



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.

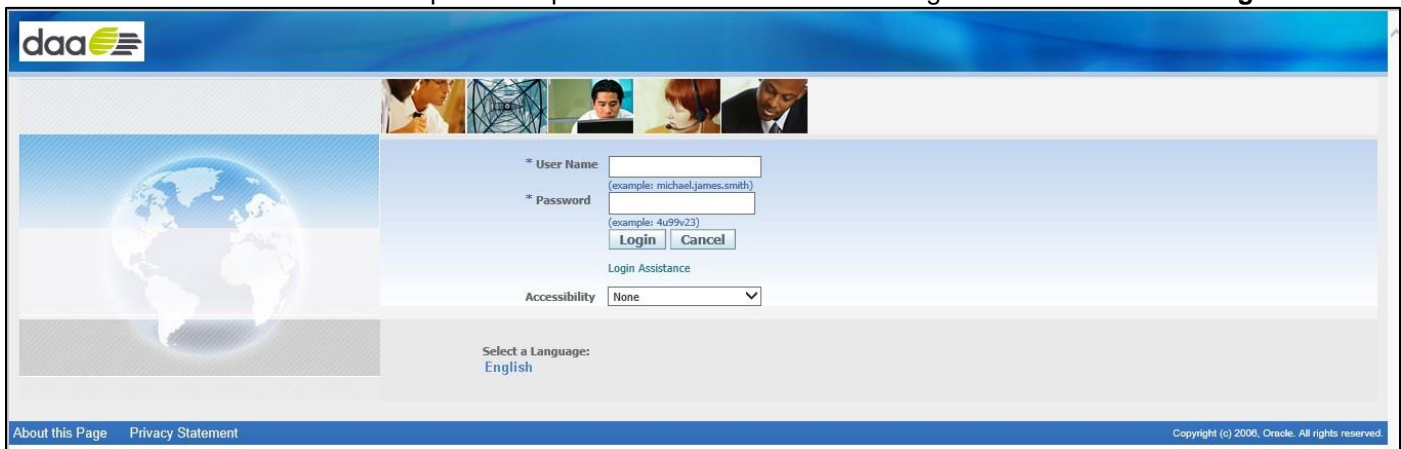
**Supplier Site is an Oracle record used to set specific business logic and controls in relation to the purchase transaction such as tax rules, currency, invoice, payment processing, payment terms and payment bank. Supplier site is referenced on Purchase Orders and agreements. Note Supplier site should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

Search

PO Number
▼

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

Orders: [Purchase Orders](#) > [View Order Details](#) >

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

View

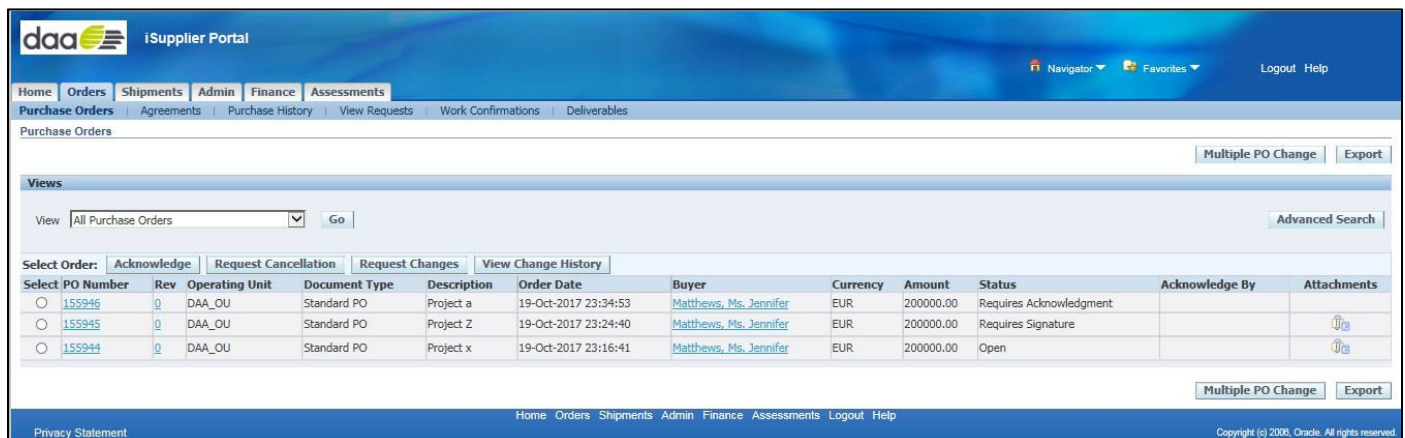
1.4 Purchase Order Acceptance – Acknowledge / Sign

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

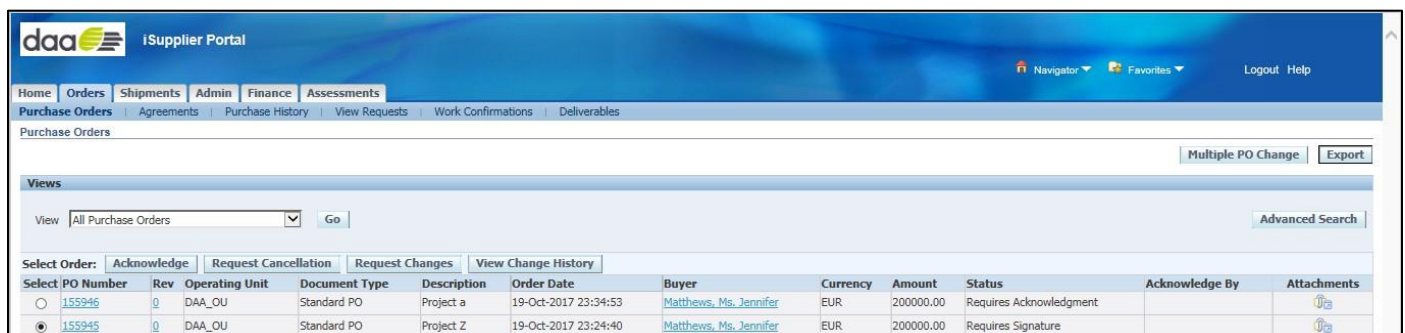
- To Accept – Acknowledge / Sign a Purchase Order, the Supplier needs to login into their iSupplier Portal Account



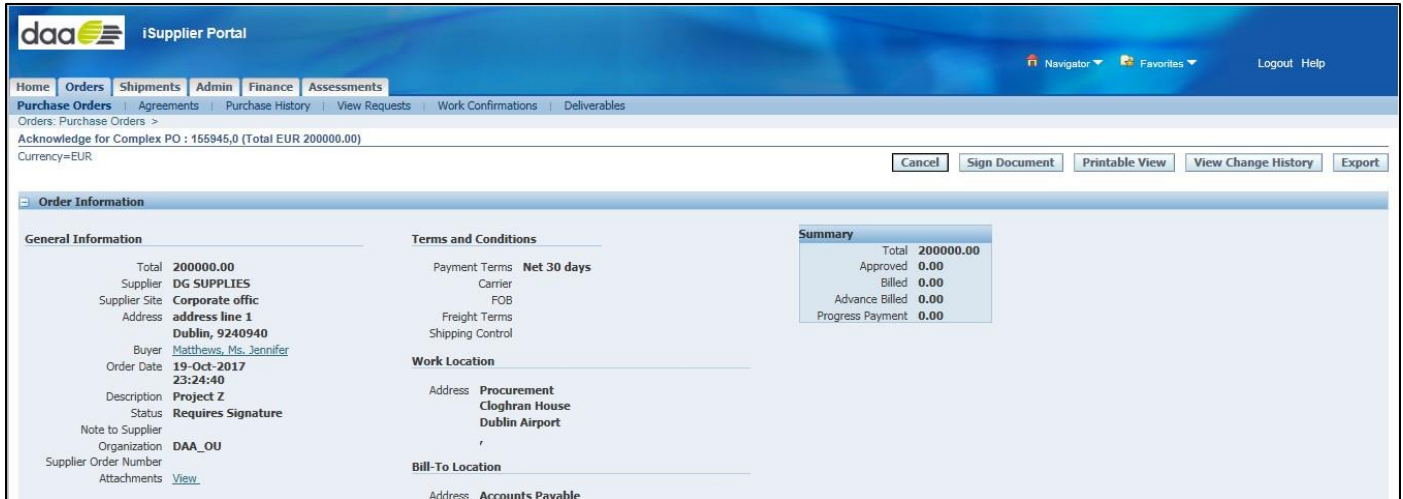
- Click on the Orders tab
- It will display the Purchase Orders



- 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



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 : 155945,0 (Total EUR 200000.00)

