



COMMERCIAL BANK OF ETHIOPIA

I-SUPPLIER PORTAL USER MANUAL

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1. INTRODUCTION

1.1 DOCUMENT PURPOSE

This User Guide presents detailed instructions for suppliers to CBE. The first sections of this Guide provide some general instructions on system requirement and access, and the remaining material explains modules in the sequence of the Tabs found on the i-Supplier Portal.

This User Guide i-Supplier Portal serves as a comprehensive resource for suppliers using the Oracle i-Supplier Portal. It provides detailed instructions and guidelines for performing key tasks, ensuring seamless interaction with the system.

For any questions or support, please consult contract administration and supplier's relationship unit under director –procurement at CBE.

1.2 INTRODUCTION OF i-SUPPLIER PORTAL

The Oracle I Supplier Portal is a self-service, web based, collaborative application that enables CBE and its suppliers to communicate with each other through a secure environment. It also enables suppliers to have real-time access to information regarding open orders, shipments, creation of invoices etc.

Benefits associated with using I Supplier include:

- ✓ Improved efficiency by decreasing the number of calls between Suppliers and Accounts payables or suppliers and buyers.
- ✓ This integrated and real time portal will help suppliers to view their purchase orders with header, line, shipment, and item details, along with related invoices and receipts.
- ✓ Helps to evaluate by viewing purchase order history with revision details.
- ✓ Increases on-time payment by using self-service invoicing which reduces time spent tracking down delayed or held payments.
- ✓ Increases visibility of all the events and transactions that occur between CBE and its Suppliers.
- ✓ When invoices are entered online, CBE receives them immediately eliminating mail floats.

1.3 SCOPE:

This guide focuses on Oracle i-Supplier Portal in the Oracle R12 version.

Tasks and processes covered include:

- ✓ Registration and Profile Maintenance
- ✓ Purchase Order Management
- ✓ Invoice creation and Submission
- ✓ Communication Channels



2. SYSTEM REQUIREMENTS AND SUPPORT

2.1 SYSTEM REQUIREMENT

Accessing CBE Oracle i-Supplier portal has few computers related requirements. These requirements consist of:

- Internet Connection 1 Mbps or Above.
- Web Browser – Microsoft’s Internet Explorer (version 10 or later) or compatible browsers.
- The use of pop-up blockers will negatively affect the use of i-Supplier. Please allow for special exceptions in the blocking software to allow full access to the portal.

2.2 EMAIL SPAM FILTERS

Please ensure CBE email address is enabled as a trusted sender. This is the e-mail address from which CBE system communications will be sent.



3. EXTERNAL SUPPLIER REGISTRATION

3.1 NEW EXTERNAL VENDOR/SUPPLIER/

Go to the Supplier Portal URL provided by the purchasing organization (CBE). This portal is typically accessed through the organization's website or directly via a link shared by the purchasing team

3.2 VENDOR DETAIL FORM

Suppliers detail form includes the following basic details: -

- Basic information
- Company details
- Banking Information
- Attachments and Supporting Documents

Step .1 basic information

Oracle iSupplier Portal

Prospective Supplier Registration

* Indicates required field
Blank label for instruction text

Company Details

At least one tax id is required to be able to complete the registration request.

* Company Name

Tax Country

Tax Registration Number

Taxpayer ID

DUNS Number

Contact Information

Blank label for instruction text

* Email

* First Name

* Last Name

Phone Area Code

Phone Number

Phone Extension

Step 1 of 3 Next

Please fill company name, select tax country, fill tax registration number and TIN number, insert functional company's email address first & last name, phone area code (+251) & phone number. After filling all relevant information click next.

Activate Windows
Go to Settings to activate Windows.

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Step .2 company detail (create address book, update contact directory)



ORACLE iSupplier Portal Close ⚙

Basic Information Company Details Attachments

Prospective Supplier Registration: Additional Details

Save For Later Back Step 2 of 3 Next

Blank label for instruction text

Company Name CBE Supplier ET
Tax Country Ethiop
Tax Registration Number
Taxpayer ID
DUNS Number 123455432
Note to Buyer
Note to Supplier

Address Book

At least one entry is required.

Create Click on create button

Address Name	Address Details	Purpose	Update	Delete
No results found.				

Table Diagnostics

Contact Directory

At least one entry is required.

Create ***

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Joseph	Paul		Joseph@gmail11.com	✓	Update	Delete

Table Diagnostics

Business Classifications

Click update and the insert second name if needed.

Activate Windows
Go to Settings to activate Windows.



File Edit View History Bookmarks Tools Help

Create/Update Address x Mail - HamereNoah@cbe.com: x Create Address x +

https://isupplieruat.cbe.com.et/OA_HTML/OA.jsp?page=/oracle/apps/pos/request/webui/AddAddrRequestPG&_ti=1666310 160% Search

ORACLE iSupplier Portal

Close | Settings

Create Address

Cancel Apply

* Indicates required field

Country Ethiopia

* Address Name
* Address Line 1
Address Line 2
Address Line 3
Address Line 4
City
County
State
Province
Postal Code

Phone Area Code
Phone Number
Fax Area Code
Fax Number
Email Address

☒ Purchasing Address
☒ Payment Address
☐ RFQ Only Address

Address Purpose

Purpose	Remove
No results found.	

Table Diagnostics Address Purpose

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About this Page Privacy Statement

Type here to search

12:48 AM 3/13/2025

Select country, insert city on address name, input sub-city on address line 1, on address line 2 insert (woreda), line 3&4 kebele and house number respectively fill phone area code, phone number and email address & select purchasing address and payment address and then click on apply button.

ORACLE iSupplier Portal

Close | Settings

Basic Information Company Details Attachments

Prospective Supplier Registration: Additional Details

Save For Later Back Step 2 of 3 Next

Blank label for instruction text

Company Name CBE Supplier ET
Tax Country Ethiopia
Tax Registration Number
Taxpayer ID
DUNS Number 123455432
Note to Buyer
Note to Supplier

Address Book

At least one entry is required.

Create | ...

Address Name	Address Details	Purpose	Update	Delete
Sub City	Wereda, Addisa Ababa Ethiopia	Payment, Purchasing		



Step .3 Select Business Classification

Business Classifications

Rows 1 to 30

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
12 Local Government	☒		C4242	Agency 01	31-Dec-2025 14:59:29
1A Minority Institutions	☐				
1B Tribally Owned Firm	☐				
1D Small Agricultural Cooperative	☐				
20 Foreign Owned and Located	☐				
27 Small Disadvantaged Business	☐				
2F State Government	☐				
2R Federal Government	☐				
2U Other Not for Profit Organization	☐				
2X For-Profit Organization	☐				

Select your company business classification as per your trade license certificate, certificate number certifying agency and end date.

Step .4 create product and service

TIP Date format example: 23-Nov-2024

Table Diagnostics

Products and Services

At least one entry is required.

Create

Click on create button

Code	Products and Services	Delete
No results found.		

Table Diagnostics

ORACLE iSupplier Portal

Close

Add Products and Services: : (CBE Supplier ET)

Cancel

Apply

Browse All Products & Services

Search for Specific Code and Product

Rows 1 to 26

Code	Products and Services	View Sub-Categories	Applicable
ATM&POS	ATM&POS	Click on icon	☐
ELECTRIC	ELECTRIC		☐
EQUIPMENT	EQUIPMENT		☐
FUEL&LUBRICANT	FUEL&LUBRICANT		☐
FURNITURE	FURNITURE		☐
GENERATOR SPARE	GENERATOR SPARE		☐
IT HARDWARE	IT HARDWARE		☐
LICENSE	LICENSE		☐
MEDICAL SUPPLIES	MEDICAL SUPPLIES		☐
MEDICINE	MEDICINE		☐

Table Diagnostics



ORACLE iSupplier Portal

Close |

Add Products and Services: ATM&POS :ATM&POS (CBE Supplier ET)

Cancel | Apply

...

Code	Products and Services	View Sub-Categories	Applicable
ATM	ATM		☐
POS	POS		☒

[Return to Parent Category](#)
[Table Diagnostics](#)

Select product or service that your company provide then Click on Apply.

Products and Services

At least one entry is required.

Create | ...

Code	Products and Services	Delete
ATM&POS.POS	ATM&POS.POS	

[Table Diagnostics](#)

Step 5. Banking details

Banking Details

At least one entry is required.

Create | ...

Click on Create button

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
No results found.								

[Table Diagnostics](#)

Save For Later | Back | Step 2 of 3 | Next

Go to Settings to activate Windows.

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ORACLE iSupplier Portal Close Settings

Add Products and Services: (CBE Supplier ET) >

Create Bank Account

* Indicates required field

Country Ethiopia ☐ Account is used for foreign payments
Account definition must include bank and branch information.

Bank

☐ Existing Bank
☒ New Bank

Bank Name
Bank Number
Tax Payer ID

[Show Bank Details](#)

Branch

☐ Existing Branch
☒ New Branch

Branch Name
Branch Number
BIC
Branch Type ABA

[Show Branch Details](#)

Bank Account

Account Number
Check Digits
IBAN

[Show Account Details](#)

Account Name
Currency

Comments

Note to Buyer

Select country, for local supplier untick check box for account is used for foreign payment field, select existing bank & branch name insert account number and account name select currency from the drop down list and then click apply button.

Go to Settings to activate Windows.

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☒ TIP Date format example: 23-Nov-2024

Table Diagnostics

Products and Services

At least one entry is required.

[Create](#) | [...](#)

Code	Products and Services	Delete
ATM&POS.POS	ATM&POS.POS	Delete

Table Diagnostics

Banking Details

At least one entry is required.

[Create](#) | [...](#)

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
100045463	Ethiopian Birr	CBE Supplier	Commercial Bank of Ethiopia		Bole Branch	ET0010092	Update	Remove

Table Diagnostics

Click on next tab

[Save For Later](#) [Back](#) [Step 2 of 3](#) [Next](#)

Go to Settings to activate Windows.

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File Edit View History Bookmarks Tools Help

Mail - HamereNoah@cbe.com X Login X Prospective Supplier Registration: A X +

https://isupplieruat.cbe.com.et/OA_HTML/OA.jsp?page=/oracle/apps/pos/onboard/webui/ProsRegPG&OAHP=POS_GUEST 160% Search

ORACLE iSupplier Portal Close

Basic Information Company Details Attachments

Prospective Supplier Registration: Additional Details

Blank label for instruction text

Save For Later Back Step 2 of 3 Next

Company Name one plc
Tax Country Ethiopia
Tax Registration Number 12582187
Taxpayer ID 325659859
DUNS Number
Note to Buyer
Note to Supplier

Address Book

At least one entry is required.

Create | ...

Address Name	Address Details	Purpose	Update	Delete
bole	bole bulbula, adis ababa Ethiopia	Payment, Purchasing		

Table Diagnostics

Contact Directory

At least one entry is required.

Create | ...

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
one	two	+251-12121212	oneplc@gmail.com	☒		
takele	w/medin					

Type here to search

4:14 AM 3/13/2025

If you need to save your registration/application to be able to return to your registration request at a later date, you can save it by selecting "save for later" button.

File Edit View History Bookmarks Tools Help

Mail - HamereNoah@cbe.com X Login X Prospective Supplier Registration: S X +

https://isupplieruat.cbe.com.et/OA_HTML/OA.jsp?page=/oracle/apps/pos/onboard/webui/ProsRegDetailsPG&mappingId= 160% Search

ORACLE iSupplier Portal Close

Confirmation

1. Your registration details have been saved. You will need to bookmark the following link to be able to return to your registration request at a later date. An email with these details has also been sent to you.
2. https://isupplier.cbe.com.et:443/OA_HTML/jsp/pos/suppreg/SupplierRegister.jsp?regkey=77F6A64D6D3895B1ACC94371914D3C533881B5BC802295512CD7061EFF07D355&lang=US

Prospective Supplier Registration: Current Status

Update

Thank you for registering with us. Here's the current status of your registration request.

Registration Details and Status

Company Name one plc Status Draft

Contact Information

Email oneplc@gmail.com
First Name one
Last Name two

Phone Area Code +251
Phone Number 12121212
Phone Extension

Status History

Date	Status	Note
13-MAR-2025	Draft	

Table Diagnostics

If you click on save for later you will receive confirmation.

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Type here to search

4:20 AM 3/13/2025



ORACLE iSupplier Portal

Close | ⚙

Basic Information

Company Details

Attachments

Submit | Back

Step 3 of 3

Attachments

Click on Add attachments

Add Attachment

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

Table Diagnostics

Click on add attachment tab and attach all legal document i.e. renewed trade license, trade registration, TIN number, tax registration number, testimonials etc. and click on submit.



Attachments are documents that shows who your company is and what documentary Evidences it has. Major attachment documents include:

- ☐ **Audited financial statement**
- ☐ **Company profile**
- ☐ **Quality assurance certificate**
- ☐ **Recognition letters**
- ☐ **TIN certificate**
- ☐ **Trade license**
- ☐ **VAT certificate**

For Local Companies: the following attachments are mandatory (suppliers cannot submit Their application without properly attaching these documents)

- ☐ **Trade License**
- ☐ **TIN Certificate**
- ☐ **Trade registration certificate**
- ☐ **VAT if any**

For Foreign Companies: the following attachments are mandatory (suppliers cannot submit Their application without properly attaching these documents)

- ☐ **Trade License**
- ☐ **Company Profile**

3.3 SUBMIT THE FORM.

Ensure all fields are completed accurately, after submission, you might receive a confirmation email. You may be asked to verify any information or provide additional details after reviewing your registration request. If your registration request gets approved by the purchasing department you will receive login credentials to access the supplier portal.



3.4 Notification after approval

If your registration request is approved by the buying company, you will receive email confirmation including login link and you will be requested to change the current password with your own for security purpose.

1. LOGGING TO CBE I-SUPPLIER PORTAL AND GENERAL TIPS`

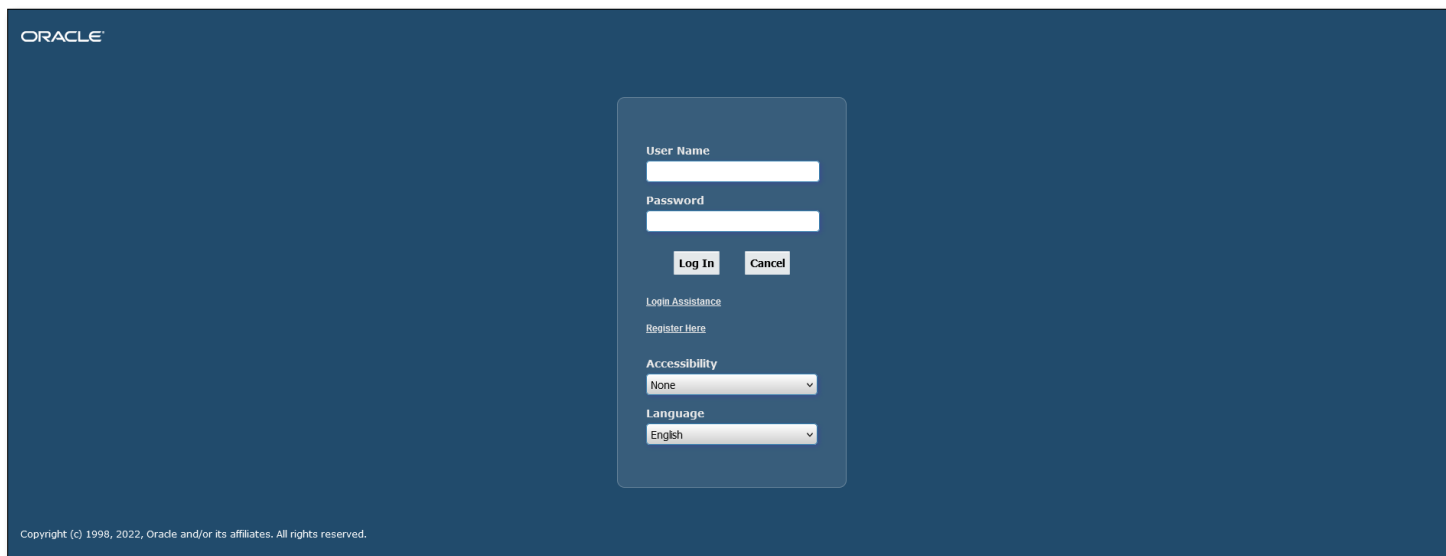
All the existing suppliers of CBE will receive system generated email invitation on their registered email id. Company representative who wishes to access the system can use the link provided in the invitation, provide contact details, and can accept the invitation to receive login credentials to access CBE i-Supplier Portal.

