Oracle iSupplier Portal

Supplier User Guide
Table of Contents

Introduction to iSupplier.................................................................................3

Logging into iSupplier..................................................................................4
  Forgot Username/Forgot Password.........................................................5-6

iSupplier Overview......................................................................................7-10
  Key Terms.................................................................................................7
  New Contract Structure.............................................................................8
  Process Changes.......................................................................................9
  iSupplier Process....................................................................................10

iSupplier Navigation...................................................................................11-13
  iSupplier Homepage...............................................................................11-12
  iSupplier Orders and Finance .................................................................13

Viewing Orders and Agreements...............................................................14-21

Creating an Invoice....................................................................................22-33

Creating a quote for a Request for Quote (RFQ).......................................34-48

Additional Resources and Contacts.........................................................49
What is iSupplier?

iSupplier is part of the Oracle E-Business Suite. The new system will allow a streamlined process between the requisitioner, supplier, Supply Chain department, and Accounts Payable.

iSupplier will be the major source of communication for all parties involved. Suppliers will be able to view purchase orders, submit invoices, and participate in sourcing events (RFQ’s).
Logging Into iSupplier

Type or copy/paste in the browser address bar the following link:

https://supplierprd.coned.com

(Oracle is most compatible using Internet Explorer browser)

Please make sure to enter “https” in the address. If you enter “http” the URL will not work.

1. Enter in your User Name (typically email address)
2. Enter Password
3. Click Login
Forgot Username/ Reset Password

Type or copy/paste in the browser address bar the following link:
https://supplierprd.coned.com

Please make sure to enter “https” in the address. If you enter “http” the URL will not work.

Click on Login Assistance
Forgot Password

Enter your user name, instructions for how to reset your password will be emailed to you.

**User Name**

Click Here

Forgot Password

Forgot User Name

Enter the email address associated with your account, your user name will be emailed to you.

**Email**

(Example: first.last@domain.com)

Click Here

Forgot User Name

Enter in User Name and select Forgot Password. You will receive an email with instructions on resetting your password.

Enter in your email address and your User Name will be sent to you via email.
<table>
<thead>
<tr>
<th><strong>Key Terms</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Oracle EBS Suite</strong></td>
</tr>
<tr>
<td>Oracle’s e-Business Suite (EBS) applications provide complete business and industry solutions, enabling organizations to significantly improve execution performance through greater efficiency and collaboration.</td>
</tr>
<tr>
<td><strong>iSupplier</strong></td>
</tr>
<tr>
<td>A module within Oracle’s e-Business Suite that allows vendors to communicate with customers in regards to the procurement of goods and services. Vendors can review order, attach invoices, respond to sourcing invitation, etc.</td>
</tr>
<tr>
<td><strong>Blanket Purchase Agreement (BPA)</strong></td>
</tr>
<tr>
<td>An agreement with a supplier for specific goods or services at a pre-negotiated price. A BPA includes contract start and end dates, prices, terms and conditions, and a total maximum dollar limit. Releases do not require buyer intervention. They are similar to current Blanket POs / Term Contracts.</td>
</tr>
<tr>
<td><strong>Contract Purchase Agreement (CPA)</strong></td>
</tr>
<tr>
<td>An agreement with a supplier for unspecified goods or services. It includes contract start and end dates, terms and conditions, dollar amount, or effective dates. In addition, a CPA releases require buyer intervention. It can be used when it is hard to predict specific goods or services we will procure from the vendor such as lawyer retainer contracts or emergency vendors.</td>
</tr>
<tr>
<td><strong>Standard Purchase Order</strong></td>
</tr>
<tr>
<td>Orders created from a requisition by a buyer or requisitioner for specific goods or services, formerly known as a Spot Buy.</td>
</tr>
<tr>
<td><strong>Requisition</strong></td>
</tr>
<tr>
<td>A request, submitted in Oracle, for goods or services</td>
</tr>
<tr>
<td><strong>Purchase Order/ Release</strong></td>
</tr>
<tr>
<td>Order release off an agreement. Sent to vendor as a confirmation of request for goods and services.</td>
</tr>
<tr>
<td><strong>Receipt</strong></td>
</tr>
<tr>
<td>Confirmation that goods have been received or services have been completed.</td>
</tr>
<tr>
<td><strong>Request for Quote (RFQ)</strong></td>
</tr>
<tr>
<td>A deliverable that formally states the requirements and conditions for purchasing a solution component from a vendor. Vendor responses to the RFQ as part of the basis for vendor selection and purchase decision.</td>
</tr>
</tbody>
</table>
## New Contract Structure

