Oracle® iSupplier Portal

Implementation Guide

Release 11*i*

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Oracle iSupplier Portal Implementation Guide, Release 11*i*

Part No. A95884-02

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Oracle iSupplier Portal Implementation Guide, Release 11*i*

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Preface

Intended Audience

Oracle iSupplier Portal is a collaborative application enabling secure transactions between buyers and suppliers using the Internet. Using Oracle iSupplier Portal, suppliers can monitor and respond to events in the procure-to-pay cycle.

This guide contains information on how to implement the Oracle iSupplier Portal application. This guide assumes you have a working knowledge of the principles and customary practices of your business area.

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The following conventions are used in this manual:

Convention	Meaning
boldface text	Boldface type in text indicates a term defined in the text, or denotes a title of a page.
< >	Angle brackets enclose user-supplied names.
[ ]	Brackets enclose optional clauses from which you can choose one or none.

1

Overview of Oracle iSupplier Portal

Oracle iSupplier Portal enables secure, self-service business transactions between companies and their suppliers. It provides suppliers with the ability to use a standard Web browser to directly manage business transactions and access secure information.

Oracle iSupplier Portal provides a collaborative platform for a buyer to manage relationships with their global supply base. With Oracle iSupplier Portal, suppliers can receive immediate notifications and respond to events in the purchasing and planning process. Oracle iSupplier Portal provides the framework that enables buyers and suppliers to communicate key business transactions while enabling the ability to search, monitor, revise, and review.

This chapter includes:

- Core features of Oracle iSupplier Portal
- Key Business Flows
- Integration with Oracle E-Business Suite Applications

1.1 Core Features of Oracle iSupplier Portal

1.1.1 Purchase Order Collaboration

1.1.1.1 View and Acknowledge Purchase Orders

Oracle iSupplier Portal enables suppliers to view purchase order detail, such as terms and conditions, lines, shipments, and attachments. When a suppliers navigate to the **Purchase Orders** page, they can view all of their purchase orders.

Buying companies may request acknowledgement of a purchase order in order to ensure the supplier has received, reviewed the details of, and accepted or rejected a purchase order. If a buying company requests acknowledgement of a purchase order, suppliers receive a notification requiring their response. Suppliers may then acknowledge purchase orders online, or accept or reject the order using notifications. When suppliers respond to a purchase order acknowledgement, the system automatically updates the purchase order and sends notification to the buyer.

1.1.1.2 Submit Purchase Order Change Requests and Split Shipments

Oracle iSupplier Portal enables suppliers to request changes to purchase orders when modifications are needed to fulfill an order. Suppliers can request changes during or after purchase order acknowledgement.

In some cases, a supplier can only partially ship the quantity of goods ordered for a given date. In this case, suppliers may submit a split shipment change request. This request informs the buyer the number of items that the supplier can deliver and their delivery date. Suppliers may also submit cancellation requests if for any reason they cannot fulfill the order.

1.1.1.3 Manage Deliverables

When buying companies implement Oracle Procurement Contracts, they may assign deliverables to purchase orders. Deliverables are tasks to complete to achieve a certain outcome or business objective. The supplier can use the deliverables information to track projects for compliance reasons and to reduce risk. Suppliers can view deliverables as well as update their status.

1.1.1.4 View agreements and purchase order revision history

Supplier agreements are purchase agreements suppliers have made with the buying company. On the **Supplier Agreements** page, suppliers can review details of agreements and the corresponding releases (orders) that have been created for a particular agreement.

Suppliers may also view purchase order revision histories. The **Purchase Order Revision History** page enables you to search for details on the revision history of a purchase order. Using search criteria, suppliers can get a summarized list of revised purchase orders.

1.1.2 Shipment Notices

1.1.2.1 Submit Advance Shipment and Advance Shipment Billing Notices

Oracle iSupplier Portal enables suppliers to create both advance shipment notices and advance shipment billing notices that alert the buying company of upcoming shipments. Oracle iSupplier portal also allows the supplier to expedite receipts and payments for the buying company. Suppliers can create shipment notices online or use a spreadsheet to upload shipment notices.

1.1.2.2 Inbound Logistics

If buying companies are responsible for a arranging the packaging and shipping of material, they may ask their suppliers to submit a routing request. A routing request notifies buyers when goods are ready for shipment. Suppliers may upload a routing request using spreadsheets.

On the **Routing Response** page, suppliers may search for and view details of routing responses (after a buyer has responded to them). When buying companies receive routing requests from suppliers, buying companies review and plan the optimum route. The system sends a response with shipping instructions and carrier details to the supplier, so that the supplier can view the response details on the **Routing Response** page.

1.1.2.3 View Delivery Schedules and Overdue Receipts

On the **Delivery Schedules Results** page, suppliers can determine deliveries that require scheduling or are past due.

On the **Overdue Receipts Results** page, suppliers can view the details of past-due purchase order shipments as well as receipts and returns. On the **Receipts Transactions** page, suppliers may also review a historical view of all receipts that have been recorded for their shipped goods.

1.1.3 Invoices and Payments

1.1.3.1 Invoice Information

If buying companies have implemented Oracle Payables, suppliers may submit invoices online based on purchase order lines that they have fulfilled. Suppliers can create invoices against open, approved, standard purchase orders, or blanket releases that are not fully billed. They can also enter a credit memo against a fully billed purchase order as well as invoice against multiple purchase orders.

On the **Invoice Summary** page, suppliers can view the history and status of all invoices from their buying company.

1.1.3.2 Manage Payment Information

Payment inquiry in Oracle iSupplier Portal enables suppliers to view the history of all the payments to the invoices that buying companies have completed.

1.1.4 Inventory Management

1.1.4.1 Manage Product Information

On the Product tab in Oracle iSupplier Portal, suppliers may easily access and view information about products the buying company provides. Using item numbers, suppliers may also view demand forecasts and various transactions. Suppliers can also maintain certain item information, such as manufacturing and order modifiers.

1.1.4.2 On-Hand Inventory

On the **On-Hand Items** page, suppliers can view their item inventory information. By viewing invoice items, suppliers can view on-hand item inventories, item locations, lots, and serials.

1.1.4.3 Vendor Managed Inventory

Vendor Managed inventory enables suppliers to manage the inventory at their customers' location. Customers can set up the minimum and maximum stock levels required for an item enabled for maintenance by a supplier. Using Oracle iSupplier Portal, suppliers can view these minimum and maximum levels and also view the current on-hand quantities for that item at the customer location.

1.1.4.4 Consigned inventory

Oracle Procurement, along with Discrete Manufacturing supports maintaining consigned inventory for an item. Buying companies can enable items to have consigned inventory. Having consigned inventory enables the supplier to maintain the stock at the buying company location. Oracle iSupplier Portal enables suppliers to view on-hand stock for consigned items as well as associated procure-to-pay transactions.

1.1.5 Supplier Management

1.1.5.1 Vendor and Supplier User Registration

Suppliers register their companies as a prospective vendor in Oracle iSupplier Portal to let their buying companies know that they are interested in establishing a business relationship. After supplier companies are registered, additional supplier users within that company can be registered to access and use Oracle iSupplier Portal.

1.1.5.2 Supplier Profile Management

Supplier Profile Management enables suppliers to manage key profile details that establish or maintain a business relationship with their buying company. This profile information includes address information, names of main contacts, business classifications, banking details, and category information about the goods and services suppliers provide to their buyers.

1.1.6 Buying Company View

1.1.6.1 View Information as Internal (Buying Company) User

The buying company user view in Oracle iSupplier Portal provides the same view of procure-to-pay transactions as the suppler view. Using the Internal User View responsibility in Oracle iSupplier Portal, a buying company user can view order, shipment, receipt, invoice, and payment information. Buying Companies may also search for information across all suppliers as well as respond to supplier change requests.

1.2 Key Business Flows

Key business flows for Oracle iSupplier Portal Include:

- Purchase Order Acknowledgement

- Create Advance Shipment Notice and Advanced Shipment Billing Notice

- Create Invoice

1.2.1 Purchase Order Acknowledgement

Figure 1-1 shows the complete Purchase Order Acknowledgement flow, from

creation in Oracle Purchasing to possible actions in Oracle iSupplier Portal.

Figure 1–1   Acknowledge Purchase Order Flow
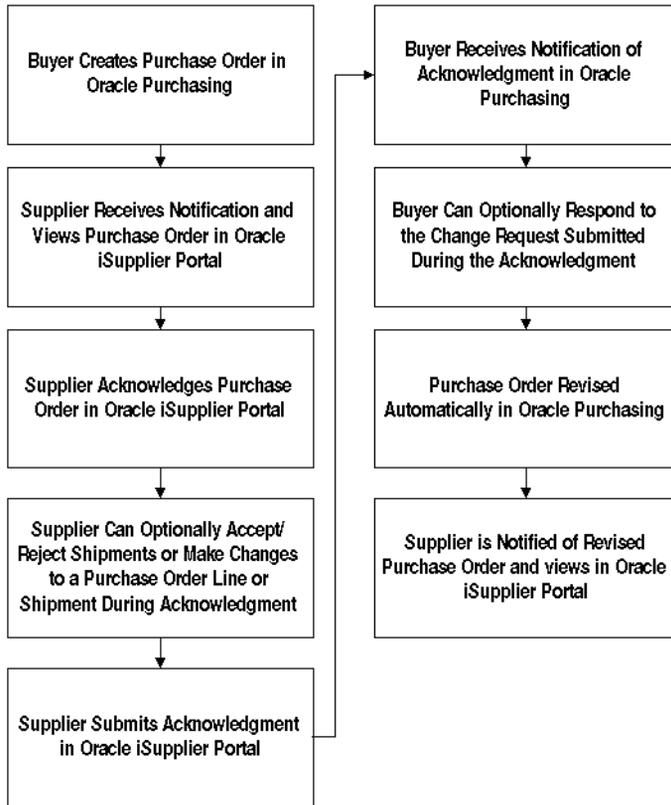
In Oracle Purchasing, the buyer creates the purchase order, and the process sends notification to the supplier. The supplier then acknowledges the purchase order, and optionally can reject shipments and make changes to a purchase order line or shipment. After making any optional changes, the supplier submits the acknowledgement. The buyer receives notification in Oracle Purchasing, and responds to the change request submitted during acknowledgement. The purchase order is revised automatically in Oracle Purchasing. The supplier receives notification of the revised purchase order and can view the revised purchase order in Oracle iSupplier Portal.

1.2.2 Create Advanced Shipment Notice or Advanced Shipment Billing Notice

Figure 1-2 shows the flow of ASN and ASBN creation and delivery.

Figure 1–2   Create ASN/ASBN Flow

```
┌─────────────────────────┐        ┌─────────────────────────┐
│  Supplier Creates        │   ┌───▶│ If ASBN, Supplier Enters │
│  ASN/ASBN in Oracle      │   │    │ Billing Information       │
│  iSupplier Portal        │   │    └─────────────────────────┘
└───────────┬─────────────┘   │                  │
            ▼                  │                  ▼
┌─────────────────────────┐   │    ┌─────────────────────────┐
│  Supplier Selects        │   │    │ Supplier Submits         │
│  Purchase Order Shipment │   │    │ ASN/ASBN                 │
│  Lines that are Ready    │   │    └─────────────────────────┘
│  for Shipment            │   │                  │
└───────────┬─────────────┘   │                  ▼
            ▼                  │    ┌─────────────────────────┐
┌─────────────────────────┐   │    │ Buyer Receives           │
│  Supplier Enters         │   │    │ Notification in Oracle   │
│  Shipment Line           │   │    │ Purchasing               │
│  Information             │   │    └─────────────────────────┘
└───────────┬─────────────┘   │                  │
            ▼                  │                  ▼
┌─────────────────────────┐   │    ┌─────────────────────────┐
│  Supplier Can Optionally │   │    │ Buyer Executes Receiving │
│  Split Shipment and      │   │    │ Transaction Prices       │
│  Enter LPN, Lot and      │   │    └─────────────────────────┘
│  Serial Information      │   │
└───────────┬─────────────┘   │
            ▼                  │
┌─────────────────────────┐   │
│  Supplier Enters         │───┘
│  Shipment Header         │
│  Information             │
└─────────────────────────┘
```

Suppliers can use Oracle iSupplier Portal to create advanced shipment notices and advanced shipment billing notices (ASN/ASBNs) when a shipment is ready. The supplier enters line-level information (quantities, packing, number of containers, country of origin, etc.). If the item is lot or serial controlled, the supplier can choose to provide the lot and serial information for the shipment line. License Plate Numbers (LPN) and LPN configuration details can also be provided. The supplier then enters the shipment notice header details (shipment number or shipment date). If the supplier is creating an ASBN, the supplier should enter billing details (invoice

number, amount). Upon submission of ASN/ASBN, a notification is sent to the buyer. The buyer has to run the receiving transaction processor to import the ASN/ASBN to Oracle Purchasing.

1.2.3 Create Invoice

Figure 1-3 shows the flow of invoice creation and delivery.

Figure 1–3   Create Invoice Flow
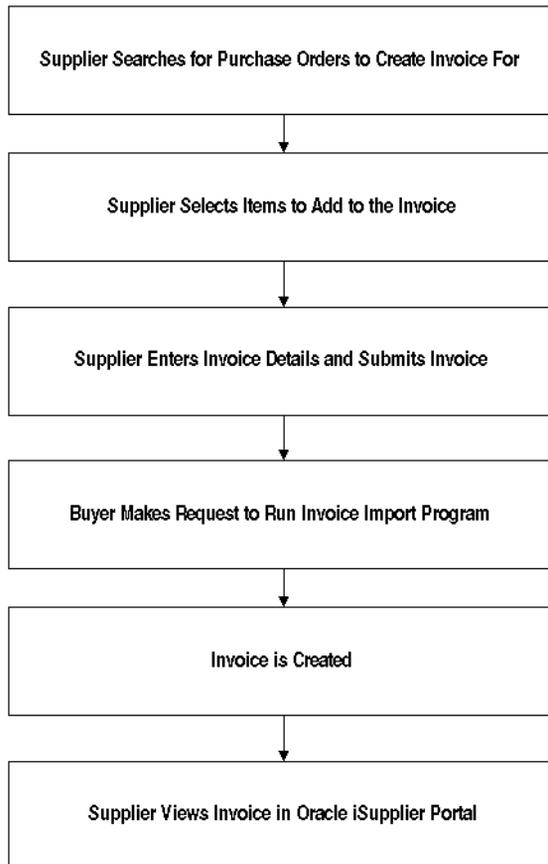
To create in invoice, the supplier searches for and selects the purchase orders to invoice and clicks Add Items to Invoice List. The supplier then enters the quantity shipped, taxable status, and any additional changes. The supplier then enters the

invoice number, date, and description. If supplier would like to save the invoice and return to it later, the supplier clicks Save For Later. If supplier would like to submit the invoice, the supplier clicks Submit Invoice.

1.3 Integration with E-Business Suite Applications

Table 1–1 Integrated Applications

Application	Required?	Description	Reference
Oracle Purchasing	Yes	Required to support the purchase order collaboration features in Oracle iSupplier Portal.	Oracle Purchasing User's Guide
Oracle Sourcing	No	Provides Supplier and Buyer collaboration data for POs, RFQs, and Contracts	Oracle Sourcing User's Guide
Oracle Procurement Contracts	No	Allows suppliers to utilize contract authoring functionality, including: submitting electronic signatures on documents, managing deliverables, viewing and printing articles, and submitting change requests to contract terms.	Oracle Procurement Contracts Implemtation Guide
Oracle Services Procurement	No	Allows a streamlined process for sourcing, procuring and managing services including viewing details of service-related purchase orders, and viewing time cards.	N/A
Oracle Accounts Payable	No	Supports online submission of invoices in iSupplier Portal	Oracle Payables User's Guide
Oracle Quality	No	Allows suppliers to view and enter quality information	Oracle Quality User's Guide

Table 1–1   Integrated Applications

Application	Required?	Description	Reference
Oracle WIP	No	Enables Work Order Functionality	Oracle Work in Process User's Guide
Oracle Manufacturing	No	Enables Work Order functionality	Oracle Enterprise Asset Management User's Guide
Oracle Supplier Scheduling	No	Enables forecast and shipment functionality	Oracle Supplier Scheduling User's Guide

2

Oracle iSupplier Portal Setup

This chapter describes the implementation steps specific to Oracle iSupplier Portal and includes the following topics:

- Implementation Prerequisites on page 2-1
- Responsibilities on page 2-1
- Setup Steps on page 2-2

2.1 Implementation Prerequisites

The only implementation prerequisite for Oracle iSupplier Portal is that Oracle Purchasing has been licensed and fully implemented.

