

## ORACLE ISUPPLIER PORTAL USER GUIDE

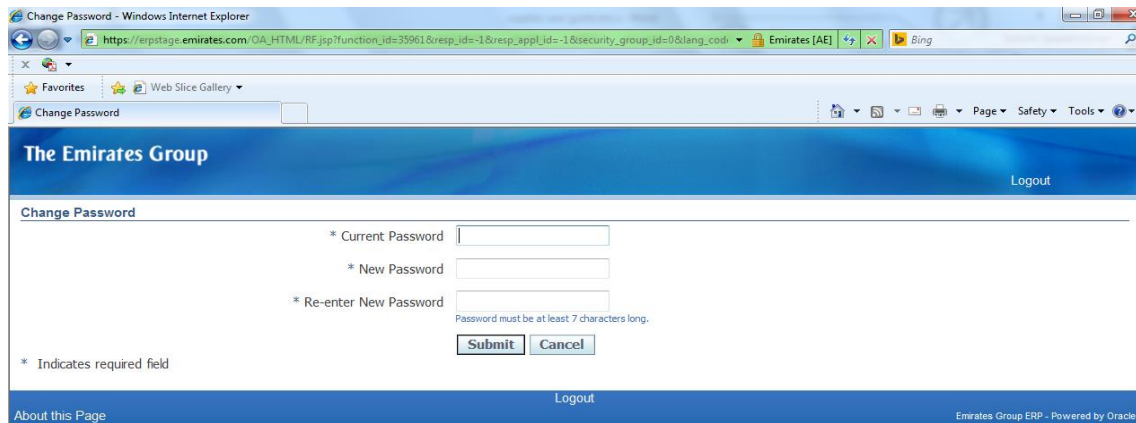
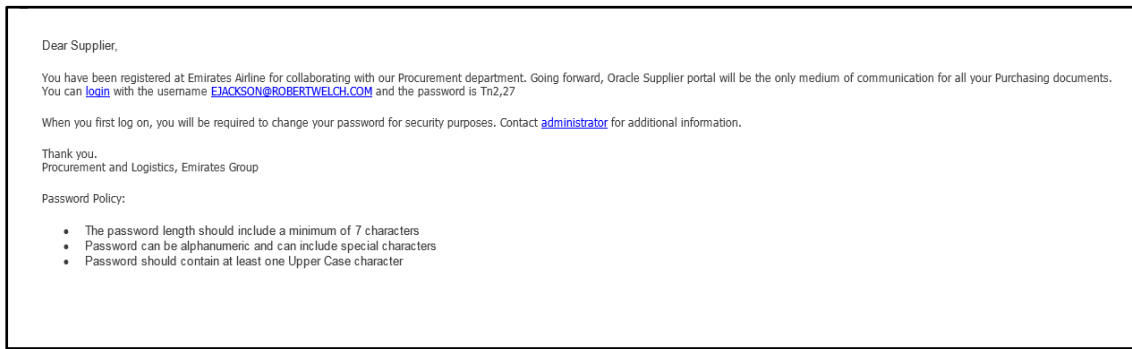
This document provides the Supplier step by step access on how to access the iSupplier Portal.

### Step 1: Enable Supplier contact for iSupplier portal access

Once the Supplier contact has been enabled for iSupplier portal access by Emirates, the contact will receive an email with the login credentials. The Supplier contact has to click the link provided in the email and login into the Supplier portal. Upon login, it is required to change the password. Please note:

- a) the contact email address will be the user name for logging into the portal
- b) The password needs to be minimum of 7 characters, combination of alphanumeric characters, an upper case letter and a special character,

Attached below is the screen shot of the email that the supplier would receive.



### Step 2: iSupplier Portal home page

Once the Supplier changes his password, he is then directed to the home page of the iSupplier portal. This home page or the landing page will be able to view notifications of orders pending acknowledgement and Orders at a glance which provides the supplier, a view of the recent orders they have received.



PO Number	Description	Order Date
417003605	TEST	12-Dec-2017 09:26:00
417003602	Test BPA	23-Nov-2017 11:53:43

### Step 3: Acknowledge pending Purchase Orders (email /portal )

The supplier has the option to acknowledge orders via portal and email. The Supplier needs to acknowledge the order first before viewing the orders.

