iSupplier Portal

User's Manual

Table of Contents

Introduction to iSupplier Portal

General Dynamics Land Systems in Canada, Australia, and the US use "Oracle" software to manage all sales, manufacturing, and purchasing activities. Canada and Australia started using Oracle in 2005, and the US joined in 2008.

This manual is aimed primarily at suppliers doing business with GDLS Canada and GDLS Australia; suppliers doing business with GDLS in the US should contact their buyer for specific instructions. If your location does business with more than one unit of GDLS, your login should provide access to them all.

Oracle utilizes a web-based supplier interface called "iSupplier Portal". All purchasing documents and account information from Oracle are communicated exclusively via this portal.

All suppliers will need to have an iSupplier account registered with GDLS. This usually happens automatically when a supplier is first set up in our purchasing system. No special software, aside from an up-to-date version of Microsoft's Internet Explorer and an internet connection, is required to access this system.

♦ Help

This guide provides a step-by-step tutorial on how to use iSupplier Portal. In the event that you have further questions, help is available via the following:

- Your buyer
- GDLS-C's website at http://www.gdlscanada.com/suppliers/current-suppliers/oracle-computer-system.php

Logging in to iSupplier Portal

ISupplier Portal has been optimized for Microsoft's Internet Explorer browser. Other browsers may not function correctly.

There are two separate logins required to access iSupplier Portal. The username will be the same for both logins, but the passwords are independent. You may keep the passwords synchronized if desired, but the system doesn't require or enforce it.

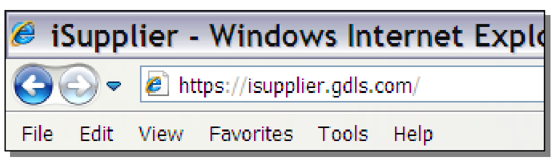
Usernames are formatted in all-caps. Passwords must meet the following criteria:

- have at least one upper-case letter
- have at least one lower-case letter
- have at least one special character (e.g. !, @, #, etc.)
- have at least one number
- be at least 8 characters long
- cannot re-use the last 12 passwords or a password used in the last 365 days

Passwords expire every 90 days, after which you will be prompted to change it the next time you login.

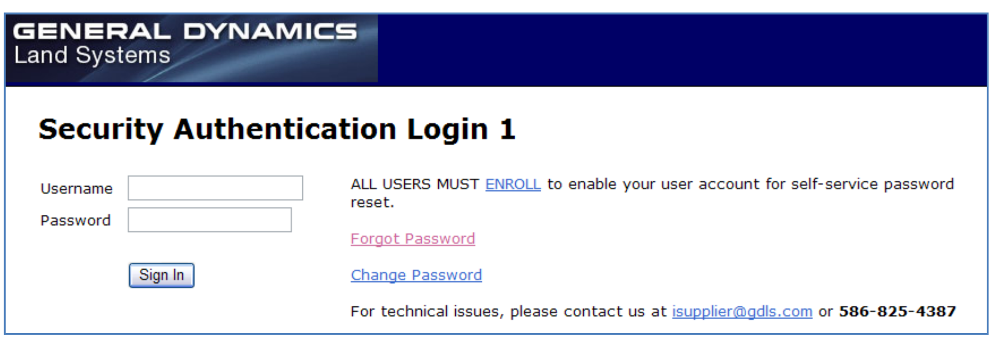
1. To begin logging in, open Internet Explorer.

2. At the top of the screen, in the address bar, enter https://isupplier.gdls.com/ (make sure NOT to enter "www" in front of the address) and press ENTER.



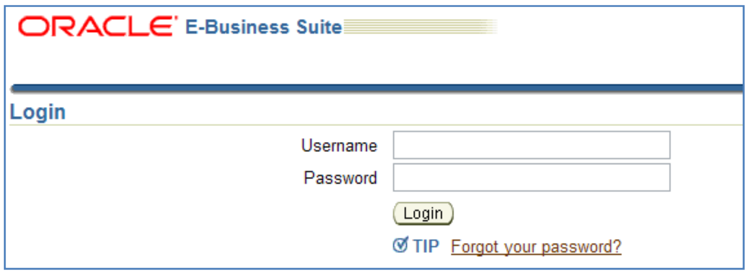
3. Read the notification on the splash screen. To proceed click **Accept**.

4. You will be taken to the first login screen, for the "Juniper" server. If you are entering a password provided to you by GDLS (e.g. for a new account or a password reset), it will be the one in the "**Security Authentication Login 1**" email.



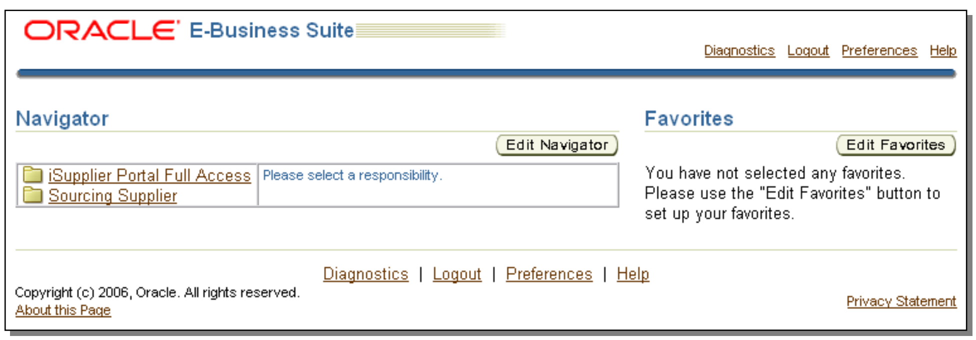
First-time users should click the ENROLL link to set up the security questions after successfully logging in. This only has to be done once, and will enable you to reset your own Juniper password should you forget it.

5. After successfully logging into Juniper, you will be taken to the iSupplier login screen. If you are entering a password provided by GDLS (e.g. for a new account or a password reset), it will be the one in the "**Oracle E-Business Login 2**" email.



If you have difficulty signing on you may use the self-service password reset features for either Juniper or iSupplier (each works independently; Juniper requires that you complete the "Enroll" process before you can reset your own Juniper password), or contact your buyer.

Upon successfully logging in to iSupplier you will be taken to the main Homepage.

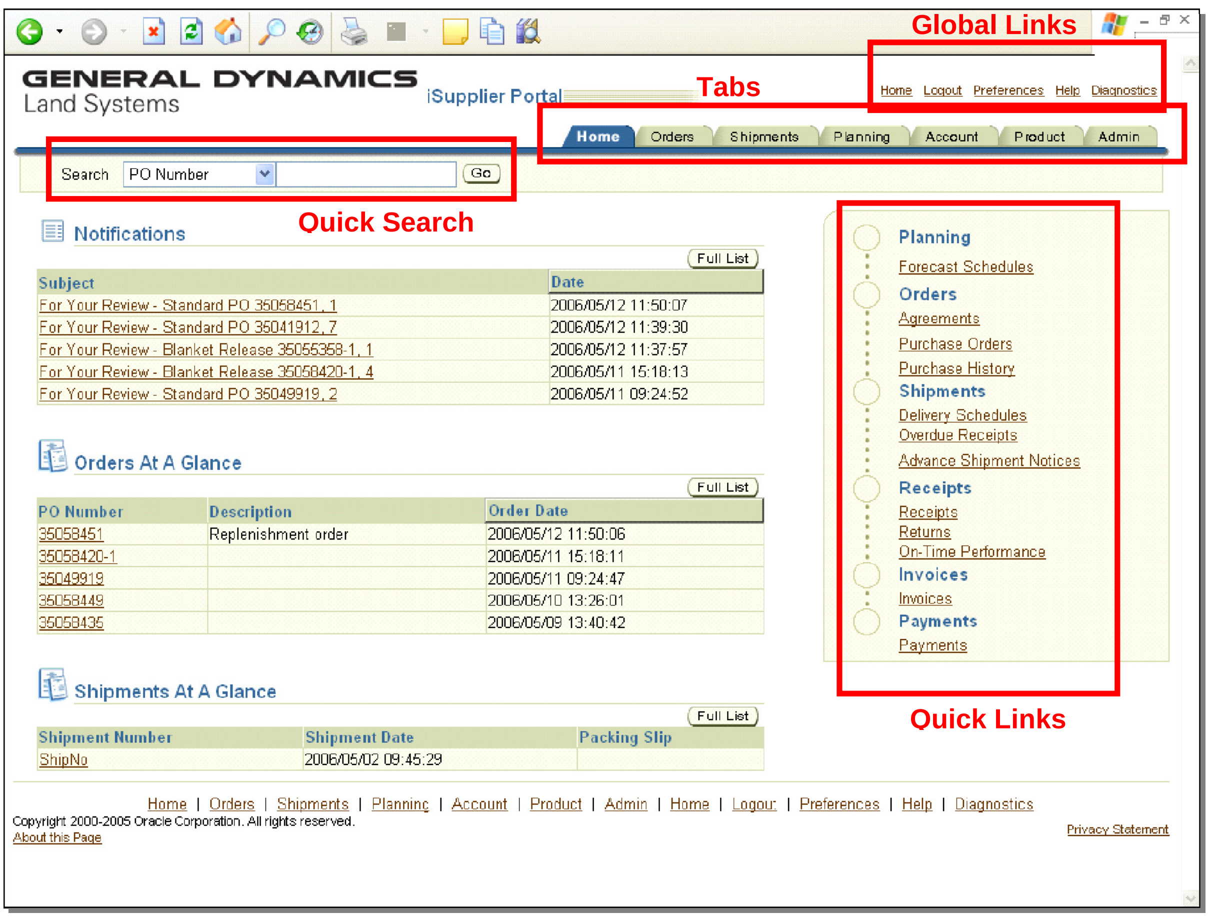


On the left are the two "responsibilities" you have been given. The first, **iSupplier Portal Full Access**, is used to access your POs and related information. The second, **Sourcing Supplier**, is used to view RFQs and submit your quotations online.

You can configure iSupplier to skip this page if desired. See the **Preferences** section at the end of this manual for setting a default responsibility.

The Purchase Order Homepage

From the main Homepage, click on the **iSupplier Portal Full Access** responsibility. This will take you to the *Purchase Order Homepage*, which is the starting point for accessing all PO-related information in iSupplier.



Global Links
These links will appear on every page you visit in iSupplier. They help you navigate to the administrative functions

- *Home*: Takes you back to the main homepage, same as when logging in.
- *Logout*: Logs you out of iSupplier. You will be automatically logged out after 30 minutes of inactivity, but if you are leaving your computer it is recommended that you log out manually.
- *Preferences*: Allows you to set the look and formatting of iSupplier (covered below)
- *Help*: Provides help on iSupplier.

Each of these links is also repeated at the bottom of every page.

Tabs
The tabs are also available on every screen, and help you navigate to the various data screens. We will cover the relevant information from each tab in detail later on in this manual.

- *Home*: Takes you back to this screen, the Purchase Order Homepage (not the main homepage)
- *Orders*: Takes you to your POs
- *Shipments*: View a summary of your delivery schedules, past receipts, returns, historical delivery performance, and create Advance Shipping Notices (ASNs).
- *Planning*: Not currently used at GDLS Canada/Australia
- *Account*: View the status of invoices and payments
- *Product*: Not currently used at GDLS Canada/Australia
- *Admin*: Update your supplier and contact information

Each of these links is also repeated at the bottom of every page.

Quick Search
A method to quickly find a PO, invoice, or payment.

Quick Links
Another method to jump to pages within the tabs described above.

Notifications, Orders at a Glance, and Shipments at a Glance
Summarizes the most recent entries for each of those categories. To see the complete list, click on the **Full List** button beside each title.

Purchase Orders on iSupplier

You may see three types of PO documents issued to your company from our Oracle system:

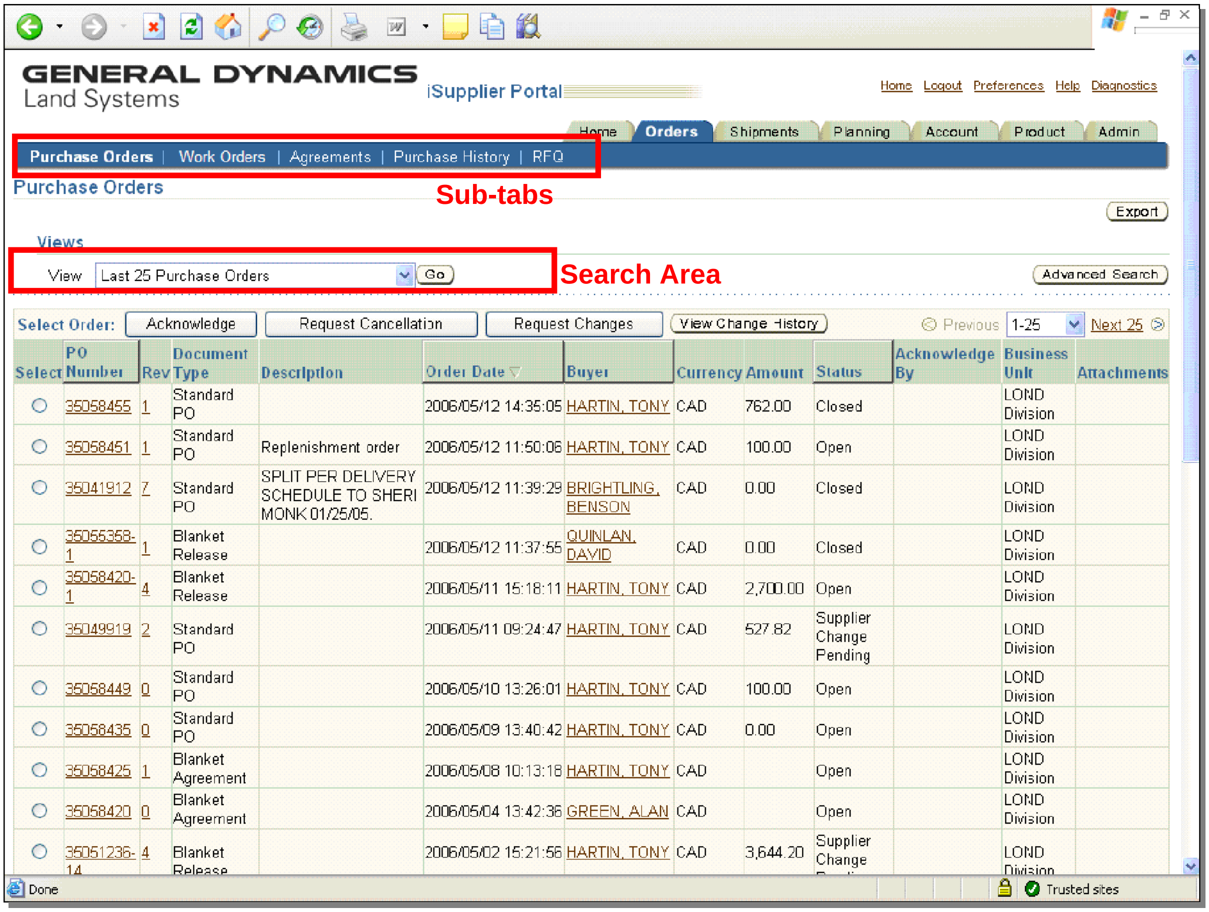
- **Standard PO**: A simple "spot buy" PO. A Standard PO is issued for items where we do not anticipate recurring demands beyond what is placed on that PO. It is also used for all Indirect purchase orders.

- **Blanket PO**: When GDLS accepts pricing from your company it is entered into a Blanket PO. This PO will be a record of all of the terms we have agreed to, including quantities, price breaks, payment terms, and validity dates.

  A blanket PO is not an order from GDLS; it is just a record of our agreement for you to supply this material if a requirement arises.

- **Blanket Release**: When/if material is required that is currently on a Blanket PO, we will issue a Blanket Release against the Blanket PO that defines the quantity, delivery date, and end-use information for this requirement.

To view your POs click on the **Orders** tab.



You will notice that a number of sub-tabs have appeared under the main tabs.

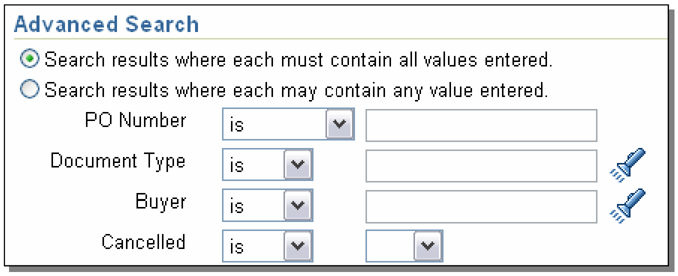
- *Purchase Orders*: Displays a summary of all POs issued to your company
- *Work Orders*: These are POs we issue for a service performed on an assembly. This could be a PO for R&O, Rework, or an operation on a production assembly such as painting.
- *Agreements*: Displays a summary of all Blanket POs issued to your company
- *Purchase History*: Shows the history of all revisions made to your POs
- *RFQ*: Displays a summary of all RFQs issued to your company

By default, the **Purchase Orders** sub-tab tab will open first.

Also by default, iSupplier will show you POs issued within the last six months. You can change this in the **View** box (in the search area highlighted above) by clicking the down arrow ( ) and choosing among the following:

- *All Purchase Orders*: shows all POs ever issued to your company
- *Purchase Orders to Acknowledge*: shows only those POs where your buyer has required you to acknowledge (accept) the PO. You will not be able to request changes to the PO until you acknowledge it.
- *Purchase Orders Pending Supplier Change*: If you have requested a change through iSupplier, it will not be effective until the buyer accepts it. This option will show all POs where a requested change has not yet been accepted.

You may also click on Advanced Search for additional search criteria. For example this will allow you to search for POs issued by a specific buyer, or POs that have been cancelled.



♦ Purchase Orders List

The Purchase Orders list will show you all purchase order documents of all types issued to your company.

