



daa iSupplier User Guide

December 2017

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Prerequisites

- The only initial prerequisite is that the Supplier should have access to the internet and a browser to register an application for access the iSupplier Portal.

Introduction

Oracle iSupplier Portal (iSupplier) is an internet based interface that provides our supply base with real-time information from our Oracle procure to pay environment. Through this site, a supplier is given instant visibility to standard purchase orders, complex purchase orders, blanket and contract agreements, receipts, work confirmations and other administrative information including invoices and payments. The result of this access is the increased ability for our suppliers to communicate more effectively with the same level of information and facilitating greater transparency.

While navigation and access to data is intended to be easy within iSupplier, questions on how to access certain data types and screens may arise. This document was created to provide our suppliers with general information about how the iSupplier Portal works and how to navigate its pages.

iSupplier Portal provides suppliers with access to the information held by daa on the Oracle supplier record. Supplier's can submit requests for changes to information. These will be subject to daa review and approval prior to changes be actioned on the system. The system holds

- Supplier profile information, which details Organisation information, tax information etc.
- Supplier site* details
- Supplier address book, which contains details of the suppliers various addresses and the functions of addresses (purchase order, payment)
- Supplier contacts, which contains detail of relevant supplier contracts for daa to communicate with in course of the trading relationship.

The supplier's iSupplier portal user can grant access to additional colleagues as required.

Note by granting access to the iSupplier Portal this provides access to all iSupplier portal functions including requesting changes to supplier company information including banking details. It is the supplier's responsibility to only give appropriate access and to ensure all users are responsible for maintaining security by not divulging or writing down user and password details or sharing user id's between staff.

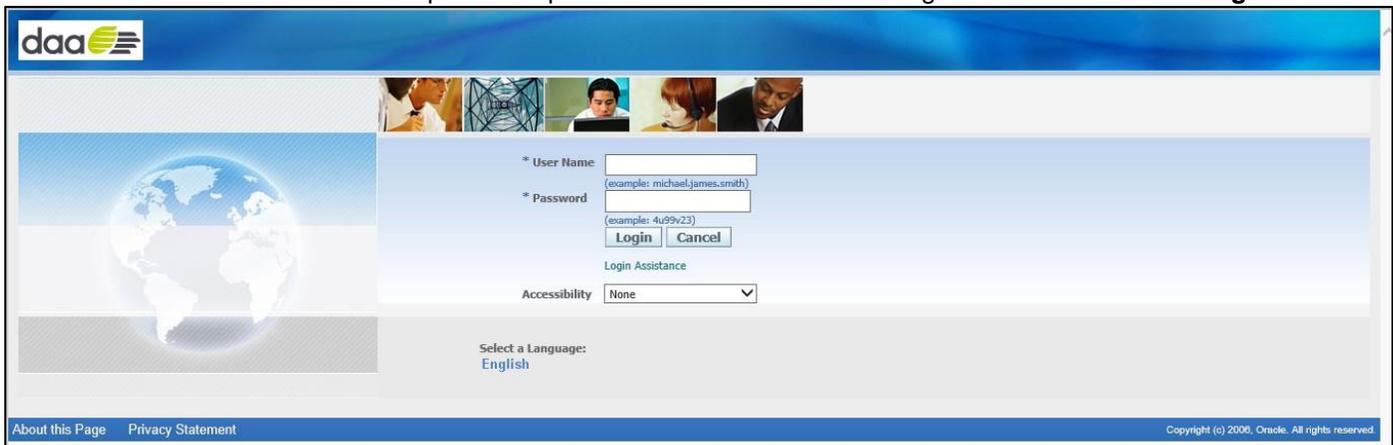
**Supplier Site is an Oracle record used to set specific business logic and controls in relation to the purchase transaction such as tax rules, currency, invoice, payment processing, payment terms and payment bank. Supplier site is referenced on Purchase Orders and agreements. Note Supplier site should not be confused with a supplier physical addresses as Oracle may have more than one Supplier Site record relating a suppliers physical sites and addresses.*

1.1 Registration

Before a supplier is able to access the iSupplier portal, a Buyer/Administrator must register the supplier granting them access to daa Oracle environment. The supplier will then receive an automated e-mail message with the subject “**Confirmation of Registration**” from an entity entitled Workflow Mailer. This e-mail will contain a link to the daa iSupplier portal along with a username (an e-mail address) and a temporary password.

1.2 Login

Enter the username and password provided in the Confirmation Registration e-mail. Click “**Login.**”



daa

* User Name

* Password

Login Assistance

Accessibility

Select a Language:
English

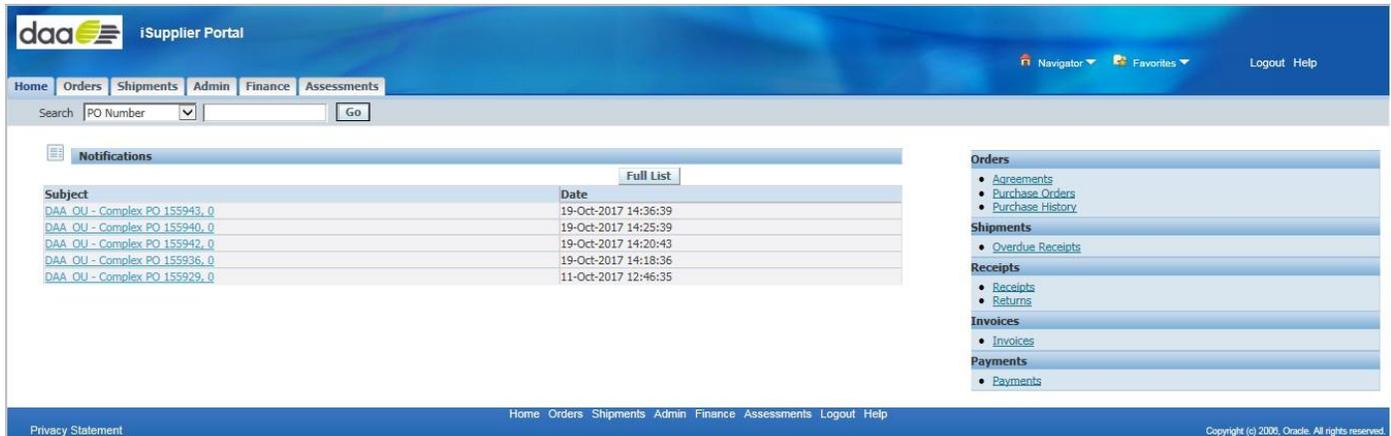
About this Page Privacy Statement

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- Oracle E-Business Suite Homepage will load.

1.3 Basic Overview of the iSupplier Portal Homepage

- The Supplier Portal Homepage will look like the screen shot below, consisting of several “At A Glance” reviews and various arrays of buttons/links to aid in navigating the portal.



Subject	Date
DAA_OU - Complex PO 155943_0	19-Oct-2017 14:36:39
DAA_OU - Complex PO 155940_0	19-Oct-2017 14:25:39
DAA_OU - Complex PO 155942_0	19-Oct-2017 14:20:43
DAA_OU - Complex PO 155936_0	19-Oct-2017 14:18:36
DAA_OU - Complex PO 155929_0	11-Oct-2017 12:46:35

The homepage consists of the following elements:

Global Buttons – Home, Logout, Preferences, and Help.

- Home – Returns the user to the main portal where they can select another Responsibility or application.
- Logout – Logs the user out of daa’s Oracle iSupplier Portal.
- Help – Access Oracle’s help index page.

Tabs – Provides easy navigation by grouping the common areas of iSupplier into various categories.



Sub tabs – Provides easy navigation into more functions relative to the tab / category.



Search Field – Allows the user to select and search on the supplier’s records for: purchase orders, invoices, payment and shipment documents

Search PO Number ▼ Go

Quick Links – Displays a typical procure-to-pay flow of Oracle’s iSupplier Portal. Clicking on any of these Links will directly load the corresponding search page and records.

Orders
<ul style="list-style-type: none"> • Agreements • Purchase Orders • Purchase History
Shipments
<ul style="list-style-type: none"> • Overdue Receipts
Receipts
<ul style="list-style-type: none"> • Receipts • Returns
Invoices
<ul style="list-style-type: none"> • Invoices
Payments
<ul style="list-style-type: none"> • Payments

Notifications – Notifications are messages waiting for supplier users to review. Some notifications are view only, while other notifications require an action from the user. Clicking on a notifications subject line will open the “Notifications Details” page displaying the complete notification details as well as any action buttons.

Notifications	
Subject	Date
Deliverable upload insurance on Standard Purchase Order 155778 is overdue	29-Jul-2017 19:31:35
Deliverable On time delivery on Standard Purchase Order 155757 will be due in 2 Days	29-Jul-2017 19:30:38
Deliverable Test on Standard Purchase Order 155761 is overdue	28-Jul-2017 19:31:35
DAA OU - Standard Purchase Order 155794, 0	28-Jul-2017 17:20:02
Work Confirmation xxxxx has been approved	28-Jul-2017 16:45:59

Navigation – Navigation and actions in iSupplier Portal are carried out using the following functions

Hyperlinks – Any field displayed as a [hyperlink](#) allows the user to click on the link to navigate to more information relative to the field that is [hyperlinked](#).

