



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.

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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:

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

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



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

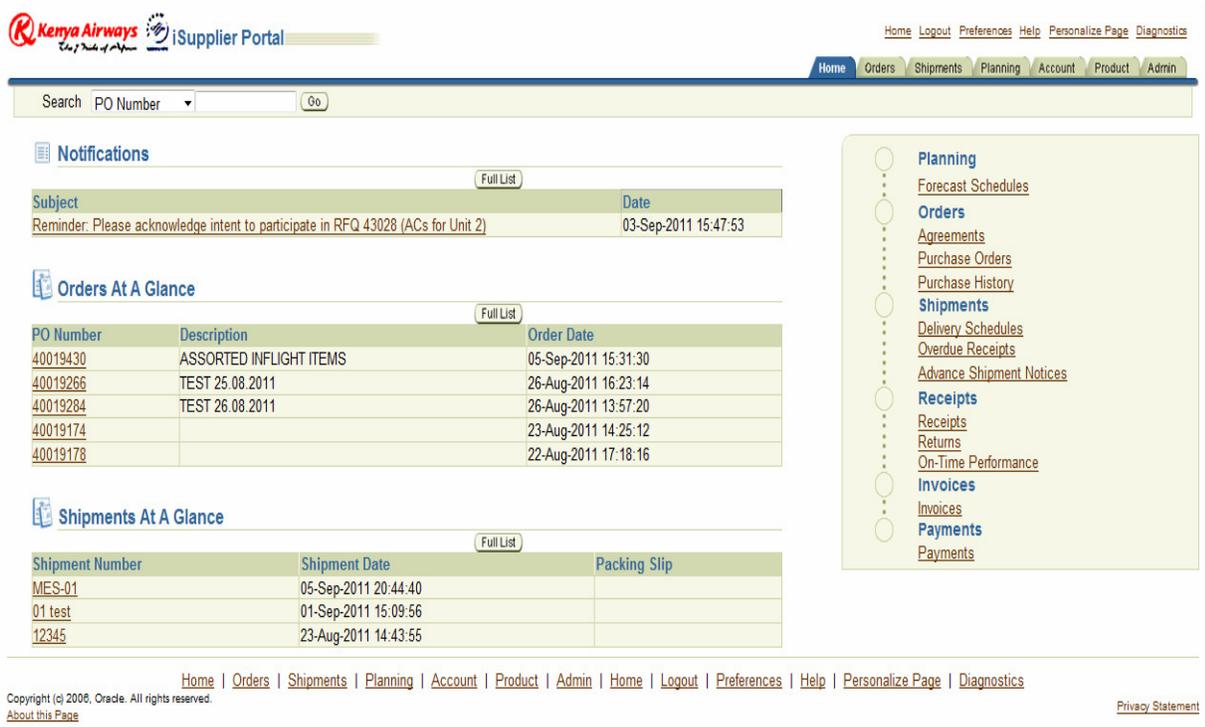
This section displays the five most recent purchase orders. Click a purchase order number to view purchase order details.

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:



The screenshot shows the Kenya Airways iSupplier Portal Home Page. At the top, there is a navigation bar with links for Home, Logout, Preferences, Help, Personalize Page, and Diagnostics. Below this is a search bar for PO Number and a 'Go' button. The main content area is divided into three sections: Notifications, Orders At A Glance, and Shipments At A Glance. Each section has a 'Full List' link. The Notifications section shows a reminder to acknowledge intent to participate in RFQ 43028. The Orders At A Glance section shows a table of recent purchase orders. The Shipments At A Glance section shows a table of recent shipments. On the right side, there is a vertical menu with links for Planning, Orders, Shipments, Receipts, Invoices, and Payments. The footer contains copyright information and a privacy statement link.

Subject	Date
Reminder: Please acknowledge intent to participate in RFQ 43028 (ACs for Unit 2)	03-Sep-2011 15:47:53

PO Number	Description	Order Date
40019430	ASSORTED INFLIGHT ITEMS	05-Sep-2011 15:31:30
40019266	TEST 25.08.2011	26-Aug-2011 16:23:14
40019284	TEST 26.08.2011	26-Aug-2011 13:57:20
40019174		23-Aug-2011 14:25:12
40019178		22-Aug-2011 17:18:16

Shipment Number	Shipment Date	Packing Slip
MES-01	05-Sep-2011 20:44:40	
01.test	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:

- Click the **Preferences** icon.
- Complete or update the required fields.
- 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:



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

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.

Kenya Airways iSupplier Portal

Home Logout Preferences Help Personalize Page Diagnostics

Home Orders Shipments Planning Account Product Admin

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

Purchase Orders Export

Views Advanced Search

View Last 25 Purchase Orders

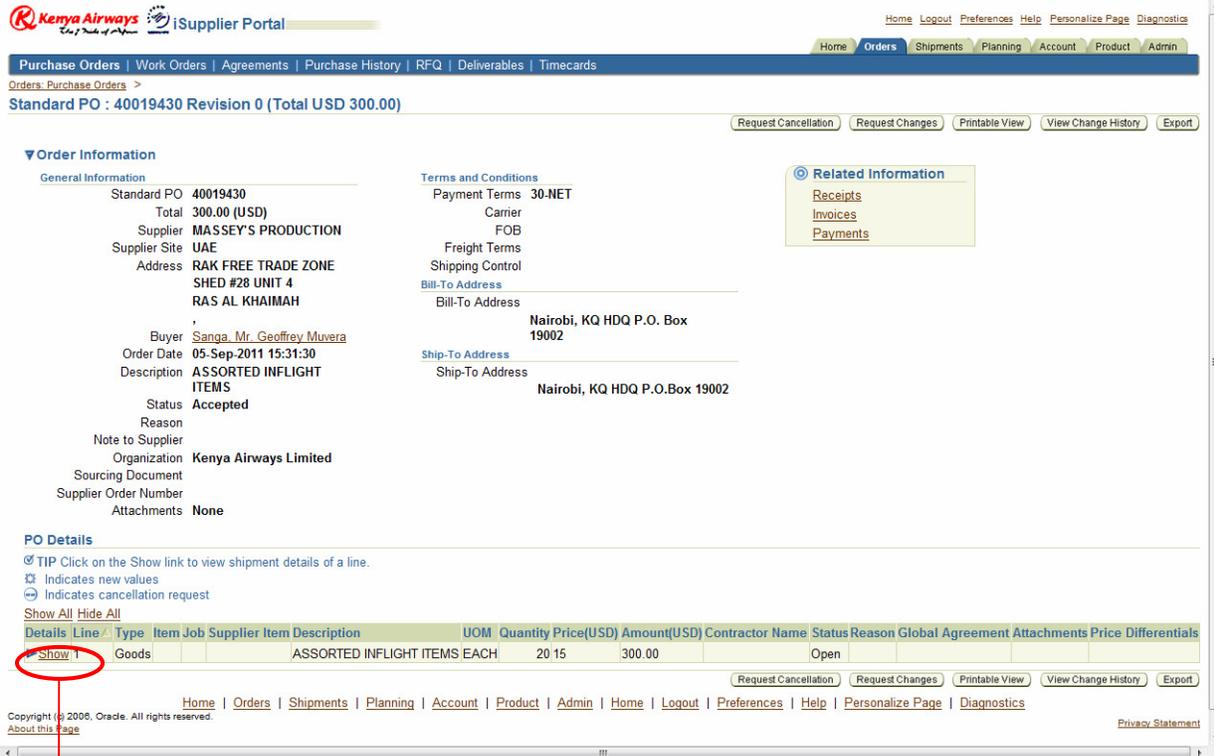
Select Order: (Acknowledge) (Request Cancellation) (Request Changes) (View Change History)

