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Supplier – Oracle Supplier Portal Supply Chain Management (SCM) Quick Reference Guide

Introduction:

The new Oracle Supplier Portal is an application that allows suppliers access to a secure, integrated supplier work area that provides full visibility to transactions and enables electronic invoicing. Suppliers can also access purchase orders (POs), advance shipment notices (ASNs) and invoices.

This Quick Reference Guide (QRG) will show how to use the new Supplier Portal to:
- Review order forecasts
- Review purchase orders
- Manage min-max thresholds
- Create replenishment requests
- Create ASNs
- Review consumption advices
- Manage supplier data

Note: For details pertaining to invoices, refer to the following documents**:**

- Supplier – Create an Invoice in Oracle Supplier Portal QRG
- Supplier – Create a Bailment Invoice in Oracle Supplier Portal QRG

Table of Contents

Glossary

| Acronym	Meaning
ASN	Advance Shipment Notice
DC	Distribution Center
EDI	Electronic Data Interchange
PLCB	Pennsylvania Liquor Control Board
PO	Purchase Order
QRG	Quick Reference Guide
UOM	Unit of Measure

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Access and Review Order Forecast

The new Oracle Supplier Portal allows suppliers to review order forecasts released by the Pennsylvania Liquor Control Board (PLCB). This will enable suppliers to gain insight into the demand that the PLCB anticipates and plan their supply chain activities accordingly.

The forecasted demand is based off cases shipped out of the distribution centers (DCs) and will accurately reflect quantities required for a given week. Forecasted quantities will be required by the week shown.

Suppliers will use the Manage Order Forecasts and Commits Screen to search for and view order forecast data.

Link to eLearning video: Supplier - Access and Review Order Forecast

1. Navigate to the Welcome Springboard.

2. Click the **Supplier Portal Tab**, then click the **Supplier Portal Tile**.

The Supplier Portal Screen will appear.

pennsylvania
LIQUOR CONTROL BOARD
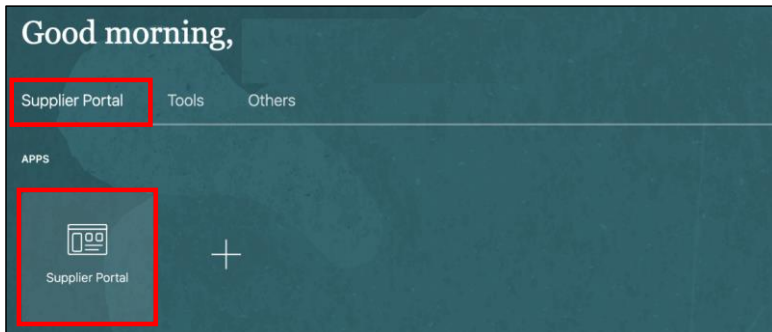
3. Click **Manage Order Forecasts and Commits** under the Supply Plan heading on the Supplier Portal Screen.
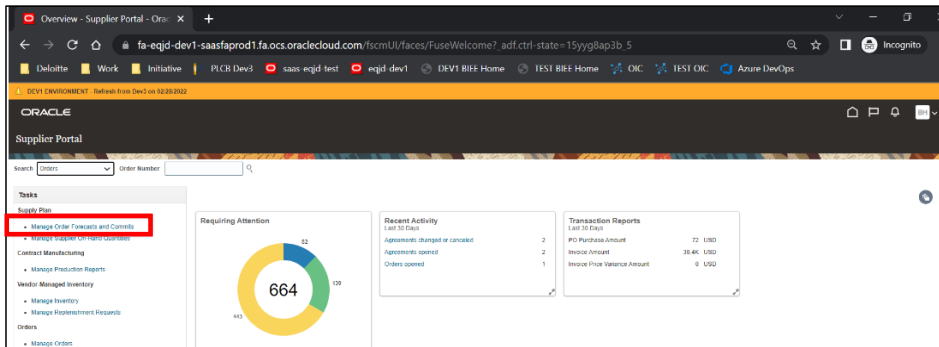
4. Enter a search criterion in the Search Section.

5. Click **Search**.
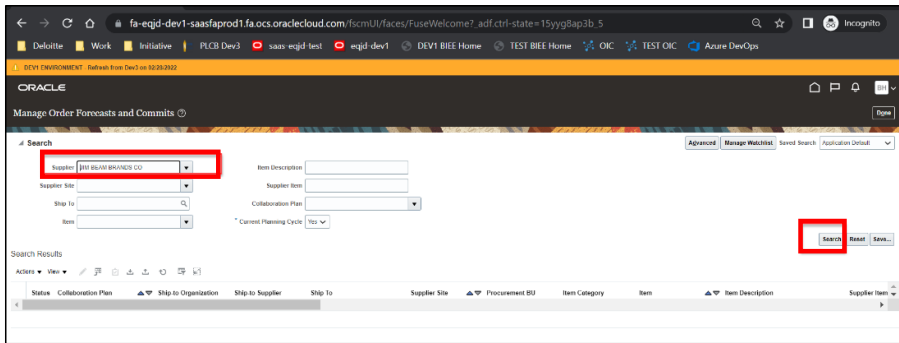
Note: Users can leave the Supplier Field blank as suppliers will only have access to their own forecasts. Do NOT use the Item Field as this field requires the Oracle code. Use the Supplier Item Field instead to filter results by a specific item.

6. Review the order forecast published for fulfillment.

Notes: Users can click the item number links in the Item Column to review additional details including forecast by week.

The item numbers in the Item Number Column are automatically created system numbers in Oracle. Users can review their corresponding Shipping Container Code (SCC) number in the Supplier Item Column.

Key Columns:

Column Header	Description
Status	Shows whether the forecast has been completed or has any exceptions. Notes: The exceptions will be generated if there is a quantity difference from previous cycle to the current cycle. These exceptions are denoted by a red exclamation icon. ❗ Exceptions do not require any action from the supplier. As a best practice, review forecasts weekly.
Ship To	Shows the PLCB DC code where the item needs to be shipped.
Supplier Site	Shows the Oracle generated site number from the supplier set up.
Item	Shows the Oracle code.
Item Description	Shows the item description associated with the Oracle code.
Supplier Item	Shows the supplier's SCC item number.
UOM	Shows the default unit of measure (UOM) for the item (cases).
On-Hand Quantity	Shows the quantity that the PLCB currently has on hand (including bailment and non-bailment).

| Open Purchase Orders	Shows open PO quantity that is awaiting shipment. These are the auto-generated POs published to you for fulfillment.
In-Transit Shipments	Shows the shipment quantity in cases that is currently in transit to the PLCB. This is the quantity against which Advance Shipment Notices (ASNs) have been created.

Notes: Users cannot make changes to the forecast in the Supplier Portal. If users have any questions about the forecast, they should reach out to their PLCB Planner.

Users should refer to forecast quantities for each item while planning their replenishment requests.

7. Click **View Menu**, **Columns**, then **Show All** to view all the columns in the grid. Alternatively, you can select or deselect individual columns as required.

Note: By default, not all the columns are visible.
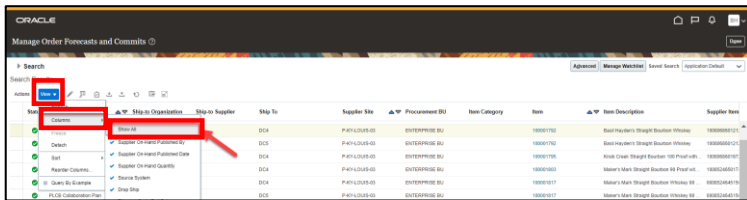
8. Click the **Actions Menu**, then **Download All Records** to export all the records in one file.

Notes: Users can select the Download Search Results option if they wish to download results based on the entered search criteria.

The Download All Records option will download data for all the items the supplier is responsible for.
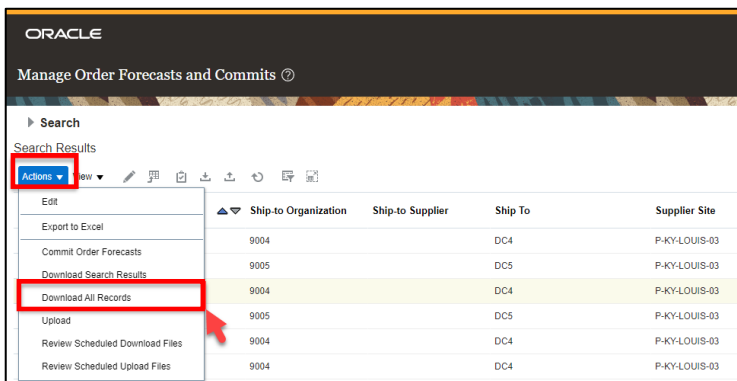
The Download Forecasts pop-up will appear.

