iSupplier
Created on 3/23/2010 12:29:00 PM

Training Guide
iSupplier

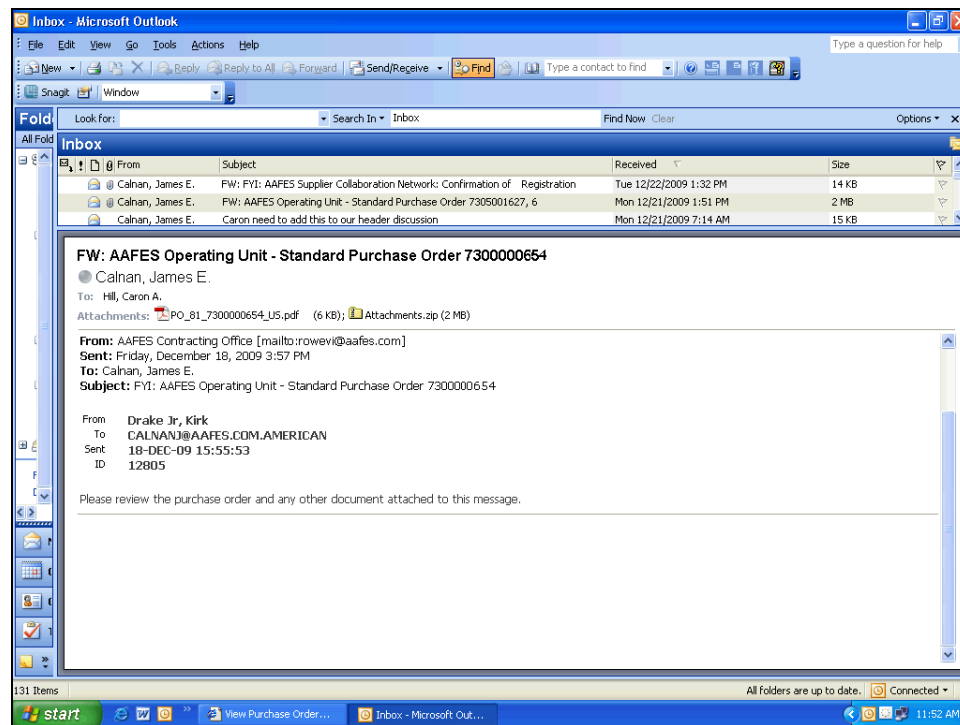Table of Contents

iSupplier

Orders

Reviewing Purchase Orders and Agreements

Procedure

The Supplier wants to review the Standard Purchase Orders and Agreements issued by AAFES.

Goals:

• Find Standard Purchase Orders (SPO)

• Review the SPO

• Find Blanket Purchase Agreements (BPA) and Contract Purchase Agreements (CPA)

• Understand how to review Agreements

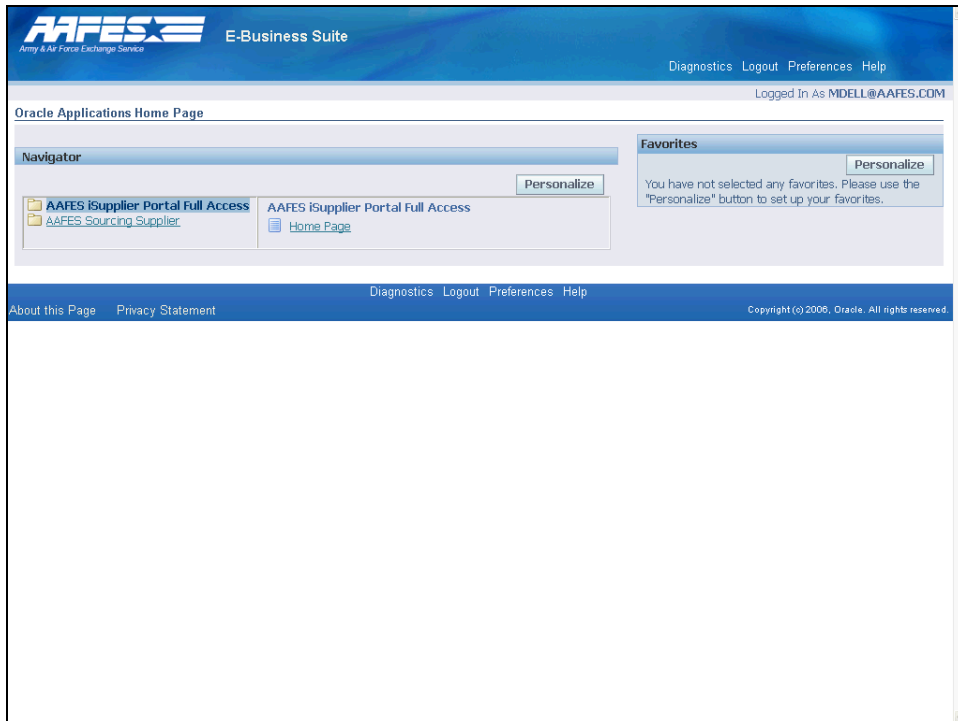| Step	Action
1.	Press [Enter].

	Email Notification

As new Purchasing Documents are issued, you will receive email notifications. Some of these notifications will have .pdf documents for you to view in Acrobat viewer (such as the one here) and others may just be FYI notifications with no action to take in iSupplier.
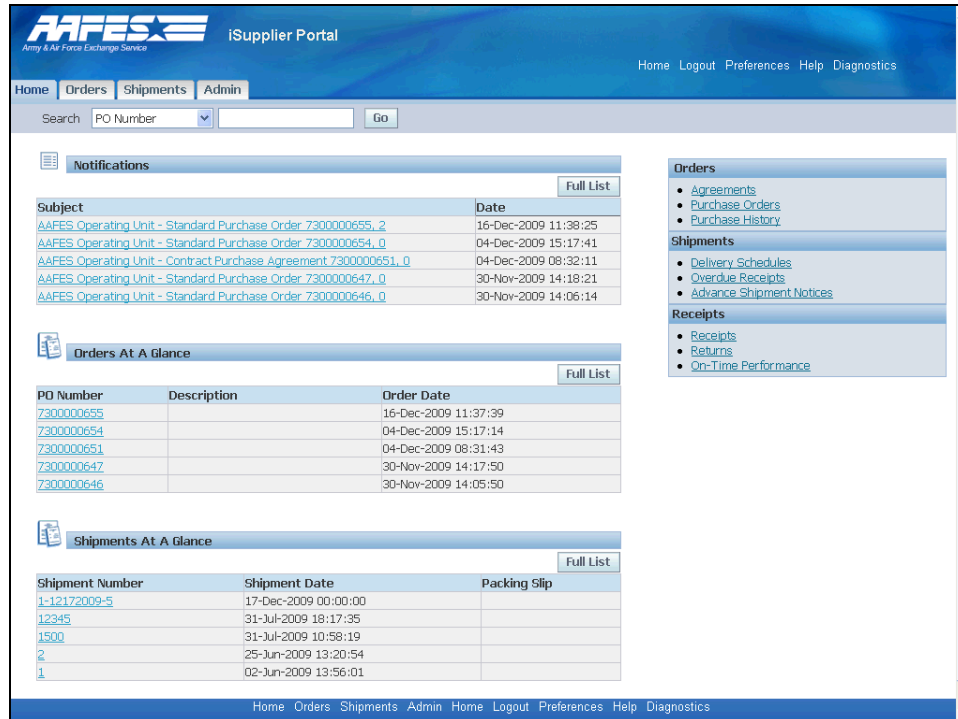
Regardless of the type of notification you receive, to further review Purchasing documents and take action on any document, you will need to login to iSupplier.

After you login to AAFES iSupplier, you will see the Home Page which will show you all notifications. These are the same notifications you can receive via email.

You will also see Orders and Shipments at a Glance.

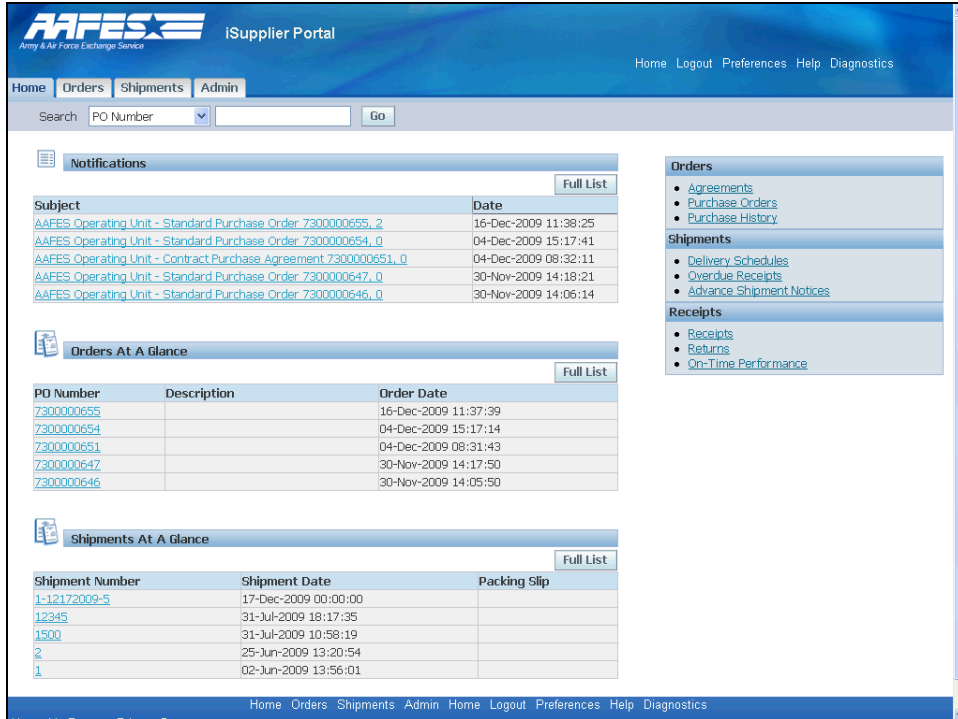| Step	Action
2.	Logon to the AAFES iSupplier system. Click the **AAFES iSupplier Portal Full Access** link. **AAFES iSupplier Portal Full Access**

Step	Action
3.	Point to the **Notifications** tab.

Notifications

Notifications are messages waiting for your review. Some notifications are view-only, while other notifications require action. To view your notifications, click the linked subject to open the Notification Details page. This page provides complete notification details, as well as the appropriate action button.

If you select an action on the Notification Details page and click, you are returned to the Home page.
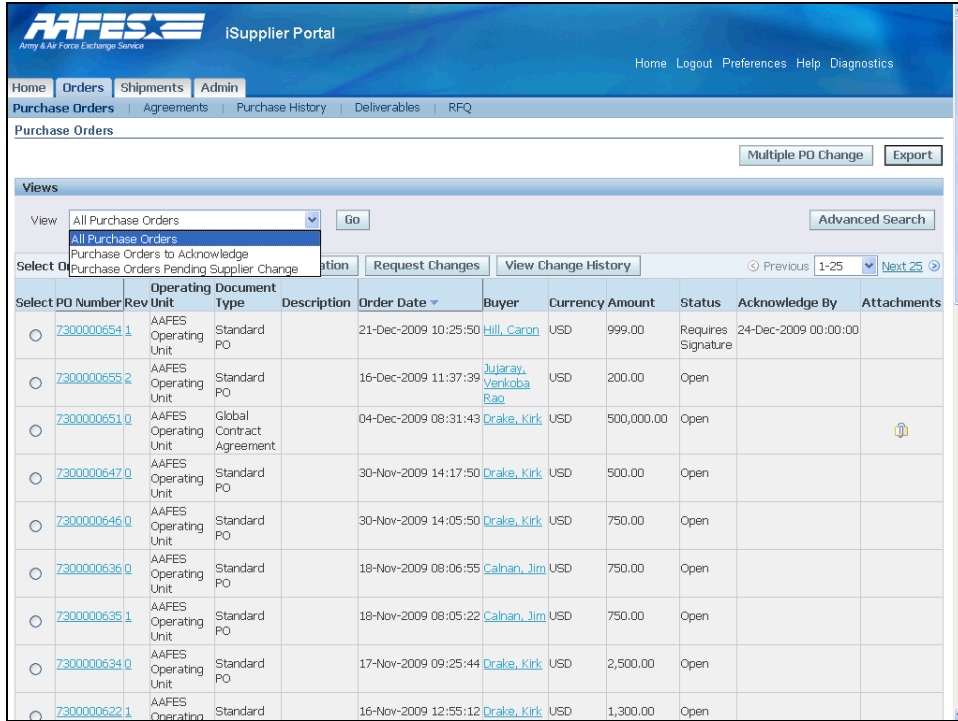
Step	Action
4.	Click the **Orders** tab.
5.	This is the Standard Purchase Order Summary screen where you can view all the SPOs placed with you. Click the **View - All Purchase Orders** list.

Step	Action
6.	Click the **View** list item. These are the sorting options for searching the Standard Purchase Orders All Purchase Orders

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iSupplier

Step	Action
7.	You can also do an Advanced Search. Click the **Advanced Search** button. Advanced Search

Step	Action
8.	Point to the **Search Criteria** field.
	You can search by PO Number, Document Type, Order Date, and Buyer.

Step	Action
9.	Click the **Add Another** list. Here you can add additional search fields.

Step	Action
10.	Return to the Purchase Orders listing page. Click the **Purchase Orders** link. **Purchase Orders**

Step	Action
11.	Click the **PO Number** link. Clicking 7300000654 hyperlink will open that particular SPO. 7300000654

Step	Action
12.	Click the **Show All Details** or the **Show** link.
13.	Click the **/Down** button of the scrollbar.

Step	Action
14.	Click the **3714056900** link to see the Ship-To address. 3714056900

Step	Action
15.	Click the **Return to View Order Details** link.

Return to View Order Details

Step	Action
16.	Click the **Actions** list.

Step	Action
17.	These are the various actions you can take on the Standard Purchase Order. Click the **View PDF** list item. View PDF
18.	Click the **Go** button. Go

Step	Action
19.	Click the **Open** button.

Step	Action
20.	Click the **Print** button or save to your computer.
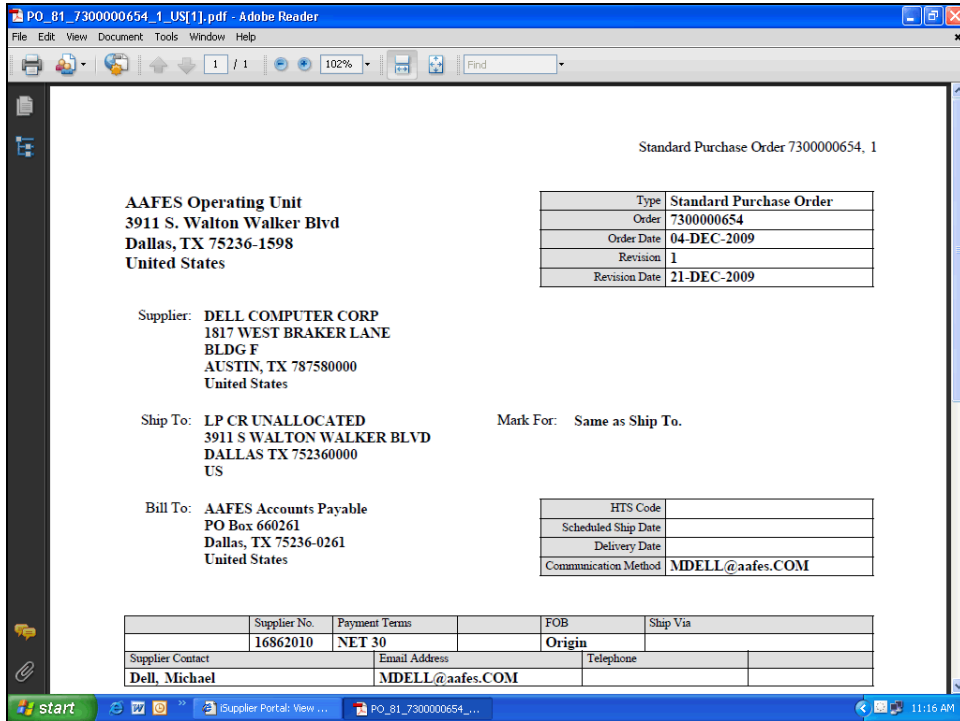
Step	Action
21.	Click the **Close** button.

