





Training Guide

Oracle Training – iSupplier for End-Users

Jacksonville Aviation Authority (JAA)





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Introduction

Oracle iSupplier

Oracle iSupplier Portal is being deployed at JAA to enable suppliers to efficiently manage interaction and communication with the district for all purchasing activity. The portal provides a secure, Internet-based access point that enables direct and real-time access to purchasing and invoicing activity with JAA.

Suppliers access the latest information for their individual accounts, including:

- Purchase Orders
- Shipments and Shipment Notices
- Receipt information
- Delivery information
- Invoice and Payment status

The two-way collaboration enables suppliers to:

- Submit change requests
- Process shipment notices
- Create and submit invoices
- Update profile data

Sourcing Supplier Portal

Registered suppliers will also have access to the Sourcing Supplier portal. This portal also provides a secure, Internet-based access point that enables direct and real-time access for responding to bid invitations and communicating directly with the JAA purchasing administration.

The Sourcing Supplier Portal enables suppliers to:

- Receive immediate notification of bid request invitations from JAA
- Complete and submit complete bid responses online
- Communicate through messaging directly with JAA purchasing administrators for any questions or information requests related to bid invitations and responses





Objectives

During this training course, supplier users will learn how to:

- Access the iSupplier portal and Home Page
- Use the Orders tab and related functions
- Use the Shipments tab and related functions
- Use the Finance tab and related functions
- Create and submit invoices
- Create and submit Advanced Shipment Notices
- Perform profile updates through the Admin tab
- Use the Sourcing responsibility to respond to bid requests and communicate directly with JAA purchasing administrators



Topic 1: iSupplier Portal and Home Page Review

Supplier Access and Account Setup

Approved supplier users will be registered at JAA for access to the iSupplier portal.

Registered suppliers will receive valid **UserID** and **Password** login credentials via email from designated JAA administrators. The email information will also include the appropriate **link** to the iSupplier login page for access.

This topic covers:

- Navigation to the iSupplier Home Page
- Review of Home Page elements

iSupplier Login



The Login screen is displayed.

- 1- Enter assigned value in the User Name field.
- 2- Enter assigned value in the **Password** field.
- 3- Click the **Login** button.



unite Casult			60	Coursely Describe Disalay Destaurant	Chandrad -
erprise Search All	•		GO	Search Results Display Preference	Standard +
acle Applications Home Page					
Main Menu		Worklist			
	Personalize		Full List		
Supplier Portal Full Access Home Page		From There are no notifications in this view.	Type Subject Sent		

The Oracle Applications Home Page is displayed.

4- Click the Supplier Portal Full Access / Home Page link.

iSupp	olier Portal		
			n Navigator 🕶 🖙 Favorities 👻 Home Logout Preferences Help Diagnostics
Orders Shipments Fin	ance Admin		
earch PO Number -	Go		
			Received and
Nothcations		Provide and a second seco	Planning
		Full Dst	Orders
Subject		Date	Agreements
No results found.			Exchase Orders Exchase History
			Shipments
Orders At A Glance			 Balkery Schedules
		Full List	Overdue Receipta Advance Shipment Notices
PO Number	Description	Order Date	Bereists
13000334		10/09/2013 08:42:37	
13000332		10/08/2013 20:52:06	Keckipts Keckipts
13000326		10/08/2013 14:19:30	On-Time Performance
12000290		10/07/2013 12:52:12	Invoices
13000289		10/07/2013 12:51:44	a Traine
			• 200002
15 mar			Payments
Shipments At A Glance		AND THE REAL PROPERTY OF THE R	Exyments
		Full List	
Shipment Number	Shipment Date	Packing Slip	
No requite found			

The **iSupplier Portal Home Page** is displayed.

- 5- Note the **Notifications** region of the screen. Notifications from JAA purchasing personnel will be received in this section.
- 6- Note the Orders At A Glance region of the screen. This region will always contain the five most recent purchase orders for immediate review, showing PO Number, Description, and Order Date.



		Full List	
PO Number	Description	Order Date	
13000334		10/09/2013 08:42:37	
13000332		10/08/2013 20:52:06	
13000326		10/08/2013 14:19:30	
13000290		10/07/2013 12:52:12	
13000289		10/07/2013 12:51:44	

All purchase orders can be reviewed in **detail** from this region of the screen.

7- Click the **link** for the **PO Number** as indicated to drill down to the additional summary information.

unnency=USD								the second second second		1
							Actions	Request Changes	• 60	Expor
Order Information										
General Totr	200.00		Terms and Conditions Payment Terms NET 30 DAYS	Summary Total Received	200.0 0.00	0				
Supplie	INDUSTRIAL SAFETY I	PRODUCTS	Carrier FOB DESTINATION	Invoiced Payment Status	0.00 Not P	ald				
Addres	6091 CAREY DR VALLEY VIEW, OH 44	125	Freight Terms DELIVERED Shipping Control							
Buye	Shomon, Linda E		Ship-To Address							
Order Dat Descriptio	10/09/2013 08:42:3 o Open	7	Address 6000 Canal Rd Cuyahoga Heights, OH 44125							
Note to Supplie Operating Un	NEORSD LE		Bill-To Address							
Supplier Order Numbe Attachment	r None		Address 3900 Euclid Ave Cleveland, OH 44115							
P0 Details		_			_					
Show All Details Hide All I	etails									
totalle Line - Turn	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount Status	Attachmer	ats Re	ason

The **Order Information** window is displayed.

- 8- Note the **Summary** information for the order.
- 9- Note the additional information shown, including **Buyer** and **Order Status**.

PO Details						_				-
Show All Details	Hide All Details									
Details Line -	Туре	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount Status	Attachments	Reason
3) Show 1	GOODS			TEST TO SEE IF WILL GO OVER TO EBS	EA	1	200	200.00 Open		
7										
-										Correl Correct
ceturn to Home								Actions	Request Changes •	Go Expo

The **PO Details** region of the window shows summary information for each line of the order.

10- Click the Show link to view additional shipment details for the order line.





atalle I han	Tunn	Itom / Joh	10	Cumpler	Itom	December	lan.			-	Obu D	-	Amount	Chabur		to chose	a ba	Dancan
Petails Line ~	туре	Item/Job	2	Supplier	Item	Descripti	kon			DOM	Qty P	nce	Amount	Status	~	cachine	ints	Reason
A Hide 1	GOODS					TEST TO	SEE IF WILL O	O OVER TO	EBS	EA	1	200	200.00	Open				
				QLY			Pullount								100 100 100 U	100000		
hipment :	Ship-To Location	0	Ordered	Received	Invoiced	Ordered	Received	Invoiced	Promised Date		Need-By Date	P	ayment Status	Status	Supplier Line	Split	Reason	Attachmer
	Contherby Internal Locati	00	1			200.00			10/30/2013 00:00:0	0	10/30/2013 00:00:00			Onen				

The Shipments detail is shown, including the Ship-To Location, Ordered Quantity, Promised Date, Need-By Date, and Status.

11- Click the **Return to Home** link to return to the main page.

Topic 2: iSupplier Home Page – Orders Tab

iSupplier portal users will have direct access to summary and detail information related to orders through the **Orders** tab. This tab also provides links to additional information pertaining to orders, including **PO Changes** and **Agreements**.

This topic covers:

- Overview of the Orders tab and summary information
- Review of views related to Purchase Orders
- Access to Purchase Agreements information

Orders Tab – Summary Information

i Supplier Portal			-
Home Orders Shipments Finance Admin			
Search PO Number 👻	Go		

The **Home Page** is displayed.

1- Click on the **Orders** tab.

Home Purcha	Orders se Orders	Shipments Work C	Finance Adm orders Agreeme	in ints Purch	hase History Work C	onfirmations Deliverable	s i RFQ						
Purcha	se Orders	5											
												Multiple PO	Change Export
View	5												
Viev	All Purc	chase Orders		• Go								6	Advanced Search
Select	Order:	Acknowled	ge Request Ca	incellation	Request Changes	View Change History						③ Previous	1-25 • Next 25 @
Select	PO Numb	er Rev	Operating Unit	Docume	nt Type	Description	Order Date 🕶	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
0	13000334	0	NEORSD LE	Standard	PO		10/09/2013 08:42:37	Shomon, Linda E	USD	200.00	Open		
0	13000332	2	NEORSD LE	Standard	PO		10/08/2013 20:52:06	Shomon, Linda E	USD	100.00	Closed		
Ø	13000326	2	NEORSD LE	Standard	PO		10/08/2013 14:19:30	Shomon, Linda E	USD	17.55	Open		
0	13000290	2 2	NEORSD LE	Standard	PO		10/07/2013 12:52:12	Shomon, Linda E	USD	50.00	Open		
0	17000289	2 2	NEORSD LE	Standard	PO		10/07/2013 12:51:44	Shomon, Linda E	USD	100.00	Open		
0	13000237	2 0	NEORSD LE	Standard	PO		10/02/2013 13:33:14	Shomon, Linda E	USD	100.00	Closed		
0	13000235	0	NEORSO LE	Standard	PO		10/02/2013 10:52:36	Shomon, Linda E	USD	100.00	Open		
0	13000206	2	NEORSD LE	Global Co	intract Agreement	sjdivjsdijvlsdjilv	10/02/2013 10:49:46	Shomon, Linda E	USD	1,000,000.00	Open		
0	13000234	0	NEORSD LE	Standard	PO		10/02/2013 09:43:21	Shomon, Linda E	USD	300.00	Open		



The **Purchase Orders** window is displayed. This window contains all purchase orders. Note the **links** for drilldown to each **PO Number** listed. The window displays 25 order listings at a time.

- 2- Use the **vertical scroll bar** to scroll down the list.
- 3- Click on the **Next 25** link to view the additional listings.

tome	Orders	Shi	ipments Fir	ance Admin	1								<u> </u>	
urcha	se Order	s	Work Orders	Agreements	Purchase History Work C	onfirmations Deliverables	RFQ							
Purcha	se Orden													_
												Multiple 8	O Change Exp	ort
View	9													
Viev	All Pun	chase	Orders		Go						-		Advanced Search	ch
select	Order:	Ack	nowledge	Request Cancellation	on Request Changes	View Change History						@ Previous 25	26-38 of 38 . No.	(S 20
Select	PO Number	Re	Operating v Unit	Document Type	Description			Order Date -	Buyer	Currenc	Amount	Ackno Status By	wledge Attachm	ents
0	1300005	2	NEORSD LE	Standard PO	yhgtrfe			09/11/2013 20:29:3	Demmerie, Jennifer L	USD	100.00	Closed		
0	13000063	Q	NEORSD LE	Standard PO				09/11/2013 20:06:4	S Demmerle,	USD	100.00	Closed		
0	1300006	9	NEORSD LE	Standard PO	dsvdsdvsdv			09/11/2013 19:04:2	Demmerle, Jennifer L	USD	100.00	Closed		
0	1300004	1	NEORSD LE	Standard PO				09/10/2013 22:43:3	5 Dommerle, Jennifer L	USD	201.96	Open		
0	1300005	£ Q	NEORSD LE	Standard PO				09/10/2013 22:31:1	Demmerie. Jennifer L	USD	100.98	Open		
0	1300003	Q	NEORSD LE	Standard PO				09/10/2013 10:35:0	Demmerle, Jennifor L	USD	10.87	Open		
ø	1300002	2	NEORSD LE	Global Blanket Agreement	test			09/09/2013 13:15:2	Demmerle, Jennifer L	USD	10,000.0	Open		
Ø	13000024	2	NEORSD LE	Standard PO				09/07/2013 16:02:2	Demmerle, Jennifer L	USD	120.98	Open		
0	13000020	0	NEORSD LE	Standard PO				09/06/2013 13:54:0	Demmerle, Jennifer L	USD	10,009.8	0 Open		
0	1300001	0	NEORSD LE	Standard PO				09/06/2013 11:25:2	Demmerle, Jennifer L	USD	13.00	Open		
0	1300000	0	NEORSD LE	Standard PO	VSSDL;VJJDLV			09/05/2013 09:52:2	Demmerle, Jennifer L	USD	1,010.00	Open		
0	13013	0	NEORSD LE	Global Blanket Agreement	(WAM BPO) INV CONTROL - FUNDS HAVE BEEN EXHAUST	INDUSTRIAL GLOVES TWO-YEAR TED NO QUOTES REQUIRED	REQUIREMENT OR UNTIL APPROPRIATED	09/04/2013 16:28:0	1 Shomon, Linda E	USD	24,579.5	9 Open		

The window is refreshed to display the next 25 records.

4- Click on the **Previous 25** link to view the previous listings.

View	s												
Viev	v All Purchas	se Orders		• 60	3		/	1				Ē	Advanced Search
Select	Order: Ac	cknowled	ge Request Ca	ncellation	Request Changes	View Change History						@ Previous 1-25	of 38 - Next 13 3
Select	PO Number	Rev	Operating Unit	Documen	nt Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
0	13000334	2	NEORSO LE	Standard	PO		10/09/2013 08:42:37	Shomon, Lindo E	USD	200.00	Open		
0	13000332	2	NEORSO LE	Standard	PO		10/08/2013 20:52:06	Shomon, Linda E	USD	100.00	Closed		
0	13000326	0	NEORSD LE	Standard	PO		10/08/2013 14:19:30	Shomon, Linda E	USD	17.55	Open		
0	13000290	2	NEORSD LE	Standard	PO		10/07/2013 12:52:12	Shomon, Linda E	USD	50.00	Open		
0	13000269	9	NEORSD LE	Standard	PO		10/07/2013 12:51:44	Shomon, Linda E	USD	100.00	Open		
0	13000237	2	NEORSD LE	Standard	PO		10/02/2013 13:33:14	Shomon, Linda E	USD	100.00	Closed		
0	13000235	0	NEORSD LE	Standard	PO		10/02/2013 10:52:36	Shomon, Unda E	USD	100.00	Open		
0	13000206	2	NEORSD LE	Global Co	ntract Agreement	sjdivjsdijvlsdjilv	10/02/2013 10:49:46	Shomon, Linda E	USD	1,000,000.00	Open		
0	13000234	9	NEORSD LE	Standard	PO		10/02/2013 09:43:21	Shomon, Linda,E	USD	300.00	Open		
0	13000228	2	NEORSD LE	Standard	PO		10/02/2013 09:33:01	Demmerie, Jennifer L	USD	200.98	Open		
0	13000226	2	NEORSD LE	Standard	PO		10/02/2013 07:58:03	Shomon, Linda E	USD	100.00	Closed		
0	13000225	2	NEORSD LE	Standard	PO		10/01/2013 14:53:23	Shomon, Linda E	USD	120.00	Closed		
0	13000223	0	NEORSD LE	Standard	PO		10/01/2013 13:50:13	Demmerie, Jeonifer L	USD	100.00	Closed		
0	13000222	2	NEORSD LE	Standard	PO		10/01/2013 12:50:06	Demmerle, Jennifer L	USD	100.00	Closed		
0	13000217	2	NEORSD LE	Standard	PO		10/01/2013 11:24:49	Demmerie, Jennifer L	USD	100.00	Open		
0	13000212	9	NEORSD LE	Globel Bla	inket Agreement	stvsv	09/30/2013 16:48:37	Demmerie, Jennifer L	USD	1,000.00	Open		
0	13000211	2	NEORSD LE	Standard	PO		09/30/2013 15:45:05	Demmerie, Jennifer L	USD	10.00	Open		
0	13000210	0	NEORSD LE	Standard	PO		09/30/2013 15:44:40	Demmerle, Jennifer L	USD	2.00	Open		
0	13000207	0	NEORSO LE	Standard	PO		09/30/2013 13:24:57	Demmerle, Jennfer L	USD	100.00	Closed		

The order information is listed in sequence by the latest **Order Date**.