1.1 HOW TO LOGIN

To login to the portal, open a web browser and navigate to: Login page.

Type in your Username (email address) and Password then click on the Login button. Passwords are case sensitive. You will be prompted to change your password when you log in to the system for the first time.

** If you have not received your new user registration email, please contact CBE representative.



ORACLE

User Name

Password

[Login Assistance](#)

[Register Here](#)

Accessibility
None ▾

Language
English ▾

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1.2 PASSWORD

When a user is logging in for the first time, when a user has requested a password reset (and the system has generated a new password), or when the password expiration date has been reached (90 days) the Supplier user will be required to change the password upon logging in and will be directed to a password change page.

- Enter the following:
- Username
- Password

Click on the Login Button

The Change Password page will prompt you to change your password. Please follow these guidelines when setting or changing your i-Supplier Portal Password.

- Must be a minimum of 7 characters.
- Must contain UPPERCASE and lowercase letters.
- Must contain numbers.
- Must contain Special Characters such as &, %,*,@

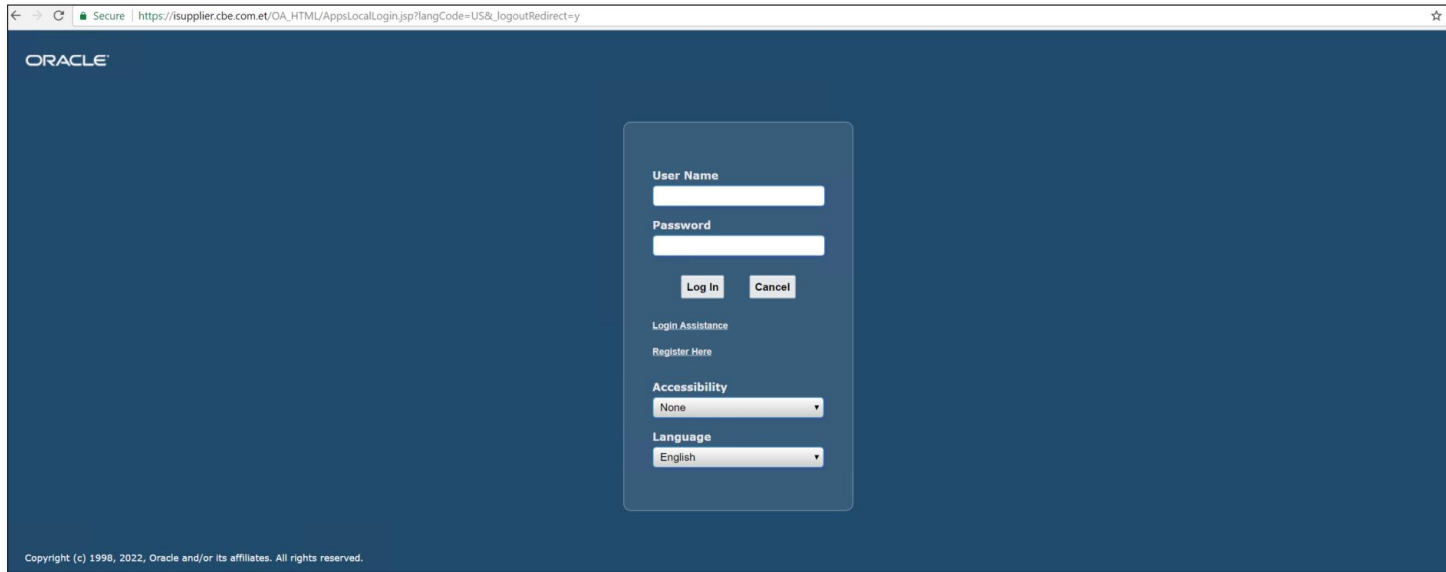
1.3 FORGOT USERNAME OR PASSWORD

If by any chance you have forgotten your password or your username, you can request a password to be reset or retrieve the username using the 'Login Assistance' feature on the login page.

2. CBE I-SUPPLIER PORTAL OVERVIEW

2.1 HOME PAGE.

After successfully logging into i-Supplier Portal. Click on ‘CBE i-Supplier User’, you are directed to the portal ‘Home’ page. The home page presents a dashboard of commonly used information and quick navigation buttons to other areas of the application.



The screenshot displays the Oracle i-Supplier Portal login page. The page has a dark blue background with the Oracle logo in the top left corner. A central white login form contains the following elements:

- User Name**: A text input field.
- Password**: A text input field.
- Log In** and **Cancel** buttons.
- Login Assistance** and **Register Here** links.
- Accessibility**: A dropdown menu currently set to **None**.
- Language**: A dropdown menu currently set to **English**.

At the bottom left of the page, the copyright notice reads: "Copyright (c) 1998, 2022, Oracle and/or its affiliates. All rights reserved."

ORACLE iSupplier Portal

Supplier Home Orders Shipments Planning Finance Product Administration Assessments Manage Supplier Broker

Search PO Number Go

Notifications

Full List

Subject	Date
Reminder: Please acknowledge intent to participate in RFQ 246804 (Test RFQ - Bank Guarantee)	06-Jan-2025 09:40:43
Reminder: Please acknowledge intent to participate in RFQ 246803 (Test RFQ - Direct)	05-Jan-2025 10:39:56
Reminder: Please acknowledge intent to participate in RFQ 246802 (Test RFQ - Bank)	05-Jan-2025 10:29:24
Closed Early: RFQ 245807 (Test RFQ 1)	24-Dec-2024 15:30:39
Closed Early: RFQ 245804 (Test RFQ 1)	24-Dec-2024 14:59:52

Table Diagnostics

Orders At A Glance

Full List

PO Number	Description	Order Date
8027	test	16-Jan-2025 14:11:10
8024	Maintenance and Modification Works of Dawro Branch Building	14-Jan-2025 11:44:15
8012	Appr Comp PO	14-Jan-2025 10:06:14
8013	PO App	14-Jan-2025 10:05:13
8021		13-Jan-2025 13:15:44

Table Diagnostics

Shipments At A Glance

Full List

Shipment Number	Packing Slip	Shipment Date
No results found.		

Table Diagnostics

Activate Windows
Go to Settings to activate Windows.

❖ Quick Purchase order search

You can perform quick searches for Purchase Orders, Shipment Numbers, Invoices and Payments by filling in the quick search input box. Clicking the 'Go' button will take you directly to the searched item.

❖ 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.

❖ Orders at a Glance

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

❖ Shipment at a Glance

This section displays the five most recent shipments. Click a Shipment number to view its details.

❖ Quick Navigation Link

This section is displayed on the right and provides links for the procure-to-pay flow; through the Oracle i-Supplier Portal application. Click any link to go directly to the corresponding page.

❖ **Notification Page**

You will receive e-mail notifications for various events that occur throughout the procure-to-pay process. The Notifications page provides access to the notifications that you have received. You can review the notifications which have been sent or view notifications which you have accidentally deleted from your inbox.

2.2 ORDERS TAB: PURCHASE ORDERS.

The orders module provides real time information for all purchase orders created with CBE. Using purchase order information, you can acknowledge purchase orders, make change requests to purchase orders, split shipments, or cancel orders. You can also view all purchase order information and the revision history of a purchasing document.

- 1. **Navigation:** Click on the ‘Orders’ tab and then ‘Purchase Order’.

ORACLE iSupplier Portal

Supplier HomeOrdersShipmentsPlanningFinanceProductAdministrationAssessmentsManage Supplier Broker

Purchase OrdersDeliverablesWork OrdersAgreementsView RequestsPurchase HistoryWork ConfirmationsRFQDeliverablesTimecards

Purchase Orders

Multiple PO ChangeExport

Views

ViewAll Purchase OrdersGo

Advanced Search

Select Order:AcknowledgeRequest CancellationRequest ChangesView Change History

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
8027	0	CBE Operating Unit	Standard PO	test	16-Jan-2025 14:11:10	Tsion Moges Mamo	ETB	1,000.00	Open			
8024	0	CBE Operating Unit	Standard PO	Maintenance and Modification Works of Dawro Branch Building	14-Jan-2025 11:44:15	Tsion Moges Mamo	ETB	1,176,384.60	Open			
8012	0	CBE Operating Unit	Standard PO	Appr Comp PO	14-Jan-2025 10:05:14	Tsehay Alemayehu Reba	ETB	1,000.00	Open			
8013	0	CBE Operating Unit	Standard PO	PO App	14-Jan-2025 10:05:13	Tsehay Alemayehu Reba	ETB	110.00	Open			
8021	0	CBE Operating Unit	Standard PO		13-Jan-2025 13:15:44	Tsion Moges Mamo	ETB	10,000.00	Buyer Change Pending			
8010	0	CBE Operating Unit	Standard PO	PO App	09-Jan-2025 09:24:45	Tsehay Alemayehu Reba	ETB	110.00	Open			
8011	0	CBE Operating Unit	Standard PO	Appr Comp PO	09-Jan-2025 09:21:15	Tsehay Alemayehu Reba	ETB	1,000.00	Open			
8009	0	CBE Operating Unit	Standard PO	complex PO	08-Jan-2025 15:22:59	Tsehay Alemayehu Reba	ETB	160,000.00	Open			
7996	0	CBE Operating Unit	Standard PO	Test Service PO	01-Jan-2025 10:34:39	Tsehay Alemayehu Reba	ETB	40,000.00	Open			
7994	0	CBE Operating Unit	Standard PO	Test Service PO	31-Dec-2024 11:38:04	Tsehay Alemayehu Reba	ETB	10,000.00	Open			
7993	0	CBE Operating Unit	Standard PO	Test Service PO	30-Dec-2024 16:28:06	Tsehay Alemayehu Reba	ETB	40,000.00	Open			
7992	0	CBE Operating Unit	Standard PO	Test Service PO	25-Dec-2024 14:11:36	Tsehay Alemayehu Reba	ETB	10,000.00	Open			

Table Diagnostics

The view will default to All Purchase Orders. Click the drop-down box to refine the results view. You can filter the list to predefined search parameters for quickly and easily managing your orders using views. Advanced search options are available for searching on specific parameters.

ORACLE iSupplier Portal

Supplier Home | **Orders** | Shipments | Planning | Finance | Product | Administration | Assessments | Manage Supplier Broker

Purchase Orders | Deliverables | Work Orders | Agreements | View Requests | Purchase History | Work Confirmations | RFQ | Deliverables | Timecards

Purchase Orders Multiple PO Change Export

Views

View All Purchase Orders All Purchase Orders Purchase Orders Pending Supplier Change Purchase Orders Pending Supplier Change Go Advanced Search

Select PO Number Rev Operating Unit Document Type Description Order Date Buyer Currency Amount Status Change Request Status Acknowledge By Attachments

8027	0	CBE Operating Unit	Standard PO	test	16-Jan-2025 14:11:10	Tsion Moges Mamo	ETB	1,000.00	Open			
8024	0	CBE Operating Unit	Standard PO	Maintenance and Modification Works of Dawro Branch Building	14-Jan-2025 11:44:15	Tsion Moges Mamo	ETB	1,176,384.60	Open			
8012	0	CBE Operating Unit	Standard PO	Appr Comp PO	14-Jan-2025 10:05:14	Tsehay Alemayehu Reba	ETB	1,000.00	Open			
8013	0	CBE Operating Unit	Standard PO	PO App	14-Jan-2025 10:05:13	Tsehay Alemayehu Reba	ETB	110.00	Open			
8021	0	CBE Operating Unit	Standard PO		13-Jan-2025 13:15:44	Tsion Moges Mamo	ETB	10,000.00	Buyer Change Pending			
8010	0	CBE Operating Unit	Standard PO	PO App	09-Jan-2025 09:24:45	Tsehay Alemayehu Reba	ETB	110.00	Open			
8011	0	CBE Operating Unit	Standard PO	Appr Comp PO	09-Jan-2025 09:21:15	Tsehay Alemayehu Reba	ETB	1,000.00	Open			
8009	0	CBE Operating Unit	Standard PO	complex PO	08-Jan-2025 15:22:59	Tsehay Alemayehu Reba	ETB	160,000.00	Open			
7996	0	CBE Operating Unit	Standard PO	Test Service PO	01-Jan-2025 10:34:39	Tsehay Alemayehu Reba	ETB	40,000.00	Open			
7994	0	CBE Operating Unit	Standard PO	Test Service PO	31-Dec-2024 11:38:04	Tsehay Alemayehu Reba	ETB	10,000.00	Open			
7993	0	CBE Operating Unit	Standard PO	Test Service PO	30-Dec-2024 16:28:06	Tsehay Alemayehu Reba	ETB	40,000.00	Open			
7992	0	CBE Operating Unit	Standard PO	Test Service PO	25-Dec-2024 14:11:36	Tsehay Alemayehu Reba	ETB	10,000.00	Open			

Table Diagnostics

There are a variety of Purchase Order Statuses (4). The list below provides you with a brief definition. If you have questions regarding the status of a Purchase Order, please contact the Buyer indicated on the Purchase Order.

- Open – The Purchase Order has been created. Payment has not yet been made.
- closed – The Purchase Order has been created and is closed for invoicing.
- Cancelled – The Purchase Order has been cancelled. Goods/Services no longer needed.
- Accepted – Contract record status. The document type will indicate Contract vs. Standard. Purchase Order.
- Supplier Change Pending – The Supplier has requested a change to a Purchase Order. The Buyer has not yet acted.
- Buyer Change Pending – The customer/buyer has requested a change, waiting on Buyer's action.

2. Click on the Purchase Order number

The Purchase Order Information and Details will populate.

ORACLE

iSupplier Portal

Home

Star

Settings

Notifications

Logged In As JOSEPH3@GMAIL11.COM

?

Power

Supplier Home

Orders

Shipments

Planning

Finance

Product

Administration

Assessments

Manage Supplier Broker

Purchase Orders

Deliverables

Work Orders

Agreements

View Requests

Purchase History

Work Confirmations

RFO

Deliverables

Timecards

Orders: Purchase Orders >

Complex PO: 8024, 0 (Total ETB 1,176,384.60)

Actions

Request Changes

Go

Export

Currency= ETB

Order Information

General

Total

1,176,384.60

Supplier

CBE test new Supplier

Supplier Site

street 1

Supplier Contact

Address

ADDIS ABABA

Addisa Ababa,

Buyer

Tsion Moges Mamo

Order Date

14-Jan-2025 11:44:15

Description

Maintenance and Modification Works of Dawro Branch Building

Status

Open

Note to Supplier

Operating Unit

CBE Operating Unit

Sourcing Document

Supplier Order Number

Attachments

None

Terms and Conditions

Payment Terms

30 DAYS

Carrier

FOB

Freight Terms

Shipping Control

Work Location

Address

Bill-To Location

Address

Addis Ababa City Administration

Kirkos Sub-City Administration

Addis Ababa, 255

Summary

Total

1,176,384.60

Approved

310,701.20

Billed

0.00

Advance Billed

235,276.92

Progress Payment

0.00

PO Details

Show All Details | Hide All Details

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price Linked Attributes	Amount	Advance Amount	Advance Billed	Maximum Retainage Amount	Retainage Rate (%)	Status	Attachments	Reason
1	Fixed Price Services			Main Office Building Maintenance Work - Miscellaneous Work			547052.05	547,052.05	109,410.41	109,410.41			5 Open		
2	Fixed Price Services			Main Office Building Maintenance Work - Painting Work			291201.2	291,201.20	58,240.24	58,240.24			5 Open		

3. Actions:

The following Actions are available from the drop-down list of values. If you are requesting changes that option is only available on Purchase Orders where the status is Open. You can also Export any of the results

ORACLE iSupplier Portal

Supplier Home Orders Shipments Planning Finance Product Administration Assessments Manage Supplier Broker

Purchase Orders Deliverables Work Orders Agreements View Requests Purchase History Work Confirmations RFQ Deliverables Timecards

Orders: Purchase Orders >
Complex PO: 8024, 0 (Total ETB 1,176,384.60)
 Currency= ETB

Order Information

General	Terms and Conditions	Summary
Total 1,176,384.60 Supplier CBE test new Supplier Supplier Site street 1 Supplier Contact Address ADDIS ABABA Addisa Ababa, Buyer Tsion Moges Mamo Order Date 14-Jan-2025 11:44:15 Description Maintenance and Modification Works of Dawro Branch Building Status Open Note to Supplier Operating Unit CBE Operating Unit Sourcing Document Supplier Order Number Attachments None	Payment Terms 30 DAYS Carrier FOB Freight Terms Shipping Control Work Location Address Bill-To Location Address Addis Ababa City Administration Kirkos Sub-City Administration Addis Ababa_255	Total 1,176,384.60 Approved 310,701.20 Billed 0.00 Advance Billed 235,276.92 Progress Payment 0.00

Actions Request Changes Request Changes Request Cancellation View Change History Printable View Create Work Confirmation View Work Confirmations View Related Contracts View Receipts View Invoices View Payments

Go Export

Note: The View PDF value allows the Supplier to view or print the Purchase Order The image provides you with the Requesters Name, Ship to Location and Desk Location.