Step	Action
22.	Click the **Purchase Orders** link. This will take you back to the SPO Summary screen. Purchase Orders
23.	Point to the **24-Dec-2009 00:00:00** object. Note that Acknowledgement is due by this date for this SPO.

Acknowledgement Signature

When creating a purchase order, AAFES can request acknowledgment of the purchase order. If so, you will receive a notification requiring your response. The purchase order may include a date by which you need to acknowledge or sign it.

You acknowledge purchase orders to communicate to AAFES that you have received, reviewed the details of, and accepted or rejected a purchase order. You can also communicate changes to the purchase order during acknowledgment.

You can either acknowledge the order online, or accept or reject the order using the notification. When you respond, the purchase order is automatically updated, and a notice is sent to the buyer.

You can submit acknowledgments for an entire order, or for individual shipments. For example, if you can fulfill only part of a purchase order, accept the shipments you can fulfill, and reject the others (note that shipment level acknowledgement cannot be performed using the acknowledgement notification).

To ensure only authorized persons sign this contractual agreement, the system requires that you enter your logon and password. This also provides electronic tracking of who actually signed the document.

Step	Action
24.	Point to the **Paper Clip** object. This Global Contract Agreement shows there is a link to an Attachment for this SPO.

Step	Action
25.	Click the **Paper Clip** graphic.

Step	Action
26.	Click the **PA_TERMS_81_7300000651_0_US.pdf** link. This will take you to additional contract attachments often containing Terms and Conditions. PA_TERMS_81_7300000651_0_US.pdf
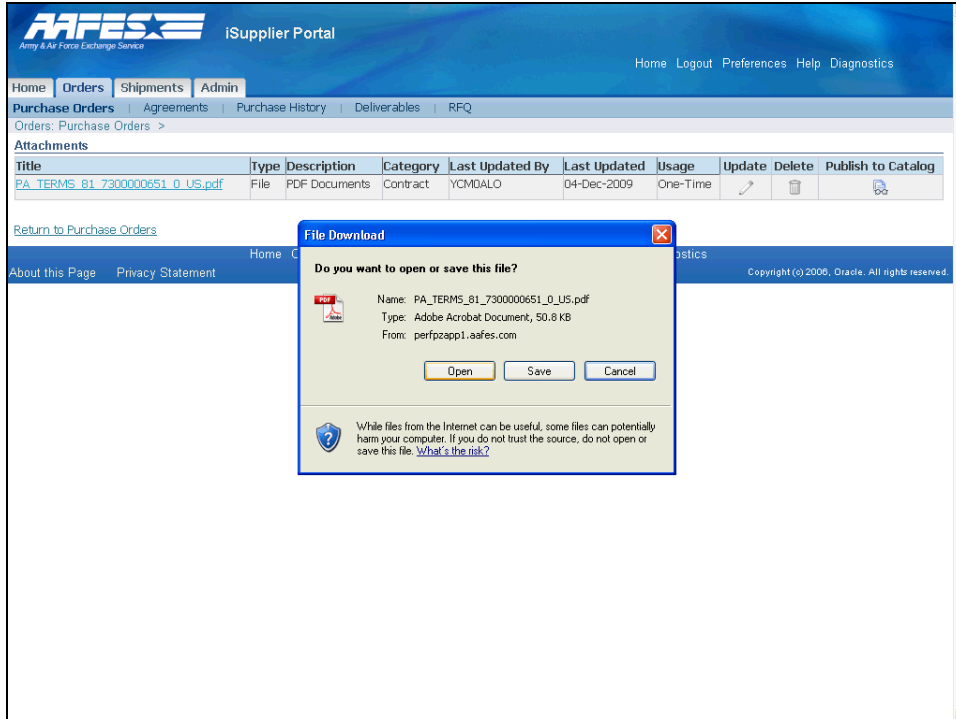
Step	Action
27.	Click the **Open** button. Open
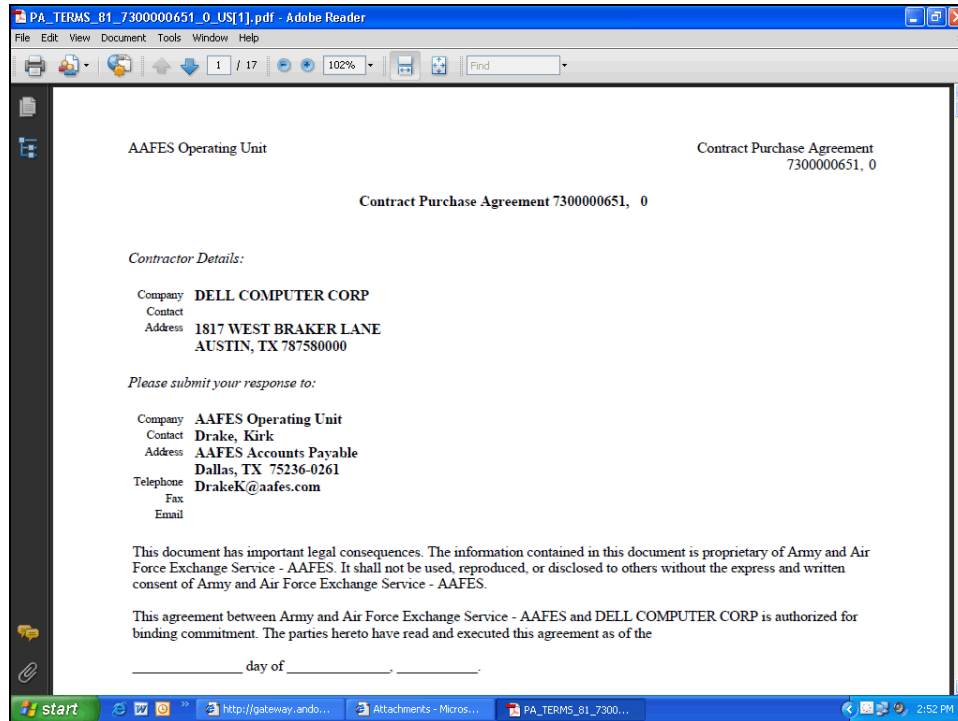
Step	Action
28.	Click the **Down** button of the scrollbar.
29.	Click the **Down** button of the scrollbar.
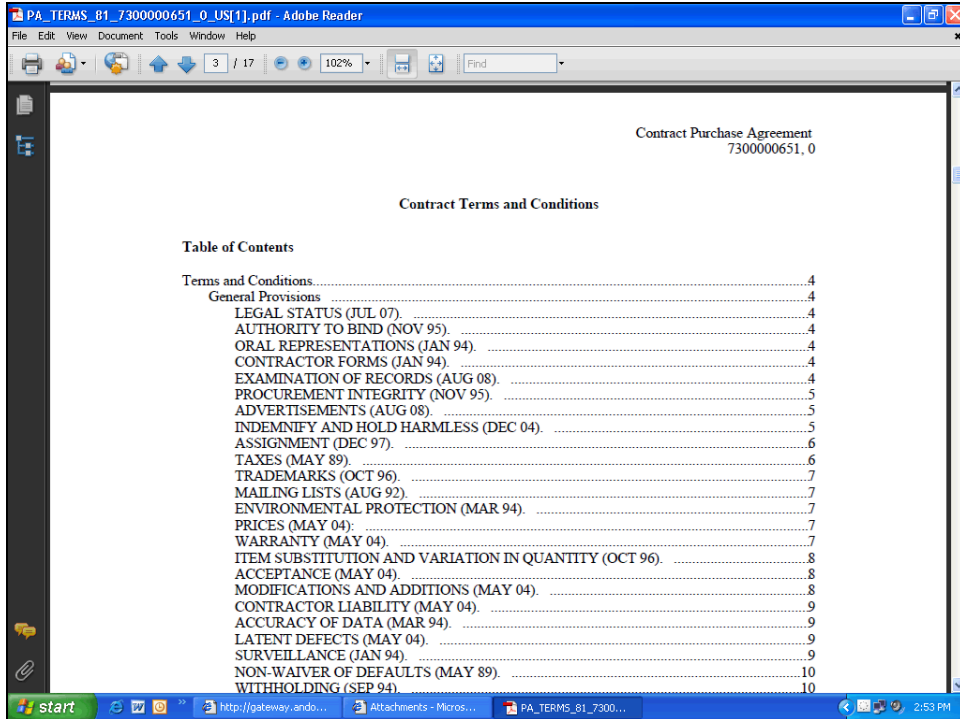
Step	Action
30.	Click the **Close** button.

Step	Action
31.	Now we will look at Contract Agreements that have been issued to your company by an AAFES Buyer/Contracting Officer. Click the **Agreements** tab. Agreements

Step	Action
32.	You can put in a specific PO number or date. If you leave the fields blank, all agreements will be queried. Click the **Go** button. Here you will find all Blanket Purchase Agreements (BPA) and Contract Purchase Agreements (CPA). The searching and viewing the PDF is the same as for the Standard Purchase Orders. Go

Step	Action
33.	This is the Supplier Agreements Summary Screen. Here you can view BPAs and CPAs by PO Number, Buyer, Date, Status - the same as on the PO Summary Screen. Click the **Home** link.
34.	**End of Procedure.**

Purchase Order Acknowledgement Electronic Signature

Procedure

There will be times that the Supplier is required to electronically sign AAFES Purchasing Documents and Contracts.

After receiving an email notification of a new order requiring an Acknowledgement, the Supplier wants to Acknowledge Purchase Orders online.
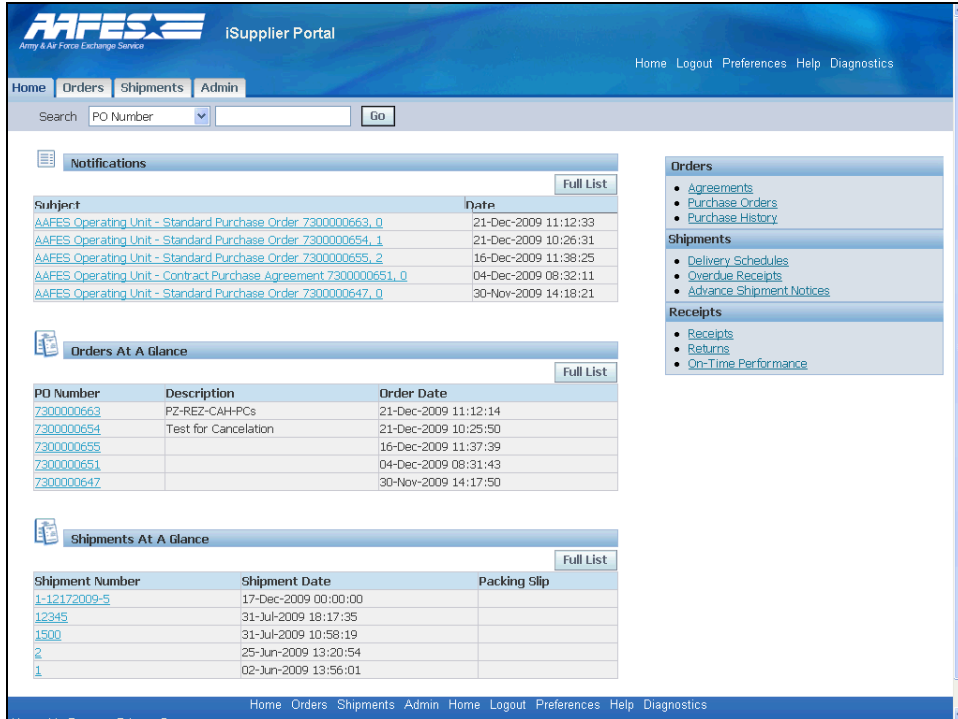
Goals:

• Find a Standard Purchase Order that needs Acknowledgement

• Review the SPO

- Sign the SPO electronically

- View the acceptance of the electronic signature.

Step	Action
1.	Click the **AAFES iSupplier Portal Full Access** link. AAFES iSupplier Portal Full Access

