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TEAM ASSIGNED: SC	CREATED BY: MEGAN HEROLD	DATE: 7/31/2020
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OVERVIEW

ILOX-OV-003 ISUPPLIER PORTAL OVERVIEW - FOR SUPPLIERS

Document Overview:

This document is an overview for iSupplier Portal functionality for Intralox Suppliers. It will provide an overview of the iSupplier Portal navigation, as well as onboarding, key terminology, purchase order information and actions (acknowledgments, change requests), shipments, and invoicing.

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iSUPPLIER PORTAL OVERVIEW - FOR SUPPLIERS

1 INTRODUCTION

Oracle iSupplier Portal is the enterprise application that structures all supplier communication through a secure, Internet-based portal. It will enhance communication between procuring organization and its suppliers by providing real-time information about procure to pay transaction. It provides Suppliers with the ability to use a standard Web browser to directly manage business transactions and access secure information.

Intralox iSupplier Portal enable Suppliers to view and acknowledge Purchase orders, initiate change order requests, create advance shipment notices, view receipts, returns, invoices and payments.

2 iSUPPLIER ONBOARDING

Intralox will initiate the process of adding new supplier users by either inviting supplier users to register or by the user will be registered directly.

Invitations sent to Supplier Users

If you receive an invitation to access Intralox iSupplier Portal, you can respond to the invitation (and provide user profile information, such as name and contact details). The Supplier user who responds can change any of the details except the name of the supplier company for whom he or she is registering.

Buyer administrator will approve or reject your registration request. Supplier user should receive the notification regarding the registration details. The notification includes the URL to access the iSupplier portal with login credentials. Once Supplier user login into the portal with credentials system will enforce to change the password after first login.

Directly Registered Supplier Users

Intralox Supply chain team has required information about the supplier new user, the team can register the user directly, Supplier user should receive the notification regarding the registration details.

3 KEY TERMINOLOGY

- Acceptance - Supplier acknowledgement of a purchase order that indicates that the supplier agreed to and accepted the terms of the purchase order.
- Acknowledgement – a Supplier response to the buying company that you have received the PO, reviewed the details of the PO, and accepted or rejected a purchase order.
- Advanced Shipment Notice (ASN) – Supplier creating an alert to the buying company for the upcoming shipment deliveries. Intralox Receiving team can also receive the shipment by ASN number.
- Change Order Request – Supplier initiated request for changes to purchase orders when modifications are needed to fulfill an order. You can make changes before and after acknowledgment. You can change a single purchase order, or, depending on the change you need to make, you can update multiple change orders at the same time.
- Reject Entire Order or Shipment Line – An action to notify Intralox buyer that the Supplier is unable to fulfill Purchase order or a specific Shipment Line.
- Split PO Shipments – The ability to request a change to partially ship the quantity ordered for the given date and request a revised date for the remaining quantity. This request will let the buyer know the number of items that will be deliver by providing new promise date.

4 ACCESSING iSUPPLIER PORTAL

Once new Supplier user iSupplier Portal user is onboarded, they will receive an email with log in instructions. Please read and follow guidance on that e-mail. The e-mail will include a URL link to login to iSupplier Portal.