Select	Click this button to select one PO at a time. After selecting a PO, you may then click one of the buttons across the top to Acknowledge, Request Cancellation, Request Change, or View Change History. *Note: View Change History shows only supplier-initiated changes.*
PO Number	Clicking on the PO number will take you into the details for this PO. The title box of this column appears raised, which indicates that you can click on the title to sort by this field.
Rev	Every time a PO is approved, its revision level is changed (note that this is different than an item's revision level). You can click on the revision to see most changes made to this PO (discussed later)
Document Type	The type of PO: either a Standard PO, a Blanket PO, or a Blanket Release (as described above).
Description	The buyer can place a short description or special instructions here.
Order Date	The date the PO or release was last approved by GDLS. This could be from its original creation or approval of a subsequent change. By default your POs are sorted by this date, meaning that your most recent new or changed POs will always be at the top. You can temporarily change the sort by clicking on any column whose heading is a raised block.
Buyer	The buyer that issued the PO. You can click the buyer's name to see their contact information and other details.
Currency Code	The currency in which this PO or Blanket Release was issued.
Amount	The total value of this PO or Blanket Release

Status	An important field. You may see any of the following: • *Requires Acknowledgment*: The PO is not effective until you acknowledge it. • *Accepted*: The PO or Blanket Release required acknowledgment, and you have acknowledged it. • *Buyer Change Pending*: The buyer has made a change after the PO was issued, but the change has not been approved internally at GDLS yet • *Supplier Change Pending*: you have requested a change but it has not been accepted by the buyer yet. • *Cancelled*: The PO or Blanket Release has been cancelled. • *Closed*: You have fulfilled all of the requirements of this PO or Blanket Release.
Acknowledge By	If the buyer has required you to acknowledge this PO, he can further request a date by which you must acknowledge it.
Attachments	Attachments are text or documents that are attached to a PO. If one is present you can click the icon to view it, otherwise the field will be blank.
Organization Name	The operating unit that issued the PO. It will either be from "LOND Division" (GDLS-C), "AUST Division" (GDLS-A) or "GDLS Division" (GDLS-US)

This summary page does not show all the details of your PO. You must click on a PO number.

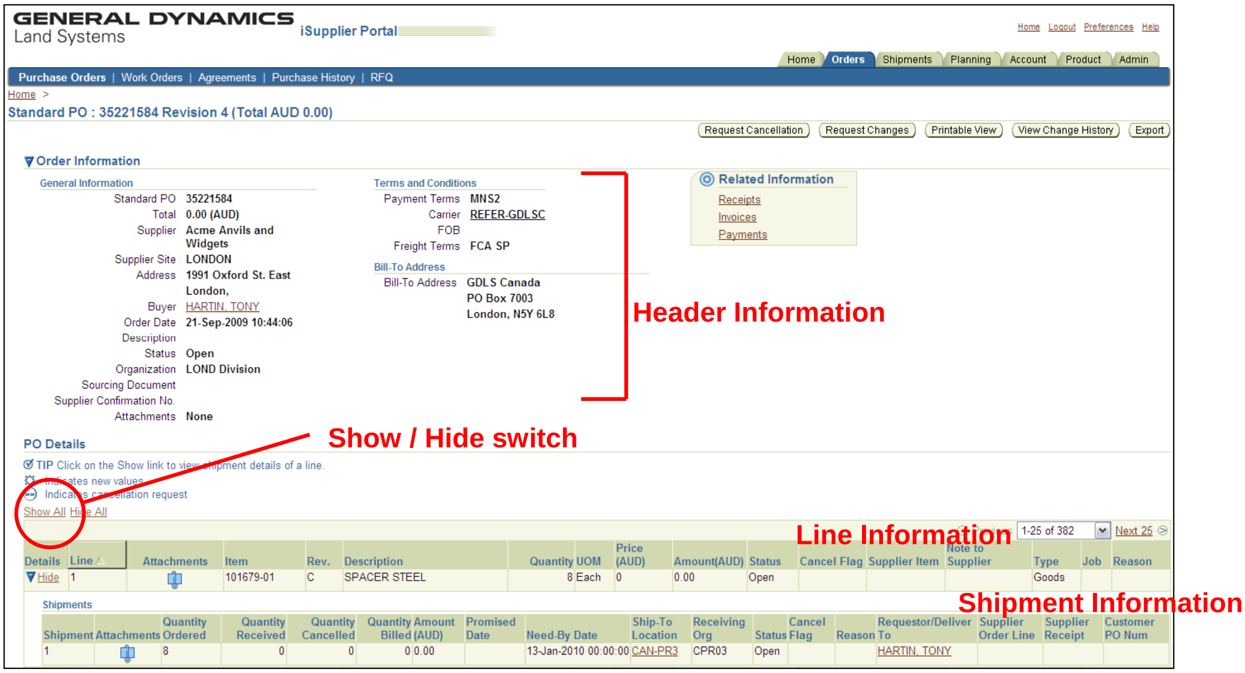
♦ Purchase Order Details

The details you see will depend on the PO type (Standard PO, Blanket PO, or Blanket Release). We will start with the details shown for a **Standard PO**. But first, to understand an Oracle PO you need to understand its structure.

- *Header*: Information that applies to the entire agreement, such as supplier name, currency, and PO number. The header information is shown on the top half in the screen print below.
- *Line*: Information that applies to each part on the agreement irrespective of any actual order information. Line information includes the part number, revision, price, and QA clauses.
- *Shipment*: On Standard POs and Blanket Releases, this is information specific to an order for a part, such as the quantity and delivery date. Terms and Conditions and end user information is also shown at the Shipment level. It is possible to have multiple shipments per Standard PO line, although for most POs there's usually only one.

  On Blanket POs and RFQs, the shipment contains the price break information.

♦ Standard PO:



The Header contains information applicable to the entire agreement, including:

- PO number
- Total value of PO
- Buyer-- you can click on the buyer's name to view their contact information
- Order date-- the date the PO was last approved by GDLS
- Description-- a place for the buyer to convey additional free-form information
- Organization from which the PO was issued, either LOND, AUST, or GDLS (GDLS Canada, GDLS Australia, or GDLS US respectively)
- Payment Terms
- Carrier (clicking the carrier will take you to our website where you can download our routing guides)
- Freight Terms
- Bill-to Address

The header does not contain the ship-to address. Instead, each shipment on the PO will have its own ship-to address.

By default iSupplier will show only the line information of the PO. The "line" contains information specific to the part such as its description and price, but not information regarding the specific delivery requirement.

Line Table

Line	The PO line number
Attachments	Attachments are text or documents that are attached to a PO. At the line level you will usually find only QA clauses or PO Item.
Price	PO price for this item

Status	The status of the line or shipment. Possible statuses are: • Cancelled: this line or shipment was cancelled from the PO • Closed for Receiving: all items have been received • Closed: all items have been received and invoiced • Supplier Change Pending: you have requested a change but the buyer has not approved it yet.
Cancel Flag	If the line has been cancelled, it will be indicated by a **Y** in this column
Amount	Extended price for the quantities ordered on all shipments under this specific line
Contract	If this PO is related to a master contract, the master contract's PO number will be displayed here.
Type	The line's "type", could be: • Goods: a regular PO for materials • Amount: a service-type PO. For these POs the price is shown in the quantity field and the quantity is shown in the price field • Outside Processing: a PO where we've sent material to the supplier for repair.

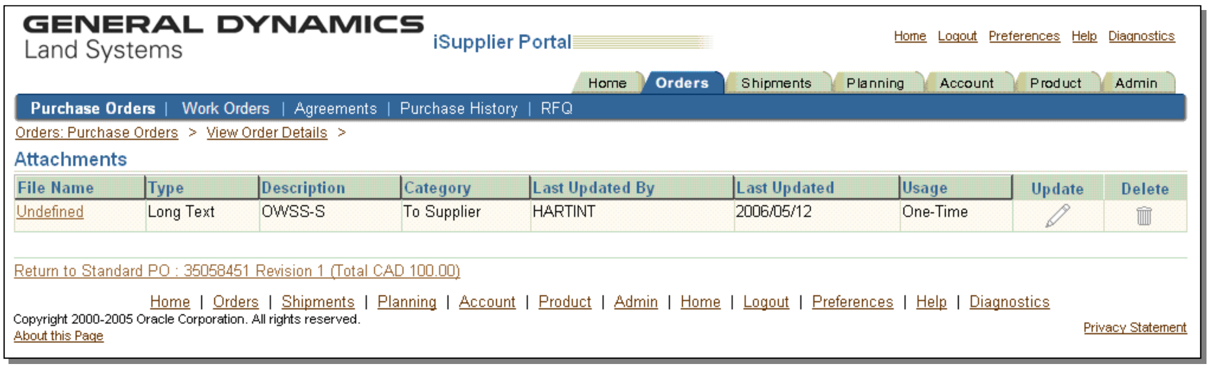
To see the actual delivery requirement, you must click on the Show/Hide switch that opens up the Shipment information (see diagram above). In addition to the quantity and due date, shipment level information includes the Ship-to Address, Terms and Conditions, and other information pertaining to the specific delivery requirement.

Shipment Table

Shipment	The shipment number of this delivery requirement. There can be many shipments against a PO line, although in most cases there's only one.
Attachments	Attachments normally included in the shipment level are Terms & Conditions and the F2. To view the attachments you click on the Attachment icon.
Quantity Ordered, Received, Cancelled, Billed	The quantities applicable to this shipment.
Price	Unit price, shown at the line level only
Amount	Extended price for the quantities ordered on that shipment
Promised Date	The date that you, the supplier, have committed to delivering the parts. Most POs will have this field blank when first issued and you will enter your promised date as a means of confirming the PO.
Need by Date	The date that we require the material.
Ship to Location	Where to ship the parts. You can click on this field to see the full address.
Receiving Location	The GDLS plant that will be receiving the parts. It will almost always show "UPR05", which is our PR1 org in Adelaide.
Status	The status of the line or shipment. Could be: • Cancelled: this line or shipment was cancelled from the PO • Closed for Receiving: all items have been received • Closed: all items have been received and invoiced • Supplier Change Pending: you have requested a change but the buyer has not approved it yet.
Cancel Flag	If the shipment has been cancelled, it will be indicated by a **Y** in this column
Reason	When you request a change through iSupplier Portal, you must input a reason. This will show in this field.

Supplier Order Line	You may enter your internal work order number in this field to help you link our POs to your systems.
Note to Supplier	Your buyer can enter notes here, such as an RMA number.
Reqestor / Deliver To	This is the GDLS person requesting the items on the PO. In most cases it will be a planner. You can click on their name to obtain their contact information.
Supplier Receipt	On Repair & Overhaul POs, this is where we record the date that you receive the damaged parts for repair
Customer PO Num	The prime contract for this procurement. This is used for your export licensing (where required)

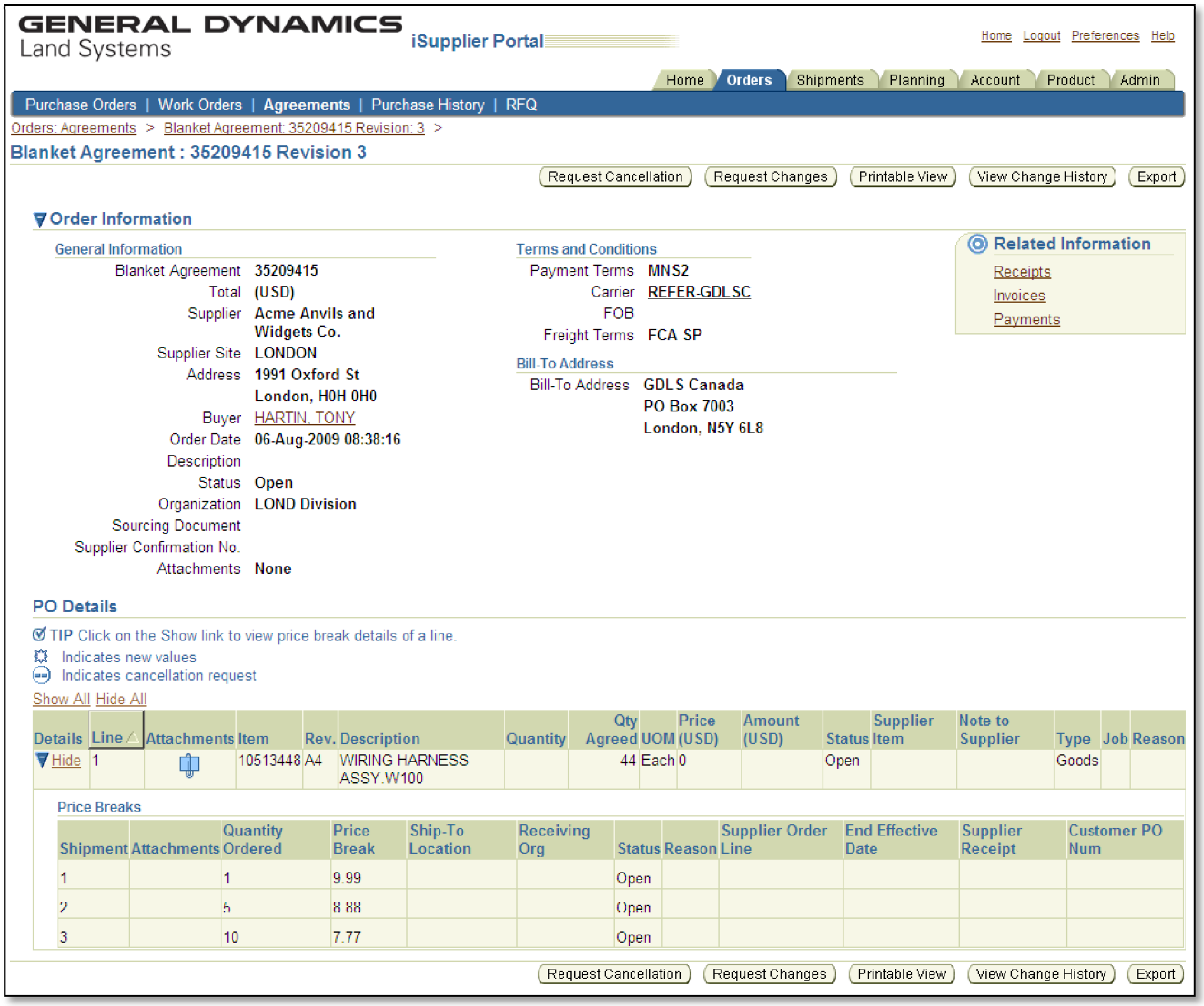
To see the attachments from any PO level, click on the Attachments icon (paperclip) at the shipment level of the PO to see the Terms and Conditions.



The full text of the attachment can be viewed by clicking on its file name, in this case "Undefined".

♦ Blanket Purchase Order

As noted above, **a Blanket Purchase order is not an order to supply parts to GDLS**. It is a record of our acceptance of your quotation. It is displayed on iSupplier Portal for information purposes only.


GENERAL DYNAMICS Land Systems iSupplier Portal

Home Logout Preferences Help

Home | Orders | Shipments | Planning | Account | Product | Admin

Purchase Orders | Work Orders | Agreements | Purchase History | RFQ

Orders: Agreements > Blanket Agreement: 35209415 Revision: 3 >

Blanket Agreement : 35209415 Revision 3

Request Cancellation | Request Changes | Printable View | View Change History | Export

Order Information

General Information

Blanket Agreement 35209415
Total (USD)
Supplier Acme Anvils and Widgets Co.
Supplier Site LONDON
Address 1991 Oxford St London, H0H 0H0
Buyer HARTIN, TONY
Order Date 06-Aug-2009 08:38:16
Description
Status Open
Organization LOND Division
Sourcing Document
Supplier Confirmation No.
Attachments None

Terms and Conditions

Payment Terms MNS2
Carrier REFER-GDLSC
FOB
Freight Terms FCA SP

Bill-To Address

Bill-To Address GDLS Canada PO Box 7003 London, N5Y 6L8

Related Information

Receipts
Invoices
Payments

PO Details

TIP Click on the Show link to view price break details of a line.
Indicates new values
Indicates cancellation request

Show All Hide All

Details	Line	Attachments	Item	Rev.	Description	Quantity	Qty Agreed	UOM	Price (USD)	Amount (USD)	Status	Supplier Item	Note to Supplier	Type	Job	Reason
Hide	1		10513448	A4	WIRING HARNESS ASSY W100		44	Each	0		Open			Goods		

Price Breaks

Shipment	Attachments	Quantity Ordered	Price Break	Ship-To Location	Receiving Org	Status	Reason	Supplier Order Line	End Effective Date	Supplier Receipt	Customer PO Num
1		1	9.99			Open					
2		5	8.88			Open					
3		10	7.77			Open					

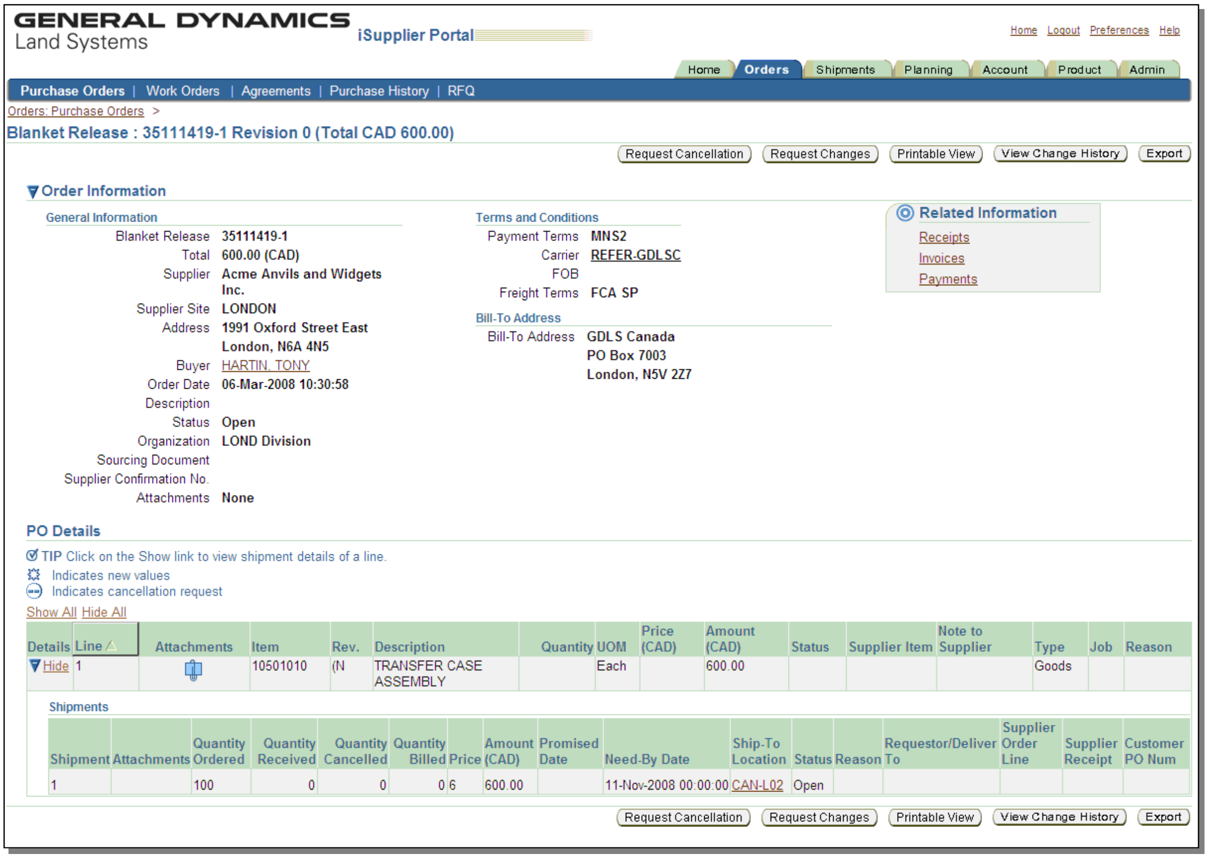
Request Cancellation | Request Changes | Printable View | View Change History | Export

The **Header** of the Blanket Purchase Order contains similar information to the Header of the Standard Purchase order describes earlier.

