



**USER TRAINING MANUAL FOR
ISUPPLIER PORTAL – SUPPLIER
EDITION**

**National Guard Health Affairs
Training Manual for NGH
LEO Project**

Author: Evosys

Creation Date: 27-Jun-2011

Last Updated: 23-Aug-2011

Document Ref: NGH_User_Training_Manual_iSupplier_Portal_
Buyer_Edition_V1.0

Version: 1.0

Approvals:



Document Control

Change Record

Date	Author	Version	Change Reference
23-Aug-2011	Evosys	1.0	No Previous Document

Reviewers

Name	Position
Khalid AL Harbi	Manager , LEO IS ID Project LCM
Mohammad AL Amro	Manager , LEO IS ID Project ISID
Nasser AL Thunaiian	Application Analyst
Evosys Team	

Distribution

Copy No.	Name	Location
1	Library Master	Project Library
2	LCM Departments Managers	Section and Department in all regions
3	Core User	
4	Key Users & all Staff	
5	Suppliers	

Note to Holders:

If you receive an electronic copy of this document and print it out, please write your name on the equivalent of the cover page, for document control purposes.

If you receive a hard copy of this document, please write your name on the front cover, for document control purposes.



Contents

Document Control	2
Contents	3
Introduction	4
Objectives.....	4
1. Response to RFI / RFQ / Auction	5
2. Purchase Orders Tab.....	11
3. Shipment Notice and Overdue Shipments	13
3. Managing Profile	16
3. Finance Information.....	17



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 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/ Auction

Visit NGHA website, and open Oracle Login Page:

*User Name jarir@gmail.com
(example: michael.james.smith)

*Password ●●●●●●
(example: 4u99v23)

Login Cancel

Login Assistance

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

ORACLE[®] E-Business Suite

Oracle Applications Home Page

Worklist

Full List

Previous 1-5 Next 5

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

✓ TIP Vacation Rules - Redirect or auto-respond to notifications.
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.

Navigator

Personalize

iSupplier Portal Full Access
Sourcing Supplier

Please select a responsibility.

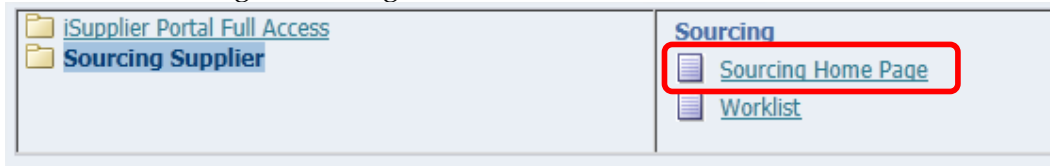
After login you will get Oracle home page.

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':

ORACLE Sourcing

Home | Logout | Pre

Search Open Negotiations Title Go

Welcome, Jarir jarir.

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
121028	Active	JARIR BOOK Main	245012	Industrial works	Auction	1 day 15 hours		0
121024	Active	JARIR BOOK Main	245023	on demand contract for repair of ABB generator	Auction	3 days 16 hours		0
120030	Draft	JARIR BOOK Main	243017	Construction works	RFQ	Opens in 11 hours 35 minutes		0
108029	Draft	JARIR BOOK Main	178011	Test RFQ	RFQ	27 days 1 hour		0
120025	Active	JARIR BOOK Main	243015	t.v	RFQ	28 days 11 hours		0

Your Company's Open Invitations Full List

Supplier Site	Negotiation Number	Title	Type	Time Left
JARIR BOOK Main	245014	skips	Auction	15 hours 46 minutes
JARIR BOOK Main	244013	Construction works	Auction	13 days 12 hours
JARIR BOOK Main	233014.1	parking of er	Auction	25 days 15 hours
JARIR BOOK Main	237012	medical equip.	Auction	27 days 15 hours
JARIR BOOK Main	236011	Public works	Auction	27 days 16 hours

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

- 1) Active and Draft Responses, and
- 2) Open Invitations

You can check your past reponses against NGHA's RFI / RFQ under 'Active and Draft Responses' region, and you can see your company's invitation to quote/bid, under 'Open Invitation'



To create a bid against Auction / RFQ, select the same from your invitation list.

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

Go to Actions in Right corner of page and select 'Create Bid' and click on 'Go'

Actions: Acknowledge Participation, Acknowledge Participation, **Create Bid**, Online Discussions, View Bid History, Monitor Auction, Printable View, Export to Spreadsheet

Open Date: 03-Jul-2011 10:41:17
Close Date: 17-Jul-2011 10:41:17

Outcome: Blanket Purchase Event

Go

1.1 Bid Header:

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

Close Date: 17-Jul-2011 10:41:17

Bid Valid Until: * 31-Dec-2011

Reference Number: T358395

Note to Buyer: [Text Field]

- 1) **Bid Valid Until:** Enter last date of validity of your bid. Make note that, you bid valid until date should not be earlier than, 90days of Close date (in this example Close date is 17-Jul-2011, so bid valid until date should not be earlier than, 16-Oct-2011)
- 2) **Reference number:** Enter your internal reference number
- 3) **Note to Buyer:** Free text field for any note to buyer



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

Attachments

[Add Attachment...](#)

Title	Type	Description	Category	Last Updated By
No results found.				

