

# ORACLE iSUPPLIER PORTAL

## Key Features

- Supplier collaboration for complex goods and services
- Advanced supplier change order management
- PO status tracking
- Non-PO self-service invoicing
- Invoice dispute resolution
- Improved receipt, invoice and payment inquiry
- Catalog authoring for suppliers
- Flexible self-service supplier registration
- Supplier setup user interface incorporating enhanced profile management tools
- Supplier managed user maintenance
- Supplier scorecard integration
- Integration with Oracle Supplier Network Identity Broker

## Purchasing

- View supplier agreements of all blanket purchase orders and associated releases
- Acknowledge purchase orders and submit supporting comments
- Bind documents with e-signatures from supplier
- Suppliers can submit online change requests, which are automatically routed for buyer approval
- View purchase orders with header, line, shipment, and item details, along with related invoices and receipts
- Download PDF version of PO
- View purchase order history with revision details
- Manage contract deliverables
- View contractor time cards

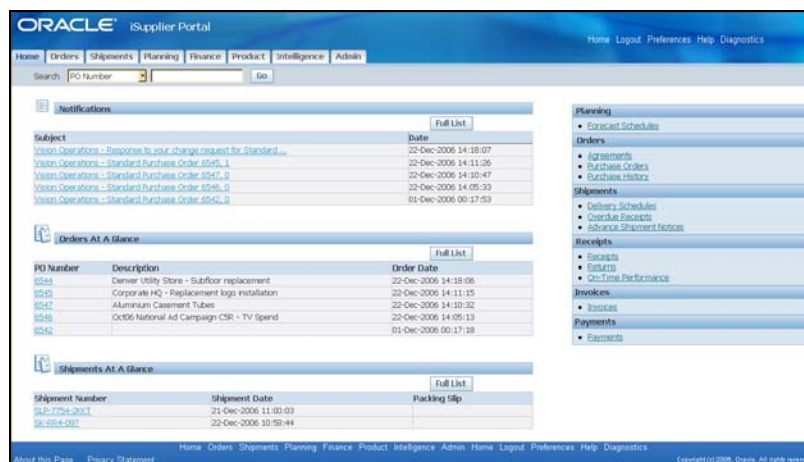
## Receiving

- View open delivery schedules
- Enter advance shipment notifications (ASN/ASBN) with attachments
- Upload spreadsheets to

*Oracle® iSupplier Portal is the enterprise application that structures all supplier communication through a secure, Internet-based portal. It is a key component of Oracle Advanced Procurement, the integrated suite that dramatically cuts all supply management costs.*

## Lower Costs and Improve Supplier Service with Online Collaboration

Phone calls, faxes and emails with suppliers waste time, introduce errors and create latency in your supply chain. Oracle iSupplier Portal makes you and your suppliers more efficient with a powerful platform for online collaboration. Suppliers access the latest information including purchase orders (POs), delivery information and payment status. The rich two-way collaboration enables suppliers to submit change requests, process ship notices, review payments and update profile data. They can also submit work confirmations and use purchase order details to create online invoices. You get better service, lower processing costs and relief from routine supplier inquiries. So your buying organization has time to focus on what really matters – getting more savings.



**Figure 1: Supplier's Homepage**

Using Oracle iSupplier Portal you can:

- Create closed-loop procure-to-pay collaboration
- Simplify fulfillment and payment
- Efficiently ramp and maintain suppliers

## Create Closed Loop Purchase Order Collaboration

Get improved service, eliminate routine inquiries and even offload inventory management by sharing information with suppliers online.

create multiple ASN/ASBNs

- View and cancel existing ASN/ASBNs
- Use License Plate Number (LPN), Lot and Serial number support on shipment notices for flexible receiving
- Manage inbound logistics through routing requests
- View receipt history
- View returns and inspection results
- View overdue receipts
- View on-time delivery performance

#### Invoices & Payments

- Enter and view invoices with attachments
- Enter billing information with ASBNs
- View invoice status
- Dispute Resolution
- View payments received
- View AP/AR netting details

