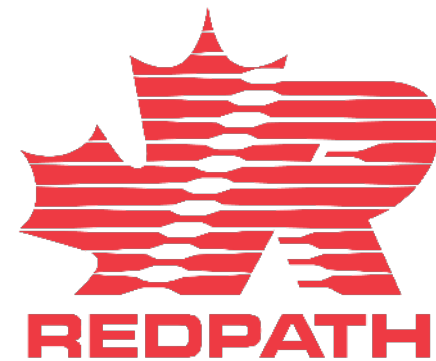


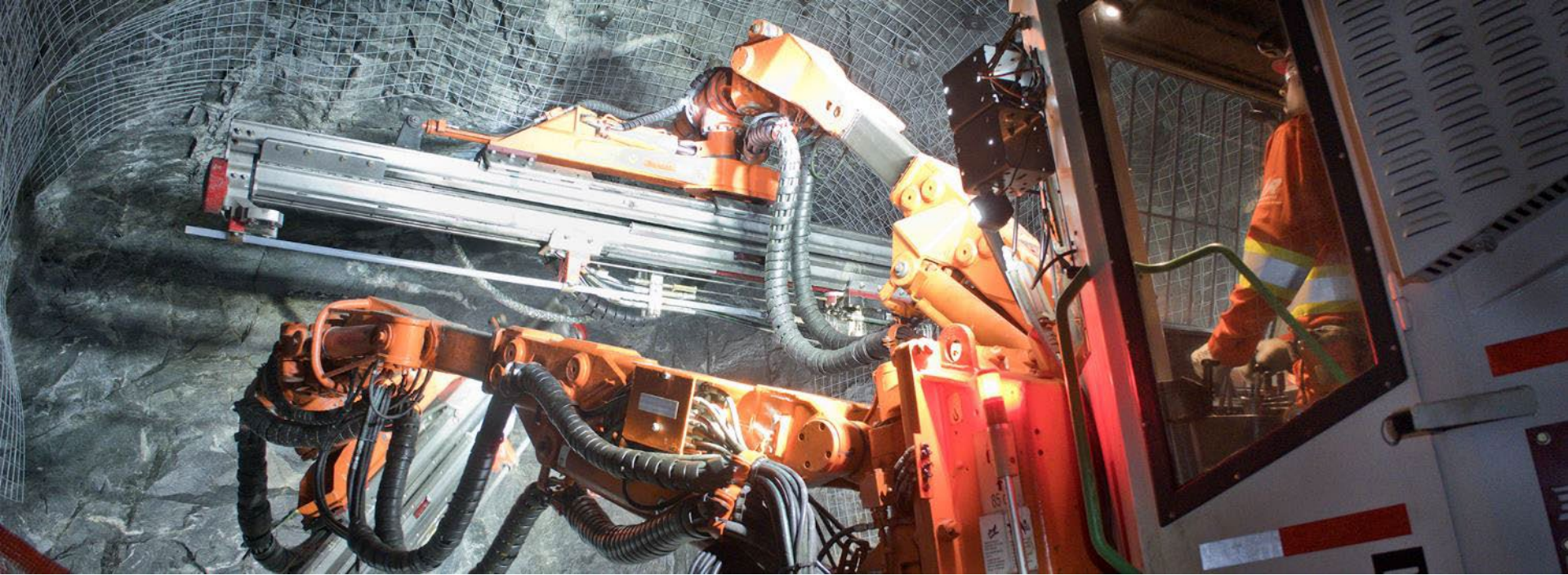


Supplier Portal

Accessing Supplier Portal for Profile,
Purchase Orders, Shipments, Invoices,
and Quotes




Accessing Supplier Portal




Supplier Portal – Manage Profile



 **Redpath Supplier**

 **Oracle**

- 
- 1 Edit Profile
 - 2 Add Attachments
 - 3 Review and Submit

The Manage Profile feature allows a registered supplier to manage their profile.



The screenshot shows the Oracle Applications Cloud sign-in interface. At the top, it says "Sign In Oracle Applications Cloud". Below this is a "Company Single Sign-On" button, followed by "or" and two input fields for "User ID" and "Password". A "Forgot Password" link is visible below the password field. The "Sign In" button is circled in red. At the bottom, there is a language dropdown menu currently set to "English".

Supplier Portal – Manage Profile



Edit Profile

1. Click the Supplier Portal icon to access your company profile
2. Scroll down to the Manage Profile link under the Tasks pane on the left side
3. Click the Edit button on the top right of the page. Your profile opens in editable format
4. Add a description to the changes
5. Edit the required fields by selecting the appropriate tab
 - i. Organization Details
 - ii. Tax Identifiers
 - iii. Addresses
 - iv. Contacts
 - v. Payments
 - vi. Business Classifications
 - vii. Products and Services
6. Click Submit
7. A confirmation message is displayed, followed by an email advising if the change has been approved or rejected

Good afternoon, First Last!

