

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

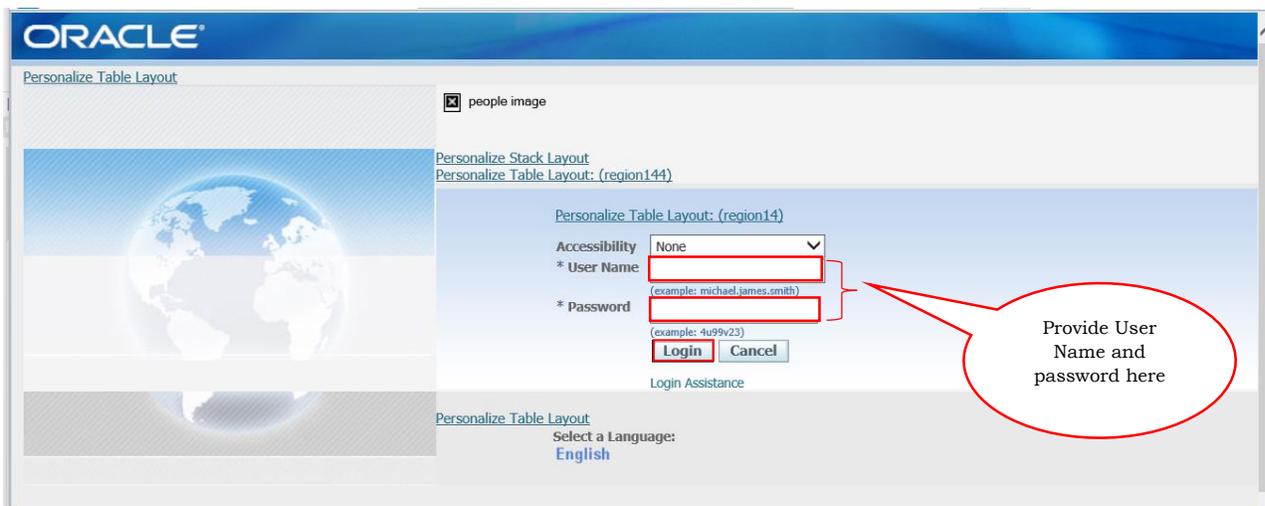
- Cycle time reduction
- Ability to provide better customer service while working more efficiently
- Many more ...

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.



ORACLE

Personalize Table Layout

people image

Personalize Stack Layout

Personalize Table Layout: (region144)

Personalize Table Layout: (region14)

Accessibility: None

* User Name:

(example: michael.james.smith)

* Password:

(example: 4u99v23)

Login Assistance

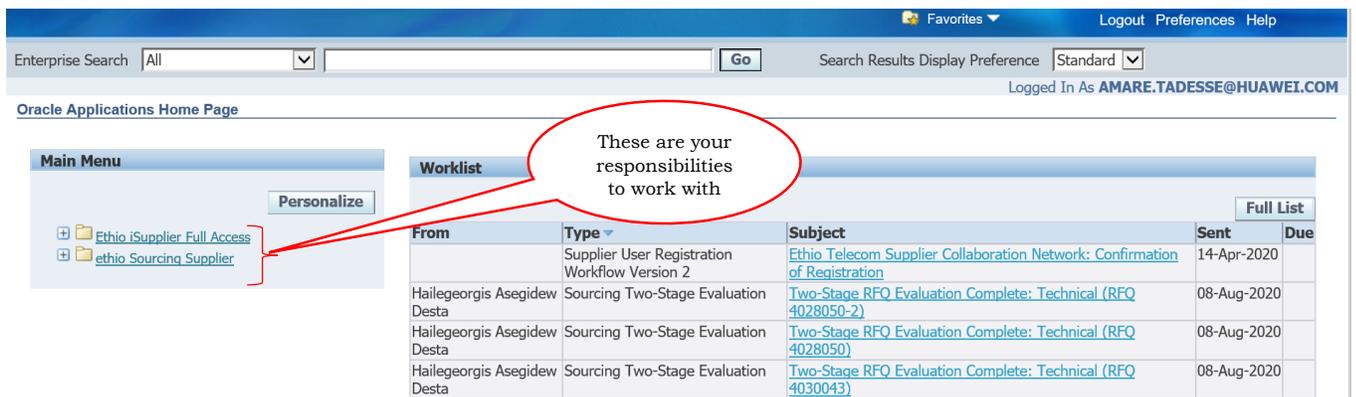
Personalize Table Layout

Select a Language: English

Provide User Name and password here

Once logged in, there will be two responsibilities:

- ✓ Ethio iSupplier Full Access
- ✓ ethio Sourcing Supplier



Enterprise Search: All Search Results Display Preference: Standard

Logged In As AMARE.TADESSE@HUAWEI.COM

Oracle Applications Home Page

Main Menu

- Ethio iSupplier Full Access
- ethio Sourcing Supplier

Worklist

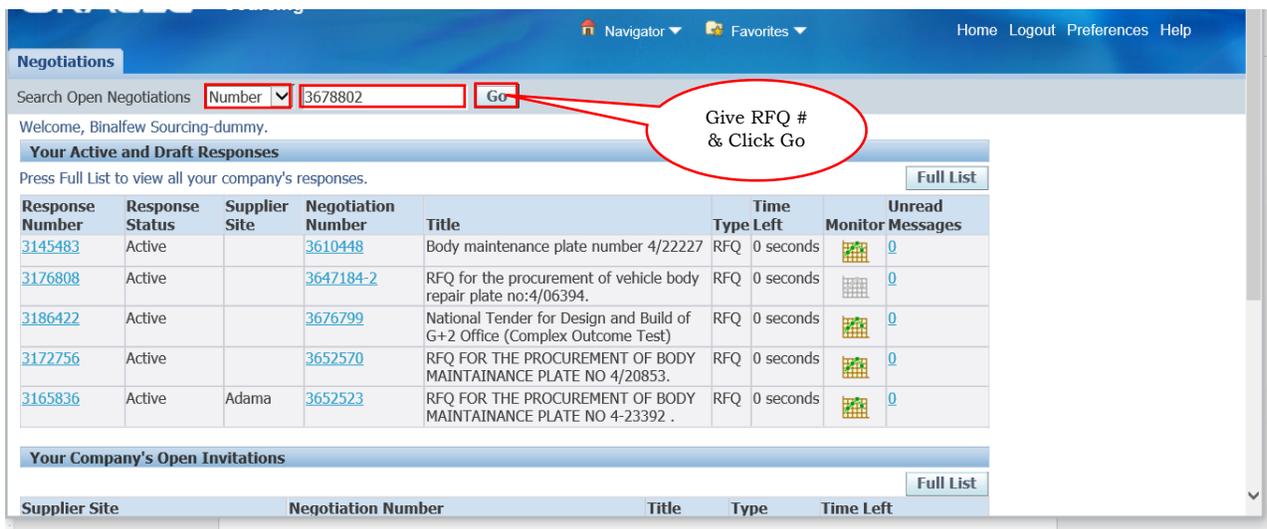
These are your responsibilities to work with

From	Type	Subject	Sent	Due
	Supplier User Registration Workflow Version 2	Ethio Telecom Supplier Collaboration Network: Confirmation of Registration	14-Apr-2020	
Hailegeorgis Asegidew Desta	Sourcing Two-Stage Evaluation	Two-Stage RFQ Evaluation Complete: Technical (RFQ 4028050-2)	08-Aug-2020	
Hailegeorgis Asegidew Desta	Sourcing Two-Stage Evaluation	Two-Stage RFQ Evaluation Complete: Technical (RFQ 4028050)	08-Aug-2020	
Hailegeorgis Asegidew Desta	Sourcing Two-Stage Evaluation	Two-Stage RFQ Evaluation Complete: Technical (RFQ 4030043)	08-Aug-2020	

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.



Search Open Negotiations: Number 3678802 Go

Welcome, Binalfew Sourcing-dummy.

Your Active and Draft Responses

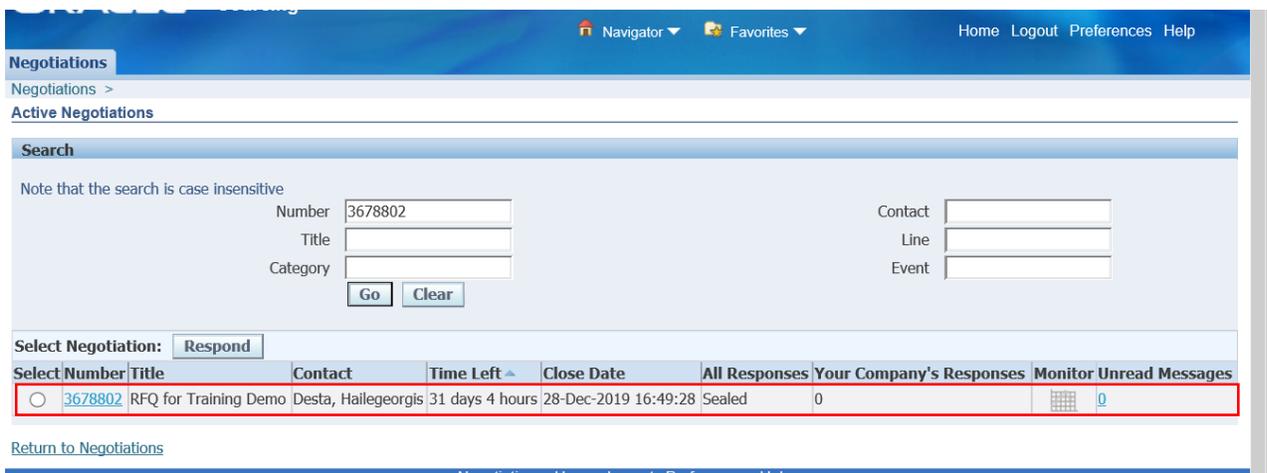
Press Full List to view all your company's responses. Full List

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
3145483	Active		3610448	Body maintenance plate number 4/22227	RFQ	0 seconds		0
3176808	Active		3647184-2	RFQ for the procurement of vehicle body repair plate no:4/06394.	RFQ	0 seconds		0
3186422	Active		3676799	National Tender for Design and Build of G+2 Office (Complex Outcome Test)	RFQ	0 seconds		0
3172756	Active		3652570	RFQ FOR THE PROCUREMENT OF BODY MAINTAINANCE PLATE NO 4/20853.	RFQ	0 seconds		0
3165836	Active	Adama	3652523	RFQ FOR THE PROCUREMENT OF BODY MAINTAINANCE PLATE NO 4-23392 .	RFQ	0 seconds		0

Your Company's Open Invitations Full List

Supplier Site	Negotiation Number	Title	Type	Time Left
---------------	--------------------	-------	------	-----------

- ✓ After you click on go, the following page having the tender information will come for you



Negotiations >

Active Negotiations

Search

Note that the search is case insensitive

Number: Contact:

Title: Line:

Category: Event:

Select Negotiation:

Select	Number	Title	Contact	Time Left	Close Date	All Responses	Your Company's Responses	Monitor	Unread Messages
<input type="radio"/>	3678802	RFQ for Training Demo	Desta, Hailegeorgis	31 days 4 hours	28-Dec-2019 16:49:28	Sealed	0		0

[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 > Active Negotiations > RFQ: 4037043

Actions **Online Discussions**

Title **Test for Terms & Conditions**
 Status **Active (Locked)**
 Time Left **13 days 23 hours**

Open Date **13-Aug-2020 09:13:25**
 Close Date **31-Aug-2020 09:11:37**

Header | Lines | Controls | Contract Terms

Buyer **Desta, Hailegeorgis** Outcome **Standard Purchase Order**
 Two-Stage RFQ Event
 Quote Style **Sealed**
 Description

Negotiations > Active Negotiations > RFQ: 4037043 >
Online Discussions (RFQ 4037043)

Title [Test for Terms & Conditions](#)
 Status **Active (Locked)**
 Time Left **13 days 23 hours**

Open Date **13-Aug-2020 09:13:25**
 Close Date **31-Aug-2020 09:11:37**

Messages

Subject	Message	Status	Sender	Date	Reply
No results found.					