2.3 SHIPMENT TAB: DELIVERY SCHEDULE.

Use the Delivery Schedules page to easily determine deliveries that need to be scheduled and deliveries that are past due.

ORACLE iSupplier Portal

Supplier Home Orders Shipments Planning Finance Product Administration Assessments Manage Supplier Broker

Delivery Schedules Shipment Notices Shipment Schedules Receipts Returns Overdue Receipts On-Time Performance Quality

Delivery Schedules Export

Simple Search

Organization PO Number Supplier Item Item Description UOM Quantity Ordered Quantity Received Ship-To Location Carrier Item Number Supplier Config ID Supplier Supplier Location Promised Date Need-By Date

Go Clear

Advanced Search

No search conducted.

Table Diagnostics

- Click the 'Shipments' tab and then click 'Delivery Schedules' in the blue taskbar below the tabs, see above. The Delivery Schedules search page displays as shown above.
- Enter your search criteria and click Go, Leave the search fields blank to display all items. The results list displays the POs that are not fully receipted, and which match the criteria that was entered.

- NOTE: Click the Magnifying Glass icon to search for values to enter in a field.

2.4 SHIPMENT TAB: RECEIPT.

The Receipts Transactions page provides a historical view of all receipts that have been recorded for goods and services that you have delivered.

Oracle iSupplier Portal

Supplier Home | Orders | **Shipments** | Planning | Finance | Product | Administration | Assessments | Manage Supplier Broker

Delivery Schedules | Shipment Notices | Shipment Schedules | Receipts | **Returns** | Overdue Receipts | On-Time Performance | Quality

Returns Summary Export

Simple Search Advanced Search

Note that the search is case insensitive

Organization

PO Number

Receipt Number

Shipment Number

RMA Number

Item

Supplier Item

Item Description

Organization	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Item	Supplier Item	Item Description	UOM	Quantity Received	Quantity Returned	Return Date	Reason	Supplier Config ID
No search conducted.														

- Click the 'Shipments' tab and then click 'Receipts' on the blue taskbar. The Receipts Transactions search page displays as shown.
- Enter your search criteria and then click Go. Click the Magnifying Glass to search for and select a value. Leave the search fields blank to display all items.
- The results list displays the POs for which receipts exist and which match the criteria entered. Click a Receipt Number or PO Number link to view further detail. If you click a Receipt Number, the Receipt Transactions are displayed.

2.5 SHIPMENT TAB: RETURN.

The Returns Summary page enables you to view the return history, the causes for goods returned by buyer and the inspection results of a shipment. The results list includes details such as **quantity received, quantity returned and a reason for return.**

ORACLE iSupplier Portal

Supplier Home Orders **Shipments** Planning Finance Product Administration Assessments Manage Supplier Broker

Delivery Schedules Shipment Notices Shipment Schedules Receipts **Returns** Overdue Receipts On-Time Performance Quality

Returns Summary

Export

Simple Search

Advanced Search

Note that the search is case insensitive

Organization RMA Number

PO Number Item

Receipt Number Supplier Item

Shipment Number Item Description

Go Clear

Organization	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Item	Supplier Item	Item Description	UOM	Quantity Received	Quantity Returned	Return Date	Reason	Supplier Config ID
No search conducted.														

Table Diagnostics

- Click the ‘Shipments’ tab and then click ‘Returns’ in the blue taskbar below the tabs, The Returns Summary search page displays as shown above.
- Enter your search criteria and click Go. The results list displays the POs for which returns exist and which match the criteria that was entered. NOTE: Use the Magnifying Glass icon if you want to search for values to enter in a field. Leave the search fields blank to display all items.
- Click the Receipt Number and PO Number links to view further detail

2.6 SHIPMENT TAB: OVERDUE RECEIPT.

The Overdue Receipts page enables you to view the details associated with shipments for which receipts have not yet been entered.

Oracle iSupplier Portal

Supplier Home | Orders | **Shipments** | Planning | Finance | Product | Administration | Assessments | Manage Supplier Broker

Delivery Schedules | Shipment Notices | Shipment Schedules | Receipts | Returns | **Overdue Receipts** | On-Time Performance | Quality

Overdue Receipts

Export

Simple Search

Note that the search is case insensitive

Advanced Search

Organization PO Number Item Supplier Item Due Date (17-Jan-2025)

Go Clear

Organization	PO Number	Item	Supplier Item	Item Description	Due Date	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Buyer	Supplier Config ID
No search conducted.												

Table Diagnostics

- Click the Shipments tab and then click Overdue Receipts in the blue taskbar below the tabs. The Overdue Receipts search page displays as shown above.
- Enter your search criteria and click Go. The results list displays the POs for which returns exist and which match the criteria that was entered.
- Click the PO Number, Ship-To Location and Buyer links to view further detail, see 3 above. You can use the browser's back button to return to this page after viewing the detail.

2.7 SHIPMENT TAB: VIEW ON-TIME PERFORMANCE.

The On-Time Performance page provides the delivery status of shipments you made against purchase orders. You can view your performance for timeliness of deliveries.

Oracle iSupplier Portal

Supplier Home | Orders | **Shipments** | Planning | Finance | Product | Administration | Assessments | Manage Supplier Broker

Delivery Schedules | Shipment Notices | Shipment Schedules | Receipts | Returns | Overdue Receipts | **On-Time Performance** | Quality

On-Time Performance

Export

Simple Search

Note that the search is case insensitive

Advanced Search

Organization PO Number Due Date (17-Jan-2025) Receipt Number Supplier Item Delivery Status Shipment Number Item Waybill/Airbill Number

Go Clear

Organization	PO Number	Due Date	Shipment Number	Receipt Number	Receipt Date	Item	Supplier Item	Description	UOM	Quantity Received	Waybill/Airbill Number	Carrier	Delivery Status	Configuration Id
No search conducted.														

Table Diagnostics

- Click the Shipments tab and then click On-Time Performance in the blue taskbar below the tabs. The On-Time Performance search page displays as shown above.
- Click the Receipt Number and PO Number links to view further detail. You can use the browser's back button to return to this page after viewing the detail.

2.8 FINANCE TAB: SUBMIT INVOICES

❖ CREATE PURCHASE ORDER MATCHED INVOICE

i-Supplier allows you to create and submit PO matched standard invoices and credit memo invoices to CBE online.

Note: The system will not allow any instances of overbilling against a Purchase Order on either the price or the quantity ordered.

Navigation: Go to Finance tab → Click on Create invoice.

Oracle iSupplier Portal

Supplier Home Orders Shipments Planning **Finance** Product Administration Assessments Manage Supplier Broker

Create Invoices View Invoices View Payments

Invoice Actions Create Invoice With a PO Go

Search

Note that the search is case insensitive

Supplier CBE test new Supplier

Invoice Number

Invoice Date From (17-Jan-2025)

Invoice Status

Purchase Order Number

Invoice Amount

Invoice Date To

Currency

Go Clear

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.									

Table Diagnostics

Select option as Advances only to create and submit prepayment advance invoices.

Oracle iSupplier Portal

Supplier Home Orders Shipments Planning **Finance** Product Administration Assessments Manage Supplier Broker

Create Invoices View Invoices View Payments

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number 8024

Purchase Order Date (17-Jan-2025)

Buyer

Organization

Advances and Financing Only

Go Clear

PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
No results found.																

Table Diagnostics

Select Excluded option to submit the standard invoices

Oracle iSupplier Portal

Supplier Home Orders Shipments Planning **Finance** Product Administration Assessments Manage Supplier Broker

Create Invoices View Invoices View Payments

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number 8024

Purchase Order Date 17-Jan-2025

Buyer

Organization

Advances and Financing Excluded

Go Clear

Select Items: Add to Invoice

PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybi
8024	1	2	☐	Main Office Building Maintenance Work - Miscellaneous Work			3	1	0		7500	ETB	Capital Inventory	CBE Operating Unit		
8024	1	1	☐	Main Office Building Maintenance Work - Miscellaneous Work			10	10	0		1200	ETB	Capital Inventory	CBE Operating Unit		
8024	2	1	☐	Main Office Building Maintenance Work - Painting Work			1	1	0		291201.2	ETB	Capital Inventory	CBE Operating Unit		

Table Diagnostics

- Select 'With PO' for Create Invoice field. Click the Go button to get to the next screen to enter your Purchase Order number.
- The invoices screen will display providing you with the four-step process:
 1. Purchase Orders
 2. Details
 3. Manage Tax
 4. Review and Submit

ORACLE iSupplier Portal

Supplier Home Orders Shipments Planning **Finance** Product Administration Assessments Manage Supplier Broker

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders Cancel Step 1 of 4 Next

Search Advanced Search

Note that the search is case insensitive

Purchase Order Number 8024

Purchase Order Date (17-Jan-2025)

Buyer

Organization

Advances and Financing Excluded

Go Clear

Select Items: Add to Invoice ...

PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybi
8024	1	2	☐	Main Office Building Maintenance Work - Miscellaneous Work			3	1	0		7500	ETB	Capital Inventory	CBE Operating Unit		
8024	1	1	☐	Main Office Building Maintenance Work - Miscellaneous Work			10	10	0		1200	ETB	Capital Inventory	CBE Operating Unit		
8024	2	1	☐	Main Office Building Maintenance Work - Painting Work			1	1	0		291201.2	ETB	Capital Inventory	CBE Operating Unit		

Table Diagnostics

- Enter your Purchase Order number and then click 'Go' button.
- **NOTE:** An Invoice can be created using multiple Purchase Orders. To do this you must search for Purchase Orders by the Purchase Order date and select all the Purchase Orders to add to the invoice
- Select the Purchase Order to add to the invoice and then click the 'Next' button or click on the 'Add to Invoice' button after selecting.

❖ Details TAB:

Supplier

* Supplier CBE test new Supplier

* Tax Payer ID

* Remit To street 1

Address ADDIS ABABA Addisa Ababa

Remit To Bank Account

Unique Remittance Identifier

Remittance Check Digit

Invoice

* Invoice Number

* Invoice Date 17-Jan-2025

Invoice Type Invoice

Currency ETB

Invoice Description

Context

Test

Attachment +

Customer

* Customer Tax Payer ID 134/2007

Customer Name CBE Legal Entity

Address P.O.Box: 255 ET

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
8024	1	2		Main Office Building Maintenance Work - Miscellaneous Work		Capital Inventory	1		7500		7500

Table Diagnostics

Shipping and Handling

1. Click on magnifying icon at the end of the 'Remit to' field and select the appropriate Remit to address. The Search and Select screen will open. Click the Go button to populate a list of your Supplier Remit To addresses. Quick Select the correct Remit To address or enable the Select radio button and then click on the Select button on the right. The correct Remit To address will populate.
2. Enter the Invoice Number, Invoice Date (will default to today's date), Invoice Type and an Invoice Description.

NOTE: If the invoice submitted will be a Credit, choose Credit Memo from the Invoice Type drop down box. You will enter a negative value using a hyphen in the Quantity field.

- At times it may be necessary for the Supplier to submit soft copy of the invoice, corresponding documentation such as an Excel or Word file with additional invoice details in additional to the actual invoice.

The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes 'Supplier Home', 'Orders', 'Shipments', 'Planning', 'Finance' (selected), 'Product', 'Administration', 'Assessments', and 'Manage Supplier Broker'. Below this, there are links for 'Create Invoices', 'View Invoices', and 'View Payments'. The main heading is 'Add Attachment' with buttons for 'Cancel', 'Add Another', and 'Apply'. The form is divided into two sections: 'Attachment Summary Information' and 'Define Attachment'. In the 'Attachment Summary Information' section, there are fields for 'Title' and 'Description', and a 'Category' dropdown menu set to 'From Supplier'. The 'Define Attachment' section has a 'Type' section with radio buttons for 'File' (selected), 'URL', and 'Short Text'. To the right of 'File' is a 'Choose File' button and a text area showing 'No file chosen'. Below these are two large text input areas for additional details.

- If it is necessary to modify the invoiced quantity, enter the new quantity in the Quantity field.

Create Invoice: Details Cancel Back Step 2 of 4 Next

* Indicates required field

Supplier

* Supplier CBE test new Supplier

Tax Payer ID

* Remit To street 1

Address ADDIS ABABA Addisa Ababa

Remit To Bank Account

Unique Remittance Identifier

Remittance Check Digit

Invoice

* Invoice Number Invoice1

* Invoice Date 20-Nov-2024

Invoice Type Invoice

Currency ETB

Invoice Description

Context

Test

Attachment +

Customer

* Customer Tax Payer ID 134/2007

Customer Name CBE Legal Entity

Address P.O.Box: 255 ET

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
8024	1	2		Main Office Building Maintenance Work - Miscellaneous Work		Capital Inventory	1		7500		7500

Table Diagnostics

Shipping and Handling

- if it is necessary to add 'Freight' or a 'Miscellaneous' charge, click on the 'Add Row' button to populate those charge fields. Add the dollar amount of the charge and a description. Add as many rows as necessary. Click on the 'Next' button.

❖ **Manage Tax tab:**

CBE i-Supplier Portal is fully integrated with tax system. It will auto calculate the applicable tax amount irrespective of the PO was with or without tax.

ORACLE iSupplier Portal

Supplier Home Orders Shipments Planning **Finance** Product Administration Assessments Manage Supplier Broker

Create Invoices View Invoices View Payments

Purchase Orders Details **Manage Tax** Review and Submit

Create Invoice: Manage Tax Cancel Save Back Step 3 of 4 Next Submit

Supplier

* Supplier CBE test new Supplier

* Tax Payer ID

* Remit To street 1

Address ADDIS ABABA Addisa Ababa

Remit To Bank Account

Unique Remittance Identifier

Remittance Check Digit

Invoice

* Invoice Number Invoice1

* Invoice Date 20-Nov-2024

* Invoice Type Standard

* Currency ETB

Invoice Description

Test

Attachment None

Customer

* Customer Tax Payer ID 134/2007

Customer Name CBE Legal Entity

Address P.O.Box: 255 ET

Requester Email

Requester First Name

Requester Last Name

Summary Tax Lines

Calculate

Summary Tax Line Number	Tax Regime Code	Tax Code	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
No results found.								

Table Diagnostics

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
8024	1	2	Main Office Building Maintenance Work - Miscellaneous Work		Capital Inventory	1	1		7500	7,500.00

1. IF, PO is with tax and the tax amount calculated by SYSTEM is not as per your calculation. Please over-ride the amounts in 'Tax Amount' field and
2. Click on 'Calculate' button.
3. Click on 'Recalculate Total' button to refresh the total.
4. Click on 'Next' button to review and 'Submit' the invoice.