Supplier Portal Tools Others

APPS

Supplier Portal

Supplier Portal

Search Orders Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Channel Programs

- Manage Programs

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Consigned Inventory

- Review Consumption Advices

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

Company Profile

- Manage Profile

Company Profile ?

Edit Done

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

Warning

POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?

Yes No

Edit Profile Change Request: 13002

Delete Change Request Review Changes Save Save and Close Cancel

Change Description To change physical address following move

Supplier Portal – Manage Profile



Add Attachments

1. Click the + symbol to add attachments if required
2. Select the Attachment Type
 - i. File
 - ii. Text
 - iii. URL
3. Select Category
 - i. From Supplier
 - ii. Miscellaneous
 - iii. To Buyer
 - iv. To Receiver
 - v. To Supplier
4. Choose the appropriate file (save files in PDF format prior to attaching) and add a description, if required
5. Click OK
6. Click Submit to complete the edit

Business Relationship Spend Authorized

Parent Supplier

Parent Supplier Number

Creation Date 5/19/23

Creation Source Registration

Attachments None **+**

Type

File

File

Text

R URL

Category

From Supplier

From Supplier

Miscellaneous

To Buyer

To Receiver

To Supplier

* File Name or URL

Choose File No file chosen

Attachments

Actions View + X

Type	Category	* File Name or URL	Title	Description	Attached By
File <input type="text"/>	From Supplier <input type="text"/>	4.0.8-4.0 Suppliers Supplier Profile Change Request initia	4.0.8-4.0 Suppliers Suppli	Step by step instructions	Shambrook, K

Rows Selected 1

OK Cancel

Review and Submit Change Request

1. Click Review Changes in the upper right corner of the screen
2. All the changes you have made will appear in a list for review
3. If you want to delete the change request at any point, select the Delete Change Request button
4. If corrections are required, click Edit to make the required changes, and come back to review when done
5. Click Submit
6. Confirmation message will appear followed by an email or system notification advising if approved or rejected

Edit Profile Change Request: XXXX

Delete Change Request Review Changes Save Save and Close Cancel

Change Description To change physical address following move

Review Changes

Edit Submit Cancel

Change Description To change physical address following move

Addresses

View Format Freeze Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status	Details
Main	4560 Hwy 11 N, North Bay, North Bay ON P1B 8G3, Canada	+1 (705) 491-0130	Ordering; Remit to; RFQ or Bidding		Active	

Columns Hidden 3

Confirmation

Your profile change request xxxxxx was submitted for approval.

OK

Supplier Portal – Manage Profile



Associate Parent Supplier to a Child Supplier

1. From the Navigator, click Procurement > Manage Suppliers
2. Enter the search criteria to find the supplier that you wish to associate
3. On the supplier page, click the Edit button on the right side of the page
4. On the profile tab, select the parent supplier and click the Submit button to submit the change request
5. A confirmation message with the change request number is displayed
6. Click OK to continue

Edit Supplier: My Little Company ? ★

Save Submit Cancel

Profile Addresses Sites Contacts Qualifications

▲ General

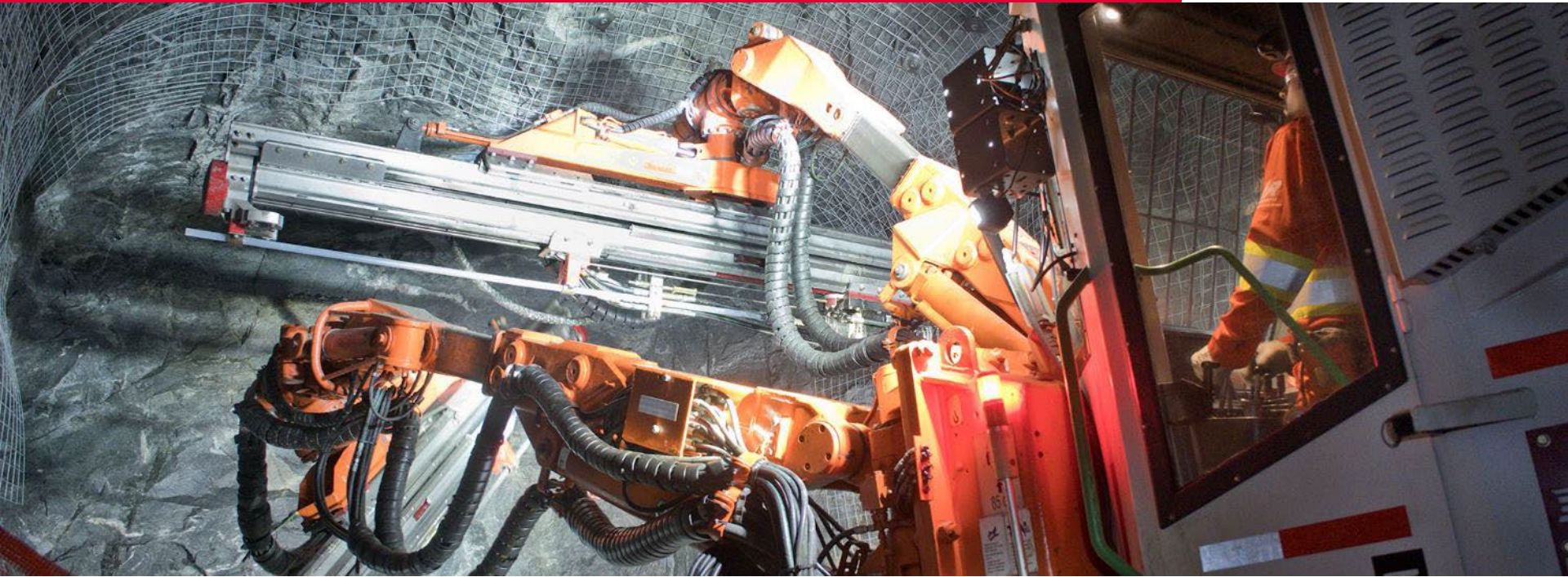
* Supplier	My Little Company	Business Relationship	Spend Authorized
Supplier Number	20002016	Parent Supplier	My Company
Alternate Name		Parent Supplier Number	My Company 20002015 Spend Authorized KellyS
Tax Organization Type	Corporation	Creation Date	More...
		Creation Source	Registration