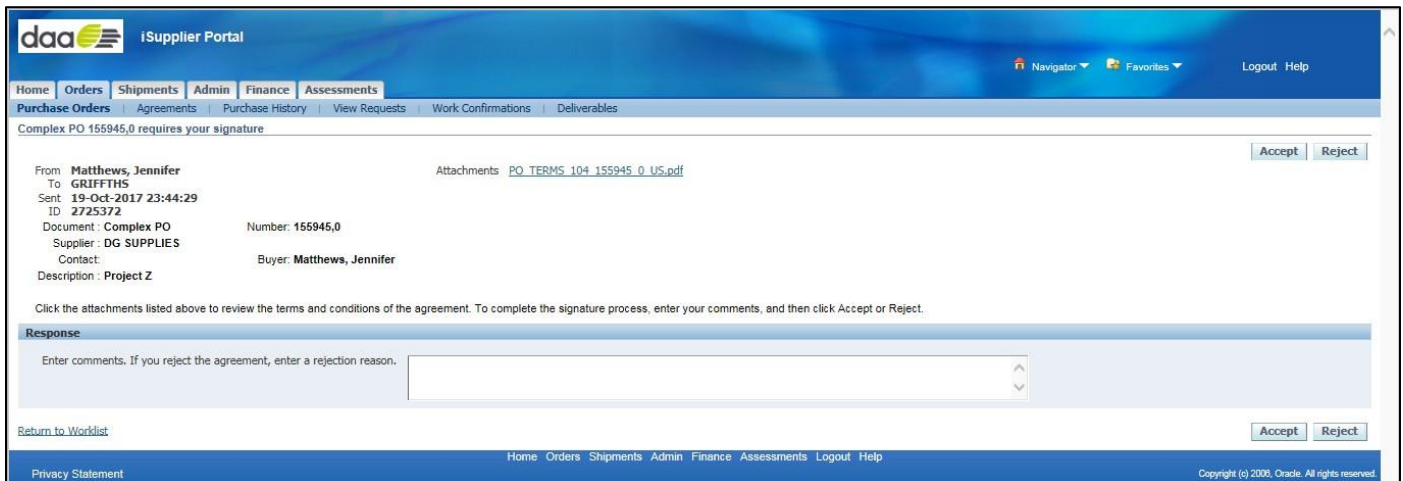
Currency=EUR

Cancel Sign Document Printable View View Change History Export

Order Information

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



daa iSupplier Portal

Home Orders Shipments Admin Finance Assessments

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

Complex PO 155945,0 requires your signature

From: Matthews, Jennifer
To: GRIFFITHS
Sent: 19-Oct-2017 23:44:29
ID: 2725372
Document: Complex PO
Supplier: DG SUPPLIES
Contact: Buyer: Matthews, Jennifer
Description: Project Z

Attachments: [PO TERMS 104 155945 0 US.pdf](#)

Accept Reject

Click the attachments listed above to review the terms and conditions of the agreement. To complete the signature process, enter your comments, and then click Accept or Reject.

Response

Enter comments. If you reject the agreement, enter a rejection reason.

Return to Worklist

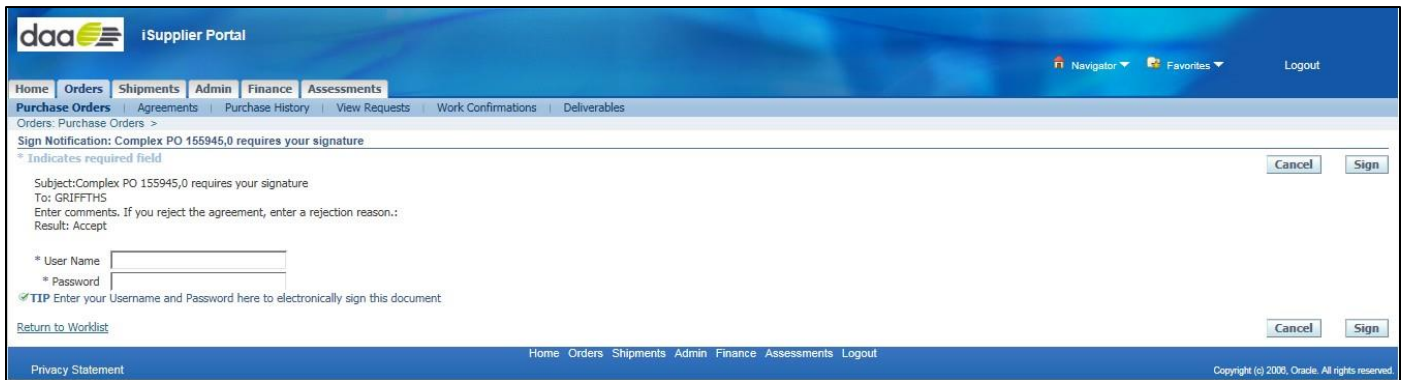
Accept Reject

Home Orders Shipments Admin Finance Assessments Logout Help

Privacy Statement

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



daa iSupplier Portal

Home Orders Shipments Admin Finance Assessments

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

Orders: Purchase Orders >

Sign Notification: Complex PO 155945,0 requires your signature

* Indicates required field

Subject: Complex PO 155945,0 requires your signature
To: GRIFFITHS
Enter comments. If you reject the agreement, enter a rejection reason.:
Result: Accept

* User Name
* Password

☒ **TIP** Enter your Username and Password here to electronically sign this document

[Return to Worklist](#)

[Cancel](#) [Sign](#)

Privacy Statement Home Orders Shipments Admin Finance Assessments Logout

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



daa iSupplier Portal

Home Orders Shipments Admin Finance Assessments

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

Signature Confirmation

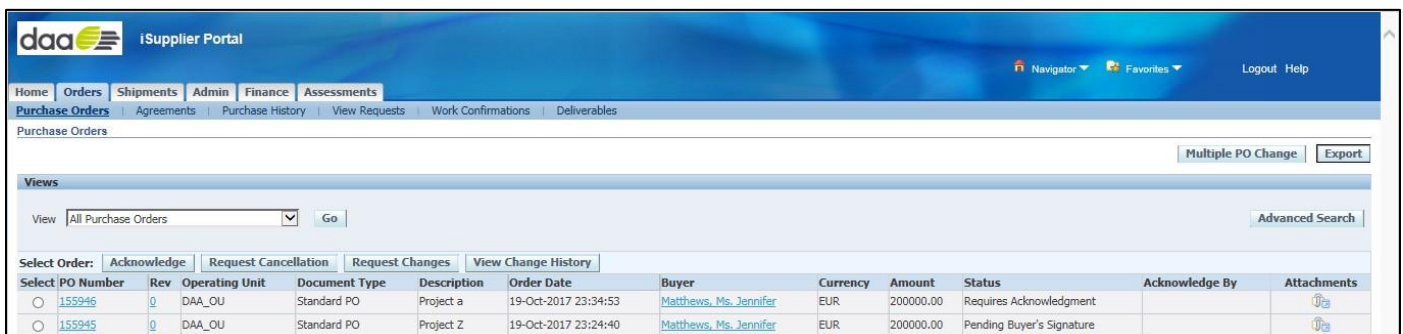
Your Signature for Purchase Order 155945 has been accepted.

[Return to Purchase Order Summary](#)

Privacy Statement Home Orders Shipments Admin Finance Assessments Logout Help

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



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 [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	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

