Oracle Supplier Portal Training Manual

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Review / Approval History

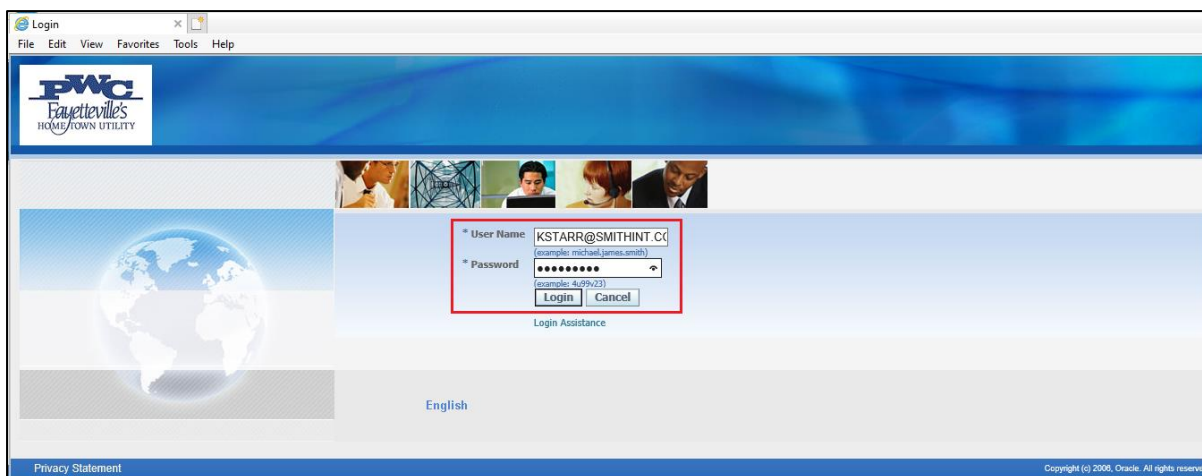| Version	Reviewed/Approved By	Date	Remarks

