total USD 1,134.00)

Currency=USD

### Actions

[View Change History](#)

Go

Export

PO Details																		
<a href="#">Show All Details</a>   <a href="#">Hide All Details</a>																		
Supplier																		
UN USSGL																		
Details	<a href="#">Line</a>	Type	Item/Job	Item	Description	UOM	Qty	Price	Amount	Billed	Advance	Amount	Advance	Billed	Number	Code	Status	Attachments
<a href="#">Show</a>	1	Goods	f12000		Mobile phone -	Each	2	490	980.00								Open	

In the Summary container, you can view the

- By selecting options from the Actions menu, you can

- Create a work confirmation (complex-work purchase orders only).

- View work confirmations (complex-work purchase orders only).
- View current receipts.
- View current invoices.
- View current payment status.
- View current shipment status.

#### View Order Details (Complex Work)

Order Information		
General		Summary
Total	4,400.00	Total 4,400.00
Supplier	Office Supplies, Inc.	Approved 0.00
Supplier Site	BURLINGTON	Billed 0.00
Address	400 Dorset Street Burlington, VT 05403	Advance Billed 0.00
Buyer	<a href="#">Stock, Ms. Pat</a>	Progress Payment 0.00
Order Date	05-Oct-2006 19:57:55	
Description		
Status	Open	
Note to Supplier		
Operating Unit	Vision Operations	
Sourcing Document	<a href="#">252620</a>	
Supplier Order Number		
Attachments	<a href="#">View</a>	
Terms and Conditions		
Payment Terms	30 Net (terms date + 30)	
Carrier	Federal Express	
FOB	Origin	
Freight Terms	Paid	
Shipping Control		
Work Location		
Address	90 Fifth Avenue New York, NY 10022-3422	
Bill-To Location		
Address	90 Fifth Avenue New York, NY 10022-3422	

The Summary container on the **View Details** page for a complex work PO displays different information.

- Approved amount - total approved amount of work confirmations against the PO.
- Financed amount - total pay item amounts financed plus advanced billed.
- Advanced billed amount - total advance amounts billed at the line level.
- Progress payment - total amount financed or billed of all pay items.
- Delivered - amount of the delivery shipment approved through the work confirmation. Delivery shipments are created for orders where progress payments are considered contract financing. This field is hidden by default.
- Recouped - amount of advances and pay items recouped to date. This field is hidden by default.
- Retained - amount of pay items retained to date. This field is hidden by default.

The Actions menu options include:

- Request changes.
- Cancel the purchase order.
- View the change history for this purchase order.
- Print the purchase order.
- Create a work confirmation.
- View work confirmations.
- View current receipts.
- View current invoices.
- View current payment status.

The PO Details sections shows line specific information. Click Show to see the receiving, invoicing and payment information for a particular line, or pay item information for a complex work line.

#### **Line Information**

Shipments

Shipment	Work Location	Price	Qty			Amount			Promised Date	Need-By Date	Payment Status	Status
			Ordered	Received	Invoiced	Ordered	Received	Invoiced				
1	<a href="#">V1- New York City</a>	100				100.00				06-Oct-2006 17:47:17		Open

#### **Line Information (Complex Work Line)**

Progress Payment

Pay Item	Type	Description	Work Location	Owner	UOM	Qty	Value (%)	Amount			Promised Date	Need-By Date	Payment Status
								Price	Ordered	Approved Billed			
1	Rate	Line2	<a href="#">V1- New York City</a>		Each	1		200	200.00			06-Oct-2006 07:21:58	

## **Printing Purchase Orders**

You can view and print Portable Document Format (PDF) versions of purchasing documents, including blanket agreements. If your buying company has implemented Oracle Procurement Contracts, you can also print the contract terms or clauses that the buying company has defined on the purchasing documents.

**To print purchase orders:**

1. Access , page 4-2 the purchase order.
2. Select View PDF from the Actions menu, and click Go..
3. On the prompt window, you can choose to open the document immediately, or save it locally for later printing.

## Acknowledging Purchase Orders

When creating a purchase order, buying companies can request acknowledgment of the purchase order. If so, you will receive a notification requiring your response. The purchase order may include a date by which you need to acknowledge or sign it.

You acknowledge purchase orders to communicate to the buying company that you have received, reviewed the details of, and accepted or rejected a purchase order. You can also communicate changes to the purchase order during acknowledgment.

You can either acknowledge the order online, or accept or reject the order using the notification. The notification does not allow shipment level acknowledgment, which must be entered online. When you respond, the purchase order is automatically updated, and a notice is sent to the buyer.

You can submit acknowledgments for an entire order, or for individual shipments. For example, if you can fulfill only part of a purchase order, accept the shipments you can fulfill, and reject the others (note that shipment level acknowledgement cannot be performed using the acknowledgement notification).

If the order is set to be acknowledged at the document and shipment levels, you can also indicate change requests during acknowledgment. For example, if you cannot fulfill a shipment on the given date, but can fulfill it a few days later, you can communicate a date change request instead of rejecting the shipment line.

For complex work purchase orders, you can acknowledge pay items.

**Note:** The value of the need-by date is defaulted to the promised date field on supplier acceptance in the acknowledgment process.

### To acknowledge purchase orders:

1. Access the purchase order you wish to acknowledge.

## Acknowledge Purchase Order Page

Currency=USD

[Cancel](#)

[Reject Entire Order](#)

[Accept Entire Order](#)

[Printable View](#)

[View Change History](#)

Order Information		Summary
<b>General Information</b> Total 5,340.00 Supplier Office Supplies, Inc. Supplier Site A211 Address A1 A2 A2, A2221 Buyer <a href="#">Stock, Ms. Pat</a> Order Date 21-Aug-2006 14:18:47 Description Status Requires Acknowledgment Note to Supplier Sourcing Document <a href="#">200690</a> Organization Vision Operations Supplier Order Number <input type="text"/> Attachments <a href="#">View</a>		<b>Terms and Conditions</b> Payment Terms 30 Net (terms date + 30) Carrier Federal Express FOB Origin Freight Terms Paid Shipping Control <b>Work Location</b> Address Multiple <b>Bill-To Location</b> Address 90 Fifth Avenue New York, NY 10022-3422
		Total 5,340.00 Approved 0.00 Billed 0.00 Financed 0.00 Advance Billed 0.00 Progress Payment 0.00

- On the **Acknowledge** page, you can accept or reject an entire order, or you can accept or reject individual shipment.
- To accept/reject an individual line's shipment or pay item, click Show for the line.

## Acknowledging Shipments and Pay Items

Amount	Promised By Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
			<input type="text"/>	3			Requires Acknowledgment			<input type="text"/>	Accept
			<input type="text"/>	7			Requires Acknowledgment			<input type="text"/>	Accept
			<input type="text"/>	15			Requires Acknowledgment			<input type="text"/>	Reject

- For the shipment/pay item, select Accept or Reject from the Action menu. If rejecting a shipment or pay item, provide a reason.
- Click Submit.

**Acknowledging pay items** If the terms for a complex-work purchase order terms require "document or shipment" acknowledgement, you can accept/reject at the pay item level. To accept/reject an individual pay item, click Show for that line. Select Accept or Reject from the Action menu at the end of the line (if you reject the pay item, you must also provide a reason). If you either accept or reject all the pay items, the purchase order status changes to "acknowledged."

You can also change a pay item during the acknowledgement phase. To change a pay item, modify the appropriate field, select Change from the Action menu, provide a reason, and click Submit. Pay item changes are immediately submitted to the buyer for acknowledgement even if the rest of the order is only partially acknowledged. If the



buyer rejects the change, the purchase order status reverts back to "Requires Acknowledgement."

### Signing Purchase Orders

If your buying company has implemented Oracle Procurement Contracts, your buyer may ask that you electronically sign a purchasing document while acknowledging it. Legally binding purchasing documents must be signed by both the buyer and supplier.

After you sign the document, your buyer will be notified. The purchase order will be ready for execution after both the buyer and supplier have electronically signed the purchasing document.

**Note:** If your buyer asks that you electronically sign a purchasing document, you cannot respond at a specific shipment level, you have to accept or reject the entire order.

#### To sign a purchase order:

1. Click the Orders tab, and then click Purchase Orders in the task bar below the tabs.
2. Search for and select the purchase order with a status of Requires Signature, and then click Acknowledge.

#### Purchase Order Signature Page

Currency=USD

Cancel

Sign Document

Printable View

View Change History

Export

Order Information	
<b>General Information</b>	<b>Terms and Conditions</b>
Total 1,400.00	Payment Terms 30 Net (terms date + 30)
Supplier Office Supplies, Inc.	Carrier Federal Express
Supplier Site A211	FOB Origin
Address A1	Freight Terms Paid
A2	Shipping Control
A2, A2221	
Buyer Stock, Ms. Pat	<b>Work Location</b>
Order Date 06-Sep-2006 08:30:20	Address 90 Fifth Avenue
Description	New York, NY 10022-3422
Status Requires Signature	<b>Bill-To Location</b>
Note to Supplier	Address 90 Fifth Avenue
Sourcing Document 251650	New York, NY 10022-3422
Organization Vision Operations	
Supplier Order Number	
Attachments View	
<b>Summary</b>	
Total 1,400.00	
Approved 0.00	
Billed 0.00	
Financed 0.00	
Advance Billed 0.00	
Progress Payment 0.00	

3. On the Acknowledge page, click Sign Document.

### Sign Document Page

From: Stock, Ms. Pat  
To: DALLASSUPPLIER  
Sent: 06-Sep-2006 08:34:58  
ID: 2415561

Attachments: [PO\\_204\\_14613\\_0\\_US.pdf](#)

Click the attachments listed above to review the terms and conditions of the agreement. To complete the signature process, enter your comments, and then click Accept or Reject.

**Response**  
Enter comments. If you reject the agreement, enter a rejection reason.

[Return to Worklist](#)

4. Click any attachments you would like to view to review the attachments for terms and conditions.
5. Click Accept or Reject.

### Sign Document Page

\* User Name   
\* Password

✓ **TIP** Enter your Username and Password here to electronically sign this document

[Return to Worklist](#)

6. On the **Notification Signing** page, enter your username and password and click Submit.
7. You will receive confirmation that your purchase order has been acknowledged.

## Submitting Change Requests

Oracle iSupplier Portal enables you to request changes to purchase orders when modifications are needed to fulfill an order. You can make changes during and after acknowledgment. You can change a single purchase order, or, depending on the change you need to make, you can update multiple change orders at the same time.

### To submit a single change request:

1. Click the Orders tab, and then click Purchase Orders in the task bar below the tabs.
2. On the **View Purchase Orders** page, search for and select the purchase order for which you wish to request changes.
3. Select the purchase order and Click Request Changes.
4. On the **Request Changes** page, enter your changes.

## Request Changes Page

Request Changes for Standard Purchase Order : 10450,4 (Total USD 600.00)

Currency=USD

[Cancel](#)

[Cancel Entire Order](#)

[Printable View](#)

[View Change History](#)

[Export](#)

[Submit](#)

Order Information		Related Information
<b>General Information</b> Total: 600.00 Supplier: Office Supplies, Inc. Supplier Site: OFFICESUPPLIES Address: 3605 Warrensville Center Road, Shaker Heights, OH 44122 Buyer: <a href="#">Stock, Ms. Pat</a> Order Date: 17-Aug-2006 02:22:39 Description: Status: Open Note to Supplier: Sourcing Document: <a href="#">180767</a> Organization: Vision Operations Supplier Order Number: <input type="text"/> Attachments: <a href="#">View</a>	<b>Terms and Conditions</b> Payment Terms: 30 Net (terms date + 30) Carrier: Federal Express FOB: Origin Freight Terms: Paid Shipping Control: Buying Organization <b>Ship-To Address</b> Address: 90 Fifth Avenue, New York, NY 10022-3422 <b>Bill-To Address</b> Address: 90 Fifth Avenue, New York, NY 10022-3422	<a href="#">Receipts</a> <a href="#">Invoices</a> <a href="#">Payments</a>

PO Details													
<p>✓TIP You can cancel the entire order or specific lines.</p> <p>✓TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then ma</p> <p><a href="#">Show All</a> <a href="#">Hide All</a></p>													
Details	Line	Type	Item/Job	Revision	Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Contractor
<a href="#">Show</a>	1	Goods	CM11003			Pen Model Purple Pen	Each	100	6	600.00			Supplier Name
													Status Global

- You may request changes to the following values :
  - Price/Price Breaks on Blanket Agreements
  - Supplier Item
  - Supplier Order Reference Number
- In the reason text box, enter a reason for your change request.
- If you wish to request changes to shipments or pay items, click Show. You can request changes to
  - Price/Price Breaks on Blanket Agreements
  - Quantity Ordered
  - Promised Date
  - Supplier Order Line
  - Note that you can also enter change request information in the Additional Change Request text box.
- Enter the changed values as appropriate.

9. Enter a reason for your change.
10. Select the appropriate action.
11. Click Submit.

### **Changing complex-work purchase orders**

If this is a complex-work purchase order you can only change the supplier item at the line level. If progress payments are treated as delivery, price updates are only allowed at the pay item level (any changes roll up to the line level). If pay items are considered contract financing, then price updates at both the line level and pay item level are allowed.

- **Price changes** - For milestone and rate, price changes are not allowed if the pay item has been partially received or invoiced (that is, retroactive price changes are not allowed). For a lump sum, if the pay item has been partially received or invoiced, the new price should equal or greater than the amount received or invoiced to date.

Changes in price are prorated to the distributions if the shipment has multiple distributions. The buyer can change the distribution amounts during response.

- **Quantity changes** -

Quantity changes are only allowed for Rate pay items. If the pay item has been partially received or invoiced, the new quantity should be greater than or equal to the larger of either the quantity received or the quantity invoiced. A change in quantity is prorated to distributions, if the pay item has multiple distributions. The buyer can enter new quantities when responding.

**Note:** After submitting your changes, the purchase order status changes to Supplier Changes Pending until the buyer approves the changes.

### **To update multiple purchase orders simultaneously:**

Many times, you may need to make the same change to a group of purchase orders. Depending on the type of change you need to make, you may be able to update multiple purchase orders simultaneously. You can perform multiple changes to standard purchase orders, agreements, and releases.

For purchase order lines, you can change:

- Unit Price (only for goods lines)
- Supplier Part Number

For purchase order shipments, you can change:

- Promised Date
- Quantity Ordered (only for goods shipments)



## Multiple Purchase Order Change Page

Change Multiple Purchase Orders

Lines

Shipments

Views

View Overdue Shipments

Default Values

TIP You can apply default values to selected rows

Promised Date

Quantity Ordered

Price

Select Shipments:

Select All | Select None

Select	PQ Number	Line	Shipment	Order Date	Type	Item/ Job	Description	Location	Promised Date	Need-By Date	UOM	Ordered
<input type="checkbox"/>	<a href="#">14514-1</a>	1	1	05-Sep-2006 23:03:45	Goods	ST2 ETAX ITEM	ST2 ETAX ITEM	<a href="#">V1- New York City</a>	<input type="text"/>	05-Sep-2006 00:00:00		10
<input type="checkbox"/>	<a href="#">14415</a>	1	1	05-Sep-2006 05:17:08	Goods	f20000	Paper - requires 2-way match office supply item	<a href="#">V1- New York City</a>	05-Sep-2006 05:16	05-Sep-2006 05:16:00	Each	10
<input type="checkbox"/>	<a href="#">14134-1</a>	1	1	03-Sep-2006 22:49:52	Goods	003-TZ5-Item	ATCP Test Item	<a href="#">V1- New York City</a>	03-Sep-2006 22:47	03-Sep-2006 22:47:46		10

4. If you wish to change the same attribute for multiple purchase orders to the same value,
  1. Enter the new value in the Default Value field.
  2. Select the appropriate purchase orders.
  3. Click Apply Default Values.
5. If you wish to update multiple purchase order attributes to different values, enter the new values directly into the fields in the Lines table.
6. Enter a short text explanation for the change in the Reason field.
7. Click Apply.

### Change Requests for Services

Suppliers can request changes to the price for service lines and create new service schedules by splitting an existing schedule.

#### To view change order history:

This view enables you to view the history of change requests submitted on a document, and the corresponding buyer response.

1. Click the Orders tab, and then click Purchase Orders in the task bar below the tabs.
2. Search for and select a purchase order, and then click View Change History.



- View the change order history details on the **PO Change Order History** page.




### **PO Change History Page**

Change History for Standard Purchase Order: 10450

Currency=USD

Ok

 Indicates new values  
 Indicates cancellation

Details	Request Date	Line	Shipment	Item	Supplier Item	Description	Qty	UOM	Price / Rate	Amount	Promised By Date	Need-By Date	Start Date	End Date	Supplier Order Number	Supplier Line Number
<a href="#">Show</a>	28-Aug-2006 13:42:23	1		CM11003		Pen Model Purple Pen	Each 6		8 							
<a href="#">Show</a>	17-Aug-2006 02:21:57	1		CM11003		Pen Model Purple Pen	Each 5		6 							
<a href="#">Show</a>	15-Aug-2006 10:27:37	1		CM11003		Pen Model Purple Pen	Each 2		5 							

- Click OK to return to the **Purchase Orders** page.

## **Splitting Shipments and Pay Items**

You can request to split a shipment. For example, if you can only partially ship the quantity ordered for the given date, you can enter a split shipment change request. This request will let the buyer know the number of items you can deliver and what date you will deliver them.

### **To request to split a shipment:**

- Click the Orders tab, and then click Purchase Orders in the task bar below the tabs.
- Search for and select a purchase order, and then click Request Changes.
- On the **Request Changes** page, click Show to display shipment details.
- Click the split icon on the desired shipment line. (Another row is added for your split shipment).

### **Split Shipments Page**

Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
<input type="text"/>				Open			<input type="text"/>	<input type="button" value="v"/>
<input type="text"/>							<input type="text"/>	

- In the Quantity Ordered field of the first shipment line, enter a new quantity.

6. In the Quantity Ordered field of the second shipment line, enter the new quantity.
7. Change the Promised Date.
8. Enter the Supplier Order Line.
9. Enter a reason for splitting.
10. Select an action for change.
11. Click Submit.

**Note:** You can split a shipment as many times as needed. To create more shipment lines, click the split icon.

### **Splitting Pay Items for Complex Work Purchase Orders**

The pay items for a complex-work purchase order are stored at the line details level the same way as shipment information. Therefore, you can use the instructions above to split an existing pay item to create a new payment schedule. A new pay item is created with a price of 0 and quantity of 0. You can modify the following fields:

- Description
- Price (if lump sum, the price on the original pay item should be greater than the larger of either the amount received or the amount invoiced).
- Promised date.

