

BAA Oracle EBS R12.1 iSupplier Portal
Created on 11/26/2012 3:18:00 PM

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BAA Oracle EBS R12.1 iSupplier Portal

BAA Oracle EBS R12.1 iSupplier Portal

Oracle iSupplier Portal is a collaborative application that enables buying companies and their suppliers to communicate with each other. It enables suppliers to have real-time access to information (such as purchase orders and delivery schedules) and respond to the buying company with order acknowledgments, change requests, shipment notices, and planning details. It also allows buying organizations to search for order, shipment, receipt, invoice, and payment information across all suppliers and all business units, as well as respond to supplier change requests.

Upon completion of this module, you will be able to:

- Register users.
- Navigate and search.
- View and manage order information.
- View shipping information.
- View planning and inventory information.
- Submit and view invoice and payment information.
- Manage supplier profile management.
- View buying company information.
- Set up supplier users.
- Set up suppliers.

8.01 iSupplier Registration

Setting Up Supplier Users includes information on inviting and registering supplier users.

Upon completion of this lesson, you will be able to:

- Register supplier users.
- Invite supplier users.

Registering Supplier Users

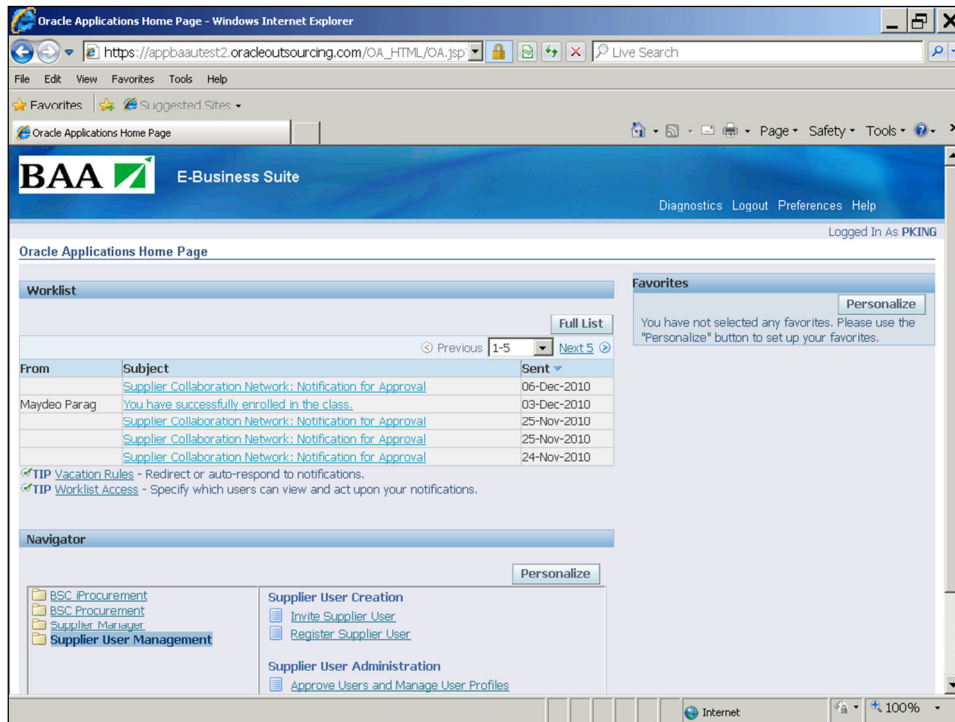
A buying company initiates the process of adding new suppliers by inviting supplier users to register, or by registering supplier users directly. If you receive an invitation to access Oracle iSupplier Portal, you can respond to the invitation (and provide user profile information, such as name and contact details), or forward the invitation to another user in your company. People who wish to register with the system must complete the **Supplier User Registration** page and submit it for approval.

In this topic, you will register a supplier user.

