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# iSupplier Reference Guide

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## Overview – Scenario

In January 2005, General Dynamics Land Systems (GDLS) began an initial Oracle Implementation by deploying those system requirements / features necessary to manage the GDLS Canada Aftermarket Business or more specifically, Service Parts and Repair & Overhaul. We are now pleased to announce full Oracle Enterprise Requirements Planning operating system deployment for all Supply Chain requirements at all locations is set to begin. This deployment will begin first quarter of 2008 and will be complete by year end.

Among many benefits the new Oracle System will support:

- Process Integration and Streamlining with our Supply Chain Partners
- A Collaborative Environment for Innovative Supply Chain Solutions
- Improved Interactive Communication
- Optimal Customer / Supplier Relationship Management

Business System enhancements will include:

- Immediate e-mail notification of Purchase Orders and Request For Quotations
- Interactive Delivery Order Management
- Viewing of receiving, inspection, invoicing, and payment information at all times
- Ability to update company profile and point of contact information

For current information or access to support tools for you, visit our website at <http://procurement.gdls.com/oracle.html>.

## Introduction to iSupplier Portal

Oracle utilizes an entirely electronic interface called "iSupplier Portal". All purchasing documents and account information from Oracle are communicated exclusively on this portal. Hardcopies are no longer issued.

All suppliers will need to have an iSupplier account registered with GDLS. This usually happens automatically when a supplier is first set up in our purchasing system. No special software aside from Microsoft's Internet Explorer internet browser is required to access this system.

### Getting Help

This guide provides a step-by-step tutorial on how to use iSupplier Portal. In the event that you have further questions, help is available via the following:

- Your buyer
- GDLS-US's website at <http://procurement.gdls.com/oracle.html>
- Help number: 1-586-825-4387

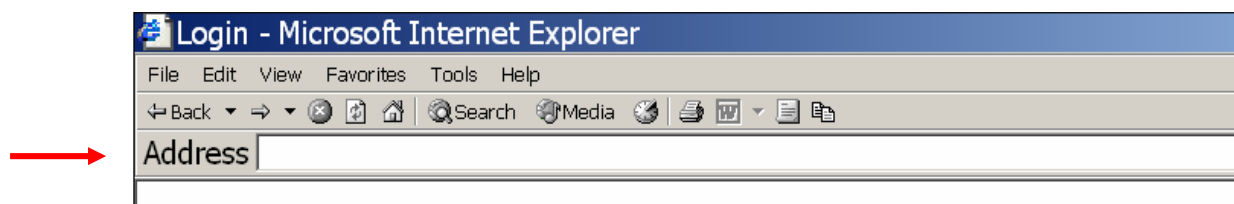
### Accessing iSupplier Portal

NOTE: You must have internet access in order to access iSupplier Portal. The only web browser supported by iSupplier Portal is Microsoft's Internet Explorer. Other browsers (such as Mozilla Firefox) are incompatible and can cause errors.

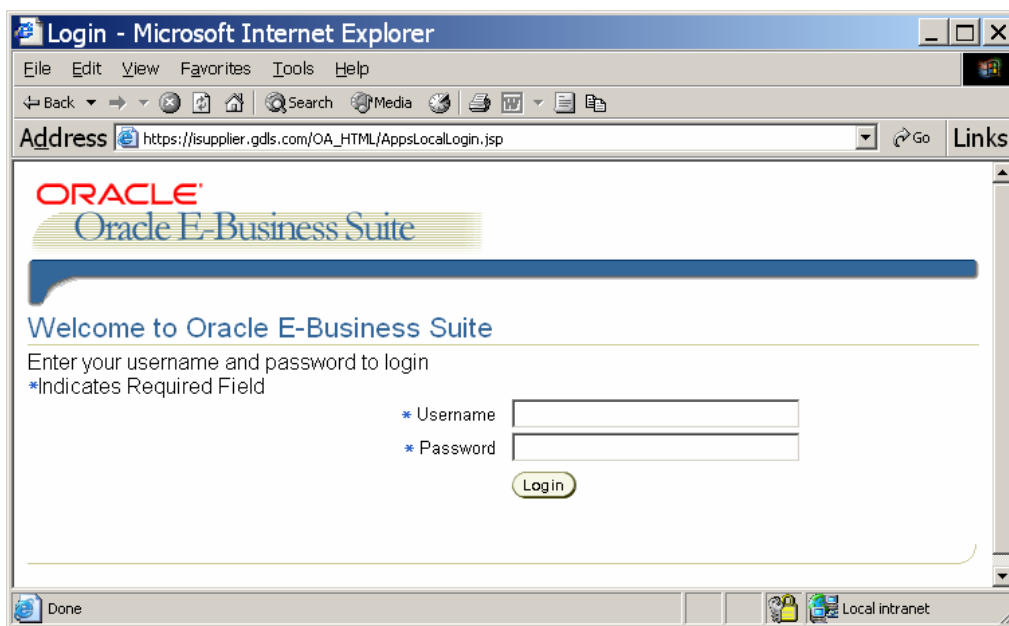
After you have received an email notification from us identifying your user name and password for iSupplier and Sourcing modules you will have access to in order to do business with GDLS online.

If you do not receive a user name and password, contact the Help Desk.

1.	Open Internet Explorer by double-clicking on your desktop icon.
2.	Locate the URL Address bar labeled with Address near the top of the screen close to the menus and icons.



