Supplier Portal Training Guide

Table of Contents

Supplier

Navigating the iSupplier Portal

Purpose: To show you how to navigate the iSupplier Portal

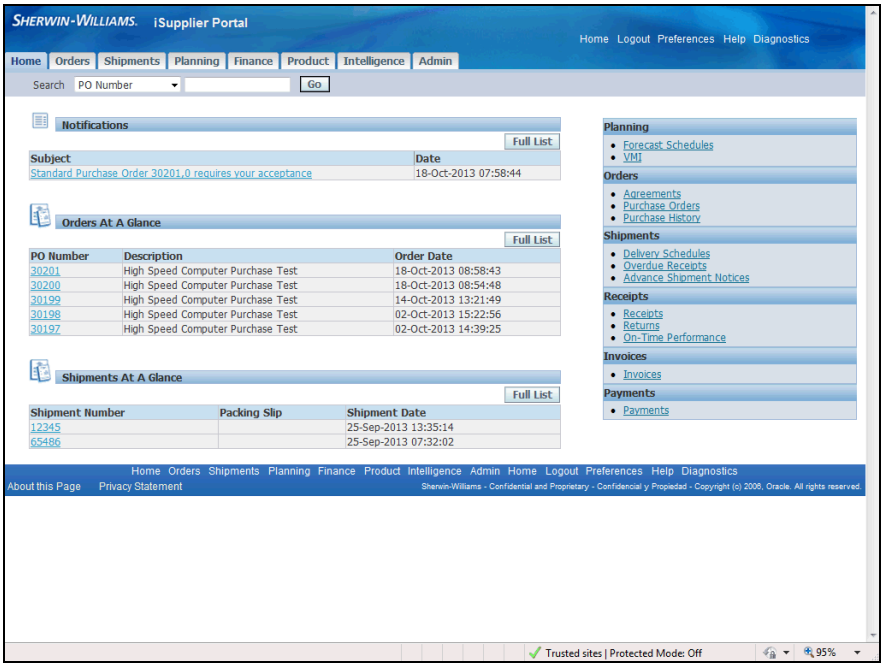
Pre-Requisites: Pre-registration in iSupplier Portal

Navigation: SW%% POS iSP Full Access > iSupplier Portal Home Page

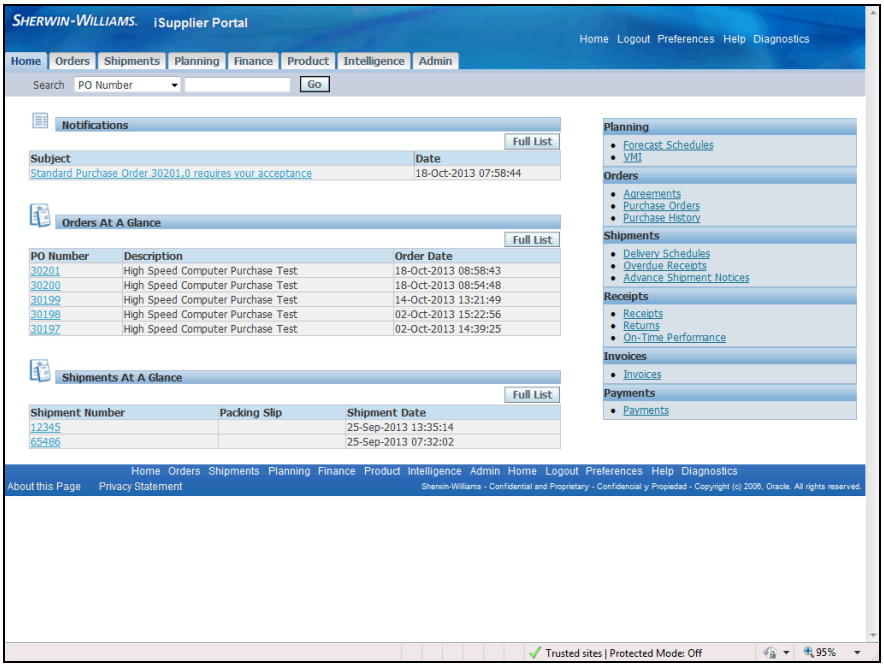
The iSupplier Portal is an internet self-service tool which consists of pages of forms and information to enable secure transactions between buyers and suppliers. It is available 24 hours a day, 7 days a week with minimum down time. You are able to access information related to your business using a designated log in process. Through email notifications, both the buyer and seller have real-time visibility of purchase orders, receipts, invoices, and payments.

Procedure

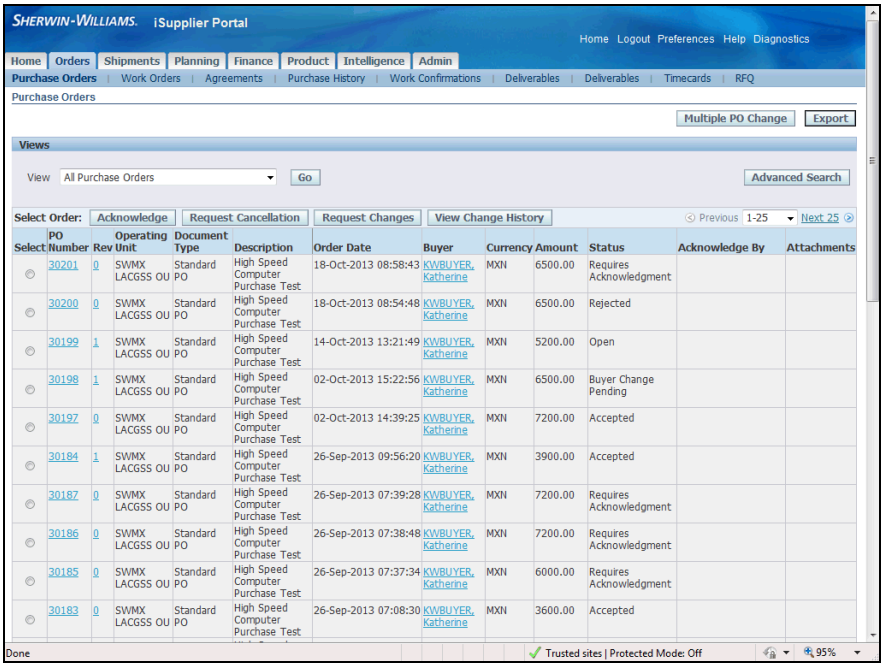
This task shows you how to navigate the iSupplier Portal. It is not intended to show you how to perform specific tasks.



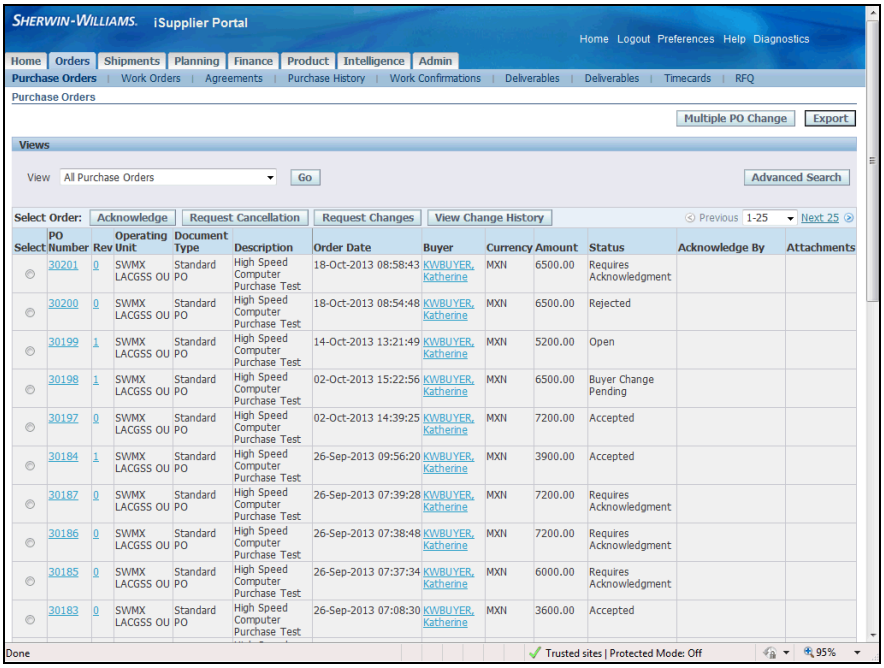
Step	Action
1.	The **iSupplier Home** page is comprised of **Tabs**, **Links**, and **Buttons** which give you access to different areas containing information. From this page, you are able to access information about **Orders**, **Shipments**, **Deliveries**, **Receipts**, **Invoices**, and **Payments**. **Notifications** are also available to view.



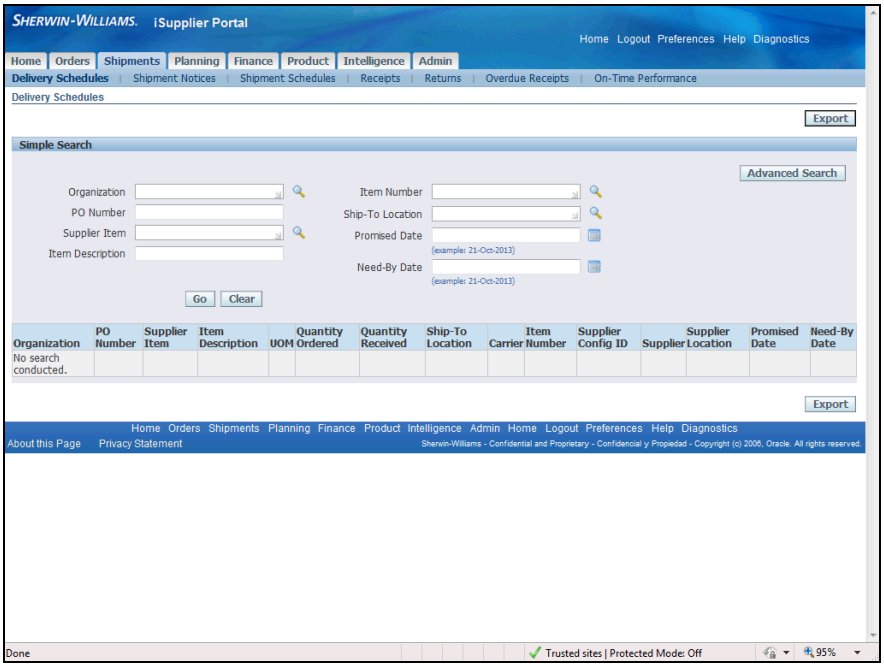
Step	Action
2.	Click the **Orders** tab. Orders



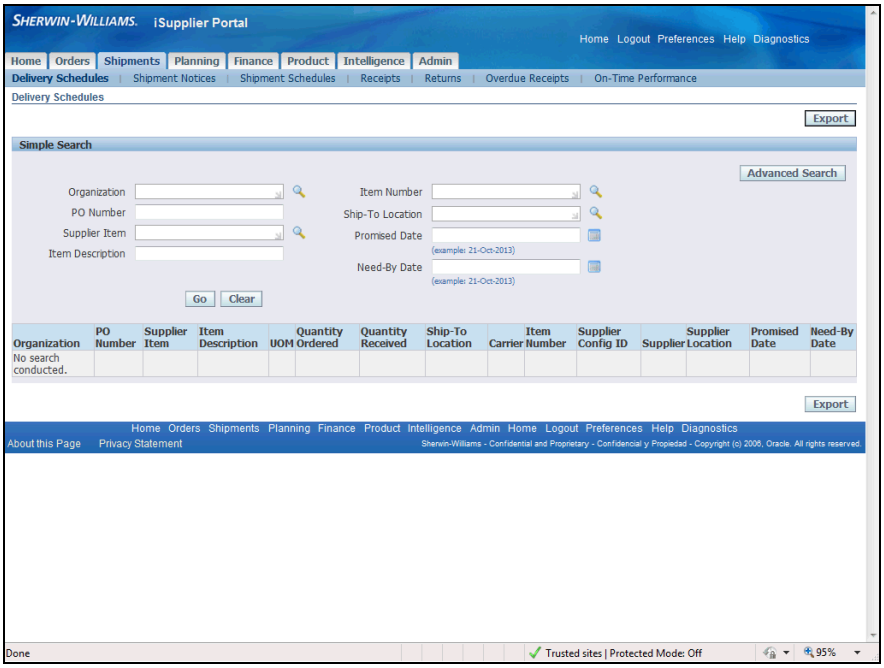
Step	Action
3.	The **Orders** tab is set to **View All Purchase Orders** by default. Each **Purchase Order** row gives pertinent information along with links to view the **PO Number**, **Rev** information, and contact information for the **Buyer**. You can access this information by clicking on the appropriate link.



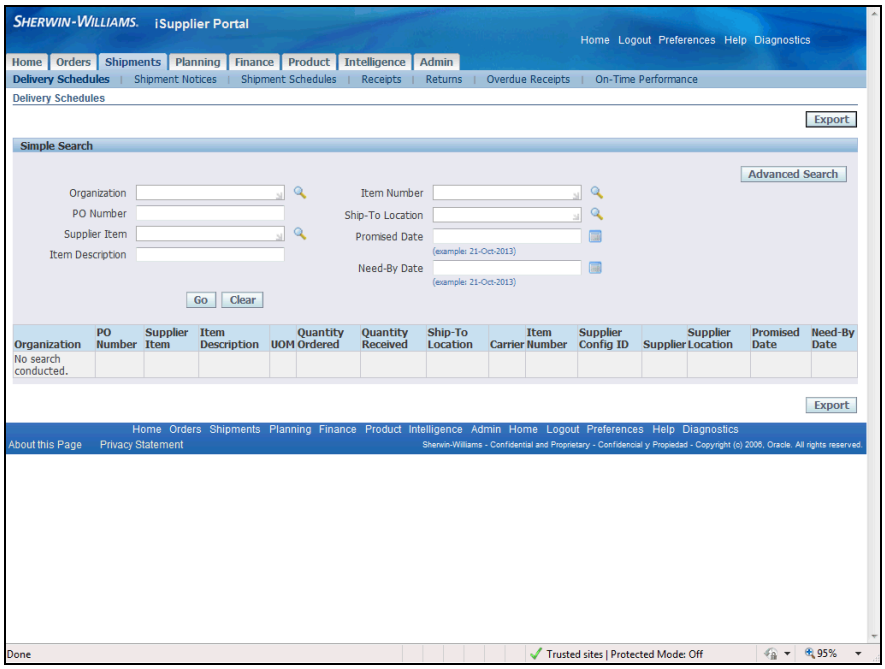
Step	Action
4.	Click the **Shipments** tab. 



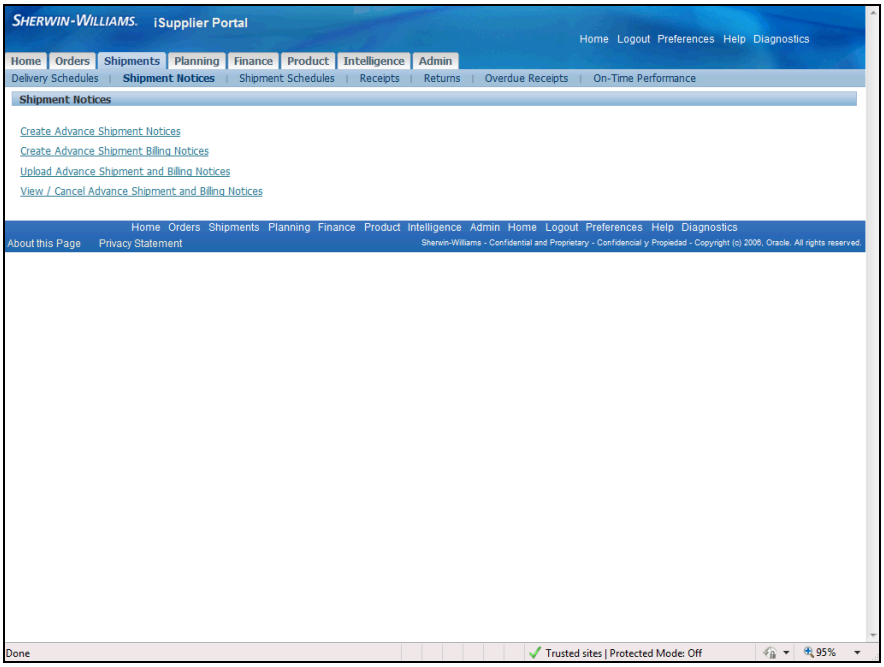
Step	Action
5.	The **Shipments** tab opens to **Delivery Schedules**. You are also able to view **Shipment Notices, Receipts, Overdue Receipts**, and **On-Time Performances** by clicking the appropriate link on the row below the **Shipments** tab.



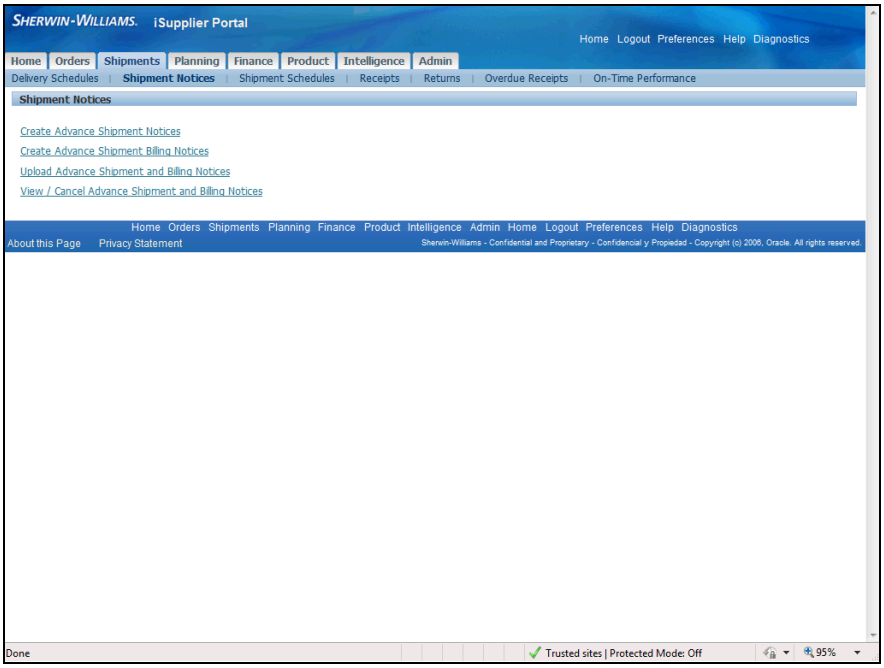
Step	Action
6.	The **Shipments** tab requires you to enter criteria to run a search to obtain the list you want. You can enter as much or as little criteria as you choose. On this page, for example, if you enter the **Organization** information and click **Go**, the search will result in a list of all **Delivery Schedules** for that **Organization**.



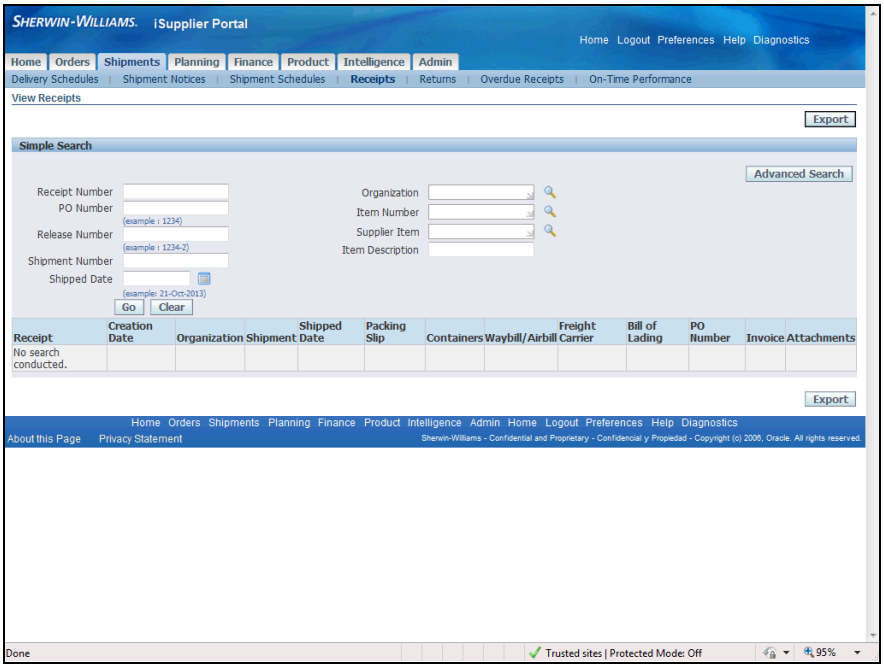
Step	Action
7.	Click the **Shipment Notices** link. Shipment Notices



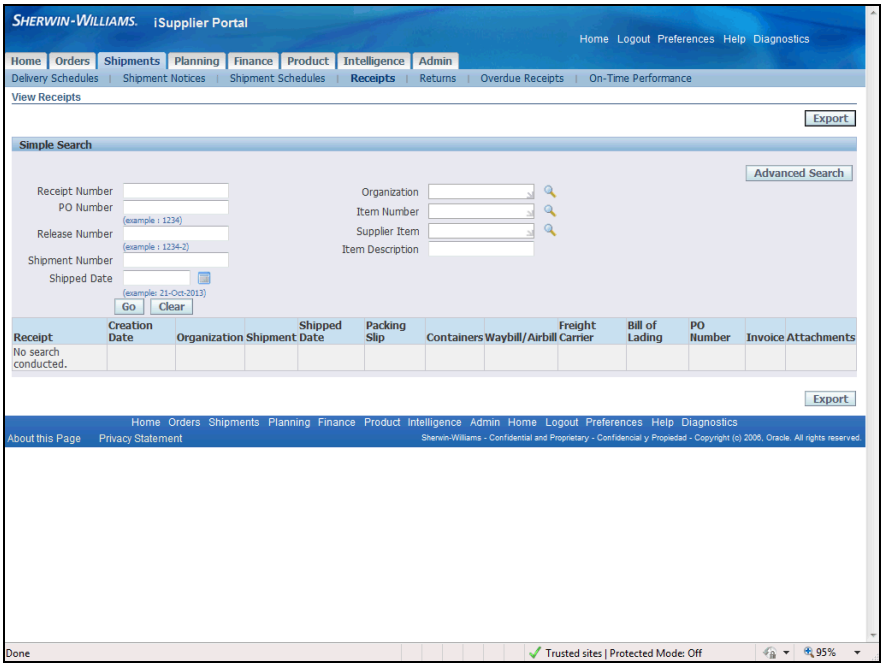
Step	Action
8.	In **Shipment Notices**, you can **Create Advance Shipment Notices, Create Advance Shipment Billing Notices**, or **View/Cancel Advance Shipment and Billing Notices**. Select the appropriate link to open the information area you require.



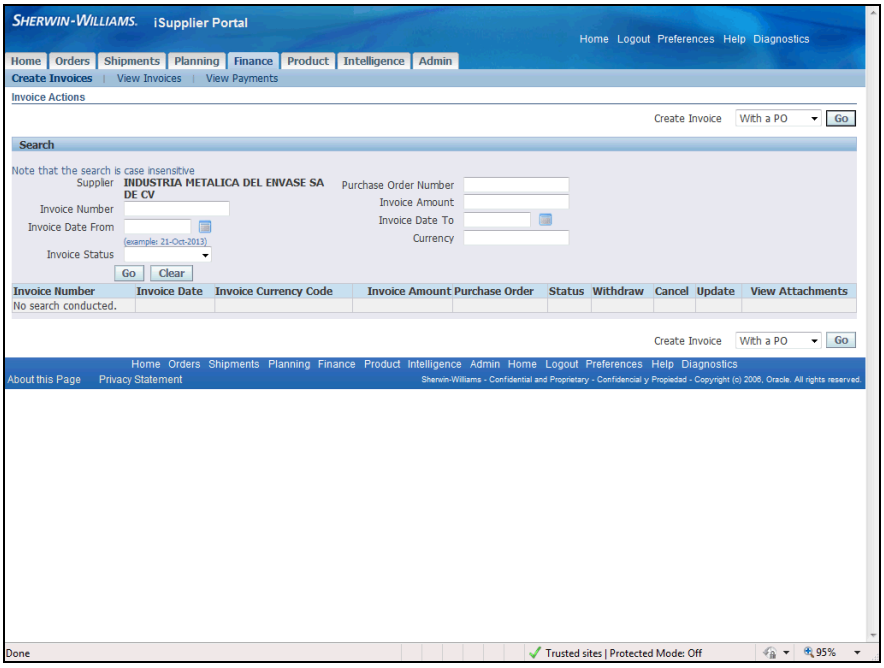
Step	Action
9.	Click the **Receipts** link. Receipts



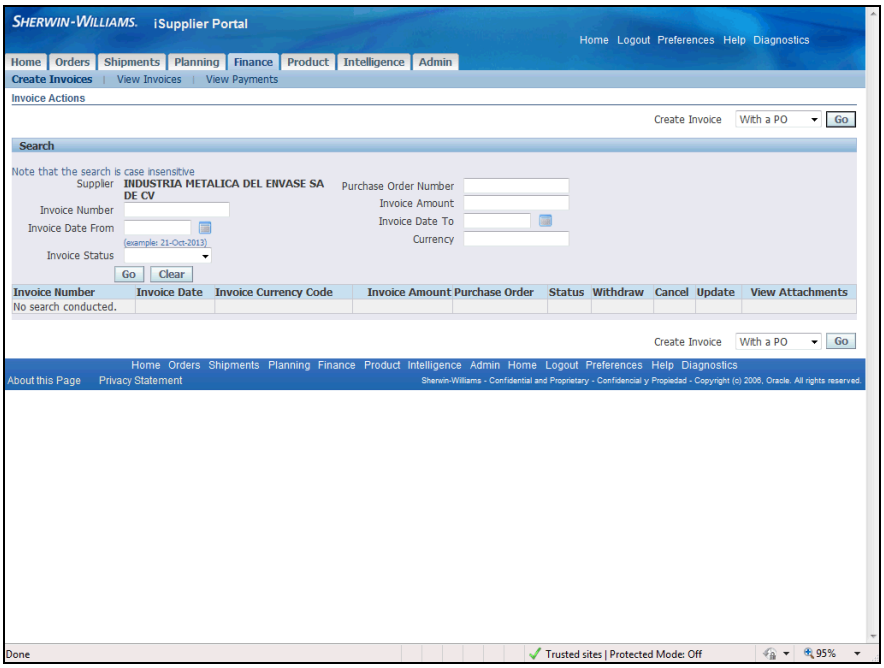
Step	Action
10.	The **Receipts** link requires a search in order to view information. You can search by **Receipt Number, PO Number,** or other criteria, and click **Go**. Your receipt information will display.



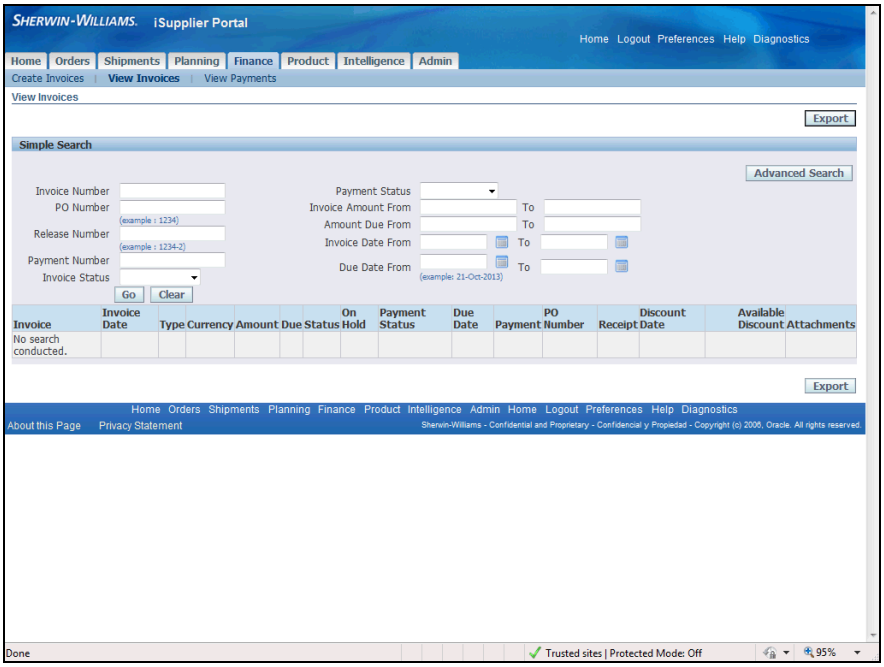
Step	Action
11.	Click the **Finance** link. Finance



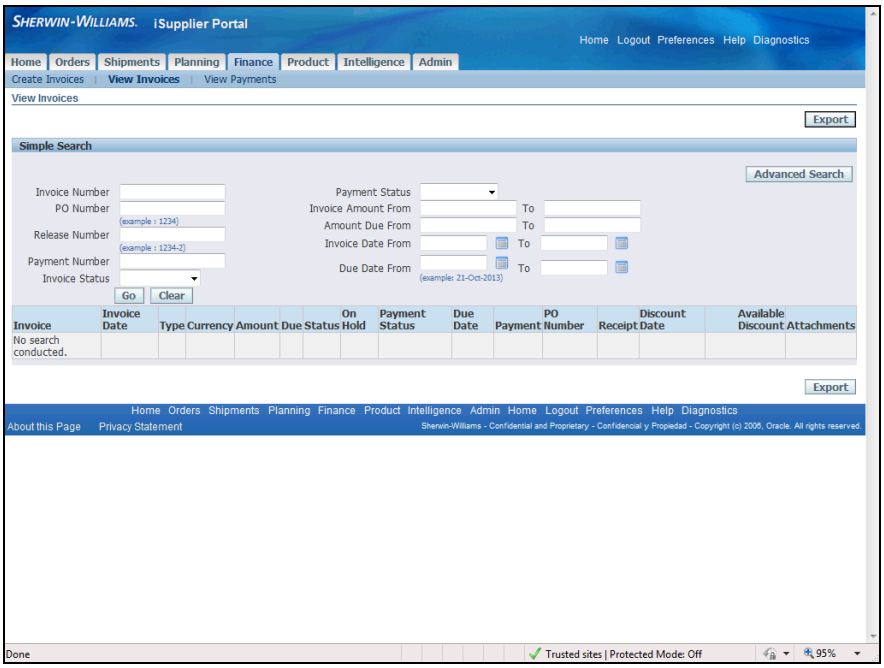
Step	Action
12.	The **Finance** tab opens to the **Create Invoices** page. This page is used to enter information for creating and submitting your invoices. The **View Invoices** and **View Payments** links are available as appropriate.



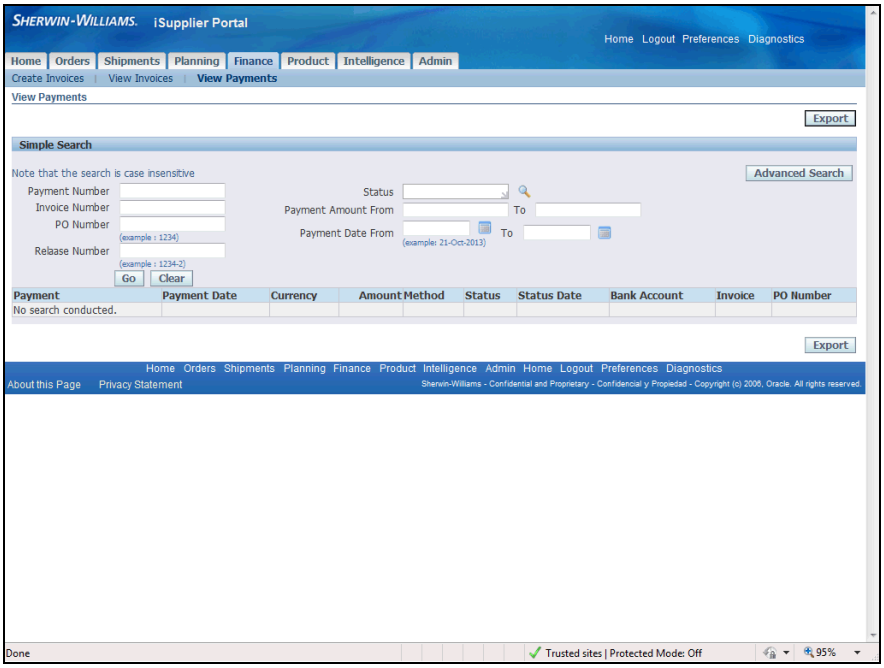
Step	Action
13.	Click the **View Invoices** link. View Invoices



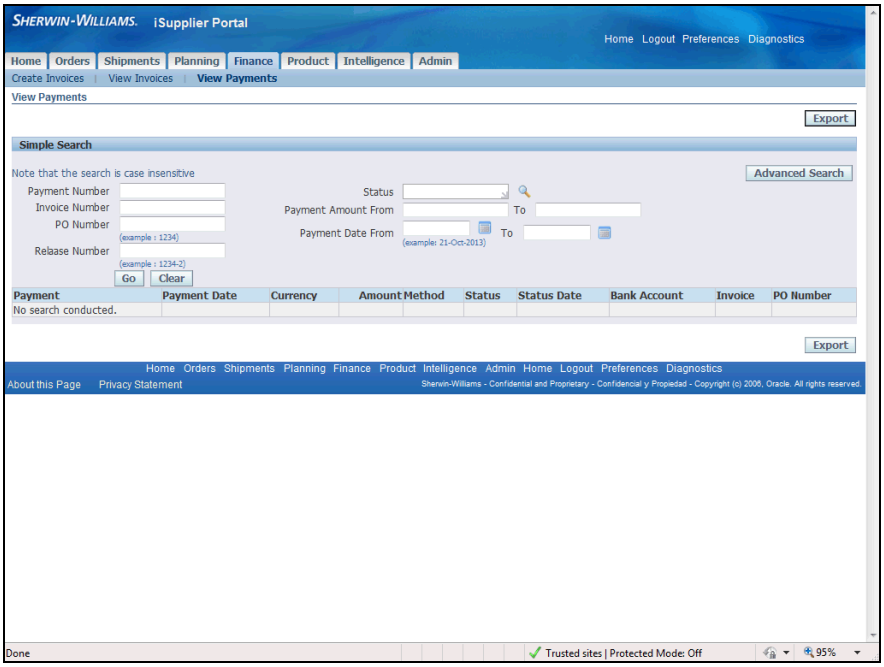
Step	Action
14.	A search is required to **View Invoices**. Enter the criteria to use for your search and click **Go**.

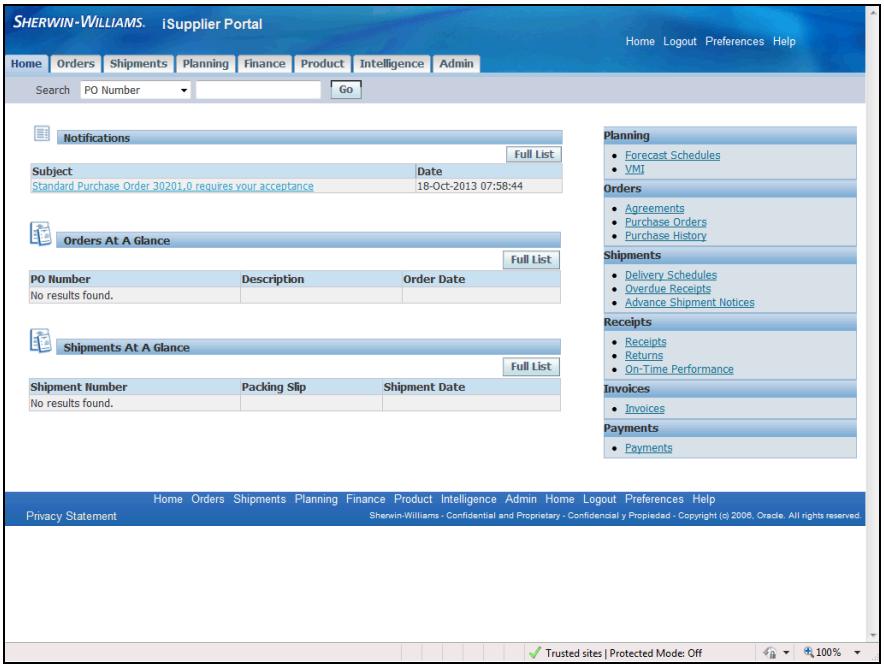


Step	Action
15.	Click the **View Payments** link. View Payments

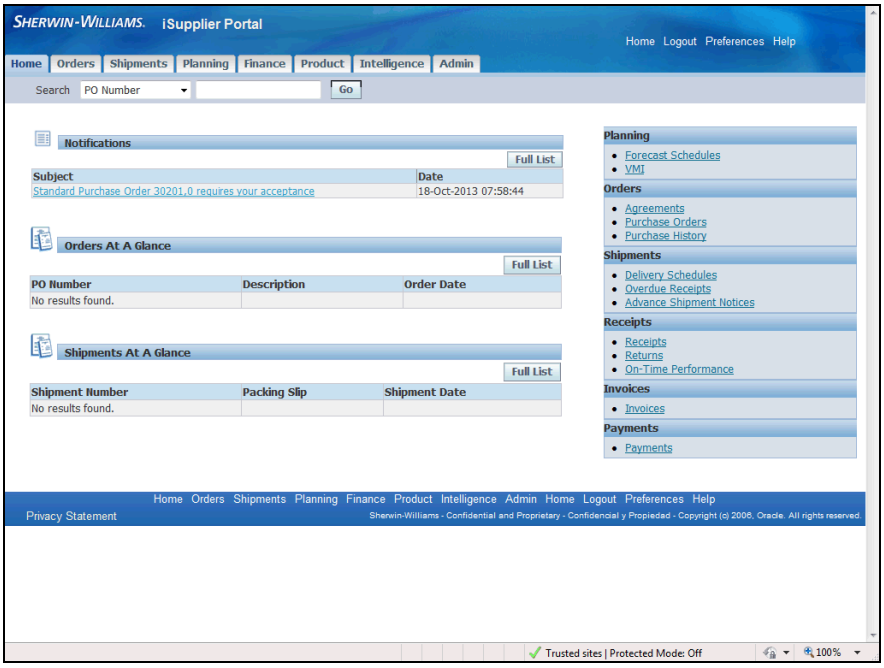


Step	Action
16.	A search is required here also. You can search by **Invoice Number** or **PO Number** if you do not have the **Payment Number**. Other criteria can be entered as required.

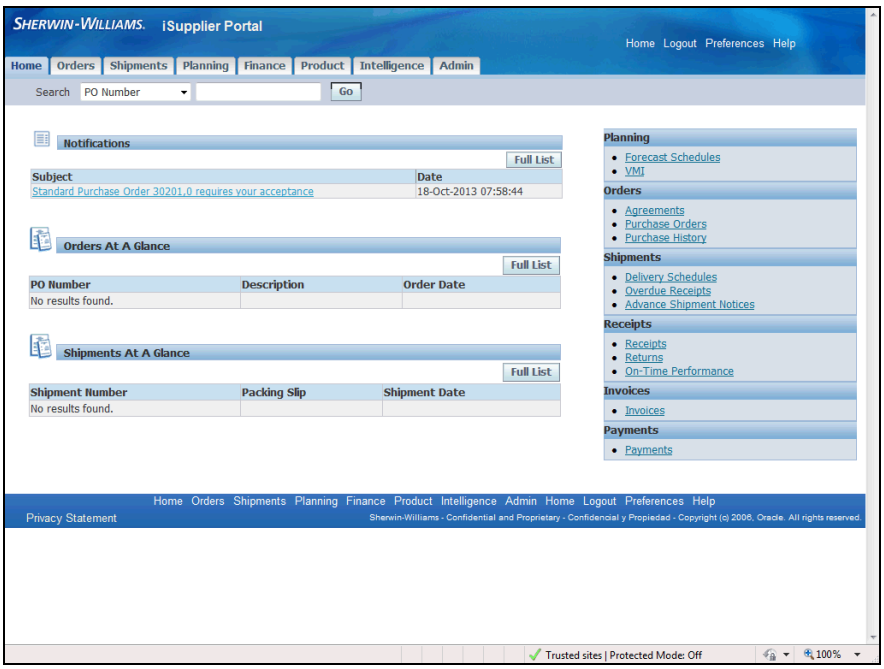




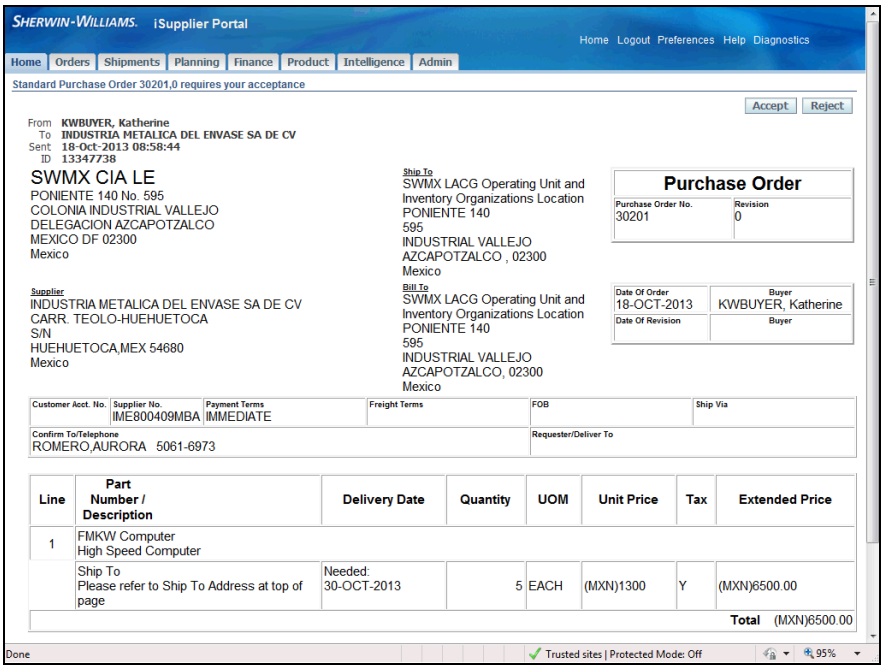
Step	Action
17.	There is a menu on the right-hand side of the page which can also be used to access information. Some of the same information accessed through the tabs can also be accessed using the links in this menu.



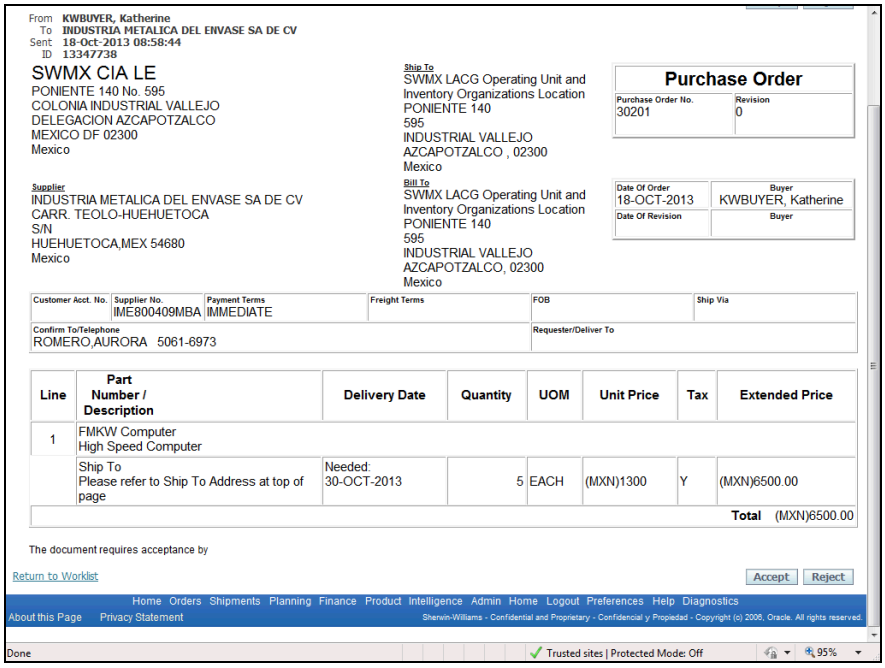
Step	Action
18.	**Notifications**, **Orders at a Glance**, and **Shipments at a Glance** are available in the main area of the page. If the list for any of these items is extensive it is necessary to click the **Full List** button to view everything in that category.



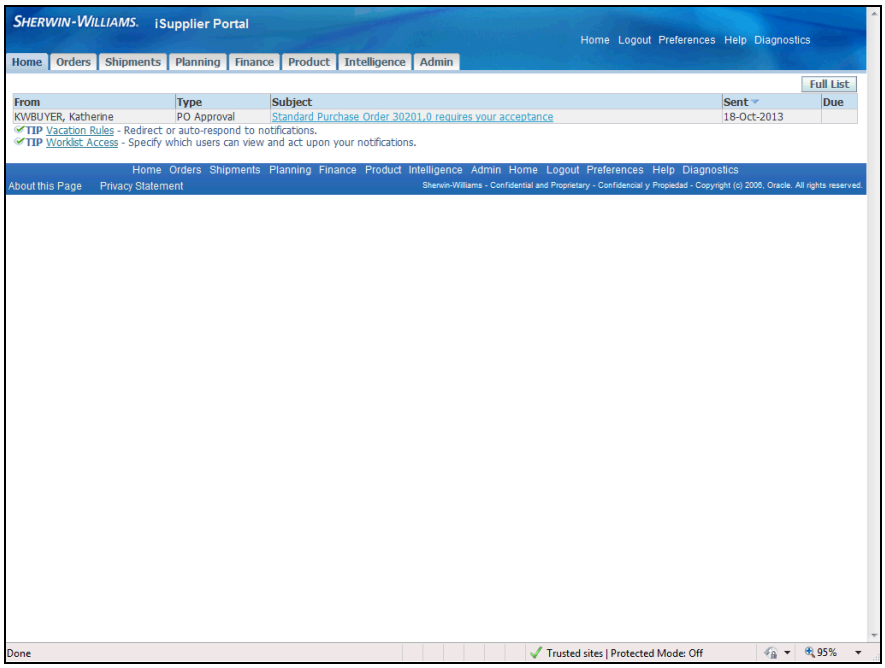
Step	Action
19.	To open the Notification listed, click the **Standard Purchase Order 30201,0 requires your acceptance** link.



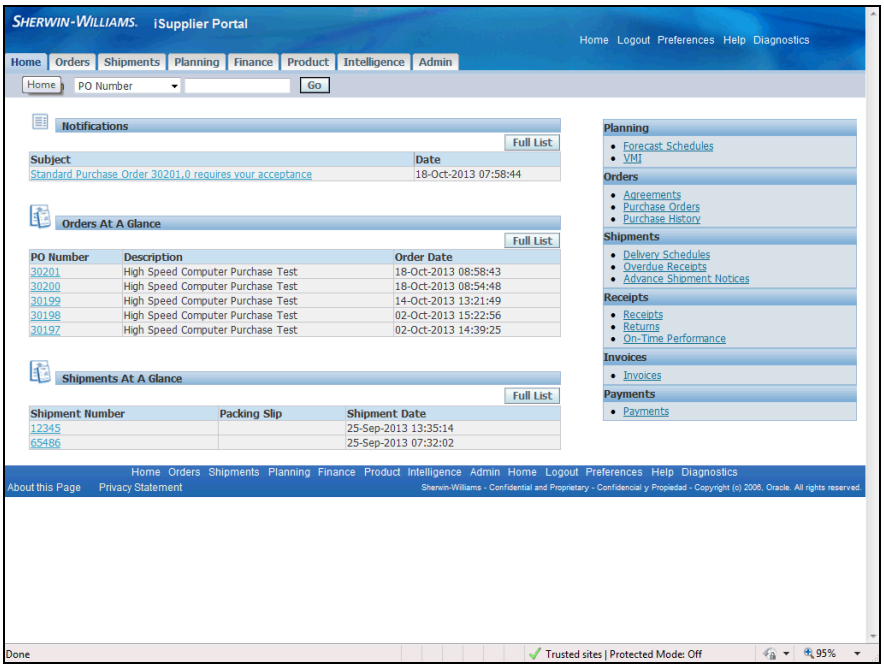
Step	Action
20.	A full view of the **Notification** displays. Scroll down the page to view all of the information. Click the **Vertical** scrollbar. 



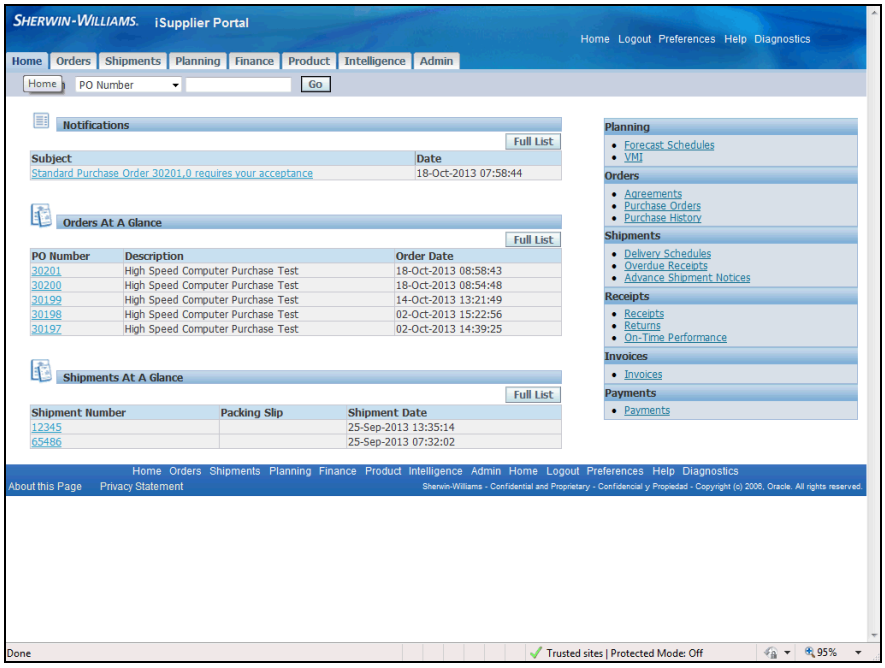
Step	Action
21.	Click the **Return to Worklist** link. Return to Worklist



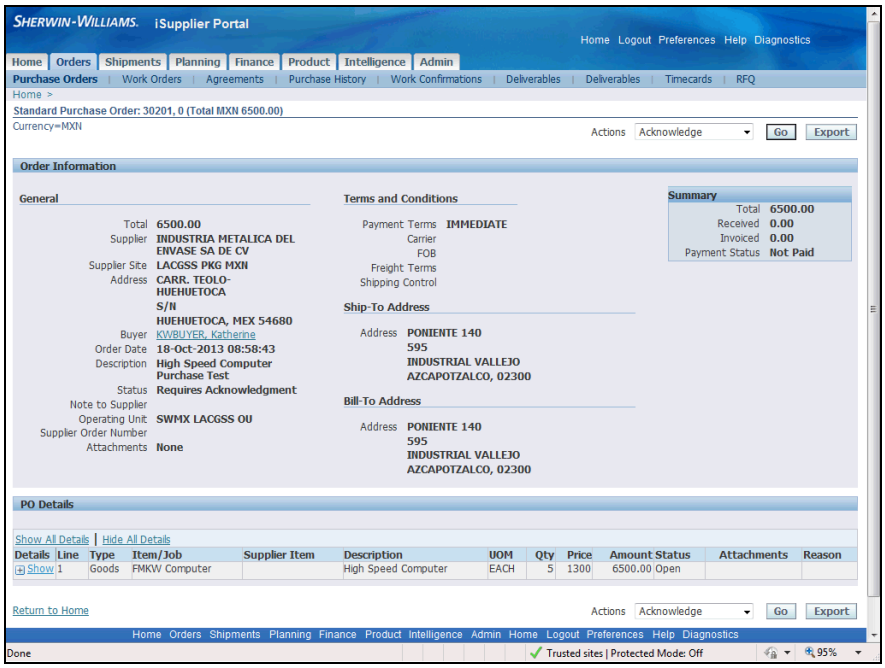
Step	Action
22.	A summary view of the **Notification** displays. Click the **Home** tab. Home



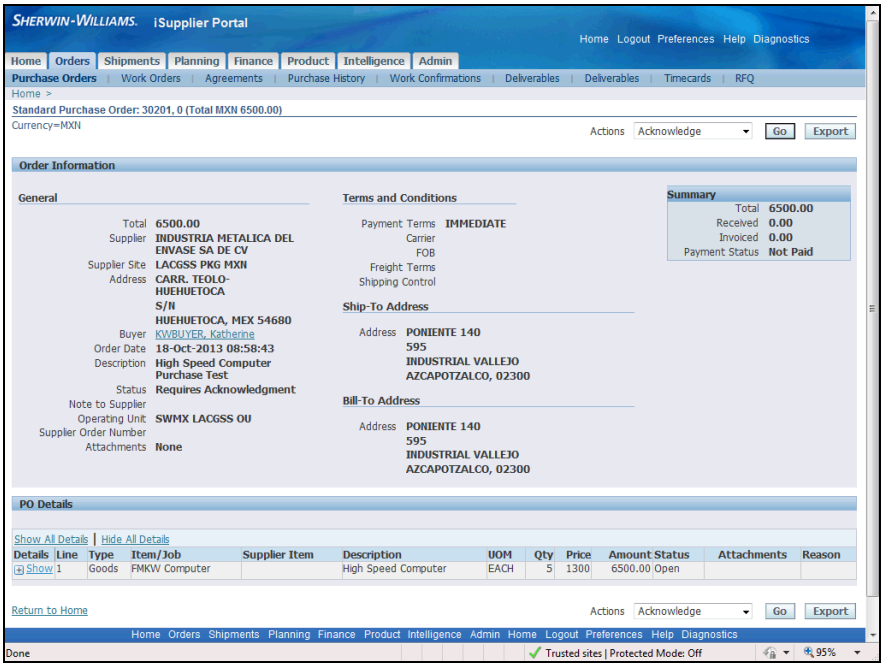
Step	Action
23.	Orders are available to view from **Orders At A Glance.** You can click the **Full List** button to open the list of **Purchase Orders**, or you can click a **PO Number** to open that **Purchase Order**.



