

# **Oracle iSupplier Portal**

## **Student Guide**

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# Preface

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## Profile

### Before You Begin This Course

Before you begin this course, you should have the following qualifications:

- Thorough knowledge of *principles and customary practices of procurement*
- Working experience with *navigating Oracle Applications*

### Prerequisites

- *Manage Approved Supplier List and Sourcing Rules*
- *Create, Manage, and Approve Purchase Orders*
- *WIP Move Transactions*
- *Quality Setup and Implementation*

### How This Course Is Organized

*Oracle iSupplier Portal* is an instructor-led course featuring lecture and hands-on exercises. Online demonstrations and written practice sessions reinforce the concepts and skills introduced.

## Related Publications

### Oracle Publications

| Title   | Part Number      |
|---|------------------|
| <i>Oracle Supplier Management Portal Implementation Manual, Release 11i</i> | <i>A87302-01</i> |

### Additional Publications

- System release bulletins
- Installation and user's guides
- *read.me* files
- *Oracle Magazine*

# Typographic Conventions

## Typographic Conventions in Text

| Convention   | Element   | Example  |
|--|---|--|
| Bold italic  | Glossary term (if there is a glossary)  | The <b><i>algorithm</i></b> inserts the new key.   |
| Caps and lowercase                                 | Buttons, check boxes, triggers, windows   | Click the Executable button.<br>Select the Can't Delete Card check box.<br>Assign a When-Validate-Item trigger to the ORD block.<br>Open the Master Schedule window.   |
| Courier new, case sensitive (default is lowercase) | Code output, directory names, filenames, passwords, pathnames, URLs, user input, usernames                    | Code output: <code>debug.set ('I', 300);</code><br>Directory: <code>bin (DOS), \$FMHOME (UNIX)</code><br>Filename: Locate the <code>init.ora</code> file.<br>Password: User <code>tiger</code> as your password.<br>Pathname: Open <code>c:\my_docs\projects</code><br>URL: Go to <code>http://www.oracle.com</code><br>User input: Enter <code>300</code><br>Username: Log on as <code>scott</code> |
| Initial cap  | Graphics labels (unless the term is a proper noun)  | Customer address ( <i>but</i> Oracle Payables)   |
| Italic   | Emphasized words and phrases, titles of books and courses, variables  | Do <i>not</i> save changes to the database.<br>For further information, see <i>Oracle7 Server SQL Language Reference Manual</i> .<br>Enter <code>user_id@us.oracle.com</code> , where <i>user_id</i> is the name of the user.  |
| Quotation marks                                    | Interface elements with long names that have only initial caps; lesson and chapter titles in cross-references | Select "Include a reusable module component" and click Finish.<br><br>This subject is covered in Unit II, Lesson 3, "Working with Objects."  |
| Uppercase  | SQL column names, commands, functions, schemas, table names   | Use the <code>SELECT</code> command to view information stored in the <code>LAST_NAME</code> column of the <code>EMP</code> table.   |

| Convention | Element    | Example             |
|------------|------------|---------------------|
| Arrow      | Menu paths | Select File—> Save. |

|            |                  |   |
|------------|------------------|---|
| Brackets   | Key names        | Press [Enter].  |
| Commas     | Key sequences    | Press and release keys one at a time:<br>[Alternate], [F], [D]  |
| Plus signs | Key combinations | Press and hold these keys simultaneously:<br>[Ctrl]+[Alt]+[Del] |

## Typographic Conventions in Code

| Convention         | Element                    | Example  |
|--------------------|----------------------------|--|
| Caps and lowercase | Oracle Forms triggers      | When-Validate-Item   |
| Lowercase          | Column names, table names  | SELECT last_name<br>FROM s_emp;                              |
|                    | Passwords                  | DROP USER scott<br>IDENTIFIED BY tiger;                      |
|                    | PL/SQL objects             | OG_ACTIVATE_LAYER<br>(OG_GET_LAYER<br>( 'prod_pie_layer' ) ) |
| Lowercase italic   | Syntax variables           | CREATE ROLE <i>role</i>                                      |
| Uppercase          | SQL commands and functions | SELECT userid<br>FROM emp;                                   |

## Typographic Conventions in Navigation Paths

This course uses simplified navigation paths, such as the following example, to direct you through Oracle Applications.

(N) Invoice > Entry > Invoice Batches Summary (M) Query > Find (B) Approve

This simplified path translates to the following:

1. (N) From the Navigator window, select Invoice > Entry > Invoice Batches Summary.
2. (M) From the menu, select Query > Find.
3. (B) Click the Approve button.

### Notations :

(N) = Navigator

(M) = Menu

(T) = Tab

(I) = Icon

(H) = Hyperlink

(B) = Button

## Typographical Conventions in Help System Paths

This course uses a “navigation path” convention to represent actions you perform to find pertinent information in the Oracle Applications Help System.

The following help navigation path, for example—

(Help) General Ledger > Journals > Enter Journals

—represents the following sequence of actions:

1. In the navigation frame of the help system window, expand the General Ledger entry.
2. Under the General Ledger entry, expand Journals.
3. Under Journals, select Enter Journals.
4. Review the Enter Journals topic that appears in the document frame of the help system window.

## Getting Help

Oracle Applications provides you with a complete online help facility.

Whenever you need assistance, simply choose an item from the Help menu to pinpoint the type of information you want.

### To display help for a current window:

1. Choose Window Help from the Help menu, click the Help button on the toolbar, or hold down the Control key and type 'h'.

A web browser window appears, containing search and navigation frames on the left, and a frame that displays help documents on the right.

The document frame provides information on the window containing the cursor. The navigation frame displays the top-level topics for your responsibility, arranged in a tree control.

2. If the document frame contains a list of topics associated with the window, click on a topic of interest to display more detailed information.

3. You can navigate to other topics of interest in the help system, or choose Close from your web browser's File menu to close help.

## **Searching for Help**

You can perform a search to find the Oracle Applications help information you want. Simply enter your query in the text field located in the top-left frame of the browser window when viewing help, then click the adjacent Find button.

A list of titles, ranked by relevance and linked to the documents in question, is returned from your search in the right-hand document frame. Click on whichever title seems to best answer your needs to display the complete document in this frame. If the document doesn't fully answer your questions, use your browser's Back button to return to the list of titles and try another.

# **Oracle iSupplier Portal**

## **Chapter 1**

### Oracle iSupplier Portal Release 11i

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### Objectives

**After completing this course you should be able to do the following:**

- **Describe the features and functions of Oracle's iSupplier Portal application**
- **Use Oracle's iSupplier Portal to enable current and potential suppliers to register and view information about their relationship with the manufacturer**
- **Explain the three seeded supplier responsibilities**
- **Use iSupplier Portal inquiries to view information needed to better anticipate purchasing needs and respond effectively**

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### Objectives

- Enter advance shipment notices and advance shipment billing notices
- Acknowledge purchase orders
- Change a purchase order promise date for delivery items
- Maintain supplier capacity
- Observe business processes with iSupplier Portal workflows

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## Agenda

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### Agenda

- Overview of Oracle iSupplier Portal
- Improving supplier relationships through information sharing
- On-line transactions between supplier and buyer
- Automating business processes with workflow