9. Verify or update the desired parameters including:

| Field	Description
Layout	This field defaults to Horizontal. Update if required.
Measures	Use to select the information they would like to see in the report.
Horizon	Select the start and end date for the report data. When selecting the horizon Start Date, always select the first day of the week (the prior Monday) for the on-hand quantity to appear on the downloaded Excel file.

10. Click **Download**.
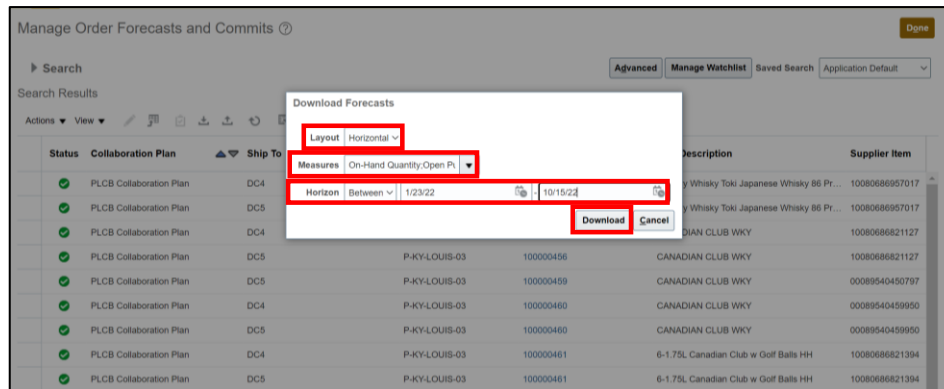
A .csv file will be downloaded.

Note: If the amount of data is large, the system will download a .zip file instead of the .csv file.

11. Open the downloaded file to view its details.
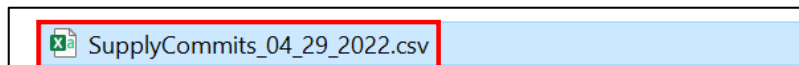
The Excel File will appear.

12. Analyze the forecast data and create replenishment requests as needed.

Review Forecast Data by an Item

Link to eLearning video: Supplier – Review Order Forecasts by an Item

1. Return to the Manage Order Forecasts and Commits Screen.

2. Click the desired Oracle code under the Item Column to review the item and organization-related order forecast information.

Note: Users can review the corresponding supplier item number in the Supplier Item Column.

The Edit Order Forecast Details Screen will appear.

3. Review the forecast details including:

Field Name	Description
Ship To location	Shows the PLCB location where the items need to be delivered.
On-Hand Quantity	Shows the quantity that the PLCB currently has on hand (total of bailment and non-bailment quantity).
Publish Date	Shows the date the forecast was published on.
Previous Forecast	Shows the previous cycle (prior week) collaboration forecast data.
Previous Commit	Not applicable.
Current Forecast	Shows the current cycle (current week) collaboration forecast data. Users must refer to the Current Forecast while planning their replenishment requests.
Current Commit	Not applicable.
Cumulative Forecast	Not applicable.
Cumulative Commit	Not applicable.
Open Purchase Orders	Shows open PO quantity that is awaiting shipment.
Shipments in Receiving	Not applicable.
In-Transit Shipments	Shows the shipment quantity in cases that is currently in transit to the PLCB. This is the quantity against which ASNs have been created.

Search For and Review POs

The suppliers can search for and review any non-bailment POs assigned to them in the
Supplier Portal.

Link to eLearning video: Supplier - Search for and Review Purchase Orders

1. Navigate to the Welcome Springboard.
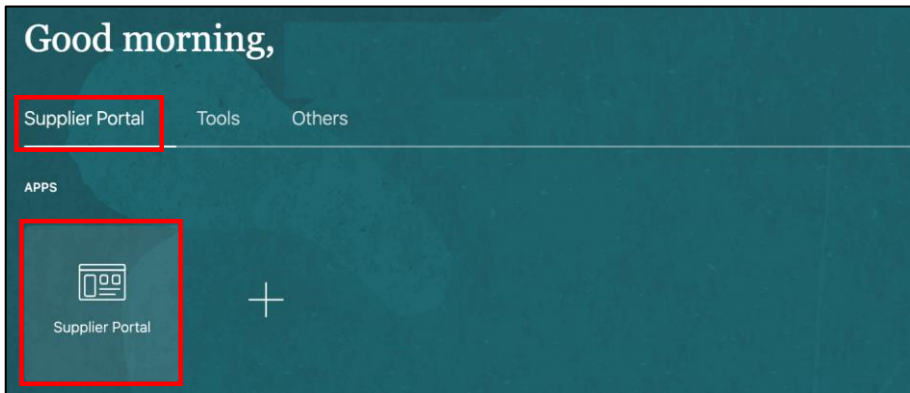
2. Click the **Supplier Portal Tab**, then click the **Supplier Portal Tile**.

3. Click **Manage Orders** under the Orders Heading on the Supplier Portal Screen.

The Manage Orders Screen will appear.

4. Enter the desired criteria, then click **Search**.
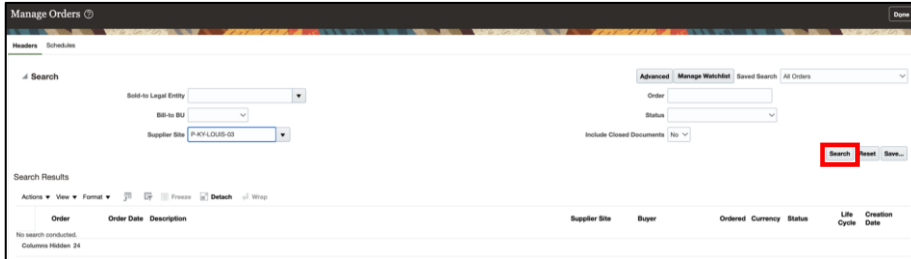
The Search Results will appear.

Note: Users can use the Status Field to filter orders by a certain status. For example, users can also filter by the "Open" status to review any open POs.

PO Status	Definition
Pending Supplier Acknowledgement	This option is not currently being used by the PLCB.
On hold	It indicates that receiving and invoicing activities are temporarily suspended on the order. These activities can resume after the hold is removed by the PLCB buyer.
Open	It indicates that the order is open for receiving and invoicing.
Canceled	It indicates that the order has been canceled by the PLCB buyer.
Closed for receiving	It indicates that the PO has been fully received.
Closed for invoicing	It indicates that the order has been fulfilled and fully invoiced.
Closed	It indicates that the order has been fulfilled and no further fulfillment activity is expected on the order.
Finally closed	This option is not currently being used by the PLCB.
Pending change approval	It indicates that the order is pending the approval of a change initiated by the supplier or buyer.

5. Click the **Order Number Link** to navigate to the Purchase Order Details Screen.

The Purchase Order Details Screen will appear.

Notes: You can also use the Advanced Search feature to search for purchase orders by document style. For more details on advanced search, refer to the Advanced Search topic in the Supplier – Oracle Supplier Portal Basic Navigation QRG.

Suppliers will only use Bailment Orders and Non-Bailment Orders document styles.

6. Review the PO including the PO lines.

7. Click **View Details**.

The Order Life Cycle Screen will appear.

8. Review the order life cycle as it progresses through various stages.

Note: The users can also access the ASNs, receipts and invoices from this screen if available.

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Update the Promised Date on a PO

Suppliers can update the promised date on a PO if the delivery cannot be made within
the system-proposed time.

Note: The promised date on a PO is auto-populated by the PLCB Oracle system, based
on the historical lead times data.

Link to eLearning video: Supplier: Update the Promised Date on a Purchase Order

1. Navigate to the Welcome Springboard.

2. Click the **Supplier Portal Tab**, then click the **Supplier Portal Tile**.

3. Click **Manage Orders** under the Orders Heading on the Supplier Portal Screen.

The Manage Orders Screen will appear.
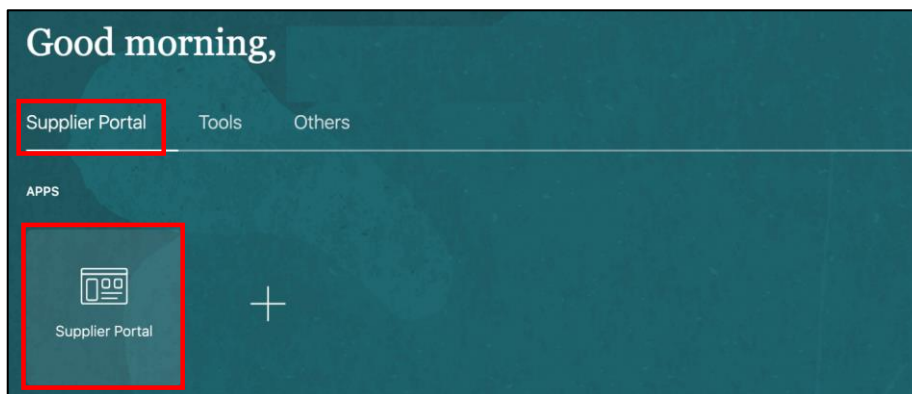
4. Enter the desired criteria and click **Search**.

