



Oracle iSupplier Portal for Supplier User Manual, V6.0

Imagination at work.

Index

iSupplier Portal Navigation

[iSupplier Portal introduction](#)

[iSP Supplier Log in](#)

[iSP Home and Search options](#)

iSP Home and Search options

[iSP Log In Page – Supplier Notification](#)

[iSP Home Page](#)

Negotiation tab - Quote creation

[Acknowledge RFQ](#)

[Create Quotation](#)

[RFQ Monitoring](#)

[On Line Discussion](#)

[Re-submit Quotation – Revised RFQ](#)

Purchase Order Management

[PO Acknowledgment](#)

[Order Tab Navigation](#)

[Change Requests](#)

[OSP Purchase Orders](#)

[Creation & View of GRR](#)

[Shipment Tab – Returns/Receipts & Overdue Shipments](#)

Index

Finance Navigation

Invoice & Payment Search

Supplier info & Contact Details

iSupplier Portal Navigation

iSupplier Portal Introduction



iSupplier Portal Main Functionalities

- RFQ/Negotiation analysis
- Quote creation
- Inquiry on PO and Revision History
- Access to Engineering Item/BOM etc
- PO Change Requests and Concessions
- Delivery Maintenance
- Receipt/Return Information
- Inquiry on Invoices and Payments
- Document Submission/Approval

iSP Supplier Log in

The **log in** process for **Supplier** is made of **two steps**: access the **GE extranet** first and log in **Oracle iSP** after.

GE Infrastructure

Single Sign On

Enter User ID and Password

User ID: 105034430

Password:

Save my GE Single Sign On User ID

Log in

THIS SITE CONTAINS GE PROPRIETARY INFORMATION

WARNING: YOU ARE ATTEMPTING TO ACCESS A PRIVATE COMPUTER SYSTEM. ACCESS TO THIS SYSTEM IS RESTRICTED TO AUTHORIZED PERSONS ONLY. THIS SYSTEM MAY NOT BE USED FOR ANY PURPOSE THAT IS UNLAWFUL OR DEEMED INAPPROPRIATE. ACCESS AND USE OF THIS SYSTEM IS ELECTRONICALLY MONITORED AND, BY ENTERING THIS SYSTEM, YOU ARE GIVING YOUR CONSENT TO BE ELECTRONICALLY MONITORED. WE RESERVE THE RIGHT TO SEEK ALL REMEDIES FOR UNAUTHORIZED USE, INCLUDING PROSECUTION.

To enter in GE extranet use the following link, <http://pascalsourcing.geoilandgas.com> enter your SSO and password and then click on **Log In**.

For all **Supplier Users** is present only one **responsibility** and for this reason the system automatically opens the iSP home page. The **Supplier Portal Full Access** responsibility allows the Supplier Users to see and manage all the RFQs, and PO related with his company. Moreover this responsibility allows supplier to search and analyze all his POs, Invoices, Payments, etc.

iSupplier Home and Search options

iSupplier Log In – Set Preferences



GE Oil & Gas E-Business Suite

First Action is to Set Preferences for the Time Zone that work in. This is KEY to ensure correct date management. Click on Preference

Favorites

Diagnostics Logout **Preferences** Help

Enterprise Search All

Go

Search Results Display Preference Standard

Logged In As

Oracle Applications Home Page

Main Menu

Personalize

[GEOG iSupplier Sourcing Portal Supplier](#)

Worklist

Full List

Previous 1-25 Next 25

From	Type	Subject	Sent	Due
Umejiaku, Theresa	Sourcing Auction Awarded	Award Decision: RFQ 189109 (Test RFQ 17)	25-Sep-2015	

Go to **Regional**: Click on **Territory**; Select Country e.g. for UK Suppliers select United Kingdom and Select **Time zone = GMT (London)**

Click on **Apply**; the System will inform you if Confirmation has been successful;

Click on **Home**

Regional

Territory United Kingdom

Date Format dd-MMM-yyyy (28-Sep-2015)

Timezone (GMT +00:00) London

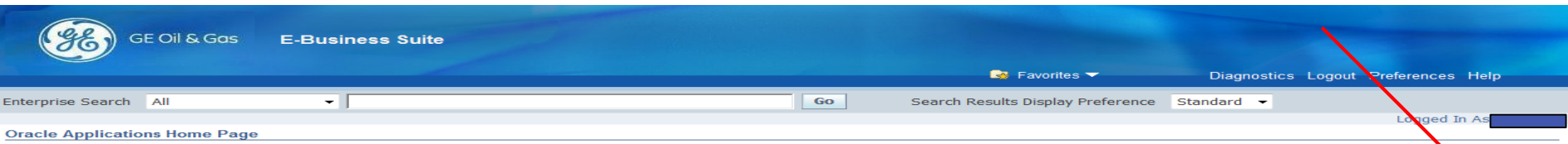
Number Format 10,000.00

Currency

Client Character Encoding Western European (Windows)

iSupplier Log In Page - Supplier Notification

Work List shows all Open Notifications – that either require action or for information only. **Click on Full List** – to view all of your notifications



Main Menu

Personalize

- GEOG iSupplier Sourcing Portal Supplier
- i supplier

Access to iSupplier Home Page
click on iSupplier option

Worklist

Full List

Previous 1-25 Next 25

From	Type	Subject	Sent	Due
Walia, Divya	Sourcing Auction Awarded	Award Decision: RFQ 170890 (RFI to RFQ conversion)	06-Apr-2015	
Walia, Divya	Sourcing Negotiation	Closed Early: RFQ 170890 (RFI to RFQ conversion)	06-Apr-2015	
Walia, Divya	Sourcing Auction Awarded	Award Decision: RFQ 170889 (RFI to RFQ conversion)	06-Apr-2015	
Walia, Divya	Sourcing Negotiation	Closed Early: RFQ 170889 (RFI to RFQ conversion)	06-Apr-2015	
Walia, Divya	Sourcing Auction Awarded	Award Decision: RFQ 170887 (RFI to RFQ conversion)	06-Apr-2015	
Walia, Divya	Sourcing Negotiation	Closed Early: RFQ 170887 (RFI to RFQ conversion)	06-Apr-2015	
Walia, Divya	Sourcing Negotiation	Closed Early: RFI 170886 (RFI to RFQ conversion)	06-Apr-2015	
Akula, Kishore	PO Approval	OU_SS_UK_ABZ - Standard Purchase Order 445523018.0	03-Apr-2015	
Akula, Kishore	PO Approval	OU_SS_UK_ABZ - Standard Purchase Order 445522966.2	03-Apr-2015	
Philip, Tracey	PO Approval	OU_SS_UK_ABZ - Standard Purchase Order 445523012.0 requires your acceptance	02-Apr-2015	
Walia, Divya	PO Approval	OU_SS_UK_ABZ - Standard Purchase Order 445523009.0	02-Apr-2015	
Mottram, Wendy	PO Approval	OU_SS_UK_ABZ - St	02-Apr-2015	

Click on Sent – for ascending/descending date order



Notification View - provides a list of all notifications by criteria

View FYI Notifications Go

Select All Notifications Reassign Close

Select FYI Notifications

Select Notifications From Me

Select Open Notifications

Select To Do Notifications

From	Type	Subject	Sent
Walia, Divya	Sourcing Auction Awarded	Award Decision: RFQ 170890 (RFI to RFQ conversion)	06-Apr-2015
Walia, Divya	Sourcing Negotiation	Closed Early: RFQ 170890 (RFI to RFQ conversion)	06-Apr-2015
Walia, Divya	Sourcing Auction Awarded	Award Decision: RFQ 170889 (RFI to RFQ conversion)	06-Apr-2015
Walia, Divya	Sourcing Negotiation	Closed Early: RFQ 170889 (RFI to RFQ conversion)	06-Apr-2015
Walia, Divya	Sourcing Auction Awarded	Award Decision: RFQ 170887 (RFI to RFQ conversion)	06-Apr-2015
Walia, Divya	Sourcing Negotiation	Closed Early: RFQ 170887 (RFI to RFQ conversion)	06-Apr-2015
Walia, Divya	Sourcing Negotiation	Closed Early: RFI 170886 (RFI to RFQ conversion)	06-Apr-2015
Akula, Kishore	PO Approval	OU_SS_UK_ABZ - Standard Purchase Order 445523018.0	03-Apr-2015
Akula, Kishore	PO Approval	OU_SS_UK_ABZ - Standard Purchase Order 445522966.2	03-Apr-2015

Note

Email notifications will also have been transmitted in addition to these notifications.

Ignore Reassign as this is disabled

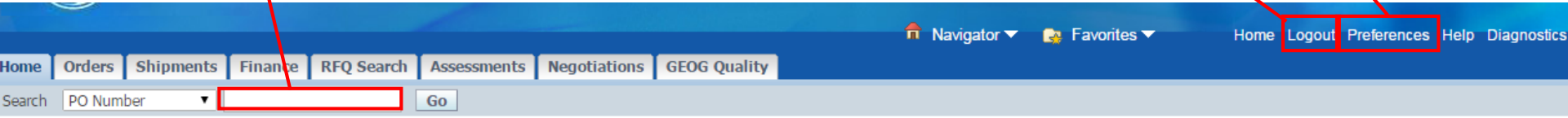
Important notifications = To do List

iSupplier Supplier home page

Quick search can be used to access directly any document (PO, shipment, invoice and payment) entering the number in the free text box.

In Preferences the User can find several settings the most important of which is the password change & Time Zone – to ensure alignment of dates & apply changes

Once finished using iSP remember to logout clicking this button.



iSupplier Supplier Trainings Will be Held on the following dates until the end of 2015.
 TELECONFERENCE: Call-in toll-free number: 1-8665464138 (US) Show global numbers: <https://www.tcconline.com/offsite/OffSiteController.jsp?cc=7245189>
 Conference Code: 724 518 9
>On the 3rd Wednesday Evening at 8pm (CST) of each month (04/15; 05/20; 06/17; 07/15; 08/19; 09/16; 10/21; 11/18; 12/16)
>On the 3rd Friday Morning at 9:30am (CST) of each month (04/17; 05/15; 06/19; 07/17; 08/21; 09/18; 10/16; 11/20; 12/18)
 Meeting link for GE Single Sign On accounts: <https://federation.gecompany.com/jsp/redirectWebEx.jsp?TARGET=https://emeetings/j.php?MTID=m379e3453dd8826f0a1ba6e9dda705a>
 Meeting link for people without GE Single Sign On accounts (or from a smartphone): <https://emeetings.webex.com/emeetings/j.php?MTID=m379e3453dd8826f0a1ba6e9dda705a>

Notifications

Subject	Date
OU SS UK ABZ - Standard Purchase Order 445527526, 1	13-Aug-2015 10:28:42
OU SS UK ABZ - Standard Purchase Order 445527535, 0	
OU SS UK ABZ - Standard Purchase Order 445527529,0 requires your acceptance	
OU SS UK ABZ - Standard Purchase Order 445527507, 1	
You are invited: RFQ 151366 (G1 training)	

[Full List](#)

To view a complete list of your Notifications or POs click **Full List**.

Orders At A Glance

PO Number	Description	Order Date
445527535	test	23-Jul-2015 13:42:08
445527534		21-Jul-2015 18:42:28
445527529		16-Jul-2015 16:07:34
445527342	Testing T&Cs	16-Jul-2015 15:25:15
445527507	PO Leanne Beedie	15-Jul-2015 12:13:38

[Full List](#)

Click on the link to view the document details.

Planning Orders

- [Agreements](#)
- [Purchase Orders](#)
- [Purchase History](#)

Shipments

- [Delivery Schedules](#)
- [Overdue Receipts](#)
- [Advance Shipment Notices](#)

Receipts

- [Receipts](#)
- [Returns](#)
- [On-Time Performance](#)

Invoices

- [Invoices](#)

Payments

- [Payments](#)

This section provides an additional access to the relevant navigation tabs featured at the top of the page.

Negotiations



*Receipt and Acknowledgement
of RFQ*

Supplier Invitation to Quote

Request for Quote (RFQ) will be received via **Email Notification** & on Oracle Home Page on **Worklist**

Worklist						
				Full List		
				Previous	1-25	Next 25
From	Type	Subject	Sent	Due		
Mottram, Wendy	Sourcing Publish	You are invited: RFQ 152369 (RFQ For Cap Screws)	14-Aug-2015	15-Aug-2015		
Philip, Tracey	PO Approval	OU SS UK ABZ - Standard Purchase Order 445527526, 1	13-Aug-2015			
Gajra, Harshdeep	PO Approval	OU SS UK ABZ - Standard Purchase Order 445527535,0 requires your acceptance	23-Jul-2015			
Gajra, Harshdeep	PO Approval	OU SS UK ABZ - Standard Purchase Order 445527535, 0	23-Jul-2015			
Philip, Tracey	PO Approval	OU SS UK ABZ - Standard Purchase Order 445527529,0 requires your acceptance	16-Jul-2015			

Note
 If your company has multiple sites that are known to the Buyer who created the Negotiation, a separate invitation might have been sent to each site. If this is the case, you may see multiple entries having the same Negotiation number but associated with different sites. You can place a response on behalf of either or all sites.

From: Workflow Mailer <NoReplyTo@dcloud.ge.com>
 To: Mottram, Wendy (GE Oil & Gas)
 Cc:
 Subject: Action Required: You are invited: RFQ 149204 (RFQ 12234)
 Message Notification Detail.html (657 B)

From	McVey, Paul	Company	GE Oil and Gas
To	CONTACT	Title	RFQ 12234
Sent	12-JUN-2015 04:56:31	Number	149204
Due	19-JUN-2015 04:53:27		
ID	7351202		

Negotiation Preview **June 12, 2015 03:56 am Central Time**
 Negotiation Open **June 12, 2015 03:56 am Central Time**
 Negotiation Close **June 19, 2015 03:53 am Central Time**
 Supplier
 Supplier Site

To acknowledge your intent to participate, press the Yes button on this page. To decline the invitation, press the No button. You may enter a note to the buyer in the space below before acknowledging or declining.

Please go to [Negotiation Details](#) page if you want to view the document before acknowledging intent to participate and/or to enter a response.

Action History

Num	Action Date	Action	From	To	Details
1	12-JUN-2015 03:56:31	Submit	McVey, Paul	CONTACT	

Please click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notification, ensure all response prompts include a desired response value within quotes.

Does your company intend to participate?: [Yes](#) [No](#)

Note
 To acknowledge participation **do not** use the buttons in the email as these have been disabled. Acknowledgement is required in iSP

Viewing the RFQ

On the iSP **Negotiations** tab all open negotiations to action will be viewed in the **Your Company's Open Invitations** section.

Negotiations Assessments

Search Open Negotiations Title

Welcome, Aquasign.

Your Active and Draft Responses

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
110295	Active	TULLOS101	142540	R 10086029	RFQ	0 seconds		0
110524	Active		142849	RR 25/3/15	RFQ	0 seconds		0
111515	Active		143650,1	ARAMCO-nameplates	RFQ	0 seconds		0
111522	Active		143773	RFQ 20000344	RFQ	0 seconds		0
111831	Active		143989	BR LTA	RFQ	0 seconds		0

Your Company's Open Invitations

Supplier Site	Negotiation Number	Title	Type	Time Left	Ack Status
	500611	RFQ for Training	RFQ	18 days 23 hours	

Quick Links

Click on **Negotiation number** hyperlink to view the RFQ

Viewing the RFQ

RFQ T&C must be acknowledged before you proceed to View RFQ, acknowledge Participation or Create Quote

Negotiations Assessments

Negotiations >

Terms and Conditions

The following terms and conditions must be accepted before a quote is placed in this RFQ.

Dear Supplier,

The present Request for Quotation is issued by an entity that is part of the Oil & Gas business of General Electric Company ("GE Oil & Gas") and constitutes an invitation to provide a quote (offer) for the supply of goods and/or services as described herein. If interested, please submit your best pricing and delivery time(s) (in weeks/business days). Please note that we reserve the right to consider, accept or reject any offer at our sole discretion and without any obligation on our part; offers received after the deadline stated herein are unlikely to be considered. Any costs associated with preparing your offer shall be borne entirely by you. If your offer includes any relevant descriptive literature, please include a copy of such literature.