Purchase Orders Agreements Purchase History View Requests Work Confirmations Deliverables									
Orders: Purchase Orders > View Order Details >									
Attachments									
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
security pass application form	File	security pass application form	To Supplier	JMATTHEWS	21-Oct-2017	Standard			
PO TERMS_104_155946_2_US.pdf	File	PDF Documents	Contract	JMATTHEWS	21-Oct-2017	One-Time			
car parking details(https://www.dub...)	Web Page	car parking details	To Supplier	JMATTHEWS	21-Oct-2017	One-Time			
note to supplier	Short Text		To Supplier	JMATTHEWS	21-Oct-2017	One-Time			

Return to Complex PO: 155946, 2 (Total EUR 206000,00)

Home Orders Shipments Admin Finance Assessments Logout Help

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[Bread crumb hyperlinks](#) - display the path you have taken to the current screen. You can return by clicking one of the bread crumb hyperlinks to return to any screen



[Drop Down List of Values](#) – Click on the field to provide a drop down list of options available. Click on option you wish to select and then click the Go button to action or navigate to the chosen selection



1.4 Purchase Order Acceptance – Acknowledge / Sign

N.B. Only required if Purchase Order has status of **Requires Signature**

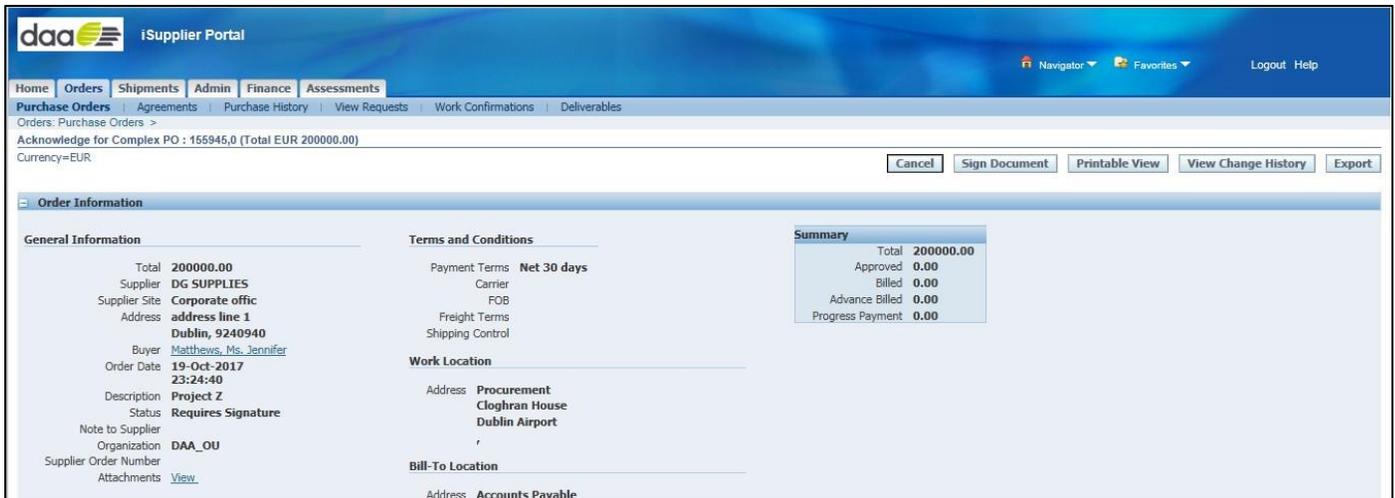
- To Accept – Acknowledge / Sign a Purchase Order, the Supplier needs to login into their iSupplier Portal Account

- Click on the Orders tab
- It will display the Purchase Orders

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	155946	0	DAA_OU	Standard PO	Project a	19-Oct-2017 23:34:53	Matthews, Ms. Jennifer	EUR	200000.00	Requires Acknowledgment		
<input checked="" type="radio"/>	155945	0	DAA_OU	Standard PO	Project Z	19-Oct-2017 23:24:40	Matthews, Ms. Jennifer	EUR	200000.00	Requires Signature		
<input type="radio"/>	155944	0	DAA_OU	Standard PO	Project x	19-Oct-2017 23:16:41	Matthews, Ms. Jennifer	EUR	200000.00	Open		

- Select the relevant Purchase Order (showing status **Requires Signature**) by clicking on the Radio Button in Select Order Column
- Click on "**Acknowledge**" Button

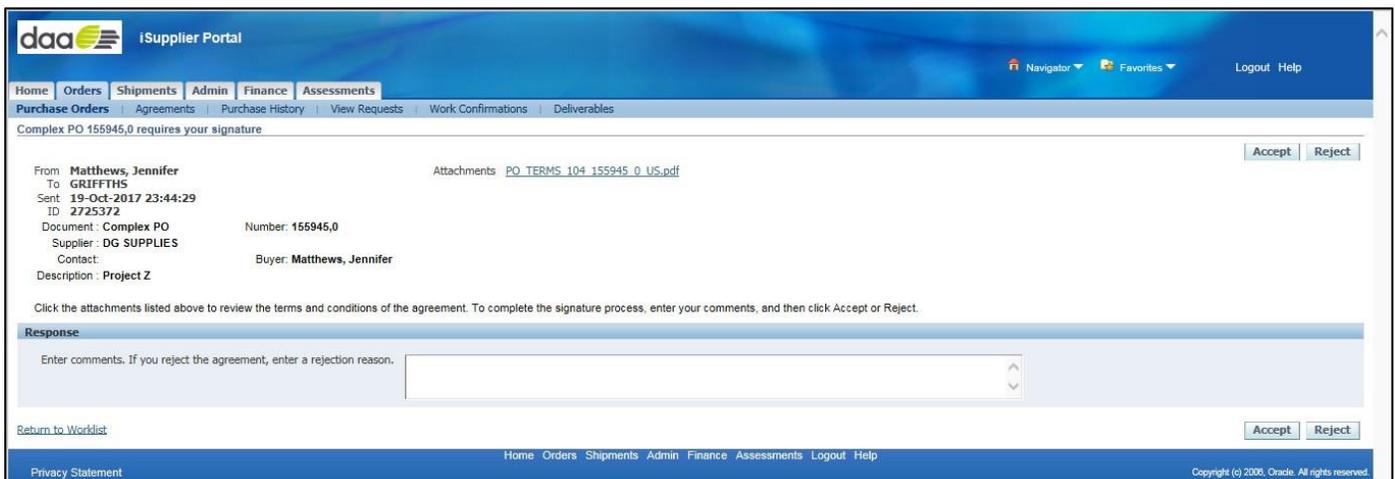
- Verify the Details of the Purchase Order
- If relevant, Click Attachments link to review the contract documents
- Click **“Sign Document”** Button to accept / Sign the Purchase Order



The screenshot shows the 'iSupplier Portal' interface. At the top, there are navigation tabs: Home, Orders, Shipments, Admin, Finance, and Assessments. Below this, there are sub-tabs for Purchase Orders, Agreements, Purchase History, View Requests, Work Confirmations, and Deliverables. The main content area displays 'Acknowledge for Complex PO : 155945,0 (Total EUR 200000.00)' with a currency of EUR. A 'Sign Document' button is visible. Below this, there is a section for 'Order Information' with three columns: General Information, Terms and Conditions, and Summary.

General Information		Terms and Conditions		Summary	
Total	200000.00	Payment Terms	Net 30 days	Total	200000.00
Supplier	DG SUPPLIES	Carrier		Approved	0.00
Supplier Site	Corporate office	FOB		Billed	0.00
Address	address line 1 Dublin, 9240940	Freight Terms		Advance Billed	0.00
Buyer	Matthews, Ms. Jennifer	Shipping Control		Progress Payment	0.00
Order Date	19-Oct-2017 23:24:40	Work Location			
Description	Project Z	Address	Procurement Cloghran House Dublin Airport		
Status	Requires Signature				
Note to Supplier		Bill-To Location			
Organization	DAA_OU	Address	Accounts Payable		
Supplier Order Number					
Attachments	View				

- Review the details and Click **Accept** Button to Confirm



The screenshot shows the 'Response' section of the iSupplier Portal. It displays a message from Matthews, Jennifer (GRIFFITHS) dated 19-Oct-2017 23:44:29. The message includes details about the purchase order (Complex PO, Supplier: DG SUPPLIES, Buyer: Matthews, Jennifer, Description: Project Z). There are 'Accept' and 'Reject' buttons. Below the message, there is a text area for entering comments or a rejection reason, and another set of 'Accept' and 'Reject' buttons.

