Formation Fournisseur Europe et APAC

Créer un Nouveau Mot de Passe

Après avoir passé en revue les étapes de cette opération, vous serez en mesure de Créer votre nouveau mot de passe

Remarque : Il n'y a pas de mot de passe par défaut lorsque vous vous connectez pour la première fois.

Vous avez déjà votre mot de passe ? Allez à l'écran 7 ici

Suivez les étapes pour modifier/réinitialiser le mot de passe de votre compte :

1-   Accédez à l'URL de production

2-   Cliquez sur Mot de Passe Oublié

1 Sign In (oraclecloud.com)

Créer un Nouveau Mot de Passe

3. Entrez votre nom d'utilisateur dans le champ ID utilisateur.
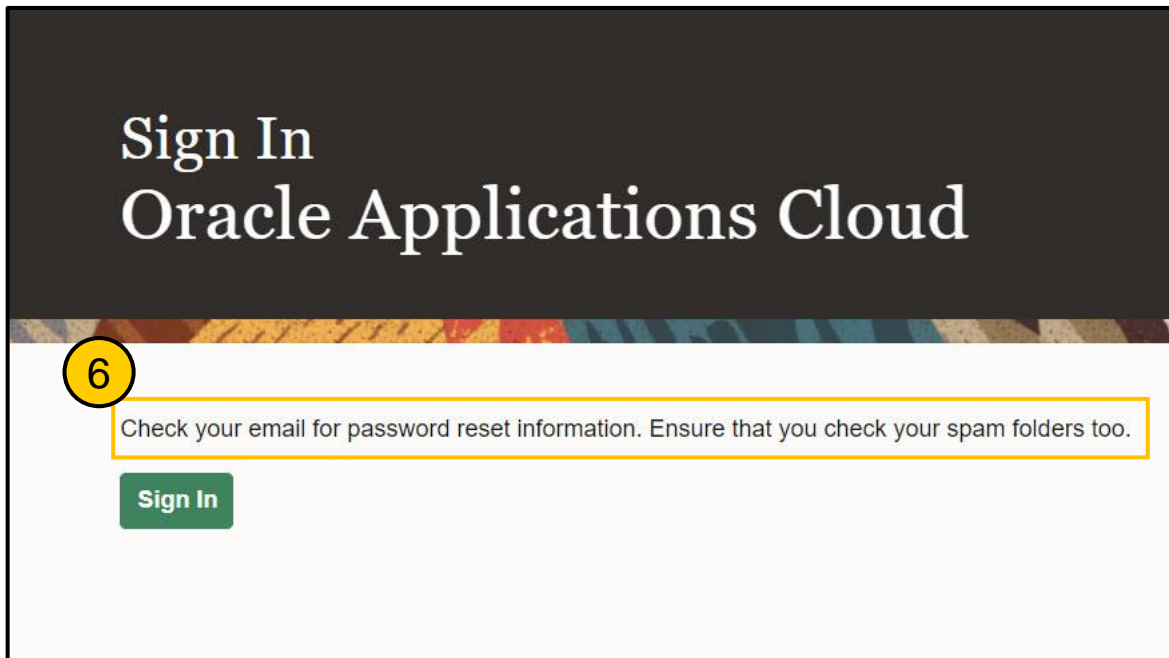
4. Sélectionnez Mot de passe oublié.

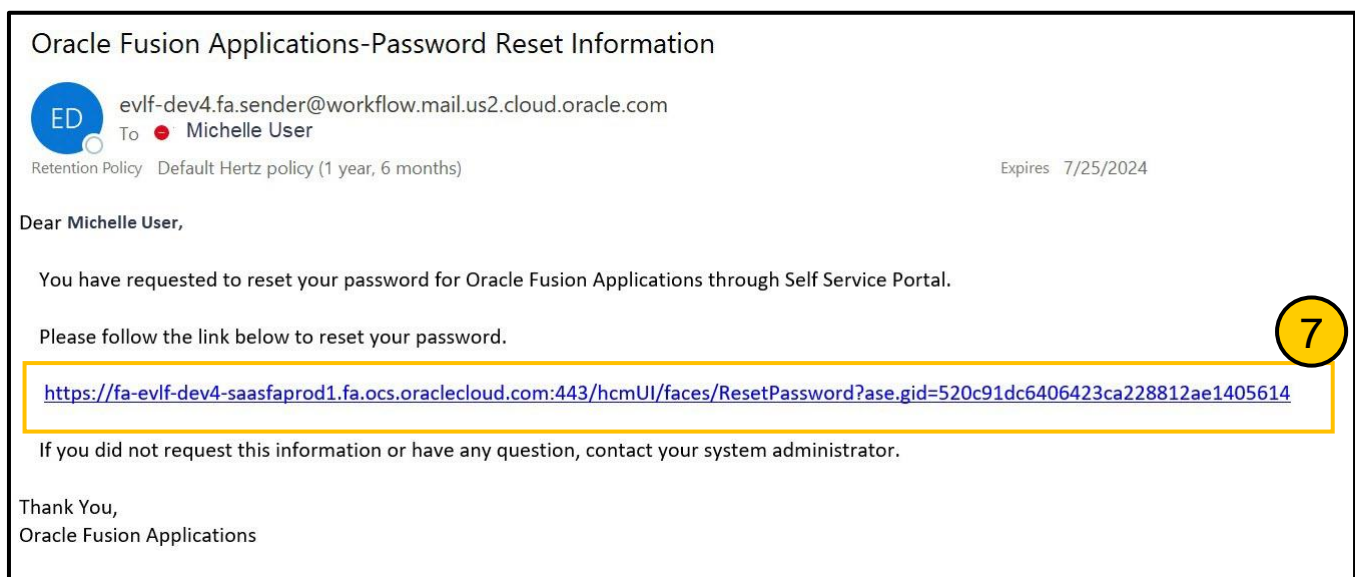5. Cliquez sur Soumettre.

Your username is the email address used during registration.

Create New Password
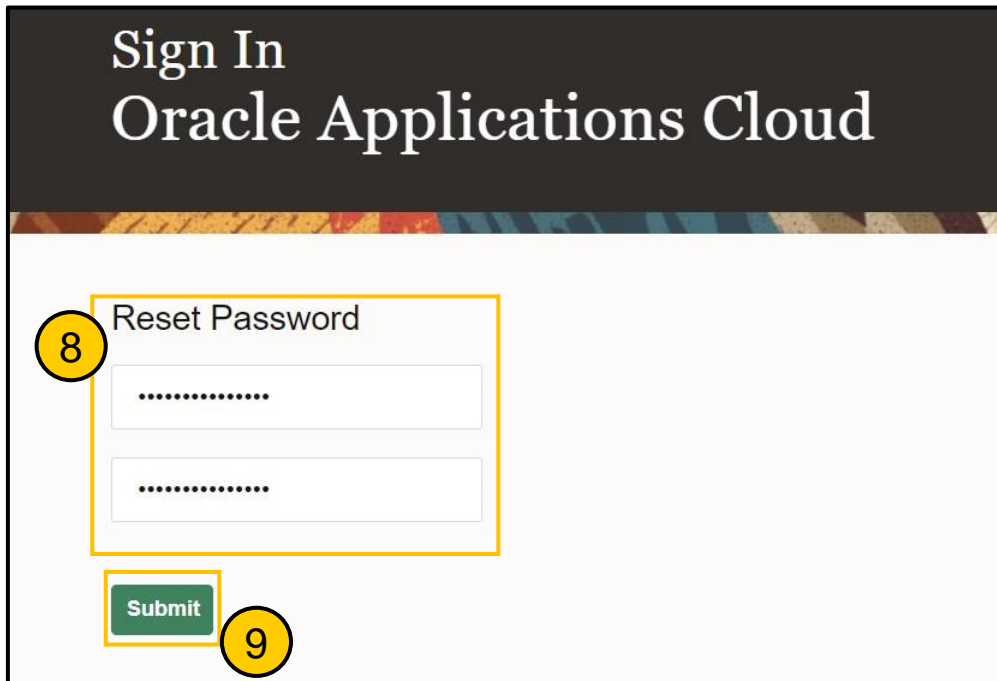
6. Check your email for the password reset information.