BY SUBMITTING AN OFFER IN RESPONSE TO THIS REQUEST FOR QUOTATION, YOU EXPRESSLY ACCEPT THE TERMS AND CONDITIONS SET FORTH IN THE APPLICABLE GE OIL & GAS GENERAL TERMS OF PURCHASE (WHICH ARE AVAILABLE AT http://site.ge-energy.com/businesses/ge_oilandgas/en/about/supplier_portal.htm AND DEPEND ON THE LEGAL ENTITY ISSUING THIS REQUEST FOR QUOTATION), AND AGREE THAT SUCH GENERAL TERMS OF PURCHASE SHALL GOVERN THIS REQUEST FOR QUOTATION AND YOUR OFFER AS WELL AS ANY PURCHASE ORDER ISSUED BY A GE OIL & GAS OR OTHER GENERAL ELECTRIC ENTITY TO YOU IN RELATION TO THIS REQUEST FOR QUOTATION (THE "PURCHASE ORDER"). ANY ATTEMPTED REFERENCE IN YOUR OFFER TO TERMS INCONSISTENT WITH OR IN ADDITION TO THE APPLICABLE GE OIL & GAS GENERAL TERMS OF PURCHASE SHALL BE DEEMED INEFFECTIVE, UNLESS SUCH INCONSISTENT OR ADDITIONAL TERMS WERE SPECIFICALLY AND EXPRESSLY ACCEPTED BY GE OIL & GAS IN WRITING.

By submitting an offer in response to this Request for Quotation you also agree that, notwithstanding anything contrary in your offer, your offer shall be irrevocable and binding for you for a minimum of thirty (30) business days from the date of its issuance. Please be advised that the Purchase Order(s), if any, may be issued by the entity issuing this Request for Quotation, another GE Oil & Gas entity, or any Affiliates of the foregoing. For the avoidance of doubt, please be also advised that this Request for Quotation is not a purchase order and does not authorize you to proceed with any engineering, procurement and/or manufacturing activities.

* I have read and accepted the terms and conditions

Cancel

Accept

Viewing the RFQ

Supplier may view the RFQ before proceeding to Acknowledge Participation or Create Quote

Quote Header: contains RFQ validity period, terms and attachments (if applicable)

Negotiations | Assessments

Negotiations >
RFQ: 500611

[Printable View](#)

Quotes must be submitted BEFORE the **Close Date**.

Actions: Acknowledge Participation ▾ [Go](#)

Open Date **02-Feb-2017 09:39:49**
Close Date **21-Feb-2017 09:39:09**

Header | Lines | Controls

Title **RFQ for Training**
Status **Active**
Time Left **18 days 23 hours**

Buyer **Philip, Ms. Tracey**
Quote Style **Blind**
Description

Outcome **Standard Purchase Order**
Event

Terms

Bill-To Address [GE Oil and Gas UK LTD](#)
Ship-To Address [Nailsea \(C50\) UK](#)
FOB **FCA**

Payment Terms
Carrier
Freight Terms

Currency

RFQ Currency **GBP** Price Precision **Any**

Notes and Attachments

Note to Suppliers

MarkView	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.									

Viewing the RFQ

Supplier may view the RFQ before proceeding to Acknowledge Participation or Create Quote

Quote Lines: contains details of the requirement, required dates and a link to Engineering Drawing (via ePims)

Negotiations
Assessments

Negotiations >

RFQ: 500611

Printable View

Actions Acknowledge Participation ▾ Go

Title **RFQ for Training**

Status **Active**

Time Left **18 days 23 hours**

Open Date **02-Feb-2017 09:39:49**

Close Date **21-Feb-2017 09:39:09**

Header

Lines

Controls

Display Rank As **Win/Lose**

Ranking **Price Only**

**Need by Date is GE
Required to GE Dock
Date**

Cost Factors **None**

Price Tiers **None**

**Link to ePims for
Spec, Drawings, Docs
etc**

Lines

Line	Item, Rev	Category	Unit	Quantity	Need-By Date	Best Price (GBP)	Active Responses	Time Left	Engineering Drawing	GRR	
1	SSPE TEST EQUIPMENT, CH...	A190301-582, 0	V7019.2012000000.0100GS	EACH	2	15-Mar-2017 00:00:00	Blind	Blind	18 days 23 hours	Engineering Drawing	GRR
2	PSM CURRENT TRIP DISABL	S720-52955-00, 0	V5119.2012000000.0100GS	EACH	96	15-Jun-2017 23:00:00	Blind	Blind	18 days 23 hours	Engineering Drawing	GRR

Line: 1 (RFQ 500611)

Item **A190301-582**

Rev **0**

Description **SSPE TEST EQUIPMENT, CHOKE MODULE, TEST SKID, GASKET**

Category **V7019.2012000000.0100GS**

Unit of Measure **EACH**

Quantity **2**

Ship-To Address **Aberdeen BOD (C53) UK**

Notes and Attachments

Note to Suppliers

MarkView	Title	Type	Description	Category	Last U
	Undefined	Short Text	Item Long Description in GIM	To Supplier	10506
	Undefined	Short Text	Process Data	To Supplier	10506
	Undefined	Short Text	Marking Data	To Supplier	10506




RFQ Acknowledgement

Supplier should acknowledge RFQ and advise if they wish to participate

1. Via Worklist Notification

Worklist					
				Full List	
				Previous	Next 25
From	Type	Subject	Sent	Due	
Mottram, Wendy	Sourcing Publish	You are invited: RFQ 152369 (RFQ For Cap Screws)	14-Aug-2015	15-Aug-2015	
Philip, Tracey	PO Approval	OU SS UK ABZ - Standard Purchase Order 445527526, 1	13-Aug-2015		
Gajra, Harshdeep	PO Approval	OU SS UK ABZ - Standard Purchase Order 445527535,0 requires your acceptance	23-Jul-2015		
Gajra, Harshdeep	PO Approval	OU SS UK ABZ - Standard Purchase Order 445527535, 0	23-Jul-2015		
Philip, Tracey	PO Approval	OU SS UK ABZ - Standard Purchase Order 445527529,0 requires your acceptance	16-Jul-2015		



GE Oil & Gas E-Business Suite

Oracle Applications Home Page >
You are invited: RFQ 152369 (RFQ For Cap Screws)

From **Mottram, Wendy** Company **GE Oil and Gas**
To **CONTACT** Title **RFQ For Cap Screws**
Sent **14-Aug-2015 09:39:24** Number **152369**
Due **15-Aug-2015 09:34:44**
ID **7393300**

Negotiation Preview **August 14, 2015 09:39 am London**
Negotiation Open **August 14, 2015 09:39 am London**
Negotiation Close **August 15, 2015 09:34 am London**
Supplier [Redacted]
Supplier Site

To acknowledge your intent to participate, press the Yes button on this page. To decline the invitation, press the No button. You may enter a note to the buyer in the space below before acknowledging or declining.

Please go to [Negotiation Details](#) page if you want to view the document before acknowledging intent to participate and/or to enter a response.

Action History

Num	Action Date	Action	From	To	Details
1	14-AUG-2015 09:39:24	Submit	Mottram, Wendy	CONTACT	

Response

Note to Buyer **Additional Notes to Buyer can also be entered**

[Return to Worklist](#)

RFQ Acknowledgement

Supplier should acknowledge RFQ and advise if they wish to participate

2. Within RFQ (in Negotiations Tab)

Negotiations | Assessments

Negotiations >
RFQ: 500611

[Printable View](#)

Actions | Acknowledge Participation ▾ | [Go](#)

Title: RFQ for Training
Status: Active
Time Left: 18 days 23 hours

Open Date: 02-Feb-2017 09:39:49
Close Date: 21-Feb-2017 09:39:09

Header | Lines | Controls

Buyer: Philip, Ms. Tracey
Quote Style: Blind
Description:

Outcome Event: Standard Purchase Order

Negotiations > RFQ: 500611 >
Acknowledge Participation (RFQ 500611)

Will your company participate?
 Yes
 No

Note to Buyer
A Quote will be submitted

Create Quotation

Supplier Quote creation

Go to Actions and Select **Create Quote**.

Negotiations | **Assessments**

Negotiations >
RFQ: 500611

[Printable View](#)

Select the option **Create Quote in the Actions menu and then click on **Go**.**

Actions | **Create Quote** | **Go**

Title **RFQ for Training**
Status **Active**
Time Left **18 days 23 hours**

Open Date **02-Feb-2017 09:39:49**
Close Date **21-Feb-2017 09:39:09**

Header | **Lines** | **Controls**

Buyer **Philip, Ms. Tracey**
Quote Style **Blind**
Description

Outcome **Standard Purchase Order**
Event

Terms

Bill-To Address [GE Oil and Gas UK LTD](#)
Ship-To Address [Nailsea \(C50\) UK](#)
FOB **FCA**

Payment Terms
Carrier
Freight Terms

Currency

RFQ Currency **GBP**
Price Precision **Any**

Supplier Quote creation

The **Create Quote** screen appears.

Manual Creation - Enter appropriate data fields information first at Header level and then Click on Lines tab to complete.

The screenshot shows the Oracle Supplier Quote creation interface. The header area includes the Oracle logo and navigation tabs for Negotiations. The main content area is divided into sections: Header, Attachments, and Lines. The Header section contains fields for Supplier, RFQ Currency (USD), Quote Currency (USD), and Price Precision (Any). The Attachments section has a table with columns for Title, Type, Description, Category, Last Updated By, and Last Updated. The Lines section is currently empty. Callouts provide instructions: 'Capability to amend currency' points to the Supplier field; 'MANDATORY: Enter the date on which your bid or quote expires...' points to the Quote Valid Until field; 'You may add a Quote Ref or Note to Buyer' points to the Reference Number and Note to Buyer fields; and 'Click Add Attachments to supply the buyer with any additional information...' points to the Add Attachment... button.

Capability to amend currency

MANDATORY: Enter the **date** on which your bid or **quote expires**. You can use the pop-up calendar to select a date. This must be **later** than the close date

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Time Left 27 days 22 hours
Close Date 30-Apr-2013 17:47:29

Header Lines

Supplier [redacted]
RFQ Currency USD
Quote Currency USD
Price Precision Any

Quote Valid Until 01-Apr-2014
Reference Number abcd
Note to Buyer nothing

Add Attachment...
MarkView

Title	Type	Description	Category	Last Updated By	Last Updated
No results found.					

You may add a Quote Ref or Note to Buyer

Click **Add Attachments** to supply the buyer with any additional information (file, URL, short text note)

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Supplier Quote creation

Complete the **Quote Lines** level details.

Note – If you do not wish to participate in some of the lines on the quote please do **NOT** click into either the price and quantity fields as the system will force you to enter in a price and quantity. Merely inform the buyer via the “Note to Buyer” section.

Negotiations

Negotiations > RFQ: 20001 >
Create Quote: 9001 (RFQ 20001)

Title: Supplier Training.RFQ

Header **Lines**

RFQ Currency: USD
Price Precision: Any

Quote Currency: USD

Line	Update	Ship-To	Rank	Start Price	Target Price	Quote Price Unit	Target Quantity	Quote Quantity	Promised Date
1 CONNECTOR-WELLHEA...		Willowdale(UNI)ON CA	Blind			2000 EACH	30	30	30-May-20
2 CHECK VALVE.OLMST...		Willowdale(UNI)ON CA	Blind			1300 EACH	15	15	31-May-20

Ⓢ Indicates more information requested. Click the Update icon.

Buttons: Cancel, View RFQ, Quote By Spreadsheet, Save Draft, Continue

Enter your **Unit Price**

Use the calendar to enter the **Promise Date** (Delivery to GE/Execution Date or FCA Collection Date) **

Ⓢ This icon indicates more info required. In this case the User has to click on **Update Pencil** to enter these **additional info** (see next page).

If the buyer has specified a starting price, that price is displayed in the **Start Price** column, and you must offer a lower price.
If the buyer has specified a target price for the line and chooses to show it, that price is displayed in the **Target Price** column.

**** Note:** Promise Date on RFQ will become Material Handoff Date (MHD) on PO (See Dates Explained)

Number of units on which you are quoting.. If the Buyer set bid controls to allow only full quantity bids, this field is display only and shows the quantity entered by the Buyer.

The quantity cannot be greater than the quote quantity therefore **MOQ** are to be entered via notes to the Buyer

Supplier Quote creation

To add in additional **Requirements** requested by the Buyer from the **Update** icon and at the end click on **Apply**.

 Enter the required info

Using this menu it is possible to switch form one line to another one.

Negotiations

Create Quote 9001:Line 1 (RFQ 20001)

Line 2: CHECK VALVE,OLMSTED,WITH...

Description: CONNECTOR-WELLHEAD,H-4,18.750-15000 PSI MSP,E X F,NO. 26
CIW HUB W/CX-18 SST GROOVE UP,VX/VT INCONEL RING
GROOVE DOWN, NACE MR 01-75, MDT -20 DEGC
Unit: EACH
Start Price:
Target Price:
Quote Price:
Target Quantity: 30
Quote Quantity: 30

Close Date: 30-Apr-2013 17:47:29
Quote Currency: USD
Rank: Blind
Ship-To: Willowdale(UNI)ON CA
Need-By Date: On or before 30-May-2013 17:43:57
Promised Date: 30-May-2

Pay Items

TIP Total pay item amount must add up to the line amount.

Attributes

Group	Attribute	Attribute Type	Target Value	Quote Value
General	Lead time in weeks	Required		<input type="text" value="10"/> <small>(Numeric Value only)</small>

Notes

Note to Buyer:

Buyer may request more info using Attributes

Supplier Quote creation

Click **Save Draft** to save your response information for a later session. You can access your draft responses by clicking the Manage Draft quick link from the **Negotiations Home** page.

Create Quote 334910: Review and Submit (RFQ 500611)

Header

Title	RFQ for Training	Time Left	18 days 23 hours
Supplier	[Redacted]	Close Date	21-Feb-2017 09:35
RFQ Currency	GBP	Quote Valid Until	02-Feb-2018
Quote Currency	GBP	Reference Number	TLP01/2017
Price Precision	Any	Note to Buyer	

Submit is the last step that allows to submit the Quote to the Buyer.

Attachments

MarkView	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.									

Note All lines quoted will be on view but by default only the top line is selected but all lines will be submitted to GE.

Lines

Select	Line	Ship-To	Start Price	Target Price	Quote Price (GBP)	Unit	Target Quantity	Quote Quantity	Line Total	Need-By Date	Promised Date
<input checked="" type="radio"/>	1	SSPE TEST EQUIPME... Aberdeen BOD (C53) UK				100 EACH	2	2	200.00	15-Mar-2017 00:00:00 to 15-Mar-2017 00:00:00	15-Mar-2017 00:00:00
<input type="radio"/>	2	PSM CURRENT TRIP ... Nailsea (C50) UK				100 EACH	96	96	9,600.00	15-Jun-2017 23:00:00 to 15-Jun-2017 23:00:00	15-Jun-2017 23:00:00

Line 1: SSPE TEST EQUIPMENT. CHOKE MODULE. TEST SKID. GASKET CHANGE-OUT DRIVE STEM

Confirmation and Quote Number

Negotiations | **Assessments**

Confirmation

Quote 334910 for RFQ 500611 (RFQ for Training) has been submitted.

Supplier Quote creation

Create Quote by Spreadsheet

ORACLE Sourcing

Navigator Favorites Home Logout Preferences Help Diagnostics

Negotiations

Negotiations > RFQ: 20001 >

Create Quote: 9001 (RFQ 20001)

Title Supplier Training RFQ

Time Left 27 days 22 hours
Close Date 30-Apr-2013 17:47:29

Supplier [REDACTED]
RFQ Currency USD
Quote Currency USD
Price Precision Any

Quote Value
Reference f
Note to Buyer nothing

Cancel View RFQ **Quote By Spreadsheet** Save Draft Continue

Header Lines

Attachments

Add Attachment...

MarkView	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.									

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

This will open up the screen below. Click on **Export**

Negotiations Assessments

Create Quote 236330: Quote By Spreadsheet (RFQ 354554)

RFQ Currency GBP
Quote Currency GBP

Step 1: Export Spreadsheet

TIP Rich style includes spreadsheet cell borders, which will cause the file size to grow significantly after the XML file is saved in Microsoft Excel (TM).

