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.

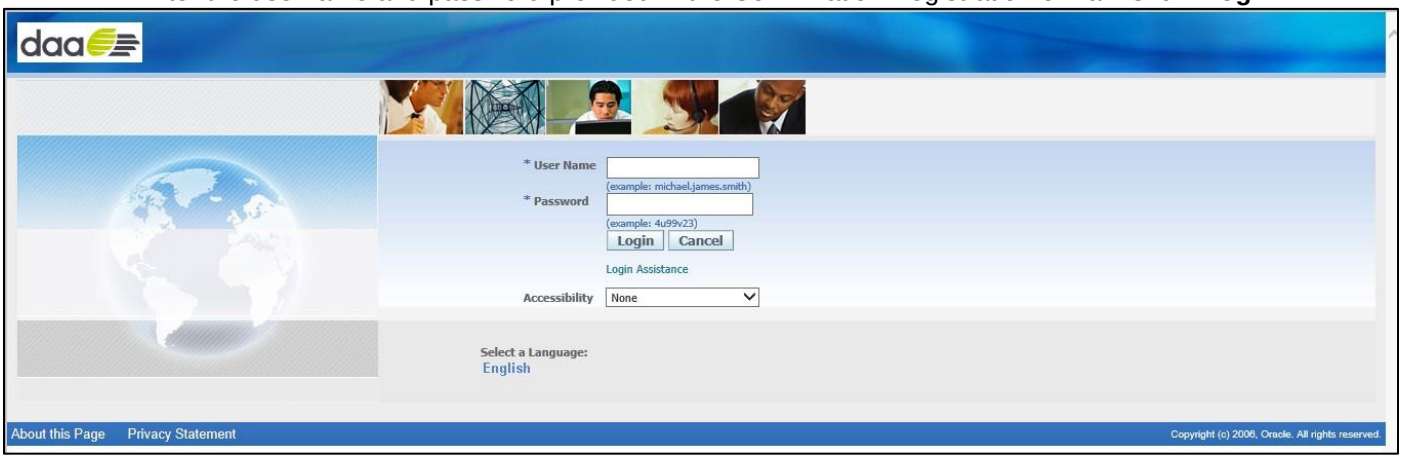
**Supplier Site is an Oracle record used to set specific business logic and controls in relation to the purchase transaction such as tax rules, currency, invoice, payment processing, payment terms and payment bank. Supplier site is referenced on Purchase Orders and agreements. Note Supplier site should 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**."



- 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.

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.

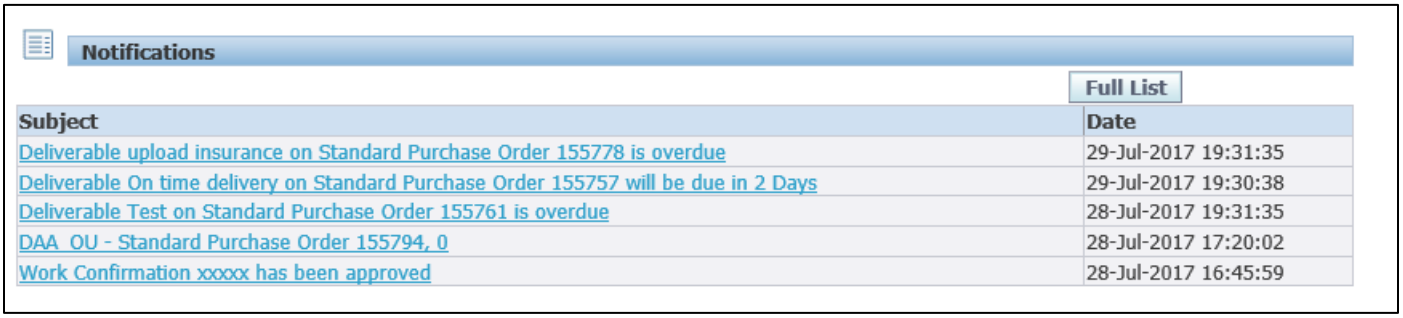
Tabs – Provides easy navigation by grouping the common areas of iSupplier into various categories.

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

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.

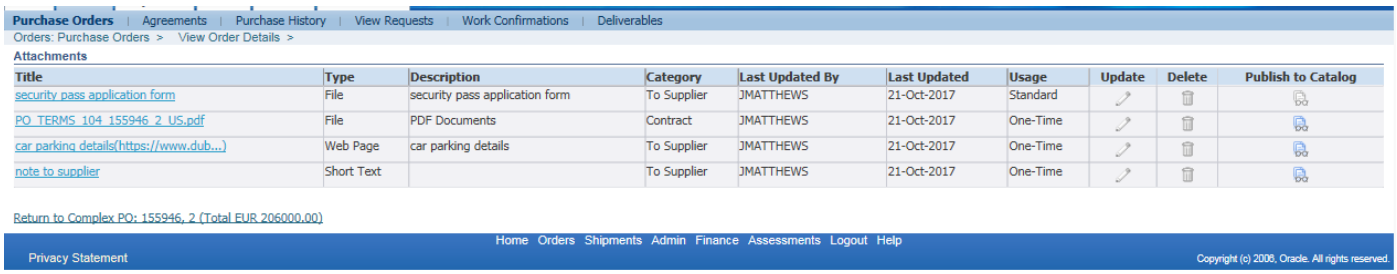
Notifications – Notifications are messages waiting for supplier users to review. Some notifications are view only, while other notifications require an action from the user. Clicking on a notifications subject line will open the "Notifications Details" page displaying the complete notification details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



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

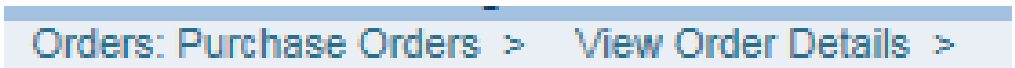
Navigation – Navigation and actions in iSupplier Portal are carried out using the following functions

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.



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			

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

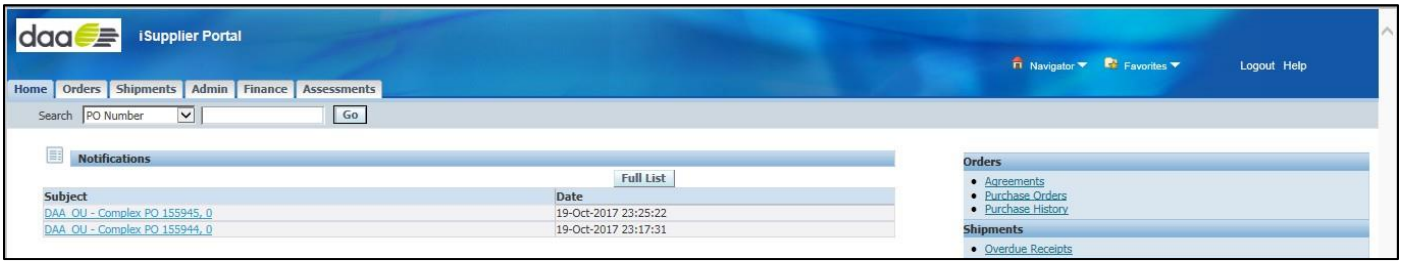


Drop Down List of Values – Click on the field to provide a drop down list of options available. Click on option you wish to select and then click the Go button to action or navigate to the chosen selection

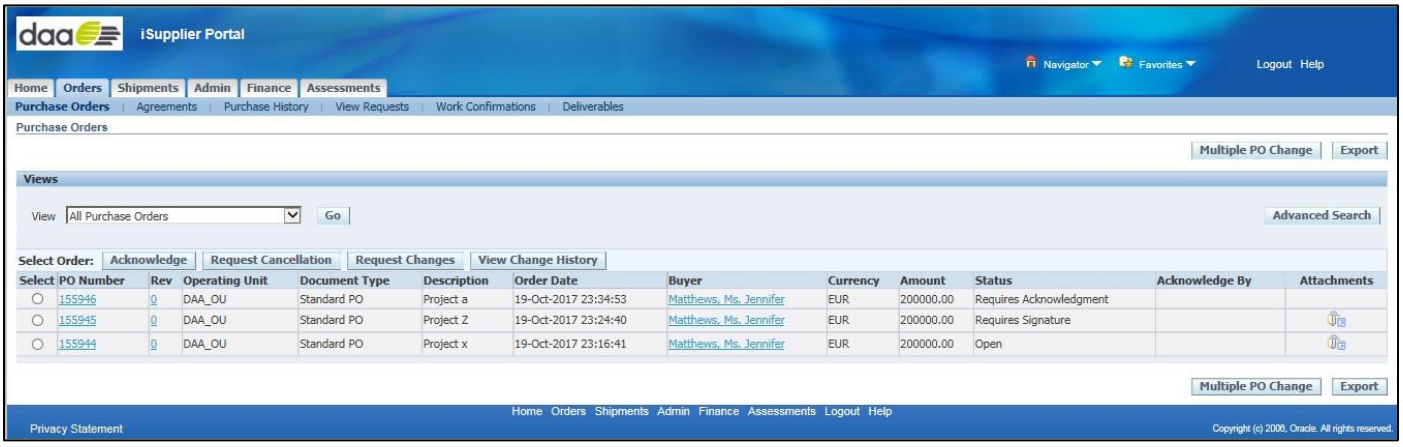
1.4 Purchase Order Acceptance – Acknowledge / Sign

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

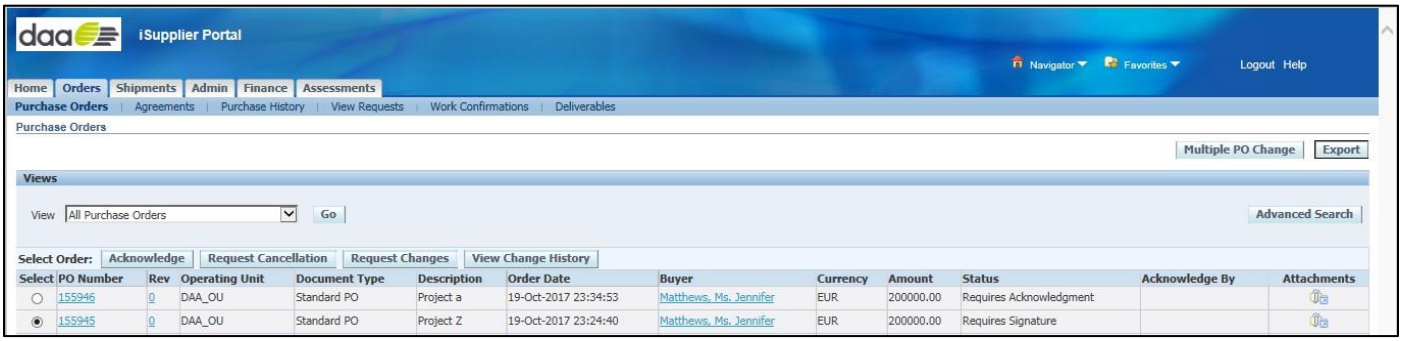
- To Accept – Acknowledge / Sign a Purchase Order, the Supplier needs to login into their iSupplier Portal Account



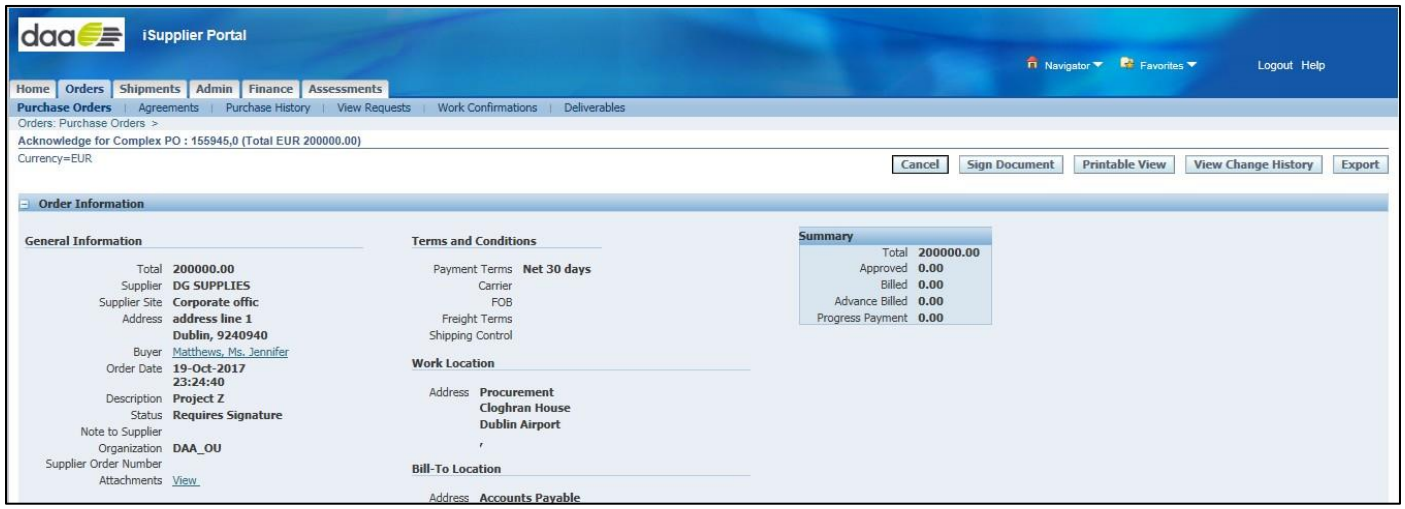
- Click on the Orders tab
- It will display the Purchase Orders



