USER REFERENCE MANUAL

flydubai

iSupplier Portal : Supplier Views

Contents

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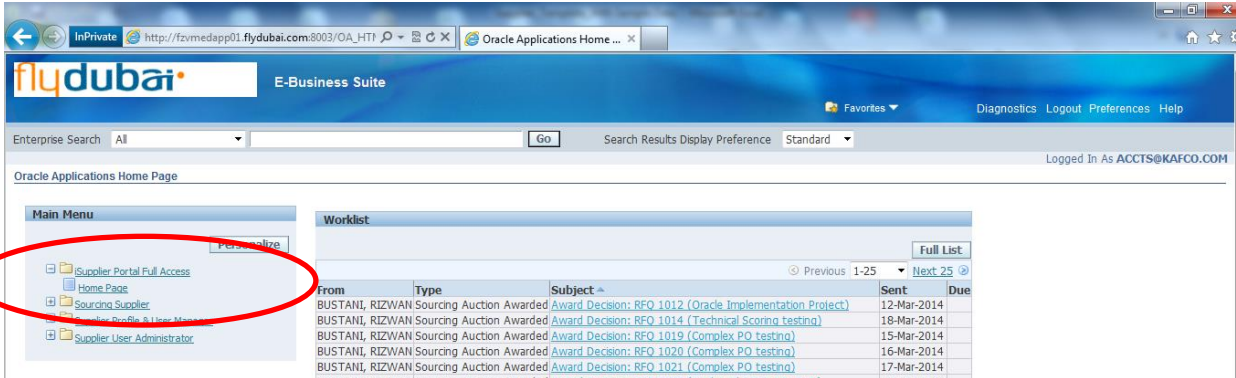
You can change the password as you wish with minimum of 5 Characters long.

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

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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.