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## Agenda

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### Agenda

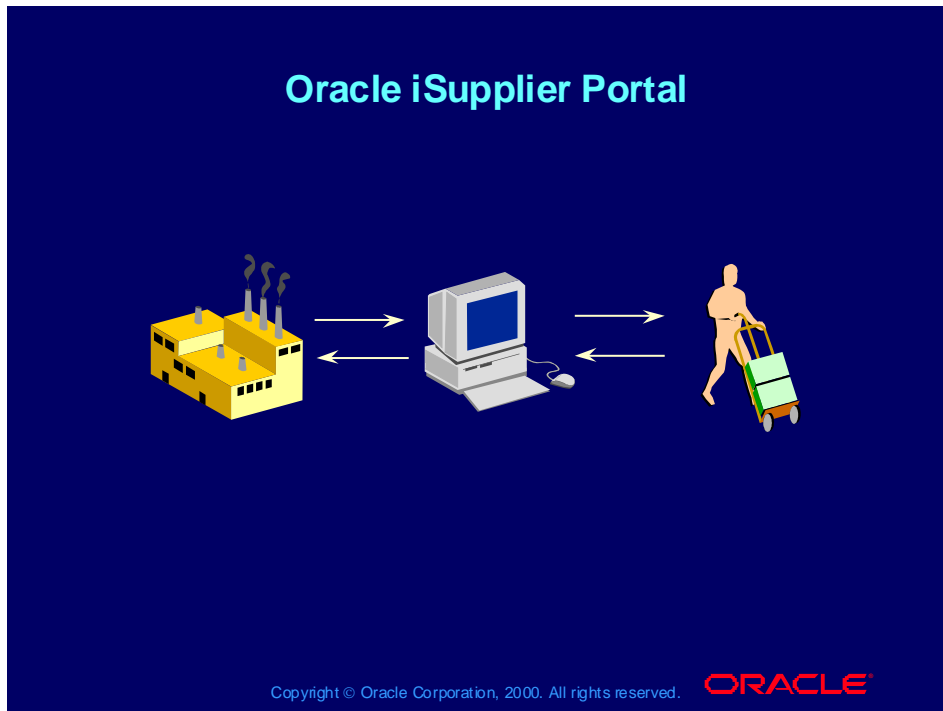
- **Overview of Oracle iSupplier Portal**
- Improving supplier relationships through information sharing
- On-line transactions between supplier and buyer
- Automating business processes with workflow

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## Oracle iSupplier Portal

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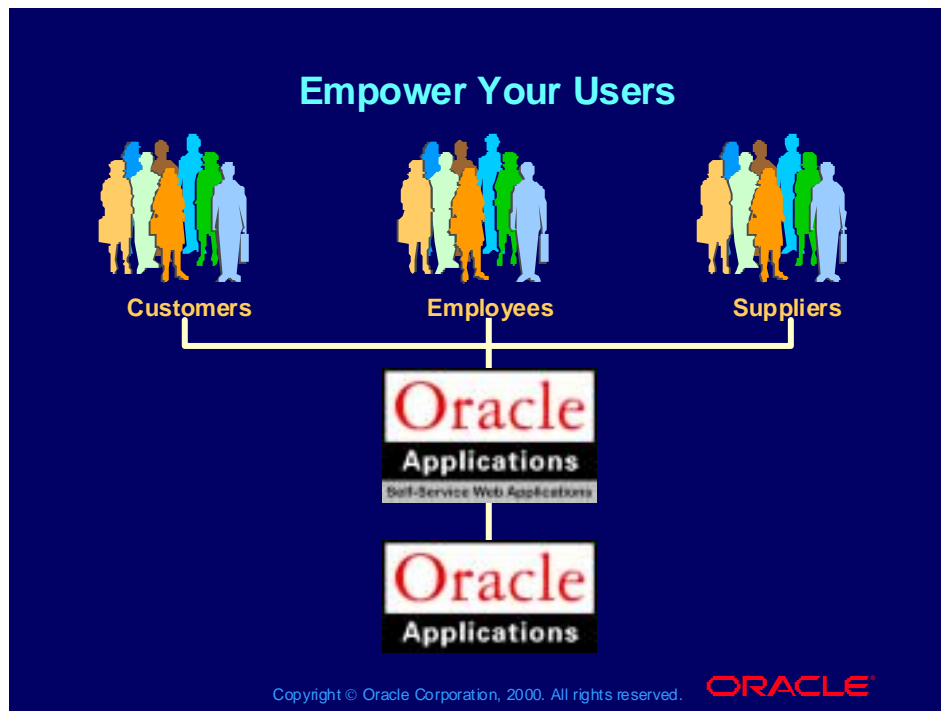
### **Oracle iSupplier Portal**

Oracle iSupplier Portal is an optional component of the Oracle iProcurement solution that enables secure, self-service business transactions between companies and their authorized suppliers via the Internet.

It provides suppliers the ability to use a standard web browser to directly access information and enter business transactions in a secure, self-service environment.

## Empower Your Users

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### About Oracle Self-Service Web Applications

Oracle Self-Service Web Applications (OSSWA) are designed for secure, self-service business transactions across the Internet and corporate intranets. Oracle Web Employees, Oracle Web Customers, and Oracle iSupplier Portal use Oracle's proven Web and workflow technologies to extend Oracle Applications' robust business processes, enabling your employees, customers, and suppliers to perform common business tasks. Oracle Self-Service Web Applications are part of Oracle Applications, an integrated suite of business solutions designed to support continuous process improvement for enterprises competing in time-critical markets.

Oracle Self-Service Web Applications lets you exploit the World Wide Web to open new markets—even consumer and small business markets that were previously impractical to enter. You can automate the business operations that include your employees, customers, suppliers, and business partners. With the supplier registration transaction, suppliers can initiate and step through a workflow-driven process for registering as a user of Oracle iSupplier Portal, a product of OSSWA. This process captures critical pieces of information such as name, e-mail address, phone number, location, and contact. These requests will be reconciled with existing supplier records in Oracle Purchasing and then approved in accordance with your business rules. Once approved, the Web user information will be sent to the supplier, and the supplier will have immediate access according to the privileges you grant.

## Security Needs

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### Security Needs

- Control user access to the system
- Control user access to information
- Provide secured point-to-point communication between client and server
- Provide multiple entry points to the system



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### Basic Security Business Needs

Oracle's Self Service Web Applications (OSSWA) offer security which provides you with the features you need to satisfy the following basic business needs:

Control of user privileges and access to the systems

Security of information by any attribute in the applications system (row-level security)

Capability of hiding any attributes from a Web page based on user privileges (column-level security)

Restrictions on which pages a valid user of the system can navigate to

Secured point-to-point communication between the client and the server

Multiple entry points to the systems

With a good security strategy, Oracle users can enter the systems from various points, such as a Workflow notification or other applications.

## OSSWA Security Strategy

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### OSSWA Security Strategy

- User registration and password protection
- Record-level and column-level security (securing and excluding attributes)
- Time and hit limits for each connection
- Secure Sockets Layer (SSL) connections
- HTTP cookie technology
- Encryption technology

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### Self-Service Web Applications Security Strategy

OSSWA's security strategy is composed of:

The user registration process and user-level password protection

Record-level security to ensure that each user views only the assigned set of data; known as securing attributes

Column-level security to ensure that specific data columns can be hidden from users; known as excluding attributes

Time and hit limits for each connection session

Secure Sockets Layer (SSL) connections to secure the communication line between the user and the systems.

HTTP cookie technology to ensure that the appropriate client is communicating with the appropriate server during a communication session

Encryption technology ensures that users cannot simply change the URL line to access unauthorized information.

### Oracle iSupplier Portal

**With Oracle iSupplier Portal, suppliers can use a standard web browser to:**

- **Directly access information about purchase orders, supplier agreements, invoice and payment information, time-critical delivery information, and requests for quotation**
- **Provide information to manufacturers regarding shipments, purchase order acknowledgments, order rescheduling, capacity and outside processing.**

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## Supplier Inquiries

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### Supplier Inquiries

One of the biggest options available in streamlining your Sourcing component is Oracle's iSupplier Portal (iSP). Formerly known as Web Suppliers, iSP gives suppliers the opportunity to become true partners in the procurement processes. After self-registering as a user in your system, suppliers can use iSP inquiries to view information they need to be able to better anticipate purchasing needs and respond effectively.

