





Supplier User Manual

Purchase Orders and Shipments







Welcome to iSupplier!

Kenya Airways (KQ) iSupplier Portal provides your company with an important electronic link that allows online communication of purchase orders, change orders, and shipments. As Supplier and Customer, we will look at the same information, and as approvals are incorporated into the change order processes, iSupplier will help to minimize confusion and error, while improving the timeliness of communications. The result is that both your company and ours are able to operate more efficiently.

This document will attempt to provide you with some general information about how the KQ iSupplier Portal works and how to navigate through the various screens in order for you can accomplish your tasks.

Registration

KQ will be responsible for registering the suppliers to enable their use of the iSupplier Portal. Prior to registration, each supplier will be asked to provide a contact name and phone number, as well as a "group" email address that can be used by iSupplier for notifications and other communication. The reason a group email address is required is to allow more than one person at your facility to have access to it and to allow you to control who at your facility has access to it – without KQ's involvement. This allows for full coverage of work, through vacations, position change, or any other instance that might otherwise leave work undone. It's also helpful to have an email address that is used only for Kenya Airways iSupplier communications.

When you are registered by KQ, you will receive a system-generated email from us indicating your username and password. This email will be sent to the "group" email address you provided to us. It will indicate your username (generally your email address) and a randomly generated initial password.

For Help

If you need help at any time, please don't hesitate to contact us!

For help with purchase orders, dates, quantities, shipments, etc., please contact KQ or the corporate buyer. For system-related questions or problems, please feel free call Duke Keana at (254) (0)73-5903356, or send an email to duke.keana@.kenya-airways.com.





Contents

Welcome	2
Registration	2
For Help	2
General Navigation Tips	4
Logging In	4
The Home Page	5
User Preferences	6
Purchase Orders	7
Notifications	7
Viewing Purchase Orders	8
Acknowledging Purchase Orders	10
Submitting Change Requests	13
To view change order history:	16
Splitting Shipments	16
Canceling Orders or Shipments	17
Purchase Order Revision History	19
Shipping Information	20
Shipment Notices	20
Creating Advance Shipment Notices	22
Canceling Advance Shipment Notices and Advance Shipment Billing Notices	28
Viewing Receipts	29
Viewing Overdue Receipts	31





General Navigation Tips

Regular Internet users should feel comfortable navigating through the various iSupplier screens. The functionality is not unlike what you might find on a typical web site.

Keep an eye out for vertical and horizontal scroll bars. In many cases, you will be able to scroll down and/or to the right to see additional information.

As a strong recommendation, avoid using the "Back" button on your browser toolbar. This is true for all Web-based transactional applications. In most cases, you will be able to navigate to the page you want by using the buttons on the screen rather than on the toolbar.

Logging In

You must use Internet Explorer to access iSupplier. To connect to the iSupplier Portal, enter the following URL on the Internet Explorer address line:

<u>http://irecruit.kenya-airways.com:8000</u> (Note: you may want to create a shortcut for this URL for your desktop!)

When you are connected, you will see this **Login** screen:

ORACLE' E-Business Suite		*
Login		
Username		
Password		
	Login	
	IP Forgot your password?	
Copyright (c) 2006, Oracle. All rights reserved.		

Figure 1

Enter your **Username** and **Password** and click on the **Login** button.





Note: The first time you log in, you will be prompted to change your password.
Make sure you remember the new password!

The Home Page

When you are successfully logged in to KQ iSupplier, the "Home" page will appear. This page provides you with the following information and functions:

Global buttons

The following buttons display on the home page and all iSupplier Portal pages:

- Home Returns you to the main portal where you can select another responsibility or application.
- Logout Logs you out of the iSupplier Portal
- Preferences Displays the Preferences page.
- Help Accesses the help index page.

Tabs

iSupplier provides tabs for easy navigation. For example, if you want to view purchase order details, start by clicking the Orders tab, and then click Purchase Orders in the task bar directly below the tabs.

Quick Search

The Quick Search field enables you to enter a document number and quickly find information about:

- Purchase Orders
- Shipments

To search for a document:

- 1. Select which type of document you would like to search.
- 2. Enter the document number and click Go.

Quick Links

This section displays a procure-to-pay flow through the iSupplier Portal application. Click any link to go directly to the corresponding page. (*Note: not all links are currently activated*)

Notifications

Notifications are messages waiting for your review. Some notifications are view-only, while other notifications require action. To view your notifications, click the linked subject to open the Notification Details page. This page provides complete notification details, as well as the appropriate action button.

After you select an action, the Notifications Summary page will be displayed.





- You can continue to respond to any additional notifications you have.
- You can continue working by clicking any of the tabs.

Orders at a Glance

This section displays the five most recent purchase orders. Click a purchase order number to view purchase order details.

Shipments at a Glance

This section displays recent shipments. Click a shipment number to view a list of your recent shipments.

> **Note**: To view a complete list of your Notifications, Orders at a Glance, or Shipments at a Glance, click "Full List".

This is an example of what the Home Page looks like:

Search PO Number	00				
Notifications		(Full List)		0	Planning Forecast Schedules
Subject			Date		Orders
Reminder: Please ackr	nowledge intent to participate in RFQ 43028 (ACs for Unit	2)	03-Sep-2011 15:47:53	l i	Agreements
					Purchase Orders
Orders At A C	lance				Purchase History
- OTACISALA OI	iunoo	Full List			Shipments
PO Number	Description	Order D	ate	Ĭ	Delivery Schedules
10019430	ASSORTED INFLIGHT ITEMS	05-Sep-2	2011 15:31:30		Overdue Receipts
40019266	TEST 25.08.2011	26-Aug-2	2011 16:23:14		Advance Shipment Notices
40019284	TEST 26.08.2011	26-Aug-2	2011 13:57:20		Receipts
40019174		23-Aug-2	2011 14:25:12		Receipts
40019178		22-Aug-2	2011 17:18:16		Returns On Time Defermence
				Ċ.	Uni-nine Penormance
2				Ŷ	Invoices
Shipments At	A Glance			Ó	Payments
		Full List			Payments
Shipment Number	Shipment Date		Packing Slip		<u> </u>
<u>MES-01</u>	05-Sep-2011 20:44:40				
<u>01 test</u>	01-Sep-2011 15:09:56				
12345	23-Aug-2011 14:43:55				

Figure 2

User Preferences

You can change your user settings or preferences at any time by clicking on the preferences icon. The following preferences can be changed:





• **Password** – You can reset or change your password. A valid password must be at least six, but no more than 30, characters. Passwords can be alphanumeric, or special characters.

To change your preferences:

- a) Click the Preferences icon.
- b) Complete or update the required fields.
- c) Click Apply to save your changes. Click Cancel to return to the system without making any changes.

Here's what the User Preferences screen looks like:

Renya Airwa	iSupplier Portal	Home Logout Preferences Help Pers	ionalize Page Diagnostics
• <u>User</u> Preferences • <u>General</u> • <u>Access</u> <u>Requests</u>	Change Password Old Password New Password Repeat Password		Reset to Default Apply
Copyright (c) 2008, Oracle About this Page	Home Orders Shipme . All rights reserved.	(Cance) ents Planning Account Product Admin Home Logout Preferences Help Personalize Page Diagnostics	Reset to Default Apply

Figure 3

Purchase Orders

When a Kenya Airways buyer enters and approves a purchase order in Oracle Purchasing, the purchase order details are immediately available to you in Oracle iSupplier Portal. You will receive a notification indicating the PO has been issued, which can be viewed on the Home page. The Purchase Orders Details page enables you to view details of the entire purchase order. Oracle iSupplier Portal enables you to track your purchase orders throughout the procure-to-pay flow. You can also submit adjustments to your purchase orders.

Notifications

Much of the communication between Kenya Airways and the Suppliers is done through the use of Notifications. When Kenya Airways buyer creates and approves a purchase order, you will receive a notification from them. When you

Purchase Orders and Shipments.





acknowledge, change, or ship the order, the Kenya Airways buyer gets a notification from you.

Notifications can be reviewed on the Home page. Clicking on the Notification Subject Line will allow you to respond to the notification if required. After you have reviewed and/or responded to a notification, it will drop from the list. You will also receive email notifications. These notifications are sent in addition to the notification on the home page.