Step	Action
2.	Click the **AAFES Operating Unit - Standard Purchase Order 7300000663, 0** link. This is the type of notification you will receive when POs are issued. If you choose (Preferences), you will also receive an email.
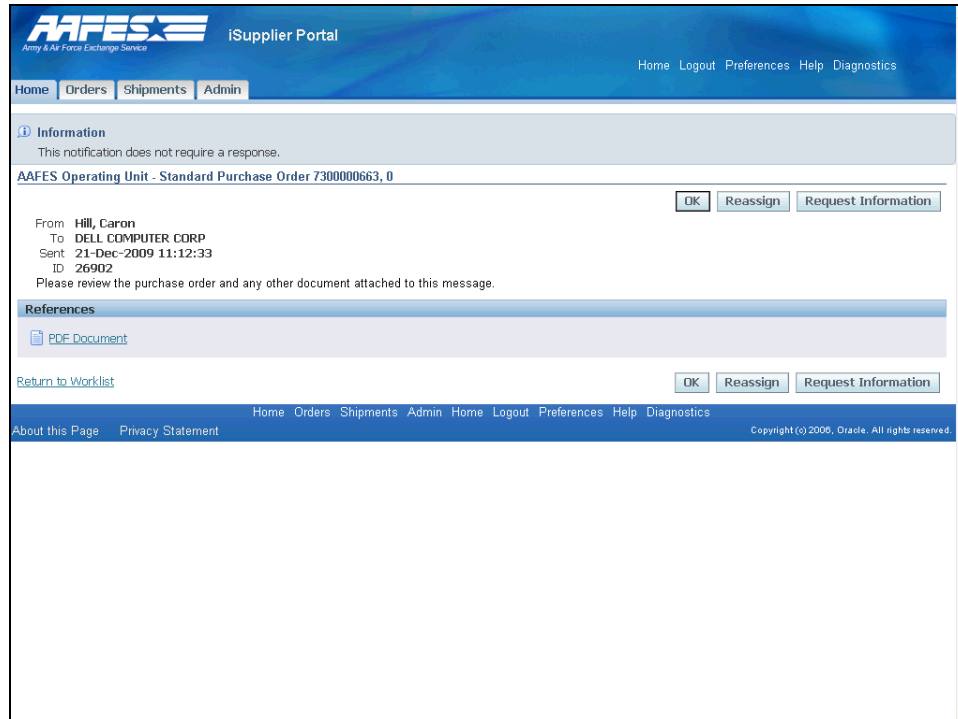
Step	Action
3.	In order to view the entire document and any actions required or attachments, open the PDF version of the order.
	Click the **PDF Document** link.
	PDF Document
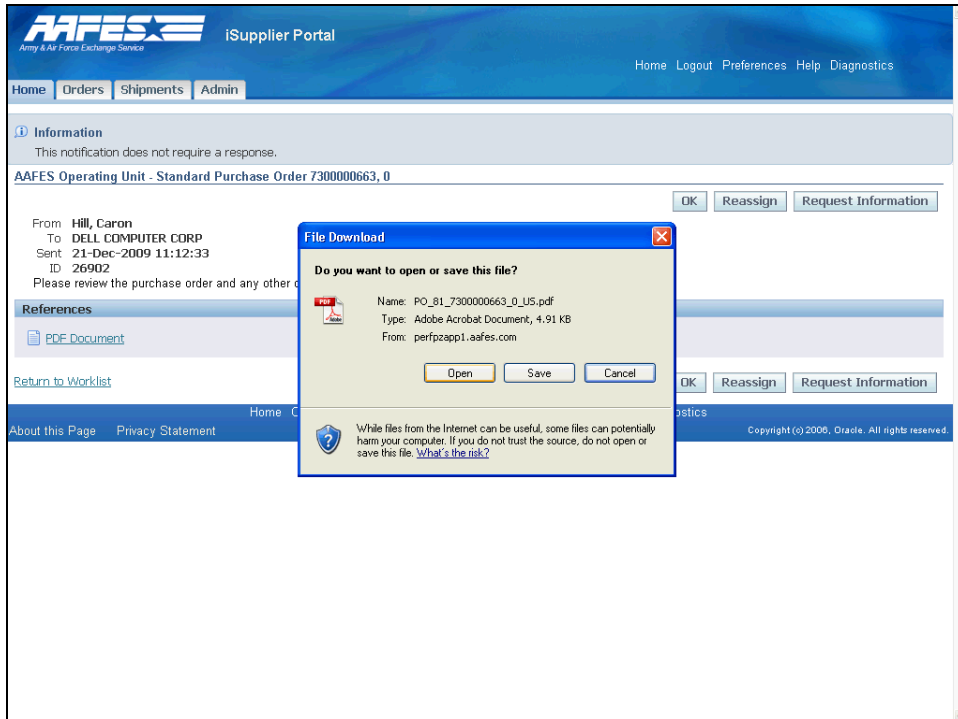
Step	Action
4.	Click the **Open** button. Here you can review the actual document and terms. ![Open button]
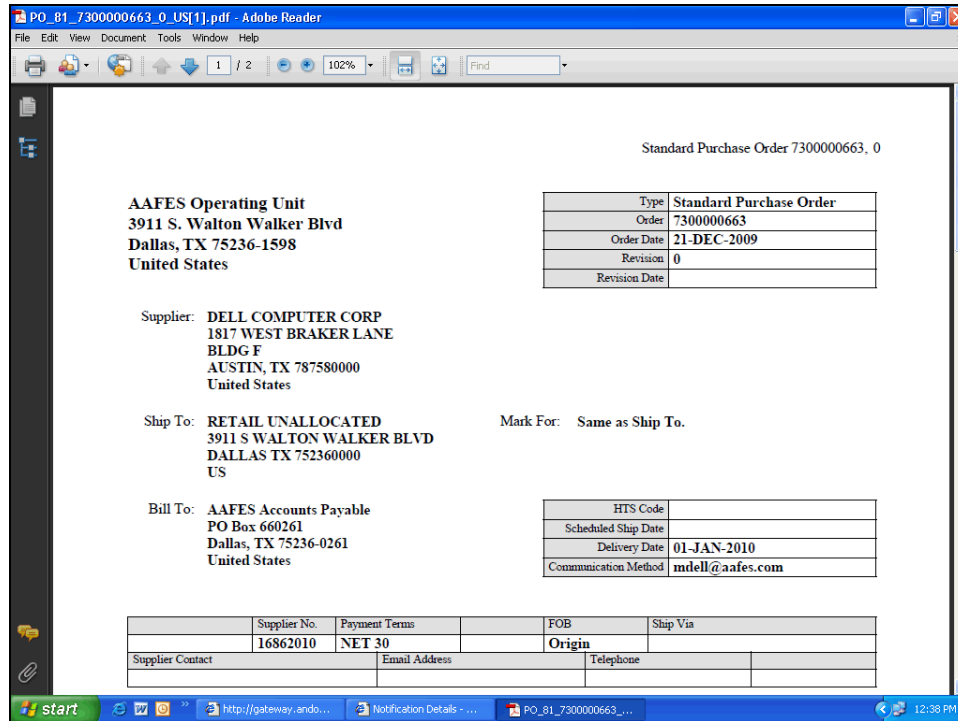
Step	Action
5.	Click the **Down** button of the scrollbar.
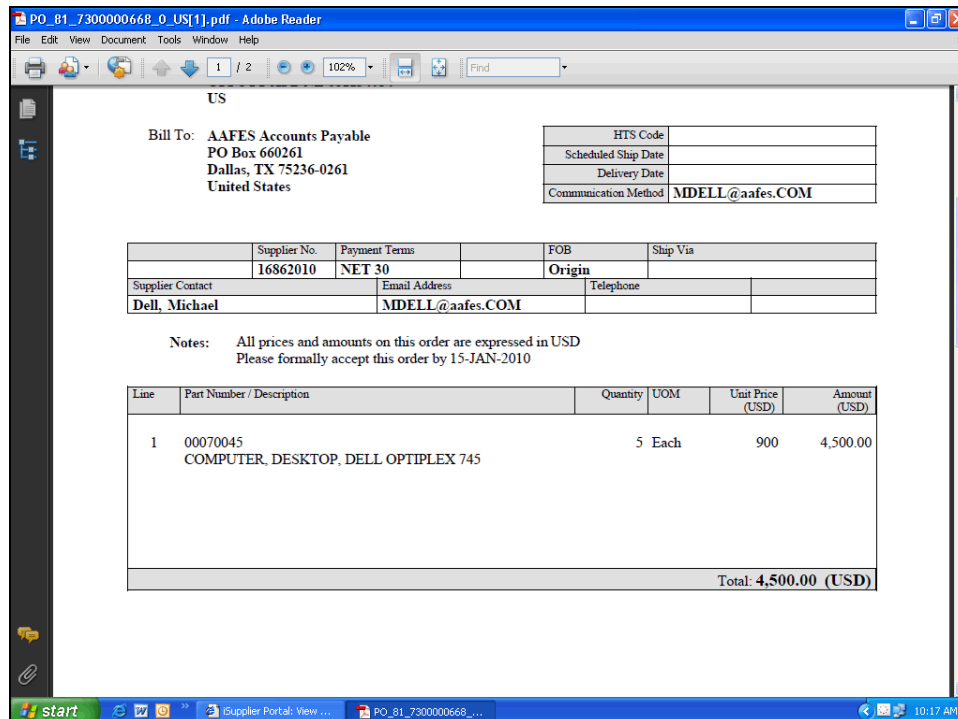
Step	Action
6.	Point to the **Notes** row. Here you will find notes that are specific to the order. In this case the note indicates that acceptance is required.
7.	Click the **Close** button. ✖
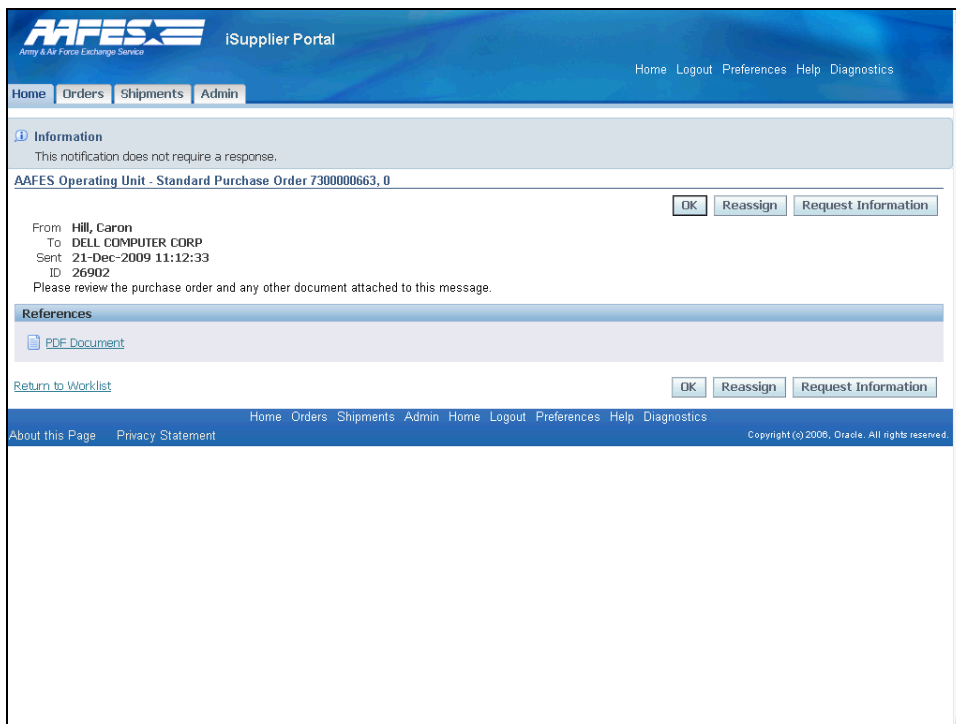
Step	Action
8.	Click the **Home** link. Home

⬦ **Notification Response**

The notification itself does not require a response.

HOWEVER, the Purchase Order **DOES** require acknowledgement.

You should always check the actual PO (online or .pdf) to make sure that there is no further action required from you the Supplier.

Step	Action
9.	Under Orders At A Glance you will see the PO Number column. Click the **7300000663** link. 7300000663

	Find Orders
	On this screen there are three ways to find orders: • Search by "PO Number" and enter PO number in the search field • The Order may appear under Orders At A Glance • Expand the Orders At a Glance list by clicking the "Full List" button

Step	Action
10.	Point to the **Status** object and note that it "Requires Signature".
11.	Click the **Actions** list.

Step	Action
12.	Click the **Sign Document** list item. Also note the other actions that the Supplier can take here. Sign Document

Step	Action
13.	Click the **Go** button.

Step	Action
14.	Click in the **Comments or Rejection Reason** field.

	Accept/Reject Reason
	Note that you can Accept or Reject the SPO at this screen.
	If rejecting, you **MUST** provide a rejection reason.
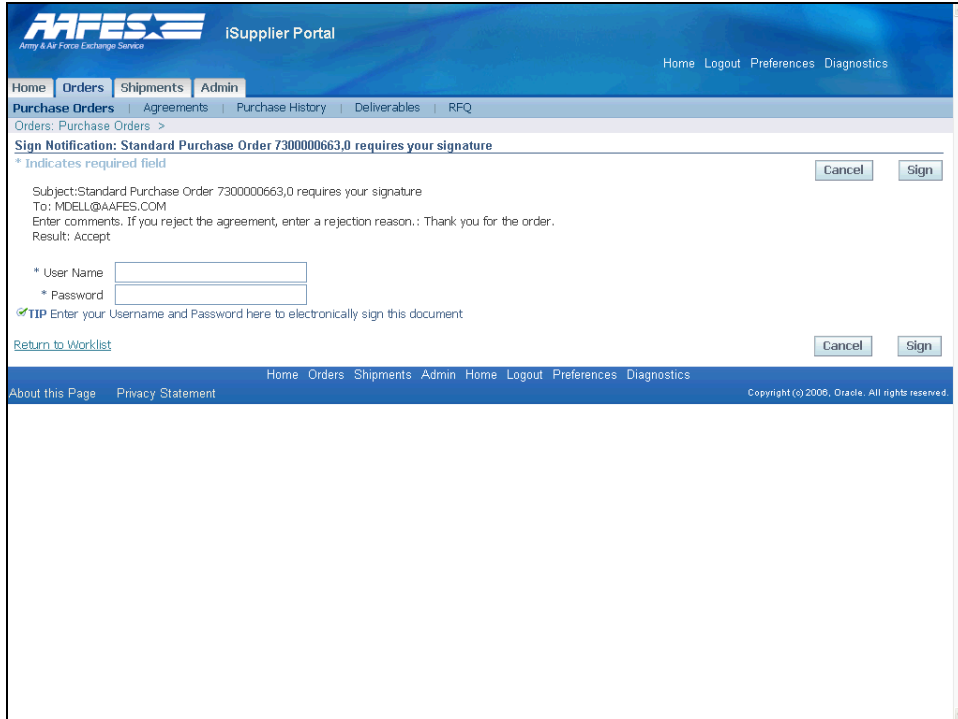
Step	Action
15.	Enter the comments into the **Enter comments or rejection reason** field. Enter "**Thank you for the order.**".

Step	Action
16.	Click the **Accept** button.

Step	Action
17.	Click in the **User Name** field.

Acknowledgement Signature

When creating a purchase order, AAFES can request acknowledgment of the purchase order. If so, you will receive a notification requiring your response. The purchase order may include a date by which you need to acknowledge or sign it.

You acknowledge purchase orders to communicate to AAFES that you have received, reviewed the details of, and accepted or rejected a purchase order. You can also communicate changes to the purchase order during acknowledgment.

You can either acknowledge the order online, or accept or reject the order using the notification. When you respond, the purchase order is automatically updated, and a notice is sent to the buyer.
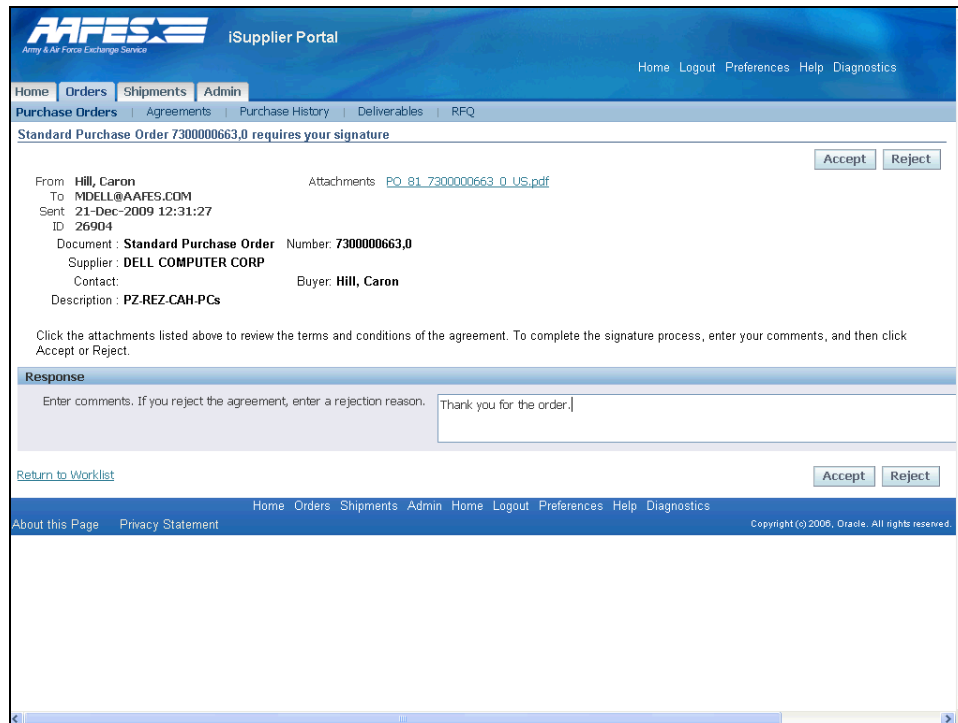
You can submit acknowledgments for an entire order, or for individual shipments. For example, if you can fulfill only part of a purchase order, accept the shipments you can fulfill, and reject the others (note that shipment level acknowledgement cannot be performed using the acknowledgement

notification).

To ensure only authorized persons sign this contractual agreement, the system requires that you enter your logon and password. This also provides electronic tracking of who actually signed the document.

