ORACLE ISUPPLIER PORTAL USER GUIDE

This document provides the Supplier step by step access on how to access the iSupplier Portal.

Step 1: Enable Supplier contact for iSupplier portal access

Once the Supplier contact has been enabled for iSupplier portal access by Emirates, the contact will receive an email with the login credentials. The Supplier contact has to click the link provided in the email and login into the Supplier portal. Upon login, it is required to change the password. Please note:

a) the contact email address will be the user name for logging into the portal
b) The password needs to be minimum of 7 characters, combination of alphanumeric characters, an upper case letter and a special character,

Attached below is the screen shot of the email that the supplier would receive.

Dear Supplier,

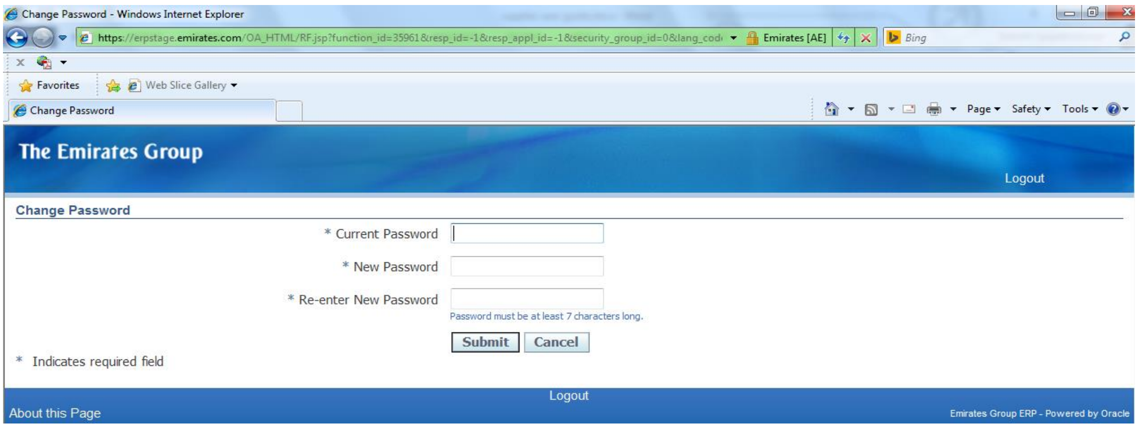
You have been registered at Emirates Airline for collaborating with our Procurement department. Going forward, Oracle Supplier portal will be the only medium of communication for all your Purchasing documents.
You can login with the username EJACKSON@ROBERTWELCH.COM and the password is Tn2,27

When you first log on, you will be required to change your password for security purposes. Contact administrator for additional information.

Thank you.
Procurement and Logistics, Emirates Group

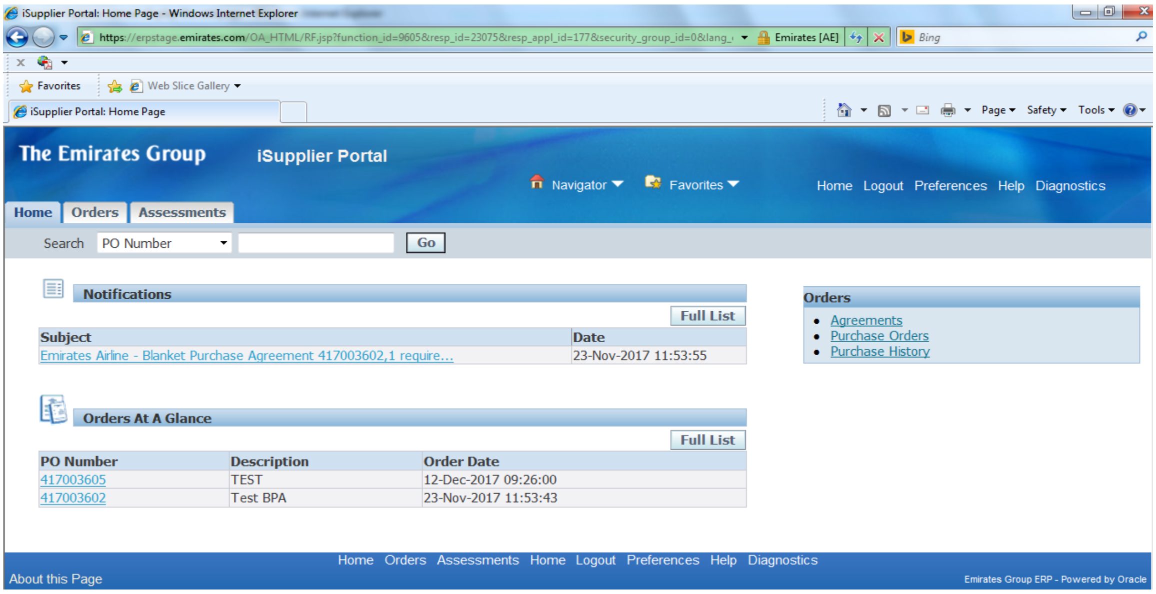
Password Policy:

- The password length should include a minimum of 7 characters
- Password can be alphanumeric and can include special characters
- Password should contain at least one Upper Case character



Step 2: iSupplier Portal home page

Once the Supplier changes his password, he is then directed to the home page of the iSupplier portal. This home page or the landing page will be able to view notifications of orders pending acknowledgement and Orders at a glance which provides the supplier, a view of the recent orders they have received.