For detailed information on implementing Oracle Purchasing, see the Oracle Purchasing User's Guide.

2.2 Responsibilities

Oracle iSupplier Portal is shipped with the following seeded responsibilities:

Responsibility Name	Description
iSupplier Portal Full Access	Used to access supplier facing functionality for the business flows pertaining to Oracle Purchasing
Procure to Pay Supplier View	Used to access supplier facing functionality for the business flows pertaining to Oracle Purchasing
Plan to Pay Supplier View	Used to access supplier facing functionality for the business flows pertaining to Oracle Purchasing and Oracle Supply Chain Planning.

Responsibility Name	Description
Source to Pay Supplier View	Used to access Supplier facing functionality for the business flows pertaining to Oracle Purchasing and Oracle Sourcing.
Supplier User Administrator	Used by buyer administrators to set up and maintain supplier user accounts
Supplier Profile Administrator	Used by buyer administrators to review prospective vendor registration requests and to administer supplier profiles.
Supplier Profile Manager	Used to give supplier users access to only their profile details
Source, Plan, Pay Supplier View	Used to access Supplier facing functionality for the business flows pertaining to Oracle Purchasing, Oracle Supply Chain Planning and Oracle Sourcing.
iSupplier Portal Internal View	Used by internal users of the buying company (including buyers) to access the functionality exposed by Oracle iSupplier Portal.

Internal (buying company) users must have the iSupplier Portal Internal View responsibility assigned to them.

For more information on assigning responsibilities to users, see Chapter 3.

2.3 Setup Steps

You must complete the following setup steps to use the full range of features available in Oracle iSupplier Portal:

Step	Required or Optional
Assign Responsibilities to Internal Users	Optional
Apply Securing Attributes to Custom Responsibilities	Optional
Enable Function Security	Optional
Enable Profile Options	Optional
Enable E-Signature Functionality	Optional
Enable Manage Deliverables Functionality	Optional

Step	Required or Optional
Flag External Responsibilities	Required
Set Default Application Responsibilities	Required for Invitation
Set Up Web Server URLs	Required for Invitations
Create Customized Responsibilities for Supplier User Administrators	Optional
Assign Responsibilities for Buyer Administrators of Supplier Users	Required
Plan Supplier Management Groups	Required
Create Supplier Management Groups	Required
Create and Assign Customized Responsibilities for Buyer Approvers	Required
Install FPI Patchset	Required
Flag Default Application Responsibilities	Required
Create Striped Registration Pages	Required
Define Business Classifications List of Values	Optional
Set Up Products and Services Classifications	Optional
Create Address Books for Existing Suppliers	Required
Create Contact Directory for Existing Suppliers	Required
Migrate Account Assignments for Existing Supplier Bank Accounts	Required
Assign Supplier Profile Manager Responsibility to Appropriate Supplier Users	Required

Note: Securing attributes are applied during supplier registration. For more information on supplier registration, see Chapter 3.

2.3.1 Assign Responsibilities to Internal Users

If you would like to utilize the internal user functionality of Oracle iSupplier Portal, you must assign the iSupplier Portal Internal View responsibility to users.

To assign the iSupplier Portal Internal View responsibility to users:

1. From the Oracle System Administrator menu, select Security > User > Define.

2. Enter the name of the user to whom you wish to grant the responsibility.

3. In the Direct Responsibilities section, enter iSupplier Portal Internal View in the Responsibility text box.

4. Click Save.

2.3.2 Apply Securing Attributes to Custom Responsibilities

If you have created custom responsibilities that will be assigned to supplier users, securing attributes must be included in your custom responsibility definition

There are three securing attributes that can be used to control access. These attributes are all seeded with the pre-defined Oracle iSupplier Portal responsibilities that are released with the product:

- ICX_SUPPLIER_ORG_ID - Identifier for the supplier.

- ICX_SUPPLIER_SITE_ID - Identifier for the supplier site.

- ICX_SUPPLIER_CONTACT_ID - Identifier for the supplier contact.

> **Note:** The securing attributes discussed in this section apply only to the supplier facing custom responsibilities. The Internal User View responsibility uses the document security setup done as part of Oracle Purchasing setup.
>
> No securing attribute setup is required for the iSupplier Portal Internal View responsibility.

To add the securing attributes to a custom responsibility:

1. From the Oracle System Administrator menu, select Security > Responsibility > Define.

2. In the responsibility form, search for the name of the custom responsibility you would like to modify.

3. In Securing Attributes region, search for the three securing attributes that have to be applied to this responsibility.

4. When you have identified all the attributes to apply to this responsibility, click Save.

The various securing attributes enable the supplier user access to be restricted as follows:

Desired Access Restriction	ICX_ SUPPLIER_ID	ICX_SUPPLIER_ SITE_ID	ICX_ SUPPLIER_ CONTACT_ID	Comments
Limit user access to supplier specific information.	Responsibility defined with securing attribute. The securing attribute on User definition is assigned the supplier_id value.	N/A	N/A	Users who sign into the defined responsibility will only have access to the supplier information defined in the user definition.
Limit user access to information for specific supplier sites.	Responsibility defined with securing attribute The securing attribute on User definition is assigned the supplier_id value.	Responsibility defined with securing attribute. The securing attribute on User definition is assigned the supplier_ site_id value.	N/A	Users who sign into the defined responsibility will only have access to the supplier and site information defined in the user definition.
Limit user access to information from purchasing documents with a specific supplier contact defined. .	Responsibility defined with securing attribute. The securing attribute on User definition is assigned the supplier_id value.	Responsibility defined with securing attribute. The securing attribute on User definition is assigned the supplier_ site_id value.	Responsibility defined with securing attribute. The securing attribute on User definition is assigned the supplier_ contact_id value.	Users who sign into the defined responsibility will only have access to purchasing documents that have the specific supplier contact defined.

2.3.3 Enable Function Security

When a responsibility is first created, by default, access to all functions and standard pages is granted. Therefore, function security is assigned to exclude or restrict users from certain menus (tabs) or functions (sub-tabs).

In addition to limiting access to sets of pages whose associated functions or menus have been excluded, function security will also cause exclusion of associated regions and links for these functions on the **Oracle iSupplier Portal Home** page

There are two types of function security exclusions:

- Menu Exclusions - used to prevent access to the main tabs (therefore the appropriate sub-tabs).

- Function Exclusions - used to prevent access to sub-tabs and other functionality.

2.3.3.1 Menu and Function Exclusions

Below is a list of menus, sub-menus and the available menu/function exclusion.

> **Note:** The menus and functions listed in the tables below pertain to the iSupplier Portal Full Access (Procure to Pay Supplier View) and iSupplier Portal Internal View responsibilities.

Table 2–1 iSupplier Portal Full Access (Procure to Pay Supplier View) exclusions

Tab	Sub Tab	Other Functionality	Function/Menu Exclusion
Orders	N/A	N/A	Orders
Orders	Purchase Orders	N/A	Maintain Purchase Orders
Orders	Work Orders	N/A	Maintain Work Orders
Orders	Agreements	N/A	View Agreements
Orders	Purchase History	N/A	Purchase History
Orders	RFQ	N/A	RFQ
Orders	Deliverables	N/A	Manage Deliverables
Orders	Timecards	N/A	Timecards Search Page
Orders	N/A	Change Purchase Order	Change Purchase ORder

Tab	Sub Tab	Other Functionality	Function/Menu Exclusion
Orders	N/A	Cancel Purchase Order	Cancel Purchase Order
Orders	N/A	Sign Purchase Order	Sign Purchase Order
Shipments	N/A	N/A	Shipments
Shipments	Delivery Schedules	N/A	Delivery Schedules
Shipments	Shipment Notices	N/A	View/Create ASN
Shipments	Shipment Schedules	N/A	Shipment Schedules
Shipments	Receipts	N/A	@@View Receipts
Shipments	Returns	N/A	Shipment Returns
Shipments	Overdue Receipts	N/A	Overdue Receipts
Shipments	On-Time Performance	N/A	Delivery Performance
Shipments	Quality	N/A	Quality
Shipments	N/A	Cancel ASN	Cancel ASN
Shipments	N/A	Create Routing Request	Create Routing Request
Shipments	N/A	View Routing Request	View Routing Request
Planning	N/A	N/A	ISP Planning

Tab	Sub Tab	Other Functionality	Function/Menu Exclusion
Planning	VMI	N/A	SCE Inbound Consigned Inventory Status
Planning	Forecast	N/A	Planning Schedules
Account	N/A	N/A	Account
Account	Create Invoices	N/A	Review Page
Account	View Invoices	N/A	Invoice Details
Account	View Payments	N/A	Payment Details
Product	N/A	N/A	Product Information
Product	Supplier Items	N/A	Supplier Item Summary
Product	Order Modifiers	N/A	Order Modifiers
Product	Maintain Capacity	N/A	Update Capacity
Product	Quality	N/A	Quality
Product	Consigned Inventory (menu)	N/A	Consigned Inventory (menu)

Table 2–2   iSupplier Portal Internal View exclusions

Tab	Sub Tab	Other Functionality	Function/Menu Exclusion
Orders	N/A	N/A	Orders Internal Information
Orders	Purchase Orders	N/A	Maintain Purchase Orders
Orders	Agreements	N/A	View Agreements

Tab	Sub Tab	Other Functionality	Function/Menu Exclusion
Orders	Purchase History	N/A	Purchase History
Orders	Pending Changes	N/A	Pending Change Requests
Shipments	N/A	N/A	Shipments Internal Information
Shipments	Shipment Notices	N/A	View ASN
Shipments	Receipts	N/A	@@View Receipts
Account	N/A	N/A	Account
Account	View Invoices	N/A	Invoice Details
Account	View Payments	N/A	Payment Details
Product	N/A	N/A	Product Internal Information
Product	Consigned Inventory	N/A	Consigned Inventory

When a particular sub-tab is excluded, access to that function is also restricted on the **Oracle iSupplier Portal Home** page. For example, applying the View-Create ASN function security exclusion will not only restrict users to the **Shipment Notices** page under the Shipment tab, it will also restrict users to the Shipments at a Glance view, ASN search capability, and the Shipment Notices hypertext from the process flow.

To add function security for a given menu or function:

1. From the Oracle System Administrator menu, select Security > Responsibility > Define.

2. Query the responsibility you are would like to restrict.

3. In the Function and Menu exclusions region, for the Type column, select Menu or Functionalistic depending on what you are excluding).

4. From the list of values available in the Function and Menu exclusions region, select the appropriate function or menu.

5. Click Save.

Figure 2–1   Oracle Applications

2.3.4 Enable Profile Options

The following table explains profile options set by the system administrator that impact Oracle iSupplier Portal:

Profile Option	Value	Description
RCV: Fail All ASN Lines if One Line Fails	No/Yes Default: No	Indicates whether the creation of ASN/ASBNs in Oracle Internet Supplier Portal will fail all ASN lines if one line fails.
POS: Limit invoice to single PO	No/Yes Default: No	Indicates whether an Invoice created in Internet Supplier Portal will be limited to the shipments belonging to a single Purchase Order
EDR: E-Records and E-Signatures	No/Yes	Indicates whether E-Signature functionality has been enabled
POS: ASL planning attribute updates from supplier approved by	-Buyer's Approval Required Planner's Approval Required No Approval Required	Indicates the person whose approval is required when supplier submits changes via Order Modifiers and Maintain Capacity functionality
POS:External Responsibility Flag	No / Yes	Indicates that a particular responsibility is available for granting to newle registered supplier users
POS: Default Responsibility for Newly Registered Supplier Users	Responsibility name	Responsibility that will be assigned to new users that are created when a supplier company registers using the Prospective Vendor Registration feature
POS:External URL	valid http/https address	URL of the external web server used to enable supplier user access to iSP
POS:Internal URL	valid http/https address	URL of the internal web server used to enable internal user access to iSP

Profile Option	Value	Description
HR: Security Profile	Security profile name	Indicates the default operating unit group that will be associated to any buyer administrator responsibility that does not have a Security Profile assigned to it

2.3.5 Enable E-Signature Functionality

The following setup is required to enable use of the E-Signature functionality in Oracle iSupplier Portal:

1. Set the value of profile EDR: E-Records and E-Signatures to Yes.

2. Ensure that the function Sign Purchase Order is not excluded from the responsibility.

2.3.6 Enable Manage Deliverables Functionality

The following setup is required to enable use of manage deliverables functionality in Oracle iSupplier Portal

1. Ensure that the function "Manage Deliverables" is not excluded from the responsibility.

3

Implementing Supplier User Management

3.1 Overview of Supplier User Management

3.1.0.1 Supplier User Registration

Before supplier users can access any of the collaboration network applications, a user account needs to be provided to them. Typically, user account creation is a function that system administrators perform, but the Supplier User Management feature allows designated users within the buying organization to create and manage external user accounts. These designated users can register new supplier user accounts and update user details to alter the supplier users profile and access rights.

Supplier User Management allows the buying teams to respond directly to the suppliers whom they are dealing with on a daily basis rather than having to process account requests through their IT department. Supplier User Management is only used to create and manage external accounts; it is not used to access and manage internal employee accounts.

The registration process within Supplier User Management is the only way supplier user accounts are created. This ensures that the supplier user's account is designated as external and is directly linked to the supplier with whom the user is associated. Supplier users can no longer be created from the User form in the regular Oracle eBusiness Suite

Supplier user accounts are only created for suppliers that are defined in the purchasing system

The supplier user registration process is flexible and gives buyers control over the registration process. Ways buyers can register supplier users include:

- A Supplier User Administrator can invite the supplier user to register. The supplier user uses the URL included in the invitation notification to access the

registration page and complete the registration form. The Supplier User Administrator who initially sent the registration invitation receives a notification that the supplier user has completed the registration form. The Supplier User Administrator then either approve or reject the registration request. If approved, the supplier user can start accessing the collaboration network applications.

- If Sourcing Buyers know the supplier users e-mail address, buyers can invite suppliers while creating negotiations. When a negotiations are published, the invited supplier users receive notifications containing a URL with details about the negotiation and a URL pointing to the registration page. When the supplier users have completed and submitted the registration request, the Sourcing Buyer receives a notification. The Sourcing Buyer can then approve or reject the registration requests.

- If Supplier User Administrators know all the required information, they can register supplier users directly. A notification is sent to the new supplier user containing the URL for the buying company's home page, the supplier users login, and system generated password (the user will be prompted to change the password upon first access).

- After their registration requests are approved by the buying organization, supplier users have access to whichever applications that the buying organization has granted them access.

Table 3-1 describes the Supplier User Registration flow.

