

Oracle iSupplier User Guide

(Prepared by: Ethio telecom, Supply Chain Division) 2020

1. Disclaimer

All of the information/data provided in this user manual are merely for exemplifying and shall not be considered as actual transactions. Therefore, all data/information in this document shall not be considered binding before any law/rule/regulation/proclamation or any other legal party.

2. Introduction

Ethio telecom has implemented different types of Supply Chain ERP modules since 2012. One of such modules is Oracle I supplier.

3. What is isupplier and its use?

- iSupplier Portal is system based self-service tool, which gives suppliers the ability to directly access information and enter business transactions across the procure-to-pay life cycle.
- ✤ It facilitates:
 - View and Respond to Bids /online
 - View Orders, Payments, Invoices
 - Update Your Company Information contacts, address, phone, email, offers etc
 - Creation of Work Confirmation and others
 - Easy access through a standard web browser
 - Information transparency across the procure-to-pay cycle
 - Single point of visibility for integrated information coming from different stakeholders
 - Ability to submit real-time shipment notices and generate invoices against purchase orders
 - Tight messaging integration through eMail notifications



- Cycle time reduction
- Ability to provide better customer service while working more efficiently
- Many more ...

4. Accessing the Platform

Suppliers can access isupplier portal using URL:

https://erp.ethiotelecom.et

Following this link will provide a logging in page requesting user credential (User name & Password). Suppliers must log in using their user credential given by Ethio telecom.

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Personalize Table Layout	people image
	Personalize Stack Layout Personalize Table Layout: (region144)
	Personalize Table Layout: (region14) Accessibility None * User Name
	* Password (example: michael.james.amitb) (example: 4u99v23) Login Cancel Name and
	Login Assistance password here
	Select a Language: English

Once logged in, there will be two responsibilities:

- ✓ Ethio iSupplier Full Access
- ✓ ethio Sourcing Supplier

	Go	Search Results Display Preference Standard 💌		
		Logged In As AMARE.TAD	ESSE@HUAV	WEI.CO
Worklist	These are your responsibilities to work with)		
			Full	List
From	Type 🔻	Subject	Sent	Due
	Supplier User Registration Workflow Version 2	Ethio Telecom Supplier Collaboration Network: Confirmation of Registration	14-Apr-2020	0
Hailegeorgis Asegidew Desta	Sourcing Two-Stage Evaluation	Two-Stage RFQ Evaluation Complete: Technical (RFQ 4028050-2)	08-Aug-202	.0
Hailegeorgis Asegidew Desta	Sourcing Two-Stage Evaluation	Two-Stage RFQ Evaluation Complete: Technical (RFQ 4028050)	08-Aug-202	:0
Hailegeorgis Asegidew Desta	Sourcing Two-Stage Evaluation	Two-Stage RFQ Evaluation Complete: Technical (RFQ 4030043)	08-Aug-202	:0
	Worklist From Hailegeorgis Asegidew Desta Hailegeorgis Asegidew Desta Hailegeorgis Asegidew Desta	Go Worklist These are your responsibilities to work with From Type Supplier User Registration Workflow Version 2 Hailegeorgis Asegidew Desta Sourcing Two-Stage Evaluation Desta Hailegeorgis Asegidew Desta Sourcing Two-Stage Evaluation Desta Hailegeorgis Asegidew Desta Sourcing Two-Stage Evaluation Desta	Go Search Results Display Preference Standard ▼ Logged In As AMARE.TAD Worklist These are your responsibilities to work with From Type ▼ Subject Supplier User Registration Workflow Version 2 Ethio Telecom Supplier Collaboration Network: Confirmation of Registration Hailegeorgis Asegidew Desta Sourcing Two-Stage Evaluation Two-Stage RFO Evaluation Complete: Technical (RFO 4028050) Hailegeorgis Asegidew Desta Sourcing Two-Stage Evaluation Two-Stage RFO Evaluation Complete: Technical (RFO 4028050) Hailegeorgis Asegidew Desta Sourcing Two-Stage Evaluation Two-Stage RFO Evaluation Complete: Technical (RFO 4028050) Hailegeorgis Asegidew Desta Sourcing Two-Stage Evaluation Two-Stage RFO Evaluation Complete: Technical (RFO 4028050) Hailegeorgis Asegidew Desta Sourcing Two-Stage Evaluation Two-Stage RFO Evaluation Complete: Technical (RFO 4028050)	Go Search Results Display Preference Standard Image: Standard Logged In As AMARE.TADESSE@HUAT These are your responsibilities to work with Full From Type Subject Sent Supplier User Registration Workflow Version 2 Subject Sent Hailegeorgis Asegidew Desta Sourcing Two-Stage Evaluation Two-Stage RFQ Evaluation Complete: Technical (RFQ 08-Aug-202 4028050-2) 08-Aug-202 4028050-2) Hailegeorgis Asegidew Desta Sourcing Two-Stage Evaluation Two-Stage RFQ Evaluation Complete: Technical (RFQ 08-Aug-202 4028050) Hailegeorgis Asegidew Desta Sourcing Two-Stage Evaluation Two-Stage RFQ Evaluation Complete: Technical (RFQ 08-Aug-202 4028050) Hailegeorgis Asegidew Sourcing Two-Stage Evaluation Two-Stage RFQ Evaluation Complete: Technical (RFQ 08-Aug-202 4028050) Hailegeorgis Asegidew Sourcing Two-Stage Evaluation Two-Stage RFQ Evaluation Complete: Technical (RFQ 08-Aug-202 4028050)



Part I

View and Respond to Tenders, Follow up till Award

- ✓ In order to access tenders floated by ethio telecom, follow, ethio Sourcing
 Supplier=>Sourcing=>Sourcing Homepage.
- ✓ Then search the tender using its **RFQ number** or **title**, as shown below.

				🔒 Navigator 🔻	🕞 Fa	vorites 🔻		Home	e Logout I	Prefere	nce
Vegotiations											
Search Open M	legotiations	Number 🗸	3678802	Go			<hr/>				
Welcome, Bin	alfew Sourcing-	dummy.			Give	RFQ #					
Your Active	e and Draft Re	esponses			& CI	ick Go					
Press Full List	to view all you	r company's	responses.					Full List			
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Monitor	Unread Messages			
<u>3145483</u>	Active		<u>3610448</u>	Body maintenance plate number 4/22227	RFQ	0 seconds		<u>0</u>			
<u>3176808</u>	Active		<u>3647184-2</u>	RFQ for the procurement of vehicle body repair plate no:4/06394.	RFQ	0 seconds		<u>0</u>			
<u>3186422</u>	Active		<u>3676799</u>	National Tender for Design and Build of G+2 Office (Complex Outcome Test)	RFQ	0 seconds		<u>0</u>			
<u>3172756</u>	Active		<u>3652570</u>	RFQ FOR THE PROCUREMENT OF BODY MAINTAINANCE PLATE NO 4/20853.	RFQ	0 seconds		<u>0</u>			
<u>3165836</u>	Active	Adama	<u>3652523</u>	RFQ FOR THE PROCUREMENT OF BODY MAINTAINANCE PLATE NO 4-23392 .	RFQ	0 seconds		<u>0</u>			
Vour Comp	any's Open I	witations									
Tour Comp	any s Open II	Invitations						Full List			
Supplier Site	e	P	legotiation Nur	nber Title	Ту	/pe	Time Lef	ft			

 \checkmark After you click on go, the following page having the tender information will come for you

			🕇 Navigator 🔻	🔒 Favorites 🔻		Home Logou	t Preferences Help
Negotiations							
Negotiations >							
Active Negotiations							
Search							
Note that the search is case insens	itive						
	Number 36	78802			Contact		
	Title				Line		
	Category				Event		
		Go Clear			,		
Select Negotiation: Respond							
Select Number Title	Contact	Time Left 🔺	Close Date	All Responses	Your Company's I	Responses Mo	onitor Unread Messages
O 3678802 RFQ for Training E	emo Desta, Hai	legeorgis 31 days 4 hour	rs 28-Dec-2019 16:49:	28 Sealed 0)		<u>0</u>
Return to Negotiations							

✓ Once you accessed the tender, follow these steps to request clarification or submit your offer/proposals



- Click on the hyperlinked RFQ number
- > Review the detail information on Header, line, Controls & Contract Terms.
- > If the bidder has any clarification request, it can submit it online as follows:
- Select Online Discussion from the action list=>Go=>New Message=>Subject & Content of the clarification=>Attach (if any) =>Send.