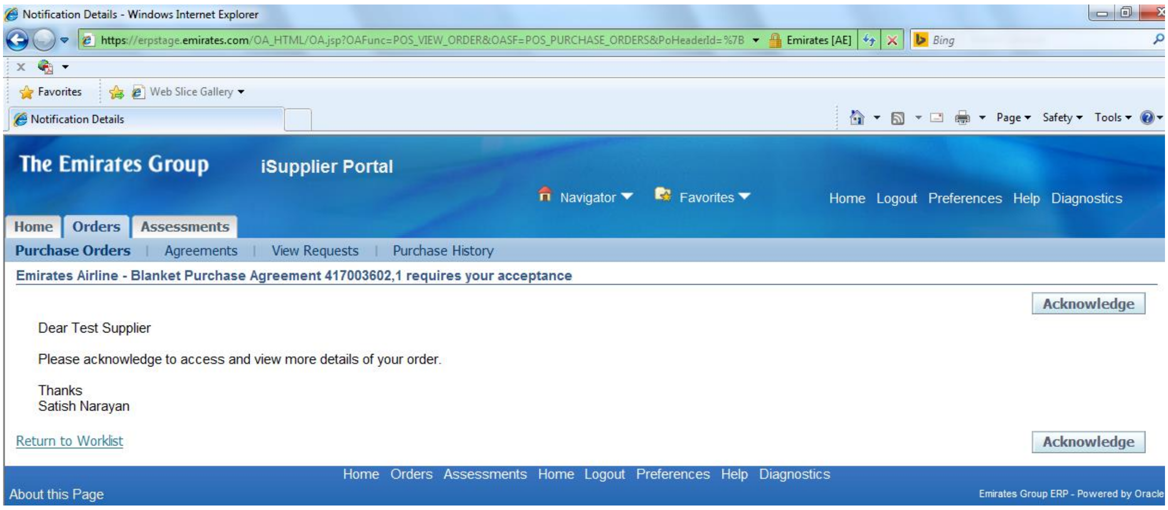


Step 3: Acknowledge pending Purchase Orders (email /portal)

The supplier has the option to acknowledge orders via portal and email. The Supplier needs to acknowledge the order first before viewing the orders.

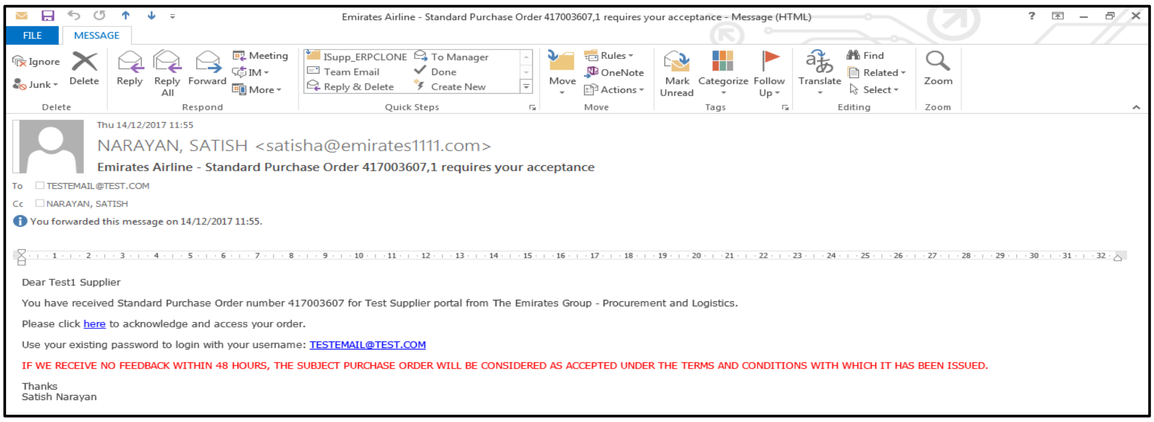
Portal Option

The Supplier can click on the list of notifications to acknowledge orders or change requests pending confirmation. The orders at a glance also provides supplier with the list of recent orders. Once the supplier clicks on the order number from Orders at a Glance option, the supplier will then be directed to the acknowledgement page in case the orders have not been acknowledged yet.