Table 3–1   Supplier User Registration Flow

Buyer Actions	Supplier User Actions	Comments
1. Supplier User Administrator sends registration invitation to supplier user. or Sourcing Buyer sends registration invitation to supplier user. or Sourcing Buyer invites supplier user to register during sourcing event. or Suppler User Administrator fully registers supplier user.	N/A	E-mail notification is sent to supplier user containing the URL for the registration page, an initial userID and system generated password. or E-mail notification is sent containing the URL for the registration page as well as details on the sourcing event. If Supplier User Administrator registers (as opposed to merely inviting) supplier user, no further action is required.
N/A	2. Supplier user accesses the URL included in the notification, completes the registration page, and then submits the registration request.	E-mail notification is sent to Supplier User Administrator or Sourcing Buyer indicating the registration request needs approving.
3. Supplier User Administrator or Sourcing Buyer approves or rejects the registration request.	N/A	Notification is sent to supplier user indicating registration status.
N/A	4. Supplier user begins accessing collaboration network applications.	N/A

3.1.0.2 Supplier User Profiles

When supplier users register with the system, they provide information to create their own profiles. Buyers having the Supplier User Administrator responsibility can both update supplier user profiles and make changes to the users access rights. A supplier profile includes both the responsibilities the supplier users can access and any securing attributes associated with those responsibilities.

3.2 Implementing Supplier User Management

To implement supplier user registration:

1. Flag External Responsibilities (Required).

2. Set Default Application Responsibilities (Required for Invitations).

3. Set Up Web Server URLs (Required for Invitations).

4. Create Customized Responsibilities for Supplier User Administrators (Optional).

5. Assign Responsibilities to Buyer Administrators of Supplier Users (Required).

3.2.1 Step 1: Flag External Responsibilities (Required)

When you create your supplier user accounts, you must select the responsibilities to which that user is granted access. For a responsibility to be available for granting through Supplier User Management, it must be flagged as an external responsibility. External Responsibilities appear on the **Approve/Reject Supplier User** page. From this list, the buyer administrator selects the applications to grant to the new supplier user.

To flag external responsibilities:

1. Access the System Administrator responsibility.

2. Select Profile, then System.

3. On the Find System Profile Values form, deselect the Site check box, select the Responsibility check box, and enter the name of the responsibility that you want to flag as external (clicking the ellipses at the end of the field places you in a search window where you can search for the responsibility name). The following example shows the Supply Chain Collaboration Manager responsibility.

Figure 3–1   Find System Profile Values Form

4.   In the Profile field, enter POS: External Responsibility Flag.

5.   Click Find.

Figure 3–2   Profile Field

When the System Profile Values form opens, you see an open field at the intersection of the row for the profile option POS: External Responsibility Flag and the column for the responsibility that you chose.

Figure 3–3   System Profile Values form
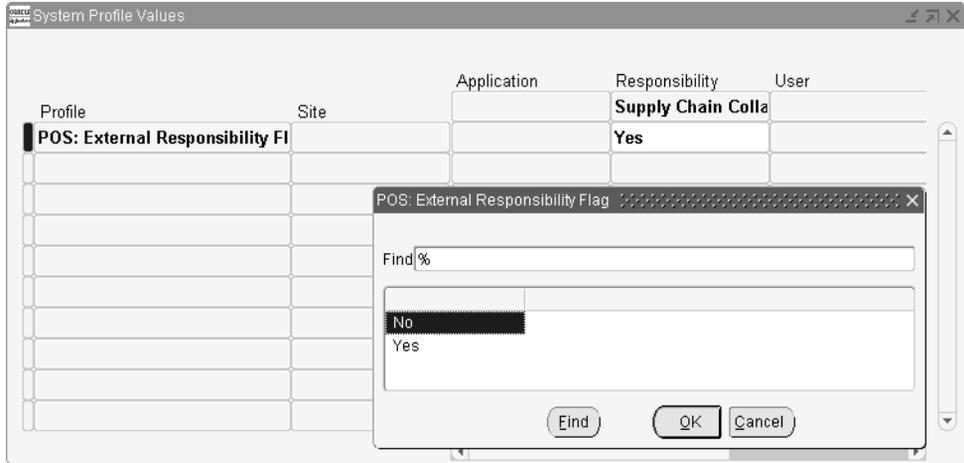
6. At the intersection of the appropriate Profile row and the Responsibility column, click the field and select Yes to flag this responsibility to be externally grantable, or No to keep this responsibility internal only.

7. Save your work.

8. Continue flagging any additional responsibilities by querying up the responsibility definition and setting the POS:External Responsibility Flag to Yes.

   See *Oracle Applications System Administration Guide* for instructions on setting system profile options.

3.2.2 Step 2: Set Default Application Responsibilities (Required for Invitation)

To simplify the registration process, you can set a default responsibility for each collaboration suite application. Then, when Sourcing Buyers or Supplier User Administrators invite supplier users to register, administrators can specify in advance the applications to be granted to each user.

At approval time (after the supplier user has completed and submitted the registration request), the default responsibilities associated with the applications that were previously selected appear on the approval page. The approver can accept

these default responsibility selections or modify them as needed. The defaults are deselected and/or additional external responsibilities are granted. Note that default responsibilities must be flagged as external responsibilities.

To define default responsibilities:

1. Access the System Administrator responsibility.

2. Select Profile, then System.

3. On the Find System Profile Values form, enter one of the following in the Profile search field:

   - Sourcing Default Responsibility.

   - iSP Default Responsibility for External User.

   - Collaborative Planning Responsibility.

4. For each profile, define a default responsibility. Typical defaults include:

   - Sourcing Supplier for Sourcing Default Responsibility.

   - Supplier Portal Full Access for iSP Default Responsibility for External User.

   - Supply Chain Collaboration Planner for Collaborative Planning Responsibility.

See *Oracle Applications System Administration Guide* for instructions on setting system profile options.

3.2.3 Step 3: Set the Web Server URLs (Required for Invitation)

To ensure that supplier users can register, log into the system, and receive notifications, you must set up the necessary server URL addresses.

1. Access the System Administrator responsibility.

2. Select Profile, then System. On the Find System Profile Values form, enter POS% in the Profile field, and click Find (POS is the product shortcode for Oracle iSupplier Portal).

3. The System Profile Values form shows all profiles beginning with POS.

   - Set the POS: External URL to http or https://<external web server machine>:<port> For example:

     http://external.oracle.com:10333 or
     https://external.oracle.com:23423

If the customer still wishes to use PHP related login pages and navigation then the "POS: External URL" should be of the format: http or https://<ServerName>:<PortNo>/pls/<DADName>

Example: http://external.oracle.com:2222/pls/simpledad

- Set the POS: Internal URL to http or https://<internal web server machine>:<port>

4. Return to the Find System Profile Values form. Deselect the Site check box and select the Responsibility check box.

> **Note:** Steps 5 through 9 do not apply if you have changed the hierarchy type of the Application Framework Agent profile option to Server. The steps are only applicable if you have changed the hierarchy type of the Application Framework Agent profile option to Security.

5. In the Responsibility search field, enter POS: Supplier Guest User.

6. In the Profile field, enter Application Framework Agent.

7. Click Find.

8. When the System Profile Values form displays, set the POS: Supplier Guest User responsibility level to the external web server value: http or https://<external web server machine>:<web port>

See *Oracle Applications System Administrator's Guide* for instructions on setting system profile options.

3.2.4 Step 4: Assign Supplier User Administrator Responsibility (Required)

All buyers in charge of managing supplier users are assigned the Supplier User Administration responsibility. Your purchasing organization can identify the users who are involved with your company's supply base management.

See *Oracle Applications System Administrator's Guide* for instructions on assigning responsibilities.

4

Implementing Prospective Vendor Registration and Profile Management

4.0.1 Prospective Vendor Registration, Profiles, and Management Groups

Prospective Vendor Registration and Supplier Profile Management ease the administrative burden faced by trading partners conducting business.

New suppliers can register with the buying organization to indicate their interest in establishing a business relationship. Suppliers are also able to access and update a profile of key company details online. This information is used by buyers to directly modify supply base information in their purchasing and payables system. Modifying supply base information results in a significant reduction in the volume of forms and direct contact between the two organizations.

4.0.1.1 Prospective Vendor Registration

The Prospective Vendor Registration feature allows buyer organizations to accept unsolicited registration requests through their own Web page from suppliers with whom the company has not previously conducted business. This self-service registration process provides prospective suppliers with a Web page where suppliers can complete a simple registration form and then submit it for approval by administrators at the buying company. After a buyer administrator approves the supplier's registration request and information on the supplier is added to the buying company's purchasing and payables system, supplier user accounts for that supplier can be created and the supplier users can begin accessing and using the applications.

Table 4-1 describes the Prospective Vendor Registration Flow.

Table 4–1 Prospective Vendor Registration Flow

Buyer Actions	Supplier Actions	Comments
N/A	1. Supplier user clicks registration link on buyer's web site.	N/A
N/A	2. Supplier fills out and submits registration page.	E-mail notification is sent to administrator requesting registration approval.
3. Buyer Administrator approves or rejects the supplier registration request.	N/A	E-mail notification is sent to supplier user who submitted the supplier registration request with request status.
4. If approved, prospective supplier is created, and a user account is set up for user who registered the company.	N/A	User is assigned external user default responsibility.

4.0.1.2 Supplier Profiles

After a supplier company's registration request is approved by a buyer administrator, a company profile is created for that supplier.   Supplier profiles contain company information such as tax IDs, Dun and Broadcaster numbers, supplier addresses and contact names, descriptions of goods and services provided by the supplier, classification details such as ownership status (for example, minority-owned) and bank account details. Suppliers maintain the information and update it as needed. Suppliers have the responsibility for ensuring the information about their company is current and correct.

Buyer administrators can access and, if necessary, maintain the information contained in a supplier's company profile. As appropriate, buyer administrators use this information to update the purchasing and payables system with any new details that a supplier provides. For example, a supplier may add new addresses or contact information. Buyer administrators can view this new information and use it to update any corresponding site or site contact information in the purchasing and payables system that is no longer current. Through the use of Supplier Management Groups, you can divide the responsibility for maintaining supplier information among several buyer administrators. See Implementing Supplier Profile

Management (Optional) later in this chapter for more details on Supplier
Management Groups.

New suppliers typically create their own profiles after they are registered. However,
if you are implementing supplier profile management, and you have suppliers that
already exist in your purchasing and payables system, you can use their existing
details to create their profile rather than have the supplier re-enter all the
information.

Table 4-2 describes the Supplier Profile Creation Flow for a new supplier.

Table 4–2   Supplier Profile Creation Flow - New Supplier

Buyer Actions	Supplier Actions	Comments
N/A	1. Supplier accesses self-service registration website, completes and submits registration form.	Notification of registration request is sent to buyer administrator(s). Registration request also appears as "Pending Approval" on the **Pending Supplier Registration** pages.
2. Buyer administrator views registration request and approves or rejects the request.	N/A	If approved, a supplier record and user account is created for the requester from the supplier. The requestor is then assigned the default responsibility for newly registered user. Notification is sent to supplier with request status.
3. Buyer administrator assigns new user Supplier Profile Manager responsibility	N/A	N/A

Buyer Actions	Supplier Actions	Comments
N/A	4. Supplier user can begin creating supplier profile.	Supplier specifies company summary information, defines an address book and a contact directory, adds bank account details, and declares any appropriate business classifications or certifications (for example, minority-owned status). The supplier also identifies the goods and services the company can provide.

Table 4-3 describes the Supplier Profile Creation Flow for an existing supplier.

Table 4–3 Supplier Profile Creation Flow - Existing Supplier

Buyer Actions	Supplier Action	Comments
1. Buyer administrator accesses the information for the existing supplier.	N/A	Supplier information must already exist in the purchasing and payables system. A supplier profile should be created by buyer administrators before any suppliers are granted the Supplier Profile Manager responsibility (Step 4).
2. Buyer administrator uses existing supplier site information to create entries in the supplier's Address Book.	N/A	Supplier site information from purchasing and payables system is used to create address name and address detail entries in the Address Book.
3. Buyer administrator uses existing site contact information to create entries in the supplier Contact Directory.	N/A	Information is obtained from supplier contacts defined in purchasing and payables system. Contacts can be associated with additional addresses if needed.

Table 4–3   Supplier Profile Creation Flow - Existing Supplier

Buyer Actions	Supplier Action	Comments
4. Buyer administrator (that has been granted Supplier User Administrator responsibility) uses bank account site assignment information to create bank account address assignments.		Approved bank accounts automatically appear in the bank accounts window. A concurrent program must be run to migrate the account site assignments details.
5. Buyer administrator grants authorized supplier users the Supplier Profile Manager responsibility.		
	7. Supplier users update company profile information when needed.	
8. Buyer administrator(s) view updated information and decide whether to update the information in their purchasing and payables system.		Any new address information provided by a supplier is used to update supplier site records in the purchasing and payables system. New contact information is used to update supplier contact records.

4.0.1.3 Supplier Management Groups

Supplier Management Groups allow you to combine one or more operating units into a single management group for the purpose of administering supplier accounts. Multiple buyer administrators can be assigned to each Supplier Management Group, enabling the supplier administration workload to be balanced among several different buyer administrators, with each administrator being responsible for maintaining only a subset of the buying organization's operating unit information.

Companies frequently segregate their business operations to ensure effective management. These segregations are done by geography or line of business, or be established for administrative or legal reasons. For example, a manufacturer might have several production departments, only one of which deals with distributors in Europe. Or, a financial services company might have a separate division for each type of consulting service that it offers. These operational organizations are called

operating units. While business may be divided into multiple operating units, the management and administration of the supply base may be organized into groups of operating units.

Operating units are typically distinguished from one another by, among other things, the supplier sites and the supplier contacts with which the buying personnel for that operating unit interact.

Suppliers can add or update their company information (for example, they open a new office and therefore add a new address). When suppliers do this, buyer administrators decide whether to use the new information to update the existing purchasing and payables system information for the operating units they administer. This way, buyer administrators can use supplier information to keep their operating unit information up to date. Buyer administrators can view all supplier information, but they can only update operating units that belong to their supplier management group.

When creating supplier management groups, you select which operating units comprise the group, so the make up of the different supplier management groups should be carefully planned. It is possible that more than one team of administrators could be maintaining the supplier details for the same operating unit, and therefore this operating unit could potentially be included in more than one supplier management group. However, use of such overlapping supplier management groups are not recommended.

The following example shows a typical buying organization divided into a number operating units. Different operating unit deal with particular parts the pan-European supplier Industrial Hydraulics, Ltd. Thus, two supplier management groups have been defined so that the relevant details about Industrial Hydraulics can be updated into the appropriate operating units.   One contains the headquarters site and the other contains both the London, Frankfurt, and Paris sites.
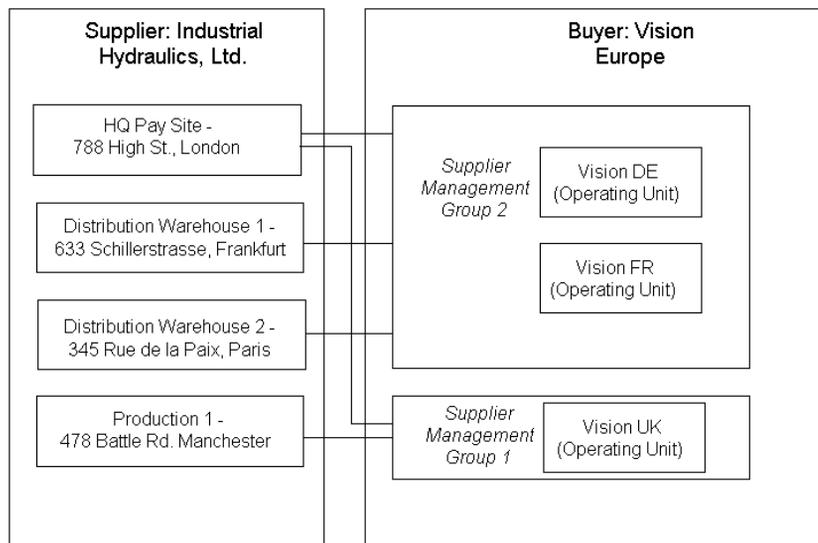
4.1 Implementing Prospective Vendor Registration and Profile Management

This section provides the following topics:

- Implementing Supplier Management Groups

- Implementing Prospective Vendor Registration (Optional)

- Implementing Supplier Profile Management (Optional)

4.2 Implementing Supplier Management Groups

Supplier management groups are defined in terms of a buying organization's operating units. Each supplier management group is maintained by one or more buyer administrators. Supplier management groups allow buyer administrators to use supplier profile information for mass updates to all the operating units that they administer. Using supplier management groups allows you to control which operating units a particular buyer administrator can maintain.