Negotiations									
Negotiations >	> Ac	tive Negotiat	tions >						
RFQ: 4037043	3								
								Actions	Online Discussions 🗸 Go
			Title Status	Test for Terms & (Active (Locked)	Conditions		Open Date	13-Aug-202	0 09.13.25
			Time Left	13 days 23 hours			Close Date	31-Aug-202	0 09:11:37
Header Li	ines	Controls	Contract Terms						
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Online Discus	sions	(RFQ 40370	043)						
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Messages									
New Messa	ae								
Subject				Message		Status	Sender	Date	Reply
No results foun	nd.								
Create New Me	essag	e (RFQ 4037	7043)						
* Indicates req	uired t	field							Cancel Send
									Guiledi
Send To	Ethi	o Telecom [\checkmark						
* Subject	Ten	der Clarificat	tion Request						
* Message	Dea	r Ethio teleo	om representative,						
	We	have review	ed the requirement	s of this tender. We w	ould like to request	^			
	you	r office to cla	arify the following p	oints:					
	1. x	xxxxxxxxxxxx	XXXXXXXXX						
	2. y	ууууууууууу	ууууууу						
	Rea	ards.							
	Mr/	Mrs				\sim			
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No recults four	od.	Type	Description	Category	Last Updated By	Last Opdated	Usage Update	Delete	Publish to Catalog
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Negotiations >	 Act 	ive Negotiati	ions > RFQ: 403	7043 >					
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			Title	Test for Terms & Co	aditions				i i i i i i i i i i i i i i i i i i i
			Status	Active (Locked)	lucions		Open Date	13-Aug-202	0 09:13:25
			Time Left	13 days 23 hours			Close Date	31-Aug-202	0 09:11:37
Messages									
New Messa	ige					1	-		
Subject A	ntion f	loguost	Message	talagan sama ta	We have min	Statu	Is Sender	Date	Reply
render Clarifica	ation H	lequest	Dear Ethi	s telecom representat	ve, we have revie	Read	<u>Asnagrie, Amare</u>	17-Aug-20	20 09:51:55
									Cancel Printable Page



To follow the response of your queries,

Ethio Sourcing Supplier=>Sourcing =>Sourcing Home Page=>see unread messages

Your Active	Your Active and Draft Responses										
Press Full List to view all your company's responses.											
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Monitor	Unread Messages			
<u>3407991</u>	Draft		<u>4037043</u>	Test for Terms & Conditions	RFQ	13 days 23 hours		1			
<u>3406991</u>	Active		<u>4037043</u>	Test for Terms & Conditions	RFQ	13 days 23 hours		1			
<u>3404991</u>	Active		<u>4028049</u>	National Open Tender for the procurement of Test	RFQ	14 days 3 hours		<u>0</u>			
<u>3405992</u>	Draft		<u>4028049</u>	National Open Tender for the procurement of Test	RFQ	14 days 3 hours		<u>0</u>			
<u>3401997</u>	Draft		<u>4033043</u>	Test for withdrawal	RFQ	14 days 6 hours	翻	<u>0</u>			

Click the response link to see the content and take further action (Reply or print & file)

									Reply Print			
Subject	Tender Clarif	ication Request										
From	Ethio Telecon	nio Telecom										
То	Ashagrie, Am	hagrie, Amare										
Date	17-Aug-2020	17-Aug-2020 09:37:40										
Message	Origina clarify the fol received you nnnnnnnnn	I MessageE lowing points: 1. r clarification req	ear Ethio teleco xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	om representative, We h xxxxxx 2. yyyyyyyyyyy cific tender. Please find , Mr/Mrs	ave reviewed the requi yyyyyyyy Regards, Mr/N our responses hereundd	rements of thi Ars er: 1. mmmm	s tender. We Dear Ou nmmmmmmm	would like to Ir Esteemed S mmmmmmmm	request your office to Supplier, Ethio telecom has m 2.			
Attachments												
Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog			
No results found.												

Clarification can go on like this as long as sufficient response if obtained or as per the allowed bid rules.

Note: any communication with Ethio telecom can be done via ERP system like this at any stage while the tender is active.



PROVIDING QUOTATION /Participating for Bids/Tenders

> Once you decided to participate for this tender, Select Create Quote from action list

	🏛 Navigator 🔻 📑 Favorites 👻	Home Logout Preferences Help
Negotiations		
Negotiations > Active Negotiations >		
RFQ: 3678802		
	A	ctions Create Quote 🗸 Go
Title RFQ for Training Demo Status Active (Locked) Time Left 31 days 4 hours Header Lines Controls Contract Terms	Open Date Close Date	25-Nov-2019 16:38:57 28-Dec-2019 16:49:28
Buyer Desta, Hailegeorgis ☑ Two-Stage RFQ Quote Style Sealed Description	Outcome Event	Standard Purchase Ord Select Create
Terms		Quote & Go
Bill-To Address <u>ET Corporate Office</u> Ship-To Address <u>ET Corporate Office</u> FOB	Payment Terms Carrier Freight Terms	
RFQ Currency ETB	Price Precision	\ny

Then, provide a line by line response to all the requirements under Header section. Your responses might be of type comply/Not comply, open ended/explanations, etc depending on the type of response rule provided by the purchaser.

Snipping Tool					
File Edit Tools	Help				
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	- 🕀	Eliigibility Requirements	Technical		
		Bidders shall submit valid trade License for the current year.	Technical	Submit/Comply	Submit/Comply
		Bidders shall submit bid security of ETB 100000	Technical	Submit/Comply	Submit/Comply
	+	Technical Requirements	Technical		
					We have attached testimonial letters that showing that we have successfully accomplishe similar projects in the last 3 years.
		Experience: Bidders are required to submit testimonial letter showing that they have successfully			
<		accomplished similar projects in the		13 nrotects with	

Suppliers can also view Contract Terms of the purchaser, though specific terms and conditions are not yet specified/determined. Click Preview Contract Terms=>Open/Save (which appears at the bottom window).



> After answering all the requests on Header section, **click on Lines** and **provide your price offer.**

Negotiations									
Negotiations > Active Negotiations >									
Create Quote: 3187420 (RFQ 3678802)									
Cancel View RFQ Quote By Spreadsheet Save Draft Continue Title RFQ for Training Demo Time Left 30 days 1 hour Two-Stage RFQ Two-Stage RFQ Close Date 28-Dec-2019 16:49:28									
RFQ Currency ETB Price Precision Any						Quote Cur	rency ETB		
Line	Update	Ship-To	Rank	Start Price	Target Price	Quote Price Unit	Target Quantity	Quote Quantity Promised Date	
1 Bell push button	1	Leghar-Head Quarter	Sealed			50000 Piece	6,754	6754 31-Dec-2019	
Indicates more inform	ation requ	ested. Click the Update ic	on.						
Cancel View RFQ Quote By Spreadsheet Save Draft Continue Negotiations Home Logout Preferences Help									

> After answering all the requests on Header and Lines sections, click **Continue**

NB: Also it is possible to attach documents by clicking on Update.

