

## *Training Guide - iSupplier*

# ***Supplier Submit & Review Delivery Schedule, eDO and Work Confirmation***



**P**rofessional ■ **R**espect ■ **I**ntegrity ■ **D**ynamic ■ **E**xcellence

# Review Delivery Schedule, eDO, Work Confirmation

## Scope

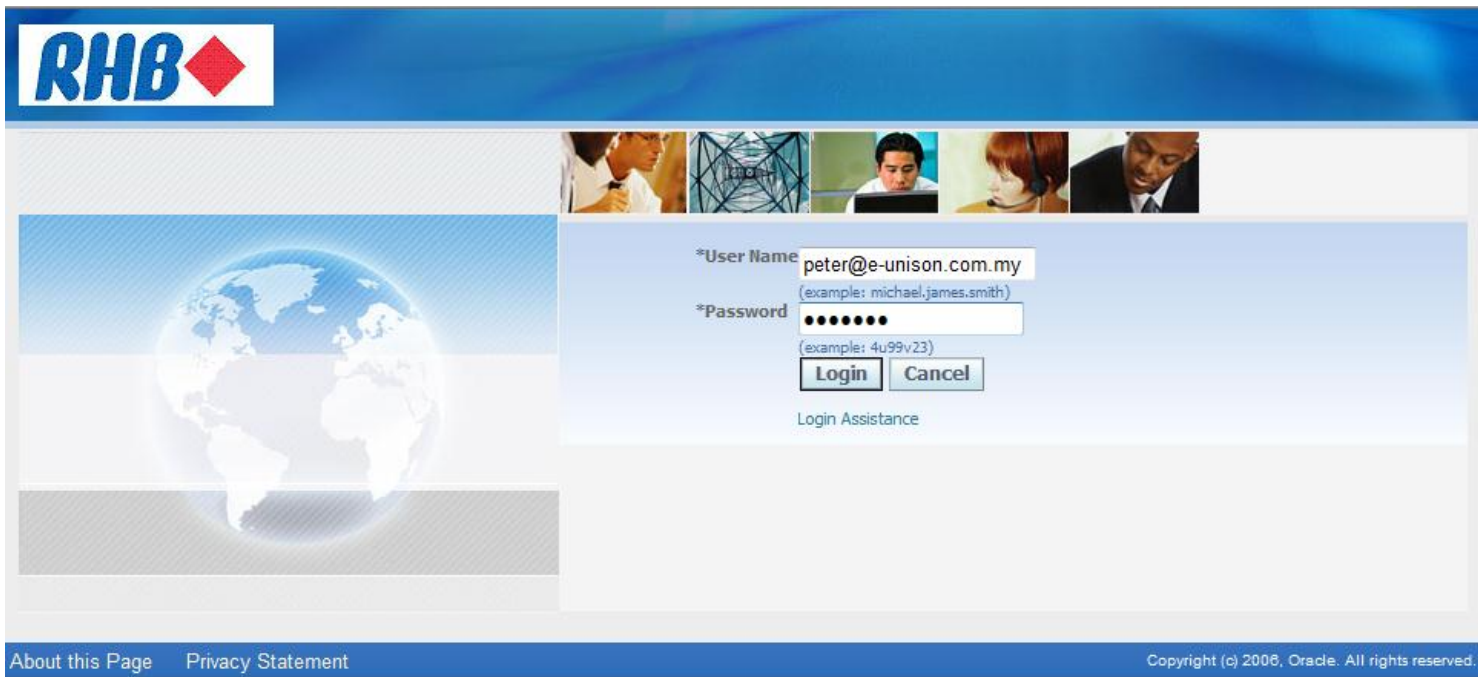
This procedure explains how supplier review delivery schedule, create Advance Shipment Notice (eDO) and submit work confirmation.