5- Click the indicator next to **Order Date** to reverse the sequence.



Purcha	ise Orders	s Work Order	rs Agreements F	Purchase History Work C	onfirmations Deliverables	RFQ						
-urcha	ise Ordens										Multiple PO Chan	ge Export
Views	s								_			terminal functionality of the
View	All Pure	thase Orders	•	60							Adva	nced Search
Select	Order:	Acknowledge	Request Cancellatio	n Request Changes	View Change History						③ Previous 1-25	• Next.25 G
Select	PO Number	Operatin Rev Unit	Document Type	Description		1	Order Date -	Buyer	Currency	Amount	Acknowledge Status By	Attachment
0	13002622	NEORSD L	E Standard PO	(WAM PO)			09/04/2013 14:19:46	Brooks, Antwans	USD	16,582.0	Open	
0	13013	NEORSD L	E Global Blanket Agreement	(WAM 8PO) INV CONTROL FUNDS HAVE BEEN EXHAUS	 INDUSTRIAL GLOVES TWO-YE TED NO QUOTES REQUIRED 	AR REQUIREMENT OR UNTIL APPROPRIATED	09/04/2013 16:28:0	Shomon, Linda B	USD	24,579.5	8 Open	
0	13000008	NEORSÓ L	E Standard PO	VSSDL/V3DLV			09/05/2013 09:52:20	Demmerie. Jennifer L	USD	1,010.00	Open	
0	12000018	NEORSD L	E Standard PO				09/06/2013 11:25:2	Denmerie, Jennfer L	USD	13.00	Open	
0	13000020	NEORSD L	E Standard PO				09/06/2013 13:54:07	Dennierie. Jeonifer L	USD	10,009.8) Open	
0	13000024	I NEORSO L	E Standard PO				09/07/2013 16:02:2	Dennierte, Jennifer L	USD	120.98	Open	
0	13000029	NEORSD L	g Global Blanket Agreement	test			09/09/2013 13:15:2	Demmerie. Jennifer k	USD	10,000.00) Open	
0	13000036	NEORSD L	E Standard PO				09/10/2013 10:35:00	Demmerie. Jennifer L	USD	10.87	Open	
0	13000053	I I NEORSO L	E Standard PO				09/10/2013 22:31:10	Demmerie. Jennifer L	USD	100,98	Open	
0	13000040	1 NEORSD L	E Standard PO				09/10/2013 22:43:30	Demmerie, Jennifer L	USD	201.96	Open	
0	13000062	MEORSO L	E Standard PO	davdadvadv			09/11/2013 19:04:22	Denmerie.	USD	100.00	Closed	

The order information is now listed in sequence by the earliest **Order Date**.

6- Click the indicator next to **Order Date** again to return to the original sequence.

Utilizing Purchase Order View

ſ	Purchase Orders	
I		Multiple PO Change Izport.
I	Views	
	View All Purchase Orders . 60	Advanced Search

Use the **View** function to narrow the order search.

1- Click the Advanced Search button.

Advanced Search				
Specify parameters and values to	filter the	e data	that is	displayed in your results set.
Show table data when all cond	litions a	re met		
Show table data when any con	dition is	met.		
PO Number	is		•	13000020
Document Type	is		•	
Order Date	is	•		-
Buyer	is	•		Q
Acknowledgement Status	is	•		
;	Go	C	ear /	Add Another Acknowledgement Status - Add

The Advanced Search window is displayed. Note the multiple parameters available for search.

- 2- Enter a specific value in the **PO Number** field.
- 3- Click the **Go** button to execute the search.



Advanced Search										
										Views
Specify parameters and values to fill Show table data when all conditi-	ter the data that is o ons are met.	isplayed in your results set.								
Show table data when any condi-	tion is met.									
PO Number	is 👻	13000020								
Document Type	is -									
Order Date	is -	•								
Buyer	is -									
Acknowledgement Status	is 💌		-							
	Go Clear A	id Another Acknowledgemen	t Status - Ade	1						
Select Order: Acknowledge	Request Cancel	lation Request Changes	View Chang	e History						
Select PO Number Rev (Operating Unit	Document Type	Description	Order Date 🛩	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
0 13000020 0 1	NEORSD LE	Standard PO		09/06/2013 13:54:07	Demmerie, Jennifer L	USD	10.009.80	0000		

Search results are displayed.

4- Click the **PO Number** to view additional information for the order.

Standard Purchase Order: 1	3000020, 0 (Total USD 10,009.80)						~	
Currency=USD					Ad	tions Request Chang	es 🔻 🚺 Go	Export
						Request Chang	es Ilation	
Order Information						-> View Change H	listory	
General		Terms and Conditions	Summary			View PDF View Receipts		
			Total 10,009.80)		View Invoices		
Total	10,009.80	Payment Terms NET 30 DAYS	Received 10,009,80			View Payments		
Supplier	INDUSTRIAL SAFETY PRODUCTS	EOR DESTINATION	Payment Status Not Paid				-	
Supplier Site	01	Freight Terms DELIVERED	Topheni Status Hot Faile					
Address	6091 CAREY DR	Shipping Control						
	VALLEY VIEW, OH 44125	ally we address						
Buyer	Demmerle, Jennifer L	Ship-To Address						
Order Date Description	09/06/2013 13:54:07	Address 6000 Canal Rd						
Status	Open	Cuyahoga Heights, OH 44125						
Note to Supplier		Bill-To Address						
Operating Unit	NEORSD LE							
Sourcing Document		Address 3900 Euclid Ave						
Supplier Order Number	Nono	Cleveland, OH 44115						
Attachments	none							
PO Details								
Show All Details Hide All Det	tails							
Details Line - Type I	tem/Job Supplier Item Description	ion		UOM Q	ty Price	Amount Status	Attachments	Reason
Show 1 GOODS 0	BALLAST	HIGH PRESSURE SODIUM FOR 150 WATT LAMPS 277 VOLT ADVANCE #71A81	72001D	EA	10 1000.98	10,009.80 Open		

The **Order Information** window is displayed. Note the **Actions** box with multiple options for viewing additional information related to the order.

- 5- Select the **View Change History** value.
- 6- Click the **Go** button.

Orders: Purchase Orders > View Order Details >										
Change History for Order Currency=USD										Ok
 Indicates new values Indicates cancellation 										
Supplier Details Request Date Line Shipment Item Item No results found.	Price / Description Qty UOM Rate	Promises Amount Date	l Need-By Date	Start Date	End Date	Supplier Order Number	Supplier Order Line Number	Additional Changes	Cancellation Split Request	Response
Return to View Order Details										Ok
About this Page Privacy Statement	н	ome Orders Shipments	Finance Admi	in Home L	ogout Pre	eferences Diagnostics			Copyright (c) 2000. Orac	de. All rights reserved.

All Change Order history is displayed for the order.

7- Click the **Ok** button to close the window.



Standard Purchase Order: 13000020, 0 (Total USD 10,009.80)					•
Currency=USD			Actions	Request Changes Request Changes	Go Export
Order Information				Request Cancellation View Change History	
General	Terms and Conditions	Summary Total 10,009.8	0	View Receipts View Invoices	
Total 10,009.80 Supplier INDUSTRIAL SAFETY PRODUCTS	Payment Terms NET 30 DAYS Carrier	Received 10,009.80 Invoiced 5,003.92		View Payments View Shipments	
INC Supplier Site 01	FOB DESTINATION Freight Terms DELIVERED	Payment Status Not Paid			
Address 6091 CAREY DR VALLEY VIEW, OH 44125	Shipping Control				

Returning to the **Actions** box:

- 8- Select the **View PDF** value.
- 9- Click the **Go** button.

File Down	load 💌
Do you	want to open or save this file?
POF	Name: PO_82_13000020_US.pdf Type: Adobe Acrobat Document, 3.88KB From: eprocapp4.neorsd.com
0	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What s the risk?</u>

The File Download window is displayed.

10- Click the **Open** button.

A **PDF** copy of the order is displayed. Use this copy for printing or save to desktop. 11- Use the **File>Exit** command to exit from the PDF document.





Topic 3: iSupplier Home Page – Shipments Tab

iSupplier portal users will have direct access to multiple levels of shipment information through the **Shipments** tab. This tab also provides links to additional information pertaining to shipments, including **Receipts, Returns,** and **Performance**.

This topic covers:

- Overview of the Shipments tab and summary information
- Review of Shipment Receipts details
- Review of Shipment Returns details
- Review of Overdue Receipts details
- Review of On-Time Performance metrics

Shipments Tab – Summary Information

The Home Page is displayed.

1- Click on the **Shipments** tab.

elivery Schedules Shipment N	otices Shipment Schedules	Receipts Retu	rns Overdue Receipts On-Ti	me Performance
elivery Schedules				
Simple Search				
Organization	<u></u>	Item Number	K	a
PO Number		Ship-To Location	k.	9
Supplier Item	, Q	Promised Date		
Item Description			(example: 10/19/2013)	
and the second point		Need-By Date		
			(acample: 10/19/2013)	

The **Delivery Schedules** window is the default window displayed under this tab. Use this window to search for delivery schedule information using multiple criteria.

2- To search for **all** delivery schedules, click the **Go** button.



Home Orde	ers Shipr	shoment	ance Admin	edules.	Receints Retu	rns Dve	due Recents	On-Time F	Performance							
Delivery Sch	edules	Colling all college														
																Export
Cionda Can	and a															Landina
ompic aca	run															
																Advanced Search
0	rganization		- 34	9	Item Number											
1	PO Number				Ship-To Location) Q								
Su	pplier Item			9	Promised Date											
Rem	Description				Need Dr Date	(avangiei 10/1	/2013)	-						1		
					meen by built	(avanolei 10/1	/2013}									
			Go Clear													
															7	
	00	OurseEau					Our at the	Our a bits o			The sec	Gunneller		GunnEau	S Previous	1-25 • Next 25 0
Organizatio	Number	Item	Item Description			UO	M Ordered	Received	Ship-To Location	Carrier	Number	Config ID	Supplier	Location	Promised Date 🔻	Need-By Date
NEORSD LE	13000008		ANTI-FREEZE PERMANEN CONTAINERS	IT IN ON	E GALLON PLASTIC	GL	5	Q	EMSC Internal Location		010020		INDUSTRIAL SAFETY PRODUCTS INC	01		09/24/2013 17:00:0
NEORSD LE	13000008		ANTI-FREEZE PERMANEN CONTAINERS	IT IN ON	E GALLON PLASTIC	GL	5	٥	Field Office E 40th Street		010020		INDUSTRIAL SAFETY PRODUCTS INC	01		09/24/2013 17:00:0
NEORSD LE	13000334		TEST TO SEE IF WILL GO	0 OVER	TO EBS	EA	1	Q	Southerly Internal Location				INDUSTRIAL SAFETY PRODUCTS INC	01	10/30/2013 00:00:0	0 10/30/2013 00:00:0
NEORSD LE	13000289		hsofhoiusdhviuhsdhvi			EA	1	٥	Easterly Internal Location				INDUSTRIAL SAFETY PRODUCTS INC	01	10/12/2013 00:00:0	0 10/12/2013 00:00:0
NEORSD LE	13000235		ewippejwnwevnwbvoi eo	oi wjeoif		EA	1	Q	Easterly Internal Location				INDUSTRIAL SAFETY PRODUCTS INC	01	10/02/2013 00:00:0	0 10/02/2013 00:00:0
NEORSD LE	13000234		lasniknalkjvnkjasnvvvkj			EA	1	Q	Easterly Internal Location				INDUSTRIAL SAFETY PRODUCTS INC	01	10/02/2013 00:00:0	0 10/02/2013 00:00:0
NEORSD LE	13000217		sfsgfdsfsdfsdf			EA	1	Q	Easterly Internal Location				INDUSTRIAL SAFETY PRODUCTS INC	01	10/01/2013 00:00:0	0 10/01/2013 00:00:0

The **Delivery Schedules** window shows search results in summary.

3- Note the multiple fields of information, included comparison of **Promised Date** and **Need-By Date**.

Shipment Receipt Details

1- Click the **Receipts** link under the **Shipments** tab.

Home Orders Shipmen	ts Finance	Admin	1					24
Delivery Schedules Shipr	nent Notices	Shipment Schedules	Receipts	Returns	Overdue Receipts	On-Time Performance		
View Receipts								
Simple Search								
Receipt Number	-				Org	anization	3 9	
PO Number	13000326				Item	Number	3 9	
Shipment Number					Supp	olier Item	3 9	
Shipped Date					Item De	escription		
	(example: 10/19/20)	13)						
\rightarrow	Go Clear							

The **View Receipts** window is displayed. Multiple search criteria are available for query.

- 2- Enter the **PO Number** value.
- 3- Click the **Go** button.



Home Order	s Shipmen	ts Finance	Admin						
Delivery Schedu	les Shipm	ent Notices	Shipment Schedules	Receipts	Returns Over	due Receipts 🕴 On-T	ime Performance	1	
View Receipts									
Simple Searc	:h								
Rec	eipt Number					Organization	n	<u> </u>	
	PO Number	13000326				Item Numbe	r	<u> </u>	
Shipn	nent Number					Supplier Iten	n	<u> </u>	
S	hipped Date					Item Description	n		
	1	(example: 10/19/2013	0						
/		Go Clear							
Receipt	Creation D	ate	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier
36	10/19/2013	13:38:08	Easterly						1

Search results are displayed.

4- Click the link for the Receipt Number to view detail information.