<table>
<thead>
<tr>
<th></th>
<th>BPA</th>
<th>CPA</th>
<th>Standard PO</th>
</tr>
</thead>
</table>
| **Blanket Purchase Agreements** | • Agreements with a supplier for specific goods and services at a pre-negotiated price  
• Can be used by anyone in the company  
• Order releases off of a BPA do not require assistance from Purchasing  
• Include contract start/end dates, prices, terms and conditions, total maximum dollar limit and specific line items  
• For example, flagging and parking contracts. | • Agreements with a supplier for unspecified goods or services  
• Order releases off of a CPA require assistance from Purchasing  
• Include contract start/end dates, terms and conditions, a total maximum dollar limit, and do not contain specific line items  
For example, complex services like retainage and milestone contracts, and punchouts. | • Orders created from a requisition by a buyer for specific goods or services  
• Formerly known as a spot buy  
• Order releases off of a BPA  
For example, infrequently purchased special equipment or services. |

---

8
### Process Changes

<table>
<thead>
<tr>
<th>Then</th>
<th>Now</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple systems used for all supplier processes</td>
<td>iSupplier, a centralized and integrated system, will be used to process supplier transactions</td>
</tr>
<tr>
<td>Manual communication between buyers and suppliers</td>
<td>The iSupplier portal will be used for communication between buyers and suppliers</td>
</tr>
<tr>
<td>All transactions are supplier-based</td>
<td>Supplier transactions will be categorized by line item</td>
</tr>
<tr>
<td>Manual or system submission of invoices</td>
<td>Invoices will be electronically submitted</td>
</tr>
<tr>
<td>Inquiries about the payment status are checked through Accounts Payable</td>
<td>All invoice payments can be tracked in iSupplier</td>
</tr>
<tr>
<td>Suppliers transact business using contracts, purchase orders, and agreements</td>
<td>Business transacted through BPAs, CPAs, and Standard POs</td>
</tr>
</tbody>
</table>
Requisitioner

Completes a requisition in Oracle to request for goods or services

The requisition has to be approved by the manager in Oracle.

The requisitioner acknowledges that the goods/services have been received or completed in Oracle.

Vendor/Supplier

Once approved, the request goes to the vendor

The vendor acknowledges the acceptance of the request in Oracle

The order gets fulfilled and the vendor submits an invoice in iSupplier.

Payment is made on invoices based off of a 3-way match in the system. The requisition, invoice, and receipt must all match in Oracle.
The Main Menu list your roles and responsibilities in Oracle such as:

- **CE Sourcing Supplier**: Grants access to registered suppliers on iSupplier to respond to sourcing events
- **CE Invoice**: Grants access to registered suppliers on supplier portal to Oracle to submit invoices and view payments
- **CE Purchasing**: Grants access to registered suppliers on iSupplier portal to Oracle Purchasing transactions such as acknowledgement of orders and purchasing agreements

The Worklist shows notifications or items that require your action:

- **From**: Shows who your notification is from
- **Type**: Shows what kind of notification it is (e.g., PO Approval, Sourcing Negotiation)
- **Subject**: Referencing the subject of the notification
- **Sent**: Shows when the document was sent
- **Full List**: Allows users to see all notifications
Notifications: Quick view of notifications
Orders At A Glance: Quick view of orders
Shipments At A Glance: Quick view of shipments

Allows users to view and search items pertaining to Orders, Shipments, Receipts, Invoices, and Payments.
The Orders screen allows suppliers to view orders and take action on orders.

**Acknowledgment**: allows users to accept purchase orders  
**View Change History**: allows suppliers to view changes that have been submitted on an Order Release  
**Advanced Search**: Allows suppliers to search Purchase Orders by different criteria such as PO Number, Order Date, etc.

The Finance screen allows suppliers to create invoices and view invoices and payments.

**Create Invoices**: allow suppliers to create invoices in the Oracle System and attach it to the Purchase Order  
**View Invoices**: allows suppliers to view the invoices that have been submitted  
**View Payments**: allows suppliers to view payment status of orders processed
Viewing Orders and Agreements

Select the appropriate responsibility that pertains to your profile.