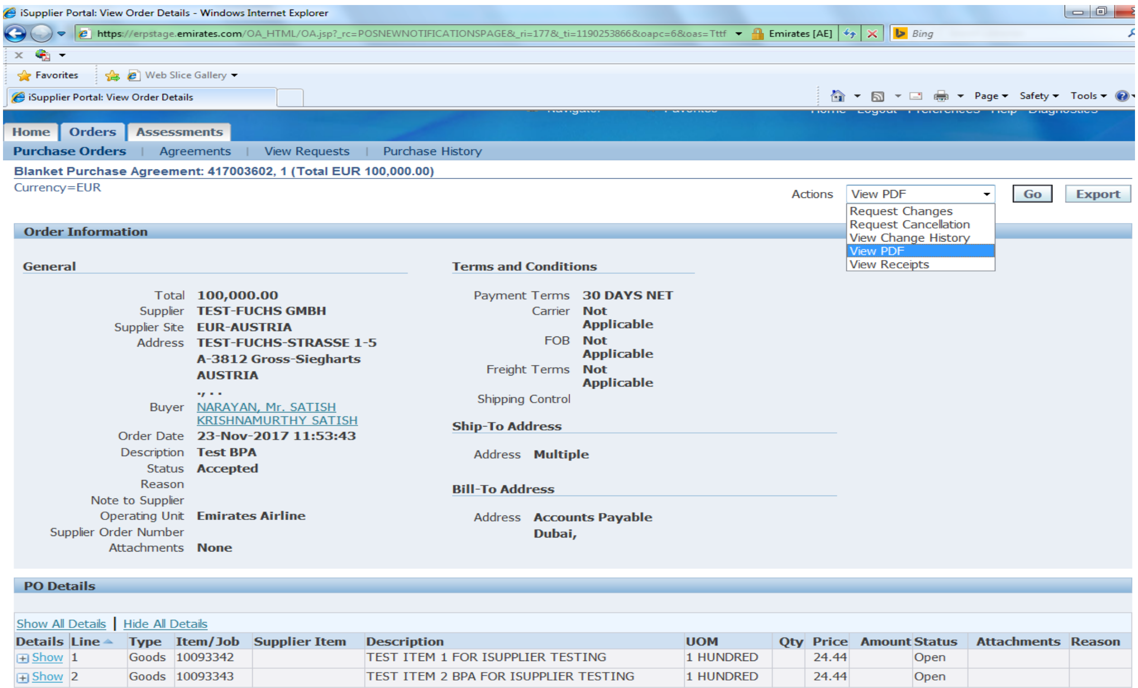
Email Option

Supplier will receive an email communication once the order has been approved to acknowledge the same. They can then click on the link provided in the email which will direct them to the iSupplier portal login page. Once the supplier successfully logs in, the acknowledgement page will be displayed. He will then be directed to the notifications page in case there are orders pending acknowledgement.

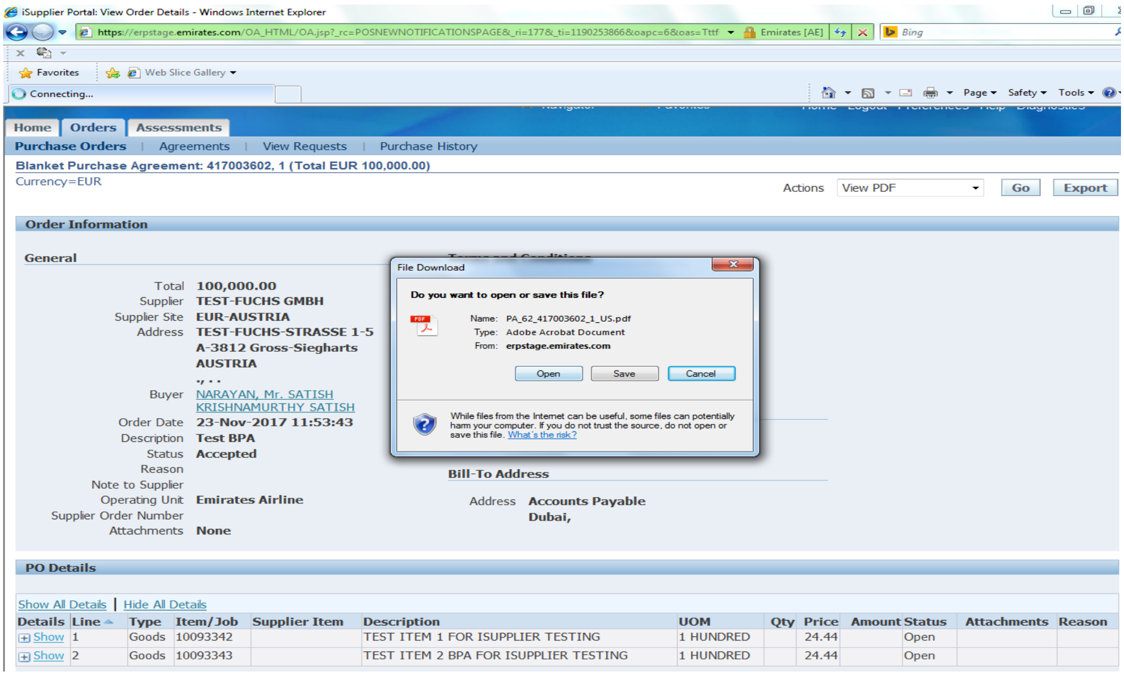


Step 4: View Order Details

After acknowledging the Purchase Order, the supplier can then view the Order details by clicking on the Order number from the home page that will take them to the Order details screen to view the details of the order. The Supplier can download a copy of the PO by clicking on the View PDF option in the Actions field.