Shipments: Rece	pts >															
Receipt: 36																
Receipt Trans	actions	、	Creat Orga Supp Shipment Shipm	ion Date 10, Inization East Supplier INI Ner Site 01 Number ent Date	/19/2 sterly DUSTR	2013 13:3 RIAL SAFET	3:09 Y Produ	ICTS INC			Pa C Way Freig Bill Att	cking Slip ontainers bill/Airbill ht Carrier of Lading achments None			Exp	port
			Y									A				
Receipt Date 🕶	Promised Date	Need-By Date	Performan	PO ce Number	Line	Shipment	Item/Jol	b Description	UOM	Ordered i	teturned	Net Received Defect	ts Location	Attachments	LPN/Lot/SerialIn	volce
10/19/2013 13:37:46	10/21/2013 17:00:00	10/21/2013 17:00:00	On-Time	13000326	1	1	276802	GLOVES WELDERS, PREMIUM GRADE COW LEATHER, LARGE MIG/TIG WING THUMB 4.5" GAUNTLET SPLIT COW CUFF, MCR MUSTANG 4950L *NO SUBSTITUTION OF SPECIFICATIONS*	PR	2		2	Easterly Internal Location			
Return to Shipme	nts: Receipts	←													Exp	port

Detail information for the receipt is displayed. Note the inclusion of **Performance** and **Net Received** information for the receipt.

5- Click the **Return to Shipments, Receipts** link.

Shipment Returns Detail

Delivery Sch	edules Shipr	nent Notices	Shipment Schedules	Receipts	Returns Over	lue Receipts On-	Time Performance	e	
View Rece	pts				7				
Simple Se	arch								
	Receipt Number					Organizatio	on	<u> </u>	
	Receipt Number PO Number	13000326				Organizatio Item Numb	er	۹۵ اد ۹۵ اد	
Sh	Receipt Number PO Number ipment Number	13000326				Organizatio Item Numb Supplier Ite	er	 • •	
Sh	Receipt Number PO Number ipment Number Shipped Date	13000326				Organizatio Item Numb Supplier Ite Item Descriptio	on er m on	۵ د ۵ د ۶ د	
Sh	Receipt Number PO Number ipment Number Shipped Date	13000326 (example: 10/19/2012 Go Clear	3)			Organizatio Item Numb Supplier Ite Item Descriptio	on er m on		
Sh Receipt v	Receipt Number PO Number ipment Number Shipped Date Creation D	13000326 (example: 10/19/201: Go Clear vate	3) Organization	Shipment	Shipped Date	Organizatio Item Numb Supplier Ite Item Descriptio Packing Slip	er m on	y Q	Freight

1- Click the Returns link under the Shipments tab.



											III Navi
Home Orders Ship	ments	Finance	Admin								
Delivery Schedules S	Shipment I	Votices	Shipment S	chedules	Receipt	s Returns	Overdue Receipts	On-Tim	e Performance		
Returns Summary											
Simple Search											
Note that the search is c	ase insens	itive									
Organizat	tion						RMA	Number			
PO Num	ber							Item		2	Q
Receipt Num	ber						Supp	lier Item		ы	Q
Shipment Num	ber						Item De	scription			
	Go	Clea	r								
Organization	Receipt I	lumber	PO Number	Shipment	Number	RMA Number	Receipt Creation Da	te Iten	Supplier Item	Item Description	UOM
No search conducted.											

The **Returns Summary** window is displayed. Multiple search criteria are available for query.

2- To view **all** returns information, click the **Go** button.

Returns Sum	mary														Expor
Simple Sear	ch										_				
Note that the s	earch is case	Insensitive													Advanced Search
	Organization				9			RMA Number							
	PO Number	r .						Item		Q					
Re	ceipt Number				/			Supplier Item		Q				1 .	
Ship	ment Number						Re	m Description						/ /	/
		Go	Clear		K								K	K	K
Organization	Receipt	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Rem	Supplier Item	Item Descri	tion		UOI	Quantity Received	Quantity Returned	Return Date	Supplier Reason Config ID
NEORSD LE	20	13000289			10/08/2013 09:58:11			hsofhoiusdhvi	uhsdhvi		EA	1	1	10/08/2013 14:12:0	POST
NEORSD LE	14	13000225			10/01/2013 16:09:39			sdilpvhnsdvnk	sdjbrivkjbsdkjvbkj		EA	1	1	10/02/2013 10:22:0	2
NEORSD LE	2	13000018		546664	09/06/2013 11:28:29	491077	1	SEAL RING W MODEL CP4-0	TH SPRING & PIN 94 63-0286/01 1.1 CENTRIFUGE SN P205	FOR HUMBOLDT	EA	3	1	09/06/2013 11:39:3	POST

In the search results, detail information for the return is displayed.

3- Note the inclusion of **RMA Number**, **Quantity Returned**, **Return Date**, and **Reason** information for each return.

Simple Sea	i ch													
Note that the s	search is case	insensitive											Advanced	Sear
	Organization				9			RMA Number						
	PO Number							Item 🔄 🔍						
Re	eceipt Number							Supplier Item 🔄 🔍						
Ship	ment Number						Ite	m Description						
		Go	Clear											
Organization	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date •	Item	Supplier Item	Item Description	UC	Quantity M Received	Quantity Returned	Return Date	Sup Reason Con	plier fig ID
NEORSD LE	29	13000289			10/08/2013 09:58:11			hsofhoiusdhviuhsdhvi	EA	1	1	10/08/2013 14:12:00	POST	
NEORSD LE	14	13000225			10/01/2013 16:09:39			sdilpvhnsdvnksdjbnvkjbsdkjvbkj	EA	1	1	10/02/2013 10:22:03	2	
NEORSD LE	2	13000018		546664	09/06/2013 11:28:29	491077		SEAL RING WITH SPRING & PIN 94 63-0286/01 FOR HUN MODEL CR4-01 1 CENTRIELICE SN P205	IBOLDT EA	3	1	09/06/2013 11:39:30	0 POST	

4- Click the link for any Receipt Number to view detail information.



Shipments: Returns >									
Receipt Transactions									
									Export
PO				Net					
Receipt Number Line Shipment Description	UOM	Ordered I	Returned	Received	Defects Location	Receipt Date	Promised Date	Need-By Date	Performance
2 13000018 1 1 SEAL RING WITH SPRING & PIN 94 63-0286/01 FOR HUMBOLDT MODEL CP4-01.1	EA	10	<u>1.0</u>	1	Westerly Internal	09/06/2013	09/08/2013	09/08/2013	On-Time
CENTRIFUGE SN P205					Location	11:27:22	17:00:00	17:00:00	
Return to Shipments: Returns									Export
CENTRIFUGE SN P205					Location	11:27:22	17:00:00	17:00:00	Export

Detail information for the return is displayed.

5- Click the **Return to Shipments, Returns** link.

Overdue Receipts Detail

livery Schedules Shipment Notices Shipment Schedules Receipts Returns Overdue Receipts On-Time Perform
eturns Summary 7

1- Click the **Overdue Receipts** link under the **Shipments** tab.

						III Naviga
Home Orders	Shipments Finance	Admin				
Delivery Schedules	Shipment Notices	Shipment Schedules	Receipts Returns	Overdue Receipts	On-Time Performance	
Overdue Receipt	S					
Simple Search						
Note that the cas	rch is see inconsitive					
Note that the sea	I ch is case insensitive					
Organization		<u> </u>				
PO Number						
Item						
Supplier Item						
Supplier Rem						
Due Date						
	(example: 10/19/2013)					
\rightarrow	Go Clear					

The **Overdue Receipts** window is displayed. Multiple search criteria are available for query.

2- To view **all** overdue receipts, click the **Go** button.





Organization	PO Number	Item	Supplier Item	Item Description	Due Date - U	D MOL	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Buyer	Supplier Config ID
NEORSD LE	13000289			hsofhoiusdhviuhsdhvi	10/12/2013 00:00:00 E	A 1	1	0	Easterly Internal Location		Shomon, Linda E	
NEORSD LE	13000235			ewippejwnwevnwbvai eoi wjeaif	10/02/2013 00:00:00 E	5A 1	1	0	Easterly Internal Location		Shomon, Linda E	
NEORSD LE	12000234			lasniknalkjvnigasnvvig	10/02/2013 00:00:00 E	iA 1	1	0	Easterly Internal Location		Shomon, Linda E	
NEORSD LE	13000217			afsgfdafadfadf	10/01/2013 00:00:00 €	EA 1	1	0	Easterly Internal Location		Demmerle, Jennifer L	
NEORSO LE	13000036			Testing accounts	09/30/2013 17:00:00 E	A 1	1	0	Southerly Internal Location		Demmerie. Jennifer L	
NEORSD LE	13000210			DDDDD	09/30/2013 00:00:00 E	IA 1	1	0	Southerly Internal Location		Demmerie. Jennifer L	
NEORSD LE	13000211			test test	09/30/2013 00:00:00 E	A 1	1	0	Admin Svcs Internal Location		Demmerle, Jeonifer L	
NEORSD LE	13000008	010020		ANTI-FREEZE PERMANENT IN ONE GALLON PLASTIC CONTAINERS	09/24/2013 17:00:00 G	il S	5	0	Field Office E 40th Street		Demmerle, Dennifer L	
NEORSO LE	13000008	010020		ANTI-FREEZE PERMANENT IN ONE GALLON PLASTIC CONTAINERS	09/24/2013 17:00:00 G	a. 5	5	0	EMSC Internal Location		Demmerie, Jennifer L	
NEORSD LE	13000083	391133		EPOXY PRIMER PART A	09/15/2013 17:00:00 G	GL 6	6	0	Administration Euclid Avail		Demmerle, Jennifer L	
NEORSO LE	12000082	137031		CLOTH DROP 12' X 15' CANVAS 8-OZ HEAVY WEIGHT FOR PAINTERS, TRIMCO #58903	09/15/2013 17:00:00 E	IA 5	5	0	Administration Euclid		Demmerie, Jennifer L	
NEORSD LE	13000086	002626		ADAPTER BRASS FIRE HOSE SWIVEL STYLE 1 1/2" FEMALE CLEVE FIRE DEPT THRD X 1 1/2" FEMALE NPT DDON #DPP15F155	09/11/2013 17:00:00 E	EA 1	1	0	Easterly Internal		Demmerle, Jennifer L	
NEORSO LE	13000053			hlifsdghidhrigkhdfikhkdf	09/11/2013 00:00:00 E	A 1	1	0	Easterly Internal Location		Demmerie. Jennifer L	
NEORSD LE	13000018	491077		SEAL RING WITH SPRING & PIN 94 63-0286/01 FOR HUMBOLDT MODEL CP4-01.1 CENTRIFUGE SN P205	09/08/2013 17:00:00 E	IA 1	10	1	Westerly Internal Location		Demmerie, Jennifer L	
NEORSD LE	13000018	BIGMONEY-		2HP MOTOR	09/08/2013 17:00:00 E	EA 3	1	0	Southerly Internal Location		Demmerle, Jennifer L	
NEORSO LE	13000024			edhgffd	09/08/2013 00:00:00 E	A 1	1	0	Easterly Internal Location		Demmerie, Jennifer L	
NEORSD LE	13002622			Miscellaneous	08/30/2013 00:00:00 E	A 1	1	0	EMSC Internal Location		Brooks, Antwane	

Search results are listed by **PO Number**, with latest **Due Date** listed first.3- Click the indicator next to **Due Date** to change the sequence.

Organization	PO	Item	Supplier Item	Item Description	Due Date -	UON	Quantity 4 Ordered	Quantity Received	Ship-To Location	Carrier Buyer	Supplier Config II
NEORSD LE	13002622			Miscellaneous	08/30/2013 00:00:0	EA	4	0	EMSC Internal Location	Brooks, Antwane	
IEORSD LE	13002622			Miscellaneous	08/30/2013 00:00:0) EA	6	0	EMSC Internal Location	Brooks, Antwane	
EORSD LE	13002622			Miscellaneous	08/30/2013 00:00:0) EA	1	0	ENISC Internal Location	Brooks, Antwane	
NEORSD LE	13002622			Miscellaneous	08/30/2013 00:00:0) EA	1	0	EMSC Internal Location	Brooks, Antwane	
NEORSD LE	13002622			Miscellaneous	08/30/2013 00:00:0	EA	1	0	EMSC Internal Location	Brooks, Antwane	
EORSD LE	13002622			Miscellaneous	08/30/2013 00:00:0	EA	1	0	EMSC Internal Location	Brooks, Antwane	
NEORSD LE	13002622			Miscellaneous	08/30/2013 00:00:0	EA	1	0	EMSC Internal Location	Brooks, Antwone	
NEORSD LE	13002622			Miscellaneous	08/30/2013 00:00:0	DEA	1	0	EMSC Internal Location	Brooks, Antwone	
NEORSD LE	13002622			Miscellaneous	08/30/2013 00:00:0	EA	6	0	ENSC Internal Location	Brooks, Antwone	
NEORSD LE	13002622			Miscellaneous	08/30/2013 00:00:0	EA	6	0	EMSC Internal Location	Brooks, Antwane	
EORSD LE	13002622			Miscellaneous	08/30/2013 00:00:0	EA	1	0	EMSC Internal Location	Brooks, Antwane	
EORSD LE	13002622			Miscellaneous	08/30/2013 00:00:0	A (1	0	EMSC Internal Location	Brooks, Antwane	
EORSD LE	13002622			Miscellaneous	08/30/2013 00:00:0	EA	2	0	EMSC Internal Location	Brooks, Antwane	
EORSD LE	13002622			Miscellaneous	08/30/2013 00:00:0	EA	2	0	EMSC Internal Location	Brooks, Antwane	
EORSD LE	13002622			Miscellaneous	08/30/2013 00:00:0	EA	4	0	EMSC Internal Location	Brooks, Antwane	

The listing now displays earliest **Due Date** listed first.

4- Click the indicator next to **Due Date** to return to the original sequence.

On-Time Performance Detail

Home Orders Shipments Finance	Admin
Delivery Schedules Shipment Notices	Shipment Schedules Receipts Returns Overdue Receipts On-Time Performance
Overdue Receipts	7

1- Click the **On-Time Performance** link under the **Shipments** tab.



Home	Orders	Shipments	Finance	Admin						
Delivery	Schedules	Shipment	Notices	Shipment Se	hedules	Receipts	Returns	Overdue Receip	ots i e	On-Time Performance
On-Tim	e Perform.	ance								
Simpl	e Search									
Note the	at the search	h is case insen	sitive							
	Organizati	ion		, Q		PO Number	13000326	~ 		
	Due Da	ate			Shipm	nent Number				
	and a state of the	(example: 1)	0/19/2013)			Item	[. C	2	
R	eceipt Numi	ber			Waybill/Ai	rbill Number	-			
	Supplier Its	em		3 9	er of only Pa					
1	Delivery Stat	tus	-							
		\rightarrow	Go Ck	ar						

The **On-Time Performance** window is displayed. Multiple search criteria are available for query.

- 2- Enter the **PO Number** value.
- 3- Click the Go button.

