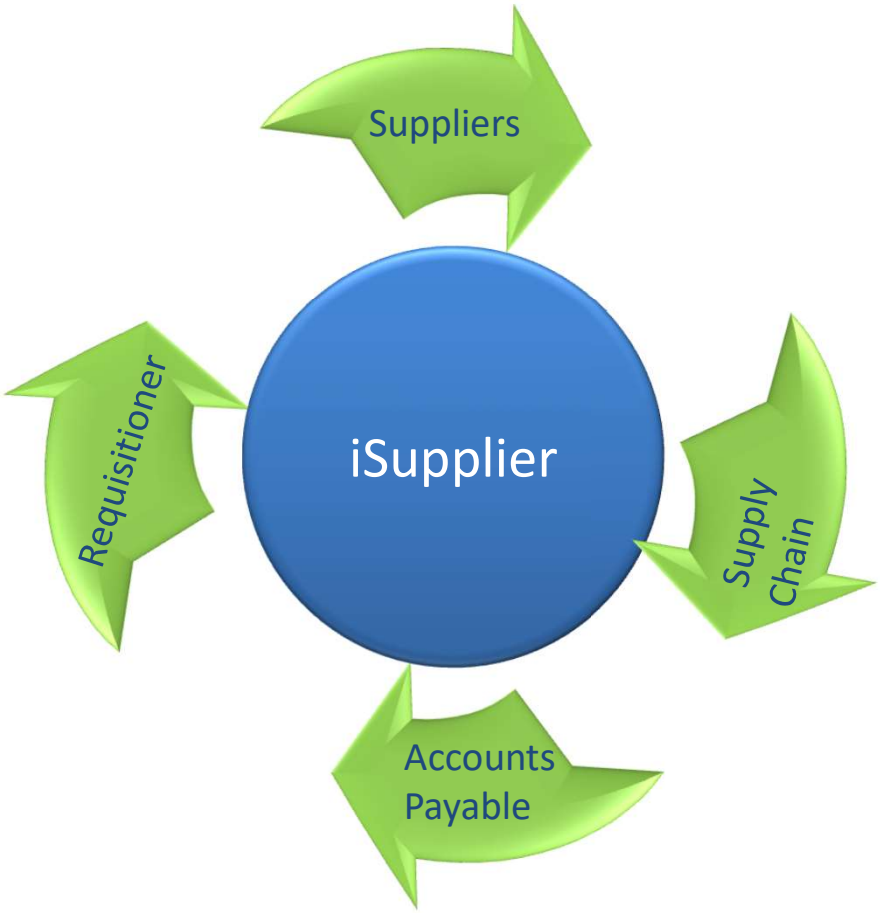
Oracle iSupplier Portal

Supplier User Guide

Revised
4/13/2023

Table of Contents

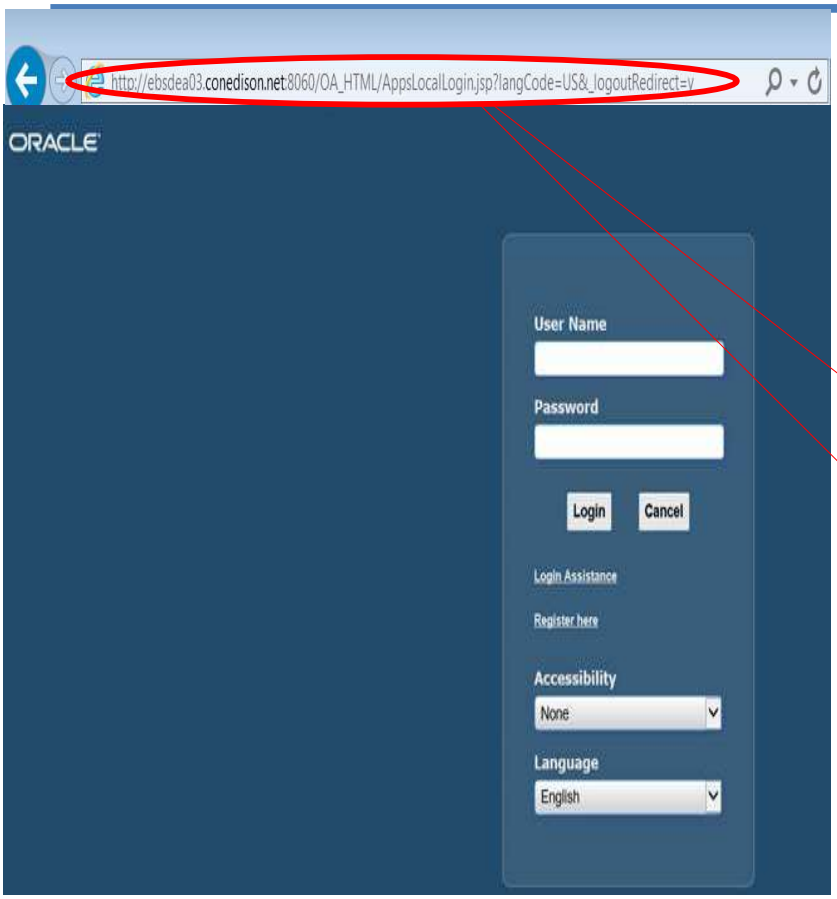


What is iSupplier?

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)

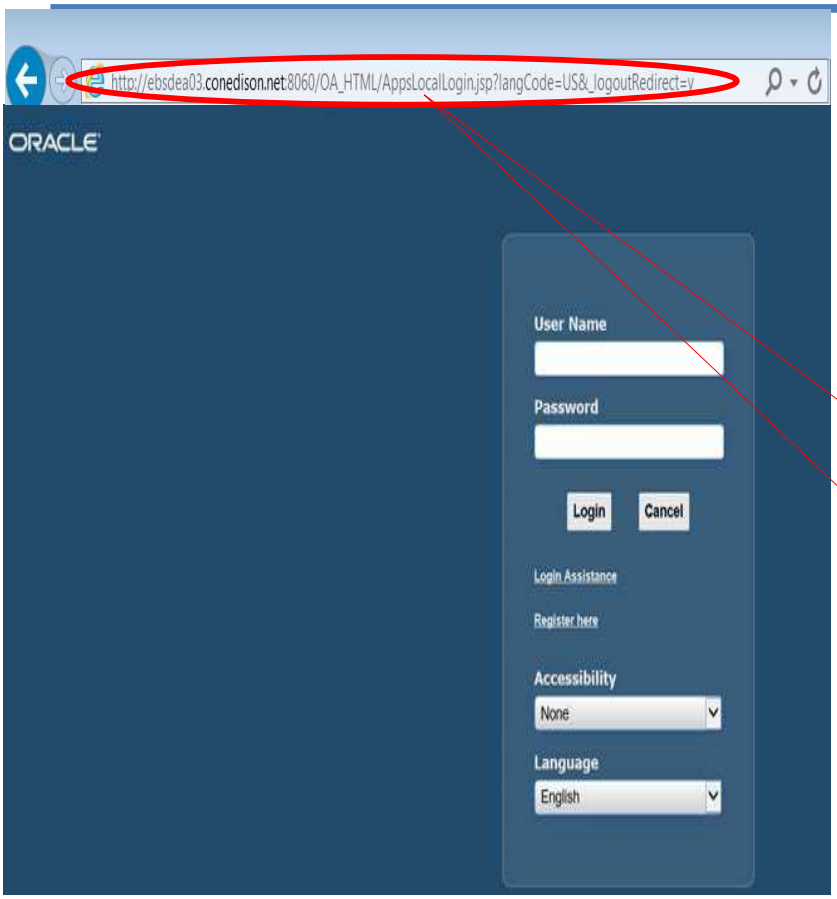
Please make sure to enter "https" in the address. If you enter "http" the URL will not work.

Enter in your **User Name** (typically email address) 1

Enter Password 2

Click Login 3

Forgot Username/ Reset Password

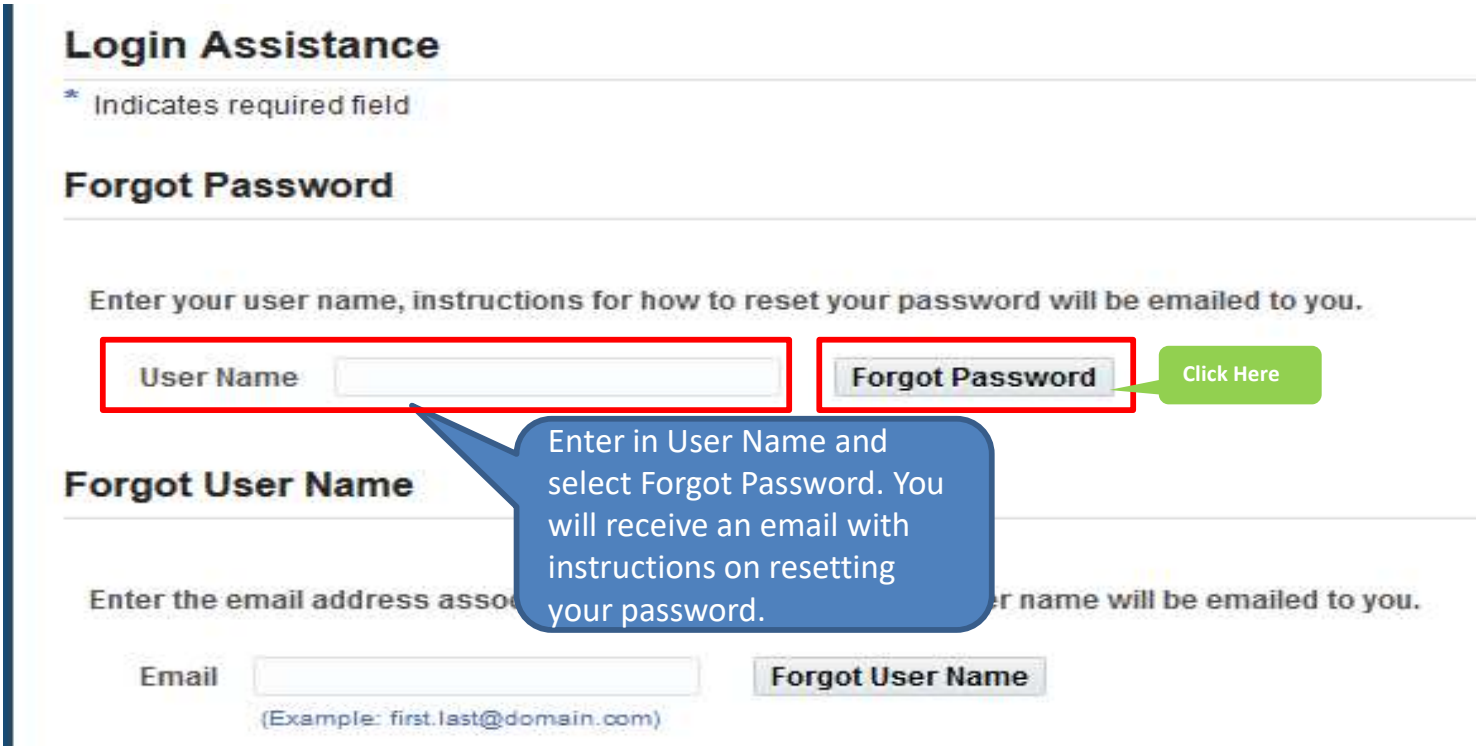


Type or copy/paste in the browser address bar the following link: https://supplierprd.coned.com

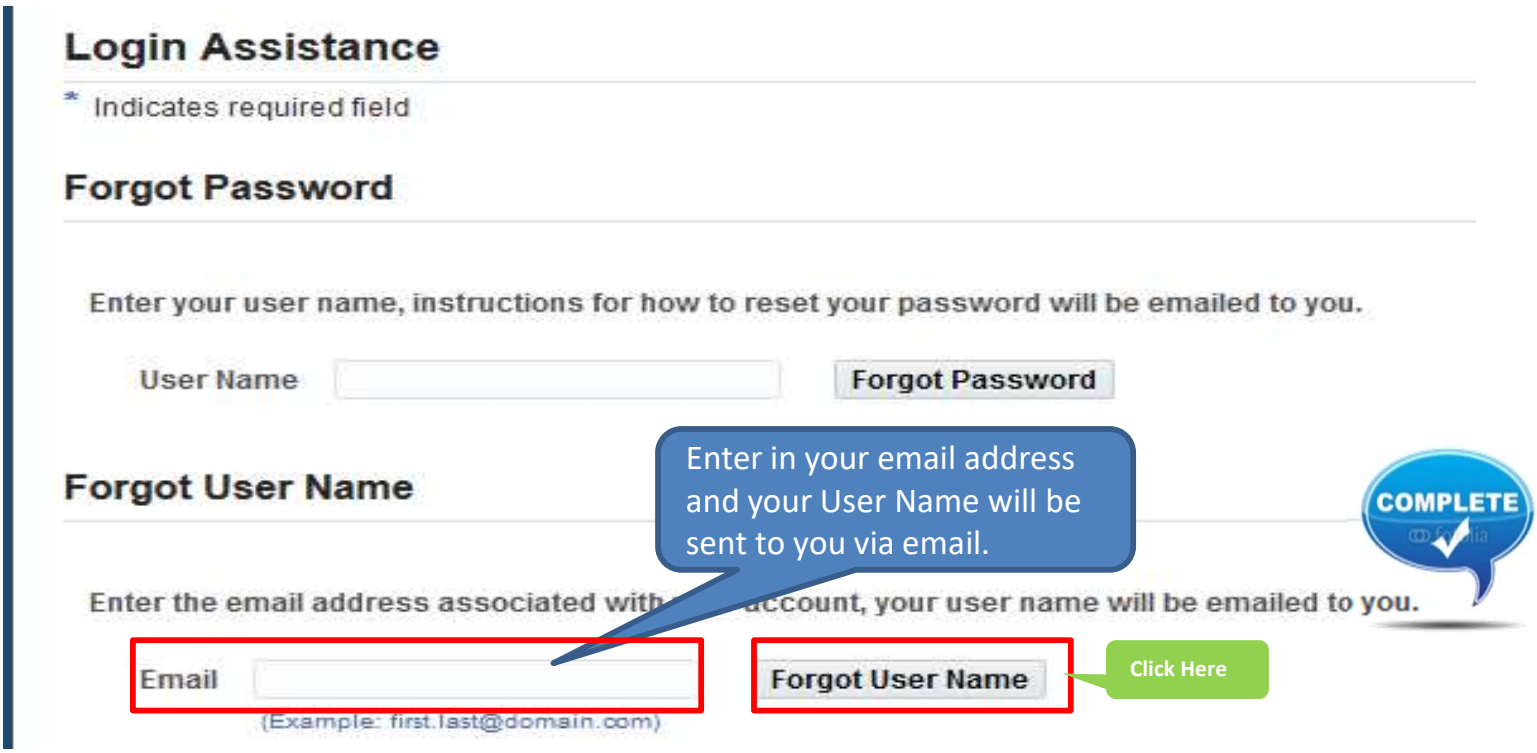
Please make sure to enter "https" in the address. If you enter "http" the URL will not work.

Click on **Login Assistance**

Forgot Password



Forgot User Name



Key Terms

Oracle EBS Suite

- 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.

iSupplier

- 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.

Blanket Purchase Agreement (BPA)

- 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.

Contract Purchase Agreement (CPA)

- 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.

Standard Purchase Order

- Orders created from a requisition by a buyer or requisitioner for specific goods or services, formerly known as a Spot Buy.

Requisition

- A request, submitted in Oracle, for goods or services

Purchase Order/ Release

- Order release off an agreement. Sent to vendor as a confirmation of request for goods and services.

Receipt

- Confirmation that goods have been received or services have been completed.

Request for Quote (RFQ)

- 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.

New Contract Structure

BPA	CPA	Standard PO
Blanket Purchase Agreements	**Contract Purchase Agreements**	**Standard Purchase Orders**
• 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.

Process Changes

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

iSupplier Process

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 .

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.