- Enter Username and Password
- Click on the **‘Sign’** button to confirm Signature

- The PO Signature Confirmation screen is displayed
- Click on '**Return to Purchase Order Summary link**'

- Verify Purchase Order Status, which has been signed by supplier
- Status of the Purchase order will be in “**Pending Buyer’s Signature**” Status

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
155946	0	DAA_OU	Standard PO	Project a	19-Oct-2017 23:34:53	Matthews, Ms. Jennifer	EUR	200000.00	Requires Acknowledgment		
155945	0	DAA_OU	Standard PO	Project Z	19-Oct-2017 23:24:40	Matthews, Ms. Jennifer	EUR	200000.00	Pending Buyer's Signature		

- Supplier receives signed notification from Buyer
- Displayed beneath Worklist on the Home Page
- The Purchase Order status will change to 'Accepted' once the Buyer accepts and Signs the PO


iSupplier Portal

[Navigator](#) | [Favorites](#) | [Logout](#) | [Help](#)

[Home](#) | [Orders](#) | [Shipments](#) | [Admin](#) | [Finance](#) | [Assessments](#)

[Purchase Orders](#) | [Agreements](#) | [Purchase History](#) | [View Requests](#) | [Work Confirmations](#) | [Deliverables](#)

[Multiple PO Change](#) | [Export](#)

Views

View: All Purchase Orders [Go](#) [Advanced Search](#)

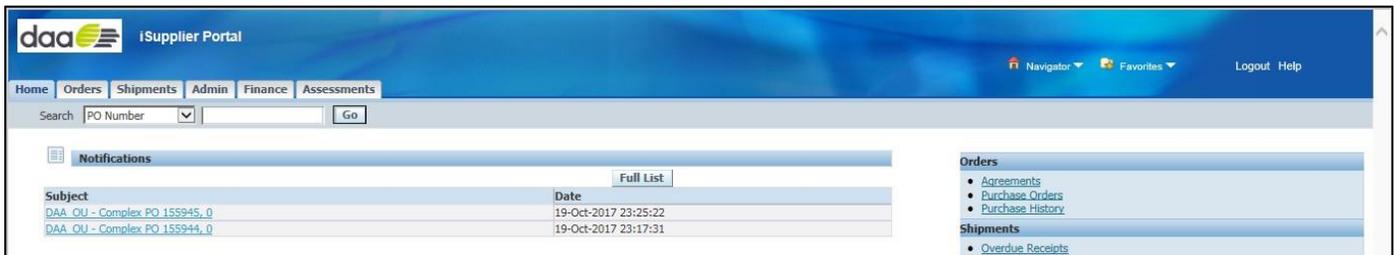
Select Order: [Acknowledge](#) | [Request Cancellation](#) | [Request Changes](#) | [View Change History](#)

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	155946	0	DAA_OU	Standard PO	Project a	19-Oct-2017 23:34:53	Matthews, Ms. Jennifer	EUR	200000.00	Requires Acknowledgment		
<input type="radio"/>	155945	0	DAA_OU	Standard PO	Project Z	19-Oct-2017 23:24:40	Matthews, Ms. Jennifer	EUR	200000.00	Accepted		

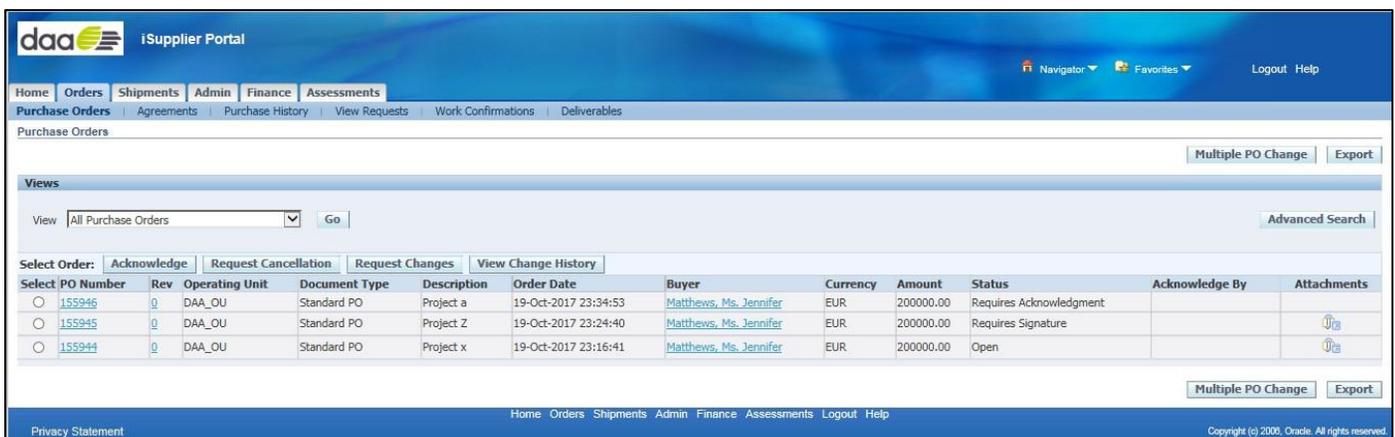
1.5 Purchase Order Acknowledgement

N.B. Only required if Purchase Order has status of **Requires Acknowledgement**

- To Acknowledge a Purchase Order, the Supplier needs to login into their iSupplier Portal Account



- Click on the **Orders** tab
- It will display the Purchase Orders



Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	155946	0	DAA_OU	Standard PO	Project a	19-Oct-2017 23:34:53	Matthews, Ms. Jennifer	EUR	200000.00	Requires Acknowledgment		
<input type="radio"/>	155945	0	DAA_OU	Standard PO	Project Z	19-Oct-2017 23:24:40	Matthews, Ms. Jennifer	EUR	200000.00	Requires Signature		
<input type="radio"/>	155944	0	DAA_OU	Standard PO	Project x	19-Oct-2017 23:16:41	Matthews, Ms. Jennifer	EUR	200000.00	Open		

- Select the relevant Purchase Order (showing status **Requires Acknowledgment**) by clicking on the Radio Button in Select Order Column
- Click on **"Acknowledge"** Button

daa iSupplier Portal

Home | Orders | Shipments | Admin | Finance | Assessments

Purchase Orders | Agreements | Purchase History | View Requests | Work Confirmations | Deliverables

Purchase Orders Multiple PO Change | Export

Views

View: All Purchase Orders Advanced Search

Select Order: Acknowledge | Request Cancellation | Request Changes | View Change History

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
155946	0	DAA_OU	Standard PO	Project a	19-Oct-2017 23:34:53	Matthews, Ms. Jennifer	EUR	200000.00	Requires Acknowledgment		

- Verify the Details of the Purchase Order
- If relevant, Click Attachments link to review the contract documents
- Click "Accept Entire Order" Button to accept the Purchase Order

daa iSupplier Portal

Home | Orders | Shipments | Admin | Finance | Assessments

Purchase Orders | Agreements | Purchase History | View Requests | Work Confirmations | Deliverables

Orders: Purchase Orders >

Acknowledge for Complex PO : 155946,0 (Total EUR 200000.00)

Currency=EUR

Order Information

<p>General Information</p> <p>Total 200000.00</p> <p>Supplier DG SUPPLIES</p> <p>Supplier Site Corporate offic</p> <p>Address address line 1 Dublin, 9240940</p> <p>Buyer Matthews, Ms. Jennifer</p> <p>Order Date 19-Oct-2017 23:34:53</p> <p>Description Project a</p> <p>Status Requires Acknowledgment</p> <p>Note to Supplier</p> <p>Organization DAA_OU</p> <p>Supplier Order Number</p> <p>Attachments View</p>	<p>Terms and Conditions</p> <p>Payment Terms Net 30 days <input type="button" value="Manage Deliverables"/></p> <p>Carrier</p> <p>FOB</p> <p>Freight Terms</p> <p>Shipping Control</p> <p>Work Location</p> <p>Address Procurement Cloghran House Dublin Airport</p> <p>Bill-To Location</p>	<p>Summary</p> <table border="1"> <tr><td>Total</td><td>200000.00</td></tr> <tr><td>Approved</td><td>0.00</td></tr> <tr><td>Billed</td><td>0.00</td></tr> <tr><td>Advance Billed</td><td>0.00</td></tr> <tr><td>Progress Payment</td><td>0.00</td></tr> </table>	Total	200000.00	Approved	0.00	Billed	0.00	Advance Billed	0.00	Progress Payment	0.00
Total	200000.00											
Approved	0.00											
Billed	0.00											
Advance Billed	0.00											
Progress Payment	0.00											

- Review the details and Click Accept Button to Confirm

- You may enter a note to the buyer
- Click on the **'Submit'** button to acknowledge
- The PO Acknowledged screen is displayed
- Click on 'Return to Purchase Order Summary link'

-
- Verify Purchase Order Status, which has been Acknowledged by supplier
- Status of the Purchase order will be in **'Accepted'** Status

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	155946	0	DAA_OU	Standard PO	Project a	19-Oct-2017 23:34:53	Matthews, Ms. Jennifer	EUR	200000.00	Accepted		
<input type="radio"/>	155945	0	DAA_OU	Standard PO	Project Z	19-Oct-2017 23:24:40	Matthews, Ms. Jennifer	EUR	200000.00	Accepted		