Home Orders Ship	nents Finance A	dmin											
Delivery Schedules S	hipment Notices 5	hipment Sch	edules R	eceipts Returns	Ove	rdue Receipts	On-Time Performance						
On-Time Performance													
													Export
Simple Search													
Note that the search is ca	se insensitive											Adv	anced Search
Organization			P	0 Number 130003	6								
Due Date			Shipmer	nt Number									
Receipt Number	sample: 10/19/2013)			Item		۹.							
Supplier Item			Waybill/Airbi	ill Number									
Delivery Status	-										1		
	Go Clear		-									M	
PO Organization Number	Due Date 🔻	Shipment Number	Receipt Number	Receipt Date	Item	Supplier Item	Description	UON	Quantity Received	Waybill/Airbill Number	Carrie	Delivery Status	Configuration Id
NEORSD LE 13000326	10/21/2013 17:00:00		20	10/19/2013 13:37:-	16 27880.	2 UNKNOWN	GLOVES WELDERS, PREMIUM GRADE COW LEATHER, LARGE MIG/TIG WING THUMB 4.5" GAUNTLET SPLIT COW CUFF, MCR MUSTANG 4950L "NO SUBSTITUTION OF SPECIFICATIONS"	PR	2			On-Time	
													Export

Performance information for the specific PO is displayed. Note the inclusion of **Delivery Status**.

4- Click the **Clear** button to perform another search.



On-Time Performanc	е			
Simple Search				
Note that the search is	case insensitive			
Organization	Q	PO Number		
Due Date		Shipment Number		
	(example: 10/19/2013)	Item	N	Q
Receipt Number				•
Supplier Item	Q	Waybill/Airbill Number		
Delivery Status	Late -	-		
-	Go Clear			

- 5- Select the Late value in the Delivery Status field.
- 6- Click the **Go** button.

On-Time Per	formance													
														Export
Simple Sea	rch													
Note that the	search is ca	se insensitive											Adv	anced Search
Orga	nization		9	PO I	vumber									
D	ue Date			Shipment I	Number									
Receipt	(e	scample: 10/19/2013)			Item		<u> </u>							
Receipt	Number			Waybill/Airbill 1	Number									
Delayor	v Statur	ata a	1 ×											
Denver	y status	60 Clear	-		~									
	PO		Shipment	Receipt			Supplier			Quantity	Waybill/Airbill		Delivery	Configuration
Organization	n Number	Due Date 🔻	Number	Number	Receipt Date	Item	Item	Description	UON	Received	Number	Carrier	Status	Id
NEORSD LE	13000228	10/04/2013 17:00:00		<u>37</u>	10/19/2013 13:38:34	002626		ADAPTER BRASS FIRE HOSE SWIVEL STYLE 1 1/2" FEMALE CLEVE FIRE DEPT THRD X 1 1/2" FEMALE NPT DDXON #DFP15F15S	EA	1		L	ate	
NEORSD LE	13000228	10/04/2013 17:00:00		<u>37</u>	10/19/2013 13:38:34	002626		ADAPTER BRASS FIRE HOSE SWIVEL STYLE 1 1/2" FEMALE CLEVE FIRE DEPT THRD X 1 1/2" FEMALE NPT DIXON #DFP15F15S	EA	1		L	late	
NEORSD LE	13000008	09/24/2013 17:00:00		35	10/17/2013 11:43:53	002626		ADAPTER BRASS FIRE HOSE SWIVEL STYLE 1 1/2" FEMALE CLEVE FIRE DEPT THRD X 1 1/2" FEMALE NPT DIXON #DFP15F15S	EA	10		L	ate	
NEORSD LE	13000020	09/06/2013 17:00:00		46	10/17/2013 11:45:23	014455		BALLAST HIGH PRESSURE SODIUM FOR 150 WATT LAMPS 277 VOLT ADVANCE #71A8172001D	EA	10		L	Late	

Search results are displayed for all late shipment deliveries. Note the inclusion of **Due Date** and **Receipt Date** for comparison purposes.

Topic 4: iSupplier Home Page – Finance Tab

iSupplier portal users will have direct access to multiple levels of financial information through the **Finance** tab. This tab provides links to invoice and payment information.

This topic covers:

- Overview of the Finance tab and summary information
- Review of Invoice details
- Review of Payments details



Home	Ord	ers	Shipments	Finance	Admin
Se	arch	PO f	Number	-	<
					-

The Home Page is displayed.

1- Click on the Finance tab.

Invoice Information

						and Hungaron	
Home Orders Shipmer	ts Finance Admin						
Create Invoices View In	voices View Paymen	its					
View Invoices							
Simple Search							
Truoice Number			Invoice Amount Fron		То		-
Tivoice Number	-	4	anvoice Anioant From		- 10		
PO Number	13000228		Amount Due Fron	1	То		
Payment Number			Invoice Date From	n 🔲	То		
Invoice Status	·		Due Date Fron	1 🗐	То		
Payment Status	•			(example: 10/19/2013)			
\rightarrow	Go Clear						

The **View Invoices** window is displayed. Note the multiple criteria available for query.

- 2- Enter the value in the **PO Number** field.
- 3- Click the **Go** button.

	and the second sec				III Navigator -	· I avorites ·	Home Log	out Preferences	Help Ulagnostics
Home Orders Shipments Finance Admin									
Create Invoices View Invoices View Payments									
View Invoices									
									Export
Simple Search									
									Advanced Search
Invoice Number		Invoice Amount Fro	200	То					11
PO Number 13000228		Amount Due Fro	am	То					
Payment Number		Invoice Date Fro	m	То					
Invoice Status		Due Date Co			-				
Payment Status		Due Date Fro	(example: 10/15/2013)	10					
Go Clear									
Invoice Invoice Date - Type	Currency Amount	Due Status (on Hold Payment	Status	Due Date	Payment	PO Number	Receipt	Attachments
R85678 10/17/2013 Standard	USD 100.00	100.00 In-Process	Not Paid		11/15/2013		13000228		
		1110 002 10 00 00 00 00 00 00 00 00 00 00 00 00			THE STATE OF		112222204		

Search results are displayed in summary for all invoices related to the PO.

4- Click the **link** under **Invoice** to view details.



Home Order: Create Invoices Finance View In Standard Invol Currency::USD	Shipments Finance View Invoices View voices > ce: RB5678 (Total USD 10	Admin ew Payments 0.00)	/							Dane Legan Treatane	Emort
General Invoice Dat Statu On Hol Attachment Supplie Supplie	10/17/2013 In-Process None INDUSTRIAL SAFETY PI 01	RODUCTS INC			Amount Misci Pre	Summary Tereight 0.00 Freight 0.00 Tax 0.00 Tax 0.00 Dayment 0.00 Matanone 0.00		~	Payment Informati Paid Discount Taken Due Status Poyment Date Payment Term	ion 0.00 0.00 100.00 Not Paid NET 30 DAVS	
Addres	6091 CAREY DR VALLEY VIEW, OH 441 Scheduled Payments pe Description	Hold Reasons	Price	Tax Included	Amount	Retainage Status	PO Number	P0 Line	PO Shipment	Buyer	Receipt

Detail information for the invoice is displayed.

- 5- Note the **Payment Information** summary box.
- 6- Click the **Scheduled Payments** tab.

Home Orders Shipments Finance Admin			
Create Invoices View Invoices View Payments Finance: View Invoices > Standard Invoice: R5578 (Total USD 100.00) Currency=USD			(mark)
General Invoice Date 10/17/2013 Status In-Process On Hold Attachments None Supplier INUDISTRIAL SAFETY PRODUCTS INC Supplier State 01 Address 6091 CAREY DR VERV.01 44125 Invoice Lines Scheduded Payments Hold Reasons	Amount Summary Bern 100.00 Freight 0.00 Miscelleneous 0.00 Tax 0.00 Prepayment 0.00 Retainage 0.00 Withholding Tax 0.00 Total 100.00	Payment Informats Paid Discourt Taken Dow Stotus Payment Date Payment Term	on
Due Date 11/16/2013	Amount 100.00	Remaining Amount Status 100.00 Not Paid	Method Check

Payment Schedule information for the invoice is displayed.

7- Click the Hold Reasons tab.

ance View In	nices >	en ruyments					
tandard Invoid	e: RB5678 (Total USD 10	0.00)					
urrency=USD							
General				Amount Summary		Payment Informat	tion
Invoice Date Status On Hold Attachments Supplier Supplier Site Address	10/17/2013 In-Process None BIODSTRIAL SAFETY PI 01 6091 CAREY DR VALLEY VIEW, OH 441:	RODUCTS INC		Bern 100.00 Freight 0.00 Miscellaneous 0.00 Tex 0.00 Prepayment 0.00 Retainage 0.00 Withholding Tax 0.00 Total 100.00		Paid Discount Taken Due Status Payment Date Payment Term	0.00 0.00 100.00 Not Paid NET 30 DAYS
Invoice Lines	Scheduled Payments	Hold Reasons					
old Name		Hold Reason	Hold Date	Release Name	Release Re	cason	Release Date
o results found.							

Hold and Release information for the invoice is displayed.

8- Click the **Return to Finance, View Invoices** link.



Payments Information

Home	Orders	Shipments	Finance	Admin
Create 1	Invoices	View Invoid	es Vie	w Paymer
View In	nvoices			7

1- Click the **View Payments** link under the **Finance** tab.

Home Orders Shipment	ts Finance Admin			
Create Invoices View Invo	oices View Payments			
View Payments				
and the second second				
Simple Search				
Note that the coards is case in	concitivo			
Note that the search is case in	Isensitive		-	0
Payment Number		Status	2	4
Invoice Number	35662 🔶 🗕	Payment Amount From		То
PO Number		Payment Date From	То	
			(example: 10/19/2013)	
\rightarrow	Go Clear			

The **View Payments** window is displayed. Note the multiple criteria available for query.

- 2- Enter the value in the **Invoice Number** field.
- 3- Click the **Go** button.

						🚺 Hangaur 👻 🛶 Payoni	Tome Logour Preseren	ces Diagnostics
Home Orders St	ipments Finance Admir	1						
Create Involces V	ew Invoices View Payme	ents						
View Payments								
								Export
Simple Search								7
Note that the search is	case insensitive							Advanced Search
Payment Nu	mber			Status		k		
Invoice Nu	mber 35662		Payr	ment Amount From	Т	0		
PO Nu	mber		p	avment Date From	То То			
/	Go Clear				(example: 10/13/2013)			
Payment P	yment Date 🕶	Currency	Amount Method	Status	Status Date	Bank Account	Invoice	PO Number
1123 6 1	/08/2013	USD	100.00 Check	Negotiable	10/08/2013	KEY CONTROLLED DISBURSEMENT	35662	13000332

Search results are displayed.

4- Click the **link** under the **Payment** to view detail information.

							a mangalos	rivine cogour i	reletences chagnostica
Home Ord	ers Shipments Financ	e Admin							
Create Invoic	es View Invoices Vi	iew Payments							
Finance: Viel	w Payments >								
Payment: 11	123 (Total USD 100.00)								
Included I	nvoices <	_	Payment Dote Method Status Status Date	10/08/2013 Check Negotiable 10/06/2013		Supplier Supplier Site Address Bank Account	INDUSTRIAL SAFETY PRODUCTS INC 01 6091 CAREY DR VALLEY VIEW OH 44125 KEY CONTROLLED DISBURSEMENT		Export
Temples	Imusica Data	Tumo	Ourrency	Amount Status	Daumont Status		Dagmont DO Jumbar	Receipt	Attachmente
25662	10/08/2013	Standard	USD	100.00 Approved	Paid		100.00 12000332	месерс	ACCACIANCENCS
Return to Fin	ance: View Payments 🝝								Export



Detail information for the payment is displayed. If desired, user can drill down on details for all **Included Invoices** associated with the payment.

5- Click the **Return to Finance, View Payments** link.

Topic 5: Create Invoices

Registered iSupplier users can create and submit invoices directly through the portal. Once submitted, the invoice status can be viewed online through standard inquiry screens.

This topic covers:

- Invoice creation and submission
- Confirmation of invoice submission status

Invoice Creation

The Home tab is displayed.

1- Click on the **Finance** tab.

UAT	iS	upplier Portal				navigator •	r 😼 Favorite	s 🕶	Home Lo	gout Preferences Help
Home Orders Shipm	ents	Admin Finance								
Invoice Actions	w Invol	ices View Paym	ents							
									Ci	reate Invoice With a PO Go
Search										
Note that the search is cas Supplier Invoice Number Invoice Date From Invoice Status	e inser 3RAIN example Go	Isitive GER INDUSTRIAL 19-Mar-2014)		Purchase Order Number Invoice Amount Invoice Date To Currency		}				
Invoice Number		Invoice Date	Invoice Currency Code	Invoice Amour	nt Purchase Order	Status	Withdraw	Cancel	Update	View Attachments

The Invoice Actions window is displayed.

2- Click the **Go** button to Create Invoice With a PO



Home Orders Shipments Finance Admin												
Create Invoices View Invoices View Payment	87/											
0		0		ō								
Purchase Orders		Details		Manage	Tax					Review and Subm	(5)	
Create Invoice: Purchase Orders												
											Cancel Step 1	of 4 Next
Search												
Note that the search is case intensitive											Advance	ed Search
Purchase Order Number	13000326 🔶											
Purchase Order Date												
Press.	mample: 10/19/2013)											
Ormanization	9											
Advances and Financing	Excluded •											
	Go Clear											
Select PO Number Line Shipment No search conducted.	Advances or Financing	Item Description	Supplier Item Number	Ordered	Received	Invoiced	UOM Unit Pr	ce Cur	r Ship To	Organization	Packing Slip	Waybill

The Create Invoice: Purchase Orders window is displayed.

- 3- Using the **Search** window, enter the value in the **Purchase Order Number** field.
- 4- Click the **Go** button.

Selec	t Items: Ad	d to	Invoice	<u> </u>										
Select	t PO Number	Lin	e Shipment	Advances or Financing	Item Description	Supplier Item Number	Ordere	d Received	Invoice	d UOM	Unit Price	Curr Ship To	Packing Organization Slip	Waybill
×	13000326	1	1		GLOVES WELDERS, PREMIUM GRADE COW LEATHER, LARGE MIG/TIG WING THUMB 4.5" GAUNTLET SPLIT COW CUFF, MCR MUSTANG 4950L "NO SUBSTITUTION OF SPECIFICATIONS"	UNKNOWN	2	2	0	PR	8.7767	USD Easterly Internal Location	NEORSD LE	
													Cancel Step 1 of	4 Next

Search results are displayed, showing all eligible PO lines.

- 5- Click the **Select** button next to line for **PO Number**.
- 6- Click the **Add to Invoice** button.