## **Using Work Confirmations (Complex-Work Purchase Orders only)**

Over the course of a complex work project, various pay items defined for the contract come due. To notify a buyer that a pay item needs to be processed for a completed unit of work, you can create a work confirmation.

### **To create a work confirmation:**

1. Access , page 4-2 the purchase order.
2. On the **PO Details** page, select Create Work Confirmation from the Actions menu and click Go.
3. From the View menu, select either
  - Pay Items Due This Week
  - Pay Items Due This Month



- All Pay Items
4. You can also enter and track the progress of the complex work using the following fields:
    - Previously Requested / Delivered
    - Previous Progress %
    - Current Requested / Delivered
    - Material Stored

**Note:** The Material Stored field allows the supplier to request a payment for material which has been purchased and stored on site for use. Using the work confirmation, the supplier can enter the requested amount based on work actually completed, and has an option for requesting payment for material purchased but not yet consumed in work.

- Current Progress %
  - Total Requested / Delivered
  - Total Progress %
- You can enter / update the values of the Current Progress % and Total Progress % fields, they will be recalculated.
5. Click Go.
  6. On the **Create Work Confirmation** page, select one or more pay items and click Next.

## Create Work Confirmation Page

**ORACLE<sup>®</sup> iSupplier Portal**

Navigator Favorites Home Logout Preferences Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Purchase Orders Work Orders Agreements Purchase History **Work Confirmations** RFQ Deliverables Timecards

Orders: Purchase Orders > View Order Details >

Create Work Confirmation (Complex Services (Actuals) PO: 6756)

\* Indicates Required Field  
Currency=USD

Ordered **700.00**  
Approved **0.00**

\* Work Confirmation

Description

Period of Performance  To   
(example: 20-Sep-2009)

Cancel Back Save Preview Submit

**Work Confirmation Details**

Add Pay Item

Pay Line	Item	Description	By Date	Need-By Date	UOM	Price	Ordered	Previous		Current		Progress (%)	Requested
								Requested	Delivered	Requested	Delivered		
1	1	Services for Computers	30-Sep-2009 23:25:54	Each	700.00		0	0	490.00		490	70	

Cancel Back Save Preview Submit

Home Orders Shipments Planning Finance Product Intelligence Admin Home Logout Preferences Diagnostics

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7. Enter a work confirmation ID.
8. If this work confirmation reflects a particular span of time, optionally enter performance period dates.
9. Accept the default or enter a value for Requested/Delivered. .
10. Update the Progress Percentage column, if appropriate.
11. Click Save to keep a draft work confirmation in the system. You can return to the draft later for make further updates or submit it. When you have finished defining your work confirmation, click Submit. Once you click Submit, the approver is notified of the work confirmation and must approve it.

### To view/update an existing work confirmation:

You can view existing work confirmations.

1. From the Orders tab, click the Work Confirmations subtab.
2. From the View menu, select either
  - Last 25 Work Confirmations
  - Draft Work Confirmations
  - Rejected Work Confirmations
  - All Work Confirmations

3. The search results show the progress of the complex work order using the following columns:

- Previous Requested
- Previous Delivered
- Current Requested
- Current Delivered
- Total Progress %

4. Click the work confirmation number to access and view the work confirmation.

You can select the work confirmation and click Update if you need to make changes to confirmation or address any issues with a rejected confirmation. You can modify details of a rejected work confirmation as well as add additional items.

If the confirmation has a status of Processing, Rejected, or Pending Approval, you can select the confirmation and delete it.

**To correct an existing work confirmation:**

You can correct existing work confirmations that are in the Processed or Approved status.

1. From the Orders tab, click the Work Confirmations subtab.
2. From the View menu, select the Work Confirmations I Have Approved option or the All my Work Confirmations option.
3. Click the Go button.
4. The search results show a list of work confirmations as per the option you select in step 2. Click the work confirmation number link of a work confirmation, with the status as processed or approved, to access the required work confirmation details.
5. Click the Correct button.

## Work Confirmations Page

**ORACLE** iSupplier Portal

Home Navigator Favorites Home Logout Preferences Diagnostics

Home Orders Shipments Finance

Purchase Orders Agreements Purchase History **Work Confirmations** Pending Changes

Work Confirmation: 5728wc1 (Complex Services (Actuals) PO: 5728)

Currency=USD

Ordered **10,000.00** Supplier **Industrial Dressler**  
 Approved **0.00** Supplier Site **US HEADQUARTERS**  
 Total **2,000.00** Description  
 Status **Approved** Period From  
 Comments Period To

**Correct**

**Work Confirmation Details**

Export

Line	Pay Item	Description	Need-By Date	UOM	Price	Ordered	Previous		Current		Total		Attachments	Status
							Requested/Delivered	Material Stored	Requested/Delivered	Material Stored	Balance Remaining	Progress (%)		
1	1	Tear Down Existing Conference Room	27-Aug-2007 12:48:52		2,000.00		0	2,000.00		2,000.00	0.00	100		✓

[Return to Summary Page](#) **Correct**

- Enter the required correction. You can correct details such as the requested/delivered amount/quantity and the percentage of progress, under the Current and Total headers of the work confirmation.
  - Ensure that the value you enter in the Requested/Delivered or the Progress (%) field is lesser than the approved value.
  - Ensure that you enter appropriate comments in the Comments field for each pay item submitted for correction.
  - Ensure that you select the pay items for which you want to submit a correction by selecting the appropriate check box.

**ORACLE** iSupplier Portal

Home Navigator Favorites Home Logout Preferences Diagnostics

Home Orders Shipments Finance

Purchase Orders Agreements Purchase History **Work Confirmations** Pending Changes

Orders: Work Confirmations >

Correct Work Confirmation (Complex Services (Actuals) PO: 5728)

Currency=USD

PO Ordered **10,000.00** Description  
 Total Approved **0.00** Period To  
 Current Total **2,000.00**  
 Comments  
 Period From

**Cancel** **Submit**

**Work Confirmation Details**

Line	Pay Item	Description	Need-By Date	UOM	Price	Ordered	Approved		Current		Total		Comments		
							Requested/Delivered	Material Stored	Requested/Delivered	Material Stored	Requested/Delivered	Material Stored			
<input type="checkbox"/>	1	Tear Down Existing Conference Room	27-Aug-2007 12:48:52	USD	2,000.00	2000	0	2000	100	2,000.00	2000	100	2,000.00	100	

**Cancel** **Submit**

- Click the Submit button.

8. You can verify the work confirmation correction after the status of the work confirmation changes to Corrected. You can view the correction details in the Work Confirmation Correction History region on the Work Confirmation Details window.

## Canceling Orders or Shipments

You can submit cancellation requests for an entire order or a particular shipment. You can also submit changes and cancellations at the same time.

1. Click the Orders tab, and then click Purchase Orders in the task bar below the tabs.
2. Search for and select a purchase order, and then click Request Cancellation.
3. On the **Request Cancellation** page, click Submit.

**Note:** To cancel a few shipments, but not the entire order, click Show in the PO Details section, and then select Cancel from the Action list of values (on the shipment line you want to cancel). Enter a cancellation reason, and then click Submit.

### Request Cancellation Page

Request Cancellation for Standard Purchase Order : 10450,5 (Total USD 800.00)  
Currency=USD

[Cancel](#) [Cancel Entire Order](#) [Printable View](#) [View Change History](#) [Export](#) [Submit](#)

Order Information		Related Information
<b>General Information</b>	<b>Terms and Conditions</b>	<a href="#">Receipts</a>
Total 800.00	Payment Terms 30 Net (terms date + 30)	<a href="#">Invoices</a>
Supplier Office Supplies, Inc.	Carrier Federal Express	<a href="#">Payments</a>
Supplier Site OFFICESUPPLIES	FOB Origin	
Address 3605 Warrensville Center Road	Freight Terms Paid	
Shaker Heights, OH 44122	Shipping Control Buying Organization	
Buyer <a href="#">Stock, Ms. Pat</a>	<b>Ship-To Address</b>	
Order Date 28-Aug-2006 13:44:59	Address 90 Fifth Avenue	
Description	New York, NY 10022-3422	
Status Open	<b>Bill-To Address</b>	
Note to Supplier	Address 90 Fifth Avenue	
Sourcing Document <a href="#">180767</a>	New York, NY 10022-3422	
Organization Vision Operations		
Supplier Order Number		
Attachments <a href="#">View</a>		

## Managing Deliverables

If your buying company has implemented Oracle Procurement Contracts, you may have deliverables assigned to you. Deliverables are tasks to be completed in order to achieve a certain outcome or business objective, and may be used to track projects for compliance reasons and risk reduction.

For example, your buyer may ask that you send a monthly status report detailing the status of a certain shipment. In this case, your buyer will create a deliverable called "Send Status Report," and assign the deliverable to you. You will see the "Send Status Report" deliverable in the notifications section of the **iSupplier Portal** home page, and can manage the deliverable from there, or through the **View Order Details** page. You

may attach your status report to the deliverable and change the status of the deliverable.

**To manage deliverables:**


1. Click the Orders tab, and then click Purchase Orders in the task bar below the tabs.
2. Select the PO number of the purchase order that includes deliverable(s) you would like to manage.
3. On the **View Order Details** page, select Manage Deliverables from the Actions menu, and click Go..

**Manage Deliverable Page**

Ok

TIP This page only shows deliverables for the latest approved version.

⚠ Indicates deliverable is overdue    ✖ Indicates responsible party failed to perform the deliverable

Deliverable Name	Deliverable Type	Party Name	Contact	Due Date	Status	Alert	Update
<a href="#">Performance Reviews for PO's</a>	Contractual	Vision Operations	Stock, Ms. Pat	05-Nov-2006	Open		

Ok

4. On the **Deliverables** page, click the pencil icon on the deliverable you would like to update.
5. Update and add attachments to the deliverable as necessary, and then change its status to Submitted.
6. Click Apply.
7. You will receive confirmation that your deliverable has been updated. Your buyer will also receive notification that the status of the deliverable has been updated.

## Work Orders

Using work orders, buyers and suppliers can monitor outside processing from third parties whose Work In Process (WIP) status and delivery tracking information is critical to their supply chain process flow. Outside processing activities are the activities of the third-party suppliers who provide services needed to complete the final product or maintenance activity.

To view work orders, click the Orders tab, and then click Work Orders in the task bar directly below the tabs. Using the search criteria, you can view details of the orders, schedules, WIP details, operations instructions, components, and component instructions by selecting the links provided. You can also reschedule an order.

## Work Orders Page

Home | Orders | Shipments | Planning | Finance | Product | Intelligence | Admin

Purchase Orders | Work Orders | Agreements | Purchase History | Work Confirmations | RFQ | Deliverables | Timecards

### Work Orders

**Search**

PO Number:  Work Order:

From Need-By Date:  (example: 28-Aug-2006 19:45:00) From Promised Date:

To Need-By Date:  To Promised Date:

Operation Sequence:  Operation Status:

Select Object:

Select	PO Number	Item Description	Work Order:Op	Op Status	Assembly Item	Need-By Date	Promised Date	Qty Delivered	Qty Ordered	UOM
<input type="radio"/>	5749	XX OSP Item AA	OSP_308_B4_UG:20	Open	OSP_UG_01	03-Nov-2005 00:00:00		0	10	Each

## Agreements

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

To view agreements, click the Orders tab, and then Agreements in the task bar directly below the tabs. Use the search criteria to get a summarized list of agreements. For each agreement, you can select to view the releases created to date for that agreement. You can export details from any page.

## Blanket Agreement page

Home | Orders | Shipments | Planning | Finance | Product | Intelligence | Admin

Purchase Orders | Work Orders | Agreements | Purchase History | Work Confirmations | RFQ | Deliverables | Timecards

### Supplier Agreements

**Simple Search**

Note that the search is case insensitive

PO Number:  Global:

Effective From Date:  Effective To Date:

Previous 1-25 Next 25

PO Number	Revision	Global	Description	Buyer	Order Date	Currency	Amount Agreed	Amount Released	Effective-From Date	Effective-To Date	Status	Attachments	Statu	Uploa
<a href="#">12855</a>	3	No		<a href="#">Stock, Ms. Ea</a>	26-Aug-2006 03:14:21	USD		200.00			Open			
<a href="#">12856</a>	1	No		<a href="#">Stock, Ms. Ea</a>	26-Aug-2006 01:24:25	USD		600.00			Open			
<a href="#">12857</a>	2	No		<a href="#">Stock, Ms. Ea</a>	27-Aug-2006 23:50:25	USD		200.00			Open			
<a href="#">12851</a>	1	No		<a href="#">Stock, Ms. Ea</a>	27-Aug-2006 23:33:22	USD		240.00			Open			

## Editing Agreements

Buying organizations can provide suppliers with the ability to author their own content online, either via bulk file upload or on-line authoring. The industry standard formats

supported in the upload mode include OAG XML, cXML, CIF and text file. Suppliers can upload and modify their catalog and buyers only need to approve the upload or change requests. Content provided by the supplier is subject to the buyer's approval before it is made available to the requesters.

#### To edit a catalog information:

1. Access the blanket purchase agreement.
2. On the **Blanket Purchase Agreement** page, click the purchase number link in the header.
3. On the **View Order Details** page, select Edit Agreement from the Actions menu, then the Go button, you will be brought to the catalog authoring page and start creating or modifying a catalog.

#### Update Agreement page

Update Blanket Purchase Agreement 8302

\* Indicates required field

Cancel Actions View PDF Go Save Approval Options Submit

Search

Header Lines Controls

Operating Unit Vision Operations Status Approved Currency GBP

Add Lines: Via Upload Go

*Line	*Type	Item/Job	*Description	*Category	Unit	Price	Expiration Date	Actions
1	Goods		Line 1 Description	MISC.MISC...	Each	5		
2	Goods		Line 1 Description	MISC.MISC...	BOX	5		
3	Goods	f20000	Paper - requires 2-way ma	SUPPLIES.OFFICE...	Each	50		

Add 5 Rows

4. After you submit the change, the buyer will receive a notification. The buyer can now approve the change through a notification or through the pending change page.

## Purchase Order Revision History

The **PO Revision History** page enables you to search for details on the revision history of a purchase order.

Using the search criteria, you can get a summarized list of purchase orders that have been revised. You may choose to compare each revised PO to the original PO, the previous PO, or last signed PO (if the revised PO has been signed). You can also view all changes made to the PO.

1. From the iSupplier Portal Home page, click the Orders tab, then click the Purchase History subtab.
2. Enter search criteria to identify the purchase order(s) you wish to inspect. Click Go.








### Purchase Order Change History Page

Change History for Standard Purchase Order: 10450

Currency=USD

Ok

 Indicates new values  
 Indicates cancellation

Details	Request Date	Line	Shipment	Item	Supplier Item	Description	Qty	UOM	Price / Rate	Amount	Promised By Date	Need-By Date	Start Date	End Date	Supplier Order Number	Supplier Line Number
<a href="#">Show</a>	28-Aug-2006 13:42:23	1		CM11003		Pen Model Purple Pen	Each	6	8 							
<a href="#">Show</a>	17-Aug-2006 02:21:57	1		CM11003		Pen Model Purple Pen	Each	5	6 							
<a href="#">Show</a>	15-Aug-2006 10:27:37	1		CM11003		Pen Model Purple Pen	Each	2	5 							

- From the PO Revision History page, for any particular version, you can compare it to its previous version, compare it to the original purchase order, or you can generate a detailed listing of all changes to the purchase order.

## Requests For Quotes (RFQ)

Viewing requests for quotes (RFQs) enables you to select possible negotiations to participate in with the buying company.

To view RFQs, click the Orders tab, and then click RFQ in the task bar directly below the tabs. Enter search criteria in the search fields and click Go. The **RFQ Summary** page provides the details of all RFQs created by the buying company in its ERP application. Click any of the links on the **RFQ Summary** page to get more details about the RFQ.

### RFQ Summary Results Page

RFQ Summary

Export

#### Simple Search

Note that the search is case insensitive

[Advanced Search](#)

RFQ Number

3%

Response Due By

[Go](#)

[Clear](#)

RFQ Number	Description	Creation Date	Response Due By	Contact	Quote Effectivity Start Date	Quote Effectivity End Date	Ship-To Location
<a href="#">317</a>		02-Aug-2006		<a href="#">CONTIGENT, Mr. BUYER</a>	02-Aug-2006	29-Jan-2007	<a href="#">V1- New York City</a>
<a href="#">311</a>		01-Aug-2006		<a href="#">Pocommon, Mr. Buyer5</a>	01-Aug-2006	27-Jan-2007	<a href="#">V1- New York City</a>
<a href="#">309</a>		27-Jul-2006		<a href="#">Pocommon, Mr. Buyer5</a>	27-Jul-2006	23-Jan-2007	<a href="#">V1- New York City</a>
<a href="#">307</a>		26-Jul-2006		<a href="#">Pocommon, Mr. Buyer5</a>	26-Jul-2006	22-Jan-2007	<a href="#">V1- New York City</a>
<a href="#">306</a>		20-Jul-2006		<a href="#">Pocommon, Mr. Buyer5</a>	20-Jul-2006	16-Jan-2007	<a href="#">V1- New York City</a>
<a href="#">302</a>	Request for quotation for copy paper	24-Apr-1997	01-May-1997	<a href="#">Green, Mr. Terry</a>			<a href="#">V1- New York City</a>

## Viewing Time Cards

To be paid for services rendered, contractors can record hours worked using timecards. You may access these time cards if the Timecards task appears under the Orders Tab. You will be able to view timecard information and check the amount of time confirmed by the hiring manager.

To view timecards, click the Orders tab, and then click Timecards in the task bar directly below the tabs. Use the search criteria to get a summarized list of timecards. Click View Timecard to get more details about the timecard. You can export details from any page.

---

## Shipping Information

This chapter covers the following topics:

- Shipping Overview
- Shipping Information
- Using Advance Shipment Notices and Advance Shipment Billing Notices
- Creating Advance Shipment Notices and Advance Shipment Billing Notices
- Uploading Advance Shipment Notices and Advance Shipment Billing Notices
- Canceling Advance Shipment Notices and Advance Shipment Billing Notices
- Uploading Routing Requests
- Viewing Routing Responses
- Viewing Delivery Schedules
- Viewing Overdue Receipts
- Receiving Information
- Viewing Receipts
- Viewing Returns
- Viewing On-Time Delivery Performance
- Quality Information

### Shipping Overview

This section includes the following topics:

- Shipping Information, page 5-2
- Receiving Information, page 5-12
- Quality Information, page 5-15

## Shipping Information

Oracle iSupplier Portal enables you to view your existing shipments. Using your shipments you can create or cancel advance shipment notices. The system enables you to view other shipment information such as delivery schedules.