Confirmation

Internal profile change request 15002 was submitted. It contains changes that require approval.


OK

Supplier Portal – TASKS




Supplier Portal – TASKS



 **User**

 **Oracle**

 **Tasks**

- 1** Orders
- 2** Shipments
- 3** Invoices & Payments

The Tasks pane on the supplier portal allows suppliers to perform various activities such as viewing orders, managing shipments and deliveries, and creating invoices.

Tasks

- Orders**
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements**
 - Manage Agreements
- Channel Programs**
 - Manage Programs
- Shipments**
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Consigned Inventory**
 - Review Consumption Advices
- Invoices and Payments**
 - Create Invoice
 - Create Invoice Without PO
 - View Invoices
 - View Payments

Requiring Attention

1

Schedules Overdue or Due Today

Recent Activity
Last 30 Days

Orders opened 1

Transaction Reports
Last 30 Days

PO Purchase Amount 375 CAD

Supplier News

Welcome to Redpath's Supplier Portal!
Happy Testing :)

My Infolets


- Recent Activity
- Requiring Attention
- Transaction Reports

The graphic infolets provide an interactive readout of real time information. You can see recent activities and news. You can also see items requiring attention, which you can access by drilling down into the infolet.



1 ORDERS

1. Click Orders opened in the infolet
2. Review the order details
3. Use the Actions dropdown to perform the following actions:
 - i. Edit order
 - ii. Cancel order
 - iii. View history

 Note: Selecting Edit will create a change order request

4. If all the information is accurate, select Acknowledge
5. Enter your SO number and click OK

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules

Recent Activity
Last 30 Days

Orders opened 1

Actions ▾ Refresh


Edit

Cancel Document

View Document History

View Change History

View Revision History

 Warning ✕

This action will create a change order on the document. Do you want to continue? (PO-2055113)

Yes No

Acknowledge View PDF Actions ▾ Refresh Done



2 SHIPMENTS

1. To create an Advanced Shipment notification, click Create ASN under 'Shipments'
2. Search for the PO for which ASN needs to be created
3. Select the required lines and click 'Create ASN'
4. Enter the required shipment details, including Shipment, Shipped Date, and Expected Receipt Date

⚠ Note: Fields marked with an asterisk (*) sign are mandatory

5. Scroll down to Lines section and enter the Quantity
6. Review the details and click Submit
7. An ASN is created for that purchase order
8. The buyer will receive an email confirming that an ASN was created, along with the ASN number

Shipments

- Manage Shipments
- **Create ASN**
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Create ASN Done

Search Advanced Saved Search Purchase Order

** Purchase Order: 22105-3123 ** Supplier: My Company

Supplier Item: Due Date:

Search Reset Save...

Create ASN Done

Search Results

View **Create ASN**

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
	paper plates		22105-3123	1	1	6/6/23	50	Each
	cutlery		22105-3123	2	1	6/6/23	50	Each

Create ASN Details Submit Cancel

Header

* Shipment:

* Shipped Date: 6/5/23 7:47 PM

* Expected Receipt Date: 6/5/23 7:47 PM

Freight Terms:

Shipping Method:

Number of Supplier Packing Units:

Bill of Lading:

Waybill:

Packing Slip:

Packaging Code:

Special Handling Code:

Tare Weight:

Tare Weight UOM:

Net Weight:

Net Weight UOM:

Comments:

Lines

Actions View Remove Line

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
	paper plates		22105-3123	<input type="text"/>	Each	Redpath Canada ...	50	Each	0
	cutlery		22105-3123		Each	Redpath Canada ...	50	Each	0

