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USER TRAINING MANUAL FOR  
ISUPPLIER PORTAL – SUPPLIER EDITION

National Guard Health Affairs  
Training Manual for NGHHA LEO Project

Author: Evosys

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## Document Control



## Change Record

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## Distribution

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## Introduction

Oracle iSupplier Portal enables a buying company to communicate key procure-to-pay information with suppliers. As a supplier using Oracle iSupplier Portal, you can view and acknowledge purchase orders, submit change requests, create advance shipment notices, view receipts, view inventory levels, view invoices and payments, create work confirmation for complex work projects, and acknowledge purchase order change requests. As a buyer using Oracle iSupplier Portal, you can view order, shipment, receipt, invoice, and payment information.



## Objectives

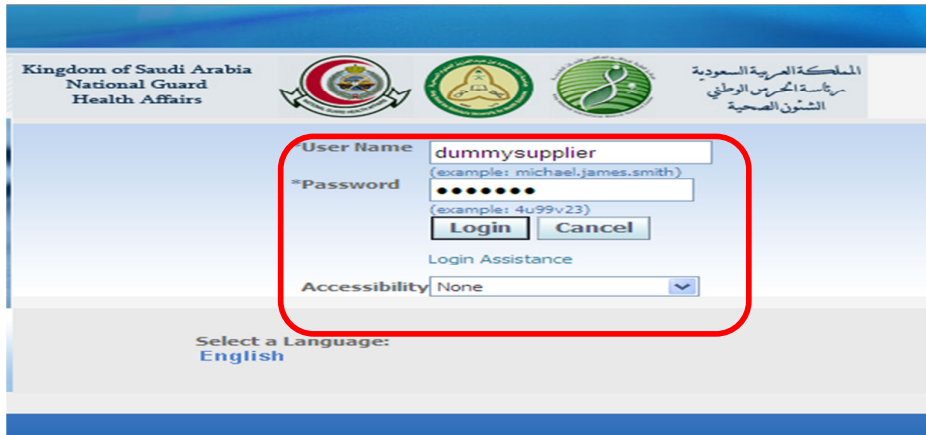
The objective of this manual is to ensure that Key Users understand how to perform the following topics:

- Response to RFI / RFQ / Auction
- Purchase Orders
- Shipment Notice and Overdue shipments
- Invoice Information
- Managing Profile



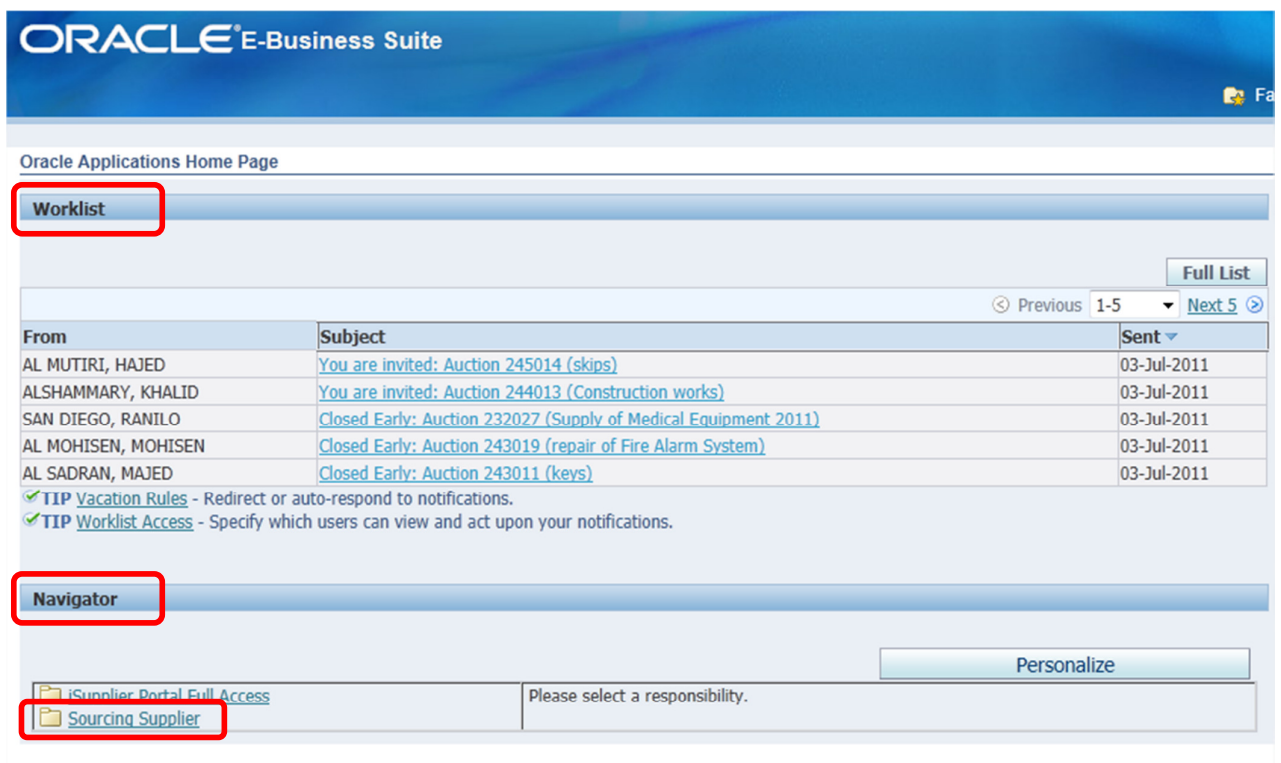
## 1. Response to RFI / RFQ

Visit NGHHA website, and open Oracle Login Page:



The screenshot shows the Oracle login page for the Kingdom of Saudi Arabia National Guard Health Affairs. The page has a blue header with the organization's name in English and Arabic. Below the header, there are three logos. The main content area contains a login form with fields for 'User Name' (containing 'dummysupplier') and '\*Password' (containing masked characters). There are 'Login' and 'Cancel' buttons, a 'Login Assistance' link, and an 'Accessibility' dropdown menu set to 'None'. A red rectangle highlights the login form area. At the bottom, there is a 'Select a Language: English' option.

