

This job aid will guide a supplier through the portal and shows basic navigation and tasks. This includes logging into the portal, changing the password, setting preferences, managing favorites, responding to notifications, and quickly accessing different parts of the portal.

CONF03

Step 1. Enter in User Name and Password.

Step 2. Click Login.

Note: Click Login Assistance if you forgot your user name or password.

* User Name upksupplier@mailz.com
(example: michael.james.smith)

* Password ●●●●●●

Login Cancel

Login Assistance

Select a Language: English

If you click the Log-in Assistance, the following page will open:

Login Assistance

* Indicates required field

Forgot Password

Enter your user name, instructions for how to reset your password will be emailed to you

User Name **Forgot Password**

Forgot User Name

Enter the email address associated with your account, your user name will be emailed to

Email **Forgot User Name**

(Example: first.last@domain.com)

Enter your userID and click forgot password. You will get an email with a link to a page to reset your password.

You will require an email address attached to your Oracle Profile to successfully retrieve your username or password.

Step 3. First time you login, enter in the Current Password.
Note: you must reset your password every 45 days.

Change Password

* Current Password

* New Password

Password must be at least 8 characters long.

Step 4. Enter the new password into the New Password and Re-enter New Password fields.

Step 5. Click Submit.

Submit Cancel

Note: upon login, you will land on the iSupplier Portal Home Tab. You will be able to see your company's notifications, and your company's open Orders and Shipments "At A Glance". There are also quick function links on the right-hand side. Many of these links will be detailed in other lessons.

The screenshot shows the iSupplier Portal interface. At the top, there is a header with 'CONF03' and 'iSupplier Portal'. Below the header is a navigation bar with tabs: Home, Orders, Shipments, Product, Admin, and Finance. A search bar is located below the tabs. The main content area is divided into several sections: Notifications, Orders At A Glance, and a sidebar with quick links. Callouts provide instructions for navigating the portal.

Step 6a. Use the **Tabs** to navigate the iSupplier Portal.

This section shows you any notifications (i.e. your PO changes were approved) See Step 8

Step 6c. To go directly to a PO, click the **PO Number** link.

Step 6b. Use the *quick links* to quickly navigate to different sections of the portal.

Subject	Date
AUR OU - Response to your cancellation request for Standard Purch...	2017-05-18 11:47:07
AUR OU - Standard Purchase Order 2101061053, 0	
AUR OU - Blanket Purchase Agreement 2101061048, 1	
AUR OU - Blanket Purchase Agreement 2101061044, 1	
AUR OU - Blanket Purchase Agreement 2101061047, 0	

PO Number	Description	Order Date
2101061054		2017-05-23 10:25:31
2101061053		2017-05-08 13:24:17
2101061052		2017-05-08 13:21:47
2101061048		2017-05-02 08:37:09
2101061047		2017-05-01 21:35:45

Step 7. To return to the home page at any time, click the **Home** Tab.

The screenshot shows a detailed view of a purchase order. The top navigation bar includes 'Home', 'Orders', 'Shipments', 'Product', 'Admin', and 'Finance'. Below the navigation bar, there are tabs for 'Purchase Orders', 'Work Orders', 'Agreements', 'Purchase History', 'Timecards', 'View Requests', and 'Work Confirmations'. The main content area is divided into three sections: General, Terms and Conditions, and Summary.

Step 7. To return to the home page at any time, click the **Home** Tab.

General		Terms and Conditions	
Total	10,000.00	Payment Terms	NET 30
Supplier	UPK SUPPLIER	Carrier	FOB
Supplier Site	MAIN OFFICE	Freight Terms	
Address	123 MAIN STREET KALAMAZOO, MI 49001	Shipping Control	
Buyer	Stephenson, Michelle	Ship-To Address	
Order Date	2017-05-08 13:24:17	Address	PCS PHOSPHATE COMPANY, INC. AURORA DIVISION

Summary	
Total	10,000.00
Received	0.00
Invoiced	300.00
Payment Status	Not Paid

Search PO Number

Notifications

Subject	Date
AUR OU - Standard Purchase Order 2101061041, 0	2017-04-18 14:31:30
AUR OU - Standard Purchase Order 2101061040, 0	2017-04-18 07:48:05
AUR OU - Response to your change request for Complex Purchase Ord...	2017-04-14 09:30:52
Default enterprise name Supplier Collaboration Network: Registra...	2017-04-13 09:20:42
Default enterprise name Supplier Collaboration Network: Confirmat...	2017-04-13 09:20:42

Orders At A Glance

PO Number	Description	Order Date
2101061041		2017-04-18 14:30:34
2101061040		2017-04-18 07:47:06
2101061039		2017-04-13 14:50:59

Shipments At A Glance

Step 8. On the Home Tab, the **Notifications** section will notify the user of any changes or important information. Click the *Notification* link to respond.