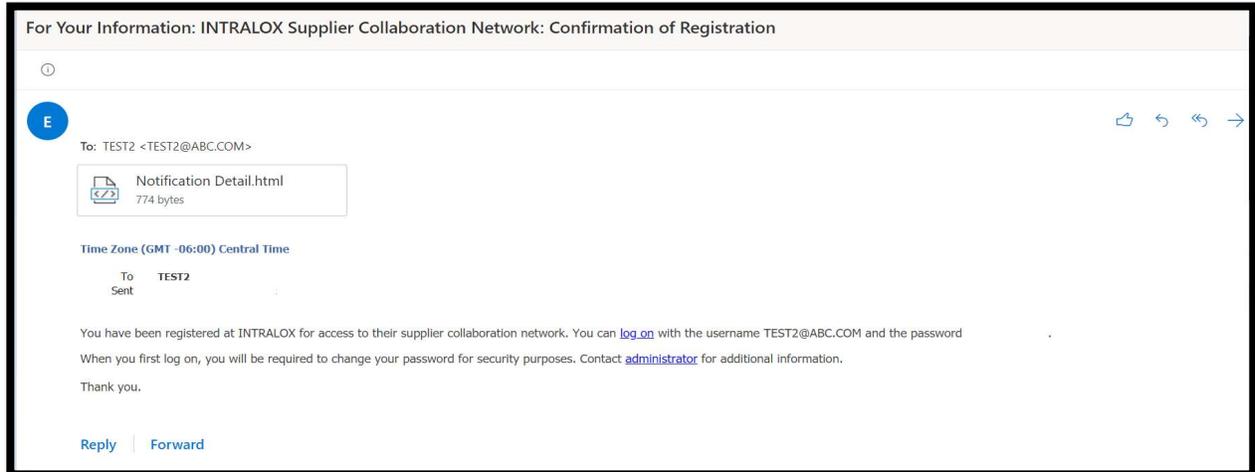


Figure 1 - Notification Email

Access the Supplier portal URL <https://suppliers.intralox.com> login with the credential provided.

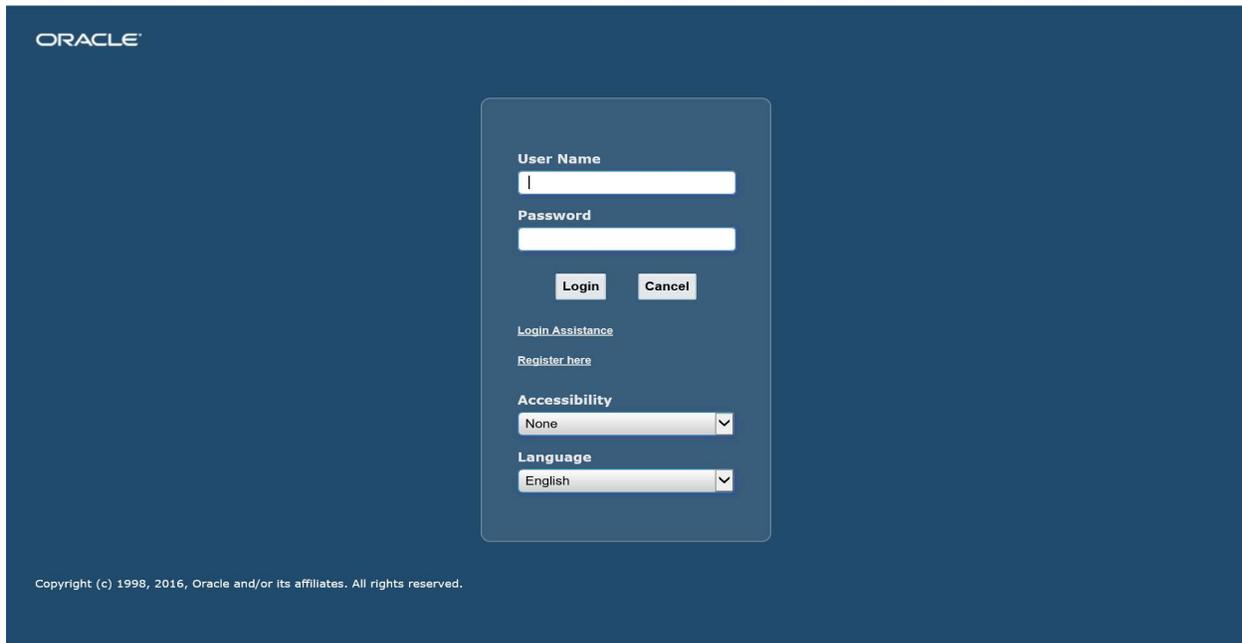


Figure 2 - Oracle Log In

Login into iSupplier Portal for the first time:

- Enter your username / Password
Password will need to be at least 12 characters, contain 1 number, no repeating characters and cannot have been used within the last six months.

- Click Login button, to login to the iSupplier Portal Home Page.