The Search Results will appear.

5. Click the **Order Number Link** to navigate to the Purchase Order Details Screen.

6. Scroll down to review the Lines Section.

7. Click the **Schedules Tab**.

8. Click the **Actions Menu**, then select **Edit**.

A Warning pop-up will appear indicating that a change order will be created.

9. Click **Yes**.

The Edit Change Order Screen will appear.

10. Enter the reason for change in the Description Field.

11. Scroll down to the Lines Section.

12. Select the new **Promised Date** for each line or as required.

13. Click **Submit** once the lines have been updated.

A confirmation pop-up will appear.

14. Click **OK**.

15. Observe that an information indicator appears next to the PO status.

Note: This implies that the change order is pending approval. Once the change order is submitted, it will be reviewed and approved by the PLCB Inventory Management Team.

Manage Min-Max Thresholds

Suppliers can also use the min-max thresholds to manage inventory. While this is an optional feature, suppliers will still be held to the service level and overstock requirements per their bailment agreement.

The PLCB will not instruct suppliers with regards to what they can use or recommend for managing their inventory levels. Users are required to follow the published forecast on the Supplier Portal.

If an item is supplier-managed (bailment), the supplier can manage the minimum and maximum inventory thresholds to determine the replenishment status.

The supplier can do so from the Manage Inventory Screen. The supplier can manage these quantities for individual items (within the search results) or multiple items (via a spreadsheet upload).

In this example, we will perform a spreadsheet upload.

Link to eLearning video: Supplier - Manage Min-Max Thresholds

1. Navigate to the Welcome Springboard.

2. Click the **Supplier Portal Tab**, then click the **Supplier Portal Tile**.

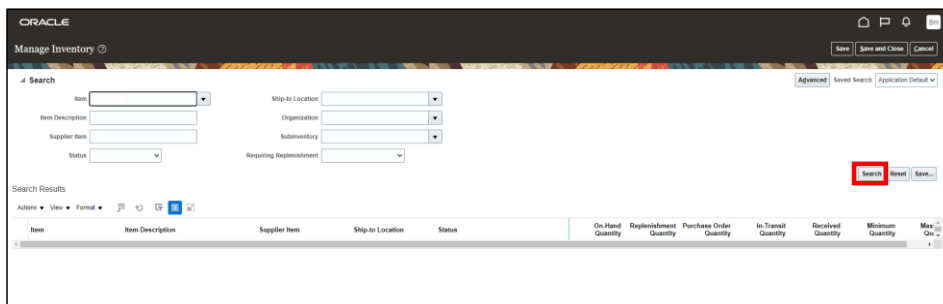*The Supplier Portal Screen will appear.*

3. Click the **Manage Inventory Link** under the Vendor-Managed Inventory Heading.
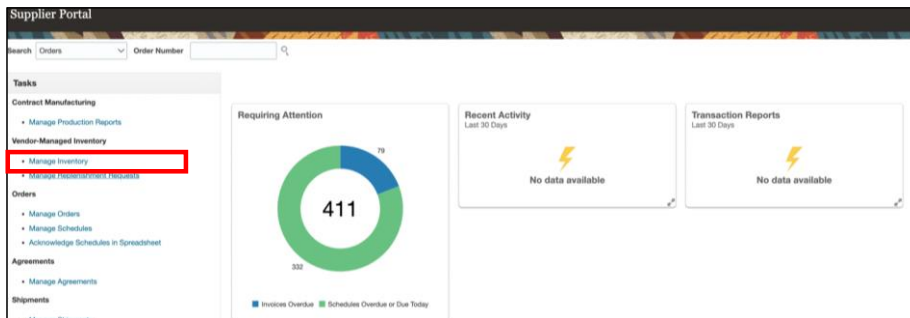
The Managed Inventory Screen will appear.

4. Click **Search**.

The Search Results will appear.

Notes: Users are not required to enter any search criteria to view all inventory and perform a mass update.

The Subinventory Field in the Search Section is used for entering the storage area code, physical or virtual, within a PLCB warehouse.

5. Click the **Export Icon** to download an Excel file showing all the inventory.

Note: The file will be downloaded and become available in the download center.

This Excel file will contain both the supplier SCC item numbers and the corresponding Oracle item codes. Users can reference this Excel later to locate the supplier SCC codes when updating the Min-Max template.

6. Click the **Actions Menu**, then select **Upload Min-Max Quantities**.
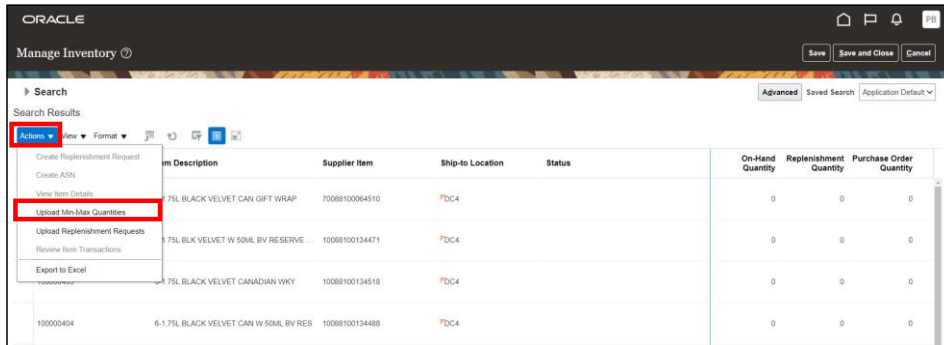
The Upload Min-Max Quantities Screen will appear.

7. Click the **Actions Menu**, then select **Download Template** to download a blank template for min-max quantities upload.
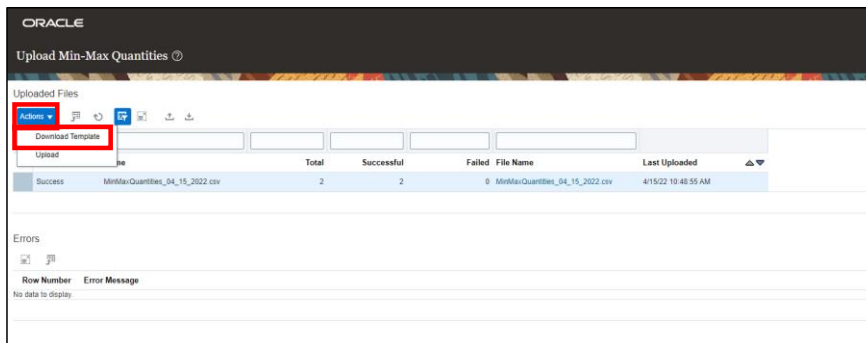
The Download Template pop-up will appear.

8. Select **All Records** from the dropdown menu next to Seed Data.

9. Click **OK**.
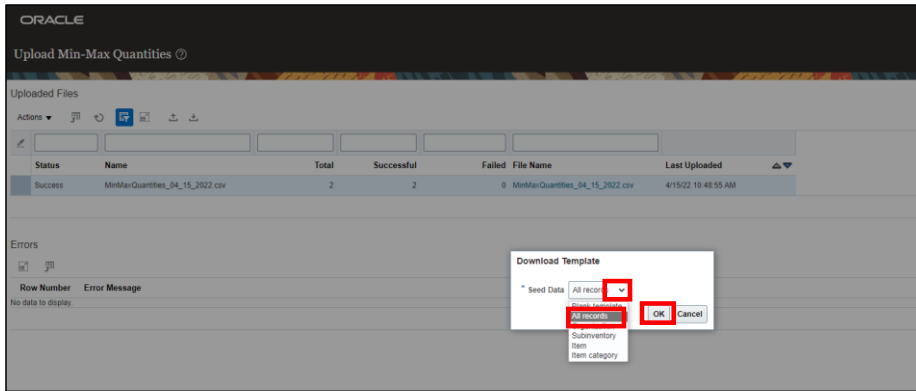
The template is downloaded.

10. Open the template and enter the applicable min-max quantities.

Note: Quantities are in cases.