Login with your company's username and password for Oracle iSupplier Portal access.



The screenshot shows the Oracle E-Business Suite Home Page. The header includes the 'ORACLE E-Business Suite' logo and a 'Full List' button. Below the header, there is a 'Worklist' section with a table of notifications. The table has columns for 'From', 'Subject', and 'Sent'. Below the table, there are two tips: 'TIP Vacation Rules' and 'TIP Worklist Access'. At the bottom, there is a 'Navigator' section with a 'Personalize' button and a list of links: 'iSupplier Portal Full Access' and 'Sourcing Supplier'. A red rectangle highlights the 'Sourcing Supplier' link. The bottom of the page has a message: 'Please select a responsibility.'

From	Subject	Sent
AL MUTIRI, HAJED	<a href="#">You are invited: Auction 245014 (skips)</a>	03-Jul-2011
ALSHAMMARY, KHALID	<a href="#">You are invited: Auction 244013 (Construction works)</a>	03-Jul-2011
SAN DIEGO, RANILO	<a href="#">Closed Early: Auction 232027 (Supply of Medical Equipment 2011)</a>	03-Jul-2011
AL MOHISEN, MOHISEN	<a href="#">Closed Early: Auction 243019 (repair of Fire Alarm System)</a>	03-Jul-2011
AL SADLAN, MAJED	<a href="#">Closed Early: Auction 243011 (keys)</a>	03-Jul-2011

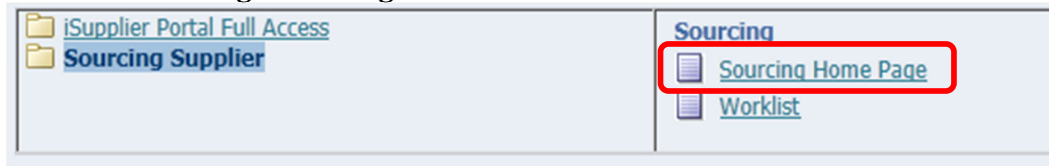
After login you will get Oracle home page.

On Oracle home page, you can check you latest notifications under '**Worklist**' and for further access of other functions you can click on various links under '**Navigator**'

To create a Response (bid) against RFQ / Auction, click on '**Sourcing Supplier**'



Click on 'Sourcing home Page'.



Screen Shot of 'Sourcing home Page':

Basically below two things will be available, under sourcing home page:

- 1) **Your Active and Draft Responses:-** Your Active and Draft Responses shows the negotiations that you have responded to (Active) or are in the process of creating a response for (Draft). A Response Number is assigned to each draft that you have saved or response that you have submitted. You click the Response Number to view the response details.
- 2) **Your Company's Open Invitations:-** It shows any negotiations that you have been invited to participate in, but have not yet responded to. The negotiation **Type** (RFI, RFQ or Auction) and the **Time Left** to submit a response are displayed in this section. You click a **Negotiation Number** to view or print negotiation details or to respond to a negotiation.

**ORACLE Sourcing**

Navigator Favorites Home

**Negotiations**

Search Open Negotiations Title [ ] Go

Welcome, mashhour abu wardah.

**1 Your Active and Draft Responses** Full List

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
<a href="#">520019</a>	Active		<a href="#">367002</a>	Test RFQ for Header Based Evalutaion	RFQ	0 seconds		<a href="#">0</a>
<a href="#">501019</a>	Active		<a href="#">356002</a>	status report	RFQ	0 seconds		<a href="#">0</a>

**2 Your Company's Open Invitations** Full List

Supplier Site	Negotiation Number	Title	Type	Time Left
	<a href="#">385001</a>	Test RFQ	RFQ	1 day 23 hours
	<a href="#">360001</a>	NA-	RFQ	15 days 22 hours
	<a href="#">293001</a>	MA-673134-Prints	RFQ	69 days 21 hours
	<a href="#">296002</a>	MA-673376-Office Supplies	RFQ	69 days 21 hours
	<a href="#">229002</a>	MA-661323-Office Suplay	RFQ	70 days



## Online Discussion with the Buyer

The way to access online discussion is as follows:-

- Click a negotiation number, see **1** below, and proceed with step **2**.

Your Company's Open Invitations					Full List
Supplier Site	Negotiation Number	Title	Type	Time Left	
	<b>385001</b>	Test RFQ	RFQ	1 day 23 hours	
	360001	NA-	RFQ	15 days 22 hours	
	293001	MA-673134-Prints	RFQ	69 days 21 hours	
	296002	MA-673376-Office Supplies	RFQ	69 days 21 hours	
	229002	MA-661323-Office Supplay	RFQ	70 days	

On a negotiation summary page, select **Online Discussions** from the Actions drop-down list and click the **Go** button.