#### Portal Option

The Supplier can click on the list of notifications to acknowledge orders or change requests pending confirmation. The orders at a glance also provides supplier with the list of recent orders. Once the supplier clicks on the order number from Orders at a Glance option, the supplier will then be directed to the acknowledgement page in case the orders have not been acknowledged yet.

Dear Test Supplier

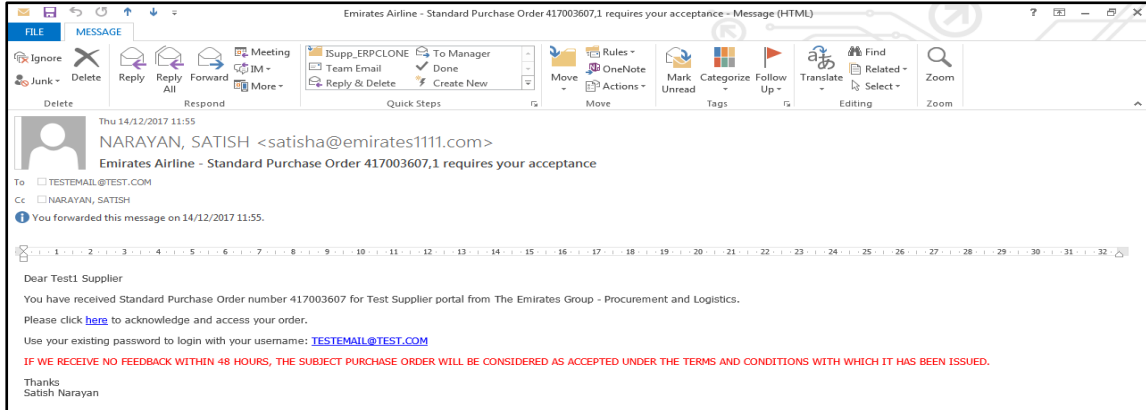
Please acknowledge to access and view more details of your order.

Thanks  
Satish Narayan

[Return to Worklist](#)

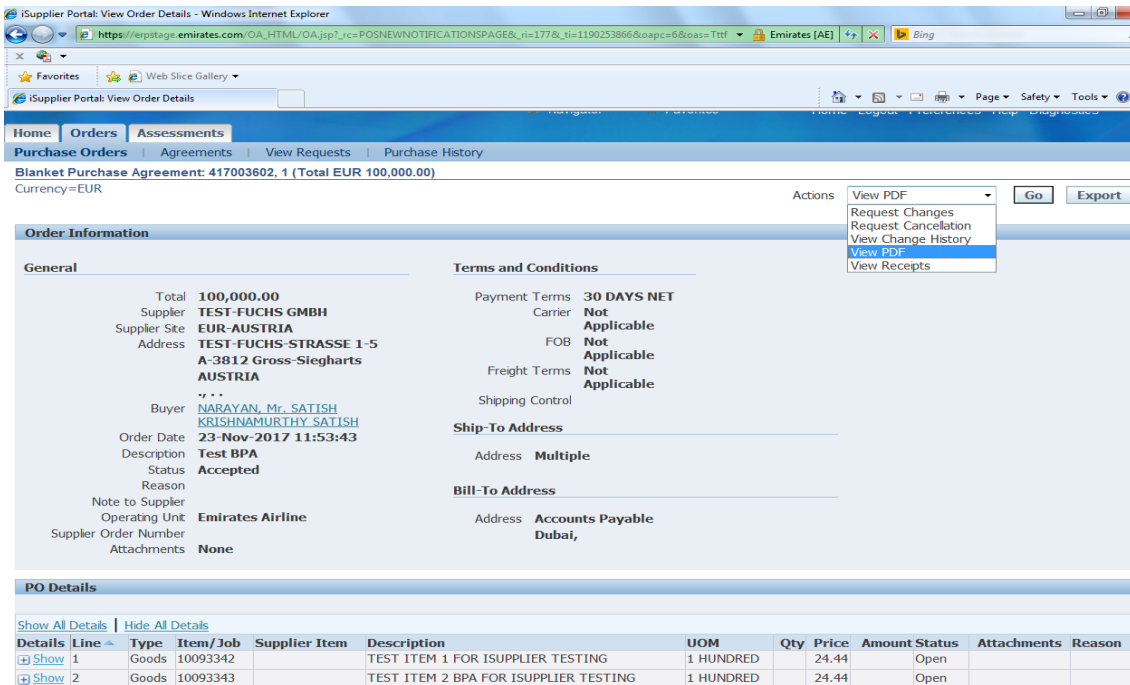
**Email Option**

Supplier will receive an email communication once the order has been approved to acknowledge the same. They can then click on the link provided in the email which will direct them to the iSupplier portal login page. Once the supplier successfully logs in, the acknowledgement page will be displayed. He will then be directed to the notifications page in case there are orders pending acknowledgement.