- CE Purchasing Supplier

Click Here

Home

Navigator

Personalize

CE Invoicing Supplier

- CE Purchasing Supplier

- CE Sourcing Supplier

Worklist

<table>
<thead>
<tr>
<th>From</th>
<th>Type</th>
<th>Subject</th>
<th>Sent</th>
<th>Due</th>
</tr>
</thead>
</table>

View of CE Purchasing Supplier

Notifications

<table>
<thead>
<tr>
<th>Subject</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CECONY - Contract Purchase Agreement</td>
<td>19-Jun-2017 14:05:08</td>
</tr>
<tr>
<td>CECONY - Contract Purchase Agreement</td>
<td>12-Jun-2017 10:10:34</td>
</tr>
<tr>
<td>CECONY - Blanket Purchase Agreement</td>
<td>05-May-2017 07:55:16</td>
</tr>
<tr>
<td>CECONY - Contract Purchase Agreement</td>
<td>03-May-2017 12:15:02</td>
</tr>
</tbody>
</table>

Orders

- Agreements
- Purchase Orders
- Purchase History

Orders At A Glance

Full List
Viewing Orders and Agreements

Steps: Click Orders to review orders

Steps: Click on the PO Number hyperlink

View shows all Purchase Orders (PO)

Steps: Click on the PO Number hyperlink

Purchase Orders

Views

View All Purchase Orders

Select Order: Acknowledge View Change History

<table>
<thead>
<tr>
<th>Select</th>
<th>PO Number</th>
<th>Rev</th>
<th>Operating Unit</th>
<th>Document Type</th>
<th>Description</th>
<th>Order Date</th>
<th>Buyer</th>
<th>Currency</th>
<th>Amount</th>
<th>Status</th>
<th>Change Request Status</th>
<th>Acknowledge By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4601</td>
<td>1</td>
<td>CECONY</td>
<td>Global Blanket Agreement</td>
<td>19-Jun-2017 15:23:26</td>
<td>Gutu, Elena</td>
<td>USD</td>
<td>322,500.00</td>
<td>Accepted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4602</td>
<td>0</td>
<td>CECONY</td>
<td>Global Contract Agreement</td>
<td>19-Jun-2017 14:02:06</td>
<td>Gutu, Elena</td>
<td>USD</td>
<td>40,000.00</td>
<td>Requires Signature</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4603</td>
<td>0</td>
<td>CECONY</td>
<td>Global Contract Agreement</td>
<td>12-Jun-2017 10:07:42</td>
<td>Gutu, Elena</td>
<td>USD</td>
<td>40,000.00</td>
<td>Open</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Order Information Screen: Shows the details of the purchase order

Summary shows a screen shot of the financials of the Purchase order

- **Total**: is the amount of the purchase order
- **Received**: is confirmation from the requisitioner when goods/services have been received or complete
- **Invoiced**: is confirmation of invoices that have been submitted, via iSupplier
- **Payment Status**: is confirmation of payment on an invoice

The Total, Received, and Invoiced section must all match in order for payment to be processed on an invoice.
Steps:
1. Go to the Actions drop down menu and select “Printable View”.
2. Click “Go”.

Order Information:
- General:
  - Total: 40.45
  - Supplier
  - Supplier Site
  - Supplier Contact
  - Address
  - Buyer
  - Order Date: 02-Mar-2017 14:49:06
  - Description
  - Note to Supplier
  - Operating Unit: CECONY
  - Sourcing Document: Supplier Order Number

Terms and Conditions:
- Payment Terms
- Carrier
- FOB
- Freight Terms
- Shipping Control

Ship-To Address:
- Address: 4 IRVING PLACE
- NEW YORK, NY 10003

Bill-To Address:
- Address: PO Box 799

Summary:
- Total: 40.45
- Received: 0.00
- Invoiced: 0.00
- Payment Status: Not Paid

Click Here
Viewing Orders and Agreements

Steps: Review the details of the purchase order. You can print the purchase order as well.

☆ Should you have questions regarding your Purchase Order contact your “Key ConEd Contact”

Steps: Click “Agreements” to view agreements for your company

Click Here
Viewing Orders and Agreements

Simple Search

Note that the search is case insensitive

<table>
<thead>
<tr>
<th><strong>PO Number</strong></th>
<th>Revision</th>
<th>Global</th>
<th>Description</th>
<th>Document Type</th>
<th>Buyer</th>
<th>Order Date</th>
<th>Currency</th>
<th>Amount Agreed</th>
<th>Amount Released</th>
<th>Effective-From Date</th>
<th>Effective-To Date</th>
<th>Status</th>
<th>Attachments</th>
<th>Upload Status</th>
<th>Edit Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>43307</strong></td>
<td></td>
<td><strong>Yes</strong></td>
<td>SUPPORT STEAM DISTRIBUTION FOR STEAM LEAKS</td>
<td></td>
<td>Chan, Wei Yan</td>
<td>16-Sep-2016 14:09:59</td>
<td>USD</td>
<td>22,035,024.08</td>
<td>21,840,595.19</td>
<td>13-May-2014</td>
<td>12-May-2017</td>
<td>Open</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Viewing Orders and Agreements