Click Submit

Negotiations	A PARTY AND A PARTY OF									
Negotiations > Active Negotiations >										
A Warning										
This quote is in response to an RFQ where the submitted quote will be evaluated in two stages - Technical and Commercial.										
Create Quote 3187420: Review and Submit (RFQ 3678802)										
Cancel Back Validate Save Draft Printable View Submit										
Header										
T Supp RFQ Curre Quote Curre Price Precis	Title RFQ for Training Demo Time Left 30 days Supplier Belayab Motors Plc Close Date 28-Dec-2019 16:49:28 RFQ Currency ETB Quote Valid Until Quote Currency ETB Reference Number Price Precision Any Note to Buyer									
Attachments										
Title T	Type Description	Category	Last Updated By	Last Updated	Usage	Update	Delete			
No results found.										
Requirements										
Show All Details Hide All Detail	ls									

> By now you should be able to get success **confirmation message** as shown below.



	🎵 Navigator 🔻 😼 Favorites 🔻	Home Logout Preferences
Negotiations		
Confirmation Quote 3187420 for RFQ 3678802 (RFQ for Training Demo) has been submitted.		
Return to Sourcing Home Page		
Negotiations	Home Logout Preferences	
Privacy Statement		Copyright (c) 2006, Oracle. All rights reserved.

- > Which means that you are done with the quotation part!
- After the purchaser completed evaluation, you will get your evaluation result under your worklist (see the snap shot below).

				🕞 Favorites 🔻 🛛 Logo	ut Preferences He	elp
Enterprise Search All	✓			Go Search Results Display Preference	Standard 🔽	
				Logged In A	s BELAYAB1@ETH	IONET.
Oracle Applications Home Page						
			_			
Main Menu		Worklist				
	Personalize				Ful	List
🕀 🚞 ethio Sourcing Supplier		From	Туре	Subject	Sent 🗸	Due
<u>Supplier Portal Full Access</u>		Hailegeorgis Asegidew Desta	Sourcing Two-Stage Evaluation	Two-Stage RFQ Evaluation Complete: Technical (RFC 3678802)	2 28-Nov-201	19
		Ethiopia Fikadu W/Zena	Sourcing Negotiation	Closed Early: RFQ 3617231-3 (RFQ for the procurem vehicle Body Repair plate no: 4/18639.)	ent of 07-Aug-201	19
		Haimanot Simegn Balew	Sourcing Negotiation	Cancelled: RFQ 3651811 (RFQ FOR THE PROCURME VEHICLE BODY MAINTNENANCE FOR PLATE NO. 4/1	NT OF 19-Jun-201	.9
		Kidist Dagnachew Damte	Sourcing Auction Awarded	Award Decision: RFQ 3652113 (RFQ for the Procurer Body Maintenance for plate number 4-11810)	nent of 02-May-20	19
		Arega Daba Gondel	Sourcing Negotiation	Closed Early: RFQ 3180009 (Vehicle maintenance)	20-Apr-201	.5
		Meskerem Diriba Ayu	Sourcing Negotiation	Closed Early: RFQ 2637003-2 (RFQ for the procurem Forklifts)	ent of 22-Jan-201	.5
		Meskerem Diriba Ayu	Sourcing Two-Stage Evaluation	Two-Stage RFQ Evaluation Complete: Technical (RFC 2637003,1)	22-Jan-201	.5
		Abegaz Sahilu Neway	Sourcing Two-Stage Evaluation	Two-Stage RFQ Evaluation Complete: Technical (RFC 2211007)	2 15-May-20	14
						-

➤ Click on it and see the details ...

	🏛 Navigator 👻 🎴 Favorites 👻	Home Logout Preferences Help
Oracle Applications Home Page >		
Information This notification does not require a response.		
Two-Stage RFQ Evaluation Complete: Technical (RFQ 367)	02)	
From Hailegeorgis Asegidew Desta Co To BINALFEW SOURCING-DUMMY Sent 28-Nov-2019 16:39:38 N ID 21089268	vany Ethio Telecom Title RFQ for Training Demo nber 3678802	ОК
Your quote 3187420 in response to RFQ 3678802 has been	short listed for the next phase of evaluation (Commercial).	
Return to Worklist		ОК
	Home Logout Preferences Help	
Privacy Statement		Copyright (c) 2006, Oracle. All rights reserved.

Note

If the bidder needs any clarification concerning the evaluation result, it can submit the request via **online discussion** (discussed above).



> You might also be notified of your award results...

Oracle Applications Home Page					
Main Menu		Worklist			
	Personalize				Full List
🕀 🚞 ethio Sourcing Supplier		From	Туре	Subject	Sent V Due
isupplier Portal Full Access		Hailegeorgis Asegidew Desta	Sourcing Auction Awarded	Award Decision: RFQ 3678802 (RFQ for Training Demo)	28-Nov-2019
		Ethiopia Filedu	Coursing Negatistian	Closed Forby DEO 2617221-2 /DEO for the presyment o	F 07 Aug 2010

Click under **Subject** to see the details...

Ĺ	Information This notification does not require a response.											
A	ward Decision: RFQ 3678802 (RFQ for Training Demo)											
	From ToHailegeorgis Asegidew DestaCompanyEthio TelecomToBINALFEW SOURCING-DUMMYTitleRFQ for Training DemoSent28-Nov-2019 16:51:07Number3678802ID21089271SentSentSent											
Negotiation Preview November 25, 2019 04:38 pm Beirut Negotiation Open November 25, 2019 04:38 pm Beirut Negotiation Close November 28, 2019 04:36 pm Beirut Supplier Belayab Motors Plc Supplier Site Award Date November 28, 2019 04:47 pm Beirut Your Quote Number 3187420												
	Number of line(s) awarded from your quote: 1 Number of line(s) rejected from your quote: 0 Note to Supplier:											



Orders Management

Once your offers are accepted and your company is awarded with approved purchase order, you

should get such notification under your worklist area (shown below).

ethio telecom"

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Enterprise Search All				Go	Search Results Display Preference	e Standard 🗸	-
						Logge	ed In
Oracle Applications Home Page							
Main Menu							
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🖽 🛄 ethio Sourcing Supplier		From	Туре	Subject		Sent 🔻 🛛 🛛	Due
🕀 🛅 iSupplier Portal Full Access		Hailegeorgis Asegide	w Desta PO Approv	al <u>ET Operating Uni</u>	it - Standard Purchase Order 68573,	0 29-Nov-2019	
		✓TIP <u>Vacation Rule</u>	s - Redirect or auto	-respond to notifica	ations.		
		✓TIP Worklist Acce	<u>ss</u> - Specify which u	sers can view and	act upon your notifications.		

Then click on it to see the details, including the PDF document...

