



Supplier Training EMEA

[New User – Create Password and Log in](#)

[Existing User – Log in](#)

[Update Preferences](#)

[PO Management and Change Request Process](#)

[View Purchase Orders](#)

[Create Advanced Shipment Notice \(ASN\)](#)

[Submit Invoices](#)

[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 \(oraclecloud.com\)](https://oraclecloud.com)

Sign In
Oracle Applications Cloud

Company Single Sign-On

or

User ID

Password

2 [Forgot Password](#)

Sign In

English

Create New Password

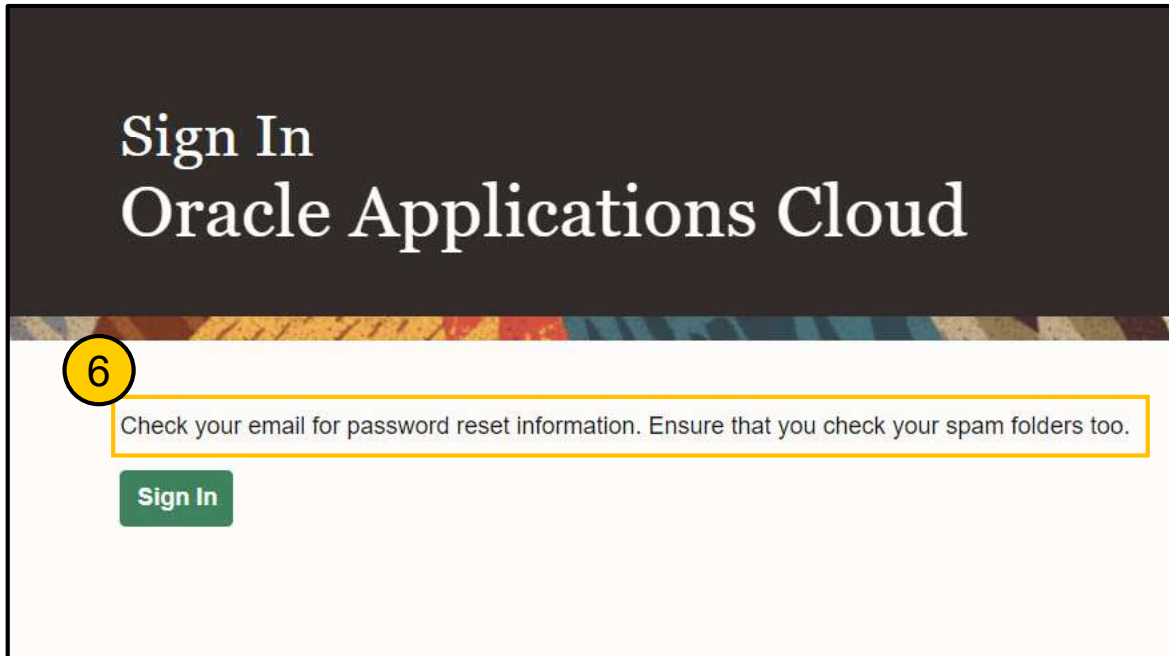
3. Enter your username in **the User ID** field.
4. Select **Forgot Password**.
5. Click **Submit**.

The screenshot shows the 'Sign In Oracle Applications Cloud' interface. Below the header, there is a 'Forgot Password' section. A yellow circle with the number '3' points to a text input field containing the email address 'mgood@supplier.com'. Below this field are two radio button options: 'Forgot user name' and 'Forgot password'. A yellow circle with the number '4' points to the 'Forgot password' radio button, which is selected. A yellow circle with the number '5' points to a green 'Submit' button located below the radio buttons. A 'Cancel' button is also visible to the right of the 'Submit' button.

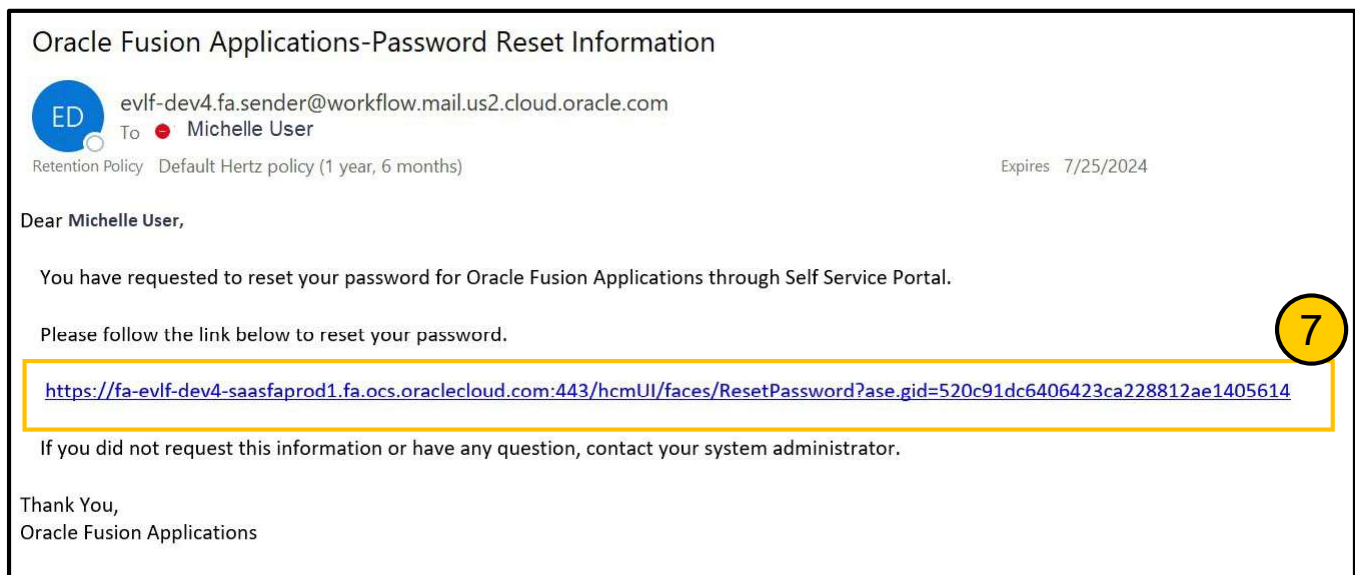
Your username is the email address used during registration.

Create New Password

6. Check your email for the password reset information.

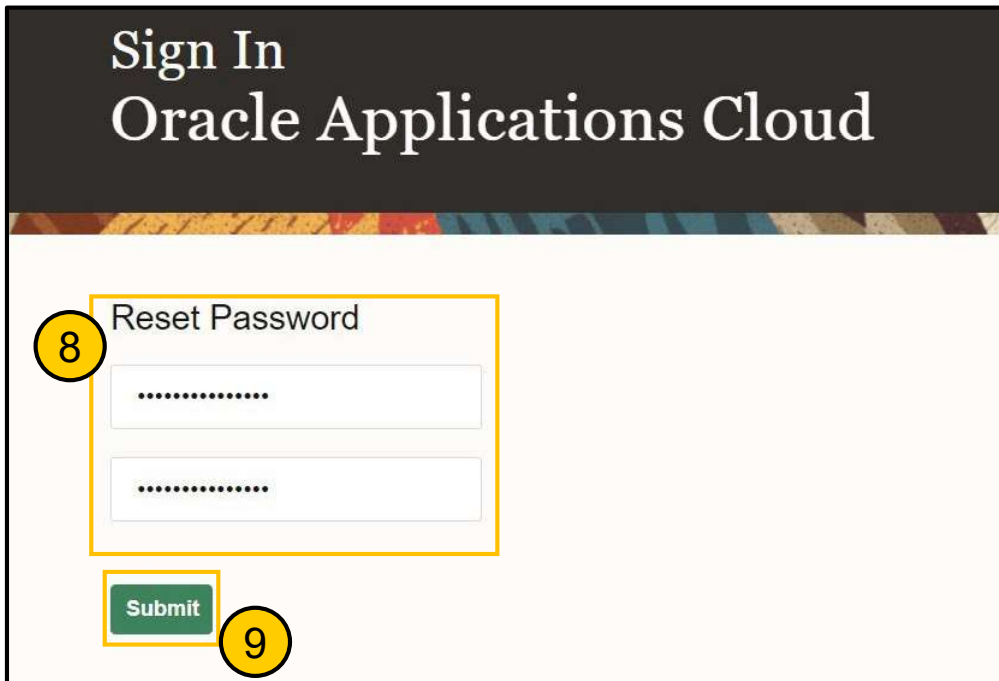


7. Access your email and click the **password reset link**.



Create New Password

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



The screenshot shows the 'Sign In Oracle Applications Cloud' page. A yellow box labeled '8' highlights the 'Reset Password' section, which contains two password input fields. Below this, a green 'Submit' button is highlighted with a yellow box labeled '9'.