Steps: Click the PO Number under Releases

---

Global Blanket Agreement: Revision: 12 (Total: USD 22,036,024.08)

- **PO Number**: 
- **Revision**: 12
- **Description**: REPETITIVE | STEAM CONSTRUCTION | SUPPORT STEAM DISTRIBUTION FOR STEAM LEAKS
- **Currency**: USD
- **Amount Released**: 21,840,566.19
- **Global**: Yes
- **Effective End Date**: 12-May-2017

---

Releases

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Action</th>
<th>Status</th>
<th>Order Date</th>
<th>Currency</th>
<th>Amount</th>
<th>Receipts</th>
</tr>
</thead>
<tbody>
<tr>
<td>475</td>
<td>1</td>
<td>Approved</td>
<td>11-Oct-2016 08:58:12</td>
<td>USD</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>480</td>
<td>0</td>
<td>Approved</td>
<td>10-Oct-2016 22:07:34</td>
<td>USD</td>
<td>41,245.48</td>
<td></td>
</tr>
</tbody>
</table>

---

Steps: Go to the Actions drop down menu and select “Printable View”

---

Standard Purchase Order: 0 (Total USD 40.45)

- **Currency**: USD

---

Order Information

- **General**
  - Total: 40.45
  - Supplier
  - Supplier Site
  - Supplier Contact
  - Address

- **Terms and Conditions**

---

Summary

- **Total**: 40.45
- **Received**: 0.00
- **Invoiced**: 0.00
- **Payment Status**: Not Paid
Steps: Click “Open”

Steps: Review the details of the purchase order. You can print the purchase order as well.

Click close to close the PDF
Creating an Invoice

Compass invoices will continue to be processed in Compass.

Click the appropriate responsibility that pertains to your profile.

- CE Invoicing Supplier
- CE iSupplier Portal Full Access

Only responsibilities with invoicing capabilities

After you have logged into iSupplier and selected your appropriate iSupplier Role (ex. CE Invoicing Supplier):

- Click Here

Click the Finance tab
**Creating an Invoice**

**Steps:**
- Select With a PO from Create Invoice
- Click Go

**Invoice Actions**

**Search**

Note that the search is case insensitive.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier</td>
<td></td>
</tr>
<tr>
<td>Invoice Number</td>
<td></td>
</tr>
<tr>
<td>Invoice Date From</td>
<td></td>
</tr>
<tr>
<td>Invoice Date To</td>
<td></td>
</tr>
<tr>
<td>Invoice Status</td>
<td></td>
</tr>
</tbody>
</table>

**Steps:**
Enter the Purchase Order Number
- Click Go

**Create Invoice: Purchase Orders**

**Search**

Note that the search is case insensitive.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Order Number</td>
<td>402556</td>
</tr>
<tr>
<td>Purchase Order Date</td>
<td>(example: 12/28/2016)</td>
</tr>
<tr>
<td>Buyer</td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td></td>
</tr>
</tbody>
</table>

**Select PO Number**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>No search conducted</td>
<td></td>
</tr>
</tbody>
</table>
### Creating an Invoice

**Steps:** Select the Lines to add from Purchase Order to Invoice

- Click **Add to Invoice**

---

#### Create Invoice: Purchase Orders

**Search**

- Purchase Order Number: 
- Purchase Order Date: 
- Buyer: 
- Organization: 