Procedure

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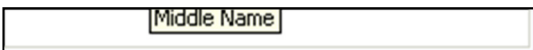



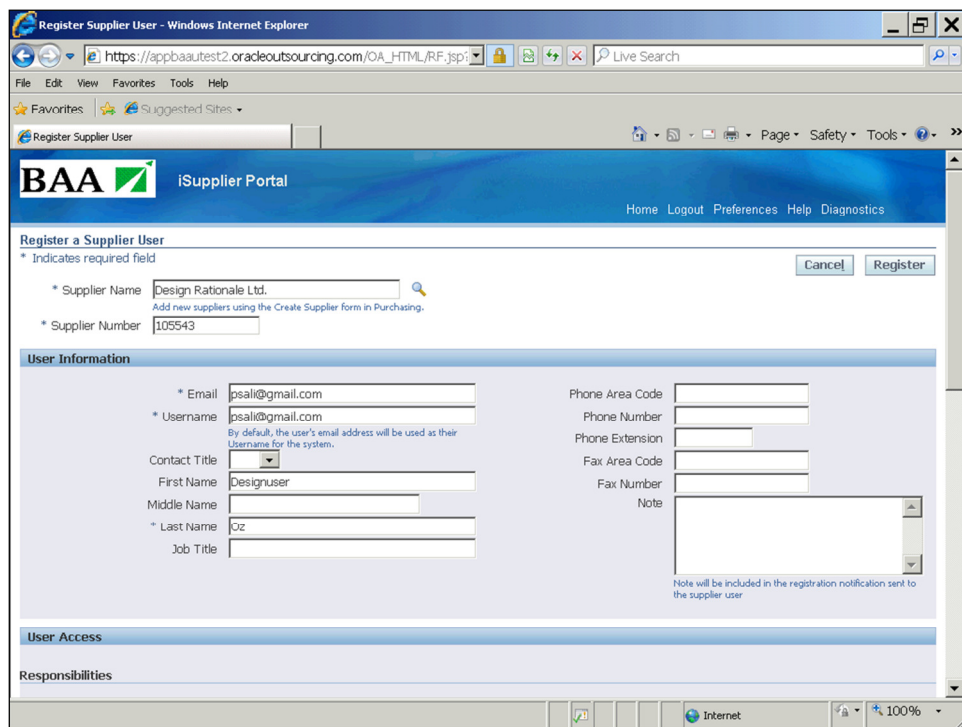
Step	Action
1.	Click the vertical scrollbar.
2.	Click the Register Supplier User link. <u>Register Supplier User</u>
3.	The Register a Supplier User page lets you register a supplier user.

The screenshot shows the 'Register Supplier User' page. The browser address bar displays the URL: https://appbaautest2.oracleoutsourcing.com/OA_HTML/RF.jsp. The page header includes the BAA logo and 'iSupplier Portal'. Below the header, there are links for Home, Logout, Preferences, Help, and Diagnostics. The main content area is titled 'Register a Supplier User' and contains a form. The form has two main sections: 'Supplier Information' and 'User Information'. The 'Supplier Information' section includes fields for 'Supplier Name' and 'Supplier Number'. The 'User Information' section includes fields for 'Email', 'Username', 'Contact Title', 'First Name', 'Middle Name', 'Last Name', 'Job Title', 'Phone Area Code', 'Phone Number', 'Phone Extension', 'Fax Area Code', 'Fax Number', and a 'Note' field. There are 'Cancel' and 'Register' buttons at the top right of the form. A note at the bottom right states: 'Note will be included in the registration notification sent to the supplier user'.

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Step	Action
4.	Click in the Supplier Name field. 
5.	Enter the desired information into the Supplier Name field. Enter " Design Rationale Ltd. ".
6.	Click in the Email field. 
7.	Enter the desired information into the Email field. Enter " psali@gmail.com ".
8.	Click in the Username field. 
9.	Click in the First Name field. 
10.	Enter the desired information into the First Name field. Enter " Designuser ".
11.	Click in the Last Name field. 
12.	Enter the desired information into the Last Name field. Enter " Oz ".
13.	Click the vertical scrollbar.
14.	Click the Preferences SSWA option. 



