



USER REFERENCE MANUAL

flydubai

iSupplier Portal : Supplier Views

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Introduction

This document will provide the information required to efficiently use the Oracle Advanced Procurement module as a tool for transaction processing and information retrieval for meaningful analysis of data.

Objective

The objective of System Operating Procedure (SOP or DO.060) is to provide hands on to the Supplier users to perform day to day activities till they become familiar and convergent with the flydubai oracle portal. This document can be referred by any new user/existing joining in supplier organization as a reference guide to perform how to access iSupplier Portal.

Approach

This document only covers the process to be adopted or steps to be followed in performing certain activities in Oracle Applications as outlined as below. This document covers aspects such as:

1. Navigation paths in flydubai oracle applications
2. Flow of Inquiry of each process

Process Overview

- In iSupplier Portal Homepage the Supplier is able to see his relevant data and transactions.
- To view this data the supplier has to login into Oracle Application using the URL provided and User Name /Password provided.
- Once logged in, navigate to the iSupplier Portal by clicking iSupplier Portal full view. The iSupplier Home Page opens up.
- The Supplier can view his Purchase Orders, Invoices, Payments and from the iSupplier Portal Home Page.

Chapter 1 – Supplier logs in to oracle application

1. Oracle Application login

Step 1: The Supplier user Logs into Oracle Applications using the URL link provided and the User Name /password provided.

User Name: Enter the user name provided to you

Password: Enter your default Password. The system will insist you to change the password at the first sign on into the application

* Indicates required field

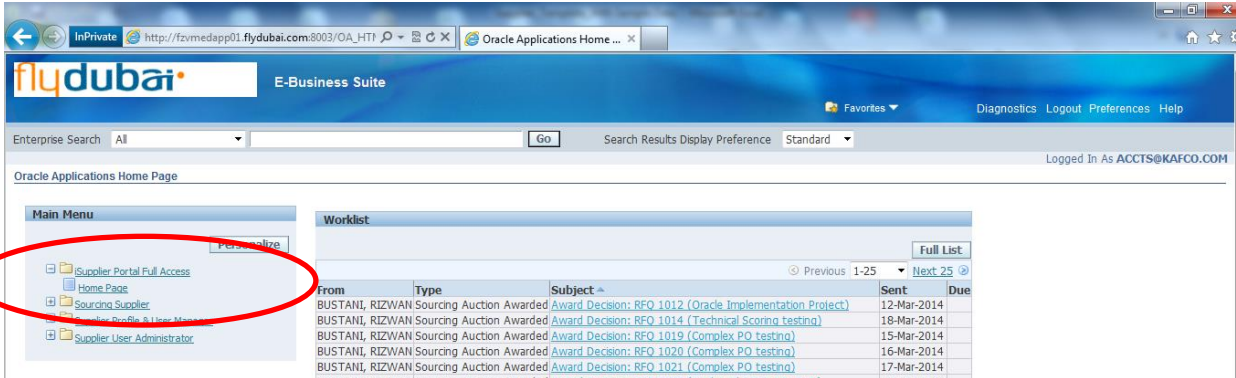
You can change the password as you wish with minimum of 5 Characters long.

Chapter 2 – Responsibility Navigations

2. Navigating from Login screen to Navigator

Step2: Navigate to the iSupplier Portal by clicking iSupplier Portal full access. The iSupplier Home Page opens up

- Access iSupplier Portal full access Responsibility



The screenshot shows the Oracle Applications Home Page for the flydubai E-Business Suite. The page includes a search bar, navigation links (Favorites, Diagnostics, Logout, Preferences, Help), and a 'Logged In As' indicator. The 'Main Menu' is visible on the left, with 'Supplier Portal Full Access' highlighted by a red circle. The 'Worklist' table on the right displays a list of auction awards.

From	Type	Subject	Sent	Due
BUSTANI, RIZWAN	Sourcing Auction Awarded	Award Decision: RFQ 1012 (Oracle Implementation Project)	12-Mar-2014	
BUSTANI, RIZWAN	Sourcing Auction Awarded	Award Decision: RFQ 1014 (Technical Scoring testing)	18-Mar-2014	
BUSTANI, RIZWAN	Sourcing Auction Awarded	Award Decision: RFQ 1019 (Complex PO testing)	15-Mar-2014	
BUSTANI, RIZWAN	Sourcing Auction Awarded	Award Decision: RFQ 1020 (Complex PO testing)	16-Mar-2014	
BUSTANI, RIZWAN	Sourcing Auction Awarded	Award Decision: RFQ 1021 (Complex PO testing)	17-Mar-2014	

Chapter 3 – iSupplier Portal: Supplier Views

Step 3: On the iSupplier Portal Home Page the Supplier is able to see the recent notifications, recent purchase orders. On the right hand side supplier can see the different transaction types, which on clicking shall go to respective search page.