Format

- XML Spreadsheet - Rich Style (.xml)
- XML Spreadsheet - Light-Weight Style (.xml)
- Tab-Delimited (.txt)

Export

Step 2: Import Spreadsheet

Format

- XML Spreadsheet (.xml)
- Tab-Delimited (.txt)

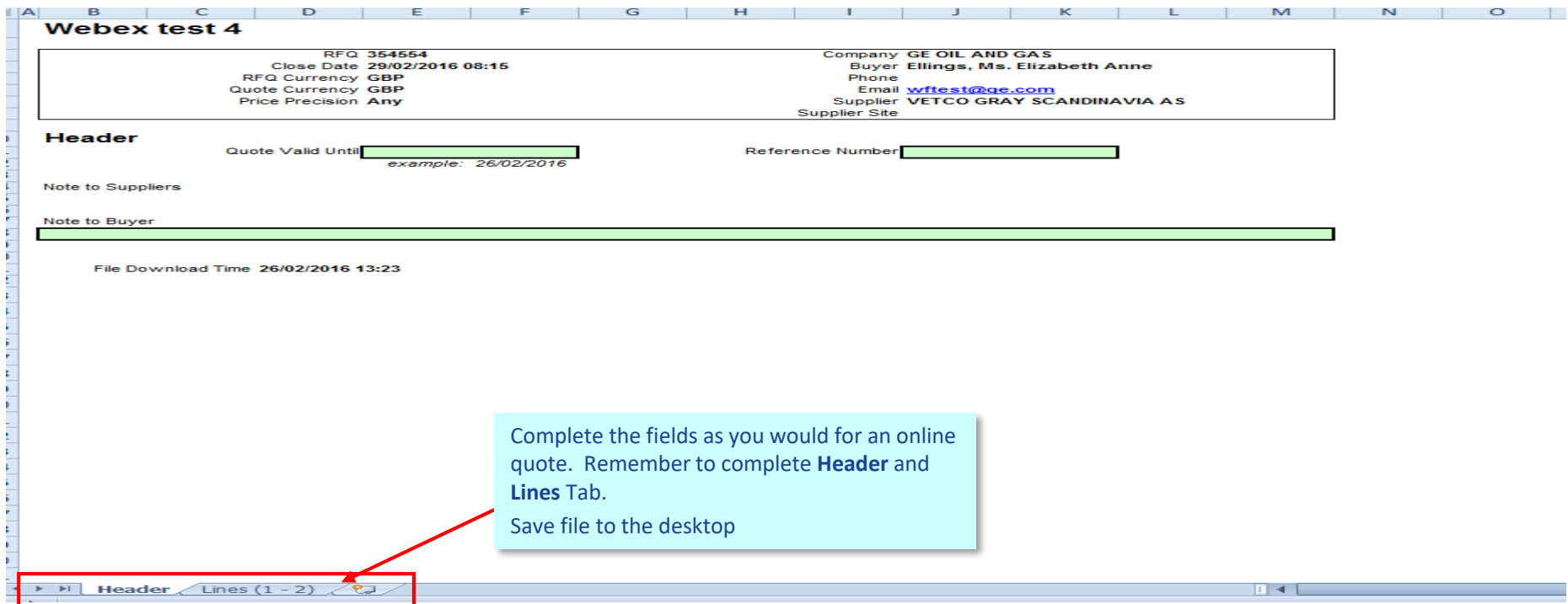
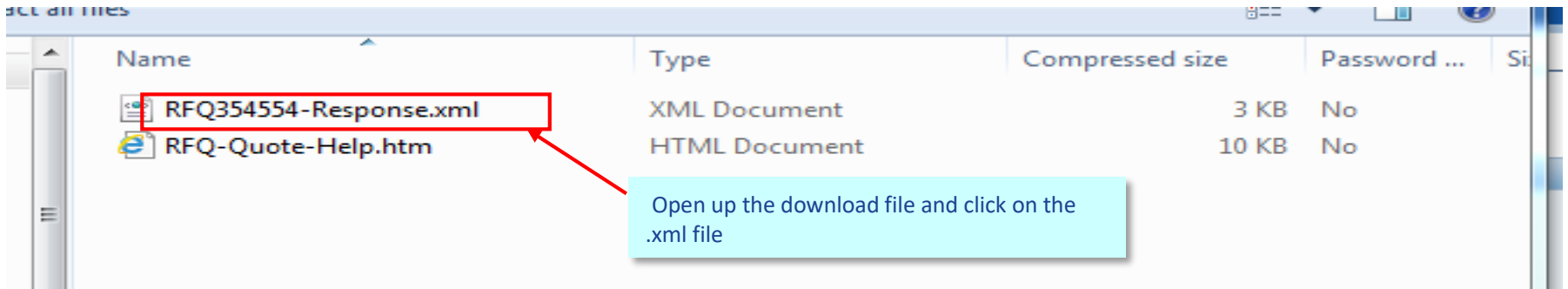
File To Import **Browse...**

Import

[Return to Create Quote:236330 \(RFQ 354554\)](#)

Supplier Quote creation

The **Quote by Spreadsheet** button appears. Click on this



Supplier Quote creation

The **Quote by Spreadsheet** button appears.

Negotiations | **Assessments**

Create Quote 236330: Quote By Spreadsheet (RFQ 354554)

RFQ Currency **GBP**
Quote Currency **GBP**

Step 1:Export Spreadsheet

✔ **TIP** Rich style includes spreadsheet cell borders, which will cause the file size to grow significantly after the XML file is saved in Microsoft Excel (TM).

Format XML Spreadsheet - Rich Style (.xml)
 XML Spreadsheet - Light-Weight Style (.xml)
 Tab-Delimited (.txt)

Export

Step 2:Import Spreadsheet

Format XML Spreadsheet (.xml)
 Tab-Delimited (.txt)

File To Import **Browse...**

Import

Select File and click on **Import**.

Complete the actions as per online quotation – click on **Submit** or **Draft**

[Return to Create Quote:236330 \(RFQ 354554\)](#)

RFQ Monitoring

Quote Monitoring

Negotiations | **Assessments**

Search Open Negotiations

Welcome, .

Your Active and Draft Responses

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
334910	Active		500611	RFQ for Training	RFQ	18 days 23 hours		0
110295	Active	TULLOS101	142540	R 10086029	RFQ	0 seconds		0
110524	Active		142849	RR 25/3/15	RFQ	0 seconds		0
111515	Active		143650,1	ARAMCO-nameplates	RFQ	0 seconds		0
111522	Active		143773	RFQ 20000344	RFQ	0 seconds		0

Your Company's Open Invitations

Supplier Site	Negotiation Number	Title	Type	Time Left	Ack Status
	500612	RFQ Test	RFQ	24 days 23 hours	

Quick Links

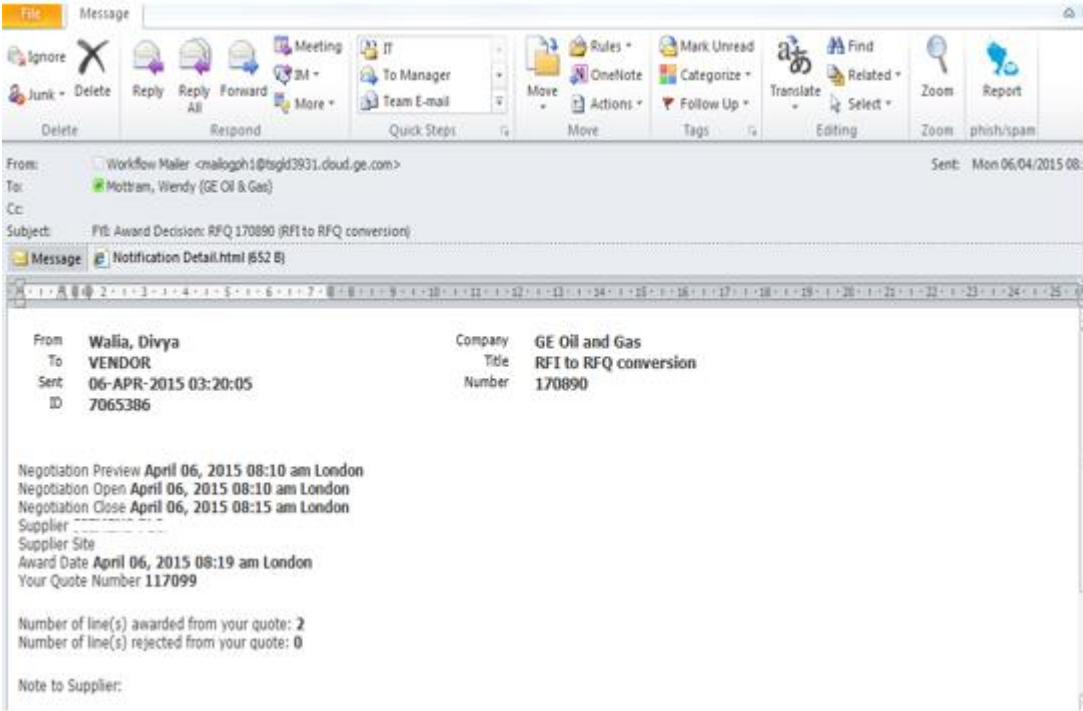
Manage	View Responses
<ul style="list-style-type: none">DraftsPersonal Information	<ul style="list-style-type: none">ActiveDisqualifiedAwardedRejected

Full View to see full history



Quote Monitoring

Quote decision will be done via email notification and by clicking on **Awarded/Rejected Icons**



Quotes Closing Early

If RFQ is closed early by the Buyer you will receive notification via email and on Worklist

From: Workflow Mailer <NoReplyTo@cloud.ge.com>
 To: Mottram, Wendy (GE Oil & Gas)
 Cc:
 Subject: FYI: Closed Early: RFQ 152369 (RFQ For Cap Screws)

Message Notification Detail.html (670 B)

From	Mottram, Wendy	Company	GE Oil and Gas
To	Wendy.Mottram@ge.com	Title	RFQ For Cap Screws
Sent	14-AUG-2015 08:02:51	Number	152369
ID	7393302		

Negotiation Preview **August 14, 2015 02:39 pm London**
 Negotiation Open **August 14, 2015 09:39 am London**
 Negotiation Closed **August 15, 2015 09:34 am London**
 Supplier
 Supplier Site
 Early Close **August 14, 2015 01:02 pm London**

Reason for closing early:

Main Menu

[Personalize](#)

[GEOG iSupplier Sourcing Portal Supplier](#)

Worklist

[Full List](#)

Previous 1-25 Next 25

From	Type	Subject	Sent	Due
Mottram, Wendy	Sourcing Negotiation	Closed Early: RFQ 152369 (RFQ For Cap Screws)	14-Aug-2015	

RFQ Search

RFQ Search

Allows Search of where PO's have been created

Part Number: Negotiation Number:
 Negotiation Status: Response Status:
 Quotation Number: Buyer Name:
 RFQ Creation Date From: RFQ Creation Date To:
 Business Unit:

Negotiation Number	Negotiation Type	Negotiation Status	Quotation Number	Quotation Line	Response Status	Response Price	Response Valid Until	Part Number	Part Revision	Quantity	UOM	Lead Time	Supplier Name	Ack Status	Buyer Name	Business Unit	Creation Date
349561	RFQ	Completed, Purchase Order Created	235335	1	Active	12	02-Mar-2016	A930371-61	A	2	EA		VETCO GRAY SCANDINAVIA AS	Y	Philip, Ms. Tracey	OU_SS_UK_ABZ	15-Feb-2016
349561	RFQ	Completed, Purchase Order Created	235335	2	Active	12	02-Mar-2016	A930371-62	B	3	EA		VETCO GRAY SCANDINAVIA AS	Y	Philip, Ms. Tracey	OU_SS_UK_ABZ	15-Feb-2016
349558	RFQ	Completed, Purchase Order Created	235340	1	Active						EA		VETCO GRAY SCANDINAVIA AS	Y	Philip, Ms. Tracey	OU_SS_UK_ABZ	15-Feb-2016
349558	RFQ	Completed, Purchase Order Created	235340	2	Active	33	29-Feb-2016	A184690-6C39	B	4	EA		VETCO GRAY SCANDINAVIA AS	Y	Philip, Ms. Tracey	OU_SS_UK_ABZ	15-Feb-2016
349558	RFQ	Completed, Purchase Order Created	235340	4	Active	3	29-Feb-2016	A103146-6	0	12	EA		VETCO GRAY SCANDINAVIA AS	Y	Philip, Ms. Tracey	OU_SS_UK_ABZ	15-Feb-2016
349558	RFQ	Completed, Purchase Order Created	235340	3	Active	33	29-Feb-2016	A138158-54	A	9	EA		VETCO GRAY SCANDINAVIA AS	Y	Philip, Ms. Tracey	OU_SS_UK_ABZ	15-Feb-2016
349555	RFQ	Completed, Purchase Order Created	235332	1	Active	1200	02-Mar-2016	OT38-OSP-ITEM-OV	0	2	EA		VETCO GRAY SCANDINAVIA AS	Y	Ellings, Ms. Elizabeth	OU_SS_UK_ABZ	15-Feb-2016
349554	RFQ	Completed, Purchase Order Created	235333	1	Active	43	07-Mar-2016	A184690-4C39	A	6	EA		VETCO GRAY SCANDINAVIA AS	Y	Ellings, Ms. Elizabeth	OU_SS_UK_ABZ	15-Feb-2016

Click on Quotation number

RFQ Search: RFQ Search >
 Quote: 235335 (RFQ 349561)

Title [Test 3](#)
 Time Left **0 seconds**
 Quote Style **Blind**
 Quote Currency **GBP**
 Contact **09DUDE,**
 Suppliers' Quote Number **345**
 Quote Status **Active**
 Note to Buyer

Close Date **16-Feb-2016 11:32:50**
 Ranking **Price Only**
 Supplier **VETCO GRAY SCANDINAVIA AS**
 Supplier Site **SANDES108**
 Quote Valid Until **02-Mar-2016**
 Purchase Order [445537970](#)

Actions

If Award Successful – PO number will be shown

Attachments

MarkView	Title	Type	Description	Category	Last Updated	Usage	Update	Delete
No results found.								

Lines

RFQ Search also allows you to search by Part Number. Other searches are underdevelopment

Part Number: Negotiation Status:
 Quotation Number:

RFQ - Online Discussion

On Line Discussion

iSP allows to do a private **On Line Discussion between Buyer and Supplier** related to a specific negotiation. To do that it is needed to search and open the desired RFQ and then select the option Online Discussions present in the Actions menu.

The screenshot displays the iSP interface for an RFQ. The top navigation bar shows 'Negotiations >' and 'RFQ: 20001,1'. The main content area is divided into sections: 'Header', 'Lines', and 'Controls'. The 'Header' section contains the following information:

- Title: Supplier Training RFQ
- Status: Active
- Time Left: 27 days 22 hours
- Open Date: 02-Apr-2013 17:00
- Close Date: 30-Apr-2013 17:00
- Buyer: Konidala, Mr. Ramesh
- Quote Style: Blind
- Outcome: Standard Purchase Order
- Description: Test RFQ
- Event: revised to change
- Amendment Description: revised to change

The 'Actions' menu is open, showing the following options:

- Create Quote
- Create Quote
- Online Discussions** (highlighted with a red box)
- View Quote History
- View Amendment History
- Printable View
- Export to Spreadsheet

The 'Terms' section contains the following information:

- Bill-To Address: USBILLING
- Ship-To Address: Willowdale(UNIDON CA)
- FOB: EXW
- Payment Terms: 0.60/12 NET 30
- Carrier: Fedex Freight East Inc
- Freight Terms: Will Call-GE

The 'Currency' section contains the following information:

- RFQ Currency: USD
- Price Precision: Any

Note

On Line Discussion only available for RFQ

If the Buyer uses on line discussion – you will be informed via the **home page Worklist**

Online Discussion

Negotiations

Negotiations > RFQ: 20001,1 >
Online Discussions (RFQ 20001,1)

Cancel Printable Page

Title Supplier Training RFQ
Status **Active**
Time Left 27 days 22 hours

Open Date 02-Apr-2013 18:47:57
Close Date 30-Apr-2013 17:47:20

Messages

New Message

Subject	Message	Status	Sender	Date
No results found.	New Message			

In this section there are all the messages related to the selected Negotiation; it is a sort of Online Discussions history.