## Registering as a Supplier

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(N) Supplier Registration > New Supplier Account

(Help) iSupplier Portal Implementation Guide > Supplier Registration

### Supplier Registration

Use the Supplier Registration window to complete:

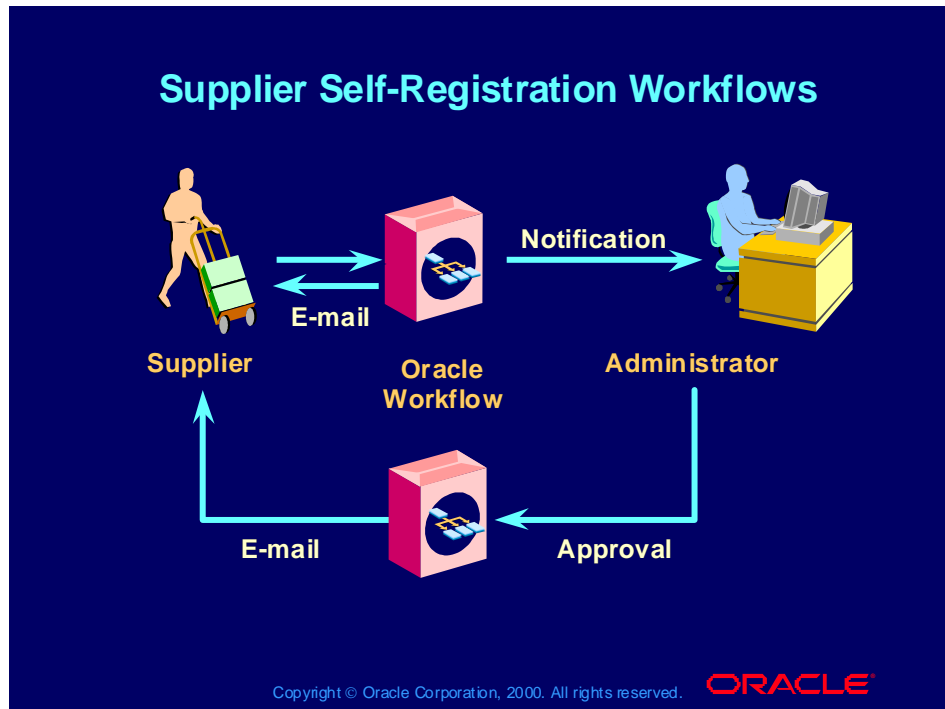
- Company name
- First and last name of the contact
- Email address of contact
- A unique user name under which to log in
- A password entered twice for verification
- Company address information

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## Supplier Self-Registration Workflows

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## Supplier Responsibilities

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### Supplier Responsibilities

There are three seeded supplier responsibilities available in the iSupplier Portal application. They restrict the data the user can see.

- Full access
- By supplier
- By supplier site



Supplier

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### Supplier Responsibilities

Full Access: The supplier will have the right to view any data for any supplier.

By Supplier: The supplier will be able to see only data associated with his or her company.

By Supplier Site: The supplier will be able to see only data associated with his or her supplier address (site).

### Demonstration

**This demonstration shows you how to:**

- **Log in through a web browser as a supplier**
- **Register yourself as a supplier**



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## Agenda

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### Agenda

- Overview of Oracle iSupplier Portal
- **Improving supplier relationships through information sharing**
- On-line transactions between supplier and buyer
- Automating business processes with workflow

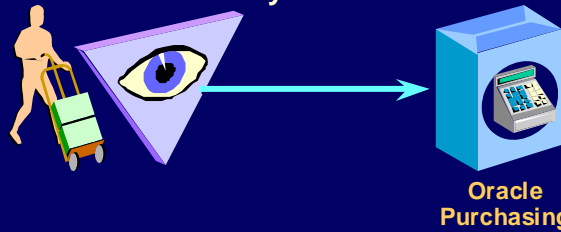
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### Supplier Views

As a supplier, you can inquire across a range of views. To view inquiries:

1. Select the view from the supplier services menu.
2. Select your search criteria and click the Search button.
3. All results that match your search criteria appear.



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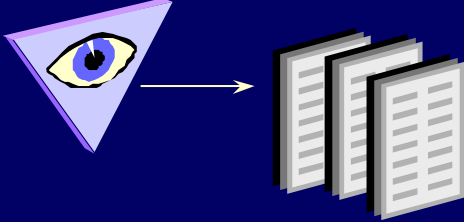
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## Viewing Notifications

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**Viewing Notifications**

Use the View Notifications window to view all notifications related to the plan-to-procure-to-pay life cycle.

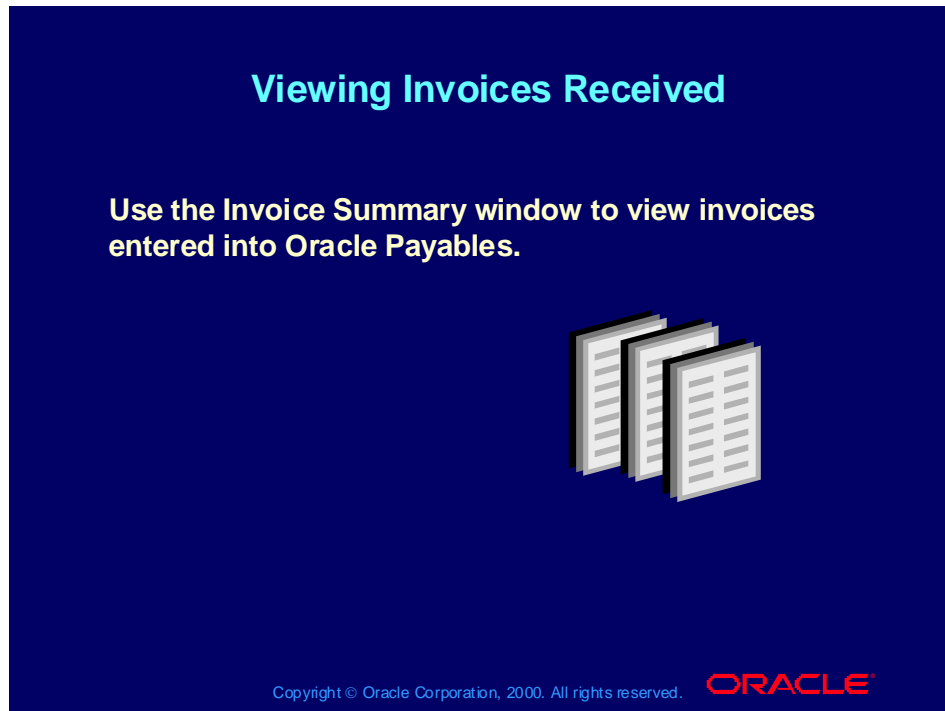


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(N) Supplier Services by Supplier > View Notifications

## Viewing Invoices Received

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### Viewing Invoices Received