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

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



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

[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		

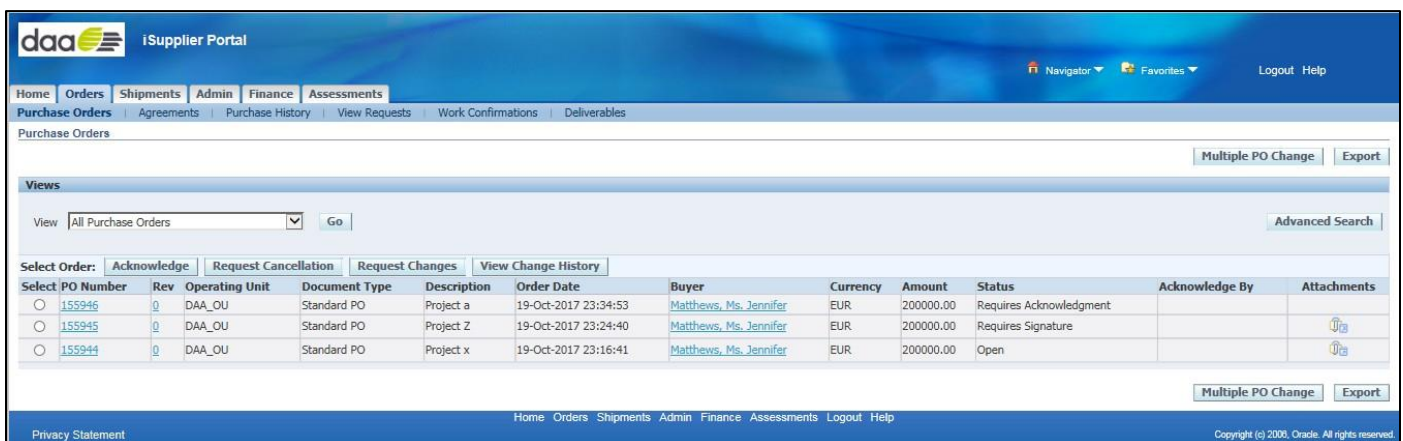
1.5 Purchase Order Acknowledgement

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

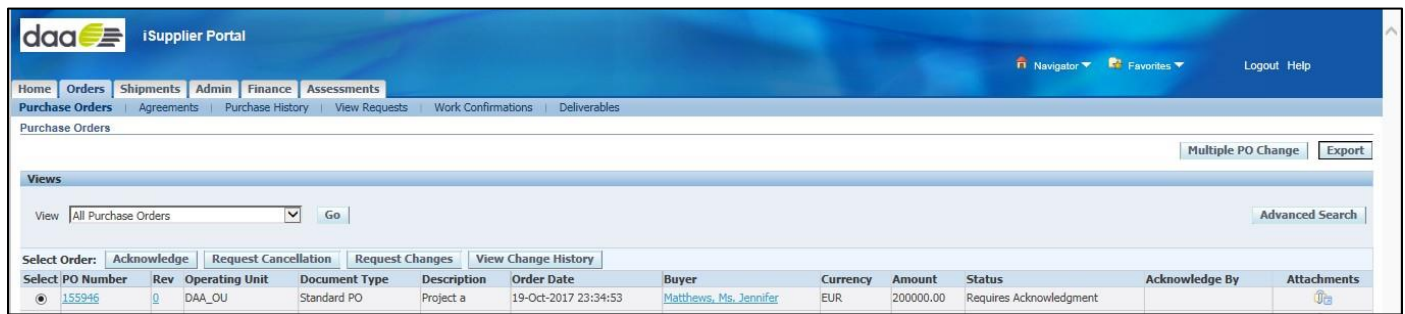


- Click on the **Orders** tab
- It will display the Purchase Orders



Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input checked="" 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

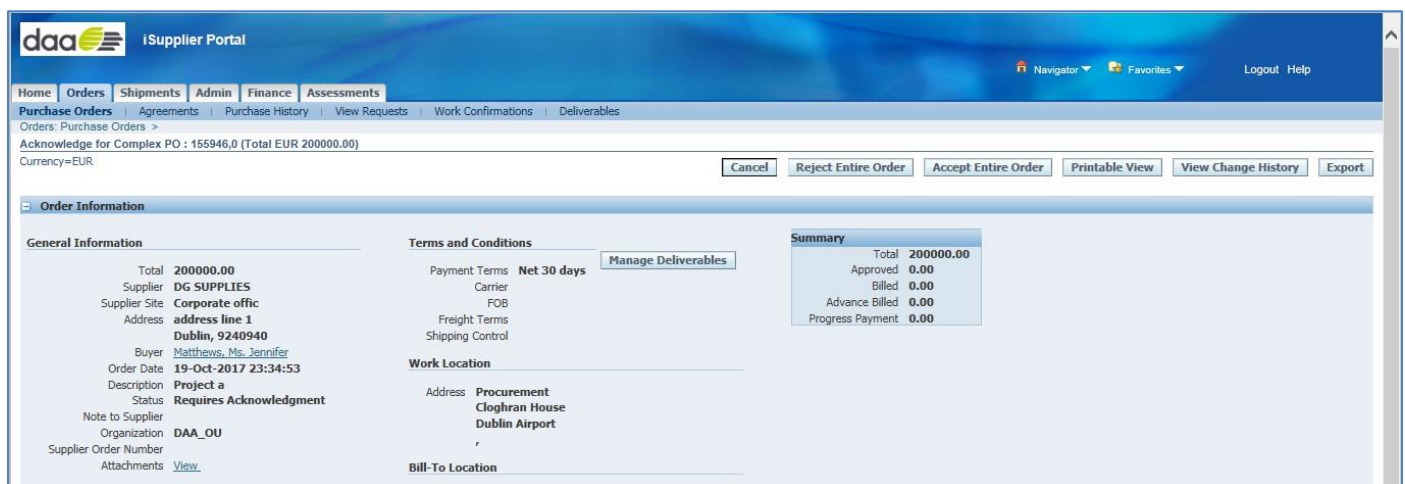
Views

View: All Purchase Orders | 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 checked="" type="radio"/>	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)

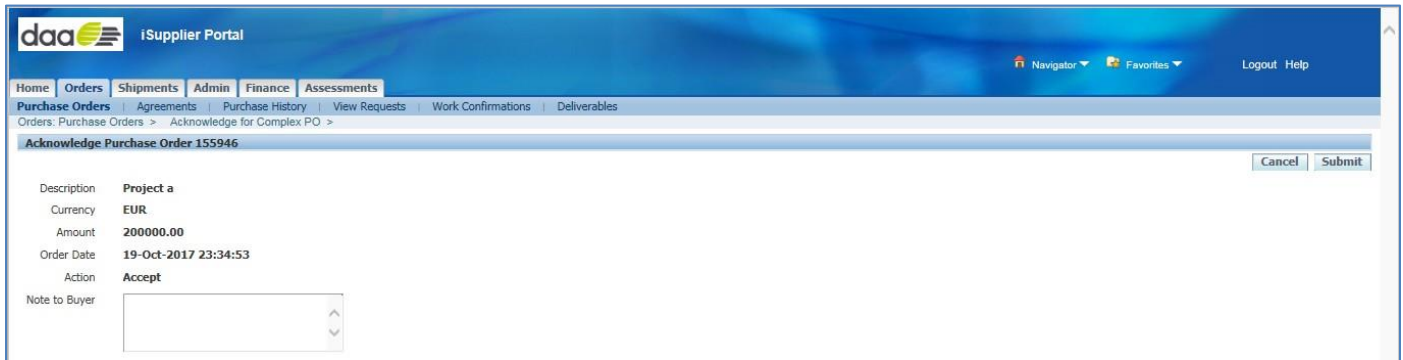
Currency=EUR

Cancel | Reject Entire Order | Accept Entire Order | Printable View | View Change History | Export

Order Information

General Information	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</p> <p>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>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</p> <p>Cloghran House</p> <p>Dublin Airport</p> <p>Bill-To Location:</p>	<p>Total: 200000.00</p> <p>Approved: 0.00</p> <p>Billed: 0.00</p> <p>Advance Billed: 0.00</p> <p>Progress Payment: 0.00</p>

- Review the details and Click Accept Button to Confirm



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 >

Acknowledge Purchase Order 155946

Cancel Submit

Description: Project a

Currency: EUR

Amount: 200000.00

Order Date: 19-Oct-2017 23:34:53

Action: Accept

Note to Buyer

- 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'



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 >

PO Acknowledgment Confirmation

Purchase Order 155946 has been Acknowledged.

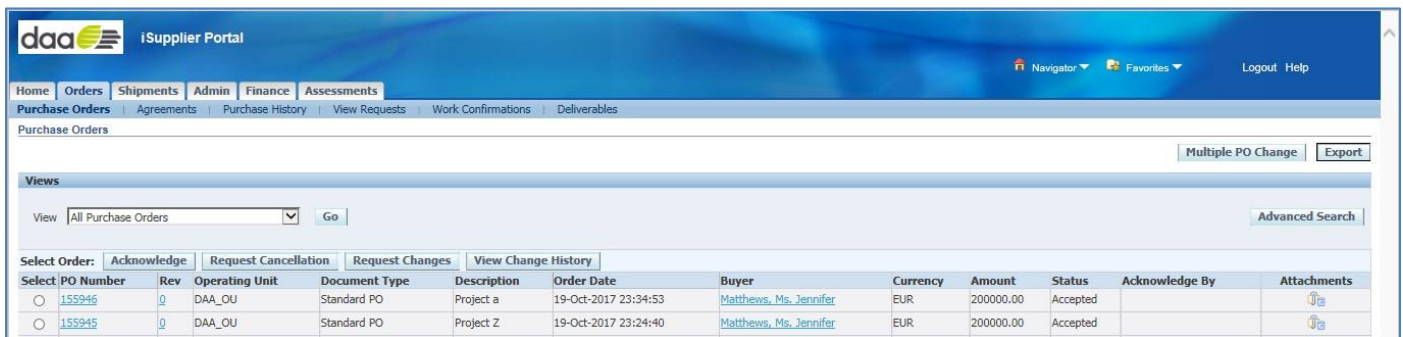
[Return to Purchase Order Summary](#)

Privacy Statement

Home Orders Shipments Admin Finance Assessments Logout Help

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



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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	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



