



البوتاس العربية
Arab Potash

I-Supplier Portal

User Manual

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Hardware and Software Requirements

- An Internet Connection of at least 56 KBPS
- Internet Browser
- Click on iSupplier Portal Link on the website or use the following URL:

https://eservices.arabpotash.com/OA_HTML/AppsLocalLogin.jsp

- Save this link to your favorites

Supplier Registration

If you are a new supplier and interested in doing business with Arab Potash Company (APC), then you must get registered. The supplier registration link is

https://eservices.arabpotash.com/OA_HTML/jsp/pos/suppreg/SupplierRegister.jsp?oid=5055E79729E7A9FD

The link is available in the APC website under E-Services section.

Supplier Registration is required to:

- Respond to Requests for Quotes (RFQs) or Requests for Information (RFIs).
- View and manage order information.
- Submit and view invoice and payment information.
- Manage your supplier profile.

Existing APC Suppliers

Existing suppliers should contact APC to request access to the portal. We will already hold your details on our database and so you are not required to register. However, we will require additional information from you before you are able to log in and use the portal.

Potential APC suppliers

Please complete the online registration form if you are not currently set up as an APC supplier.

Getting a Username and Password

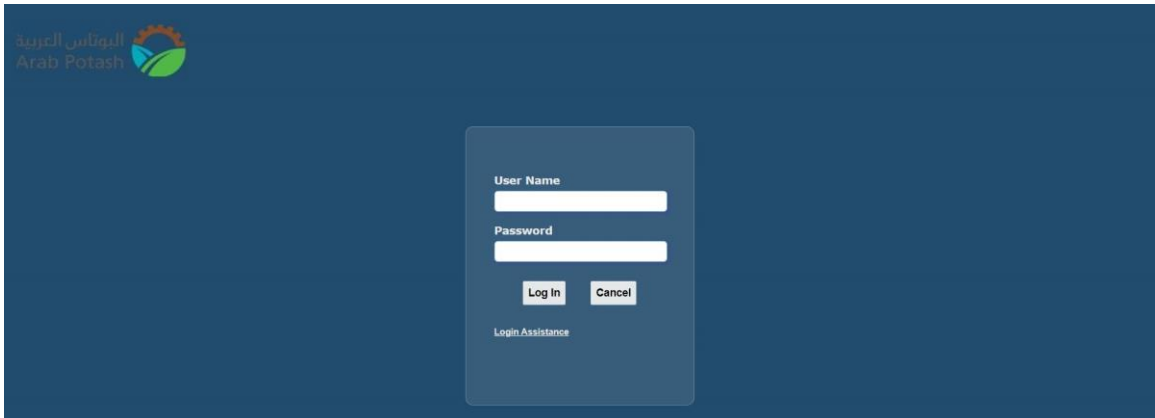
- You will receive an e-mail notification of your registration:
- Click **Log in**. This link will take you to the log on page
- Make note of your username and password contained in the e-mail.

Note: The notifications could be blocked by your system. Please add "Oracle Applications" as a trusted site.

Hint: Bookmark or Favorite the log on page web address for quick reference!!! This username and password will be used for all sourcing events you are invited to in the future!

- Enter your username
- Enter the password you received on your initial registration notification.

- Click Login



The login form is centered on a dark blue background. It features the Arab Potash logo in the top left corner. The form itself is a light blue box with the following elements:

- User Name**: A text input field.
- Password**: A text input field.
- Log In**: A button.
- Cancel**: A button.
- Login Assistance**: A link below the buttons.

- The first time you log on, you will need to change your password. Enter the temporary password provided in the registration e-mail you received.
- Enter a new password.

Note: Must be at least 6 characters long, must NOT start with a number, but must contain a number.

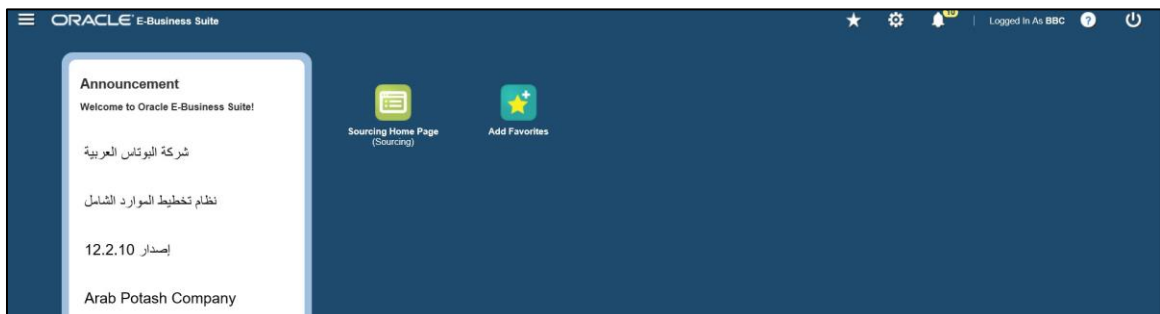
- Re-enter your new password.
- Click **Apply**



The 'Change Password' form has a title bar and a light gray background. It contains the following fields and text:

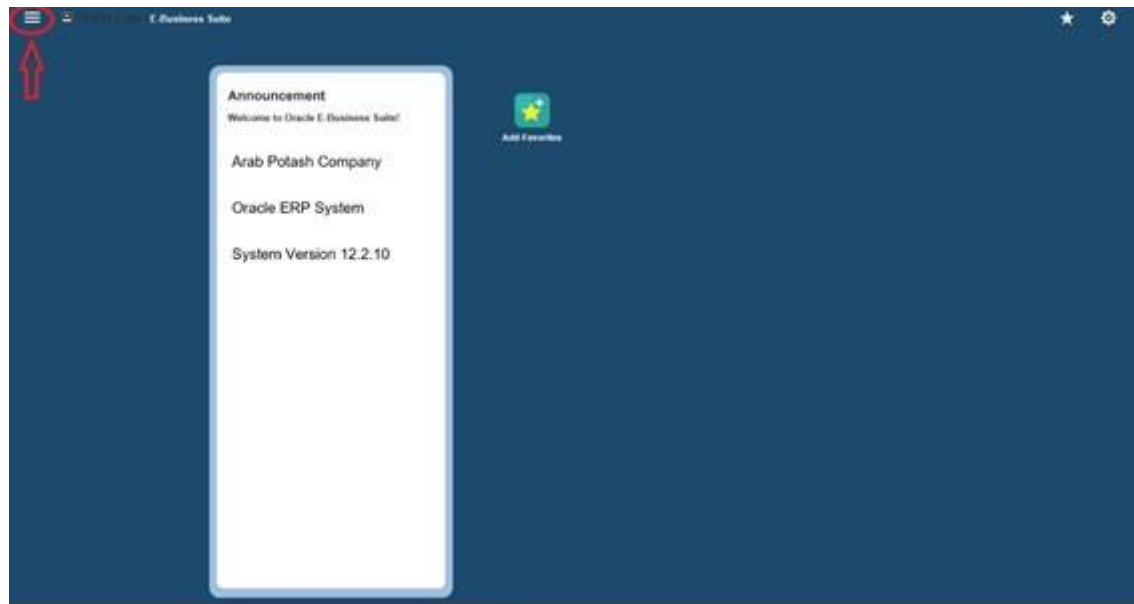
- Known As**: A text input field containing 'bbc'.
- Old Password**: A text input field.
- New Password**: A text input field.
- Repeat Password**: A text input field.
- TIP**: A blue checkmark icon followed by the text: 'Please enter your old and new passwords. Passwords are case sensitive.'

- The Oracle Home Page is displayed

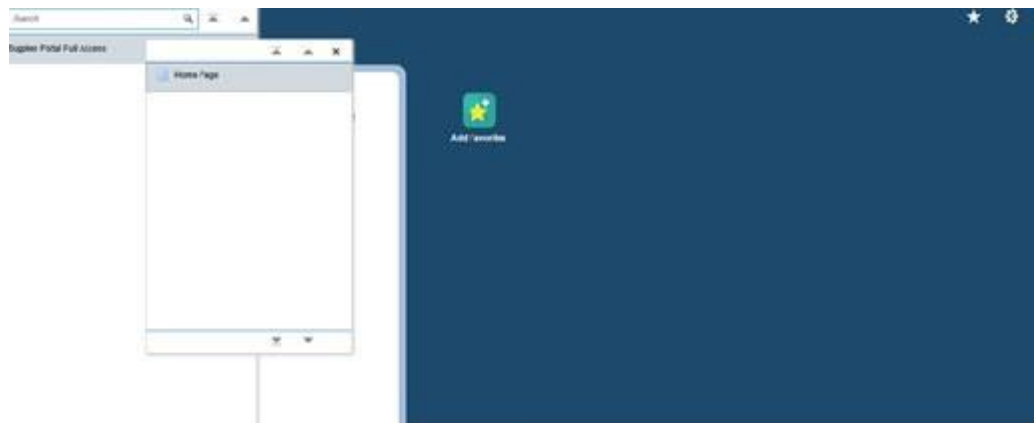


The Oracle E-Business Suite home page has a dark blue header with the Oracle logo and 'E-Business Suite' text. On the right side of the header, there are icons for a star, settings, a bell, and a power button, along with the text 'Logged In As BBC'. The main content area is divided into two columns. The left column contains an 'Announcement' box with the text: 'Welcome to Oracle E-Business Suite!', 'شركة البوتاس العربية', 'نظام تخطيط الموارد الشامل', 'إصدار 12.2.10', and 'Arab Potash Company'. The right column contains two buttons: 'Sourcing Home Page (Sourcing)' and 'Add Favorites'.

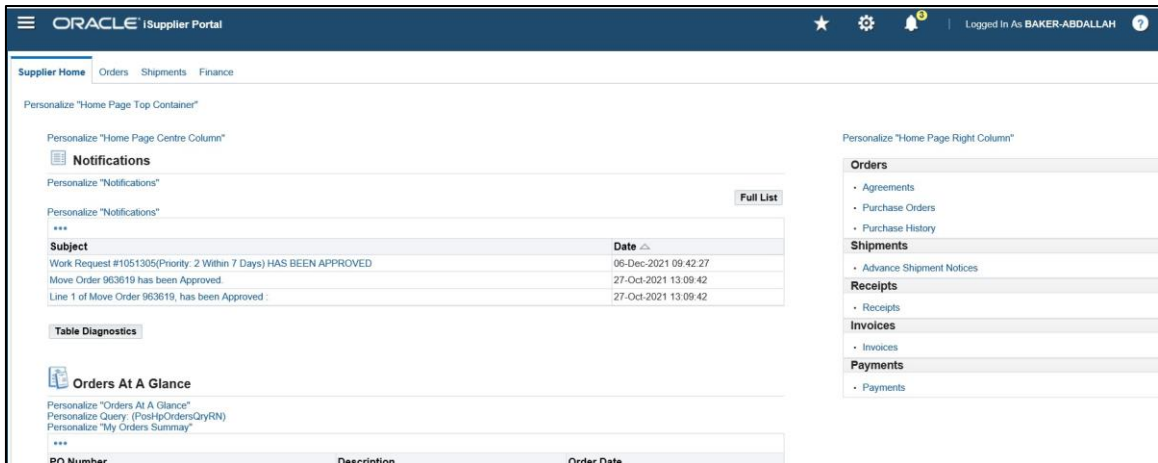
- Click on the three short parallel lines () on the top left corner of the home page




- System will display a menu. From this menu click on **“iSupplier Portal Full Access”**, then click **“Home Page”**



- The **Oracle iSupplier Portal Home** page is displayed. One of the iSupplier home sections is **Notifications**. Notifications are messages waiting for your review. Some notifications are view-only, while other notifications require action.



- Click the linked subject to open the **Notification Details** page
- Click “Full List” to display all notifications



- On “**Notifications Full List**” page, you can view all your notifications. You can use the View menu to see
 - All your notifications
 - Information only (FYI) notifications
 - Notifications you have sent
 - Open notifications
 - Notifications requiring action by you (To Do Notifications)
- To process a notification, select the notification and assign it to another user, or open and view/process it.
- Once you have processed the necessary notification you can:
 - Continue to respond to any additional notifications you have.
 - Continue working by clicking any of the tabs.