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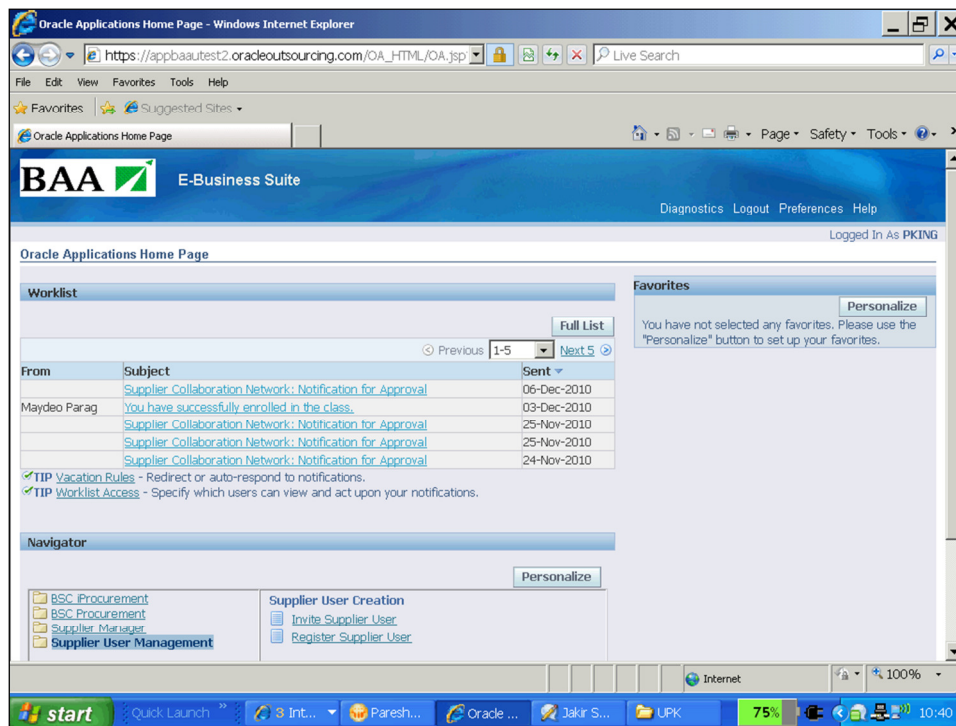
Step	Action
15.	Click the Register button. 
16.	You have successfully registered supplier users. End of Procedure.


Inviting Supplier Users

Using the Oracle iSupplier Portal, a buying company can initiate the process of adding new suppliers by inviting supplier users to register, or by registering supplier users directly.

In this topic, you will invite a supplier user.

Procedure



Step	Action
1.	Begin by navigating to the Invite a Supplier User page. Click the vertical scrollbar.
2.	Click the Invite Supplier User link. 
3.	The Invite a Supplier User page lets you invite a supplier user to register by accessing Oracle iSupplier Portal.

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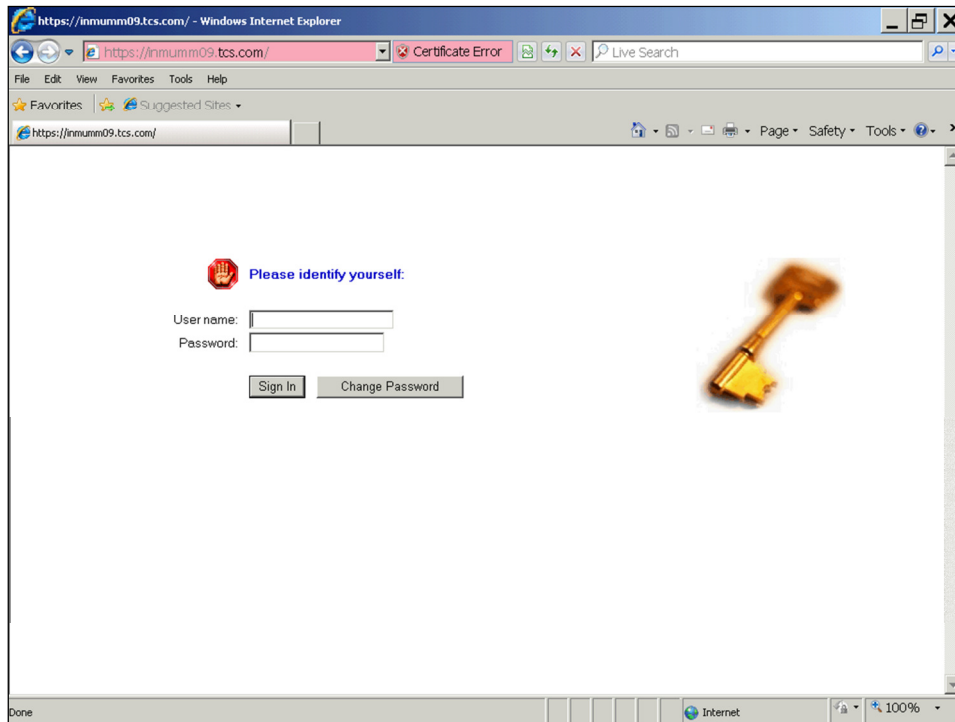
Step	Action
4.	Click in the Supplier Name field. <input type="text"/>
5.	Enter the desired information into the Supplier Name field. Enter " Design Rationale Ltd. ".
6.	Click in the Email Address field. <input type="text"/>
7.	Enter the desired information into the Email Address field. Enter " paresh.sali@tcs.com ".
8.	Click in the Note field.
9.	Enter the desired information into the Note field. Enter " Invitation to Register as iSupplier ".
10.	Click the Invite button.
11.	You have successfully invited supplier users. End of Procedure.