Notifications

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

Orders

- Agreements
- Purchase Orders
- Purchase History

Shipments

- Overdue Receipts

Receipts

- Receipts
- Returns

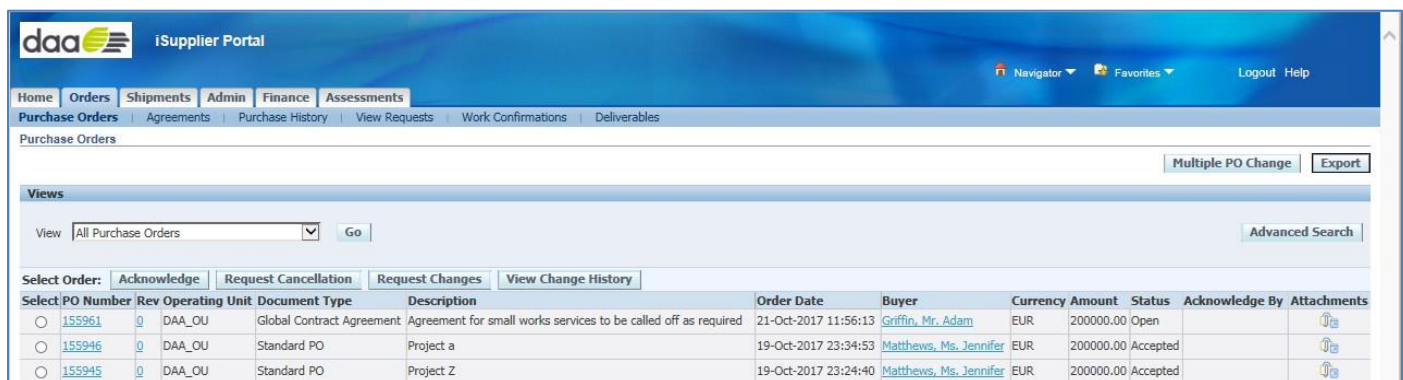
Invoices

- Invoices

Payments

- Payments

- 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



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"/>	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 office
 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
 Carrier:
 FOB:
 Freight Terms:
 Shipping Control:

[Manage Deliverables](#)

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	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 Lenehan		Hour	600	110		60000				30-Nov-2017 23:15:41						Accepted				ed hourly rate	Change
2	Rate	Construction Project T3 survey service	Mary Theresa Lenehan		Hour	400	100		40000				30-Apr-2018 23:15:53						Accepted					
3	Rate	Construction Project T3 eng service	Mary Theresa Lenehan		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](#)
[Cancel](#)
[Printable View](#)
[View Change History](#)
[Export](#)
[Submit](#)

- 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

Multiple PO Change

Export

Views

View

All Purchase Orders

Go

Advanced Search

Select Order:

Acknowledge

Request Cancellation

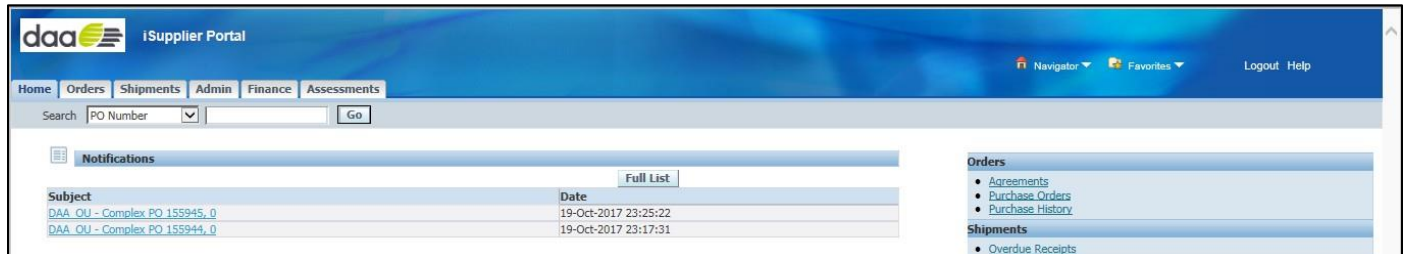
Request Changes

View Change History

Select	PO Number	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		

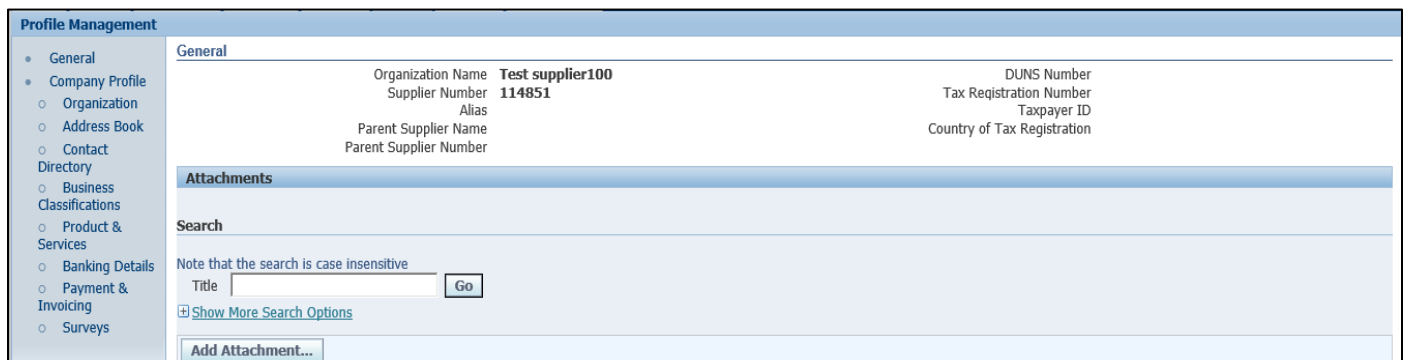
1.7 Supplier Profile Management - Create Bank

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



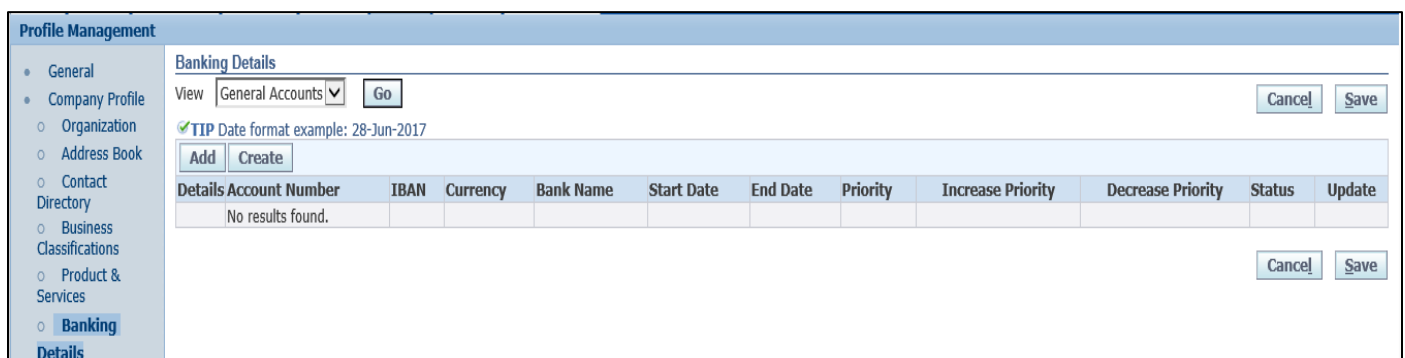
The screenshot shows the iSupplier Portal interface. At the top, there's a navigation bar with tabs: Home, Orders, Shipments, Admin, Finance, and Assessments. Below this is a search bar with a dropdown menu set to 'PO Number' and a 'Go' button. On the left, there's a 'Notifications' section with a 'Full List' button and a table of notifications. On the right, there's an 'Orders' section with links to 'Agreements', 'Purchase Orders', and 'Purchase History', and a 'Shipments' section with a link to 'Overdue Receipts'.

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



The screenshot shows the 'Profile Management' page with the 'General' tab selected. The left sidebar contains a tree view with options: General, Company Profile, Organization, Address Book, Contact Directory, Business Classifications, Product & Services, Banking Details, Payment & Invoicing, and Surveys. The main content area displays the 'General' tab with fields for Organization Name (Test supplier100), Supplier Number (114851), DUNS Number, Tax Registration Number, Taxpayer ID, and Country of Tax Registration. Below this is an 'Attachments' section with a 'Search' bar and a 'Go' button. There's 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' page with the 'Banking Details' tab selected. The left sidebar is the same as the previous screenshot. The main content area displays the 'Banking Details' tab with a 'View' dropdown menu set to 'General Accounts' and a 'Go' button. Below this is a 'TIP' message: 'Date format example: 28-Jun-2017'. There are 'Add' and 'Create' buttons. A table with columns: Details, Account Number, IBAN, Currency, Bank Name, Start Date, End Date, Priority, Increase Priority, Decrease Priority, Status, and Update. The table shows 'No results found.' at the bottom. There are '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 Ireland ☐ Account is used for foreign payments
Account definition must include bank and branch information.