5 iSUPPLIER PORTAL HOME PAGE

The iSupplier Supplier home page consists of the following elements:

- Quick Links (circled in red in figure below)
- Notifications (circled in orange in figure below)
- Orders at a Glance (circled in green in figure below)
- Shipments at a Glance (circled in blue in figure below)
- Home Page Links (circled in purple in figure below)
- Quick Search (circled in black in figure below)

PO Number	Description	Order Date
2158126	Equipment Order - Accessories	17-Aug-2020 15:47:23
2158125		17-Aug-2020 15:46:43
2158124		17-Aug-2020 15:46:02
2158123		17-Aug-2020 15:42:49
2158127	Equipment Accessories	17-Aug-2020 15:40:15

Shipment Number	Packing Slip	Shipment Date
ACME-0003		17-Aug-2020 15:51:34
ACME-0002		17-Aug-2020 15:48:12
ACME-0001	DR999	17-Aug-2020 15:28:44

Figure 3 - iSupplier Home Page

- Quick Links is displayed on the right of the Supplier home page and provides an easy access to the Corresponding Web page to perform the transaction.
- Notifications are messages waiting for your review. Some notifications are view-only, while other notifications require action.
- To view your notifications, click the linked subject to open the Notification Details page. This page provides complete notification details, as well as the appropriate action button.
- Orders At A Glance shows the display the recent Purchase orders issued to the Supplier. Click on the PO number to drill down through to the details.
- Selecting Full List will bring you to the full list of POs on the Order's tab. NOTE: User should be able to easily identify any PO that was marked as a 'Hot PO' (either at the PO header or the line level).



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- Shipments At A Glance shows the recent shipments created in the iSupplier Portal.
- Home Page Links in the upper right-hand corner consist of the following
 - Home - Returns user to the main portal where you can select another responsibility or application.
 - Logout – Enable user to Log out of the application.
 - Preferences - Displays the Preferences page.
 - Help - Accesses the help page

The screenshot shows the Intralox iSupplier Portal Home page. The top navigation bar includes the Intralox logo, 'E-Business Suite', and user information. The main content area is divided into a 'Navigator' sidebar and a 'Worklist' table. The 'Home Page' link in the Navigator is highlighted with a red box.

From	Type	Subject	Sent	Due
Rapavi, David	PO Approval	Intralox, L.L.C. Oper Unit - Standard Purchase Order 2166937,2 requires your acceptance	07-Dec-2020	
Richard Gordon, Walter	PO Approval	Intralox, L.L.C. Oper Unit - Standard Purchase Order 2166938,0 requires your acceptance	07-Dec-2020	
Richard Gordon, Walter	PO Approval	Intralox, L.L.C. Oper Unit - Standard Purchase Order 2166937,0 requires your acceptance	07-Dec-2020	
Richard Gordon, Walter	PO Approval	Intralox, L.L.C. Oper Unit - Standard Purchase Order 2166858,2 requires your acceptance	05-Dec-2020	
Richard Gordon, Walter	PO Approval	Intralox, L.L.C. Oper Unit - Standard Purchase Order 2166863,0 requires your acceptance	24-Nov-2020	
Richard Gordon, Walter	PO Approval	Intralox, L.L.C. Oper Unit - Standard Purchase Order 2166860,0 requires your acceptance	24-Nov-2020	

- Quick Search allows a supplier to find purchase orders, shipments, invoices, and payments directly from the home page.

6 ORDERS

The **Orders** tab allows Suppliers to view the purchase orders information.

The screenshot shows the 'iSupplier Portal' interface. The 'Orders' tab is highlighted with a red box. Below the navigation bar, there are tabs for 'Purchase Orders', 'Work Orders', 'Agreements', and 'Purchase History'. The 'Purchase Orders' section includes a 'Views' dropdown menu set to 'Recent Purchase Orders' and a 'Go' button. Below this is a table of purchase orders with columns for PO Number, Rev, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Change Request Status, Acknowledge By, and Attachments.

PO Number	Rev	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
2158157-10	0	Blanket Release		10-Dec-2020 16:13:04	Richard Gordon, Walter Julien Ratnak	USD	302.50	Requires Acknowledgment		17-Dec-2020 16:13:04	
2158157-9	0	Blanket Release		10-Dec-2020 16:11:53	Richard Gordon, Walter Julien Ratnak	USD	515.00	Requires Acknowledgment		17-Dec-2020 16:11:53	
2158259	0	Standard PO		10-Dec-2020 16:11:06	Richard Gordon, Walter Julien Ratnak	USD	1,066.62	Requires Acknowledgment		17-Dec-2020 16:11:06	
2158258	0	Standard PO		10-Dec-2020 16:09:45	Richard Gordon, Walter Julien Ratnak	USD	1,066.62	Open			

Figure 4 - iSupplier Orders

- Using the View dropdown, user can view to query the following:
 - All Purchase Orders
 - Recent Purchase Orders
 - Purchase Orders to Acknowledge
 - Purchase Orders Pending Supplier Changes

This screenshot shows the 'Views' dropdown menu expanded, with a red box highlighting the options: 'All Purchase Orders', 'Purchase Orders to Acknowledge', 'Purchase Orders Pending Supplier Change', and 'Recent Purchase Orders'. The 'Recent Purchase Orders' option is currently selected. The rest of the page content, including the table of purchase orders, is visible below.