There are two general types of notifications. The first type is "FYI", or informational, and does not necessarily require any action on your part – meaning that you do not have to respond to the notification. An example would be notification from a buyer that they have accepted (or rejected) your recommended changes to a purchase order. The second type of notification is one that requires some action to be taken. An example of this type would be a request from a buyer for acknowledgement of the order.

When a notification requires action on the part of either the Buyer or the Supplier, no further changes can be made to that order until the action has been completed – generally meaning the change is either accepted or rejected. A notification requiring action will cause the purchase order status to change to "Supplier (or Buyer) Change Pending". Because no further changes can be made to the order by either the Buyer or the Supplier until action has been taken by the appropriate party on the notification, it is important that you check your notifications frequently, and act on them in a timely manner.

Viewing Purchase Orders

You can view purchase order details such as terms and conditions, lines, shipments, and attachments. Click on the **Orders** tab. When you navigate to the View Purchase Orders page, the most recent 25 purchase orders are displayed. Alternatively, you can view all orders that require acknowledgment, and all orders pending supplier change.





R	(enya Airv	ays 🖗 iSupplie	er Portal					Home	Logout Prefer	ences Help Personalize Pa	ge Diagnostics
~	they have a	- Your work of the period					Home	Orders	Shipments P	lanning Account Produ	uct Admin
Pure	hase Orde	rs Work Orders A	greements Pur	chase History RFQ Deliverable	s Timecards						
Purc	hase Ord	ers									
											Export
Vie	WS										
Vi	ew Last 25	Purchase Orders	- Go							A	dvanced Search)
Selec	t Order: La		Requ	est Changes View Change History							
00100	PO		Document							Acknowledge	
Selec	t Number	Rev Business Unit	Туре	Description	Order Date ∇	Buyer	Currency	Amount	Status	Ву	Attachments
۲	<u>40019430</u>	<u>Renya Airways</u> Limited	Standard PO	ASSORTED INFLIGHT ITEMS	05-Sep-2011 15:31:30	Sanga, Mr. Geoffrey Muvera	USD	300.00	Accepted		
Ô	<u>40019266</u>	1 Kenya Airways Limited	Standard PO	TEST 25.08.2011	26-Aug-2011 16:23:14	Sanga, Mr. Geoffrey Muvera	KES	60.00	Open		
O	<u>40019284</u>	0 Kenya Airways Limited	Standard PO	TEST 26.08.2011	26-Aug-2011 13:57:20	Sanga, Mr. Geoffrey Muvera	USD	120.00	Accepted		
۲	<u>40019177</u>	1 Kenya Airways Limited	Standard PO		24-Aug-2011 17:15:38	Muthike, Mr. Dennis Munene	KES	0.00	Closed	POsummary	
۲	<u>40019174</u>	1 Kenya Airways Limited	Standard PO		23-Aug-2011 14:25:12	Muthike, Mr. Dennis Munene	KES	250.00	Buyer Chan Pending	ge	
۲	40019178	<u>0</u> Kenya Airways Limited	Standard PO		22-Aug-2011 17:18:16	Muthike, Mr. Dennis Munene	KES	9.00	Closed		
O	<u>40018637</u>	<u>0</u> Kenya Airways Limited	Standard PO	repeat order	27-Jul-2011 18:37:05	Otieno, Mrs. Dorice Adhiambo	USD	17,000.00	Open		
0	40017675	<u>0</u> Kenya Airways Limited	Standard PO	repeat order	13-Jun-2011 17:26:04	Otieno, Mrs. Dorice Adhiambo	USD	17,000.00	Closed		
۲	40017665	0 Kenya Airways Limited	Standard PO	as per attached mail	13-Jun-2011 11:54:38	Otieno, Mrs. Dorice Adhiambo	USD	35,000.00	Open		
۲	<u>40017146</u>	0 Kenya Airways Limited	Standard PO	as per contract	19-May-2011 19:40:13	Otieno, Mrs. Dorice Adhiambo	USD	102,000.0	Open		
0	<u>40016779</u>	Kenya Airways Limited	Standard PO	as per contract	10-May-2011 13:25:53	Otieno, Mrs. Dorice Adhiambo	USD	66,000.00	Open		
O	40016752	Kenya Airways Limited	Standard PO	AS PER CONTRACT	26-Apr-2011 12:49:27	Otieno, Mrs. Dorice Adhiambo	USD	22,000.00	Closed		
۲	<u>40015076</u>	<u>0</u> Kenya Airways Limited	Standard PO		14-Feb-2011 18:50:39	Otieno, Mrs. Dorice Adhiambo	USD	102,000.0	Closed		
۲	40014591	Kenya Airways Limited	Standard PO	AS PER CONTRACT	25-Jan-2011 09:12:59	Otieno, Mrs. Dorice Adhiambo	USD	102,000.00	Closed		
O	<u>40011713</u>	Limited	Standard PO	as per attached quotation	21-Jan-2011 12:52:51	Otieno, Mrs. Dorice Adhiambo	USD	18,676.00	Closed		
0	40013787	0 Kenya Airways	Standard PO	Confirmatory order per attached	06-Dec-2010 07:13:34	Otieno, Mrs. Dorice	USD	5,880.00	Closed		

An advanced search is available to define your search even further. You also have the option to export the displayed data.

To view purchase order header and line details, click the purchase order number. On the View Order Details page, you can view the order and shipment details. You can also view receipts, invoices, and payments related to the selected order by clicking the Receipts, Invoices or Payments in the Related Information section.





R Kenya Airways 🐑 is	upplier Portal			Home Logout Preferences Help Personalize Page Diagnostics	ŕ
				Home Orders Shipments Planning Account Product Admin	
Purchase Orders Work Ord	lers Agreements Purchase Histor	y RFQ Deliverables	I Timecards		
Orders: Purchase Orders >					7 II
Standard PO : 40019430	Revision 0 (Total USD 300.00)			
	100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100			Request Cancellation Request Changes Printable View View Change History Export	j I
▼Order Information					
General Information		Terms and Conditio	ons	Related Information	
Standard PO	40019430	Payment Terms	30-NET	Receipts	
Total	300.00 (USD)	Carrier		Invoices	
Supplier	MASSEY'S PRODUCTION	FOB		Payments	
Supplier Site	UAE	Freight Terms			
Address	RAK FREE TRADE ZONE	Shipping Control			
	SHED #28 UNIT 4	Bill-To Address			
	RAS AL KHAIMAH	Bill-To Address			
	the second rest and		Nairobi, KQ HDQ P.O. Box		
Buyer	Sanga, Mr. Geoffrey Muvera		19002		
Order Date	05-Sep-2011 15:31:30	Ship-To Address			=
Description	ASSORTED INFLIGHT	Ship-To Address	Nairobi KO HDO P O Box 19	02	
Status	Accepted		Nation, Ng Thog T.O.Dox 130	02	
Reason					
Note to Supplier					
Organization	Kenya Airways Limited				
Sourcing Document					
Supplier Order Number					
Attachments	None				
PO Details					
TIP Click on the Show link	to view shipment details of a line.				
Indicates new values					
 Indicates cancellation req 	Jest				
Show All Hide All					- 11
Details Line Type Item	ob Supplier Item Description	UOM Qua	ntity Price(USD) Amount(USD) C	ontractor Name Status Reason Global Agreement Attachments Price Differential	s
Show 1 Goods	ASSORTED INFLIC	GHT ITEMS EACH	20 15 300.00	Open	
\smile				Request Cancellation Request Changes Printable View View Change History Export	ō
	Iome Orders Shipments Plan	ing Account Prod	uct Admin Home Logout	Preferences Help Personalize Page Diagnostics	
Copyright (c) 2008, Oracle. All rights res	erved.		The second se	Privacy Stateme	nt
About this Mage					-
< [Þ.

Note: In the PO Details section, to view Details, click Show. To hide details, click Hide.

In addition to viewing purchase order details, you can submit acknowledgments to orders for which a buyer has requested acknowledgment. You can view a history of change requests submitted, and also a buyer's response to each change request.

Acknowledging Purchase Orders

When creating a purchase order, the KQ buyer can request acknowledgment of the purchase order. If the buyer has requested acknowledgement, you will receive a notification requiring your response. The purchase order may include a date by which you need to acknowledge it.