To implement supplier management groups:

1. Plan Your Supplier Management Groups.

2. Create Your Supplier Management Groups.

3. Create and Assign Customized Responsibilities for Buyer Approvers.

4. Assign Customized Responsibilities to Users.

4.2.1 Step 1: Plan Your Supplier Management Groups (Required)

The purpose of supplier management groups is to allow buyer administrators to view supplier information and, where appropriate, use that information to update the operating units they administer.

Each supplier management group consists of one or more operating units. How you allocate your company's operating units among your supplier management groups is a design decision that you would base on the business practices that your company uses to maintain its supply base.

For example, company A has a centralized control center for all its suppliers and has a single supplier management group that contains all operating units for the company. Company B, however, distributes control over suppliers regionally and so has multiple supplier management groups, each containing only the operating units appropriate for that region.

In some cases, the same operating unit may be contained in multiple supplier management groups. This is not recommended, however, since it can lead to confusion between the overlapping groups. The confusion being whether an update to a supplier's profile has been applied to each of the supplier management groups' operating units within the purchasing and payables system.

Before defining your supplier management groups you should:

- Identify all the operating units that are within your enterprise and decide which ones will participate in a supplier management group.

- Determine how to divide up your operating units and compile lists of units for each group.

- Determine a unique name for each management group that you create.

- Determine the unique name for each customized responsibility that you create to access each supplier management group.

- Identify the buyer administrators for each supplier management group.

Use the information that you gather to implement your supplier management groups as detailed in the instructions in the subsequent steps.

4.2.2 Step 2: Create Your Supplier Management Groups (Required)

Supplier management groups are collections of operating units that are grouped together to provide easy administration of supplier information. Each Supplier Management Group is defined using the HR Security Profile.

To create Supplier Management Groups defined by Operating Unit:

1. Access the Super HRMS Manager responsibility.

2. Select Security and then Global Profile.

Figure 4–1 Global Profile Page

3. On the Global Security Profile form, enter a name. This is the unique name for your supplier management group that you identified during your planning phase.

4. Verify the Employee, View Contingent Workers, and View Applicants fields are set to None, and the View Contacts field is set to Restricted.

5. On the Organization Security tab, select **Secure organizations by organization hierarchy and/or organization list** as Security Type.

6. Use the multi-row table to specify all the operating units that comprise this supplier management group. These can be from multiple business groups.

    ■ Enter Operating Unit as the Classification.

    ■ Select the operating unit from the Organizations menu.

    > **Warning:** There must be an inventory organization defined for each operating unit that is to be included in a supplier management group in order for the Prospective Vendor Registration, Address Book and Contact Directory features within Supplier Profile Management to function properly. If any of the operating units that are to be included in a group does not have an inventory organization defined, then you must set one up manually.

7. Continue until you have defined all the operating units for this group.

8. Save your work.

9. After all of the required security profiles are defined, run the Security List Maintenance concurrent program with the appropriate Request Parameters. Where there are no other security profiles in the system, the Generate Lists parameter should be set to All Global Profiles.

To create Supplier Management Groups defined by Business Group:

If your supplier profile management assignments mirror your business group structure, you can create security profiles associated with business groups and then assign the security profile to the appropriate responsibility.

1. Access the Human Resources responsibility.

2. Select Security, then Define Security Profile, then Security Profile

3. Select a business group and continue creating your security profile.

4. Save your work.

5. After all of the required security profiles are defined, run the Security List Maintenance concurrent program with the appropriate Request Parameters. Where there are no other security profiles in the system, the Generate Lists parameter should be set to All Global Profiles.

See the *Implementing Oracle HRMS* manual for information on security profiles.

Within each supplier management group, only those operating units that have financials, payables, purchasing, and receivables setup are utilized. The system ignores any operating units in the group that do not have these options setup, and will not promote any of the supplier's profile details to these operating units.

4.2.3 Step 3: Create Customized Responsibilities for Buyer Approvers (Required)

There can only be a single supplier management group associated with a specific responsibility. Thus, if you need to assign multiple administrators the same responsibility so that they can manage different groups of operating units, you must create a customized responsibility for each separate supplier management group.

Use the Supplier Profile Administration responsibility as the model for each of these customized responsibilities. After you have created your responsibilities, you assign them to the appropriate buyers. These buyers can then approve registration requests as well as maintain supplier profiles.

You can assign the same supplier management group to multiple responsibilities.

To create a customized responsibility:

1. Access the System Administrator responsibility.

2. Select Security, then Responsibility, then Define.

3. On the Responsibilities form:

    ■   Enter a name for your new responsibility (for example, Supplier Profile Administrator - Western Region).

    ■   Enter a unique ID for your new responsibility.

    ■   Enter Oracle Internet Supplier Portal as the Application.

    ■   Enter Standard as the Data Group.

    ■   Enter Oracle Internet Supplier Portal as the Data Group application.

    ■   Enter Supplier Management as the Menu value.

    ■   In the Available From section, ensure Oracle SSWA is selected.

    ■   When you finish entering your responsibility definition, your form should look similar to Figure 4-2.

Figure 4–2   Responsibility Definition Form

4. Save your work.

5. Return to the Responsibility navigator.

6. Select Profile, then System.

Figure 4–3   Find System Profile Values page

7. On the Find System Profile Values form, enter **HR: Security Profile** (or just **HR: Sec%**) in the Profile search field. Click Find.

Figure 4–4   System Profile Values page

8. The System Profile Values form shows the default site value for **HR:Security Profile**. If there is no value, search for and select a Security Profile for the site default.

> **Warning:** If you do not set a default site level for **HR: Security Profile** and a user is given a responsibility that is not associated with a security profile, the user has administrative access to all operating units in the company.

---

9. To assign a security profile to a particular responsibility, return to the Find System Profile Values form. Keep **HR: Security Profile** in the Profile search field.

Figure 4–5 Find System Profiles page
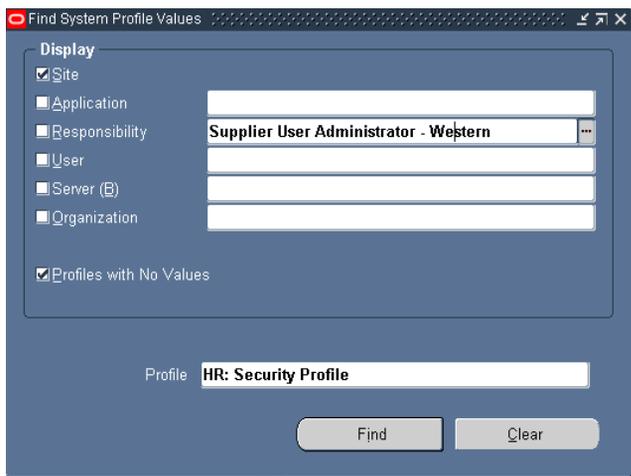
10. Select the Responsibility checkbox. In the Responsibility search field query up the responsibility to which you want to assign a security profile. Click Find.

Figure 4–6   System Profile Values page

11. When the System Profile Values form displays, an unprotected field at the intersection of the Profile row and the Responsibility column appears. Click that field and search for the supplier management group that you want to assign to the responsibility.

12. When you have assigned the correct supplier management group to this responsibility, save your work.

See the *Oracle Applications System Administration Guide* for instructions on setting system profile options.

4.2.4 Step 4: Assign Customized Responsibilities to Users (Required)

After you have created the required responsibilities and assigned them their appropriate security profiles, you must assign the appropriate responsibilities to your buyer administrators or approvers. A buyer administrator can assign multiple responsibilities (and can therefore administer multiple supplier management groups) and multiple administrators can share the same responsibility (and therefore manage the same supplier management group).

See the *Oracle Applications System Administration Guide* for instructions on assigning responsibilities to user.

4.3 Implementing Prospective Vendor Registration (Optional)

The Prospective Vendor Registration feature allows a buying organization to establish links from its own websites to a registration page where suppliers can register their primary company details. The Prospective Vendor Registration feature provides the flexibility to allow multiple business groups within the buying organization to accept and process separate registration requests.

Table 4-4 describes the Prospective Vendor Registration Flow.

Table 4–4   Prospective Vendor Registration Flow

Buyer Actions	Supplier Actions	Comment
N/A	1. Supplier user clicks registration link on buyer's web site.	Registration link contains encrypted ID and associates the user with a particular operating unit.
N/A	2. Supplier fills out and submits registration page.	E-mail notification is sent requesting registration approval.
		The request is viewable in the system in pending status.
		Any buyer administrator whose supplier management group includes the operating unit encrypted in the link to the registration page used by the supplier receives a notification of the request. There is no hierarchy of approvers.
3. Buyer Administrator whose supplier management group includes the operating unit approves or rejects the supplier registration request.	N/A	E-mail notification is sent to supplier user who submitted the supplier registration request with request status.
4.If approved, prospective supplier is created, and a user account is set up for user who registered the company.	N/A	User is assigned external user default responsibility.

The registration process automatically:

- Uses the address name provided in the registration request information to create a supplier site.

- Uses the address details to create the site details.

- Validates the information supplied against existing supplier information to prevent duplication of information. If duplicate information is found, a rejection notification is sent to the user who submitted the registration request.

- Creates a user account for the person submitting the registration request. An approval notification including a temporary password is sent to the supplier user who submitted the registration request.

- Uses the customized registration link to associate the supplier company with one of the buyer's operating units (and by extension with each supplier management group that includes the operating unit).

To implement the Self-Service Registration feature you must:

1. Install the FPI Patchset.

2. Set the default application responsibilities to be automatically assigned to new supplier users.

3. Create Striped Registration Page Links.

4.3.1 Step 1: Install FPI Patchset (Required)

To implement the Prospective Vendor Registration feature, you must first apply the TCA and HR patches for FPI.

4.3.2 Step 2: Set Default Application Responsibilities (Required)

To simplify the registration process, you can set a default responsibility for each collaboration suite application. Then when Sourcing Buyers or Supplier User Administrators invite supplier users to register, they can pre-select the applications to be granted to each user.

At approval time (once the supplier user has completed and submitted the registration request) the default responsibilities associated with the applications that were previously selected appear on the approval page. The approver can accept these default responsibility selections or modify them as needed. The defaults can be deselected and/or additional external responsibilities can be granted. Note that

default responsibilities must be flagged as external responsibilities using the instructions in the previous step.

To define default responsibilities:

1. Access the System Administrator responsibility.

2. Select Profile, then System.

3. On the Find System Profile Values form, enter one of the following in the Profile search field:

   ■ Sourcing Default Responsibility.

   ■ iSP Default Responsibility for External User.

   ■ Collaborative Planning Responsibility.

4. For each profile, define a default responsibility. Typical defaults include:

   ■ **Sourcing Supplier** for Sourcing Default Responsibility.

   ■ **Supplier Portal Full Access** for iSP Default Responsibility for External User.

   ■ **Supply Chain Collaboration Planner** for Collaborative Planning Responsibility.

See *Oracle Applications System Administration Guide* for instructions on setting system profile options.

4.3.3 Step 3: Create Striped Registration Page Links (Required)

The buying organization may want to associate its registered suppliers with different organizations that are within the company. Typically, this occurs because different parts of the business attract distinct types of suppliers (for example, metal processing for the manufacturing division versus contract services for the consulting division). Such divisions are achieved by creating multiple registration page links from the buying organization's website. Each link contains a reference to a particular operating unit, and the supplier who uses that link when registering is associated with that operating unit. By using striped registration page links, the buying organization, through the registration process itself, can control the association of an operating unit with a supplier.

4.3.3.1 To create registration page links striped by operating unit:

1. Access the Purchasing Super User Responsibility.

2. Select Setup, then Profile Management Configuration, then Organization Encryption.

3. Select the operating units to be encrypted.

4. Click Encrypt.

5. The encryption string for that operating unit is displayed.

6. Create customized hyperlinks from the home page to the registration page. There should be one hyperlink for each encrypted operating unit ID. The hyperlink format is:

   <A HREF=
   "http or https://host:port/OA_
   HTML/jsp/pos/suppreg/SupplierRegister.jsp?**ouid=<encrypted operating unit ID>">***registration link text***</A>**

4.4 Implementing Supplier Profile Management (Optional)

By using Supplier Profile Management, buying organizations can allow suppliers to enter and maintain information on their company. This enables the supplier to be responsible for adding new information and ensuring that existing information is up to date. Through profile management, suppliers can provide the buying organization with key details about their company, such as location and contact information, major business classifications, banking details, and category information about the goods and services that they provide. Allowing suppliers to enter and update this information eases the administrative burden of maintaining the business relationship information between the buyer and supplier companies.

Supplier profiles consist of:

- Supplier Summary Information

- Supplier Address Book

- Supplier Contact Directory

- Business Classification/Certification Information

- Product and Services Listing

- Supplier Bank Account Details

As suppliers enter new information or change existing information, buyer administrators are notified of the changes, and the status of the profile information is updated. Buyer administrators can review the changes and use the changes to the Address Book, the Contact Directory, and the Bank Account details to update the corresponding information in the purchasing and payables systems. When using details of the supplier's profile to update the purchasing and payables system, updates are only applied to the operating units in the supplier management group administered by the buyer administrator. Supplier address book details are used to create and update site records in the purchasing and payables system. Contact Directory entries are used to create or update site contact records. Bank Account details are used to update the payables system as well as site assignment information.

For addresses and contacts, the update process creates links between the supplier's profile and the details stored in particular operating units in the purchasing and payables system. These links are used to ensure that when a change is made to an address book or contact delivery entry in the supplier's profile, the system knows which operating unit to update when the buyer administrator promotes the changes to the purchasing and payables system. If the supplier's details are used in multiple operating units that are covered by multiple supplier management groups, any update by a buyer administrator only uses the subset of links applicable to their supplier management group.

Establishing these links is particularly important for existing suppliers who have details in different operating units in the purchasing and payables system but do not yet have a supplier profile. Tools are provided that allow buyer administrators to use the details from the purchasing and payables system to create Address Book and Contact Directories entries, automatically establishing the links between the appropriate records. This ensures that when suppliers subsequently change any of their profile details, the relevant records in the purchasing and payables system can be updated using the links established. If instead, existing suppliers are allowed to create their own address book and contact directory records, these will not be linked to any of the corresponding records that already exist in the purchasing and payables system. It will be up to the buyer administrators to manually link these records to the corresponding details in the purchasing and payables systems.

To implement the Supplier Profile Maintenance feature, you must:

1. Install FPI Patchset (Required).

2. Define Business Classifications List of Values (Optional).

3. Set Up Products and Services Classifications (Optional).

4. Create Address Books for Existing Suppliers (Required).

5. Create Contact Directory for Existing Suppliers (Required).

6. Migrate Account Assignments for Existing Supplier Bank Accounts.

7. Assign Supplier Profile Manager Responsibility to Appropriate Supplier Users (Required).

Steps 1-3 are only performed once. Steps 4-6 are performed once for each existing supplier.

4.4.1 Step 1: Install FPI Patchset (Required)

To implement the Supplier Profile Maintenance feature you must first install the TCA and HR patches for patchset FPI. Note that if you previously implemented the Supplier Self-Service Registration feature, you have already installed these patches and do not need to install them again.