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.

iSupplier Navigation

Home

Navigator

Personalize

- CE Invoicing Supplier
- CE Purchasing Supplier
- CE Sourcing Supplier

Worklist

Full List (8)

From	Type	Subject	Sent	Due
Gutu, Elena	PO Approval	CECONY - Blanket Purchase Agreement 4803766, 1	19-Jun-2017	
Gutu, Elena	PO Approval	CECONY - Contract Purchase Agreement 4803764, 0	19-Jun-2017	
Polanco, Megan	PO Approval	CECONY - Contract Purchase Agreement 4803761, 0	12-Jun-2017	
Cain, Margaret	PO Approval	CECONY - Blanket Purchase Agreement 4803753, 1	05-May-2017	

The Main Menu list your roles an 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 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 (exp. PO Approval, Sourcing Negotiation)**
- **Subject: Referencing the subject of the notification**
- **Sent: Shows when the document was sent**
- **Full List: Allows users to see the all notifications**

iSupplier Navigation

Supplier Home | Orders | Shipments | Planning | Finance | Product

Search PO Number Go

Notifications

Full List

Subject	Date
No results found.	

Orders At A Glance

Full List

PO Number	Description	Order Date
4803717		02-Mar-2017 14:49:56

Shipments At A Glance

Full List

Views

View ASNs in Last 180 Days Go Personalize

Rows 1 to 30

Shipment Number	Packing Slip	Shipment Date
09261		

Planning
- Forecast Schedules
- VMI

Orders
- Agreements
- Purchase Orders
- Purchase History

Shipments
- Delivery Schedules
- Overdue Receipts
- Advance Shipment Notices

Receipts
- Receipts
- Returns
- On-Time Performance

Invoices
- Invoices

Payments
- Payments

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**

iSupplier Navigation

Supplier Home | Orders | Shipments | Planning | Finance | Product

Purchase Orders | Deliverables | Work Orders | Agreements | View Requests | Purchase History | Work Confirmations | RFQ | Deliverables | Timecards

Purchase Orders

Export

Views

View All Purchase Orders Go Advanced Search

Select Order: Acknowledge | View Change History | Rows 1 to 75

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
○	48	0	CECONY	Standard PO		02-Mar-2017 14:49:56	Cain, Margaret K	USD	40.45	Open			
○	48	0	CECONY	Standard PO		02-Mar-2017 14:46:16	Cain, Margaret K	USD	470.81	Open			
○	48	0	CECONY	Standard PO		11-Oct-2016 11:49:27	Blaut, David	USD	22,526.41	Open			

The Orders screen allows suppliers to view orders and take action on orders.
Acknowledge: 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.

Create Invoices | View Invoices | View Payments

Invoice Actions

Create Invoice With a PO Go

Search

Note that the search is c

Supplier DANELLA CONSTRUCTION OF NY INC

Invoice Number

Invoice Date From

(example: 14-Jul-2017)

Invoice Status

Go Clear

Purchase Order Number

Invoice Amount

Invoice Date To

Currency

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.									

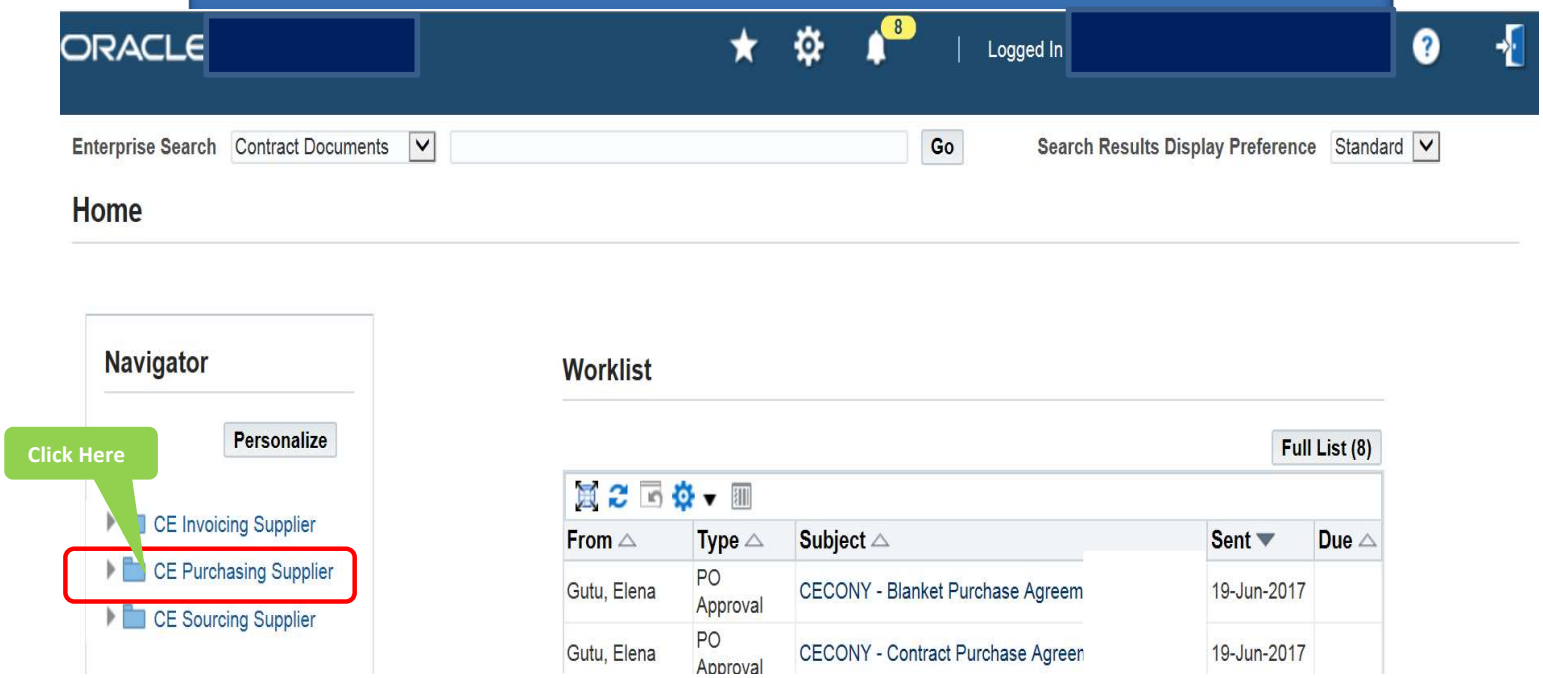
The Finance screen allows suppliers to create invoices and view invoices and payments.
Create Invoices: allow suppliers to create invoices in the Oracle System and attach it to the Purchase Order
View Invoices: allows suppliers to view the invoices that have been submitted
View Payments: allows suppliers to view payment status of orders processed

Viewing Orders and Agreements

Select the appropriate responsibility that pertains to your profile.

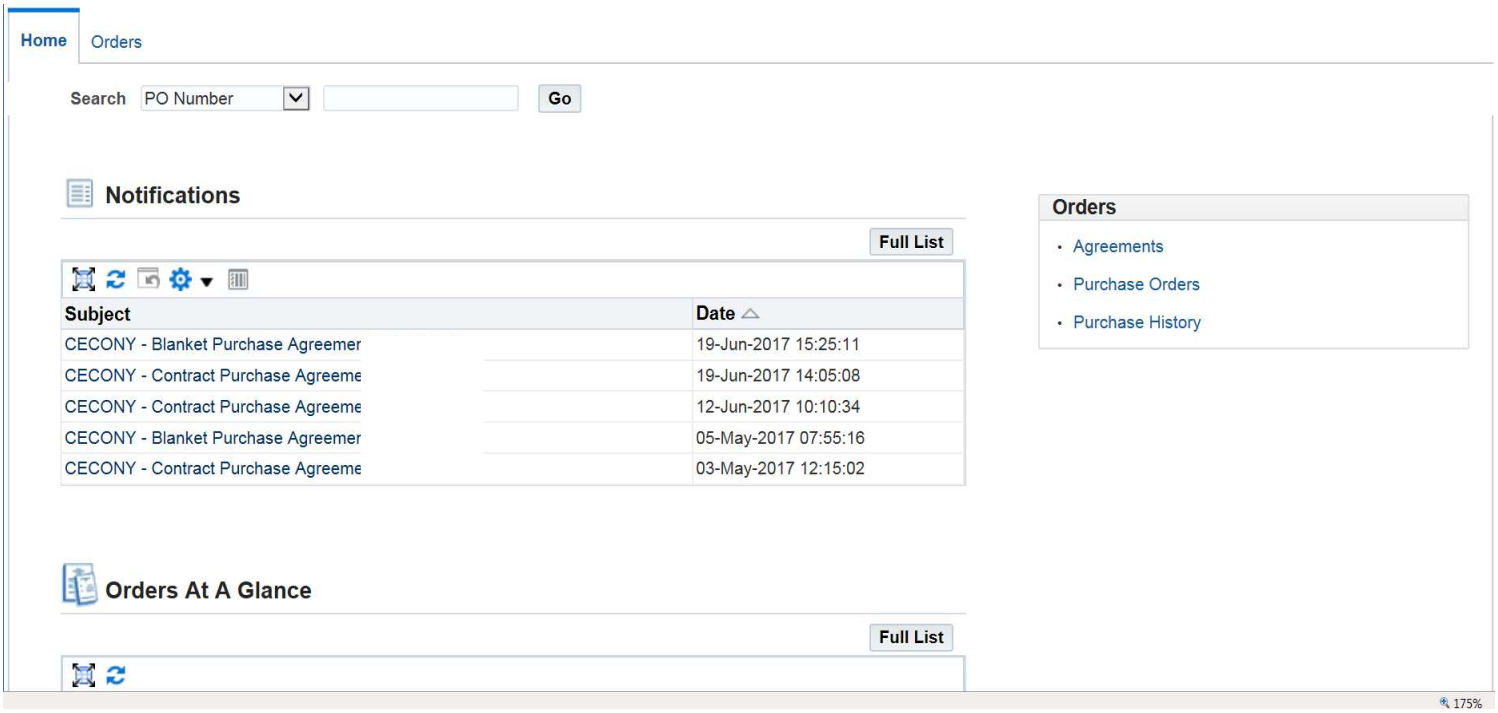
- **CE Purchasing Supplier**

NEXT



View of **CE Purchasing Supplier**

NEXT



Viewing Orders and Agreements

Steps: Click **Orders** to review orders

NEXT

Click Here

Home | Orders

Search PO Number Go

Notifications

Full List

Subject	Date
CECONY - Blanket Purchase Agreemer	19-Jun-2017 15:25:11
CECONY - Contract Purchase Agreeme	19-Jun-2017 14:05:08
CECONY - Contract Purchase Agreeme	12-Jun-2017 10:10:34
CECONY - Blanket Purchase Agreemer	05-May-2017 07:55:16
CECONY - Contract Purchase Agreeme	03-May-2017 12:15:02

Orders

- Agreements
- Purchase Orders
- Purchase History

Orders At A Glance

Full List

175%

View shows all Purchase Orders (PO)

Steps: Click on the **PO Number** hyperlink

NEXT

Home | Orders

Purchase Orders | Deliverables | Work Orders | Agreements | View Requests | Purchase History | Work Confirmations | RFQ | Deliverables | Timecards

Purchase Orders

Export

Views

View All Purchase Orders Go

Advanced Search

Select Order: Acknowledge | View Change History | | Rows 1 to 75

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By
○	4803	1	CECONY	Global Blanket Agreement		19-Jun-2017 15:23:26	Gutu, Elena	USD	322,500.00	Accepted		
○	4803			Global Contract Agreement		19-Jun-2017 14:02:06	Gutu, Elena	USD	40,000.00	Requires Signature		
○	4803	0	CECONY	Global Contract Agreement		12-Jun-2017 10:07:42	Gutu, Elena	USD	40,000.00	Open		

Click Here

Viewing Orders and Agreements

Supplier Home | Orders | Shipments | Planning | Finance | Product

Purchase Orders | Deliverables | Work Orders | Agreements | View Requests | Purchase History | Work Confirmations | RFQ | Deliverables | Timecards

Orders: Purchase Orders >

Standard Purchase Order: 4803717, 0 (Total USD 40.45)

Actions | View Change History | Go | Export

Currency= USD

Order Information

General

Total	40.45
Supplier	C Y
	ll
Supplier Site	8
Supplier Contact	N
Address	8
	A
Buyer	Cain, Margaret K
Order Date	02-Mar-2017 14:49:56
Description	
Status	Open
Note to Supplier	
Operating Unit	CECONY
Sourcing Document	
Supplier Order Number	
Attachments	View

Terms and Conditions

Payment Terms	Net 30
Carrier	
FOB	
Freight Terms	
Shipping Control	

Ship-To Address

Address

Bill-To Address

Address PO Box 799
Cooper Station
New York, NY 10276-0799

Summary

Total	40.45
Received	0.00
Invoiced	0.00
Payment Status	Not Paid

The Total represents the amount of the order

Received represents the confirmation from the requisitioner that the goods/services have been received or completed.

Invoiced represents the invoice that has been submitted by the Vendor

PO Details

Show All Details | Hide All Details

Details	Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Linked Attributes	Amount	Status	Attachments	Reason
	1	Goods	6250039		GREASE GASKET MOBIL LUX EP 2.	CARTON	23	1.75889		40.45	Open		

Return to Orders: Purchase Orders

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

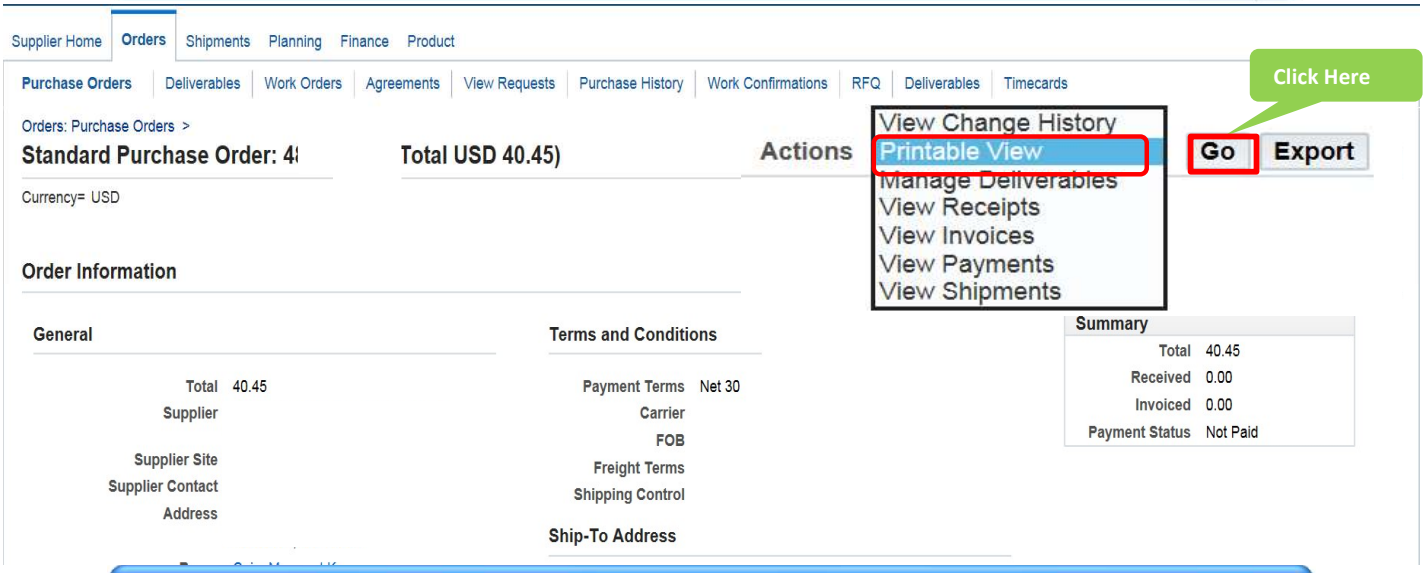
The Total, Received, and Invoiced section must all match in order for payment to be processed on an invoice.

