



Supplier Portal:-

1. Create User Account for Supplier
2. Manage Supplier User Roles
3. Purchase Order Acknowledgement
4. Purchase Agreement Acknowledgement
5. Updating the Purchase Order(Document and schedule only allowed)
6. ASN- Advance shipment notice
7. 'ASBN-advance Shipment Billing Notice
8. Invoice
9. Supplier profile changes
10. Supplier News
11. Responding to RFQ (submitting the quotations)

Step 1: Create User Account for Supplier:-

I have created new supplier for testing

At the time of creating the supplier, you have to create the contact for the supplier, like username, e-mail id, add the role etc.

Whenever you enable the check marks, automatically required roles were added to the supplier contact.

Step 2: Manage Supplier User Roles:-

Roles are added automatically at the time of creating the Supplier, notification send to the supplier through the e-mail, he can rest the password, or we can also reset through security console.

Vision - Welcome E-Mail

euth-dev94.fa.sender@workflow.email.us-phoenix-1.ocs.oraclecloud.com
to me ▾

9:20 PM (3 minutes ago)

Dear Sreenu Chekuri,

Congratulations! Your Oracle Fusion Applications account has been successfully created.

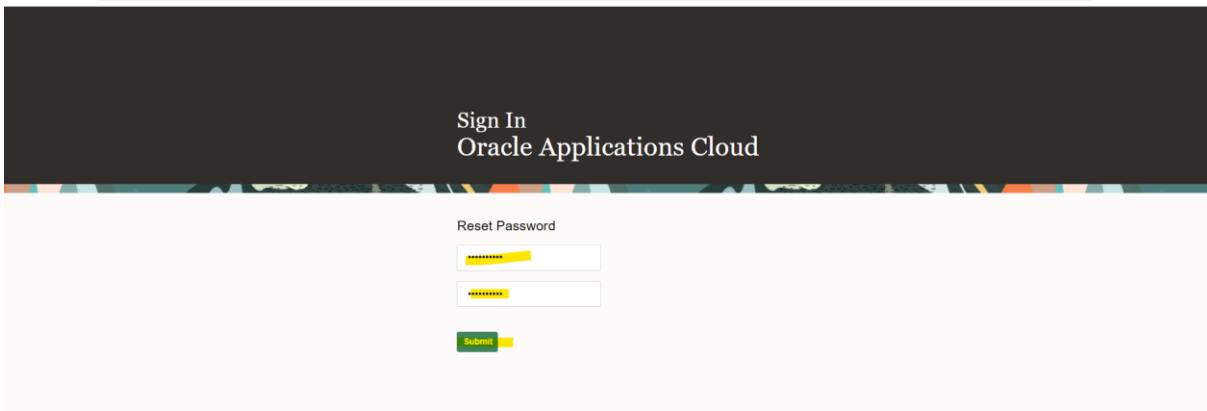
Please follow the link below to reset your password.

https://a-euth-dev94-saastdemo1.ds-fa.oracledemos.com:443/hcmUI/faces/ResetPassword?case_id=e2e3a71df43c4c6a9aa3481c55d888c2

For any issues, contact your system administrator.

Thank You,
Oracle Fusion Applications

Click on the link to reset the password



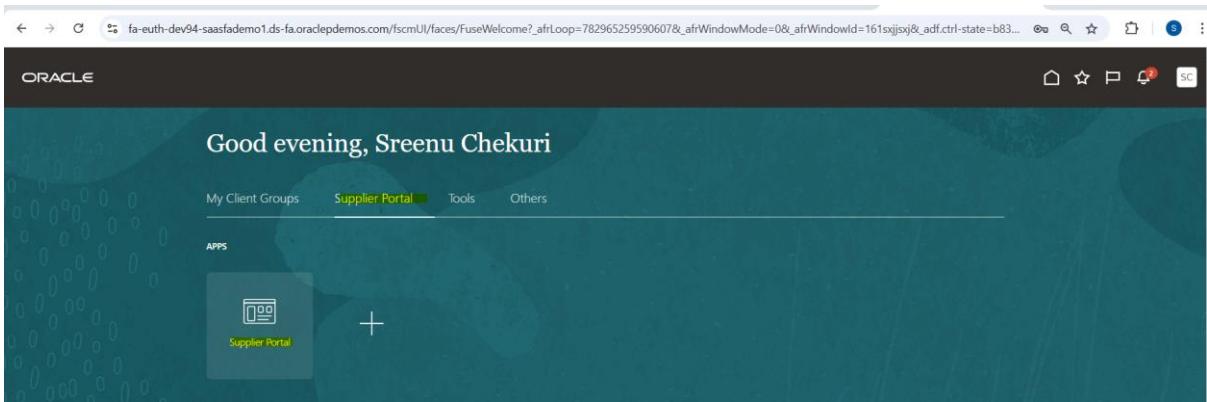
Username: Sreenu.a.Chekuri

Password: welcome123

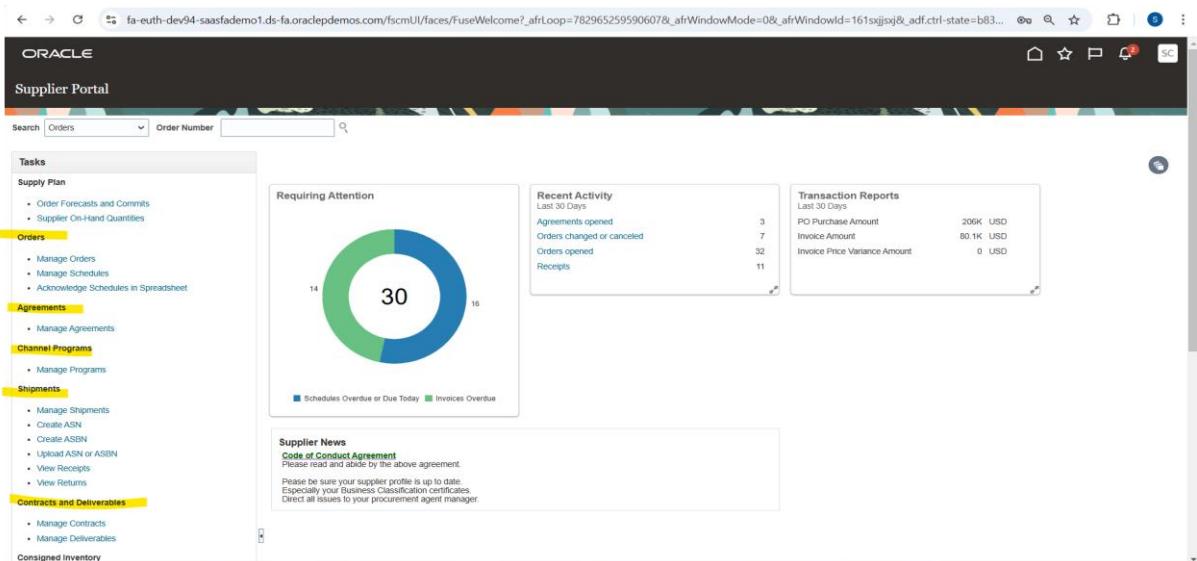
Enter the password. And confirm password.

Login with supplier user id and password

Or we can rest the password form the security console also.



You can able to see the Supplier portal access for the supplier.



The screenshot shows the Oracle Supplier Portal interface. On the left, there is a vertical navigation menu with several sections: Create ASN, Contracts and Deliverables, Comsigned Inventory, Invoices and Payments, Negotiations, Auctions from Seller, Qualifications, Products, and Company Profile. The 'Supplier News' section contains a 'Code of Conduct Agreement' with a note to read and abide by it. It also includes a message about keeping the supplier profile up-to-date and directing issues to the procurement agent manager.

Supplier will do all the operations through supplier portal

Step 3: Purchase Order Acknowledgement: -

I am creating the order with the supplier.

The screenshot shows the Oracle Procurement dashboard. At the top, it greets the user: "Good evening, scm10 student". Below the header, there is a navigation bar with tabs: Sales, Redwood Sales, Service, Me, **Procurement**, Help Desk, Product Management, Risk Management, and a search bar. The main area features a grid of "QUICK ACTIONS" and "APPS". Under "QUICK ACTIONS", there are links to Process Requisitions, Manage Orders, Manage Agreements, Manage Buyer Assignment Rules, and Purchase Agreements (New). Under "APPS", there are icons for Purchase Requisitions, Purchase Requisitions (New), Purchase Agreements, Purchase Orders (highlighted in yellow), My Receipts, Negotiations, Catalogs, and Suppliers. To the right of the dashboard, there is a sidebar with sections for Requisitions, Orders, and Agreements, each listing various tasks and their counts.