You acknowledge purchase orders to communicate to KQ that you have received, reviewed the details of, and accepted or rejected a purchase order. You can also communicate changes to the purchase order during acknowledgment.

Recommended Practice: While one of the options available to you is to Reject the purchase order, this option should rarely (if ever) be used. Instead, Accept the purchase order and then submit your recommended changes to the buyer. This will





speed the processing of the order. If necessary, you can still cancel the order. At a minimum, please confer with the buyer prior to rejecting an order.

You can either acknowledge the order on iSupplier, or accept or reject the order using the email notification. However, using the email notification does not allow shipment level acknowledgment, which can only be entered in iSupplier. When you respond, the purchase order is automatically updated, and a notice is sent to the buyer.

You can submit acknowledgments for an entire order, or for individual shipments. For example, if you can fulfill only part of a purchase order, accept the shipments you can fulfill, and reject the others (*Note:* see the Recommended Practice above). You can also communicate change requests during acknowledgment. For example, if you cannot fulfill a shipment on the given date, but can fulfill it a few days later, you can communicate a date change request instead of rejecting the shipment line.

To acknowledge purchase orders:

- 1. Click the Orders tab, and then click Purchase Orders in the task bar below the tabs.
- 2. Select Purchase Orders to Acknowledge and then click Go. If you know the PO number of the purchase order you would like to acknowledge, you can use advanced search to display purchase orders.

🧭 iSupplier Portal: View Purchase Orders - Windows Internet Explorer		; 0 X
🚱 🔵 🗢 😰 http://irecruit. kenya-airways.com :8000/OA_HTML/OA.jsp?page=/oracle/apps/pos/orders/webui/PosVpoMainPG&_ri=177&:	SearchType=Simple&retair 🔻 😽 🗙 📴 Bing	• م
File Edit View Favorites Tools Help		
👷 Favorites 🏽 🎉 iSupplier Portal: View Purchase Orders		
Kenya Airways 🐑 i Supplier Portal	Home Logout Preferences Help Personalize Page Die	aqnostics
	Home Orders Shipments Planning Account Product A	Admin
Purchase Orders Work Orders Agreements Purchase History RFQ Deliverables Timecards		
Purchase Orders		Export
Views		Lapon
View Purchase Orders to Acknowledge - Go	Advanced	d Search)
Select Order: (Acknowledge) (Request Cancellation) (Request Changes) (View Change History)		
Select Number Rev Business Unit Type Description Order Date	Currency Amount Status By Atta	achments
[●] 40019430 0 Kenya Airways Limited [●] Standard PO ASSORTED INFLIGHT ITEMS [●] 05-Sep-2011 15:31:30 Sanga, Mr. Geoff Muvera	frey USD 300.00 Requires Acknowledgment	
		Export
Home Orders Shinments Dispring Assaunt Droduct Admin Home Logert Dr	references I Help I Deregnelize Dage I Diagnostics	LAPOIL
Copyright (c) 2006, Oracle. All rights reserved.	elerences help reisonalize rage Diagnostics Privac	cy Statement
About this Page		

Figure 6

3. Select a purchase order with a status of Requires Acknowledgment, and click Acknowledge.

Note: To select the purchase order, click on the radio button (small circle) in the "Select" column. A colored dot will appear in the center of the circle to indicate it has been selected.





iSupplier Portal: Change Pur	chase Order - Windows Internet Ex	plorer			-					- 0 - ×
🕒 🔍 🗢 🙋 http://irecru	it. kenya-airways.com :8000/OA_HT	ML/OA.jsp?page=/o	oracle/apps/pos/or	ders/webui/Po	sVpoMainPG&_ri	=177&SearchType=S	imple&retair 🝷	😽 🗙 📴 Bing		Q
File Edit View Favorite	s Tools Help									
🚖 Favorites 🛛 🌈 iSupplier	Portal: Change Purchase Order									
Kenya Airways	JiSupplier Portal						Home Orde	Home Logout Prefe	erences Help Personalize Panalize Panalize Panalize Panalize Panalize Panalize Panalize Produ	age Diagnostics uct Admin
Purchase Orders Work Orde	rs Agreements Purchase History	RFQ Deliverables	Timecards							
Orders: Purchase Orders >	0 . 40040420 Davisian 0 (Tak	1 11CD 200 00)								
Acknowledge: Standard F	O : 40019430 Revision 0 (10ta	at USD 300.00)			(0	ancel Reject Entire	Order) (ccept E	intire Order Printable	View Change His	story Export
▼ Order Information										
General Information Standard PO Total Supplier Supplier Site Order Date Order Date Description Status Note to Supplier Sourcing Document Organization Supplier Order Number Attachments	40019430 300.00 (USD) MA 55EY'S PRODUCTION UAE RAK FREE TRADE ZONE SHED #20 UNT RAS AL KHAIMAH , area salk KHAIMAH , AS SARTED INCOMPACT MAS SALK AND ASSORTED INCLIGHT ITEMS Requires Acknowledgment Kenya Airways Limited None	Terms and Condifi Payment Term Carrier FOG Fright Term Shipping Control Bill-To Address Ship-To Address Ship-To Address	ons 30- NET Nairobi, KQ HDQ P Nairobi, KQ HDQ F	O. Box 19002 P.O.Box 19002	© Rela	ated Information				
PO Details ITP Click on the Show link to Show All Hide All Details Line Type Item	view shipment details of a line.	UOM Qu	antity Price(USD)	Amount(USD)	Supplier Item	Contractor Name	Status Reason	Global Agreement	Supplier Config ID	Attachments
Show 1 Goods	ASSORTED INFLIGHT ITEMS	EACH	20 15	300.00			Open			
		,			(ancel (Reject Entire	Order Accept E	ntire Order) (Printable	View) View Change His	story Export
Copyright (c) 2006, Oracle. All rights re About this Page	Home Orders	Shipments Plann	ing <u>Account</u> Pro	duct Admin	Home Logout	Preferences Help	Personalize Page	Diagnostics		Privacy Statement

Order Level acknowledgment:

• To accept an entire order, click Accept Entire Order, enter a note to your buyer, and click Submit.

🥖 iSupplier Po	ortal: Acknowledge Order Page - Windows Internet Explorer		3
O - 	🔊 http://irecruit.kenya-ainways.com:8000/OA_HTML/OA.jsp?page=/oracle/apps/pos/changeorder/webui/PosChangePOPG8L_ri=1778tCallMode=Txn8tAc 🔻 🐓 🗙 🔀 Bing	م	•
File Edit	View Favorites Tools Help		
🚖 Favorites	🏉 iSupplier Portal: Acknowledge Order Page		
R Kem	ya Airways 🖄 iSupplier Portal	<u>Diagnostics</u>	*
	Home Orders Shipments Planning Account Product	Admin	
Purchase	Ordens Work Orders Agreements Purchase History RFQ Deliverables Timecards		
Orders: Purch	hase Urdets > Chande Furchase Urdet > John Purchase Order (2019)		
ACKITOWIE	ruge Fulcitase Order 400 19430	el Submit	
Descript	tion ASSORTED INFLIGHT ITEMS		
Curren	nev USD		
Amo	unt 300.00		
Order Da	are 05.Sep.2011 15:31:30		
Note to Bu			
2	Canc	el Submit	
Copyright (c) 20 About this Page	Home Orders Shipments Planning Account Product Admin Home Logout Preferences Help Personalize Page Diagnostics 006, Oracle. All rights reserved. E	rivacy Statement	

Figure 8

Purchase Orders and Shipments.





