

Oracle iSupplier Portal

ARN (Advance Receiving Note) **Functionaity User Guide**

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Introduction to iSupplier Portal

Oracle i-Supplier Portal enables a buying company to communicate key procure-to-pay information with suppliers. As a supplier using Oracle i-Supplier Portal, you can view and acknowledge purchase orders, submit change requests, create advance shipment notices, view receipts, view invoices and payments. It enables suppliers to have real-time access to information (such as purchase orders and delivery schedules) and respond to the buying company with order acknowledgments, change requests, & shipment notices.



Create ARN Functionality

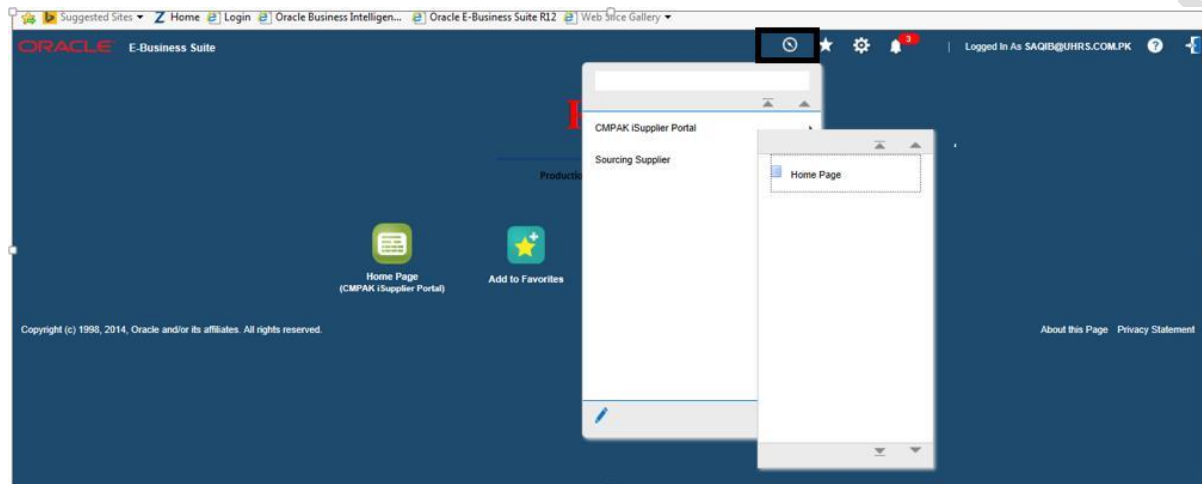
After completing the work, by Using create ARN functionality suppliers will directly create ARN (advance receiving Note) in Oracle i- Supplier portal and submit for approval to the Department. Once approved by HOD of department GRN will automatically release and notification will be sent to supplier, supplier will take print of notification and will create invoice from I-supplier and attach all supporting documents along with invoice and approved ARN

To create ARN from i-Supplier Portal follow the following steps:

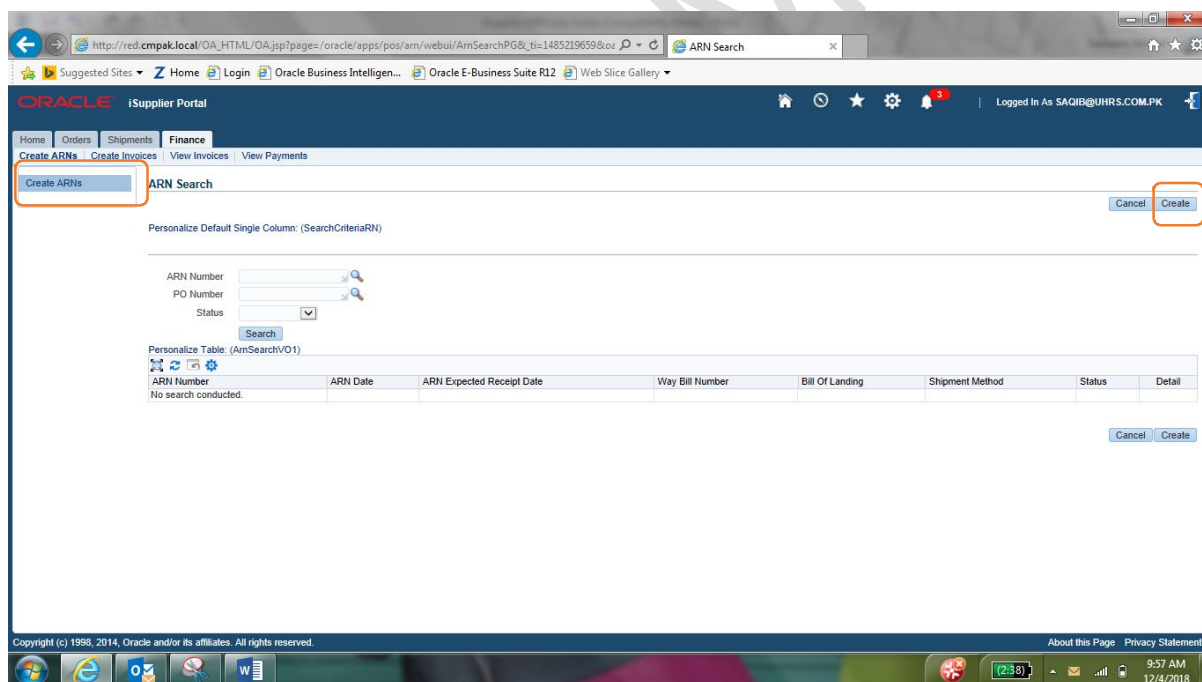
1. Login to Oracle Applications as supplier user following URL <http://erpebsprodi.cmpak.local>
Enter the assigned user name & password & click Login button.