Supplier Portal – TASKS



3 INVOICES AND PAYMENTS

1. Click Create Invoice
2. The Invoice Entry page will appear
3. Click Identifying PO and select the PO that you want to invoice
4. Enter the Invoice Number, Date and other details, if required. Add attachments, as needed
5. Under Lines, click the Select and Add icon
6. The line level details of the PO get populated and will be ready for review
7. Select the lines for which you want to create an invoice and click OK (or Select All)
8. Edit the quantities on Products or dollars on Services to match your invoice **(DO NOT MODIFY TAXES)**
9. Click the Invoice Actions button and select Calculate Tax
10. For invoices in Saved status, the supplier can perform the following actions:
 - i. Delete/cancel the invoice
 - ii. Delete/cancel a line in the invoice
11. Once all the required changes are made, click Submit. The invoice will be submitted

Invoices and Payments

- **Create Invoice**
- Create Invoice Without PO
- View Invoices
- View Payments

Create Invoice ?

Invoice Actions Save Save and Close Submit Cancel

Identifying PO 22105-3123 * Number 001

Supplier My Company * Date 6/5/23

Taxpayer ID 999999999 Type Invoice

Supplier Site Main Invoice Currency CAD - Canadian Dollar

Address 1224 Vanier St, North Bay, North Bay ON P1B 6A8, Canada Payment Currency CAD - Canadian Dollar

Supplier Tax Registration Number

Lines

View + X Cancel Line

DO NOT USE + USE

Select and Add: Purchase Orders

Search Advanced Saved Search

** Purchase Order 22105-3123 ** Consumption Advice

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

Search Results

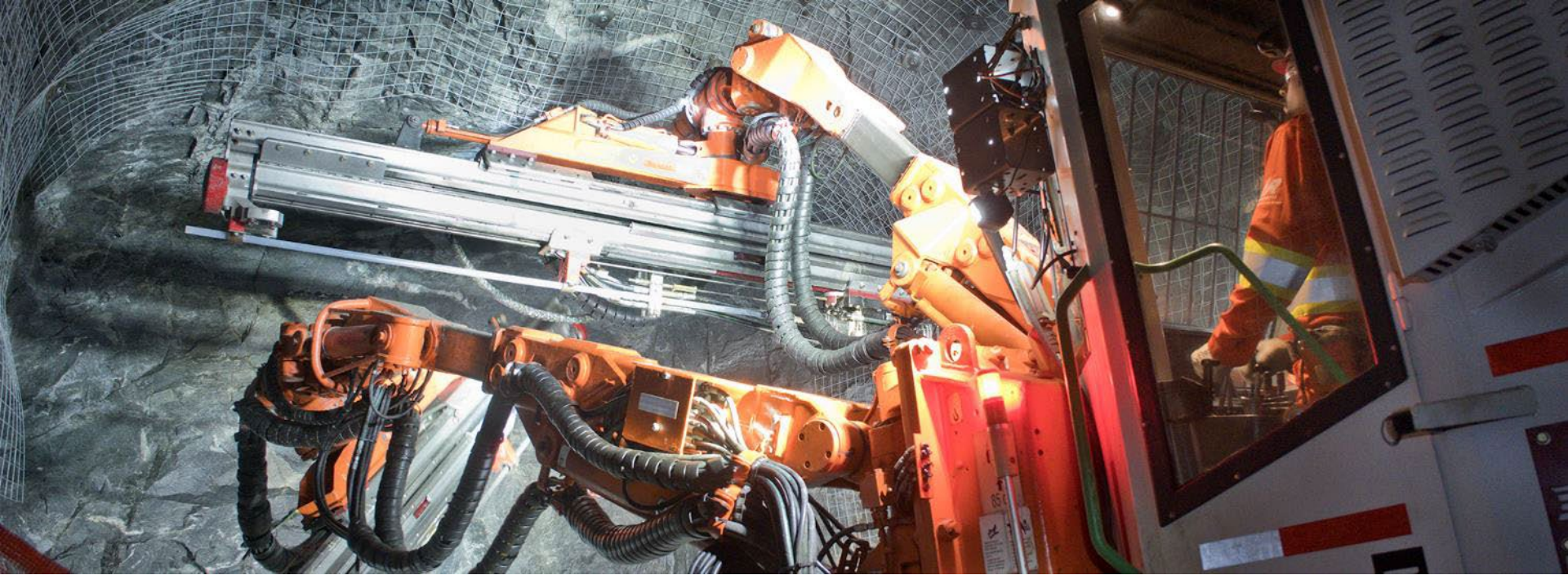
Select All

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
22105-3123	1	1				paper plates	Redpath Canada - ...	50
22105-3123	2	1				cutlery	Redpath Canada - ...	50