- Review Delivery Schedule
- Submit & Review Advance Shipment Notice (eDO)
- Submit & Review Work Confirmation

# Login to Oracle Homepage

## 1.1 Login to Oracle Apps.

- Enter User Name
- Enter Password
- Click Login



**RHB** 

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**\*User Name**   
(example: michael.james.smith)

**\*Password**   
(example: 4u99v23)

[Login Assistance](#)

# Review Delivery Schedule

- Supplier can review the details of open purchase order shipments for delivery under Shipments -> Delivery Schedule tab.
- Select Search criteria and click Go button.
- Review delivery schedule, which lists PO's that are not closed and awaiting receipt.

The screenshot shows the RHB iSupplier Portal interface. The 'Shipments' tab is selected, and the 'Delivery Schedules' sub-tab is active. A search form is visible with fields for Organization, PO Number, Supplier Item, Item Description, Item Number, Ship-To Location, Promised Date, and Need-By Date. Below the search form is a table listing delivery schedules.

Organization	PO Number	Supplier Item	Item Description	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Item Number	Supplier Config ID	Supplier	Supplier Location	Promised Date	Need-By Date
RHB BANK	<a href="#">109</a>		Test	EACH	1	0	<a href="#">RHB CENTER</a>				E-UNISON STATIONERY SDN BHD	<a href="#">Kuala Lumpur</a>	02-Sep-2013 12:00:00	02-Sep-2013 12:00:00
RHB BANK	<a href="#">108</a>		Test	EACH	1	0	<a href="#">RHB CENTER</a>				E-UNISON STATIONERY SDN BHD	<a href="#">Kuala Lumpur</a>	02-Sep-2013 12:00:00	02-Sep-2013 12:00:00

# Create ASN (eDO)

- Supplier can create Advance Shipment Notice (eDO) to provide RHB immediate visibility to supplier shipments against specified purchase orders
- Click Shipments tabs and Shipment Notices subtab.
- Click Create Advance Shipment Notices(H).
- By default, system will show PO of which shipment is due by this week.
- Click Advance Search button to search for other POs.

The screenshot shows the RHB Supplier Portal interface. The navigation menu includes 'Main', 'Sourcing', 'Orders', 'Shipments', and 'Admin'. The 'Shipments' tab is selected, and the 'Shipment Notices' subtab is active. A 'Create Advance Shipment Notices' button is highlighted. The view selector is set to 'Shipments Due This Week'. An 'Advanced Search' button is also visible. The table below shows the following data:

Select	PO Number	Line	Shipment Item	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Shipped	Quantity Received	UOM	Ship-To Location	Organization Name	Ship-To Organization	Currency	Supplier Site
<input type="checkbox"/>	37	1	1		Notebook - 7" Bounded Leather	06-Aug-2013 11:28:55	1	0	0	EACH	RHB_CENTER	RHB BANK	RHB BANK	MYR	Kuala Lumpur
<input type="checkbox"/>	37	2	1		Notebook - 7" Bounded Leather	06-Aug-2013 11:28:55	1	0	0	EACH	RHB_CENTER	RHB BANK	RHB BANK	MYR	Kuala Lumpur

# Create ASN (eDO)

- f. Enter PO Number.
- g. Click Go button.
- h. Check Select on PO lines that you shipped.
- i. Click Add to Shipment Notice button.

**Advanced Search**

To search, please enter at least one search criteria. Views

Specify parameters and values to filter the data that is displayed in your results set.

Show table data when all conditions are met.  
 Show table data when any condition is met.

PO Number is  (example : 1234)

Ship-To Location is

Supplier Site is

Item is

Select PO Shipments:

Select All | Select None

Select	PO Number	Line	Shipment	Item	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Shipped	Quantity Received	UOM	Ship-To Location	Organization Name	Ship-To Organization	Currency	Supplier Site
<input checked="" type="checkbox"/>	35	1	1			Test Receipt to FA	05-Aug-2013 12:00:00	5	0	0	EACH	RHB CENTER	RHB BANK	RHB BANK	MYR	Kuala Lumpur

# Create ASN (eDO)

- j. Enter Quantity Shipped in Shipment Lines.
- k. Optionally, you can Add Attachment or Split shipment line.
- l. Click remove(I) to remove unwanted PO shipment line if required.
- m. Click Shipment Header tab to enter shipment header information

Shipments: Shipment Notices >  
Create Advance Shipment Notice

[Cancel](#) [Add Shipments](#) [Preview](#) [Submit](#)

**Shipment Header** **Shipment Lines**

**Shipment Line Defaults**

Enter Shipment Line Defaults and click Default to All Lines to copy to all shipment lines.