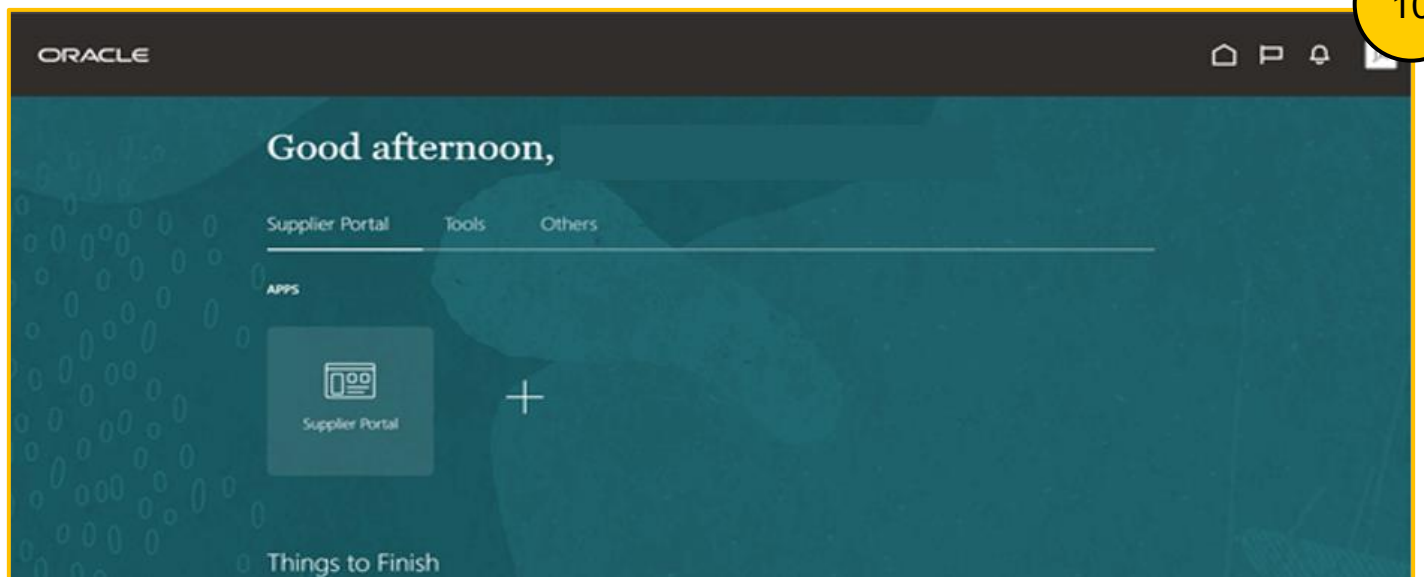7. Access your email and click the **password reset link**.

Create New Password

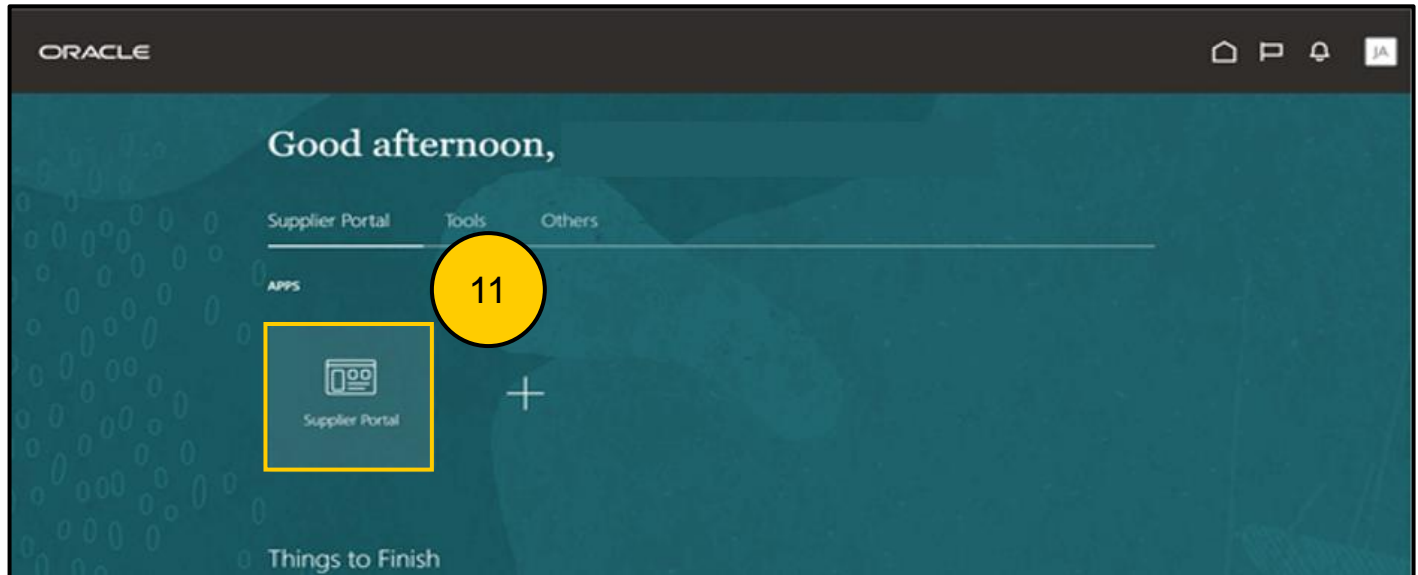8. Enter your new password twice.

9. Click Submit..

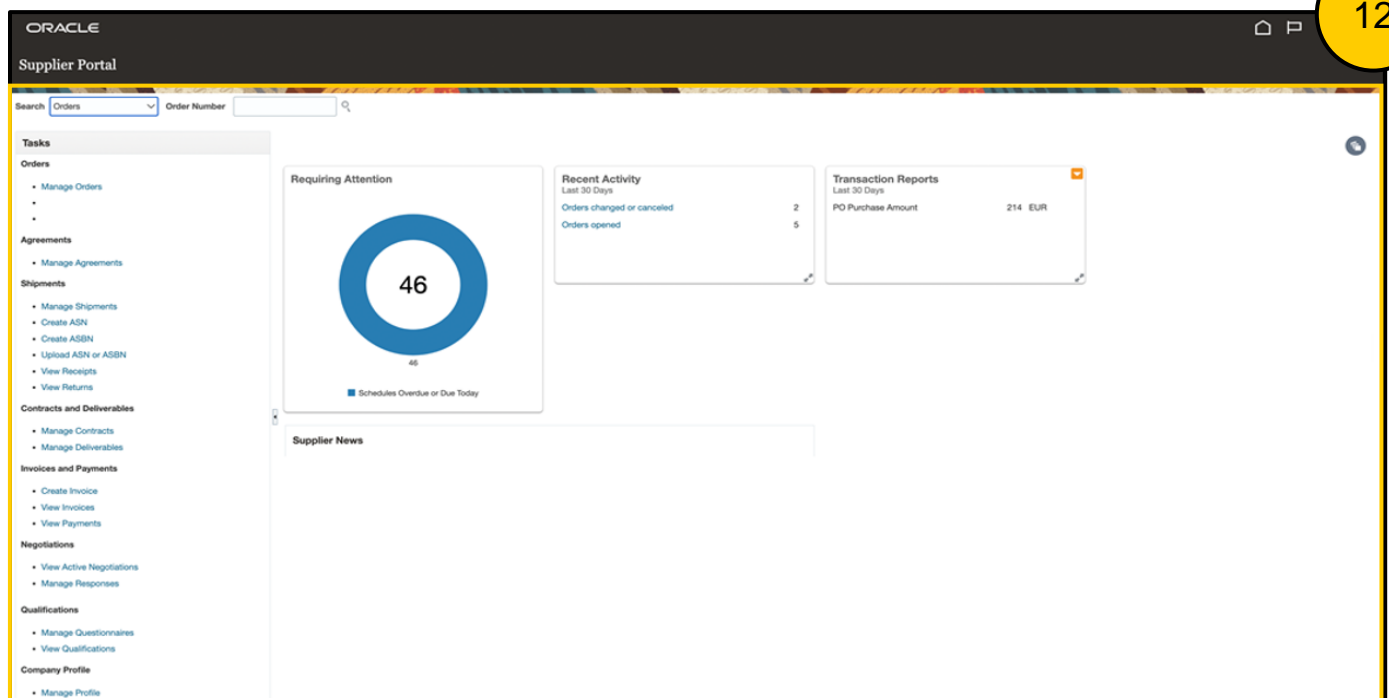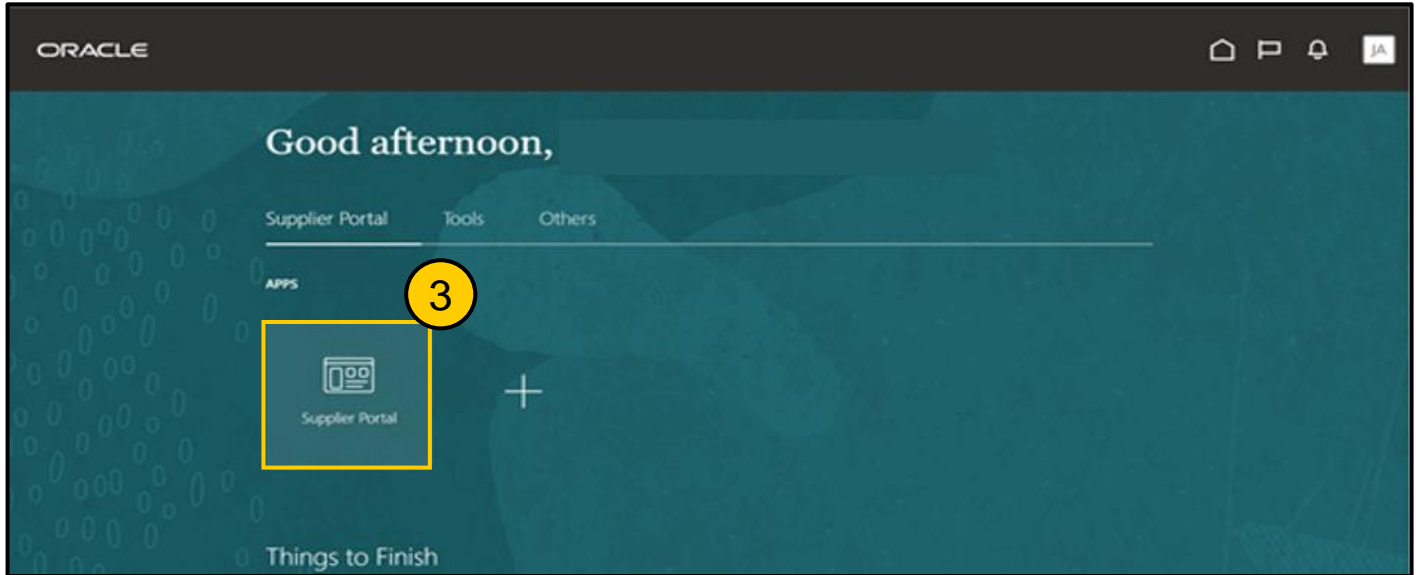10. You will be taken to your landing page