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Create InvoicesView InvoicesView Payments

Purchase Orders

Details

Manage Tax

Review and Submit

Create Invoice: Review and Submit

CancelSaveBackStep 4 of 4Submit

Supplier

* SupplierCBE test new Supplier

* Tax Payer ID

* Remit Tostreet 1

* AddressADDIS ABABA Addisa Ababa

Remit To Bank Account

Unique Remittance Identifier

Remittance Check Digit

Invoice

* Invoice NumberInvoice1

* Invoice Date20-Nov-2024

* Invoice TypeStandard

* CurrencyETB

Invoice Description

Test

AttachmentNone

Customer

* Customer Tax Payer ID134/2007

Customer NameCBE Legal Entity

AddressP.O.Box: 255 ET

Requester Email

Requester First Name

Requester Last Name

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
8024	1	2	Main Office Building Maintenance Work - Miscellaneous Work		Capital Inventory	1	1		7500	7,500.00

Table Diagnostics

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Table Diagnostics

Activate Windows
Go to Settings to activate Windows.

Customer

Customer Tax Payer ID 134/2007

Customer Name CBE Legal Entity

Address P.O.Box: 255 ET

Requester Email

Requester First Name

Requester Last Name

Items

PO Number

Line

Shipment

Item Description

Supplier Item Number

Ship To

Available Qty

Quantity To Invoice

UOM

Unit Price

Amount

8024

1

2

Main Office Building Maintenance Work - Miscellaneous Work

Capital Inventory

1

1

7500

7,500.00

Table Diagnostics

Shipping and Handling

Charge Type

Amount Description

No results found.

Table Diagnostics

Summary Tax Lines

Tax Regime Code

Tax

Tax Status Code

Tax Jurisdiction Code

Tax Rate Code

Tax Rate

Tax Amount

No results found.

Table Diagnostics

Invoice Summary

Items

7,500.00

Less Retainage

0.00

Freight

0.00

Miscellaneous

0.00

Tax

0.00

Total (ETB)

7,500.00

Cancel

Save

Back

Step 4 of 4

Submit

5. Alternatively, you can click ‘Submit’ button from here to complete the invoicing process. A confirmation notice will display that your invoice was submitted to our Accounts Payable department for processing.



 Confirmation

Invoice Invoice1 was submitted to our Accounts Payable department on 17-Jan-2025. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

Invoice: Invoice1

Printable Page Create Another

Supplier

Supplier CBE test new Supplier
Tax Payer ID
Remit To street 1
Address ADDIS ABABA Addisa Ababa
Remit To Bank Account
Unique Remittance Identifier
Remittance Check Digit

Invoice

* Invoice Number	Invoice1
* Invoice Date	20-Nov-2024
Invoice Type	Standard
* Currency	ETB
Invoice Description	

Test	
Attachment	None

Customer

* Customer Tax Payer ID 134/2007
 Customer Name CBE Legal Entity
 Address P.O.Box: 255 ET

Requester Email
Requester First Name
Requester Last Name

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
8024	1	2	Main Office Building Maintenance Work - Miscellaneous Work		Capital Inventory	1	1		7500	7,500.00

Table Diagnostics

Invoice Summary

Items	7,500.00
Less Retainage	-375.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Subtotal	7,125.00
Less Advances and Financing	0.00

2.9 FINANCE TAB: VIEW INVOICE:

1. Click on 'Finance' tab and then 'View Invoices' tab.

Oracle iSupplier Portal

Supplier Home Orders Shipments Planning **Finance** Product Administration Assessments Manage Supplier Broker

Create Invoices **View Invoices** View Payments

View Invoices Export

Simple Search Advanced Search

Invoice Number
PO Number
(example : 1234)
Release Number
(example : 1234-2)
Payment Number
Invoice Status
Go Clear

Payment Status
Invoice Amount From To
Amount Due From To
Invoice Date From To
Due Date From To

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	PO Number	Receipt	Payment Status	Payment	Scheduled Payments	Attachments
INVAdvance	20-Nov-2024	Prepayment	ETB	235,276.92	235,276.92		8024		Not Paid			
Invoice1	20-Nov-2024	Standard	ETB	7,125.00	7,125.00 In-Process		8024	2163	Not Paid			

Table Diagnostics

2. Enter your search criteria and click Go.
3. Click on the 'Invoice Date' field to sort the search results in ascending or descending order.
4. The view provides you with the Payment Status, Due Date & Payment Number if applicable at the time, etc. Click on the hyperlinks Invoice Number or Due Date to view details. The Export option is available and allows the export of information within the view.
5. Another way to search for receipts is to Click the 'Advanced Search' button, see 4 above. Enter the Search Criteria and then click Go.
6. Below is a list of Invoice Statuses an invoice can be in and its description.
 - **Approved** – Invoice is ready for payment.
 - **Cancelled** – Invoice was cancelled by CBE. Please re-submit a new invoice.
 - **In Process** – Invoice is currently getting worked upon by CBE payables team.

- **On-Hold** – Invoice is on hold. Can be for various reason. Please click on link in the hold column for its details. Kindly contact CBE if you would have any queries.
- **Rejected** – Invoice was rejected by CBE. Please re-submit a new invoice.
- **Un submitted** – Invoice is not complete and not yet submitted to CBE. Supplier action awaited.

2.10 FINANCE TAB: VIEW PAYMENT:

1. Click on 'Finance' tab and then 'View Payments' tab.

Supplier Home Orders Shipments Planning **Finance** Product Administration Assessments Manage Supplier Broker

Create Invoices View Invoices **View Payments** Export

View Payments

Simple Search Advanced Search

Note that the search is case insensitive

Payment Number
 Invoice Number
 PO Number (example: 1234)
 Release Number (example: 1234-2)
 Status
 Payment Amount From To
 Payment Date From (17-Jan-2025) To
 Go Clear

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number
140008942			26-Dec-2024	ETB	1,800.00	Check	Negotiable	26-Dec-2024	Payable to Suppliers	invoice1-2	7992
101013699			26-Dec-2024	ETB	900.00	Check	Negotiable	26-Dec-2024	Payable to Suppliers	invoice1-1	7992
101013698			25-Dec-2024	ETB	1,000.00	Check	Negotiable	25-Dec-2024	Payable to Suppliers	INV7992	7992
101013700			18-Dec-2024	ETB	5,000.00	Check	Negotiable	18-Dec-2024	Payable to Suppliers	Prepayment invoice - 7996	7996

Table Diagnostics

2. Enter your search criteria and click Go.
3. Click on the 'Payment Date' field to sort the search results in ascending or descending order.
4. The view provides you with the Payment Date, Amount & Status, etc. Click on the hyperlinks Payment or Invoice to view additional details. The Export option is available and allows the export of information within the view.
5. Another way to search for receipts is to Click the 'Advanced Search' button. Enter the Search Criteria and then click Go.

2.11 ADMIN TAB PROFILE MANAGEMENT:

Supplier Profile Management (CBE i-Supplier Profile Admin) enables you to manage key profile details used to establish or maintain a business relationship with CBE. This profile information includes address information, contacts, business classifications and banking details which you can provide to the CBE.

CBE Supplier Administrator will review the details you provide and use them to update the appropriate records in the buyer's purchasing transaction system.

You benefit from managing your profile yourself. Supplier Profile Management enables you to effectively represent yourself to CBE and update your profiles details as necessary, making essential information accurate.

❖ GENERAL:

The General information page provides a quick, high-level display of information at the company level. You can use the General information page to add an attachment to your profile.

ORACLE iSupplier Portal

Home

Star

Settings

Notifications

Logged In As JOSEPH3@GMAIL.11.COM

Power

Supplier Home

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Shipments

Planning

Finance

Product

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Assessments

Manage Supplier Broker

Profile Management

General

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Surveys

General

Organization Name

CBE test new Supplier

DUNS Number

123456987

Supplier Number

62374

Tax Registration Number

Alias

Parent Supplier Name

Taxpayer ID

Parent Supplier Number

Country of Tax Registration

Attachments

Search

Note that the search is case insensitive

Title

Go

Show More Search Options

Add Attachment

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.										

Table Diagnostics

❖ ADD ATTACHMENT

The attachment allows you to add supporting documents for your application. Attach PDF/JPEG/JPG/ MS Office files only. Do NOT attach any hand-written documents.

Under ‘Attachment’ section. Click on ‘Add Attachments’ button under ‘Attachments’.

ORACLE iSupplier Portal

Supplier HomeOrdersShipmentsPlanningFinanceProductAdministrationAssessmentsManage Supplier Broker

Profile Management

GeneralCompany ProfileOrganizationAddress BookContact DirectoryBusiness ClassificationsProduct & ServicesBanking DetailsPayment & InvoicingSurveys

General

Organization NameCBE test new SupplierSupplier Number62374AliasParent Supplier NameParent Supplier Number

DUNS Number123456987Tax Registration NumberTaxpayer IDCountry of Tax Registration

Attachments

Search

Note that the search is case insensitive

TitleGo

Show More Search Options

Add Attachment

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.										

Table Diagnostics

ORACLE iSupplier Portal

Supplier HomeOrdersShipmentsPlanningFinanceProductAdministrationAssessmentsManage Supplier Broker

Profile Management

Add Attachment

AddDesktop File/ Text/ URL

CancelAdd AnotherApply

Attachment Summary Information

Title

Description

CategoryFrom Supplier

Define Attachment

TypeFileURLShort TextLong Text

Choose FileNo file chosen

❖ ORGANIZATION

Organization page will allow you to enter and manage your organization information like DUNS number, year of establishment, employee numbers AND TAX AND FINANCIAL INFORMATION.

The screenshot displays the Oracle iSupplier Portal interface. The top navigation bar includes 'Supplier Home', 'Orders', 'Shipments', 'Planning', 'Finance', 'Production', 'Administration' (highlighted with a red box), 'Assessments', and 'Manage Supplier Broker'. The left sidebar lists 'Profile Management' options: General, Company Profile, Organization (highlighted with a red box), Address Book, Contact Directory, Business Classifications, Product & Services, Banking Details, Payment & Invoicing, and Surveys. The main content area is titled 'Organization' and contains several sections: 'General' with fields for D-U-N-S Number (123456987), Legal Structure, Principal Name, Year Established, Incorporation Year (2020), Control Year, Mission Statement, Chief Executive Name, Chief Executive Title, and Principal Title; 'Total Employees' with Organization Total, Organization Total Type, Corporate Total, and Corporate Total Type; and 'Tax and Financial Information' with Taxpayer ID, Tax Registration Num, VAT Number, Fiscal Year End, Analysis Year, Currency Preference, Annual Revenue, and Potential Revenue. The bottom right of the form has a 'For next fiscal year' label. The top right of the page shows the user is logged in as JOSEPH3@GMAIL11.COM.

❖ ADDRESS

You can add, remove, or update the Address of your business locations on this page. Any change/ update in Address would be subject to review by CBE Supplier Administrator. Following Steps are required to create new address.

ORACLE iSupplier Portal

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Surveys

Create | ***

Address Name ▲	Address Details	Country ▲	Status ▲	Update	Remove
Sub City	Wereda Addisa Ababa	Ethiopia	Current		
street 1	ADDIS ABABA Addisa Ababa	Ethiopia	Current		

Table Diagnostics

ORACLE iSupplier Portal

Administration: Profile Management: Address Book >

Create Address Cancel Save

* Indicates required field

Supplier Name CBE test new Supplier

Country Ethiopia

Address Name **test**

Address Line 1 cbe street

Address Line 2

Address Line 3

Address Line 4

City

County

State

Province

Postal Code

Supplier Number 62374

Phone Area Code

Phone Number

Fax Area Code

Fax Number

Email Address

☒ Purchasing Address

☒ Payment Address

☐ RFQ Only Address

Address Purpose

+ ***

Purpose	Remove
No results found.	

Table Diagnostics

Note

Note

Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information.

1. Click on 'Create' button to add a new address.
2. Click on 'Update' (pencil icon) to update an existing address.
3. Click on 'Remove' icon to remove/delete an address.

❖ CONTACT PERSON

As an Admin user, you may add or remove users from your organization so they can have access or denied access to i-supplier portal.

ORACLE iSupplier Portal

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Contact Directory : Active Contacts

Create ***

First Name	Last Name	Supplier Name	Phone Number	Email	Status	User Account	Addresses	Update
	david	CBE test new Supplier		david@gmail1.com	Current			
Joseph	M	CBE test new Supplier	09-355464-464	Joseph3@gmail11.com	Current	✓		

▶ **Contact Directory : Inactive Contacts**

Table Diagnostics

1. Click on 'Create' button to add a new contact person.
2. Click on 'Addresses' icon to link contact with your business address.

ORACLE iSupplier Portal

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Contact Directory : Active Contacts

Create ***

First Name	Last Name	Supplier Name	Phone Number	Email	Status	User Account	Addresses	Update
	david	CBE test new Supplier		david@gmail1.com	Current			
Joseph	M	CBE test new Supplier	09-355464-464	Joseph3@gmail11.com	Current	✓		

▶ **Contact Directory : Inactive Contacts**

Table Diagnostics

❖ BUSINESS CLASSIFICATION (CERTIFICATES)

You can check 'Applicable' for all the Classification (Certifications) that are appropriate/applicable to your business.

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Business Classifications

Cancel Save

Certification

☐ I certify that I have reviewed the classification below and they are current and accurate.

Last Certified 23-Dec-2024 By Joseph M

TIP Date format example: 17-Jan-2025

Rows 1 to 45

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
12 Local Government	☒		Cert56	Agency 02	31-Dec-2025
05 Alaskan Native Corporation Owned Firm	☐				
1A Minority Institutions	☐				
1B Tribally Owned Firm	☐				
1D Small Agricultural Cooperative	☐				
20 Foreign Owned and Located	☐				
27 Small Disadvantaged Business	☐				
2F State Government	☐				
2R Federal Government	☐				
2U Other Not for Profit Organization	☐				
2X For-Profit Organization	☐				
31 Tribal Government	☐				
6D Domestic Shelter	☐				
77 Service Provider	☐				
80 Hospital	☐				

Table Diagnostics

Activate Windows
Go to Settings to activate Windows.

Cancel Save

❖ PRODUCT AND SERVICES

Add all the product and services that are appropriate/applicable to your business

1. Click on 'Add' button to add a new Product and Services.
2. Click on 'Remove' button to remove existing Product and Services.

ORACLE iSupplier Portal

Supplier HomeOrdersShipmentsPlanningFinanceProductAdministrationAssessmentsManage Supplier Broker

Profile Management

GeneralCompany ProfileOrganizationAddress BookContact DirectoryBusiness ClassificationsProduct & ServicesBanking DetailsPayment & InvoicingSurveys

Products and Services

RemoveAdd***

Code	Products and Services	Date Added	Approval Status	View Sub-Category
ELECTRIC.ACCESSORIES	ELECTRIC.ACCESSORIES	23-Dec-2024	Approved	
ELECTRIC.BREAKER	ELECTRIC.BREAKER	23-Dec-2024	Approved	

Table Diagnostics

ORACLE iSupplier Portal

AdministrationProfile ManagementProduct & Services >

Add Products and Services : : (CBE test new Supplier)

CancelApply

Browse All Products & Services

Search for Specific Product & Service

Code	Products and Services	View Sub-Categories	Applicable
ATM&POS	ATM&POS		☐ Applicable
ELECTRIC	ELECTRIC		☐ Applicable
EQUIPMENT	EQUIPMENT		☐ Applicable
FUEL&LUBRICA...	FUEL&LUBRICANT		☐ Applicable
FURNITURE	FURNITURE		☐ Applicable
GENERATOR SPARE	GENERATOR SPARE		☐ Applicable
IT HARDWARE	IT HARDWARE		☐ Applicable
LICENSE	LICENSE		☐ Applicable
MEDICAL SUPPLIES	MEDICAL SUPPLIES		☐ Applicable
MEDICINE	MEDICINE		☐ Applicable

Table Diagnostics

ORACLE iSupplier Portal

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Administration: Profile Management: Product & Services

Add Products and Services: ATM&POS :ATM&POS (CBE test new Supplier)

Cancel

Apply

Code Products and Services		View Sub-Categories	Applicable
ATM	ATM		☒ Applicable
POS	POS		☐ Applicable

Table Diagnostics

Return to Parent Category

ORACLE iSupplier Portal

Confirmation

The following Product and Service categories have been added to your profile.