Packing Slip  Container Number   
Country Of Origin  Truck Number   
Bar Code Label  Comments

[Default to All Lines](#)

**Shipments in Advance Shipment Notice**

[Show All Details](#) | [Hide All Details](#)

Details	PO Number	Line	Shipment	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	PN/Lot/Serial	Add Attachments	Split	Remove
<a href="#">Show</a>	35	1	1		Test Receipt to FA	05-Aug-2013 12:00:00	5	0	EACH	5	RHB CENTER	<a href="#">+</a>	<a href="#">S</a>	<a href="#">I</a>

# Create ASN (eDO)

a. Enter Shipment Number, Shipment Date and Expected Receipt Date.

**Note:** You cannot enter a shipment date later than the current date.

b. Click Preview button to preview and optionally print DO document.

Create Advance Shipment Notice

Cancel Add Shipments Preview Submit

Shipment Header Shipment Lines

Shipment Information

\* Indicates required field

\* Shipment Number ASN001 \* Shipment Date 06-Aug-2013 15:16:40

\* Expected Receipt Date 07-Aug-2013 15:17:03 Note: Shipment Date cannot be later than today

Example: 06-Aug-2013 15:06:05

Freight Information

Freight Terms Freight Carrier

Number of Containers Bill of Lading

Waybill/Airbill Number Packing Slip

Packaging Code Special Handling Code

Tar Weight Tar Weight UOM

Net Weight Net Weight UOM

Comments



# Create ASN (eDO)

## c. Click Submit button.

Advance Shipment Notice Information

[Cancel](#) [Back](#) [Submit](#)



### Shipment Information

Shipment Number **ASN001**  
Expected Receipt Date **07-Aug-2013 17:44:02**

Shipment Date **06-Aug-2013 17:43:46**

### Freight Information

Freight Terms  
Ship-From Location Code  
Number of Containers  
Waybill/Airbill Number  
Packing Code  
Tar Weight  
Net Weight

Comments  
Freight Carrier  
Bill of Lading  
Packing Slip  
Special Handling Code  
Tar Weight UOM  
Net Weight UOM

### Shipment Lines

[Show All Details](#) | [Hide All Details](#)

Details	PO Number	Line	Shipment	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	Attachments
<a href="#">+ Show 35</a>		1	1		Test Receipt to FA	05-Aug-2013 12:00:00	5	0	EACH	5	<a href="#">RHB CENTER</a>	

## d. Confirmation message click Return to Advance Shipment Notices to go back previous screen.

Advance Shipment Notice Confirmation

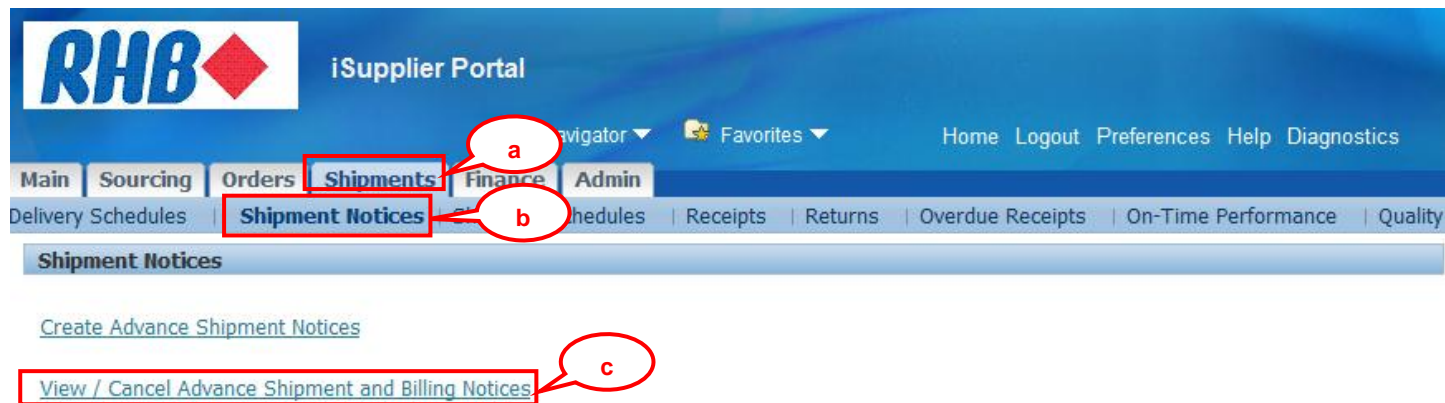
Your Advance Shipment Notice ASN001 has been submitted.