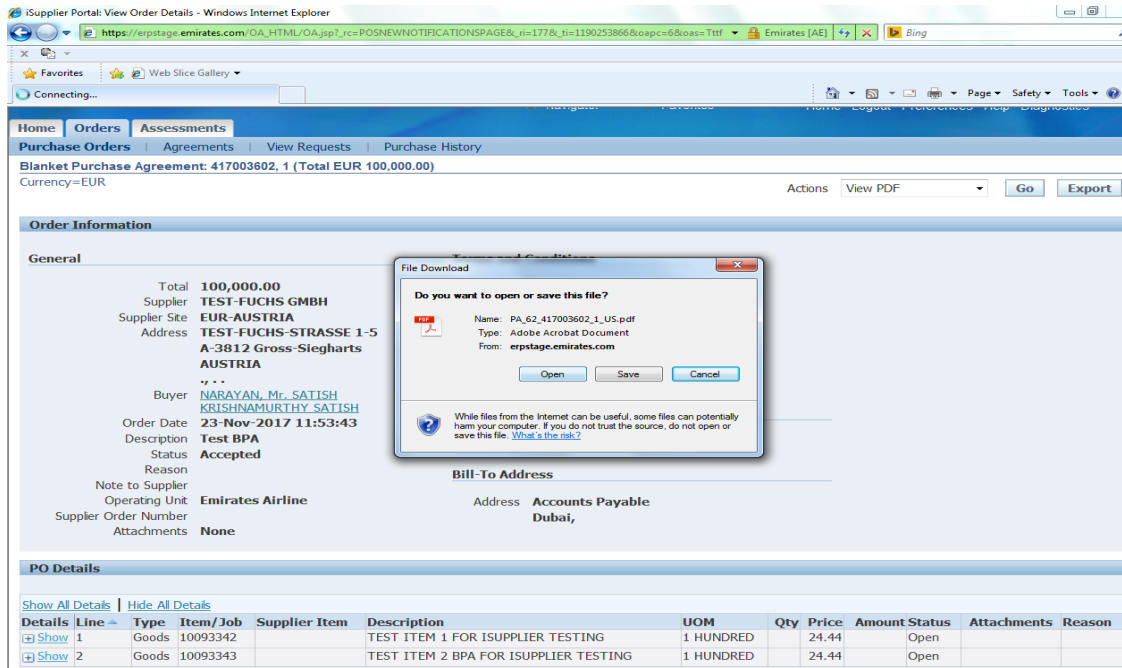
**Step 4: View Order Details**

After acknowledging the Purchase Order, the supplier can then view the Order details by clicking on the Order number from the home page that will take them to the Order details screen to view the details of the order. The Supplier can download a copy of the PO by clicking on the View PDF option in the Actions field.