**Select Lines to Add**

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Line</th>
<th>Description</th>
<th>Item Number</th>
<th>Supplier Item Number</th>
<th>Ordered Invoiced UOM</th>
<th>Unit Price</th>
<th>Currency</th>
<th>Shipping</th>
<th>Destination</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>403258</td>
<td>1</td>
<td>6&quot;x4' TO 3&quot; - SEALING JUNCTS PLUGS - ENCAPSULATION MTHD IN ASPH/CONCRETE BASE - STRAIGHT TIME - YEAR 3</td>
<td>N52198771</td>
<td>2</td>
<td>0</td>
<td>EACH</td>
<td>1257.01</td>
<td>USD</td>
<td>DO NOT SHIP</td>
<td>CEDONY</td>
</tr>
<tr>
<td>403258</td>
<td>2</td>
<td>6&quot;x4' TO 3&quot; - SEALING JUNCTS PLUGS - ENCAPSULATION MTHD IN ASPH/CONCRETE BASE - OVERTIME - YEAR 3</td>
<td>N52198772</td>
<td>1</td>
<td>0</td>
<td>EACH</td>
<td>1022.54</td>
<td>USD</td>
<td>DO NOT SHIP</td>
<td>CEDONY</td>
</tr>
<tr>
<td>403258</td>
<td>3</td>
<td>6&quot;x4' TO 3&quot; - SEALING JUNCTS PLUGS - ENCAPSULATION MTHD IN ASPH/CONCRETE BASE - STRAIGHT TIME - YEAR 3</td>
<td>N52198796</td>
<td>1</td>
<td>0</td>
<td>EACH</td>
<td>831.4</td>
<td>USD</td>
<td>DO NOT SHIP</td>
<td>CEDONY</td>
</tr>
<tr>
<td>403258</td>
<td>4</td>
<td>T3BOOT STAND BY - OVERTIME - YEAR 3</td>
<td>N52222045</td>
<td>1</td>
<td>0</td>
<td>HOUR</td>
<td>702.09</td>
<td>USD</td>
<td>DO NOT SHIP</td>
<td>CEDONY</td>
</tr>
<tr>
<td>403258</td>
<td>5</td>
<td>6&quot;x4' ADD L/M EMERGENCY/EMERGENCY - OVERTIME - YEAR 3</td>
<td>N52222025</td>
<td>2.96</td>
<td>0</td>
<td>CUBIC YARD</td>
<td>1025.96</td>
<td>USD</td>
<td>DO NOT SHIP</td>
<td>CEDONY</td>
</tr>
</tbody>
</table>
### Creating an Invoice

#### Steps:
1. Select the Purchase Orders, in the Purchase Order Items Added to Invoice section
2. Click Next

#### Purchase Order Items Added to Invoice

<table>
<thead>
<tr>
<th>Select PO Number</th>
<th>Line</th>
<th>Shipment</th>
<th>Item Description</th>
<th>Item Number</th>
<th>Supplier Item Number</th>
<th>Ordered Quantity</th>
<th>Received Quantity</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Currency</th>
<th>Incoterm</th>
<th>Organization</th>
</tr>
</thead>
</table>
| 10020508         | 1    | 1        | 4" X 1 1/4"
| 10020508         | 2    | 1        | 4" X 1 1/4"
| 10020508         | 3    | 1        | 4" X 1 1/4"
| 10020508         | 4    | 1        | 6" X 2"
| 10020508         | 5    | 1        | 6" X 2"
Steps: 
1. Enter your company’s invoice number and invoice date in the appropriate fields.
2. Click on the magnifying glass and select your remit to address or enter the remit to address in the appropriate field.

* When submitting a partial invoice, be sure to use a different invoice number for subsequent invoices pertaining to that purchase order.
* Suppliers should submit all invoices through iSupplier, even if invoices have been sent to the requestor.

**Invoice Number**: 5678  
**Invoice Date**: 01/09/2017
Creating an Invoice

Steps: Click Add if you would like to add an attachment (Optional)

Steps: Click Browse

Attachment Summary Information

Category From Supplier

Define Attachment

Type:
- File
- URL
- Short Text
- Long Text

Click Here

Click Here

Add
Creating an Invoice

Steps: Double Click on the file to upload

Steps: Click Apply and you will get a confirmation that attachment was attached successfully

Click Here
Creating an Invoice

Steps: Click if you need to add cost for freight

Steps: Enter the Freight Amount
Enter the Description (Ex. Freight)
Click Next
Creating an Invoice

Steps:

1. Review tax information, this section is already pre-populated and would not typically require changes.
2. Click Next (Skip to Slide 32)

Create Invoice: Manage Tax

Supplier

Invoice

Customer

Summary Tax Lines

<table>
<thead>
<tr>
<th>Summary Tax Line Number</th>
<th>Tax Regime Code</th>
<th>Tax</th>
<th>Tax Status Code</th>
<th>Tax Authority Code</th>
<th>Tax Rate Code</th>
<th>Tax Rate</th>
<th>Tax Amount</th>
<th>Line Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DCH</td>
<td>COUNTY</td>
<td>EXEMPT-COUNTY</td>
<td>NY</td>
<td>0790000000</td>
<td>0990000000</td>
<td>0.00</td>
<td>D Active</td>
</tr>
<tr>
<td>2</td>
<td>DCH</td>
<td>STATE</td>
<td>EXEMPT-STATE</td>
<td>NY</td>
<td>0790000000</td>
<td>0990000000</td>
<td>0.00</td>
<td>D Active</td>
</tr>
</tbody>
</table>
Creating an Invoice

Note: For Taxed items only, verify the Tax Rate and Amount are correct. These fields can be modified.