Orders Requiring Attention

- Failed Submission: 1
- With Invoice Holds: 0
- Rejected: 0

Orders in Process

- 1

Open Schedules

Aging Requisition Lines

Days Unprocessed	Count
2	1
0	0

Create Order

Style: Purchase Order

* Procurement BU: US1 Business Unit

* Requisitioning BU: US1 Business Unit

Supplier: Supplier_Test

Supplier Site: Supplier_Test_Address

Supplier Contact: Chekuri, Srinu

Default Ship-to Location: Seattle

Sold-to Legal Entity: US1 Legal Entity

* Currency: USD

* Buyer: student, scm10

Special Handling Type:

Requisition Lines

- 2 Requiring Action

Incomplete

- 3
- 1

Orders Pending Acknowledgment

- 0 Past Due

Agreements

- Manage Agreements
- Purchase Agreements (New)
- Create Agreement
- Import Blanket Agreements
- Import Contract Agreements
- Initiate Retractive Price Update
- Generate Approved Supplier List Entries

Deliverables

- Manage Deliverables

Checklists

- Manage Compliance Checklists

Supply Base

- Manage Suppliers
- Suppliers (New)
- Manage Approved Supplier List Entries

Administration

Edit Document (Purchase Order): US165081

Main **Contract Terms**

General

Procurement BU: US1 Business Unit
Requisitioning BU: US1 Business Unit
Sold-to Legal Entity: US1 Legal Entity
Bill-to BU: US1 Business Unit
Order: US165081
Status: Incomplete
Buyer: student, scm10
Creation Date: 12/18/24
Checklist:

Supplier: Supplier_Test
Supplier Site: Supplier_Test_Address
Supplier Contact: Chekuri, Srinu
Additional Contact Email:
Communication Method: None
Bill-to Location: Seattle
Default Ship-to Location: Seattle

Currency: USD
Ordered: 0.00 USD
Total Tax: 0.00 USD
Total: 0.00 USD
Procurement Card
Description:
Requisition
Agreement
Master Contract:

Terms **Notes and Attachments**

Required Acknowledgment: Yes
Acknowledge Within Days: 1
Payment Terms: 2/10 Net 30

Shipping Method: DHL-Air-Next day air
Freight Terms: Vendor Pays Freight
FOB: Destination

Requires signature
Buyer managed transportation
Pay on receipt
Confirming order

Additional Information

Contract Type:
Contract Number:
Eligible for Rebate?

Edit Document (Purchase Order): US165081

Main **Contract Terms**

Buyer: student, scm10
Creation Date: 12/18/24
Checklist:

Bill-to Location: Seattle
Default Ship-to Location: Seattle

Description:
Requisition
Agreement
Master Contract:

Terms **Notes and Attachments**

Required Acknowledgment: Yes
Acknowledge Within Days: 1
Payment Terms: 2/10 Net 30

Shipping Method: DHL-Air-Next day air
Freight Terms: Vendor Pays Freight
FOB: Destination

Requires signature
Buyer managed transportation
Pay on receipt
Confirming order

Additional Information

Contract Type:
Contract Number:
Eligible for Rebate?

Lines **Schedules** **Distributions**

Actions: Line Type Edit Duplicate Delete Item Revision Description Category Name Supplier Item Manufacturer Manufacturer Part Number Quantity Secondary Quantity Secondary UOM UOM

Line	Type	Edit	Duplicate	Delete	Item	Revision	Description	Category Name	Supplier Item	Manufacturer	Manufacturer Part Number	Quantity	Secondary Quantity	Secondary UOM	UOM
1	Goods						Supplier_Testing	Desktops_Q1				10			

Edit Document (Purchase Order): US165081

Buyer		Description	Actions	
Creation Date	12/18/24	Bill-to Location	Seattle	Manage Approvals
Checklist		Default Ship-to Location	Seattle	View PDF
				View Checklist
				Save
				Submit
				Cancel
Required Acknowledgment		Shipping Method	DHL-Air-Next day air	<input type="checkbox"/> Requires signature
* Acknowledge Within Days		Freight Terms	Vendor Pays Freight	<input type="checkbox"/> Buyer managed transportation
Payment Terms		FOB	Destination	<input type="checkbox"/> Pay on receipt
				<input type="checkbox"/> Confirming order

Additional Information

Contract Type	Contract Number	Eligible for Rebate?
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Lines **Schedules** **Distributions**

Secondary Quantity	Secondary UOM	UOM	Pricing UOM	* Base Price	Discount Type	Discount	Discount Reason	Price	Ordered	Currency	Total Tax	Total	Supplier Configuration ID	Negotiated	* Location
				100.00				100.00	1,000.00	USD	0.00	1,000.00			Seattle

The screenshot shows the Oracle Fusion Cloud Service interface with the following details:

- Orders Requiring Attention:** Failed Submission (1), With Invoice Holds (0), Rejected (0).
- Orders in Process:** 1.
- Confirmation Dialog:** The document (Purchase Order) US165001 was submitted for approval.
- Overdue Order Received:** 12/16/24, Order US165006 - Northside Parts Depot.
- Requisition Lines:** 2 Requiring Action.
- Incomplete:** 3 Orders, 1 Change Orders.
- Open Schedules:** A pie chart showing the distribution of open schedules: Open (20), Closed for Receiving (8), and Closed for Invoicing (1).
- Aging Requisition Lines:** Days Unprocessed: 0 to 3 Days (2), 4 to 7 Days (0), 8 to 14 Days (0), Over 14 Days (0).
- Overdue Order Received:** 12/11/24, Order US165022 - mon_isupplier_test.
- Orders Pending Acknowledgment:** Past Due (0), Pending (0).

PO: US165081

The screenshot shows the Oracle Fusion Cloud ERP interface for managing orders. The top navigation bar includes links for 'Manage Orders - Purchase Ord.' and 'Gmail'. The main title 'Manage Orders' is displayed above a search bar and a toolbar with various icons. The search bar contains the text 'All My Orders'. Below the search bar is a table titled 'Search Results' with columns: Order, Description, Special Handling Type, Supplier, Ordered, Currency, Status, Life Cycle, Change Order, and Creation Date. A single row is visible in the table, representing order number 'LU93160661'. The status column shows 'Supplier_Test' and 'Open'. The creation date is listed as '12/18/24'. A note at the bottom left indicates 'Columns Hidden 50'.

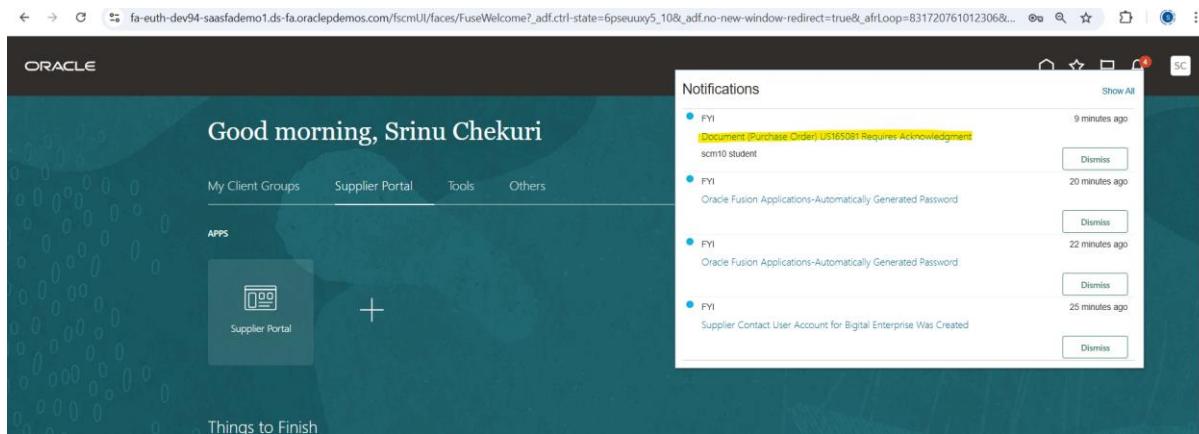
Order	Description	Special Handling Type	Supplier	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date
LU93160661		Supplier_Test		1,000.00	USD	Open			12/18/24

