# **ORACLE ISUPPLIER PORTAL USER GUIDE**

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

### Step 1: Enable Supplier contact for iSupplier portal access

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

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

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

Dear Supplier,
You have been registered at Emirates Airline for collaborating with our Procurement department. Going forward, Oracle Supplier portal will be the only medium of communication for all your Purchasing documents. You can login with the username EJACKSON@ROBERTWELCH.COM and the password is Tn2,27
When you first log on, you will be required to change your password for security purposes. Contact administrator for additional information.
Thank you. Procurement and Logistics, Emirates Group
Password Policy:
The password length should include a minimum of 7 characters     Password can be alphanumeric and can include special characters     Password should contain at least one Upper Case character

Change Password - Windows Internet Explorer	
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About this Page	Emirates Group ERP - Powered by Oracle

#### Step 2: iSupplier Portal home page

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

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

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

## Portal Option

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

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Dear Test Supplier					
Please acknowledge to access an	nd view more details of your order.				
Thanks Satish Narayan					
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About this Page					Emirates Group ERP - Powered by Oracle

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#### **Email Option**

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

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You have received Standard Purchase Order number 417003607 for Test Supplier portal from The Emirates Group - Procurement and Logistics.																	
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## Step 4: View Order Details

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

iSupplier Portal: View Order Details - Windows Internet Explorer					
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The Supplier can then download a copy and save it on his local drive.

iSupplier Portal: View Order Details - Windows Inter	met Explorer						- 0
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#### Step 5: Amend Purchase Orders

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

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Buyer Order Date Description Status Reason	NARAYAN, Mr. SATISH KRISHNAMURTHY SATISH 14-Dec-2017 12:36:56 test Accepted	Address NEW EMIRATES GROUP HEADQUARTERS Dubai, Bill-To Address		
Note to Supplier				
Operating Unit Supplier Order Number Attachments	Emirates Airline	Address Accounts Payable Dubai,		
PO Details				

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

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

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

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

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

	🗵 🗄 5 🕐 🕈 🤟 🗧 Emirates Airline - Response to your change request for Standard Purchase Order 417003607,1 - Message (HTML) ? 🖻 – 🗗 🗴																
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	NARAYAN, SATISH <satisha@emirates1111.com></satisha@emirates1111.com>																
	Emirates Airline - Response to your change request for Standard Purchase Order 417003607,1																
To TEST																	
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Dear Test	t1 Suppli	er															
Satish Na	iravan ha	as resnonde	ed to the requested chang	185													
Change	Request	ts															
🛱 Indica	tes new	values	•														
Line Shi	pment I	tem Item	Description	Unif	t Quantity Pr	rice Promi	ised Date	Nee	d-By Date	e Shij	p-To Local	ion		Response	Reason		Split
			TONER FOR HP LA	ASERJET	120 80	25-Dec	c-2017	16-D	ec-2017	NEW		GROUP		Dejected	Change not	t	
1 1			0PC3903A	EAU	120 09	1.2023609:30:	.04 ***	00:0	0:00	ITEA	DQUARTER	3		Rejected	accepted		

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

🔤 🔒 र्ज 🖉 🕈 🎍 📼	E	Emirates Airline - Re	esponse to your char	nge request	t for Stan	dard Purcha	e Order 4	17003608,1	- Messag	e (HTML)	ļ		?	* -	8
FILE MESSAGE															
Junk + Delete	Forward Meeting	ISupp_ERPCLONE Team Email Reply & Delete	<ul> <li>□ To Manager</li> <li>✓ Done</li> <li>✓ Create New</li> </ul>	- - -	Move	Rules + OneNote	Mark	Categorize	Follow	ag Translate	Related *	Zoom			
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NARAYAN	SATISH < satisha	a@emirateg	s1111.com>												
Emirator Airlin	<ul> <li>Besponse to your r</li> </ul>	shanga raquast	t for Standard D	urchaso	Ordor	117002600	1								
TESTI SUPPLIED	e - Response to your o	inange request	Tor Standard P	urchase	oruer 4	+11003000	, <b>1</b>								
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Ř···1···2···3···4···	5 · · · 6 · · · 7 · · · 8 · · ·	9 · · · 10 · · · 11 ·	12 13 14	15 - 1	16 · · · 1	7 · · · 18 · ·	19 - 1 - 2	0 · · · 21 · ·	- 22 - 1	23 · + · 24	25	1 27 1 28	8 · · · 29 · · · 30	31	· 32 · P
Dear Test1 Supplier															
Satish Naravan has responded to	the requested changes														
Change Requests															
Findicates new values															
Supplier													_	-	
Line Shipment Item Item	Description		Uni	t Quantity	y Price	26-Dec-2	1 Date	16-De	By Date 2017	NEW	EMIRATES GR	OUP	Response	Reason	Split
1 1	TONER FOR HP LASERJ	ET 6PC3903A	EAC	H17	89.202	5809:38:46	0	00:00	00	HEAD	QUARTERS		Accepted	accepted	
2 1	RIBBON BAR CODE PRI	NTER TEC Printers	size 101.6	H2	19 551	20-Dec-2	)17 😭	16-De	-2017 00	NEW	EMIRATES GR	OUP	Accented	accented	
			EAG		10.001	20,001,001,11		,00,00		/ ILAL	Ng ON AN END		recepted	accoptou	-