### Summary Tax Lines

<table>
<thead>
<tr>
<th>Summary Tax Line Number</th>
<th>Tax Regime Code</th>
<th>Tax Status Code</th>
<th>Tax Jurisdiction Code</th>
<th>Tax Rate Code</th>
<th>Tax Rate</th>
<th>Tax Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CH_US_SALES_USE_TAXES</td>
<td>County Standard</td>
<td>ST-5600100000</td>
<td>STO</td>
<td>.0</td>
<td>.81</td>
</tr>
<tr>
<td>2</td>
<td>CH_US_SALES_USE_TAXES</td>
<td>State Standard</td>
<td>ST-5600100000</td>
<td>STO</td>
<td>0</td>
<td>4.02</td>
</tr>
</tbody>
</table>

### Items

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Line</th>
<th>Shipment</th>
<th>Item Description</th>
<th>Supplier Item Number</th>
<th>Ship To</th>
<th>Available Qty</th>
<th>Quantity To Invoice</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10000001</td>
<td>1</td>
<td>1</td>
<td>GREASE GASKET MLS EP 2</td>
<td>1234567890</td>
<td>New York</td>
<td>23</td>
<td>23.00 CARTRON</td>
<td>1.23</td>
<td>40.45</td>
</tr>
</tbody>
</table>

### Shipping and Handling

<table>
<thead>
<tr>
<th>Charge Type</th>
<th>Amount Description</th>
</tr>
</thead>
</table>

### Invoice Summary

![Invoice Summary](image)

#### Steps:
- If the Tax Rate or Tax Amount are **not** correct, input the correct value in the Tax Amount or Tax Rate fields.
  - Click Calculate
  - Click Recalculate Total – Verify that the total amount has been updated
  - Click Next

![Invoice Summary](image)

---

31
Creating an Invoice

Steps:
- Review Invoice
- Click Submit

Supplier

Customer

Name

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Line</th>
<th>Shipment</th>
<th>Item Description</th>
<th>Supplier Item Number</th>
<th>Step To</th>
<th>Available Qty</th>
<th>Quantity To Invoice: UOM</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>402508</td>
<td>1</td>
<td></td>
<td>CKNH 4&quot; TO 6&quot; - Sealant Joint Flue - Encapsulation Method in Asphalt/concrete base - Straight Time - Year 3</td>
<td>DO NOT SHIP</td>
<td>2</td>
<td>2.00 EACH</td>
<td>1</td>
<td>2,820.00</td>
<td>2,820.00</td>
</tr>
<tr>
<td>402508</td>
<td>2</td>
<td></td>
<td>CKNH 4&quot; TO 6&quot; - Sealant Joint Flue - Encapsulation Method in Asphalt/concrete base - Straight Time - Year 3</td>
<td>DO NOT SHIP</td>
<td>1</td>
<td>1.00 EACH</td>
<td>1</td>
<td>1,022.54</td>
<td>1,022.54</td>
</tr>
<tr>
<td>402508</td>
<td>3</td>
<td></td>
<td>CKNH 4&quot; TO 6&quot; - Sealant Joint Flue - Encapsulation Method in Asphalt/concrete base - Straight Time - Year 3</td>
<td>DO NOT SHIP</td>
<td>1</td>
<td>1.00 EACH</td>
<td>1</td>
<td>900.45</td>
<td>900.45</td>
</tr>
<tr>
<td>402508</td>
<td>4</td>
<td></td>
<td>TUBOCT STANDS IF - Straight Time - Year 3</td>
<td>DO NOT SHIP</td>
<td>1</td>
<td>1.00 HOUR</td>
<td>780.08</td>
<td>780.08</td>
<td></td>
</tr>
<tr>
<td>402508</td>
<td>5</td>
<td></td>
<td>GHAD ADIL DREAMSCAPE/ORESTORE - Straight Time - Year 3</td>
<td>DO NOT SHIP</td>
<td>20</td>
<td>2.98 CUBIC YD</td>
<td>1,002.08</td>
<td>3,006.85</td>
<td></td>
</tr>
</tbody>
</table>
Steps: You will receive a confirmation, informing you that your invoice has been submitted.

