



# Oracle Supplier Portal Training Manual

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## Review / Approval History

Version	Reviewed/Approved By	Date	Remarks

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## Oracle iSupplier Portal

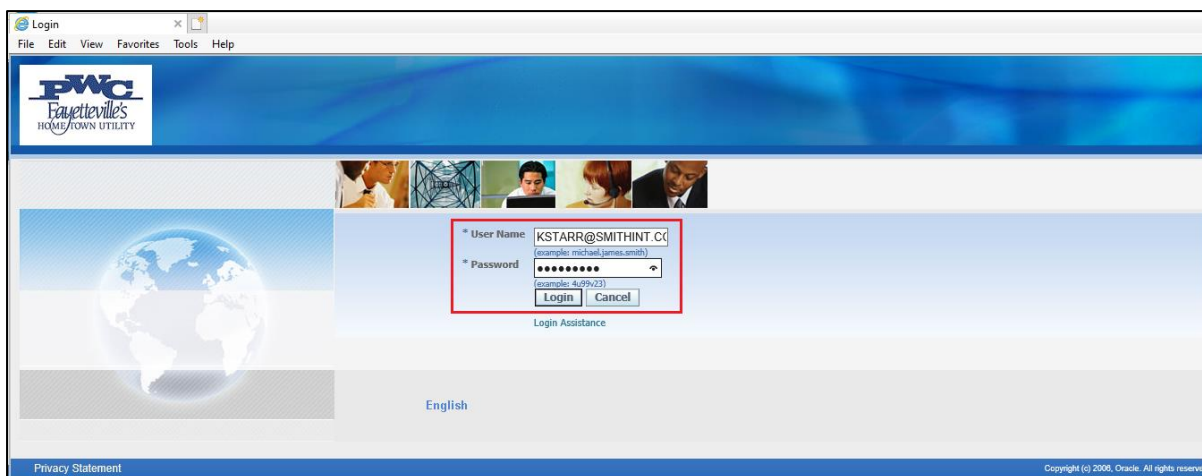
Oracle iSupplier portal enables web-based communication between Fayetteville PWC Buyers and its Suppliers. As a Supplier, using Oracle iSupplier Portal, you can:

- View and Acknowledge Purchase Orders, Agreements and Request for Quotes (RFQs)
- Submit Change Requests to Purchase Orders and Agreements
- View Receipts
- View and Submit Invoices
- View Payments
- Receive worklist notifications and email notifications
- Create/Cancel - Advance Shipment Notices (ASNs)
- Create/Cancel - Advance Shipment Billing Notices (ASBNs)
- Can update the Company Profile Data

### PWC iSupplier User

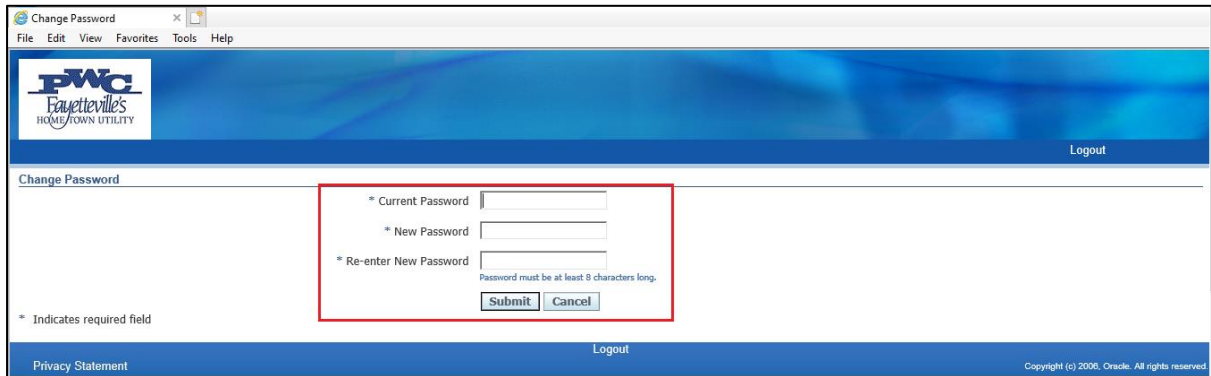
Enter the supplier portal url in Internet Explorer browser and enter username, password and click on Login button

**Note: It is recommended to use IE browser only.**

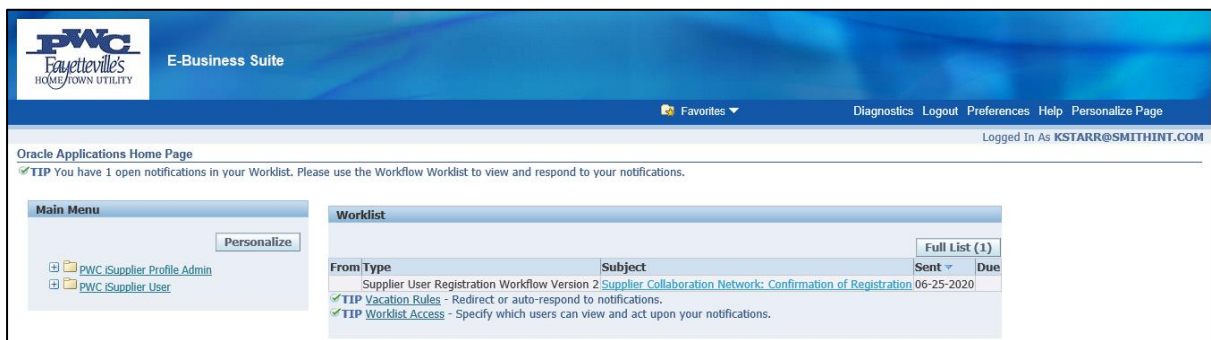


For the first time, it will prompt user to change the password. After entering the current password and new passwords, click on Submit button

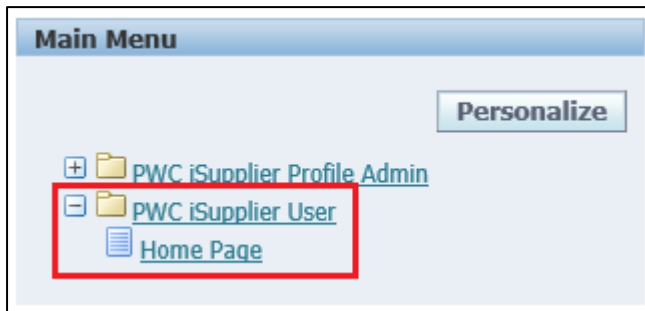
**Note: Passwords must be at least 8 characters in length and should contain at least one lowercase alphabet, at least one uppercase alphabet, at least one number and at least one special character.**



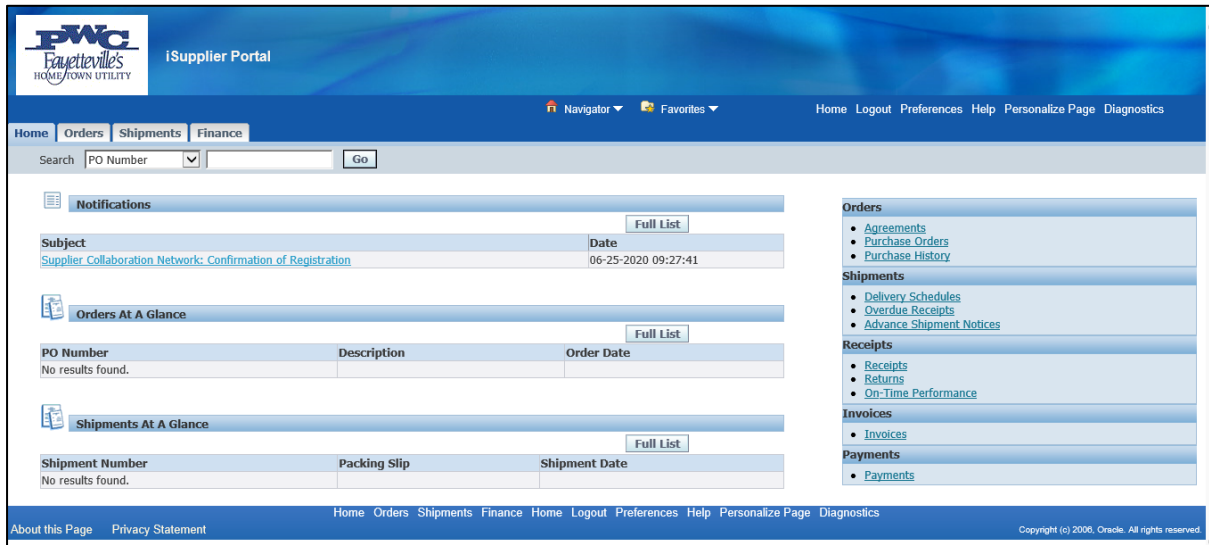
You will be able to login into iSupplier portal and on the homepage, you will see the responsibilities assigned.



Click on 'PWC iSupplier User' responsibility hyperlink



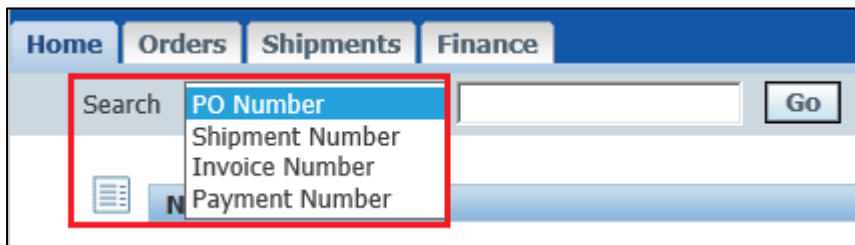
Click on Homepage hyperlink. Homepage displays quick links that allow user to navigate to appropriate functions in the iSupplier portal



## Home

### Search

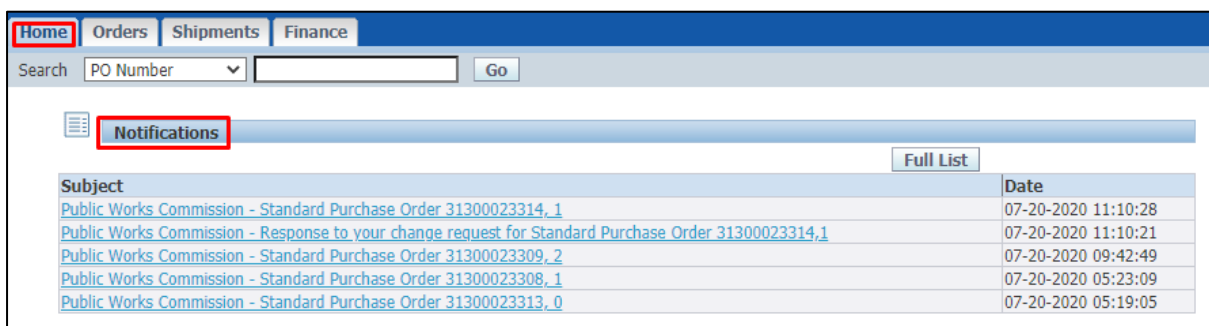
Quick 'Search' fields are located at the header of the home page. Quick Search allows a user to enter the PO Number, Shipment Number, Invoice or Payment Number to quickly view the related information.



### Notifications

Notifications section displays the five most recent messages waiting for your review. Click on Full List button to view all notifications.

Click on the subject hyperlink to open the notification details page. This page provides complete notification details, as well as the appropriate action buttons.



Notifications		<a href="#">Full List</a>
Subject	Date	
<a href="#">Public Works Commission - Standard Purchase Order 31300023282, 1</a>	06-10-2020 10:47:23	
<a href="#">Attached KenewedCertificate</a>	06-09-2020 10:57:18	
<a href="#">Supplier Profile Management: Approval of Bank Account</a>	06-09-2020 10:54:01	
<a href="#">The Public Works Commission of the City of Fayetteville, N.C. Sup...</a>	06-09-2020 10:28:40	

### Orders At A Glance

Orders At A Glance section displays the five most receipt purchase orders. Click on a purchase order hyperlink to view the details or click on the Full List button to navigate to the 'Orders' tab.