1.	<p>Click once in the Address field to change the focus onto that field to enter text. The “location” for the page you are currently viewing will be highlighted. Press DELETE on your keyboard to erase it, and then type in the following:</p> <p><a href="https://isupplier.gdls.com/">https://isupplier.gdls.com/</a></p> <p>(Do NOT enter “www” in front of the address)</p>
2.	<p>Press ENTER on your keyboard.</p>
3.	<p>Depending on the version of Internet Explorer you’re using, you may receive warnings about a security certificate. This certificate enables encrypted communication between your computer and our servers, and you must accept it or install it in order to use iSupplier Portal. It is recommended that you install it by following the directions on the original welcome screen. Once you have completed that you will be taken to the login screen.</p>



4.	<p>It is recommended to create a bookmark for this page. To create a “bookmark” select from the Internet Explorer menu <b>Favorites &gt; Add to Favorites</b>. A pop up appears, you can rename the link and choose a sub-folder in which to place it or place it in the default location. Then the next time you need to access iSupplier, you can simply click on Favorites and select your bookmark to be taken directly to this screen. An alternative to this would be to create a shortcut on your desktop.</p>
5.	<p>Enter the Username and Password supplied to you by GDLS and click the <b>Login</b> button. You will be taken to your homepage on iSupplier Portal.</p>

If you are unsure of your login information, or were not able to log in to the iSupplier Portal, please contact the Help Desk. We can temporarily assist with retrieving your POs and RFQs by providing screen prints.

**Note:** You can change your password on the General Preferences page which is accessed via the **Preferences** button located at the top right portion of the Home page.

General Preferences - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://dbrss02h.gdls.com:8078/OA\\_HTML/OA.jsp?page=/oracle/apps/fnd/preferences/webui/PreferencesPG&retainAM=Y8&ti=1901416019&oapc=2&menu=Y8addBreadC](http://dbrss02h.gdls.com:8078/OA_HTML/OA.jsp?page=/oracle/apps/fnd/preferences/webui/PreferencesPG&retainAM=Y8&ti=1901416019&oapc=2&menu=Y8addBreadC) Go Links >>

**GENERAL DYNAMICS** Land Systems **E-Business Suite**

Diagnostics Home Logout **Preferences** Help

o User Preferences  
• **General**  
• Access  
• Requests

**General Preferences** Cancel Reset to Default Apply

**Languages**

Current Session Language American English ⓘ  
Default Application Language American English ⓘ

**Accessibility**

Accessibility Features None ⓘ

**Regional**

Territory United States ⓘ  
Date Format dd-MMM-yyyy (03-Jan-2008) ⓘ  
Timezone (GMT -05:00) Eastern Time ⓘ  
Number Format 10,000.00 ⓘ  
Currency ⓘ  
Client Character Encoding Western European (Windows) ⓘ

**Change Password**

Known As Doe, John  
Old Password  
New Password  
Repeat Password

Trusted sites

## The Homepage

The homepage is your starting point for accessing all of the information available to do business with GDLS through the iSupplier Portal. If you are new to Oracle and require more assistance with navigating Oracle, refer to the Oracle online help by clicking the Help link in the Global Button area as shown below.

The screenshot shows the General Dynamics iSupplier Portal homepage. Annotations with orange arrows point to various features:

- Quick Search:** Points to the search bar at the top left.
- Region Areas:** Points to the main content area on the left.
- Global Buttons:** Points to the top navigation bar containing links like Home, Logout, Preferences, Help, and Diagnostics.
- Tabs:** Points to the secondary navigation tabs: Home, Orders, Shipments, Planning, Account, Product, and Admin.
- Quick Links:** Points to the right-hand sidebar menu containing links for Planning, Orders, Shipments, Receipts, Invoices, and Payments.

The main content area includes sections for Notifications, Orders At A Glance, and Shipments At A Glance, each with a table of data and a 'Full List' link.

**Notifications Table:**

Subject	Date
For Your Review - Standard PO 35058451_1	2006/05/12 11:50:07
For Your Review - Standard PO 35041912_7	2006/05/12 11:39:30
For Your Review - Blanket Release 35055358-1_1	2006/05/12 11:37:57
For Your Review - Blanket Release 35058420-1_4	2006/05/11 15:18:13
For Your Review - Standard PO 35049919_2	2006/05/11 09:24:52

**Orders At A Glance Table:**

PO Number	Description	Order Date
35058451	Replenishment order	2006/05/12 11:50:06
35058420-1		2006/05/11 15:18:11
35049919		2006/05/11 09:24:47
35058449		2006/05/10 13:26:01
35058435		2006/05/09 13:40:42

**Shipments At A Glance Table:**

Shipment Number	Shipment Date	Packing Slip
ShipNo	2006/05/02 09:45:29	

At the bottom of the page, there is a footer with copyright information and links to Home, Orders, Shipments, Planning, Account, Product, Admin, Home, Logout, Preferences, Help, Diagnostics, Privacy Statement, and About this Page.



## Global Buttons Descriptions

They help you navigate to administrative functions. Each of these links appear on each page – top and bottom.

- *Home*: Takes you back to the homepage.
- *Logout*: Logoff of iSupplier. iSupplier automatically logs you out after 15 minutes of inactivity, but if you are leaving your computer it is recommended that you log out manually.
- *Preferences*: Allows you to set the look and formatting of iSupplier (covered below)
- *Help*: Provides help on iSupplier.

## Tab Descriptions

The tabs are also available on every screen, and help you navigate to the various data screens. Each of these links is also repeated at the bottom of every page.

- *Home*: Takes you back to the homepage.
- *Orders*: Takes you to your POs and RFQs.
- *Shipments*: View a summary of your delivery schedules, past receipts, returns, historical delivery performance, and create Advanced Shipping Notices (ASNs).
- *Planning*: Used for Planning activities. Not currently used.
- *Account*: View the status of invoices and payments.
- *Product*: Not currently used.
- *Admin*: Update your supplier and contact information.

## Quick Search

A method to quickly find a PO, invoice, or payment.

## Quick Links

Another method to jump to pages within the tabs described above. The blue headings are the Tab names and the links below each of them are the sub-categories or regions within a form for a tab.

## Notifications, Orders at a Glance, and Shipments at a Glance

Summarizes the most recent entries for each of those categories. To see the complete list, click on the Full List button beside each title.