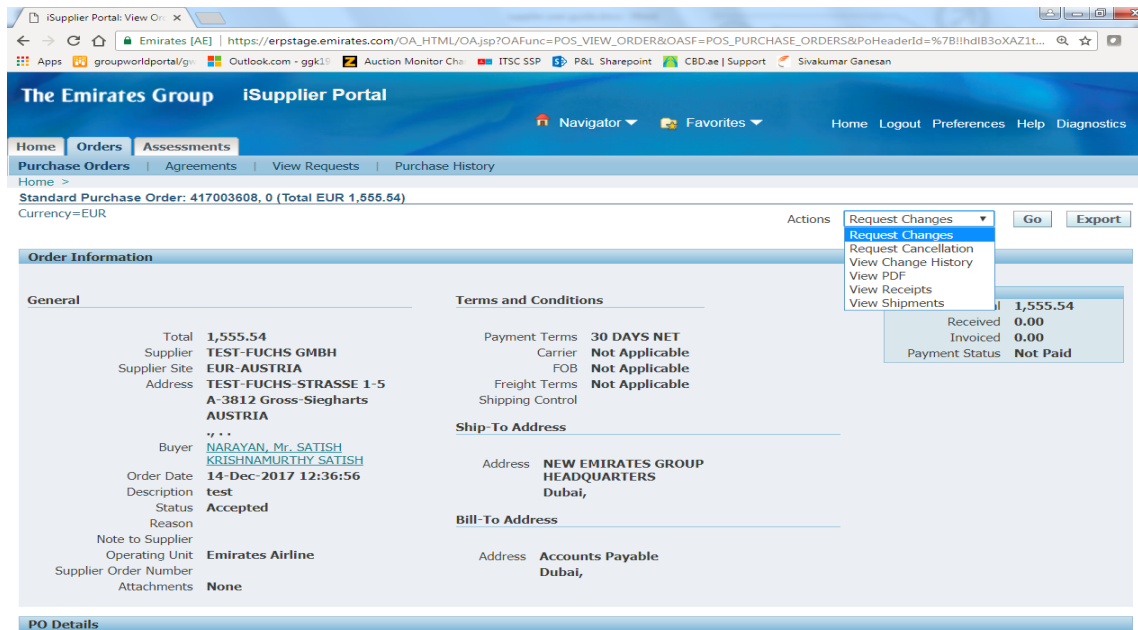
BUSINESS DOCUMENT This document is intended for business use and should be distributed to intended recipients only.

The Supplier can then download a copy and save it on his local drive.



**Step 5: Amend Purchase Orders**

In case the Supplier wishes to amend order details, the supplier can click on Request Changes from the Actions field in the Order details page. The Supplier can make amendments to the Promised Date only.





The Supplier can amend the Promised Date by clicking on the PO Details. The Supplier needs to enter the revised Promised Date, a valid reason for the change requested and select the value 'Change' in the Actions field.

Currency=EUR Cancel Cancel Entire Order Printable View View Change History Export Submit

**Order Information**

**General Information**

Total 1,862.26  
 Supplier TEST-FUCHS GMBH  
 Supplier Site EUR-AUSTRIA  
 Address TEST-FUCHS-STRASSE 1-5  
 A-3812 Gross-Siegharts  
 AUSTRIA  
 Buyer NARAYAN, Mr. SATISH KRISHNAMURTHY  
 SATISH  
 Order Date 14-Dec-2017 11:52:10  
 Description Test Supplier portal  
 Status Accepted  
 Reason  
 Note to Supplier  
 Organization Emirates Airline  
 Supplier Order Number  
 Attachments None

**Terms and Conditions**

Payment Terms 30 DAYS NET  
 Carrier Not Applicable  
 FOB Not Applicable  
 Freight Terms Not Applicable  
 Shipping Control

**Ship-To Address**

Address NEW EMIRATES GROUP  
 HEADQUARTERS  
 Dubai,

**Bill-To Address**

Address Accounts Payable  
 Dubai,

**PO Details**

**TIP** You can cancel the entire order or specific lines.  
**TIP** Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.  
[Show All](#) [Hide All](#)

Details	Line Type	Item/Job Revision	Supplier Item	Description	UOM Qty	Price	Amount	Delivered	Note to Supplier	Contractor Name	Status	Global Agreement ID	Supplier Config	Attachments
<a href="#">Hide</a>	1	Goods 10006894		TONER FOR HP LASERJET 6PC3903A	EACH	20	89.20258	1,784.05			Open			

**Shipments**

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Reason	Action
1	<a href="#">NEW EMIRATES GROUP HEADQUARTERS</a>	20			1,784.05			16-Dec-2017 00:00:00					Accepted			
<a href="#">Show</a>	2	Goods 10006878											Open			

Additional Change Requests

https://erpstage.emirates.com/OA\_HTML/OA.jsp?page=/oracle/apps/pos/changeorder/webui/PosViewPOPG&\_ri=177&CallMode=View&OASF=POS\_PURCHASE\_ORDERS&PoHeaderId=%7B!!e8TVV8eVdJuefuv4daHb8A%7D&PoRelease...