	_																		-
Select Item	ns: /	Add to Ir	ivoice																
Select All	Select I	None		2															
PO Select Num	aber	Line Ship	oment	Advances or Financing	Item Description			5	Supplier Item Number	Ordere	d Receive	d Invoice	d UOM	Unit Price	Currs	ship To	Organization	Packing Slip Wa	aybi
1300	00726	1 1			GLOVES WELDERS, PREMIUM GRA GAUNTLET SPLIT COW CUFF, MCR	DE COW LEATHER, LARGE R MUSTANG 4950L *NO SI	E MIG/TIG WING THUMB 4.5 UBSTITUTION OF SPECIFIC/	* ATIONS*	UNKNOWN	2	2	0	PR	8.7767	USD E	lasterly internal location	NEORSD LE		
Purchase (Order	Items A	dded b	o Invoice						-	-	-		-	-	-			
Select All 1	Select I	None	iron n	(VIAL)															
PO Select Num	nber	Line Shi	pment	Item Descriptio	n				Item Number	Supplier Number	Item	rdered R	eceive	d Invok	ced UOI	Unit I Price	Curr Ship To	Organiza	ation
E 1300	00326	1 1		GLOVES WELDER MCR MUSTANG 4	5, PREMIUM GRADE COW LEATHER 950L "NO SUBSTITUTION OF SPEC	, LARGE MIG/TIG WING TH TELEATIONS*	HUMB 4.5" GAUNTLET SPLIT	COW CUFF	278802	UNKNOW	1 2	2		0	PR	8.7767	USD Easterly Interr Location	al NEORSD	LE
				MUK MUSI ANG 4	930E NO 508511101308 OF SPEC	3-12-41 URS											Cancel	tep 1 of 4	iegt

The line is now included in the **Purchase Order Items Added to Invoice** window.

7- Click the **Next** button.



	0	0	0				0			
	Purchase Orders	Details	Manage	Tax			Review and Subm	sit		
Create Involce: Detail	8									
 Indicates required fie 	d						Cancel	Back Step	2 of 4	Next
Supplier			Invoice							
ı	* Supplier BIOUSTRIALS Tax Payer ID 34-1792160 * Remit To Address Remit To Bank Account inique Remittance Identifier Remittance Check Digit			* Invoice * Invoice De Invoice De	e Number Jolce Date Doice Type Currency Test	13 (VIN-2003) T	nt None Add			
Customer										
	* Customer Tax Payer II Customer Nam Addres	a Q								
Items								_		
PO Number Line Shipu	ent Item Description			Supplier Item	Ship To	Available	*Ouantity	Unit	UOM A	moun
13000326 1 1	GLOVES WELDERS, PREMIUM GRADE CO MUSTANG 4950L *NO SUBSTITUTION OF	W LEATHER, LARGE MIG/TIG WING THUMB 4.5" GAU F SPECIFICATIONS*	NTLET SPLIT COW CUFF, MCR	UNKNOWN	Easterly Internal Location	2		2 8.7767	PR 1	7.55

The **Create Invoice: Details** window is displayed. Use this window to complete detail information for the invoice.

- *Note:* Required fields are indicated with * and must be completed to proceed from this window.
 - 8- Use the **Search** (magnifying glass) icon to find the appropriate **Remit To** value.

Search and	Select: Remit To				
					Cancel Select
Search					
To find your Search By Results	r item, select a filter item in the p Remit To ᠂	oulldown list and ent	er a value in the tex	t field, then select the	"Go" button.
Select	Quick Select	Supplier	Remit To	Address	Organization
	No search conducted.				
About this P	age				
					Cancel Select

The Search and Select window is displayed.

9- Click the Go button.



Cance Search To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button. Search By Remit To V Go	el Select
Search To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button. Search By Remit To Go	
To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button. Search By Remit To • Go	
Search By Remit To V	
Results	
elect Quick Select Supplier Remit To Address O	Organization
INDUSTRIAL SAFETY PRODUCTS INC 01 6091 CAREY DR VALLEY VIEW OH 44125 M	IEORSD LE
About this Page	
Cancel	Select

The **Results** window is displayed.

10- Use the Quick Select button to select the appropriate Remit To value.

Create Invoices View Invoices View Payn	ents		
Purchase Orders	Details	O Manage Tay	C Review and Submit
Create Invoice: Details		(1997) 194	A DECEMBER OF THE REAL OF THE
* Indicates required field			Cancel Back Step 2 of 4 Negt
Supplier		Invoice	
* Suppler Tax Raym ID * Remit To Address Remit To Bark Account Unique Remittance Identifier Remittance Check Digit	INDUSTRIAL SAFETY PRODUCTS INC 34-1792100 6091 CAREY DR VALLEY VIEW OH 44125	* Invoice Number * Invoice Date Invoice Date Invoice Description Invoice Description Test	15567212 10/19/2013 www.stells.iii.(17/001) Imolece usD
			Attachment None Add

The **Remit To** value is entered into the field.

- 11- Enter the appropriate value in the **Invoice Number** field.
- 12- Enter the appropriate value in the **Invoice Date** field. (Use the **Calendar** icon or enter date manually into field).

Customor		
Customer	* Customer Tax Payer ID Customer Name	♀ ←───
	Address	

In the **Customer** section of the window:

13- Use the **Search** (magnifying glass) icon to find the appropriate **Customer Tax Payer ID** value.



Search	and Select: Custom	er Tax Payer ID				
					Car	select
Searc	ch					
To fin Searcl	d your item, select a fil h By Registration Num	ter item in the pulldown I ber 👻	ist and enter a	value in the text field, the	en select the "Go" button.	
Resu	ts					
Select	Quick Select	Registration Number	Legal Entity	Legislative Category	Country Of Registration	Legal Address
	No search conducted.					
About	this Page					

The Search and Select window is displayed.

14- Click the **Go** button.

	1 Contractory					
earch By	Registr	ation Number 💌		GO		
lesults		/				
ect :	Quick Select	Registration Number	Legal Entity	Legislative Category	Country Of Registration	Legal Address
0	1	SYS11976	NEORSD LE	Income Tax	US	3900 Euclid Ave Cleveland Cuyahoga 44115
bout this	s Page					

The **Results** window is displayed.

15- Use the **Quick Select** button to select the appropriate **Registration Number** value.



0		•			0			
Purchase Orders	Details	Manage Lax			Review and Submit			
* Indicates required field					Cancel Bac	k Step 2	of 4	Ne <u>x</u> t
Supplier		Invoice					1	7
* Supplier IN Tax Payer ID 3+ * Remit To Address 64 Remit To Bark Account Unique Remittance Identifier Remittance Check Digit	IDUSTRIAL SAFETY PRODUCTS INC 4-1792160 1 1991 CAREY DR VALLEY VIEW DH 44125	" Invoice " Invoice Invoice De	Number 19567212 10/19/201 (ceample 10) ice Type Invoice Currency USD Test	13 /19/2013) T	C None Add			
Customer								
* Custome C	r Tar Payer ID SYS11976 S Q Latomer Name KEORSD LE Address 3900 Euclid Ave Cleveland Cuyahoga 44115							
PO Number Line Shipment Item Description		Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price I		mount
13000326 1 1 GLOVES WELDERS, PREMIT MUSTANG 4950L *NO SUB	UM GRADE COW LEATHER, LARGE MIG/TIG WING THUMB 4.5* GAUNTLET SPLI STITUTION OF SPECIFICATIONS*	IT COW CUFF, MCR UNKNOWN	Easterly Internal Location	2	2	8.7767	PR 1	7.55

All required fields have now been entered for the invoice.

Parahasa Ordana O-Menage Tax Baciev and Salenk Cancel Save Back Step 1 of 4 Negt Subgit * Supplier INDUSTRIAL SAFETY PRODUCTS INC Tar Payer ID 34-1792160 * Rept To 01 Invoice Number 15567212 * Invoice Date 10/19/2013 Invoice Type Standard Standard Test Attachment None Payer ID SYS11976 mer Name NEORSD LE Address 3900 Facilid Ave Cle d Cryahopa 44115 ber Tax Regime Code Tax Tax Status Code Tax Jurisdiction Code Tax Rate Code Tax Rate Tax Amount Line Status ber Ship To Eanterly Inn Supplier Item Nu UNKNOWN PO Number Line Shipm 13000326 1 1 THE CONTRACTION LANGE MIGHTIG WING THUMB 45" GAUNTLET SPLIT CON CUFF, MCR MUSTANG 4958, "NO SUBSTITUTION OF SPECIFICATIONS" GLOVES WELDERS, PRE Chipping and H Charge Type No results found. Ame Rec ate Total Tot

16- Click the Next button.

Review the invoice information.

17- Click the **Submit** button.

Regional Sewer District iSupplier Portal		🙃 Navigator 🔻	😪 Favorites 🔻	Home Logout Preferences
Home Orders Shipments Finance Admin				
Create Invoices View Invoices View Payments				
0	0	0		
Purchase Orders	Details	Manage Tax		Review and Submit
Confirmation Invoice IS567212 was submitted to our Accounts Payable department Invoice: IS567212	on 10/19/2013. The confirmation number for t	his invoice is the invoice number. You can query its status by usin	ng Search by navigating t	o the Home page.

The Confirmation window is displayed. The invoice has now been submitted to the NEORISD AP Department.

17.55 0.00 0.00 0.00 17.55

ort Save Back S

Car



Confirmation of Invoice Submission Status

Confirmation Invoice IS567212 was submitted to our Accounts Payable department on 10/19/2013.

To confirm the status of the submitted invoice:

1- Click the View Invoices link.

ome Orders Shipmer	ts Finance Admin					
reate Invoices View In	voices View Payments					
liew Invoices						
Simple Search						
Invoice Number	IS567212 🔶	Invoice Amount From		То		
PO Number		Amount Due From		То		
		Invoice Date From		To		
Payment Number		2110100 Date 11011			and the second se	
Payment Number Invoice Status		Due Date From		То		
Payment Number Invoice Status Payment Status		Due Date From	(example: 10/19/2013)	To		

The View Invoices window is displayed.

- 2- Enter the value in the Invoice Number field.
- 3- Click the **Go** button.

						M reavigator	Pavonices 🗸	Home Loge	out Preterences	Help Diagnostics
Home Orders Shipments	Finance Admin									
Create Invoices View Invoi	ces View Payments									
View Invoices										
										Export
										Landingua
Simple Search										
										Advanced Search
Invoice Number 15	567212		Invoice Amount From		To					
PO Number			Amount Due From		То					
Payment Number			Invoice Date From	🛄 Τι						
Invoice Status			Due Date From	т 🗐 т	,	-				
Payment Status				(example: 10/19/2013)						
	io Clear		/							
Invoice / Invoice Date	Туре	Currency Amo	unt Due Status 🖌 On	Hold Payment Sta	tus	Due Date	Payment	PO Number	Receipt	Attachments
15567212 10/19/2013	Standard	USD 13	.55 17.55 In-Process	Not Paid		11/17/2013		13000326		
				AND REPORT OF A						

Search results are displayed.

4- Note the summary information for the invoice, including the Status of In-Process.



Topic 6: Create Advance Shipment Notices

Registered iSupplier users can create and submit Advance Shipment Notices (ASN) directly through the portal. Once submitted, the status of the ASN can be viewed online through standard inquiry screens.

This topic covers:

- Creation steps for Advance Shipment Notices
- Steps for viewing submitted Advance Shipment Notices
- Steps for cancelling submitted Advance Shipment Notices

Advance Shipment Notice (ASN) Creation



The **Home** tab is displayed.

1- Click on the **Shipments** tab.

Home	Orders	Shipments	Finance	Admin				
Deliver	ry Schedu	les Shipm	ent Notices	Shipment Schedules	Receipts	Returns	Overdue Receipts	On-Time Performance
Delive	ry Schedu	les	K					

The **Shipments** window is displayed.

2- Click the Shipment Notices link.



The Shipment Notices window is displayed.

3- Click the Create Advance Shipment Notices link.



Home	Orders	Shipments	Finance	Admin					
Delivery	Schedules	Shipmen	t Notices	Shipment Schedules	Receipts	Returns	Overdue Receipts	On-Time Perfo	rmance
Shipme	nts: Shipm	ent Notices >							
Create	Advance	Shipment Not	ice						
Views	5								
			1.						
	-		4						
View	Shipment	s Due This We	ek 🔻 🛛 G	0					
	Shipments	Due Any Time	2						
Select	Ponumpe	Line Si	pment Sup	oplier Item Item Descr	iption Due Dat	e Quantity	Ordered Quantity Re	eceived UOM Ship	-To Location Org
	No results t	ound.							
Detrong	- chinese	Chineset N							
Return	to Snipmen	ts: Snipment N	lotices						

The **Create Advance Shipment Notice** window is displayed. To search for shipments, use the **Views** window.

- 4- Select the Shipments Due Any Time value in the View field.
- 5- Click the **Go** button.

Create	Advance S	Shipme	nt Notice									
View	5											
											Advance	d Search
View	Shipments	s Due Ar	ny Time 👻 🖌 G	0								
Select	PO Shipma	ents:	Add to Shipmen	t Notice						③ Previous	1-25 -	Next 25 3
Select	All Select	None				a				1415 M		
Select	Number	Line S	hipment Item	Item Description	Due Date 🔺	Ordered	Received UOM	Ship-To Location	Name	Organization	Currency	Suppor
B	13002622	3	1	Miscellaneous	08/30/2013 00:00:00	1	0 EA	EMSC Internal Location	NEORSD LE	EMSC	USD	01
	13002622	4	1	Miscellaneous	08/30/2013 00:00:00	2	0 EA	EMSC Internal Location	NEORSD LE	EMSC	USD	01
	13002622	2	1	Miscellaneous	08/30/2013 00:00:00	1	0 EA	EMSC Internal Location	NEORSD LE	EMSC	USD	01
	13002622	1	1	Miscellaneous	08/30/2013 00:00:00	1	0 EA	EMSC Internal Location	NEORSD LE	EMSC	USD	01
	13002622	19	1	Miscellaneous	08/30/2013 00:00:00	1	0 EA	EMSC Internal Location	NEORSD LE	EMSC	USD	01
	13002622	18	1	Miscellaneous	08/30/2013 00:00:00	4	0 EA	EMSC Internal Location	NEORSD LE	EMSC	USD	01
	13002622	17	1	Miscellaneous	08/30/2013 00:00:00	1	0 EA	EMSC Internal Location	NEORSD LE	EMSC	USD	01
	13002622	16	1	Miscellaneous	08/30/2013 00:00:00	6	0 EA	EMSC Internal Location	NEORSD LE	EMSC	USD	01
	13002622	15	1	Miscellaneous	08/30/2013 00:00:00	1	0 EA	EMSC Internal Location	NEORSD LE	EMSC	USD	01
	13002622	14	1	Miscellaneous	08/30/2013 00:00:00	1	0 EA	EMSC Internal Location	NEORSD LE	EMSC	USD	01
	13002622	13	1	Miscellaneous	08/30/2013 00:00:00	6	0 EA	EMSC Internal Location	NEORSD LE	EMSC	USD	01
13	13002622	12	1	Miscellaneous	08/30/2013	6	0 EA	EMSC Internal	NEORSD LE	EMSC	USD	01

Eligible shipment lines are displayed as a result of the query.