Contents

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
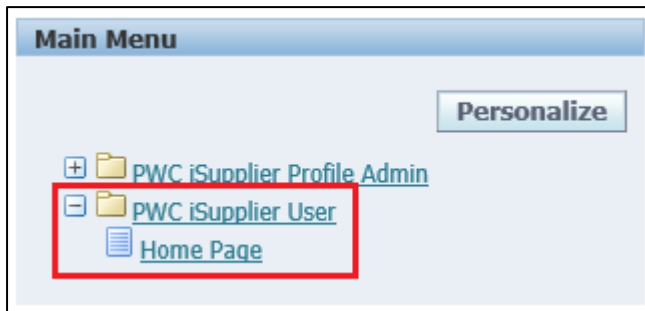
Note: Passwords must be at least 8 characters in length and should contain at least one lowercase alphabet, at least one uppercase alphabet, at least one number and at least one special character.
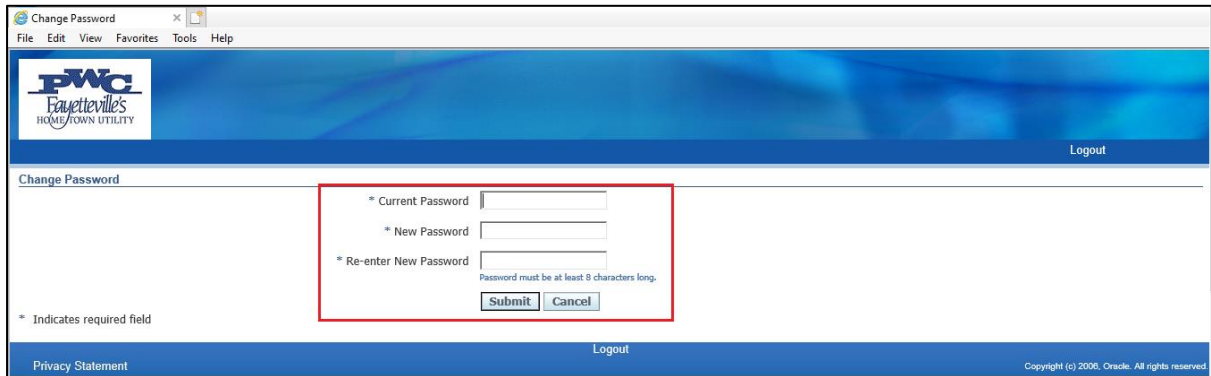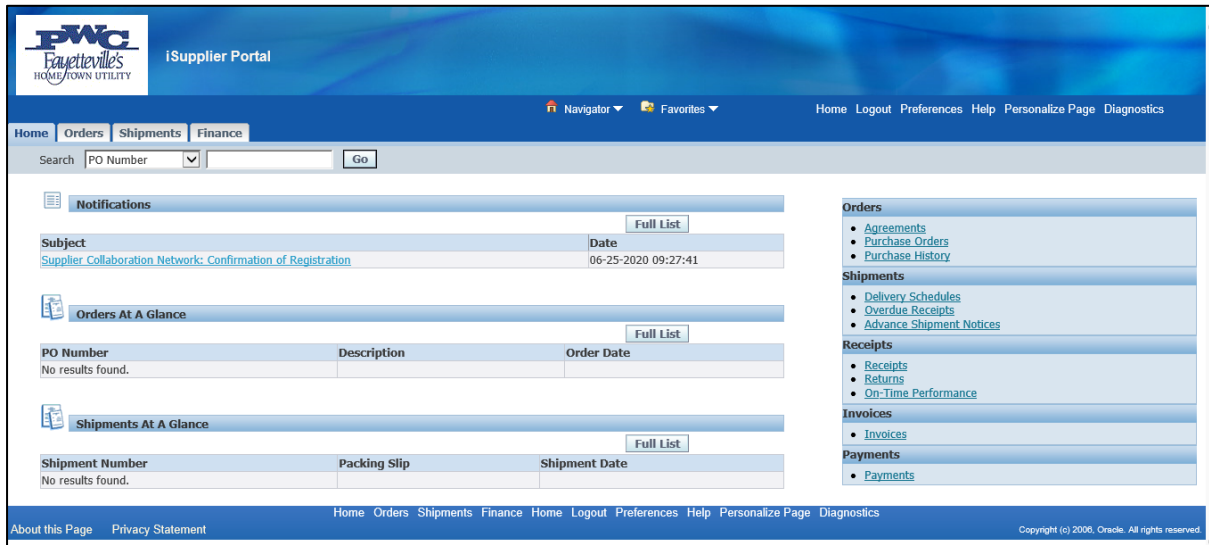
You will be able to login into iSupplier portal and on the homepage, you will see the responsibilities assigned.
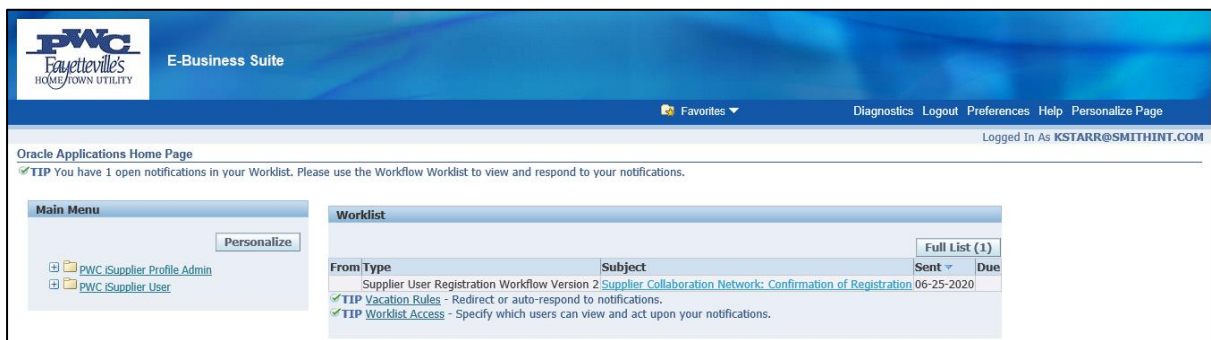
Click on 'PWC iSupplier User' responsibility hyperlink

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.
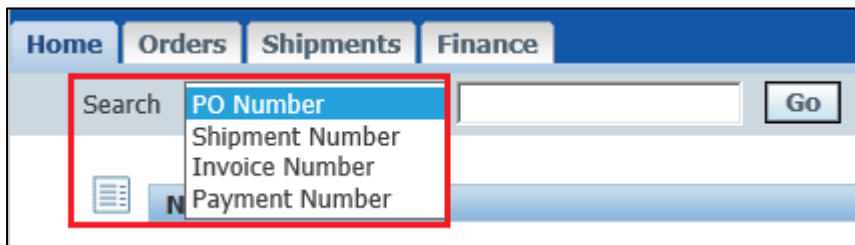
Notifications

