ISUPPLIER TRAINING GUIDE FOR SUPPLIERS
CONTENTS

- Login to iSupplier Portal (slide 3)
- View Purchase Orders (slide 9)
- View Invoice Status (slide 15)
- View Payment Status (slide 22)
- View supplier details (slide 27)
Login
Login Email

- Supplier would receive an email to access iSupplier portal with login and default password.

Email Content:

Black & Veatch iSupplier Portal Registration

To: JEN
Sent: 28-May-2013 21:06:47

You have been registered as a user to the Black & Veatch iSupplier Portal. Please log on with the username JEN@WIRELESS.COM and the password Pq6$356.

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

Thank you.

(CONTACT_EMAIL=SurendraA@bv.com)
Ashok Surendra | Oracle Specialist
6300 Sprint Pkwy
Overland Park KS 66211
Ph: +1 (913) 458 8 00 (work)
Login with default password

Enter Login, default password. Click on login button.

Enter default password. Enter new password twice (Hint: use alphanumeric for new password). Click Submit button.
Successful Login

Home page will open with 5 latest purchase orders displayed.

Click on Logout if no further transaction.
Forgot Login Id/ Password

In case password needs to be reset, click on the log on link from the Email.

Click on Login Assistance link.
Forgot Login Id/ Password

Enter the user Name and Click Forgot Password. New password will be mailed.

Else enter the email and click forgot User Name. User would receive an Email with the User ID (Note: All Supplier users by default will have their Email as user ID)
VIEW PURCHASE ORDER DETAILS
Login to iSupplier Portal. Click on Orders tab.

By default all open Purchase Orders are visible.
VIEW PURCHASE ORDER

Search Purchase Order

To search for a specific Purchase Order, Click on Advanced Search

Enter PO Number
Click Go button

Purchase Order is visible

Click on the icon to open header attachment
VIEW PURCHASE ORDER

View Purchase Order Details

Click on the Purchase Order

PO summary displays the PO amount and the amount invoiced on this against the PO

PO Header Details are shown

PO Line details with attachments are shown
VIEW PURCHASE ORDER

View Purchase Order Details - Attachments

Click on attachment icon to see the line level attachment.

Click on title link to open the attachment.

Return to Standard Purchase Order: 172861.2105.2464.001, 1 (Total USD 18,837.00)
VIEW PURCHASE ORDER

View Purchase Order Details - Attachments

Click on link to revert back to PO details page

Click on return to attachments to revert back to attachment section

Return to Attachments
VIEW INVOICE STATUS
Login to iSupplier portal. Click on Finance tab.

View Invoices search fields are displayed.

Enter different search criteria to query invoices.
VIEW INVOICE STATUS

View Invoices – all Approved invoices

Select Invoice Status “Approved & In Process”

Click Go button

All approved invoices are displayed
VIEW INVOICE STATUS

View Invoices – all Approved but Not Paid invoices

Select Invoice Status “Approved & In Process”, Payment Status = Not paid. Click Go Button

All unpaid approved invoices are displayed
VIEW INVOICE STATUS

View Invoices – On hold invoices

Select Invoice Status = “On Hold”. Click Go Button.

All invoices on hold are displayed.

170_System_Hold means not yet approved.
VIEW INVOICE STATUS

View Invoices details

Enter a specific Invoice number. Click Go Button

Click on the Invoice Number
View Invoices details

- Invoice details are displayed
- Click on Scheduled Payments to see any pending payments
- Click on Hold reasons to check for any hold on the invoice
- Hold meaning are displayed
- Click on the link to contact the PO Admin
View Payment Status

Login to iSupplier portal. Click on Finance tab.

View Payments search fields are displayed.

Enter different search criteria to query Payments.
VIEW PAYMENT STATUS

View Payment Status

Enter the Payment Number
Click Go button

Payment is displayed.
Related Invoice and Purchase Order numbers are shown
VIEW PAYMENT STATUS

View Payment Status - Details

Click on the payment number to see the details

Invoices related to the payments are displayed along with the PO numbers
View Payment Status – all Purchase Order

Enter the PO Number
Click Go button

All Payments related the PO are displayed.