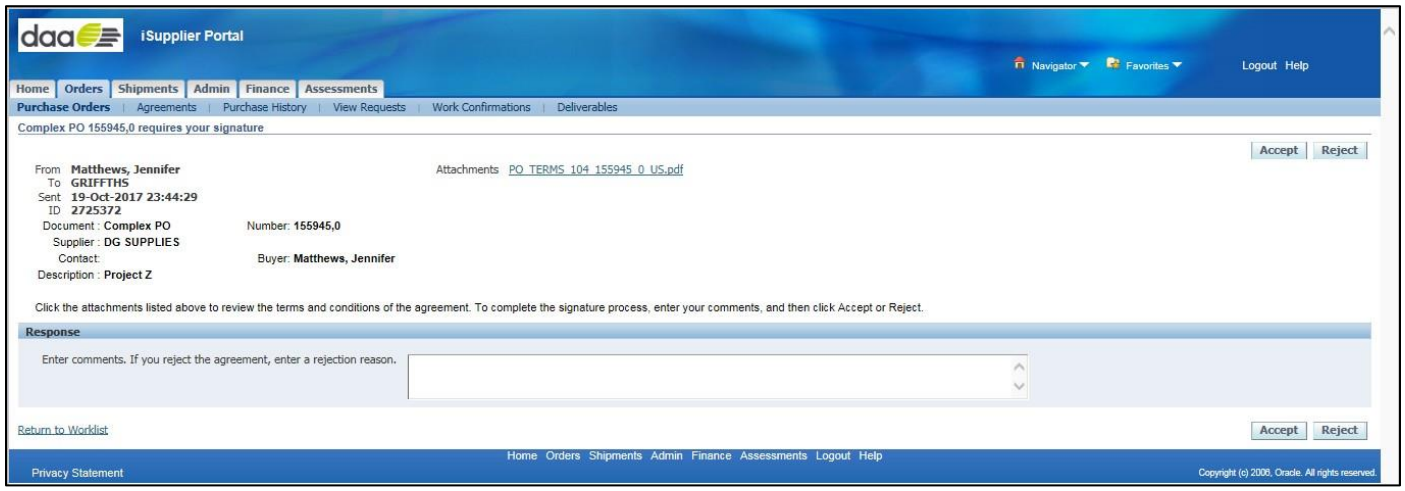
- Select the relevant Purchase Order (showing status **Requires Signature**) by clicking on the Radio Button in Select Order Column
- Click on "**Acknowledge**" Button



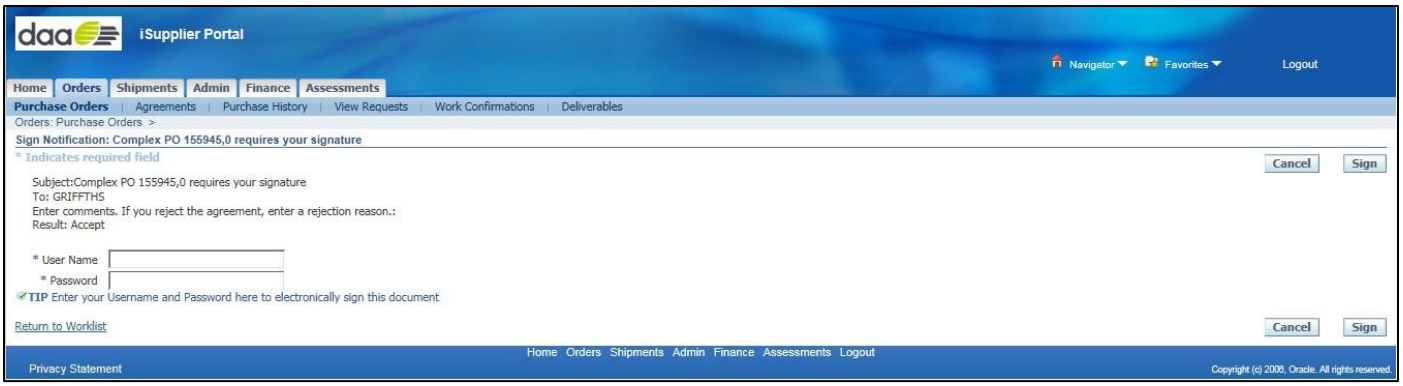
- Verify the Details of the Purchase Order
- If relevant, Click Attachments link to review the contract documents
- Click "**Sign Document**" Button to accept / Sign the Purchase Order



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

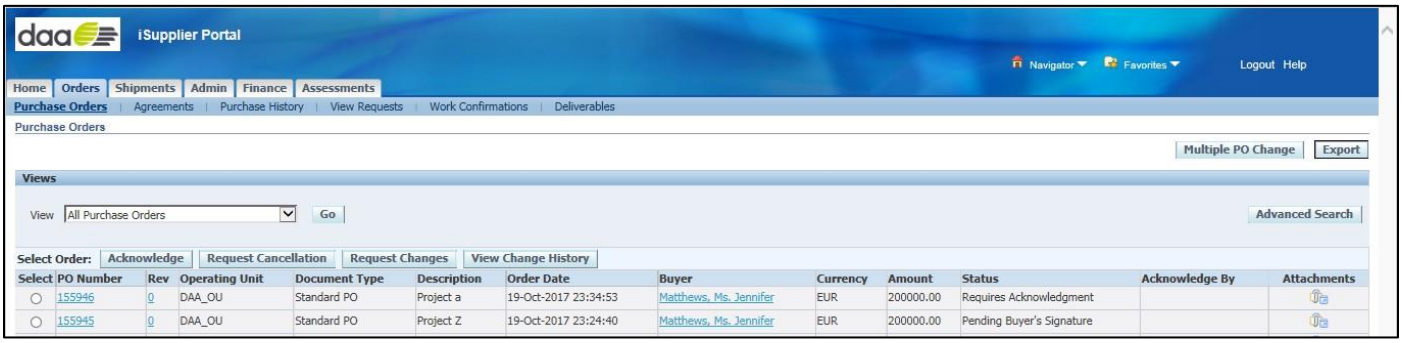


- Enter Username and Password
- Click on the '**Sign'** button to confirm Signature



- 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



- 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

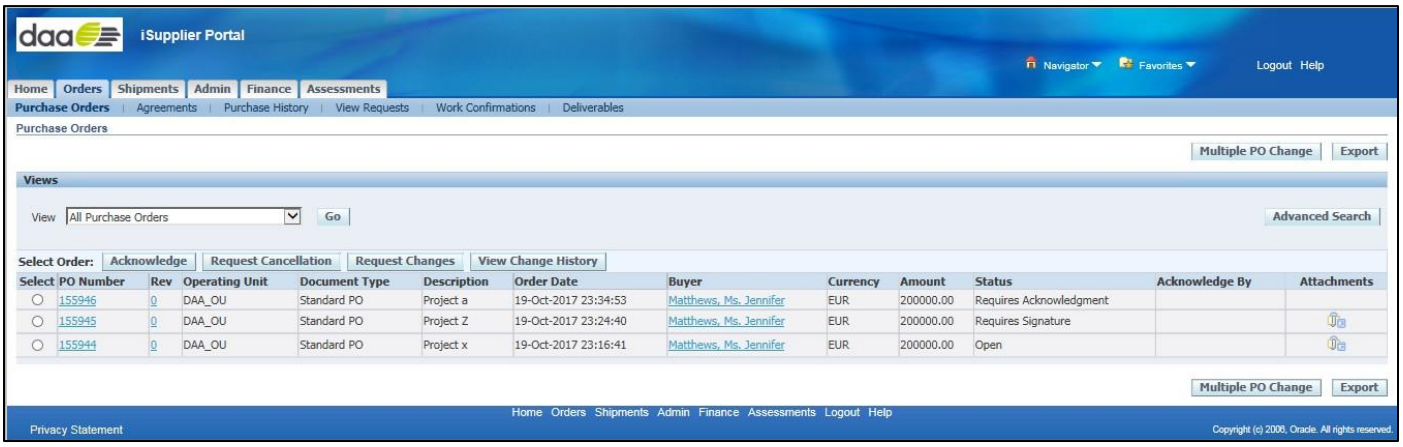
iSupplier Portal
Navigator
Favorites
Logout Help
Home Orders Shipments Admin Finance Assessments
Purchase Orders | Agreements | Purchase History | View Requests | Work Confirmations | Deliverables
Purchase Orders
Multiple PO Change
Export
Views
View All Purchase Orders
Go
Advanced Search
Select Order: 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
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 Accepted

1.5 Purchase Order Acknowledgement

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

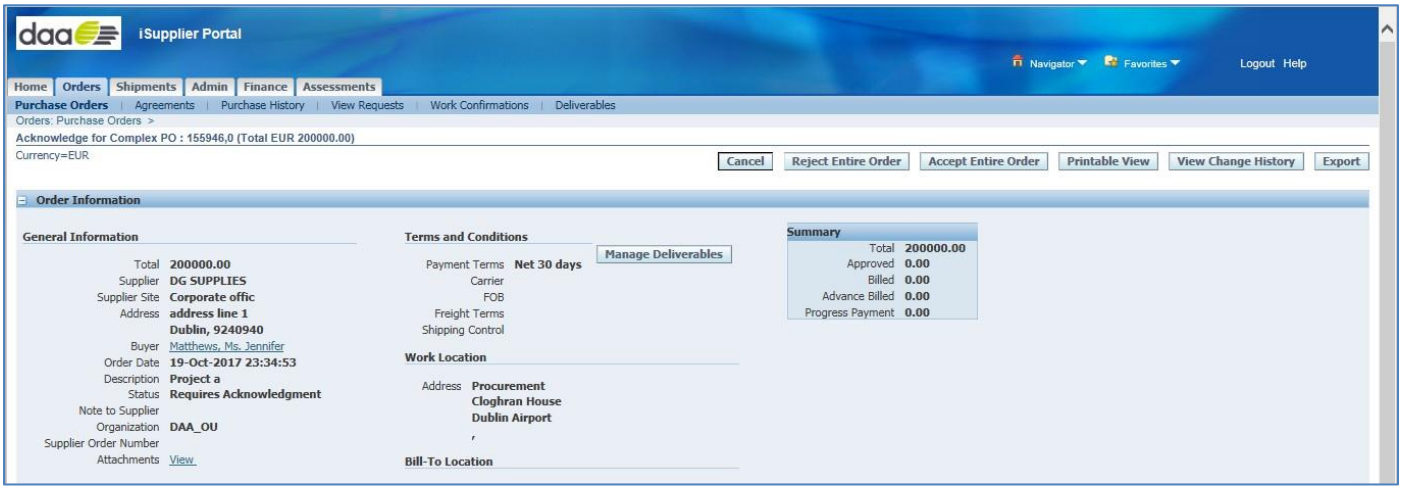
- To Acknowledge a Purchase Order, the Supplier needs to login into their iSupplier Portal Account

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

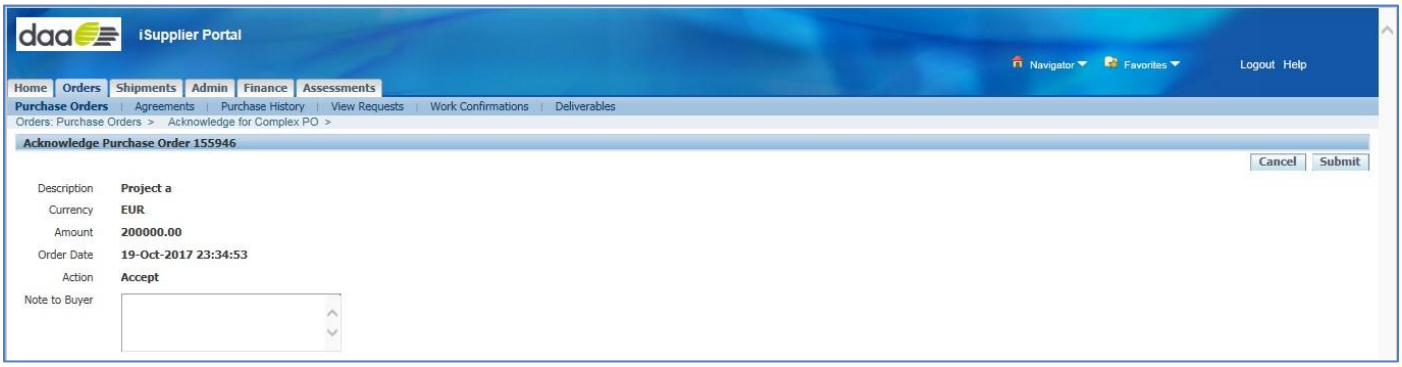


- Select the relevant Purchase Order (showing status R**equires Acknowledgment**) by clicking on the Radio Button in Select Order Column
- **Click on "Acknowledge**" Button