10. You will be taken to your landing page

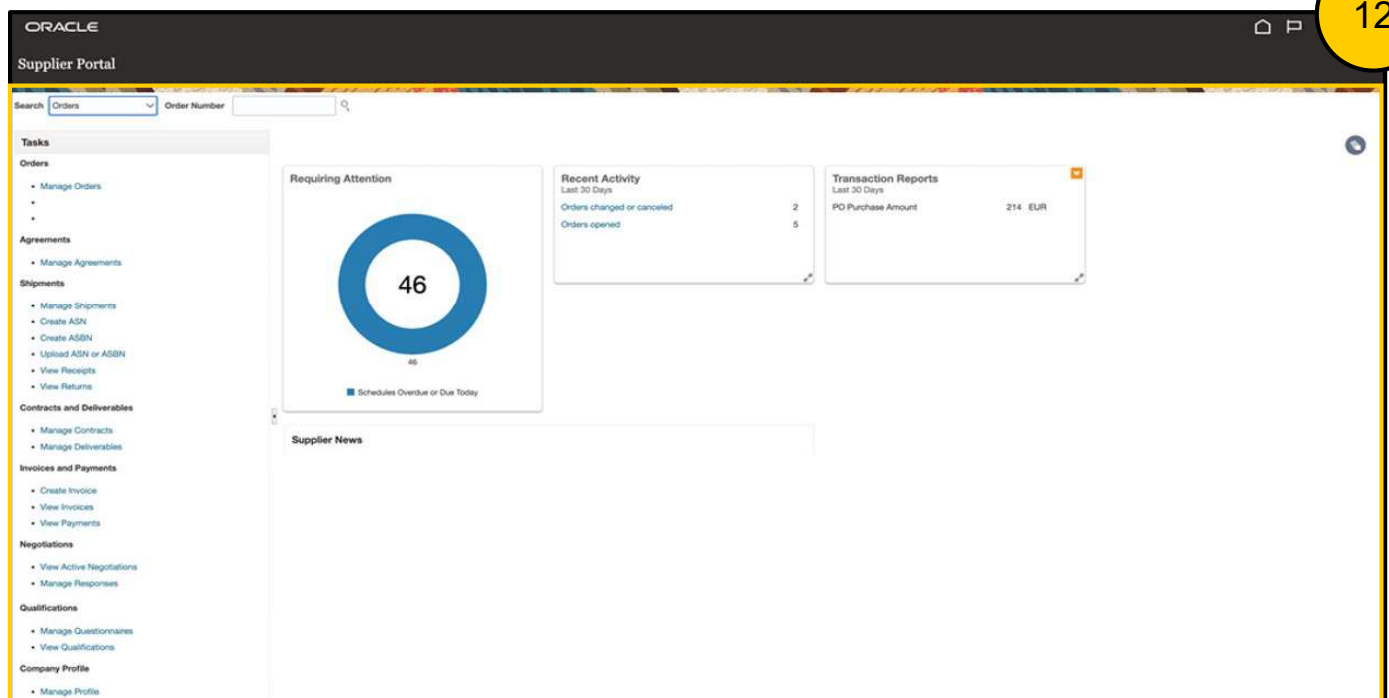


Create New Password

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.

The screenshot shows the 'Sign In Oracle Applications Cloud' page. A yellow rectangular box highlights the central sign-in area. A yellow circle with the number '1' points to the top right corner of this box. Another yellow circle with the number '2' points to the right side of the input fields within the box.

Sign In
Oracle Applications Cloud

Company Single Sign-On

or

xINFO@APISAAUTOTRASPORTI.ITx

.....

[Forgot Password](#)