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.
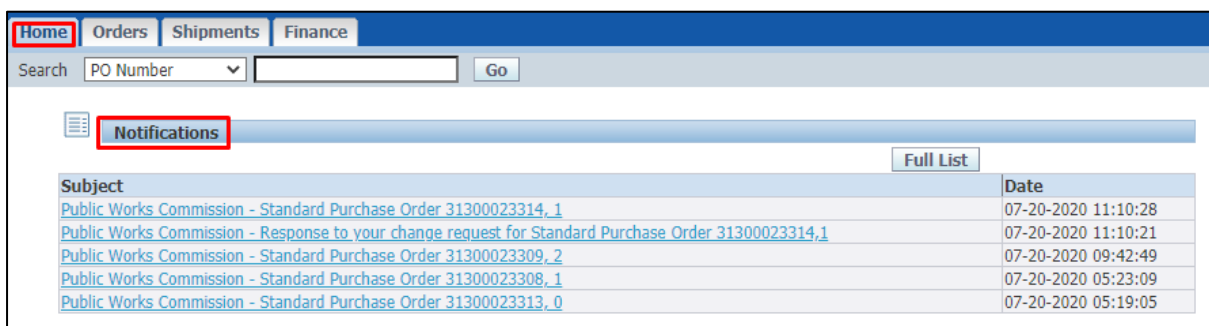
Notifications		
		Full List
Subject		**Date**
Public Works Commission - Standard Purchase Order 31300023282, 1		06-10-2020 10:47:23
Attached RenewedCertificate		06-09-2020 10:57:18
Supplier Profile Management: Approval of Bank Account		06-09-2020 10:54:01
The Public Works Commission of the City of Fayetteville, N.C. Sup...		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		
		Full List
PO Number	**Description**	**Order Date**
31300023282	TEST PO for SIT Session - PR# 41300017742	06-10-2020 10:47:19
31300023281	TEST PO SIT Session	06-09-2020 21:39:15
31300023280	Test PO for SIT session	06-09-2020 21:39:12
31300023279	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

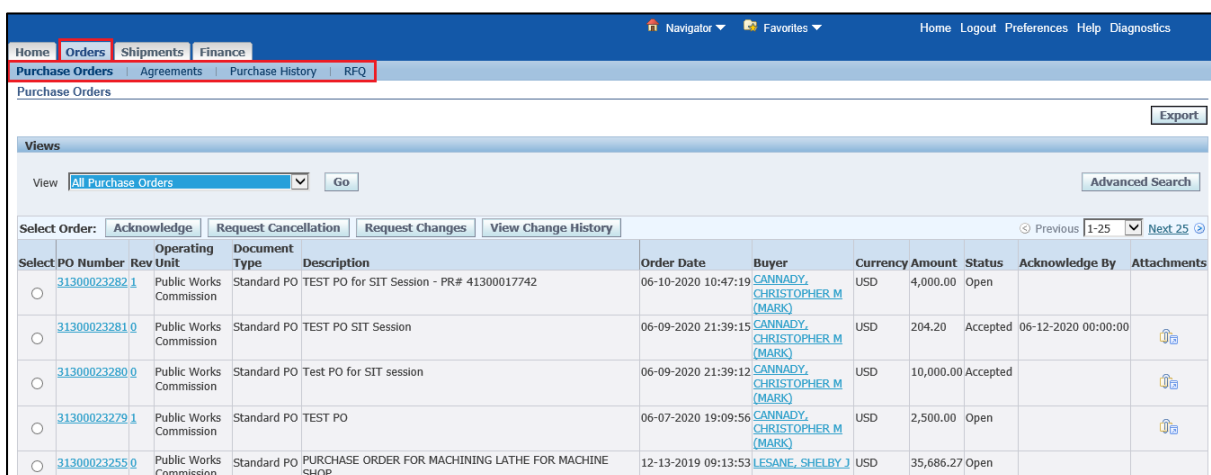| Shipments At A Glance		
		Full List
Shipment Number	**Packing Slip**	**Shipment Date**
TEST_29JUN2020		06-28-2020 18:46:56
ASBN06112020	PS1111111	06-11-2020 07:30:53
ASBN31300023282	PS324234333	06-10-2020 22:36:22
ASN31300023282	PS31300023282	06-10-2020 07:56:15
ASBN06092020	PS34323344	06-09-2020 14:56:23

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.
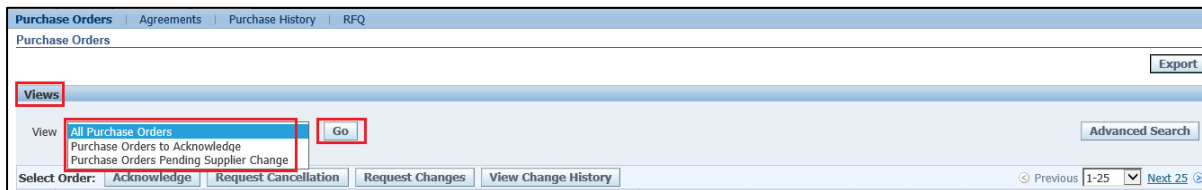
Orders