Orders At A Glance			<a href="#">Full List</a>
PO Number	Description	Order Date	
<a href="#">31300023282</a>	TEST PO for SIT Session - PR# 41300017742	06-10-2020 10:47:19	
<a href="#">31300023281</a>	TEST PO SIT Session	06-09-2020 21:39:15	
<a href="#">31300023280</a>	Test PO for SIT session	06-09-2020 21:39:12	
<a href="#">31300023279</a>	TEST PO	06-07-2020 19:09:56	

### Shipments At A Glance

Shipments At A Glance section displays the recent shipments. Click on a shipment number to view the shipment or click on the Full List button navigate to 'Shipments' tab

Shipments At A Glance			<a href="#">Full List</a>
Shipment Number	Packing Slip	Shipment Date	
<a href="#">TEST_29JUN2020</a>		06-28-2020 18:46:56	
<a href="#">ASBN06112020</a>	PS1111111	06-11-2020 07:30:53	
<a href="#">ASBN31300023282</a>	PS324234333	06-10-2020 22:36:22	
<a href="#">ASN31300023282</a>	PS31300023282	06-10-2020 07:56:15	
<a href="#">ASBN06092020</a>	PS34323344	06-09-2020 14:56:23	

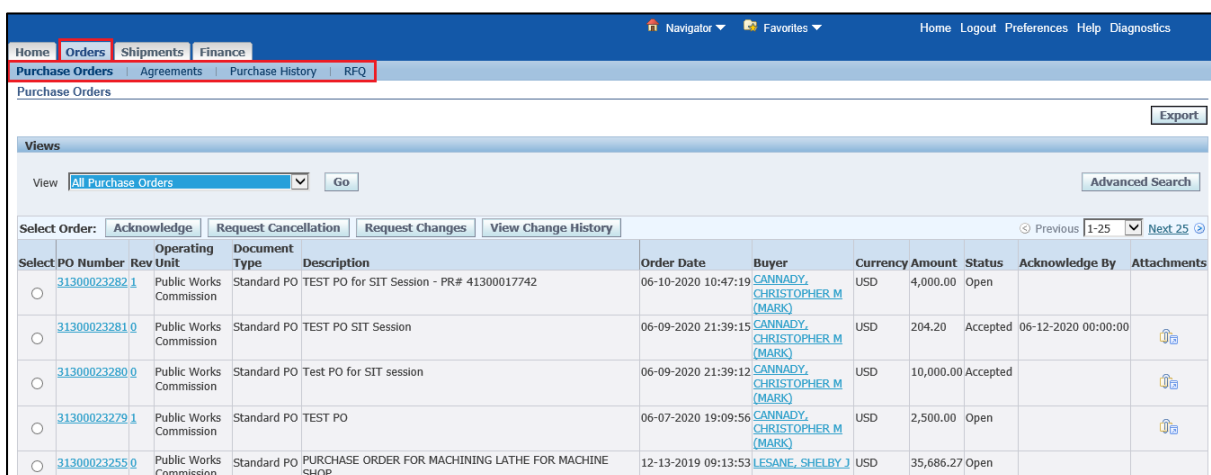
On the right-hand side of the home page, you will see the summary of all tabs with hyperlinks to view the details without need to navigate to respective tabs.






## Orders

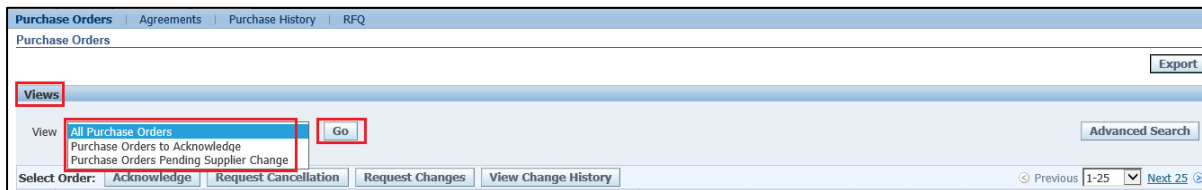
Orders tab allows user to see a real-time purchase orders, Agreements, Request For Quotes (RFQs) and the entire revision history for a purchase order.

Using the orders tab, supplier user can acknowledge purchase orders, agreements or make change requests for purchase orders such as changing quantities, splitting shipments or cancelling orders.

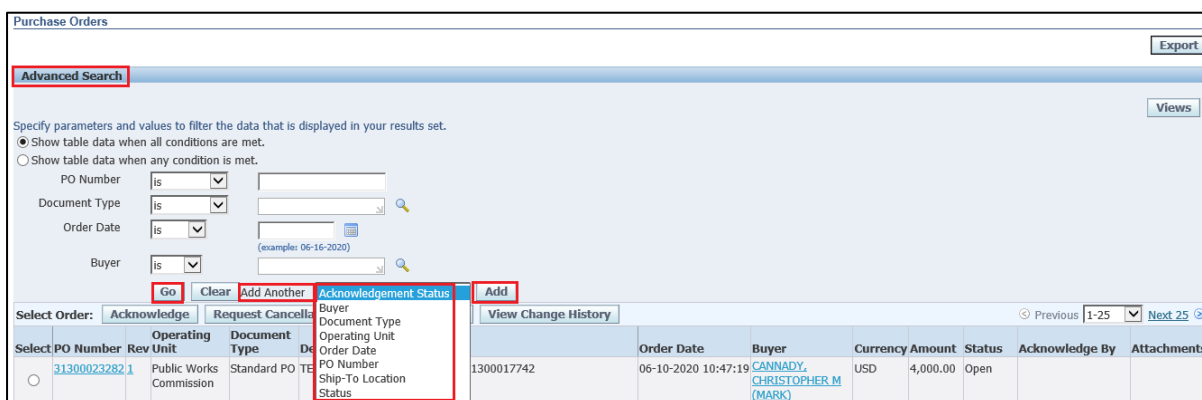


Select	PO Number	Rev	Unit	Operating	Document	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	31300023282	1		Public Works Commission	Standard PO	TEST PO for SIT Session - PR# 41300017742	06-10-2020 10:47:19	CANNADY, CHRISTOPHER M (MARK)	USD	4,000.00	Open		
<input type="radio"/>	31300023281	0		Public Works Commission	Standard PO	TEST PO SIT Session	06-09-2020 21:39:15	CANNADY, CHRISTOPHER M (MARK)	USD	204.20	Accepted	06-12-2020 00:00:00	
<input type="radio"/>	31300023280	0		Public Works Commission	Standard PO	Test PO for SIT session	06-09-2020 21:39:12	CANNADY, CHRISTOPHER M (MARK)	USD	10,000.00	Accepted		
<input type="radio"/>	31300023279	1		Public Works Commission	Standard PO	TEST PO	06-07-2020 19:09:56	CANNADY, CHRISTOPHER M (MARK)	USD	2,500.00	Open		
<input type="radio"/>	31300023255	0		Public Works Commission	Standard PO	PURCHASE ORDER FOR MACHINING LATHE FOR MACHINE SHOP	12-13-2019 09:13:53	LESANE, SHELBY J	USD	35,686.27	Open		

Under 'View', user can select an option and click on Go button to filter the purchase orders.



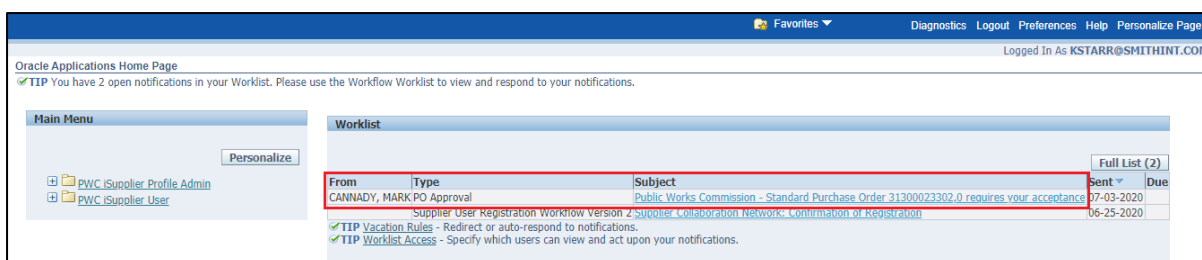
On the right hand side, there is an 'Advanced Search' option which can be used to search the data by adding few more fields.



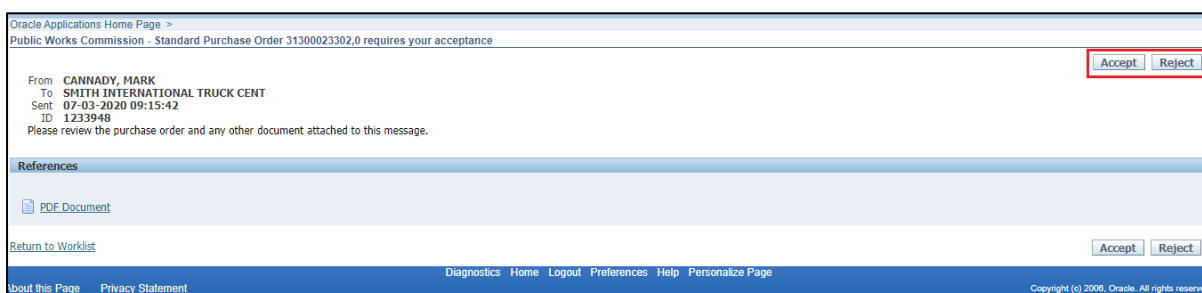
Once the Fayetteville PWC Buyer creates the PO, it will be visible to Supplier in iSupplier portal under 'Orders' tab.

### Acknowledge the PO

If Buyer requests an acknowledgment on the PO, the worklist/email notification will display the same in iSupplier portal to supplier.



Click on subject hyperlink



Click on 'Accept' button to acknowledge the PO. Alternatively Supplier can navigate to 'Orders' tab and Acknowledge the PO from there as well.



Select the respective PO and click on 'Acknowledge' button

Select	PO Number	Rev	Unit	Operating Type	Document Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	31300023302	0		Public Works Commission	Standard PO Test PO	07-03-2020 09:15:37	CANNADY, CHRISTOPHER M (MARK)	USD	557.10	Requires Acknowledgment	07-05-2020 00:00:00	

It will open the full PO notification

Orders: Purchase Orders >  
 Acknowledge for Standard Purchase Order : 31300023302,0 (Total USD 557.10)  
 Currency=USD

Buttons: Cancel, **Accept Entire Order**, Reject Entire Order, Printable View, View Change History, Export

**Order Information**

**General Information**

- Total: 557.10
- Supplier: SMITH INTERNATIONAL TRUCK
- Supplier Site: PO-01
- Address: P.O. BOX 20067, 918 CEDAR CREEK ROAD, FAYETTEVILLE, NC 28301
- Buyer: CANNADY, CHRISTOPHER M (MARK)
- Order Date: 07-03-2020 09:15:37
- Description: Test PO
- Status: Requires Acknowledgment
- Note to Supplier: None
- Organization: Public Works Commission
- Supplier Order Number: None
- Attachments: None

**Terms and Conditions**

- Payment Terms: NET 10
- Carrier: FOB
- Freight Terms: Shipping Control

**Ship-To Address**

Address: PWC OPERATIONS COMPLEX, 955 OLD WILMINGTON RD, Fayetteville, NC 28301

**Bill-To Address**

Address: PWC OPERATIONS COMPLEX, 955 OLD WILMINGTON RD, Fayetteville, NC 28301

**PO Details**

TIP Click on the Show link to view shipment details of a line.  
 Show All Hide All

Details	Line Type	Item	Job	Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
Show	1	Quantity	1005010	0		ADAPTER,CABLE:15KV 0.875" - 0.985"	EACH	30	18.57	557.10					Open				

Click on 'Accept Entire Order' button. Input any notes to buyer (optional) and click on 'Submit' button

Home Orders Shipments Finance

Purchase Orders | Agreements | Purchase History | RFQ

Orders: Purchase Orders > Acknowledge for Standard Purchase Order >

Acknowledge Purchase Order 31300023302

Buttons: Cancel, **Submit**

Description: Test PO  
 Currency: USD  
 Amount: 557.10  
 Order Date: 07-03-2020 09:15:37  
 Action: Accept

Note to Buyer: Acknowledging the PO, will deliver goods in time.