• To reject an entire order, click Reject Entire Order, enter a note to your buyer, and click Submit *(Note: See recommended practice above!)*

🥖 iSupplier Por	rtal: Ackn	knowledge Order Page - Windows Internet Explorer		- 0 -	×
O • [🤌 http:/	p://irecruit.kenya-ainways.com:8000/OA_HTML/OA.jsp?page=/oracle/apps/pos/changeorder/webui/PosChangePOPG&_ri=177&CallMode=Txn&Ac 👻 4🚽 🗙 📴 Bing		۶	- C
File Edit	View F	Favorites Tools Help			
🖕 Favorites	🏉 iSu	iSupplier Portal: Acknowledge Order Page			
R Keny	ya Airı	irways Disupplier Portal	es Help Personalize Page	Diagnostics	*
		Home Vorders V Planning	Account Product	Admin	
Purchase	Orders	rs Work Orders Agreements Purchase History RFQ Deliverables Timecards			
Orders: Purch	ase Ord	irders > Change Furchase Order >			
Acknowle	age Pl	Purchase Order 40019430	Consol	Qubmit	
Denni			Caliber		
Descrip	ption	ASSOCIED INFLIGIT LIEMS			
Curre	ency	USU			
Am	nount	300.00			
Order I	Date	05-Sep-2011 15:31:30			
Ac	ction	Reject			
* Note to B	Buyer				
Copyright (c) 20	006, Oracl	Home Orders Shipments Planning Account Product Admin Home Logout Preferences Help Personalize Page Diagn acle. Al rights reserved.	Cancel lostics Priv	Submit	
About this Page	2				



Shipment Level acknowledgment:

• To respond at a shipment level, in the PO Details section, make your changes. Enter the response reason, and click Submit. The available actions at the shipment level are Accept, Reject, and Change. After you have completely acknowledged the order, the buyer is notified of your acknowledgment response.

Submitting Change Requests

Oracle iSupplier Portal enables you to request changes to purchase orders when modifications are needed to fulfill an order. You can make changes during and after acknowledgment.

To submit change requests:

1. Click the Orders tab, and then click Purchase Orders in the task bar below the tabs.

2. On the Purchase Orders page, search for and select a purchase order.





Note: Select the purchase order by clicking on the "radio button" (circle) just to the left of the purchase order number.

3. Click Request Changes.

🍘 iSupplier Portal: View Purchase Orders - Windows Internet Explorer	- 0 ×
🚱 🔵 💌 🖻 http://irecruit.kenya-airways.com/8000/0A_HTML/OA.jsp?page=/oracle/apps/pos/orders/webui/PosVpoMainPG&_ri=1778\SearchType=Exp&retainAlv 🔻 🐓 🗙 🖸 Bing	، م
File Edit View Favorites Tools Help	
👷 Favorites 🛛 🍘 iSupplier Portal: View Purchase Orders	
Kenya Airways 🕑 i Supplier Portal	onalize Page Diagnostics
Home Orders Shipments Planning Account	Product Admin
Purchase Orders Work Orders Agreements Purchase History RFQ Deliverables Timecards	
Purchase Orders	
	Export
Advanced Search	liowe
Search results where each must contain any value entered. Search results where each must contain any value entered.	Views
PO Number is via the centre.	
Document Type is -	
Order Date is -	
Buyer is -	
(n) Clear Add Apples Actional descent Status - 144	
Select Order: (Acknowledge) (Request Cancellation) (Sequest Changes) (Price Change History)	
Select PO Number Rev Business Unit Document Type Description Order Date 🗸 Buyer Currency Amount Status Acknowl	edge By Attachments
40019430 0 Kenya Airways Limited Standard PO ASSORTED INFLIGHT ITEMS 05-Sep-2011 15:31:30 Sanga, Mr. Geoffrey Muvera USD 300.00 Accepted	
	Export
Home Orders Shipments Planning Account Product Admin Home Logout Preferences Help Personalize Page Diagnostics	
Copyright (c) 2006, Oracle. All rights reserved. About this Page	Privacy Statement

Figure 10

- 4. On the Change Purchase Order page, enter your changes. *If you would like to make changes to shipment details, click Show.*
- 5. You may request changes to:
 - Price/Price Breaks on Blanket Agreements (contact buyer first!)
 - Supplier Item
 - Quantity Ordered
 - Promised Date
 - Supplier Order Reference Number
 - Additional Change Requests use this text box if you would like to submit more changes than offered above. You may enter both order and line reference numbers. If you would like to split a shipment, see the section on **Splitting Shipments**.





💦 Kenya Airways 🛞 iS	upplier Portal								<u>Home</u> <u>Logout</u> <u>Pre</u>	ferences <u>Help</u> Personalize P	age Diagnostics
								Home Orde	rs Shipments	Planning Account Pro	duct Admin
Purchase Orders Work Ord	ders Agreements Purchas	se History	RFQ Deliverab	les Timecar	ds						
Orders: Purchase Orders >											
Request Changes: Stand	dard PO : 40019430 Re	vision 0 (Total USD 30	0.00)							_
						Ca	ncel) (Ca	ncel Entire Order	Printable View	View Change History E	Export (ubmit)
♥ Order Information											
General Information			Terms and Cond	litions			0	Related Int	ormation		
Standard PO	40019430		Payment Terr	ms 30-NET				Receipts			
Iotai	300.00 (USD)		Carr	ier				Invoices			
Supplier Currelies Cite	MASSEY'S PRODUCTION		FU Foright Tran	JB				Payments [Variable]			
Supplier Site	DAK EDEE TRADE ZONE		Shinning Cont	ns							
Address	SHED #28 LINIT /		Bill To Address	101							
	RAS AL KHAIMAH		Bill To Addre	00							
	Nev at Miaman		DIF TO Addie	Nairohi I	конроров	lav					
Buver	Sanga, Mr. Geoffrev Muvera			19002	ite inde i .o. b						
Order Date	05-Sep-2011 15:31:30		Ship-To Address								
Description	ASSORTED INFLIGHT		Ship-To Addr	ess							
	ITEMS			Nairobi,	KQ HDQ P.O.I	Box 19002					
Status	Accepted										
Reason											
Note to Supplier											
Sourcing Document	Kanua Alausua Limitad										
Organization Currelies Ordes Number	Kenya Anways Linnied										
Supplier Order Number	Nono										
Attachments	None										
PO Details											
𝗭 TIP You can cancel the ent	tire order or specific lines.										
TIP Click on the Show link	to view shipment details of a l	line. To spli	t a line into multip	le delivery dat	es, click the sp	lit line icon of th	ne desired	row and then	make changes.		
Show All Hide All											
Detaile Line Tune, Item Iel	b Departmention	HOM O	Price	Amount	Supplier	Contractor	C t -	tuo Deessen	Global	Supplier Config	Attachmente
Details Line Type Item 50	ASSORTED INFLICHT	UOW Q	uanuty (05D)	(050)	nem	name	510	itus reason	Agreement	IU III	Attachments
▼ <u>Hide</u> 1 Goods	ITEMS	EACH	20 1	5 300.00			Op	en			
Shipments											
Shipment Ship-To Locat	tion Quantity Ordered Qu	lantity Red	eived Amount(U	ISP, Promise	d Date Ne	d-By Date S	upplier O	rder Line Sta	tus Reason	Action Split Atta	aments
1 Goods Inwards	Stores 20 0		300.00	20-Sep-20*	11 19:08:44 🗐			Acc	epted Not in Stock	Changi 🔻 🔣	

6. Click the appropriate action button from the action list. Enter your reason for change, and then click Submit.

Note: After submitting your changes, the purchase order status changes to "Supplier Change Pending" until the buyer approves the changes. You will not be able to make further changes until the buyer has responded to the changes already submitted.





To view change order history:

This view enables you to view the history of change requests submitted on a document, and the corresponding buyer response.

- 1. Click the Orders tab, and then click Purchase Orders in the task bar below the tabs.
- 2. Search for and select a purchase order, and then click View Change History. View the change order history details on the PO Change Order History page.
- 3. Click OK to return to the Purchase Orders page.

Figure 12

Splitting Shipments

You can request to split a shipment. For example, if you can only partially ship the quantity ordered for the given date, you can enter a split shipment change request. This request will let the buyer know the number of items you can deliver and what date you will deliver them.

To request to split a shipment:

- 1. Click the Orders tab, and then click Purchase Orders in the task bar below the tabs.
- 2. Search for and select a purchase order, and then click Request Changes.
- 3. On the Change Purchase Order page, click Show to display shipment details.





- 4. Click the split icon on the desired shipment line. (Another row is added for your split shipment).
- 5. In the Quantity Ordered field of the first shipment line, enter a new quantity.
- 6. In the Quantity Ordered field of the second shipment line, enter the new quantity.
- 7. Change the Promised Date.
- 8. Enter the Supplier Order Line.
- 9. Enter a reason for splitting.
- 10.Select an action for change.
- 11.Click Submit.

Note: You can split a shipment as many times as needed. To create more shipment lines, click the split icon.