Columns Hidden 50

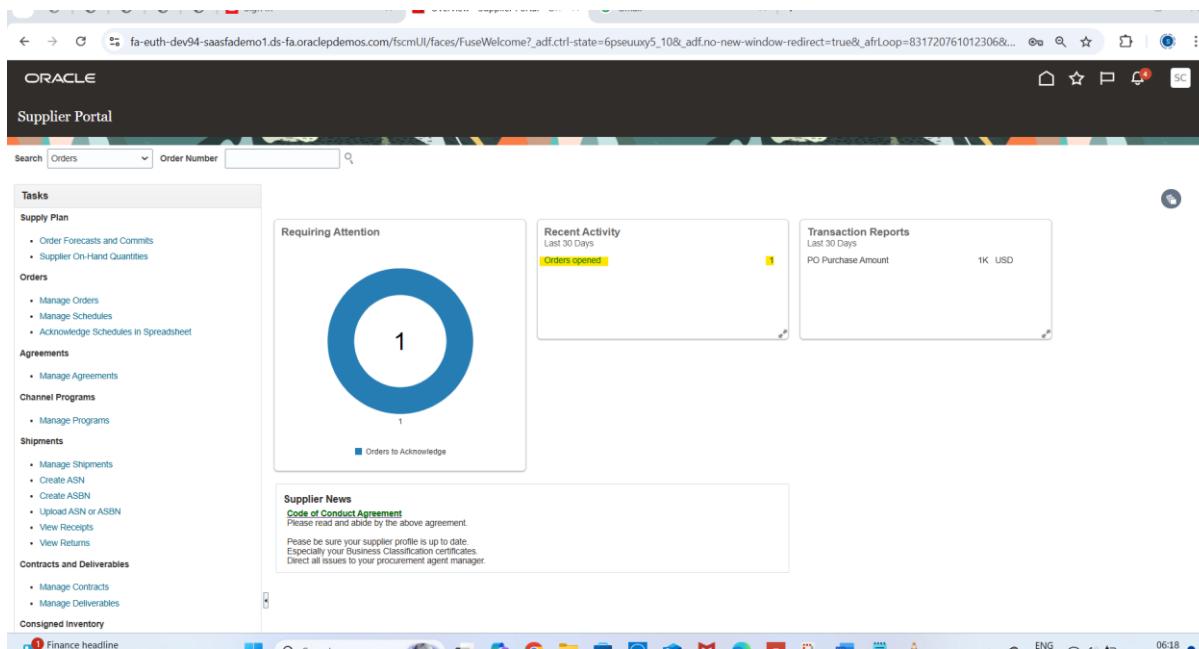
We have created the PO against by using the newly created supplier.

Now the supplier has to provide the acknowledgement.

Login with supplier user id and password



You can get the notification like, requires acknowledgement.



Orders opened : 1

Purchase Order: US165081

Main

General

Sold-to Legal Entity	US1 Legal Entity	Supplier	Supplier_Test	Ordered	1,000.00 USD
Bill-to BU	US1 Business Unit	Supplier Site	Supplier_Test_Address	Description	
Order	US165081	Supplier Contact	Srinu Chekuri	Source Agreement	
Status	Open	Additional Contact Email		Negotiation	
Buyer	scm10 student	Bill-to Location	Seattle	Supplier Order	
Creation Date	12/18/24	Ship-to Location	Seattle	Master Contract	

Terms Notes and Attachments

Required Acknowledgment	Yes	Shipping Method	DHL-Air-Next day air	— Requires signature
Acknowledgment Due Date	12/19/24	Freight Terms	Vendor Pays Freight	— Buyer Managed Transportation
Payment Terms	2/10 Net 30	FOB	Destination	— Pay on receipt
				— Confirming order

Additional Information

Contract Type	Contract Number	Eligible for Rebate?
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Lines Schedules

Click on Acknowledge

Purchase Order: US165081

Main

General

Sold-to Legal Entity	US1 Legal Entity	Supplier	Supplier_Test	Ordered	1,000.00 USD
Bill-to BU	US1 Business Unit	Supplier Site	Supplier_Test_Address	Description	
Order	US165081	Supplier Contact	Srinu Chekuri	Source Agreement	
Status	Open	Additional Contact Email		Negotiation	
Buyer	scm10 student	Bill-to Location		Supplier Order	
Creation Date	12/18/24	Ship-to Location		Master Contract	

Terms Notes and Attachments

Required Acknowledgment	Yes	Shipping Method	DHL-Air-Next day air	— Requires signature
Acknowledgment Due Date	12/19/24	Freight Terms	Vendor Pays Freight	— Buyer Managed Transportation
Payment Terms	2/10 Net 30	FOB	Destination	— Pay on receipt
				— Confirming order

Additional Information

Contract Type	Contract Number	Eligible for Rebate?
---------------	-----------------	----------------------

Lines Schedules

Acknowledge Revision 0

Supplier Order: 890688
Acknowledgment Note: It's Okay.

Accept Cancel

We are entering some sales order number, for buyer it's a purchase order, for supplier it's a sales order. Enter the order number randomly by the supplier and click on accept.

We can also do the change order form the edit button

Purchase Order: US165081

Main

General

Sold-to Legal Entity	US1 Legal Entity	Supplier	Supplier_Test	Ordered	1,000.00
Bill-to BU	US1 Business Unit	Supplier Site	Supplier_Test_Address	Description	
Order	US165081	Supplier Contact	Srinu Chekuri	Source Agreement	
Status	Open	Additional Contact Email		Negotiation	
Buyer	scm10 student	Bill-to Location	Seattle	Supplier Order	890688
Creation Date	12/18/24	Ship-to Location	Seattle	Master Contract	

Terms Notes and Attachments

Required Acknowledgment	Yes	Shipping Method	DHL-Air-Next day air	... Requires signature
Payment Terms	2/10 Net 30	Freight Terms	Vendor Pays Freight	... Buyer Managed Transportation
		FOB	Destination	... Pay on receipt
				... Confirming order

If you edit it will be change order request,

Change order request will be done by supplier, buyer and requester.

Supplier Portal

Tasks

- Supply Plan
- Orders
- Agreements
- Channel Programs
- Shipments
- Contracts and Deliverables
- Consigned Inventory

Requiring Attention
No data available

Recent Activity
Last 30 Days
Orders opened 1

Transaction Reports
Last 30 Days
PO Purchase Amount: 1K USD

If you go to mange orders serach

We have only one order that is in open status

Manage Orders

Headers Schedules

Search

Search Results

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Special Handling Type	Currency	Status	Life Cycle	Creation Date
US165081	12/18/24		Supplier_Test_Address	student, scm10	1,000.00		USD	Open		12/18/24

US165081

The screenshot shows the Oracle Manage Orders interface. At the top, there are search filters for Keywords, Procurement BU (US1 Business Unit), Supplier, and Buyer. On the right, there are filters for Order (US165081), Requisition, Status (Open), and Include Closed Documents (No). Below the filters is a search bar with buttons for Search, Reset, and Save.

Login with our user and go to manage orders search the order

The screenshot shows the search results table for order US165081. The table includes columns for Order, Description, Special Handling Type, Supplier, Ordered, Currency, Status, Life Cycle, Change Order, and Creation Date. The order details are: Supplier_Test, 1.0000 USD, Open, and creation date 12/18/24.

Order	Description	Special Handling Type	Supplier	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date
US165081			Supplier_Test	1.0000	USD	Open			12/18/24

After acknowledgement, the information symbol besides the order is not showing, it means we receive the acknowledgment form the supplier.

The screenshot shows the Purchase Order details for US165081. The main panel displays general information like Procurement BU (US1 Business Unit), Supplier (Supplier_Test), and Total Tax (95.00). A context menu is open over the order, showing options like Edit, Delete, Acknowledge, Communicate, Cancel Document, Close, Respen, Hold, Freeze, Withdraw, and View Document History. The right side features a chart titled 'Order Life Cycle' showing the status 'Ordered'.

If you go to Actions> View Document History. We can able to see all the details from the supplier.

