



# **Powell iSupplier User Training Guide**

## Document Information and Revision History

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1			
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## Table of Contents

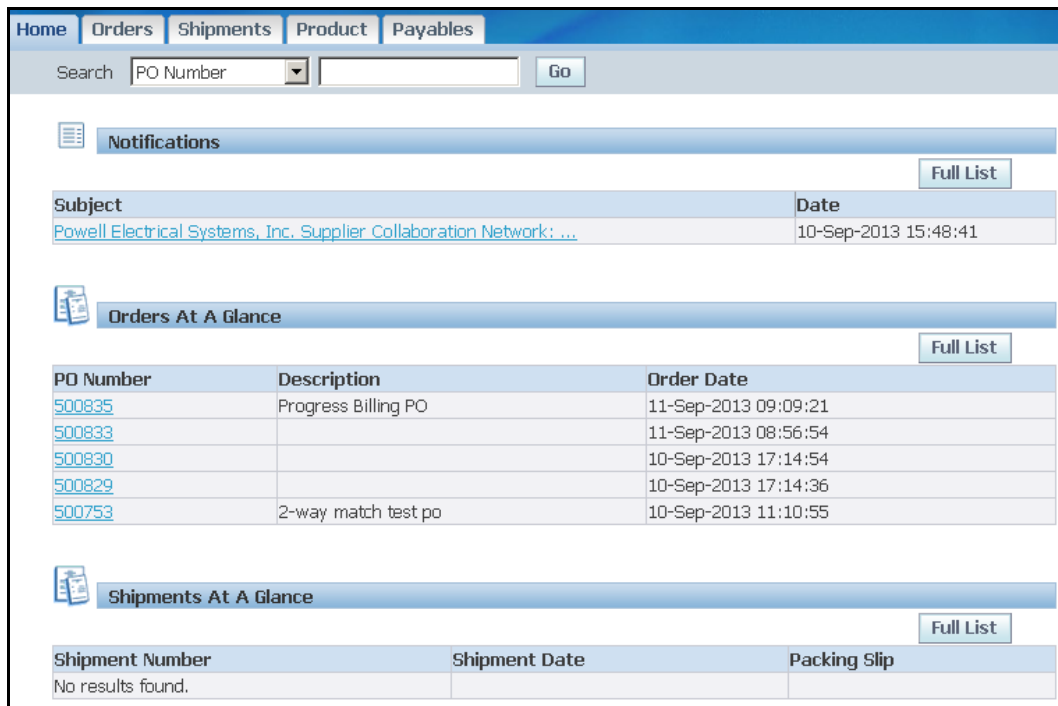
<b>Document Information and Revision History .....</b>	<b>2</b>
<b>1. iSupplier Portal Home Page.....</b>	<b>4</b>
<b>2. Purchase Orders .....</b>	<b>6</b>
2.1 Purchase Order Process.....	6
2.2 Purchase Order Acknowledgment Procedure.....	7
2.3 Purchase Order Change Request Procedure .....	8
2.4 Purchase Order Inquiry Procedure .....	9
2.5 Purchase Order History Procedure.....	10
<b>3. Shipments.....</b>	<b>11</b>
3.1 View Shipments Procedure.....	11
3.2 Enter Advanced Shipment Notice Procedure .....	13
<b>4. Products.....</b>	<b>15</b>
4.1 Supplier Items Procedure.....	15
4.2 Order Modifiers Procedure.....	16
4.3 Maintain Capacity Procedure .....	17
4.4 View Consigned Inventory .....	18
<b>5. Payables.....</b>	<b>20</b>
5.1 View Invoices Procedure.....	20
5.2 View Payments Procedure.....	20
<b>6. Key Integration Points.....</b>	<b>22</b>
<b>7. Data Entry Standards .....</b>	<b>23</b>
<b>8. FAQ and other points to consider.....</b>	<b>24</b>

# 1. iSupplier Portal Home Page

When you access the Powell applications, you are presented with a login page. After entering your login and password, you are presented with your list of responsibilities. When you select iSupplier User - Powell, the iSupplier Portal home page displays.



The home page displays quick links that allow users to navigate to appropriate functions in the portal.



The home page allows a user to the following:

Quick **Search** fields are located at the header of the home page. The quick search allows a user to enter PO number, shipment number, invoice, or payment number to quickly view the related information. The application takes the user to the appropriate page when the Portal displays the data to the end user.

The **Notifications** section displays the five most recent messages waiting for your review. Click on the linked subject to open the **Notification Details** page. This page provides complete notification details, as



well as the appropriate action buttons. On the Notification Details page you can request further information or assign the notification to another user.

The **Orders at a Glance** section displays the five most recent purchase orders. Click on a purchase order to view the details or click on the Full List button to navigate to the Orders tab.