## Purchase Orders on iSupplier

You will receive one or a combination of three types of PO documents issued to your company from us within Oracle to you within iSupplier:

PO listing  
for open  
orders

The screenshot shows the General Dynamics iSupplier Portal interface. At the top, there is a navigation bar with links: Home, Orders, Shipments, Planning, Account, Product, and Admin. Below this is a search bar with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area is divided into three sections: Notifications, Orders At A Glance, and Shipments At A Glance. The Notifications section contains a table with columns 'Subject' and 'Date'. The Orders At A Glance section contains a table with columns 'PO Number', 'Description', and 'Order Date'. The Shipments At A Glance section contains a table with columns 'Shipment Number', 'Shipment Date', and 'Packing Slip'. A sidebar on the right contains a list of links: Planning, Orders, Agreements, Purchase Orders, Purchase History, Shipments, Delivery Schedules, Quotes Receipts, Advance Shipment Notices, Receipts, Returns, On-Time Performance, Invoices, and Payments. An orange arrow points from the text 'PO listing for open orders' to the 'Notifications' table.

Subject	Date
For Your Review - Standard PO 35058451.1	2006/05/12 11:50:07
For Your Review - Standard PO 35041912.7	2006/05/12 11:39:30
For Your Review - Blanket Release 35055358-1.1	2006/05/12 11:37:57
For Your Review - Blanket Release 35058420.1.4	2006/05/11 15:18:13
For Your Review - Standard PO 35042919.2	2006/05/11 09:24:52

PO Number	Description	Order Date
35058451	Replenishment order	2006/05/12 11:50:06
35058420-1		2006/05/11 15:10:11
35042919		2006/05/11 09:24:47
35058449		2006/05/10 13:26:01
35058435		2006/05/09 13:40:42

Shipment Number	Shipment Date	Packing Slip
ShipNo	2006/05/02 09:45:29	

- **Standard PO:** A purchase order that identifies Price, Quantity, and Schedule.
- **Blanket Purchase Agreement:** This PO is a record of all of the agreed terms for an order, including item (s) price, lead-times, and validity dates.
- **Blanket Release:** When/if material is required and is currently on a Blanket Purchase Agreement, we will issue a Blanket Release against the Blanket Purchase Agreement defining the quantity, delivery date, and end-use information for this requirement.
- **Contract Purchase Agreement:** This PO is a record of all agreed terms for an order including amount agreed and validity dates.
- **Contract Purchase Agreement Release:** This is a standard PO which references the Contract Purchase Agreement, and also includes item, price and delivery schedules.

## PO Listing

To view your Pos, click on the **Orders** tab. A list appears and when you locate the one you would like to view more detail with you can click on the links for the PO number. In addition, to drilling into the PO detail you can select an item from the **Order** tab sub menu selections (described in [Order Tab Sub Menu description](#)).

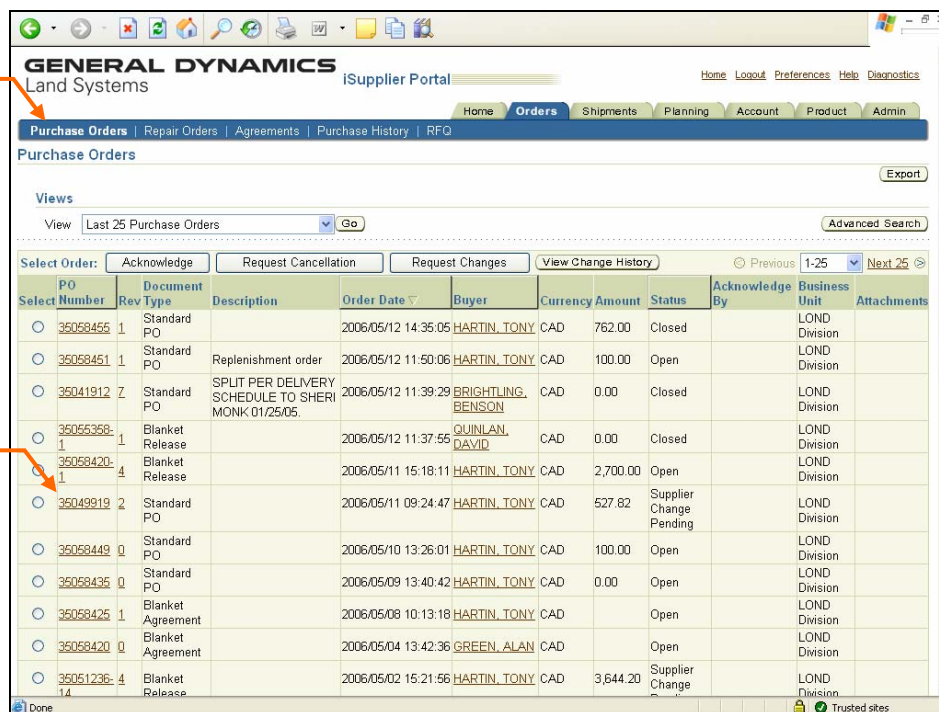
Also by default, iSupplier will show you the last 25 POs. You can change this in the View box (in the search area highlighted above) by clicking the down arrow (▼) and choosing among the following:

- *All Purchase Orders*: shows all POs ever issued to your company
- *Purchase Orders to Acknowledge*: shows only those POs where your buyer has required you to acknowledge (accept) the PO. The PO is not effective until you acknowledge it.
- *Purchase Orders Pending Supplier Change*: If you have requested a change through iSupplier, it will not be effective until the buyer accepts it. This option will show all POs where a requested change has not yet been accepted.

For more details on the purchase order list refer to...