ISUPPLIER PORTAL OVERVIEW - FOR SUPPLIERS

- Selecting the PO number will open up the associated purchase order details, allowing user to view the PO header and its line detail.

PO Number	Rev	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
2158157-10	0	Blanket Release		10-Dec-2020 16:13:04	Richard Gordon, Walter Julien Ratnak	USD	302.50	Requires Acknowledgment		17-Dec-2020 16:13:04	
2158157-9	0	Blanket Release		10-Dec-2020 16:11:53	Richard Gordon, Walter Julien Ratnak	USD	515.00	Requires Acknowledgment		17-Dec-2020 16:11:53	
2158259	0	Standard PO		10-Dec-2020 16:11:06	Richard Gordon, Walter Julien Ratnak	USD	1,066.62	Requires Acknowledgment		17-Dec-2020 16:11:06	
2158258	0	Standard PO		10-Dec-2020 16:09:45	Richard Gordon, Walter Julien Ratnak	USD	1,066.62	Open			

Select the radio button near the Purchase Order to view the details.

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason	Hot PO
1	Goods	DPP-000033		[FESTO LNZG-32] PNEUMATICS TRUNNION SUPPORT	Each	3	22.08	66.24	Open			
2	Goods	DPP-0189316		[PULS CT5.241] POWER SUPPLY, 480VAC INPUT, 24VDC OUTPUT @ 5AMPS.	Each	6	166.73	1,000.38	Open			Y

Figure 5 - Standard Purchase Order with header (Order Information) and lines (PO Details)

- The header will include information about the purchase order's total, the supplier information, the buyer, the



ISUPPLIER PORTAL OVERVIEW - FOR SUPPLIERS

order date, the description, and status, as well as any note to supplier, attachments, and whether the purchase order is "hot".

NOTE

A "Hot PO" is defined as a PO that is needed urgently by the requested Need-By date in order to fulfil a critical Intralox work order. You will be able to easily identify any PO that was marked as a 'Hot PO' (either at the PO header or the line level), by both the "Hot PO" flag, and the flame icon.

Purchase Orders | [Work Orders](#) | [Agreements](#) | [Purchase History](#)

Orders: [Purchase Orders](#) >

Standard Purchase Order: 2158259, 0 (Total US)

Currency= USD

Order Information

General

Total 1,066.62

Supplier ACME CORPORATION

Supplier Site WASHINGTON DC

Supplier Contact Faulkner, William

Address 1600 Pennsylvania Ave NW
WASHINGTON, DC 20500

Buyer

Order Date 10-Dec-2020 16:11:06

Description

Status Requires Acknowledgment

Note to Supplier

Supplier Order Number

Hot PO Y

Release Auto Approval

Attachments None

Figure 6 - Order Header Information

- The PO lines will include information line items including the item number (Intralox & supplier), an item description, the unit of measure, quantity, unit price, total line amount, status, attachments, and whether the line is "Hot". Select Show all Details to view the purchase order line information.

PO Details

Indicates new values
 Indicates cancellation request

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

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason	Hot PO
1	Goods	DPP-0000033		[FESTO LNZG-32] PNEUMATICS TRUNNION SUPPORT	Each	3	22.08	66.24	Open			
2	Goods	DPP-0189316		[PULS CT5.241] POWER SUPPLY, 480VAC INPUT, 24VDC OUTPUT @ 5AMPS.	Each	6	166.73	1,000.38	Open			Y



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Figure 7 - Order Line Information

CAUTION

Without opening the Shipment line level, user will not readily see details and/or changes to the shipment such as quantity or Need by date / Promise Dates, as well as shipment line splits and reasons and Status (such as Pending Changes or Rejections). Use The 'Show All' link to open all PO Detail levels.