Step	Action
18.	Enter the User Name into the **User Name** field. Enter "**mdell@aafes.com**".
19.	Press **[Tab]**.
20.	Enter the password into the **Password** field. Enter "**oracle**".
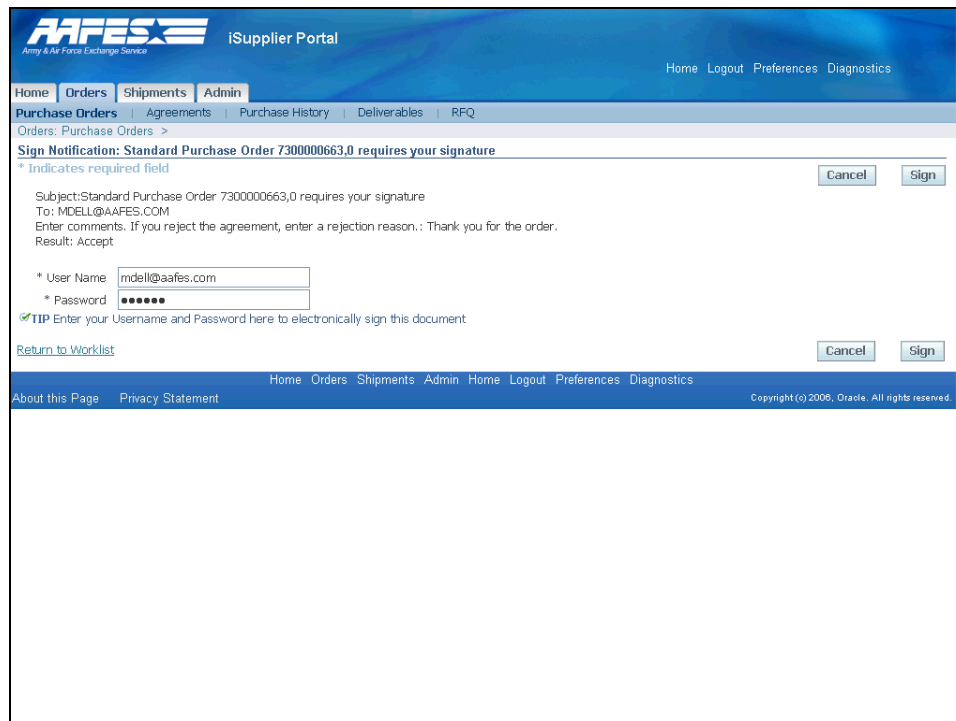
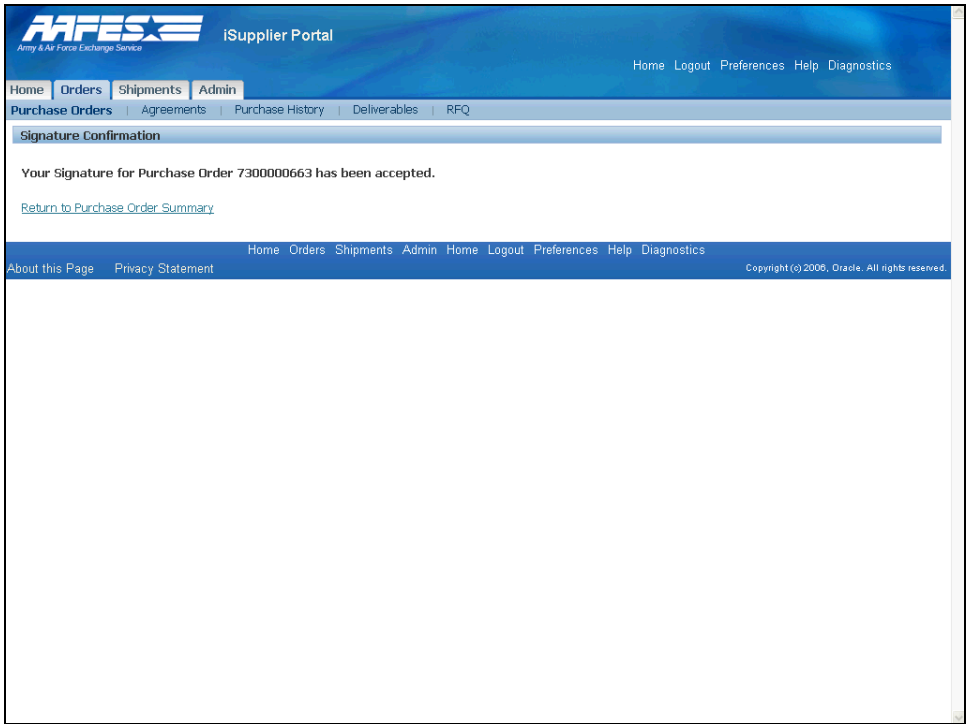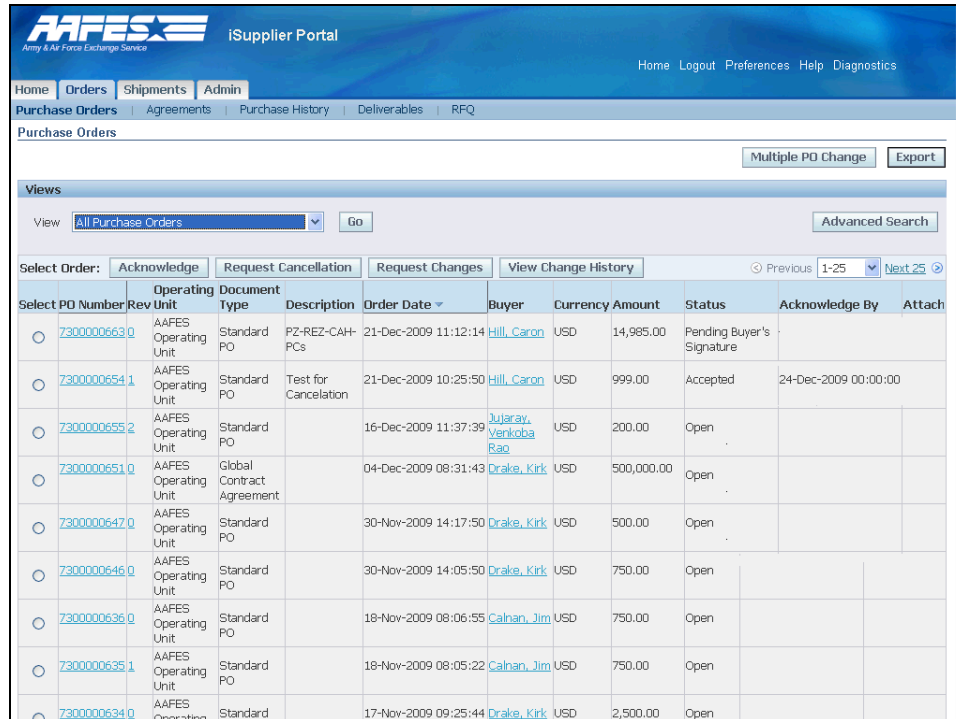| Step	Action
21.	Click the **Sign** button.

Signature Confirmation

After completion of the signature on the Supplier's part, there will be a Confirmation screen indicating the agreement has been signed.

The document Status will show "Awaiting Buyer Signature". This agreement is still not complete as an AAFES Buyer/Contracting Officer (CO) must now electronically sign this contract .

Once signed by the AAFES Buyer/CO, an email and/or a notification will be sent to the Supplier stating that the signature has been accepted. The document Status will then show "Accepted"
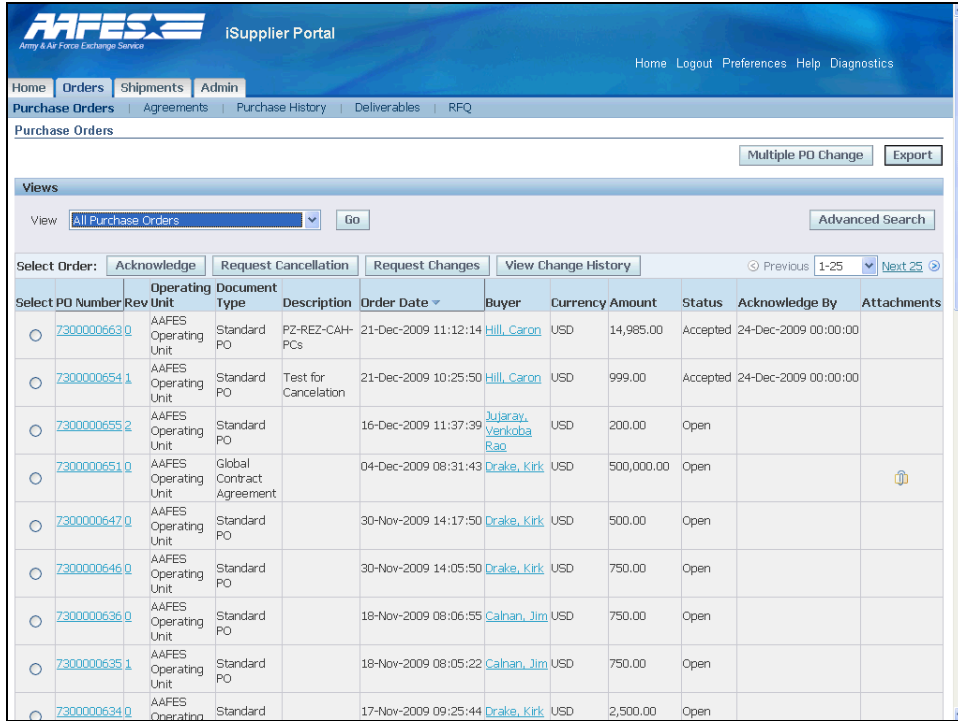

Step	Action
22.	Click the **Return to Purchase Order Summary** link.

Step	Action
23.	Point to the **Pending Buyer's Signature** object. Note the change in status showing that the Contracting Officer needs to sign the acceptance.

Step	Action
24.	Point to the **Accepted** object.

Note the change in status after the Contracting Officer has signed the acceptance.. |

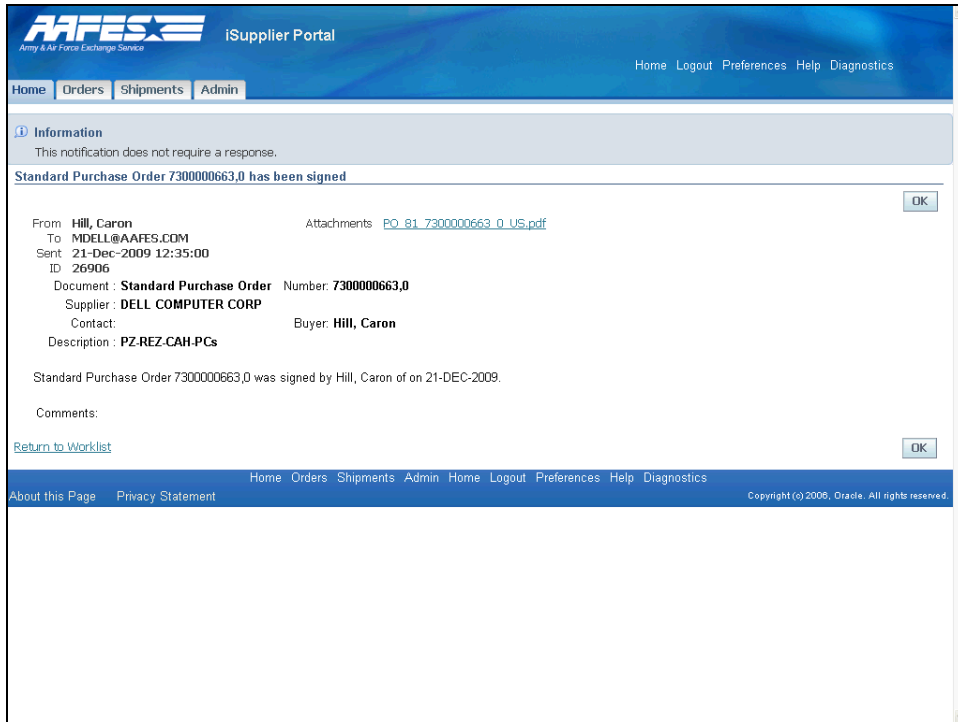| Step	Action
25.	Click the **Home** link. Home

Step	Action
26.	Click the **Standard Purchase Order 7300000663,0 has been signed** link. This is the notification you will receive to note the AAFES acceptance of the Acknowledgement Signature.

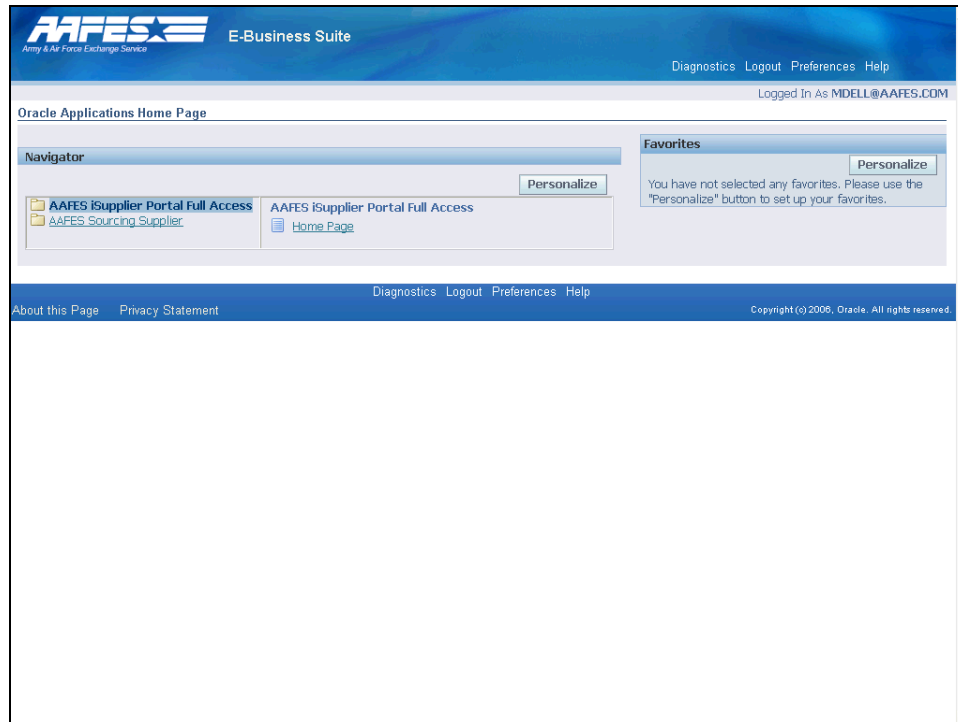| Step	Action
27.	Click the **Home** link.
28.	**End of Procedure.**

Request Changes to Orders

Procedure

Because of backorderd product and the delivery schedule cannot be met, the Supplier wants to request a change of date on a Standard Purchase Order.
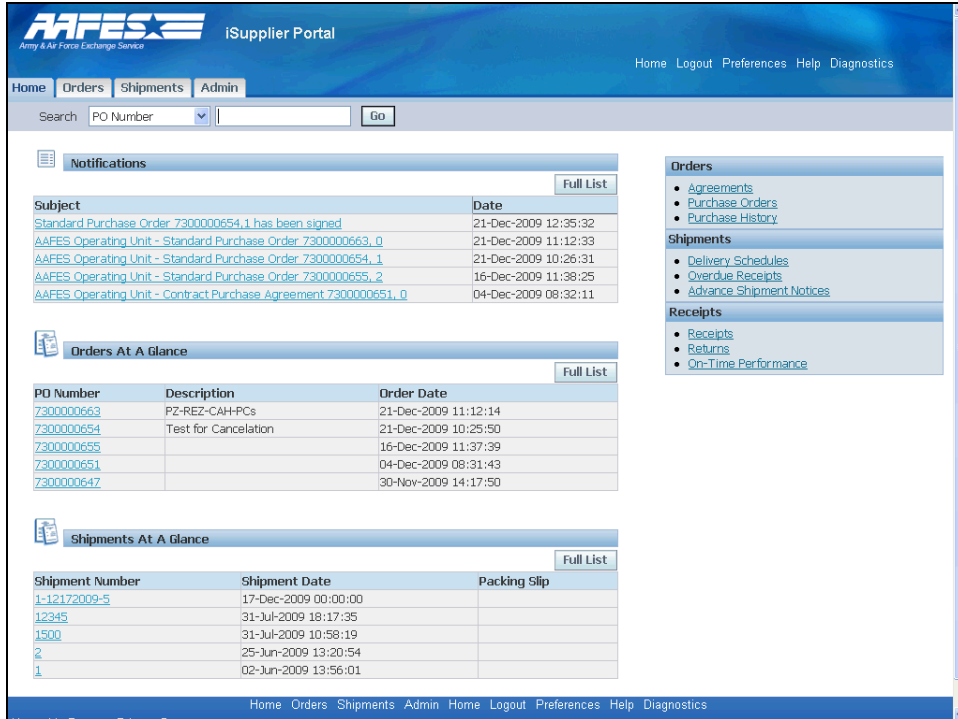
Goals:

• Review the Standard Purchase Order.