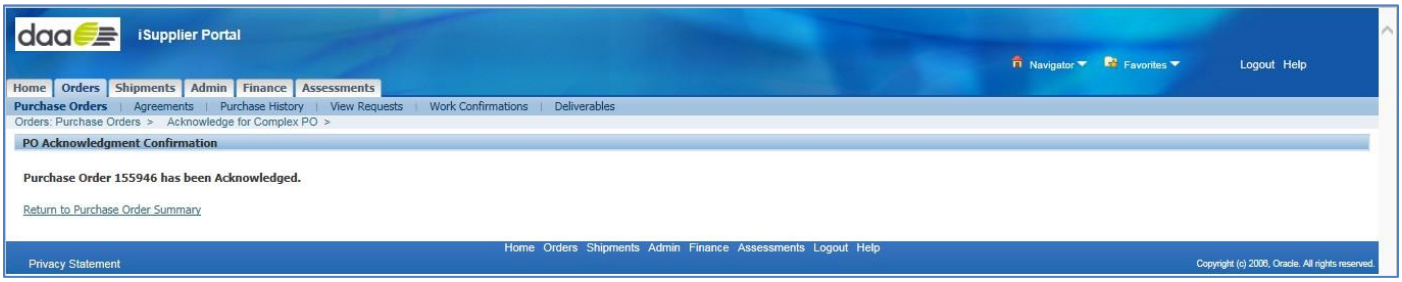
- Verify the Details of the Purchase Order
- If relevant, Click Attachments link to review the contract documents
- Click “Accept Entire Order" Button to accept the Purchase Order



- Review the details and Click Accept Button to Confirm



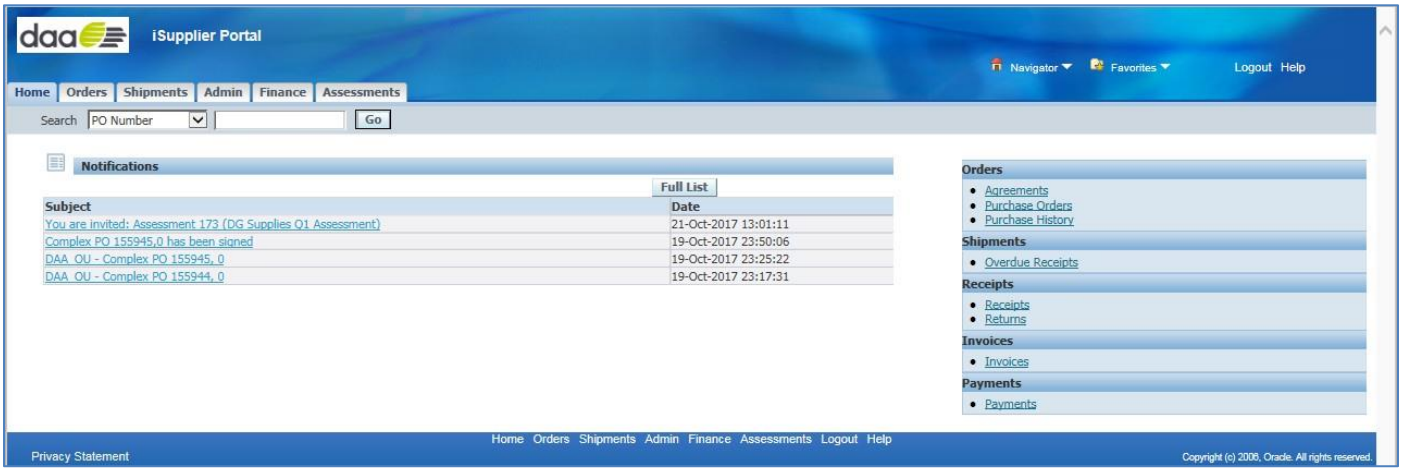
- You may enter a note to the buyer
- Click on the '**Submit**' button to acknowledge
- The PO Acknowledged screen is displayed
- Click on 'Return to Purchase Order Summary link'



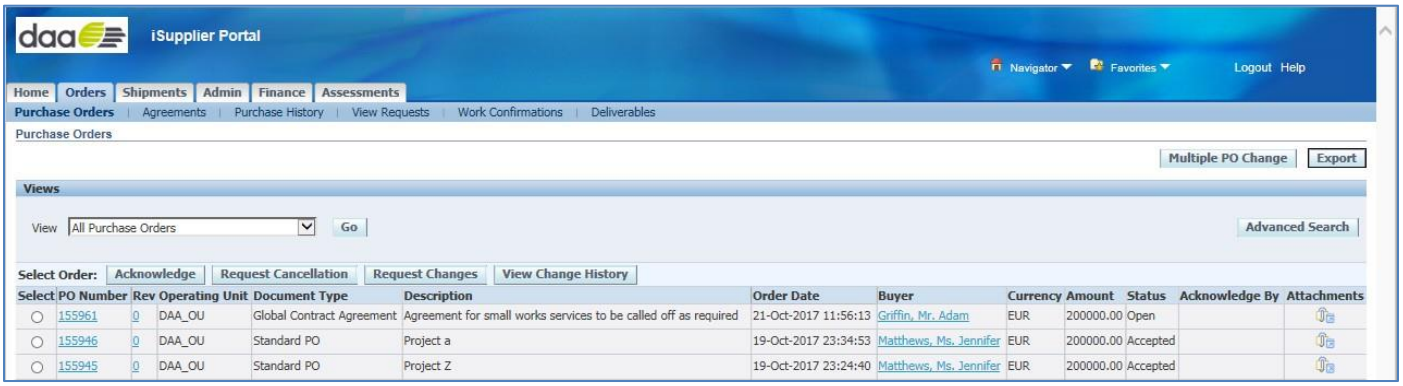
-
- Verify Purchase Order Status, which has been Acknowledged by supplier
- Status of the Purchase order will be in '**Accepted**' Status

1.6 Purchase Order – Change Request

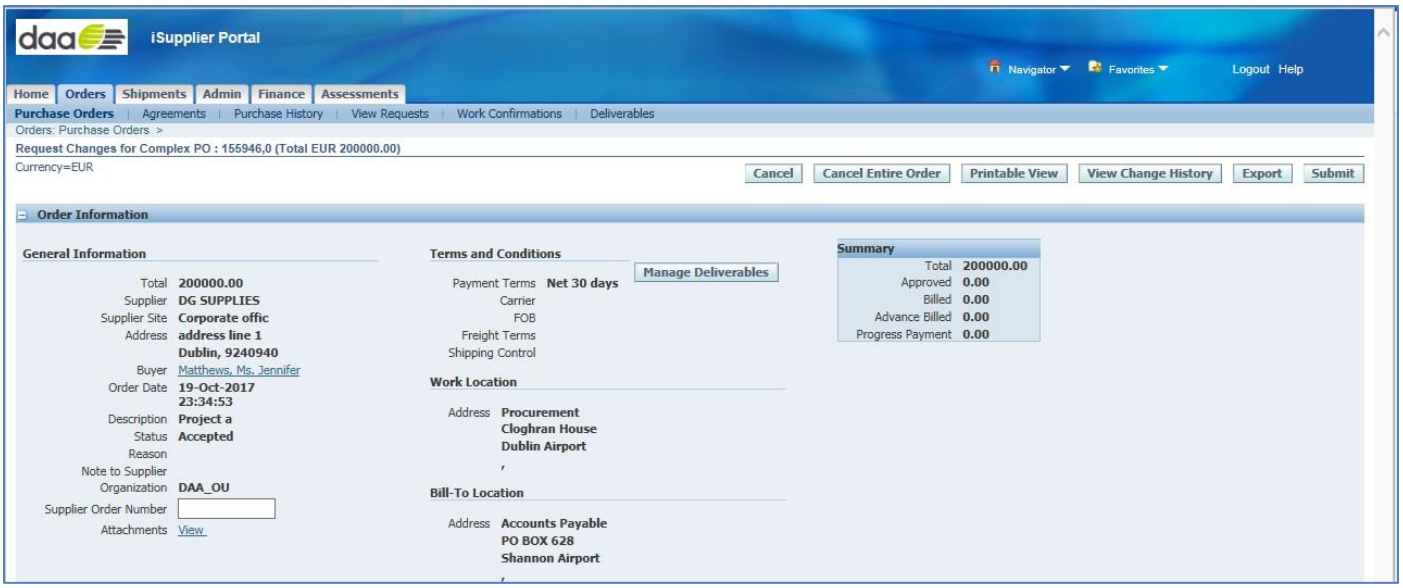
- Navigate to Oracle Application Home Page
- Page will navigate to Oracle iSupplier Homepage



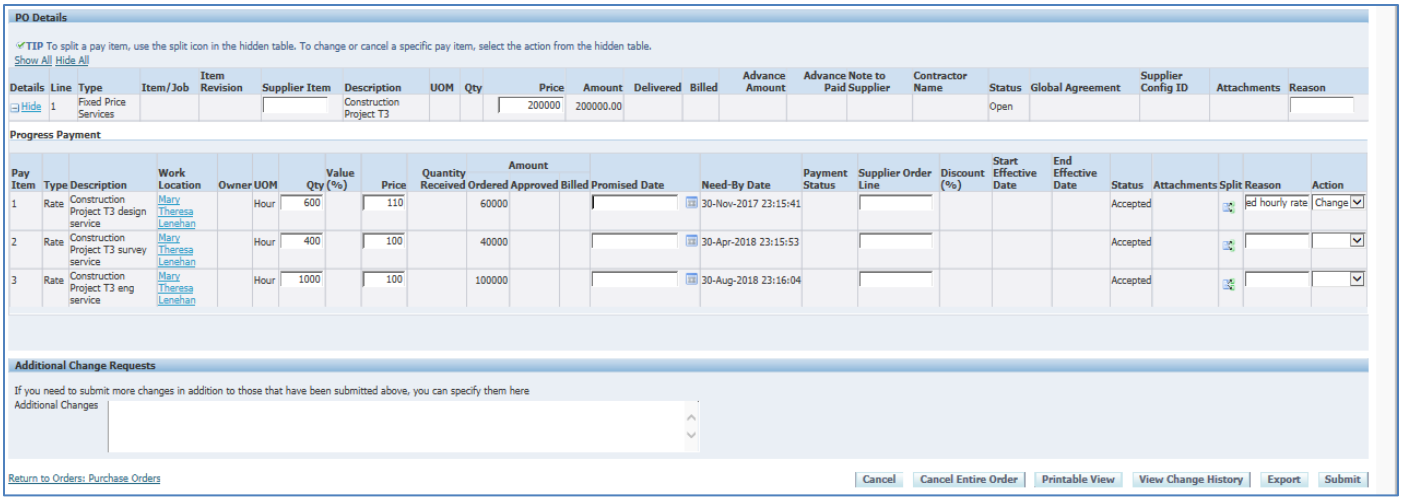
- Click on the Orders tab
- It will display the Purchase Orders
- Select the relevant Purchase Order (with an Open / Accepted status) by clicking on the **Radio Button** in Select Column



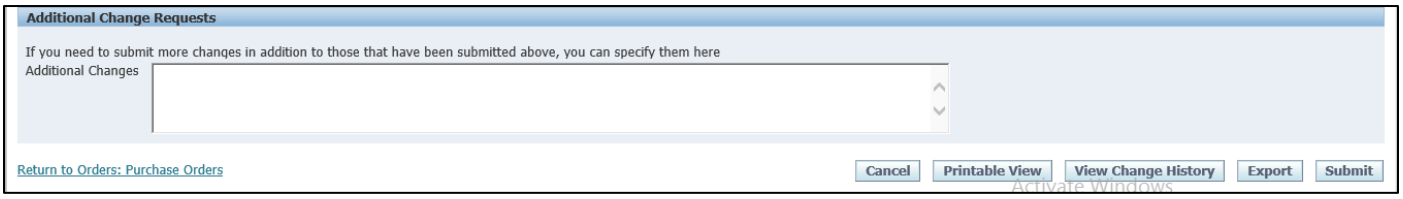
- Click on "**Request Changes**" Button displayed
- Verify the Details of the Purchase order on the Request Changes for Standard Purchase Order page