ORACLE Sourcing

Negotiations

Negotiations > RFQ: 385001

Title: Test RFQ  
Status: Active  
Time Left: 1 day 23 hours

Header Lines Controls Contract Terms

Buyer: A, Ahmed  
Quote Style: Blind  
Description:

Open Date: 15-Oct-2011 10:07:06  
Close Date: 17-Oct-2011 10:06:39

Outcome: Blanket Purchase Event

Actions: Acknowledge Participation, Acknowledge Participation, Create Quote, **Online Discussions**, View Quote History, Printable View, Export to Spreadsheet

Go

ORACLE Sourcing

Negotiations

Negotiations > RFQ: 385001 > Online Discussions (RFQ 385001)

Title: Test RFQ  
Status: Active  
Time Left: 1 day 23 hours

Open Date: 15-Oct-2011 10:07:06  
Close Date: 17-Oct-2011 10:06:39

Messages

**New Message**

Subject ~	Message	Status	Sender	Date	Reply
Product Details	hi..I want to know the Product details which you r...	Read	abu wardah, Mr. mashhour	15 Oct 2011 11:05:16	

Cancel Printable Page



You can take any of the following actions on the Online Discussions page:

- **To start a new discussion:** Click the New Message button as shown below in step 3. Enter a subject and message and then click the Send button.
- **To read a message:** Click a message link.
- **To reply to a message:** Click the Reply button in the opened message or on the Online Discussions page in step 4. The original message text is quoted in the message area. You might want to delete the original message text before entering and sending your reply.
- **To print all messages associated with the discussion:** Click the Printable Page button in step 5.



## Create Quotation against RFQ

To create a Quote against RFQ, select the same from your invitation list.

Your Company's Open Invitations				
Supplier Site	Negotiation Number	Title	Type	Time Left
JARIR BOOK Main	<a href="#">245014</a>	skips	Auction	15 hours 41 minutes
JARIR BOOK Main	<b>244013</b>	Construction works	Auction	13 days 11 hours
JARIR BOOK Main	<a href="#">233014.1</a>	parking of er	Auction	25 days 15 hours
	<a href="#">237012</a>	medical equip.	Auction	27 days 15 hours
	<a href="#">236011</a>	Public works	Auction	27 days 15 hours

Select 'Create Quote' from the drop down list of values and click the 'Go' button to proceed with development of your response to the RFQ online.

The screenshot shows the Evosys user interface. At the top, there is a navigation bar with links: favorites, Home, Logout, Preferences, Help, and Diagnostics. Below this, there is a section for 'Open Date' (15-Oct-2011 10:00) and 'Close Date' (17-Oct-2011 10:00). The 'Outcome' is listed as 'Blanket Purchase Event'. In the 'Actions' dropdown menu, the following options are visible: Acknowledge Participation, Acknowledge Participation, **Create Quote** (highlighted with a red box), Online Discussions, View Quote History, Printable View, and Export to Spreadsheet. A 'Go' button is also visible next to the dropdown menu.

### 1.1 Bid Header:

Put necessary information for Bid Header as shown in below screen:

The screenshot shows the 'Create Quote' form for RFQ 385001. The 'Header' tab is selected. The form includes the following fields:

- Title:** Test RFQ
- Supplier:** Dummy Supplier
- RFQ Currency:** SAR
- Quote Currency:** SAR
- Price Precision:** Any
- Quote Valid Until:** (highlighted with a red box)
- Reference Number:** (highlighted with a green box)
- Note to Buyer:** (highlighted with a blue box)

At the bottom, there is an 'Attachments' section with a table for listing attachments. The table has columns: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete. The table is currently empty, showing 'No results found.'

- 1) **Quote Valid Until:** Enter last date of validity of your quote. This value should reflect the validity of the information you provide within the RFQ response.
- 2) **Reference number:** The reference number is for your internal tracking only.
- 3) **Note to Buyer:** Any notes typed to buyer will be received by the buyer upon receipt of your response.



In lower half of page, you can make attachment for RFQ and you also need to enter your Bid Value against each Requirement set by NGHHA.

Attachments				
Add Attachment...				
Title	Type	Description	Category	Last Updated By
No results found.				

Requirements			
<a href="#">Expand All</a>   <a href="#">Collapse All</a>			
Focus	Title	Target Value	Bid Value
<input type="checkbox"/>	Requirements		
<input checked="" type="checkbox"/>	T points		
	Follow the drawings		Yes
	220 V		220V and 110V
	Remove old street light		Yes
	warranty 10 years		Warranty 11 Years



## 1.2 Bid Lines:

Click on 'Lines' tab and enter your Quote price for each RFQ Lines.

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title: Test RFQ Time Left: 1 day 22 hours Close Date: 17-Oct-2011 10:06:39

Header: **Lines**

RFQ Currency: SAR Price Precision: Any Quote Currency: SAR

Line	Update	Rank	Start Price	Best Price	Target Price	Quote Price Unit	Estimated Quantity	Target Minimum Release Amount
1 rubber ball	2	Blind		No Quote		Each	150	
2 GLOVE EXAM LATEX		Blind		No Quote		Each	200	

Indicates more information requested. Click the Update icon.

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

About this Page

- 1) **Quote Price Unit:-** Supplier will mention key prices for each line of the RFQ
- 2) **Update:-** If a target symbol is present next to any of the Update (pencil) icons, click the pencil icon to drill down and respond to the line level attributes; see 2 above. Notes to the Buyer and Attachments can also be added at the line level by clicking the pencil icon. The next page gives instructions on how to enter line level attributes.