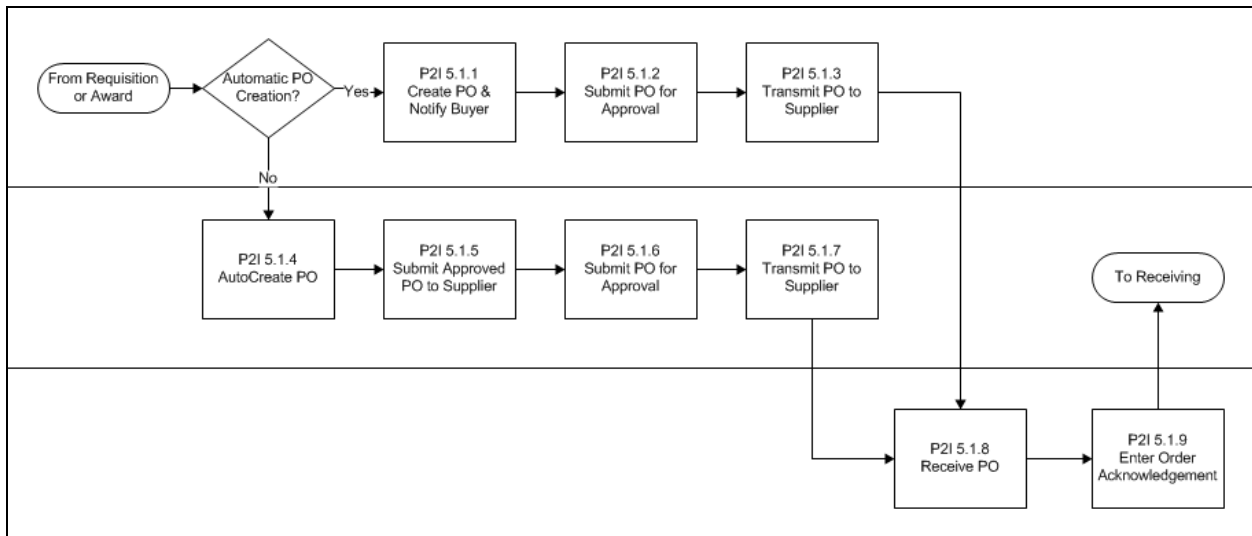
The **Shipments at a Glance** display the recent shipments. Click on a shipment number to view the shipment or click on the Full List button to navigate to the Shipments tab.

## 2. Purchase Orders

The Orders tab allows a user to see real-time Purchase Order details and the entire revision history for a Purchasing document. Using purchase order information, you can acknowledge purchase orders or make change requests for purchase orders such as changing quantities, splitting shipments, or cancelling orders.

Purchase Orders											
<a href="#">Home</a>   <a href="#">Orders</a>   <a href="#">Shipments</a>   <a href="#">Product</a>   <a href="#">Payables</a>											
<a href="#">Purchase Orders</a>   <a href="#">Purchase History</a>											
<div style="text-align: right;"> <a href="#">Multiple PO Change</a>   <a href="#">Export</a> </div>											
Views											
Personalize "Views" View: <span>All Purchase Orders</span> <input type="button" value="Go"/> <span style="float: right;"><input type="button" value="Advanced Search"/></span>											
Select Order: <a href="#">Acknowledge</a>   <a href="#">Request Cancellation</a>   <a href="#">Request Changes</a>   <a href="#">View Change History</a>											
PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<a href="#">500627</a>	0	US Powell Operating Unit	Standard PO		10-Sep-2013 10:20:23	<a href="#">Kondratyuk, Cal</a>	USD	1000.00	Requires Acknowledgment		
<a href="#">500626</a>	0	US Powell Operating Unit	Standard PO		09-Sep-2013 16:50:18	<a href="#">Kondratyuk, Cal</a>	USD	200.00	Accepted		
<a href="#">500625</a>	0	US Powell Operating Unit	Standard PO		09-Sep-2013 16:43:07	<a href="#">Kondratyuk, Cal</a>	USD	200.00	Buyer Change Pending		
<a href="#">500624</a>	0	US Powell Operating Unit	Standard PO		09-Sep-2013 16:39:31	<a href="#">Kondratyuk, Cal</a>	USD	20.00	Requires Acknowledgment		
<a href="#">500559</a>	0	US Powell Operating Unit	Standard PO		12-Aug-2013 11:47:18	<a href="#">Kondratyuk, Cal</a>	USD	144.00	Requires Acknowledgment		

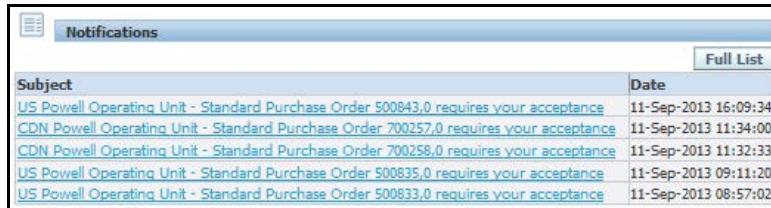
### 2.1 Purchase Order Process



## 2.2 Purchase Order Acknowledgment Procedure

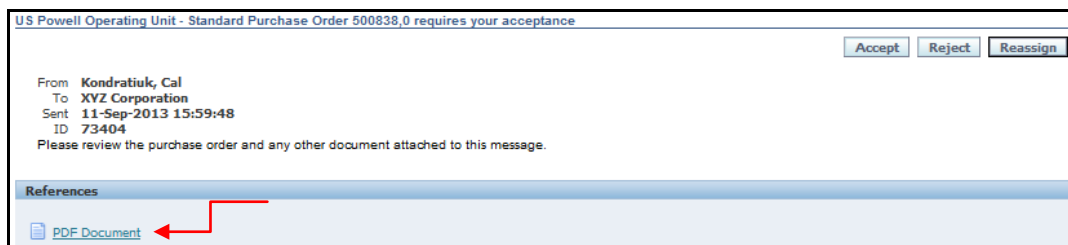
<b>Process Flow Step</b>	Suppliers view the purchase order requirement and enter an order acknowledgement (acceptance or rejection).
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The supplier user receives an acceptance required notification on each newly created purchase order or revision.



