



Oracle iSupplier Training Guide

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Acknowledge An Order

Step 1: Log into iSupplier via https://isupplier.cree.com/OA_HTML/AppsLocalLogin.jsp

Step 2: Click on the “Orders” tab to view open purchase orders.

ORACLE iSupplier Portal

Home Orders Shipments Planning Finance Intelligence

Search PO Number Go

Notifications

Full List

Subject Date

No results found.

Orders At A Glance

Full List

| PO Number | Description | Order Date |
|---------------------|-------------|----------------------|
| 132 | | 13-Apr-2015 17:46:56 |

Shipments At A Glance

Full List

| Shipment Number | Shipment Date | Packing Slip |
|-------------------|---------------|--------------|
| No results found. | | |

Unless otherwise expressly agreed in writing by the parties, each purchase order will be subject to and performed in accordance with Buyer's purchase order terms in effect on the original order date for such purchase order, a copy of which is accessible below:

[Buyer Purchase Order Terms...](#)

[Cree iSupplier HELP](#)

Home Orders Shipments Planning Finance Intelligence Home Logout Preferences Help Diagnostics

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Step 3: Click on the purchase order you wish to Acknowledge.

ORACLE iSupplier Portal

Home Orders Shipments Planning Finance Intelligence

Purchase Orders | Agreements | Purchase History | Work Confirmations

Purchase Orders

Multiple PO Change Export

Views

View All Purchase Orders Go Advanced Search

Select Order: Acknowledge Request Cancellation Request Changes View Change History

| Select | PO Number | Rev | Operating Unit | Document Type | Description | Order Date | Buyer | Currency | Amount | Status | Acknowledge By | Attachments |
|----------------------------------|---------------------|-----|-----------------|---------------|-------------|----------------------|--------------------------------|----------|--------|-------------------------|----------------------|-------------|
| <input checked="" type="radio"/> | 132 | 0 | E-CONOLIGHT LLC | Standard PO | | 13-Apr-2015 17:46:56 | Johnson, Linda | USD | 250.00 | Requires Acknowledgment | 13-Apr-2015 00:00:00 | |

Multiple PO Change Export

Home Orders Shipments Planning Finance Intelligence Home Logout Preferences Help Diagnostics

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Step 4: The purchase order details will appear. Click the “Show” link under the Details column.

Order Information

General Information

Total 250.00
 Supplier TestEconSupplier
 Supplier Site TestAddress
 Address 9201 Washington Ave
 Racine, WI 53406
 Buyer Johnson, Linda
 Order Date 13-Apr-2015 17:46:56
 Description
 Status Requires Acknowledgment
 Note to Supplier
 Organization E-CONOLIGHT LLC
 Supplier Order Number
 Attachments None

Terms and Conditions

Payment Terms NET 45 DAYS
 Carrier
 FOB ORIGIN
 Freight Terms Freight Collect
 Shipping Control

Related Information

Receipts
 Invoices

Ship-To Address

Address 9201 Washington Avenue
 Racine, WI 53406

Bill-To Address

Address Cree, Inc.
 c/o Shared Services
 P.O. Box 110005
 Durham, NC 27709

PO Details

TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.
[Show All](#) [Hide All](#)

| Details Line | Type | Item/Job | Item Revision | Supplier Item | Description | UOM | Qty | Price | Amount | Delivered | Billed | Note to Supplier | Contractor Name | Status | Global Agreement | Supplier Config ID | Attachments | Reason |
|---------------------------------|-------|-----------|---------------|---------------|-------------|------|-----|-------|--------|-----------|--------|------------------|-----------------|--------|------------------|--------------------|-------------|--------|
| <input type="checkbox"/> Show 1 | Goods | TestItem2 | | | Test Item 2 | EACH | 10 | 25 | 250.00 | | | | | Open | | | | |

Additional Change Requests

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

[Return to Orders: Purchase Orders](#)

Step 5: Select “Acknowledge” from the drop down box and click “GO”.