- 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

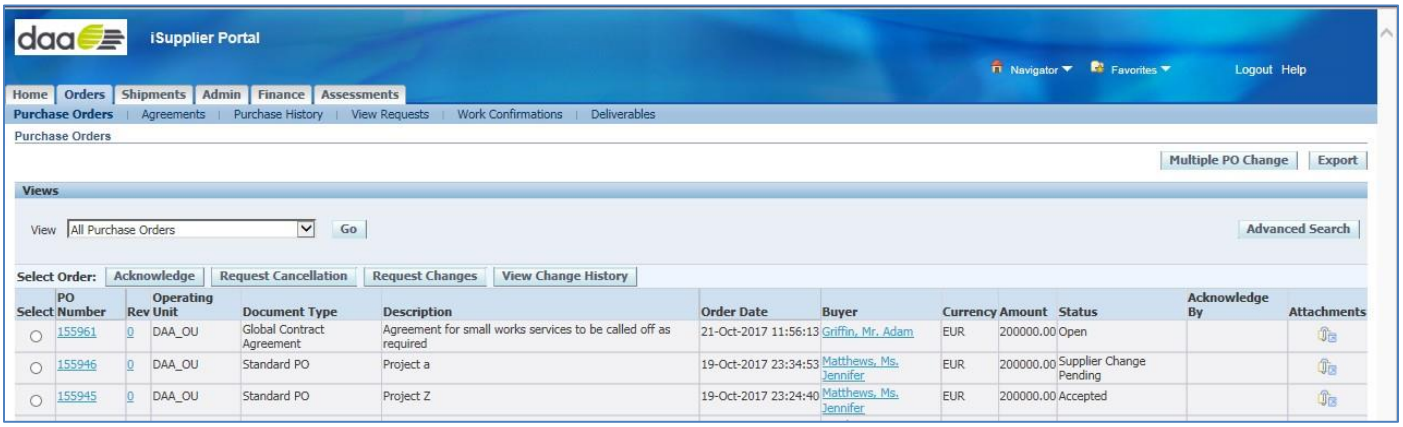


- Enter any Additional Changes if relevant
- Click on "**Submit**" Button



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

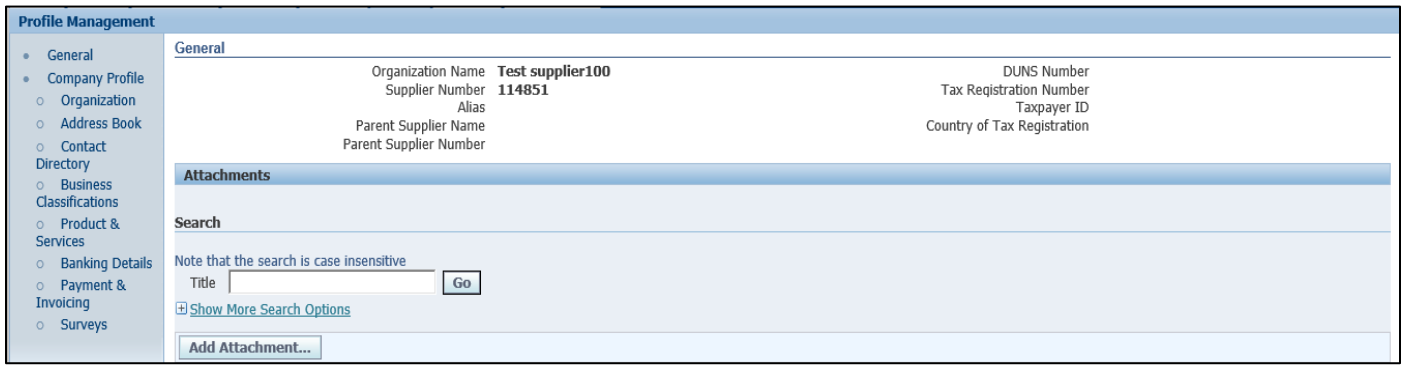
- Verify Purchase Order Status which has been changed
- Status of the Purchase Order will be in "**Supplier Change Pending**" Status



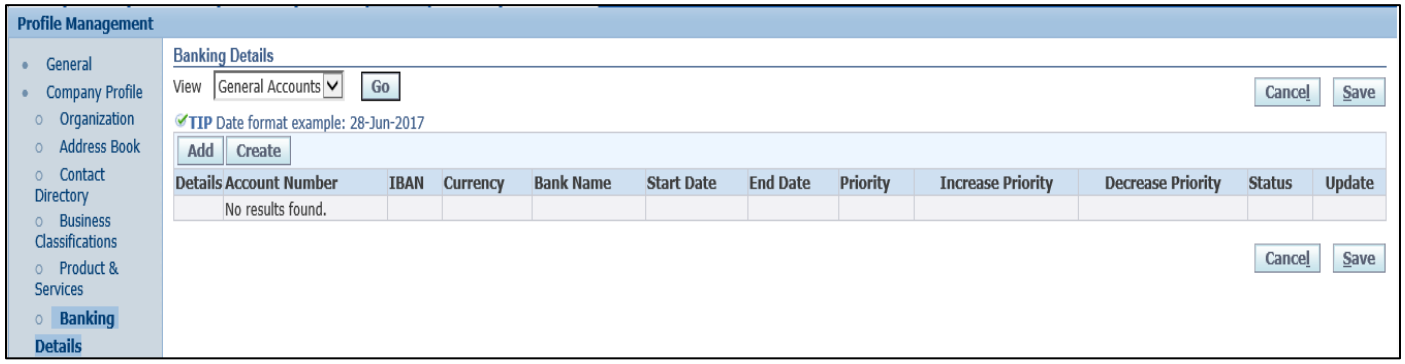
1.7 Supplier Profile Management - Create Bank

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

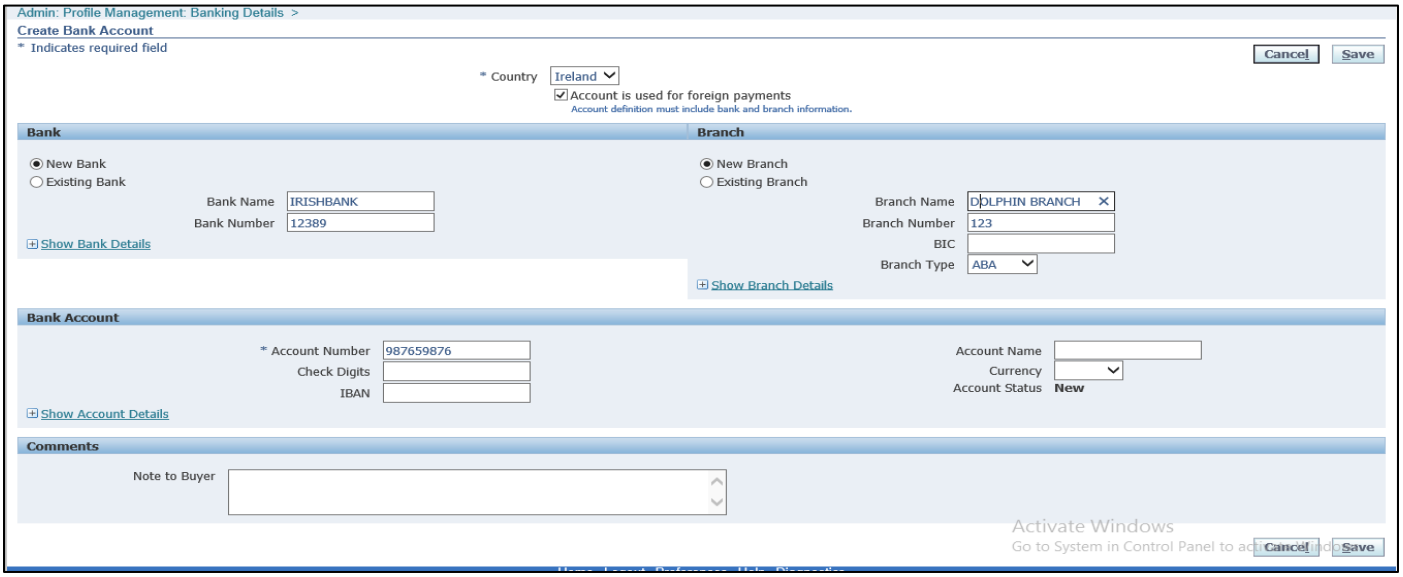
- Admin : Profile Management page will be displayed
- Click on Banking Details



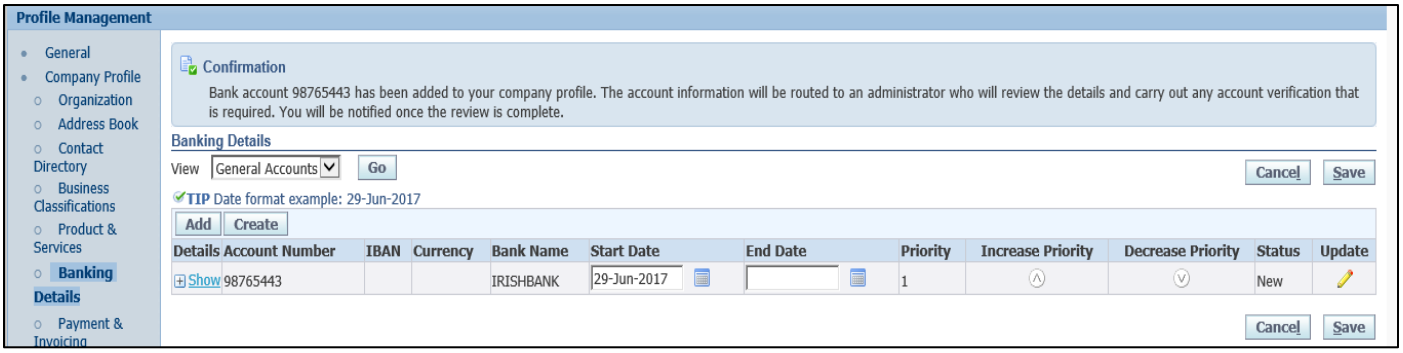
- Banking Details page will get displayed
- Click on "Create" Button



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

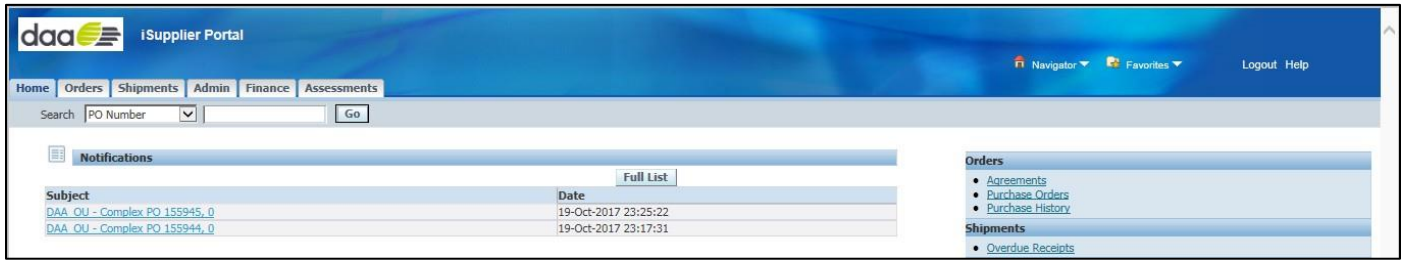


- Confirmation is shown that the bank account has been sent to the relevant administrator to approve