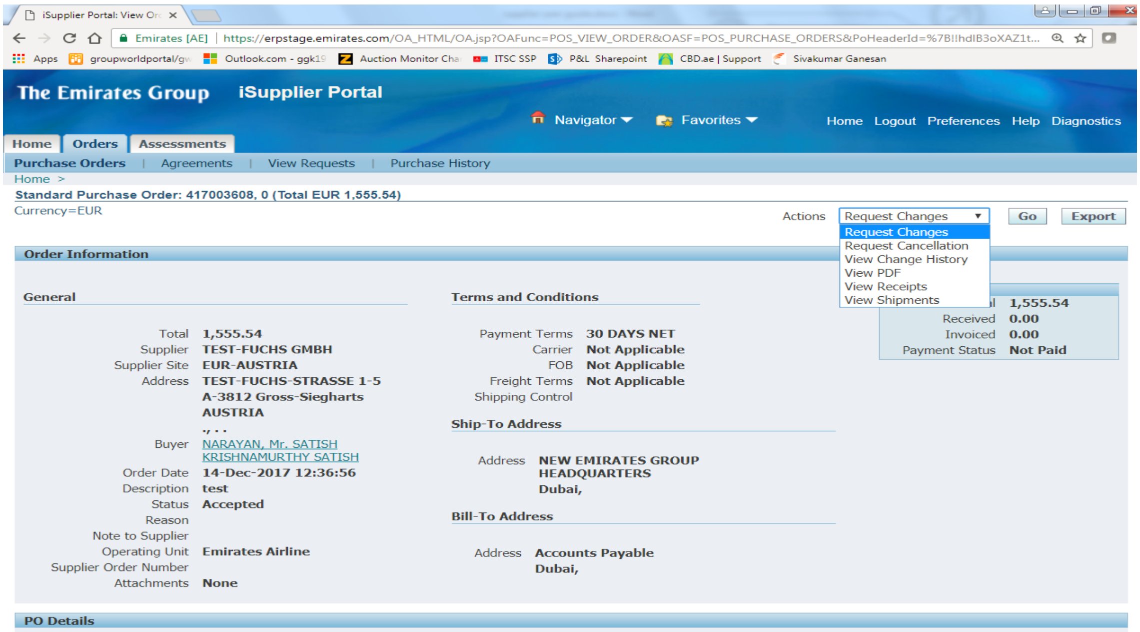


The Supplier can then download a copy and save it on his local drive.

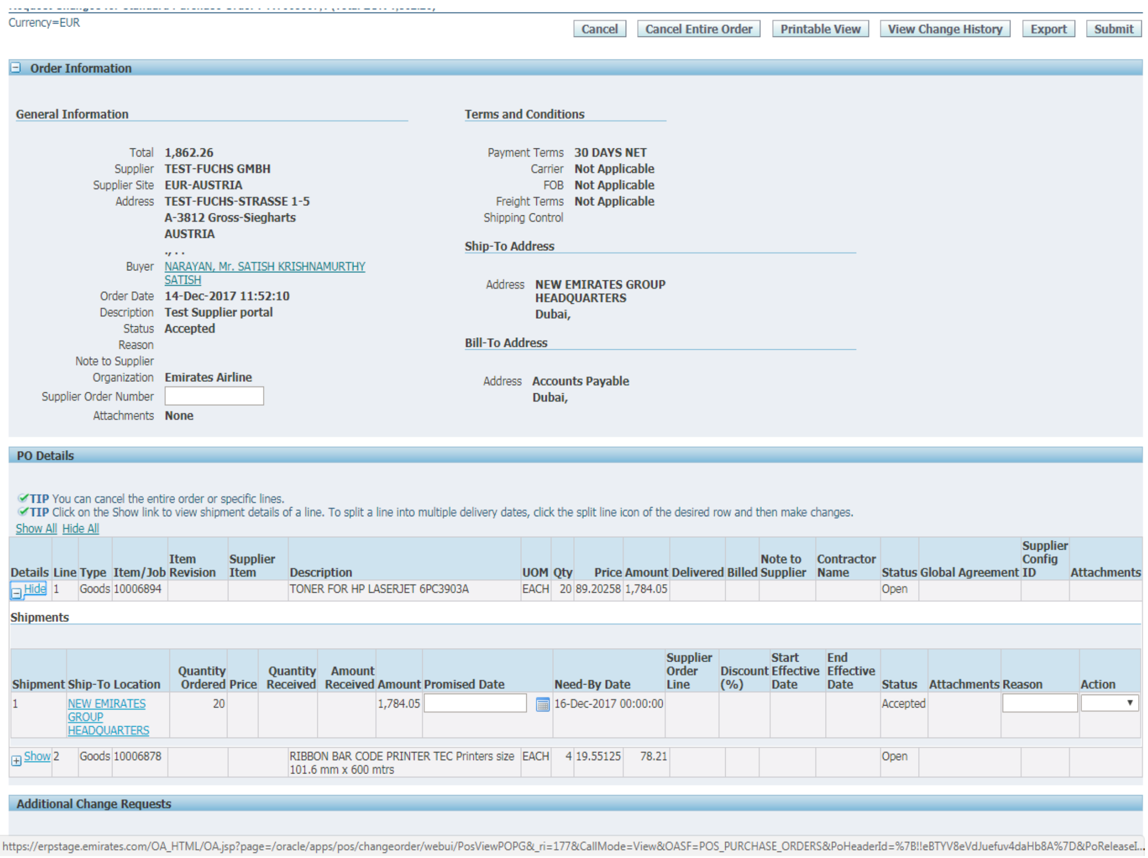


Step 5: Amend Purchase Orders

In case the Supplier wishes to amend order details, the supplier can click on Request Changes from the Actions field in the Order details page. The Supplier can make amendments to the Promised Date only.