• Initiate the action to change the order.

• Review the order status to see if the AAFES Contracting Officer has been notified.

Step	Action
1.	Click the **AAFES iSupplier Portal Full Access** link.

Step	Action
2.	If you know the order number and do not see it on the Orders at a Glance, you can click the Full List or Search by PO Number.

Click in the **Search** field. |
| 3. | Enter the PO Number into the **Search** field. Enter "**7300000634**". |

Step	Action
4.	Click the **Go** button.

Step	Action
5.	Open the PO to see the details. Click the **7300000634** link. 7300000634

📝 **Request Changes**

Oracle iSupplier Portal enables you to request changes to purchase orders when modifications are needed to fulfill an order. You can make changes during and after acknowledgment.

Changes can be requested two ways:

- Accessing the PO and choosing from Request Changes from the Action list
- Selecting the PO and clicking on the Request Changes button

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Step	Action
6.	Click the **Show All Details** link. Show All Details

Step	Action
7.	Click the **Down** button of the scrollbar.
8.	Click the **Actions** list.

Step	Action
9.	Click the **Request Changes** list item. Notice that you can also initiate a Request for Cancellation here. Request Changes

Step	Action
10.	Click the **Go** button. ![Go]
11.	Click the **Show All** link. ![Show All]
12.	Click the **Down** button of the scrollbar. ![Down]

Step	Action
13.	Click the **Right** button of the scrollbar.
14.	Click in the **Promise Date** field.
15.	Enter the date into the **Promise Date** field. Enter "**14-jan-2010**".
16.	Click in the **Reason** field.
17.	Enter the reason into the **Reason** field. Enter "**Backordered- cannot meet delivery date**".
18.	Click the **Action** list.
19.	Click the **Change** list item.

Step	Action
20.	Click the **Submit** button.
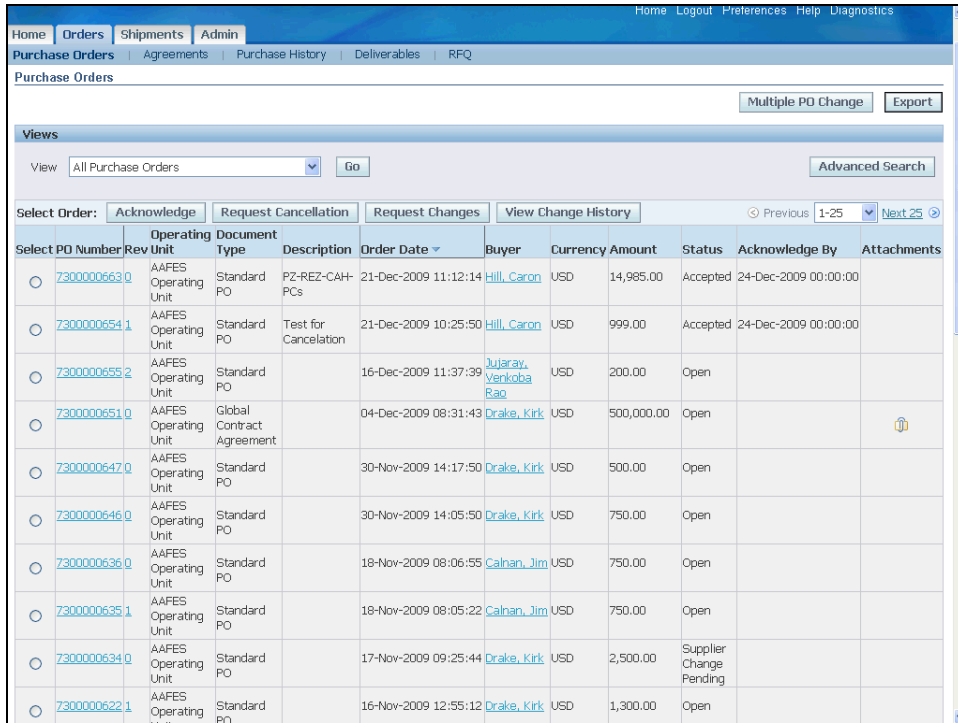
Step	Action
21.	Click the **Return to Purchase Order Summary** link. Return to Purchase Order Summary
22.	Click the **Down** button of the scrollbar.

Step	Action
23.	Note the **Supplier Change Pending** object. The AAFES Contracting Officer will receive a notification and respond (accept/reject) to the change. Supplier Change Pending
24.	**End of Procedure.**

Reviewing Invoice Payments

Procedure
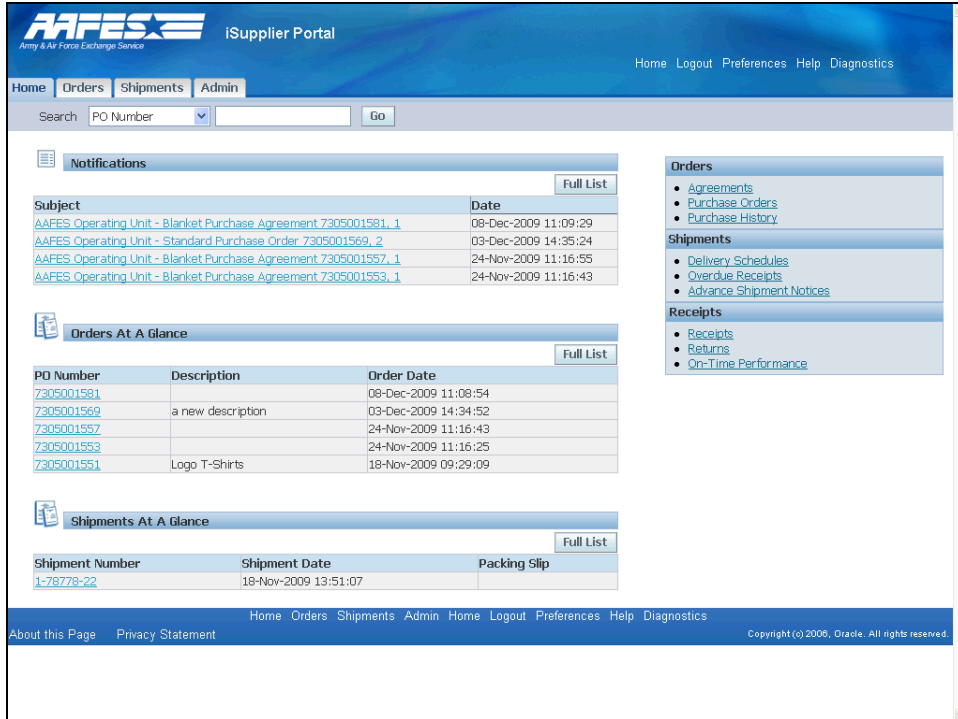
The Supplier wants to look up the invoice and payment information in iSupplier.

Goals:

• Locate the order

• Find the attachment which contains the invoice information

Step	Action
1.	Click the **AAFES iSupplier Portal Full Access** link. AAFES iSupplier Portal Full Access

Step	Action
2.	First you must find the Order number related to the invoice in question. Click in the **Search** field.
3.	Enter the PO Number into the **Search** field. Enter "**7305001551**".

Step	Action
4.	Click the **Go** button.

Step	Action
5.	The invoice information is in an attachment that will be located on this search screen. Click the **Attachments** graphic.

	Invoice Payments
	The attachement will be the invoice information for this specific Purchase Order. For a listing of all invoices the Supplier should go to the Payment Inquiry region of Partners. Call the Help Desk for access to this application.
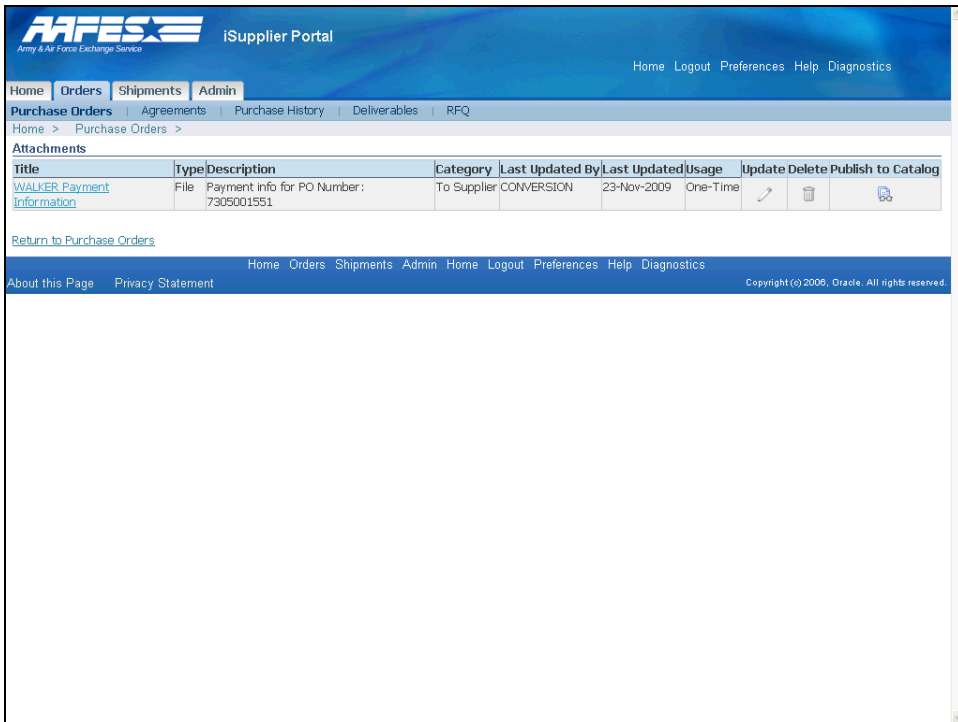
Step	Action
6.	Walker is the name of the AAFES AP system. Click the **WALKER Payment Information** link.
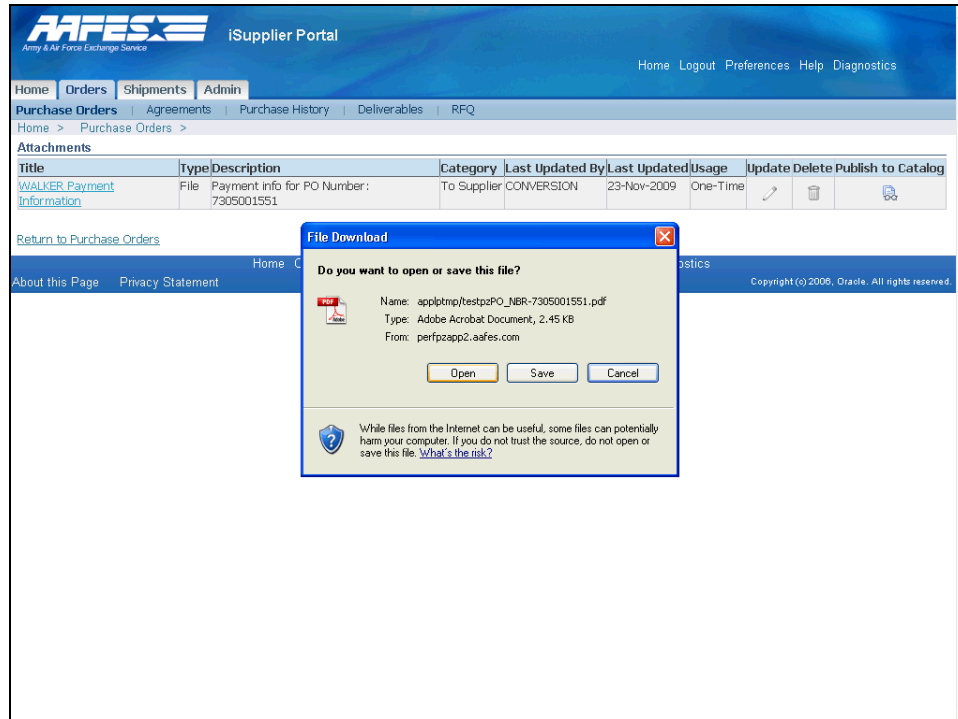
Step	Action
7.	Click the **Open** button.
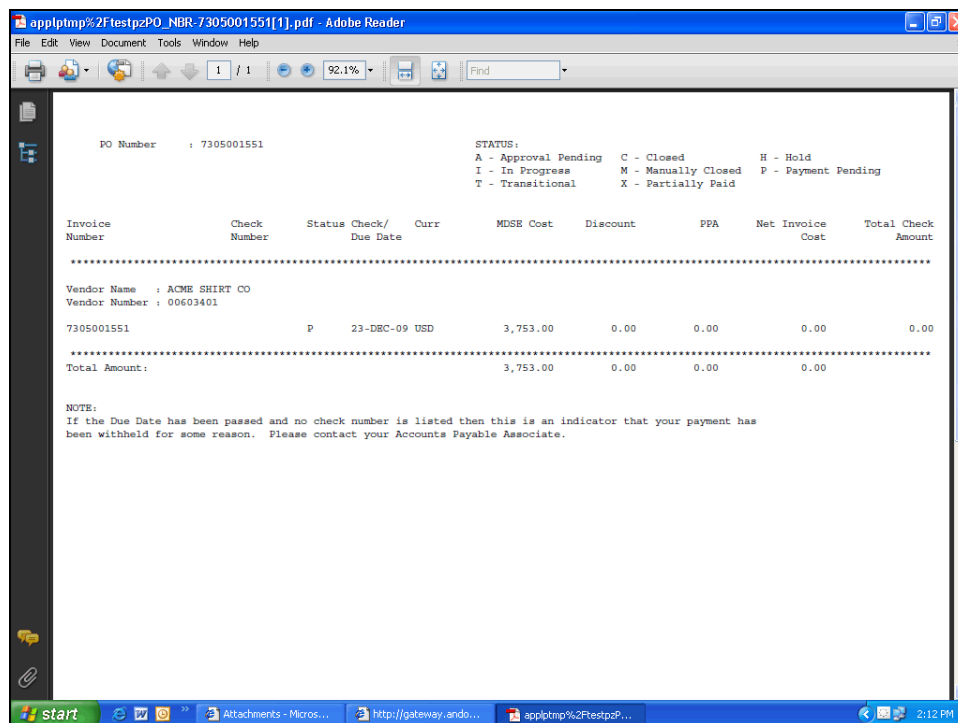
Step	Action
8.	Review the invoice information. Click the **Close** button. ❌