Using shipping features, you can alert the buyer to upcoming shipments and expedite receipts and payments for the buying company.

Shipping information details all of your shipping transactions on Oracle iSupplier Portal. You can create or cancel shipment notices as well as view shipment delivery schedules and overdue shipment receipts.

The shipping information section includes:

- Using Advance Shipment Notices and Advance Shipment Billing Notices, page 5-4
- Uploading Routing Requests, page 5-9
- Viewing Routing Responses, page 5-10
- Viewing Delivery Schedules, page 5-10
- Viewing Overdue Receipts, page 5-11

## Using Advance Shipment Notices and Advance Shipment Billing Notices

When you enter an Advance Shipment Notice (ASN) or Advance Shipment Billing Notice (ASBN), you alert the buying company of upcoming shipment deliveries. To create an ASN or ASBN, select the purchase order shipments being shipped and provide the appropriate shipment details.

The details that can be specified on an ASN/ASBN include:

### Shipment Lines

- Shipment Line Defaults:
  - Packing Slip
  - Country of Origin
  - Bar Code Label
  - Container Number
  - Truck Number

- Comments
- Shipments in Advance Shipment Notices

**Note:** In the Shipments in Advance Shipment Notices section, to view Details, click Show. To hide details, click Hide.

#### Shipment Headers

- Shipment Information (Required fields are marked with \*)
  - Shipment Number\*
  - Shipment Date\*
  - Expected Receipt Date\*
- Freight Information
  - Freight Terms
  - Number of Containers
  - Freight Carrier
  - Waybill/Airbill Number
  - Bill of Lading
  - Packaging Code
  - Packing Slip
  - Tar Weight
  - Special Handling Code
  - Net Weight
  - Tar Weight UOM
  - Comments
  - Net Weight UOM

You can enter billing information on a shipment notice to create an ASBN. An ASBN creates an invoice in the buyer's payables system. To create an ASBN, in addition to the above details, the following billing details should be provided (Required fields are

marked with \*):

- Invoice Number\*
- Invoice Amount\*
- Invoice Date\*
- Payment Terms
- Freight Amount
- Currency
- Tax Amount
- Remit To Site

The Advance Shipment Notices section includes:

- Creating Advance Shipment Notices and Advance Shipment Billing Notices, page 5-4
- Uploading Advance Shipment Notices and Advance Shipment Billing Notices, page 5-7
- Canceling Advance Shipment Notices and Advance Shipment Billing Notices, page 5-8

## Creating Advance Shipment Notices and Advance Shipment Billing Notices

You can create advance shipment notices and advance shipment billing notices using PO shipment lines.

**To create advance shipment notices and advance shipment billing notices:**

1. Click the Shipments tab, and then click Shipment Notices in the task bar directly below the tabs.
2. On the **Shipment Notices** page, click Create Advance Shipment Notices for an ASN or Create Advance Shipment Billing Notice for an ASBN.

**Note:** If you are creating an ASBN, all selected shipments must belong to the same operating unit.

### Create ASN Page

Home | Orders | Shipments | Planning | Finance | Product | Intelligence | Admin

Delivery Schedules | **Shipment Notices** | Shipment Schedules | Receipts | Returns | Overdue Receipts | On-Time Performance | Quality

Shipments: Shipment Notices >

Create Advance Shipment Notice

**Views**

View: Shipments Due This Week

Select PO Shipments:

Select All | Select None

Select	PO Number	Line	Shipment No	Item	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Ship-To Location	Organization
<input type="checkbox"/>	12885-1	1	1			11 Description for Item 1	28-Aug-2006 00:00:00	10	0	Each	V1- New York City	Vision Operations
<input type="checkbox"/>	232-1	1	1			ATCP Test Item	28-Aug-2006 00:47:00	10	0	Each	V1- New York City	Vision BNC

3. Select either View Shipments Due This Week or View Shipments Due Any Time, and then click Go. Click Advanced Search to enter additional search criteria to perform a more restrictive search .
4. Select one or multiple purchase order shipments, and then click Add to Shipment Notice.

### Add to Shipment Notice Page

Home | Orders | Shipments | Planning | Finance | Product | Intelligence | Admin

Delivery Schedules | **Shipment Notices** | Shipment Schedules | Receipts | Returns | Overdue Receipts | On-Time Performance | Quality

Shipments: Shipment Notices >

Create Advance Shipment Notice

**Shipment Header** | **Shipment Lines**

**Shipment Line Defaults**

Enter Shipment Line Defaults and click Default to All Lines to copy to all shipment lines.

Packing Slip  Container Number

Country Of Origin  Truck Number

Bar Code Label  Comments

**Shipments in Advance Shipment Notice**

[Show All Details](#) | [Hide All Details](#)

PO Details	Number	Line	Shipment	Item	Supplier Item	Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	LPN/L
<a href="#">Show</a>	12885-1	1	1			11 Description for Item 1	28-Aug-2006 00:00:00	10	0	Each	<input type="text"/>	V1- New York City	
<a href="#">Show</a>	12857	1	1			Paper - requires 2-way match office supply item	28-Aug-2006 01:05:04	10	0	Each	<input type="text"/>	V1- New York City	

5. On the **Create Advance Shipment Notice** or **Create Advance Shipment Billing Notice** page, enter the appropriate shipment line defaults.

**Note:** Note: You can always add more shipments by clicking Add

Shipments on the **Shipments Line** page.

6. You can enter the line details once for all shipment lines if the details are common to all lines. To copy all default shipment lines, click Default to All Lines.
7. To split a shipment line, click the split icon in the Shipments in Advance Shipment Notice section, and enter Shipping Quantity for the original and new lines.
8. To remove a shipment, click the remove icon in the Shipments in Advance Shipment Notice section.

**Note:** To display shipment details, click Show in the Shipment and Advance Shipment Notice section. To hide shipment details, click Hide in the Shipment and Advance Shipment Notice section.

9. If you would like to enter Licence Plate Number (LPN), Lot, or Serial Information, click the LPN/LOT/serial icon.


You will be able to enter lot and serial information for shipment lines only when the item has been defined as a lot or serial controlled item. You will only be able to enter lot information if the item is lot controlled, serial information if the item is serial controlled, and both lot and serial information if your item is a lot and serial controlled.

### **LPN Details page**

LPN Details: Item Item-T2-01001


Supplier Item PO Number 287  
Item Description ATCP Test Item Shipment Quantity 10

Cancel OK

License Plate Configuration Details		
License Plate Number	Quantity	Remove
<input type="text"/>	<input type="text"/>	
<input type="button" value="Add Another Row"/>		

Nesting Information

Enter the nesting details for license plate numbers. Enter the parent/destination license plate number in the "Contained in License Plate Number" column

License Plate Number	Contained in License Plate Number	Remove
<input type="text"/>	<input type="text"/>	
<input type="button" value="Add Another Row"/>		

Cancel OK

To enter details for a lot and serial controlled item:

1. Enter lot information. If you would like to add additional lot attributes, click the lot attributes icon.
2. If you would like to enter serial details for the lot, click Show, and then enter serial



information. If you would like to add additional serial attributes, click the serial attributes icon.

3. If you have more than one lot or serial controlled item, click Add Another Row.
4. If you have LPNs nested within each other, enter nesting details in the License Plate Configuration Details section.

**Note:** You may change the total shipment quantity on the **LPN/Lot/Serial Detail** page. The total shipment quantity entered should be equal to the total lot/serial quantity.

5. When you are finished entering your LPN/Lot/Serial details, click OK.
6. Click Shipment Headers. Enter the required ASN or ASBN information.  
You can also enter other information. The information you enter at the header level is transferred to the line level. (However, changes you make at the line level override information at the header level).

If you are entering an ASBN, you must enter the following billing information:

- Invoice number
- Invoice date
- Invoice amount

In the Remit-To site section, verify that the Remit To Site details are correct. If the Remit to Site details need to be changed, click Change, select the correct Remit To Site details, and then click Apply.

7. To preview the ASN or ASBN, click Preview.
8. Review the ASN or ASBN and click Submit.

## Uploading Advance Shipment Notices and Advance Shipment Billing Notices

If you have a large volume of ASNs or ASBNs, you may create a spreadsheet containing shipment details and upload it into your buying company's system. Using the spreadsheet template in iSupplier Portal, you can create shipment notices offline, and then upload the file.

**To download instructions on how to upload ASN and ASBNs:**

1. Click the Shipments tab, and then click Shipment Notices in the task bar directly

below the tabs.

2. Click Upload Advanced Shipment and Billing Notice
3. On the **Upload Shipment Notices** page, click Download Templates for instructions on uploading an ASN or ASBN.

#### Download Templates Page

The screenshot shows the 'Download Templates' page in the iSupplier Portal. The navigation menu on the left includes 'Home', 'Orders', 'Shipments', 'Planning', 'Finance', 'Product', 'Intelligence', and 'Admin'. Under 'Shipments', there are sub-tabs for 'Delivery Schedules', 'Shipment Notices', 'Shipment Schedules', 'Receipts', 'Returns', 'Overdue Receipts', 'On-Time Performance', and 'Quality'. The 'Shipment Notices' tab is active, and the 'Download Templates' link is selected. The main content area has a header 'Download Templates' and a description: 'Choose the file you want to download and click on Download to save a .zip file to your system.' Below this is a dropdown menu with 'ASN template and instructions' selected and a 'Download' button. A list of files in the zip file is shown below the button:

- General instructions on how to load shipment notices
- A template file that can be opened and edited in excel
- Excel spreadsheet sample files illustrating how ASN/ASBN data can be uploaded

4. On the **Download Templates** page, choose the file you want to download and click Download. You may choose from the following files to download:
  - ASN Template and Instructions - Contains instructions for uploading ASNs, a sample ASN spreadsheet file, and the template to use when entering ASN information offline.
  - ASBN Template and Instructions - Contains instructions for uploading ASBNs, a sample ASBN spreadsheet file, and the template to use when entering ASBN information offline.
  - Valid List of UOM, freight terms, etc.... - A list of values including country of origin, UOM, freight, carriers, payments terms, etc. is provided. You should use these values when creating your ASN/ASBN file.
  - Zip, All Files - Contains instructions for uploading ASNs, ASBNs, samples of ASN and ASBN spreadsheet files, templates to use while entering ASN and ASBN information offline, and lists of values.
5. Complete the templates according to the instructions. Save your completed file locally.
6. To upload your template, return to the Upload Shipment Notices page, browse for your completed template and upload it.

## Canceling Advance Shipment Notices and Advance Shipment Billing Notices

When you cancel an ASN or ASBN, the system sends a notification to the buyer. You can always reenter an ASN for the same purchase order shipments at a later time. When you cancel an ASBN, both the shipment notice and corresponding invoice that was issued in the buyer's payable system are canceled.

**To cancel a submitted advance shipment notice or advance shipment billing notice:**

1. Click the Shipments tab, and then click Shipment Notices in the task bar directly below the tabs.
2. On the **Shipment Notices** page, click View/Cancel Advance Shipment Notices.
3. On the **View/Cancel Advance Shipment Notices** page, search for and select the advance shipment notice you would like to cancel.

**Note:** You can use the advanced search feature to narrow your search.

4. Click Cancel Shipment Notice. A notification of your cancellation is sent to the buyer.

**Note:** Canceling a shipment notice cannot be undone. An ASN cannot be canceled if any of the lines have been received by the buying company. You can cancel an ASBN if none of the lines has been received and the invoice has not been paid by the buying company.

## Uploading Routing Requests

If your buying company is responsible for arranging the packing and shipping of materials, you may need to submit a routing request. A routing request notifies your buyer when goods are ready for shipment. You may upload a routing request using a spreadsheet template.

To download instructions on how to upload a routing request:

1. Click the Shipments tab, and then click Shipment Notices in the task bar directly below the tabs.
2. On the **Shipment Notices** page, click Create Routing Requests.

3. On the **Upload Routing Requests** page, click Download Template.

The Readme file included in the download will provide instructions on how to upload your routing request.

## Viewing Routing Responses

You may view buyer responses to your routing requests. From the **Shipment Notices** page, click View Routing Responses. On the **Routing Response** page, you may search for routing responses (after your buyer has responded to them). You may search using the following search criteria:

- Response Number
- Routing Number
- PO Number
- Ship-From
- Ship-To
- Pick Up Time

When you have found the routing response you would like to view, click the response number for details.

## Viewing Delivery Schedules

You can use the **Delivery Schedules Results** page to quickly determine deliveries that need to be scheduled and deliveries that are past due. Click the purchase order number, receipt quantity, and ship-to location links to view further detail.

**Delivery Schedules Results Page**

Delivery Schedules

Exp

Simple Search

Organization

PO Number

Supplier Item

Item Description

Item Number

Ship-To Location

Promised Date

(example: 28-Aug-2006)

Need-By Date

(example: 28-Aug-2006)

Go

Clear

Organization	PO Number	Supplier Item	Item Description	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Item Number	Supplier Config ID	Supplier	Supplier Location
Vision Operations	9999		0003_Item_27	Each	10	0	V1- New York City	UPS	0003_Item_27		Office Supplies, Inc.	OFFICESUPPLIES
Vision Operations	9993		0003_Item_27	Each	10	0	V1- New York City	UPS	0003_Item_27		Office Supplies, Inc.	OFFICESUPPLIES
Vision Operations	9991		0003_Item_27	Each	10	0	V1- New York City	UPS	0003_Item_27		Office Supplies, Inc.	OFFICESUPPLIES
Vision Operations	9895		VMI ITEM18	Each	1	0	M1- Seattle	UPS	VMI ITEM18		Office Supplies, Inc.	OFFICESUPPLIES

**Viewing Overdue Receipts**

The **Overdue Receipts Results** page enables you to view the details of past due purchase order shipments. Click the PO number, Ship-To Location, and Buyer to view further detail.

## Overdue Receipts Results Page

[Overdue Receipts](#)

Export

### Simple Search

Note that the search is case insensitive

Advanced Search

Organization

PO Number

Item

Supplier Item

Due Date

(example: 28-Aug-2006)

Go Clear

Previous 1-25 Next 25												
Organization	PO Number	Item	Supplier Item	Item Description	Due Date	Quantity UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Buyer	Supplier Config ID
Vision Operations	<a href="#">12857</a>	f20000		Paper - requires 2-way match office supply item	28-Aug-2006 01:05:04	Each	10	0	<a href="#">V1- New York City</a>	UPS	<a href="#">Pocommon, Mr. Buyer1</a>	

## Receiving Information

Receiving information enables you to view your receipts, returns, and delivery performance.

The receiving information section includes:

- Viewing Receipts, page 5-12
- Viewing Returns, page 5-14
- Viewing On-Time Delivery Performance, page 5-14

## Viewing Receipts

The **View Receipts** page enables you to explore a historical view of all receipts that have been recorded for your shipped goods.

## View Receipts page

### View Receipts

**Simple Search**

Receipt Number

PO Number

Shipment Number

Shipped Date   
(example: 28-Aug-2006)

Organization

Item Number

Supplier Item

Item Description

Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/ Airbill	Freight Bill of Carrier	Lading	PO Number	Invoice
<a href="#">9</a>	17-Aug-2006 02:17:07	Vision ENC									
<a href="#">8472</a>	28-Aug-2006 01:42:31	Vision Operations								<a href="#">12856-5</a>	
<a href="#">8465</a>	28-Aug-2006 01:01:32	Vision Operations								<a href="#">12856-4</a>	
<a href="#">8464</a>	28-Aug-2006	Vision								<a href="#">12856-3</a>	

1. On the **View Receipts** page, enter a value in one of the search fields to retrieve the receipt information. Optionally use the Advanced Search , page 3-7 function to specify more complex search criteria.
2. The **View Receipts** redisplay, listing the receipts who matched your search criteria.
3. To view the information on a particular receipt, click the receipt number link.
4. The **Receipt:** details page displays information on that particular receipt. From this page, there are links to display
  - ASN/ASBN
  - PO information
  - Invoice information
  - Return information
  - On Time Performance information
  - Defect information

## Viewing Returns

The **Returns Summary** page enables you to view the return history, the causes for goods returned by the buying company, and inspection results of a shipment. The search summary results include basic information along with details about the return, such as quantities and a reason for return. Click Receipt Number and PO Number to view further detail.

### Returns Summary page

#### Returns Summary

**Simple Search**  
Note that the search is case insensitive

Organization

PO Number

Receipt Number

Shipment Number

RMA Number

Item

Supplier Item

Item Description

Organization	<a href="#">Receipt Number</a>	<a href="#">PO Number</a>	<a href="#">Shipment Number</a>	<a href="#">RMA Number</a>	<a href="#">Receipt Creation Date</a> ▼	Item	Supplier Item	Item Description	UOM	Quantity Received	Quantity Returned
Vision Operations	<a href="#">8399</a>	<a href="#">12159-4</a>			23-Aug-2006 00:37:58	11 Item 1		11 Description for Item 1	Each	10	2
Vision Operations	<a href="#">8320</a>	<a href="#">11674-1</a>		0003-Return-8320	21-Aug-2006 02:04:01	0003-PO37-VMI-reqimp-3		0003-PO37-VMI Requisition Import Item	Each	10	2
Vision Operations	<a href="#">8141</a>	<a href="#">9806</a>			09-Aug-2006 21:16:03	RCV021_2		RCV021_2	Each	6	4

## Viewing On-Time Delivery Performance

The **On-Time Performance** page provides the delivery status of shipments you made against purchase orders. You can view your performance for timeliness of deliveries. Click the PO Number and Receipt Number to view further details.



## On-Time Performance Page

On-Time Performance

Export

**Simple Search**  
Note that the search is case insensitive

Organization

Due Date   
(example: 28-Aug-2006)

Receipt Number

Supplier Item

Delivery Status

PO Number

Shipment Number

Item

Waybill/Airbill Number

	PO									
Organization	Number	Due Date	Shipment Number	Receipt Number	Receipt Date	Item	Supplier Item	Description	UOM	Quantity Received
Vision Operations	<a href="#">7156</a>	23-Jul-2008 14:15:17	ASN-7156	<a href="#">7912</a>	27-Jul-2006 23:36:16			TEST ITEM	Each	1
Vision Operations	<a href="#">7156</a>	23-Jul-2008 14:15:17	ASN-7156	<a href="#">7912</a>	27-Jul-2006 23:39:55			TEST ITEM	Each	1
Vision Operations	<a href="#">4937</a>	27-Oct-2006 00:00:00	ASN_Upgrade_Test001	<a href="#">7818</a>	17-Oct-2005 03:28:08			Line2	Dollars	30

## Quality Information

Entering quality information online enables paperless transactions for required quality standards. You can only enter quality information if the buying company has Oracle Quality and you have permission.

