Supplier Training Europe and APAC

New User – Create Password and Log in
Existing User – Log in
Update Preferences
PO Management and Change Request Process
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Create Advanced Shipment Notice (ASN)
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View Invoices
Create New Password

After reviewing the steps of this transaction, you will be able to Create your new password

*Note: There is no default password when logging in for the first time.*

*Already have your password? Go to slide 7 [here](#)*

Follow the steps to Change/Reset the password of your account:
1. Access the production URL.
2. Click **Forgot Password**.

1. [Sign In (oraclecloud.com)](#)

![Sign In (oraclecloud.com)](image-url)
Create New Password

3. Enter your username in the **User ID** field.
4. Select **Forgot Password**.
5. Click **Submit**.

Your username is the email address used during registration.
Create New Password

6. Check your email for the password reset information.

7. Access your email and click the **password reset link**.

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**Oracle Fusion Applications-Password Reset Information**

To: Michelle User

Dear Michelle User,

You have requested to reset your password for Oracle Fusion Applications through Self Service Portal.

Please follow the link below to reset your password.

**https://fa-evlf-dev4-saasfaprod1.fa.ocs.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase.gid=520x91dc6406423ca228812ae1405614**

If you did not request this information or have any question, contact your system administrator.

Thank You,

Oracle Fusion Applications
Create New Password

8. Enter your new password twice.
9. Click Submit.

10. You will be taken to your landing page.
Create New Password

11. Select the Supplier Portal app.

12. You may view the list of tasks and other details on the Supplier Portal homepage.
Log In

Follow the below steps to Login to the Supplier Portal:

1. Access the Supplier Portal sign-in page.
2. Enter the **Username** and **Password**. The Supplier Portal homepage is displayed.

*Your username is the email address used during registration.*
Log In

3. Select the **Supplier Portal** app.

4. You may view the list of tasks and other details on the Supplier Portal homepage.
Update Preferences

1. Go to upper right corner of app
2. Select your initials icon
3. Select Set Preferences
4. Select and update each preference area as needed
Purchase Order (PO) Management and Change Request Process (Change Order)

Upon reviewing the steps of this transaction, you will be able to Manage Purchase Orders and Change Request process.

Follow the steps to manage Purchase Order (PO) and change request process.

1. Login to the Supplier Portal and select the **Supplier Portal** app.

2. Click the **Manage Orders** option from the **Tasks** list. The **Manage Orders** screen is displayed.
Purchase Order (PO) Management and Change Request Process (Change Order)

3. Enter the required search criteria such as Order number, Supplier Site, etc. to search for the required Purchase Order. *(In this example, Order number is used as the search parameter)*

4. Click the **Search** button. The results matching the search criteria are displayed.

5. Click the **Order** number link to view more details. The **Purchase Order** screen is displayed.
Purchase Order (PO) Management and Change Request Process (Change Order)

6. You may view the details of the selected Purchase Order.

7. Click the **Actions** button under **Lines** section to view the drop-down list.

8. Select the **Edit** option from the drop-down list. A **Warning** pop-up is displayed.
9. Click the Yes button to create a change order on the document. The Edit Change Order screen is displayed.

10. Enter the description in the Description field.
Purchase Order (PO) Management and Change Request Process (Change Order)

11. Update the **Quantity** or **Base Price** for the order, if required. After updating the details, click anywhere outside the field box to save the changes.

12. A **Confirmation** pop-up is displayed, and the change order is submitted for approval.
13. The changes are updated once the change order is approved.
*(In this example, the **Base Price** is updated)*

![Diagram of Purchase Order (PO) Management and Change Request Process (Change Order)]
View Purchase Orders

Upon reviewing the steps of this transaction, you will be able to View Purchase Orders.

Follow the steps to view Purchase Orders.

1. Login to the Supplier Portal and select the **Supplier Portal** app.

2. Click the **Manage Orders** option from the **Tasks** list. The **Manage Orders** screen is displayed.
3. Enter the required search criteria such as Order number, Supplier Site, etc. to search for the required Purchase Order. *(In this example, Order number is used as the search parameter)*

4. Click the **Search** button. The results matching the search criteria are displayed.

5. Click the **Order** number link to view more details. The **Purchase Order** screen is displayed.
6. You may view the details of the Purchase Order.
Create Advanced Shipment Notice (ASN)

Upon reviewing the steps of this transaction, you will be able to Create an Advanced Shipment Notice (ASN). This process is used by Transportation Vendors in Italy.

Follow the steps to Create an Advanced Shipment Notice (ASN).

1. Login to the Supplier Portal and select the **Supplier Portal** app.

2. Click the **Create ASN** option from the **Tasks** list. The **Create ASN** screen is displayed.
Create Advanced Shipment Notice (ASN)

3. Enter the required search criteria such as Purchase Order number or Supplier to search for the required Purchase Order. (In this example, Supplier is used as the search parameter.)

4. Click the Search button. The results matching the search criteria are displayed.

5. Select the required Purchase Order and then click the OK button.
Create Advanced Shipment Notice (ASN)

6. Click the Create ASN button. The Create ASN Details screen is displayed.

7. Enter the quantity in the Quantity field in the Lines section.
8. Click the Attachments (+) icon. The Attachments screen is displayed.
Create Advanced Shipment Notice (ASN)

9. Click the **Choose File** button. Browse and upload the required file from your device.

10. Enter the name of the file in the **Title** field.

11. Click the **OK** button after you have completed entering all the details. You have completed attaching the file.
12. Enter the shipment details in the **Shipment** field.

13. Click the **Submit** button to submit the ASN.
14. A **Confirmation** pop-up is displayed stating that the ASN is created.
15. Click the **OK** button.
Submit Invoices

Upon reviewing the steps of this transaction, you will be able to Submit Invoices.

Follow the steps to submit Invoices.

1. Login to the Supplier Portal and select the **Supplier Portal** app.

![Supplier Portal app](image1)

2. Click the **Create Invoice** option from the **Tasks** list. The **Create Invoice** screen is displayed.

![Create Invoice screen](image2)
Submit Invoices

3. Enter the details in the mandatory fields that are marked with an asterisk (*).

4. Click the Submit button to submit the invoice.
Submit Invoices

5. A confirmation message is displayed after the invoice has been submitted.
View Invoices

Upon reviewing the steps of this transaction, you will be able to View Invoices. Follow the steps to view Invoices.

1. Login to the Supplier Portal and select the **Supplier Portal** app.

2. Click the **View Invoices** option from the **Tasks** list. The **View Invoices** screen is displayed.
View Invoices

3. Enter the required search criteria such as Invoice Number, Supplier, Purchase Order, etc. to search for the required Invoice. *(In this example, Invoice Number is used as the search parameter)*

4. Click the Search button. The results matching the search criteria are displayed.

5. Click the Invoice Number link to view more details. The Invoice screen is displayed.
6. You can view the details of the invoice.