1.6 Purchase Order – Change Request

- Navigate to Oracle Application Home Page
- Page will navigate to Oracle iSupplier Homepage



Subject	Date
You are invited: Assessment.173 (DG Supplies Q1 Assessment)	21-Oct-2017 13:01:11
Complex PO 155945,0 has been signed	19-Oct-2017 23:50:06
DAA_OU - Complex PO 155945, 0	19-Oct-2017 23:25:22
DAA_OU - Complex PO 155944, 0	19-Oct-2017 23:17:31

- Click on the Orders tab
- It will display the Purchase Orders
- Select the relevant Purchase Order (with an Open / Accepted status) by clicking on the **Radio Button** in Select Column



Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	155961	0	DAA_OU	Global Contract Agreement	Agreement for small works services to be called off as required	21-Oct-2017 11:56:13	Griffin, Mr. Adam	EUR	200000.00	Open		
<input type="radio"/>	155946	0	DAA_OU	Standard PO	Project a	19-Oct-2017 23:34:53	Matthews, Ms. Jennifer	EUR	200000.00	Accepted		
<input type="radio"/>	155945	0	DAA_OU	Standard PO	Project Z	19-Oct-2017 23:24:40	Matthews, Ms. Jennifer	EUR	200000.00	Accepted		

- Click on "Request Changes" Button displayed
- Verify the Details of the Purchase order on the Request Changes for Standard Purchase Order page

daa iSupplier Portal

Home | Orders | Shipments | Admin | Finance | Assessments

Purchase Orders | Agreements | Purchase History | View Requests | Work Confirmations | Deliverables

Orders: Purchase Orders >

Request Changes for Complex PO : 155946,0 (Total EUR 200000.00)

Currency=EUR

Cancel | Cancel Entire Order | Printable View | View Change History | Export | Submit

Order Information

General Information

Total **200000.00**
 Supplier **DG SUPPLIES**
 Supplier Site **Corporate offic**
 Address **address line 1**
Dublin, 9240940
 Buyer **Matthews, Ms, Jennifer**
 Order Date **19-Oct-2017**
 23:34:53
 Description **Project a**
 Status **Accepted**
 Reason
 Note to Supplier
 Organization **DAA_OU**
 Supplier Order Number
 Attachments [View](#)

Terms and Conditions

Payment Terms **Net 30 days** [Manage Deliverables](#)
 Carrier
 FOB
 Freight Terms
 Shipping Control

Work Location

Address **Procurement**
Cloghran House
Dublin Airport
 ,

Bill-To Location

Address **Accounts Payable**
PO BOX 628
Shannon Airport
 ,

Summary

Total	200000.00
Approved	0.00
Billed	0.00
Advance Billed	0.00
Progress Payment	0.00

- Scroll down the Request Changes for Standard / Complex Purchase Order page to view below details
- Under PO Details Section, Click on "**Show All**" Link
- Change Promise Date, Quantity or price in the Lines along with the Reason why
- Select "**Change**" from the Drop Down list under the Action Column. Repeat as required
- For Example, change Price

PO Details

✓TIP To split a pay item, use the split icon in the hidden table. To change or cancel a specific pay item, select the action from the hidden table.
[Show All](#) [Hide All](#)

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Advance Amount	Advance Note to Paid Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
Hide	1	Fixed Price	Services			Construction Project T3			200000	200000.00						Open				

Progress Payment

Pay Item	Type	Description	Work Location	Owner	UOM	Value Qty (%)	Price	Quantity Received	Amount Ordered	Approved	Billed	Promised Date	Need-By Date	Payment Status	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
1	Rate	Construction Project T3 design service	Mary Theresa Lenahan		Hour	600	110		60000				30-Nov-2017 23:15:41						Accepted			ed hourly rate	Change
2	Rate	Construction Project T3 survey service	Mary Theresa Lenahan		Hour	400	100		40000				30-Apr-2018 23:15:53						Accepted				
3	Rate	Construction Project T3 eng service	Mary Theresa Lenahan		Hour	1000	100		100000				30-Aug-2018 23:16:04						Accepted				

Additional Change Requests

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Additional Changes

[Return to Orders: Purchase Orders](#)

Cancel | Cancel Entire Order | Printable View | View Change History | Export | Submit

- Enter any Additional Changes if relevant
- Click on "**Submit**" Button

Additional Change Requests

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Additional Changes

[Return to Orders: Purchase Orders](#)

- The Change Request for the Purchase Order has been submitted for approval.
- Click on '**Return to Purchase Order**' Summary link

Change Order Confirmation

Change Request for Purchase Order 155272 has been submitted for approval.

[Return to Purchase Order Summary](#)

Home Orders Shipments Planning Product A

About this Page Privacy Statement

- Verify Purchase Order Status which has been changed
- Status of the Purchase Order will be in "**Supplier Change Pending**" Status

daa ISupplier Portal

Navigator Favorites Logout Help

Home Orders Shipments Admin Finance Assessments

Purchase Orders Agreements Purchase History View Requests Work Confirmations Deliverables

Purchase Orders

Views

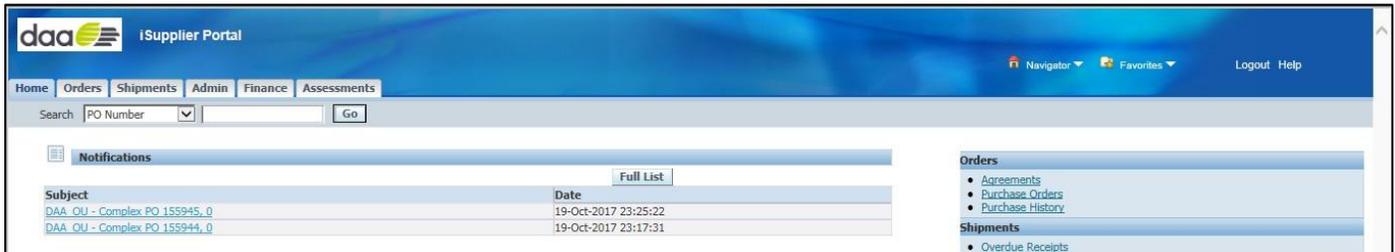
View

Select Order:

Select	PO Number	Operating Rev Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	155961	DAA_OU	Global Contract Agreement	Agreement for small works services to be called off as required	21-Oct-2017 11:56:13	Griffin, Mr. Adam	EUR	200000.00	Open		
<input type="radio"/>	155946	DAA_OU	Standard PO	Project a	19-Oct-2017 23:34:53	Matthews, Ms. Jennifer	EUR	200000.00	Supplier Change Pending		
<input type="radio"/>	155945	DAA_OU	Standard PO	Project Z	19-Oct-2017 23:24:40	Matthews, Ms. Jennifer	EUR	200000.00	Accepted		

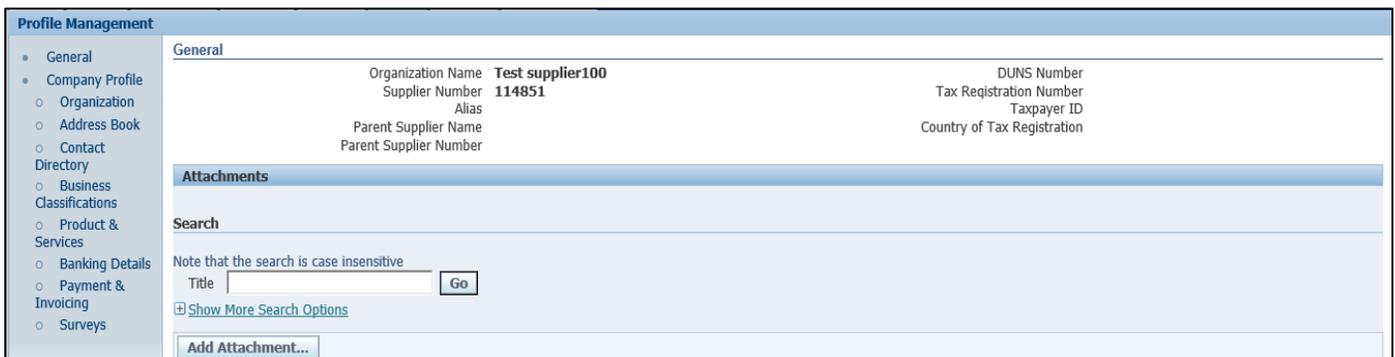
1.7 Supplier Profile Management - Create Bank