PO Details

Indicates new values
 Indicates cancellation request



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

Details	Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason	Hot PO
	1	Goods	DPP-000033		[FESTO LN2G-32] PNEUMATICS TRUNNION SUPPORT	Each	3	22.08	66.24	Open			

Shipments

Shipment	Ship-To Location	Qty			Amount			Promised Date	Need-By Date	Payment Status	Status	Supplier Line	Split	Reason	Attachments	Hot PO
		Ordered	Received	Invoiced	Ordered	Received	Invoiced									
1	ILOX US (Hanover, MD)	3			66.24			21-Aug-2020 17:00:00	21-Aug-2020 17:00:00		Supplier Change Pending			split date		
2	ILOX US (Hanover, MD)	1			22.08			21-Aug-2020 12:38:01	21-Aug-2020 17:00:00		Supplier Change Pending		Yes	split date		

	2	Goods	DPP-0189316		[PULS CT5.241] POWER SUPPLY, 480VAC INPUT, 24VDC OUTPUT @ 5AMPS.	Each	6	166.73	1,000.38	Open						Y
--	---	-------	-------------	--	--	------	---	--------	----------	------	--	--	--	--	--	---

Shipments

Shipment	Ship-To Location	Qty			Amount			Promised Date	Need-By Date	Payment Status	Status	Supplier Line	Split	Reason	Attachments	Hot PO
		Ordered	Received	Invoiced	Ordered	Received	Invoiced									
1	ILOX US (Hanover, MD)	6			1,000.38			28-Aug-2020 17:00:00	28-Aug-2020 17:00:00		Accepted					

Additional Change Requests

We can deliver 1 part on Friday by FEDEX and the other two on Monday.

[Return to Supplier Home](#)

Actions [View Change History](#)

Figure 8 - PO Line Details

NOTE

As seen in the figure above, any pending changes will be indicated with a green splash icon.



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7 SHIPMENTS, DELIVERIES & ASNs

The **Shipment** tab allows you to review delivery schedules, shipment notices, receipts, returns, overdue receipts, and on-time performance.