(N) Supplier Services by Supplier > View Invoices Received (B) Search

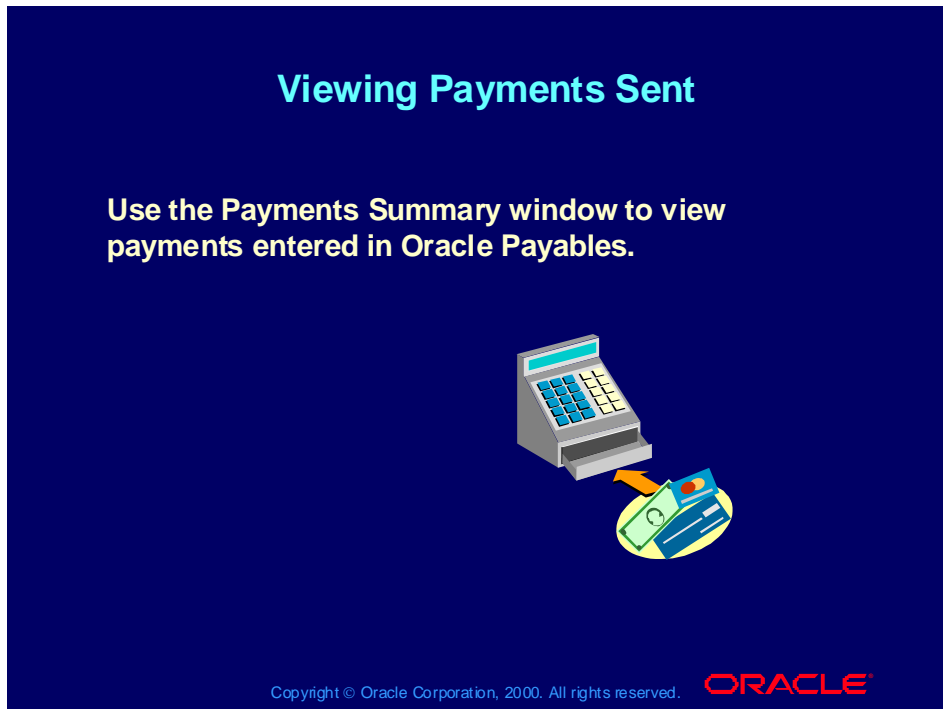
Suppliers can view invoices entered into Oracle Payables. Drill-down capabilities allow suppliers to:

- Drill down to associated POs

- Drill down to associated payments

## Viewing Payments Sent

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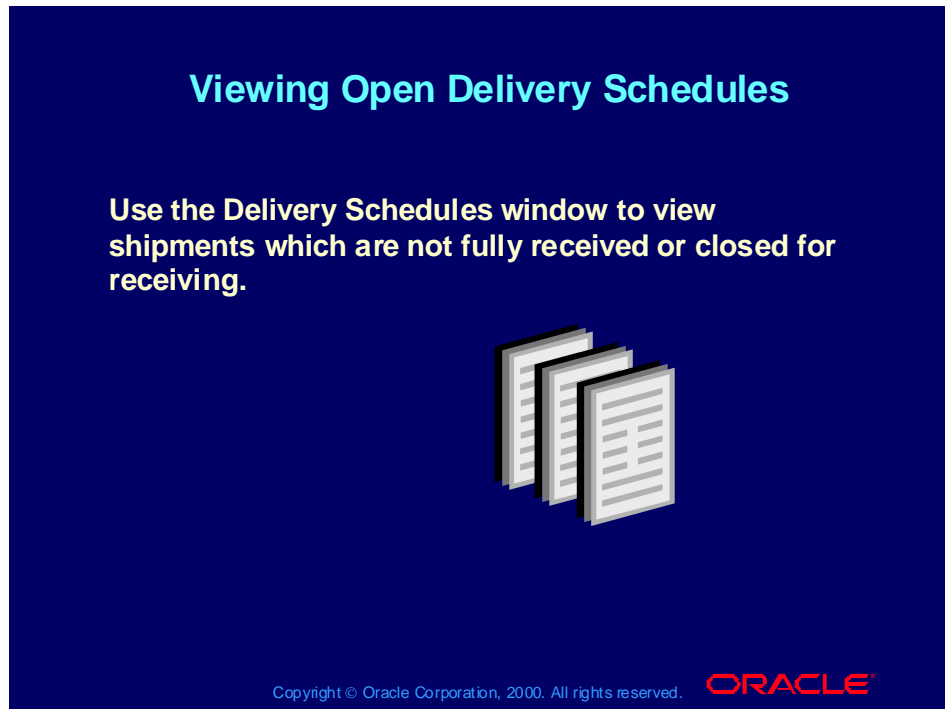
### Viewing Payments Sent

(N) Supplier Services by Supplier > View Payments Sent (B) Search  
Suppliers can view payments entered in Oracle Payables. Drill-down capabilities allow suppliers to:

- Drill down to associated payment details
- Drill down to associated invoice details

## Viewing Open Delivery Schedules

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### Viewing Open Delivery Schedules

(N) Supplier Services by Supplier > View Open Delivery Schedules (B) Search

Suppliers can view open shipments (shipments which are not fully received/closed for receiving). Drill-down capabilities allow suppliers to:

- Drill down to associated PO details
- Drill down to associated Ship-To location address details
- Drill down to associated Buyer contact details
- Drill down to associated Supplier location address details
- Drill down to associated Receipt history

## Viewing Overdue Receipts

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### Viewing Overdue Receipts

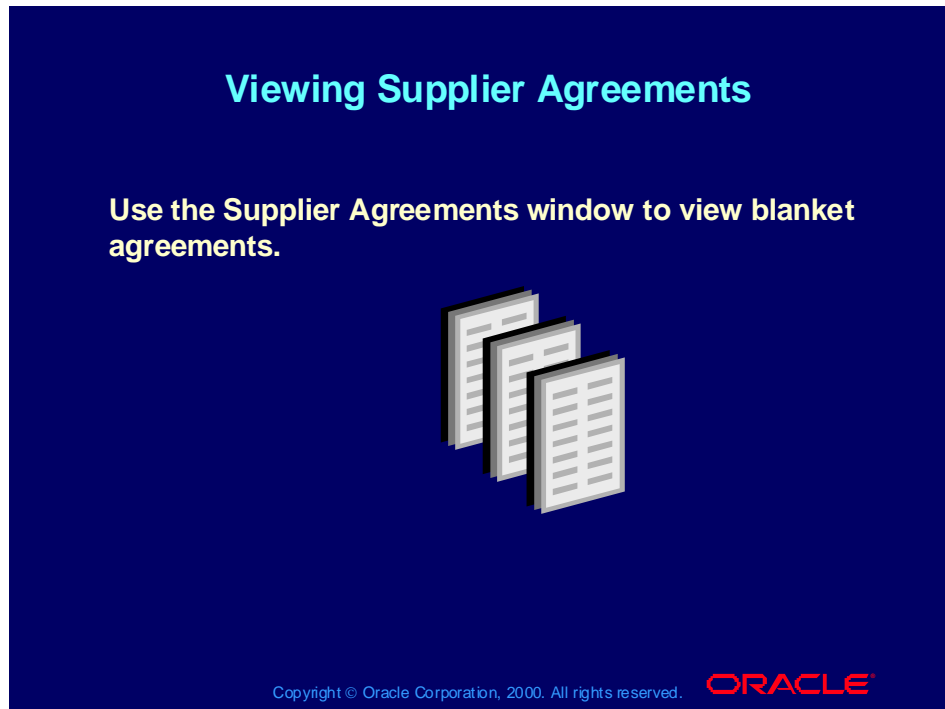
(N) Supplier Services by Supplier > View Overdue Receipts (B) Search

Suppliers can view their overdue receipts (receipts past the need by/promised date). Drill-down capabilities allow suppliers to:

- Drill down to associated PO details
- Drill down to associated Ship-To location address details
- Drill down to associated Buyer contact details
- Drill down to associated Supplier location address details

## Viewing Supplier Agreements

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### Viewing Supplier Agreements

(N) Supplier Services by Supplier > View Supplier Agreements (B) Search  
Suppliers can view approved blanket agreements. Drill-down capabilities allow suppliers to:

- Drill down to associated releases
- Drill down to history of revisions
- Drill down to associated Buyer contact details
- Drill down to associated Supplier location address details

## Viewing Supplier Item Summary

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### Viewing Supplier Item Summary

Use the Supplier Items window to view summary information such as purchase orders, receipts, and invoices for items which are single-sourced to you through the Approved Supplier List (ASL).