The **Lines** on the Blanket Purchase Order are also similar to the Lines on a Standard PO, providing information relevant to the item.

The **Price Break** area contains the pricing information for each quantity quoted. Note that despite the third column being labelled as "Quantity Ordered", *these are not orders to provide material to GDLS*.

♦ Blanket Release



A Blanket Release is structured similar to a Standard PO. A Blanket Release is the result of an order against a Blanket Purchase Order, and represents a requirement to provide material to GDLS. A Blanket Release will be comprised of the Blanket PO number along with a dash number that denotes the release number. This dash number is sequential, i.e. the first release from a BPO gets -1 regardless of which parts are on it.

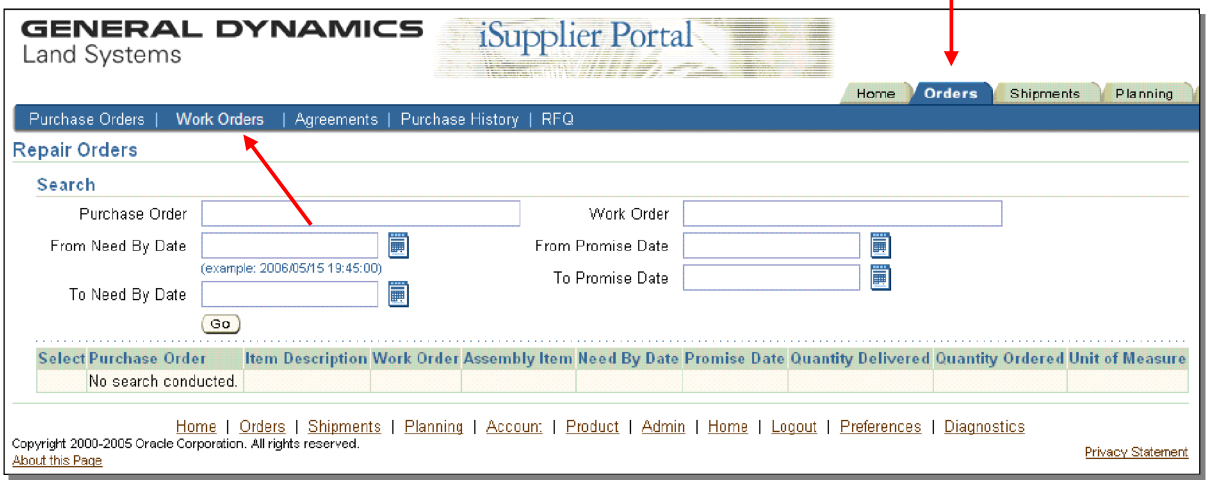
The fields have similar meanings as the Standard PO except for the following clarifications:

Line	The Line on a blanket release refers to the line on the *Blanket PO* that contains that part number.
Shipment	The Shipment on a blanket release is a sequential identifier of the requirements issued *within that release*. Thus any three parts ordered on a blanket release would be Shipments 1, 2, and 3, regardless of the line numbers they come from on the Blanket PO.

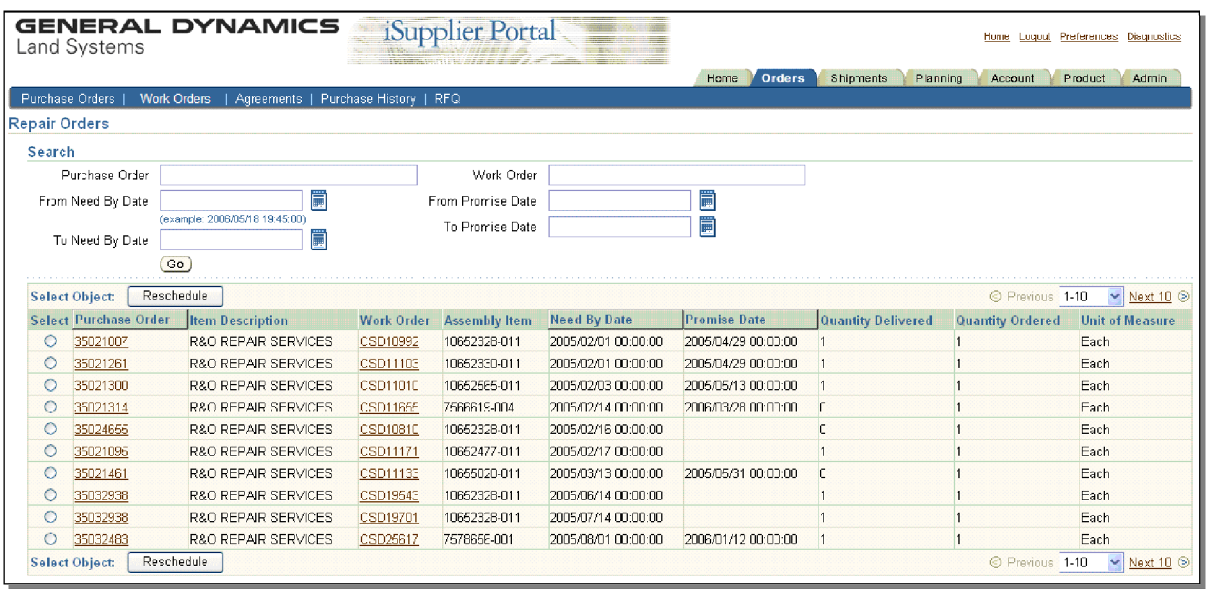
♦ Work Order POs

Work Orders are POs issued by GDLS for *services* performed on material owned by GDLS or its customers. This includes R&O POs and Rework POs where an item is being repaired, and also POs where the supplier is performing a regular step in the process of building an assembly, e.g. painting. These are special types of POs because the PO is for a service, not the item itself. As such, the part number on the PO will not be the actual part being worked on; rather it will be a part number representing the *service* being performed. Sometimes this will be a generic part number such as "REPAIR SERVICES" or "REWORK MFG", while other times it might be more intelligent and contain reference to the item being serviced, e.g. "10651234PAINT".

These POs are listed amongst your regular POs as described above, but they also have their own dedicated section within iSupplier Portal. To see only your Work Order POs, click on **Orders** on the main tab, then on **Work Orders** on the sub-tab



By default the screen will come up blank until you do a search. You can search by PO number, Work Order (which in the case of R&O POs is the "CSD" number on your F2 form; this is a good way to match F2s to your POs in case the two get separated), or just leave all of the fields empty to bring up all of your Work Orders.



Select	Purchase Order	Item Description	Work Order	Assembly Item	Need By Date	Promise Date	Quantity Delivered	Quantity Ordered	Unit of Measure
○	35021007	R&O REPAIR SERVICES	CSD10992	10652328-011	2005/02/01 00:00:00	2005/04/29 00:00:00	1	1	Each
○	35021261	R&O REPAIR SERVICES	CSD11103	10652330-011	2005/02/01 00:00:00	2005/04/29 00:00:00	1	1	Each
○	35021300	R&O REPAIR SERVICES	CSD11010	10652565-011	2005/02/03 00:00:00	2005/05/13 00:00:00	1	1	Each
○	35021314	R&O REPAIR SERVICES	CSD11655	7566615-004	2005/02/14 00:00:00	2006/03/28 00:00:00	0	1	Each
○	35024655	R&O REPAIR SERVICES	CSD10810	10652328-011	2005/02/16 00:00:00		0	1	Each
○	35021096	R&O REPAIR SERVICES	CSD11171	10652477-011	2005/02/17 00:00:00		1	1	Each
○	35021461	R&O REPAIR SERVICES	CSD11133	10655020-011	2005/03/13 00:00:00	2005/05/31 00:00:00	0	1	Each
○	35032938	R&O REPAIR SERVICES	CSD19543	10652328-011	2005/06/14 00:00:00		1	1	Each
○	35032938	R&O REPAIR SERVICES	CSD19701	10652328-011	2005/07/14 00:00:00		1	1	Each
○	35032483	R&O REPAIR SERVICES	CSD25617	7578658-001	2005/08/01 00:00:00	2006/01/12 00:00:00	1	1	Each

One of the advantages of viewing your Work Orders on this screen is that it shows you the actual part number the service is being performed on in the **Assembly Item** column. For R&O and rework POs, this is the part number being repaired. It also shows the Work Order number to help you link your POs to any paperwork that came with the parts (e.g. F2s). From here, clicking on the PO number takes you to the same **PO Details** screen described above.

This screen is sorted first by the Promised Date (descending), then by the Need By Date (also descending). This will sort your POs with no promised date to the top of the table. As with most iSupplier screens, you can click on any raised column heading to temporarily re-sort as desired.

♦ Printing Purchase Orders

In addition to viewing your POs on iSupplier Portal, you may also download a copy that can be saved and printed. This downloaded version will be in PDF format.

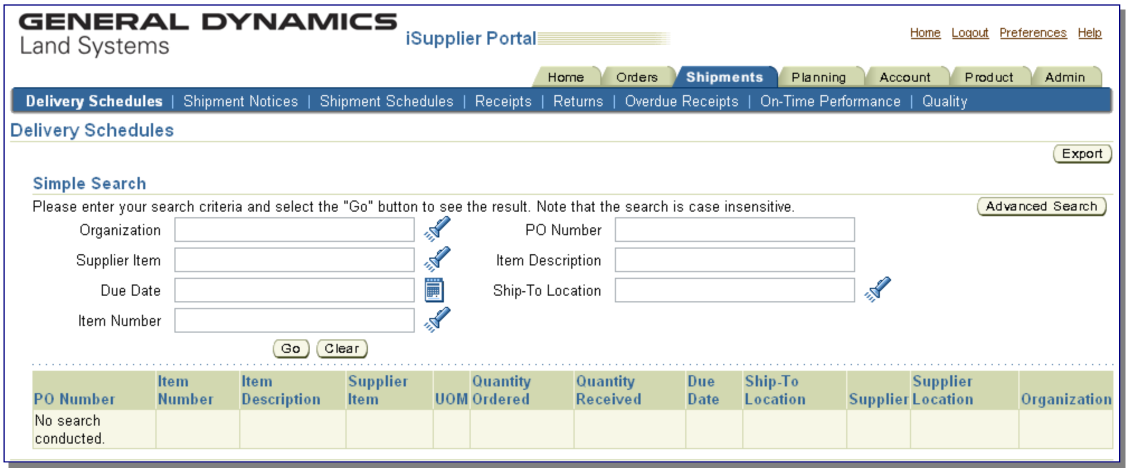
To access the printed PO, open the PO and at the top-right of the screen there will be a button that says "Printable View". Clicking this will allow you to save and/or open the PDF file.

Note that while plain text attachments (e.g. T&Cs) will be printed on the PO, file attachments (such as Word documents or PDFs) will not. To print these you will need to retrieve them from the iSupplier screens and print them separately.

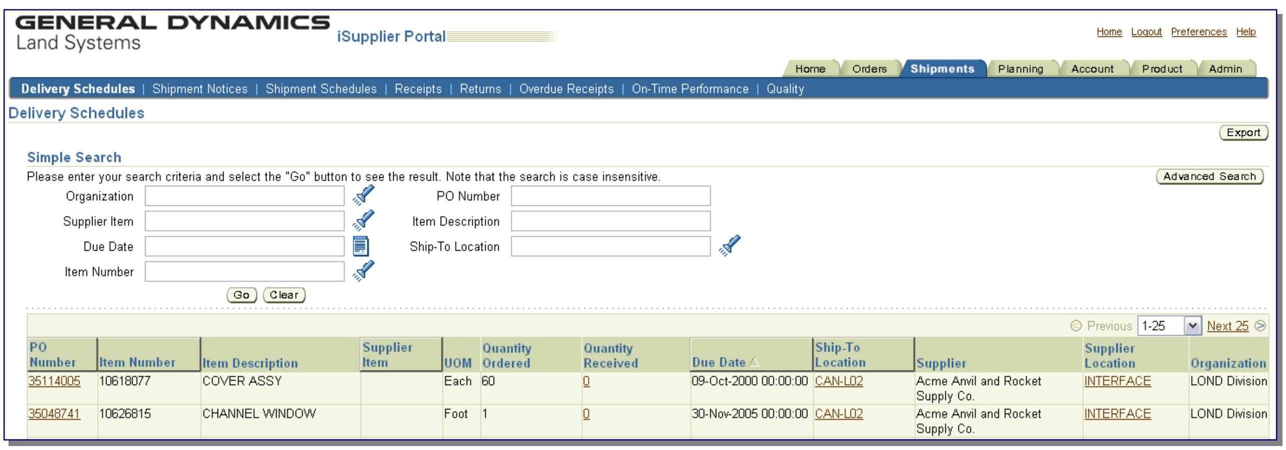
How do I know which POs are open?

The PO summaries shown above will show all POs issued to your company regardless of status. They are never removed from iSupplier. While newer POs appear at the top of the list and older POs will get pushed to the bottom, it is sometimes difficult sorting through the screens to find your open POs in that list.

Instead, you can find your open POs on the **Shipments** screen. Click **Shipments** on the tabs at the top of your screen.



By default the **Delivery Schedules** subtab will open up, however it won't show any data. You can search using any of the fields shown on this screen, but if you want to see *all* of your open POs, just leave everything blank and click on the **Go** button.



The **Due Date** column in this table (and all tables you will find on the **Shipments** tab) is the **Promised Date** from the PO if one has been entered, otherwise it will be the **Need-by Date**. The table is sorted by this column to show you your oldest POs first, but you can click any column with a raised heading to sort by that column instead.

Other useful information available from this screen includes the **Overdue Receipts** subtab (to see which of your POs are late based on the Due Date) and the **On Time Performance** subtab, which will show all of your deliveries and note whether they were early, late, or on-time based on the Due Date.

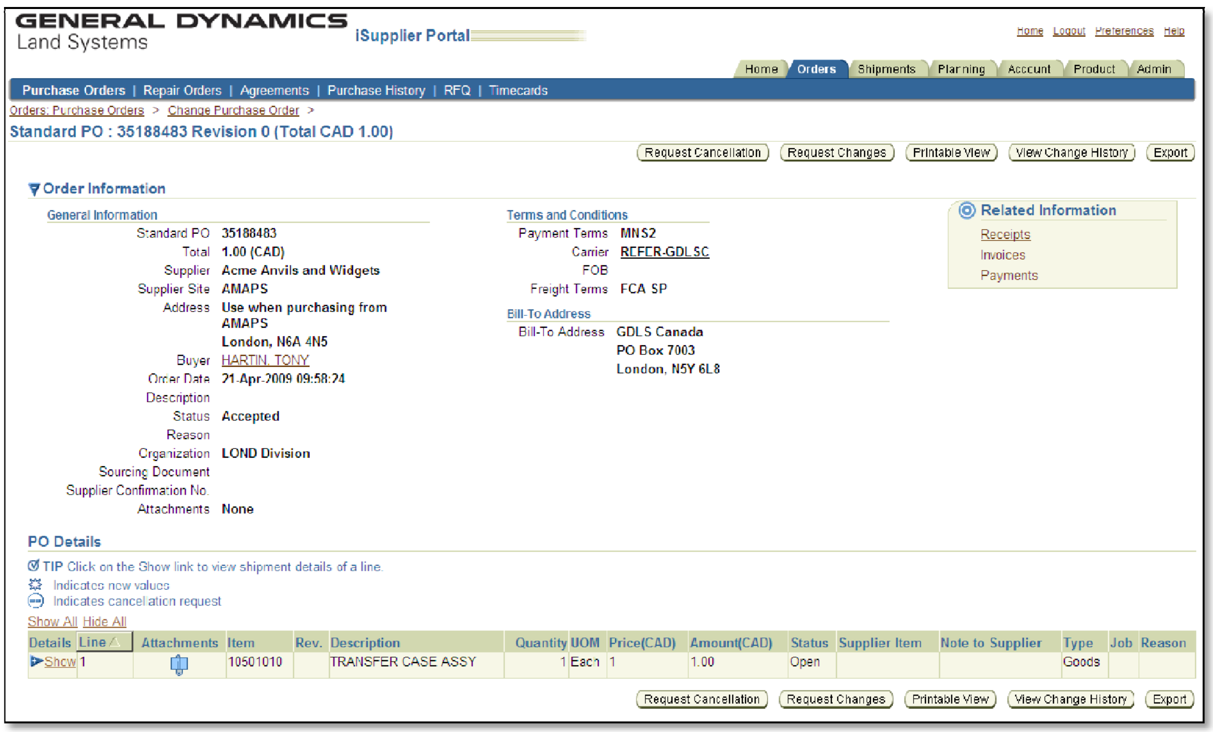
All of these tables can be exported to Excel by clicking the Export button on the bottom of the screen.