Apply OK Cancel


Invoice Actions Save Save and Close Submit Cancel


Responding to Negotiations




Supplier Portal – Responding to Negotiations




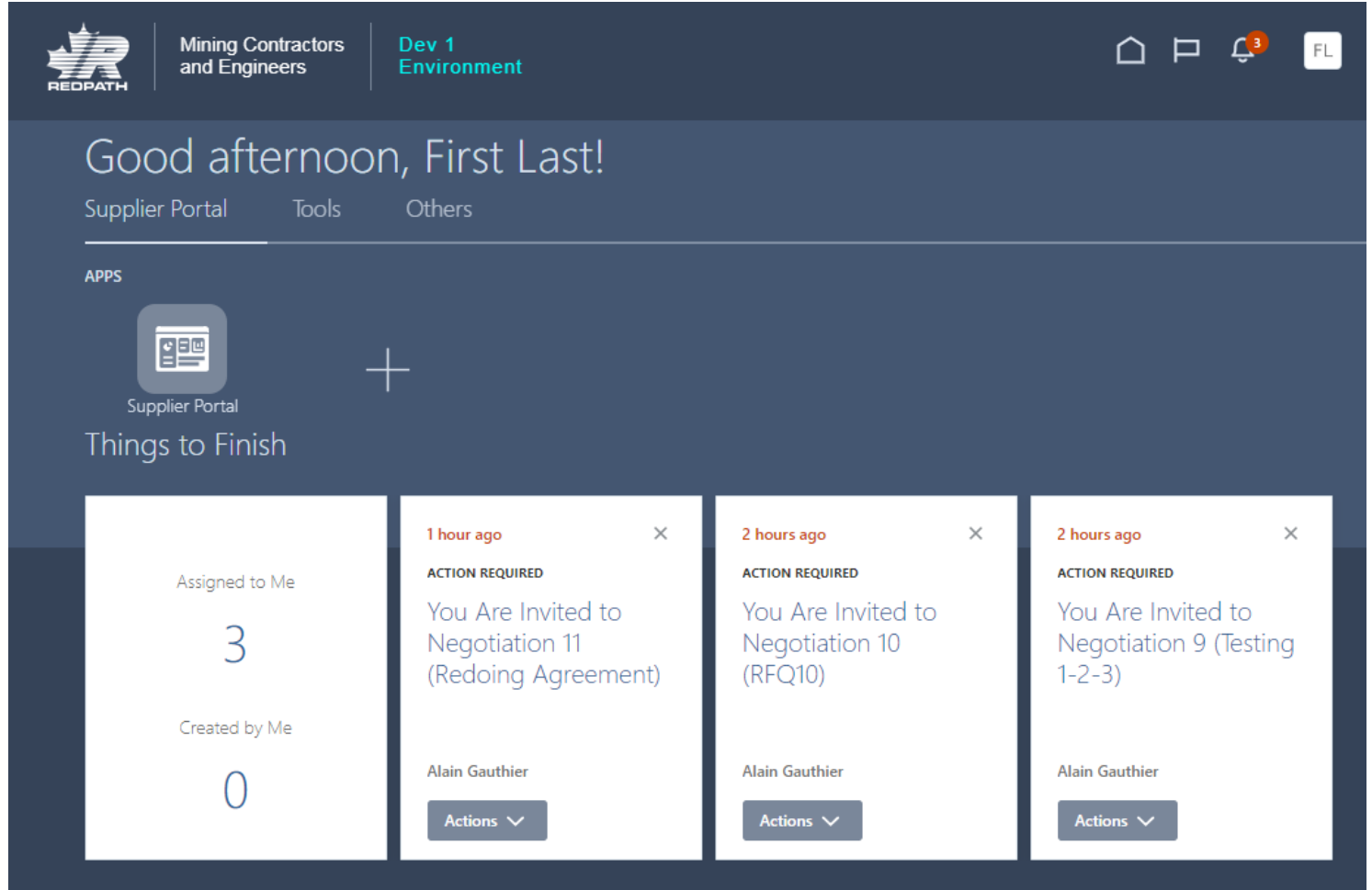
 **User**

 **Oracle**

Negotiations are used when pricing is not already setup in an agreement, or an agreement requires a pricing update.

- 
- 1 Accept or Decline the invitation
 - 2 Access the Negotiation
 - 3 Respond to the Negotiation

 To respond to negotiations, a contact must be assigned the Supplier Bidder role.



Mining Contractors and Engineers | Dev 1 Environment

Good afternoon, First Last!