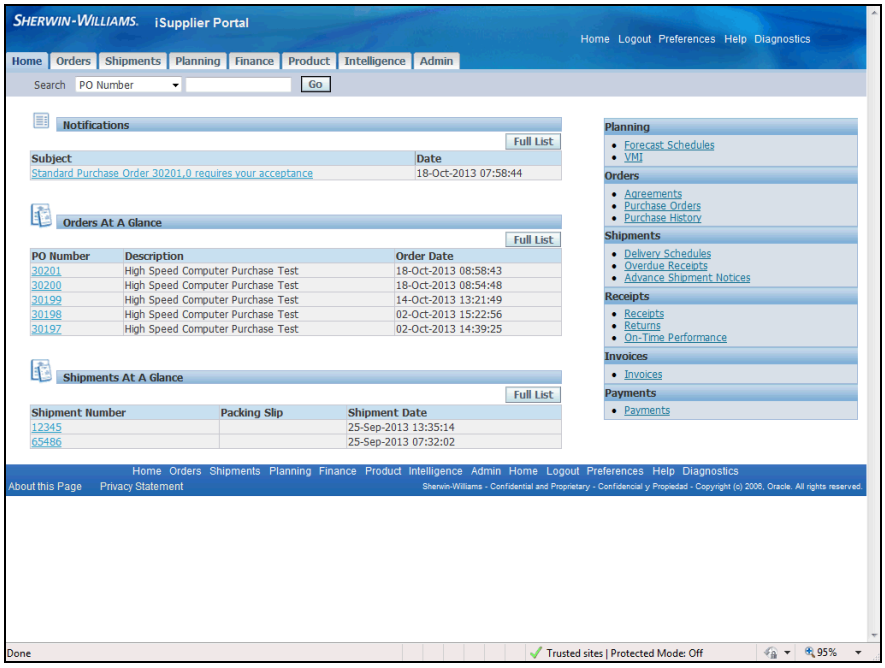
Step	Action
24.	Click the **30201** link. 30201



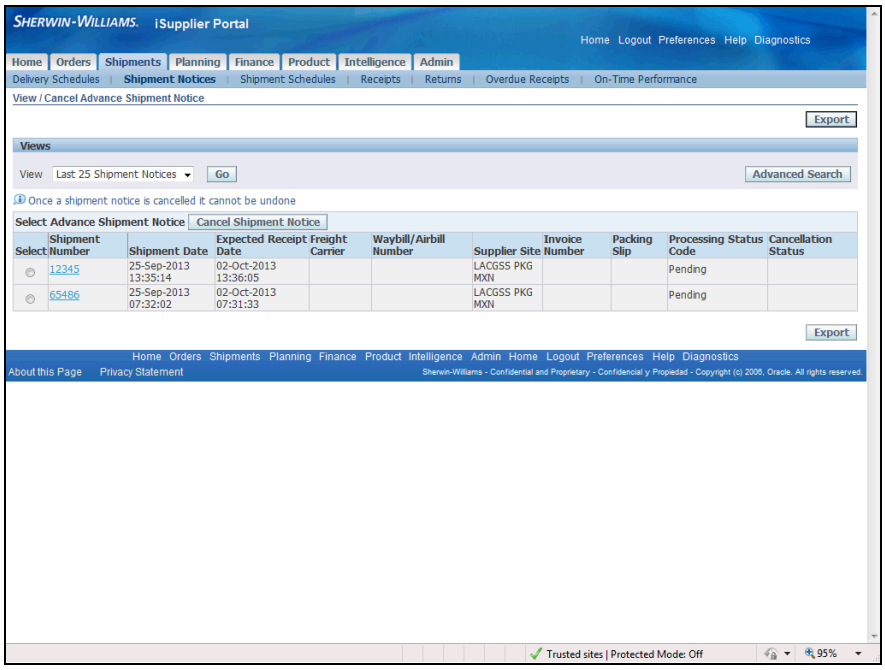
Step	Action
25.	The **Purchase Order** page displays. You can click the **Show** link under **Details** to view detailed information.



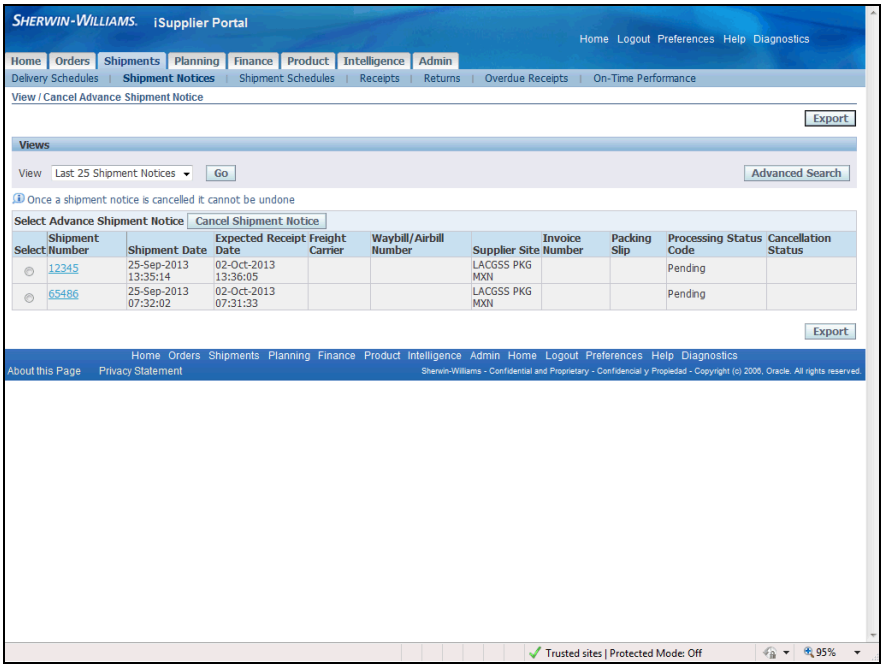
Step	Action
26.	Click the **Return to Home** link to return to the **Home** page. Return to Home



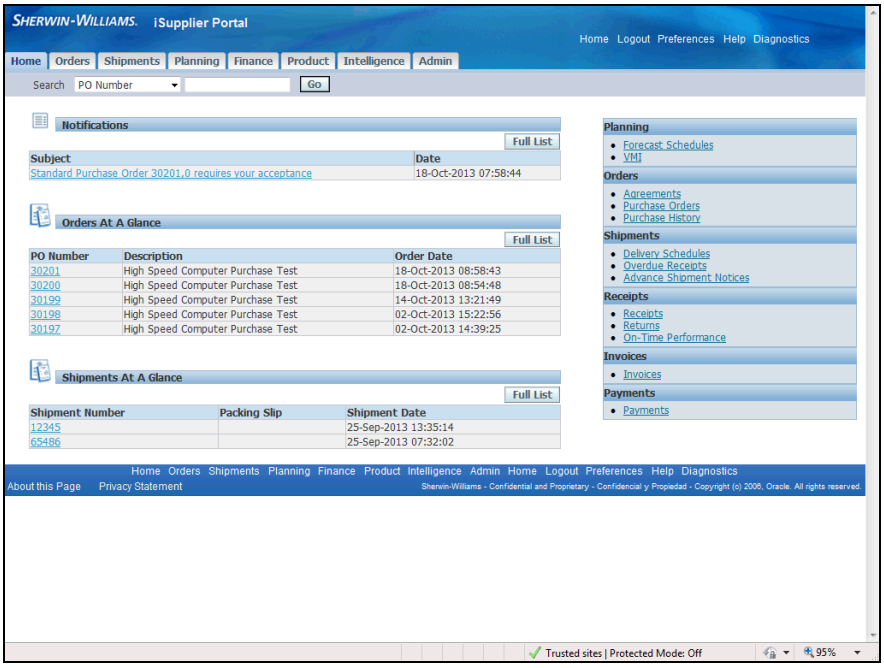
Step	Action
27.	**Shipments At A Glance** displays the shipment information for the listed items. To view the detailed list, click the **Full List** button. Full List



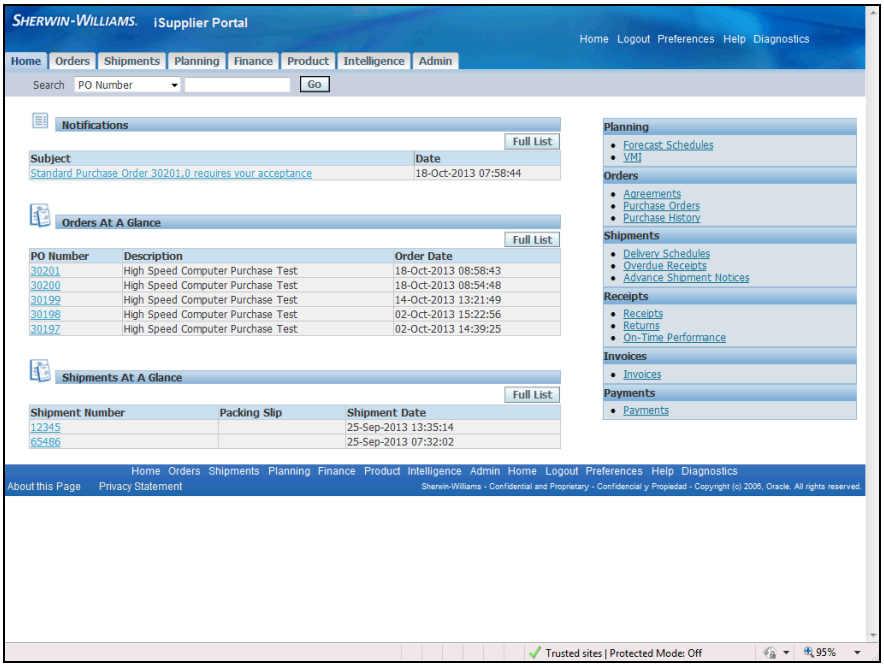
Step	Action
28.	This page is also used to cancel shipment notices. The **Cancel Shipment Notice** button takes you to the form to complete the cancellation.



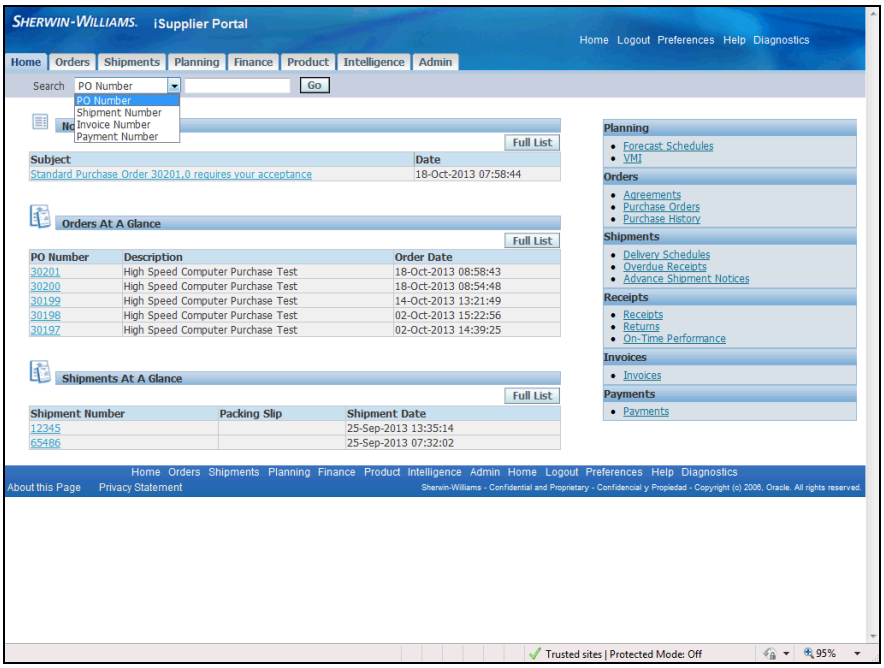
Step	Action
29.	Return to the **Home** page. Click the **Home** link. Home



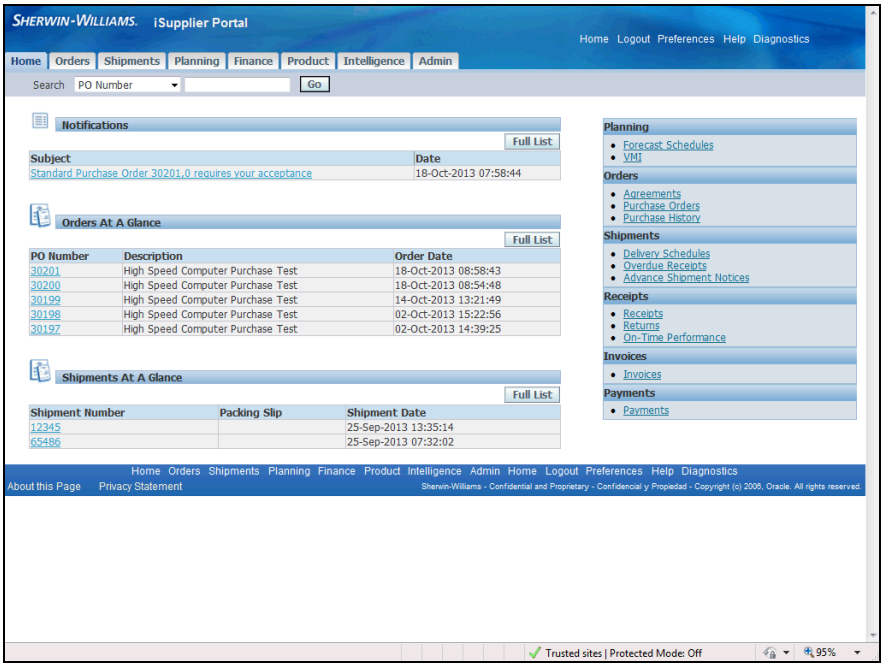
Step	Action
30.	A simple search is also available by using the **Search** area below the tabs.



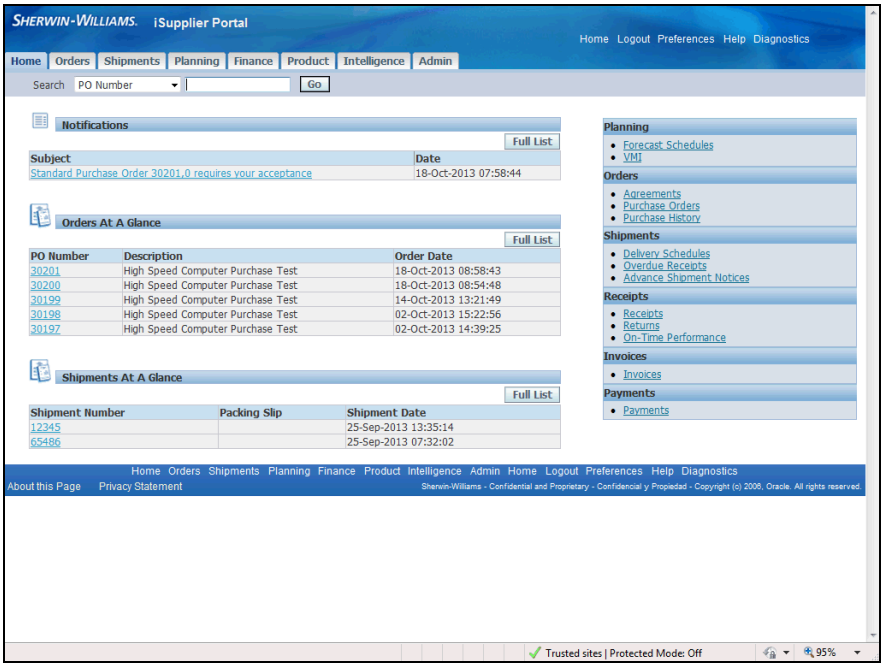
Step	Action
31.	Click the **Search** button.



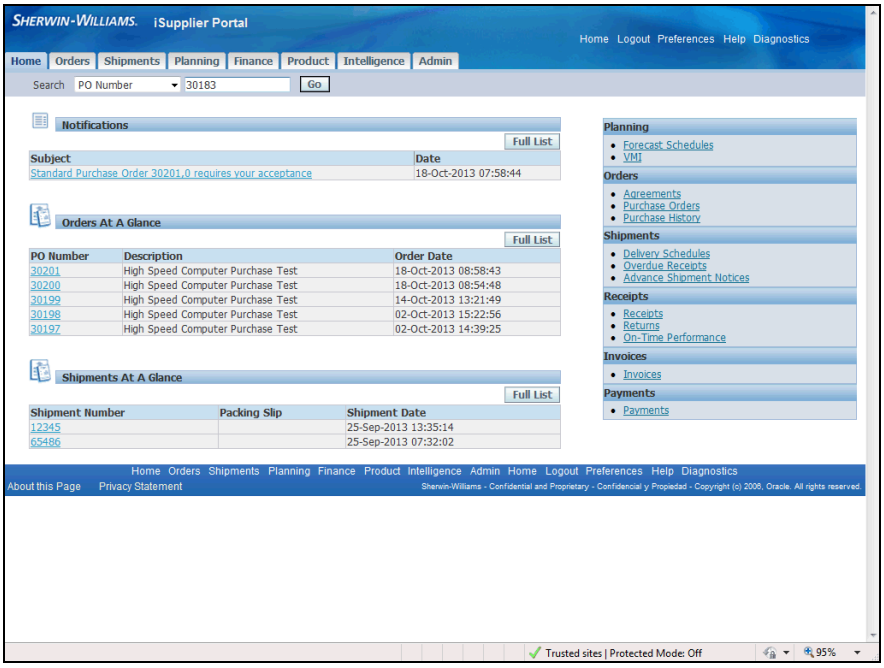
Step	Action
32.	You can search by **PO Number, Shipment Number, Invoice Number**, or **Payment Number**.



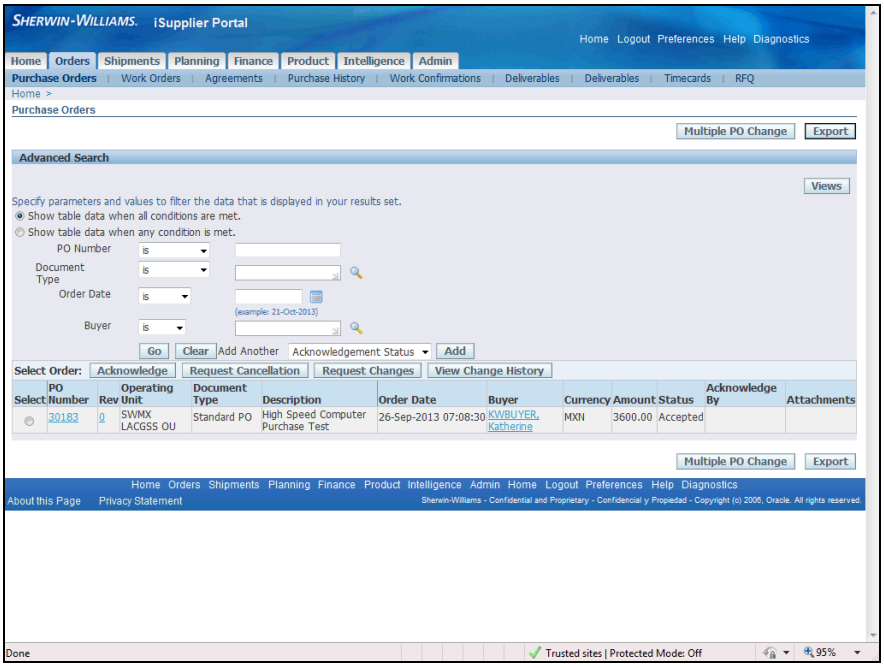
Step	Action
33.	To search by **PO Number** as indicated, click in the **Search** field.



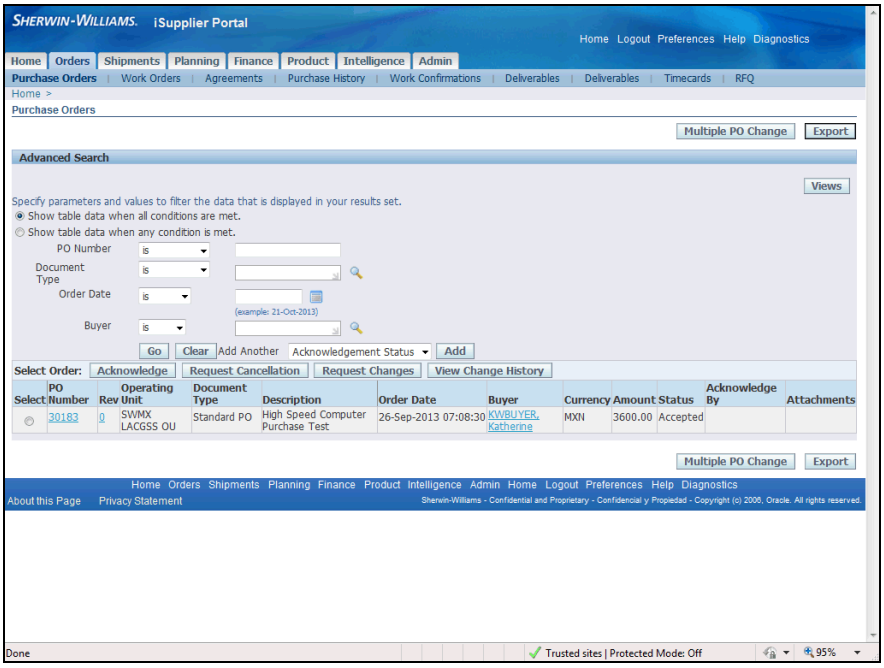
Step	Action
34.	Enter the **PO Number** into the **Search** field. Enter "**30183**".



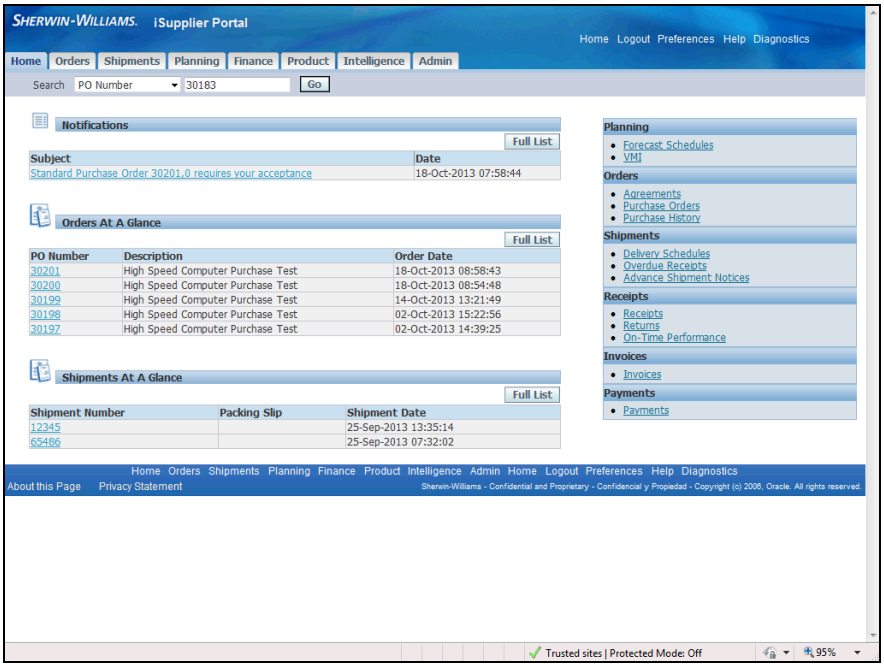
Step	Action
35.	Click the **Go** button. Go



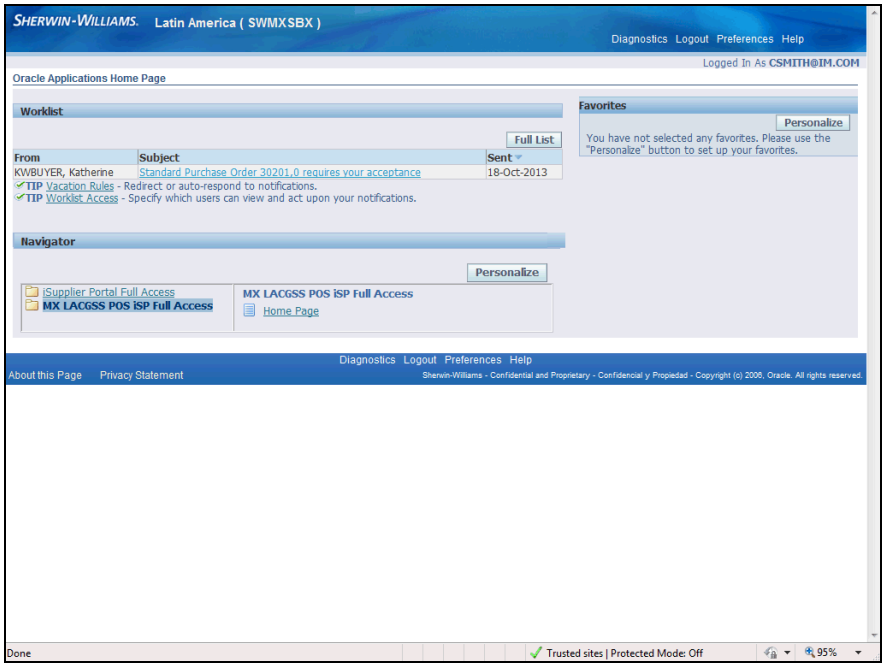
Step	Action
36.	The summary information for the **PO** is displayed. To view the full **Purchase Order**, click the **PO Number** link in the row below **Select Order**.



Step	Action
37.	Return to the Home page. Click the **Home** link. Home



Step	Action
38.	To leave the **iSupplier Portal Home** page,click the **Home** link at the top of the page. Home



Step	Action
39.	This task showed you how to navigate the iSupplier Portal. It was not intended to show you how to perform specific tasks. **End of Procedure.**

Viewing Invoice Information

Purpose: To show you how to view invoice information

Pre-Requisites: Entered invoices

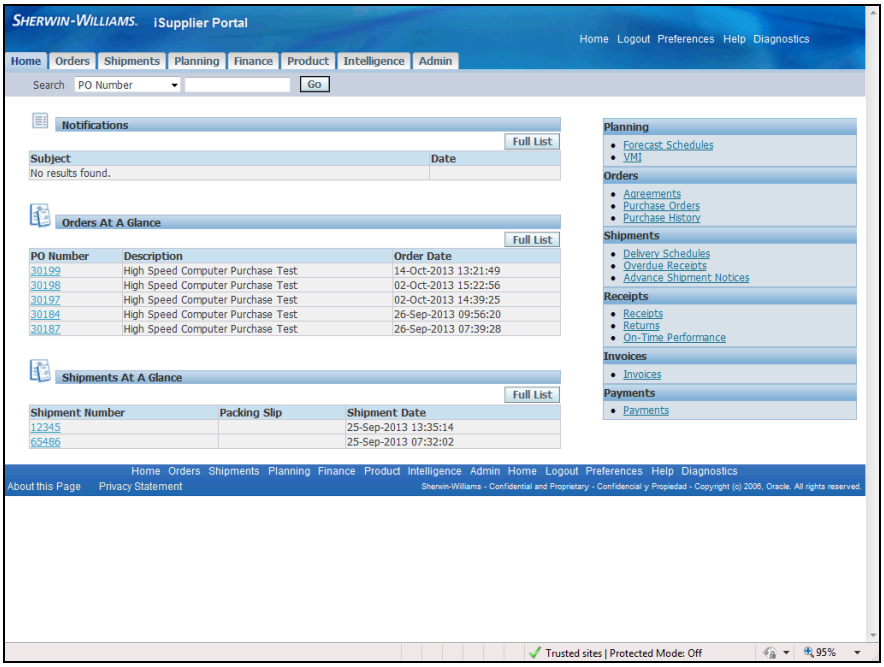
Navigation: iSupplier Portal Home > Finance (T) > View Invoices (T), enter search criteria to search > Go (B) > Invoice Summary Results

You can access invoice information as well as review invoice status online using Oracle iSupplier Portal. The View Invoices page enables you to search for and view details of an invoice you have submitted. You can search using any or all of the search criteria on the page.

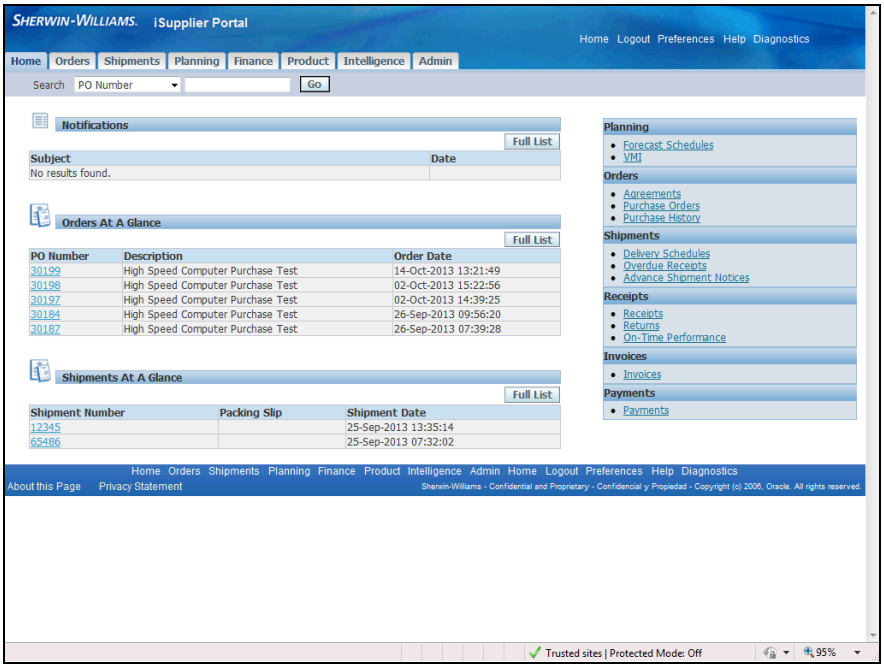
Procedure

This task shows you how to view invoice information.

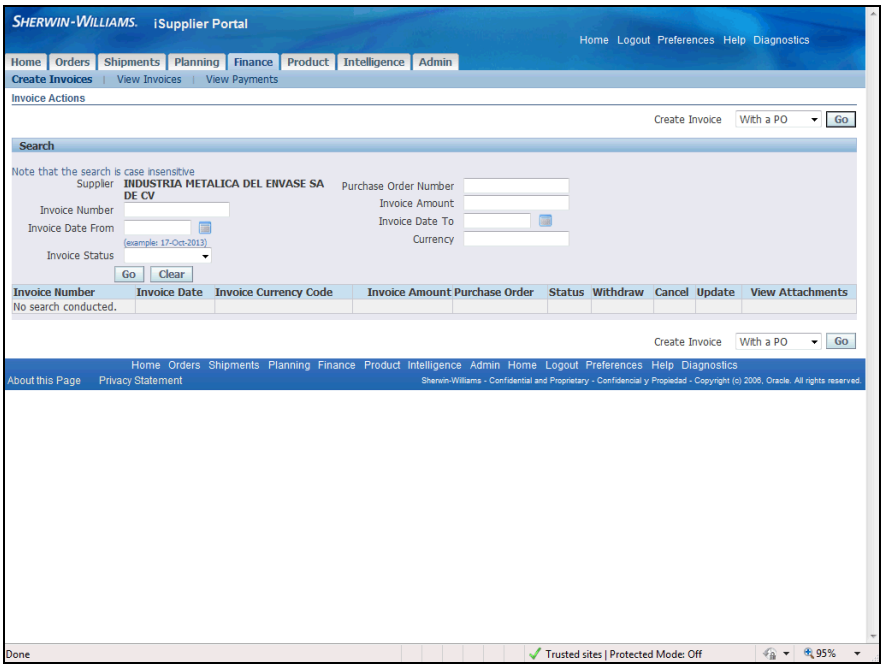
An invoice is an itemized list of goods shipped or services rendered, with an account of all costs.



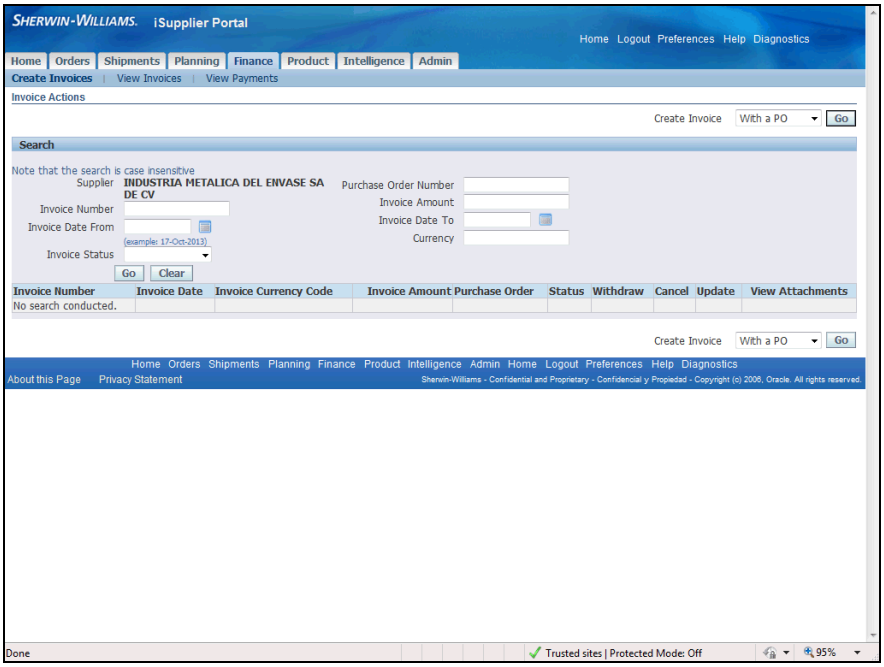
Step	Action
1.	The **Home** page displays **Tabs** that allow you to view different types of information. The Invoice information is in the **Finance** tab.



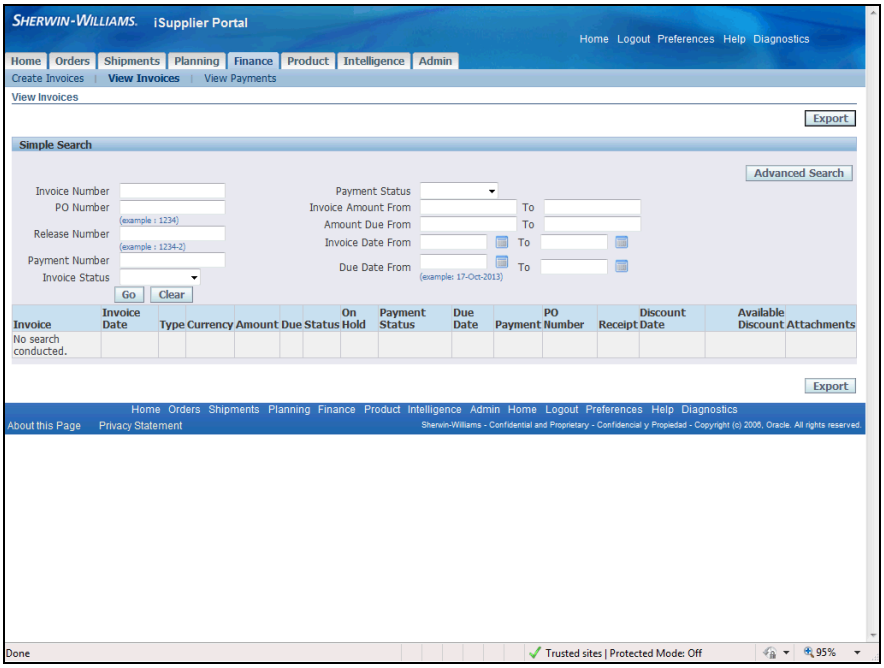
Step	Action
2.	Click the **Finance** tab. 



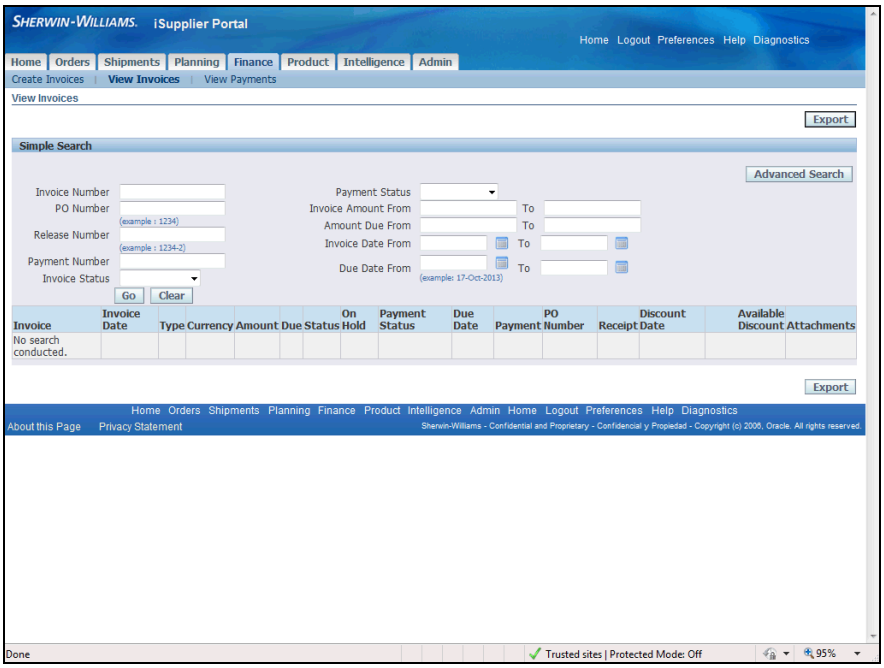
Step	Action
3.	Just below the tab are **Hyperlinks** that display different areas of the **Finance** tab.



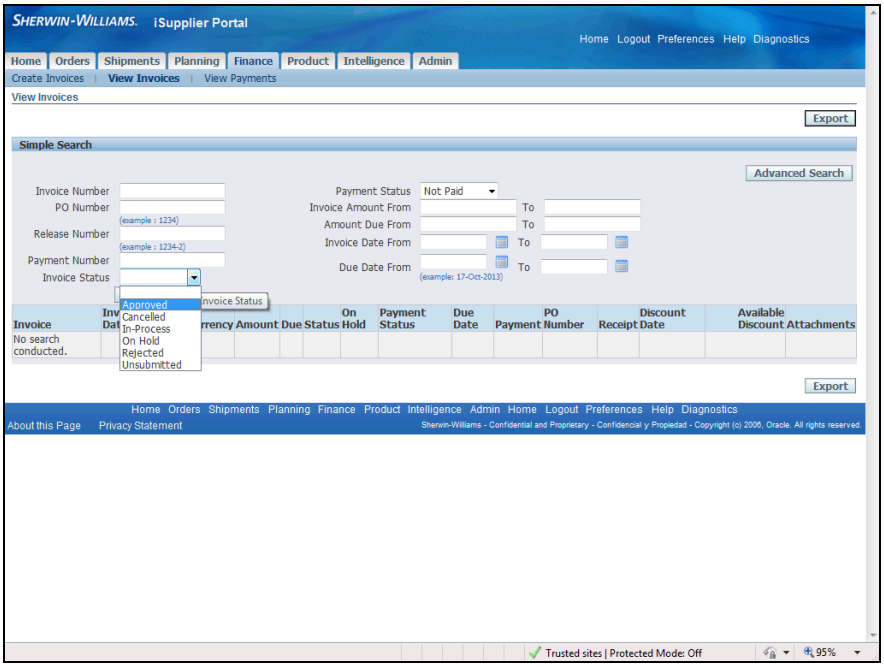
Step	Action
4.	Click the **View Invoices** link. Use this feature to review your company invoice information that has been entered into Sherwin's Accounts Payable system. View Invoices



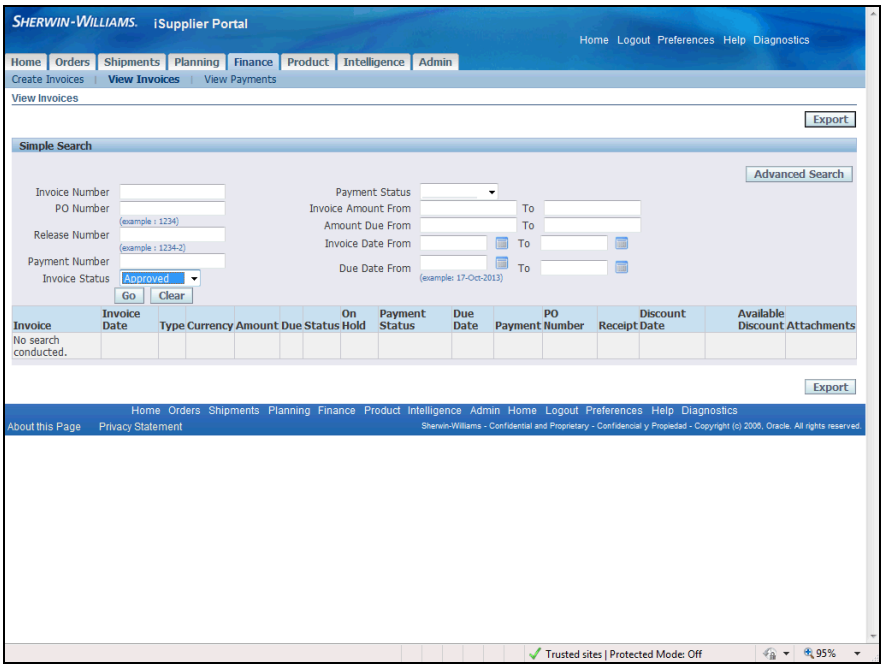
Step	Action
5.	Input search criteria in the **Simple Search** to bring up a list of invoices to view. Leave the fields blank if you want to view all invoices. The **Invoice Status** search criteria has been selected for this example.



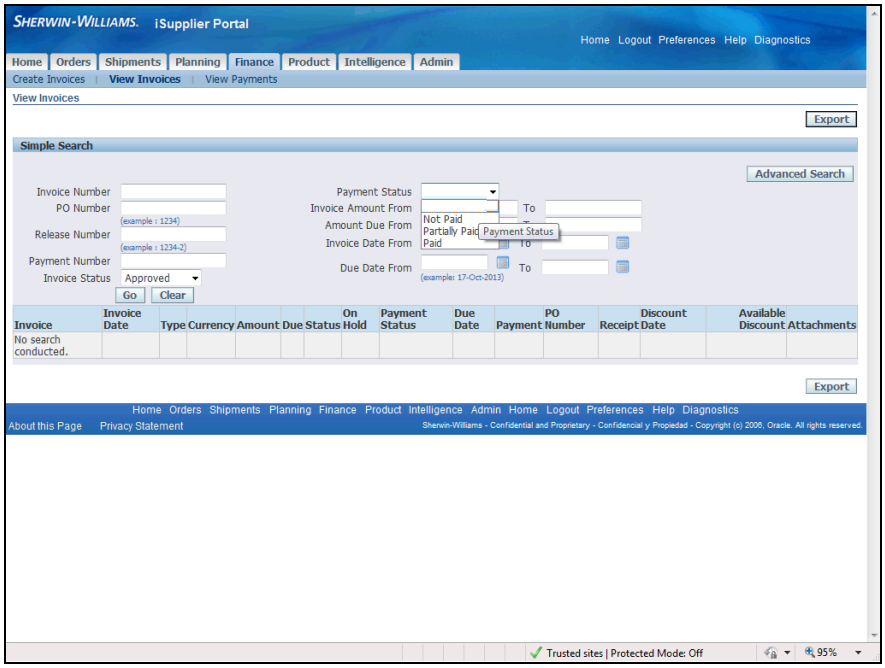
Step	Action
6.	Click the button to the right of the **Invoice Status** field to execute the search. 



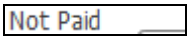
Step	Action
7.	Click the **Approved** list item. Approved

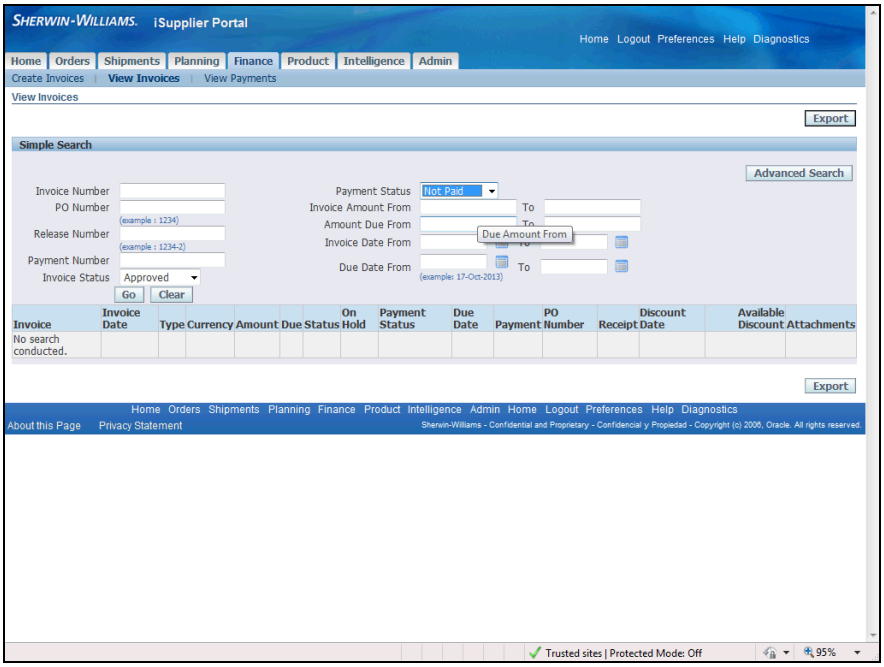


Step	Action
8.	Click the button to the right of the **Payment Status** field.

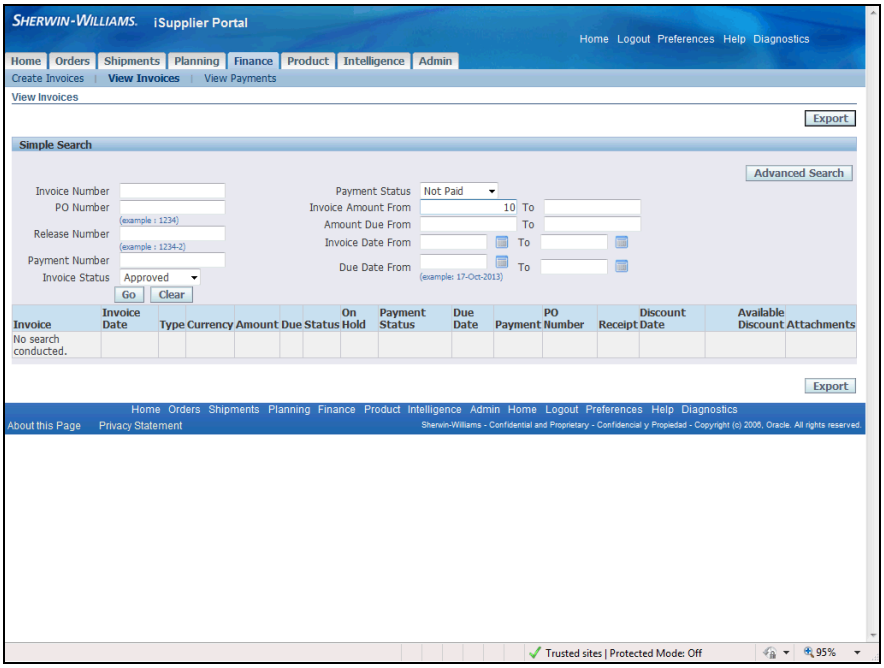


Step	Action
9.	Click the **Not Paid** list item.

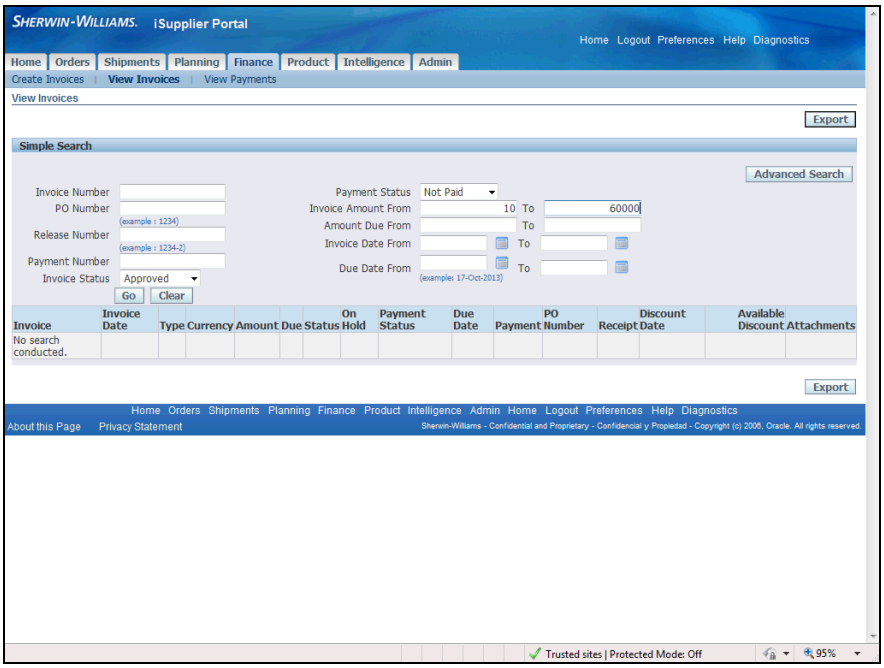




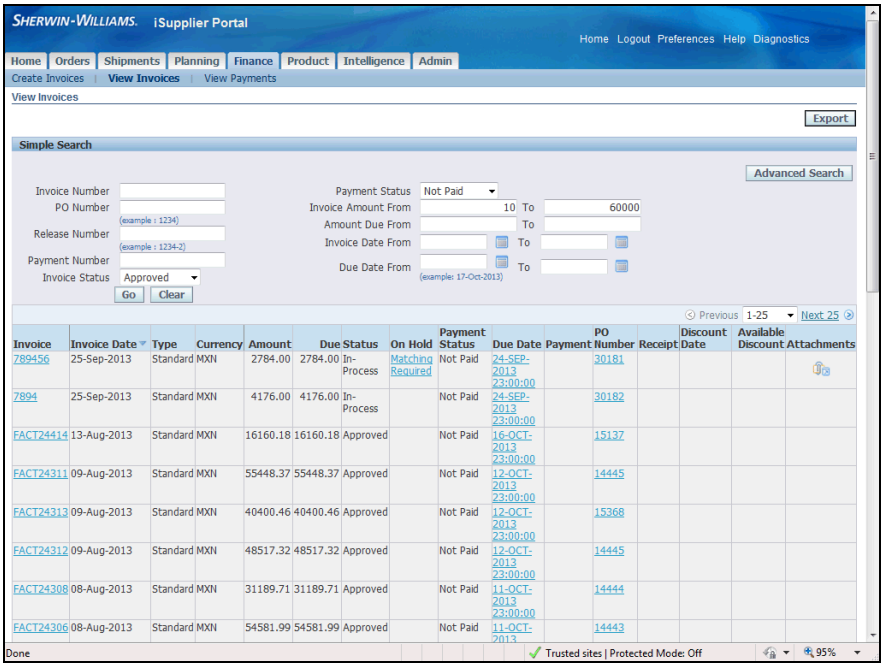
Step	Action
10.	Enter the low amount of the dollar range into the **To** field. Enter "**10**".



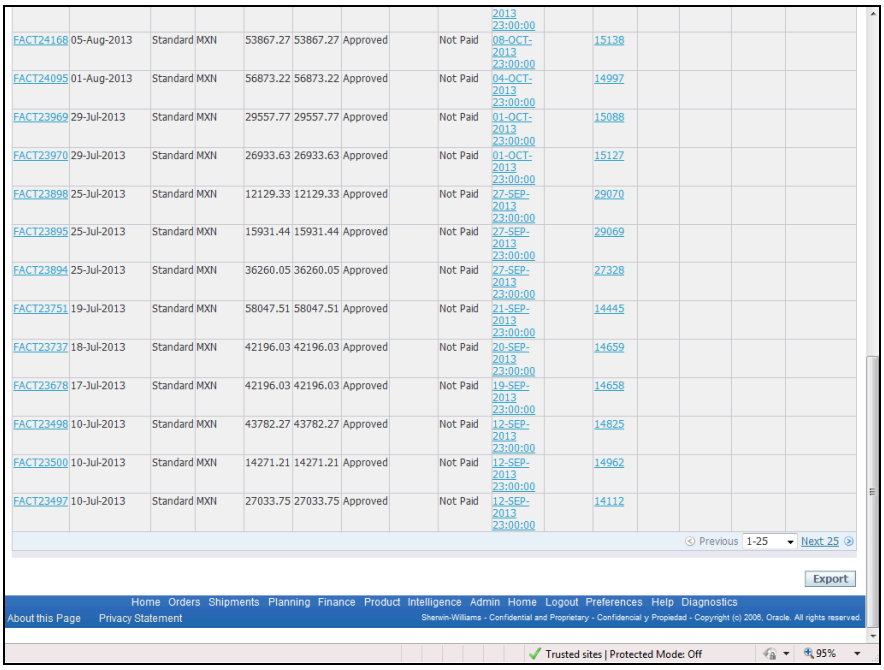
Step	Action
11.	Enter the highest amount of the dollar range you are searching for into the **To** field. Enter "**60000**".