The Supplier can amend the Promised Date by clicking on the PO Details. The Supplier needs to enter the revised Promised Date, a valid reason for the change requested and select the value 'Change' in the Actions field.


Currency=EUR

Cancel | Cancel Entire Order | Printable View | View Change History | Export | Submit

Order Information

General Information

Total 1,862.26
Supplier TEST-FUCHS GMBH
Supplier Site EUR-AUSTRIA
Address TEST-FUCHS-STRASSE 1-5
A-3812 Gross-Sieghart
AUSTRIA
Buyer NARAYAN, Mr. SATISH KRISHNAMURTHY SATISH
Order Date 14-Dec-2017 11:52:10
Description Test Supplier portal
Status Accepted
Reason
Note to Supplier
Organization Emirates Airline
Supplier Order Number
Attachments None

Terms and Conditions

Payment Terms 30 DAYS NET
Carrier Not Applicable
FOB Not Applicable
Freight Terms Not Applicable
Shipping Control

Ship-To Address

Address NEW EMIRATES GROUP HEADQUARTERS
Dubai,

Bill-To Address

Address Accounts Payable
Dubai,

PO Details

TIP You can cancel the entire order or specific lines.
TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.
Show All Hide All

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments
Hide	1	Goods	10006894			TONER FOR HP LASERJET 6PC3903A	EACH	20	89.20258	1,784.05					Open			

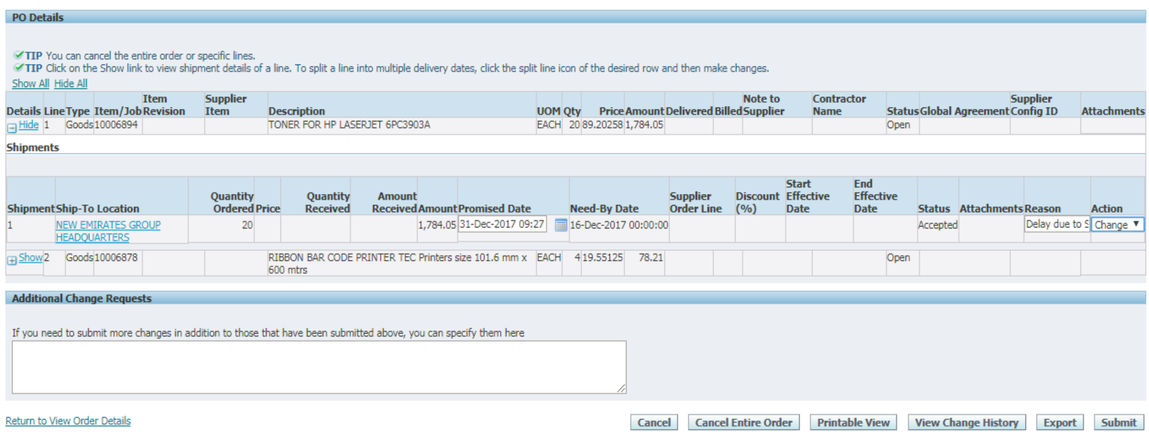
Shipments

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Reason	Action
1	NEW EMIRATES GROUP HEADQUARTERS	20				1,784.05		16-Dec-2017 00:00:00					Accepted			

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments
Show	2	Goods	10006878			RIBBON BAR CODE PRINTER TEC Printers size 101.6 mm x 600 mtrs	EACH	4	19.55125	78.21					Open			

Additional Change Requests

https://erpstage.emirates.com/OA_HTML/OA.jsp?page=/oracle/apps/pos/changeorder/webui/PosViewPOPG&_ri=177&CallMode=View&OASF=POS_PURCHASE_ORDERS&PoHeaderId=%7B!!eBTYV8eVdJuefuv4daHb8A%7D&PoReleaseI...


