

Training Guide – iSupplier Portal

Supplier Review & Acknowledge PO



Professional . **R**espect . **I**ntegrity . **D**ynamic . **E**xcellence

Scope

Scope

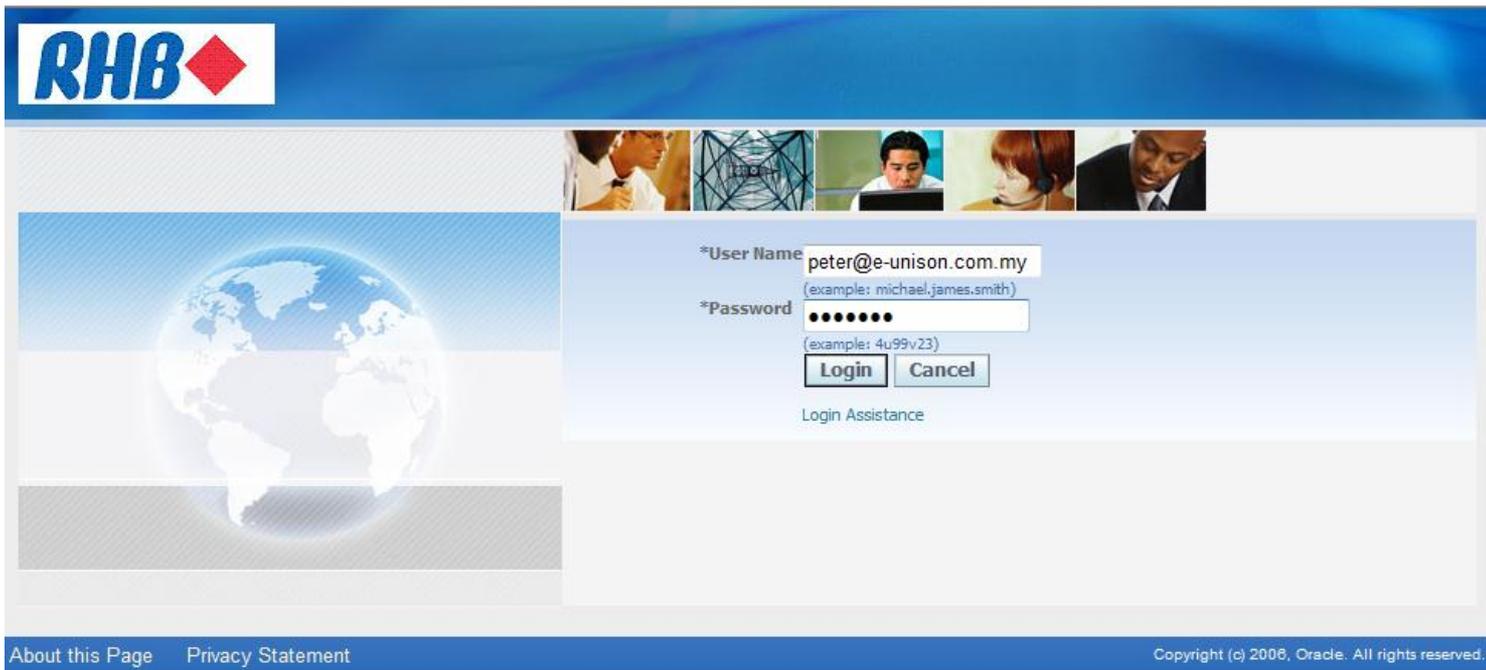
This procedure explains how supplier review and acknowledge PO and/or Agreements.

➤ Review & Acknowledge PO

Login to Oracle Homepage

1.1 Login to Oracle Apps.

- Enter User Name
- Enter Password
- Click Login



RHB ◆

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

*Password
(example: 4u99v23)

[Login Assistance](#)

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Review & Acknowledge PO through Notification

a. All open Notifications are listed in Notification section.

b. To view Notification detail, click Notification Subject (H).