The screenshot displays the iSupplier Portal interface. At the top, there is a search bar with 'PO Number' selected and a 'Go' button. The main content area is divided into several sections:

- Notifications:** A table with columns 'Subject' and 'Date'.

Subject	Date
Award Decision: RFO 7053 (STAFF TRAVEL SOLUTION - flydubai)	10-May-2014 18:09:05
Closed Earth: RFO 7053 (STAFF TRAVEL SOLUTION - flydubai)	10-May-2014 17:52:25
Work Confirmation 85WK has been approved	09-May-2014 17:06:44
flydubai OU - Complex Services 85_0	09-May-2014 16:11:37
Award Decision: RFO 7056 (Complex PO Advance amount testing)	09-May-2014 16:02:00
- Orders At A Glance:** A table with columns 'PO Number', 'Description', and 'Order Date'.

PO Number	Description	Order Date
85		09-May-2014 14:41:09
28		07-May-2014 23:34:16
48		07-May-2014 23:34:07
78-2		07-May-2014 14:59:11
78-1		07-May-2014 14:59:07
- Shipments At A Glance:** A table with columns 'Shipment Number', 'Packing Slip', and 'Shipment Date'. It shows 'No results found.'

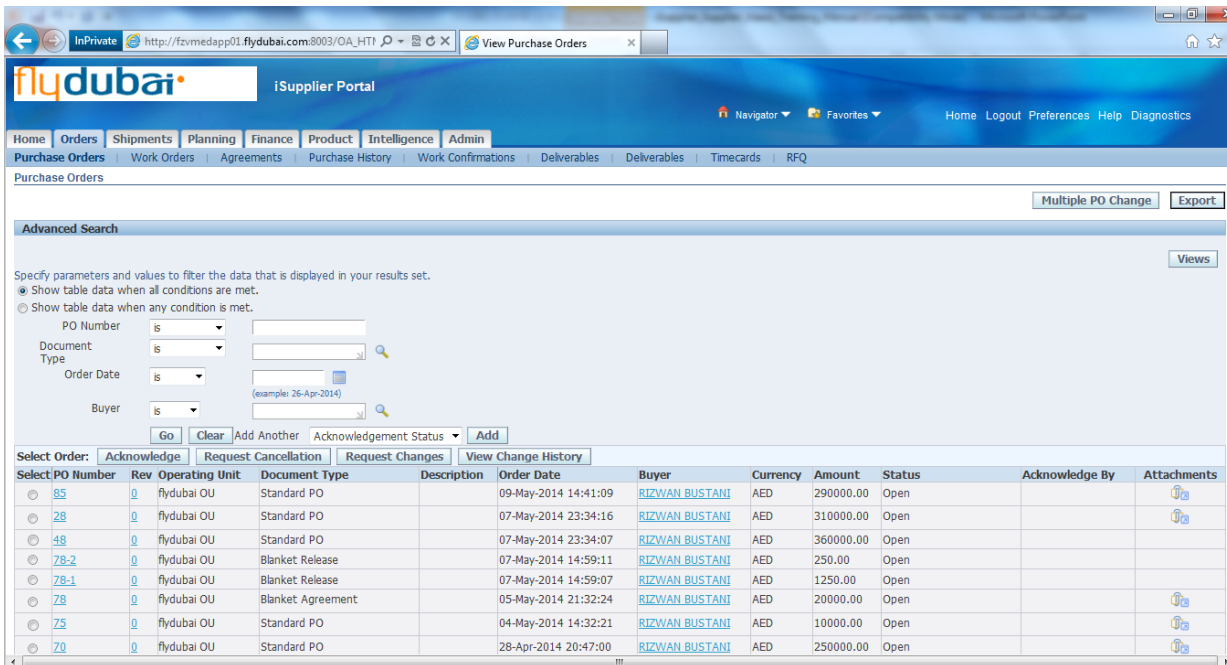
On the right side, there is a navigation menu with categories: Planning (Forecast Schedules, VMI), Orders (Agreements, Purchase Orders, Purchase History), Shipments (Delivery Schedules, Overdue Receipts, Advance Shipment Notices), Receipts (Receipts, Returns, On-Time Performance), Invoices (Invoices), and Payments (Payments).