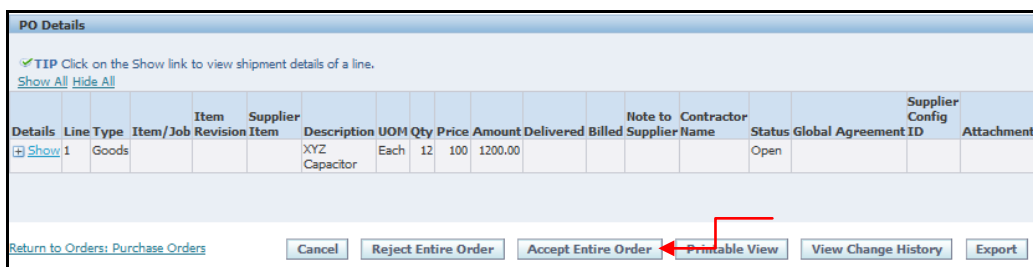
Subject	Date
<a href="#">US Powell Operating Unit - Standard Purchase Order 500843,0 requires your acceptance</a>	11-Sep-2013 16:09:34
<a href="#">CDN Powell Operating Unit - Standard Purchase Order 700257,0 requires your acceptance</a>	11-Sep-2013 11:34:00
<a href="#">CDN Powell Operating Unit - Standard Purchase Order 700258,0 requires your acceptance</a>	11-Sep-2013 11:32:33
<a href="#">US Powell Operating Unit - Standard Purchase Order 500835,0 requires your acceptance</a>	11-Sep-2013 09:11:20
<a href="#">US Powell Operating Unit - Standard Purchase Order 500833,0 requires your acceptance</a>	11-Sep-2013 08:57:02

Using their email or the portal application, the supplier user opens the notification to view the details and supporting attachment(s). The attachments include a PDF copy of the printed purchase order document.



The supplier clicks on the PDF document to view the order or any additional attachment to the order.

After reviewing the order details, the supplier enters an Accept or Reject action for the order. The supplier may also enter this acceptance within the order details window while they reviewing the order in the Powell iSupplier Portal application.



The buyer listed on the Purchase Order receives a response when a supplier user enters an acceptance notification response. The buyer is responsible for negotiating the terms or the purchase whenever a supplier user enters a Reject action.



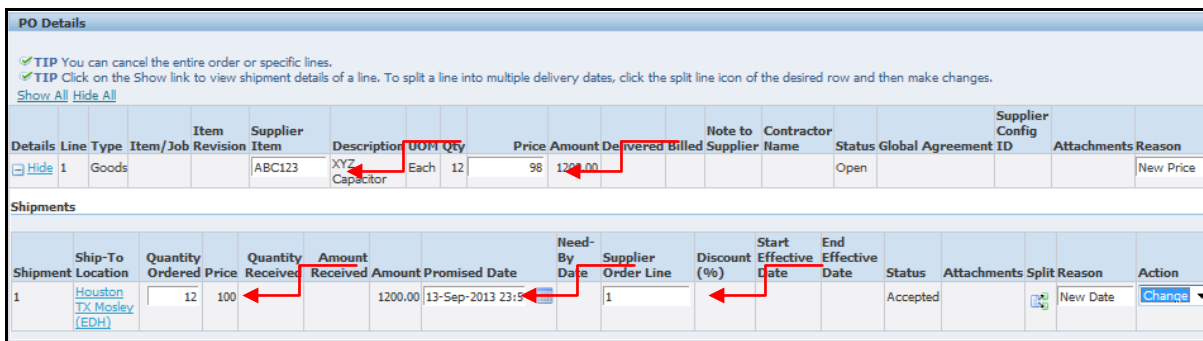
## 2.3 Purchase Order Change Request Procedure

<b>Process Flow Step</b>	Suppliers enter change requests on documents that have not been shipped or invoiced.
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As necessary, the supplier users enter a change request against an Accepted purchase order.

The supplier enters the requested order detail changed by entering the new supplier order number, supplier item number, price, ordered quantity, or promised date on the line(s).

After making the changes, enter a reason and choose the appropriate action (Change or Cancel) and submit the change request.



**PO Details**

TIP You can cancel the entire order or specific lines.  
 TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.  
[Show All](#) [Hide All](#)

Details	Line	Type	Item/Job	Revision	Item	Supplier	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement ID	Supplier Config	Attachments	Reason
<a href="#">Hide</a>	1	Goods			ABC123	XYZ	Capacitor	Each	12	98	1200.00					Open				New Price

**Shipments**

Shipment	Location	Quantity Ordered	Quantity Received	Amount Received	Amount Promised	Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
1	<a href="#">Houston TX Mosley (EDH)</a>	12	100		1200.00	13-Sep-2013 23:59:00		1				Accepted		New Date	<a href="#">Change</a>

In addition to the changes listed above, the supplier may enter additional change requests in the submittal box prior to saving the requested changes. These are review by Powell buyers but do not end up directly changing the related purchase order.

**Additional Change Requests**

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

The change request updates the status of the purchase order and requires acceptance of the requested changes by the buyer. The buyer's accept or reject response updates the purchase order.