- [Returns](#)
 - [On-Time Performance](#)
- Invoices**
- [Invoices](#)
- Payments**
- [Payments](#)

Information

This notification does not require a response.

AUR OU - Standard Purchase Order 2101061041, 0

From: **Stephenson, Michelle**
 To: **UPK SUPPLIER**
 Sent: **2017-04-18 14:31:30**
 ID: **7746270**

Please review the purchase order and any other document attached to this message.

References

[PDF Document](#)

[Return to Worklist](#)

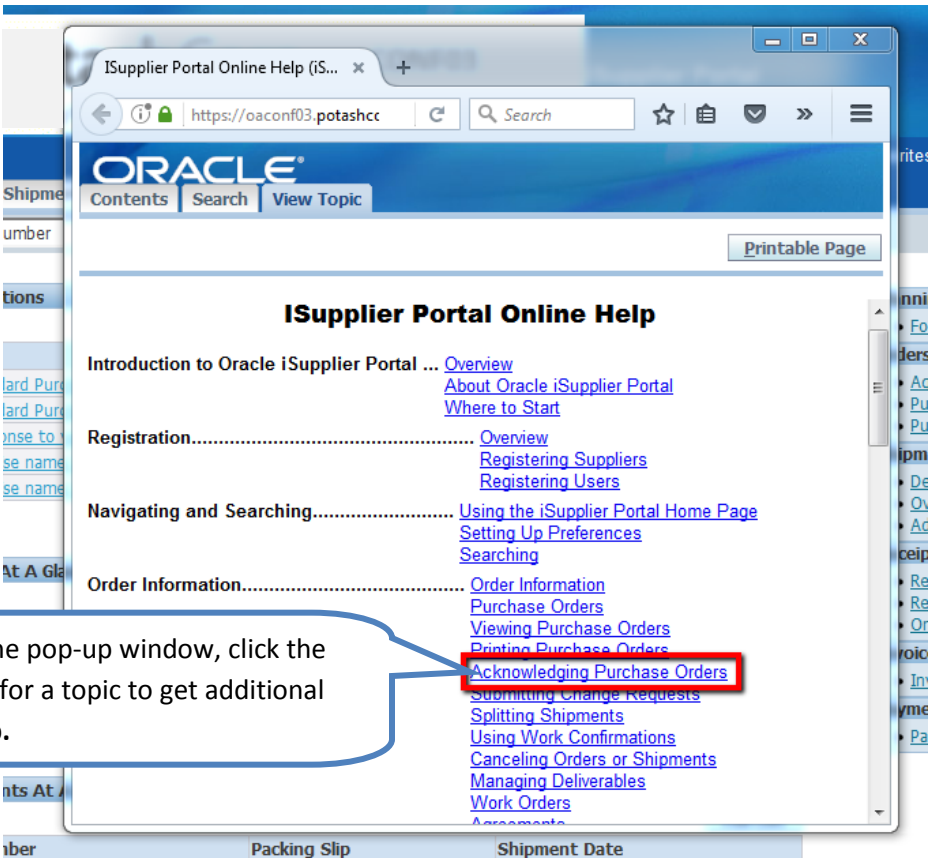
Step 9a. Review notification information. Click **OK** to return to the home page. This will clear it from your notifications

Step 9b. Click **Return to Worklist** to return to the home page. This will not clear it from your notifications

