

## *Training Guide – iSupplier Portal*

### *Supplier Manage Deliverables*



**P**rofessional . **R**espect . **I**ntegrity . **D**ynamic . **E**xcellence

# Manage Deliverables

## Scope

**This procedure explains how to manage Contract Deliverables. During contract authoring, buyer can create one or more deliverables with a supplier contact associated with it. This procedure will cover deliverable management.**

# Login as supplier



\*User Name   
(example: michael.james.smith)

\*Password   
(example: 4U99v23)

Login Assistance

# Update PO Add Contract Deliverables

a. Go to Orders At A Glance, click PO Number link

Orders At A Glance

PO Number	Description	Order Date
<a href="#">22</a>		26-Jul-2013 10:25:51

b. Select Acknowledge from Action drop down list and click Go button

Standard Purchase Order: 22, 0 (Total MYR 10.00)  
Currency=MYR

Actions: Acknowledge [v] [Go] [Export]

c. Click Manage Deliverables button

Acknowledge for Standard Purchase Order : 22,0 (Total MYR 10.00)  
Currency=MYR

Cancel [Reject Entire Order] [Accept Entire Order] [Printable View] [View Change History] [Export] [Submit]

Order Information

General Information	Terms and Conditions	Related Information
Total <b>10.00</b> Supplier <b>Audio House Sdh Bhd</b>	Payment Terms <b>IMMEDIATE</b> Carrier	<a href="#">Receipts</a> <a href="#">Invoices</a> <a href="#">Payments</a>

d. Click on update icon on the deliverable

Home > View Order Details > Acknowledge for Standard Purchase Order >  
Standard Purchase Order : 22,0 (Total MYR 10.00):Manage Deliverables

Ok

**TIP** This page only shows deliverables for the latest approved version.  
⚠ Indicates deliverable is overdue    ✖ Indicates responsible party failed to perform the deliverable

Deliverable Name	Deliverable Type	Party Name	Contact	Due Date	Status	Alert	Update
<a href="#">Proof of Insurance</a>	Contractual	Audio House Sdh Bhd	Benson Gateway	27-Jul-2013	Open		

# Update PO Add Contract Deliverables

- a. Change the Status of the deliverable to Submitted
- b. Add Notes to store with the status change
- c. Optionally, click Add Attachments, and enter information for each file to be attached. Repeat for as many attachments as you want to add.
- d. Click apply button

Home > View Order Details > Acknowledge for Standard Purchase Order > iSupplier Portal: Deliverables >

Standard Purchase Order 22: Update Deliverable

Deliverable Name **Proof of Insurance**  
Due Date **27-Jul-2013**  
Description Proof of Insurance

Status Submitted  
Current Status **Open**  
Notes Please review

**Attachments**

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

## Confirmation page

 Confirmation  
Deliverable Proof of Insurance has been updated.

# Notification to Supplier

## a. Login to Supplier and View Notification

### Due date deliverable notification

Logged In As **AUDIO\_HOUSE**

Worklist				
From	Type	Subject	Sent	Due
Han Meng Chow	Deliverables Notification	<a href="#">Deliverable Proof of Insurance on Standard Purchase Order 22 will be due in 1 Days</a>	26-Jul-2013	

Full List

### Notification when RHB reject deliverable submission

Logged In As **AUDIO\_HOUSE**

Worklist				
From	Type	Subject	Sent	Due
Han Meng Chow	Deliverables Notification	<a href="#">Deliverable Proof of Insurance on Standard Purchase Order 22 has been rejected</a>	26-Jul-2013	

Full List

### Notification when RHB set deliverable status to complete

Logged In As **AUDIO\_HOUSE**

Worklist				
From	Type	Subject	Sent	Due
Han Meng Chow	Deliverables Notification	<a href="#">Deliverable Proof of Insurance on Standard Purchase Order 22 has been completed</a>	26-Jul-2013	

Full List

# Login as supplier



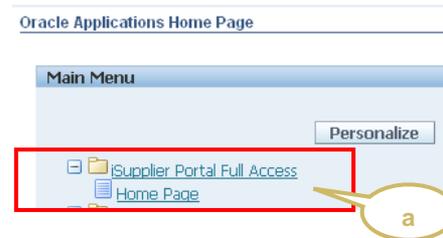
\*User Name   
(example: michael.james.smith)

\*Password   
(example: 4U99v23)

Login Assistance

# Supplier View Deliverables

- a. Login to Supplier, click Supplier Portal Full Access Responsibility, click Home Page



To view deliverables

- b. Go to Orders tab, click Orders tab
- c. Click Deliverables sub-tab
- d. Enter Selection criteria and click Go button

Home **Orders** Shipments Finance Admin

Purchase Orders | Agreements | Purchase History | Work Confirmations | **Deliverables** | Timecards | RFQ

Manage Deliverables

Search

Deliverable Name  Document Type

Status  Document Number

Due Date From  Due Date To

Go

Indicates deliverable is overdue Indicates responsible party failed to perform the deliverable

Deliverable Name	Deliverable Type	Document Type	Document Number	Party Name	Contact	Due Date	Status	Alert	Update
<a href="#">Proof of Insurance</a>	Contractual	Standard Purchase Order	<a href="#">22_0</a>	Audio House Malaysia Sdh Bhd	Benson Gateway	27-Jul-2013	Completed		

**Thank you**