Change requests from XYZ Corporation for Standard Purchase Order 500830, 2 (Total 1200.00 USD)

[Accept](#) [Reject](#) [Reassign](#)

From: BOB SMITH  
 To: Kondratuk, Cal  
 Sent: 11-Sep-2013 17:05:36  
 ID: 73428

Supplier: XYZ Corporation  
 Address: 123 Mockingbird Lane  
 Houston, Texas 77051

Order Date: 11-Sep-2013 15:55:28  
 Ship-To Address: Powell Electrical Systems, Inc.  
 Electrical Division - Houston  
 8550 Mosley Drive  
 Houston, Harris, 77075

**Change Requests**

Indicates new values

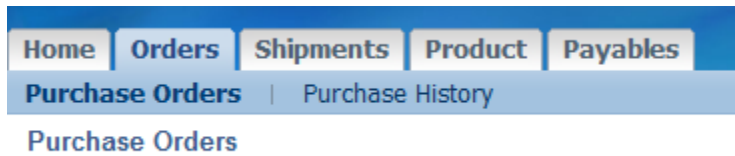
Line	Shipment	Item	Supplier	Description	Unit	Quantity	Price	Promised Date	Need-By Date	Ship-To Location	Action	Reason	Split
1		ABC123	XYZ	Capacitor	Each	12	100				Change	New Price	
1	1			XYZ Capacitor	Each	12	100	11-Sep-2013 23:59:00 13-Sep-2013 23:59:00		Houston TX Mosley (EDH)	Change	New Date	



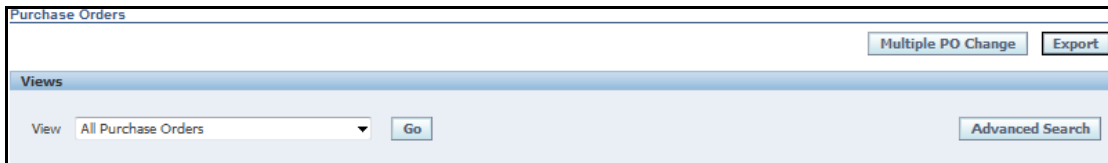
## 2.4 Purchase Order Inquiry Procedure

<b>Process Flow Step</b>	Suppliers may view the status of purchase orders and as well as the line details for each order.
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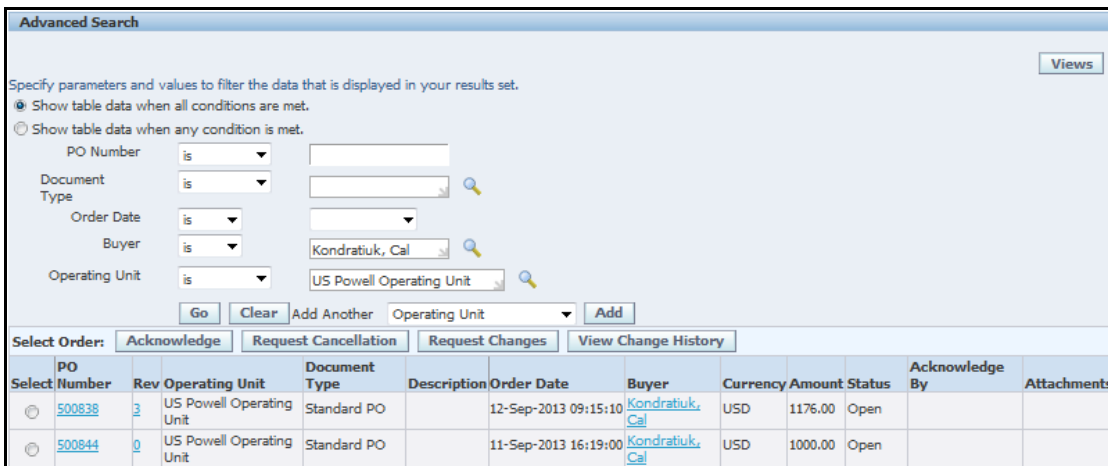
Users navigate to the Orders tab to view Order details and Purchase Order revision history.



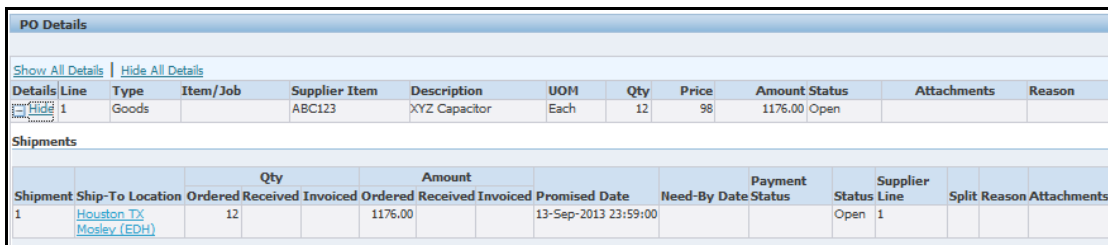
The main Purchase Orders view provides access to All Purchase Orders, Orders to Acknowledge, or Orders with Pending Changes.



Clicking on the Advanced Search gives users the ability to add fields to the search conditions for orders. Once you add fields and enter search parameters, click on the **Go** button to run the query.



Clicking on a PO number to drill down provides the supplier user with the header, lines, and shipment details for that order.

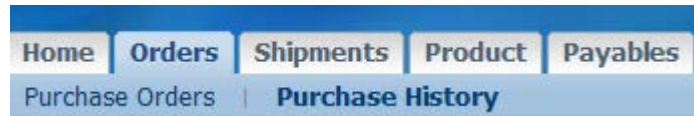


## 2.5 Purchase Order History Procedure

**Process Flow Step**

Suppliers view the revision history for a purchase orders.

A supplier user clicks on the Purchase History function in order to search for history on existing orders.



The simple and advanced search functions allow the user to enter search conditions and click on the Go function to return expected results.

The search results returns the existed PO header with comparisons to the Original PO, previous PO revision, or all changes.