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.
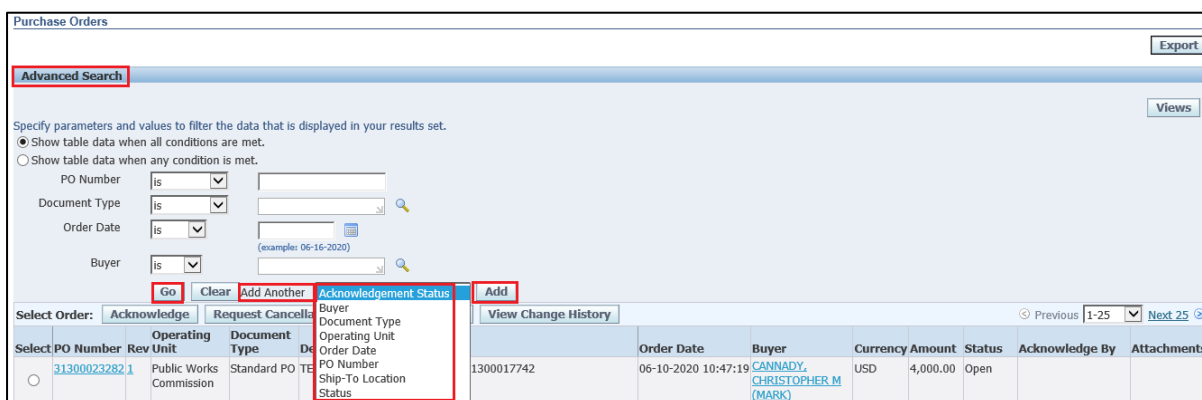

Under 'View', user can select an option and click on Go button to filter the purchase orders.

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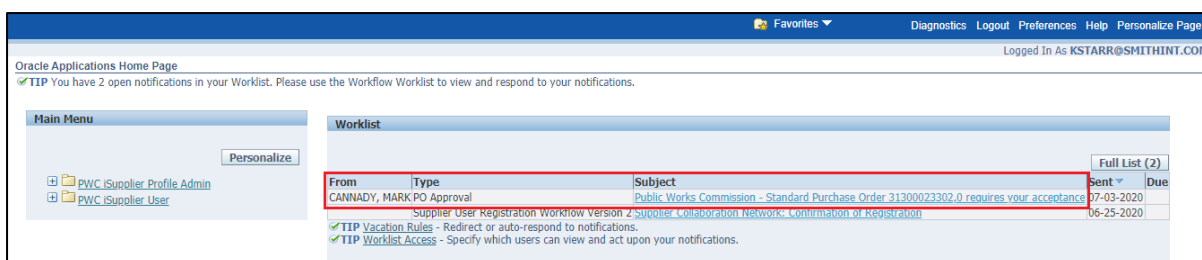
Click on subject hyperlink
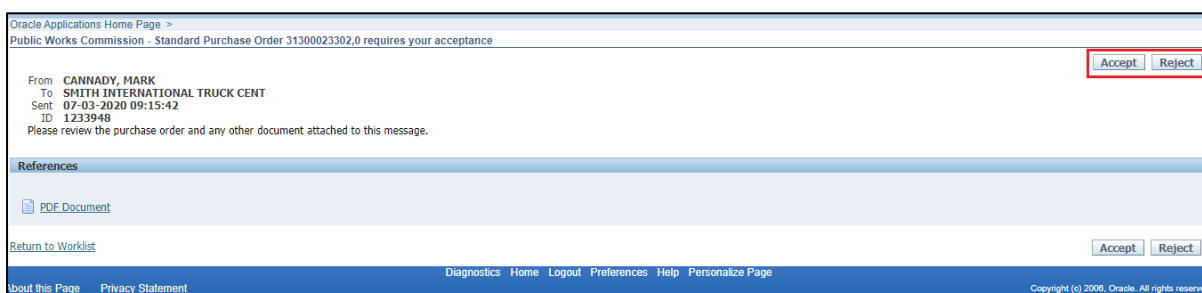
Click on 'Accept' button to acknowledge the PO. Alternatively Supplier can navigate to 'Orders' tab and Acknowledge the PO from there as well.

Select the respective PO and click on 'Acknowledge' button

It will open the full PO notification

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

Below confirmation message will be displayed

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

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	Item 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 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	Item 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 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

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

Details	Line	Type	Item/Job	Item 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 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.

PO status will be 'Supplier Change Pending'

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.

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

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

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

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

Request Cancellation on PO

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

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

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

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

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

Agreements

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

Click on PO number hyperlink to view full agreement

Purchase Order History

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

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

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	Ship-To Location PWC OPERATIONS COMPLEX	Bill-To Location PWC OPERATIONS COMPLEX
	Revision 2	Ship Via	Payment Terms NET 10
	Type Standard PO	FOB	Freight
	Currency USD	Total 278.55	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 [____] 🔍 Go

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	Ship-To Location PWC OPERATIONS COMPLEX	Bill-To Location PWC OPERATIONS COMPLEX
	Revision 2	Ship Via	Payment Terms NET 10
	Type Standard PO	FOB	Freight
	Currency USD	Total 278.55	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 [____] 🔍 Go

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	Ship-To Location PWC OPERATIONS COMPLEX	Bill-To Location PWC OPERATIONS COMPLEX
	Revision 2	Ship Via	Payment Terms NET 10
	Type Standard PO	FOB	Freight
	Currency USD	Total 278.55	Buyer CANNADY, CHRISTOPHER M (MARK)

Show All PO Changes

Comparisons are sorted by Revision, Line and Shipment.