> 📝 **Invoice**
>
> The attachment contains information regarding your payment such as:
>
> PO number
> Invoice number
> Vendor/Supplier namea nd number
> Payment status
> Check number (if paid)
> Check date, if paid, or due date if pending
> Currency
> Merchandise amount
> Cash discount taken (if applicable)
> Prompt Payment Act (PPA) interest
> Total paid for invoice
>
> There are several payment statuses:
> C - Closed, paid (should show a check number)
> P or H - Processed and pending payment
> I - In process in the AP system, but not yet authorized for payment
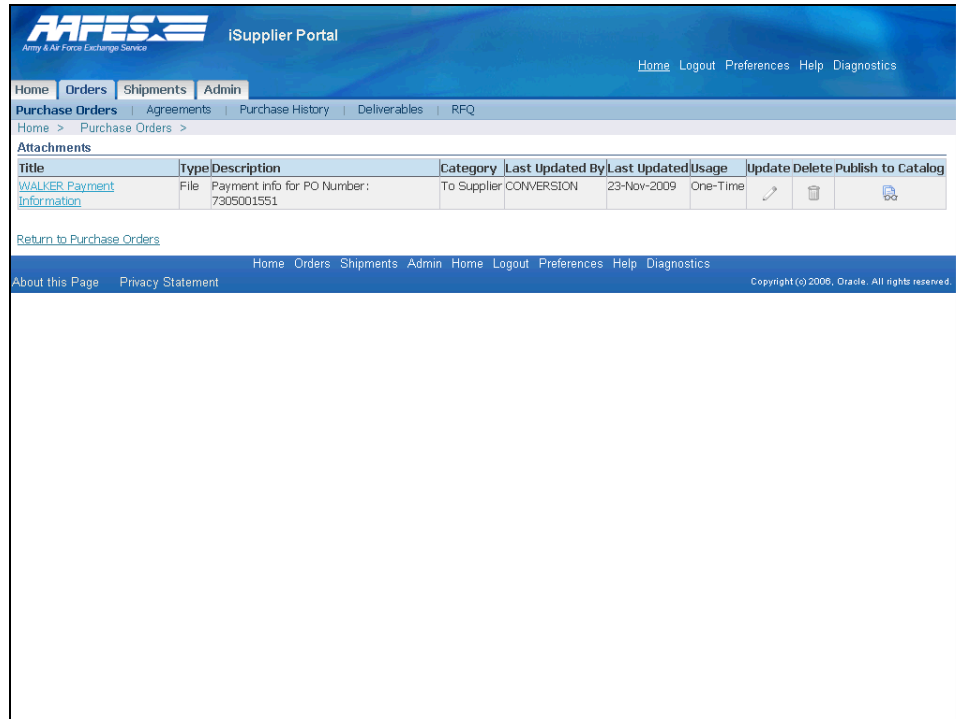
Step	Action
9.	Click the **Home** link. Home
10.	**End of Procedure.**

Shipments

Managing Shipments with Advance Shipment Notices

Procedure

The Supplier wants to manage shipments to AAFES and to alert AAFES of shipments in route.
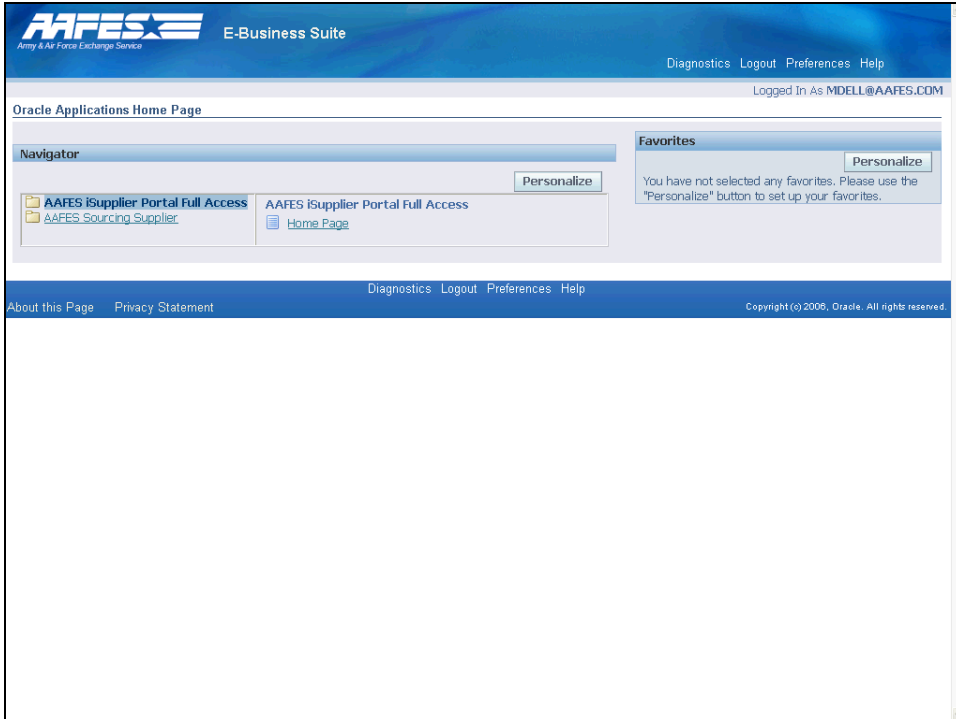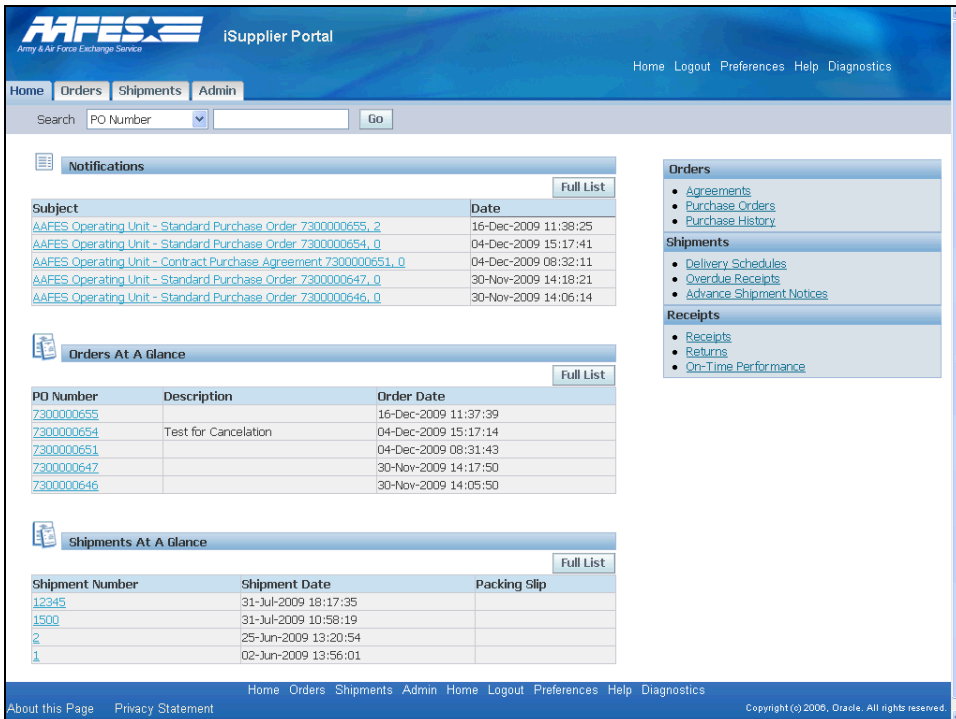
Goals:

• Search shipments due any time

• Search for shipments due for the current week

• Create an Advanced Shipment Notice (ASN)

Step	Action
1.	Click the **AAFES iSupplier Portal Full Access** link.

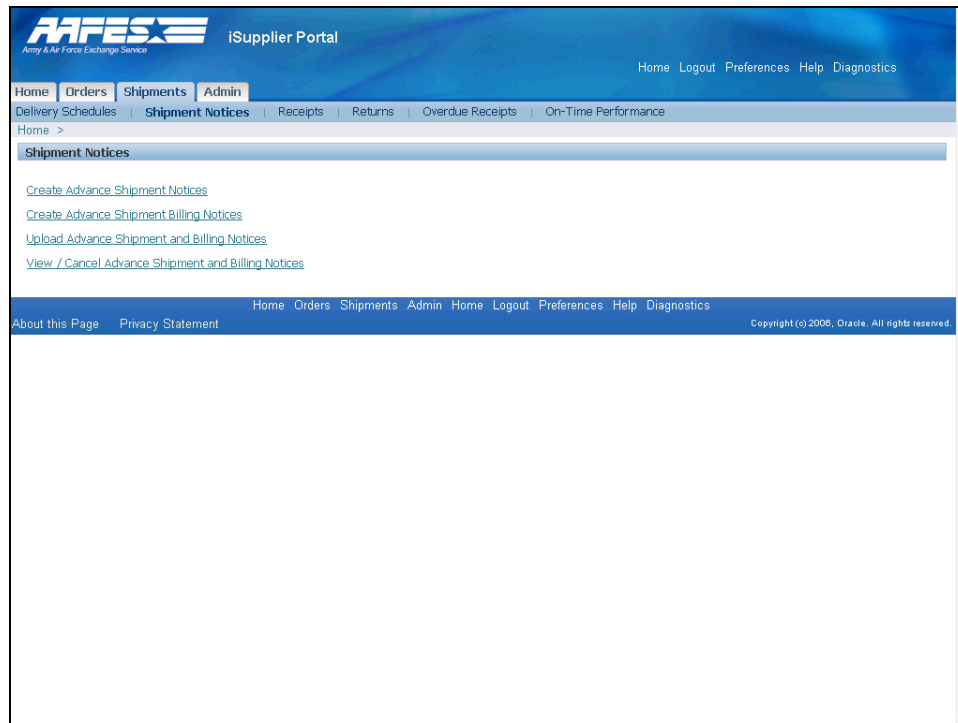| Step	Action
2.	Click the **Advance Shipment Notices** link. Advance Shipment Notices

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📝 **Shipments**

Shipments can be managed at the top right of the home page by links that lead to 3 different pages:

- Deliver Schedules
- Overdue Receipts
- Advance Shipment Notices

At the bottom of the home page you can view Shipments At A Glance. This can be expanded by clicking on the Full List button.
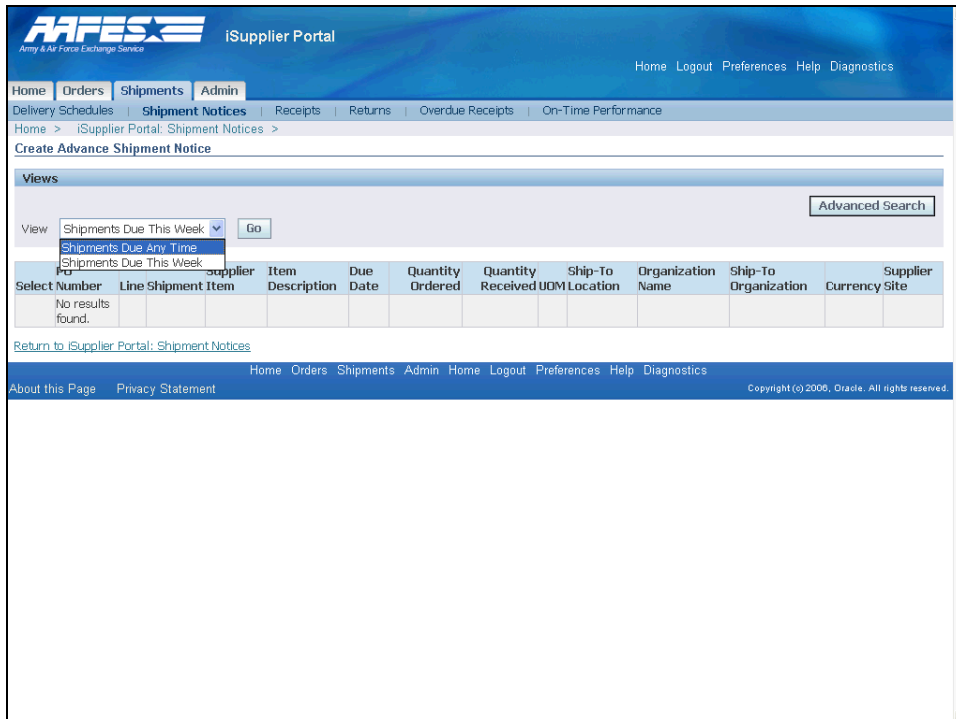

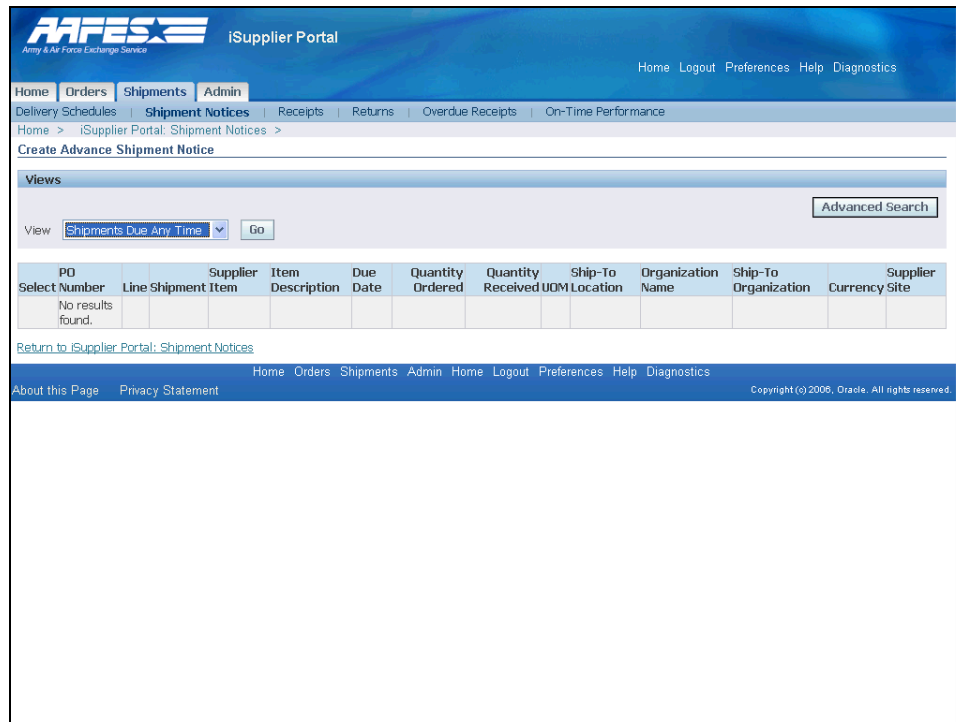| Step	Action
3.	Click the **Create Advance Shipment Notices** link. AAFES is not currently monitoring the billing notices (invoices). Create Advance Shipment Notices

Shipment Notices

- Create Advance Shipment Notices - Create ASN here .
- Create Advance Shipment Billing Notices - Not used by AAFES. Billing (Invoices) are still processed in the AAFES AP system (Walker) and not through Oracle iSupplier.
- Upload Advance Shipment and Billing Notices - Upload ASN if Supplier has the capability. Billing (Invoices) are still processed in the AAFES AP system (Walker) and not through Oracle iSupplier. .
- View / Cancel Advance Shipment and Billing Notices - View/Cancel only ASNs. Billing (Invoices) are still processed in the AAFES AP system (Walker) and not through Oracle iSupplier.

Step	Action
4.	To choose a filter for the Shipments click the **View** list.

Step	Action
5.	Click the **Shipments Due Any Time** list item.
	You can also search by "Week".
	Shipments Due Any Time

Step	Action
6.	Click the **Go** button.
	Go

Step	Action
7.	Clicking the arrow by the Due Date column below reverses the order of the dates. Click the **Advanced Search** button. This is the quickest way to search if you have multiple POs and are searching for a specific PO. Advanced Search

Step	Action
8.	You can search by any of the fields listed, and even choose other fields under "Add Another".
	Most often, you will click in the **PO Number** field.
9.	Enter the PO number where you want to create a shipping notice into the **PO Number** field. Enter "**7300000634**".
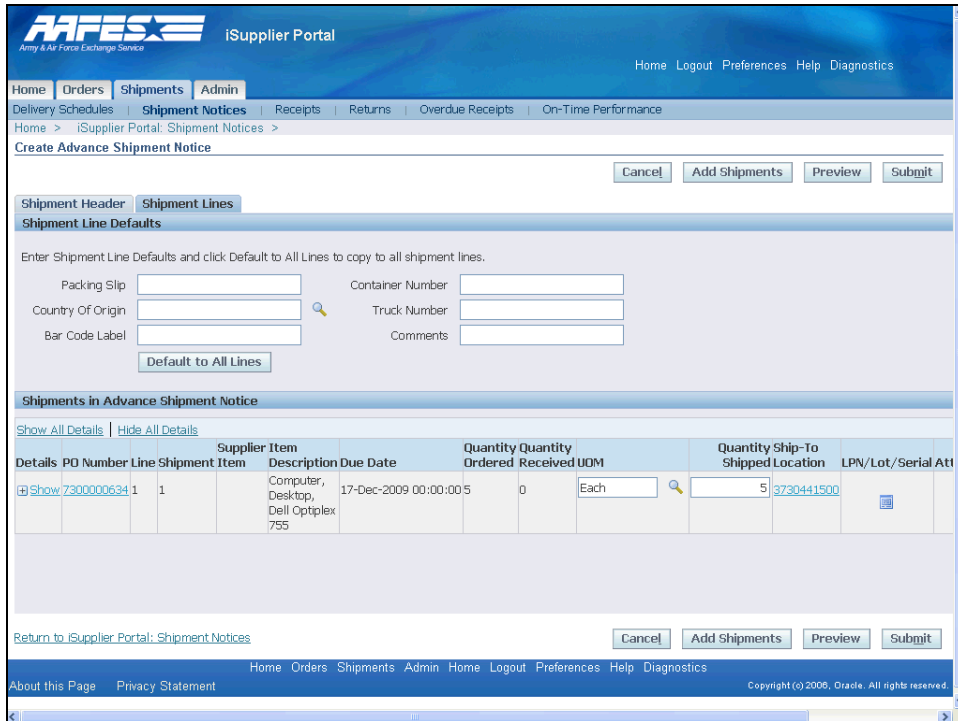
Step	Action
10.	Click the **Go** button.
11.	Click the **Select** option for PO Number 7300000634.