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

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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.

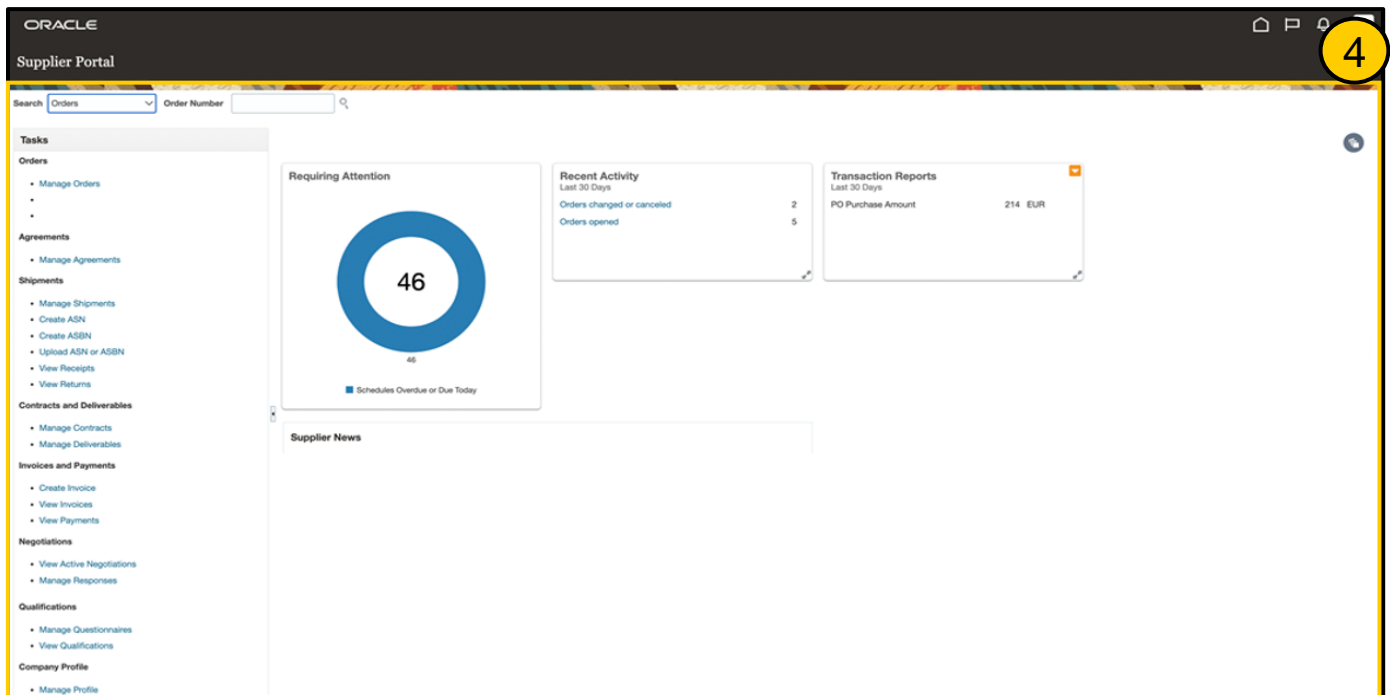*Your username is the email address used during registration.*
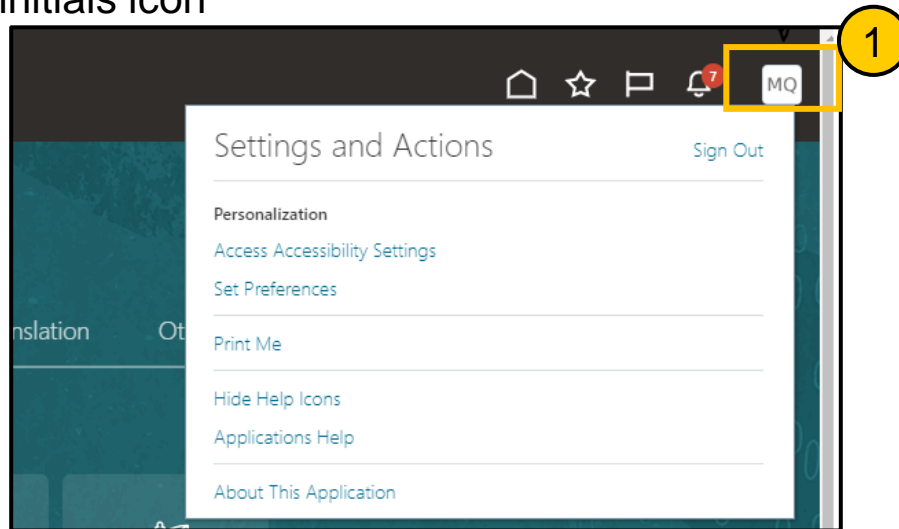
Log In

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

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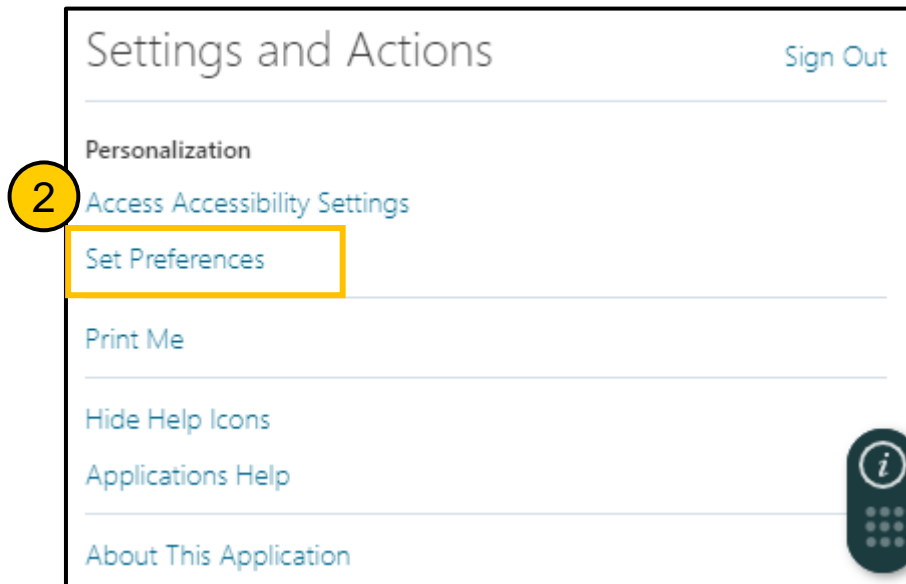