**PO Details**

**TIP** You can cancel the entire order or specific lines.  
**TIP** Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.  
[Show All](#) [Hide All](#)

Details	Line Type	Item/Job Revision	Supplier Item	Description	UOM Qty	Price	Amount	Delivered	Note to Supplier	Contractor Name	Status	Global Agreement ID	Supplier Config	Attachments
<a href="#">Hide</a>	1	Goods 10006894		TONER FOR HP LASERJET 6PC3903A	EACH	20	89.20258	1,784.05			Open			

**Shipments**

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Reason	Action
1	<a href="#">NEW EMIRATES GROUP HEADQUARTERS</a>	20			1,784.05		31-Dec-2017 09:27	16-Dec-2017 00:00:00					Accepted		Delay due to S	<a href="#">Change</a>
<a href="#">Show</a>	2	Goods 10006878											Open			

**Additional Change Requests**

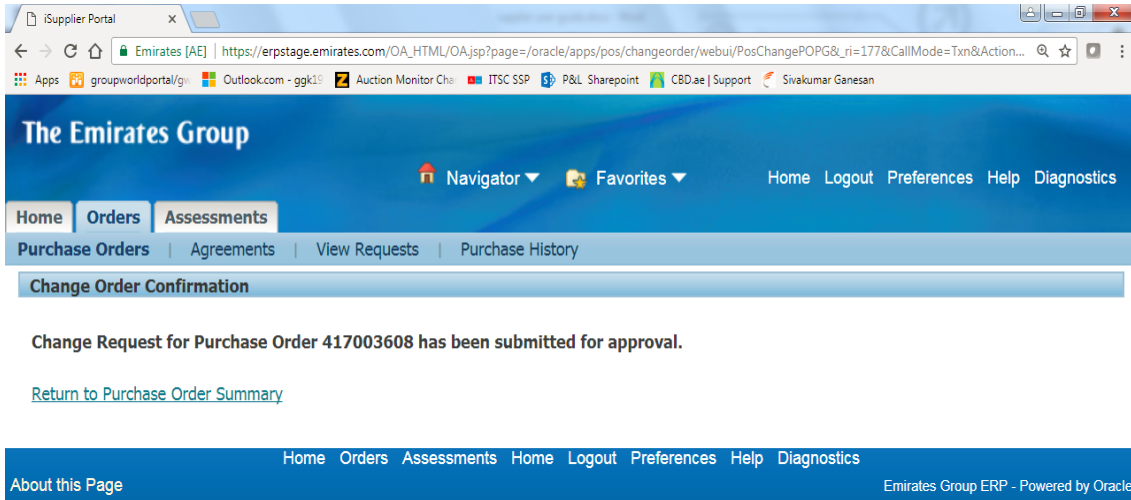
If you need to submit more changes in addition to those that have been submitted above, you can specify them here

[Return to View Order Details](#) Cancel Cancel Entire Order Printable View View Change History Export Submit

In case the supplier wishes to enter additional remarks, he can enter the details in the section Additional Change Requests.