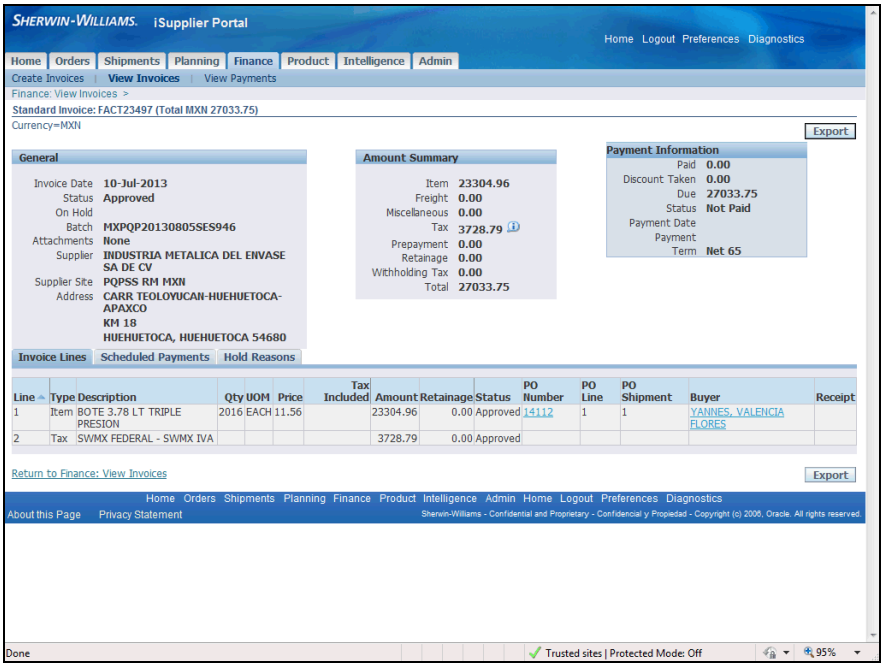
Step	Action
12.	Click the **Go** button. Go



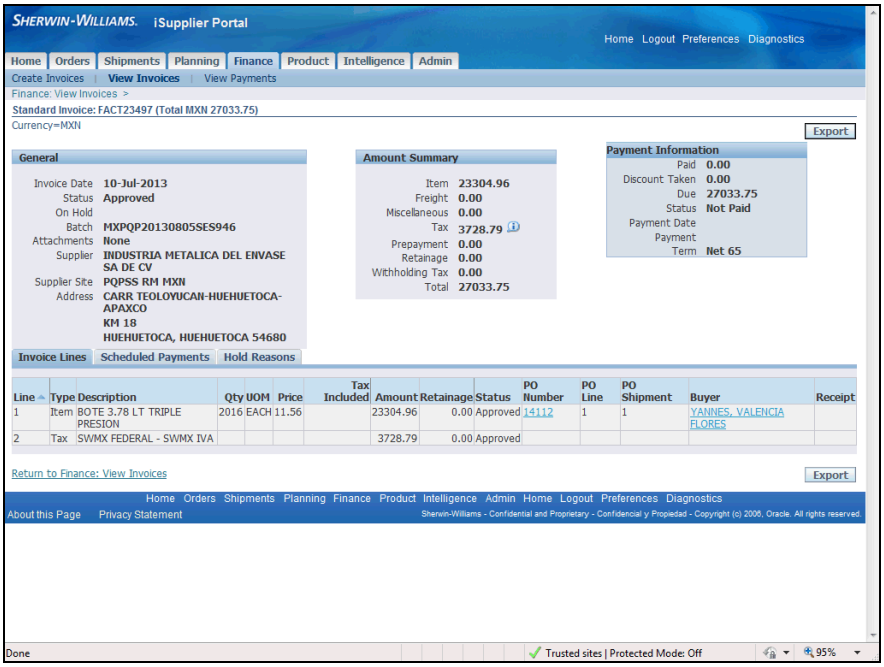
Step	Action
13.	Scroll down the page to view the list. The oldest invoice is last. Click the **Vertical** scrollbar.

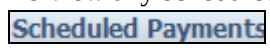


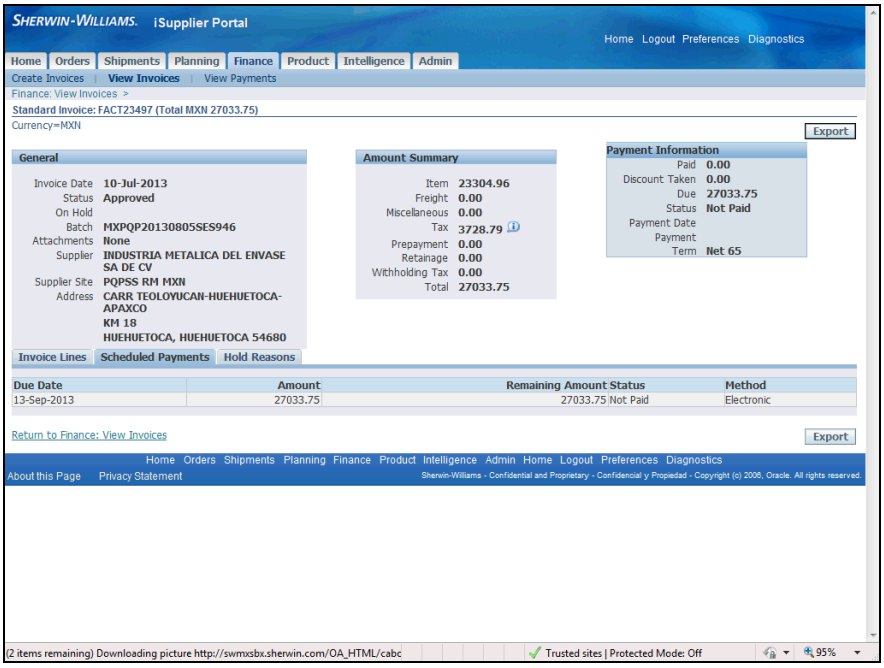
Step	Action
14.	To view invoice details for the invoice, click on an **invoice number.** Click the **FACT23497** link. FACT23497



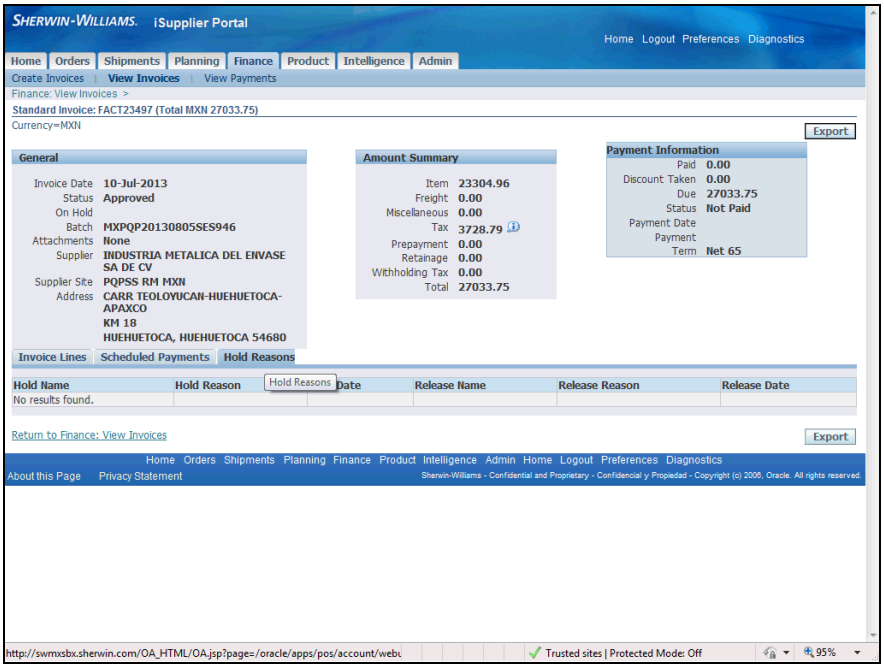
Step	Action
15.	The **Invoice detail page** opens and displays the **invoice status**, **totals** and **payment information** cells. In the next region, the **Invoice Line, Scheduled Payments** and **Hold Reasons** tabs are available to view. The **Invoice Line** tab will display all of the information for the lines in your invoice, including your **Purchase Order number.**



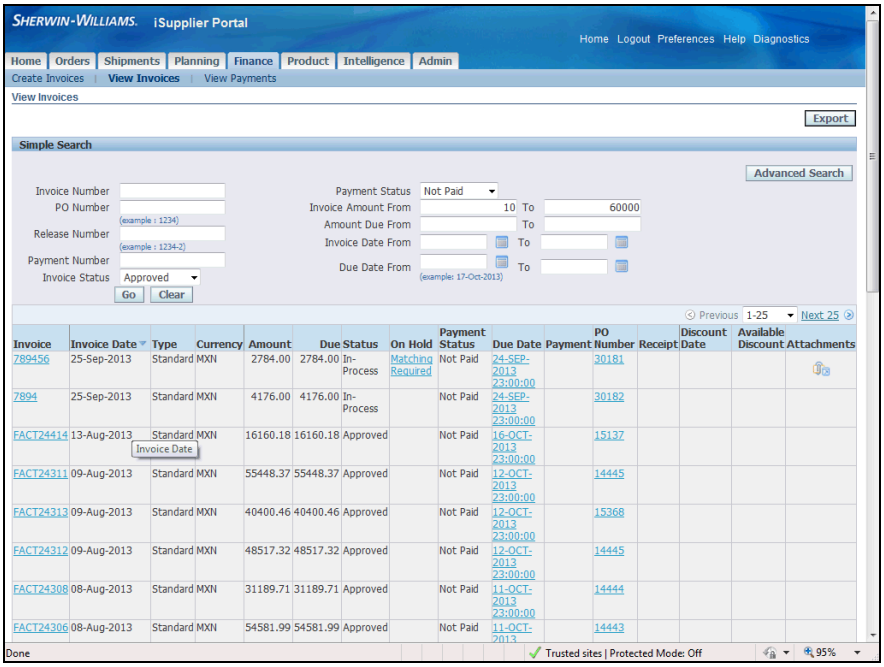
Step	Action
16.	To view any scheduled payments, click the **Scheduled Payments** link. 



Step	Action
17.	To make sure there are no holds on the invoice, click the **Hold Reasons** link. Hold Reasons



Step	Action
18.	If you want to view another invoice, click the **Return to Finance: View Invoices** link to see the list again. Return to Finance: View Invoices



Step	Action
19.	This task showed you how to view invoice information. **End of Procedure.**

Viewing Payment Information

Purpose: To show you how to view payment information

Pre-Requisites: Payments submitted by Buyer

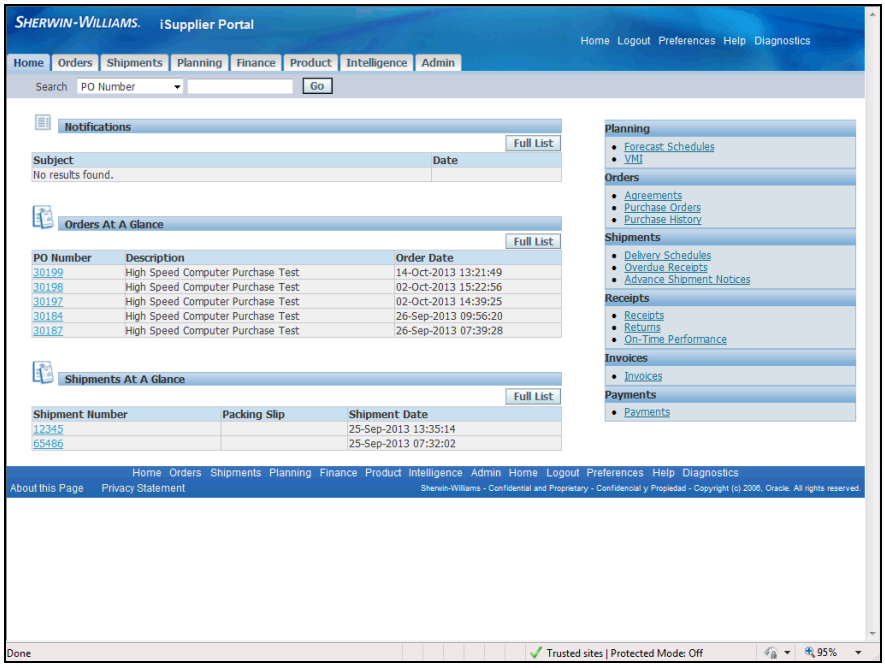
Navigation: iSupplier Home Page > Finance (T) > View Payments (L) > Simple Search > View Payments

You can access invoice and payment information as well as review invoice status online using Oracle iSupplier Portal. Payment inquiry enables you to view the history of all the payments to your invoices completed by the buying company. You can use the View Payments page to search using various search criteria. On the Payments details page, you can see the payment details including the invoices addressed by the payment.

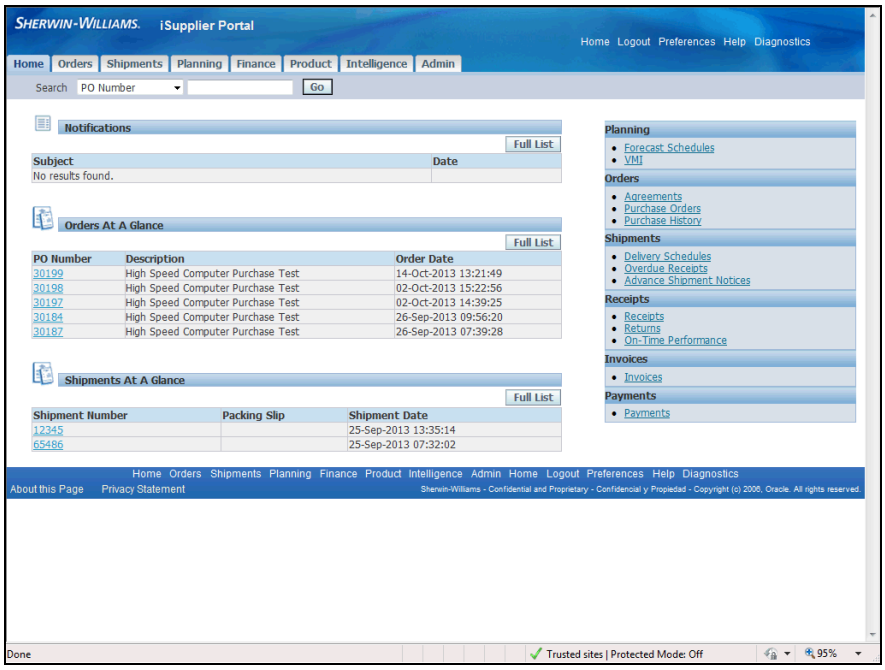
Procedure

This task shows you how to view payment information.

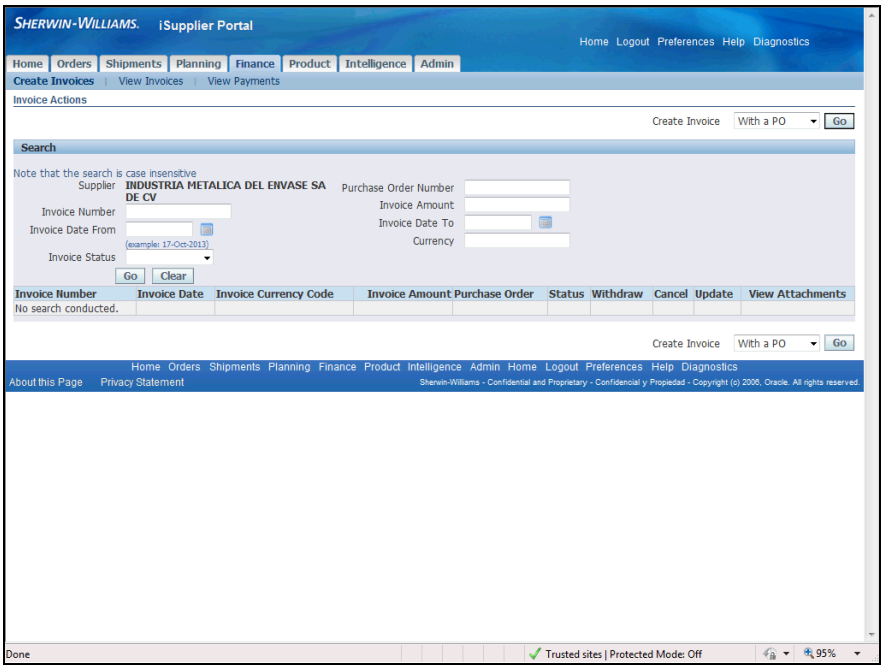
This feature will allow you to view the history of all of the payments that have been applied to an invoice.



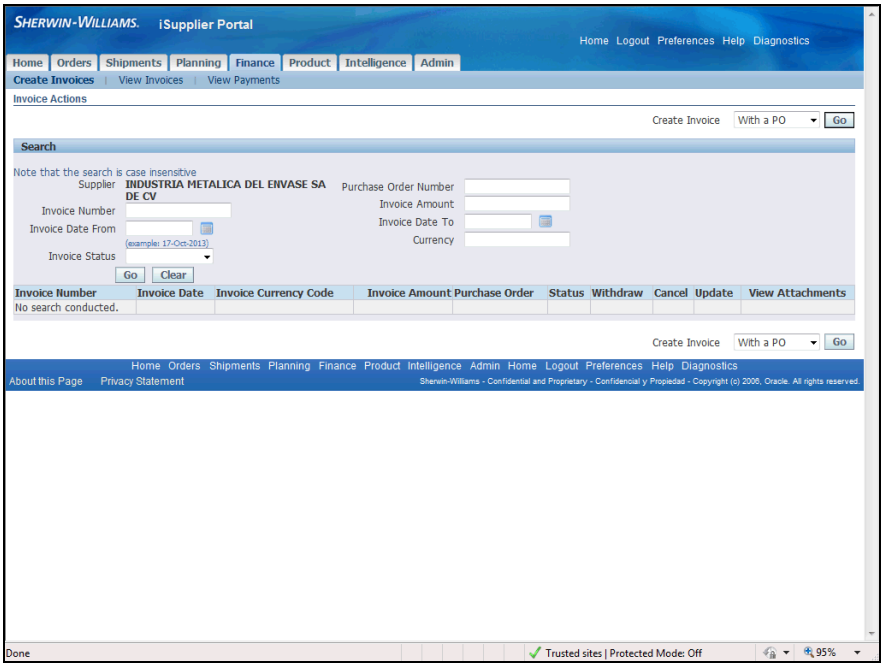
Step	Action
1.	The **iSupplier Portal Home** page displays tabs that give you access to different types of information. The **Payment** information is in the **Finance** tab.



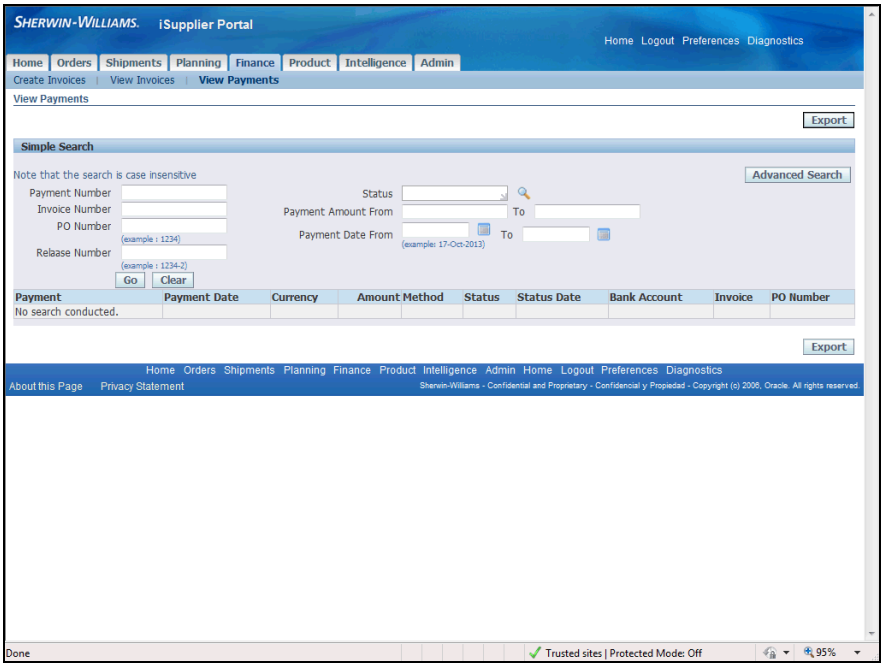
Step	Action
2.	Click the **Finance** tab. Finance



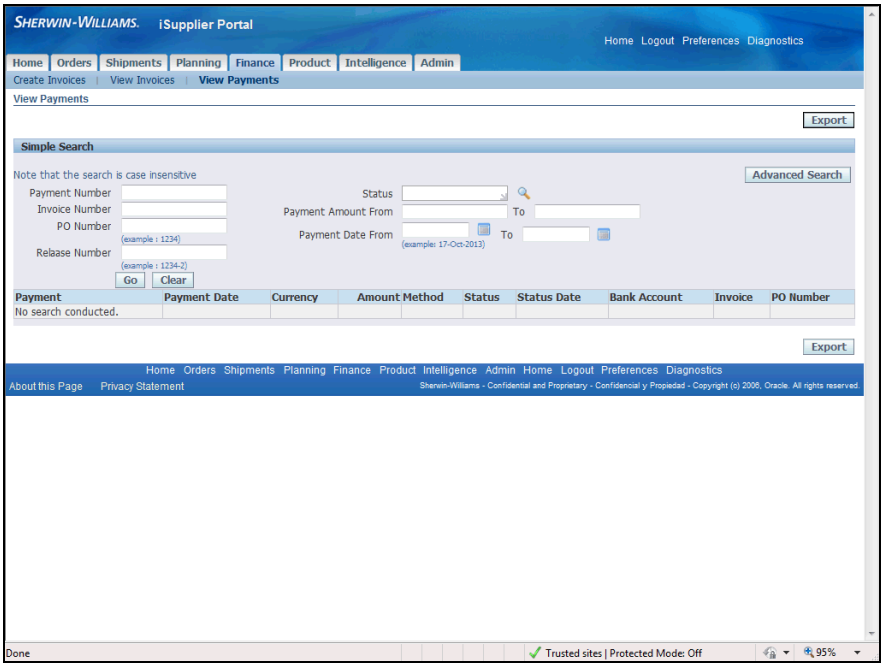
Step	Action
3.	The **Finance** tab allows you to **Create Invoices, View Invoices**, or **View Payments**. In this task, you will View Payments.



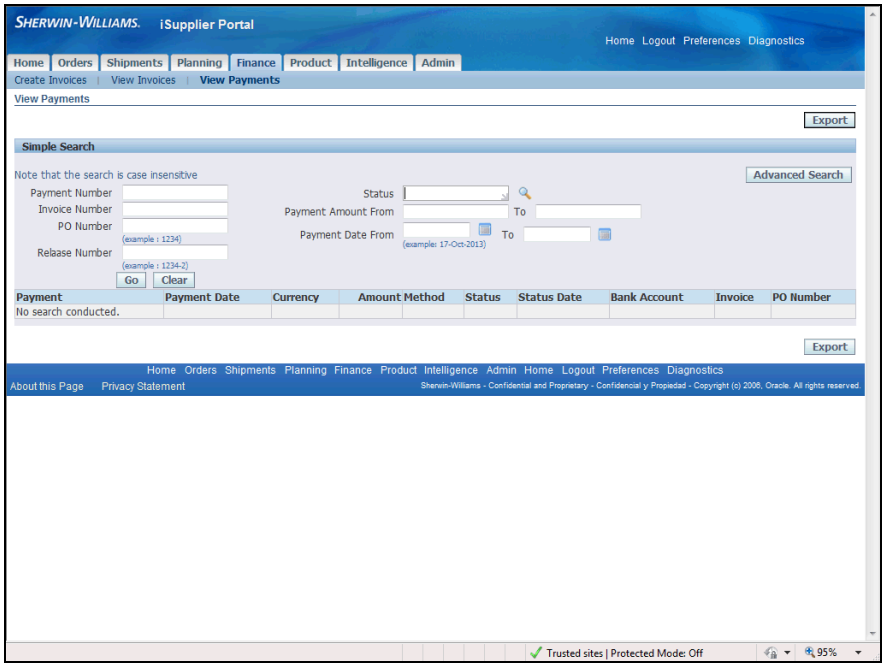
Step	Action
4.	Click the **View Payments** link. View Payments



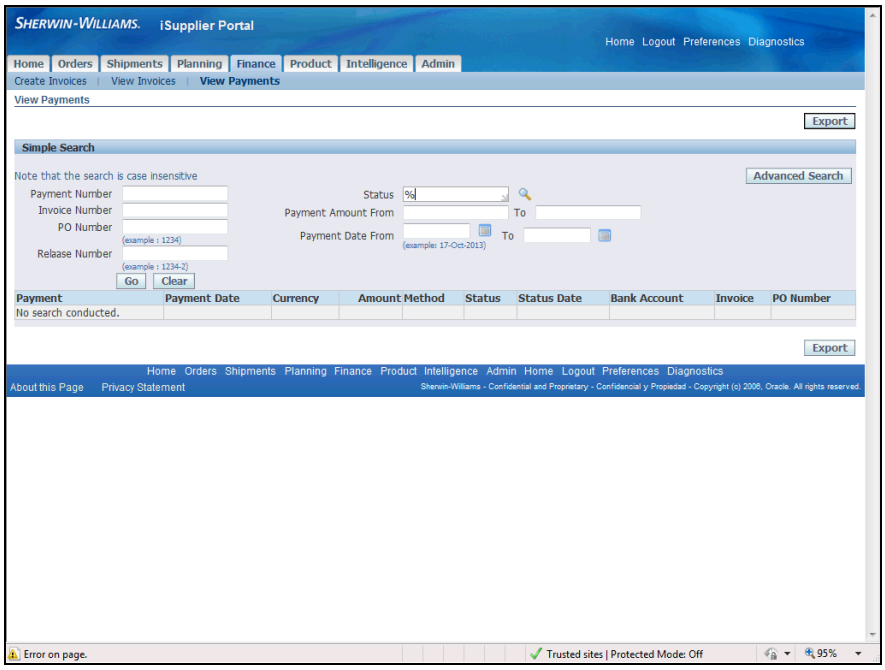
Step	Action
5.	Enter search criteria in the **Simple Search** area to view the payments. The criteria has been pre-selected for this example.



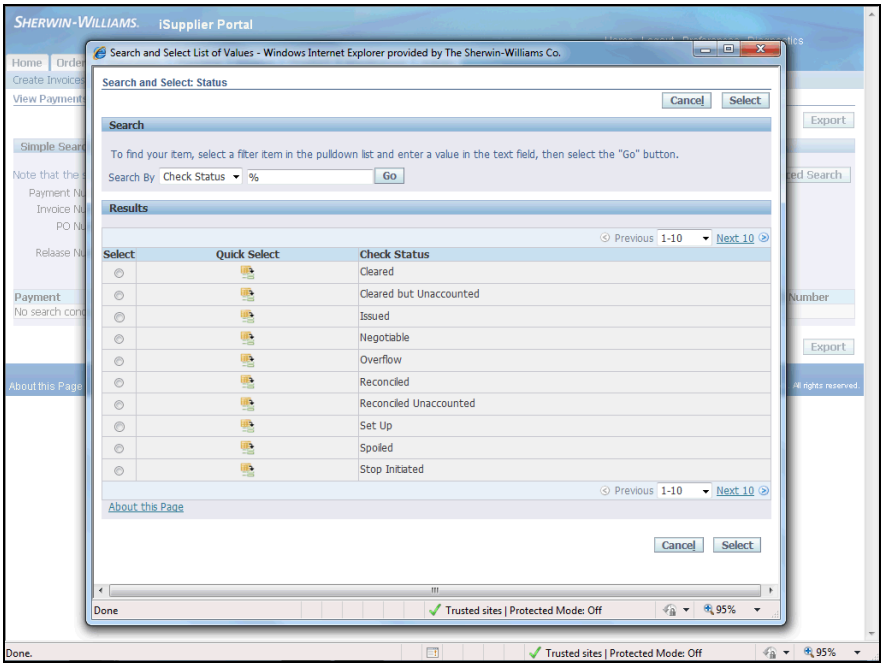
Step	Action
6.	To select the status from a complete list of values, click in the **Status** field.



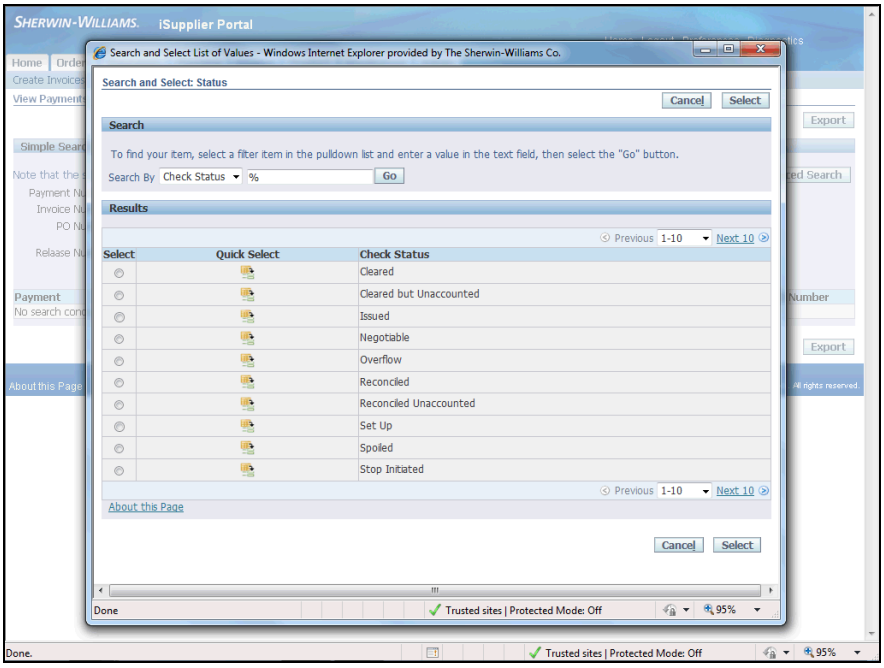
Step	Action
7.	Enter the desired information into the **Status** field. Enter "**%**".



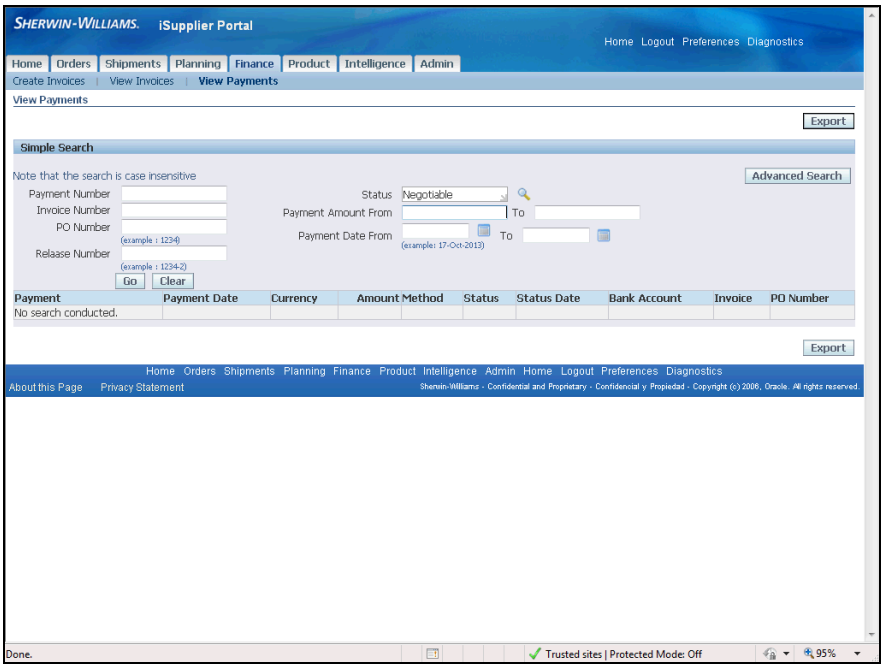
Step	Action
8.	Click the **Search for Status** button.



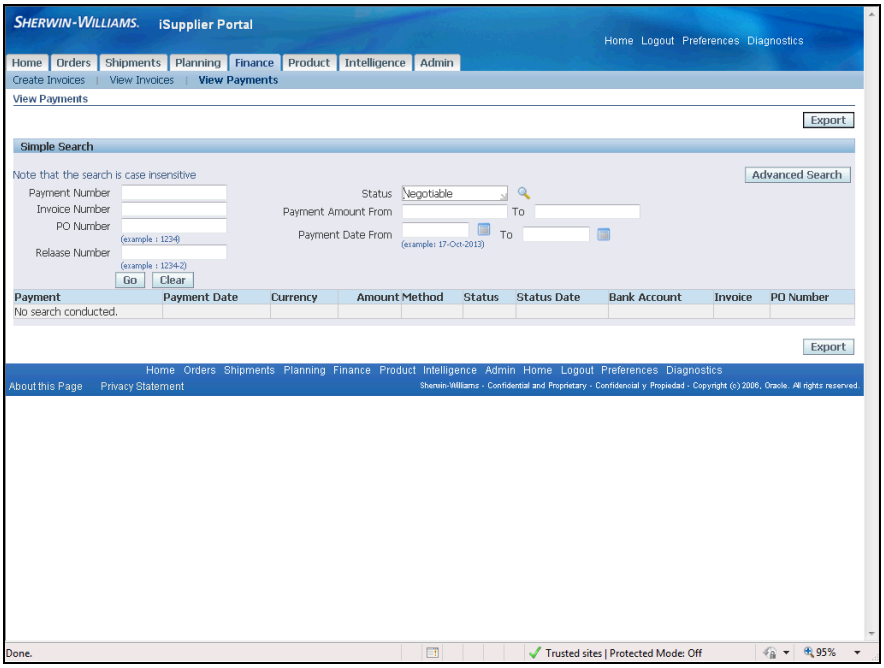
Step	Action
9.	The **Search and Select: Status** page displays a list of values to choose from. Using the **Quick Select** button saves additional steps when making your selection.



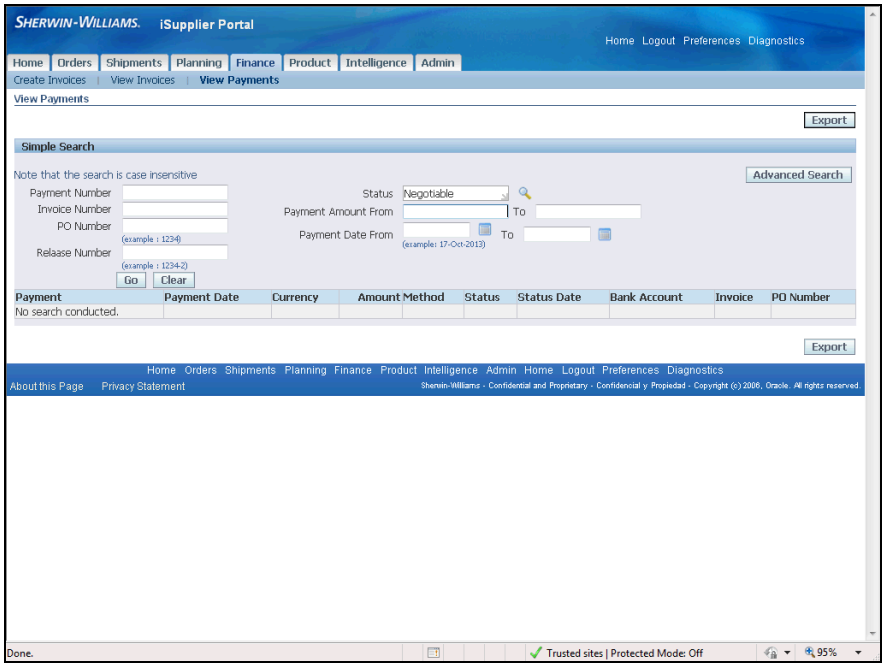
Step	Action
10.	Click the **Quick Select** button on the line you have identified as your choice. 



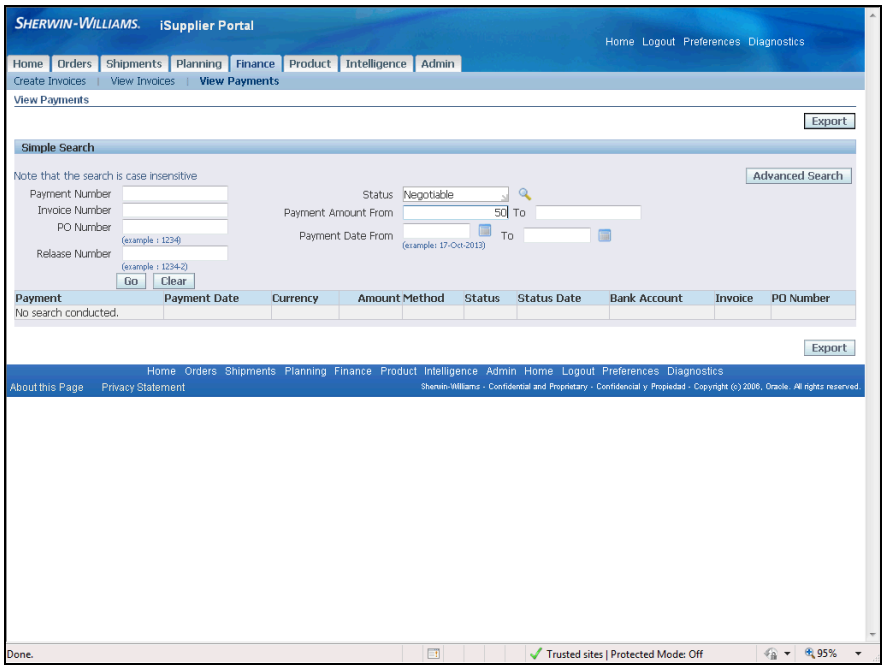
Step	Action
11.	In this example, you will enter a range in the **Payment Amount From** and **To** fields as additional criteria.



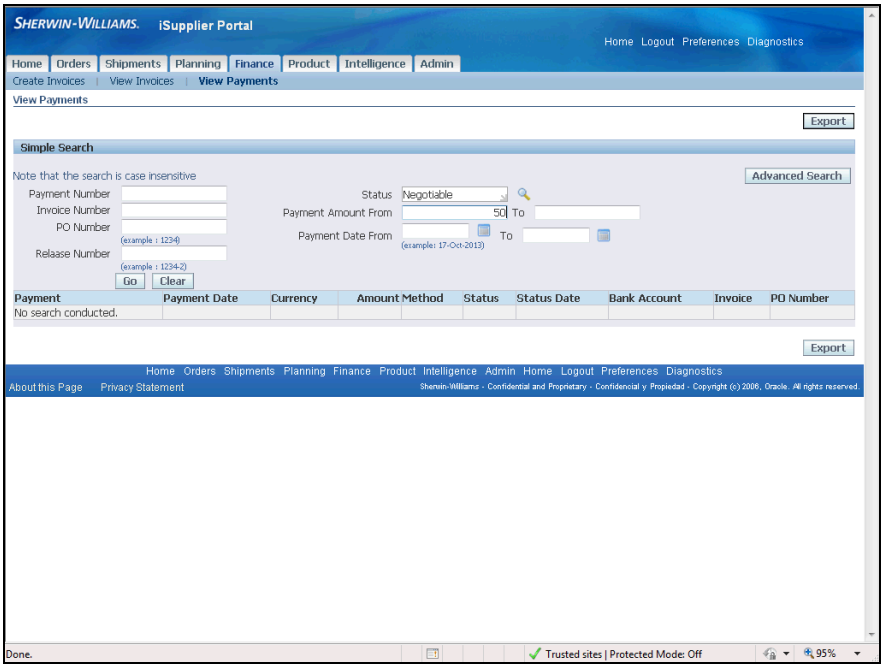
Step	Action
12.	Click in the **From** field.



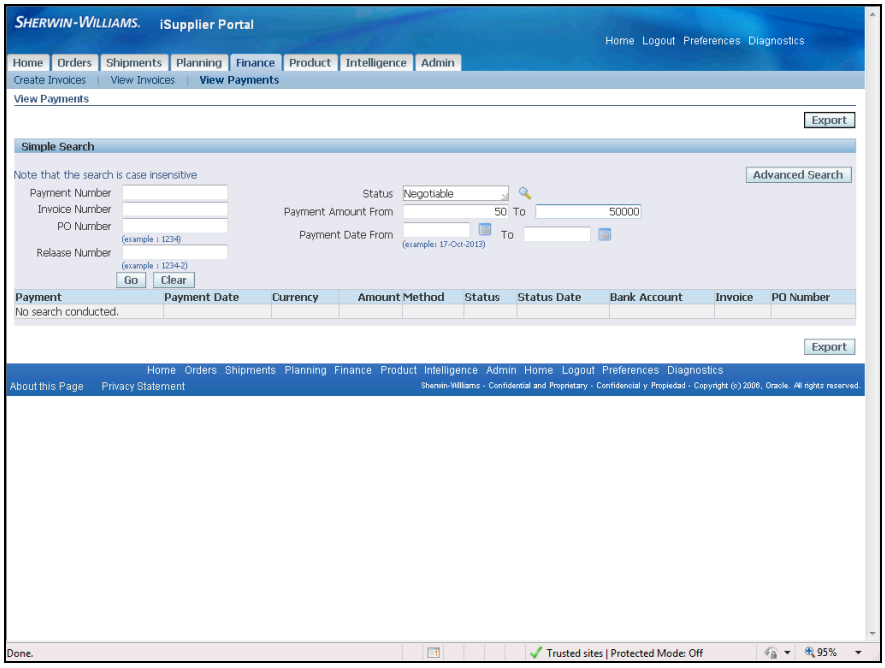
Step	Action
13.	Enter the desired information into the **From** field. Enter "**50**".



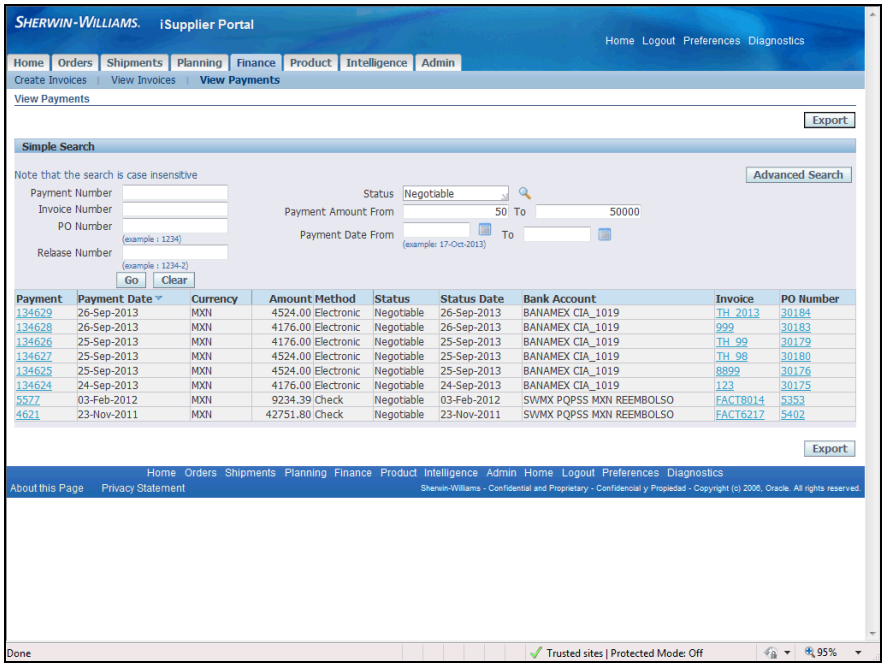
Step	Action
14.	Click in the **To** field.



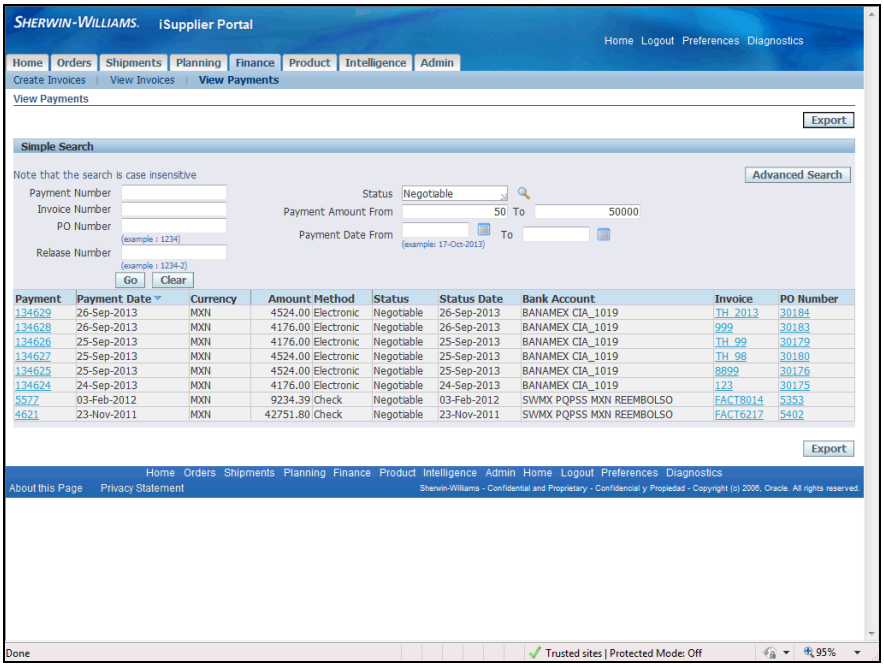
Step	Action
15.	Enter the desired information into the **To** field. Enter "**50000**".



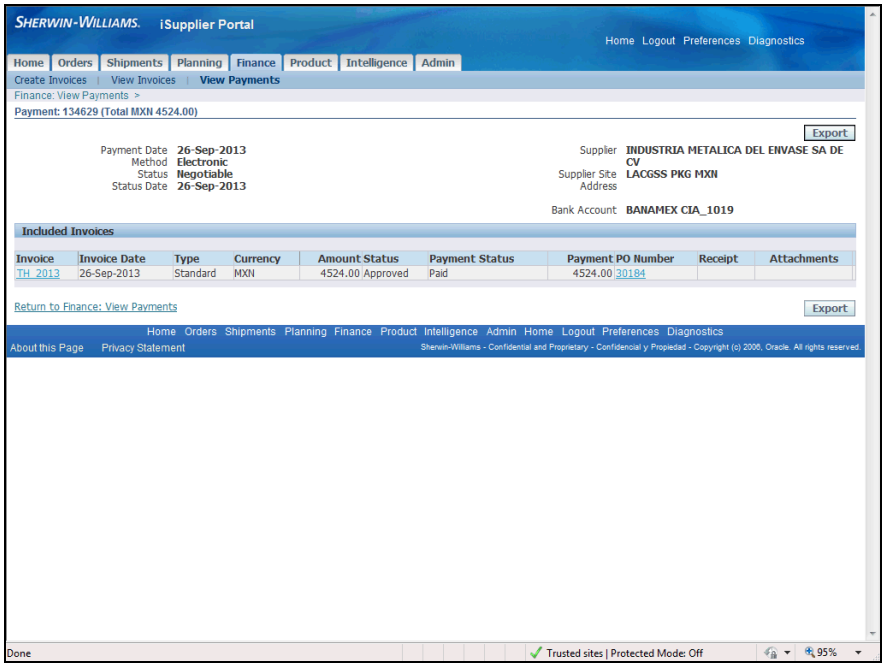
Step	Action
16.	To start the search, click the **Go** button. 



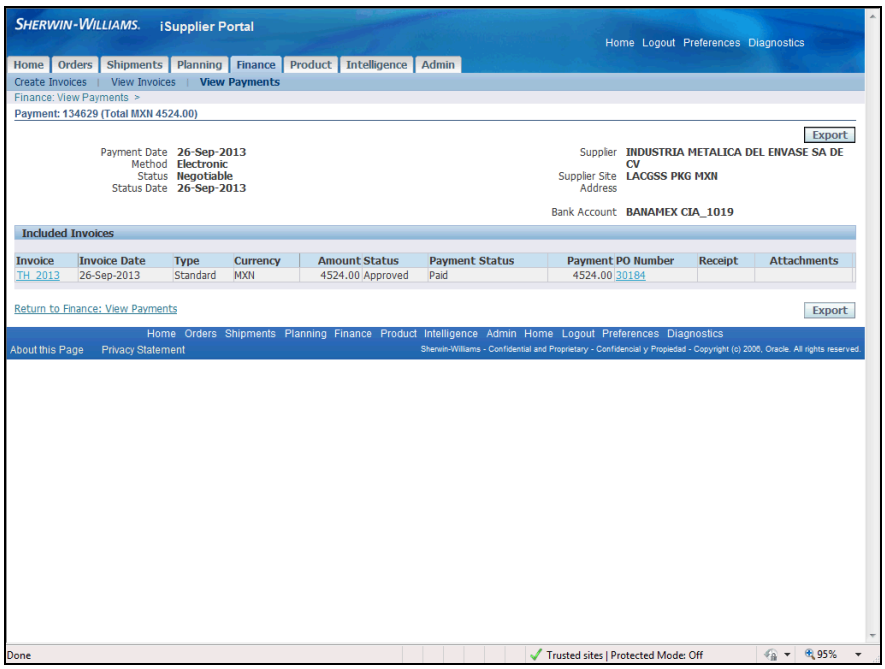
Step	Action
17.	A list of **payments** matching your search criteria displays in the **Results** area of the search page. At a glance, the system displays several key pieces of informaton on your payment. Review the columns headings below.



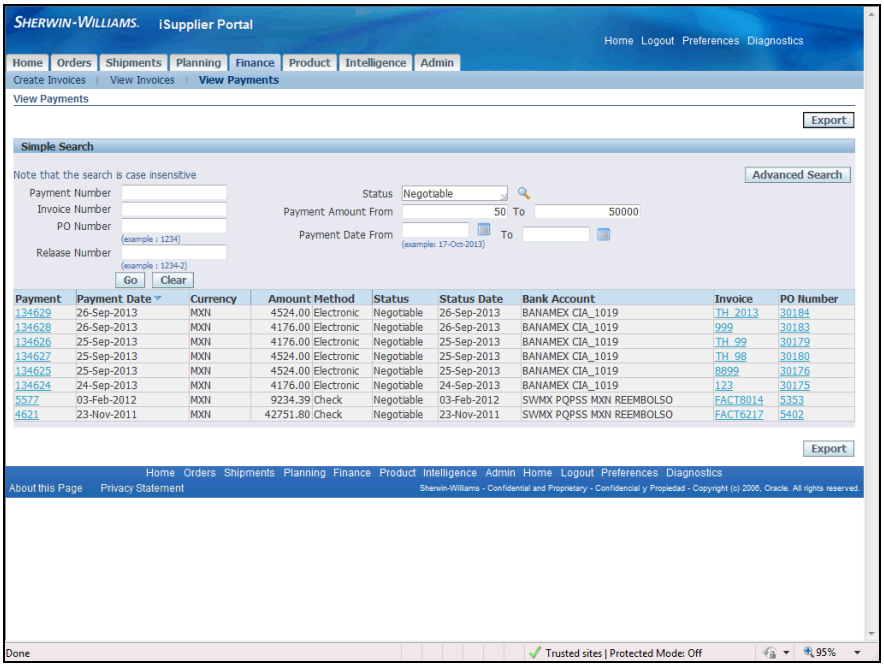
Step	Action
18.	Select a **Payment** to view the datail. Click the **134629** link. 134629



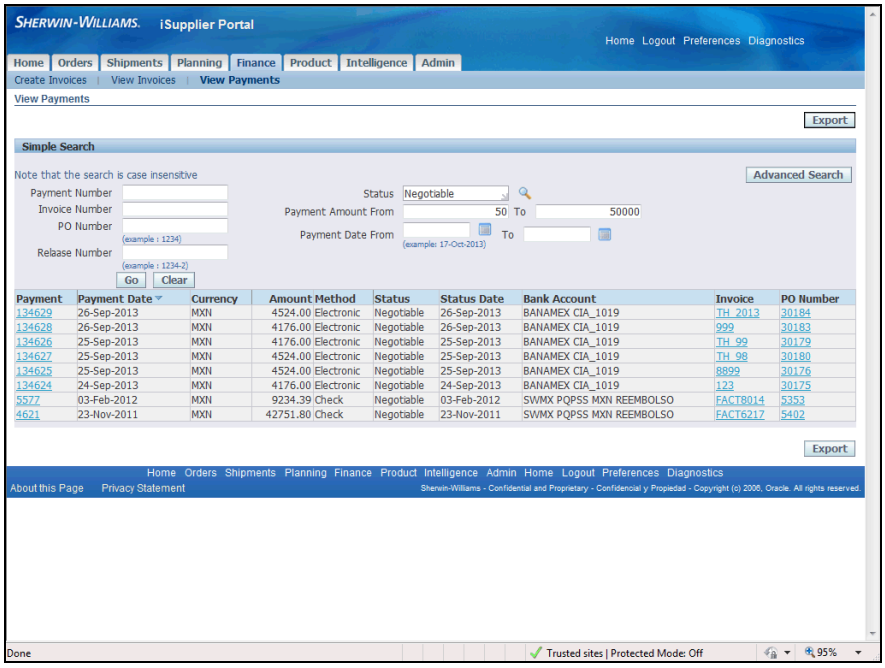
Step	Action
19.	The **Payment** information displayed includes **Invoice** number and **Date, Amount, Payment Status**, and **PO Number.** The **Invoice** or the **PO** can be viewed from this page by clicking on the correct link. In this example, return to the **View Payments** page to view from that page.