- Oracle Applications Home Page will open. Now navigate to create ARN page by clicking on the navigator.

Navigation: CMPak i-Supplier Portal – Homepage – Finance – create ARN



4 | Page



- Now enter the desired PO number in the Purchase Order field against which the ARN to be created. After entering the PO number Click search button, system will show the PO lines eligible for ARN.

Oracle iSupplier Portal

Home Orders Shipments Finance

Create ARNs Create Invoices View Invoices View Payments

Shipments Details

Step 1 of 3

Personalize Header (SearchRN)

* PO Number 111854

Search

Personalize Default Double Column (MainRN)

Personalize Table (ArShipmentsVO1)

Add to ARN

Select	Operating Unit	PO Number	Release Number	Line Number	Shipment Number	Due Date	Item Description	Quantity	ASN Quantity	Quantity Received	ARN Quantity	Billed Quantity	Un Billed Quantity
<input checked="" type="checkbox"/>	CMPak OU	111854	-	2	1	-	Driver Overtime	20640	0	19680	50	0	19680

Step 1 of 3

- Now select the PO line(s) for ARN & click "Add to ARN" button and press next

Oracle iSupplier Portal

Home Orders Shipments Finance

Create ARNs Create Invoices View Invoices View Payments

Shipments Details

Step 1 of 3

Personalize Header (SearchRN)

* PO Number 111854

Search

Personalize Default Double Column (MainRN)

Personalize Table (ArShipmentsVO1)

Add to ARN

Select	Operating Unit	PO Number	Release Number	Line Number	Shipment Number	Due Date	Item Description	Quantity	ASN Quantity	Quantity Received	ARN Quantity	Billed Quantity	Un Billed Quantity
<input checked="" type="checkbox"/>	CMPak OU	111854	-	2	1	-	Driver Overtime	20640	0	19680	50	0	19680

Step 1 of 3

Next

- 5 Enter the quantity for ARN in the "Quantity" field. This quantity cannot be greater than the available quantity (total quantity-received-billed-previous ARN) and attach any supporting documents and press next

Oracle iSupplier Portal

Home Orders Shipments Finance

Create ARNs Create Invoices View Invoices View Payments

Create ARNs

Shipments Details ARN Header Info Review Details

Back Step 2 of 3 Next Cancel

Personalize Default Single Column: (MainRN)

ARN Number ARN-605

ARN Date

Expected Receipt Date

Way Bill Number

Bill Of Landing

Shipment Method

Freight Terms

Personalize Table: (ArnShipmentsDetailsVO1)

PO Number	Release Number	Line Number	Shipment Number	Due Date	Item Description	Quantity	Quantity Received	Billed Quantity	ASN Quantity	ARN Quantity Previous	ARN Quantity	Attachments
111854	-	2	1	-	Driver Overtime	20640	19680	0	0	50	100	

Back Step 2 of 3 Next Cancel

- 6 Now "Submit" page will open. Review all the information of this ARN before submission. Click submit button for departmental approval of ARN.

Oracle iSupplier Portal

Home Orders Shipments Finance

Create ARNs Create Invoices View Invoices View Payments

Create ARNs

Shipments Details ARN Header Info Review Details

Back Step 3 of 3 Cancel Submit

Personalize Default Single Column: (MainRN)

ARN Number ARN-607

ARN Date

Expected Receipt Date

Way Bill Number

Bill Of Landing

Shipment Method

Freight Terms

Personalize Table: (ArnShipmentsDetailsVO1)

Operating Unit	PO Number	Release Number	Line Number	Shipment Number	Due Date	Item Description	Quantity	Quantity Received	Billed Quantity	ASN Quantity	ARN Quantity Previous	ARN Quantity	Attachments
CMPak OU	111854	-	2	1	-	Driver Overtime	20640	19680	0	0	150	100	