11. Save the file.

Note: The item descriptions will not be available on the Min-Max template. Refer to the inventory Excel exported earlier to locate the Oracle code and the corresponding SCC.

12. Return to the <u>Upload Min-Max Quantities Screen</u>.

13. Click the **Actions Menu**, then select **Upload**.
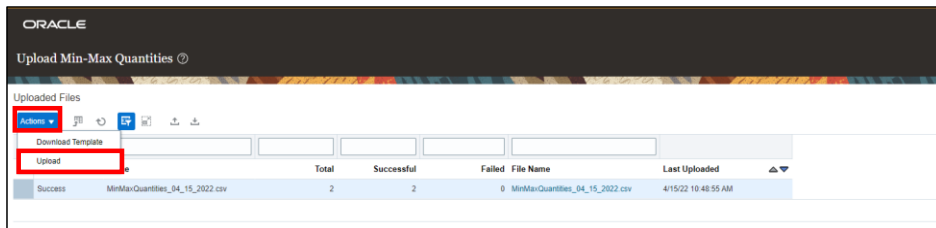
14. Upload the template.
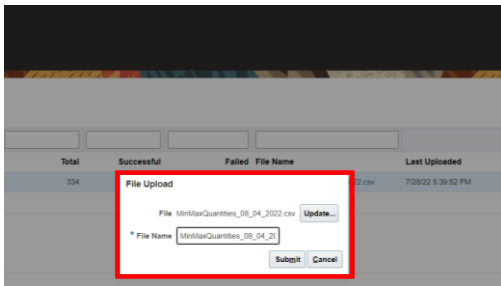
A confirmation pop-up will appear.

15. Click **OK**.

Notes: Observe that the upload status has changed to Success.

Once the spreadsheet is uploaded, it is saved in the database. Each time users upload a new spreadsheet, it will override the previous data.

If users upload the spreadsheet with blank min-max values, it will delete the previous min-max values. Therefore, you must update the values for all items for every upload to avoid overriding any previous min-max values.

Note: If the upload runs into any errors, review the Errors Log and rectify the spreadsheet. Then, reupload the rectified records.

16. Click **Done** to return to the Manage Inventory Screen.

17. Click the **Refresh Icon** to view the updated min-max quantities.

18. Click **Save and Close**.

Note: If suppliers are using min-max thresholds, they are required create replenishment requests manually. The system will not automatically create replenishment requests when the inventory drops below the minimum quantity threshold.

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Create a Replenishment Request

Replenishment requests are used by non-Electronic Data Interchange (EDI) suppliers to initiate the replenishment process for supplier-owned items (bailment).

The submitted replenishment requests will flow into Oracle SCM and be automatically converted into purchase requisitions and POs. The approved POs become visible to suppliers via the Supplier Portal.

For EDI-enabled bailment suppliers, bailment POs are created after the supplier has uploaded the ASN file.

For non-bailment suppliers, PLCB users will release planning recommendations to auto-generate POs. The suppliers will then create ASNs against those POs using the Supplier Portal.

The suppliers may see an item's replenishment status using the Status Gauge available on the Supplier Portal (Manage Inventory Screen).

Create a Replenishment Request Manually

Link to eLearning video: Supplier - Create a Replenishment Request Manually

1. Navigate to the Welcome Springboard.

2. Click the **Supplier Portal Tab**, then click the **Supplier Portal Tile**.
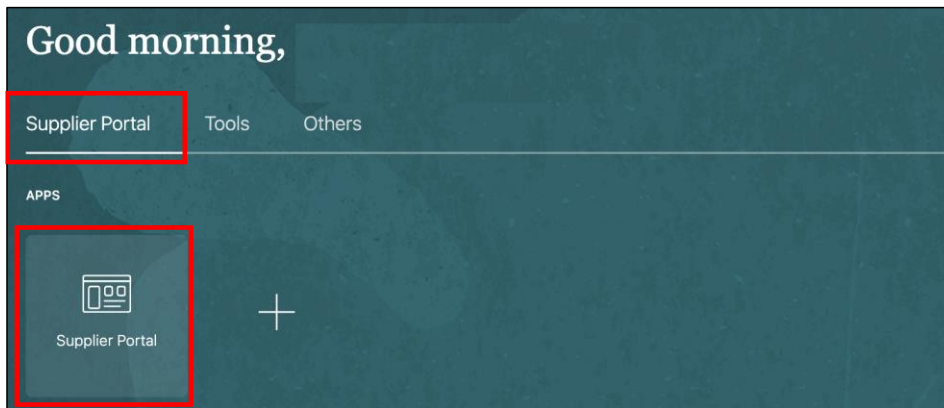
The Supplier Portal Screen will appear.

3. Click **Manage Replenishment Requests** under the <u>Vendor-Managed Inventory Heading</u>.
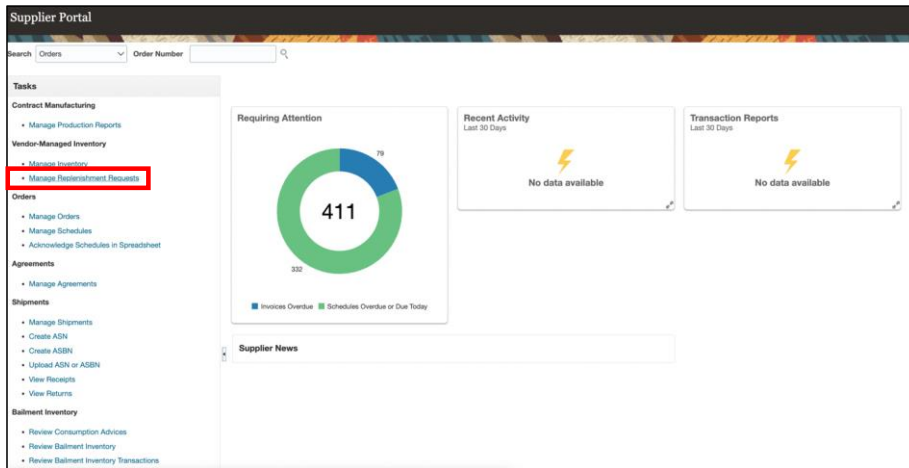
The <u>Manage Replenishment Requests Screen</u> will appear.

4. Click the **Actions Menu**, then select **Create** to create a new replenishment request.
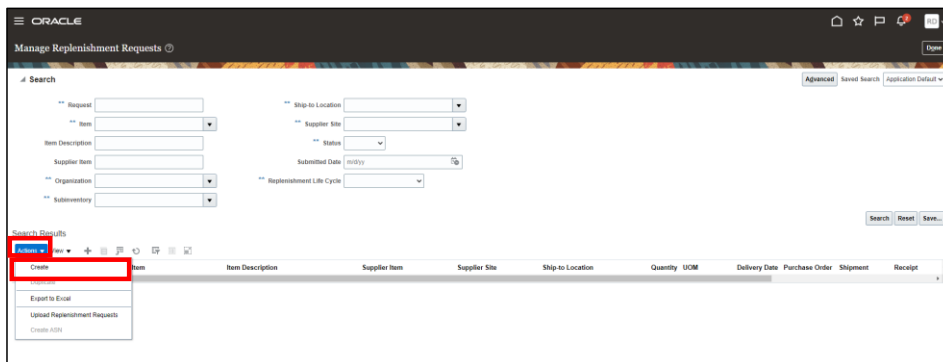
The <u>Create Replenishment Request pop-up</u> will appear.

5. Click the **Search Icon** (magnifying glass) in the Item Number Field.

6. Enter the supplier SCC item number in the Supplier Item Field.

7. Click **Search**.

8. Select the appropriate search result and click **OK**.

9. Enter the applicable **Organization** (DC). In this example, enter "9004."

Notes: When users enter the applicable information in the Item Number and
Organization Fields, the Item Description, Ship-to Location and UOM Fields will default
in automatically.

The Supplier Site Field is optional.

10. Review the forecast and enter [applicable quantity] based on the UOM.

Note: Observe that the Delivery Date Field defaults to the current date.

11. Update the Delivery Date Field if required.

12. Click **Submit** to create the replenishment request.

Create Replenishment Request

* Item	100005606
Item Description	24-200 Christian Bros Brandy
* Organization	9004
Subinventory	
Ship-to Location	DC4
UOM	Case
Supplier Site	
* Quantity	50
* Delivery Date	7/21/22
Notes	

Submit   Cancel

Note: Users will be returned to the Manage Replenishment Requests Screen.

13. Observe that the replenishment request was successfully created.

Notes: Once the replenishment request is converted into a PO, users can monitor and track it from the Manage Order Forecasts and Commits Screen.