PO Details

TIP You can cancel the entire order or specific lines.
TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.
Show All Hide All

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments
Hide	1	Goods	10006894			TONER FOR HP LASERJET 6PC3903A	EACH	20	89.20258	1,784.05					Open			

Shipments

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Reason	Action
1	NEW EMIRATES GROUP HEADQUARTERS	20				1,784.05	31-Dec-2017 09:27	16-Dec-2017 00:00:00					Accepted		Delay due to S	Change

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments
Show	2	Goods	10006878			RIBBON BAR CODE PRINTER TEC Printers size 101.6 mm x 600 mtrs	EACH	4	19.55125	78.21					Open			

Additional Change Requests

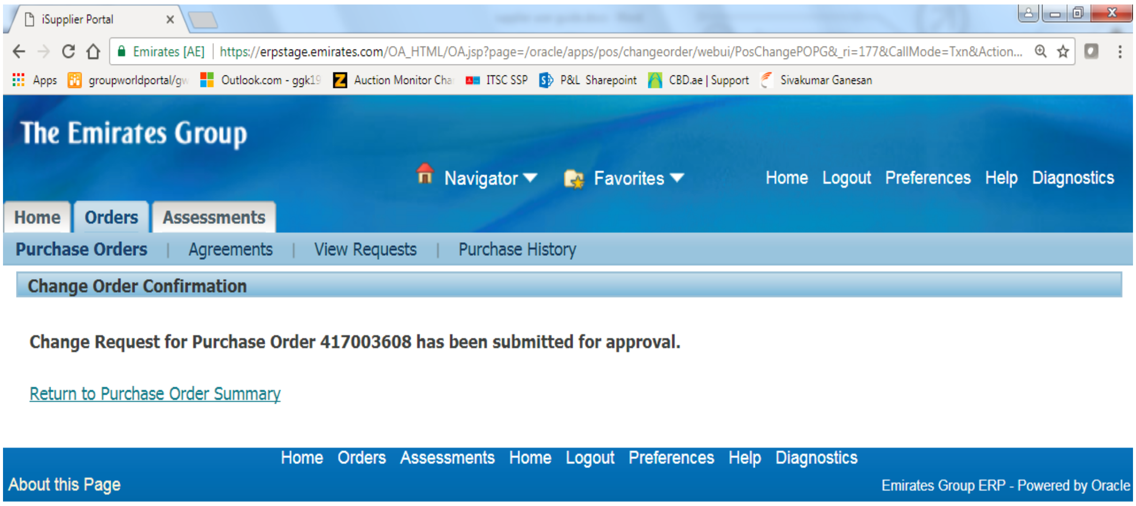
If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Return to View Order Details

Cancel | Cancel Entire Order | Printable View | View Change History | Export | Submit

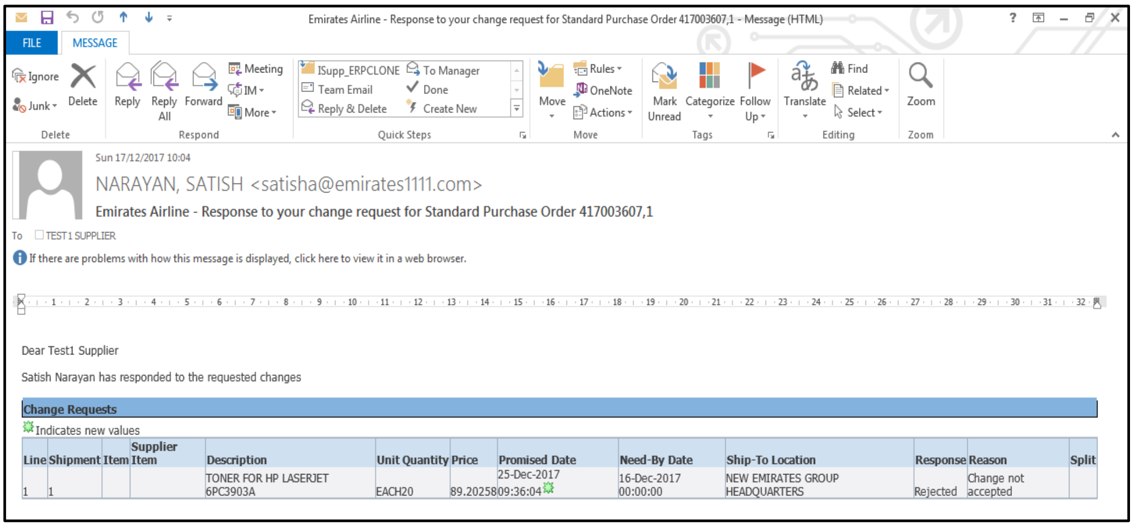
In case the supplier wishes to enter additional remarks, he can enter the details in the section Additional Change Requests.

The Supplier can then click on the Submit Button once the changes are done. The Supplier will receive a confirmation on the screen that the changes have been sent to the Buyer for approval.



The system will send an email to the Buyer informing him about the Change Request from the supplier. The Buyer then needs to accept /reject the changes requested. The status of the Purchase Order is change to ‘In Process’ unless the Buyer actions the change request.

Once the Buyer responds to the changes requested, the Supplier contact will receive a notification informing the outcome of the change. In case the Buyer rejects the change, the email informing the Supplier of the changes will be sent. Attached screenshot for your reference.



Sun 17/12/2017 10:04

NARAYAN, SATISH <satisha@emirates1111.com>

Emirates Airline - Response to your change request for Standard Purchase Order 417003607,1

To TEST1 SUPPLIER

If there are problems with how this message is displayed, click here to view it in a web browser.