[Return to Advance Shipment Notices](#)



# View/Cancel ASN (eDO)

- a. After you have submitted the ASN to the buying organization you can view or cancel the ASN/ASBN online at a later time by click Shipments tabs and
- b. Shipment Notices subtab.
- c. Click View/Cancel Advance Shipment Notices (H).



# View/Cancel ASN (eDO)

- d. By default, system will show last 25 ASNs which can be changed to show All ASNs.
- e. Click Advance Search button to search by PO number.

Views

View: Last 25 Shipment Notices (selected) | Go | Advanced Search

Select Advance Shipment Notice | Cancel Shipment Notice

Select	Shipment Number	Shipment Date	Expected Receipt Date	Freight Carrier	Waybill/Airbill Number	Supplier Site	Invoice Number	Packing Slip	Processing Status Code	Cancellation Status
<input type="radio"/>	ASN001923	12-Aug-2013 16:07:57	13-Aug-2013 17:08:01			Kuala Lumpur				
<input type="radio"/>	ASN001	06-Aug-2013 17:43:46	07-Aug-2013 17:44:02			Kuala Lumpur				

[Return to Shipments: Shipment Notices](#) | [Export](#)

- f. Enter PO Number.
- g. Click Go button.

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Show table data when all conditions are met.  
 Show table data when any condition is met.

Shipment Number is [ ]

PO Number is 35

Ship-To Location is [ ]

Supplier Site is [ ]

Go | Add Another | Shipment Number | Add

# View/Cancel ASN (eDO)

**h. Check Select on ASN Number link to review the detail.**

Select Advance Shipment Notice		Cancel Shipment Notice								
Select	Shipment Number	Shipment	Expected Receipt Date	Freight Carrier	Waybill/Airbill Number	Supplier Site	Invoice Number	Packing Slip	Processing Status Code	Cancellation Status
<input type="radio"/>	<a href="#">ASN001</a>	06-Aug-2013 17:43:46	07-Aug-2013 17:44:02			Kuala Lumpur				

**i. Review ASN detail.**

**j. Click Cancel Shipment Notice button if you want to cancel this ASN Number.**

Advance Shipment Notice: ASN001

Cancel Shipment Notice
Export

**Shipment Information**

Shipment Number	ASN001	Shipment Date	06-Aug-2013 17:43:46
Supplier	E-UNISON STATIONERY SDN BHD	Expected Receipt Date	07-Aug-2013 17:44:02
Supplier Site	Kuala Lumpur		

**Freight Information**

Freight Terms	Freight Carrier	Number of Containers
Bill of Lading	Waybill/Airbill Number	Packing Slip
Packing Code	Tar Weight UOM	Tar Weight
Special Handling Code	Net Weight UOM	Net Weight
	Comments	

**Shipments in Advance Shipment Notice**

Details	PO Number	Line	Shipment Item	Supplier Item	Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	LPN/Lot/Serial	Attachment	View
<a href="#">Show 35</a>		1	1		Test Receipt to FA	05-Aug-2013 12:00:00	5	5	EACH	5	RHB CENTER			

# Create Work Confirmation – Complex Service Procurement

a. Click Order tab.

b. Click PO No. link after find from the search result.