Viewing Orders and Agreements

Steps: Go to the Actions drop down menu and select **"Printable View**

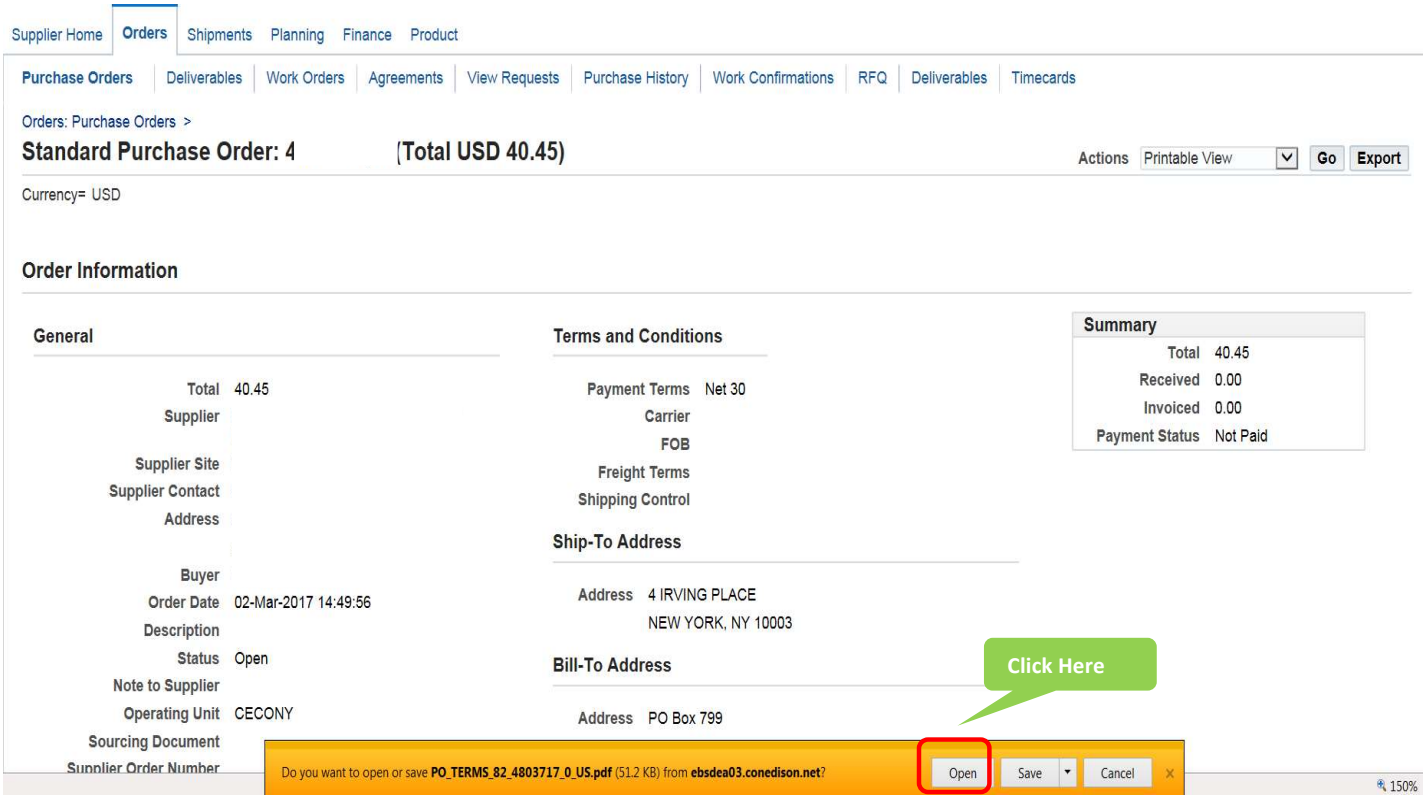
Click **Go**

NEXT



Steps: Click **"Open"**

NEXT



Viewing Orders and Agreements

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

Click to close the PDF

NEXT

Should you have questions regarding your Purchase Order contact your **"Key ConEd Contact"**

Click Here

Standard Purchase (

Consolidated Edison Company of New York, Inc.
4 IRVING PLACE
NEW YORK, NY 10003
UNITED STATES

Type	Standard Purchase Order
Order	4
Revision	0
PO Approved Date	03/02/2017
Revision Date	
Buyer	Margaret Cain

Supplier:

Supplier Contact:

Key ConEd Contact: **Margaret Cain**

Ship To: **4 IRVING PLACE**
NEW YORK, NY 10003
UNITED STATES

Bill To: **PO Box 799**
Cooper Station
New York, NY 10276-0799
UNITED STATES

Supplier No.	Payment Terms	Freight Terms	FOB	Transportation	Ship Via
8466	Net 30				

Notes: All prices and amounts on this order are expressed in USD

Steps: Click **"Agreements"** to view agreements for your company

NEXT

Supplier Home | Orders | Shipments | Planning | Finance | Product

Purchase Orders | Deliverables | Work Orders | Agreements | View Requests | Purchase History | Work Confirmations | RFQ | Deliverables | Timecards

Click Here

Orders: Purchase Orders >

Standard Purchase Order: (Total USD 40.45)

Actions Printable View Go Export

Currency= USD

Order Information

General

Total 40.45
Supplier
Supplier Site
Supplier Contact
Address
Buyer Cain, Margaret K

Terms and Conditions

Payment Terms Net 30
Carrier
FOB
Freight Terms
Shipping Control

Ship-To Address

Summary

Total	40.45
Received	0.00
Invoiced	0.00
Payment Status	Not Paid

Viewing Orders and Agreements

Steps: Select **Yes**, for the **Global**

Click **Go**

NEXT

Supplier Home | Orders | Shipments | Planning | Finance | Product

Purchase Orders | Deliverables | Work Orders | Agreements | View Requests | Purchase History | Work Confirmations | RFQ | Deliverables | Timecards

Supplier Agreements

Export

Simple Search

Note that the search is case insensitive

Advanced Search

PO Number

Global Yes

Click Here

Effective-From Date

Effective-To Date

Click Here

Go Clear

PO Number	Revision	Global	Description	Document Type	Buyer	Order Date	Currency	Amount Agreed	Amount Released	Effective-From Date	Effective-To Date	Status	Attachments	Upload Status	Edit Agreement
No search conducted.															

Steps: Click the **PO Number** hyperlink

NEXT

Supplier Home | Orders | Shipments | Planning | Finance | Product

Purchase Orders | Deliverables | Work Orders | Agreements | View Requests | Purchase History | Work Confirmations | RFQ | Deliverables | Timecards

Supplier Agreements

Export

Simple Search

Note that the search is case insensitive

Advanced Search

PO Number

Global Yes

Effective-From Date

Effective-To Date

Go Clear

Click Here

PO Number	Revision	Global	Description	Document Type	Buyer	Order Date	Currency	Amount Agreed	Amount Released	Effective-From Date	Effective-To Date	Status	Attachments	Upload Status	Edit Agreement
43307	12	Yes	ETITIVE | AM CONSTRUCTION | SUPPORT STEAM DISTRIBUTION FOR STEAM LEAKS	BPA	Chan, Wai Yan	16-Sep-2016 14:09:59	USD	22,036,024.08	21,840,595.19	13-May-2014	12-May-2017	Open			

Viewing Orders and Agreements

Steps: Click the **PO Number** under **Releases**

NEXT

Supplier Home | Orders | Shipments | Planning | Finance | Product

Purchase Orders | Deliverables | Work Orders | Agreements | View Requests | Purchase History | Work Confirmations | RFQ | Deliverables | Timecards

Orders: Agreements >

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

PO Number		Approved Date	16-Sep-2016 14:09:59
Revision	12	Supplie	
Description	REPETITIVE | STEAM CONSTRUCTION | SUPPORT STEAM DISTRIBUTION FOR STEAM LEAKS	Buyer	Chan, Wai Yan
Currency	USD	Amount Agreed	22,036,024.08
Amount Released	21,840,595.19	Status	
Global	Yes	Effective Start Date	13-May-2014
Effective End Date	12-May-2017		

Releases

Rows 1 to 30

Click Here

PO Numb	on	Status	Order Date	Currency	Amount	Receipts
473	1	Approved	11-Oct-2016 08:58:12	USD	0.00	
480	0	Approved	10-Oct-2016 22:07:34	USD	41,245.48	

Steps: Go to the **Actions** drop down menu and select **"Printable View"**

Click **Go**

NEXT

Supplier Home | Orders | Shipments | Planning | Finance | Product

Purchase Orders | Deliverables | Work Orders | Agreements | View Requests | Purchase History | Work Confirmations | RFQ | Deliverables | Timecards

Orders: Purchase Orders >

Standard Purchase Order: **, 0 (Total USD 40.45)**

Currency= USD

Actions: View Change History, Printable View, Manage Deliverables, View Receipts, View Invoices, View Payments, View Shipments

Click Here

Go | Export

Order Information

General

Total	40.45
Supplier	
Supplier Site	
Supplier Contact	
Address	

Terms and Conditions

Payment Terms	Net 30
Carrier	
FOB	
Freight Terms	
Shipping Control	

Ship-To Address

Summary

Total	40.45
Received	0.00
Invoiced	0.00
Payment Status	Not Paid

Viewing Orders and Agreements

Steps: Click **"Open"**

NEXT

Supplier Home | Orders | Shipments | Planning | Finance | Product

Purchase Orders | Deliverables | Work Orders | Agreements | View Requests | Purchase History | Work Confirmations | RFQ | Deliverables | Timecards

Orders: Purchase Orders >

Standard Purchase Order: 0 (Total USD 40.45)

Actions Printable View Go Export

Currency= USD

Order Information

General

Total 40.45
Supplier
Supplier Site
Supplier Contact
Address
Buyer
Order Date
Description
Status Open
Note to Supplier
Operating Unit CECONY
Sourcing Document
Supplier Order Number

Terms and Conditions

Payment Terms Net 30
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

Do you want to open or save **PO_TERMS_82_4803717_0_US.pdf** (51.2 KB) from **ebsdea03.conedison.net**? Open Save Cancel

150%

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

Click close to close the PDF

COMPLETE

Click Here

Standard Purchase Ord

Consolidated Edison Company of New York, Inc.
4 IRVING PLACE
NEW YORK, NY 10003
UNITED STATES

Type	Standard Purchas
Order	
Revision	0
PO Approved Date	03/02/2017
Revision Date	
Buyer	Margaret Cain

Supplier:

Supplier Contact: 914-273-7880

Key ConEd Contact: Margaret Cain

Ship To: 4 IRVING PLACE
NEW YORK, NY 10003
UNITED STATES

Bill To: PO Box 799
Cooper Station
New York, NY 10276-0799
UNITED STATES

Supplier No.	Payment Terms	Freight Terms	FOB	Transportation	Ship Via
8466	Net 30				

Notes: All prices and amounts on this order are expressed in USD

Creating an Invoice

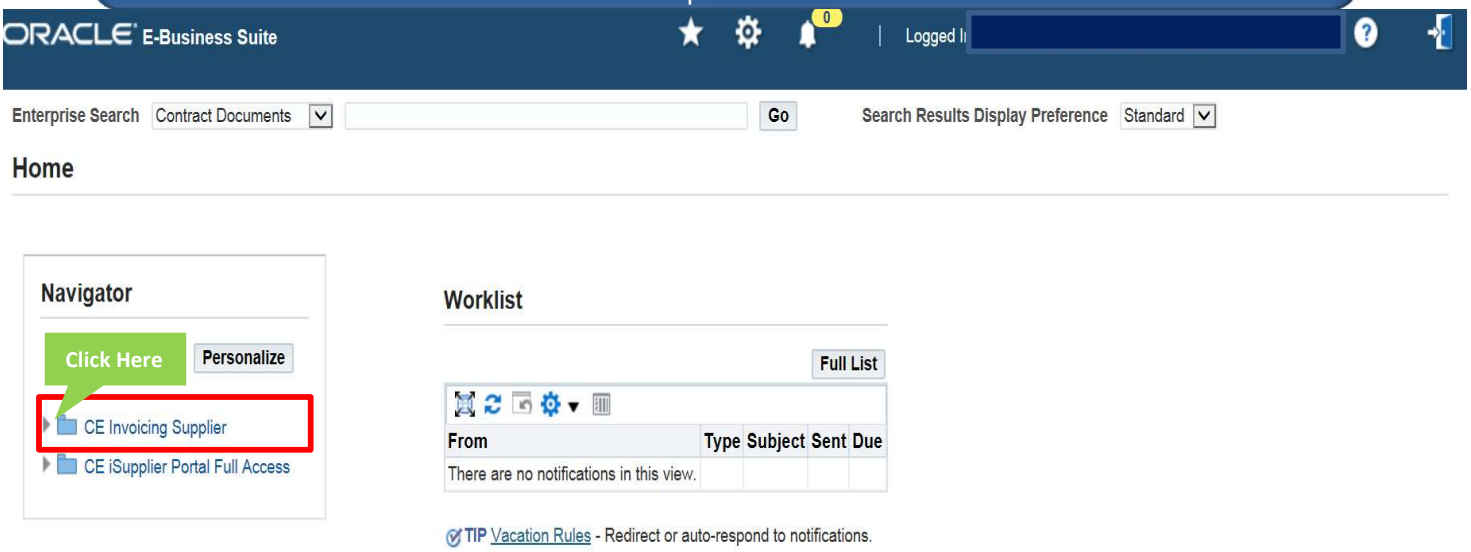
⚠ Compass invoices will continue to be processed in Compass.

Click the appropriate responsibility that pertains to your profile.

- **CE Invoicing Supplier**
- **CE iSupplier Portal Full Access**

Only responsibilities with invoicing capabilities

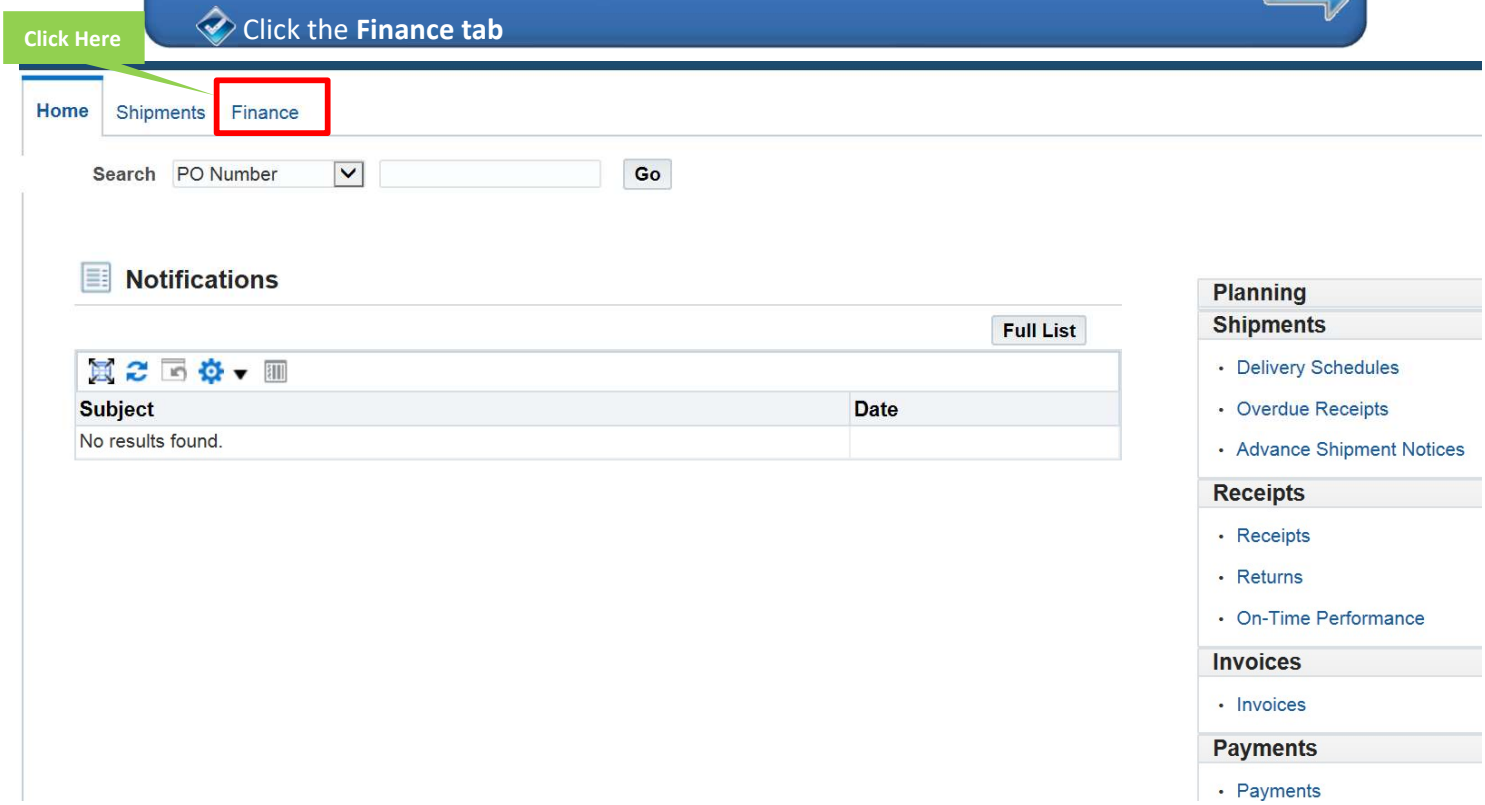
NEXT



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

Click the **Finance tab**

NEXT



Creating an Invoice

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

NEXT

ORACLE Supplier Collaboration | Logged In As

Home | Shipments | Finance

Create Invoices | View Invoices | View Payments

Click Here

Invoice Actions

Create Invoice: With a PO Go

Search

Note that the search is case insensitive

Supplier

Invoice Number

Invoice Date From (example: 07/13/2017)

Invoice Status

Purchase Order Number

Invoice Amount

Invoice Date To

Currency

Go Clear

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.									