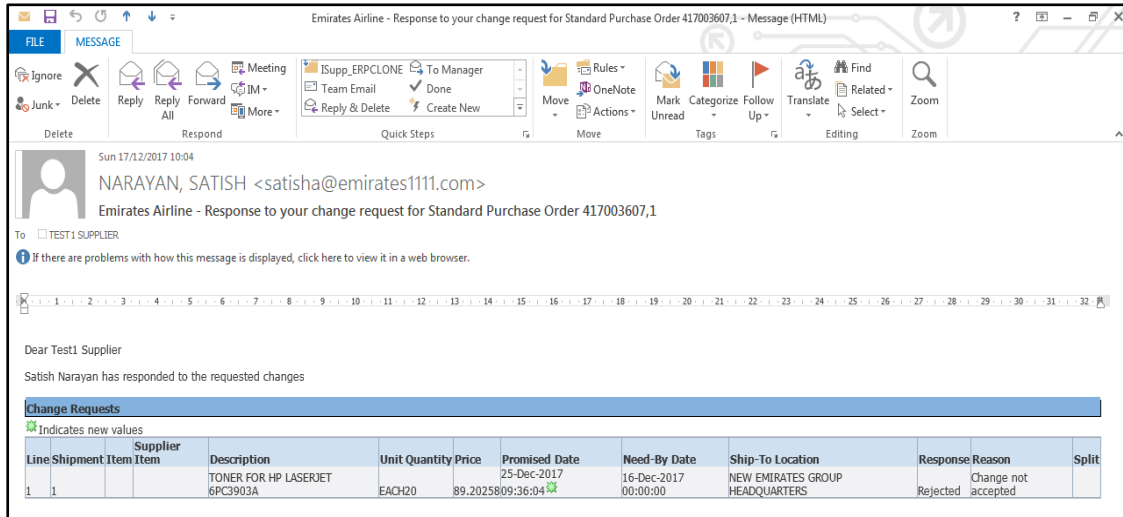


The Supplier can then click on the Submit Button once the changes are done. The Supplier will receive a confirmation on the screen that the changes have been sent to the Buyer for approval.

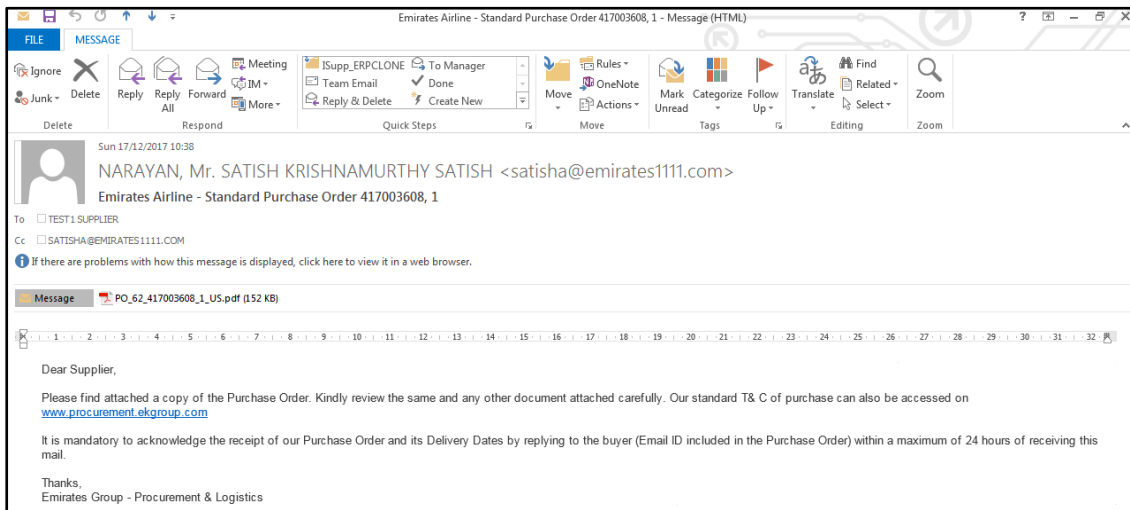
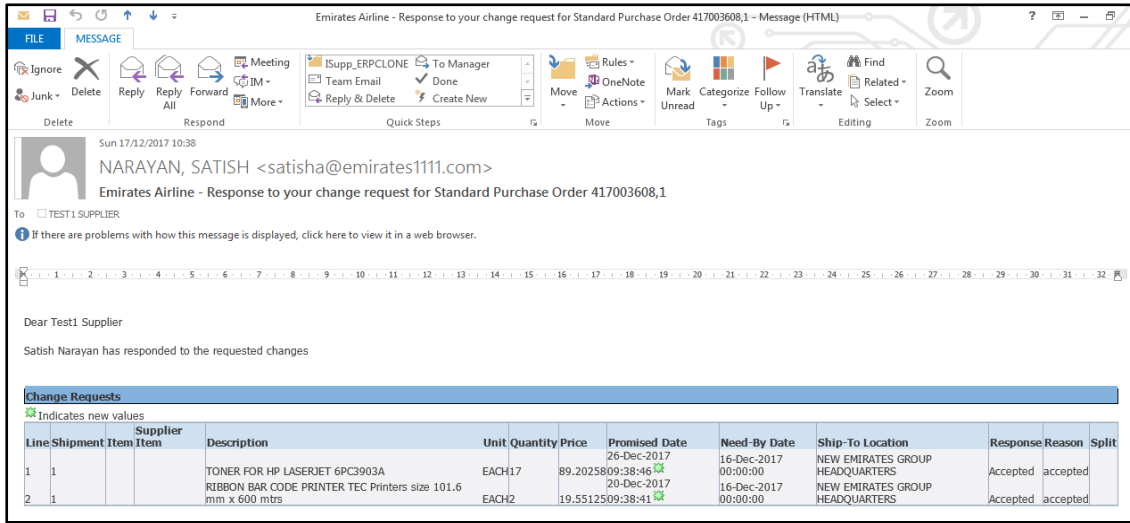