Create New Message (RFQ 4037043)

* Indicates required field

Send To

* Subject

* Message
 Regards, _____

Attachments

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

Negotiations > Active Negotiations > RFQ: 4037043 >
Online Discussions (RFQ 4037043)

Title [Test for Terms & Conditions](#)
 Status **Active (Locked)**
 Time Left **13 days 23 hours**

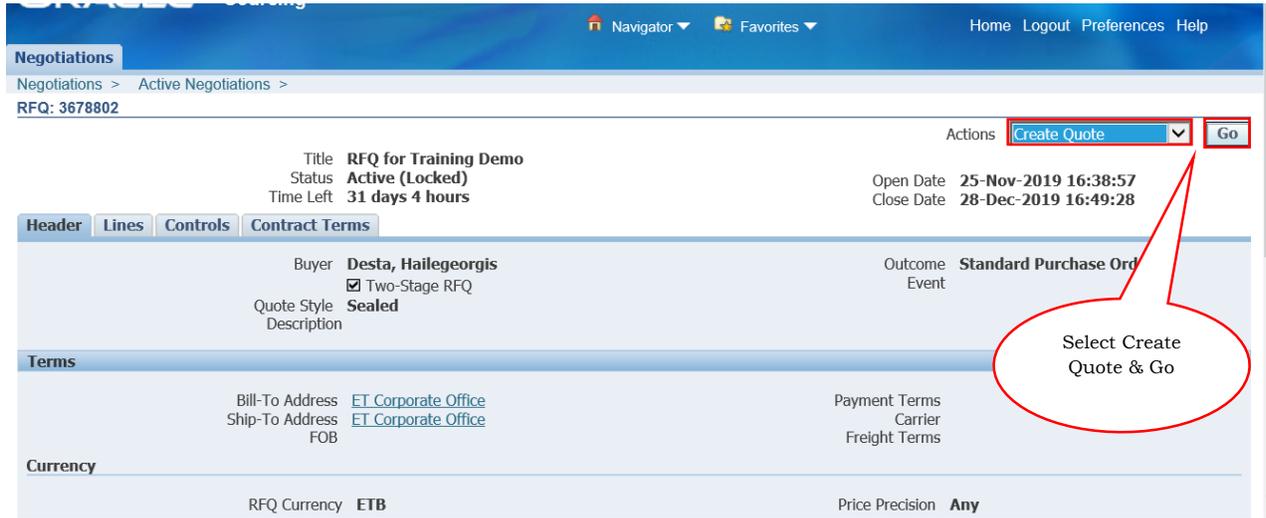
Open Date **13-Aug-2020 09:13:25**
 Close Date **31-Aug-2020 09:11:37**

Messages

Subject	Message	Status	Sender	Date	Reply
Tender Clarification Request	Dear Ethio telecom representative, We have review...	Read	Ashagrie, Amare	17-Aug-2020 09:31:35	<input type="button" value="Reply"/>

PROVIDING QUOTATION /Participating for Bids/Tenders

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



Home Logout Preferences Help

Negotiations > Active Negotiations > RFQ: 3678802

Title **RFQ for Training Demo**
Status **Active (Locked)**
Time Left **31 days 4 hours**

Open Date **25-Nov-2019 16:38:57**
Close Date **28-Dec-2019 16:49:28**

Header Lines Controls Contract Terms

Buyer **Desta, Hailegeorgis**
 Two-Stage RFQ
Quote Style **Sealed**
Description

Outcome **Standard Purchase Ord**
Event

Terms

Bill-To Address [ET Corporate Office](#)
Ship-To Address [ET Corporate Office](#)
FOB

Payment Terms
Carrier
Freight Terms

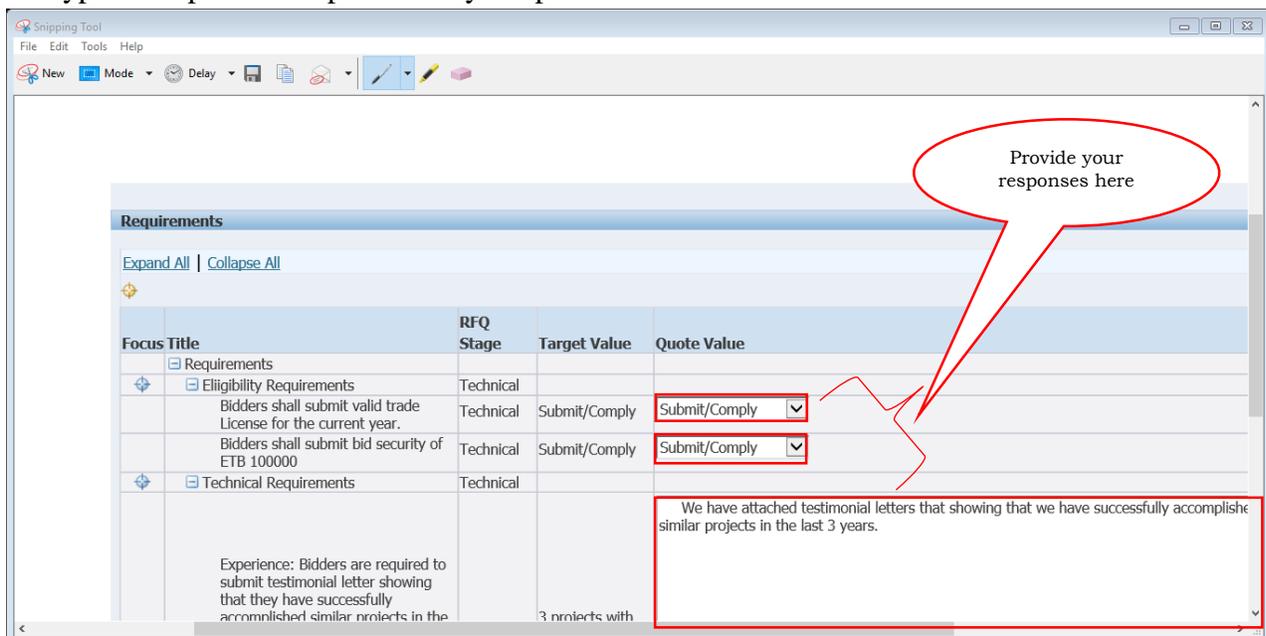
Currency

RFQ Currency **ETB** Price Precision **Any**

Actions **Create Quote** **Go**

Select Create Quote & Go

- 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.



Shipping Tool

File Edit Tools Help

New Mode Delay

Requirements

Expand All | Collapse All

Focus Title	RFQ Stage	Target Value	Quote Value
Requirements			
Eligibility 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		
Experience: Bidders are required to submit testimonial letter showing that they have successfully accomplished similar projects in the		3 projects with	

We have attached testimonial letters that showing that we have successfully accomplish similar projects in the last 3 years.

Provide your responses here

- ❖ 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).

Our Company has Fully Met the requirements & we have attached it for your review.

Implementation Proposal: Bidders shall attach short and clear implementation proposal showing how they can perform the project.

Attach Clear Implementation Technical Proposal

[Preview Contract Terms](#)

Variables

[Open](#) [Save](#) [Cancel](#)

➤ 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](#)
 Two-Stage RFQ

Time Left: 30 days 1 hour
 Close Date: 28-Dec-2019 16:49:28

Header **Lines**

RFQ Currency: ETB
 Price Precision: Any
 Quote Currency: ETB

Line	Update	Ship-To	Rank	Start Price	Target Price	Quote Price Unit	Target Quantity	Quote Quantity	Promised Date
1		Leghar-Head Quarter	Sealed			50000 Piece	6,754	6754	31-Dec-2019

Indicates more information requested. Click the Update icon.

[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

Negotiations > Active Negotiations >

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

Title: **RFQ for Training Demo**
 Supplier: **Belayab Motors Plc**
 RFQ Currency: **ETB**
 Quote Currency: **ETB**
 Price Precision: **Any**

Time Left: **30 days**
 Close Date: **28-Dec-2019 16:49:28**
 Quote Valid Until:
 Reference Number:
 Note to Buyer:

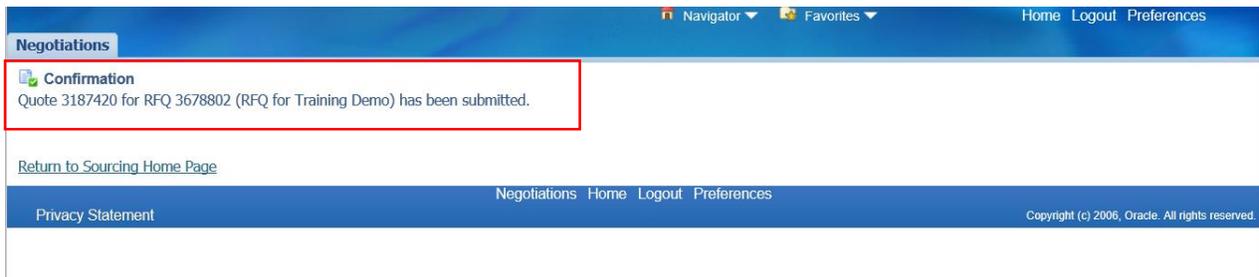
Attachments

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

Requirements

[Show All Details](#) | [Hide All Details](#)

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

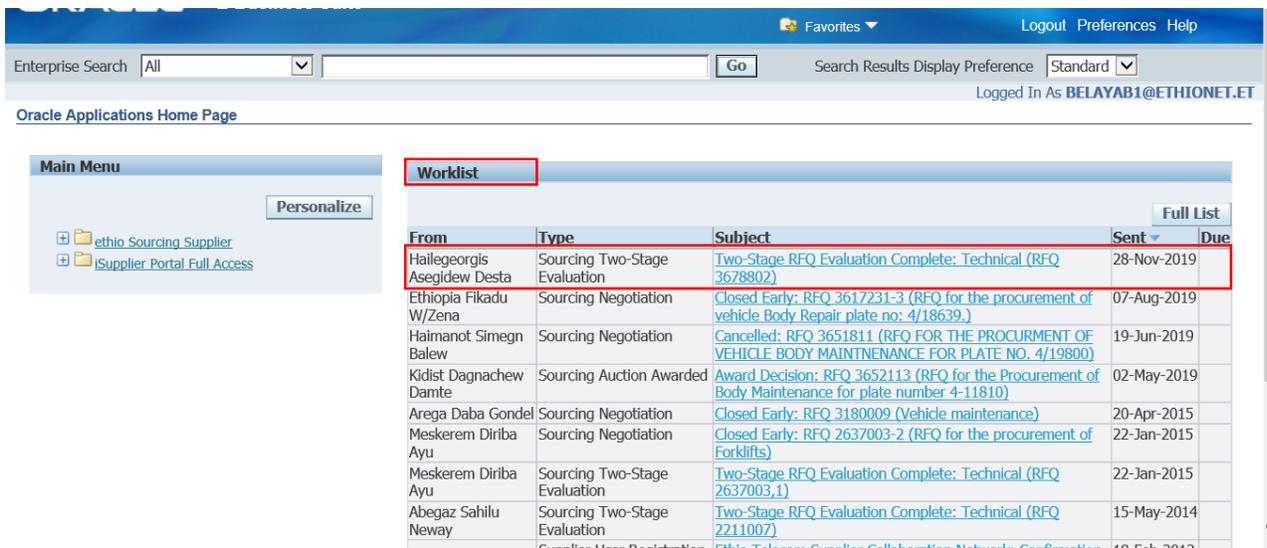


Confirmation
Quote 3187420 for RFQ 3678802 (RFQ for Training Demo) has been submitted.