Step 4: To view purchase orders: Click on Purchase Orders under Orders section available on the right hand side. The Purchase Orders search page is displayed. The user can select from the predefined search views or can click Advance search for specific search criteria.

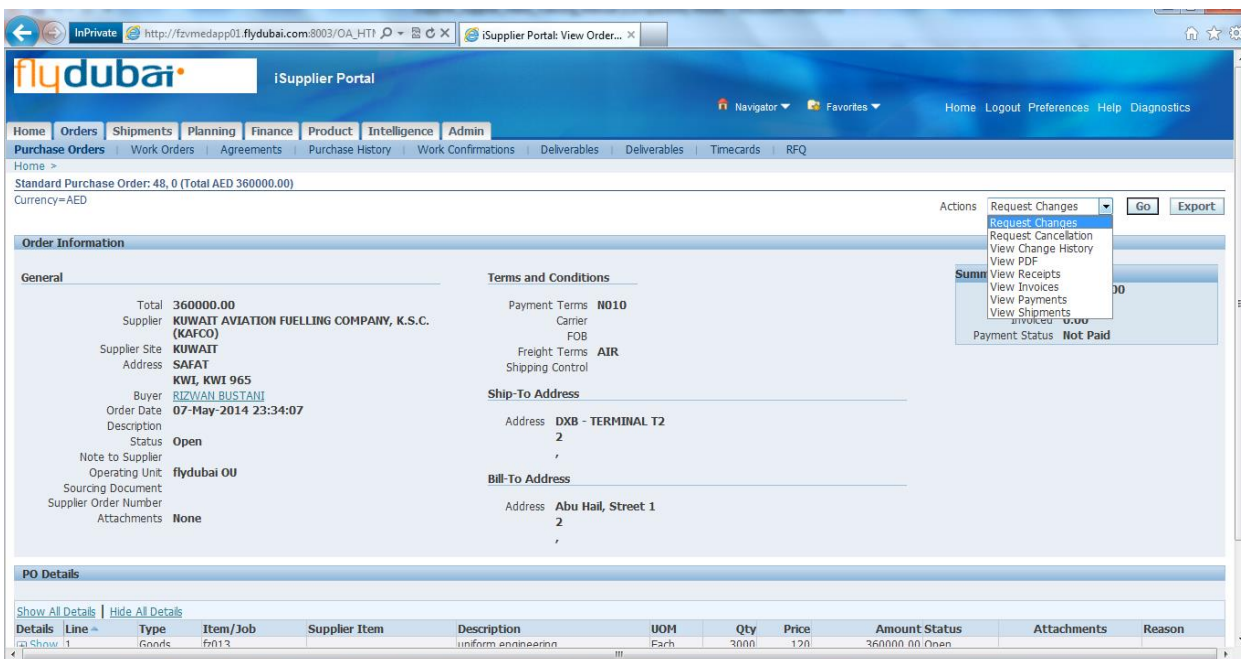
The screenshot displays the 'Purchase Orders' search page in the flydubai iSupplier Portal. The page features a navigation bar with options like Home, Orders, Shipments, Planning, Finance, Product, Intelligence, and Admin. Below this, there are sub-menus for Purchase Orders, Work Orders, Agreements, Purchase History, Work Confirmations, Deliverables, Timecards, and RFQ. The main content area shows a 'Views' section with a dropdown menu currently set to 'All Purchase Orders'. Below the dropdown are buttons for 'Go', 'Advanced Search', and 'Multiple PO Change'. A table of purchase orders is displayed below, with columns for 'Select', 'PO Number', 'Rev', 'Operating Unit', 'Document Type', 'Description', 'Order Date', 'Buyer', 'Currency', 'Amount', 'Status', 'Acknowledge By', and 'Attachments'. The table contains 14 rows of data, including PO numbers 85, 28, 48, 78-2, 78-1, 78, 75, 70, 68, 67, 23, 40, 12, and 9.

