Oracle® iSupplier Portal

User's Guide

Release 12.2

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Access to Oracle Support

Oracle customer access to and use of Oracle support services will be pursuant to the terms and conditions specified in their Oracle order for the applicable services.

Contents

4 Order Information

5 Shipping Information

6 Planning and Inventory Information

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Oracle iSupplier Portal User's Guide , Release 12.2

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Preface

Intended Audience

Welcome to Release 12.2 of the *Oracle iSupplier Portal User's Guide* .

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

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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
7 Invoice and Payment Information
8 Supplier Profile Management
9 Buying Company View
10 Electronic Kanban
GLOSSARY

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 Oracle 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.

1

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

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

Tasks	Where Documented
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

Tasks	Where Documented
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:

Tasks	Where Documented
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:

Task	Where Documented
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:

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

Tasks	Where Documented
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:

Task	Where Documented
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:

Task	Where Documented
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. You can enter and maintain information on user accounts.	See Supplier Profile Management

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

Task	Where Documented
View buyer requests for quotes (RFQs).	See RFQs

If you are a buyer, you can:

Task	Where Documented
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

2

Registration

This chapter covers the following topics:

- Overview
- Registering Suppliers
- Tracking the Registration Status of Prospective Suppliers
- Reopening Rejected Registration Requests from Prospective 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

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.

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.

Using the Guided Navigation Flow for Self-Service Prospective Supplier Registration:

Oracle iSupplier Portal provides a navigation model for the self-service prospective supplier registration that streamlines user experience and makes it more intuitive. Using the train navigation prospective suppliers can complete all the steps to successfully register.

The train navigation for the prospective supplier registration presents the following steps:

- Basic Information

- Company Details (which includes the following)
  - Address Book
  - Contact Directory
  - Business Classification
  - Products and Services

- Banking Details

- Attachments

The **Create Address** and **Update Address** pages in the Address Book display the **Address Purpose** region, using which you can assign a purpose (reason) for the address. Select address purposes appropriately to ensure that you receive communication from the buying organization that is relevant to you.

The **Create Contact** and **Update Contact** pages in the Contact Directory display the **Contact Purpose** region, using which you can assign a purpose (reason) for the contact. Select contact purposes appropriately to ensure that you receive communication from the buying organization that is relevant to you.

For more information about address and contact purposes, refer to the Supplier Profile Management chapter.

Prospective suppliers can provide contact information so the system can send updates on the registration request. As a prospective supplier, when you provide company details, you can create a new address and associate with the primary contact. Supplier users can associate address to contacts during prospective supplier registration. To enable suppliers to associate address to a contact during registration, the buyer administrator must enable the Contact Address Association check box in the Oracle Supplier Management, Supplier Onboarding Configuration page. When this check box is enabled, Addresses for the Contact region is available to suppliers to associate address with a contact.

As a prospective supplier, after you submit the registration, you can track the status of your registration. Prospective suppliers during registration can add their comments in the Note to Buyer field in the Prospective Supplier Registration Update page.

Approving or Rejecting Prospective Supplier Registration Requests:

Oracle iSupplier Portal provides actionable notification for prospective supplier registration approval.

Using the actionable registration request notification from a prospective supplier, buyers can:

- Approve, Forward, Reject, Supplier to Provide Details, Reassign, or Request Information.

- View a graphical AME approval flow.

- View status history and notification history

The supplier administrator can use add comments for the prospective supplier using the Note to Supplier field on the Registration Request Review page.

The application displays warning messages for the following requests:

- New Bank Account or Updates to Bank Account (Name and Account Number)
- New Supplier Contact or Updates to Supplier Contact
- Similar Taxpayer ID or Tax Registration Number

For more information, see Managing Suppliers with Supplier User Management, *Oracle Supplier Management User's Guide*.

Tracking the Registration Status of Prospective Suppliers

Prospective suppliers can track their registration status using the Prospective Supplier Registration: Current Status page. This page displays summary information of the registration request and the historical activity on the request. The 'Registration Details and Status' and 'Status History' regions displayed in this page are same as the regions displayed in the workflow notification.

> **Note:** After receiving a registration request from a prospective supplier, a status link is sent to the prospective supplier to track the status of the registration. The 'Current Status' page is accessible only through this link that is sent to the prospective supplier.

Depending on the current status of the registration request, the supplier can perform certain actions:

If the registration status is:

- Draft, then the supplier can update the request using the new train navigation based registration page. The Update button is enabled on the page. Note that buyers or supplier administrators can delete prospective supplier registration requests that are in the Draft status.
- Pending Approval, Approved, or Rejected, then no action is required from the supplier.
- Supplier to Provide Details, then the supplier can click the Respond button on the status page to provide the necessary details.

Reopening Rejected Registration Requests from Prospective Suppliers

Oracle iSupplier Portal enables buyers the ability to reinstate a rejected supplier by reopening the rejected request. Suppliers can benefit from this feature as there is no need to re-initiate the entire registration process after getting rejected.

Example of a business flow of reopening a rejected registration request from a prospective supplier:

In this example, a prospective supplier registers, however the registration request is rejected. As there is a business requirement, the supplier administrator must now reopen the rejected registration request.

To reopen the rejected request, as a supplier administrator:

1. Log in to the Supplier Profile Administrator responsibility and navigate to the Suppliers Search page.

2. Click the Prospective Supplier Registrations link. The Prospective Supplier Registrations page appears.

3. Search for registrations with the Rejected status.

4. Click the Review link for the rejected supplier. The New Supplier Request page opens.

5. Select the Reopen action from the Actions drop-down. A Warning page will open to ascertain if you want to continue. Two buttons are available on this page with following meanings:

   - No: This button will take you back to the Rejected Supplier Profile Page.

   - Yes: This button will take you to the next page: Reopened Supplier Request.

6. Click Yes in the Warning page. The Reopened Supplier Request page appears.

7. Review the details in the Reopened Supplier Request page. This page has the rejected supplier's profile in edit mode. Whenever a reconsidered request is opened, the page title is displayed as 'Reopened Supplier Request'. Otherwise it is shown as 'New Supplier Request'.

   Following actions are available from this page:

   - Supplier to Provide Details: This action is enabled on the registration request as per the business rules. On selecting this action, a notification will be sent to the supplier, for the following purposes:

     To inform the supplier about the buying organization's decision to reconsider their request.

     To provide the URL of the 'Registration Request Status' page to the supplier.

   - Send Status Link: When an action is selected, a notification containing the URL of the 'Registration Request Status' page is sent to the supplier. This action will always be enabled irrespective of the status of the registration request.

   - Submit: This action will submit the request for approval.

   - Save: You can save the registration request to work on it later.

8. Update details of the supplier, if required, including details of the primary contact before sending the notification for re-registering. The administrator can perform this action in case the supplier's primary contact has changed.

Status of a Reopened Rejected Request

In case of a rejected supplier being reconsidered, the application uses the following statuses:

- Draft: This will be the status of a previously rejected supplier in the following two scenarios:
  - The buyer administrator has decided to reconsider the request and selected the 'Reopen' action for the rejected supplier's registration request. As soon as the 'Reopen' action is select, the status will be change to 'Draft'.
  - When the 'Save' action is selected, the status will remain as Draft. Note that buyers or supplier administrators can delete new supplier registration requests that are in the Draft status.
- Once a rejected supplier's request is 'reopened' the buyer administrator cannot 'Reject' it again. After being reopened the request will follow the approval process and only an approver can reject this request again. To ensure that the administrator does not reopen a rejected request by mistake, the application displays a warning message as soon as the administrator chooses the functionality to reopen the request.

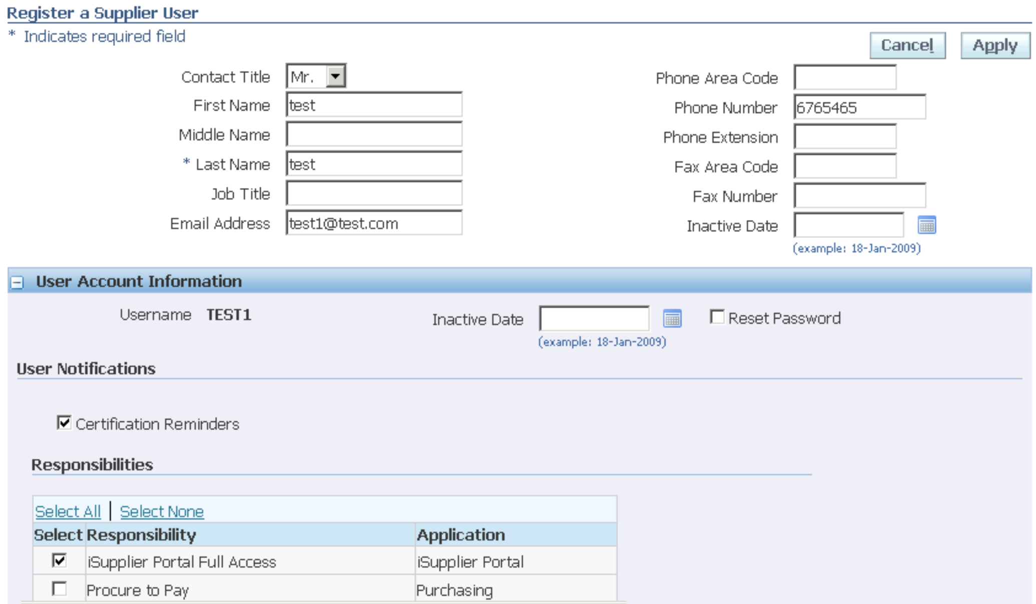
Registering Users

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



A buyer administrator will approve or reject the your registration request. You receive a notification of the buyer administrator's actions. The notification also includes a URL to reset your password. Use the URL to reset the password; this new password can be used to login to iSupplier Portal.

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 a notification with the URL to reset the password. Use the link provided in the notification to change your 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, and a URL to change your password. Use the URL to change the password, that you can use for subsequent logins.

3

Navigating and Searching

This chapter covers the following topics:

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

Overview

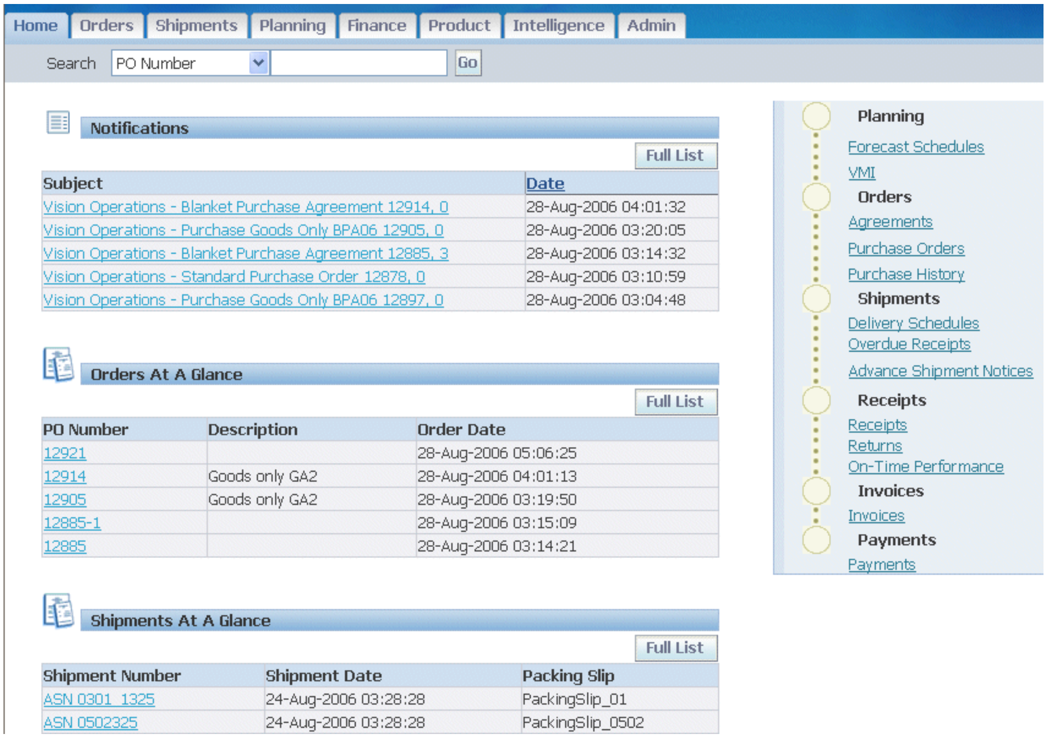
This section includes information to help you learn how to navigate and search in Oracle iSupplier Portal. After you learn the basic techniques, you will be able to search for transaction information, and respond accordingly.

This section includes the following topics:

Using the Oracle iSupplier Portal Home Page

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 tab may not be displayed.

Oracle iSupplier Portal Home Page



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

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

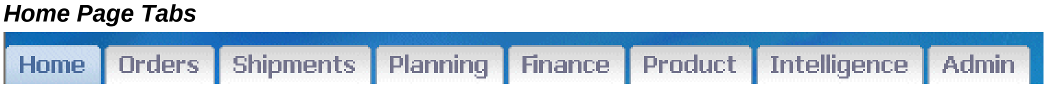
The following buttons display on the home page and all Oracle iSupplier Portal pages:

- 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.

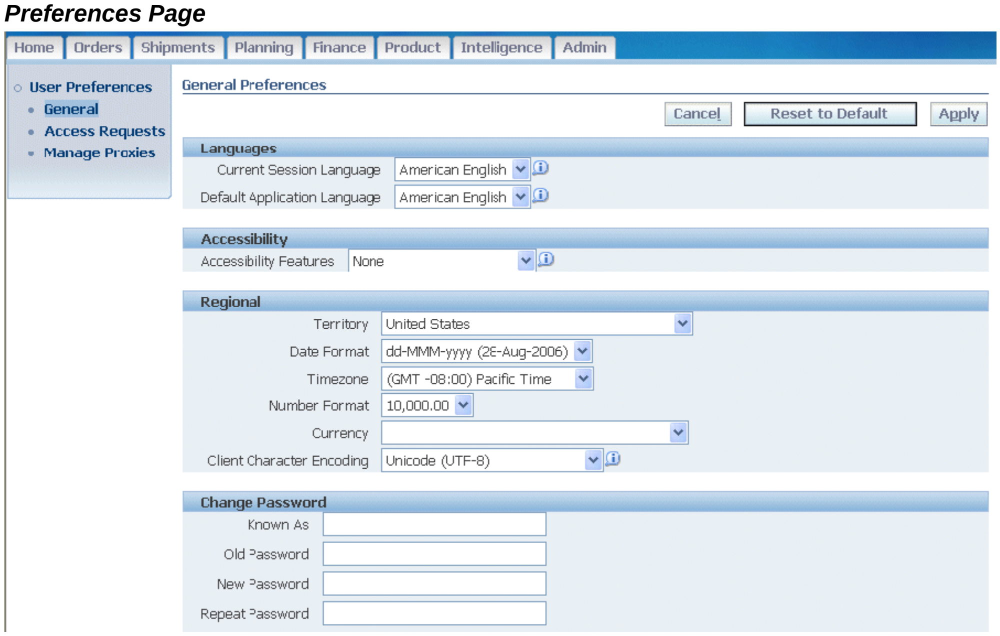
- Password - You can reset or change your password. A valid password must be at least five, but no more than 30, characters. Passwords can be numeric, alphanumeric, or special characters.

  To change your preferences

- Click the Preferences icon.

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

Preferences Page



- 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.

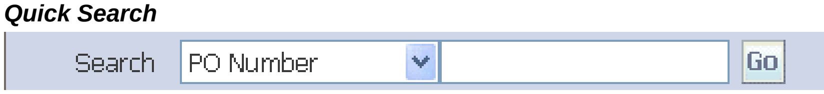
There are three types of search functions available to you.

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



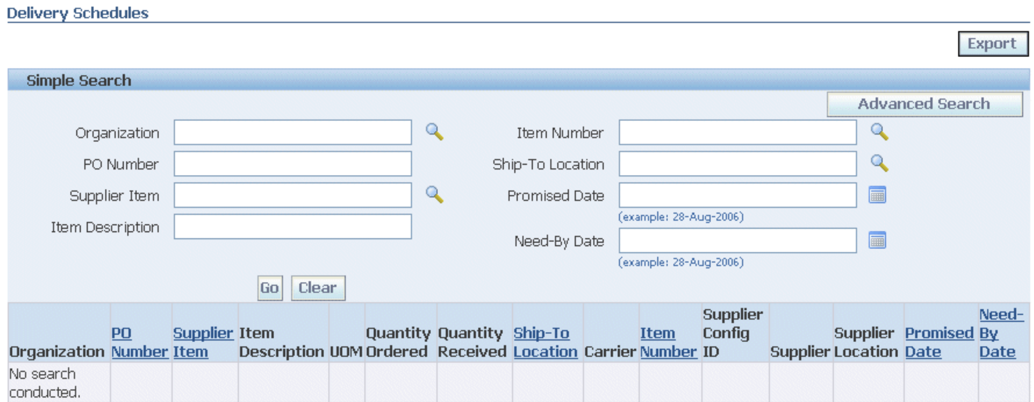
To use the Quick Search:

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 so 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



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.

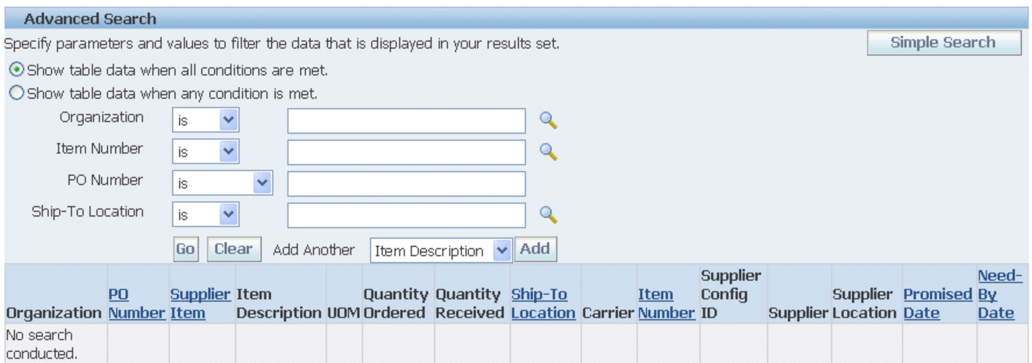
Search operators enable you to specify the matching conditions for a search. Available search operators are:

- 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



4

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

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:

> **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 4-12 click Request Changes.
- To view purchase order changes,, page 4-18click View Change History.

Viewing Purchase Orders

Supplier Brokers have access to information about multiple suppliers, therefore a search filter for transaction documents is enabled for all supplier broker logins. This allows supplier brokers to search for, and filter required data only.

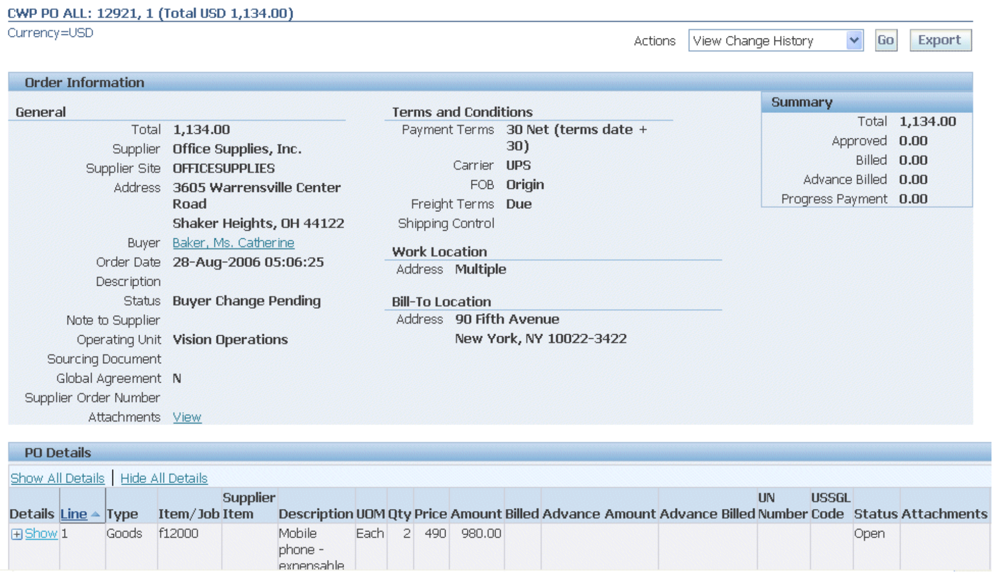
If you have logged in as a supplier broker, then this page displays the Supplier drop-down, the Supplier Site field, and the View drop-down. Select a supplier from the list. This is a mandatory field. The Supplier Site field is optional. The View drop-down enables you limit your view to all purchase orders, purchase orders to acknowledge, or purchase orders pending supplier change.

Viewing Order Details

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 want to view by clicking its purchase order number .



The **View Order Details** page shows you detailed information about the purchase order, including both header and line information. The Order Information section shows general information, terms and conditions, ship-to (non-complex work purchase orders), work location (for complex-work purchase orders) and bill-to information.

The Linked Attributes column in the PO Details region has a Linked Attributes link. Click this link to view the attributes associated to the Job - Purchasing Category - Shopping Category combination. External descriptors that are associated to the Job – Purchasing Category – Shopping Category combination are displayed along with the job or item related details. Internal descriptors are not seen by suppliers at all, they are visible to buyers only

In the Summary container, you can view the:

- Total - amount of the total purchase order.
- Received - amount for the items of the purchase order that have been received.
- Invoiced amount - amount for the items on the purchase order that have been invoiced.
- Payment status - status of the invoices against the PO.

By selecting options from the Actions menu, you can:

- Request changes. See Submitting Change Requests, page 4-12 for more information.
- Cancel the purchase order.
- View the change history for this purchase order. See Purchase Order Revision

History, page 4-35 for more information.

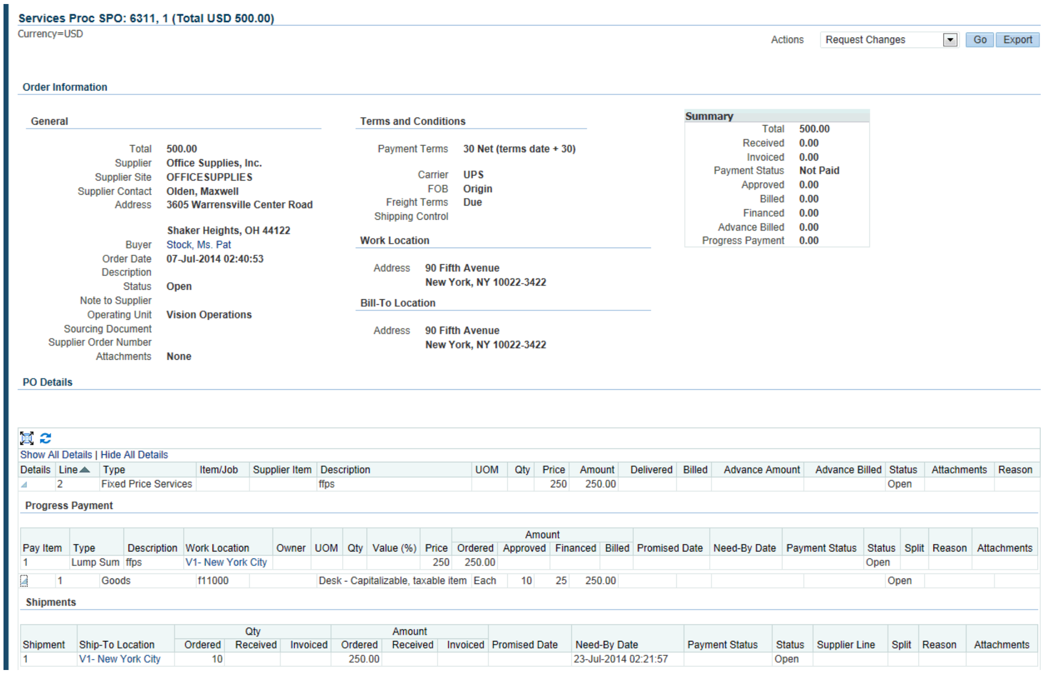
- View work orders. See Work Orders, page 4-32 for more information.
- Print the purchase order. See Printing Purchase Orders, page 4-7 for more information.
- View related contracts. The **View Related Contracts** page for a purchase order displays the summary of the approved or signed related contracts associated with the purchase order. Use this action to track or view related contracts such as master agreements and umbrella agreements. You can view only contracts related to the organizations to which you have access.
- 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.

Line Information

Shipments

			Qty			Amount						
Shipment	Work Location	Price	Ordered	Received	Invoiced	Ordered	Received	Invoiced	Promised Date	Need-By Date	Payment Status	Status
1	V1- New York City	100				100.00				06-Oct-2006 17:47:17		Open

Viewing Order Details (Complex Work)



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 (Complex Work Line)

Progress Payment

Pay Item	Type	Description	Work Location	Owner	UOM	Qty	Value (%)	Price	Amount Ordered	Amount Approved	Amount Billed	Promised Date	Need-By Date	Payment Status
1	Rate	Line2	V1- New York City		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 as a supplier 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 cannot communicate changes to the purchase order during acknowledgment. To communicate changes, click the Request Changes button in the Purchase Orders Summary page or select the Request Changes action from the Actions dropdown in the Purchase Orders Details page.

If you have logged in as a supplier broker, use the actions in the preceding paragraphs (as a supplier would use) to acknowledge purchase orders.

The **Reject Entire Order** action is made available by the buyer using responsibility functions. Using the **Reject Entire Order** action, you can let the buyer know if you are unable to fulfill any part of the purchase order.

If you have logged in as a supplier broker, you can reject the entire order. Use the **Reject Entire Order** action to communicate the rejection to the buyer.

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).

When the supplier clicks the Save button, the order will be saved in an intermittent state and supplier can work on the order later.

Suppliers can save orders without needing to select an action from the Actions dropdown for all shipments.

Later when a supplier returns to this order, the supplier can modify all the responses that have been entered earlier for the shipments, and also enter responses for those shipments which were not acknowledged in earlier rounds.

Please note that the buyer will not be able to take any action on an order that has been saved by the supplier unless the supplier submits it.

If the order is set to be acknowledged at the document and shipment levels, you cannot indicate change requests during acknowledgment.

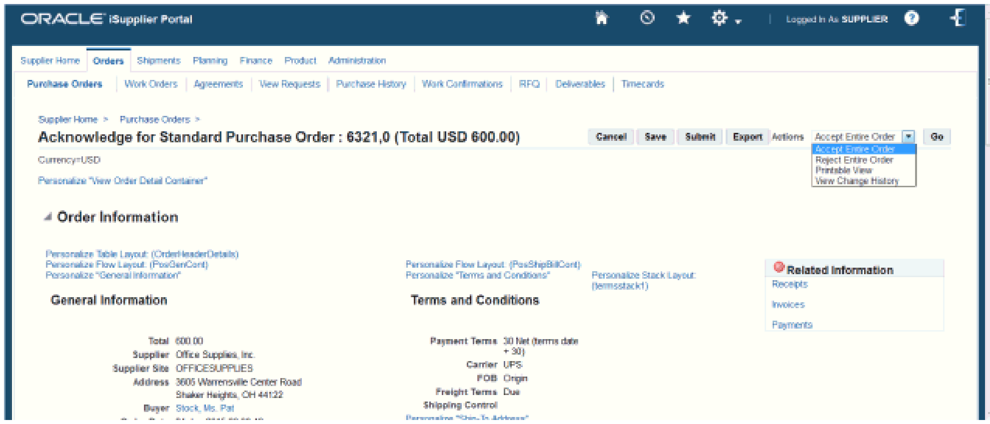
For complex work purchase orders, you can acknowledge pay items.

> **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.

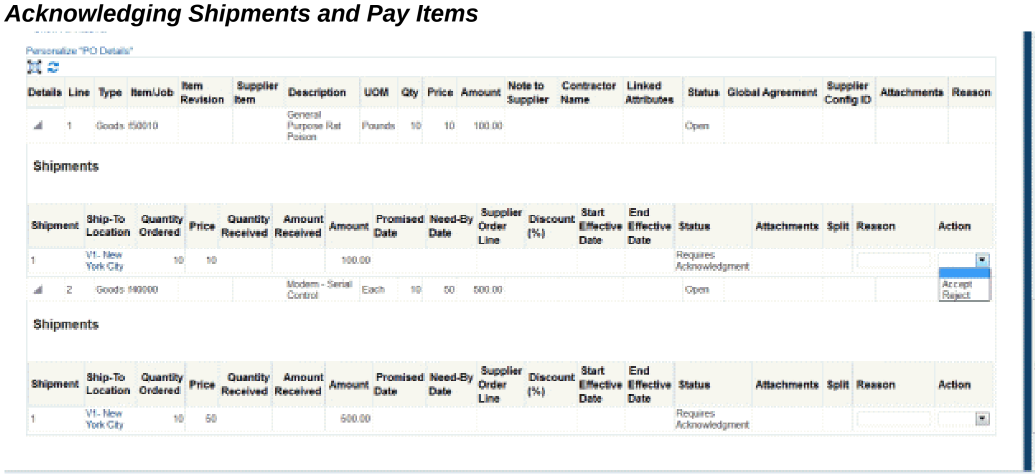
Acknowledge Purchase Order Page



2. On the **Acknowledge** page, you can accept or reject an entire order, or you can accept or reject individual shipments.

3. To accept/reject an individual line's shipment or pay item, click Show for the line.

Acknowledging Shipments and Pay Items



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

2. 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."

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."

Suppliers can:

- Accept or reject the purchase order at document level that has lines with pay items as well as with shipments.
- Accept or reject an individual pay item or schedule in a purchase order document.
- Acknowledge pay items and schedules.

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.