Orders-  
sub menu

Click for  
detail



PO Number	Document Rev Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Business Unit	Attachments
35068455	1	Standard PO	2008/05/12 14:35:05	HARTIN, TONY	CAD	762.00	Closed		LOND Division	
35068451	1	Standard PO	2008/05/12 11:50:06	HARTIN, TONY	CAD	100.00	Open		LOND Division	
35041912	Z	Standard PO	2008/05/12 11:39:29	BRIGHTLING, BENSON	CAD	0.00	Closed		LOND Division	
35055358	1	Blanket Release	2008/05/12 11:37:55	QUINLAN, DAVID	CAD	0.00	Closed		LOND Division	
35058420	4	Blanket Release	2008/05/11 15:18:11	HARTIN, TONY	CAD	2,700.00	Open		LOND Division	
35049919	2	Standard PO	2008/05/11 09:24:47	HARTIN, TONY	CAD	527.82	Supplier Change Pending		LOND Division	
35058449	0	Standard PO	2008/05/10 13:26:01	HARTIN, TONY	CAD	100.00	Open		LOND Division	
35058435	0	Standard PO	2008/05/09 13:40:42	HARTIN, TONY	CAD	0.00	Open		LOND Division	
35058425	1	Blanket Agreement	2008/05/08 10:13:18	HARTIN, TONY	CAD		Open		LOND Division	
35058420	0	Blanket Agreement	2008/05/04 13:42:36	GREEN, ALAN	CAD		Open		LOND Division	
35051236	4	Blanket Release	2008/05/02 15:21:56	HARTIN, TONY	CAD	3,644.20	Supplier Change		LOND Division	

## Order Tab Sub Menu description

The following sub-menus appear under the Orders tab:

- *Purchase Orders*: Displays a summary of all POs issued to your company. By default, the Purchase Orders sub-tab tab will open first.
- *Repair Orders*: Currently not used in the U.S.
- *Agreements*: Displays a summary of all Blanket and Contract Purchase Agreements issued to your company.
- *Purchase History*: Shows the history of all revisions made to your PO's.
- *RFQ*: Displays a summary of RFQs issued to your company outside of the sourcing module.

## Purchase Order Elements

The details you see will depend on the PO type (Standard PO, Blanket Purchase Agreement, or Blanket Release or Contract Purchase Agreement). An Oracle PO is composed of the following structure:

- *Header*: Information that applies to the entire agreement, such as supplier name, currency, and PO number. The header information is shown on the top half in the screen print below.
- *Line*: Information that applies to each part on the agreement. Line information includes each identified item, item attachments, quantity and the price.
- *Shipment*: On Standard POs and Blanket Releases, this is information specific to an order for a part, such as the quantity and delivery date. It is possible to have multiple shipments per Standard PO line. [Terms and Conditions and end user information also may be shown at the Shipment level. On Blanket Purchase Agreements and RFQs, the shipment may contain the price break information.]

## Purchase Orders Columns Descriptions

The Purchase Orders list displays all purchase order documents issued to your company.

## Purchase Orders List

Select Item(s) and ...											
<a href="#">Acknowledge</a> <a href="#">Request Cancellation</a> <a href="#">Request Changes</a> <a href="#">View Change History</a>											
Select	PO Number	Rev	Document Type	Description	Order Date	Buyer	Currency Code	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	35000033-1	0	Blanket Release		13-Oct-2004	HARTIN, TONY	CAD	500.00			
<input type="radio"/>	35000206	0	Standard PO	Spares for Stryker	13-Oct-2004	HARTIN, TONY	CAD	6,881.55	Requires Acknowledgment	10-Jan-2005	

Select	Click this button to select one PO at a time. After selecting a PO, you may then click one of the buttons across the top to Acknowledge, Request Cancellation, Request Change, or View Change History. <i>Note: View Change History shows only supplier-initiated changes.</i>
PO Number	Clicking on the PO number will take you into the details for this PO. The title box of this column appears raised, which indicates that you can click on the title to sort by this field.
Rev	Every time a PO is approved, its revision level is changed (note that this is different than an item's revision level). You can click on the revision to see all changes made to this PO, including those initiated by the supplier and those initiated by GDLS. Changes to attributes not visible to suppliers (e.g. internal change accounts) will not show on iSupplier, therefore the change history may appear to 'skip' revisions.
Document Type	The type of PO: either a Standard PO, a Blanket Purchase Agreement, or a Blanket Release (as described above).
Description	The buyer can place a short description here or special instructions here.
Order Date	The date the PO or release was last approved by GDLS. This could be from its original creation or approval of a subsequent change. By default your POs are sorted by this date, meaning that your most recent new or changed POs will always be at the top.
Buyer	The buyer that issued the PO. You can click the buyer's name to see their contact information and other details.
Currency Code	The currency in which this PO or Blanket Release was issued.
Amount	The total value of this PO or Blanket Release
Status	An important field. You may see any of the following: <ul style="list-style-type: none"> <li><i>Requires Acknowledgment:</i> The PO is not effective until you acknowledge it.</li> <li><i>Accepted:</i> The PO or Blanket Release required acknowledgment, and you have acknowledged it.</li> <li><i>Buyer Change Pending:</i> The buyer has made a change after the PO was issued, but the change has not been approved internally at GDLS yet</li> <li><i>Supplier Change Pending:</i> you have requested a change but it has not been accepted by the buyer yet.</li> <li><i>Cancelled:</i> The PO or Blanket Release has been cancelled.</li> <li><i>Closed:</i> You have fulfilled all of the requirements of this PO or Blanket Release.</li> </ul>
Acknowledge By	If the buyer has required you to acknowledge this PO, he can further request a date by which you must acknowledge it.

Attachments	Attachments are text or documents that are attached to a PO. If one is present you can click the icon to view it, otherwise the field will be blank.
Organization Name	The operating unit that issued the PO.

## PO Type Details

This section will cover each PO and the information available in each.