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FILE MESS	AGE											
🕞 Ignore 🗙	Meeting	ISupp_ERPCLONE	A Rules *	😥 📕 🕨	a 🖁 Find	Q						
Sunk - Delete	Reply Reply Forward All More *	Team Email V Done Reply & Delete Create New	→ Move Portions → Actions →	Mark Categorize Follow Unread • Up •	Translate	Zoom						
Delete	Respond	Quick Steps	G Move	Tags 🕞	Editing	Zoom	^					
Sun 17/12/2017 10:38												
NARAYAN, Mr. SATISH KRISHNAMURTHY SATISH <satisha@emirates1111.com></satisha@emirates1111.com>												
Emirates Airline - Standard Purchase Order 417003608, 1												
Cc SATISHA@EMIRATES1111.COM												
1 If there are prol	If there are problems with how this message is displayed, click here to view it in a web browser.											
	-											
Message	PO_62_417003608_1_US.pdf (152 KB)											
K · · · 1 · · · · 2 ·	3 4 5 6 7 8	····9····10····11····12····13····14	4 · · · 15 · · · 16 · · · 17 · · · 18 · ·	- 19 20 21 22	23 · · · 24 · · · 25 · · · 26 ·	I · 27 · I · 28 · I · 2	9 · · · 30 · · · 31 · · · 32 · 興					
Dear Suppl	Dear Supplier,											
Please find attached a copy of the Purchase Order. Kindly review the same and any other document attached carefully. Our standard T& C of purchase can also be accessed on www.procurement.ekgroup.com												
It is mandatory to acknowledge the receipt of our Purchase Order and its Delivery Dates by replying to the buyer (Email ID included in the Purchase Order) within a maximum of 24 hours of receiving this mail.												
Thanks, Emirates Gr	Thanks, Emirates Group - Procurement & Logistics											

## Step 6: Request for Cancelation of Orders/Order lines

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

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Request Cancellation for Sta	Indard Purcl	nase Order : 4	7003608,1	(Total EUR 1,5	55.54)												
Currency=EUR									Cancel	Cancel	Entire Order	Printab	le View	View Ch	ange History	y Export	Submit
Order Information																	
General Information					Terms and	Conditio	ons										
Total	1,555.54				Payme	nt Terms	30 DAYS I	NET									
Supplier Supplier Site	FUD-AUST	ITS GMBH				EOB	Not Applic	able									
Address	TEST-FUC	HS-STRASSE	1-5		Freig	ht Terms	Not Applie	able									
	A-3812 G	ross-Sieghart	5		Shippin	g Control											
	AUSTRIA				Chin To A	Ideore											
_					Ship-TO A	Juiess											
Buyer	SATISH	MF. SATISH KR	ISHNAMUR		Addres		MIRATES	SROUP									
Order Date	17-Dec-2	017 10:37:37			7100100	HEAD	QUARTERS										
Description	test					Dubai	,										
Status	Open				Bill-To Add	iress											
Note to Supplier	Emirator	Airline															
Supplier Order Number	chinates :	AITINC			Address	Accourt	nts Payable										
Attachments	None					Dubai,											
TIP Click on the Show link Show All Hide All	k to view ship	supplier	a line.					D. D. Law		-lidaill-	Note to	Contracto	or chat	clabal	Si	upplier	
Hide 1 Goods 10006894	Revision	Item	TONER FC	OR HP LASERJET	6PC3903A		EACH	17 89.20258	1.516.44	elivered bille	asupplier	Name	Oper	us Global A	greement	oning 1D	Attachmen
hinmontr																	
inplicits																	
Shipment Ship-To Location		Quantity Ordered	Price	Quantity	Amount Received Amour	1 Promis	ed Date	Need-By	Date	Supplier Order Line	Discount	Start Effective Date	End Effective Date	Statu	sAttachmen	nts Reason	Action
NEW EMIRATES GR	ROUP	178	9.20258		1,516.4	4 26-Dec-	2017 09:38:	46 16-Dec-2	017 00:00:0	0				Open			-
Hide 2 Goods10006878			RIBBON B 600 mtrs	AR CODE PRINT	ER TEC Printers size	101.6 mm	x EACH	2 19.55125	39.10				Oper	1			
hipments																	
ShipmentShip-To Location		Quantity Ordered	Price	Quantity Received	Amount Received Amour	tPromis	ed Date	Need-By	Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Statu	sAttachmen	nts Reason	Action
NEW EMIRATES GR	ROUP	2 1	9.55125		39.1	0 20-Dec-	2017 09:38:	41 16-Dec-2	017 00:00:0	0				Open		Cannot Sup	ply Cancel
leturn to Orders: Purchase Ord	ders								Cancel	Cancel I	Entire Order	Printab	le View	View Ch	ange History	y Export	Submit

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

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

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

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

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