Step	Action
12.	Click the **Add to Shipment Notice** button. If there are multiple lines on a PO you can select multiple lines to add to the shipment notice. You would want to select all the items on the PO that you intend to ship at one time.
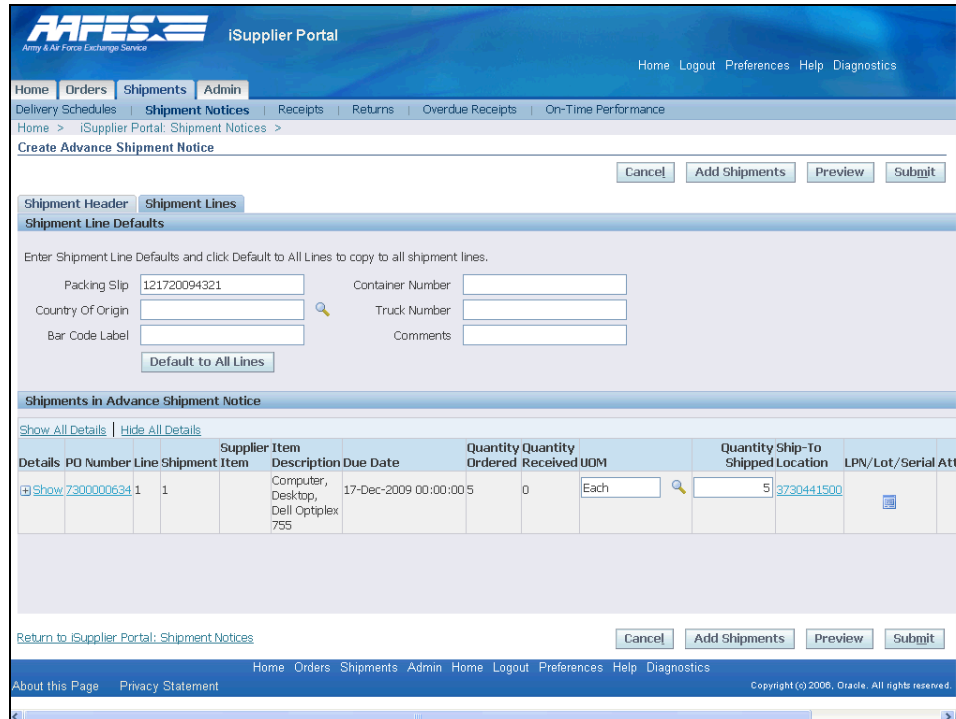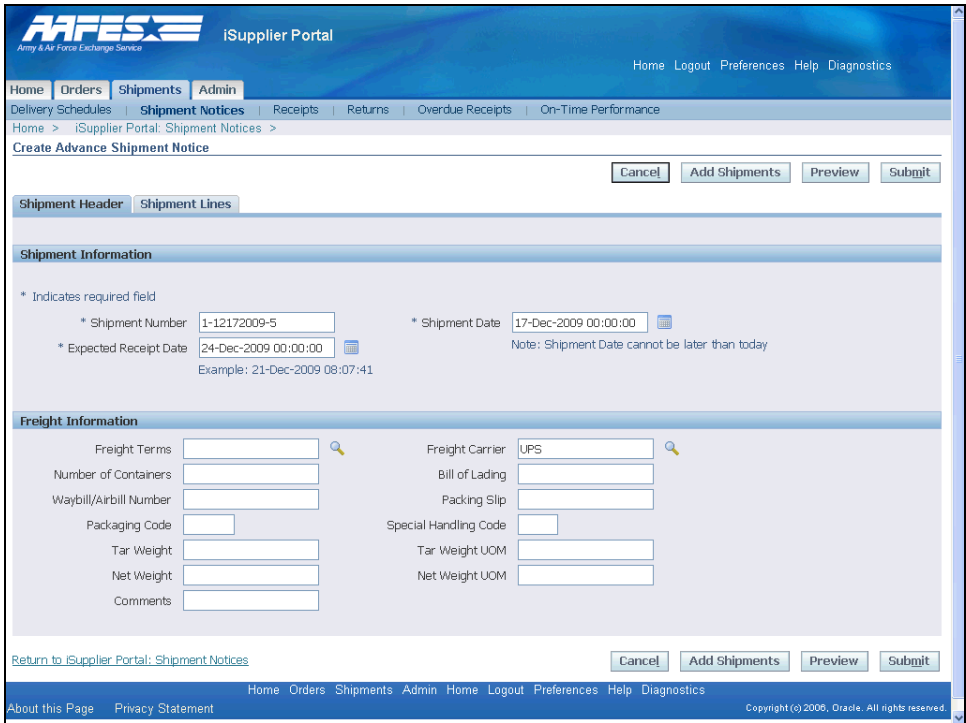
Step	Action
13.	All the fields on this page are optional (no asterick beside the field) but at a minimum.you would probably want a Packing Slip number. Click in the **Packing Slip** field.
14.	Enter the packing slip into the **Packing Slip** field. Enter "**121720094321**".
15.	If there are multiple lines click the **Default to All Lines** button and the system will put all lines on the same packing slip. Default to All Lines
16.	Point to the **Quantity Shipped** field. Note that you can change the quantity here. If the shipment is not for the full amount, the remaining amount is in the system for selection on another ASN.

Step	Action
17.	Click the **Shipment Header** link. **Shipment Header**
18.	Click in the **Shipment Number** field.
19.	Enter the supplier defined shipment number into the **Shipment Number** field. Enter "**1-12172009-5**".
20.	Click in the **Expected Receipt Date** field. This is the date the shipment is expected to arrive at the AAFES facility.
21.	Enter the date into the **Expected Receipt Date** field. Enter "**24-dec-2009**".
22.	Press **[Tab]**.
23.	Click in the **Shipment Date** field. This is the date that the shipment leaves the Supplier's facility.
24.	Enter the shipment date into the **Shipment Date** field. Enter "**17-dec-2009**".
25.	Press **[Tab]**.

Step	Action
26.	Freight Information is not required. In Freight Terms and Freight Carrier fields you can only select from an existing list. Click in the **Freight Carrier** field.
27.	As a example, enter the freight carrier into the **Freight Carrier** field. Enter "**UPS**".
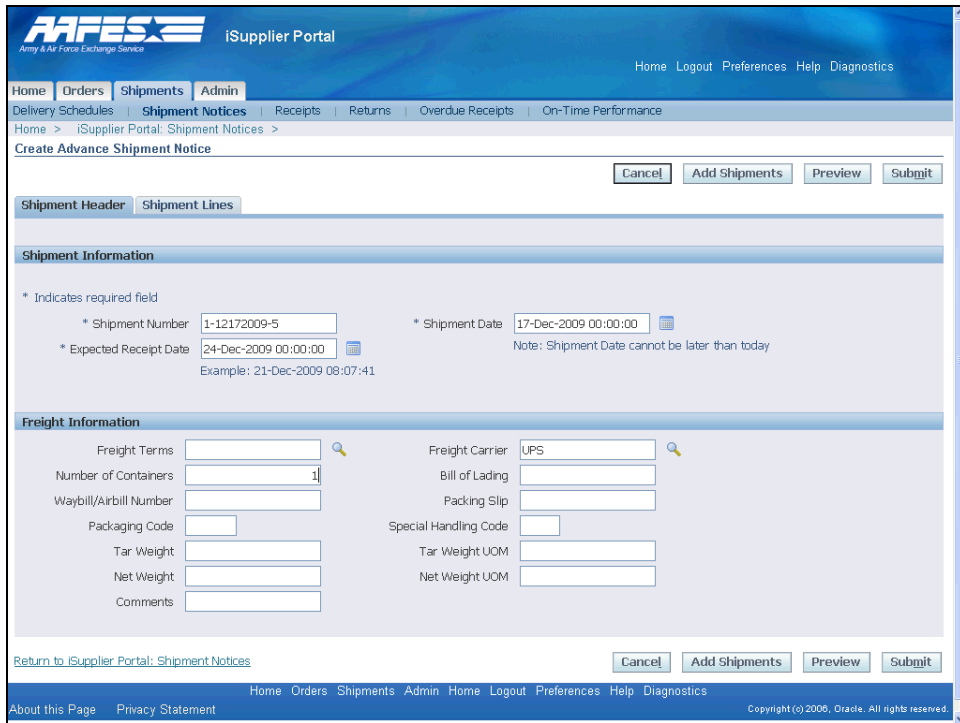
Step	Action
28.	Press **[Tab]**.

Step	Action
29.	Click the **Quick Select** button for UPS.
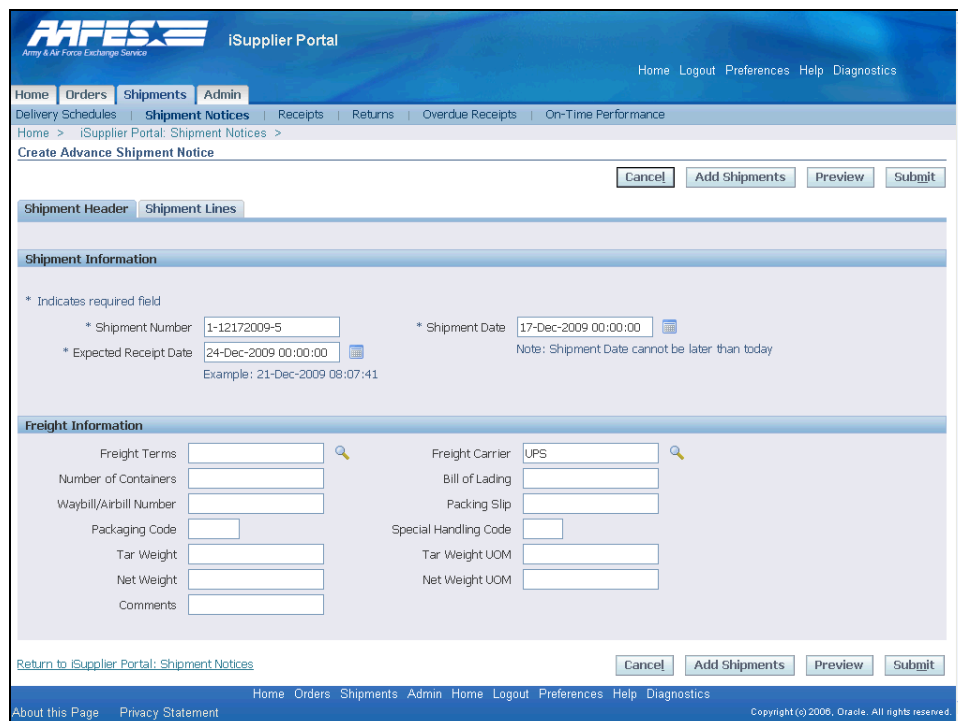
Step	Action
30.	This field does not have an existing list. Click in the **Number of Containers** field.
31.	Enter the number of containers into the **Number of Containers** field. Enter "**1**".

Step	Action
32.	Click the **Preview** button. Check for accuracy.

Step	Action
33.	Click the **Submit** button. AAFES can now view the ASN. ![Submit]
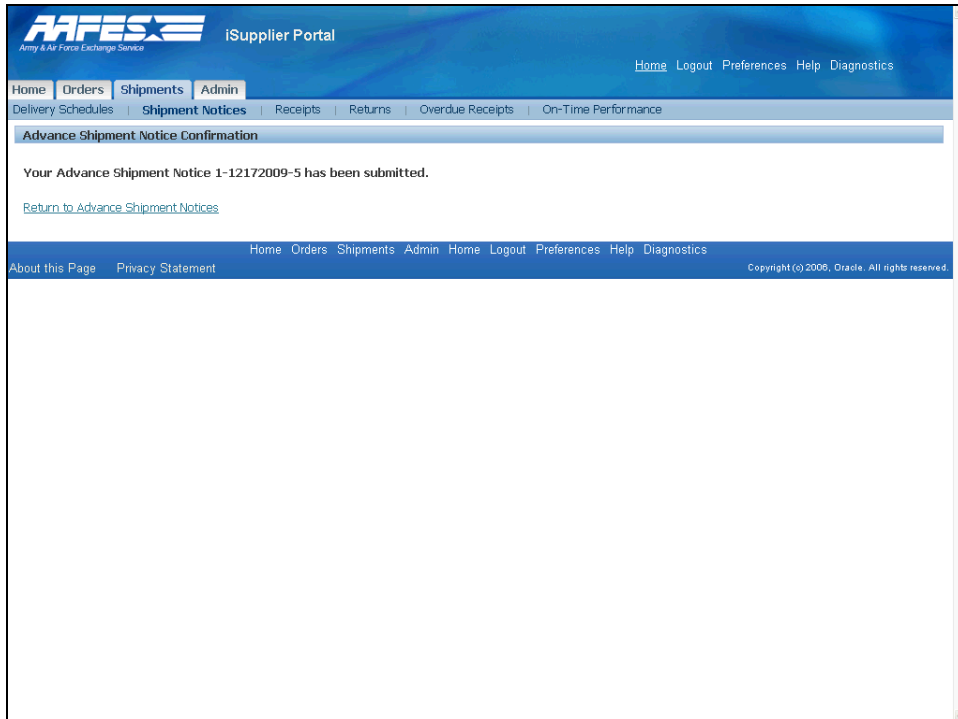
Step	Action
34.	If you have more shipments you can click the Return to Advance Shipment Notice. Click the **Home** link. [Home]
35.	**End of Procedure.**

Reviewing Delivery Schedules and Shipment Notices

Procedure

The Supplier wants to see the status of shipments sent to AAFES.