6- Click the **Advanced Search** button.

me Orders Ship	ments	Finance	Admin									
livery Schedules	hipment	t Notices	Shipmen	t Schedule:	Rece	lipts Retur	ns Overdue Receipt	s On-Time Performance				
upments: Shipment N	dices >											
eate Advance Shipr	ent Noti	ce										
Advanced Search												
o search, please ente	at least	one searc	h criteria.									
ecify narameters and	values to	filter the	data that is dis	played in y	our results	set.						
Show table data whe	n all cond	tions are	met.									
Show table data whe	n any con	dition is n	net.									
PO Number	is	•	13000083	-								
Ship-To Location	is				. 9							
Supplier Site	is .				Q							
Item	is	•										
	60	Clear	Add Another	Item		Add						
dect PO Number	Line	Shipmen	at Supplier It	em Item E	escriptio	n Due Date Qu	uantity Ordered Quan	tity Received UOM Ship-To I	Location Organization	Name Ship-To Orga	nization Currenc	y Supplier Site
Sadiate's an assessment's												

The **Advanced Search** window is displayed. Use this window to narrow the search.

7- Enter the value in the **PO Number** field.



8- Click the Go button.

ielect /	Il Select	None										
select	PO Number	Line Shipmen	Supplier it Item	Item Description	Due Date -	Quantity Ordered	Quantity Received UOM Ship	-To Location	Organization Name	Ship-To Organization	Currency	Supplier Site
1	13000083	2	1	EPOXY PRIMER PART A	09/15/2013 17:00:00	6	0 GL Adm	inistration Euclid	NEORSD LE	NEO_ITM_MST	USD	01
	13000083	1	1	CLOTH DROP 12' X 15' CANVAS 8-0Z HEAVY WEIGHT FOR PAINTERS, TRIMCO #58903	09/15/2013 17:00:00	5	0 EA Adm	inistration Euclid	NEORSD LE	NEO_ITM_MST	USD	01

Search results are displayed for eligible shipment lines.

- 9- Click the **Select** button for each shipment line to be added.
- 10- Click the **Add to Shipment Notice** button.

Home Orders S	hipment	S Finance A	dmin											
Delivery Schedules	Shipe	sent Notices	Shipment Schedules Receipts	Returns Overdue Receipts Or	Time Perform	nance								
Shipments: Shipment	t Notices	(>)												
Create Advance Sh	ipment	Notice												
K										Cancel	Add Shipmer	nts Preview		Submit
Shipment Header	Shipe	ent Lines												
Shipment Line Del	faults													
Enter Shipment Line Packing Slip Country Of Origin Bar Code Label	Defaults	and click Default I	to All Lines to copy to all shipment line Container Number Truck Number Comments	б. 										
	a crea	and the tax tax tax												
Shipments in Adv	ance Sh	ipment Notice						-					-	-
Show All Details He	de Al De	saila				100 2010				11 March 11				
PO Details Number 1	Line Ship	Suppler ment Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM			Quantity Shipped Ship-To Location	LPN/Lot/Serial	Add Attachments	Split	Remove
E) Show 13000003 4	2 1		EPOXY PRIMER PART A	09/15/2013 17:00:0	0.6	0	GL		2	6 Administration Esichid Ave		49	8	0
(1) Show 13000083	1 1		CLOTH DROP 12' X 15' CANVAS 8-0 FOR PAINTERS, TRIMCO #58903	2 HEAVY WEIGHT 09/15/2013 17:00:0	0.5	0	EA		4	5 Administration Exclid Ave		40	8	8

The lines are added in the **Shipments In Advanced Shipment Notice** section of the window. *Note:* User can change quantities, remove lines, or split lines as needed from this window.

11- Click the **Shipment Header** tab.

Iome Orders Shipments	Finance Admin						
Delivery Schedules Shipmer	It Notices Shipmen	t Schedule	es Receipts Retur	rns Overo	lue Receipts	On-Time Performance	
Create Advance Shipment No	tice						
Shipment Header Shipmen	it Lines						
Shipment Information							
* Indicates required field							
* Shipment Number	101 ←		* Shipment Date			>	
* Expected Receipt Date			N	lote: Shipmen	t Date cannot	be later than	
	Example: 10/19/2013	16:34:44	to	oday			
Freight Information							
Freight Terms		9	Freight Carrier		2	Q	
Number of Containers			Bill of Lading				
Waybill/Airbill Number	-		Packing Slip				
Packaging Code			Special Handling Code				
Tar Weight			Tar Weight UOM				
Net Weight			Net Weight UOM				
Comments							

The **Shipment Header** window is displayed. Use this window to complete header information for the ASN.



Note: Required fields are indicated with * and must be completed to proceed from this window.

- 12- Enter the value in the **Shipment Number** field.
- 13- Click the **Calendar** icon for the **Shipment Date** field.



The calendar is displayed.

14- Click the appropriate **day** value.

Home Orders Shipments	Rinance Admin						
Delivery Schedules Shipment	Notices Shipmont	Schedules Receipts Ret.	ms Overdue Receipts	On-Time Performance			
Create Advance Shipment Noti	ce						4
					Cancel	Add Shipments	Preview Submit
Shinnent Header Shinnent	Lines						
Condemont of the second second							
Shipment Information							
* Indicates required field							
* Shipment Number	101	* Shipment Date	10/18/2013 16:42:20				
> * Expected Receipt Date	10/21/2013 16:42:28 Example: 10/19/2013 16	31:44	Vote: Shipment Date cannot Ioday	be later than			
Freight Information							
Freicht Terms		Q. Freight Carrier	1	9			
Number of Containers		Bill of Lading					
Washil/Arbil Namber		Parking Sin					
Packaging Code		Special Handling Code					
Tar Weicht		Tar Weicht UCM					
Not Waider		Not Married 1204					
Comments		And thing it could					
Contractor							
					Cancel	Add Shipments	Preview Submit

15- Repeat the process to enter the value for the **Expected Receipt Date** field.

Create Advance Shipment Notice		
		Cancel Add Shipments Preview Submit
Shipment Header Shipment Lines		
Shipment Information		
* Indicator required field		
* Shipment Number 101	Shipmant Date 10/18/2013 16:42:20	
* Expected Receipt Date 10/21/2013 16:42:28	Note: Shipment Date cannot be later than	
Example: 10/19/2013 16:41:19	today	
Freight Information		
Tregic anotheran		
Freight Terms 📃 😼 🔍	Freight Carrier	
Number of Containers	Bill of Lading	
Waybill/Airbill Number FX-3456	Packing Slip	
Packaging Code	Special Handling Code	
Tar Weight	Tar Weight UOM	
Net Weight	Net Weight UOM	
Comments		
		Cancel Add Shipments Preview Submit



Use the **Freight Information** section to add additional information if desired:

- 16- Enter value in the **Waybill/Airbill Number** field.
- 17- Click the **Preview** button.

and the second se					
Home Orders Shipments Finance Admin					
Delivery Schedules Shipment Notices Shipment Schedules	Receipta Returns Overdue Receipts On-Time Perfor	mance			
Advance Shipment Notice Information					1
					Cancel Back Suby
Shipment Information					
Shipment Number Expected Receipt Date	101 10/21/2013 16:42:28		Shipme	ent Date 10/18/2013 16:42	20
Freight Information					
Freight Trom Ship-From Loodon Code Number Octobiners Vegbal/Arbitro Code Tar Vegbt Tar Vegbt	DX-3456		Cor Preight Bill of Pack Special Handlin Tar Weig Net Weig	mments Cerrier I Lading ding Stip ng Code pht UOM Art UOM	
Shipment Lines					
Show All Details Hide All Details					
PO					
Details Number Line Shipment Supplier Item Item Description	m	Due Date 0	Quantity Ordered Quantity Re	eceived UOM Quantity Shipp	ed Ship-To Location Attachme
Show 12000082 2 1 EPOXY PRIMER F	ART A	09/15/2013 17:00:00 6	6 0	GL 6	Administration Exclid Ave
Show 13000053 1 1 CLOTH DROP 12	X 15' CANVAS 8-OZ HEAVY WEIGHT FOR PAINTERS, TRIMCO #5890	3 09/15/2013 17:00:00 5	5 O	EA 5	Administration Evolut Ave

Review the completed ASN information.

18- Click the **Submit** button.



The **Confirmation** window is displayed.

19- Click the Return to Advance Shipment Notices link.





View Advance Shipment Notices

Home Orders	Shipments	Finance	Admin	1	. B.		
Delivery Schedules	Shipment	Notices	Shipment Schedules	Receipts	Returns	Overdue Receipts	On-Time Performance
Shipment Notice	5						
Create Advance 5	hipment Notice	12					
Create Advance S	hipment Billing	Notices					
Upload Advance S	Shipment and B	illing Notices	ş				
View / Cancel Ad	vance Shipmen	t and Billing	Notices				

The **Shipment Notices** window is displayed.

1- Click on the View / Cancel Advance Shipment and Billing Notices link.

						. Isangalui	- I anvinea ·	Linua collone Lisiala	ices theip bradinatics
ome Orders Shipment	s Finance Admin								
elivery Schedules Shipm	ent Notices Shipment	Schedules Receipts Rel	ums Overdue Rec	eipts On-Time Performance					
hipments: Shipment Notices	>								
liew / Cancel Advance Ship	pment Notice								
	/								Export
Views									
View Last 25 Shipment Not	ices • Go								Advanced Search
D Once a shipment notice is c	ancelled it cannot be undon-								
Select Advance Shipment I	Notice Cancel Shipment	Notice						A	
	Chiement Date	Expected Receipt Date	Freight Carrier	Waybill/Airbill Number	Supplier Site	Invoice Number	Packing Slip	Processing Status Code	Cancellation Status
Select Shipment Number	subment pace	subsection theorem to meet							

The **Views** window is displayed. Note the default view showing the **Last 25 Shipment Notices** now includes the created ASN.

- 2- Note the **Processing Status Code** of **Pending** for the newly created ASN.
- 3- Click the Return to Shipments: Shipments Notices link.



Cancel Advance Shipment Notices



The Shipment Notices window is displayed.

1- Click on the View / Cancel Advance Shipment and Billing Notices link.

						III mangator •	Tavonies •	Home Logout Preferen	ces neip ulagnostics
Home Orders Shipments	Finance Admin								
Delivery Schedules Shipm	ent Notices Shipment	Schedules Receipts Ret	urns Overdue Rec	eipts On-Time Performance					
Shipments: Shipment Notices	A second								
View / Cancel Advance Ship	ament Notice								
									Export
Views									
View Last 25 Shipment Noti	ices • Go								Advanced Search
Once a shipment notice is co	ancelled it cannot be undon								
Select Advance Shipment N	lotice Cancel Shipment	Notice 🔶 —							
Select Shipment Number	Shipment Date	Expected Receipt Date	Freight Carrier	Waybill/Airbill Number	Supplier Site	Invoice Number	Packing Slip	Processing Status Code	Cancellation Status
a <u>101</u>	10/18/2013 16:42:20	10/21/2013 16:42:28		FX-3456	01			Pending	
Return to Shipments: Shipment	t Notices								Export
		Ho	me Orders Shipmen	s Finance Admin Home Lo	gout Preferences	Help Diagnostics			
About this Page Privacy Stat									right (c) 2006. Oracle. All rights reserv

The **Views** window is displayed. Note the default view showing the **Last 25 Shipment Notices** now includes the created ASN.

- 2- Note the Processing Status Code of Pending for the newly created ASN.
- 3- Click the **Select** button next to the **Shipment Number** to be cancelled.
- 4- Click the Cancel Shipment Notice button.



The **Confirmation** window is displayed.

Note: Once a shipment notice is cancelled, it cannot be undone.



Topic 7: iSupplier Administrative Updates

Registered iSupplier users can maintain updated profile information directly through the portal. Changes to address, contact, product, and business classification information can be submitted for review and approval by JAA purchasing administration.

This topic covers:

- Access to the Admin tab for viewing and updating profile information
- Updating supplier address information
- Updating supplier contact information
- Updating supplier product information
- Updating supplier business classification information

Access the Admin Tab

lome Ord	lers	Shipments	Finance	Admin				
Search	PO	Number	-		Go			

The **Home Page** is displayed.

1- Click the Admin tab.

							· Hangalor · ····	avonites •	Home Log	put Preterences
Home Orders Ship	ments Finance Admin									
Profile Management										
General	General									
Company Profile Organization Address Book Contact		Par Paren	Organization Name I Supplier Number (Alias ent Supplier Name t Supplier Number	NDUSTRIAL SAFETY PRO 11676	DDUCTS INC		DL Tax Registra Country of Tax	INS Number tion Number Taxpayer ID 3 Registration	4-1792160	
Directory Business Classifications	Attachments									
 Product & 	Search									
 Banking Details Payment & Invoicing Surveys 	Note that the search is case inse Title	nsitive	Go							
	Add Attachment									
	Title No results found.	Туре	Description	Category	Last Updated By	Last Updat	ed Usage	Update	Delete	Publish

The **Profile Management** window is displayed. Use this window to update all profile information.



Update Supplier Address

								-avonites +	Home Logo	ut Preferences
Home Orders Ship	nents Finance Admin									
Profile Management										
General	General									
 Company Profile Organization Address Book Contact 		Pa Pare	Organization Name Supplier Number Alias rent Supplier Name nt Supplier Number	INDUSTRIAL SAFETY 01676	PRODUCTS INC		D Tax Registri Country of Tax	UNS Number ation Number Taxpayer ID 3. Registration	4-1792160	
Directory Directory Business Classifications	Attachments									
o Product & Services	Search									
 Banking Details Payment & Invoicing Surveys 	Note that the search is case in Title	sensitive	Go							
1	Add Attachment									
	Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish
	No results found.									

1- Click the Address Book link.

Profile Management					
General	Address Book				
Company Profile	Create				
 Organization 	Address Name -	Address Details	Country	Update	Remove
 Address Book 	01	6091 CAREY DR	United States	- /	3
o Contact Directory		WALLET VIEW, ON THIES			
o Business					
Classifications					
Services					
 Banking Details 					
 Payment & 					
o Surveys					

The **Address Book** window is displayed. All current addresses for the supplier are listed here.

2- Click the Update icon.

Admin: Profile Management: Address Book > Update Address * Indicates required field Supplier Name * Address Imen 1 Address Line 1 Address Line 2 Address Line 3 Address Line 4 * City/Town/Localty Courby	INDUSTRIAL SAFETY PRODUCTS INC 01 United States 6991 CAREY DR	Supplier Number Phone Area Code Phone Number Fax Area Code Fax Number Email Address	01676 216 5240360 2216 5242567 22 Purchasing Address 27 Pyrrent Address	Cancel Save	
State/Region Province * Postal Code	OH 44125			E rord only voluite	
HULE					
Note Include any additional details about the address	auch as the type of address. This will be vi	elle to other buyers within your organization as	veil as to the supplier. Also, include brief notes t	to buyer about the change when changing address infor	nden.
					Cancel Save

The **Update Address** window is displayed. Use this window to make any changes or additions to address information.