Oracle Applications Home Page >	
Information This notification does not require a response.	
ET Operating Unit - Standard Purchase Order 68573, 0	
From Hailegeorgis Asegidew Desta To Belayab Motors PIc Sent 29-Nov-2019 09:06:15 ID 21089512 Please review the purchase order and any other document attached to this message.	OK Reassign Request Information
References	
DPE Document	
Return to Worklist	OK Reassign Request Information

Alternatively, go to **orders** under the responsibility **Ethio iSupplier Full Access=>Home Page.**

							Navigato	H	tome Log	gout Preference	es Help		
Home	Orders	Shipments Pl	anning Finar	ice Product	Intelligence	Admin							
Purcha	se Orders	Work Orders	Agreements	Purchase Hi	istory Work (Confirmation	ns Deliverables	Timecards Vie	w Requests	RFQ			
Purcha	se Orders												
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View	View All Purchase Orders 🔽 Go												
Select	Order:	Acknowledge	Request Canc	ellation Red	quest Changes	View C	hange History				🔇 Pr	evious 1-25	✓ Next 25 ≥
	РО	Operating	Document								/	Acknowledge	
Select	Number	Rev Unit	Туре	Description			Order Date	Buyer	Currency	Amount	Status I	Ву	Attachments
0	<u>68573</u>	ET Operating Unit	Standard PO	Bell push button	F.M (Training To	est PO)	29-Nov-2019 09:03:58	Hailegeorgis Asegidew Desta	ETB	65,000.00	Open		Û
		ET O L											



Here you have the following list of actions:

- 1. Acknowledge- Means either you are convenient with all what are encapsulated in the PO and hence entirely accepted it or you totally reject the order. (*Applicable only if acknowledgement is required by the purchaser*). If required, you have two actions: Accept or Reject Entire order.
- 2. **Request Cancellation**: Means you want not to deliver and hence request the purchaser to cancel this order.
- 3. **Request Changes**: Means that you will deliver the goods/services, but needs some modification on the PO.
- 4. View Changes: Means simply you want to track changes made before to this PO (if any).

Now assume that you don't have any issue and want to proceed for delivery.

Go to **Shipments**=>**Shipment Notices**=> **Create Advance Shipment Notices** => Select Shipments Due Any Time & Click Go

1 st					igator -	- avones +		110	no Logoui
Home Orders Shipments Pla	nning Finance Prod	uct Inte	lligence	Admin					
Delivery Schedules Shipment No	tices 4 Shipment Sched	ules Re	eceipts	Returns	Overdue Re	eceipts On	-Time Performa	nce Ç	uality
Shipment Notices									
-	_3rd								
Create Advance Shipment Notices									
Create Advance Shipment Billing Not	ices								
Upload Advance Shipment and Billing	<u>I Notices</u>								
View / Cancel Advance Shipment and	<u>I Billing Notices</u>								
			🕇 Navig	ator 🔻 📑 Fav	vorites 🔻		Home Logout P	references	Help
Home Orders Shipments Planning	Finance Product Inte	lligence A	dmin						
Delivery Schedules Shipment Notices	Shipment Schedules Re	ceipts Re	eturns C	verdue Receipts	On-Time	e Performance	Quality		
Create Advance Shipment Notice									
									Export
Views									
The second se	th						-		
View Shipments Due Any Time Y								Advanced	Search
	L 6th								
Select PO Shipments: Add to Shipmen	t Notice								
Select All Select None									
PO Supplier Select Number Line Shinment Item	Item Description Due Date	Quantity	Quantity Shinned	Quantity Received UO	Ship-To M Location	Organization Name	Ship-To Organization	Currence	Supplier Site
<u>68573</u> 1 1	Bell push 31-Dec-2019	13	0	0 Piec	e Leghar-	ET Operating	ET Inventory	ETB	ADDIS
5 th	button F.M 16:50:50				<u>Head</u> Quarter	Unit	Master Organization		ABABA
Return to Shipments: Shipment Notices									Export
Home	Orders Shinments Planning	Finance Pro	duct Intellio	ience Admin H	Home Logour	Proforences H	lein		Export
• Ch:) [* Chi.	amont	T in oas			
Snipment Heade	er:		₩ Smj		Lines:	0			
Shipment Numb	er		· · ·	Packing	Slip	- Qty t	o be sh	ipped	
Shipment Date				Country	of Origin	- Any a	attachm	nents	
Expected Receipt	ot Date			4	Containe	er Number			



Fill necessary data on Shipment Headers:

Home Orders Shipments Planning Finance Product Intelligence Admin				
Delivery Schedules Shipment Notices Shipment Schedules Receipts Returns Overdue Receipts On-Time Perform	ance Quality			
Shipments: Shipment Notices >				
		Add Objewants	Development	Culturality
	Cancel	Add Shipments	Preview	Sub <u>m</u> it
Shipment Header Shipment Lines				
Shipment Information				
* Indicates required field				
* Shinment Number 01 X * Shinment Date 05-Dec-2019 10:22:56	1			
* Expected Receipt Date 10-Dec-2019 10:23:12 Note: Shipment Date cannot be later than today				
Expected receipt Date [10-Dec-2019 10:23.12				
Examples of Hot 2013 191202	1			
Freight Information				
Freinht Terms				
Number of Containers				
waydii/Airdii Number				
Packaging Code Special Handling Code				
Tar Weight				
Net Weight Net Weight UOM				
Comments				
<				>

Click on Shipment Lines, fill necessary data & Click Submit:

Delivery Schedules Shipment Notices Shipment Schedules Receipts Returns Overdue Receipts On-Time Performance Quality Shipment Notices > Create Advance Shipment Notice Cancel Add Shipments Preview Shipment Line Defaults Cancel Add Shipments Preview Shipment Line Defaults and click Default to All Lines to copy to all shipment lines. Provide all shipment information information Packing Slip PA xxx/258 Container Number pxxx/1 information Country Of Origin Japan Truck Number yyy/2 including Qt Bar Code Label BCL/258 Comments Comments Add Shipments in Advance Shipment Notice Shipments in Advance Shipment Notice Add Add												
Shipments: Shipment Notices > Create Advance Shipment Notice Shipment Header Shipment Lines Shipment Line Defaults Provide all Enter Shipment Line Defaults and click Default to All Lines to copy to all Shipment lines. Packing Slip Paxox/258 Container Number pxx/2 Bar Code Label BCL/258 Default to All Lines Comments Shipments in Advance Shipment Notice Shipments in Advance Shipment Notice Show All Details Hide All Details Default to All Lines Quantity Output to the provide t												
Create Advance Shipment Notice Shipment Header Shipment Lines Shipment Line Defaults Provide all shipment lines. Enter Shipment Line Defaults and click Default to All Lines to copy to all shipment lines. Provide all shipment information information including Quantity. Packing Slip PA xxx/258 Container Number pxxx/1 Country Of Origin Japan Truck Number pxy/2 Bar Code Label BCL/258 Comments Default to All Lines Comments Add Shipment Notice Shipments in Advance Shipment Notice Shipment shipe Tue Quantity Quantity ship. To Add	Shipments Shipment Notices >											
Cancel Add Shipments Preview Shipment Line Defaults Provide all shipment Lines Provide all shipment and dick Default to All Lines to copy to all shipment lines. Provide all shipment and other states and dick Default to All Lines to copy to all shipment lines. Packing Slip PA xxx/258 Container Number pxxx/1 Provide all shipment information information including Quantity Bar Code Label BCL/258 Comments Default to All Lines Mode and the states and the state	Create Advance Shipment Notice											
Shipment Header Shipment Lines Shipment Line Defaults Provide all shipment lines. Packing Slip PA xox/258 Country Of Origin Japan Container Number Default to All Lines Truck Number Bar Code Label BCL/258 Default to All Lines Comments Shipments in Advance Shipment Notice Show All Details Hide All Details Do Ide All Details Do Ide All Details	Cancel Add Shipments Preview Submit											
Shipment Line Defaults Provide all shipment lines. Enter Shipment Line Defaults and click Default to All Lines to copy to all shipment lines. Provide all shipment information information including QL Packing Slip PA xxx/258 Container Number pxxx/1 Country Of Origin Japan Truck Number pxxx/1 Bar Code Label BCL/258 Comments Comments Default to All Lines Shipment Notice Show All Details Hide All Details Index Supplier Item Quantity Quantity Quantity Ship. To Add	Shipment Header Shipment Lines											
Enter Shipment Line Defaults and click Default to All Lines to copy to all shipment lines. Packing Slip PA xxx/258 Container Number xxx/1 Country Of Origin Japan Truck Number yyy/2 Bar Code Label BCL/258 Comments Default to All Lines Shipments in Advance Shipment Notice Show All Details Po Supplier Item Output Defaulty Output Shipment Notice Country of Default to All Details Country Output Default to All Details Default to All Deta												
Country Of Origin Japan Truck Number joxoy 1 Bar Code Label BcL/258 Default to All Lines Shipments in Advance Shipment Notice Show All Details Hide All Details Provide the provided state of the provided state												
Country Or Origin Japan Iruck Number 1992 Bar Code Label BCL/258 Comments Default to All Lines Shipments in Advance Shipment Notice	v /											
Bar Code Label BCL/258 Comments Default to All Lines Shipments in Advance Shipment Notice Show All Details Hide All Details PO Supplier Item Quantity Quantity Quantity Ship-To Add												
Default to All Lines Shipments in Advance Shipment Notice Show All Details Hide All Details PO Bit Supplier Item Quantity Quantity Quantity												
Shipments in Advance Shipment Notice Show All Details Hide All Details PO Supplier Item Quantity Quantity Quantity												
Shipments in Advance Shipment Notice Show All Details Hide All Details PO Supplier Item Quantity Quantity Quantity Shipment Notice												
Show All Details Hide All Details PO Supplier Item Quantity Quantity Quantity Quantity Ship-To Add	Shipments in Advance Shipment Notice											
PO Supplier Item Quantity Quantity Quantity Ship-To Add												
Details Number Line Shipment Item Description Due Date Ordered Received UOM Shipped Location LPN/Lot/Serial Attachment												
Show 68573 1 1 Bell push button F.M 31-Dec-2019 16:50:50 13 0 Piece 13 Leghad-legad Legad Legad <thlegad< th=""></thlegad<>	Split Remove											

After submitting it, you will get confirmation message...

Home	Orders	Shipments	Planning	Finance	Product	Intelligence	Admin				
Delivery	Schedules	Shipmen	t Notices	Shipment	Schedules	Receipts	Returns	Overdue Receipts On-Time Performance Quality			
Advance Shipment Notice Confirmation											
Your Advance Shipment Notice 01 has been submitted.											
Return to Advance Shipment Notices											

Now your message is forwarded to the purchaser. You are done with creating advance shipment notice!

Then invoice can be created as follows:



INVOICE CREATION

You can create Invoices in two options:

- ✓ With purchase order
- ✓ Without purchase order

Option-1: Creating invoice with purchase order

Ethio iSupplier Full Access => Home Page => Finance => Create Invoice =>select with a PO & Go

							🏦 Navigator 👻	Gi Fa	vorites 🔻	He	ome Logou	Preferences	Help
Home Orders	Shipmen	ts Finance	Product	Admin	Assessmen	ts							
Create Invoices	View In	ivoices Vie	w Payments										
Invoice Actions													
										Cre	ate Invoice	With a PO Without a P	Go
Search													
Note that the search Suppl Invoice Numb Invoice Date Fro Invoice Stat	h is case in ier Huaw Plc om om (example us Go	e: 27-Jul-2020)	ies Ethiopia		Pu	rchase Order Number Invoice Amount Invoice Date To Currency							
Invoice Number	I	nvoice Date	Invoice (Currency	Code	Invoice Amour	nt Purchase Order	Status	Withdraw	Cancel	Update	View Atta	chments
No search conducte	ed.												
										Cre	ate Invoice	With a PO	Go

Give PO Number=>Click on 'Go'=>Select the PO Number=>Click on Add to Invoice=> Click 'Next'

	A CONTRACT			ft 1	Navigator 🤜	- 😡	Favorites 🔻		Hon	ne Logout Prefe	rences H	elp
Home Orders Shipments Finance Product	Admin Assessme	nts										
Create Invoices View Invoices View Payment	s											
@	0											
Purchase Orders	Details			Manage	e Tax				Re	eview and Submit		
Create Invoice: Purchase Orders										144 XX		
										Cancel	Step 1 of 4	Ne <u>x</u> t
Search												
Note that the search is case insensitive										A	dvanced 9	Search
Purchase Order Number 58406]											
Purchase Order Date												
(example: 27-Jul-2020)												
Organization												
Advances and Financing Excluded												
Go Cle	ar											
Select Items: Add to Invoice										S Previous 1-1	0 🔽 N	ext 10 📀
Select All Select None												
Select PO Number V Line Shipment Financing	Item Description	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
✓ 58406 4 1	SLA Definition split for PR		1	0.1	0.1	Money	82064724.5598	ETB	Leghar- Head Quarter	ET Operating Unit		



provide invoice details including Invoice Numbers, quantity/amount, attachments (if any) etc => Next

Home Orde	ers Shinments	Finance	roduct Admin Assessments						
Create Invoi	ices View Inv	nices View P	avments						
	Purchas	e Orders	Q Details		Manage Tax		Revie		
* Indicates re Supplier	quired field	* Supplier Tax Paver ID 0	Write Invoice No. & Date	In	voice	* Invoice Number 584	Ca	ance <u>i</u> Bac <u>k</u>	Step 2 of 4 Next
	Remit To Unique Remitta Remittanc	* Remit To A Address N Bank Account ince Identifier be Check Digit	o.1041 Kebele 17/08 Behind Hilton Hotel K ddis Ababa	Sirkos Sub City Click 'Add' to attach documents		Invoice Date Invoice Type Invoice Type Invoice Description Test	Dec-2020 mpte: 20-Nov-2020) voice V	Add	
Customer				\checkmark					
		* Customer Cus	Tax Payer ID ET10000 S Constraints of the second se	e Addis Ababa ET					
Items									
PO Number	Line Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM Amount
58406	1 1		PR & Software maintenance (Huawei product)		Leghar-Head Quarter	0.1	0.1	377043317.721	Money 37704331.77
Shipping a	nd Handling								

Select the Right Tax Rate type =>Click **'Submit'**

Create Invoices View In	voices View Pay	ments							
	0		0		0			-0	
Purcha	ase Orders		Details		Manage Tax		Revie	ew and Submit	
Create Invoice: Manage Tax									
							Cancel Save Ba	ack Step 3 of 4 Neg	Submit
Supplier					Invoice				
Remit T Unique Remit Remitta	* Supplier Tax Payer ID % Remit To Address No No No No No No No No No No No No No	awei Techr 04955900 DIS ABABA .1041 Kebe dis Ababa	iologies Ethiopia Plc le 17/08 Behind Hilton I	Hotel Kirkos Sub City Sele Taz	ect the right x Rate type	* Invoice Number * Invoice Date Invoice Type * Currency Invoice Description	58406-Invoice-01 05-Dec-2020 Standard ETB Test Attachment No	one	
Customer					_				
	* Customer Ta Custo	ax Payer ID omer Name Address	ET10000 ET Legal Entity Ethio Telecom Corporat	e Office Addis Ababa ET					
Summary Tax Lines									
Calculate						\			
Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Line Tax Amount Status		
1	ET TAX REGIME	ET TAX REC	ET VAT REC STATUS	🔄 🔍 ETHIOPIA REC	ET AP REC TAX-15%	15	5655649.77 Active		
Items									
PO Number Line Shipm	ent Item Descrip	otion		Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	1 Unit Price	Amount
58406 1 1	PR & Software	e maintenanc	e (Huawei product)		Leghar-Head Quarter	0.1	0.10 Mone	ey 377,043,317.72	37,704,331.77



You will get confirmation message once submitted the invoice. This invoice will be accessed at payables module of the purchaser's finance division for further payment process.