4.4.2 Step 2: Define Business Classifications List of Values (Required)

You can define a list of business classifications that you would like new and existing suppliers to use to classify themselves. For example, you may have legal requirements to which you must adhere that differentiate between types of suppliers or for which a particular supplier must be certified. The business type and certification status can be tracked in the Supplier Profile.

The system comes pre-seeded with the following values:

- Minority Owned

- Woman Owned

- Small Business

- Hubzone

- Veteran Owned

- Service Disabled Veteran Owned

You cannot delete or update Minority Owned, Woman Owned, and Small Business values, but you can remove or update the other values, and you can add additional values as needed.

To define the classifications available to your suppliers:

1. Access the Application Developer responsibility.

2. Select Application, then Lookups.

3. Select Application Object Library.

4. Search the Type field for POS_BUSINESS_CLASSIFICATIONS.

Figure 4–7   Lookup Types page
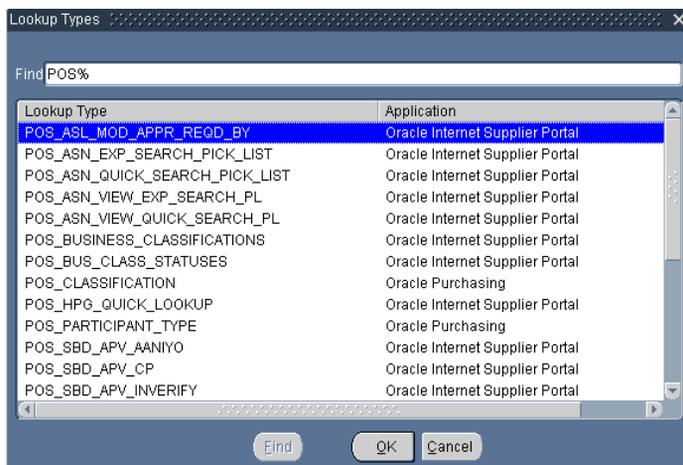
5. Click OK to display the existing business classifications.

Figure 4–8   Application Object LIbrary Lookups page

6. Edit the list to include your new classifications. Deselect the Enabled checkbox to remove any existing classifications. Add a new row to the table to include any new classification.

7. Save your work.

4.4.3 Step 3: Set Up the Products and Services Classifications (Required)

You can use the values available from the Purchasing Item Categories flexfield to set up a list or hierarchy of products and service categories by which you would like your suppliers to classify themselves. This affords the buying organization the opportunity to gather much more detailed information than can be determined only from the supplier's SIC code or similar information. Once you have identified the appropriate categories, suppliers can classify themselves in their profiles.

The Products and Services Classification setup should only be done once. Any subsequent change to the configuration would cause suppliers to lose any existing category data entered.

4.4.3.1 To set up products and services categories:

1. Access the Purchasing Super User Responsibility.

2. Select Setup, then Profile Management Configuration, then Products and Services Setup.

3. On the **Products and Services Category Setup** page, ensure the appropriate segments are in the Selected Segments section. The **Products and Services Category Setup** page will display a list of available category segments. The segments to be used for the definition need to be selected. Where it is intended for a hierarchy to be established, the segments should be ordered to match the levels required in the hierarchy.

> **Note:** The POS: Product and Service Segment Definition option can only reference segments with a validation type of Independent, Dependent, Translatable Independent, Translatable Dependent, and/or Table. Segments with any other validation type cannot be used. Also, segments with a validation type of Table cannot have blank variables in any of the table columns or the WHERE/ORDER BY fields.
>
> If you wish to use segments whose validation types do not follow the rules above, you must either change the validation type or define a new segment with a proper validation type.

4. Click Apply.

4.4.3.2 To filter out unnecessary product/service values:

Not all the category values used by the Item Categories flexfield may be appropriate for selection by your suppliers. You can filter category values so they are not visible to suppliers and thus cannot be selected for categorization.

1. Access the Purchasing Super User or the Purchasing Manager associated with the operating unit you wish to update.

2. Select Setup, then Items, then Categories, then Default Category Sets.

3. Find and note the category set used for the Purchasing Functional Area.

4. Select Category Sets.

5. Find the Operating Unit for which you wish to filter the item display. (Note the search field searches on Operating Unit code not name.)

6. On the Category Sets form, search for the category set identified above.

7. Note the Flex Structure value.

8. Close the form and select Category Codes.

9. On the Find Structures form, enter the flex structure name identified above. Click Find.

10. On the Categories form, deselect the Viewable by Supplier checkbox for any categories you wish to hide from your suppliers.

11. Save your work.

4.4.4 Step 4: Create Address Books for Existing Suppliers (Required)

For each supplier's profile, there is one address book. This book contains the address names and address details for all that supplier's locations.

If the supplier already exists in your purchasing and payables system, they already have site name and detail information for particular operating units. When you implement the supplier profile feature, you use this existing supplier information to create entries in the supplier's address book. You should create address book entries using existing information before you allow existing supplier users access to their profiles. This way, you can ensure that the links between the existing supplier site information and the new supplier address book records are created correctly. Creating links between existing site records and the supplier address book ensures that future updates to addresses will be processed correctly, and the appropriate site information in the purchasing and payables system will be updated when new information is added or existing information is changed in the supplier profile. If you allow suppliers to create entries in their address book before you have created the links between the address book and the existing site information, you (or a buyer administrator) will have to manually link any new address information to the existing site information.

4.4.4.1 Creating Address Book Entries Using Existing Site Record Information

Your existing suppliers will most likely have sites divided among several of your buying organization's operating units and there may be discrepancies between the data stored in the different operating units. When you create the supplier's address book, you want to consolidate as much of this location information as possible. The Supplier Profile Management feature provides tools that simplify the creation of address book entries using existing site information. These tools allow you to select common site records in multiple operating units and use their details to create a single address record. You can also identify potentially conflicting or inconsistent site information across operating units and modify the information as needed to allow for the correct creation of an address.

For example, there may be site records in different operating units that share a common name but have inconsistent details, or sites that have the same details but different names. Once you have begun using site records to create address entries, there may be sites that cannot be used because they would conflict with the newly created address name or details.

4.4.4.2 Rules for Handling Site and Address Inconsistencies

When creating addresses, buyer administrators can only view and use existing details for sites in the operating units within their supplier management group. They can review site information and then select multiple site records to use to create address entries. Any inconsistencies or conflicts in the site records they have selected will be highlighted to the buyer administrator so that they can take the appropriate remedial action.

For example, assume that a supplier has a site record called HQ defined in two operating units and that one has site details of 507 5th Ave., New York, and the other has site detail of 567 Market St., San Francisco. You can select both sites and try to create an HQ address, but a warning will be generated since the system will not be able to determine which is the correct HQ entry to use.

When the system detects conflicting site name or details information between sites you have selected for address creation, you receive a message and can choose from the following options:

- If you have selected sites that have duplicate site names but different site details, you receive an error message and should do one of the following:

    - Deselect one of the conflicting entries and continue generating addresses, so that the correct record is used to generate the address.

    - Cancel and modify the site details of one of the entries to mirror the details of the other before attempting to create addresses again. This modification must be made in the purchasing and payables system.

- If there are duplicate site details but different site names, you receive a warning message asking you whether you wish to create separate addresses that share the same details. In this case you should:

    - Deselect one of the conflicting entries and continue generating the addresses.

- cancel and modify the site details of one of the entries to mirror the details of the other. This modification must be made in the purchasing and payables system.

- continue with both site/address combinations to create multiple address entries.

4.4.4.3 Address Book Creation Example

The following example shows how existing supplier site information can be used by buyer administrators to create address book entries for an existing supplier.

Assume that a supplier exists in your purchasing and payables system with six site records. These sites are setup across four operating units as shown in the table below. Also, assume that there are two supplier management groups (Group 1 and Group 2) that each contain two of the operating units.

Table 4–5   Example Site Information for Existing Supplier

Management Group	Operating Unit	Site Name	Site Details
Management Group 1 (G1)	Vision Europe	HQ	4558 High St., London
		South	674 Via DeVinci, Milan
	Vision France	HQ	324 Rue de la Paix, Paris
Management Group 2 (G2)	Vision Consulting	HQ	4558 High St., London
		Central	4558 High St., London
		Southeast	345 Via Verdi, Rome
	Vision Services	Central	324 Rue de la Paix, Paris
		North	455 Sveagatan, Stockholm
		South	345 Via Verdi, Rome
		HQ	567 Banhofstrasse, Zurich
		East	345 Via Verdi, Rome

The buyer administrator for management group G1 accesses the **Create Address from Site Details** page and sees the following addresses listed as available for address creation. At this point, no addresses actually exist in the address book, so all the site entries (site name/site details combinations) defined for his operating units are available for address creation.

4.4.4.4 Step 1: Buyer Administrator for Group One Creates Address Book Entries

Table 4–6   Creation Step 1: Buyer Administrator (Group 1) Creates Address Book Entries: Before

Address Book Entries	Sites Available to Create Addresses	Sites Not Available to Create Addresses
N/A	HQ 4558 High St., London	N/A
N/A	South 674 Via DeVinci, Milan	N/A
N/A	HQ 324 Rue de la Paix, Paris	N/A

The buyer administrator knows that the London site represents the supplier's HQ and that the Paris site needs to me renamed to something more appropriate, so the buyer selects only the London and the Milan sites for address creation. The addresses for London and Milan are created in the address book, and the Paris HQ site becomes unavailable for address creation since its site details conflict with those for an existing HQ address.

At this point, the buyer administrator for supplier management group G1 has created all the addresses possible.

Table 4–7   Creation Step 1: Buyer Administrator (Group 2) Creates Address Book Entries: After

Address Book Entries	Sites Available to Create Addresses	Sites Not Available to Create Addresses
HQ 4558 High St. London	N/A	HQ 324 Rue de la Paix, Paris
South 674 Via DeVinci, Milan	N/A	N/A

4.4.4.5 Step 2: Buyer Administrator for Group Two Creates Address Book Entries

Now the buyer administrator for management group G2 starts creating entries for the address book.

When he or she initially accesses the Create Addresses from Site Details page, he or she sees six out of eight sites that are available for address creation. There are eight possible sites defined in the operating units that he administers. Two of the possible sites (HQ and South) are unavailable since their site names conflict with the two existing addresses previously created by the buyer administrator for management G1.

He also notices that the site entry, HQ/4558 High St., London shows up as available for address creation. This is because its details exactly match the HQ address record previously created by the administrator for supplier management group G1. If it is selected for address creation, it is simply linked to the existing address.

Table 4–8   Creation Step 2: Buyer Administrator (Group 2) Creates Address Book Entries: Before

Address Book Entries	Sites Available to Create Addresses	Sites Not Available to Create Addresses
HQ 4558 High St. London	HQ 4558 High St., London	South 345 Via Verdi, Rome
South 674 Via DeVinci, Milan	Central 4558 High St., London	HQ 567 Banhofstrasse, Zurich
N/A	Central 324 Rue de la Paix, Paris	N/A
N/A	North 455 Sveagatan, Stockholm	N/A
N/A	Southeast 345 Via Verdi, Rome	N/A
N/A	East 345 Via Verdi, Rome	N/A

If the buyer administrator for supplier management group G2 selects all the available sites shown in the table above and tries to create addresses, the system will return an error message because two of the entries share the same site name (Central) but different details. (Note this error always precedes the similar warning message that is raised if a site selected for address creation shares the same details as an existing address but has a different name. The Central site in the Vision Consulting operating unit shares the same details as the new HQ address).

The buyer administrator can choose to modify the details for one site to make it match the other or deselect one of the conflicting sites. In this example, the administrator selects the Central/324 Rue de la Paix, Paris site to be known as Central.

The administrator also receives the warning message that the warning message that two of the site entries share the same details but have different names. This is only a warning. Two addresses can have the same address details as long as they have differing names. In the example, the buyer administrator deselects the Southeast site entry and continues creating addresses.

Once the buyer administrator for management group G2 has resolved all conflicting site information, the final address book for the supplier contains the addresses shown below.

Table 4–9 Creation Step 2: Buyer Administrator (Group 2) Creates Address Book Entries: After

Address Book Entries	Sites Available to Create Addresses	Sites Not Available to Create Addresses
HQ 4558 High St. London	N/A	HQ 324 Rue de la Paix, Paris
South 674 Via DeVinci, Milan	N/A	Central 4558 High St., London
Central 324 Rue de la Paix, Paris	N/A	Southeast 345 Via Verdi
North 455 Sveagatan, Stockholm	N/A	N/A
East 345 Via Verdi, Rome	N/A	N/A

4.4.4.6 To Create Addresses Using Existing Supplier Site Information:

1. Access the Supplier Profile Administrator responsibility.

2. On the **Supplier Manage Profile** page, search for the supplier whose site address information you wish to use to create entries in the Address Directory.

3. When the search results appear, select the supplier and click the View Details icon.

4. On the **Supplier Details** page, click Address Book.

5. On the **Address Book** page, click Create from Sites.

6. The **Create Address from Site Details** page, by default, displays all sites within the operating units you administer that are available for address creation. If necessary, you can enter values in the Site Name and/or Operating Unit and query again to reduce the number of search results.

   Only those sites from operating units that have setups for financials, payables, purchasing and receivables options will be displayed in the **Create from Sites** page.

   To see any site entries unavailable to you (because the site name conflicts with existing address names), select **Sites not available to create an Address**.

7. Select the site(s) for which you wish to create an address, and click Create Address. If there are conflicts between the addresses you are trying to create, you must correct them.

8. The **Confirmation** page notifies you the address was created successfully.

4.4.4.7 Managing Site Details

After all the addresses have been created for a supplier, the **Manage Site Details** page can be used by administrators to maintain the sites that are linked to an address. Existing sites can be unlinked from the address (so that any changes to the address will not be reflected in that particular site), eligible sites can be linked with the address and the administrator can check to see if there are any sites that are similar to the address but that would need to be modified before they can be linked to the address.

To find out which sites exist but need to be updated before they can be used to create an address or linked to an existing address:

1. Access the address book and click the Manage Site Details icon for the existing address.

2. On the **Manage Site Details** page, select **Supplier sites similar to the Address that cannot be linked,** and then click Go.

3. The **Site Details** page for that supplier address shows any sites which conflict with this address. It also shows the operating unit containing that site. Use this information to access the purchasing and payables system and modify the site to remove the conflict.

4.4.4.8 Address Creation for New Suppliers

When a new supplier registers with the system, an address is automatically created in the address book using the address name provided by the supplier during registration. Also, supplier profile administrators (on the buying side) and supplier profile managers (on the supplier side) can create new addresses at any time. These addresses can be updated by the supplier and managed by the buyer. The buyer can incorporate the new supplier address information into the purchasing and payables system by navigating to the **Address Book** page, selecting the address, and clicking Update to Sites.

4.4.5 Step 5: Create the Contact Directory for Existing Suppliers (Required)

Each supplier's profile also contains a Contact Directory. This directory contains the names and communication details for all of the contacts at the supplier that are appropriate for conducting business with the buying organization. Management of the Contact Directory is similar to that for the Address Book.

If the supplier already exists in your purchasing and payables system, it will already have contact details in one or more of your operating units. When you create the supplier profile, you must use this existing site contact information to create the entries in the supplier's Contact Directory. These should be created before you allow existing supplier profile managers access to their profiles. This ensures that the links between the existing supplier site contact information and the new supplier profile are created correctly. Creating links between existing site contact records and the supplier contact directory ensures that future updates to contacts will be processed correctly and the appropriate site contact information in the purchasing and payables system will be updated when new information is added or existing information is changes in the supplier profile. If you allow suppliers to create entries in their contact directory before you create the links between the contacts and the existing site contact information, you will have to manually link any new contact information to the existing site contact records.