You first create a Quality Collection Plan in Oracle Quality and associate the plan with the Self-Service Quality for outside processing transactions. You enter quality information to communicate to your buyer if your item meets the quality standards required. For example, an electrical motor supplier performs a detailed electrical test on each motor. That supplier can enter the quality data gathered from each test and enter that information online in Oracle iSupplier Portal prior to shipping the motor. Quality engineers can evaluate the results and stop the shipment of any motors that do not meet the requirements.

The system displays an available link in the Quality Plans column. Clicking this link displays a list of collection plans associated with your purchase order. You can enter quality results, view quality results submitted, or view attachments for any purchase order listed.

The **Quality Shipments** page displays purchase order and shipping information for any purchased item being shipped, but only for open jobs that also have at least one collection plan assigned to them. You can obtain the shipment number, ship-to location, and ship-to organization. You can also download quality collection plans, and collect and submit quality data regarding your shipments.

1. On the Shipments tab, click Quality in the task bar directly below the tabs.

## Search - Quality Shipments Page

Quality Shipments

Simple Search

Advanced Search

PO Number

Shipment Number

Supplier Item

Item

Go

Clear

Previous

1-10

Next 10

PO Number	PO Line	Shipment Number	Supplier Item	Item	Item Revision	Description	UOM	Quantity Ordered	Quality Plans
<a href="#">5023</a>	5	1		NLS110		NLS L(s) S(p) R	Each	50	<a href="#">Available</a>
<a href="#">5023</a>	4	1		NLS103		NLS R	Each	50	<a href="#">Available</a>
<a href="#">5023</a>	3	1		NLS102		NLS S(r)	Each	50	<a href="#">Available</a>
<a href="#">5023</a>	2	1		NLS101		NLS L(s)	Each	50	<a href="#">Available</a>
<a href="#">5023</a>	1	1		NLS100		NLS PLAIN	Each	50	<a href="#">Available</a>
<a href="#">5921</a>	5	1		XDK110		XDK L(s) S(p) R	Each	100	<a href="#">Available</a>
<a href="#">5921</a>	4	1		XDK103		XDK R	Each	100	<a href="#">Available</a>
<a href="#">5921</a>	3	1		XDK102		XDK S(r)	Each	100	<a href="#">Available</a>
<a href="#">5921</a>	2	1		XDK101		XDK L(s)	Each	100	<a href="#">Available</a>

- On the **Search - Quality Shipments** page, search for a shipment.
- Click [Available](#) in the Quality Plans column for the appropriate shipment.
- On the **Quality Plans** page, click the enter quality results icon. To view existing quality results, click the view quality results icon. To view attachments, click the attachment icon.

## Quality Plans Page

Quality Collection Plans

PO Number

5023

Item

NLS110

Revision

Ship Organization

W1

PO Line

5

Shipment

1

Ship Location

W1 - Kansas

PO Release Number

Supplier Item



City

Ordered Quantity

50

Unit of Measure

Each

Collection Plan	Description	Type	Enter Quality Results	View Quality Results	Attachments
STAR GATE COLLECTION PLAN	Star Gate Outside Processing Collection Plan	WIP Inspection			

- On the **Enter Test Results** page, enter a number and click Continue. (You can only complete this task if you have permission).

## Enter Quality Results Page

Enter Quality Plans: Enter Results

PO Number 5023 Item NLS110 Revision  
Ship Organization W1 PO Line 5 Shipment 1  
Ship Location W1 - PO Release Number Supplier Item  
Kansas  
City  
Ordered Quantity 50 Unit of Measure Each

Cancel Back Finish

\* Indicates required field

Quantity	Drop Test PSI	Temp Range Attachments
		+
		+
		+
		+
		+

2. On the **Enter Quality Results** page, enter your quality information (the fields available to enter data vary depending on the type of information you need to enter) and click Submit. You can enter up to 25 rows of quality data at a time.
3. Once you have submitted all of the quality results, a notification is sent to the buyer.

### To send quality notifications to the buyer or recipient:

After you have saved and submitted all of your quality results, click Notification to notify the buyer or recipient that you have submitted results (if you have permission). You can only submit 25 rows of results at a time. If you are submitting more than 25 rows of results, for example 100 rows of results, you must submit your results four times.

**Note:** To avoid sending duplicate notifications, click Notification only after you complete and submit all of your rows of data.



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## Planning and Inventory Information

This chapter covers the following topics:

- Overview
- Forecast Information
- Product Information
- Viewing Supplier Item Summary
- Viewing Item Inventory Information
- Maintaining Capacity Information
- Maintaining Order Modifiers
- Vendor Managed Inventory
- Consigned Inventory

### Overview

Oracle iSupplier Portal enables you to view demand forecasts from the buying company. Using your item number, you can view different transactions. You can also maintain certain item information such as manufacturing and order modifiers. Oracle iSupplier Portal enables you to perform vendor managed inventory or track consigned inventory stock. You also can maintain your orders and capacity information on the system.

This chapter includes the following:

- Forecast Information, page 6-2
- Product Information, page 6-2
- Vendor Managed Inventory, page 6-8
- Consigned Inventory, page 6-9

## Forecast Information

Forecast information enables you to view real-time forecasts from the buying company. You can view plans, arranged by schedules, that communicate expected demand over different time horizons. You can see all available schedules and select the schedule number to view further details. The Planning tab allows you to view plans that communicate forecast information. You can also view forecast schedules. A summary of schedules is displayed and you can select each schedule to view details. Click the Schedule Number for further information.

The **Planning Schedule Summary** page displays forecast information for all items. To view forecast information for all items on a single page, click the summarized view icon.

## Product Information

Using the Product tab, you can easily access and view information about the products you provide sorted by item.

The product information section includes:

- Viewing Supplier Item Summary, page 6-2
- Viewing Item Inventory Information, page 6-4
- Maintaining Capacity Information, page 6-5
- Maintaining Order Modifiers, page 6-7

## Viewing Supplier Item Summary

The **Supplier Items** page enables you to view all of the details of the products that you supply. You can view your search results in a summary format with links on each line for:

## Supplier Items Page

### Supplier Items

Simple Search

Note that the search is case insensitive

Supplier Item

Item

Item Description

Go Clear

Previous 1-25

Organization	Supplier	Item	Item Description	UOM	Buyer	Orders	Overdue	Receipt History	Defects	Returns	On-Time	Inventory
Vision Operations		f12000	Mobile phone - expensable asset 5 (tracked in ASSETS as an EXPENSED asset)	Box of								
Vision Operations		f30000	Leather Computer Case - 3-way match item	Each								
Vision Operations		20item1	20item1	EA	<a href="#">Stock, Ms. Pat</a>							
Vision Operations		20item4	20item4	LT	<a href="#">Stock, Ms. Pat</a>							

### Orders

A summary of order lines placed with you for this item. This summary includes quantity ordered, quantity received, and price break information. Click PO Number, Ship-To Location, and Buyer for further information.

### Overdue

A summary of overdue receipts for the selected item. Click PO Number and Receipt Number for further information.

### Receipt History

A summary of receipts for the selected item. Click PO Number and Receipt Number for further information.

### Defects

A summary view of failed inspection items.

### Returns

A summary view of returns for an item that includes shipment information, RMA number, and quantities. Click PO Number and Receipt Number for further information.

### On-Time Performance

A summary of receipts for an item that includes due dates, receipt dates, and shipping information. Click PO Number and Receipt Number for further information.

### Inventory

The **On-Hand** page provides more details about the item, on-hand quantity, and links to both. Revision history and sub-inventory breakdown of the on-hand quantity (with locator, lot, and serial).

## Vendor Managed Inventory

A summary view of vendor managed items that includes supplier, item shipment notice, and buyer information.

## Consigned Inventory

A summary view of consigned items including item, shipment, and transaction information. Click the appropriate icon for further information.

Most of the summaries are available to export.



# Viewing Item Inventory Information

The **On-Hand Items** page enables you to view your item inventory information. Viewing your item inventories enables you to view on-hand inventories, item locations, lots, and serials.

To view item inventory information:

1. Click the Product tab, click Supplier Item in the task bar directly below the tabs.
2. Search for an item.
3. On the **Supplier Items Result** page, select your item and click the inventory icon.
4. Click Revision to view any revisions made to an item.

### On-Hand Items Page

On-Hand Items						
Organization	Item	Item Description	UOM	Quantity	Revision	Subinventory
Vision Operations	f30000	Leather Computer Case - 3-way match item	Ea	10		

5. Click the Subinventory icon to view subinventory information for an item.
6. Click the Locator, Lot, or Serial icon to view any specific item information.

### On-Hand items Subinventories Page

On-Hand Items Subinventories										
Organization	Item	Item Description	Item		Nettable	Reservable	UOM	Quantity	Locator	Lot
			Subinventory	Revision						
Vision Operations	f30000	Leather Computer Case - 3-way match item	Stores		*	*	Ea	10		

7. Click Export to download your inventory information.



## Maintaining Capacity Information

You can accurately maintain your delivery capacity online. Your buying company 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.

You can update your capacity abilities for various items for which you are an approved supplier. You can use the **Order Modifiers** page to define processing lead times, fixed lot multiples, and minimum order quantities. You can also define tolerance fences by Days in Advance and Tolerance on the **Maintain Capacity** page. Once your updates are submitted, the company's buyer is notified and their approved supplier list is updated with your information. The company can then better allocate planned orders taking allocation and current capacities into account.

You can update the following capacity constraints for each item that has been 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

After you change capacity information, a notification is sent to the planner and the buyer. Based on the preference set by the buying company, the information may go through an approval from a buyer or planner. You will be notified of the status of the request.


To maintain capacity information:


1. Click the Product tab, click Maintain Capacity in the task bar directly below the tabs.
2. On the **Maintain Capacity** page, enter search criteria information.

## Maintain Capacity Page

### Maintain Capacity

**Search**  
Note that the search is case insensitive

Supplier Item  

Item Number  

Item Description

Select Item:  Previous 1-25 Next 25

Select Item	Supplier	Item	Item Description	UOM	Processing Lead Time	Minimum Order Quantity	Fixed Lot Multiple
<input type="radio"/>		0001_Item_30	Desc for Adv_Pri_16_0001	Each			
<input type="radio"/>		CHANGEUOMITEM	Item for P2P flow2 - UOM each to dozen	Dozen			

- Click Search. (You can perform a blind search by clicking Search without entering any criteria. This results in all items assigned to you being displayed).
- Select your item and click Maintain Capacity.

## Capacity of Item Page

### Capacity for Item CHANGEUOMITEM

Supplier Item  
UOM Dozen  
Minimum Order Quantity

Item Description  
Item for P2P flow2 - UOM each to dozen  
Processing Lead Time  
Fixed Lot Multiple

**Manufacturing Capacity**

From	To	Capacity per Day
01-Aug-2006	31-Dec-2006	5000
<input type="button" value="Add Another Row"/>		

**Over Capacity Tolerance**

Days in Advance	Tolerance Percentage
30	25%
<input type="button" value="Add Another Row"/>	

**Note:** The **Maintain Capacity** page displays information from today's date forward. You can modify the current defined capacity or create new entries by clicking Add Another Row.

- You can also add or modify the Over Capacity Tolerance by changing existing Days in Advance and Tolerance values.

**Note:** To add additional Over Capacity Tolerance information, click Add Another Row.

- When you have completed your update, click Update Capacity. An Update Capacity Confirmation message is displayed.

## Maintaining Order Modifiers

Maintaining order modifiers enables you to view and make changes to the details of your ability to fulfill purchase orders scheduled for delivery. You can view shipment processing lead times, minimum order quantities, and fixed lot multiples. You can then adjust these to fit your delivery ability.

To maintain order modifiers:

1. Click the Product tab, click Order Modifiers in the task bar directly below the tabs.
2. On the **Order Modifiers** page, enter search criteria information and click Go.

### Order Modifiers Page

Order Modifiers

**Search**

Note that the search is case insensitive

Supplier Item

Item Number

Item Description

Select Item:  Previous 1-25 Next 25

Select Item	Supplier Item	Item	Item Description	UOM	Processing Lead Time	Minimum Order Quantity	Fixed Lot Multiple
<input type="radio"/>		0001_Item_30	Desc for Adv_Pri_16_0001	Each			
<input checked="" type="radio"/>		CHANGEUOMITEM	Item for P2P flow2 - UOM each to dozen	Dozen			

3. Select your item and click Maintain Order Modifiers.

### Maintain Order Modifiers Page

Order Modifiers for Item CHANGEUOMITEM

Supplier Item

Item Description **Item for P2P flow2 - UOM each to dozen**

UOM **Dozen**

Processing Lead Time   
(Days required to deliver the item)

Minimum Order Quantity   
(The minimum quantity can be ordered)

Fixed Lot Multiple   
(Required fixed quantity increments)

4. On the **Order Modifiers for Item** page, you can add or modify the following item attribute values:
  - Processing Lead Time (in days)
  - Minimum Order Quantity
  - Fixed Lot Multiple

5. Click Submit.

The item is immediately updated with the changes and an information notification is sent to the planning manager or buyer of the item. They can verify your changes in their approved supplier list.

**Note:** You can erase any changes before submitting your request by clicking Cancel.

## Vendor Managed Inventory

Vendor Managed Inventory enables you to manage the inventory at the customer's 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, you can view these minimum and maximum levels and also view the current on-hand quantities for that item at the customer location. You have the option of triggering the replenishment requests from this page to ensure that the stock quantity is maintained at the customer location.

On the Product tab, on the **Supplier Item Results** page, click the VMI icon. From the **Vendor Managed Inventory Status** page, your search results are displayed with detailed information about the status of each item you included in your search and links to enter replenishment information. You then initiate replenishment requests for the item.

**Note:** You can save searches that you use frequently by clicking Personalize, entering your search criteria, and then saving by clicking Apply. Personalize also enables you to customize the information that is displayed when you view the **VMI Search** page.

To generate supply requests:

1. Search for the items you are responsible for.
2. Review the replenishment method for the item.
3. If the method for the item is Buyer or Supplier Initiates Release; you then select the item, enter the quantity, and click Release.
4. If the method for the item is Manual Requisition; you click the enter requisition icon in the Create Requisition column. On the **Enter Order Details** page, enter a quantity, need-by date, and other details of the order as required by the customer.

Once you have completed and submitted the replenishment request, you will receive a confirmation message that contains the request identifier. You can use the request identifier to monitor the progress of your request.

You can override the quantity with either of the manual types of replenishment methods. For Automatic Release method items, you can click the enter replenishment icon in the Create Requisition column and enter a quantity.

## Consigned Inventory

Oracle Procurement along with Discrete Manufacturing supports maintaining consigned inventory for an item. Buying companies can enable items to have consigned inventory. This enables you to maintain the stock at the buying company location. Buying companies do not incur financial liabilities until they start consuming the stock.

Oracle iSupplier Portal enables you to view on-hand stock for consigned items and also associated procure-to-pay transactions.

To view consigned items:

1. Click the Product tab, and then click Consigned Inventory in the task bar directly below the tabs.
2. On the **Consigned Inventory** page, search and select your item.
3. For a given item, suppliers can view the following information:
  - Supplier Item
  - Item
  - Item Description
  - Consigned On-Hand - Displays the on-hand stock levels for the item at the buying company.
  - Consigned Shipments - Displays the purchase order shipment details that enable the item to be shipped from you to the buying company location.
  - Consumption Orders - Displays the purchase orders/blanket releases that are created when consigned stock is consumed by the buying company. These are the orders against which you can submit invoices to the buying company.
  - Consigned Receipts - Displays the history of receipts for consigned stock.
  - Consigned Returns - Displays the history of return transactions created for the consigned stock.
  - Material Transactions - Displays the material transactions that occurred for the consigned item. It includes transactions to procure the item, which is the consigned stock, and then the transactions to move the stock to regular inventory for consumption.

If the consigned item is also enabled for Vendor Managed Inventory, suppliers can initiate replenishment requests online.

To view consigned inventory aging items:

1. Click the Product tab, and then click Consigned Inventory Aging in the task bar directly below the tabs.
2. On the **Consigned Inventory Aging** page, you may search for items that are past due, or items that are due in the next 7, 15, or 30 days. Select the appropriate search criteria for your item and click Go.
3. For a given item, suppliers can view the following information:
  - Supplier Site
  - Organization
  - Supplier Item
  - Item
  - Item Revision
  - Item Description
  - Subinventory
  - UOM
  - Quantity
  - Receipt Date
  - Consume Before - Date the item must be consumed.
  - Days Before Consumption is Due - Displays the number of days before the ownership of the item is transferred.

---

# Invoice and Payment Information

This chapter covers the following topics:

- Overview
- Submitting Invoices
- Viewing Invoice Information
- Viewing AP AR Netting Report
- Viewing Payment Information

## Overview

You can access invoice and payment information as well as review invoice status online using Oracle iSupplier Portal. If the buying company uses Oracle Payables, you can also submit invoices online.

This section includes the following topics:

- Submitting Invoices, page 7-1
- Viewing Invoice Information, page 7-6
- Viewing Payment Information, page 7-10
- Viewing AP AR Netting Report, page 7-8

## Submitting Invoices

If your buying company has implemented Oracle Payables, you may submit invoices online.

You can submit an invoice online to the buying company based on the purchase order lines you have fulfilled. You need to only identify those items shipped and enter a quantity. You can invoice against open, approved, standard, or blanket purchase orders

that are not fully billed. You can enter a credit memo against a fully billed purchase order (use negative quantity amounts to enter a credit memo), as well as invoice against multiple purchase orders. However, the currency and organization of all items on an invoice must be the same. The organization is the entity within the buyer's company that you are invoicing.

You can also partially complete an invoice, save it, and submit it later.

After you submit an invoice, you cannot change the invoice. If you need to make adjustments to a submitted invoice, you can create a credit memo against the same purchase order items to net out the invoice charges. The purchase order will then be available for a new invoice.

In some cases, there will be no matching purchase order. If you have provided a service, to the buying company, for example, landscape services, the buying company may not have submitted a formal purchase order. You can submit invoices in these cases as well.