Create Quote 530019: Line 2 (RFQ 385001) Line: 1: rubber ball Go

Cancel Save Draft Apply

Close Date: 17-Oct-2011 10:06:39

Quote Currency: SAR Rank: Blind

Target Minimum Release Amount: Quote Minimum Release Amount:

Description: GLOVE EXAM LATEX NON POWDERED MEDIUM NON-STER

Unit: Each

Best Price: No Quote

Start Price:

Target Price:

Quote Price:

Estimated Quantity: 200

3 **Approved Manufacturer**

Previous 1-10 Next 10

Manufacturer Name	Part Number
GLOVCO	G803
INFLOX	05058
INFLOX	8802
CRANBERRY	6807
KIMBERLY CLARK	E330
WRP	MALAYSIA
FLEXAM	8837
ESTEEM	8882
KANINAZ	MALAYSIA
DEMOTEX	LEG2PFSM MALAYSIA

Previous 1-10 Next 10

4 **Attributes**

Pay Items

TIP Total pay item amount must add up to the line amount.

Group	Attribute	Attribute Type	Target Value	Quote Value
General	Trade Name	Required		
General	Country of Origin	Required		
General	Catalog No.	Required		
General	Product Validity in Months	Required		





- 3) **Approved Manufacturers:-** The Approved manufacturer shows the List of the Approved Manufacturer Name and their Part number for that particular Item.
- 4) **Attribute:-** Supplier is required to fill additional line level details for that item such as Trade name, country of origin, catalog no.

Once done filling the Attribute information than you need to Click on “Apply”

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Negotiations > Create Quote: 530019 (RFQ 385001)

Title: Test RFQ

Time Left: 1 day 21 hours  
Close Date: 17-Oct-2011 10:06:39

Buttons: Cancel, View RFQ, Quote By Spreadsheet, Save Draft, **Continue**

Line	RFQ Currency	Price Precision	SAR	Any	Rank	Start Price	Best Price	Target Price	Quote Price Unit	Estimated Quantity	Target Minimum Release Amount
1 rubber ball					Blind		No Quote		15 Each	150	
2 GLOVE EXAM LATEX ...					Blind		No Quote		20 Each	200	

Indicates more information requested. Click the Update icon.

Buttons: Cancel, View RFQ, Quote By Spreadsheet, Save Draft, **Continue**

Click on “Continue” to review the bid created by you.

ORACLE Sourcing

Negotiations > Create Quote 530019: Review and Submit (RFQ 385001)

Title: Test RFQ  
Supplier: Dummy Supplier  
RFQ Currency: SAR  
Quote Currency: SAR  
Price Precision: Any

Time Left: 1 day 21 hours  
Close Date: 17-Oct-2011 10:06:39  
Quote Valid Until: 20-Oct-2011  
Reference Number  
Note to Buyer

Buttons: Cancel, Back, Validate, Save Draft, Printable View, **Submit**

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Lines

Quote Total (SAR) 6,250.00

Select Line	Ship-To	Best Price	Start Price	Target Price	Quote Price (SAR) Unit	Estimated Quantity	Line Total	Target Minimum Release Amount	Quote Minimum Release Amount
1 rubber ball		No Quote			15 Each	150	2,250.00		
2 GLOVE EXAM LATEX ...		No Quote			20 Each	200	4,000.00		

Line 1: rubber ball

Attributes

Group	Attribute	Attribute Type	Target Value	Quote Value
General	Trade Name	Required		Lenovo
General	Country of Origin	Required		USA
General	Catalog No.	Required		ah5

After review, click on ‘Submit’ button to finally submit the Quote against RFQ.



## 2. iSupplier Portal Home Page

### Overview

Oracle iSupplier Portal is a communication tool that enables NGHHA and its suppliers to communicate with each other throughout the procure-to-pay process. It allows suppliers to view and manage purchase orders, receipts, invoices and delivery schedules in a real-time system that is available 24 hours a day, 7 days a week (24x7).

### Benefits associated with using iSupplier include:

- Offers suppliers an integrated experience by providing access to purchase orders (POs), invoices and payments in one location.
- Improved efficiency by decreasing the number of calls between suppliers and Accounts Payable.
- Provides a central location for all PO information, and gives suppliers access to historical PO information.
- Increases on-time payment by using web invoicing which reduces time spent tracking down delayed or held payments.
- Eliminates mail float. When invoices are entered online, NGHHA receives them immediately.
- Enhances the visibility of the transactions that occur between NGHHA and its suppliers.

On home page click on 'iSupplier Portal Full Access' and then click on "Home Page"





## iSupplier Portal Home

The screenshot shows the Oracle iSupplier Portal Home page. The top navigation bar includes links for Home, Orders, Shipments, Planning, Product, and Admin. A search bar is located below the navigation bar, with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area is divided into several sections: Notifications, Orders At A Glance, and Shipments At A Glance. The Notifications section displays a table with columns for Subject and Date. The Orders At A Glance section displays a table with columns for PO Number, Description, and Order Date. The Shipments At A Glance section displays a table with columns for Shipment Number, Shipment Date, and Packing Slip. The right sidebar contains links for Planning, Orders, Shipments, and Receipts. The bottom of the page includes a footer with links for About this Page and Privacy Statement, and a copyright notice for Oracle.

**A** Search PO Number Go

**B** Notifications

**C** Orders At A Glance

**D** Shipments At A Glance

On iSupplier Portal Home page you can find following:

- 1) **Search:-** Noted as **A** above, enables you to jump directly to a specific purchase order, shipment, invoice or payment. To search:-
  - a. Select a document type (purchase order, shipment, invoice or payment) from the drop-down list.
  - b. Enter the document number.
  - c. Click Go.

- 2) **Notification:-** Noted as **B** above, displays the 5 most recent open notifications. Notifications are copies of the e-mail messages that users receive regarding the transactions that have occurred. Some notifications are view only, while others require action.