The system will send an email to the Buyer informing him about the Change Request from the supplier. The Buyer then needs to accept /reject the changes requested. The status of the Purchase Order is change to 'In Process' unless the Buyer actions the change request.

Once the Buyer responds to the changes requested, the Supplier contact will receive a notification informing the outcome of the change. In case the Buyer rejects the change, the email informing the Supplier of the changes will be sent. Attached screenshot for your reference.



In case the Buyer accepts the change, the Supplier will receive two notifications, one the response to the change request, and another, an email with the PDF copy of the revised PO.



**Step 6: Request for Cancellation of Orders/Order lines**

The Supplier can request for cancellation for the entire Purchase Order or cancellation of a line within an order. To request for a cancellation, the supplier can select 'Request Cancellation' from the Actions field in the Order details page and click on Go.



Request Cancellation for Standard Purchase Order : 417003608.1 (Total EUR 1,555.54)  
 Currency=EUR

Cancel Cancel Entire Order Printable View View Change History Export Submit

**Order Information**

General Information		Terms and Conditions	
Total	1,555.54	Payment Terms	30 DAYS NET
Supplier	TEST-FUCHS GMBH	Carrier	Not Applicable
Supplier Site	EUR-AUSTRIA	FOB	Not Applicable
Address	TEST-FUCHS-STRASSE 1-5 A-3812 Gross-Siegharts AUSTRIA	Freight Terms	Not Applicable
Buyer	NARAYAN, Mr. SATISH KRISHNAMURTHY SATISE	Shipping Control	
Order Date	17-Dec-2017 10:37:37	Ship-To Address	Address NEW EMIRATES GROUP HEADQUARTERS Dubai,
Description	test	Bill-To Address	Address Accounts Payable Dubai,
Status	Open		
Note to Supplier			
Organization	Emirates Airline		
Supplier Order Number			
Attachments	None		

**PO Details**

✓ TIP You can cancel the entire order or specific lines.  
 ✓ TIP Click on the Show link to view shipment details of a line.  
 Show All Hide All

Details Line	Type	Item / Job Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Supplier	Note to Contractor	Status	Global Agreement	Config ID	Attachments
1	Hide	Goods10006894		TONER FOR HP LASERJET 6PC3903A	EACH	17.89	20258	1,516.44	26-Dec-2017 09:38:46	16-Dec-2017 00:00:00			Open			
<b>Shipments</b>																
Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount Promised	Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Reason	Action
1	NEW EMIRATES GROUP HEADQUARTERS	17.89	20258		1,516.44	26-Dec-2017 09:38:46	16-Dec-2017 00:00:00						Open			
2	Hide	Goods10006878		RIBBON BAR CODE PRINTER, TEC Printers size 101.6 mm x 600 mtrs	EACH	219.55	125	39.10	20-Dec-2017 09:38:41	16-Dec-2017 00:00:00			Open		Cannot Supply	Cancel
<b>Shipments</b>																
Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount Promised	Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Reason	Action
1	NEW EMIRATES GROUP HEADQUARTERS	219.55	125		39.10	20-Dec-2017 09:38:41	16-Dec-2017 00:00:00						Open		Cannot Supply	Cancel

Return to Orders: Purchase Orders

Cancel Cancel Entire Order Printable View View Change History Export Submit

In case the supplier wishes to cancel the entire order, the Supplier can click on the Cancel Entire Order button from the options available.

For cancellation of an order line, the supplier should select the line from the PO Details section, enter the reason for cancellation, select the value as Cancel in the Action field and click on Submit.

The Buyer will then receive a notification request for cancellation for which he has to acknowledge and accept the cancellation request.

The supplier also has the option to view the entire Change History, compare revisions for the order, View Receipt details in case the receipts are created in the system.