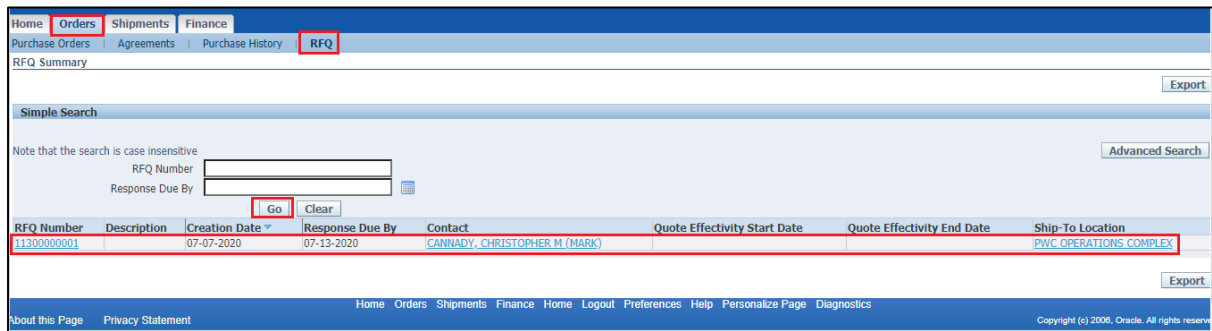| Revision	Line	Item/Job	Shipment	Price Differential	Enabled Organization	Field Altered	Changed From	Changed To
2						Amount	557.1	278.55
2	1	1005010				Quantity	30	15
2	1	1005010	2			Cancelled		
1						Acceptance Required	Document	None
1						Acceptance Due Date	07-05-2020 00:00:00	
1	1	1005010	1	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

Print Document Revisions

Revision Number [____] 🔍 Go

Return to Orders: Purchase History

Compare to Original PO | Compare to Previous PO | Export

Request For Quote (RFQ)

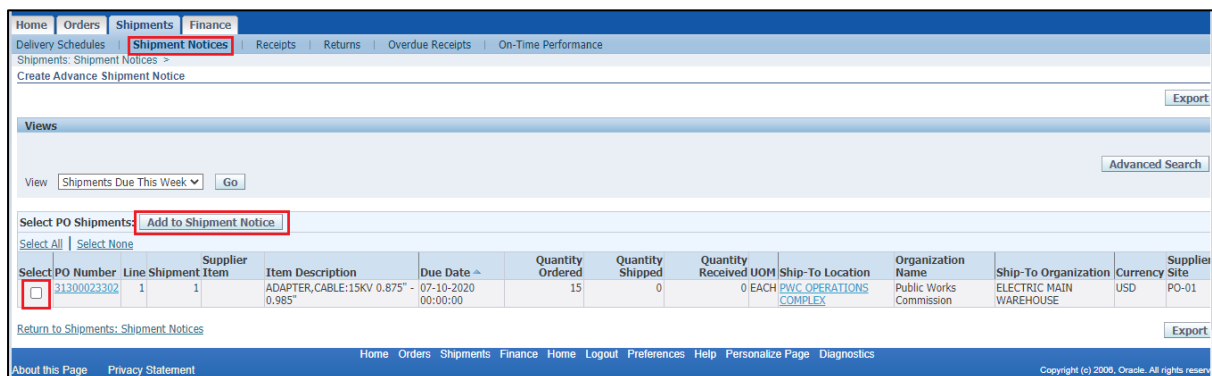Suppliers can view the request for quotes by navigating to Orders > RFQ tab.

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

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.

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.

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
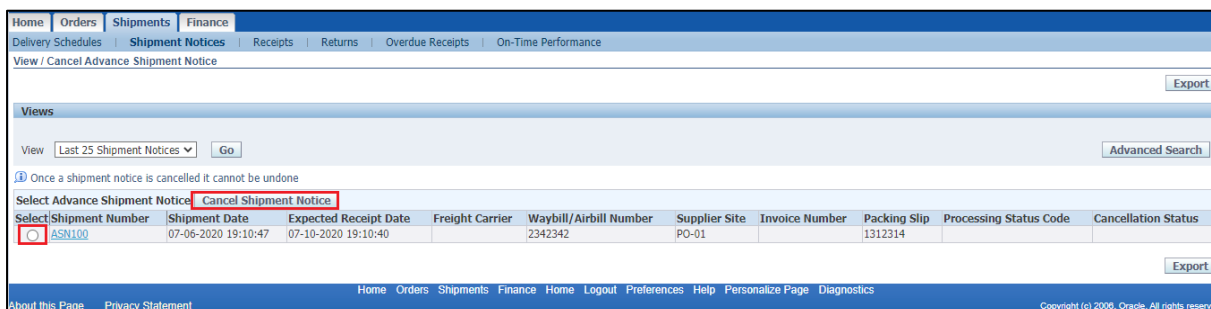
Create Advance Shipment Billing Notices (ASBN)