Sign In

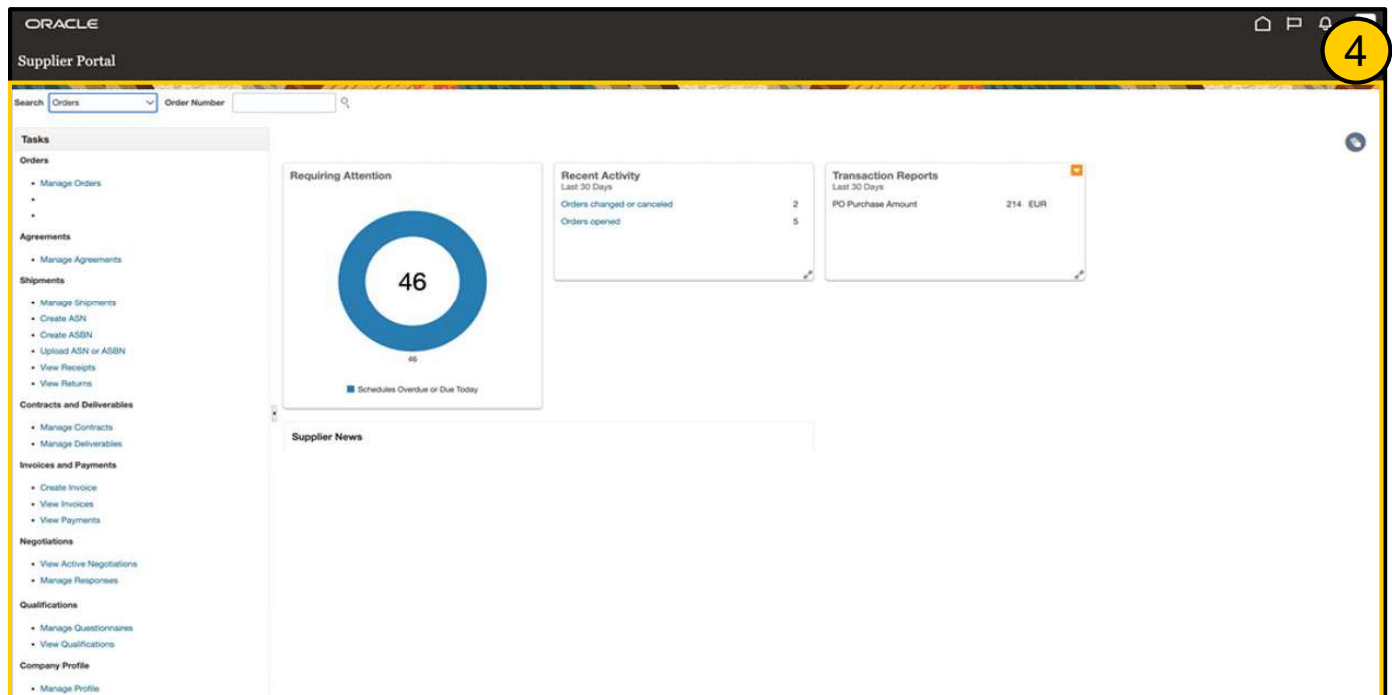
English

Log In

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

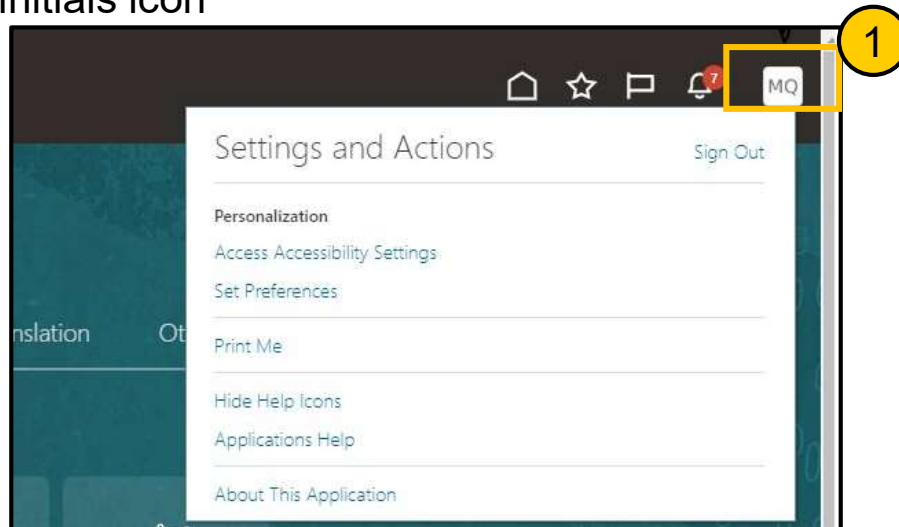


4. You may view the list of tasks and other details on the Supplier Portal homepage.

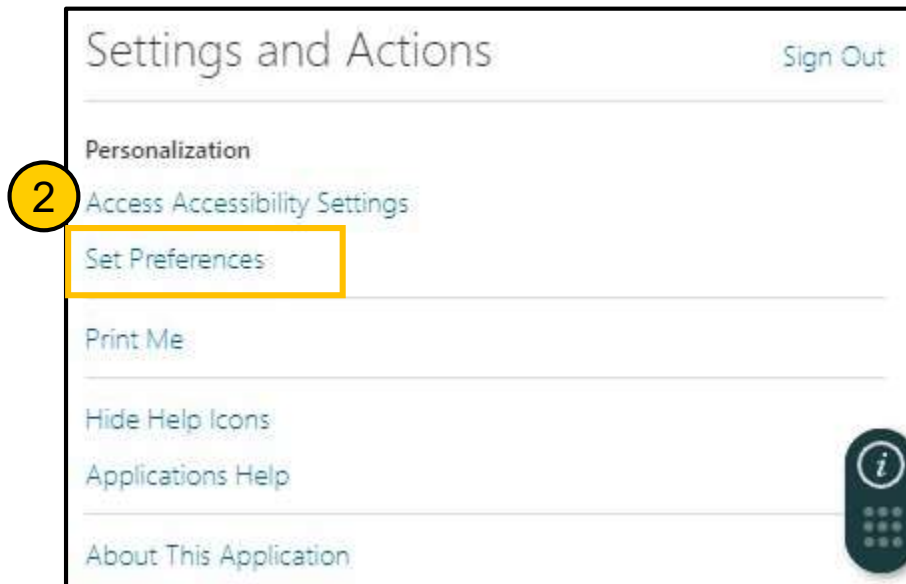


Update Preferences

1. Go to upper right corner of app
2. Select your initials icon

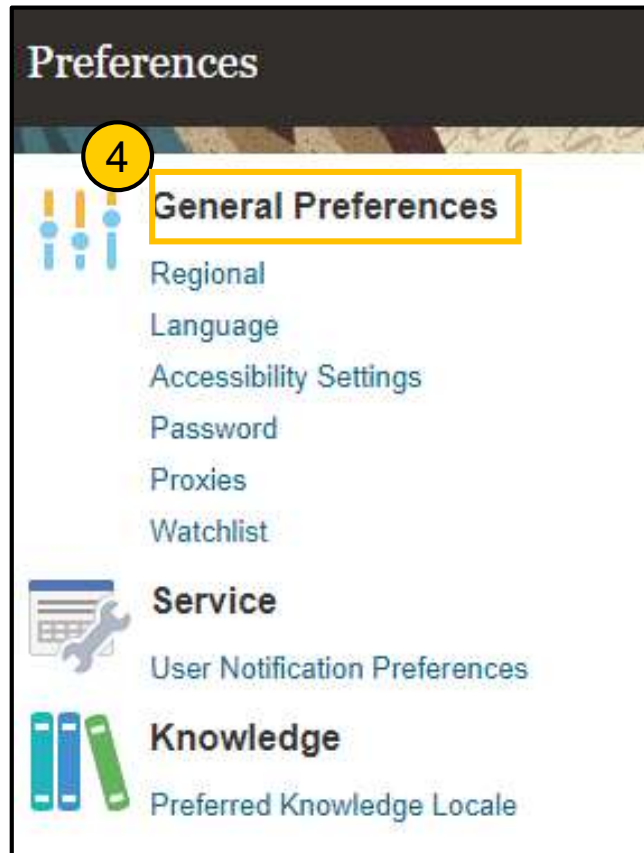


3. Select Set Preferences



Update Preferences

4. Select and update each preference area as needed



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

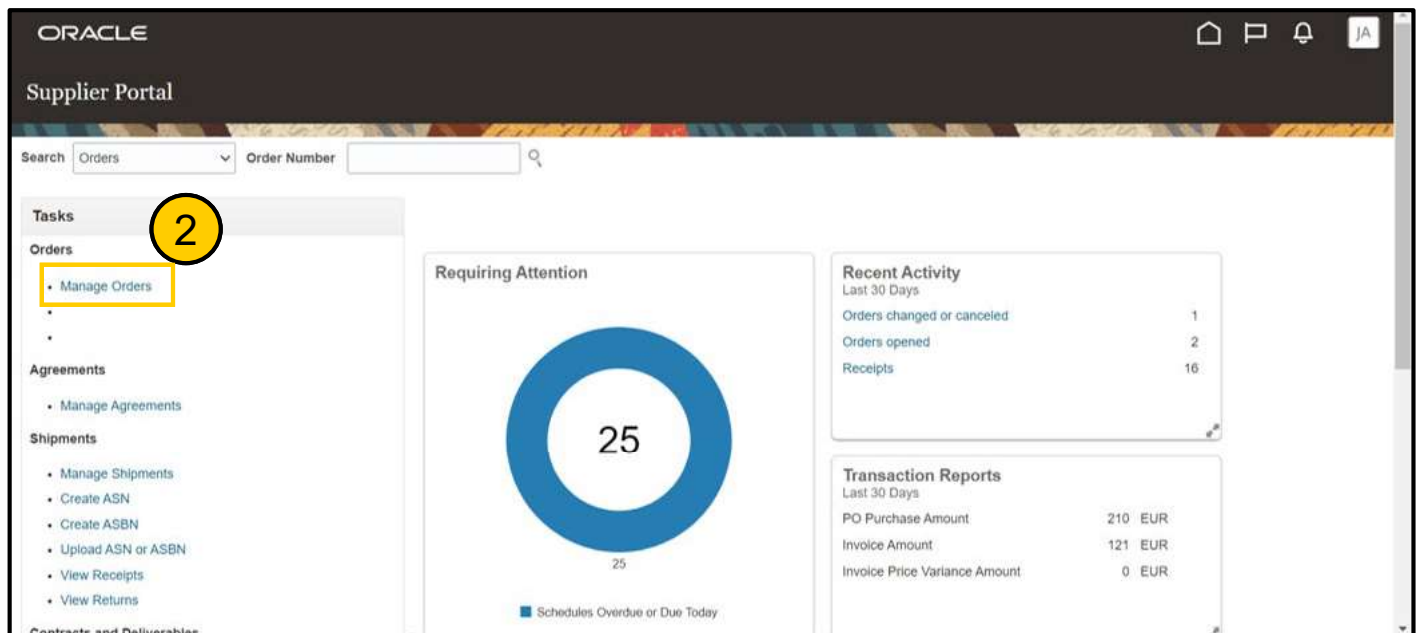
Upon reviewing the steps of this transaction, you will be able to Manage Purchase Orders and Change Request process.

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)

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

ORACLE Manage Orders ? Done

Headers Schedules

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order 4000663

Status

Include Closed Documents No

Search Reset Save...

- Click the **Order** number link to view more details. The **Purchase Order** screen is displayed.

ORACLE Manage Orders ? Done

Headers Schedules

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order 4000663

Status

Include Closed Documents No

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
4000663	1/5/23	ISupplier Tax Calculation_ES	GETAFE	Yadav, Namit	100.00	EUR	Open		1/5/23

Columns Hidden 28

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

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

ORACLE

Purchase Order: 4000663 ?

View PDF Actions Refresh Done

Main

General

Sold-to Legal Entity: LE Hertz de Espana, S.L.
 Bill-to BU: OU Hertz ES RAC
 Order: 4000663
 Status: Open
 Buyer: Namit Yadav
 Creation Date: 1/5/23

Supplier: ASENGA LOGISTICA SLU
 Supplier Site: GETAFE
 Supplier Contact: José Antonio Góngora
 Bill-to Location: SP HERTZ ESPANA
 Ship-to Location: SP HERTZ ESPANA

Ordered: 100.00 EUR
 Description: ISupplier Tax Calculation_ES
 Source Agreement
 Supplier Order
 Master Contract

Terms Notes and Attachments

Required Acknowledgment: None
 Payment Terms: Net 60
 Shipping Method: — Requires signature
 Freight Terms: — Pay on receipt
 FOB: — Confirming order

Order Life Cycle

Ordered

0 40 80 120

Amount (EUR)

View Details

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.

Additional Information

Hertz Legacy PO Number: Legacy System Name: Context Prompt

Lines Schedules

Actions View Format Freeze Detach Wrap

Export to Excel

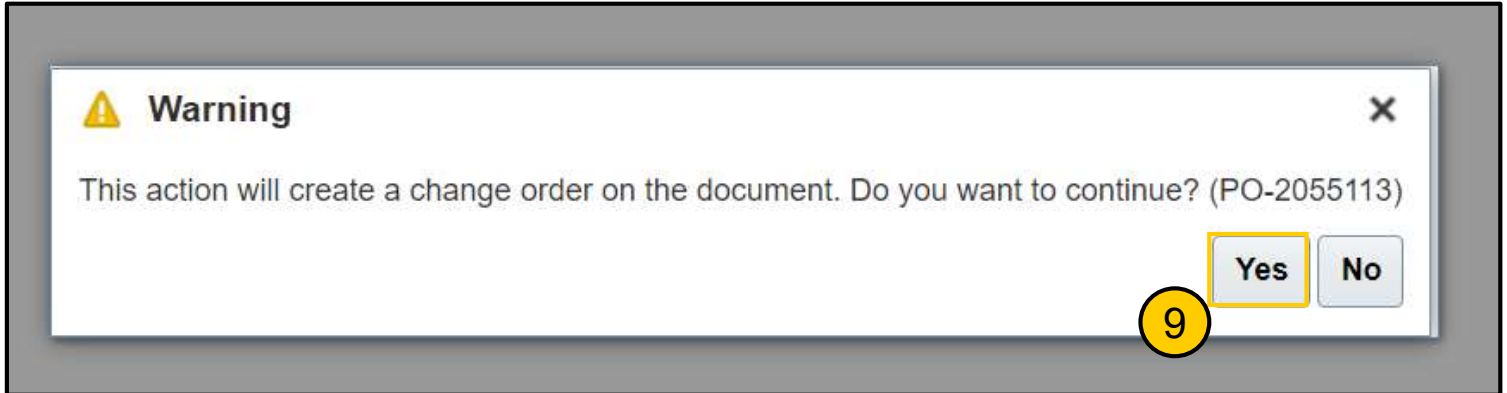
Edit

Cancel Line

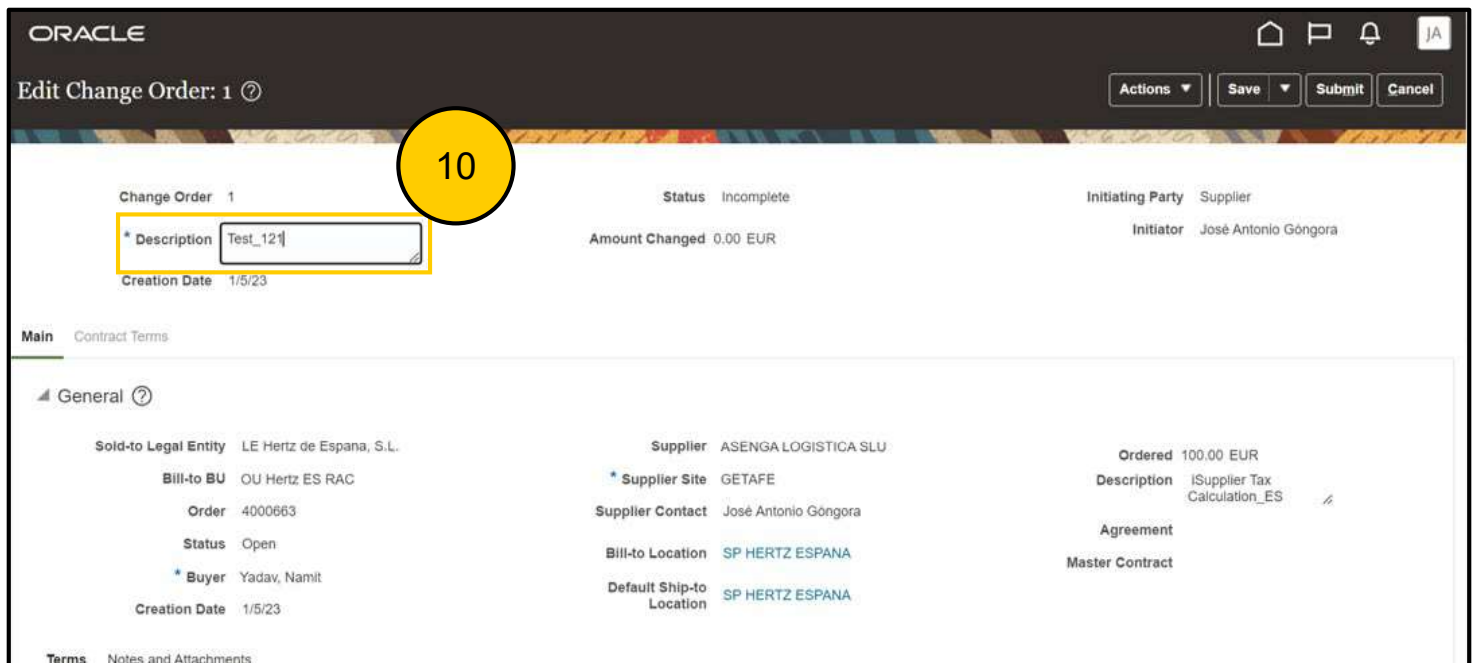
Item	Description	Quantity	UOM	Base Price	Price	Ordered	Status
Tax PO		1	Each	100.00	100.00	100.00	Open

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

- Click the **Yes** button to create a change order on the document. The **Edit Change Order** screen is displayed.