Buttons: Cancel, **Submit**

Home Orders Shipments Finance Home Logout Preferences Help Personalize Page Diagnostics

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Below confirmation message will be displayed

Home | Orders | Shipments | Finance

Purchase Orders | Agreements | Purchase History | RFQ

Orders: Purchase Orders > Acknowledge for Standard Purchase Order >

**PO Acknowledgment Confirmation**

**Purchase Order 31300023302 has been Acknowledged.**

[Return to Purchase Order Summary](#)

Home Orders

About this Page Privacy Statement

### Request Changes to PO

Supplier user can request changes on the PO or the PO line by selecting the PO and click on 'Request Changes' button

Purchase Orders | Agreements | Purchase History | RFQ

Purchase Orders Export

Views

View: All Purchase Orders  Advanced Search

Select Order: Acknowledge | Request Cancellation | **Request Changes** | View Change History Previous 1-25 Next 25

Select PO Number	Rev	Operating Unit	Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<a href="#">31300023302</a>	0	Public Works Commission	Standard PO	Test PO	07-03-2020 09:15:37	CANNADY, CHRISTOPHER M (MARK)	USD	557.10	Accepted	07-05-2020 00:00:00	

Scroll down to the PO line details and click on '+' icon to see the shipment details

**PO Details**

✓TIP You can cancel the entire order or specific lines.  
 ✓TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.  
[Show All](#) [Hide All](#)

Details	Line	Type	Item/Job Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
<a href="#">+</a>	show	1	Quantity:1005010 0		ADAPTER,CABLE:15KV 0.875" - 0.985"	EACH	30	18.57	557.10					Open				

**Additional Change Requests**

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Additional Changes:

[Return to Orders: Purchase Orders](#)

Home Orders Shipments Finance Home Logout Preferences Help Personalize Page Diagnostics

**PO Details**

✓TIP You can cancel the entire order or specific lines.  
 ✓TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

Details Line Type	Item/Job Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
Hide 1	Quantity 1005010 0		ADAPTER,CABLE:15KV 0.875" - 0.985"	EACH	30	18.57	557.10					Open				

**Shipments**

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount Promised	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
1	PWC OPERATIONS COMPLEX	30	18.57		557.10	07-10-2020 00:00:00	07-12-2020 08:41:00						Accepted				

**Additional Change Requests**

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Additional Changes

Return to Orders: Purchase Orders

Cancel Cancel Entire Order Printable View View Change History Export Submit

Supplier can change the 'Promised Date' here and click on 'Submit' button, if he is unable to deliver the ordered qty on that date.

If Supplier is capable of shipping partial qty, then click on 'Split' icon to split the shipment into 2 lines as shown below

**PO Details**

✓TIP You can cancel the entire order or specific lines.  
 ✓TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

Details Line Type	Item/Job Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
Hide 1	Quantity 1005010 0		ADAPTER,CABLE:15KV 0.875" - 0.985"	EACH	30	18.57	557.10					Open				

**Shipments**

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount Promised	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
1	PWC OPERATIONS COMPLEX	30	18.57		557.10	07-10-2020 00:00:00	07-12-2020 08:41:00						Accepted				

**Additional Change Requests**

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Additional Changes

Return to Orders: Purchase Orders

Cancel Cancel Entire Order Printable View View Change History Export Submit

Select 'Action' as 'Change' from LOV and click on Submit button

Details Line Type	Item/Job Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
Hide 1	Quantity 1005010 0		ADAPTER,CABLE:15KV 0.875" - 0.985"	EACH	30	18.57	557.10					Open				

**Shipments**

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount Promised	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
1	PWC OPERATIONS COMPLEX	15	18.57			557.10	07-10-2020 00:00:00	07-12-2020 08:41:00					Accepted			can ship only 1!	Change
2	PWC OPERATIONS COMPLEX	15					07-11-2020 19:40:51	07-12-2020 08:41:00									(will ship balance)

**Additional Change Requests**

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Additional Changes

Return to Orders: Purchase Orders

Cancel Cancel Entire Order Printable View View Change History Export Submit

The change request will be submitted to Buyer for review and Approval. Also a confirmation message will be displayed.

Home | Orders | Shipments | Finance

Purchase Orders | Agreements | Purchase History | RFQ

Orders: Purchase Orders >

**Change Order Confirmation**

**Change Request for Purchase Order 31300023302 has been submitted for approval.**

[Return to Purchase Order Summary](#)

Home Orders Shipments Finance

About this Page Privacy Statement

PO status will be 'Supplier Change Pending'

Select	PO Number	Rev	Unit	Operating	Document	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	31300023302	0		Public Works Commission	Standard PO	Test PO	07-03-2020 09:15:37	CANNADY, CHRISTOPHER M (MARK)	USD	557.10	Supplier Change Pending	07-05-2020 00:00:00	

Fayetteville PWC Buyer will be notified to review and Approve/Reject. Once PWC Buyer accepts the changes, Supplier will be notified with worklist/email notification.

Oracle Applications Home Page

Worklist

From	Type	Subject	Sent	Due
CANNADY, MARK	PO Approval	Public Works Commission - Standard Purchase Order 31300023302_1	07-03-2020	
CANNADY, MARK	PO Supplier Change	Public Works Commission - Response to your change request for Standard Purchase Order 31300023302_1	07-03-2020	
	Supplier User Registration Workflow Version 2	Supplier Collaboration Network: Confirmation of Registration		06-25-2020

Click on subject hyperlink to see the full notification and Buyer response

Information

Public Works Commission - Response to your change request for Standard Purchase Order 31300023302\_1

From: CANNADY, MARK  
To: SMITH INTERNATIONAL TRUCK CENT  
Sent: 07-03-2020 10:25:34  
ID: 1233973

Supplier Address: SMITH INTERNATIONAL TRUCK CENT, P.O. BOX 20067, 918 CEDAR CREEK ROAD, FAYETTEVILLE, NC 28301

Order Date: 07-03-2020 09:09:23  
Ship-To Address: PWC OPERATIONS COMPLEX, 955 OLD WILMINGTON RD, Fayetteville, Cumberland, 28301

Change Requests

Indicates new values

Line	Shipment	Item	Supplier Item	Description	Unit	Quantity	Price	Promised Date	Need-By Date	Ship-To Location	Response	Reason	Split
1	1			ADAPTER, CABLE:15KV 0.875" - 0.985"	EACH	30 15	18.57		07-12-2020 08:41:00	PWC OPERATIONS COMPLEX	Accepted		
1	2			ADAPTER, CABLE:15KV 0.875" - 0.985"	EACH	15	18.57	07-11-2020 19:40:51	07-12-2020 08:41:00	PWC OPERATIONS COMPLEX	Accepted		Yes

Supplier can see the Fayetteville PWC Buyer's response and new values on the notification. Click on 'Return to Worklist' hyperlink on the bottom left to go back to 'Orders' tab.

Supplier can now see a revision number '1' to the PO Number. Click on the subject hyperlink to view the full notification

Oracle Applications Home Page Logged In As KSTARR@SMITHINT.COM

✓TIP You have 3 open notifications in your Worklist. Please use the Workflow Worklist to view and respond to your notifications.

From	Type	Subject	Sent	Due
CANNADY, MARK	PO Approval	<a href="#">Public Works Commission - Standard Purchase Order 31300023302_1</a>	07-03-2020	
CANNADY, MARK	PO Supplier Change	<a href="#">Public Works Commission - Response to your change request for Standard Purchase Order 31300023302_1</a>	07-03-2020	
	Supplier User Registration Workflow Version 2	<a href="#">Supplier Collaboration Network: Confirmation of Registration</a>	06-25-2020	

✓TIP Vacation Rules - Redirect or auto-respond to notifications.  
 ✓TIP Worklist Access - Specify which users can view and act upon your notifications.

Supplier can click on the 'PDF Document' hyperlink to view the PO PDF.

Oracle Applications Home Page >

Information  
 This notification does not require a response.

Public Works Commission - Standard Purchase Order 31300023302, 1

From CANNADY, MARK  
 To SMITH INTERNATIONAL TRUCK CENT  
 Sent 07-03-2020 10:25:38  
 ID 1233974  
 Please review the purchase order and any other document attached to this message.

References

[PDF Document](#)

Return to Worklist

Alternatively, Supplier can go to 'Orders' tab, click on the PO number hyperlink and from 'Actions' LOV, select the action and click on Go button

Home Orders Shipments Finance

Purchase Orders | Agreements | Purchase History | RFQ

Orders: Purchase Orders >

[Standard Purchase Order: 31300023302, 1 \(Total USD 557.10\)](#)

Currency=USD

Order Information

General	Terms and Conditions	Summary
Total 557.10	Payment Terms NET 10	Total 557.10
Supplier SMITH INTERNATIONAL TRUCK CENT	Carrier	Received 0.00
Supplier Site PO-01	FOB	Invoiced 0.00
Address P.O. BOX 20067	Freight Terms	Payment Status Not Paid
918 CEDAR CREEK ROAD	Shipping Control	
FAYETTEVILLE, NC 28301		
Buyer CANNADY, CHRISTOPHER M (MARK)	Ship-To Address	
Order Date 07-03-2020 10:25:33	Address PWC OPERATIONS COMPLEX	
Description Test PO	955 OLD WILMINGTON RD	
Status Open	Fayetteville, NC 28301	
Note to Supplier	Bill-To Address	
Operating Unit Public Works Commission	Address PWC OPERATIONS COMPLEX	
Sourcing Document	955 OLD WILMINGTON RD	
Supplier Order Number	Fayetteville, NC 28301	
Attachments None		

Actions | Request Changes | Go | Export

- Request Changes
- Request Cancellation
- View Change History
- View PDF**
- View Receipts
- View Invoices
- View Payments
- View Shipments

## Request Cancellation on PO

Supplier need to select the PO number and click on 'Request Cancellation' button

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input checked="" type="radio"/> 31300023302	1	Public Works Commission	Standard PO	Test PO	07-03-2020 10:25:33	CANNADY, CHRISTOPHER M (MARK)	USD	557.10	Open		
<input type="radio"/> 31300021448	2	Public Works Commission	Standard PO	BLANKET PURCHASE ORDER FOR PARTS FOR FLEET (0152.640020) FOR THE PERIOD OF JULY 2019 THROUGH JUNE 2020.	12-11-2019 11:34:01	LESANE, SHELBY J	USD	40,000.00	Open		

Expand the PO line to see the shipment details, select the shipment, input the 'Action as Cancel' and click on 'Submit' button

Details Line	Type	Item/Job	Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Supplier	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason	
1	Quantity	1005010	0		ADAPTER,CABLE:15KV 0.875" - 0.985"	EACH	30	18.57	557.10						Open					

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount Promised	Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
1	PWC OPERATIONS COMPLEX	15	18.57		278.55	07-10-2020 00:00:00	07-12-2020 08:41:00						Open				
2	PWC OPERATIONS COMPLEX	15	18.57		278.55	07-11-2020 19:40:51	07-12-2020 08:41:00						Open			requesting cand	Cancel

Cancellation request will be submitted to Fayetteville PWC Buyer for review and Accept/Reject. A confirmation message will be displayed on the page.

Home | Orders | Shipments | Finance

Purchase Orders | Agreements | Purchase History | RFQ

Orders: Purchase Orders >

**Cancel Order Confirmation**

**Cancellation Request for Purchase Order 31300023302 has been submitted for approval.**

[Return to Purchase Order Summary](#)

Home | Orders | Shipments | Finance

About this Page | Privacy Statement

PO status will now change from 'Open -> Supplier Change Pending'

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/> 31300023302	1	Public Works Commission	Standard PO	Test PO	07-03-2020 10:25:33	CANNADY, CHRISTOPHER M (MARK)	USD	557.10	Supplier Change Pending		

Once the change is accepted by Fayetteville PWC Buyer, the PO status will change to 'Open' again.

Select	PO Number	Rev	Operating Unit	Type	Description	Order Date	Buyer	Currency	Amount	Status	By	Attachments
<input type="radio"/>	31300023302	2	Public Works Commission	Standard PO	Test PO	07-07-2020 09:20:10	CANNADY, CHRISTOPHER M (MARK)	USD	278.55	Open		

## Agreements

Supplier can view the Agreements by navigating to 'Orders > Agreements'

PO Number	Revision	Global	Description	Document Type	Buyer	Order Date	Currency	Amount Agreed	Amount Released	Effective-From Date	Effective-To Date	Status	Attachments	Status	Agreement
31300023304	0	Yes	BLANKET AGREEMENT TO PROVIDE TRAFFIC FLAGGING SERVICES FOR ELECTRIC CONSTRUCTION DEPARTMENT	Blanket Purchase Agreement	CANNADY, CHRISTOPHER M (MARK)	07-07-2020 11:21:44	USD	65,930.62		07-01-2020	07-01-2022	Requires Acknowledgment			

Click on PO number hyperlink to view full agreement

Details	Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
<input type="checkbox"/>	1	Amount			PAY APPLICATION TO PROVIDE TRAFFIC FLAGGING SERVICES FOR ELECTRIC CONSTRUCTION DEPARTMENT	EACH				Open		

Shipment	Ship-To Location	Qty	Price Break	Payment Status	Status	Supplier Line	Discount (%)	Start Effective Date	End Effective Date	Split	Reason	Attachments	Price Differentials
No data exists.													