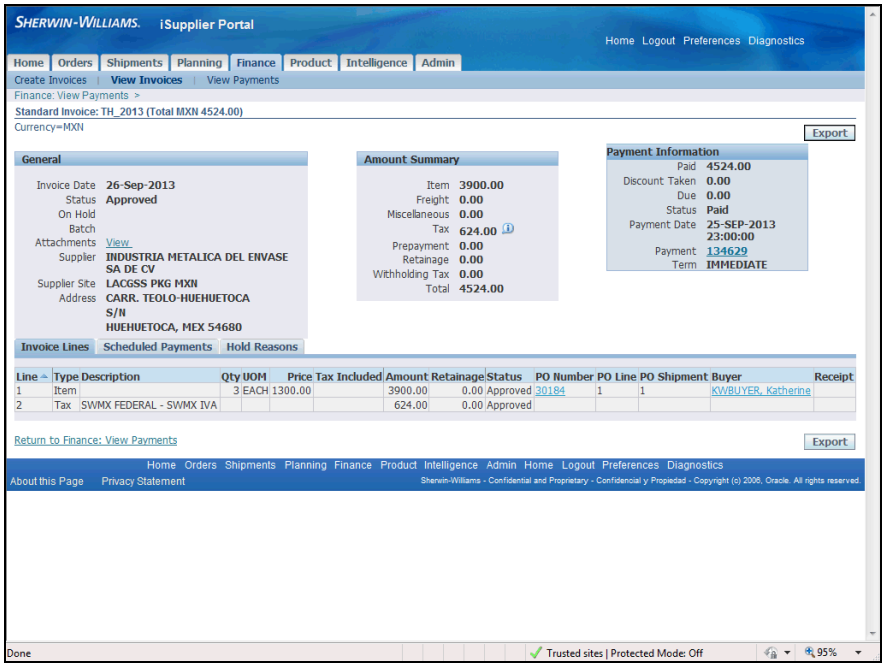
Step	Action
20.	Click the **Return to Finance: View Payments** link. Return to Finance: View Payments



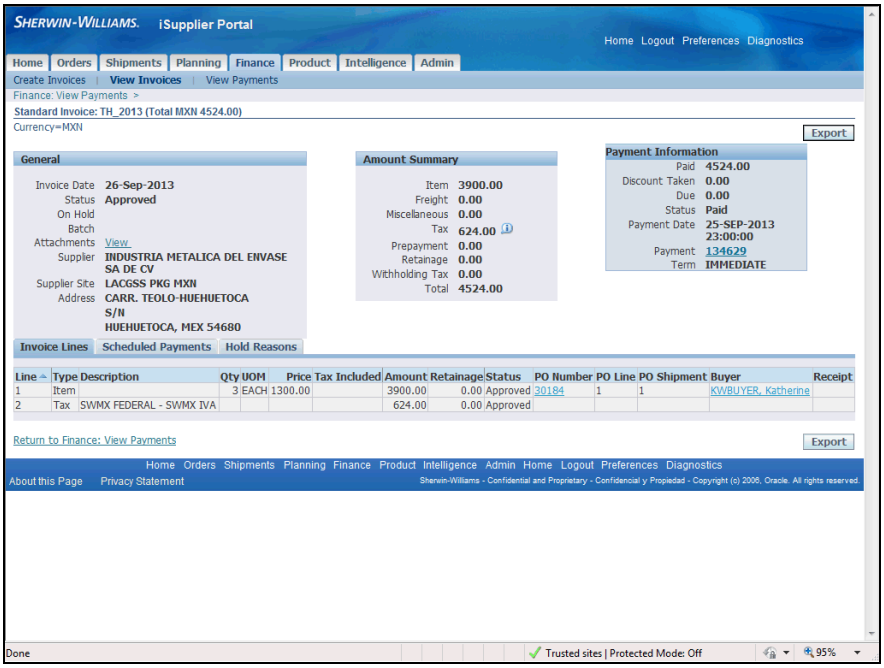
Step	Action
21.	The **Invoice number** and **PO Number** are available as links on each in the **Results** region of the **Search** page. View the **Invoice** attached to this **Payment**.



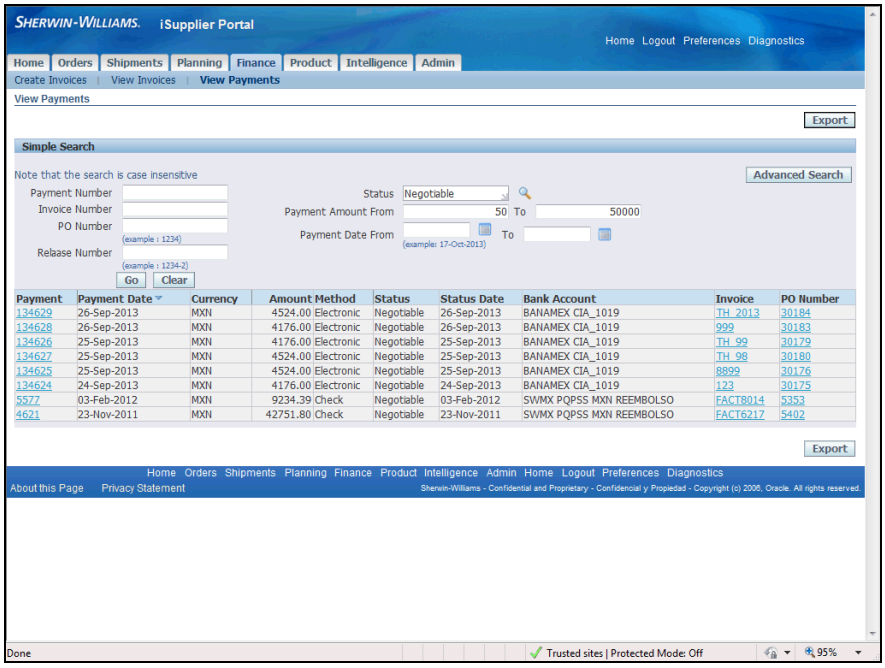
Step	Action
22.	View the Invoice. Click the **TH_2013** link. TH_2013



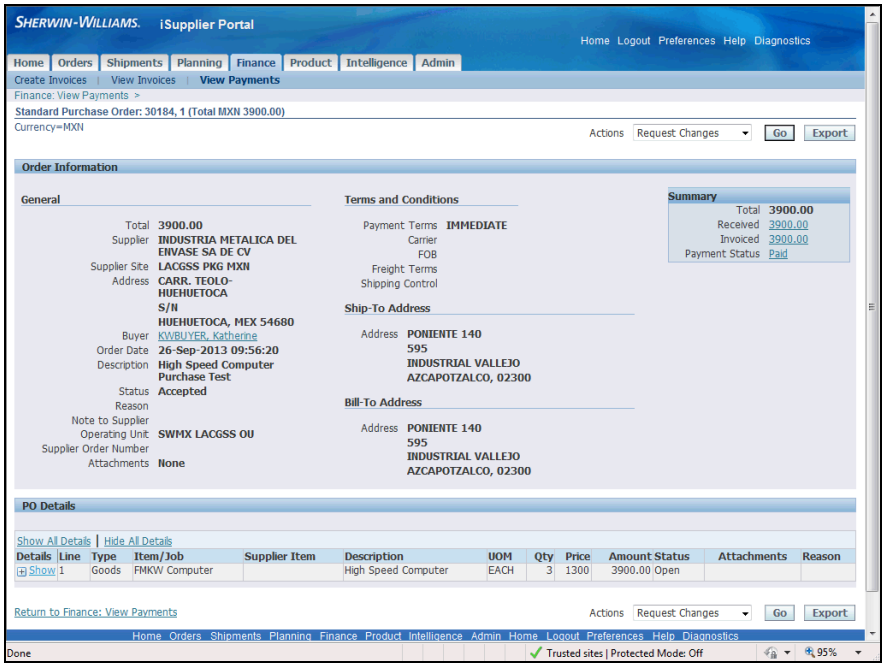
Step	Action
23.	The **Invoice** opens to the **Invoice Lines** tab. All lines of the **Invoice** are displayed.



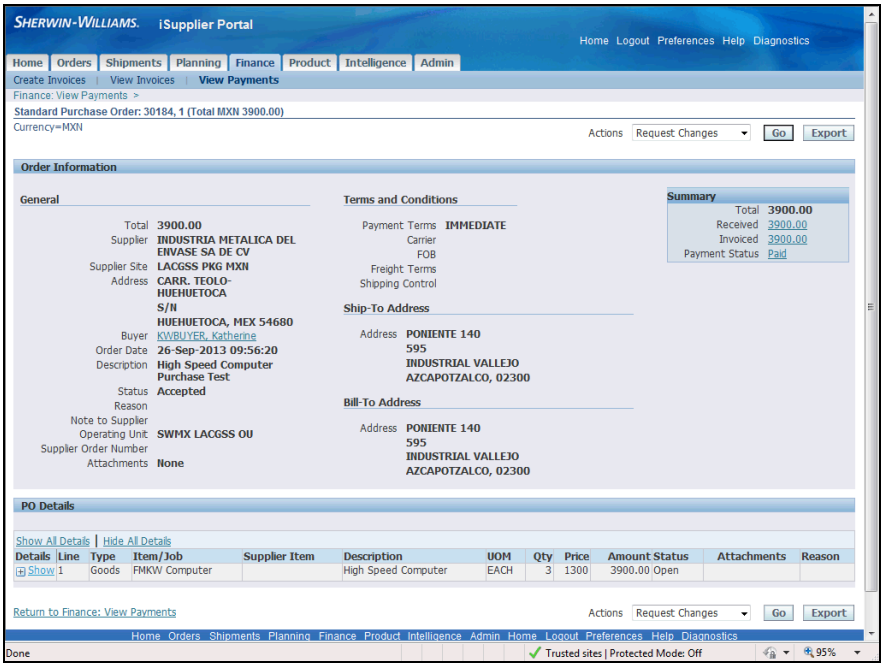
Step	Action
24.	Click the **Return to Finance: View Payments** link. Return to Finance: View Payments



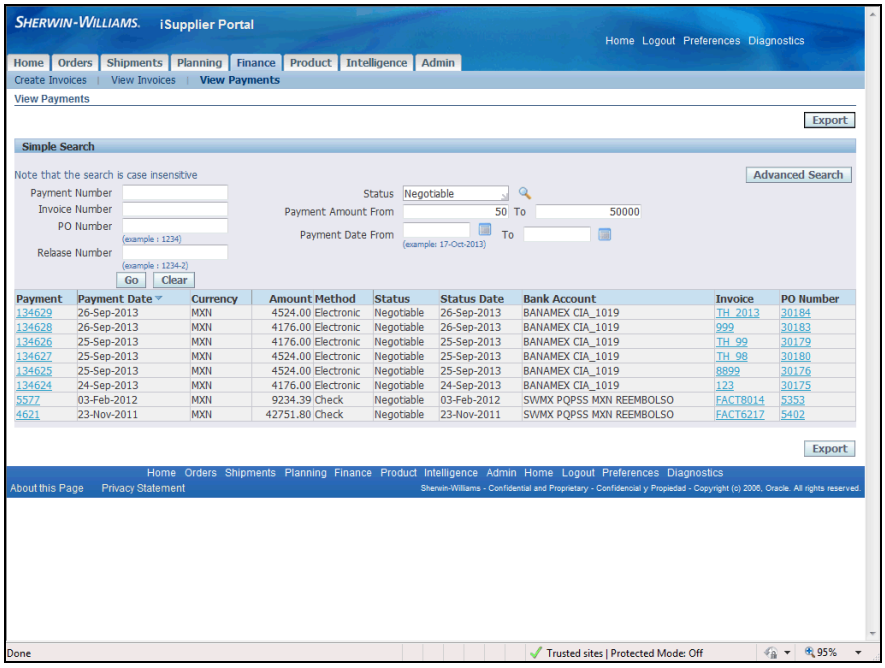
Step	Action
25.	View the **PO**. Click the **30184** link. 30184



Step	Action
26.	The **PO** information displays. The **PO Details** are available by clicking the **Show** link under **Details,** if desired.



Step	Action
27.	To view other payments, click the **Return to Finance: View Payments** link where you can select another **Payment** to view. Return to Finance: View Payments



Step	Action
28.	This task showed you how to view payment information. **End of Procedure.**

Viewing Receipts

Purpose: To show you how to view receipts

Pre-Requisities: Pre-existing receipts

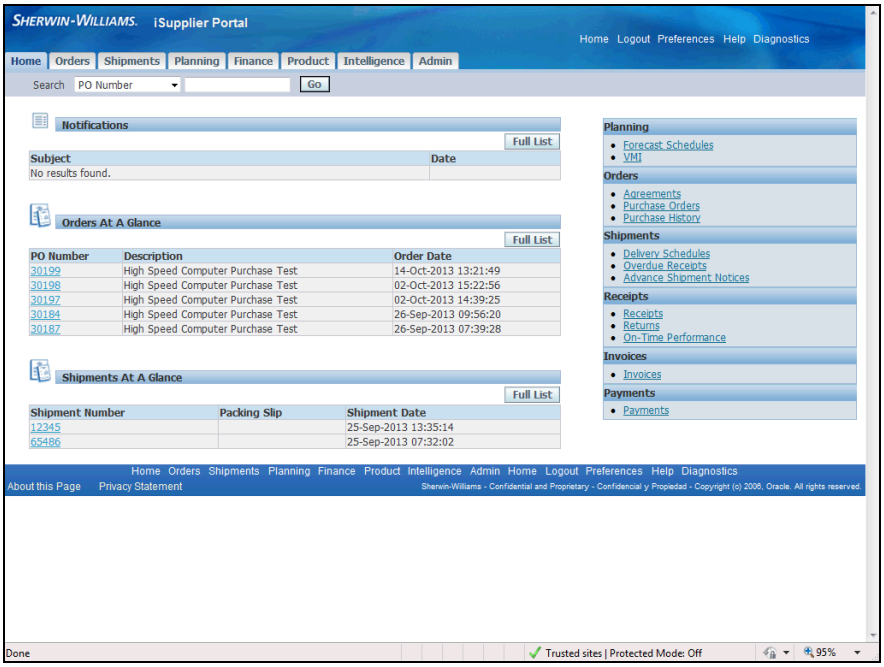
Navigation: iSupplier Portal Home Page > Shipments (T) > Receipts (L) > enter criteria to search for receipts

The View Receipts page enables you to explore a historical view of all receipts that have been recorded for your shipped goods. Enter search criteria to view the receipts. A listing of the receipts that match your search criteria displays.

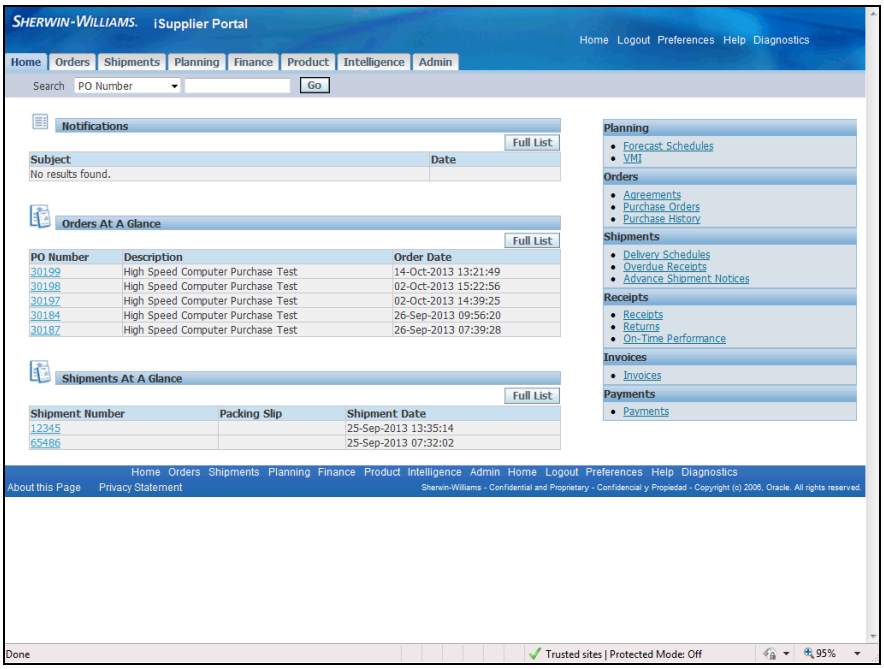
Procedure

This task shows you how to view receipts.

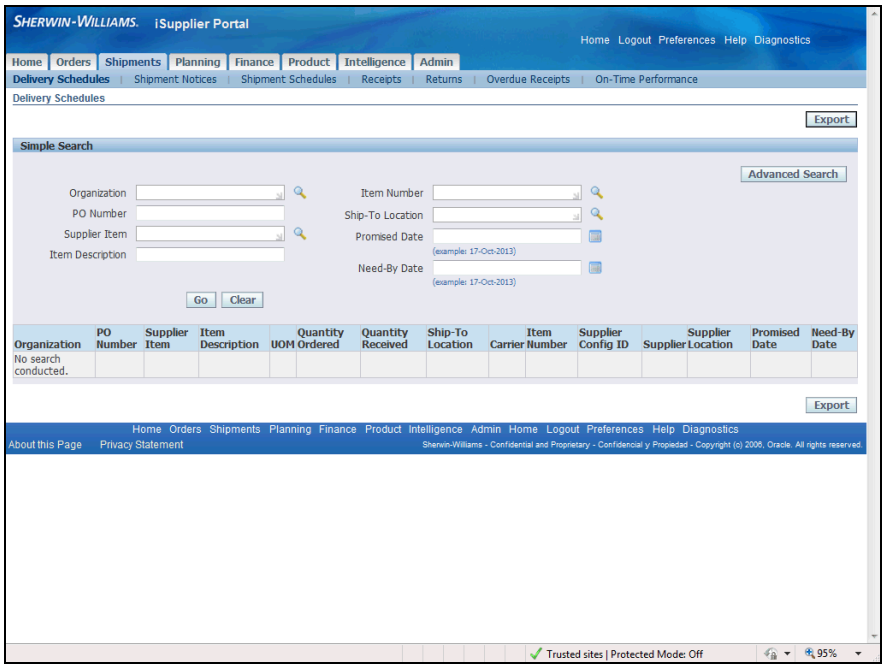
Receipts are payments that you receive from your customers for goods or services provided.



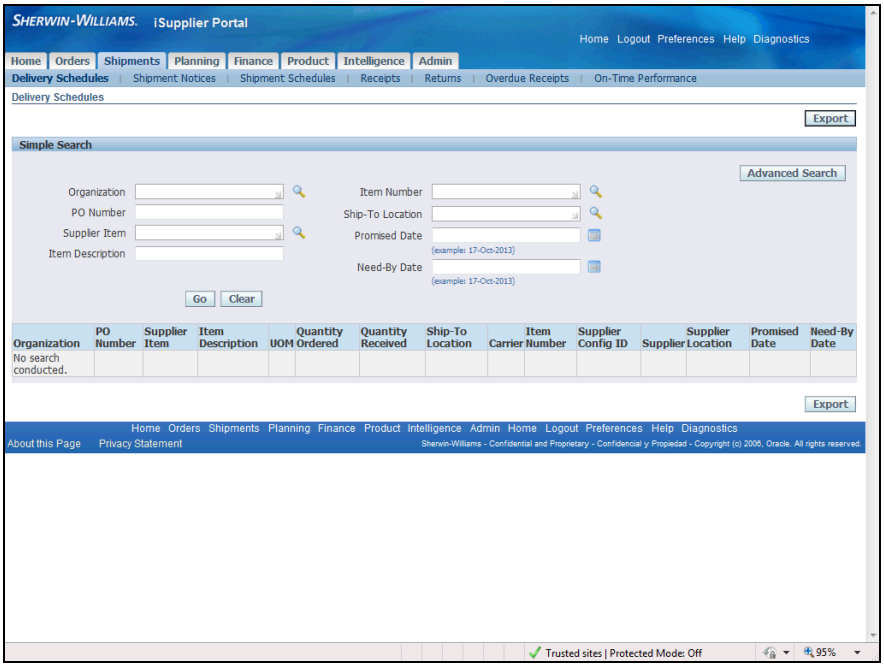
Step	Action
1.	The **iSupplier Portal Home** page displays several options for viewing your **Payables, Purchasing, Shipping** and **Ordering** transactions. Your **Shipping** and **Receiving** information is viewed under Shipments tab.



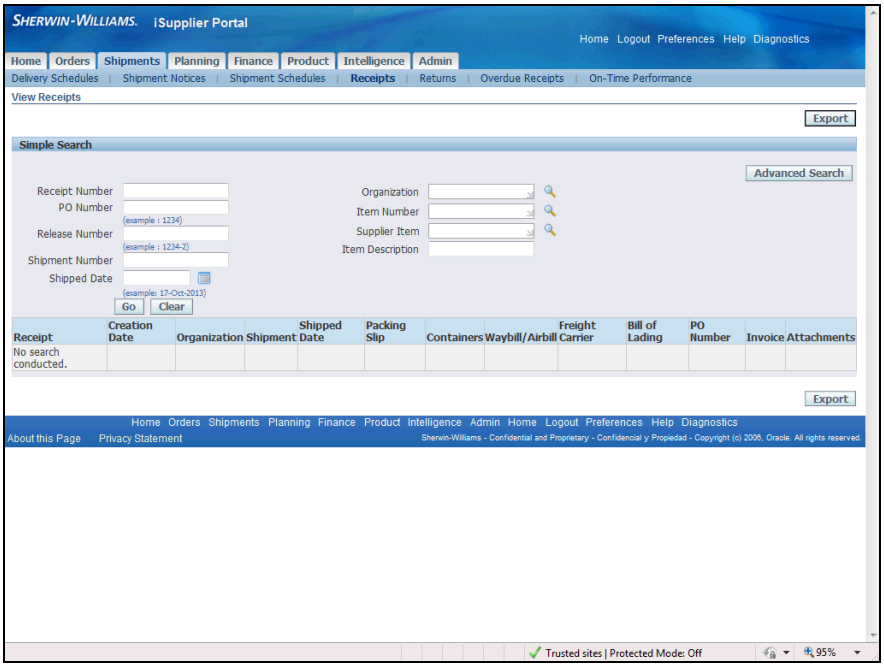
Step	Action
2.	Click the **Shipments** link. Shipments



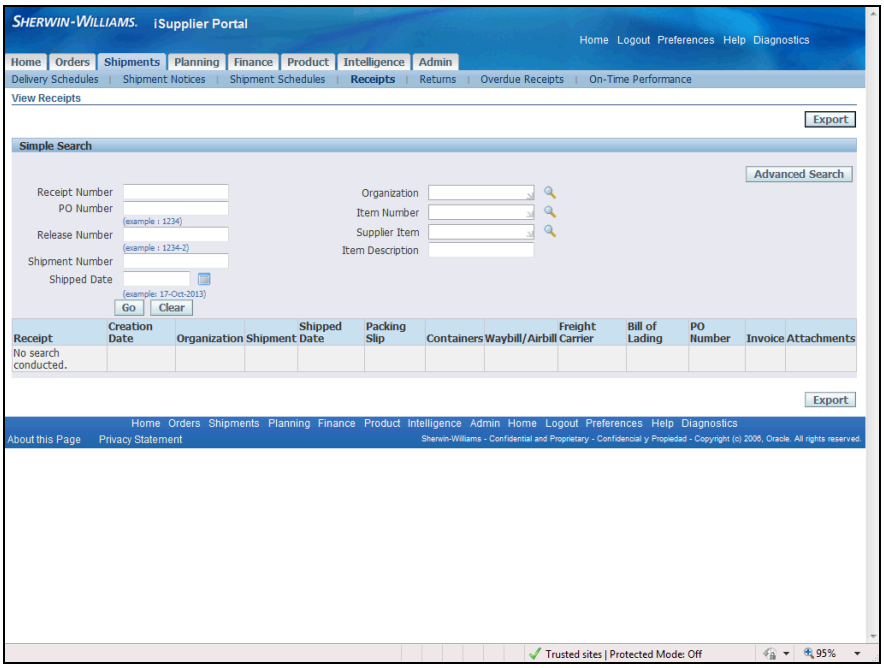
Step	Action
3.	The **Shipment** tab also contains views for **Delivery's, Shipment Notices and Schedules, Receipts, Returns and Performance metrics.** The **Receipt** transaction page will provide an historcial view of all receipts that have been recorded for goods and services that have been delivered.



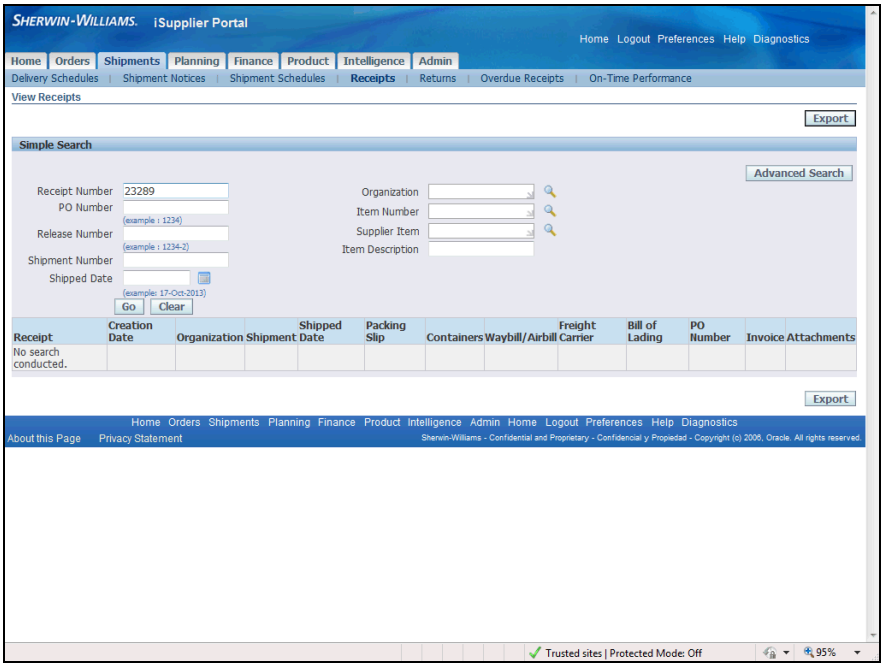
Step	Action
4.	Click the **Receipts** link. Receipts



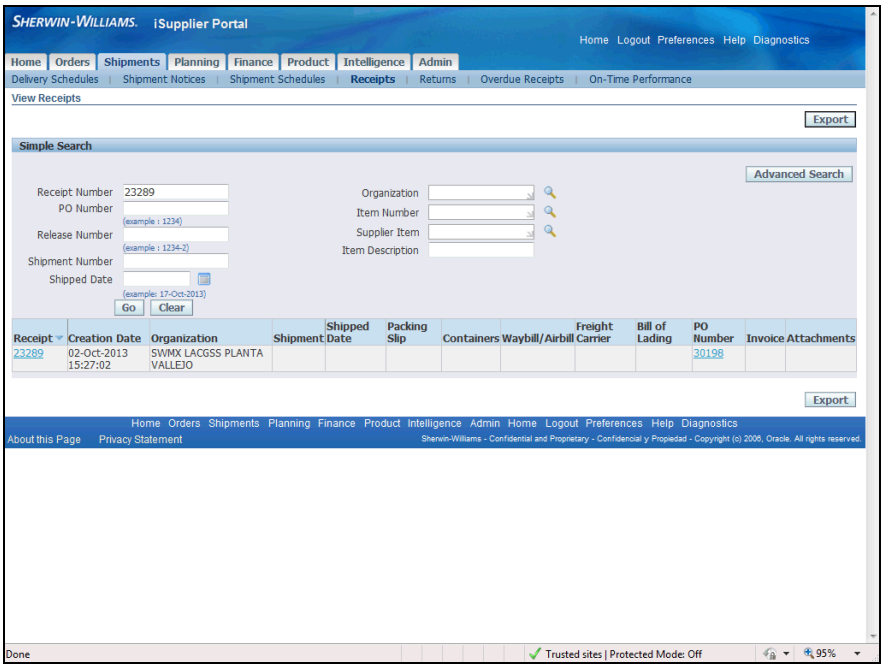
Step	Action
5.	Enter criteria to search for the receipt to view. In this example, enter the receipt number.



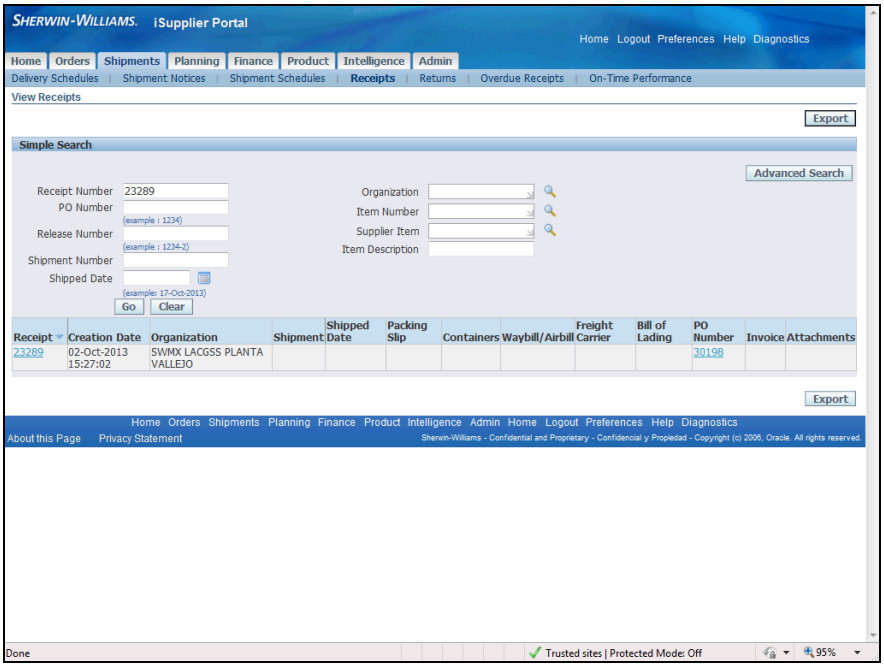
Step	Action
6.	Enter the desired information into the **Receipt Number** field. Enter "**23289**".



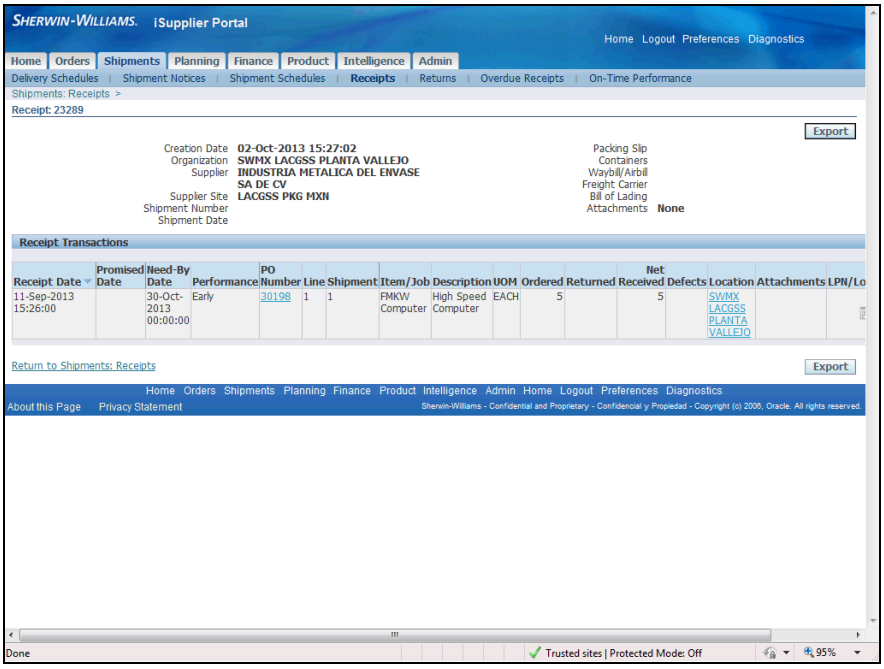
Step	Action
7.	Click the **Go** button. Go



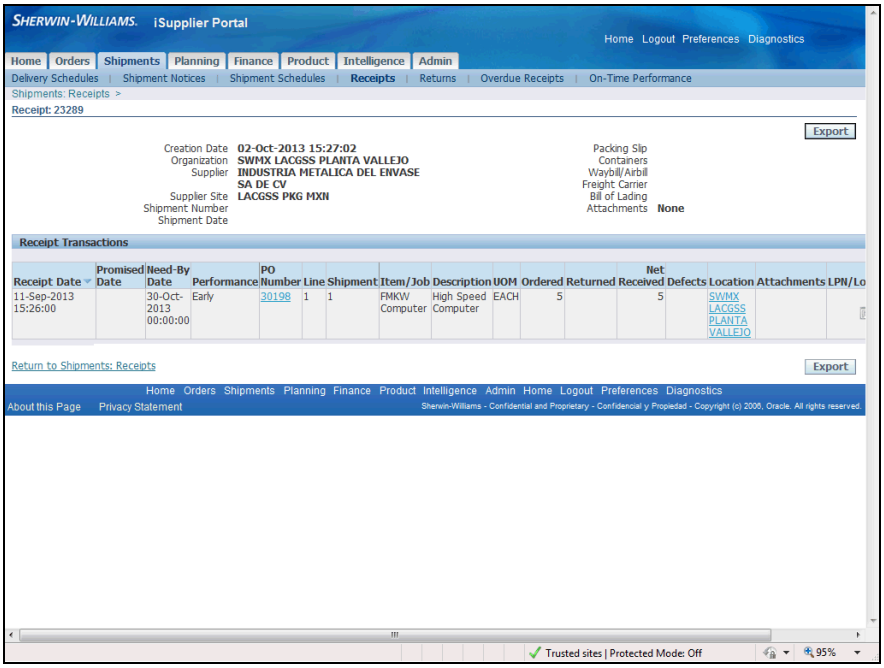
Step	Action
8.	Summary receipt information displays on the **Receipt** line.



Step	Action
9.	Click the **23289 Receipt** link. 23289



Step	Action
10.	The **Receipt Transaction** region is displayed with detail for **Receipt Date, Performance, PO Number, Item, Description, Quantity,** and **Location.**



Step	Action
11.	This task showed you how to view receipts. **End of Procedure.**

Viewing Overdue Receipts

Purpose: To show you how to view overdue receipts

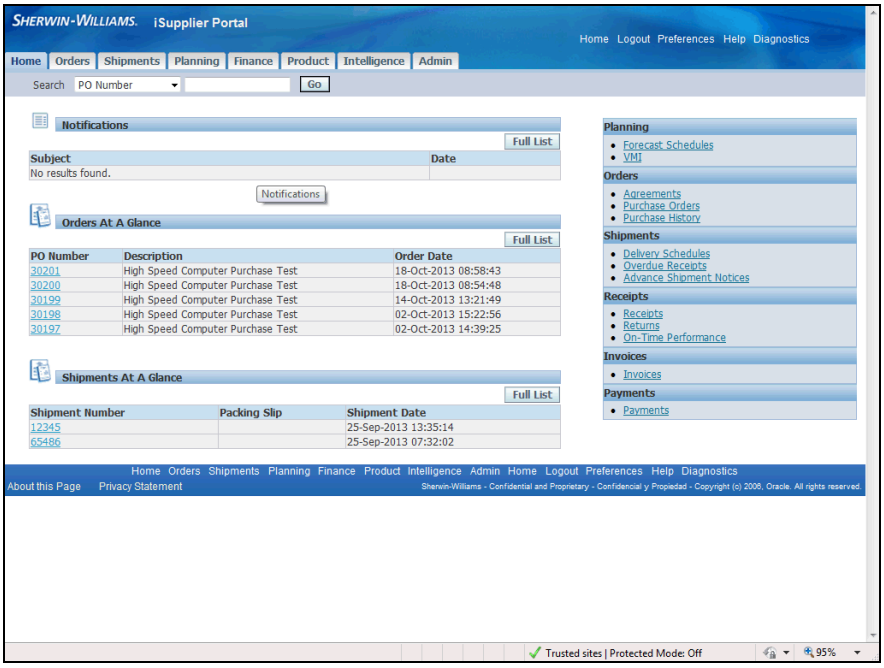
Pre-Requisities: Pre-existing overdue receipts

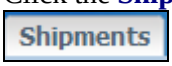
Navigation: iSupplier Portal Home Page > Shipments (T) > Overdue Receipts (L) > enter criteria to search for receipts

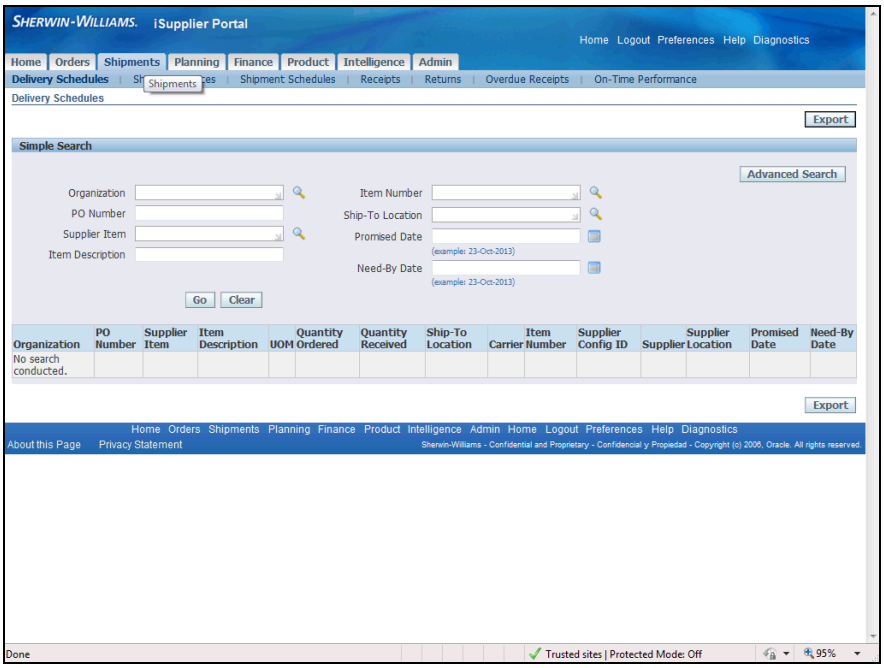
The View Overdue Receipts page enables you to explore a historical view of all overdue receipts that have been recorded for your shipped goods. Enter search criteria to view the receipts. A listing of the overdue receipts that match your search criteria displays.

Procedure

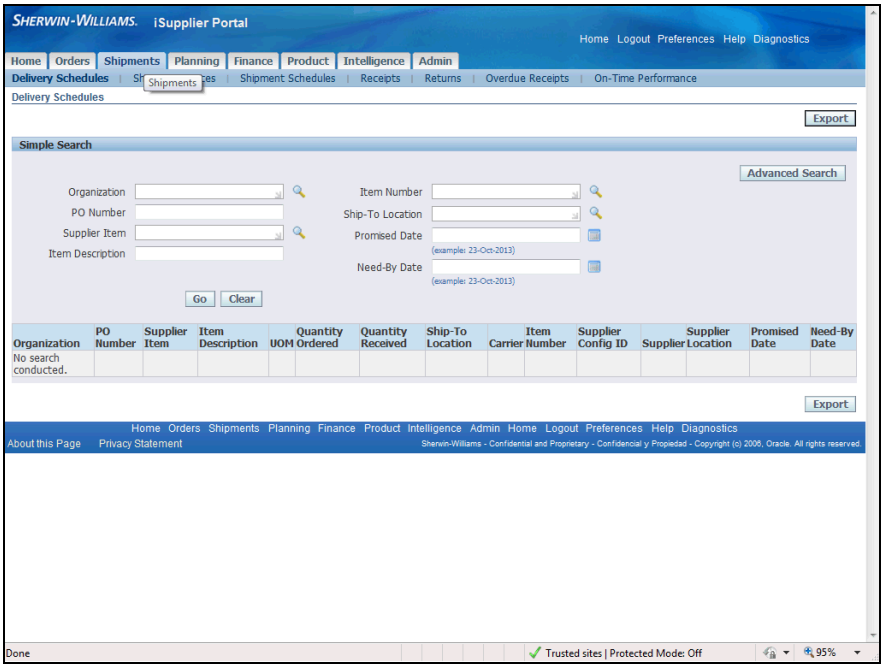
This task shows you how to view overdue receipts.



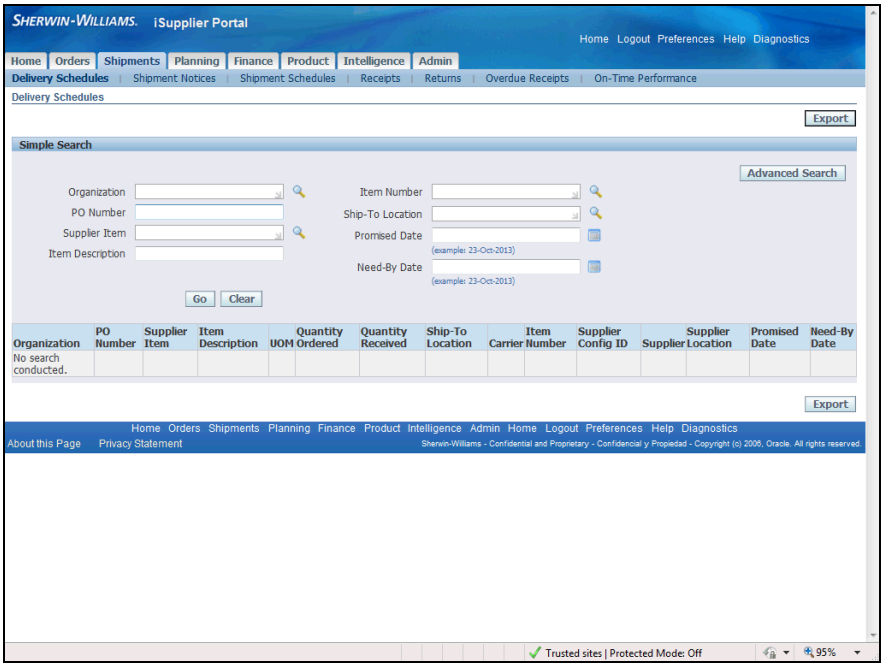
Step	Action
1.	Click the **Shipments** tab. 



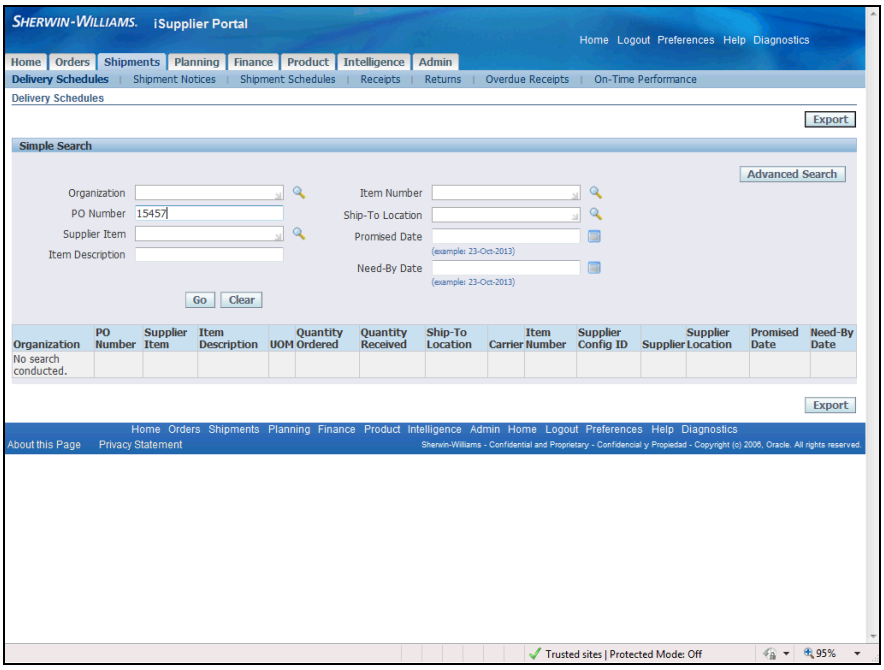
Step	Action
2.	You can search by **PO Number** to only view **Overdue Receipts** for a particular **PO**.



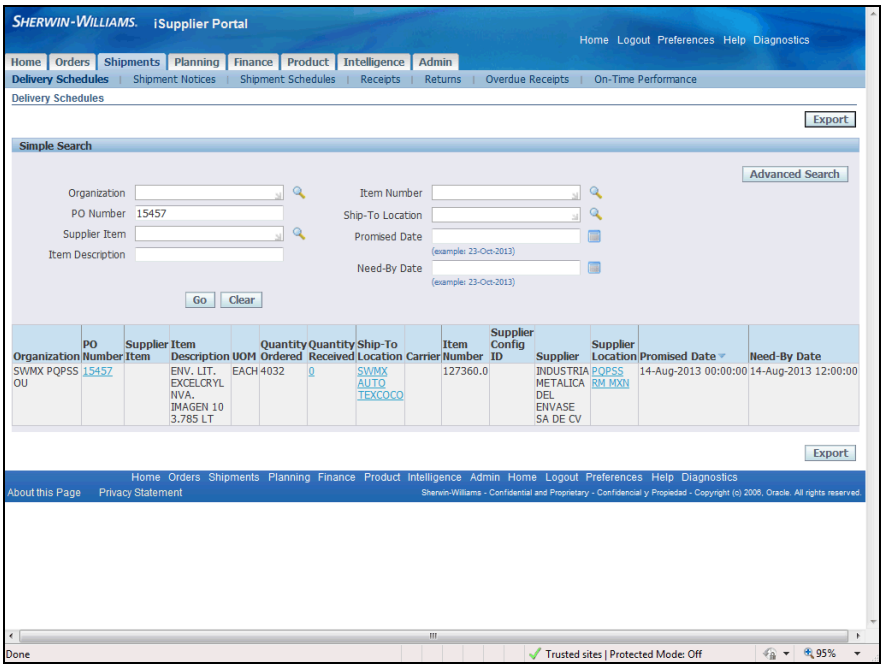
Step	Action
3.	Click in the **PO Number** field.



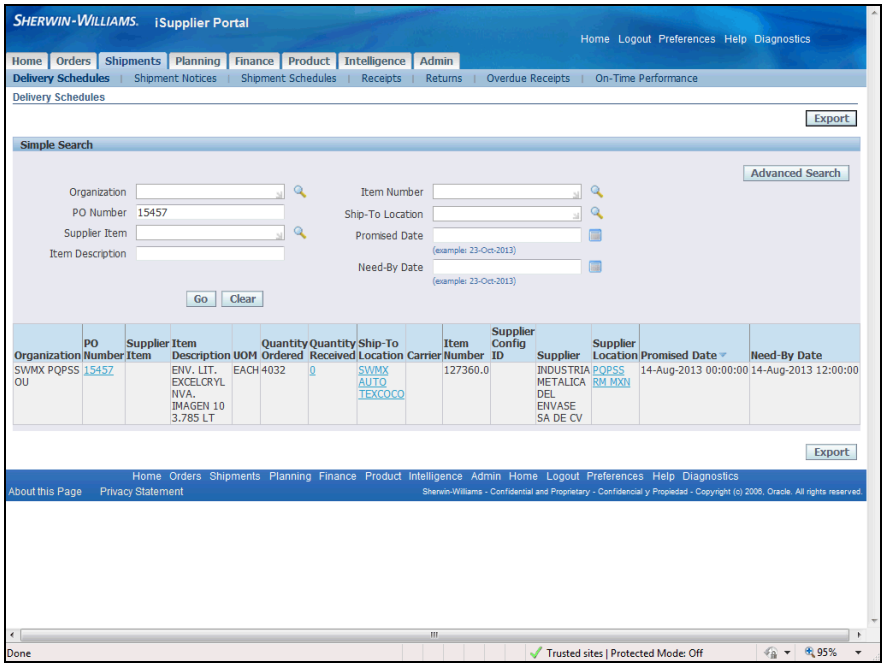
Step	Action
4.	Enter the required **PO Number** into the **PO Number** field. Enter "**15457**".



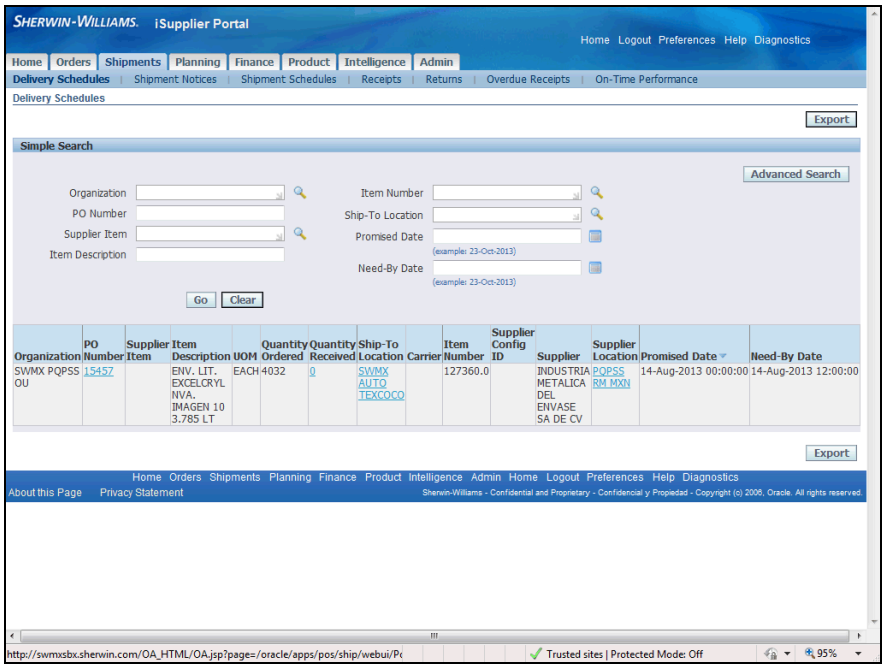
Step	Action
5.	Click the **Go** button. Go



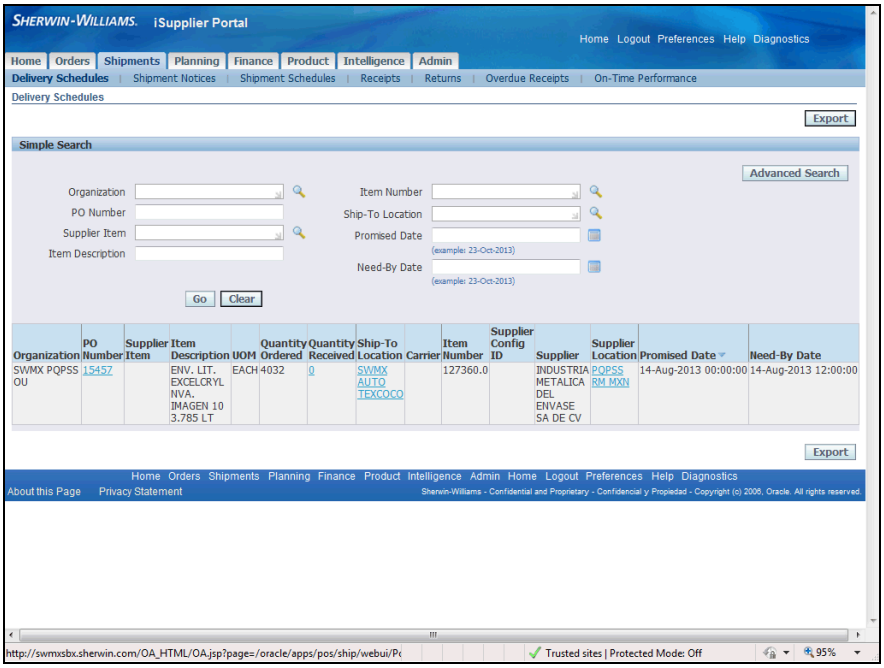
Step	Action
6.	The results display the overdue for the selected **Purchase Order**. In this row, you can view the **Purchase Order, Quantity Received, Ship-To Location** information, and **Supplier Location** information by clicking the appropriate link.



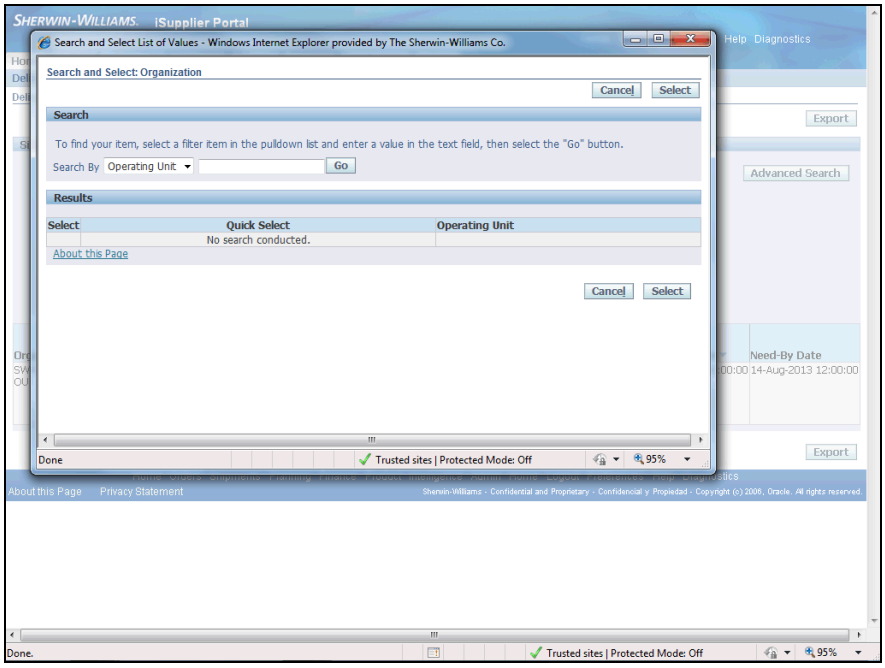
Step	Action
7.	To search using other criteria, click the **Clear** button. Clear



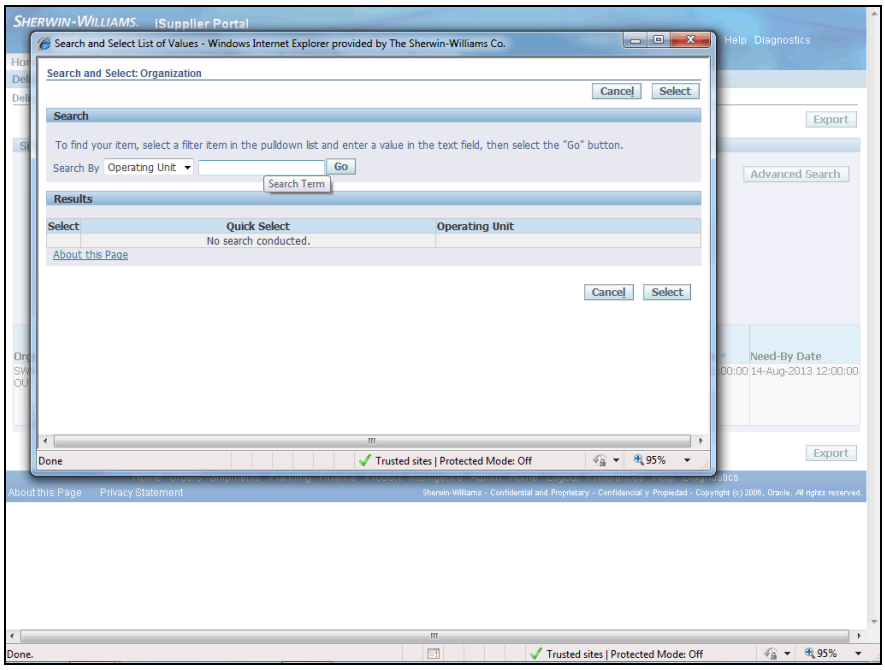
Step	Action
8.	You can search using any combination of the fields available. To view all **Overdue Receipts** for an **Organization**, search using that field.