The screenshot shows the Oracle Purchase Order document history for US165081. It displays various actions taken by the buyer and supplier, including the supplier's acceptance of the document. Key details include:

- Buyer:** scm10 student
- Procurement BU:** US1 Business Unit
- Sold-to Legal Entity:** US1 Legal Entity
- Order:** US165081
- Supplier:** Supplier_Test
- Supplier Site:** Supplier_Test_Address
- Status:** Open

The document history table shows the following actions:

Action	Performed By	Action Date	Additional Information
Party	Name		
Original Document	Buyer	12/18/24 12:32 AM	
Submit	Buyer	12/18/24 12:36 AM	
Request Acknowledgment	Application	12/18/24 12:37 AM	
Implement Revision 0	Application	12/18/24 12:37 AM	
Accept	Supplier	12/18/24 12:57 AM	Is Okay

Buyer Edit the PO:-

Step 4: Purchase Agreement Acknowledgement: same as like Purchase order ack (practice it)

Step 5: Updating the Purchase Order(Document and schedule only allowed)

Suppose the buyer edits the Purchase order, supplier accepts or not we will check

Goto Actions> Edit

The screenshot shows the Oracle Purchase Order edit screen for US165081. The main panel displays general order details such as Procurement BU, Requisitioning BU, Sold-to Legal Entity, Bill-to BU, Order Status, and Creation Date. The right side features a sidebar with the "Actions" menu open, showing options like E&B, Delete, Acknowledge, Communicate, and several document lifecycle actions (Cancel Document, Close, Reopen, Hold, Freeze, Withdraw). A "View PDF" button is also present. To the right of the actions is a "Order Life Cycle" chart showing the current status as "Ordered". The bottom section contains a "Terms" tab with notes and attachments, and a "Shipping Method" section listing DHL-Air-Next day air, Vendor Pays Freight, and Destination.

[fa-euth-dev94-saasfademo1.ds-fa.oracledemos.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=nfvvgukeh_5&fnd=%3B%3B%3B%3Bfalse%3B256%3B%3B%3B&_afrLoop=...](#)

Overview Manage Orders x Edit Document (Purchase Order): US165081 x Purchase Order: US165081 x

Edit Change Order: 1

Change Order 1 Status Incomplete
 * Description Change the price and quantity Amount Changed +3,000.00 USD
 Creation Date 12/18/24

Initiating Party Buyer Initiator scm10 student Type Internal

Main Contract Terms

General

Procurement BU US1 Business Unit Requisitioning BU US1 Business Unit Sold-to Legal Entity US1 Legal Entity Bill-to BU US1 Business Unit Order US165081 Status Open * Buyer student, scm10 Creation Date 12/18/24 Checklist

Supplier Supplier_Test Supplier Site Supplier_Test_Address Supplier Contact Chekuri, Srinu Additional Contact Email Communication Method None Bill-to Location Seattle Default Ship-to Location Seattle

Currency USD Ordered 4,000.00 USD Total Tax 95.00 USD Total 4,095.00 USD Procurement Card Description Requisition Agreement Master Contract

Notes and Attachments

Creation Date 12/18/24 Checklist Default Ship-to Location Seattle Requisition Agreement Master Contract

Required Acknowledgment Yes * Acknowledge Within Days 1 Payment Terms 2/10 Net 30 Shipping Method DHL-Air-Next day air Freight Terms Vendor Pays Freight FOB Destination

Requires signature Buyer managed transportation Pay on receipt Confirming order

Additional Information

Contract Type Contract Number Eligible for Rebate?

Lines Schedules Distributions

Actions View Format + Detach Wrap

Category Name	Supplier Item	Manufacturer	Manufacturer Part Number	Quantity	Secondary Quantity	Secondary UOM	UOM	Pricing UOM	* Base Price	Discount Type	Discount	Discount Reason	Price	Ordered	Curren
Desktops				20			Ea	Ea	200.00				200.00	4,000.00	USD

Columns Hidden 2

Save and Submit

Overview Manage Orders x Purchase Order: US165081 x

Purchase Order: US165081

Confirmation

Change order 1 for document (Purchase Order) US165081 was submitted for approval.

OK

Main

General

Procurement BU US1 Business Unit Requisitioning BU US1 Business Unit Sold-to Legal Entity US1 Legal Entity Bill-to BU US1 Business Unit Order US165081 Status Open Buyer scm10 student Creation Date 12/18/24 Checklist

Supplier Supplier_Test Supplier Site Supplier_Test_Address Supplier Contact Srinu Chekuri Additional Contact Email Communication Method None Bill-to Location Seattle Ship-to Location Seattle

Ordered 1,000.00 USD Total Tax 95.00 USD Total 1,095.00 USD Description Requisition Source Agreement Negotiation Supplier Order 890688 Master Contract

Order Life Cycle

0.0 0.4K 0.8K 1.2K

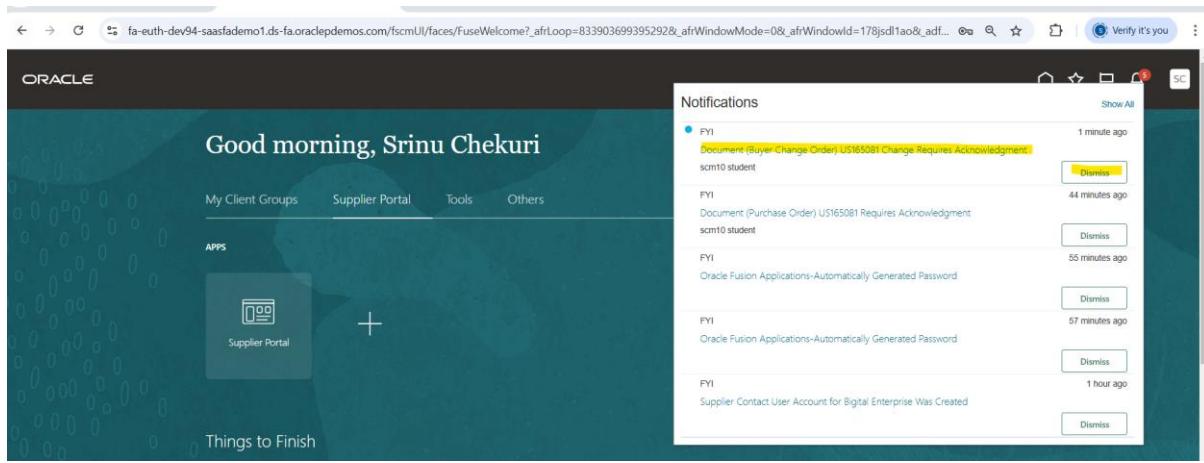
Requires signature Buyer Managed Transportation Pay on receipt Confirming order

Notes and Attachments

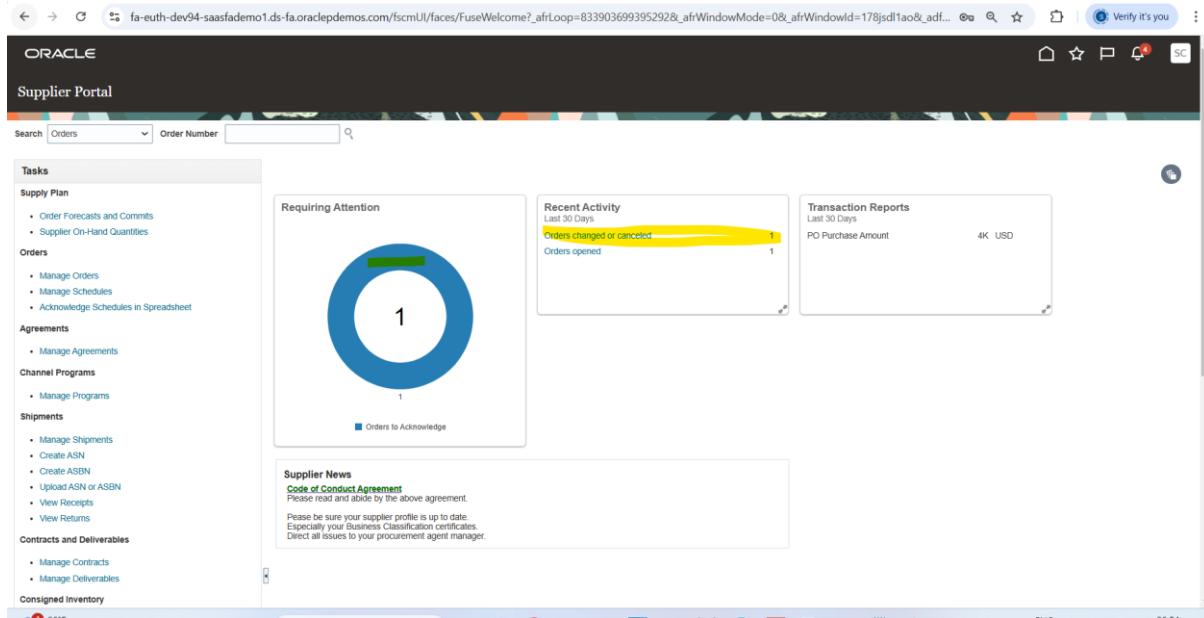
Required Acknowledgment Yes Acknowledge Within Days 1 Payment Terms 2/10 Net 30 Shipping Method DHL-Air-Next day air Freight Terms Vendor Pays Freight FOB Destination

View Details

Additional Information



Login with supplier, now we can bale to see the notification like change order requires acknowledgement.