## Purchase Order History

Supplier can view the po revision history by navigating to Orders > Purchase History and click on 'Go' button.

PO Number	Rev	Operating Unit	Description	Buyer	Creation Date	Revised Date	Currency	Total	Ship-To Location	Compare to Original PO	Compare to Previous PO	Show all PO Changes
31300023304	0	Public Works Commission	BLANKET AGREEMENT TO PROVIDE TRAFFIC FLAGGING SERVICES FOR ELECTRIC CONSTRUCTION DEPARTMENT	CANNADY, CHRISTOPHER M (MARK)	07-07-2020 11:19:16		USD	65,930.62	PWC OPERATIONS COMPLEX			
31300022860	0	Public Works Commission	ANNUAL RENEWAL NAVISTAR & DIAMOND LOGIC BUILDER DIAGNOSTIC SOFTWARE	LESANE, SHELBY J	10-23-2019 16:04:43		USD	3,394.50	PWC OPERATIONS COMPLEX			

Alternatively supplier can view the revision history for a specific purchase order by inputting the PO number and clicking on Go button

PO Number	Rev	Operating Unit	Description	Buyer	Creation Date	Revised Date	Currency	Total	Ship-To Location	Compare to Original PO	Compare to Previous PO	Show all PO Changes
31300023302	2	Public Works Commission	Test PO	CANNADY, CHRISTOPHER M (MARK)	07-03-2020 09:09:23	07-07-2020 09:19:35	USD	278.55	PWC OPERATIONS COMPLEX			

Supplier can see the changes compared to original PO, compared to previous PO and see all the changes.

Click on 'Compare to Original PO' button



Home | Orders | Shipments | Finance

Purchase Orders | Agreements | **Purchase History** | RFQ

Orders: Purchase History >

PO Comparison Result

[Compare to Previous PO](#) | [Show All PO Changes](#) | [Export](#)

PO Number: 31300023302  
 Revision: 2  
 Type: Standard PO  
 Currency: USD

Ship-To Location: PWC OPERATIONS COMPLEX  
 Ship Via: FOB  
 Total: 278.55

Bill-To Location: PWC OPERATIONS COMPLEX  
 Payment Terms: NET 10  
 Freight: |  
 Buyer: CANNADY, CHRISTOPHER M. (MARK)

Compare to Original PO

✓ TIP Changes made to contract clauses and deliverables are not shown below. Click Show All PO Changes to review contract changes in each revision  
 Comparisons are sorted by Revision, Line and Shipment.

Revision	Line	Item/Job	Shipment	Price Differential	Enabled Organization	Field Altered	Changed From	Changed To
2						Amount	557.1	278.55
2						Acceptance Required	Document	None
2						Acceptance Due Date	07-05-2020 00:00:00	
2	1	1005010				Quantity	30	15
2	1	1005010	2			New		
1	1	1005010	1			Quantity	30	15

Print Document Revisions

Revision Number:

Return to Orders: Purchase History

[Compare to Previous PO](#) | [Show All PO Changes](#) | [Export](#)

Supplier can generate the PO PDF of required revision by selecting the revision Number from list of values (LOV) and click on Go button.

Return back and click on 'Compare to Previous PO' button

Home | Orders | Shipments | Finance

Purchase Orders | Agreements | **Purchase History** | RFQ

Orders: Purchase History >

PO Comparison Result

[Compare to Original PO](#) | [Show All PO Changes](#) | [Export](#)

PO Number: 31300023302  
 Revision: 2  
 Type: Standard PO  
 Currency: USD

Ship-To Location: PWC OPERATIONS COMPLEX  
 Ship Via: FOB  
 Total: 278.55

Bill-To Location: PWC OPERATIONS COMPLEX  
 Payment Terms: NET 10  
 Freight: |  
 Buyer: CANNADY, CHRISTOPHER M. (MARK)

Compare to Previous PO

Comparisons are sorted by Revision, Line and Shipment.

Revision	Line	Item/Job	Shipment	Price Differential	Enabled Organization	Field Altered	Changed From	Changed To
2						Amount	557.1	278.55
2	1	1005010				Quantity	30	15
2	1	1005010	2			Cancelled		

Print Document Revisions

Revision Number:

Return to Orders: Purchase History

[Compare to Original PO](#) | [Show All PO Changes](#) | [Export](#)

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Return back and click on 'Show All PO Changes' button

Home | Orders | Shipments | Finance

Purchase Orders | Agreements | **Purchase History** | RFQ

Orders: Purchase History >

PO Comparison Result

[Compare to Original PO](#) | [Compare to Previous PO](#) | [Export](#)

PO Number: 31300023302  
 Revision: 2  
 Type: Standard PO  
 Currency: USD

Ship-To Location: PWC OPERATIONS COMPLEX  
 Ship Via: FOB  
 Total: 278.55

Bill-To Location: PWC OPERATIONS COMPLEX  
 Payment Terms: NET 10  
 Freight: |  
 Buyer: CANNADY, CHRISTOPHER M. (MARK)

Show All PO Changes

Comparisons are sorted by Revision, Line and Shipment.

Revision	Line	Item/Job	Shipment	Price Differential	Enabled Organization	Field Altered	Changed From	Changed To
2						Amount	557.1	278.55
2	1	1005010				Quantity	30	15
2	1	1005010	2			Cancelled		
1						Acceptance Required	Document	None
1						Acceptance Due Date	07-05-2020 00:00:00	
1	1	1005010	1			Quantity	30	15
1	1	1005010	2			New		

Print Document Revisions

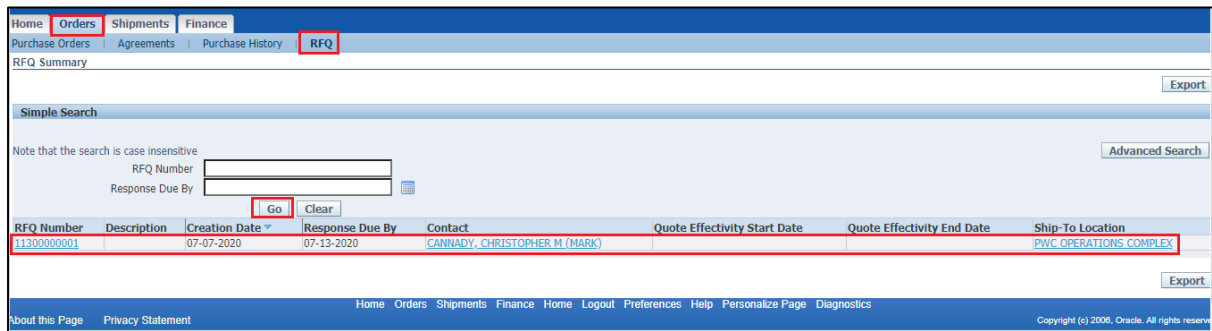
Revision Number:

Return to Orders: Purchase History

[Compare to Original PO](#) | [Compare to Previous PO](#) | [Export](#)

## Request For Quote (RFQ)

Suppliers can view the request for quotes by navigating to Orders > RFQ tab.

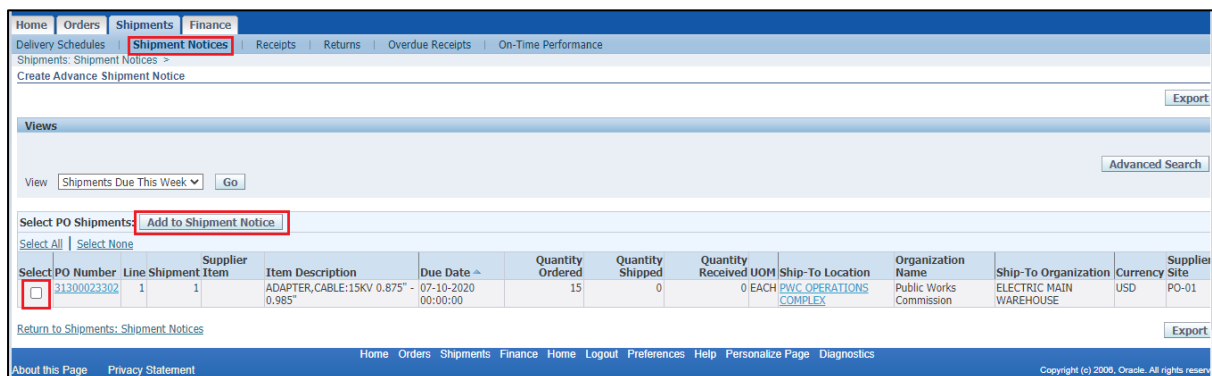


RFQ Number	Description	Creation Date	Response Due By	Contact	Quote Effectivity Start Date	Quote Effectivity End Date	Ship-To Location
11300000001		07-07-2020	07-13-2020	CANNADY, CHRISTOPHER M (MARK)			PWC OPERATIONS COMPLEX

## Shipments

### Create Advance Shipment Notices (ASN)

Supplier can create the advance shipment notice by navigating to 'Shipments > Shipment Notices' tab and select the respective PO and click on 'Add to Shipment Notice' button



Select	PO Number	Line	Shipment Item	Supplier	Item Description	Due Date	Quantity Ordered	Quantity Shipped	Quantity Received	UOM	Ship-To Location	Organization Name	Ship-To Organization	Currency	Supplier Site
<input type="checkbox"/>	31300023302	1	1		ADAPTER, CABLE:15KV 0.875" - 0.985"	07-10-2020 00:00:00	15	0	0	EACH	PWC OPERATIONS COMPLEX	Public Works Commission	ELECTRIC MAIN WAREHOUSE	USD	PO-01

Switch to 'Shipment Header' tab and input the mandatory fields like shipment number, shipment date and expected receipt date. Also other details like Waybill/Airbill Number, packing slip and other information.

Home | Orders | **Shipments** | Finance

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

Shipments: Shipment Notices >

Create Advance Shipment Notice

Cancel | Add Shipments | Preview | Submit

**Shipment Header** | Shipment Lines

**Shipment Information**

\* Indicates required field

\* Shipment Number  \* Shipment Date

\* Expected Receipt Date   Note: Shipment Date cannot be later than today  
Example: 07-07-2020 09:32:04

**Freight Information**

Freight Terms   Freight Carrier

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

Return to Shipments: Shipment Notices

Cancel | Add Shipments | Preview | Submit

Home | Orders | Shipments | Finance | Home | Logout | Preferences | Help | Personalize Page | Diagnostics

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Now switch to 'Shipment Lines' tab, Supplier can default this header information to all lines on the shipment. Alternatively supplier can enter details again for each shipment line.

Click on 'Default to All Lines' button to default header information to Lines. Enter the quantity shipped and any other details. Click on the 'Preview' button to preview before submitting the ASN. If everything looks good, click on 'Submit' button to submit ASN.