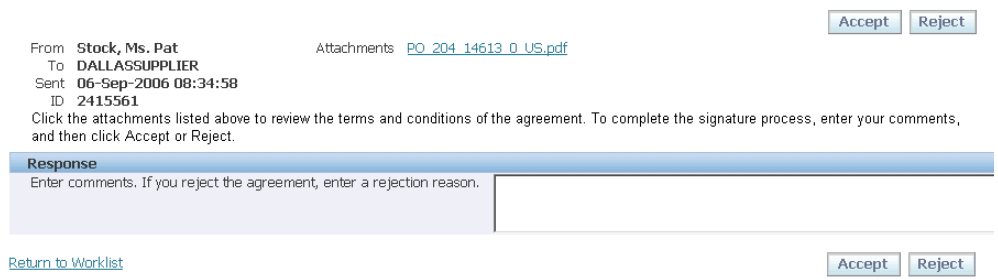
To sign a purchase order:

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

3. On the **Acknowledge** page, click Sign Document.

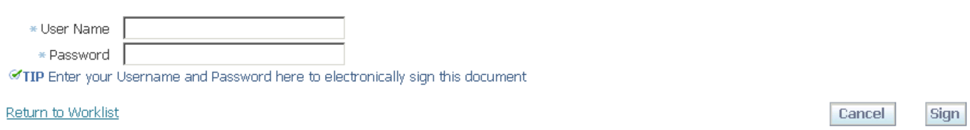
Sign Document Page



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



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 before 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.

If you have logged in as a supplier broker, you can submit a single change request only. Use the steps in the following paragraphs to submit a single change request.

To submit a single change request:

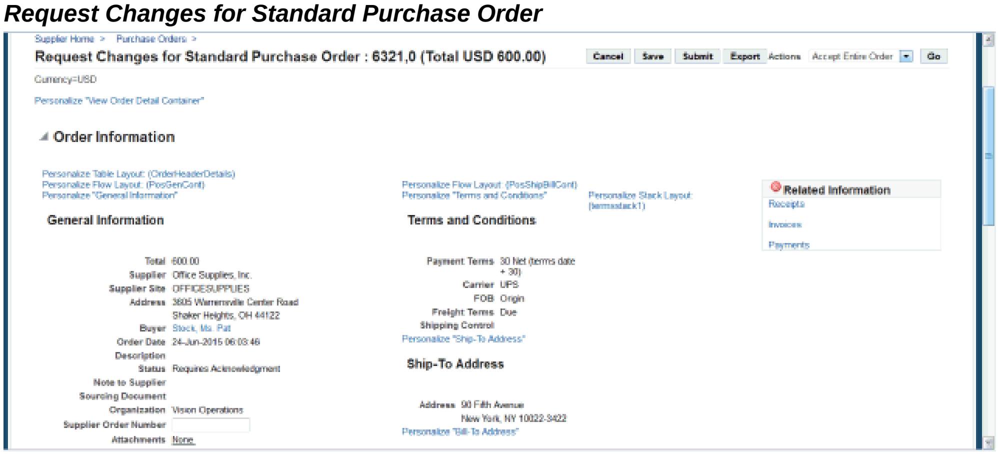
1. Click the Orders tab, and then click Purchase Orders in the task bar below the tabs.

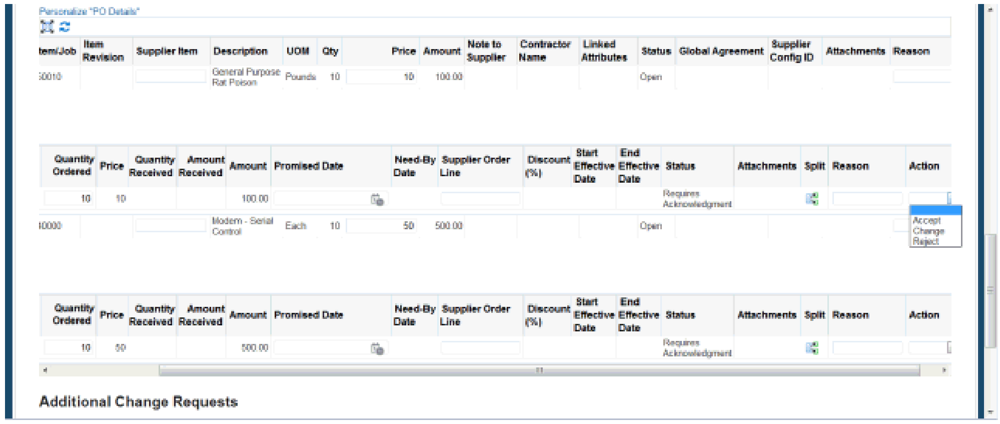
2. On the **View Purchase Orders** page, search for and select the purchase order for which you wish to request changes.

3. Select the purchase order and Click Request Changes.

4. On the **Request Changes** page, enter your changes.

Request Changes for Standard Purchase Order





5. You may request changes to the following values :
   - Price/Price Breaks on Blanket Agreements
   - Supplier Item
   - Supplier Order Reference Number
6. In the reason text box, enter a reason for your change request.
7. 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.
8. Enter the changed values as appropriate.
9. Enter a reason for your change.
10. Select the appropriate action.
11. Click Submit.

The supplier can submit an order without selecting an action (or providing acknowledgement) for all the shipments. In such a case the supplier is supposed to provide acknowledgement for all the shipments for which he either requested change or did not select any value for, once the buyer has provided his response on the change request.

Example: An order that consists of a line and four shipments was sent to a supplier for acknowledgement. The supplier performs the following action before submitting the change request:

- 1st shipment – Accepted
- 2nd shipment – Change
- 3rd shipment – Rejected
- 4th shipment – No value selected

On receiving this request, the buyer approved all the changes. The purchase order was sent again to the supplier for acknowledgement.

The supplier acknowledged shipment numbers 2 and 4. The supplier could not change the shipment number 1 and 3 because his decision (Accepted and Rejected) were final for those shipments. The shipments 1 and 3 were displayed to the supplier in read-only mode.

When the supplier provided his acknowledgement (Accept/Reject) for all the shipments and submitted the order, only then the order was considered to be completely acknowledged.

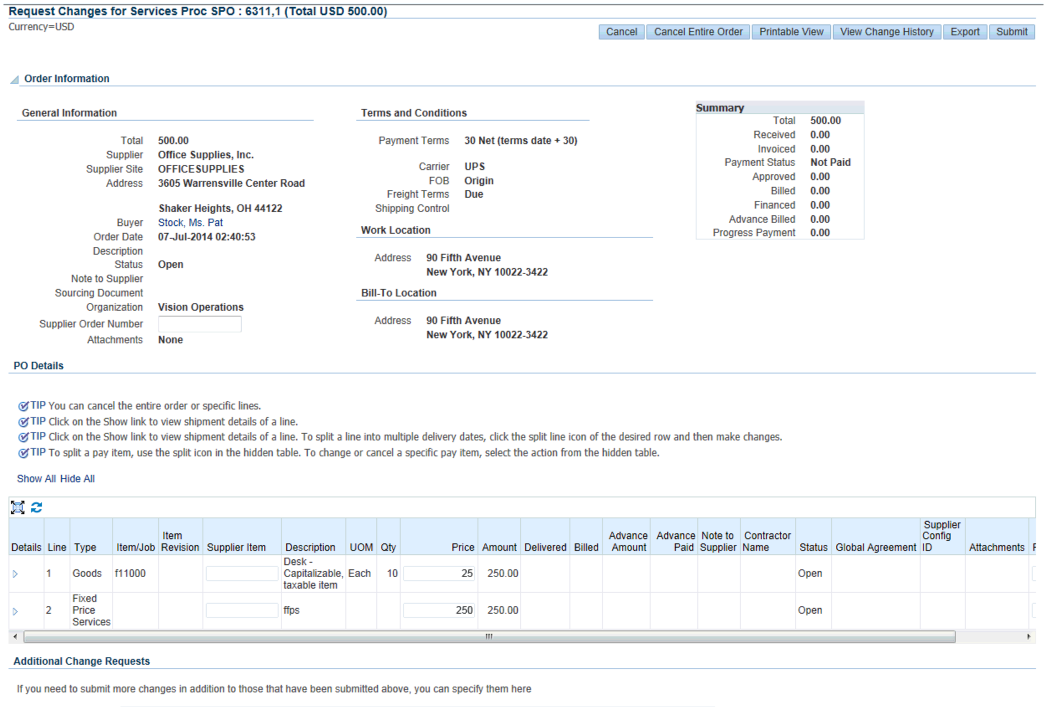
When the supplier clicks the Save button, the order is saved in an intermittent state and supplier is allowed to work on it later. The supplier can save an order without selecting a value in the Actions dropdown for all the shipments.

Later when the supplier returns to this order to work on it, he can modify all the responses that he has entered earlier for the shipments, and also to enter the response for those shipments which he didn't acknowledge/change the previous time.

Please note that buyer cannot take any action on an order that has been saved by the supplier, until the supplier submits the order.

Submitting change requests for complex-work purchase orders

Request Changes for Complex-Work Purchase Order



If Oracle Services Procurement is licensed and implemented, then a supplier can submit the following change requests for order documents for which Progress Payments and Schedules are enabled:

- Request changes to goods with milestones for the order document that has lines with pay items.
- Request changes to services with milestones or lump sum for the order document that has lines with pay items.
- Request changes to services with rate based milestone for the order document that has lines with pay items.
- Request changes to Ordered Quantity for the Order document that has lines with schedules.
- Request changes to Need By date for the Order document that has lines with schedules.
- Cancelling purchase order lines that have both pay item lines and shipment lines.
- Canceling pay items and schedules.
- Splitting of payment schedule.

- Splitting shipment schedule.
- View the changes and Change history.

Once the supplier submits the changes, the supplier user can view the latest approved revision of the purchase order. In addition, the supplier user can view details of the changes and the history of changes requested and the corresponding responses from both the supplier user and the buyer.

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

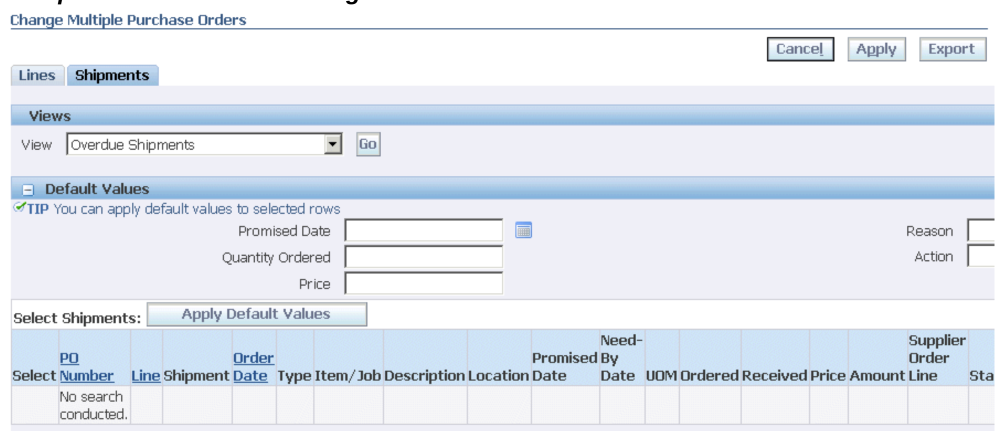
For purchase order shipments, you can change:

- Promised Date
- Quantity Ordered (only for goods shipments)
- Price (only for shipments with lines where value basis is fixed price).

To update multiple purchase orders:

1. On the **Purchase Orders** page, click Multiple PO Change.

Multiple Purchase Order Changes

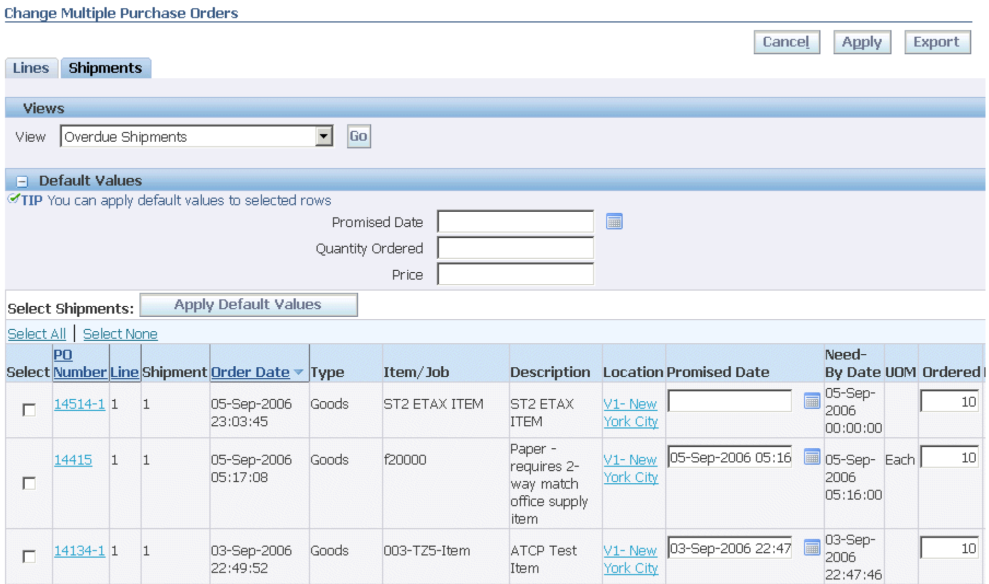


2. You can search for shipments to acknowledge or change by selecting
   - Overdue Shipments
   - Shipments Dues in One Week
   - Shipments Requiring Acknowledgments
   - All Shipments

   from the View menu and clicking Go.

3. You search for a group of purchase orders, click the Lines tab and use the advanced search option to identify the group of purchase orders you wish to change.

Multiple Purchase Order Change Page



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.

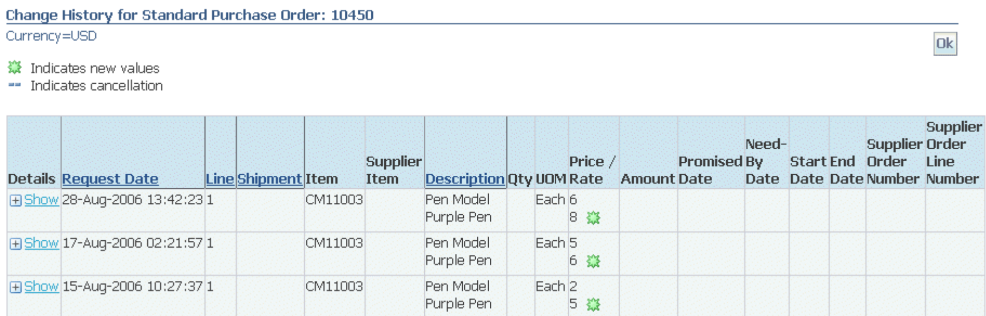
1. Click the Orders tab, and then click Purchase Orders in the task bar below the tabs.

2. Search for and select a purchase order, and then click View Change History.

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

   Note: If Oracle Services Procurement is licensed and implemented, then when the order document has both "Schedules" and "Progress Payments" enabled, the column name "Pay item" in the multiline changes to "Schedule/Pay item".

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 Date	Need-By Date	Start Date	End Date	Supplier Order Number	Supplier Order Line Number
Show	28-Aug-2006 13:42:23	1		CM11003		Pen Model Purple Pen		Each	6 8							
Show	17-Aug-2006 02:21:57	1		CM11003		Pen Model Purple Pen		Each	5 6							
Show	15-Aug-2006 10:27:37	1		CM11003		Pen Model Purple Pen		Each	2 5							

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

Statuses for Acknowledgment and Change Request processes

The following table outlines the statuses for the Acknowledgement and Change Request processes for both the buyer and the supplier:

Action Taken	Supplier Status	Supplier Change Request Status	Buyer Status	Buyer Acknowledgment Status
PO Submitted (Supplier Acknowledgment required)	Requires Acknowledgement	-	Approved	Requires Acknowledgement
Supplier Saves Order	Requires Acknowledgement	Draft	Approved	Supplier Locked
Supplier Requests Change	Requires Acknowledgement	Changes Submitted	In Process	Requires Acknowledgement

Action Taken	Supplier Status	Supplier Change Request Status	Buyer Status	Buyer Acknowledgment Status
Buyer Accepts All Changes	Requires Acknowledgement	-	Approved	Requires Acknowledgement
Buyer Rejects All Changes	Requires Acknowledgement	Changes Rejected	Approved	Requires Acknowledgement
Buyer Approves Few Changes	Requires Acknowledgement	-	Approved	Requires Acknowledgement
Supplier Accepts Entire Order	Accepted	-	Approved	Accepted
Supplier Rejects Entire Order	Rejected	-	Approved	Rejected
Supplier Acknowledges Complete Order (Accepts few shipments and Rejects others	Accepted	-	Approved	Acknowledged

Changes to Shipments that have linked Drop Ship Lines

When you submit a change request for a drop ship purchase order shipment, where you need to update or change the Promised Date, the following validations occur in the system. A drop ship purchase order integrates with Oracle Order Management, thus the following validations take place:

1. When you make a change to the Promised Date and the change is within the Buyer Auto-Acceptance Tolerances set for Supplier Change Order, an Oracle Order Management API is called to validate if the requested changes can be allowed on the sales order. If the validations are successful, the change order request by the supplier is automatically approved and the modified Promised Date is updated as Scheduled Ship Date in the sales order. If the validations are not successful, the error message from the Oracle Order Management API is displayed in the Change Request page for the supplier to take corrective action.

2. When you make a change to the Promised Date, and the change is not within the Buyer Auto-Acceptance Tolerances set for Supplier Change Order (Setup > Tolerances and Routings > Supplier Change Order), an Oracle Order Management API is called to validate if the requested changes can be allowed on a sales order. If the validations are successful, the change order request by the supplier is routed to the buyer/requester for approval. When the buyer/requester accepts/rejects the changes from the workflow notification the following scenarios occur during the submission check of the purchase order:

   - An Oracle Order Management API is called and if all the validations are successful, the value of the updated Promised Date is carried over to the Scheduled Ship Date of the sales order.

   - If the call to the Oracle Order Management API is not successful, the error message from the Oracle Order Management API is displayed at the top of the notification.

3. When you make a change to the Promised Date, and the change is not within the Buyer Auto-Acceptance Tolerances set for Supplier Change Order, an Oracle Order Management API is called to validate if the requested changes can be allowed on a sales order. If the validations are successful, the change order request by the supplier is routed to the buyer for approval. When the buyer accepts/rejects the changes from the "Respond to Supplier changes" page the following scenarios occur during the submission check of the purchase order:

   - An Oracle Order Management API is called and if all the validations are successful, the value of the updated Promised Date is carried over to the Scheduled Ship Date of the sales order.

   - If the call to the Oracle Order Management API is not successful, the error message from the Oracle Order Management API is displayed in the page for the buyer to take corrective action.

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:

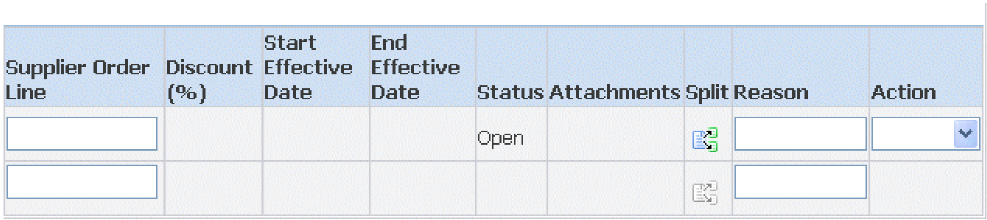
1. Click the Orders tab, and then click Purchase Orders in the task bar below the tabs.

2. Search for and select a purchase order, and then click Request Changes.

3. On the **Request Changes** page, click Show to display shipment details.

4. 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
				Open				

5. 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 or 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.

> **Note:** If there are any pay items linked to receipt of materials, then you cannot create work confirmations for those as long as the material is not fully received. Work confirmation can be created for the pay items only if the schedules mapped to the pay item are fully received. You can select a pay item only when all the schedules mapped to the Pay item are in the Closed for Receiving or Cancelled status. You cannot create a work confirmation if any of the mapped schedules to the pay item are in the Frozen, Open, or Finally Closed status.

To search for existing work confirmations:

1. From the home page, click the **Orders** tab, and then click the **Work Confirmation** subtab. The Work Confirmations page displays with the views listed. You can search for your work confirmations by using the View drop-down and clicking **Go**.

2. Alternatively, you can search for your work confirmations by using the Advanced Search button. When you click the **Advanced Search** button, the Work Confirmations Advanced Search region displays. You could use the standard search criteria, or use the Add Another drop-down to search using additional search criteria, such as PO Number, Order Line Number, Work Confirmation, etc.

3. Supplier Brokers have access to information about multiple suppliers, therefore a search filter for transaction documents is enabled for all supplier broker logins. This allows supplier brokers to search for, and filter required data only.

   If you have logged in as a supplier broker, this page displays Supplier drop-down, Supplier Site field, and the View drop-down. Select a Supplier from the drop-down, this is a mandatory field. The Supplier Site field is optional. The View drop-down enables you to select Last 25 Work Confirmations, Draft Work Confirmations, Rejected Work Confirmations, All Work Confirmations. This enables you to search for specific supplier information.

To create a work confirmation:

1. Access 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

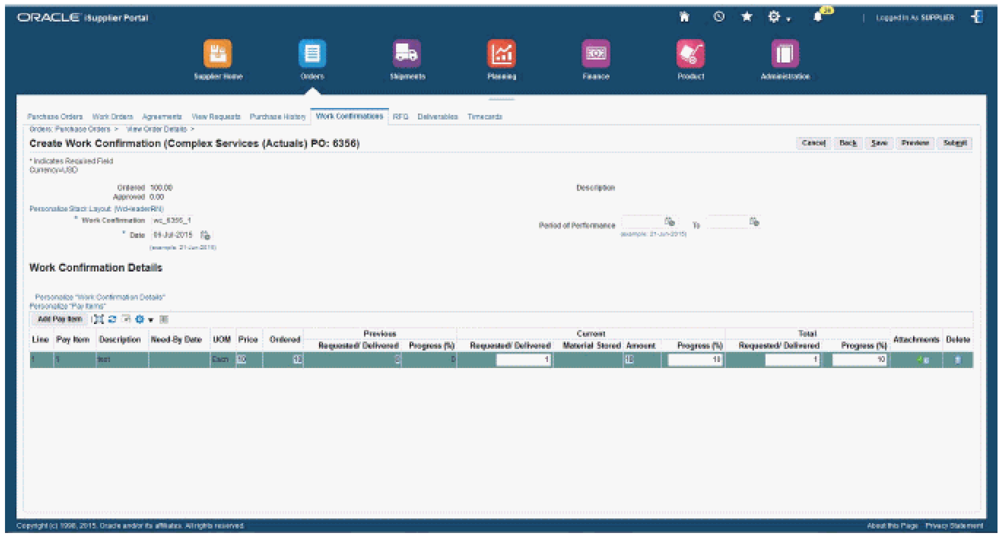
     Note: The Material Stored field allows the supplier to request a payment for material which has been purchased and stored on site for use. Using the work confirmation, the supplier can enter the requested amount based on work actually completed, and has an option for requesting payment for material purchased 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



7. Enter a work confirmation ID.

8. Enter a request date for the work confirmation in the Date field. You can specify the request date as the current date or a past date, however, the date cannot be a future date.

   Important: Your system administrator can define the POS: Use Approval Date for Work Confirmation Processing profile option to use the approval date for work confirmation processing instead of the submission date. For more information, see *Oracle iSupplier Portal Implementation Guide*.

9. If this work confirmation reflects a particular span of time, optionally enter performance period dates.

10. Accept the default or enter a value for Requested/Delivered. .

11. Update the Progress Percentage column, if appropriate.

12. Enter comments in the **Comments** text area. The comments specified at this header level are displayed as part of the notification to the approver.

    You can enter comments for the work confirmation as a buyer, as a supplier or using the iSupplier Portal - Internal View responsibility.

13. Attachments added to the Complex Purchase Order at the pay item level are displayed to the buyer when work confirmations are created.

14. 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.

15. Internal users, buyers, or contractors can create work confirmation even if the complex purchase order transaction has a status Frozen, however suppliers cannot.

To view or 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, then you can select the confirmation and delete it.

5. The supplier submits a work confirmation for approval, and the buyer rejects the work confirmation and adds header level comments stating the reason for rejection; these comments are visible to the supplier when the supplier updates the rejected work confirmation.

6. Buyers or other users using the iSupplier Portal – Internal View responsibility can use the action View Work Confirmation. The View Work Confirmation page displays the Approval History column. The Approval History icon, when clicked, displays the Approval History page that shows you the current and pending approvers. The Approval History icon does not display if the transaction has an error, or has a status of Draft or Processing.

   The Approval History icon is shown to users only if the status of the work confirmation document is: Pending Approval, Error, Rejected, Approved, Processed, Processing Error, Cancelled and Corrected. This icon is not visible if the status of the work confirmation document is Draft or Processing.

   The Approval History page has two regions:

   The first region displays the Approvers sequenced in order according to the date and timestamp of when they took action regarding the notification. This section also displays the approved person and the date of approval along with comments.

   The second region displays the current/pending approvers, the type of approvers and the approver with whom the document is pending.

7. Buyers or other users using the iSupplier Portal – Internal View responsibility can view the status column of the work confirmation documents.

   The status column is displayed as a link only for Error and Processing Error statuses. The link opens the View Errors page (if the system captures any errors). For all other status of the work confirmation document, the status column does not have a link.

   The View Errors page displays all the validation failures that are identified when running the Receiving Transaction Processor concurrent program. Internal users cannot perform any action, or take corrective actions using this page.

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.

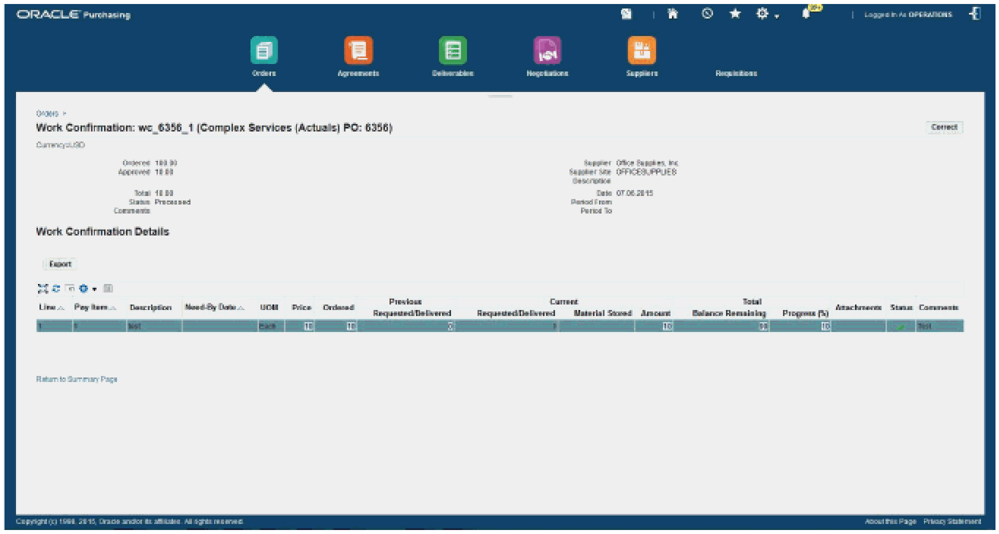
2. From the **View** menu, select the Work Confirmations I Have Approved option or the All my Work Confirmations option.

3. Click **Go**.

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



6. Enter the required correction. You can correct details such as the requested/delivered amount/quantity, Date, and the percentage of progress, under the Current and Total headers of the work confirmation.

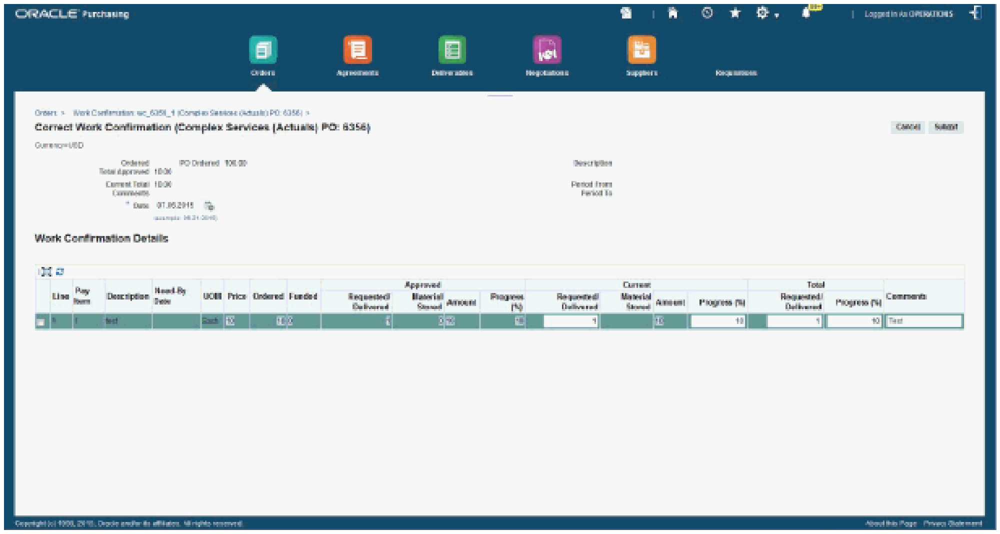
    - Ensure that the value you enter in the Requested/Delivered or the Progress (%) field is lesser than the approved value.

    - 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.

    - You can update or correct the request date as the current date or a past date, however, the date cannot be a future date or earlier than the receipt creation date. The system validates the date to ensure that it is in an open GL period and in open accounting / receiving periods if the date is updated.

Work Confirmation Correction Details page



7. 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.

Using the Response Page for Complex Work Purchase Orders

For complex work purchase orders:

- When the document style has both "Schedules" and "Progress Payments" enabled and if all the lines in the order document has "Schedule" related details then the header region caption displays "Ship-To Address" and "Bill To Address"

- When the document style has both "Schedules" and "Progress Payments" enabled and if any of the lines in the order document has "Pay items" details then the header region caption displays "Work Location" instead of "Ship to Address" and "Bill To Location" instead of "Bill To Address"

- When the Order document has both "Schedules" and "Progress Payments" enabled, then the column name "Pay item" in the changes to "Schedule/Pay item".

Using AME for approving Work Confirmations

Depending on business requirements, administrators can set up approvers and reviewers in AME for work confirmation approval.

Organizations can use the predefined AME transaction type (WCAPPROVE) and Work

Confirmation Approval workflow process on the supplied components and their business requirements.

Based on the setup, the Approvers region displays approvers, reviewers, and signers.

Creators of the work confirmation have the flexibility to send Work Confirmation documents to approvers based on the AME setup.