Supplier Portal | Tools | Others

APPS

Supplier Portal

Things to Finish

Assigned to Me	1 hour ago	2 hours ago	2 hours ago
3	ACTION REQUIRED You Are Invited to Negotiation 11 (Redoing Agreement)	ACTION REQUIRED You Are Invited to Negotiation 10 (RFQ10)	ACTION REQUIRED You Are Invited to Negotiation 9 (Testing 1-2-3)
Created by Me	Alain Gauthier	Alain Gauthier	Alain Gauthier
0	Actions	Actions	Actions

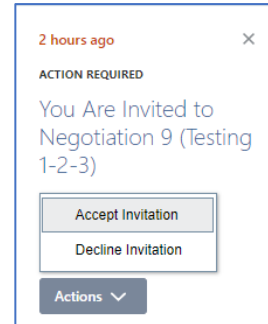


1 Accept or Decline the Invitation

1. Redpath will issue an invitation to negotiate for one of the following reasons:
 - i. Request for Quote
 - ii. Agreements
 - iii. Renegotiate an existing agreements
2. You will receive a notification informing you that you are invited to a negotiation. Click 'Accept Invitation' or 'Decline Invitation', as required

2 Access the Negotiation

1. Click the link in your notifications
2. You can also access the negotiation through the Supplier Portal and select 'View Active Negotiations'



2 hours ago

ACTION REQUIRED

You Are Invited to Negotiation 9 (Testing 1-2-3)

Accept Invitation

Decline Invitation

Actions



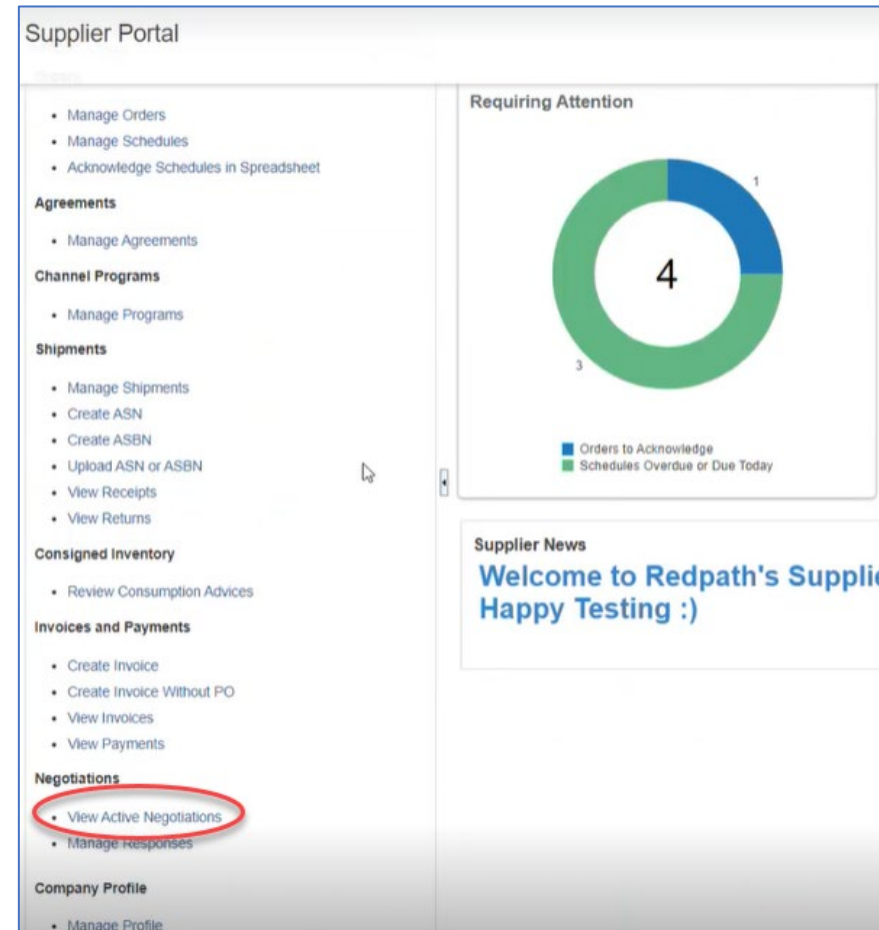
ACTION REQUIRED

You Are Invited to Negotiation 13 (Test RFQ)

Komal Arora

10 minutes ago

Actions



Supplier Portal

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Channel Programs

- Manage Programs

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Consigned Inventory

- Review Consumption Advices

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

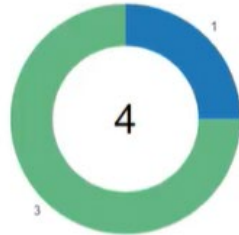
Negotiations

- View Active Negotiations
- Manage Responses

Company Profile

- Manage Profile

Requiring Attention



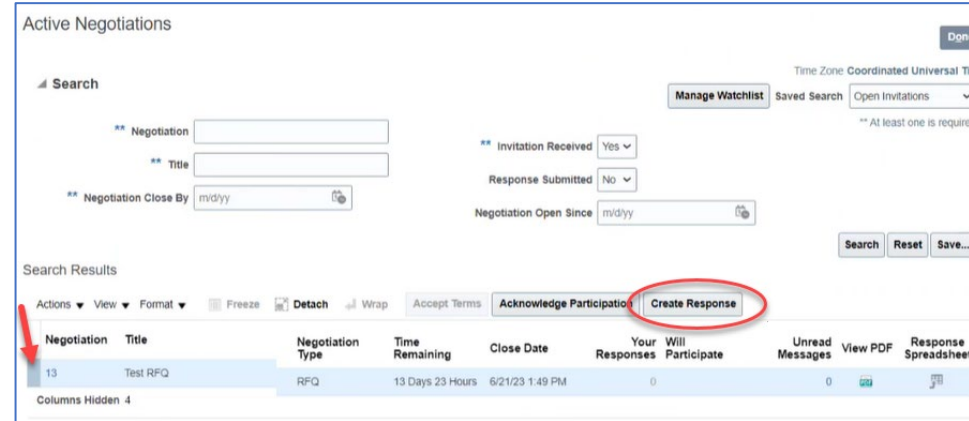
Supplier News

Welcome to Redpath's Supplier Happy Testing :)