Kenya Airways 🖗	iSupp	lier Por	rtal											Ho	me Logo	out Prefe	erences Help	Personaliz	e Page Diagn	nostics
they have a set of the													Home	Orders	Shinr	nents	Planning	Account	Product Ad	Imin
Purchase Orders Worl	Orders	Agreem	ents Purc	chase	History	RFQ	Deliverabl	es Timeca	rds				TIGHTS		Citip	onto	- Island		100001	
Standard PO : 40019/	30 Rev	ision 0	(Total US	SD 30	00.00															_
0111111110.40013	001100	131011 0	(1000100	50 00	00.00						(Cancel) (C	ancel Ent	ire Order	Printabl	e View	View Char	ge History	Export	Submit
											6						(<u>, , , , , , , , , , , , , , , , , , , </u>	(<u></u>) (
▼ Order Information																				
General Information						Term	ns and Cond	itions				(Relat	ted Infor	matio	1				
Standard	PO 400'	19430				Pa	yment Tern	ns 30-NET					Recei	pts						
T	otal 300.	00 (USD)					Carri	er					Invoic	es						
Sup	lier MAS	SSEY'S P	RODUCTIC	DN			FC	B					Paym	ents						
Supplier	Site UAE						Freight Tern	ns												
Addr	ess RAM	FREE T	RADE ZONI	E		Shi	ipping Conti	rol												
	SHE	D #28 UI	NIT 4			Bill-T	o Address													
	RAS	AL KHA	IMAH			Bi	ill-To Addres	ŝS												
-	'							Nairobi,	KQ HDQ P	O. Box										
Bi	yer San	ga, Mr. G	eoffrey Muv	era				19002												
Order L	ate 05-5	ep-2011	15:31:30			Ship-	To Address													
Descrip	ION ASS		INFLIGHT			5	nip-10 Addr	BSS Malashi		0 P	10002									
Sta	tus Acc	ented						Natrob	, NU HDU I	U.DOX	19002									
Rea	son	optou																		
Note to Sup	lier																			
Sourcing Docum	ent																			
Organiza	ion Ken	ya Airwa	ays Limited	1																
Supplier Order Nun	ber	-																		
Attachme	nts Non	е																		
BO Details																				
PO Detalis																				
IIP You can cancel the	entire or	der or sp	ecific lines.	f a lin	. To or	dit a lina	into multin	la daliyanı da	too oliok th	o oplit liv	na isan of	the desire	d row or	d than m	aka aha					
Show All Hide All	INK LO VIE	w snipine	ent details o	a ini	e. to sp	a inte	into multip	le delivery da	tes, click th	e spiit iii	le icon oi	the desire	u iow ai	iu trieri ma	ake cha	nges.				
CHOW Par The Par							Price	Amount	Supplie	er (ontracto	or.			Global		Supr	lier Confi	a	
Details Line Type Iten	Job Des	cription			UOM	Quantity	(USD)	(USD)	Item		Vame	" s	tatus Re	eason	Agreen	nent	ID		Attach	ments
▼ <u>Hide</u> 1 Goods	ASS	SORTED	INFLIGHT		EACH	20) 1	5 300.00				0	pen							
Chinesente	1161																			
Shipments	nation	Quant	ity Ordon	10	ntin D	a colure d	Amount		d Data	Moort	Pu Dot-	Cupplice	Order	ino Ctotu	• D-		Action	Colit Are	abmont-	
Subment Sub-10 F	Jeauon	Quant	ity Ordered	uQua	nuty Re	sceived	Amount(U	SUPTOMISE	u Date	Need	-by Date	Supplier	order L	me statu	s re	a5011	ACUON	pin Atta	chinents	
1 Goods Inw	ards Stor	es 2	0	0			300.00							Accep	oted		-	2.5		
2 Goods Inw	ards Store	es	0															23		
(•
																		\		



Canceling Orders or Shipments

You can submit cancellation requests for an entire order or a particular shipment. You can also submit changes and cancellations at the same time.





- 1. Click the Orders tab, and then click Purchase Orders in the task bar below the tabs.
- 2. Search for and select a purchase order, and then click Request Cancellation.
- 3. On the Change Purchase Order page, enter a cancellation reason, and then click Submit.

Note: To cancel a few shipments, but not the entire order, click Show in the PO Details section, and then select Cancel from the Action list of values (on the shipment line you want to cancel). Enter a cancellation reason, and then click Submit.

Kenva Airways	unaliza Dantal										(H	lome Logout Pr	eferences H	elo Personalize P	age Diagnostics
they have a star	upplier Portai											Chinmanta	Disseins	taxaa ahaa ahaa ahaa ahaa ahaa ahaa ahaa	tunt (Lateria
urchase Orders Work Ord	lers Agreements Purchase	e History	RFQ	Delivera	bles Tim	ecards	3			H	ome Vorder	Shipments	Plaining	Account	auci Aumin
andard PO : 40019430	Revision 0 (Total USD 3	300.00	1				-								
1144141 0 . 40010400								(Cancel)	Cancel	Entire Order	Pri table View	View Ch	hange History) (E	Export) (Subm
Onder Information								0.7							
Order Information											Inted Info	rmation			
General Information	40010420		Term	is and Con	ditions	т				Re	lated into	mation			
Standard PO Total	300.00 (115D)		Pa	Ca	This JU-INE					Ree	<u>ceipts</u>				
Supplier	MASSEY'S PRODUCTION			F	OB					Day	monte				
Supplier Site	UAE		F	Freight Te	ms					1 4	ymenus				
Address	RAK FREE TRADE ZONE		Shi	ipping Cor	trol										
	SHED #28 UNIT 4		Bill-T	o Address											
	RAS AL KHAIMAH		Bi	II-To Addr	ess										
Division	, Contro Ma Conffrence Manager				Nairo	bi, KC	A HDQ P.O. Box	C C							
Order Date	05 Sep 2011 15:31:30		Shin	To Addres	13002										
Description	ASSORTED INFLIGHT		Sł	nip-To Add	ress										
	ITEMS				Nair	obi, K	Q HDQ P.O.Bo	x 19002							
Status	Accepted														
Reason															
Note to Supplier															
Sourcing Document	Konya Ainways Limited														
Supplier Order Number	nonju Annajo Emitou														
Attachments	None														
O Detaile															
TIP You can cancel the ent TIP Click on the Show link	to view shipment details of a li	ne To s	nlit a line	into multi	nle deliver.	/ dates	s click the solit l	ine icon o	f the desir	red row	and then r	nake changes			
how All Hide All	to non ompriorit dotailo or a i		pine di inito	into man	pro donrory	untou	, onore the opine		1 110 0001	ou rom	und thom	indite endingee.			
				Price	Amoun	it	Supplier	Contract	ог			Global	Su	pplier Config	
etails Line Type Item Jol	Description	UOM	Quantity	(USD)	(USD)		ltem	Name		Status	Reason	Agreement	ID		Attachme
Show 1 Goods	ASSORTED INFLIGHT ITEMS	EACH	20)	15 300.00					Open					

Figure 14

🛞 Kenya Airways 🤣	iSupplier Portal	ome Logout Preferences Help Personalize Page Diagnostics
	Home / Orders	Shipments Planning Account Product Admin
Purchase Orders Work	Orders Agreements Purchase History RFQ Deliverables Timecards	
Orders: Purchase Orders >		
Cancel Purchase Orde	r 40019430	
		Cancel Submit
Description	ASSORTED INFLIGHT ITEMS	
Currency	USD	
Amount	300.00	
Order Date	05-Sep-2011 15:31:30	
Action	Cancel	
Reason for Cancellation	Not in Stock	
		(Cancel) (Submit)
Copyright (c) 2006, Oracle. All rights About this Page	Home Orders Shipments Planning Account Product Admin Home Legout Preferences Help Personal essaved.	ize Page Diagnostics Privacy Statement





Purchase Order Revision History

The Purchase Order Revision History page enables you to search for details on the revision history of a purchase order.

Using the search criteria, you can get a summarized list of purchase orders that have been revised. You may choose to compare each revised PO to the original PO, the previous PO, or last signed PO (if the revised PO has been signed). You can also view all changes made to the PO.



Figure 16





Shipping Information

Oracle iSupplier Portal enables you to view your existing shipments. Using your shipments you can create or cancel advance shipment notices. The system also enables you to view other shipment information such as delivery schedules.