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



The Oracle "Edit Change Order: 1" screen is shown. The "Description" field is highlighted with a yellow box and a yellow circle with the number 10. The field contains the text "Test_121".

Change Order 1

Status: Incomplete

Amount Changed: 0.00 EUR

Initiating Party: Supplier

Initiator: José Antonio Góngora

Creation Date: 1/5/23

Main Contract Terms

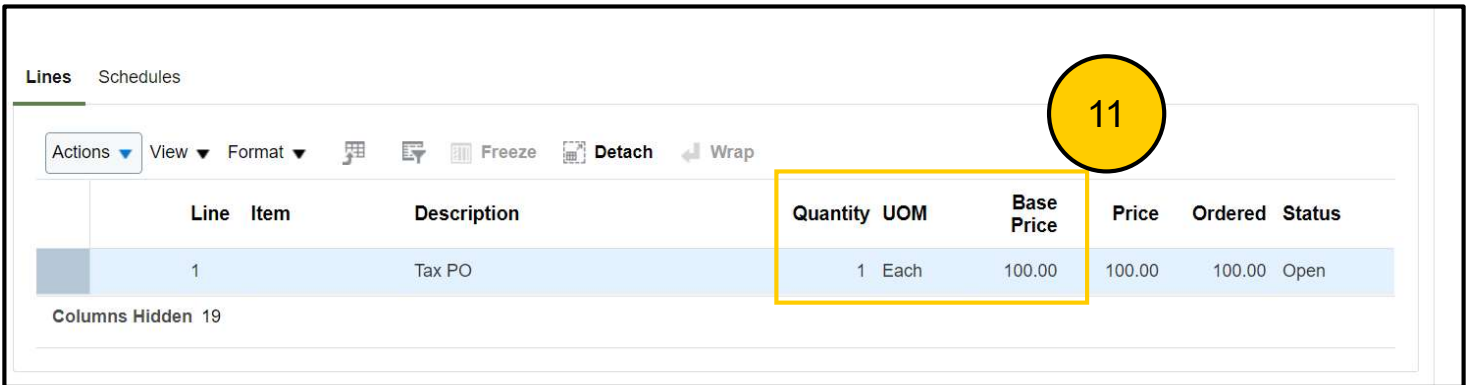
General

Sold-to Legal Entity: LE Hertz de Espana, S.L.	Supplier: ASENGA LOGISTICA SLU	Ordered: 100.00 EUR
Bill-to BU: OU Hertz ES RAC	* Supplier Site: GETAFE	Description: iSupplier Tax Calculation_ES
Order: 4000663	Supplier Contact: José Antonio Góngora	Agreement: Master Contract
Status: Open	Bill-to Location: SP HERTZ ESPANA	
* Buyer: Yadav, Namit	Default Ship-to Location: SP HERTZ ESPANA	
Creation Date: 1/5/23		

Terms Notes and Attachments

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.



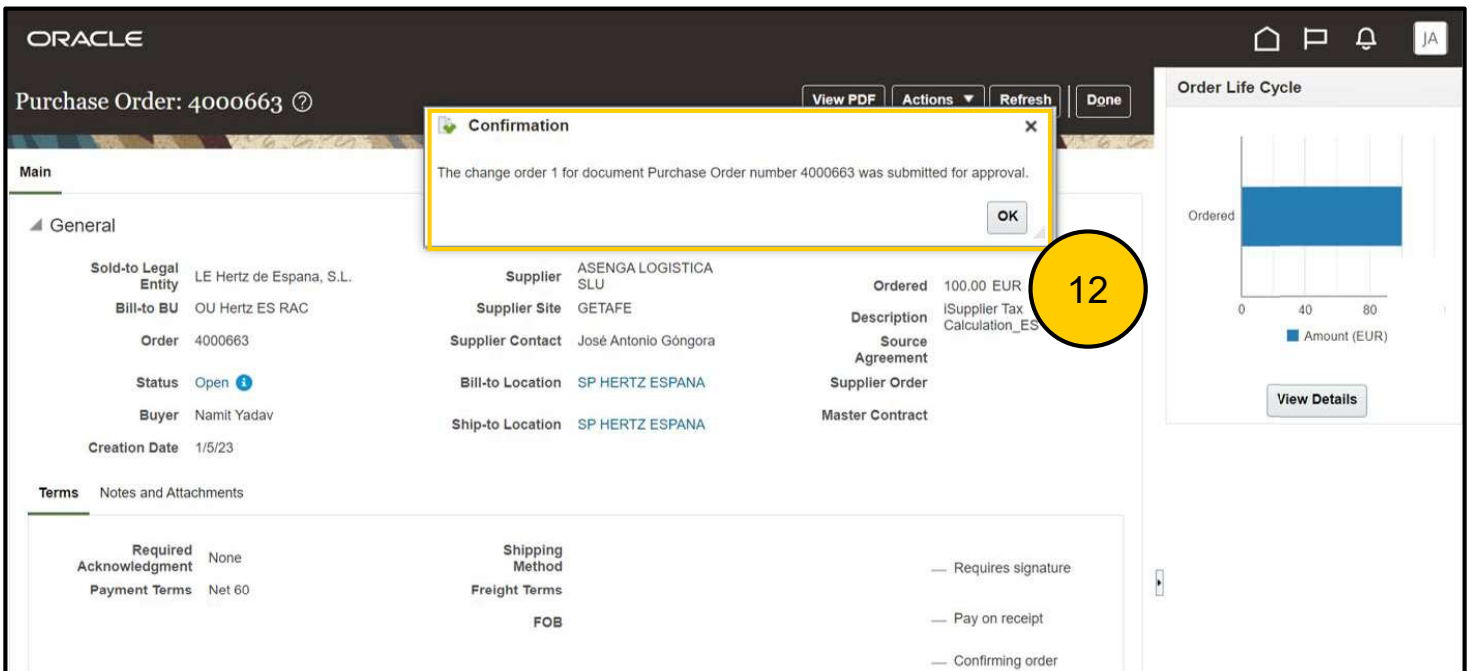
Lines Schedules

Actions View Format Freeze Detach Wrap

Line	Item	Description	Quantity	UOM	Base Price	Price	Ordered	Status
1		Tax PO	1	Each	100.00	100.00	100.00	Open

Columns Hidden 19

12. A **Confirmation** pop-up is displayed, and the change order is submitted for approval.



ORACLE

Purchase Order: 4000663

View PDF Actions Refresh Done

Main

General

Sold-to Legal Entity LE Hertz de Espana, S.L.

Supplier ASENGA LOGISTICA SLU

Ordered 100.00 EUR

Bill-to BU OU Hertz ES RAC

Supplier Site GETAFE

Description iSupplier Tax Calculation_ES

Order 4000663

Supplier Contact José Antonio Góngora

Source Agreement

Status Open

Bill-to Location SP HERTZ ESPANA

Supplier Order

Buyer Namit Yadav

Ship-to Location SP HERTZ ESPANA

Master Contract

Creation Date 1/5/23

Terms Notes and Attachments

Required Acknowledgment None

Shipping Method — Requires signature

Payment Terms Net 60

Freight Terms — Pay on receipt

FOB — Confirming order

Order Life Cycle

Ordered

Amount (EUR)

View Details

Confirmation

The change order 1 for document Purchase Order number 4000663 was submitted for approval.