The screenshot shows the RHB iSupplier Portal interface. The 'Orders' tab is selected in the top navigation bar. Below the navigation bar, there are links for 'Purchase Orders', 'Agreements', 'Purchase History', 'Work Confirmations', and 'Deliverables'. The 'Purchase Orders' section is active, displaying a table of purchase orders. The table has columns for 'Select', 'PO Number', 'Operating Unit', 'Document Type', 'Description', 'Order Date', 'Buyer', 'Currency', 'Amount', 'Status', 'Acknowledge By', and 'Attachments'. The first row of the table has '196' in the 'PO Number' column, which is highlighted with a red box and a red circle labeled 'b'. The second row has '179' in the 'PO Number' column. The 'Status' for the first row is 'Accepted' and for the second row is 'Requires Acknowledgment'.

Select	PO Number	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	<a href="#">196</a>	<a href="#">1</a> RHB BANK	Standard PO		07-Oct-2013 16:43:45	<a href="#">Allen Yap.</a>	MYR	70,000.00	Accepted		
<input type="radio"/>	<a href="#">179</a>	<a href="#">0</a> RHB BANK	Standard PO		04-Oct-2013 17:43:02	<a href="#">Allen Yap.</a>	MYR	120,000.00	Requires Acknowledgment		

# Create Work Confirmation – Complex Service Procurement

c. Review the summary and the click [Show](#) to view line details.

Complex Service PO: 196, 1 (Total MYR 70,000.00)

Currency=MYR

Actions View Change History Go Export

Order Information		
<b>General</b>		<b>Terms and Conditions</b>
Total	<b>70,000.00</b>	Payment Terms <b>IMMEDIATE</b>
Supplier	<b>E-UNISON STATIONERY SDN BHD</b>	Carrier
Supplier Site	<b>KUALA LUMPUR</b>	FOB
Address	<b>NO 50-52, JALAN PERDANA 6/8, PANDAN PERDANA, KUALA LUMPUR 55300</b>	Freight Terms
Buyer	<a href="#">Allen Yap</a>	Shipping Control
Order Date	<b>07-Oct-2013 16:43:45</b>	<b>Work Location</b>
Description		Address <b>RHB PROPERTY MANAGEMENT, RHB CENTRE LEVEL 3 TOWER 2 JALAN TUN RAZAK KUALA LUMPUR, 50400</b>
Status	<b>Accepted</b>	<b>Bill-To Location</b>
Reason		Address <b>Level 6, OTC Block 8, JALAN INSTITUSI, KAWASAN INSTITUSI BANDAR BARU BANGI, 43000</b>
Note to Supplier		
Operating Unit	<b>RHB BANK</b>	
Sourcing Document		
Supplier Order Number		
Attachments	<b>None</b>	

Summary	
Total	<b>70,000.00</b>
Approved	<b>10,000.00</b>
Billed	<b>10,000.00</b>
Advance Billed	<b>2,000.00</b>
Progress Payment	<b>10,000.00</b>

## PO Details

[Show All Details](#) | [Hide All Details](#)

Details	Lin	Supplier	Item/ Job Item	Description	UOM	Qty	Price	Amount	Billed	Advance Amount	Advance Billed	Status	Attachments	Reason
<a href="#">+ Show</a>	1		Fixed Price Services	Renovation - Preliminaries			20000	20,000.00	<u>10,000.00</u>	2,000.00	<u>2,000.00</u>	Open		

# Create Work Confirmation – Complex Service Procurement

d. Review the line detail, to create Work Confirmation Select Actions ‘Create Work Confirmation’.

e. Click Go button.