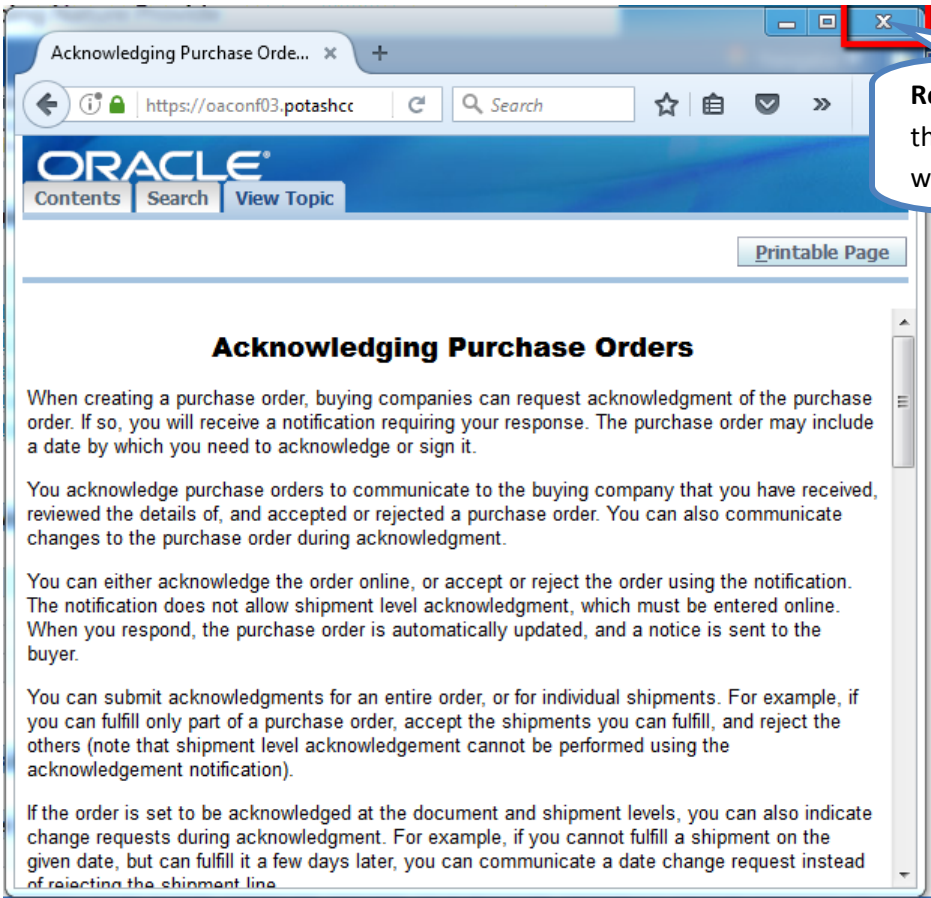
Supplier Portal

NOTE: To get additional help or information about the iSupplier Portal or a page you are on, click the **Help** link.

In the pop-up window, click the link for a topic to get additional help.



Review the information and, click the X button to exit the pop-up window.



CONF03 iSupplier Portal

Home Logout Preferences Help

Home Orders Shipments Product Admin Finance

Search PO Number Go

Manage Favorites

Notifications [Full List](#)

Subject	Date
AUR OU - Response to your cancellation request for Standard Purch...	2017-05-18 11:47:07
AUR OU - Standard Purchase Order 2101061053_0	2017-05-09 11:58:36
AUR OU - Blanket Purchase Agreement 2101061048_1	2017-05-02 08:37:30
AUR OU - Blanket Purchase Agreement 2101061044_1	2017-05-01 16:39:36
AUR OU - Blanket Purchase Agreement 2101061047_0	2017-05-01 16:30:52

Orders At A Glance [Full List](#)

PO Number	Description	Order Date
2101061054		2017-05-23 10:25:31
2101061053		2017-05-08 13:24:17
2101061052		2017-05-08 13:21:47
2101061048		2017-05-02 08:37:09
2101061050		2017-05-01 21:35:45

Shipments At A Glance [Full List](#)

Shipment Number	Packing Slip	Shipment Date
No results found.		

Manage Favorites

- Override Receipts
- Advance Shipment Notices

Receipts

- Receipts
- Returns
- On-Time Performance

Invoices

- Invoices

Payments

- Payments

Step 10. Click Favorites > Manage Favorites (create quick links).

Customize Favorites

Cancel Apply

Search and Select

Function Prompt:

Description:

Responsibility: **iSupplier Portal Full Access**

Select Functions

Select All | Select None

Select	Function Prompt	Description	Menu Hierarchy	Responsibility
<input checked="" type="checkbox"/>	Home Page	iSupplier Portal Home Page		iSupplier Portal Full Access

Selected to Display

dateable if the responsibility from which that favorite was originally added is not available from the current

ss suite links can be set to open in a new window.

Select	Move	Favorite	Description	Responsibility	URL	Open in New Window
	Up	Down				
No results found.						

Cancel Apply

Step 11. Select the responsibility from the dropdown menu. Click Go.

Step 13. Click Add.

Step 12. Select the function you wish to add.

Selected to Display

✓ **TIP** A favorite may not be updateable if the responsibility from which that favorite was originally added is not server hierarchy or is expired.
 ✓ **TIP** Only non grade business suite links can be set to open in a new window.

Select Favorites: **Remove**

Select All | Select None

Move		Favorite	Description	Responsibility	URL	Open in New Window
Select Up	Down					
<input type="checkbox"/>		Home Page (iSupplier Po	iSupplier Portal Home Page	iSupplier Portal Full Access		<input type="checkbox"/>

Add URL

Cancel **Apply**

Step 14b. Click **Apply** to return to the home page.

Step 14a. To remove a function, select the function you wish to remove and click the **Remove** button. The function will be added to the *Select to Display* section.

iSupplier Portal

Home | Logout | Preferences | Help

Navigator | Favorites

- Home Page (iSupplier Portal Full ...
- Manage Favorites

Step 14c. After clicking apply, you will be able to click **Favorites** to see the new link.

iSupplier Portal

Home | **Logout** | Preferences | Help

Navigator | Favorites

Step 15. To logout of the portal, click the **Logout** link.

SUCCESS!! You now know the basic navigation for the iSupplier Portal.