OK

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)

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

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

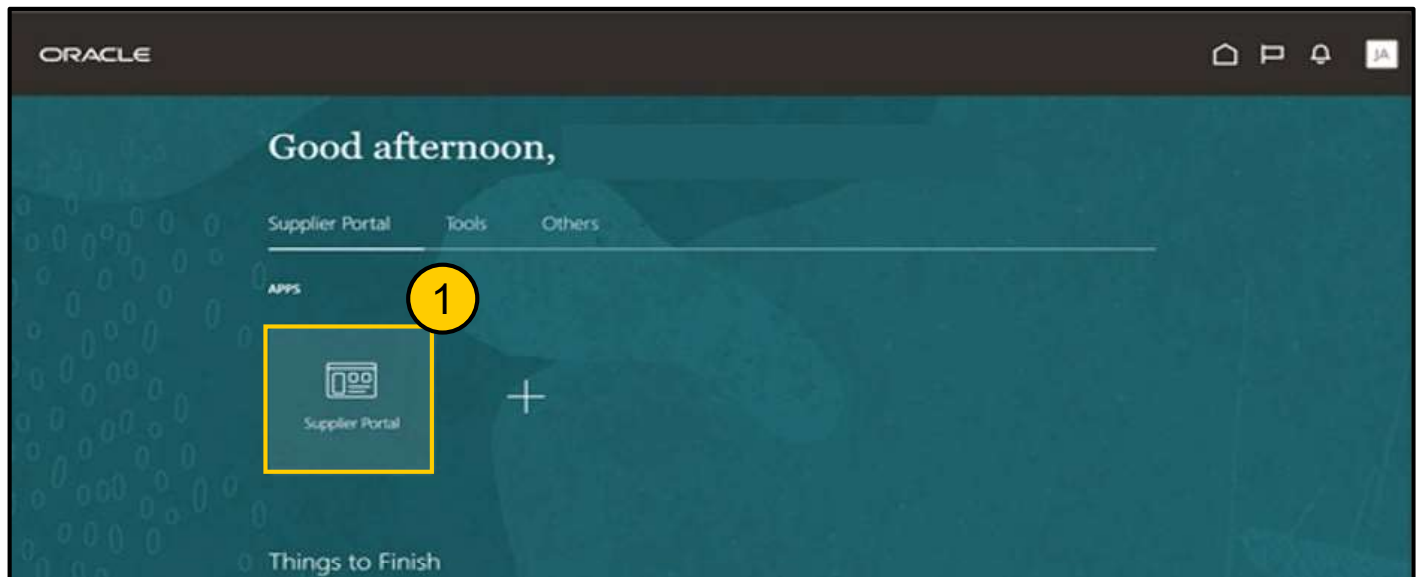
Columns Hidden 19

View Purchase Orders

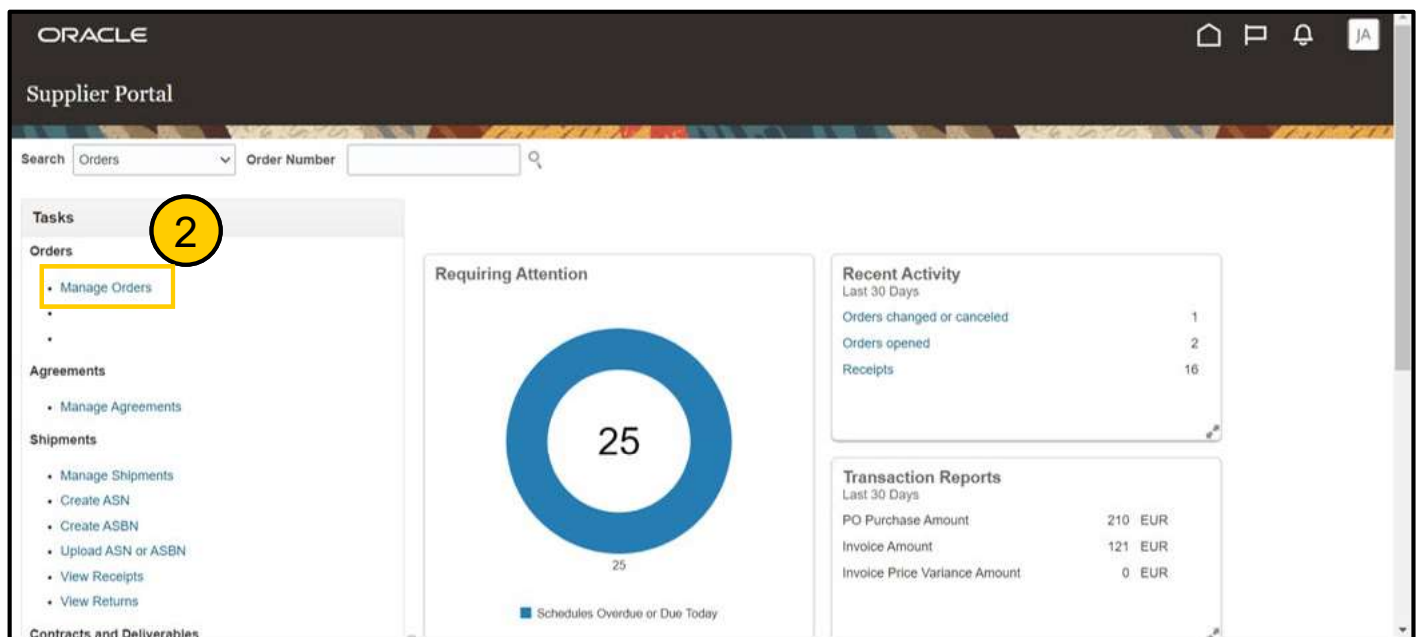
Upon reviewing the steps of this transaction, you will be able to View Purchase Orders.

Follow the steps to view Purchase Orders.

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

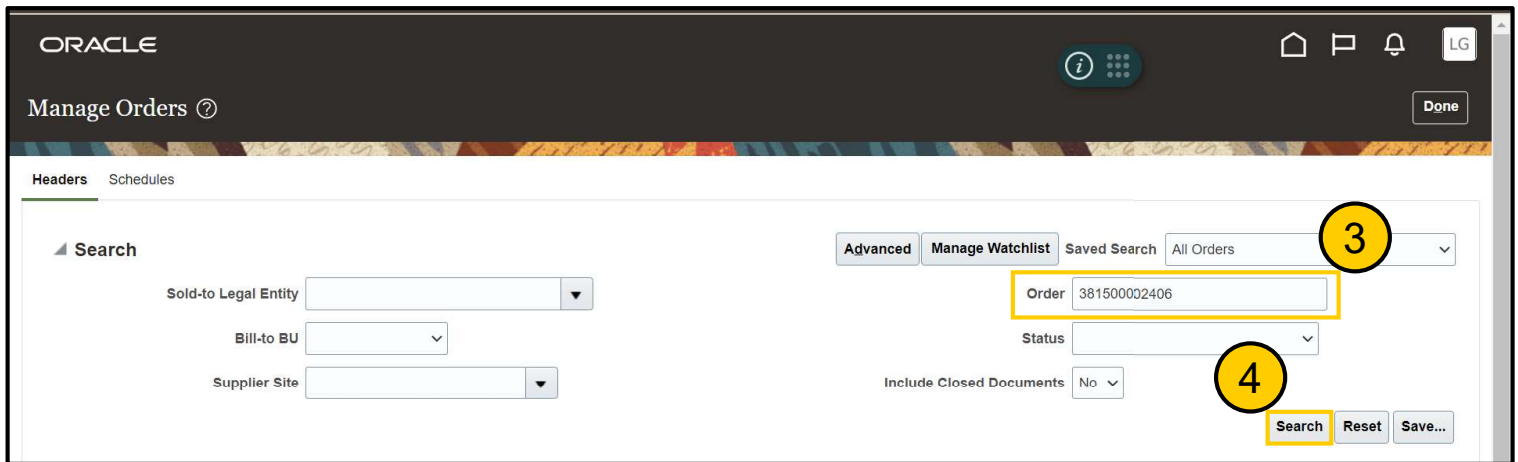


2. Click the **Manage Orders** option from the **Tasks** list. The **Manage Orders** screen is displayed.



View Purchase Orders

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



ORACLE

Manage Orders ②

Headers Schedules

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

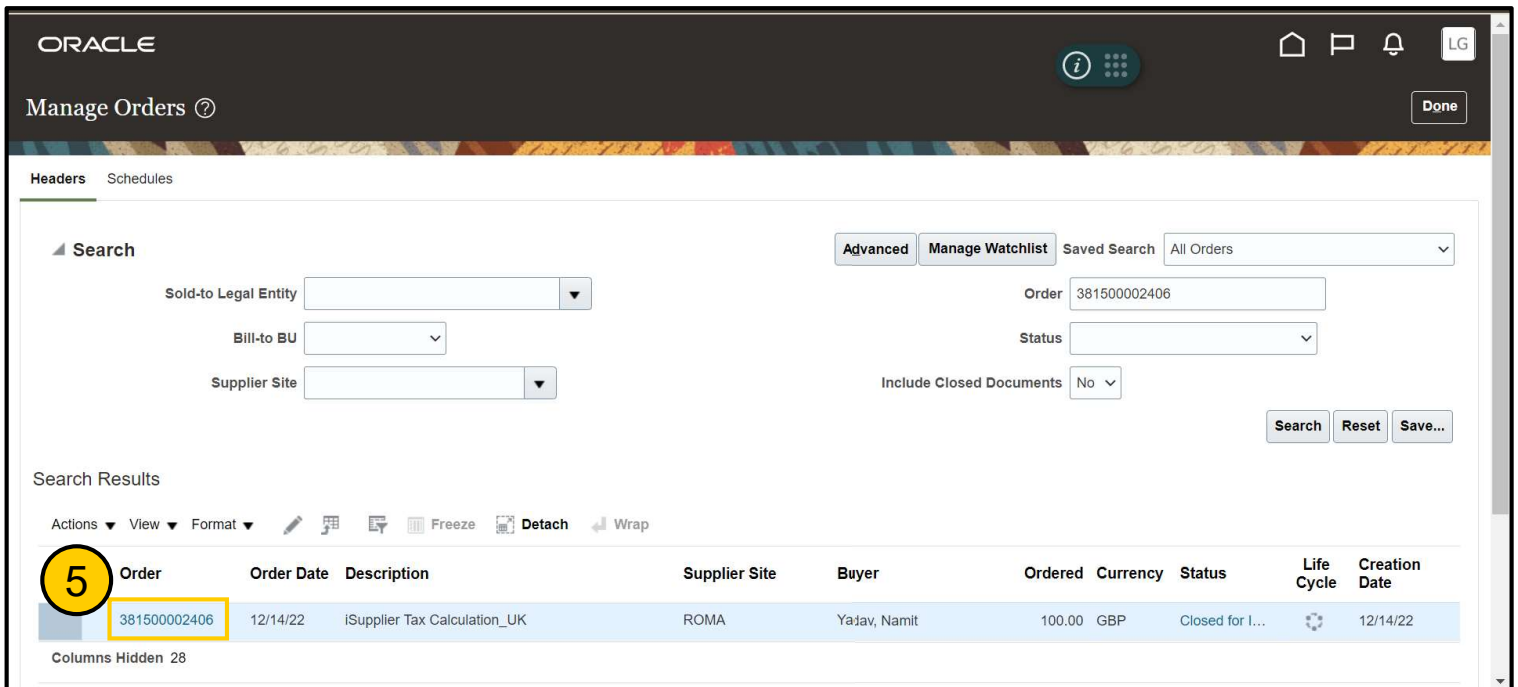
Order 381500002406

Status

Include Closed Documents No

Search Reset Save...