Approvers can edit Work Confirmation when they receive the approval notification.

Approvers can approve, approve and forward, reject, or reassign the Work Confirmation approval notification. They can add their comments to the notification page.

For information about AME, refer to the *Oracle Approvals Management Implementation Guide*.

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

Canceling an order by a buyer or supplier

If a buyer or supplier cancels a shipment and enters a reason for the cancellation, then the Reason column is populated in the Shipments table in the Order Details page. If a shipment is cancelled by a buyer or a supplier, the status of such a shipment is Cancelled.

Managing Deliverables

If your buying company has implemented Oracle Procurement Contracts, you may have deliverables assigned to you. Deliverables include both repository deliverables and purchase order deliverables. Deliverables are also 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:

Use the **Manage Deliverables** page to search for a specific deliverable and update it. To view repository contracts deliverables, select the appropriate contract document type.

To manage deliverables, you can also search for deliverables for a specific purchase order in the **Purchase Orders** tab.

1. Click the **Orders** tab, and then click **Purchase Orders**.

2. Select the PO number of the purchase order that includes deliverables that you want to manage.

3. On the **View Order Details** page, select **Manage Deliverables** from the **Actions** menu, and click **Go**.

4. On the **Deliverables** page, click the deliverable that you want to update.

5. Update and add attachments to the deliverable as necessary, and then change its status to Submitted.

6. Click **Apply**.

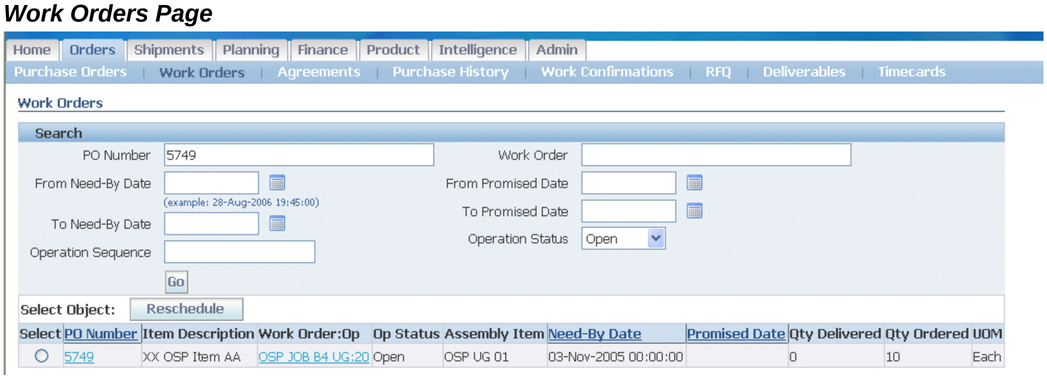
   You will receive confirmation that your deliverable has been updated. Your buyer will also receive notification that the status of the deliverable has been updated.

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

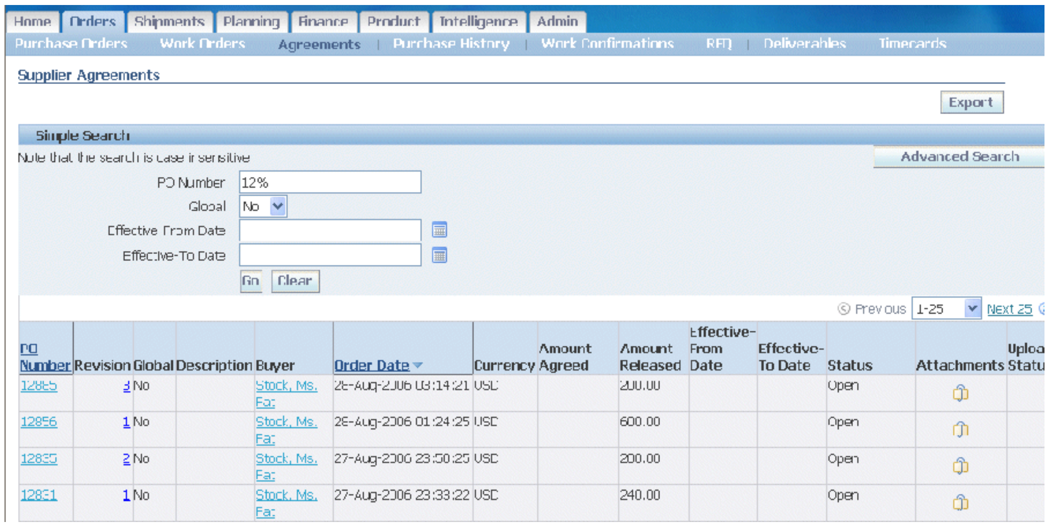


Agreements

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



Supplier Brokers have access to information about multiple suppliers, therefore a search filter for transaction documents is enabled for all supplier broker logins. This allows supplier brokers to search for, and filter required data only.

If you have logged in as a supplier broker, this page displays the **Supplier** dropdown and **Supplier Site** field. Select a Supplier from the dropdown, this is a mandatory field. The **Supplier Site** field is optional.

Blanket Purchase Agreements

External descriptors that are associated to the Job – Purchasing Category – Shopping Category combination are displayed along with the job/item related details. You can see the external descriptors in the line details page. Internal descriptors are not seen by suppliers at all, they are visible to buyers only. Suppliers cannot access, download, or edit internal descriptors. Descriptors are external by default, unless they are defined as Internal.

The Linked Attributes column in the PO Details region has a Linked Attributes hyperlink. If you click the hyperlink, a popup displays, showing you the attributes associated to the Job - Purchasing Category - Shopping Category combination.

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.

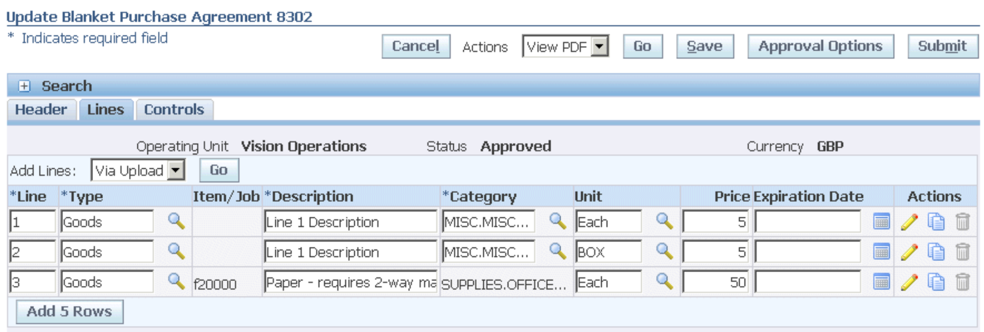
To edit catalog information:

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



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.

Downloading Blanket Agreement Lines

You can download agreement lines along with base and user defined descriptors in the format expected by Upload Catalog process. Use the following steps:

- As a buyer, create a Global Blanket Purchase Agreement and enable Supplier Authoring in the agreement.

- Login as supplier and search for the agreement.

- Click the Edit Agreement icon in the search results.

- Click Download Lines, this will run a concurrent program and the concurrent request ID shows in the page.

- Click the View Requests link, the request details will show. Click View Output, and save the output file.

> **Note:** Internal Descriptors cannot be downloaded. When suppliers upload agreement lines, the internal descriptors are unaffected by suppliers.

Purchase Order Revision History

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

If Oracle Services Procurement is licensed and implemented, users can see changes to the Linked Schedules and Payment terms, which includes Advance and Retention for the lines for which Enable Schedules check box is selected. The Enable Schedules check box is available for a complex PO in Oracle Purchasing Buyer Work Center. For more information, refer to the *Entering Purchase Order* topic in the *Oracle Purchasing User's Guide*.

You can see changes to the Linked Attributes (Descriptors) for Rate based Temp Labor lines in the Purchase Order Revision History page. If there are any changes made to the descriptors associated to a Job – Purchasing Category – Shopping Category combination, the system shows the changes to the attributes in this page. Note that any changes to the descriptor value results in the purchase order revision number being incremented.

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.

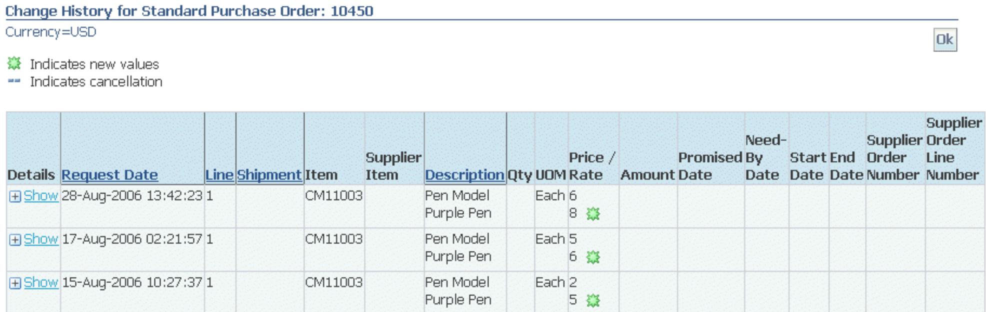
1. From the iSupplier Portal Home page, click the Orders tab, then click the Purchase History subtab.

2. Enter search criteria to identify the purchase order(s) you wish to inspect. Click Go.

   Supplier Brokers have access to information about multiple suppliers, therefore a search filter for transaction documents is enabled for all supplier broker logins. This allows supplier brokers to search for, and filter required data only.

   If you have logged in as a supplier broker, this page displays Supplier dropdown, and the Supplier Site dropdown. Select a Supplier from the dropdown, this is a mandatory field. The Supplier Site dropdown is optional. This enables you to search for specific supplier information.

Purchase Order Change History Page



Change History for Standard Purchase Order: 10450

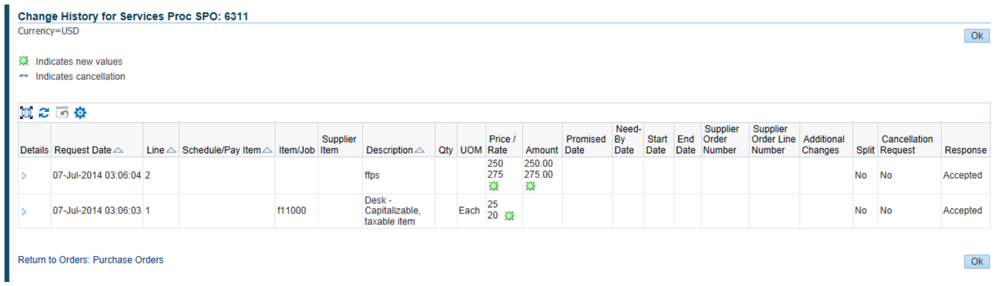
Currency=USD

Ok

Indicates new values

Indicates cancellation

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



Change History for Services Proc SPO: 6311

Currency=USD

Ok

Indicates new values

Indicates cancellation

Details	Request Date	Line	Schedule/Pay Item	Item/Job	Supplier Item	Description	Qty	UOM	Price / Rate	Amount	Promised Date	Need-By Date	Start Date	End Date	Supplier Order Number	Supplier Order Line Number	Additional Changes	Split	Cancellation Request	Response
	07-Jul-2014 03:06:04	2				ffps			250 275	250.00 275.00								No	No	Accepted
	07-Jul-2014 03:06:03	1		f11000		Desk - Capitalizable, taxable item		Each	25 20									No	No	Accepted

Return to Orders: Purchase Orders

Ok

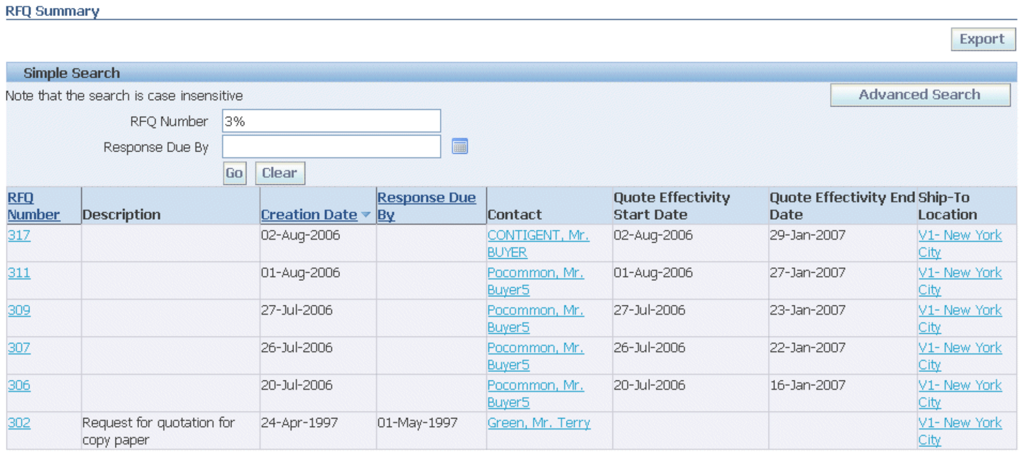
3. From the PO Revision History page, for any particular version, you can compare it to its previous version, compare it to the original purchase order, or you can generate a detailed listing of all changes to the purchase order.

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
317		02-Aug-2006		CONTIGENT, Mr. BUYER	02-Aug-2006	29-Jan-2007	V1- New York City
311		01-Aug-2006		Pocommon, Mr. Buyer5	01-Aug-2006	27-Jan-2007	V1- New York City
309		27-Jul-2006		Pocommon, Mr. Buyer5	27-Jul-2006	23-Jan-2007	V1- New York City
307		26-Jul-2006		Pocommon, Mr. Buyer5	26-Jul-2006	22-Jan-2007	V1- New York City
306		20-Jul-2006		Pocommon, Mr. Buyer5	20-Jul-2006	16-Jan-2007	V1- New York City
302	Request for quotation for copy paper	24-Apr-1997	01-May-1997	Green, Mr. Terry			V1- New York City

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.

5

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 5-13
- Quality Information, page 5-16

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.

Supplier Brokers have access to information about multiple suppliers, therefore a search filter for transaction documents is enabled for all supplier broker logins. This allows supplier brokers to search for, and filter required data only.

If you have logged in as a supplier broker, this page displays Supplier dropdown, Supplier Site dropdown, along with other search fields. Select a Supplier from the dropdown, this is a mandatory field. The Supplier Site dropdown is optional. This enables you to search for specific supplier information.

Supplier Brokers can filter their search using the following pages: Create Advanced Shipment Notice, Create Advanced Shipment Billing Notice, View/Cancel Advanced Shipment Notice, Returns, and Receipts.

The shipping information section includes:

- Using Advance Shipment Notices and Advance Shipment Billing Notices, page 5-5
- Uploading Routing Requests, page 5-10
- Viewing Routing Responses, page 5-11
- Viewing Delivery Schedules, page 5-11
- Viewing Overdue Receipts, page 5-12

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.

> **Note:** If Oracle Services Procurement is licensed and implemented, you can create ASN or ASBN for shipments on a complex purchase order

having lines with shipment details. The purchase order styles that dictate which of the complex work procurement attributes are available are created in Oracle Purchasing. See: *Defining Document Styles, Oracle Purchasing Users Guide*

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

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

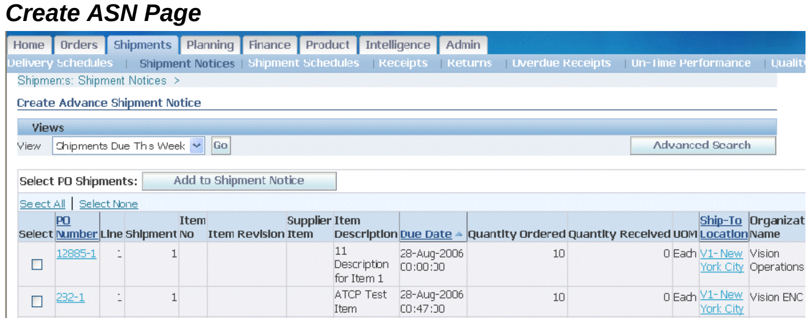
To create advance shipment notices and advance shipment billing notices:

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.

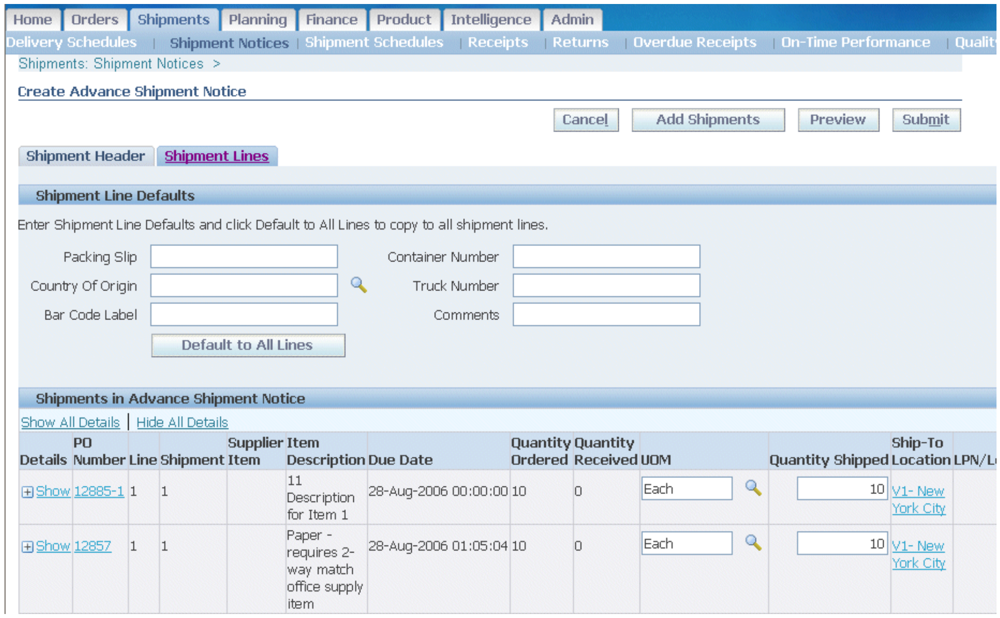
   Create ASN Page

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



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.

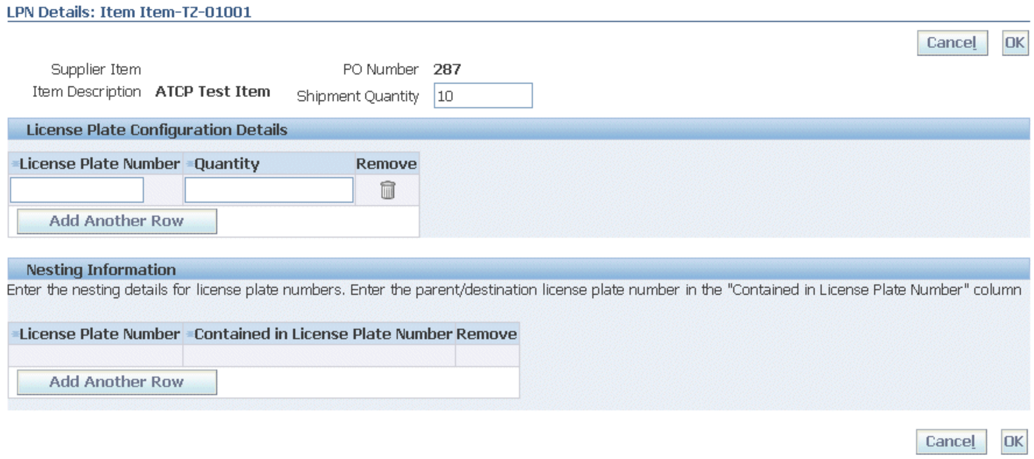
8. To remove a shipment, click the remove icon in the Shipments in Advance Shipment Notice section.

   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



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.

Barcode Printing for ASN Shipment Number

The ASN details page has a Print button, which, when clicked, generates the barcode for the Shipment Number. Additionally, the ASN details are also printed along with the barcode.

Whether the Shipment Number is a numeric value or an alphanumeric value, the system converts the Shipment Number to a barcode automatically when you click Print.

For more information on setting up the barcode printing for ASN Shipment Number, see:*Oracle iSupplier Portal Implementation Guide*.

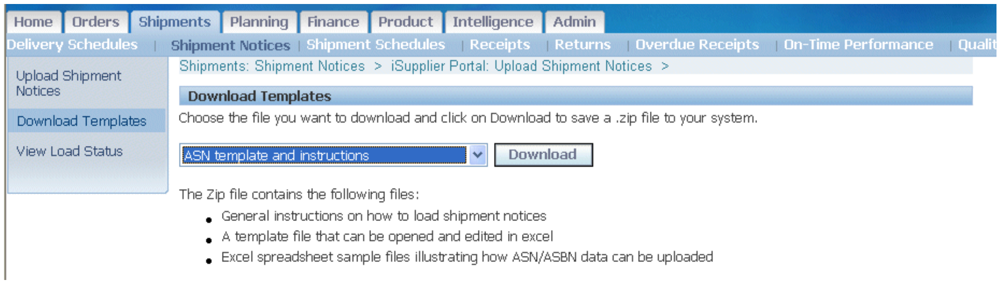
Uploading Advance Shipment Notices and Advance Shipment Billing Notices

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



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 can be canceled if any of the lines have been received by the buying company. You can cancel an ASBN if the lines have been received and the invoice has not been paid by the buying company.

Alternatively, you can cancel an ASN or ASBN line using the Advance Shipment Notices page. The Shipments in the Advance Shipment Notice region has a Cancel button that you can use to cancel ASN or ASBN lines after receiving and/or invoicing are complete. Select the ASN or ASBN line or multiple lines, and click Cancel. This will remove the lines from the ASN / ASBN.

After the supplier has cancelled a shipment in the submitted shipment notice, the shipment goes back to the purchase order and is available to be taken up in the next shipment notice.

The supplier can edit a shipment in the shipment notice after the buyer has partially received that shipment.

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.

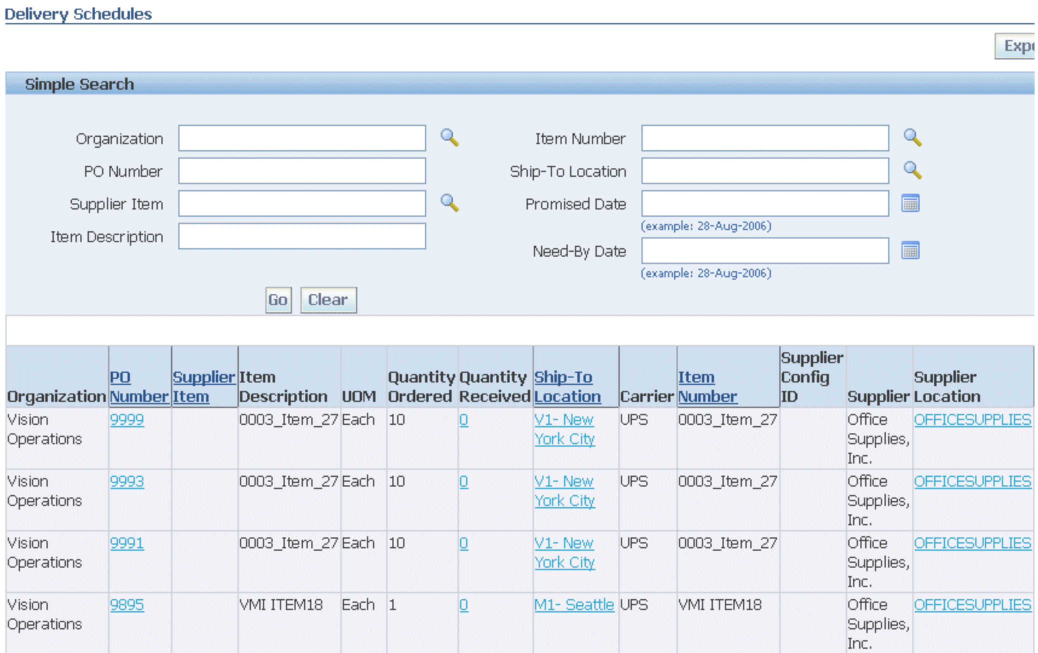
Viewing Delivery Schedules

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.

Supplier Brokers have access to information about multiple suppliers, therefore a search filter for transaction documents is enabled for all supplier broker logins. This allows supplier brokers to search for, and filter required data only.

If you have logged in as a supplier broker, this page displays Supplier dropdown, Supplier Site dropdown, along with other search fields. Select a Supplier from the dropdown, this is a mandatory field. The Supplier Site field is optional. This enables you to search for specific supplier information.

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)

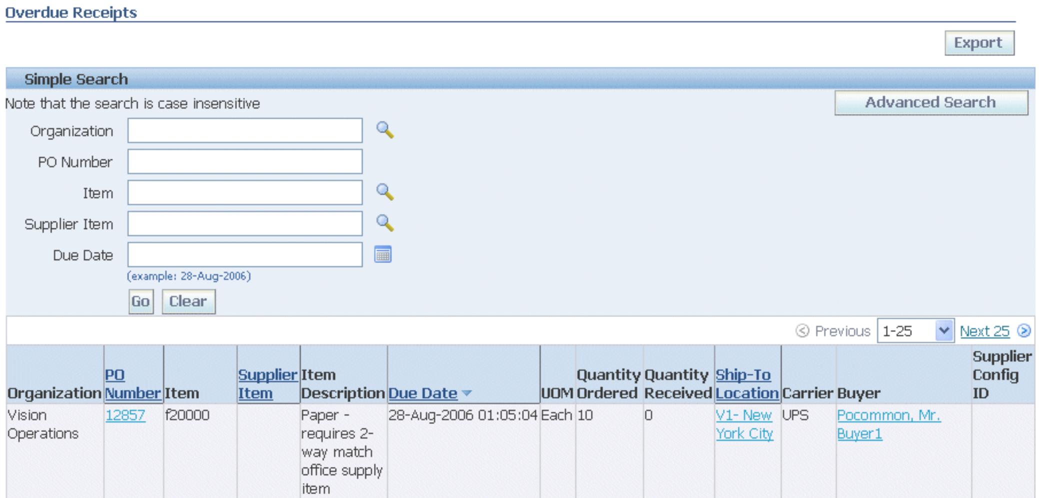
Go Clear

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



Receiving Information

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

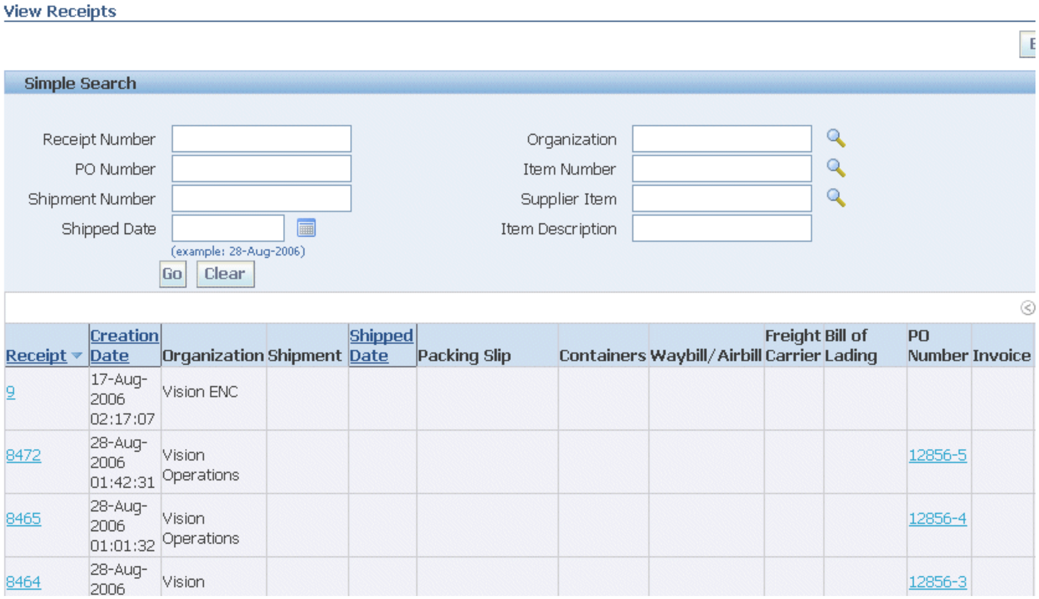
The receiving information section includes:

- Viewing Receipts, page 5-13
- Viewing Returns, page 5-15
- Viewing On-Time Delivery Performance, page 5-15

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



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. Supplier Brokers have access to information about multiple suppliers, therefore a search filter for transaction documents is enabled for all supplier broker logins. This allows supplier brokers to search for, and filter required data only.

   If you have logged in as a supplier broker, this page displays Supplier dropdown, Supplier Site field, along with other search fields. Select a Supplier from the dropdown, this is a mandatory field. The Supplier Site dropdown is optional. . This enables you to search for specific supplier information.

3. The **View Receipts** redisplays, listing the receipts who matched your search criteria.

4. To view the information on a particular receipt, click the receipt number link.

5. 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

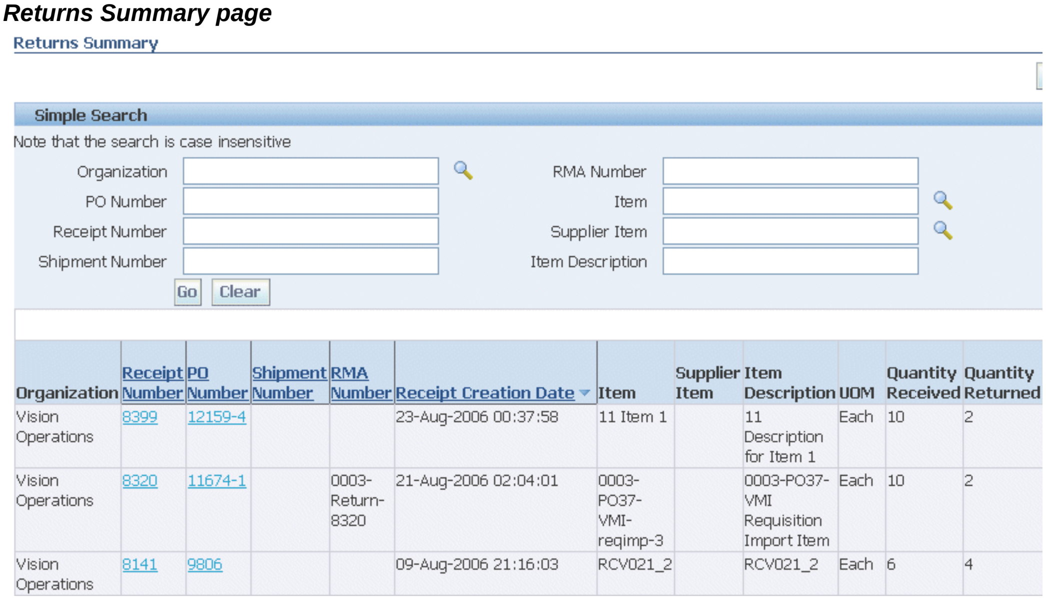
Viewing Returns

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.