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Update Preferences

1. Go to upper right corner of app

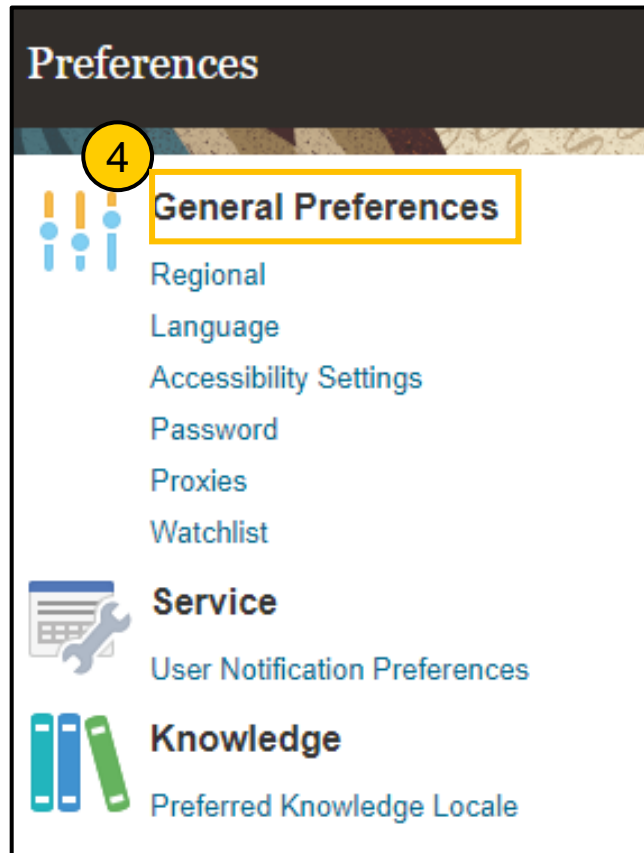2. Select your initials icon

3. Select Set Preferences

Update Preferences

4. Select and update each preference area as needed

Purchase Order (PO) Management and Change Request Process (Change Order)
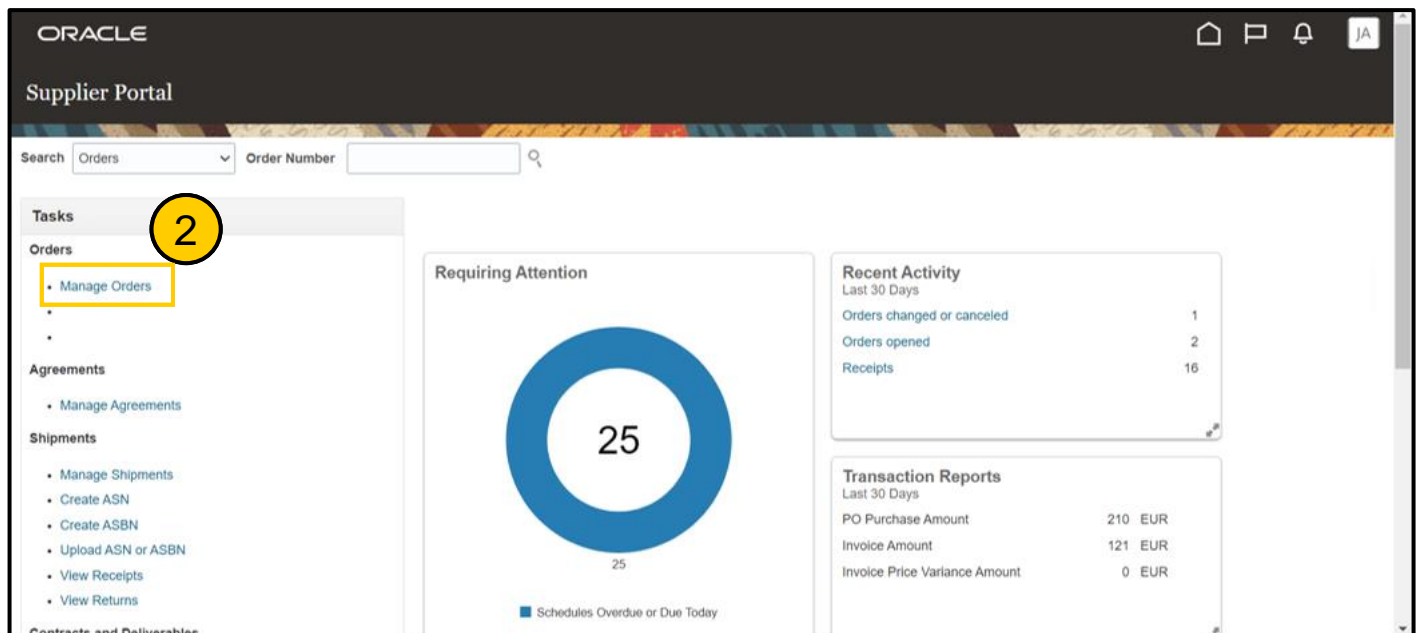
Upon reviewing the steps of this transaction, you will be able to Manage Purchase Orders and Change Request process.

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

1. Login to the Supplier Portal and select the **Supplier Portal** app.
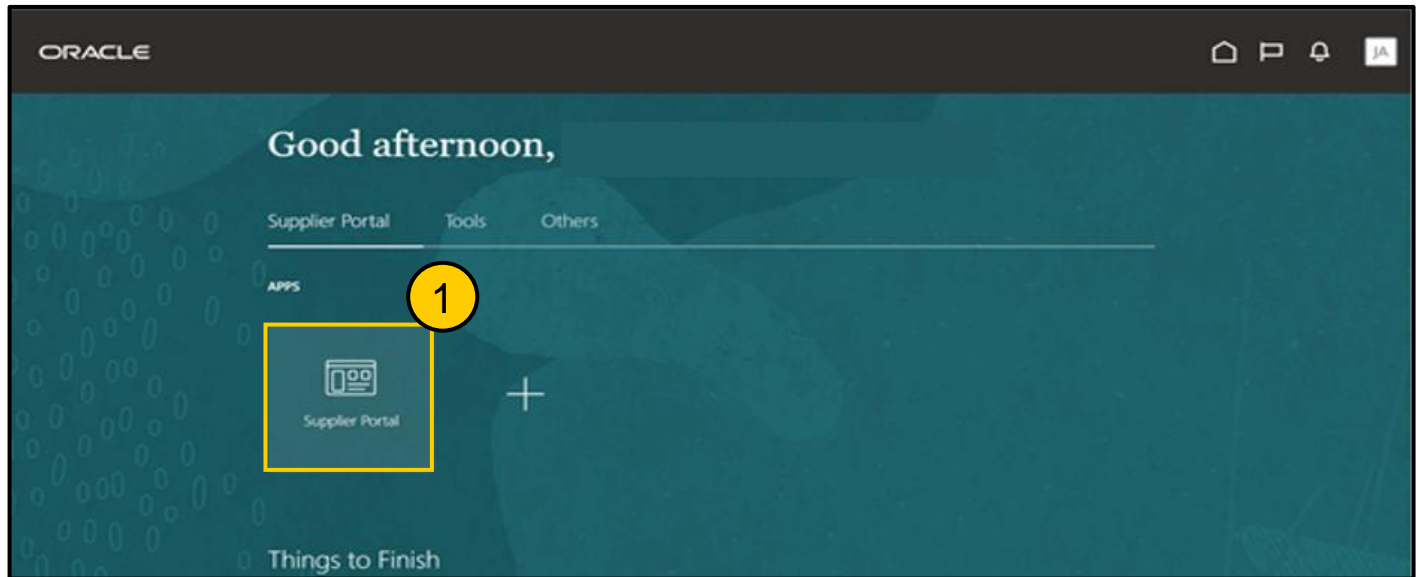
2. Click the **Manage Orders** option from the **Tasks** list. The **Manage Orders** screen is displayed.

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.

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.
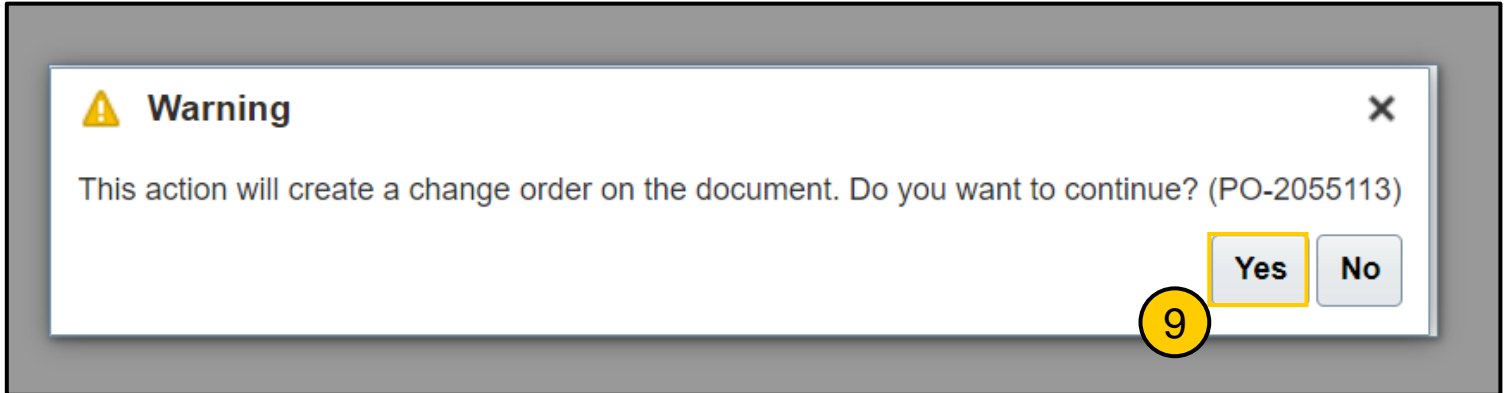
10. Enter the description in the **Description** field.

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.