PO Select Number	Rev	Business Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
40019430	0	Kenya Airways Limited	Standard PO	ASSORTED INFLIGHT ITEMS	05-Sep-2011 15:31:30	Sanga, Mr. Geoffrey Muvura	USD	300.00	Accepted		
40019266	1	Kenya Airways Limited	Standard PO	TEST 25.08.2011	26-Aug-2011 16:23:14	Sanga, Mr. Geoffrey Muvura	KES	60.00	Open		
40019284	0	Kenya Airways Limited	Standard PO	TEST 26.08.2011	26-Aug-2011 13:57:20	Sanga, Mr. Geoffrey Muvura	USD	120.00	Accepted		PO Summary
40019177	1	Kenya Airways Limited	Standard PO		24-Aug-2011 17:15:38	Muthike, Mr. Dennis Munene	KES	0.00	Closed		
40019174	1	Kenya Airways Limited	Standard PO		23-Aug-2011 14:25:12	Muthike, Mr. Dennis Munene	KES	250.00	Buyer Change Pending		
40019178	0	Kenya Airways Limited	Standard PO		22-Aug-2011 17:18:16	Muthike, Mr. Dennis Munene	KES	9.00	Closed		
40018637	0	Kenya Airways Limited	Standard PO	repeat order	27-Jul-2011 18:37:05	Otieno, Mrs. Dorice Adhiambo	USD	17,000.00	Open		
40017675	0	Kenya Airways Limited	Standard PO	repeat order	13-Jun-2011 17:26:04	Otieno, Mrs. Dorice Adhiambo	USD	17,000.00	Closed		
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		
40017146	0	Kenya Airways Limited	Standard PO	as per contract	19-May-2011 19:40:13	Otieno, Mrs. Dorice Adhiambo	USD	102,000.00	Open		
40016779	0	Kenya Airways Limited	Standard PO	as per contract	10-May-2011 13:25:53	Otieno, Mrs. Dorice Adhiambo	USD	66,000.00	Open		
40016752	0	Kenya Airways Limited	Standard PO	AS PER CONTRACT	26-Apr-2011 12:49:27	Otieno, Mrs. Dorice Adhiambo	USD	22,000.00	Closed		
40015076	0	Kenya Airways Limited	Standard PO		14-Feb-2011 18:50:39	Otieno, Mrs. Dorice Adhiambo	USD	102,000.00	Closed		
40014591	0	Kenya Airways Limited	Standard PO	AS PER CONTRACT	25-Jan-2011 09:12:59	Otieno, Mrs. Dorice Adhiambo	USD	102,000.00	Closed		
40011713	1	Kenya Airways Limited	Standard PO	as per attached quotation	21-Jan-2011 12:52:51	Otieno, Mrs. Dorice Adhiambo	USD	18,676.00	Closed		
40013787	0	Kenya Airways Limited	Standard PO	Confirmatory order per attached	06-Dec-2010 07:13:34	Otieno, Mrs. Dorice Adhiambo	USD	5,880.00	Closed		

Figure 4

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.



Supplier Portal

Home | 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 >

Standard PO : 40019430 Revision 0 (Total USD 300.00)

Request Cancellation | Request Changes | Printable View | View Change History | Export

Order Information

General Information

Standard PO 40019430
 Total 300.00 (USD)
 Supplier MASSEY'S PRODUCTION
 Supplier Site UAE
 Address RAK FREE TRADE ZONE
 SHED #28 UNIT 4
 RAS AL KHAIMAH
 Buyer Sanga, Mr. Geoffrey Muvera
 Order Date 05-Sep-2011 15:31:30
 Description ASSORTED INFLIGHT
 ITEMS
 Status Accepted
 Reason
 Note to Supplier
 Organization Kenya Airways Limited
 Sourcing Document
 Supplier Order Number
 Attachments None

Terms and Conditions

Payment Terms 30-NET
 Carrier
 FOB
 Freight Terms
 Shipping Control
 Bill-To Address
 Bill-To Address Nairobi, KQ HDQ P.O. Box
 19002
 Ship-To Address
 Ship-To Address Nairobi, KQ HDQ P.O.Box 19002

Related Information

Receipts
 Invoices
 Payments

PO Details

TIP Click on the Show link to view shipment details of a line.
 Indicates new values
 Indicates cancellation request
 Show All Hide All

Details	Line	Type	Item Job	Supplier Item	Description	UOM	Quantity	Price(USD)	Amount(USD)	Contractor Name	Status	Reason	Global Agreement	Attachments	Price Differentials
Show	1	Goods			ASSORTED INFLIGHT ITEMS EACH		20	15	300.00		Open				

Request Cancellation | Request Changes | Printable View | View Change History | Export

Home | Orders | Shipments | Planning | Account | Product | Admin | Home | Logout | Preferences | Help | Personalize Page | Diagnostics

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Privacy Statement

Figure 5

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

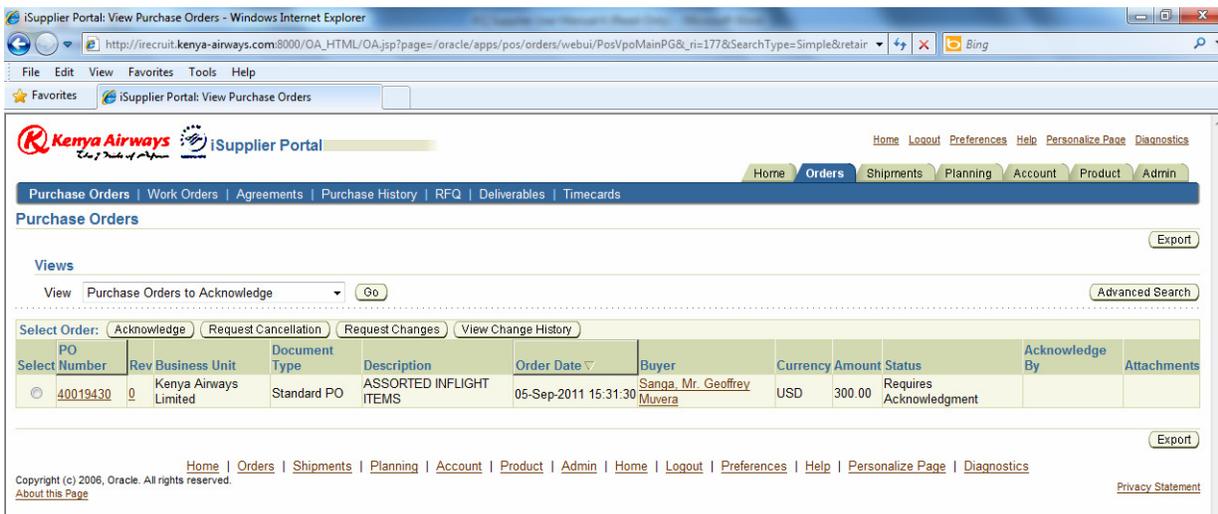
speed the processing of the order. If necessary, you can still cancel the order. At a minimum, please confer with the buyer prior to rejecting an order.

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.



The screenshot shows the iSupplier Portal interface. The 'Purchase Orders' tab is active, and the 'Purchase Orders to Acknowledge' view is selected. A table of purchase orders is displayed with the following data:

PO Select Number	Rev Business Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input checked="" type="radio"/> 40019430	Kenya Airways Limited	Standard PO	ASSORTED INFLIGHT ITEMS	05-Sep-2011 15:31:30	Sanga, Mr. Geoffrey Muvira	USD	300.00	Requires Acknowledgment		

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.