- Click the **Order** number link to view more details. The **Purchase Order** screen is displayed.



ORACLE

Manage Orders ②

Headers Schedules

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order 381500002406

Status

Include Closed Documents No

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
381500002406	12/14/22	ISupplier Tax Calculation_UK	ROMA	Yajav, Namit	100.00	GBP	Closed for I...		12/14/22

Columns Hidden 28

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

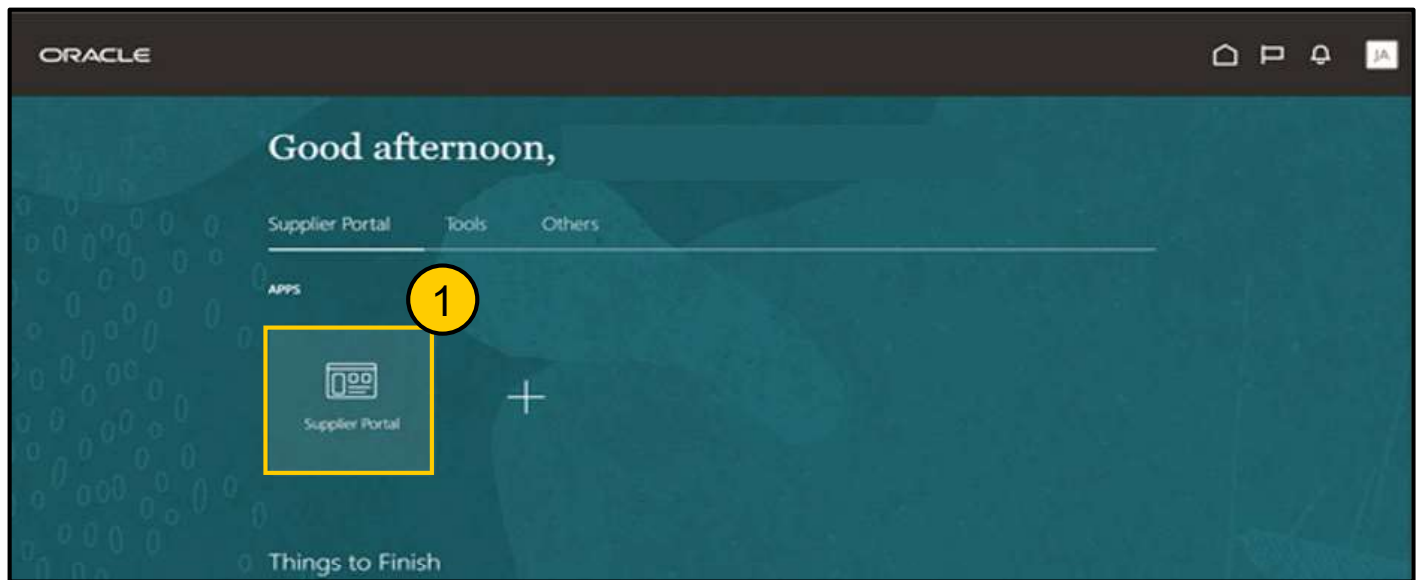
6

Create Advanced Shipment Notice (ASN)

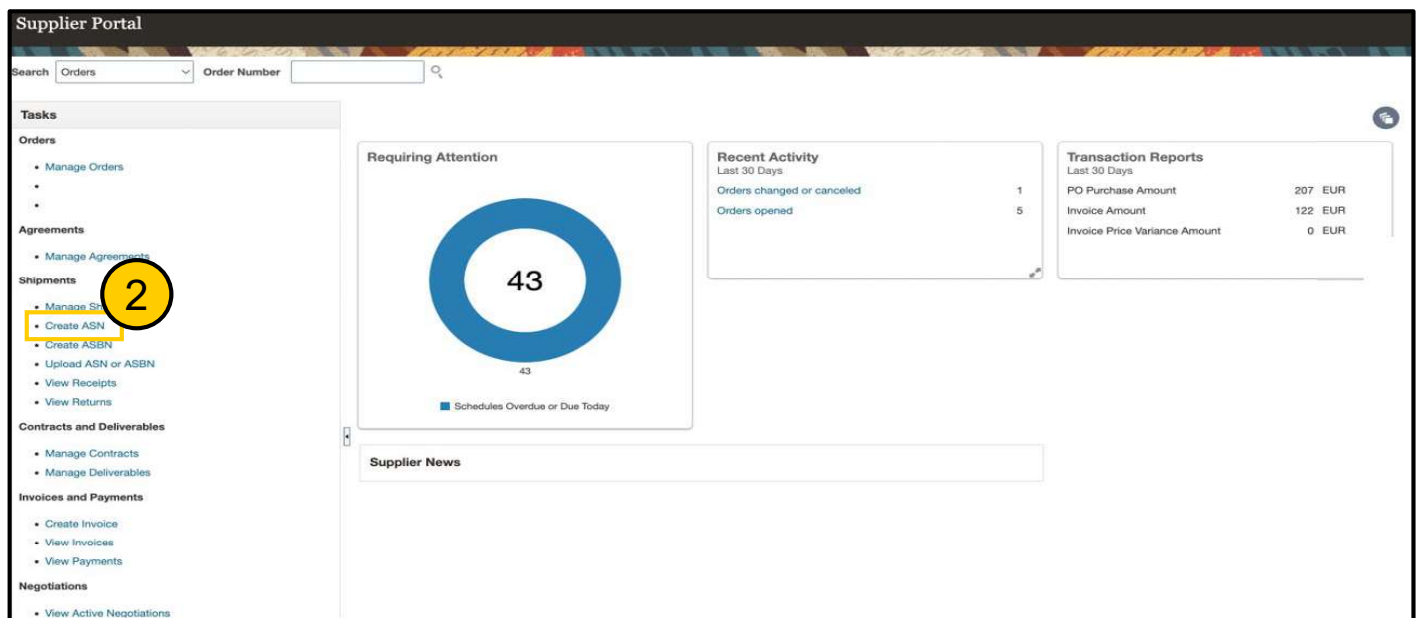
Upon reviewing the steps of this transaction, you will be able to Create an Advanced Shipment Notice (ASN). This process is used by Transportation Vendors in Italy.

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

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

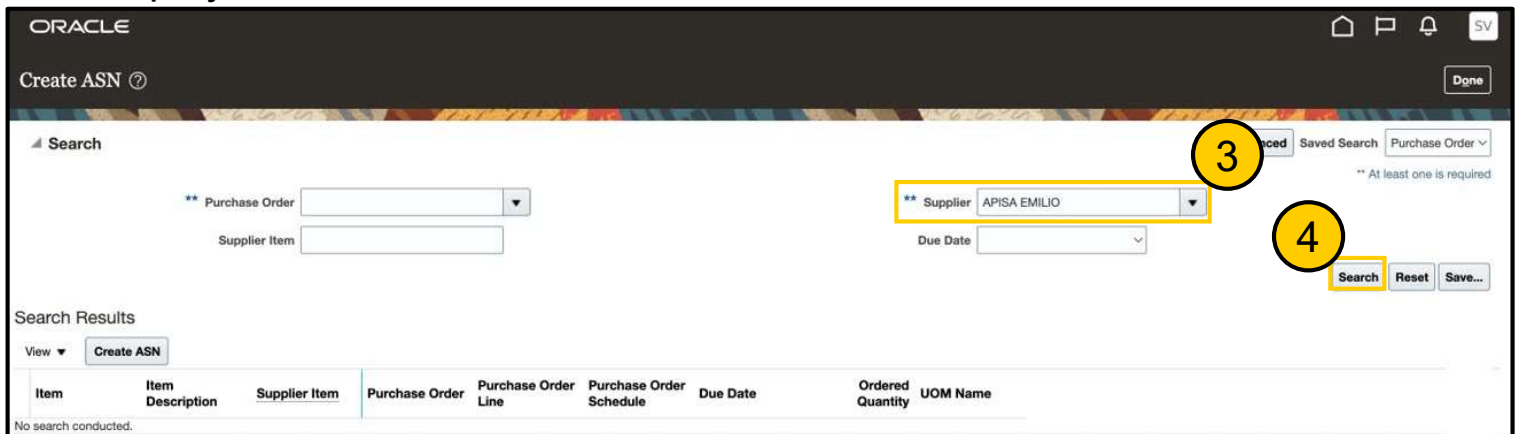


2. Click the **Create ASN** option from the **Tasks** list. The **Create ASN** screen is displayed.



Create Advanced Shipment Notice (ASN)