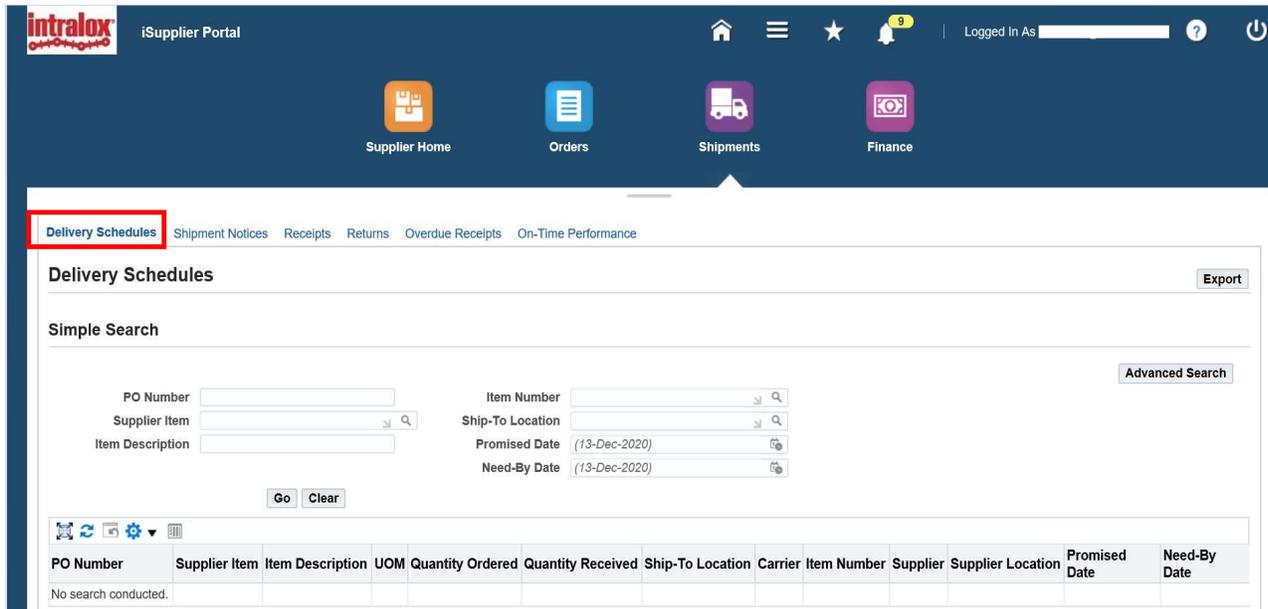


Figure 9 - Shipments Tab

- The **Delivery Schedules** tab allows user to view and query delivery schedules.
- The **Shipment Notices** tab allows user to create ASN, view and query shipment numbers.
- The **Receipts** tab allows user to view details of all the Purchase Order receipts.

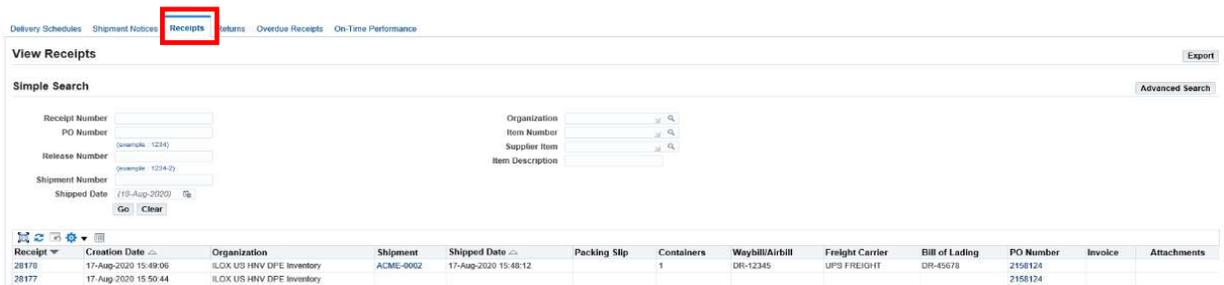


Figure 10 - View Receipts

- The **Returns** tab allows Supplier user to view all the details of return orders.



ISUPPLIER PORTAL OVERVIEW - FOR SUPPLIERS

Supplier Home Orders Shipments Finance

Delivery Schedules Shipment Notices Receipts **Returns** Overdue Receipts On-Time Performance

Shipments: Returns >

Returns Summary

Export

Advanced Search

Simple Search

Specify parameters and values to filter the data that is displayed in your results set.

Match All Any

Receipt Number is

PO Number is

Shipment Number is

RMA Number is

Go Clear Add Another Item Add

Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Item	Supplier Item	Item Description	UOM	Quantity Received	Quantity Returned	Return Date	Reason
28177	2158124			17-Aug-2020 15:50:44	DPP-0000033		[FESTO LN2G-32] PNEUMATICS TRUNNION SUPPORT	Each	3	1	13-Sep-2020 18:03:32	SCRAP
28178	2158124	ACME-0002		17-Aug-2020 15:49:06	DPP-0189316		[PULS CT5.241] POWER SUPPLY, 480VAC INPUT, 24VDC OUTPUT @ 5AMPS.	Each	3	1	13-Dec-2020 18:08:05	SCRAP

Return to Shipments: Returns

Figure 11 - Returns Summary

- The **Overdue Receipts** tab allows you to view Overdue Receipt details.

Supplier Home Orders Shipments Finance

Delivery Schedules Shipment Notices Receipts Returns **Overdue Receipts** On-Time Performance

Shipments: Overdue Receipts >

Overdue Receipts

Export

Simple Search

Advanced Search

Note that the search is case insensitive

PO Number

Item

Supplier Item

Due Date (13-Dec-2020)