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

NEXT

Create Invoices | View Invoices | View Payments

Purchase Orders | Details | Manage Tax | Review and Submit

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number 4802598

Purchase Order Date (example: 12/25/2018)

Buyer

Organization

Advances and Financing Excluded

Click Here

Go Clear

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization
No search conducted.															

Creating an Invoice

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

Click **Add to Invoice**

NEXT

Supplier Home | Orders | Shipments | Planning | Finance | Product | Administration | Assessments

Create Invoices | View Invoices | View Payments

Purchase Orders — Details — Manage Tax — Review and Submit

Create Invoice: Purchase Orders

Cancel | Step 1 of 4 | Next

Search

Note that the search is case insensitive

Advanced Search

Purchase Order Numbe

Purchase Order Date

(example: 12/25/2016)

Buyer

Organization

dvances and Financing Excluded

Click Here

Go | Clear

Select Item | Add to Invoice

Select All | Select None

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
☑	4802598	1	1	☐	GK1A 4" TO 8" - SEALING JOINTS PLUGS - ENCAPSULATION METHOD IN ASPH/CONCRETE BASE - STRAIGHT TIME - YEAR 3	NS0219771		2	0	0	EACH	1267.61	USD	DO NOT SHIP	CECONY		
☑	4802598	2	1	☐	GK1A 4" TO 8" - SEALING JOINTS PLUGS - ENCAPSULATION METHOD IN ASPH/CONCRETE BASE - OVERTIME - YEAR 3	NS0219772		1	0	0	EACH	1622.54	USD	DO NOT SHIP	CECONY		
☑	4802598	3	1	☐	GK1AE 4" TO 8" - SEALING JOINTS PLUGS - ENCAPSULATION METHOD IN EARTH - STRAIGHT TIME - YEAR 3	NS0219795		1	0	0	EACH	930.4	USD	DO NOT SHIP	CECONY		
☑	4802598	4	1	☐	T300OT STAND-BY - OVERTIME - YEAR 3	NS0220045		1	0	0	HOUR	700.68	USD	DO NOT SHIP	CECONY		
☑	4802598	5	1	☐	GK43 ADD L EXC-BREAK/REMOVE/RESTORE - OVERTIME - YEAR 3	NS0220225		2.96	0	0	CUBIC YARD	1032.99	USD	DO NOT SHIP	CECONY		

Creating an Invoice

Steps: Select the Purchase Orders, in the **Purchase Order Items Added to Invoice** section

Click **Next**

NEXT

Click Here

Create Invoice: Purchase Orders

Cancel Step 1 of 4 **Next**

Search

Note that the search is case insensitive

Advanced Search

Purchase Order Number 4802598

Purchase Order Date

(example: 12/25/2016)

Buyer

Organization

Advances and Financing Excluded

Go Clear

Select Items: Add to Invoice

Select All | Select None

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
☑	4802598	1	1	☐	GK1A 4" TO 8" - SEALING JOINTS PLUGS - ENCAPSULATION METHOD IN ASPH/CONCRETE BASE - STRAIGHT TIME - YEAR 3	NS0219771		2	0	0	EACH	1267.61	USD	DO NOT SHIP	CECONY		
☑	4802598	2	1	☐	GK1A 4" TO 8" - SEALING JOINTS PLUGS - ENCAPSULATION METHOD IN ASPH/CONCRETE BASE - OVERTIME - YEAR 3	NS0219772		1	0	0	EACH	1622.54	USD	DO NOT SHIP	CECONY		
☑	4802598	3	1	☐	GK1AE 4" TO 8" - SEALING JOINTS PLUGS - ENCAPSULATION METHOD IN EARTH - STRAIGHT TIME - YEAR 3	NS0219795		1	0	0	EACH	930.4	USD	DO NOT SHIP	CECONY		
☑	4802598	4	1	☐	T300OT STAND-BY - OVERTIME - YEAR 3	NS0220045		1	0	0	HOUR	700.68	USD	DO NOT SHIP	CECONY		
☑	4802598	5	1	☐	GK43 ADD L EXC-BREAK/REMOVE/RESTORE - OVERTIME - YEAR 3	NS0220225		2.96	0	0	CUBIC YARD	1032.99	USD	DO NOT SHIP	CECONY		

Purchase Order Items Added to Invoice

Select Items: Remove from Invoice

Select All | Select None

Select	PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization
☐	4802598	1	1	GK1A 4" TO 8" - SEALING JOINTS PLUGS - ENCAPSULATION METHOD IN ASPH/CONCRETE BASE - STRAIGHT TIME - YEAR 3	NS0219771		2	0	0	EACH	1267.61	USD	DO NOT SHIP	CECONY
☐	4802598	2	1	GK1A 4" TO 8" - SEALING JOINTS PLUGS - ENCAPSULATION METHOD IN ASPH/CONCRETE BASE - OVERTIME - YEAR 3	NS0219772		1	0	0	EACH	1622.54	USD	DO NOT SHIP	CECONY
☐	4802598	3	1	GK1AE 4" TO 8" - SEALING JOINTS PLUGS - ENCAPSULATION METHOD IN EARTH - STRAIGHT TIME - YEAR 3	NS0219795		1	0	0	EACH	930.4	USD	DO NOT SHIP	CECONY
☐	4802598	4	1	T300OT STAND-BY - OVERTIME - YEAR 3	NS0220045		1	0	0	HOUR	700.68	USD	DO NOT SHIP	CECONY
☐	4802598	5	1	GK43 ADD L EXC-BREAK/REMOVE/RESTORE - OVERTIME - YEAR 3	NS0220225		2.96	0	0	CUBIC YARD	1032.99	USD	DO NOT SHIP	CECONY

Creating an Invoice

Steps: Enter your company's invoice number and Invoice date in the appropriate fields

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

NEXT

upplier Home | Orders | Shipments | Planning | Finance | Product | Administration | Assessments

Create Invoices | View Invoices | View Payments

Purchase Orders — Details — Manage Tax — Review and Submit

Create Invoice: Details

Cancel | Back | Step 2 of 4 | Next

* Indicates required field

Supplier

* Supplier

Tax Payer ID

* Remit To: PO BOX 9

Address: PO BOX 9

Remit To Bank Account

Invoice

* Invoice Number: 5678

* Invoice Date: 01/09/2017

Invoice Description

Attachment: None | Add

Customer

Customer Tax Payer ID: 1

Customer Name: Consolidated Edison Company of New York, Inc.

Address: 4 IRVING PLACE NEW YORK 10003 US

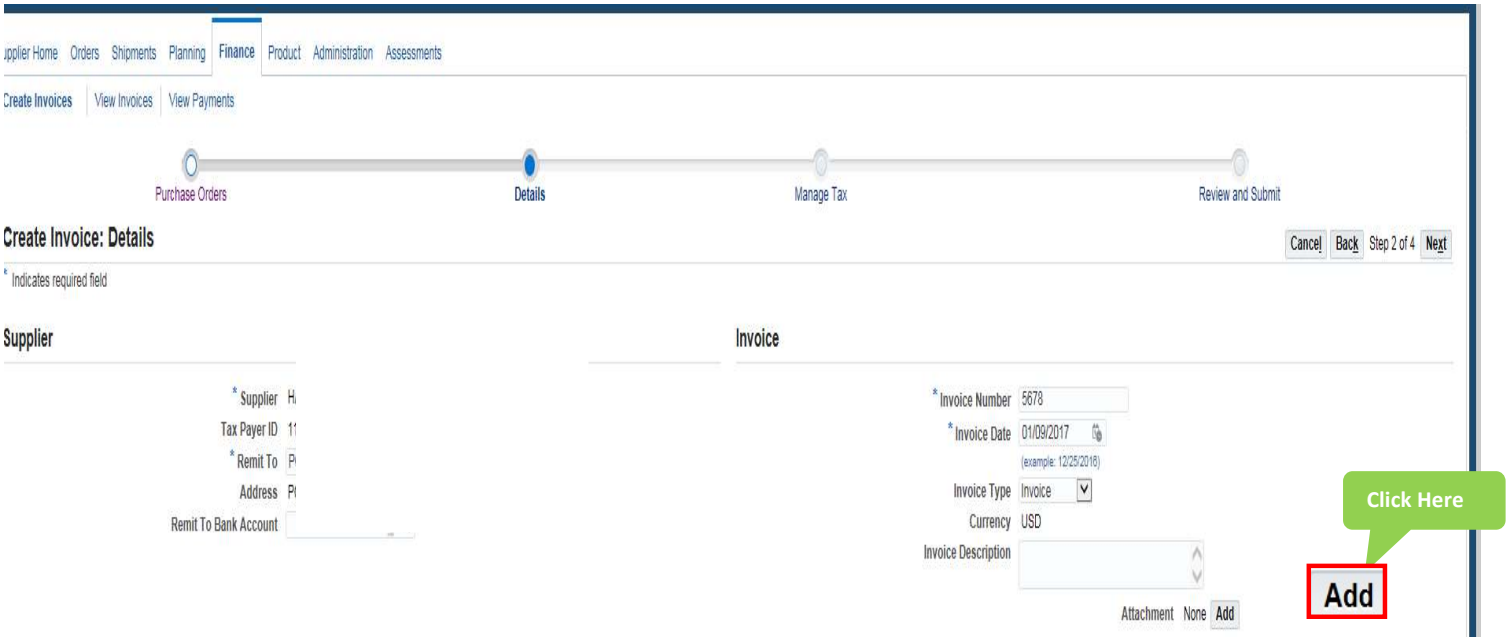
Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
4802598	1	1	NS0219771	GK1A 4" TO 8" - SEALING JOINTS PLUGS - ENCAPSULATION METHOD IN ASPH/CONCRETE BASE - STRAIGHT TIME - YEAR 3		DO NOT SHIP	2	2	1267.61	EACH	2535.22
4802598	2	1	NS0219772	GK1A 4" TO 8" - SEALING JOINTS PLUGS - ENCAPSULATION METHOD IN ASPH/CONCRETE BASE - OVERTIME - YEAR 3		DO NOT SHIP	1	1	1622.54	EACH	1622.54
4802598	3	1	NS0219795	GK1AE 4" TO 8" - SEALING JOINTS PLUGS - ENCAPSULATION METHOD IN EARTH - STRAIGHT TIME - YEAR 3		DO NOT SHIP	1	1	930.4	EACH	930.4
4802598	4	1	NS0220045	T300OT STAND-BY - OVERTIME - YEAR 3		DO NOT SHIP	1	1	700.68	HOUR	700.68
4802598	5	1	NS0220225	GK43 ADD L EXC-BREAK/REMOVE/RESTORE - OVERTIME - YEAR 3		DO NOT SHIP	2.96	2.96	1032.99	CUBIC YARD	3057.65

Creating an Invoice

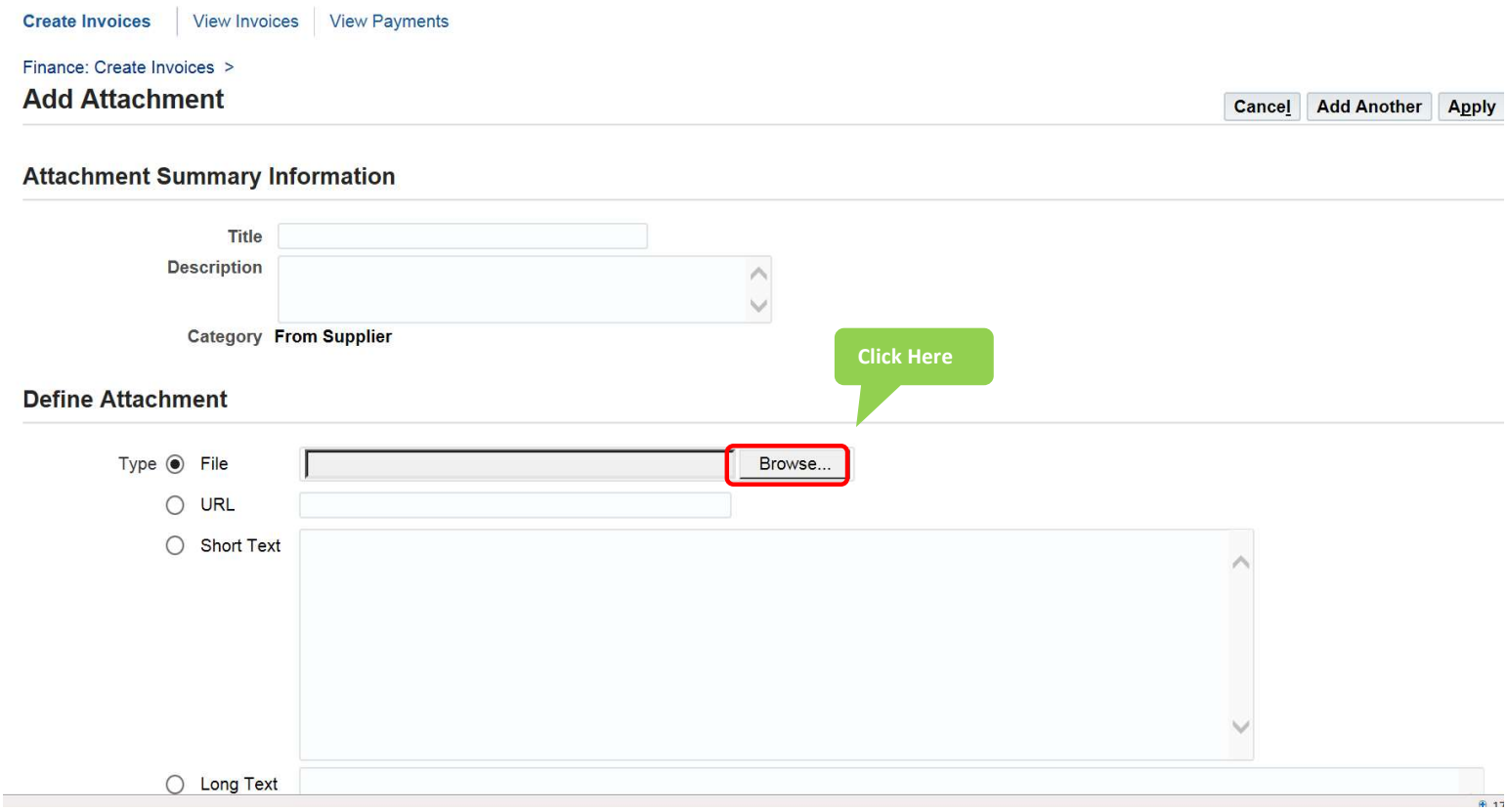
Steps: Click **Add** if you would like to add an attachment (Optional)

