



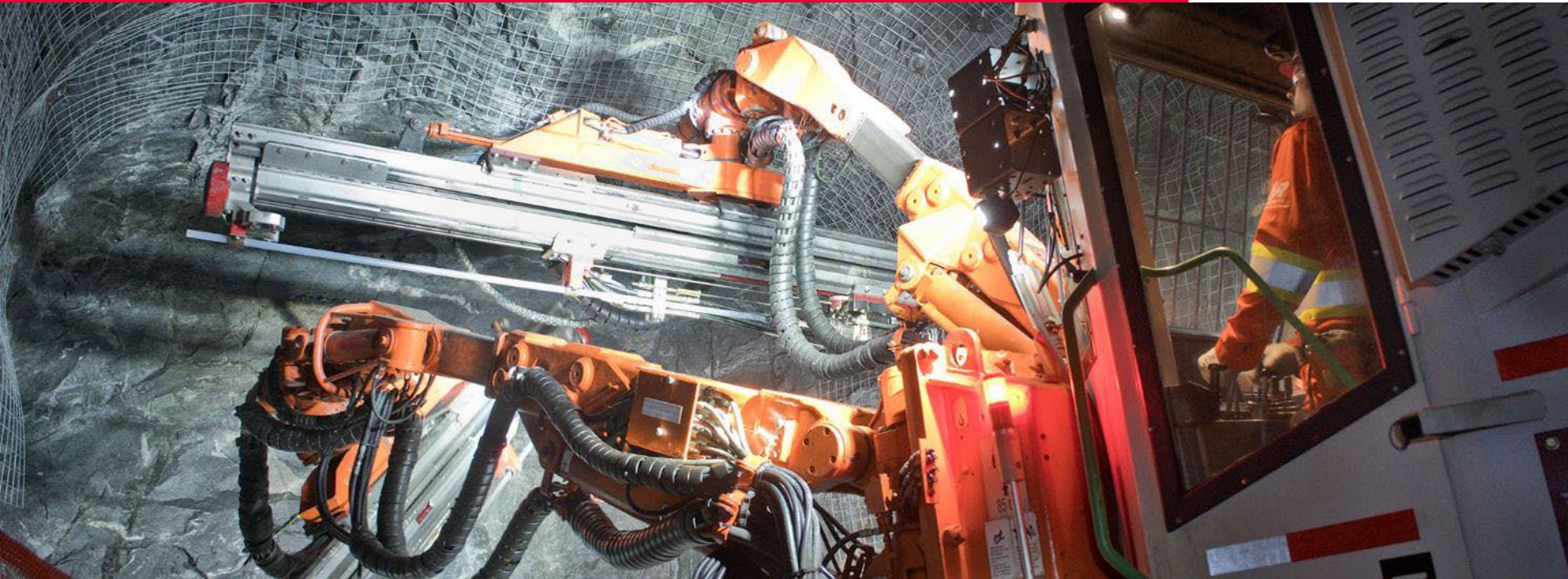
# Supplier Portal

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.

A screenshot of the Oracle Applications Cloud sign-in page. The page has a dark header with the text "Sign In Oracle Applications Cloud". Below the header, there is a "Company Single Sign-On" button. Underneath, there is a horizontal line with the word "or" in the center. Below this, there are two yellow input fields labeled "User ID" and "Password". To the left of the "Password" field, there is a link that says "Forgot Password". Below the input fields, there is a "Sign In" button, which 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

The screenshot displays the 'Manage Profile' interface. At the top, 'Business Relationship' is set to 'Spend Authorized'. Below this, there are fields for 'Parent Supplier' (with a search icon) and 'Parent Supplier Number'. Further down, 'Creation Date' is '5/19/23' and 'Creation Source' is 'Registration'. The 'Attachments' section is highlighted with a red circle and contains a '+ ' icon. To the right, there are three panels: 'Type' with a dropdown menu showing 'File', 'Text', and 'URL'; 'Category' with a dropdown menu showing 'From Supplier', 'Miscellaneous', 'To Buyer', 'To Receiver', and 'To Supplier'; and a 'File Name or URL' panel with a 'Choose File' button and the text 'No file chosen'. Below these panels is the 'Attachments' table with columns: Type, Category, \* File Name or URL, Title, Description, and Attached By. The table contains one row with the following data: Type: File, Category: From Supplier, File Name or URL: 4.0.8-4.0 Suppliers Supplier Profile Change Request initia, Title: 4.0.8-4.0 Suppliers Suppli, Description: Step by step instructions, Attached By: Shambrook, K. At the bottom right of the table, there is an 'OK' button circled in red and a 'Cancel' button.