Go Clear

PO Number	Item	Supplier Item	Item Description	Due Date	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Buyer
2158157-10	DPP-0583681-002		PNEU AIR TREATMENT MAN BRKT PART, MAT# 1.0401 / SAE 1018, 7.000in X 4.256in X 1.500in, 7 GA SHEET METAL, RAL 9006	11-Dec-2020 17:00:00	Each	15	0	ILOX US (Hanover, MD)	UPS	Richard Gordon, Walter Julien Ratnak
2158157-10	DPP-0374914-002		FRAME CRRY WY WRSTRIP RUNNER STFFNR PART, MAT# 1.0401 / SAE 1018, 4.000in X 3.880in X 1.000in, 11 GA SHEET METAL, RAL 9006	11-Dec-2020 17:00:00	Each	5	0	ILOX US (Hanover, MD)	UPS	Richard Gordon, Walter Julien Ratnak
2158258	DPP-0189316		[PULS CT5.241] POWER SUPPLY, 480VAC INPUT, 24VDC OUTPUT @ 5AMPS.	11-Dec-2020 16:08:00	Each	6	0	ILOX US (Hanover, MD)	UPS	Richard Gordon, Walter Julien Ratnak
2158258	DPP-0000033		[FESTO LN2G-32] PNEUMATICS TRUNNION SUPPORT	10-Dec-2020 16:08:51	Each	3	0	ILOX US (Hanover, MD)	UPS	Richard Gordon, Walter Julien Ratnak

- The **On-Time Performance** tab allows you to view on-time performance details.



ISUPPLIER PORTAL OVERVIEW - FOR SUPPLIERS

Supplier Home Orders Shipments Finance

Delivery Schedules Shipment Notices Receipts Returns Overdue Receipts **On-Time Performance**

On-Time Performance Export

Simple Search

Note that the search is case insensitive Advanced Search

Due Date (13-Dec-2020) PO Number

Receipt Number Shipment Number

Supplier Item Item

Delivery Status Waybill/Airbill Number

PO Number	Due Date	Shipment Number	Receipt Number	Receipt Date	Item	Supplier Item	Description	UOM	Quantity Received	Waybill/Airbill Number	Carrier	Delivery Status
2158127	31-Aug-2020 00:00:00	ACME-00003	28193	14-Sep-2020 15:44:41	DPP-0000033		[FESTO LNZG-32] PNEUMATICS TRUNNION SUPPORT	Each	1			On-Time
2158124	28-Aug-2020 17:00:00		28177	17-Aug-2020 15:49:53	DPP-0000033		[FESTO LNZG-32] PNEUMATICS TRUNNION SUPPORT	Each	3			On-Time
2158124	21-Aug-2020 17:00:00	ACME-0002	28178	17-Aug-2020 15:52:02	DPP-0189316		[PULS CT5-241] POWER SUPPLY, 480VAC INPUT, 24VDC OUTPUT @ 5AMPS.	Each	3	DR-12345	UPS FREIGHT	On-Time

Figure 12 - On-Time Performance

- Each of these tabs' features of Simple Search functionality, allowing you to search for specific returns, receipts, deliveries, and shipments based on specific parameters.

8 INVOICING & PAYMENTS

Selecting **Finance Tab** from the iSupplier home page will allow you to view your invoices, and payments.

- Select View Invoices Tab to view the status of the Invoice submitted to Intralox. User should be able to search the invoice by Invoice number, Purchase Order number.
- Use the Simple Search to find specific invoices related information.