Using shipping features, you can alert the buyer to upcoming shipments and expedite receipts and payments for KQ.

• Shipping information details all of your shipping transactions on Oracle iSupplier Portal. You can create or cancel shipment notices as well as view shipment delivery schedules and overdue shipment receipts.

🛞 Kenya Airwa	Kenya Airways 🖄 iSupplier Portal													
Delivery Schedu	iles I Ship	ment Notice	es Shipment	t Schedules Rece	eipts	Returns 0	Overdue Rece	ipts On-Time Pe	rformanc	e Quality	rne Orders	Shipments Plar	nning Accour	t Product Admin
Delivery Sched	lules													Export
Simple Search Please enter you Organizatio Supplier Iter Due Dat Item Numbe	n Ir search ci on m te er	iteria and se	elect the "Go"	button to see the n PO Number Item Description Ship-To Location	4001	Note that the	e search is ca	se insensitive.						Advanced Search
Organization Kenya Airways	PO Number 40017146	Supplier Item	Item Descrip COVER PILL	otion OW DISPOSABLE	UOM EACH	Quantity Ordered 600000	Quantity Received 0	Ship-To Location Kenya Airways	Carrier	Item Number 151COV23500	Supplier Config ID	Supplier MASSEY'S	Supplier Location UAE	Due Date ⊽ 12-Aug-2011 15:41:11
Limited Kenya Airways Limited	<u>40017146</u>		VITH KQ LO PICTURES COVER HEA DISPOSABLI	DREST E WITH KQ LOGO	EACH	1600000	<u>0</u>	Headquarters Kenya Airways Headquarters		151COV23000		MASSEY'S PRODUCTION	UAE	12-Aug-2011 15:41:11
				TIGTORES.										Export
Copyright (c) 2006, Orac About this Page	de. All rights r	Home O	orders Shipr	ments Planning	Acco	ount <u>Produ</u>	uct <u>Admin</u>	<u>Home</u> <u>Logout</u>	Prefe	rences <u>Help</u>	<u>Personali</u>	<u>ze Page</u> <u>Diagno</u>	ostics	Privacy Statement

Figure 17

Shipment Notices

This selection leads to a choice of links:

- Create Advance Shipment Notices
- Create Advance Shipment Billing Notices
- View/Cancel Advance Shipment Notices





When you enter an Advance Shipment Notice (ASN), you alert KQ of upcoming shipment deliveries. To create an ASN, select the purchase order shipments being shipped and provide the appropriate shipment details.

Suppliers can also send ASNs with billing information. These contain the same information as ASNs plus invoice and tax information. Once an ASN with billing information (also known as an ASBN) is validated in the receiving open interface and imported into Purchasing, an invoice for the shipment is created automatically.

The details that can be specified on an ASN include:

Shipment Lines Tab:

- Shipment Line Defaults:
- Packing Slip
- Country of Origin
- Container Number
- Truck Number
- Comments
- Shipments in Advance Shipment Notices

Note: In the Shipments in Advance Shipment Notices sections, to view Details, click Show. To hide details, click Hide.

Shipment Headers

Shipment Information (Required fields are marked with *)

- Shipment Number*
- Shipment Date*
- Expected Receipt Date*

Freight Information

- Freight Terms
- Number of Containers
- Freight Carrier
- Waybill/Airbill Number
- Bill of Lading
- Packaging Code
- Packing Slip
- Tare Weight
- Special Handling Code
- Net Weight
- Tare Weight UOM
- Comments

Purchase Orders and Shipments.





• Net Weight UOM

Creating Advance Shipment Notices

You can create advance shipment notices using PO shipment lines.

To create advance shipment notices:

- 1. Click the Shipments tab, and then click Shipment Notices in the task bar directly below the tabs.
- 2. On the Shipment Notices page, click Create Advance Shipment Notices or Create Advance Shipment Billing Notice for an ASBN.

Kenya Airways 🖄 iSupplier Portal	Home Logout Preferences Help Personalize Page Diagnostics
	Home Orders Shipments Planning Account Product Admin
Delivery Schedules Shipment Notices Shipment Schedules Receipts Returns Overdue Receipts On-Time Performance (Quality
Shipment Notices	
Create Advance Shipment Notices	
Create Advance Chipment Dilling Notices	
Upload Advance Shipment and Billing Notices	
View / Cancel Advance Shipment and Billing Notices	
Home Orders Shipments Planning Account Product Admin Home Logout Preferenc Copyright (c) 2006, Oracle. All rights reserved. About this Page	<u>ces</u> <u>Help</u> <u>Personalize Page</u> <u>Diagnostics</u> <u>Privacy Statement</u>



3. Select either View Shipments Due This Week or View Shipments Due Any Time, and then click Go. Click Advanced Search to enter additional search criteria.





Kenya Airways 🍘	iSupplier Porta						Home	Logout Preferences Help	Personalize Page Diagnostics
						Home	rders	Shipments Planning	Account Product Admin
Delivery Schedules Ship	ment Notices Sh	ipment Schedules	Receipts Returns	Overdue Rec	eipts On-Time Perforn	nance Quality			
Shipments: Shipment Notices >									
Create Advance Shipm	ent Notice								
Views									
View Shipments Due Thi	s 1 - Go								Advanced Search
Select PO Number	Line Shipment	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Ship-To Location	Organization Name
No results found.									
	Hama Ordera	L Chiamanta I Dia	nning Account Dr	uduat I Admi		Drafaranaaa I Hala I Dar	analiza	Daga I Diagnastica	Export
Copyright (c) 2008, Oracle. All rights About this Page	reserved.	<u>oniprients</u> <u>Pla</u>	inning <u>Account</u> <u>Pro</u>	<u>Jauci</u> <u>Admi</u>	n <u>Home</u> <u>Logout</u>]	<u>Preierences</u> <u>Heip</u> <u>Per</u>	sonalize	Page Diagnostics	Privacy Statement





4. Select one or multiple purchase order shipments, and then click Add to Shipment Notice.

Deliv	ery Schedu	les	Shipment	Notices Sh	ipment Schedules Receipts Returns Overdue Receipt	s On-Time Performar	nce Quality	1		e da esta de la composición de la compo	
ipmer	its: Shipment I	Notices	>								
reat	e Advan	ce S	hipment	Notice							
Vie	WS										
Viev	v Shirme	nts Di	ue Anv 1 🔻	Go							Advanced
				2							
elec	PO Shipn	nents	: Add To Sh	ipment Notice)							
elect	All Select	None	2								
elect	PO Number	Line	e Shipmen	Supplier t Item	Item Description	Due Date 🛆	Quantity Ordered	Quantity Received	UOM	Ship-To Location	Organizatio Name
V	<u>40017665</u>	1	1		COVER HEADREST DISPOSABLE 11"LX1.5"H	20-Jun-2011 10:06:54	300000	91000	EACH	<u>Kenya Airways</u> Headquarters	Kenya Airwa Limited
V	4001766	2	1		COVER,HEADREST 11"LX3"H	20-Jun-2011 10:06:56	200000	87000	EACH	<u>Kenya Airways</u> Headquarters	Kenya Airwa Limited
V	<u>4001677</u> 9	1	1		COVER PILLOW DISPOSABLE WITH KQ LOGO & ANIMAL PICTURES	24-Jul-2011 10:08:11	600000	0	EACH	Kenya Airways Headquarters	Kenya Airwa Limited
	<u>4001714</u>	1	1		COVER HEADREST DISPOSABLE WITH KQ LOGO AND ANIMAL PICTURES.	12-Aug-2011 15:41:11	600000	0	EACH	Kenya Airways Headquarters	Kenya Airwa Limited
	<u>400171.6</u>	2	1		COVER PILLOW DISPOSABLE WITH KQ LOGO & ANIMAL PICTURES	12-Aug-2011 15:41:11	600000	0	EACH	<u>Kenya Airways</u> Headquarters	Kenya Airwa Limited
	<u>400/9430</u>	1	1		ASSORTED INFLIGHT ITEMS		20	0	EACH	Goods Inwards Stores	Kenya Airwa Limited
	<u>40019266</u>	1	1		TEST 25.08.2011		15	0	EACH	Goods Inwards Stores	Kenya Airwa Limited

Figure 20

5. On the Create Advance Shipment Notice or Create Advance Shipment Billing Notice page, enter the appropriate shipment line defaults.