RHB iSupplier Portal

Home Logout Preferences Help Diagnostics

Main Sourcing Orders Shipments Finance Admin

Notifications [Full List](#)

Subject	Date
RHB BANK - Standard Purchase Order 35.0 requires your acceptance	02-Aug-2013 16:52:10
RHB Banking Group iSupplier Portal: Confirmation of Registration	01-Aug-2013 17:33:03

Orders At A Glance [Full List](#)

PO Number	Description	Order Date
35		02-Aug-2013 16:51:48
32		29-Jul-2013 14:29:00
24		23-Jul-2013 11:30:21
17		18-Jul-2013 11:25:23
3		16-Jul-2013 17:02:55

Shipments At A Glance

[Download iSupplier Portal System User Manual](#)

Quick Link

Orders

- [Agreements](#)
- [Purchase Orders](#)
- [Purchase History](#)

Shipments

- [Delivery Schedules](#)
- [Overdue Receipts](#)
- [Advance Shipment Notices](#)

Receipts

- [Receipts](#)
- [Returns](#)
- [On-Time Performance](#)

Invoices

- [Invoices](#)

Payments

- [Payments](#)

Review & Acknowledge PO through Notification

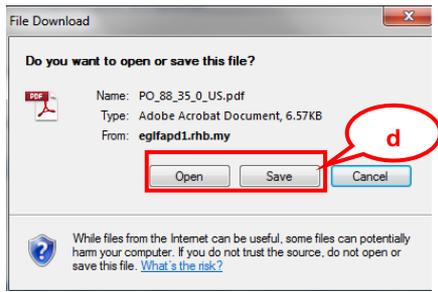
- c. Click PDF Document(H) to open PO Document.
- d. Click open (B) or Save (B) to review and print PO if required.
- e. Click Accept(B) or Reject(B) to accept or reject PO.

RHB BANK - Standard Purchase Order 35,0 requires your acceptance



From OCS, Afzal
To E-UNISON STATIONERY SDN BHD
Sent 02-Aug-2013 16:52:10
ID 7264

Please review the purchase order and any other document attached to this message.



RHB
RHB BANK
HEAD OFFICE, RHB CENTER
TOWER TWO & THREE
JALAN TIN RAZAK
KUALA LUMPUR, 50400
Malaysia

Supplier: E-UNISON STATIONERY SDN BHD
67, No 11A DC
Malaysia

Ship To: HEAD OFFICE, RHB CENTER
TOWER TWO & THREE
JALAN TIN RAZAK
KUALA LUMPUR, 50400
Malaysia

Bill To: HEAD OFFICE, RHB CENTER
TOWER TWO & THREE
JALAN TIN RAZAK
KUALA LUMPUR, 50400
Malaysia

Type	Standard Purchase Order
Order	35
Invoice	0
Order Date	02-AUG-2013
Created By	OCS, Afzal
Approval Date	
Approval Status	

Contract Account No.	Contract No.	Contract Name	Project Name	ECN	Classification	Ship No.
10018	10018	UNISEDATE				

Contract Order No: 0

Contract Order To: OCS, Afzal

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

Line	Item Number	Description	Delivery Date/Time	Quantity	UOM	Unit Price (MYR)	Line Amount (MYR)
1		Printed: 02-AUG-2013 12:00:00		10	EACH	600.00	6,000.00
		Needed: 02-AUG-2013 12:00:00					

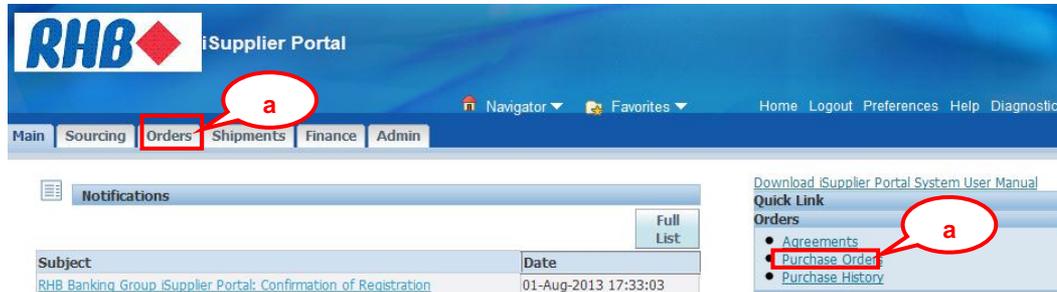
Item Receipt to FA

1-1 Ship To: Use the ship-to address at the top of page 1
Deliver To: OCS, Afzal (10)