NEXT



Steps: Click **Browse**

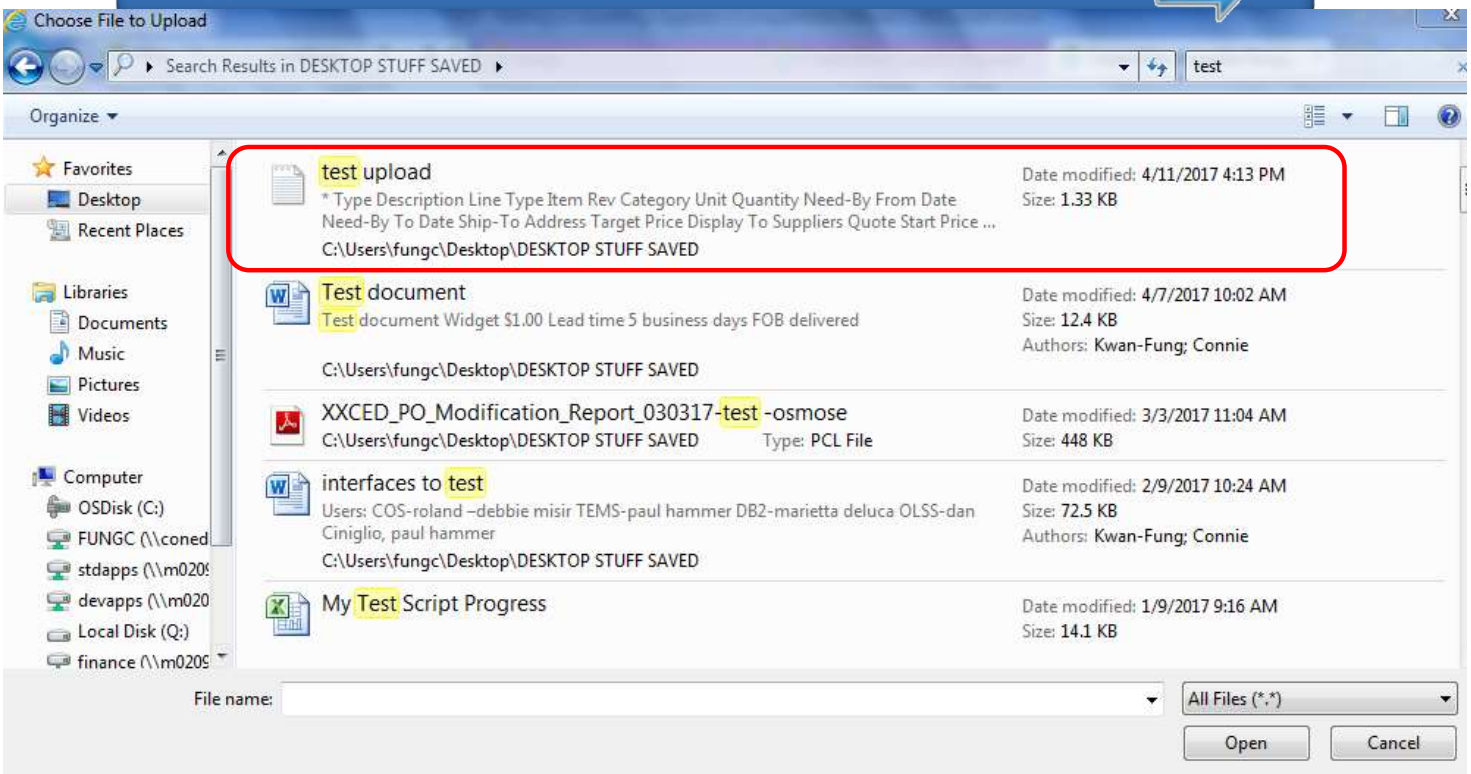
NEXT



Creating an Invoice

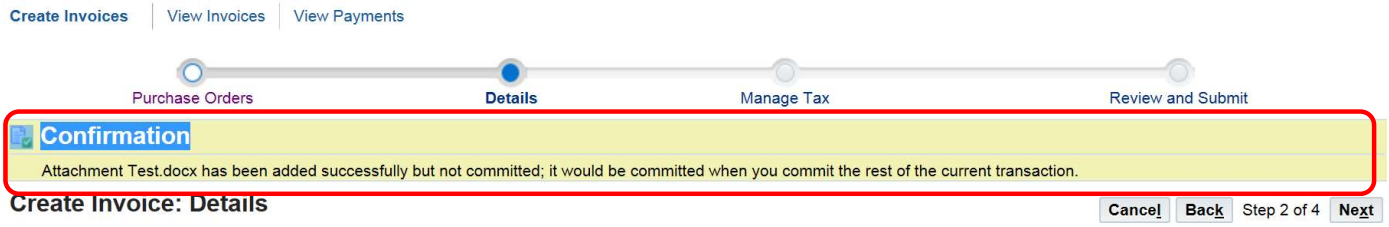
Steps: Double Click on the file to upload

NEXT



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

NEXT



Creating an Invoice

Steps: Click if you need to add cost for freight

NEXT

Remit To Bank Account

Currency USD

Invoice Description

Attachment None Add

Customer

Customer Tax Payer ID 1

Customer Name Consolidated Edison Company of New York, Inc.

Address 4 IRVING PLACE NEW YORK 10003 US

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM
			6800028	PROTECTOR, LEATHER, SIZE: 12 LENGTH: 14 IN; ALL APPROVED VENDORS MUST CERTIFY CONFORMANCE TO CE SPEC EO -3023; END USE: FOR USE WITH CLASS 1,2,3, OR 4 RUBBER GLOVES Att4: EDISON REF: EO-3023; SALISBURY MODEL #ILPG-5S		M020:HQ	23	23	20.47	PAIR

Click Here

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Steps: Enter the Freight **Amount**

Enter the **Description** (Ex. Freight)

Click **Next**

NEXT

Click Here

Supplier Home | Orders | Shipments | Planning | Finance | Product

Create Invoices | View Invoices | View Payments

Purchase Orders — Details — Manage Tax

Create Invoice: Details

* Indicates required field

Cancel | Back | Step 2 of 4 | Next

Supplier

* Supplier
Tax Payer ID 1
* Remit To
Address
Remit To Bank Account

Invoice

* Invoice Number 2
* Invoice Date 14-Jul-2017 (example: 14-Jul-2017)
Invoice Type Invoice
Currency USD
Invoice Description
Attachment None Add

Customer

Customer Tax Payer ID
Customer Name Consolidated Edison Company of New York, Inc.
Address 4 IRVING PLACE NEW YORK 10003 US

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
4803716	1	1	6800028	PROTECTOR, LEATHER, SIZE: 12 LENGTH: 14 IN; ALL APPROVED VENDORS MUST CERTIFY CONFORMANCE TO CE SPEC EO -3023; END USE: FOR USE WITH CLASS 1,2,3, OR 4 RUBBER GLOVES Att4: EDISON REF: EO-3023; SALISBURY MODEL #ILPG-5S		M020:HQ	23	23	20.47	PAIR	470.81

Shipping and Handling

Charge Type	Amount	Description
Freight	1	FREIGHT

Creating an Invoice

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

NEXT

Create Invoices | View Invoices | View Payments

Purchase Orders — Details — Manage Tax — Review and Submit

Click Here

Create Invoice: Manage Tax

Cancel | Save | Back | Step 3 of 4 | Next | Submit

Supplier

* Supplier
Tax Payer ID 1
* Remit
Addre
Remit To Bank Accou
Unique Remittance Identif
Remittance Check Di

Invoice

* Invoice Number 5678
* Invoice Date 01/09/2017
Invoice Type Standard
* Currency USD
Invoice Description
Check Pick Up Employee
Check Pick Up MDS Code
Short Pay Reason
Legacy Payment Details
Legacy Invoice Number
Cancel Reason
Modification Reason
Legacy System Name
Attachment None

Customer

* Customer Tax Payer ID 1
Customer Name Consolidated Edison Company of New York, Inc.
Add

Summary Tax Lines

Calculate

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
1	CCH _US_SALES_USE_TAXES	COUNTY	EXEMPT- COUNTY	CO-360610000	EXEMPT- COUNTY	0	0	Active
2	CCH _US_SALES_USE_TAXES	STATE	EXEMPT- STATE	ST-360000000	EXEMPT- STATE	0	0	Active

Creating an Invoice

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

Summary Tax Lines

Click Here

Calculate

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
1	CCH _US_SALES_USE_TAXES	COUNTY	STANDARD	CO-360610000	STD	2	0.81	Active
2	CCH _US_SALES_USE_TAXES	STATE	STANDARD	ST-360000000	STD	4	1.62	Active

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
4803717	1	1	GREASE GASKET MOBIL LUX EP 2.		M020:HQ	23	23.00	CARTON	1.76	40.45

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Invoice Summary

Items	40.45
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	2.43
Total (USD)	42.88

Recalculate Total

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**

Click Here

Cancel Save Back Step 3 of 4 Next Submit

Summary Tax Lines

Calculate

Click Here

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
1	CCH _US_SALES_USE_TAXES	COUN...	STANDARD	CO-360610000	STD	2	0.81	Active
2	CCH _US_SALES_USE_TAXES	STATE	STANDARD	ST-360000000	STD	0	0	Active

Tax Lines Table

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
4803717	1	1	GREASE GASKET MOBIL LUX EP 2.		M020:HQ	23	23.00	CARTON	1.76	40.45

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Invoice Summary

Click Here

Items	40.45
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	.81
Total (USD)	41.26

Recalculate Tota

Creating an Invoice

Steps: Review Invoice

Click **Submit**

NEXT

Supplier Home | Orders | Shipments | Planning | Finance | Product | Administration | Assessments

Create Invoices | View Invoices | View Payments

Click Here

Purchase Orders — Details — Manage Tax — Review and Submit

Create Invoice: Review and Submit

Cancel | Save | Back | Step 4 of 4 | Submit

Supplier

* Supplier	
Tax Payer ID	
* Remit To	
Address	
Remit To Bank Account	
Unique Remittance Identifier	
Remittance Check Digit	

Invoice

* Invoice Number	5678
* Invoice Date	01/09/2017
Invoice Type	Standard
* Currency	USD
Invoice Description	
Check Pick Up Employee	
Check Pick Up MDS Code	
Short Pay Reason	
Legacy Payment Details	
Legacy Invoice Number	
Cancel Reason	
Modification Reason	
Legacy System Name	
Attachment	None

Customer

* Customer Tax Payer ID	
Customer Name	Consolidated Edison Company of New York, Inc.
Address	4 IRVING PLACE NEW YORK 10003 US

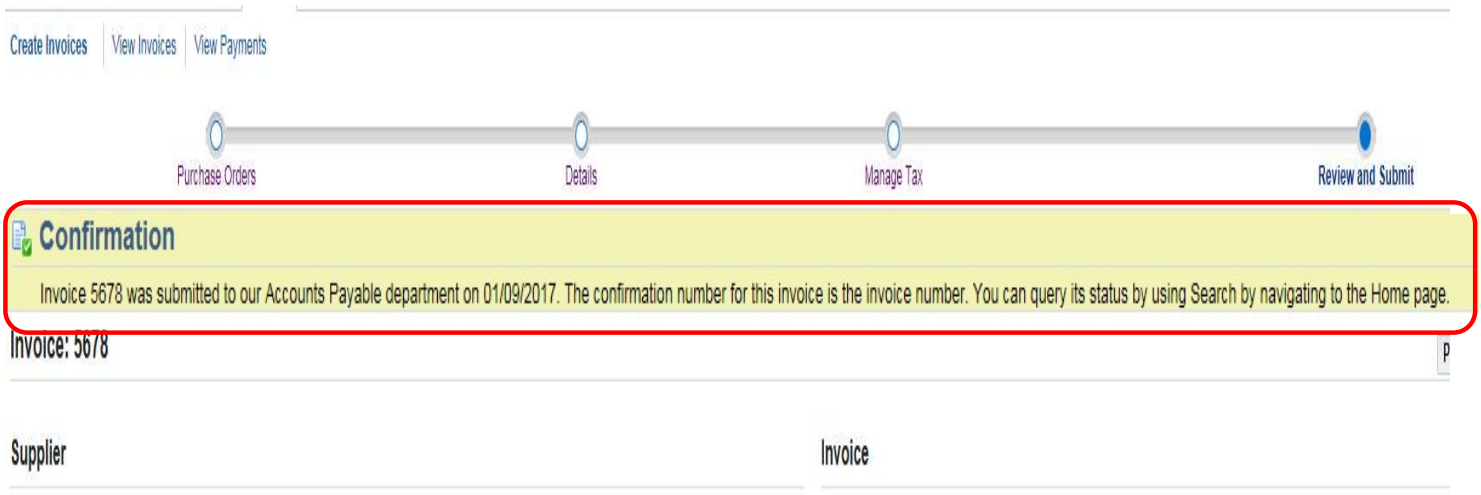
Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
4802598	1	1	GK1A 4" TO 8" - SEALING JOINTS PLUGS - ENCAPSULATION METHOD IN ASPH/CONCRETE BASE - STRAIGHT TIME - YEAR 3		DO NOT SHIP	2	2.00 EACH	1,267.61	2,535.22
4802598	2	1	GK1A 4" TO 8" - SEALING JOINTS PLUGS - ENCAPSULATION METHOD IN ASPH/CONCRETE BASE - OVERTIME - YEAR 3		DO NOT SHIP	1	1.00 EACH	1,622.54	1,622.54
4802598	3	1	GK1AE 4" TO 8" - SEALING JOINTS PLUGS - ENCAPSULATION METHOD IN EARTH - STRAIGHT TIME - YEAR 3		DO NOT SHIP	1	1.00 EACH	930.40	930.40
4802598	4	1	T300OT STAND-BY - OVERTIME - YEAR 3		DO NOT SHIP	1	1.00 HOUR	700.68	700.68
4802598	5	1	GK43 ADD L EXC-BREAK/REMOVE/RESTORE - OVERTIME - YEAR 3		DO NOT SHIP	2.96	2.96 CUBIC YARD	1,032.99	3,057.65

Creating an Invoice

Steps: You will receive a confirmation, informing you that your invoice has been submitted