Purchase Order Revision History Export

Simple Search

Note that the search is case insensitive Advanced Search

PO Number   
 Release Number   
 Rev   
 Document Type   
 Creation Date   
 Revised Date   
 Operating Unit

Go Clear

PO Number	Rev	Operating Unit	Description	Buyer	Creation Date	Revised Date	Currency	Total	Ship-To Location	Compare to Original PO	Compare to Previous PO	Show all PO Changes
<a href="#">500838</a>		3 US Powell Operating Unit		<a href="#">Kondratyuk, Cal</a>	11-Sep-2013 15:55:28	12-Sep-2013 09:15:05	USD	1176.00	<a href="#">Houston TX Mosley (EDH)</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Once the user selects a Comparison function, the results are displayed to the end user.

Show All PO Changes

Comparisons are sorted by Revision, Line and Shipment.

Previous 1-10 Next 10

Revision	Line	Item/Job	Shipment	Price Differential	Enabled Organization	Field Altered	Changed From	Changed To
3						Amount	1200	1176
3						Acceptance Required	Document	None
3	1					Unit Price	100	98
3	1					Supplier Item Number		ABC123
3	1		1			Promised Date	11-Sep-2013 23:59:00	13-Sep-2013 23:59:00
3	1		1			Last Acceptance Date	20-Sep-2013 23:59:00	
3	1		1			Unit Price	100	98
2						Acceptance Required	None	Document
1						Amount	1000	1200
1						Acceptance Required	Document	None

Previous 1-10 Next 10

The user may also select a document revision number to determine in order to review the details printed on the purchase order.

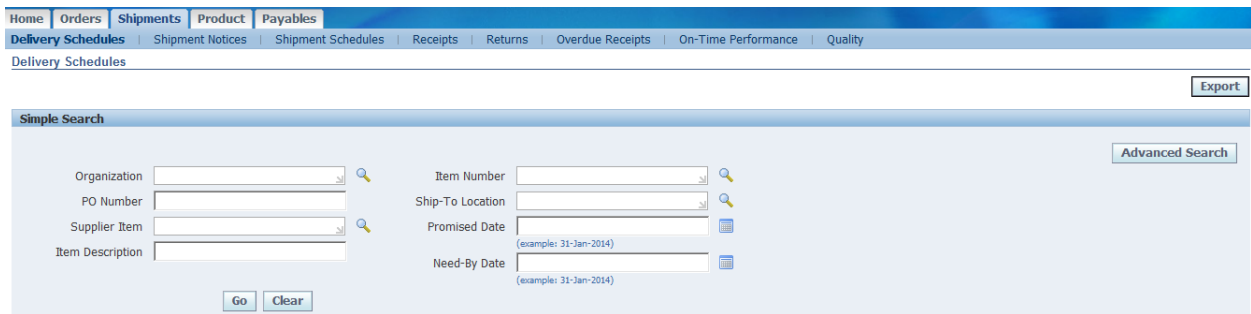
Print Document Revisions

Revision Number

### 3. Shipments

Oracle iSupplier Portal enables you to view your existing shipments. Using your shipments you can create or cancel advance shipment notices. The system enables you to view other shipment information such as delivery schedules.

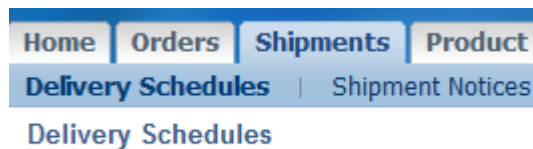
Using shipping features, you can alert the buyer to upcoming shipments and expedite receipts and payments for the buying company. Shipping information details all of your shipping transactions on Oracle iSupplier Portal. You can create or cancel shipment notices as well as view shipment delivery schedules and overdue shipment receipts.



#### 3.1 View Shipments Procedure

<b>Process Flow Step</b>	Suppliers view the status of purchase order shipments made against Powell orders.
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The user selects the Delivery Schedules function within the Shipments tab.



The user enters data in the Simple or Advanced Search options and clicks on **Go** to find expected shipments that have not been received by Powell.

Delivery Schedules Export

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**Simple Search** Advanced Search

Organization  Item Number

PO Number  Ship-To Location

Supplier Item  Promised Date  (example: 28-Aug-2013)

Item Description XYZ Need-By Date  (example: 28-Aug-2013)

Organization	PO Number	Supplier Item	Item Description	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier Number	Item Config ID	Supplier	Supplier Location	Promised Date	Need-By Date
US Powell Operating Unit	500838	ABC123	XYZ Capacitor	Each	12	0	Houston TX Mosley (EDH)			XYZ Corporation	Houston	13-Sep-2013 23:59:00	
US Powell Operating Unit	500843		XYZ Capacitor	Each	10	0	Houston TX Mosley (EDH)			ABB Inc	Wichita Falls	11-Sep-2013 23:59:00	

The user selects the Receipts function within the Shipments tab.

The user enters data in the Simple or Advanced Search options and clicks on **Go** to find shipments that have been received by Powell.

View Receipts

---

**Simple Search**

Receipt Number  Organization

PO Number  Item Number

Release Number  (example: 1234) Supplier Item

Shipment Number  Item Description

Shipped Date  (example: 28-Aug-2013)

Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number
10037	28-Aug-2013 10:58:08	Offshore Division								500536
10034	28-Aug-2013 10:39:47	Offshore Division								500536

The user selects the Returns function within the Shipments tab.

The simple and advanced search functions allow the user to enter search conditions and click on the Go function to return expected results.