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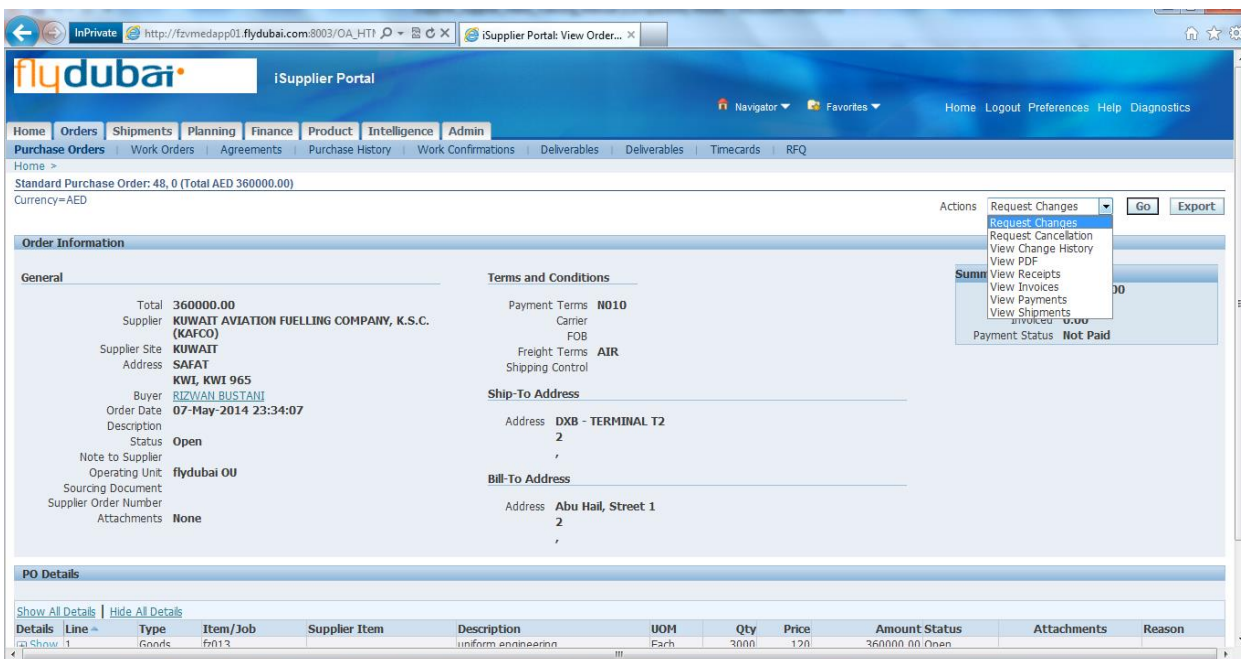
Step 5: Advance search screen for Purchase Orders is as below. Provide value in the suitable search criteria and click Go.
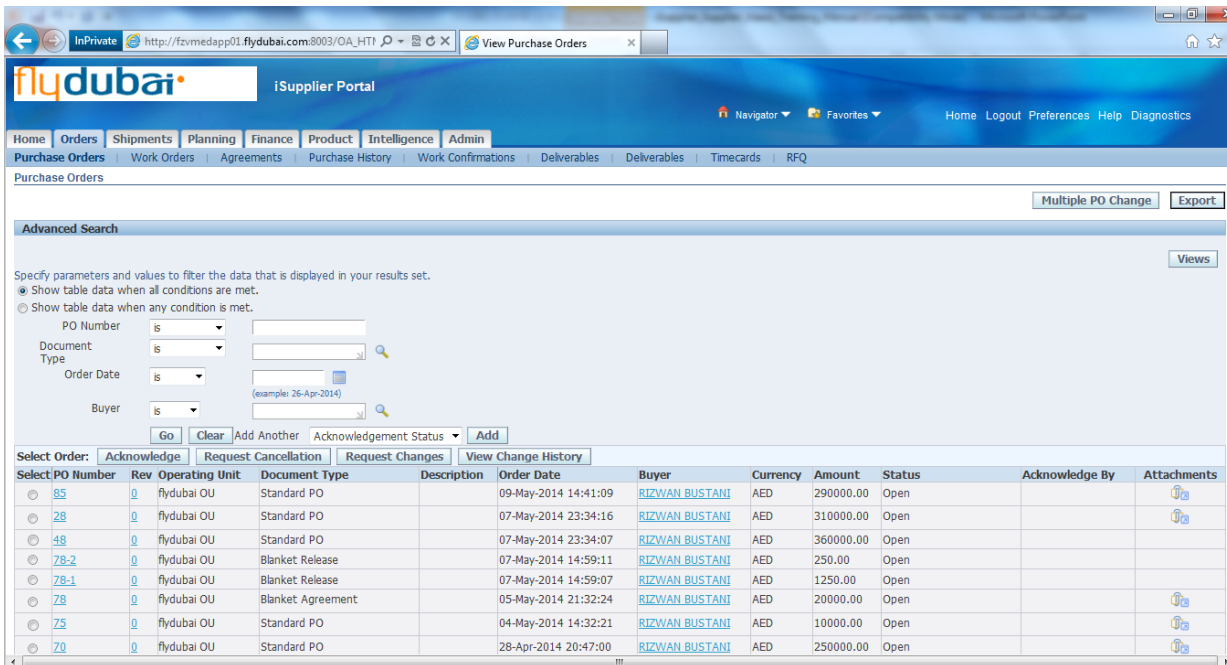

Step 6: Click on the purchase order number to view the purchase order details. To view its related information like Invoice, Receipts, Payments click the respective link under the Related Information section on the right hand side.