Requesting Changes to your POs

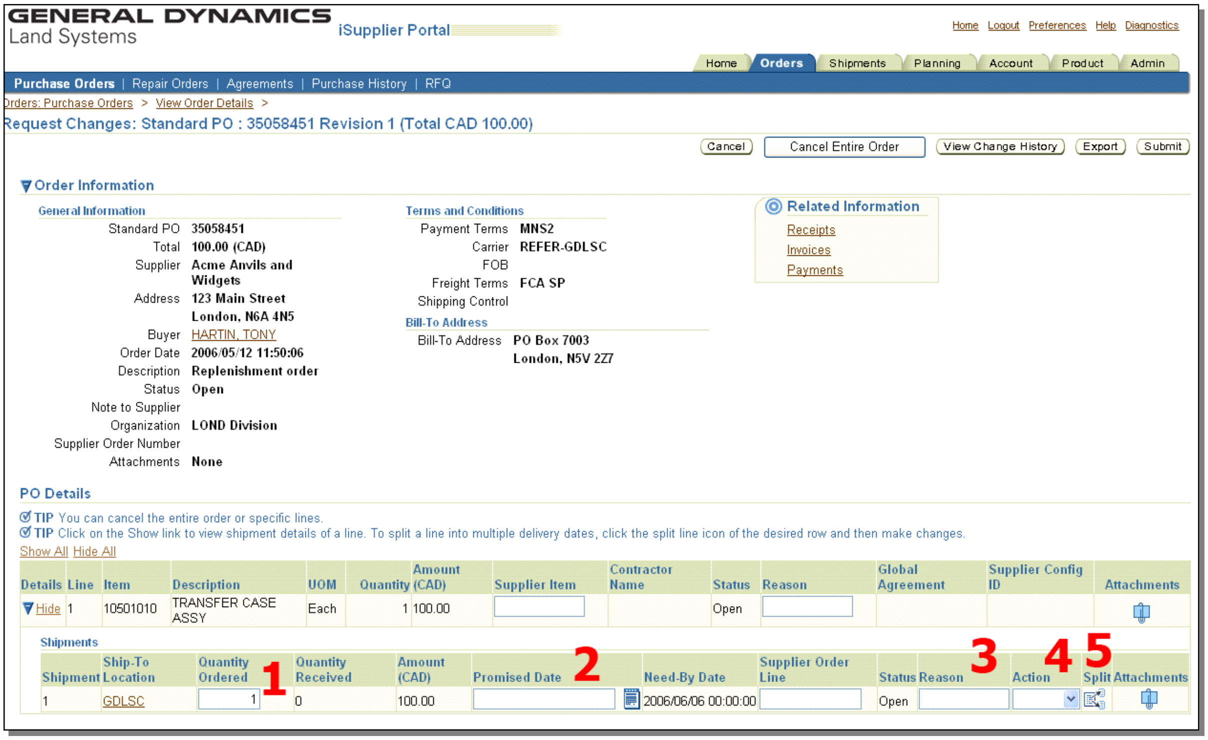
Through iSupplier Portal you may request changes to certain items on your PO, including delivery dates and quantities. You can also request to split deliveries or cancel a PO line entirely. When you make such a request, it does not become effective until your buyer approves the request. A PO that is waiting for such approval will have its status changed to "Supplier Change Pending".

Change requests for other aspects of your PO, such as Terms & Conditions or prices, will need to be discussed directly with your buyer.

To request a change, first navigate to the PO Details screen (either Standard PO details, or Blanket Release details)



There will be a button at the top or bottom labelled **Request Changes**; click it.



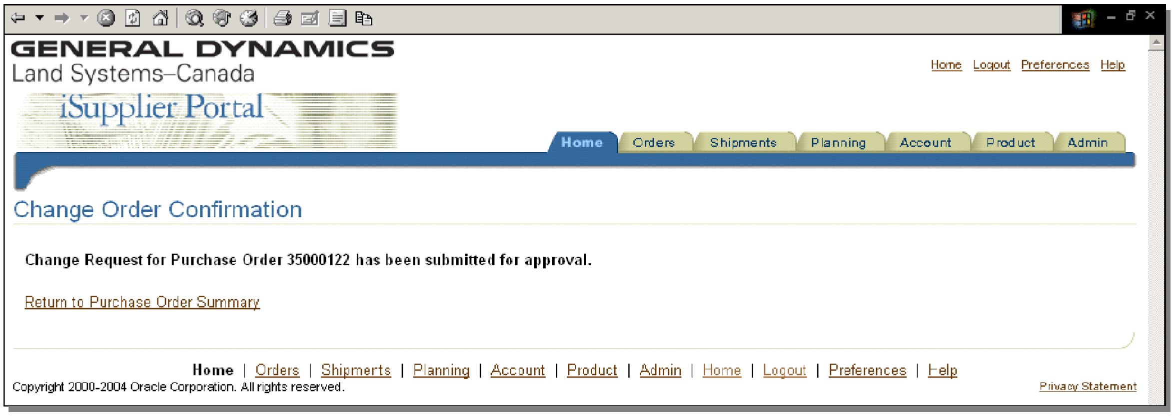
You may request a change in any field that has opened up into a box.

No.	Title	Description	Effect
1	Quantity Ordered	Used when splitting an order into two or more shipments (described below)	Requires approval from GDLS
2	Promised Date	When a PO is first issued this field is left blank. Suppliers confirm their receipt of the PO and the delivery date by entering that date in here.	Requires approval from GDLS
3	Reason	When making a change that requires approval from GDLS, you must provide a reason. You may enter anything in this field	
4	Action	When making a change that requires approval from GDLS, you must note it as a "change" in this field. You may also request a cancellation of the PO shipment in this field.	
5	Split	If you are delivering the parts on this shipment in two different deliveries, you can split the shipment with this button and provide the details for each delivery	Requires approval from GDLS

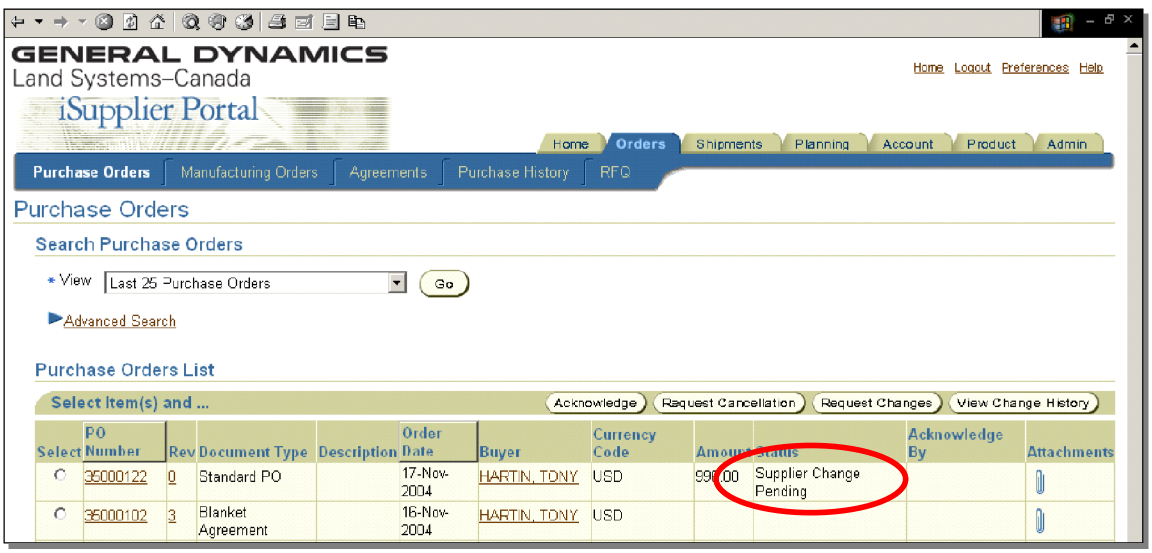
For example, if you wished to confirm the delivery date of this PO, you would:

1. Enter your new date in the **Promised Date** field (or click the calendar icon beside it)
2. Enter text in the **Reason** field (e.g. "Date confirmed")
3. Enter "Change" in the **Action** field
4. Click on the **Submit** button

A screen will confirm the submission of your request.



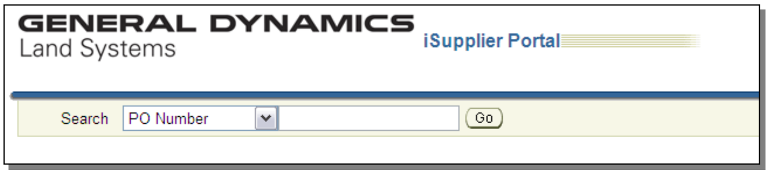
The changes will not be effective until the buyer accepts the changes. In the meantime, the PO's status will change to "Supplier Change Pending" and you will not be able to request further changes until the buyer either accepts or rejects your request.



Other PO-related Information

♦ Viewing PO Change History

ISupplier keeps a record of all changes made to your POs. This is available only from the PO Summary screen, *not* the PO Details screen. From your iSupplier Homepage, enter your PO number in the search field at the top and click **Go**.



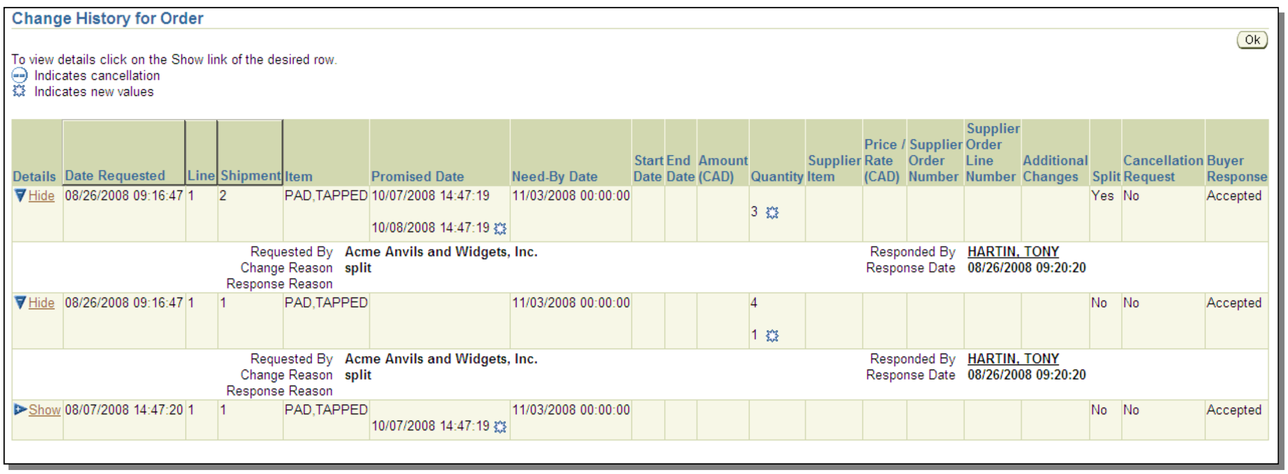
The summary screen will appear.

Select	PO Number	PO Rev	Document Type	Description	Order Date	Buyer	Currency	Amount	Statu
○	35145151	3	Standard PO		08/26/2008 09:20:46	HARTIN, TONY	CAD	31.76	Oper

There are two different views of a PO's history.

1. Supplier Change Requests

To see *just* the changes that you initiated through iSupplier Portal, whether they were approved or not, click the radio button under Select, then click the **View Change History** button.



Details	Date Requested	Line	Shipment	Item	Promised Date	Need-By Date	Start Date	End Date	Amount (CAD)	Quantity	Supplier Item	Price / Rate (CAD)	Supplier Order Number	Supplier Order Line Number	Additional Changes	Split	Cancellation Request	Buyer Response
Hide	08/26/2008 09:16:47	1	2	PAD,TAPPED	10/07/2008 14:47:19 10/08/2008 14:47:19	11/03/2008 00:00:00				3						Yes	No	Accepted
				Requested By Change Reason Response Reason	**Acme Anvils and Widgets, Inc.** **split**						Responded By Response Date	**HARTIN, TONY** **08/26/2008 09:20:20**						
Hide	08/26/2008 09:16:47	1	1	PAD,TAPPED		11/03/2008 00:00:00				4 1						No	No	Accepted
				Requested By Change Reason Response Reason	**Acme Anvils and Widgets, Inc.** **split**						Responded By Response Date	**HARTIN, TONY** **08/26/2008 09:20:20**						
Show	08/07/2008 14:47:20	1	1	PAD,TAPPED	10/07/2008 14:47:19	11/03/2008 00:00:00										No	No	Accepted

Each change you requested over the life of the PO will be listed on a separate line. Changed values are noted by a blue starburst symbol. The very last column will indicate if the buyer accepted or rejected your change request. By clicking on the **Show** link in the first column, you can see additional details about the change including the GDLS person that accepted/rejected the change and the date.

2. All Approved PO Changes

To see all changes made to a PO, including those initiated internally by GDLS, from the PO Summary click on the PO's revision level (third column).

PO Comparison Result

Compare to Origina PO | Compare to Previous PO | Show All PO Changes | Export

PO Number 35145151
Revision 3
Type Standard PO
Currency CAD

Ship-To Location GDLSC
Ship Via REFER-GDLSC
FOB
Total 31.76

Bill-To Location CAN-BILL TO
Payment Terms MNS2
Freight FC1
Buyer HARTIN, TONY

Compare to Original PO

TIP Changes made to contract clauses and deliverables are not shown below. Click Show All PO Changes to review contract changes in each revision
Comparisons are sorted by Revision, Line and Shipment.

Revision	Line	Item	Shipment	Price Differential	Field Altered	Changed From	Changed To
3					Buyer	LINDSAY, NICHOLAS	HARTIN, TONY
3	1	10617449	1		Quantity	4	1
3	1	10617449	1		Promised Date		10/07/2008 14:47:19
3	1	10617449	1		Need-By Date	05/04/2008 00:00:00	11/03/2008 00:00:00
3	1	10617449	2		New		

Print Document Revisions

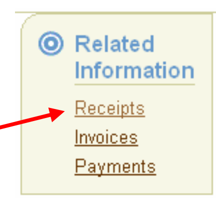
Revision Number Go

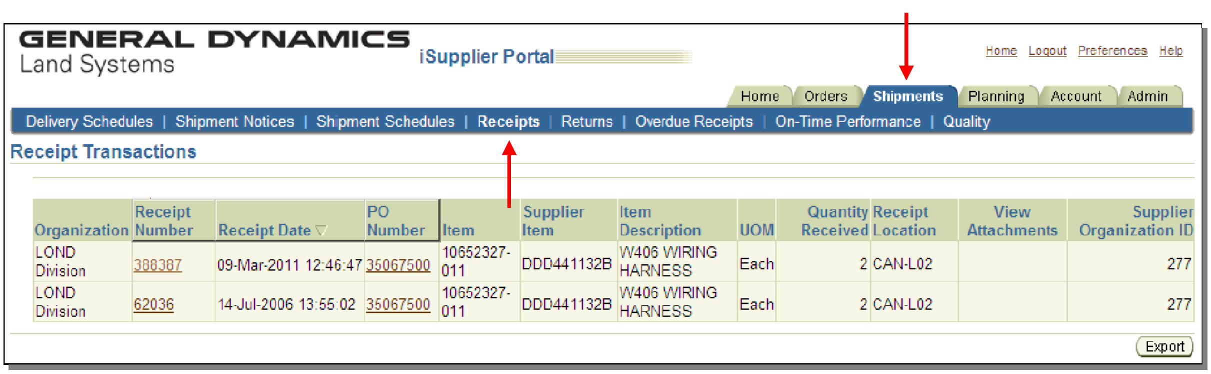
The default view will be to compare the current revision to the original PO. In most cases you will want to click on **Show All PO Changes** to see everything. The first column will show the revision level the PO was at after the changes were made. Occasionally you might find the table skips a revision; this is because the change was internal to GDLS, to something not visible on iSupplier. The rest of the columns detail what field was changed and its before and after values.

If you wish to print a copy of a previous PO revision, enter the revision number in the **Print Document Revisions** area at the bottom of that screen and click **Go**.

♦ Receiving Information

ISupplier records all receiving information for every PO. When you are looking at the **PO details**, click on **Receipts** in the Related Information box on the right side of the screen.





GENERAL DYNAMICS
Land Systems
iSupplier Portal

Home Logout Preferences Help

Home | Orders | Shipments | Planning | Account | Admin

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

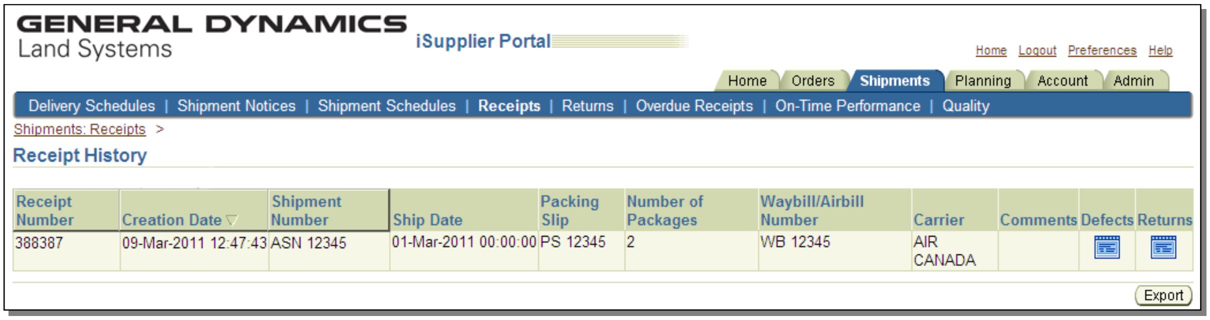
Receipt Transactions

Organization	Receipt Number	Receipt Date	PO Number	Item	Supplier Item	Item Description	UOM	Quantity Received	Receipt Location	View Attachments	Supplier Organization ID
LOND Division	388387	09-Mar-2011 12:46:47	35067500	10652327-011	DDD441132B	W406 WIRING HARNESS	Each	2	CAN-L02		277
LOND Division	62036	14-Jul-2006 13:55:02	35067500	10652327-011	DDD441132B	W406 WIRING HARNESS	Each	2	CAN-L02		277

Export

Notice that iSupplier has moved you from the Orders tab over to the **Shipments** tab and **Receipts** sub-tab.