Business Relationship Spend Authorized

Parent Supplier

Parent Supplier Number

Creation Date 5/19/23

Creation Source Registration

Attachments None +

Type

File

File

Text

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 | From Supplier | 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

# Supplier Portal – Manage Profile



## 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 XXXXX 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

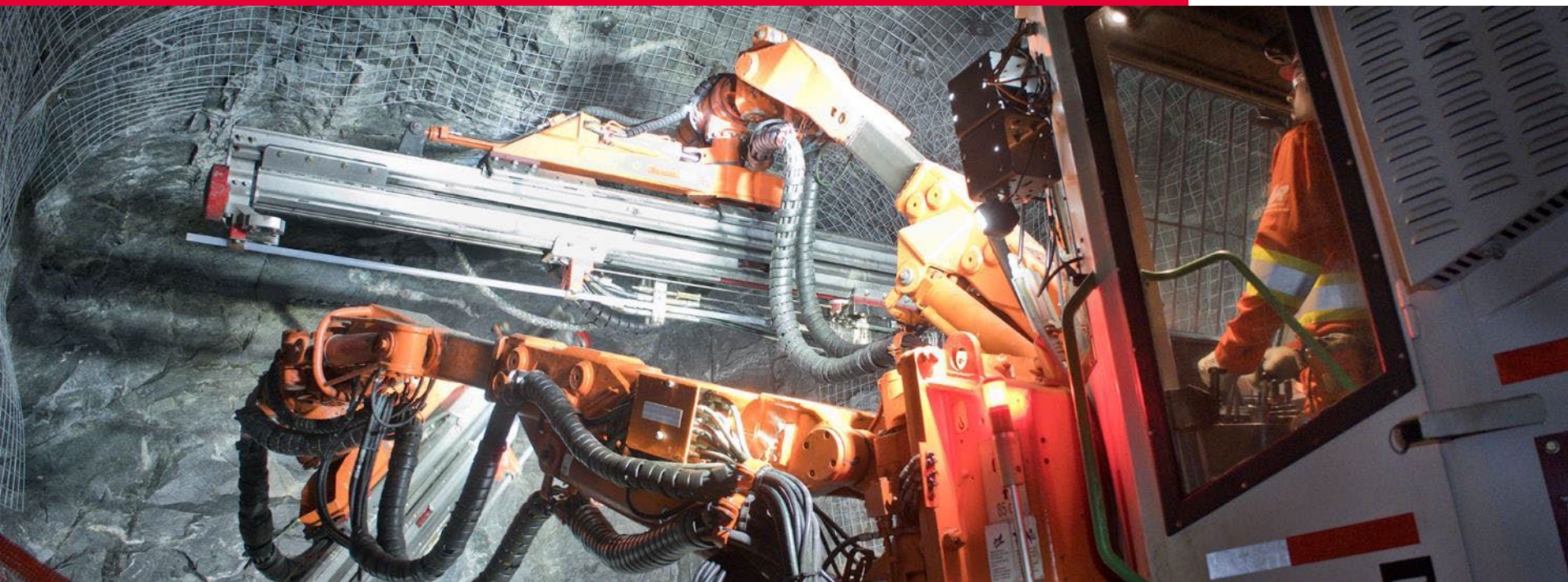
|                       |                   |                        |   |
|-----------------------|-------------------|------------------------|---|
| * Supplier            | My Little Company | Business Relationship  | Spend Authorized                            |
| Supplier Number       | 20002016          | 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



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.

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

Search

Advanced

Saved Search

Purchase Order

\*\* Purchase Order

22105-3123

\*\* Supplier

My Company

Supplier Item

Due Date

Search

Reset

Save...