Notification Details Page

- Click the linked subject to open the **Notification Details** page. This page provides complete notification details, as well as the appropriate action button.

Information

 This notification does not require a response.

Vision Operations - Contract Purchase Agreement 14540, 0

OK
 Reassign
 Request Information

From: Stock, Ms. Pat

 To: Office Supplies, Inc.

 Sent: 06-Sep-2006 00:47:50

 ID: 2415102

 Please review the purchase order and any other document attached to this message.

References

 PDF Document

Return to Worklist

OK
 Reassign
 Request Information

- On the **Notification Details** page, you can request further information or assign the notification to another user.
- If you select an action on the **Notification Details** page and click, you are returned to the **Notifications Summary** page.

Orders at a Glance

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


Orders At A Glance

Personalize "Orders At A Glance"

 Personalize Query: (PosHpOrdersQtyRN)

 Personalize "My Orders Summary"

...

PO Number	Description	Order Date
No results found.		

Purchase Orders

The Purchase Orders page enables you to view and search for purchase orders. For each order issued by the APC:

- An email containing the Purchase Order will be sent to the PO email address on the portal.
- The contact selected by APC during order approval is notified of a new order in their Notifications list.
- All supplier contacts can view all orders in the Orders tab.
- Note: PO Number (or Rev column on the PO screens) ends in 0 = original order, ends in 1 = First ... etc.



View an order

- Login to APC iSupplier Portal
- Click **“Orders”**
- Click Advanced Search
- Enter the order number or other search criteria, or leave blank, and click Go.
- Click on the PO Number link.
- Header details at the top, scroll down and click 'Show All Details' to view line details.

ORACLE

Supplier Portal

Supplier Home

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Multiple PO Change

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Views

View

All Purchase Orders

Go

Advanced Search

Select Order:

Acknowledge

Request Cancellation

Request Changes

View Change History

|| ***

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
<input type="radio"/> 201502381	0	APC Operating Unit	Standard PO	Additional HLP ABB DCS Hardware System Materials.	07-Sep-2015 10:03:38	بيري هائل عود المصري	USD	110997.00	Closed			
<input type="radio"/> 201502264	0	APC Operating Unit	Standard PO	ABB SITE WORK FOR HLP DCS SYSTEM IN 2015.	12-Aug-2015 18:27:00	بيري هائل عود المصري	USD	564170.00	Closed			
<input type="radio"/> 201501596	0	APC Operating Unit	Standard PO	TO COVER ENGINEERING CONFIGURATION AND INSTALLATION FOR CCPs EOW	08-Jun-2015 10:09:50	إيد جودافزاي سائل الجيكنة	USD	113847.00	Closed			
<input type="radio"/> 201501275	0	APC Operating Unit	Standard PO	EXTRA MATERIALS FOR EOW.	26-Apr-2015 11:11:38	بيري هائل عود المصري	USD	32476.00	Closed			
<input type="radio"/> 201303589	0	APC Operating Unit	Standard PO	PROCESS PANEL FOR STACKER AND RECLIMER AT AQABA SITE	02-Oct-2013 10:01:26	امبار طه علي القديله	USD	12900.00	Closed			
<input type="radio"/> 201303433	0	APC Operating Unit	Standard PO	IMPLEMENTING EXTENDED OPERATOR WORKSTATIONS AT PLANTS	29-Sep-2013 16:03:30	بيري هائل عود المصري	USD	700000.00	Closed			
<input type="radio"/> 201302992	0	APC Operating Unit	Standard PO	SUPPLY OF NEW OWS AND CHANGES OF I/O MODULES AT HLP DCS SYSTEM	18-Aug-2013 14:40:34	إيد جودافزاي سائل الجيكنة	USD	169752.60	Closed			
<input type="radio"/> 201300239	0	APC Operating Unit	Standard PO	PROCESS PANEL FOR STACKER AND RECLIMER AT AQABA SITE	19-Mar-2013 15:53:28	إيد جودافزاي سائل الجيكنة	USD	13680.00	Closed			

Acknowledge an order

- If Acknowledgment is required, the status will be 'Requires Acknowledgement'.

ORACLE | Supplier Portal

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All Purchase Orders

Go

Advanced Search

Select Order:

Acknowledge

Request Cancellation

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View Change History

||

Rows 1 to 75

Selec...	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
<input checked="" type="radio"/>	202200323	0	APC Operating Unit	Standard PO	FRIEIGHTLINER CRANE TRUCK NO CRL G160 190	10-Feb-2022 14:32:54	ريما موسى رحاله القديله	JOD	186.396	Requires Acknowledgment			
<input type="radio"/>	202200300	0	APC Operating Unit	Standard PO	FREIGHTLINER (G160 184)	31-Jan-2022 14:53:50	ريما موسى رحاله القديله	JOD	322.482	Open			

- Click on “**Order Number**” to view the order (as above) to determine if you will accept or reject.
- Use the 'Actions' drop down list to select '**Acknowledge**', then click 'Go'.

ORACLE | Supplier Portal

Supplier Home | **Orders** | Shipments | Planning | Finance | Product | Administration

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

Orders: Purchase Orders >

Standard Purchase Order: 202200323, 0 (Total JOD 186.396)

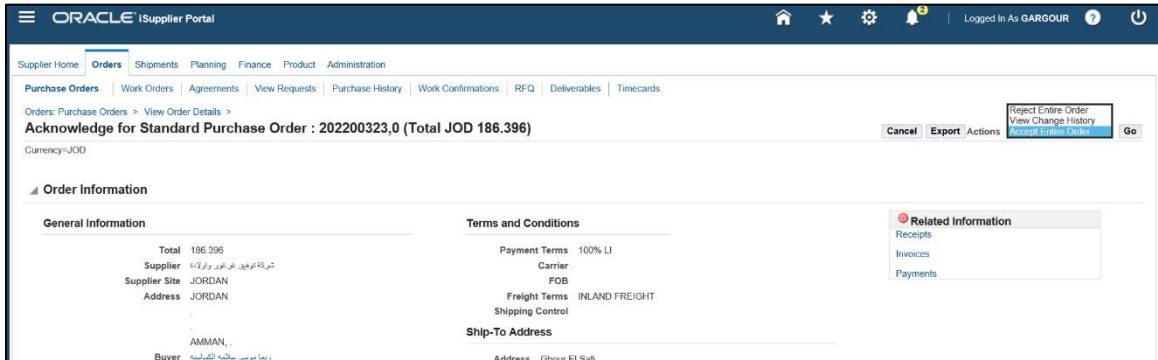
Currency: JOD

Actions: Acknowledge Go Export

Order Information

General	Terms and Conditions	Summary
Total 186.396 Supplier شركة توفيق الغر جاور وارثا Supplier Site JORDAN Supplier Contact Address JORDAN Buyer ربحه موسى سائله القديله Order Date 10-Feb-2022 14:32:54	Payment Terms 100% LI Carrier FOB Freight Terms INLAND FREIGHT Shipping Control Ship-To Address Address Ghour El Safi Ship-To Address Ghour El Safi	Total 186.396 Received 0.000 Involved 0.000 Payment Status Not Paid

- Select **Accept Entire Order** or **Reject Entire Order**.



Supplier Home | **Orders** | Shipments | Planning | Finance | Product | Administration

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Orders: Purchase Orders > View Order Details >

Acknowledge for Standard Purchase Order : 202200323,0 (Total JOD 186.396)

Currency: JOD

Cancel | Export | Actions

Reject Entire Order
View Change History
Accept Entire Order

Order Information

General Information

Total 186.396
Supplier شركة البوتاس العربية
Supplier Site JORDAN
Address AMMAN, ...

Terms and Conditions

Payment Terms 100% LI
Carrier FOB
Freight Terms INLAND FREIGHT
Shipping Control

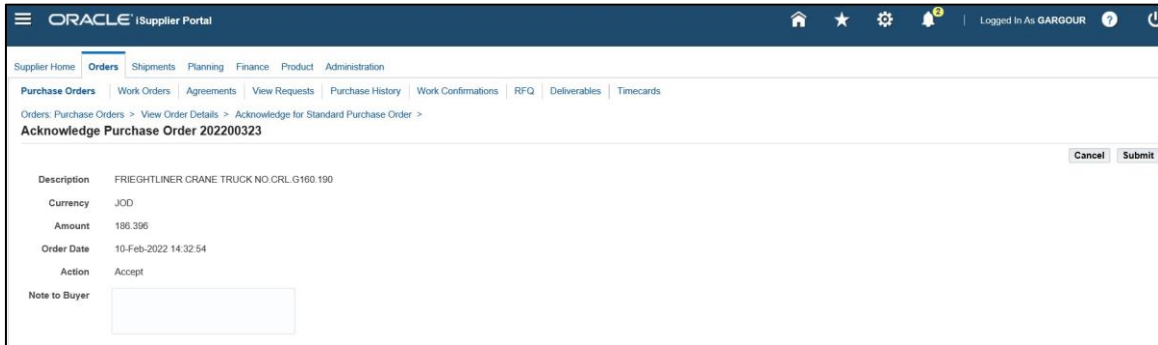
Ship-To Address

Address: Ghass El Sub

Related Information

Receipts
Invoices
Payments

- You can add information, or a reason in the **Note to Buyer**.



Supplier Home | **Orders** | Shipments | Planning | Finance | Product | Administration

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Orders: Purchase Orders > View Order Details > Acknowledge for Standard Purchase Order >

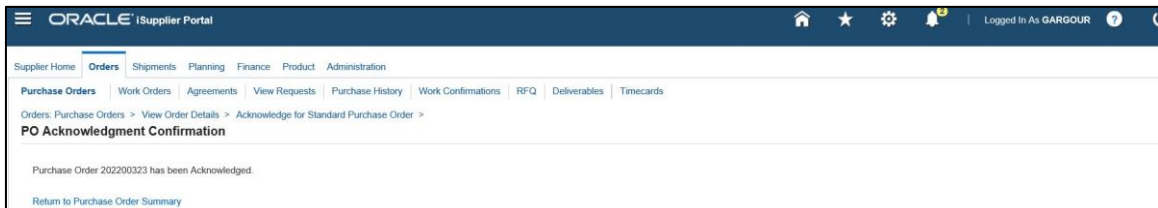
Acknowledge Purchase Order 202200323

Cancel | Submit

Description FRIEHTLINER CRANE TRUCK NO.CRL G160.190
Currency JOD
Amount 186.396
Order Date 10-Feb-2022 14:32:54
Action Accept

Note to Buyer

- Click **“Submit”**. PO Acknowledgment confirmation message is displayed



Supplier Home | **Orders** | Shipments | Planning | Finance | Product | Administration

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Orders: Purchase Orders > View Order Details > Acknowledge for Standard Purchase Order >

PO Acknowledgment Confirmation

Purchase Order 202200323 has been Acknowledged.