Bank

☒ New Bank
☐ Existing Bank

Bank Name IRISHBANK
Bank Number 12389

[Show Bank Details](#)

Branch

☒ New Branch
☐ Existing Branch

Branch Name DOLPHIN BRANCH
Branch Number 123
BIC
Branch Type ABA

[Show Branch Details](#)

Bank Account

* Account Number 987659876
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 General Accounts

☒ 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	

1.8 Supplier Information Update

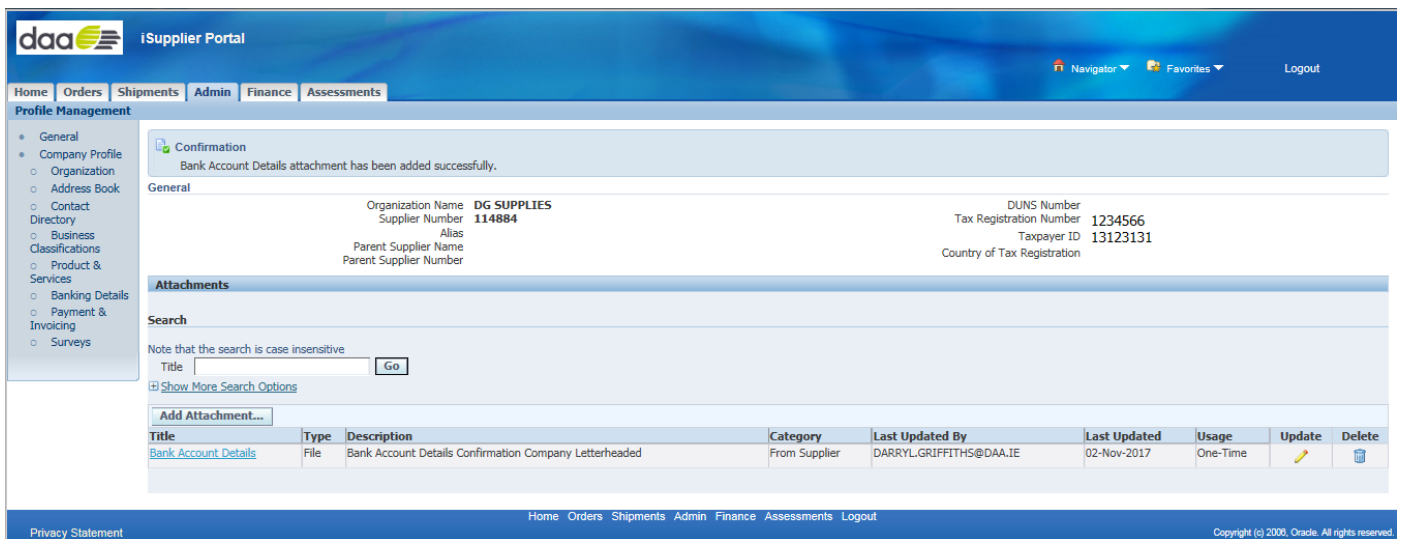
- Supplier users login and update their details as and when required in iSupplier Portal responsibility. Navigate to Oracle Application iSupplier Home Page



The screenshot shows the iSupplier Portal Home Page. The top navigation bar includes tabs for Home, Orders, Shipments, Admin, Finance, and Assessments. A search bar is located below the navigation bar. On the left, there is a 'Notifications' section with a table of recent notifications. On the right, there are links for 'Orders' and 'Shipments'.

Subject	Date
DAA_OU - Complex PO 155945, 0	19-Oct-2017 23:25:22
DAA_OU - Complex PO 155944, 0	19-Oct-2017 23:17:31

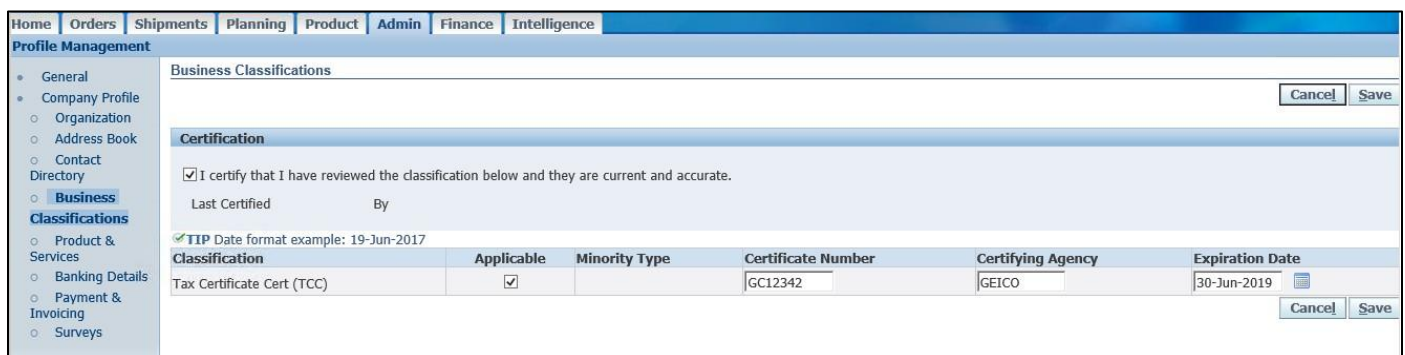
- Once on the Home Page the supplier clicks on the **Admin** tab



The screenshot shows the iSupplier Portal Admin Page. The left-hand side contains a 'Profile Management' menu with options like General, Company Profile, Organization, Address Book, Contact Directory, Business Classifications, Product & Services, Banking Details, Payment & Invoicing, and Surveys. The main content area displays a 'Confirmation' message and a 'General' section with fields for Organization Name, Supplier Number, DUNS Number, Tax Registration Number, Taxpayer ID, and Country of Tax Registration. Below this is 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



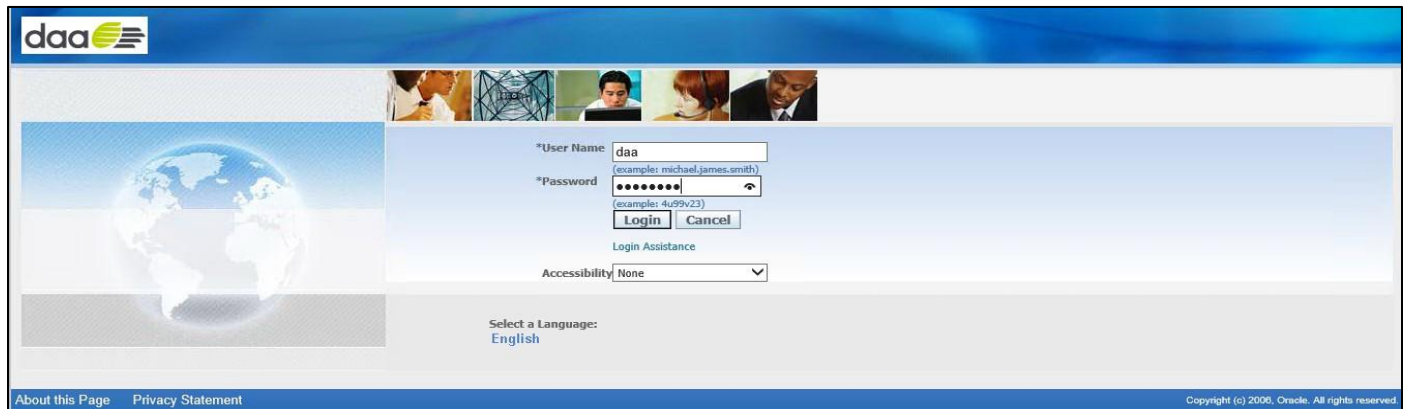
The screenshot shows the iSupplier Portal Business Classifications Page. The left-hand side contains a 'Profile Management' menu with options like General, Company Profile, Organization, Address Book, Contact Directory, Business Classifications, Product & Services, Banking Details, Payment & Invoicing, and Surveys. The main content area displays a 'Business Classifications' section with a 'Certification' checkbox and a table of classifications.

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Tax Certificate Cert (TCC)	<input checked="" type="checkbox"/>		GC12342	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

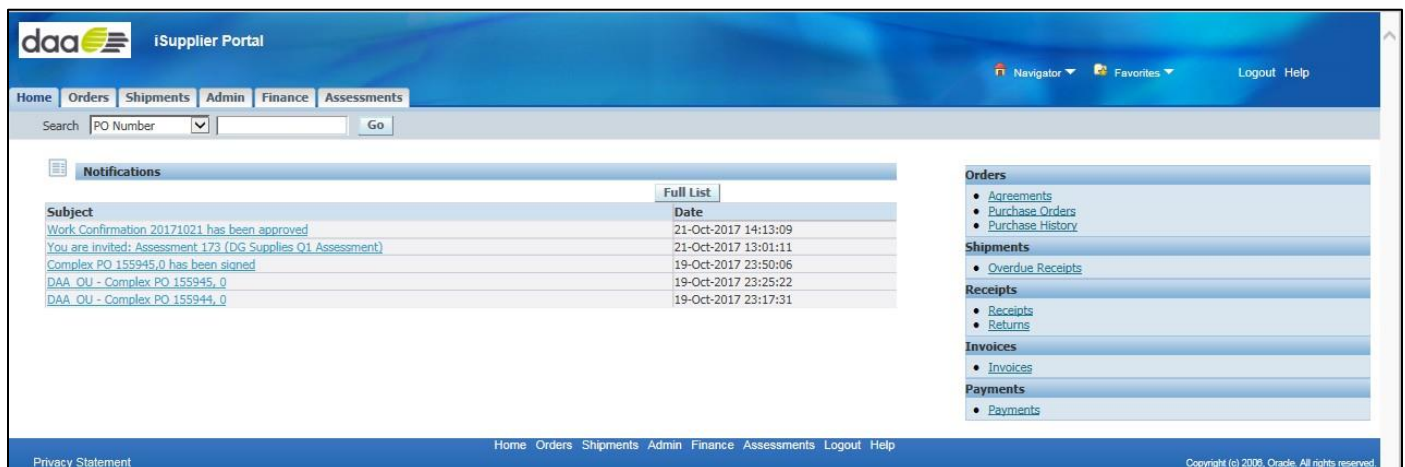


The screenshot shows the DAA login page. On the left is a globe graphic. On the right is a login form with the following fields and options:

- *User Name: (example: michael.james.smith)
- *Password: (example: 4u99vz3)
-
- Login Assistance:
- Accessibility: (dropdown arrow)
- Select a Language: [English](#)

At the bottom, there are links for "About this Page" and "Privacy Statement", and a copyright notice: "Copyright (c) 2006, Oracle. All rights reserved."