Supplier Response

Procedure

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Step	Action
1.	Click the desired object. 
2.	Click the desired object. 
3.	Click the desired object. 
4.	Click the desired object. 
5.	End of Procedure.

8.02 Managing Supplier Profile Management

Supplier Profile Management includes information on managing address books, managing the Contact Directory, managing business classifications, products and services, bank accounts, payment and invoicing, and surveys.

Upon completion of this lesson, you will be able to:

- Manage Address Book.

Managing Address Book

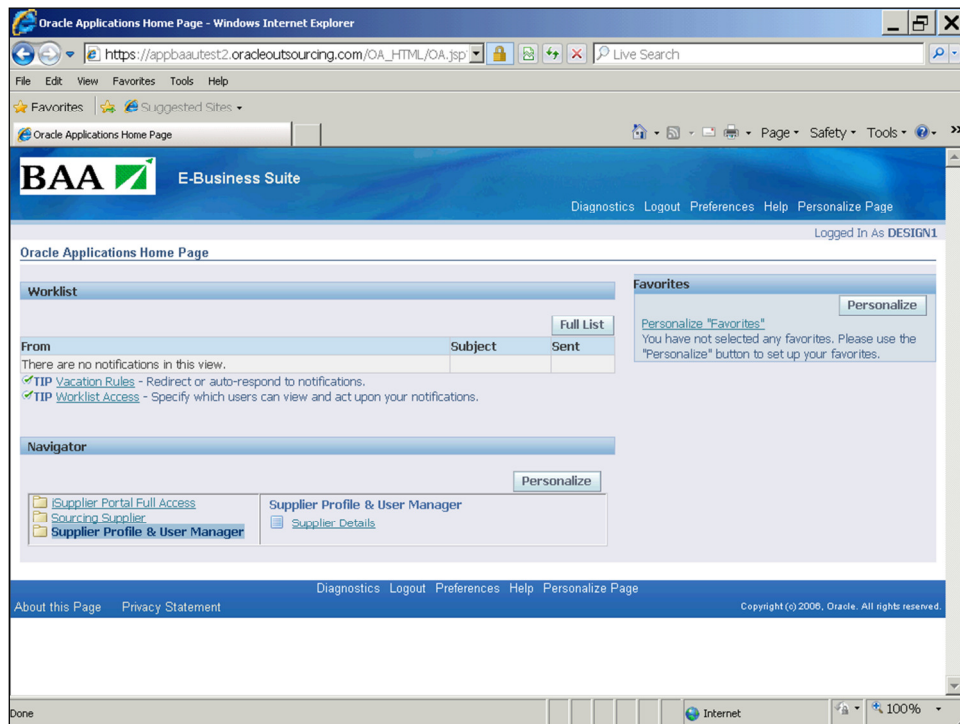
Use the **Address Book** page to enter information on your company sites. You can create and modify the multiple addresses used in transactions with the buying company (for example, purchasing locations, payment sites, and addresses for RFQs).




You can provide a comment for each address entry to describe how it is used. For example, you can enter an address record and indicate that this is an address for a location from which goods or services may be purchased.

After you enter address information, buyer administrators are notified of the changes. Buyer administrators must review the updates and decide how to use the details to update the purchasing system.

In this topic, you will learn to manage the address book.



Procedure



Step	Action
1.	Click the Supplier Profile & User Manager link. 
2.	Click the Supplier Details link. 
3.	Click the Address Book link. 

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Step	Action
4.	The Address Book page displays the current addresses defined for your company. From this page you can: <ul style="list-style-type: none">• Delete an address by clicking the trash can icon.• Update an address by clicking the pencil icon.
5.	Click the Update link. 
6.	Update information related to Supplier
7.	Click the Save button. 
8.	You have successfully managed the address book. End of Procedure.