Goals:
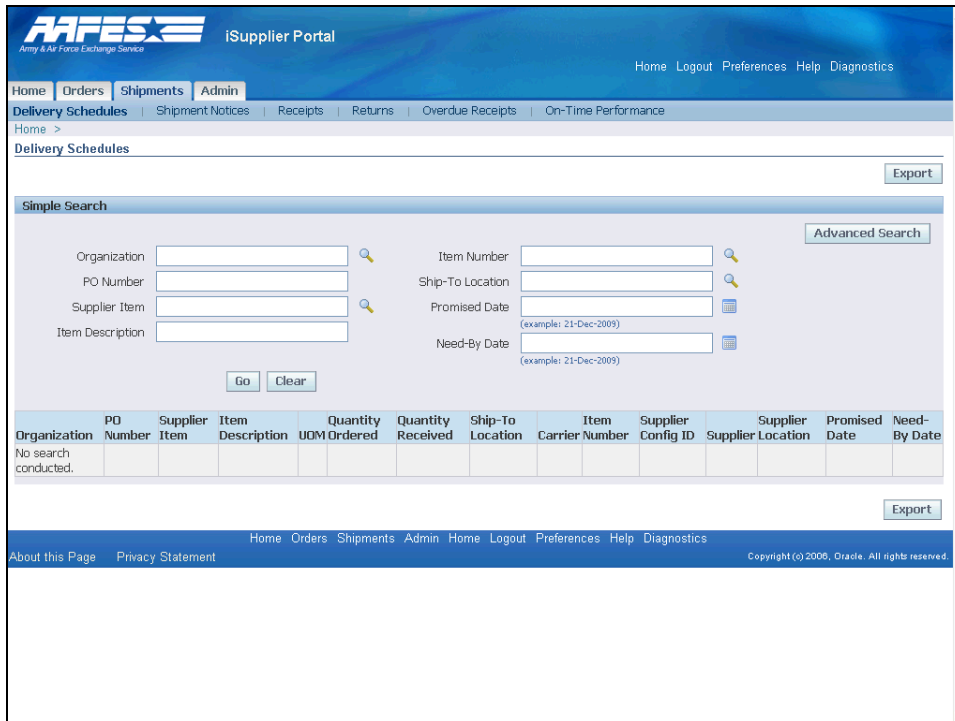
• Search and find the Delivery Schedule for the order

• Check for Shipment Notices
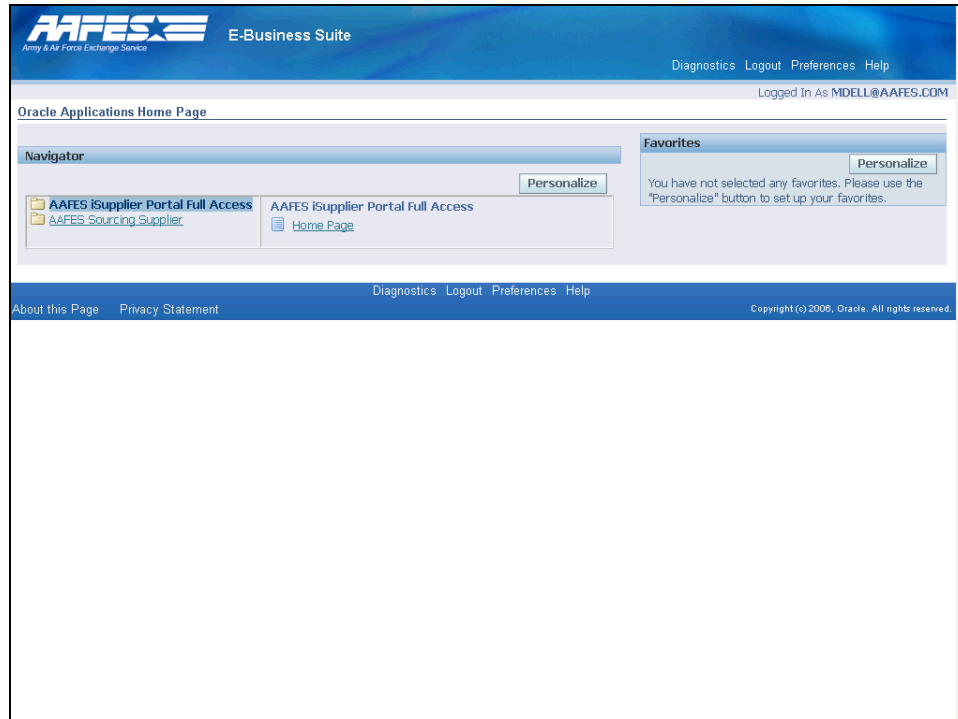
Step	Action
1.	Click the **AAFES iSupplier Portal Full Access** link. AAFES iSupplier Portal Full Access
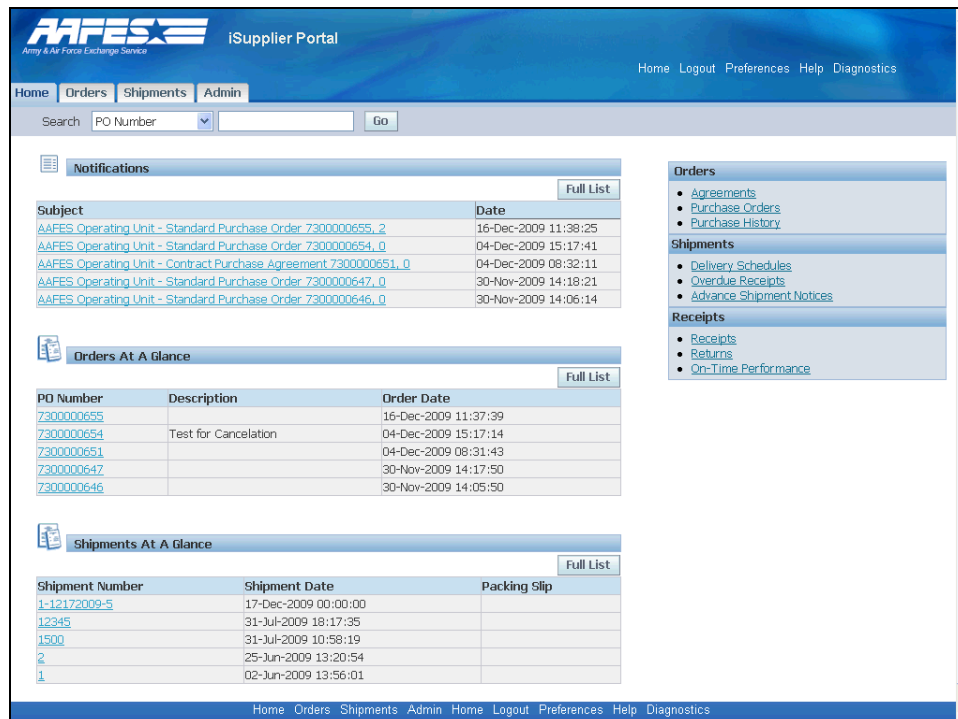
Step	Action
2.	View the status of Orders with pending and/or in-transit shipments. Click the **Delivery Schedules** link. Delivery Schedules

Step	Action
3.	If none of the criteria fields are entered, alll deliveries will appear. Click the **Go** button. Go
4.	You can search by entering data in any of the fields on this screen. For instance enter a specific PO Number. Click in the **PO Number** field.
5.	Enter the PO number into the **PO Number** field. Enter "**7300000634**".

Step	Action
6.	Click the **Go** button.

Step	Action
7.	Review the PO and Shipments. Click the **7300000634** link. 7300000634
8.	To review actual Shipments look under the Actions list. Click the **Actions** list.

Step	Action
9.	Click the **View Shipments** list item. View Shipments

Step	Action
10.	Click the **Go** button.

Step	Action
11.	You can see specific shipment details and status by clicking this link. Click the **1-12172009-5** link to see complete details. 1-12172009-5
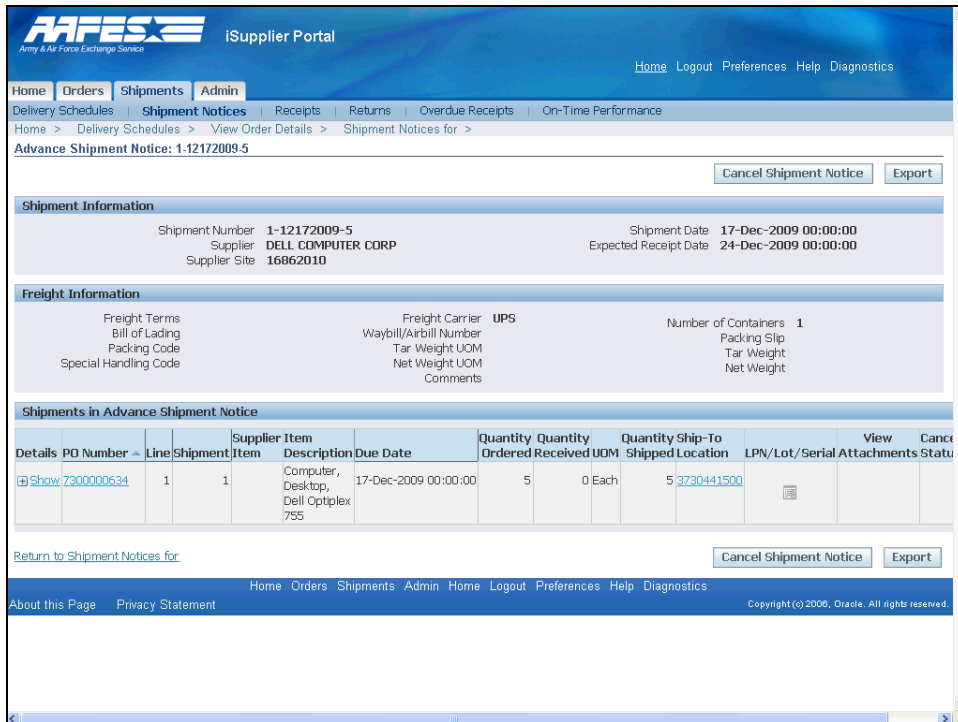
Step	Action
12.	Click the **Home** link. Home
13.	**End of Procedure.**

Shipment Receipts, Returns, and Overdue Receipts

Procedure

The Supplier wants to see AAFES status on shipments by viewing Receipts, Returns, and Overdue Receipts.
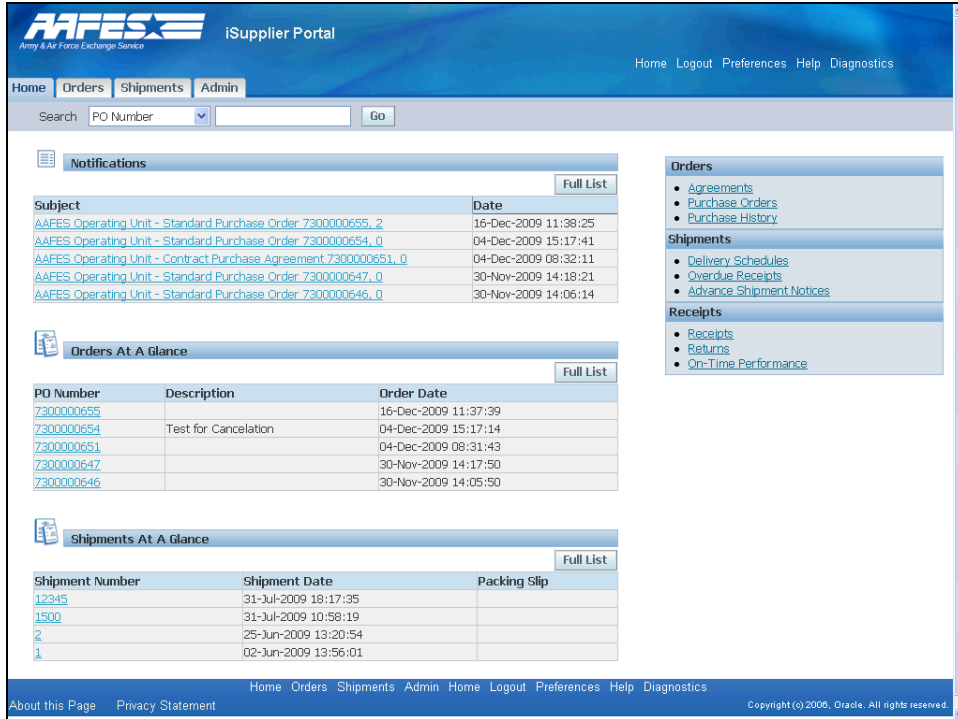
Goals:

• View and verify shipment receipts

• View and verify returns

• View overdue receipts and check for any shipping issues

Step	Action
1.	Click the **AAFES iSupplier Portal Full Access** link.

Step	Action
2.	We have already reviewed the Delivery Schedules and Shipment Notices. we will now begin the search for additional Shipment information. Click the **Shipments** link. **Shipments**

Step	Action
3.	Click the **Receipts** tab. Receipts

Step	Action
4.	If you want to narrow your search, fill in any of the fields. Otherwise when you search, all receipts will show. Click the **Go** button. Go

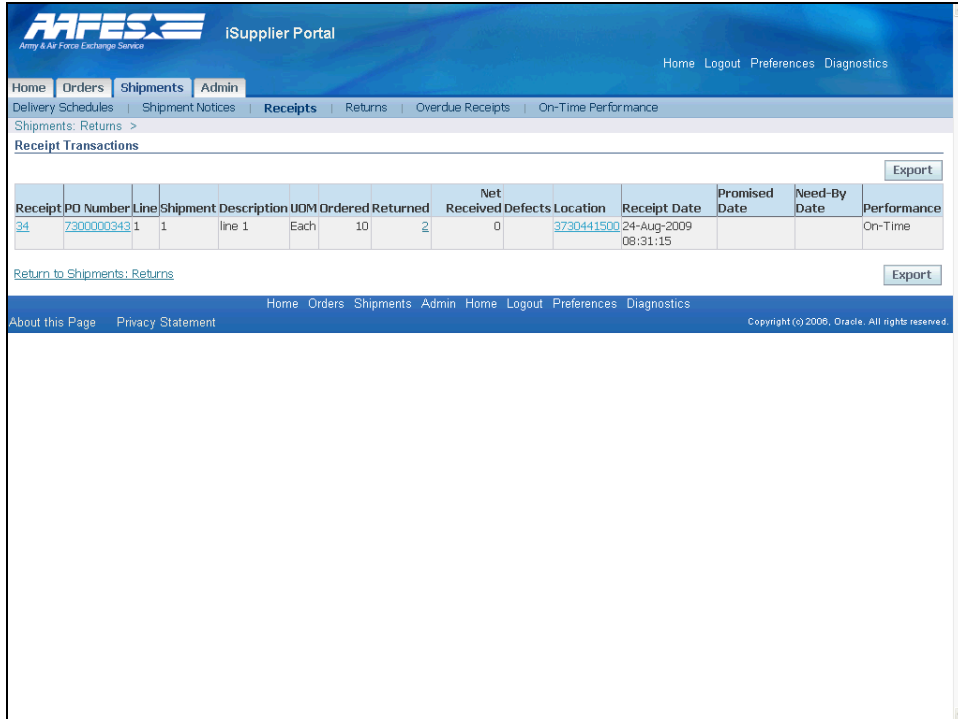| Step	Action
5.	Here all receipts are listed. The system assigns numbers as items are received. Click the **Receipt** link for 8. 8

Step	Action
6.	Here is the detail for receipt #8. Click the **Return to Shipments: Receipts** link. Return to Shipments: Receipts

Step	Action
7.	Click the **Returns** link.

Step	Action
8.	If you want to narrow your search, fill in any of the fields. Otherwise when you search, all receipts will show. Click the **Go** button. ![Go]

Step	Action
9.	All returns are listed here by receipt number. Click the **34** link. ![34]

Step	Action
10.	Here is the summary information showing that a return has been created in the AAFES system. Note that that items have to be received before they can be returned. The alternative is to cancel the PO before receipt. You can click hyperlinks to drill down to detail. Click the **Return to Shipments: Returns** link. Return to Shipments: Returns

Step	Action
11.	Click the **Overdue Receipts** link. Overdue Receipts

Step	Action
12.	If you want to narrow your search, fill in any of the fields. Otherwise when you search, all receipts will show.

Click the **Go** button.

Go |

Step	Action
13.	Here you can see the Item, Due Date, and Quantity. Click the PO hyperlink to see further details.

Due Date can be sorted by clicking on the blue arrow in that header.

Click the **7300000634** link.

7300000634 |

Step	Action
14.	Click the **Return to Shipments: Overdue Receipts** link. Return to Shipments: Overdue Receipts

Step	Action
15.	Click the **On-Time Performance** link. On-Time Performance

Step	Action
16.	If you want to narrow your search, fill in any of the fields. Otherwise when you search, all receipts will show. Click the **Go** button. Go

Step	Action
17.	On this screen you can view your "On-Time" and "Early" deliveries in the Delivery Status field to the far right. Click the **Home** link. Home
18.	**End of Procedure.**