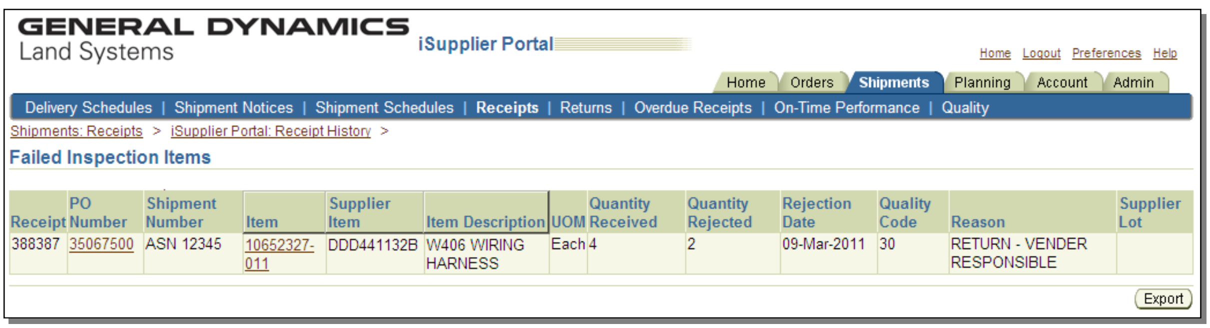
When you navigate to the **Receipt History** screen from the **Orders** screen, iSupplier will show you all receipt transactions related to the PO you were looking at. In the example above, there were three separate receipts for 5 pieces, 2 pieces, and 7 pieces, recorded on 10/14/2004. To see the details of any particular receipt, click on its **Receipt Number**.



The Shipment Number and Ship Date will be filled in only if you have created an Advance Shipping Notice (ASN) through iSupplier to alert GDLS when you are shipping. See the section on Creating Advance Shipment Notice.

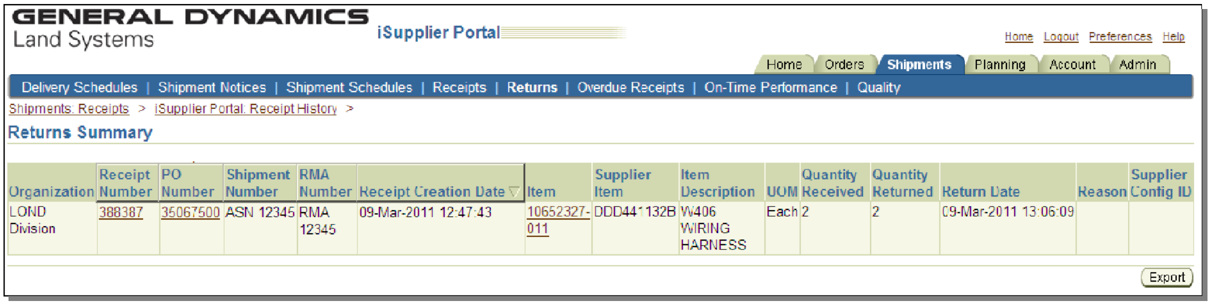
♦ Defects and Returns

If your parts are rejected at receiving inspection, iSupplier will record that information. From the Receipt History screen that we were just viewing, there's two buttons on the right-hand side: **Defects** and **Returns**. Click on **Defects**.



The **Failed Inspection Items** screen will show the receipt number, PO number, Shipment number (if you filled out an ASN), the item & description, the quantity received, and the quantity rejected. It will also show the rejection date, which may be slightly different than the receipt date.

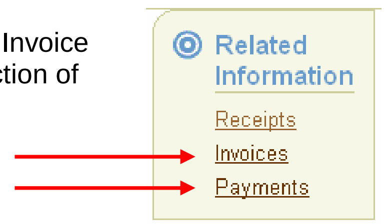
If the item was returned to you, it will show up on the **Returns Summary** page. The quickest way to access this is from the **Receipt History** screen. (If you are still on the screen shown above, you can get to the Receipt History screen by clicking the link just below the sub-tabs.)



Similar information is shown here as was shown on the **Failed Inspection Items** screen.

♦ Invoicing & Payment Information

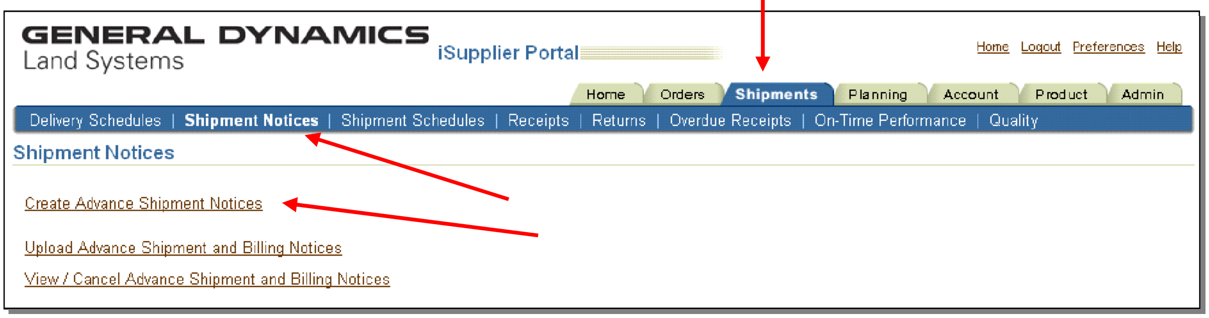
From the **PO Details** screen, iSupplier also provides quick links to the Invoice and Payment details. These are covered in more detail in the final section of this manual.



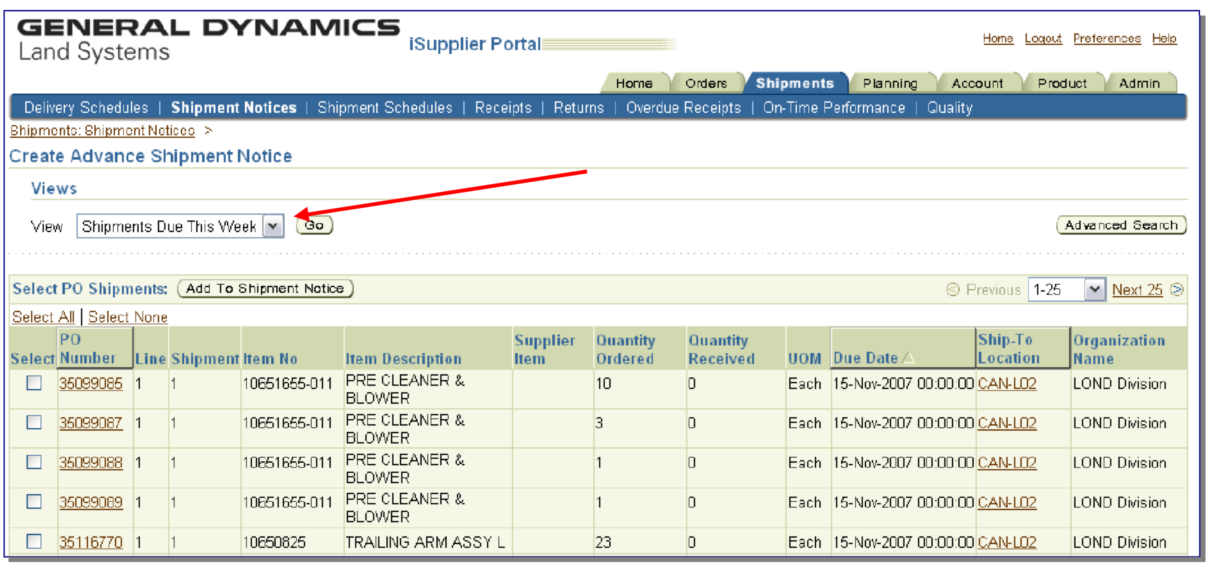
Creating Advance Shipment Notices

An Advance Shipment Notice (ASN) is used to alert your GDLS buyer when you are shipping material.

To create an ASN click on the **Shipments** tab and then the **Shipment Notices** sub-tab.



Next click on “Create Advance Shipment Notice”. A summary of your open POs will appear.

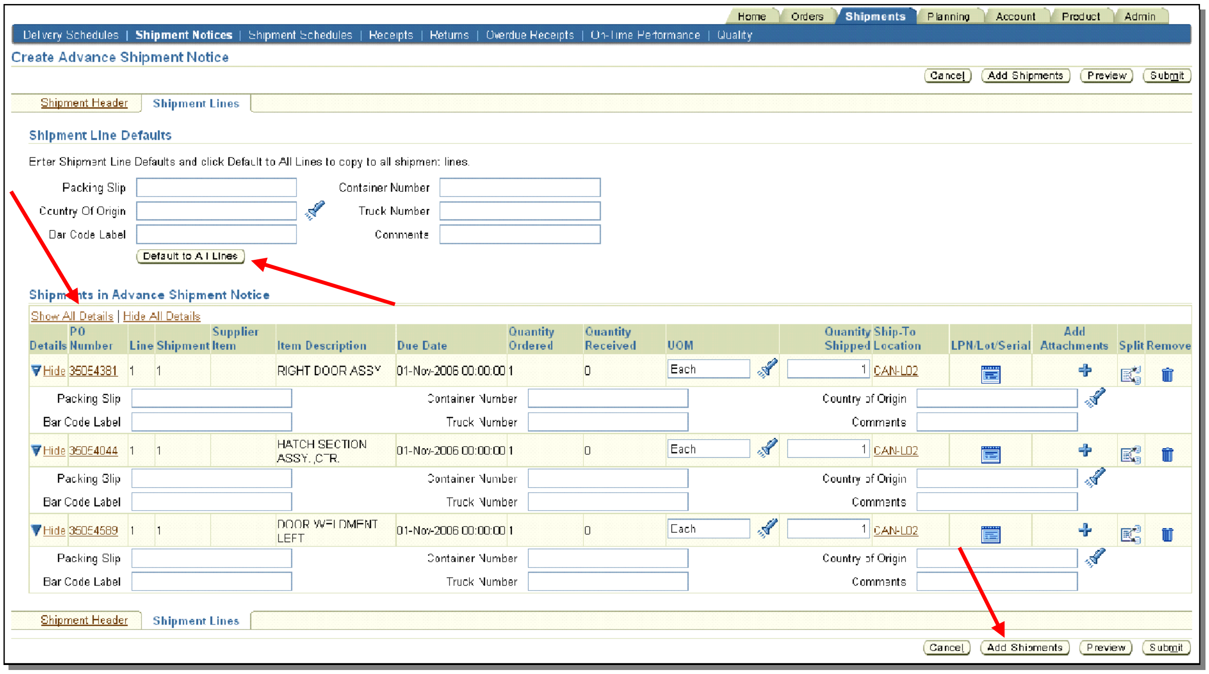


By default iSupplier will show your "Shipments Due This Week" on the drop-down box. You can change that to "Shipments Due Any Time" to show all POs that are currently open.

The default sort order is by the PO's **Due Date**. You can change this by clicking on any column heading that is raised, e.g. the PO Number or the Ship-To Location. You can also click on the **Advanced Search** button to find specific POs.

You can export this list to Excel by clicking the **Export** button at the bottom of the screen, which can be useful if you are going to upload your ASNs electronically (discussed later).

Select the POs you are shipping by clicking in the box to the left of the PO, then click on the **Add to Shipment Notice button**.



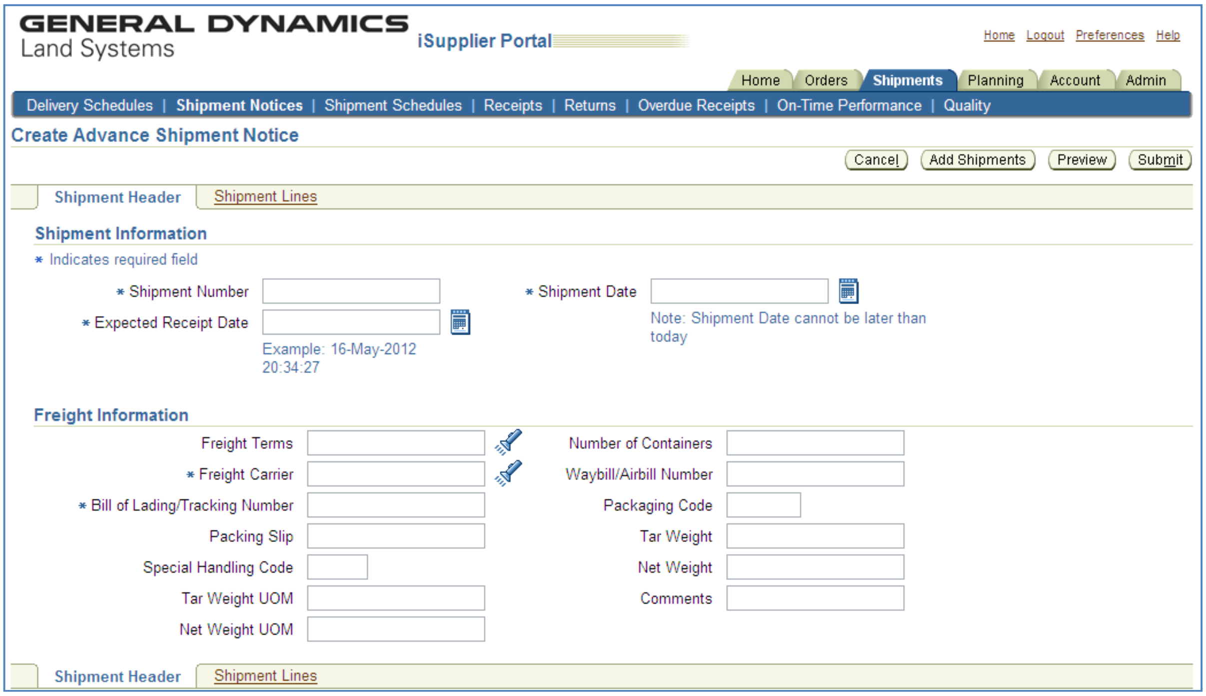
This page summarizes the POs you are including on this ASN and allows you to enter line-specific information about your shipment. It's usually a good idea to click the **Show All Details** link at the top of the table to open up all the fields within the table (as the above screenshot illustrates).

You can now fill in each line's information. If the data are the same for all lines you can fill it in once in the **Shipment Line Defaults** area above the table, then click the **Default to All Lines** button to have it populate into each line in the table. But if the data do not apply to all lines (e.g. different packing slips apply to different lines), you must edit accordingly.

Also in the table you can change the Shipment Quantity and split or remove shipments that have already been added to your list.

If you wish to add more shipments you can click the **Add Shipments** button at the bottom of the screen.

When you have all of your PO shipments complete, click on the **Shipment Header** link at the top or bottom of the page to fill in the remaining shipment information.



This screen asks you for the remaining shipment information. Some of the fields are required, indicated by an asterisk.

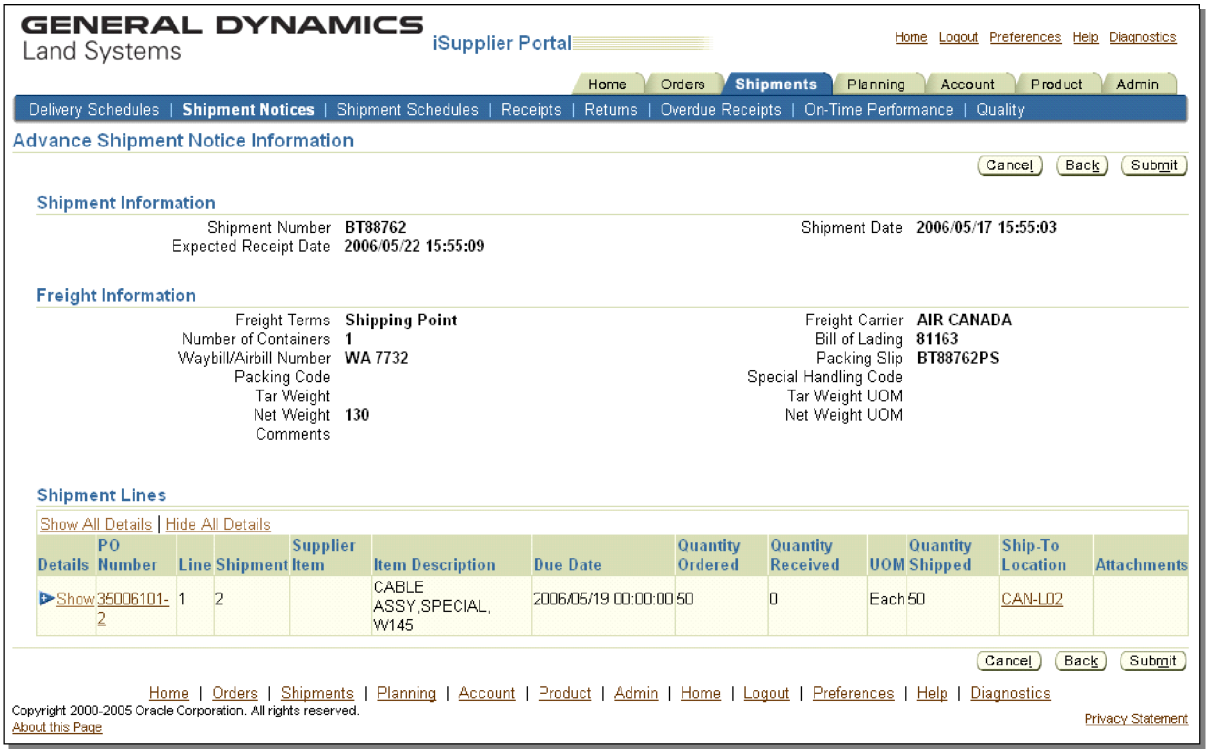
The **Shipment Number** is a number is a free-form number that you choose to identify this shipment. It could be the PO number or packing slip number, for example.

Enter your **Shipment Date** and **Expected Receipt Date** in the date format shown below the fields. It's usually easiest to click the calendar icon to the right of the field to ensure you get the format correct.