Returns Summary Export

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**Simple Search** Advanced Search

Note that the search is case insensitive

Organization  RMA Number

PO Number  Item

Receipt Number  Supplier Item

Shipment Number  Item Description

Organization	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Item	Supplier Item	Item Description	UOH	Quantity Received	Quantity Returned	Return Date	Reason	Supplier Config ID
US Powell Operating Unit	10037	500536		29922	28-Aug-2013 10:58:08			testing alerts	Each	22	19	12-Sep-2013 16:58:38	SCRAP-REMNANT	

The user selects the On-Time Performance function within the Shipments tab.

The simple and advanced search functions allow the user to enter search conditions and click on the Go function to return expected results.

On-Time Performance Export

---

**Simple Search** Advanced

Note that the search is case insensitive

Organization  PO Number

Due Date  Shipment Number

(example: 28-Aug-2013)

Receipt Number  Item

Supplier Item  Waybill/Airbill Number

Delivery Status

Go Clear

---

Previous 1-25

Organization	PO Number	Due Date	Shipment Number	Receipt Number	Receipt Date	Item	Supplier Item	Description	UOM	Quantity	Waybill/Airbill Received Number	Carrier	Delivery Status	Con Id
US Powell Operating Unit	500443	01-Jul-2013 23:59:00		10123	18-Jun-2013 09:55:44	7HRPO		7 Ga HRPO Steel Sheet, ASTM A1011 CS Type B	Pound	100			Early	
US Powell Operating Unit	500400	11-Jul-2013 14:36:27		10115	14-Jun-2013 09:40:35	0346A9077P001		CAPACITOR, RUN TYPE, GRAINGER PART#	Each	1			Early	
CDN Powell Operating Unit	700237			10060	05-Sep-2013 07:05:36	04HSE0024		HOSE/PIPING/TUBING --- PN# 7023-01 --- 10DI36 EXHAUST STACK S.S. --- MFG# N/A	Each	10			On-Time	

### 3.2 Enter Advanced Shipment Notice Procedure

<b>Process Flow Step</b>	Suppliers enter/upload an Advance Shipment Notice to communicate the shipment status against purchase orders.
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The user selects the Shipment Notices function from the menu and then selects the Create Advanced Shipment Notices option.



The user enters fields available in the Simple or Advanced Search in order to find lines available for shipment. The user selects Lines using the checkbox and clicks on the Add to Shipment Notice.

Create Advance Shipment Notice

**Advanced Search**

To search, please enter at least one search criteria.  
Specify parameters and values to filter the data that is displayed in your results set.

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

PO Number is   
(example : 1234)

Ship-To Location is

Supplier Site is

Item is

Select PO Shipments:

Select All | Select None

Select	PO Number	Line	Shipment Item	Supplier Item	Description	Due Date	Quantity Ordered	Quantity Shipped	Quantity Received	UOM	Ship-To Location	Organization Name	Ship-To Organization
<input checked="" type="checkbox"/>	500838	1	1	ABC123	XYZ Capacitor	13-Sep-2013 23:59:00	12	0	0	Each	Houston TX Mosley (EDH)	US Powell Operating Unit	Electrical Division Houston

The selected lines are added to the shipment notice using a default quantity available to shipment. The user optionally changes this value and the UOM of measure.

**Shipments in Advance Shipment Notice**

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

Details	PO Number	Line	Shipment Item	Supplier Item	Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	LPN/Lot/Serial	Add Attachments
<a href="#">Show</a>	500838	1	1	ABC123	XYZ Capacitor	13-Sep-2013 23:59:00	12	0	Each	12	Houston TX Mosley (EDH)		<input type="button" value="+"/>

The user switches to the Shipment Header and enters the required and optionally field prior to submitting the shipment notice.

Create Advance Shipment Notice

**Shipment Header** | Shipment Lines

**Shipment Information**

\* Indicates required field

\* Shipment Number  \* Shipment Date

\* Expected Receipt Date  Note: Shipment Date cannot be later than today  
Example: 13-Sep-2013 09:47:29

The user optionally previews the Shipment Notice and enters the submit button.

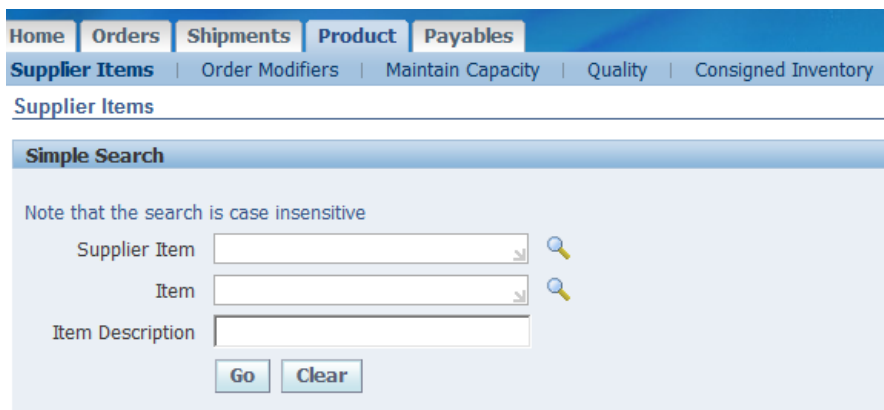
**Advance Shipment Notice Confirmation**

Your Advance Shipment Notice 2928882 has been submitted.

[Return to Advance Shipment Notices](#)

## 4. Products

The Products tab enables suppliers to view item number information including different product related transactions. Users can also maintain certain item information such as manufacturing and order modifiers. Oracle iSupplier Portal enables suppliers to perform vendor managed inventory and track consigned inventory stock. Users can also maintain their orders and capacity information on the system.