Home | Orders | **Shipments** | Finance

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

Shipments: Shipment Notices >

Create Advance Shipment Notice

Cancel | Add Shipments | Preview | Submit

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

**Shipment Line Defaults**

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

Packing Slip  Container Number

Country Of Origin   Truck Number

Bar Code Label  Comments

**Shipments in Advance Shipment Notice**

Show All Details | Hide All Details

Details	PO Number	Line	Shipment Item	Supplier	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	LPN/Lot/Serial	Add Attachments	Split	Remove
<input type="button" value="🔍"/>	31300023302	1	1		ADAPTER,CABLE:15KV 0.875" - 0.985"	07-10-2020 00:00:00	15	0	EACH	15	PWC OPERATIONS COMPLEX	<input type="button" value="📄"/>	<input type="button" value="📄"/>	<input type="button" value="📄"/>	<input type="button" value="📄"/>
					Packing Slip <input type="text"/>						Country of Origin <input type="text"/> <input type="button" value="🔍"/>				
					Bar Code Label <input type="text"/>						Truck Number <input type="text"/>				
											Comments <input type="text"/>				

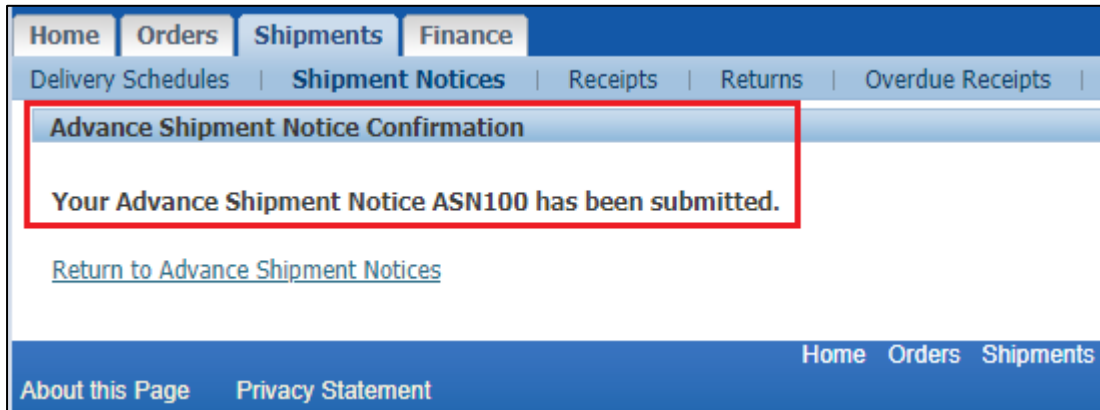
Return to Shipments: Shipment Notices

Cancel | Add Shipments | Preview | Submit

Home | Orders | Shipments | Finance | Home | Logout | Preferences | Help | Personalize Page | Diagnostics

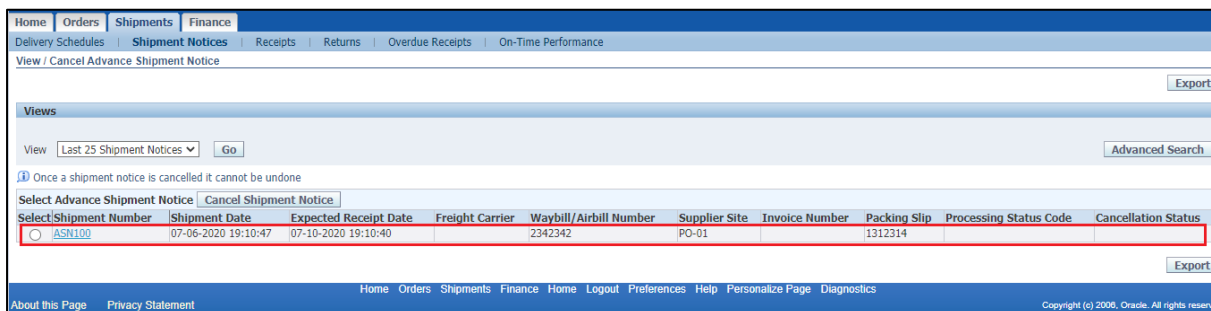
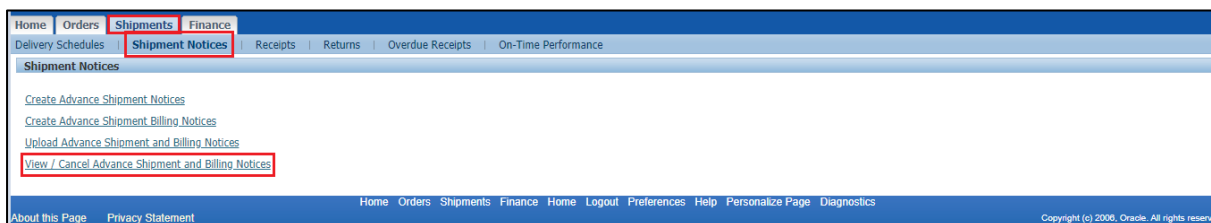
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Once the ASN is submitted, a below confirmation message will be displayed

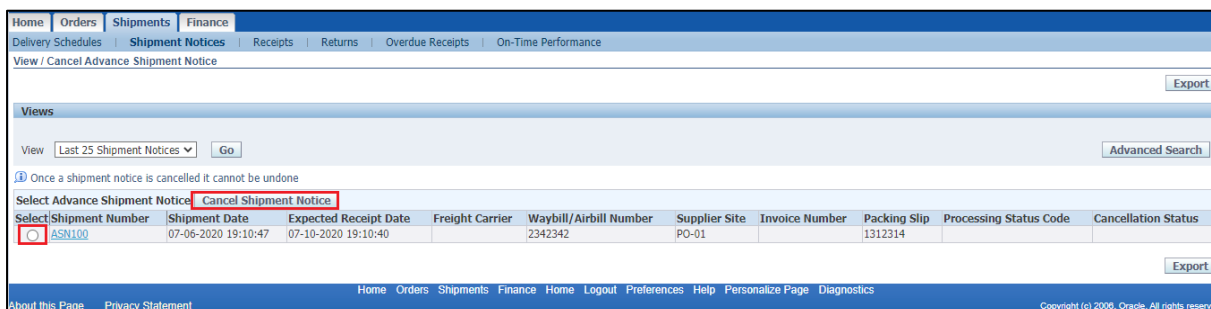


### View / Cancel Advance Shipment Notices (ASN)

Supplier can view the advance shipment notice by navigating to Shipments > Shipment Notices > View / Cancel Advance Shipment and Billing Notices tab



If supplier wants to cancel the ASN, select the respective ASN and click on 'Cancel Shipment Notice' button. Fayetteville PWC Buyer will be notified that ASN has been cancelled by the supplier



### Create Advance Shipment Billing Notices (ASBN)

Supplier can also create the advance shipment billing notices by navigating to Shipments > Shipment Notices > Create Advance Shipment Billing Notices tab

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

**Shipment Notices**

Create Advance Shipment Notices  
**Create Advance Shipment Billing Notices**  
 Upload Advance Shipment and Billing Notices  
 View / Cancel Advance Shipment and Billing Notices

Home | Orders | Shipments | Finance | Home | Logout | Preferences | Help | Personalize Page | Diagnostics

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Select the respective PO and click on 'Add to Shipment Notice' button

Home | Orders | **Shipments** | Finance

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

Shipments: Shipment Notices >

Create Advance Shipment Billing Notice Export

**Views** Advanced Search

View: Shipments Due This Week  Advanced Search

To create an Advance Shipment Billing Notice, you may only select shipments with the same Ship-To Organization, Currency, and Supplier Site.

Select PO Shipments: **Add to Shipment Notice**

Select All | Select None

Select	PO Number	Line	Shipment Item	Supplier	Item Description	Due Date	Quantity Ordered	Quantity Shipped	Quantity Received UOM	Ship-To Location	Organization Name	Ship-To Organization	Currency	Supplier Site
<input checked="" type="checkbox"/>	31300023302	1	1		ADAPTER, CABLE:15KV 0.875" - 0.985"	07-10-2020 00:00:00	15	5	0 EACH	PWC OPERATIONS COMPLEX	Public Works Commission	ELECTRIC MAIN WAREHOUSE	USD	PO-01

Return to Shipments: Shipment Notices Export

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Enter the Shipment Header information, Freight and Billing details

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

Shipments: Shipment Notices > Create Advance Shipment Billing Notice >

**Create Advance Shipment Billing Notices** Cancel | Add Shipments | Preview | Submit

**Shipment Header** | Shipment Lines

**Shipment Information**

\* Indicates required field

\* Shipment Number: ASBN100      \* Shipment Date: 07-06-2020 20:15:45

\* Expected Receipt Date: 07-09-2020 20:15:49       Note: Shipment Date cannot be later than today

Example: 07-07-2020 10:45:24

**Freight Information**

Freight Terms:        Freight Carrier:

Number of Containers:       Bill of Lading:

Waybill/Airbill Number: 123124      Packing Slip: 555456

Packaging Code:       Special Handling Code:

Tar Weight:       Tar Weight UOM:

Net Weight:       Net Weight UOM:

Comments:

**Billing Information**

\* Indicates required field

\* Invoice Number: ASBN-INV100      \* Invoice Amount: 92.85

\* Invoice Date: 07-09-2020       \* Payment Terms: NET 30

Freight Amount:       Currency: USD

Tax Amount:

**Remit To Site**

Name: AP-01  
 Address: P.O. BOX 20067  
 FAYETTEVILLE, NC 28312  
 US  
 Bank Account:

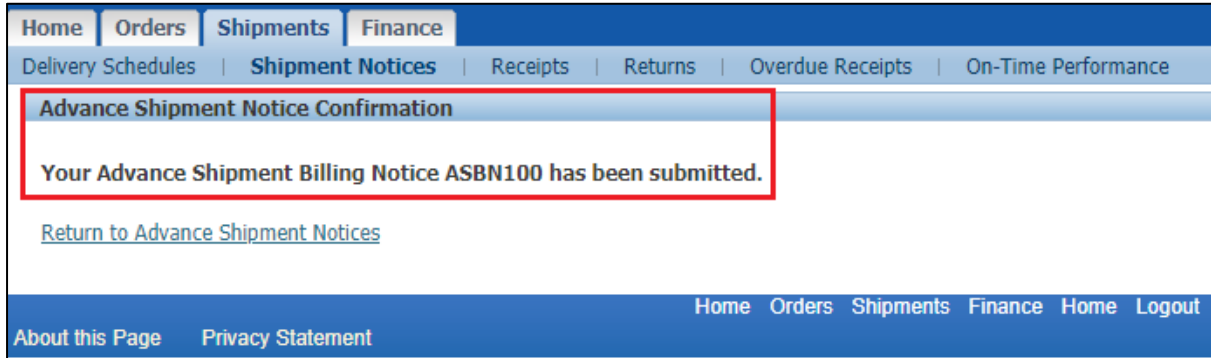
Return to Create Advance Shipment Billing Notice Cancel | Add Shipments | Preview | Submit

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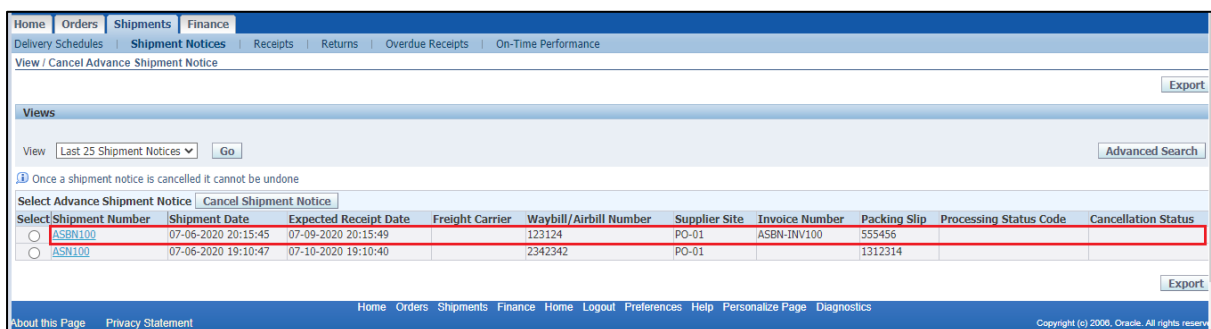
Switch to 'Shipment Lines' tab and review the shipment details. Optionally supplier can update the quantity shipped. Enter any other necessary details, click on 'Preview' button to preview before submitting. If everything looks fine, supplier can click on 'Submit' button.

Below confirmation message will be displayed



### View / Cancel Advance Shipment and Billing Notices (ASBN)

Supplier can view the advance shipment notice by navigating to Shipments > Shipment Notices > View / Cancel Advance Shipment and Billing Notices tab



For ASBNs, supplier can see the invoice number as well.

If for some reason, supplier wants to cancel the ASBN, select the respective ASBN and click on 'Cancel Shipment Notice' button. Fayetteville PWC Buyer will be notified that ASBN has been cancelled by the supplier.