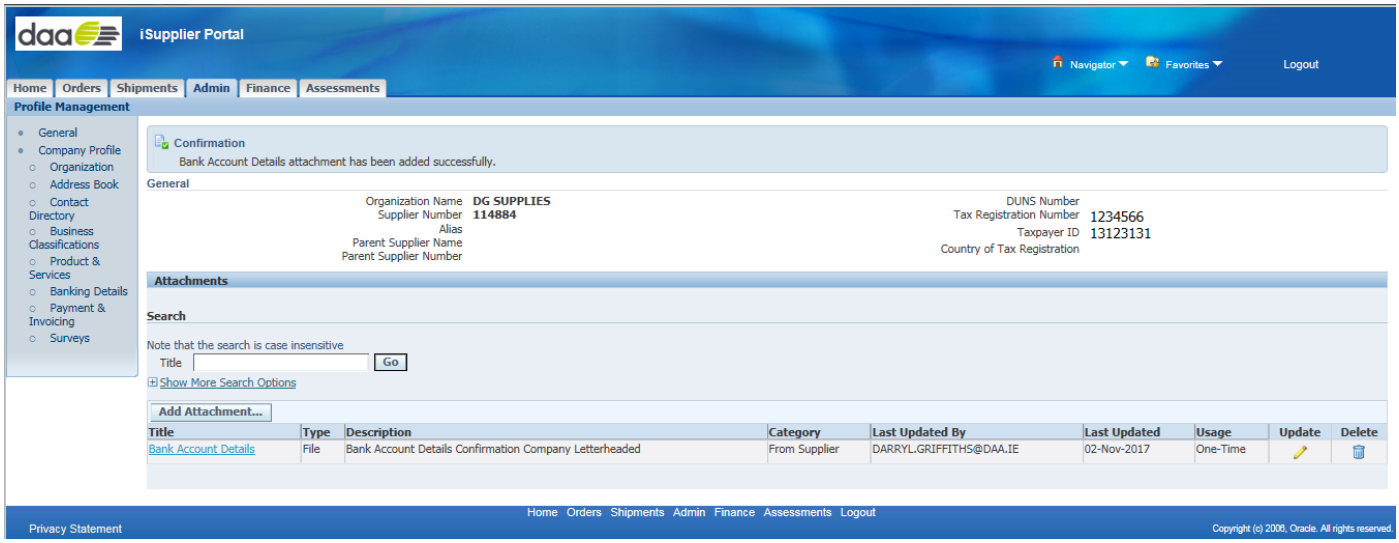


1.8 Supplier Information Update

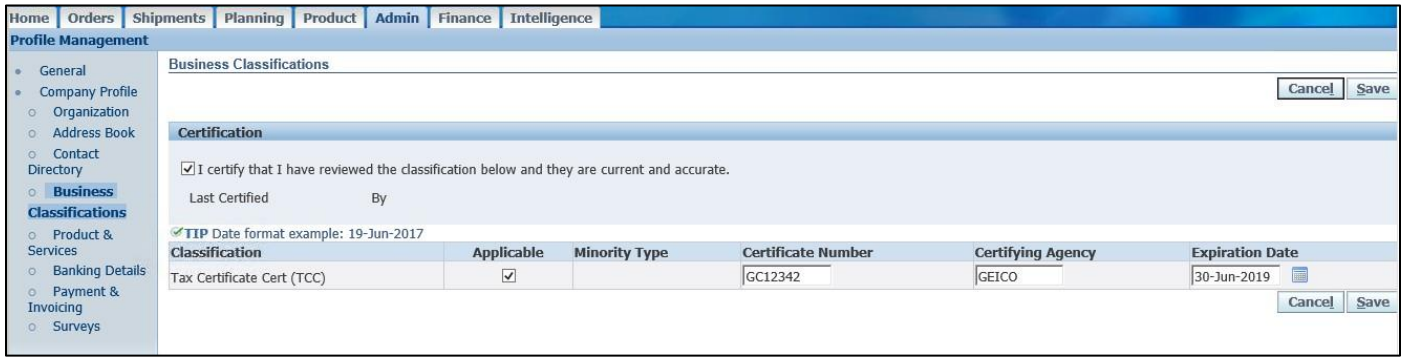
- Supplier users login and update their details as and when required in iSupplier Portal responsibility. Navigate to Oracle Application iSupplier Home Page



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



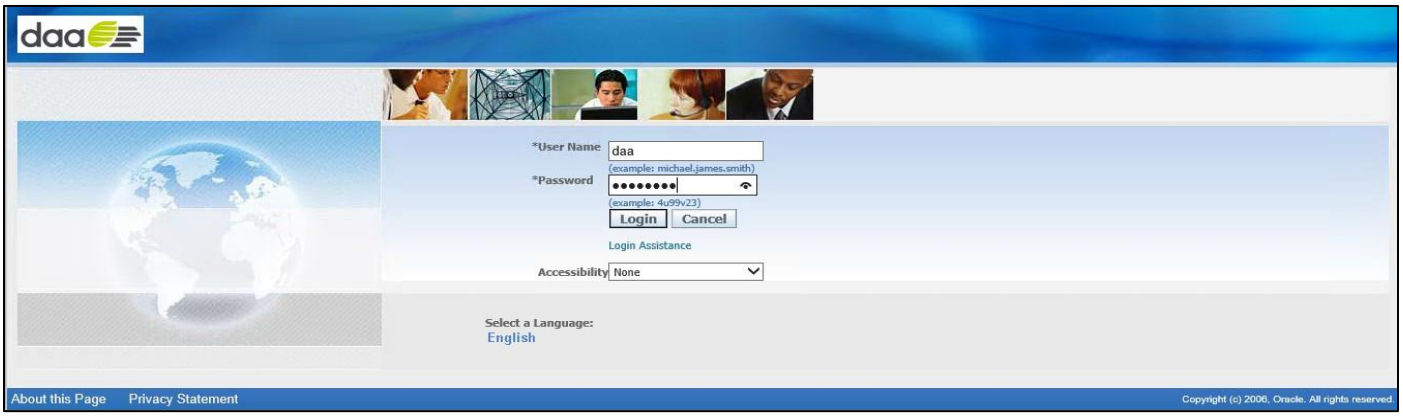
- Suppliers select the relevant section from the list on the left-hand side of the page. e.g. Business Classification
- Suppliers update the necessary changes and click on the 'Save' button to apply the changes



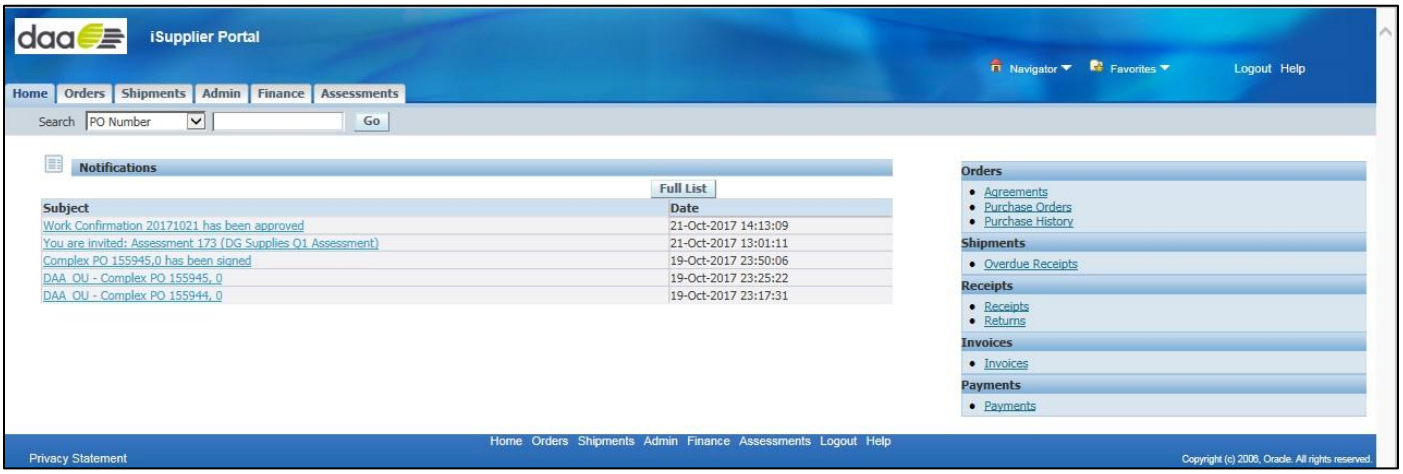
- Supplier Management Administrator can view the change requests in the Supplier Profile Update Requests region

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

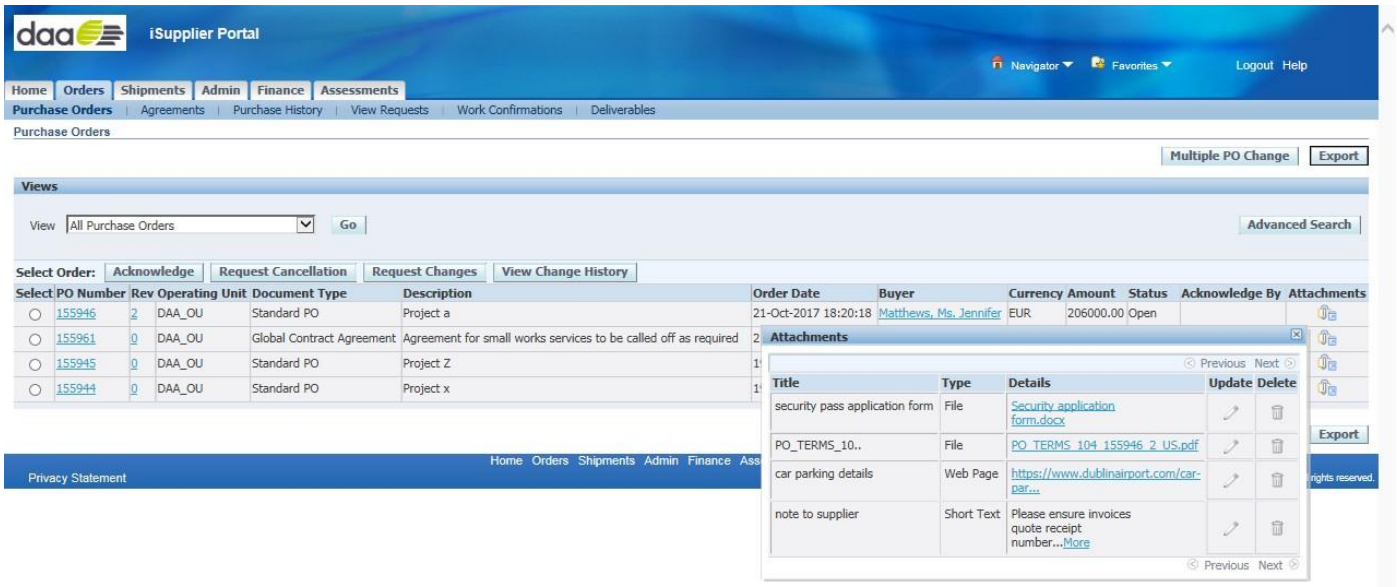
- To review Purchase Order, the Supplier needs to login into their iSupplier Portal Account
- Supplier user will login with his credentials



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

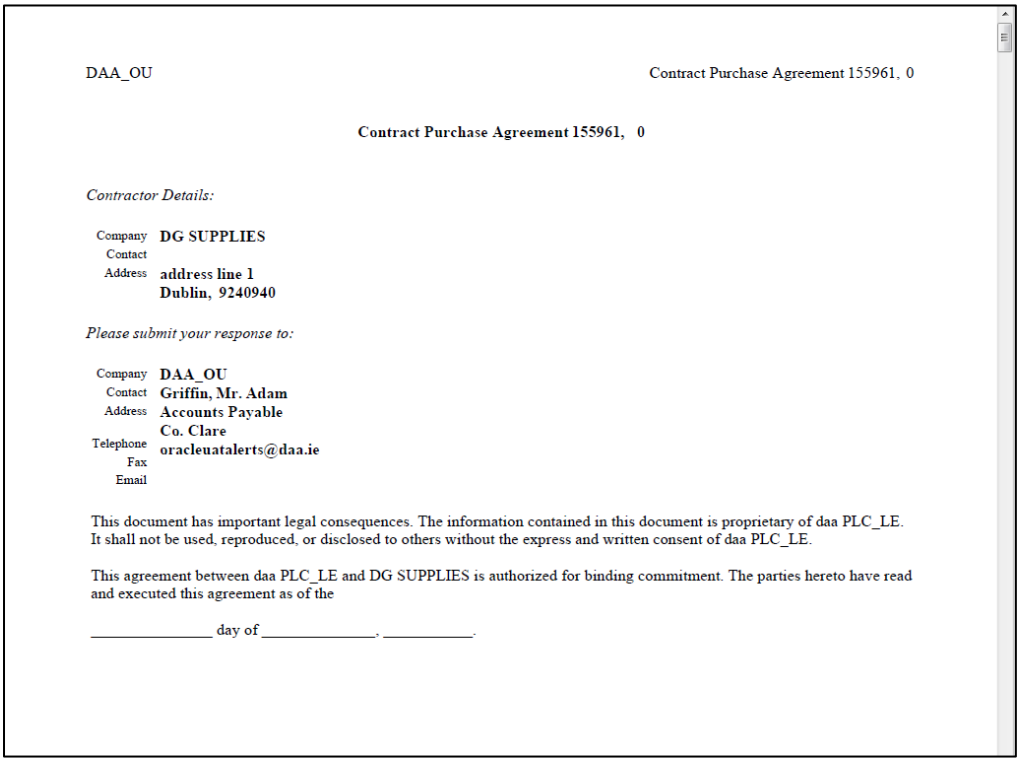


- Select the relevant Purchase Order and click on the **Attachments** Icon in the right hand column



- Click on the attached document link to open the document

- 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:

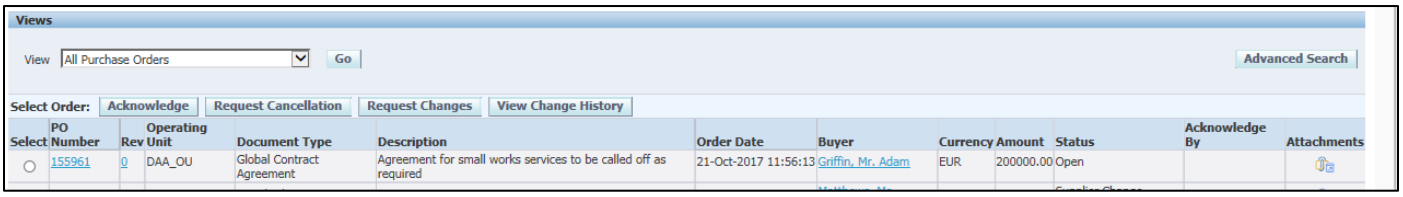
Company **DAA_OU**
Contact **Griffin, Mr. Adam**
Address **Accounts Payable**
Co. Clare
Telephone **oracleuatalerts@daa.ie**
Fax
Email

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.