3 Respond to the Negotiation

1. Select the negotiation to which you want to respond and click 'Create Response'
2. You need to perform four steps to complete the response
 - i. On the Overview page:
 - a. Response validity date
 - b. Reference number
 - c. Notes for the buyer, if applicable
 - d. Click Next



Active Negotiations

Search

Manage Watchlist Saved Search Open Invitations

** At least one is required

** Negotiation

** Title

** Negotiation Close By

** Invitation Received Yes No

Response Submitted No

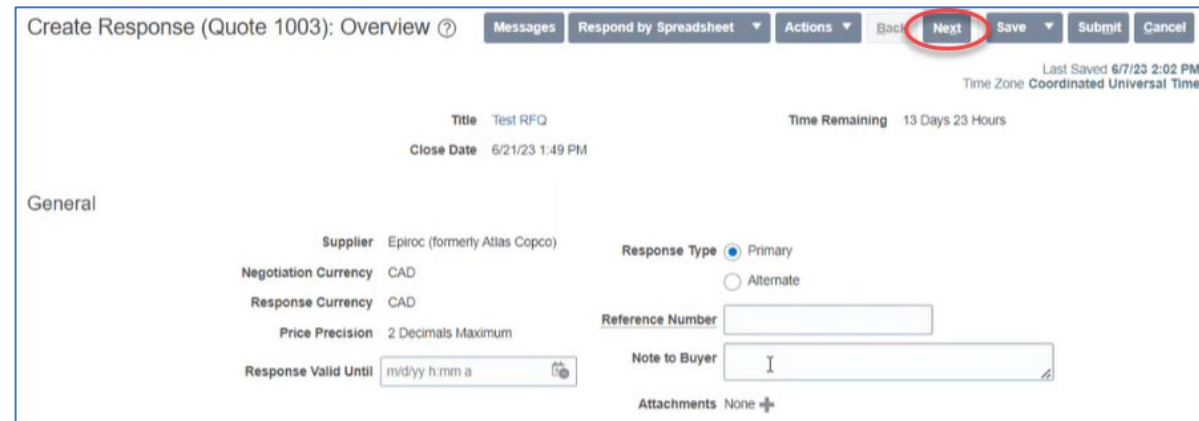
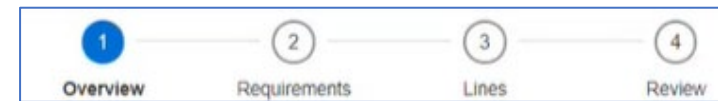
Negotiation Open Since

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation **Create Response**

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
13	Test RFQ	RFQ	13 Days 23 Hours	6/21/23 1:49 PM	0		0		