Purchase Order (PO) Management and Change Request Process (Change Order)

13. The changes are updated once the change order is approved.
(*In this example, the **Base Price** is updated*)

Line	Item	Description	Quantity	UOM	Base Price	Price	Ordered	Status
1		Tax PO	1	Each	110.00	110.00	110.00	Open

Creation Date 1/5/23

Terms Notes and Attachments

Required Acknowledgment	None
Payment Terms	Net 60

Shipping Method
Freight Terms
FOB

— Requires signature
— Pay on receipt
— Confirming order

◢ Additional Information

Hertz Legacy PO Number   Legacy System Name   Context Prompt

Lines Schedules

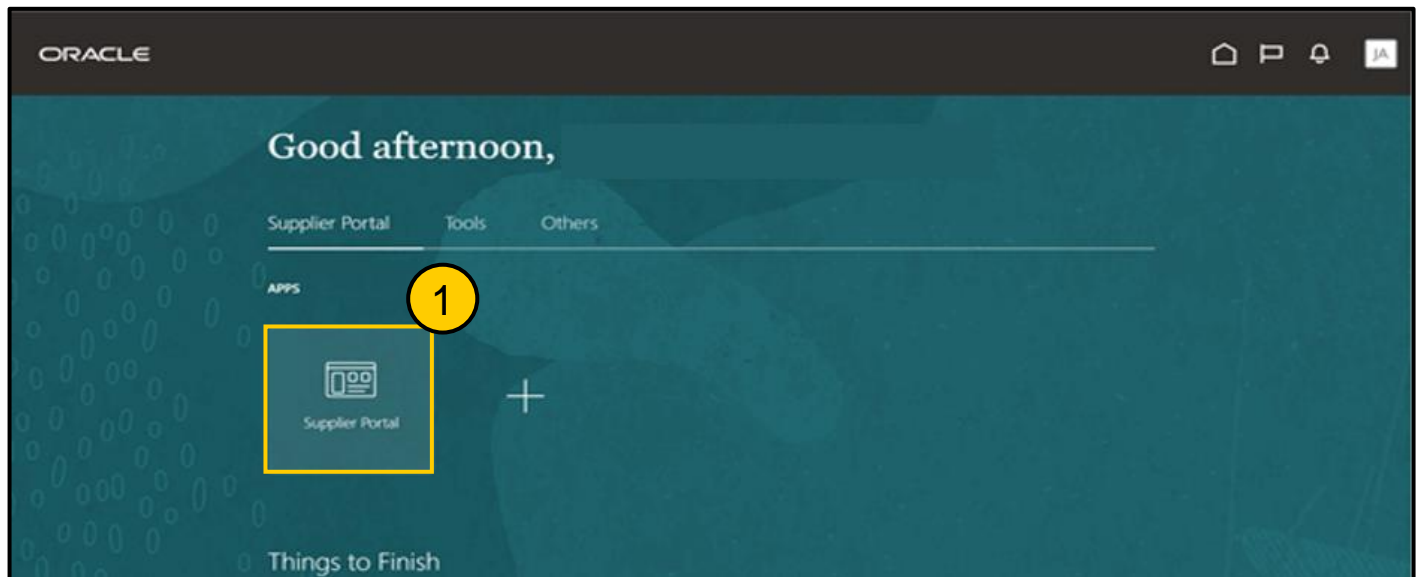Actions ▼ View ▼ Format ▼ Freeze Detach Wrap

13

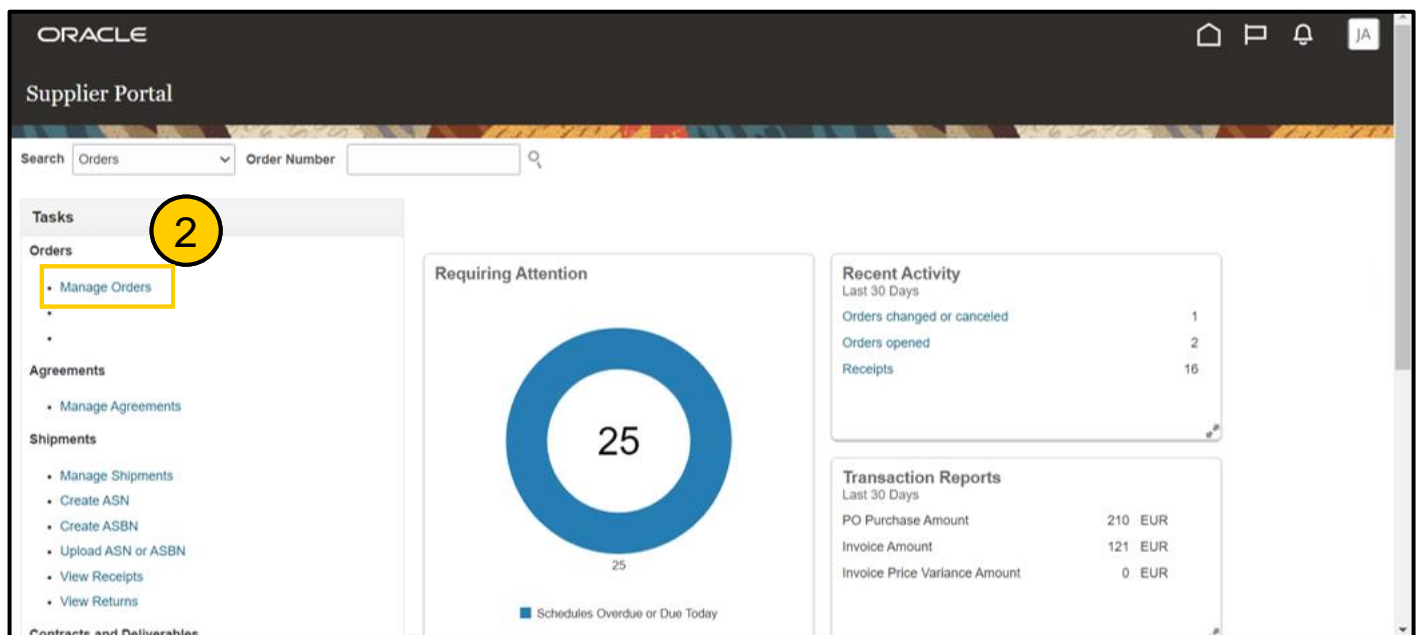Columns Hidden 19

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.
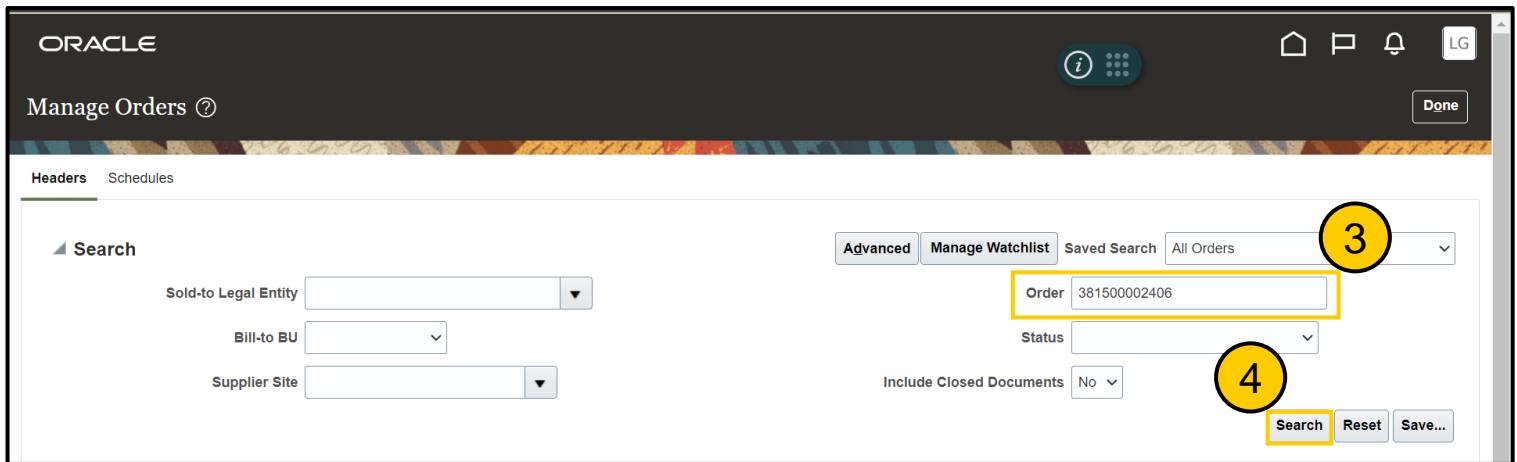

2. Click the **Manage Orders** option from the **Tasks** list. The **Manage Orders** screen is displayed.

View Purchase Orders

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.

