

iSupplier Portal Supplier's Guide



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Introduction

What is ISP?

iSupplier Portal is a component of the Oracle Internet procurement solution that enables secure, self-service business transactions between Agilent and its authorized suppliers by way of the internet. It provides suppliers the ability to use a standard web browser to directly access information and enter business transactions in a secure, self-service web environment

What are the benefits of ISP?

ISP gives suppliers the ability to directly access information and enter business transactions online in a secure, self-service environment. ISP provides visibility across the procurement-to-pay life cycle, building a collaborative environment where buyers and suppliers become integrated partners as both parties are able to access the same information over the Internet.

Suppliers must first register via the "supplier registration" process then they can inquire across a range of web pages that include information, such as current purchase orders and supplier agreements. Suppliers can also gauge their performance and efficiency by reviewing the following information:

- receipt histories
- purchase order histories
- returns
- outstanding overdue receipts
- open delivery schedules
- on-time delivery performance

Invoice and payment information can also be shared over the Internet, including when invoices were received and when payments were sent. ISP also enables suppliers to proactively learn about their service level in areas, such as progress against long term agreements, time-critical delivery information, purchase order changes, and delivery performance information. All views are shown at a high level but can be drilled down to view the specific documents associated to the inquiries.

ISP Security

Self-Service Web Applications Security Strategy

Oracle's Self Service Web Applications security strategy is composed of:

- The user registration process and user-level password protection
- Record-level security to ensure that each user views only the assigned set of data; known as securing attributes
- Column-level security to ensure that specific data columns can be hidden from users; known as excluding attributes
- Time and hit limits for each connection session
- Secure Sockets Layer (SSL) connections to secure the communication line between the user and the systems.
- HTTP cookie technology to ensure that the appropriate client is communicating with the appropriate server during a communication session

- Encryption technology ensures that users cannot simply change the URL line to access unauthorized information.

What do you need at go live

PC Requirements

A Pentium PC with an Internet connection and IE 5.5 or Netscape 4.7 or above browser.

Logon and Password

You will be given the URL for the ISP web site, a unique logon by supplier site and a password that you must change the first time that you logon to your ISP site.

Training

Web based training tools will be made available to you before go live.

Some of the things you can do with ISP

Acknowledge Purchase Orders

As a supplier, you can record purchase order acknowledgments online, respond to a notification, or record several acknowledgments from a central web form. The purchase order is automatically updated with your response and a notice is sent to the buyer. Both the supplier and buyer are notified when acceptance has not been recorded by the acceptance due date.

To acknowledge purchase orders:

1. In the search drop down select "Purchase Orders to Acknowledge"
2. Click the Search button to find purchase orders. Purchase orders that match the search criteria, that are not closed, and that have been approved appear. The PO number, revision number, and acceptance information is displayed. You can click on the PO number to display the Purchase Order Details page. Once there, you can review the details of the PO itself.
3. Select an action: Accept, or Reject.
4. Enter or select an acceptance type.
5. Enter comments, (comments are required).
6. Click the Submit button.



Change a Purchase Order Promise Date for Delivery Items

As a supplier, you can communicate a change in a promised date of a purchase order online at the Orders Tab. Select the Purchase Order to be updated and then click on the reschedule button. The request for change is then sent and routed within the buyer's organization for approval. An approval action automatically updates the purchase order with the date change, whereas a rejection routes an exception notification to you, the supplier.

To change promised dates for delivery:

1. From the Supplier Home page, navigate to Orders Tab.

2. Enter a PO number in the Advanced Search. You may also enter a due date range (from and to) as search criteria.
3. Click the Search button.
4. Select Purchase orders and then click on the reschedule button.
4. Modify the promised data as needed.
5. Enter a reason for the change in the promised date.
6. Click the Continue button.



Enter Advance Shipment Notifications

Oracle Purchasing supports the use of Advance Shipment Notices (ASN). The ASN contains details including:

- shipment date
- shipment and time identification number
- expected receipt date (due date)
- packing slip data and freight information
- item detail including cumulative shipped quantities
- purchase order number, including releases
- purchase order due date
- returnable container information



As a supplier, you can also send billing information through an Advance Shipment and Billing Notice (ASBN). These *ASBNs contain currency, tax, and invoice amount information.

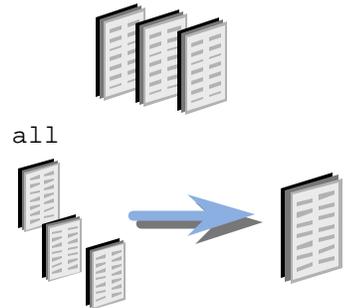
*Note: If supplier is set up as an **Agilent** ERS supplier (Evaluated Receipt Settlement) they **can not** use the ASBN.

Forecast

With ISP the Supplier is provided with the ability to view the planning and forecast schedules. There will be 52 weekly buckets and 2 quarterly buckets of forecast information on the screen.

Concatenated Schedule

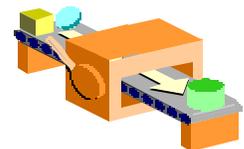
The Concatenated schedule will combine the schedules from all Agilent Operating Units into one schedule for a supplier.



Manufacturing Orders - Outside Processing Collaboration

iSupplier Portal allows buying organisations to collaborate with a Supplier handling outside processing activities. The Supplier can view shipment details, work-in-process details, operations instructions, components, and component instructions and track assemblies shipped for outside processing. Quality information can also be entered.

Manufacturing orders can be rescheduled the same way as "normal" Purchase Orders.



Purchase Order Revision History

The Supplier can review the history of revisions for a given purchasing document, such as purchase orders, releases, and agreements. It is also possible to perform comparisons of changes between revisions or across all revisions



Review Delivery Schedules

The Supplier has access to information about open delivery schedules. This includes shipments that are past due, which help in planning shipments of goods to the buying organisation



Review Receipt and Return History

The Supplier can explore an historical view of all receipts that have been recorded for the shipped goods. This allows the supplier to track its delivery performance for every shipment made and viewing the return information as well as accessing the results of inspected goods.



On-Time Performance

With the On-Time Performance the supplier can view historical delivery status. Base line for on time is 3 days early / 0 days late.

Early
On-time
Late



Review Invoice & Payments

The Supplier can review the status of their invoices and payments. Access to this information helps them to increase customer satisfaction while eliminating the need for purchasing and payables departments to handle routine supplier inquiries.



Supplier Item Summary

Use the Supplier Items screen to view summary information such as purchase orders, overdue orders, receipts, defects, returns, on-time performance and invoices for items that are sourced to supplier through the Approved Supplier List (ASL).



Where to get more Information

For more information on ISP, talk with your buyer, or go to Agilent's Supplier website:
www.agilent.com/go/supplier