8.06 Viewing PO/Receipt/Invoice/Payment Status

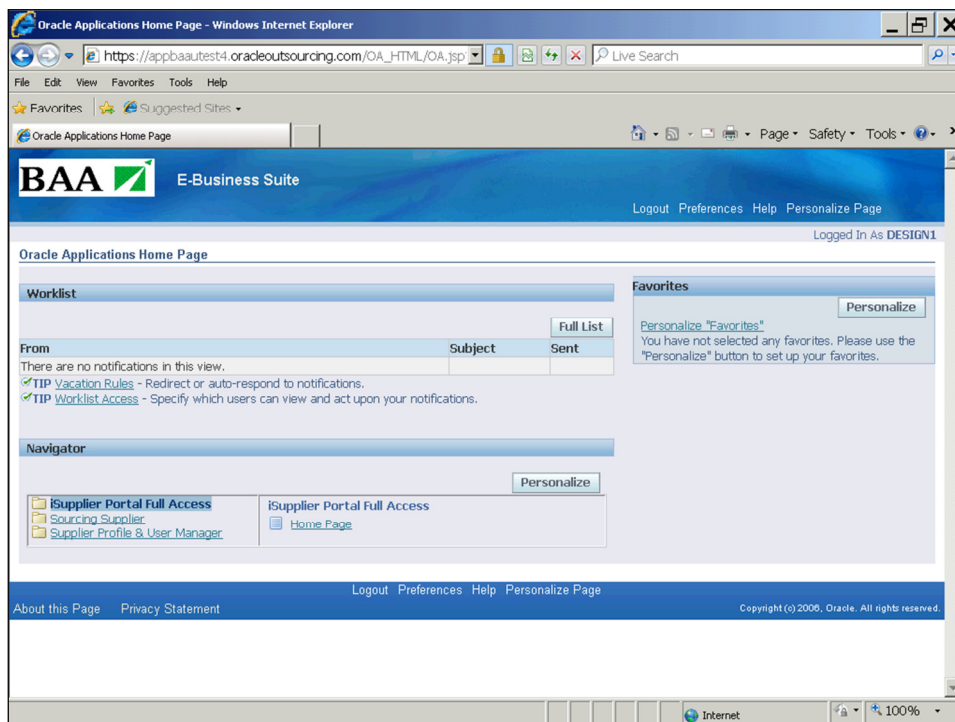
Order Information includes information on timecards, request for quotes, viewing purchase orders, and submitting change requests.

Upon completion of this lesson, you will be able to:

- View purchase orders.





View PO Status

Procedure



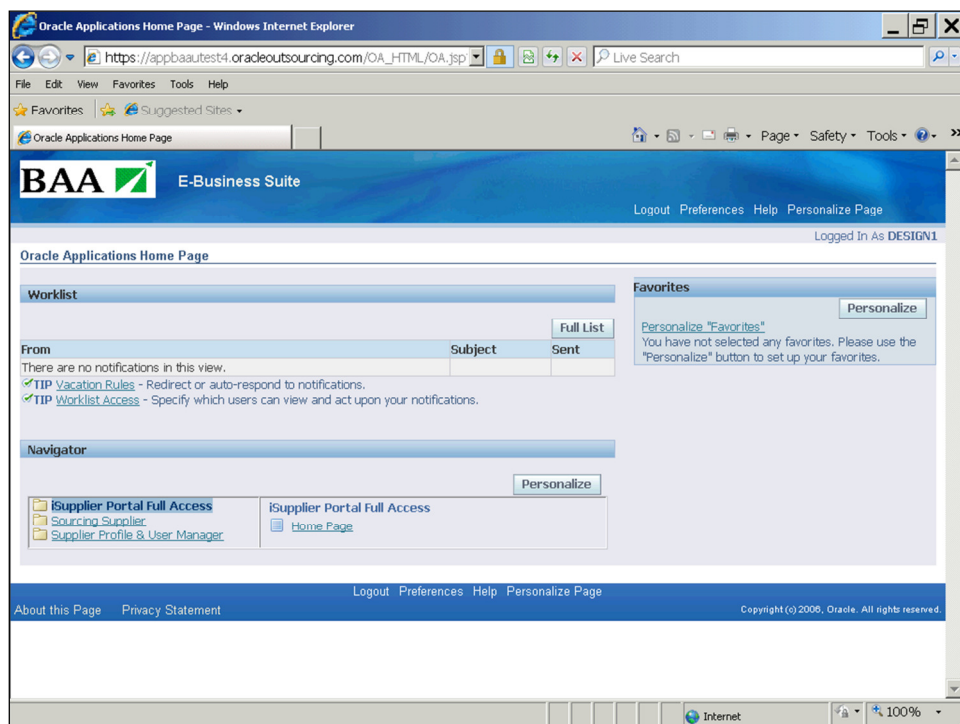
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Step	Action
1.	Click the iSupplier Portal Full Access link. 
2.	Click the Orders tab. 
3.	Click the Select option. 
4.	Click the Order Number link. 
5.	End of Procedure.