Supplier Brokers have access to information about multiple suppliers, therefore a search filter for transaction documents is enabled for all supplier broker logins. This allows supplier brokers to search for, and filter required data only.

If you have logged in as a supplier broker, this page displays the Supplier dropdown, Supplier Site field, along with other search fields. Select a Supplier from the dropdown, this is a mandatory field. The Supplier Site dropdown is optional. This enables you to search for specific supplier information.

Returns Summary page

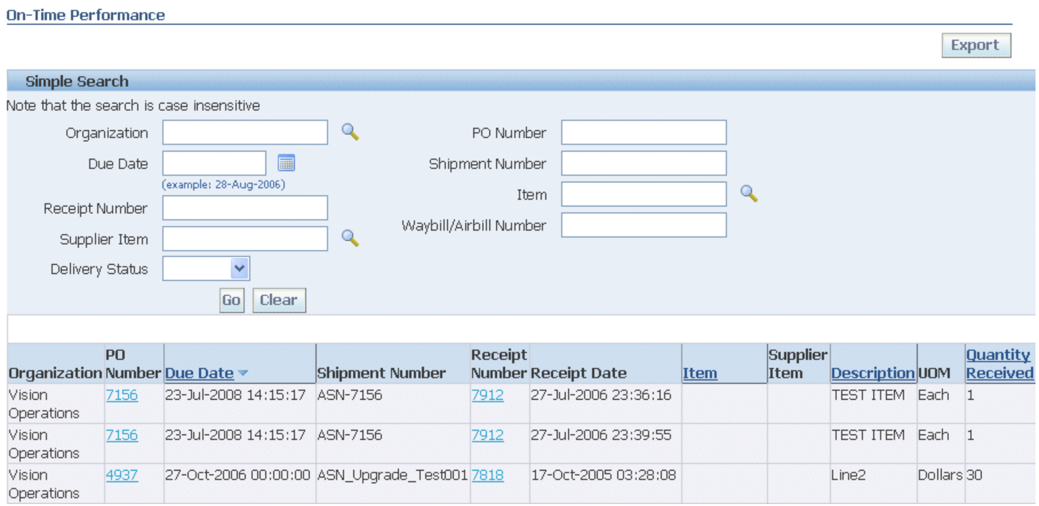


Organization	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Item	Supplier Item	Item Description	UOM	Quantity Received	Quantity Returned
Vision Operations	8399	12159-4			23-Aug-2006 00:37:58	11 Item 1		11 Description for Item 1	Each	10	2
Vision Operations	8320	11674-1		0003-Return-8320	21-Aug-2006 02:04:01	0003-PO37-VMI-reqimp-3		0003-PO37-VMI Requisition Import Item	Each	10	2
Vision Operations	8141	9806			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



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.

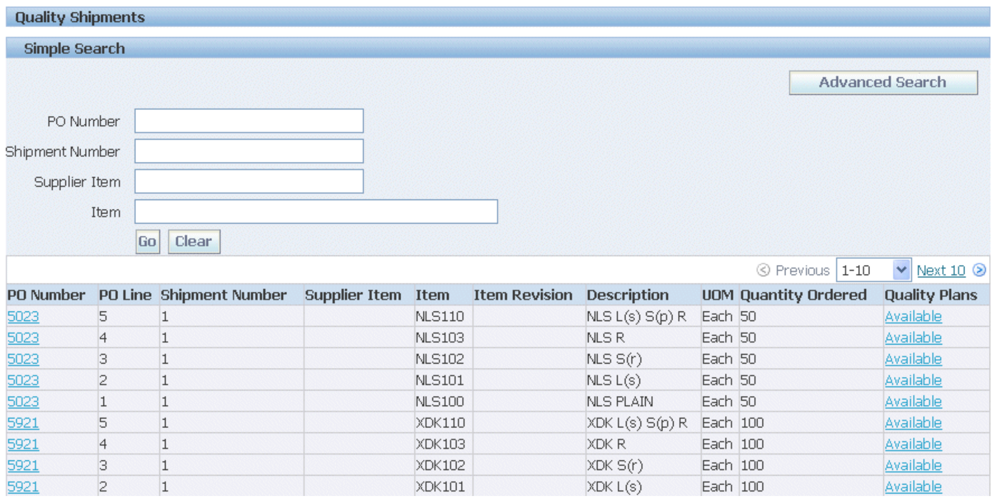
You can associate ERES enabled transaction events such as Quality Result Creation or Quality Result Update to iSupplier quality collection transactions. You can then enable signature flows when you add and update quality results for the iSupplier collection plans and parent and child collection plans in the Quality Workbench.

For a list of Oracle Quality events predefined in Oracle E-Records, see E-records and E-signatures for Oracle Quality, *Oracle Quality User's Guide*.

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

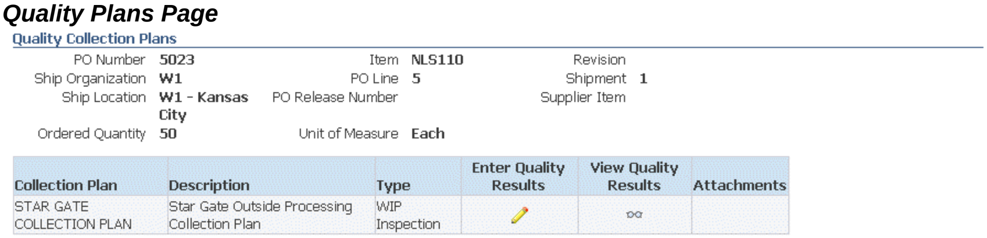
PO Number	PO Line	Shipment Number	Supplier Item	Item	Item Revision	Description	UOM	Quantity Ordered	Quality Plans
5023	5	1		NLS110		NLS L(s) S(p) R	Each	50	Available
5023	4	1		NLS103		NLS R	Each	50	Available
5023	3	1		NLS102		NLS S(r)	Each	50	Available
5023	2	1		NLS101		NLS L(s)	Each	50	Available
5023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

2. On the **Search - Quality Shipments** page, search for a shipment.

3. Click Available in the Quality Plans column for the appropriate shipment.

4. 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



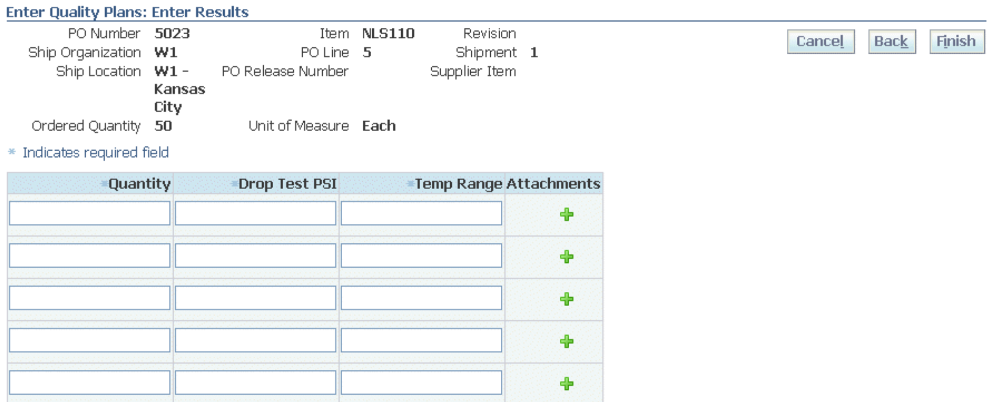
Quality Collection Plans

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

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

1. 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



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.

6

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
- Viewing Schedules from Supplier Scheduling

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. You can view planning and shipping schedules from Supplier Scheduling too.

This chapter includes the following:

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

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

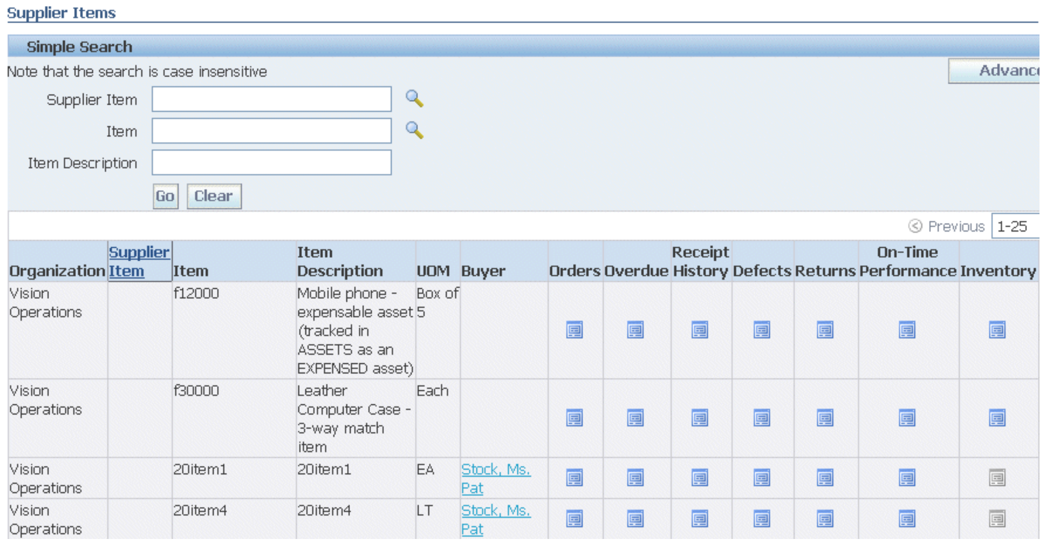
Using the Product tab, you can easily access and view information about the products you provide sorted by item.

The product information section includes:

Viewing Supplier Item Summary

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



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	Subinventory	Item Revision	Nettable	Reservable	UOM	Quantity	Locator	Lot	Serial
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:

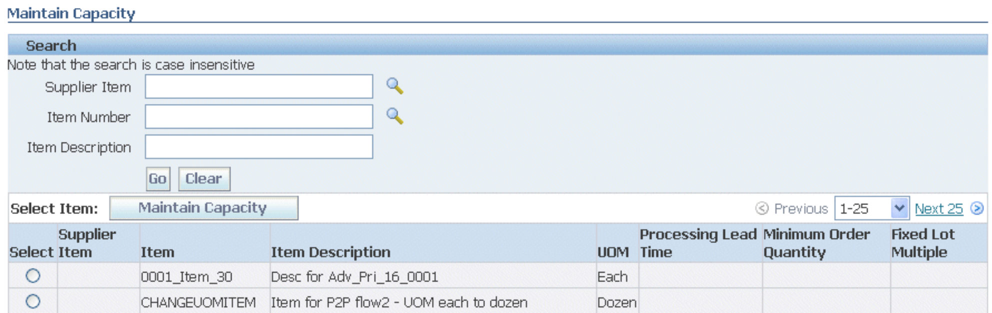
- Processing lead time
- Order modifiers: minimum order quantity and fixed lot multiple
- Capacity per day for a range of effective date
- Tolerance fences: tolerance percentage and days in advance

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.

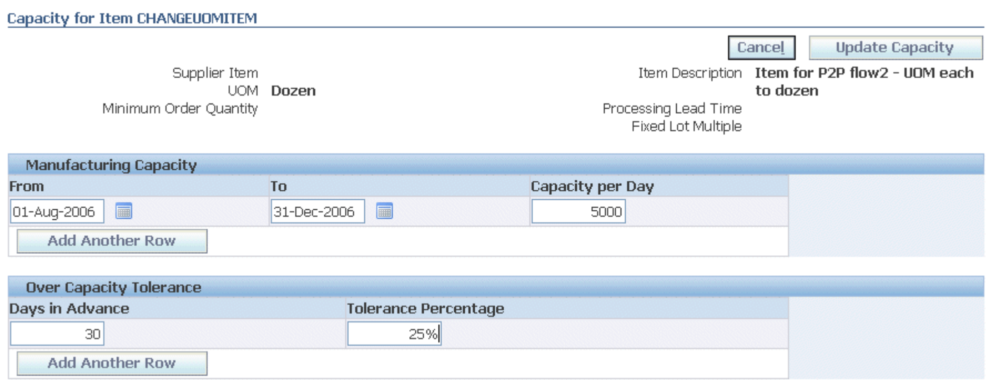
Maintain Capacity Page



3. 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).

4. Select your item and click Maintain Capacity.

Capacity of Item Page



> **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.

5. 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.

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

Maintaining Order Modifiers

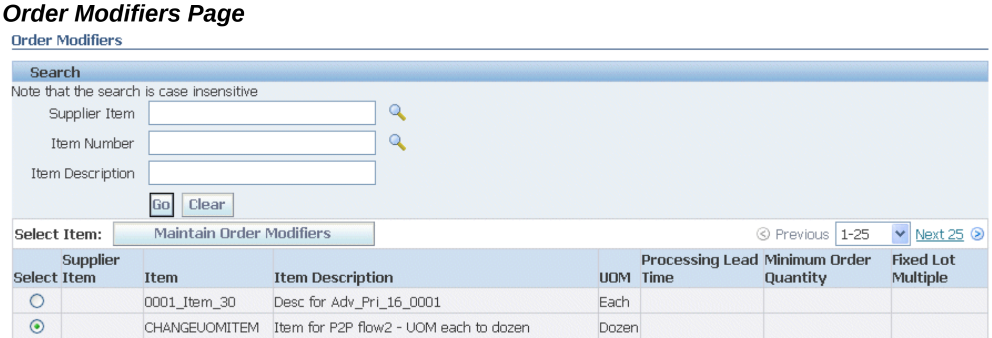
Maintaining order modifiers enables you to view and make changes to the details of your ability to fulfill purchase orders scheduled for delivery. You can view shipment processing lead times, minimum order quantities, and fixed lot multiples. You can then adjust these to fit your delivery ability.

To maintain order modifiers:

1. Click the Product tab, click Order Modifiers in the task bar directly below the tabs.

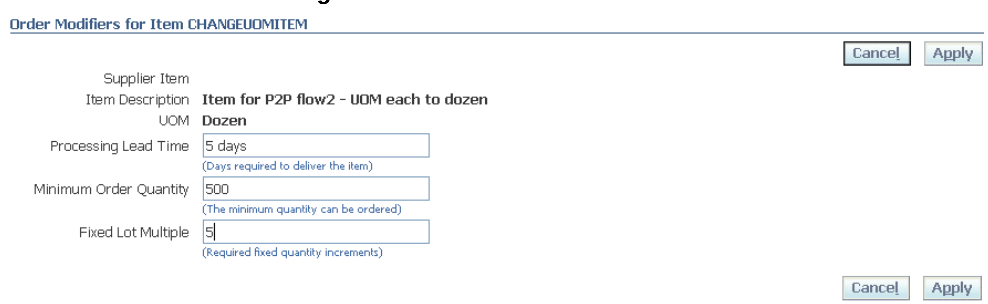
2. On the **Order Modifiers** page, enter search criteria information and click Go.

Order Modifiers Page



3. Select your item and click Maintain Order Modifiers.

Maintain Order Modifiers Page



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.

Viewing Schedules from Supplier Scheduling

You must be logged in as a supplier to view the schedules that have been confirmed by the buyer. Click the Planning tab. Click Go (with or without any search criteria) and the plans display in the search results. Drill down to view the schedule and see the demand.

7

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 7-11
- Viewing AP AR Netting Report, page 7-9

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.

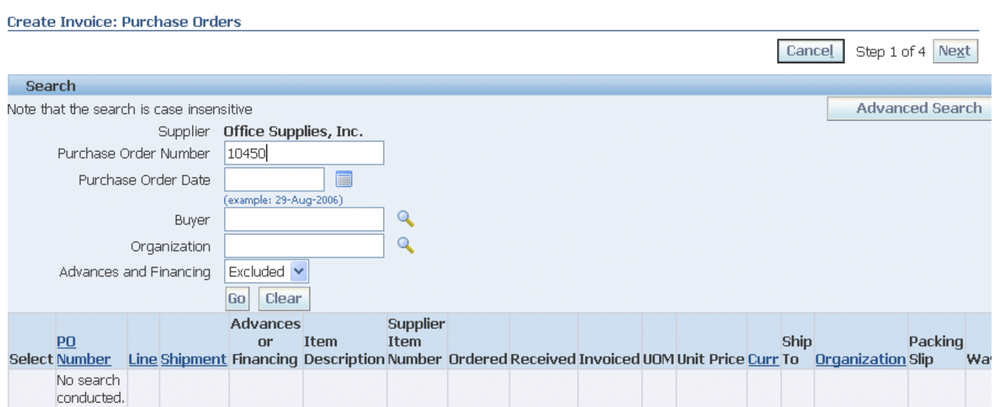
In some cases, there will be no matching purchase order. If you have provided a service, to the buying company, for example, landscape services, the buying company may not have submitted a formal purchase order. You can submit invoices in these cases as well.

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

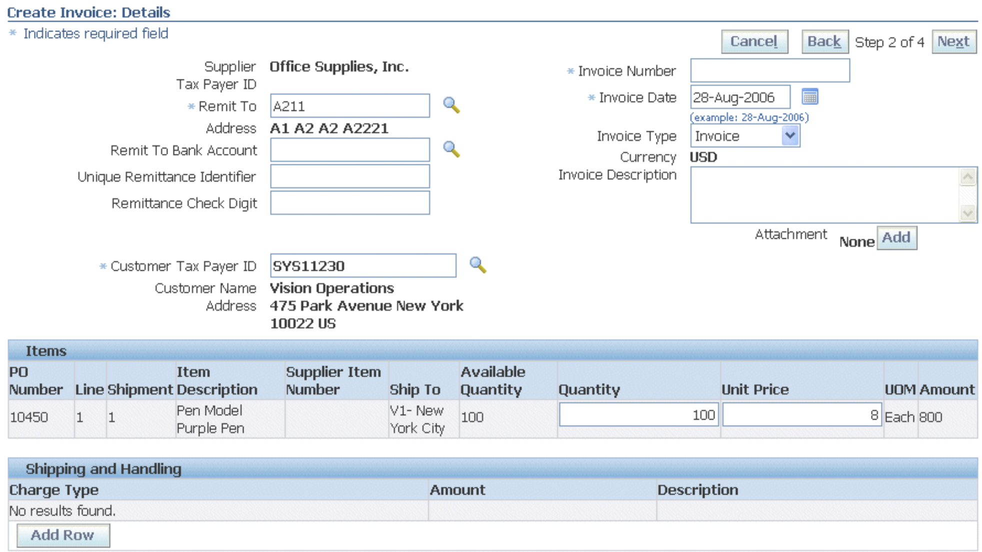


3. On the **Create Invoice: Purchase Orders** page, enter search criteria to identify the purchase order, and click Go.

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.

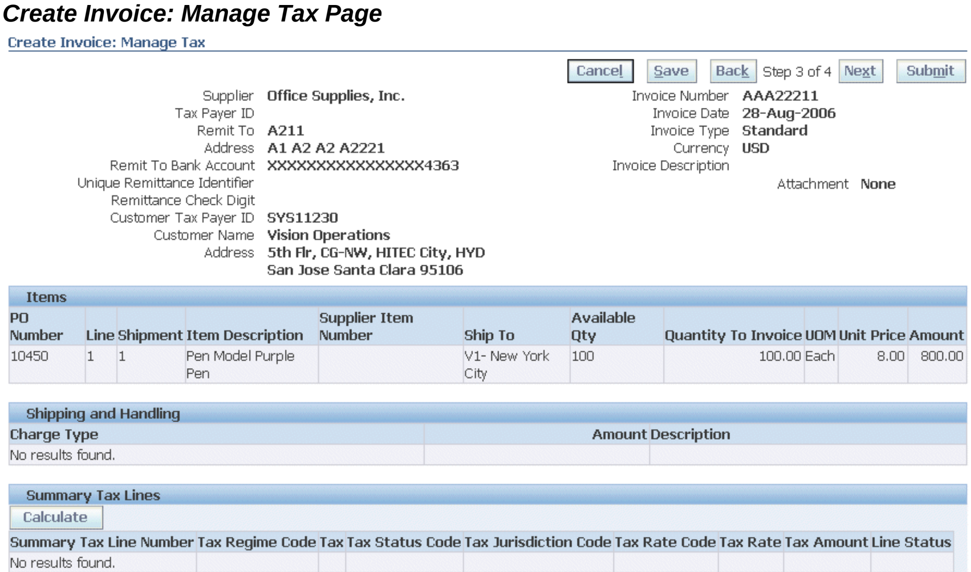
5. When finished adding items, click Next.

Create Invoice: Details Page



6. 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



7. On the **Create Invoice: Manage Tax** page, you can view the tax information generated.

8. When finished, click Next.

Review/Submit Invoice Page

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.

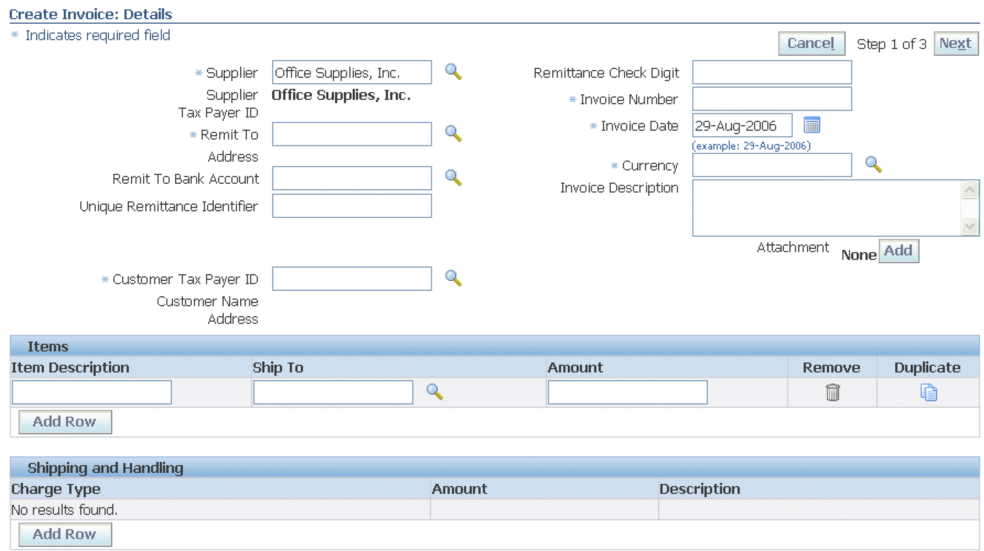
iSupplier users can enter an invoice without a PO, but if the approval workflow for their customer (Oracle Applications user) is not implemented, the status of that invoice request will remain IN PROCESS and will not change.

> **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.

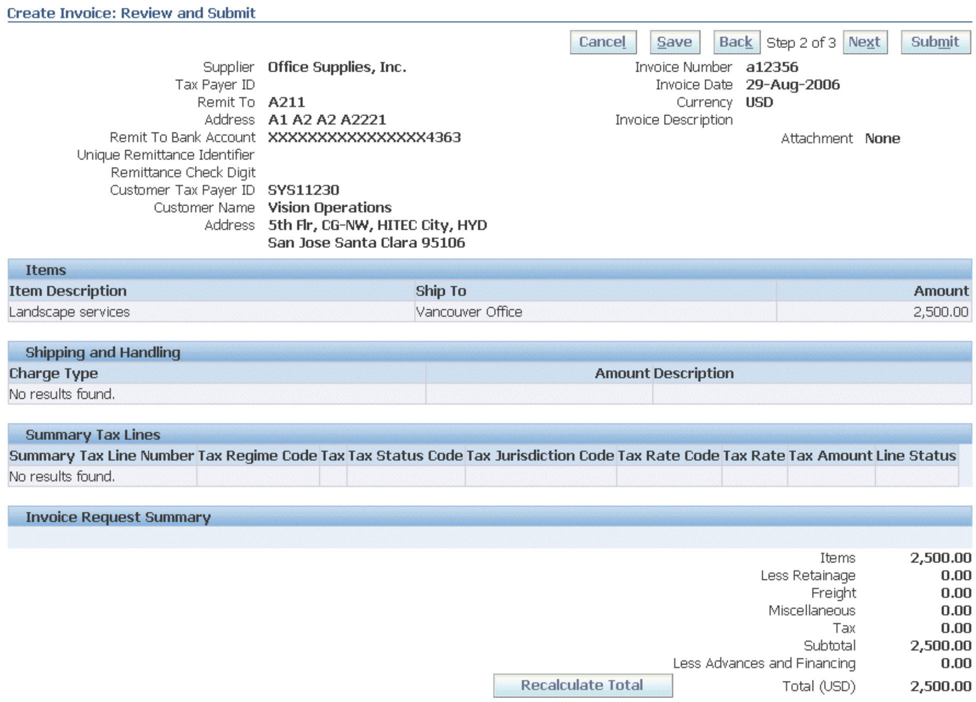
2. On the **Create Invoices** page, select Without PO from the Create Invoice menu, and click Go.



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.



4. 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:

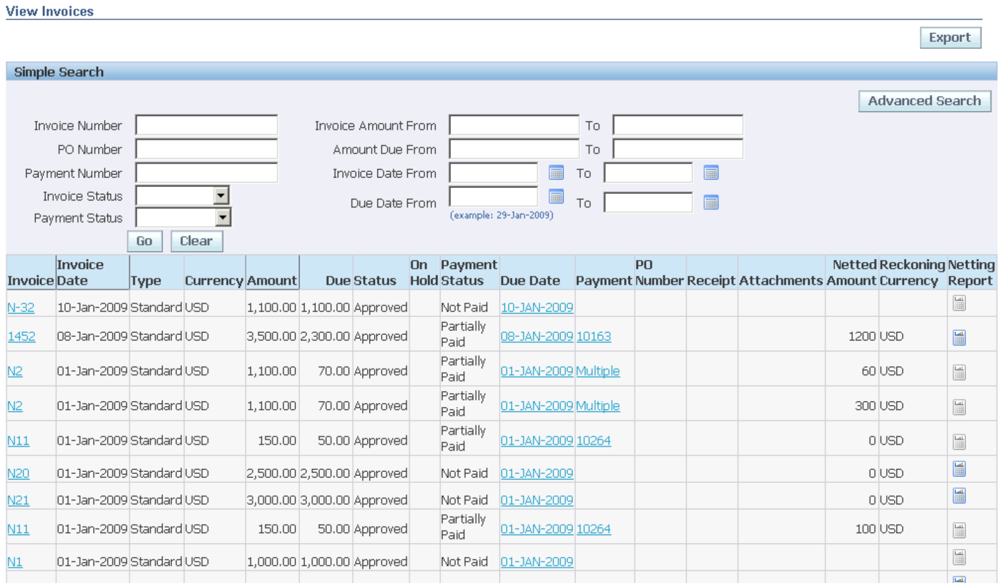
- Invoice Number
- Invoice date
- Due date
- Payment status
- Invoice Amount

To view invoice information:

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

and click Go. Or use the Advanced Search option.

Invoice Summary Results Page



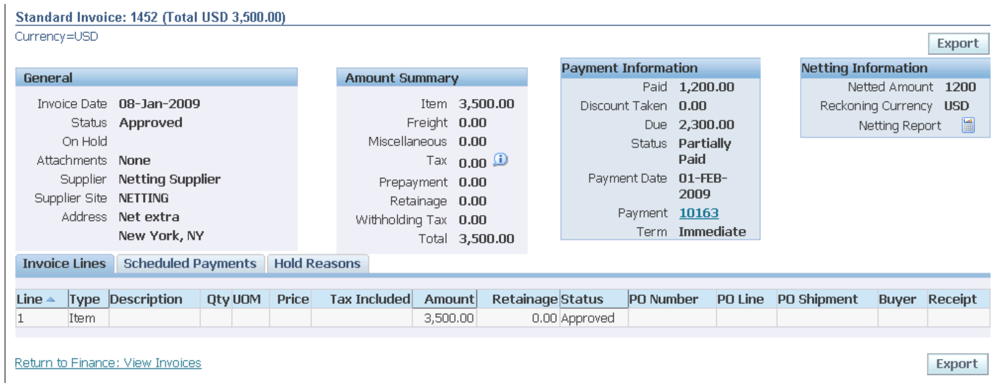
Invoice	Invoice Date	Type	Currency	Amount	Due	Status	On Hold	Payment Status	Due Date	Payment	PO Number	Receipt	Attachments	Netted Amount	Reckoning Currency	Netting Report
N-32	10-Jan-2009	Standard	USD	1,100.00	1,100.00	Approved		Not Paid	10-JAN-2009							
1452	08-Jan-2009	Standard	USD	3,500.00	2,300.00	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							

3. Supplier Brokers have access to information about multiple suppliers, therefore a search filter for transaction documents is enabled for all supplier broker logins. This allows supplier brokers to search for, and filter required data only.

   If you have logged in as a supplier broker, this page displays Supplier dropdown, Supplier Site dropdown, along with other search fields. Select a Supplier from the dropdown, this is a mandatory field. The Supplier Site dropdown is optional. This enables you to search for specific supplier information.

4. 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



5. On the Invoice Details page, you can see the header level information.

6. 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.

7. 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.

8. 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.