PO Details

[Show All Details](#) | [Hide All Details](#)

| Details Line | Type | Item/Job | Supplier Item | Description | UOM | Qty | Price | Amount | Status | Attachments | Reason |
|---------------------------------|-------|-----------|---------------|-------------|------|-----|-------|--------|--------|-------------|--------|
| <input type="checkbox"/> Show 1 | Goods | TestItem2 | | Test Item 2 | EACH | 10 | 25 | 250.00 | Open | | |

[Return to Orders: Purchase Orders](#) Acknowledge

[About this Page](#) [Privacy Statement](#) [Home](#) [Orders](#) [Shipments](#) [Planning](#) [Finance](#) [Intelligence](#) [Home](#) [Logout](#) [Preferences](#) [Help](#) [Diagnostics](#) Copyright (c) 2006, Oracle. All rights reserved.

Step 6: The purchase order details will appear. Please make sure you enter the “Reason”, such as order confirmation. Scroll to the right, under “Action”, and select “Accept” from the drop down list.

Important: The acceptance is made at “line item” level, so each line item needs to be accepted. Please repeat Step 4 and 5 for each line on the purchase order that needs to be accepted.



PO Details

✓ TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.
[Show All](#) [Hide All](#)

| Details Line | Type | Item/Job | Item Revision | Supplier Item | Description | UOM | Qty | Price | Amount | Delivered | Billed | Note to Supplier | Contractor Name | Status | Global Agreement | Supplier Config ID | Attachments | Reason |
|------------------------|-------|-----------|---------------|---------------|-------------|------|-----|-------|--------|-----------|--------|------------------|-----------------|--------|------------------|--------------------|-------------|--------|
| Hide 1 | Goods | TestItem2 | | | Test Item 2 | EACH | 10 | 25 | 250.00 | | | | | Open | | | | |

Shipments

| Shipment | Ship-To Location | Quantity Ordered | Price | Quantity Received | Amount Received | Promised Date | Need-By Date | Supplier Order Line | Discount (%) | Start Effective Date | End Effective Date | Status | Attachments | Split Reason | Action |
|----------|-------------------------------------|------------------|-------|-------------------|-----------------|---------------|----------------------|---------------------|--------------|----------------------|--------------------|-------------------------|-------------|--------------|----------------------------------|
| 1 | Ruid Lighting, Inc. | 10 | 25 | | 250.00 | | 04-May-2015 00:00:00 | | | | | Requires Acknowledgment | | | <input type="button" value="v"/> |

Step 7: Finally, click “Submit” at the bottom to accept the order.

ORACLE iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Intelligence

Purchase Orders | Agreements | Purchase History | Work Confirmations

Orders: Purchase Orders > Acknowledge for Standard Purchase Order >

Acknowledge Purchase Order 132

Description

Currency **USD**

Amount **250.00**

Order Date **13-Apr-2015 17:46:56**

Action **Accept**

Note to Buyer

Home Orders Shipments Planning Finance Intelligence Home Logout Preferences Help Diagnostics

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A confirmation message will appear:

ORACLE iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Intelligence

Purchase Orders | Agreements | Purchase History | Work Confirmations

Orders: Purchase Orders > Acknowledge for Standard Purchase Order >

PO Acknowledgment Confirmation

Purchase Order 132 has been Acknowledged.

[Return to Purchase Order Summary](#)

Home

About this Page Privacy Statement



Make Changes To An Order

Step 1: Log into iSupplier via https://isupplier.cree.com/OA_HTML/AppsLocalLogin.jsp

Step 2: Click on the “Orders” tab to view open purchase orders.

ORACLE iSupplier Portal

Home Orders Shipments Planning Finance Intelligence

Search PO Number Go

Notifications

Full List

Subject

No results found.

Date

Orders At A Glance

Full List

PO Number Description Order Date

132 13-Apr-2015 17:46:56

Shipments At A Glance

Full List

Shipment Number Shipment Date Packing Slip

No results found.

Planning

- Forecast Schedules
- VMJ

Orders

- Agreements
- Purchase Orders
- Purchase History

Shipments

- Delivery Schedules
- Overdue Receipts
- Advance Shipment Notices

Receipts

- Receipts
- Returns
- On-Time Performance

Invoices

- Invoices

Unless otherwise expressly agreed in writing by the parties, each purchase order will be subject to and performed in accordance with Buyer's purchase order terms in effect on the original order date for such purchase order, a copy of which is accessible below:

Buyer Purchase Order Terms...

Cree iSupplier HELP

Home Orders Shipments Planning Finance Intelligence Home Logout Preferences Help Diagnostics

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Step 3: Click on the purchase order you wish to Change.