- ATM&POS.ATM

Return to Products and Services

❖ BANKING DETAILS

To simplify the process of capturing bank account related details and to improve data quality, you can create and maintain your own bank account details and assign these accounts to multiple addresses within your company.

The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes links for Supplier Home, Orders, Shipments, Planning, Finance, Product, **Administration** (highlighted with a red box), Assessments, and Manage Supplier Broker. The left sidebar lists various management sections: General, Company Profile, Organization, Address Book, Contact Directory, Business Classifications, Product & Services, **Banking Details** (highlighted with a red box), Payment & Invoicing, and Surveys. The main content area is titled 'General' and displays supplier information: Organization Name (CBE test new Supplier), Supplier Number (62374), DUNS Number (123456987), Tax Registration Number, Alias, Parent Supplier Name, Taxpayer ID, Parent Supplier Number, and Country of Tax Registration. Below this is an 'Attachments' section with a search bar and a 'Go' button. A table titled 'Add Attachment' is shown with columns: Seq, Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, Delete, and Publish to Catalog. The table currently contains no data, with a message 'No results found.' and a 'Table Diagnostics' link.

Oracle iSupplier Portal

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Surveys

General

Organization Name CBE test new Supplier

Supplier Number 62374

DUNS Number 123456987

Tax Registration Number

Alias

Parent Supplier Name

Taxpayer ID

Parent Supplier Number

Country of Tax Registration

Attachments

Search

Note that the search is case insensitive

Title **Go**

Show More Search Options

Add Attachment

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.										

Table Diagnostics

ORACLE iSupplier Portal

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Banking Details

ViewGeneral AccountsGo

TIP Data format example: 17-Jan-2025

AddCreate***

Details	Account Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Status	Update
	35325323536		Ethiopian Birr	Commercial Bank of Ethiopia	23-Dec-2024		1	⬆	⬇	New	✎

Table Diagnostics

Table Diagnostics

Table Diagnostics

CancelSave

ORACLE iSupplier Portal

Administration: Profile Management: Banking Details >

Create Bank Account

CancelSave

* Indicates required field

* CountryEthiopia

☒ Account is used for foreign payments

Account definition must include bank and branch information.

Bank

Existing Bank

New Bank

Bank Name

Bank Number

Tax Payer ID

Show Bank Details

Branch

Existing Branch

New Branch

Branch Name

Branch Number

BIC

Branch TypeABA

Show Branch Details

Bank Account

Account Number

Check Digits

IBAN

Account Name

Currency

Account StatusNew

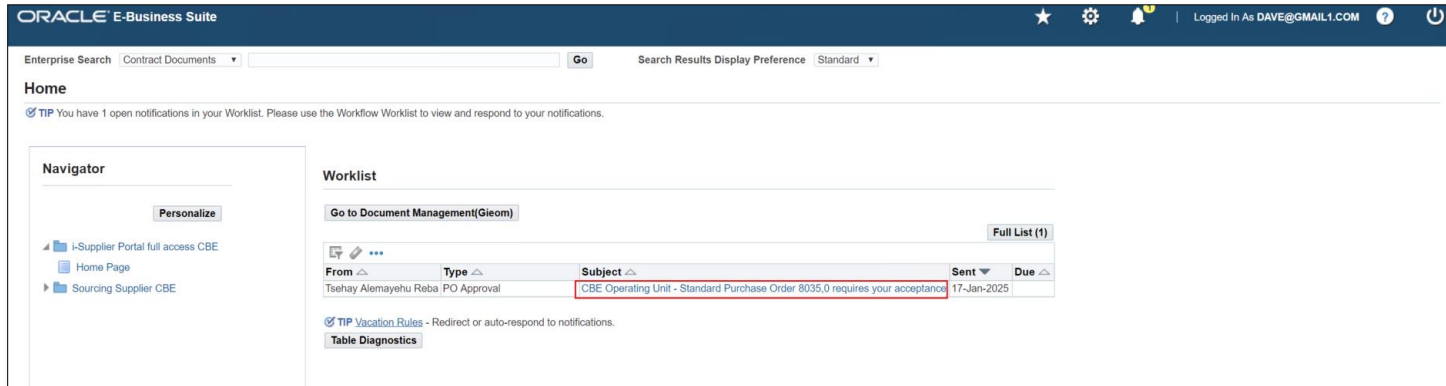
Show Account Details

Comments

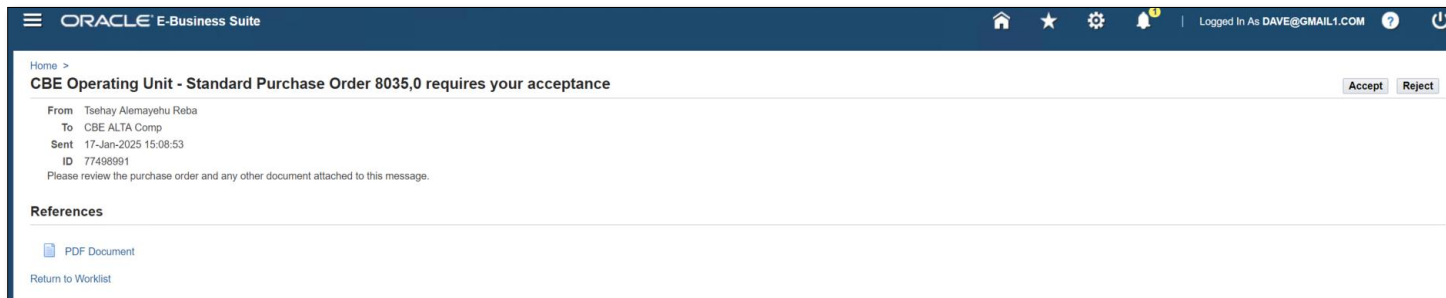
Note to Buyer

3. PURCHASE ORDER ACKNOWLEDGING PROCESS.

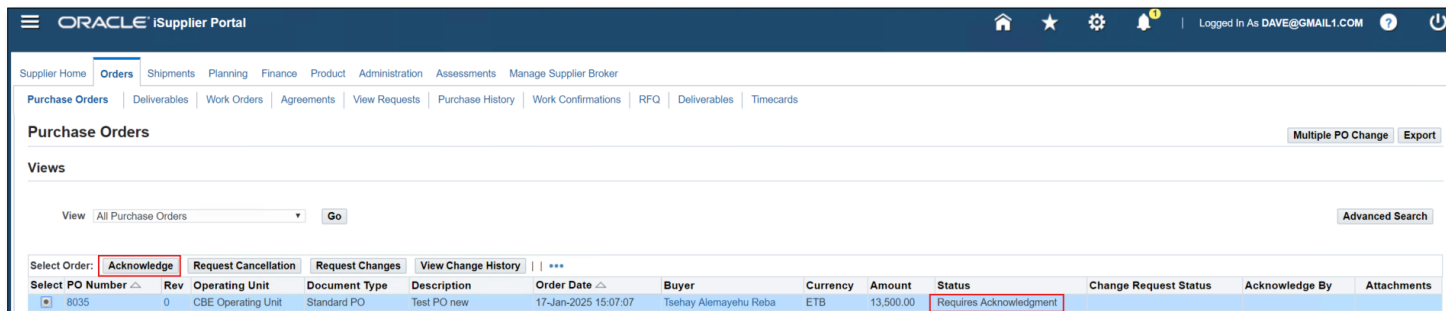
1. Once the PO is Approved, Supplier will receive acknowledgment notification in supplier portal. This is done if the buyer allows you to acknowledgement the PO.



If you click on the above notification the following page will be displayed.



2. Select the PO number and click on Acknowledge button



3. Accept the entire order and click on GO.

Supplier Home **Orders** Shipments Planning Finance Product Administration Assessments Manage Supplier Broker

Purchase Orders Deliverables Work Orders Agreements View Requests Purchase History Work Confirmations RFQ Deliverables Timecards

Orders: Purchase Orders >
Acknowledge for Standard Purchase Order : 8035,0 (Total ETB 13,500.00)
Currency=ETB

Cancel Export **Actions** Accept Entire Order Go

Order Information

General Information

Total 13,500.00
Supplier CBE ALTA Comp
Supplier Site street 1
Address Wereda
Addis Ababa
Buyer Tesfay Alemayehu Reba
Order Date 17-Jan-2025 15:07:07
Description Test PO new
Status Requires Acknowledgment
Note to Supplier
Sourcing Document
Organization CBE Operating Unit
Supplier Order Number
Attachments None

Terms and Conditions

Payment Terms 30 DAYS
Carrier
FOB
Freight Terms
Shipping Control
Ship-To Address
Address
Bill-To Address
Address
Addis Ababa City
Administration
Kirkos Sub-City Administration
Addis Ababa, 255

Related Information

Receipts
Invoices
Payments

PO Details

☒ TTP Click on the Show link to view shipment details of a line.
Show All Hide All

Details Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Linked Attributes	Status	Global Agreement	Supplier Config ID	Attachments	Reason
1	Goods	FMVP00013			BATTERY CLAMP +VE / -VE	Each	10	1350	13,500.00						Open				

Shipments

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
1	Fleet Maintenance Inventory	10	1350			13,500.00		17-Jan-2025 14:54:52					Requires Acknowledgment			

Activate Windows
Go to Settings to activate Windows.

4. Click on Submit.

ORACLE iSupplier Portal

Supplier Home **Orders** Shipments Planning Finance Product Administration Assessments Manage Supplier Broker

Purchase Orders Deliverables Work Orders Agreements View Requests Purchase History Work Confirmations RFQ Deliverables Timecards

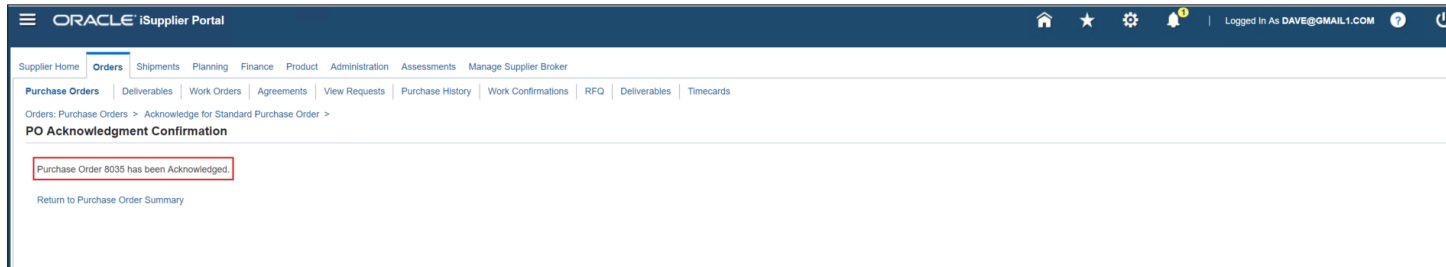
Order: Purchase Orders > Acknowledge for Standard Purchase Order >
Acknowledge Purchase Order 8035

Cancel **Submit**

Description Test PO new
Currency ETB
Amount 13,500.00
Order Date 17-Jan-2025 15:07:07
Action Accept
Note to Buyer

Cancel Submit

5. Confirmation message will pop up.



6. PURCHASE ORDER REQUEST CHANGE PROCESS

1. Navigate to Purchase Order page.
2. Click on PO number on which you want to request the change order.
3. Select the PO and click on Request change button.

Oracle iSupplier Portal

Supplier Home **Orders** Shipments Planning Finance Product Administration Assessments Manage Supplier Broker

Purchase Orders Deliverables Work Orders Agreements View Requests Purchase History Work Confirmations RFQ Deliverables Timecards

Purchase Orders Multiple PO Change Export

Views

View All Purchase Orders Go Advanced Search

Select Order: **Acknowledge** **Request Cancellation** **Request Changes** View Change History | | ***

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
7972	0	CBE Operating Unit	Standard PO	test complex PO 1	14-Jan-2025 10:07:01	Tsehay Alemayehu Reba	ETB	130,000.00	Open			
7985	0	CBE Operating Unit	Standard PO	service PO	20-Dec-2024 14:41:45	Tsehay Alemayehu Reba	ETB	10,000.00	Open			
7984	0	CBE Operating Unit	Standard PO	service PO	19-Dec-2024 12:31:51	Tsehay Alemayehu Reba	ETB	10,000.00	Open			
7982	0	CBE Operating Unit	Standard PO	Complex PO services	18-Dec-2024 14:39:00	Tsehay Alemayehu Reba	ETB	10,000.00	Open			
7978	0	CBE Operating Unit	Standard PO	Test PO	18-Dec-2024 09:57:32	Tsehay Alemayehu Reba	ETB	10,000.00	Open			
7976	0	CBE Operating Unit	Standard PO	Test	17-Dec-2024 17:24:28	Tsehay Alemayehu Reba	ETB	15,000.00	Open			
7970	0	CBE Operating Unit	Standard PO	Test PO	16-Dec-2024 16:04:26	Tsehay Alemayehu Reba	ETB	13,500.00	Open			

Table Diagnostics

Oracle iSupplier Portal

Supplier Home **Orders** Shipments Planning Finance Product Administration Assessments Manage Supplier Broker

Purchase Orders Deliverables Work Orders Agreements View Requests Purchase History Work Confirmations RFQ Deliverables Timecards

Orders: Purchase Orders >

Request Changes for CBE Complex PO : 7972,0 (Total ETB 130,000.00) Cancel Save Submit Export Actions Cancel Entire Order Go

Currency=ETB

Order Information

General Information

Total 130,000.00

Supplier CBE ALTA Comp

Supplier Site street 1

Address Wereda

Addisa Ababa,

Buyer Tsehay Alemayehu Reba

Order Date 14-Jan-2025 10:07:01

Description test complex PO 1

Status Open

Note to Supplier

Sourcing Document

Organization CBE Operating Unit

Supplier Order Number

Attachments None

Terms and Conditions

Payment Terms 30 DAYS

Carrier

FOB

Freight Terms

Shipping Control

Work Location

Address

Bill-To Location

Address

Addis Ababa City

Administration

Kirkos Sub-City Administration

Addis Ababa, 255

Summary

Total	130,000.00
Approved	0.00
Billed	0.00
Advance Billed	0.00
Progress Payment	0.00

Addisa Ababa,

Buyer

Tsehay Alemayehu

Reba

Order Date

14-Jan-2025 10:07:01

Description

test complex PO 1

Status

Open

Note to Supplier

Sourcing Document

Organization

CBE Operating Unit

Supplier Order Number

Attachments

None

Shipping Control

Work Location

Address

Bill-To Location

Address

Addis Ababa City

Administration

Kirkos Sub-City Administration

Addis Ababa, 255

PO Details

TIP

To split a pay item, use the split icon in the hidden table. To change or cancel a specific pay item, select the action from the hidden table.

Show All Hide All

Details

Line

Type

Item/Job

Item Revision

Supplier Item

Description

UOM

Qty

Price

Amount

Advance Amount

Advance Note to Paid Supplier

Contractor Name

Linked Attributes

Status

Global Agreement

Supplier Config ID

Attachments

Reason

1

Fixed Price Services

Test 1

10000

10,000.00

1000

Open

Progress Payment

Pay Item

Type

Description

Work Location

Owner

UOM

Qty

Value(%)

Price

Quantity Received

Amount Ordered

Approved

Promised Date

Need-By Date

Payment Status

Supplier Order Line

Discount (%)

Start Effective Date

End Effective Date

Status

Attachments

Split

Reason

Action

1

Lump Sum

Test 1

Fleet Maintenance Inventory

12000

10000

Open

Change

2

Services -Quantity based

10

12000

120,000.00

Open

Table Diagnostics

Activate Windows

Go to Settings to activate Windows.

Additional Change Requests

- Make the changes on the PO for example price, quantity and mention the change reason
- Click on Save and Submit the PO.
- Confirmation message will pop up for the PO that has been submitted for approval.