4.4.5.1 Creating Contact Directory Entries Using Existing Site Contact Record Information

As with addresses, existing suppliers will most likely have site contacts defined for multiple sites across several buying organization's operating units. There may be discrepancies between the data stored in the different sites and/or operating units. When you create the supplier's contact directory, you want to consolidate as much of this contact information as possible.

Each site contact will create a new Contact Directory record unless there is an exact match between the first name, last name and phone number for the contacts. These is no check for similar site contact records.

Since site contacts are defined for specific sites, a corresponding address entry for that site must exist in the Address Book before the site contact can be used to create an entry in the Contact Directory. Until the address exists, the site contact will not be available on the **Create Site Contacts** page.

4.4.5.2 Creating the Contact Directory Using Existing Information

An address must exist for each site whose site contacts you wish to setup into the Contact Directory.

To use existing site contact information to create a Contact Directory for the supplier:

1. Access the Supplier Profile Administrator responsibility.

2. On the **Supplier Manage Profile** page, search for the supplier whose site information you wish to use to create entries in the Contact Directory.

3. When the search results display, select the supplier and click the View Details icon.

4. On the **Supplier Details** page, click Contact Directory.

5. On the **Contact Directory** page, click "Create from Site Contacts."

6. On the **Create Contact Directory Entries from Site Contacts** page, select the contacts you wish to create and click Create Contact Directory Entry. This will create an entry for every site contact/site details defined for the supplier in the purchasing and payables system.

4.4.5.3 Associating Additional Addresses with a Site Contact

When you use the existing supplier information to create entries in your Contact Directory, an entry is created for each site/contact combination you select. However, in addition to the contact/address combination created by the system, you may wish to associate a particular contact with additional addresses in the Address book.

To associate a contact with an additional address:

1. Access the **Contact Directory** page to display all the contacts you have defined for this supplier.

2. Click the Manage Address Details icon to display the **Manage Address Details** page for that contact.

3. Select the **Addresses available to be linked to the contact** radio button, and click Go. The **Manage Address Details** page redisplays with any additional supplier addresses to which the contact can be linked.

4. Select the address(es) and click Add Link to Contact. This creates a new link between the contact and the address.

4.4.5.4 Creating Additional Contacts

After the system has been implemented, suppliers can create new contacts and associate them with addresses. Buyer administrators can choose to accept these new contacts and, additionally, choose to incorporate the new information back into their core system by selecting the new entries and clicking the Update to Site Contacts button.

4.4.6 Step 6: Migrate Account Assignments for Supplier Bank Accounts

Each supplier can maintain their bank account and account assignment information in their profile. This allows suppliers to specify the bank accounts they have and the locations where the accounts are used.

For existing suppliers, bank account details will be automatically visible in their profile. However, account assignment information will not be available until the details have been migrated from the payables system into their profile. This is done using a concurrent request script.

The script will migrate the supplier and site assignment details for each account into the supplier's profile. If there are inconsistencies between the site assignment settings in different operating units (such as the account site assignment is primary in one operating unit but not in another), then the details will not be migrated to the profile.

To migrate account Assignments for Supplier Bank Accounts:

1. Access the Purchasing Super User responsibility.

2. From the File menu, select Switch Responsibility.

3. In the Responsibilities window, choose Supplier Profile Administrator.

4. From the View menu, select Requests.

5. In the Find Requests window, click Submit New Request.

6. In the Submit a New Request window, select Single Request, and then select OK.

7. In the Submit Request window, select Migrate Account Assignment for Supplier Bank Accounts

8. Click within the Parameters section. In the Parameters window, select the appropriate supplier name, and then select OK.

9. Click Submit.

10. Note the Request ID for the request you submitted.

11. If you would like to submit another request, click Yes. If you are finished, click No.

4.4.7 Step 7: Assign Supplier Profile Manager Responsibility to Appropriate Supplier Users (Required)

Once you have the supplier profile successfully implemented, you should assign the appropriate supplier users the Supplier Profile Manager responsibility. This enables them to access and update their supplier profiles.

See the *Oracle Applications System Administration Guide* for instructions on assigning responsibilities.

Any update performed by a Supplier Profile Manager triggers a notification to the Supplier Profile Administrator(s). The administrators can access the changed profile and accept the update or reverse it. Accepting the update will promote the addition/changes into the purchasing and payables systems as appropriate.

5

Application Technology and Customizations

This chapter is discusses the Oracle Applications Framework (OAF) technology on which Oracle iSupplier Portal is built.

This chapter includes the following sections:

- Customizing the Oracle iSupplier Portal User Interface

5.1 Customizing the Oracle iSupplier Portal User Interface

Oracle iSupplier Portal is built upon the OAF technology. There are many aspects of OAF applications that system administrators, developers, and end-users can personalize.

- Menus and Responsibilities - You can use the Menu and Responsibility forms to personalize and maintain security for Oracle Self-Service Web Applications. You can use the forms to assign specific responsibilities to your users and designate the menus that are available to the users of a given responsibility.

- FND Messages and Lookups - You can similarly use the Messages and Lookups forms to modify existing messages and lookups or define new messages and lookups. For example, you may have a need to create additional messages for display within an application that pertains to your users, or you may want to add new lookup values to a lookup type that are applicable to your site.

- Cascading Style Sheet (CSS) - You can also modify the visual presentation styles, such as fonts and colors, that appear in Oracle Self-Service Web Applications. The styles are controlled by cascading style sheets (CSS) to reinforce a standard look and feel throughout the applications. You can

personalize the custom.xss style sheet document to modify the existing styles to your needs.

- User Interface (UI) Definition Overlays and Saved Views Through the OA Personalization Framework - You can use the functionality of OA Personalization Framework to personalize the UI of an application page. Administrators can create personalizations that overlay the existing UI and are targeted to specific audiences. End-users can create personalizations and save them as personalized views from which they can choose to display as the need arises.

OA Framework includes the OA Personalization Framework which allows you to personalize your UI look-and-feel, layout, or visibility of page content appropriate or your business needs without modifying any underlying code.

Following are some common types of personalizations you can accomplish with OA Personalization Framework:

- Change the prompt for a field or other text on a page.

- Hide or show a field on a page.

- Reorder fields or items on a page.

- Restrict data that a user can access.

- Add new buttons, links, text items, images, etc.

- Restrict query results in a table.

> **Note:** With OA Personalization Framework, your personalizations are reflected immediately on the page

For example, you may change the color scheme of your user interface, change the order in which table columns are displayed, or save personalized views of a query result and retrieve them at a later time.

To enable personalization for Oracle iSupplier Portal, you need to set the Personalize Self-Service Defn (FND_CUSTOM_OA_DEFINTION) system profile option to Yes. This profile can be set at the site, application, responsibility or user level.

When you set this profile option to Yes, a global Personalize button appears on the the top right corner of all Oracle iSupplier Portal application pages.

Figure 5–1   Oracle iSupplier Portal Personalization Link

This link takes the user to the corresponding OAF personalization page, where all personalization tasks can be done.

Figure 5–2   Personalize Page

The **Personalize** page is where you choose your personalizations. You can select your personalization context of shared regions from the Scope drop-down box.

You may search for and select your preferred function level. A function in Oracle Applications is a piece of application logic or functionality that is registered under a unique name for the purpose of assigning it to, or excluding it from, a responsibility. For example, a single region can be assigned to multiple functions, such that you can display the region from different menus on the responsibility menu tree. You can create personalizations for a region at the function level, such that the personalizations are visible only when you display the region by selecting a specific function. For example, suppose you have an updatable region and you want that region to be updatable when accessed from Function A in the menu, but to be read-only when accessed from Function B in the menu. To accomplish this, you create a function level personalization that makes all the fields read-only for Function B. You can have only one set of personalizations per region per function.

You may search for and select your preferred location.

Suppose you need to:

- Distribute to a particular location.

- Hide certain fields or buttons.

- Change labels to accommodate that location.

You can make those changes by creating location-level personalizations in the relevant regions. All end-users for the specific location will see the applied location personalizations.

A site refers to an installation of Oracle Self-Service Web Applications. Personalizations that you make at the site level affect all users of the current installation. For example, as a system administrator, you might want to make a site-level personalization where you change the table column labels to match your corporate standards. You can only save one set of personalizations per region per site.

Personalizations that you make at the organization level affect all users of that organization. For example, you might make a personalization at the organization level for a specific organization to hide certain fields because they are not pertinent to the context of that organization. You can only save one set of personalizations per region per organization.

A responsibility represents a specific level of authority within an application. Each responsibility lets you access specific functions or a set of product windows, menus, reports, and data to fulfill your role in an application. When you make personalizations at the responsibility level for a specific responsibility, the changes are effective only for the users of that responsibility. You can only save one set of personalizations per region per responsibility.

Remember to click Apply when you finalize your personalizations. After searching for and selecting the appropriate context, you can individually set personalization context by clicking Set to My Function.

For a detailed list of current functionality available through OAF personalization framework, and personalization features, see the Personalization section of the Oracle Applications Framework Personalization Guide, available on Oracle*MetaLink*.

6

Oracle iSupplier Portal Workflows

Oracle iSupplier Portal uses Oracle Workflow technology to provide a guided walk-through of business processes and to generate notifications. Oracle Workflow Builder is a graphical tool for creating, viewing, and modifying workflow process definitions. It contains a Navigator window that you use to define the activities in a process window to process a diagram.

For more information on Oracle Workflow, see Overview of Oracle Workflow in the *Oracle Workflow Guide*.

Oracle iSupplier Portal uses the following workflows:

- Supplier Change Order Workflow

- Update Capacity Workflow

- Order Modifiers Workflow

- Advance Shipment Notice (ASN) Workflow

- Purchase Order Acknowledgement (handled by PO Approval Workflow)

6.1 Customizing Oracle iSupplier Portal Workflows

The Oracle Workflow Builder is used to customize workflows. When workflows are customized, only those business flows that are submitted after the customization are affected.

The Oracle Workflow Builder is also used to create unique approval workflows for each document type in your organization. Particular workflows are associated with certain document types in the Document Type window.

6.1.1 Notifications

All notifications can be modified to meet your individual business needs. However, if the notification has a reply code, you should verify that the Result Type of your customized notification matches the transitions in the workflow diagram.

For more information on creating notifications, see the *Oracle Workflow Guide*.

6.1.2 Function Activities

You cannot modify any function activity in the Oracle iSupplier Portal workflow. However, you can replace some function activities with function activities of your own. When your replace a function activity, you are modifying the process where it is contained. If you substitute default action activities in a process with function activities that you create, you must remember the following:

- The result type of your new function activity must match the result type of the default activity. For example, a Result Type of Yes or No needs to match the result type that you specify in that function activity's corresponding PL/SQL procedure.

- If you have two results (such as Yes and No) in your function activity and corresponding PL/SQL procedure, you need to verify that there are two corresponding transitions in the workflow diagram (one for Yes and one for No). If you alter the result types and transitions in a process, be careful that you are not deleting or bypassing any special transitions or checks.

6.1.3 Messages

You can modify all of the messages to meet your individual business needs.

6.1.4 Lookup Types

You can modify all the lookup types to meet your individual business needs.

> **Note:** If you change a lookup type, verify that all activities that use the lookup type allow the change. For example, if you change the lookup type from Yes/No to something else, the activities that use that lookup type should also change their Result Type from Yes/No to whatever new lookup type you created.

For more information on Lookup Types see the *Oracle Workflow Guide*.

6.2 Supplier Change Order Workflow

The supplier change order workflow handles change requests made by the supplier and the buyer's response to those change requests, as well as implements the business rules pertaining to the supplier's change request and the buyer's response. A supplier can login to Oracle iSupplier Portal and can request for a change or do so through XML.

The supplier change order workflow supports changes on fields such as promised date, quantity ordered, unit price, supplier item, additional changes, split shipments, and acknowledgement of shipments. All change requests made by the supplier need to be approved or rejected by the buyer.

The supplier change order workflow processes the change request and sends a notification to the buyer about the supplier's intention to change the purchase order. Once the buyer responds to the purchase order, the response is processed. As part of processing the response, the workflow calls the appropriate procedures to update the existing purchase order and sends out the response notification to the supplier. All the notifications are generated dynamically according to the receiver's language preference.

Figure 6–1 Supplier Change Order Workflow
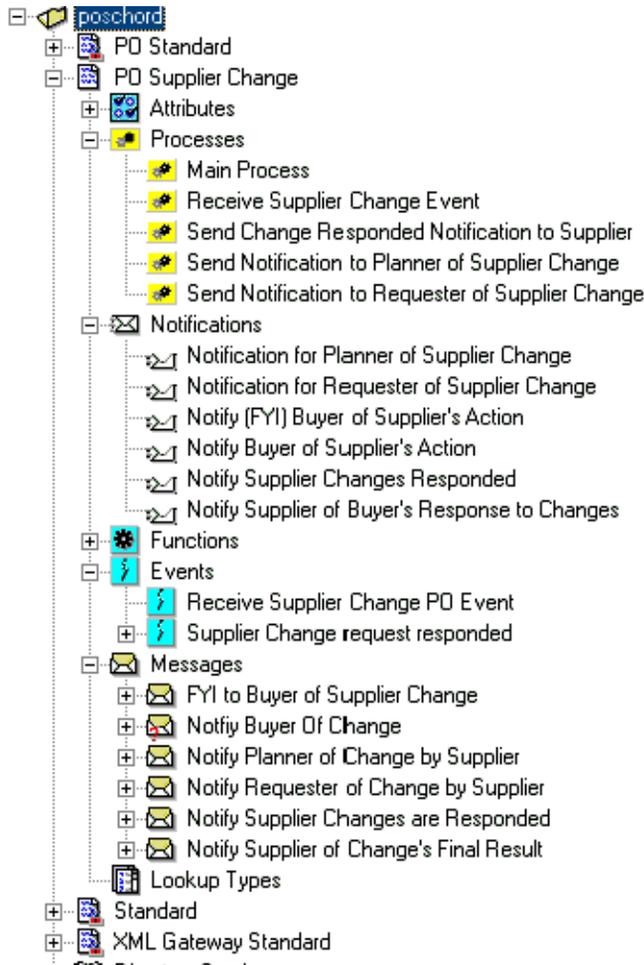
6.2.0.1 Supplier Change Order Workflow Main Process

In this process, the workflow receives a change request and sends a notification to the buyer.

Depending on the type of change requests, workflow decides if the change requires an approval or not. If the change is to the promised date, quantity, price, or shipment amount, the change request needs an approval. If the change request is for some additional information (FT Terms), it does not need any approval. In such

cases, the workflow sends a notification. The buyer can respond through e-mail, through the notification, or through Oracle iSupplier Portal. Once the buyer response is received, the change PO API is called to update the purchase order, then the PO Approval workflow is initiated.

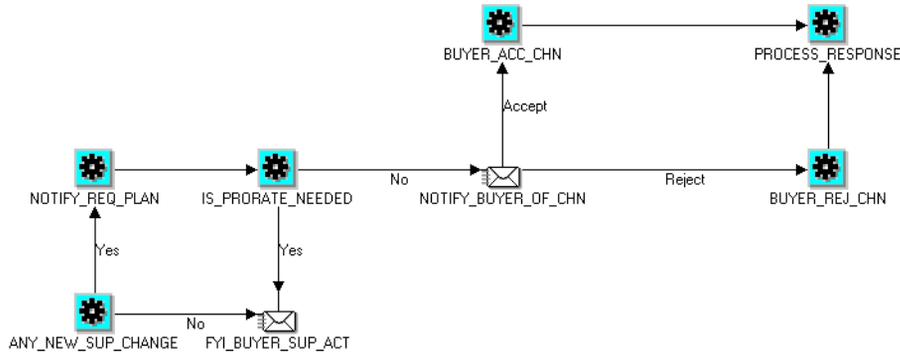*Figure 6–2   Supplier Change Order Workflow Main Process*

Table 6–1   Processes and Notifications used in Supplier Change Order Workflow

Number	Function/Notification Name	Package Procedure	Comments
1	ANY_NEW_SUP_ CHANGE	PO_SUP_CHG_ REQUEST_WF_ GRP.ANY_ NEW_SUP_CHN	Checks to see if there is a change request and whether it needs approval.
2	NOTIFY_REQ_PLAN	PO_SUP_CHG_ REQUEST_WF_ GRP.NOTIFY_ REQ_PLAN	Notify the planner and requester about the change request.
3	IS_PRORATE_ NEEDED	PO_SUP_CHG_ REQUEST_WF_ GRP.IS_ PRORATE_ NEEDED	Checks to see if the change request has an effect on other POs releases, and decides whether it needs approval or not.