View Purchase Orders

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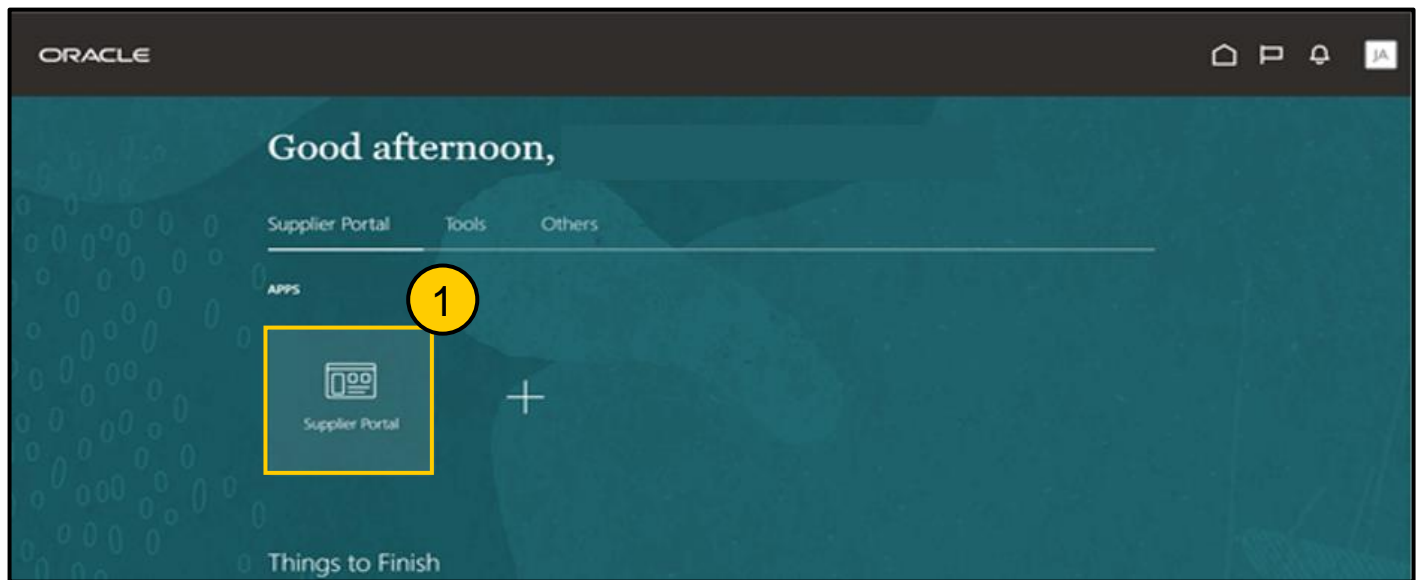
2. Click the **Create ASN** option from the **Tasks** list. The **Create ASN** screen is displayed.
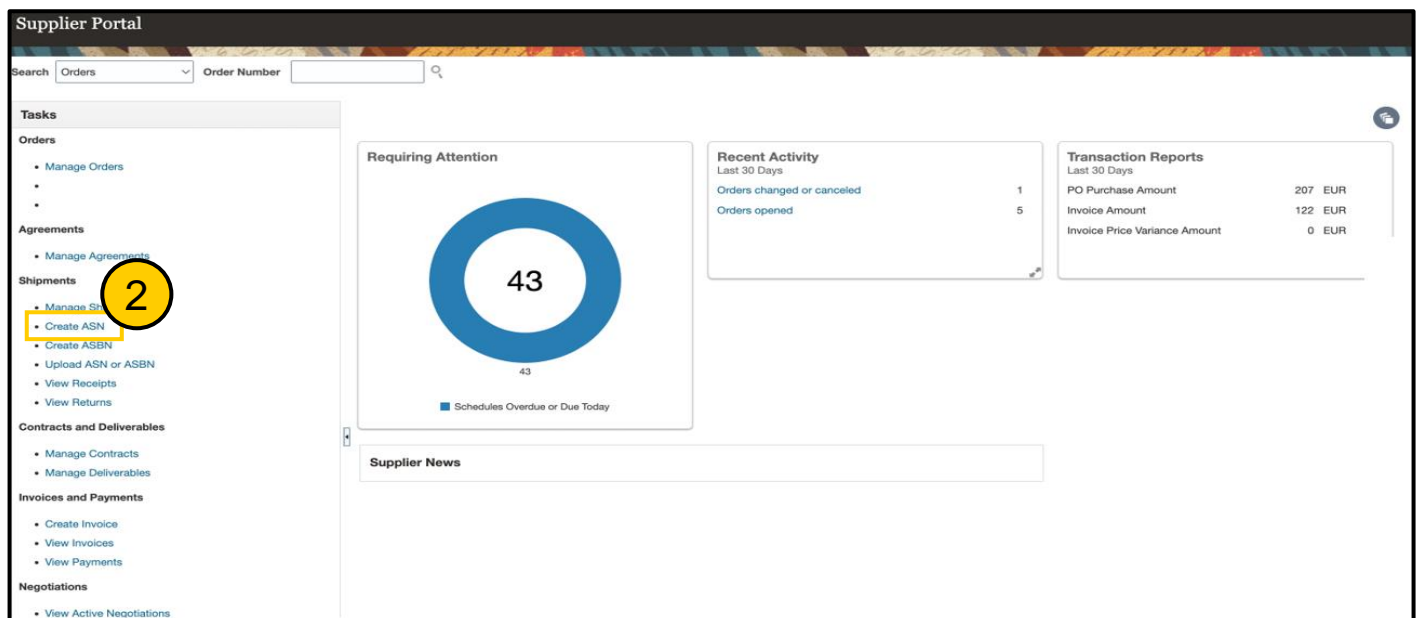
Create Advanced Shipment Notice (ASN)

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.
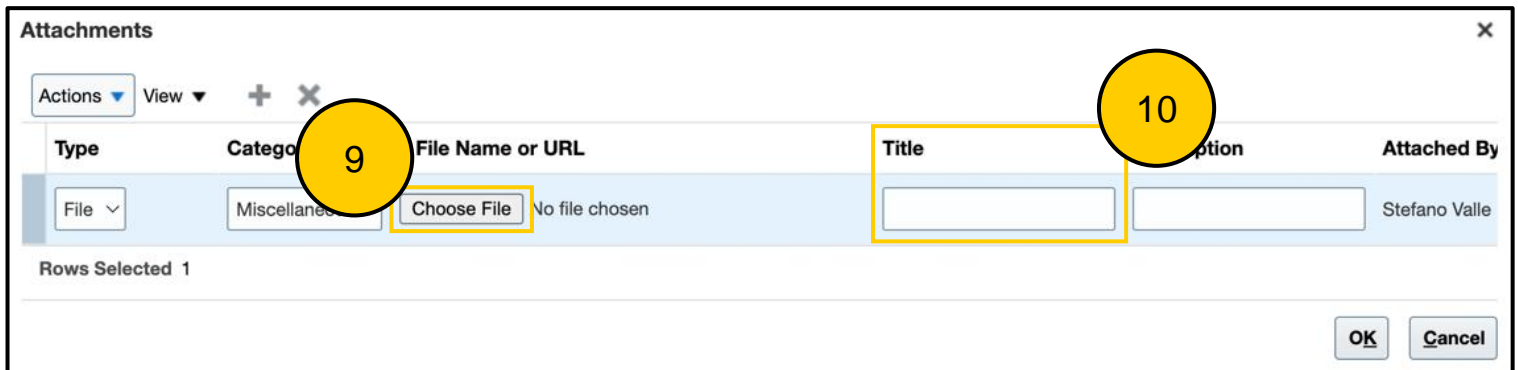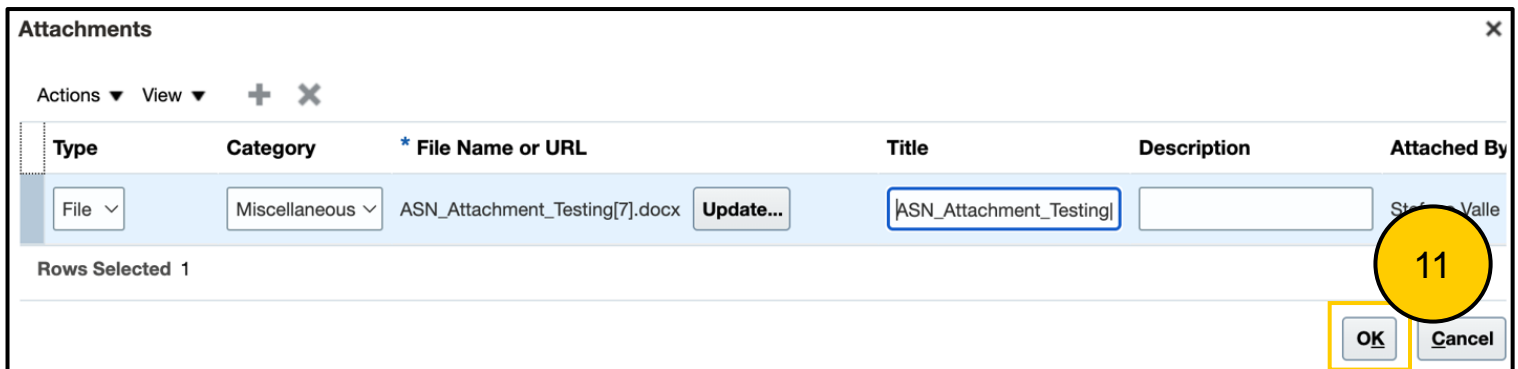
Create Advanced Shipment Notice (ASN)

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.