ORACLE iSupplier Portal

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Purchase Orders

Deliverables

Work Orders

Agreements

View Requests

Purchase History

Work Confirmations

RFQ

Deliverables

Timecards

Orders: Purchase Orders >

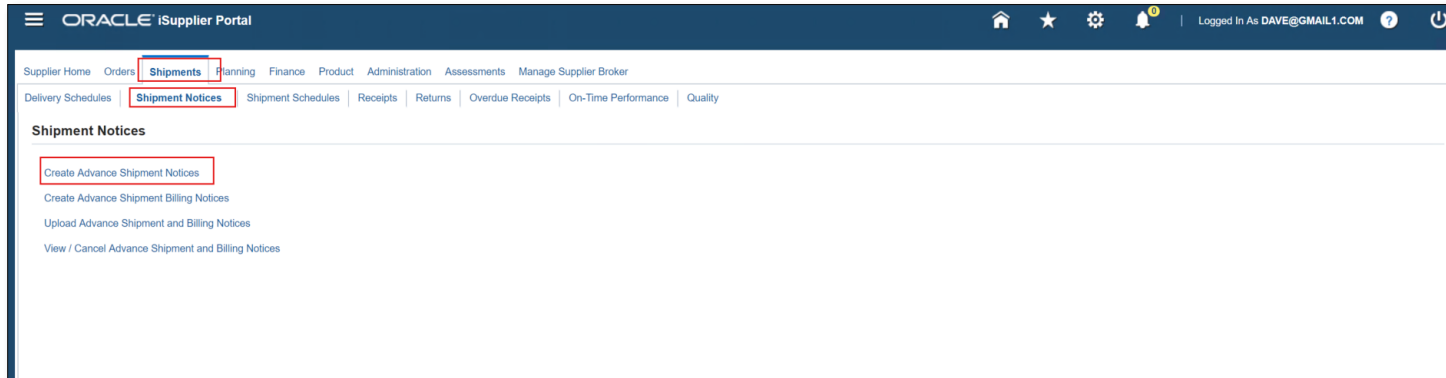
Change Order Confirmation

Change Request for Purchase Order 7972 has been submitted for approval.

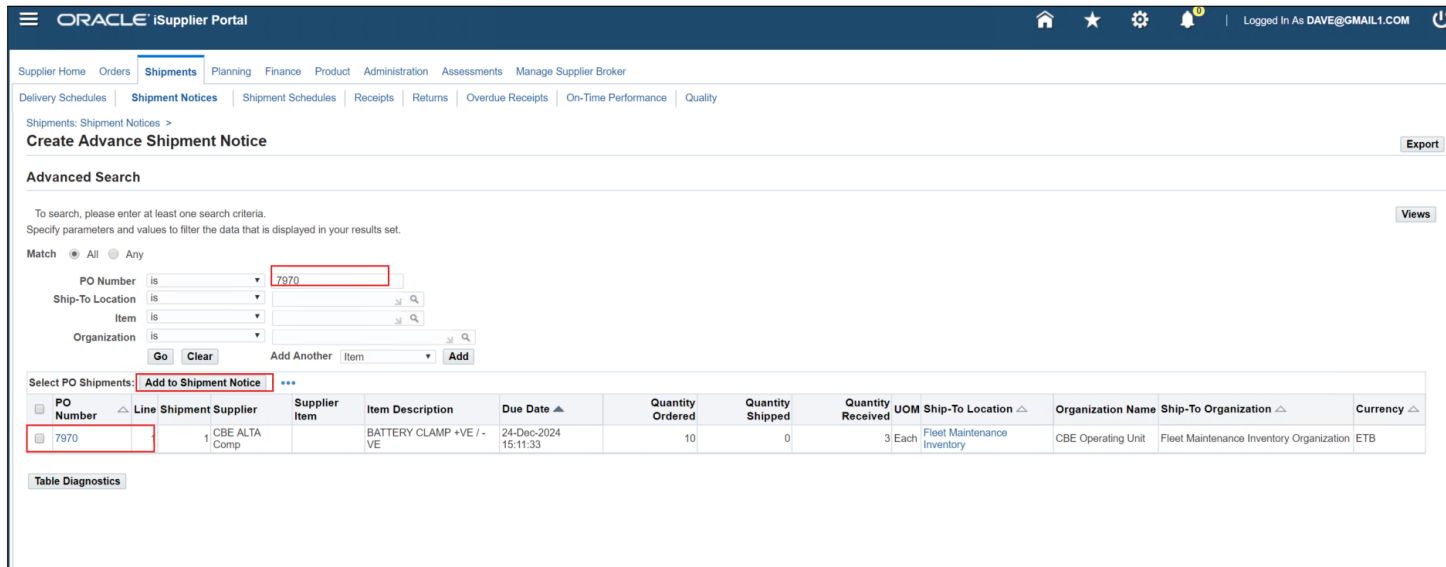
Return to Purchase Order Summary

7. ADVANCE SHIPMENT NOTICES (ASN) CREATION PROCESS.

1. Navigate to Shipments page.
2. Click on Shipment notice and select Create advance shipment notices action



3. Select the PO and then click on Add to shipment notice.



4. Under the shipment header tab mention all the required details.

ORACLE iSupplier Portal

Supplier Home Orders **Shipments** Planning Finance Product Administration Assessments Manage Supplier Broker

Delivery Schedules **Shipment Notices** Shipment Schedules Receipts Returns Overdue Receipts On-Time Performance Quality

Shipments: Shipment Notices >

Create Advance Shipment Notice Cancel Add Shipments Preview Submit

Shipment Header Shipment Lines

Shipment Information

* Indicates required field

* Shipment Number shipment1 * Shipment Date 17-Jan-2025 12:29:18
 * Expected Receipt Date 17-Jan-2025 12:29:15 Note: Shipment Date cannot be later than today
 Example: 17-Jan-2025 12:29:03

Freight Information

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

[Return to Shipments: Shipment Notices](#)

5. Under the Shipment line tabs mention the quantity to be shipped. And click on submit.

ORACLE iSupplier Portal

Supplier Home Orders **Shipments** Planning Finance Product Administration Assessments Manage Supplier Broker

Delivery Schedules **Shipment Notices** Shipment Schedules Receipts Returns Overdue Receipts On-Time Performance Quality

Shipments: Shipment Notices >

Create Advance Shipment Notice Cancel Add Shipments Preview Submit

Shipment Header **Shipment Lines**

Shipment Line Defaults

Enter Shipment Line Defaults and click Default to All Lines to copy to all shipment lines.

Packing Slip Container Number
 Country Of Origin Truck Number
 Bar Code Label Comments
 Default to All Lines

Shipments in Advance Shipment Notice

 Show All Details | Hide All Details

Details	PO Number	Line	Line	Shipment	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	LPN/Lot/Serial	Add Attachments	Split	Remov
▶	7970	1	1			BATTERY CLAMP +VE / -VE	24-Dec-2024 15:11:33	10	3	Each	1	Fleet Maintenance Inventory		+		

[Table Diagnostics](#)

[Return to Shipments: Shipment Notices](#)

6. A confirmation message will pop up showing the ASN has been submitted

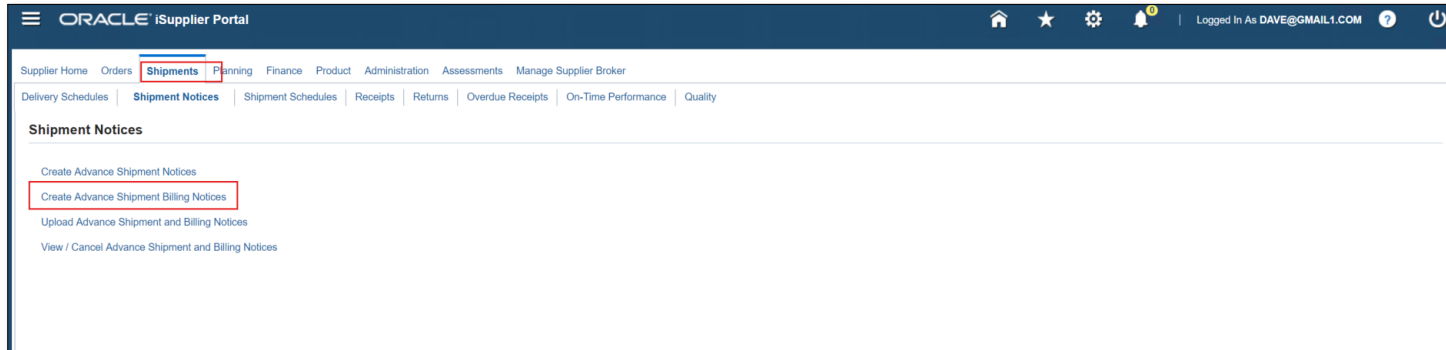
Advance Shipment Notice Confirmation

Your Advance Shipment Notice shipment1 has been submitted.

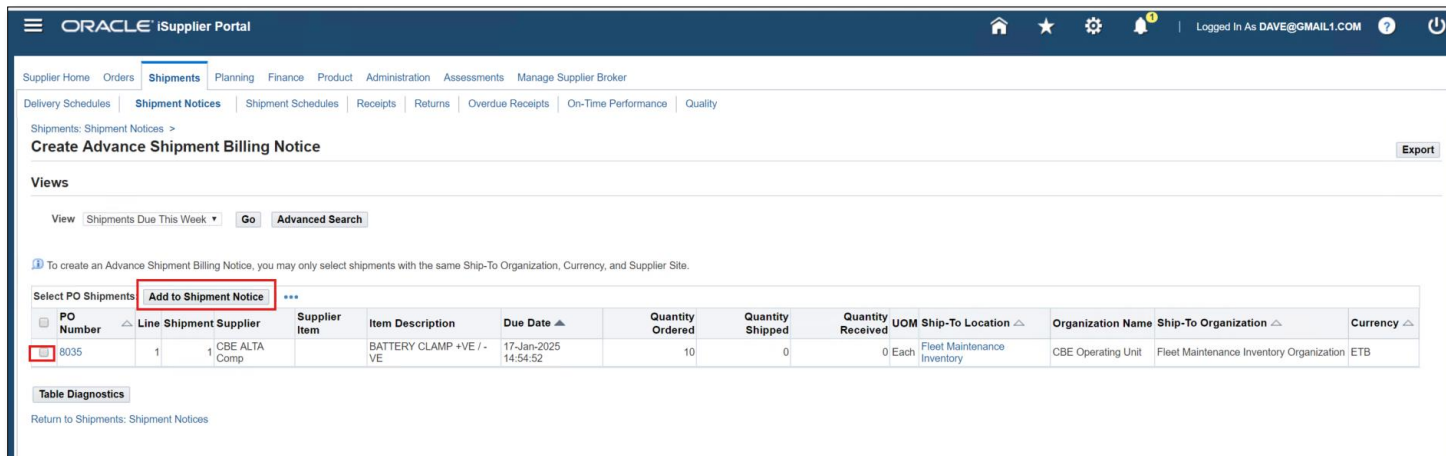
[Return to Advance Shipment Notices](#)

8. ADVANCE SHIPMENT BILLING NOTICES (ASBN) CREATION PROCESS

1. Navigate to Shipment page and click on Shipment notices.
2. Select the option as Create Advance shipment billing notices.



3. Select the PO number and click on add to shipment.



ORACLE iSupplier Portal

Supplier Home Orders **Shipments** Planning Finance Product Administration Assessments Manage Supplier Broker

Delivery Schedules | **Shipment Notices** | Shipment Schedules | Receipts | Returns | Overdue Receipts | On-Time Performance | Quality

Shipments: Shipment Notices >

Create Advance Shipment Billing Notice

Export

Views

View Shipments Due This Week Go **Advanced Search**

To create an Advance Shipment Billing Notice, you may only select shipments with the same Ship-To Organization, Currency, and Supplier Site.

Select PO Shipments: **Add to Shipment Notice** ***

PO Number	Line	Shipment Supplier	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Shipped	Quantity Received	UOM	Ship-To Location	Organization Name	Ship-To Organization	Currency
8035	1	1 CBE ALTA Comp		BATTERY CLAMP +VE / - VE	17-Jan-2025 14:54:52	10	0	0	Each	Fleet Maintenance Inventory	CBE Operating Unit	Fleet Maintenance Inventory Organization	ETB

Table Diagnostics

Return to Shipments: Shipment Notices

4. Under header Tab provide the shipment and invoice details.

ORACLE iSupplier Portal

Supplier Home Orders **Shipments** Planning Finance Product Administration Assessments Manage Supplier Broker

Delivery Schedules | **Shipment Notices** | Shipment Schedules | Receipts | Returns | Overdue Receipts | On-Time Performance | Quality

Shipments: Shipment Notices > Create Advance Shipment Billing Notice >

Create Advance Shipment Billing Notices

Cancel Add Shipments Preview Submit

Shipment Header Shipment Lines

Shipment Information

* Indicates required field

* Shipment Number ASBN8035

* Expected Receipt Date 18-Jan-2025 15:11:57 Example: 17-Jan-2025 15:11:28

* Shipment Date 17-Jan-2025 15:12:07 Note: Shipment Date cannot be later than today

Freight Information

Freight Terms Number of Containers Waybill/Airbill Number Packaging Code Tar Weight Net Weight Comments

Freight Carrier Bill of Lading Packing Slip Special Handling Code Tar Weight UOM Net Weight UOM

Billing Information

* Indicates required field

* Invoice Number INV8035

* Invoice Date 08-Jan-2024

* Invoice Amount 13500

Payment Terms Currency ETB

Freight Amount Tax Amount

Activate Windows

5. Under Shipment line mention the quantity to be shipped.

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Shipments: Shipment Notices > Create Advance Shipment Billing Notice >

Create Advance Shipment Billing Notices

Cancel

Add Shipments

Preview

Submit

Shipment Header

Shipment Lines

Shipment Line Defaults

Enter Shipment Line Defaults and click Default to All Lines to copy to all shipment lines.

Packing Slip

Country Of Origin

Bar Code Label

Container Number

Truck Number

Comments

Default to All Lines

Shipments in Advance Shipment Notice

Show All Details | Hide All Details

Details	PO Number	Line	Line	Shipment	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	Taxable Flag	LPN/Lot/Serial	Add Attachments	Split	Remove
	8035	1	1			BATTERY CLAMP +VE / -VE	17-Jan-2025 14:54:52	10	0	Each	10	Fleet Maintenance Inventory	N			+	

Packing Slip

Bar Code Label

Container Number

Truck Number

Country of Origin

Comments

Table Diagnostics

Return to Create Advance Shipment Billing Notice

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Advance Shipment Notice Information

Cancel

Back

Submit

Shipment Information

Shipment NumberASBN8035

Shipment Date17-Jan-2025 15:12:07

Expected Receipt Date18-Jan-2025 15:11:57

Freight Information

Freight Terms

Ship-From Location Code

Number of Containers

Waybill/Airbill Number

Packing Code

Tar Weight

Net Weight

Comments

Freight Carrier

Bill of Lading

Packing Slip

Special Handling Code

Tar Weight UOM

Net Weight UOM

Billing Information

Invoice NumberINV8035

Invoice Date08-Jan-2024

Invoice Amount13500

Payment Terms

Tax Amount

CurrencyETB

Remit To Site

Namestreet 1

AddressWereda

Addisa Ababa,

ET

Bank Account

Shipment Lines

Activate Windows

Go to Settings to activate Windows.

6. A confirmation message will pop up.

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Shipment Schedules

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Overdue Receipts

On-Time Performance

Quality

Advance Shipment Notice Confirmation

Your Advance Shipment Billing Notice ASBN8035 has been submitted.

Return to Advance Shipment Notices

9. SUPPLIER WORK CONFIRMATION THROUGH i-SUPPLIER.

Creating the Work Confirmation.

The screenshot shows the Oracle iSupplier Portal interface. The 'Orders' tab is selected in the top navigation bar. Below it, the 'Purchase Orders' section is active. A 'Views' dropdown menu is set to 'All Purchase Orders'. The main table displays a list of purchase orders with columns: Select PO Number, Rev, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Change Request Status, Acknowledge By, and Attachments. The table contains several rows of data, with the first row (PO 7972) highlighted in blue. A 'Table Diagnostics' button is visible at the bottom left of the table area.