[Return to Sourcing Home Page](#)

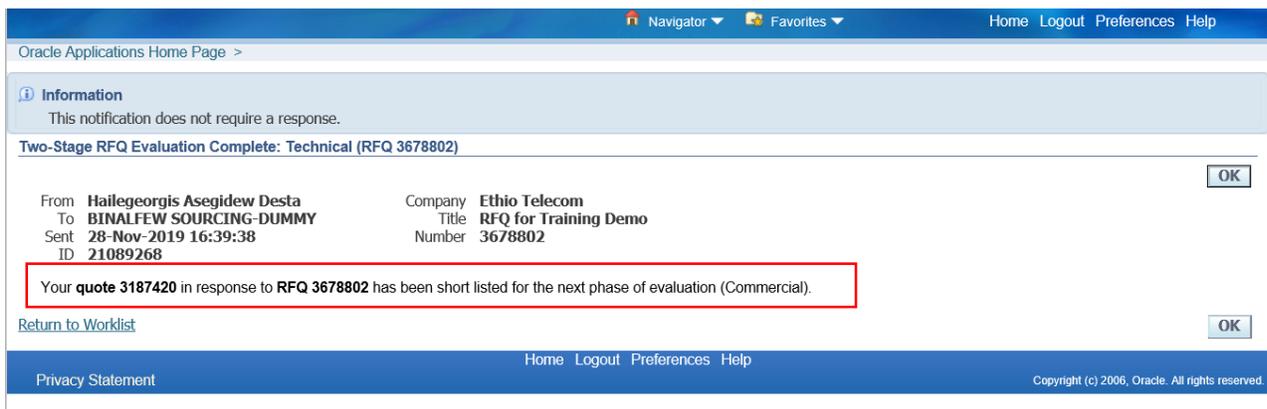
Privacy Statement

- 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).



From	Type	Subject	Sent	Due
Hailegeorgis Asegidew Desta	Sourcing Two-Stage Evaluation	Two-Stage RFQ Evaluation Complete: Technical (RFQ 3678802)	28-Nov-2019	
Ethiopia Fikadu W/Zena	Sourcing Negotiation	Closed Early: RFQ 3617231-3 (RFQ for the procurement of vehicle Body Repair plate no: 4/18639.)	07-Aug-2019	
Haimanot Simegn Balew	Sourcing Negotiation	Cancelled: RFQ 3651811 (RFQ FOR THE PROCURMENT OF VEHICLE BODY MAINTNENANCE FOR PLATE NO. 4/19800)	19-Jun-2019	
Kidist Dagnachew Damte	Sourcing Auction Awarded	Award Decision: RFQ 3652113 (RFQ for the Procurement of Body Maintenance for plate number 4-11810)	02-May-2019	
Arega Daba Gondel	Sourcing Negotiation	Closed Early: RFQ 3180009 (Vehicle maintenance)	20-Apr-2015	
Meskerem Diriba Ayu	Sourcing Negotiation	Closed Early: RFQ 2637003-2 (RFQ for the procurement of Forklifts)	22-Jan-2015	
Meskerem Diriba Ayu	Sourcing Two-Stage Evaluation	Two-Stage RFQ Evaluation Complete: Technical (RFQ 2637003,1)	22-Jan-2015	
Abegaz Sahilu Neway	Sourcing Two-Stage Evaluation	Two-Stage RFQ Evaluation Complete: Technical (RFQ 2211007)	15-May-2014	

- Click on it and see the details ...



Information
This notification does not require a response.

Two-Stage RFQ Evaluation Complete: Technical (RFQ 3678802)

From: **Hailegeorgis Asegidew Desta** Company: **Ethio Telecom**
 To: **BINALFEW SOURCING-DUMMY** Title: **RFQ for Training Demo**
 Sent: **28-Nov-2019 16:39:38** Number: **3678802**
 ID: **21089268**

Your quote 3187420 in response to RFQ 3678802 has been short listed for the next phase of evaluation (Commercial).

[Return to Worklist](#)

❖ **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 ethio_Sourcing_Supplier Supplier Portal Full Access		From	Type	Subject	Sent	Due
		Hailegeorgis Asegidew Desta	Sourcing Auction Awarded	Award Decision: RFQ 3678802 (RFQ for Training Demo)	28-Nov-2019	
		Ethiopia Fileds	Sourcing Negotiation	Closed Early RFQ 3677331 3 (RFQ for the procurement of 07 Aug 2019)		

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

Information

This notification does not require a response.

Award Decision: RFQ 3678802 (RFQ for Training Demo)

From	Hailegeorgis Asegidew Desta	Company	Ethio Telecom
To	BINALFEW SOURCING-DUMMY	Title	RFQ for Training Demo
Sent	28-Nov-2019 16:51:07	Number	3678802
ID	21089271		

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**

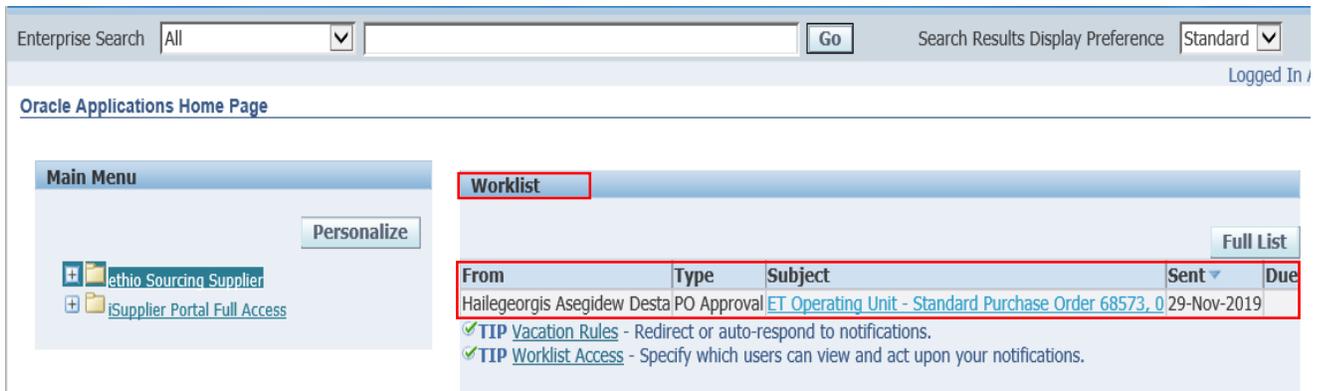
Number of line(s) rejected from your quote: **0**

Note to Supplier:

Part II

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).



Enterprise Search Search Results Display Preference Logged In /

Oracle Applications Home Page

Main Menu

[ethio Sourcing Supplier](#)

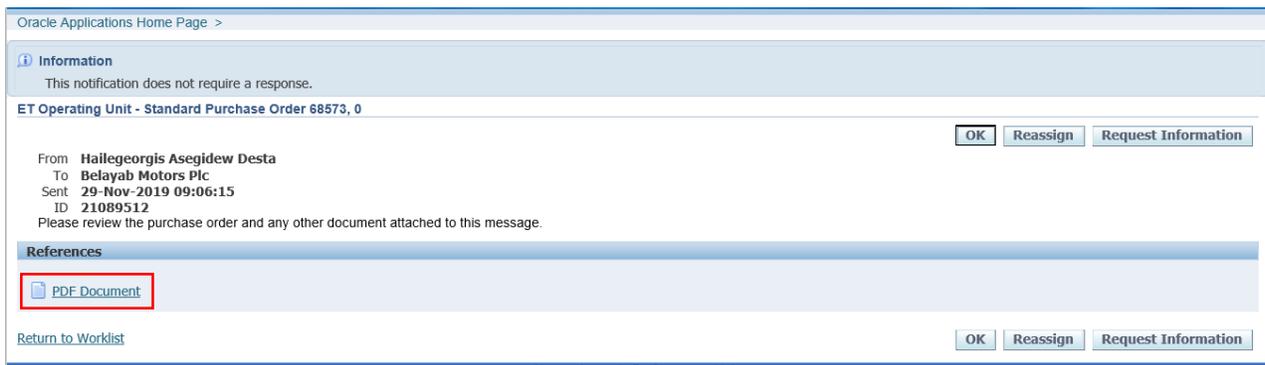
[iSupplier Portal Full Access](#)

Worklist

From	Type	Subject	Sent	Due
Hailegeorgis Asegidew Desta	PO Approval	ET Operating Unit - Standard Purchase Order 68573, 0	29-Nov-2019	

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.
 [TIP Worklist Access](#) - Specify which users 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

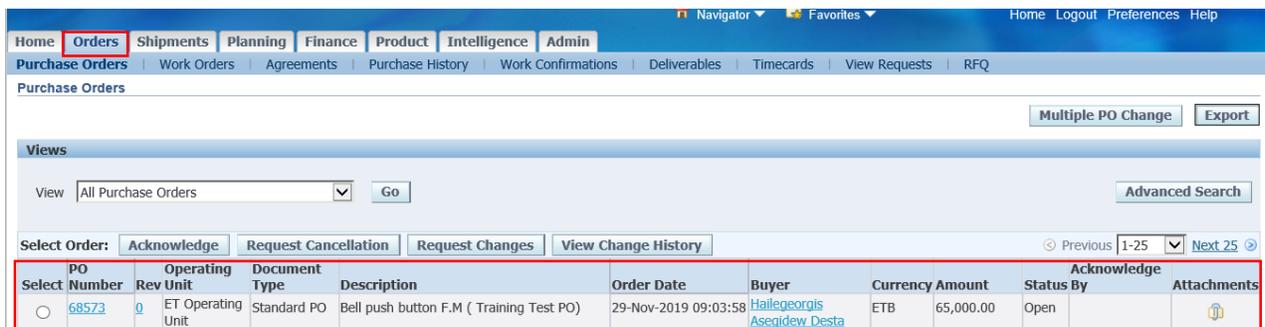
From **Hailegeorgis Asegidew Desta**
To **Belayab Motors Plc**
Sent **29-Nov-2019 09:06:15**
ID **21089512**
Please review the purchase order and any other document attached to this message.