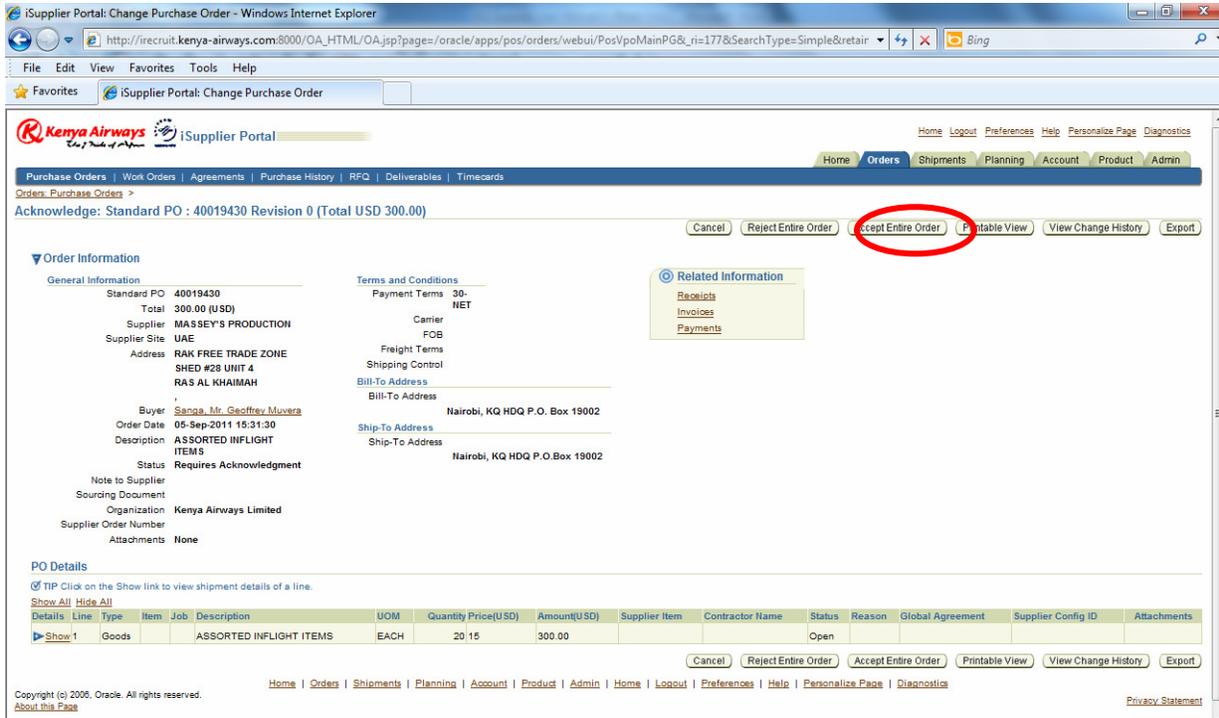


Figure 7

Order Level acknowledgment:

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

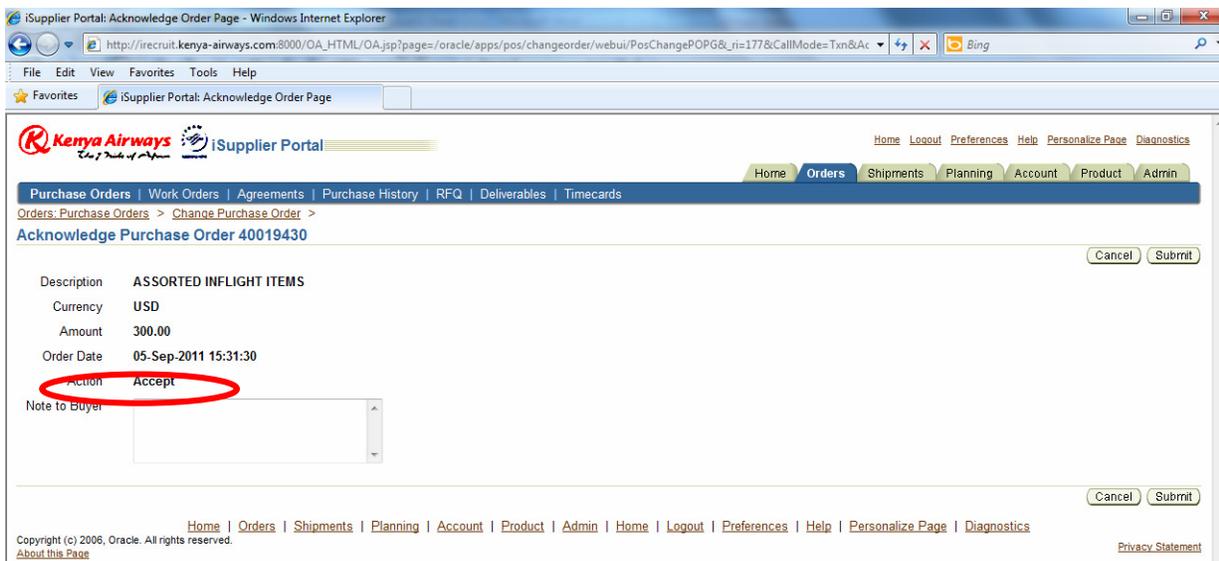


Figure 8

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

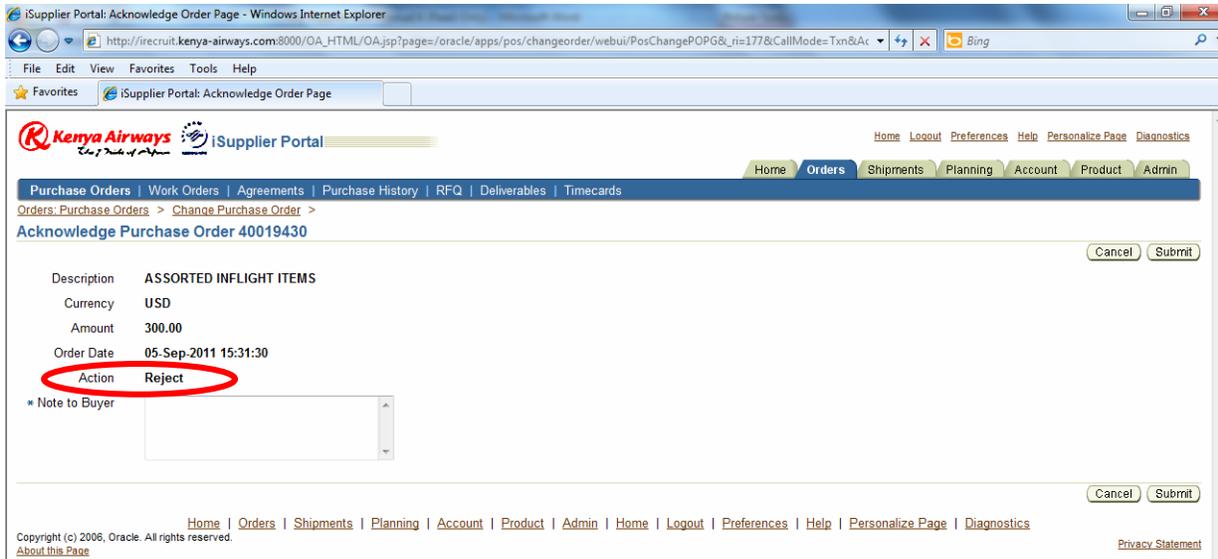


Figure 9

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:

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

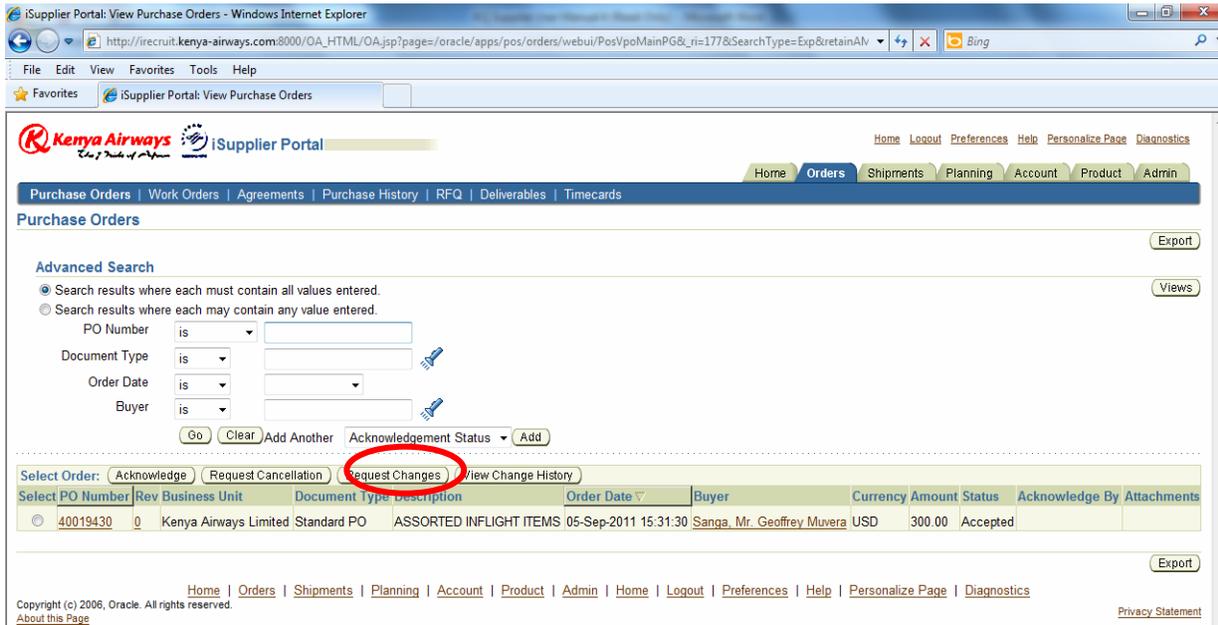


Figure 10

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 Supplier Portal

Home 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 >

Request Changes: Standard PO : 40019430 Revision 0 (Total USD 300.00)

Cancel Cancel Entire Order Printable View View Change History Export **Submit**

Order Information

General Information

Standard PO 40019430
 Total 300.00 (USD)
 Supplier MASSEY'S PRODUCTION
 Supplier Site UAE
 Address RAK FREE TRADE ZONE
 SHED #28 UNIT 4
 RAS AL KHAIMAH
 Buyer Sanga, Mr. Geoffrey Murewa
 Order Date 05-Sep-2011 15:31:30
 Description ASSORTED INFLIGHT ITEMS
 Status Accepted
 Reason
 Note to Supplier
 Sourcing Document
 Organization Kenya Airways Limited
 Supplier Order Number
 Attachments None

Terms and Conditions

Payment Terms 30-NET
 Carrier
 FOB
 Freight Terms
 Shipping Control
 Bill-To Address
 Bill-To Address Nairobi, KO HDQ P.O. Box 19002
 Ship-To Address
 Ship-To Address Nairobi, KO HDQ P.O.Box 19002

Related Information

Receipts
 Invoices
 Payments

PO Details

TIP You can cancel the entire order or specific lines.
 TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.
 Show All Hide All

Details	Line	Type	Item	Job	Description	UOM	Quantity	Price (USD)	Amount (USD)	Supplier Item	Contractor Name	Status	Reason	Global Agreement	Supplier Config ID	Attachments
Hide	1	Goods			ASSORTED INFLIGHT ITEMS	EACH	20	15	300.00			Open				

Shipments

Shipment	Ship-To	Location	Quantity Ordered	Quantity Received	Amount(USD)	Promised Date	Need-By Date	Supplier Order Line	Status	Reason	Action	Split Attachments
1	Goods Inwards	Stores	20	0	300.00	20-Sep-2011 10:08:44			Accepted	In Stock	Change	

Figure 11

- 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

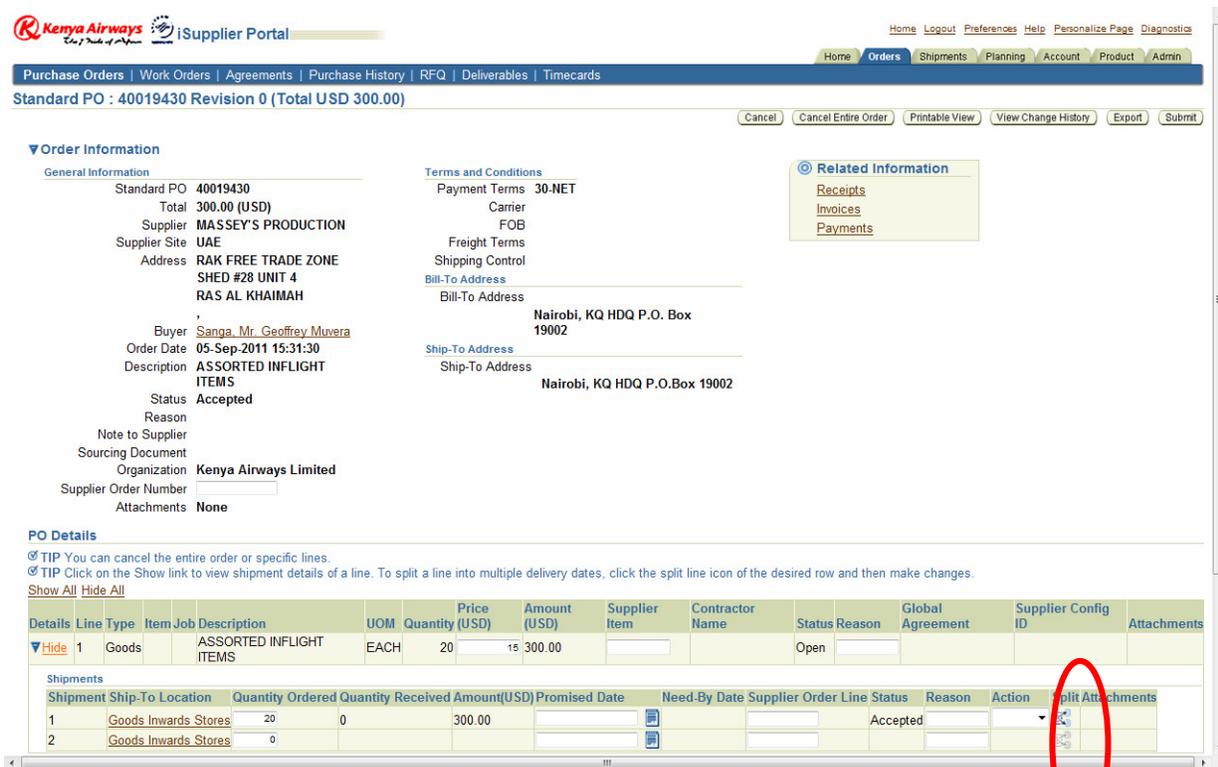
You can request to split a shipment. For example, if you can only partially ship the quantity ordered for the given date, you can enter a split shipment change request. This request will let the buyer know the number of items you can deliver and what date you will deliver them.

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.



The screenshot shows the Kenya Airways Supplier Portal interface. At the top, there are navigation tabs for Home, Orders, Shipments, Planning, Account, Product, and Admin. Below this, there are links for Purchase Orders, Work Orders, Agreements, Purchase History, RFQ, Deliverables, and Timecards. The main content area is titled "Standard PO : 40019430 Revision 0 (Total USD 300.00)".