In the future, if any of the replenishment requests' status changes to "Failed," it indicates that the replenishment request could not progress to create a PO. Please inform the PLCB Planner when the "Failed" status is seen.

Create a Replenishment Request using Mass Upload

This option allows users to create multiple replenishment requests at once using the Excel upload feature.

Link to eLearning video: Supplier - Create a Replenishment Request Using Mass Upload

1. Navigate to the Welcome Springboard.

2. Click the **Supplier Portal Tab**, then click the **Supplier Portal Tile**.

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NEW
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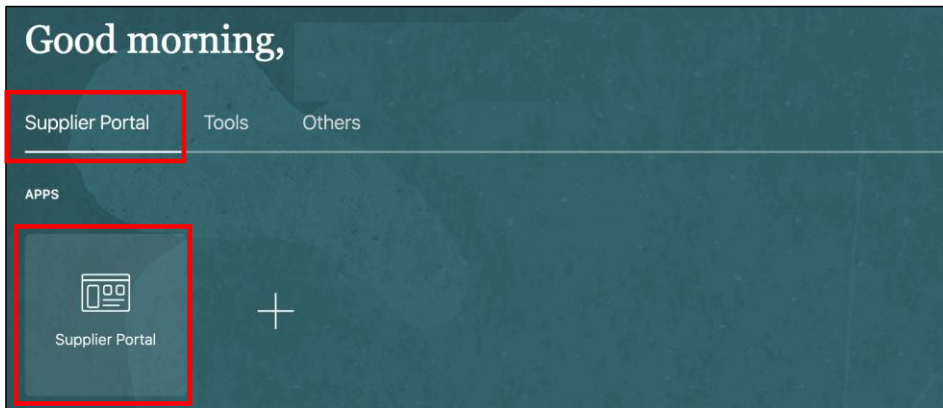
The Supplier Portal Screen will appear.

3. Click **Manage Replenishment Requests** under the Vendor-Managed Inventory
Heading.
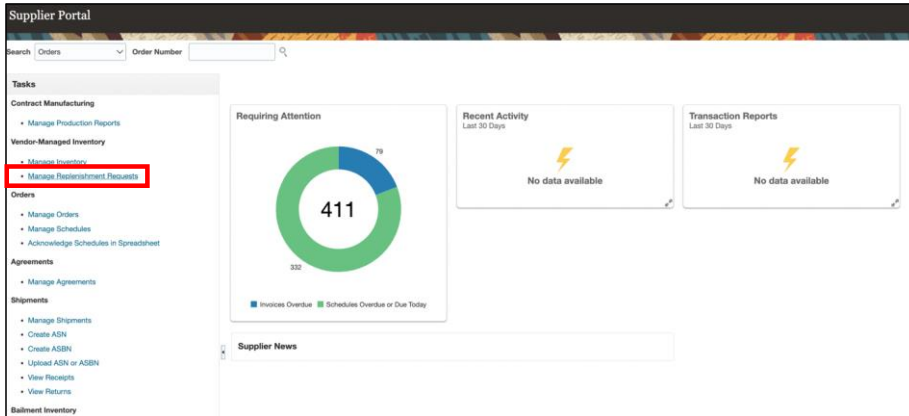
The Manage Replenishment Requests Screen will appear.

4. Click the **Actions Menu**, then select **Upload Replenishment Requests** to create a
new replenishment request.
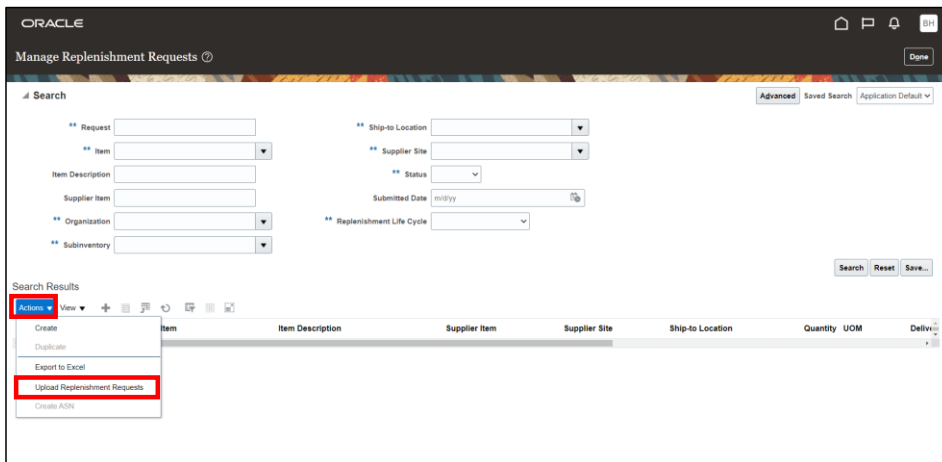
The Upload Replenishment Requests Screen will appear.

5. Click the **Actions Menu**, then select **Download Template**.
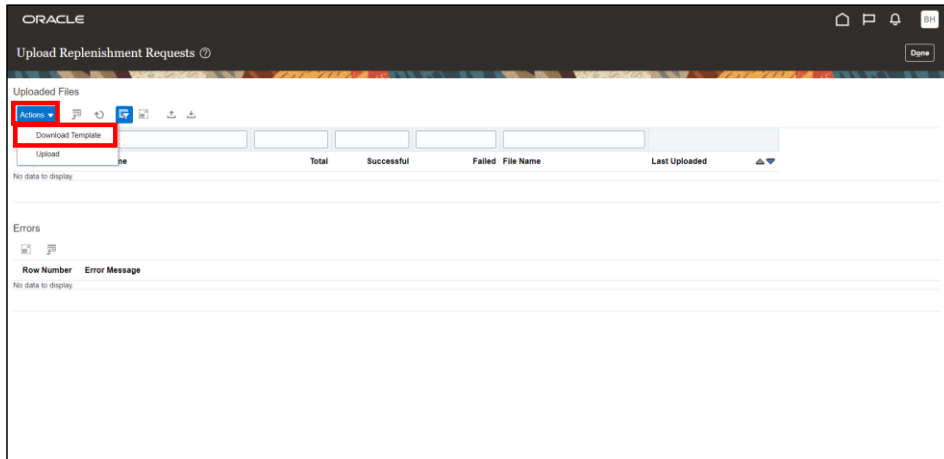
The Download Template pop-up will appear.

6. Select the desired option from the dropdown menu next to Seed Data. In this
   example, **Ship-to Location**.
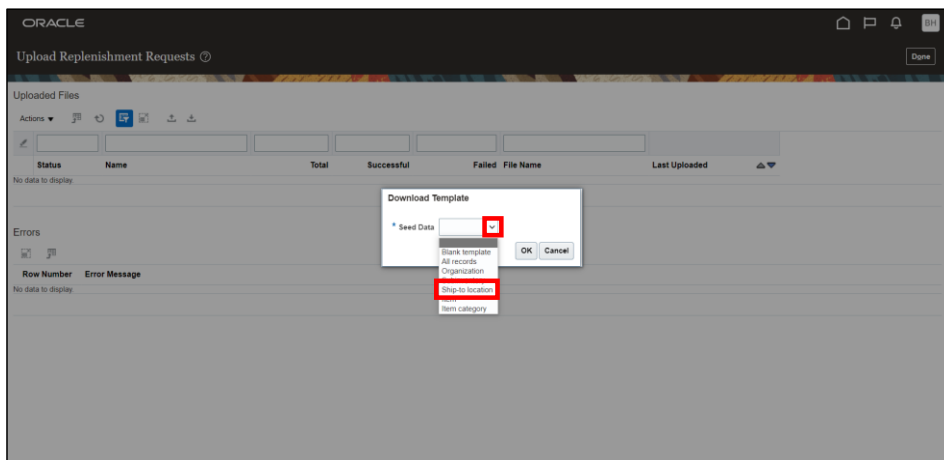
The Ship-to Location Field will appear.