View Receipt Status





Procedure



Step	Action
1.	Click the iSupplier Portal Full Access link. 

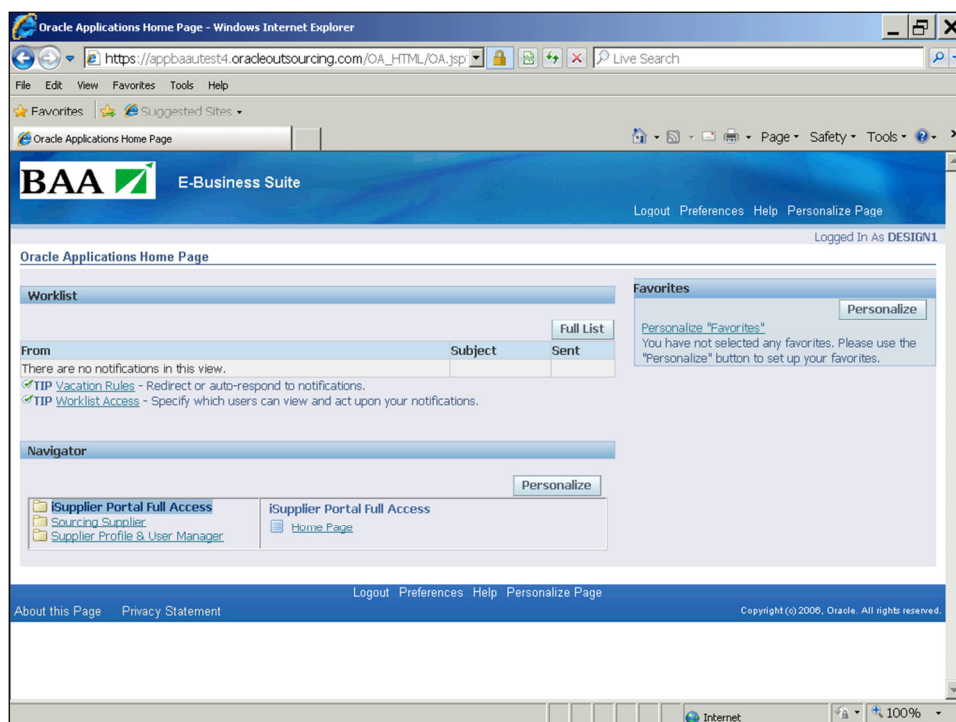
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Step	Action
2.	Click the Shipments tab. 
3.	Point to the Receipts table.
4.	Click in the PO Number field. 
5.	Enter the desired information into the PO Number field. Enter " 103000050 ".
6.	Click the Go button. 
7.	Click the Receipt link. 
8.	End of Procedure.

View Invoice Status





Procedure



Step	Action
1.	Click the iSupplier Portal Full Access link. 