On the left, there is a "General Information" section with fields for Standard PO (40019430), Total (300.00 USD), Supplier (MASSEY'S PRODUCTION), Supplier Site (UAE), Address (RAK FREE TRADE ZONE, SHED #28 UNIT 4, RAS AL KHAIMAH), Buyer (Sanga, Mr. Geoffrey Muvira), Order Date (05-Sep-2011 15:31:30), Description (ASSORTED INFLIGHT ITEMS), Status (Accepted), Reason, Note to Supplier, Sourcing Document, Organization (Kenya Airways Limited), Supplier Order Number, and Attachments (None).

On the right, there is a "Terms and Conditions" section with fields for Payment Terms (30-NET), Carrier, FOB, Freight Terms, Shipping Control, Bill-To Address, and Ship-To Address (Nairobi, KQ HDQ P.O. Box 19002).

Below the terms and conditions, there is a "PO Details" section with a table of shipment details. The table has columns for Details, Line, Type, Item Job, Description, UOM, Quantity, Price (USD), Amount (USD), Supplier Item, Contractor Name, Status, Reason, Global Agreement, Supplier Config ID, and Attachments. The first row shows Line 1, Goods, ASSORTED INFLIGHT ITEMS, EACH, 20, 15, 300.00, and Status Open. The second row shows Line 2, Goods, Inwards Stores, 0, and Status Accepted.

At the bottom of the shipment table, there is a "Shipments" section with a table that has columns for Shipment, Ship-To Location, Quantity Ordered, Quantity Received, Amount(USD), Promised Date, Need-By Date, Supplier Order Line, Status, Reason, Action, Split, and Attachments. The first row shows Shipment 1, Goods Inwards Stores, 20, 0, 300.00, and Status Accepted. A red circle highlights the "Split" icon in the "Split" column of the first row.

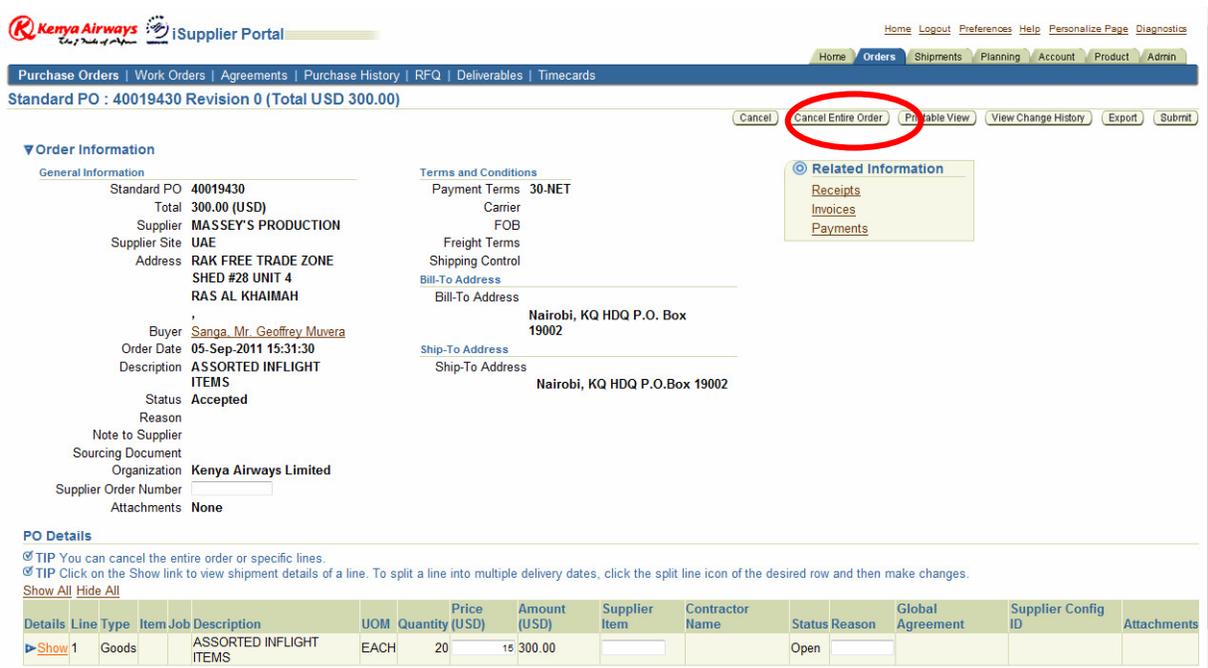
Figure 13

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.

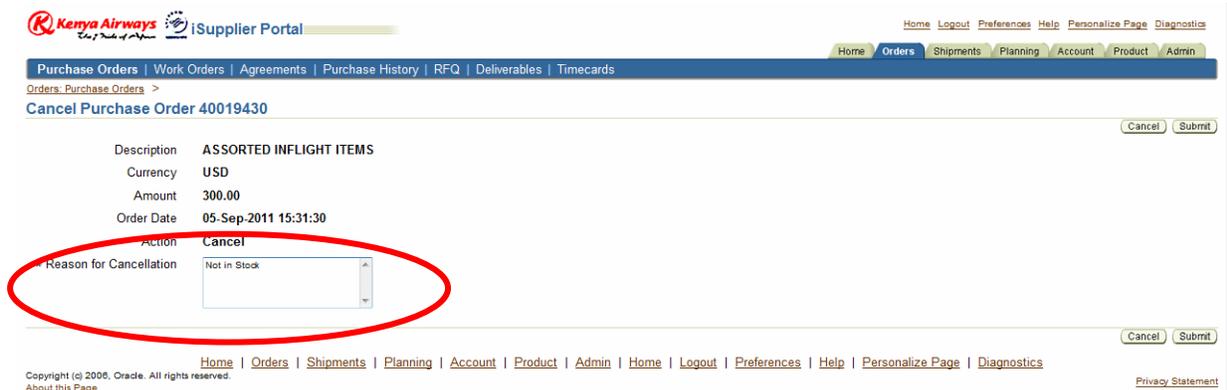
1. Click the Orders tab, and then click Purchase Orders in the task bar below the tabs.
2. Search for and select a purchase order, and then click Request Cancellation.
3. On the Change Purchase Order page, enter a cancellation reason, and then click Submit.

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.



The screenshot shows the 'Supplier Portal' interface for Kenya Airways. The main navigation bar includes 'Purchase Orders', 'Work Orders', 'Agreements', 'Purchase History', 'RFQ', 'Deliverables', and 'Timecards'. The current page is titled 'Standard PO : 40019430 Revision 0 (Total USD 300.00)'. A secondary navigation bar contains buttons for 'Cancel', 'Cancel Entire Order' (circled in red), 'Printable View', 'View Change History', 'Export', and 'Submit'. The 'Order Information' section is divided into 'General Information' and 'Terms and Conditions'. The 'General Information' section includes details such as Standard PO (40019430), Total (300.00 USD), Supplier (MASSEY'S PRODUCTION), and Order Date (05-Sep-2011 15:31:30). The 'Terms and Conditions' section lists Payment Terms (30-NET), Carrier (FOB), and Shipping Control. A 'Related Information' sidebar on the right contains links for Receipts, Invoices, and Payments. Below the information sections, there are 'PO Details' and a table with columns for Details, Line, Type, Item, Job, Description, UOM, Quantity, Price (USD), Amount (USD), Supplier Item, Contractor Name, Status, Reason, Global Agreement, Supplier Config ID, and Attachments. The table shows one line item: 'ASSORTED INFLIGHT ITEMS' with a quantity of 20 and an amount of 300.00 USD.