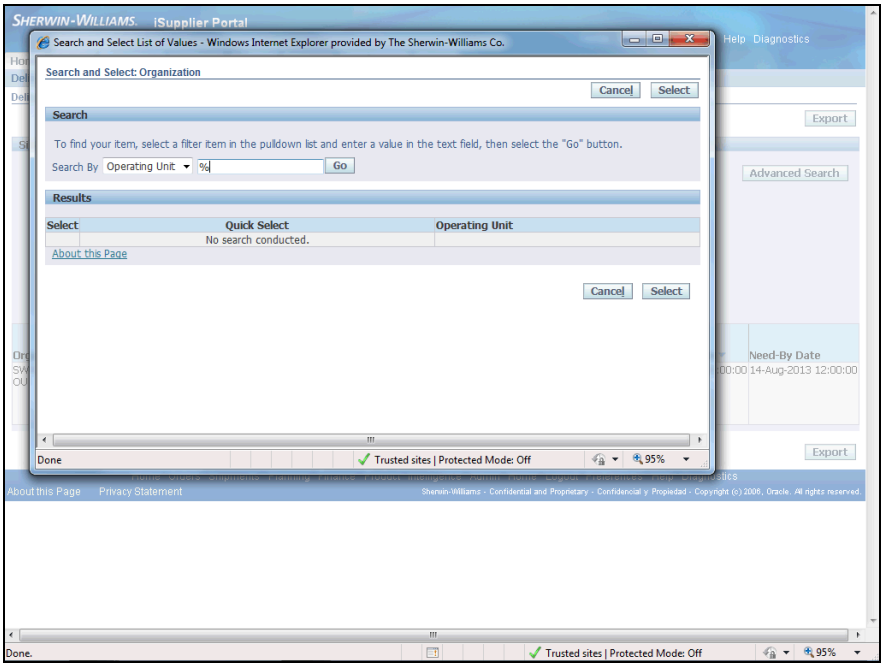
Step	Action
9.	Click the **Search for Organization** button. 



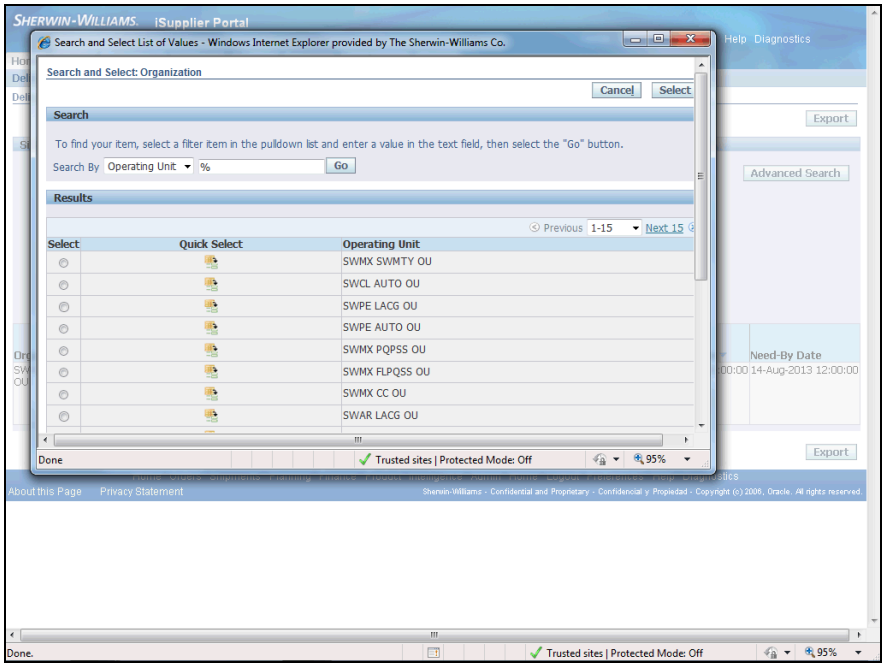
Step	Action
10.	Operating Unit is the only available option in the drop-down listing. Click in the **Search By** field.



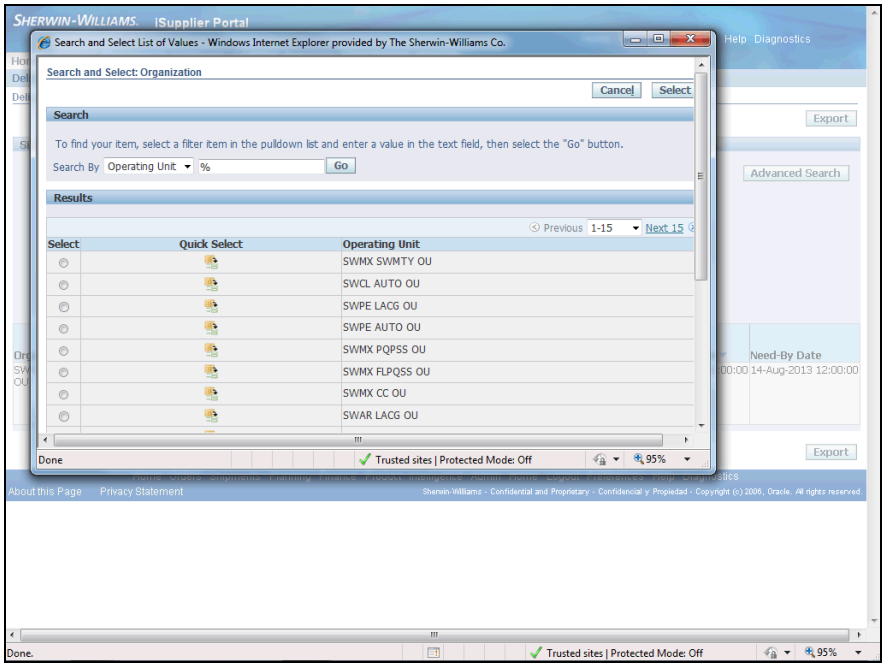
Step	Action
11.	Enter the desired information into the **Search By** field. Enter "**%**".



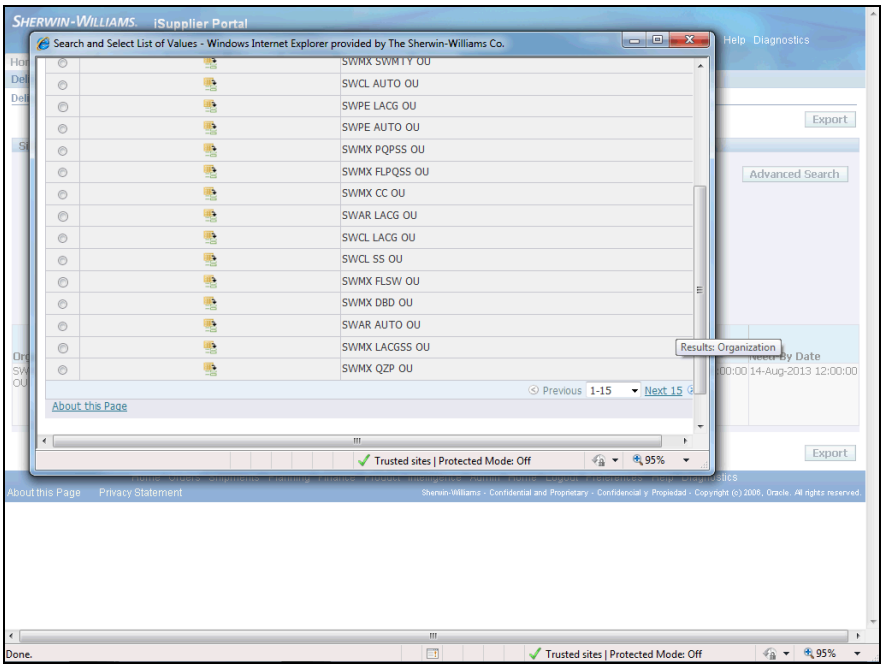
Step	Action
12.	Click the **Go** button. Go



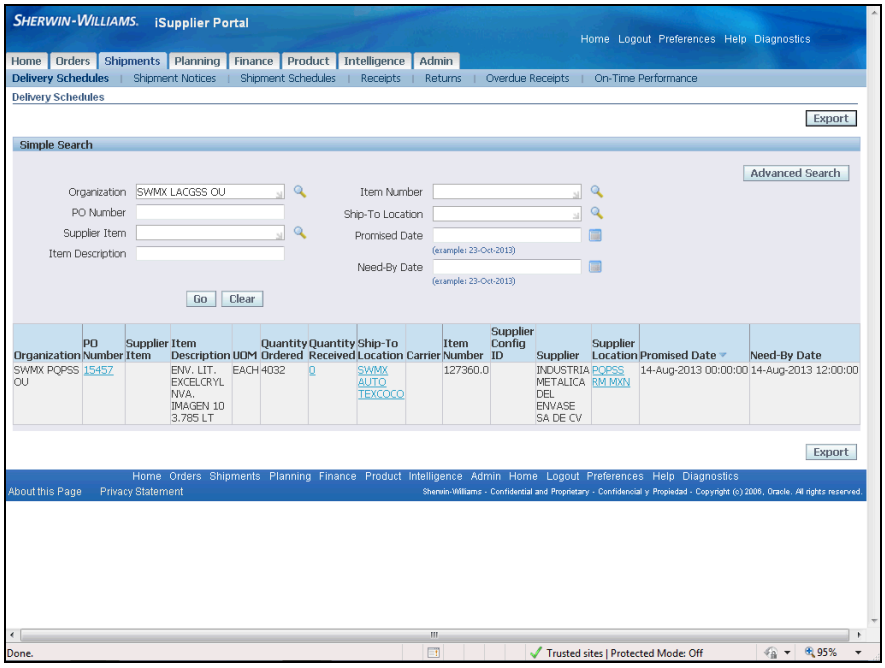
Step	Action
13.	A list of **Operating Units** displays for you to make your selection.



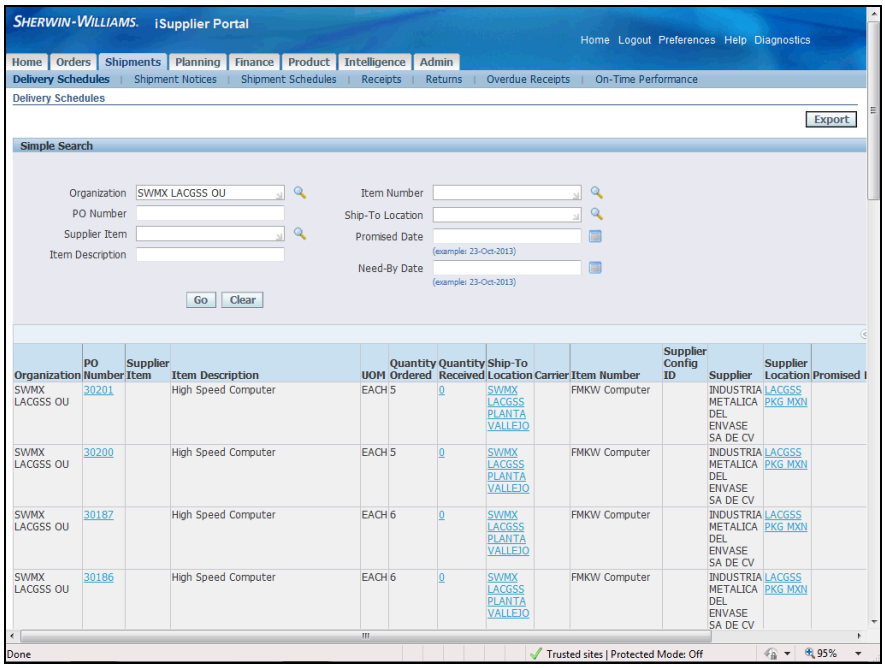
Step	Action
14.	Scroll down the page. Click the **Vertical** scrollbar. 



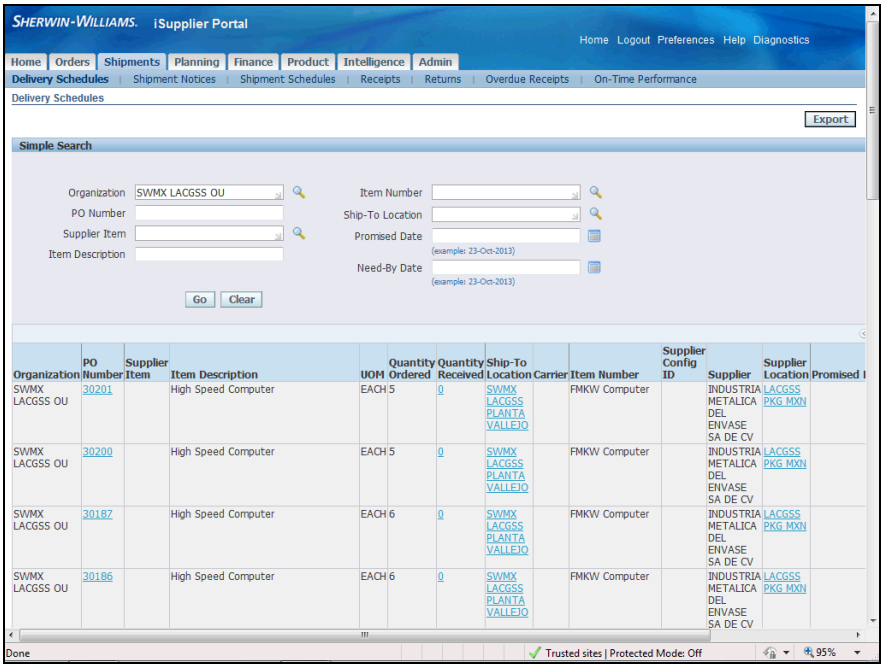
Step	Action
15.	Select the **Operating Unit**. Click the **Quick Select** button. 



Step	Action
16.	Click the **Go** button. Go



Step	Action
17.	The **Overdue Receipts** for the selected **Organization** displays. On each row, you are able to view **PO Number, Quantity Received, Ship-To Location** information, **Supplier Location** information. by clicking the appropriate link.



Step	Action
18.	This task showed you how to view Overdue Receipts. **End of Procedure.**

Viewing and Acknowledging Purchase Orders

Purpose: To show you how to view and acknowledge purchase orders

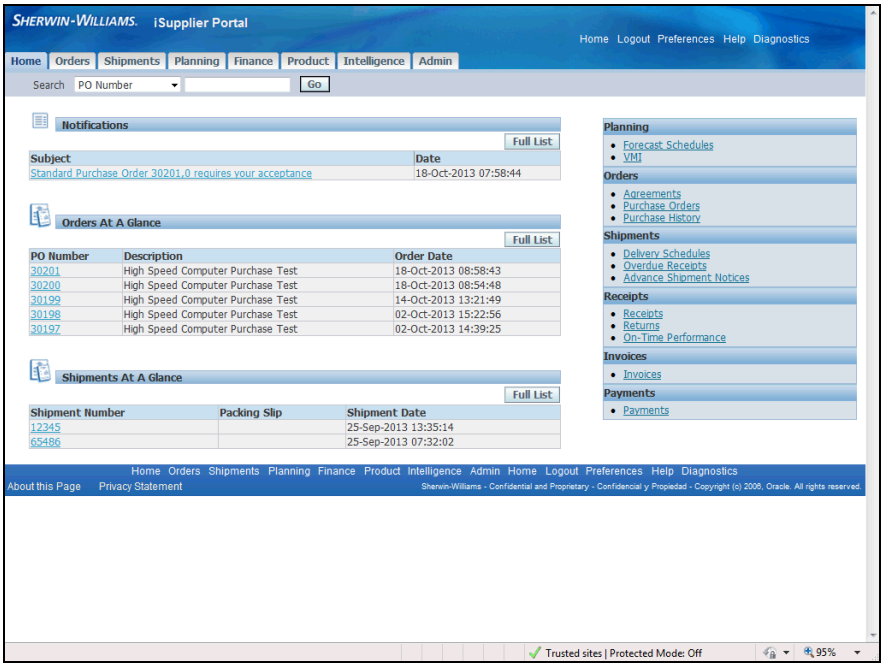
Pre-Requisities: Pre-exising purchase orders

Navigation: iSupplier Portal Home Page > Orders (T)

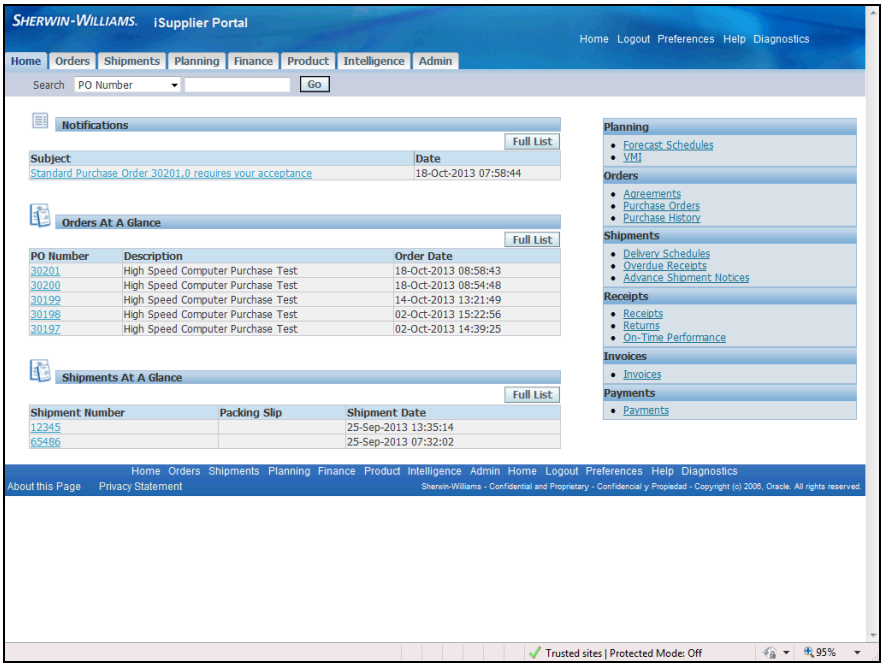
Before orders can progress, the Purchase Order submitted by the Buyer must be acknowledged. You can select the Purchase Orders that need to be acknowledged from the list displayed in the Orders tab.

Procedure

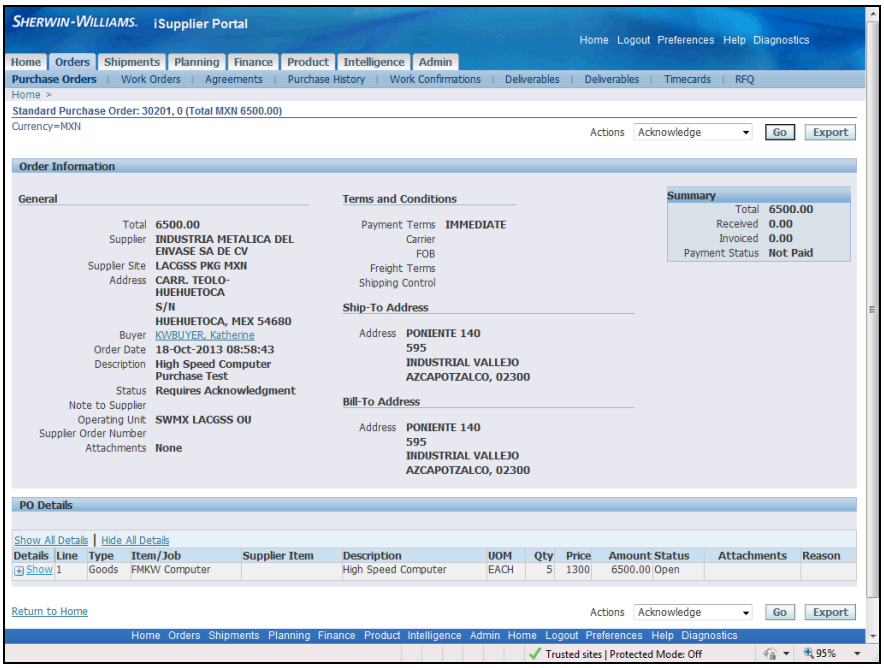
This task shows you how to view and acknowledge a Purchase Order.



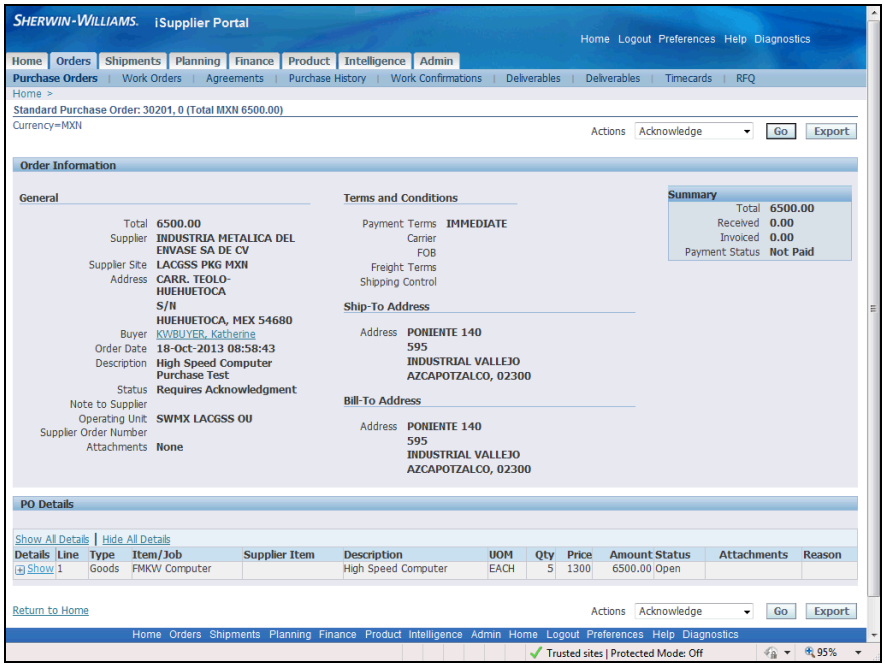
Step	Action
1.	A **Notification** is listed indicating a **Purchase Order** requires acceptance by the supplier.



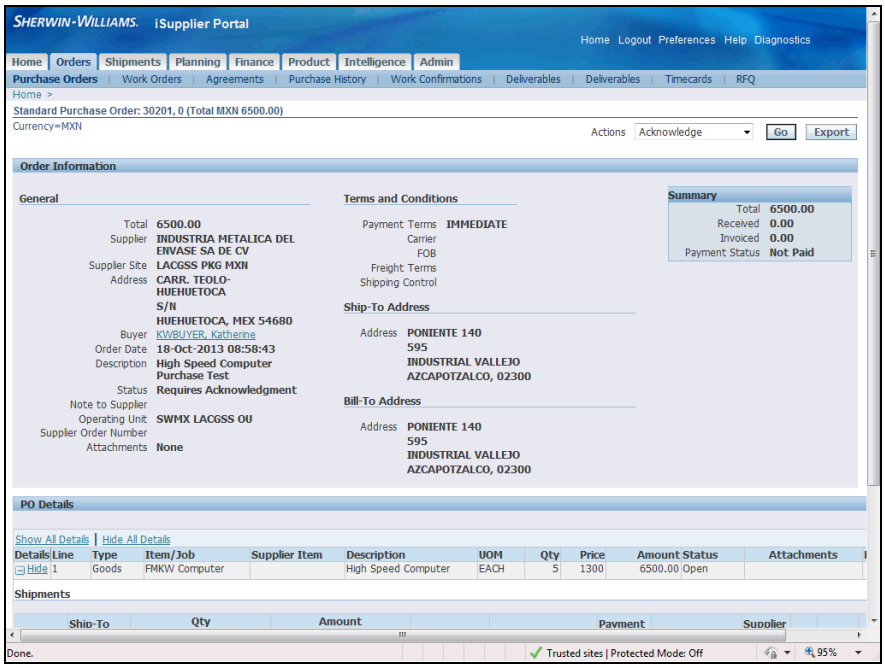
Step	Action
2.	Select the **PO Number** from the **Orders At A Glance** list. Click the **30201** link. 30201



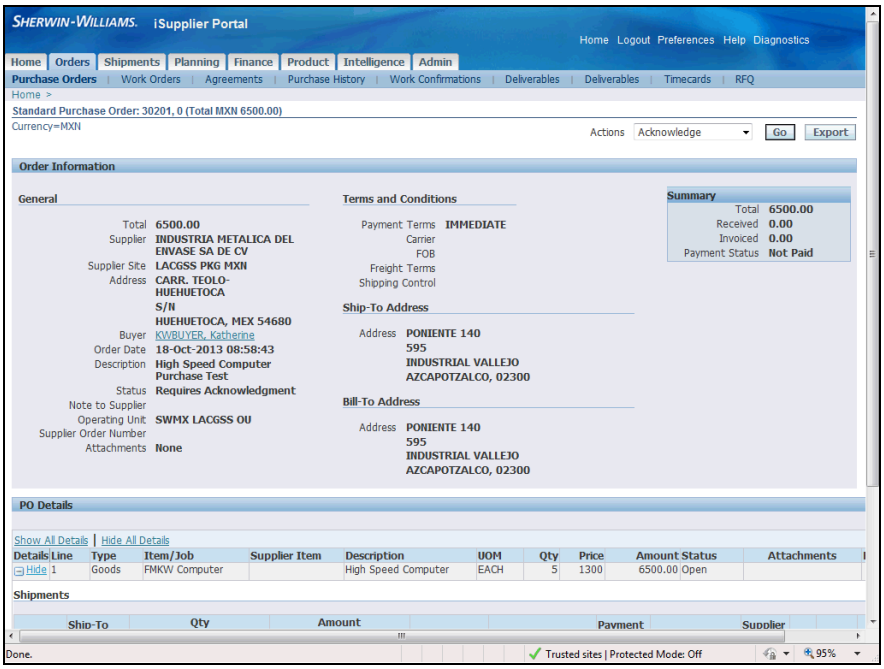
Step	Action
3.	View all of the **Purchase Order** information to verify everything is acceptable.



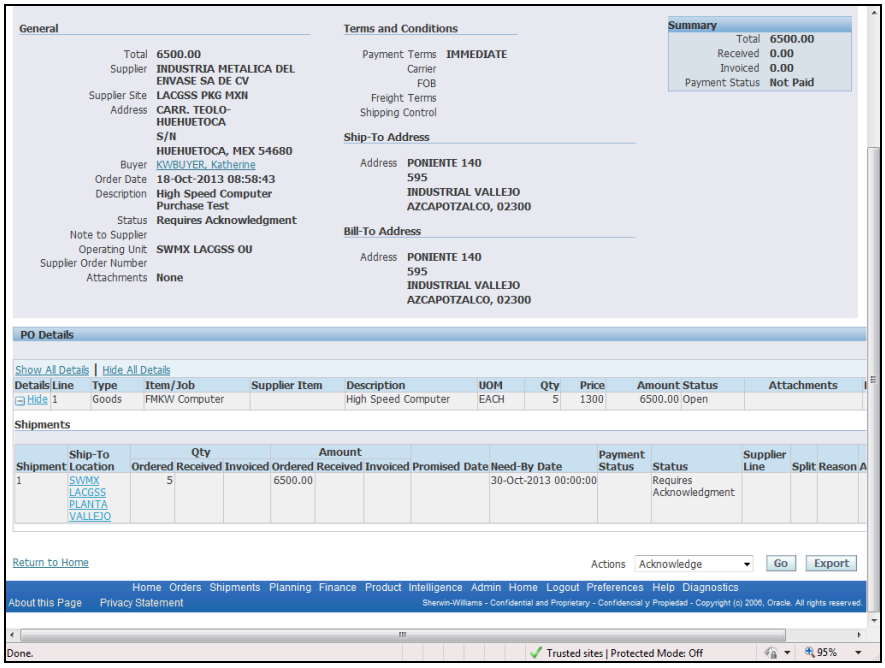
Step	Action
4.	Click the **Select to show information** button.



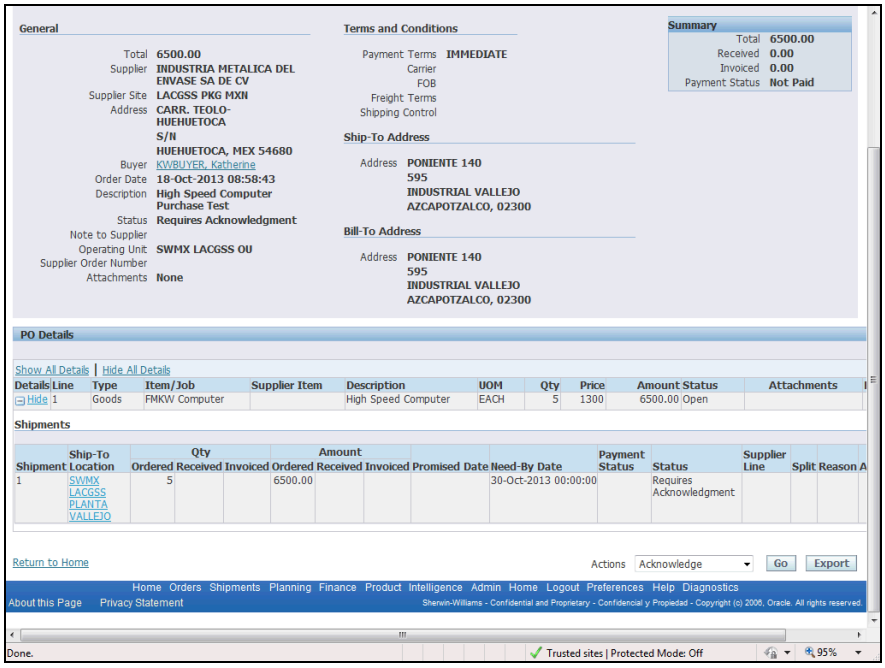
Step	Action
5.	Click the **Show All Details** link. Show All Details



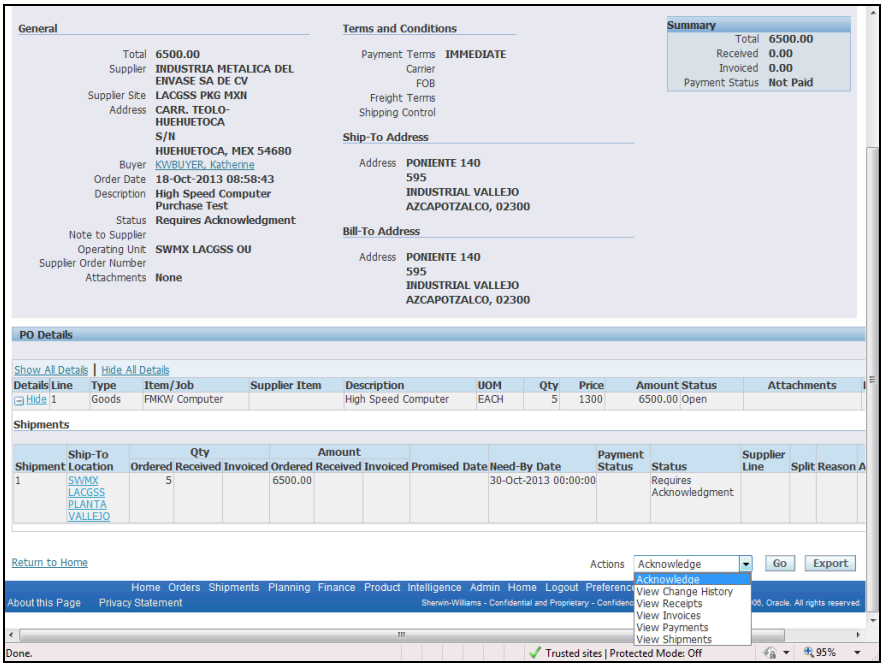
Step	Action
6.	Scroll down the page to view all of the information. Click the **Vertical** scrollbar. 



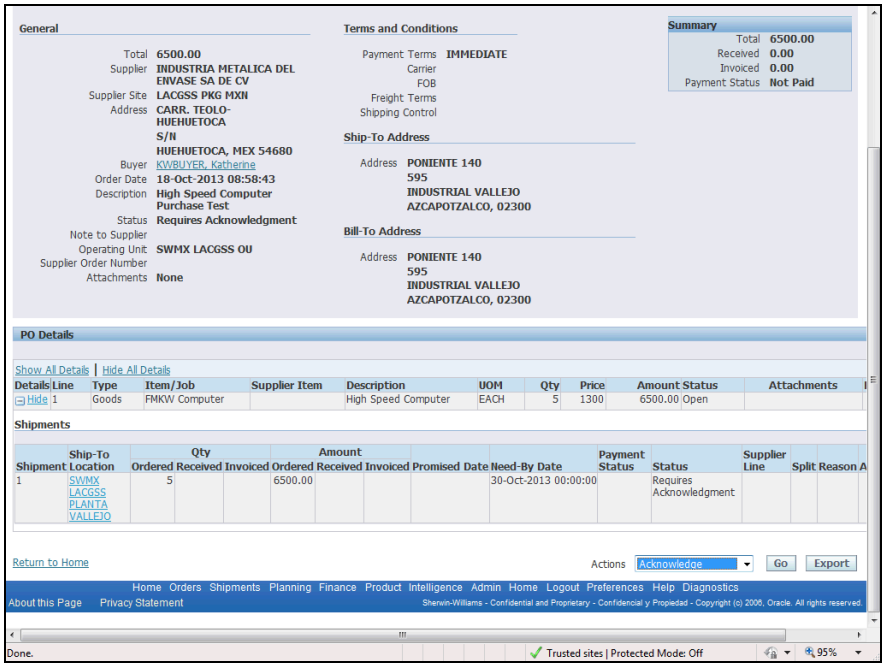
Step	Action
7.	Once you have viewed the **Purchase Order** and are satisfied with the details, you are are ready to **Acknowledge** it.



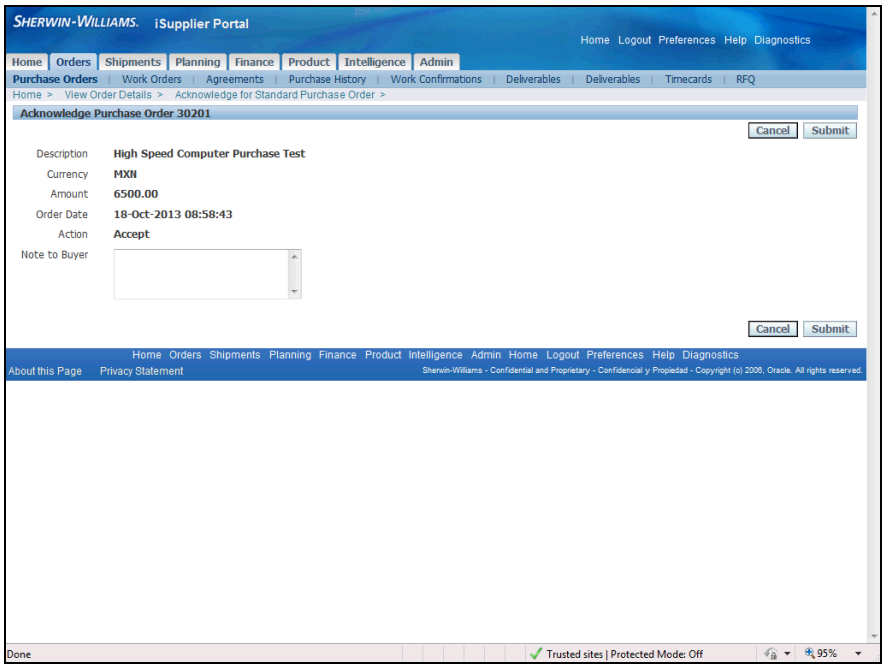
Step	Action
8.	Click the **Actions** button.



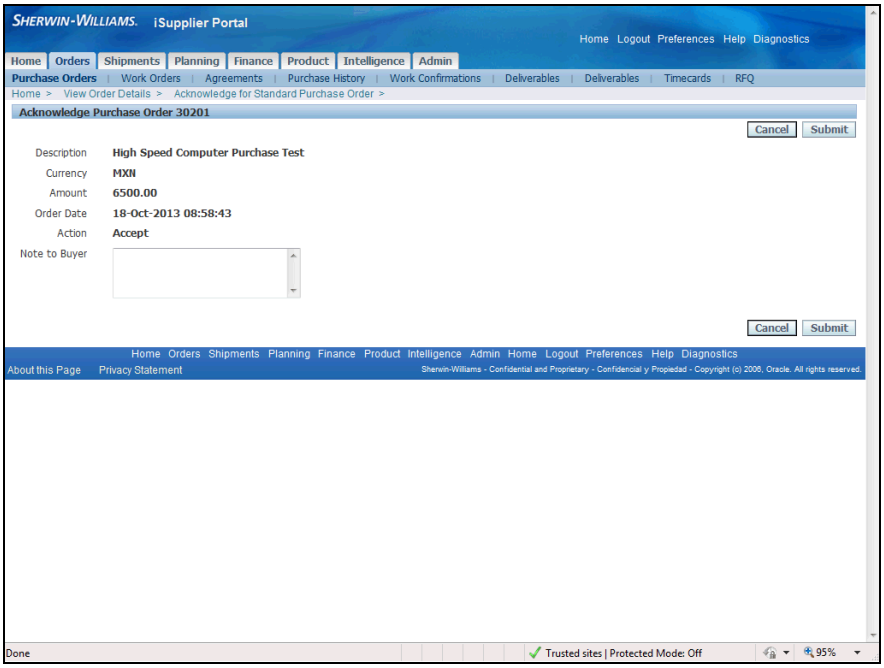
Step	Action
9.	Click the **Acknowledge** list item.



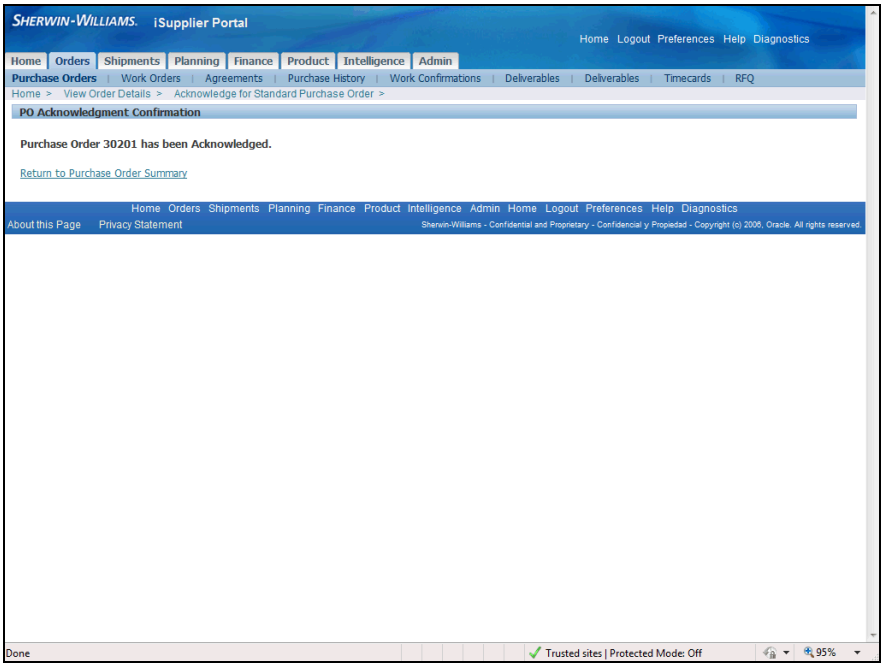
Step	Action
10.	Click the **Go** button. 



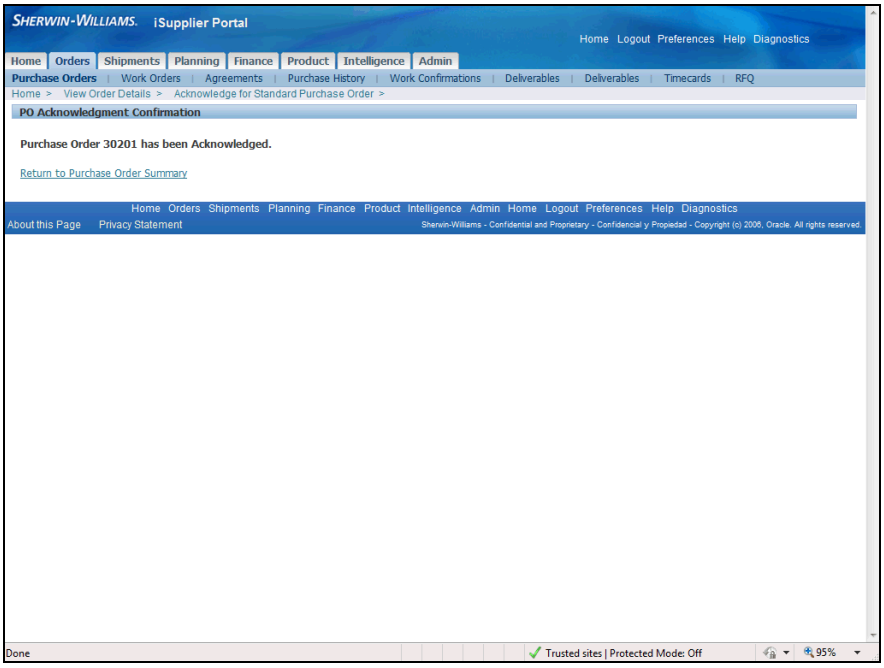
Step	Action
11.	The **Acknowledge Purchase Order** page displays with a **Description** and **Action** to take place.



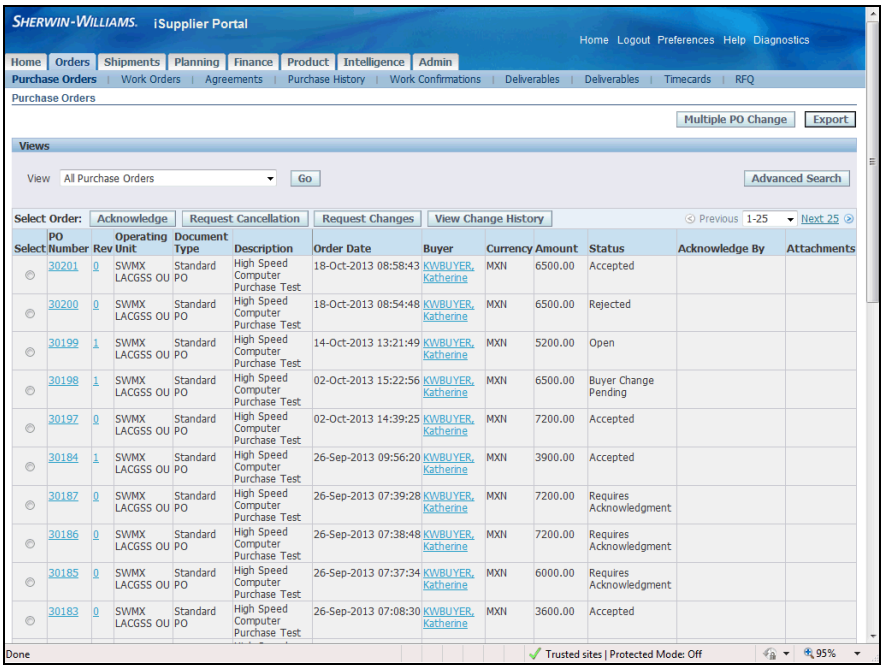
Step	Action
12.	Click the **Submit** button. Submit



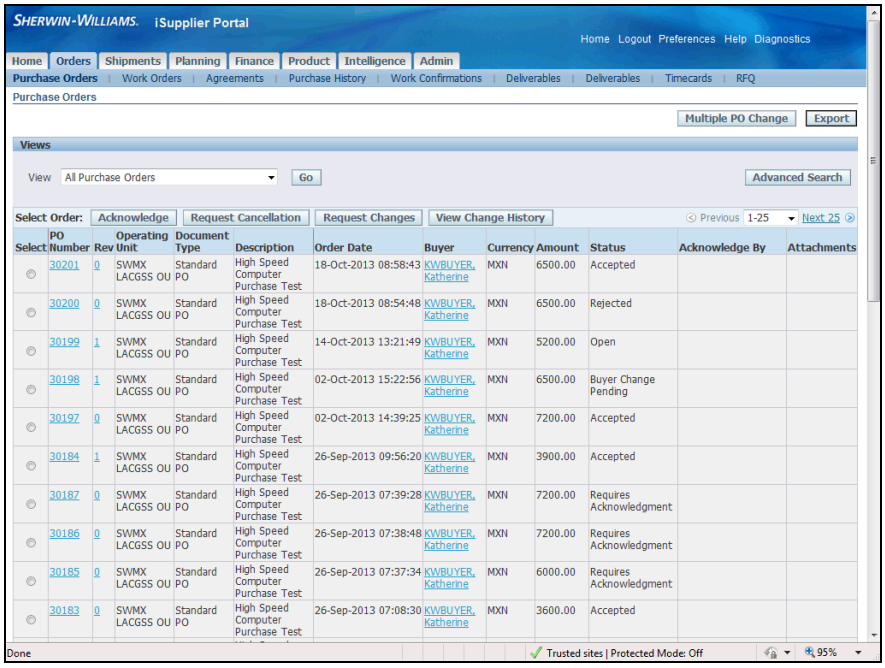
Step	Action
13.	A **Confirmation** page indicates the **Purchase Order 30201 has been Acknowledged**.



Step	Action
14.	Click the **Return to Purchase Order Summary** link. Return to Purchase Order Summary



Step	Action
15.	The **Purchase Order Summary** page indicates **PO Number 30201** has a **Status** of **Accepted**.



Step	Action
16.	This task showed you how to view and acknowledge a Purchase Order. **End of Procedure.**

Submitting Purchase Order Change Requests

Purpose: To show you how to submit a Purchase Order Change Request

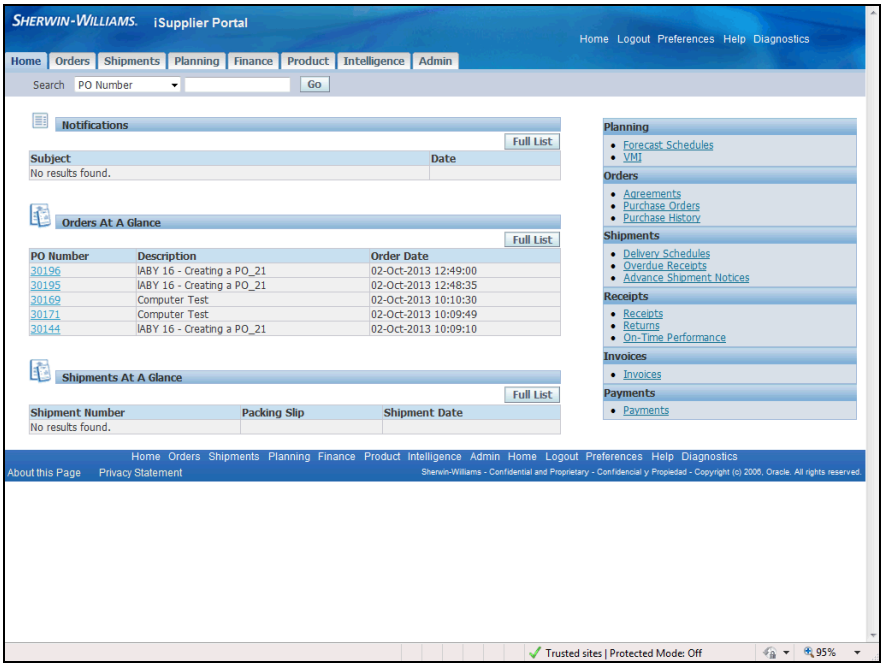
Pre-Requisites: Pre-existing purchase orders

Navigation: iSupplier Portal Home page > Orders (T) > Request Changes

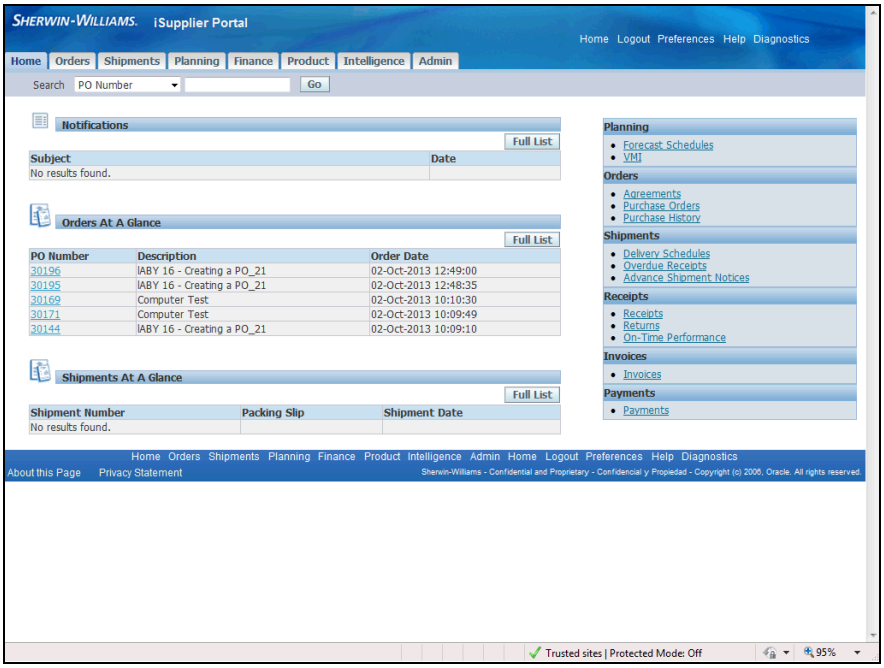
Oracle iSupplier Portal enables you to request changes to purchase orders when modifications are needed to fulfill an order. You can make changes during and after acknowledgment. You can change a single purchase order, or, depending on the change you need to make, you can update multiple change orders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

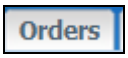
Procedure

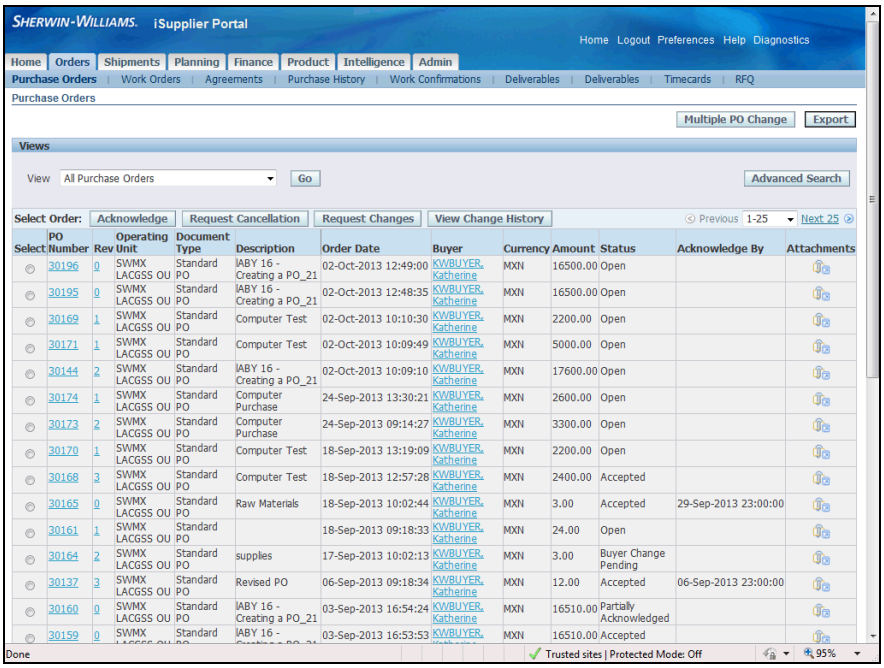
This task shows you how to submit a Purchase Order Change Request.



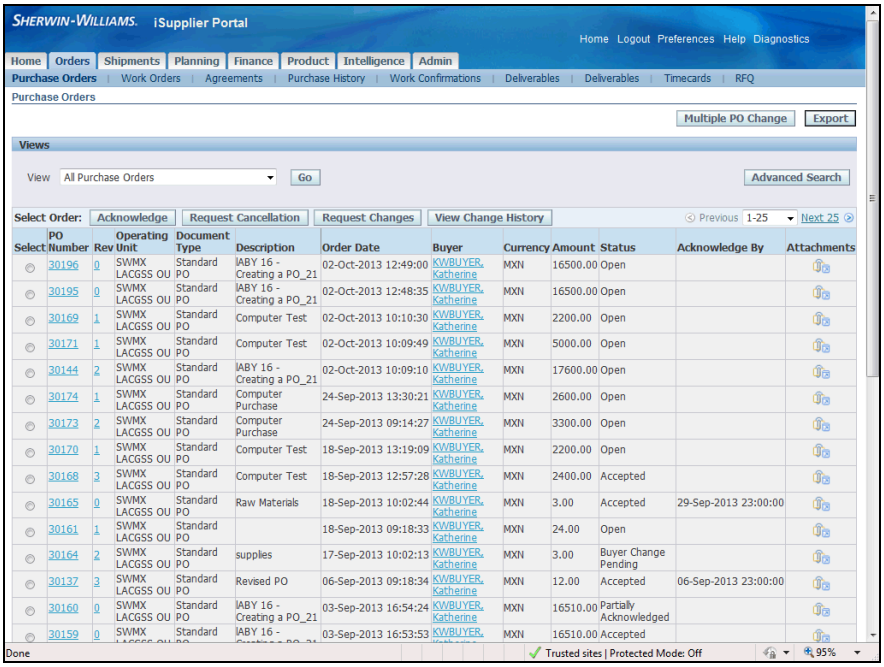
Step	Action
1.	The **iSupplier Portal Home** page displays **Orders At A Glance** which lists your open Purchase Orders. You can select the order from this list, but for this example, you will go through the **Orders** tab.