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

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

Enter the Shipment Header information, Freight and Billing details

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
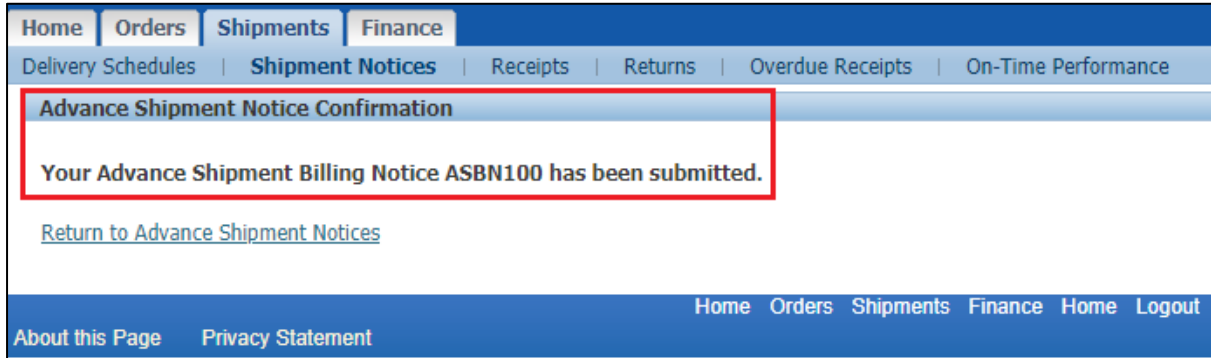
View / Cancel Advance Shipment and Billing Notices (ASBN)

Supplier can view the advance shipment notice by navigating to Shipments > Shipment Notices > View / Cancel Advance Shipment and Billing Notices tab
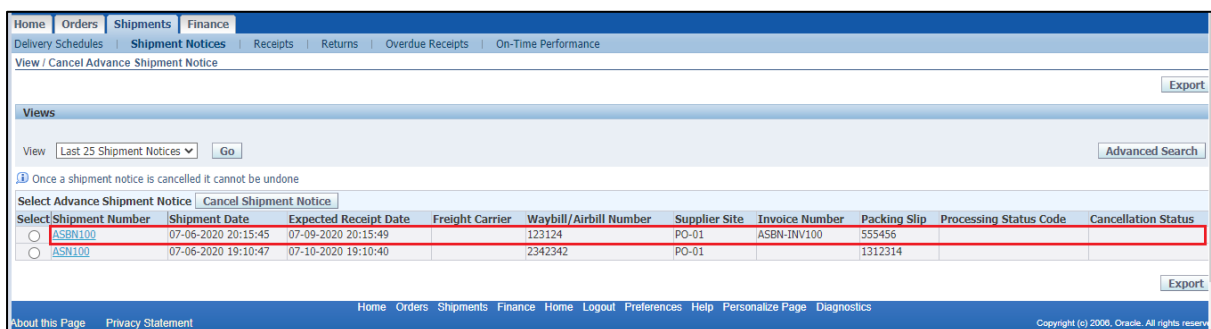
For ASBNs, supplier can see the invoice number as well.

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.

Receipts

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

Supplier can click on Receipt hyperlink to see the receipt details

Returns

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

Click on Receipt Number hyperlink to view full details

Overdue Receipts

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

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

On-Time Performance (All deliveries)

| 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 (example: 06-22-2020) | Shipment Number
Receipt Number | Item
Supplier Item | Waybill/Airbill Number
Delivery Status [▾]
   Early
   Late
   On-Time
Go | Clear

Previous 25 | 51-75 ▾ | Next 25

Organization	PO Number	Due Date	Shipment Number	Receipt Number	Receipt Date	Item	Supplier Item	Description	UOM	Quantity Received	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	31300018707	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 (example: 06-22-2020) | Shipment Number
Receipt Number | Item
Supplier Item | Waybill/Airbill Number
Delivery Status [Late ▾]
Go | Clear

Previous | 1-25 ▾ | Next 25

Organization	PO Number	Due Date	Shipment Number	Receipt Number	Receipt Date	Item	Supplier Item	Description	UOM	Quantity Received	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	31300016870	05-06-2018 00:00:00		113066245	06-28-2018 07:26:15	Item # 4WPZ8		TEST LEAD KIT, LENGHT 48 INCH, PR; PART NO: 4WPZ8, (BLACK/RED)	EACH	6			Late	
Public Works Commission	31300016870	05-06-2018 00:00:00		113066245	06-28-2018 07:26:15	Item # 39RW10		CORDLESS 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**
Invoice Number | Purchase Order Number
Invoice Date From (example: 06-22-2020) | Invoice Amount
Invoice Status [▾] | Invoice Date To
| Currency
Go | Clear

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

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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.