Click on that, we can send the acknowledgement

The screenshot shows the Oracle SCM UI for a Purchase Order (PO) with ID US165081. The PO is in an 'Open' status. A modal dialog box titled 'Information' appears, stating 'Acknowledgment is pending.' with an 'OK' button. The main screen displays various details such as Supplier (Supplier_Test), Order Date (US165081), and Payment Terms (2/10 Net 30). On the right side, there is a chart titled 'Order Life Cycle' showing the status 'Ordered' with a value of 4,000.00 USD.

Acknowledgement is pending, so click on acknowledgement and send the reply

The screenshot shows the Oracle SCM UI for the same Purchase Order (US165081). An 'Acknowledge Revision 1' dialog box is open, prompting the user to accept a revision. The dialog includes fields for 'Supplier Order' (890688) and 'Acknowledgment Note' (containing the text 'I've accepted the increased quantity'). The 'Accept' button is highlighted with a yellow border.

Goto Manage orders> form the buyer

US165081

The screenshot shows the Oracle Manage Orders interface. At the top, there are tabs for Overview and Manage Orders. The main area is titled "Manage Orders" with a sub-section "Headers". A search bar is present, along with buttons for Advanced, Manage Watchlist, and Saved Search. A dropdown menu shows "All My Orders". Below the search bar is a table with columns: Order, Description, Special Handling Type, Supplier, Ordered, Currency, Status, Life Cycle, Change Order, and Creation Date. One row is visible, showing Order US165081, Supplier Supplier_Test, Ordered 4,000.00 USD, Status Open, and Creation Date 12/18/24.

Its' acknowledged

Action> view document history

The screenshot shows the Purchase Order document history for US165081. At the top, it says "Purchase Order: US165081". The main area is titled "Document History: US165081". It displays various details about the order, such as Buyer (Pscm10 student), Procurement BU (US1 Business Unit), Sold-to Legal Entity (US1 Legal Entity), Order (US165081), Supplier (Supplier_Test), Supplier Site (Supplier_Test_Address), and Status (Open). Below this is a table titled "Performed By" with columns: Action, Party, Name, Action Date, and Additional Information. The table lists several actions: Change Order 1 (Buyer, Pscm10 student, 12/18/24 1:15 AM, Change the price and Quantity), Submit (Buyer, Pscm10 student, 12/18/24 1:19 AM), Request Acknowledgment (Application, P, 12/18/24 1:20 AM), Implement Revision 1 (Application, P, 12/18/24 1:20 AM, Change the price and Quantity), Accept (Supplier, Srinu Chekuri, 12/18/24 1:26 AM, Its accepted the increased quantity), and Original Document (Buyer, Pscm10 student, 12/18/24 12:32 AM).

It's possible for the supplier also can create the change order and modify the quantity an price

Ex:- old screen for your understanding

Action	Performed By		Action Date	Additional Information
	Party	Name		
Change Order 1	Supplier	Rinku Yadav	3/9/22 2:36 AM	updating qty and price
Submit	Supplier	Rinku Yadav	3/9/22 2:38 AM	
Implement Revision 1	Application	P	3/9/22 2:38 AM	updating qty and price
Original Document	Buyer	JAMES D	3/9/22 2:18 AM	

We can set up the approvals for the change orders created by PO requires Buyer apptoval we will write the rule as follow.

The screenshot shows the Oracle Fusion Task List Manager interface. On the left, there's a sidebar titled "Functional Areas" with various categories like Initial Users, Enterprise Profile, Legal Structures, etc., some of which are highlighted in yellow. The main area is titled "Approval Management" and contains a table with two rows: "Manage Requisition Approvals" and "Manage Purchasing Document Approvals". A search bar at the top right says "Search Tasks".

Rule name:

This screenshot shows the "Edit Approval Rules" screen for "Terms Approval Serial 3". It displays a table of existing rules and a modal dialog for creating a new rule. The new rule being created is titled "Change Order Initiated by Supplier", set to "Medium" priority, and has a description "Change Order Initiated by Supplier". The "OK" button is highlighted in yellow.

Condition

This screenshot shows the same "Edit Approval Rules" screen, but now with a modal dialog titled "Add Condition" open. It allows setting conditions based on approval task attributes, specifically "Change Order Initiating Part", with the value type set to "Supplier". The "OK" button is highlighted in yellow.

Action

Participant Terms Approval Serial 3

Rules

Rule	Priority	Conditions	Enabled
Automatic	Medium	Rule always applies	<input checked="" type="checkbox"/>
Change Order Initiated by Supplier	Medium	Change Order Initiating Party Equals Supplier	<input checked="" type="checkbox"/>

Columns Hidden 1

Change Order Initiated by Supplier: Details

Conditions

Action	View	Format	Freeze	Detach	Wrap	Add Condition
Condition						<input checked="" type="checkbox"/> Change Order Initiating Party Equals Supplier

Actions

Action	Action Type	Route Using	User Type
Action 1	Approval required	Approval group	Buyer

Approval Group

... Automatically approve if group returns no approvers

Add Action

Save and deploy

Step 6. ASN- Advance shipment notice: -

Suppliers send an advance shipment notice (ASN) message to buyers to notify them when shipping occurs and provide details about the shipment so that the buyer can be prepared to accept delivery. The advance shipment notice inbound message is part of procure-to-pay set up.

ORACLE

Supplier Portal

Search Orders Order Number

Tasks

- Supply Plan
 - Order Forecasts and Commitments
 - Supplier On-Hand Quantities
- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Channel Programs
 - Manage Programs
- Shipments
 - Manage Shipments
 - Create ASN
 - Upload ASN or ASN
 - View Receipts
 - View Returns
- Contracts and Deliverables
 - Manage Contracts
 - Manage Deliverables
- Consigned Inventory

Requiring Attention

No data available

Recent Activity

Last 30 Days

Orders changed or canceled 1
Orders opened 1

Transaction Reports

Last 30 Days

PO Purchase Amount: 4K USD

Supplier News

Code of Conduct Agreement

Please read and abide by the above agreement.
Please be sure your supplier profile is up to date.
Especially your Business Classification certificates.
Direct all issues to your procurement agent manager.

Search with PO number, select the line, Click on Create ASN

Enter Shipment number, Shipped date, expected receipt will come with today date, but we can change expected receipt date as tomorrow. Fright terms , shipping methods other details as per the supplier interest. Enter the quantity as well. Click on Submit

ASN number : 6789 was created, for the line 1. We can create Different ASN numbers for different lines.

Buyer will get the bell notification about the ASN number.

Goto Buyer login, logout and login again

You can able to see the ASN Number, expected receiving date etc in the notifications.

We can receive the goods with ASN number also, not only Purchase order.