7. Enter the desired location in the Ship-to Location Field. In this example, "DC4".

8. Click **OK**.
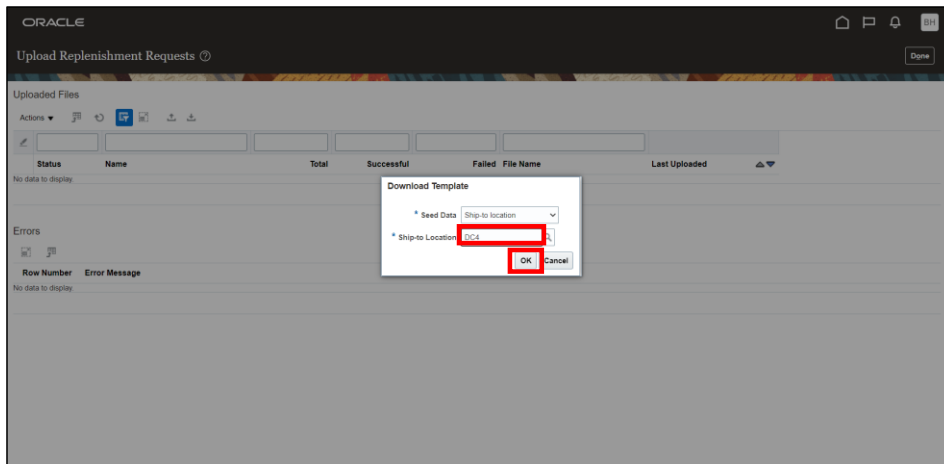
An Excel file will be downloaded.

9. Click the **Open File** link from the Downloads Tray.
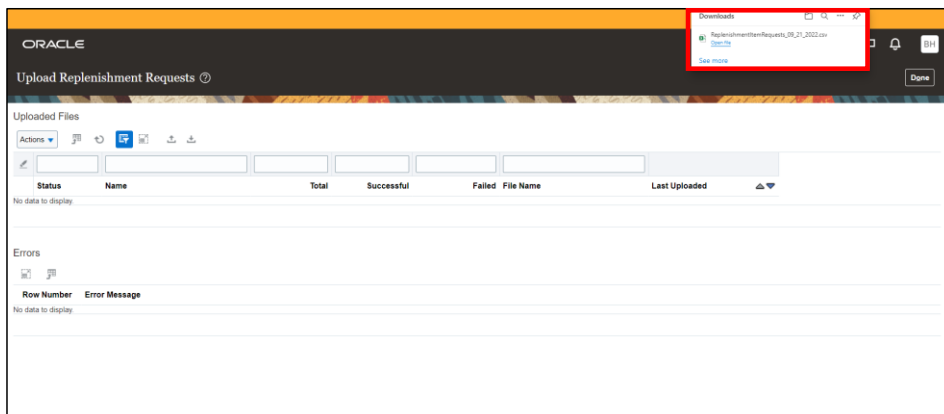
10. Fill the required information in the applicable fields.

Note: In this example, we will enter the Quantity and Delivery Date as these are mandatory fields for replenishment request creation.

Users can delete any rows if they don't wish to create a replenishment request for them.

11. Click **File**.

12. Click **Save**.

13. Return to the Upload Replenishment Requests Screen.

14. Click the **Actions Menu**, then select **Upload**.

15. Click **Choose File**.

16. Select the file saved earlier, then click **Open**.
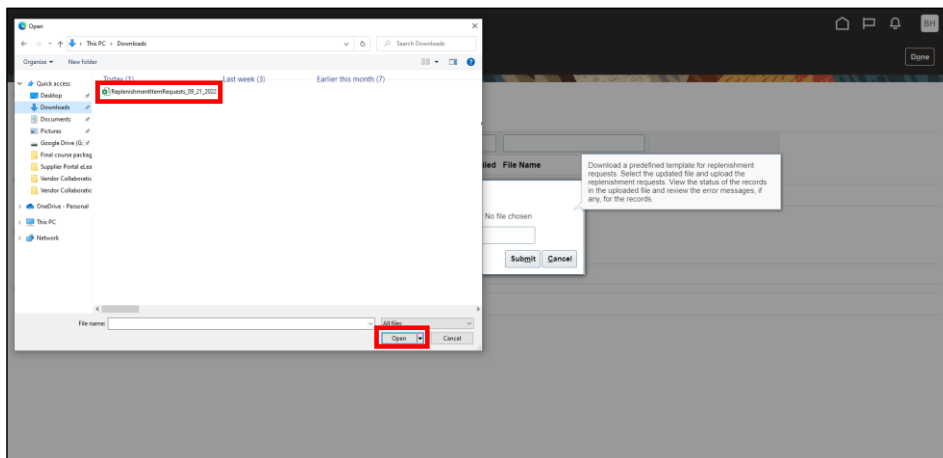
17. Click **Submit**.
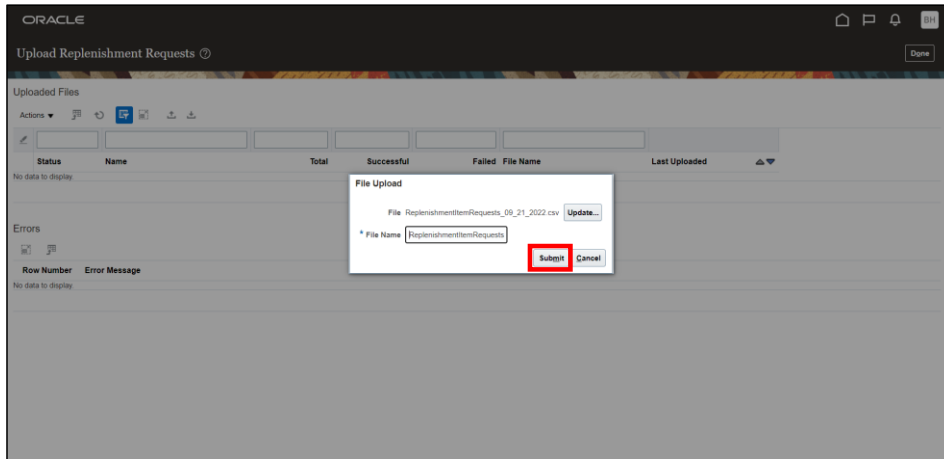
A confirmation pop-up will appear.

18. Click **OK**.
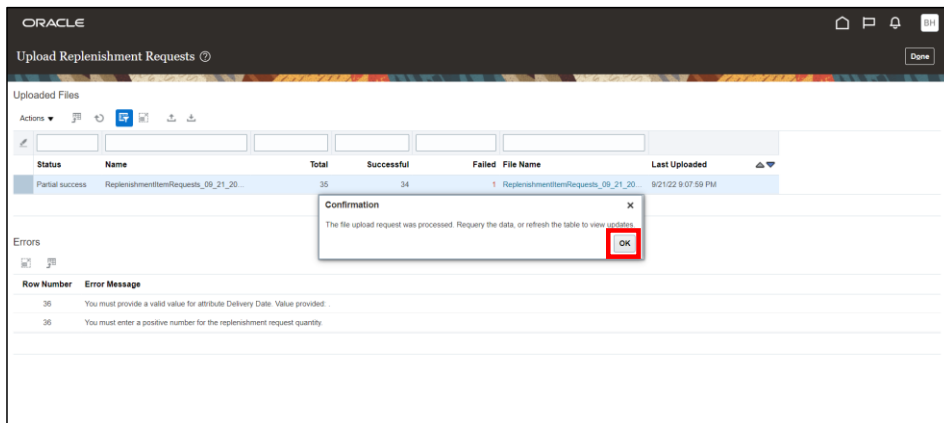
19. Review any error messages if required.

Note: Users may be required to review and reupload the spreadsheet if the error is related to any data. Users can also contact their PLCB Planner to get help with any data-related errors.

20. Click **Done**.
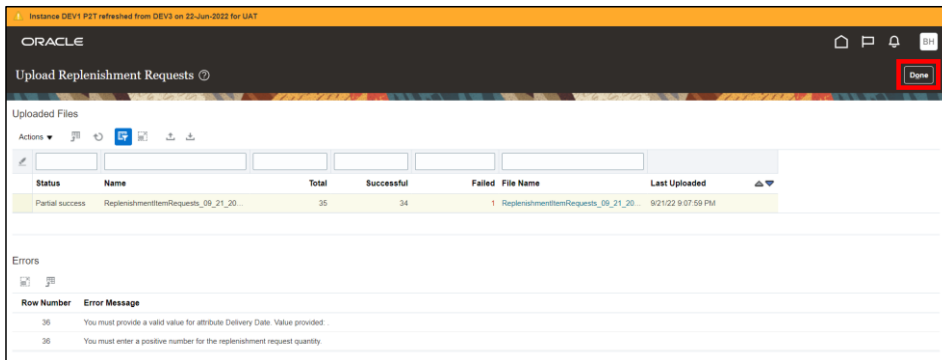
The Manage Replenishment Requests Screen will appear.

Note: Steps 21-23 are optional and may only be used to validate the replenishment request creation.