#### To submit an invoice with a matching purchase order:

1. Click the Finance tab, and then click Create Invoices in the task bar directly below the tabs.
2. On the **Invoice Actions** page, select either With a PO from the Create Invoice Menu and click Go.

#### Create Invoices Select PO

Create Invoice: Purchase Orders

Cancel Step 1 of 4 Next


---


**Search**


Note that the search is case insensitive


Supplier **Office Supplies, Inc.**

Purchase Order Number

Purchase Order Date    
(example: 29-Aug-2006)

Buyer  

Organization  

Advances and Financing **Excluded** 

PO	Advances or	Supplier								Ship	Packing	
Select	Financing	Item	Description	Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	To	Organization
Number	Line	Shipment										Slip
No search conducted.												

3. On the **Create Invoice: Purchase Orders** page, enter search criteria to identify the purchase order, and click Go.
4. Select items of the PO to be invoiced and click Add to Invoice. Add as many items as you need (items on your invoice display at the bottom of the page). If you mistakenly add an item to the invoice, you can select it and click Remove from invoice.
5. When finished adding items, click Next.



## Create Invoice: Details Page

### Create Invoice: Details

\* Indicates required field

Supplier Office Supplies, Inc.  
Tax Payer ID  
\* Remit To A211  
Address A1 A2 A2 A2221  
Remit To Bank Account  
Unique Remittance Identifier  
Remittance Check Digit

\* Invoice Number  
\* Invoice Date 28-Aug-2006  
(example: 28-Aug-2006)  
Invoice Type Invoice  
Currency USD  
Invoice Description

Attachment None Add

\* Customer Tax Payer ID SYS11230  
Customer Name Vision Operations  
Address 475 Park Avenue New York  
10022 US

Items									
PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UDM Amount
10450	1	1	Pen Model Purple Pen		V1- New York City	100	100	8	Each 800

Shipping and Handling		
Charge Type	Amount	Description
No results found.		
Add Row		

- On the **Create Invoice: Details** page, enter an invoice number and remit to address. You can also update the quantity and/or price. Enter and any additional information, and then click Next.

## Create Invoice: Manage Tax Page

### Create Invoice: Manage Tax

Supplier Office Supplies, Inc.  
Tax Payer ID  
Remit To A211  
Address A1 A2 A2 A2221  
Remit To Bank Account XXXXXXXXXXXXXXXX4363  
Unique Remittance Identifier  
Remittance Check Digit  
Customer Tax Payer ID SYS11230  
Customer Name Vision Operations  
Address 5th Flr, CG-NW, HITEC City, HYD  
San Jose Santa Clara 95106

Cancel Save Back Step 3 of 4 Next Submit  
Invoice Number AAA22211  
Invoice Date 28-Aug-2006  
Invoice Type Standard  
Currency USD  
Invoice Description  
Attachment None

Items									
PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UDM Unit Price	Amount
10450	1	1	Pen Model Purple Pen		V1- New York City	100	100.00	Each 8.00	800.00

Shipping and Handling		
Charge Type	Amount	Description
No results found.		

Summary Tax Lines									
<div>Calculate</div>									
Summary Tax Line Number	Tax Regime Code	Tax Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status		
No results found.									

- On the **Create Invoice: Manage Tax** page, you can view the tax information generated.
- When finished, click Next.

## Review/Submit Invoice Page

Create Invoice: Review and Submit

Supplier		Office Supplies, Inc.		Cancel		Save		Back		Step 4 of 4		Submit	
Tax Payer ID				Invoice Number		AAA22211							
Remit To		A211		Invoice Date		28-Aug-2006							
Address		A1 A2 A2 A2221		Invoice Type		Standard							
Remit To Bank Account		XXXXXXXXXXXXXXXXX4363		Currency		USD							
Unique Remittance Identifier				Invoice Description								Attachment None	
Remittance Check Digit													
Customer Tax Payer ID		SYS11230											
Customer Name		Vision Operations											
Address		5th Flr, CG-NW, HITEC City, HYD											
		San Jose Santa Clara 95106											

Items										
PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
10450	1	1	Pen Model Purple Pen		V1- New York City	100		100.00	Each	8.00 800.00

Shipping and Handling	
Charge Type	Amount Description
No results found.	

Summary Tax Lines						
Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount
No results found.						

9. On the **Create Invoice: Review and Submit** page, review your invoice and click Submit. You also have the option to return to this invoice later by clicking Save for Later.
10. A **Confirmation** page is generated informing you of successful invoice creation. .

### Creating an Invoice Without a Purchase Order

The process of creating invoices that do not have matching purchase orders is similar, although some information is not required, and some must be entered.

The contact information for invoices with purchase orders is restricted to the sites for the users, but for invoices without purchase orders, the system will display all contacts for the supplier sites to which the user has access.

iSupplier users can enter an invoice without a PO, but if the approval workflow for their customer (Oracle Applications user) is not implemented, the status of that invoice request will remain IN PROCESS and will not change.

**Note:** You need work with the customers to ensure these type of invoices are accepted.

### To create an invoice without a purchase order:

1. From the iSupplier Portal **Home** page, click the Finance tab.
2. On the **Create Invoices** page, select Without PO from the Create Invoice menu, and click Go.

### Create Invoice: Details

\* Indicates required field

\* Supplier

Office Supplies, Inc.

Supplier

Office Supplies, Inc.

\* Tax Payer ID

\* Remit To

Address

Remit To Bank Account

Unique Remittance Identifier

\* Customer Tax Payer ID

Customer Name

Address

Remittance Check Digit

\* Invoice Number

\* Invoice Date

29-Aug-2006

(example: 29-Aug-2006)

\* Currency

Invoice Description

Attachment

None

Add

Cancel

Step 1 of 3

Next

Items				
Item Description	Ship To	Amount	Remove	Duplicate
Add Row				

Shipping and Handling		
Charge Type	Amount	Description
No results found.		
Add Row		

3. Enter information as needed. The following fields are required.

- Invoice number
- Remit to name
- Currency
- Customer tax payer ID

Enter any other appropriate information. Use the Items fields to identify and describe the item or service for which you are invoicing. When you are finished, click Next.

#### Create Invoice: Review and Submit

Supplier: Office Supplies, Inc.

Tax Payer ID: A211

Remit To: A1 A2 A2 A2221

Address: XXXXXXXXXXXXXXXX4363

Remit To Bank Account: XXXXXXXXXXXXXXXX4363

Unique Remittance Identifier: XXXXXXXXXXXXXXXX4363

Remittance Check Digit: XXXXXXXXXXXXXXXX4363

Customer Tax Payer ID: SYS11230

Customer Name: Vision Operations

Address: 5th Flr, CG-NW, HITEC City, HYD

San Jose Santa Clara 95106

Invoice Number: a12356

Invoice Date: 29-Aug-2006

Currency: USD

Invoice Description: Attachment: None

Cancel Save Back Step 2 of 3 Next Submit

Item Description	Ship To	Amount
Landscape services	Vancouver Office	2,500.00

Charge Type	Amount	Description
No results found.		

Summary Tax Line Number	Tax Regime Code	Tax Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
No results found.							

Invoice Request Summary		
Items		2,500.00
Less Retainage		0.00
Freight		0.00
Miscellaneous		0.00
Tax		0.00
Subtotal		2,500.00
Less Advances and Financing		0.00
Total (USD)		2,500.00

Recalculate Total

- The Review and Submit page shows the tax information generated by the tax system. If the invoice information is correct, click Submit.

## Viewing Invoice Information

The View Invoices page enables you to search for and view details of an invoice you have submitted. You can search using various any or all of the search criteria on the page such as:










- Invoice Number
- Invoice date
- Due date
- Payment status
- Invoice Amount

#### To view invoice information:

- On the iSupplier Portal Home page, click the Finance tab, then click the View Invoices subtab.
- On the View Invoices page, enter search values into one or more of the search fields,



## Invoice Summary Results Page

[View Invoices](#)

<div> <div>Simple Search</div> <div> <div> <div>Invoice Number</div> <input type="text"/> </div> <div> <div>PO Number</div> <input type="text"/> </div> <div> <div>Payment Number</div> <input type="text"/> </div> <div> <div>Invoice Status</div> <div>▼</div> </div> <div> <div>Payment Status</div> <div>▼</div> </div> </div> <div> <div> <div>Invoice Amount From</div> <input type="text"/> </div> <div> <div>Amount Due From</div> <input type="text"/> </div> <div> <div>Invoice Date From</div> <input type="text"/> </div> <div> <div>Due Date From</div> <input type="text"/> <div>(example: 29-Jan-2009)</div> </div> </div> <div> <div>To</div> <input type="text"/> </div> <div> <div>To</div> <input type="text"/> </div> <div> <div>To</div> <input type="text"/> </div> <div> <div>To</div> <input type="text"/> </div> </div> <div> <div>Go</div> <div>Clear</div> </div> <div> <div>Advanced Search</div> </div>																
Invoice	Invoice Date	Type	Currency	Amount	Due	Status	On Hold	Payment Status	Due Date	PD	Payment Number	Receipt	Attachments	Netted Amount	Reckoning Currency	Netting Report
<a href="#">N-32</a>	10-Jan-2009	Standard	USD	1,100.00	1,100.00	Approved	Not Paid	<a href="#">10-JAN-2009</a>								
<a href="#">1452</a>	08-Jan-2009	Standard	USD	3,500.00	2,300.00	Approved	Partially Paid	<a href="#">08-JAN-2009</a>	<a href="#">10163</a>					1200	USD	
<a href="#">N2</a>	01-Jan-2009	Standard	USD	1,100.00	70.00	Approved	Partially Paid	<a href="#">01-JAN-2009</a>	<a href="#">Multiple</a>					60	USD	
<a href="#">N2</a>	01-Jan-2009	Standard	USD	1,100.00	70.00	Approved	Partially Paid	<a href="#">01-JAN-2009</a>	<a href="#">Multiple</a>					300	USD	
<a href="#">N11</a>	01-Jan-2009	Standard	USD	150.00	50.00	Approved	Partially Paid	<a href="#">01-JAN-2009</a>	<a href="#">10264</a>					0	USD	
<a href="#">N20</a>	01-Jan-2009	Standard	USD	2,500.00	2,500.00	Approved	Not Paid	<a href="#">01-JAN-2009</a>						0	USD	
<a href="#">N21</a>	01-Jan-2009	Standard	USD	3,000.00	3,000.00	Approved	Not Paid	<a href="#">01-JAN-2009</a>						0	USD	
<a href="#">N11</a>	01-Jan-2009	Standard	USD	150.00	50.00	Approved	Partially Paid	<a href="#">01-JAN-2009</a>	<a href="#">10264</a>					100	USD	
<a href="#">N1</a>	01-Jan-2009	Standard	USD	1,000.00	1,000.00	Approved	Not Paid	<a href="#">01-JAN-2009</a>								

- When the search results display, click the Invoice Number link to view details of the invoice. (You can also view any associated purchase order(s), payments, scheduled payments, or netting report by clicking their respective links, or icons).

### Invoice Details page

Standard Invoice: 1452 (Total USD 3,500.00)														
Currency=USD														
<b>General</b> Invoice Date: 08-Jan-2009 Status: <b>Approved</b> On Hold: Attachments: <b>None</b> Supplier: <b>Netting Supplier</b> Supplier Site: <b>NETTING</b> Address: <b>Net extra</b> <b>New York, NY</b>			<b>Amount Summary</b> Item: 3,500.00 Freight: 0.00 Miscellaneous: 0.00 Tax: 0.00  Prepayment: 0.00 Retainage: 0.00 Withholding Tax: 0.00 Total: 3,500.00			<b>Payment Information</b> Paid: 1,200.00 Discount Taken: 0.00 Due: 2,300.00 Status: <b>Partially Paid</b> Payment Date: 01-FEB-2009 Payment: <u>10163</u> Term: <b>Immediate</b>			<b>Netting Information</b> Netted Amount: 1200 Reckoning Currency: <b>USD</b> Netting Report: 					
<div> <b>Invoice Lines</b> <b>Scheduled Payments</b> <b>Hold Reasons</b> </div>														
Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item						3,500.00	0.00	Approved					

4. On the Invoice Details page, you can see the header level information.
5. To view invoice line information, click the Invoice Lines tab. You can also view any scheduled payments and any hold information.

**Note:** If you submitted your invoice online, there may be a delay before you can review it because the Accounts Payable department needs to process it first.

6. In the Payment Information region of Invoice Header, you can view the following dispute information for an Invoice:
  - Original Invoice Amount
  - Dispute Reason

**Note:** Oracle Transportation Management (OTM) will pass the disputed invoice to Oracle Payables with the original invoice amount of the invoice and disputed reasons. Refer the Oracle Payables Users Guide for more information on dispute resolution setup.

7. You can view the following Netting Information attributes at the header level under Netting Information:
  - Netting Amount
  - Reckoning Currency
  - Netting Report

**Note:** You can view the netting attributes only when the profile POS: AP AR Netting Information is set as Yes at the User level, or the Site level.

## Viewing AP AR Netting Report

Netting functionality of Oracle Payables is integrated with the iSupplier Portal to enable you to view the netting information for an invoice. Please refer to the Payables and Receivables Netting section in the *Oracle Payables User's Guide* for more information on the AP AR Netting set up.

Oracle Payables enables you to offset supplier payables (AP invoice payments) against the customer receivables or claims with the netting functionality.

### To view the AP AR Netting Report:

1. Navigate to the iSupplier Portal Full Access > Finance> View Invoices. The View

Invoices page displays.

2. Enter the search criteria for an invoice number and Click Go.
3. Search result displays the invoices matching to your search criteria.

### View Invoices

View Invoices

Export

#### Simple Search

Advanced Search

Invoice Number	<input type="text"/>	Invoice Amount From	<input type="text"/>	To	<input type="text"/>
PO Number	<input type="text"/>	Amount Due From	<input type="text"/>	To	<input type="text"/>
Payment Number	<input type="text"/>	Invoice Date From	<input type="text"/>	To	<input type="text"/>
Invoice Status	<input type="text"/>	Due Date From	<input type="text"/>	To	<input type="text"/>
Payment Status	<input type="text"/>	(example: 29-Jan-2009)			
<input type="button" value="Go"/>		<input type="button" value="Clear"/>			

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold Status	Payment Due Date	PO	Payment Number	Receipt	Attachments	Netted	Reckoning	Netting Report
N-32	10-Jan-2009	Standard	USD	1,100.00	1,100.00	Approved	Not Paid	10-JAN-2009						
1452	08-Jan-2009	Standard	USD	3,500.00	2,300.00	Approved	Partially Paid	08-JAN-2009	10163				1200 USD	
N2	01-Jan-2009	Standard	USD	1,100.00	70.00	Approved	Partially Paid	01-JAN-2009	Multiple				60 USD	
N2	01-Jan-2009	Standard	USD	1,100.00	70.00	Approved	Partially Paid	01-JAN-2009	Multiple				300 USD	
N11	01-Jan-2009	Standard	USD	150.00	50.00	Approved	Partially Paid	01-JAN-2009	10264				0 USD	
N20	01-Jan-2009	Standard	USD	2,500.00	2,500.00	Approved	Not Paid	01-JAN-2009					0 USD	
N21	01-Jan-2009	Standard	USD	3,000.00	3,000.00	Approved	Not Paid	01-JAN-2009					0 USD	
N11	01-Jan-2009	Standard	USD	150.00	50.00	Approved	Partially Paid	01-JAN-2009	10264				100 USD	
N1	01-Jan-2009	Standard	USD	1,000.00	1,000.00	Approved	Not Paid	01-JAN-2009						

**Note:** The Netting Report icon is enabled when the invoice is netted off and netting batch is completed, otherwise it is disabled. Please refer to the Payables and Receivables Netting section in the *Oracle Payables User's Guide* to know how the invoice is netted off and netting batch is completed.

4. Click the Netting Report icon. The View Netting Report page displays.

### View Netting Report

View Netting Report

Template

Locale   
(\*) Default Template

Format

5. Select the Final Netting Report item from the Template list.
6. Select the Language from the Locale list. For Example: English: United States (\*)
7. Select the Format from the list. You can select the format as Excel, HTML, PDF, and

RTF from the list.

8. Click Run. The Oracle Netting Report page displays.

View Netting Report

Template: Final Netting Report      Locale: English:United States (\*)  
(\*) Default Template

Format: HTML

Run      Export

---

**ORACLE** Netting      **Final Netting Report**      Report Date: 29-Jan-09  
Page: 1 of 1

Operating Unit	<b>Vision Operations</b>	Batch Number	<b>10028</b>
Netting Agreement	<b>MNR AP-AR Netting</b>	Batch Name	<b>1 Batch</b>
Start Date	<b>01-APR-08</b>	Reckoning Currency	<b>USD</b>
End Date		Settlement Date	<b>01-FEB-09</b>
Trading Partner Reference		Transaction Due Date	<b>01-FEB-09</b>
Netting Bank Account	<b>1 Netting Account</b>	Response Date	
		Final Netting Amount	<b>1200</b>
Select Only Past Due	<b>No</b>		
Days Past Due			
Netting Order Rule	<b>Due Date (Oldest to most recent)</b>		

9. You can view the following netting information on this page along with invoice details:

- Netting Agreement
- Netting Bank Account
- Reckoning Currency
- Final Netting Amount

**Note:** You can view the netting information at the Invoice Header level, only when the POS: AP AR Netting Information profile is set as Yes at the User level, or the Site level.

10. Click Export to save the netting report.

## Viewing Payment Information

Payment inquiry enables you to view the history of all the payments to your invoices completed by the buying company. You can use the View Payments page to search using various search criteria, including:

- Payment number
- Invoice number



- Payment date
- Purchase order number

### To view payment information:

1. On the iSupplier Portal Home page, click the Finance tab, then click the View Payments subtab.
2. On the View Payments page, enter search values into one or more of the search fields, and click Go. Or use the Advanced Search option.