The **Freight Terms** should come from your PO and for most suppliers will be "Shipping Point". You can click the torch to the right to search for other terms. Hint: if you don't know what to enter and need to search, enter just a percent sign (%) and click the torch; this will bring up a list of all permitted values.

The **Freight Carrier** must be chosen from a list of preset values. To search, enter a percent sign (%) and click on the torch to pull up the permitted values.

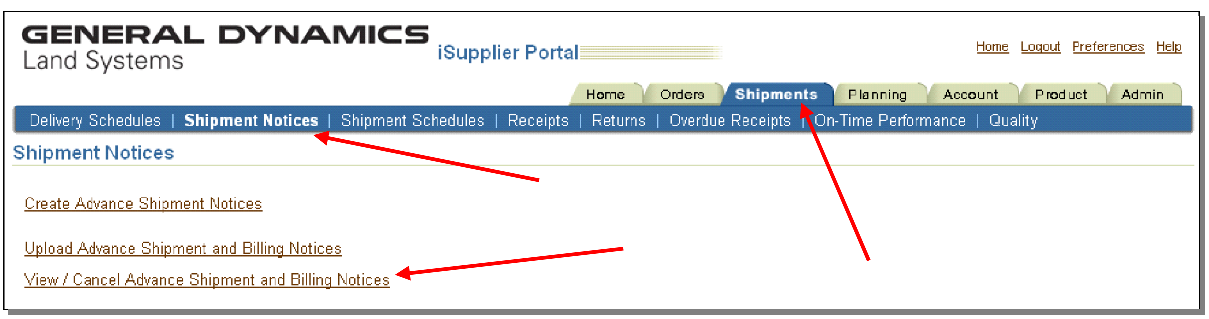
Finish entering all relevant information on this screen, then click the **Preview** button to review the ASN.



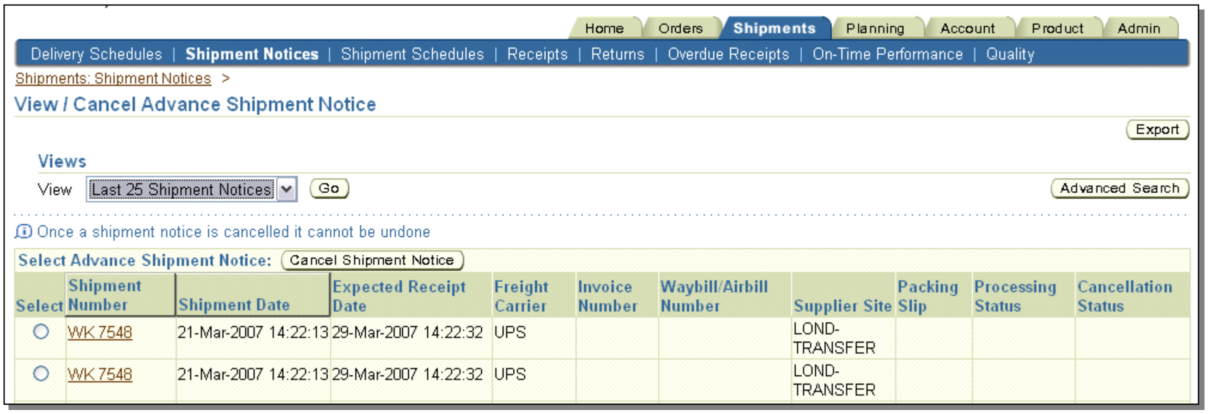
If you need to make adjustments you can click the **Back** button. Otherwise if everything is correct click **Submit** and you will receive confirmation of your ASN.

♦ Cancelling ASNs

To cancel an ASN click on the **Shipments** tab and then the **Shipment Notices** sub-tab.



Then click on "View/Cancel Advance Shipment and Billing Notices" and a summary of your ASNs will appear.



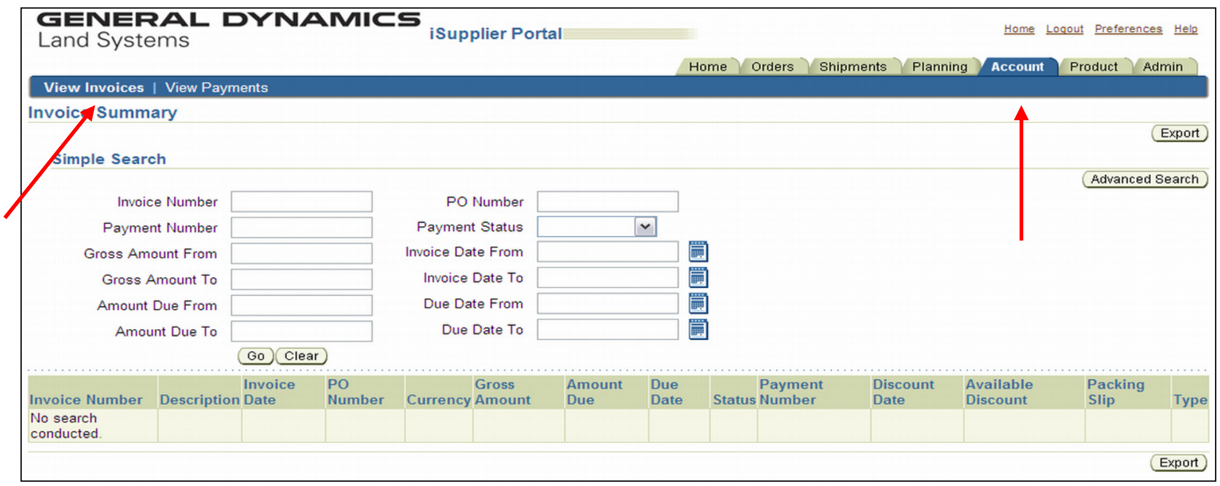
To cancel a notice, select it by clicking the radio button next to the shipment number and then click Cancel Shipment Notice. A notification will be sent to your buyer.

Invoices and Payments

ISupplier Portal can provide you with complete invoicing and payment details for all POs placed through Oracle. It can be accessed through each individual PO as shown in the *Purchase Orders* chapter, or you can access the information directly. Your financial information is under the **Account** tab.

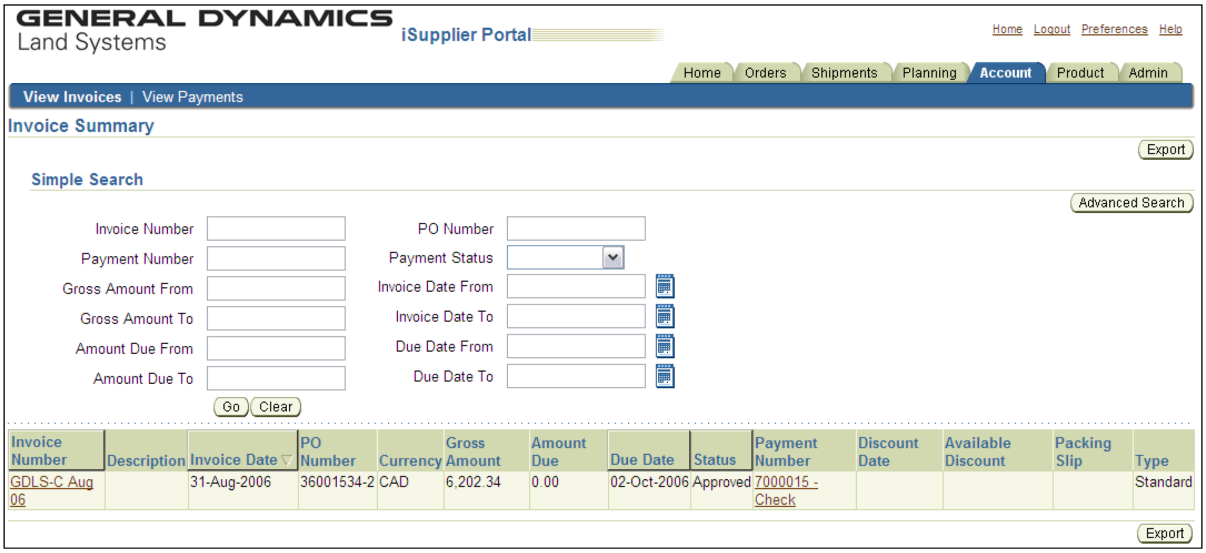
♦ Viewing your Invoices

When you first click into the **Account** tab, you will be taken to your Invoices.



You can search for invoices via any of the search boxes at the top, or click on **Advanced Search** to define additional search criteria.

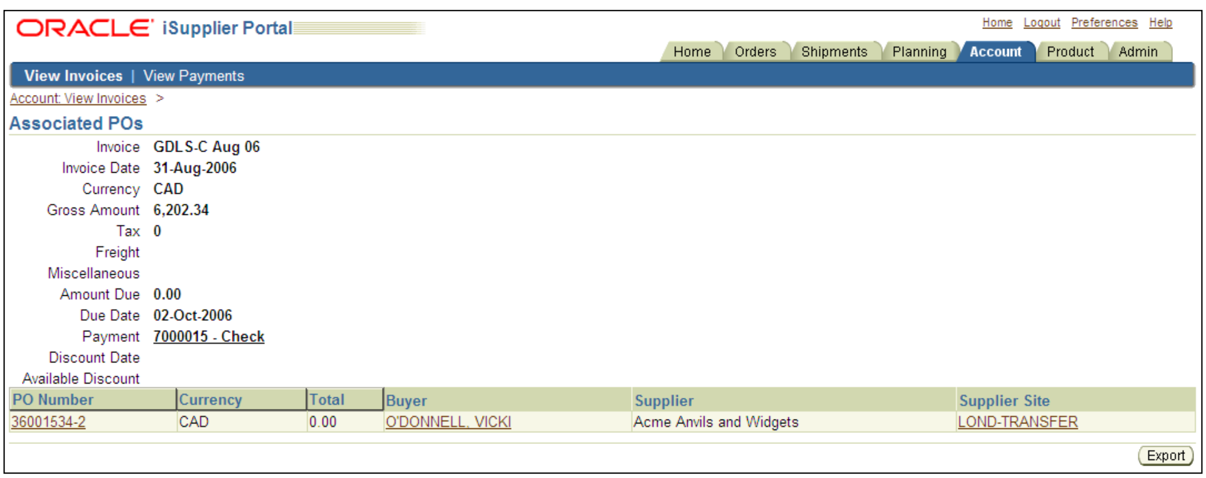
Most often you will likely enter an invoice number or PO number. You can also enter partial values with a wildcard (**%**, the percent sign). Hit **Search** when you've entered your values.



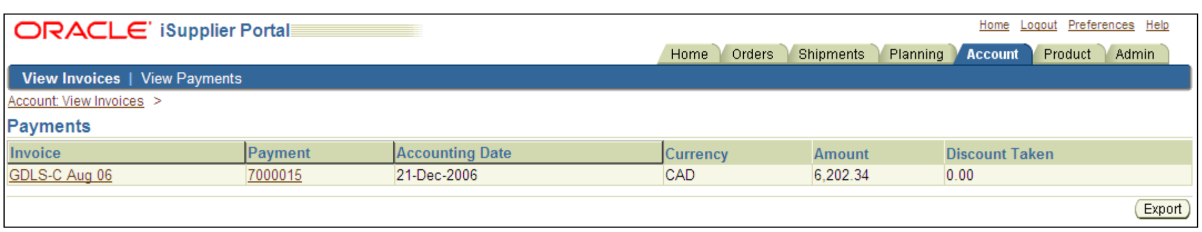
Summary information is shown for all invoices that met your search criteria.

You can change the sort order by clicking on any column heading that is raised.

Clicking on the **PO Number** or the **Invoice** number will allow you to view the details of those related documents.

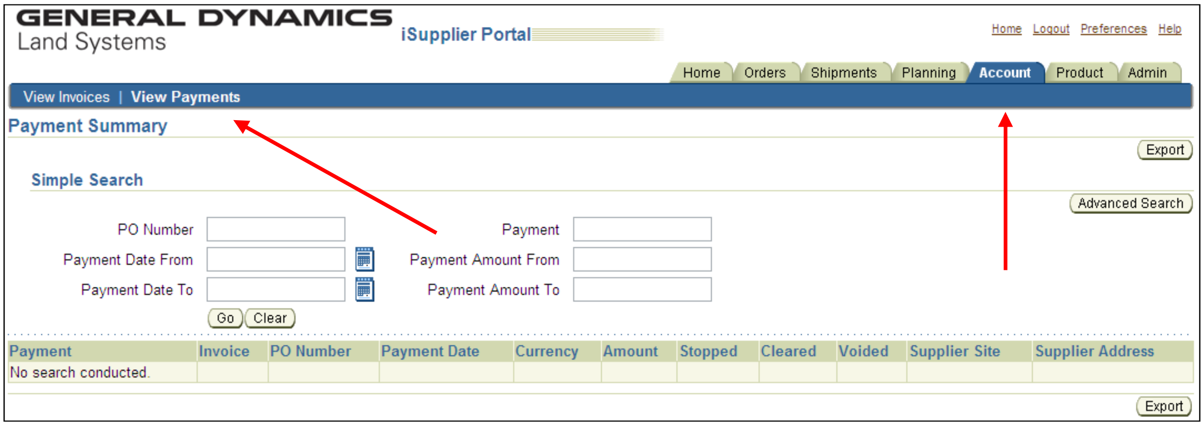


If a payment has been made it will appear in the **Payment** column. Clicking it will take you to the payment details.



♦ Viewing your Payments

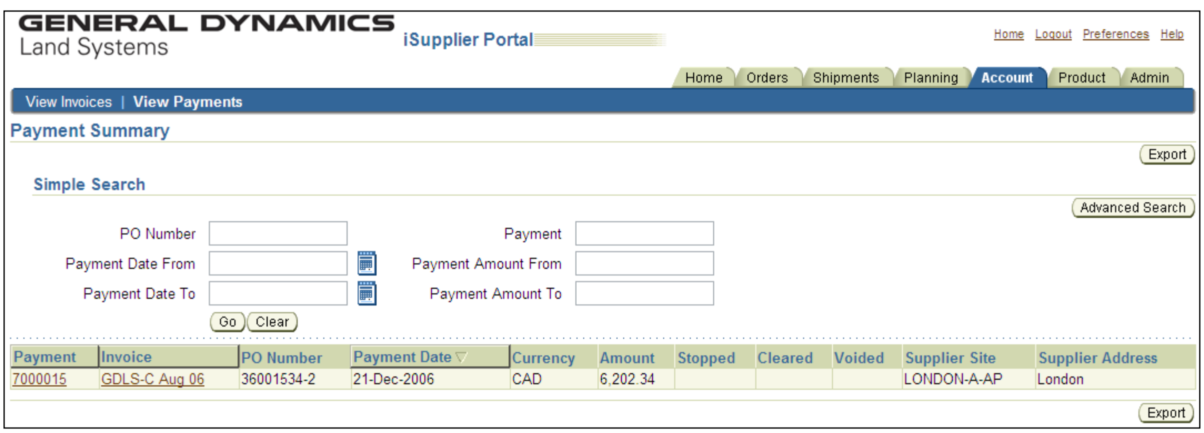
From the **Account** tab, click on the **View Payments** subtab.



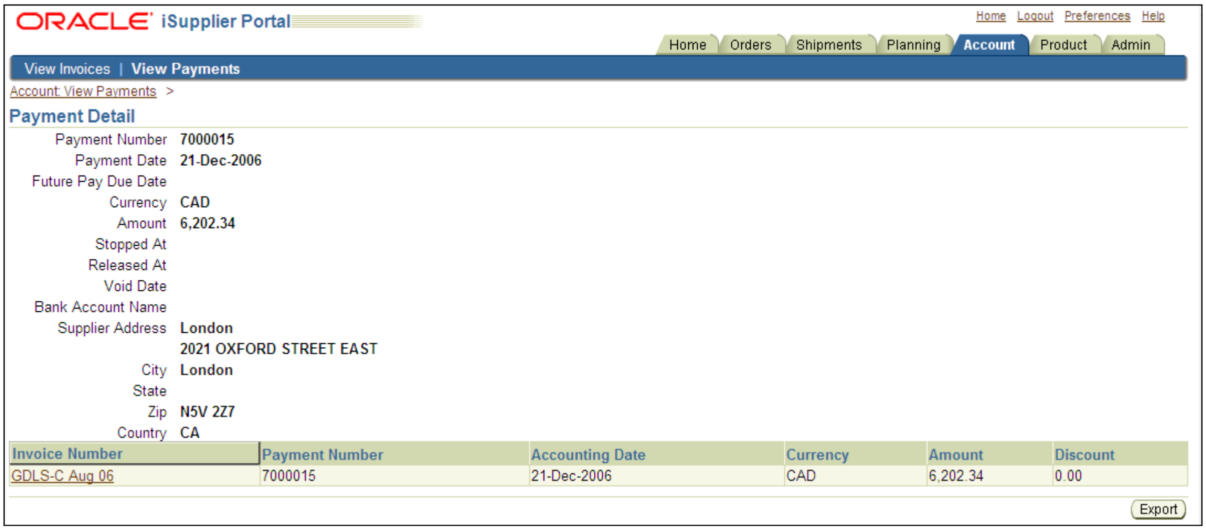
You can search for payments via any of the search boxes at the top, or click on **Advanced Search** to define additional search criteria. Most often you will likely enter a PO number.

Searching by invoice number can be accomplished only by going to **Advanced Search** and adding the **Invoice Number** column.

You can also enter partial values with a wildcard (**%**, the percent sign). Hit **Search** when you've entered your values.



You can change the sort order by clicking on any column heading that is raised. To see the details of a payment, click on the **Payment** number.



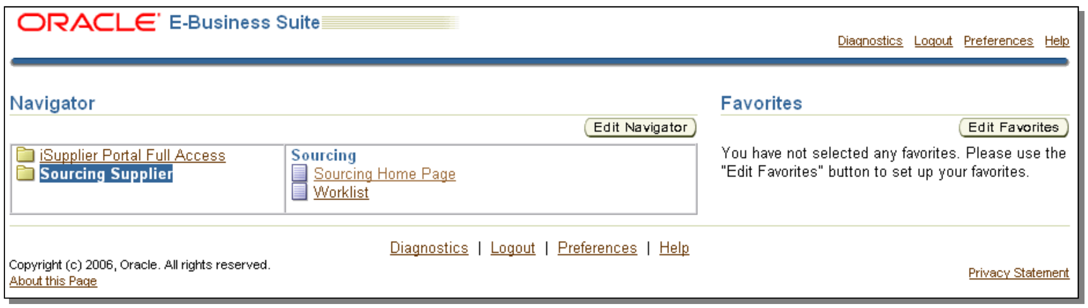
Your payment details, including the **Payment Date**, **Amount**, and **Bank Account** will be provided here.