Requirements

[Expand All](#) | [Collapse All](#)

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:

Negotiations

Negotiations > Auction: 244013 >
Create Bid: 122021 (Auction 244013)

Title Construction works

Header **Lines**

Supplier **JARIR BOOK STORE**
Supplier Site **JARIR BOOK Main - P.O.BOX 3196, RIYADH, 11465SA**
Auction Currency **SAR**
Bid Currency **SAR**
Price Precision **Any**

Attachments

Add Attachment...

Title	Type	Description	Category	La
No results found.				

Click on 'Lines' tab and enter your bid price for each RFQ / Auction lines.

Header **Lines**

Auction Currency **SAR**
Price Precision **Any**

Line	Update	Start Price	Target Price	Bid Price
1 SUPPLY, INSTALL, ...				4000

Indicates more information requested. Click the Update icon.

Click on Continue to review the bid created by you.

ORACLE Sourcing

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Negotiations

Negotiations > Auction: 244013 >
Create Bid: 122021 (Auction 244013)

Cancel View Auction Monitor Auction Bid By Spreadsheet Save Draft **Continue**

Title Construction works
Time Left 13 days 11 hours
Close Date 17-Jul-2011 10:41:17

Header **Lines**

Auction Currency **SAR**
Price Precision **Any**
Bid Currency **SAR**

Line	Update	Start Price	Target Price	Bid Price Unit	Estimated Quantity	Target Minimum Release Amount	Bid Minimum Release Amount
1 SUPPLY, INSTALL, ...				4000 Lot	3		

Indicates more information requested. Click the Update icon.

Cancel View Auction Monitor Auction Bid By Spreadsheet Save Draft Continue

About this Page Negotiations Home Logout Preferences Help Personalize Page Diagnostics



After review, click on 'Submit' button to finally submit the bid against RFQ / Auction.



2. Purchase Orders Tab

On home page click on 'iSupplier Portal Full Access' to view the Purchase order details:



iSupplier Portal Home Page:

The Oracle iSupplier Portal Home Page features a blue header with the 'ORACLE iSupplier Portal' logo. Below the header is a navigation bar with tabs for 'Home', 'Orders', 'Shipments', 'Admin', and 'Finance', which are highlighted with a red box. A search bar is located below the navigation bar, with 'PO Number' selected in the dropdown and a 'Go' button. The main content area is divided into two sections: 'Notifications' and 'Orders At A Glance'. Both sections have a 'Full List' button. The 'Notifications' table lists several auction-related messages with their dates and times. The 'Orders At A Glance' table lists purchase orders with their numbers, descriptions, and order dates.

Subject	Date
You are invited: Auction 245014 (skips)	03-Jul-2011 14:33:42
Closed Early: Auction 232027 (Supply of Medical Equipment 2011)	03-Jul-2011 10:42:58
Closed Early: Auction 243019 (repair of Fire Alarm System)	03-Jul-2011 10:34:20
Closed Early: Auction 243011 (keys)	03-Jul-2011 10:32:37
Closed Early: Auction 232028 (Repair of)	02-Jul-2011 15:35:53

PO Number	Description	Order Date
500091220		01-Jul-2011 12:10:30
500091207		19-Jun-2011 17:00:56
500091115		13-Jun-2011 13:03:58
500091074		03-May-2011 14:25:06
500091043		14-Apr-2011 15:25:27

On iSupplier Portal Home page you can find following:

- 1) Notifications
- 2) Latest Purchase Order in favour of you and,
- 3) Other navigation Tabs like (orders, shipments, admin and fianace)



ORACLE[®] iSupplier Portal

Home | Orders | Shipments | Admin | Finance

Purchase Orders | Work Orders | Agreements | Purchase History | 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"/>	500091220	0	Health Affairs Riyadh OU	Blanket Agreement		01-Jul-2011 12:10:30	Ahmed Harbi
<input type="radio"/>	500091207	0	Health Affairs Riyadh OU	Blanket Agreement		19-Jun-2011 17:00:56 PO Summary	Steve Jobs
<input checked="" type="radio"/>	500091115	1	Health Affairs Riyadh OU	Standard PO		13-Jun-2011 13:03:58	Steve Jobs

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.