Figure 14



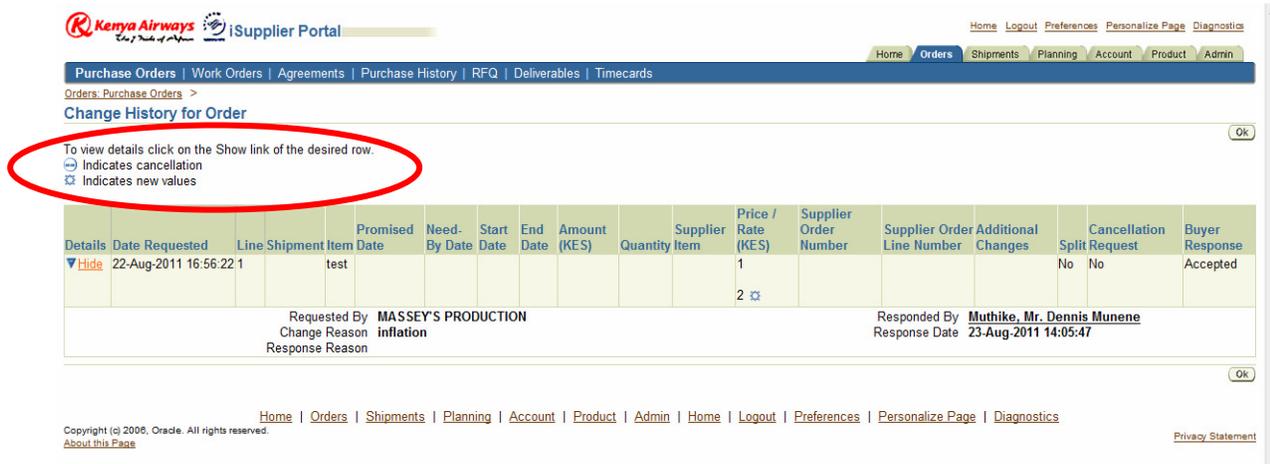
The screenshot shows the 'Supplier Portal' interface for Kenya Airways, specifically the 'Cancel Purchase Order' page for PO 40019430. The page title is 'Cancel Purchase Order 40019430'. The main content area displays the order details: Description (ASSORTED INFLIGHT ITEMS), Currency (USD), Amount (300.00), and Order Date (05-Sep-2011 15:31:30). Below these details, there is an 'Action' section with a 'Cancel' button and a 'Reason for Cancellation' dropdown menu. The dropdown menu is currently set to 'Not in Stock' and is circled in red. At the bottom of the page, there are 'Cancel' and 'Submit' buttons. The footer contains copyright information for Oracle (© 2006) and a link to the Privacy Statement.

Figure 15

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.



Kenya Airways Supplier Portal

Home | Logout | Preferences | Personalize Page | Diagnostics

Home | Orders | Shipments | Planning | Account | Product | Admin

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

Orders: Purchase Orders >

Change History for Order Ok

To view details click on the Show link of the desired row.
 - Indicates cancellation
 + Indicates new values

Details	Date Requested	Line	Shipment	Item	Item Date	Promised Date	Need-By Date	Start Date	End Date	Amount (KES)	Quantity	Supplier Item	Price / Rate (KES)	Supplier Order Number	Supplier Order Line Number	Additional Changes	Split Request	Cancellation Request	Buyer Response
Hide	22-Aug-2011 16:56:22	1		test									1				No	No	Accepted
													2						

Requested By: MASSEY'S PRODUCTION
 Change Reason: inflation
 Response Reason:

Responded By: Muthike, Mr. Dennis Munene
 Response Date: 23-Aug-2011 14:05:47

Home | Orders | Shipments | Planning | Account | Product | Admin | Home | Logout | Preferences | Personalize Page | Diagnostics

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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.



The screenshot shows the Oracle iSupplier Portal interface. The 'Delivery Schedules' link is highlighted in red in the navigation menu. Below the navigation bar, there is a search section with fields for Organization, Supplier Item, Due Date, Item Number, PO Number, Item Description, and Ship-To Location. A table displays two shipment entries for Kenya Airways Limited, both with a due date of 12-Aug-2011 15:41:11.

Organization	PO Number	Supplier Item	Item Description	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Item Number	Supplier Config ID	Supplier	Supplier Location	Due Date
Kenya Airways Limited	40017146		COVER PILLOW DISPOSABLE WITH KQ LOGO & ANIMAL PICTURES	EACH	600000	0	Kenya Airways Headquarters		151COV23500		MASSEY'S PRODUCTION	UAE	12-Aug-2011 15:41:11
Kenya Airways Limited	40017146		COVER HEADREST DISPOSABLE WITH KQ LOGO AND ANIMAL PICTURES.	EACH	600000	0	Kenya Airways Headquarters		151COV23000		MASSEY'S PRODUCTION	UAE	12-Aug-2011 15:41:11

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

- 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.



Figure 18

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.

Create Advance Shipment Notice

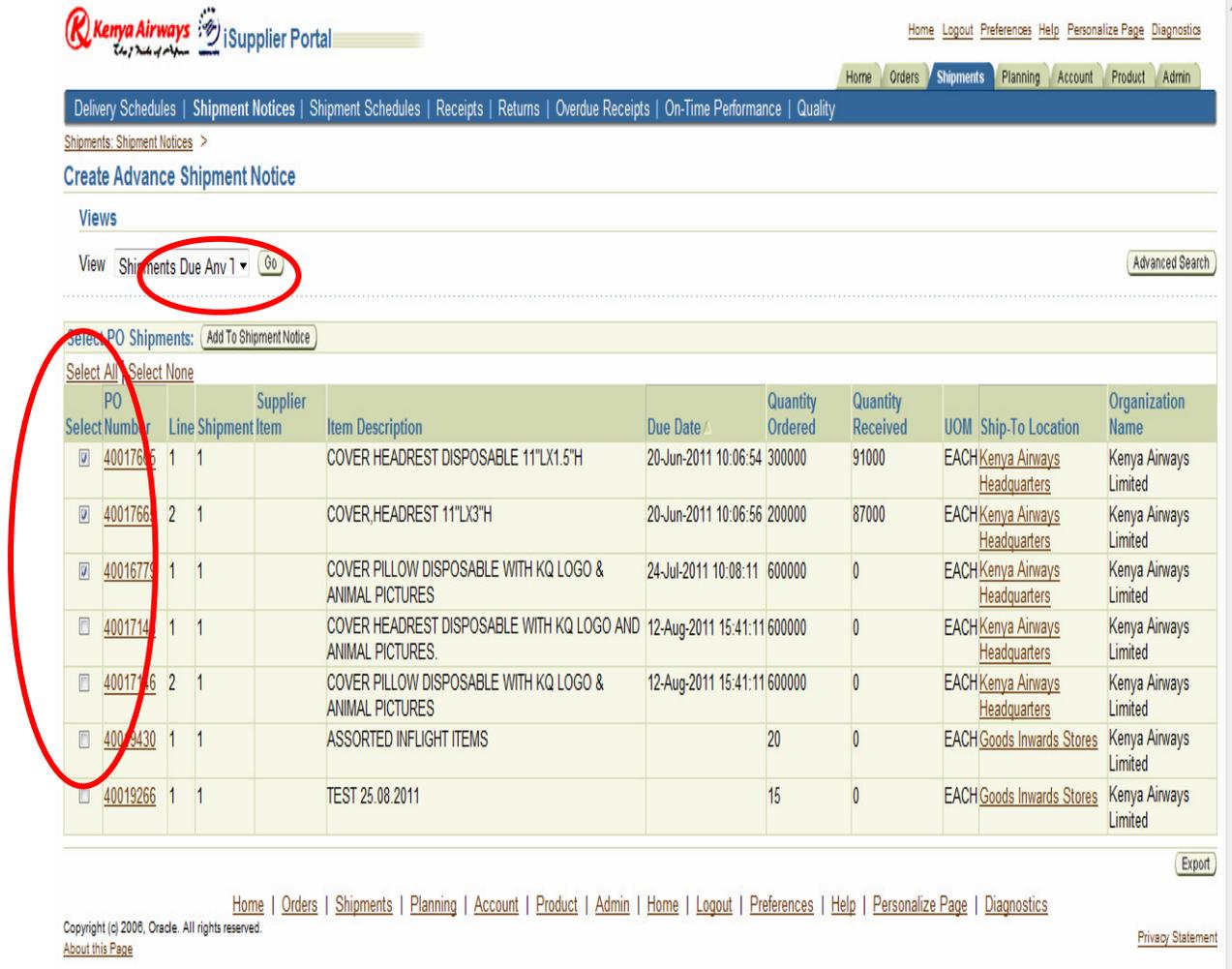
Views

View: Shipments Due This 1

Select PO Number	Line	Shipment	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Ship-To Location	Organization Name
No results found.										