Sourcing

The Sourcing area within iSupplier Portal contains all your RFQs, and is also the place where you will create your quotations to respond to GDLS.

You will receive an email and a notification whenever a new RFQ has been issued to your company.

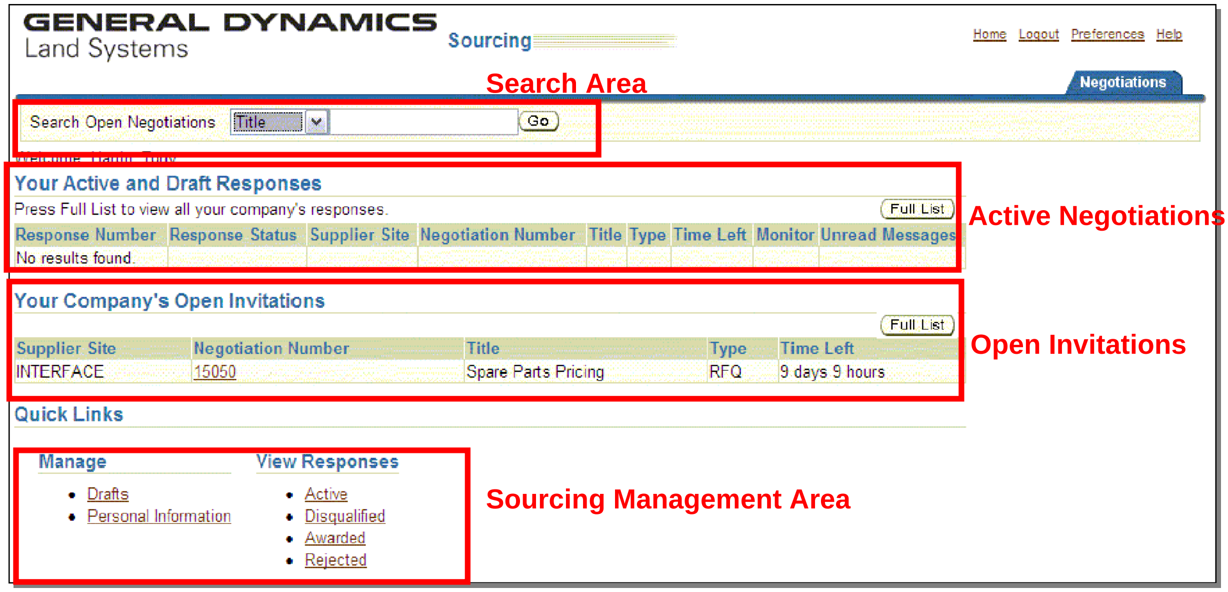
From your main Homepage (click the **Home** link at the very top-right of your screen to get there if needed), click on the **Sourcing Supplier** responsibility on the left.



In the middle of the screen iSupplier will now show you the two main transactions available under Sourcing.

- the **Sourcing Home Page** link takes you to your RFQs and quotations
- the **Worklist** link takes you to your notifications (all notifications, not just sourcing-related)

Click **Sourcing Home Page**.



Search Area
Use this to quickly find a specific RFQ. You can change the drop-down box to search by RFQ number, title, contact, event, etc.

Active Negotiations Area
RFQs that you are in the process of responding to (shown as "Draft") or that you have completed and submitted (shown as "Active") are shown here. The last five responses will be shown here; click **Full List** to see all of them.

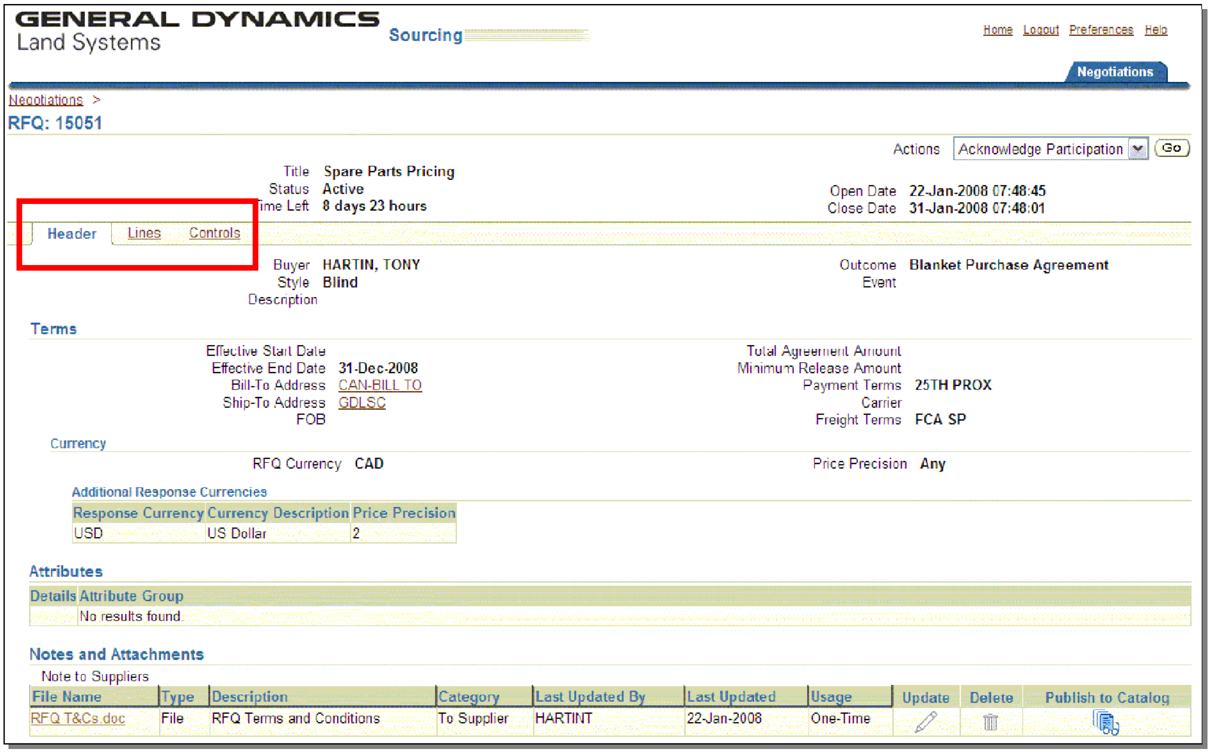
Open Invitations Area
New RFQs that you have not responded to will be listed here. *Ensure that you only respond to RFQs issued to your specific Supplier Site.* The last five RFQs will be shown here; click **Full List** to see all of them.

Sourcing Management Area
Under the **Manage** heading you can manage your draft responses (e.g. delete them) or change personal information such as your contact information. Under the **View Responses** area, your quotations are categorized into Active (GDLS has not awarded a contract yet), Disqualified, Awarded, and Rejected.

ISupplier will permanently keep all RFQs and Quotations to which you have responded. If you don't respond to an RFQ, it will be permanently removed from your view after it closes.

♦ Viewing an RFQ

The first step in responding to an RFQ is to view it. Click on the **Negotiation Number** from your Sourcing homepage.



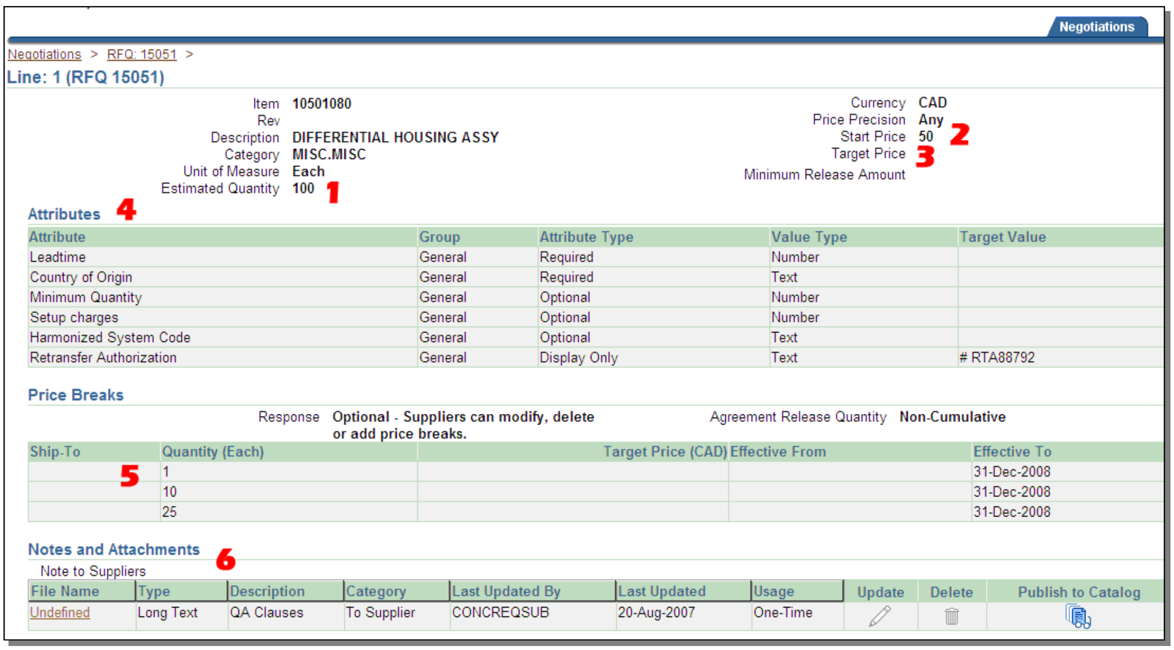
The RFQ is broken up into three areas: the Header, Lines, and Controls. On the current page, **Headers**, we see the following information:

Title	An arbitrary description chosen by the buyer
Status	**Active** indicates you may still respond; **Closed** indicates the negotiation has completed and you can no longer respond.
Time Left	How much longer you have until you reach the **Close Date**.
Buyer	The person who created the RFQ (may have been the buyer's assistant)
Effective Dates	The dates for which we require your pricing to remain valid
Payment Terms	The terms under which any POs resulting from this RFQ will be paid. Most RFQs will be **25TH PROX**, which means payment is made on the 2nd day of the 2nd month after the invoice date.
Currency	The currencies you may bid in. **If you don't see your currency here, contact your buyer immediately.**
Notes and Attachments	Our standard RFQ Terms and Conditions can be viewed here. Click on the File Name to download. All quotations must comply with these Terms and Conditions.

At this point you have two choices.

- If you wish to go directly to creating your quotation, skip down to the **Responding to RFQs** section below.
- If you wish to continue viewing this RFQ before you create your quotation, click the Lines link highlighted in the above screenshot.

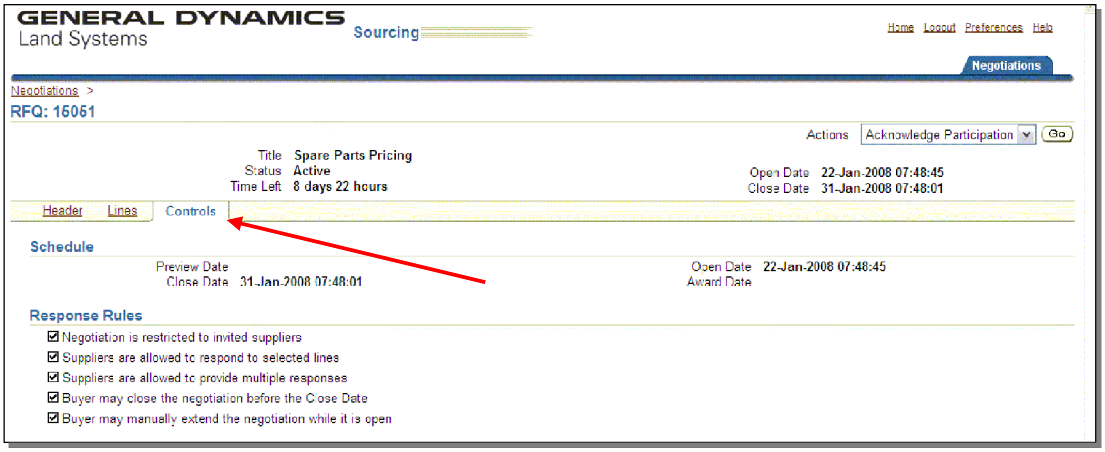
The **Lines** page will contain all items you are being requested to bid on. To see further details, click on the part number description



Some of the fields on this page:

1. Estimated Quantity	The estimated quantity to be supplied over the life of this procurement activity. This is an optional field that your buyer may not choose to show.
2. Start Price	The price below which all supplier quotations must begin. It will initially be shown in $CDN (or $AUD for GDLS-A RFQs), but will change after you choose your quotation currency. This is an optional field.
3. Target Price	The price the buyer wishes to pay. This is an optional field.
4. Attributes	These are additional 'free-form' attributes the buyer has enabled on this RFQ. Those with an Attribute Type of **Required** must be completed.
5. Price Breaks	The buyer may specify certain quantities for which they require pricing. In most cases you may edit/add/delete these if necessary.
6. Notes and Attachments	Additional information related to this part number, such as QA clauses. May also include technical data if encrypted.

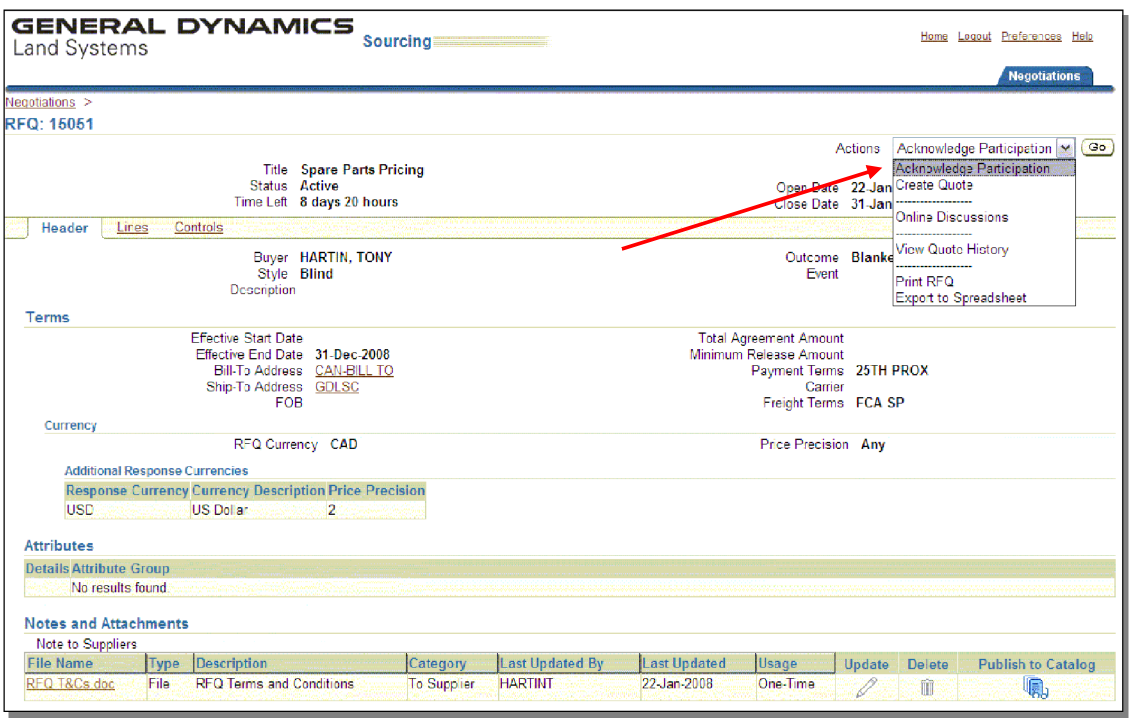
Click Back on your browser, then click on the **Controls** link.



The various parameters that the buyer has specified will be shown here.

♦ Responding to an RFQ

To respond to an RFQ you must first open it by clicking on the negotiation number on your Sourcing Homepage.

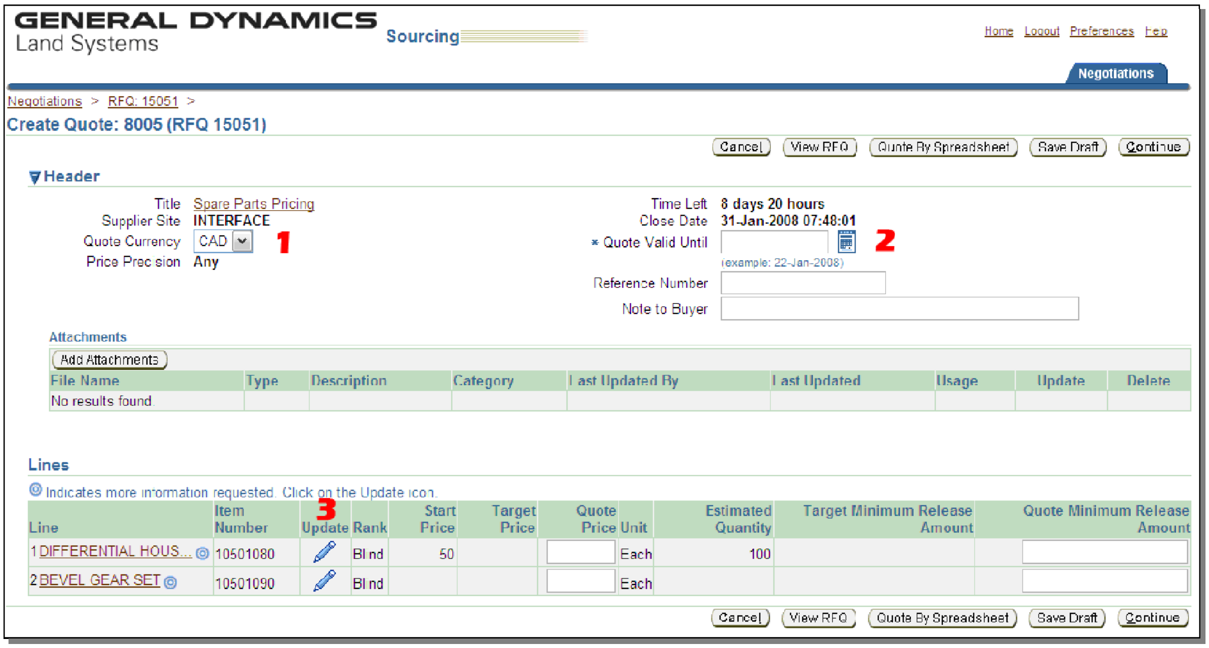


On the **Actions** menu at the top-right, you have the following options:

- **Acknowledge Participation**. This is an optional step. If you plan to bid you do not need to do this, and instead can go directly to creating your quotation. Can also be used to no-bid an RFQ (see below).