### 4.1 Supplier Items Procedure

<b>Process Flow Step</b>	Suppliers view the purchase order requirement and enter an order acknowledgement (acceptance or rejection).
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Navigate to the Product Tab to open the **Supplier Items** page. The page enables you to view all of the details of the products that you supply. You can view your search results in a summary format with links on each line for:

- a. Orders – provides a summary of order lines placed with you for this item. This summary includes quantity ordered, quantity received, and price break information. Click PO Number, Ship-To Location, and Buyer for further information.
- b. Overdue – provides a summary of overdue receipts for the selected item. Click PO Number and Receipt Number for further information.
- c. Receipt History – provides a summary of receipts for the selected item. Click PO Number and Receipt Number for further information.
- d. Defects – provides a summary view of failed inspection items.
- e. Returns - provides a summary view of returns for an item that includes shipment information, RMA number, and quantities. Click PO Number and Receipt Number for further information.
- f. On-Time Performance – provides a summary of receipts for an item that includes due dates, receipt dates, and shipping information. Click PO Number and Receipt Number for further information.
- g. Inventory - the **On-Hand** page provides more details about the item, on-hand quantity, and links to both. Revision history and sub-inventory breakdown of the on-hand quantity (with locator, lot, and serial).
- h. Vendor Managed Inventory - a summary view of vendor managed items that includes supplier, item shipment notice, and buyer information.
- i. Consigned Inventory - A summary view of consigned items including item, shipment, and transaction information. Click the appropriate icon for further information.

Organization	Supplier Item	Item	Item Description	UOM	Buyer	Orders	Overdue	Receipt History	Defects	Returns	On-Time Performance
Electrical Division North Canton		104398-12-01-101	BATTERY, ACCESSORY, SAFETY, DISCONNECT SWITCH, 200A, TO CONSIST OF A SIEMENS VL SERIES FG 200A CIRCUIT BREAKER, METAL ENCLOSED, WALL MOUNT TYPE	Each	<a href="#">Adkison, Dennis M</a>						

## 4.2 Order Modifiers Procedure

<b>Process Flow Step</b>	Suppliers view and update the processing times for an item.
--------------------------	---

Navigate to the Product Tab to open the **Supplier Items** page.

Click on **Order Modifiers** and enter a Supplier Item, Item Number, or description to search for existing modifiers.

<a href="#">Home</a>	<a href="#">Orders</a>	<a href="#">Shipments</a>	<a href="#">Product</a>	<a href="#">Payables</a>
<a href="#">Supplier Items</a>	<a href="#">Order Modifiers</a>	<a href="#">Maintain Capacity</a>	<a href="#">Quality</a>	<a href="#">Consigned Inventory</a>

### Order Modifiers

**Search**

Note that the search is case insensitive

Supplier Item

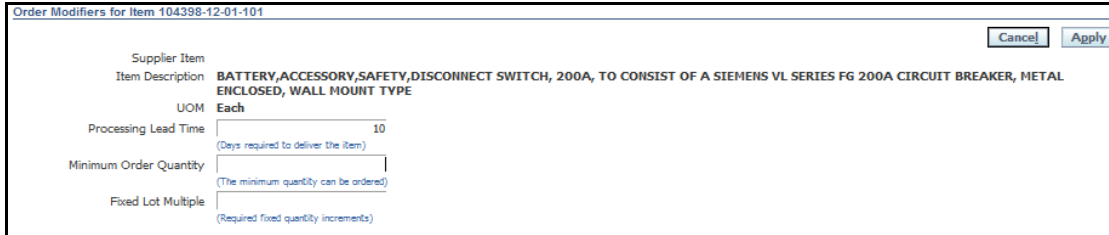
Item Number

Item Description



For an existing item, select the selection button and click on the Maintain Order Modifiers button.

Enter/update the Processing Lead Time, Minimum Order Quantity, or Fixed Lot Multiple for an item and select the Apply button.



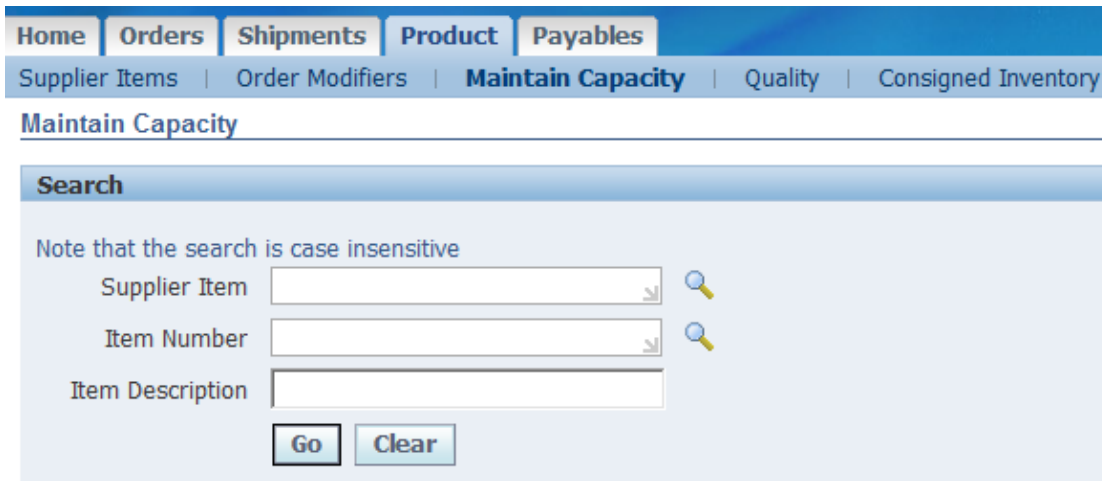
You will receive an Order Modifiers Confirmation that awaits the Buyer’s approval prior to updating your information.