Total: 6,000.00 (MYR)

Review & Acknowledge PO through iSupplier Portal

a. After logged in, Click Orders tab or Purchase Order from Quick Link.



b. Select View All Purchase Orders to show all the Orders or View Purchase Orders to acknowledge and click Go(B).

c. Optionally, you can use Advance Search function for more search criteria.



Review & Acknowledge PO through iSupplier Portal

d. After found your PO, click on PO Number to view details.

Select	Number	Row Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Attachments
<input type="radio"/>	35	0	RHB BANK	Standard PO	02-Aug-2013 16:51:48	OCS, Afzal	MYR	6,000.00	Accepted	
<input type="radio"/>	32	0	RHB BANK	Standard PO	29-Jul-2013 14:29:00	OCS, Afzal	MYR	6,000.00	Requires Acknowledgment	
<input type="radio"/>	24	0	RHB BANK	Standard PO	23-Jul-2013 11:30:21	OCS, Afzal	MYR	600,000.00	Requires Acknowledgment	
<input type="radio"/>	17	0	RHB BANK	Global Blanket Agreement	18-Jul-2013 11:25:23	OCS, Afzal	MYR		Accepted	
<input type="radio"/>	3	0	RHB BANK	Standard PO	16-Jul-2013 17:02:55	OCS, Afzal	MYR	10.00	Requires Acknowledgment	

e. To Review PO Document, select View PDF Actions and Click Go(B).

Standard Purchase Order: 32, 0 (Total MYR 6,000.00)

Currency=MYR

Actions **View PDF** Go **Export**

Order Information		
General		
Total	6,000.00	Payment Terms IMMEDIATE
Supplier	E-UNISON STATIONERY SDN BHD	Carrier
Supplier Site	Kuala Lumpur	Freight Terms
Address	67, Jln 11A DU	Shipping Control
Buyer	OCS, Afzal	Ship-To Address
Order Date	29-Jul-2013 14:29:00	Address HEAD OFFICE, RHB CENTER TOWER TWO & THREE JALAN TUN RAZAK
Description		
Summary		
Total	6,000.00	
Received	2,400.00	
Invoiced	3,000.00	
Payment Status	Not Paid	

Standard Purchase Order 32, 0

RHB

RHB BANK
HEAD OFFICE, RHB CENTER
TOWER TWO & THREE
JALAN TUN RAZAK
KUALA LUMPUR, 50400
Malaysia

Supplier: E-UNISON STATIONERY SDN BHD
67, Jln 11A DU
Malaysia

Ship To: HEAD OFFICE, RHB CENTER
TOWER TWO & THREE
JALAN TUN RAZAK
KUALA LUMPUR, 50400
Malaysia

Bill To: HEAD OFFICE, RHB CENTER
TOWER TWO & THREE
JALAN TUN RAZAK
KUALA LUMPUR, 50400
Malaysia

Type	Standard Purchase Order
Order	32
Revision	0
Order Date	29-07-2013
Created By	OCS, Afzal
Revision Date	
Created Date	

f. Click open (B) or Save (B) to review and print PO if required.

File Download

Do you want to open or save this file?