Note: You can always add more shipments by clicking Add Shipments on the Shipments Line page.

• You can enter the line details once for all shipment lines if the details are common to all lines. To copy all default shipment lines, click Default to All Lines.





- To split a shipment line, click the split icon in the Shipments in Advance Shipment Notice section, and enter Shipping Quantity for the original and new lines.
- To remove a shipment, click the remove icon in the Shipments in Advance Shipment Notice section.

Note: To display shipment details, click Show in the Shipment and Advance Shipment Notice section. To hide shipment details, click Hide in the Shipment and Advance Shipment Notice section.

R Kenya Airways	s 🕑 iSuppl	ier Porta							Home	Home Logo	nt Preferences He	Ip Personalize Pa	<u>ge Diag</u> uct Ac	nostics
Delivery Schedules	Shipment No	tices Shi	pment Schedules Receipt	s Returns Overdu	e Receipts	On-Time F	Performan	ce Quali	ly					
Create Advance S	Shipment No	tice												
											Cancel Add	Shipments Pr	eview	Submit
Shipment Header	Shipment I	Lines												
Shipment Line De	efaults													
Enter Shipment Line	e Defaults and c	lick Default	to All Lines to copy to all sh	ipment lines.								Remo	ve S	Shipmer
Packing Slip			Container Number								I			<u> </u>
Country Of Origin		1	Truck Number											
Bar Code Label			Comments			l lpn	l/Lot	/Seria	al	Split	Shipme	nt		
	Default to All Line	es					,				•			
Chinmonto in Adu	Vanas Chinm	ont Notio				L				<u> </u>				
Show All Details H	Hide All Details	entNotic										$ \rightarrow $		
PO Details Number L	Line Shipment	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM		Quantity Shipped	Ship-To Location	LRN/Lot/Seria	Add Attachments	Split F	Remove
▼ <u>Hide</u> <u>40017665</u> 1	1 1		COVER HEADREST DISPOSABLE 11"LX1.5"H	20-Jun-2011 10:06:54	4 300000	91000	EACH		209000	Kenya Airways Headquarters		ቀ	R;	
Packing Slip			Co	ntainer Number					Count	ry of Origin		S		
Bar Code Label				Truck Number				24		Comments				
▶ <u>Show</u> 40017665 2	2 1		COVER, HEADREST 11"LX3"H	20-Jun-2011 10:06:56	6200000	87000	EACH		113000	Kenya Airways Headquarters		\$	R3	
► <u>Show</u> 40016779 1	1 1		COVER PILLOW DISPOSABLE WITH KQ LOGO & ANIMAL PICTURES	24-Jul-2011 10:08:11	600000	0	EACH	1	600000	Kenya Airways Headquarters	The	\$	K)	
Shipment Header	Shipment I	Lines												
											Cancel Add	Shipments Pr	eview	Submit
Copyright (c) 2008, Oracle. A About this Page	Home All rights reserved.	Orders	Shipments Planning A	Account Product	<u>Admin</u> <u> </u>	<u>Home</u> <u>Log</u> e	out Pref	erences	Help Pe	ersonalize Page	Diagnostics		Privacy:	<u>Statement</u>

Figure 21

6. If you would like to enter License Plate Number (LPN), Lot, or Serial Information, click the LPN/LOT/serial icon.

You will be able to enter lot and serial information for shipment lines only when the item has been defined as a lot or serial controlled item. You will only be able to enter lot information if the item is lot controlled, serial information if the item is serial controlled, and both lot and serial information if your item is a lot and serial controlled.

To enter details for a lot and serial controlled item:

a) Enter lot information. If you would like to add additional lot attributes, click the lot attributes icon.





- b) If you would like to enter serial details for the lot, click Show, and then enter serial information. If you would like to add additional serial attributes, click the serial attributes icon.
- c) If you have more than one lot or serial controlled item, click Add Another Row.
- d) If you have LPNs nested within each other, enter nesting details in the License Plate Configuration Details section.

Note: You may change the total shipment quantity on the *LPN/Lot/Serial Detail page.* The total shipment quantity entered should be equal to the total lot/serial quantity.

e) When you are done with entering your LPN/Lot/Serial details, click OK.

7. Click Shipment Headers. Enter the required ASN or ASBN information. You can also enter other information. The information you enter at the header level is transferred to the line level. (However, changes you make at the line level override information at the header level).

If you are entering an ASBN, you must enter the following billing information:

- a. Invoice number
- b. Invoice date
- c. Invoice amount

In the Remit-To site section, verify that the Remit To Site details are correct. If the Remit to Site details need to be changed, click Change, select the correct Remit To Site details, and then click Apply.





Kenya Airways 🐑 ISupplier Portal		Hom	e <u>Logout Pref</u> e	rences Help Persor	nalize Page Di.	agnostics
Dalivery Schedules Shinmant Natices Shinmant Schedules Deceints Returns Overdue Receints On Time Performance Quality	Home	Orders	Shipments	Planning Account	Product	Admin
Create Advance Shipment Notice						
			Can	el Add Shipmen	ts Preview	Submit
Shipment Header Shipment Lines						
Shipment Information						
v Indicates serviced field						
* indicates required lieid						
* Shipment Number MES-0003 * Shipment Date 20-Sep-2011 08:29:53						
* Expected Receipt Date 20-Sep-2011 15:28:21 📄 Note: Shipment Date cannot be later than						
Example: 05-Sep-2011 today						
23:30.11						
Freight Information						
Freight Terms Federal Express of Number of Containers						
Freight Carrier 🔗 Waybill/Airbill Number						
Bill of Lading Packaging Code						
Packing Slip Tar Weight						
Special Handling Code Net Weight						
Tar Weight UOM Comments						
Net Weight UOM						
Shipment Header Shipment Lines						
			Can	el Add Shipmen	ts Preview	Subuit
						<u> </u>
Home Orders Shipments Planning Account Product Admin Home Logout Preferences H	elp P	ersonaliz	e Page Dia	gnostics		
Copyright (c) 2008, Oracle. All rights reserved. <u>About this Page</u>					Privas	v Statement

8. To preview the ASN or ASBN, click Preview.

(enya Airway	iSuppli	er Portal			Home Logout Preferences Help Personalize Page Diagnostics						
							Home	Orders	Shipments	Planning Account Prod	uct Admin
very Schedules	Shij	pment Noti	ices Shipm	ent Schedules Receipts Returns Overdue F	Receipts On-Time Pe	rformance (Quality				
nce Shipme	nt N	otice Info	ormation								
										Cancel	Back (ubmit)
ipment Inform	natior	ı									
		Evno	Shipment Nu	mber MES - 0003 Data 20 San 2011 15:28:21			Shipm	ent Date	05-Sep-201	11 08:29:53	
		Lyber	cieu Receipi	Date 20-366-2011 13.20.21							
eight Informat	ion										
		Nur	Freight To Preight Topher of Conta	erms Federal Express			Freigh Bill c	nt Carrier			
		Way	/bill/Airbill Nu	mber			Pacl	king Slip			
			Packing (Tar W	Code			Special Handli Tar Weir	ing Code			
			Net W	eight			Net Weig	ght UOM			
			Comm	nents							
ipment Lines											
ow All Details	Hide A	Il Details	Cumpling			Quantity	Ouantitu		Ouantitu		
tails Number	Line	Shipment	titem	Item Description	Due Date	Ordered	Received	UOM	Shipped	Ship-To Location	Attachments
lide 40017665	1	1		COVER HEADREST DISPOSABLE 11"LX1.5"H	20-Jun-2011 10:06:54	4 300000	91000	EACH	209000	Kenya Airways Headquarters	
Packing Slip				Container Number			Country	y of Origi	n		
ar Code Label				Truck Number			C	Comment	s		
Show 40017665	2	1		COVER, HEADREST 11"LX3"H	20-Jun-2011 10:06:56	5 200000	87000	EACH	113000	Kenya Airways Headquarters	
<u>Show 40016779</u>	1	1		COVER PILLOW DISPOSABLE WITH KQ LOGO & ANIMAL PICTURES	D 24-Jul-2011 10:08:11	600000	0	EACH	600000	Kenya Airways Headquarters	
										(Cancel) (Back Submit
		Home	<u>Orders</u> <u>S</u>	hipments <u>Planning</u> <u>Account</u> <u>Product</u> <u>A</u>	<u>dmin</u> <u>Home</u> <u>Logout</u>	t Preferenc	es <u>Help</u> <u>Per</u>	rsonalize	Page Dia	Cancel) (gnostics	Back Submit