Note
When the counterpart responds to your message, you will get email and see the reply in iSP Online Discussions history.

Negotiations

Negotiations > RFQ: 20001,1 > Online Discussions (RFQ 20001,1) >

Create New Message (RFQ 20001,1)
* Indicates required field

Send To **Default enterprise name**

* Subject test

* Message test

Compose the message and then click on Submit.

Cancel Send

Attachments

Add Attachment...

MarkView	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.										

By default the system populates the **Sent To** with the counterpart name.

Re-submit Quotation – Revised RFQ

Re-submit Quotation – Revised RFQ

You can see the **revised RFQ** under Open Invitations which uses the same Negotiation number followed by the revision no (e.g. 20001,1)

Negotiations

Search Open Negotiations Title

Welcome, Wolar Supplier2.

Your Active and Draft Responses

Press Full List to view all your company's responses. [Full List](#)

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
2001 ⚠	Resubmission Required		20001	Supplier Training RFQ	RFQ	27 days 22 hours		0
3001	Active		11001	Supplier Training RFQ	RFQ	0 seconds		0

⚠ Negotiation has been amended and requires your action to be considered for award.

Your Company's Open Invitations

[Full List](#)

Supplier Site	Negotiation Number	Title	Type	Time Left
	20001,1	Supplier Training RFQ	RFQ	27 days 22 hours

Quick Links

Manage

- [Drafts](#)
- [Personal Information](#)

View Responses

- [Active](#)
- [Disqualified](#)
- [Awarded](#)
- [Rejected](#)

Click on **RFQ number** in Open Invitations to see revised RFQ

Re-submit Quotation – Revised RFQ

Negotiations

Negotiations >

Warning
RFQ 20001 has been amended. To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.

[View Amendment History](#)

RFQ: 20001,1

Actions:

Title: Supplier Training RFQ
Status: Active
Time Left: 27 days 22 hours

Open Date: 02-Apr-2013 18:47:57
Close Date: 30-Apr-2013 17:47:29

Header | Lines | Controls

Buyer: Konidala, Mr. Ramesh
Quote Style: Blind
Outcome: Standard Purchase Order
Description: Test RFQ

Event
Amendment Description: revised to change the quantity.

Note
There is a requirement to review the Amendment History first prior to creation of new round of quotes

Negotiations

Negotiations > RFQ: 20001,1 >

Amendment History (RFQ 20001)

To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.

Show All Details | Hide All Details

Details	Document Number	Title	Status	Acknowledgement Date	Review Changes
<input type="checkbox"/> Show	20001,1	Supplier Training RFQ	Active		<input type="button" value="oo"/>
<input type="checkbox"/> Show	20001	Supplier Training RFQ	Amended		

Click **View Amendments** and **Verify** the changes made to RFQ. **Acknowledge the Amendments.**

Re-submit Quotation – Revised RFQ

Negotiations

Negotiations > RFQ: 20001,1 > Amendment History (RFQ 20001) >

Acknowledge Amendment (RFQ 20001,1)

To be considered for award you must acknowledge each amendment and submit (or resubmit) your response to ensure your response complies with the changes.

accept the terms and conditions of the RFQ and also acknowledge the changes made to the RFQ amendment document 20001,1.

Header

Label	RFQ 20001	RFQ 20001,1
Amendment Description		revised to change the quantity.

Notes and Attachments

RFQ 20001

Negotiations

 **Confirmation**

All amendments of Negotiation 20001 have been acknowledged successfully. You may now respond to the negotiation. Do you want to proceed?

If a response has been submitted previously, resubmission is required to ensure the response complies with the changes.

Re-submit Quotation – Revised RFQ

At this point it is possible to **update the RFQ** and at the end **Re-submit**

Negotiations

Search Open Negotiations

Welcome, Wolar Supplier2.

Your Active and Draft Responses

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
9001	Resubmission Required		20001	Supplier Training RFQ	RFQ	27 days 22 hours		0
3001	Active		11001	Supplier Training RFQ	RFQ	0 seconds		0

Negotiation has been amended and requires your action to be considered for award.

Your Company's Open Invitations

Supplier Site	Negotiation Number	Title	Type	Time Left
	20001.1	Supplier Training RFQ	RFQ	27 days 22 hours

Quick Links

Manage

- [Drafts](#)
- [Personal Information](#)
- [Ac](#)
- [Disqualified](#)
- [Awarded](#)
- [Rejected](#)

Click on RFQ number in Open Invitations.

Re-submit Quotation – Revised RFQ

The system shows the original quote. **Modify the Quote** Header and Line details following the same procedure used in case of standard process. After that click '**Continue**' and '**Submit**' the revised Quote.

Negotiations

Negotiations >

Warning
You have acknowledged all amendments to RFQ 20001. To be considered for award you must submit (or resubmit) all your responses to ensure that they comply with the changes.
[View Amendment History](#)

RFQ: 20001,1

Title	Supplier Training RFQ	Actions	Create Quote	Go
Status	Active			
Time Left	27 days 22 hours			

2013 18:47:57
2013 17:47:29

Header | Lines | Controls

Buyer	Konidala, Mr. Ramesh	Event	
Quote Style	Blind	Amendment Description	revised to change the quantity.
Outcome	Standard Purchase Order		

Select the option **Create Quote** in the Actions menu and then click on **Go**.

Purchase Order Management

Orders Navigation

Purchase Orders Search

[Multiple PO Change](#) | [Export](#)

Views
 View: All Purchase Orders [Go](#)

Hyperlink – anything underlined is a Hyperlink, to open PO, click on the PO number [445550757](#)

Select Order: [Acknowledge](#) | [Request Cancellation](#) | [Request Changes](#) | [View Change History](#)

Select	PO Number	Operating Rev Unit	Document type	Description	Creation Date	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	445550757	OU_SS_UK_ABZ	Standard PO		02-Feb-2017	03-Feb-2017 07:06:21	Philip, Ms. Tracey Louise	GBP	140.30	Requires Acknowledgment		
<input type="radio"/>	445550758	0	OU_SS_UK_ABZ	Standard PO	02-Feb-2017	02-Feb-2017 08:08:17	Philip, Ms. Tracey Louise	GBP	1122.46	Requires Acknowledgment		
<input type="radio"/>	445550753	3	OU_SS_UK_ABZ	Standard PO	01-Feb-2017	02-Feb-2017 03:44:59	Philip, Ms. Tracey Louise	GBP	3.60	Open		
<input type="radio"/>	445550755	3	OU_SS_UK_ABZ	Standard PO	02-Feb-2017	02-Feb-2017 03:40:15	Philip, Ms. Tracey Louise	GBP	100.00	Open		

Click on PO Rev to see **Revision History**

Compare to Original PO

✓ TIP Changes made to contract clauses and deliverables are not shown below. Click Show All PO Changes to review contract changes in each revision
 Comparisons are sorted by Revision, Line and Shipment.

Revision	Line	Item/Job	Shipment	Price Differential	Enabled Organization	Field Altered	Changed From	Changed To
3						Acceptance Required	Document	None
3	2	A190301-583				Note To Supplier		Removed MHD actual flag. No approval to ship was given as docs still missing
2	2	A190301-583	1			Promised Date	20-Feb-2017 03:17:48	01-Mar-2017 03:24:52
2	2	A190301-583	1			Last Acceptance Date		01-Mar-2018 03:34:52
1	1	A190301-583	1			Last Acceptance Date		21-Apr-2018 03:25:22
1	1	A190301-583	1			Promised Date	14-Mar-2017 03:17:44	21-Apr-2017 03:25:22

New POs or Revised POs will require an acknowledgement

Purchase Order – Header details

PO Header Details can be seen in **Order Information** including PO T&Cs etc.

The User can also access all other related information to this PO using the **Actions menu (History, Receipts, Invoices, Payments and Shipment)**.

The screenshot shows a web interface for a Purchase Order. At the top, there are navigation tabs: Home, Orders, Shipments, Finance, RFQ Search, Assessments, Negotiations, Quality, and GEOG Quality. Below these are sub-tabs for Purchase Orders, Work Orders, Agreements, Purchase History, View Requests, Document Submission, and Order Search. A text box notes: "View PDF allows to print a PO." The main header information includes: "Standard Purchase Order: 445550757, 2 (Total GBP 140.30)" and "Currency=GBP". An "Actions" menu is open, showing options: Acknowledge, Acknowledge, View Change History, View Receipts, View Invoices, View Payments, and View Shipments. A "View PDF" button is highlighted with a red box. The "Order Information" tab is selected and highlighted with a red box. A callout box points to it: "Order Information is the PO Header". The "General" section shows: Total 140.30, Supplier Site Address (redacted), Buyer Philip, Ms. Tracey Louise, Creation Date 02-Feb-2017, Order Date 06-Feb-2017 03:28:13, Description, Status Requires Acknowledgment, Note to Supplier Attached T&Cs to header as agreed, Operating Unit OU_SS_UK_ABZ, Sourcing Document, and Supplier Order Number. A red box highlights the Note to Supplier, with a callout: "Attachments and Note to Supplier (if added by Buyer)". The "Terms and Conditions" section shows: Payment Terms TPS120DAYS, Carrier, FOB CFR, Freight Terms TBD, Pay On Receipt No, and Shipping Control Buying Organization. A red box highlights the "Pay On Receipt No" field, with a callout: "eInvoicing – 'Pay on Receipt'". Below this, text explains: "If Yes = Do NOT submit an Invoice, this is an ERS PO" and "If no = Submit Invoice to usual Bill to Address". The "Ship-To Address" section shows Address Multiple. The "Bill-To Address" section shows Address: "If ERS supplier, do not submit invoice. Otherwise, all invoices should be headed to: GE Oil and Gas UK LTD, OP Unit: OU_SS_UK_ABZ, PO Box: 201, 1550, Budapest,". A summary table shows: Total 140.30, Received 0.00, Invoiced 0.00, and Payment Status Not Paid.

PO Details Line Details

Show All Details | Hide All Details

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason	Engineering Drawing	GR
Hide	1	Goods	H301075-796	0		TOOL-SSPE	EACH	4	12.9	51.60	Open			Engineering Drawing	GR

Shipments

Purchase Order – Line/Shipment details

PO Lines (or Shipments) can be seen in **PO Details** (use Show ALL Details)

PO Details

Line attachments (full part description etc) Link to BOM, drawings, Docs etc

Show All Details Hide All Details

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason	Engineering Drawing	GRR
Hide	1	Goods	H301075-796	0		TOOL-SSPE	EACH	4	12.9	51.60	Open			Engineering Drawing	GRR

Shipments

Shipment	Ship-To Location	Qty			Amount			Need-By Date	MHD	TLT Promised Date	Contract Date	Payment Status	Status	Supplier Line	Split Reason	Attachment
		Ordered	Received	Invoiced	Ordered	Received	Invoiced									
1	Aberdeen BOD (C53) UK	4			51.60			14-Jan-2017 23:00:00	22-Feb-2017 08:04:19	25-Feb-2017 08:04:19	22-Feb-2017 08:04:19		Requires Acknowledgment			

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason	Engineering Drawing	GRR
Hide	2	Goods	720-30231-PF	C		PROCESSOR	EACH	1	88.7	88.70	Open			Engineering Drawing	GRR

Shipments

Qty Ordered (and Received) Purchase Order Dates GRR – to submit a concession

Shipment	Ship-To Location	Qty			Amount			Need-By Date	MHD	TLT Promised Date	Contract Date	Payment Status	Status	Supplier Line	Split Reason	Attachment
		Ordered	Received	Invoiced	Ordered	Received	Invoiced									
1	Nailsea (C50) UK	1			88.70			08-Jan-2017 23:00:00	28-Feb-2017 08:04:24	14-Mar-2017 08:04:24	01-Feb-2017 07:06:07		Requires Acknowledgment			

Engineering Drawing

Clicking on the **Engineering Drawing** hyperlink present at line level the system opens the page shown in the picture below.

Orders: Purchase Orders >
Part: A130076-3 | H Class: NAMEPLATE

Part Info | Std Info | Reviewed By | Documents | BOM | History | Show All

Show All

PARTS Attributes

The Engineering info related to the item link to the selected PO line are organized by tab; the last one contains a sort of summary.

Part Number	A130076-3	Technical Description	NAMEPLATE, GENERAL, SSPE, 4.000 X 4.000 X 26 SWG, 18-8 SS, API 17D NOTATION.
Rev	H	Process Data	2. LETTERING AND PAD AREAS TO BE SILVER COLOURED WITH BLACK BACKGROUND. 3. LOGO COLOUR CODE IS PMS 7455. 4. BLACK LETTERING AND SILVER BACKGROUND. 5. MARK WEIGHT UNITS (KGS/LBS) HERE
Type		Marking Data	1. TAG:- P/NO A130076-3 (REV)
Preferred Part	N	SQR Data	
State	RELEASED		
Date State Changed	2013/11/25 05:06:14		
UM	EA		
REV Code	211		
API PSL			
API PR			
API TEMP			
API MC			
API GRP			
DLC	2013/12/18 10:14:10		

Purchase Order for Outside Processing (Service)

Header information will remain the same. Line type = **Outside Processing**

PO Details

Buyer should add "Real Part Number" in **Supplier Item** for easy reference

Show All Details Hide All Details

Details	Line Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason	Engineering Drawing	GR
Hide	1	Outside processing	OSP-GENERAL	0	A120878-3	JOB:00004554406_GRA281714-1 Seq:20 OSP-GENERAL	EACH	1	185	185.00	Open		Engineering Drawing	GR

Shipments

Shipment	Ship-To Location	Qty Ordered	Qty Received	Qty Invoiced	Amount Ordered	Amount Received	Amount Invoiced	Need-By Date	MHD	TLT Promised Date	Contract Date	Payment Status	Status	Supplier Line	Split Reason	Attachment
1	Aberdeen BOD (C53) UK	1			185.00			05-Oct-2016 23:00:00	20-Feb-2017 05:04:59	0	20-Feb-2017 05:04:59		Requires Acknowledgment			
Hide	2	Outside processing	OSP-DHPT INSTALLATION	0	A948349-11C57	JOB:00004562979 Seq:70 OSP-DHPT INSTALLATION	EACH	1	1327	1327.00	Open		Engineering Drawing	GR		

Shipments

Shipment	Ship-To Location	Qty Ordered	Qty Received	Qty Invoiced	Amount Ordered	Amount Received	Amount Invoiced	Need-By Date	MHD	TLT Promised Date	Contract Date	Payment Status	Status	Supplier Line	Split Reason	Attachment
1	Aberdeen BOD (C53) UK	1			1327.00			13-Oct-2016 02:00:00	27-Feb-2017 05:05:04	0	27-Feb-2017 05:05:04		Requires Acknowledgment			

Line attachments will show real parts, components and revisions

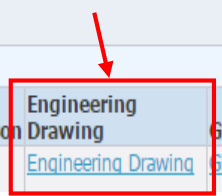
Attachments

MarkView	Title	Type	Description ^	Category	Last Updated By	Last Updated
	Undefined	Short Text	Components Item # and Revision	To Supplier	105065762	06-Feb-2017
	Undefined	Short Text	Components Item # and Revision	To Supplier	105065762	06-Feb-2017

Purchase Order for Outside Processing (Service)

Line type = **Outside Processing**, has a link to **Engineering Drawing** of Assembly Item

PO Details														
Show All Details Hide All Details														
Details	Line Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason	Engineering Drawing	GRR
+ Show	1	Outside processing	OSP-GENERAL	0	A120878-3	JOB:00004554406_GRA281714-1 Seq:20 OSP-GENERAL	EACH	1	185	185.00	Open		Engineering Drawing	GRR



WIP JOB Details

Part Number	Revision	Job	Quantity
A120878-3	0	00004554406_GRA281714-1	1

Part: A120878-3 | NC Class: FCE CHOKE PART

- Part Info
- Std Info
- Reviewed By
- Documents
- BOM
- Multi Level BoM
- History
- Show All

Batch

PARTS Attributes

<p>Part Number: <input type="text" value="A120878-3"/></p> <p>Rev: <input type="text" value="NC"/></p> <p>Type: <input type="text"/></p> <p>Preferred Part: <input type="text" value="N"/></p> <p>State: <input type="text" value="RELEASED"/></p> <p>Date State Changed: <input type="text" value="2007/08/03 02:57:12"/></p> <p>UM: <input type="text" value="EA"/></p> <p>REV Code: <input type="text" value="N/A"/></p> <p>API PSL: <input type="text"/></p> <p>API PR: <input type="text"/></p> <p>API TEMP: <input type="text"/></p> <p>API MC: <input type="text"/></p> <p>API GRP: <input type="text"/></p> <p>DLC: <input type="text" value="2015/03/03 10:53:40"/></p> <p>Last Updated By: <input type="text" value="Allan Cunningham"/></p>	<p>Technical Description: <input type="text" value="CHOKE PART, RMS FEEDBACK ASSEMBLY. COMPLETE WITH TRONIC CABLE AND CONNECTOR ASSEMBLY INCLUDING BOLTING. SUITABLE FOR 2.25 INCH TRAVEL"/></p> <p>Process Data: <input type="text"/></p> <p>Marking Data: <input type="text" value="E1. BAG AND TAG: ASSY P/N A120878-3(REV) DATE / (MONTH/YEAR) VETCO GRAY (COUNTRY OF M/F)"/></p> <p>SQR Data: <input type="text"/></p> <p>Purchasing Data: <input type="text" value="RMS PART NUMBER IS 068/12/096 FOR THE BASIC SENSOR ASSEMBLY."/></p>
--	---

Purchase Order Acknowledgement

PO Acknowledgment

Once the PO is approved in Oracle PO the Supplier will receive a Notification via email and in the iSP Worklist area informing that a **PO acceptance/acknowledgment** is required which applies for any contractual revision of the PO.