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

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

Click on Invoice number hyperlink to view the full invoice

View Payments

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

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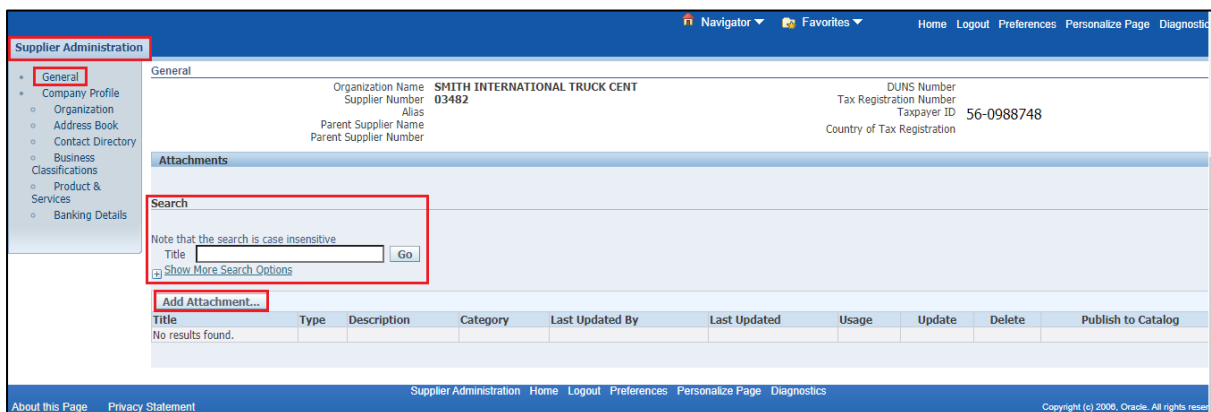

PWC iSupplier Profile Admin

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
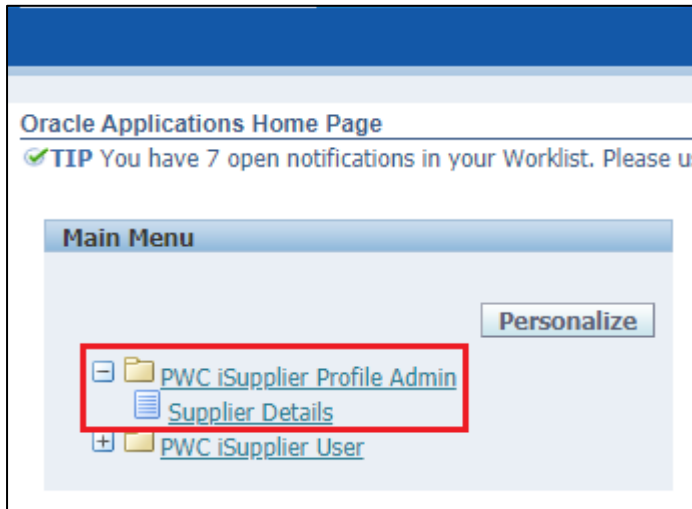
General

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.

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.
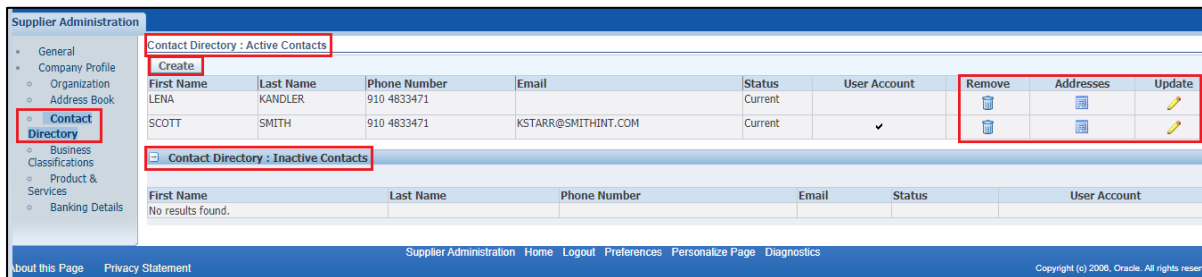
Business Classifications