References

[PDF Document](#)

[Return to Worklist](#)

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



Home **Orders** Shipments Planning Finance Product Intelligence Admin

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

Purchase Orders

Views

View

Select Order: Previous 1-25 Next 25

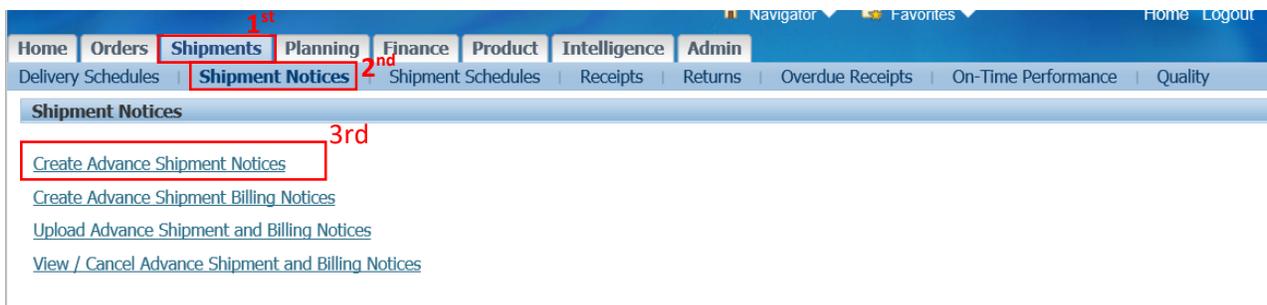
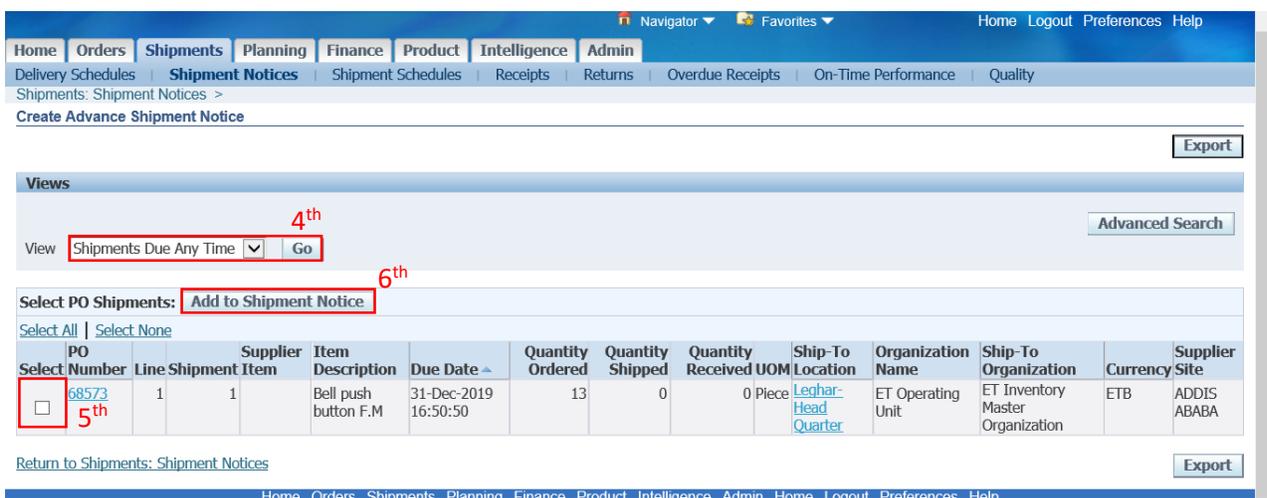
Select	PO Number	Rev Unit	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	68573	0	ET Operating Unit	Standard PO	Bell push button F.M (Training Test PO)	29-Nov-2019 09:03:58	Hailegeorgis Asegidew Desta	ETB	65,000.00	Open		

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**

Select	PO Number	Line	Supplier Shipment Item	Item Description	Due Date	Quantity Ordered	Quantity Shipped	Quantity Received	UOM	Ship-To Location	Organization Name	Ship-To Organization	Currency	Supplier Site
<input type="checkbox"/>	68573	1	1	Bell push button F.M	31-Dec-2019 16:50:50	13	0	0	Piece	Leghar-Head Quarter	ET Operating Unit	ET Inventory Master Organization	ETB	ADDIS ABABA

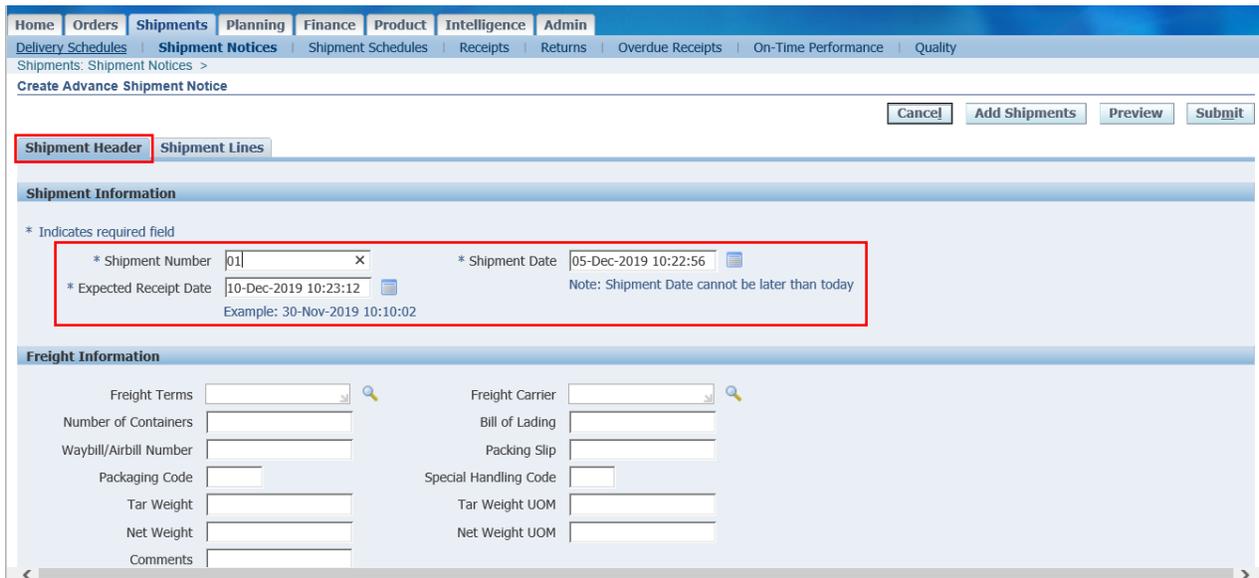
❖ **Shipment Header:**

- 🚩 Shipment Number
- 🚩 Shipment Date
- 🚩 Expected Receipt Date

❖ **Shipment Lines:**

- 🚩 Packing Slip - Qty to be shipped
- 🚩 Country of Origin - Any attachments
- 🚩 Container 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 Performance | Quality

Shipments: Shipment Notices >

Create Advance Shipment Notice

Cancel | Add Shipments | Preview | Submit

Shipment Header | Shipment Lines

Shipment Information

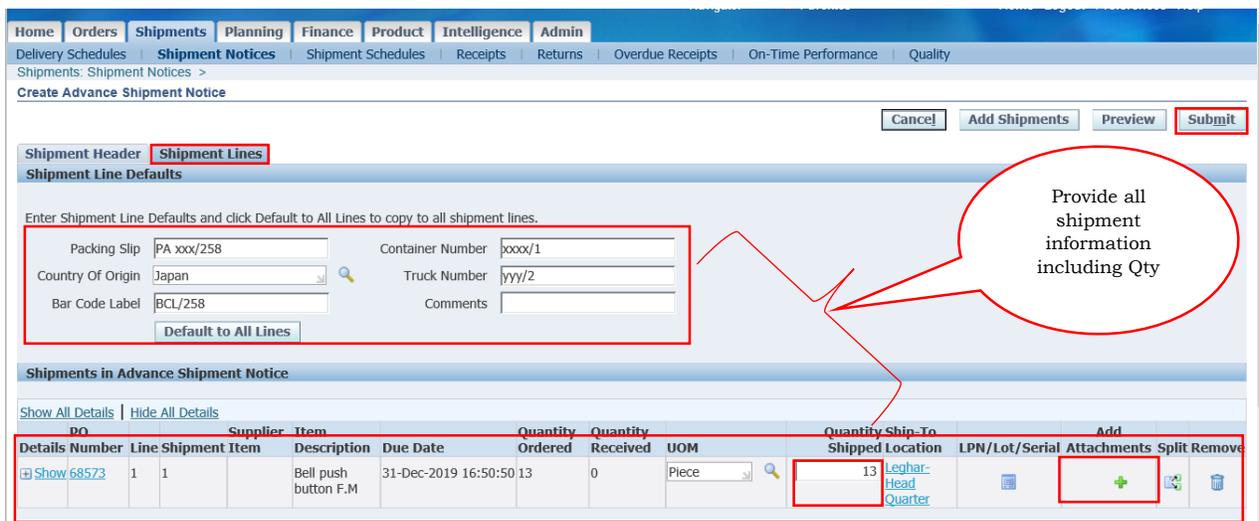
* Indicates required field

* Shipment Number: 01 | * Shipment Date: 05-Dec-2019 10:22:56
 * Expected Receipt Date: 10-Dec-2019 10:23:12 | Note: Shipment Date cannot be later than today
 Example: 30-Nov-2019 10:10:02

Freight Information

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

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



Home | Orders | **Shipments** | Planning | Finance | Product | Intelligence | Admin

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.

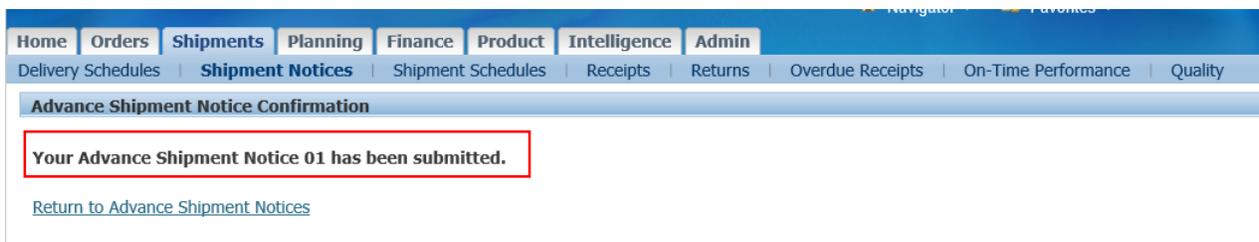
Packing Slip: PA xxx/258 | Container Number: xxx/1
 Country Of Origin: Japan | Truck Number: yyy/2
 Bar Code Label: BCL/258 | Comments: |
 Default to All Lines

Shipments in Advance Shipment Notice

Show All Details | Hide All Details

Details Number	Line	Supplier	Item	Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	LPN/Lot/Serial	Add Attachments	Split	Remove
Show 68573	1	1		Bell push button F.M	31-Dec-2019 16:50:50	13	0	Piece	13	Leghar-Head Quarter		+		

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



Home | Orders | **Shipments** | Planning | Finance | Product | Intelligence | Admin

Delivery Schedules | **Shipment 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:

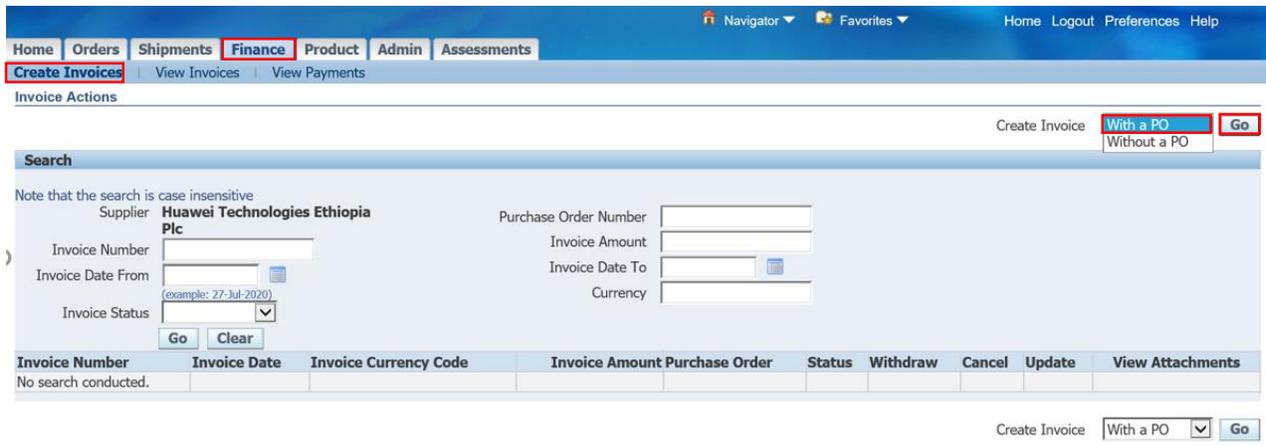
INVOICE CREATION

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



Home | Orders | Shipments | **Finance** | Product | Admin | Assessments

Create Invoices | View Invoices | View Payments

Invoice Actions

Create Invoice With a PO Without a PO **Go**

Search

Note that the search is case insensitive

Supplier **Huawei Technologies Ethiopia Plc**

Invoice Number

Invoice Date From (example: 27-Jul-2020)