Home Orders Shipments Finance	Product Admin Assessments		
Create Invoices View Invoices View	w Payments		
Purchase Orders	Details	Manage Tax	-@ Review and Submit
Confirmation Invoice 58406-Invoice-01 was submitted	to our Accounts Payable department on 05-Dec-2020. The confirmation	number for this invoice is the invoice number. Y	ou can query its status by using Search by navigating to the Home page.
Invoice: 58406-Invoice-01			Printable Page Create Another
Supplier		Invoice	
* Suppler Tax Payer ID * Remit To Address Remit To Bank Account Unique Remittance I dentifier Benittance Check Duit	Huawel Technologies Ethiopia Pic 0004955900 ADDIS ABABA No.1041 Kebele 17/08 Behind Hilton Hotel Kirkos Sub City Addis Ababa	* Invoice Numbe * Invoice Dat Invoice Typ * Currenc Invoice Descriptio	r 58406-Invoice-01 e 05-Dec-2020 e Standard y n Test Attachment None
Customer			
* Custorr	rer Tax Payer ID ET10000 Customer Name ET Legal Entity Address Ethio Telecom Corporate Office Addis Ababa ET		

Option-2: Creating invoice without purchase order

Sometimes you may need to create invoices without having a purchase order. The steps are: Ethio iSupplier Full Access => Home Page => Finance => Create Invoice=>Select without a PO=>Go

							🏦 Navigator 🔻	Gi Fav	orites 🔻	Ho	me Logout	Preferences	Help
Home Orders	Shipments	Finance	Product	Admin	Assessments								
Create Invoices	View Invoid	es Viev	v Payments										
Invoice Actions													
										Crea	ate Invoice	Without a P	Go
Search													
Note that the sea Sup Invoice Nur Invoice Date I Invoice Si	rch is case insens plier Huawei T Plc mber From (example: 27 atus Go C	sitive Fechnologia -Jul-2020) V Clear	es Ethiopia	1	Purch	ase Order Number Invoice Amount Invoice Date To Currency							
Invoice Numbe	r Invo	ice Date	Invoice	Currency C	ode	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Atta	chments
No search condu	cted.												



Provide invoice details including Invoice Number, Items, Amount etc =>Click 'Next'=> Submit. Then you will get confirmation message once submitted the invoice. This invoice will be accessed at payables module of the purchaser's finance division for further payment process

* Indicates required field			Cancel Step 1 of 3 Next
Supplier		Invoice	
* Supplier Tax Payer ID * Remit To Address Remit To Bank Account Unique Remittance Identifier Remittance Check Digit	Huawei Technologies Ethiopia Pic 0004955900 ADDIS ABABA No.1041 Kebele 17/08 Behind Hilton Hotel Kirkos Sub City Ad	dis Ababa * Invoice Number * Invoice Date * Currency Invoice Description Tes	S8406-Invoice-02 O5-Dec-2020 Counce: 20-Hox-2020 ETB Short Summary of Invoice Description Attachment None Add
Customer * Customer Tax Custon	Payer ID ET10000 Q er Name ET Legal Entity Address Ethio Telecom Corporate Office P.O.Box 1047 Addis Ababa	Provide Invoice Description Requester First Name Requester Last Name	
Items			
Description Invoicable Item 1 Invoicable Item 2 Add Row	Ship To ET Corporate Office 🚽 🔍 ET Corporate Office 🪽 🔍	*Amount 100000 75000	Provide List of Invoice-able Items
Shipping and Handling			
Charge Type Freight Miscellaneous	Amount	Description	Only Shipping & Handling Charges

View/Update/Withdraw Invoice

To view/update/withdraw your invoices, on 'Create Invoice' tab, give the invoice number =>Click 'Go'=>see the status/withdraw/update as per your need.

Home Orders Sh	ipments Finance	Product Admin	Assessments								
Create Invoices	View Invoices View	Payments									
Invoice Actions											
									Create Invoio	With a PO	Go
Search											
Note that the search is Supplier Invoice Number Invoice Date From Invoice Status	case insensitive Huawei Technologie 58406-Invoice-01 (example: 20-Nov-2020) (concentration) (concentration) (concentration)	s Ethiopia Plc		Purchase Order Number Invoice Amount Invoice Date To Currency							
Invoice Number	Invoice Date	Invoice Curren	cy Code	Invoice Amoun	t Purchase Order	Status	Withdraw	Cancel	Update	View Attac	nments
58406-Invoice-01	05-Dec-2020	ETB		43,359,981.54	4 58406	In Process			0		•
									Create Invoio	e With a PO	Go



View Invoice Details

To view/update/withdraw your invoices, on 'View Invoice' tab, give the invoice number =>Click 'Go'=>see the details by clicking the links as per your need.

Home Ord	lers Shipme	nts Fina	nce Proc	duct Admin	Assessments											
Create Invoid	es View I	voices	View Payn	nents												
View Invoice	es															
																Export
Simple Sea	arch															
									_						Adva	nced Search
Invoice	Number 5840	6-Invoice-0					Payment Status		~							
PO	Number					Invoid	e Amount From		То							
	(examp	le : 1234)				An	nount Due From		То							
Release	Number	lo (1724 2)				Inv	voice Date From		то 🗌							
Payment	Number	ie i 1254°2)					Due Date Fram	í			_					
Invoice	e Status	V					Due Date Hom	(example: 20-Nov	2020)							
		GoCle	ar													
Invoice	Invoice Date	. ▼ Type	Currency	Amount	Due Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Discount Date	Availabl Discour	e It Attachments
<u>58406-</u>	05-Dec-2020	Standar	I ETB	43,359,981.54	43,359,981.54 In-		Not Paid			05-DEC-		<u>58406</u>	10036086			
Invoice-01					Process					2020						
																Export
																Export

Note: Alternatively, suppliers can create Advance Shipment Billing Notice instead of Advance

Shipment Notice. This will allow them to send billing information in addition to shipment notice.

								lavigator 🔻 📑 Favorites 👻
Home	Orders	Shipments	Planning	Finance	Product	Intelligence	Admin	
Delivery	Schedules	Shipmen	t Notices	Shipment	Schedules	Receipts	Returns	Overdue Receipts On-Time Performance
Shipn	nent Notic	es						
Create	Advance S	Shipment Notice	<u>es</u>	_				
Create	Advance S	Shipment Billing	<u>Notices</u>					
Upload	d Advance S	Shipment and E	Billing Notices					
View /	Cancel Ad	vance Shipmen	t and Billing I	<u>Notices</u>				



View Payments made to your Company

In order to view payment for your orders and invoices follow the steps: 'Finance' tab=> 'View