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



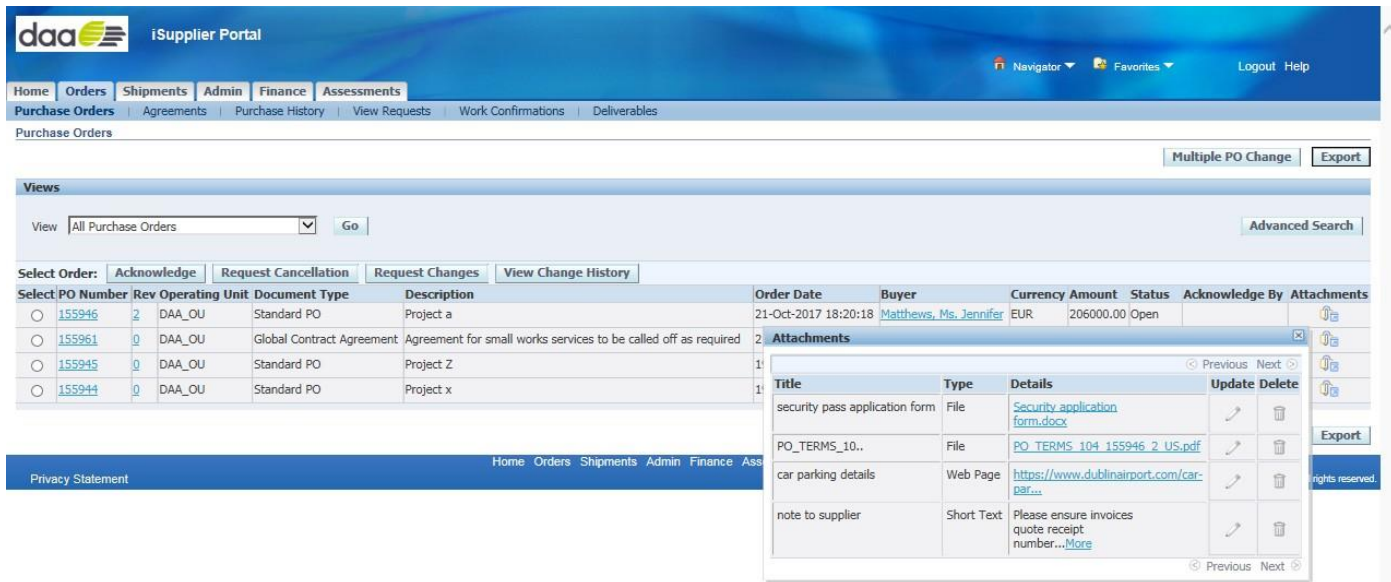
The screenshot shows the DAA iSupplier Portal. The top navigation bar includes "Home", "Orders", "Shipments", "Admin", "Finance", and "Assessments". The "Orders" tab is selected. Below the navigation bar is a search bar with "PO Number" selected and a "Go" button. The main content area is divided into two columns:

- Notifications:** A table with columns "Subject" and "Date".

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
- Orders:** A list of links:
 - [Agreements](#)
 - [Purchase Orders](#)
 - [Purchase History](#)
- Shipments:**
 - [Overdue Receipts](#)
- Receipts:**
 - [Receipts](#)
 - [Returns](#)
- Invoices:**
 - [Invoices](#)
- Payments:**
 - [Payments](#)

At the bottom, there are links for "Privacy Statement", "Home", "Orders", "Shipments", "Admin", "Finance", "Assessments", "Logout", and "Help", and a copyright notice: "Copyright (c) 2006, Oracle. All rights reserved."

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



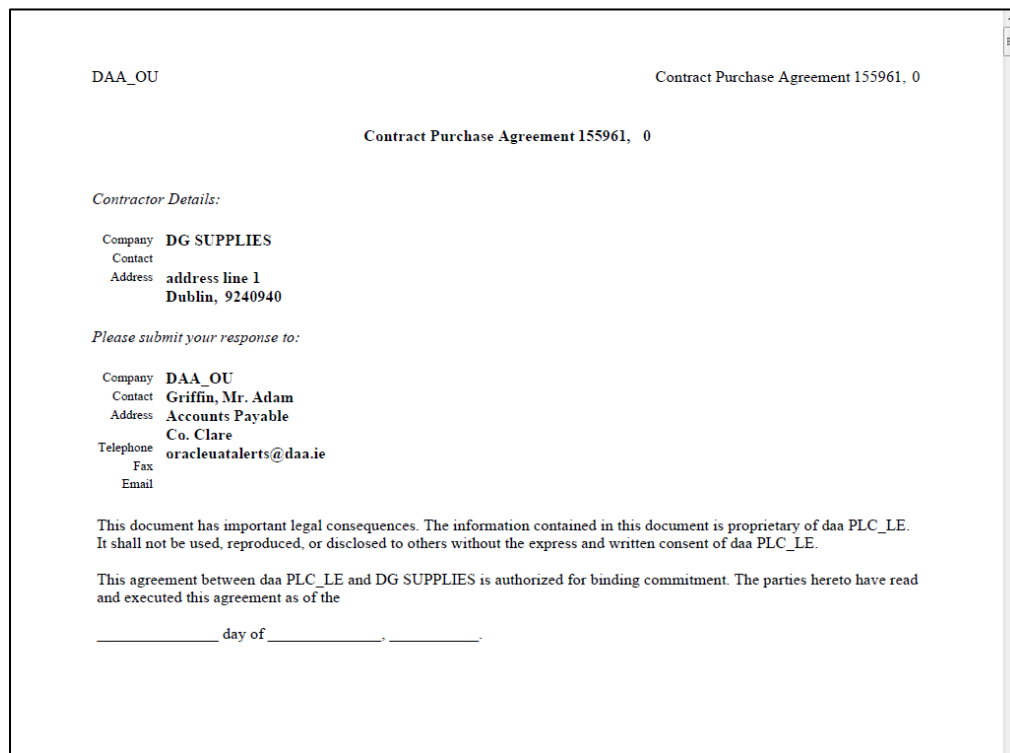
The screenshot shows the iSupplier Portal interface. At the top, there's a navigation bar with links like Home, Orders, Shipments, Admin, Finance, and Assessments. Below this, there's a section for Purchase Orders. A table lists several purchase orders with columns for PO Number, Rev, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Acknowledge By, and Attachments. One of the purchase orders (155946) is selected, and its details are shown. An 'Attachments' window is open, displaying a list of documents including 'security pass application form', 'PO TERMS_104_155946_2_US.pdf', 'car parking details', and 'note to supplier'. The 'note to supplier' document is highlighted, showing its details and a link to 'More'.

- Click on the attached document link to open the document



The screenshot shows a download dialog box with the text: "Do you want to open or save OADownload.pdf (42.9 KB) from isupplieruat.daa.ie?". There are three buttons: "Open", "Save", and "Cancel".

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



The screenshot shows a contract document titled "Contract Purchase Agreement 155961, 0". The document is addressed to DAA_OU. It includes the following details:

Contractor Details:

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

Please submit your response to:

Company: DAA_OU
 Contact: Griffin, Mr. Adam
 Address: Accounts Payable
 Co. Clare
 Telephone: oraculeatalerts@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

All Purchase Orders

Go

Advanced Search

Select Order:

Acknowledge

Request Cancellation

Request Changes

View Change History

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

- 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

Privacy Statement

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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](#)