21. Enter the Organization Number corresponding to the Ship-to Location in the Organization Field.

22. Click **Search**.
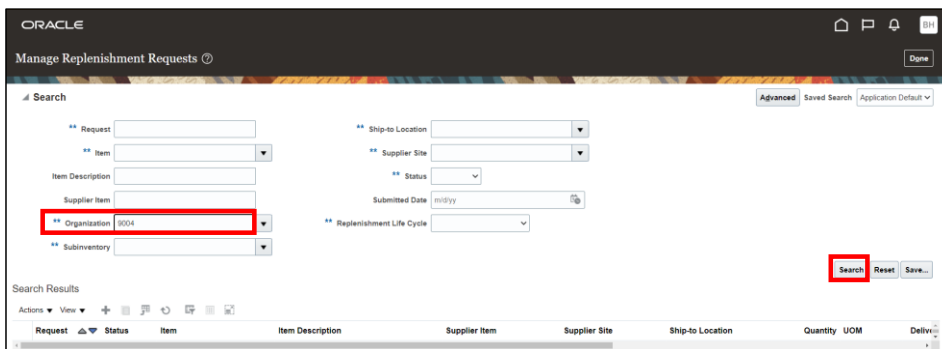
The Search Results will appear.

23. Observe that the replenishment requests for DC4 (9004) were successfully created via mass upload.

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Manage ASNs

ASNs must be created before the Purchase Order is physically shipped, otherwise the orders can't be systemically received by the PLCB, which leaves a suspended order the supplier can't invoice for.

For DSD POs, it is important to include the Store Order number on the Bill of Lading (BOL) that is included in the shipment. The PLCB stores will use the Store Order number for receiving rather than the Oracle Supplier Portal Order Number. The Store Order Number can be found in Manage Orders by inquiring on the Order Number and using the Print PO Button.

Non-EDI suppliers can submit ASNs via the Supplier Portal to alert the PLCB of upcoming shipment deliveries.

For EDI suppliers (bailment), the system uses the supplier-provided ASN data to automatically create replenishment requests, and subsequently associates the ASN numbers provided by supplier to the PO created from the replenishment request.

Some of the key changes in the ASN process include:
- Permit numbers will NOT be used to create ASNs.
- ASN numbers will need to be entered manually for the non-EDI ASNs (numbering convention is provided further below).

Find the Store Order Number for a DSD PO Shipment

Link to eLearning video: Supplier - View the Store Order Number for a DSD PO Shipment

1. From the Supplier Portal, click **Manage Orders** link.
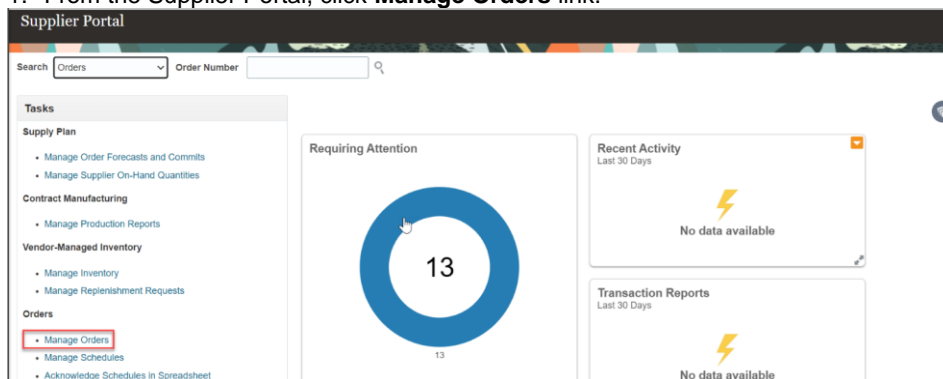
2. Enter the [PO Number] in the Order field for the PO to be shipped and click **Search**.

The Search Results will display.

3. Click the **Order Link** to the PO.

The purchase order will display

4. Click the **Print PO** button.

A copy of the PO will be displayed and may be printed.

5. Review the PO document to see the **Store Order** number. Print the PO by clicking the **printer icon** on the upper right of the page*.*
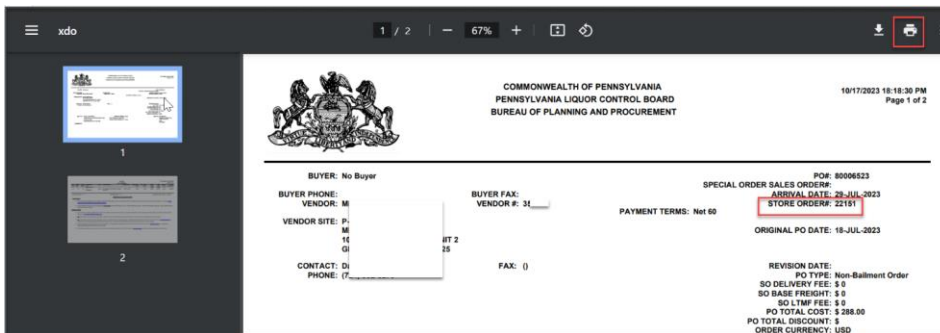

Make note of the Store Order number and copy this number on the BOL that accompanies the shipment to the PLCB Store. The PLCB Store will receive the PO using the Store Order number provided. The printed PO may be used as a BOL for DSD Orders.

Link to eLearning video: Supplier – Manage Advance Shipment Notices (ASNs)

Create ASN – Single PO

1. Navigate to the Welcome Springboard.

2. Click the **Supplier Portal Tab**, then click the **Supplier Portal Tile**.

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NEW
HORIZON
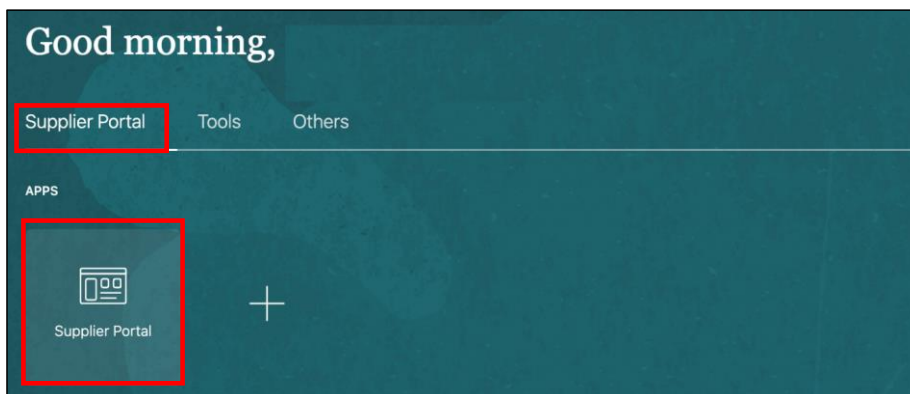
3. Click **Create ASN** under the Shipments Heading on the Supplier Portal Screen.
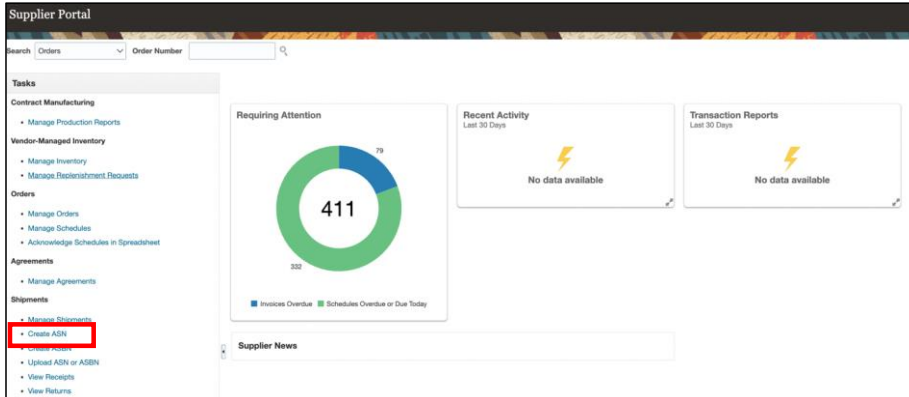
The Create ASN Screen will appear.

4. Enter [Supplier Name] in the Supplier Field (if not already pre-populated) and/or enter [PO Number] in the Purchase Order Field.

5. Click **Search** to view a list of all ordered items.
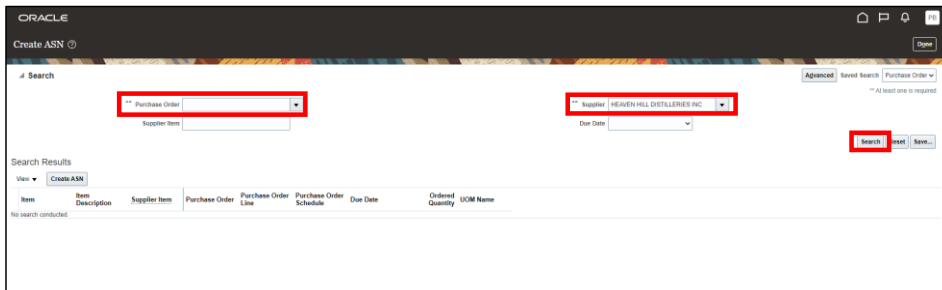
The Search Results will appear.