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

View / Cancel Advance Shipment Notice Export

**Views**

View: Last 25 Shipment Notices Go Advanced Search

Once a shipment notice is cancelled it cannot be undone

Select Advance Shipment Notice 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
<input checked="" type="radio"/>	ASBN100	07-06-2020 20:15:45	07-09-2020 20:15:49		123124	PO-01	ASBN-INV100	555456		
<input type="radio"/>	ASN100	07-06-2020 19:10:47	07-10-2020 19:10:40		2342342	PO-01		1312314		

Export

## Receipts

Supplier can view the receipts by navigating to Shipments > Receipts tab

Home | Orders | **Shipments** | Finance

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

View Receipts Export

**Simple Search** Advanced Search

Receipt Number:   
 PO Number:   
 Release Number:  (example: 1234)  
 Shipment Number:  (example: 1234-2)  
 Shipped Date:  (examples: 06-22-2020) Go Clear

Organization:    
 Item Number:    
 Supplier Item:   
 Item Description:

Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
113090192	12-12-2019 12:14:48	ELECTRIC MAIN WAREHOUSE								31300021448		
113090069	12-10-2019 10:18:12	ELECTRIC MAIN WAREHOUSE								31300021448		
113090068	12-10-2019 10:14:26	ELECTRIC MAIN WAREHOUSE								31300021416		
113090038	12-09-2019 12:24:39	ELECTRIC MAIN WAREHOUSE								31300021416		
113090012	12-06-2019 14:15:21	ELECTRIC MAIN WAREHOUSE								31300021448		
113090005	12-06-2019 13:50:00	ELECTRIC MAIN WAREHOUSE								31300022860		
113089932	12-05-2019 10:42:39	ELECTRIC MAIN WAREHOUSE								31300021448		
113089930	12-05-2019 09:27:27	ELECTRIC MAIN WAREHOUSE								31300021448		
113089873	12-04-2019 10:32:13	ELECTRIC MAIN WAREHOUSE								31300021448		

Supplier can click on Receipt hyperlink to see the receipt details

Home | Orders | **Shipments** | Finance

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

Shipments: Receipts >  
 Receipt: 113090192 Export

Creation Date: 12-12-2019 12:14:48  
 Organization: ELECTRIC MAIN WAREHOUSE  
 Supplier: SMITH INTERNATIONAL TRUCK CENT  
 Supplier Site: PO-01  
 Shipment Number:   
 Shipment Date:   
 Packing Slip:   
 Containers:   
 Waybill/Airbill:   
 Freight Carrier:   
 Bill of Lading:   
 Attachments: None

**Receipt Transactions**

Receipt Date	Promised Date	Need-By Date	Performance	PO Number	Line	Shipment	Item/Job	Description	UOM	Ordered	Returned	Net Received	Accepted	Defects	Location	Attachments	LPN/Lot/Serial	Invoice
12-09-2019 12:14:17	12-10-2019 10:09:13	12-10-2019 10:09:13	On-Time	31300021448	3	1		BLANKET PURCHASE ORDER FOR PARTS FOR FLEET (0152.640020) INCREASING FUNDS	USD	10000		1336.32	0.0		PWC FLEET MAINTENANCE			
12-09-2019 12:14:17	09-20-2019 00:00:00	09-20-2019 00:00:00	On-Time	31300021448	2	1		BLANKET PURCHASE ORDER FOR PARTS FOR FLEET (0152.640020) FOR THE PERIOD OF SEPTEMBER 2019 THROUGH JUNE 2020.	USD	15000		791.06	0.0		PWC FLEET MAINTENANCE			

Return to Shipments: Receipts Export

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## Returns

Supplier can view the returns information by navigating to Shipments > Returns tab

Home | Orders | **Shipments** | Finance

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

Returns Summary Export

**Simple Search**

Note that the search is case insensitive Advanced Search

Organization:  RMA Number:   
 PO Number:  Item:   
 Receipt Number:  Supplier Item:   
 Shipment Number:  Item Description:

Organization	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Item	Supplier Item	Item Description	UOM	Quantity Received	Quantity Returned	Return Date	Reason ID	Supplier Config ID
Public Works Commission	<a href="#">313002832</a>	<a href="#">31300023281</a>			06-10-2020 11:08:39	5029240 486L32		Fuse,#FLSR 20 600 VAC Or Less Class RK 5	EACH	10	5	06-10-2020 11:11:48		
Public Works Commission	<a href="#">113090254</a>	<a href="#">31300023279</a>	SN07JUN2020		06-07-2020 20:13:44			BATTERIES FOR ELECTRIC CONSTRUCTION DEPARTMENT	EACH	5	2	06-07-2020 20:42:56		
Public Works Commission	<a href="#">113071467</a>	<a href="#">31300018347</a>			10-17-2018 15:25:48		481Z41	16" CHAIN SAW, 18V AUTOMATIC, BAR L, MILWAUKEE 2727-21HD	EACH	1	1	10-26-2018 12:53:32		
Public Works Commission	<a href="#">313000005</a>	<a href="#">31300005384</a>			05-06-2015 13:25:02			EYE WASH STATION, HONEYWELL 32-001000-0000, GRAINGER PART NO. 6JD83	EACH	1	1	05-20-2015 16:24:06		

Export

Click on Receipt Number hyperlink to view full details

Home | Orders | Shipments | Finance

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

Shipments: Returns >  
Receipt Transactions Export

Receipt	PO Number	Line	Shipment Description	UOM	Ordered	Returned	Net Received	Accepted	Defects	Location	Receipt Date	Promised Date	Need-By Date	Performance
<a href="#">313002832</a>	<a href="#">31300023281</a>	1	Fuse,#FLSR 20 600 VAC Or Less Class RK 5	EACH	20	5,0	5	0,0		PWC BUTLER-WARNER GENERATION PLANT	06-10-2020 11:07:41	06-12-2020 17:50:32	06-12-2020 17:50:32	On-Time

[Return to Shipments: Returns](#) Export

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## Overdue Receipts

Supplier can view the purchase orders that are overdue by navigating to Shipments > Overdue Receipts

Home | Orders | **Shipments** | Finance

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

Overdue Receipts Export

**Simple Search**

Note that the search is case insensitive Advanced Search

Organization:  PO Number:   
 Item:  Supplier Item:   
 Due Date:  (example: 06-22-2020)

Organization	PO Number	Item	Supplier Item	Item Description	Due Date	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Buyer	Supplier Config ID
Public Works Commission	<a href="#">31300023282</a>			BATTERIES FOR ELECTRIC CONSTRUCTION DEPARTMENT	06-12-2020 07:35:39	EACH	10	0	PWC OPERATIONS COMPLEX		CANNADY, CHRISTOPHER M (MARK)	
Public Works Commission	<a href="#">31300023279</a>			BATTERIES FOR ELECTRIC CONSTRUCTION DEPARTMENT	06-08-2020 15:58:07	EACH	5	3	PWC OPERATIONS COMPLEX		CANNADY, CHRISTOPHER M (MARK)	
Public Works Commission	<a href="#">31300005384</a>			EYE WASH STATION 3.5 GALLON CARTRIDGE (2 PER PACKAGE), HONEYWELL 32-001050-0000, GRAINGER PART NO. 6JD84	04-27-2015 00:00:00	EACH	1	0	PWC OPERATIONS COMPLEX		CANNADY, CHRISTOPHER M (MARK)	

## On-Time Performance

Supplier can view the delivery status of the POs whether it is Early/Late/On-Time, by navigating to Shipments > On-Time Performance tab



Home | Orders | **Shipments** | Finance

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

On-Time Performance Export

**Simple Search**

Note that the search is case insensitive Advanced Search

Organization:  PO Number:   
 Due Date:  Shipment Number:   
 Receipt Number:  Item:   
 Supplier Item:  Waybill/Airbill Number:   
 Delivery Status: **On-Time**

Organization	PO Number	Due Date	Shipment Number	Receipt Number	Receipt Date	Item	Supplier Item	Description	Quantity	UOM	Waybill/Airbill Number	Carrier	Delivery Status	Configuration Id
Public Works Commission	31300019328	12-06-2018 11:41:02		113074183	12-13-2018 10:13:25	1340670	444P17	TAPE, CAUTION, BARRICADE	EACH	48			On-Time	
Public Works Commission	31300019132	11-22-2018 13:22:40		113073537	11-30-2018 16:56:44	1340670	444P17	TAPE, CAUTION, BARRICADE	EACH	24			On-Time	
Public Works Commission	31300018702	10-12-2018 00:00:00		613002413	10-04-2018 09:20:53	5023890	6P008	PHOTO CELL,120 V., AREA LIGHTS	EACH	15			On-Time	

Home | Orders | **Shipments** | Finance

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

On-Time Performance Export

**Simple Search**

Note that the search is case insensitive Advanced Search

Organization:  PO Number:   
 Due Date:  Shipment Number:   
 Receipt Number:  Item:   
 Supplier Item:  Waybill/Airbill Number:   
 Delivery Status: **Late**

Organization	PO Number	Due Date	Shipment Number	Receipt Number	Receipt Date	Item	Supplier Item	Description	Quantity	UOM	Waybill/Airbill Number	Carrier	Delivery Status	Configuration Id
Public Works Commission	31300018347	08-26-2018 00:00:00		113071467	10-17-2018 15:22:07		481Z41	16" CHAIN SAW, 18V AUTOMATIC, BAR L, MILWAUKEE 2727-21HD	EACH	1			Late	
Public Works Commission	31300018347	08-26-2018 00:00:00		113071997	10-26-2018 12:56:23		481Z41	16" CHAIN SAW, 18V AUTOMATIC, BAR L, MILWAUKEE 2727-21HD	EACH	0.5			Late	
Public Works Commission	31300018347	08-26-2018 00:00:00		113071997	10-26-2018 12:56:23		481Z41	16" CHAIN SAW, 18V AUTOMATIC, BAR L, MILWAUKEE 2727-21HD	EACH	0.5			Late	
Public Works Commission	31300016820	05-06-2018 00:00:00		113066245	06-28-2018 07:26:15		Item # 4WP28 (BLACK/RED)	TEST LEAD KIT, LENGHT 48 INCH, PR; PART NO: 4WP28,	EACH	6			Late	
Public Works Commission	31300016820	05-06-2018 00:00:00		113066245	06-28-2018 07:26:15		Item # 39RW10	CORLESS DRILL/DRIVER, PISTOL, 2.0AH DEWALT BATTERY INCLUDED; PART NO: 39RW10	EACH	2			Late	

## Finance

### Create Invoices

Suppliers can also create manual invoice by referencing the invoice to a PO by navigating to Finance > Create Invoices tab

Home | Orders | Shipments | **Finance**

**Create Invoices** | View Invoices | View Payments

Invoice Actions Create Invoice | With a PO | Go

**Search**

Note that the search is case insensitive

Supplier: **GRAINGER INDUSTRIAL SUPPLY** Purchase Order Number:   
 Invoice Number:  Invoice Amount:   
 Invoice Date From:  Invoice Date To:   
 Invoice Status:  Currency:

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.									

Create Invoice | With a PO | Go

Home | Orders | Shipments | Finance | Home | Logout | Preferences | Help | Diagnostics

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Home Orders Shipments Finance  
 Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders Cancel Step 1 of 4 **Next**

Search

Note that the search is case insensitive Advanced Search

Purchase Order Number: 31300023279  
 Purchase Order Date: (example: 06-22-2020)  
 Buyer: [Dropdown]  
 Organization: [Dropdown]  
 Advances and Financing: Excluded **Go** Clear

Select Items: **Add to Invoice**

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/>	31300023279	1	1	<input type="checkbox"/>	BATTERIES FOR ELECTRIC CONSTRUCTION DEPARTMENT			5	5	3	EACH	250	USD	PWC OPERATIONS COMPLEX	Public Works Commission		

Cancel Step 1 of 4 **Next**

About this Page Privacy Statement Home Orders Shipments Finance Home Logout Preferences Help Diagnostics Copyright (c) 2009, Oracle. All rights reserved.

Input all mandatory fields and any other optional fields if required and click on Next buttons to complete the invoice creation steps.

**Note:** Supplier to attach a scanned copy of invoice before submitting in iSupplier portal.

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Details Cancel Back Step 2 of 4 **Next**

\* Indicates required field

**Supplier**

\* Supplier: GRAINGER INDUSTRIAL SUPPLY  
 Tax Payer ID: 36-1150280  
 \* Remit To: AD-01  
 Address: DEPT. 808906648 PALATINE IL 60038-0001  
 Remit To Bank Account: XXXXX4445  
 Unique Remittance Identifier: [Field]  
 Remittance Check Digit: [Field]

**Invoice**

\* Invoice Number: INV-001  
 \* Invoice Date: 07-07-2020  
 Invoice Type: Invoice  
 Currency: USD  
 Invoice Description: [Field]  
 Blink Contract: [Field]  
 Attachment: None **Add...**  
\*Please attach scanned copy of invoice here

**Customer**

\* Customer Tax Payer ID: 66600841  
 Customer Name: FPWC  
 Address: PWC OPERATIONS COMPLEX 955 OLD WILMINGTON RD Fayetteville Cumberland 28301

**Items**

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
31300023279	1	1		BATTERIES FOR ELECTRIC CONSTRUCTION DEPARTMENT		PWC OPERATIONS COMPLEX	2	2	250	EACH	500

**Shipping and Handling**

Charge Type	Amount	Description
No results found.		