Table 6–1   Processes and Notifications used in Supplier Change Order Workflow

Number	Function/Notification Name	Package Procedure	Comments
4	FYI_BUYER_SUP_ ACT	FYI to Buyer of Supplier Change (Message)	Notification to buyer which does not need any approval.
5	NOTIFY_BUYER_OF_ CHN	Notify Buyer Of Change (Message)	Notification to the buyer which needs approval.
6	BUYER_ACC_CHN	PO_SUP_CHG_ REQUEST_WF_ GRP.BUYER_ ACCEPT_ CHANGE	Buyer has accepted the change. Record the event.
7	PROCESS_RESPONSE	PO_SUP_CHG_ REQUEST_WF_ GRP.PROCESS_ RESPONSE	Handover the change request to PO Approval workflow for further processing.
8	BUYER_REJ_CHN	PO_SUP_CHG_ REQUEST_WF_ GRP.BUYER_ REJECT_ CHANGE	Buyer has rejected the change request.

6.2.1 Receive Supplier Change Event Workflow

This workflow receives and processes the response to a change request. This process is triggered from PO Approval workflow once the change is approved (accepted or rejected).

This process checks if there is any acknowledgement required by the supplier and updates the PO Acceptances accordingly. It then sends a notification to the supplier about the buyer's response. The process also checks to see if the change request came through inbound XML, and if so, triggers another event to send the response in XML format.

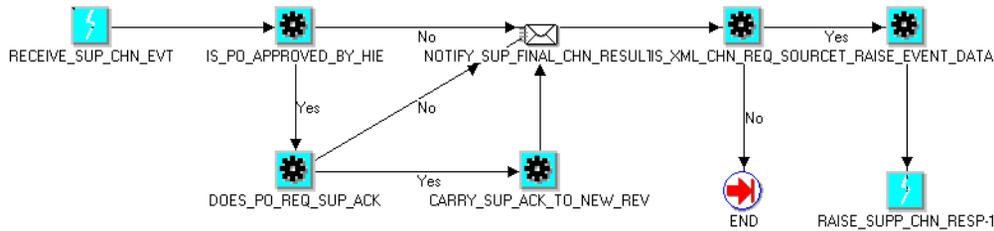**Figure 6–3   Receive Supplier Change Event Workflow**

Table 6–2   Processes and Notifications used in the Receive Supplier Change Event Workflow

Number	Function/Notification Name	Package Procedure	Comments
1	RECEIVE_SUP_CHN_ EVT	Receive Supplier Change PO Eventoracle.apps .po.event.supplie r_change	Receive the response.
2	IS_PO_APPROVED_ BY_HIE	PO_SUP_CHG_ REQUEST_WF_ GRP.is_po_ approved_by_hie	Check to see if the change request was approved by the approval hierarchy.
3	DOES_PO_REQ_SUP_ ACK	PO_SUP_CHG_ REQUEST_WF_ GRP.DOES_PO_ REQ_SUP_ACK	If the change requested by the approval hierarchy, check to see if there further changes made and if supplier needs to acknowledge.
4	NOTIFY_SUP_FINAL_ CHN_RESULTS	Notify Supplier of Change's Final Result (Message)	Notification to the buyer which needs approval.

Table 6–2   Processes and Notifications used in the Receive Supplier Change Event Workflow

Number	Function/Notification Name	Package Procedure	Comments
5	CARYY_SUP_ACK_ TO_NEW_REV	PO_SUP_CHG_ REQUEST_WF_ GRP.CARRY_ SUP_ACK_TO_ NEW_REV	See if the change request was made as part of acknowledgement and if so let it reflect on the new version of the PO.
6	IS_XML_CHNG_REQ_ SOURCE	PO_SUP_CHG_ REQUEST_WF_ GRP.IS_XML_ CHN_REQ_ SOURCE	Check to see if the change request came through XML
7	SET_RAISE_EVENT_ DATA	PO_SUP_CHG_ REQUEST_WF_ GRP.set_data_ chn_resp_evt	If the change request came through XML, set all the necessary information required for the XML generation.
8	RAISE_SUPP_CHN_ RESP-1	Supplier Change request responded (Event oracle.apps.po.event.suppchnresp).	Raise an event to indicate the change request has been responded

6.2.2 Send Change Responded Notification to the Supplier Workflow

This process handles the case when a change request is not processed through PO Approval workflow, for example, cancellations or rejections. This process is triggered by the Process_Response activity in the Main Process.

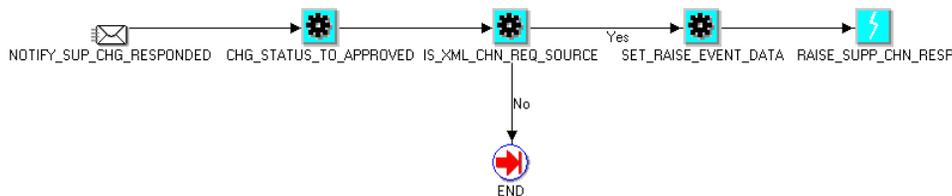*Figure 6–4   Send Change Responded Notification to the Supplier Workflow*

Table 6–3   Processes and Notifications used in the Send Change Responded Notification to the Supplier Workflow

Number	Function/Notification Name	Package Procedure	Comments
1	NOTIFY_SUP_CHG_ RESPONDEDN	Notify Supplier Changes are Responded (Message)	Send a notification to the supplier about the response.
2	CHG_STATUS_TO_ APPROVED	PO_SUP_CHG_ REQUEST_WF_ GRP.CHG_ STATUS_TO_ APPROVED	Update the change request's status.
3	IS_XML_CHN_REQ_ SOURCE	PO_SUP_CHG_ REQUEST_WF_ GRP.IS_XML_ CHN_REQ_ SOURCE	Check to see if the change request came through XML.
4	SET_RAISE_EVENT_ DATA	PO_SUP_CHG_ REQUEST_WF_ GRP.set_data_ chn_resp_evt	Set some information required for the receivers of change responded event.
5	RAISE_SUPP_CHN_ RESP	Supplier Change request responded (eventoracle.app s.po.event.suppc hnresp)	Event to indicate that the change request has been responded.

6.2.3 Send Notification to Planner About Supplier's Change Request Workflow

This process is triggered by the NOTIFY_REQ_PLAN activity in the Main Process. This process sends a notification to the planner about the change request.

Figure 6–5   Send Notification to the Planner About Supplier's Change Request Workflow

Table 6–4   Processes and Notifications used in the Send Notification to the Planner About Supplier's Change Request Flow

Number	Function/Notification Name	Package Procedure	Comments
1	NOTIFICATION_ PLAN_SUP_CHN	Notification for Planner of Supplier Change	Notification to planners about the supplier's change request.

6.2.4 Send Notification to Requester About Supplier's Change Request Workflow

This process is triggered in the NOTIFY_REQ_PLAN activity in the Main Process.

Figure 6–6   Send Notification to Requester About Supplier's Change Request Workflow

Table 6–5   Processes and Notifications used in the Send Notification to the Requester About Supplier's Change Request Workflow

Number	Function/Notification Name	Package Procedure	Comments
1	NOTIFICATION_ REQ_SUP_CHNr	Notify Requester of Change by Supplier	Notify the requester about the change request by the supplier.

6.3 Update Capacity Workflow

A supplier can accurately maintain your delivery capacity online. Buying companies can allocate planned orders taking into account your changes to the capacity constraints. This provides more accuracy and flexibility in making sourcing allocations during the organization's planning, scheduling, and procurement processes.

If a supplier is an approved supplier, they can update capacity abilities for various items. Suppliers can also define tolerance fences by Days in Advance and Tolerance Percent on the **Maintain Capacity** page. Once the updates are submitted, the buying company's buyer is notified and their approved supplier list is updated with

this information. The buying company can then allocate planned orders taking allocation and current capacities into account.
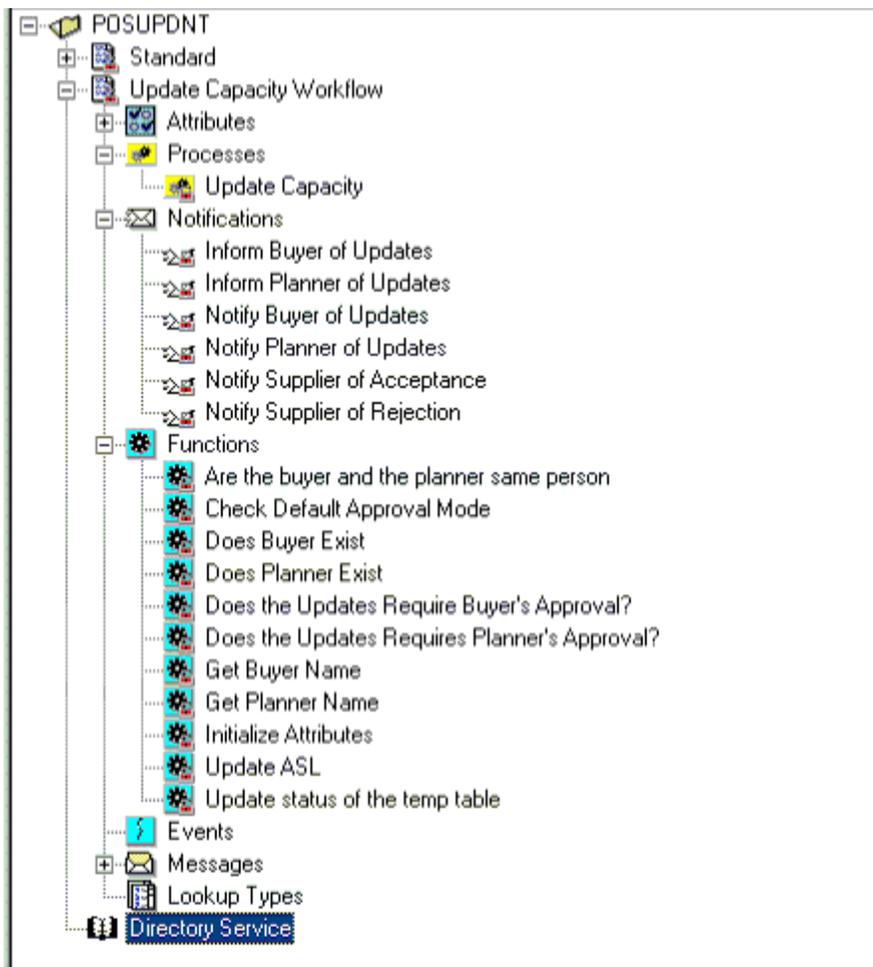
Suppliers can update the following capacity constraints for each item sourced to you:

- Processing lead time

- Order modifiers: minimum order quantity and fixed lot multiple

- Capacity per day for a range of effective date

- Tolerance fences: tolerance percentage and days in advance

The purpose of this workflow is to allow the planner and buyer to have approval control over the updates and to inform all pertinent user throughout the process.

The Update Capacity workflow is contained in the file POSUPDNT.wft under $pos/patch/115/import/US.

Figure 6–7   Update Capacity Workflow

The following profile defined at the SYSTEM Level is used to control who (if any) is the approver for the order modifier and update capacity changes being made by the supplier:

- POS: ASL planning attribute updates from supplier approved by (POS_ASL_ MOD_APPR_REQD_BY)

- NONE

- BUYER

■   PLANNER

6.3.0.1 Main Process for Update Capacity Workflow

Figure 6–8   Main Process for Update Capacity Workflow
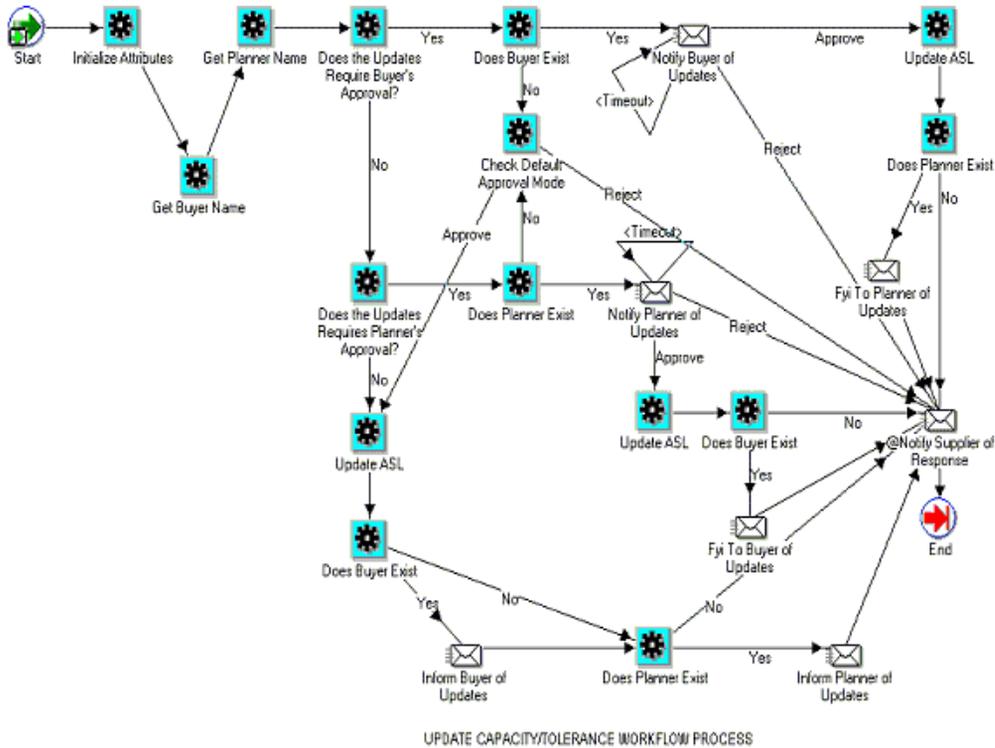
Table 6–6   Processes and Notifications used in the Update Capacity Workflow

Number	Function/Notification Name	Package Procedure	Comments
1	INIT_ATTRIBUTES	POS_UPDATE_ CAPACITY_ PKG. INIT_ ATTRIBUTES	Initialize Attributes.
2	GET_BUYER_NAME	POS_UPDATE_ CAPACITY_ PKG. GET_ BUYER_NAME	Get Buyer Name.
3	GET_PLANNER_ NAME	POS_UPDATE_ CAPACITY_ PKG. GET_ PLANNER_ NAME	Get Planner Name.
4	BUYER_APPROVAL_ REQUIRED	POS_UPDATE_ CAPACITY_ PKG. BUYER_ APPROVAL_ REQUIRED	Does the Updates Require Buyer's Approval?
5	PLANNER_ APPROVAL_ REQUIRED	POS_UPDATE_ CAPACITY_ PKG. PLANNER_ APPROVAL_ REQUIRED	Does the Updates Requires Planner's Approval?
6	UPDATE_MAIN_ TABLE	POS_UPDATE_ CAPACITY_ PKG. UPDATE_ ASL	Update ASL.
7	GET_BUYER	POS_UPDATE_ CAPACITY_ PKG. BUYER_ EXIST	Does Buyer Exist?