### Payment Summary Results Page

[View Payments](#) [Export](#)

---

**Simple Search**  
Note that the search is case insensitive

1-25

Payment	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number	Vendor Number
<a href="#">4153</a>	29-Aug-2006	USD	4,000.00	Check	Negotiable	29-Aug-2006	BofA-204	<a href="#">0011-SC5-inv-num-1</a>	<a href="#">13051</a>	0
<a href="#">118</a>	28-Aug-2006	USD	50.00		Negotiable	28-Aug-2006	BofA-204	<a href="#">NEW</a>	<a href="#">12885-1</a>	0
<a href="#">108</a>	24-Aug-2006	USD	30,059.40		Negotiable	24-Aug-2006	BofA-204	<a href="#">VIV12</a>	<a href="#">12369</a>	0
<a href="#">97</a>	23-Aug-2006	USD	50.00	Check	Negotiable	23-Aug-2006	ABN ac 1-204	<a href="#">PPINV1</a>	<a href="#">247</a>	0
<a href="#">100</a>	23-Aug-2006	USD	1,000.00	Check	Negotiable	23-Aug-2006	ABN ac 1-204	<a href="#">PPINV3</a>	<a href="#">247</a>	0
<a href="#">99</a>	23-Aug-2006	USD	500.00	Check	Negotiable	23-Aug-2006	ABN ac 1-204	<a href="#">PPINV2</a>	<a href="#">247</a>	0
<a href="#">86</a>	21-Aug-2006	USD	1,450.00	Check	Negotiable	21-Aug-2006	ABN ac 1-204	<a href="#">STINV021</a>	<a href="#">234</a>	0
<a href="#">79</a>	21-Aug-2006	USD	50.00	Check	Negotiable	21-Aug-2006	ABN ac 1-204	<a href="#">CXW0211 RTINV1</a>	<a href="#">228</a>	0
<a href="#">77</a>	21-Aug-2006	USD	1,000.00	Check	Negotiable	21-Aug-2006	ABN ac 1-204	<a href="#">CXW0211 STINV2</a>	<a href="#">228</a>	0
<a href="#">4152</a>	20-Aug-2006	USD	100.00	Electronic	Negotiable	20-Aug-2006	BofA-204	<a href="#">ERS-20-AUG-06-85462</a>	<a href="#">11295-1</a>	0

3. When the search results display, click the payment number link to view details of the payment. (You can also view any associated purchase order(s), or invoices by clicking their links).

**Payment Details page**

Payment: 4163 (Total USD 5,000.00)

Export

Payment Date 29-Sep-2006  
Method Check  
Status Negotiable  
Status Date 29-Sep-2006

Supplier Office Supplies, Inc.  
Supplier Site OFFICESUPPLIES  
Address 3605 Warrensville Center Road  
Shaker Heights OH 44122  
Bank Account BofA-204

Included Invoices									
Invoice	Invoice Date	Type	Currency	Amount	Status	Payment Status	Payment PO Number	Receipt	Attachments
<a href="#">0004INV-17542</a>	29-Sep-2006	Standard	USD	5,000.00	Approved	Paid	5,000.00 <a href="#">7542</a>	8019	

[Return to Finance: View Payments](#)

Export

4. On the Payments details page, you can see the payment details including the invoices addressed by the payment.

---

# Supplier Profile Management

This chapter covers the following topics:

- Overview
- Supplier Profile Management Flow
- General Company Information
- Company Profile
- Tax Details
- Address Book
- Contact Directory
- Business Classifications
- Products and Services
- Banking Details
- Creating Banking Details
- Responding to Buyer Surveys
- Supplier Intelligence

## Overview

Supplier Profile Management enables you to manage key profile details used to establish or maintain a business relationship with the buying company. This profile information includes address information, names of main contacts, user accounts (if you have the Supplier Profile and User Management responsibility), business classifications, banking details, and category information about the goods and services you are able to provide to the buyer. Buyer administrators will review the details you provide and use them to update the appropriate records in the buyer's purchasing transaction system.

You benefit from managing your profile yourself. Supplier Profile Management enables you to effectively represent yourself to the buying company and update your profiles

details as necessary, making important information accurate.

This section includes the following sections:

- Supplier Profile Management Flow, page 8-2
- Supplier Details, page 8-2
- Address Book, page 8-6
- Contact Directory, page 8-8
- Business Classifications, page 8-10
- Products and Services, page 8-11
- Bank Accounts, page 8-14

## Supplier Profile Management Flow

To have the information you enter in Supplier Profile Management processed in the system, log into the Oracle iSupplier Portal and access your profile. You can then enter information for your address book, contact directory, business classifications, products and services, or user accounts. The buyer administrator will review any changes to your profile and use this information to update their purchasing system.

## General Company Information

Management of your company's profile information involves the use of two high-level pages. The **General** information page provides a quick, high-level display of information at the company level. You can use the General information page to add an attachment to your profile. Adding attachments allows you to upload documents pertinent to your relationship with the buying company or upload documents that may have been specifically requested by the buying company (for example, tax documents).

The **Company Organization** page allows you to navigate to other pages where you can add or update your actual profile information.

To access the General page, on the iSupplier Portal **Home** page, click the Admin tab.

## General Information page

### General

Organization Name	Office Supplies, Inc.	DUNS Number
Supplier Number	1008	Tax Registration Number
Alias		Taxpayer ID
Parent Supplier Name		Country of Tax Registration
Parent Supplier Number		

Attachments									
Search									
Note that the search is case insensitive									
Title	<input type="text"/>								<input type="button" value="Go"/>
<a href="#">+ Show More Search Options</a>									
<input type="button" value="Add Attachment"/>									
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
<a href="#">attach 2 - from supplier</a>	Short Text	test 123	From Supplier	OPERATIONS	03-Aug-2006	One-Time			
<a href="#">attach3 to supplier</a>	Short Text	ddd	From Supplier	OPERATIONS	03-Aug-2006	One-Time			
<a href="#">attach 4</a>	Short Text	misc	Miscellaneous	OPERATIONS	03-Aug-2006	One-Time			
<a href="#">Undefined</a>	Short Text	OU VF Miscellaneous	Miscellaneous	DALLASSUPPLIER	24-Aug-2006	Standard			

### To upload a local attachment:

1. Click Add Attachment.
2. To upload an attachment stored locally, accept the default Desktop File/Text/URL from the Add menu.
3. Give the attachment a title, description, and select a Category value to indicate its original source
4. Browse to the location of the attachment and select it.
5. Click Apply.

### To upload an attachment from the buyer's document catalog:

1. Click Add Attachment.
2. Select From Document Catalog from the Add menu.
3. Search on the document title, or expand the search options to use additional search fields.
4. Select the document(s), and click Apply.

## Company Profile

Use the Company Profile pages to define the detailed information about your company. Use the navigation bar on the left to access the different pages of the Company Profile.

The **Organization** page defines high-level details about your company. To access the Organization page, click Organization in the Company Profile navigation tree.

## Organization Page

Organization			
D-U-N-S Number	<input type="text"/>	Chief Executive Name	<input type="text"/>
Legal Structure	<input type="text"/>	Chief Executive Title	<input type="text"/>
Principal Name	<input type="text"/>	Principal Title	<input type="text"/>
Year Established	<input type="text"/>		
Incorporation Year	<input type="text"/>		
Control Year	<input type="text"/>		
Mission Statement	<div><div></div><div></div></div>		
Total Employees			
Organization Total	<input type="text"/>	Corporate Total	<input type="text"/>
Organization Total Type	<input type="text"/>	Corporate Total Type	<input type="text"/>
Tax and Financial Information			
Taxpayer ID	<input type="text"/>	Analysis Year	<input type="text"/>
Tax Registration Num	<input type="text"/>	Currency Preference	<input type="text"/>
VAT Number		Annual Revenue	<input type="text"/>
Fiscal Year End	<input type="text"/>	Potential Revenue	<input type="text"/>
<input type="checkbox"/> Federal Agency			

Once you have entered appropriate information, click Save.

## Tax Details

Using the Payables responsibility ((N) Setup > Options > Payables Options) you can use the option to apply the withholding tax at Invoice Validation and Payment or both the Invoice Validation and Payment.

### Withholding Tax window in Payables

Operating Unit: Vision Operations

Tax Reporting Invoice Approval Matching Interest Expense Report Payment **Withholding Tax** Reports

☒ Use Withholding Tax  
☐ Allow Manual Withholding

Tax Group: 1099

**Apply Withholding Tax**  
☐ Never (Q)  
☐ At Invoice Validation Time (X)  
☐ At Payment Time (Z)  
☒ At Invoice Validation and Payment Time(Y)

**Withholding Amount Basis**  
☒ Include Discount Amount  
☒ Include Tax Amount

**Create Withholding Invoice**  
☐ Never  
☐ At Invoice Validation Time  
☐ At Payment Time  
☒ At Withholding Application

☐ Include Income Tax Type on Withholding Distributions

The option At Invoice Validation and Payment time has been included. This option can be selected only if the Use Withholding Tax box is selected in the Withholding Tax region of Payables Options and the option in Apply Withholding Tax is selected as At Invoice Validation and Payment Time. Another option called At Withholding Application is added to the Create Withholding Invoice region.

In the Supplier/Supplier Site pages, there are two Lists of Values to display Invoice Withholding Tax Group and Payment Withholding Tax Group. At the Supplier level, the Allow withholding tax box in tax details tab of the supplier is editable at the irrespective of the payables option selected. At the supplier site level the Allow withholding tax box is displayed at the supplier site level but is editable only if Use Withholding tax box is enabled in the Payables Options of the operating unit to which the supplier site is attached and Allow Withholding tax box is selected at the supplier level.

## Tax Details Page with Withholding Tax

Suppliers >  
Update Office Supplies, Inc. - 1008: Tax Details

Cancel Save

### Income Tax

Taxpayer ID   
Reportable ☒ Federal  
Income Tax Type Miscellaneous - Director's Fee    
☐ State

Allow Withholding Tax ☒  
Invoice Withholding Tax Group BTG01   
Payment Withholding Tax Group BTG02

### Transaction Tax

#### Default Controls

Update the values that default to all invoices and tax registration records of this party or party site.

Rounding Level Line  ☐ Set Invoice Values as Tax Inclusive  
Rounding Rule Nearest

#### Tax Registrations

Default Reporting Country Name  Default Reporting Tax Registration Type    
Default Reporting Registration Number

Create

Regime Code	Tax	Tax Jurisdiction Code	Registration Number	Issuing Tax Authority	Active	Update	Remove
No results found.							

## Tax Details Page with Withholding Tax (contd.)

### Supplier Sites

Site Status Active  Site Name  Operating Unit  Go

TIP The Allow Withholding Tax option is enabled only when the Withholding Tax option is enabled in both the supplier and payables options for the operating unit.

Create Previous 1-15 Next 15

Site Name	Operating Unit	Allow Tax Withholding	Invoice Withholding Tax Group	Payment Withholding Tax Group	Update Transaction Tax
SPERRY-CTR	Vision Services	<input type="checkbox"/>			
OFFICE PROJ	Vision Services	<input type="checkbox"/>			
OFFICESUPPLIES	Vision ADB	<input type="checkbox"/>			
SAN JOSE-CTR	Vision ADB	<input type="checkbox"/>			
OSBRAZIL-WT	Vision Operations	<input checked="" type="checkbox"/>	BWT01	BWT02	
NEW YORK	Vision Operations	<input type="checkbox"/>			
OFFICESUPPLIES	Vision Operations	<input type="checkbox"/>			
NEWADDRESS1	Vision Operations	<input type="checkbox"/>			
NEWADDRESS369	Vision Operations	<input type="checkbox"/>			
OFFICESUPPLIES	Singapore Distribution Center	<input type="checkbox"/>			
OFFICESUPPLIERU	Singapore Distribution Center	<input type="checkbox"/>			
OFFICESUPPLIES	Vision Project Mfg	<input type="checkbox"/>			
DÜSSELDORF	Vision Germany	<input type="checkbox"/>			
ST INKL SCHECK	Vision Germany	<input type="checkbox"/>			

## Address Book

Use the **Address Book** page to enter information on your company sites. You can create and modify the multiple addresses used in transactions with the buying company (for example, purchasing locations, payment sites, and addresses for RFQs). You can provide a comment for each address entry to describe how it is used. For example, you



can enter an address record and indicate that this is an address for a location from which goods or services may be purchased.

After you enter address information, buyer administrators are notified of the changes. Buyer administrators must review the updates and decide how to use the details to update the purchasing system. Therefore, any changes you make may not be promoted to the system for a few days.

**To manage address book details:**

1. To access the Address Book page, click Address Book in the Company Profile navigation tree.

**Address Book Page**

Address Book				
Create	Previous 1-10 Next 10			
Address Name	Address Details	Country	Update	Remove
1ADEVTEST	1 main st Sunnyvale, CA 94065	United States		
42424242424	4242424242 San Francisco, CA	United States		
A211	A1 A2 A2 A2221	India		
ANTWERPEN	Jan Van Rijswijklaan 29 Antwerpen 2020	Belgium		
Addr1	Addr1 Addr1 Addr1 Addr1	India		
BURLINGTON	400 Dorset Streete Burlington, VT 05403	United States		
BURLINGTON	400 Dorset Street Burlington, VT 05403	United States		
CHICAGO	124 N. Canal Street Chicago, IL 60987	United States		
CLEVELAND	11000 Wintergreen Avenue Suite 4a Cleveland, OH 44106	United States		

2. The **Address Book** page displays the current addresses defined for your company. From this page you can
  - Delete an address by clicking the trash can icon.
  - Update an address by clicking the pencil icon.
  - Add a new address by clicking Create.

## Create Address Page

### Create Address

\* Indicates required field

Cancel Save

Supplier Name	Office Supplies, Inc.	Supplier Number	1008
* Address Name	<input type="text"/>	Phone Area Code	<input type="text"/>
Country	United States	Phone Number	<input type="text"/>
* Address Line 1	<input type="text"/>	Fax Area Code	<input type="text"/>
Address Line 2	<input type="text"/>	Fax Number	<input type="text"/>
Address Line 3	<input type="text"/>	Email Address	<input type="text"/>
Address Line 4	<input type="text"/>		
* City/Town/Locality	<input type="text"/>	<input type="checkbox"/> Purchasing Address	
County	<input type="text"/>	<input type="checkbox"/> Payment Address	
State/Region	<input type="text"/>	<input type="checkbox"/> RFQ Only Address	
Province	<input type="text"/>		
* Postal Code	<input type="text"/>		

1. On the Create Address page, enter the appropriate information for the new address (required fields are marked with an asterisk).
2. When finished, click Save.

## Contact Directory

The Contact Directory lists the employees at your company who function as contacts between you and your buyer.

After entering the contact details, you can link the contacts to the appropriate address (described below). As people move within your organization, you can also revise the address details for a contact.

You can create multiple contacts and link each one to as many addresses as needed. Each contact must be unique based on first name, last name, and phone number. Contacts that are obsolete can be removed.

After you enter the information, buyer administrators are notified so they can review the details and use then to update their purchasing system. Therefore, your changes may not be promoted to the purchasing system for a few days.

### Viewing contact information:

1. Click Contact Directory under the Company Profile navigation tree. The system displays your current list of contacts.

## Contact Directory Details Page

**Profile Management**

- General
- Company Profile
  - Organization
  - Address Book
  - Contact**
- Directory
  - Business Classifications
  - Product & Services
  - Banking Details
  - Payment & Invoicing
  - Surveys

**Contact Directory : Active Contacts**

Create
Previous 1-15 Next 15

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
test	30012		test.30012@gmail.com	Current	✓			
Poornima	B		poornima.bhilegaonkar@oracle.com	Change Pending	✓			
Jan	Dekker			Current				
Jan	Dekker	800 5558355		Current	✓			
John	Gould			Current				
Gunnar	Hansson	800 5558355		Current	✓			
Gunnar	Hansson			Current				
Jim	Jones			Current				
Suyash	Joshi		suyash.joshi@gmail.com	Current	✓			
Suyash	Joshi 2		suyash.joshi2@gmail.com	Current	✓			
Kevin	Kent		no@localhost	Current				
Kevin	Kent		nobody@localhost	Current				
Kevin	Kent		nob@localhost	Current				
Kevin	Kent		nobod@localhost	Current				
Ariane	Knaup	800 5558355	nobody@localhost	Current	✓			

Create
Previous 1-15 Next 15

**Contact Directory : Inactive Contacts**

First Name	Last Name	Phone Number	Email	Status	User Account
No results found.					

- On the **Contact Directory** page, you can
  - Delete a contact by clicking the trash can icon.
  - Update contact information by clicking the pencil icon.
  - View the inactive contacts by expanding the Contact Directory : Inactive Contacts region.
  - Manage address information for a contact by clicking the Addresses icon.

## Address Associations for Contact Page

### Address Associations for Contact

The addresses associated with the contact can be maintained in this page.

Cancel
Save

Address Name	Address Details	Remove
DÜSSELDORF	Rheinuferstraße 46, Düsseldorf, DE	

Add Another Row

Cancel
Save

Use the Address Associations for Contact page to manage the addresses for a particular contact:

- To remove an address for a contact, click the trashcan icon.
- To add an address to a contact, click Add Another Row, search for the

address, and click Save.

### To create a new contact

1. On the Contact Directory Details page, click Create.

#### Create Contact Page

Create Contact

\* Indicates required field

Contact Title	<input type="text"/>	Phone Area Code	<input type="text"/>
First Name	<input type="text"/>	Phone Number	<input type="text"/>
Middle Name	<input type="text"/>	Phone Extension	<input type="text"/>
* Last Name	<input type="text"/>	Fax Area Code	<input type="text"/>
Job Title	<input type="text"/>	Fax Number	<input type="text"/>
Email Address	<input type="text"/>	Inactive Date	<input type="text"/>

(example: 23-Aug-2006)

---

User Account

Create User Account for this Contact ☐

Cancel Apply

2. Enter the appropriate information for the contact. To create a temporary contact, use the pop-up calendar to identify and expiration date.
3. If you have the authority to create user accounts, the Create User Account for This Contact checkbox appears on this page. Clicking this checkbox displays additional fields for creating and authorizing users with access to iSupplier Portal..

To create a user account, grant the appropriate responsibilities and specify the appropriate user access restrictions to the new user. See the *Oracle iSupplier Portal Implementation* manual for details about defining user accounts.

4. Once you have specified your contact (and user account, if applicable) information, click Save.

## Business Classifications

Buying companies establish a list of business classifications they want to use to classify their supply base. In some regions, these classifications are required by government regulations.

You can claim classifications that are appropriate to your business and add any required classification details. Buyers can then audit your qualifications. Once you claim the appropriate classifications, buyer administrators are notified so they can review the details.

Designated supplier users will be notified when the re-certification date for supplier's business classification is due. This is for the re-certification of the business classification and is based on the Business Classification Re-Certification Notification Reminder Days

profile option set by the system administrator.

**To claim / re-certify business classifications:**

1. On the **Admin** information page, click Business Classifications.
2. On the **Business Classifications** page, check Applicable check box for all classifications that apply to your company.