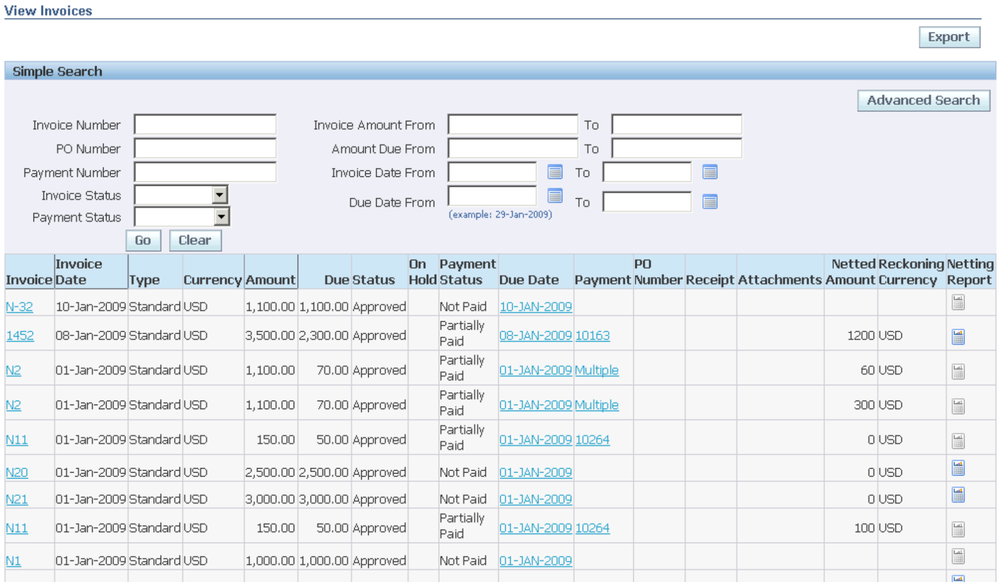
To view the AP AR Netting Report:

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 | Invoice Amount From | To
PO Number | Amount Due From | To
Payment Number | Invoice Date From | To
Invoice Status | Due Date From | To
Payment Status | (example: 29-Jan-2009)

Go | Clear

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	On Hold	Payment Status	Due Date	Payment	PO Number	Receipt	Attachments	Netted Amount	Reckoning Currency	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	
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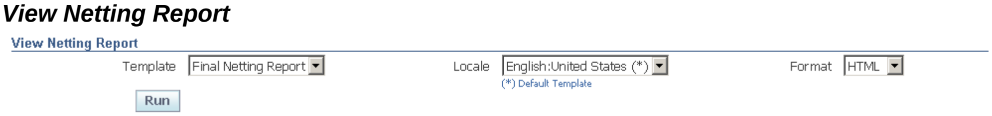
N11	01-Jan-2009	Standard	USD	150.00	50.00	Approved		Partially Paid	01-JAN-2009	10264				0	USD	
N20	01-Jan-2009	Standard	USD	2,500.00	2,500.00	Approved		Not Paid	01-JAN-2009					0	USD	
N21	01-Jan-2009	Standard	USD	3,000.00	3,000.00	Approved		Not Paid	01-JAN-2009					0	USD	
N11	01-Jan-2009	Standard	USD	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: Final Netting Report | Locale: English:United States (*) | Format: HTML

(*) Default Template

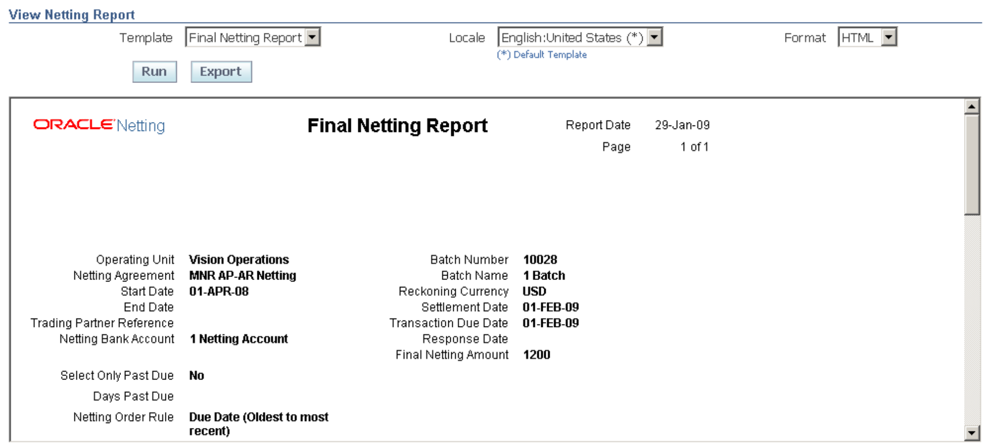
Run

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.



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:

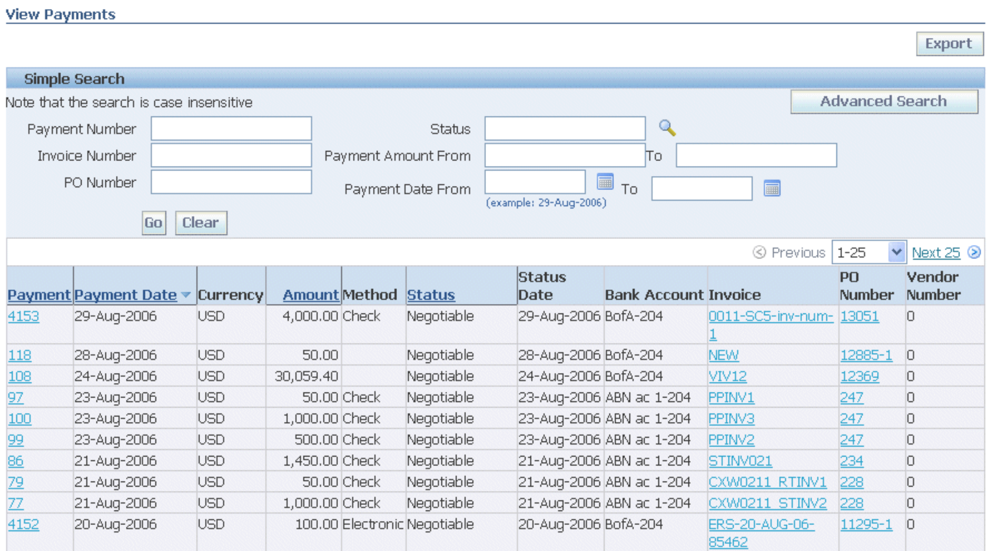
- Payment number
- Invoice number
- Payment date
- Purchase order number

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



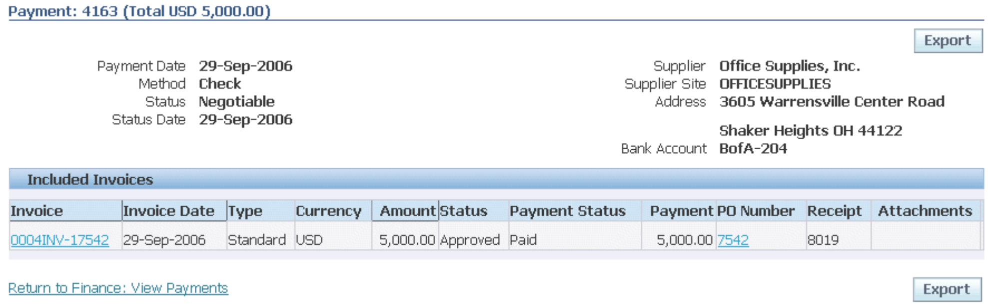
Payment	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number	Vendor Number
4153	29-Aug-2006	USD	4,000.00	Check	Negotiable	29-Aug-2006	BofA-204	0011-SC5-inv-num-1	13051	0
118	28-Aug-2006	USD	50.00		Negotiable	28-Aug-2006	BofA-204	NEW	12885-1	0
108	24-Aug-2006	USD	30,059.40		Negotiable	24-Aug-2006	BofA-204	VIV12	12369	0
97	23-Aug-2006	USD	50.00	Check	Negotiable	23-Aug-2006	ABN ac 1-204	PPINV1	247	0
100	23-Aug-2006	USD	1,000.00	Check	Negotiable	23-Aug-2006	ABN ac 1-204	PPINV3	247	0
99	23-Aug-2006	USD	500.00	Check	Negotiable	23-Aug-2006	ABN ac 1-204	PPINV2	247	0
86	21-Aug-2006	USD	1,450.00	Check	Negotiable	21-Aug-2006	ABN ac 1-204	STINV021	234	0
79	21-Aug-2006	USD	50.00	Check	Negotiable	21-Aug-2006	ABN ac 1-204	CXW0211_RTINV1	228	0
77	21-Aug-2006	USD	1,000.00	Check	Negotiable	21-Aug-2006	ABN ac 1-204	CXW0211_STINV2	228	0
4152	20-Aug-2006	USD	100.00	Electronic	Negotiable	20-Aug-2006	BofA-204	ERS-20-AUG-06-85462	11295-1	0

3. Supplier Brokers have access to information about multiple suppliers, therefore a search filter for transaction documents is enabled for all supplier broker logins. This allows supplier brokers to search for, and filter required data only.

   If you have logged in as a supplier broker, this page displays Supplier dropdown, Supplier Site dropdown, along with other search fields. Select a Supplier from the dropdown, this is a mandatory field. The Supplier Site dropdown is optional. This enables you to search for specific supplier information.

4. 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



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

8

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
- Manage Supplier Broker

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.

Notifications for Change Requests

You receive notifications when buyers approve or reject requests for changes to:

- Address book.
- Contact directory.
- Business classifications.
- Product and services.

Approval notifications are for your information only. Rejection notifications include a link to enable you to view the reasons for the rejection and to make any necessary updates.

The chapter includes the following sections:

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.

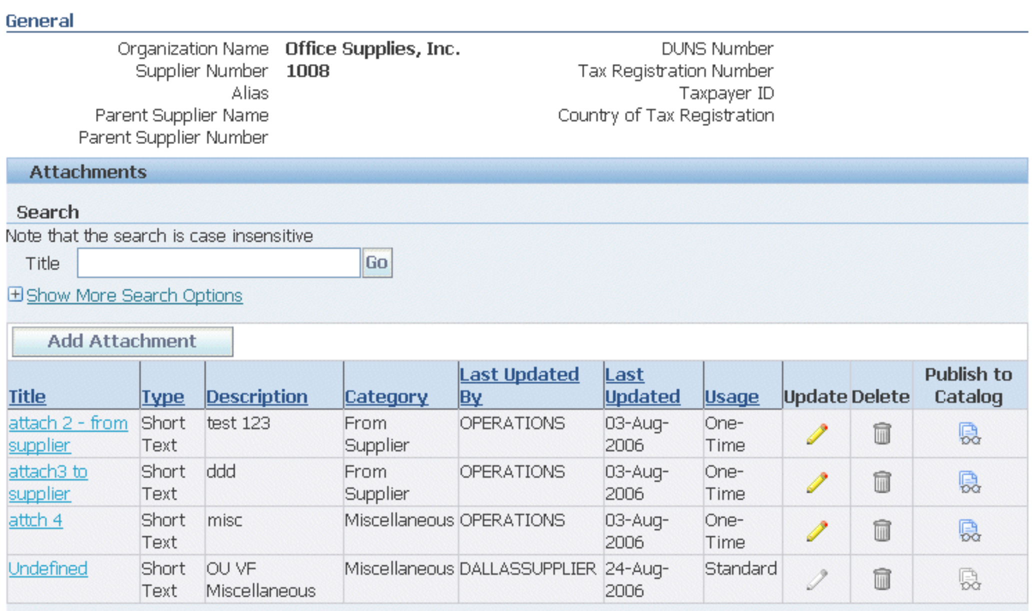
General Company Information

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



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.

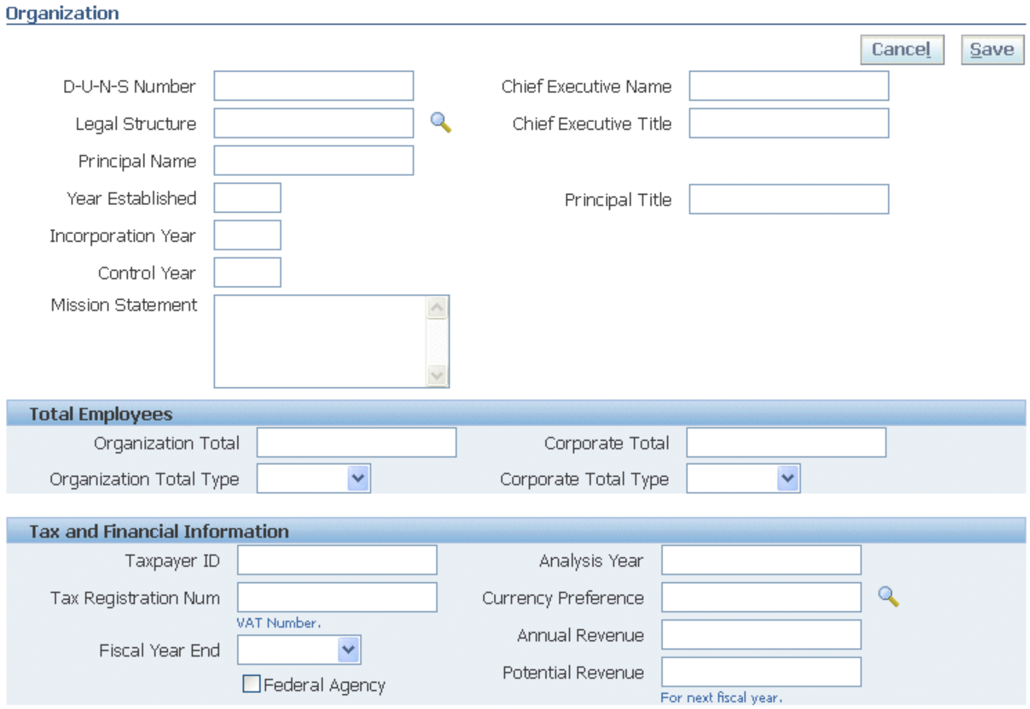
Company Profile

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.

> **Note:** Using the Supplier Name Restriction function, a system administrator can control if a supplier management administrator can update the supplier's name. If this function is assigned to your responsibility, then the Supplier Name field becomes read-only. Only administrators who are not assigned this function can update the supplier's name.

Organization Page

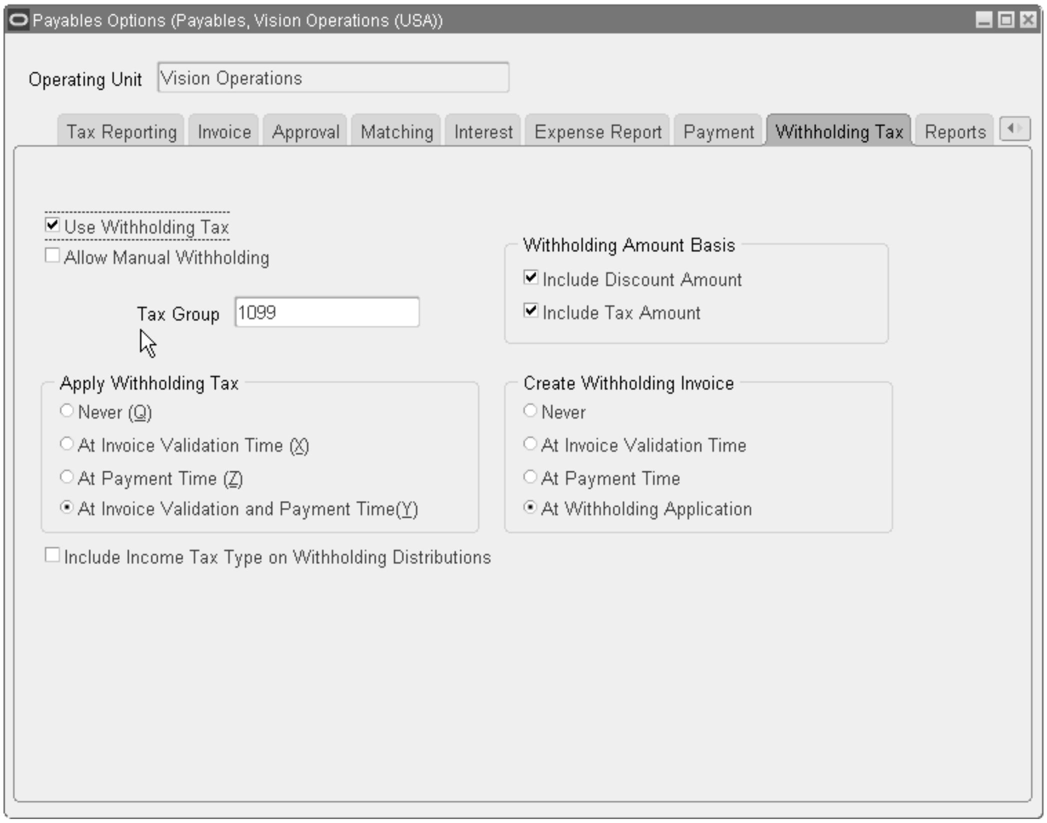


Once you have entered appropriate information, click Save.

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.

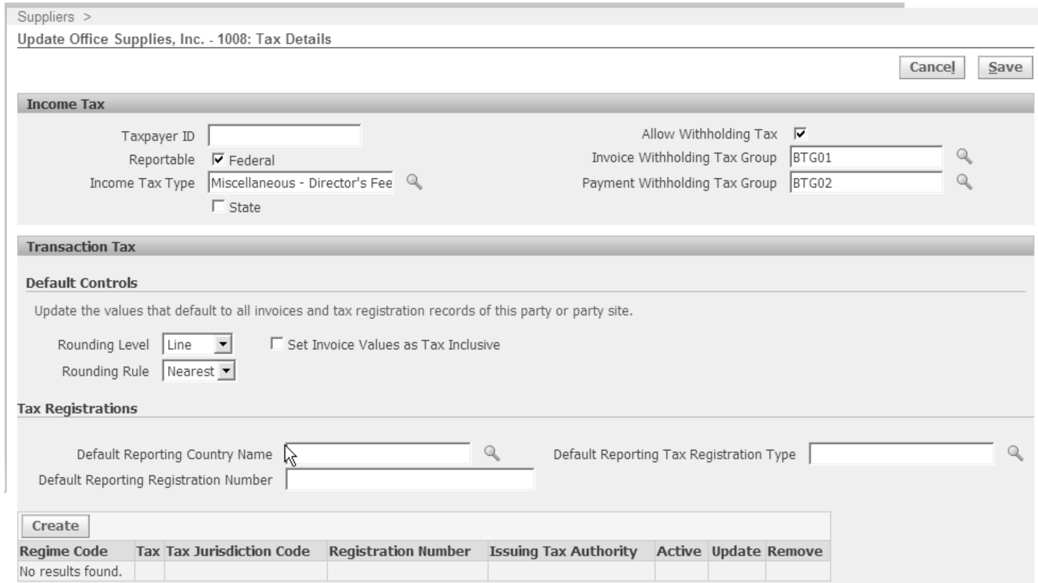
Withholding Tax window in Payables



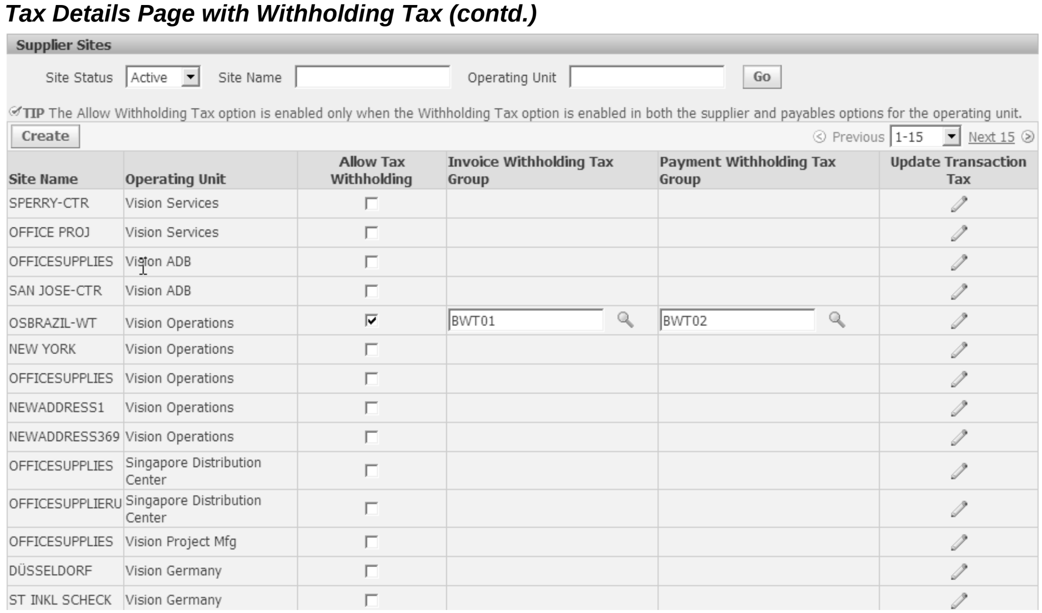
The option At Invoice Validation and Payment time has been included. This option can be selected only if the Use Withholding Tax box is selected in the Withholding Tax region of Payables Options and the option in Apply Withholding Tax is selected as At Invoice Validation and Payment Time. Another option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



Tax Details Page with Withholding Tax (contd.)

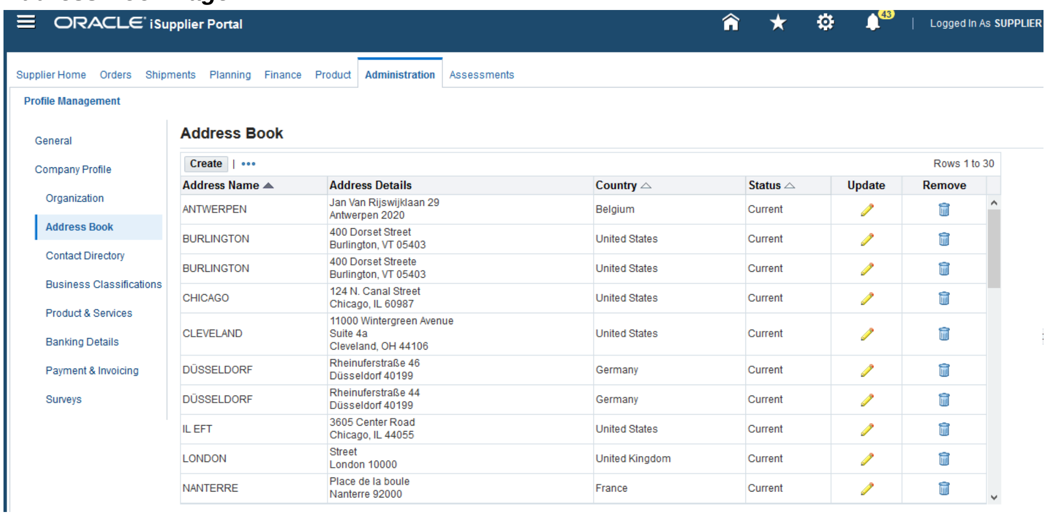


Address Book

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.

The **Create Address** and **Update Address** pages in the Address Book display the **Address Purpose** region, using which you can assign a purpose (reason) for the address. Add a new Address Purpose row by clicking the **Add Another Row** icon. Select an **Address Purpose** such as Bill To, Acknowledgment, or Install At from the **Purpose** drop-down. Select multiple address purposes for an address. Remove an address purpose by clicking the **Delete** icon.

Address Book Page



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 application for a few days. Use the **Status** column in the **Address Book** page to track the status of the address that you create or update and submit for approval. The status is Pending when the address information is pending approval and changes to Current after the buyer approves the address information.

To manage address book details:

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

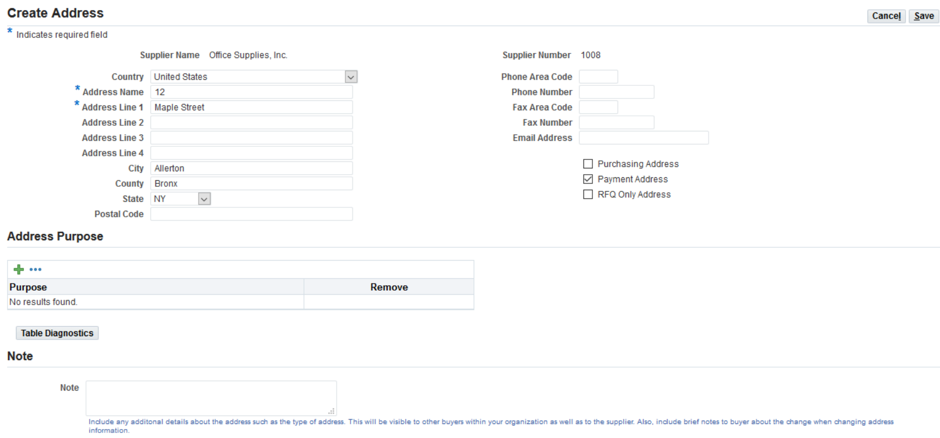
2. The **Address Book** page displays the current addresses defined for your company. From this page you can:

   - Delete an address.

   - Update an address.

   - Add a new address by clicking **Create**.

Create Address Page



1. On the **Create Address** page, enter the appropriate information for the new address (required fields are marked with an asterisk). Note that entering the address purpose is optional.

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.

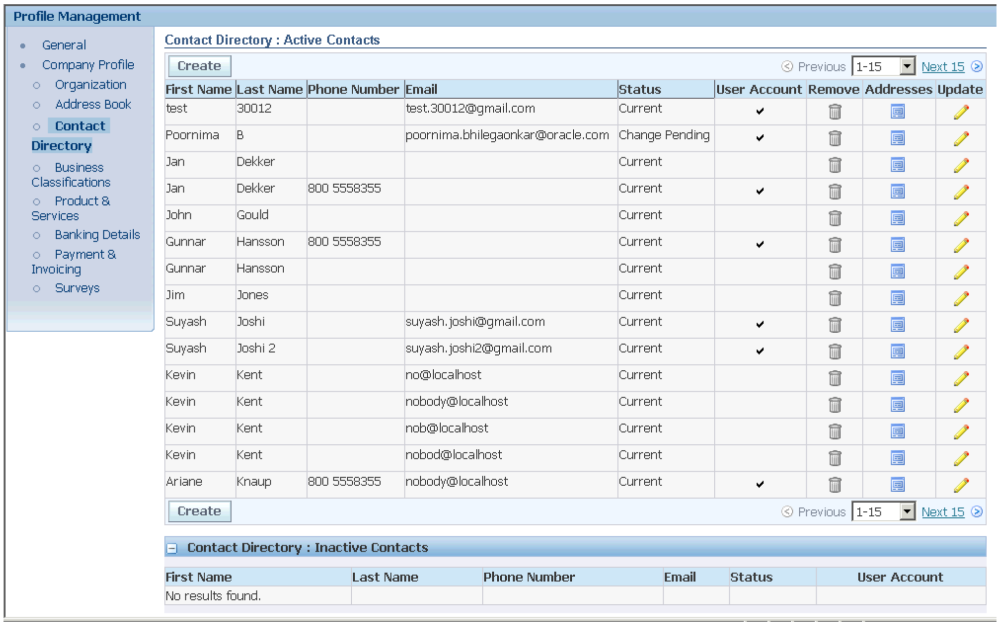
You can create multiple contacts and link each one to as many addresses as needed. Each contact must be unique based on first name, last name, and phone number. Contacts that are obsolete can be removed.

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.

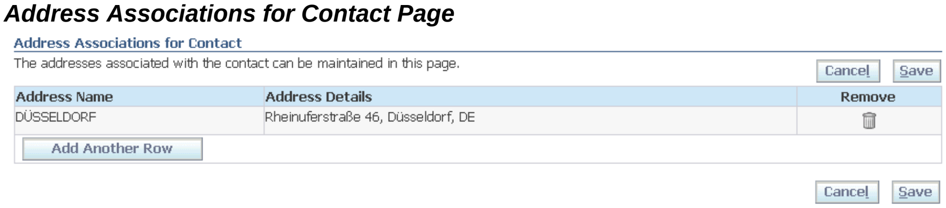
Contact Directory Details Page



2. 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



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

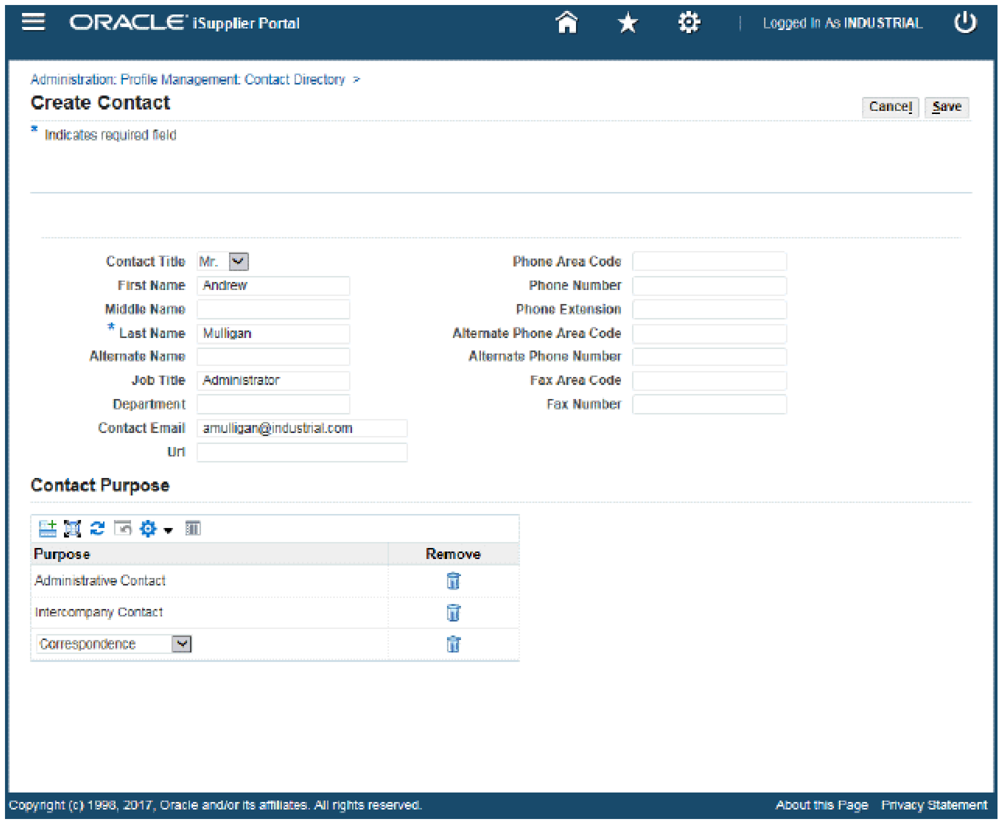
- To remove an address for a contact, click the trashcan icon.
- To add an address to a contact, click Add Another Row, search for the

address, and click Save.