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	85	0	flydubai OU	Standard PO		09-May-2014 14:41:09	RIZWAN BUSTANI	AED	290000.00	Open		
<input type="radio"/>	28	0	flydubai OU	Standard PO		07-May-2014 23:34:16	RIZWAN BUSTANI	AED	310000.00	Open		
<input type="radio"/>	48	0	flydubai OU	Standard PO		07-May-2014 23:34:07	RIZWAN BUSTANI	AED	360000.00	Open		
<input type="radio"/>	78-2	0	flydubai OU	Blanket Release		07-May-2014 14:59:11	RIZWAN BUSTANI	AED	250.00	Open		
<input type="radio"/>	78-1	0	flydubai OU	Blanket Release		07-May-2014 14:59:07	RIZWAN BUSTANI	AED	1250.00	Open		
<input type="radio"/>	78	0	flydubai OU	Blanket Agreement		05-May-2014 21:32:24	RIZWAN BUSTANI	AED	20000.00	Open		
<input type="radio"/>	75	0	flydubai OU	Standard PO		04-May-2014 14:32:21	RIZWAN BUSTANI	AED	10000.00	Open		
<input type="radio"/>	70	0	flydubai OU	Standard PO		28-Apr-2014 20:47:00	RIZWAN BUSTANI	AED	250000.00	Open		
<input type="radio"/>	68	0	flydubai OU	Standard PO		28-Apr-2014 13:05:28	RIZWAN BUSTANI	AED	220000.00	Open		
<input type="radio"/>	67	0	flydubai OU	Blanket Agreement		28-Apr-2014 12:14:25	RIZWAN BUSTANI	AED		Open		
<input type="radio"/>	23	0	flydubai OU	Blanket Agreement		20-Mar-2014 02:02:16	RIZWAN BUSTANI	AED		Open		
<input type="radio"/>	40	0	flydubai OU	Standard PO		17-Mar-2014 14:08:06	RIZWAN BUSTANI	AED	18000.00	Buyer Change Pending		
<input type="radio"/>	12	0	flydubai OU	Global Blanket Agreement		08-Mar-2014 13:38:11	FZ CRP	AED	30000.00	Open		
<input type="radio"/>	9	0	flydubai OU	Blanket Agreement		06-Mar-2014 15:29:24	RIZWAN BUSTANI	AED		Open		

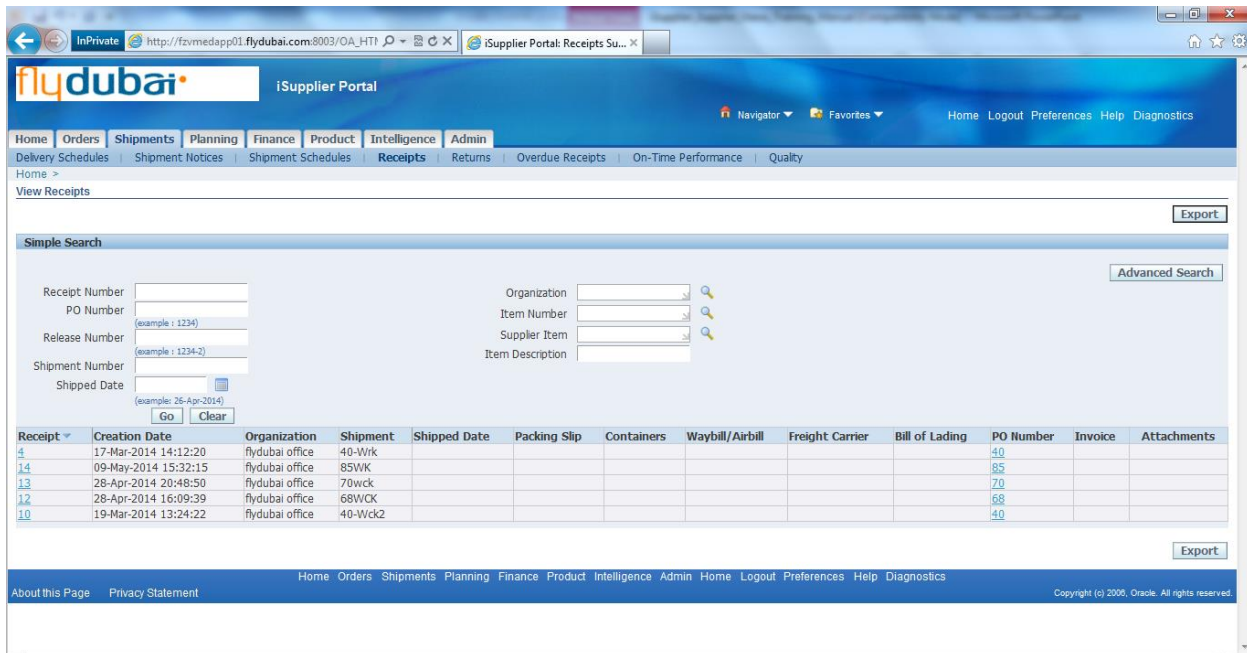
Step 5: Advance search screen for Purchase Orders is as below. Provide value in the suitable search criteria and click Go.