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### Viewing Supplier Items

(N) Supplier Services by Supplier > View Supplier Item Summary (B) Search  
Suppliers can use this page to view items which are single-sourced to them through the Approved Supplier List (ASL). Drill-down capabilities allow suppliers to:

- Drill down to associated overdue receipts
- Drill down to associated purchase order lines
- Drill down to associated defects
- Drill down to associated returns
- Drill down to associated on-hand inventory balance
- Drill down to associated on-time delivery performance
- Drill down to associated receipt history

## Viewing Purchase Orders

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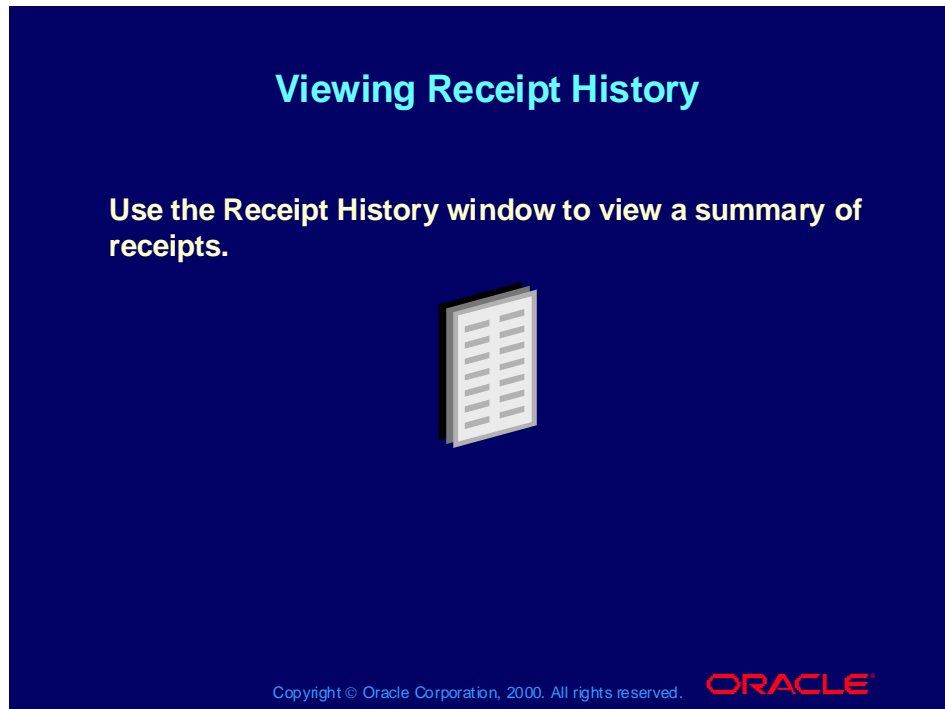
### Viewing Purchase Orders

(N) Supplier Services by Supplier > View Purchase Orders (B) Search  
Suppliers can view a summary of Approved Standard POs and Blanket Releases. Drill-down capabilities allow suppliers to:

- Drill down to shipment details
- Drill down to history of revisions
- Drill down to associated invoices
- Drill down to associated receipts
- Drill down to associated Ship-To location address details
- Drill down to associated Buyer contact details
- Drill down to associated Supplier location address details

## Viewing Receipt History

---



### Viewing Receipt History

(N) Supplier Services by Supplier > View Receipt History (B) Search

Suppliers can view receipt summary. Drill-down capabilities allow suppliers to:

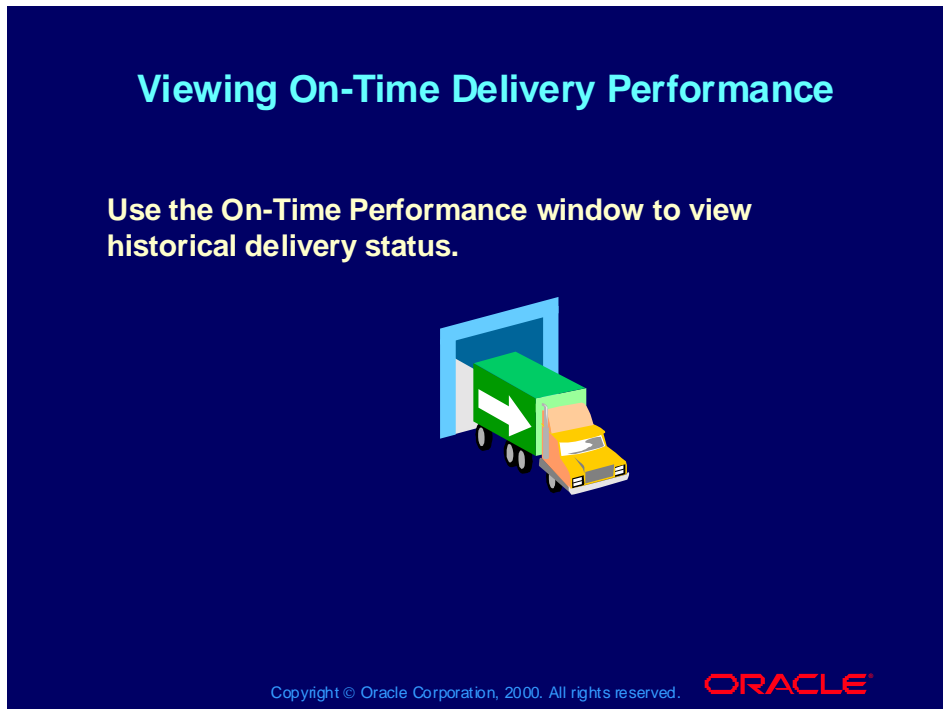
- Drill down to receipt transaction details

- Drill down to associated defects

- Drill down to associated returns

## Viewing On-Time Delivery Performance

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### Viewing Delivery Performance

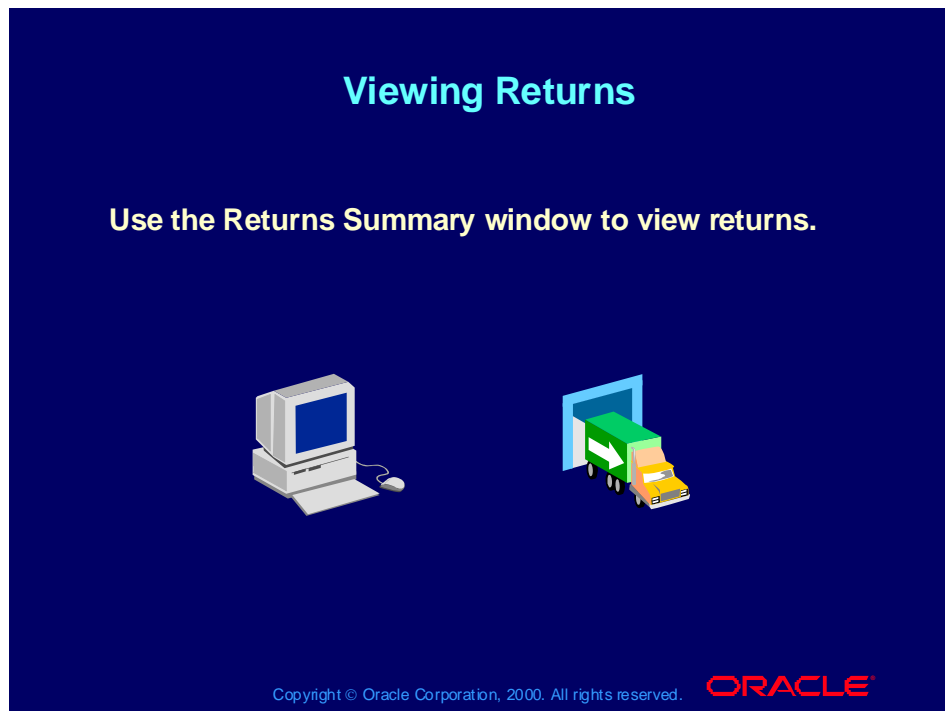
(N) Supplier Services by Supplier > View On-Time Delivery Performance (B) Search

Suppliers can view historical delivery status as either early or late. Drill-down capabilities allow suppliers to:

- Drill down to associated POs
- Drill down to associated receipts

## Viewing Returns

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### Viewing Returns

(N) Supplier Services by Supplier > View Returns (B) Search

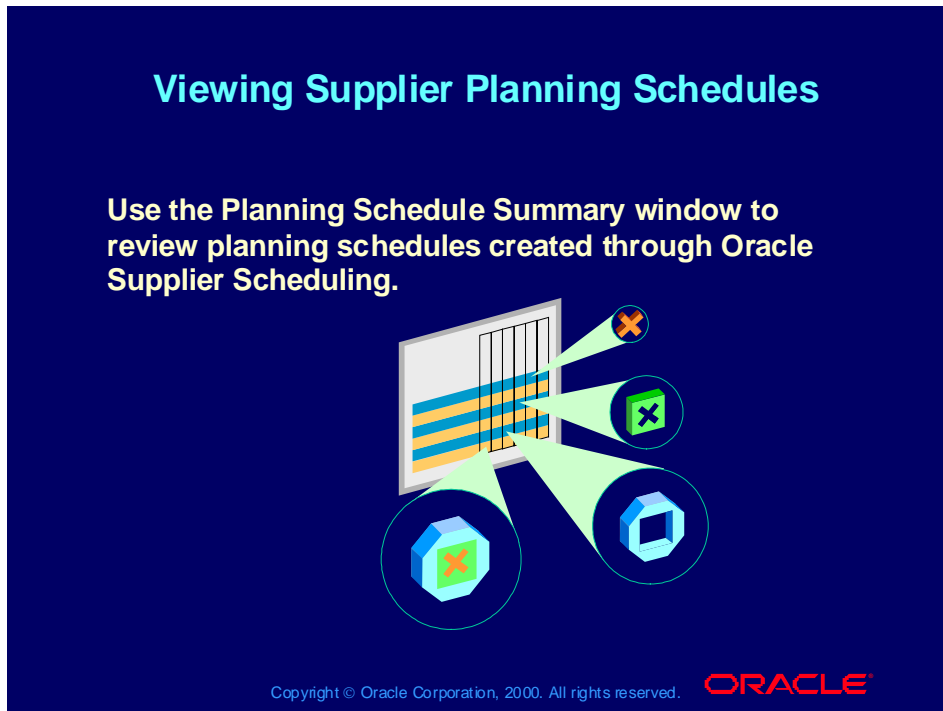
Suppliers can view returns. Drill-down capabilities allow suppliers to:

- Drill down to associated receipt

- Drill down to associated purchase order

## Viewing Supplier Planning Schedules

---



### Viewing the Planning Schedule Summary

(N) Supplier Services by Supplier > View Supplier Planning Schedules (B)  
Search

Suppliers can review their planning schedules created through Oracle Supplier Scheduling. They can search for schedules using various search criteria. The schedules include consolidated forecast and release information presented in the form of a horizontal schedule with a grid of standard time buckets. Suppliers can view individual blanket releases or requisitions that contribute to the demand conveyed on a particular schedule. This Web inquiry can also be used to convey resource authorization information. It can be used in conjunction with, or as a replacement for, the related EDI transactions.

## Viewing Supplier Shipping Schedules

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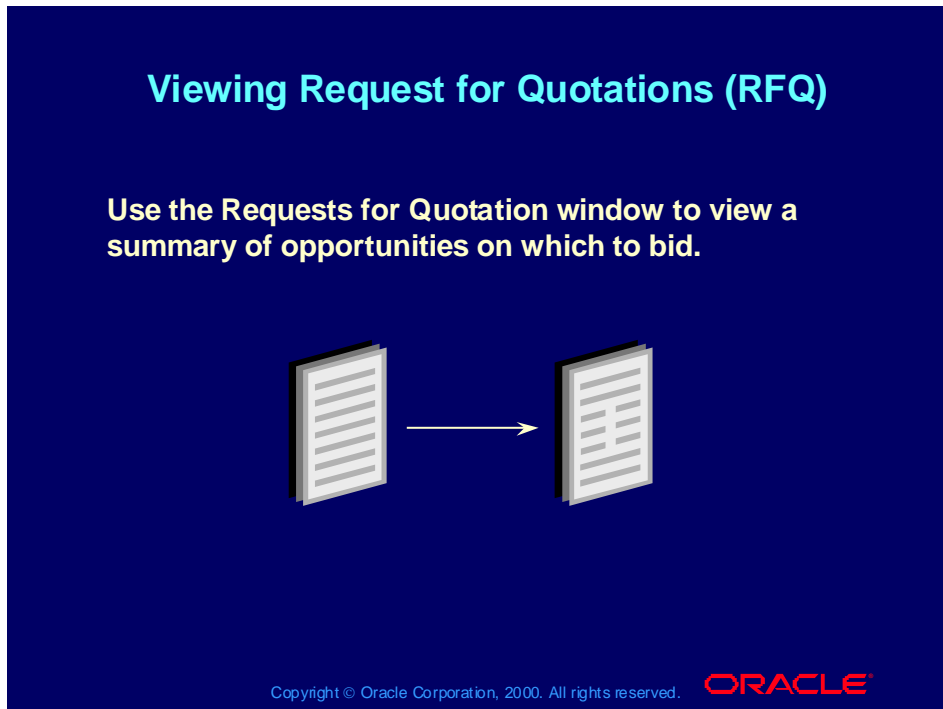
### Viewing the Shipping Schedule Summary

(N) Supplier Services by Supplier > View Supplier Shipping Schedules (B) Search

Suppliers can review their shipping schedules created through Oracle Supplier Scheduling. They can search for schedules using various search criteria. The schedules include consolidated forecast and release information presented in the form of a horizontal schedule with a grid of standard time buckets. Suppliers can view individual blanket releases or requisitions that contribute to the demand conveyed on a particular schedule. This Web inquiry can also be used to convey resource authorization information. It can be used in conjunction with, or as a replacement for, the related EDI transactions.

## Viewing Request for Quotations (RFQ)

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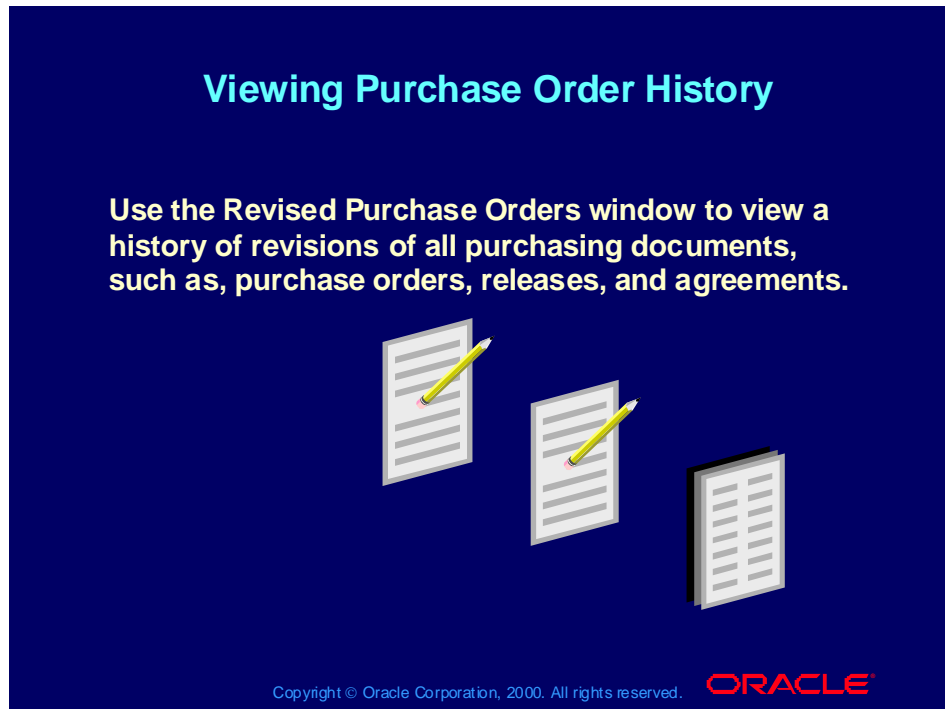
### Viewing Requests for Quotation

(N) Supplier Services by Supplier > View Request for Quotations (B) Search

Suppliers can review requests for quotation created in Oracle Purchasing. They can search for requests for quotation using various search criteria. They will have access to all documents for which they are listed as a potential supplier. The information displayed can be exported into a file that can be uploaded to the supplier's own system to generate a response. Those responses can then be sent back through the Oracle EDI Gateway. Drill-down capabilities allow suppliers to drill-down to RFQ details.