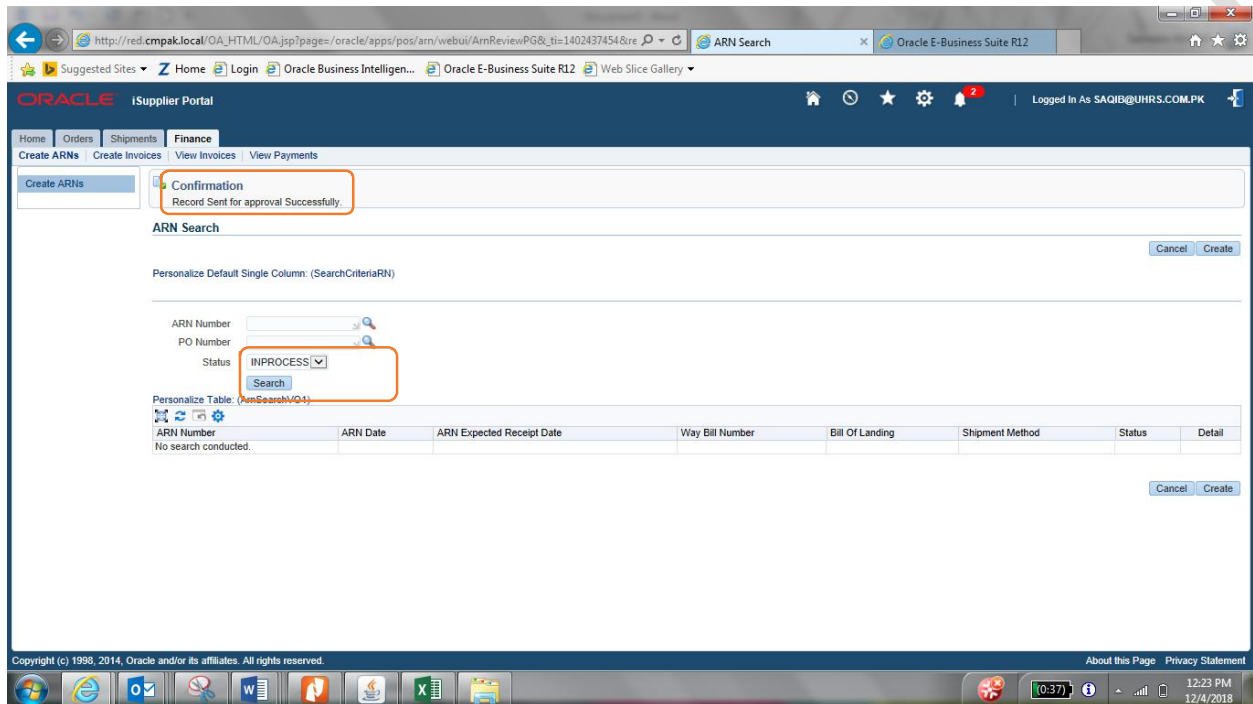
Back Step 3 of 3 Cancel Submit

Warning: Are you sure you want to Submit the Record for approval?

No Yes

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7 Confirmation will be shown on home screen, and notification will be sent to PR initiator
Vendor can search in process ARN



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8 All in process ARN will display press detail

Oracle iSupplier Portal

Home Orders Shipments Finance

Create ARNs Create Invoices View Invoices View Payments

Create ARNs

ARN Search

Personalize Default Single Column: (SearchCriteriaRN)

ARN Number
PO Number
Status: INPROCESS

Search

Personalize Table: (ArnSearchVO1)

ARN Number	ARN Date	ARN Expected Receipt Date	Way Bill Number	Bill Of Landing	Shipment Method	Status	Detail
ARN-586						INPROCESS	
ARN-589						INPROCESS	
ARN-482						INPROCESS	
ARN-607						INPROCESS	Details Record
ARN-483	10-Dec-2018	04-Dec-2018				INPROCESS	
ARN-504						INPROCESS	

Cancel Create

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9 By clicking detail vendor can see the action history

Oracle iSupplier Portal

Home Orders Shipments Finance

Create ARNs Create Invoices View Invoices View Payments

Create ARNs

Shipments Details ARN Header Info Review Details

Back

Personalize Default Single Column: (MainRN)

ARN Number: ARN-607
ARN Date
Expected Receipt Date
Way Bill Number
Bill Of Landing
Shipment Method
Freight Terms

Personalize Table: (ArnShipmentsDetailsVO1)

Operating Unit	PO Number	Release Number	Line Number	Shipment Number	Due Date	Item Description	Quantity	Quantity Received	Billed Quantity	ASN Quantity	ARN Quantity Previous	* ARN Quantity	Attachments
CMPak OU	111854	-	2	1	-	Driver Overtime	20640	19980	0	0	150	100	

Personalize "Approval History"

Approval History

Personalize Table: (WorkFlowHisVO1)

Num	Action Date	Action	From	To
1		NOTIFIED	SAQIB@UHRS.COM.PK	Najam ul saqib gul

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