Oracle Applications Home Page

Main Menu

[Personalize](#)

- GEOG iSupplier Sourcing Portal Supplier
 - i supplier
 - Home Page
 - i sourcing

Worklist

[Full List \(98\)](#)

Previous 1-25 Next 25

From	Type	Subject	Sent	Due
Philip, Tracey	Sourcing Publish	You are invited: RFQ 500612 (RFQ Test)	02-Feb-2017	27-Feb-2017
Philip, Tracey	PO Approval	OU SS UK ABZ - Standard Purchase Order 445550758,0 requires your acceptance	02-Feb-2017	
Philip, Tracey	PO Approval	OU SS UK ABZ - Standard Purchase Order 445550757,0 requires your acceptance	02-Feb-2017	
Philip, Tracey	PO Approval	OU SS UK ABZ - Standard Purchase Order 445550753, 3	02-Feb-2017	
Philip, Tracey	PO Supplier Change	OU SS UK ABZ - Response to your change request for Standard Purchase Order 445550753,3	02-Feb-2017	
Philip, Tracey	PO Approval	OU SS UK ABZ - Standard Purchase Order 445550755, 3	02-Feb-2017	
Philip, Tracey	PO Supplier Change	OU SS UK ABZ - Response to your change request for Standard Purchase Order 445550755,3	02-Feb-2017	

PO Acknowledgment

The best way to Review a PO is using the Orders tab in which a list of POs created for the Supplier are displayed. The Supplier can select the PO to Acknowledge by clicking on the “**Requires Acknowledgement**” status.

Home | Orders | Shipments | Finance | RFQ Search | Assessments | Negotiations | Quality | GEOG Quality

Purchase Orders | Work Orders | Agreements | Purchase History | View Requests | Document Submission | Order Search

Purchase Orders Multiple PO Change

Views

View Purchase Orders to Acknowledge Advanced

Select Order: **Acknowledge** | Request Cancellation | Request Changes | View Change History

Select	PO Number	Rev	Operating Unit	Document Type	Description	Creation Date	Order Date	Buyer	Currency	Amount	Status	Acknowledged By
<input type="radio"/>	445550758	0	OU_SS_UK_ABZ	Standard PO		02-Feb-2017	02-Feb-2017 08:08:17	Philip, Ms. Tracey Louise	GBP	1122.46	Requires Acknowledgment	
<input type="radio"/>	445550757	0	OU_SS_UK_ABZ	Standard PO		02-Feb-2017	02-Feb-2017 08:04:49	Philip, Ms. Tracey Louise	GBP	140.30	Requires Acknowledgment	
<input type="radio"/>	445550631	0	OU_SS_UK_ABZ	Standard PO		16-Jan-2017	31-Jan-2017 08:25:35	Bhopal, Ms. Rajwant Kaur	GBP	73.00	Requires Acknowledgment	
<input type="radio"/>	445549091	0	OU_SS_UK_ABZ	Standard PO		25-Nov-2016	28-Nov-2016 02:54:25	Lynch, Ms. Adele	GBP	33.40	Requires Acknowledgment	

System will display list of orders which are not yet acknowledged. **Click on PO number, acknowledge**

PO Acknowledgment

Orders: Purchase Orders >

Acknowledge for Standard Purchase Order : 445550758,0 (Total GBP 1122.46)

Currency=GBP

[Cancel](#) [Reject Entire Order](#) [Accept Entire Order](#) [Printable View](#) [View Change History](#) [Export](#)

Order Information

General Information

Total **1122.46**
Supplier [Redacted]
Supplier Site [Redacted]
Address [Redacted]
Buyer [Philip, Ms. Tracey Louise](#)
Order Date **02-Feb-2017 08:08:17**
Description
Status **Requires Acknowledgment**
Note to Supplier **FCA - Delivery to Angola**
Sourcing Document
Organization **OU_SS_UK_ABZ**
Supplier Order Number
Attachments **None**

Terms and Conditions

Payment Terms **TPS120DAYS**
Carrier
FOB **FCA**
Freight Terms **FCA**
Shipping Control **Buying Organization**

Related Information

Chose option **Accept or Reject Entire Order**. Click on Submit button (no partial acceptance is allowed).

Ship-To Address

Address **Other Angola AO**

Bill-To Address

Address **If ERS supplier, do not submit invoice. Otherwise, all invoices should be headed to:
GE Oil and Gas UK LTD,
OP Unit: OU_SS_UK_ABZ, PO Box: 201, 1550,
Budapest,,**

PO Details

Chose **Show All** to view Line and Shipment information.

Click on the Show link to view shipment details of a line.

[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 I
Hide	1	Goods	A190301-583	A	SSPE TEST	EACH	1	20	20.00					Open		

Shipments

Shipment	Ship-To Location	Quantity Ordered	Quantity Received	Amount Received	Amount Need By	Date	Actual Flag	MHD	TLT Promised Date	Contract Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachment
1	Other Angola AO	1	20		20.00	01-Jan-2017	<input type="checkbox"/>	15-Oct-2017 08:08:08	14	29-Oct-2017 08:08:01	15-Oct-2017				Requires Acknowledgment	

PO Acknowledgment

ORACLE iSupplier Portal

Home | Orders | Finance | RFQ Search | Negotiations

Purchase Orders | Work Orders | Agreements | Purchase History | Document Submission

Orders: Purchase Orders > Acknowledge for Standard Purchase Order >

Acknowledge Purchase Order 10027469

Cancel Submit

Description

Currency: **USD**

Amount: **0.00**

Order Date: **01-Aug-2013 10:44:45**

Action: **Accept**

Note to Buyer:

The User can enter a **Note to the Buyer**

Please be aware that you have gone through all the attachment associated to this Purchase Order...

Cancel Submit

PO Dates Explained

PO Dates Explained

Need By Date	Actual Flag	MHD	TLT	Promise Date	Contract Date
01-Jan-2017	<input type="checkbox"/>	15-Oct-2017 08:08:01	14	29-Oct-2017 08:08:01	15-Oct-2017

Note:
Supplier can only modify Material Handoff Date (MHD)

➤ Need by Date

GE required to GE location (i.e. ship to location) date for goods or execution date (for services)

➤ Material Handoff Date (MHD):-

Case 1: Date Goods will be ready for collection

FOB (FCA/EXW i.e. GE Organizes Carriage)

Case 2: Date Goods will be delivered to GE
Date Service will be executed

FOB (DDP i.e. supplier will deliver to GE)
FOB not applicable

➤ Promise Date

- Date goods will be at GE location

- Buyer can enter a Transport Lead Time (TLT) to calculate the Promise Date in case of FOB - FCA/EXW

➤ Contract Date

Original MHD, and will be adjusted only if GE is agreeable. OTD is measured against the Contract Date.

PO Dates Explained

PO Creation

MHD + TLT = Promise Date

Contract Date = MHD

Case 1: GE Arrange Carriage (TLT = # logistics days)

Need-By Date	MHD	TLT	Promise Date	Contract Date
14-Jan-2017 23:00:00	15-Oct-2017 08:08:01	14	29-Oct-2017 08:08:01	15-Oct-2017 08:08:01

Case 2: Supplier Delivers to GE/Service Executed (TLT = 0)

Need-By Date	MHD	TLT	Promise Date	Contract Date
09-Feb-2016 23:00:00	19-Feb-2016 04:35:01	0	19-Feb-2016 04:35:01	19-Feb-2016 04:35:01

Supplier slippage

MHD + TLT = Promise Date

Contract Date = Original or last mutually agreed MHD

Need-By Date	MHD	TLT	Promise Date	Contract Date
08-Jan-2017 23:00:00	28-Feb-2017 08:04:24	14	14-Mar-2017 08:04:24	01-Feb-2017 07:06:07

In this example the MHD was agreed as 01-Feb. However, Supplier intimated a slippage to 28-Feb.

PO - Request Changes

Request Changes

Supplier can initiate a revision change to PO that will go to Buyer for approval, Actions – **Request Changes** in **Orders** tab, **GO** (N.B. Supplier can only request changes if PO is acknowledged)

1. Request Change to Line Qty or Price

Home | Orders | Shipments | Finance | RFQ Search | Assessments | Negotiations | Quality | GEOG Quality

Purchase Orders | Work Orders | Agreements | Purchase History | View Requests | Document Submission | Order Search

Orders: Purchase Orders >

Standard Purchase Order: 445550757, 2 (Total GBP 140.30)

Currency=GBP

Actions: Request Changes [Go] [Export] [View PDF]

PO Details

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	Reason
[Hide]	1	Goods	H301075-796	0	[]	TOOL-SSPE	EACH	4	12.9	51.60				Open				[]	[]

Shipments

Shipment	Ship-To Location	Quantity Ordered	Quantity Received	Amount Received	Amount	Need By Date	Actual	MHD	TLT	Promised Date	Contract Date	Supplier Order	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
1	Aberdeen BOD (C53) UK	4			12.9	51.60	12-Jan-2017		3	25-Feb-2017 08:04:19	22-Feb-2017	[]				Accepted	[]		[]	[]

Price /Qty can only be changed if no receipts

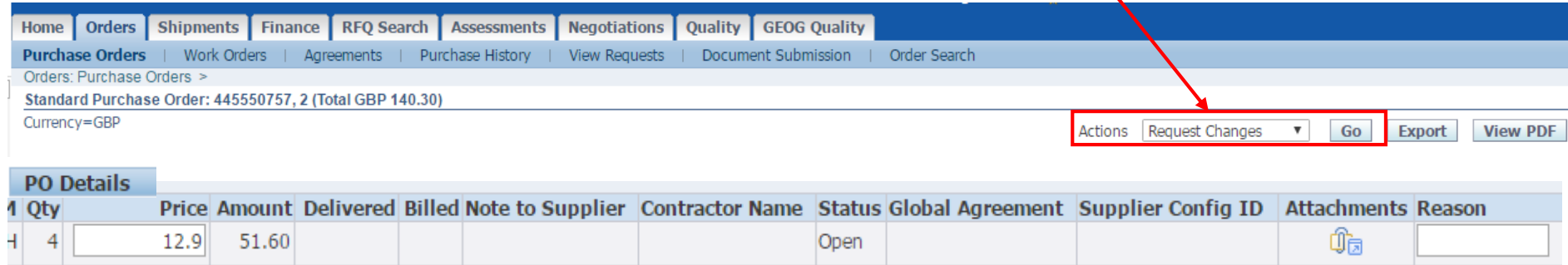
Any field that opens in white box, is open to Change Request

Reason – enter reason for change
 Action – **CHANGE**
 [Action - Cancel - will submit a request to cancel the Line]

Request Changes

Supplier can initiate a revision change to PO that will go to Buyer for approval, Actions – **Request Changes** in **Orders** tab (N.B. Supplier can only request changes if PO is acknowledged)

2. Request Change to Line Due Date – Material Handoff Date (MHD)



Home | Orders | Shipments | Finance | RFQ Search | Assessments | Negotiations | Quality | GEOG Quality

Purchase Orders | Work Orders | Agreements | Purchase History | View Requests | Document Submission | Order Search

Orders: Purchase Orders >

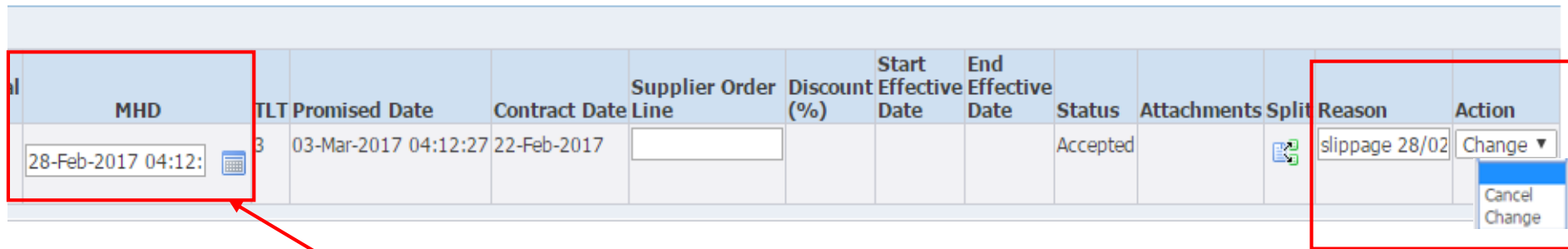
Standard Purchase Order: 445550757, 2 (Total GBP 140.30)

Currency=GBP

Actions | Request Changes | Go | Export | View PDF

PO Details

Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
4	12.9	51.60					Open				



MHD	TLT Promised Date	Contract Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
28-Feb-2017 04:12:	03-Mar-2017 04:12:27	22-Feb-2017					Accepted			slippage 28/02	Change Cancel Change

Changes to **Material Handoff date** – best commitment to delivery/execution, or goods will be ready for collection
(see Dates Explained)

Reason – enter reason for change
Action – **CHANGE**

[Action - Cancel - will submit a request to cancel the Line]

Request Changes

Supplier can initiate a revision change to PO that will go to Buyer for approval, Actions – **Request Changes** in **Orders tab** (N.B. Supplier can only request changes if PO is acknowledged)

3. Advise that Contract has been executed – Material Handoff Date is Actual/Firmed**

Home | Orders | Shipments | Finance | RFQ Search | Assessments | Negotiations | Quality | GEOG Quality

Purchase Orders | Work Orders | Agreements | Purchase History | View Requests | Document Submission | Order Search

Orders: Purchase Orders >

Standard Purchase Order: 445550757, 2 (Total GBP 140.30)

Currency=GBP

Actions | Request Changes | Go | Export | View PDF

PO Details

or specific lines.
shipment details of a line. To split a

IMPORTANT: check MHD before ticking the actual flag, ensure the MHD was the true date of Handoff/Execution and update if not accurate (THEN tick actual flag)

Item Revision	Supplier Item	Description	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
		TOO		Open				

Quantity Received	Amount Received	Amount	Need By Date	Actual Flag	MHD	TLT Promised Date	Contract Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
		51.60	12-Jan-2017	<input type="checkbox"/>	22-Feb-2017 08:04:19	25-Feb-2017 08:04:19	22-Feb-2017					Accepted			Supplier Check	Change

**** Actual Flag (see Dates Explained)**

Case 1 (FCA): When you have received Approval to Ship, Docs are approved and you have advised GE Logistics/Buyer that goods are Ready to Collected

Case 2 (DDP/Service): When goods have been delivered to GE Location, and POD has been signed or Service Executed and GE acknowledged

Reason – once MHD Actual Flag is ticked the Reason will pre-populate "Supplier Checked Actual Flag". Do not delete that message. You may add to it.