Figure 23

9. Review the ASN ASBN and click Submit.





Kenya Airways 🖄 iSupplier Portal	Personalize Page Diagnostics
Home Orders Shipments Planning A	ecount Product Admin
Delivery Schedules Shipment Notices Shipment Schedules Receipts Returns Overdue Receipts On-Time Performance Quality	
Advance Shipment Notice Confirmation	
Your Advance Shipment Notice MES-01 has been submitted. Return to Advance Shipment Notices	
Home Orders Shipments Planning Account Product Admin Home Logout Preferences Help Personalize Page Diagnostics Copyright (c) 2008, Oracle. All rights reserved. About this Page	Privacy Statement
Figure 24	



Canceling Advance Shipment Notices and Advance Shipment Billing Notices

When you cancel an ASN, the system sends a notification to the buyer. You can always re-enter an ASN for the same purchase order shipments at a later time. To cancel a submitted advance shipment notice:

- 1. Click the **Shipments** tab, and then click Shipment Notices in the task bar directly below the tabs.
- 2. On the Select a Task page, click View/Cancel Advance Shipment Notices.
- 3. On the **View/Cancel Advance Shipment Notices** page, search for and select the advance shipment notice you would like to cancel.

Note: You can use the advanced search feature to narrow your search.

4. Click **Cancel Shipment Notice**. A notification of your cancellation is sent to the buyer.

Important: Canceling a shipment notice cannot be undone. An ASN cannot be canceled if any of the lines have been received by KQ.





🛞 Kenya Airways	iSupplier Portal			Home Logout Preferences Help Personalize Page Diagnostics							
						Home Ord	lers Shipments	Planning Account	Product Admin		
Delivery Schedules St	nipment Notices Ship	ment Schedules Receipts	Returns Ove	rdue Receipts O	n-Time Performance Qua	lity					
Shipments: Shipment Notices	,										
View / Cancel Advan	ce Shipment Notic	e									
									Export		
Views											
View Last 25 Shipme	nt No 🔻 😡								Advanced Search		
Once a shipment notice	is cancelled it cannot b	ie undone									
Select Advance Shipme	ent Notice: Cancel Ship	nent Notice									
Select Shipment Numbe	r Shipment Date	Expected Receipt Date	Freight Carrier	Invoice Number	Waybill/Airbill Number	Supplier Site	Packing Slip	Processing Status	Cancellation Status		
J MES-01	05-Sep-2011 20:44:4) 13-Sep-2011 20:44:44				UAE		Pending			
0 Ui test	01-Sep-2011 15:09:5	02-Sep-2011 15:09:38		01-test		UAE			Pending Cancel		
12345	23-Aug-2011 14:43:5	5 31-Aug-2011 14:43: Expe	cted Receipt Date			UAE					
									Export		
	Home Orders	Shinments Planning A	ccount Product	t I Admin I Hom	e I Logout I Preferences	I Heln I Perso	nalize Page 1	Diagnostics			
Copyright (c) 2008, Oracle. All rig About this Page	ghts reserved.	Comprising Claiming C	1 10000	<u>, , , , , , , , , , , , , , , , , , , </u>	<u>, reges</u> , <u>riciciones</u>	1 1000	nanco i ugo j	<u>L'aqueenee</u>	Privacy Statement		

Viewing Receipts

You can view receipts by navigating to **Shipments** > **Receipts** and entering search criteria. Then click on **Go** to show the Receipt History screen.





iSupplier Portal nces Help Personalize Page Diag me Logou Home Orders tipments Plaining Account Product Admin very Schedules | Shi Receipts ice | Qualit otices | Ship **Receipt Transactions** Simple Search Advanced Search Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive. Organization \$ Receipt Number Receipt Date PO Numbe 40018637 Item Supplier Item 1 Receipt Location A GO ear Supplier Quantity View Supplier Organization ID Receipt Item Description Organization Nu Receipt Date PO Number v ltem Item UOM Received Receipt Location Attach COVER HEADREST DISPOSABLE WITH KQ LOGO AND ANIMAL PICTURES.SIZE Kenya Airways 25224 24-Aug-2011 16:56:37 40018637 151COV23000 50000 Kenya Airways 217254 Limited Headquarters 11" X 12.5 COVER PILLOW DISPOSABLE WITH KQ EACH Kenya Airways 25278 26-Aug-2011 16:22:52 40018637 151COV23500 50000 Kenya Airways 217254 LOGO & ANIMAL PICTURES SIZE 12" X Limited Headquarters 16' COVER HEADREST DISPOSABLE WITH KQ LOGO AND ANIMAL PICTURES.SIZE 151COV23000 50000 Kenya Airways 217254 Kenya Airways 25278 26-Aug-2011 16:22:52 40018637 Limited Headquarters 11" X 12.5 COVER PILLOW DISPOSABLE WITH KQ EACH Kenya Airways 25224 24-Aug-2011 16:56:37 40018637 151COV23500 50000 Kenya Airways 217254 LOGO & ANIMAL PICTURES SIZE 12" X Limited Headquarters 16" Export

Home | Orders | Shipments | Planning | Account | Product | Admin | Home | Logout | Preferences | Help | Personalize Page | Diagnostics Copyright (g) 2006, Oracle, All rights reserved. About this Page

Figure 26

Delivery Schedules	Shipment Notices Ship	oment Schedules Receipts	Returns	Overdue Receip	ts On-Time Performance	Quality				
ipments: Receipts >										
eceipt History	>									
ersonalize "Receipt	History"									
eceipt Number	Creation Date ∇	Shipment Number Sh	nip Date	Packing Slip	Number of Packages	Waybill/Airbill Number	Carrier	Comments	Defects	Returns
5278	26-Aug-2011 16:24:24			MR11-040		706-22571920			1	5
										Expor

Figure 27

Privacy Statement





Viewing Overdue Receipts

The **Overdue Receipts** Results page enables you to view the details of past due purchase order shipments. Click the PO number, Ship-To Location, and/or Buyer to view further detail.

Kenya Airwa	ays 🖗 isi	iSupplier Portal						Home Logout Preferences Help Personalize Page Diagnostics			
							Home	Orders Shipments	Planning Account P	roduct Admin	
ivery Schedule	s Shipmen	t Notices Sł	nipment Sch	nedules Receipts Returns Overdu	e Receipts On-Time	Performance C	luality				
rdue Receip	pts										
										Exp	
imple Search											
ease enter you	r search crite	ria and select	the "Go" bu	itton to see the result. Note that the sear	rch is case insensitive.					Advanced Sear	
Organization			a.								
PO Number	40017148										
ltem			a a								
Supplier Item			×								
Due Date								\sim			
	Go Clear										
	PO	_	Supplier	New Deve letter	Due Dete E	Quantity	Quantity	The Table and	Caller	Supplier	
nya Ainway	Number 1	141COV23500	item		12-Aug-2011 15:41:11	EACH 600000	Received	Ship-To Location	Carler Bryer	Config IL	
mited	40011140	13 00 423300		KQ LOGO & ANIMAL PICTURES	12-Aug-2011 13.41.11	LACITOUDUU	v	Headquarters	Lorice Adhia	mbo	
enya Airway	40017146	15 <mark>1COV23000</mark>		COVER HEADREST DISPOSABLE	12-Aug-2011 15:41:11	EACH 600000	0	Kenya Airways	Cieno, Mrs.		
mited				WITH KQ LOGO AND ANIMAL				Peadquarters	Derice Adhiar	<u>mbo</u>	
	\smile			FICTURES.							
										Exp	
		omo I Ordore	I Chinma	nto I Dianning I Account I Draduct I	Admin I Home I Lo	anut I Drafaranaa	a I Hala I Da	reopaliza Dago I Di	annetice		
		Unie Olden	s i <u>onipine</u>	nits Flanning Account Floquet	Autiliti Hottle Lo	goul Preierence	<u>s i neip i re</u>	isolialize raye Di	agnostics		

Figure 28