## Viewing Purchase Order History

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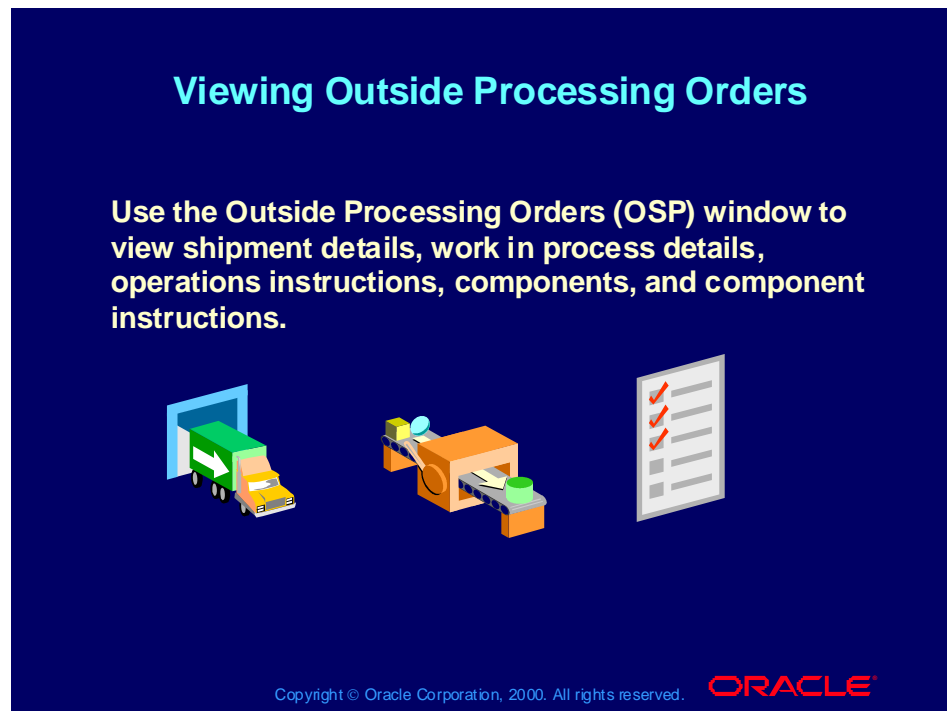
### Viewing Purchase Order Revisions

(N) Supplier Services by Supplier > View Purchase Order History (B) Search

Suppliers can view a history of changes made to standard POs and blanket agreements. Suppliers can also view the most recent version of their purchase orders, as well as comparisons with the last revision, and with the original purchase order. The inquiry also allows them to view all revisions made to their purchase order at once. This information is displayed compactly: only the fields altered with their original and new values are shown (for example, a change in the need-by date will display the need-by date field name, and the new and old need-by dates).

## Viewing Outside Processing Orders

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(N) Supplier Services by Supplier > View Outside Processing Orders (B) Search

(Help) iSupplier Portal Implementation Guide > View Outside Process Orders

# Agenda

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## Agenda

- Overview of Oracle iSupplier Portal
- Improving supplier relationships through information sharing
- **On-line transactions between supplier and buyer**
- Automating business processes with workflow

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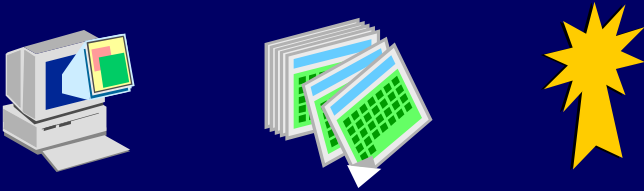
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## Using the Outside Processing Workbench

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**Using the Outside Processing Workbench**

**Use the Outside Processing (OSP) Workbench window for viewing open outside processing purchasing documents (standard purchase orders and blanket agreements), changing the promise date for outside processing orders, and entering quality information.**



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(N) Supplier Services by Supplier > View Outside Processing Workbench (B) Search

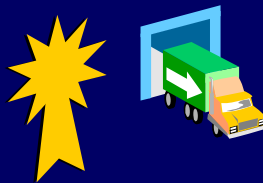
(Help) iSupplier Portal Implementation Guide > Use the Outside Processing Workbench

## Entering Quality Plans for Shipments

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### Entering Quality Plans for Shipments

**Use the Quality Shipments window to view and enter quality data for quality plans associated with purchase order shipments.**



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(N) Supplier Services by Supplier > Quality Plans for Shipments (B) Search  
(Help) iSupplier Portal Implementation Guide > Enter Quality Plans for Shipments


## Entering Advance Shipment Notices (ASN) and Advance Shipment Billing Notices (ASBN)

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**Entering Advance Shipment Notices (ASN) and Advance Shipment Billing Notices (ASBN)**

Use the Advance Shipment Notice window to let the receiving organization know that a shipment is coming. Search by:

- Supplier site
- Ship-to location



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(N) Supplier Services by Supplier > Enter Advance Shipment Notifications  
(Help) iSupplier Portal Implementation Guide > Enter Advance Shipment Notifications

### **Advance Shipment Notifications**

An advance shipment notice is an alternative to electronic data interchange (EDI). You can query and select from open Purchase Order shipments. In addition to the standard shipment notice, suppliers can also include billing information creating an Advanced Shipment Billing Notification (ASBN) which includes the invoice number and freight amount. Data is validated during submission and any errors are communicated instantly to the supplier.

## Maintaining Supplier Capacity

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(N) Supplier Services by Supplier > Maintain Capacity

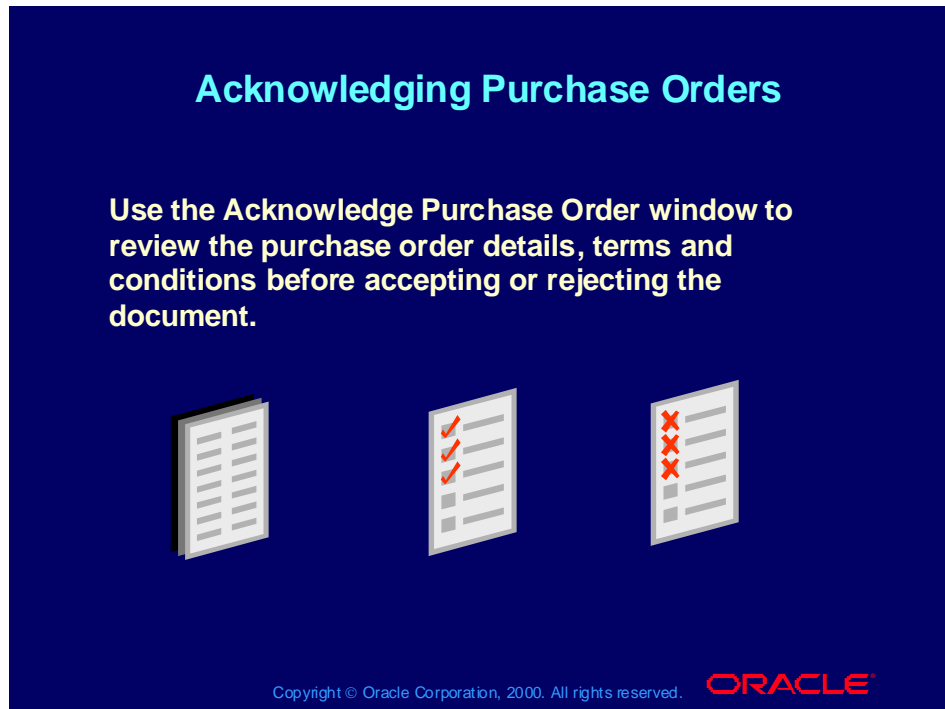
(Help) iSupplier Portal Implementation Guide > Maintain Capacity

### Updating Manufacturing Capacity

Suppliers may view and initiate changes to capacity and capacity tolerances. These changes are updated immediately on the Approved Supplier List (ASL). Workflow notification is sent to the specified planning manager or the buyer. This results in improved planning and better supplier scheduling ability for the buyer.