#### Planning and Inventory

- Update supplier capacity on the Approved Supplier List (ASL)
- Specify supplier/item order modifiers such as minimum order quantity and lot quantity restrictions
- Define supplier/item lead times
- View on-hand inventory balances for sole-sourced items
- Support VMI processes
- View consigned inventory and all associated transactions
- View supplier forecast schedules
- View supplier shipping schedules

#### Outside Processing

- Enter quality plans for shipments
- Plan and manage outside processing with the outside processing workbench
- View outside processing orders

#### Supplier Profile Management

- Enable supplier maintenance of key profile details:
  - Addresses

### Eliminate Routine Supplier Inquiries

Repetitive supplier inquiries are bothersome and a drain on your Purchasing staff. Oracle iSupplier Portal eliminates them by giving suppliers self-service access to up-to-date information. Suppliers can view each order in its entirety, including any associated attachments, and can easily print out a PDF copy. Any changes to an order are instantly available on iSupplier Portal, with a full audit trail of previous changes. Suppliers can also access real-time information about blanket purchase agreements, complex work agreements or contracts with drill-down access to all associated orders. For orders that were negotiated using Oracle Sourcing or Oracle Procurement Contracts, suppliers can check agreement terms and bind purchasing documents with an electronic signature. Following submission of their invoice, suppliers can track payment schedules to help with cashflow management. So suppliers are more responsive to your needs, while your Purchasing staff is freed from time-wasting routine inquiries.

### Easily Manage Order Changes

Routine change management represents another drag on Purchasing staff. Oracle iSupplier Portal manages supplier-initiated change requests, so you and your suppliers are always on the same page. Suppliers request PO changes online, from splitting a shipment to modifying order details such as quantity, delivery date and supplier part number. By establishing specific tolerances, the purchasing team can enable some requests to be approved automatically or they can opt to divert the change request to the original requester rather than burdening a buyer.

Approved changes propagate to the purchasing document, creating formal and auditable revisions. With iSupplier Portal, both buyer and seller have immediate access to all of the information they need to manage and track change.

The screenshot displays the 'Change Order Request' page in the Oracle iSupplier Portal. The top navigation bar includes links for Home, Orders, Shipments, Planning, Finance, Product, Intelligence, and Admin. The main content area is titled 'Purchase Orders' and shows details for a specific order. The 'General Information' section includes fields for Supplier (Office Supplies, Inc.), Address (3605 Warrenville Center, Shaker Heights, OH 44122), Buyer (SBC, Mr. Fat), Order Date (21-Feb-2006 00:50:13), Description (OIC\_SPD\_Approved), and Status (Open). The 'Terms and Conditions' section lists Payment Terms (2/10), Carrier (UPS), and Freight Terms (Due). The 'Ship-to Address' and 'Bill-to Address' sections both show the address: 90 Fifth Avenue, New York, NY 10022-3422. The 'PO Details' section includes a table with one line item: 'Goods A554988' (Standard Desktop TPD) with a quantity of 1 and a price of 1,107.86. The 'Shipments' section shows a table with one shipment: 'Ship-To Location: 121, 1886' with a quantity of 1 and a status of 'Open'.

Figure 2: Change Order Request page

### Reduce Inventory Requirements with Vendor Managed Inventory and Consignment Support

Oracle iSupplier Portal reduces inventory cost through Vendor Managed Inventory

- Contacts (including user account management)
- Bank accounts
- Business Classifications
- Products & Services
- Organization info
- Recertification of classification details
- Search tools for complex Products & Services categories like UNSPSC & NAICS

#### **Registration and Security**

- Prospective vendor registration
- Manage supplier user registration process, including direct registration by buyers and invitation to suppliers to self-register
- Restrict suppliers views to transactions on orders pertaining to his/her company or site

#### **Flexibility**

- Design custom views of data for each supplier or user (e.g., hide fields, re-sequence fields, change column labels)
- Configure application flow to meet specific business needs
- Export data to spreadsheet format
- Provide global data access to suppliers across operating units
- Provide terms and conditions, item details and more, via supporting attachments
- Utilize workflow process integration
- Transmit notifications when a supplier submits a transaction
- Integrate with key Oracle applications: Purchasing, Supplier Scheduling, Payables, Inventory, and Sourcing