[Return to Purchase Order Summary](#)

View PO Attachments

- Click Attachment icon for the required order if attachment exist

[Purchase Orders](#) | [Agreements](#) | [Work Confirmations](#) | [Purchase History](#) | [Pending Changes](#)

Purchase Orders

[Export](#)

Personalize Stack Layout: (BuyerRN)
 Personalize Query: (BuyerQueryRN)

Simple Search [Advanced Search](#)

Personalize "Simple Search"
 Personalize Default Single Column: (BuyerSimpleSearchRN)
 To search, please enter Operating Unit AND at least one of the following search criteria: PO Number, Supplier

Operating Unit: APC Operating Unit
 PO Number: 202200006
 Order Date From:
 Order Date To:
 Supplier:
 Supplier Site:
 Buyer:
 Go Clear

Personalize Stack Layout
 Personalize "PO Summary"

Select Order: [View Change History](#) | [Respond to Changes](#) | | ***

Select PO Number	Rev	Operating Unit	Supplier	Supplier Site	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request	Status	Acknowledge By	Attachments
202200006	0	APC Operating Unit	شركة مؤسسة البوتاش الأردنية للخدمات المساندة		Standard PO	5 إحتاج سوافين عدد	03-Jan-2022 09:56:34	مكي ابراهيم سالم العساريد	JOD	41342.400	Open				View Attachments

View Purchase History

- Click "View Change History" to display changes history for the specified PO

[Purchase Orders](#) | [Agreements](#) | [Work Confirmations](#) | [Purchase History](#) | [Pending Changes](#)

Purchase Orders

[Export](#)

Personalize Stack Layout: (BuyerRN)
 Personalize Query: (BuyerQueryRN)

Simple Search [Advanced Search](#)

Personalize "Simple Search"
 Personalize Default Single Column: (BuyerSimpleSearchRN)
 To search, please enter Operating Unit AND at least one of the following search criteria: PO Number, Supplier

Operating Unit: APC Operating Unit
 PO Number: 202200006
 Order Date From:
 Order Date To:
 Supplier:
 Supplier Site:
 Buyer:
 Go Clear

Personalize Stack Layout
 Personalize "PO Summary"

Select Order: [View Change History](#) | [Respond to Changes](#) | | ***

Select PO Number	Rev	Operating Unit	Supplier	Supplier Site	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request	Status	Acknowledge By	Attachments
202200006	0	APC Operating Unit	شركة مؤسسة البوتاش الأردنية للخدمات المساندة		Standard PO	5 إحتاج سوافين عدد	03-Jan-2022 09:56:34	مكي ابراهيم سالم العساريد	JOD	41342.400	Open				View Attachments

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[Purchase Orders](#) | [Work Orders](#) | [Agreements](#) | [View Requests](#) | [Purchase History](#) | [Work Confirmations](#) | [RFQ](#) | [Deliverables](#) | [Timecards](#)

Orders: Purchase Orders >

Change History for Standard Purchase Order: 202200323

Currency=JOD

Indicates new values
 Indicates cancellation

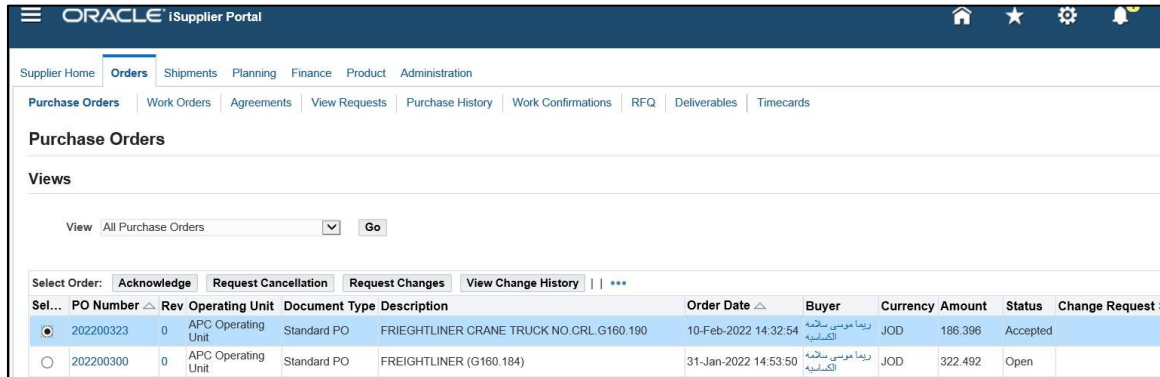
Details	Request Date	Line	Shipment	Item	Supplier Item	Description	Qty	UOM	Price / Rate	Amount	Promised Date	Need-By Date	Start Date	End Date	Supplier Order Number	Additional Changes	Sup
	10-Feb-2022 15:50:26																Change Deliver to Location

[Table Diagnostics](#)

Return to Orders: Purchase Orders

Request a change to an order:

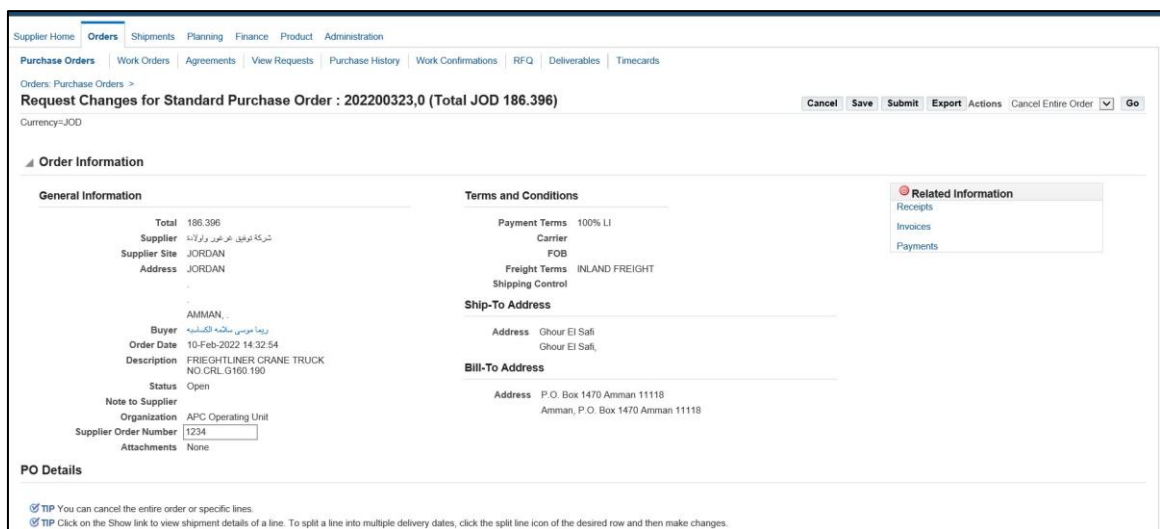
- Use the search facility to find the order to be changed.



The screenshot shows the Oracle iSupplier Portal interface. The 'Purchase Orders' tab is selected. A table lists purchase orders with columns: PO Number, Rev, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, and Change Request. Two orders are visible: 202200323 (Status: Accepted) and 202200300 (Status: Open).

PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request
202200323	0	APC Operating Unit	Standard PO	FRIEGHTLINER CRANE TRUCK NO.CRL G160.190	10-Feb-2022 14:32:54	ريفا موسى سالكه الكنديه	JOD	186.396	Accepted	
202200300	0	APC Operating Unit	Standard PO	FRIEGHTLINER (G160.184)	31-Jan-2022 14:53:50	ريفا موسى سالكه الكنديه	JOD	322.492	Open	

- Click the radio button next to the order and click the 'Request Changes' button.
- "Request Changes for Standard Purchase Order" form is displayed.



The screenshot shows the 'Request Changes for Standard Purchase Order' form for order 202200323,0. The form is divided into sections: General Information, Terms and Conditions, Ship-To Address, Bill-To Address, and PO Details. The 'Request Changes' button is highlighted.

Request Changes for Standard Purchase Order : 202200323,0 (Total JOD 186.396)

Buttons: Cancel, Save, Submit, Export, Actions, Cancel Entire Order, Go

Currency=JOD

Order Information

General Information

Total: 186.396
 Supplier: شركة ارفاق العنبر وارتا
 Supplier Site: JORDAN
 Address: JORDAN
 Buyer: ريفا موسى سالكه الكنديه
 Order Date: 10-Feb-2022 14:32:54
 Description: FRIEGHTLINER CRANE TRUCK NO.CRL G160.190
 Status: Open
 Note to Supplier:
 Organization: APC Operating Unit
 Supplier Order Number: 1234
 Attachments: None

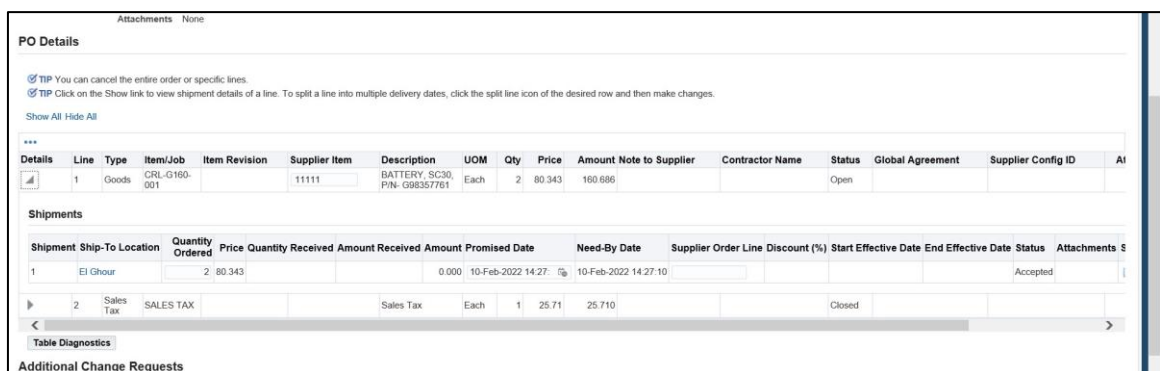
Terms and Conditions

Payment Terms: 100% LI
 Carrier: FOB
 Freight Terms: INLAND FREIGHT
 Shipping Control:
Ship-To Address
 Address: Ghour El Safi
 Ghour El Safi
Bill-To Address
 Address: P.O. Box 1470 Amman 11118
 Amman, P.O. Box 1470 Amman 11118

PO Details

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

- Make the changes required to the fields that accept changes.



The screenshot shows the 'PO Details' section of the form. It displays a table of line items and a table of shipments.

PO Details

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

Show All Hide All

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	At
	1	Goods	CRL-G160-001		11111	BATTERY SC30, P/N: C28327761	Each	2	80.343	160.686			Open			

Shipments

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount Promised	Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments
1	El Ghour	2	80.343			0.000	10-Feb-2022 14:27:10	10-Feb-2022 14:27:10					Accepted	
2	Sales Tax	SALES TAX											Closed	

Table Diagnostics

Additional Change Requests


- In “Additional Changes” field, enter any additional changes you want to be submitted to the buyer.






Additional Change Requests

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Additional Changes

- Click “Submit”


ORACLE iSupplier Portal

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Orders: Purchase Orders >

Change Order Confirmation

Change Request for Purchase Order 202200323 has been submitted for approval.

[Return to Purchase Order Summary](#)

- The status will be 'Pending Change'. You are notified when the request is accepted or rejected.

Select Order:														Acknowledgement		Request Cancellation		Request Changes		View Change History		***			
Sel...		PO Number		Rev		Operating Unit		Document Type		Description		Order Date		Buyer		Currency		Amount		Status		Change Request Status		Acknowledged By At	
<input checked="" type="radio"/>		202200323		0		APC Operating Unit		Standard PO		FRIEHTLINER CRANE TRUCK NO CRL G160 190		10-Feb-2022 14:32:54		ريما موسى سلقية الكسافيه		JOD		186,396		Accepted		Supplier Change Pending			
<input type="radio"/>		202200300		0		APC Operating Unit		Standard PO		FREIGHTLINER (G160 184)		31-Jan-2022 14:53:50		ريما موسى سلقية الكسافيه		JOD		322,492		Open					

Compare Changes to Original PO

- Click “Purchase History” tab to display changes history for the specified PO

ORACLE

iSupplier Portal

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Purchase Orders

Views

View All Purchase Orders

Go

Select Order:

Acknowledge

Request Cancellation

Request Changes

View Change History

| | ***

Sel...	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	At
<input checked="" type="radio"/>	202200323	0	APC Operating Unit	Standard PO	FRIEHTLINER CRANE TRUCK NO CRL G160 190	10-Feb-2022 14:32:54	أريحا موسى سلقية (الفسيفساء)	JOD	186,396	Accepted	Supplier Change Pending		
<input type="radio"/>	202200300	0	APC Operating Unit	Standard PO	FREIGHTLINER (G160 184)	31-Jan-2022 14:53:50	أريحا موسى سلقية (الفسيفساء)	JOD	322,492	Open			
<input type="radio"/>	202200305	0	APC Operating Unit	Standard PO	FRIEHTLINER CRANE TRUCK NO CRL G160 190	31-Jan-2022 14:53:31	أريحا موسى سلقية (الفسيفساء)	JOD	186,396	Open			
<input type="radio"/>	202200287	0	APC Operating Unit	Standard PO	COLUMBIA (220)	31-Jan-2022 14:53:22	أريحا موسى سلقية (الفسيفساء)	JOD	1991,720	Open			

- Search for the required PO then click on “Compare to Original PO”

Simple Search Advanced Search

Note that the search is case insensitive

PO Number: 202200323
 Release Number:
 Rev:
 Document Type:
 Creation Date:
 Revised Date:
 Operating Unit:

Go Clear

PO Number	Rev	Operating Unit	Description	Buyer	Creation Date	Revised Date	Currency	Total	Ship-To Location	Compare to Original PO	Compare to Previous PO	Show all PO Chan
202200323	0	APC Operating Unit	FRIEHTLINER CRANE TRUCK NO.CRL.G160.190	ريما موسى سالحه الكسبييه	10-Feb-2022 14:27:08		JOD	186.396	El Ghour	<input type="button" value="Compare to Original PO"/>	<input type="button" value="Compare to Previous PO"/>	<input type="button" value="Show all PO Chan"/>

Table Diagnostics

- System will display all changes compared to Original PO

Supplier Home | **Orders** | Shipments | Planning | Finance | Product | Administration

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

Orders: Purchase History >

PO Comparison Result Compare to Previous PO | Show All PO Changes | Export

PO Number: 202200323
 Revision: 0
 Type: Standard PO
 Currency: JOD

Ship-To Location: El Ghour
 Ship Via: FOB
 Total: 186.396

Bill-To Location: Amman Head Office
 Payment Terms: 100% LI
 Freight: INLAND FREIGHT
 Buyer: ريما موسى سالحه الكسبييه

Compare to Original PO

TIP Changes made to contract clauses and deliverables are not shown below. Click Show All PO Changes to review contract changes in each revision. Comparisons are sorted by Revision, Line and Shipment.