**Add Row**

## View Invoices

Supplier can view the invoice numbers, status of the invoices and payment status by navigating to Finance > View Invoices tab. Supplier can filter with invoice status as well as shown below

Home | Orders | Shipments | Finance

Create Invoices | **View Invoices** | View Payments

View Invoices Export

**Simple Search** Advanced Search

Invoice Number:   
 PO Number:  (example: 1234)  
 Release Number:  (example: 1234-2)  
 Payment Number:   
 Invoice Status: **Approved** (dropdown menu)

Payment Status:   
 Invoice Amount From:  To:   
 Amount Due From:  To:   
 Invoice Date From:  To:   
 Due Date From:  (example: 06-22-2020) To:

Invoice	Type	Currency	Amount	Due Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Discount	Available Discount Attachments
INV31300023281	Standard	USD	218.50	218.50	Approved	On Hold	Not Paid		07-11-2020		31300023281			
INVASBN06112020	Standard	USD	2,000.00	2,000.00	In-Process		Not Paid		06-21-2020		31300023282			
INV31300023280	Standard	USD	5,350.00	5,350.00	Approved		Not Paid		07-10-2020		31300023280			
INVASBN31300023282	Standard	USD	2,140.00	2,140.00	Approved		Not Paid		06-20-2020		31300023282			
INV_ASN31300023279	Standard	USD	1,337.51	1,337.51	Approved		Not Paid		06-19-2020		31300023279			

If the invoice is Paid, supplier can see the payment number generated

Invoice Number:   
 PO Number:  (example: 1234)  
 Release Number:  (example: 1234-2)  
 Payment Number:   
 Invoice Status:

Payment Status:   
 Invoice Amount From:  To:   
 Amount Due From:  To:   
 Invoice Date From:  To:   
 Due Date From:  (example: 06-22-2020) To:

Go Clear

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Discount	Available Discount Attachments
INV31300023281	06-11-2020	Standard	USD	218.50	218.50	Approved	On Hold	Not Paid		07-11-2020		31300023281			
INVASBN06112020	06-11-2020	Standard	USD	2,000.00	2,000.00	In-Process		Not Paid		06-21-2020		31300023282			
INV31300023280	06-10-2020	Standard	USD	5,350.00	5,350.00	Approved		Not Paid		07-10-2020		31300023280			
INVASBN31300023282	06-10-2020	Standard	USD	2,140.00	2,140.00	Approved		Not Paid		06-20-2020		31300023282			
INV_ASN31300023279	06-09-2020	Standard	USD	1,337.51	1,337.51	Approved		Not Paid		06-19-2020		31300023279			
INVASN31300023279	06-09-2020	Standard	USD	802.51	802.51	Approved		Not Paid		07-09-2020		31300023279			
9371238057	12-02-2019	Standard	USD	971.64	971.64	Approved		Not Paid		01-01-2020					
9367128155	11-25-2019	Standard	USD	786.58	786.58	Rejected	FPWC Approval Required	Not Paid		12-25-2019					
9362852432	11-20-2019	Standard	USD	971.64	0.00	Approved		Paid		12-20-2019	198065				
9361077895	11-19-2019	Standard	USD	0.00	0.00	Cancelled		Not Paid		12-19-2019					
9361077887	11-19-2019	Standard	USD	162.94	0.00	Approved		Paid		12-19-2019	198065				
9361077895A	11-19-2019	Standard	USD	239.40	0.00	Approved		Paid		12-19-2019	198065	31300021495			
9355269268	11-14-2019	Standard	USD	145.37	0.00	Approved		Paid		12-14-2019	197951				
9356355680	11-14-2019	Standard	USD	240.11	0.00	Approved		Paid		12-14-2019	197951				

Click on Invoice number hyperlink to view the full invoice

Home | Orders | Shipments | Finance

Create Invoices | View Invoices | View Payments

Finance: View Invoices >

Standard Invoice: INV31300023281 (Total USD 218.50)

Currency=USD Export

General		Amount Summary		Payment Information	
Invoice Date	06-11-2020	Item	204.20	Paid	0.00
Status	Approved	Freight	0.00	Discount Taken	0.00
On Hold		Miscellaneous	0.00	Due	218.50
Batch		Tax	14.30	Status	Not Paid
Attachments	View	Withholding Tax	0.00	Payment Date	
Supplier	GRAINGER INDUSTRIAL SUPPLY	Total	218.50	Payment	
Supplier Site	AP-01			Term	NET 30
Address	DEPT. 808906648 PALATINE, IL 60038-0001				

Invoice Lines | Scheduled Payments | Hold Reasons

Line	Type	Description	Qty UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	Fuse,#FLSR 20 600 VAC Or Less Class RK 5	20	EACH	10.21	204.20	0.00	Approved	31300023281	1	1	CANNADY, CHRISTOPHER M (MARK)	
2	Tax	Invoice for PO# 31300023281				4.60	0.00	Approved					
3	Tax	Invoice for PO# 31300023281				9.70	0.00	Approved					

Return to Finance: View Invoices Export

Home | Orders | Shipments | Finance | Home | Logout | Preferences | Diagnostics

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## View Payments

Supplier can view the payment number, payment amount, payment method and other details by navigating to Finance > View Payments tab

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount Method	Status	Status Date	Bank Account	Invoice	PO Number
198065	GRAINGER INDUSTRIAL SUPPLY	AP-01	12-13-2019	USD	1,511.92 FPWC_CHECK	Negotiable	12-13-2019	General Fund Bank Account	Multiple	31300021495
197951	GRAINGER INDUSTRIAL SUPPLY	AP-01	12-05-2019	USD	426.09 FPWC_CHECK	Negotiable	12-05-2019	General Fund Bank Account	Multiple	
197853	GRAINGER INDUSTRIAL SUPPLY	AP-01	11-27-2019	USD	590.23 FPWC_CHECK	Negotiable	11-27-2019	General Fund Bank Account	Multiple	
197738	GRAINGER INDUSTRIAL SUPPLY	AP-01	11-21-2019	USD	2,628.36 FPWC_CHECK	Negotiable	11-21-2019	General Fund Bank Account	Multiple	Multiple
197616	GRAINGER INDUSTRIAL SUPPLY	AP-01	11-14-2019	USD	1,447.67 FPWC_CHECK	Negotiable	11-14-2019	General Fund Bank Account	Multiple	31300021495
197461	GRAINGER INDUSTRIAL SUPPLY	AP-01	11-07-2019	USD	685.93 FPWC_CHECK	Negotiable	11-07-2019	General Fund Bank Account	Multiple	31300021495
197227	GRAINGER INDUSTRIAL SUPPLY	AP-01	10-24-2019	USD	300.39 FPWC_CHECK	Negotiable	10-24-2019	General Fund Bank Account	Multiple	
197117	GRAINGER INDUSTRIAL SUPPLY	AP-01	10-17-2019	USD	22.20 FPWC_CHECK	Negotiable	10-17-2019	General Fund Bank Account	Multiple	9306203051

Click on payment number hyperlink to view full payment details and included invoices. Click on invoice hyperlink to view the invoice details, if required.

Payment: 198065 (Total USD 1,511.92)

Payment Date	Method	Status	Status Date	Remit-to Supplier	Remit-to Supplier Site	Supplier	Supplier Site	Address	Bank Account
12-13-2019	FPWC_CHECK	Negotiable	12-13-2019	GRAINGER INDUSTRIAL SUPPLY	AP-01	GRAINGER INDUSTRIAL SUPPLY	AP-01	DEPT. 808906648	General Fund Bank Account

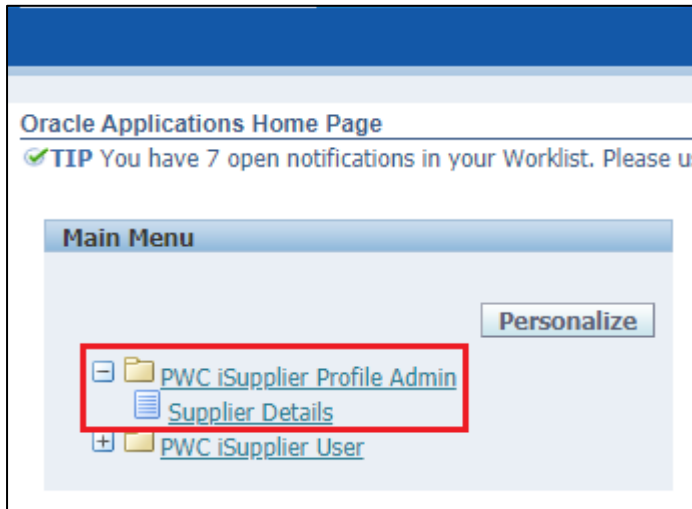
Included Invoices

Invoice	Invoice Date	Type	Currency	Amount	Status	Payment Status	Payment PO Number	Receipt	Attachments
9352650429	11-11-2019	Standard	USD	137.94	Approved	Paid	137.94		
9362852437	11-20-2019	Standard	USD	971.64	Approved	Paid	971.64		
9361077895A	11-19-2019	Standard	USD	239.40	Approved	Paid	239.40		31300021495
9361077887	11-19-2019	Standard	USD	162.94	Approved	Paid	162.94		

## PWC iSupplier Profile Admin

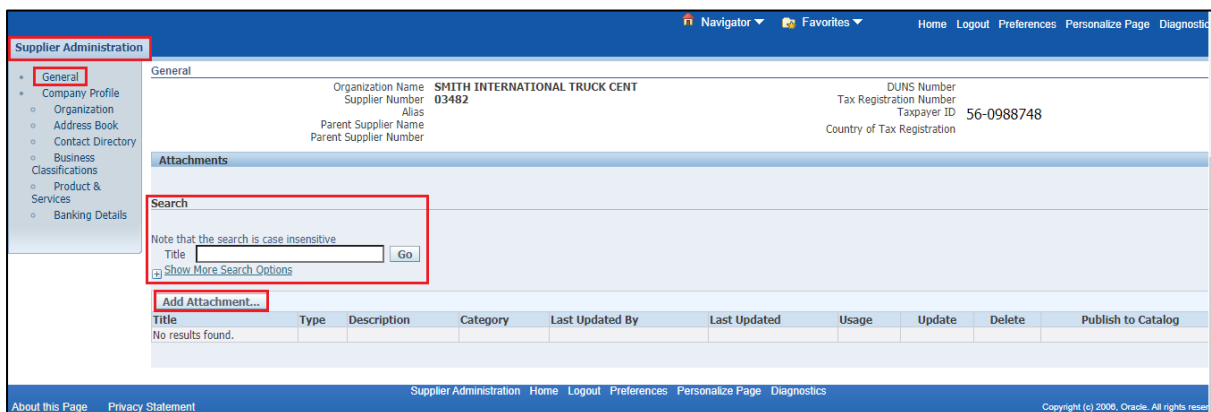
Supplier user should have access to PWC iSupplier Profile Admin responsibility in order to update the company profile such as Organization, Address Book, Contact Directory, Business Classifications, Products & Services and Banking Details

Click on 'PWC iSupplier Profile Admin' responsibility hyperlink and Click on 'Supplier Details' hyperlink



## General

In 'General' section, Supplier Profile Admin can search for the attachments and also add a new attachment Eg. W9 attachment and other attachments.



## Company Profile

### Organization

Supplier Profile Admin can update the details related to Organization, Employees, Tax and Finance Information. Once done with the updates, click on Save button.

## Address Book

Supplier Profile Admin can update the existing address by clicking on 'Pencil' icon (or) can delete the address by clicking on 'Trash' icon. Also Supplier Profile Admin can create new address by clicking on 'Create' button.

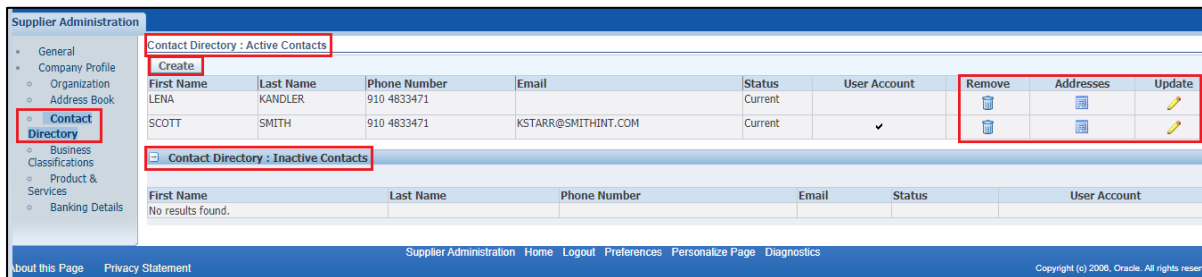
Once Supplier Profile Admin adds a new address, it will notify Fayetteville PWC Approvers to review and Approve/Reject. Once it is approved, Supplier Profile Admin can see the new address in address book.