### Create ASN

Search

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     |            | 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

#### Lines

View + X Cancel Line

DO NOT USE + USE



### Create Invoice ?

Invoice Actions Save Save and Close Submit Cancel

Identifying PO 22105-3123  
Supplier My Company  
Taxpayer ID 999999999  
Supplier Site Main  
Address 1224 Vanier St, North Bay, North Bay ON P1B 6A8, Canada  
Supplier Tax Registration Number

\* Number 001  
\* Date 6/5/23  
Type Invoice  
Invoice Currency CAD - Canadian Dollar  
Payment Currency CAD - Canadian Dollar

### Select and Add: Purchase Orders

#### Search

Advanced Saved Search

\*\* Purchase Order 22105-3123  
\*\* Creation Date m/d/yyyy h:mm a

\*\* Consumption Advice  
\*\* At least one is required

Search Reset Save...

#### Search Results

View Detach

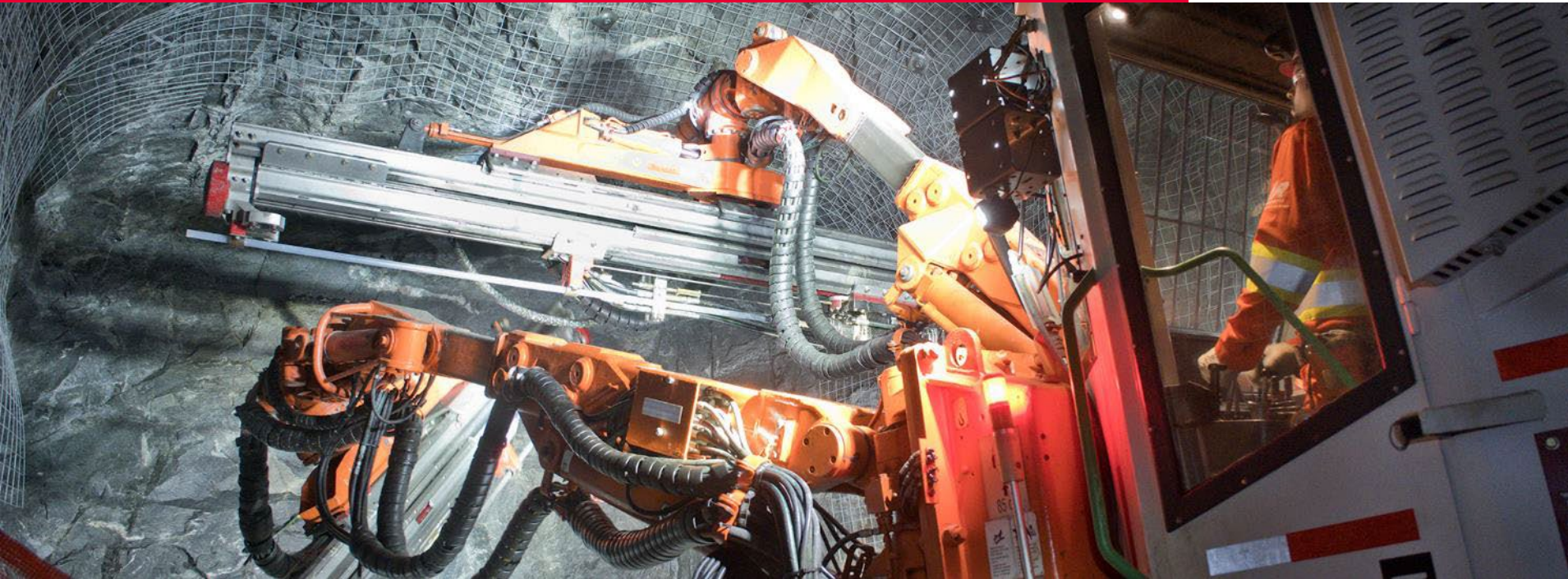
Select All

| 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      |

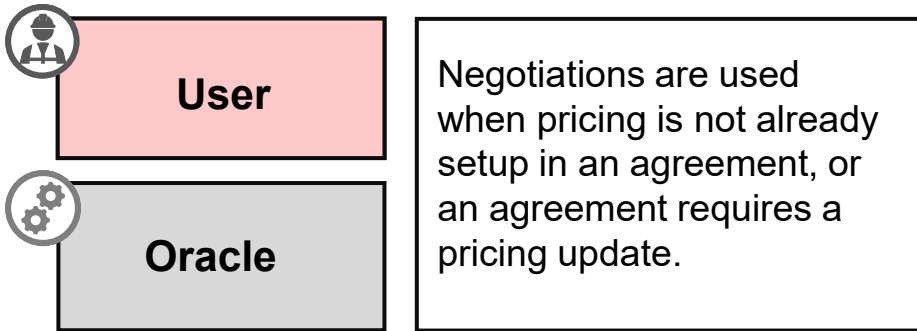
Apply OK Cancel

Invoice Actions Save Save and Close Submit Cancel

# Responding to Negotiations

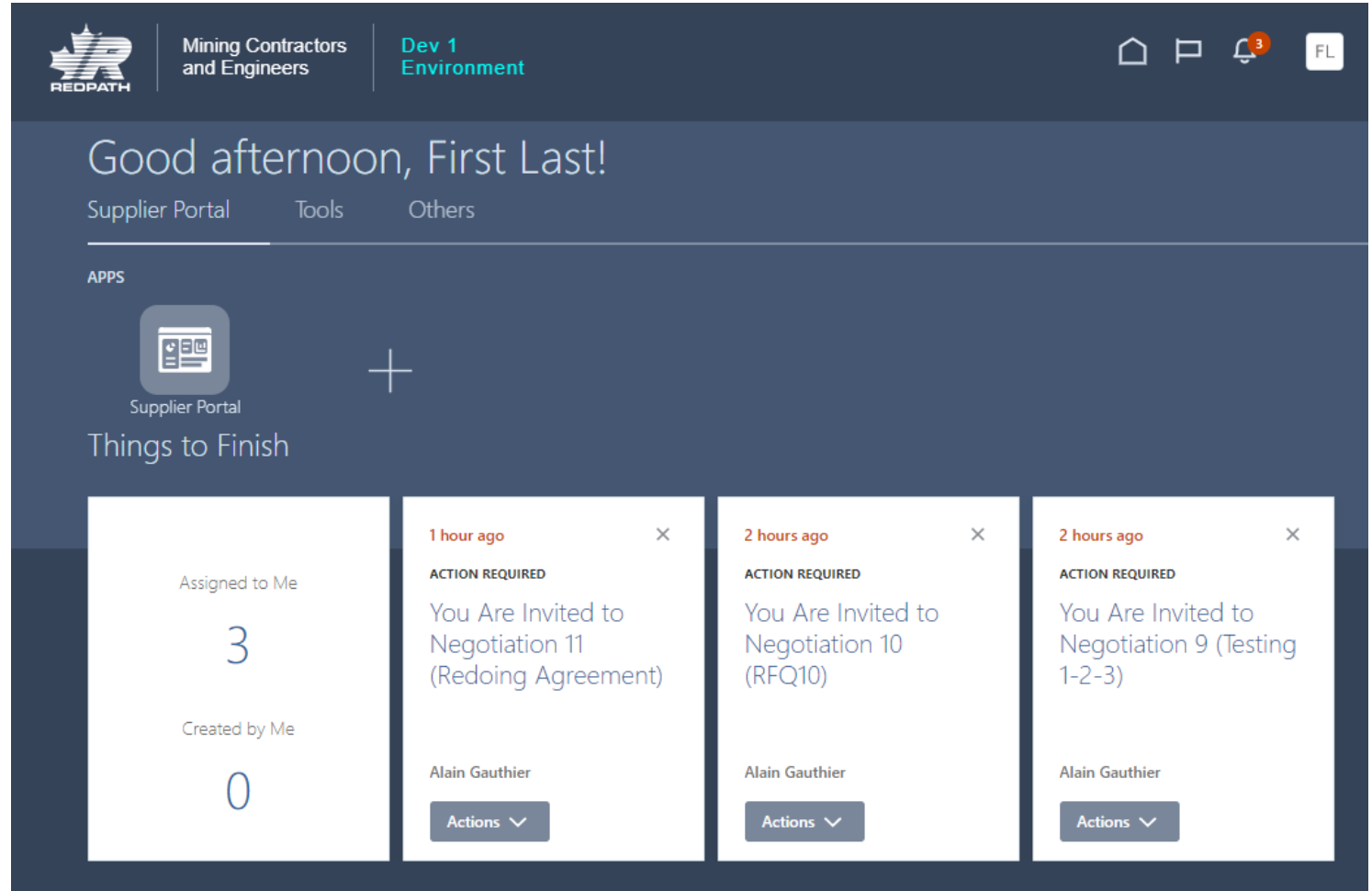


# Supplier Portal – Responding to Negotiations



- 
- 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.