- For Standard PO, see

## Standard PO Details

**Click to Show/Hide**

**Header Information**

**Line Details**

**Shipment Details**

## Header Information

The Header contains information applicable to the entire agreement, including:

- PO number
- Total value of PO
- Buyer-- you can click on the buyer's name to view their contact information
- Order date-- the date the PO was last approved by GDLS
- Description-- could be the legacy PO number or any message the buyer wishes to convey
- Organization from which the PO was issued.
- Payment Terms
- Carrier (clicking the carrier will take you to our website where you can download our routing guide)
- Freight Terms

- Bill-to Address

The header does not contain the ship-to address. Instead, each shipment on the PO will have its own ship-to address. By default iSupplier will show only the line information of the PO.

The "line" contains information specific to the part such as its description and price, but not about delivery.

### Line Detail

Line	The Purchase Order line
Attachments	Attachments can be at any level of the PO. In general, you will find only QA clauses or PO Item text at the Line level. To view the attachments you click on the Attachment icon.
Price	PO price for this item
Status	The status of the line or shipment. Could be: <ul style="list-style-type: none"> <li>• Cancelled: this line or shipment was cancelled from the PO</li> <li>• Closed for Receiving: all items have been received</li> <li>• Closed: all items have been received and invoiced</li> <li>• Supplier Change Pending: you have requested a change but the buyer has not approved it yet.</li> </ul>
Amount	Extended price for the quantities ordered on all shipments under this specific line
Contract	If this PO is related to a master contract, the master contract's PO number will be displayed here.
Type	The line's "type", could be: <ul style="list-style-type: none"> <li>• Goods: a regular PO for materials</li> <li>• Services</li> <li>• Expense</li> <li>• Amount: a service-type PO. For these POs the price is shown in the quantity field and the quantity is shown in the price field.</li> <li>• Outside Processing: a PO where we've sent material to the supplier for repair.</li> </ul>

### Shipment Table

To see the actual delivery requirement, you must click on the Show/Hide switcher that opens up the Shipment information (see diagram above). In addition to the quantity and due date, shipment level information may include the Terms and Conditions, F2s, Follow-up text, or other information pertaining to the specific delivery requirement.

Shipment	The shipment number of this delivery requirement.
----------	---



Attachments	Attachments normally included in the shipment level maybe Terms and Conditions and the F2. To view the attachments you click on the Attachment icon.
Quantity Ordered, Received, Cancelled, Billed	The quantities applicable to this shipment.
Price	Unit price, shown at the line level only
Amount	Extended price for the quantities ordered on that shipment
Promised Date	You may enter the promised date as a means of confirming the PO.
Need by Date	The date that we require the material.
Ship to Location	Where to ship the parts. You can click on this value to see the full address.
Status	The status of the line or shipment. Could be: Cancelled: this line or shipment was cancelled from the PO Closed for Receiving: all items have been received Closed: all items have been received and invoiced Supplier Change Pending: you have requested a change but the buyer has not approved it yet.
Reason	When you request a change through iSupplier Portal, you must input a reason. This will show in this field.
Supplier Order Line	Suppliers are asked to confirm their acceptance of a PO by entering their internal order number here. This also helps suppliers distinguish between new POs and POs they've already actioned internally. (optional)
Note to Supplier	Your buyer can enter notes here, such as an RMA number.
Requestor / Deliver To	This is the GDLS person requesting the items on the PO. You can click on their name to obtain their contact information.
Supplier Receipt	Not currently used.
Customer PO Num	The prime contract for this procurement. This is used for your export licensing (where required)

## Blanket Purchase Agreement Details

In Canada, a **Blanket Purchase Agreement is not an order to supply parts to GDLS**. It is a record of our acceptance of your quotation. It is displayed on iSupplier Portal for information purposes only. In the U.S. a Blanket PO is used for outside processing.

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**Blanket Agreement : 35058425 Revision 2**

[Request Cancellation](#)
[Request Changes](#)
[View Change History](#)
[Export](#)

**Order Information**

**General Information**

Blanket Agreement: 35058425  
Total: (CAD)  
Supplier: Acme Anvils and Widgets  
Address: 123 Main Street  
London, N6A 4N5  
Buyer: HARTIN, TONY  
Order Date: 2006/05/15 14:01:05  
Description: 2006 Pricing  
Status: Open  
Note to Supplier:  
Organization: LOND Division  
Attachments: None

**Terms and Conditions**

Payment Terms: MNS2  
Carrier: REFER-GDLS  
FOB:  
Freight Terms: FCA SP

**Bill-To Address**

Bill-To Address: PO Box 7003  
London, N5V 2Z7

**Related Information**

[Receipts](#)  
[Invoices](#)  
[Payments](#)

**PO Details**

**TIP** Click on the Show link to view price break details of a line.

Indicates new values

Indicates cancellation request

[Show All](#) [Hide All](#)

Details	Line	Attachments	Item	Item Revision	Description	UOM	Price(CAD)	Status	Note to Supplier	Amount(CAD)	Reason	Type	Supplier Item
	1		10501825	(A)	LUBRICANT	Kilogram	0	Open				Goods	

**Price Breaks**

Shipment	Attachments	Quantity Ordered	Ship-To Location	Status	Reason	Price Break	Supplier Order Line	% Start Effective Date	End Effective Date
1		1		Open		15			
2		10		Open		14.15			
3		25		Open		13.76			

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The Header of the Blanket Purchase Agreement contains similar information to the Header of the Standard Purchase order describes earlier.

The Lines on the Blanket Purchase Agreement are also similar to the Lines on a Standard PO, providing information relevant to the item.

[In Canada, the "shipment" information is actually the pricing information. If your quotation included price breaks, these will be noted as separate shipments against the line. However despite being labeled as "shipments" and having a quantity in the "Quantity Ordered" column, *they are not orders to provide material to GDLS*.