Click on a subject line to view the notification.

Click the **Full List** button to access the navigation page. A list of the user's notifications is displayed. Some notifications do not require action and are for your information only. You must select View All on this page to view these notifications.

- 3) **Orders At A Glance:-** Noted as **C** above, displays the five most recent purchase orders.

Click on a PO number link to view the purchase order details.

Click the <Full List> button to view the Purchase Orders page.

- 4) **Shipments At A Glance:-** Noted as **D** above, displays the Shipment number, Shipment Date and also the Packing Slip information of the suppliers upcoming shipments.



## iSupplier Portal Orders Tab

ORACLE<sup>®</sup> iSupplier Portal

Home Orders Shipments Admin Finance

1 Purchase Orders Work Orders Agreements 2 Purchase History 3 RFQ Timecards Work Confirmations Deliverables

Purchase Orders

Views

View All Purchase Orders Go

Select Order Acknowledge Request Cancellation Request Changes View Change History

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer
<input type="radio"/>	<a href="#">500091220</a>	0	Health Affairs Riyadh OU	Blanket Agreement		01-Jul-2011 12:10:30	<a href="#">Ahmed Harbi</a>
<input type="radio"/>	<a href="#">500091207</a>	0	Health Affairs Riyadh OU	Blanket Agreement		19-Jun-2011 17:00:56	<a href="#">Steve Jobs</a>
<input checked="" type="radio"/>	<a href="#">500091115</a>	1	Health Affairs Riyadh OU	Standard PO		13-Jun-2011 13:03:58	<a href="#">Steve Jobs</a>

### 1) Purchase Orders:-

Click on any purchase order to see the details.

To make any change request for PO, select that purchase order and click on 'Request Changes' button.

To cancel entire Purchase Order, select that purchase order and click on 'Request Cancellation' button.

### 2) Purchase History:-

The Purchase Order Revision History shows all the prior versions of the purchase orders. Similar to purchase orders, you can also create an advanced search with Purchase History.

### 3) RFQ:-

The RFQ page will show all the RFQs where the supplier was a participant.

Similar to purchase orders, you can also create an advanced search with RFQ.



## iSupplier Portal Shipments Tab

### 1) Shipment Notices

Creating an Advance Shipment Notice (ASN):

Under shipment tab of iSupplier portal, click on 'Create Advance Shipment Notices'

Select PO line and click on 'Add to Shipment Notice' button.



**Shipment Header** **Shipment Lines**

**Shipment Line Defaults**

Enter Shipment Line Defaults and click Default to All Lines to copy to all shipment lines.

Packing Slip	943875	* Lot Number	T34549
Country Of Origin	Saudi Arabia	Truck Number	D38593
Bar Code Label	32549820	* Item Expiry Date	31-Dec-2011

**Default to All Lines**

Enter required information at '**Shipment Lines**' level to create shipment notice, and click on '**Shipment Header**'

**Shipment Header** **Shipment Lines**

**Shipment Information**

\* Indicates required field

* Shipment Number	000123	* Shipment Date	01-Jul-2011 23:26:54
* Expected Receipt Date	05-Jul-2011 23:27:01	Note: Shipment Date cannot be later than today	

Example: 03-Jul-2011 23:26:52

Enter, '**Shipment Number**', '**Shipment Date**' and '**Expected Receipt Date**' at header level and click on submit button to complete Advance Shipment Notice.

## 2) Receipts

Under Receipts, users can view items received by NGHHA that was processed through the Oracle Purchasing application. Both simple and advanced search can be performed for Receipt transactions.

Home Orders **Shipments** Planning Product Admin

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

View Receipts **Export**

**Simple Search**

Receipt Number		Organization	
PO Number		Item Number	
Shipment Number		Supplier Item	
Shipped Date		Item Description	

(example: 15-Oct-2011)

**Go** **Clear**

**Advanced Search**

Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
No search conducted.												

**Export**





### 3) Returns

Under Returns, users can view returned items that were processed through the Oracle application. Both simple and advanced search can be performed for Return transactions.

Organization	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Supplier Item	Item Description	UOM Received	Quantity Returned	Return Date	Supplier Config Reason ID
No search conducted.											

### 4) Over Due Shipments:

Organization	PO Number	Item	Supplier Item	Due Date
--------------	-----------	------	---------------	----------

To see your over due shipment, click on 'Go'.

As shown in above screen shot, there are various search parameters, by which you can search your overdue shipments.



## iSupplier Portal Planning Tab

[Home](#) [Orders](#) [Shipments](#) **[Planning](#)** [Product](#) [Admin](#)

**VMI** [Forecast](#)

Vendor Managed Inventory Status

Search

Advanced Search

Item: 30030 Customer: Customer Item: Supplier Item: View Quantity in: Units Go

View Go Personalize

Select Item(s): Release Previous 10 11-20 Next 10

Select All Select None

Select Item	Customer Site	VMI Status	Replenishment Date	Suggested Replenishment Quantity	Replenishment Quantity	Inprocess Quantity	Onhand Quantity	Onhand Date	Order Quantity	In Transit Quantity	Receipt Quantity	Supplier Item	Stockout Chart	Create ASN	Create Requisition	Planner Code	Buyer
<input type="checkbox"/> 30030	NGH:KA2	Onhand:0 Onorder:0 Mini:120 Max:180	05-OCT-2011	180		0	0		0	0	0	589654				DHAGFAKY	
<input type="checkbox"/> 30030	NGH:KFI	Onhand:150 Onorder:180 Mini:120 Max:180		0		0	150	10-OCT-2011	160	0	20	589654				HARBI	

### VMI (Vendor Managed Inventory)

Vendor Managed Inventory (VMI) is a procurement and planning practice in which a company delegate's key inventory management functions to its suppliers. Suppliers initiate a replenishment request based on current inventory levels and the customer forecasts. VMI benefits customers through greater service levels and reduced risk of stock-outs. The VMI supplier monitors the current level of inventory items through access into the customer system. The view of inventory is restricted to items for which the supplier has VMI planning responsibility. The supplier can see the balance of on hand stock, in-transit quantities, open requisitions and purchase orders, and other information, such as forecasts.