Payments'=>give Order Number=>Click 'Go'=>see details by clicking on Detail links

Home Or	ders Shipments	Finance Product Admin /	Assessments							
Create Invoi	ces View Invoice	s View Payments								
View Paym	ents									
										Exmant
									<u> </u>	Export
Simple Se	arch							D-4-11 11-1		
							(Detail links		
Note that th	e search is case inse	nsitive					7			Advanced Search
Payment	Number			Statu	s	9			/ -	
Traveleo	Number		,	aumont Amount Eres					\mathbf{X}	
Invoice	Number		r	ayment Amount From	"	1			$\langle \rangle$	
PO	Number 58406			Payment Date From	То				\sim	
Delesse	(example : 1	234)			(example: 20-Nov-2020)				$I \cup I$	
Release	e Number	224-2)								
	Go	Clear								
Payment	Remit-to Supplie	er Remit-to Supel- site	Payment Date 🔻	Currency	Amount Method	Status	Status Date	Bank Account	Invoice	PO Number
<u>17773</u>			04-Aug-2020	ETB	54,962,864.41 Check	Reconciled	11-Aug-2020	ET Main Account	HO-ET 2008008	<u>58406</u>
17527			21-May-2020	ETB	54,495,700.37 Check	Reconciled	26-May-2020	ET Main Account	HO-ET 0000004	<u>58406</u>
17207			04-Feb-2020	ETB	57,142,963.24 Check	Reconciled	12-Feb-2020	ET Main Account	HO-ET1900104	<u>58406</u>
16972	1		15-Oct-2019	ETB	53,080,667.27 Check	Reconciled	18-Oct-2019	ET Main Account	HO-ET1900094	<u>58406</u>
16866			26-Jul-2019	ETB	53,080,667.27 Check	Reconciled	07-Aug-2019	ET Main Account	HO-ET1900028	<u>58406</u>
16814			15-Jun-2019	ETB	53,080,667.27 Check	Reconciled	28-Jun-2019	ET Main Account	HO-ET1900021	<u>58406</u>
16720			25-Mar-2019	ETB	44,972,422.62 Check	Reconciled	04-Apr-2019	ET Main Account	HO-ET1900010	58406
16663			11-Feb-2019	ETB	53,080,667.27 Check	Reconciled	15-Feb-2019	ET Main Account	HO-ET1900007	<u>58406</u>
										Export
										mid-pic

WORK CONFIRMATION CREATION [For Service Procurements]

If the purchaser has issued a complex order for your organization, you as a supplier need to create work confirmation **only for the amount/quantity you have performed** so far.

Once you have created the work confirmation and submitted it, it will be sent to the purchaser for approval.

After it gets approved by the purchaser, it will create an invoice and will be available in the purchaser's finance/payables so that you can claim your payment. So you need to follow your payment accordingly.

The steps to create work confirmation is as follows:

Ethio iSupplier Full Access =>Home Page (see pic. below)



Enterprise Search All			Go	Search Results Display Preference Standard 🔽
Oracle Applications Home Page		Worklist		
	Personalize	From	111 1 1	
Home Page		From Agerselam Adamu Bizualem	PO Approval	ET Operating Unit - ET Complex 57869,
thio Sourcing Supplier isupplier Portal Full Access		GOBEZIE ENDAYEHU TEGEGNE	Sourcing Two-Stage Evaluation	Two-Stage RFQ Evaluation Complete: T
		Fikir Edea Regassa	PO Approval	ET Operating Unit - Standard Purchase
			Supplier User Registration Work Version 2	flow Ethio Telecom Supplier Collaboration Ne Registration
		TIP <u>Vacation Rules</u> - Redit TIP <u>Worklist Access</u> - Spear	rect or auto-respond to notification cify which users can view and act	ns. upon your notifications.

Then, go to Orders=>Purchase Orders => Click on the PO # (or you can search by clicking 'Advanced Search') (see pic. below)

						📅 Navigator 👻 🗟	Favorites 🔽	н	ome Logout Preference	es Help
Home	Orders	Shipments Fin	ance Produc	t Admin Assessments						
Purch	ase Orders	Work Orders	Agreements	Purchase History Work Confirmations D	eliverables Deliverab	les Timecards	View Requ	ests		
Purch	ase Orders									
									Multiple PO Chang	e Export
View	ic.				Use this	button if				
VIEW	3			(created available	er is not				
View	V All Purc	hase Orders		Go	availabi	le below			Advar	nced Search
	1									
Selec	t Order:	Acknowledge	Request Cance	Illation Request Changes View Change H	listory					
	PO	Operating	Document						Acknowledge	
Select	Number	Rev Unit	Туре	Description	Order Date	Buyer	Currency	Amount	Status By	Attachments
0	<u>57869</u>	1 ET Operating Unit	Standard PO		03-Jun-2019 16:51:41	GOBEZIE ENDAYEHL TEGEGNE	ETB	304,178,144.30) Open	0
0	53501	0 ET Operating Unit	Standard PO	PVC Duct and Manhole Construction civil work at Philipos Road /variation work/	02-Apr-2018 20:12:03	Fikir Edea Regassa	ETB	55,949.67	Closed	(j)
0	30832	0 ET Operating Unit	Standard PO	Duct and Manhole construction PHILIPOS ROAD	15-Feb-2016 10:00:49	Fikir Edea Regassa	ETB	2,760,813.96	Closed	()
									Multiple PO Chang	e Export

Then, select 'Create Work Confirmation' from Actions =>Go

								🋱 Navigator 🔻 😼 Favorites 🔻				Home Logout Preferences Help					
Hon	e Orders	Shipmen	ts Finance	Product	Admin	Assessm	ents										
Pur	chase Orders	Work	Orders Agr	reements	Purchase	History	Work Confirmation	ns Delive	rables	Deliverables	Timecard	ts ۱ ۱	liew Requests	Reques	t Changes		
Orde	ers: Purchase	Orders >	ETD 204 470	444 201										View Ch	t Cancellation		
Curr	omplex: 578	09, 1 (1018)	EIB 304,178,	144.30)										View Pf)F		-
Curr	ency-cib												Actions	Create	Work Confirmation	Go	Export
														View Re	ork Contirmations		
Or	der Informat	tion												View In	voices		
													0	View Pa	iyments		
Ge	neral						Terms and Condit	ions					Summary	Total	304 179 144 30		
		Total	304.178.144	.30			Payment Terms	Immediat	e				A	pproved	0.00		
2		Supplier	Afro -Tsion (Constructio	n		Carrier							Billed	0.00		
·			PLC				FOB						Advan	ce Billed	60,835,628.86		
	Su	pplier Site	Addis Ababa				Freight Terms						Progress F	Payment	0.00		
		Address	Addis Ababa				Shipping Control										
			Bole				Work Location										

Select 'All Pay Items' => Go =>thick on Select (select only the pay items for which you are about to create work confirmation, may not be all lines) =>Next

ethio telecom™

			navigator	r 🔽 😼 Favorites	✓ Home Logout Preferences						
Home Orders Shipme	ts Finance Product Admin Assessment	s									
Purchase Orders Work O	ders Agreements Purchase History Wor	k Confirmations Deliverables Deliverable	5 Timecard	Is View Reques	ts						
Orders: Purchase Orders > View Order Details >											
Create Work Confirmation (ET Complex: 57869)											
Currency=ETB Cancel											
	Ordered 304.178.144.30	Description									
	Approved 0.00	Description									
Viewe											
views											
Pay Items Due in	he Next 30 Days				Advanced Search						
Pay Items Due in	the Last 30 Days										
View All Pay Items	Go										
Select All Select None											
Sciect Air Sciect None					Drevious						
Select Line Pay Item	Description	Need-By Date	цом	Ordered	Requested/Delivered Progress(%)						
	Construction of SER Regional Building at Adama Tow	m 30-May-2021 11:13:23	ETB	304178144.3	0 0						