Action – **CHANGE**

Change History | Export | **Submit**

Tracking Change Requests

Once a Change Request is submitted successfully you will receive Confirmation

Orders: Purchase Orders >
Change Order Confirmation

Change Request for Purchase Order 445550757 has been submitted for approval.

Whilst Buyer is reviewing the Change Request, Order will remain in Status 'Supplier Change Pending'

Home | Orders | Shipments | Finance | RFQ Search | Assessments | Negotiations | Quality | GEOG Quality
Purchase Orders | Work Orders | Agreements | Purchase History | View Requests | Document Submission | Order Search

Purchase Orders Multi

Views

View: All Purchase Orders

Select Order:

Select	PO Number	Rev	Operating Unit	Document Type	Description	Creation Date	Order Date	Buyer	Currency	Amount	Status
<input type="radio"/>	445550757	2	OU_SS_UK_ABZ	Standard PO		02-Feb-2017	06-Feb-2017 03:28:13	Philip, Ms. Tracey Louise	GBP	140.30	Supplier Change Pending
<input type="radio"/>	445550758	0	OU_SS_UK_ABZ	Standard PO		02-Feb-2017	02-Feb-2017 08:08:17	Philip, Ms. Tracey Louise	GBP	1122.46	Requires Acknowledgment
<input type="radio"/>	445550753	3	OU_SS_UK_ABZ	Standard PO		01-Feb-2017	02-Feb-2017 03:44:59	Philip, Ms. Tracey Louise	GBP	3.60	Open
<input type="radio"/>	445550755	3	OU_SS_UK_ABZ	Standard PO		02-Feb-2017	02-Feb-2017 03:40:15	Philip, Ms. Tracey Louise	GBP	100.00	Open

When Buyer accepts changes an email notification and Worklist notification in will be generated.

To check the status of the changes check in **Orders Tab; Purchase Orders; Status** if it shows **Supplier Change Pending** – this is still awaiting buyer approval .

If it states **Buyer Change Pending** – then this is awaiting vendor acceptance of changes to the PO

Tracking Change Requests

Worklist Notification

Worklist					
					Full List (98)
					Previous 1-25 Next 25
From	Type	Subject	Sent	Due	
Philip, Tracey	PO Supplier Change	OU SS UK ABZ - Response to your change request for Standard Purchase Order 445550757,3	06-Feb-2017		
Philip, Tracey	Sourcing Publish	Reminder: Please acknowledge intent to participate in RFQ 500612 (RFQ Test)	05-Feb-2017	27-Feb-2017	
Philip, Tracey	PO Approval	OU SS UK ABZ - Standard Purchase Order 445550758,0 requires your acceptance	02-Feb-2017		

Change Requests											
Indicates new values											
Line	Shipment	Item	Supplier Item	Description	Unit	Quantity	Price	Promised Date	Need-By Date	Ship-To Location	Response Reason
1	1			TOOL-SSPE	EACH	4	12.9	25-Feb-2017 08:04:19 25-Feb-2017 08:04:20	14-Jan-2017 23:00:00	Aberdeen BOD (C53) UK	Accepted Confirmed that Logistics has collected_ACCEPTED_GE

Buyer may also REJECT:

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				LOWER PLUG, 10000PSI MWP	EACH	1	4550 5000	29-Apr-2015 13:01:26			Rejected no
1	1			LOWER PLUG, 10000PSI MWP	EACH	1	4550 12220	21-Apr-2015 13:41:12	17-Apr-2015 04:00:00	Aberdeen BOD (C53) UK	Rejected no
2				O-RING,AS568A-463,16.955 ID,	EACH	1	15000	29-Apr-2015 13:01:31			Rejected no
2	1			O-RING,AS568A-463,16.955 ID, VALVE PART,SEAT, 5-1/8 10000 PSI MSP, MODEL VG-300,ALLOY	EACH	1	12220 22330	28-Apr-2015 13:41:49	01-Apr-2015 15:37:20	SONILS OIL SERVICE CENTRE-LUANDA	Rejected no
3				718 NACE,CARBIDE COATED	EACH	1	20000				Rejected no

Purchase Order History

There are various ways to query PO history

PO Revision History (Purchase History) will show ALL changes

PO Change History – will show only changes initiated by supplier as Change Request

Home | Orders | Shipments | Finance | RFQ Search | **Assessments** | Negotiations | Quality | GEOG Quality

Purchase Orders | Work Orders | Agreements | **Purchase History** | View Requests | Document Submission | Order Search

Purchase Orders

Views

View: All Purchase Orders [Go]

Select Order: Acknowledge | Request Cancellation | Request Changes | **View Change History**

Select	PO Number	Rev	Operating Unit	Document Type	Description	Creation Date	Order Date	Buyer	Currency	Amount	Status
<input type="radio"/>	445550757	3	OU_SS_UK_ABZ	Standard PO		02-Feb-2017	06-Feb-2017 04:42:28	Philip, Ms. Tracey Louise	GBP	140.30	Open
<input type="radio"/>	445550758	0	OU_SS_UK_ABZ	Standard PO		02-Feb-2017	02-Feb-2017 08:08:17	Philip, Ms. Tracey Louise	GBP	1122.46	Requires Acknowledgment
<input checked="" type="radio"/>	445550753	3	OU_SS_UK_ABZ	Standard PO		01-Feb-2017	02-Feb-2017 03:44:59	Philip, Ms. Tracey Louise	GBP	3.60	Open

Full Revision History

Supplier Change History

Purchase Order History

Purchase History will show ALL changes

Home | Orders | Shipments | Finance | RFQ Search | **Purchase History** | Negotiations | Quality | GEOG Quality

Purchase Orders | Work Orders | Agreements | **Purchase History** | View Requests | Document Submission | Order Search

Purchase Order Revision History Export

Simple Search Advanced Search

Note that the search is case insensitive

PO Number: (highlighted in red)

Release Number:

Rev:

Document Type:

Creation Date:

Revised Date:

Operating Unit:

PO Number	Operating Rev Unit	Description	Buyer	Creation Date	Revised Date	Currency	Total	Ship-To Location	Compare to Original PO	Compare to Previous PO	Show all PO Changes
445550757	3 OU_SS_UK_ABZ		Philip, Ms. Tracey Louise	02-Feb-2017 08:02:23	06-Feb-2017 04:42:26	GBP	140.30	Nailsea (C50) UK			(highlighted in cyan with red arrow)

Show all PO Changes shows exact change, and what revision it was made in

Revision	Line	Item/Job	Shipment	Price Differential	Enabled Organization	Field Altered	Changed From	Changed To
3						Acceptance Required	Document	None
3	1	H301075-796	1			Promised Date	25-Feb-2017 08:04:19	25-Feb-2017 08:04:20
3	1	H301075-796	1			Last Acceptance Date		25-Feb-2018 08:04:20
2						Note To Supplier		Attached T&Cs to header as agreed
1	2	720-30231-PF	1			Promised Date	03-Mar-2017 08:04:24	14-Mar-2017 08:04:24

*Creation and View of Global Rejection
Record (GRR) or Non Conformance Record
(NCR)*

GRR/NCR – Creation

The System can create either a GRV (Global Rejection Vendor) or a NCR (Non Conformance Record). The creation is however the same

Creation of **GRR** hyperlink present at PO line level the system opens the page called **View Rejection Report**.

View Rejection Report

Click on New to create **GRR**.



GRR Number	GRR Type	Rejection Status	Status Date	Creation Date	Lot Qty	Inspected Qty	Inspected Qty Rejected	Total Qty Rejected	Purchase Order	Part Line Number	PMS Code	Part Description	Vendor Number	Vendor Name	Buyer
No results found.															

Orders: Purchase Orders >

Rejection Report for PO:445522814 Line:2

Submit Close

Part Info

Purch Order/RFQ: **445522814**
Part#: **123083-40**
Rev: C
Vend #: 956003
Buyer: Philip, Ms. Tracey Loui

Line: 2
Part Description: TUBING HGR PART. :
PMS Code: 45
Vend Name: SIEMENS PLC.
Line SINGLE

Complete all relevant fields and click on **Submit**.

Title

GRV Number:
Status Date: 06-Apr-2015
Business Site: OU_SS_UK_ABZ

Rejection Status: AUTHORED
Creation Date: 06-Apr-2015
Responsible Person: Philip, Ms. Tracey Loui

Discrepancy

GRR Type: 04 - Technical Query
Inspected Qty: 12
Total Qty Rej: 12
General Defect: 23 - TECHNICAL CLARIFICATION REQUIRED
Found By/At: 08 - SUPPLIER
Part Serial Number:
Responsible Function (Preliminary): 02 - SOURCING
Preliminary Root Cause: 33 - COMMUNICATION BREAKDOWN/ERROR

Lot Qty: 12
Inspected Qty:
Rejected:
Actual Part Affected:
Specific Defect: 23AA - TECHNICAL QUERY
Current Material Location:
Trace Numbers:
Preliminary Specific Responsibility: 12 - SUPPLIER (POST ORDER)

Discrepancy: Unsure of requirement in Drawing VGS xxxxxxxx. Please clarify

Upload file

Attach up to 5 files detailing the Discrepancy. Attachment R...
Max file name length is 20 characters, including exten...

The system will provide an rejection id – this is NOT the GRR/NCR number – this will follow via email or can be viewed by clicking on the GRR link again at PO Line level

Orders: Purchase Orders >

Confirmation

Rejection Id 26891 Submitted Successfully, GRV number will be generated in sometime

Rejection Report for PO:445522814 Line:2

Part Info

GRR

When GRR has been created a flag will appear next to the GRR icon

Click on this to view all GRR details for that PO line. If no GRR number appears within 24 hours of submission then please contact the Buyer

PO Details															
Show All Details Hide All Details															
Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason	Engineering Drawing	GRR
Show	1	Goods	90276	C		TUBING HEAD PART, GLAND, SET SCREW, 1-1/2	EACH	100	560	56000.00	Open			Engineering Drawing	GRR <input checked="" type="checkbox"/>
Show	2	Goods	90261	D		RING-JUNK, TBG HD, 1-1/2 X 1	EACH	184	5.87	1080.08	Open			Engineering Drawing	GRR <input type="checkbox"/>

When GRV/NCR is created an email notification will be received at create (Author) stage and at each process step i.e. Review; Disposition; Release and Close.

If System is being created in ePIMS than the GRV Number will be created

Home Orders Shipments Finance RFQ Search																
Purchase Orders Agreements Purchase History Work Confirmations Pending Changes																
View Rejection Report																
GRR Number	GRR Type	Rejection Status	Status Date	Creation Date	Lot Qty	Inspected Qty	Inspected Qty Rejected	Total Qty Rejected	Purchase Order	Line	Part Number	PMS Code	Part Description	Vendor Number	Vendor Name	Buyer
GRV100	01	AUTHORED	05-Jun-2013	05-Jun-2013	12	12	12	12	10027400	1	OSP-SVC-WHEAD	RAW	OSP-SERVICE WELDING - GENERAL	E36250		Konidala, Mr. Ramesh B

Once present click on GRR hyperlink to see its details.

If System is being created in Oracle then an NCR number will be created

GRR Number	GRR Type	Rejection Status	Status Date	Creation Date	Lot Qty	Inspected Qty	Inspected Qty Rejected	Total Qty Rejected	Purchase Order	Line	Part Number	PMS Code	Part Description	Vendor Number	Vendor Name	Buyer
NCR2310	01	AUTHORED	05-Jun-2013	05-Jun-2013	12	12	12	12	10027400	1	OSP-SVC-WHEAD	RAW	OSP-SERVICE WELDING - GENERAL	E36250		Konidala, Mr. Ramesh B

Click on the GRR Number Hyperlink to access the full information regarding the defect – the notification will provide all the relevant information.

Shipment Tab

Tracking Delivery Date Schedules

To View PO Promise Dates click on **Shipment Tab/Delivery – Advance Search**

Note
The **Overdue Receipt Tab**, using advance search can also be used to find all overdue PO lines .

Home | Orders | **Shipments** | Finance | RFQ Search | Assessments | Negotiations | Quality | GEOG Quality

Delivery Schedules | Shipment Notices | Shipment Schedules | Receipts | Returns | **Overdue Receipts** | On-Time Performance | Quality

Delivery Schedules

Simple Search

Use predefined or Advanced Search options. **Add Promise Date select criteria of after** select date and then click on **Go** to run a query.

Advanced Search

Organization: Item Number:

PO Number: Ship-To Location:

Supplier Item: Promised Date: (example: 22-Jan-2017)

Item Description: Need-By Date: (example: 22-Jan-2017)

Go Clear

Organization	PO Number	Supplier Item	Item Description	Quantity UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Item Number	Inventory Organization ID	Supplier Config	Supplier	Supplier Location	Promised Date	Need-By Date
OU_SS_UK_ABZ	445550755		SSPE TEST EQUIPMENT, TEST AND MAINTENANCE SKID PART, FLOW CONTROL MODULE, GASKET CENTRALISING BOBBIN.	EACH	1	0	Aberdeen BOD (C53) UK		A190301-583	IO SS BOD MFG (C53)			ABERDEEN101	01-Mar-2017 03:34:52	14-Jan-2017 23:00:00

This will return all open order lines that are due after a specific date.

Tracking Receipts and Returns

Receipts and Returns can be tracked using Shipment Tab

Home | Orders | **Shipments** | Finance | RFQ Search | Negotiations | Quality | GEOG Quality

Delivery Schedules | Shipment Notices | Shipment Schedules | **Receipts** | Returns | Overdue Receipts | On-Time Performance | Quality

Shipments: Receipts >

View Receipts

For **Returns** follow the same search criteria to query returns to the vendor site

Advanced Search

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

Receipt Number is

PO Number is (example: 1234)

Shipped Date after (example: 24-Mar-2015)

Organization is

Add Another

Use Predefined or **Advanced Search** options for adding in criteria. Select criteria and click on **Go** to run a query.

This will return all receipts for the specific criteria entered

Previous 1-10

Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice
00006321960001	28-Mar-2014 04:15:14	IO UK Aberdeen WH 1 Org (C01)								P341380	
00006323470006	07-Mar-2014 14:38:45	IO UK Aberdeen WH 1 Org (C01)								P340135	
00006350140037	25-Jan-2014 11:41:38	IO UK Aberdeen WH 1 Org (C01)								P330621	

Documentation

Document Upload for GEOG Quality Tab



iSupplier provides numerous additional functionalities. Focus for pilot is on the quality tab

For Operating Unit OU_SS_UK_ABZ, Nigeria and Angola Sites
All other operating unit follow Orders; Document Submission






If you do Not See **GEOG Quality Tab** – please contact your local isupplier admin who will arrange access



Supplier quality tab view

Document Portal 'GEOG Quality'.

Step 1 Enter in PO Number – this is a *Mandatory field

* PO Number 
 PO Line Number 
 Vendor Doc Approval Status 
 Document Approval Type 
 Std Vendor Doc Code 

Step 2 – Click on Search to bring up the PO lines for that order

Quality Results

PO Select	PO Number	PO Line Number	Part Number	DB Sequence	Attachments	Document Submission Date	Stand Vendor Code	Stand Vendor Description	Vendor Doc. No. and Rev.	Applied to Shipment Quantity	PPM Req'd	Vendor Comments	Serial No	Trace Number	Heat Cast of No	Country of Origin	Document Approval Type	Authorization to Ship	Shipping Authorized By	Shipp On
No search conducted.																				



Supplier quality tab view



GE Oil & Gas

iSupplier Portal

Navigator Favorites

Home Logout Preferences Diagnostics

Home Orders Shipments Finance RFQ Search Assessments Negotiations **GEOG Quality**

Confirmation

- 1. Data Successfully Saved. Please requery to view the records.
- 2. Data Successfully Saved. Concurrent Request Submitted : 138548318. Please requery to view the records.