**Business Classifications page**

Business Classifications


Cancel Save







---

**Certification**

☐ I certify that I have reviewed the classification below and they are current and accurate.

Last Certified **02-Feb-2009** By **MR. Maxwell Olden**

 **TIP** Date format example: 18-Jan-2009

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Hub Zone	<input checked="" type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/> 
Minority Owned	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 
Service-disabled Veteran Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/> 
Small Business	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/> 
Veteran Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/> 
Women Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/> 

Cancel Save

3. Select the "I certify, that I have reviewed the classification below and they are current and accurate" check box.

**Note:** Even if this check box is not selected the business classification is recertified when you click Save.

4. Complete the remaining fields.
5. Click Save. The Business Classification is updated.

## Products and Services

Buying companies define product and service category sets that they use to categorize their supply base. You can browse the list of goods and services and select all those that apply to your business. Buying companies can then use this information; some may use it to help generate supplier invitation lists for RFQs or for reporting.

You can browse the hierarchy tree and select a parent category or child categories.

When a parent is selected, the buying company assumes that you can provide all the products or services in that category. After you select the product and services categories that apply to your business, buyer administrators are notified so they can review the details. You can update your selections at any time.

A supplier or supplier profile management administrator can search for a specific product or service from the Product & Services hierarchy. Supplier administrator can view the validation code corresponding to the respective product or service on the Add Products and Services page. Suppliers can view the search results with:

- Products and Services codes along with Description.
- List of Product and Services ordered by Description.

You can search for the products and services in the Prospective Supplier Registration: Additional Details page, Prospective Supplier Registration: Add Product and Services page, Supplier Profile Change Request page, and Product and Services Subcategories page.

**To claim, or search for products and services:**

1. On the **Admin** information page, click Product and Services.

#### ***Product and Services page***

Profile Management				
<ul style="list-style-type: none"> <li>• General</li> <li>• Company Profile <ul style="list-style-type: none"> <li>○ Organization</li> <li>○ Address Book</li> <li>○ Contact Directory</li> <li>○ Business Classifications</li> <li>○ <b>Product &amp; Services</b></li> <li>○ Banking Details</li> <li>○ Payment &amp; Invoicing</li> <li>○ Surveys</li> </ul> </li> </ul>				
Products and Services				
<div>Remove Add</div> <div>Select All Select None</div>				
Select	Code	Products and Services	Date Added	Approval Status
<input type="checkbox"/>	060.42	Automotive Maintenance Items and Repair/Replacement Parts.Filters: Air, Fuel, Oil, Power Steering, Transmission and Water, and PCV Valves	26-Jan-2009	Pending Approval
<input type="checkbox"/>	060	Automotive Maintenance Items and Repair/Replacement Parts	03-Feb-2009	Pending Approval
<input type="checkbox"/>	060.36	Automotive Maintenance Items and Repair/Replacement Parts.Electrical Accessories: Alternators, Ammeters, Coils, Distributors, Generators, Regulators, Starters, etc.	03-Feb-2009	Pending Approval
<input type="checkbox"/>	075	Automotive Shop Equipment and Supplies	03-Feb-2009	Pending Approval
				View Sub-Category

2. On the **Products and Services** page, the system displays the list of categories with their codes, and approval status that have already been claimed by your company. (To browse child category details for any parent, click the view sub-category icon.)
3. Click Add. The Add Products and Services page displays.

## Add Products and Services page

Add Products and Services: (Office Supplies, Inc.)

☒ Browse All Products & Services  
☐ Search for Specific Product & Service

Previous 1-10 Next 10

Code	Products and Services	View Sub-Categories	Applicable
060	Automotive Maintenance Items and Repair/Replacement Parts		<input type="checkbox"/> Applicable
075	Automotive Shop Equipment and Supplies		<input type="checkbox"/> Applicable
110	Belts and Belting: Conveyor, Elevator, Power Transmission, and V-belts		<input type="checkbox"/> Applicable
145	Brushes		<input type="checkbox"/> Applicable
204	Computer Hardware and Peripherals for Microcomputers		<input type="checkbox"/> Applicable
207	Computer Accessories and Supplies		<input type="checkbox"/> Applicable
208	Computer Software for Microcomputers		<input type="checkbox"/> Applicable
280	Electrical Cables and Wires (not Electronic)		<input type="checkbox"/> Applicable
285	Electrical Equipment and Supplies (except Cable and Wire)		<input type="checkbox"/> Applicable
330	Fencing		<input type="checkbox"/> Applicable

Previous 1-10 Next 10

Cancel Apply

- In the Add Products and Service page, the supplier user can search for products and services with the Browse All Products & Services default option, or select the Search for Specific Product & Services option to enter the search criteria for code, description, or a combination of both and click Go.

- You can view the search results for products and services ordered by description.

Add Products and Services: (Office Supplies, Inc.)

☐ Browse All Products & Services  
☒ Search for Specific Product & Service

Cancel Apply

**Search**

Please enter your search criteria and select the "Go" button to see the results. Note that the search is not case sensitive.

Code

Description

Go Clear

Code	Description	Applicable
060	Automotive Maintenance Items and Repair/Replacement Parts	<input type="checkbox"/>
060.00	Automotive Maintenance Items and Repair/Replacement Parts.Default	<input type="checkbox"/>
060.36	Automotive Maintenance Items and Repair/Replacement Parts.Electrical Accessories: Alternators, Ammeters, Coils, Distributors, Generators, Regulators, Starters, etc.	<input type="checkbox"/>
060.42	Automotive Maintenance Items and Repair/Replacement Parts.Filters: Air, Fuel, Oil, Power Steering, Transmission and Water, and PCV Valves	<input type="checkbox"/>
060.60	Automotive Maintenance Items and Repair/Replacement Parts.Hose and Hose Fittings: Brake, Heater, Radiator, Vacuum, Washer, Wiper, etc.	<input type="checkbox"/>
075	Automotive Shop Equipment and Supplies	<input checked="" type="checkbox"/>
075.00	Automotive Shop Equipment and Supplies.Default	<input type="checkbox"/>
00	Default	<input type="checkbox"/>
00.00	Default.Default	<input type="checkbox"/>

Cancel Apply

- Select the Applicable check box. (Applicable check box is greyed out for products or services which are already selected as Applicable.)
- Click Apply.
- To view sub-category information about a product or service, click the view

sub-categories icon. On the **Add Products and Services** page, click Applicable to apply a particular sub-category, and then click Apply.

**View Products and Services Subcategories**

Profile Management

- General
- Company Profile
  - Organization
  - Address Book
  - Contact Directory
  - Business Classifications
  - Product & Services**
  - Banking Details
  - Payment & Invoicing
  - Surveys

Admin: Profile Management: Product & Services >

Add Products and Services: 110 : Belts and Belting: Conveyor, Elevator, Power Transmission, and V-belts (Office Supplies, Inc.)

Cancel

Apply

Code	Products and Services	View Sub-Categories	Applicable
00	Default		<input type="checkbox"/> Applicable
33	Flat Belts, Automotive and Lawn Mower (Serpentine) Plain and Grooved, Rubber		<input type="checkbox"/> Applicable
74	V-Belts, Automotive Fan and Generator		<input type="checkbox"/> Applicable

[Return to Parent Category](#)

Cancel

Apply

**To remove products or services:**

- On the **Products and Services** page, select a product or service.
- Click Remove.

**Banking Details**

To simplify the process of capturing bank account related details and to improve data quality, you can create and maintain your own bank account details and assign these accounts to multiple addresses within your company. Buying companies can then access and approve these details for propagation into their payables systems.

You can create and maintain bank account details that you want the buying company to use when they make payments to you. The system captures all relevant information. Since bank accounts are defined for a particular bank, branch and account number, you have the ability to enter all this information when creating your account entries. When you enter your account information, the system validates for duplicate entries.

**Creating Banking Details**

**To view existing bank accounts:**

- From the Company Profile navigation tree, click Banking Details. The **Banking Details** page displays information on any bank accounts already defined for your company. Use the View menu entries to control which bank accounts are displayed.




## Banking Details Page

### Banking Details

View

 **TIP** Date format example: 23-Aug-2006

Details	Account Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase	Decrease	Status
								Priority	Priority	
 <a href="#">Show</a>	XXXXXXXXXXXXXXXXXXXX4363			qwljsgjlsdjslgsgsgsg	21-Jul-2006		 1			Approved
 <a href="#">Show</a>	XXXXXX0000			ispbankcheck	28-Aug-2006		 2			New
 <a href="#">Show</a>	XXX6767				30-Aug-2006		 3			New

- General Accounts displays accounts that are used company-wide (as opposed to accounts assigned to a particular address).
  - All Accounts displays general accounts as well as accounts assigned to an address. Use this view to update account information.
  - All Assignments displays which accounts are assigned to which sites.
2. To add an additional existing account to the list of general accounts, click Add, select the account, and click Save.

### To create a new account:

1. On the Banking Details page, click Create.
2. On the Create Bank Account page, enter the appropriate values. Note that you can expand the Bank, Branch, and Bank Account sections to enter additional details.

## Create Bank Accounts Page

### Create Bank Account

\* Indicates required field

\* Country

☒ Account is used for foreign payments

Account definition must include bank and branch information.

Bank		Branch	
<input checked="" type="radio"/> New Bank		<input checked="" type="radio"/> New Branch	
<input type="radio"/> Existing Bank		<input type="radio"/> Existing Branch	
Bank Name	<input type="text"/>	Branch Name	<input type="text"/>
Bank Number	<input type="text"/>	Branch Number	<input type="text"/>
<a href="#">Show Bank Details</a>		BIC	<input type="text"/>
		Branch Type	<input type="text" value="ABA"/>
		<a href="#">Show Branch Details</a>	

Bank Account	
* Account Number	<input type="text"/>
Check Digits	<input type="text"/>
IBAN	<input type="text"/>
<a href="#">Show Account Details</a>	
Account Name	<input type="text"/>
Currency	<input type="text"/>
Account Status	New

Comments	
Note to Buyer	<input type="text"/>

3. When creating a bank account, you can create a new account at an existing bank/branch, or a new bank and/or branch.
  1. To create an account at a new bank:
    1. Identify the country where the bank is located.
    2. Click Create New Bank.
    3. Enter the bank name and number.
    4. Click "Show Bank Details" and enter details about the new bank as needed.
  2. To use an existing bank
    1. Click the magnifying glass icon.
    2. Use the Search and Select page to identify the bank.
  3. To create a new branch
    1. Click Create New Branch.
    2. Enter the branch name and number.
    3. Click "Show Branch Details" link and enter details about the new branch as needed. .

4. Enter the detail information about the new branch.
4. To use an existing branch:
  1. Click the magnifying glass icon.
  2. Use the Search and Select page to identify the branch.
4. Provide any additional account details by clicking "Show Account Details."
5. When you have finished entering bank account details, click Save.

## Responding to Buyer Surveys

From time to time, buyers may request you respond to surveys. Surveys are used by the buying organizations to solicit information and input for use in improving relationships with suppliers.

### To respond to a buyer survey:

1. From the iSupplier Portal **Home** page, click the Admin tab.
2. On the General page, click Surveys in the navigation tree on the left.
3. All surveys appropriate for you are listed in the table. To respond to a survey, click the pencil icon. The instructions on completing surveys vary from one to another.

## Supplier Intelligence

iSupplier Portal integrates with Oracle Daily Business Intelligence and allows a buying organization to view and share with supplier's quantitative measures of supplier performance. Buyers can tailor the dashboard view based on the type of supplier. The Scorecard provides a one-stop location for relevant and reliable supplier performance information and a complete view from aggregated data to granular details on KPIs. Buyers can view suppliers scores based on the KPI's and share the scores with the supplier. Both the supplier users and the buyers are able to query and view the following information on the iSP supplier performance (Intelligence) page:

- Score bar chart
- DBI trend graphs
- DBI KPIs and Scores
- Change

- Weights

### Intelligence tab

ORACLE<sup>®</sup>

iSupplier Portal

[Close Window](#)
[Preferences](#)
[Diagnostics](#)

[Home](#)
[Orders](#)
[Shipments](#)
[Planning](#)
[Finance](#)
[Product](#)
[Intelligence](#)
[Admin](#)

Supplier Management

Supplier Management

As Of Date

17-Aug-2008

Period

Rolling 7 Days

Compare To

Prior Period

Supplier

Currency

USD

44 days left in Q3 FY08

Supplier Management KPIs

Name	Rolling 7 Days Change
<a href="#">PO Purchases Amount</a>	- -
<a href="#">Price Change Amount</a>	- -
<a href="#">Receipt Date Exception Amount Rate</a>	- -
<a href="#">Receipt Date Exceptions Transactions Rate</a>	- -
<a href="#">PO Match Invoice Amount</a>	- -
<a href="#">Manual Invoices Rate</a>	- -
<a href="#">Return Amount</a>	- -
<a href="#">Return Transactions</a>	- -

Spend Analysis Trend

PO Purchases Amount

Invoice Entered Amount

PO Match Invoice Amo...

Payments Amount

Links

Information

Please select Personalize to add links.

---

## Buying Company View

This chapter covers the following topics:

- Buying Company View
- Using the Oracle iSupplier Portal Home Page with the Buying Company View
- Order Information
- Purchase Orders
- Agreements
- Purchase History
- Acknowledging Changes
- Shipment Information
- Shipment Notices
- Receipts
- Account Information
- Invoices
- Payments
- Tolerance Based Auto-Approval

### Buying Company View

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

This section includes information for buying companies using Oracle iSupplier Portal, and includes the following:

- Using the Oracle iSupplier Portal Home Page with the Buying Company View, page 9-2
- Order Information, page 9-3
- Shipment Information, page 9-10
- Account Information, page 9-12

## Using the Oracle iSupplier Portal Home Page with the Buying Company View

When you access the Oracle iSupplier Portal application using the Internal User View responsibility, the **Oracle iSupplier Portal** home page displays.

### Oracle iSupplier Portal Home Page

Home Orders Shipments Finance

Personalize "Home Page Top Container"

Personalize "Home Page Centre Column"

Notifications

Personalize "Notifications"

Full List

Personalize "Notifications"

Subject	Date
<a href="#">Controller services are not running</a>	08-29-2006 19:40:49
<a href="#">Controller services are not running</a>	08-29-2006 19:35:49
<a href="#">Controller services are not running</a>	08-29-2006 19:30:49
<a href="#">Controller services are not running</a>	08-29-2006 19:25:49
<a href="#">Controller services are not running</a>	08-29-2006 19:20:49

Orders At A Glance

Personalize "Orders At A Glance"

Personalize "Orders At A Glance"

PO Number	Description	Order Date
<a href="#">12998</a>		08-29-2006 17:06:05
<a href="#">13231</a>	TPOON Test Std PO with distributions	08-29-2006 16:44:31
<a href="#">13219</a>		08-29-2006 14:47:43
<a href="#">13216</a>		08-29-2006 14:34:53
<a href="#">13200</a>		08-29-2006 11:41:42

Pending Change Requests

Personalize "Home Page Right Column"

- Orders
- Agreements
- Purchase Orders
- Purchase History
- Shipments
- Advance Shipment Notices
- Receipts
- Receipts
- Invoices
- Invoices
- Payments
- Payments

This page provides the following information:

Global buttons

The following buttons display on the home page and all Oracle iSupplier Portal pages:

Home - Returns you to the main portal where you can select another responsibility or application

Logout

Preferences - Displays the **Preferences** page

### Tabs

Oracle iSupplier Portal provides tabs for easy navigation. For example, if you want to view of a purchase order, start by clicking the Orders tab, and then click an order type in the task bar directly below the tabs.

### Quick Links

This section displays direct links to various functionality in the Oracle iSupplier Portal application. Click any link to go directly to the corresponding page.

### Notifications

To view notifications, click the linked subject. Notifications are messages that you may respond to. For example, a supplier may have submitted a change request and is waiting for you to respond to (accept) it.

### Orders at a Glance

To view your most recent orders, click a purchase order number.

### Pending Change Requests

To respond to supplier change requests, click a purchase order number.

## Order Information

For more information, please refer to the *iSupplier Portal Implementation Guide*.

## Purchase Orders

The **Purchase Orders** page enables you to view and search for purchase orders.

## Purchase Orders Page

**Purchase Orders** Export

[Personalize Stack Layout: \(BuyerRN\)](#)  
[Personalize Query: \(BuyerQueryRN\)](#)

**Advanced Search**  
[Personalize "Advanced Search"](#)  
[Personalize Advanced Search: \(BuyerAdvSearchRN\)](#)

To search, please enter Operating Unit AND at least one of the following search criteria: PO Number, Supplier

☒ Show table data when all conditions are met.  
☐ Show table data when any condition is met.

Operating Unit is

PO Number is

Supplier is

Document Type is

Go Clear Add Another

Acknowledgement Status  Add

[Personalize Stack Layout](#)  
[Personalize "PO Summary"](#)

PQ	Operating	Supplier Document	Order				Acknowledge		
Select	Number	Rev Unit	Supplier Site	Type	Description	Date	Buyer Currency	Amount Status By	Attachments
No search conducted.									

Some examples of fields for you to enter search criteria include:

- Operating Unit
- PO Number
- Order Date
- Supplier
- Supplier Site
- Buyer

You must enter a minimum search criteria to display search results. Minimum search criteria for purchase orders include operating unit and PO number or supplier.

Using advanced search, you can build and narrow searches with the available search operators. Search operators enable you to specify the matching conditions for a search. Available search operators include:

- is - Use this operator for an exact match.

After you have entered you search criteria, click Go.

Once your search criteria is displayed, you may view details of purchase orders in the purchase orders list.



## Purchase Order Search Results page

**Purchase Orders** [Export](#)

---

**Simple Search**

To search, please enter Operating Unit AND at least one of the following search criteria: PO Number, Supplier [Advanced S](#)

Operating Unit

PO Number

Order Date    
(example: 21-Sep-2006)

Supplier

Supplier Site

Buyer

[Go](#) [Clear](#)

Select Order: [View Change History](#) [Respond to Changes](#)

PO Number	Operating Unit	Supplier Site	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	By	Acknowledge	Attar
<a href="#">8185</a>	Vision Operations	Office Supplies, Inc.	BURLINGTON	Standard PO	05-Oct-2006 19:57:55	<a href="#">Stock, Ms. Pat</a>	USD	4,400.00	Open			

If you would like to export data regarding purchase orders, click Export.

To view the details of a purchase order, click the purchase order number link.