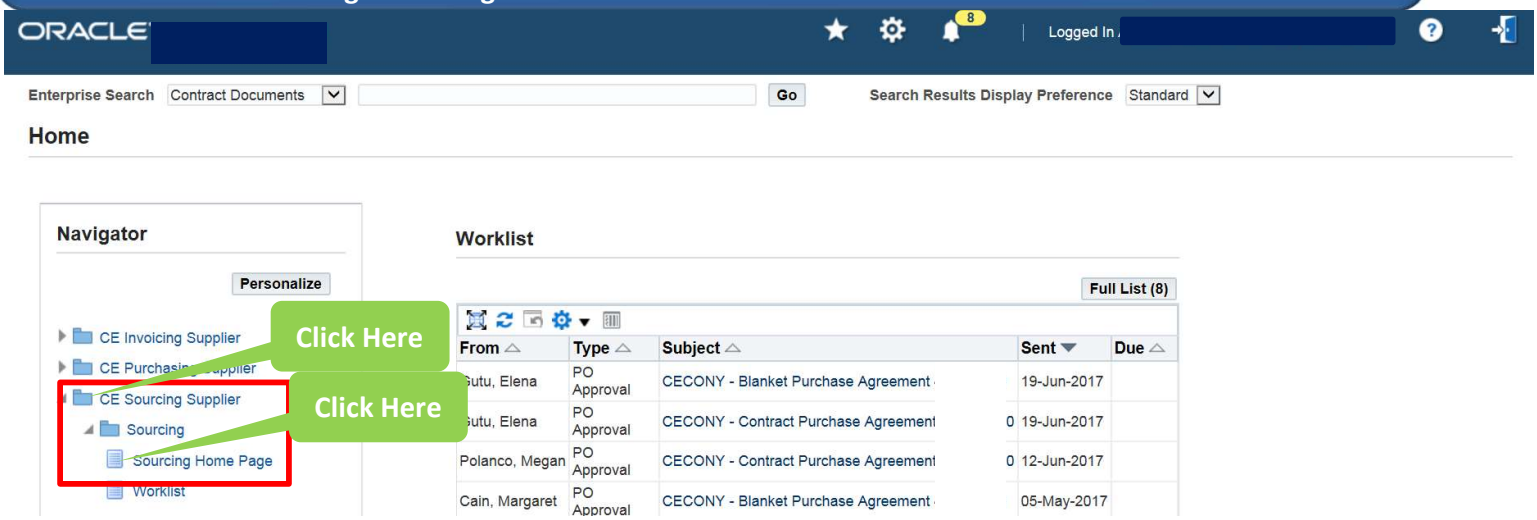
COMPLETE



Creating a Quote for a RFQ

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

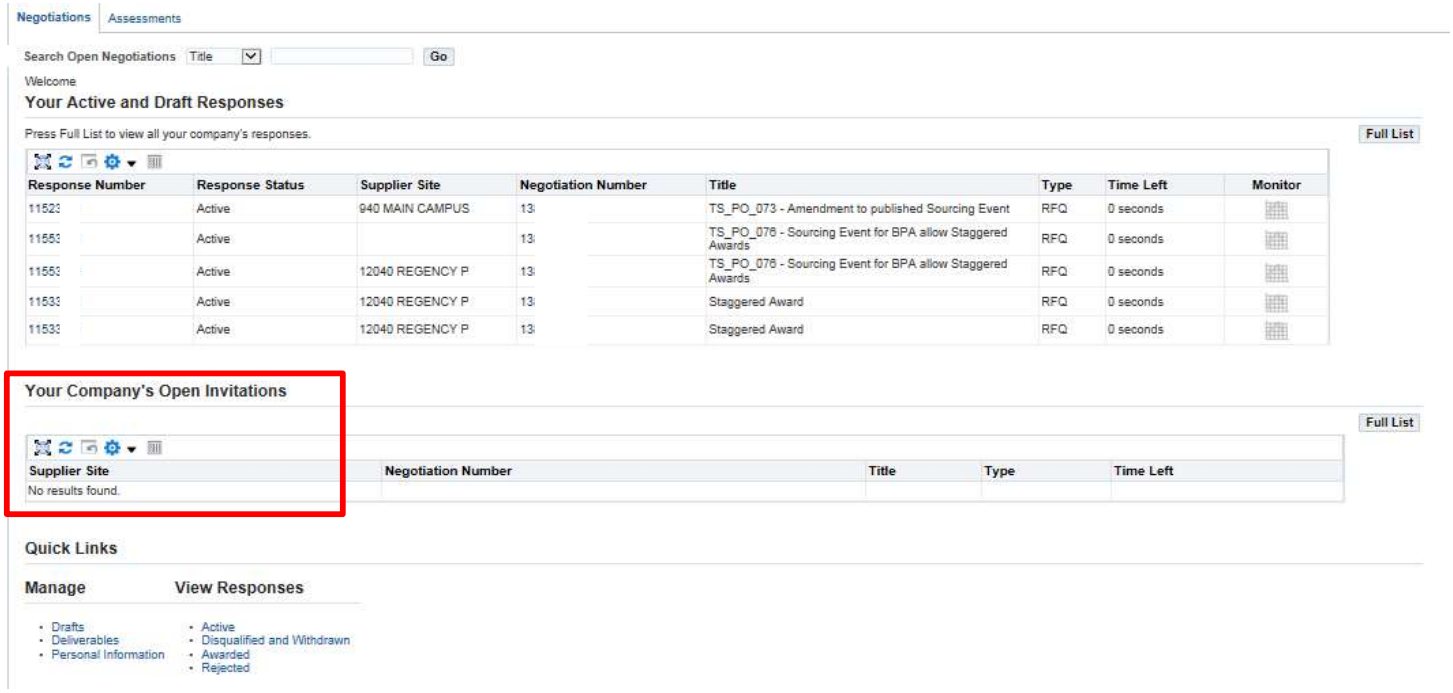
- Click on **CE Sourcing Supplier**
- Click on **Sourcing Home Page**



"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.

NEXT



Note: Please use Internet Explorer since Oracle works best with this browser. The Oracle iSupplier link is https://supplierprd.coned.com.

Creating a Quote for a RFQ

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

NEXT

Negotiations | Assessments

Search Open Negotiations Title Go

Welcome,

Your Active and Draft Responses

Press Full List to view all your company's responses. Full List

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor
1470	Active	1090	94046,1	Calibration and recertification of Foxboro Vortex steam meters	RFQ	0 seconds	

Your Company's Open Invitations

Click Here

Full List

Supplier Site	Negotiation Number	Title	Type	Time Left
1090	13	TS_PO_066 - Create Sourcing Ev...	RFQ	1 hour 51 minutes

The supplier MUST acknowledge their participation in the RFQ.

Steps: Go to the **Actions** drop down menu and select **"Acknowledge Participation"**

Click **Go**

NEXT

Negotiations | Assessments

Click Here

Negotiations >

RFQ: 1375334

Actions Acknowledge Participation Go

Title TS_PO_066 - Create Sourcing Event for Standard PO

Status Active (Locked)

Time Left 01:49:36

Open Date 17-Jan-2017 09:41:48

Close Date 17-Jan-2017 11:34:07

Header | Lines | Controls | Contract Terms

Buyer Cain, Margaret

Quote Style Sealed

Description TS_PO_066 - Create Sourcing Event for Standard PO

Outcome Standard Purchase Order

Event

Terms

Bill-To Address PAYABLES DEFAULT

Ship-To Address M020:HQ

FOB

Payment Terms

Carrier

Freight Terms

Currency

RFQ Currency USD

Price Precision Any

Requirements

Creating a Quote for a RFQ

Steps: Select **"Yes"** if you would like to participate in the RFQ

Include Note to Buyer if applicable

Click **Apply**

NEXT

Click Here

Negotiations | Assessments

Negotiations > RFQ: 1375334 >

Acknowledge Participation (RFQ 1375334)

Cancel | Apply

Supplier Site: 1090 KING GEORG

Will your company participate? Yes / No

Note to Buyer: I will participate

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: Click the hyperlink of the attachment to view the document

Click **"Open"** to open the document

NEXT

Header | Lines | Controls | Contract Terms

Buyer: Cain, Margaret

Quote Style: Sealed

Description: TS_PO_078 - Create Sourcing Event for CECONY BPA and award agreement to multiple suppliers and allow Staggered Awards

Outcome: Blanket Purchase Agreement

Event:

Terms

Effective Start Date: 12-Apr-2018

Effective End Date: 17-Feb-2020

Bill-To Address: PAYABLES DEFAULT

Ship-To Address: M020:HQ

FOB:

Total Agreement Amount:

Minimum Release Amount:

Payment Terms:

Carrier:

Freight Terms:

Currency

RFQ Currency: USD

Price Precision: Any

Requirements

Details	Section
	No results found.

Notes and Attachments

Note to Suppliers

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Click Here

Return to Negotiations

Do you want to open or save **PO_TERMS_82_4803717_0_US.pdf** (51.2 KB) from **ebsdea03.conedison.net**? Open | Save | Cancel

Actions: Create Quote | Go

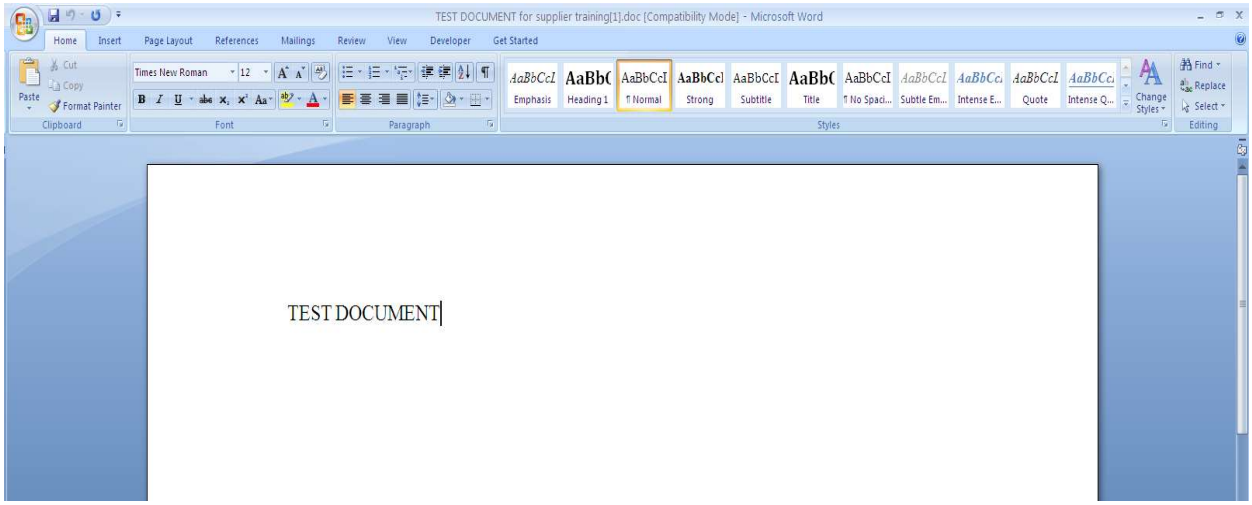
Click Here

Creating a Quote for a RFQ

Steps: After reviewing the document click **"Close"** to return to the RFQ screen

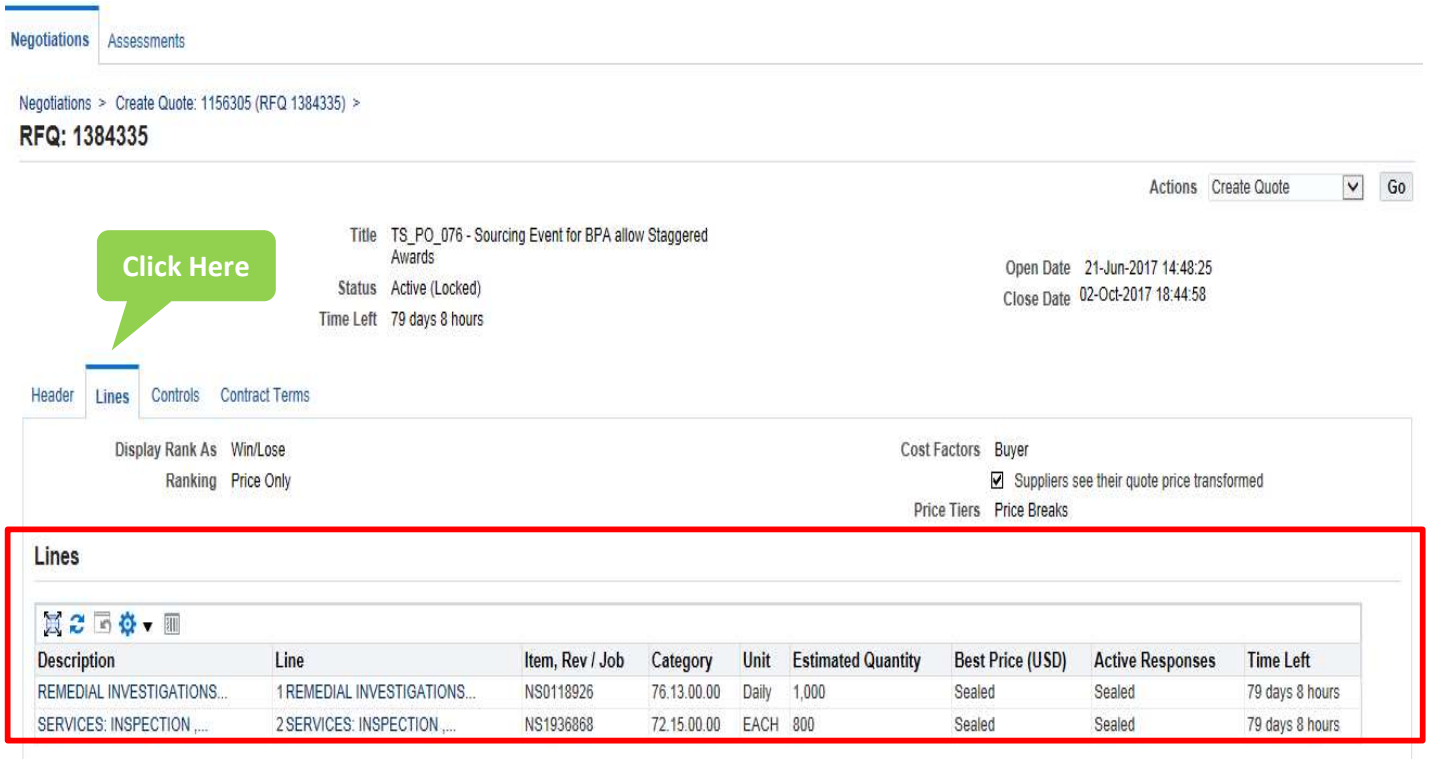
NEXT

Click Here



Steps: Click the **"Lines"** tab to review the lines on the RFQ

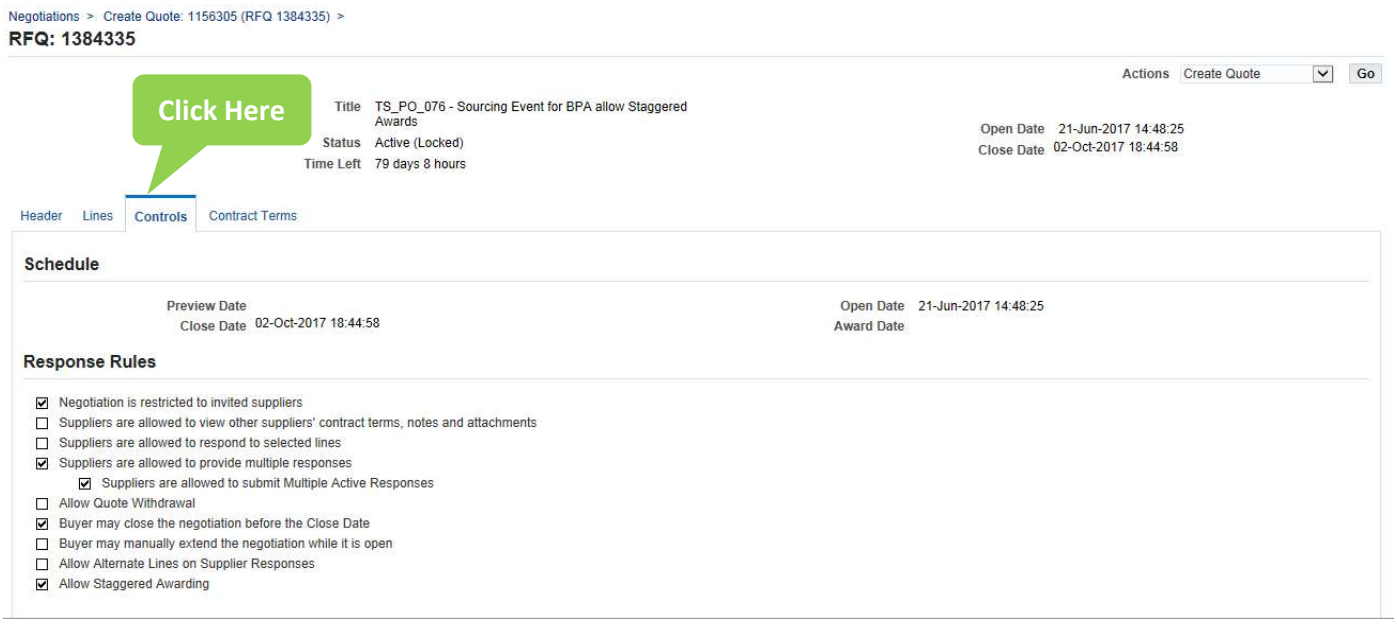
NEXT



Creating a Quote for a RFQ

Steps: After reviewing the **"Lines"** Click on the **"Controls"** tab to view the RFQ controls