ORACLE iSupplier Portal

Home Orders Shipments Planning Finance Intelligence

Purchase Orders | Agreements | Purchase History | Work Confirmations

Purchase Orders

Multiple PO Change Export

Views

View All Purchase Orders Go Advanced Search

Select Order: Acknowledge Request Cancellation Request Changes View Change History

| Select | PO Number | Rev | Operating Unit | Document Type | Description | Order Date | Buyer | Currency | Amount | Status | Acknowledge By | Attachments |
|----------------------------------|-----------|-----|-----------------|---------------|-------------|----------------------|----------------|----------|--------|-------------------------|----------------------|-------------|
| <input checked="" type="radio"/> | 132 | 0 | E-CONOLIGHT LLC | Standard PO | | 13-Apr-2015 17:46:56 | Johnson, Linda | USD | 250.00 | Requires Acknowledgment | 13-Apr-2015 00:00:00 | |

Multiple PO Change Export

Home Orders Shipments Planning Finance Intelligence Home Logout Preferences Help Diagnostics

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Step 4: The purchase order details will appear. Click the “Show” link under the Details column.

Order Information

General Information

Total: 250.00
 Supplier: TestEconSupplier
 Supplier Site: TestAddress
 Address: 9201 Washington Ave
 Racine, WI 53406
 Buyer: Johnson, Linda
 Order Date: 13-Apr-2015 17:46:56
 Description: Status: Requires Acknowledgment
 Note to Supplier: Organization: E-CONOLIGHT LLC
 Supplier Order Number: Attachments: None

Terms and Conditions

Payment Terms: NET 45 DAYS
 Carrier: FOB: ORIGIN
 Freight Terms: Freight Collect
 Shipping Control: **Ship-To Address**
 Address: 9201 Washington Avenue
 Racine, WI 53406
Bill-To Address
 Address: Cree, Inc.
 c/o Shared Services
 P.O. Box 110005
 Durham, NC 27709

Related Information

[Receipts](#)
[Invoices](#)

PO Details

✓ TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.
[Show All](#) [Hide All](#)

| Details | Line | Type | Item/Job | Item Revision | Supplier Item | Description | UOM | Qty | Price | Amount | Delivered | Billed | Note to Supplier | Contractor Name | Status | Global Agreement | Supplier Config ID | Attachments | Reason |
|----------------------|------|-------|-----------|---------------|---------------|-------------|------|-----|-------|--------|-----------|--------|------------------|-----------------|--------|------------------|--------------------|-------------|--------|
| Show | 1 | Goods | TestItem2 | | | Test Item 2 | EACH | 10 | 25 | 250.00 | | | | | Open | | | | |

Additional Change Requests

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

[Return to Orders: Purchase Orders](#)
[Cancel](#)
[Reject Entire Order](#)
[Accept Entire Order](#)
[View Change History](#)
[Export](#)
[Submit](#)

Step 5: The purchase order details will appear. Scroll to the right, under “Action”, and select “Change” from the drop down list.

Important: The change is made at “line item” level. Please repeat Step 4 and 5 for each line on the purchase order that needs to be changed. **In addition, all changes made to a PO will require Cree re-approval.**

PO Details

✓ TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.
[Show All](#) [Hide All](#)

| Details | Line | Type | Item/Job | Item Revision | Supplier Item | Description | UOM | Qty | Price | Amount | Delivered | Billed | Note to Supplier | Contractor Name | Status | Global Agreement | Supplier Config ID | Attachments | Reason |
|----------------------|------|-------|-----------|---------------|---------------|-------------|------|-----|-------|--------|-----------|--------|------------------|-----------------|--------|------------------|--------------------|-------------|--------|
| Hide | 1 | Goods | TestItem2 | | | Test Item 2 | EACH | 10 | 25 | 250.00 | | | | | Open | | | | |

Shipments

| Shipment | Ship-To Location | Quantity Ordered | Price | Quantity Received | Amount Received | Amount | Promised Date | Need-By Date | Supplier Order Line | Discount (%) | Start Effective Date | End Effective Date | Status | Attachments | Split Reason | Action |
|----------|-------------------------------------|------------------|-------|-------------------|-----------------|--------|---------------|----------------------|---------------------|--------------|----------------------|--------------------|-------------------------|-------------|--------------|--------|
| 1 | Ruid Lighting, Inc. | 10 | 25 | | 250.00 | | | 04-May-2015 00:00:00 | | | | | Requires Acknowledgment | | | ▼ |