## Acknowledging Purchase Orders

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(N) Supplier Services by Supplier > Acknowledge Purchase Order

(Help) iSupplier Portal Implementation Guide > Acknowledge Purchase Orders

### **Purchase Order Acknowledgment**

Suppliers can acknowledge purchase orders on-line, verifying that they have agreed to and accepted the details on the purchase orders sent to them. The purchase order is automatically updated with the supplier's response. Both the buyer and supplier are notified when acceptance has not been recorded by the acceptance due date.

## Changing a Purchase Order Promise Date

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### Changing a Purchase Order Promise Date

Use the Change Promised Date window to notify buying organizations of changes to promised dates on a purchase order.



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(N) Supplier Services by Supplier > Change Purchase Order Promise Date  
(Help) iSupplier Portal Implementation Guide > Change Promised Dates for Delivery

### Rescheduling Purchase Orders

If a purchase order must be altered due to production circumstances or other changes in market conditions, a supplier can now communicate a change in promised date on-line, along with a required explanation for the change. The request for change is routed within the purchasing organization for approval through workflow notifications. Approval action automatically updates the purchase order with the change in promise date, while rejection routes an exception notification to the supplier.

## Agenda

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### Agenda

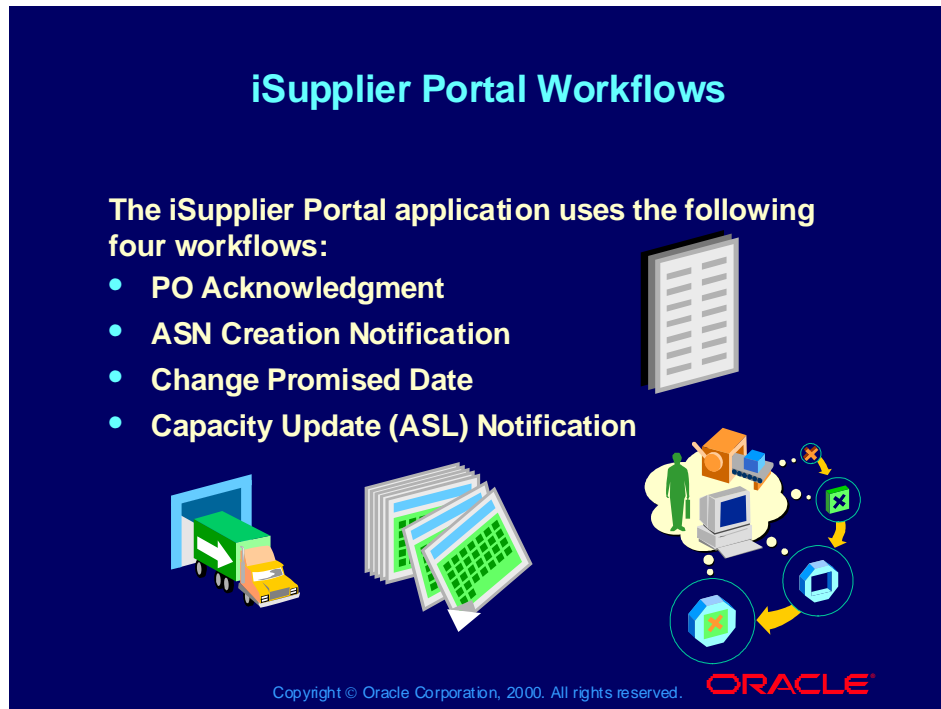
- Overview of Oracle iSupplier Portal
- Improving supplier relationships through information sharing
- On-line transactions between supplier and buyer
- **Automating business processes with workflow**

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## iSupplier Portal Workflows

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### Automating Business Processes with Workflow

The iSupplier Portal uses Oracle Workflow, Oracle's integrated workflow engine, to automatically enforce business rules and policies.

#### PO Acknowledgment

The PO Acknowledgment process enables suppliers to record acceptances through iSupplier Portal. The supplier receives a notification when a new document is created or an acceptance has not been recorded by the acceptance due date.

#### ASN Creation Notification

The ASN Creation Notification workflow contains two processes: buyer notification and supplier notification. It automatically notifies buyers when an ASN has been submitted and then notifies the supplier when ASNs have been verified or rejected.

#### Change Promised Date

The Change Promised Date workflow enables suppliers to communicate changes to promised dates to the buying organization.

#### Capacity Update (ASL) Notification

The Capacity Update (ASL) Notification workflow enables suppliers to enter and maintain their capacity constraints through iSupplier Portal.

## Review Question

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### Review Question

**Which of the following responsibilities gives the supplier the right to view any data for any supplier?**

- 1. Full Access**
- 2. By Supplier**
- 3. By Supplier Site**

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### Answer to Review Question

**Which of the following responsibilities gives the supplier the right to view any data for any supplier?**

- 1. Full Access**
2. By Supplier
3. By Supplier Site

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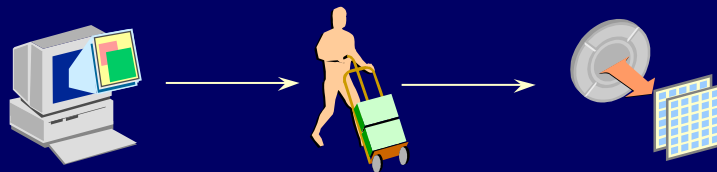
## Practice 1 Overview

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### Practice 1 Overview

This practice covers the following topics:

- Logging in as a supplier
- Registering as a supplier
- Viewing invoices received



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## Practice 1 Instructions with Solution

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### Practice 1 Instructions with Solution

**As a new supplier, you will log in through a standard web browser as a supplier and register yourself. You will then view all the invoices received and drill down to the header and detail information for one of the PO numbers.**

- **Username: Supplier**
- **Password: Welcome**

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### Practice 1 Solutions

1. Log in to the Vision database.
- (N) Supplier Registration > New Supplier Account
2. Enter your company name, first and last name of the contact, email address of the contact, a unique user name under which to log in, a password entered twice for verification and your company address information.
3. Click the Save button. If the system responds with a message that you aren't using a registered supplier name, click the Continue button to register yourself as a new supplier. The system will contact you by email to verify your request. Once your confirmation is received, your account will be activated and you will be notified.
4. Click the Back button until you are at the Supplier menu and select Supplier Services (by Supplier).
5. Select View Invoices Received.
6. Click the Search button to search for all invoices received and click OK on the warning message.
7. Select a PO Number to drill down to the PO header.
8. Select the PO Number again to drill down to the PO detail.
9. Click the Main Menu icon on the toolbar to return to the main menu.

### Summary

**In this course you should have learned how to:**

- **Describe the features and functions of Oracle's iSupplier Portal application**
- **Use Oracle's iSupplier Portal to enable current and potential suppliers to register and view information about their relationship with the manufacturer**
- **Explain the three seeded supplier responsibilities**
- **Use iSupplier Portal inquiries to view information needed to better anticipate purchasing needs and respond effectively**

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### Summary

- Enter advance shipment notifications
- Acknowledge purchase orders
- Change a purchase order promise date for delivery items
- Maintain supplier capacity
- Observe business processes with iSupplier Portal workflows

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