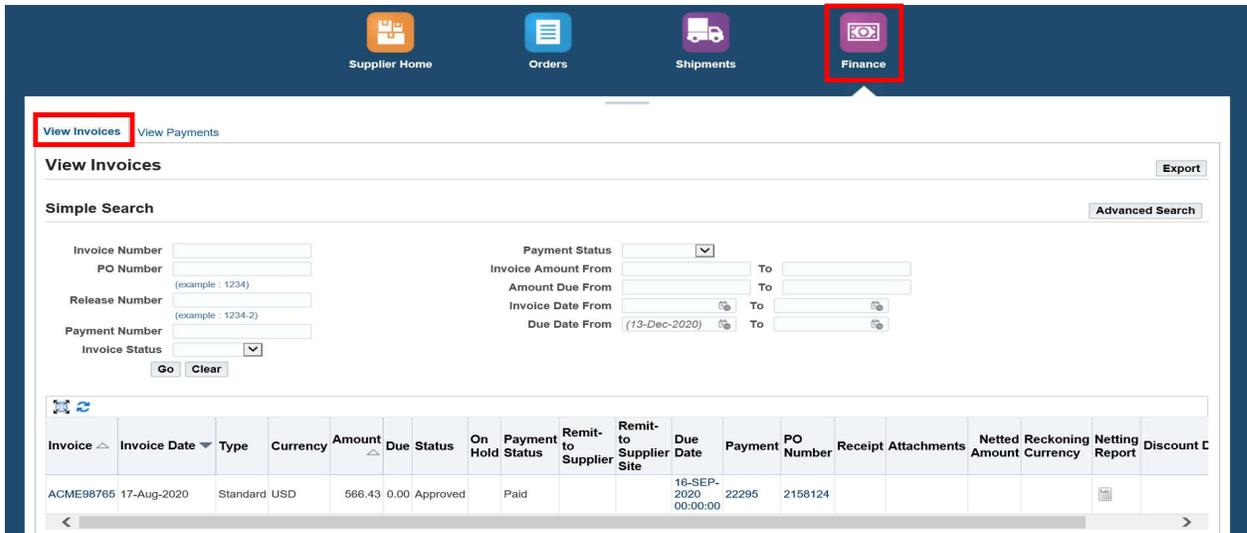


Figure 13 - View Invoices

- Select View **Payments** Tab to view the status of the Payment processed against the Invoice. User should be able to search the Payments by Payment number, Invoice number, Purchase Order number etc.

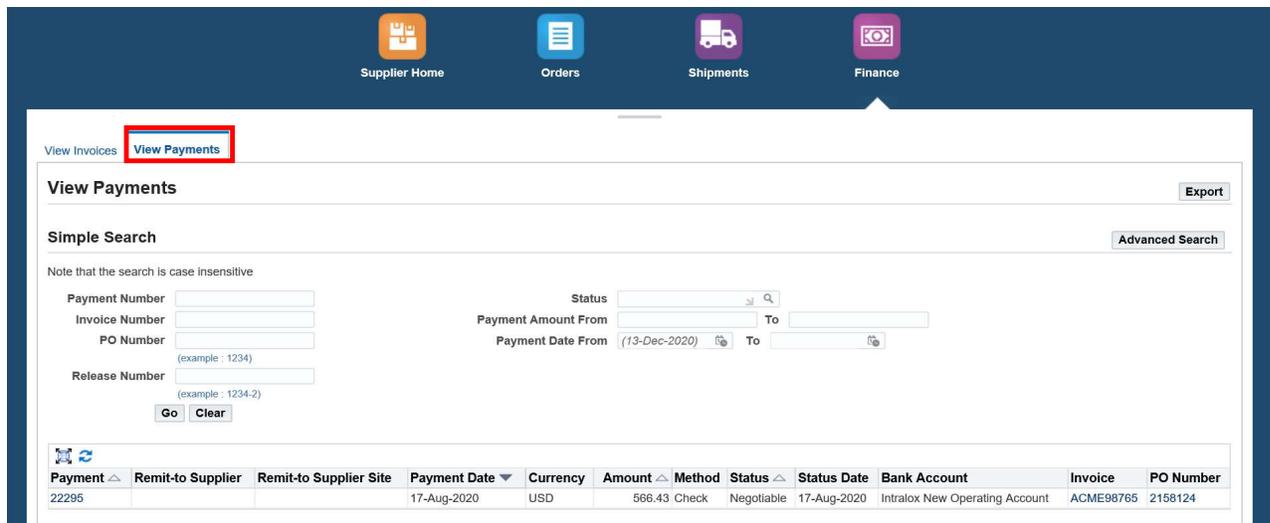


Figure 14 - View Payments



9 AUTOMATED NOTIFICATION ALERTS

There are multiple automated reminder alerts communicated to Suppliers via e-mail that will enable Intralox Buyers and Suppliers to better manage PO Acknowledgements, Promise Dates, and On-Time Deliveries.

- **Reminder Notification of PO's pending for acknowledgement** - This Notification is triggered from Oracle to remind Suppliers to acknowledge the POs. It will be sent on the day following the PO Acknowledgement due date (as defined on the PO). By default, Acknowledgements are due within 3 days of the Supplier receiving the Purchase Order.
- **Reminder Notification of PO's due for delivery** - This reminder notice will be sent 5 calendar days prior to a pending promise date as reminder that a promise date is approaching. If a Supplier will not be able to meet the promise date, you should create a Change Request in iSupplier Portal as soon as you know that you will not make the promise date.
- **Reminder Notification of PO's overdue** - This alert will be sent out at the end of the day on the date of the Promise Date on the PO if **a)** ASN not created and **b)** the receipt has not occurred in Oracle EBS.