Invoice Status

Purchase Order Number

Invoice Amount

Invoice Date To

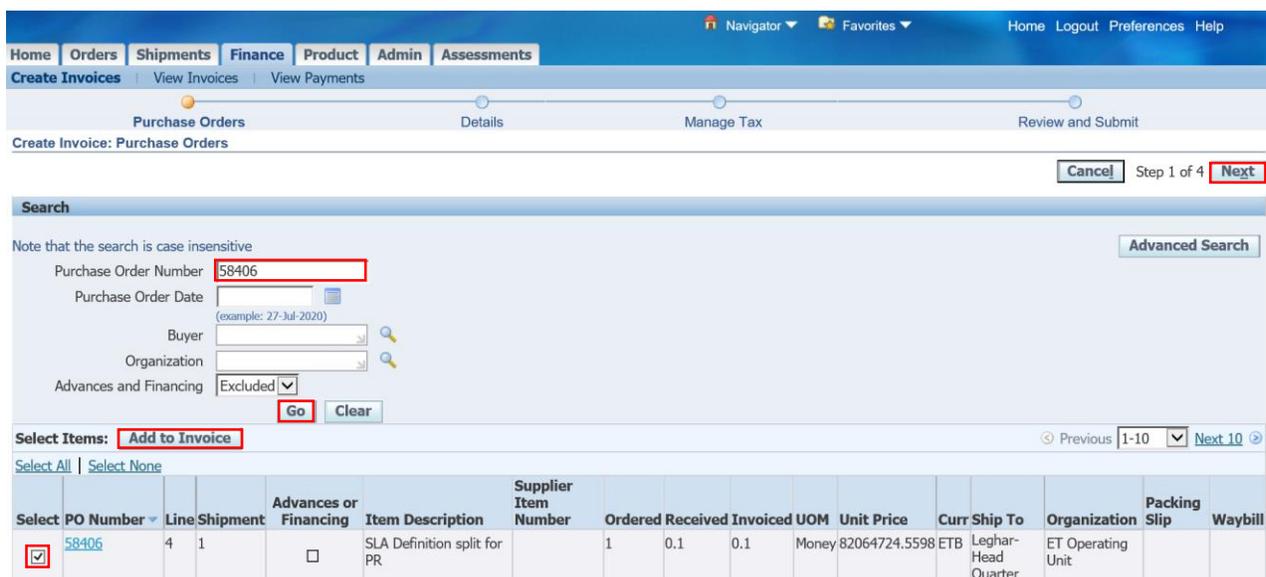
Currency

Go **Clear**

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

Create Invoice With a PO Without a PO **Go**

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



Home | Orders | Shipments | **Finance** | Product | Admin | Assessments

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

Note that the search is case insensitive

Purchase Order Number

Purchase Order Date (example: 27-Jul-2020)

Buyer

Organization

Advances and Financing

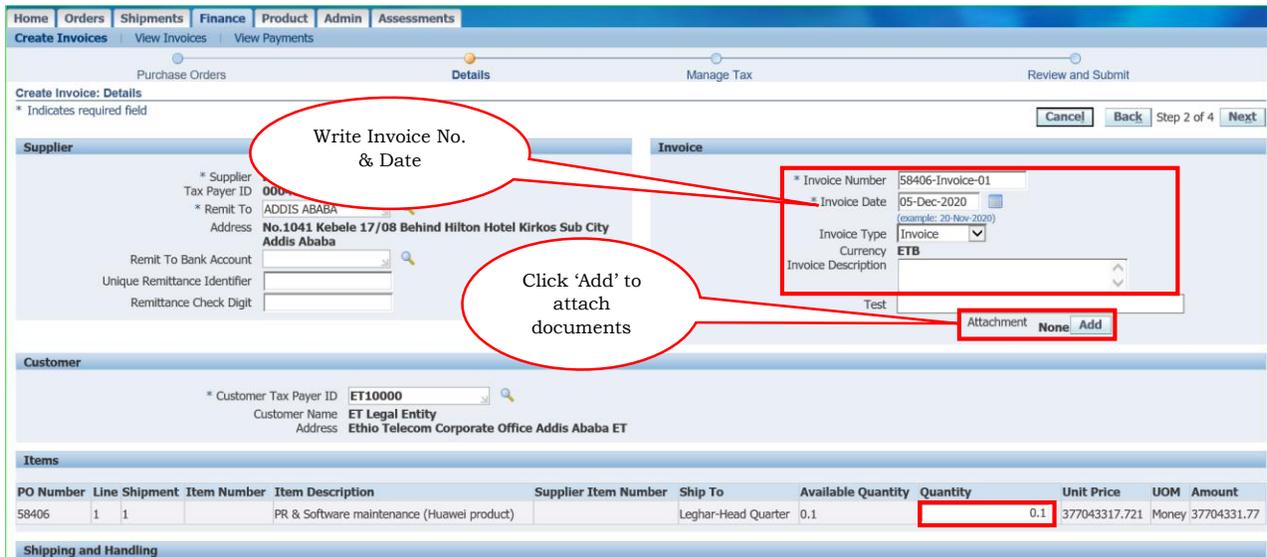
Go **Clear**

Select Items: **Add to Invoice** 1-10

Select All | Select None

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/>	58406	4	1	<input type="checkbox"/>	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



Create Invoice: Details

* Indicates required field

Supplier: * Supplier Tax Payer ID 000495900, * Remit To ADDIS ABABA, Address No.1041 Kebele 17/08 Behind Hilton Hotel Kirkos Sub City Addis Ababa

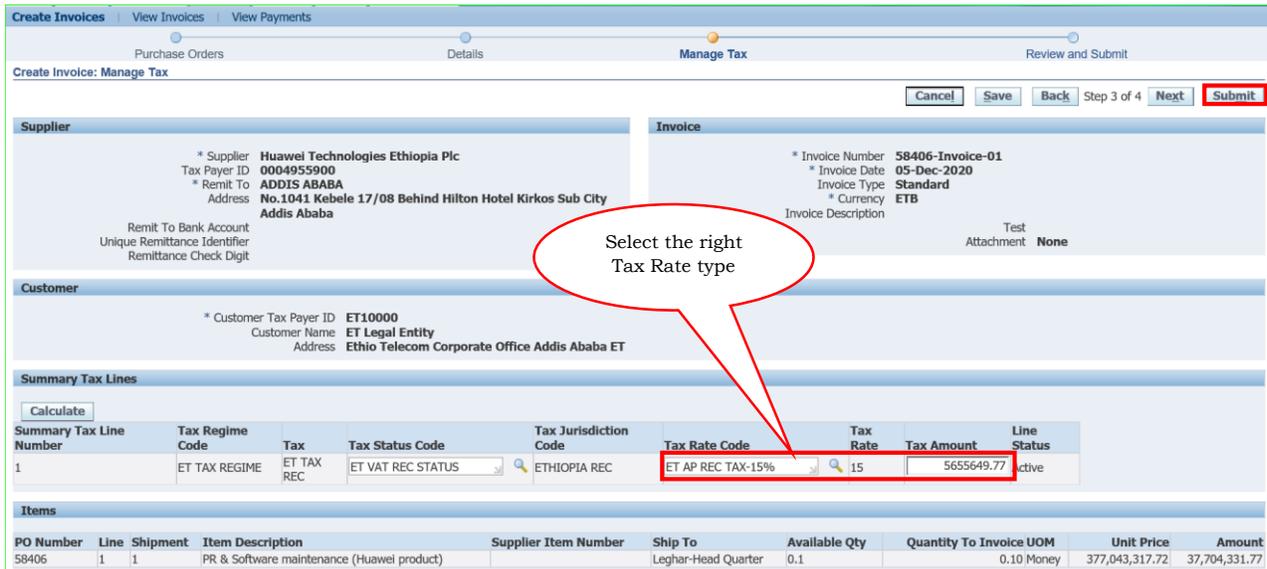
Invoice: * Invoice Number 58406-Invoice-01, * Invoice Date 05-Dec-2020, Invoice Type Invoice, Currency ETB, Invoice Description Test

Attachment: None **Add**

Customer: * Customer Tax Payer ID ET10000, Customer Name ET Legal Entity, Address Ethio Telecom Corporate Office Addis Ababa ET

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

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



Create Invoice: Manage Tax

Supplier: * Supplier Huawei Technologies Ethiopia Plc, Tax Payer ID 000495900, * Remit To ADDIS ABABA, Address No.1041 Kebele 17/08 Behind Hilton Hotel Kirkos Sub City Addis Ababa

Invoice: * Invoice Number 58406-Invoice-01, * Invoice Date 05-Dec-2020, Invoice Type Standard, * Currency ETB, Invoice Description Test

Attachment: None

Customer: * Customer Tax Payer ID ET10000, Customer Name ET Legal Entity, Address Ethio Telecom Corporate Office Addis Ababa ET

Summary Tax Lines

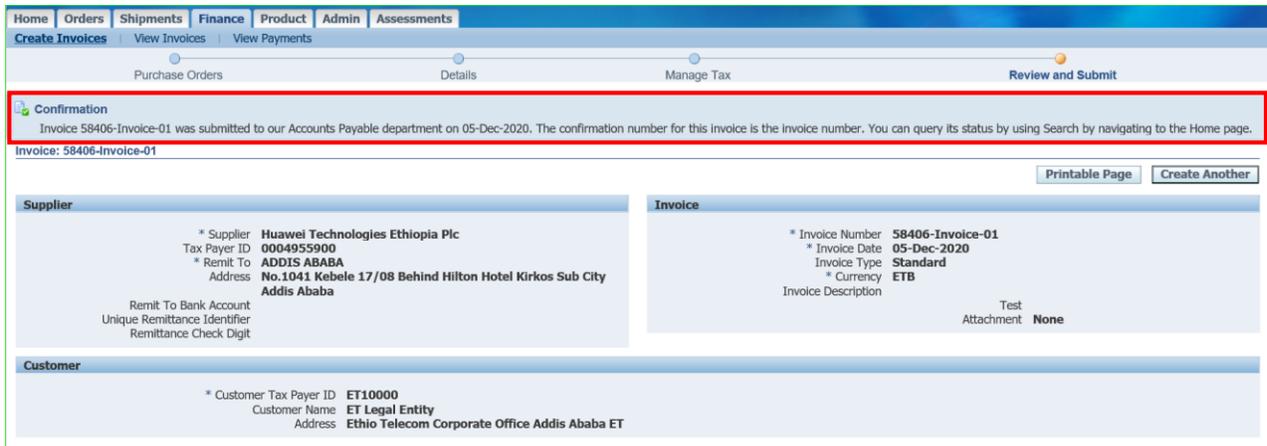
Calculate

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line 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	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
58406	1	1	PR & Software maintenance (Huawei product)		Leghar-Head Quarter	0.1	0.10	Money	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.



The screenshot shows a confirmation message in a web application. The message states: "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. You can query its status by using Search by navigating to the Home page." Below the message, there are sections for "Supplier" and "Customer" details.