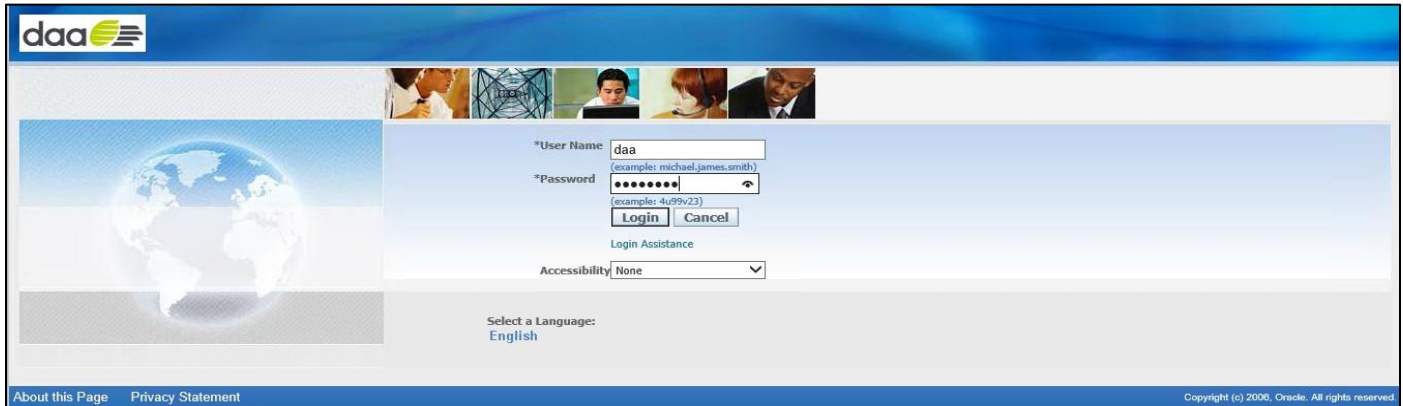
Full Name	Matthews, Ms. Jennifer	Export
Phone Number		
Email Address	oracleuatalets@daa.ie	
Mail Stop		
Fax Number		
Pager Number		
Address	Dublin Airport	
City	Swords	
State		
Zip Code		
Country	IE	

[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

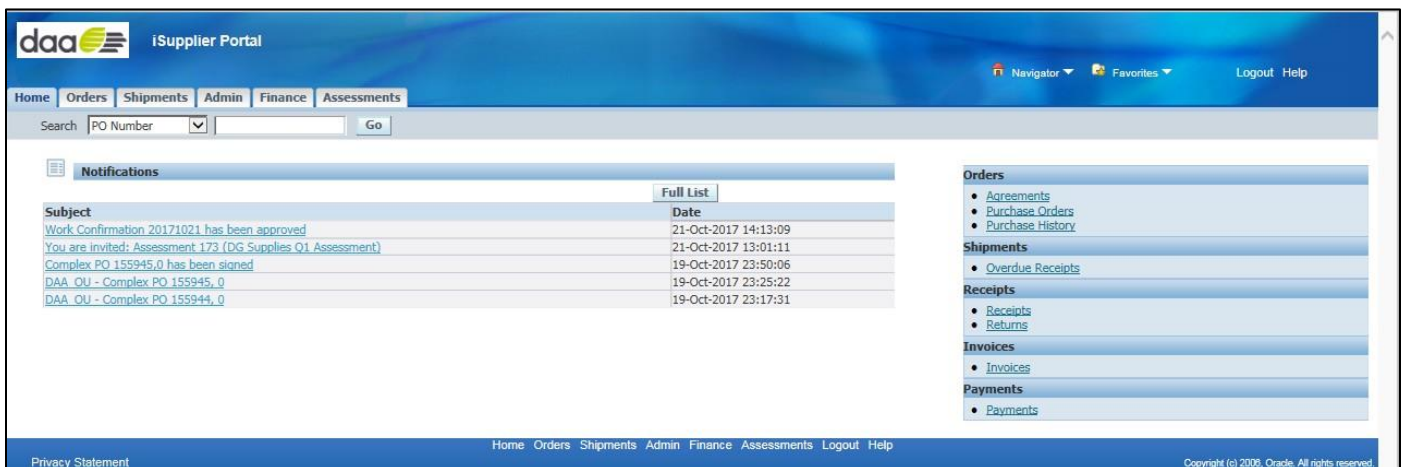


The login page features the DAA logo and a globe graphic. It includes a login form with the following fields and options:

- *User Name:** daa (example: michael.james.smith)
- *Password:** (masked with dots, example: 4u99v23)
- Login** and **Cancel** buttons
- Login Assistance** link
- Accessibility:** None (dropdown menu)
- Select a Language:** English

Footer links: [About this Page](#), [Privacy Statement](#). Copyright (c) 2006, Oracle. All rights reserved.

- Click on orders tab or click on Purchase Orders link



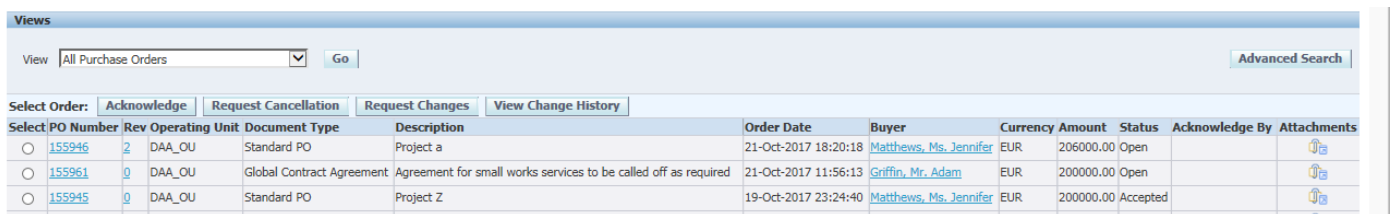
The home page shows the DAA logo and "iSupplier Portal" title. It includes a navigation bar with tabs: Home, Orders, Shipments, Admin, Finance, Assessments. A search bar is available for PO Number. A "Notifications" section lists recent updates. A sidebar on the right contains links for Orders, Shipments, Receipts, Invoices, and Payments.

Notifications:

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

Footer: [Privacy Statement](#), Home Orders Shipments Admin Finance Assessments Logout Help. Copyright (c) 2006, Oracle. All rights reserved.

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



The page shows a table of purchase orders with columns: Select, PO Number, Rev, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Acknowledge By, and Attachments.

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 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

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

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
1	Fixed Price Services			Construction Project T2			200000	200000.00	30000.00		Open		

Return to Orders: Purchase Orders

Actions: Request Changes Go Export

Privacy Statement

Home Orders Shipments Admin Finance Assessments Logout Help

Copyright (c) 2008, Oracle. All rights reserved.

- 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

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**

Export

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**

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**

Export

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

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**

Export

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](#)

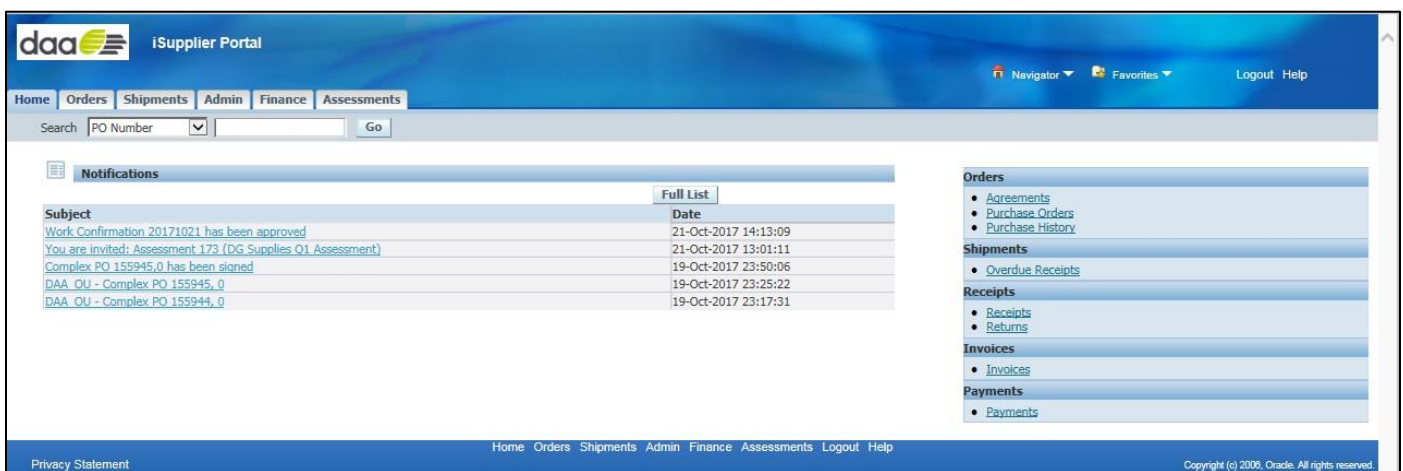
Export

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, 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 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

- 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

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	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


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](#)
Revision: [2](#)
Type: **Standard PO**
Currency: **EUR**

Ship-To Location: [*DAA plc](#)
Ship Via: **FOB**
Total: **206000.00**

Bill-To Location: [*SSC Accounts Pay.](#)
Payment Terms: **Net 30 days**
Freight: [Matthews, Ms. Jennifer](#)
Buyer: [Matthews, Ms. Jennifer](#)

[Compare to Previous PO](#)
[Show All PO Changes](#)
[Export](#)

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: [Go](#)

[Return to Orders: Purchase Orders](#)
[Compare to Previous PO](#)
[Show All PO Changes](#)
[Export](#)