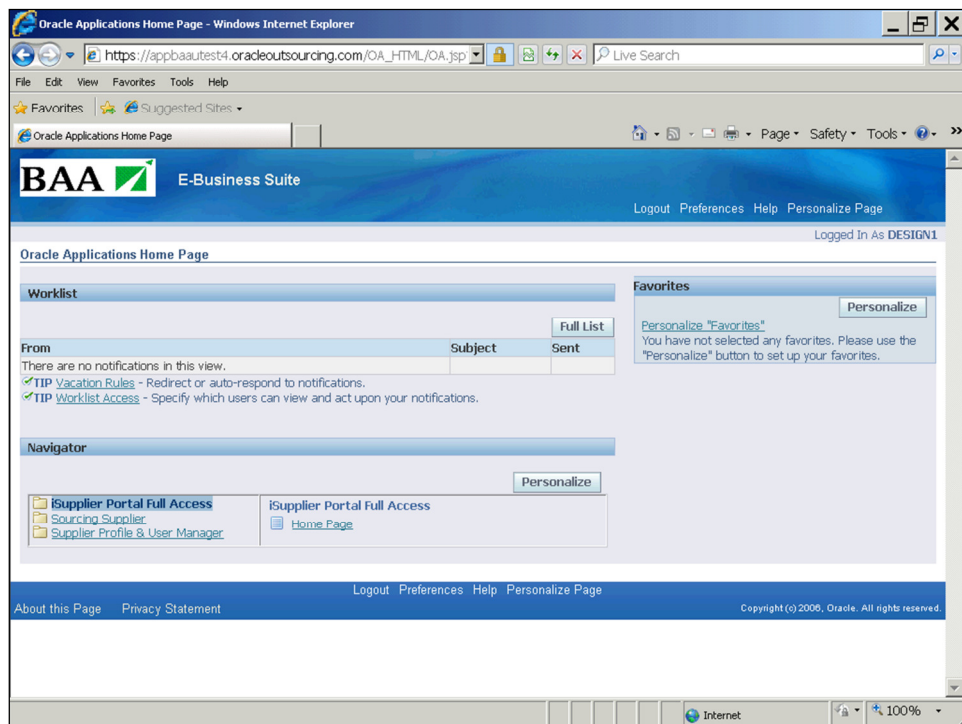
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Step	Action
2.	Click the Finance tab. 
3.	Click the View Invoices link. 
4.	Click the Go button. 
5.	Click the Invoice Number link. 
6.	End of Procedure.

View Payment Status




Procedure



Step	Action
1.	Click the iSupplier Portal Full Access link. 
2.	Click the Finance tab. 

Training Guide

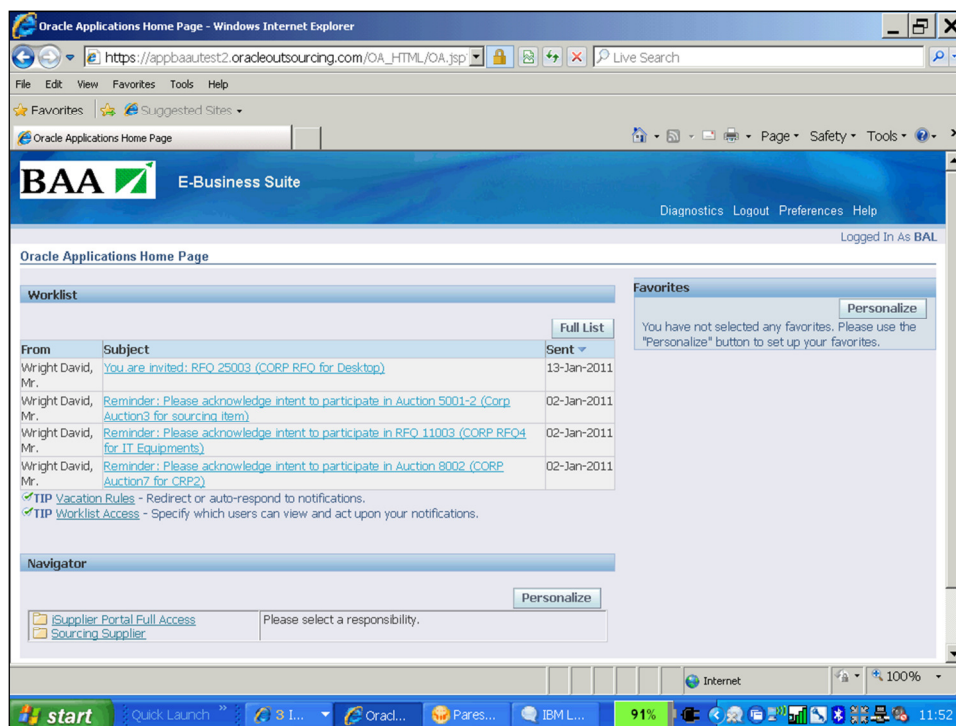
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Step	Action
3.	Click the view Payments tab. 
4.	Click the Go button. 
5.	Click the Payment Number link. 
6.	Point to the desired location.
7.	End of Procedure.