- 3- Enter the value in the **County** field.
- 4- Click the Save button.



Confirmation Confirmation	n modified.			
*				
ddress Book				
Create				
Address Name 🔺	Address Details	Country	Update	Remove
01	6091 CAREY DR VALLEY VIEW, OH 44125	United States	1	Î

The **Confirmation** window is displayed.

Update Supplier Contact Information

Home Orders Ship Profile Management	ments Finance Admin			
- Conseral	General			
Company Profile Organization Address Book Contact Directory	Organization Name Supplier Number Alios Parent Supplier Number Parent Supplier Number	INDUSTRIAL SAFETY PRODUCTS INC 01676	DUNS Number Tax Registration Number Taxpayer ID Country of Tax Registration	34-1792160
Business Classifications	Attachments			
 Product & Services 	Search			
Banking Details Payment & Invoicing Surveys	Note that the search is case insensitive Title Go Go Show More Search Options			

1- Click the **Contact Directory** link.

Home Orders Ship	ments Finance	Admin							69036370
Profile Management		Access of							
General	Contact Director	y : Active Contacts							
Company Profile	Create								Y
 Organization 	First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
 Address Book 	MARK	CASTRO	216 5240360	mcastro@indsaf.com	Change Pending		1		1
 Contact 	Deconstruction of the second s								
Directory	Contact Dire	sctory : Inactive Cont	tacts						
 Business Classifications 									
 Product & Services 									
 Banking Details 									
 Payment & Invoicing 									
 Surveys 									

The **Contact Directory: Active Contacts** window is displayed. All active contacts for the supplier are listed here.

2- Click the **Update** icon.

and the second se	and the second sec	🚯 Naripator 🕶 🔍 Fastrite	Home Logout Preferences Diagnostics
Adrian, Profile Management: Contact De	ectory >		
Update Contact			
 Indicates required field 			Cancel Save
	Contact Title •	Contact Ernall	mcestri@indial.com
	First Name MARK	Phone Area Code	216
	Middle Name	Phone Number	\$242567
	* Last Name CASTRD	Phone Extension	
	Job Title	Fax Area Code	216
	Department Shipping 🔶	Fitz Number	5242567
			Cancel Save
			Control (1990)

The **Update Contact** window is displayed. Use this window to make any changes or additions to contact information.

- 3- Enter the value in the **Department** field.
- 4- Click the Save button.



Confirmation	s for MARK CASTRO hav	ve been saved						
Contact Director	y : Active Contacts			~				
First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
MARK	CASTRO	216 5240360	mcastro@indsaf.com	Change Pending	y.	Û		1

The **Confirmation** window is displayed. Note the **Status** of **Change Pending** as a result of the update.

Update Products and Services Information

Home Orders Ship	ments Tinance Admin	
Profile Management		
General	General	
Company Profile Organization Address Book Contact	Organization Name BIDDISTRIAL SAFFTY PRODUCTS INC Supplee Number 01676 Allas Parent Suppler Name Parent Suppler Name	DURS Number Tax Registration Number Taxpayer ID 34-1792160 Country of Tax Registration
 Business 	Attachments	
Classifications	/	
 Product & A Services 	Search	
 Banking Details 	Note that the search is case insensitive	
 Payment & Involcing Surveys 	Title Go (3) Show, More, Search, Options	

1- Click the **Products & Services** link.

Home Orders Ship	ments Finance	Admin		🗰 riavigator 🗢 😁 Favorites 🗢	Home Logout Preferences Help Ukagnostics
Profile Management					
General Company Profile Organization	Products and S	ervices			
 Address Book Contact 	Select All Sele	All Select Hone Code Products and Services Date Added		Approval Status	View Sub-Category
Directory	E AU01	Automotive and other Vehicle Parts	09/09/2013	Approved	ły.
 Business Classifications 	E AU02	Automotive and other Vehicle Services	09/09/2013	Approved	10
o Product &	E 8001	Building Materials	09/09/2013	Approved	h
Services Banking Details Payment & Invoicing Surveys					

The **Products & Services** window is displayed. All current **approved** products and services for the supplier are listed.

2- Click the **Add** button.

Add Drodierts and Sovies: - (ULB) Stenzes >		
And FAARca and Series . (Incostrate Sas ETT HOUSETS HE)	10000	I Land
	Canor	i võbik
Erowse All Products & Services		
© Search for Specific Product & Service		
	Previous 1-10	 Next 10 (9)
Code Products and Services	View Sub- Categories	Applicable
AU01 Automotive and other Vehicle Parts		Applicable
AU02 Automotive and other Vehicle Services		Applicable
BD01 Building Materials		Applicable
BL01 Industrial Beits	<u>'n</u>	Applicable
BM01 Facilities and Building Maintenance		I Applicable
BO01 Boller Parts	<u>م</u>	E Applicable
BO02 Boiler Services	*	Applicable
8501 Bearings and Seals	h.	E Applicable
CH01 Charts	78	C Applicable
CN01 Construction Services	h h	Applicable
	() Previous 1-10	 Next 10 ③
		4
	Cance	Apply



The **Add Products and Services** window is displayed. Use this window to browse through the values, or select the **Search** option for a specific search if desired.

Note: Only **applicable** values are listed or available for search for each supplier.

- 3- Click the checkbox for the desired Applicable value(s).
- 4- Click the **Apply** button.

🔓 Configuration	
The following Product and Service categories have been added to your profile.	
 Facilities and building Maintenance 	
Return to Products and Services	

The **Confirmation** window is displayed.

5- Click the **Return to Products and Services** link.

rofile Management					
General	Products and S	ervices			
Company Profile Organization Address Book	Remove A	dd			
o Contact	Select Code	Products and Services	Date Added	Approval Status	View Sub-Category
Directory	AU01	Automotive and other Vehicle Parts	09/09/2013	Approved	ħ
Classifications	AU02	Automotive and other Vehicle Services	09/09/2013	Approved	÷77
Product &	E 6001	Building Materials	09/09/2013	Approved	*
Services	EM01	Facilities and Building Maintenance	10/19/2013	Pending Approval	ζη.
and a second second					

The Products and Services window is displayed with the added value.

6- Note the **Approval Status** of **Pending Approval** for the added value.

Update Supplier Business Classifications

							Navigator 👻 🔒 F	avorites 🔻	Home Logou	t Preferences Diagnostics
Home Orders Ship	ments Finance Admin									
Profile Management										
 General 	General									
Company Profile Organization Address Book Contact	/	Pi Par	Organization Name II Supplier Number D Alias arent Supplier Name ent Supplier Number	IDUSTRIAL SAFETY 1676	PRODUCTS INC		D Tax Registra Country of Tax	UNS Number stion Number Taxpayer ID 34 L Registration	-1792160	
 Business 	Attachments									
 Classifications Product & 	Search									
Banking Details Payment &	Note that the search is case in Title	nsensitive	Go							
Invoicing Surveys	Show More Search Option	ē.								
	Add Attachment									
	Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
	No results found.									

1- Click on the Business Classifications link.



				Navigator V Car Favorites V	Home Logout Preferences Help
me Orders Ship	ments Admin Finance				
General Gongany Profile Organization Address Book Contact	Business Classifications Certification				Cancel
irectory Business lassifications Product &	I certify that I have reviewed the classification Last Certified By ✓ TH Date format example: 10 Marc 2014	below and they are current and	accurate.		
Services	Classification	Applicable	Certificate Number	Certifying Agency	Expiration Date
Banking Details	JSEB				
voicing	Minority Owned				
Surveys	Non Certified Minority				
	Non Certified Women				
	Service-disabled Veteran Owned				
	Small Business				
	Veteran Owned				
	Women Owned				
					Cance!

The Business Classifications window is displayed.

- 2- Select the appropriate classification. Enter additional certifying information if known.
- 3- Click the **Certification** checkbox.
- 4- Click the **Save** button.

				🏛 Navigator 🔻 📓 Favorites 🔻	Home Logout Preferences Help
me Orders Ship	ments Admin Finance				
ofile Management					
General Company Profile Organization Address Book	Business Classifications				
					Cancel Sav
	A STREET STREET				
Contact	Cerdincation				
irectory	I certify that I have reviewed the classification be	elow and they are current and	accurate.		
o Business					
Business	Last Certified 03-Apr- By KATIE				
Business Classifications Product &	Last Certified 03-Apr- By KATIE 2014 ABORDO	←───			
Business Classifications Product & Services	Last Certified 03-Apr- 2014 By KATIE ABORDO				
Business Classifications Product & Services Banking Details	Last Certified 03-Apr- 2014 By KATIE ABORDO TIP Date format example: 19-Mar-2014 Classification	Applicable	Certificate Number	Certifying Agency	Expiration Date
Business Classifications Product & Gervices Banking Details Payment & nvoicing	Last Certified 03-Apr- 2014 By KATIE ABORDO WIP Date format example: 19-Mar-2014 Classification JSEB	Applicable	Certificate Number	Certifying Agency	Expiration Date
Business Classifications Product & Services Banking Details Payment & nvoicing Surveys	Last Certified 03-Apr- 2014 By KATIE ABORDO TIP Date format example: 19-Mar-2014 Classification JSEB Minority Owned	Applicable	Certificate Number	Certifying Agency	Expiration Date
Business Classifications O Product & Services Banking Details Payment & Invoicing Surveys	Last Certified 03-Apr- 2014 By KATIE ABORDO TIP Date format example: 19-Mar-2014 Classification JSEB Minority Owned Non Certified Minority	Applicable	Certificate Number	Certifying Agency	Expiration Date
Classifications Classifications Classifications O Product & Services O Banking Details O Payment & Invoicing O Surveys	Last Certified 03-Apr- 2014 By KATIE ABORDO "TIP Date format example: 19-Mar-2014 Classification JSEB Minority Owned Non Certified Minority Non Certified Women	Applicable	Certificate Number	Certifying Agency	Expiration Date
Classifications Classifications Classifications O Product & Services O Banking Details O Payment & Invoicing O Surveys	Last Certified 03-Apr- 2014 By KATIE ABORDO TIP Date format example: 19-Mar-2014 Classification JSEB Minority Owned Non Certified Minority Non Certified Women Service-disabled Veteran Owned	Applicable	Certificate Number	Certifying Agency	Expiration Date
Classifications Classifications O Product & Services O Banking Details O Payment & Invoicing O Surveys	Last Certified 03-Apr- 2014 By KATIE ABORDO TIP Date format example: 19-Mar-2014 Classification JSE8 Minority Owned Non Certified Minority Non Certified Women Service-disabled Veteran Owned Small Business	Applicable	Certificate Number	Certifying Agency	Expiration Date
Business Lossifications Product & Services Banking Details Payment & Invoicing Surveys	Last Certified 03-Apr- 2014 By KATIE ABORDO TIP Date format example: 19-Mar-2014 Classification JSEB Minority Owned Non Certified Minority Non Certified Women Service-disabled Veteran Owned Small Business Veteran Owned	Applicable	Certificate Number	Certifying Agency	Expiration Date

The Business Classification window is updated with Last Certified information.



Topic 8: Sourcing Supplier Portal

Supplier Access to Sourcing Supplier Portal

Approved supplier users will be registered at JAA for access to this portal.

Registered suppliers will receive valid **UserID** and **Password** login credentials via email from designated JAA administrators. The email information will also include the appropriate **link** to the login page for access.

This topic covers:

- Navigation to the Sourcing Supplier Home Page and Review
- Responding to RFQ invitations through online quote creation
- Creating online discussions through portal messaging

Sourcing Supplier Home Page



The Oracle Applications Home Page is displayed.

Note the **Sourcing Supplier** responsibility listed. This responsibility provides access to the **Home Page** for Sourcing Supplier.

Note the **Worklist** region of this page. All **Invitations** for quote responses will be listed here.

1- Click the **Subject** link to view the details of the invitation.



					and the second se	and a state of the
Chacle Appl	cators Hone Page 14					
You are in-	rited: RFQ 15279 (sdvsdvsdv) 4	<u> </u>				
						Ves ille
From C	connerle, Jonnifer		Company North Last Ohio	Regional Sewer District		Included Disaster
Tit #	CASTROOBIDSALCOM		Title sdvsdvsdv			
Sect 1	0/21/2013 12:14:36		Number 15279			
10 4	081377					
Negotial	on Preview October 08, 2013 08:3	3 pm Eastern Time				
Negotiat	on Open October 08, 2013 08:33	pm Eastern Time				
Succilier	INDUSTRIAL SAFETY PRODUCT	S INC				
Supplier	Site 01					
-	N is always in success.					
105 001	2 is arready in progress.					
To ackn	paledge your intent to participate, p	ress the Yes button on this	a page. To decline the invitation, press t	he No button. You may enter a note to th	e buyer in the space below before acknowledging or declin	ing
Please ; Action	to to <u>depotiation Details</u> page if you History	want to view the document	before acknowledging intent to particip	ate and/or to enter a response.		
Barry .	Action Date	Action	From	To	Details	
1	16/21/2013 12:14:36	Submit	Demmerle, Jennifer	MCASTRO@BIDSAF.COM		
Response						
	N Brown					
	54				6	
	e Oim				*	
	and the second					
Parturn to Ve	0/10#					Yes. Bo

The **Invitation Details** are displayed. Supplier users can respond directly from this screen, or create a separate detailed **quote** for response.

2- Click the Return to Worklist link.

Enterprise Search	All	•
Oracle Applicatio	ons Home Page	
Main Menu		
	er Portal Full Access a <u>g Supplier</u> urcing burcing Home Page orklist	Personalize

3- Use the Sourcing / Sourcing Home Page link to navigate to the Home Page.



Regotiations									
Search Open Negotiations	Title •	Go							
Welcome, MARK CASTRO									
Your Active and Draft	t Responses 🗧 🦛	-							
Press Full List to view all y	our company's responses.								Full List
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Message	s
68002	Draft	01	15279	sdvsdvsdv	RFQ	5 days 6 hours	1000	9	
Supplier Site No results found.		Negotiation Numbe	r		Title	Туре	Tim	e Left	
Manage	View Responses								
Drafts Drafts Decisional Information	Active Discussified Avanded Rejected								

The Home Page is displayed.

- 4- Note the information contained in the **Your Active and Draft Responses** region of the page. You will use this region to navigate directly to all reponses.
- 5- Note the information contained in the **Your Company's Open Invitations** region of the page. All open invitations for RFQ response will be listed here.
- 6- Note the Quick Links region of the page. You will use this region to navigate directly to view Responses by Type (Active/Disqualified/Accepted/Rejected). Use this region to also update Personal Information related to contact information for responses.



Creating Quotes

Registered supplier users can immediately respond to JAA bid invitations through the portal. Completed quotes can include notes to buyer, and any attachments that the supplier user wants to add as part of the response. Prior to submission, quote responses can be **validated** to ensure all required information is entered on the response.