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
7972	0	CBE Operating Unit	Standard PO	test complex PO 1	14-Jan-2025 10:07:01	Tsehay Alemayehu Reba	ETB	130,000.00	Open	Supplier Change Pending		
7985	0	CBE Operating Unit	Standard PO	service PO	20-Dec-2024 14:41:45	Tsehay Alemayehu Reba	ETB	10,000.00	Open			
7984	0	CBE Operating Unit	Standard PO	service PO	19-Dec-2024 12:31:51	Tsehay Alemayehu Reba	ETB	10,000.00	Open			
7982	0	CBE Operating Unit	Standard PO	Complex PO services	18-Dec-2024 14:39:00	Tsehay Alemayehu Reba	ETB	10,000.00	Open			
7978	0	CBE Operating Unit	Standard PO	Test PO	18-Dec-2024 09:57:32	Tsehay Alemayehu Reba	ETB	10,000.00	Open			
7976	0	CBE Operating Unit	Standard PO	Test	17-Dec-2024 17:24:28	Tsehay Alemayehu Reba	ETB	15,000.00	Open			
7970	0	CBE Operating Unit	Standard PO	Test PO	16-Dec-2024 16:04:26	Tsehay Alemayehu Reba	ETB	13,500.00	Open			

1. Click on the Orders tab.
2. The view will default to All Purchase Orders. Click the drop down box to refine the results view.

This screenshot is similar to the previous one, but with the 'Purchase Orders' tab highlighted in the top navigation bar. In the 'Views' dropdown menu, the 'All Purchase Orders' option is selected. The main table displays the same list of purchase orders. The row for PO 7985 is highlighted in blue, and a red box is drawn around the '7985' value in the 'Select PO Number' column. A 'Table Diagnostics' button is visible at the bottom left of the table area.

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
7972	0	CBE Operating Unit	Standard PO	test complex PO 1	14-Jan-2025 10:07:01	Tsehay Alemayehu Reba	ETB	130,000.00	Open	Supplier Change Pending		
7985	0	CBE Operating Unit	Standard PO	service PO	20-Dec-2024 14:41:45	Tsehay Alemayehu Reba	ETB	10,000.00	Open			
7984	0	CBE Operating Unit	Standard PO	service PO	19-Dec-2024 12:31:51	Tsehay Alemayehu Reba	ETB	10,000.00	Open			
7982	0	CBE Operating Unit	Standard PO	Complex PO services	18-Dec-2024 14:39:00	Tsehay Alemayehu Reba	ETB	10,000.00	Open			
7978	0	CBE Operating Unit	Standard PO	Test PO	18-Dec-2024 09:57:32	Tsehay Alemayehu Reba	ETB	10,000.00	Open			
7976	0	CBE Operating Unit	Standard PO	Test	17-Dec-2024 17:24:28	Tsehay Alemayehu Reba	ETB	15,000.00	Open			
7970	0	CBE Operating Unit	Standard PO	Test PO	16-Dec-2024 16:04:26	Tsehay Alemayehu Reba	ETB	13,500.00	Open			

3. Locate the Purchase Order to review. Click the Purchase Order number hyperlink to view Order Information and Purchase Order Details.
4. The Purchase Order Information and Details will populate.

ORACLE iSupplier Portal

Supplier Home **Orders** Shipments Planning Finance Product Administration Assessments Manage Supplier Broker

Purchase Orders Deliverables Work Orders Agreements View Requests Purchase History Work Confirmations RFQ Deliverables Timecards

Orders: Purchase Orders >
Complex PO: 7985, 0 (Total ETB 10,000.00)
 Currency= ETB

Actions: **Request Changes** Go Export

Order Information

General	Terms and Conditions	Summary
Total 10,000.00 Supplier CBE ALTA Comp Supplier Site street 1 Supplier Contact Address Wereda Addisa Ababa, Buyer Tsehay Alemayehu Reba Order Date 20-Dec-2024 14:41:45 Description service PO Status Open Note to Supplier Operating Unit CBE Operating Unit Sourcing Document Supplier Order Number Attachments 1	Payment Terms 30 DAYS Carrier FOB Freight Terms Shipping Control Work Location Address Bill-To Location Address Addis Ababa City Administration Kirkos Sub-City Administration Addis Ababa, 255	Total 10,000.00 Approved 0.00 Billed 0.00 Advance Billed 0.00 Progress Payment 0.00

PO Details

Show All Details | Hide All Details

Details	Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Linked Attributes	Amount	Advance Amount	Advance Billed	Maximum Retainage Amount	Retainage Rate (%)	Status	Attachments	Reason
▶	1	Fixed Price Services			Service Item			10000		10,000.00	1,000.00		1,000.00	10	Open		

5. The following Actions are available from the drop down list of values. Click on the LOV and choose the Work Confirmation and Press Go

ORACLE iSupplier Portal

Supplier Home **Orders** Shipments Planning Finance Product Administration Assessments Manage Supplier Broker

Purchase Orders Deliverables Work Orders Agreements View Requests Purchase History Work Confirmations RFQ Deliverables Timecards

Orders: Purchase Orders >
Complex PO: 7985, 0 (Total ETB 10,000.00)
 Currency= ETB

Actions: Request Changes Request Changes Request Cancellation View Change History Printable View **Move/Deliverables** Create Work Confirmation View Work Confirmations View Related Contracts View Receipts View Invoices View Payments

Order Information

General	Terms and Conditions	Summary
Total 10,000.00 Supplier CBE ALTA Comp Supplier Site street 1 Supplier Contact Address Wereda Addisa Ababa, Tsehay Alemayehu Reba Buyer Order Date 20-Dec-2024 14:41:45 Description service PO Status Open Note to Supplier Operating Unit CBE Operating Unit Sourcing Document Supplier Order Number Attachments	Payment Terms 30 DAYS Carrier FOB Freight Terms Shipping Control Work Location Address Bill-To Location Address Addis Ababa City Administration Kirkos Sub-City Administration Addis Ababa, 255	Summary Total 10,000.00 Approved 0.00 Billed 0.00 Advance Billed 0.00 Progress Payment 0.00

PO Details

Show All Details | Hide All Details

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Linked Attributes	Amount	Advance Amount	Advance Billed	Maximum Retainage Amount	Retainage Rate (%)	Status	Attachments	Reason
1	Fixed Price Services			Service Item			10000		10,000.00	1,000.00		1,000.00	10	Open		

6. Select the Line number for which you need to create a work confirmation. Once done click on the next Button

ORACLE iSupplier Portal

Supplier Home **Orders** Shipments Planning Finance Product Administration Assessments Manage Supplier Broker

Purchase Orders Deliverables Work Orders Agreements View Requests Purchase History **Work Confirmations** RFQ Deliverables Timecards

Orders: Purchase Orders > View Order Details >
Create Work Confirmation (Complex PO: 7985)
 Currency=ETB

Ordered 10,000.00
 Approved 0.00
 Description service PO

Views

View: All Pay Items Go Advanced Search

Line	Pay Item	Description	Need-By Date	UOM	Ordered	Previous Requested/Delivered	Progress(%)
1	1	Service Line 1		ETB	5000	0	0
1	2	Service Line 1		Hour		0	0
1	3	Service Line 1		ETB	2600	0	0

Table Diagnostics

7. Enter the desired details and choose the Percentage of the work done. Also attach the documents where it is necessary to do so. Once done click on Submit Button.

ORACLE iSupplier Portal

Supplier Home **Orders** Shipments Planning Finance Product Administration Assessments Manage Supplier Broker

Purchase Orders Deliverables Work Orders Agreements View Requests Purchase History **Work Confirmations** RFQ Deliverables Timecards

Orders: Purchase Orders > View Order Details >

Create Work Confirmation (Complex PO: 7985) Cancel Back Save Preview Submit

* Indicates Required Field
Currency=ETB

Ordered 10,000.00
Approved 0.00

* Work Confirmation WC1
Comments

Description service PO
* Date 17-Jan-2025
Period of Performance 01-Jan-2025 To 17-Jan-2025

Work Confirmation Details

Add Pay Item ***

Line	Item	Description	Need-By Date	UOM	Price	Ordered	Previous		Current		Total		Attachments	Delete
							Requested/ Delivered	Progress (%)	Requested/ Delivered	Material Stored Amount	Progress (%)	Requested/ Delivered		
1	1	Service Line 1		ETB		5000	0	0	5000	5000	100	5000	100	

Table Diagnostics

8. After submitting the status will be processing. The NWC ERP validates the Work Confirmation and once validated changes to Pending Approval. After the Approval the status changes to Processed.

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Orders: Purchase Orders >

View Order Details >

Confirmation

Your Work Confirmation WC1 has been submitted.

Work Confirmations

Export

Views

View Last 25 Work Confirmations

Go

Advanced Search

Select Work Confirmation:

Update

Cancel

Select Work Confirmation ^	Date ▾	Period From	Period To	PO Number ^	Currency	Ordered	Previous Requested	Previous Delivered	Current Requested	Current Delivered	Total Progress (%)	Status
☐ WC1	17-Jan-2025 00:00:00	01-Jan-2025	17-Jan-2025	7985	ETB	10000	0	0	5000	0	50	Processing
☐ WC-01	19-Dec-2024 00:00:00	01-Dec-2024	15-Dec-2024	7984	ETB	10000	0	0	1000	0	10	Processed
☐ WC7982-1	18-Dec-2024 00:00:00	01-Dec-2024	15-Dec-2024	7982	ETB	10000	0	0	2500	0	25	Processed
☐ WC7978-1	18-Dec-2024 00:00:00	01-Dec-2024	18-Dec-2024	7978	ETB	10000	0	0	10000	0	100	Processed
☐ WC7976-1	17-Dec-2024 00:00:00	01-Dec-2024	15-Dec-2024	7976	ETB	15000	0	0	5000	0	33.33	Processed

Table Diagnostics

Status

Processing:

Select Work Confirmation ^	Date ▾	Period From	Period To	PO Number ^	Currency	Ordered	Previous Requested	Previous Delivered	Current Requested	Current Delivered	Total Progress (%)	Status
☐ WC1	17-Jan-2025 00:00:00	01-Jan-2025	17-Jan-2025	7985	ETB	10000	0	0	5000	0	50	Pending Approval

Processed:

☐ WC-01	19-Dec-2024 00:00:00	01-Dec-2024	15-Dec-2024	7984	ETB	10000	0	0	1000	0	10	Processed
-----------------------------	----------------------	-------------	-------------	------	-----	-------	---	---	------	---	----	-----------

Viewing the Work Confirmation.

1. Click on the Orders tab.

ORACLE iSupplier Portal

Supplier Home **Orders** Shipments Planning Finance Product Administration Assessments Manage Supplier Broker

Purchase Orders Deliverables Work Orders Agreements View Requests Purchase History **Work Confirmations** RFQ Deliverables Timecards

Confirmation
Your Work Confirmation WC1 has been submitted.

Work Confirmations [Export](#)

Views

View All Work Confirmations [Go](#) [Advanced Search](#)

Select Work Confirmation: [Update](#) [Cancel](#) [***](#)

Select Work Confirmation	Date	Period From	Period To	PO Number	Currency	Ordered	Previous Requested	Previous Delivered	Current Requested	Current Delivered	Total Progress (%)	Status
☐ WC1	17-Jan-2025 00:00:00	01-Jan-2025	17-Jan-2025	7985	ETB	10000	0	0	5000	0	50	Pending Approval
☐ WC-01	19-Dec-2024 00:00:00	01-Dec-2024	15-Dec-2024	7984	ETB	10000	0	0	1000	0	10	Processed
☐ WC7978-1	18-Dec-2024 00:00:00	01-Dec-2024	18-Dec-2024	7978	ETB	10000	0	0	10000	0	100	Processed
☐ WC7982-1	18-Dec-2024 00:00:00	01-Dec-2024	15-Dec-2024	7982	ETB	10000	0	0	2500	0	25	Processed
☐ WC7976-1	17-Dec-2024 00:00:00	01-Dec-2024	15-Dec-2024	7976	ETB	15000	0	0	5000	0	33.33	Processed

[Table Diagnostics](#)

2. Then Click on the Work Confirmations

ORACLE iSupplier Portal

Supplier Home **Orders** Shipments Planning Finance Product Administration Assessments Manage Supplier Broker

Purchase Orders Deliverables Work Orders Agreements View Requests Purchase History **Work Confirmations** RFQ Deliverables Timecards

Confirmation
Your Work Confirmation WC1 has been submitted.

Work Confirmations [Export](#)

Views

View All Work Confirmations [Go](#) [Advanced Search](#)

Select Work Confirmation: [Update](#) [Cancel](#) ***

Select Work Confirmation ^	Date ▼	Period From	Period To	PO Number ^	Currency	Ordered	Previous Requested	Delivered	Current Requested	Delivered	Total Progress (%)	Status
☐ WC1	17-Jan-2025 00:00:00	01-Jan-2025	17-Jan-2025	7985	ETB	10000	0	0	5000	0	50	Pending Approval
☐ WC-01	19-Dec-2024 00:00:00	01-Dec-2024	15-Dec-2024	7984	ETB	10000	0	0	1000	0	10	Processed
☐ WC7978-1	18-Dec-2024 00:00:00	01-Dec-2024	18-Dec-2024	7978	ETB	10000	0	0	10000	0	100	Processed
☐ WC7982-1	18-Dec-2024 00:00:00	01-Dec-2024	15-Dec-2024	7982	ETB	10000	0	0	2500	0	25	Processed
☐ WC7976-1	17-Dec-2024 00:00:00	01-Dec-2024	15-Dec-2024	7976	ETB	15000	0	0	5000	0	33.33	Processed

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3. Will show the list of Work Confirmations with the status

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Select Work Confirmation:

Update

Cancel

...

Table Diagnostics

10. SUPPLIER QUOTE RESPOND TO EMD RFQ.

1. Once the Request for quotation is published supplier will receive the notification to submit the quote.
2. Login to supplier portal
3. Navigate to sourcing and click on sourcing home page.
4. The supplier will see the active RFQ available to submit the quote.

ORACLE E-Business Suite

Enterprise Search | Contract Documents | Go | Search Results Display Preference | Standard

Home

☒ TIP You have 6 open notifications in your Worklist. Please use the Workflow Worklist to view and respond to your notifications.

Navigator

Personalize

Supplier Portal full access CBE

- Sourcing Supplier CBE
 - Sourcing
 - Sourcing Home Page
 - Worklist

Worklist

Go to Document Management(Gleom)

Full List (6)

From	Type	Subject	Sent	Due
Tsehay Alemayehu Reba	Sourcing Publish	Reminder: Please acknowledge intent to participate in RFQ 246804 (Test RFQ - Bank Guarantee)	06-Jan-2025	14-Jan-2026
Tsehay Alemayehu Reba	Sourcing Publish	Reminder: Please acknowledge intent to participate in RFQ 246803 (Test RFQ - Direct)	05-Jan-2025	31-Jan-2025
Tsehay Alemayehu Reba	Sourcing Publish	Reminder: Please acknowledge intent to participate in RFQ 246802 (Test RFQ - Bank)	05-Jan-2025	31-Jan-2025
Tsehay Alemayehu Reba	Sourcing Negotiation	Closed Early: RFQ 245807 (Test RFQ 1)	24-Dec-2024	
Tsehay Alemayehu Reba	Sourcing Negotiation	Closed Early: RFQ 245804 (Test RFQ 1)	24-Dec-2024	
Tsehay Alemayehu Reba	Sourcing Negotiation	Closed Early: RFQ 245803 (Test RFQ 1)	24-Dec-2024	

☒ TIP Vacation Rules - Redirect or auto-respond to notifications.

Table Diagnostics

ORACLE Sourcing

Home Star Settings Notifications Logged In As JOSEPH3@GMAIL11.COM

Negotiations Assessments

Search Open Negotiations Title Go

Welcome, Joseph M.