To create a new contact

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

Create Contact Page



2. Enter appropriate information such as Contact Title, First Name, Middle Name, Last Name, Alternate Contact Name, Job Title, Email Address, URL, Phone Area Code, Phone Number, Phone Extension, Alternate Phone Area Code, Alternate Phone Number, Fax Area Code, Fax Number, and Inactive Date 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.

   Note: The Supplier Onboarding Configuration page provides the Create User Account check box, which determines if user account must be created by default for a primary contact. Based on their business requirements, buyer administrators can select the check box either at the Global or the Operating Unit level.

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* guide for details about defining user accounts.

4. The **Create Contact** page (and the **Update Contact** page) in the Contact Directory display the **Contact Purpose** region, using which the user can assign a purpose (reason) for the contact, such as Administrative Contact, or Technical Contact. Add a new Contact Purpose row by clicking the **Add Another Row** icon. Select a contact purpose from the **Purpose** dropdown list. You can select multiple purposes for a contact. Remove a contact purpose by clicking the **Delete** icon. Entering the **Contact Purpose** is optional.

   The purpose the user selects determines the type of communication that will be received from the buying organization. Thus, the buying organization sends out various types of communication to the supplier contacts, based on the specific purpose(s) assigned to them.

   Note: The Purchase Order Fulfillment Administrator purpose is related to the purpose based notifications feature. When you select this purpose for a supplier contact, the application sends purchase order creation and update notifications upon approval only to the contact user who is identified as the Purchase Order Fulfillment Administrator.

5. When 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.

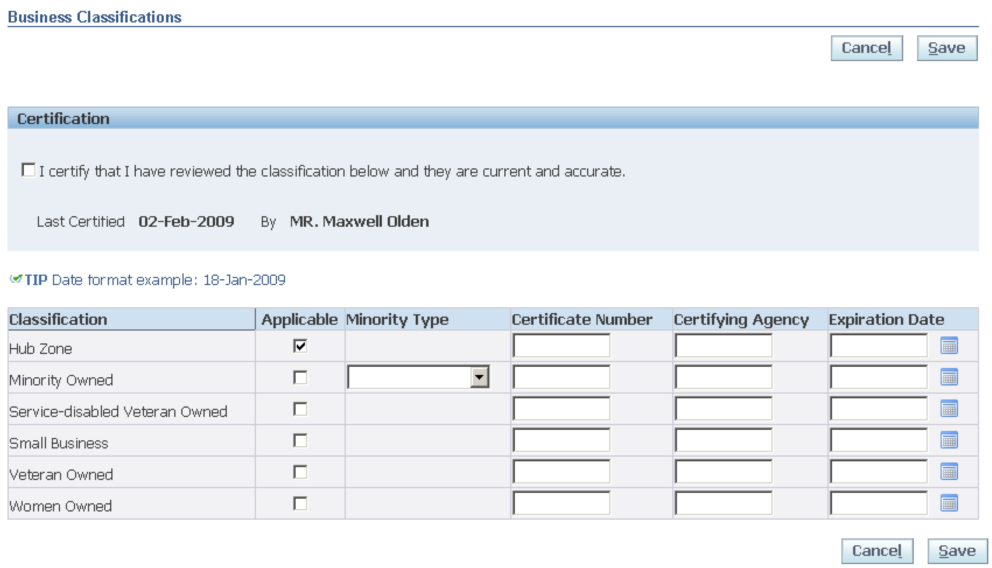
Designated supplier users will be notified when the re-certification date for supplier's business classification is due. This is for the re-certification of the business classification and is based on the Business Classification Re-Certification Notification Reminder Days profile option set by the system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



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:

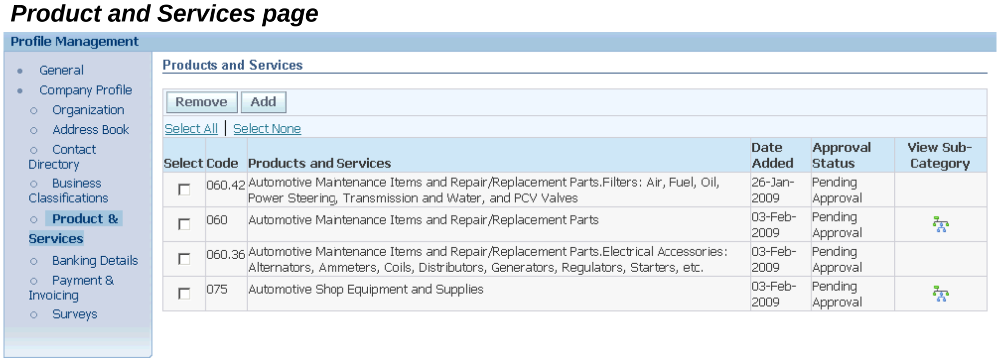
- Products and Services codes along with Description.
- List of Product and Services ordered by Description.

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:

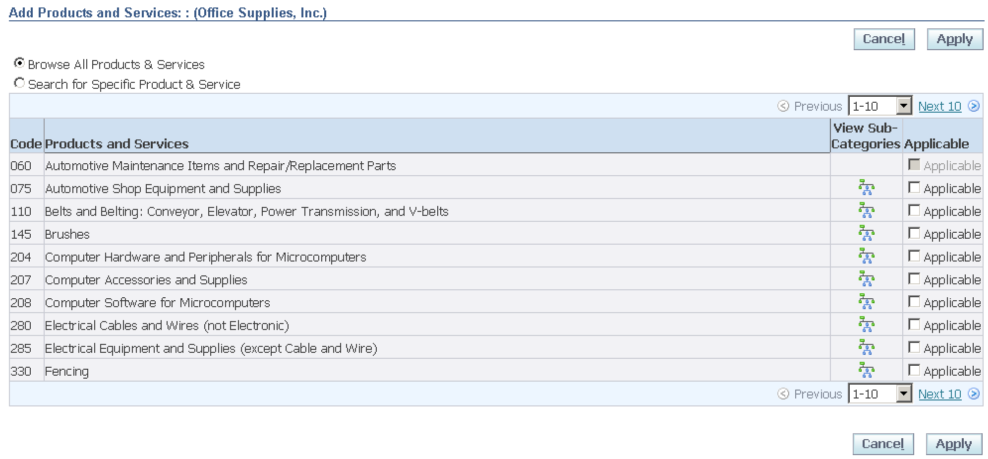
1. On the **Admin** information page, click Product and Services.

Product and Services page



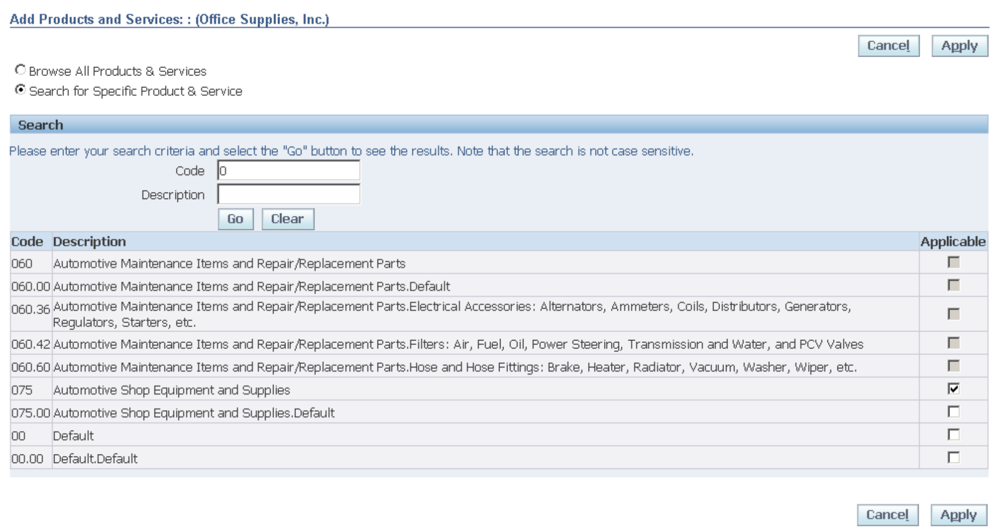
2. On the **Products and Services** page, the system displays the list of categories with their codes, and approval status that have already been claimed by your company. (To browse child category details for any parent, click the view sub-category icon.)
3. Click Add. The Add Products and Services page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

Add Products and Services page



4. 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.

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



6. Select the Applicable check box. (Applicable check box is greyed out for products or services which are already selected as Applicable.)

7. Click Apply.

8. 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

To remove products or services:

1. On the **Products and Services** page, select a product or service.

2. Click Remove.

If you, as the supplier user, remove any associated products or services categories, the system sends an FYI notification to the buyer about the deletion. However, please note that the removal / deletion of product and services or categories does not require approvals from the buyer.

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.

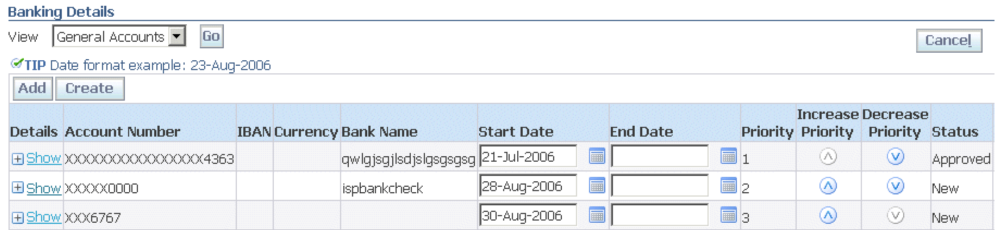
You can create and maintain bank account details that you want the buying company to use when they make payments to you. The system captures all relevant information. Since bank accounts are defined for a particular bank, branch and account number, you have the ability to enter all this information when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

Creating Banking Details

To view existing bank accounts:

1. 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



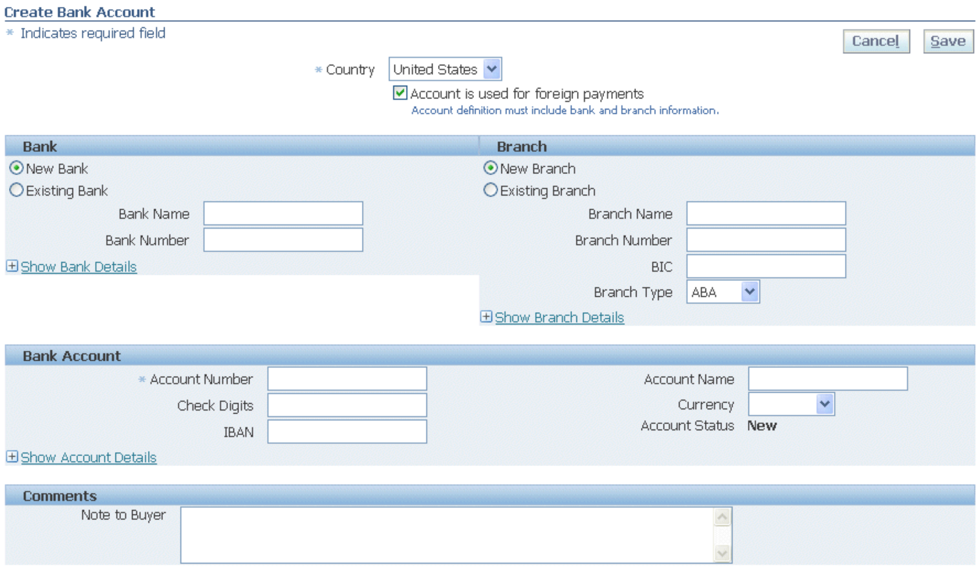
- General Accounts displays accounts that are used company-wide (as opposed to accounts assigned to a particular address).
- All Accounts displays general accounts as well as accounts assigned to an address. Use this view to update account information.
- All Assignments displays which accounts are assigned 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



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 and 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.

    Note: For suppliers in European Union countries, International Bank Account Number (IBAN) information is part of compliance with the European Union requirement. To derive the IBAN or validate the number entered by the user, the supplier administrator should implement a custom code-hook. The application displays an error message, if the number is incorrect. For information on the custom code-hook, refer to the Oracle iSupplier Portal Implementation *Guide*

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.

Manage Supplier Broker

Log in to Oracle iSupplier Portal as a supplier and select the Supplier Profile & User Manager responsibility. Open the **Manage Supplier Broker** subtab. Click **Manage Supplier Broker**. Select a supplier broker name, and click **Apply** to give the supplier broker access to your organization's transactions. A confirmation message indicates that the supplier broker is associated with your organization. The supplier broker can then access and manage supplier transactions.

For more information about how to create, update, and manage supplier brokers, see

Managing Supplier Broker, *Oracle Supplier Management User's Guide*.

9

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.

When buyers select the Reset Password checkbox in the User Profile page, and save the changes, a Reset Password notification is sent to suppliers. The notification contains a link, that suppliers can use to change their password.

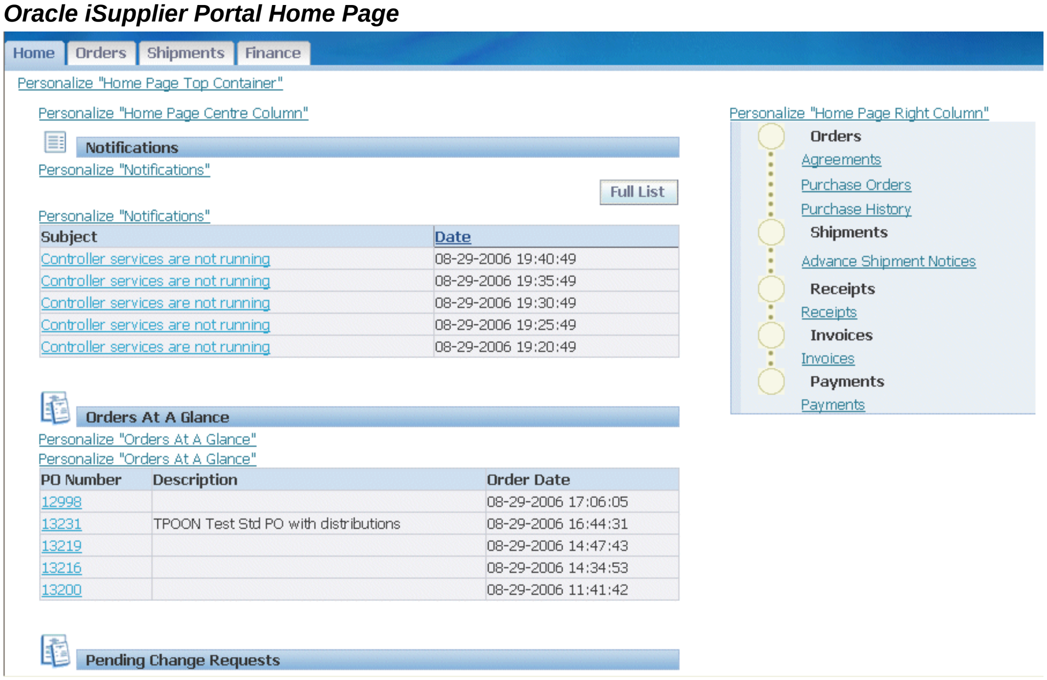
This section includes information for buying companies using Oracle iSupplier Portal, and includes the following:

- 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



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.

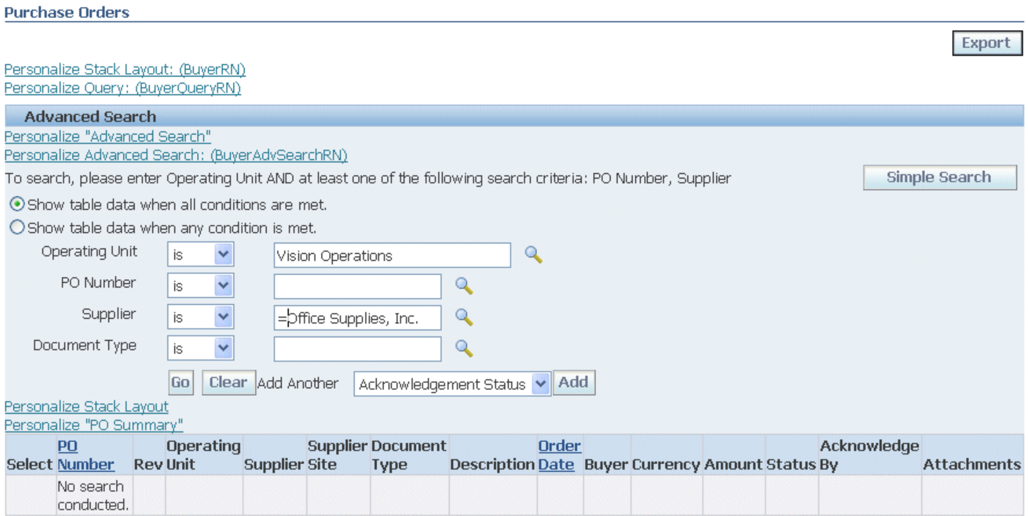
Order Information

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



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.

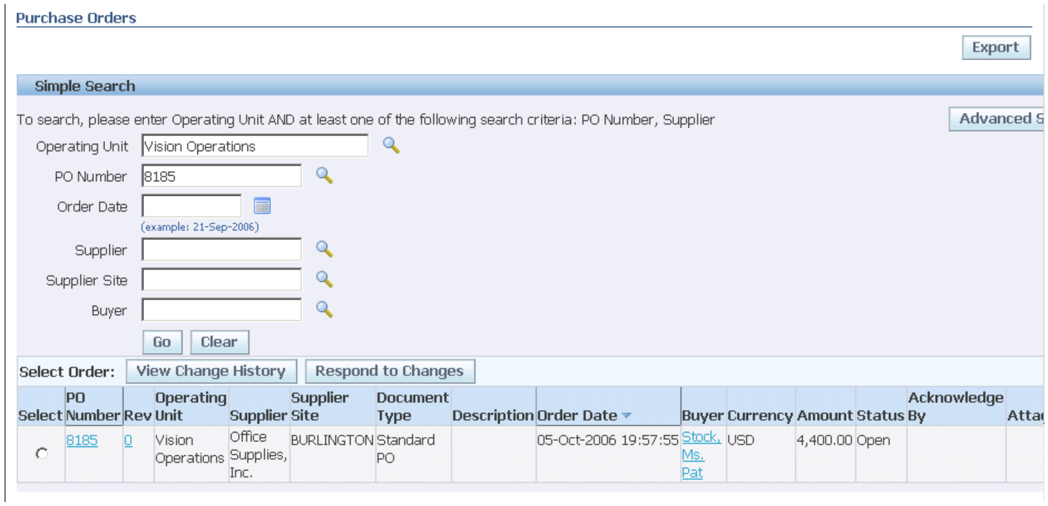
Using advanced search, you can build and narrow searches with the available search operators. Search operators enable you to specify the matching conditions for a search. Available search operators include:

- 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



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

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.

The Linked Attributes column in the PO Details region has a Linked Attributes hyperlink. If you click the hyperlink, a popup displays, showing you the attributes associated to the Job - Purchasing Category - Shopping Category combination. External and Internal descriptors that are associated to the Job – Purchasing Category – Shopping Category combination are displayed along with the job/item related details.

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:

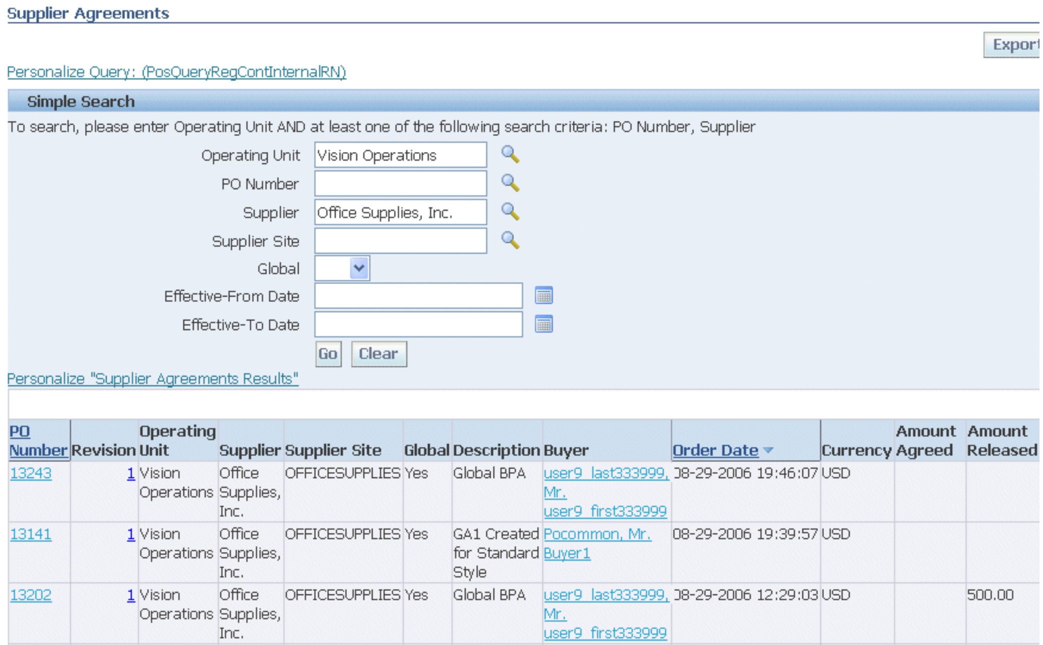
- Operating Unit
- PO Number
- Supplier
- Supplier Site
- Global
- Effective From Date
- Effective To Date
- Status

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



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:

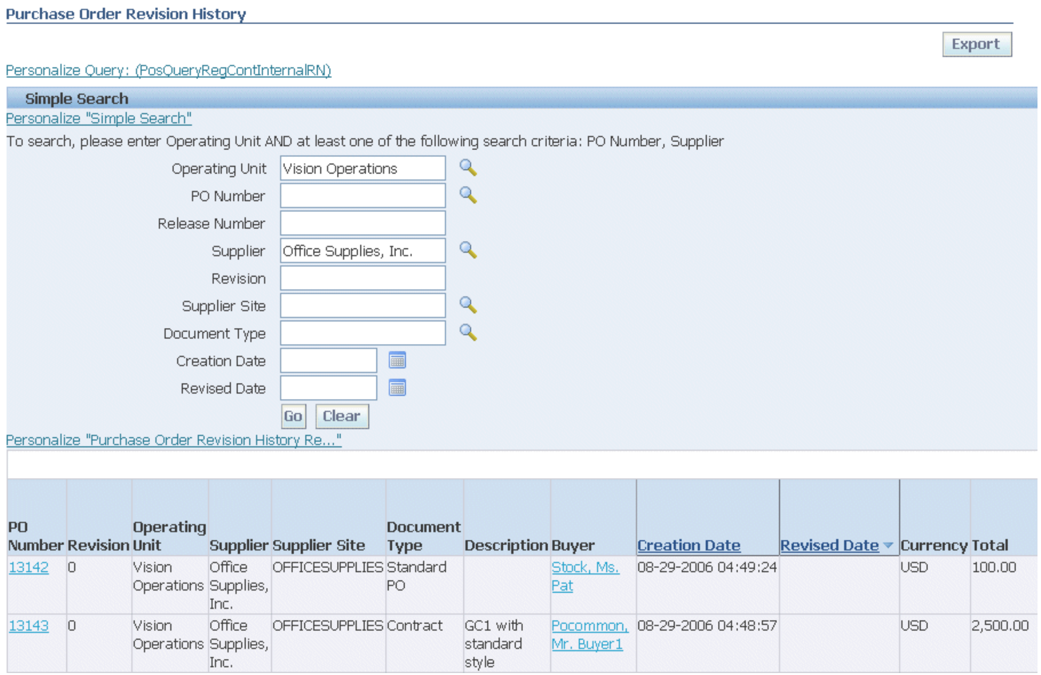
- Business Unit
- PO Number
- Release Number
- Supplier
- Revision
- Supplier Site
- Document Type
- Creation Date
- Revised Date

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



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

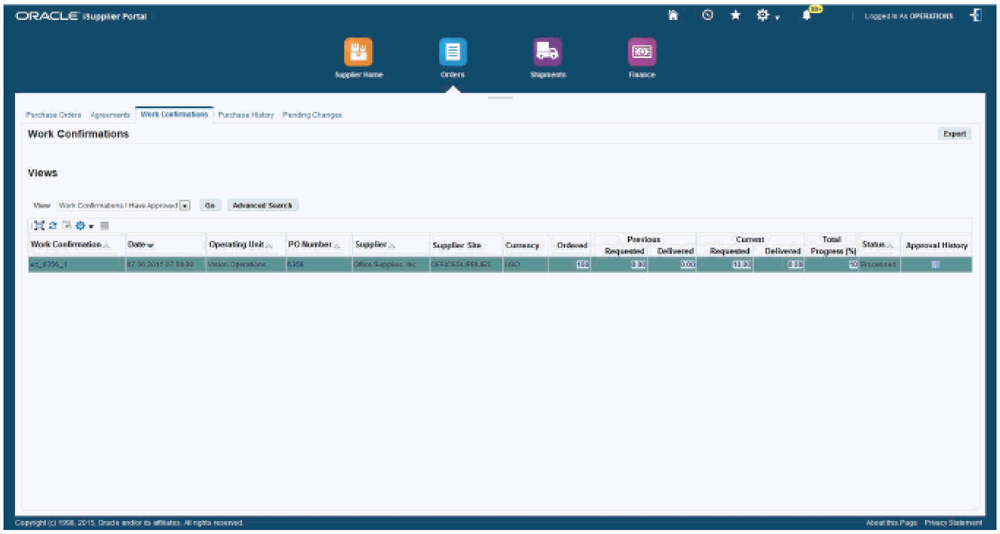
4. On the **Respond to Supplier Changes** page, the values for the purchase order lines that have been changed by the supplier are displayed in the PO Details section. For any value that has changed, you can see the previous value and the new value, flagged with a green star.
5. To accept all the changes, 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



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

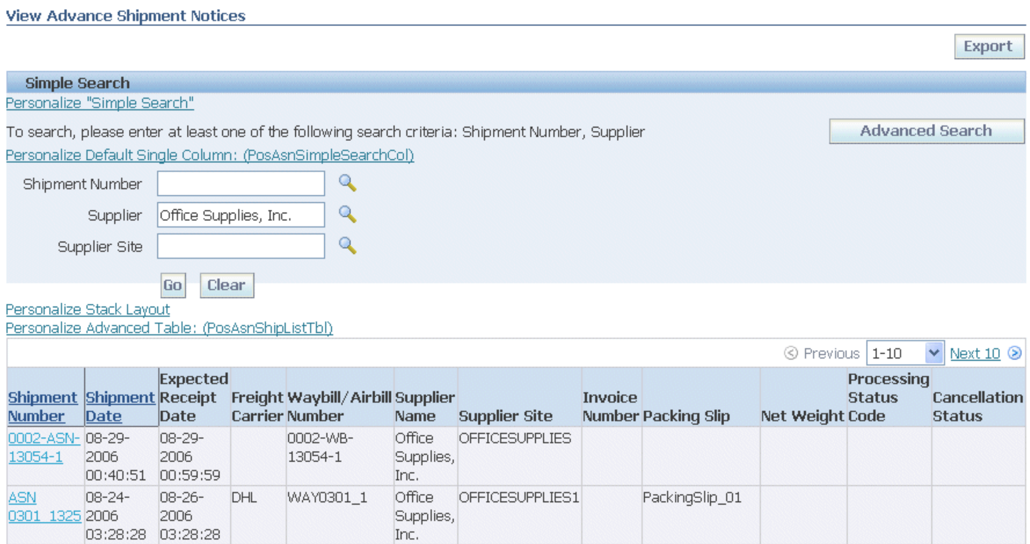
- Supplier Site

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



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

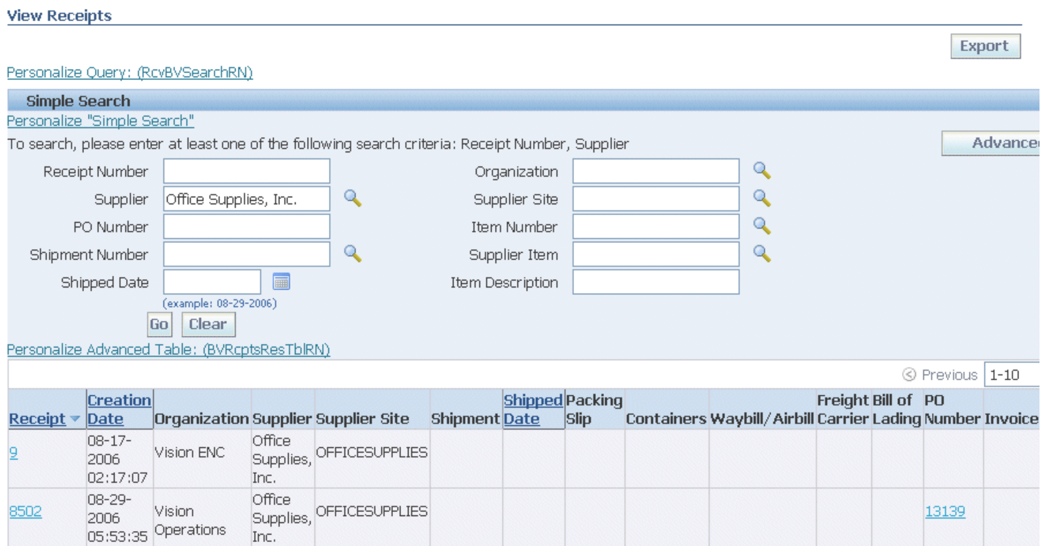
- Receipt Location

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.