- Navigate to Oracle Application iSupplier Home Page
- Click on the Admin tab



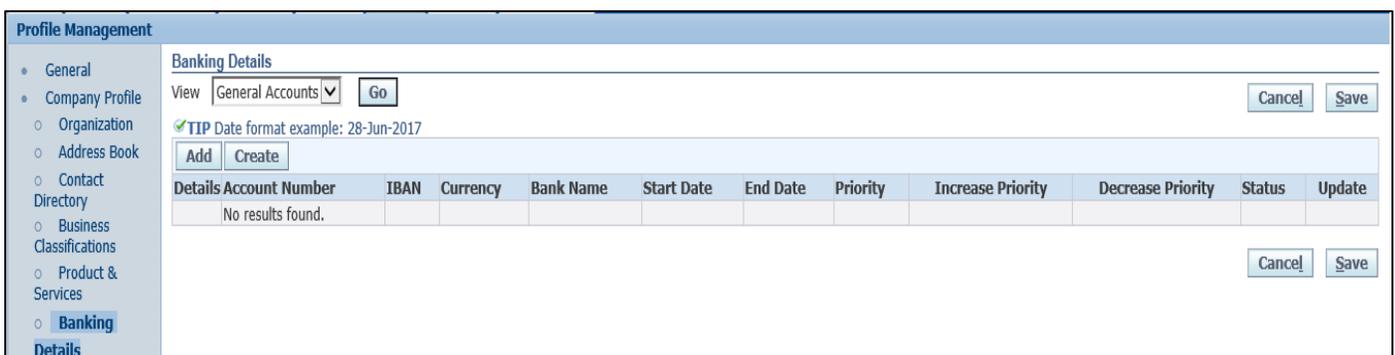
The screenshot shows the iSupplier Portal Home Page. The top navigation bar includes 'Home', 'Orders', 'Shipments', 'Admin', 'Finance', and 'Assessments'. A search bar is present with a dropdown menu set to 'PO Number' and a 'Go' button. On the left, there is a 'Notifications' section with a 'Full List' link and a table of notifications. On the right, there are sections for 'Orders' and 'Shipments' with links to 'Agreements', 'Purchase Orders', 'Purchase History', and 'Overdue Receipts'.

- Admin : Profile Management page will be displayed
- Click on Banking Details



The screenshot shows the 'Profile Management' page. The left sidebar contains a tree view with categories like 'General', 'Company Profile', 'Address Book', 'Contact Directory', 'Business Classifications', 'Product & Services', 'Banking Details', 'Payment & Invoicing', and 'Surveys'. The main content area is titled 'General' and displays fields for 'Organization Name' (Test supplier100), 'Supplier Number' (114851), 'DUNS Number', 'Tax Registration Number', 'Taxpayer ID', 'Parent Supplier Name', and 'Country of Tax Registration'. Below this is an 'Attachments' section and a 'Search' section with a text input field and a 'Go' button. A note states 'Note that the search is case insensitive'. There is also a 'Show More Search Options' link and an 'Add Attachment...' button.

- Banking Details page will get displayed
- Click on "Create" Button



The screenshot shows the 'Profile Management - Banking Details' page. The left sidebar is the same as the previous screenshot, but 'Banking Details' is selected. The main content area is titled 'Banking Details' and has a 'View' dropdown set to 'General Accounts' and a 'Go' button. There are 'Cancel' and 'Save' buttons. A tip says 'TIP Date format example: 28-Jun-2017'. Below this are 'Add' and 'Create' buttons. A table with the following columns is shown: 'Details', 'Account Number', 'IBAN', 'Currency', 'Bank Name', 'Start Date', 'End Date', 'Priority', 'Increase Priority', 'Decrease Priority', 'Status', and 'Update'. The table contains one row with the text 'No results found.' and 'Cancel' and 'Save' buttons at the bottom right.

- Create Bank Account Page will be displayed
- Enter the required details and click "Save"

Admin: Profile Management: Banking Details >
Create Bank Account
 * Indicates required field

* Country Account is used for foreign payments
Account definition must include bank and branch information.

Bank	Branch
<input checked="" type="radio"/> New Bank <input type="radio"/> Existing Bank Bank Name <input type="text" value="IRISHBANK"/> Bank Number <input type="text" value="12389"/> Show Bank Details	<input checked="" type="radio"/> New Branch <input type="radio"/> Existing Branch Branch Name <input type="text" value="DOLPHIN BRANCH"/> <input type="button" value="X"/> Branch Number <input type="text" value="123"/> BIC <input type="text"/> Branch Type <input type="text" value="ABA"/> Show Branch Details

Bank Account

* Account Number
 Check Digits
 IBAN

Account Name
 Currency
 Account Status **New**

[Show Account Details](#)

Comments

Note to Buyer

Activate Windows
 Go to System in Control Panel to activate Windows.

- Confirmation is shown that the bank account has been sent to the relevant administrator to approve

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact Directory
 - Business Classifications
 - Product & Services
 - **Banking**
 - Details
 - Payment & Invoicing

Confirmation
 Bank account 98765443 has been added to your company profile. The account information will be routed to an administrator who will review the details and carry out any account verification that is required. You will be notified once the review is complete.

Banking Details

View

TIP Date format example: 29-Jun-2017

Details	Account Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Status	Update
Show	98765443			IRISHBANK	29-Jun-2017		1	⬆	⬇	New	<input type="button" value="✎"/>

1.8 Supplier Information Update

- Supplier users login and update their details as and when required in iSupplier Portal responsibility. Navigate to Oracle Application iSupplier Home Page

The screenshot shows the iSupplier Portal Home Page. At the top, there is a navigation bar with tabs for Home, Orders, Shipments, Admin, Finance, and Assessments. A search bar is located below the navigation bar, with a dropdown menu set to 'PO Number' and a 'Go' button. On the left side, there is a 'Notifications' section with a 'Full List' button and a table of notifications. On the right side, there are sections for 'Orders' and 'Shipments', each with a list of links.

- Once on the Home Page the supplier clicks on the **Admin** tab

The screenshot shows the iSupplier Portal Admin page. The left-hand navigation menu includes 'Profile Management' with sub-items like General, Company Profile, Organization, Address Book, Contact Directory, Business Classifications, Product & Services, Banking Details, Payment & Invoicing, and Surveys. The main content area shows a 'Confirmation' message: 'Bank Account Details attachment has been added successfully.' Below this is the 'General' information for the supplier 'DG SUPPLIES', including Organization Name, Supplier Number (114884), DUNS Number, Tax Registration Number (1234566), Alias, Parent Supplier Name, Taxpayer ID (13123131), and Country of Tax Registration. There is also an 'Attachments' section with a search bar and a table of attachments.

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Bank Account Details	File	Bank Account Details Confirmation Company Letterheaded	From Supplier	DARRYL.GRIFFITHS@DAA.IE	02-Nov-2017	One-Time		

- Suppliers select the relevant section from the list on the left-hand side of the page. e.g. Business Classification
- Suppliers update the necessary changes and click on the 'Save' button to apply the changes

The screenshot shows the iSupplier Portal Admin page with the 'Business Classifications' section selected. The left-hand navigation menu is visible, with 'Business Classifications' highlighted. The main content area shows a 'Certification' section with a checkbox for 'I certify that I have reviewed the classification below and they are current and accurate.' Below this is a table of classifications with columns for Classification, Applicable, Minority Type, Certificate Number, Certifying Agency, and Expiration Date.

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Tax Certificate Cert (TCC)	<input checked="" type="checkbox"/>		GCI2342	GEICO	30-Jun-2019

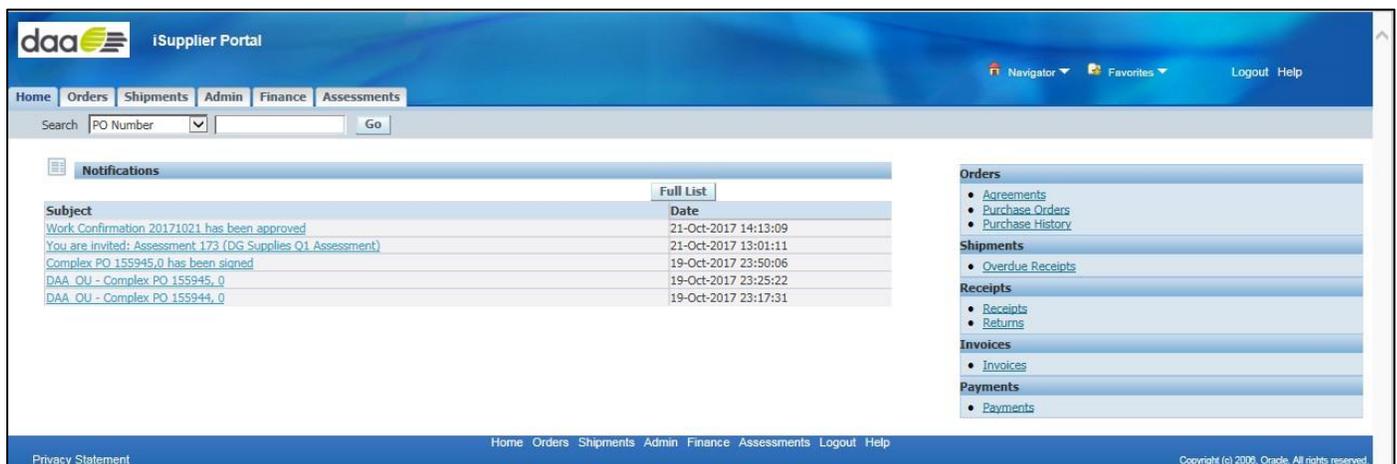
- Supplier Management Administrator can view the change requests in the Supplier Profile Update Requests region