							Contraction of the local division of the loc	and the second sec	
Negotiations		and the second							
Search Open Negotiations	Title •	Go							
Welcome, MARK CASTRO.									
Your Active and Draft	Responses	· · · · · · · · · · · · · · · · · · ·							
Press Full List to view all y	our company's responses.		A						Full Lis
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Message	0
68002	Draft	01	15279	sdysdysdy	RFQ	5 days 6 hours	100	0	

All active quote responses are listed in the **Your Active and Draft Responses** section of the Home Page.

1- Click the **link** under the **Negotiation Number** field to access the negotiation.

Regetiations	
Negatiations >	
RFQ: 15279	
	Actives Create Quote - Life
Tite sdysdysdy	
Status Active	Open Date 10/09/2013 20:33:48
Inte Lett. 5 days 6 bours	Dise Date 10/26/2013 19:34(20)
Header Unes Controls	
hiver Denmarks Jensiler	Outcome Standard Parchase Order
Quote Style Blend	Event
Description sdvsdvsdv	
Terms	
This To Address Adventuation Fund Are	replace Terms and Receipt or anyone
FOR	Freqt: Terms PREPAID & ADD
Currency	
and a second second	
and channels ages	THE THEME ANY
Reprintments	
Details Section	
No results found.	

The Negotiations window is displayed, showing summary information for the RFQ.

2- Click on the Lines tab to access the lines of the RFQ.

Regollations Negatiations >										
BEQ 15279	•	Title sdvsdvsdv Statut Active metalt 5 days 6 hour					Open Data Cline Data	Actions 10/00/2013 20:33:48 10/26/2013 19:34:20	Create Quote	- 50
Trade Lang	Dupley F	lank As Win/Lose Ranking Price Only					Cost Fectors None Price Tiers None			
Dire 3 Schembaltenth/Dent	Ren, Rev	Category ORDL0R01003	tinit EA	Quantity 1	Reed By From 10/30/2013 17:00:00	Need By To 39(70/2013 17:00:00	Best Price (USD) No Quete	Active Responses	Time Left 5 days 6 h	evra
flathers in Perpathetions								Actions	Create Quete	• 60

The **RFQ Lines** window is displayed, showing all detail lines information for the RFQ.

3- Click on the Controls tab to view response rules for the RFQ.



Negotiations	
Negotiations >	N
RFQ: 15279	K
Title sdvsdvsdv Status Active Status Active Time Left 5 days 6 hours Header Lines Controls	Actions Create Quote - 60 Open Date 10/08/2013 20:33:48 Close Date 10/26/2013 19:34:20
Schedule	
Preview Date 10/08/2013 20:33:48 Close Date 10/26/2013 19:34:20	Open Date 10/08/2013 20:13:48 Award Date
Response Rules	
Negotiation is restricted to invited suppliers	
Suppliers are addived to respond to selected lines	
Suppliers are allowed to provide multiple responses	
Buyer may close the negotiation before the Close Date	
R Buyer may manually extend the negotiation while it is open	
Relative to Manufacture	

The **Controls** window is displayed, listing the **Schedule** information and all valid **Response Rules** established by JAA for the RFQ.

- 4- Review the information in this window.
- 5- To initiate the creation of the quote response, select the **Create Quote** value in the **Actions** box.
- 6- Click the **Go** button.

Reputations									
Negatations > RFQ_35271	10								
Create Quote: 68003 (SFQ 1	5271								
	Title	strateste			Canco Tarte Left Close Data	5 days 6 hours 10/26/2013 19:34	parts By Spreadshee	t Save Draft	a Continue
Header Lives									
	Supplier Supplier Ste RFQ Currency Quote Currency Price Precision	BIOUSTILIAL SAFETY PRODU 01 - 6091 CAREY DR., VAI USD USD Any	ICTS INC LEV VIEW, OR 44125, US		Quote Veld Link Reference Sumber Note to Roper	avenin Hill/Bell	•		
Attachments									
Add Altachment									
Title	Type	Description	Category	Last Updated By	Last Updated	.0	hape	Update	Delete
No results found.									
					Cano	d View IUQ (purte By Spreadubee	t Save Draft	t Continue

The **Create Quote** window is displayed. The window defaults to the **Header** area of the quote. 7- Use the **Calendar** icon to enter the appropriate value for the **Quote Valid Until** date.

ſ	🏉 Pic	k a Dat	te - 🔽	McAf	ee		.		x	
	http://eprocapp4.neorsd.com:8020/OA_HTML/cabo,									
l	I	ctober	•	201	3		• >			
l	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
l	29	30	1	2	3	4	5			
1	6	7	8	9	10	11	12			
	13	14	15	16	17	18	19			
	20	21	22	23	24	25	26			
	27	28	29	30	31	1	2			
						Car	nce <u>l</u>			
	\varTheta In	ternet	Prote	cted M	ode: O	n∣∢	<u>6</u> •	🔍 100%	•	

The **Calendar** window is displayed.





8- Select the appropriate **Day** value.

inate Gente: 68883 #FG 15	17%				Cance	View HTQ	Quarter By Spread	daheet Save Dr	uft Continue
Hunder Lives	110	adoption .			Cline Cale	10/26/2013 19:3	4:29		
	Suppler Suppler Site RFQ Currency Quice Currency Price Practicion	INDUSTRIAL SAVETY PROD EL - 60EL CAREY DR., , YA USD USD Any	KTS INC LEV VIEW, OH HILPS, US		Quelle Valid Unit ————————————————————————————————————	10/00/2013			
Attachments									
Add Alladament									
Title	Type	Description	Labogary	Last Updated By	Last Ipdated		Usage	Update	Deleta
No results Knavd.									

- 9- Enter the value for the **Reference Number** of the quote response.
- 10- If desired, enter a **Note to Buyer** (up to 240 characters) in the designated field.
- 11- Click the Lines tab.

Negotiations										
Neptiations >										
Cawate Quete: 68003 (RF-0 1	1527%									
							Cancel	View REQ Quote	By Spreadsheet. Save	Draft Continue
		Title advadrady					Time Left 3 Close Date	5 days 6 hours 10/26/2013 19:34:20		
Header Lines							0753027123	5.50% Az. 07028855550		
	RFQ Curr Price Pres	ercy USD aton Any					Quote Currency	150	1	
Line	Update	Ship-To	Rank	Start Price	Best Price	Target Price	Quote Price Unit	Farget Quantity	Quote Quantity Proc	nised Date
1 future influention	1	Easterly Internal Location	aind		No Quote			1	1 11,0	12/2013
Indicates more information	requested. Click	the Update icon.								~
										4
							Cancel	View RFQ Quote	By Spreadsheet Save	Draft Continue
and the second se				Negotiations In	tume Logout Pret	erences Help Diagr	nontice.			

The Lines window is displayed.

- 12- Enter the Quote Price and Promised Date for each line.
- 13- When complete, click the **Continue** button.

Negotiations									
Negotiations >									
Create Quote 68003: Review	and Submit (RFQ 1	5279)					4		
						Cance	Back Validate Save	Draft Print	able View Submit
Header									
	Title Supplier Supplier Site RFQ Currency Quote Currency Price Precision	sdvsdvsdv INDUSTRIAL SAFETY P 01 USD USD Any	RODUCTS INC			Time Left 5 Close Date 1 Quote Valid Until 1 Reference Number 15 Note to Buyer	days 6 hours 0/26/2013 19:34:20 0/30/2013 squote456		
Attachments									
Title	Туре	Description	Category	Last Updated B	/	Last Updated	Usage	Update	Delete
No results found.			1000	a second a second a second a second		and the second second		1000000	
Lines									
			Quote Total (USD) 31.	00	-				
Select Line	Ship-To	Best Price	Start Price Target Price	Quote Price (USD) Unit	Target Quantity	Quote Quantity Line Tot	al Need-By Date		Promised Date
 1 Ifohyewiuyfhiuweh 	Easterly Internal L	ocation No Quote		31 EA	1	1 31.0	0 10/30/2013 17:00:00 to 10/30/2013	3 17:00:00	11/02/2013 12:29:32
Line 1: if ohyewiay this web	hewjoilhowehfiw	ehfhweofhqwehfiqewh	ligheiothqohfoqehfoqhofhoq	hfoqhofhwqoe					
Notes									
Note to Buyer									
Attachments									
Title	Туре	Description	Category	Last Updated B	/	Last Updated	Usage	Update	Delete
No results found.									

The **Review and Submit** window is displayed.



14- Use the **Validate** button to initiate pre-validation of the quote to ensure all required information has been entered prior to submission.

Note: At any point in quote creation, the user can click the **Save Draft** button prior to submission, and return to the quote to continue creation in another session.

Regoliations		
Negatiations >		
Confirmation Quere 68003 for RFQ 13279 (stradivals) has been validated without any errors.		
Create Quote 68003: Review and Submit (RFQ 15279)		4
	Concel Back Validate Save Deatt	Printable View Submit

The **Confirmation** window is displayed to indicate validation with no errors.

15- Click the **Submit** button.

Negol	itions	
Quote	nfirmation 48003 for RFQ 15279 (sdvsdvsdv) has been submitted.	
Return	o Sourcing Home Page	

The **Confirmation** window is displayed to confirm successful submission of the quote.

16- Click the Return to Sourcing Home Page link.



Creating Online Discussions

Portal supplier users can utilize the **messaging** capabilities to communicate directly with JAA Purchasing Administrators with questions or requests for more information during negotiations. Users will receive updates when message responses are received from JAA personnel.

legotiations		All and							
iearch Open Negotiations	Title •	60							
Welcome, MARK CASTRO.									
Your Active and Draft	Responses								
Press Full List to view all ye	our company's responses.								Full List
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Monitor	Unread Messages	
68003	Active	01	15279	sdvsdvsdv	RFQ	5 days 6 hours		0	
Your Company's Open	Invitations								
									Full List
Supplier Site		Regotiation Number			Title	Type	Tim	e Left	
No results found.									
Ouick Links									

All active quote responses are listed in the **Your Active and Draft Responses** section of the Home Page.

1- Click the **link** under the **Response Number** field to open the response.

Negotiations									
Negotiations >									
Quote: 68003 (RFQ 15279)									Y
Hegotilations Nopcliations Quote: 68003 (RFQ 15279) Tals stabular Tals stabular Quote: 68003 (RFQ 15279) Tals stabular Tals stabular Quote: 68003 (RFQ 15279) Close Date 10/26/2013 19:34:20 Raning Price Only Suppliers Touch Tables Quote: Stabular Suppliers Touch Inhore: StopPliers Quote Inhore: StopPliers Quot	Actions Online I Ordene C View Qu Create C Printable	iscussions iscussions iscussions ote History uote View							
Unes									
✓TIP All prices are in USD. Quote Total (USD) 31.00									
Show All Details Hide All Details									
Details Line	Ship-To	Rank	Start Price	Target Price	Quote Price Unit	Target Quantity	Quote Quantity Need-By Date	Promised Date	Line Active Total Quotes
(a) Show 1 fortyewiuyfhiuwehofhewjorfhowetrfiwehfhweofhgwehfigewhfigherofhgohfogehfoghofhoghofhwgoe	Easterly Internal Location	Blind			31 EA	1	1 10/30/2013 17:00:00 t 10/30/2013 17:00:00	0 11/02/2013 12:29:32	31.00 8lind

The **Quote** window is displayed.

- 2- To initiate the creation of a **discussion**, select the **Create Discussion** value in the **Actions** box.
- 3- Click the Go button.

Begotistions						
Negotiations > Quote: 68003 (SFQ 15273) >						
Online Discussions (RFQ 15279)						
					Cancel	Printable Page
T	Title schocksdy Status Active me Left 5 days 5 hours		c c	pen Date 30/08/2013 20:33:48 lose Date 10/26/2013 19:34:20		
Messages						
New Message						
Subject	Message	States	Sender	Date	Reply	
No results found.						
					Cardenal and	
					Cancel	Printable Page



The **Online Discussions** window is displayed. Any previous messages or replies related to this quote will be listed in the **Messages** region of the window.

4- Click the **New Message** button.

Regotiations	and the second se	A DESCRIPTION OF A	
Negetations > Quote 68003 (FFQ 1627	3) > Online Discussions (RFQ 15273) >		
Create New Message (RFQ 15279)			1
* Indicates required field			Cancel Send
Send	To North East Ohio Regional Server District		
- 540)	ect Question on RFQ 15279		
* bress	9P Will there be additional items added to this BFQ prior to 10/30/2013P Thank you in edvence for your response.		
			Cancel Send

The **Create New Message** window is displayed. The **Send To** is pre-populated with the appropriate JAA recipient address.

- 5- Enter the desired value in the **Subject** field.
- 6- Enter the desired text (up to 240 characters) in the Message field (scrolling field).
- 7- Click the **Send** button.

			Trangeton C. Cartonina	Hume Logour Hier	arences help blaghostics
Negotiations					
Negotiations > Quote: 68003 (RFC	2 15279) >				
Online Discussions (RFQ 15279)					
					Cancel Printable Page
	Title sdysdysdy				
	Status Active		Open Da	ate 10/08/2013 20:33:48	
	Time Left 5 days 5 hours		Close Da	ate 10/26/2013 19:34:20	
Messages					
New Message					
Subject -	Message	Status	Sender	Date	Reply
Question on RFQ 15279	Will there be additional items added to this REQ p	Read	CASTRO, MARK	10/21/2013 13:41:09	0.
					Cance] Printable Page
	Negotiations Home Logo	ut Preferences Help Diagnostics			

The **Create New Message** window is closed and user is returned to the **Online Discussions** window.

8- Note the inclusion of the new discussion record under the **Messages** region of the window.

notiations									
arch Open Negetiations	Title	60							
arch open negodadons	The V	00							
eicome, MARK CASTRO									
Your Active and Dran	r Responses								
ress Full List to view all y	our company's responses.							Full Li	st
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Monitor	Unread Messages	
58003	Active	01	15279	sdvsdvsdv	RFQ	5 days 5 hours		0	
Supplier Site		Negotiation Numbe	er		Title	е Туре	Tin	e Left	
Supplier Site		Nogotiation Number	19		Title	Tuno	Tim	Full Li	ist
to results found.									
Quick Links									
Manage	View Responses								
Drafts	<u>Active</u>								
Personal Information	Disqualified								
	<u>Awarded</u>								
	 Rejected 								



The message has now been sent directly to JAA purchasing administration.

9- Note the **Unread Messages** column in the **Your Active and Draft Responses** section of the **Home Page** window – any reply to your message will display an update to the **link** in this column.

Summary

Congratulations! You have now learned how to:

- Access the iSupplier portal and Home Page
- Use the Orders tab and related functions
- Use the Shipments tab and related functions
- Use the Finance tab and related functions
- Create and submit invoices
- Create and submit Advanced Shipment Notices
- Perform profile updates through the Admin tab
- Use the Sourcing responsibility to respond to bid requests and communicate directly with JAA purchasing administrators