- **Online Discussions**. Use this link to send a notification to the buyer. It is stored with the RFQ to provide a permanent record of conversations regarding this negotiation.
- **Export to Spreadsheet**. Use this to export this RFQ (either the header or the lines) to Excel.
- **Create Quote**. Choose this option to begin creating your quote

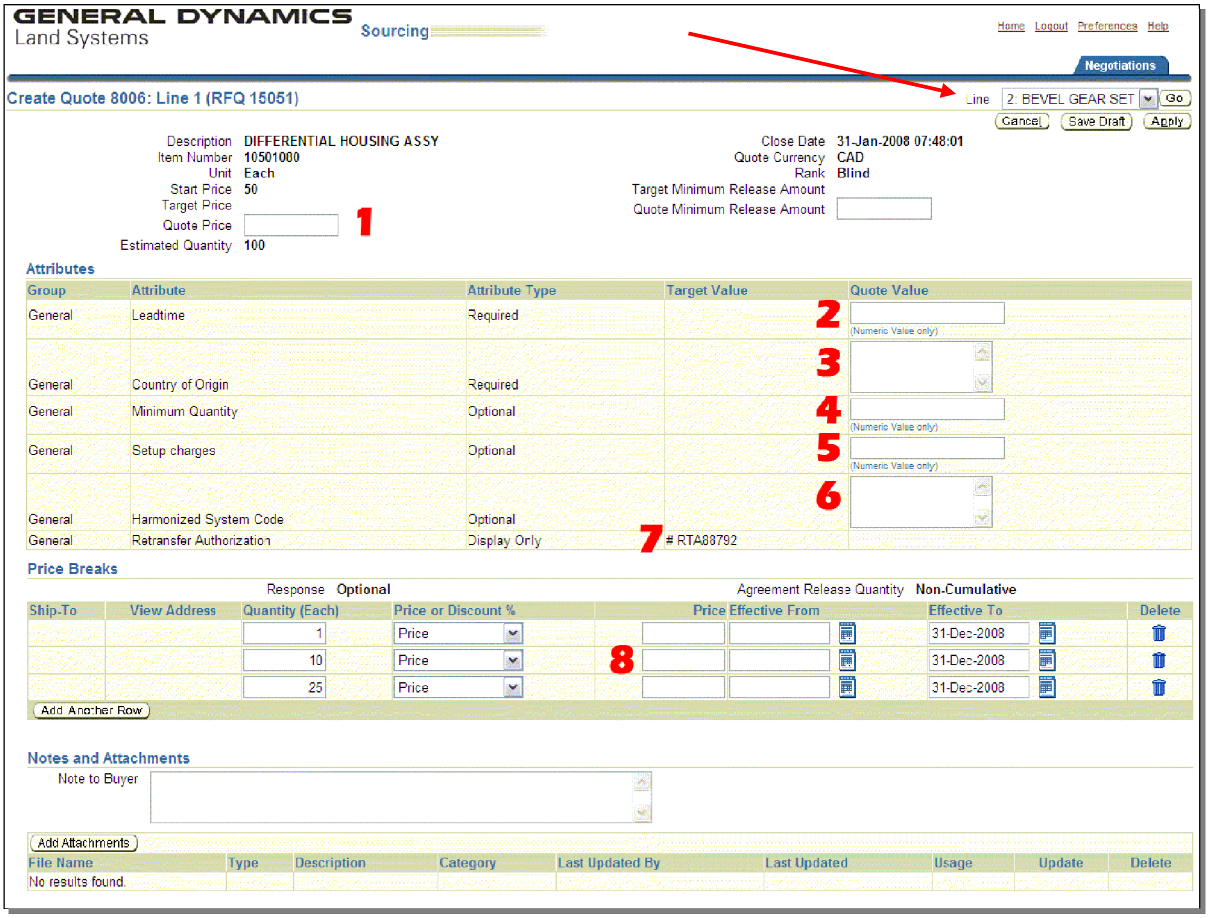
Choose **Create Quote** and click **Go**.



Very Important: if your company is paid in a different currency than what is indicated on this screen, you must change it now. Otherwise your response will be evaluated in this currency, and any future POs will be issued in this currency. If your currency isn't there, contact your buyer.

On this screen you need only fill in your **Quote Currency (1)**, and the **Quote Valid Until (2)** field. Although there are fields at the bottom of this screen to enter your prices, you must drill into the details of each line item on this RFQ to complete some other mandatory fields, so it's best to enter your prices there.

Click the **Update** icon (pencil icon, 3) for the first line to drill into the details.

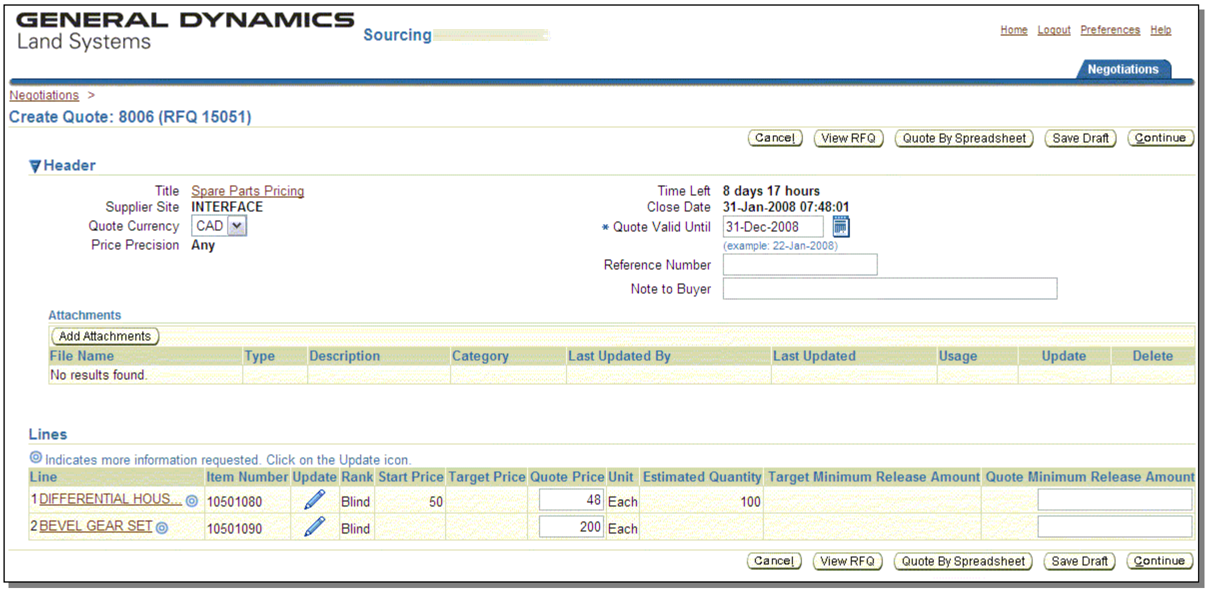


1	Quote Price	This is a repeat of the same field from the prior screen. It is mandatory, and should be your 1 piece price (or your minimum quantity price) regardless of what the "estimated quantity" is.
2	Leadtime	The number of weeks from the time we place to the order until you can ship it. It is mandatory.
3	Country of Origin	The country where the majority of the value of this item originates. It is mandatory.
4	Minimum Quantity	If you cannot provide less than a certain quantity on each order, specify it here. It is optional, and will be evaluated as part of your quotation.
5	Setup Charges	If there are setup charges not embedded in the unit cost of your item, specify them here. It is optional, and will be evaluated as part of your quotation.
6	Harmonized System Code	Enter the Harmonized System Code that applies to this item. It is optional.
7	Retransfer Authorization	This is the export controls retransfer authorization under which GDLS has provided you with technical data related to this item.
8	Price Breaks	Price break quantities requested by the buyer. You may add new rows or edit the existing ones, unless your buyer has disabled that feature. If none are shown, you may still add your own if permitted. If one of your price breaks is for quantity 1, it should match the "quote price" you entered above. If either of the effectivity fields came in with a default value you should remove them (it causes problems in other areas)
	Notes and	You may submit additional notes or attachments (such as files) that are

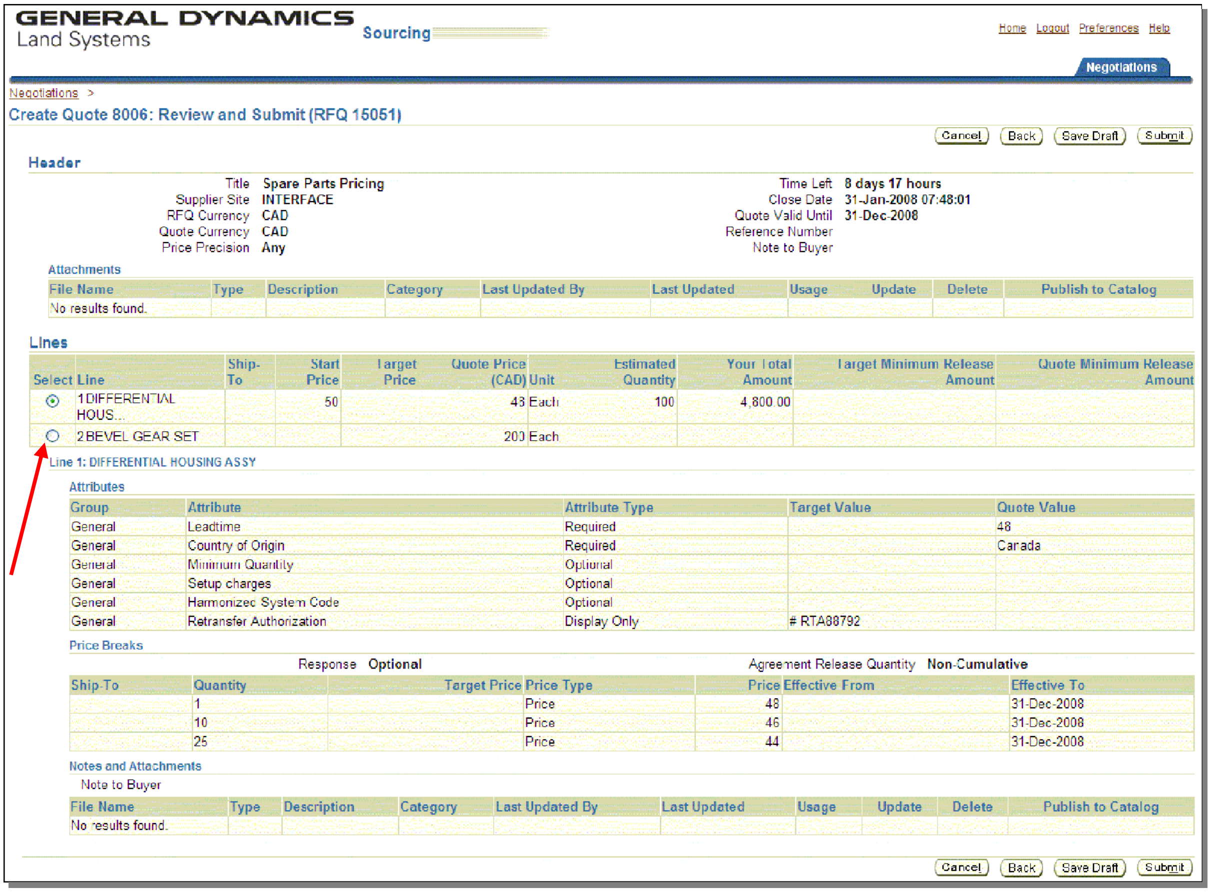
	Attachments	specific to this line.

When you have completed the item details for this line you have two options

- You can either click **Apply** at the top-right of the screen to save this information and go back to the previous screen, or
- The action window at the top-right will contain the other lines on this RFQ, and will default to next one to be completed. Simply press the **Go** button to go to the next line's details. When you've completed the last line on your quote click the **Apply** button to return to the summary.



Click **Continue** and your quotation will be validated to ensure all fields have the necessary information. You will receive errors for those that don't, and will have to correct them before continuing.

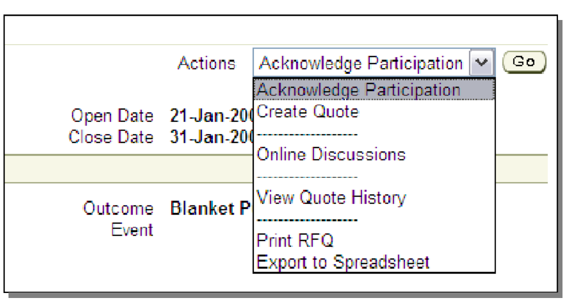


This is your final review before submitting your quotation. To see the details for other lines, click the radio button next to it.

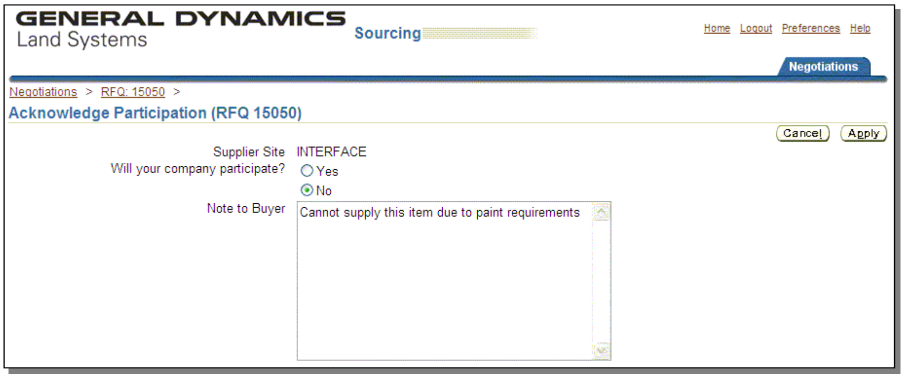
Click **Submit** to finish this RFQ and you will receive a confirmation that your RFQ was submitted. Click the **Negotiations** tab at the top-right of the screen to return to your Sourcing Homepage.

♦ "No Bid" an RFQ

If you do not plan to bid on an RFQ that has been issued to your company, you should inform the buyer. To do this, start from the Sourcing Homepage and open the RFQ.



From the Actions menu at the top-right, choose **Acknowledge Participation** and click Go.



Select the "No" radio button, and add a note to the buyer explaining why you cannot bid. This will help us understand what kind of items your company is or isn't able to supply.

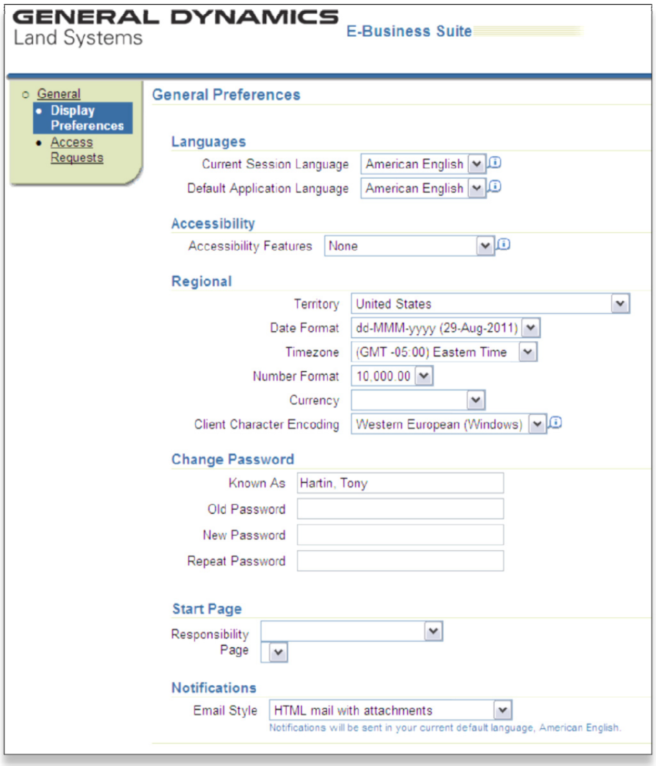
Click **Apply** and you will be returned to the RFQ. When looking at this RFQ there is no real indication that you have already no-bid, although if you try to acknowledge it again it will show your previous acknowledgement.

♦ Multiple Negotiation Rounds

Your buyer may choose to engage you in multiple rounds of negotiations on a single RFQ. If they do, the original RFQ and its quotations are closed and archived. A new RFQ is issued that will have a dash number to distinguish it from the initial RFQ, e.g. RFQ 15050 becomes 15050-1. The new negotiation round works almost exactly like a brand new RFQ.

Setting Preferences

ISupplier Portal allows you to customize some of the ways it looks and behaves. From any screen, at the top-right click on the **Preferences** link.



The useful settings on this page:

- Under **Regional**, the **Date Format** allows you to specify how your dates are shown and entered. Note that you cannot remove the requirement to include a time with certain dates (e.g. promised dates) since that is a system requirement.

- You will be forced to change your iSupplier password every 180 days, but if you wish to change it at any other time you can do it in the **Change Password** section. Be sure to notify all iSupplier users in your company, since three consecutive failed login attempts will lock your account. Note that this will only change your "login 2" password; the "login 1" password must be changed at its own login screen.

- The **Email Style** controls how iSupplier will send you notifications. It is best to leave it as the default, "HTML mail with attachments". If you change this setting to "disabled", it will also disable password reset emails. If you find our system emails are unnecessary, it's better to set up a mail rule within your email client rather than changing this setting.

Click the **Apply** button to save your changes.