

Tabs; click on a tab to go to the relevant screens.

Home; click to go to the Oracle Applications Home Page.

Log out

Action Dropdown List; click on the arrow to select an action and then click Go.

Quick Links; click on links underlined and in blue to go to the relevant information or screen.

The screenshot shows the Oracle iSupplier Portal interface. At the top, there are navigation tabs: Home, Orders, Shipments, Finance, and Admin. To the right, there are links for Home, Logout, and Help. Below the tabs is a search bar with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area is divided into several sections: 'Notifications' with a 'Full List' button and a table of notifications; 'Orders At A Glance' with a 'Full List' button and a table of orders; and a 'Quick Links' sidebar on the right with categories: Orders (Purchase Orders, Purchase History), Shipments (Delivery Schedules, Overdue Receipts), Receipts (Receipts, On-Time Performance), Invoices (Invoices), and Payments (Payments). Callouts with arrows point to the tabs, the search dropdown, the 'Home' link, the 'Log out' link, and the 'Quick Links' sidebar.

- ❖ **Home Tab:** **Home** summary of recent notifications and orders and a link to orders, shipments and invoices.
- ❖ **Orders Tab:** **Orders** lists all purchase orders raised in Oracle and allows you to acknowledge an order (if required), request a change or cancellation to the order, or view the history of any changes.
- ❖ **Shipments Tab:** **Shipments** view all outstanding deliveries by date, location etc.
- ❖ **Finance Tab:** **Finance** raise an invoice, or view invoice and payment details, including date payment due.
- ❖ **Admin Tab:** **Admin** view and update organisation information, including address, contacts and bank details.

Input field;
Enter information
required.

Buttons;
Click the **Full List** button
to view all notifications.

List of last 5
Notifications.

List of last 5
**Purchase
Orders.**

❖ **Notifications:** list of notifications displayed on the iSupplier Portal Home page. Always view and acknowledge or respond to notifications (some for information only, others require action).

❖ **Search:** use the simple or advanced searches available on each tab or link. % replaces missing information at the start and / or end, e.g. %321002% on the Orders screen will search for all orders which contain the number 321002.

The screenshot shows the Oracle E-Business Suite interface. At the top, there is a navigation bar with the Oracle logo, 'E-Business Suite', and links for 'Favorites', 'Logout', and 'Help'. Below this is an 'Enterprise Search' section with a dropdown menu set to 'All', a search input field, and a 'Go' button. To the right, there is a 'Search Results Display Preference' dropdown set to 'Standard' and a 'Logged In As LUKE@TOYS.CO.UK' indicator.

The main content area is titled 'Oracle Applications Home Page'. On the left, there is a 'Main Menu' section with a 'Personalize' button. It contains a folder icon for 'LCC iSupplier Portal' and a link for 'Home Page'. A callout box points to the folder icon with the text: 'Main menu; lists your Responsibilities'. Another callout box points to the plus sign next to the folder icon with the text: 'Click + to view sub folders'.

On the right, there is a 'Worklist' section. It contains a table with the following data:

From	Type	Subject	Sent	Due
	POS Supplier Registration and Profile Management	Supplier Profile Management: Approval of Bank Account	21-Dec-2012	
	<p>✓ TIP Vacation Rules - Redirect or auto-respond to notifications.</p> <p>✓ TIP Worklist Access - Specify which users can view and act upon your notifications.</p>			

A callout box points to the 'Worklist' title with the text: 'Worklist; displays open notifications, click to view'. Another callout box points to the 'Full List' button in the top right corner of the Worklist section with the text: 'Use Full List to view all notifications'.

✦ **Worklist:** list of notifications displayed on the Oracle Applications Home Page. This is the same as the Notifications list on the iSupplier Portal Home page.

If you need further assistance please email the following address with your query: isupplierqueries@lancashire.gov.uk.