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



ORACLE

Create ASN ? Done

Search

** Purchase Order

Supplier Item

** Supplier APISA EMILIO

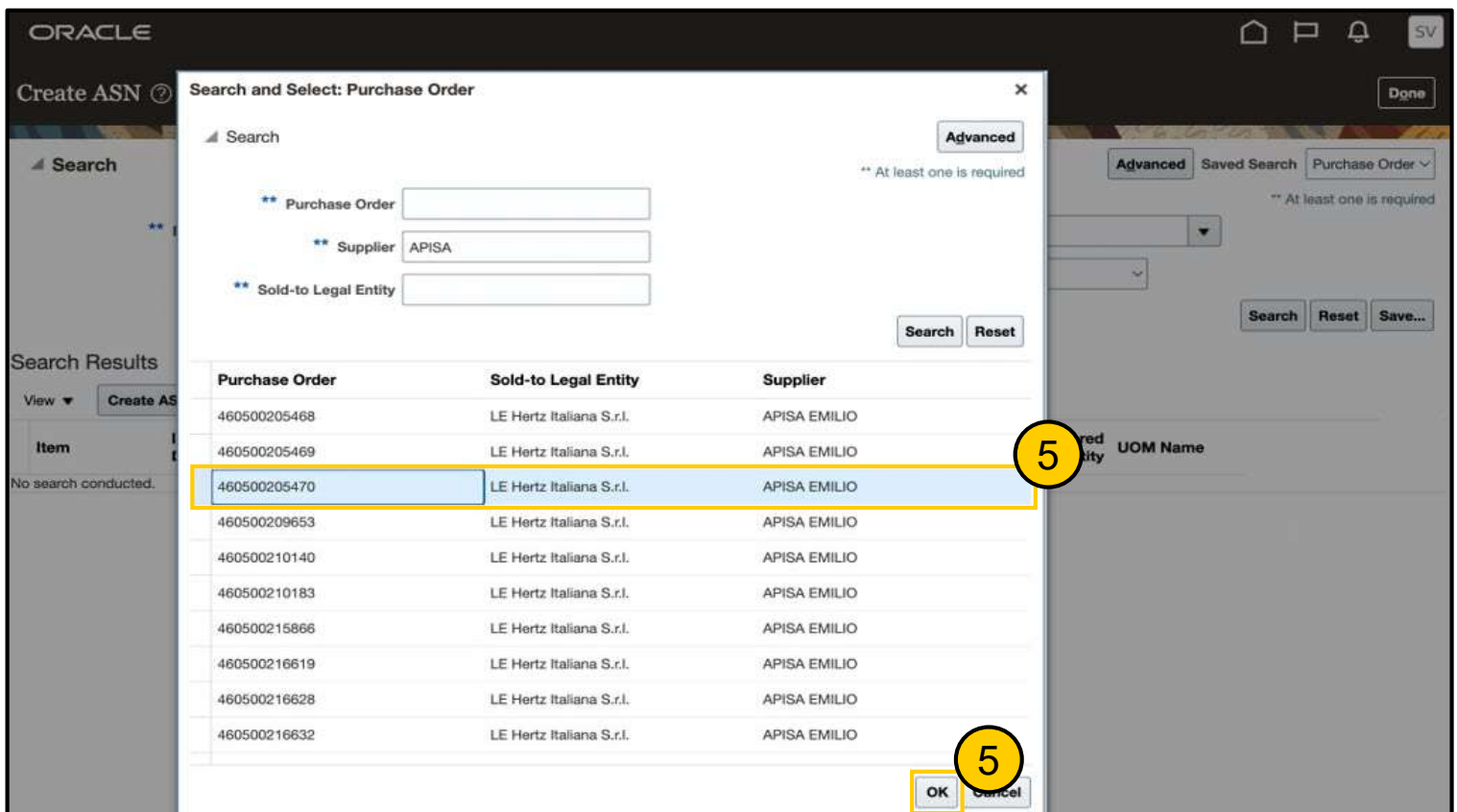
Due Date

Search Results

View Create ASN

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
No search conducted.								

- Select the required Purchase Order and then click the **OK** button.



ORACLE

Create ASN ? Done

Search and Select: Purchase Order

Search

Advanced

** At least one is required

** Purchase Order

** Supplier APISA

** Sold-to Legal Entity

Search Reset

Purchase Order	Sold-to Legal Entity	Supplier
460500205468	LE Hertz Italiana S.r.l.	APISA EMILIO
460500205469	LE Hertz Italiana S.r.l.	APISA EMILIO
460500205470	LE Hertz Italiana S.r.l.	APISA EMILIO
460500209653	LE Hertz Italiana S.r.l.	APISA EMILIO
460500210140	LE Hertz Italiana S.r.l.	APISA EMILIO
460500210183	LE Hertz Italiana S.r.l.	APISA EMILIO
460500215866	LE Hertz Italiana S.r.l.	APISA EMILIO
460500216619	LE Hertz Italiana S.r.l.	APISA EMILIO
460500216628	LE Hertz Italiana S.r.l.	APISA EMILIO
460500216632	LE Hertz Italiana S.r.l.	APISA EMILIO

OK Cancel

Create Advanced Shipment Notice (ASN)

- Click the **Create ASN** button. The **Create ASN Details** screen is displayed.

ORACLE

Create ASN ? Done

Search Advanced Saved Search Purchase Order v

Search Results

View Create ASN 6

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
	BRI050-BBK01...		460500205469	1	1	8/31/22	5	Each

- Enter the quantity in the **Quantity** field in the **Lines** section.
- Click the **Attachments (+)** icon. The **Attachments** screen is displayed.

Create ASN Details ? Submit Cancel

Header

Header

* Shipment

* Shipped Date 1/12/23 9:26 PM

* Expected Receipt Date 1/12/23 9:26 PM

Freight Terms

Shipping Method

Number of Supplier Packing Units

Bill of Lading

Waybill

Packing Slip

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM

Net Weight

Net Weight UOM

Comments

Lines

Actions View Remove Line

Item	Item Description	Supplier Item	Purchase	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity	Attachments
	BRI050-BBK01...	460500205469		7	Each	IT Roma Casale C...	5	Each	2	8 None +

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.

Attachments

Actions View + X

Type	Category	File Name or URL	Title	Description	Attached By
File	Miscellaneous	<div>Choose File</div> No file chosen			Stefano Valle

Rows Selected 1

OKCancel

11. Click the **OK** button after you have completed entering all the details. You have completed attaching the file.

Attachments

Actions View + X

Type	Category	* File Name or URL	Title	Description	Attached By
File	Miscellaneous	ASN_Attachment_Testing[7].docx <div>Update...</div>	ASN_Attachment_Testing		Stefano Valle

Rows Selected 1

OKCancel

Create Advanced Shipment Notice (ASN)

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

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

ORACLE

Create ASN Details ?

13

Submit Cancel

12

Header

* Shipment ASN5

* Shipped Date 1/12/23 9:26 PM

* Expected Receipt Date 1/12/23 9:26 PM

Freight Terms

Shipping Method

Number of Supplier Packing Units

Bill of Lading

Waybill

Packing Slip

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM

Net Weight

Net Weight UOM

Comments

Lines

Actions View Remove Line

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity	Attachments
BRI050-BBK01...		460500205469		5	Each	IT Roma Casale C...	5	Each		2 testing[7].docx

Create Advanced Shipment Notice (ASN)

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

ORACLE

Create ASN Details ?

Submit Cancel

SV

Header

Shipment: ASN5

Shipped Date: 1/12/23 9:26 PM

Expected Receipt Date: 1/12/23 9:26 PM

Freight Terms: [Dropdown]

Shipping Method: [Dropdown]

Number of Supplier Packing Units: [Text]

Bill of Lading: [Text]

Waybill: [Text]

Packing Slip: [Text]

Packaging Code: [Text]

Special Handling Code: [Text]

Tare Weight: [Text]

Tare Weight UOM: [Dropdown]

Net Weight: [Text]

Net Weight UOM: [Dropdown]

Comments: [Text]

Confirmation

ASN ASN5 was created. Number of lines: 1.

OK

14

Lines

Actions View Remove Line

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity	Attachments
	BRI050-BBK01...	460500205469		2	Each	IT Roma Casale C...	5	Each		2 · ASN_Attachment_Ti

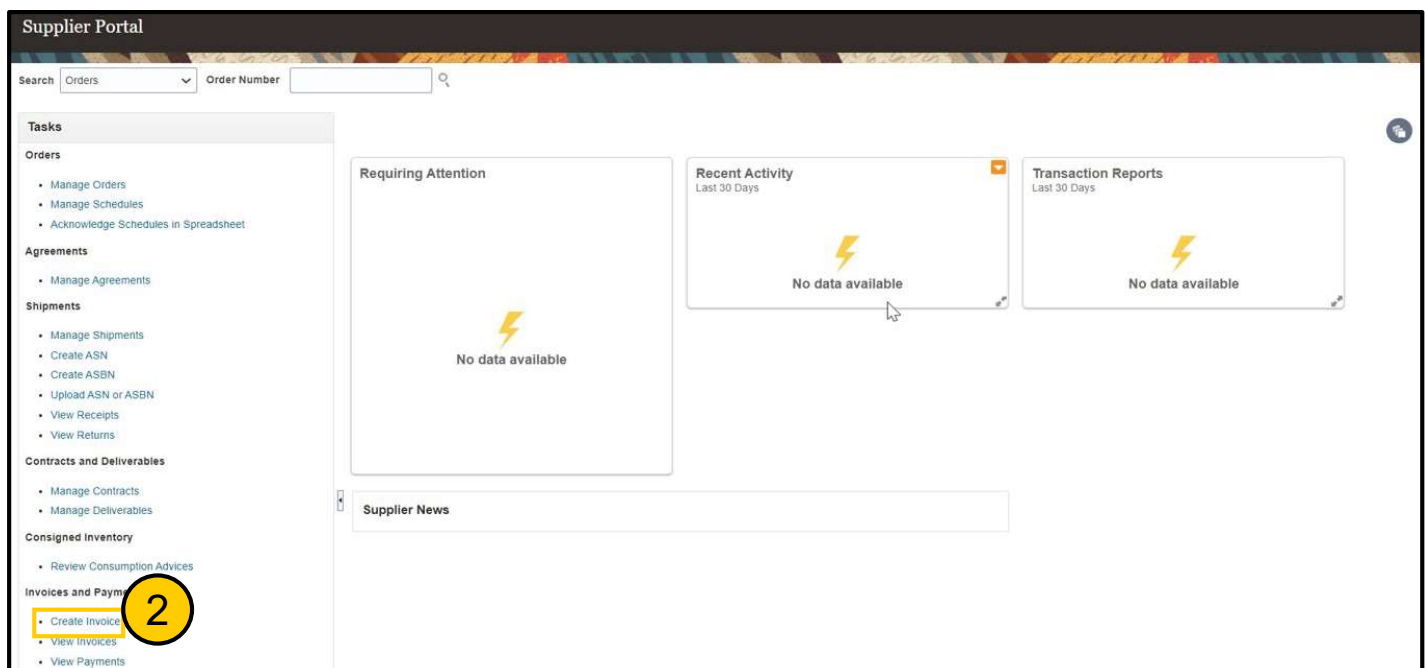
Submit Invoices

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

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

ORACLE

Create Invoice ⓘ

Invoice Actions Save Save and Close Submit Cancel

* Identifying PO Supplier DATAFORCE ITALIA S R L A SOCIO UNICO Taxpayer ID * Supplier Site Address Supplier Tax Registration Number