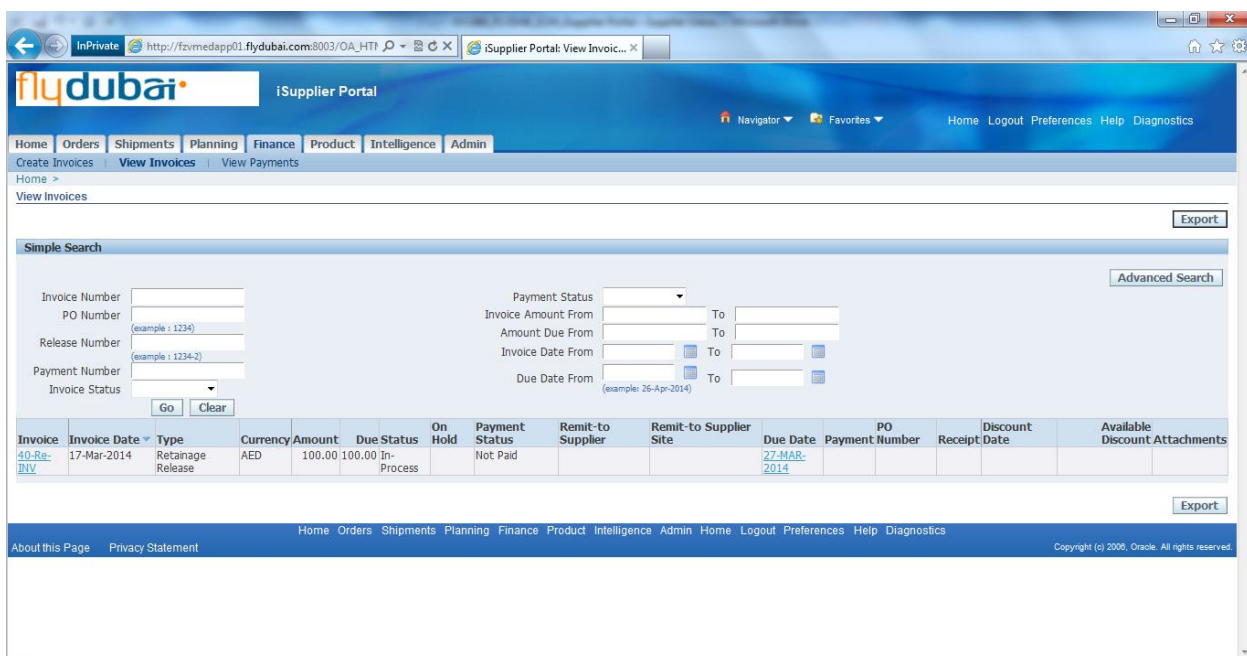
Step 6: Click on the purchase order number to view the purchase order details. To view its related information like Invoice, Receipts, Payments click the respective link under the Related Information section on the right hand side.



Step 7: Click Receipts under related information. All receipt transactions done for the Purchase Order is visible.



Step 8: Click the Purchase Order Number to back to the Purchase Orders and then click Invoices. All invoice transactions done for the Purchase Order is visible. Enter the suitable values in the search criteria and click Go. The list of invoices based on the search criteria is displayed below the search fields.



Step 9: Click view order details to go back to the Purchase Order and click payments under related information. All payment details done for the Purchase Order is visible. Enter the suitable values in the search criteria and click Go. The list of payments based on the search criteria is displayed below the search fields. Similarly to see the list of invoices click on View Invoices available at the top left header. So the invoice search page is displayed.