Revision	Line	Item/Job	Shipment	Price Differential	Enabled Organization	Field Altered	Changed From	Changed To
0						No Difference		

Table Diagnostics

Request Order Partial Cancellation (e.g., a line within an order):

- Use the search facility to find the order containing the item to be cancelled.

Supplier Home | **Orders** | Shipments | Planning | Finance | Product | Administration

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

Purchase Orders

Views

View: All Purchase Orders

Select Order: | | ...

Sel...	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status
<input type="radio"/>	202200323	0	APC Operating Unit	Standard PO	FRIEHTLINER CRANE TRUCK NO.CRL.G160.190	10-Feb-2022 14:32:54	ريما موسى سالحه الكسبييه	JOD	186.396	Accepted
<input checked="" type="radio"/>	202200300	0	APC Operating Unit	Standard PO	FRIEHTLINER (G160.184)	31-Jan-2022 14:53:50	ريما موسى سالحه الكسبييه	JOD	322.492	Open
<input type="radio"/>	202200305	0	APC Operating Unit	Standard PO	FRIEHTLINER CRANE TRUCK NO.CRL.G160.190	31-Jan-2022 14:53:31	ريما موسى سالحه الكسبييه	JOD	186.396	Open
<input type="radio"/>	202200287	0	APC Operating Unit	Standard PO	COLUMBIA (220)	31-Jan-2022 14:53:22	ريما موسى سالحه الكسبييه	JOD	1991.720	Open
<input type="radio"/>	202200194	0	APC Operating Unit	Standard PO	COLUMBIA (214)	18-Jan-2022 08:44:19	ريما موسى سالحه الكسبييه	JOD	317.933	Open

- Click the radio button next to the order and click 'Request Cancellation'.

ORACLE iSupplier Portal

Supplier Home | **Orders** | Shipments | Planning | Finance | Product | Administration

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

Orders: Purchase Orders >

Request Cancellation for Standard Purchase Order : 202200300,0 (Total JOD 322.492)

Currency: JOD

Cancel | Save | Submit | Export | Actions | Cancel Entire Order | Go

Order Information

General Information

Total 322.492
 Supplier شركة افرنجي افرنجي واركة
 Supplier Site JORDAN
 Address JORDAN
 AMMAN
 Buyer ريداء موسى دالقه الكاسيه
 Order Date 31-Jan-2022 14:53:50
 Description FREIGHTLINER (G160 184)
 Status Open
 Note to Supplier
 Organization APC Operating Unit
 Supplier Order Number
 Attachments None

Terms and Conditions

Payment Terms 100% LI
 Carrier
 FOB
 Freight Terms INLAND FREIGHT
 Shipping Control
Ship-To Address
 Address Ghour El Saft
 Ghour El Saft,
Bill-To Address
 Address P.O. Box 1470 Amman 11118
 Amman, P.O. Box 1470 Amman 11118

Related Information

Receipts
 Invoices
 Payments

- Scroll down and click the 'Show' link next to the line to be cancelled to view 'Shipments'.

ORACLE iSupplier Portal

Supplier Home | **Orders** | Shipments | Planning | Finance | Product | Administration

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

Orders: Purchase Orders >

Request Cancellation for Standard Purchase Order : 202200300,0 (Total JOD 322.492)

Currency: JOD

Cancel | Save | Submit | Export | Actions | Cancel Entire Order | Go

Order Information

General Information

Total 322.492
 Supplier شركة افرنجي افرنجي واركة
 Supplier Site JORDAN
 Address JORDAN
 AMMAN
 Buyer ريداء موسى دالقه الكاسيه
 Order Date 31-Jan-2022 14:53:50
 Description FREIGHTLINER (G160 184)
 Status Open
 Note to Supplier
 Organization APC Operating Unit
 Supplier Order Number
 Attachments None

Terms and Conditions

Payment Terms 100% LI
 Carrier
 FOB
 Freight Terms INLAND FREIGHT
 Shipping Control
Ship-To Address
 Address Ghour El Saft
 Ghour El Saft,
Bill-To Address
 Address P.O. Box 1470 Amman 11118
 Amman, P.O. Box 1470 Amman 11118

Related Information

Receipts
 Invoices
 Payments

PO Details

TIP You can cancel the entire order or specific lines.
 TIP Click on the Show link to view shipment details of a line.
 Show All Hide All

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Re																																																			
1	1	Goods	PRM-G160-341			KING PIN KIT, PIN- TDAR201315	Each	1	278.01	278.010			Open																																																							
Shipments																																																																				
<table border="1"> <thead> <tr> <th>Shipment</th> <th>Ship-To Location</th> <th>Quantity Ordered</th> <th>Price</th> <th>Quantity Received</th> <th>Amount Received</th> <th>Amount Promised</th> <th>Date</th> <th>Need By Date</th> <th>Supplier Order Line</th> <th>Discount (%)</th> <th>Start Effective Date</th> <th>End Effective Date</th> <th>Status</th> <th>Attachments</th> <th>Split Reason</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>El Ghour</td> <td>1</td> <td>278.01</td> <td></td> <td></td> <td>0.000</td> <td>31-Jan-2022 00:00:00</td> <td>05-Feb-2022 00:00:00</td> <td></td> <td></td> <td></td> <td></td> <td>Open</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Sales Tax</td> <td>SALES TAX</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Closed</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>																		Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount Promised	Date	Need By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action	1	El Ghour	1	278.01			0.000	31-Jan-2022 00:00:00	05-Feb-2022 00:00:00					Open				2	Sales Tax	SALES TAX											Closed			
Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount Promised	Date	Need By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action																																																				
1	El Ghour	1	278.01			0.000	31-Jan-2022 00:00:00	05-Feb-2022 00:00:00					Open																																																							
2	Sales Tax	SALES TAX											Closed																																																							

- Scroll across to the right of the screen.
- Enter the reason for cancellation against the appropriate line and select the Action 'Cancel'.
- Click 'Submit'.

ORACLE iSupplier Portal

Supplier Home | **Orders** | Shipments | Planning | Finance | Product | Administration

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

Orders: Purchase Orders >

Cancel Order Confirmation

Cancellation Request for Purchase Order 202200300 has been submitted for approval.

[Return to Purchase Order Summary](#)

- The status will be 'Pending Change'. You are notified when the request is accepted or rejected.

Supplier Home

Orders

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Purchase Orders

Work Orders

Agreements

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Purchase History

Work Confirmations

RFQ

Deliverables

Timecards

Purchase Orders

Views

View

All Purchase Orders

Go

Select Order:

Acknowledge

Request Cancellation

Request Changes

View Change History

|

|

Sel...	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Ackno
<input type="radio"/>	202200323	0	APC Operating Unit	Standard PO	FRIEIGHTLINER CRANE TRUCK NO CRL G160 190	10-Feb-2022 14:32:54	ريدا هوسى سالفه القاسبيه	JOD	186.396	Accepted	Supplier Change Pending	
<input type="radio"/>	202200300	0	APC Operating Unit	Standard PO	FRIEIGHTLINER (G160 184)	31-Jan-2022 14:53:50	ريدا هوسى سالفه القاسبيه	JOD	322.492	Open	Supplier Change Pending	
<input type="radio"/>	202200305	0	APC Operating Unit	Standard PO	FRIEIGHTLINER CRANE TRUCK NO CRL G160 190	31-Jan-2022 14:53:31	ريدا هوسى سالفه القاسبيه	JOD	186.396	Open		

Request a Cancellation for a Full Order:

- Use the search facility to find the order to be cancelled.
- Click the radio button next to the order and click the 'Request Cancellation' button.

ORACLE

Supplier Portal

Supplier Home

Orders

Shipments

Planning

Finance

Product

Administration

Purchase Orders

Work Orders

Agreements

View Requests

Purchase History

Work Confirmations

RFQ

Deliverables

Timecards

Purchase Orders

Views

View

All Purchase Orders

Request Cancellation

Select Order:

Acknowledge

Request Cancellation

Request Changes

View Change History

|

|

Sel..	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Ackno
<input type="radio"/>	202200323	0	APC Operating Unit	Standard PO	FRIEIGHTLINER CRANE TRUCK NO CRL G160 190	10-Feb-2022 14:32:54	ريدا هوسى سالفه القاسبيه	JOD	186.396	Accepted	Supplier Change Pending	
<input type="radio"/>	202200300	0	APC Operating Unit	Standard PO	FRIEIGHTLINER (G160 184)	31-Jan-2022 14:53:50	ريدا هوسى سالفه القاسبيه	JOD	322.492	Open	Supplier Change Pending	
<input checked="" type="radio"/>	202200305	0	APC Operating Unit	Standard PO	FRIEIGHTLINER CRANE TRUCK NO CRL G160 190	31-Jan-2022 14:53:31	ريدا هوسى سالفه القاسبيه	JOD	186.396	Open		
<input type="radio"/>	202200287	0	APC Operating Unit	Standard PO	COLUMBIA (220)	31-Jan-2022 14:53:22	ريدا هوسى سالفه القاسبيه	JOD	1991.720	Open		
<input type="radio"/>	202200194	0	APC Operating Unit	Standard PO	COLUMBIA (214)	18-Jan-2022 08:44:19	ريدا هوسى سالفه القاسبيه	JOD	317.933	Open		
<input type="radio"/>	202200131	0	APC Operating Unit	Standard PO	PDM-MBE, PNEU ABS	13-Jan-2022 11:21:52	ريدا هوسى سالفه القاسبيه	JOD	63.823	Open		
<input type="radio"/>	202200311	0	APC Operating Unit	Standard PO	FRIEIGHTLINER TRUCKS SPARES	10-Jan-2022 13:27:03	عائش عاتق طاي القزائده	JOD	3154.960	Open		
<input type="radio"/>	202200066	0	APC Operating Unit	Standard PO	FRIEIGHTLINER CRANE TRUCK NO CRL G160 190	10-Feb-2022 14:32:54	ريدا هوسى سالفه القاسبيه	JOD	186.396	Open		

- Click the 'Cancel Entire Order' button and acknowledge the message:

Supplier Home Orders Shipments Planning Finance Product Administration									
Purchase Orders Work Orders Agreements View Requests Purchase History Work Confirmations RFQ Deliverables Timecards									
Orders: Purchase Orders >									
Request Cancellation for Standard Purchase Order : 202200305.0 (Total JOD 186.396)									
Currency: JOD									
<input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Export"/> <input type="button" value="Action"/> <input type="button" value="Cancel Entire Order"/> <input type="button" value="Go"/>									
Order Information									
General Information Total 186.396 Supplier شركة ارامكو عمان لوجستكس Supplier Site JORDAN Address JORDAN AMMAN Buyer ريدا هوسى سالفه القاسبيه Order Date 31-Jan-2022 14:53:31 Description FRIEIGHTLINER CRANE TRUCK NO CRL G160 190 Status Open Note to Supplier Organisation APC Operating Unit					Terms and Conditions Payment Terms 100% LI Carrier FOB Freight Terms INLAND FREIGHT Shipping Control Ship-To Address Address Ghour El Saff Ghour El Saff Bill-To Address Address P.O. Box 1470 Amman 11118 Amman, P.O. Box 1470 Amman 11118				
Related Information <input type="button" value="Receipts"/> <input type="button" value="Invoices"/> <input type="button" value="Payments"/>									

- Enter the reason for cancellation and click the 'Submit' button.