## iSupplier Portal Product Tab

- **Supplier Items**

Organization	Supplier Item	Item	Item Description	UOM	Buyer Orders	Overdue	Receipt History	Defects Returns	On-Time Performance	Inventory VMI	Consigned Inventory
Health Affairs Master Inv Organisation	2323	117885 MESH PARTIALLY ABSORBABLE TISSUE SEPARATION 20 x 25 CM OVAL	STERILE FOR OPEN AND LAPAROSCOPIC SURGERY	Each							

The **Supplier Items** page enables you to view all of the details of the products that you supply. You can view your search results in a summary format with links on each line for:-

### **Orders**

A summary of order lines placed with you for this item. This summary includes quantity ordered, quantity received, and price break information. Click PO Number, Ship-To Location, and Buyer for further information.

### **Overdue**

A summary of overdue receipts for the selected item.

### **Receipt History**

A summary of receipts for the selected item.

### **Defects**

A summary view of failed inspection items.

### **Returns**

A summary view of returns for an item that includes shipment information, RMA number, and quantities.

### **On-Time Performance**

A summary of receipts for an item that includes due dates, receipt dates, and shipping information.

### **Inventory**

The On-Hand page provides more details about the item, on-hand quantity, and links to both. Revision history and sub-inventory breakdown of the on-hand quantity (with locator, lot, and serial).

### **Vendor Managed Inventory**

A summary view of vendor managed items that includes supplier, item shipment notice, and buyer information.

### **Consigned Inventory**

A summary view of consigned items including item, shipment, and transaction information.



- **Order Modifiers**

The screenshot shows the 'Order Modifiers' page in a web application. The top navigation bar includes 'Home', 'Orders', 'Shipments', 'Planning', 'Product', and 'Admin'. Below this, a sub-navigation bar has 'Supplier Items', 'Order Modifiers' (highlighted with a red box), 'Maintain Capacity', 'Quality', and 'Consigned Inventory'. The main content area is titled 'Order Modifiers' and contains a search section with a note 'Note that the search is case insensitive'. There are input fields for 'Supplier Item' (containing '2323'), 'Item Number', and 'Item Description', each with a magnifying glass icon. Below these are 'Go' and 'Clear' buttons. A 'Select Item:' dropdown menu is set to 'Maintain Order Modifiers'. At the bottom, a table displays item details:

Select	Supplier Item	Item	Item Description	UOM	Processing Lead Time	Minimum Order Quantity	Fixed Lot Multiple
<input type="radio"/>	2323	117885	MESH PARTIALLY ABSORBABLE TISSUE SEPARATION 20 x 25 CM OVAL STERILE FOR OPEN AND LAPAROSCOPIC SURGERY	8	210	3	

Maintaining order modifiers enables you to view and make changes to the details of your ability to fulfill purchase orders scheduled for delivery. You can view shipment processing lead times, minimum order quantities, and fixed lot multiples. You can then adjust these to fit your delivery ability.

- **Maintain Capacity**

The screenshot shows the 'Maintain Capacity' page. The top navigation bar is the same as the previous page. The sub-navigation bar has 'Supplier Items', 'Order Modifiers', 'Maintain Capacity' (highlighted with a red box), 'Quality', and 'Consigned Inventory'. The main content area is titled 'Capacity for Item 117885'. It displays item details: 'Supplier Item: 2323', 'UOM', 'Minimum Order Quantity: 210', 'Item Description: MESH PARTIALLY ABSORBABLE TISSUE SEPARATION 20 x 25 CM OVAL STERILE FOR OPEN AND LAPAROSCOPIC SURGERY', 'Processing Lead Time: 8', and 'Fixed Lot Multiple: 3'. There are 'Cancel' and 'Update Capacity' buttons. Below this is a 'Manufacturing Capacity' section with a table for capacity planning:

From	To	Capacity per Day
01-Oct-2011	31-Oct-2011	1000
01-Nov-2011	30-Nov-2011	1200

Below the table is an 'Add Another Row' button. At the bottom is an 'Over Capacity Tolerance' section with a table:

Days in Advance	Tolerance Percentage
No results found.	

There is an 'Add Another Row' button below this table.

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



- **Consigned Inventory**

The screenshot shows the Evosys web application interface for 'Consigned Inventory'. At the top, there is a navigation bar with tabs: Home, Orders, Shipments, Planning, Product, and Admin. Below this is a sub-navigation bar with links: Supplier Items, Order Modifiers, Maintain Capacity, Quality, and Consigned Inventory (which is highlighted with a red box). On the left side, there is a sidebar menu with 'Consigned Inventory' and 'Consigned Inventory Aging'. The main content area is titled 'Consigned Items' and features a 'Simple Search' section. A note states 'Note that the search is case insensitive'. There are three search input fields: 'Supplier Item', 'Item', and 'Item Description', each with a magnifying glass icon. Below these fields are 'Go' and 'Clear' buttons. To the right of the search fields is an 'Advanced Search' button. At the bottom, there is a table with columns: Organization, Supplier Item, Item, Item Description, Consigned On-Hand, Consigned Shipments, Consumption Advices, Consigned Receipts, Consigned Returns, Material Transactions, and VMI. The first row of the table contains the text 'No search conducted.'