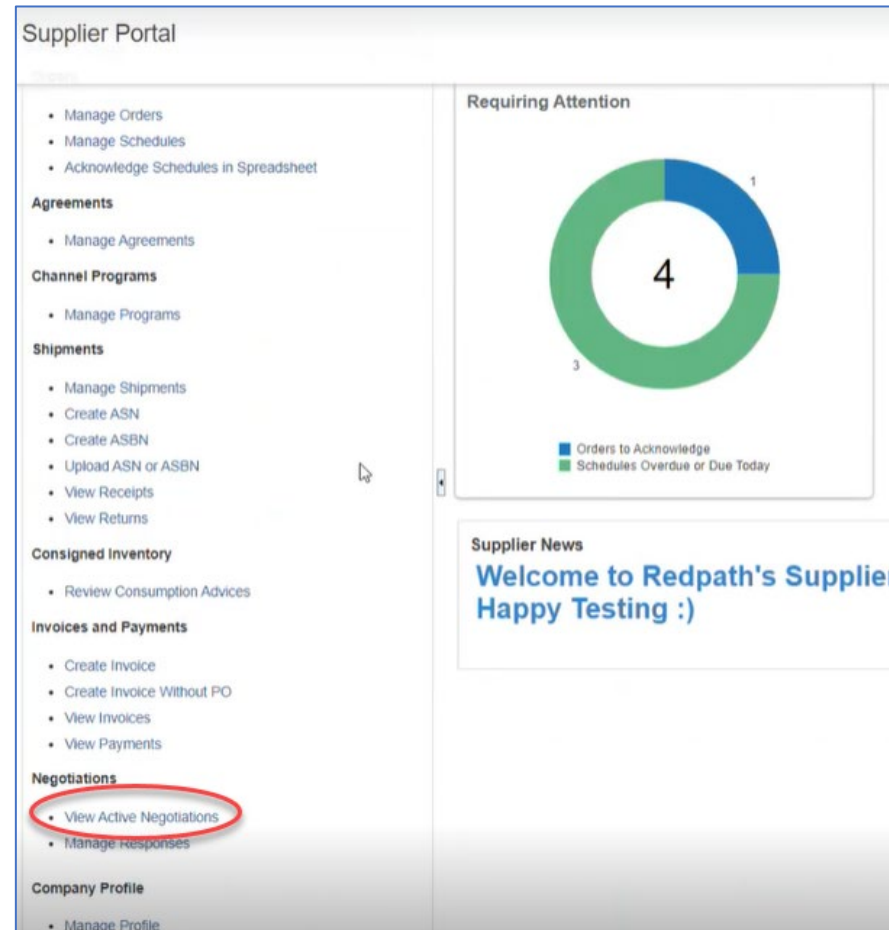
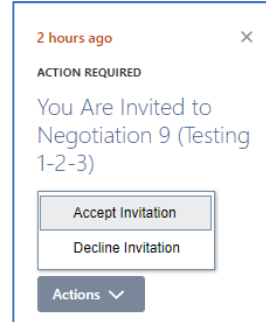