Dear Test1 Supplier

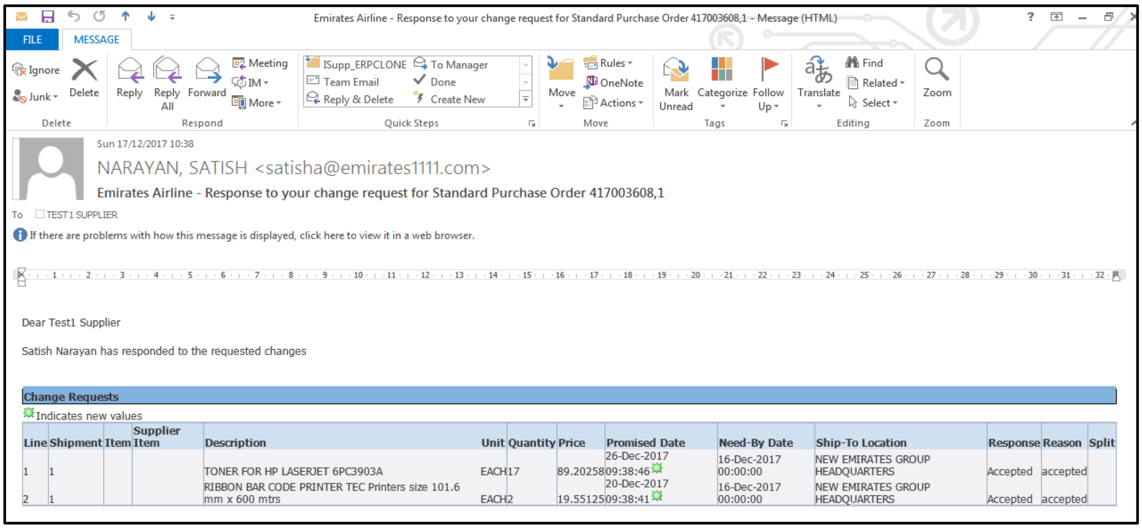
Satish Narayan has responded to the requested changes

Change Requests

Indicates new values

Line	Shipment	Item	Supplier Item	Description	Unit	Quantity	Price	Promised Date	Need-By Date	Ship-To Location	Response	Reason	Split
1	1			TONER FOR HP LASERJET 6PC3903A	EACH	20	89.2025	825-Dec-2017 09:36:04	16-Dec-2017 00:00:00	NEW EMIRATES GROUP HEADQUARTERS	Rejected	Change not accepted	

In case the Buyer accepts the change, the Supplier will receive two notifications, one the response to the change request, and another, an email with the PDF copy of the revised PO.



Emirates Airline - Response to your change request for Standard Purchase Order 417003608,1 - Message (HTML)

Sun 17/12/2017 10:38

NARAYAN, SATISH <satisha@emirates1111.com>

Emirates Airline - Response to your change request for Standard Purchase Order 417003608,1

To TEST1 SUPPLIER

If there are problems with how this message is displayed, click here to view it in a web browser.

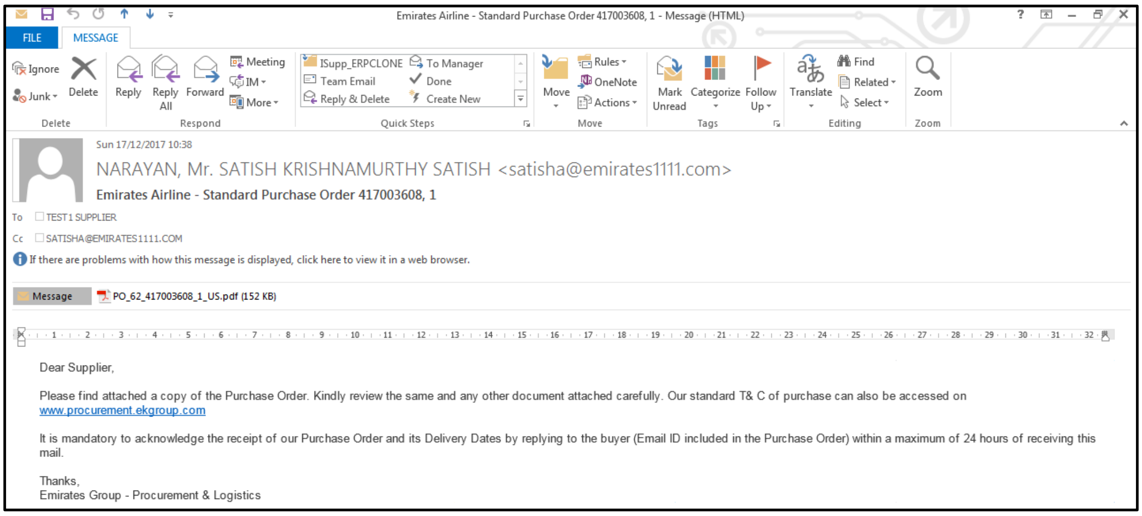
Dear Test1 Supplier

Satish Narayan has responded to the requested changes

Change Requests

Indicates new values

Line	Shipment	Item	Supplier Item	Description	Unit	Quantity	Price	Promised Date	Need-By Date	Ship-To Location	Response	Reason	Split
1	1			TONER FOR HP LASERJET 6PC3903A	EACH	17	89.20258	26-Dec-2017 09:38:46	16-Dec-2017 00:00:00	NEW EMIRATES GROUP HEADQUARTERS	Accepted	accepted	
2	1			RIBBON BAR CODE PRINTER TEC Printers size 101.6 mm x 600 mtrs	EACH	2	19.55125	20-Dec-2017 09:38:41	16-Dec-2017 00:00:00	NEW EMIRATES GROUP HEADQUARTERS	Accepted	accepted	