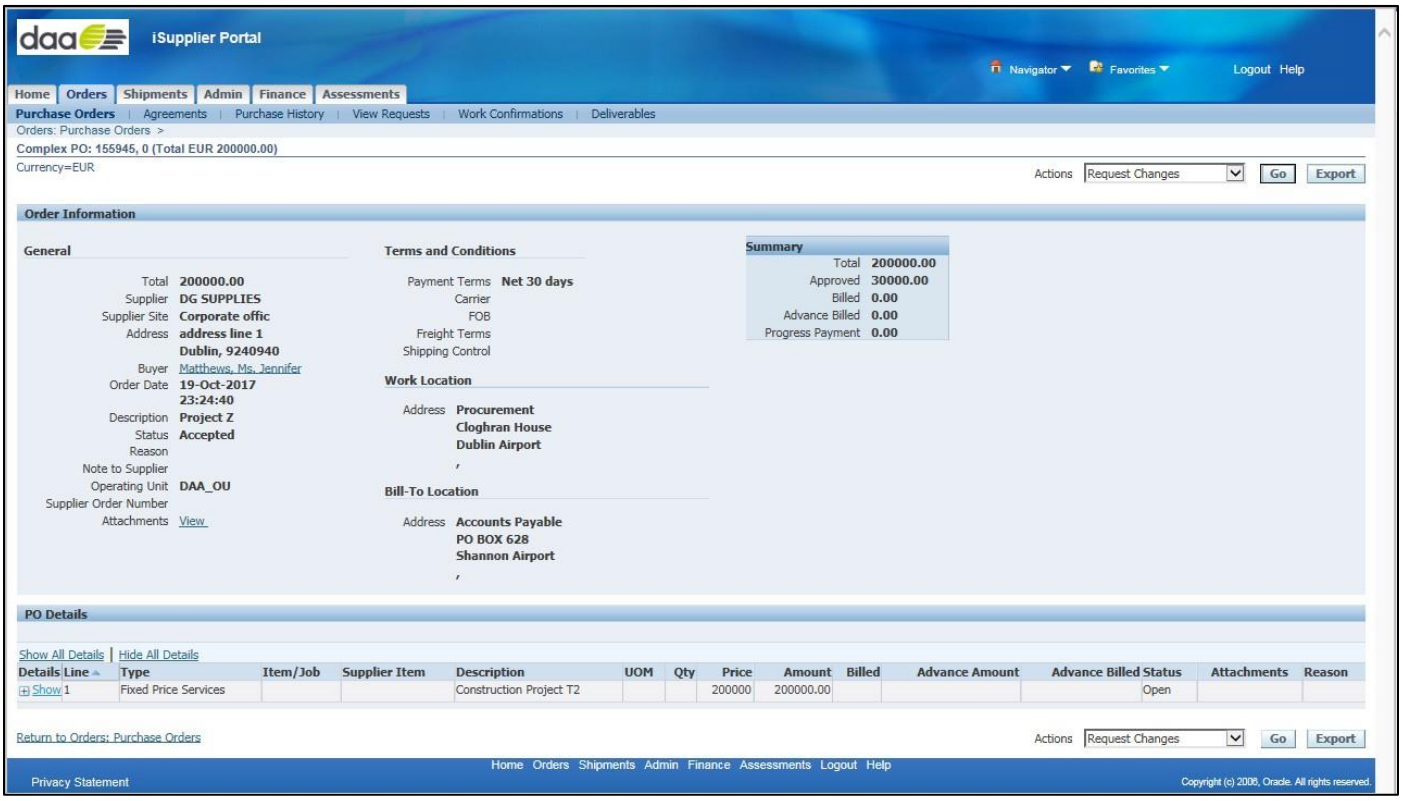
This agreement between daa PLC_LE and DG SUPPLIES is authorized for binding commitment. The parties hereto have read and executed this agreement as of the

_____ day of _____, _____.

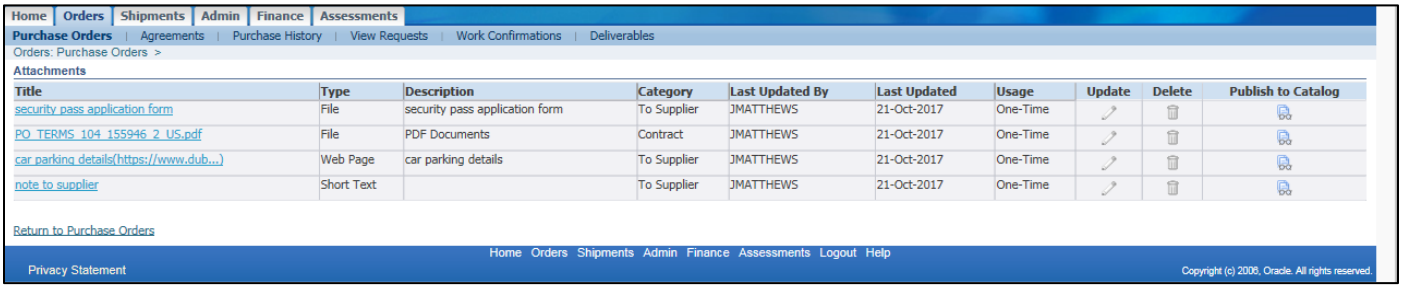
- Review contract document / attachments



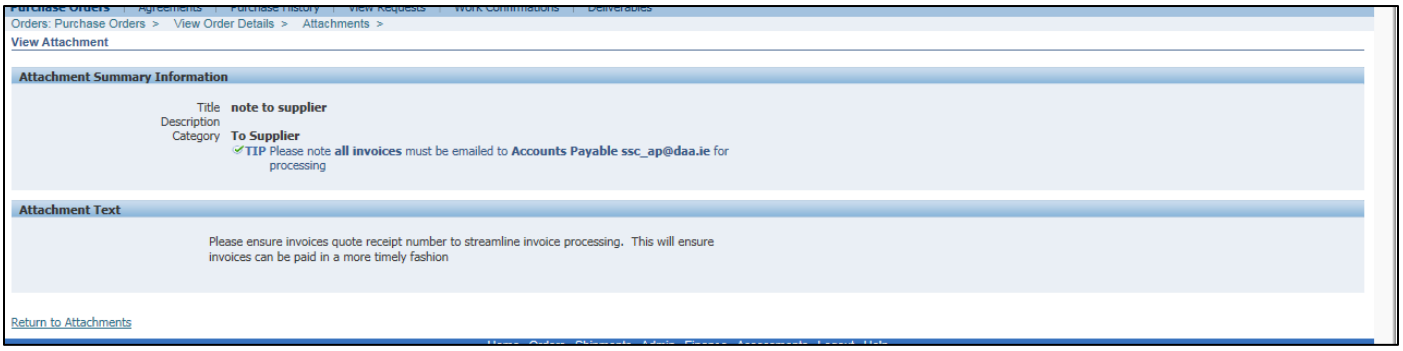
- To review Agreement / Purchase Order details click on the **PO number** link
- To review details of the Purchase Order line click **Show All Details** link



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

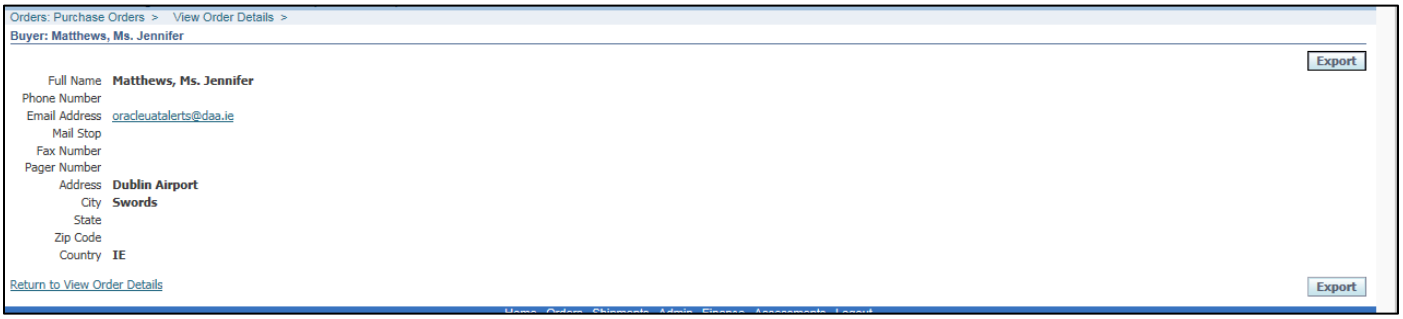


- Click on attachment title hyperlink to review attached document, notes or URL



- 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

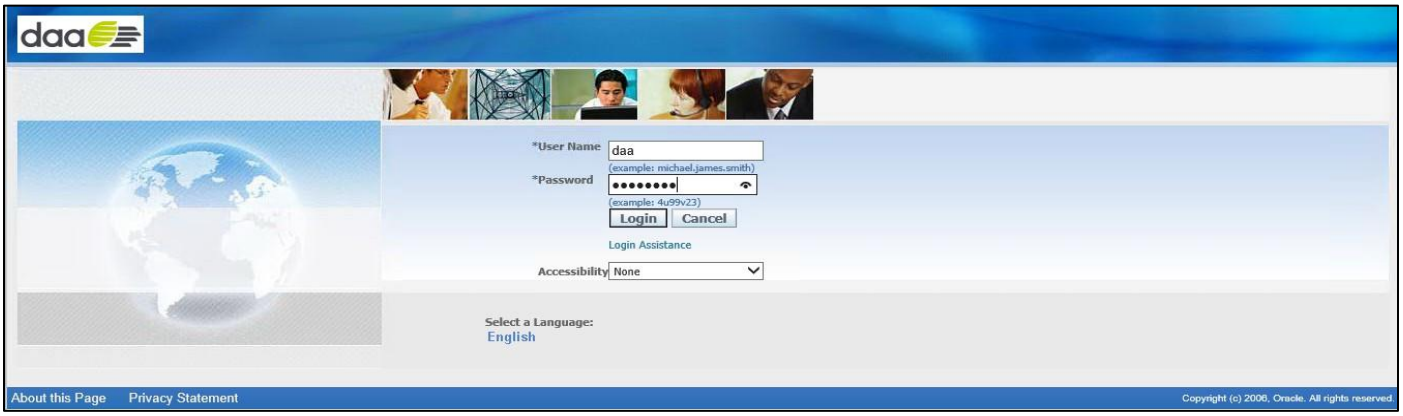
- For Buyer contact details click the **Buyer link** on View Order Details page



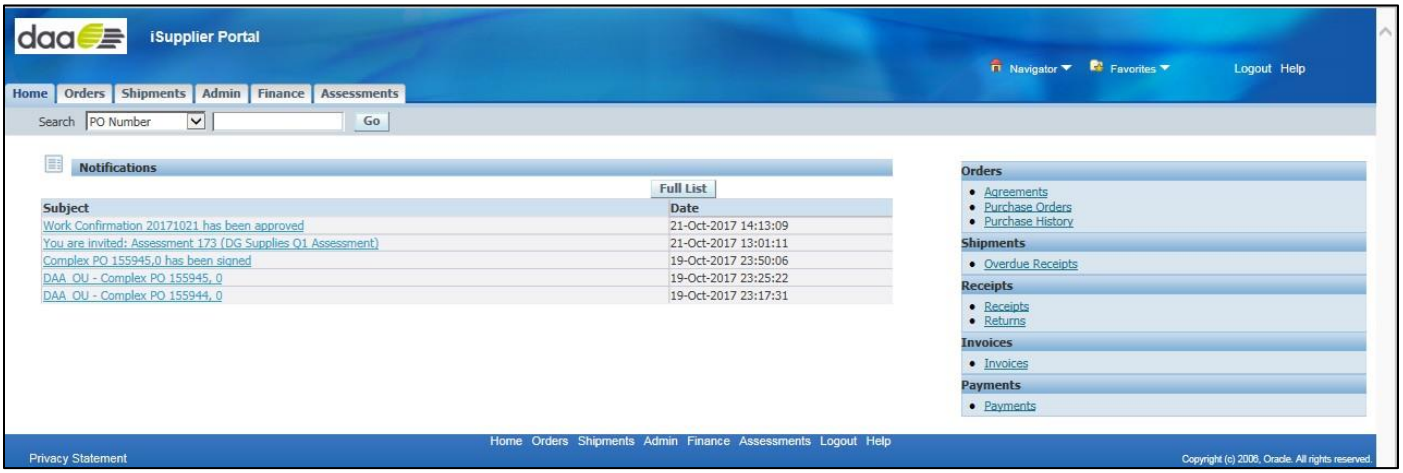
- Click Return to Purchase Order link when finished reviewing Purchase Order details