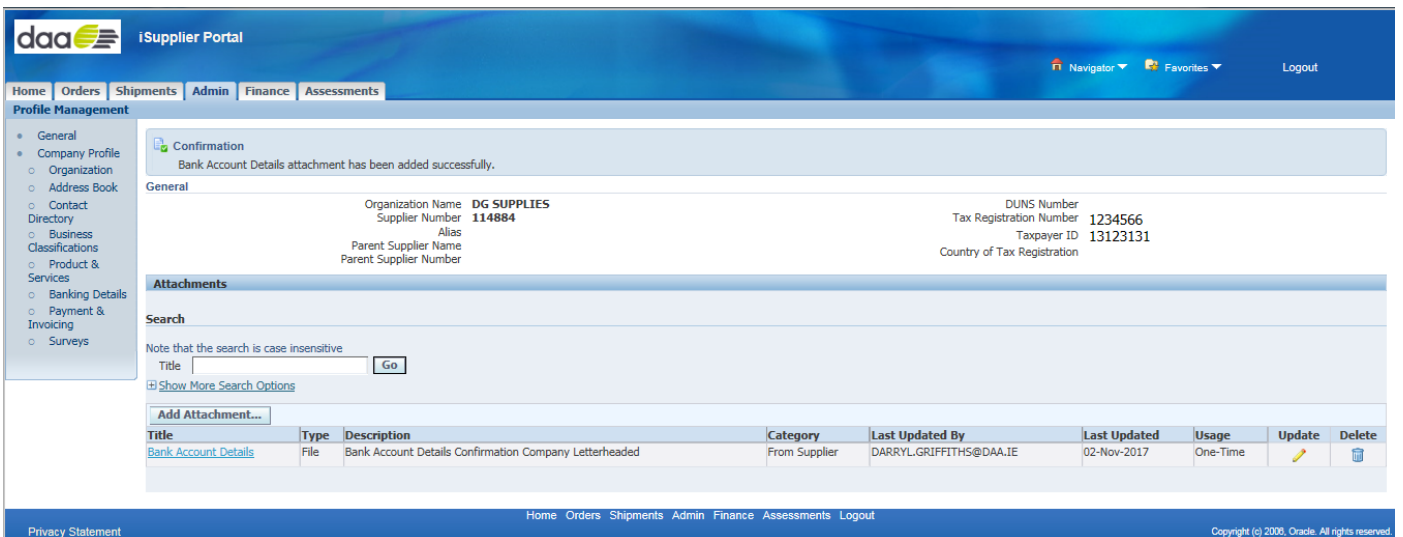
1.12 Create the Contact Directory for Existing Suppliers

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



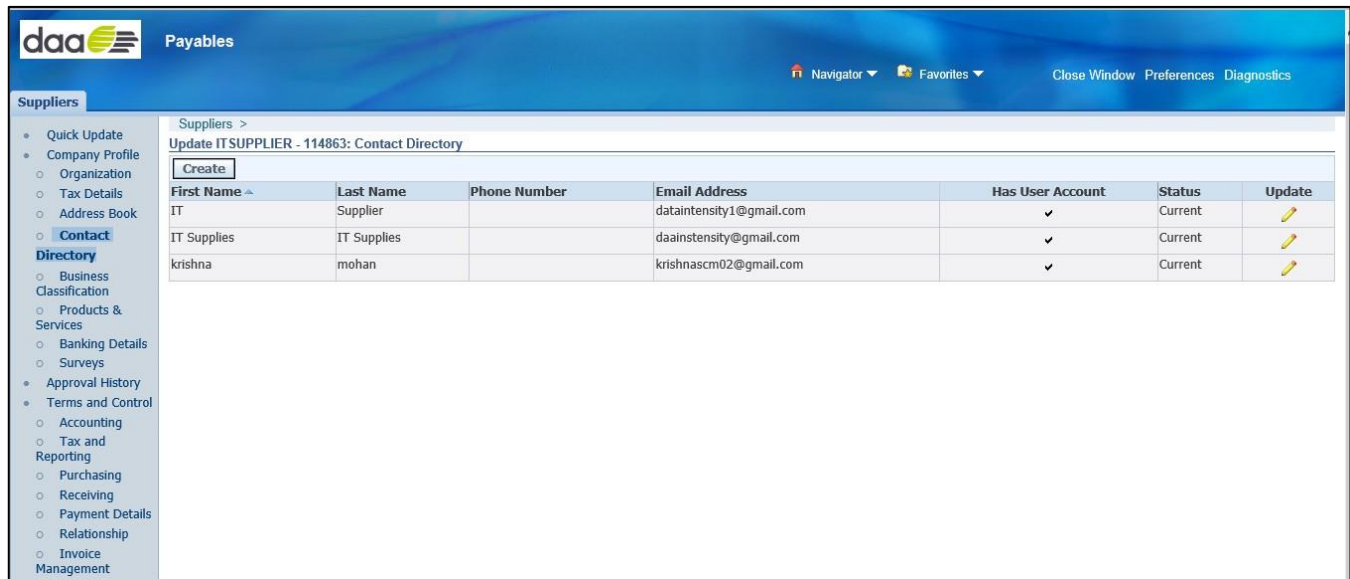
The screenshot shows the iSupplier Portal Home Page. The top navigation bar includes the DAA logo, the text 'iSupplier Portal', and links for Navigator, Favorites, Logout, and Help. Below this is a secondary navigation bar with tabs for Home, Orders, Shipments, Admin, Finance, and Assessments. A search bar is located below the tabs, with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area is divided into three sections: Notifications, Orders, and Shipments. The Notifications section contains a table with columns for Subject and Date, listing various system messages. 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. The footer of the page includes a Privacy Statement link, the same secondary navigation bar, and a copyright notice for Oracle.

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



The screenshot shows the iSupplier Portal Admin Page. The top navigation bar is the same as the Home Page. The secondary navigation bar now highlights the 'Admin' tab. Below the navigation bar is a 'Profile Management' section with a left-hand menu containing links for General, Company Profile, Organization, Address Book, Contact Directory, Business Classifications, Product & Services, Banking Details, Payment & Invoicing, and Surveys. The main content area is divided into three sections: Confirmation, General, and Attachments. The Confirmation section contains a message stating 'Bank Account Details attachment has been added successfully.' The General section contains a form for entering supplier details, including Organization Name (DG SUPPLIES), Supplier Number (114884), DUNS Number, Tax Registration Number (1234566), Taxpayer ID (13123131), and Country of Tax Registration. The Attachments section contains a search bar and a table of attachments. The table has columns for Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete. The first row of the table shows an attachment titled 'Bank Account Details' with a Type of 'File' and a Description of 'Bank Account Details Confirmation Company Letterheaded'.




- 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.



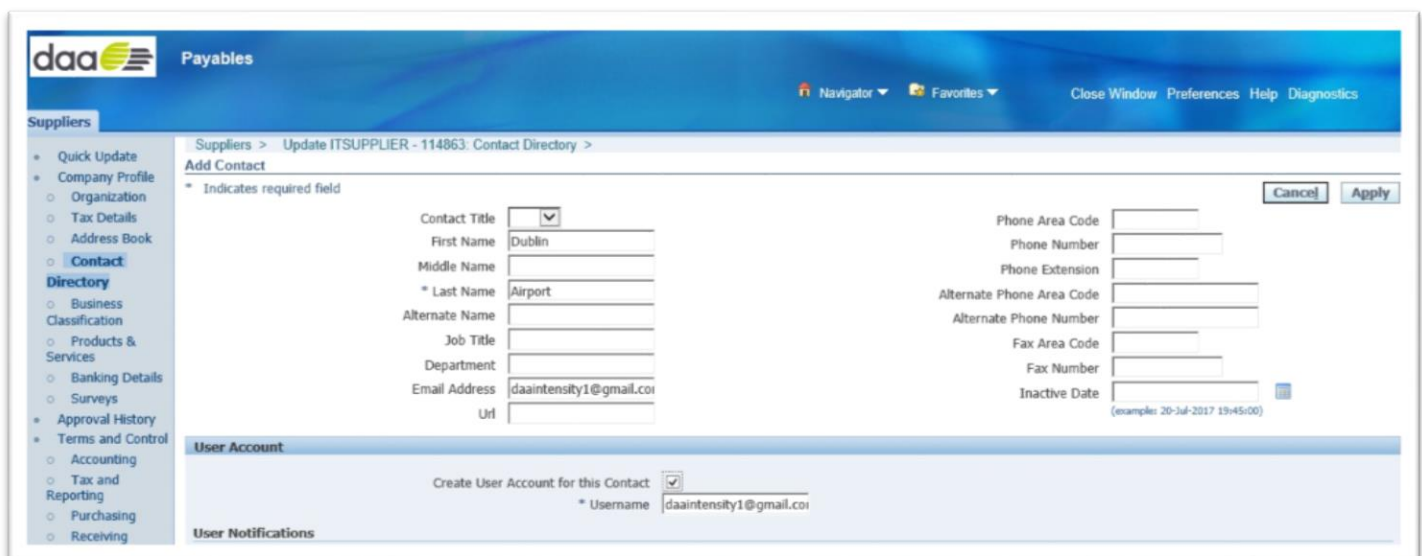
Suppliers

Suppliers > Update ITSUPPLIER - 114863: Contact Directory

Create

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		krishnasm02@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

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 (example: 20-Jul-2017 19:45:00)

Cancel Apply

User Account

Create User Account for this Contact ☒

* Username

User Notifications

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.