Name: PO_88_35_0_US.pdf
Type: Adobe Acrobat Document
From: egfapd1.rhb.my

Open **Save** **Cancel**

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Customer Account No.	Supplier No.	Payment Terms	Invoice Terms	PO#	Completion	Ship Via	
	1803	IMMEDIATE					
Quantity for Settlement					Standard Order To		
0					OCS, Afzal		
Alerts: All prices and amounts on this order are expressed in MYR.							
Line	Part Number	Description	Delivery Date/Time	Quantity	UoM	Unit Price (MYR)	Net Amount (MYR)
1		Printed	05-AUG-2013 12:00:00	10 EACH	600 N		6,000.00
		Standard	05-AUG-2013 12:00:00				
Text Receipt to FA							
1-1 Ship To: Use the ship-to address at the top of page 1							
Deliver To: OCS, Afzal (0)							
							Total: 6,000.00 (MYR)

Review & Acknowledge PO through iSupplier Portal

g. To Acknowledge PO, select Acknowledge Actions and Click Go(B).

Standard Purchase Order: 32, 0 (Total MYR 6,000.00)
 Currency=MYR

Actions Acknowledge **Go** Export

Order Information

General		Terms and Conditions		Summary	
Total	6,000.00	Payment Terms	IMMEDIATE	Total	6,000.00
Supplier	E-UNISON STATIONERY SDN BHD	Carrier		Received	<u>1,200.00</u>
Supplier Site	Kuala Lumpur	FOB		Invoiced	<u>3,000.00</u>
Address	67, Jln 11A DU	Freight Terms		Payment Status	Not Paid
Buyer	OCS, Afzal	Shipping Control			
Order Date	29-Jul-2013 14:29:00	Ship-To Address			
Description		Address	HEAD OFFICE, RHB CENTER TOWER TWO & THREE JALAN TUN RAZAK KUALA LUMPUR, 50400		
Status	Requires Acknowledgment	Bill-To Address			
Note to Supplier		Address	HEAD OFFICE, RHB CENTER TOWER TWO & THREE JALAN TUN RAZAK KUALA LUMPUR, 50400		
Operating Unit	RHB BANK				
Sourcing Document					
Supplier Order Number					
Attachments	None				

PO Details

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

Details	Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
Show	1	Goods			Test Receipt to FA	EACH	10	600	6,000.00	Open		

Review & Acknowledge PO through iSupplier Portal

- h. Click Accept Entire Order to Accept PO or Reject Entire Order to reject PO.
- i. Click OK(B) for the confirmation message.

Acknowledge for Standard Purchase Order : 32,0 (Total MYR 6,000.00)
Currency=MYR

Order Information

General Information	Terms and Conditions	Related Information
Total: 6,000.00	Payment Terms: IMMEDIATE	Receipts
Supplier: E-UNISON STATIONERY SDN BHD	Carrier: FOB	Invoices
Supplier Site: Kuala Lumpur	Freight Terms:	Payments
Address: 67, Jln 11A DU	Shipping Control:	
Buyer: OCS, Afzal	Ship-To Address	
Order Date: 29-Jul-2013 14:29:00	Address: HEAD OFFICE, RHB CENTER TOWER TWO & THREE JALAN TUN RAZAK KUALA LUMPUR, 50400	
Description:	Bill-To Address	
Status: Requires Acknowledgment	Address: HEAD OFFICE, RHB CENTER TOWER TWO & THREE JALAN TUN RAZAK KUALA LUMPUR, 50400	
Note to Supplier:		
Sourcing Document:		
Organization: RHB BANK		
Supplier Order Number: <input type="text"/>		
Attachments: None		

Message from webpage

The changes you made to this page have not been saved. If you continue, the changes will be discarded. Do you wish to continue?

Review & Acknowledge PO through iSupplier Portal

j. Enter Note to Buyer. In case of reject, it is required.

k. Click Submit(B).

Acknowledge Purchase Order 32

Cancel Submit

Description
Currency MYR
Amount 6,000.00
Order Date 29-Jul-2013 14:29:00
Action Accept

Note to Buyer Note....

l. Confirmation message. To return to previous screen click Return to Purchase Summary(H).

PO Acknowledgment Confirmation

Purchase Order 32 has been Acknowledged.

Return to Purchase Order Summary

m. After you have completely acknowledged the order, the buyer is notified of your acknowledgment response.

Thank you