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

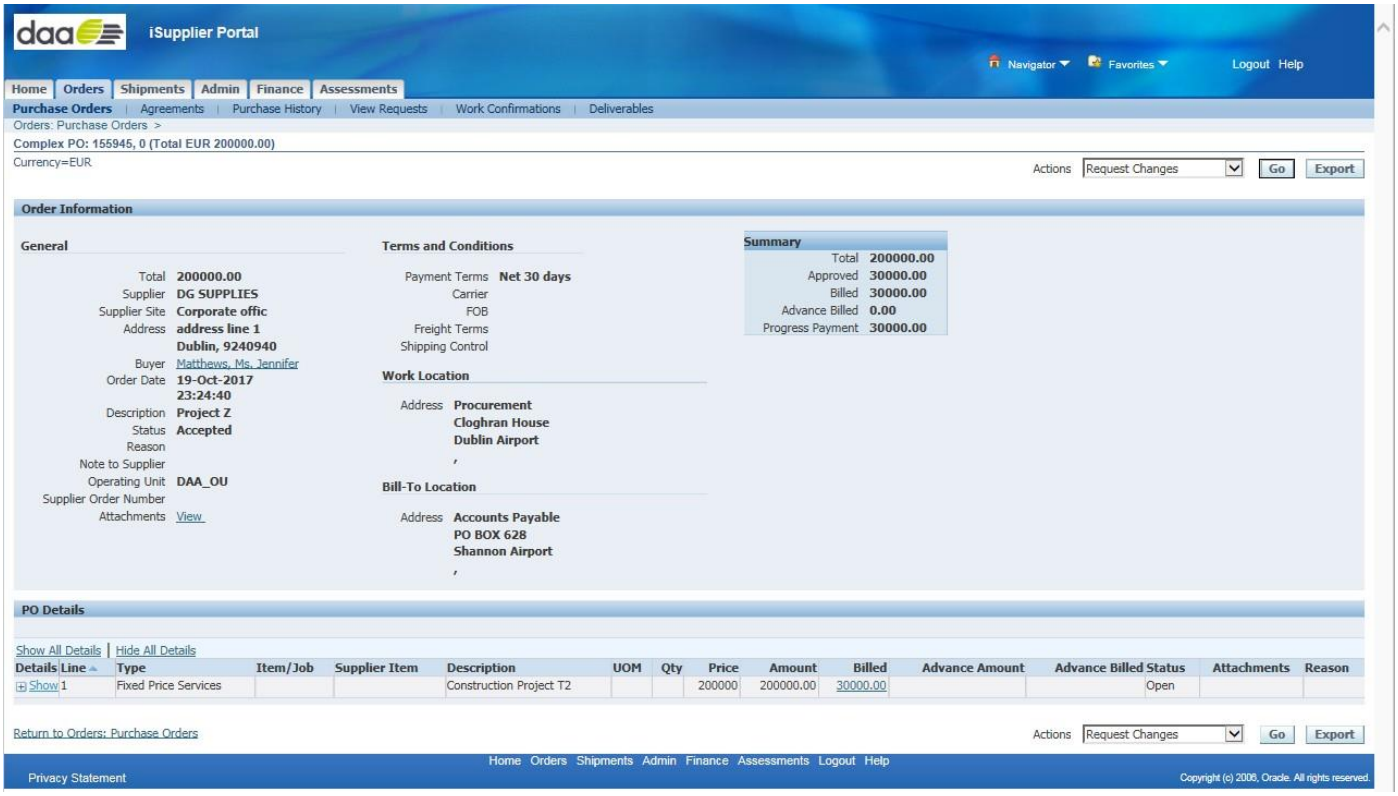


- Click on orders tab or click on Purchase Orders link

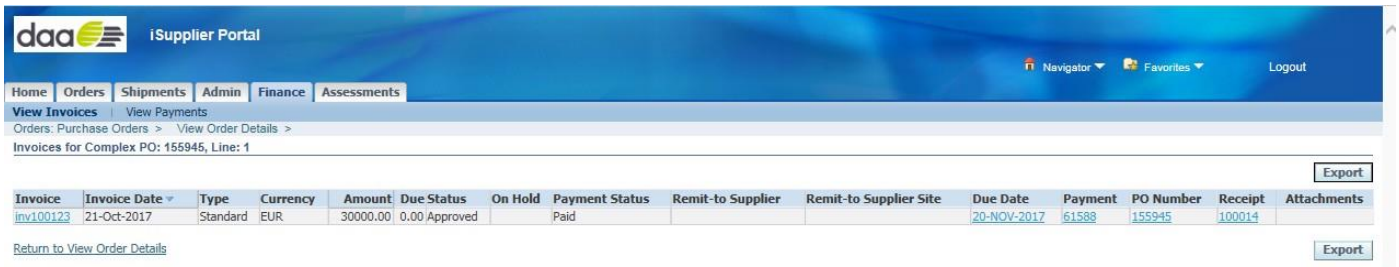


- Select the relevant Purchase Order by clicking the **order number** hyperlink

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



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



- 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

Export

General

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

Amount Summary

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

Payment Information

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)

Export

Payment Date	21-Oct-2017
Method	Electronic
Status	Negotiable
Status Date	21-Oct-2017
Remit-to Supplier	
Remit-to Supplier Site	

Supplier	DG SUPPLIES
Supplier Site	Corporate offic
Address	address line 1 Dublin 9240940
Bank Account	Danske daa Payables # 00020338

Included Invoices

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	

Return to Invoice Details

Export

- 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

Export

Creation Date	21-Oct-2017 14:08:32
Organization	DAA Inventory Master
Supplier	DG SUPPLIES
Supplier Site	Corporate offic
Shipment Number	20171021
Shipment Date	

Packing Slip	
Containers	
Waybill/Airbill	
Freight Carrier	
Bill of Lading	
Attachments	None

Receipt Transactions

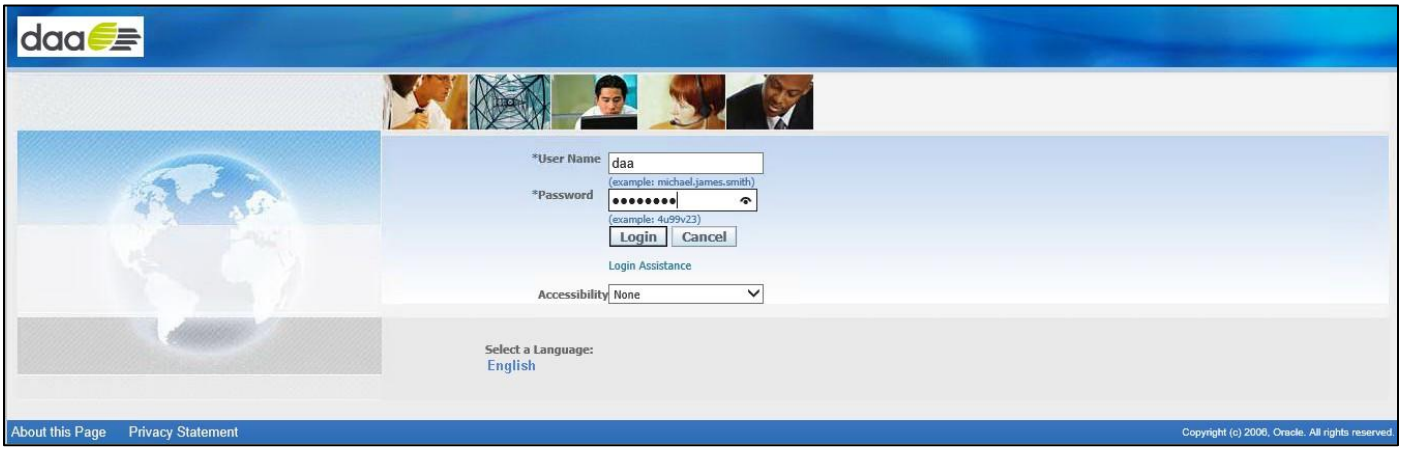
Receipt Date	Promised Date	Need-By Date	Performance	PO Number	Line	Shipment	Item/Job	Description	UOM	Ordered	Returned	Net Received	Accepted	Defects	Location	Attachments	LPN/Lot/Serial	Invoice
21-Oct-2017 14:13:09		30-Nov-2017 23:15:41	Early	155945	1	1		Construction Project T1 phase 1	EUR	60000		30000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

Return to View Invoices

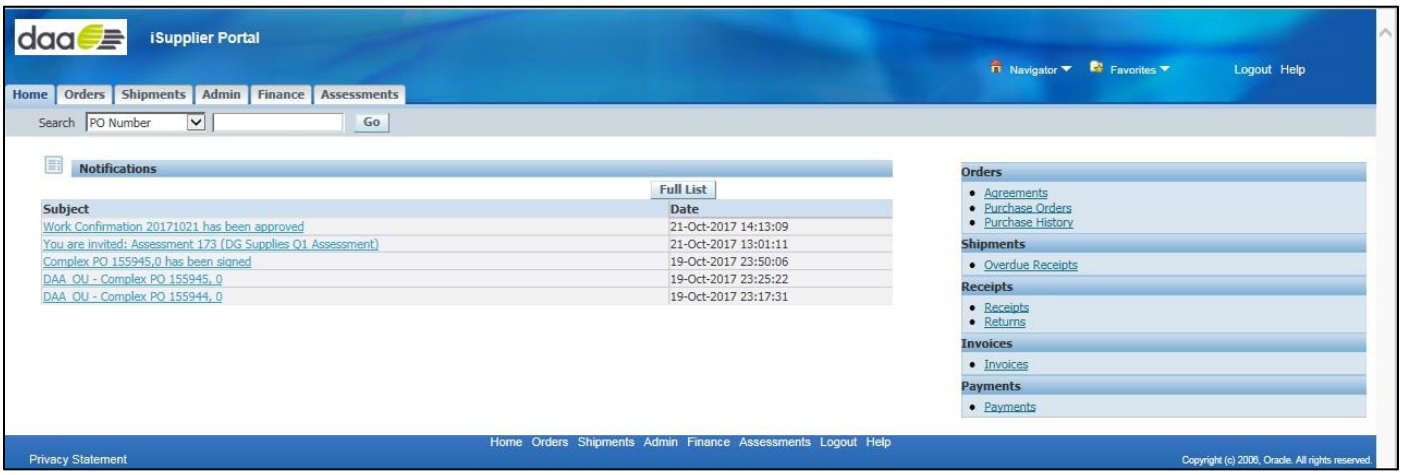
Export

1.11 Purchase Order – Revisions

- Supplier user will login with his credentials.