## Purchase Order Details page

Currency=USD Actions [View Change History](#) [Go](#) [Export](#)

---

**Order Information**

General		Terms and Conditions		Summary	
Total	4,400.00	Payment Terms	30 Net (terms date + 30)	Total	4,400.00
Supplier	Office Supplies, Inc.	Carrier	Federal Express	Approved	0.00
Supplier Site	BURLINGTON	FOB	Origin	Billed	0.00
Address	400 Dorset Street Burlington, VT 05403	Freight Terms	Paid	Advance Billed	0.00
Buyer	<a href="#">Stock, Ms. Pat</a>	Shipping Control		Progress Payment	0.00
Order Date	05-Oct-2006 19:57:55	<b>Work Location</b>			
Description	Open	Address		90 Fifth Avenue New York, NY 10022-3422	
Status	Open	<b>Bill-To Location</b>			
Note to Supplier		Address		90 Fifth Avenue New York, NY 10022-3422	
Operating Unit	Vision Operations				
Sourcing Document	<a href="#">252620</a>				
Supplier Order Number					
Attachments	<a href="#">View</a>				

---

**PO Details**

[Show All Details](#) | [Hide All Details](#)

Details	Line	Type	Item/Job Item	Description	UOM	Qty	Price	Amount	Billed	Advance Amount	Advance Billed	Status	Attachments	Reason
<a href="#">Show</a>	1	Fixed Price Services		line one		4400	4,400.00		1,000.00			Open		

The **View Order Details** displays the details of the purchase order. Use the Actions menu options to view further details for the purchase order. Note also that you can create a work confirmation for this purchase order by selecting Create Work Confirmation from the Actions menu.

## Agreements

The **Supplier Agreements** page enables you to view and search for supplier agreement details.

You may search for details on supplier agreements using the following search criteria:

- Operating Unit
- PO Number
- Supplier
- Supplier Site
- Global
- Effective From Date
- Effective To Date
- Status

You must enter a minimum search criteria to display search results. Minimum search criteria for agreements include operating unit and PO number or supplier.

You may view details of supplier agreements in the search results list.

If you would like to export data regarding supplier agreements, click Export.

## Supplier Agreements Page

Supplier Agreements

Export

Personalize Query: (PosQueryRegContInternalRN)

### Simple Search

To search, please enter Operating Unit AND at least one of the following search criteria: PO Number, Supplier

Operating Unit

PO Number

Supplier

Supplier Site

Global

Effective-From Date

Effective-To Date

Personalize "Supplier Agreements Results"

PO Number	Revision	Operating Unit	Supplier	Supplier Site	Global	Description	Buyer	Order Date	Amount Agreed	Amount Released
<a href="#">13243</a>	<a href="#">1</a>	Vision Operations	Office Supplies, Inc.	OFFICESUPPLIES	Yes	Global BPA	<a href="#">user9_last333999</a> <a href="#">Mr.</a> <a href="#">user9_first333999</a>	08-29-2006 19:46:07 USD		
<a href="#">13141</a>	<a href="#">1</a>	Vision Operations	Office Supplies, Inc.	OFFICESUPPLIES	Yes	GA1. Created for Standard Style	<a href="#">Pocommon, Mr.</a> <a href="#">Buyer1</a>	08-29-2006 19:39:57 USD		
<a href="#">13202</a>	<a href="#">1</a>	Vision Operations	Office Supplies, Inc.	OFFICESUPPLIES	Yes	Global BPA	<a href="#">user9_last333999</a> <a href="#">Mr.</a> <a href="#">user9_first333999</a>	08-29-2006 12:29:03 USD		500.00

## Purchase History

The **Purchase Order Revision History** page enables you to view and search for purchase history details.

You may search for details on purchase order revision histories using the following search criteria:

- Business Unit
- PO Number
- Release Number
- Supplier
- Revision
- Supplier Site
- Document Type
- Creation Date
- Revised Date

You must enter a minimum search criteria to display search results. Minimum search criteria for purchase history includes business unit and PO number or supplier.

You may view details of purchase order revision histories in the search results list.

If you would like to export data regarding purchase order revision histories, click Export.

### Purchase Order Revision History Page

[Purchase Order Revision History](#) Export

Personalize Query: (PosQueryRegContInternalRN)

**Simple Search**  
Personalize "Simple Search"

To search, please enter Operating Unit AND at least one of the following search criteria: PO Number, Supplier

Operating Unit	Vision Operations	
PO Number		
Release Number		
Supplier	Office Supplies, Inc.	
Revision		
Supplier Site		
Document Type		
Creation Date		
Revised Date		

Personalize "Purchase Order Revision History Re..."

PO Number	Revision	Operating Unit	Supplier	Supplier Site	Document Type	Description	Buyer	Creation Date	Revised Date	Currency	Total
<a href="#">13142</a>	0	Vision Operations	Office Supplies, Inc.	OFFICESUPPLIES	Standard PO		<a href="#">Stock, Ms. Pat</a>	08-29-2006 04:49:24		USD	100.00
<a href="#">13143</a>	0	Vision Operations	Office Supplies, Inc.	OFFICESUPPLIES	Contract	GC1 with standard style	<a href="#">Pocommon, Mr. Buyer1</a>	08-29-2006 04:48:57		USD	2,500.00

## Acknowledging Changes

Over the lifecycle of a purchase order, the supplier may communicate changes to values on the purchase order. These changes could be changes to the purchase order values themselves. If the purchase order represents a complex work project, the supplies may need to bill you at interim points during the life of the contract. In these cases, the supplier will create a work confirmation to notify you that a certain milestone has been reached, or a certain completion percentage has been performed. In either case, you need to acknowledge the change.

### Route Change Requests to Requester

Buying organizations can route supplier change requests to the requester for approval. A routing rule may be created based on any combination of these attributes: promised date, shipment quantity, and price for non-catalog items. Using a Purchasing responsibility, navigate to Setup > Tolerance and Routing > Supplier Change Order.

Supplier change requests that meet the predefined rule are be routed to the requester

for approval. When the requester does not have the appropriate approval authorization, the approval of the requester's approval hierarchy will be needed.

**To acknowledge purchase order change requests:**

The **Change Requests** page enables you to view purchase orders with outstanding change requests as well as purchase orders which have been rejected by suppliers. .

To view a list of purchase orders which suppliers have rejected, select Supplier Acknowledgement Rejections from the View menu and click Go.

To respond to supplier change requests:

1. From the iSupplier Portal Home page, click the Orders tab, and then click the Pending Changes subtab.
2. Select Change Requests Pending Response from the View menu and click Go.
3. Select the purchase order whose changes you wish to approve/reject, and click Respond to Changes.

**Respond to Changes Page**

Respond to Supplier Changes for Standard Purchase Order : 13139,1 (Total USD 6,000.00)  
Currency=USD

[Cancel](#) [View Change History](#) [Submit](#)

[Personalize Stack Layout: \(ChangeResponseContainer\)](#)

Order Information	
<a href="#">Personalize "Order Information"</a>	
<a href="#">Personalize Table Layout: (ChangeResponseHeaderContainer)</a>	
<a href="#">Personalize "General"</a>	
<a href="#">Personalize Stack Layout: (ChangeResponseTermsBillShip)</a>	
<a href="#">Personalize "Terms and Conditions"</a>	
<a href="#">Personalize "Ship-To Address"</a>	
<a href="#">Personalize "Bill-To Address"</a>	

General	
Total	6,000.00
Supplier	Office Supplies, Inc.
Supplier Site	OFFICESUPPLIES
Address	3605 Warrensville Center Road Shaker Heights, OH 44122
Buyer	Stock, Ms. Pat
Order Date	08-29-2006 05:49:01
Description	Testing 5322265
Note to Supplier	
Attachments	<a href="#">View</a>

Terms and Conditions	
Payment Terms	30 Net (terms date + 30)
Carrier Method	UPS
FOB	Origin
Freight Terms	Due

Ship-To Address	
Address	3700 Liberty Ave Kansas City, MO 64108

Bill-To Address	
Address	90 Fifth Avenue New York, NY 10022-3422

4. On the **Respond to Supplier Changes** page, the values for the purchase order lines that have been changed by the supplier are displayed in the PO Details section. For any value that has changed, you can see the previous value and the new value, flagged with a green star.
5. To accept all the changes, click Accept All. To reject all changes, click Reject All.
6. Otherwise, for any changes you wish to address, select Accept or Reject from the Response menu. You can also enter text documentation in the Reason column. When finished, click Submit.

7. You will receive confirmation that your response to changes has been submitted.

**To acknowledge a work confirmation:**

1. On the Orders tab, click the Work Confirmations subtab.

**Work Confirmation Summary page**

Work Confirmations

Export

Views

View: Work Confirmations To Approve Go

Advanced Search

Select Work Confirmation: Respond

Work Select Confirmation	Date	Request Unit	Operating Number	PO	Supplier Supplier	Site	Currency	Ordered	Previously Requested	Previously Delivered	Requested	Delivered	Progress (%)
No results found.													

Export

2. On the Work Confirmations page, select Work Confirmations to Approve from the View menu and click Go.
3. Select the work confirmation you wish to view and click Respond.
4. The work confirmation may include one or more pay items for approval. Select the appropriate action from the Response menu. You can enter a note to the supplier (if you reject a pay item, a reason is required).
5. When finished replying to the pay items on the work confirmation, click Submit.

## Shipment Information

### Shipment Notices

On the **View Advance Shipment Notices** page, you may search for details on advance shipment notices using the following search criteria:

- Shipment Number
- Supplier
- Supplier Site

You must enter a minimum search criteria to display search results. Minimum search criteria for shipment notices include shipment number or supplier.

You may view details of shipment notices in the search results list.

If you would like to export data regarding shipment notices, click Export.

**View Advance Shipment Notices Page**

View Advance Shipment Notices

Export

Simple Search

Personalize "Simple Search"

To search, please enter at least one of the following search criteria: Shipment Number, Supplier  
Personalize Default Single Column: (PosAsnSimpleSearchCol)

Shipment Number

Supplier

Supplier Site

Office Supplies, Inc.

Go

Clear

Advanced Search

Personalize Stack Layout

Personalize Advanced Table: (PosAsnShipListTbl)

Previous

1-10

Next 10

Shipment Number	Shipment Date	Expected Receipt Date	Freight Carrier	Waybill/ Airbill Number	Supplier Name	Supplier Site	Invoice Number	Packing Slip	Net Weight	Status Code	Processing Status	Cancellation Status
<a href="#">0002-ASN-13054-1</a>	08-29-2006 00:40:51	08-29-2006 00:59:59		0002-WB-13054-1	Office Supplies, Inc.	OFFICESUPPLIES						
<a href="#">ASN 0301 1325</a>	08-24-2006 03:28:28	08-26-2006 03:28:28	DHL	WAY0301_1	Office Supplies, Inc.	OFFICESUPPLIES1		PackingSlip_01				

**Receipts**

On the **Receipt Transactions** page, you may search for details on receipt transactions using the following search criteria:

- Organization
- Supplier
- Supplier Site
- Receipt Number
- Receipt Date
- PO Number
- Item
- Supplier Item
- Receipt Location

You must enter a minimum search criteria to display search results. Minimum search criteria for receipts include receipt or supplier.

You may view details of receipt transactions in the search results list.

Buying Company View 9-11

If you would like to export data regarding receipt transactions, click Export.

## Receipt Transactions Page

[View Receipts](#) Export

[Personalize Query: \(RcvBVSearchRN\)](#)

**Simple Search**  
[Personalize "Simple Search"](#)

To search, please enter at least one of the following search criteria: Receipt Number, Supplier Advance

Receipt Number	<input type="text"/>	Organization	<input type="text"/>
Supplier	<input type="text" value="Office Supplies, Inc."/>	Supplier Site	<input type="text"/>
PO Number	<input type="text"/>	Item Number	<input type="text"/>
Shipment Number	<input type="text"/>	Supplier Item	<input type="text"/>
Shipped Date	<input type="text"/>	Item Description	<input type="text"/>

(example: 08-29-2006) Go Clear

[Personalize Advanced Table: \(BVRcptsResTblRN\)](#)

Previous 1-10

Receipt	Creation Date	Organization	Supplier	Supplier Site	Shipment	Shipped Date	Packing Slip	Containers	Waybill/ Airbill	Freight Bill of Carrier	PO Lading Number	Invoice
<a href="#">2</a>	08-17-2006 02:17:07	Vision ENC	Office Supplies, Inc.	OFFICESUPPLIES								
<a href="#">8502</a>	08-29-2006 05:53:35	Vision Operations	Office Supplies, Inc.	OFFICESUPPLIES							<a href="#">13139</a>	

## Account Information

## Invoices

On the **View Invoices** page, you may search for details on invoices using the following search criteria:

- Invoice
- Supplier
- Supplier Site
- Invoice Date
- PO Number
- Payment
- Packing Slip
- Payment Status
- Operating Unit



- Gross Amount
- Invoice Date
- Amount Due
- Due Date

You must enter a minimum search criteria to display search results. Minimum search criteria for invoices include invoice number or supplier.

You may view details of invoices in the search results list.

If you would like to export data regarding invoices, click Export.

### View Invoices Page

[View Invoices](#)

[Export](#)

[Personalize Query: \(BVInvoiceSearchRN\)](#)

#### Simple Search

[Personalize "Simple Search"](#)

To search, please enter at least one of the following search criteria: Invoice Number, Supplier

Invoice Number	<input type="text"/>		Supplier Site	<input type="text"/>	
Supplier	Office Supplies, Inc.		Receipt Number	<input type="text"/>	
PO Number	<input type="text"/>		Amount Due From	<input type="text"/>	To <input type="text"/>
Invoice Status	<input type="text"/>		Invoice Amount From	<input type="text"/>	To <input type="text"/>
Payment Number	<input type="text"/>		Invoice Date From	<input type="text"/>	To <input type="text"/>
Payment Status	<input type="text"/>		Due Date From	<input type="text"/>	To <input type="text"/>
			(example: 08-29-2006)		
<input type="button" value="Go"/> <input type="button" value="Clear"/>					

[Personalize Table: \(BVResultRN\)](#)

Invoice	Invoice Date	Type	Supplier	Supplier Site	Currency	Amount	Due Status	On Hold Status	Payment	Due Date	Payment
<a href="#">13024-1</a>	08-29-2006	Standard	Office Supplies, Inc.	OFFICESUPPLIES	CAD	400.00	400.00 Approved		Not Paid	<a href="#">09-28-2006</a>	
<a href="#">PPA-13024-1-1</a>	08-29-2006	PO Price Adjustment	Office Supplies, Inc.	OFFICESUPPLIES	CAD	100.00	100.00 Approved		Not Paid	<a href="#">09-28-2006</a>	
<a href="#">13111-1</a>	08-29-2006	Standard	Office Supplies, Inc.	OFFICESUPPLIES	USD	100.00	100.00 Approved		Not Paid	<a href="#">09-28-2006</a>	

## Payments

On the **View Payments** page, you may search for payment summaries using the following search criteria:

- Payment
- Supplier
- Supplier Site

- Payment Date
- PO Number
- Packing Slip
- Operating Unit
- Payment Amount
- Payment Date

You must enter a minimum search criteria to display search results. Minimum search criteria for payments include payment number or supplier.

You may view payment details in the search results list.

If you would like to export data regarding payments, click Export.

### View Payments Page

[View Payments](#) Export

Personalize Query: (BVPaymentSearchRN)

**Simple Search**  
 Personalize "Simple Search"  
 To search, please enter at least one of the following search criteria: Payment Number, Supplier

Payment Number  
 Supplier  
 Invoice Number  
 PO Number

Status  
 Supplier Site  
 Payment Amount From  To   
 Payment Date From  To  (example: 08-29-2006)

Personalize Table: (BVResultRN)

Previous 1-25 Next 25

Payment	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number	Supplier	Supplier Site
<a href="#">4153</a>	08-29-2006	USD	4,000.00	Check	Negotiable	08-29-2006	BofA-204	<a href="#">0011-SC5-inv-pum-1</a>	<a href="#">13051</a>	Office Supplies, Inc.	OFFICESUPPLIES
<a href="#">118</a>	08-28-2006	USD	50.00		Negotiable	08-28-2006	BofA-204	<a href="#">NEW</a>	<a href="#">12885-1</a>	Office Supplies, Inc.	OFFICESUPPLIES

## Tolerance Based Auto-Approval

Buying organizations can filter supplier change order requests and auto-approve them based on predefined supplier change order tolerances. These tolerances can be set at Operating Unit level.

Supplier change order requests that fall within tolerance limits are automatically approved. The buyer is notified when a change request is auto-approved but does not need to take any action.

Use a Purchasing responsibility where you can use the Setup option. Navigate to Setup

> Tolerance and Routing > Supplier Change Order.

### Supplier Change Order

The screenshot shows the Oracle Purchasing interface for a Supplier Change Order. At the top, there's a header with the Oracle logo and 'Purchasing' text. To the right are links for 'Diagnostics', 'Home', 'Logout', and 'Preferences'. Below the header, there's a section for 'Supplier Change Order' with a dropdown for 'Operating Unit' set to 'Vision Operations' and a 'Go' button. To the right of this are 'Cancel' and 'Save' buttons. The main part of the screen is a table titled 'Buyer Auto-Acceptance Tolerances'. The table has four columns: 'Attribute', 'Measure', 'Maximum Increment', and 'Maximum Decrement'. It lists various attributes with their corresponding measures and tolerance values, all of which are currently set to 0 or 0.00.

Attribute	Measure	Maximum Increment	Maximum Decrement
Document Amount	%	0	0
Document Amount	USD	0.00	0.00
Unit Price	%	0	0
Line Amount	%	0	0
Line Amount	USD	0.00	0.00
Schedule Quantity	%	0	0
Schedule Amount	%	0	0
Schedule Amount	USD	0.00	0.00
Pay Item Quantity	%	0	0
Pay Item Amount	%	0	0
Pay Item Amount	USD	0.00	0.00
Promised Date	Days	0	0

Select an operating unit and click the Go button.

- In the Buyer Auto-Acceptance Tolerance table, you can find that each attribute has both Maximum Increment and Maximum Decrement entries. By default, all are set to 0.
- You can find the table has more attributes than the ones suppliers can change, like Document, line, and shipment amounts. These attributes will be altered if supplier initiates changes to shipment qty or line price. The system will check against not only the values directly changed by the supplier, but also the values altered by the changes.
- For some attributes, like Document Amount or Line Amount, tolerance can be set up for both % and dollar values, If only one, say %, is set up, the system will check against the % value. If both % and dollar value are set up, the system will take the more restrictive attribute that is applicable to the change order.

Click the Save button to complete the tolerance setup.