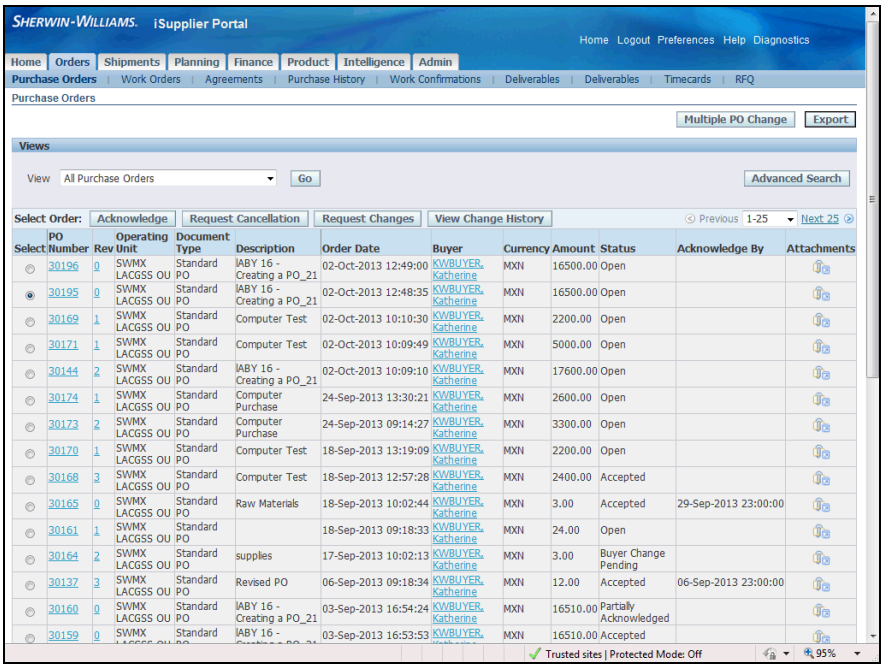
Step	Action
2.	Click the **Orders** tab. 



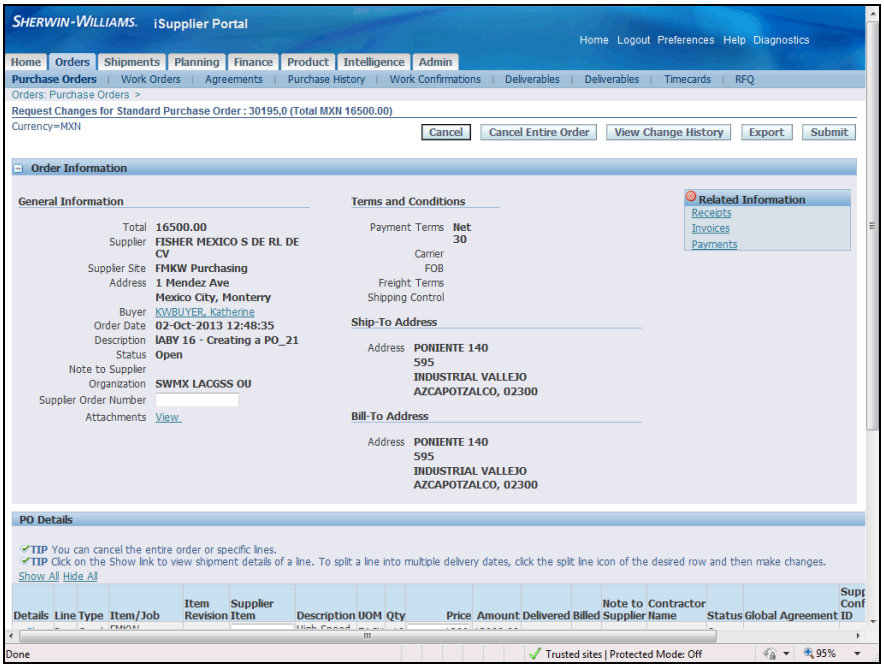
Step	Action
3.	A full list of **Purchase Orders** displays. Select the order from this list to make changes.



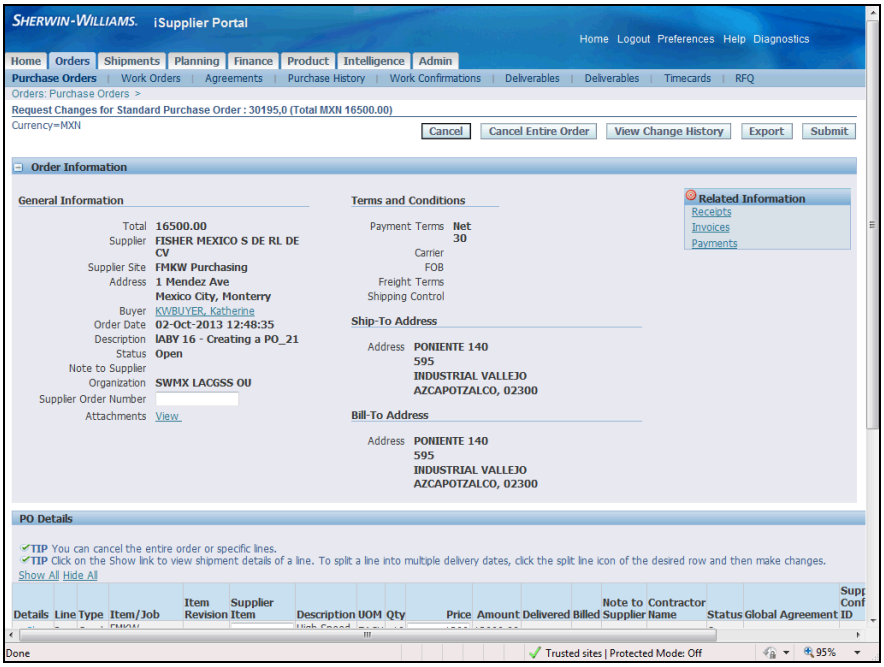
Step	Action
4.	Click the **30195** option.



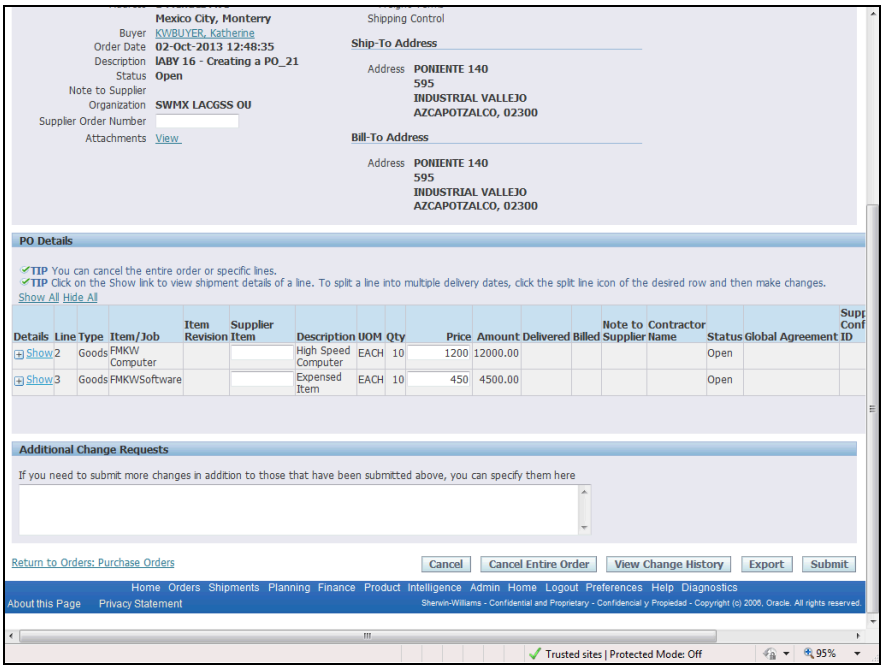
Step	Action
5.	Click the **Request Changes** button. Request Changes



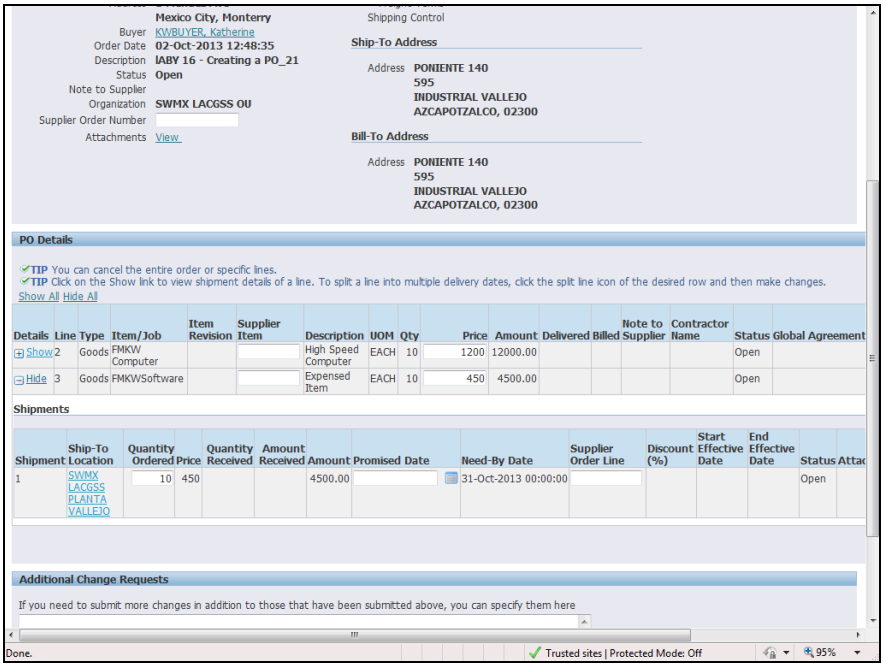
Step	Action
6.	The **Order Information** for the **Purchase Order** displays. In addition, summary line information displays.



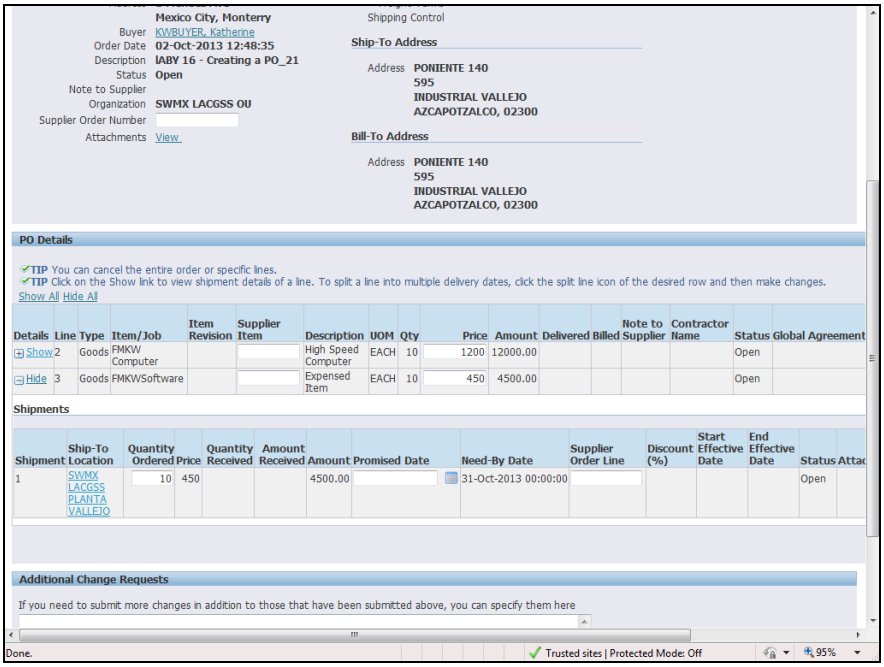
Step	Action
7.	Scroll down the page to view the summary line information. Click the **Vertical** scrollbar.



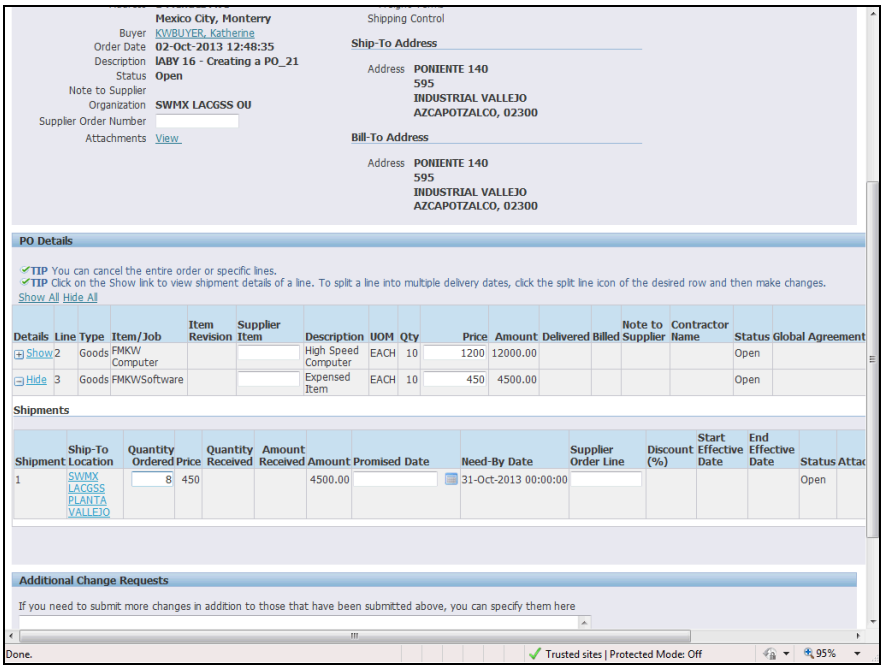
Step	Action
8.	To make a change to the quantity, click the **Show** link to view the **Details** of the selected line. Show



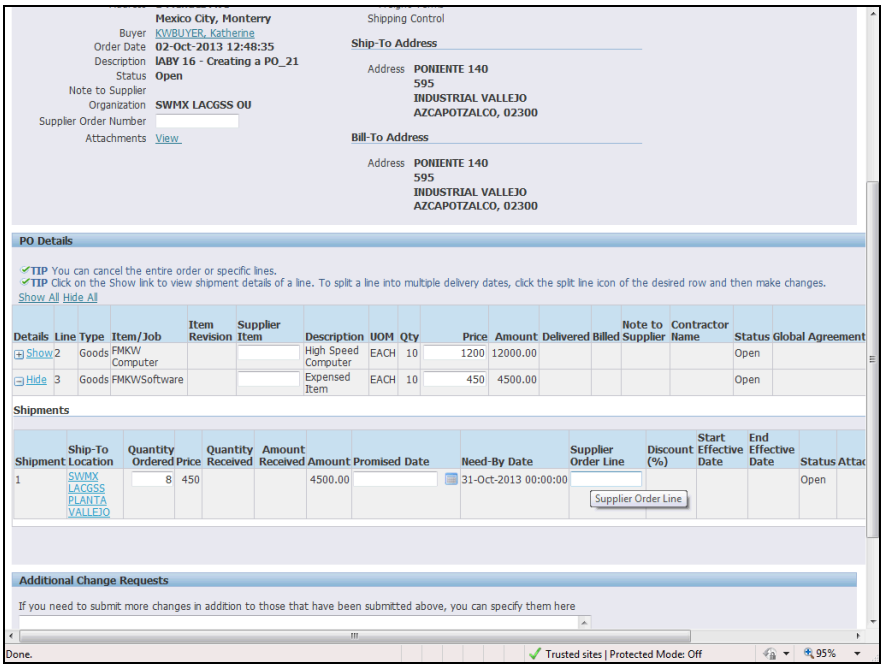
Step	Action
9.	Enter the changes you want to make in the appropriate fields. In this example, change the **Quantity Ordered** and enter the **Supplier Order Line** number.



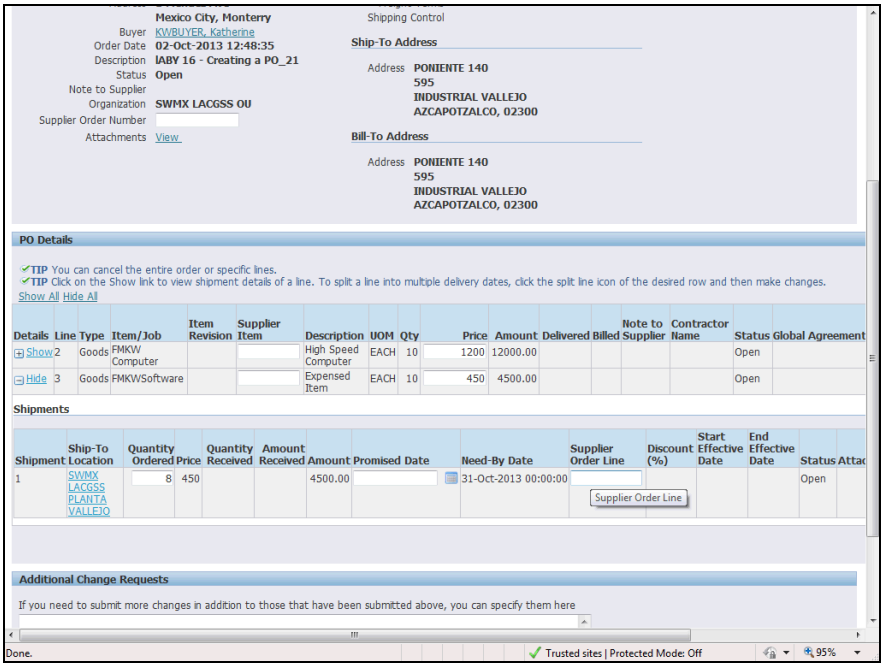
Step	Action
10.	Change the Quantity Ordered. Enter the change quantity into the **Quantity Ordered** field. Enter "**8**".



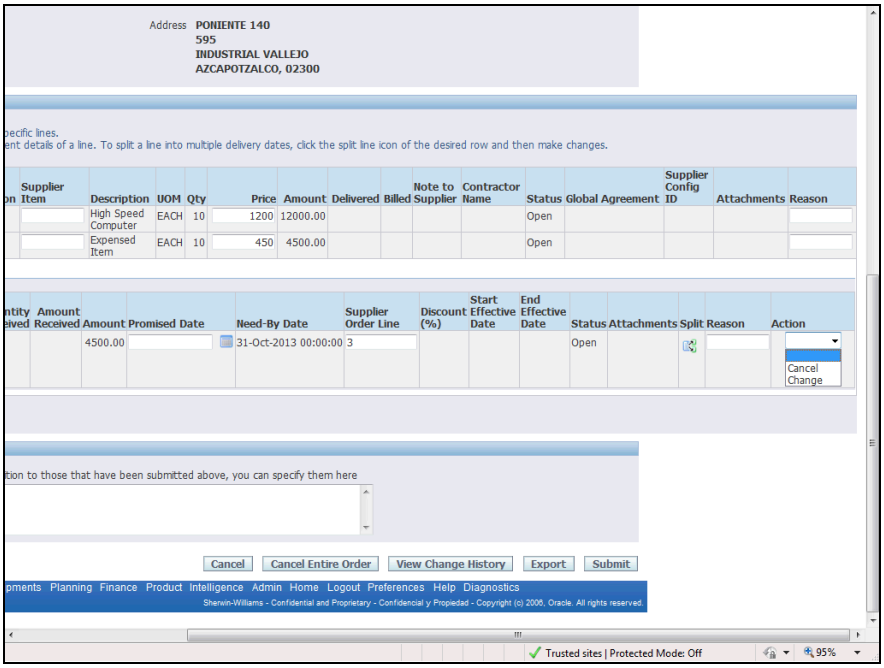
Step	Action
11.	Click in the **Supplier Order Line** field.



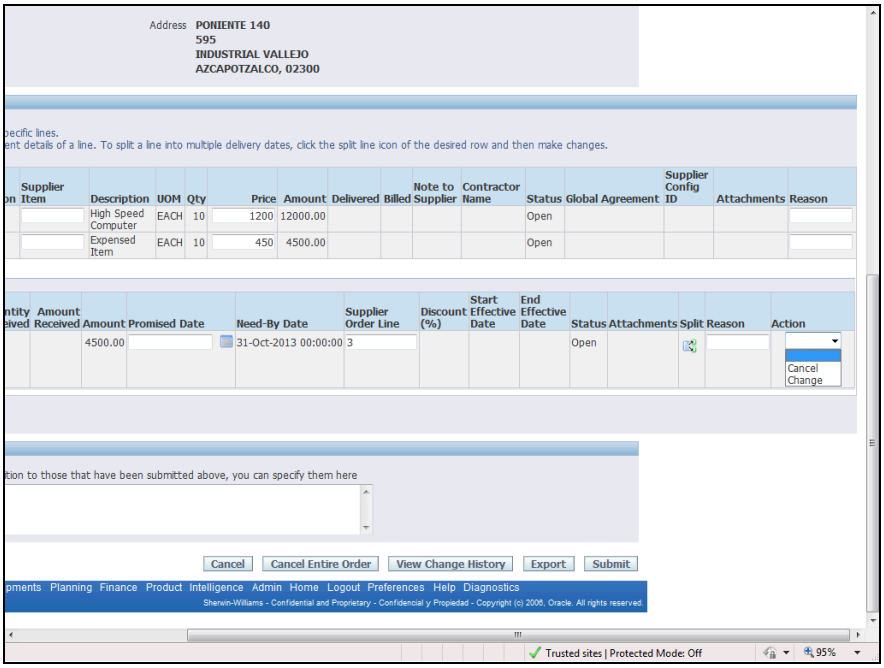
Step	Action
12.	Enter the line number into the **Supplier Order Line** field. Enter "**3**".



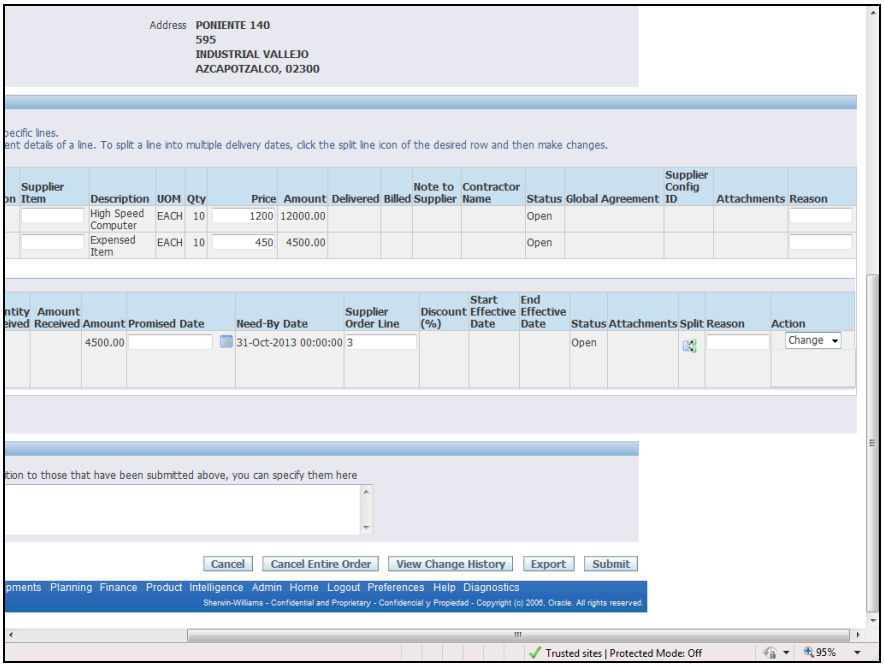
Step	Action
13.	Scroll to the right. Click the **Horizontal** scrollbar.



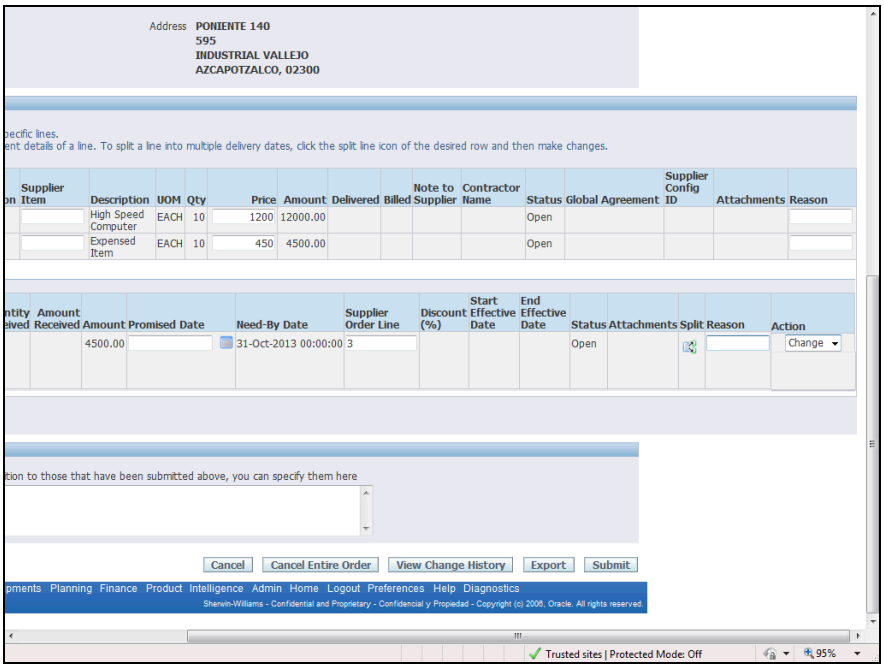
Step	Action
14.	Click the button for the **Action** field.



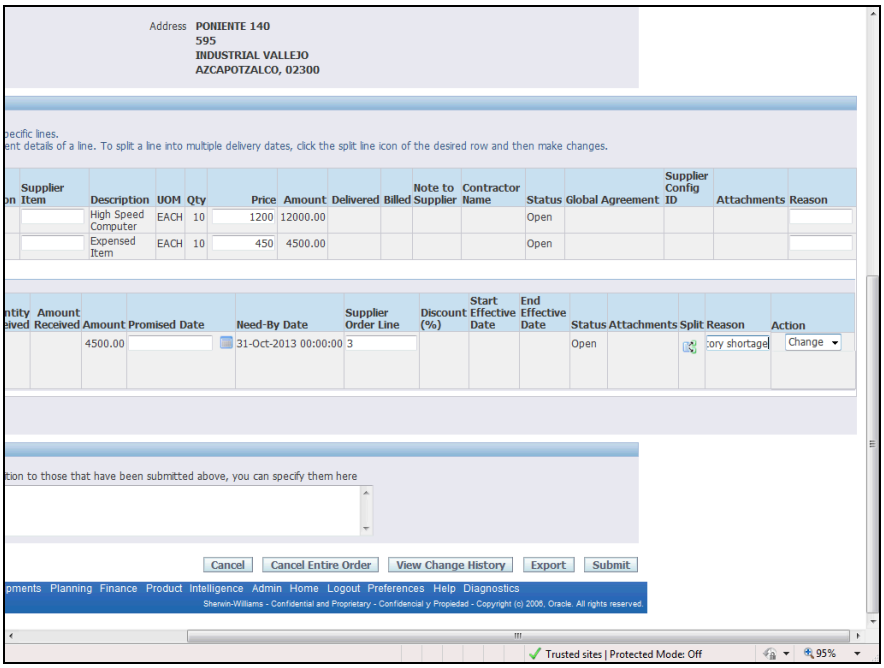
Step	Action
15.	Click the **Change** list item.



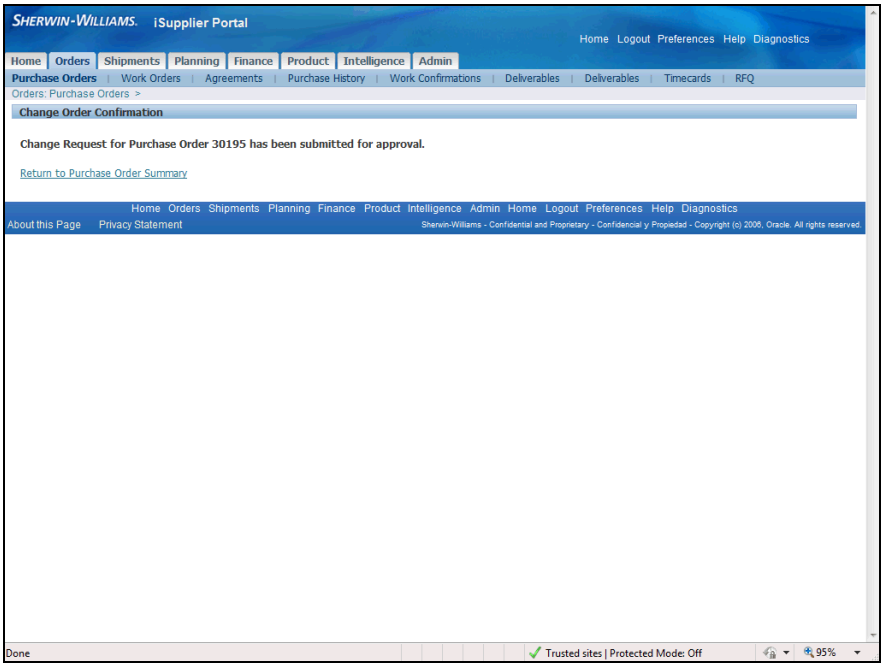
Step	Action
16.	Click in the **Reason** field.



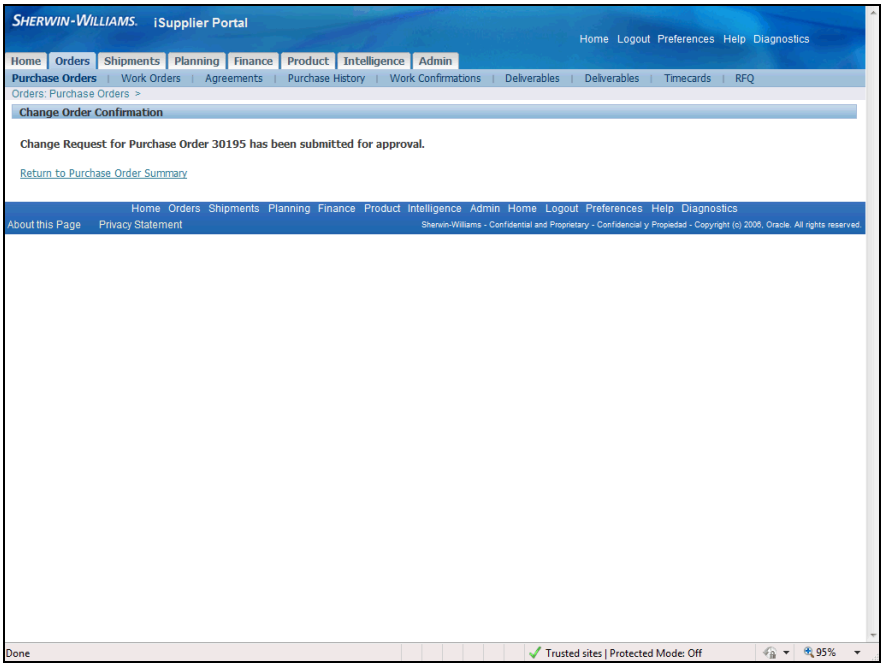
Step	Action
17.	Enter the reason into the **Open** field. Enter "**inventory shortage**".



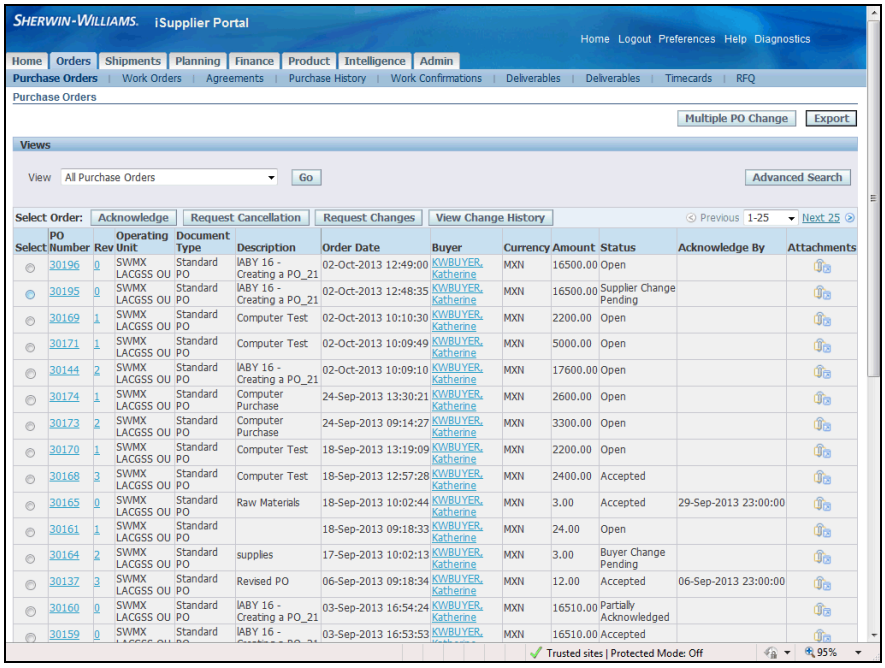
Step	Action
18.	Click the **Submit** button. Submit



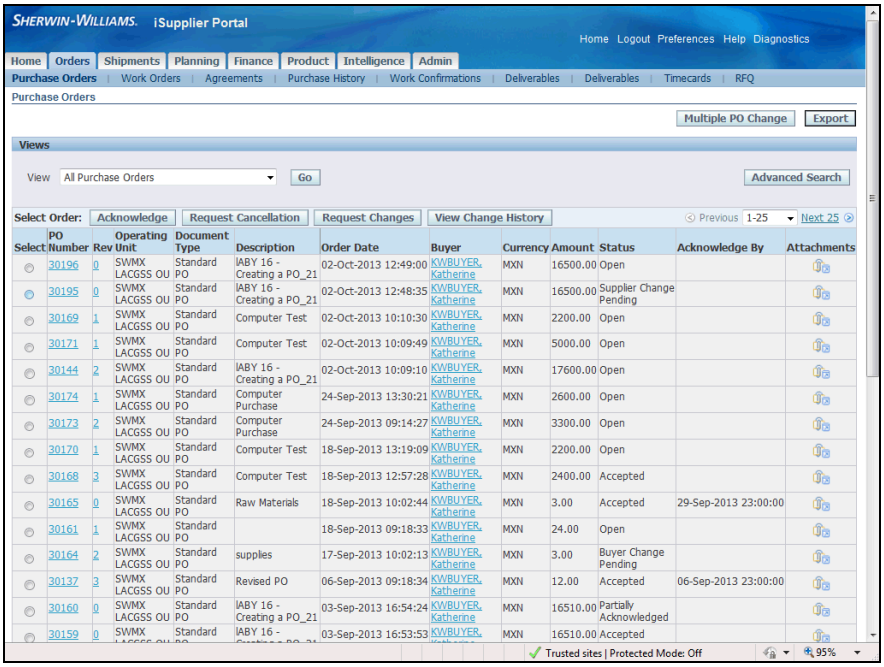
Step	Action
19.	A **Change Order Confirmation** pages displays a message indicating your change has been submitted for approval.



Step	Action
20.	Return to the **Purchase Order Summary** to view the **Status** change. Click the **Return to Purchase Order Summary** link. Return to Purchase Order Summary



Step	Action
21.	Note the status of the **Purchase Order.** It has changed to **Supplier Change Pending**.



Step	Action
22.	This task showed you how to submit a **Purchase Order Change Request**. **End of Procedure.**

View Consigned Inventory

Purpose: To show you how to view consigned inventory

Pre-Requisites: Supplier pre-registered with iSupplier that has consigned inventory

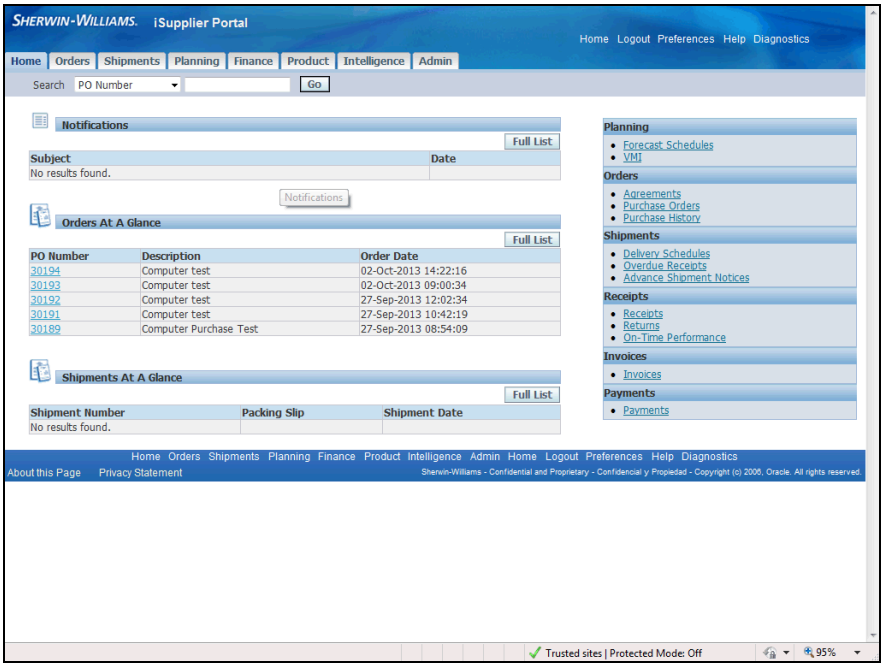
Navigation: iSupplier Portal Home > Product > Consigned > Simple Search

Oracle Procurement supports maintaining consigned inventory for an item. Buying companies can enable items to have consigned inventory. This enables you to maintain the stock at the buying company location. Buying companies do not incur financial liabilities until they start consuming the stock. Oracle iSupplier Portal enables you to view on-hand stock for consigned items and also associated procure-to-pay transactions.

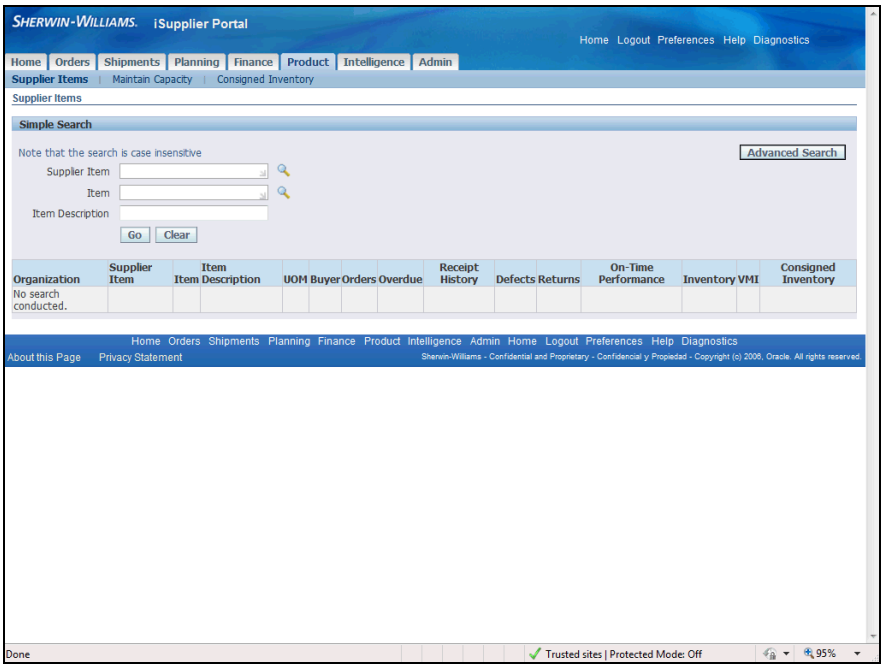
Procedure

This task shows you how to view the consigned inventory.

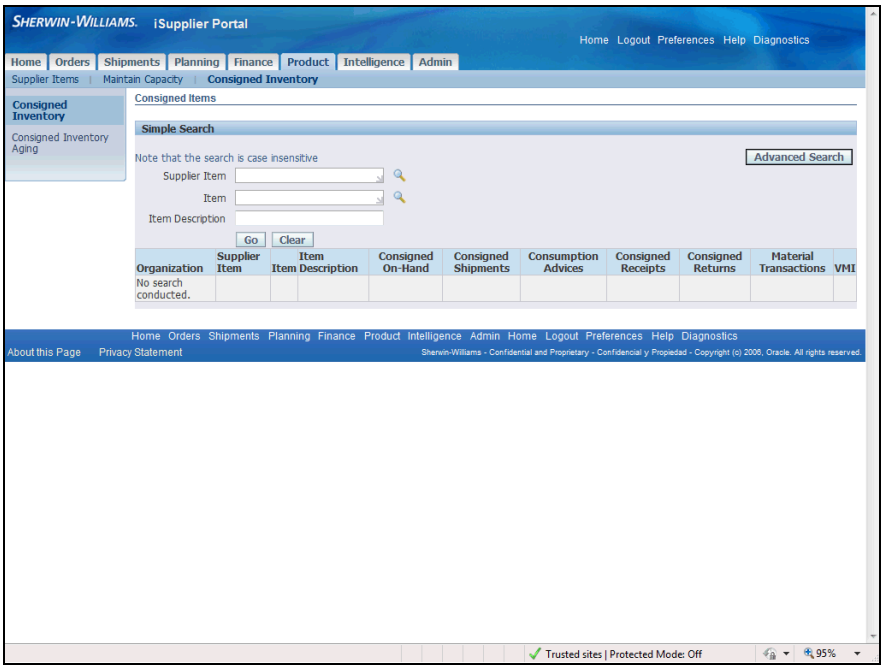
This function is only available in the full access view.



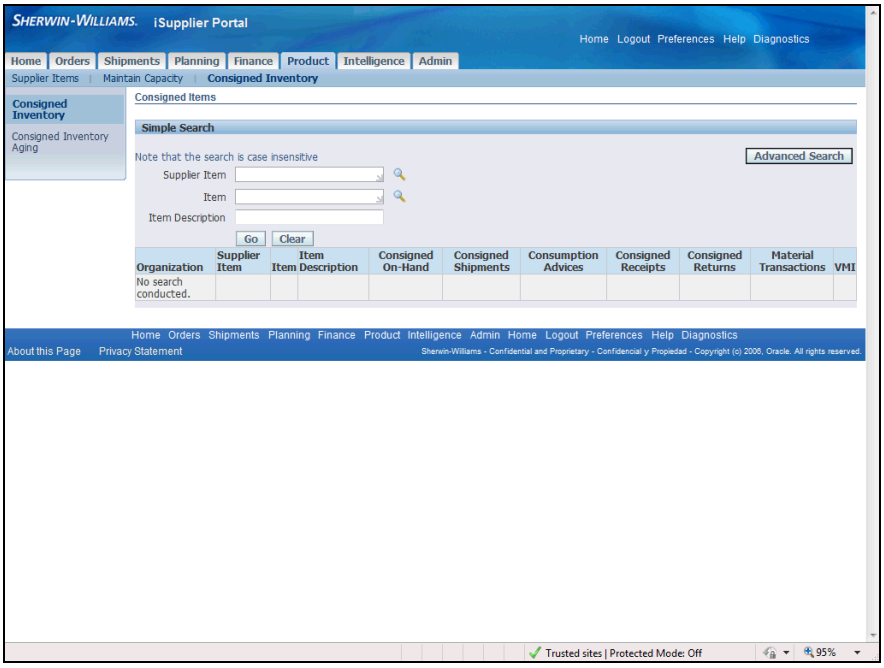
Step	Action
1.	Click the **Product** tab. Product



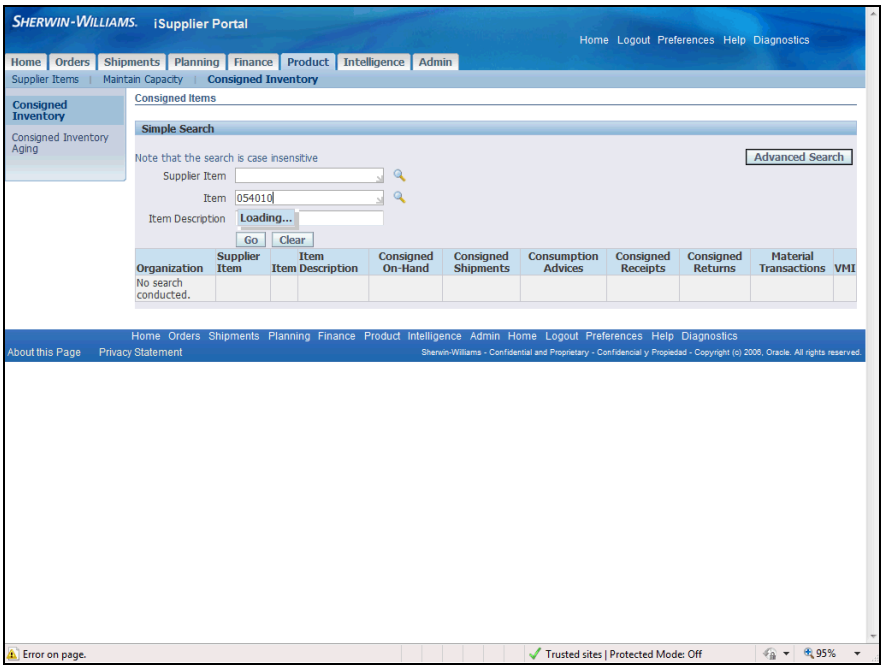
Step	Action
2.	Click the **Consigned Inventory** link. Consigned Inventory



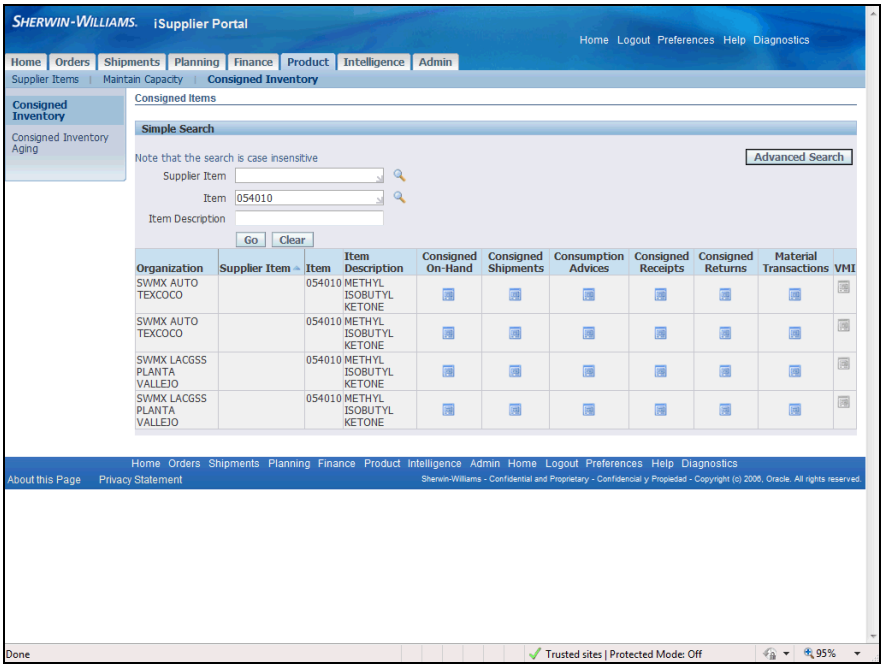
Step	Action
3.	Use the **Simple Search** to view the **Consigned Inventory** by **Item**. Click in the **Item** field.



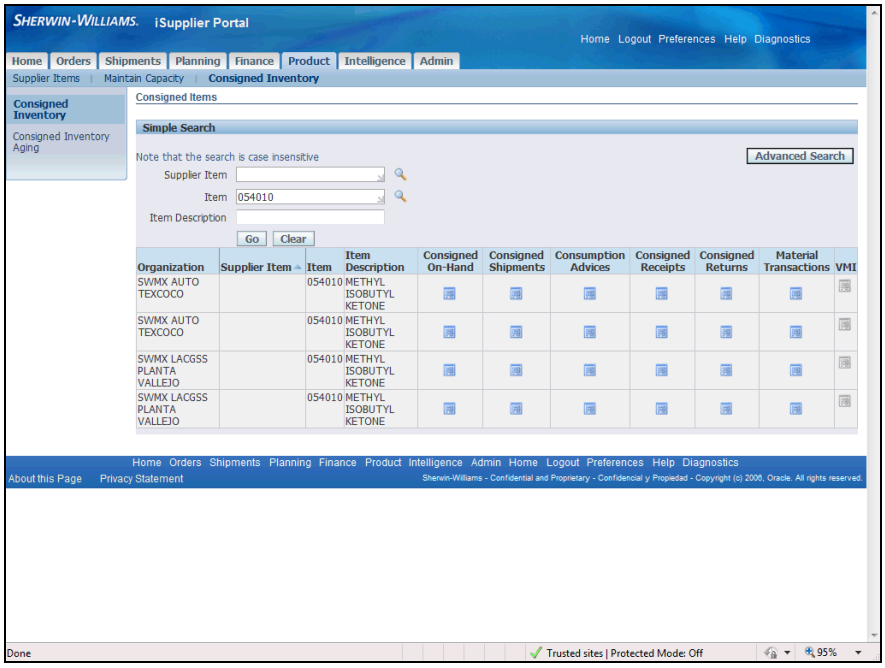
Step	Action
4.	Enter the item number into the **Item** field. Enter "**054010**".



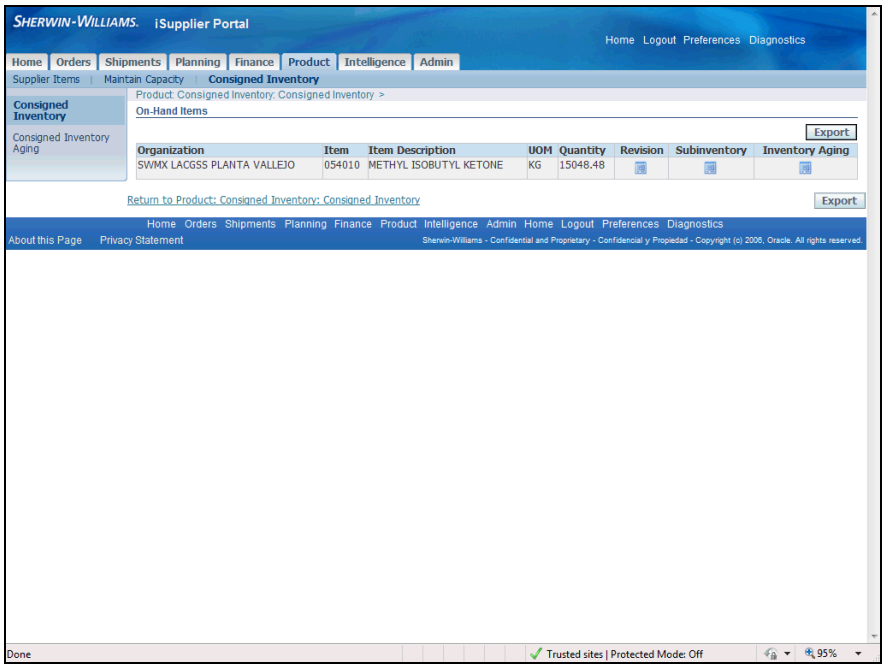
Step	Action
5.	Click the **Go** button. Go



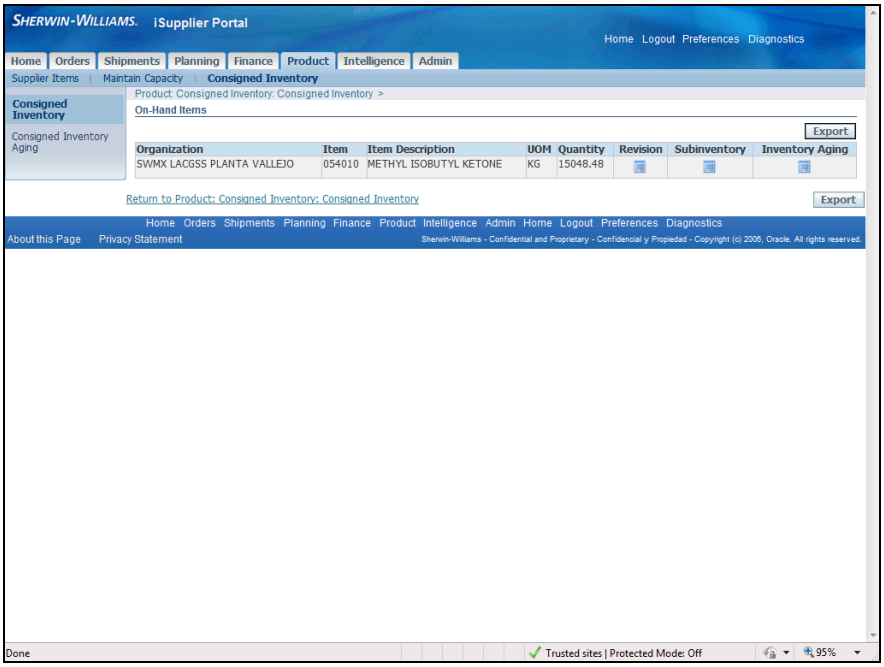
Step	Action
6.	The **Simple Search** results in a list of **Organizations** containing the consigned item. There are several views available that contain additional information.



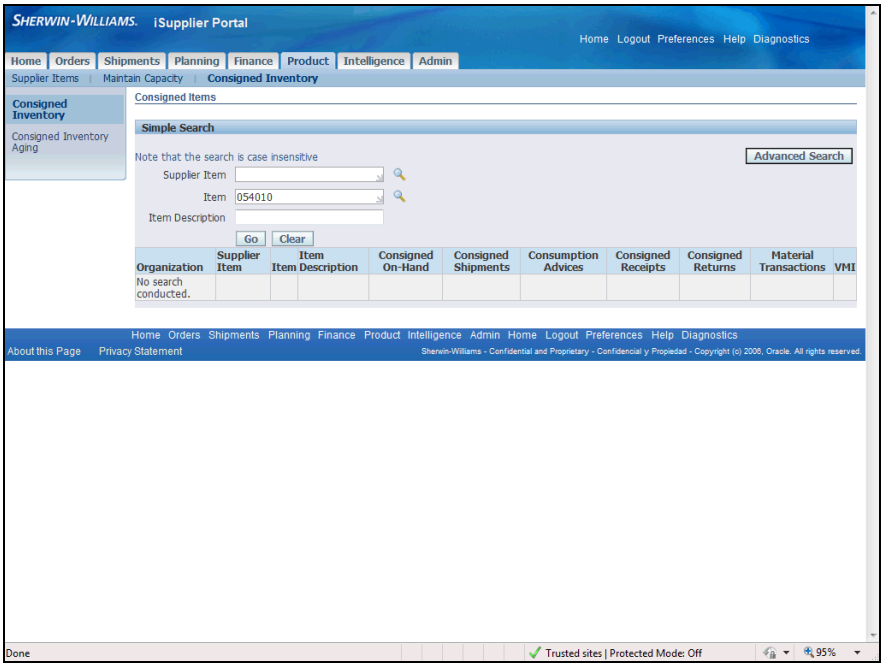
Step	Action
7.	Click the **Consigned On-Hand** button. 