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1/10/2008

## Blanket Release Details

A Blanket Release is structured similar to a Standard PO. A Blanket Release is the result of an order against a Blanket Purchase Agreement, and represents a requirement to provide material to GDLS. A Blanket Release will be comprised of the Blanket Purchase Agreement number along with a dash number that denotes the release number. Unlike a release from our production system however, an Oracle release number does not correspond directly to a line on the Oracle Blanket Purchase Agreement. An Oracle release represents a "bundle" of parts requirements issued from one Blanket Purchase Agreement at the same time, and can contain many different part numbers and delivery requirements. The next time a requirement comes through against this Blanket, no matter which item or how many items are ordered, it will be release 2 and so on.

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Home Orders Shipments Planning Account Product Admin

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Blanket Release : 35101282-1 Revision 1 (Total CAD 400.00)

Request Cancellation Request Changes View Change History Export

**Order Information**

**General Information**

Blanket Release 35101282-1  
Total 400.00 (CAD)  
Supplier Acme Widgets, Inc.  
Supplier Site INTERFACE  
Address 1991 Oxford Street  
East  
London, N6A 4N5  
Buyer HARTIN, TONY  
Order Date 25-Apr-2007 13:28:09  
Description  
Status Open  
Organization LOND Division  
Sourcing Document  
Supplier Confirmation No.  
Attachments None

**Terms and Conditions**

Payment Terms MNS2  
Carrier REFER-GDLS  
FOB  
Freight Terms FCA SP  
Bill-To Address  
Bill-To Address GDLS Canada  
PO Box 7003  
London, N5V 2Z7

**Related Information**

Receipts  
Invoices  
Payments

**PO Details**

TIP Click on the Show link to view shipment details of a line.  
Indicates new values  
Indicates cancellation request  
Show All Hide All

Details Line	Attachments	Item	Rev.	Description	Quantity	UOM	Price(CAD)	Amount(CAD)	Status	Supplier Item	Note to Supplier	Contract Number	Type	Reason
Hide 1		10501060		DIFF. GEARBOX ASSY		Each		400.00					Goods	

**Shipments**

Shipment	Attachments	Quantity Ordered	Quantity Received	Quantity Cancelled	Quantity Billed	Price (CAD)	Promised Date	Need-By Date	Ship-To Location	Status	Reason To	Requestor/Deliver	Supplier Order Line	Supplier Receipt	Customer PO Num
1		2	0	0	0	200	400.00	28-Apr-2007 13:26:43	11-Nov-2007 00:00:00	GDLS	Open				

Request Cancellation Request Changes View Change History Export

The fields have similar meanings as the Standard PO except for the following clarifications:

Line	The Line on a blanket release refers to the line on the <i>Blanket Purchase Agreement</i> that contains that part number.
Shipment	The Shipment on a blanket release is a sequential identifier of the requirements issued <i>within that release</i> . Thus the three parts ordered on any release would be Shipments 1, 2, and 3, despite the fact that those numbers may not correspond to the line numbers on the original Blanket Purchase Agreement.

## Repair Orders (Canada only)

Repair Orders are POs issued by GDLS for repair of items owned by GDLS or our customers. This includes R&O POs and Rework POs. These are special types of POs because the PO is for the service of repairing the item, not the item itself. As such, the PO item will be either "Repair Services" or "Rework Services" instead of the part number being repaired.

These POs are listed amongst your regular POs as described above, but they also have their own dedicated section within iSupplier Portal. This can be handy, especially if different departments within your company are responsible for this type of PO. To see only your Repair Orders, click on **Orders** on the main tab, then on **Repair Orders** on the sub-tab

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### Repair Orders

**Search**

Purchase Order  Work Order

From Need By Date  From Promise Date   
(example: 2006/05/15 19:45:00)

To Need By Date  To Promise Date

Select Purchase Order	Item Description	Work Order	Assembly Item	Need By Date	Promise Date	Quantity Delivered	Quantity Ordered	Unit of Measure
No search conducted.								

Home | Orders | Shipments | Planning | Account | Product | Admin | Home | Logout | Preferences | Diagnostics

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By default the screen will come up blank until you do a search. You can search by PO number, Work Order (the "CSD" number on your F2 form; this is a good way to match F2s to your POs in case the two get separated), or just leave all of the fields empty to bring up all of your Repair Orders.

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### Repair Orders

**Search**  
 Purchase Order  Work Order   
 From Need By Date  From Promise Date   
(example: 2006/05/18 19:45:00)  
 To Need By Date  To Promise Date

Select Object: 
Previous 1-10 Next 10

Select	Purchase Order	Item Description	Work Order	Assembly Item	Need By Date	Promise Date	Quantity Delivered	Quantity Ordered	Unit of Measure
<input type="radio"/>	<a href="#">35021007</a>	R&O REPAIR SERVICES	<a href="#">CSD10992</a>	10652328-011	2005/02/01 00:00:00	2005/04/29 00:00:00	1	1	Each
<input type="radio"/>	<a href="#">35021261</a>	R&O REPAIR SERVICES	<a href="#">CSD11103</a>	10652330-011	2005/02/01 00:00:00	2005/04/29 00:00:00	1	1	Each
<input type="radio"/>	<a href="#">35021300</a>	R&O REPAIR SERVICES	<a href="#">CSD11010</a>	10652565-011	2005/02/03 00:00:00	2005/05/13 00:00:00	1	1	Each
<input type="radio"/>	<a href="#">35021314</a>	R&O REPAIR SERVICES	<a href="#">CSD11655</a>	7566619-004	2005/02/14 00:00:00	2006/03/28 00:00:00	0	1	Each
<input type="radio"/>	<a href="#">35024655</a>	R&O REPAIR SERVICES	<a href="#">CSD10810</a>	10652328-011	2005/02/16 00:00:00		0	1	Each
<input type="radio"/>	<a href="#">35021095</a>	R&O REPAIR SERVICES	<a href="#">CSD11171</a>	10652477-011	2005/02/17 00:00:00		1	1	Each
<input type="radio"/>	<a href="#">35021461</a>	R&O REPAIR SERVICES	<a href="#">CSD11133</a>	10655020-011	2005/03/13 00:00:00	2005/05/31 00:00:00	0	1	Each
<input type="radio"/>	<a href="#">35032938</a>	R&O REPAIR SERVICES	<a href="#">CSD19543</a>	10652328-011	2005/06/14 00:00:00		1	1	Each
<input type="radio"/>	<a href="#">35032938</a>	R&O REPAIR SERVICES	<a href="#">CSD19701</a>	10652328-011	2005/07/14 00:00:00		1	1	Each
<input type="radio"/>	<a href="#">35032483</a>	R&O REPAIR SERVICES	<a href="#">CSD25617</a>	7578656-001	2005/08/01 00:00:00	2006/01/12 00:00:00	1	1	Each