Create Advance Shipment Notices

Step 1: Log into iSupplier via https://isupplier.cree.com/OA_HTML/AppsLocalLogin.jsp

Step 2: Click on the Shipments tab

The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes 'Home', 'Orders', 'Shipments' (highlighted with a red box), 'Planning', 'Finance', and 'Intelligence'. Below the navigation bar is a search area with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area is divided into several sections: 'Notifications' (with a 'Full List' button), 'Orders At A Glance' (with a 'Full List' button), and 'Shipments At A Glance' (with a 'Full List' button). A table under 'Shipments At A Glance' has columns for 'PO Number', 'Description', and 'Order Date', with one entry showing '137' and '13-Apr-2015 17:46:56'. To the right is a sidebar with a 'Planning' section containing 'Forecast Schedules' and 'VMI', an 'Orders' section with 'Agreements', 'Purchase Orders', and 'Purchase History', a 'Shipments' section with 'Delivery Schedules', 'Overdue Receipts', and 'Advance Shipment Notices', a 'Receipts' section with 'Receipts', 'Returns', and 'On-Time Performance', and an 'Invoices' section with 'Invoices'. At the bottom, there is a disclaimer: 'Unless otherwise expressly agreed in writing by the parties, each purchase order will be subject to and performed in accordance with Buyer's purchase order terms in effect on the original order date for such purchase order, a copy of which is accessible below:' followed by a 'Buyer Purchase Order Terms...' link and a 'Cree iSupplier HELP' link. The footer contains 'About this Page', 'Privacy Statement', and 'Copyright (c) 2008, Oracle. All rights reserved.'

Step 3: Under the “Shipment Notices” tab, click “Create Advance Shipment Notice”.

The screenshot shows the Oracle iSupplier Portal interface with the 'Shipment Notices' tab selected in the navigation menu. The top navigation bar includes 'Home', 'Orders', 'Shipments', 'Planning', 'Finance', and 'Intelligence'. Below the navigation bar is a secondary navigation bar with 'Delivery Schedules', 'Shipment Notices' (highlighted with a red box), 'Shipment Schedules', 'Receipts', 'Returns', 'Overdue Receipts', and 'On-Time Performance'. The main content area is titled 'Shipment Notices' and contains four links: 'Create Advance Shipment Notices' (highlighted with a red box), 'Create Advance Shipment Billing Notices', 'Upload Advance Shipment and Billing Notices', and 'View / Cancel Advance Shipment and Billing Notices'. The footer contains 'About this Page', 'Privacy Statement', and 'Home Orders Shipments Planning Finance Intelligence Home Log'.



Step 4: Change the view to “Shipments Due Any Time”, and click “GO” to find all shipments.

The screenshot shows the Oracle iSupplier Portal interface. The 'Shipments' tab is active, and the 'Shipments Due Any Time' view is selected in the 'Views' section. The 'Go' button is highlighted with a red box. Below the view selection, there is a table with columns: Select PO, Number, Line, Shipment, Supplier, Item, Item Description, Due Date, Quantity Ordered, Quantity Received, UOM, Ship-To Location, Organization Name, Ship-To Organization, Currency, and Supplier Site. A single row is visible with values: 132, 1, 1, Test Item 2, 04-May-2015 00:00:00, 10, 0 EACH, Busid Lighting, Inc., E-CONOLIGHT LLC, Cree, Inc., USD, TestAddress.

Step 5: Click in the box next to the purchase order you want to create the ASN (Advance Shipment Notice) for. Then click “Add to Shipment Notice”.

The screenshot shows the Oracle iSupplier Portal interface. The 'Shipments' tab is active, and the 'Shipments Due Any Time' view is selected. The 'Add to Shipment Notice' button is highlighted with a red box. Below the view selection, there is a table with columns: Select PO, Number, Line, Shipment, Supplier, Item, Item Description, Due Date, Quantity Ordered, Quantity Received, UOM, Ship-To Location, Organization Name, Ship-To Organization, Currency, and Supplier Site. A single row is visible with values: 132, 1, 1, Test Item 2, 04-May-2015 00:00:00, 10, 0 EACH, Busid Lighting, Inc., E-CONOLIGHT LLC, Cree, Inc., USD, TestAddress.