Address Name	Address Details	Country	Update	Remove
AP-01	P.O. BOX 20067 FAYETTEVILLE, NC 28312	United States		
PO-01	P.O. BOX 20067 919 CEDAR CREEK ROAD FAYETTEVILLE, NC 28301	United States		

## Contact Directory

Supplier Profile Admin can update/delete the existing contacts and add a address to the contact by clicking on 'Addresses' button. Also Supplier Profile Admin can create a new contact as well. Any inactive contacts can be seen on the 'Inactive Contacts' section.

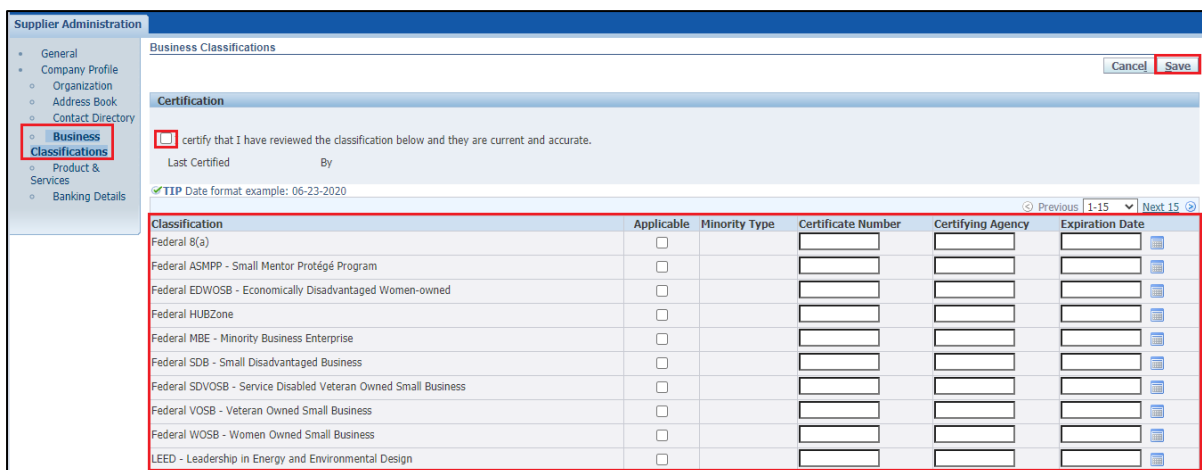
If a new contact is created by Supplier Profile Admin, it will be notified to Fayetteville PWC Approver to review and Approve/Reject. Once the new contact is approved by FPWC Approver, Supplier Profile Admin can see it in contact directory.



## Business Classifications

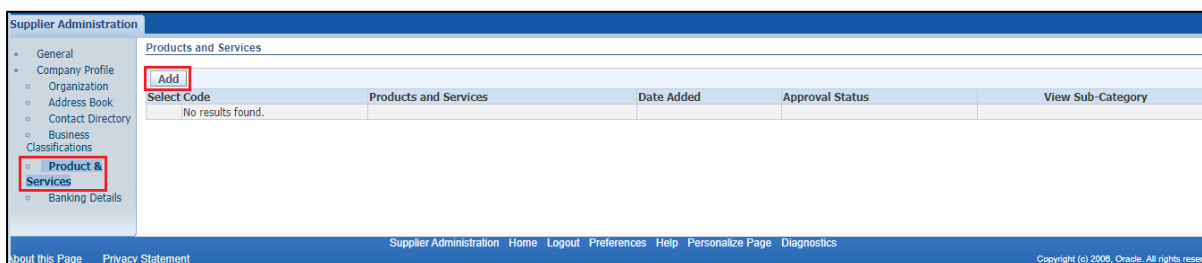
Supplier Profile Admin can select the applicable classifications, provide the certificate number, certifying agency and the expiration date. Click on 'Next 15' hyperlink to view additional classifications on the page. After that, check the certification check box and click on Save button.

Fayetteville PWC Approvers will be notified with this change to review and Approve/Reject.



## Product & Services

Supplier Profile Admin can add product and services category codes in this section by clicking on 'Add' button.



Supplier Profile Admin can browse all category codes or search for a specific code with the available options. Supplier Profile Admin can view the sub-categories and select any one category or just click on 'Applicable' check box to select all sub-categories in that product and service.

Supplier Administration: Product & Services >  
Add Products and Services: (SMITH INTERNATIONAL TRUCK CENT)

Browse All Products & Services  
 Search for Specific Product & Service

Previous 1-10 Next 10

Code	Products and Services	View Sub-Categories	Applicable
11	Agriculture, Forestry, Fishing and Hunting		<input type="checkbox"/> Applicable
21	Mining, Quarrying, and Oil and Gas Extraction		<input type="checkbox"/> Applicable
22	Utilities		<input type="checkbox"/> Applicable
23	Construction		<input type="checkbox"/> Applicable
31	Manufacturing		<input type="checkbox"/> Applicable
32	Manufacturing		<input type="checkbox"/> Applicable
33	Manufacturing		<input type="checkbox"/> Applicable
42	Wholesale Trade		<input type="checkbox"/> Applicable
44	Retail Trade		<input type="checkbox"/> Applicable
45	Retail Trade		<input type="checkbox"/> Applicable

Previous 1-10 Next 10

Cancel Apply

Click on 'View Sub-Categories' tree and select applicable category codes and click on Apply button. Fayetteville PWC Approvers will be notified of this change to review and Approve/Reject.

Supplier Administration: Product & Services > Products and Services >  
Add Products and Services: 11 :Agriculture, Forestry, Fishing and Hunting (SMITH INTERNATIONAL TRUCK CENT)

Previous 1-10 Next 10

Code	Products and Services	View Sub-Categories	Applicable
111110	Soybean Farming		<input type="checkbox"/> Applicable
111120	Oilseed (except Soybean) Farming		<input type="checkbox"/> Applicable
111130	Dry Pea and Bean Farming		<input type="checkbox"/> Applicable
111140	Wheat Farming		<input type="checkbox"/> Applicable
111150	Corn Farming		<input type="checkbox"/> Applicable
111160	Rice Farming		<input type="checkbox"/> Applicable
111191	Oilseed and Grain Combination Farming		<input type="checkbox"/> Applicable
111199	All Other Grain Farming		<input type="checkbox"/> Applicable
111211	Potato Farming		<input type="checkbox"/> Applicable
111219	Other Vegetable (except Potato) and Melon Farming		<input type="checkbox"/> Applicable

Return to Parent Category

Previous 1-10 Next 10

Cancel Apply

Approval status will be 'Pending Approval' and once the change is approved by FPWC Approvers, the status will change to 'Approved'

Supplier Administration

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

Products and Services

Remove Add

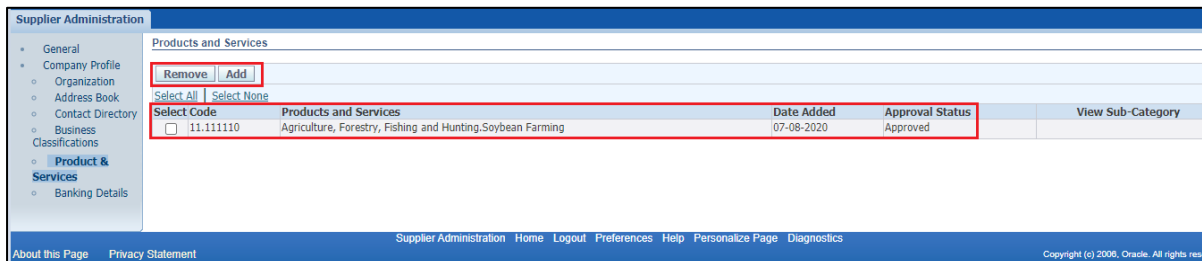
Select All Select None

Select Code	Products and Services	Date Added	Approval Status	View Sub-Category
<input type="checkbox"/> 11.111110	Agriculture, Forestry, Fishing and Hunting:Soybean Farming	07-08-2020	Pending Approval	

Supplier Administration Home Logout Preferences Help Personalize Page Diagnostics

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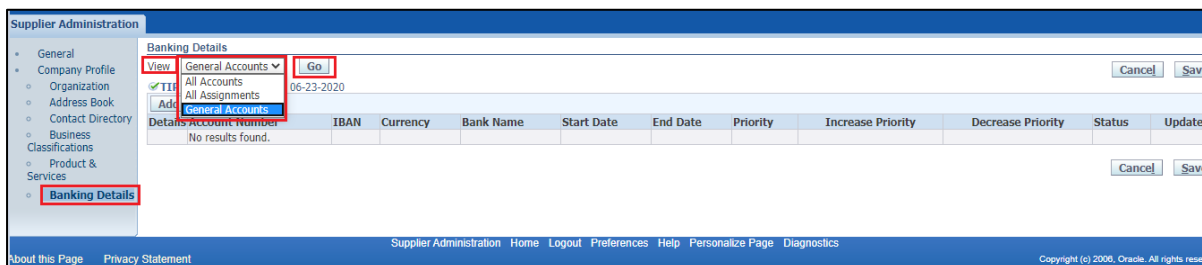




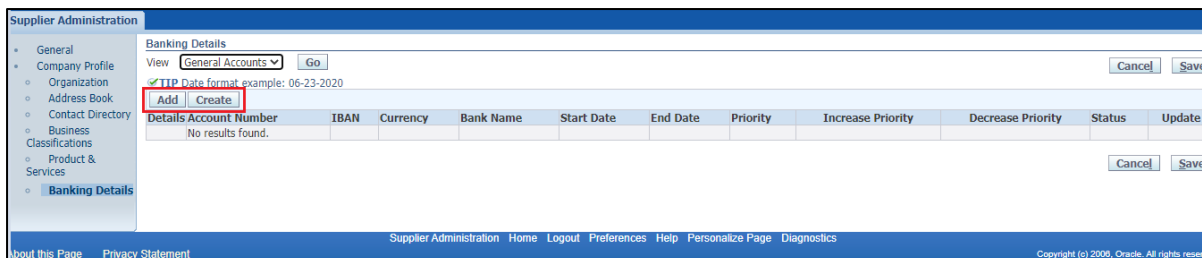
Supplier Profile Admin can remove the code if required and add a new product & service as well.

## Banking Details

Supplier Profile Admin can view the bank accounts and assignments from 'View' option.



Supplier Profile Admin can 'Add/Create' banking details as well by clicking on 'Add' / 'Create' buttons



Click on 'Create' button, input all mandatory details and click on Save button.

*Note: Select 'Existing Bank' radio icon if it is an existing Bank. If it is a new bank, Supplier Profile Admin has to select 'New Bank' radio icon and enter all the details.*

Supplier Administration: Banking Details >

**Create Bank Account**

\* Indicates required field

Country:   Account is used for foreign payments  
Account definition must include bank and branch information.

**Bank**

New Bank  Existing Bank

Bank Name:   
 Bank Number:

[Show Bank Details](#)

**Branch**

New Branch  Existing Branch

Branch Name:   
 Branch Number:   
 BIC:   
 Branch Type:

[Show Branch Details](#)

**Bank Account**

Account Number:   
 Check Digits:   
 IBAN:

Account Name:   
 Currency:   
 Account Status:

[Show Account Details](#)

**Comments**

Note to Buyer:

Home Logout Preferences Help Personalize Page Diagnostics

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Once Supplier Profile Admin enters all required details and clicks on 'Save' button, Fayetteville PWC Approvers will be notified to review and Approve/Reject.

Initial change request status will be 'New' and once it is approved by FPWC Approvers, it will change to 'Approved'.

Confirmation

Bank account 8787868211 has been added to your company profile. The account information will be routed to an administrator who will review the details and carry out any account verification that is required. You will be notified once the review is complete.

Banking Details

View:

TIP Date format example: 06-23-2020

Details	Account Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Status	Update
<a href="#">Show</a>	XXXXXXXX211			FIRST CITIZENS	07-08-2020		1	▲	▼	New	

Supplier Administration Home Logout Preferences Help Personalize Page Diagnostics

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Banking Details

View:

TIP Date format example: 06-23-2020

Details	Account Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Status	Update
<a href="#">Hide</a>	XXXXXXXX211			FIRST CITIZENS	07-08-2020		1	▲	▼	Approved	

Account Name  
 Bank Number 053100300  
 Branch Number 053100300

Account Type  
 Branch Name Fayetteville

Assignment Status Priority and effectivity dates approved

Supplier Administration Home Logout Preferences Help Personalize Page Diagnostics

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Supplier Profile Admin can do any updates, if required to this banking details even after approval. If any changes are made, again FPWC Approvers will be notified to review and Approve/Reject.