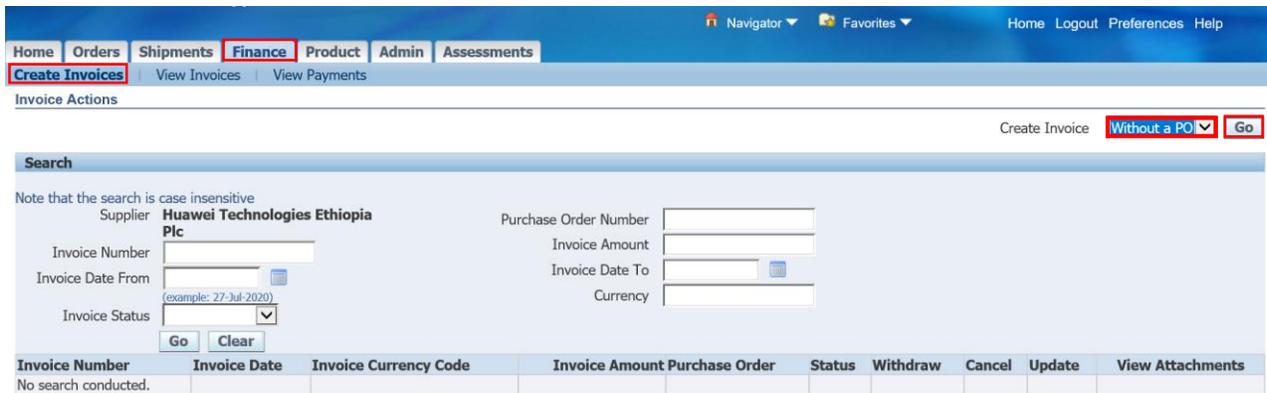
Supplier:
 * Supplier: Huawei Technologies Ethiopia Plc
 Tax Payer ID: 0004955900
 * Remit To: ADDIS ABABA
 Address: No.1041 Kebele 17/08 Behind Hilton Hotel Kirkos Sub City Addis Ababa
 Remit To Bank Account
 Unique Remittance Identifier
 Remittance Check Digit

Invoice:
 * Invoice Number: 58406-Invoice-01
 * Invoice Date: 05-Dec-2020
 Invoice Type: Standard
 * Currency: ETB
 Invoice Description
 Test Attachment: None

Customer:
 * Customer 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**



The screenshot shows the 'Create Invoice' process in the system. The 'Finance' menu is highlighted, and the 'Create Invoices' option is selected. The 'Without a PO' dropdown is set to 'Without a PO', and the 'Go' button is visible. Below this, there is a search form for invoices.

Search Form:
 Note that the search is case insensitive
 Supplier: Huawei Technologies Ethiopia Plc
 Invoice Number:
 Invoice Date From: (example: 27-Jul-2020)
 Invoice Status:
 Purchase Order Number:
 Invoice Amount:
 Invoice Date To:
 Currency:

Table:

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

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

* Supplier: **Huawei Technologies Ethiopia Plc**
 Tax Payer ID: **0004955900**
 * Remit To: **ADDIS ABABA**
 Address: **No.1041 Kebele 17/08 Behind Hilton Hotel Kirkos Sub City Addis Ababa**

Remit To Bank Account: _____
 Unique Remittance Identifier: _____
 Remittance Check Digit: _____

Invoice

* Invoice Number: **58406-Invoice-02**
 * Invoice Date: **05-Dec-2020**
 * Currency: **ETB**
 Invoice Description: **Short Summary of Invoice Description**

Test: _____
 Attachment: **None Add**

Customer

* Customer Tax Payer ID: **ET10000**
 Customer Name: **ET Legal Entity**
 Address: **Ethio Telecom Corporate Office P.O.Box 1047 Addis Ababa**

Requester Email: _____
 Requester First Name: _____
 Requester Last Name: _____

Items

Description	Ship To	*Amount	Duplicate
Invoicable Item 1	ET Corporate Office	100000	
Invoicable Item 2	ET Corporate Office	75000	

Add Row

Shipping and Handling

Charge Type	Amount	Description
Freight		
Miscellaneous		

Add Row

Provide Invoice Description

Provide List of Invoice-able Items

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 Shipments Finance Product Admin Assessments

Create Invoices View Invoices View Payments

Invoice Actions Create Invoice With a PO Go

Search

Note that the search is case insensitive

Supplier: **Huawei Technologies Ethiopia Plc**

Invoice Number: **58406-Invoice-01** Purchase Order Number: _____
 Invoice Date From: _____ Invoice Amount: _____
 Invoice Date To: _____ Invoice Date To: _____
 Invoice Status: **In Process** Currency: _____

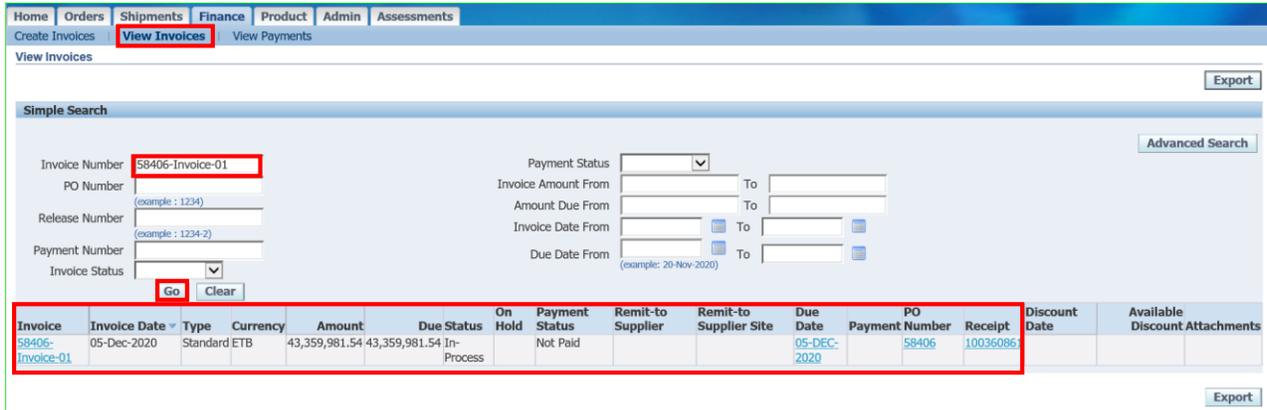
Go Clear

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
58406-Invoice-01	05-Dec-2020	ETB	43,359,981.54	58406	In Process				

Create Invoice With a PO Go

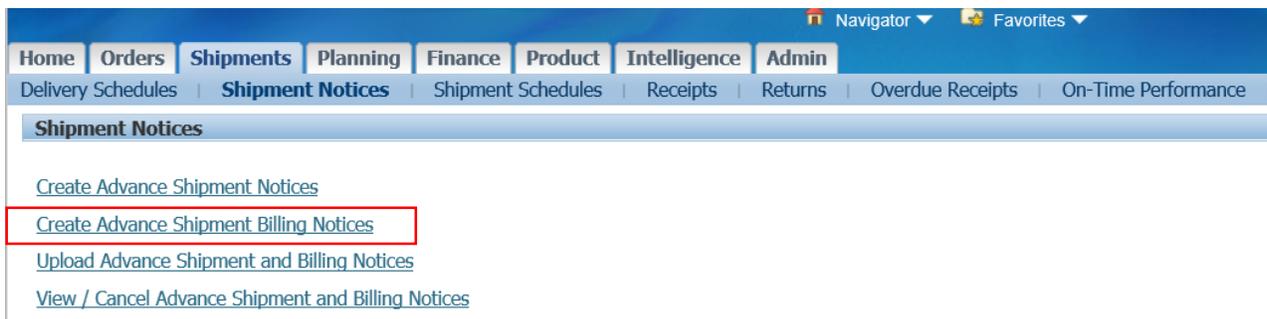
View Invoice Details

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.



Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	PO	Payment Number	Receipt	Discount Date	Available Discount Attachments
58406-Invoice-01	05-Dec-2020	Standard	ETB	43,359,981.54	43,359,981.54 In-Process		Not Paid			05-DEC-2020	58406	10036086			

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.

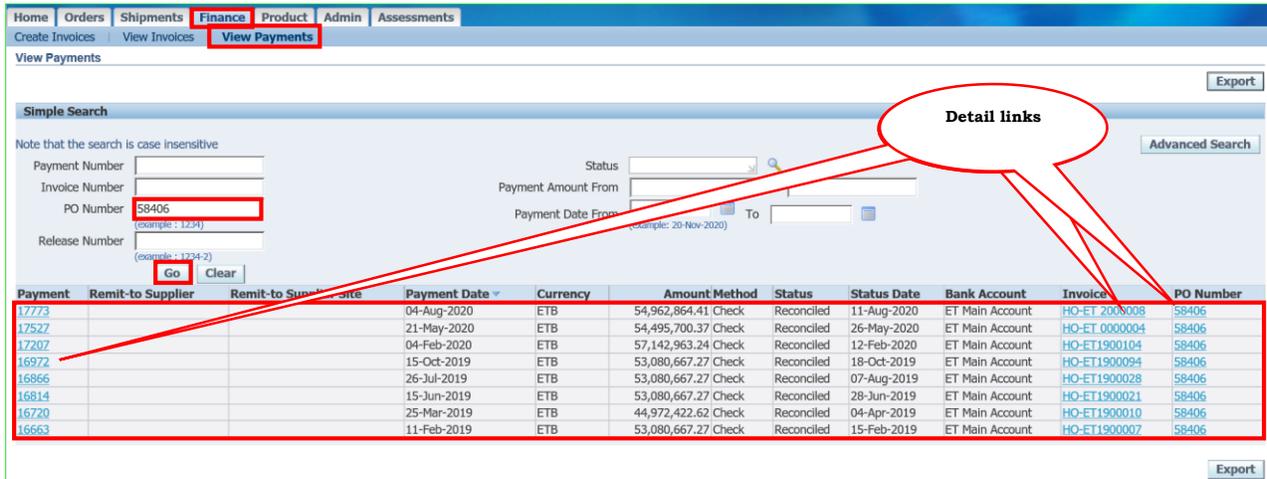


Shipment Notices

- [Create Advance Shipment Notices](#)
- [Create Advance Shipment Billing Notices](#)
- [Upload Advance Shipment and Billing Notices](#)
- [View / Cancel Advance Shipment and Billing Notices](#)

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**



The screenshot shows the 'View Payments' page with the following search criteria:

- Payment Number: [Empty]
- Invoice Number: [Empty]
- PO Number: 58406
- Release Number: [Empty]
- Status: [Dropdown]
- Payment Amount From: [Empty]
- Payment Date From: [Empty] To: [Empty]

The table below lists the payment records:

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number
17773			04-Aug-2020	ETB	54,962,864.41	Check	Reconciled	11-Aug-2020	ET Main Account	HO-ET-2008008	58406
17527			21-May-2020	ETB	54,495,700.37	Check	Reconciled	26-May-2020	ET Main Account	HO-ET-0000004	58406
17207			04-Feb-2020	ETB	57,142,963.24	Check	Reconciled	12-Feb-2020	ET Main Account	HO-ET1900104	58406
16972			15-Oct-2019	ETB	53,080,667.27	Check	Reconciled	18-Oct-2019	ET Main Account	HO-ET1900094	58406
16866			26-Jul-2019	ETB	53,080,667.27	Check	Reconciled	07-Aug-2019	ET Main Account	HO-ET1900028	58406
16814			15-Jun-2019	ETB	53,080,667.27	Check	Reconciled	28-Jun-2019	ET Main Account	HO-ET1900021	58406
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	58406

WORK CONFIRMATION CREATION [For Service Procurements]