(VMI) processes that let authorized suppliers manage inventory for you. By accessing your forecasts, on-hand stocks and in-process shipments, suppliers can initiate replenishments on your behalf. The software also makes consignment relationships easy for you and your suppliers by providing visibility into consigned inventory and any transactions that affect it, from procurement to payment. Oracle iSupplier Portal data also improves the accuracy of your planning and scheduling, further reducing inventory levels while avoiding stock-outs.

### **Simplify Fulfillment and Payment**

Reduce receiving problems with online Advance Shipment Notices, capture savings with online invoicing and improve service from suppliers by sharing performance metrics.

#### **Accelerate Receiving with Advance Shipment Notices**

Real-time delivery management helps your organization avoid receiving problems. Through the user friendly iSupplier Portal web interface, suppliers can enter Advance Shipment Notices (ASNs) online to make sure you are prepared to receive shipments. Higher-volume suppliers can use spreadsheet upload to create multiple complex ASNs at a time. Details can include lot, serial number & License Plate Number information. When the shipments arrive at your company, you can quickly and accurately receive using information from the ASN. If your organization manages the inbound transportation of goods, the supplier can upload routing requests to indicate when the goods will be ready for pickup. Oracle iSupplier Portal provides the real-time information you and your suppliers need to execute more efficient fulfillment and receiving.

#### **Better Management of Contracts for Services with Complex Payment Terms**

To help control procurement of large-scale complex services such as construction, research and engineering, and project outsourcing, iSupplier Portal allows suppliers to review and execute against complex payment arrangements that may include milestone payments, progress payments, advances, retainage and recoupment. Suppliers can review contractual deliverables for the project and their associated progress payments. They will be able to create work confirmations in order to trigger the payment authorization process.

#### **Streamline Payment with Online Invoicing**

Most organizations still receive many supplier invoices via paper or fax – requiring error-prone and expensive manual re-keying. With iSupplier Portal's online invoice creation, suppliers select purchase order lines, add any attachments and update key information such as freight costs, tax and other miscellaneous charges to easily create accurate invoices. Invoices are automatically matched to open purchase orders, ensuring compliance to all policies, and any exceptions are noted and routed appropriately. Suppliers can also be enabled to enter invoices that do not have an associated PO.

Oracle iSupplier Portal provides visibility to payment status for all invoices, and provides a messaging capability that can be used to process any disputes that may arise from documents that have been placed on-hold. This greatly reduces calls to

your Purchasing and Payables departments. Oracle iSupplier Portal lowers the cost of the invoicing process to create a win-win for you and your suppliers.

**ORACLE iSupplier Portal**

Home Orders Shipments Planning Finance Product Intelligence Admin Home Logout Preferences Diagnostics

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Details

\* Indicates required field

**Supplier**

\* Supplier: Office Supplies, Inc.  
 Tax Payer ID: NEW YORK  
 Address: 3605 Center Road New York NY 44055  
 Remit To bank Account: XXXXXXXXXXXX-987  
 Unique Remittance Identifier:  
 Remittance Check Digit:

**Invoice**

\* Invoice Number: T-832-4512  
 \* Invoice Date: 20-Dec-2006  
 Invoice Type: Credit Memo  
 Currency: USD  
 Invoice Description:  
 Attachment: None Add

**Customer**

\* Customer Tax Payer ID: J0V517160  
 Customer Name: Vision Operations  
 Address: 475 Park Avenue New York 10022 US

**Items**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
769-11	4	1	Leather Computer Case		V2- New York City	2	2	90	Each	180
769-8	3	1	Mobile phone		V2- New York City	2	2	299	Each	598

**Shipping and Handling**

Charge Type	Amount	Description
No results found.		
Add Row		

Cancel Back Step 2 of 4 Next

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Figure 3: Create Invoice page

### Improve Service Levels and Track Performance through the Supplier Scorecard

Buying organizations can drive performance improvements from their suppliers by giving them access to graphical scorecards that track performance against key indicators. Both the supplier and the buyer are able to perform comparison across supplier sites, trend data over various time periods and collect results by time period.