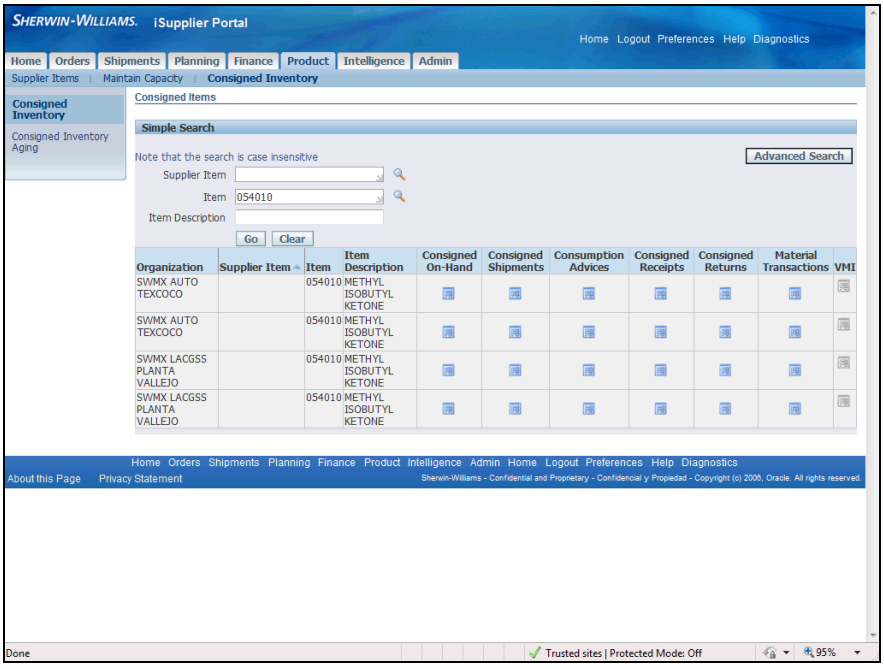
Step	Action
8.	The **On-Hand Items** quantity displays for the selected **Organization**. **Revision, Subinventory,** and **Inventory Aging** are available to view by clicking the appropriate links.



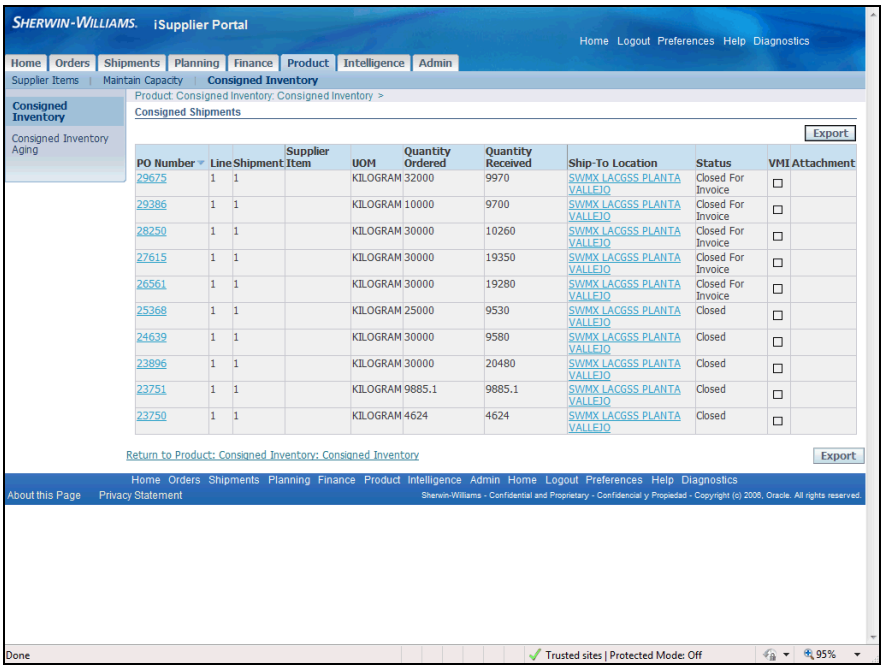
Step	Action
9.	Click the **Return to Product: Consigned Inventory: Consigned Inventory** link.



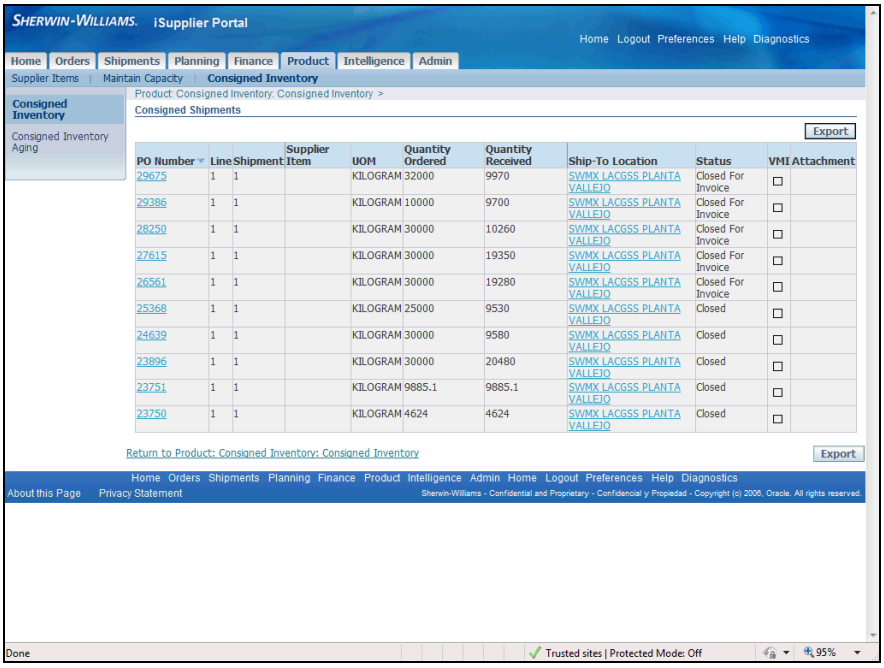
Step	Action
10.	Click the **Go** button. 



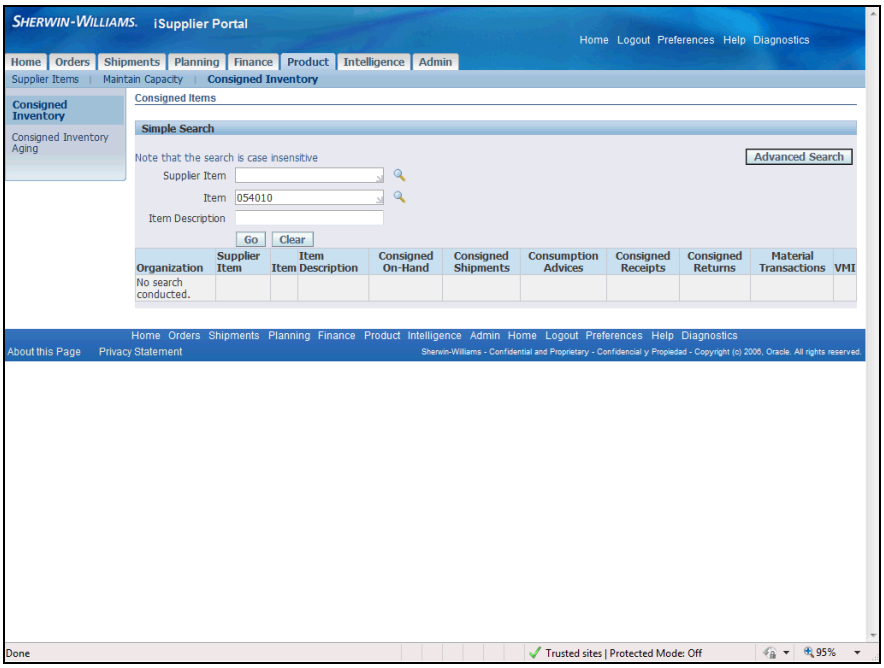
Step	Action
11.	Click the **Consigned Shipments** button.



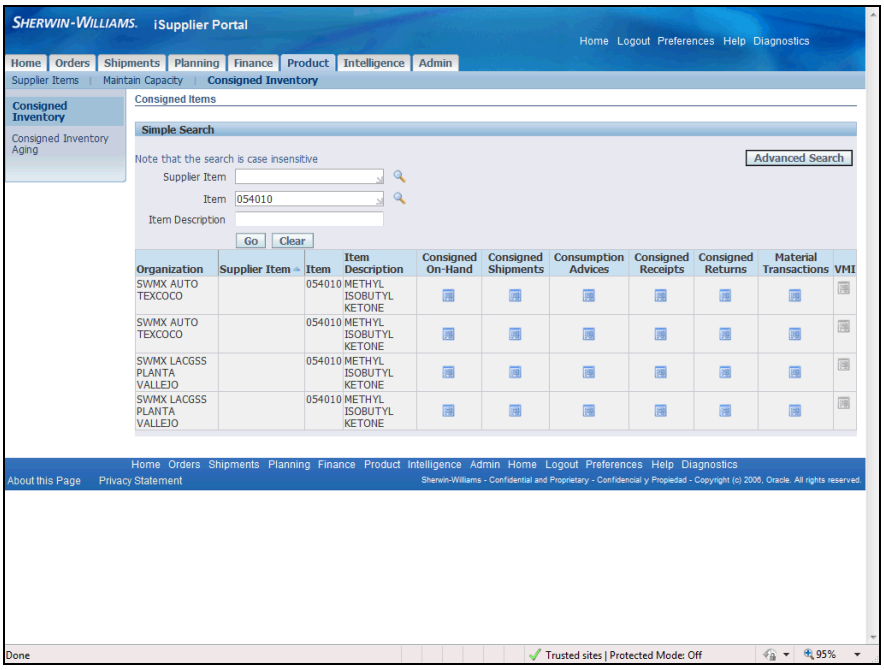
Step	Action
12.	**Consigned Shipments** of the item for the selected **Organization** display. **Purchase Order** information and **Ship-To Location** are available to view by clicking the appropriate links.



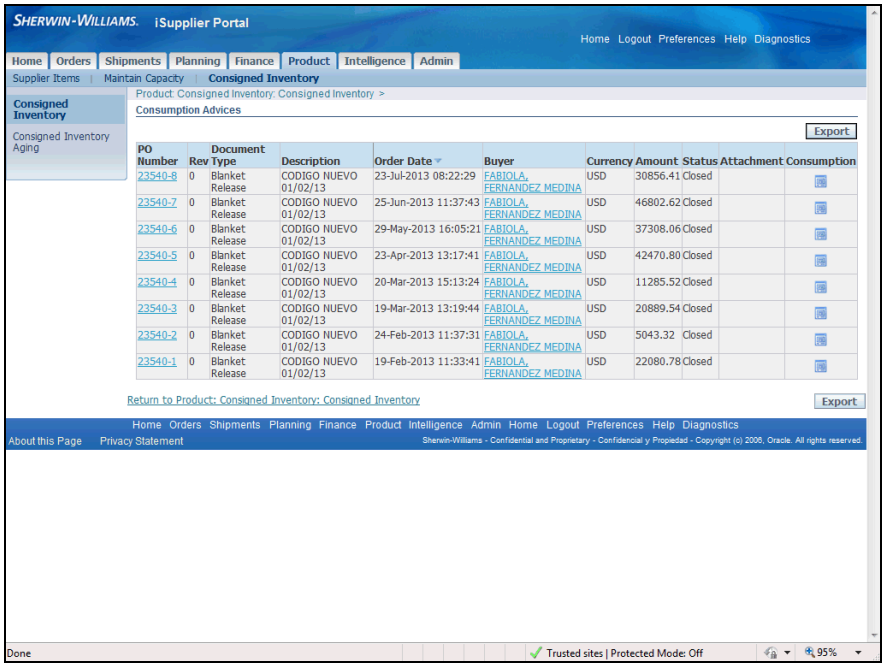
Step	Action
13.	Click the **Product: Consigned Inventory: Consigned Inventory** link. Product: Consigned Inventory: Consigned Inventory



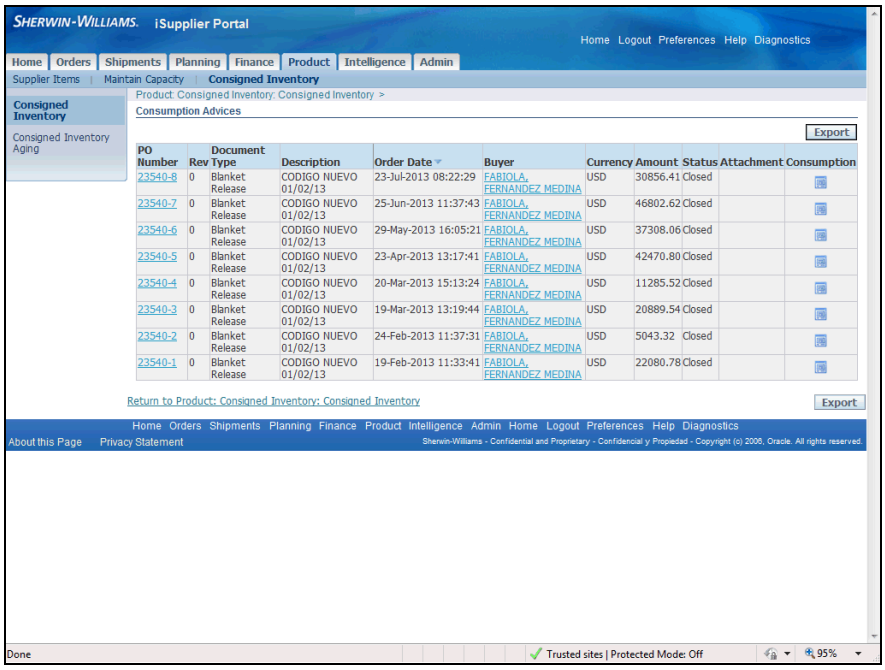
Step	Action
14.	Click the **Go** button.



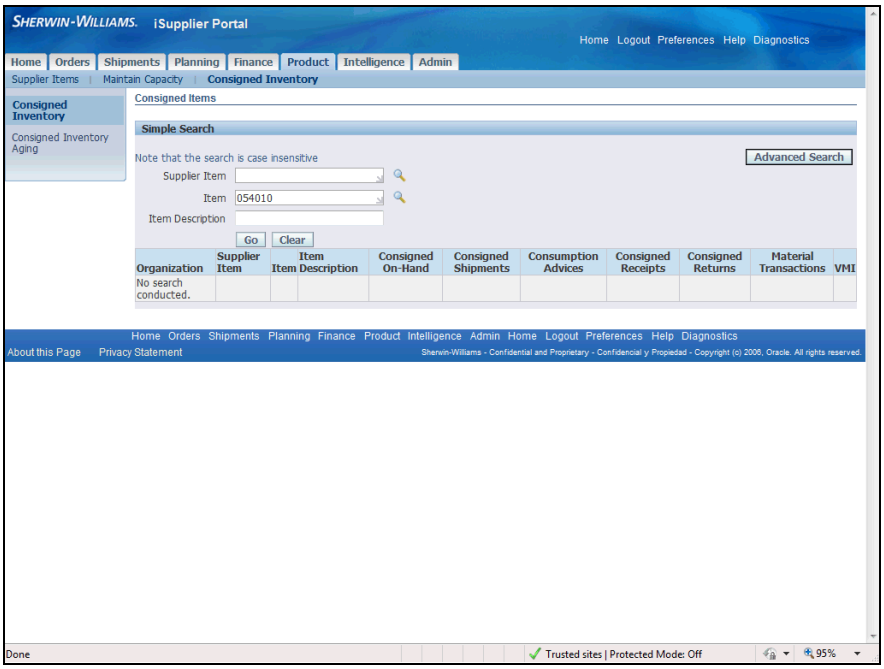
Step	Action
15.	Click the **Consumption Advices** button.



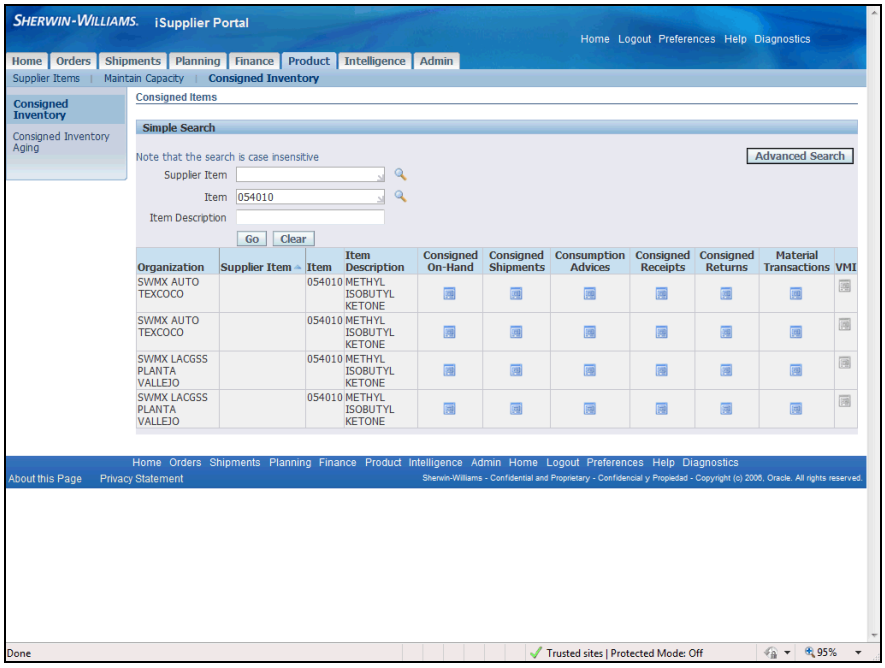
Step	Action
16.	**Consumption Advices** for the selected **Organization** displays. **Purchase Order** information and **Buyer** information can be viewed by clicking the appropriate links.



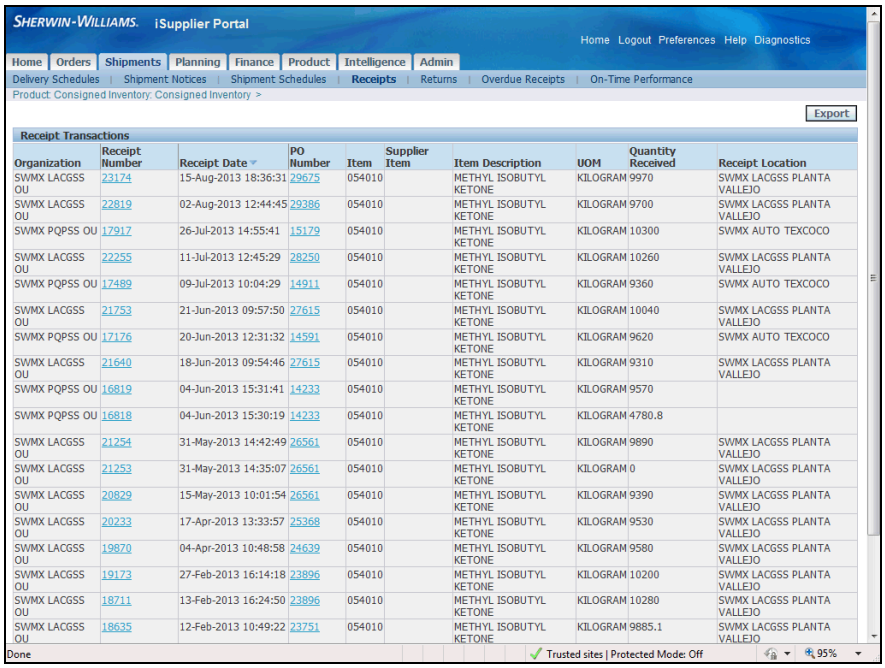
Step	Action
17.	Click the **Product: Consigned Inventory: Consigned Inventory** link. Product: Consigned Inventory: Consigned Inventory



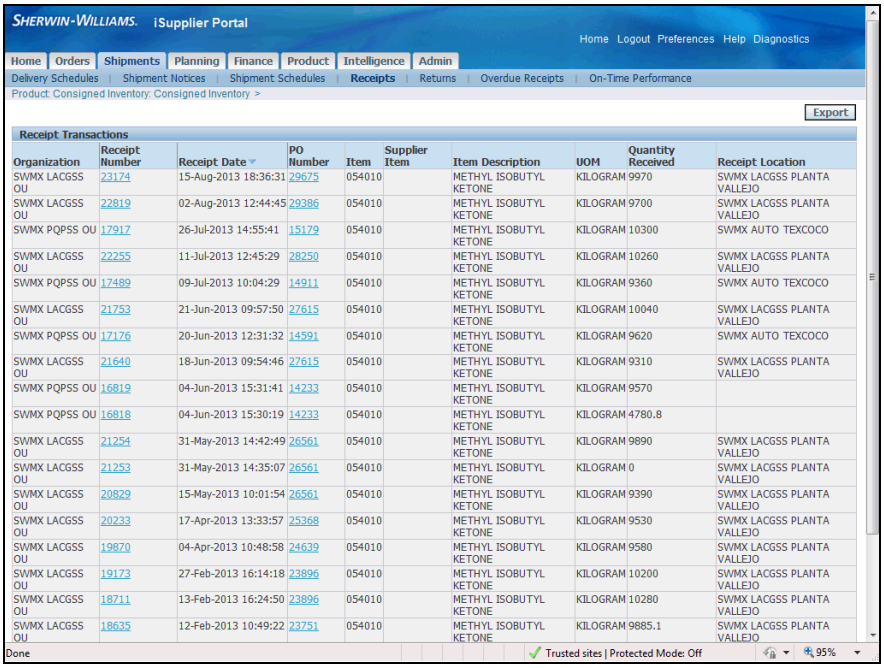
Step	Action
18.	Click the **Go** button. Go



Step	Action
19.	Click the **Consigned Receipts** button.

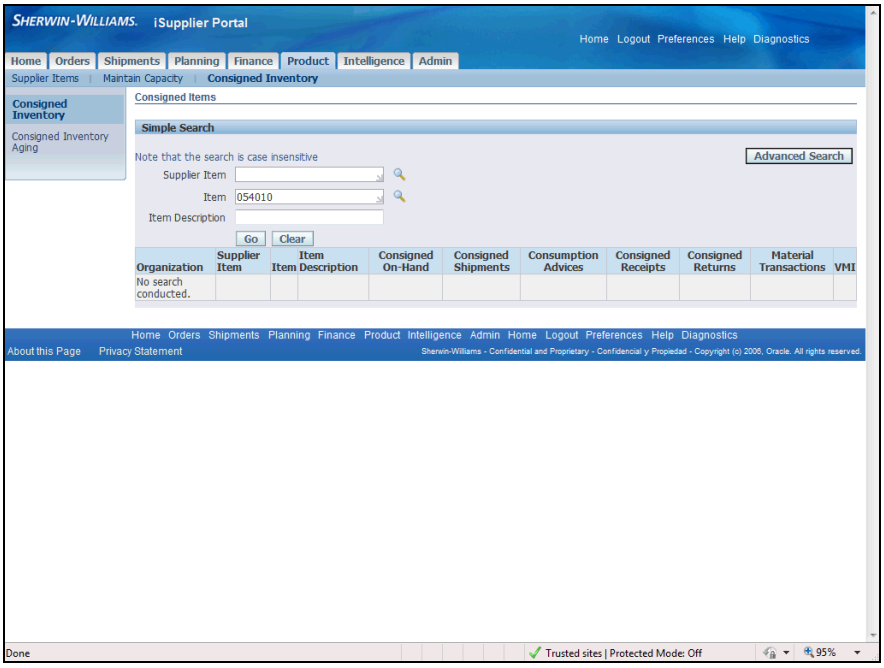


Step	Action
20.	**Consigned Receipts** display for the **Organization**. **Receipt Number** and **PO Number** links are available to view other information.

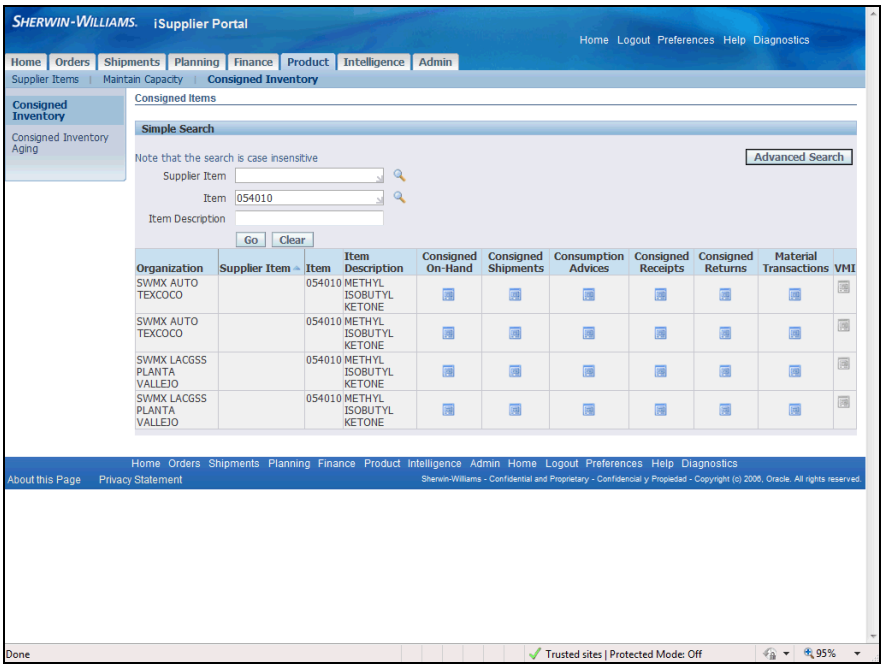


Organization	Receipt Number	Receipt Date	PO Number	Item	Supplier Item	Item Description	UOM	Quantity Received	Receipt Location
SWMX LACGSS OU	23174	15-Aug-2013 18:36:31	29675	054010		METHYL ISOBUTYL KETONE	KILOGRAM	9970	SWMX LACGSS PLANTA VALLEJO
SWMX LACGSS OU	22819	02-Aug-2013 12:44:45	29386	054010		METHYL ISOBUTYL KETONE	KILOGRAM	9700	SWMX LACGSS PLANTA VALLEJO
SWMX PQPSS OU	17917	26-Jul-2013 14:55:41	15179	054010		METHYL ISOBUTYL KETONE	KILOGRAM	10300	SWMX AUTO TEXCOCO
SWMX LACGSS OU	22255	11-Jul-2013 12:45:29	28250	054010		METHYL ISOBUTYL KETONE	KILOGRAM	10260	SWMX LACGSS PLANTA VALLEJO
SWMX PQPSS OU	17489	09-Jul-2013 10:04:29	14911	054010		METHYL ISOBUTYL KETONE	KILOGRAM	9360	SWMX AUTO TEXCOCO
SWMX LACGSS OU	21753	21-Jun-2013 09:57:50	27615	054010		METHYL ISOBUTYL KETONE	KILOGRAM	10040	SWMX LACGSS PLANTA VALLEJO
SWMX PQPSS OU	17176	20-Jun-2013 12:31:32	14591	054010		METHYL ISOBUTYL KETONE	KILOGRAM	9620	SWMX AUTO TEXCOCO
SWMX LACGSS OU	21640	18-Jun-2013 09:54:46	27615	054010		METHYL ISOBUTYL KETONE	KILOGRAM	9310	SWMX LACGSS PLANTA VALLEJO
SWMX PQPSS OU	16819	04-Jun-2013 15:31:41	14233	054010		METHYL ISOBUTYL KETONE	KILOGRAM	9570	
SWMX PQPSS OU	16818	04-Jun-2013 15:30:19	14233	054010		METHYL ISOBUTYL KETONE	KILOGRAM	4780.8	
SWMX LACGSS OU	21254	31-May-2013 14:42:49	26561	054010		METHYL ISOBUTYL KETONE	KILOGRAM	9890	SWMX LACGSS PLANTA VALLEJO
SWMX LACGSS OU	21253	31-May-2013 14:35:07	26561	054010		METHYL ISOBUTYL KETONE	KILOGRAM	0	SWMX LACGSS PLANTA VALLEJO
SWMX LACGSS OU	20829	15-May-2013 10:01:54	26561	054010		METHYL ISOBUTYL KETONE	KILOGRAM	9390	SWMX LACGSS PLANTA VALLEJO
SWMX LACGSS OU	20233	17-Apr-2013 13:33:57	25368	054010		METHYL ISOBUTYL KETONE	KILOGRAM	9530	SWMX LACGSS PLANTA VALLEJO
SWMX LACGSS OU	19870	04-Apr-2013 10:48:58	24639	054010		METHYL ISOBUTYL KETONE	KILOGRAM	9580	SWMX LACGSS PLANTA VALLEJO
SWMX LACGSS OU	19173	27-Feb-2013 16:14:18	23896	054010		METHYL ISOBUTYL KETONE	KILOGRAM	10200	SWMX LACGSS PLANTA VALLEJO
SWMX LACGSS OU	18711	13-Feb-2013 16:24:50	23896	054010		METHYL ISOBUTYL KETONE	KILOGRAM	10280	SWMX LACGSS PLANTA VALLEJO
SWMX LACGSS OU	18635	12-Feb-2013 10:49:22	23751	054010		METHYL ISOBUTYL KETONE	KILOGRAM	9885.1	SWMX LACGSS PLANTA VALLEJO

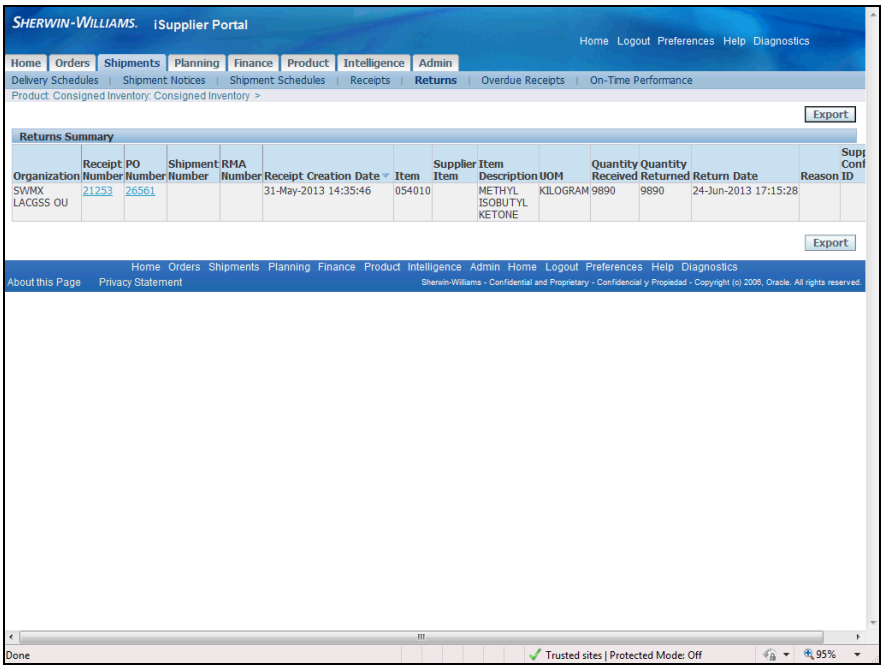
Step	Action
21.	Click the **Product: Consigned Inventory: Consigned Inventory** link. Product: Consigned Inventory: Consigned Inventory



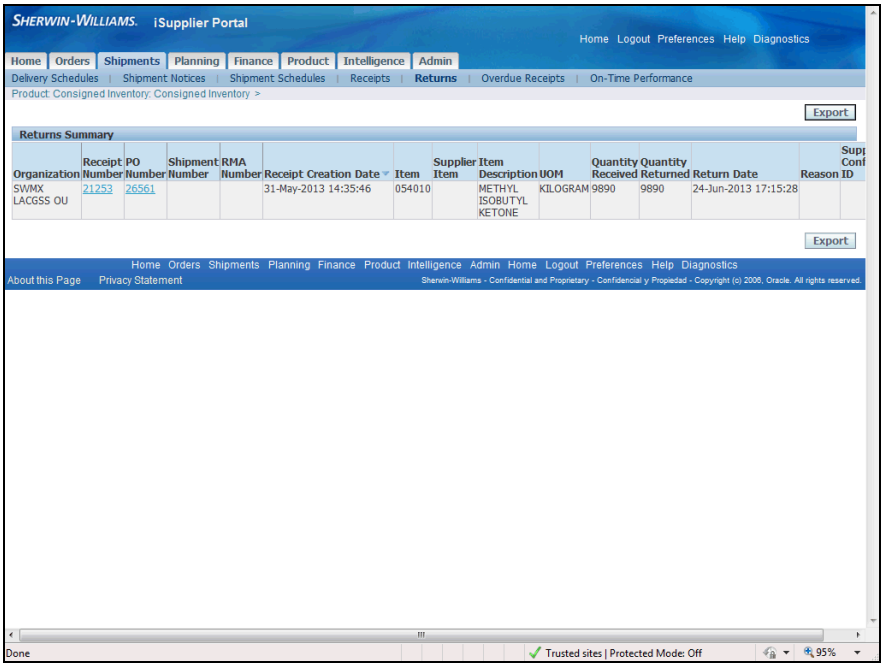
Step	Action
22.	Click the **Go** button. Go



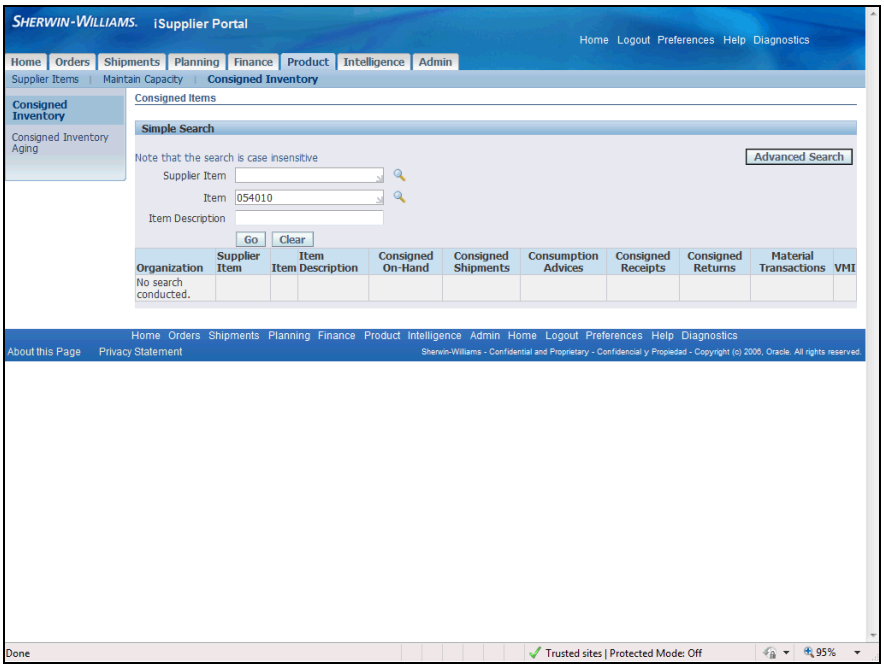
Step	Action
23.	Click the **Consigned Returns** button.



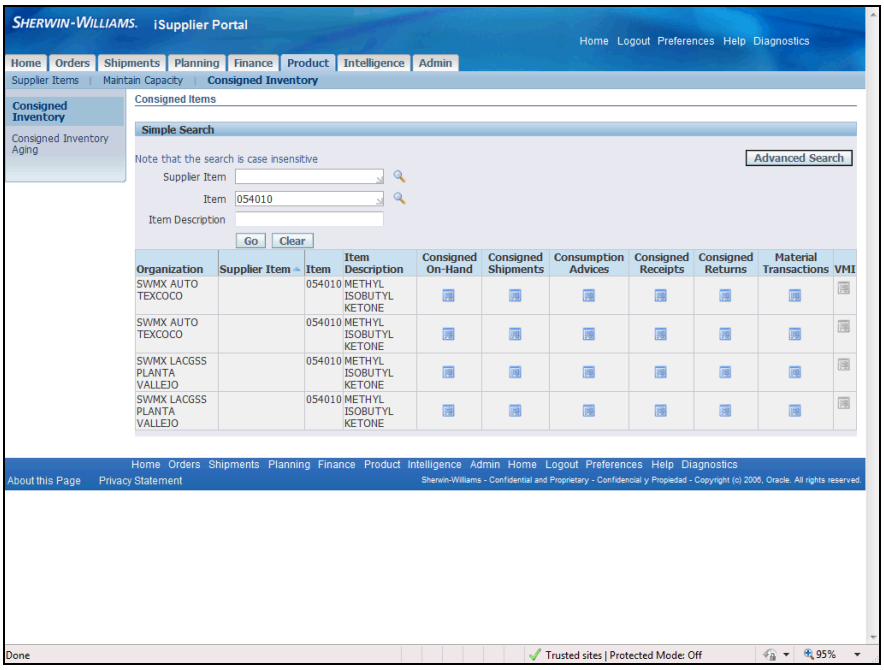
Step	Action
24.	The **Returns Summary** displays for the selected **Organization**. You can view **Receipts** by **Receipt Number**, and **Purchase Orders** by **PO Number** by clicking the appropriate links.



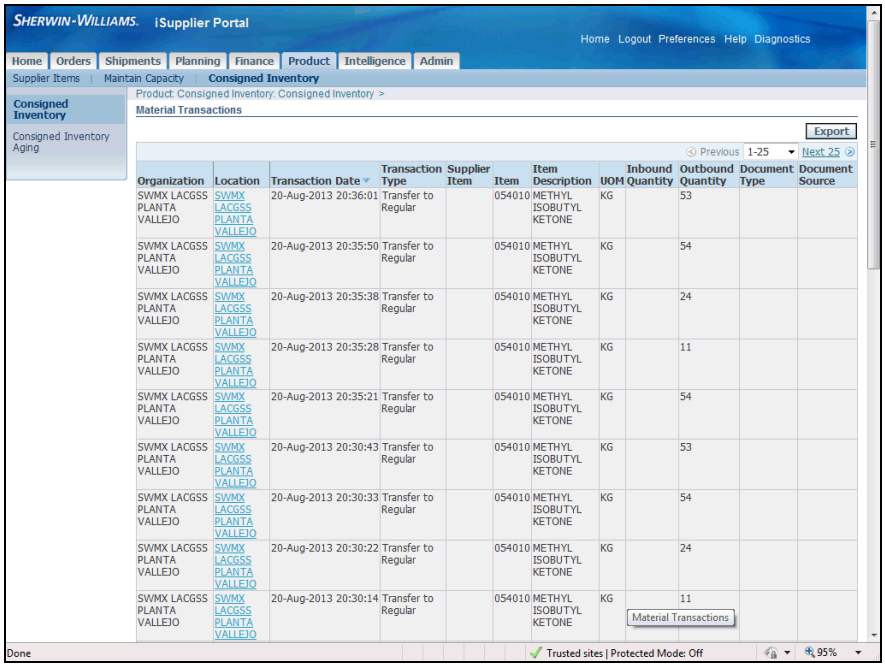
Step	Action
25.	Click the **Product: Consigned Inventory: Consigned Inventory** link. Product: Consigned Inventory: Consigned Inventory



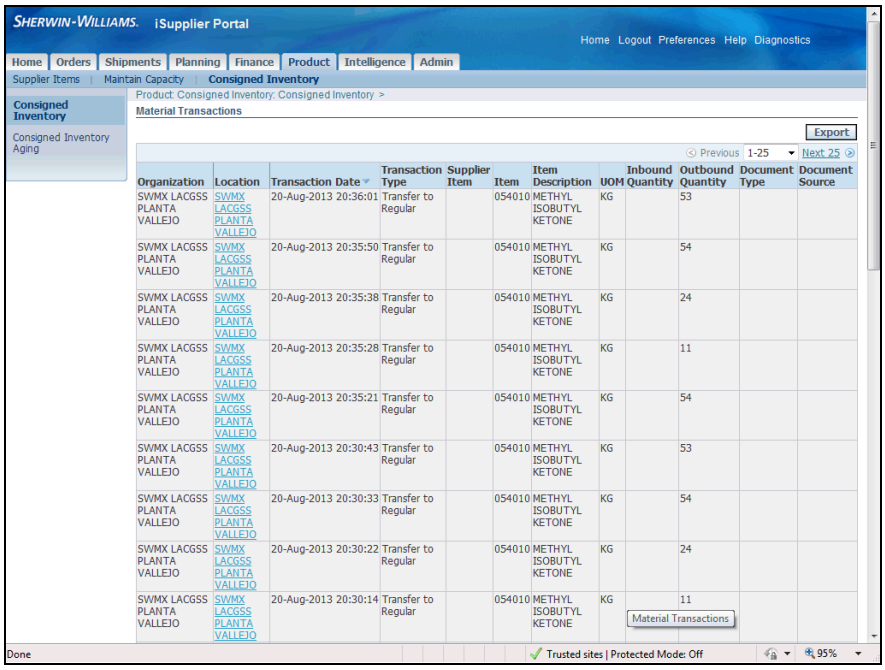
Step	Action
26.	Click the **Go** button.



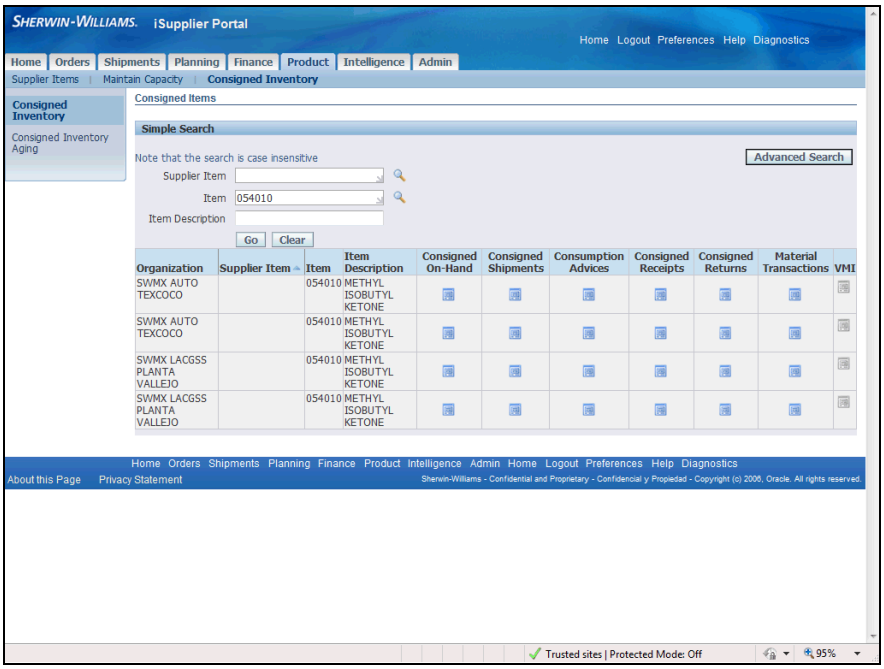
Step	Action
27.	Click the **Material Transactions** button.



Step	Action
28.	**Material Transactions** displays the transactions for the selected **Organization**. You can view the **Location** information for each transaction by clicking the appropriate link.



Step	Action
29.	Click the **Product: Consigned Inventory: Consigned Inventory** link. Product: Consigned Inventory: Consigned Inventory



Step	Action
30.	This task showed you how to view consigned inventory. **End of Procedure.**

Canceling Orders or Shipments

Purpose: To show you how to cancel a shipment or a complete order

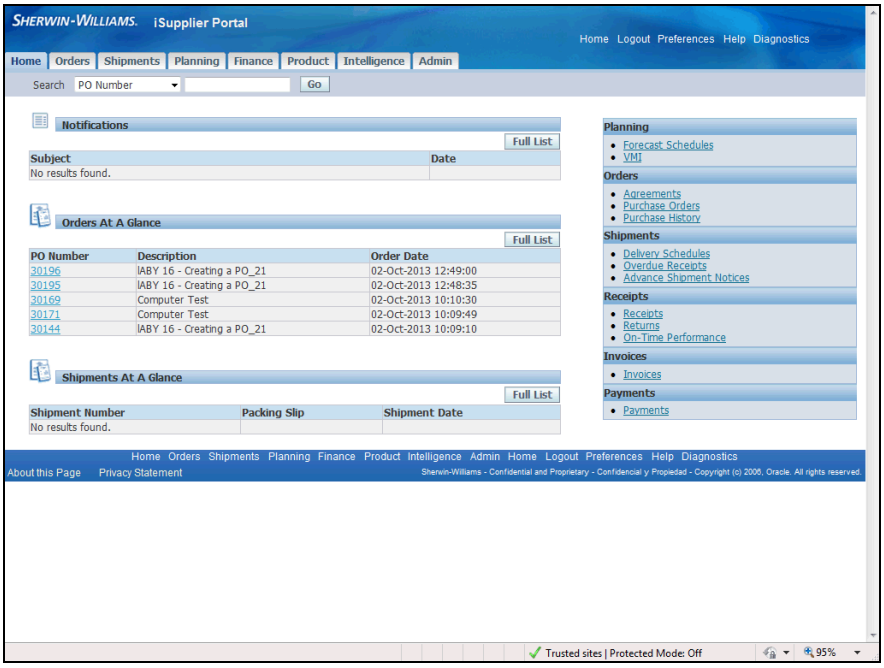
Pre-Requisites: Pre-existing orders

Navigation: iSupplier Portal Home Page > Orders (T) > Purchase Orders (L), enter criteria to search for purchase orders > Request Cancellation (B)

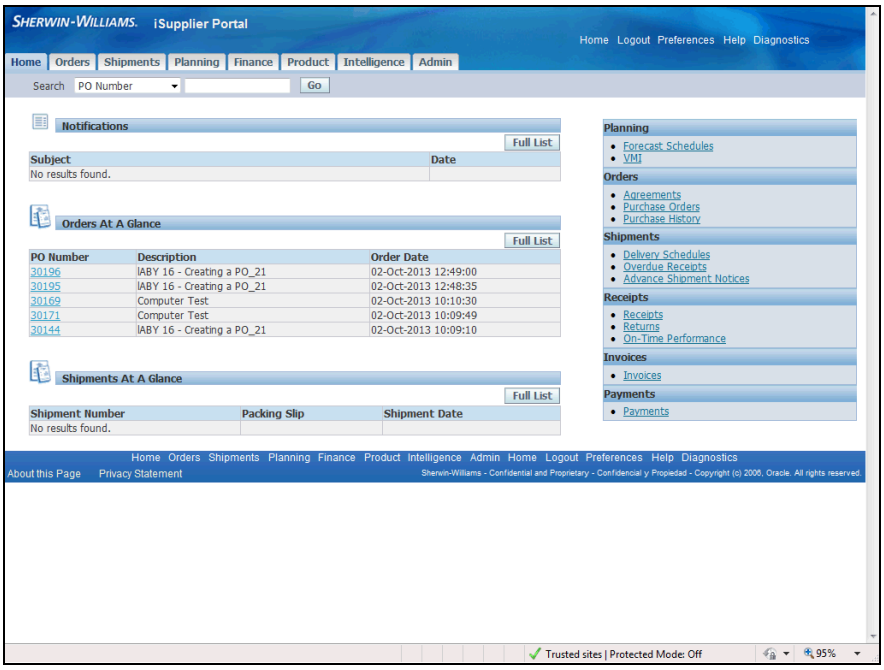
You can submit cancellation requests for an entire order or a particular shipment. You can also submit changes and cancellations at the same time.

Procedure

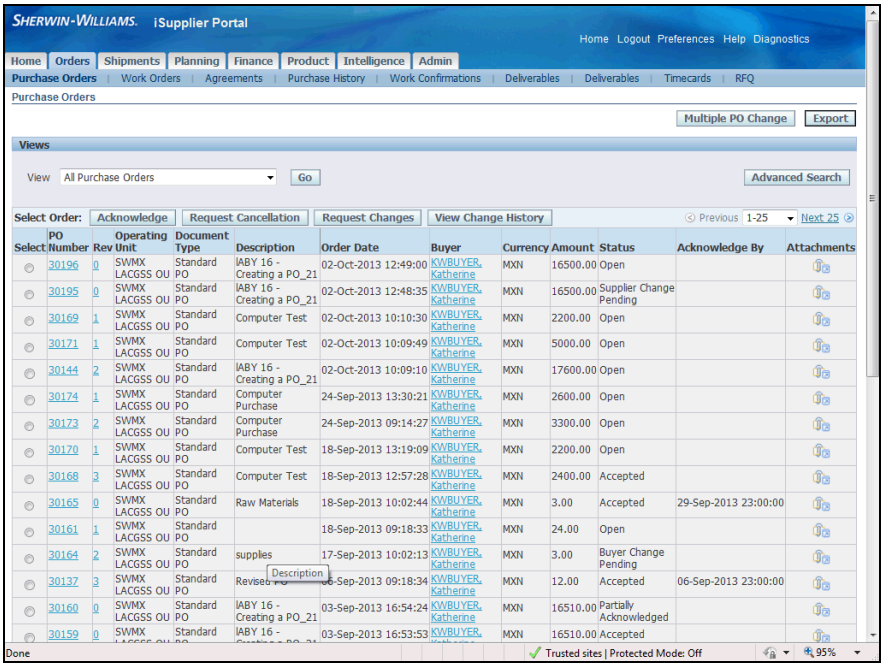
This task shows you how to cancel a single shipment and an entire order.



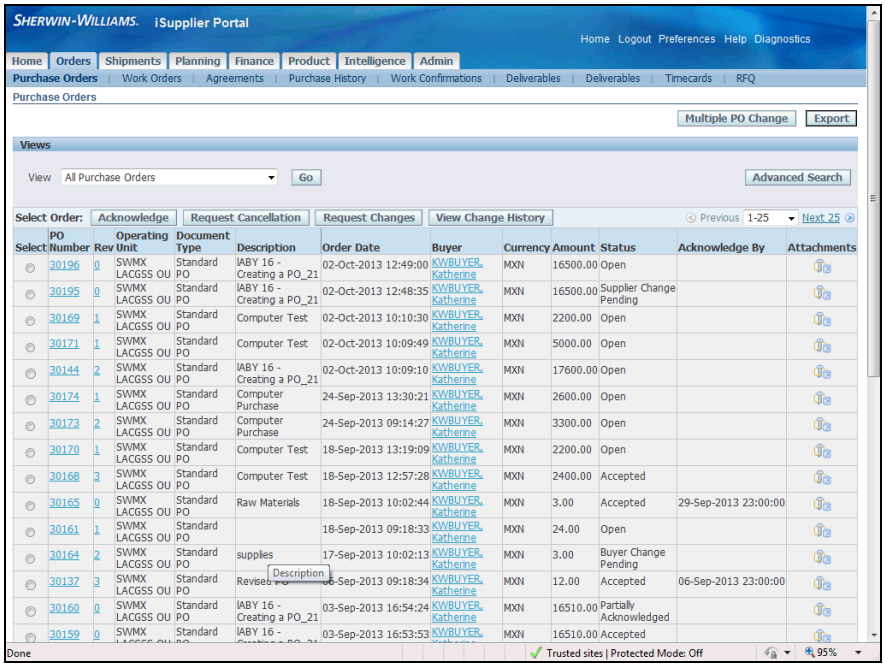
Step	Action
1.	the **iSupplier Portal Home** page displays tabs that give you access to different types of information. Order cancellation is in the **Orders** tab.



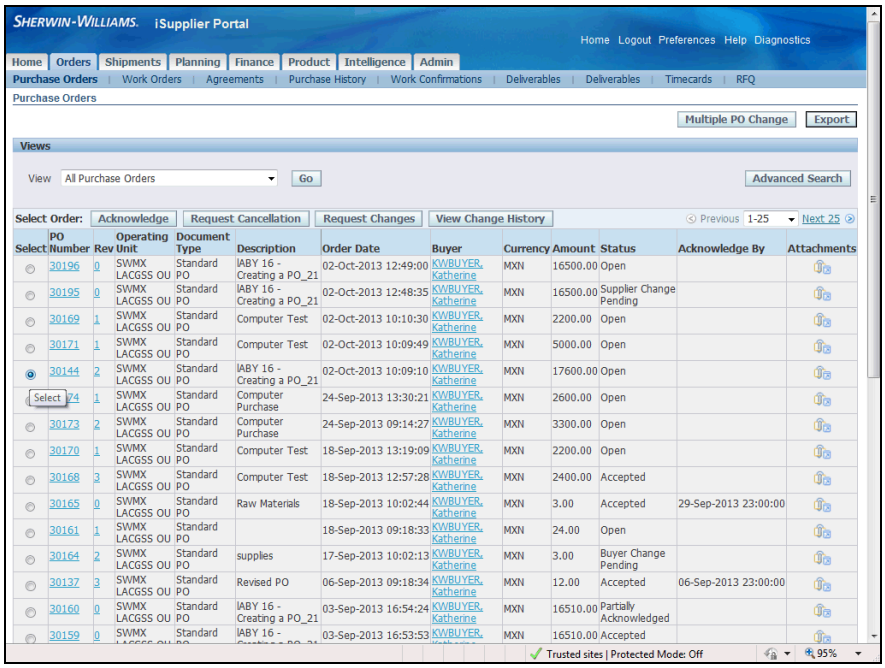
Step	Action
2.	Click the **Orders** tab. Orders



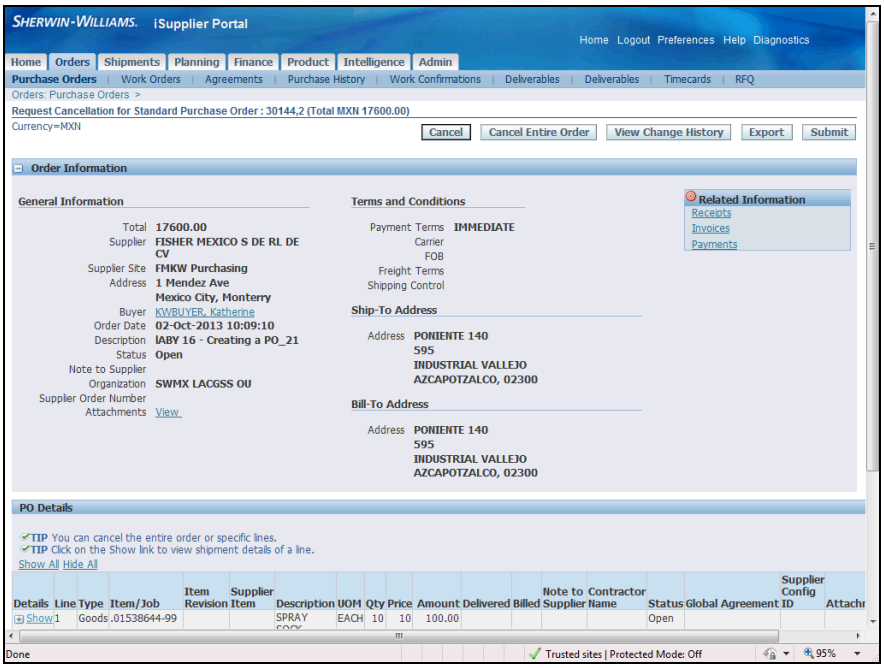
Step	Action
3.	Select the shipment or order to cancel by first selecting the PO Number line.