Confirmation

Invoice 6678 was submitted to our Accounts Payable department on 01/09/2017. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

Invoice: 6678

Supplier

Invoice
Once logged into Oracle, select the appropriate responsibility that pertains to your profile (menu on left):

- Click on **CE Sourcing Supplier**
- Click on **Sourcing Home Page**

“Your Active and Draft Responses” - shows your draft and active RFQ’s.

“Your Company’s Open Invitations” - shows you invitations that you have received that have not yet been saved as a draft or submitted.

*Note: Please use Internet Explorer since Oracle works best with this browser. The Oracle iSupplier link is [https://supplierprd.coned.com](https://supplierprd.coned.com).*
Creating a Quote for a RFQ

Steps: Click on the Negotiation Number to view the RFQ.

The supplier MUST acknowledge their participation in the RFQ.

Steps: Go to the Actions drop down menu and select “Acknowledge Participation”

Click Go
Creating a Quote for a RFQ

Steps:
1. Select “Yes” if you would like to participate in the RFQ
2. Include Note to Buyer if applicable
3. Click Apply

After acknowledgement, you will be redirected back to the RFQ screen. Buyers attach specifications and documents for suppliers to review pertaining to the RFQ.

Steps:
1. Click the hyperlink of the attachment to view the document
2. Click “Open” to open the document

Click Here
Steps: After reviewing the document click “Close” to return to the RFQ screen

Steps: Click the “Lines” tab to review the lines on the RFQ

### Lines

<table>
<thead>
<tr>
<th>Description</th>
<th>Line</th>
<th>Item, Rev / Job</th>
<th>Category</th>
<th>Unit</th>
<th>Estimated Quantity</th>
<th>Best Price (USD)</th>
<th>Active Responses</th>
<th>Time Left</th>
</tr>
</thead>
<tbody>
<tr>
<td>REMEDIAL INVESTIGATIONS...</td>
<td>1 REMEDIAL INVESTIGATIONS...</td>
<td>NS0119820</td>
<td>70.13.00.00</td>
<td>Daily</td>
<td>1.000</td>
<td>Sealed</td>
<td>Sealed</td>
<td>70 days 8 hours</td>
</tr>
<tr>
<td>SERVICES, INSPECTION...</td>
<td>2 SERVICES, INSPECTION...</td>
<td>NS1030840</td>
<td>72.15.00.00</td>
<td>EACH</td>
<td>5000</td>
<td>Sealed</td>
<td>Sealed</td>
<td>70 days 8 hours</td>
</tr>
</tbody>
</table>
Creating a Quote for a RFQ

Steps: After reviewing the “Lines” Click on the “Controls” tab to view the RFQ controls

Steps: After reviewing the “Controls” Click on the “Contract Terms” tab to view the RFQ contract terms (optional)

This negotiation includes Contract Terms. View the terms by clicking on the Preview Contract Terms button.

Deliverables

<table>
<thead>
<tr>
<th>Deliverable Name</th>
<th>Deliverable Type</th>
<th>Responsible Party</th>
<th>Party Name</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No Deliverables exist.
Creating a Quote for a RFQ

Steps:
1. After reviewing the “Contract Terms” Click on “Create Quote” in the actions tab
2. Click Go

Steps:
- Click Add Attachment to add additional details pertaining to the RFQ
Creating a Quote for a RFQ

Steps:
1. After reviewing the “Contract Terms” Click on “Create Quote” in the actions tab
2. Click Go

- Click on “Create Quote” in the actions tab
- Click Go

Steps:
1. Click Add Attachment to add additional details pertaining to the RFQ

- Click Add Attachment

Steps:
1. Click Add Attachment to add additional details pertaining to the RFQ

- Click Add Attachment
Creating a Quote for a RFQ

Steps: Click **Browse** to view files that you would like to attach

Select the file that you would like to attach, Click “**Open**”

Steps: Enter in the “**Title**” and “**Description**” field

Click “**Apply**” to attach the document to the RFQ and a confirmation will appear.
Creating a Quote for a RFQ

Steps: You will receive a confirmation that your attachment has been added successfully.

Steps: In the Requirements section, read the terms and conditions and acknowledge whether you accept or not by entering a “yes” or “no” in the quote value field. This is a required field.