1.9 Review Purchase Orders / Agreements including Contracts / Attachments / Buyer message / linked websites

- To review Purchase Order, the Supplier needs to login into their iSupplier Portal Account
- Supplier user will login with his credentials



- Click on orders tab or click on **Purchase Orders** link



Subject	Date
Work Confirmation 20171021 has been approved	21-Oct-2017 14:13:09
You are invited: Assessment 173 (DG Supplies Q1 Assessment)	21-Oct-2017 13:01:11
Complex PO 155945.0 has been signed	19-Oct-2017 23:50:06
DAA OU - Complex PO 155945_0	19-Oct-2017 23:25:22
DAA OU - Complex PO 155944_0	19-Oct-2017 23:17:31

- Select the relevant Purchase Order and click on the **Attachments** icon in the right hand column

daa iSupplier Portal

Home | Orders | Shipments | Admin | Finance | Assessments

Purchase Orders | Agreements | Purchase History | View Requests | Work Confirmations | Deliverables

Purchase Orders

Multiple PO Change | Export

Views

View: All Purchase Orders | Go | Advanced Search

Select Order: Acknowledge | Request Cancellation | Request Changes | View Change History

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	155946	2	DAA_OU	Standard PO	Project a	21-Oct-2017 18:20:18	Mathews, Ms. Jennifer	EUR	206000.00	Open		
<input type="radio"/>	155961	0	DAA_OU	Global Contract Agreement	Agreement for small works services to be called off as required							
<input type="radio"/>	155945	0	DAA_OU	Standard PO	Project Z							
<input type="radio"/>	155944	0	DAA_OU	Standard PO	Project x							

Attachments

Title	Type	Details	Update	Delete
security pass application form	File	Security application form.docx		
PO_TERMS_10..	File	PO_TERMS_104_155946_2_US.pdf		
car parking details	Web Page	https://www.dublinairport.com/car-park...		
note to supplier	Short Text	Please ensure invoices quote receipt number... More		

Privacy Statement | Home | Orders | Shipments | Admin | Finance | Assessments

- Click on the attached document link to open the document

Do you want to open or save **OADownload.pdf** (42.9 KB) from **isupplieruat.daa.ie**?

Open | Save | Cancel

- The user will have the choice to Open the document, save the document or to cancel

DAA_OU Contract Purchase Agreement 155961, 0

Contract Purchase Agreement 155961, 0

Contractor Details:

Company **DG SUPPLIES**
 Contact
 Address **address line 1
 Dublin, 9240940**

Please submit your response to:

Company **DAA_OU**
 Contact **Griffin, Mr. Adam**
 Address **Accounts Payable
 Co. Clare**
 Telephone **oracleuatalerts@daa.ie**
 Fax
 Email

This document has important legal consequences. The information contained in this document is proprietary of daa PLC_LE. It shall not be used, reproduced, or disclosed to others without the express and written consent of daa PLC_LE.

This agreement between daa PLC_LE and DG SUPPLIES is authorized for binding commitment. The parties hereto have read and executed this agreement as of the

_____ day of _____, _____.

- Review contract document / attachments

Views

View:

Select Order:

Select	PO Number	Rev Unit	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	155961	0	DAA_OU	Global Contract Agreement	Agreement for small works services to be called off as required	21-Oct-2017 11:56:13	Griffin, Mr. Adam	EUR	200000.00	Open		

- To review Agreement / Purchase Order details click on the **PO number** link
- To review details of the Purchase Order line click **Show All Details** link

daa iSupplier Portal

Home Orders Shipments Admin Finance Assessments

Purchase Orders | Agreements | Purchase History | View Requests | Work Confirmations | Deliverables

Orders: Purchase Orders >

Complex PO: 155945, 0 (Total EUR 200000.00)

Currency=EUR

Actions:

Order Information

General	Terms and Conditions	Summary
<p>Total: 200000.00</p> <p>Supplier: DG SUPPLIES</p> <p>Supplier Site: Corporate offic</p> <p>Address: address line 1 Dublin, 9240940</p> <p>Buyer: Matthews, Ms. Jennifer</p> <p>Order Date: 19-Oct-2017 23:24:40</p> <p>Description: Project Z</p> <p>Status: Accepted</p> <p>Reason:</p> <p>Note to Supplier:</p> <p>Operating Unit: DAA_OU</p> <p>Supplier Order Number:</p> <p>Attachments: View</p>	<p>Payment Terms: Net 30 days</p> <p>Carrier:</p> <p>FOB:</p> <p>Freight Terms:</p> <p>Shipping Control:</p> <p>Work Location</p> <p>Address: Procurement Cloghran House Dublin Airport</p> <p>Bill-To Location</p> <p>Address: Accounts Payable PO BOX 628 Shannon Airport</p>	<p>Total: 200000.00</p> <p>Approved: 30000.00</p> <p>Billed: 0.00</p> <p>Advance Billed: 0.00</p> <p>Progress Payment: 0.00</p>

PO Details

[Show All Details](#) | [Hide All Details](#)

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Billed	Advance Amount	Advance Billed	Status	Attachments	Reason
Show 1	Fixed Price Services			Construction Project T2			200000	200000.00				Open		

Return to Orders: Purchase Orders

Actions:

Home Orders Shipments Admin Finance Assessments Logout Help

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- To review contract, attachments, notes and URLs click attachments link

Home Orders Shipments Admin Finance Assessments

Purchase Orders | Agreements | Purchase History | View Requests | Work Confirmations | Deliverables

Orders: Purchase Orders >

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
security pass application form	File	security pass application form	To Supplier	JMATTHEWS	21-Oct-2017	One-Time			
PO TERMS_104_155946_2_US.pdf	File	PDF Documents	Contract	JMATTHEWS	21-Oct-2017	One-Time			
car parking details(https://www.dub...)	Web Page	car parking details	To Supplier	JMATTHEWS	21-Oct-2017	One-Time			
note to supplier	Short Text		To Supplier	JMATTHEWS	21-Oct-2017	One-Time			

Return to Purchase Orders

Home Orders Shipments Admin Finance Assessments Logout Help

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- Click on attachment title hyperlink to review attached document, notes or URL

[Purchase Orders](#) | [Agreements](#) | [Purchase History](#) | [View Requests](#) | [Work Commitments](#) | [Deliverables](#)
 Orders: [Purchase Orders](#) > [View Order Details](#) > [Attachments](#) >
View Attachment

Attachment Summary Information

Title	note to supplier
Description	
Category	To Supplier
	✓ TIP Please note all invoices must be emailed to Accounts Payable ssc_ap@daa.ie for processing

Attachment Text

Please ensure invoices quote receipt number to streamline invoice processing. This will ensure invoices can be paid in a more timely fashion

[Return to Attachments](#)

- Click one of the bread crumb hyperlinks to return to a previous page from navigation or the return to attachments hyperlink to go back to attachments page
- For Buyer contact details click the **Buyer link** on View Order Details page

Orders: [Purchase Orders](#) > [View Order Details](#) >
Buyer: Matthews, Ms. Jennifer [Export](#)

Full Name	Matthews, Ms. Jennifer
Phone Number	
Email Address	oracleuatalerts@daa.ie
Mail Stop	
Fax Number	
Pager Number	
Address	Dublin Airport
City	Swords
State	
Zip Code	
Country	IE

[Return to View Order Details](#) [Export](#)

- Click Return to Purchase Order link when finished reviewing Purchase Order details

1.10 Review Work Confirmations / Receipts / Invoices and Payments

- To review Purchase Order transactions such as work confirmations, receipts, invoices and payments, the Supplier needs to login into their iSupplier Portal Account
- Supplier user will login with his credentials

- Click on orders tab or click on Purchase Orders link

- Select the relevant Purchase Order by clicking the **order number** hyperlink

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
155946	2	DAA_OU	Standard PO	Project a	21-Oct-2017 18:20:18	Matthews, Ms. Jennifer	EUR	206000.00	Open		
155961	0	DAA_OU	Global Contract Agreement	Agreement for small works services to be called off as required	21-Oct-2017 11:56:13	Griffin, Mr. Adam	EUR	200000.00	Open		
155945	0	DAA_OU	Standard PO	Project Z	19-Oct-2017 23:24:40	Matthews, Ms. Jennifer	EUR	200000.00	Accepted		

- The Purchase Order shows summary information in the Order Information page showing approved (work confirmations), billed (invoices), advanced billed (prepayments) and progress payment (payments)

daa iSupplier Portal

Home Orders Shipments Admin Finance Assessments

Purchase Orders | Agreements | Purchase History | View Requests | Work Confirmations | Deliverables

Orders: Purchase Orders >

Complex PO: 155945, 0 (Total EUR 200000.00)