Number	Function/Notification Name	Package Procedure	Comments
8	INFORM_BUYER_OF_ UPDATE_FYI	Inform Buyer/Planner of Capacity Updates	Inform Buyer of Updates.
9	GET_PLANNER	POS_UPDATE_ CAPACITY_ PKG. PLANNER_ EXIST	Does Planner Exist?
10	BUYER_PLANNER_ SAME_PERSON	POS_UPDATE_ CAPACITY_ PKG. BUYER_ SAME_AS_ PLANNER	Are the buyer and the planner same person?
11	INFORM_PLANNER_ OF_UPDATES_FYI	Inform Buyer/Planner of Capacity Updates	Inform Planner of Updates.
12	GET_PLANNER	POS_UPDATE_ CAPACITY_ PKG. PLANNER_ EXIST	Does Planner Exist?
13	NOTIFY_PLANNER_ OF_UPDATES	Notify Approver of Updates	Notify Planner of Updates.
14	CHECK_DEFAULT_ MODE	POS_UPDATE_ CAPACITY_ PKG. DEFAULT_ APPROVAL_ MODE	Check Default Approval Mode.
15	UPDATE_TEMP_ TABLE	POS_UPDATE_ CAPACITY_ PKG. UPDATE_ STATUS	Update status of the temp table.
16	NOTIFY_SUPPLIER_ OF_REJECTION	Notify Supplier of Rejection	Notify Supplier of Rejection.

Number	Function/Notification Name	Package Procedure	Comments
17	GET_BUYER	POS_UPDATE_ CAPACITY_ PKG. BUYER_ EXIST	Does Buyer Exist?
18	NOTIFY_BUYER_OF_ UPDATES	Notify Approver of Updates	Notify Buyer of Updates.
19	UPDATE_MAIN_ TABLE	POS_UPDATE_ CAPACITY_ PKG. UPDATE_ ASL	Update ASL.
20	GET_PLANNER	POS_UPDATE_ CAPACITY_ PKG. PLANNER_ EXIST	Does Planner Exist?
21	INFORM_PLANNER_ OF_UPDATES_FYI	Inform Buyer/Planner of Capacity Updates	Inform Planner of Updates.
22	NOTIFY_SUPPLIER_ OF_ACCEPTANCE	Notify Supplier of Acceptance	Notify Supplier of Acceptance.

6.3.1 Order Modifiers Workflow

Maintaining order modifiers enables you to view and make changes to the details of a purchase orders scheduled for delivery. You can view shipment processing lead times, minimum order quantities, and fixed lot multiples, all which can be adjusted to fit a supplier's delivery ability. You can make updates or modifications to manufacturing capacity, over capacity tolerance, and order modifier data such as Processing Lead Time, Minimum Order Quantity and Fixed Lot Multiple.

The purpose of this workflow is to allow the planner and buyer to have approval control over the updates and to inform all pertinent user throughout the process.

The Order Modifiers workflow is contained in the file POSORDNT.wft under $pos/patch/115/import/US.

Figure 6–9   Order Modifiers Workflow
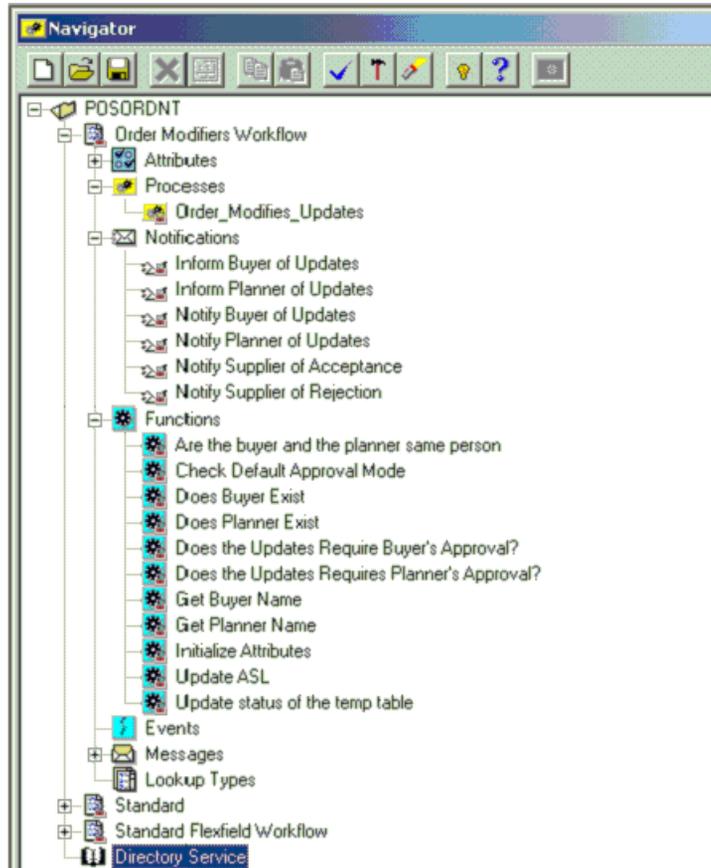
The following profile defined at the SYSTEM Level is used to control who (if any) is the approver for the order modifier and update capacity changes being made by the supplier:

- POS: ASL planning attribute updates from supplier approved by (POS_ASL_MOD_APPR_REQD_BY)

- NONE

- BUYER

- PLANNER

6.3.1.1 Main Process for Order Modifiers Workflow

Figure 6–10   Main Process for Order Modifiers Workflow

ORDER MODIFIERS WORKFLOW PROCESS
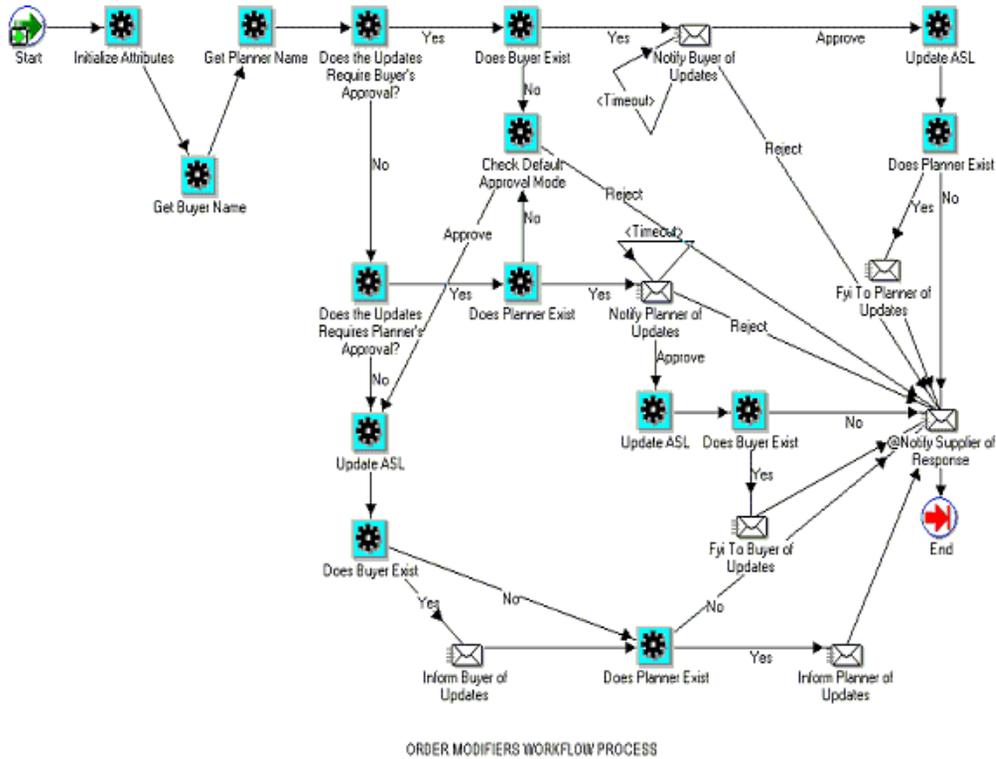
Table 6–7   Processes and Notifications used in the Order Modifiers Workflow

Number	Function/Notification Name	Package Procedure	Comments
1	INIT_ATTRIBUTES	POS_UPDATE_ CAPACITY_ PKG. INIT_ ATTRIBUTES	Initialize Attributes.
2	GET_BUYER_NAME	POS_UPDATE_ CAPACITY_ PKG. GET_ BUYER_NAME	Get Buyer Name.
3	GET_PLANNER_ NAME	POS_UPDATE_ CAPACITY_ PKG. GET_ PLANNER_ NAME	Get Planner Name.
4	BUYER_APPROVAL_ REQUIRED	POS_UPDATE_ CAPACITY_ PKG. BUYER_ APPROVAL_ REQUIRED	Does the Updates Require Buyer's Approval?
5	PLANNER_ APPROVAL_ REQUIRED	POS_UPDATE_ CAPACITY_ PKG. PLANNER_ APPROVAL_ REQUIRED	Does the Updates Requires Planner's Approval?
6	UPDATE_MAIN_ TABLE	POS_UPDATE_ CAPACITY_ PKG. UPDATE_ ASL	Update ASL.

Number	Function/Notification Name	Package Procedure	Comments
7	GET_BUYER	POS_UPDATE_ CAPACITY_ PKG. BUYER_ EXIST	Does Buyer Exist?
8	INFORM_BUYER_OF_ UPDATE_FYI	Inform Buyer/Planner of Capacity Updates	Inform Buyer of Updates.
9	GET_PLANNER	POS_UPDATE_ CAPACITY_ PKG. PLANNER_ EXIST	Does Planner Exist?
10	BUYER_PLANNER_ SAME_PERSON	POS_UPDATE_ CAPACITY_ PKG. BUYER_ SAME_AS_ PLANNER	Are the buyer and the planner same person?
11	INFORM_PLANNER_ OF_UPDATES_FYI	Inform Buyer/Planner of Capacity Updates	Inform Planner of Updates.
12	GET_PLANNER	POS_UPDATE_ CAPACITY_ PKG. PLANNER_ EXIST	Does Planner Exist?
13	NOTIFY_PLANNER_ OF_UPDATES	Notify Approver of Updates	Notify Planner of Updates.
14	CHECK_DEFAULT_ MODE	POS_UPDATE_ CAPACITY_ PKG. DEFAULT_ APPROVAL_ MODE	Check Default Approval Mode.

Number	Function/Notification Name	Package Procedure	Comments
15	UPDATE_TEMP_ TABLE	POS_UPDATE_ CAPACITY_ PKG. UPDATE_ STATUS	Update status of the temp table.
16	NOTIFY_SUPPLIER_ OF_REJECTION	Notify Supplier of Rejection	Notify Supplier of Rejection.
17	GET_BUYER	POS_UPDATE_ CAPACITY_ PKG. BUYER_ EXIST	Does Buyer Exist?
18	NOTIFY_BUYER_OF_ UPDATES	Notify Approver of Updates	Notify Buyer of Updates.
19	UPDATE_MAIN_ TABLE	POS_UPDATE_ CAPACITY_ PKG. UPDATE_ ASL	Update ASL.
20	GET_PLANNER	POS_UPDATE_ CAPACITY_ PKG. PLANNER_ EXIST	Does Planner Exist?
21	INFORM_PLANNER_ OF_UPDATES_FYI	Inform Buyer/Planner of Capacity Updates	Inform Planner of Updates.
22	NOTIFY_SUPPLIER_ OF_ACCEPTANCE	Notify Supplier of Acceptance	Notify Supplier of Acceptance.

6.4 Create ASN Workflow

The workflow related components in Create ASN flow are sending the notifications for ASN Creation and ASN Cancellation. This workflow has been defined in the file $pos/patch/115/import/US/posasnnb.wft

Figure 6–11   Create ASN Workflow
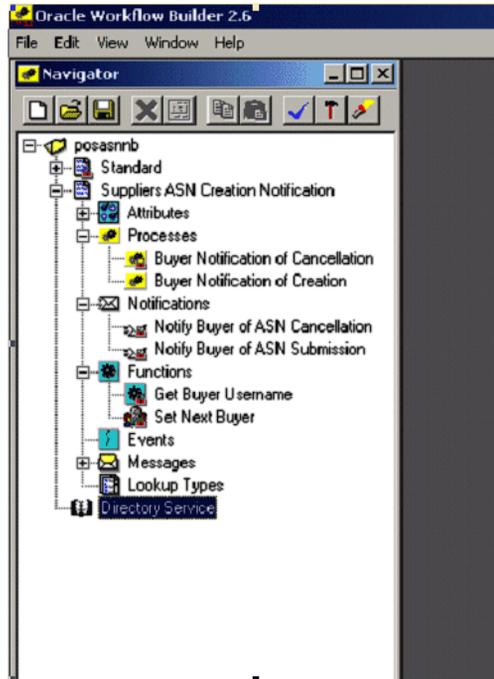
6.4.0.2 Notification to Buyer of ASN Creation

Figure 6–12   Notification to Buyer of ASN Creation
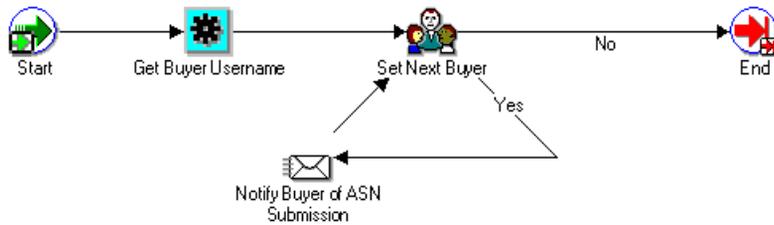
Table 6–8   Processes and Notifications used in the Notification to Buyer of ASN Creation Workflow

Number	Function/Notification Name	Package Procedure	Comments
1	SET_BUYER_ USERNAME	POS_ASN_ NOTIF. GET_ ASN_BUYERS	Get Buyer Username.
2	DUMMY	POS_ASN_ NOTIF. SET_ NEXT_BUYER	Set Next Buyer.
3	NOTIFY_BUYER	Notify Buyer of ASN Submission	Notify Buyer of ASN Submission.

6.4.0.3 Notification to Buyer of ASN Cancellation

Figure 6–13   Notification to Buyer of ASN Cancellation
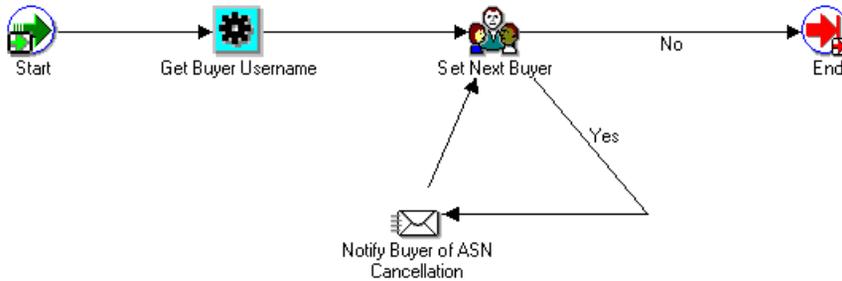
Table 6–9   Processes and Notifications used in the Notify Buyer of ASN Cancellation Workflow

Number	Function/Notification Name	Package Procedure	Comments
1	SET_BUYER_ USERNAME	POS_ASN_ NOTIF. GET_ ASN_BUYERS	Get Buyer Username.
2	DUMMY	POS_ASN_ NOTIF. SET_ NEXT_BUYER	Set Next Buyer.
3	NOTIFY_BUYER	Notify Buyer of ASN Submission	Notify Buyer of ASN Submission.

6.4.1 Purchase Order Acknowledgement Workflow

The notifications sent to the supplier and buyer for Purchase Order Acknowledgement are handled as part of PO Approval Workflow.

For detailed description of PO Approval Workflow, see the *Oracle Purchasing Implementation Guide*.

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