**PO Details**

[Show All Details](#) | [Hide All Details](#)

Details	Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Billed	Advance Amount	Advance Billed	Status	Attachments	Reas
<input type="checkbox"/> Hide	1	Fixed Price Services			Renovation - Preliminaries			20000	20,000.00	<a href="#">10,000.00</a>	2,000.00	<a href="#">2,000.00</a>	Open		

**Progress Payment**

Pay Item	Type	Description	Work Location	Owner	UOM	Qty	Value (%)	Price	Amount			Promised Date	Need-By Date	Payment Status	Status	Split Reason	Attachm
									Ordered	Approved	Billed						
1	Lump Sum	Renovation - Preliminaries	<a href="#">PMP10000</a>					20000	20,000.00	10,000.00	<a href="#">10,000.00</a>	11-Oct-2013 12:00:00	11-Oct-2013 12:00:00	Not Paid	Accepted		
<input type="checkbox"/> Show	2	Fixed Price Services								10000	10,000.00				Open		
<input type="checkbox"/> Show	3	Fixed Price Services								5000	5,000.00				Open		
<input type="checkbox"/> Show	4	Fixed Price Services								10000	10,000.00				Open		
<input type="checkbox"/> Show	5	Fixed Price Services								10000	10,000.00				Open		
<input type="checkbox"/> Show	6	Fixed Price Services								15000	15,000.00				Open		

[Return to Orders: Purchase Orders](#)

Actions [Create Work Confirmation](#)

# Create Work Confirmation – Complex Service Procurement

- f. As necessary, change the VIEW field LOV to “All Pay Items” to ensure you see all related Pay Items for this PO and click GO button.
- g. Select Pay Item.
- h. Click Next button.

Purchase Orders | Agreements | Purchase History | **Work Confirmations** | Deliverables

Orders: Purchase Orders > View Order Details >

Create Work Confirmation (Complex Service Style: 196)

Currency=MYR

Ordered **70,000.00** Description

Approved **10,000.00**

Views

View All Pay Items

Advanced Search

Select All | Select None

Select	Pay Item	Description	Need-By Date	UOM	Ordered	Previous Requested/Delivered	Progress(%)
<input checked="" type="checkbox"/>	1	Renovation - Preliminaries	11-Oct-2013 12:00:00	MYR	20,000.00	10000	50
<input type="checkbox"/>	2	Renovation - Demolition	11-Oct-2013 12:00:00	MYR	10,000.00	0	0
<input type="checkbox"/>	3	Renovation - STRENGTHENING WORKS - Genset Rooms	11-Oct-2013 12:00:00	MYR	5,000.00	0	0
<input type="checkbox"/>	4	Renovation - New Works - ID	11-Oct-2013 12:00:00	MYR	10,000.00	0	0
<input type="checkbox"/>	5	Renovation - New Works - M&E	11-Oct-2013 12:00:00	MYR	10,000.00	0	0



# Create Work Confirmation – Complex Service Procurement

- i. Enter Work Confirmation no.
- j. Enter Period of Performance.
- k. Enter Current Delivered or Progress (%) of work completion for Pay Item Type ‘Lump Sum’ and ‘Rate’.
- l. System automatically calculates the Total Delivered and Progress (%) from every work confirmation transactions created for this Pay Item.
- m. To Add attachment click Attachment icon.

## Create Work Confirmation (Complex Service Style: 196)

\* Indicates Required Field

Currency=MYR

Cancel Back Save Preview Submit

Ordered **70,000.00**

Approved **10,000.00**

\* Work Confirmation 196-WF02

Description

Period of Performance 01-Sep-2013 To 30-Sep-2013  
(example: 23-Sep-2013)

### Work Confirmation Details

Add Pay Item

Pay Line Item	Description	Need-By Date	UOM	Price	Ordered	Previous		Current		Total		Attachment	Delete	
						Requested/ Delivered	Progress (%)	Requested/ Delivered Amount	Progress (%)	Requested/ Delivered	Progress (%)			
1	1 Renovation - Preliminaries	11-Oct-2013 12:00:00	MYR		20,000.00	10000	50	10,000.00	10000	50	20,000.00	100		

# Create Work Confirmation – Complex Service Procurement

- o. Enter Attachment Title, Description.
- p. Browse to select the source file.
- q. Click Apply button or Add Another button to add more attachment.