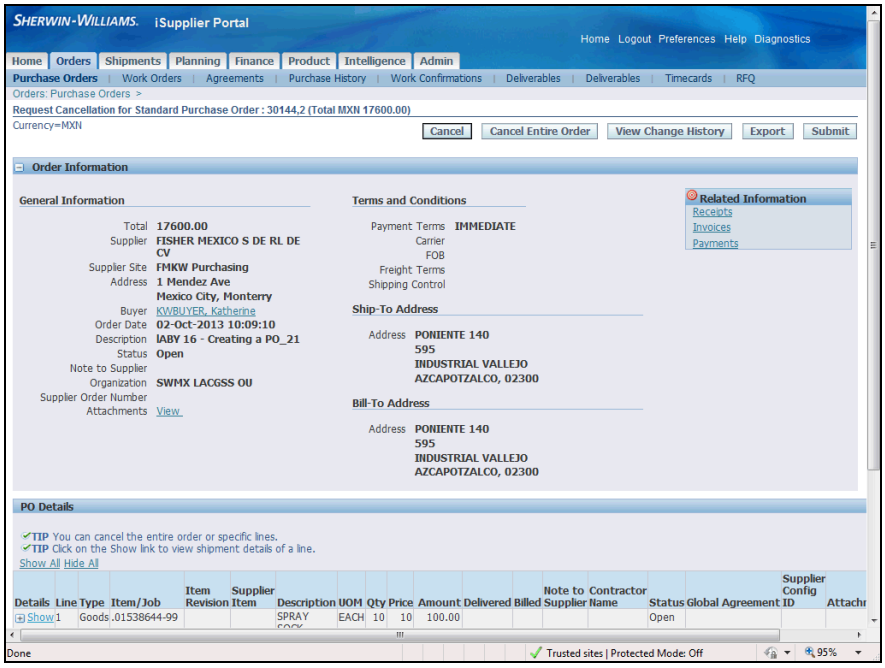
Step	Action
4.	Click the **30144** radio button.



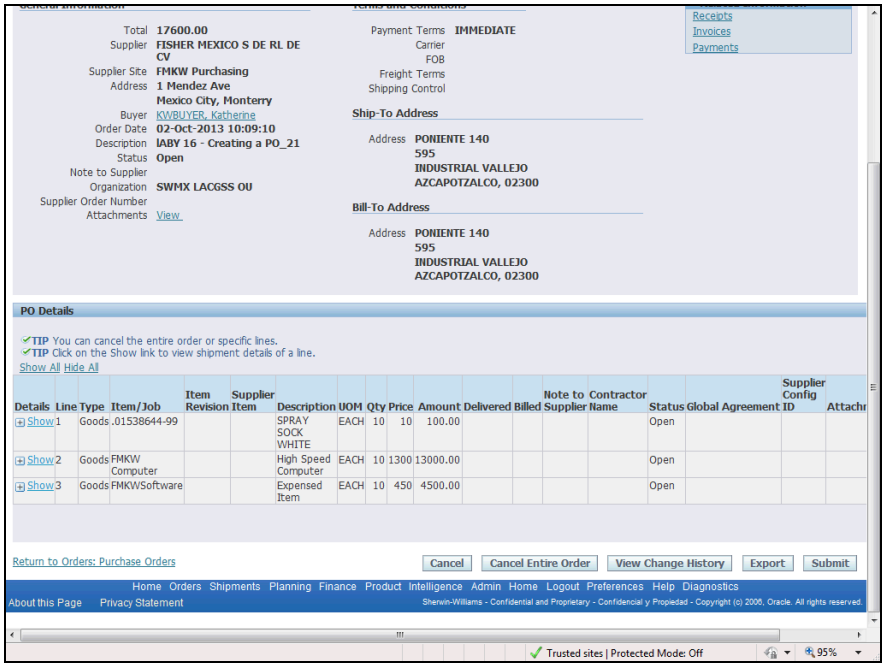
Step	Action
5.	Click the **Request Cancellation** button. Request Cancellation



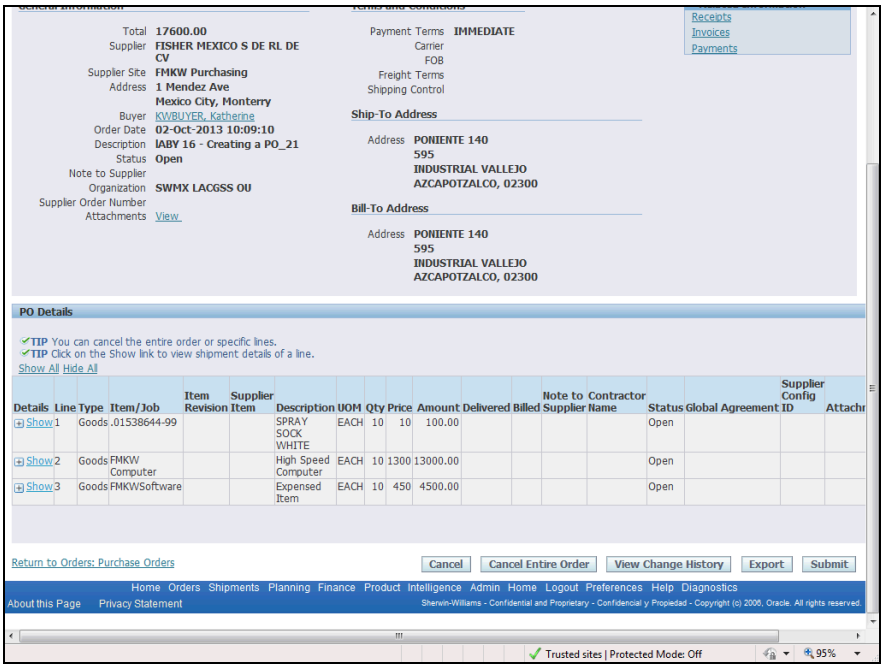
Step	Action
6.	Purchase Order header and line information is displayed. In this example, you will cancel a shipment.



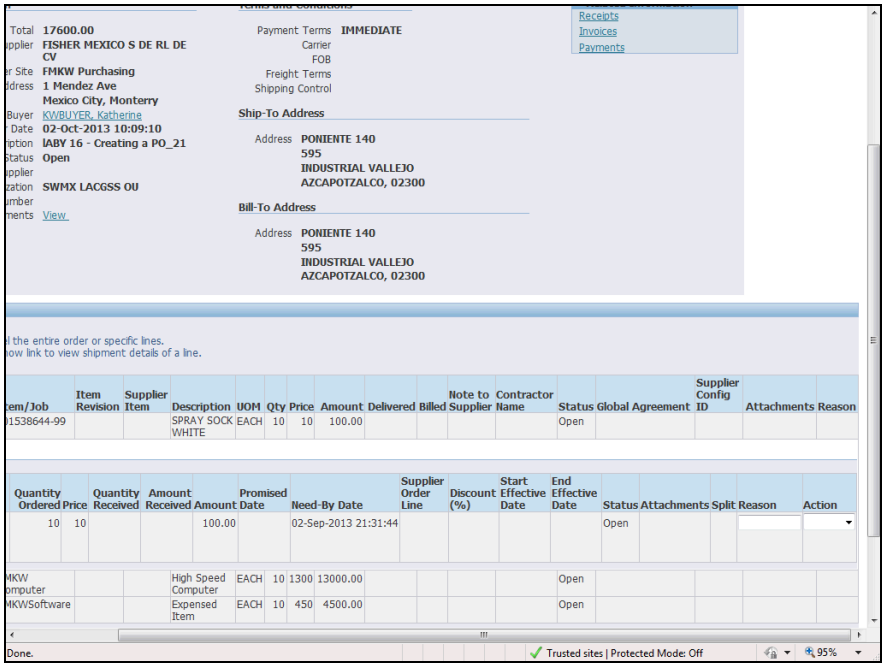
Step	Action
7.	Scroll down the page to access the lines.



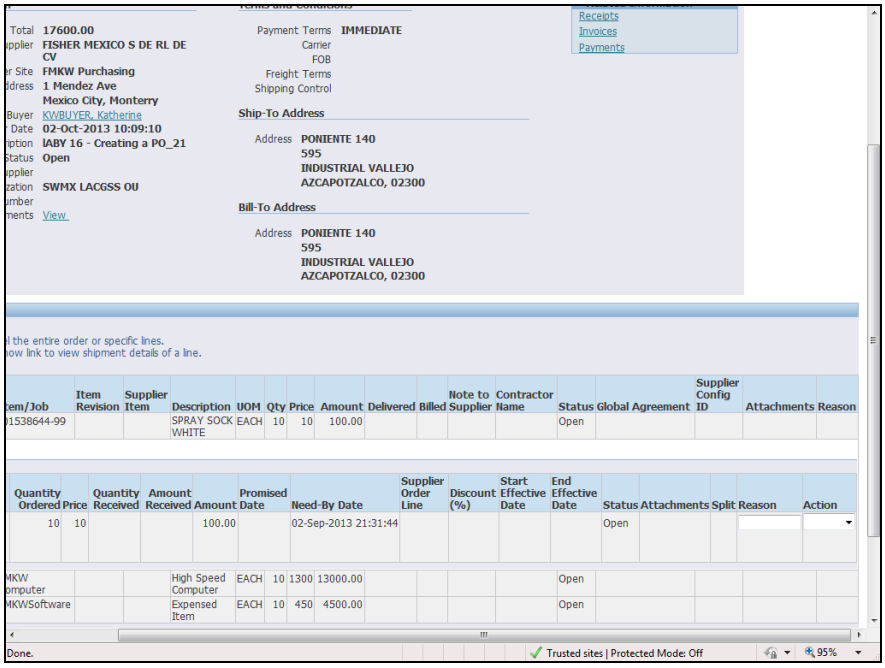
Step	Action
8.	Determine which shipment you want to cancel. Click the **Show** link for the shipment cancellation line. Show



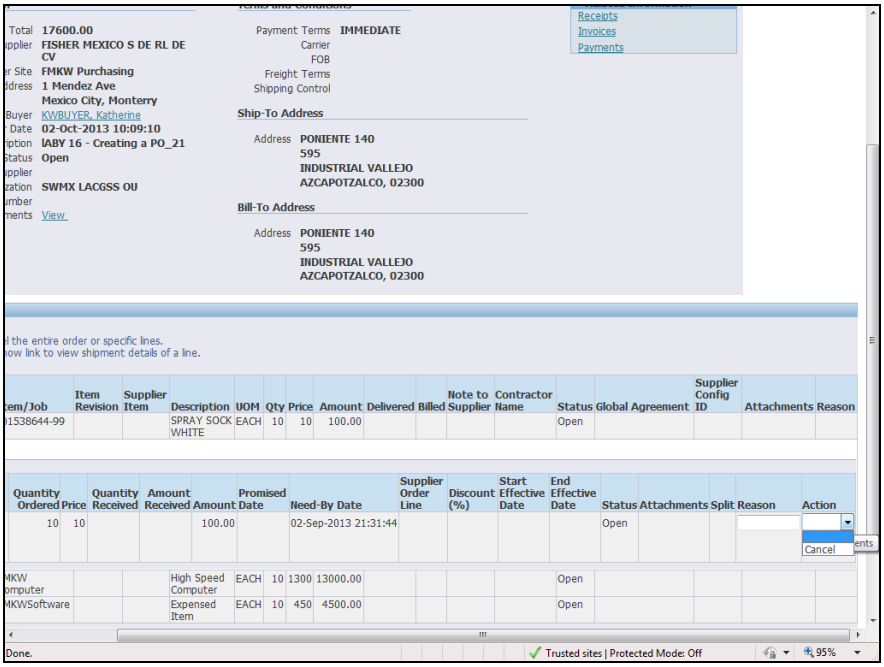
Step	Action
9.	Scroll to the right of the page. Click the **Horizontal** scrollbar.



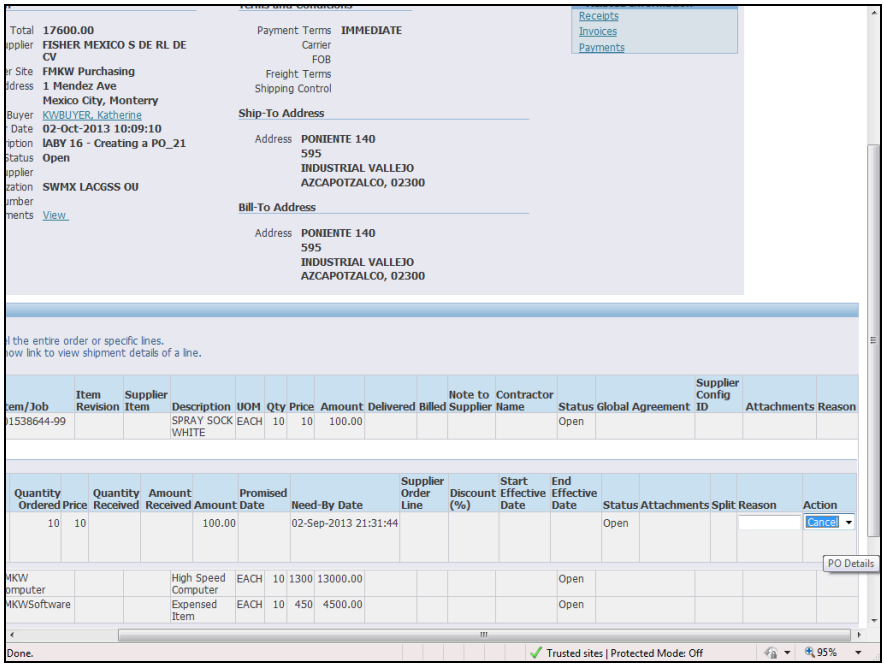
Step	Action
10.	The line **Details** display and allow access to the **Actions** and **Reason** fields which are required for the cancellation.



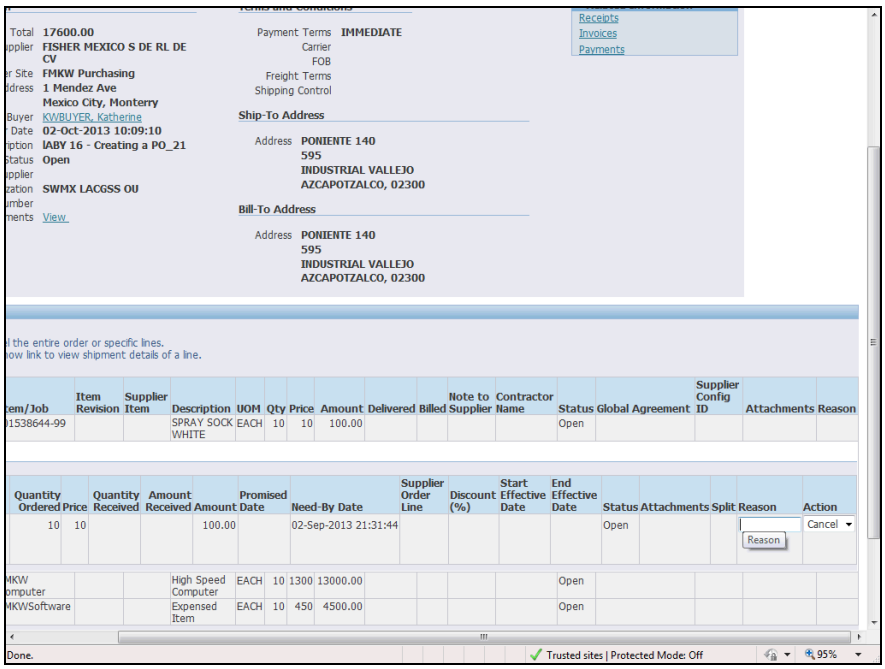
Step	Action
11.	Click the drop-down button for the **Action** field.



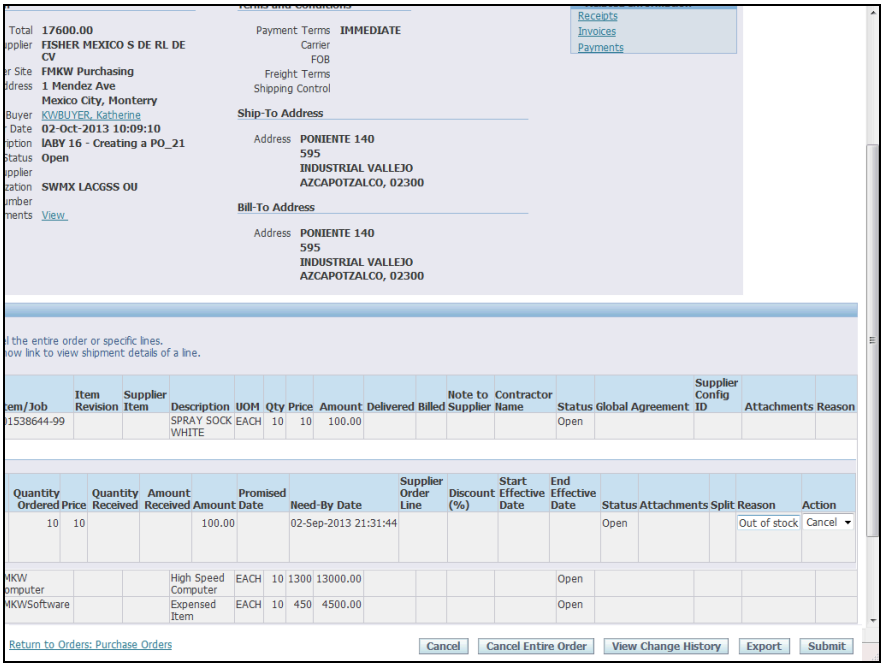
Step	Action
12.	Cancel the shipment. Click the **Cancel** list item. Cancel



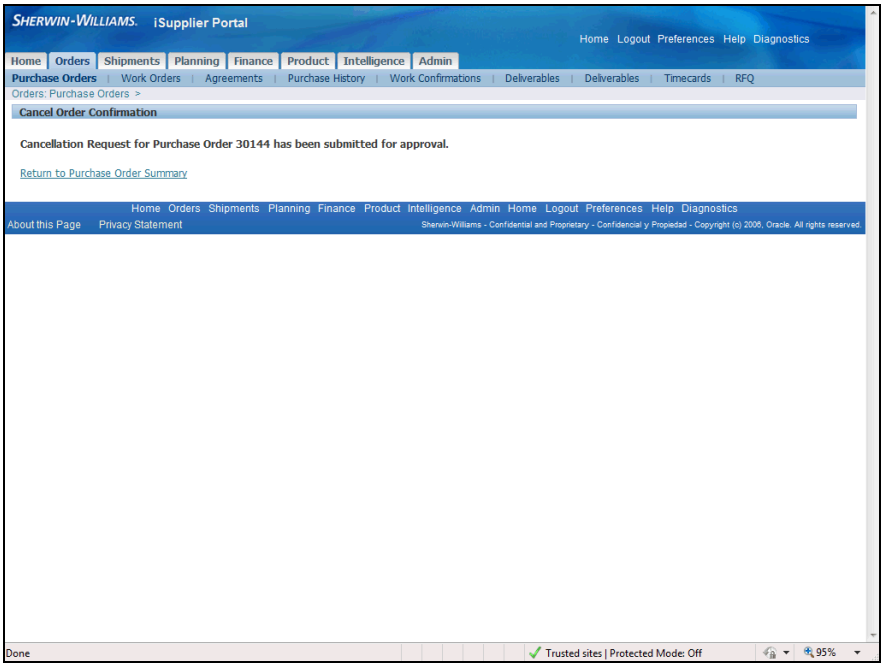
Step	Action
13.	Click in the **Reason** field.



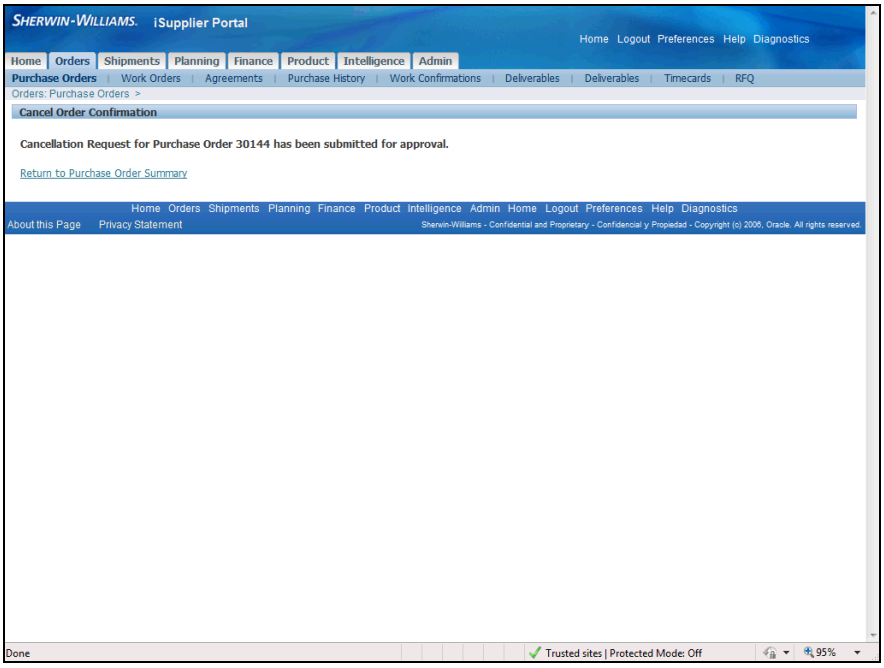
Step	Action
14.	Enter the cancellation reason into the **Reason** field. Enter "**Out of stock**".



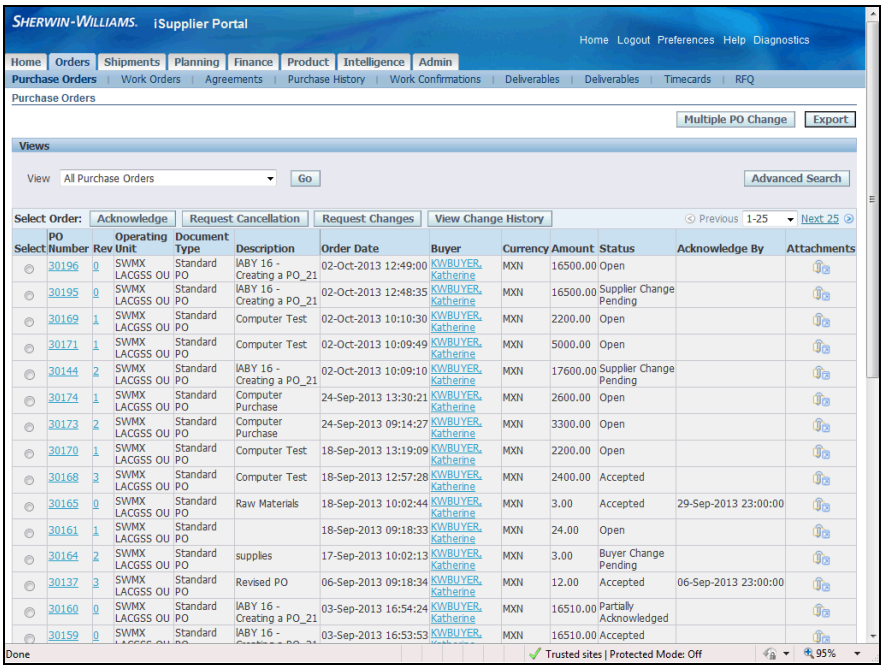
Step	Action
15.	Click the **Submit** button. Submit



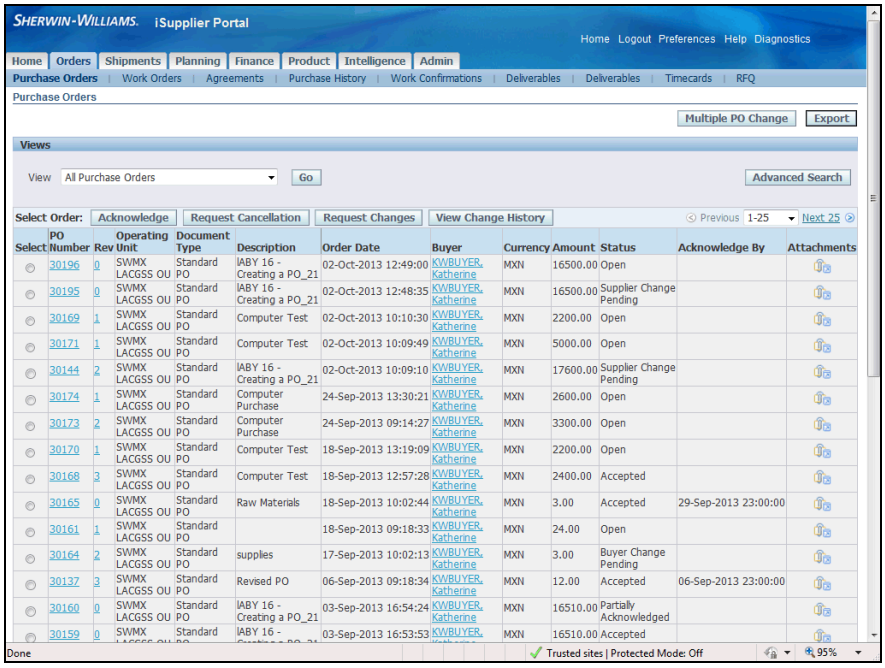
Step	Action
16.	A **Cancel Order Confirmation** page displays indicating your shipment cancellation has been submitted for approval.



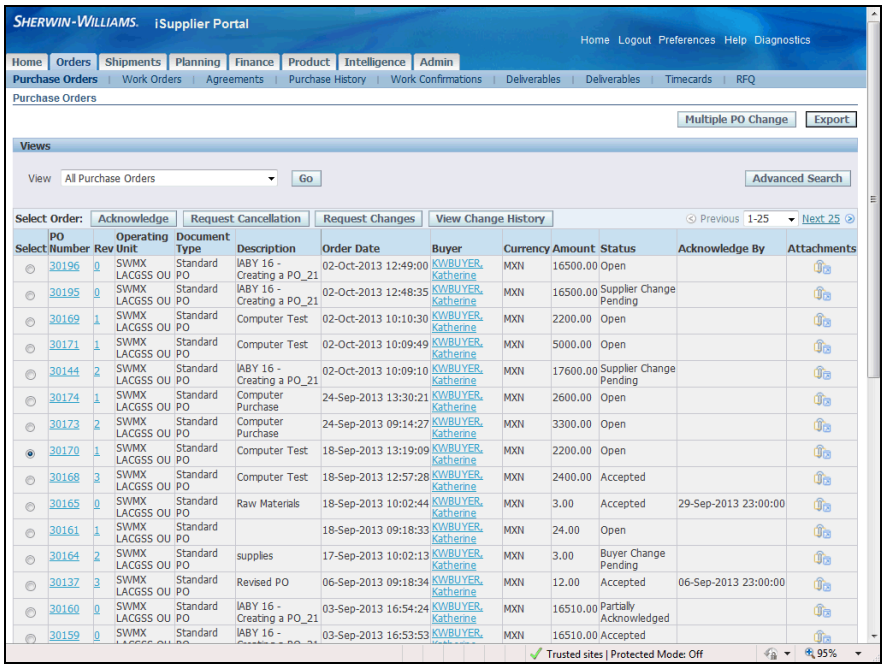
Step	Action
17.	Click the **Return to Purchase Order Summary** link. Return to Purchase Order Summary



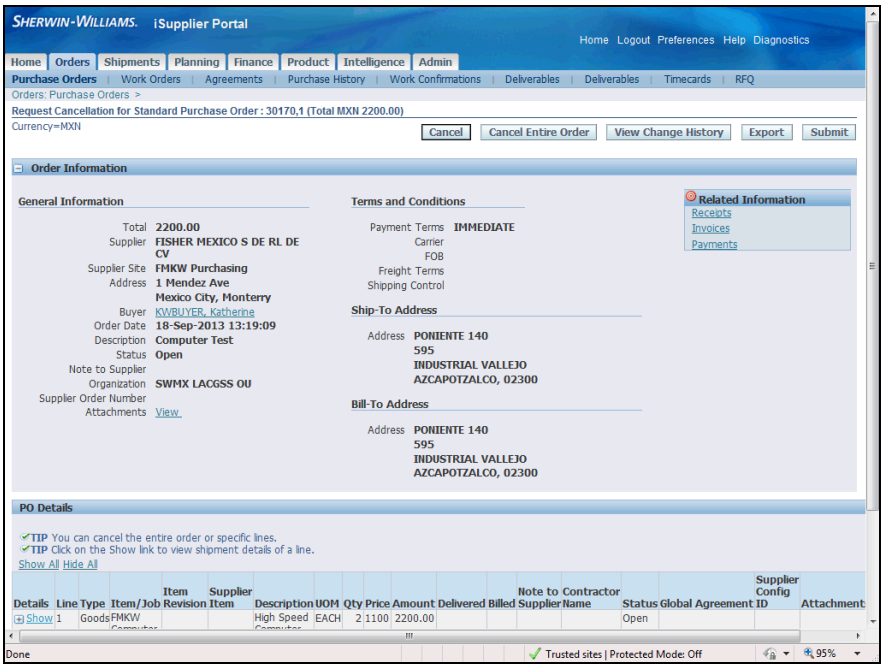
Step	Action
18.	In this example, you will cancel an entire order.



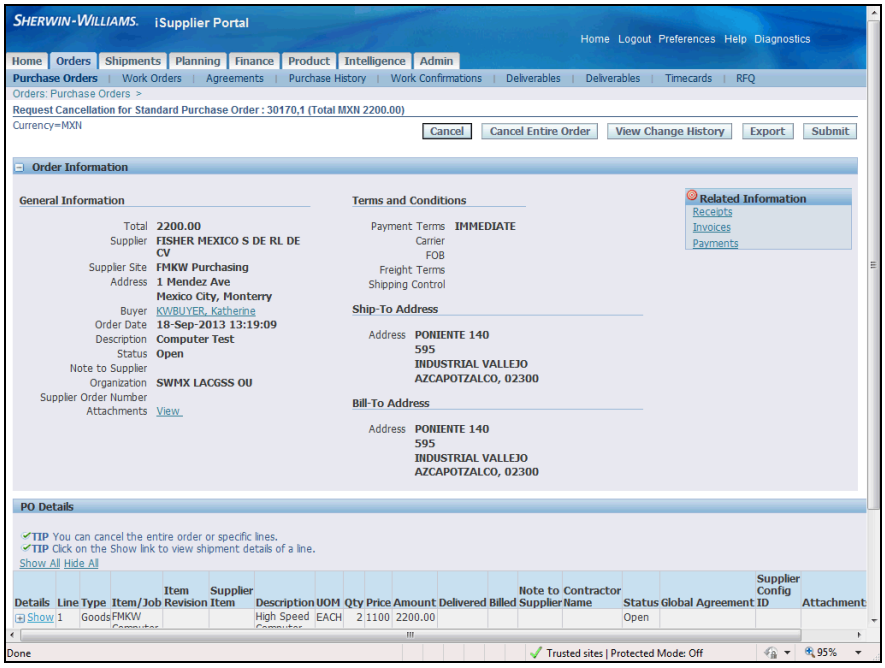
Step	Action
19.	Click the **30170** radio button.



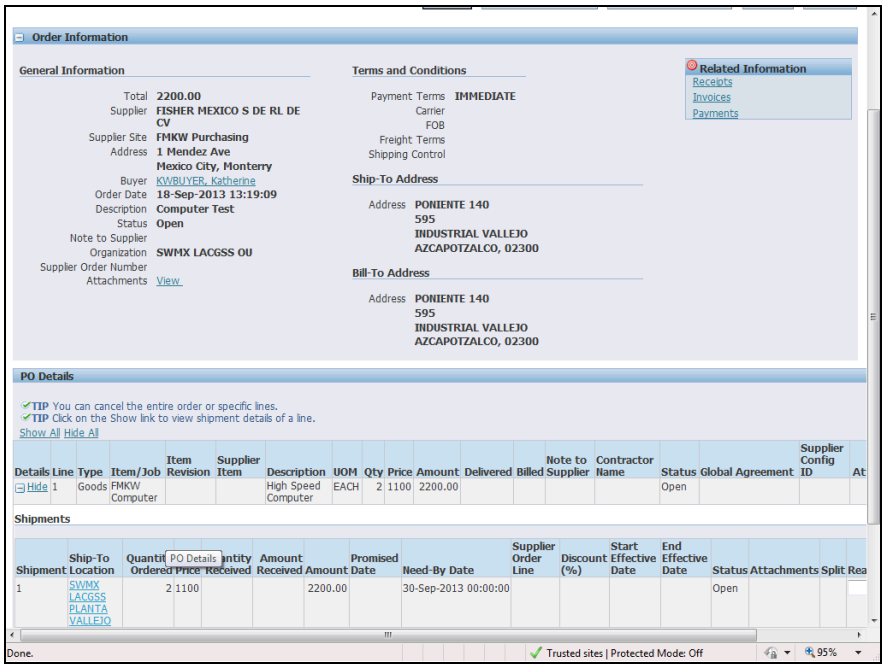
Step	Action
20.	Click the **Request Cancellation** button. Request Cancellation



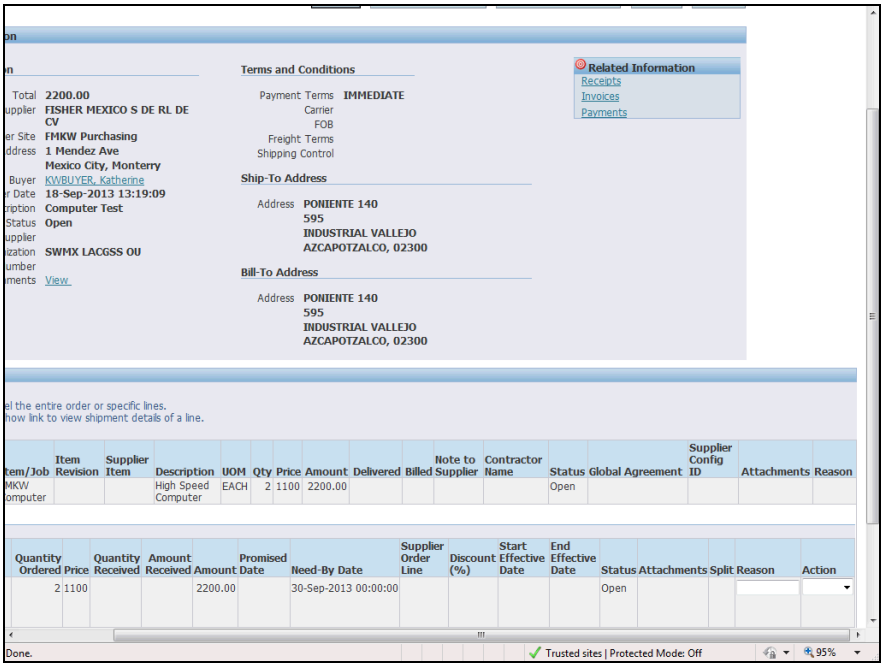
Step	Action
21.	To be able to cancel the order, you must click the **Show Details** link. This gives you access to the **Action** and **Reason** fields.



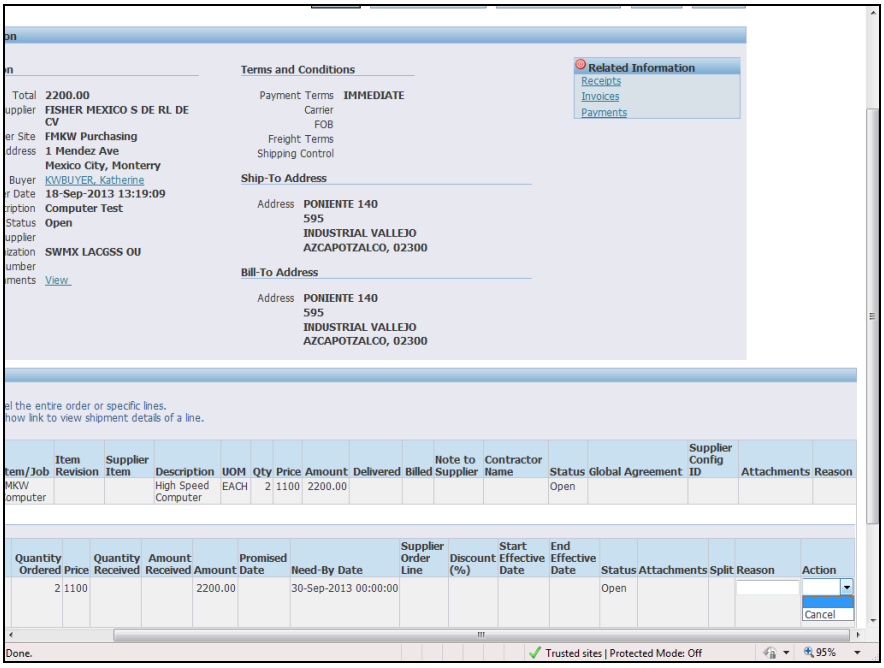
Step	Action
22.	Click the **Show** link. Show



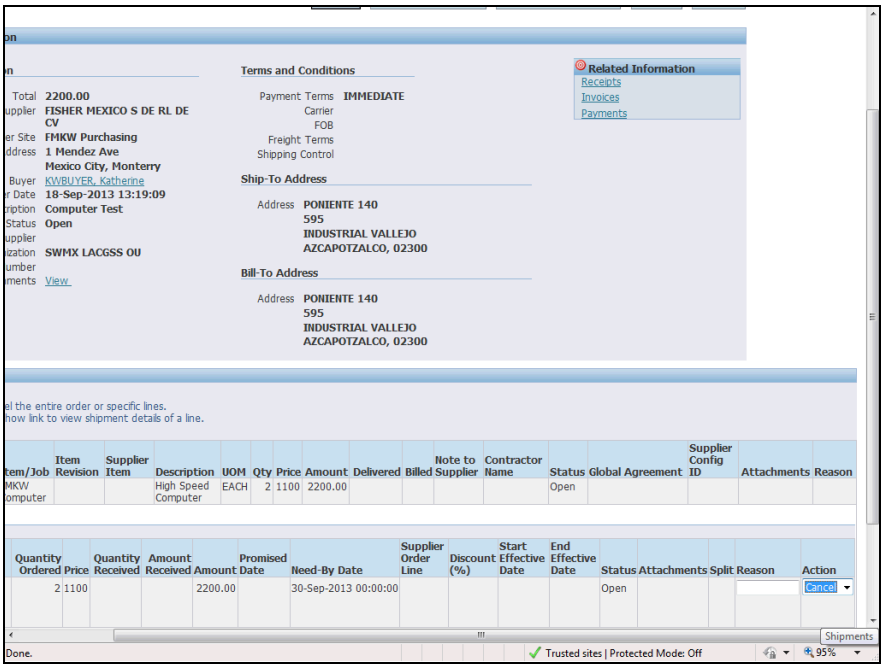
Step	Action
23.	Scroll to the right of the page. Click the **Horizontal** scrollbar.



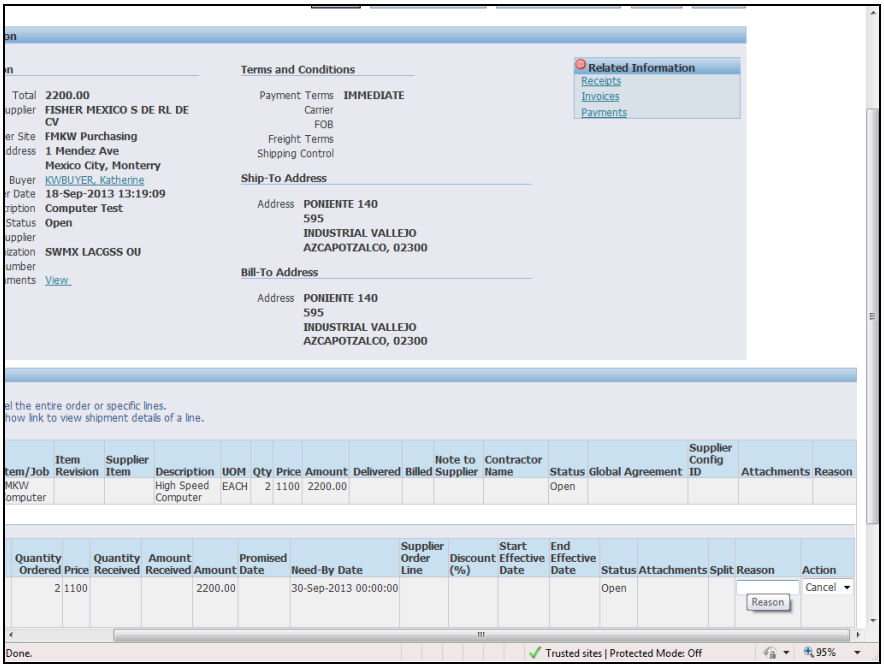
Step	Action
24.	Click the **Action** drop-down list button.



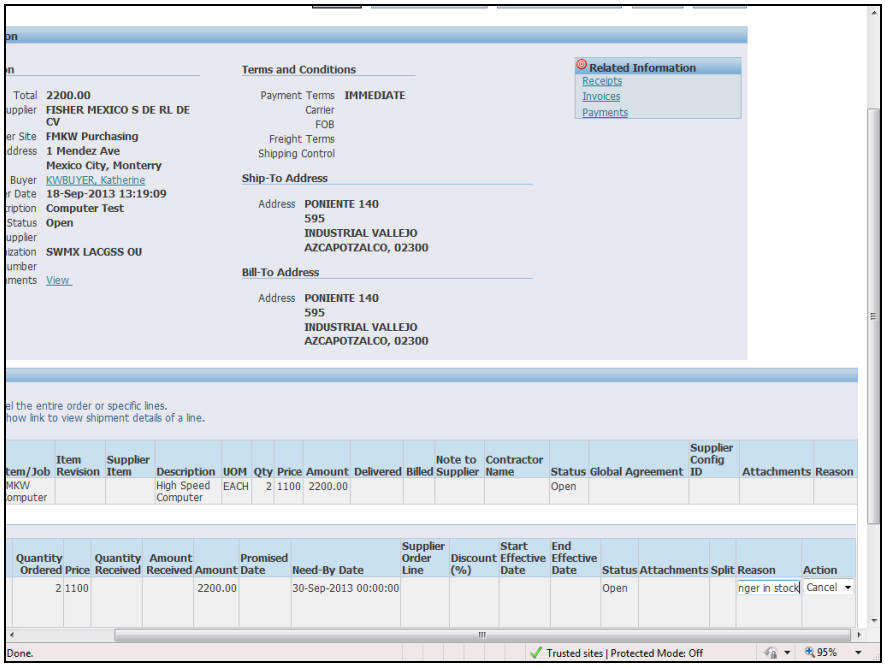
Step	Action
25.	Click the **Cancel** list item. Cancel



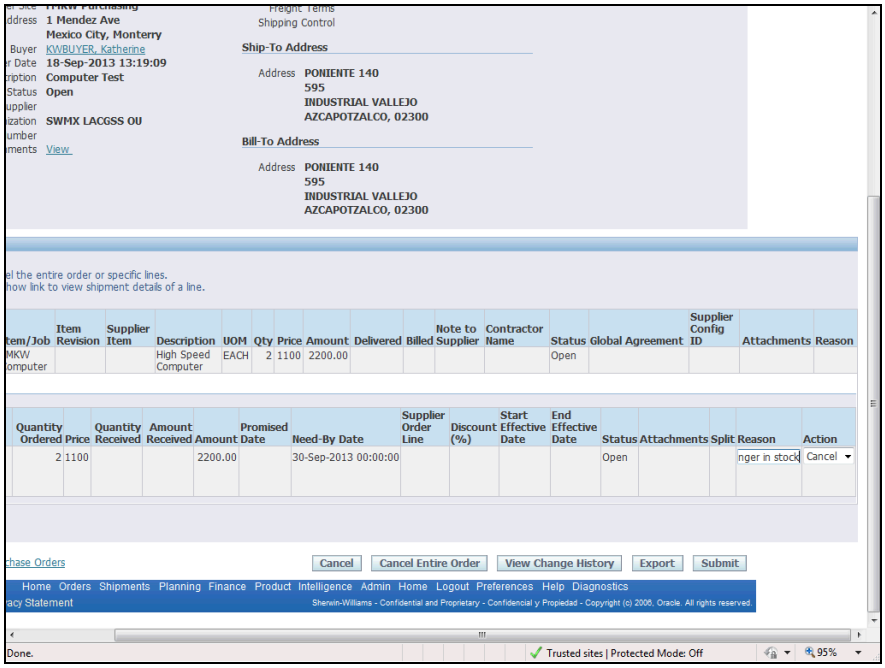
Step	Action
26.	Click in the **Reason** field.



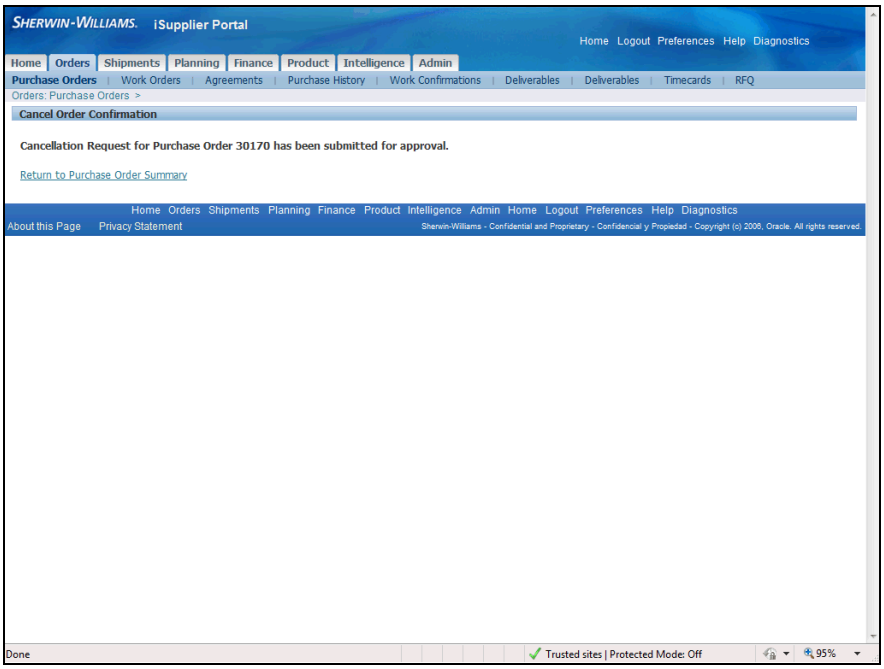
Step	Action
27.	Enter the reason into the **Reason** field. Enter "**No longer in stock**".



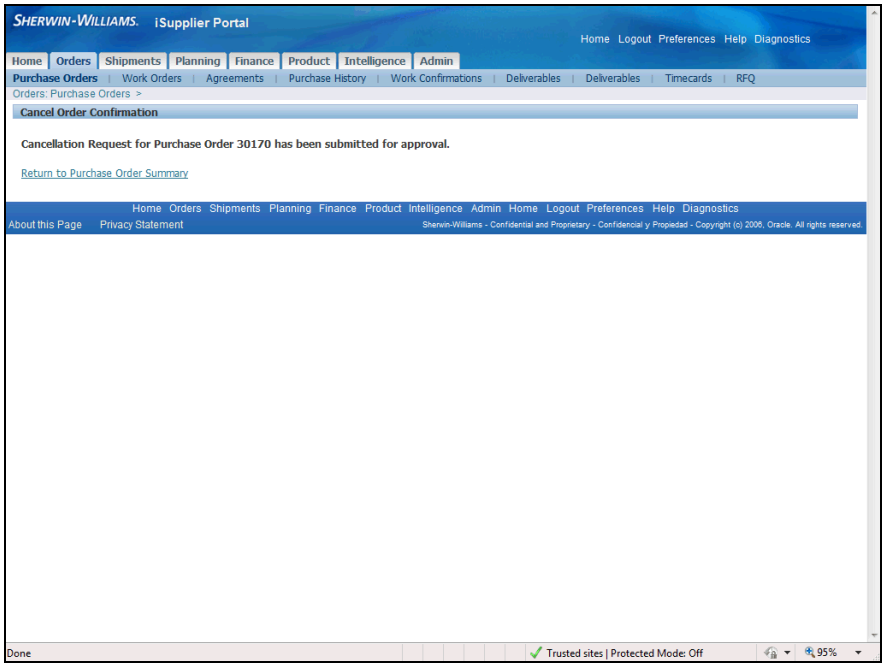
Step	Action
28.	Scroll to the bottom of the page. Click the **Vertical** scrollbar. 



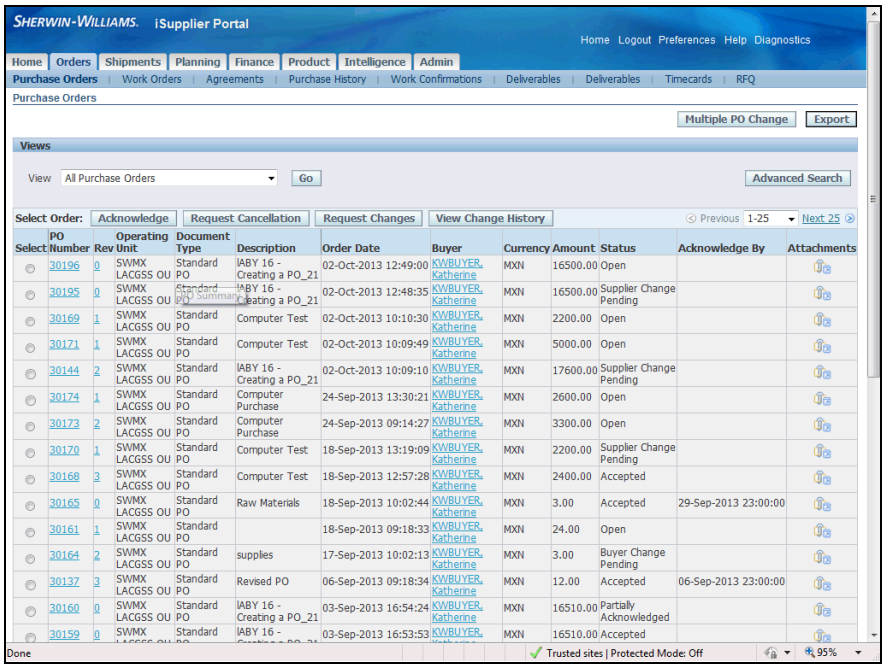
Step	Action
29.	Click the **Submit** button. Submit



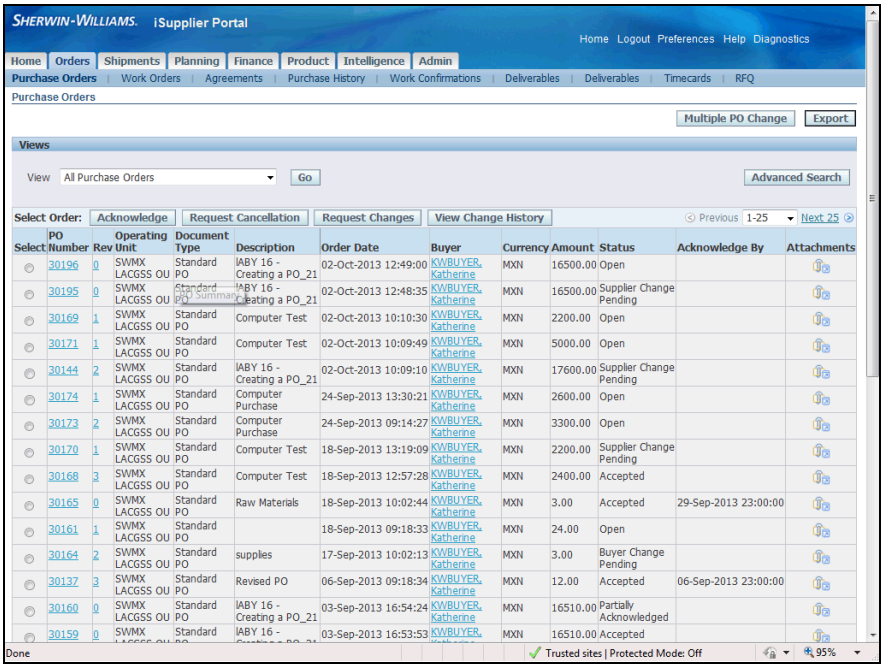
Step	Action
30.	A **Cancel Order Confirmation** page displays indicating your request has been submitted for approval.



Step	Action
31.	Click the **Return to Purchase Order Summary** link. Return to Purchase Order Summary



Step	Action
32.	Verify the **Status** of the orders that were changed. The **Status** is **Supplier Change Pending**.



Step	Action
33.	This task showed you how to cancel a single shipment and an entire order. **End of Procedure.**