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

Receipt Transactions Page



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

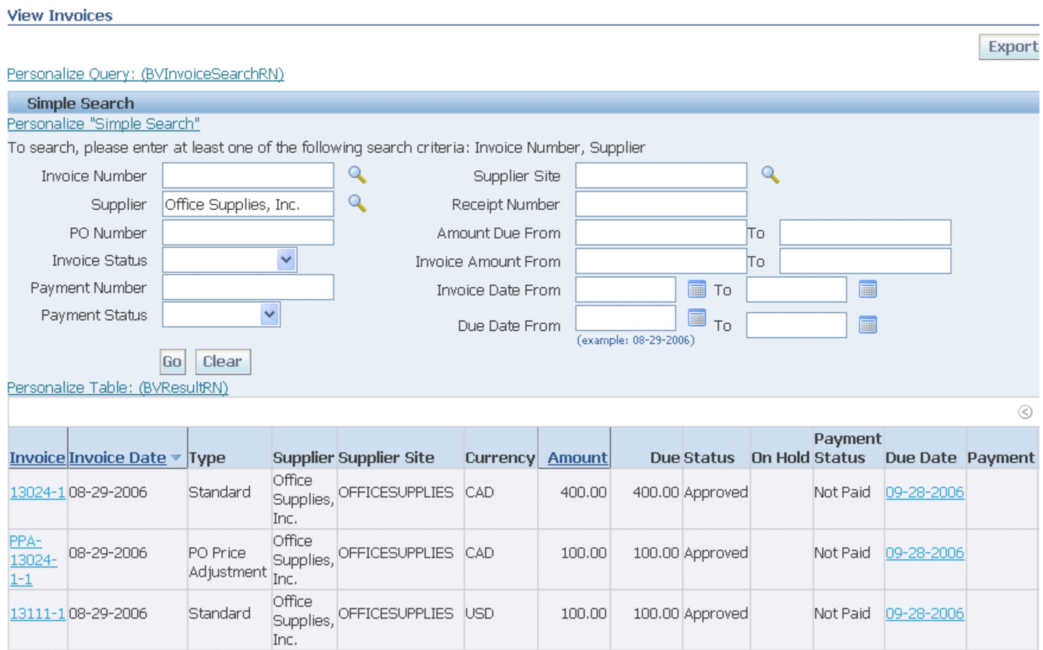
- Packing Slip
- Payment Status
- Operating Unit
- Gross Amount
- Invoice Date
- Amount Due
- Due Date

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



Payments

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

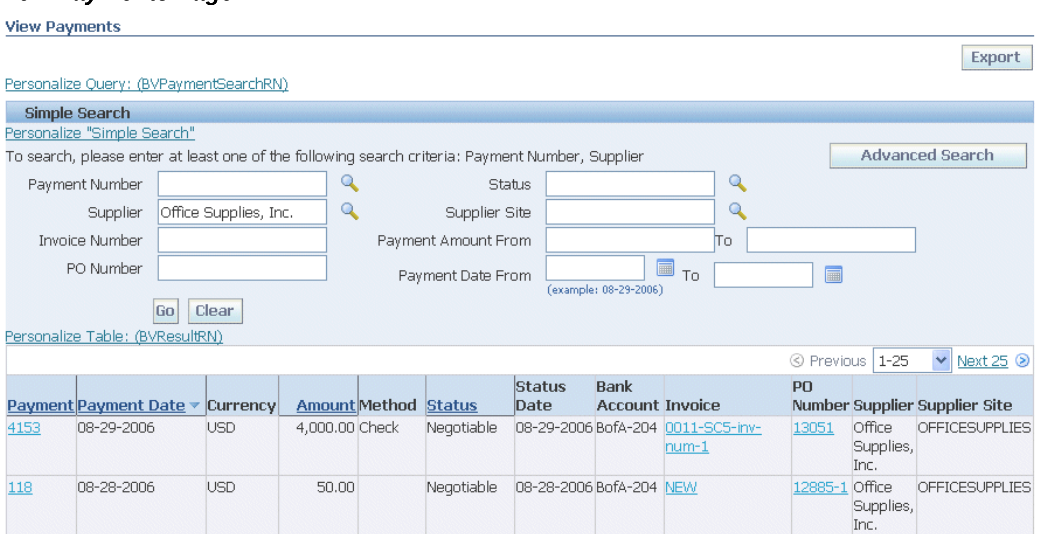
- Payment
- Supplier
- Supplier Site
- Payment Date
- PO Number
- Packing Slip
- Operating Unit
- Payment Amount
- Payment Date

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



Tolerance Based Auto-Approval

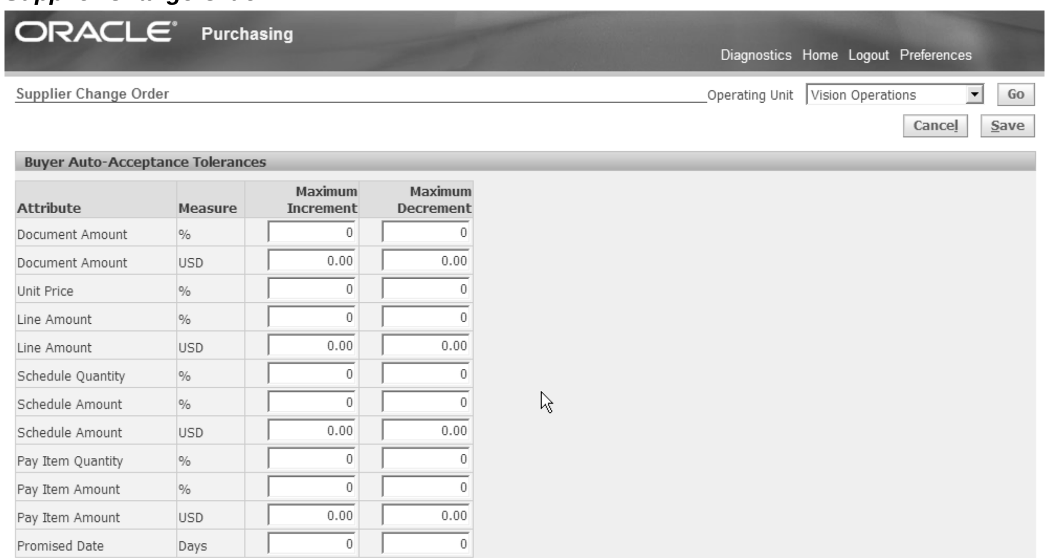
Buying organizations can filter supplier change order requests and auto-approve them based on predefined supplier change order tolerances. These tolerances can be set at Operating Unit level.

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.

> **Note:** Tolerance limits and routing rules apply to services procurement complex purchase orders. The tolerance limits are retrieved from the data entered for both pay items and schedules.

Supplier Change Order



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.

10

Electronic Kanban

iSupplier Portal and Electronic Kanban Integration

If your organization has installed both Electronic Kanban and iSupplier Portal, you can integrate the two products to display an Electronic Kanban tabbed region in iSupplier Portal. The tabbed region in iSupplier Portal displays the Summary and Actions tabs of the Electronic Kanban Workbench. This enables your supplier to view relevant data and change the status of their kanban cards.

Kanban Tab

If you have integrated Electronic Kanban and iSupplier Portal, you can use the Kanban tab that displays in iSupplier Portal. This tab displays the Summary and Actions sub-tabs of the Electronic Kanban Workbench.

Summary Sub-Tab

Use the Summary tabbed region of the Electronic Kanban Workbench to search and view kanban cards for specific items. In the Summary region, your supplier can only view kanban card summary and detail data relevant only to that supplier. It contains the following regions:

- Search – This region provides advanced search and save search capabilities.

  See: Searching for Kanban Cards, *Oracle Electronic Kanban User's Guide*

- Kanban Cards Summary – This region contains listing values such as destination, card number, inventory health, and source data. This region also contains configurable columns that can be detached from the workbench. You can also export the data to a spreadsheet.

  See: Viewing Kanban Card Summary Information, *Oracle Electronic Kanban User's Guide*

- Kanban Cards – This region enables you to view details for the selected pull sequence. This region also contains configurable columns and can be detached from the workbench. This region also enables you to export data to a spreadsheet and print kanban cards.

See: Viewing Kanban Card Summary Information, *Oracle Electronic Kanban User's Guide*

See: Viewing and Updating Kanban Card Details, *Oracle Electronic Kanban User's Guide*

> **Note:** Cancelled kanban cards do not display in the iSupplier Portal Kanban tab. Use the Setup tabbed region in Electronic Kanban Workbench to view and perform transactions for cancelled cards
>
> See: Kanban Pull Sequence, Card, and Parameter Setup, *Oracle Electronic Kanban User's Guide*

Actions Sub-Tab

In the Actions region, your supplier can only view and create actions for electronic kanban cards relevant to them. Predefined supply statuses cannot be changed. The supplier can change the status to In Process, or a custom status that is attached to the predefined status of In Process.

See: Changing Status Action for Kanban Cards, *Oracle Electronic Kanban User's Guide*

Glossary

accept

An action to indicate that you accept the previous approver's authorization.

acceptance

Supplier acknowledgement of a purchase order that indicates that the supplier agreed to and accepted the terms of the purchase order.

account

See: **accounting flexfield**

account alias

An easily recognized name or label representing an account charged on miscellaneous transactions. You may view, report, and reserve against an account alias.

Account Generator

A feature that uses Oracle Workflow to provide various Oracle Applications with the ability to construct Accounting Flexfield combinations automatically using custom construction criteria. You define a group of steps that determine how to fill in your Accounting Flexfield segments. You can define additional processes and/or modify the default process(es), depending on the application.

See also: **activity (Workflow)**, **function**, **item type**, **lookup type**, **node**, **process**, **protection level**, **result type**, **transition**, **Workflow Engine**

accounting flexfield

A feature used to define your account coding for accounting distributions. For example, this structure can correspond to your company, budget account, and project account numbers. For simplicity, Inventory and Oracle Manufacturing use the term account to refer to the accounting flexfield.

accounting flexfield limit

The maximum amount you authorize an employee to approve for a particular range of accounting flexfields.

accounting period

The fiscal period a company uses to report financial results, such as a calendar month or fiscal period.

accounts payable accrual account

The account used to accrue payable liabilities when you receive your items. Always used for inventory and outside processing purchases. You can also accrue expenses at the time of receipt. Used by Purchasing and Inventory, the accounts payable account represents your non-invoiced receipts, and is included in your month end accounts payable liability balance. This account balance is cleared when the invoice is matched in Payables.

accrual accounting

Recognition of revenue when you sell goods and recognition of expenses when a supplier provides services or goods. Accrual based accounting matches expenses with associated revenues when you receive the benefit of the good and services rather than when cash is paid or received.

acquisition cost

The cost necessary to obtain inventory and prepare it for its intended use. It includes material costs and various costs associated with procurement and shipping of items, such as duty, freight, drayage, customs charges, storage charges, other supplier's charges, and so on.

activity (Workflow)

An Oracle Workflow unit of work performed during a business process.

See also: **activity attribute**, **function activity**

activity attribute

A parameter for an Oracle Workflow function activity that controls how the function activity operates. You define an activity attribute by displaying the activity's Attributes properties page in the Activities window of Oracle Workflow Builder. You assign a value to an activity attribute by displaying the activity node's Attribute Values properties page in the Process window.

alert

A specific condition defined in Oracle Alert that checks your database and performs actions based on the information it finds there.

alert action

In Oracle Quality, an electronic mail message, operating system script, SQL script, or concurrent program request that is invoked when specified action rule conditions are met.

alphanumeric number type

An option for numbering documents, employees, and suppliers where assigned numbers can contain letters as well as numbers.

amount based order

An order you place, receive, and pay based solely on the amount of service you purchase.

approve

An action you take to indicate that you consider the contents of the purchasing document to be correct. If the document passes the submission tests and you have sufficient authority, Purchasing approves the document.

approved

A purchase order or requisition status that indicates a user with appropriate authorization approved the purchase or requisition. Purchasing verifies that the purchase order or requisition is complete during the approval process.

archiving

The process of recording all historical versions of approved purchase orders. Purchasing automatically archives a purchase order when you approve it for the first time. Purchasing subsequently archives your purchase orders during the approval process if you have increased the revision number since the last time you approved the purchase order.

ASC X12

Accredited Standards Committee X12 group. This group is accredited by ANSI and maintains and develops the EDI standards for the United States and Canada.

ASCII

American Standard Code for Information Interchange. A standard file format used for transmission and storage. ASCII is a seven-bit code with an eighth bit used for parity.

ASL

Approved Suppliers List. A list where you can set up your Approved Suppliers, Sites, and Items.

ASN

(Advanced Shipping Notice)

asset item

Anything you make, purchase, or sell including components, subassemblies, finished products, or supplies which carries a cost and is valued in your asset subinventories.

asset subinventory

Subdivision of an organization, representing either a physical area or a logical grouping of items, such as a storeroom where quantity balances are maintained for all items and values are maintained for asset items.

assigned units

The number of resource units assigned to work at an operation in a routing. For example, if you have 10 units of machine resource available at a department, you can assign up to 10 of these units to an operation in a routing. The more units you assign, the less elapsed time Work in Process schedules for the operation.

assignment hierarchy

You can assign sourcing rules and bills of distribution to a single item in an inventory organization, all items in an inventory organization, categories of items in an inventory organization, a site, and an organization. These assignments have an order of precedence relative to one another.

assignment set

A group of sourcing rules and/or bills of distribution and a description of the items and/or organizations whose replenishment they control.

attribute

See: **activity attribute**, **item type attribute**

authorization check

A set of tests on a purchasing document to determine if the document approver has sufficient authority to perform the approval action.

automatic numbering

A numbering option Purchasing uses to assign numbers to your documents, employees, or suppliers automatically.

automatic sourcing

A Purchasing feature which allows you to specify for predefined items a list of approved suppliers and to associate source documents for these suppliers. When you create a requisition or purchase order line for the item, Purchasing automatically provides appropriate pricing for the specified quantity based on the top-ranked open source document for the supplier with the highest percentage allocation.

autoschedule

You can set up a supplier/site/item to have the schedules built by the concurrent program autoschedule. The schedules are not built by the Scheduler's Workbench.

balancing entity

An organization for which you prepare a balance sheet, represented as a balancing segment value in your accounting flexfield. This is the equivalent of a fund in government organizations. Examples include companies, strategic business units, and divisions.

balancing segment

An Accounting Flexfield segment you define so that Oracle General Ledger automatically balances all journal entries for each value of this segment. For example, if your company segment is a balancing segment, General Ledger ensures that within every journal entry, the total debits to company 01 equal the total credits to company 01.

base unit

The unit of measure to which you convert all units of measure within one class. The base unit is the smallest or most commonly used unit of measure in the class. For example, millimeter is the base unit in the Length class. You define your base unit of measure when you create your unit class.

bill of distribution

Specifies a mutilevel replenishment network of warehouses, distribution centers, and manufacturing centers (plants).

bill-to address

The customer's billing address. It is also known as invoice-to address.

blanket purchase agreement

A type of purchase order you issue before you request actual delivery of goods or services. You normally create a blanket purchase agreement to document a long-term supplier agreement. A blanket purchase agreement may contain an effective date and an expiration date, a committed amount, or quantity. You use a blanket purchase agreement as a tool for specifying agreed prices and delivery dates for goods and services before ordering them.

blanket purchase order

See: **blanket purchase agreement**

blanket release

An actual order of goods and services against a blanket purchase agreement. The blanket purchase agreement determines the characteristics and prices of the items. The blanket release specifies actual quantities and dates ordered for the items. You identify a blanket release by the combination of the blanket purchase agreement number and the release number.

blind receiving

A site option that requires your receiving staff to count all items on a receipt line. Blind receiving prevents display of expected receipt quantities in receiving windows.

budget organization

An entity, such as a department, division, or activity responsible for entering and maintaining budget data. You define budget organizations for your agency, then assign appropriate accounting flexfields to each budget organization.

bucket patterns

Bucket patterns can be defined to include daily, weekly, monthly, or quarterly buckets. Bucket patterns are used to bucket quantity requirements on Planning or Shipping Schedules.

budgetary account

An account segment value (such as 6110) that is assigned one of the two budgetary account types. You use budgetary accounts to record the movement of funds through the budget process from appropriation to expended appropriation.

business document

A document used for conducting business between two trading partners - a purchase order or invoice, for example.

business group

An organization which represents the consolidated enterprise, a major division, or an operation company. This entity partitions Human Resources information.

buyer

Person responsible for placing item resupply orders with suppliers and negotiating supplier contracts.

cancel

You can cancel a purchase order after approving it. When you cancel a purchase order, you prevent anyone from adding new lines to the purchase order or receiving additional goods. Purchasing still allows billing for goods you received before cancelling the purchase order. Purchasing releases any unfilled requisition lines for reassignment to another purchase order.

candidate

A record Purchasing selects to purge based on the last activity date you specify. Purchasing selects only records that you have not updated since the last activity date. Purchasing does not purge a candidate until you confirm it.

carrier

See: **freight carrier**

category

Code used to group items with similar characteristics, such as plastics, metals, or glass items.

category set

A feature in Inventory where users may define their own group of categories. Typical category sets include purchasing, materials, costing, and planning.

check funds

To certify whether you have funds available to complete your requisition or purchase order. The difference between the amount you are authorized to spend and the amount of your expenditures plus encumbrances equals your funds available. You can certify funds available at any time when you enter a requisition or a purchase order. You can track funds availability at different authority levels on-line.

close

A purchase order is automatically closed once it is received (if you require a receipt) and is billed for all purchase order shipments. Since you do not require or expect any further activity, Purchasing closes the purchase order. You can also manually close the purchase order early if you do not expect further activity. Adding lines to it or receiving against it, reopens the purchase order. Purchasing does not consider closed purchase orders for accruals.

close for invoicing

A purchase order control that you can assign manually or that Purchasing can assign automatically when the amount invoiced reaches a defined percentage of the order quantity.

close for receiving

A purchase order control you can assign manually or that Purchasing can assign automatically when the amount received reaches a defined percentage of the order quantity.

column headings

Descriptions of the contents of each column in the report.

combination of segment values

A combination of segment values uniquely describes the information stored in a field made up of segments. A different combination of segment values results when you change the value of one or more segments. When you alter the combination of segment values, you alter the description of the information stored in the field.

commitment

A contractual guarantee with a customer for future purchases, usually with deposits or prepayments. You can then create invoices against the commitment to absorb the deposit or prepayment. Receivables automatically records all necessary accounting entries for your commitments. Oracle Order Entry allows you to enter order lines against commitments.

A journal entry you make to record an anticipated expenditure as indicated by approval of a requisition. Also known as **pre-commitment, pre-encumbrance** or **pre-lien.**

committed amount

The amount you agree to spend with a supplier.

concurrent manager

Components of your applications concurrent processing facility that monitor and run time-consuming tasks for you without tying up your terminal. Whenever you submit a request, such as running a report, a concurrent manager does the work for you, letting you perform many tasks simultaneously.

concurrent process

A task in the process of completing. Each time you submit a task, you create a new concurrent process. A concurrent process runs simultaneously with other concurrent processes (and other activities on your computer) to help you complete multiple tasks at once with no interruptions to your terminal.

concurrent queue

A list of concurrent requests awaiting completion by a concurrent manager. Each concurrent manager has a queue of requests waiting in line. If your system administrator sets up simultaneous queuing, your request can wait to run in more than one queue.

concurrent request

A request to complete a task for you. You issue a request whenever you submit a task, such as running a report. Once you submit a task, the concurrent manager automatically takes over for you, completing your request without further involvement from you, or interruption to your work. Concurrent managers process your request according to when you submit the request and the priority you assign to your request. If you do not assign a priority to your request, your application prioritizes the request for you.

configuration

A product a customer orders by choosing a base model and a list of options. It can be shipped as individual pieces as a set (kit) or as an assembly (configuration item).

consigned location

The physical location of inventories which resides on the property of buyers and sellers through a consigned agreement with the manufacturer.

context element

A collection element associated with a quality collection transaction. Values for context elements are automatically transferred to Oracle Quality as their parent collection transaction are entered.

context field prompt

A question or prompt to which a user enters a response, called a context field value. When Oracle Applications displays a descriptive flexfield pop-up window, it displays your context field prompt after it displays any global segments you have defined. Each descriptive flexfield can have up to one context prompt.

context field value

A response to your context field prompt. Your response is composed of a series of characters and a description. The response and description together provide a unique value for your context prompt, such as 1500, Journal Batch ID, or 2000, Budget Formula Batch ID. The context field value determines which additional descriptive flexfield segments appear.

context segment value

A response to your context-sensitive segment. The response is composed of a series of characters and a description. The response and description together provide a unique value for your context-sensitive segment, such as Redwood Shores, Oracle Headquarters, or Minneapolis, Merrill Aviation's Hub.

context-sensitive segment

A descriptive flexfield segment that appears in a second pop-up window when you enter a response to your context field prompt. For each context response, you can define multiple context segments, and you control the sequence of the context segments in the second pop-up window. Each context-sensitive segment typically prompts you for one item of information related to your context response.

contract

An agreement between you and a supplier for unspecified goods or services. This agreement may include terms and conditions, committed amount, and an effective and expiration date. You reference contract purchase agreements directly on standard purchase order lines. Purchasing monitors the amount you have spent against contract purchase agreements.

conversion

Converts foreign currency transactions to your functional currency.

See also: **foreign currency conversion**

conversion formula

The number that, when multiplied by the quantity of one unit of the source base unit, gives you the quantity of one unit of the destination base units in the interclass conversion. The number is also the conversion between units for standard unit conversion or item-specific conversion.

copy

An AutoCreate option that lets a buyer designate a specific requisition line as the source of information that Purchasing copies to the purchase order or RFQ line.

corporate exchange rate

An exchange rate you can optionally use to perform foreign currency conversion. The corporate exchange rate is usually a standard market rate determined by senior financial management for use throughout the organization.

cost element

A classification for the cost of an item. Oracle Manufacturing supports five cost elements: material, material overhead, resource, outside processing, and overhead.

cost variance

The difference between the actual and expected cost. Oracle Manufacturing and Payables supports the following cost variances: invoice price, resource rate, and standard cost variances.

credit memo

A document that partially or fully reverses an original invoice.

CUM

Total received for a supplier site, item, and organization within a CUM Period.

CUM Period

The Period you are going to use to track the quantity received to date for a particular organization. In the Automotive industry this may be a model year.

current on-hand quantity

Total quantity of the item on-hand before a transaction is processed.

default value

Information Oracle Applications automatically enters depending on other information you enter. Also referred to as defaults or a defaulted value.

deliver-to location

A location where you deliver goods previously received from a supplier to individual requestors.

delivery

Internal delivery of items to requestors within your organization.

demand

Projected inventory issue transactions against an item. For Order Management, it is an action you take to communicate current or future product needs to manufacturing.

depot repair

A process used to track items returned by a customer for repair or replacement.

descriptive flexfield

An Oracle Applications feature used to collect information unique to your business. You determine the additional information you need and descriptive flexfield lets you customize your application to your needs without additional programming.

descriptor

Descriptors are the attributes of an item or service that help describe it to the requester. Base descriptors apply to all items or services in the catalog. Some base descriptors, such as Description, are required. Local descriptors apply only to items within a specific shopping category and could also be thought of as category attributes.

destination base unit

The unit of measure to which you are converting when you define interclass conversions. Your destination base unit is the base unit of a unit class.

destination organization

An inventory organization that receives item shipments from a given organization.

detailed message action

A message representing one exception. Oracle Alert inserts the exception values into the text of the message.

direct receipt

The receipt of an item directly to its final destination (either directly to the person who requested the item or directly to the final inventory location). It differs from a standard receipt in that it is received into a receiving location and delivered in one transaction, rather than received and delivered in two separate transactions.

discrete manufacturing

A manufacturing environment where you build assemblies in discrete jobs or batches. Different from a repetitive production environment where you build assemblies on production or assembly lines at a daily rate.

distribution account

An account where you record material, material overhead, resource, outside processing, and overhead charges incurred by a discrete job or repetitive assembly. In a standard costing system, this is where you record your standard costs.

distribution list

A predefined list of electronic mail IDs that you can use rather than entering individual mail IDs (To, Cc, and Bcc) when defining mail message alert actions in Oracle Quality.

Distribution Resource Planning (DRP)

Application of replenishmnent inventory calculations to assist in planning of key resources contained in a distribution system, such as sourcing and transport. DRP is an extension of distribution requirements planning, which applies MRP logic to inventory replenishment at branch warehouses.

document reference

A message that precisely identifies the document or part of document you want to describe using standard or one-time notes.

drop shipment

A method of fulfilling sales orders by selling products without handling, stocking, or delivering them. The selling company buys a product from a supplier and has the supplier ship the product directly to customers.

due date

The date when scheduled receipts are currently expected to be received into inventory and become available for use.

duplicate

An exception Oracle Alert located for the same action set during a previous alert check. Oracle Alert does not consider a detail action to contain a duplicate exception until Oracle Alert sends the final action level to a specific action set, and then locates the same exception for the same action set again. For example, if on Monday Oracle Alert notifies a buyer that a supplier shipment is overdue, then on Tuesday Oracle Alert finds the shipment is still overdue, you can choose whether Oracle Alert should re-notify the buyer or suppress the message.

dynamic distribution

You can use output variables to represent electronic mail IDs. When you define mail message alert actions in Oracle Quality, the message is sent to all defined mail IDs.

dynamic insertion

Automatically creates new accounting flexfield combinations as you enter them. If you do not use dynamic insertion, you create new accounting flexfield combinations with a separate window.

EDI

See: **Electronic Data Interchange (EDI)**

EDIFACT

Electronic Data Interchange for Administration, Commerce, and Trade is the current acronym for standards developed within Working Party 4. *See also* **WP4**

electronic commerce

Conducting business via an electronic medium. This includes methods of exchanging business information electronically, such as Electronic Data Interchange (EDI), FAX, email, and eforms.

Electronic Data Interchange (EDI)

Exchanging business documents electronically between trading partners. EDI subscribes to standard formats for conducting these electronic transactions as stated by various standards.

electronic funds transfer

A method of payment in which your bank transfers funds electronically from your bank account into another bank account. In Oracle Payables, funds are transferred from your account into that of a supplier. This information is sent to the bank in a file.

employee supervisor hierarchy

An approval routing structure based on employee/supervisor relationships. *See* **position hierarchy**

encumbrance

See: **purchase order encumbrance.**

encumbrance type

An encumbrance category that allows you to track your expenditures according to your purchase approval process and better control your planned expenditures. You can set up separate encumbrance types for each stage in your purchasing cycle to track your spending at each level. Examples of encumbrance types are commitments (requisition encumbrances) and obligations (purchase order encumbrances).

event alert

An alert that runs when a specific event occurs that you define. For example, you can define an event alert to immediately send a message to the buyer if an item is rejected on inspection.

exception

An occurrence of the specified condition found during an alert check. For example, an alert testing for invoices on hold may find five invoices on hold, or none. Each invoice on hold is an exception.

exception message

A message received indicating a situation that meets your predefined exception set for an item, such as *Items that are overcommitted*, *Items with excess inventory*, and *Orders to be rescheduled out.*

exception reporting

An integrated system of alerts and action sets that focuses attention on time-sensitive or critical information, shortens your reaction time, and provides faster exception distribution. Exception reporting communicates information by either electronic mail messages or paper reports.

expected receipts report

A printed report of all expected receipts for a time period and location you specify.

expense item

Anything you make, purchase, or sell including components, subassemblies, finished products, or supplies and that does not carry a cost. Also known as a non-asset item.

expense subinventory

Subdivision of an organization, representing either a physical area or a logical grouping of items, such as a storeroom where no value exists but the quantities may be tracked.

exchange rate

A rate that represents the amount of one currency you can exchange for another at some point in time. Oracle Applications use the daily, periodic, and historical exchange rates you maintain to perform foreign currency conversion, re-evaluation, and translation.

You can enter and maintain daily exchange rates for Oracle Purchasing to use to perform foreign currency conversion. Oracle Purchasing multiplies the exchange rate times the foreign currency to calculate **functional currency.**

exchange rate type

A specification of the source of an exchange rate. For example, a user exchange rate or a corporate exchange rate.

See also: **corporate exchange rate, spot exchange rate**

explode

An AutoCreate option that lets a buyer split a single requisition line for an item into one or more requisition lines for different items. Use this option to expand a requisition line for an item that your company purchases in component parts.

express delivery

An option that lets you deliver the entire quantity of a receipt without entering quantities for each shipment or distribution.

express receipt

A site option that lets you receive an entire purchase order or blanket purchase agreement release with one keystroke.

express requisitions

To create requisitions quickly from predefined requisition templates. You only need to provide an accounting flexfield and quantities to create a requisition for commonly purchased items.

FIFO (first-in-first-out) costing method

A cost flow methodused for inventory valuation. Inventory balances and values are updated perpetually after each transaction is sequentially costed. It assumes that the earliest inventory units received or produced are the first units used or shipped. The ending inventory therefore consists of the most recently acquired goods. FIFO cost flow does not have to match the physical flow of inventory.

final close

A purchase order control you can assign to prevent modifications to or actions against completed documents, lines, and shipments by final closing them. Final-closed documents are not accessible in the corresponding entry windows, and you cannot perform the following actions against final-closed entities: receive, transfer, inspect, deliver, correct receipt quantities, invoice, return to supplier, or return to receiving.

firm

A purchase order control. When you firm an order, Master Scheduling/MRP uses the firm date to create a time fence within which it does not suggest new planned purchase orders, cancellations, or reschedule-in actions. It continues to suggest reschedule-out actions for orders within the time fence. If several shipments with different promised or need-by dates reference the same item, Master Scheduling/MRP sets the time fence at the latest of all scheduled dates.

flexfield

A field made up of segments. Each segment has a name you assign and a set of valid values.

See also: **descriptive flexfield, key flexfield**

flexfield segment

One of the parts of your key flexfield, separated from the other parts by a symbol you choose (such as -, /, or \). Each segment typically represents a cost center, company, item family, or color code.

FOB

See: **freight on board.**

foreign currency

A currency you define for your ledger for recording and conducting accounting transactions in a currency other than your functional currency. When you enter and pay an invoice in a foreign currency, Oracle Payables automatically converts the foreign currency into your functional currency based on the exchange rate you define.

See also: **exchange rate, functional currency**

forward

An action you take to send a document to another employee without attempting to approve it yourself.

four-way matching

Purchasing performs four-way matching to verify that purchase order, receipt, inspection and invoice quantities match within tolerance.

freight on board

(FOB) The point or location where the ownership title of goods is transferred from the seller to the buyer.

freeze

You can freeze a purchase order after printing. By freezing a purchase order, you prevent anyone from adding new lines or changing the purchase order. You can continue to receive goods and be billed on already existing purchase order lines. The ability to continue receiving against the purchase order is the difference between freezing and cancelling.

freight carrier

A commercial company used to send item shipments from one address to another.

function

A PL/SQL stored procedure referenced by an Oracle Workflow function activity that can enforce business rules, perform automated tasks within an application, or retrieve application information. The stored procedure accepts standard arguments and returns a completion result. *See also*

function activity

An automated Oracle Workflow unit of work that is defined by a PL/SQL stored procedure.