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.
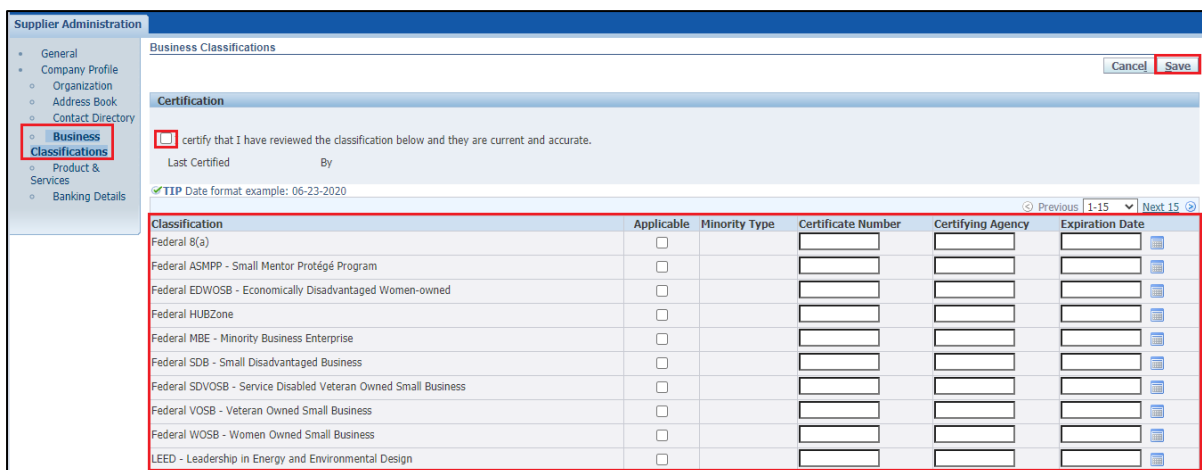
Product & Services

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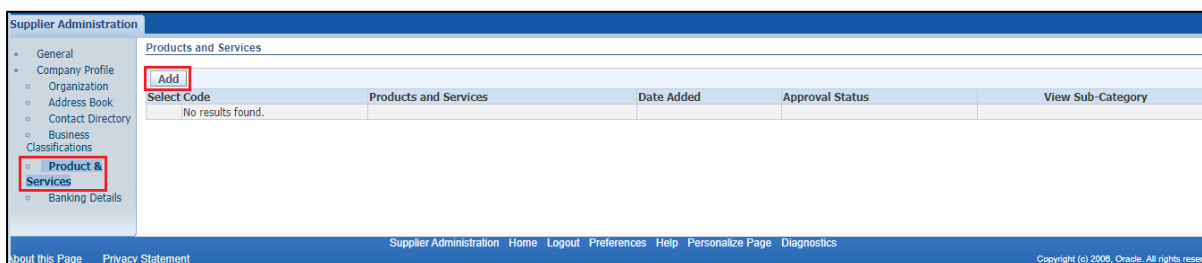
Supplier Profile Admin can browse all category codes or search for a specific code with the available options. Supplier Profile Admin can view the sub-categories and select any one category or just click on 'Applicable' check box to select all sub-categories in that product and service.

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.

Approval status will be 'Pending Approval' and once the change is approved by FPWC Approvers, the status will change to 'Approved'
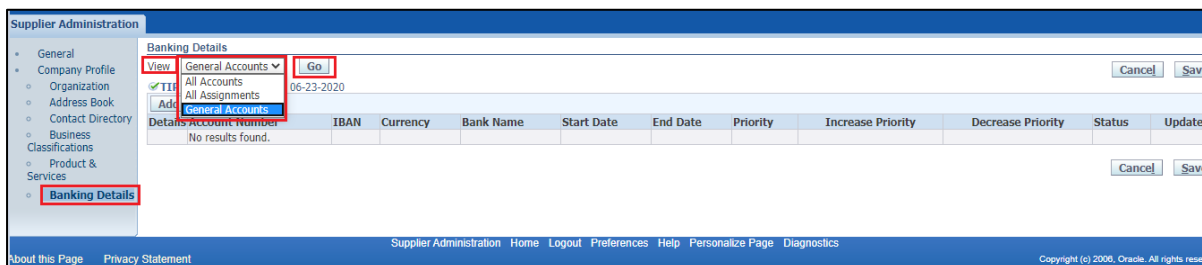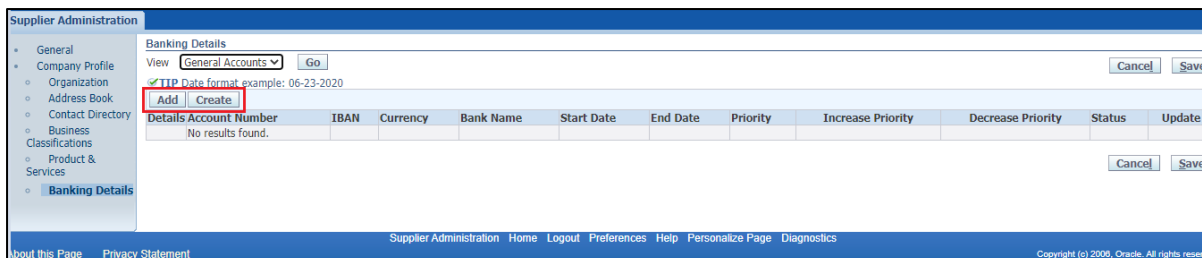
Supplier Profile Admin can remove the code if required and add a new product & service as well.

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.

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'.

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.