Receive Expected Shipments

Advanced Search

** Purchase Order	** RMA
** ASN: 6789	
** Transfer Order	** Supplier
** In-Transit Shipment	** Item
	Due Date

Search Results

View **Receive**

Organization	Item	Item Description	Document Type	Document Number	Document Line	Document Schedule	Due Date	Quantity	UOM Name
.001	Supplier_Testing	Purchase order	US165081	1	1	12/19/24	20	Ea	

US165081

Receive Lines

Actions **View** **Remove Line** **Show Receipt Quantity** **View Details**

Item	Item Description	Document Number	* Quantity	* UOM Name	Destination Type	Subinventory	Locator	Deliver-to Location	* Receipt Date	* Received By
Supplier_Te...	US165081	20	Ea	Receiving					12/18/24 5:50 AM	student, scm10

Create Receipt

Organization: .001

Receipt

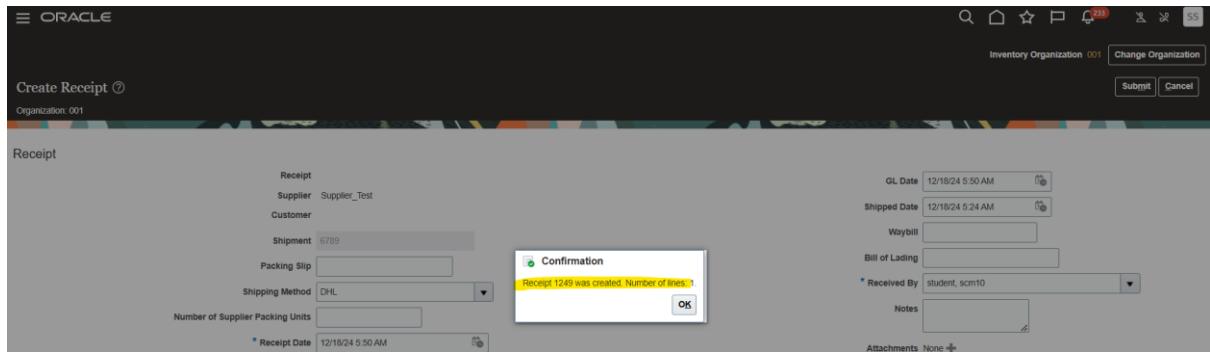
Supplier: Supplier_Test	GL Date: 12/18/24 5:50 AM
Customer:	Shipped Date: 12/18/24 5:24 AM
Shipment: 6789	Waybill:
Packing Slip:	Bill of Lading:
Shipping Method: DHL	* Received By: student, scm10
Number of Supplier Packing Units:	Notes:
* Receipt Date: 12/18/24 5:50 AM	Attachments: None

Additional Information

Receipt Lines

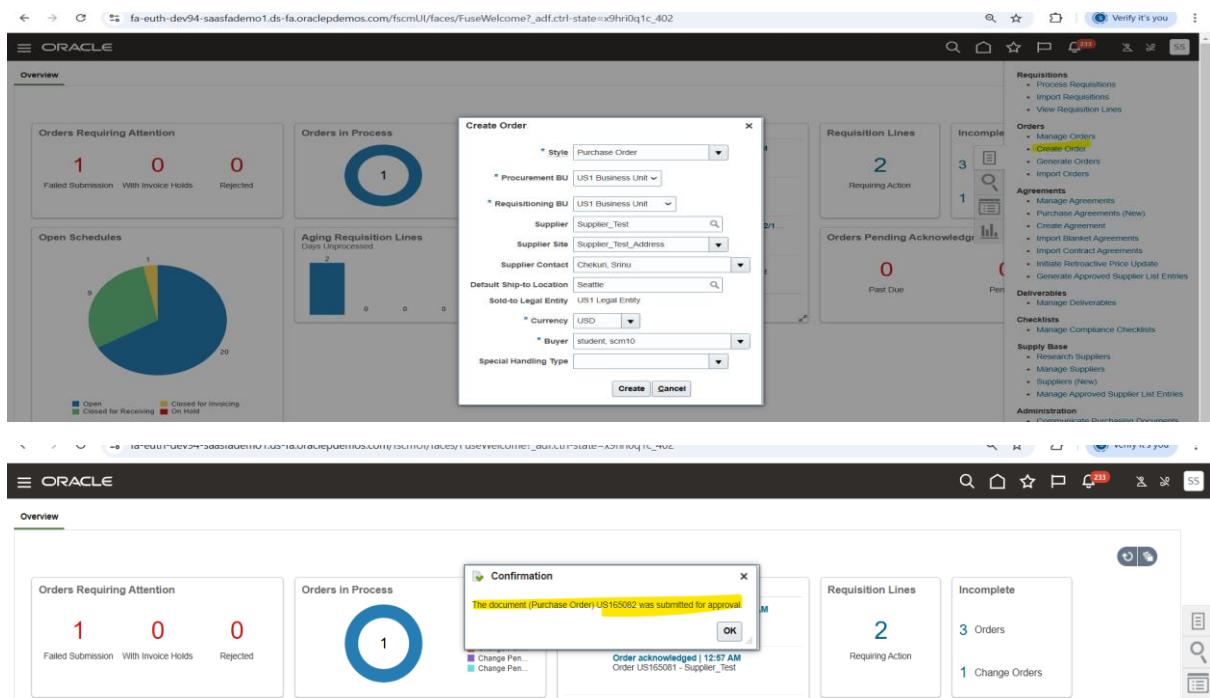
View **Remove Line**

Item	Item Description	Revision	Document Number	Quantity	UOM Name	Subinventory	Locator	Receiving Location	Destination Type
Supplier_Testing	US165081		20	Ea				Seattle	Receiving



Step 7: ASBN-advance Shipment Billing Notice: -

I will create new PO to do this.



PO: US165082

Using this PO we will create ASBN. Goto supplier portal with supplier login

The screenshot shows the Oracle Supplier Portal dashboard. On the left, there's a sidebar with various tasks like Supply Plan, Orders, Agreements, Channel Programs, Shipments, Contracts and Deliverables, and Consignment Inventories. The main area has sections for 'Requiring Attention' (No data available), 'Recent Activity' (Last 30 Days: Orders changed or canceled 1, Orders opened 2, Receipts 1), and 'Transaction Reports' (Last 30 Days: PO Purchase Amount 6K USD). A 'Supplier News' box contains a 'Code of Conduct Agreement' note.

This screenshot shows the 'Create ASN' screen. It includes fields for Purchase Order (US165082), Supplier (Supplier_Test), and Due Date. The 'Search Results' table lists one item: 'Testing ASN' with a quantity of 20. The table columns are Item, Item Description, Supplier Item, Purchase Order, Purchase Order Line, Purchase Order Schedule, Due Date, Ordered Quantity, and UOM Name.

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
Testing ASN			US165082	1		20/2024 6:15 AM	20	Ea

Click on ASN

This screenshot shows the 'Create ASN Details' screen. It has sections for 'Header' and 'Billing Information'. In the Header section, fields include Shipment (5678), Shipped Date (12/18 24 6:15 AM), Expected Receipt Date (12/20/24 6:15 AM), Freight Terms, Shipping Method, Number of Supplier Packing Units, Bill of Lading, and Waybill. In the Billing Information section, fields include Invoice (9876), Invoiced Date (12/18/24), Invoiced Amount (2,000), Shipping Cost, Tax Amount (200), Payment Terms (2/10 Net 30), Currency (USD), and Supplier Site (Supplier_Test_Address). The 'Lines' section shows a single line for 'Testing ASN' with a quantity of 20.

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
Testing ASN			US165082	20	Ea	Seattle	20	Ea	0

This is approximate invoice sent to the buyer. Buyer will get the notification once it's created.

PO:US165082

Step 8: Invoice: -

The screenshot shows the Oracle Supplier Portal interface. The left sidebar contains several sections with their respective sub-options:

- Agreements**: Manage Agreements
- Channel Programs**: Manage Programs
- Shipments**: Manage Shipments, Create ASN, Create ASBN, Upload ASN or ASBN, View Receipts, View Returns
- Contracts and Deliverables**: Manage Contracts, Manage Deliverables
- Consigned Inventory**: Review Consumption Advices
- Invoices and Payments**: Create Invoice (highlighted), Create Invoice Without PO, View Invoices, View Payments
- Negotiations**: View Negotiations, Manage Responses
- Auctions from Seller**: View Active Seller Auctions, Manage Seller Auction Ranks

The main content area displays a "Supplier News" section with a "Code of Conduct Agreement" link and a note about keeping supplier profile up-to-date.

We will create the exact invoice from the supplier portal itself.

Po: US165082

The screenshot shows the "Create Invoice" screen. The top header includes "ORACLE", a back button, a search bar, and "SC". The sub-header is "Create Invoice". The top right has "Invoice Actions" with buttons for Save, Save and Close, Submit, and Cancel.