ORACLE Supplier Portal

Supplier Home | Orders | Shipments | Planning | Finance | Product | Administration

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

Orders: Purchase Orders > Request Cancellation for Standard Purchase Order >

Cancel Purchase Order 202200305

Description: FREIGHTLINER CRANE TRUCK NO.CRL G160 190

Currency: JOD

Amount: 186.396

Order Date: 31-Jan-2022 14:53:31

Action: Cancel

* Reason for Cancellation: Please cancel this Order

Diagnostic Console

Cancel Submit

Supplier Home | Orders | Shipments | Planning | Finance | Product | Administration

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

Orders: Purchase Orders > Request Cancellation for Standard Purchase Order >

Cancel Order Confirmation

Cancellation Request for Purchase Order 202200305 has been submitted for approval.

[Return to Purchase Order Summary](#)

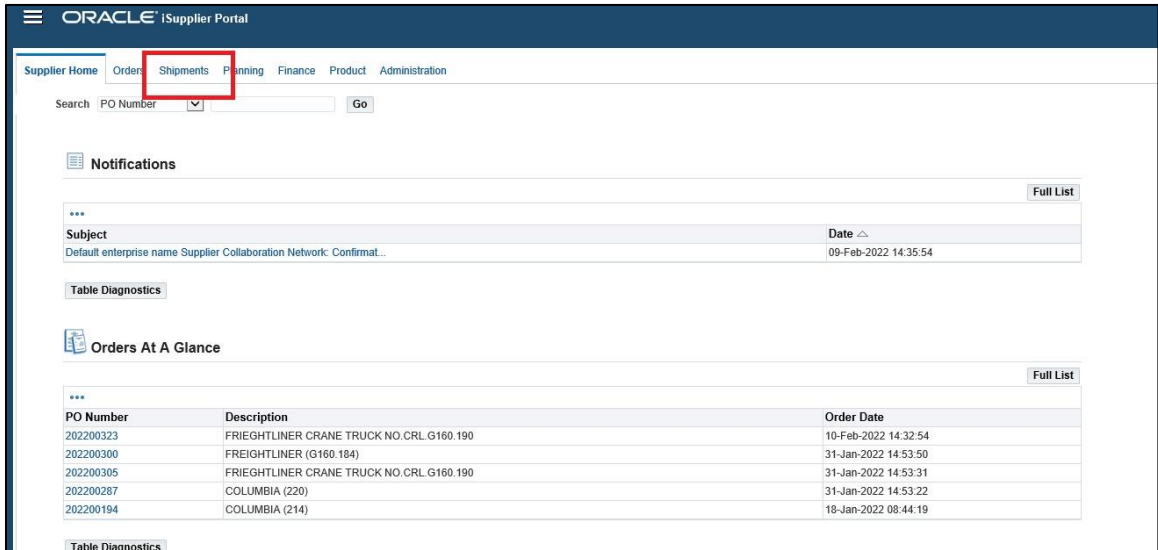
- The status will be 'Supplier Cancellation Pending' until the request is accepted or rejected.

○	202200305	0	APC Operating Unit	Standard PO	FREIGHTLINER CRANE TRUCK NO.CRL G160 190	31-Jan-2022 14:53:31	ريدا موسى سلقه القاسبيه	JOD	186.396	Open	Supplier Cancellation Pending
○	202200287	0	APC Operating Unit	Standard PO	COLUMBIA (220)	31-Jan-2022 14:53:22	ريدا موسى سلقه القاسبيه	JOD	1991.720	Open	
○	202200194	0	APC Operating Unit	Standard PO	COLUMBIA (214)	18-Jan-2022 08:44:19	ريدا موسى سلقه القاسبيه	JOD	317.933	Open	
○	202200131	0	APC Operating Unit	Standard PO	PDM-MBE, PNEU ABS	13-Jan-2022 11:21:52	ريدا موسى سلقه القاسبيه	JOD	63.823	Open	
○	202200031	0	APC Operating Unit	Standard PO	FREIGHTLINER TRUCKS SPARES	10-Jan-2022 13:27:03	داهي عجل طي القوتنه	JOD	3154.960	Open	
○	202200066	0	APC Operating Unit	Standard PO	PR# 202104484/REPLACE TRUCK FREIGHTLINER/invoice# 82055091 dated 22/12/2021	09-Jan-2022 11:04:46	عصار رقت اريف اللباد	JOD	661.381	Open	
○	202104232	0	APC Operating Unit	Standard PO	OIL FILTER, (Purchaing Section, 40-91489), PIN-A6511800109	28-Dec-2021 14:23:50	ريف دودالوزير عودالقيان القرمصين	JOD	93.740	Closed	
○	202103736	0	APC Operating Unit	Standard PO	SPARE PARTS FOR FREIGHTLINER TRUCKS	21-Dec-2021 15:14:22	داهي عجل طي القوتنه	JOD	1008.500	Open	

Shipments Delivery Schedule

The Delivery Schedules page is used to view PO shipments deliveries schedule based on expected need by date and promised date:

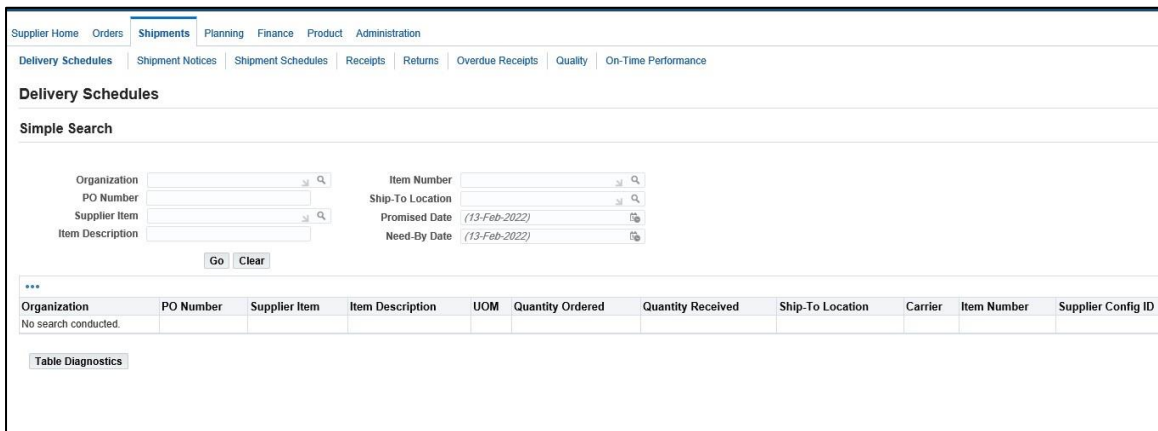
- Login to APC Supplier Portal
- Click the 'Shipments' tab



The screenshot shows the Oracle iSupplier Portal interface. The 'Shipments' tab is highlighted in the top navigation bar. Below the navigation bar, there is a search section with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area displays a 'Notifications' section with a table of notifications. Below this, there is an 'Orders At A Glance' section with a table of orders.

PO Number	Description	Order Date
202200323	FRIEIGHTLINER CRANE TRUCK NO.CRL G160.190	10-Feb-2022 14:32:54
202200300	FRIEIGHTLINER (G160.184)	31-Jan-2022 14:53:50
202200305	FRIEIGHTLINER CRANE TRUCK NO.CRL G160.190	31-Jan-2022 14:53:31
202200287	COLUMBIA (Z20)	31-Jan-2022 14:53:22
202200194	COLUMBIA (Z14)	18-Jan-2022 08:44:19

- By default, “**Delivery Schedules**” tab will be displayed.
- Use the simple or advanced search to view delivery information.



The screenshot shows the Oracle iSupplier Portal interface with the 'Delivery Schedules' page selected. The page includes a 'Simple Search' section with various filters and a table of delivery schedules.

Simple Search

Organization: PO Number: Supplier Item: Item Description:

Item Number: Ship-To Location: Promised Date: Need-By Date:

Go Clear

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

- Search for deliveries due on or before a chosen date, or to a particular location.
- Click the 'Go' button.

ORACLE Supplier Portal

Supplier Home Orders Shipments Planning Finance Product Administration

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

Delivery Schedules Export

Simple Search

Organization Item Number
 PO Number Ship To Location
 Supplier Item Promised Date
 Item Description Need By Date
 Go Clear

Advanced Search

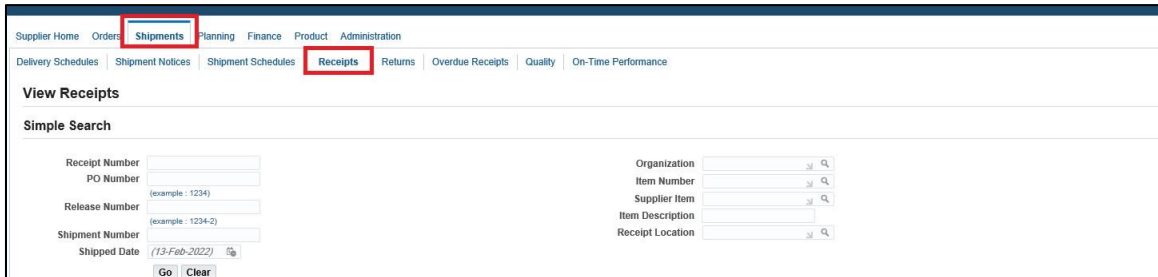
Organization	PO Number	Supplier Item	Item Description	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier Item Number	Supplier Config ID	Supplier	Supplier Location	Promised Date	Need By Date
APC Operating Unit	202103736		Sales Tax	Each	1	0	Ei Ghour	SALES TAX		شركة بوفاين م.ع.ع.ر.و.و.ا.ن.س	JORDAN		
APC Operating Unit	201502937-9		INTAKE VALVE, PIN- A5410530101	Each	30	12	Ei Ghour	ENG-G160-092		شركة بوفاين م.ع.ع.ر.و.و.ا.ن.س	JORDAN		05-Sep-2016 00:00:00
APC Operating Unit	201502937-6		BEARING FR AXLE, OUTER CUP, PIN- CM103595	Each	5	0	Ei Ghour	PRM-G160-612		شركة بوفاين م.ع.ع.ر.و.و.ا.ن.س	JORDAN		06-Jul-2016 00:00:00
APC Operating Unit	201502937-21		CABLE, BATTERY	Each	2	0	Ei Ghour	PRM-G160-305		شركة بوفاين م.ع.ع.ر.و.و.ا.ن.س	JORDAN		15-Nov-2017 00:00:00
APC Operating Unit	201502937-21		JUMPER, BATTERY	Each	50	35	Ei Ghour	PRM-G160-147		شركة بوفاين م.ع.ع.ر.و.و.ا.ن.س	JORDAN		15-Nov-2017 00:00:00
APC Operating Unit	201502937-21		CLUTCH, INTERMEDIATE PLATE, PIN- SP125327	Each	10	4	Ei Ghour	PRM-G160-430		شركة بوفاين م.ع.ع.ر.و.و.ا.ن.س	JORDAN		15-Nov-2017 00:00:00
APC Operating Unit	201502937-20		AIR LINE, SOLENOID VLV TO CYLDR, PIN- A4801400664	Each	5	0	Ei Ghour	ENG-G160-181		شركة بوفاين م.ع.ع.ر.و.و.ا.ن.س	JORDAN		31-Aug-2017 00:00:00

Rows 1 to 42

Receipts

The Receipts page enables you to explore a historical view of all receipts that have been recorded for your shipped goods:

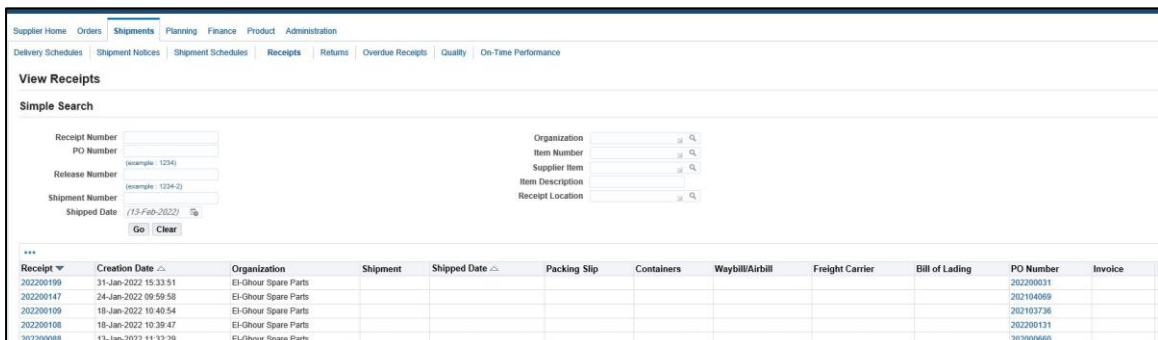
- Login to APC Supplier Portal • Click the “**Shipments**” tab
- Click “**Receipts**” Tab



- Use the simple or advanced search to view **Receipt** information.