Quality Results Page

Search Copy Save

* PO Number
PO Line Number
Vendor Doc Approval
Document Approval Type
Std Vendor Doc Code

Quality Results

Select All | Select None

Select	PO Number	PO Line Number	Part Number	DB Sequence	Attachments	Document Submission Date	Stand Vendor Doc Code	Stand Vendor Doc Description	Vendor Doc. No. and Rev. No.	Applied to Shipment Quantity	PPM Req'd	Vendor Comments	Serial No	Heat Trace Number	Cast No	Country of Origin
<input checked="" type="checkbox"/>	445516000	1	WS_P36275	4109		10-Jun-16		Certificate of Conformity	CoC_0012145			CoC for approval	ZZZ00001-ZZZ00018			United Kingdom
<input checked="" type="checkbox"/>	445516000	1	WS_P36275	4109		10-Jun-16	SAR	Authorisation to Ship	CoC_0012145	18		Request to ship 18 off	ZZZ00001-ZZZ00018			United Kingdom

Search Copy Save

Home Orders Shipments Finance RFQ Search Assessments Negotiations GEOG Quality Home Logout Preferences Diagnostics

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Step 3 Click + on doc line to attach doc.



imagination at work

Supplier quality tab view



Confirmation
1. Data Successfully Saved. Please requery to view the records.
2. Data Successfully Saved. Concurrent Request Submitted : 138548318. Please requery to view the records.

Quality Results Page

Step 4 -Click icon for full list of doc's - select from the list the most appropriate description to what document you are submitting – Please note that this is a MANDATORY FIELD

Search Copy Save

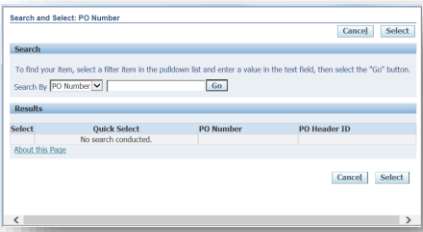
Quality Results

Select All | Select None

Select	PO Number	PO Line Number	Part Number	DB Sequence	Attachments	Document Submission Date	Stand Vendor Doc Code	Stand Vendor Doc Description	Vendor Doc. No. and Rev. No.	Applied to Shipment Quantity	PPM Req'd	Vendor Comments	Serial No	Heat Trace Number	Cast No	Country of Origin
<input checked="" type="checkbox"/>	445516000	1	WS_P36275	4109		10-Jun-16		Certificate of Conformity	CoC_0012145			CoC for approval	ZZZ00001-ZZZ00018			United Kingdom
<input checked="" type="checkbox"/>	445516000	1	WS_P36275	4109		10-Jun-16	SAP	isation to Ship	CoC_0012145	18		Request to ship 18 off	ZZZ00001-ZZZ00018			United Kingdom

Search Copy Save

Search Filters - Use magnifying glass icon to open search window. Enter in % and press Go to see all of the list of values



Supplier quality tab view



GE Oil & Gas

iSupplier Portal

Navigator Favorites

Home Logout Preferences Diagnostics

Home Orders Shipments Finance RFQ Search Assessments Negotiations **GEOG Quality**

Confirmation

- 1. Data Successfully Saved. Please requery to view the records.
- 2. Data Successfully Saved. Concurrent Request Submitted : 138548318. Please requery to view the records.

Quality Results Page

Search Copy Save

* PO Number
PO Line Number

Step 5 - Add your document number along with revision number of the document – THIS FIELD IS MANDATORY

Quality Results

Select All | Select None

Select	PO Number	PO Line Number	Part Number	DB Sequence	Attachments	Document Submission Date	Stand Vendor Doc Code	Stand Vendor Doc Description	Vendor No. and Rev. No.	Applied to Shipment Quantity	PPM Req'd	Vendor Comments	Serial No	Heat Trace Number	Cast No	Country of Origin
<input checked="" type="checkbox"/>	445516000	1	WS_P36275	4109		10-Jun-16		Certificate of Conformity	CoC_0012145			CoC for approval	ZZZ00001-ZZZ00018			United Kingdom
<input checked="" type="checkbox"/>	445516000	1	WS_P36275	4109		10-Jun-16	SAR	Authorisation to Ship	CoC_0012145	18		Request to ship 18 off	ZZZ00001-ZZZ00018			United Kingdom

Search Copy Save

Home Orders Shipments Finance RFQ Search Assessments Negotiations GEOG Quality Home Logout Preferences Diagnostics

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Supplier quality tab view



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iSupplier Portal

Navigator Favorites

Home Logout Preferences Diagnostics

Home Orders Shipments Finance RFQ Search Assessments Negotiations **GEOG Quality**

- Confirmation
- 1. Data Successfully Saved. Please requery to view the records.
 - 2. Data Successfully Saved. Concurrent Request Submitted : 138548318. Please requery to view the records.

Quality Results Page

Search Copy Save

* PO Number

PO Line Number

Vendor Doc Approval

Document Approval Type

Std Vendor Doc Code

Quality Results

Select All | Select None

Select	PO Number	PO Line Number	Part Number	DB Sequence	Attachments	Document Submission Date	Stand Vendor Doc Code	Stand Vendor Doc Description	Vendor Doc. No. and Rev. No.	Applied to Shipment Quantity	PPM Req'd	Vendor Comments	Serial No	Heat Trace Number	Cast No	Country of Origin
<input checked="" type="checkbox"/>	445516000	1	WS_P36275	4109		10-Jun-16		Certificate of Conformity	CoC_0012145			CoC for approval	ZZZ00001-ZZZ00018			United Kingdom
<input checked="" type="checkbox"/>	445516000	1	WS_P36275	4109		10-Jun-16	SAR	Authorisation to Ship	CoC_0012145	18		Req'd to ship 18 off	ZZZ00001-ZZZ00018			United Kingdom

Search Copy Save

Home Orders Shipments Finance RFQ Search Assessments Negotiations GEOG Quality Home Logout Preferences Diagnostics

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Step 6 – If you have any additional comments – enter them here

Supplier quality tab view



- Confirmation
1. Data Successfully Saved. Please requery to view the records.
 2. Data Successfully Saved. Concurrent Request Submitted : 138548318. Please requery to view the records.

Quality Results Page

Search Copy Save

* PO Number
 PO Line Number
 Vendor Doc Approval
 Document Approval Type
 Std Vendor Doc Code

Step 7 – If required - Add trace information;
 NB* Take care to be accurate as details copied onto the authorisation to ship report

Quality Results

Select All | Select None

Select	PO Number	PO Line Number	Part Number	DB Sequence	Attachments	Document Submission Date	Stand Vendor Doc Code	Stand Vendor Doc Description	Vendor Doc. No. and Rev. No.	Applied to Shipment Quantity	PPM Req'd	Vendor Comments	Serial No	Heat Trace Number	Cast No	Country of Origin
<input checked="" type="checkbox"/>	445516000	1	WS_P36275	4109		10-Jun-16		Certificate of Conformity	CoC_0012145			CoC for approval	ZZZ00001-ZZZ00018			United Kingdom
<input checked="" type="checkbox"/>	445516000	1	WS_P36275	4109		10-Jun-16	SAR	Authorisation to Ship	CoC_0012145	18		Request to ship 18 off	ZZZ00001-ZZZ00018			United Kingdom

Search Copy Save

Supplier quality tab view



- Confirmation
- 1. Data Successfully Saved. Please requery to view the records.
 - 2. Data Successfully Saved. Concurrent Request Submitted : 138548318. Please requery to view the records.

Quality Results Page

Search Copy Save

* PO Number

PO Line Number

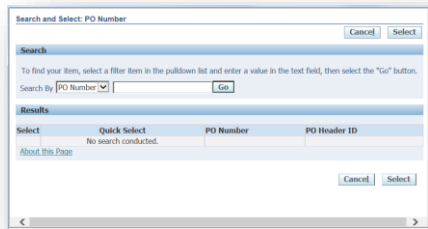
Vendor Doc Approval

Document Approval Type

Std Vendor Doc Code

Quality Results

Search Filters - Use magnifying glass icon to open search window. Enter in % and press Go



o. and	Applied to Shipment Quantity	PPM Req'd	Vendor Comments	Serial No	Heat Trace Number	Cast No	Country of Origin
			CoC for approval	ZZZ00001-ZZZ00018			United Kingdom
	18		Request to ship 18 off	ZZZ00001-ZZZ00018			United Kingdom

Copy Save

- Step 8 Select icon
Select - Country of Origin from list of values

Supplier quality tab view

Home Logout Preferences Diagnostics

Search Copy Save

Step 10 - Select if the line was source inspected or not 'Yes/No'

Item	Cast No	Country of Origin	Document Approval Type	Authorization to Ship	Shipping Authorized By	Shipping Authorized On	Rejection Code	Rejection Description	Approver Comments	Doc Checked Out Date	Source Inspected ?	Projects_Subsea Group	Item Quality VDL	Vendor Doc Approval Status
		United Kingdom	Shipping								No			Submitted
		United Kingdom	Shipping								No			Submitted

Search Copy Save

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Step 9 – MANDATORY FIELD - Select Document Approval Type;

- 'Shipping' for standard off shelf items e.g. 'Certificate of Conformity'.
- 'In Process' for purchased assemblies containing document suites e.g. 'Factory Acceptance Test'

Supplier quality tab view



Confirmation
1. Data Successfully Saved. Please requery to view the records.
2. Data Successfully Saved. Concurrent Request Submitted : 138548318. Please requery to view the records.

Quality Results Page Search Copy Save

* PO Number
PO Line Number
Vendor Doc Approval
Document Approval Type
Std Vendor Doc Code

Step 12 – copy down your vendor doc number and rev number

Quality Results

Select All | Select None

Select	PO Number	PO Line Number	Part Number	DB Sequence	Attachments	Document Submission Date	Stand Vendor Doc Code	Stand Vendor Doc Description	Vendor Doc. No. and Rev. No.	Applied to S Quantity	PPM Req'd	Vendor Comments	Serial No	Heat Trace Number	Cast No	Country of Origin
<input checked="" type="checkbox"/>	445516000	1	WS_P36275	4109		10-Jun-16		Certificate of Conformity	CoC_0012145			CoC for approval	ZZZ00001-ZZZ00018			United Kingdom
<input checked="" type="checkbox"/>	445516000	1	WS_P36275	4109		10-Jun-16	SAR	Authorisation to Ship	CoC_0012145	18		Request to ship 18 off	ZZZ00001-ZZZ00018			United Kingdom

Step 13 – Enter in Requested Qty. to ship

Step 11 – now complete the SAR (Authorisation to Ship Line for that PO Line number

Step 14 – Enter in any comments you may have

Step 15 - Select Country of Origin from list of values

Supplier quality tab view

Home Logout Preferences Diagnostics

Search Copy Save

Step 17 - Select if the line was source inspected or not 'Yes/No'

Item No	Cast No	Country of Origin	Document Approval Type	Authorization to Ship	Shipping Authorized By	Shipping Authorized On	Rejection Code	Rejection Description	Approver Comments	Doc Checked Out Date	Source Inspected?	Projects_Subsea Group	Item Quality VDL	Vendor Doc Approval Status
		United Kingdom	Shipping								No			Submitted
		United Kingdom	Shipping								No			Submitted

Search Copy Save

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Step 16 – MANDATORY FIELD - Select Document Approval Type;

- 'Shipping' for standard off shelf items e.g. 'Certificate of Conformity'.
- 'In Process' for purchased assemblies containing document suites e.g. 'Factory Acceptance Test'

Supplier quality tab view



Confirmation
 1. Data Successfully Saved. Please requery to view the records.
 2. Data Successfully Saved. Concurrent Request Submitted : 138548318. Please requery to view the records.

Step 19 – click on Save – Message display ribbon to state that records have been successfully submitted

Search Copy Save

* PO Number 445516000
 PO Line Number
 Vendor Doc Approval
 Document Approval Type
 Std Vendor Doc Code

Step 20 - Document Submission Date should also populate if documents successfully uploaded

Quality Results

Select All | Select None

Select	PO Number	PO Line Number	Part Number	DB Sequence	Attachments	Document Submission Date	Stand Vendor Doc Code	Stand Vendor Doc Description	Serial No	Heat Trace Number	Cast No	Country of Origin	
<input checked="" type="checkbox"/>	445516000	1	WS_P36275	4109		10-Jun-16		Generate or Conformity	ZZZ00001-ZZZ00018			United Kingdom	
<input checked="" type="checkbox"/>	445516000		WS_P36275	4109		10-Jun-16	SAR	Authorisation to Ship	CoC_0012145	18	Request to ship 18 off	ZZZ00001-ZZZ00018	United Kingdom

Search Copy Save

Step 18 – CRITICAL - Line select check boxes for both the document line and the Shipping Authorisation Request (SAR)

- Top line for docs uploads.
- Bottom line Shipping Authorisation Request (SAR) line.

Supplier quality tab view

Home Logout Preferences Diagnostics

Search Copy Save

Item	Cast No	Country of Origin	Document Approval Type	Authorization to Ship	Shipping Authorized By	Shipping Authorized On	Rejection Code	Rejection Description	Approver Comments	Doc Checked Out Date	Source Inspected ?	Projects_Subsea Group	Item Quality VDL	Vendor Doc Approval Status
		United Kingdom	Shipping								No			Submitted
		United Kingdom	Shipping								No			Submitted

Search Copy Save

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Step 21 – Line status will show here;

- Submitted.
- Rejected.
- Approved

To upload more than one document for the same PO Line number



Instructions only to be followed if wanting to upload more than one document for the Same PO Line

Quality Results Page

* PO Number

PO Line Number

Vendor Doc Approval Status

Document Approval Type

Std Vendor Doc Code

Step 22 - PO number from previous step will remain – then just click on search to requery and refresh results

Quality Results

Select All | Select None

Select	PO Number	PO Line Number	Part Number	DB Sequence	Attachments	Document Submission Date	Stand Vendor Doc Code	Stand Vendor Doc Description	Vendor Doc. No. and Rev. No.	Applied to Shipment Quantity	PPM Req'd	Vendor Comments	Serial No	Heat Trace Number	Cast No	Country of Origin
<input type="checkbox"/>	445516000	1	WS_P36275	4109		10-Jun-16		Certificate of Conformity	CoC_0012145			CoC for approval	ZZZ00001-ZZZ00018			United Kingdom
<input type="checkbox"/>	445516000	1	WS_P36275	4109												
<input type="checkbox"/>	445516000		WS_P36275	4109		10-Jun-16	SAR	Authorisation to Ship	CoC_0012145	18		Request to ship 18 off	ZZZ00001-ZZZ00018			United Kingdom

First document line and SAR submitted. System automatically provides new place holder document line ready for next document to be submitted if required.

Supplier quality tab view



GE Oil & Gas

iSupplier Portal

Navigator Favorites

Home Logout Preferences Diagnostics

Home Orders Shipments Finance RFQ Search Assessments Negotiations **GEOG Quality**

Quality Results Page

Search Copy Save

* PO Number

PO Line Number

Vendor Doc Approval Status

Document Approval Type

Std Vendor Doc Code

Quality Results

Select All | Select None

Select	PO Number	PO Line Number	Part Number	DB Sequence	Attachments	Document Submission Date	Stand Vendor Doc Code	Stand Vendor Doc Description	Vendor Doc. No. and Rev. No.	Applied to Shipment Quantity	PPM Req'd	Vendor Comments	Serial No	Heat Trace Number	Cast No	Country of Origin
<input type="checkbox"/>	445516000	1	WS_P36275	4109		10-Jun-16		Certificate of Conformity	CoC_0012145			CoC for approval	ZZZ00001-ZZZ00018			United Kingdom
<input type="checkbox"/>	445516000	1	WS_P36275	4109												
<input type="checkbox"/>	445516000	1	WS_P36275	4109		10-Jun-16	SAR	Authorisation to Ship	CoC_0012145	18		Request to ship 18 off	ZZZ00001-ZZZ00018			United Kingdom
<input type="checkbox"/>	445516000	1	WS_P36275	84151				Certificate of Conformity								
<input type="checkbox"/>	445516000	1	WS_P36275	84151			SAR	Authorisation to Ship		40						

Search Copy Save

Home Orders Shipments Finance RFQ Search Assessments Negotiations GEOG Quality Home Logout Preferences Diagnostics

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Partial shipment submitted;
New DB Sequence lines created
to cover remaining PO line Qty.