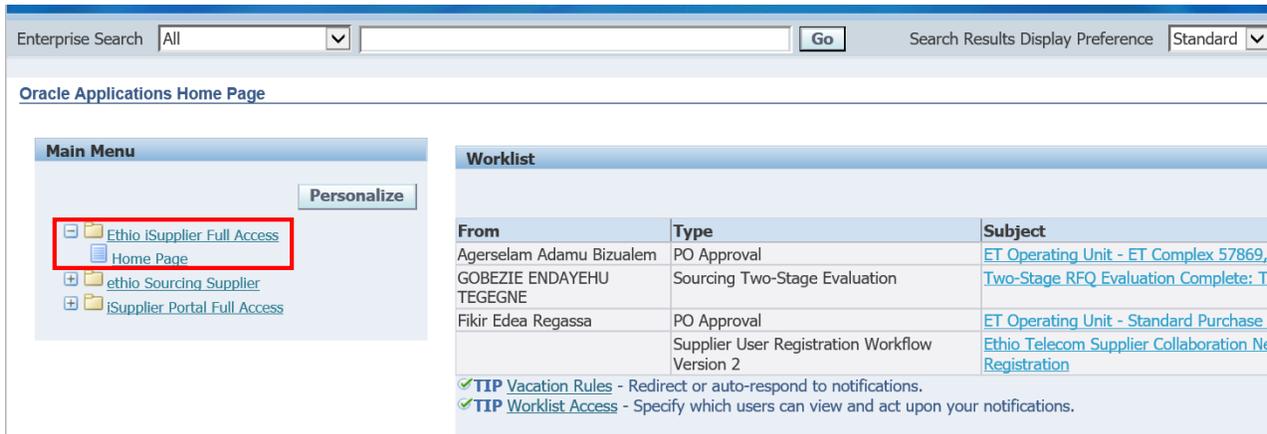
If the purchaser has issued a complex order for your organization, you as a supplier need to create work confirmation **only for the amount/quantity you have performed** so far.

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 Search Results Display Preference

Oracle Applications Home Page

Main Menu

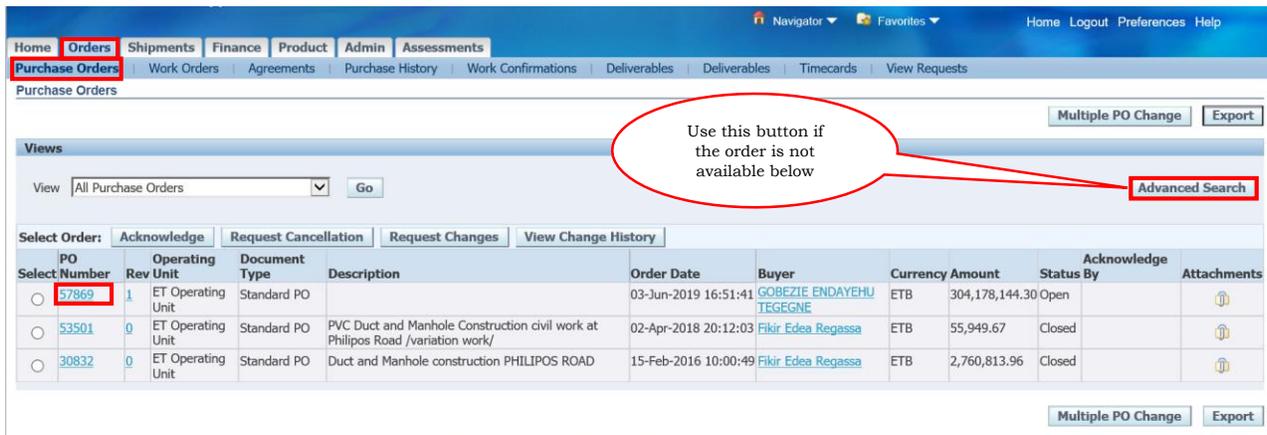
- Ethio iSupplier Full Access
- Home Page
- ethio Sourcing Supplier
- iSupplier Portal Full Access

Worklist

From	Type	Subject
Agerselam Adamu Bizualem	PO Approval	ET Operating Unit - ET Complex 57869,...
GOBEZIE ENDAYEHU TEGEGNE	Sourcing Two-Stage Evaluation	Two-Stage RFQ Evaluation Complete: T...
Fikir Edea Regassa	PO Approval	ET Operating Unit - Standard Purchase C...
	Supplier User Registration Workflow Version 2	Ethio Telecom Supplier Collaboration Ne...

TIP Vacation Rules - Redirect or auto-respond to notifications.
 TIP Worklist Access - Specify which users can view and act upon your notifications.

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



Home **Orders** Shipments Finance Product Admin Assessments

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

Purchase Orders

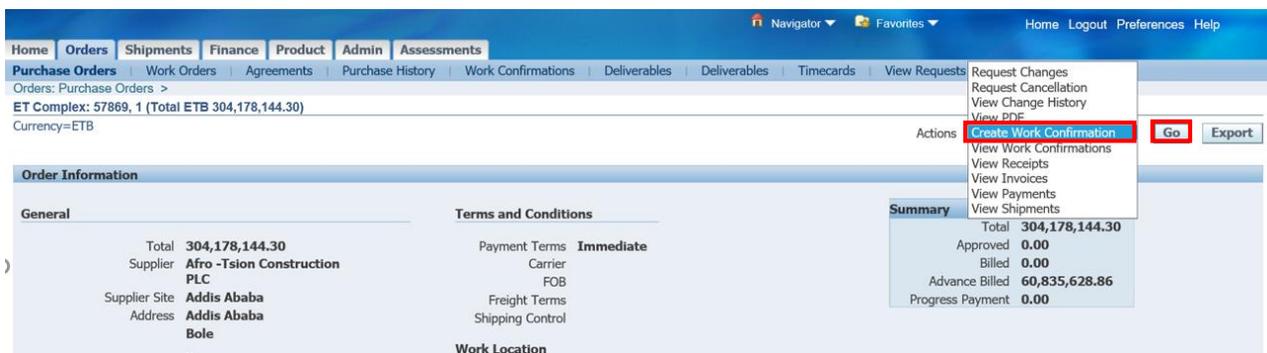
Views

View

Select Order:

PO Select Number	Operating Rev Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/> 57869	1 ET Operating Unit	Standard PO		03-Jun-2019 16:51:41	GOBEZIE ENDAYEHU TEGEGNE	ETB	304,178,144.30	Open		
<input type="radio"/> 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		
<input type="radio"/> 30832	0 ET Operating Unit	Standard PO	Duct and Manhole construction PHILIPPOS ROAD	15-Feb-2016 10:00:49	Fikir Edea Regassa	ETB	2,760,813.96	Closed		

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



Home **Orders** Shipments Finance Product Admin Assessments

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

Orders: Purchase Orders >

ET Complex: 57869, 1 (Total ETB 304,178,144.30)
Currency=ETB

Order Information

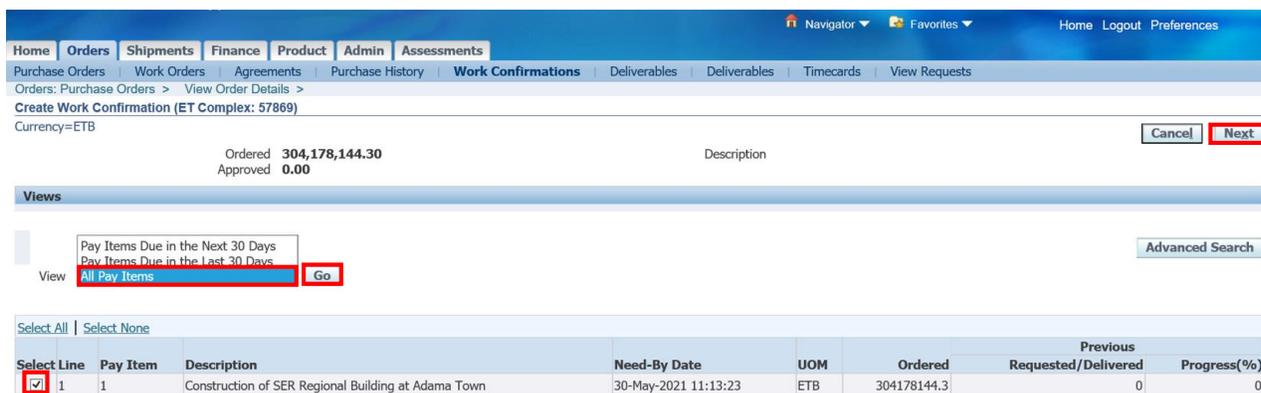
General		Terms and Conditions	
Total	304,178,144.30	Payment Terms	Immediate
Supplier	Afro -TSION Construction PLC	Carrier	FOB
Supplier Site	Addis Ababa	Freight Terms	
Address	Addis Ababa Bole	Shipping Control	
Work Location			

Summary

Total	304,178,144.30
Approved	0.00
Billed	0.00
Advance Billed	60,835,628.86
Progress Payment	0.00

Actions:

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



Ordered **304,178,144.30**
Approved **0.00**

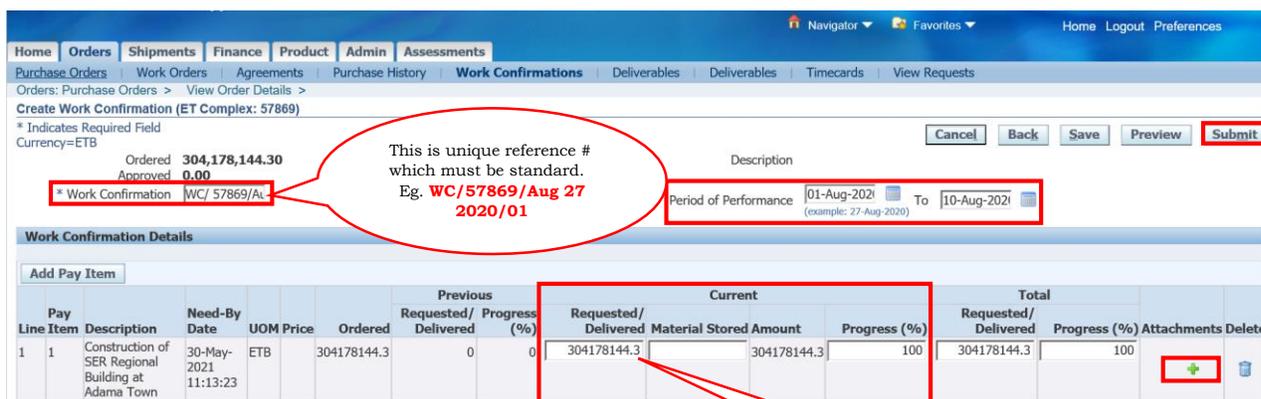
Cancel **Next**

View **All Pay Items** **Go**

Select Line	Pay Item	Description	Need-By Date	UOM	Ordered	Requested/Delivered	Progress(%)
<input checked="" type="checkbox"/>	1	Construction of SER Regional Building at Adama Town	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 Confirmation **WC/ 57869/Aug 27 2020/01**

Period of Performance 01-Aug-2021 To 10-Aug-2021

Pay 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	Construction of SER Regional Building at Adama Town	30-May-2021 11:13:23	ETB	304178144.3	304178144.3	0	0	304178144.3	304178144.3	100	304178144.3	100	<input type="button" value="Add"/>

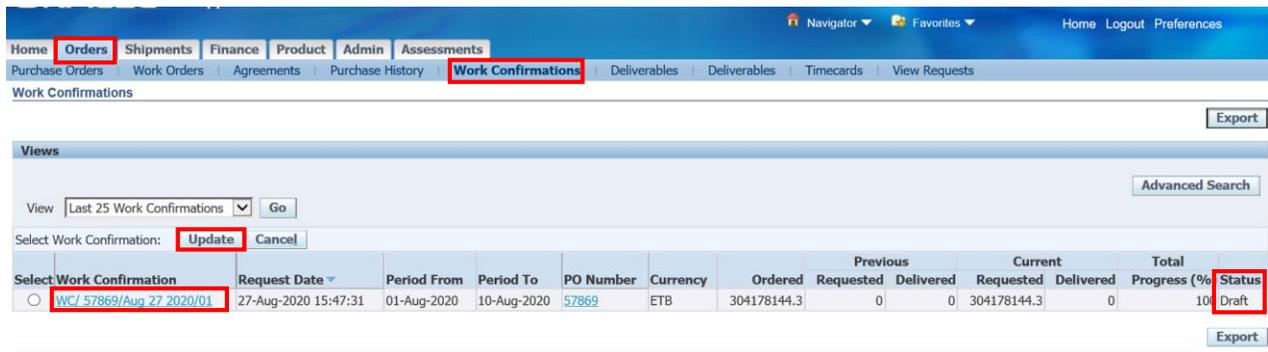
You will get Confirmation:

Confirmation
Your Work Confirmation WC/ 57869/Aug 27 2020/01 has been submitted.