### Efficiently Ramp and Maintain Suppliers

Bring suppliers onboard quickly with web portal access and online registration. Maintain them easily with self-service profile updates.

### Ramp Suppliers Quickly with Portal Access

When more suppliers collaborate online, more efficiency gains are passed onto your organization. Yet most enablement programs are limited to suppliers with expensive, complicated electronic messaging infrastructure. Oracle iSupplier Portal removes barriers to collaboration because suppliers need nothing more than a web browser to get onboard. Buyers (and not system administrators) can register new supplier users or send out invitations to new users, under comprehensive security privileges. Alternatively, responsibility for the management of user accounts can be delegated to suppliers, removing the administrative burden from the buying organization. Once approved, new supplier users are issued password credentials and can immediately access all purchasing and payables information.

The unique supplier registration capability allows buyers to configure the information that prospective applicants need to provide in order to help you locate new and better sources of supply. This can include custom questionnaires that capture specific information about a supplier's capabilities, corporate ethics, certifications, and suitability for future sourcing events. Once approved, suppliers

**KEY BENEFITS**

DRAMATICALLY  
IMPROVES THE  
EFFICIENCY OF YOUR  
PROCURE-TO-PAY  
PROCESS BY

- Enabling closed loop collaboration with your suppliers for all types of business document
- The fulfillment process is simplified and the administrative cost of invoice management greatly reduced
- The burden of onboarding and maintaining supplier details is also reduced, freeing staff to focus on more strategic activities

**RELATED PRODUCTS**

Oracle Advanced Procurement includes additional complimentary solutions that provide valuable integration to iSupplier Portal

- Sourcing
- Procurement Contracts
- Purchasing
- iProcurement
- Services Procurement
- Payables
- Daily Business Intelligence
- Oracle Supplier Network

**RELATED SERVICES**

The following services are available from Oracle Support Services:

- Oracle E-Business Suite Accelerators
- Oracle Application Solution Centers
- Oracle University
- Oracle Consulting

are immediately available for RFI's, RFQ's, or other invitations to tender.

**Easily Maintain Supplier Records with Self-Service Profile Management**

Your supplier master can contain information about thousands of suppliers and can quickly become out-of-date. To make sure your supplier information is accurate; Oracle iSupplier Portal lets suppliers update their own profiles online. Both current and prospective suppliers can maintain profile data: including contacts, addresses, business classifications, goods and services information and payment information like banking details. Your buying organization can approve or reject these changes, modify supplier profiles or update other attributes such as purchasing terms through a single supplier management user interface.

For those suppliers that provide products that appear in catalogs for employee requisitioning, content can be uploaded and maintained online. Suppliers can also update item attributes – including delivery capacity and lead-time – subject to Purchasing approval. Approved updates flow to the Approved Supplier List (ASL). So you can make planning decisions and sourcing allocations based on the most current supplier and item data.

**Complement Electronic Transaction Delivery**

By enabling electronic transaction delivery in addition to iSupplier Portal's browser interface, you can provide effective collaboration options to your entire supply base.

Oracle supports a wide variety of standards-based XML and EDI messages for business documents such as purchase orders, acknowledgments, ship notices and invoices. These can be routed to any number of suppliers through a single connection to the Oracle Supplier Network or by establishing multiple direct connections to each separate supplier. This electronic transaction delivery is normally conducted with a small segment of your supply base; typically high-volume suppliers with sophisticated IT systems

**Oracle E-Business Suite — The Complete Solution**

Oracle E-Business Suite enables companies to efficiently manage customer processes, manufacture products, ship orders, collect payments, and more—all from applications that are built on a unified information architecture. This information architecture provides a single definition of customers, suppliers, employees, and products—all aspects of the business. Whether one module or the entire Suite is implemented, Oracle E-Business Suite enables procurement professionals to share unified information across the enterprise and make smarter decisions with better information.



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