- Click “**Go**” button to display Receipts information for the search criteria

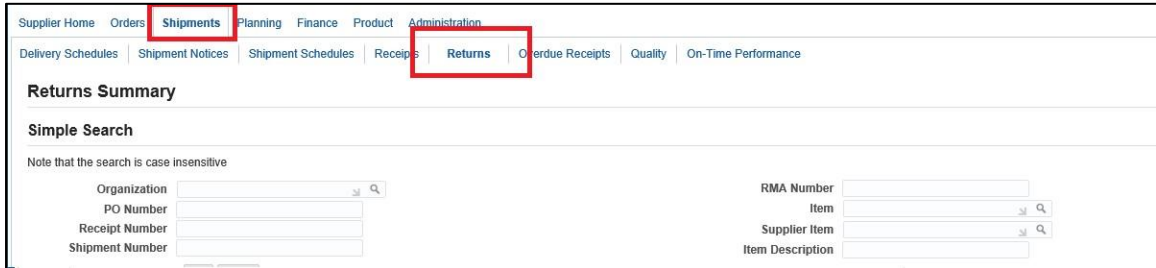


Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice
202200199	31-Jan-2022 15:33:51	Ei-Ghoor Spare Parts								202200031	
202200147	24-Jan-2022 09:59:58	Ei-Ghoor Spare Parts								202204089	
202200109	18-Jan-2022 10:48:54	Ei-Ghoor Spare Parts								202203736	
202200108	18-Jan-2022 10:39:47	Ei-Ghoor Spare Parts								202200131	
202200088	13-Jan-2022 11:32:29	Ei-Ghoor Spare Parts								202000660	

Returns

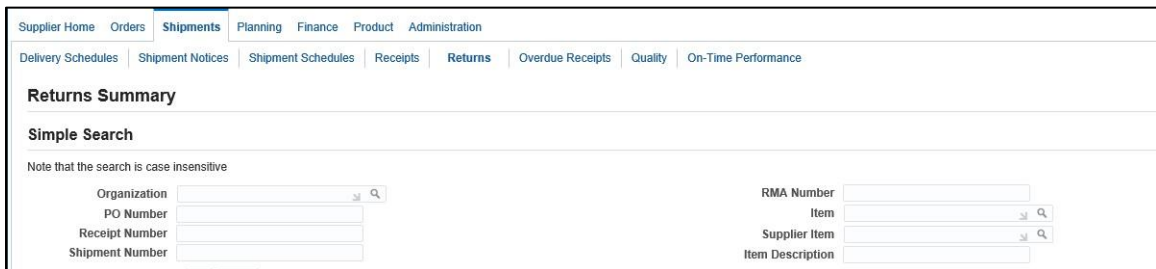
The Returns Summary page enables you to view the return history, the causes for goods returned, and inspection results of a shipment. The search summary results include basic information along with details about the return, such as quantities and a reason for return:

- Login to APC Supplier Portal • Click the “**Shipments**” tab
- Click “**Returns**” tab



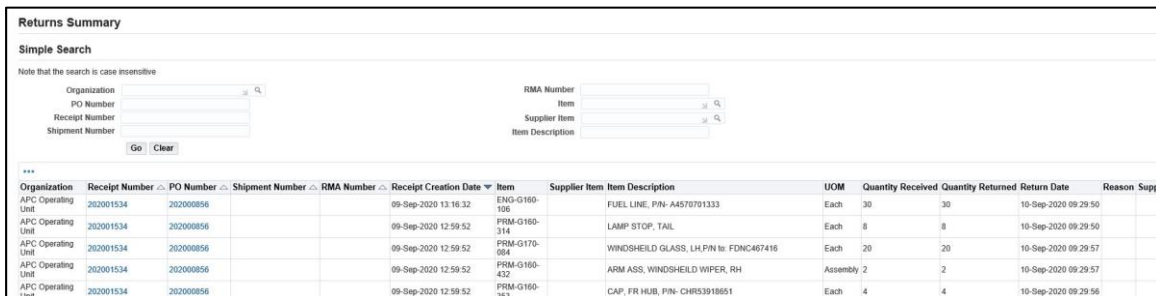
The screenshot shows the APC Supplier Portal interface. The 'Shipments' tab is highlighted in the top navigation bar. Below it, the 'Returns' sub-tab is also highlighted. The 'Returns Summary' section is visible, featuring a 'Simple Search' form with fields for Organization, PO Number, Receipt Number, Shipment Number, RMA Number, Item, Supplier Item, and Item Description. A note indicates that the search is case insensitive.

- Use the simple or advanced search to view **Returns** information.



This screenshot is identical to the previous one, showing the 'Returns' tab selected in the navigation menu and the 'Returns Summary' section with the 'Simple Search' form.

- Click “Go” button to display Returns information for the search criteria



The screenshot shows the 'Returns Summary' section with the 'Simple Search' form. The 'Go' button has been clicked, and the results are displayed in a table below the search form.

Organization	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Item	Supplier Item	Item Description	UOM	Quantity Received	Quantity Returned	Return Date	Reason	Supp
APC Operating Unit	202001534	202000856			09-Sep-2020 13:16:32	ENG-G160-106		FUEL LINE, PIN-A4570701333	Each	30	30	10-Sep-2020 09:29:50		
APC Operating Unit	202001534	202000856			09-Sep-2020 12:59:52	PRM-G160-314		LAMP STOP, TAIL	Each	8	8	10-Sep-2020 09:29:50		
APC Operating Unit	202001534	202000856			09-Sep-2020 12:59:52	PRM-G170-064		WINDSHIELD GLASS, LH/PIN IN: F0NC467416	Each	20	20	10-Sep-2020 09:29:57		
APC Operating Unit	202001534	202000856			09-Sep-2020 12:59:52	PRM-G160-432		ARM ASS, WINDSHIELD WIPER, RH	Assembly	2	2	10-Sep-2020 09:29:57		
APC Operating Unit	202001534	202000856			09-Sep-2020 12:59:52	PRM-G160-353		CAP, FR HUB, PIN-CHR53918651	Each	4	4	10-Sep-2020 09:29:56		

View Overdue Receipts

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

- Login to APC Supplier Portal
- Click the “**Shipments**” tab
- Click “**Overdue Receipts**” Tab

Supplier Home | Orders | **Shipments** | Planning | Finance | Product | Administration

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

Overdue Receipts

Simple Search

Note that the search is case insensitive

Organization

PO Number

Item

Supplier Item

Due Date (13-Feb-2022)

- Use the simple or advanced search to view **Returns** information.

Supplier Home | Orders | **Shipments** | Planning | Finance | Product | Administration

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

Overdue Receipts

Simple Search

Note that the search is case insensitive

Organization

PO Number

Item

Supplier Item

Due Date (13-Feb-2022)

- Click “Go” button to display Returns information for the search criteria

Supplier Home | Orders | **Shipments** | Planning | Finance | Product | Administration

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

Overdue Receipts

Simple Search

Note that the search is case insensitive

Organization

PO Number

Item

Supplier Item

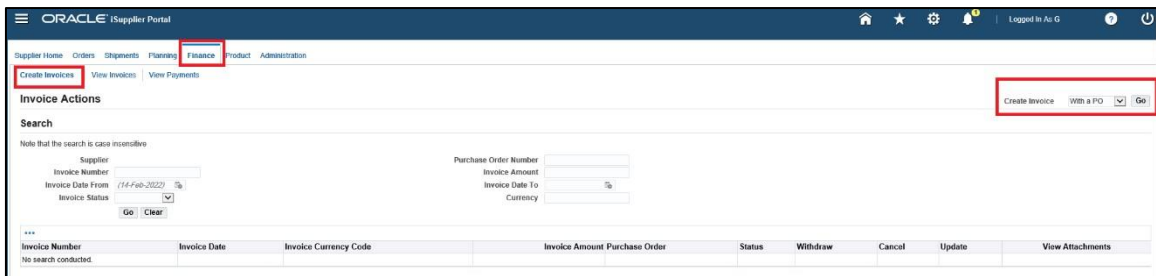
Due Date (13-Feb-2022)

Organization	PO Number	Item	Supplier Item	Item Description	Due Date	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Buyer
APC Operating Unit	202000660	EAM-OUTSIDE		FREIGHTLINER COLUMBIA CL120 (Trucking), QTY (20) TRUCKS	31-Jan-2022 00:00:00	Each	20	19.99999933	El Ghour		سليم محمد خليفه
APC Operating Unit	202000660	EAM-OUTSIDE		FREIGHTLINER (M2) TRUCKS, (Dikes) - QTY (7)	31-Jan-2022 00:00:00	Each	7	6.9999973343	El Ghour		سليم محمد خليفه
APC Operating Unit	202000660	EAM-OUTSIDE		FREIGHTLINER (M2), (Trucking), QTY (17) TRUCKS	31-Jan-2022 00:00:00	Each	17	16.99999963	El Ghour		سليم محمد خليفه
APC Operating Unit	202200287	PRM-G170-135		TCU, TRANS. CONTROLLER UNIT, PIN- FULK3736RX	30-Jan-2022 00:00:00	Assembly	1	0	El Ghour		ريما اومس خليفه
APC Operating Unit	202200194	PRM-G170-204		INU. HOLEKIT, PIN- DDE23501580	17-Jan-2022 00:00:00	Each	12	0	El Ghour		ريما اومس خليفه

Invoices

You can only raise an invoice against items for which the PO is held on the Portal. If any changes to the order are required, these must be completed prior to creating the invoice:

- Login to APC Supplier Portal
- Click on “**Finance**” tab
- Select “**Create Invoice**”
- Click “**Go**” Next to “**Create Invoice with a PO**”



Oracle iSupplier Portal

Supplier Home Orders Shipments Planning **Finance** Product Administration

Create Invoices View Invoices View Payments

Invoice Actions

Search

Note that the search is case insensitive

Supplier: Purchase Order Number:

Invoice Number: Invoice Amount:

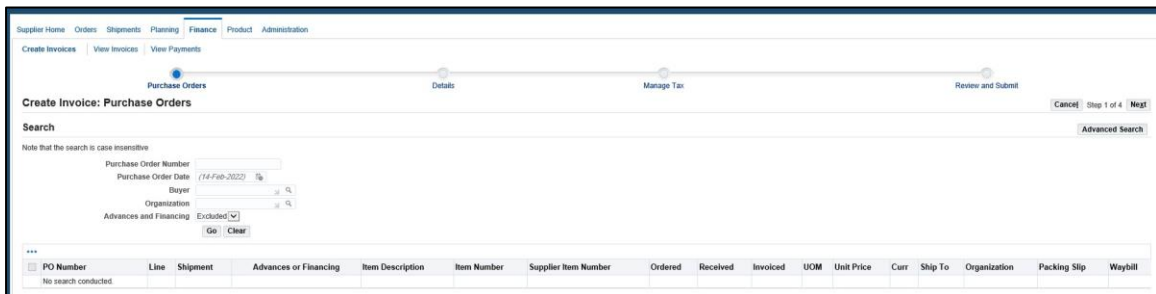
Invoice Date From: Invoice Date To:

Invoice Status: 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: Purchase Orders**” page is displayed.