Consignment Inventory is inventory that is in the possession of the customer, but is still owned by the supplier. In other words, the supplier places some of his inventory in his customer's possession (in their store or warehouse) and allows them to sell or consume directly from his stock. The customer purchases the inventory only after he has resold or consumed it. The key benefit to the customer should be obvious; he does not have to tie up his capital in inventory. This does not mean that there are no inventory carrying costs for the customer; he does still incur costs related to storing and managing the inventory.



## iSupplier Portal Admin Tab

Supplier Profile Management enables you to manage key profile details used to establish or maintain a business relationship with the buying company. This profile information includes address information, names of main contacts, user accounts (if you have the Supplier Profile and User Management responsibility), business classifications, banking details, and category information about the goods and services you are able to provide to the buyer. Buyer administrators will review the details you provide and use them to update the appropriate records in the buyer's purchasing transaction system. You benefit from managing your profile yourself. Supplier Profile Management enables you to effectively represent yourself to the buying company and update your profiles details as necessary, making important information accurate.

The screenshot displays the Oracle iSupplier Portal interface. The top navigation bar includes links for Home, Orders, Shipments, Planning, Product, and Admin (highlighted with a red box). Below the navigation bar, the 'Profile Management' section is active, showing a sidebar with a tree view of profile categories: General, Company Profile, Organization, Address Book, Contact, Directory, Business Classifications, Product & Services, Banking Details, Payment & Invoicing, and Surveys. The main content area shows the 'General' profile details for 'Dummy Supplier' with fields for Organization Name, Supplier Number (2126), DUNS Number, Tax Registration Number (1010060260), Taxpayer ID (2621), Parent Supplier Name, Parent Supplier Number, and Country of Tax Registration. Below this is an 'Attachments' section, a 'Search' section with a text input and a 'Go' button, and an 'Add Attachment...' button. At the bottom, there is a table with columns: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, Delete, and Publish to Catalog. The table currently shows 'No results found.'

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									



## Organization

The “**Organization**” page helps to define the detailed information about your company. Use the navigation bar on the left to access the different pages of the Company Profile. The Organization page defines high-level details about your company such as Total Employees, Tax and Financial Information.

HomeOrdersShipmentsPlanningProductAdminFinance

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Banking Details

Payment & Invoicing

Surveys

Organization

D-U-N-S Number

Legal Structure

Principal Name

Year Established

Incorporation Year

Control Year

Mission Statement

Chief Executive Name

Chief Executive Title

Principal Title

Cancel

Save

Total Employees

Organization Total

Corporate Total

Organization Total Type

Corporate Total Type

Tax and Financial Information

Taxpayer ID

Tax Registration Num

Fiscal Year End

VAT Number

Analysis Year

Currency Preference

Annual Revenue

Potential Revenue

Federal Agency

Cancel

Save



### Business Classifications:-

Business classifications are used to identify attributes associated with the suppliers. It is also used to track documents that suppliers are required to provide to NGHHA. Buying companies establish a list of business classifications they want to use to classify their supply base.

Home Orders Shipments Planning Product **Admin** Finance

Profile Management

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

Business Classifications

Cancel Save

**Certification**

☐ I certify that I have reviewed the classification below and they are current and accurate.

Last Certified By

TIP Date format example: 16-Oct-2011

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
CR Membership	<input type="checkbox"/>				
Chamber of Commerce Membership	<input type="checkbox"/>				
Insurance Letter (Classification)	<input type="checkbox"/>				
Saudization Letter	<input type="checkbox"/>				
Zakah Certificate	<input type="checkbox"/>				



## Products & Services

Buying companies define product and service category sets that they use to categorize their supply base. You can browse the list of goods and services and select all those that apply to your business. Buying companies can then use this information; some may use it to help generate supplier invitation lists for RFQs or for reporting.

[Home](#) [Orders](#) [Shipments](#) [Planning](#) [Product](#) [Admin](#) [Finance](#)

Profile Management

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

Products and Services

Add

Select Code	Products and Services	Date Added	Approval Status	View Sub-Category
No results found.				



## Banking Details

You can create and maintain your own bank account details and assign these accounts to multiple addresses within your company. Buying companies can then access and approve these details for propagation into their payables systems.

You can create and maintain bank account details that you want the buying company to use when they make payments to you. The system captures all relevant information. Since bank accounts are defined for a particular bank, branch and account number, you have the ability to enter all this information when creating your account entries. When you enter your account information, the system validates for duplicate entries.

ORACLE<sup>®</sup> iSupplier Portal

Navigator Favorites Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Product **Admin** Finance

Profile Management

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

Banking Details

View General Accounts Go Cancel Save

TIP Date format example: 16-Oct-2011

Add Create

Details	Account Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Status	Update
No results found.											

Cancel Save

Once we select “Create” than we need to enter information of the Bank which we wanna register.