<table>
<thead>
<tr>
<th>Payment</th>
<th>Payment Date</th>
<th>Currency</th>
<th>Amount Method</th>
<th>Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>55055747</td>
<td>13-Mar-2013</td>
<td>USD</td>
<td>Check</td>
<td>Negotiable</td>
<td>13-Mar-2013</td>
</tr>
</tbody>
</table>
VIEW SUPPLIER INFORMATION
**VIEW SUPPLIER INFORMATION**

**View Supplier Information**

Login to iSupplier portal. Click on Admin tab.

Details of suppliers are displayed:
- General
- Address
- Contact
- Banking
- Payment details

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Description</th>
<th>Order Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>172861.2105.0003.006</td>
<td>Cascade(Site)ID# MULTIPLE</td>
<td>14-Mar-2013 13:22:25</td>
</tr>
<tr>
<td>122061.0030.8529</td>
<td>3755260874-MARTISCHANG BLDG-LTE-DN1215</td>
<td>14-Mar-2013 10:07:14</td>
</tr>
<tr>
<td>172861.2105.0003.007</td>
<td>Cascade(Site)ID# MULTIPLE</td>
<td>14-Mar-2013 09:29:31</td>
</tr>
<tr>
<td>172861.2105.2464.001</td>
<td>Cascade(Site)ID# MULTIPLE</td>
<td>13-Mar-2013 08:56:34</td>
</tr>
<tr>
<td>177770.0014.2163.001</td>
<td>CONSTRUCTION SERVICES - CRANES</td>
<td>11-Mar-2013 13:44:36</td>
</tr>
</tbody>
</table>
View Supplier Information – General & Address Book

This displays the general details of supplier like Tax Payer ID/ tax Registration Number, Name of the supplier, tax registration country.

The address book shows all the address created in Oracle for the purpose of Purchasing & Payments.
**View Supplier Information – Contact details**

Displays the summary of all the active contacts for the supplier.

Display all Inactive contacts

Click on View to see the contact details

Contact details like; Name, Phone number, Fax Number, e-mail ID are displayed

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Phone Number</th>
<th>Email</th>
<th>Status</th>
<th>User Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>B</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>B</td>
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<tr>
<td>T</td>
<td>B</td>
<td></td>
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<tr>
<td>D</td>
<td>J</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Contact Directory : Inactive Contacts**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Phone Number</th>
<th>Email</th>
<th>Status</th>
<th>User Account</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:region@_services.com">region@_services.com</a></td>
<td>Current</td>
<td></td>
</tr>
</tbody>
</table>

**Contact Directory : Active Contacts**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Phone Number</th>
<th>Email</th>
<th>Status</th>
<th>User Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>B</td>
<td></td>
<td>wireless.com</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>B</td>
<td></td>
<td>wireless.com</td>
<td></td>
<td></td>
</tr>
<tr>
<td>T</td>
<td>B</td>
<td></td>
<td>wireless.com</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>J</td>
<td></td>
<td>wireless.com</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Contact Title**

- First Name: R
- Middle Name: B
- Last Name: B
- Alternate Name: B
- Job Title: ESTIMATING/PROJECT ADMIN
- Department: 
- Contact Email: users@_projectwireless.com
- Phone Area Code: 0
- Phone Number: 
- Phone Extension: 
- Alternate Phone Area Code: 
- Alternate Phone Number: 
- Fax Area Code: 
- Fax Number: 
VIEW SUPPLIER INFORMATION

View Supplier Information – Banking & Payment details

- Displays the bank accounts of the supplier
- Displays the payment method, payment currency, invoice currency

**Banking Details**

- View General Accounts
- TIP: Date format example: 29-May-2013
- Details Account Number | IBAN | Currency | Bank Name | Start Date | End Date | Status

No results found.

**Payment and Invoicing**

- Payment Method
- Payment Currency
- Invoice Currency
- Notification Method

- Address Name | Address Details |
  722941482 | DALLAS, TX, United States |
  13815 | WICH, CHEN, NY, United States |
  RARITAN NJ | 5 DRIVE, (N), United States |
  303842174 | ATLANTA, GA, United States |
  CENTENNIAL CO | 9 SOUTH CENTENNIAL, CO, United States |
Definitions
DEFINITIONS

- **170 Systems_No_Cost_Hold** – Awaiting approval and coding, pending project approval
- **170 Systems_Hold** – Pending Accounts Payable approval or resolution
Building a world of difference.