Supplier Home Orders Shipments Planning **Finance** Product Administration

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number: Purchase Order Date:

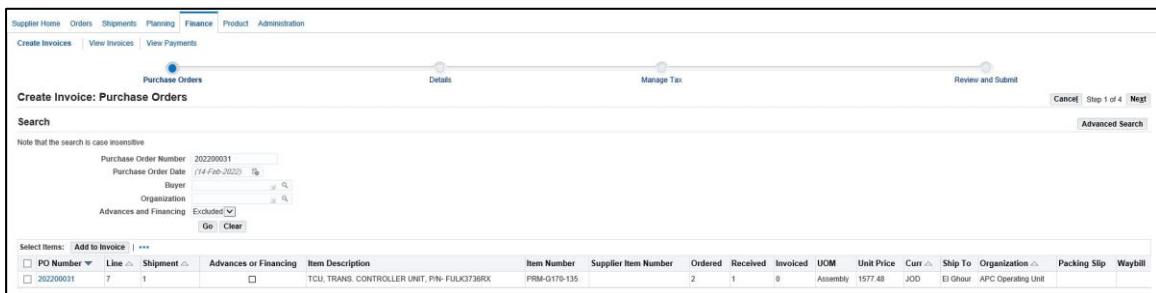
Buyer: Organization:

Advances and Financing: Excluded: ☒

Go Clear

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

- Enter the **Purchase Order Number** you want to create Invoice for it and click on Go.



Supplier Home Orders Shipments Planning **Finance** Product Administration

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number: Purchase Order Date:

Buyer: Organization:

Advances and Financing: Excluded: ☒

Go Clear

Select Items: ☐ Add to Invoice:

PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
202200031	7	1	<input type="checkbox"/>	TCU, TRANS. CONTROLLER UNIT, PIN: FULK3736RX	PRM-G170-135		2	1	0	Assembly	1577.48	JOD	El Ghour	APC Operating Unit		

- Once results are displayed, review the Quantity Ordered, Received, Invoiced and the Unit Price. Contact Buyer if there is a question or problem.
- Select the lines to invoice and click on “**Add to Invoice**”.

Supplier Home Orders Shipments Planning Finance Product Administration

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Cancel Step 1 of 4 **Next**

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number: 202200031

Purchase Order Date: 14-Feb-2022

Buyer: [Search]

Organization: [Search]

Advances and Financing: Excluded [X] Go Clear

Select Items: Add to Invoice | +

PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
202200031	7	1	<input type="checkbox"/>	TCU, TRANS. CONTROLLER UNIT, PIN: FULK3736RX	PRM-G170-135		2	1	0	Assembly	1577.48	JOD	Ei Ghour	APC Operating Unit		

Table Diagnostics

Purchase Order Items Added to Invoice

Select Items: Remove from Invoice | -

PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization
202200031	7	1	TCU, TRANS. CONTROLLER UNIT, PIN: FULK3736RX	PRM-G170-135		1	1	0	Assembly	1577.48	JOD	Ei Ghour	APC Operating Unit

- Review the purchase order items added to Invoice then click **“Next”**.
- “Create Invoice Details”** page is displayed.

Supplier Home Orders Shipments Planning Finance Product Administration

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Cancel Back Step 2 of 4 **Next**

Create Invoice: Details

* Indicates required field

Supplier

Supplier: [Search]

Tax Payer ID: 4026187

Remit To: JORDAN

Address: JORDAN AMMAN

Remit To Bank Account: [Search]

Unique Remittance Identifier: [Search]

Remittance Check Digit: [Search]

Invoice

Invoice Number: [Search]

Invoice Date: 14-Feb-2022

Invoice Type: Invoice

Currency: JOD

Invoice Description: [Search]

Financial Supplier Category: [Search]

Financial Supplier Name: [Search]

Type of Expense: [Search]

Purchase Order No.: [Search]

PO Amount: [Search]

PO Bill Amount: [Search]

PO Unbill Amount: [Search]

PO Prepay Amount: [Search]

Attachment: +

Customer

* Customer Tax Payer ID: 51012076

Customer Name: APC Legal Entity

Address: P.O. Box 1470 Amman 11118 Amman P.O. Box 1470 Amman 11118 JO

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
202200031	7	1	PRM-G170-135	TCU, TRANS. CONTROLLER UNIT, PIN: FULK3736RX		Ei Ghour	1	1	1577.48	Assembly	1577.48

Invoice Header

- Click in the **“Invoice Number”** Field, enter your Invoice Number.
- Click in the **“Invoice Date”** Field to select an alternate Invoice Date if applicable.

Supplier Home Orders Shipments Planning Finance Product Administration

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Cancel Back Step 2 of 4 Next

Create Invoice: Details

Supplier

Supplier * شركة البوتاس العربية الأردنية
 Tax Payer ID * 4026187
 Remit To * JORDAN
 Address * JORDAN - AMMAN
 Remit To Bank Account
 Unique Remittance Identifier
 Remittance Check Digit

Invoice

Invoice Number * 123123123
 Invoice Date * 14-Dec-2021
 Invoice Type * Invoice
 Currency * JOD
 Invoice Description
 Financial Supplier Category
 Financial Supplier Name
 Type of Expense
 Purchase Order No.
 PO Amount
 PO Bill Amount
 PO Unbill Amount
 PO Prepay Amount

Attachment +

Customer

Customer Tax Payer ID * SYB12976
 Customer Name * APC Legal Entity
 Address * P.O. Box 1470 Amman 11118 Amman P.O. Box 1470 Amman 11118 JO

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
262209031	7	1	PRM-G170-135	TCU, TRANS. CONTROLLER UNIT, PIN-FULK3736RX		El Ghour	1	1	1577.48	Assembly	1577.48

Invoice Attachment(s)

- Click Add Attachment if you want to attach any document with the invoice (e.g., original invoice hard copy)

Supplier Home Orders Shipments Planning Finance Product Administration

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Cancel Back Step 2 of 4 Next

Create Invoice: Details

Supplier

Supplier * شركة البوتاس العربية الأردنية
 Tax Payer ID * 4026187
 Remit To * JORDAN
 Address * JORDAN - AMMAN
 Remit To Bank Account
 Unique Remittance Identifier
 Remittance Check Digit

Invoice

Invoice Number * 123123123
 Invoice Date * 14-Dec-2021
 Invoice Type * Invoice
 Currency * JOD
 Invoice Description
 Financial Supplier Category
 Financial Supplier Name
 Type of Expense
 Purchase Order No.
 PO Amount
 PO Bill Amount
 PO Unbill Amount
 PO Prepay Amount

Attachment +

Customer

Customer Tax Payer ID * SYB12976
 Customer Name * APC Legal Entity
 Address * P.O. Box 1470 Amman 11118 Amman P.O. Box 1470 Amman 11118 JO

Items


PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
262209031	7	1	PRM-G170-135	TCU, TRANS. CONTROLLER UNIT, PIN-FULK3736RX		El Ghour	1	1	1577.48	Assembly	1577.48

Add Attachment

Attachment Type *
 Title
 Description
 Category From Supplier
 File *
 Cancel Add Another Apply

- Click on the **Browse** Button
- Select your **file** containing the Invoice you would like to attach, depending on your browser you will need to click save or open.
- Click **Apply**
- You Will Receive Confirmation that you Invoices are attached.

PO Bill Amount
 PO Unbill Amount
 PO Prepay Amount

Attachment  1 +

Confirmation

Attachment 2022-02-14 13:... has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

Invoice Line Items

- Quantity** and **Price** invoiced are picked by default from selected purchase order lines. Review or update the Quantity you are invoicing. Your quantity must be less than or equal to the Available Quantity. For some Invoices for Services, you will not be able to change the price (Price will say 1).

Address: P.O. Box 1470 Amman 11118 Amman P.O. Box 1470 Amman 11118 JO

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
202200031	7	1	PRM-G170-135	TCU, TRANS. CONTROLLER UNIT, P/N: FULK3738RX		El Ghour	1	1	1577.48	Assembly	1577.48

Table Diagnostics

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Table Diagnostics

Diagnostic Console

Cancel Back Step 2 of 4 Next

- Make Sure the calculated Quantity times the Unit Price matches the value on your Invoice minus Taxes, Freight & Miscellaneous charges.

Tax Information

- If there is a **Tax**, Fill the required invoice data (Invoice Number, Currency, Bank Account, Items to be invoiced)

Tax Payer ID: 4026167
 Address: JORDAN
 Bank Account: ABC Bank

Invoice Date: 16-Mar-2023
 Invoice Type: Invoice
 Currency: JOD
 Invoice Description:

Attachment +

Customer

Customer Tax Payer ID: SYS12976
 Customer Name: APC Legal Entity
 Address: P.O. Box 1470 Amman 11118 Amman P.O. Box 1470 Amman 11118 JO

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
2022	2	1	160-038	TURBOCHARGER		El Ghour	2	1	1918.7	Assembly	1918.7

- Click Next
- In Tax region, enter the tax amount

Customer

* Customer Tax Payer ID

SYS12976

Customer Name

APC Legal Entity

Address

P.O. Box 1470 Amman
11118 JO

Summary Tax Lines

Calculate

Click on Calculate after Entering Tax Amount

Tax Amount

306.992

Items

- Click on “Calculate” to calculate tax amount

Customer

* Customer Tax Payer ID

SYS12976

Customer Name

APC Legal Entity

Address

P.O. Box 1470 Amman 11118 Amman P.O. Box 1470 Amman
11118 JO

Requester Email

Requester First Name

Requester Last Name

Summary Tax Lines

Calculate

Click on Calculate after Entering Tax Amount or Tax Rate

Tax Rate

16

Tax Amount

306.992

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM

- Click on “Recalculate Total” in order to add tax amount to invoice amount

Click on "Recalculate Total" in order to add calculated tax to Invoice total amount

Items	1918.700
Less Retainage	0.000
Freight	0.000
Miscellaneous	0.000
Tax	306.992
Total (JOD)	2225.692

Step 3 of 4

Freight and Other Expenses Information

- If there are Freight and Other Expenses, click on the Add Row Button & Select Charge Type

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
202200031	7	1	PRM-G170-135	TCU, TRANS. CONTROLLER UNIT, PIN- FULK3736RX		El Ghour	1	1	1577.48	Assembly	1577.48

Table Diagnostics

Shipping and Handling

Charge Type	Amount	Description
Freight		

- Enter Charge Amount & Description

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
202200031	7	1	PRM-G170-135	TCU, TRANS. CONTROLLER UNIT, PIN- FULK3736RX		El Ghour	1	1	1577.48	Assembly	1577.48

Table Diagnostics

Shipping and Handling

Charge Type	Amount	Description
Freight		

- Click "Next" Button

ORACLE - Supplier Portal

Supplier Home Orders Shipments Planning Expense Product Administration

Create Invoices View Invoices View Payments

Confirmations

Invoice 9 was submitted to our Accounts Payable department on 20-Feb-2022. The confirmation number for this invoice is the invoice number. You can query to status by using Search by navigating to the Home page.