Step 7: Click Receipts under related information. All receipt transactions done for the Purchase Order is visible.
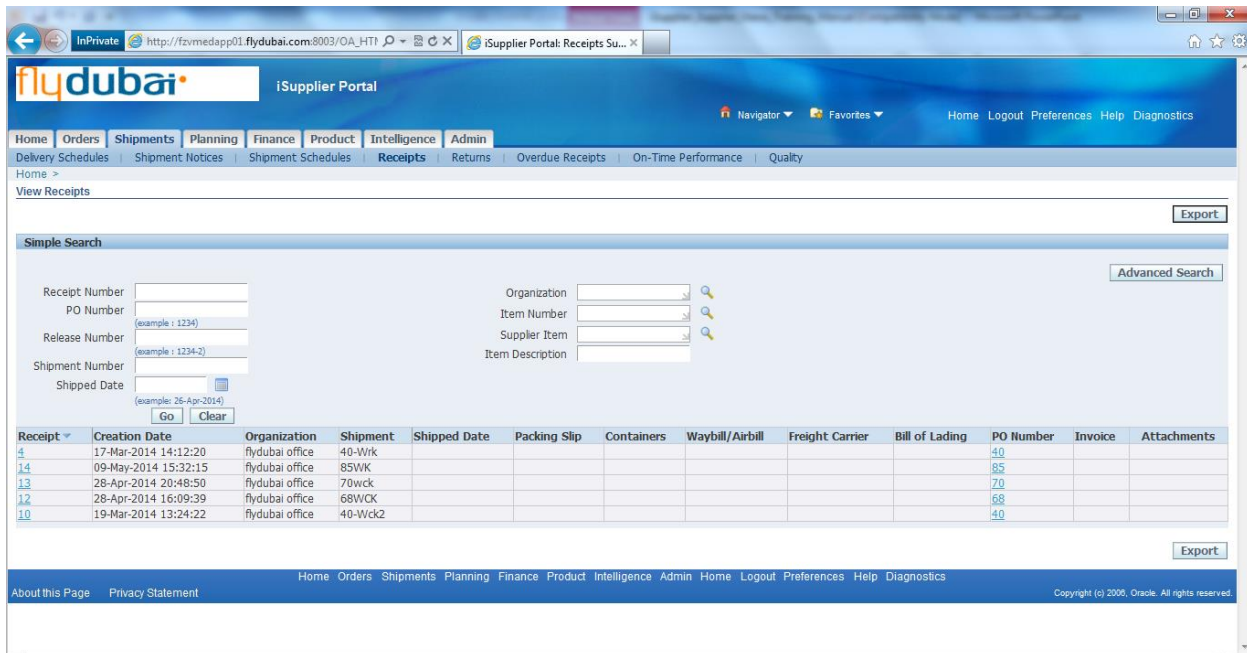
Step 8: Click the Purchase Order Number to back to the Purchase Orders and then click Invoices. All invoice transactions done for the Purchase Order is visible. Enter the suitable values in the search criteria and click Go. The list of invoices based on the search criteria is displayed below the search fields.
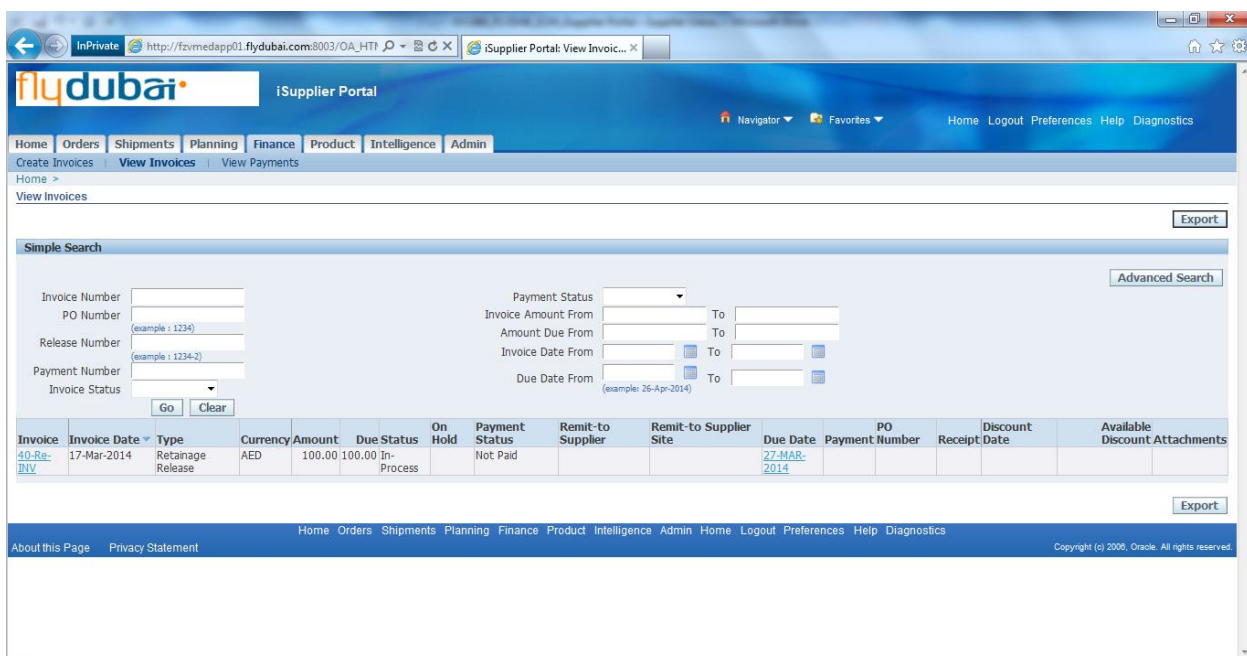
Step 9: Click view order details to go back to the Purchase Order and click payments under related information. All payment details done for the Purchase Order is visible. Enter the suitable values in the search criteria and click Go. The list of payments based on the search criteria is displayed below 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.