Currency=EUR

Actions: Request Changes [Go] [Export]

Order Information

<p>General</p> <p>Total 200000.00</p> <p>Supplier DG SUPPLIES</p> <p>Supplier Site Corporate office</p> <p>Address address line 1 Dublin, 9240940</p> <p>Buyer Matthews, Ms. Jennifer</p> <p>Order Date 19-Oct-2017 23:24:40</p> <p>Description Project Z</p> <p>Status Accepted</p> <p>Reason</p> <p>Note to Supplier</p> <p>Operating Unit DAA_OU</p> <p>Supplier Order Number</p> <p>Attachments View</p>	<p>Terms and Conditions</p> <p>Payment Terms Net 30 days</p> <p>Carrier</p> <p>FOB</p> <p>Freight Terms</p> <p>Shipping Control</p> <p>Work Location</p> <p>Address Procurement Cloghran House Dublin Airport</p> <p>Bill-To Location</p> <p>Address Accounts Payable PO BOX 628 Shannon Airport</p>	<p>Summary</p> <p>Total 200000.00</p> <p>Approved 30000.00</p> <p>Billed 30000.00</p> <p>Advance Billed 0.00</p> <p>Progress Payment 30000.00</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

PO Details

Show All Details | Hide All Details

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Billed	Advance Amount	Advance Billed Status	Attachments	Reason
Show 1	Fixed Price Services			Construction Project T2			200000	200000.00	30000.00		Open		

Return to Orders: Purchase Orders

Actions: Request Changes [Go] [Export]

Home Orders Shipments Admin Finance Assessments Logout Help

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- To review invoice details click on the PO details line Billed hyperlink

daa iSupplier Portal

Home Orders Shipments Admin Finance Assessments

View Invoices | View Payments

Orders: Purchase Orders > View Order Details >

Invoices for Complex PO: 155945, Line: 1

Export

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Attachments
inv100123	21-Oct-2017	Standard	EUR	30000.00	0.00 Approved		Paid			20-NOV-2017	61588	155945	100014	

Return to View Order Details

Export

- You can review the invoice detail, receipt detail, payment due date and payment record by clicking on each fields hyperlink

View Invoices | View Payments
 Orders: Purchase Orders > View Order Details > View Invoices >
 Standard Invoice: inv100123 (Total EUR 30000.00)
 Currency=EUR

General	Amount Summary	Payment Information
Invoice Date 21-Oct-2017 Status Approved On Hold Batch Attachments None Supplier DG SUPPLIES Supplier Site Corporate offic Address address line 1 Dublin, 9240940	Item 30000.00 Freight 0.00 Miscellaneous 0.00 Tax 0.00 Prepayment 0.00 Retainage 0.00 Withholding Tax 0.00 Total 30000.00	Paid 30000.00 Discount Taken 0.00 Due 0.00 Status Paid Payment Date 21-OCT-2017 Payment 61588 Term Net 30 days

Invoice Lines | Scheduled Payments | Hold Reasons

Due Date	Amount	Remaining Amount	Remit-to Supplier	Remit-to Supplier Site	Status	Method
20-Nov-2017	30000.00		0.00		Fully Paid	Electronic

[Return to View Invoices](#) [Export](#)

- Invoice details you can review invoice lines, scheduled payments or hold reasons by clicking on the tabs
- You can review payment details by clicking on the payment hyperlink

Orders: Purchase Orders > View Order Details > View Invoices > Invoice Details >
 Payment: 61588 (Total EUR 30000.00)

Payment Date 21-Oct-2017	Supplier DG SUPPLIES
Method Electronic	Supplier Site Corporate offic
Status Negotiable	Address address line 1
Status Date 21-Oct-2017	Dublin 9240940
Remit-to Supplier	Bank Account Danske daa Payables # 00020338
Remit-to Supplier Site	

[Return to Invoice Details](#) [Export](#)

Invoice	Invoice Date	Type	Currency	Amount	Status	Payment Status	Payment PO Number	Receipt	Attachments
inv100123	21-Oct-2017	Standard	EUR	30000.00	Approved	Paid	30000.00 155945	100014	

- You can drill back to the invoice or PO number from the payment details page by clicking hyperlink.
- From the invoice summary page you can click on Receipt hyperlink to review receipt (approved work confirmation or receipt of goods / services) details

Orders: Purchase Orders > View Order Details > View Invoices >
 Receipt: 100014

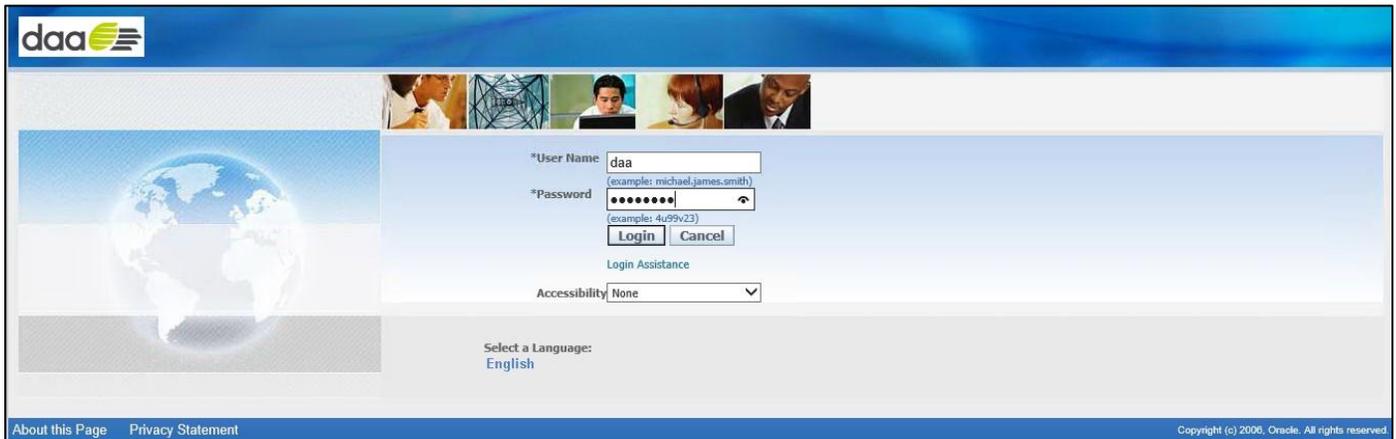
Creation Date 21-Oct-2017 14:08:32	Packing Slip
Organization DAA Inventory Master	Containers
Supplier DG SUPPLIES	Waybill/Airbill
Supplier Site Corporate offic	Freight Carrier
Shipment Number 20171021	Bill of Lading
Shipment Date	Attachments None

[Return to View Invoices](#) [Export](#)

Receipt Date	Promised Date	Need-By Date	Performance	PO Number	Line	Shipment	Item/Job	Description	UOM	Ordered	Returned	Net Received	Accepted	Defects	Location	Attachments	LPN/Lot/Serial	Invoice
21-Oct-2017 14:13:09		30-Nov-2017 23:15:41	Early	155945	1	1		Construction Project T1 phase 1	EUR	60000		30000	0.0					inv100123

1.11 Purchase Order – Revisions

- Supplier user will login with his credentials.



- Supplier will login into their iSupplier Portal Account.
- The supplier can see the revision of the Purchase Order in the work list XXXXX, i.e. amended purchase orders are indicated with a version number > 0
- Navigate to Oracle Application Home Page > iSupplier Portal Full Access.
- Click on **orders** tab.



Subject	Date
Work Confirmation 20171021 has been approved	21-Oct-2017 14:13:09
You are invited: Assessment 173 (DG Supplies Q1 Assessment)	21-Oct-2017 13:01:11
Complex PO 155945.0 has been stoned	19-Oct-2017 23:50:06
DAA OU - Complex PO 155945_0	19-Oct-2017 23:25:22
DAA OU - Complex PO 155944_0	19-Oct-2017 23:17:31

- The page will navigate to Purchase Order summary page.
- The supplier can see the revision of the Purchase Order.
- Click on revision number for the particular order to view the revision/changes.

Views

View:

Select Order:

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	155946	2	DAA_OU	Standard PO	Project a	21-Oct-2017 18:20:18	Matthews, Ms. Jennifer	EUR	206000.00	Open		
<input type="radio"/>	155961	0	DAA_OU	Global Contract Agreement	Agreement for small works services to be called off as required	21-Oct-2017 11:56:13	Griffin, Mr. Adam	EUR	200000.00	Open		
<input type="radio"/>	155945	0	DAA_OU	Standard PO	Project Z	19-Oct-2017 23:24:40	Matthews, Ms. Jennifer	EUR	200000.00	Accepted		

- The purchase history page will open and display all the changes or revisions for the particular order.
- Click on return to orders

daa iSupplier Portal

Home Orders Shipments Admin Finance Assessments

Purchase Orders Agreements **Purchase History** View Requests Work Confirmations Deliverables

Orders: Purchase Orders >

PO Comparison Result

PO Number 155946 Ship-To Location DAA plc
 Revision 2 Ship Via
 Type Standard PO FOB
 Currency EUR Total 206000.00

Bill-To Location *SSC Accounts Pay.
 Payment Terms Net 30 days
 Freight
 Buyer Matthews, Ms. Jennifer

Compare to Original PO

TIP Changes made to contract clauses and deliverables are not shown below. Click Show All PO Changes to review contract changes in each revision
 Comparisons are sorted by Revision, Line and Shipment.