Remit-to Bank Account Unique Remittance Identifier Unique Remittance Identifier Check Digit Description Attachments None + Tax Control Amount

* Number * Date m/d/yy * Type Invoice Invoice Currency Payment Currency

Customer

Customer Taxpayer ID Name Address

Lines

View + - Cancel Line

* Number	* Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classifica
----------	--------	----------------	--------------------	---------------	------------------	------------------	----------------

- Click the **Submit** button to submit the invoice.

Create Invoice ⓘ

Invoice Actions Save Save and Close Submit Cancel

Identifying PO 4073265 Supplier Hertz System Test Supplier 2 Taxpayer ID 123-132123 Supplier Site Primary Office Address Lane 1, WINSTON, MO 64689, Davless Supplier Tax Registration Number

Remit-to Bank Account Unique Remittance Identifier Unique Remittance Identifier Check Digit Description Attachments None + Tax Control Amount

* Number INV_4073265 * Date 9/26/22 Type Invoice Invoice Currency USD - US Dollar Payment Currency USD - US Dollar

Customer

Customer Taxpayer ID 13-1938568 Name LE The Hertz Corporation Address

Lines

View + - Cancel Line

* Number	* Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
1	Item	4073265	1	1	Test	FL Tampa 9017A		1	1	25	ED	25.00
Total												25.00

Summary Tax Lines

Submit Invoices

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

5

32

Invoice INV_4073265 has been submitted.

Identifying PO 4073265

Remit-to Bank Account

Number INV_4073265

Supplier Hertz System Test Supplier 2

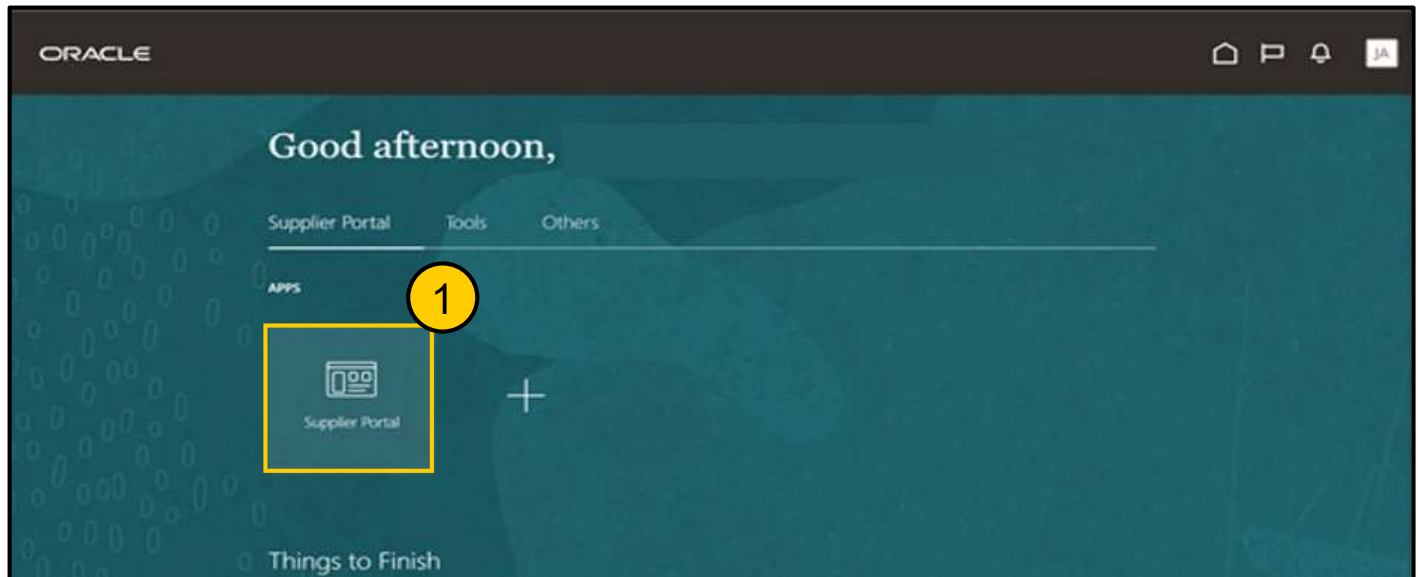
Unique Remittance Identifier

Date 9/26/22

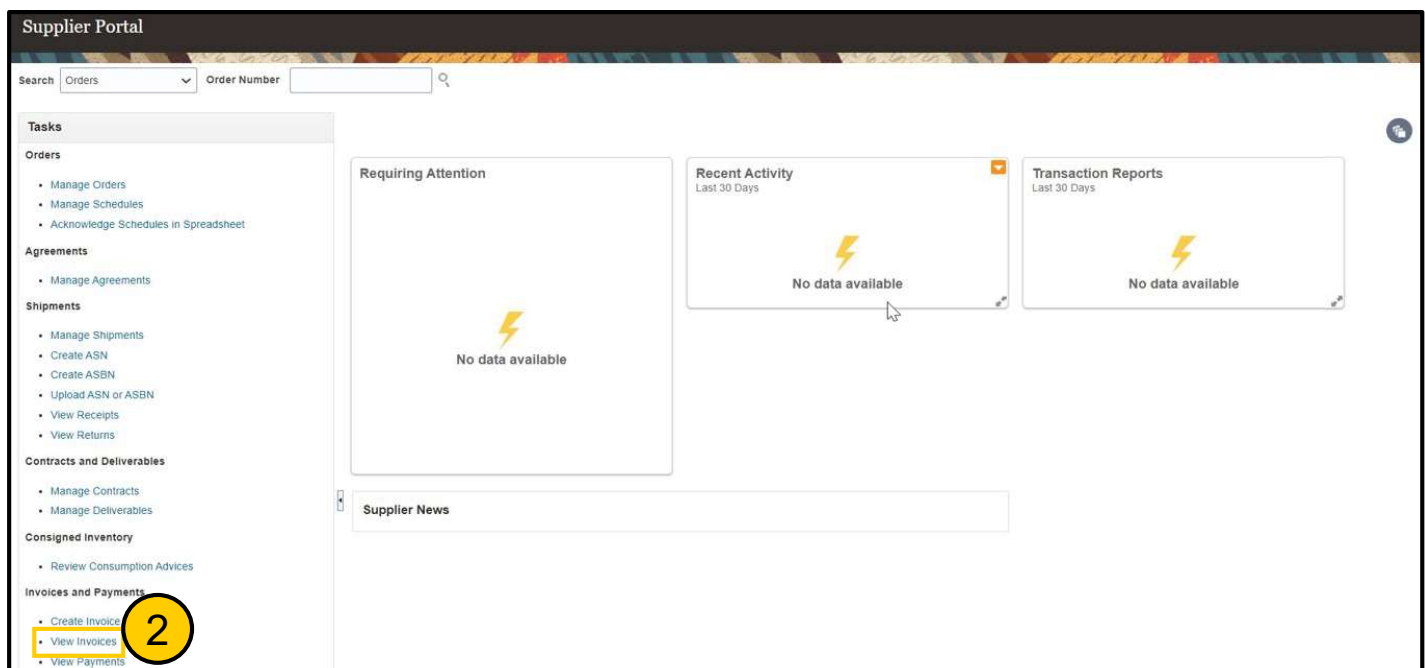
View Invoices

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

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

ORACLE

View Invoices

Search

Advanced Saved Search All Invoices

** At least one is required

** Invoice Number UK_TAX_5

** Supplier

Supplier Site

** Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search Reset Save...

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

ORACLE

View Invoices

Search

Advanced Saved Search All Invoices

** At least one is required

** Invoice Number UK_TAX_5

** Supplier

Supplier Site

** Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search Reset Save...

Search Results

View Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
UK_TAX_5	12/14/22	Standard	381500002406	DATAFORCE ITALIA S R L A SOCIO UNICO	ROMA	120.00 GBP	120.00 GBP	Appro...		

View Invoices

6. You can view the details of the invoice.

ORACLE

6

Invoice: UK_TAX_5

Done

Business Unit

OU Hertz UK HEL

Legal Entity Name

LE Hertz Europe Limited

Supplier or Party

DATAFORCE ITALIA S R L A
SOCIO UNICO

Supplier Site

ROMA

Address

PIAZZA DI SANT ANASTASIA 7,
00186 ROMA, ITALY

Invoice Date

12/14/22

Invoice Amount

120.00 GBP

Unpaid Amount

120.00 GBP

Payment Currency

GBP

Tax Control Amount

Invoice Type

Standard

Description

Funds Status

Reserved

Attachment

None

Lines

Payments

Items

View Detach

Line	Amount	Description	Budgetary Control		Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consump Advice
			Budget Date	Funds Status				Number	Line	Schedule	Number	Line	
1	100.00	Tax PO	12/14/22	Reserved	1	100	Each	38150000...	1	1			