See also: **function**

functional currency

Currency you use to record transactions and maintain your accounting information. The functional currency is generally the currency used to perform most of your company's business transactions. You determine the functional currency for the ledger you use in your organization. Also called **base currency.**

funds available

The difference between your budget, less encumbrances of all types and actual expenditures.

funds checking

The process of certifying funds available. When you check funds, the transaction amount is compared with your funds available, and you are notified whether funds are available for your transaction. Checking funds does not reserve funds for your transaction.

You can check funds when you enter a requisition, purchase order, or invoice.

funds reservation

The creation of requisition, purchase order, or invoice encumbrance journal entries. Purchasing immediately updates your funds available balances and creates an encumbrance journal entry in which you can post in your general ledger.

This is also the process of reserving funds available. You can reserve funds when you enter actual, budget, or encumbrance journals. When you reserve funds, the amount of your transaction is compared with your funds available and you are notified on-line whether funds are available.

general ledger transfer

The process of creating a postable batch for the general ledger from summarized activity for a given period. Using Journal Import in General Ledger, you can create a postable batch in your general ledger. After running Journal Import, you can post your journal using the General Ledger posting process.

inspection

A procedure you perform to ensure that items received conform to your quality standards. You can use inspections to prevent payment for goods and services that fail to meet your quality standards.

inter-organization transfer

Transfer of items from one inventory organization to another You can have freight charges and transfer credits associated with inter-organization transfer. You can choose to ship items directly or have them go through intransit inventory.

interclass conversion

The conversion formula you define between base units from the different unit classes.

intercompany invoice

An automatically generated statement that eliminates intercompany profit. This transaction may occur between organizations in the same or different legal entities.

internal requisition

See: **internal sales order**, **purchase requisition.**

internal sales order

A request within your company for goods or services. An internal sales order originates from an employee or from another process as a requisition, such as inventory or manufacturing, and becomes an internal sales order when the information is transferred from Purchasing to Order Management. Also known as**internal requisition** or **purchase requisition.**

intransit inventory

Items being shipped from one inventory organization to another. While items are intransit you can view and update arrival date, freight charges, and so on.

inventory item

Items you stock in inventory. You control inventory for inventory items by quantity and value. Typically, the inventory item remains an asset until you consume it. You recognize the cost of an inventory item as an expense when you consume it or sell it. You generally value the inventory for an item by multiplying the item standard cost by the quantity on hand.

inventory organization

An organization that tracks inventory transactions and balances, and/or that manufactures or distributes products.

inventory transaction

A record of material movement. The basic information for a transaction includes the item number, the quantity moved, the transaction amount, the accounting flexfields, and the date. *See* **material transaction**

invoice

A summarized list of charges, including payment terms, invoice item information, and other information that is sent to a customer by a supplier for payment.

invoice price variance

The difference between the purchase order price for an item and the actual invoice price multiplied by the quantity invoiced. Payables records this variance after matching the invoice to the purchase order. Typically, the price variance is small since the price the supplier charges you for an item should be the one you negotiated on your purchase order.

item

Anything you make, purchase, or sell, including components, subassemblies, finished products, or supplies. Oracle Manufacturing also uses items to represent planning items that you can forecast, standard lines that you can include on invoices, and option classes you can use to group options in model and option class bills.

item attributes

Specific characteristics of an item, such as order cost, item status, revision control, COGS account, etc.

item category

See: **category.**

item-specific conversion

The conversion formula you define between the primary unit of measure for an item and another unit of measure from the same unit class. If you define a conversion rate for a specific item, Purchasing uses the item-specific conversion rate instead of the standard conversion rate for converting between units for that item.

item type

A term used by Oracle Workflow to refer to a grouping of all items of a particular category that share the same set of item attributes, used as a high level grouping for processes. For example, each Account Generator item type (e.g. FA Account Generator) contains a group of processes for determining how an Accounting Flexfield code combination is created. *See also* **item type attribute**.

item type attribute

A feature of a particular Oracle Workflow item type, also known as an item attribute. An item type attribute is defined as a variable whose value can be looked up and set by the application that maintains the item. An item type attribute and its value is available to all activities in a process.

Item Validation Organization

The inventory organization that contains your master list of items. You define it in the Financials Options window. See also **organization**.

job

A category of personnel in your organization. Examples of a typical job include Vice President, Buyer, and Manager. *See also* **position.**

key flexfield

A set of segments. You choose the number of segments you want, the length of each segment, the order of your segments and more. You can then define the list of acceptable values for each segment.

key flexfield segment

One of up to 30 different sections of your key flexfield. You separate segments from each other by a symbol you choose (such as -, / or \.). Each segment can be up to 25 characters long. Each key flexfield segment typically captures one element of your business or operations structure, such as company, division, region, or product for the accounting flexfield and item, version number, or color code for the item flexfield.

key flexfield segment value

A series of characters and a description that provide a unique value for this element, such as 0100, Eastern region, V20, or Version 2.0.

LIFO (last-in-first-out) costing method

A cost flow methodused for inventory valuation. Inventory balances and values are updated perpetually after each transaction is sequentially costed. It assumes that the most recent inventory units received or produced are the first units used or shipped. The ending inventory consists of old goods acquired in the earliest purchases or completions.

legal entity

An organization that represents a legal company for which you prepare fiscal or tax reports. You assign tax identifiers and other relevant information to this entity.

license plate number (LPN)

LPNs are unique identifiers used to store and transact inventory throughout the supply chain. They store a container's contents, including item, revision, lot and serial numbers, and quantity.

line type

Determines whether a purchasing document line is for goods, services, or any other type that you define. The line type also determines whether the document line is based on price and quantity or on amount.

location

A shorthand name for an address. Location appears in address lists of values to let you select the correct address based on an intuitive name. For example, you may want to give the location name of 'Receiving Dock' to the Ship To business purpose of 100 Main Street.

locator

Physical area within a subinventory where you store material, such as a row, aisle, bin, or shelf.

lockbox

A service commercial banks offer corporate customers to enable them to outsource their accounts receivable payment processing. Lockbox processors set up special postal codes to receive payments, deposit funds and provide electronic account receivable input to corporate customers. A lockbox operation can process millions of transactions a month.

logical organization

A business unit that tracks items for accounting purposes but does not physically exist. *See* **organization.**

lookup code

The internal name of a value defined in an Oracle Workflow lookup type. *See also* **lookup type**.

lookup type

An Oracle Workflow predefined list of values. Each value in a lookup type has an internal and a display name. *See also***lookup code**.

long notes

A Purchasing feature that lets you provide up to 64K characters per note. You can add long notes to your headers and lines. Purchasing automatically wraps the note while you are typing. You can also format the note by providing extra lines or indenting parts of your message. You can provide as many long notes as you want wherever the long notes capability is available.

lot

A specific batch of an item identified by a number.

manual numbering

A numbering option to let someone assign numbers manually to documents, employees, and suppliers.

Make or Buy

An item attribute the Planner Workbench uses to default an appropriate value for implementation type when implementing planned orders for the item. A value Make means the item is usually manufactured. The Planner Workbench defaults the implementation type for planned orders for the item to Discrete job. The planning process passes demand down from manufactured items to lower level components. A value of Buy means the item is usually purchased. The Planner Workbench defaults the implementation type for planned orders for the item to Purchase requisition. The planning process does not pass demand down from purchased items to lower level components.

material release

For a Planning Schedule, indicates that the schedule forecast requirements include unimplemented Planned Orders and Approved Requisitions. The schedule released quantities include Approved Releases.

material requirements planning (MRP)

A process that utilizes bill of material information, a master schedule, and current inventory information to calculate net requirements for materials.

message

The text or data Oracle Alert sends when it finds an exception while checking an alert.

min-max planning

An inventory planning method used to determine when and how much to order based on a fixed user-entered minimum and maximum inventory levels.

modal window

Certain actions that you perform may cause a modal window to display. A modal window requires you to act on its contents before you can continue, usually by choosing OK or Cancel.

move transaction

A transaction to move assemblies from operation to operation or within an operation on a discrete job or repetitive schedule.

MPS Plan

A set of planned orders and suggestions to release or reschedule existing schedule receipts for material to satisfy a given master schedule for MPS-planned items or MRP-planned items that have an MPS-planned component. Stated in discrete quantities and order dates.

MRP plan

A set of planned orders and suggestions to release or reschedule existing schedule receipts for material to satisfy a given master schedule for dependent demand items. Stated in discrete quantities and order dates.

multi-source

An AutoCreate option that lets a buyer distribute the quantity of a single requisition line to several suppliers whenever the buyer wants to purchase the requisition line item from more than one supplier.

multiple sets of books

A General Ledger concept for having separate entities for which chart of accounts, calendar, or functional currency differs.

node

An instance of an activity in an Oracle Workflow process diagram as shown in the Process window of Oracle Workflow Builder. *See also* **process**.

note name

A name that uniquely identifies a standard or one-time note. You use note names to locate a note you want to use or copy on a document.

numeric number type

An option for numbering documents, employees, and suppliers where assigned numbers contain only numbers.

offsetting account

The source or opposite side of an accounting entry.

omit

An AutoCreate option that lets a buyer prevent Purchasing from including certain displayed requisition lines when creating a purchase order or RFQ. If you omit a requisition line, Purchasing returns it to the available pool of requisition lines.

on-hand quantity

The physical quantity of an item existing in inventory.

one-time item

An item you want to order but do not want to maintain in the Items window. You define a one-time item when you create a requisition or purchase order. You can report or query on a one-time item by specifying the corresponding item class.

one-time note

A unique message you can attack to an order, return, order line, or return line to convey important information.

open

An open purchase order exists if the purchase order has any lines that have not been fully invoiced and are not cancelled. If you require receipt for items you order, an open purchase order exists if any lines have not been fully received and fully invoiced and are not cancelled.

open interface

A Manufacturing function that lets you import or export data from other systems through an open interface. An example is a bar code reader device accumulating data you later import into your manufacturing system for further processing.

operating unit

An organization that partitions data for subledger products (AP, AR, PO, OE). It is roughly equivalent to a single pre-Multi-Org installation.

order cycle

A sequence of actions you or Oracle Management perform on an order to complete the order. An order cycle lets you define the activity an order follows from initial entry through closing. Order cycles are assigned to order types.

organization

A business unit such as a plant, warehouse, division, department, and so on.

outside operation

An operation that contains outside resources and possibly internal resources as well.

outside processing

Performing work on a discrete job or repetitive schedule using resources provided by a supplier.

outside processing operation

Any operation that has an outside processing resource. *See* **outside resource**

outside processing item

An item you include on a purchase order line to purchase supplier services as part of your assembly build process. This item can be the assembly itself or a non-stocked item which represents the service performed on the assembly.

outside resource

A resource provided by a supplier that you include in your routings, such as supplier sourced labor or services. This includes both **PO move and PO receipt resources.**

parameter

A variable used to restrict information in a report, or determine the form of a report. For example, you may want to limit your report to the current month, or display information by supplier number instead of supplier name.

payment batch

A group of invoices selected for automatic payment processing via Oracle Payables AutoSelect function.

payment terms

The due date and discount date for payment of an invoice. For example, the payment term '2% 10, Net 30' lets a customer take a two percent discount if payment is received within 10 days, with the balance due within 30 days of the invoice date.

pending

A status where a process or transaction is waiting to be completed.

period

See: **accounting period.**

period expense

An expense you record in the period it occurs. An expense is typically a debit.

periodic alert

An alert that checks your database for the presence of a specific condition according to a schedule you define.

planned purchase order

A type of purchase order you issue before you order actual delivery of goods and services for specific dates and locations. You normally enter a planned purchase order to specify items you want to order and when you want delivery of the items. You later enter a shipment release against the planned purchase order when you actually want to order the items.

PO

See: **purchase order**

PO move resource

An outside resource that is automatically charged upon receipt of a purchase order. PO move resources also automatically initiate shop floor move transactions upon receipt.

PO receipt resource

An outside resource that is automatically charged upon receipt of a purchase order.

position

A specific function within a job category. Examples of typical positions associated with the Vice President job include: Vice President of Manufacturing, Vice President of Engineering, and Vice President of Sales. *See* **job.**

position hierarchy

A structure of **positions used to define management line reporting and control access to employee information.**

pre-approved

A document that has been approved by someone with final approval authority, but then forwarded to yet another approver for additional approval; or a document that has been authorized for approval but for which funds have not yet been reserved (if your organization uses encumbrance). A document with a status of Pre-Approved does not show up as supply until its status changes to Approved.

price break line

Supplier pricing information for an item or purchasing category on a quotation. The price you enter on a price break line depends on the quantity you order from your supplier. Usually, suppliers provide you with price break line structures to indicate the price you would pay for an item depending on the quantity you order. Generally, the more you order, the less expensive your unit price. Also, depending on the quantity you order, a supplier may provide you with different purchase conditions, such as advantageous payment or freight terms when you buy in large quantities.

process

A set of Oracle Workflow activities that need to be performed to accomplish a business goal. *See also* **Account Generator, process activity, process definition**.

process activity

An Oracle Workflow process modelled as an activity so that it can be referenced by other processes; also known as a subprocess. *See also* .

processing status

The processing state of a row (record) in an open interface table. Common statuses include, but are not restricted to, Pending, Running, and Error.

profile option

A set of changeable options that affect the way your applications run. In general, profile options can be set at one or more of the following levels: site, application, responsibility, and user.

project

A unit of work broken down into one or more tasks, for which you specify revenue and billing methods, invoice formats, a managing organization, and project manager and bill rates schedules. You can charge costs to a project, as well as generate and maintain revenue, invoice, unbilled receivable and unearned revenue information for a project.

Project Manufacturing

A type of manufacturing environment where production requirements are driven by large projects. You can plan, schedule, process, and cost against a specific project or a group of projects. If Oracle Project Manufacturing is installed and the Project References Enabled and Project Control Level parameters are set in the Organization Parameters window in Oracle Inventory, you can assign project and, if required, task references to sales orders, planned orders, jobs, requisitions, purchase orders, and other entities within Oracle Manufacturing. If the Project Cost Collection Enabled parameter is also set, you can collect and transfer manufacturing cost to Oracle Projects.

project purchase order

A purchase order with a project and task reference.

project requisition

A requisition with a project and task reference.

promise date

The date on which your supplier agrees to ship the products to you, or the date that you will receive the products.

proprietary accounty

An account segment value (such as 3500) that is assigned one of the five proprietary account types.

protection level

In Oracle Workflow, a numeric value ranging from 0 to 1000 that represents who the data is protected from for modification. When workflow data is defined, it can either be set to customizable (1000), meaning anyone can modify it, or it can be assigned a protection level that is equal to the access level of the user defining the data. In the latter case, only users operating at an access level equal to or lower than the data's protection level can modify the data. *See also* **Account Generator**.

purchase order

A type of purchase order you issue when you request delivery of goods or services for specific dates and locations. You can order multiple items for each planned or standard purchase order. Each purchase order line can have multiple shipments and you can distribute each shipment across multiple accounts. *See* **standard purchase orderand planned purchase order.**

purchase order encumbrance

A transaction representing a legally binding purchase. Purchasing subtracts purchase order encumbrances from funds available when you approve a purchase order. If you cancel a purchase order, Purchasing creates appropriate reversing entries in your general ledger. Purchase order encumbrance is also known as obligation, encumbrance, or lien.

purchase order receipt

See: **receipt.**

purchase order revision

A number that distinguishes printed purchase order versions. Purchasing automatically sets the revision to 0 when you initially create a purchase order. Each purchase order you print displays the current revision number.

purchase order shipment

A schedule for each purchase order line composed of the quantity you want to ship to each location. You can also provide delivery dates for each shipment line. You can create an unlimited number of shipments for each purchase order line. You receive goods and services against each shipment line.

purchase price variance

The variance that you record at the time you receive an item in inventory or supplier services into work in process. This variance is the difference between the standard unit cost for the item or service and the purchase unit price multiplied by the quantity received. You record purchase price variances in a purchase price variance account for your organization. Since standard cost is a planned cost, you may incur variances between the standard cost and the purchase order price.

purchase requisition

An internal request for goods or services. A requisition can originate from an employee or from another process, such as inventory or manufacturing. Each requisition can include many lines, generally with a distinct item on each requisition line. Each requisition line includes at least a description of the item, the unit of measure, the quantity needed, the price per item, and the Accounting Flexfield you are charging for the item. *See also* **internal sales order.**

purchased item

An item that you buy and receive. If an item is also an inventory item, you may also be able to stock it. *See also* **inventory item.**

purchasing documents

Any document you use in the purchasing life cycle, including requisitions, RFQs, quotations, purchase orders, and purchase agreements.

purchasing open interface

A Purchasing function that lets you import price/sales catalog information from your suppliers. It receives the catalog data electronically, verifies and processes the data, and imports the data directly into Purchasing as blanket purchase agreements or quotations.

purge

A technique for deleting data in Oracle Manufacturing that you no longer need to run your business.

purge category

A Purchasing feature you use to purge a particular group of records from the database. Purchasing lets you choose from the following separate categories: *Simple Requisitions, Simple Purchase Orders, Suppliers, Simple Invoices* (only if you installed Payables), and *Matched Invoices and POs* (only if you installed Payables). The last category is the most comprehensive category you can choose. You should purge all appropriate documents before purging your supplier information, because Purchasing does not purge suppliers that you referenced on existing documents.

purge status

A Purchasing method of reporting the progress of a purge you initiate. The Status field lets you take an action on your purge process (Initiate, Confirm, Abort), or reports on the current status of the purge (Printed, Deleting, Completed-Aborted, Completed-Purged).

quantity accepted

The number of items you accept after inspection.

quantity-based order

An order you place, receive, and pay based on the quantity, unit of measure, and price of the goods or services that you purchase.

quantity received tolerance

The percentage by which you allow quantity received to exceed quantity ordered.

quantity rejected

The number of items you reject after inspection.

quotation

A statement of the price, terms, and conditions of sale a supplier offers you for an item or items. A quotation usually includes a detailed description (specifications) of goods or services the supplier offers. Suppliers consider quotations as an offer to sell when given in response to an inquiry. A quotation may be verbal or written. You often get verbal quotations for minor purchases by telephone. You usually send a request for quotation if you want a written quotation from a supplier. Written quotations often have an effective date and an expiration date.

quotation type

A QuickCode you define to categorize your quotation information. Purchasing provides you with the following set of predefined quotation types: Catalog, Verbal, Telephone, or From RFQ. You can define other quotation types that better fit your business.

receipt

A shipment from one supplier that can include many items ordered on many purchase orders.

receipt line

An individual receipt transaction that identifies receipt of an item against a purchase order shipment.

receipt routing

A method of simplifying transaction entry by specifying routing steps for receipts.

receipt traveler

An internal routing ticket you place on received goods to show their final destination.

receiving open interface

A set of interface tables in Purchasing that lets you import information from outside of Purchasing, from Oracle or non-Oracle applications. Some examples of information imported into the receiving open interface are Advance Shipment Notices (ASNs). The receiving open interface validates the information before importing it into the Purchasing application.

receiving organization

For drop-ship orders, the purchasing organization that records receipt of a drop-shipped item.

reject

For Oracle Automotive, Oracle Service and Oracle Work in Process, reject is an intraoperation step in an operation where you can record assemblies that require rework or need to be scrapped. For Oracle Purchasing and Oracle Quality, reject is an option you use to indicate that you do not want to approve a document. Purchasing returns the document to its owner for modification and resubmission if appropriate.

reject over quantity tolerance

An option you use to disallow receipts that exceed the tolerance level.

release

An actual order of goods and services you issue against a blanket purchase agreement. The blanket purchase agreement determines the characteristics and the prices of the items. The release specifies the actual quantities and dates ordered for the items. You identify a release by the combination of blanket purchase agreement number and release number.

reorder point planning

An inventory planning method used to determine when and how much to order based on customer service level, safety stock, carrying cost, order setup cost, lead time and average demand.

report

An organized display of Oracle Applications information. A report can be viewed on-line or sent to a printer. The content of information in a report can range from a summary to a complete listing of values.

report headings

General information about the contents of the report.

report options

Options for sorting, formatting, selecting, and summarizing the information in the report. This section describes the options available for each report.

requisition template

A feature that lets you define a list of commonly purchased items from which a requestor can create a requisition. You can define the list of items by referencing an existing purchase order. Requestors use the requisition template to create simple, pre-sourced requisitions.

request for quotation (RFQ)

A document you use to solicit supplier quotations for goods or services you need. You usually send a request for quotation to many suppliers to ensure that you get the best price and terms possible. Depending on the way you do business, you can use two general types of RFQs: specific and generic.

requisition

See: **purchase requisition and internal sales order.**

requisition approval

The act of approving the purchases of the items on a requisition. A requisition must receive the required approvals before a buyer can create purchase orders from this requisition. The approvals can come from any employee, but a requisition is fully approved only when an employee who has enough authority approves it. If you require encumbrance or budgetary control for requisitions, a requisition is fully approved only when an employee with sufficient approval authority approves and reserves funds for the requisition.

requisition encumbrance

A transaction representing an intent to purchase goods and services as indicated by the reservation of funds for a requisition. Purchasing subtracts requisition encumbrances from funds available when you reserve funds for a requisition. If you cancel a requisition, Purchasing creates appropriate reversing entries in your general ledger.

requisition pool

Requisition lines that are approved, not cancelled, and not yet on a purchase order.

reserve

An action you take in Purchasing to reserve funds for a purchasing document or an action in Order Entry to allocate products for a sales order. If the document passes the submission tests and if you have sufficient authority, Purchasing reserves funds for the document.

Reserve for Encumbrance account

The account you use to record your encumbrance liability. You define a Reserve for Encumbrance account when you define your ledger. When you create encumbrances automatically in Purchasing or Payables, General Ledger automatically creates a balancing entry to your Reserve for Encumbrance account when you post your encumbrance journal entries. And General Ledger overwrites the balancing segment for your Reserve for Encumbrance account, so you automatically create the reserve for encumbrance journal entry to the correct company.

responsibility

Determines the data, forms, menus, reports, and concurrent programs you can access in Oracle Applications. It is linked directly to a data group. Several users can share the same responsibility, and a single user can have multiple responsibilities.

result code

In Oracle Workflow, the internal name of a result value, as defined by the result type.

See also: **result type, result value**.

result type

In Oracle Workflow, the name of the lookup type that contains an activity's possible result values.

result value

In Oracle Workflow, the value returned by a completed activity, such as *Approved*.

See also: **result code, result type.**

return

In Purchasing, an AutoCreate option that lets a buyer return a requisition line and all other unpurchased requisition lines on the same requisition to the requisition preparer. In Order Entry, it is the opposite of a sales order. It involves receipt of goods previously sold to a customer, credit to a customer, and possibly replacement with an identical or similar product.

return material authorization (RMA)

Permission for a customer to return items.

return to supplier

A transaction that allows you to return to the supplier items from a fully or partially received purchase order and receive credit for them.

revision

A particular version of an item, bill of material, or routing.

revision quantity control

A condition placed on an item that ensures that you always identify an item by its number and its revision. Certain items require tighter controls than other. For instance, you may want to control the quantities you have in inventory for an item by revision. For another item, you may just want to know the quantities you have on hand across all revisions. You keep track of inventory quantities by revision when an item is under revision quantity control. You keep track of inventory quantities by item when an item is not under revision quantity control.

RFQ

See also: **request for quotation**.

RMA

See also: **Return Material Authorization**.

serial number

A number assigned to each unit of an item and used to track the item.

ledger

A financial reporting entity that partitions General Ledger information and uses a particular chart of accounts, functional currency, and accounting calendar. This concept is the same whether or not the Multi-organization support feature is implemented.

ship-to address

A location where items are to be shipped.

ship via

See: **freight carrier**

shipment release

An actual order of goods and services against a planned purchase order. The planned purchase order determines the characteristics of the items on the order. The planned purchase order also has the expected quantities, prices, and ship-to locations, and delivery dates for the items on the order. You identify a shipment release by the combination of the planned purchase order number and the release number. Each planned purchase order line can have multiple shipments and you can distribute the quantity of each shipment across multiple accounts.

shipment relief

The process of relieving the master demand schedule when a sales order ships. This decrements the demand schedule to represent an actual statement of demand.

short notes

A Purchasing feature that lets you provide up to 240 characters on your documents. Typically, these notes are for your supplier, approver, buyer, or receiver.

simulation schedule

Unofficial schedules for personal use that contain the most current scheduled item information. You can print simulation schedules, however you cannot confirm or send them via EDI.

source base unit

The unit of measure from which you are converting when you define your interclass conversions. You define the destination base unit in terms of the source base unit. Your source base unit is the base unit of a unit class.

sourcing

The action of identifying a purchasing source or supplier for goods or services. To identify the best sources for your purchases, you can create RFQs that you send to your suppliers, enter quotations from your supplier, and evaluate these quotations for each item you purchase.

sourcing rule

Specifies how to replenish items in an organization, such as purchased items in plants. You can also use sourcing rules to override sourcing that is specified in the bill of distribution assigned to an item.

sourcing rule assignment

See: **assignment hierarchy**

spot buy

Indirect spend for items that are not sourced, business critical and the requester needs it. These are typically low Spend items, project based purchase with high volume transactions and too costly to involve sourcing and procurement organizations. Spot Buy is also defined as non-budgeted spend and are mostly non-catalog requests.

SQL validation statement

A statement written in SQL to customize action details.

standard note

A long note you define and can later reference on as many documents as you want.

standard purchase order

A type of purchase order you issue when you order delivery of goods or services for specific dates and locations for your company. Each standard purchase order line can have multiple shipments and you can distribute the quantity of each shipment across multiple accounts. *See* **purchase order.**

standard receipt

A receipt routing in which shipments are received into a receiving location and then delivered in a separate transaction. Standard receipts can be inspected or transferred before delivery.

standard unit conversion

The conversion formula you define between different units from the same unit class. You define your own standard conversion.

status check

A set of tests Purchasing performs on a purchasing document to ensure it is in a valid state before performing an approval action.

submission check

A set of tests on a purchasing document to ensure it is ready to be submitted for approval processing.

submit

To send a document to another employee without attempting to approve or reserve funds for it yourself.

substitute receipt

An option that lets you receive predefined acceptable substitutes for any item.

supply chain planning

The development and maintenance of multi-organizational distribution and manufacturing plans across a global supply chain.

summary message action

A message representing one or more exceptions. The message may include introductory and closing paragraphs separated by the exceptions listed in a columnar report format.

supplier

Provider of goods or services.

supplier product number

The number your supplier assigns to an item. You and your supplier can have different item naming conventions. You can identify the item with one number (Item) while your supplier identifies this item using another number (Supplier Product Number). Using and referencing supplier product numbers helps you speed up your purchasing cycle. By referencing a number your supplier knows, you can help your suppliers understand your purchase orders and RFQs better.

supplier purchasing hold

A hold condition you place on a supplier to prevent new purchasing activity on the supplier. You cannot approve purchase orders for suppliers you placed on hold.

supplier quotation list

A list of suppliers who can provide goods or services you need. You often define a supplier quotation list for an item or class of items. You can use a supplier quotation list to generate multiple copies of a RFQ automatically and to manage supplier responses.

supplier sourced component

A component item on a bill of material supplied to work in process directly by a supplier.

supply

A quantity of materials available for use. Supply is replenished in response to demand or anticipated demand.

supply agreement blanket purchase order

A type of purchase order you issue before you request actual delivery of goods or services. You normally create a blanket purchase agreement to document a long-term supplier agreement. A blanket purchase agreement may contain an effective date and an expiration date, a committed amount, or quantity. You use a blanket purchase agreement as a tool for specifying agreed prices and delivery dates for goods and services before actually ordering them. Blanket agreement in Oracle Purchasing with the Supply Agreement flag set on the Blanket Agreement header. Only Supply Agreement Releases are picked up by Supplier Scheduling.

task

A subdivision of project work. Each project can have a set of top level tasks and a hierarchy of subtasks below each top level task.

See also: **work breakdown structure.**

tax codes

Codes to which you assign sales tax or value-added tax rates.

three-way matching

Purchasing performs three-way matching to verify the purchase order, receipt, and invoice information match within tolerance.

total quantity accepted

The total number of accepted items for the receipt line.

total requisition limit

The maximum amount you authorize an employee to approve for a specific requisition.

trading partner

Any company that sends and receives documents via EDI.

transaction interface

An open interface table through which you can import transactions. *See* **open interface.**

transition

In Oracle Workflow, the relationship that defines the completion of one activity and the activation of another activity within a process. In a process diagram, the arrow drawn between two activities represents a transition.

See also: **activity, Workflow Engine**.

two-level master scheduling

A technique that facilitates the forecast explosion of product groupings into related master production schedules. The top-level MPS is usually defined for a product line, family or end product while the second-level is defined for key options and components.

two-way matching

Purchasing performs two-way matching to verify that purchase order and invoice information match within tolerance.

UN number

An identifier for a hazardous material. Each Identification number has a description. Identification numbers are not unique. For instance, the same UN Number may correspond to 2 closely related but different types of materials.

unit of measure

The unit that the quantity of an item is expressed.

unit of measure class

A group of units of measure and their corresponding base unit of measure. The standard unit classes are Length, Weight, Volume, Area, Time, and Pack.

unit of measure conversions

Numerical factors that enable you to perform transactions in units other than the primary unit of the item being transacted.

unordered receipt

A site option that lets you receive an unordered item. You can later batch an unordered item to an existing purchase order, or add it to a new purchase order.

UOM

See: **unit of measure.**

value added

See: **outside processing.**

value basis

An attribute you associate with a line type to indicate whether you order items for this line type by quantity or amount.

variance

An accounting term used to express the difference between an expected cost and an actual cost. A variance can be favorable or unfavorable. Variances are usually written directly to the income statement as a period expense.

vendor

See: **supplier.**

waybill

A document containing a list of goods and shipping instructions relative to a shipment.

Workflow Engine

The Oracle Workflow component that implements a workflow process definition. The Workflow Engine manages the state of all activities, automatically executes functions, maintains a history of completed activities, and detects error conditions and starts error processes. The Workflow Engine is implemented in server PL/SQL and activated when a call to an engine API is made.

See also: **Account Generator, activity, function, item type**.

X12

ANSI standard for inter-industry electronic interchange of business transactions.

Index

O

P

Q

R

S

T

U

V

W