Please acknowledge any other requirements such as Insurance, etc. by stating “yes” or “no” in the quote value field. This is a required field.
Creating a Quote for a RFQ

Steps: Click the “Lines” tab to enter your quote information.

Steps: Enter in the “Unit Price”. Do not use the dollar sign symbol ($). You can enter a 1 as a placeholder but this field cannot be left blank.

Change the Quote field from “No” to “Yes”

Click “Save Draft” to save the quote information that has been entered.
Creating a Quote for a RFQ

Steps:

- You will receive a confirmation that your RFQ has been saved
- Click the “Continue” to continue the submission of the RFQ

Confirmation
Quote: 1156309 for RFQ 1384335 (TS_PO_078 - Sourcing Event for BPA allow Staggered Awards) has been saved as a draft.

Steps:

- Review Quote Information
- Click “Validate” to make sure all the information entered in the RFQ will be submitted without errors
Creating a Quote for a RFQ

Steps: You will receive a confirmation that your RFQ has been validated without any errors
Click the “Printable View” to print your RFQ (optional)
Click “Open” to open the RFQ

Negotiations > RFQ: 1384335 >

Confirmation
Quote 1156309 for RFQ 1384335 (TS_PO_076 - Sourcing Event for BPA allow Staggered Awards) has been validated without any errors.

Create Quote 1156309: Review and Submit (RFQ 1384335)

Header

Title: TS_PO_076 - Sourcing Event for BPA allow Staggered Awards
Supplier: 1000 KING GEOGD
Supplier Site: 1000 KING GEOGD
RFQ Currency: USD
Quote Currency: USD
Price Precision: Any

Time Left: 77 days 21 hours
Close Date: 02-Oct-2017 18:44:58
Quote Valid Until: Referece Number
Note to Buyer: 

Attachments

Title | Type | Description | Category | Last Updated By | Last Updated | Update | Delete
--- | --- | --- | --- | --- | --- | --- | ---
No results found

Do you want to open or save 1384335_1156309_RESPONSE_US.pdf from ebsdes03.conedison.net?
Open | Save | Cancel

Steps: Print RFQ, and Close the document to return to the RFQ in iSupplier (optional)
Creating a Quote for a RFQ

Steps:
1. Click “Submit” to submit the RFQ
2. You will receive a confirmation that your RFQ has been submitted
3. Click “Return to Sourcing Home Page”

When you return to the Sourcing Home Page, notice that RFQ has moved to “Your Active and Draft Responses” section. Notice that the Response Status section states “Active”, a saved draft would state “Draft” in the Response Status.
Creating a Quote for a RFQ

You will receive a notification in your Worklist, in the Oracle E-Business Suite Home Page, to inform you when a Sourcing Invitation is closed.

Steps: Click on the subject of the notification

You can view the RFQ closing notification

Closed Early: RFQ 56091 (RFQ EXAMPLE FOR TRAINING)

From Delhaiso, Michael
To ANGEL PLUTO
Sent 04-Dec-2012 11:25:37
ID 1401413

Negotiation Preview December 04, 2012 11:02 am Eastern Time
Negotiation Open December 04, 2012 11:02 am Eastern Time
Negotiation Close December 28, 2012 10:52 am Eastern Time
Supplier ANGEL PLUTO INC
Supplier Site
Early Close December 04, 2012 11:25 am Eastern Time

Reason for closing early: THANK YOU FOR PARTICIPATING

Return to Worklist
When you return to the Sourcing Home Page, notice that the “Time Left” section shows the time left on the RFQ.
## Additional Resources

**iSupplier References Link:**

[iSupplier References](#)

## Key Contacts

<table>
<thead>
<tr>
<th>Issues</th>
<th>Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier Record Management (Purchasing and Payment)</td>
<td>Supplier Management Group (SMG)</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:dl-smg@coned.com">dl-smg@coned.com</a></td>
</tr>
<tr>
<td>Purchasing Issues (Agreements (CPA/BPA), terms and conditions, supplier record, etc.)</td>
<td>Buyer/ Supply Chain Dept.</td>
</tr>
<tr>
<td>Invoicing/Payment (Non-Technical Payment / Invoice Issue)</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:APSTAFF@coned.com">APSTAFF@coned.com</a></td>
</tr>
<tr>
<td>Purchase Order Questions (i.e. what is the order for? When should I provide service?, Quantity billed/received etc.)</td>
<td>Requisitioner/ Key Contact</td>
</tr>
</tbody>
</table>