Invoice: 9

Supplier

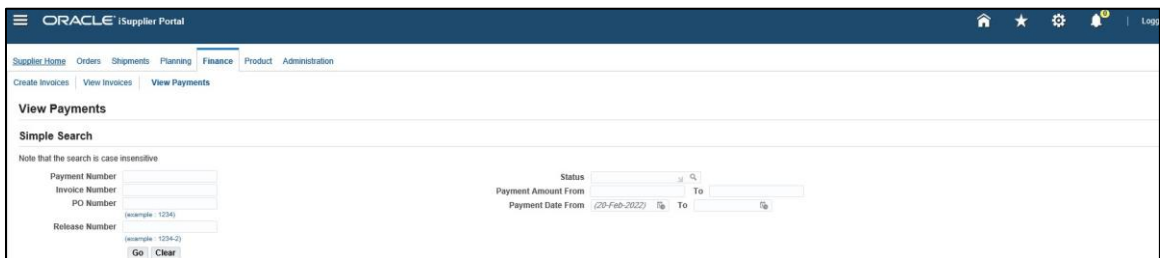
Invoice

Printable Page Create Another

Payments

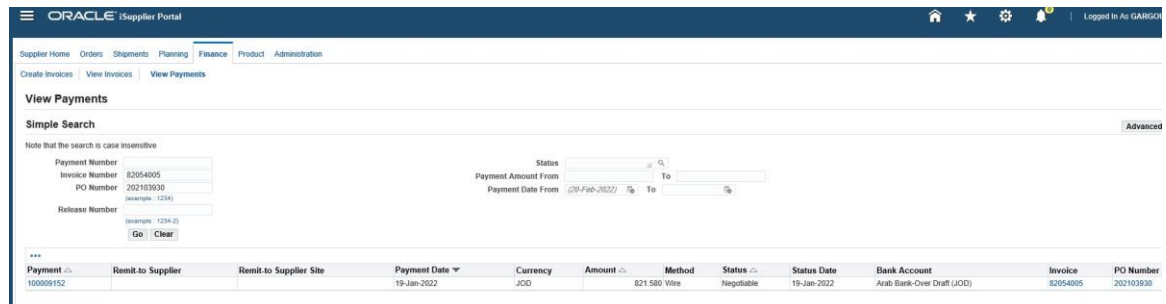
On the View Payments page, you may search for payment summaries using the different search criteria like payment number, payment date, PO Number, payment amount, payment date:

- Login to APC Supplier Portal • Click on “**Finance**” tab
- Click the “**View Payments**” link



The screenshot shows the Oracle iSupplier Portal interface. The 'Finance' tab is selected, and the 'View Payments' link is active. The 'Simple Search' section is visible, with a note that the search is case insensitive. Search criteria include Payment Number, Invoice Number, PO Number, Release Number, Status, Payment Amount From, and Payment Date From. A 'Go' button is present at the bottom of the search section.

- Use the simple or advanced search to find payment details and click the 'Go' button.
e.g., search by invoice number or payment date ranges.



The screenshot shows the search results for the payment number 100009152. The results are displayed in a table with the following columns: Payment, Remit to Supplier, Remit to Supplier Site, Payment Date, Currency, Amount, Method, Status, Status Date, Bank Account, Invoice, and PO Number.

Payment	Remit to Supplier	Remit to Supplier Site	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number
100009152			19-Jan-2022	JOD	821.580	Wire	Negotiable	19-Jan-2022	Arab Bank-Over Draft (JOD)	82054005	202103930

- Payments matching the search criteria are displayed. The following information are displayed:
 - Payment date
 - Invoices
 - Purchase Order
- View associated purchase order(s) or invoice(s) by clicking on their links.



The screenshot shows the detailed view of the payment 100009152. It includes the payment date, method, status, and status date. The supplier information is also displayed, including the supplier name, site, and address. The bank account information is also shown.

Included Invoices

Invoice	Invoice Date	Type	Currency	Amount	Status	Payment Status	Payment PO Number	Receipt	Attachments
82054005	17-Nov-2021	Standard	JOD	821.580	Approved	Paid	821.580 202103930	202200011	

ORACLE | Supplier Portal

Supplier Home Orders Shipments Planning **Finance** Product Administration

Create Invoices View Invoices View Payments

Finance: View Payments > Payment Details >

Standard Invoice: 82054005 (Total JOD 821.580)

Currency: JOD

General

Invoice Date: 17-Nov-2021

Status: Approved

On Hold

Batch: RD-31DEC21-STD-JOD

Attachments: None

Supplier: ABC Corp.

Supplier Site: JORDAN

Address: JORDAN

AMMAN

Amount Summary

Item: 708.259

Freight: 0.000

Miscellaneous: 0.000

Tax: 113.321

Prepayment: 0.000

Retainage: 0.000

Withholding Tax: 0.000

Total: 821.580

Payment Information

Paid: 821.580

Discount Taken: 0.000

Due: 0.000

Status: Paid

Payment Date: 18-JAN-2022

Payment: 100009152

Term: 100% LI

Invoice Lines Scheduled Payments Hold Reasons

Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt	Sales Order	Purchase
1	Item	GENERAL REPAIRS	1	Each	708.259		708.259	0.000	Approved	202103930	1	1	مجلس اراءهوه ساهو السمره	202200011		
2	Tax	202103930					113.321	0.000	Approved							

ORACLE | Supplier Portal

Supplier Home Orders Shipments Planning **Finance** Product Administration

Create Invoices View Invoices View Payments

Finance: View Payments > Payment Details > Invoice Details >

Standard Purchase Order: 202103930, 0 (Total JOD 821.580)

Currency: JOD

Actions View Change History

Order Information

General

Total: 821.580

Supplier: ABC Corp.

Supplier Site: JORDAN

Supplier Contact: JORDAN

Address: JORDAN

AMMAN

Buyer: مجلس اراءهوه ساهو السمره

Order Date: 08-Dec-2021 14:13:56

Description: GENERAL REPAIRS

Status: Closed

Note to Supplier: APC Operating Unit

Operating Unit: APC Operating Unit

Supplier Order Number: Attachments: None

Terms and Conditions

Payment Terms: 100% LI

Carrier: FOB

Freight Terms: INLAND FREIGHT

Shipping Control

Ship-To Address

Address: Ghour El Sali

Ghour El Sali

Bill-To Address

Address: P.O. Box 1470 Amman 11118

Amman, P.O. Box 1470 Amman 11118

Summary

Total: 821.580

Received: 708.259

Invoiced: 708.259

Payment Status: Paid

PO Details

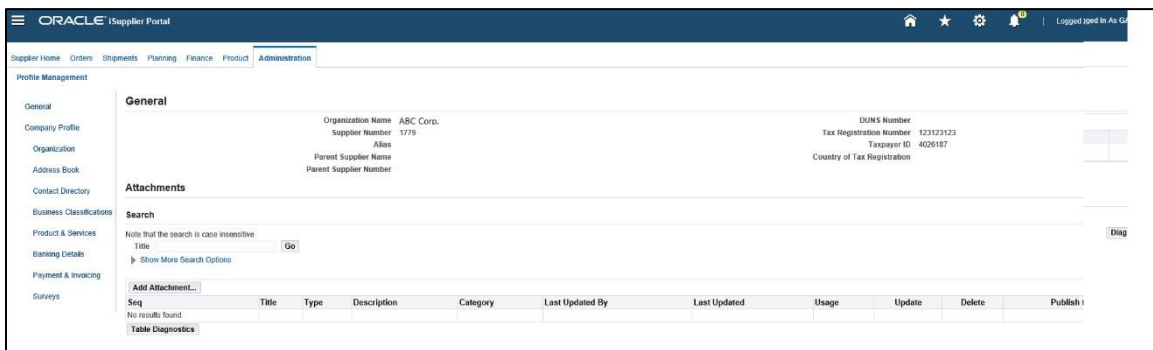
Show All Details | Hide All Details

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments
1	Outside processing	EAM-OUTSIDE		GENERAL REPAIRS	Each	1	708.259	708.259	Closed	
2	Sales Tax	SALES TAX		Sales Tax	Each	1	113.321	113.321	Closed	

Supplier Profile Management

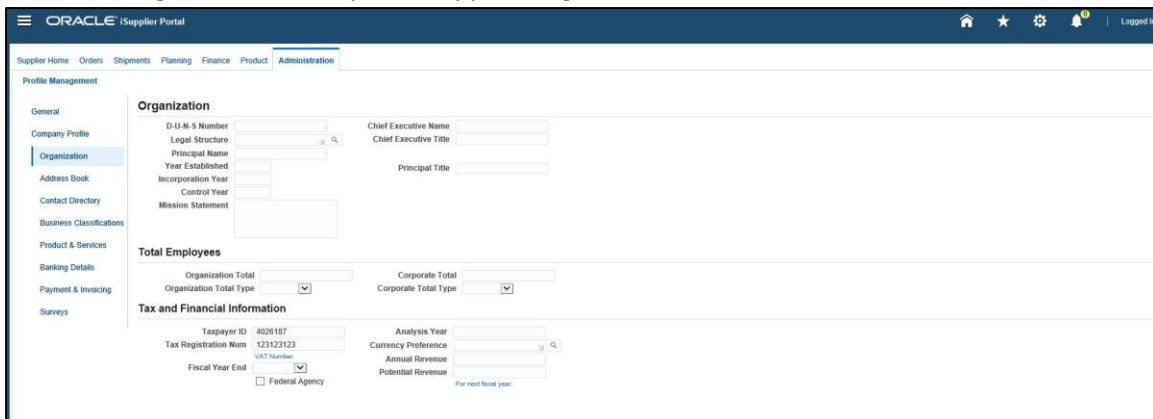
As a supplier user, you have access to your profile online. You can add new information and ensure that existing information is up to date. Through profile management, you can provide the key details about the company, such as location and contact information, major business classifications, banking details, and category information about the goods and services that you provide:

- Login to APC Supplier Portal
- Click the **“Administration”** tab



The screenshot shows the Oracle Supplier Portal interface. The top navigation bar includes 'Supplier Home', 'Orders', 'Shipments', 'Planning', 'Finance', 'Product', and 'Administration'. The 'Administration' tab is selected. On the left, a sidebar lists 'Profile Management' options: General, Company Profile, Organization, Address Book, Contact Directory, Business Classifications, Product & Services, Banking Details, Payment & Invoicing, and Surveys. The main content area is titled 'General' and contains fields for 'Organization Name' (ABC Corp.), 'Supplier Number' (1779), 'EUNS Number', 'Tax Registration Number' (123123123), 'Taxpayer ID' (4026187), 'Parent Supplier Name', and 'Country of Tax Registration'. Below these is an 'Attachments' section with a search bar and a table with columns: Seq, Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, Delete, and Publish. The table currently shows 'No results found'.

- Click **“Organization”** to Update Supplier Organization Details



The screenshot shows the Oracle Supplier Portal interface with the 'Organization' section selected in the sidebar. The main content area is titled 'Organization' and contains fields for 'D-U-N-S Number', 'Legal Structure', 'Principal Name', 'Year Established', 'Incorporation Year', 'Control Year', 'Mission Statement', 'Chief Executive Name', and 'Chief Executive Title'. Below these is a 'Total Employees' section with 'Organization Total' and 'Corporate Total' fields. The 'Tax and Financial Information' section includes fields for 'Taxpayer ID' (4026187), 'Tax Registration Number' (123123123), 'VAT Number', 'Fiscal Year End', 'Analysis Year', 'Currency Preference', 'Annual Revenue', and 'Potential Revenue'. There is also a checkbox for 'Federal Agency' and a note 'For next fiscal year'.

- Click **“Address Book”** to update Supplier Address Book

ORACLE iSupplier Portal

Supplier Home Orders Shipments Planning Finance Product Administration

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Banking Details

Payment & Invoicing

Surveys

Address Book

Create | +

Address Name	Address Details	Country	Status	Update	Remove
JORDAN	JORDAN	Jordan	Current		
JORDAN	AMMAN				

- Click “Contact Directory” to update Supplier Contacts

ORACLE iSupplier Portal

Supplier Home Orders Shipments Planning Finance Product Administration

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Banking Details

Payment & Invoicing

Surveys

Contact Directory : Active Contacts

Create | +

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses
	Gai		bakier.a@arabpotash.com	Current	<input checked="" type="checkbox"/>		

► Contact Directory : Inactive Contacts

Table Diagnostics

Diag

- Click “Banking Details” to Update Supplier Banks and Bank Accounts

ORACLE iSupplier Portal

Supplier Home Orders Shipments Planning Finance Product Administration

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Banking Details

Payment & Invoicing

Surveys

Banking Details

View All Accounts Go

Account Number	Status	Update	Currency	Account Name	Bank Name	Bank Number	Branch Name	Branch Number
JO79AHU8131000000	Approved				Arab Bank PLC	19	Jordan	ARABJAO000

Table Diagnostics

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- Click “Payment and Invoicing” to update supplier invoice and payment options

ORACLE iSupplier Portal

Supplier Home Orders Shipments Planning Finance Product Administration

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Banking Details

Payment & Invoicing

Surveys

Payment and Invoicing

☐ Hold all Payments
☐ Hold Unmatched Invoices

Invoice Amount Limit
Payment Hold Reason

Search

Note that the search is case insensitive

Address Name Go Clear

Address Name	Address Details	Payment Method	Preferences	Invoice Currency	Notification Method
JORDAN	JORDAN, AMMAN, Jordan	Wire	Payment Currency: Jordanian Dinar	Invoice Currency: Jordanian Dinar	Email

Table Diagnostics