Identifying PO: US1650821
Supplier: Supplier_Test
Taxpayer ID: 912345678
Supplier Site: Supplier_Test_Address
Address: 13/32, HYDERABAD-500081, Telangana, INDIA
Supplier Tax Registration Number: [empty]

Remit-to Bank Account: [dropdown]
Unique Remittance Identifier: [input]
Unique Remittance Identifier Check Digit: [input]
Description: [input]
Attachments: None
Tax Control Amount: [input]

Invoice Actions: Save, Save and Close, Submit, Cancel

Customer: Name: US1 Legal Entity
Address: [input]
Customer Taxpayer ID: 912345678

Lines: [button] View ▾

Number	Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM
*	Number	Line	Schedule	Number	Line						

No data to display.

Summary Tax Lines: [button] View ▾

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
No data to display.								

Enter the PO number, Invoice number, Date and Type.

Goto lines click on select and add

Invoice: Invoice_num

Identifying PO	US165033	Remit-to Bank Account	Number	Invoice_num									
Supplier	Supplier_new	Unique Remittance Identifier	Date	12/02/24									
Taxpayer ID		Unique Remittance Identifier Check Digit	Type	Invoice									
Supplier Site	Supplier_address1	Description	Invoice Currency	USD									
Address	Hitech City, HYDERABAD-500081, Telangana, INDIA	Attachments	Payment Currency	USD									
Supplier Tax Registration Number		Tax Control Amount											
Customer													
Customer Taxpayer ID		91-2345678	Legal Entity	US1 Legal Entity									
		Address											
Lines													
Number	Type	* Purchase Order		Consumption Advice	Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Quantity	Unit Price	UOM
		Number	Line	Schedule Number									
1	ITEM	US165033	1	1	Supplier_testing	Seattle					8	1,000	Ea
Total													
Summary Tax Lines													
Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount					
1	US SALES AND US...	CITY	WA-King-Seattl...	STANDARD	STD	3	0						
2	US SALES AND US...	COUNTY	CA-San Mateo-...	STANDARD	STD	2.5	200						
3	US SALES AND US...	STATE	CA-ST-050000000	STANDARD	STD	6.5	520						

Customer

Select and Add: Purchase Orders

Search

Advanced Saved Search

** At least one is required

** Purchase Order: 711271 ** Consumption Advice:

** Creation Date: m/d/y h:mm a

Search Reset Save...

Search Results

View Detach Select All

Purchase Order		Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule Number	Line				
711271	1	1		KMC ITEM 1	KMC ITEM 1	KMC HYD LOC	220

Apply OK Cancel

Customer Taxpayer ID: IN988770

Address

Lines

View Cancel Line

* Number	* Type	Purchase Order		Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classificatio
		* Number	* Line	* Schedule	Number				
3	Miscellaneous					KMC HYD LOC			
2	Freight					KMC HYD LOC			
1	Item	711271	1	1		KMC ITEM 1	KMC ITEM 1	KMC HYD LOC	
Total									

Click on + symbol, You can add freight and miscellaneous for the line.

Line	Supplier Item	Description	Quantity	Unit	Amount
	KMC HYD LOC				90.00
	KMC HYD LOC				10.00
KMC ITEM 1	KMC ITEM 1	KMC HYD LOC	220	220	1500 Ea
					330,040.00

Summary Tax Lines

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display.								

Details

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
330,000.00	10.00	30.00	0.00	0.00	330,040.00
				Retainage 0.00	Due 0.00

Invoice total amount is calculated from item, freight charge and miscellaneous.

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Create Invoice

Identifying PO 711271
 Supplier MADHU IT TECHNOLOGIES
 Taxpayer ID
 Supplier Site CORPORATE OFFIC
 Address 6-3-24A/11,OPPOSITE SIDDARTHA HIGH SCHOOL, SAI NAGAR, ALLWYN COLONY, HYDERABAD-500038, Telangana, INDIA
 Supplier Tax Registration Number

Remit-to Bank Account
 Unique Remittance Identifier
 Unique Remittance Identifier Check Digit
 Description
 Attachments None

* Number 12345
 * Date 3/10/22
 Type Invoice
 Invoice Currency INR - Indian Rupee
 Payment Currency INR - Indian Rupee

Customer
 Customer Taxpayer ID IN988770
 Name India Legal Entity 01
 Address

Lines

* Number	* Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification

Submit it

ORACLE
 Invoice: 12345 ✓ Invoice 12345 has been submitted. Create Another Done

Identifying PO 711271
 Supplier MADHU IT TECHNOLOGIES
 Taxpayer ID
 Supplier Site CORPORATE OFFIC
 Address 6-3-24A/11,OPPOSITE SIDDARTHA HIGH SCHOOL, SAI NAGAR, ALLWYN COLONY, HYDERABAD-500038, Telangana, INDIA
 Supplier Tax Registration Number

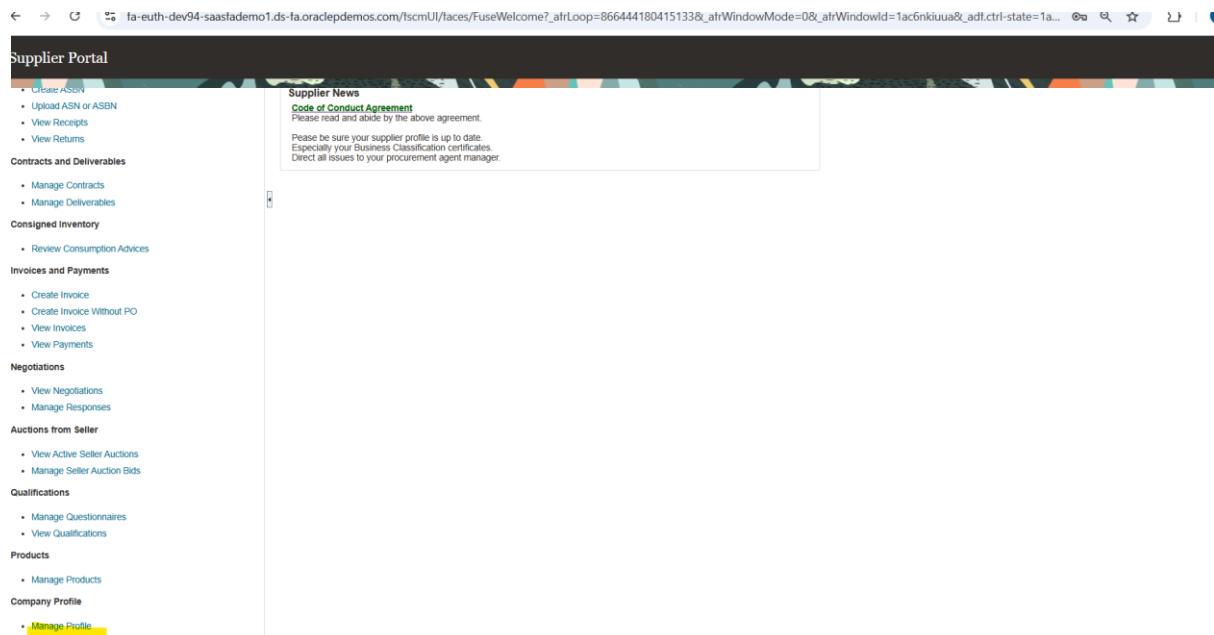
Remit-to Bank Account
 Unique Remittance Identifier
 Unique Remittance Identifier Check Digit
 Description
 Attachments None

Number 12345
 Date 3/10/22
 Type Invoice
 Invoice Currency INR
 Payment Currency INR

Customer
 Customer Taxpayer ID IN988770
 Legal Entity India Legal Entity 01
 Address