Figure 19

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



Kenya Airways Supplier 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

Shipments: Shipment Notices >

Create Advance Shipment Notice

Views

View **Shipments Due Any T**

Select PO Shipments:

Select All Select None

PO Number	Line	Shipment Item	Supplier	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Ship-To Location	Organization Name
<input checked="" type="checkbox"/> 40017665	1	1		COVER HEADREST DISPOSABLE 11"LX1.5"H	20-Jun-2011 10:06:54	300000	91000	EACH	Kenya Airways Headquarters	Kenya Airways Limited
<input checked="" type="checkbox"/> 40017666	2	1		COVER HEADREST 11"LX3"H	20-Jun-2011 10:06:56	200000	87000	EACH	Kenya Airways Headquarters	Kenya Airways Limited
<input checked="" type="checkbox"/> 40016773	1	1		COVER PILLOW DISPOSABLE WITH KQ LOGO & ANIMAL PICTURES	24-Jul-2011 10:08:11	600000	0	EACH	Kenya Airways Headquarters	Kenya Airways Limited
<input type="checkbox"/> 40017141	1	1		COVER HEADREST DISPOSABLE WITH KQ LOGO AND ANIMAL PICTURES.	12-Aug-2011 15:41:11	600000	0	EACH	Kenya Airways Headquarters	Kenya Airways Limited
<input type="checkbox"/> 40017146	2	1		COVER PILLOW DISPOSABLE WITH KQ LOGO & ANIMAL PICTURES	12-Aug-2011 15:41:11	600000	0	EACH	Kenya Airways Headquarters	Kenya Airways Limited
<input type="checkbox"/> 40019430	1	1		ASSORTED INFLIGHT ITEMS		20	0	EACH	Goods Inwards Stores	Kenya Airways Limited
<input type="checkbox"/> 40019266	1	1		TEST 25.08.2011		15	0	EACH	Goods Inwards Stores	Kenya Airways Limited

Home | Orders | Shipments | Planning | Account | Product | Admin | Home | Logout | Preferences | Help | Personalize Page | Diagnostics

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Figure 20

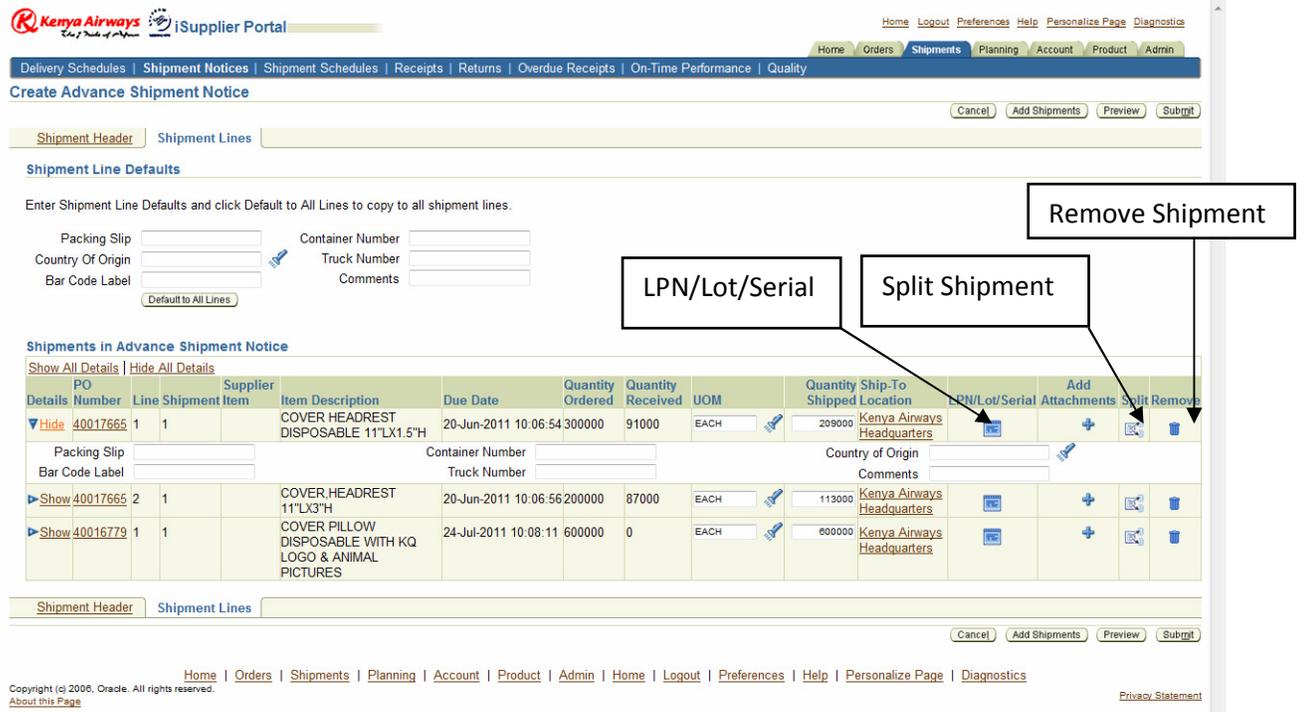
5. On the Create Advance Shipment Notice or Create Advance Shipment Billing Notice page, enter the appropriate shipment line defaults.

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.



Shipments in Advance Shipment Notice

PO Number	Line	Supplier	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	LPN/Lot/Serial	Attachments	Split	Remove
40017665	1		COVER HEADREST DISPOSABLE 11"LX1.5"H	20-Jun-2011 10:06:54	300000	91000	EACH	209000	Kenya Airways Headquarters				
40017665	2		COVER HEADREST 11"LX3"H	20-Jun-2011 10:06:56	200000	87000	EACH	113000	Kenya Airways Headquarters				
40016779	1		COVER PILLOW DISPOSABLE WITH KQ LOGO & ANIMAL PICTURES	24-Jul-2011 10:08:11	600000	0	EACH	600000	Kenya Airways Headquarters				

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:

- 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 | Supplier 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

Create Advance Shipment Notice

Cancel | Add Shipments | Preview | Submit

Shipment Header | Shipment Lines

Shipment Information

* Indicates required field

* 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 today
Example: 05-Sep-2011 23:30:11

Freight Information

Freight Terms: Federal Express 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:

Cancel | Add Shipments | **Preview** | Submit

Home | Orders | Shipments | Planning | Account | Product | Admin | Home | Logout | Preferences | Help | Personalize Page | Diagnostics

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Figure 22
8. To preview the ASN or ASBN, click Preview.