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)



Work Confirmations

Views

View: Last 25 Work Confirmations Go

Advanced Search

Select Work Confirmation: Update Cancel

Select Work Confirmation	Request Date	Period From	Period To	PO Number	Currency	Ordered	Previous		Current		Total	Progress (%)	Status
							Requested	Delivered	Requested	Delivered			
<input type="radio"/> WC/ 57869/Aug 27 2020/01	27-Aug-2020 15:47:31	01-Aug-2020	10-Aug-2020	57869	ETB	304178144.3	0	0	304178144.3	0	100	Draft	

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

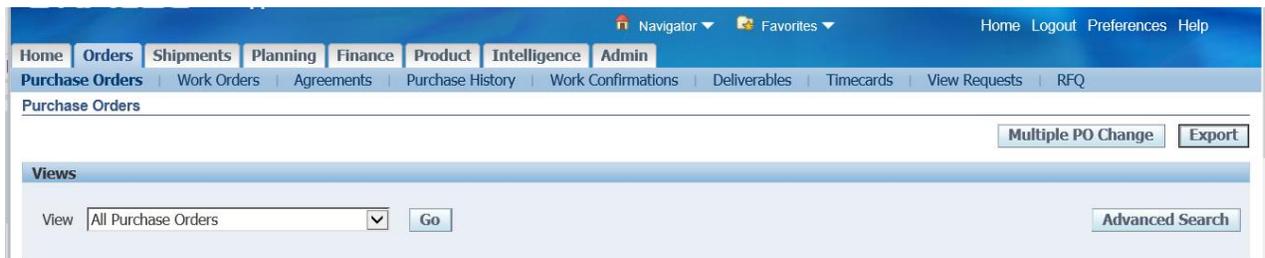
Then you can click on the **Work Confirmation** and update/submit. You can also check the **status** and take actions.

Part III

iSupplier Portal Full Access & Profile Management

A. Major Functionalities Under iSupplier Portal Full Access

Navigate to: **iSupplier Portal Full Access => Home Page**



❖ Orders:

- ✓ Suppliers can access purchase orders issued to their company by the purchaser and take one of the below actions against the PO.

- | | |
|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
|  Request Changes |  Manage Deliverables |
|  Request Cancellation |  View Receipts |
|  View Change History |  View Invoices |
|  View PDF |  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

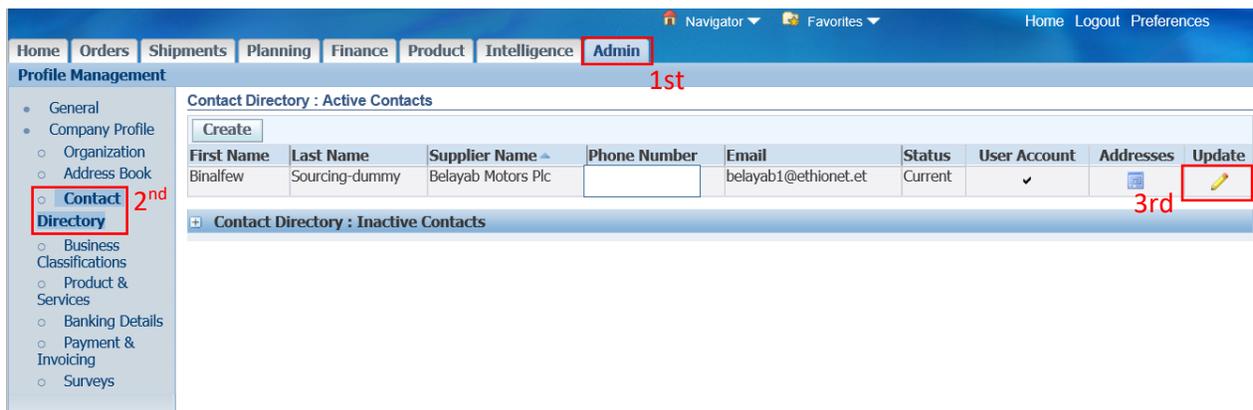
Suppliers can manage profiles of their company on the following matters:

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

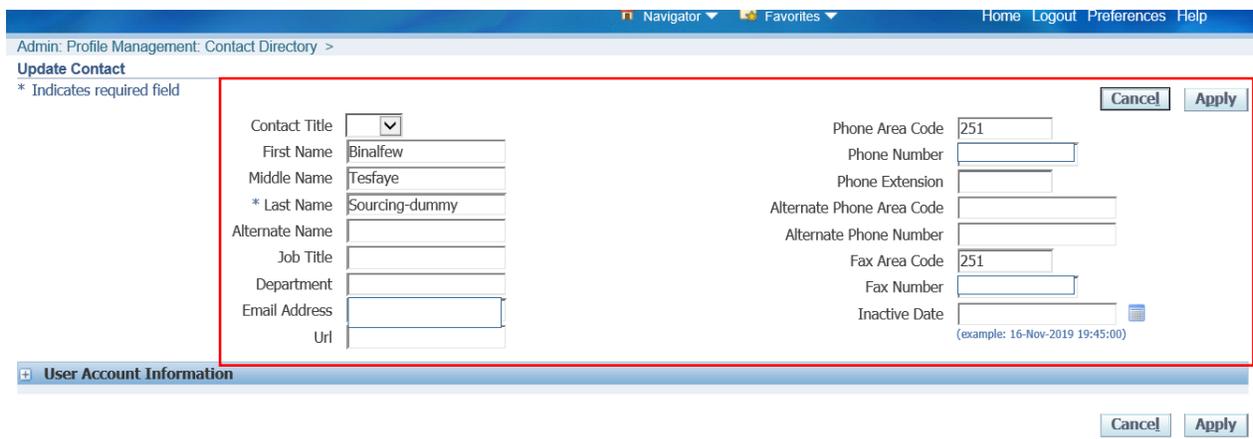
❖ **Updating Existing Contact:**

Note: 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



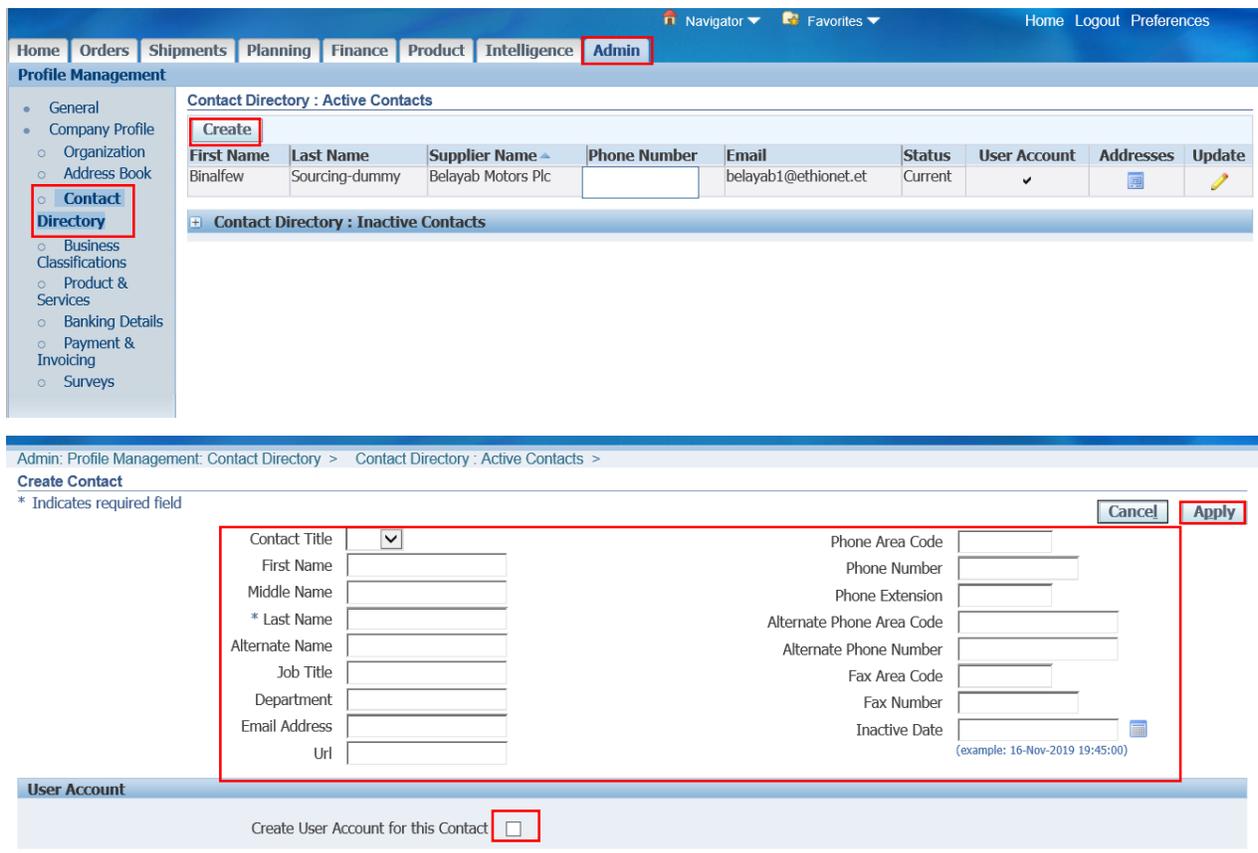
Then you will be provided with the details with updatable fields as show below.



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



The screenshot shows the 'Admin' section of the iSupplier Portal. The 'Contact Directory' menu item is selected in the left sidebar. The main content area displays 'Contact Directory : Active Contacts' with a 'Create' button. Below this is a table with one row of active contacts. The 'Create Contact' form is visible, containing various input fields for contact details and a 'User Account' section at the bottom.

First Name	Last Name	Supplier Name ^	Phone Number	Email	Status	User Account	Addresses	Update
Binalfew	Sourcing-dummy	Belayab Motors Plc		belayab1@ethionet.et	Current	✓		

Create Contact

* Indicates required field

Cancel Apply

Contact Title [v]
 First Name [text]
 Middle Name [text]
 * Last Name [text]
 Alternate Name [text]
 Job Title [text]
 Department [text]
 Email Address [text]
 Url [text]

Phone Area Code [text]
 Phone Number [text]
 Phone Extension [text]
 Alternate Phone Area Code [text]
 Alternate Phone Number [text]
 Fax Area Code [text]
 Fax Number [text]
 Inactive Date [calendar] (example: 16-Nov-2019 19:45:00)

User Account

Create User Account for this Contact

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.