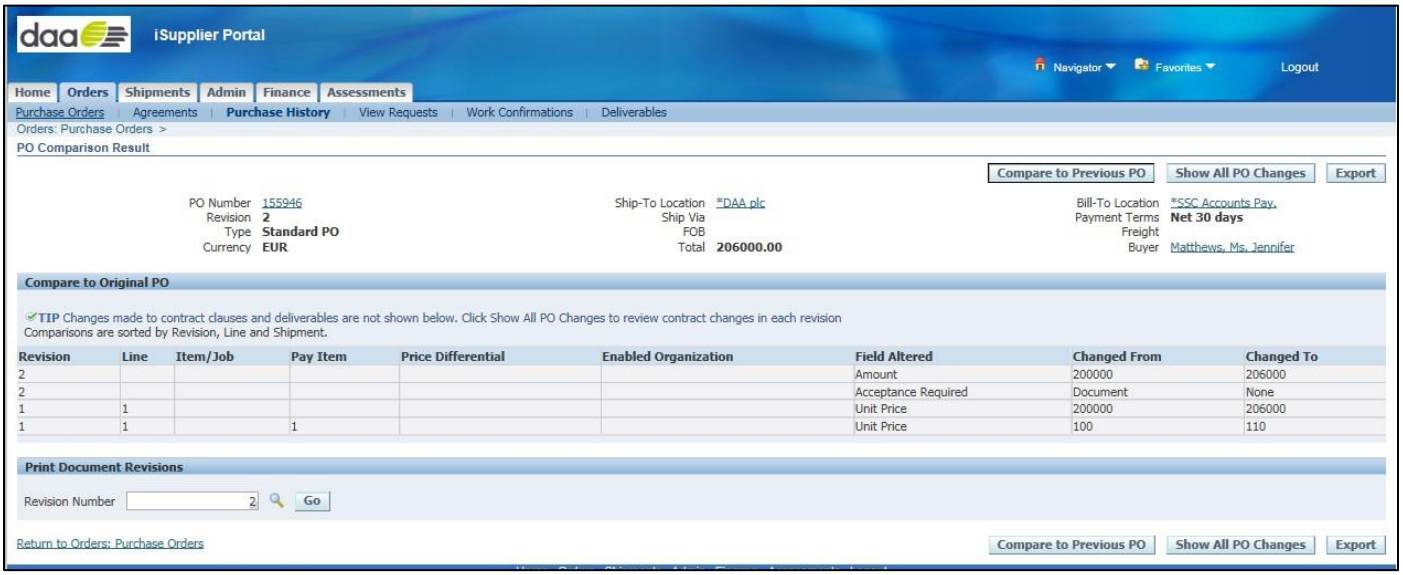
- Supplier will login into their iSupplier Portal Account.
- The supplier can see the revision of the Purchase Order in the work list XXXXX,1i.e. amended purchase orders are indicated with a version number > 0
- Navigate to Oracle Application Home Page > iSupplier Portal Full Access.
- Click on **orders** tab.



- The page will navigate to Purchase Order summary page.
- The supplier can see the revision of the Purchase Order.

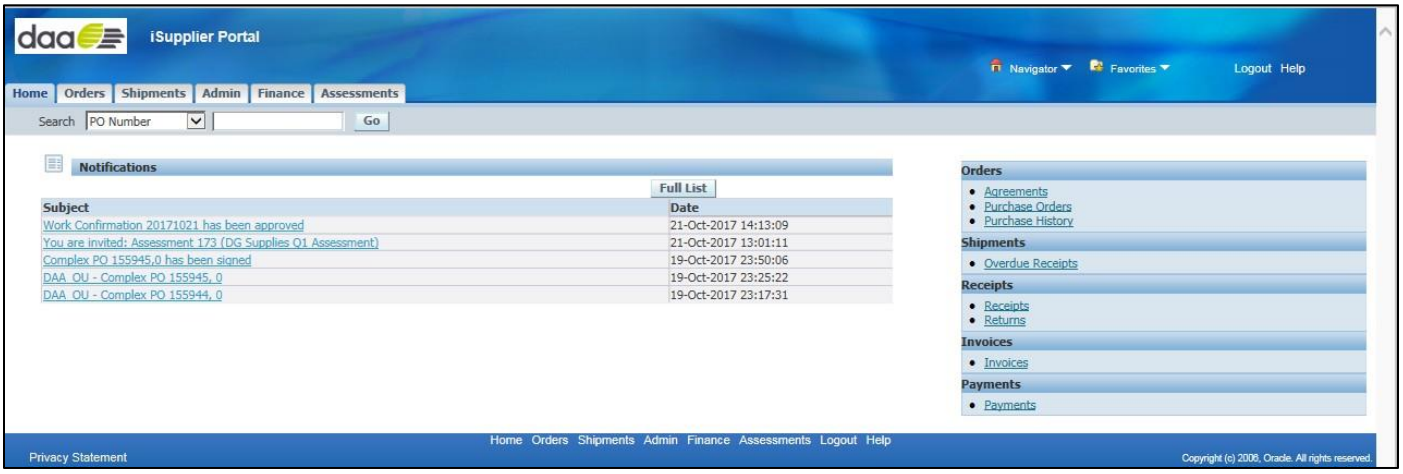
- Click on revision number for the particular order to view the revision/changes.

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

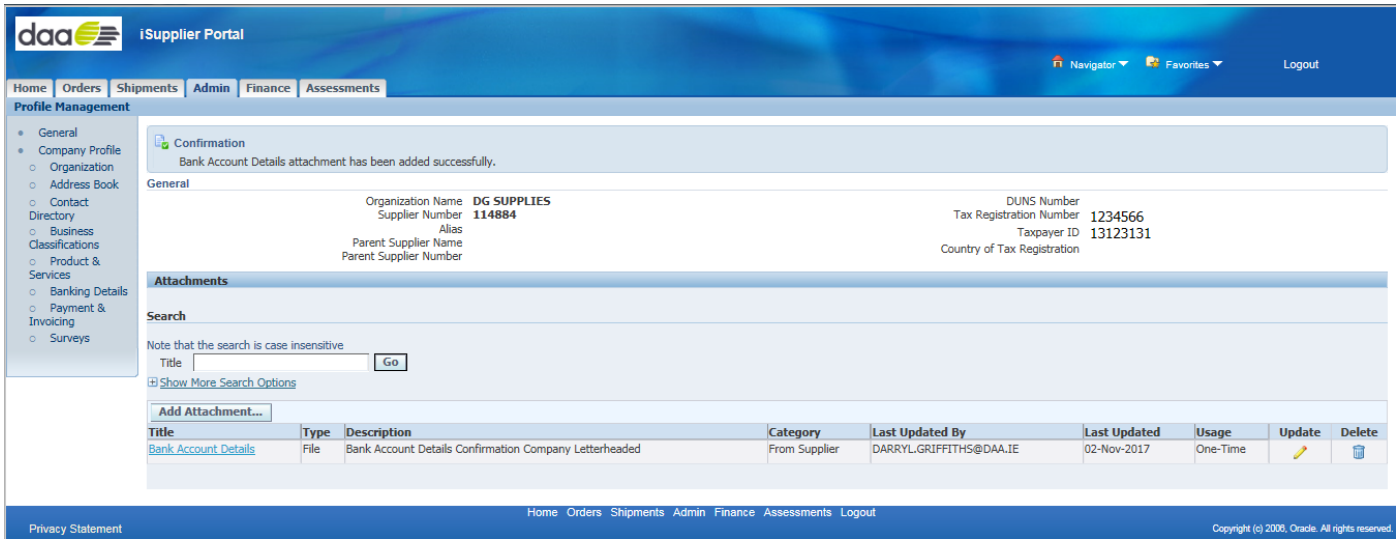


1.12 Create the Contact Directory for Existing Suppliers

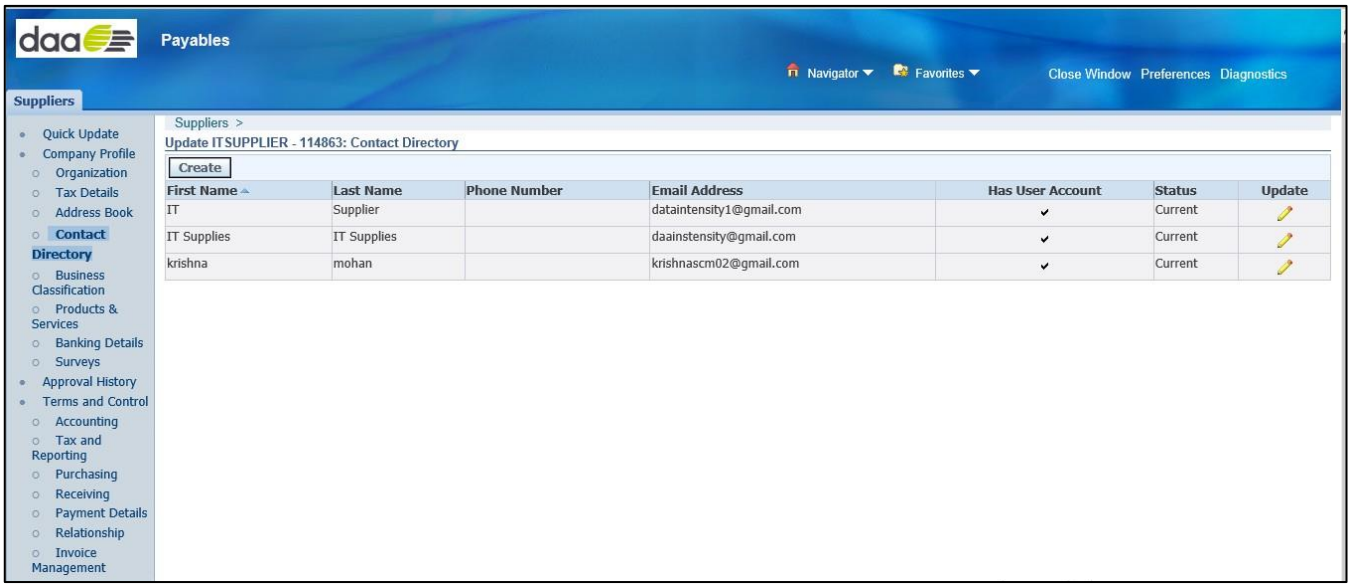
- Supplier users login and update their details as and when required in iSupplier Portal responsibility.
- Navigate to: iSupplier Portal Full Access > Home Page



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

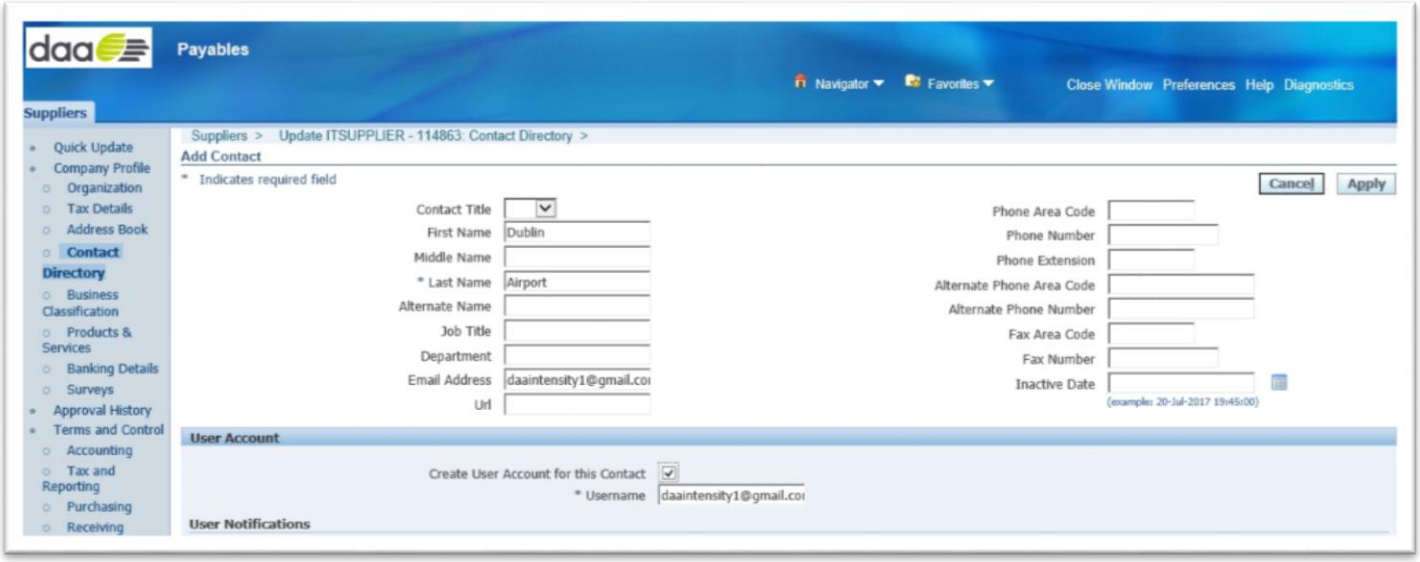


- Suppliers select the relevant section from the list on the left hand side of the page e.g. Contact directory.
- On the Contact Directory page, click Create from Site Contacts.

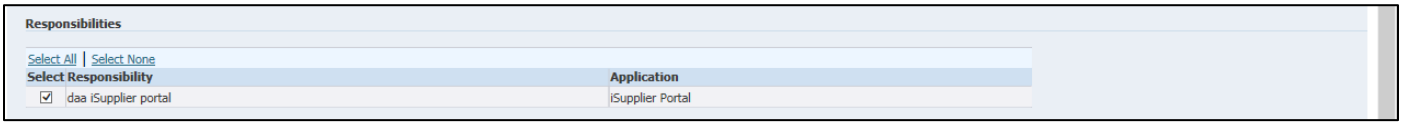


- On the Create Contact Directory Entries from Site Contacts page, select the contacts you wish to create and click Create Contact Directory Entry. This will create an entry for every site contact/site details defined for the supplier in the purchasing and payables system.
- **Note**: Fields marked with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



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



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.