### 4.3 Maintain Capacity Procedure

<b>Process Flow Step</b>	Suppliers view and update the manufacturing capacity for an item.
--------------------------	---

Navigate to the Product Tab to open the **Supplier Items** page.

Click on **Maintain Capacity** and enter a Supplier Item, Item Number, or description to search for existing modifiers.



For an existing item, select the selection button and click on the Maintain Capacity button.

Enter/update the Capacity per Day for the manufacturing time frame or enter the Days in Advance and Tolerance Percentage in the over capacity tolerance.

Manufacturing Capacity		
From	To	Capacity per Day
01-Sep-2013	31-Dec-2015	2
<a href="#">Add Another Row...</a>		
Over Capacity Tolerance		
Days in Advance	Tolerance Percentage	
<a href="#">Add Another Row</a>		

You will receive a Maintain Capacity Confirmation that awaits the Buyer's approval prior to updating your information.

## 4.4 View Consigned Inventory

<b>Process Flow Step</b>	Suppliers view the consigned inventory for an item.
--------------------------	---

Navigate to the Product Tab to open the **Supplier Items** page.

Click on **Consigned Inventory** and enter a Supplier Item, Item Number, or description to search for existing consigned items.

Home	Orders	Shipments	Product	Payables
Supplier Items	Order Modifiers	Maintain Capacity	Quality	<b>Consigned Inventory</b>
<b>Consigned Inventory</b>				
Consigned Inventory Aging				
<b>Consigned Items</b>				
<b>Simple Search</b>				
Note that the search is case insensitive				
Supplier Item	<input type="text"/>			
Item	<input type="text"/>			
Item Description	<input type="text"/>			
	<input type="button" value="Go"/>	<input type="button" value="Clear"/>		
Organization	Supplier Item	Item Description	Consigned On-Hand	
No search conducted.				

For an existing item, select any of the consigned inventory functions to view the consignment status and history of an item.

Consigned Items										
Simple Search										
Note that the search is case insensitive <span style="float: right;">Advanced Search</span>										
Supplier Item		<input type="text"/>								
Item		<input type="text" value="104398-12-01-101"/>								
Item Description		<input type="text"/>								
<input type="button" value="Go"/>		<input type="button" value="Clear"/>								
Organization	Supplier Item	Item	Item Description	Consigned On-Hand	Consigned Shipments	Consumption Advices	Consigned Receipts	Consigned Returns	Material Transactions	VMI
Electrical Division North Canton		104398-12-01-101	BATTERY, ACCESSORY, SAFETY, DISCONNECT SWITCH, 200A, TO CONSIST OF A SIEMENS VL SERIES FG 200A CIRCUIT BREAKER, METAL ENCLOSED, WALL MOUNT TYPE							

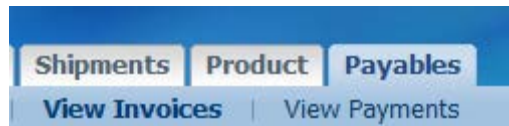
## 5. Payables

Suppliers can access invoice and payment information as well as review invoice status online using the Powell iSupplier Portal. Suppliers can also submit invoices online if the Powell purchase order exists in the Portal.

### 5.1 View Invoices Procedure

<b>Process Flow Step</b>	Suppliers view the processing status for entered invoice.
--------------------------	---

The user selects the **View Invoices** function from the tab menu.



The user enters fields available in the Simple or Advanced Search in order to find invoices by selecting the **Go** button.

The user may click on any underlined, highlight value to navigate to additional invoice details.

**View Invoices**

---

**Simple Search**

Invoice Number:       Payment Status:

PO Number:       Invoice Amount From:  To:

Release Number:       Amount Due From:  To:

Payment Number:       Invoice Date From:  To:

Invoice Status:       Due Date From:  To:

(example: 16-Sep-2013)

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold Status	Payment Due Date	PO Number	Receipt Date	Discount Available	Discount Attachments	
<a href="#">123</a>	16-Aug-2013	Standard	USD	12.00	12.00 In-Process	Qty Rec	Not Paid	16-AUG-2013				
								500559				

### 5.2 View Payments Procedure

<b>Process Flow Step</b>	Suppliers view the payment status for entered invoices.
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The user selects the **View Payments** function from the tab menu.



The user enters fields available in the Simple or Advanced Search in and finds payments by selecting the **Go** button.

The user may click on any underlined, highlight value to navigate to additional payment details.

**Simple Search**

Note that the search is case insensitive

Payment Number	<input type="text"/>	Status	<input type="text"/>
Invoice Number	12345	Payment Amount From	<input type="text"/> To <input type="text"/>
PO Number	500378 <small>(example : 1234)</small>	Payment Date From	<input type="text"/> To <input type="text"/> <small>(example: 31-Jan-2014)</small>
Release Number	<input type="text"/> <small>(example : 1234-2)</small>		

## 6. Key Integration Points

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List the specific fields that have an integration point with another module as part of this scenario. In addition describe the implication of that field change within that scenario or what a user needs to keep in mind when making a change to particular field. For example, if user changes X then review Y and Z.

	Form	Field	Integration Implication
1.			o

## **7. Data Entry Standards**

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To ensure consistency of data entry, the following standards must be adhered to during all data entry.

## **8. FAQ and other points to consider**

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