Then, provide details like: Work Confirmation, period of performance, Material Stored, progress (%), etc

Then Submit



Work Confirmations

Note: If you have saved it for later use before submitting, you can trace, update and submit it as follows:

Ethio iSupplier Full Access =>Home Page=>Orders=>Work Confirmations (see pic. below)

ethio telecom

							Navigator 🔻	Ge Favorites	~	Home Lo	gout Preferenc	es
Home Orders Shipments	Finance Product	Admin Assessmen	ts									
Purchase Orders Work Orders	Agreements Pu	Irchase History	ork Confirmat	ions Delive	erables	Deliverables	Timecards	View Reque	sts			
Work Confirmations												
											1	Export
Views												
View Last 25 Work Confirmatio Select Work Confirmation: Upo	ns 🗸 Go late Cancel										Advanced	Search
				1			Previ	ous	Curre	nt	Total	
Select Work Confirmation	Request Date 🔻	Period From	Period To	PO Number	Currency	Ordered	Requested	Delivered	Requested	Delivered	Progress (%	Status
O WC/ 57869/Aug 27 2020/01	27-Aug-2020 15:47	7:31 01-Aug-2020	10-Aug-2020	<u>57869</u>	ETB	304178144.3	0	0	304178144.3	0	10)(Draft
												Export

You can use the 'Advance Search' button if not available.

Then you can click on the **Work Confirmation** and update/submit. You can also check the **status** and take actions.



Part III ISupplier Portal Full Access & Profile Management

A. Major Functionalities Under iSupplier Portal Full Access

Navigate to: iSupplier Portal Full Access => Home Page

							📅 Nav	vigator 🔻	 Favorites 	-	Home Logout	Preferences	Help
Home	Orders	Shipments	Planning	Finance	Product	Intelligence	Admin						
Purcha	Purchase Orders Work Orders Agreements Purchase History Work Confirmations Deliverables Timecards View Requests RFQ												
Purchase Orders													
											Multiple PC) Change	Export
Views	5												
View	View All Purchase Orders 🔽 Go												

Orders:

 \checkmark Suppliers can access purchase orders issued to their company by the purchaser and take one of the

below actions against the PO.

- Request Changes
- Request Cancellation
- View Change History
- View PDF

- Manage Deliverables
- View Receipts
- View Invoices
- View Payments
- View Shipments

✤ Shipments:

- ✓ Displays information regarding Delivery Schedules, Shipment Notices, Receipt History, Overdue Receipts, Returns and On-Time Delivery performance of the Supplier.
- ✓ Enables suppliers to create Advance Shipment Notices.

Finance:

- ✓ Allows suppliers to view their *Invoices* and *Payments*. These are view only pages.
- Products:
 - ✓ Displays a *summary of items* for which the Supplier is currently an approved Supplier to the purchaser.
 - ✓ Provides several quick links for further analysis of data in relation to a specific item.

B. Profile Management

Suppliers can manage profiles of their company on the following matters:

- **4** Organization: Contains **tax**, **employees** and **general information** about your organization.
- **4** Address Book: Supplier can Include, Update or Remove Sites.
- 4 Contact Directory: Supplier can Include, Update or Remove contacts (explained below).
- **4** Banking Details: Suppliers can Create & Update banking details.
- Payments & Invoices: Supplier can assign Site Specific Payment and invoice methods & Currencies and notification currencies.



***** Updating Existing Contact:

<u>Note:</u> your contact may mean your company's user account. You should be fully aware that your user is fully authorized to deal and decide on business transactions with the purchaser on behalf of your company.

✤ iSupplier Portal Full Access => Home Page => Admin => Contact Directory => Update

							1.10	🛱 Nav	igator 🔻	🗟 Favorites 🔻		Home Lo	ogout Prefere	nces
Hom	e Orders	Shipments	Planning	Finance	Product	Intelligence	Admin							
Profi	Profile Management 1st													
. (General	Contac	t Directory :	Active Con	tacts									
• (Company Prof	ile Crea	ite											
0	Organizatio	First N	lame Las	t Name	Suppli	ier Name 🔺	Phone N	umber	Email		Status	User Account	Addresses	Update
0	Address Boo	ok Binalfe	w Sou	rcing-dummy	Belaya	b Motors Plc			belayat	o1@ethionet.et	Current	~	Ē	1
0	Contact	2 ^{na}						_					3rd	
Di	rectory	± Co	ntact Direct	tory : Inacti	ve Contac	ts								
o Cla	Business													
0	Product &													
Se	rvices													
0	Banking De	alls												
In	voicing													
0	Surveys													

Then you will be provided with the details with updatable fields as show below.

			Favorites V	Home Logout Preferences Help
Admin: Profile Management: Co	ontact Directory >			
Update Contact				
* Indicates required field				Cance <u>I</u> Apply
	Contact Title	\checkmark	Phone Area Code	251
	First Name	Binalfew	Phone Number	
	Middle Name	Tesfaye	Phone Extension	
	* Last Name	Sourcing-dummy	Alternate Phone Area Code	
	Alternate Name		Alternate Phone Number	
	Job Title		Fax Area Code	251
	Department		Fax Number	ļ
	Email Address		Inactive Date	
	Url			(example: 16-Nov-2019 19:45:00)
User Account Informatio	on			
in oser recount information				

Cance<u>l</u> Apply

After you provide the change details, click Apply and it will be official once approved by the purchaser.



Creating New Contacts:

✤ iSupplier Portal Full Access => Home Page => Admin => Contact Directory => Create

				📌 Nav	rigator 🔻 🛛 😫 Favorites 🔻		Home Lo	ogout Preferer	ices				
Home Orders Ship	oments Plan	ning Finance P	roduct Intelligence	Admin									
Profile Management													
General	Contact Directory : Active Contacts												
Company Profile	ile Create												
 Organization 	First Name	Last Name	Supplier Name 🔺	Phone Number	Email	Status	User Account	Addresses	Update				
 Address Book 	Binalfew	Sourcing-dummy	Belayab Motors Plc		belayab1@ethionet.et	Current	~		1				
Contact													
Directory	+ Contact Directory : Inactive Contacts												
Classifications													
 Product & 													
 Banking Details 													
 Payment & 													
Invoicing													
 Surveys 													
Admin: Desfile Managem	ante Cantant Dia	Cartant C	Directory Antine Contac										
Create Contact	ent. Contact Dir		Directory . Active Contac	15 2									
* Indicates required field	1							Cancol	Apply				
	Cont	act Titla				[Cancer	мұрту				
	Cond				Phone A	rea Code							
	Fils				Phone	Number							
	Midul				Phone I	xtension							
	T Las	st Name			Alternate Phone A	rea Code							
	Alternat				Alternate Phone	Number							
					Fax A	rea Code							
	Dep	artment			Fax	Number							
Email Address Inactive Date													
		Uri j				(Example: 10-NOV-2019 1	9.45.00)					
User Account													
	Croa	te liker Account for t	his Contact										
	Clea	te oser Account für t											

Fill all the details, declare whether the newly created contact shall own user account or not and Apply. It will be submitted to the purchaser for review and approval.