Supplier quality tab view



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Navigator Favorites

Home Logout Preferences Diagnostics

Home Orders Shipments Finance RFQ Search Assessments Negotiations **GEOG Quality**

Quality Results Page

Search Copy Save

* PO Number

PO Line Number

Vendor Doc Approval Status

Document Approval Type

Std Vendor Doc Code

Quality Results

Select All | Select None

Select	PO Number	PO Line Number	Part Number	DB Sequence	Attachments	Document Submission Date	Stand Vendor Doc Code	Stand Vendor Doc Description	Vendor Doc. No. and Rev. No.	Applied to Shipment Quantity	PPM Req'd	Vendor Comments	Serial No	Heat Trace Number	Cast No	Country of Origin
<input type="checkbox"/>	445516000	1	WS_P36275	4109		10-Jun-16		Certificate of Conformity	CoC_0012145			CoC for approval	ZZZ00001-ZZZ00018			United Kingdom
<input type="checkbox"/>	445516000	1	WS_P36275	4109												
<input type="checkbox"/>	445516000	1	WS_P36275	4109		10-Jun-16	SAR	Authorisation to Ship	CoC_0012145	18		Request to ship 18 off	ZZZ00001-ZZZ00018			United Kingdom
<input type="checkbox"/>	445516000	1	WS_P36275	84151				Certificate of Conformity								
<input type="checkbox"/>	445516000	1	WS_P36275	84151			SAR	Authorisation to Ship		40						

Search Copy Save



Home Orders Shipments Finance RFQ Search Assessments Negotiations GEOG Quality Home Logout Preferences Diagnostics

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Partial shipment submitted;
New DB Sequence lines created
to cover remaining PO line Qty.

Shipping Authorisation Report (SAR)

Shipping Authorization Report

Shipping Authorization	
Supplier:	Test Supplier Name
Purchase Order:	445531208 
PO Line:	4 
Location:	Aberdeen (VG2) UK C53
Part:	A156219
Serial No:	ALQ-K224 CGSN14K224030, ALQ-K224 CGSN14K224080, ALQ-K224 CGSN14K224082
PO Quantity:	3
Description:	ACTUATOR PART, BELLOWS.
Partial Qty	3
Approver Comment:	
Shipment Authorized By:	Lawson, Mr. Colin A On 26-MAY-16

Hints and Tips

Multiple Documents to submit?

- You can submit as many documents as you want ahead of time and without having to submit the SAR, simply select the document line only, add details and attach the document, click save and once saved click search, a new place holder line is now provided to add your next document.

Quality Results								
Select All Select None								
Select	PO Number	PO Line Number	Part Number	DB Sequence	Attachments	Document Submission Date	Stand Vendor Code	Stand Vendor Doc Description
<input checked="" type="checkbox"/>	445516000	1	WS_P36275	4109		10-Jun-16		Certificate of Conformity

Adding long Comments

- If you need to share a detailed instruction with the document controller you can do this in the attachment section and refer to it in the short comments field, simply open the attachments screen and select text, this provides you with a text section where you can add your long comments to be shared with the document controller.
- To speed data entry in LOV fields, simply type the start text and hit the tab key, if there is no other matches the LOV auto populates, if there are several only those are shown which you can quick select.



Notifications

Notifications

Home Page: Worklist

Click on **Full List** to show all notifications whether they are for information or for action

There is also a sorting facility by clicking on the headers **From; Type; Subject; Sent; Due** (if buyer has entered a date); **Open**

Applications Home Page

Main Menu

Personalize

- GEOG iSupplier Sourcing Portal Supplier
 - i supplier
 - Home Page
 - i sourcing

Worklist

Full List

Previous 1-25 Next 25

From	Type	Subject	Sent	Due	Status
Philip, Tracey	PO Approval	OU SS UK ABZ - Standard Purchase Order 445531215, 4	15-Sep-2015		Open
Philip, Tracey	PO Supplier Change	OU SS UK ABZ - Response to your change request for Standard Purchase Order 445531215,4	15-Sep-2015		Open
Umejaku, Theresa	Sourcing Negotiation	Closed Early: RFQ 181090 (RFQ Test 6)	15-Sep-2015		Open
Philip, Tracey	Sourcing Negotiation	Closed Early: RFQ 184090 (Test for Trees - No. 2)	15-Sep-2015		Open
Umejaku, Theresa	PO Supplier Change	OU SS UK ABZ - Response to your change request for Standard Purchase Order 445531198,3	15-Sep-2015		Open
Barclay, Jennifer	PO Approval	OU SS UK ABZ - Standard Purchase Order 445531248,0 requires your acceptance	15-Sep-2015		Open
Barclay, Jennifer	PO Approval	OU SS UK ABZ - Standard Purchase Order 445531248, 0	15-Sep-2015		Open
Umejaku, Theresa	Sourcing Negotiation	Award Decision: RFQ 181087 (Top RFQ 10)	15-Sep-2015		Open

Notifications

Oracle Applications Home Page > **Worklist**

View **Open Notifications**

Select **All Notifications** Provides a series of worklist views available

Select FYI Notifications

Select Notifications From Me

Select Open Notifications

Select To Do Notifications

Previous 1-25 Next 25

Select		Subject	Sent	Due
<input type="checkbox"/>		approval		
<input type="checkbox"/>	Philip, Tracey	OU SS UK ABZ - Standard Purchase Order 445550759.0 requires your acceptance	06-Feb-2017	
<input type="checkbox"/>	Philip, Tracey	PO Approval	06-Feb-2017	
<input type="checkbox"/>	Philip, Tracey	OU SS UK ABZ - Standard Purchase Order 445550757. 3	06-Feb-2017	
<input type="checkbox"/>	Philip, Tracey	Sourcing Publish	05-Feb-2017	27-Feb-2017
<input type="checkbox"/>	Philip, Tracey	Reminder: Please acknowledge intent to participate in RFQ 500612 (RFQ Test)		
<input type="checkbox"/>	Philip, Tracey	PO Approval	02-Feb-2017	
<input type="checkbox"/>	Philip, Tracey	OU SS UK ABZ - Standard Purchase Order 445550758.0 requires your acceptance	02-Feb-2017	
<input type="checkbox"/>	Philip, Tracey	PO Approval	02-Feb-2017	
<input type="checkbox"/>	Philip, Tracey	OU SS UK ABZ - Standard Purchase Order 445550753. 3	02-Feb-2017	
<input type="checkbox"/>	Philip, Tracey	PO Supplier Change	02-Feb-2017	
<input type="checkbox"/>	Philip, Tracey	OU SS UK ABZ - Response to your change request for Standard Purchase Order 445550753,3	02-Feb-2017	
<input type="checkbox"/>	Philip, Tracey	PO Approval	02-Feb-2017	
<input type="checkbox"/>	Philip, Tracey	OU SS UK ABZ - Standard Purchase Order 445550755. 3	02-Feb-2017	
<input type="checkbox"/>	Philip, Tracey	PO Supplier Change	02-Feb-2017	
<input type="checkbox"/>	Philip, Tracey	OU SS UK ABZ - Response to your change request for Standard Purchase Order 445550755,2	02-Feb-2017	
<input type="checkbox"/>	Philip, Tracey	PO Supplier Change	02-Feb-2017	
<input type="checkbox"/>	Philip, Tracey	OU SS UK ABZ - Response to your change request for Standard Purchase Order 445550755,1	02-Feb-2017	
<input type="checkbox"/>	Philip, Tracey	PO Approval	02-Feb-2017	
<input type="checkbox"/>	Philip, Tracey	OU SS UK ABZ - Standard Purchase Order 445550756. 0	02-Feb-2017	
<input type="checkbox"/>	Philip, Tracey	Sourcing Auction Awarded	02-Feb-2017	
<input type="checkbox"/>	Philip, Tracey	Award Decision: RFQ 499609 (RFQ for testing MHD)		
<input type="checkbox"/>	Philip, Tracey	PO Supplier Change	01-Feb-2017	
<input type="checkbox"/>	Philip, Tracey	OU SS UK ABZ - Response to your change request for Standard Purchase Order 445550753,1	01-Feb-2017	
<input type="checkbox"/>	Philip, Tracey	PO Supplier Change	01-Feb-2017	
<input type="checkbox"/>	Philip, Tracey	OU SS UK ABZ - Response to your change request for Standard Purchase Order 445550753,0	01-Feb-2017	
<input type="checkbox"/>	Philip, Tracey	PO Approval	01-Feb-2017	
<input type="checkbox"/>	Philip, Tracey	OU SS UK ABZ - Standard Purchase Order 445550752. 2	01-Feb-2017	
<input type="checkbox"/>	Philip, Tracey	PO Supplier Change	01-Feb-2017	
<input type="checkbox"/>	Philip, Tracey	OU SS UK ABZ - Response to your change request for Standard Purchase Order 445550752,2	01-Feb-2017	
<input type="checkbox"/>	Philip, Tracey	PO Supplier Change	01-Feb-2017	
<input type="checkbox"/>	Philip, Tracey	OU SS UK ABZ - Response to your change request for Standard Purchase Order 445550752,1	01-Feb-2017	
<input type="checkbox"/>	Philip, Tracey	PO Approval	01-Feb-2017	
<input type="checkbox"/>	Philip, Tracey	OU SS UK ABZ - Standard Purchase Order 445550751. 2	01-Feb-2017	
<input type="checkbox"/>	Philip, Tracey	PO Supplier Change	01-Feb-2017	
<input type="checkbox"/>	Philip, Tracey	OU SS UK ABZ - Response to your change request for Standard Purchase Order 445550751,2	01-Feb-2017	
<input type="checkbox"/>	Philip, Tracey	PO Approval	01-Feb-2017	
<input type="checkbox"/>	Philip, Tracey	OU SS UK ABZ - Standard Purchase Order 445550750. 1	01-Feb-2017	
<input type="checkbox"/>	Philip, Tracey	PO Supplier Change	01-Feb-2017	
<input type="checkbox"/>	Philip, Tracey	OU SS UK ABZ - Response to your change request for Standard Purchase Order 445550750,1	01-Feb-2017	
<input type="checkbox"/>	Philip, Tracey	PO Approval	31-Jan-2017	
<input type="checkbox"/>	Philip, Tracey	OU SS UK ABZ - Standard Purchase Order 445550279. 1	31-Jan-2017	
<input type="checkbox"/>	Philip, Tracey	PO Approval	31-Jan-2017	
<input type="checkbox"/>	Philip, Tracey	OU SS UK ABZ - Standard Purchase Order 445550437. 1	31-Jan-2017	
<input type="checkbox"/>	Philip, Tracey	PO Approval	31-Jan-2017	
<input type="checkbox"/>	Philip, Tracey	OU SS UK ABZ - Standard Purchase Order 445550631.0 requires your acceptance	31-Jan-2017	
<input type="checkbox"/>	Philip, Tracey	PO Approval	31-Jan-2017	
<input type="checkbox"/>	Philip, Tracey	OU SS UK ABZ - Standard Purchase Order 445550735. 1	31-Jan-2017	
<input type="checkbox"/>	Awe, Julia	PO Approval	16-Jan-2017	
<input type="checkbox"/>		OU SS UK ABZ - Standard Purchase Order 445549664. 1		

Select Notifications: Previous 1-25 Next 25

Finance Tab Navigation

Finance Tab

Using the finance tab you can search by PO/Invoice to check status and payments

Home | Orders | Shipments | **Finance** | RFQ Search | Assessments | Negotiations | Quality | GEOG Quality

View Invoices | View Payments

View Invoices Export

Simple Search Advanced Search

Enter PO number/Invoice number

Invoice Number:
 PO Number: (example : 1234)
 Release Number: (example : 1234-2)
 Payment Number:
 Invoice Status:

Payment Status:
 Invoice Amount From: To:
 Amount Due From: To:
 Invoice Date From: To:
 Due Date From: To: (example: 22-Jan-2017)

Go Clear

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Discount Date	Available Discount	Attachments
17111	15-Nov-2016	Standard	GBP	197.93	0.00	Approved	Paid			16-MAR-2017	11820008555	445547942		16-Jan-2017	2.93	

Invoice has been PAID 16-Jan-17

View Invoices | View Payments

Finance: View Invoices >

Standard Invoice: 17111 (Total GBP 197.93)

Currency=GBP

General

Invoice Date: 15-Nov-2016
 Status: Approved
 On Hold:
 Batch: PERCEPTIVE-28385-161122101103
 Attachments: None
 Supplier:
 Supplier Site:
 Address:

Amount Summary

Item: 164.94
 Freight: 0.00
 Miscellaneous: 0.00
 Tax: 32.99
 Prepayment: 0.00
 Retainage: 0.00
 Withholding Tax: 0.00
 Total: 197.93

Payment Information

Paid: 195.00
 Discount Taken: 2.93
 Due: 0.00
 Status: Paid
 Payment Date: 16-JAN-2017
 Payment: 11820008555
 Term: TPS120DAYS

Invoice Lines | Scheduled Payments | Hold Reasons

Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	NAMEPLATE, ACV, 50 MM CHARAC	2		82.47		164.94	0.00	Approved	445547942	1	1	Bhopal, Ms. Rajwant Kaur	
2	Tax	SBX_REGIME_GB - GBVAT_S_SR_P2P_I_969					32.99	0.00	Approved					

Finance Tab

Using the finance tab you can search by PO/Invoice to check status and payments

Home | Orders | Shipments | **Finance** | RFQ Search | Assessments | Negotiations | Quality | GEOG Quality

View Invoices | View Payments

View Invoices Export

Simple Search

Enter Invoice number or Invoice Date Range

Invoice Number Payment Status

PO Number Invoice Amount From To

Release Number Amount Due From To

Payment Number

Invoice Status

Invoice Date From Due Date From To

(example: 22-Jan-2017)

Advanced Search

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment Number	Receipt Date	Discount	Available Discount	Attachments
17223	23-Dec-2016	Standard	GBP	318.43	318.43	In-Process	Qty Rec	Not Paid			22-APR-2017	445544831	07-Jan-2017		11.15	

Standard Invoice: 17223 (Total GBP 318.43)
Currency=GBP

Invoice on hold until Line Received

Export

General

Invoice Date **23-Dec-2016**
 Status **In-Process**
 On Hold **Qty Rec**
 Batch **PERCEPTIVE-28385-170105060103**
 Attachments **None**
 Supplier
 Supplier Site
 Address

Amount Summary

Item **265.36**
 Freight **0.00**
 Miscellaneous **0.00**
 Tax **53.07** ⓘ
 Prepayment **0.00**
 Retainage **0.00**
 Withholding Tax **0.00**
 Total **318.43**

Payment Information

Paid **0.00**
 Discount Taken **0.00**
 Due **318.43**
 Status **Not Paid**
 Payment Date
 Payment
 Term **TPS120DAYS**

Invoice Lines | Scheduled Payments | **Hold Reasons**

Hold Name	Hold Reason	Hold Date	Release Name	Release Reason	Release Date
LINE VARIANCE	Total of Invoice Lines does not equal Invoice Amount	13-Jan-2017	Invoice variance corrected	Invoice variance corrected	14-Jan-2017
Apex Perceptive Hold	Apex Perceptive Hold	05-Jan-2017	Apex Perceptive Release	Apex Perceptive Release	05-Jan-2017
QTY REC	Quantity billed exceeds quantity received	05-Jan-2017			

Contact Us



Contact Us Functionality

Key Super User Contacts for GE Oil & Gas UK Limited (OU_SS_UK_ABZ)

Product Line	iSupplier Admin	Email Address
Trees - Aberdeen	Melody Mamman	Melody.Mamman@ge.com
Services - Offshore	Margaret Gravill	Margaret.Gravill@ge.com
Controls - Nailsea	Jon Wood	JonStuart.Wood@ge.com
Manifolds - Astec West/Aberdeen	Vipul Sharma	Vipul1.sharma@ge.com
Services - IWOCS - Astec West	Jiao Jiang	Jiao.Jiang@ge.com
Services - Montrose - Charleton Road	Jain Pam	Jain.Pam@ge.com
	Jodie Mitchell	Jodie.Mitchell@ge.com
Services - Aberdeen	Adele Lynch	Adele.Lynch@ge.com
Services - Montrose - Brent	Christopher Murphy	Christopher.Murphy@ge.com
Wellstream - Newcastle	Jack.Wilkinson	Jack.Wilkinson@ge.com
ITO - Sourcing	Nicola Rennie	Nicola.Rennie@ge.com
	Lajos Toth	Lajos.Toth@ge.com
	Adelaide Carlos	Adelaide.Carlos@ge.com