Columns Hidden 4



Create Response (Quote 1003): Overview

Messages Respond by Spreadsheet Actions Back **Next** Save Submit Cancel

Last Saved 6/7/23 2:02 PM
Time Zone Coordinated Universal Time

Title Test RFQ Time Remaining 13 Days 23 Hours

Close Date 6/21/23 1:49 PM

General

Supplier Epiroc (formerly Atlas Copco) Response Type Primary Alternate

Negotiation Currency CAD

Response Currency CAD

Price Precision 2 Decimals Maximum

Response Valid Until

Reference Number

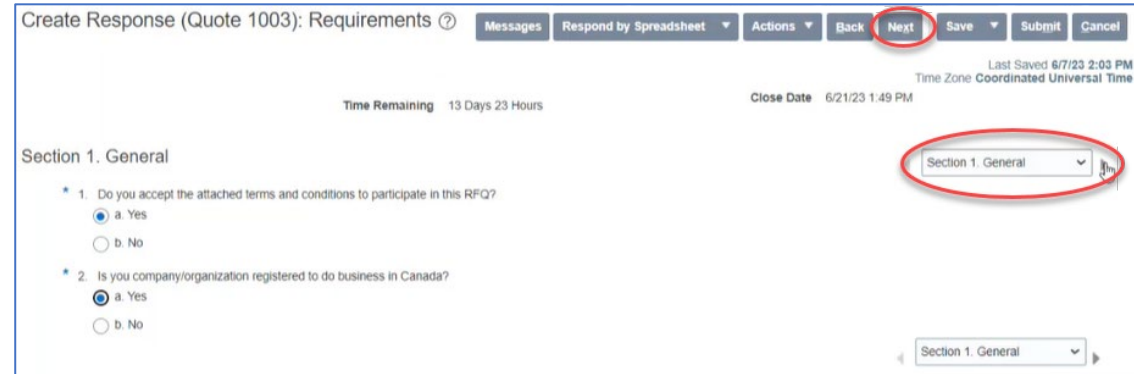
Note to Buyer

Attachments None



3 Respond to the Negotiation

- ii. Requirements
 - a. Respond to all questions, in all sections
 - b. Click Next
- iii. Lines
 - a. Add the Response Price and any minimum quantity
 - b. Click Next
- iv. Review
 - a. All 3 tabs are available to review
 - b. Click Save or Submit, if acceptable



Create Response (Quote 1003): Requirements ? Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 6/7/23 2:03 PM
Time Zone Coordinated Universal Time

Time Remaining 13 Days 23 Hours Close Date 6/21/23 1:49 PM

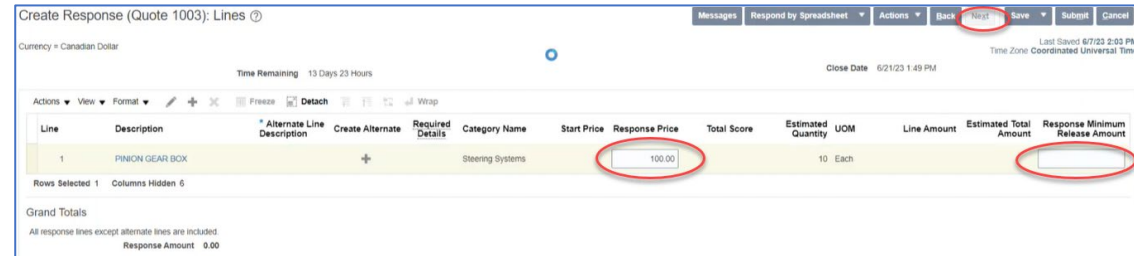
Section 1. General

Section 1. General

1. Do you accept the attached terms and conditions to participate in this RFQ?
 a. Yes
 b. No

2. Is your company/organization registered to do business in Canada?
 a. Yes
 b. No

Section 1. General



Create Response (Quote 1003): Lines ? Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

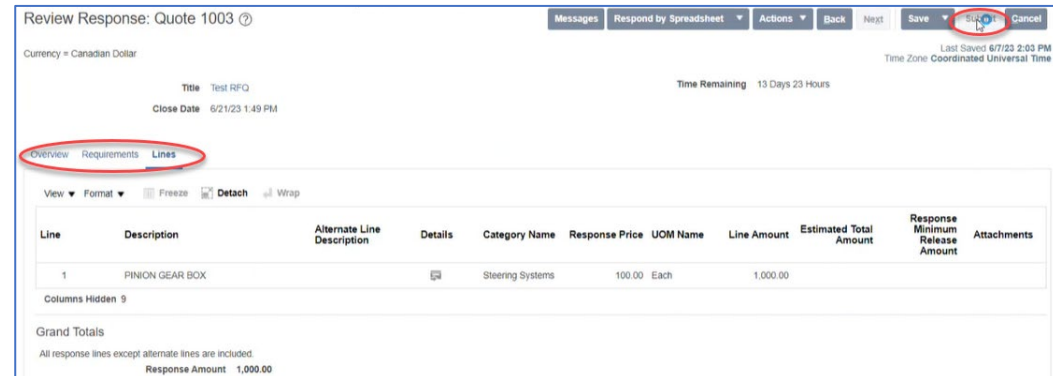
Currency = Canadian Dollar Last Saved 6/7/23 2:03 PM
Time Zone Coordinated Universal Time

Time Remaining 13 Days 23 Hours Close Date 6/21/23 1:49 PM

Line	Description	Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Response Price	Total Score	Estimated Quantity	UOM	Line Amount	Estimated Total Amount	Response Minimum Release Amount
1	PINION GEAR BOX		+		Steering Systems		100.00		10	Each			

Rows Selected 1 Columns Hidden 6

Grand Totals
All response lines except alternate lines are included.
Response Amount 0.00



Review Response: Quote 1003 ? Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Currency = Canadian Dollar Last Saved 6/7/23 2:03 PM
Time Zone Coordinated Universal Time

Title Test RFQ Time Remaining 13 Days 23 Hours
Close Date 6/21/23 1:49 PM

Overview Requirements Lines

Line	Description	Alternate Line Description	Details	Category Name	Response Price	UOM Name	Line Amount	Estimated Total Amount	Response Minimum Release Amount	Attachments
1	PINION GEAR BOX			Steering Systems	100.00	Each	1,000.00			

Columns Hidden 9

Grand Totals
All response lines except alternate lines are included.
Response Amount 1,000.00



Mining Contractors and Engineers

THANK YOU!



redpathmining.com