Select Object: 
Previous 1-10 Next 10

One of the advantages of viewing your Repair Orders on this screen is that it shows you the actual part number being repaired without having to open the F2 form to find it. It also shows the CSD number to help you link your POs and F2s together. From here, clicking on the PO number takes you to the same PO Details screen described above.

This screen is sorted first by the Promise Date (descending), then by the Need By Date (also descending). This will sort your POs with no promise date to the top of the table. As with most iSupplier screens, you can click on any raised column heading to temporarily re-sort as desired.

## Invoice Details

ISupplier Portal can provide you with complete invoicing and payment details for all POs placed through Oracle. It can be accessed through each individual PO or you can access the information directly. Your financial information is under the Account tab.

## Invoice Summary

When you first click into the Account tab, you will be taken to your Invoices.

The screenshot shows the Oracle iSupplier Portal interface. At the top, there's a navigation bar with tabs: Home, Orders, Shipments, Planning, **Account**, Product, and Admin. Below this, there's a sub-navigation bar with 'View Invoices' and 'View Payments'. The 'View Invoices' button is highlighted with a red arrow. The main content area is titled 'Search - Invoice Summary'. It contains several search criteria: Invoice, Invoice Creation Date, PO Number, Payment, Packing Slip, and Payment Status. Below these are 'Search' and 'Clear' buttons, and a link to 'Advanced Search'. The 'Account' tab in the top navigation bar is also highlighted with a red arrow. Below the search area, there's a section titled 'Invoice Summary Result' which contains a table. The table has columns: Invoice, Description, Invoice Date, PO Number, Currency, Gross Amount, Amount Due, Due Date, On Hold Status, Payment Date, Discount, Available Discount, and Packing Slip. The table currently shows 'No search conducted.' at the bottom. At the bottom of the page, there's a footer with copyright information and a 'Privacy Statement' link.

Invoice	Description	Invoice Date	PO Number	Currency	Gross Amount	Amount Due	Due Date	On Hold Status	Payment Date	Discount	Available Discount	Packing Slip
No search conducted.												

You can search for invoices via any of the search boxes at the top, or click on Advanced Search to define additional search criteria. Most often you will likely enter an invoice number or PO number. You can also enter partial values with a wildcard (%), the percent sign). Hit Search when you've entered your values.

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Home Orders Shipments Planning **Account** Product Admin

Create Invoices View Invoices View Payments

Account : View Invoices > Associated POs > Order Details

### Invoice Summary Result

Invoice	Description	Invoice Date	PO Number	Currency	Gross Amount	Amount Due	Due Date	On Hold Status	Payment	Discount Date	Available Discount	Packing Slip
<a href="#">529508-MA-004</a>		11/25/2004	<a href="#">35000161-1</a>	CAD	0.00	0.00	11/25/2004					
<a href="#">529508-MA-006</a>		11/24/2004	<a href="#">35000161-1</a>	CAD	1,674.55	0.00	11/24/2004		20 - Electronic, 15 - Electronic, 15 - Electronic			
<a href="#">ERS-146-238</a>	Receipt Invoice automatically created on 03-DEC-04	11/24/2004	<a href="#">35000161-1</a>	CAD	1,566.00	1,566.00	01/02/2005					
<a href="#">529508-MA001-3</a>		10/11/2004	<a href="#">35000161-1</a>	CAD	0.00	0.00	12/02/2004					
<a href="#">529508-MA-001</a>		09/04/2004	<a href="#">35000161-1</a>	CAD	0.00	0.00	11/02/2004					

Export

Home | Orders | Shipments | Planning | **Account** | Product | Admin | Home | Logout | Preferences | Help | Preferences

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## Invoice Details

Summary information is shown for all invoices that met your search criteria.

You can click on the Invoice, Invoice Date, Due Date, or On Hold Status column headings to sort by that value. Clicking on the PO Number or the Invoice number will allow you to view the details of the Purchase Order(s).

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Home Orders Shipments Planning **Account** Product Admin

Create Invoices View Invoices View Payments

Account : View Payments > Associated POs

### Associated POs

Invoice **529508-MA-004**

Creation Date **11/25/2004**

Currency **CAD**

Gross Amount **0.00**

Amount Due **0.00**

Due Date **11/25/2004**

Payment

Discount Date

Available Discount

PO Number	Currency	Total	Buyer	Supplier	Supplier Location
<a href="#">35000161-1</a>	CAD	3,066.00	HARTIN, TONY	Edco Of Canada	POINTE-CLAIRE