Create Advanced Shipment Notice (ASN)

12. Enter the shipment details in the **Shipment** field.

13. Click the **Submit** button to submit the ASN.

Create Advanced Shipment Notice (ASN)

14. A **Confirmation** pop-up is displayed stating that the ASN is created.
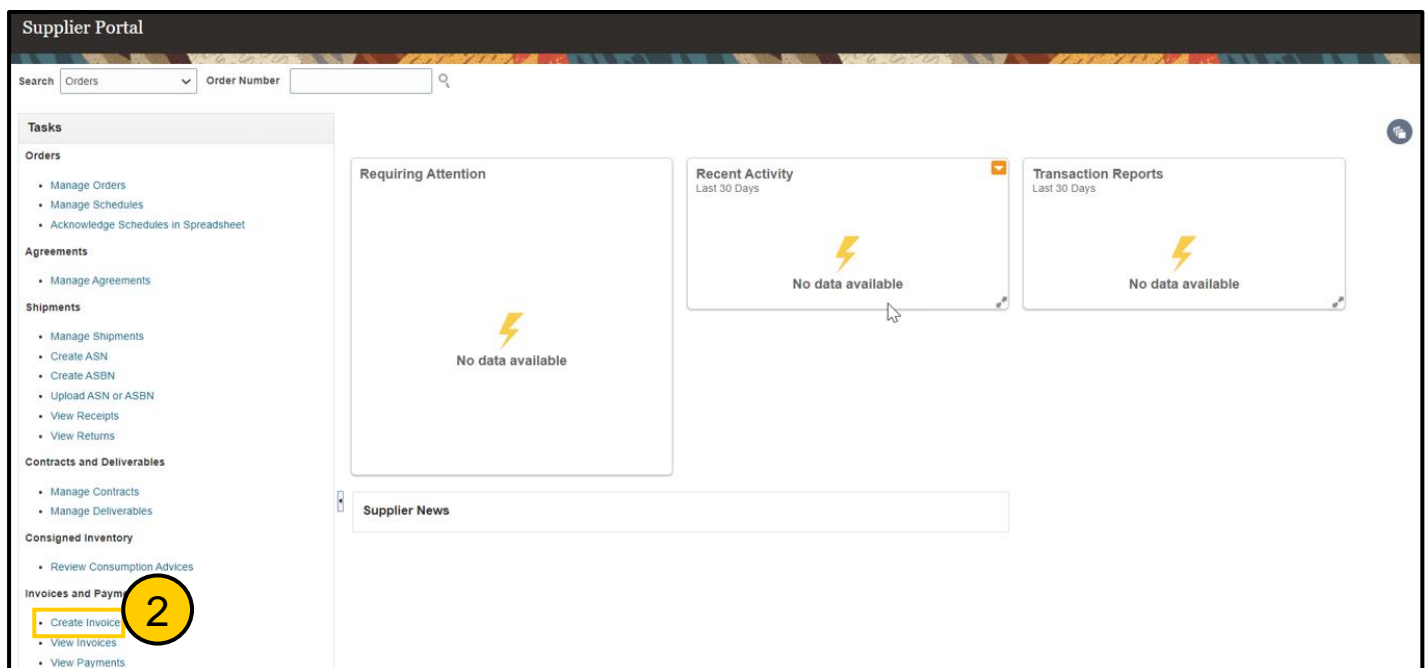
15. Click the **OK** button.

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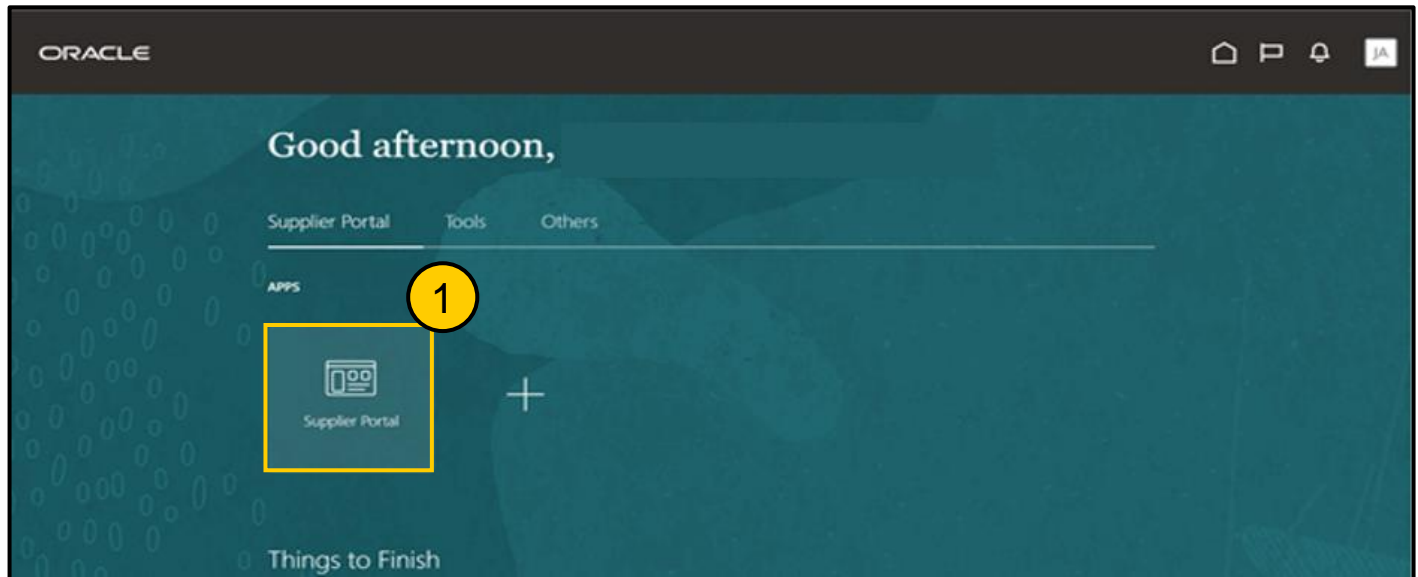
2. Click the **Create Invoice** option from the **Tasks** list. The **Create Invoice** screen is displayed.

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.

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

5

|		
✅ Invoice INV_4073265 has been submitted.		✕
Identifying PO 4073265	**Remit-to Bank Account**	**Number** INV_4073265
Supplier Hertz System Test Supplier 2	**Unique Remittance Identifier**	**Date** 9/26/22

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.
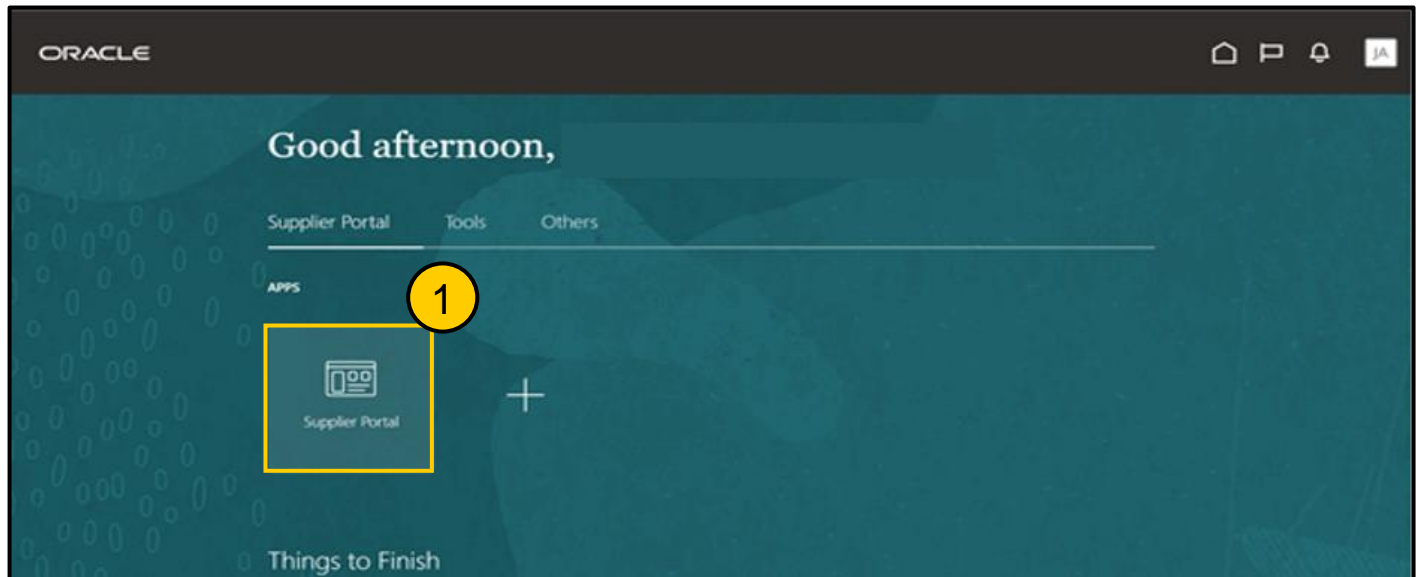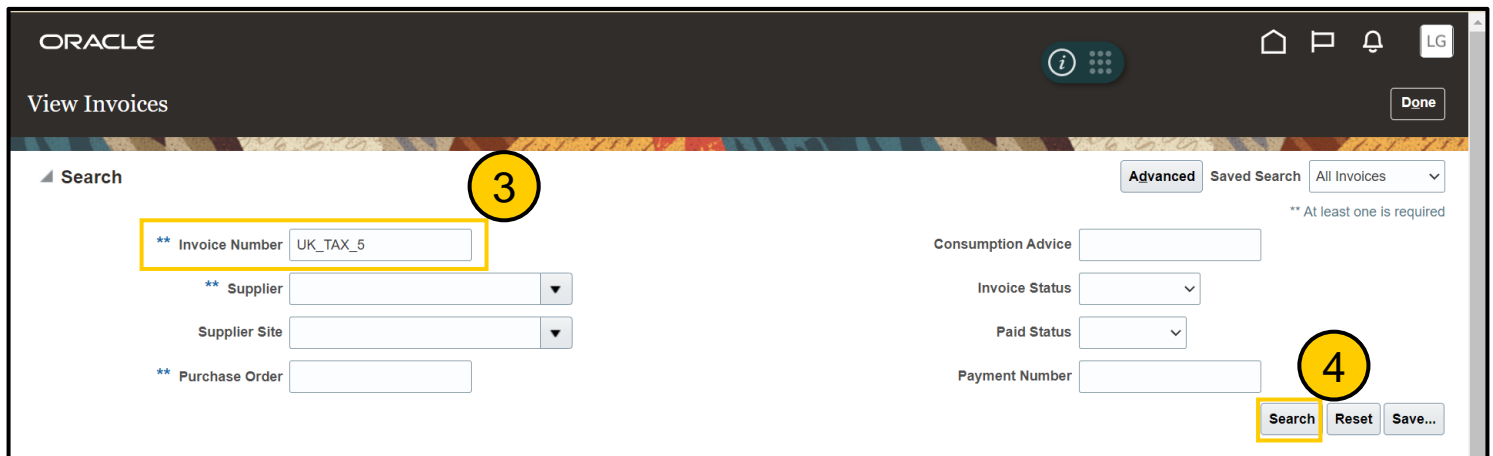