Add Attachment

Cancel Add Another Apply

Add Desktop File/ Text/ URL

**Attachment Summary Information**

Title Sign off Document  
Description Sign off Document  
Category From Supplier

**Define Attachment**

Type  File  URL  Text  
C:\Users\stcholsuw\Desktop\Supporting Document.docx Browse...

- r. After finished, review and click Submit button.

**Work Confirmation Details**

Add Pay Item

Pay Line Item	Description	Need-By Date	UOM	Price	Ordered	Previous		Current			Total		Attachments	Delete
						Requested/ Delivered	Progress (%)	Requested/ Delivered	Amount	Progress (%)	Requested/ Delivered	Progress (%)		
1	1 Renovation - Preliminaries	11-Oct-2013 12:00:00	MYR		20,000.00	10000	50	10,000.00	10000	50	20,000.00	100		

Cancel Back Save Preview Submit

- s. Confirmation message after submitted.

Confirmation  
Your Work Confirmation 47-WC01 has been submitted.

# Review Work Confirmation – Complex Service Procurement

- Supplier can review existing Work Confirmations under Orders -> Work Confirmation tab.
- Select View or Click Advance Search Criteria and click Go button.
- Review Work Confirmation information including the status.
- To Update Work Confirmation, select work confirmation no. then click Update button. (Only Draft and Rejected status can be updated)
- To Cancel Work Confirmation, select work confirmation no. then click cancel button. (Only Draft, Processing, Pending Approval, Rejected status can be cancelled)

The screenshot shows the 'Work Confirmations' page in a system. The navigation bar includes 'Main', 'Sourcing', 'Orders', 'Shipments', 'Finance', and 'Admin'. The 'Orders' tab is active, and 'Work Confirmations' is selected under it. The page title is 'Work Confirmations'. There is an 'Export' button in the top right. Below the title, there are 'Views' and 'Advanced Search' options. A 'View' dropdown is set to 'Last 25 Work Confirmations' with a 'Go' button. Below this, there are 'Update' and 'Cancel' buttons for selecting a work confirmation. The main table lists work confirmations with columns for 'Work Confirmation Number', 'Request Date', 'Period', 'Currency', 'Ordered', 'Previous Requested/Delivered', 'Current Requested/Delivered', 'Total Progress (%)', and 'Status'. Callouts 'a' through 'e' point to specific elements: 'a' points to the 'Work Confirmations' tab, 'b' points to the 'Advanced Search' button, 'c' points to the 'Update' button, 'd' points to the 'Request Date' column, and 'e' points to the 'Work Confirmation Number' column.

Work Confirmation Number	Request Date	Period	Currency	Ordered	Previous Requested/Delivered	Current Requested/Delivered	Total Progress (%)	Status
47-WC01	19-Sep-2013 09:33:34		MYR	10,000.00	140.00	200.00	3.4	Pending Approval
115-WC	30-Aug-2013 14:27:04		MYR	10,000.00	0.00	100.00	1	Processed
77WC01	19-Aug-2013 17:26:57		MYR	10,000.00	0.00	100.00	1	Processed
47-WC01	19-Aug-2013 16:37:41	01-Aug-2013 - 16-Aug-2013	MYR	10,000.00	70.00	70.00	1.4	Processed
WC001	13-Aug-2013 10:54:13		MYR	10,000.00	0.00	70.00	0.7	Processed

# Review Work Confirmation – Complex Service Procurement

**The Status of Work Confirmation can be**

- a. Draft :** Work Confirmation has not been submitted to RHB
- b. Processing :** Work Confirmation has been submitted and pending for processing
- c. Pending Approval :** Work Confirmation is pending approval from RHB
- d. Rejected :** Work Confirmation has been rejected by RHB
- e. Processed :** Work Confirmation has been approved by RHB and ready for Supplier to issue an invoice
- f. Cancelled :** Work Confirmation has been cancelled by Supplier
- g. Error :** Work Confirmation has been submitted but fail to process

**Thank you**