Kenya Airways | Supplier 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

Advance Shipment Notice Information

Cancel | Back | **Submit**

Shipment Information

Shipment Number: MES-0003 Shipment Date: 05-Sep-2011 08:29:53
 Expected Receipt Date: 20-Sep-2011 15:28:21

Freight Information

Freight Terms: Federal Express Freight Carrier:

Number of Containers: Bill of Lading:

Waybill/Airbill Number: Packaging Slip:

Packing Code: Special Handling Code:

Tar Weight: Tar Weight UOM:

Net Weight: Net Weight UOM:

Comments:

Shipment Lines

Show All Details | Hide All Details

PO Details	Number	Line	Shipment	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	Attachments
▼ Hide	40017665	1	1		COVER HEADREST DISPOSABLE 11"LX1.5"H	20-Jun-2011 10:06:54	300000	91000	EACH	209000	Kenya Airways Headquarters	
Packing Slip		Container Number		Country of Origin								
Bar Code Label		Truck Number		Comments								
▶ Show	40017665	2	1		COVER,HEADREST 11"LX3"H	20-Jun-2011 10:06:56	200000	87000	EACH	113000	Kenya Airways Headquarters	
▶ Show	40016779	1	1		COVER PILLOW DISPOSABLE WITH KQ LOGO & ANIMAL PICTURES	24-Jul-2011 10:08:11	600000	0	EACH	600000	Kenya Airways Headquarters	

Cancel | Back | Submit

Home | Orders | Shipments | Planning | Account | Product | Admin | Home | Logout | Preferences | Help | Personalize Page | Diagnostics

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Figure 23
9. Review the ASN ASBN and click Submit.

Advance Shipment Notice Confirmation

Your Advance Shipment Notice MES-01 has been submitted.

[Return to Advance Shipment Notices](#)

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.

View / Cancel Advance Shipment Notice

Views

 View

D Once a shipment notice is cancelled it cannot be undone

Select Advance Shipment Notice	Select Shipment Number	Shipment Date	Expected Receipt Date	Freight Carrier	Invoice Number	Waybill/Airbill Number	Supplier Site	Packing Slip	Processing Status	Cancellation Status
<input type="checkbox"/> Cancel Shipment Notice	<input type="checkbox"/> MES-01	05-Sep-2011 20:44:40	13-Sep-2011 20:44:44				UAE		Pending	
<input type="checkbox"/>	<input type="checkbox"/> 01-test	01-Sep-2011 15:09:56	02-Sep-2011 15:09:38		01-test		UAE			Pending Cancel
<input type="checkbox"/>	<input type="checkbox"/> 12345	23-Aug-2011 14:43:55	31-Aug-2011 14:43:55	Expected Receipt Date			UAE			

Figure 25

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.

Receipt Transactions

Simple Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

[Advanced Search](#)

Organization

Receipt Number

Receipt Date

PO Number

Item

Supplier Item

Receipt Location

Organization	Receipt Number	Receipt Date	PO Number	Item	Supplier Item	Item Description	UOM	Quantity Received	Receipt Location	View Attachments	Supplier Organization ID
Kenya Airways Limited	25224	24-Aug-2011 16:56:37	40018637	151COV23000		COVER HEADREST DISPOSABLE WITH KQ LOGO AND ANIMAL PICTURES SIZE 11" X 12.5	EACH	50000	Kenya Airways Headquarters		217254
Kenya Airways Limited	25278	26-Aug-2011 16:22:52	40018637	151COV23500		COVER PILLOW DISPOSABLE WITH KQ LOGO & ANIMAL PICTURES SIZE 12" X 16"	EACH	50000	Kenya Airways Headquarters		217254
Kenya Airways Limited	25278	26-Aug-2011 16:22:52	40018637	151COV23000		COVER HEADREST DISPOSABLE WITH KQ LOGO AND ANIMAL PICTURES SIZE 11" X 12.5	EACH	50000	Kenya Airways Headquarters		217254
Kenya Airways Limited	25224	24-Aug-2011 16:56:37	40018637	151COV23500		COVER PILLOW DISPOSABLE WITH KQ LOGO & ANIMAL PICTURES SIZE 12" X 16"	EACH	50000	Kenya Airways Headquarters		217254

[Export](#)

Figure 26

[Shipments: Receipts](#) >

Receipt History

Personalize "Receipt History"

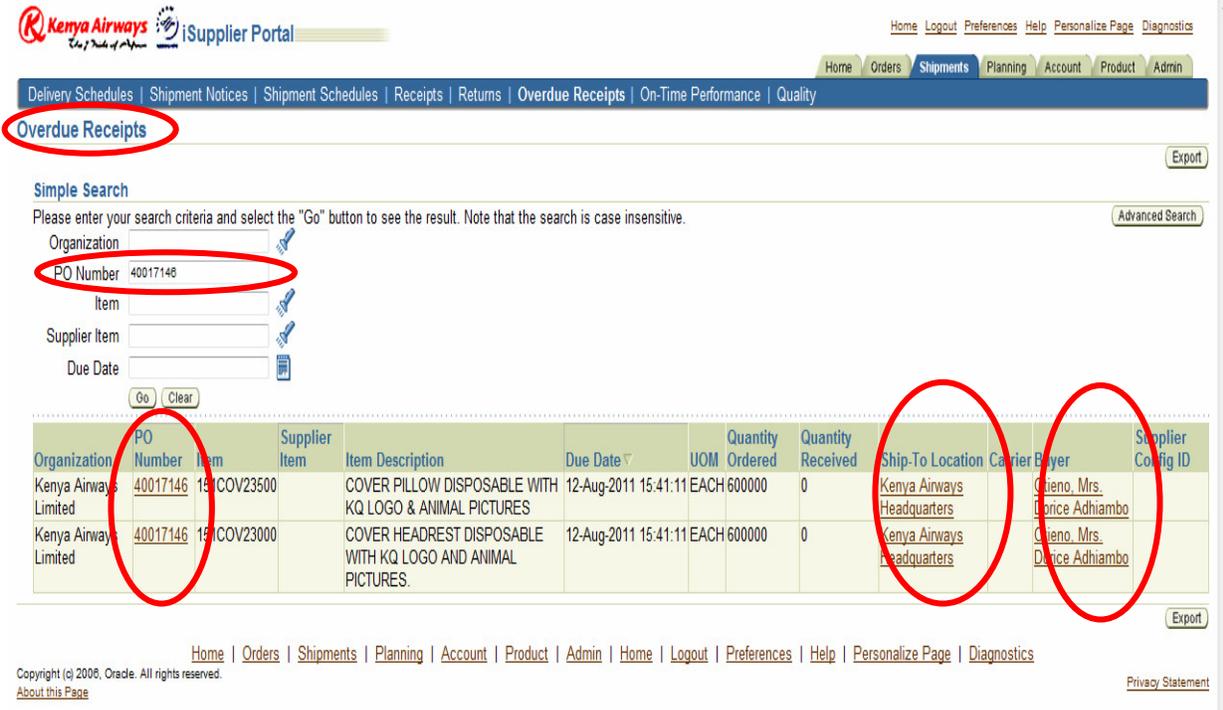
Receipt Number	Creation Date	Shipment Number	Ship Date	Packing Slip	Number of Packages	Waybill/Airbill Number	Carrier	Comments	Defects	Returns
25278	26-Aug-2011 16:24:24			MR11-040		706-22571920				

[Export](#)

Figure 27

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.



Overdue Receipts

Simple Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Organization:

PO Number: 40017146

Item:

Supplier Item:

Due Date:

Organization	PO Number	Item	Supplier Item	Item Description	Due Date	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Buyer	Supplier Config ID
Kenya Airways Limited	40017146	18 COV23500		COVER PILLOW DISPOSABLE WITH KQ LOGO & ANIMAL PICTURES	12-Aug-2011 15:41:11	EACH	600000	0	Kenya Airways Headquarters		Cieno, Mrs. Dorice Adhiambo	
Kenya Airways Limited	40017146	18 COV23000		COVER HEADREST DISPOSABLE WITH KQ LOGO AND ANIMAL PICTURES.	12-Aug-2011 15:41:11	EACH	600000	0	Kenya Airways Headquarters		Cieno, Mrs. Dorice Adhiambo	

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Figure 28