Create Bank Account

\* Indicates required field

\* Country Saudi Arabia

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

**Bank**

☒ New Bank  
☐ Existing Bank

Bank Name  
Bank Number

Show Bank Details

**Branch**

☒ New Branch  
☐ Existing Branch

Branch Name  
Branch Number  
BIC  
Branch Type ABA

Show Branch Details

**Bank Account**

\* Account Number  
Check Digits  
IBAN

Account Name  
Currency  
Account Status New

Show Account Details

**Comments**

Note to Buyer

Cancel Save





## iSupplier Portal Finance Tab

To see the status of Invoice submitted by you, click on 'Finance Tab'

Home Orders Shipments Planning Product Admin Finance

Create Invoices View Invoices View Payments

Invoice Actions

Create Invoice With a PO Go

Search

Note that the search is case insensitive

Supplier Dummy Supplier

Invoice Number

Invoice Date From (example: 15-Oct-2011)

Invoice Status

Purchase Order Number

Invoice Amount

Invoice Date To

Currency

Go Clear

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.									

- **Create Invoices**

Supplier can submit an invoice online to the buying company based on the purchase order lines you have fulfilled. You need to only identify those items shipped and enter a quantity. You can invoice against open, approved, standard or blanket purchase orders that are not fully billed. You can enter a credit memo against a fully billed purchase order (use negative quantity amounts to enter a credit memo), as well as invoice against multiple purchase orders. However, the currency and organization of all items on an invoice must be the same. The organization is the entity within the buyer's company that you are invoicing.



Home Orders Shipments Planning Product Admin Finance

Create Invoices **View Invoices** View Payments

View Invoices Export

Simple Search

Invoice Number   
PO Number   
Payment Number   
Invoice Status   
Payment Status   
Go Clear

Invoice Amount From  To   
Amount Due From  To   
Invoice Date From  To   
Due Date From  To   
(example: 15-Oct-2011)

Advanced Search

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Due Date	Payment	PO Number	Receipt	Attachments
<a href="#">11021234R</a>	28-Sep-2011	Standard	SAR	5,800.00	5,800.00 In-Process		Not Paid	26-NOV-2011				
<a href="#">11021236R</a>	28-Sep-2011	Standard	SAR	5,000.00	5,000.00 In-Process		Not Paid	26-NOV-2011				
<a href="#">11021238R</a>	28-Sep-2011	Standard	SAR	47,400.00	47,400.00 In-Process		Not Paid	26-NOV-2011				
<a href="#">11021235R</a>	28-Sep-2011	Standard	SAR	1,270.00	1,270.00 In-Process		Not Paid	26-NOV-2011				
<a href="#">11010278R-B</a>	14-Aug-2011	Standard	SAR	63.36	63.36 Approved		Not Paid	08-OCT-2011		DP12697		
<a href="#">11010278R-A</a>	14-Aug-2011	Standard	SAR	2,830.00	2,830.00 Approved		Not Paid	18-AUG-2011		DP12697		
<a href="#">11009134</a>	10-Aug-2011	Standard	SAR	17,775.00	17,775.00 Approved		Not Paid	09-OCT-2011		JC48667-20		
<a href="#">11019345R</a>	01-Aug-2011	Standard	SAR	47,400.00	47,400.00 Approved		Not Paid	01-OCT-2011		Multiple		
<a href="#">11009747R</a>	27-Jul-2011	Standard	SAR	240.00	240.00 Approved		Not Paid	09-SEP-2011		DC10729-19		
<a href="#">11009749R</a>	27-Jul-2011	Standard	SAR	37,978.00	37,978.00 Approved		Not Paid	25-SEP-2011		DC10729-20		
<a href="#">11009748R</a>	27-Jul-2011	Standard	SAR	476.00	476.00 Approved		Not Paid	25-SEP-2011		DC10729-18		
<a href="#">11009750R</a>	27-Jul-2011	Standard	SAR	1,300.00	1,300.00 Approved		Not Paid	07-SEP-2011		DC10729-17		
<a href="#">11009746R</a>	27-Jul-2011	Standard	SAR	748.84	748.84 Approved		Not Paid	25-SEP-2011		DC10729-15		
<a href="#">11018839R</a>	25-Jul-2011	Standard	SAR	1,661.92	1,661.92 Approved		Not Paid	24-SEP-2011		500094550		
<a href="#">11018838R</a>	25-Jul-2011	Standard	SAR	5,440.00	5,440.00 Approved		Not Paid	24-SEP-2011		500087098-25		

- **View Invoices**

The View Invoices page enables you to search for and view details of an invoice you have submitted.

Home Orders Shipments Planning Product Admin Finance

Create Invoices View Invoices **View Payments**

View Payments Export

Simple Search

Note that the search is case insensitive

Payment Number   
Invoice Number   
PO Number   
Go Clear

Status   
Payment Amount From  To   
Payment Date From  To   
(example: 15-Oct-2011)

Advanced Search

Payment	Payment Date	Currency	Amount Method	Status	Status Date	Bank Account	Invoice	PO Number
<a href="#">7779418</a>	27-Sep-2011	SAR	41,298.00 Check	Negotiable	27-Sep-2011	MINISTRY OF FINANCE	<a href="#">Multiple</a>	<a href="#">Multiple</a>
<a href="#">51351</a>	26-Sep-2011	SAR	1,680.35 Check	Negotiable	26-Sep-2011	KAH Permanent Advance	<a href="#">Multiple</a>	<a href="#">Multiple</a>
<a href="#">51352</a>	26-Sep-2011	SAR	8,064.00 Check	Negotiable	26-Sep-2011	KAH Permanent Advance	<a href="#">Multiple</a>	<a href="#">Multiple</a>
<a href="#">785721</a>	22-Sep-2011	SAR	16,427.20 Check	Negotiable	22-Sep-2011	MINISTRY OF FINANCE	<a href="#">309780</a>	<a href="#">HP16377</a>

- **View Payments**

Payment inquiry enables you to view the history of all the payments to your invoices completed by the buying company.