Your Active and Draft Responses

Press Full List to view all your company's responses. [Full List](#)

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
256371	Draft	Sub City	246805	Test RFQ - Direct Payment	RFQ	11 days 21 hours		0
255379	Active	Sub City	245806	Test RFQ 1	RFQ	0 seconds		1

[Table Diagnostics](#)

Your Company's Open Invitations [Full List](#)

Supplier Site	Negotiation Number	Title	Type	Time Left
Sub City	246802	Test RFQ - Bank	RFQ	13 days 21 hours
Sub City	246803	Test RFQ - Direct	RFQ	13 days 21 hours
Sub City	246804	Test RFQ - Bank Guarantee	RFQ	361 days 20 hours

[Table Diagnostics](#)

Quick Links

Manage **View Responses**

- Drafts
- Deliverables
- Personal Information
- Active
- Disqualified and Withdrawn
- Awarded
- Rejected

5. Click on Negotiation number.

6. Go to Action and select Pay/View EMD and click GO.

(Here the EMD method is Bank guarantee so supplier can just view the EMD status, In case of Direct Payment supplier has to click on Pay/View EMD status and click on GO then submit the EMD)

ORACLE Sourcing

Negotiations > RFQ: 246804

Title: Test RFQ - Bank Guarantee
 Status: Active (Locked)
 Time Left: 361 days 20 hours

Open Date: 03-Jan-2025 09:40:27
 Close Date: 14-Jan-2026 09:33:15

Header

Buyer: Reba, Tsehay
 Quote Style: Sealed
 Description: Test RFQ

Outcome: Standard Purchase Order
 Event: ☒ Enable EMD

Terms

Bill-To Address: Finance
 Ship-To Address: Facilities Management Transformation
 FOB

Payment Terms: 30 DAYS
 Carrier
 Freight Terms

Currency

RFQ Currency: ETB
 Price Precision: Any

EMD Details

Pay EMD Online

EMD Amount: 1000
 EMD Type: Bank Guarantee
 Additional EMD Information: Direct

EMD Due Date: 07-Jan-2025 10:35:43
 Bank Guarantee Expiry Days: 20

Actions: Pay/View EMD, Pay/View EMD, Acknowledge Participation, Create Quote, Online Discussions, View Quote History, Printable View, Export to Spreadsheet

Go

ORACLE Sourcing

Negotiations > RFQ: 245806 > EMD Transactions for RFQ 245806

Bank Guarantee should expire 90 Days after close of the Negotiation

Details	Supplier Name	Supplier Site	Supplier Contact	EMD Status	EMD Action	Descriptive Flexfield	View Errors	View EMD	Print Receipt
	CBE test new Supplier	Sub City	M, Joseph	Received				00	

Return To Negotiation Summary

Table Diagnostics

7. Go to Action and select Acknowledge Participation and click GO.

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Negotiations >

RFQ: 246804

Actions

Acknowledge Participation

Go

Title

Test RFQ - Bank Guarantee

Status

Active (Locked)

Time Left

361 days 20 hours

Open Date

03-Jan-2025 09:40:27

Close Date

14-Jan-2026 09:33:15

Header

Lines

Controls

Contract Terms

Buyer

Reba, Tsehay

Quote Style

Sealed

Description

Test RFQ

Outcome

Standard Purchase Order

Event

☒ Enable EMD

Bill-To Address

Finance

Ship-To Address

Facilities Management Transformation

FOB

Payment Terms

30 DAYS

Carrier

Freight Terms

Currency

RFQ Currency

ETB

Price Precision

Any

EMD Details

Pay EMD Online

EMD Amount

1000

EMD Type

Bank Guarantee

Additional EMD Information

Direct

EMD Due Date

07-Jan-2025 10:35:43

Bank Guarantee Expiry Days

20

Requirements

8. Select Yes and click on Apply.

ORACLE Sourcing

Negotiations Assessments

Negotiations > RFQ: 246804 >

Acknowledge Participation (RFQ 246804)

Supplier Site Sub City

Will your company participate? ☒ Yes ☐ No

Note to Buyer

Cancel Apply

9. Go to action and click on Create Quote.

ORACLE Sourcing

Negotiations Assessments

Negotiations >

RFQ: 246804

Actions Create Quote Go

Title Test RFQ - Bank Guarantee
 Status Active (Locked)
 Time Left 361 days 20 hours
 Open Date 03-Jan-2025 09:40:27
 Close Date 14-Jan-2026 09:33:15

Header Lines Controls Contract Terms

Buyer Reba, Tsehay
☒ Two-Stage RFQ
 Quote Style Sealed
 Description Test RFQ
 Outcome Standard Purchase Order
 Event ☒ Enable EMD

Terms

Bill-To Address Finance
 Ship-To Address Facilities Management Transformation
 FOB
 Payment Terms 30 DAYS
 Carrier
 Freight Terms

Currency

RFQ Currency ETB
 Price Precision Any

EMD Details

Pay EMD Online
 EMD Amount 1000
 EMD Type Bank Guarantee
 Additional EMD Information Direct
 EMD Due Date 07-Jan-2025 10:35:43
 Bank Guarantee Expiry Days 20

Requirements

10. Under Header tab provide the details for both the technical and commercial questions and click on Continue.

Negotiations > RFQ: 246804 >
Create Quote: 258371 (RFQ 246804)

[Cancel](#) [View RFQ](#) [Quote By Spreadsheet](#) [Save Draft](#) [Continue](#)

Title [Test RFQ - Bank Guarantee](#)
☒ Two-Stage RFQ [i](#)

Time Left 361 days 20 hours
Close Date 14-Jan-2026 09:33:15

Header Lines

Supplier CBE test new Supplier
Supplier Site
RFQ Currency ETB
Quote Currency ETB
Price Precision Any

Quote Valid Until (17-Jan-2025 19:45:00) [i](#)
Reference Number
Note to Buyer

Attachments

[Add Attachment](#)

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

[Table Diagnostics](#)

Requirements

[Expand All](#) | [Collapse All](#)

Focus Title	RFQ Stage	Target Value	Quote Value	Maximum Score
Requirements				
Requirement Technical	Technical			5
Requirement 1	Technical		Comply	5
Commercial Requirement	Commercial			5
Please attach commercial proposal	Commercial		Yes	5

Contract Terms

[Preview Contract Terms](#)

Variables

Activate Windows
Go to Settings to activate Windows.

11. Under the line tab mentioned the quote price and click on continue.

ORACLE Sourcing

Home

Star

Settings

Notifications

Logged In As JOSEPH3@GMAIL11.COM

?

Power

Negotiations

Assessments

Negotiations > RFQ: 246804 >

Create Quote: 258371 (RFQ 246804)

Cancel

View RFQ

Quote By Spreadsheet

Save Draft

Continue

Title

Test RFQ - Bank Guarantee

Time Left

361 days 20 hours

Close Date

14-Jan-2026 09:33:15

Two-Stage RFQ

Header

Lines

RFQ Currency

ETB

Quote Currency

ETB

Price Precision

Any

Line

Ship-To

Rank

Start Price

Target Price

Quote Price

Unit

Target Quantity

Quote Quantity

Promised Date

Quote

Update

1 BATTERY CLAMP +VE...

Facilities Management Transformation

Sealed

1,000

1000

Each

10

10

10-Feb-2026

Yes

Table Diagnostics

12. Supplier can review the quote details before finally summiting.

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Negotiations
Assessments

Negotiations > RFQ: 246804 >

Warning

1. Buyer has requested for you to submit a single, best quote. Multiple quotes (re-quoting) for this RFQ are not allowed.
2. This quote is in response to an RFQ where the submitted quote will be evaluated in two stages - Technical and Commercial.

Create Quote 258371: Review and Submit (RFQ 246804)

Cancel
Back
Validate
Save Draft
Printable View
Submit

Header

TitleTest RFQ - Bank Guarantee
SupplierCBE test new Supplier
Supplier SiteSub City
RFQ CurrencyETB
Quote CurrencyETB
Price PrecisionAny

Time Left361 days 20 hours
Close Date14-Jan-2026 09:33:15
Quote Valid Until
Reference Number
Note to Buyer

Attachments

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

Table Diagnostics

Requirements

Show All Details
Hide All Details

Details	Section	Maximum Score	RFQ Stage
▶	Requirement Technical	5	Technical
▶	Commercial Requirement	5	Commercial

Table Diagnostics

Contract Terms

13. If all the details are correct then supplier can click on submit button.
A confirmation message will pop up as the quote has been submitted.

ORACLE Sourcing

Home Star Settings Notifications Logged In As JOSEPH3@GMAIL11.COM

Negotiations Assessments

Negotiations > RFQ: 246804 >

Create Quote 258371: Review and Submit (RFQ 246804)

Cancel Back Validate Save Draft Printable View Submit

Header

Title	Test RFQ - Bank Guarantee	Time Left	361 days 20 hours
Supplier	CBE test new Supplier	Close Date	14-Jan-2026 09:33:15
Supplier Site	Sub City	Quote Valid Until	
RFQ Currency	ETB	Reference Number	
Quote Currency	ETB	Note to Buyer	
Price Precision	Any		

Attachments

Seq	Title	Type	Description	Usage	Update	Delete
No results found.						
Table Diagnostics						

Requirements

Confirmation

Quote 258371 for RFQ 246804 (Test RFQ - Bank Guarantee) has been submitted.

[Return to Sourcing Home Page](#)

Show All Details | Hide All Details

Details Section	Maximum Score	RFQ Stage
Requirement Technical	5	Technical
Commercial Requirement	5	Commercial

14. Online discussions

If the supplier has clarification request regarding the RFQ or any enquiry: -

Go to sourcing home page ➡ select specific RFQ number ➡ select online discussion from dropdown action field then select GO button. See the below screenshot.

FileEditViewHistoryBookmarksToolsHelp

Mail - HamereNoah@cbe.com.xData Cleansing - የኢትዮጵያ ግንኙነት RFQ: 257869

https://ebsupguat.cbe.com.et/OA_HTML/OA.jsp?page=/oracle/apps/pon/negotiation/inquiry/webui/ponNegSumPG&...120%Search

Sourcing

HomeStarSettingsNotifications60 | Logged In As YOHANNESG@ALTACOMPUTEC.COM

Negotiations

Negotiations > RFQ: 257869

Titletest

StatusActive (Locked)

Time Left5 days 20 hours

Open Date27-Mar-2025 11:21:19

Close Date02-Apr-2025 11:05:14

BuyerTessema, Dinberu

☒ Two-Stage RFQ

Quote StyleSealed

Descriptiontest

OutcomeComplex PO

Event☒ Enable EMD

HeaderLinesControlsContract Terms

Terms

Bill-To AddressFinance

Ship-To AddressCapital Inventory

FOB

Payment Terms30 DAYS

Carrier

Freight Terms

Currency

RFQ CurrencyETB

Price PrecisionAny

EMD Details

Pay EMD Online

EMD Amount2000

EMD TypeBank Guarantee

Additional EMD Informationtest

EMD Due Date31-Mar-2025 10:36:12

Bank Guarantee Expiry Days120

Requirements

ActionsPay/View EMDGo

Pay/View EMD

Acknowledge Participation

Create Quote

Online Discussions

View Quote History

Printable View

Export to Spreadsheet

Type here to search

Taskbar icons: File Explorer, Edge, Calendar, Firefox, PowerPoint, Teams, Word

System tray: Network, Volume, ENG, 9:05 AM, 3/27/2025

File Edit View History Bookmarks Tools Help

Mail - HamereNoah@cbe.com.x Data Cleansing - የኢ.ት.አ.የ.ግ. Online Discussions (RFQ 257869) x +

https://ebsupguat.cbe.com.et/OA_HTML/OA.jsp?page=/oracle/apps/pon/negotiation/inquiry/webui/ponNegSumPG&... 120% Search

Sourcing

Negotiations > RFQ: 257869 >

Online Discussions (RFQ 257869)

Cancel Printable Page

Title [test](#)

Status Active (Locked)

Time Left 5 days 20 hours

Open Date 27-Mar-2025 11:21:19

Close Date 02-Apr-2025 11:05:14

Messages

New Message | ...

Subject	Message	Status	Sender	Date	Attachments	Reply
No results found.						

Table Diagnostics

Click on new message button. And the new window will open as shown below.

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Type here to search 5:01 AM 3/27/2025

FileEditViewHistoryBookmarksToolsHelp

Mail - HamereNoah@cbe.com...Data Cleansing - የኢትዮጵያ ባንክ...Create New Message (RFQ 257869) X

https://ebsupguat.cbe.com.et/OA_HTML/OA.jsp?OAFunc=PON_NEW_MESSAGE&addBreadCrumb=Y&ti=109114105120%Search

Sourcing

HomeStarSettings65 | Logged In As YOHANNESQ@ALTACOMPUTEC.COM

Negotiations

Negotiations > RFQ: 257869 > Online Discussions (RFQ 257869) >

Create New Message (RFQ 257869)

CancelSend

Indicates required field

Send ToCommercial Bank of Ethiopia

SubjectAll Participants

MessageCommercial Bank of Ethiopia test

Private

Write your message here. And click on send button.

Attachments

Add Attachment

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.										

Table Diagnostics

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Type here to search

5:03 AM3/27/2025

15. Advance payment guarantee and performance bond guarantee notification will appear on supplier's worklist page as follows and you can click the notification to see detail and you will take appropriate action.

[illegible]

16. you can click the notification to see detail and to take appropriate action.



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Commercial Bank of Ethiopia

E-Business Suite



Logged In As YOHANNESG@ALTACOMPUTEC.COM



Home >

Instrument Expiry List Notification - Supplier

OkReassignRequest Information

To YOHANNES HAILE
Sent 20-Oct-2025 13:33:47
ID 96124500

Instrument Listings									
Vendor Name	PO Number	Guarantee/Bond Type	Reference Number	Amount	Validity Start Date	Validity Period	Expiry Date	Remaining Days	Contract Administrator
ALTA COMPUTEC PLC	8749	Advance Payment Guarantees	BOA/10/20/2025	150000	20-OCT-2025	21	09-NOV-2025	21	Serkaddis Mengst Alehegn
ALTA COMPUTEC PLC	8749	Performance Bonds	BOA/10/20/2025	50000	20-OCT-2025	3	22-OCT-2025	3	Serkaddis Mengst Alehegn
ALTA COMPUTEC PLC	8750	Advance Payment Guarantees	NIB/10/20/2025	30000	20-OCT-2025	21	09-NOV-2025	21	Makda Tsegay Meles
ALTA COMPUTEC PLC	8750	Performance Bonds	DB/10/20/2025	10000	20-OCT-2025	3	22-OCT-2025	3	Makda Tsegay Meles

Action History

Num	Action Date	Action	From	To	Details
1	20-OCT-2025 13:33:47	Submit	SYSADMIN	YOHANNES HAILE	

[Return to Worklist](#)

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17. penalty deducted by the buying company/CBE/ will also appear as a notification on your work list as follows: -



FileEditViewHistoryBookmarksToolsHelp

Notification Details

erpuatapp1.cbe.local:8005/OA_HTML/OA.jsp?OAFunc=FND_WFNTF_DETAILS&NtfId=96154138&addBreadcrumb=Y140%Search

Most VisitedGetting Started

Other Bookmarks

የኢትዮጵያ ንግድ ባንክCommercial Bank of Ethiopia

E-Business Suite

Home

★

⚙

Logged In As YOHANNESG@ALTACOMPUTEC.COM?

⏻

Home >

Supplier Debit Note Penalty Notification for Account ALTA COMPUTEC PLC of Amount ETB 500000

OkReassignRequest Information

To YOHANNES HAILE

Sent 03-Nov-2025 14:53:39

ID 96154138

Debit Note Details									
DN Number	DN Description	DN Date	PO Number	PO Type	PO Description	Supplier Name	Amount	Currency	Contract Administrator Name
31128	penalty	25-OCT-2025	8813	Standard	standard	ALTA COMPUTEC PLC	500000	ETB	Bekele Beshah Lemma
31128	penalty	25-OCT-2025	8813	Standard	standard	ALTA COMPUTEC PLC	500000	ETB	Bekele Beshah Lemma

Action History

Num	Action Date	Action	From	To	Details
1	03-NOV-2025 14:53:39	Submit	Mekdes Yemiyamrew Mengistu	YOHANNES HAILE	

[Return to Worklist](#)

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4:14 AM2/2/2026

Open and Closed Issues

Open Issues

ID	Issue	Resolution	Responsibility	Target Date	Impact Date

Closed Issues

ID	Issue	Resolution	Responsibility	Target Date	Impact Date