Revision	Line	Item/Job	Pay Item	Price Differential	Enabled Organization	Field Altered	Changed From	Changed To
2						Amount	200000	206000
2						Acceptance Required	Document	None
1	1					Unit Price	200000	206000
1	1		1			Unit Price	100	110

Print Document Revisions

Revision Number

[Return to Orders: Purchase Orders](#)

1.12 Create the Contact Directory for Existing Suppliers

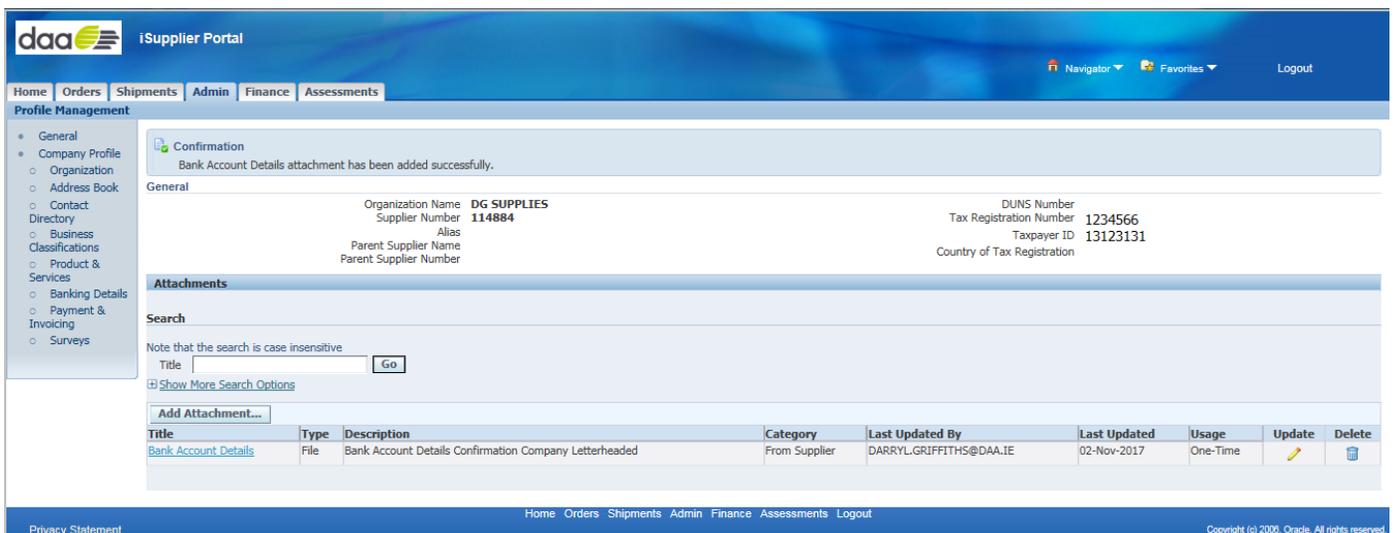
- Supplier users login and update their details as and when required in iSupplier Portal responsibility.
- Navigate to: iSupplier Portal Full Access > Home Page



The screenshot shows the iSupplier Portal Home Page. At the top, there is a navigation bar with the 'daa' logo and 'iSupplier Portal' text. Below this is a secondary navigation bar with tabs for 'Home', 'Orders', 'Shipments', 'Admin', 'Finance', and 'Assessments'. A search bar is located below the navigation tabs, with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area is divided into several sections: 'Notifications' on the left, 'Orders' on the right, and a central area with a 'Full List' button. The 'Notifications' section contains a table with columns for 'Subject' and 'Date'. The 'Orders' section contains a list of links for 'Agreements', 'Purchase Orders', and 'Purchase History'. The 'Shipments' section contains a link for 'Overdue Receipts'. The 'Receipts' section contains links for 'Receipts' and 'Returns'. The 'Invoices' section contains a link for 'Invoices'. The 'Payments' section contains a link for 'Payments'. At the bottom of the page, there is a footer with 'Privacy Statement' on the left and 'Copyright (c) 2006, Oracle. All rights reserved.' on the right.

Subject	Date
Work Confirmation 20171021 has been approved	21-Oct-2017 14:13:09
You are invited: Assessment 173 (DG Supplies Q1 Assessment)	21-Oct-2017 13:01:11
Complex PO 155945.0 has been signed	19-Oct-2017 23:50:06
DAA OU - Complex PO 155945_0	19-Oct-2017 23:25:22
DAA OU - Complex PO 155944_0	19-Oct-2017 23:17:31

- Once on the Home Page the supplier clicks on the Admin tab.



The screenshot shows the iSupplier Portal Admin Page. At the top, there is a navigation bar with the 'daa' logo and 'iSupplier Portal' text. Below this is a secondary navigation bar with tabs for 'Home', 'Orders', 'Shipments', 'Admin', 'Finance', and 'Assessments'. The 'Admin' tab is selected. The main content area is divided into several sections: 'Profile Management' on the left, 'Confirmation' at the top, 'General' information, 'Attachments' section, and a search bar. The 'Profile Management' section contains a list of links for 'General', 'Company Profile', 'Organization', 'Address Book', 'Contact Directory', 'Business Classifications', 'Product & Services', 'Banking Details', 'Payment & Invoicing', and 'Surveys'. The 'Confirmation' section contains a message: 'Bank Account Details attachment has been added successfully.'. The 'General' section contains a table with columns for 'Organization Name', 'Supplier Number', 'Alias', 'Parent Supplier Name', 'Parent Supplier Number', 'DUNS Number', 'Tax Registration Number', 'Taxpayer ID', and 'Country of Tax Registration'. The 'Attachments' section contains a search bar and a table with columns for 'Title', 'Type', 'Description', 'Category', 'Last Updated By', 'Last Updated', 'Usage', 'Update', and 'Delete'. The search bar contains the text 'Bank Account Details' and a 'Go' button. The table contains one row with the following data: 'Bank Account Details', 'File', 'Bank Account Details Confirmation Company Letterheaded', 'From Supplier', 'DARRYL.GRIFFITHS@DAA.IE', '02-Nov-2017', 'One-Time', and 'Update/Delete' buttons.

Organization Name	Supplier Number	Alias	Parent Supplier Name	Parent Supplier Number	DUNS Number	Tax Registration Number	Taxpayer ID	Country of Tax Registration
DG SUPPLIES	114884					1234566	13123131	

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Bank Account Details	File	Bank Account Details Confirmation Company Letterheaded	From Supplier	DARRYL.GRIFFITHS@DAA.IE	02-Nov-2017	One-Time	Update	Delete

- Suppliers select the relevant section from the list on the left hand side of the page e.g. Contact directory.
- On the Contact Directory page, click Create from Site Contacts.

Suppliers > Update ITSUPPLIER - 114863: Contact Directory

First Name ^	Last Name	Phone Number	Email Address	Has User Account	Status	Update
IT	Supplier		daaintensity1@gmail.com	✓	Current	
IT Supplies	IT Supplies		daaintensity@gmail.com	✓	Current	
krishna	mohan		krishnascm02@gmail.com	✓	Current	

- 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.
- **Note:** Fields marked with an asterisk are required and cannot be left blank.
- If a contact is to be provided with access to iSupplier Portal then under the user account session click the Create User Account for this Contact link. The Username will default to the e-mail address as entered in the Add contact section. It is recommended e-mail address is used for user ID.
- Note by granting access to the iSupplier Portal this provides access to all iSupplier portal functions including requesting changes to supplier company information including banking details. It is the supplier's responsibility to only give appropriate access and to ensure all users are responsible maintaining security by not divulging or writing down user and password details or sharing user IDs between staff.

Suppliers > Update ITSUPPLIER - 114863: Contact Directory > Add Contact

* Indicates required field

Contact Title:

First Name:

Middle Name:

* Last Name:

Alternate Name:

Job Title:

Department:

Email Address:

Url:

Phone Area Code:

Phone Number:

Phone Extension:

Alternate Phone Area Code:

Alternate Phone Number:

Fax Area Code:

Fax Number:

Inactive Date:

Create User Account for this Contact

* Username:

Note: The selected security responsibility daa iSupplier portal will be defaulted for the supplier user.

Responsibilities	
Select All Select None	
Select Responsibility	Application
<input checked="" type="checkbox"/> daa iSupplier portal	iSupplier Portal

The notification Email will be sent to the supplier user mentioning the access details and issuing a temporary password which supplier contact can use to access the system. The Supplier contact will be required to change the password upon first accessing the iSupplier Portal.