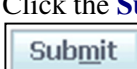
8.07 Create Invoice

Create Invoice

Procedure



Step	Action
1.	Click the iSupplier Portal Full Access link. 

Step	Action
2.	Click the Finance tab. 
3.	Click the Go button. 
4.	Click in the Purchase Order Number field. 
5.	Enter the desired information into the Purchase Order Number field. Enter " 203000029 ".
6.	Click the Go button. 
7.	Click in the Select field. 
8.	Click the Next button. 
9.	Click in the Invoice Number field. 
10.	Enter the desired information into the Invoice Number field. Enter " 1111 ".
11.	User can attach Invoice soft copy by add attachment option
12.	Click the scrollbar. 
13.	Click the desired object. 
14.	Click the Next button. 
15.	Click the scrollbar. 
16.	Click the Next button. 
17.	Double-click the scrollbar. 
18.	Click the Submit button. 

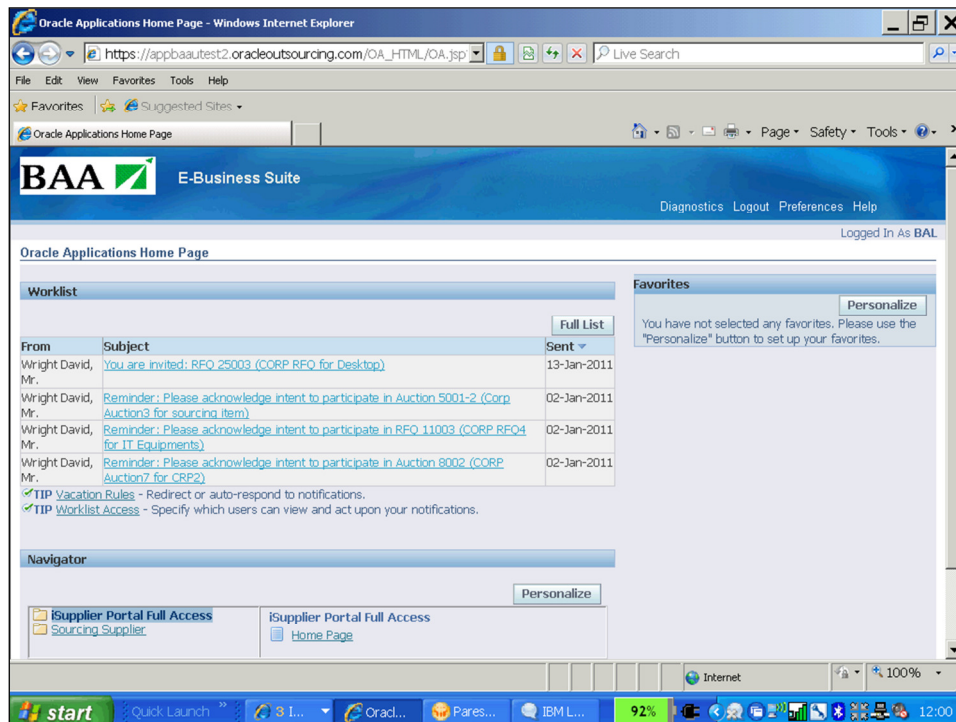
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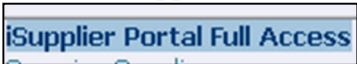




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Step	Action
19.	End of Procedure.

Create Credit Memo

Procedure



Step	Action
1.	Click the iSupplier Portal Full Access link. 
2.	Click the Finance tab. 
3.	Click the Go button. 
4.	Click in the Purchase Order Number field. 
5.	Enter the desired information into the Purchase Order Number field. Enter "203000029" .
6.	Click the Go button. 

Step	Action
7.	Click in the Select field. 
8.	Click the Next button. 
9.	Click in the Invoice Number field. 
10.	Enter the desired information into the Invoice Number field. Enter " 11112 ".
11.	Click in the Invoice type field. 
12.	Click an entry in the list. 
13.	User can attach credit memo soft copy by add attachment option
14.	Click the scrollbar. 
15.	Click in the Quantity field. 
16.	Enter the desired information into the Quantity field. Enter " -5 ".
17.	Click the Next button. 
18.	Click the scrollbar. 
19.	Click the Next button. 
20.	Click the scrollbar. 
21.	Click the Submit button. 
22.	End of Procedure.