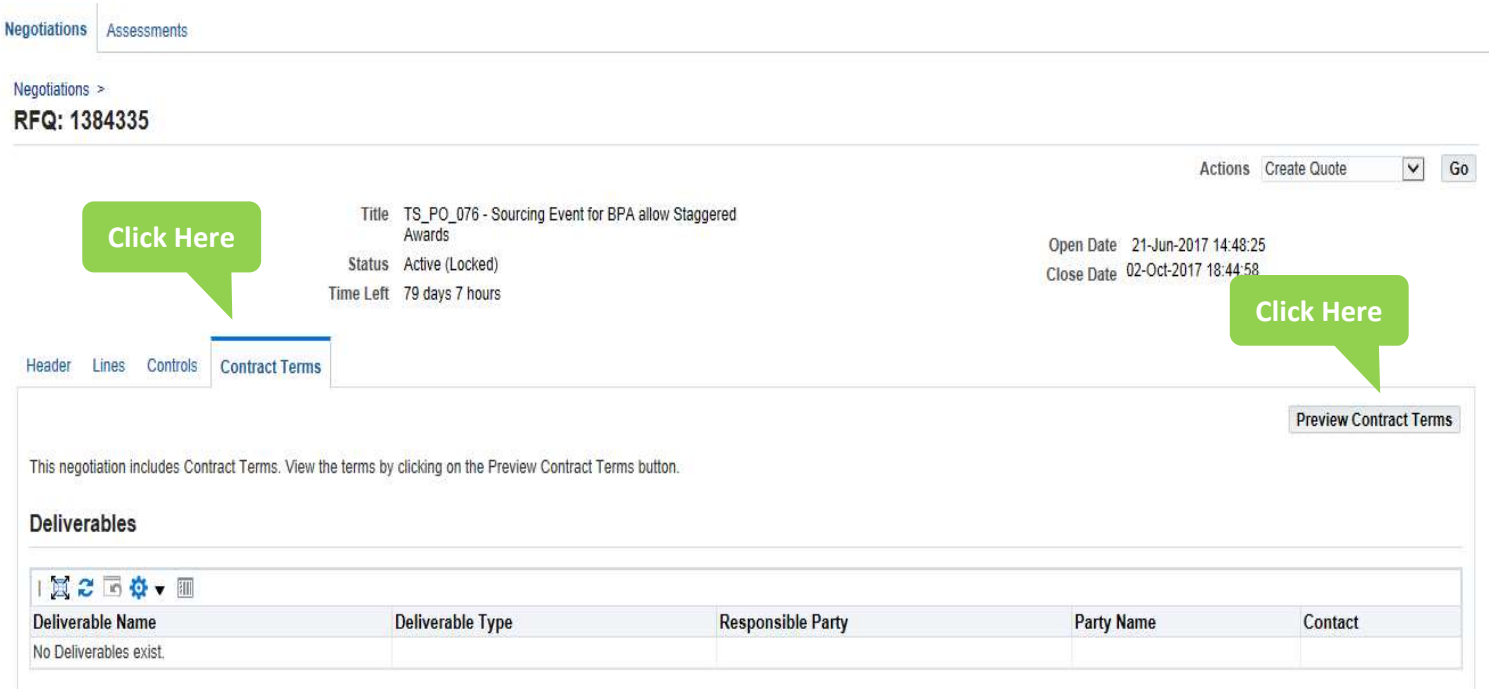
NEXT



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

Click **Preview Contract Terms**

NEXT



Creating a Quote for a RFQ

Steps: After reviewing the **"Contract Terms"** Click on **"Create Quote"** in the actions tab

Click **Go**

NEXT

Negotiations | Assessments

Negotiations >

RFQ: 1384335

Click Here

Actions Create Quote Go

Title TS_PO_076 - Sourcing Event for BPA allow Staggered Awards

Status Active (Locked)

Time Left 79 days 7 hours

Open Date 21-Jun-2017 14:48:25

Close Date 02-Oct-2017 18:44:58

Header | Lines | Controls | Contract Terms

Preview Contract Terms

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

Deliverables

Deliverable Name	Deliverable Type	Responsible Party	Party Name	Contact
No Deliverables exist.				

Steps:

Click **Add Attachment** to add additional details pertaining to the RFQ

NEXT

Negotiations | Assessments

Negotiations > RFQ: 1384335 >

Create Quote: 1156306 (RFQ 1384335)

Cancel | View RFQ | Quote By Spreadsheet | Save Draft | Continue

Title TS_PO_076 - Sourcing Event for BPA allow Staggered Awards

Time Left 79 days 4 hours

Close Date 02-Oct-2017 18:44:58

Header | Lines

Supplier

Supplier Site

RFQ Currency

Quote Currency

Price Preci

Quote Valid Until

(example: 15-Jul-2017)

Reference Number

Note to Buyer

Click Here

Attachments

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Contract Terms

Preview Contract Terms

Creating a Quote for a RFQ

Steps: After reviewing the **"Contract Terms"** Click on **"Create Quote"** in the actions tab

Click **Go**

NEXT

Negotiations | Assessments

Negotiations >

RFQ: 1384335

Click Here

Actions Create Quote Go

Title TS_PO_076 - Sourcing Event for BPA allow Staggered Awards

Status Active (Locked)

Time Left 79 days 7 hours

Open Date 21-Jun-2017 14:48:25

Close Date 02-Oct-2017 18:44:58

Header | Lines | Controls | Contract Terms

Preview Contract Terms

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

Deliverables

Deliverable Name	Deliverable Type	Responsible Party	Party Name	Contact
No Deliverables exist.				

Steps:

Click **Add Attachment** to add additional details pertaining to the RFQ

NEXT

Negotiations | Assessments

Negotiations > RFQ: 1384335 >

Create Quote: 1156306 (RFQ 1384335)

Cancel | View RFQ | Quote By Spreadsheet | Save Draft | Continue

Title TS_PO_076 - Sourcing Event for BPA allow Staggered Awards

Time Left 79 days 4 hours

Close Date 02-Oct-2017 18:44:58

Header | Lines

Supplier

Supplier Site

RFQ Currency

Quote Currency

Price Preci

Quote Valid Until

(example: 15-Jul-2017)

Reference Number

Note to Buyer

Click Here

Attachments

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

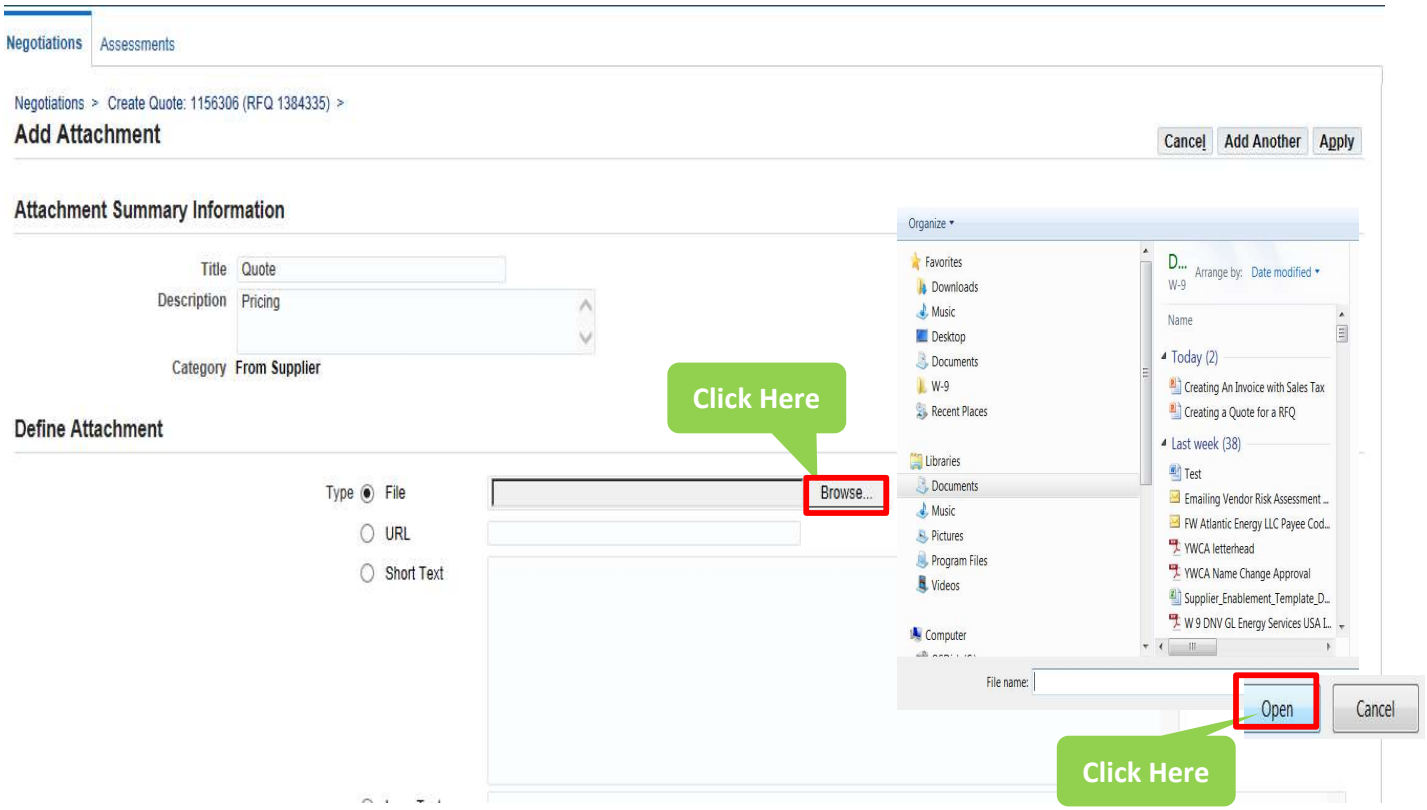
Contract Terms

Preview Contract Terms

Creating a Quote for a RFQ

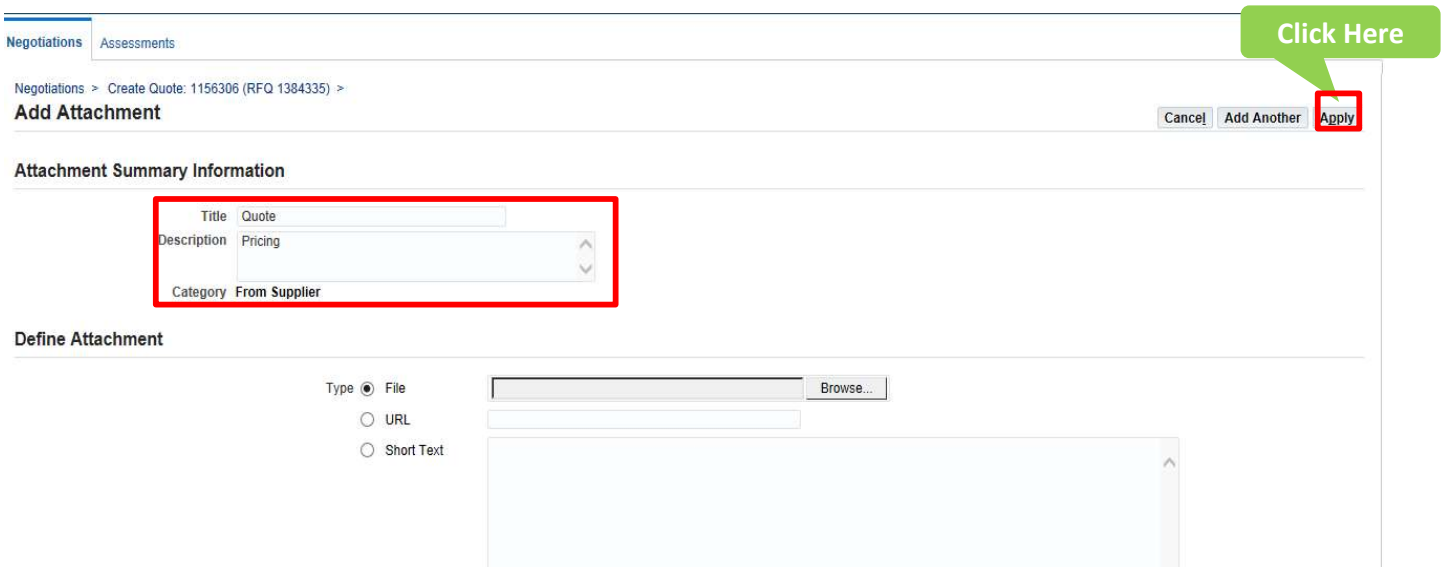
Steps:
- Click **Browse** to view files that you would like to attach
- Select the file that you would like to attach, Click **"Open"**

NEXT



Steps:
- Enter in the **"Title"** and **"Description"** field
- Click **"Apply"** to attach the document to the RFQ and a confirmation will appear

NEXT



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

Negotiations | Assessments

Negotiations >

Confirmation

Quote attachment has been added successfully.

Create Quote: 1156306 (RFQ 1384335)

Cancel | View RFQ | Quote By Spreadsheet | Save Draft | Continue

Title TS_PO_076 - Sourcing Event for BPA allow Staggered Awards

Time Left 78 days 6 hours

Close Date 02-Oct-2017 18:44:58

Header | Lines

Supplier I

Supplier Site 1(

RFQ Currency USD

Quote Currency USD

Price Precision Any

Quote Valid Until (example: 16-Jul-2017)

Reference Number

Note to Buyer

Attachments

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Quote	File	Pricing	From Supplier	DAN.NALEPA@INVENSYS.COM	16-Jul-2017	One-Time		

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.

Header | Lines | Controls | Contract Terms

Buyer Cain, Margaret

Quote Style Sealed

Description TS_PO_076 - Create Sourcing Event for CECONY BPA and award agreement to multiple suppliers and allow Staggered Awards

Outcome Blanket Purchase Agreement

Event

Terms

Effective Start Date 12-Apr-2018

Effective End Date 17-Feb-2020

Bill-To Address PAYABLES DEFAULT

Ship-To Address M020:HQ

FOB

Total Agreement Amount

Minimum Release Amount

Payment Terms

Carrier

Freight Terms

Currency

RFQ Currency USD

Price Precision Any

Requirements

Details Section

No results found.

Creating a Quote for a RFQ

Steps: Click the **"Lines"** tab to enter in your quote information

NEXT

Negotiations | Assessments

Negotiations > Create Quote: 1156307 (RFQ 1384335) >

RFQ: 1384335

Actions Create Quote Go

Click Here

Title TS_PO_076 - Sourcing Event for BPA allow Staggered Awards
Status Active (Locked)
Time Left 77 days 23 hours

Open Date 21-Jun-2017 14:48:25
Close Date 02-Oct-2017 18:44:58

Header | Lines | Controls | Contract Terms

Display Rank As Win/Lose
Ranking Price Only

Cost Factors Buyer
☑ Suppliers see their quote price transformed
Price Tiers Price Breaks

Lines

Description	Line	Item, Rev / Job	Category	Unit	Estimated Quantity	Best Price (USD)	Active Responses	Time Left
REMEDIAL INVESTIGATIONS...	1 REMEDIAL INVESTIGATIONS...	NS0118926	76.13.00.00	Daily	1,000	Sealed	Sealed	77 days 23 hours
SERVICES: INSPECTION ,...	2 SERVICES: INSPECTION ,...	NS1936868	72.15.00.00	EACH	800	Sealed	Sealed	77 days 23 hours

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

NEXT

Negotiations | Assessments

Click Here

Negotiations >

Create Quote: 1156308 (RFQ 1384335)

Cancel | View RFQ | Quote By Spreadsheet | Save Draft | Continue

Title TS_PO_076 - Sourcing Event for BPA allow Staggered Awards

Time Left 77 days 22 hours
Close Date 02-Oct-2017 18:44:58

Header | Lines

RFQ Currency USD
Price Precision Any

Quote Currency USD

Line	Rank	Start Price	Target Price	Quote Price	Unit	Estimated Quantity	Estimated Total Amount	Target Minimum Release Amount	Minimum Release Amount	Quote	Update
1 REMEDIAL INVESTIG...	Sealed			1000	Daily	1,000				Yes	
2 SERVICES: INSPEC...	Sealed			1000	EACH	800				Yes	

Indicates more information requested. Click the Update icon.

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

NEXT

Negotiations | Assessments

Negotiations > RFQ: 1384335 >

Confirmation

Quote 1156309 for RFQ 1384335 (TS_PO_076 - Sourcing Event for BPA allow Staggered Awards) has been saved as a draft.