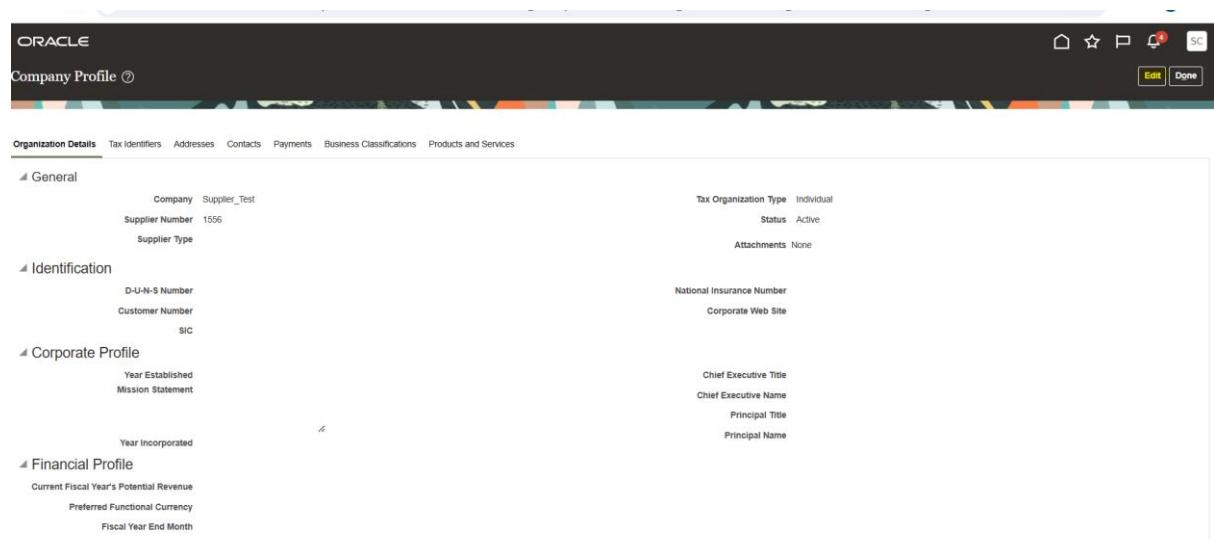
Lines

Step 9: Supplier profile changes: -



The Supplier Portal interface shows a sidebar with various menu items such as 'Clear ASN', 'Upload ASN or ASBN', 'View Receipts', 'View Returns', 'Contracts and Deliverables', 'Manage Contracts', 'Manage Deliverables', 'Consigned Inventory', 'Review Consumption Advices', 'Invoices and Payments', 'Create Invoice', 'Create Invoice Without PO', 'View Invoices', 'View Payments', 'Negotiations', 'View Negotiations', 'Manage Responses', 'Auctions from Seller', 'View Active Seller Auctions', 'Manage Seller Auction Bids', 'Qualifications', 'Manage Questionnaires', 'View Qualifications', 'Products', 'Manage Products', and 'Company Profile'. The 'Manage Profile' item is highlighted with a yellow background.

Code of Conduct Agreement
Please read and abide by the above agreement.
Please be sure your supplier profile is up to date.
Especially your Business Classification certificates.
Direct all issues to your procurement agent manager.



The Company Profile screen displays tabs for 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. The 'Edit' button is visible in the top right corner of the page header.

Organization Details

- General**
 - Company: Supplier_Test
 - Supplier Number: 1556
 - Supplier Type:
 - Tax Organization Type: Individual
 - Status: Active
 - Attachments: None
- Identification**
 - D-U-N-S Number
 - Customer Number
 - SIC
 - National Insurance Number
 - Corporate Web Site
- Corporate Profile**
 - Year Established
 - Mission Statement
 - Chief Executive Title
 - Chief Executive Name
 - Principal Title
 - Principal Name
- Financial Profile**
 - Year Incorporated
 - Current Fiscal Year's Potential Revenue
 - Preferred Functional Currency
 - Fiscal Year End Month

Click on Edit

Change Description

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

General

- * Supplier Name: Supplier_Test
- Supplier Number: 1556
- Supplier Type:
- Tax Organization Type: Individual
- Status: Active
- Attachments: None

Identification

- D-U-N-S Number:
- Customer Number:
- SIC:
- National Insurance Number:
- Corporate Web Site:

Corporate Profile

- Year Established: 2024
- Mission Statement:
- Year Incorporated:
- Chief Executive Title:
- Chief Executive Name:
- Principal Title:
- Principal Name:

Financial Profile

- Fiscal Year End Month:

Change Description

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications

Name

Chekuri, Srinu
Columns Hidden: 7

Create Contact

Salutation:

* First Name:

Middle Name:

* Last Name:

Job Title:

Phone:

Mobile:

Fax:

Email:

Status: Active

Administrative contact

Contact Addresses

Address Name	Address	Phone	Address Purpose	Status
No data to display.				
Columns Hidden: 5				

User Account

Request user account:

Roles: Data Access

Role	Description
No data to display.	

Actions: View, Format, +, Detach, Wrap

Buttons: Create Another, OK, Cancel

If you want to create the user account, which is request the user account with buyer.

Change Description

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Name

Chekuri, Srinu
Columns Hidden: 7

Create Contact

Salutation:

* First Name:

Middle Name:

* Last Name:

Job Title:

Email:

Phone:

Administrative Contact:

User Account:

Status: Active

Actions: View, Format, +, Detach, Wrap

Buttons: Delete Change Request, Review Changes, Save, Save and Close, Cancel

We can setup the approvals for these changes

The screenshot shows the Oracle Procurement Setup interface. On the left, there's a sidebar titled "Functional Areas" with various categories like Initial Users, Enterprise Profile, Legal Structures, etc. A category named "Approval Management" is highlighted with a yellow box. The main pane is titled "Search Tasks" and shows a list of tasks under "Task". One task, "Manage Supplier Profile Change Approvals", is also highlighted with a yellow box. The interface has a standard browser header with tabs and a search bar.

Manage Internal Supplier registration approvals: this is for internal changes

Manage Supplier Profile Change Approvals: - this is for external

Step 10: Supplier News:-

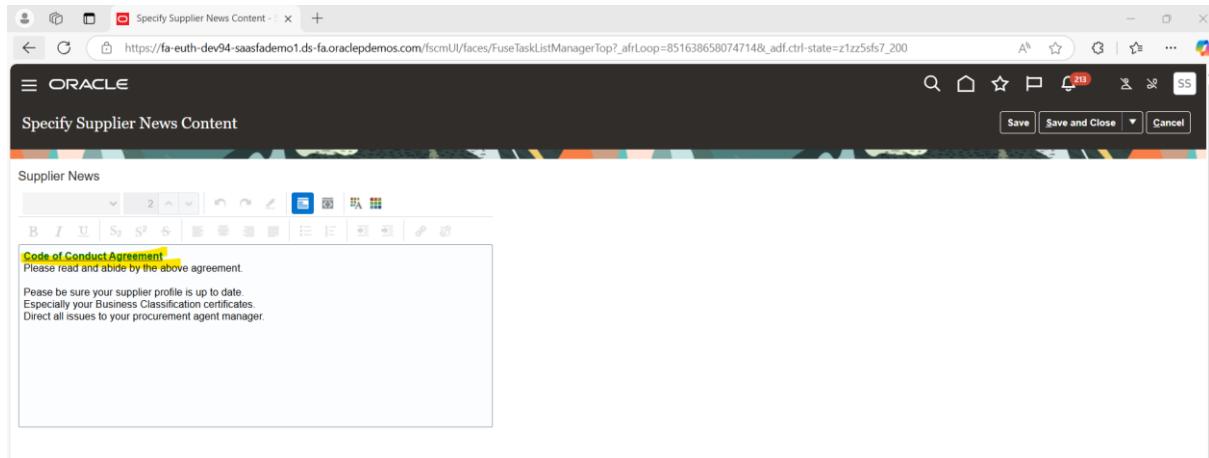
The screenshot shows the Oracle Supplier Portal. On the left, there's a sidebar with various sections like Supply Plan, Orders, Agreements, Channel Programs, Shipments, Contracts and Deliverables, Consigned Inventory, Invoices and Payments, etc. The "Supplier News" section is highlighted with a yellow box. It contains a "Code of Conduct Agreement" message and a note about supplier profile updates. The main pane shows three cards: "Requiring Attention" (No data available), "Recent Activity" (Last 30 Days: Orders changed or canceled 1, Orders opened 2, Receipts 1), and "Transaction Reports" (Last 30 Days: PO Purchase Amount 6K USD).

How to configure:

Global search>

The screenshot shows the Oracle Search setup interface. A search term "Supplier news" is entered in the search bar. Below it, a table lists a single entry: "Specify Supplier News Content" (Type: Task, Details: Business Object, Task Count: 1). The interface has a standard browser header with tabs and a search bar.

Procurement Application Administartor role needs to be added.



Supplier news is updating from this place. You can update any notification information that will reflect on the supplier portal.

Step 11: Responding to RFQ (submitting the quotations):-

Sreenivasulu Chekuri