2. Click the **View Invoices** option from the **Tasks** list. The **View Invoices** screen is displayed.
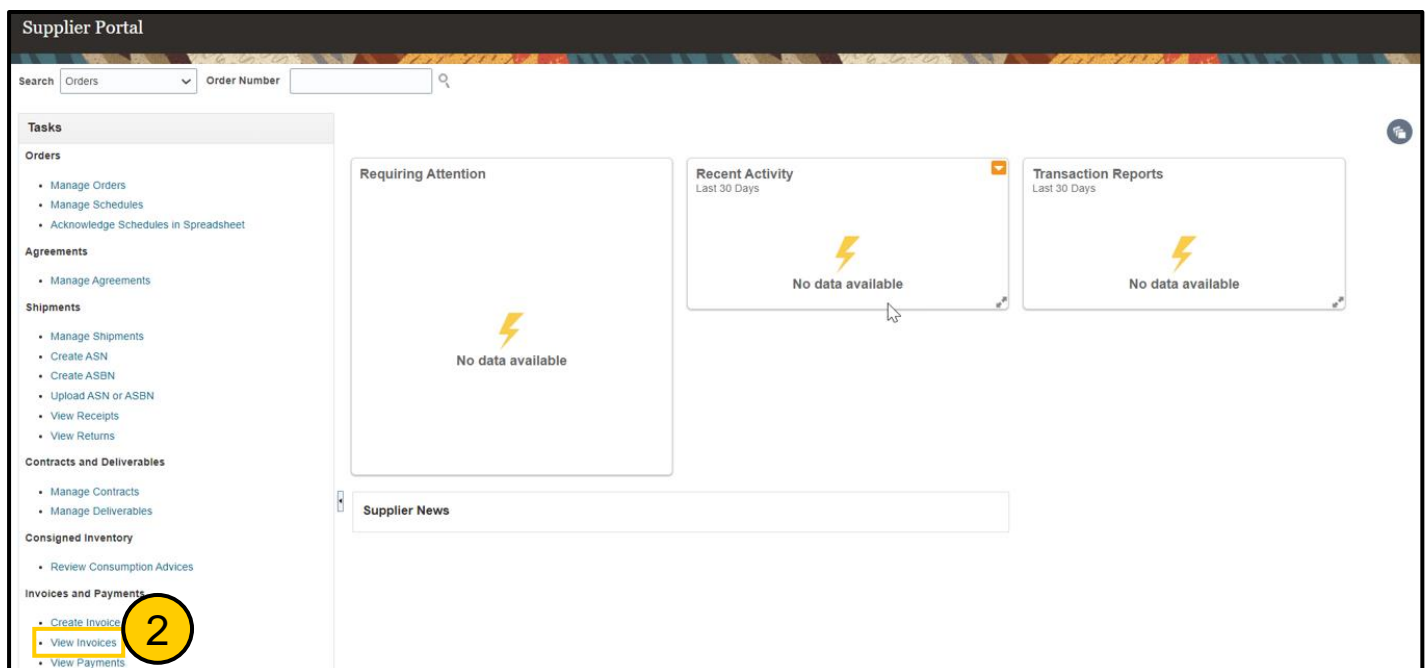
View Invoices

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.
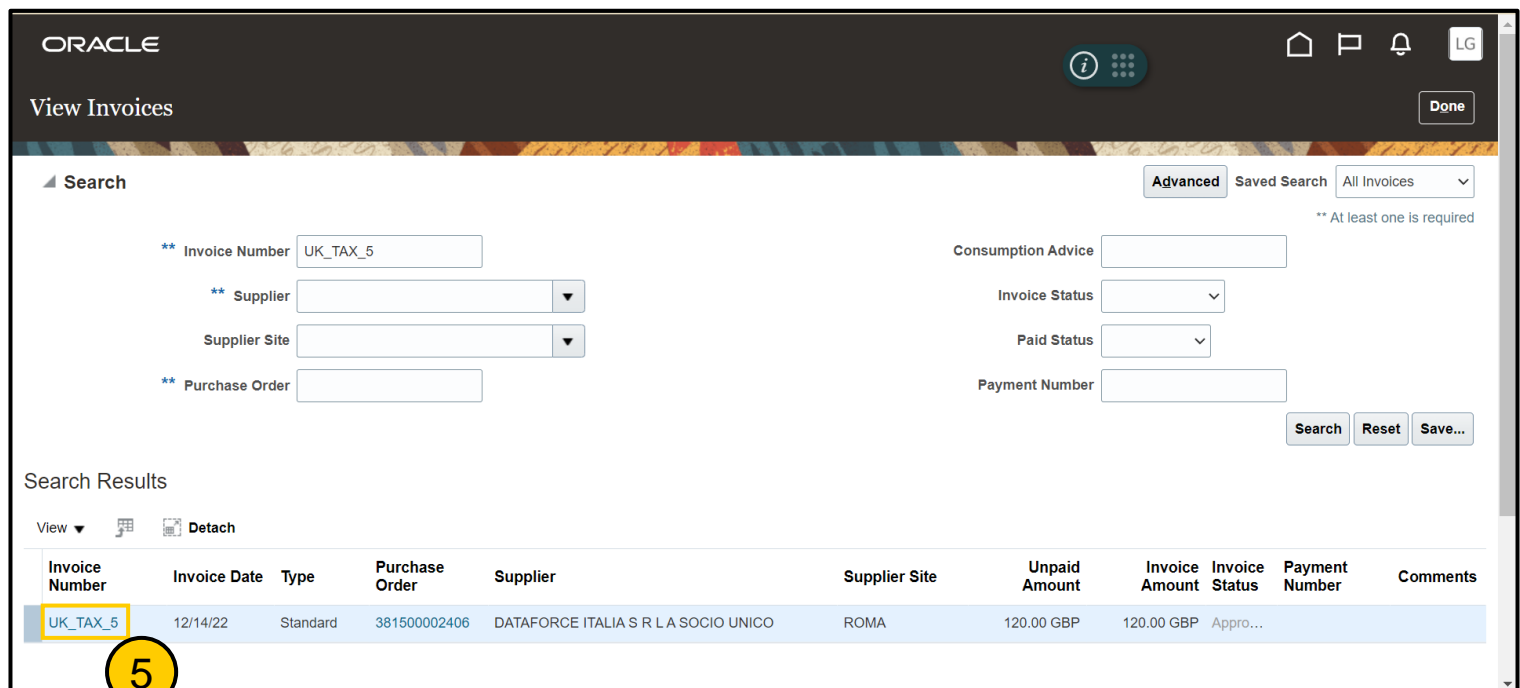
5. Click the **Invoice Number** link to view more details. The **Invoice** screen is displayed.

View Invoices

6. You can view the details of the invoice.