## 1 Accept or Decline the Invitation

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

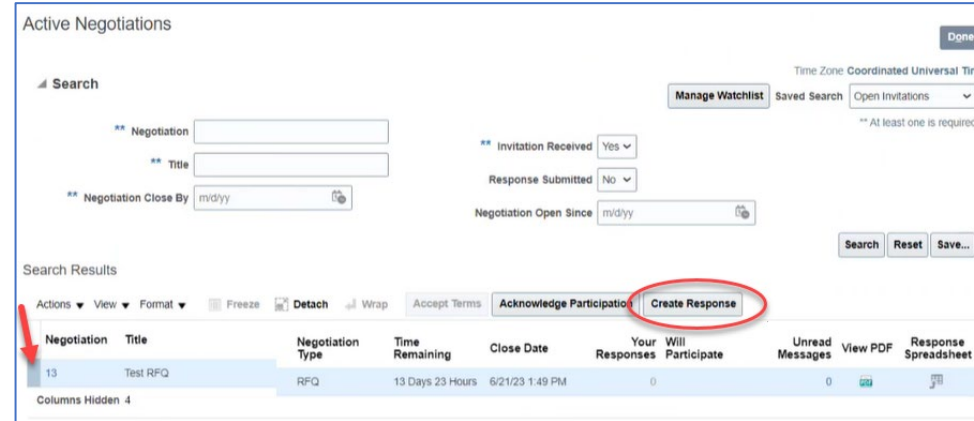
1. Click the link in your notifications
2. You can also access the negotiation through the Supplier Portal and select 'View Active Negotiations'





## 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

\*\* Invitation Received Yes

Response Submitted No

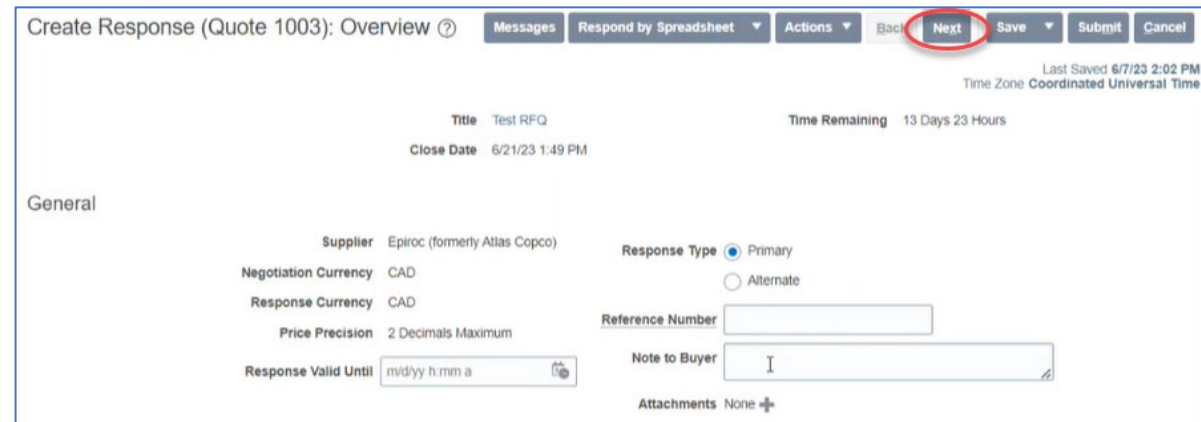
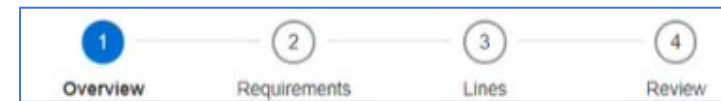
Negotiation Open Since m/d/yy

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)

Negotiation Currency CAD

Response Currency CAD

Price Precision 2 Decimals Maximum

Response Valid Until m/d/yy h:mm a

Response Type ☒ Primary ☐ Alternate

Reference Number

Note to Buyer

Attachments None

# Supplier Portal – Responding to Negotiations



## 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

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

Actions View Format Freeze Detach Required Details

| 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

Title Test RFQ

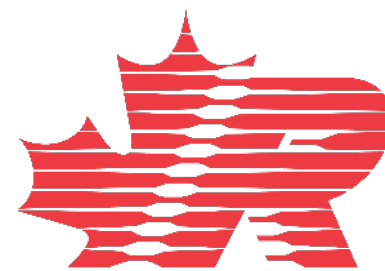
Time Remaining 13 Days 23 Hours Close Date 6/21/23 1:49 PM

Overview Requirements Lines

View Format Freeze Detach Wrap

| 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                                |                 |                            |         |                  |                |          |             |                        |                                 |             |





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**THANK YOU!**



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