Emirates Airline - Standard Purchase Order 417003608, 1 - Message (HTML)

Sun 17/12/2017 10:38

NARAYAN, Mr. SATISH KRISHNAMURTHY SATISH <satisha@emirates1111.com>

Emirates Airline - Standard Purchase Order 417003608, 1

To TEST1 SUPPLIER

Cc SATISHA@EMIRATES1111.COM

If there are problems with how this message is displayed, click here to view it in a web browser.

Message | PO_62_417003608_1_US.pdf (152 KB)

Dear Supplier,

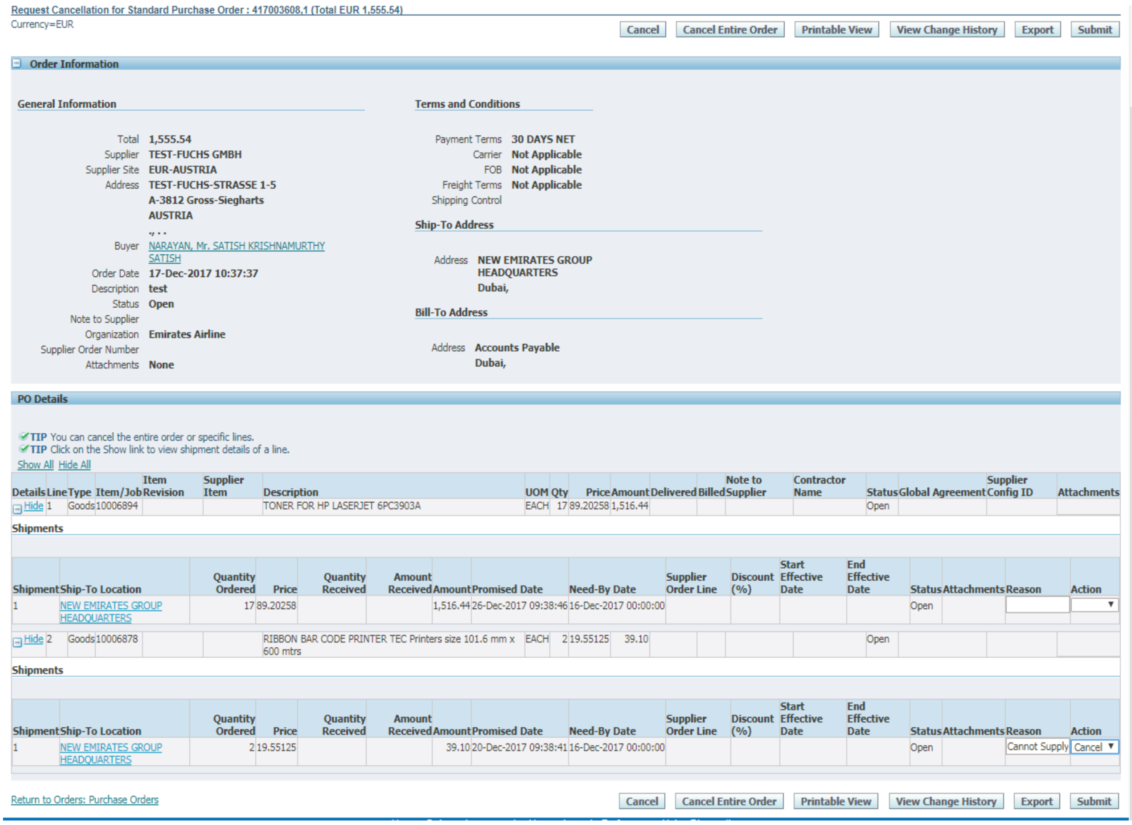
Please find attached a copy of the Purchase Order. Kindly review the same and any other document attached carefully. Our standard T& C of purchase can also be accessed on www.procurement.ekgroup.com

It is mandatory to acknowledge the receipt of our Purchase Order and its Delivery Dates by replying to the buyer (Email ID included in the Purchase Order) within a maximum of 24 hours of receiving this mail.

Thanks,
Emirates Group - Procurement & Logistics

Step 6: Request for Cancelation of Orders/Order lines

The Supplier can request for cancelation for the entire Purchase Order or cancelation of a line within an order. To request for a cancelation, the supplier can select 'Request Cancellation' from the Actions field in the Order details page and click on Go.



In case the supplier wishes to cancel the entire order, the Supplier can click on the Cancel Entire Order button from the options available.

For cancellation of an order line, the supplier should select the line from the PO Details section, enter the reason for cancellation, select the value as Cancel in the Action field and click on Submit.

The Buyer will then receive a notification request for cancelation for which he has to acknowledge and accept the cancellation request.

The supplier also has the option to view the entire Change History, compare revisions for the order, View Receipt details in case the receipts are created in the system.