Step 6: On the “Shipment Lines” tab, enter Quantity Shipped. (this field will default to the purchase order quantity)

The screenshot shows the Oracle iSupplier Portal interface. The 'Shipments' tab is active, and the 'Shipment Lines' sub-tab is selected. The 'Quantity Shipped' field is highlighted with a red box. The 'Shipment Line Defaults' section contains fields for Packing Slip, Container Number, Country of Origin, Truck Number, Bar Code Label, and Comments. Below this, there is a table with columns: Show, Details, PO Number, Line, Shipment, Supplier, Item, Item Description, Due Date, Quantity Ordered, Quantity Received, UOM, Quantity Shipped, Ship-To Location, LPN/Lot/Serial, Add Attachments, Split, and Remove. A single row is visible with values: 132, 1, 1, Test Item 2, 04-May-2015 00:00:00, 10, 0, EACH, 10, Busid Lighting, Inc.



Important: Click on “Show” under the Details column, and the fields directly below “Shipment Line Defaults” apply to all lines on the ASN. The fields below the “Shipments in Advance Shipment Notice” apply to individual lines on the ASN.

Shipment Header | Shipment Lines

Shipment Line Defaults

Enter Shipment Line Defaults and click Default to All Lines to copy to all shipment lines.

Packing Slip Container Number
Country Of Origin Truck Number
Bar Code Label Comments

Shipments in Advance Shipment Notice

Show All Details | Hide All Details

| Details PO Number | Line | Shipment | Supplier | Item | Description | Due Date | Quantity Ordered | Quantity Received | UOM | Quantity Shipped | Ship-To Location | LPN/Lot/Serial | Add Attachments | Split | Remove |
|-------------------|------|----------|----------|------|-------------|----------------------|------------------|-------------------|------|------------------|--------------------------------------|----------------|----------------------------------|----------------------------------|----------------------------------|
| | 1 | 1 | | | Test Item 2 | 04-May-2015 00:00:00 | 10 | 0 | EACH | | Buxid Lighting, Inc. | | <input type="button" value="+"/> | <input type="button" value="x"/> | <input type="button" value="d"/> |

Packing Slip Container Number Country of Origin
Bar Code Label Truck Number Comments

Step 7: On the “Shipment Header” tab, enter Shipment Number, Shipment Date and Expected Receipt Date.

Home | Orders | Shipments | Planning | Finance | Intelligence

Delivery Schedules | **Shipment Notices** | Shipment Schedules | Receipts | Returns | Overdue Receipts | On-Time Performance

Shipments: Shipment Notices >

Create Advance Shipment Notice

Shipment Header | Shipment Lines

Shipment Information

* Indicates required field

* Shipment Number * Shipment Date
* Expected Receipt Date Note: Shipment Date cannot be later than today
Example: 13-Apr-2015 16:01:24

Freight Information

Freight Terms Freight Carrier
Number of Containers Bill of Lading
Waybill/Airbill Number Packing Slip
Packaging Code Special Handling Code
Tar Weight Tar Weight UOM
Net Weight Net Weight UOM
Comments

Return to Shipments: Shipment Notices

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Step 8: Click "Submit" button.

Home | Orders | Shipments | Planning | Finance | Intelligence
Delivery Schedules | **Shipment Notices** | Shipment Schedules | Receipts | Returns | Overdue Receipts | On-Time Performance
Shipments: Shipment Notices >
Create Advance Shipment Notice

Cancel Add Shipments Preview Submit

Shipment Header | Shipment Lines

Shipment Information

* Indicates required field
* Shipment Number * Shipment Date
* Expected Receipt Date Note: Shipment Date cannot be later than today
Example: 12-Apr-2015 18:01:24

Freight Information

| | |
|---|--|
| Freight Terms <input type="text"/> | Freight Carrier <input type="text"/> |
| Number of Containers <input type="text"/> | Bill of Lading <input type="text"/> |
| Waybill/Airbill Number <input type="text"/> | Packing Slip <input type="text"/> |
| Packaging Code <input type="text"/> | Special Handling Code <input type="text"/> |
| Tar Weight <input type="text"/> | Tar Weight UOM <input type="text"/> |
| Net Weight <input type="text"/> | Net Weight UOM <input type="text"/> |
| Comments <input type="text"/> | |

Return to Shipments: Shipment Notices

Cancel Add Shipments Preview **Submit**

Home | Orders | Shipments | Planning | Finance | Intelligence | Home | Logout | Preferences | Help | Diagnostics
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