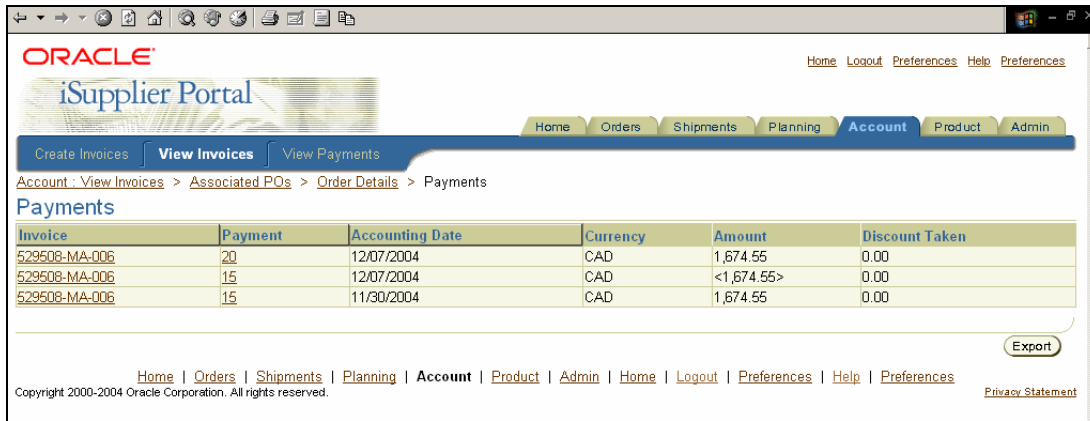
Export

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## Payment Summary

If a payment has been made it will appear in the Payment column. Clicking it will take you to the payment details.



Invoice	Payment	Accounting Date	Currency	Amount	Discount Taken
<a href="#">529508-MA-006</a>	<a href="#">20</a>	12/07/2004	CAD	1,674.55	0.00
<a href="#">529508-MA-006</a>	<a href="#">15</a>	12/07/2004	CAD	<1,674.55>	0.00
<a href="#">529508-MA-006</a>	<a href="#">15</a>	11/30/2004	CAD	1,674.55	0.00

Refer to the Working with Invoices guide for specific steps.



## Sourcing

### Request for Quotes (RFQs) on iSupplier

Like the Purchase Order screen, iSupplier will first show you a summary based on your search criteria.

#### Summary Detail

RFQ Number	Reference this number when responding to the RFQ. The title box of this column appears raised, which indicates that you can click on the title to sort by this field
Description	The buyer might add a short description in this field
Creation Date	The date the RFQ was issued to you. By default the table will be sorted by this field so your most recent RFQs will be on top
Response Due Date	The last date by which you can respond to this RFQ. You can sort by this field by clicking on its title
Contact	Your buyer's name. Clicking on the name will link to his/her contact information.
Quote Effectivity End Date	How long we require your pricing to be valid until.
Supplier	Your company's name
Location	Your company's city
Status	As a supplier you will only be able to see Active RFQs. When an RFQ goes past due or the buyer closes it, it will no longer show on iSupplier.

#### Individual RFQ Detailed Information

You must click on an RFQ to see its details.

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**iSupplier Portal**

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Purchase Orders Manufacturing Orders Agreements Purchase History **RFQ**

Orders : RFQ > RFQ Details

**RFQ Details**

RFQ 55000007

Description

Contact **HARTIN, TONY**

Quote Effectivity Start Date **09/20/2004**

Quote Effectivity End Date **12/31/2005**

Freight Terms **Refer To GDLSC Routing Guide**

Payment Terms

Ship-to Location **GDLSC**

Response Due By **12/19/2004**

Special Instructions

Currency Code

**RFQ Attachments**

**Supplier Attachments**

Line	Shipment	Item	Item Revision	Description	UOM	Quantity	Ship Via	Attachment
1	1	10501050	A	DIFF. ASSY WITH SHIFT CYL	Each	1	REFER-GDLSC	
1	2	10501050	A	DIFF. ASSY WITH SHIFT CYL	Each	10	REFER-GDLSC	
1	3	10501050	A	DIFF. ASSY WITH SHIFT CYL	Each	25	REFER-GDLSC	
2	1	10501130	A	STRG BRG ASSY #2 AXLE, L	Each	18	REFER-GDLSC	

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The Header information is on the top half of the screen, and is mostly carried over from the summary screen. Unlike our Purchase orders, which may have their Terms and Conditions at the *Shipment* level, RFQs have their T&Cs at the *Header* level. Click on the RFQ Attachments to see what additional information the buyer has attached to this RFQ.

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Home Orders Shipments Planning Account Product Admin

Purchase Orders Manufacturing Orders Agreements Purchase History **RFQ**

Orders : RFQ > RFQ Details > Attachments

**Attachments**

[Show Simple Search](#)

Name	Data Type	Description	Location	Category Name	Last Updated By	Last Update Date	Update	Detach
Oracle RFQ Instruction & Submission Form - QW1.doc	File	terms and conditions	EBS	To Supplier	KENNEDJ2	04/02/2005		

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For most RFQs you will see just one attachment at the Header. It could be a Word document or text attachment that contains our Terms & Conditions, bidder's instructions, and a place to enter your quotation details. This form must be used for your quotation submissions to GDLS. The ability for suppliers to enter their quotations online is available in the Sourcing module.

The item details of the RFQ are shown in the table on the lower part of the screen, and are broken down as follows:

Line	Each line number represents a separate part number. In the example above you can see that line 1 is repeated 3 times, but that is only because there are 3 "shipments" on it.
Shipment	In an RFQ, Shipments are used to convey scales pricing for each line. In the example above there are 3 shipments for line 1, but each shipment shows a different Quantity. This is our way of asking you to quote on the three different quantities (1, 10, and 25 pieces) for the part number shown in Line 1.
Item Revision	The item's revision level
Description	The item's description
UoM	The item's unit of measure. You should base your quotation on this UoM.
Quantity	The quantity on which you should base your price
Ship Via	This will indicate the GDLS Routing Guide (available by clicking on the link, which takes you to the respective web site). GDLS will pay for the shipping of these items should a PO arise, unless otherwise agreed.
Attachment	Like on the POs, an Attachment can be any text or file the buyer chooses to add to the RFQ. In most cases, it will contain the QA clauses that will be applicable to any order resulting from this RFQ.