Click Here

Create Quote: 1156309 (RFQ 1384335)

Cancel | View RFQ | Quote By Spreadsheet | Save Draft | Continue

Title TS_PO_076 - Sourcing Event for BPA allow Staggered Awards

Time Left 77 days 21 hours

Close Date 02-Oct-2017 18:44:58

Header | Lines

RFQ Currency USD

Price Precision Any

Quote Currency USD

Line	Rank	Start Price	Target Price	Quote Price	Unit	Estimated Quantity	Estimated Total Amount	Target Minimum Release Amount	Minimum Release Amount	Quote	Update
1 REMEDIAL INVESTIG...	Sealed			1	Daily	1,000				Yes	
2 SERVICES: INSPEC...	Sealed			1	EACH	800				Yes	

Indicates more information requested. Click the Update icon.

Steps: Review Quote Information

Click **"Validate"** to make sure all the information entered in the RFQ will be submitted without errors

NEXT

Negotiations | Assessments

Click Here

Negotiations > RFQ: 1384335 >

Create Quote 1156309: Review and Submit (RFQ 1384335)

Cancel | Back | Validate | Save Draft | Printable View | Submit

Header

Title TS_PO_076 - Sourcing Event for BPA allow Staggered Awards

Supplier

Supplier Site

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

Reference Number

Note to Buyer

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Contract Terms

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

NEXT

Negotiations | Assessments

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.

Click Here

Create Quote 1156309: Review and Submit (RFQ 1384335)

Cancel | Back | Validate | Save Draft | Printable View | Submit

Header

Title	TS_PO_076 - Sourcing Event for BPA allow Staggered Awards	Time Left	77 days 21 hours
Supplier		Close Date	02-Oct-2017 18:44:58
Supplier Site	1090 KING GEORG	Quote Valid Until	
RFQ Currency	USD	Reference Number	
Quote Currency	USD	Note to Buyer	
Price Precision	Any		

Attachments

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

Click Here

Do you want to open or save **1384335_1156309_RESPONSE_US.pdf** from **ebsdea03.conedison.net**?

Open | Save | Cancel

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

NEXT

Request for Quotation 1384335: Quote 1156309

Request for Quotation 1384335: Quote 1156309

Title	**TS_PO_076 - Sourcing Event for BPA allow Staggered Awards**		
Preview Date	**Not Specified**	Open Date	**21-JUN-2017 14:48:25**
Close Date	**02-OCT-2017 18:44:58**	Award Date	**Not Specified**
Time Zone			
Response Status	**Draft**		

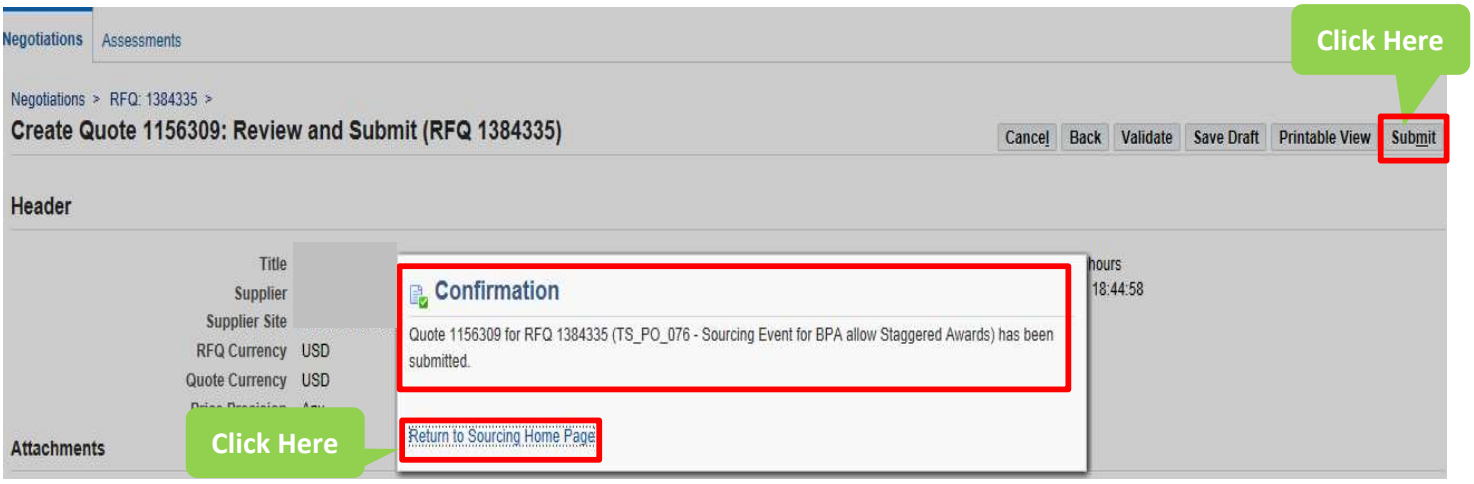
Your response will be submitted to:

Company	**CECONY**
Buyer	**Cain, Margaret**
Location	**CECONY** **4 IRVING PLACE** **NEW YORK, NY 10003** **United States**
Phone	**Not Specified**
Fax	
Email	**CAINM@CONED.COM**

Creating a Quote for a RFQ

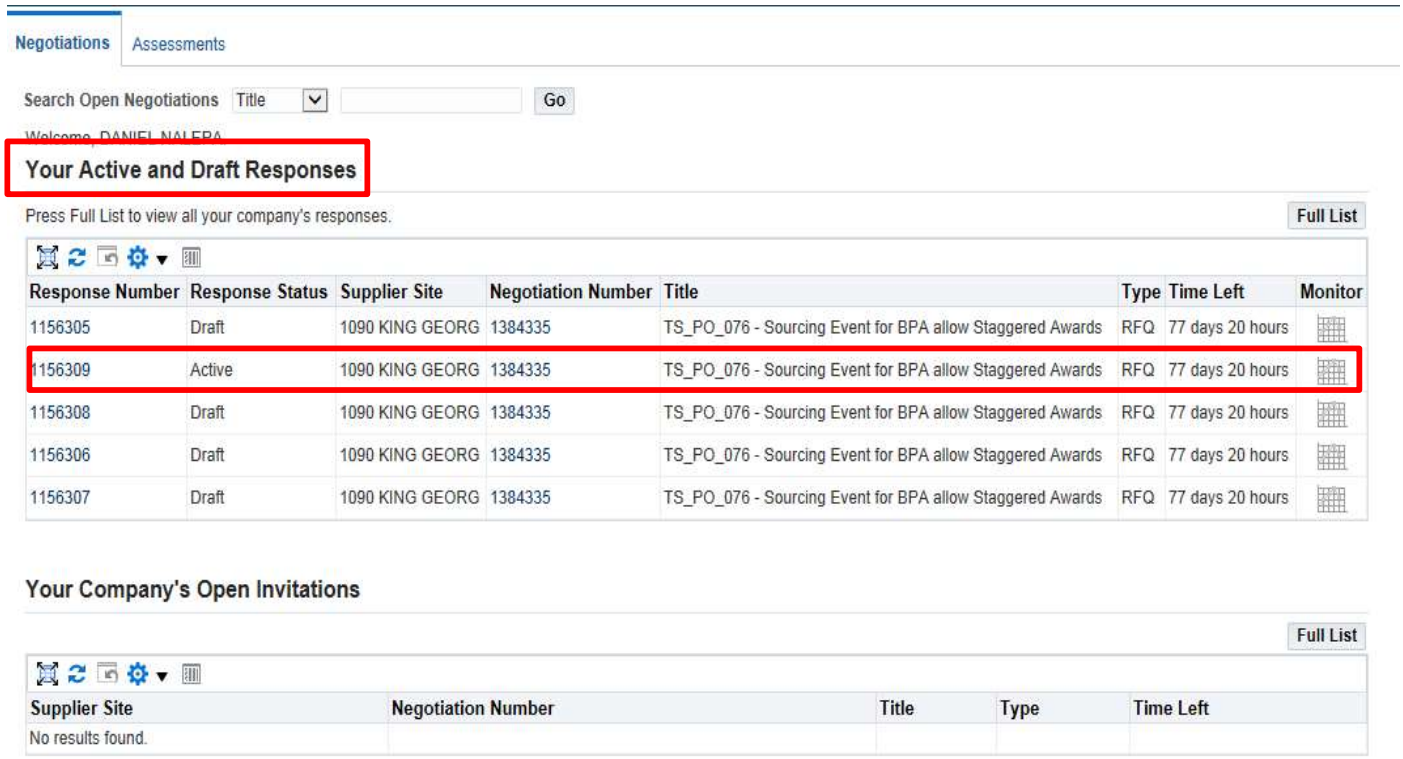
Steps:
- Click **"Submit"** to submit the RFQ
- You will receive a confirmation that your RFQ has been submitted
- Click **"Return to Sourcing Home Page"**

NEXT



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.

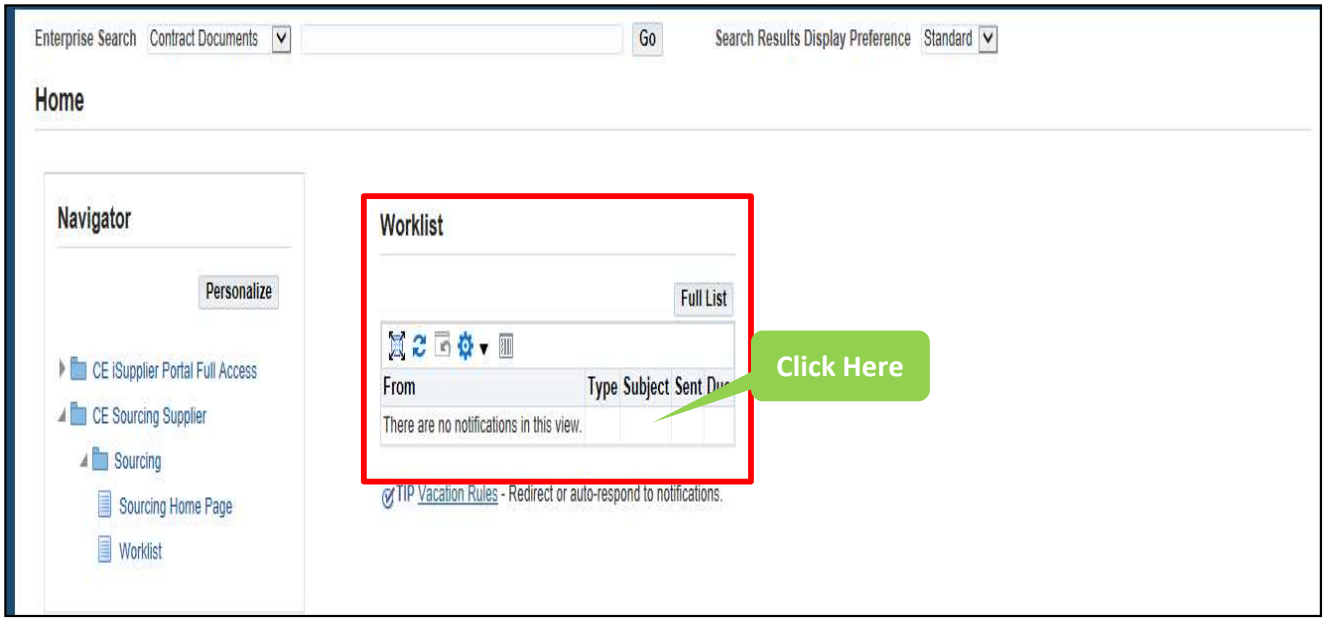
NEXT



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

NEXT



You can view the RFQ closing notification

NEXT

Closed Early: RFQ 56001 (RFQ EXAMPLE FOR TRAINING)

From **Delbalso, Michael**
To **ANGEL PLUTO**
Sent **04-Dec-2012 11:25:37**
ID **1481413**

Company **ConEdison**
Title **RFQ EXAMPLE FOR TRAINING**
Number **56001**

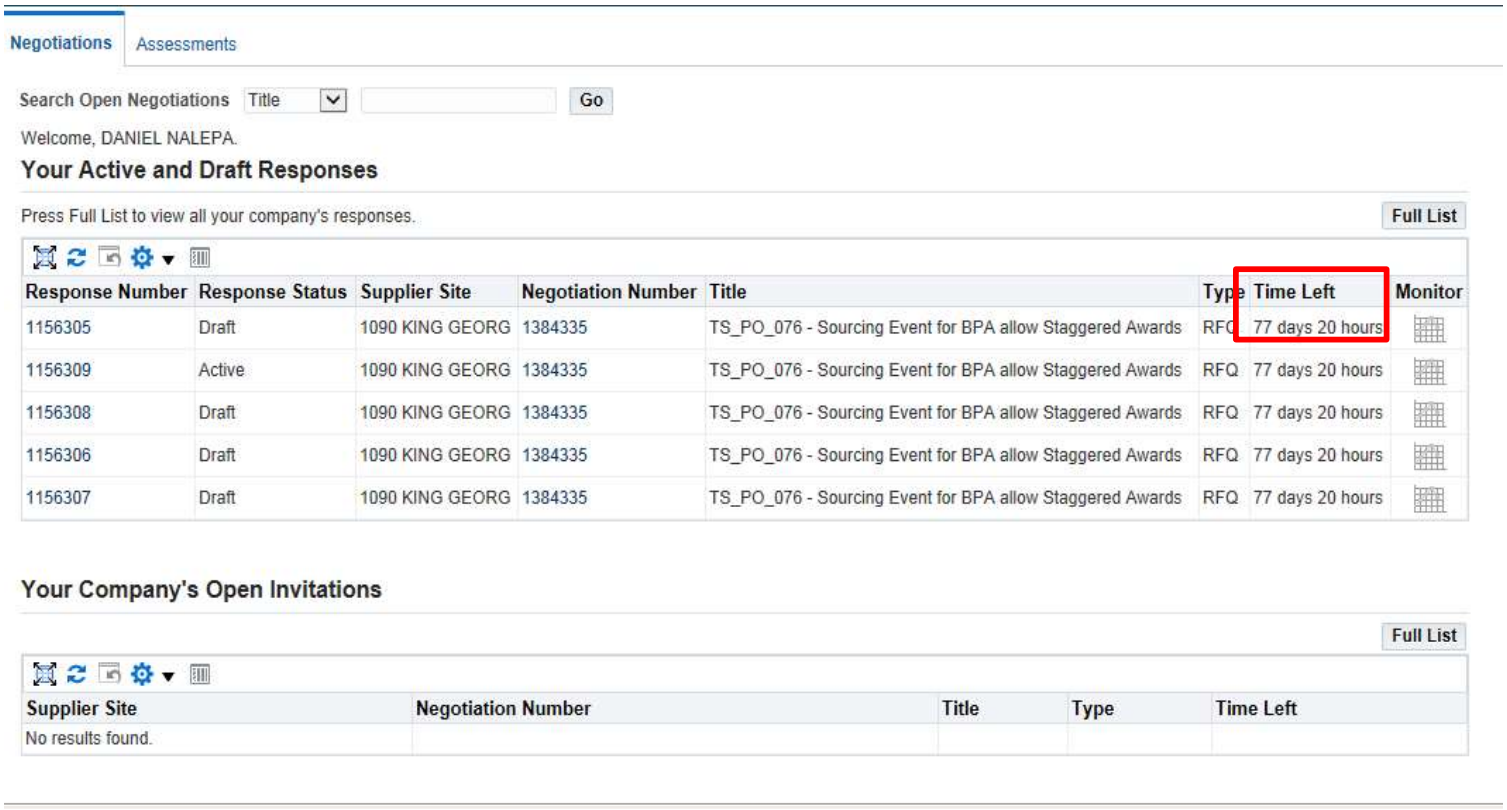
Negotiation Preview **December 04, 2012 11:02 am Eastern Time**
Negotiation Open **December 04, 2012 11:02 am Eastern Time**
Negotiation Close **December 28, 2012 10:52 am Eastern Time**
Supplier **ANGEL PLUTO INC**
Supplier Site
Early Close **December 04, 2012 11:25 am Eastern Time**

Reason for closing early: **THANK YOU FOR PARTICIPATING**

Return to Worklist

Creating a Quote for a RFQ

When you return to the Sourcing Home Page, notice that the **"Time Left"** section shows the time left on the RFQ.



Additional Resources & Contacts

Additional Resources

iSupplier References Link:

iSupplier References

Key Contacts

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