3. Shipment Notice and Overdue Shipments

3.1 Creating an Advance Shipment Notice (ASN):

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

The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes 'Home', 'Orders', 'Shipments', 'Admin', and 'Finance'. Below this, a secondary navigation bar lists 'Delivery Schedules', 'Shipment Notices', 'Shipment Schedules', 'Receipts', 'Returns', and 'Overdue Shipments'. The 'Shipment Notices' section is active, displaying a list of links: 'Create Advance Shipment Notices' (highlighted with a red box), 'Upload Advance Shipment and Billing Notices', and 'View / Cancel Advance Shipment and Billing Notices'. The footer contains 'About this Page', 'Privacy Statement', and a repeat of the top navigation bar.

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

The screenshot shows the 'Create Advance Shipment Notice' page. It features a 'Views' section with a dropdown menu set to 'Shipments Due This Week' and a 'Go' button. Below this is a 'Select PO Shipments:' section with an 'Add to Shipment Notice' button highlighted by a red box. There are also 'Select All' and 'Select None' links. A table lists the selected PO line with the following data:

Select	PO Number	Line	Shipment	Supplier Item	Item Description	Due Date
<input checked="" type="checkbox"/>	500087098-10	2	4	RQ-C801A45H / ROCO	PAPER COPY SZ A4 21 X 29.7 CM 80GM WHITE FOR MULTIPURPOSE GENERAL USE	02-Jul-2011 23:59:00



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	<input type="text" value="943875"/>	* Lot Number	<input type="text" value="T34549"/>
Country Of Origin	<input type="text" value="Saudi Arabia"/>	Truck Number	<input type="text" value="D38593"/>
Bar Code Label	<input type="text" value="32549820"/>	* Item Expiry Date	<input type="text" value="31-Dec-2011"/>

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	<input type="text" value="000123"/>	* Shipment Date	<input type="text" value="01-Jul-2011 23:26:54"/>
* Expected Receipt Date	<input type="text" value="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.



3.2 Checking Over Due Shipments:

ORACLE[®] iSupplier Portal

Home | Orders | Shipments | Admin | Finance

Delivery Schedules | Shipment Notices | Shipment Schedules | Receipts | Returns | **Overdue Shipments**

Overdue Shipments

Simple Search

Note that the search is case insensitive

Organization

PO Number

Item

Supplier Item

Due Date

(example: 18-Jun-2011)

Go Clear

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.



3. Managing Profile

To update any of your company's information with NGHA, click on 'Admin' tab on iSupplier Portal

ORACLE[®] iSupplier Portal

Home Orders Shipments **Admin** Finance

Profile Management

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

General

Organization Name **JARIR BOOK STORE**
Supplier Number **2126**
Alias
Parent Supplier Name
Parent Supplier Number

Attachments

Search

Note that the search is case insensitive

Title

[+ Show More Search Options](#)

Title	Type	Description	Category	Last Updated By	La
No results found.					

Here you can update, you company's profile, you can maintain your company's address of various offices, banking details, as well as product & services details.



3. Finance Information

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

The screenshot shows the Oracle iSupplier Portal interface. The 'Finance' tab is highlighted in the top navigation bar. Below the navigation bar, there are links for 'Create Invoices', 'View Invoices', and 'View Payments'. The 'View Invoices' section is active, displaying a search form and a table of invoices.

Simple Search

Invoice Number:
PO Number:
Payment Number:
Invoice Status:
Payment Status:
Go

Invoice Amount From: To:
Amount Due From: To:
Invoice Date From: To:
Due Date From: To:
(example: 18-Jun-2011)

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Due Date	Payment	PO Number	Receipt	Attachments
10039239	06-Dec-2010	Standard	SAR	1,575.00	1,575.00	In-Process	Not Paid	04-FEB-2011				
10039247	22-Nov-2010	Standard	SAR	0.00	0.00	Cancelled	Not Paid	26-JAN-2011		500090154		
10039247R1	22-Nov-2010	Standard	SAR	8,724.00	8,724.00	Approved	Not Paid	26-JAN-2011		500090154		
10039107	20-Nov-2010	Standard	SAR	750.00	750.00	Approved	Not Paid	20-JAN-2011		500089017		
10038969	14-Nov-2010	Standard	SAR	2,520.00	2,520.00	Approved	Not Paid	19-JAN-2011		500089832		
10038033	07-Nov-2010	Standard	SAR	11,300.00	11,300.00	Approved	Not Paid	07-JAN-2011		500056304-144		
10037529	02-Nov-2010	Standard	SAR	59,250.00	59,250.00	Approved	Not Paid	05-JAN-2011		500087098-3		
10037545R1	02-Nov-2010	Standard	SAR	4,900.00	4,900.00	Approved	Not Paid	05-JAN-2011		500088319		
10037100	20-Oct-2010	Standard	SAR	11,300.00	11,300.00	Approved	Not Paid	20-DEC-2010		500087098-2		