6. Click the desired PO number(s) to review their details before creating an ASN
    against them.

7. Click **Done** to close the PO.

8. Select one or multiple lines from the <u>Search Results</u>.

Note: To select multiple lines, press and hold the CTRL key, then select desired lines.

9. Click **Create ASN**.

The <u>Create ASN Details Screen</u> will appear.

10. Enter [ASN Number] in the Shipment Field.

Notes: Oracle will not allow users to enter the same ASN number more than once.

Users must limit the Non-EDI ASN numbers to 13 digits.

Users are required to use the following numbering convention to create an ASN to avoid any rejections: *5-digit Oracle Supplier Number + ASN number.*

If the ASN number includes any letters, enter them in upper case only. Failing to do so would require users to submit another ASN, causing processing delays.

11. Navigate to the Lines Section and enter [applicable quantity] for each of the shipment lines in the Quantity Field.

12. Click **Submit**.

Note: For non-bailment ASNs, if there are any error warnings received during ASN submission, it is because the quantity is over delivery tolerance (10%). Partial shipment for bailment and non-bailment orders is allowed.

A confirmation pop-up will appear.

13. Click **OK**.

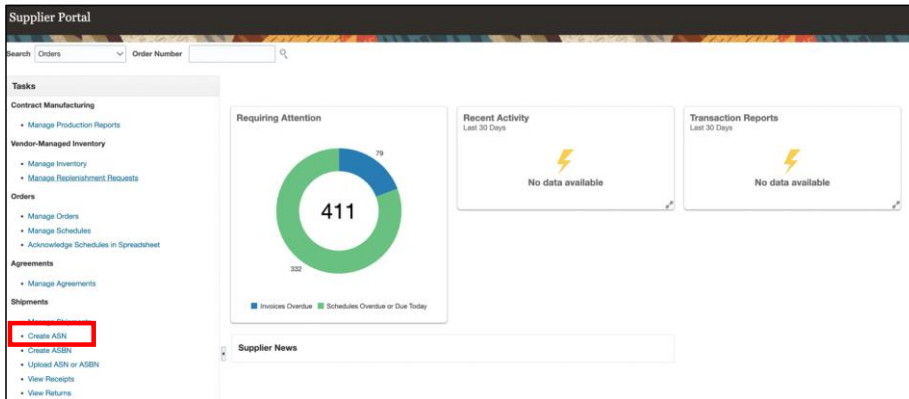**Note**: A supplier cannot edit an ASN once submitted.

Create ASNs – Consolidate Multiple POs

Link to eLearning video: Supplier – Manage Advance Shipment Notices (ASNs)

1. Navigate to the Welcome Springboard.

2. Click the **Supplier Portal Tab**, then click the **Supplier Portal Tile**.
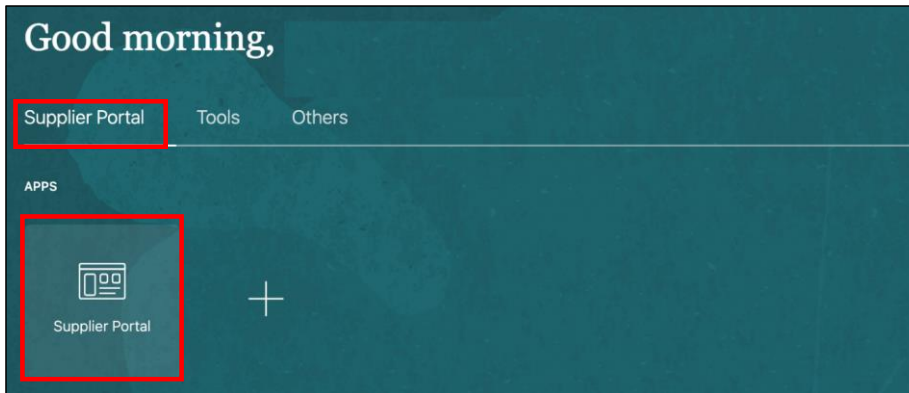
3. Click **Create ASN** under the Shipments Heading on the Supplier Portal Screen.

The Create ASN Screen will appear.

Note: In this example, we will use the Advanced Filters to search for all POs by DC4.

4. Click **Advanced**.

5. Enter the applicable location in the Ship-to Location Field.

6. Click **Search**.

The Search Results will appear.

7. Select all the lines required to create the ASN.

Notes: To select multiple lines, press and hold the CTRL key, then select the desired lines.

Before consolidating multiple lines, ensure that they all have the same Ship-To Organization. Users cannot add lines with different Ship-To Organizations on one ASN. If not already available, you can add the Ship-to Location Column from the View Menu.

8. Click the **Create ASN** button.

9. Enter [applicable ASN number] in the <u>Shipment Field</u>.

Note: Users may utilize the recommended convention described in the previous section.

10. Enter the applicable quantity for each line in the <u>Quantity Field</u>.

*A confirmation pop-up will appear.*

11. Click **OK**.

Cancel ASNs

Users can also cancel an ASN if required. For example, if the ASN was created for an incorrect item or DC.

Commented [GH1]: Question - if an invoice is auto-generated when an ASN is created/received from a supplier, what happens when the supplier cancels the ASN - does it then auto-cancel out the previously generated invoice?

Link to eLearning video: Supplier - Cancel Advance Shipment Notices (ASNs)

1. Navigate to the Welcome Springboard.

2. Click the **Supplier Portal Tab**, then click the **Supplier Portal Tile**.
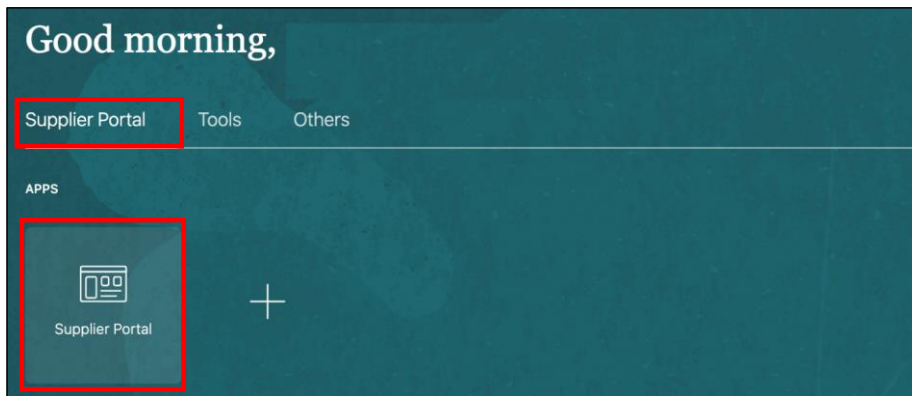
3. Click the **Manage Shipments Link** under the Shipments Heading on the Supplier Portal Screen.
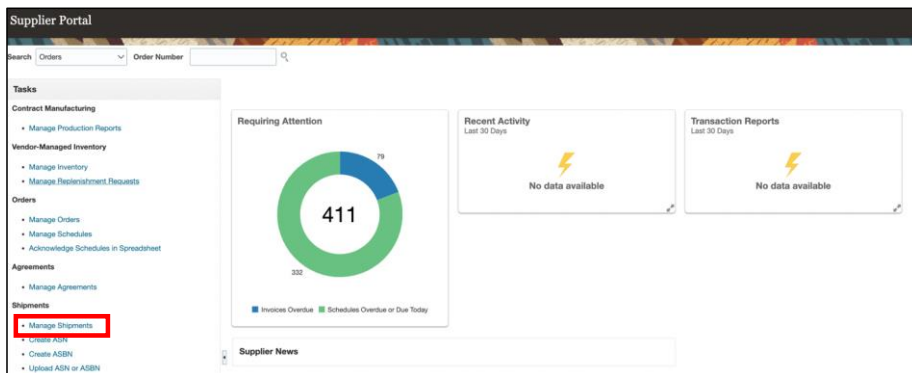
The Manage Shipments Screen will appear.

4. Enter the desired ASN number in the Shipment Field.

5. Click **Search**.

The Search Results will appear.

6. Select the applicable **Shipment Line** from the Search Results.

7. Click **Cancel Shipment** to cancel the ASN shipment line.

A warning pop-up will appear.

8. Click **Yes** to continue to cancel the shipment.

Note: Once the shipment is cancelled, it will not appear in the Search Results.
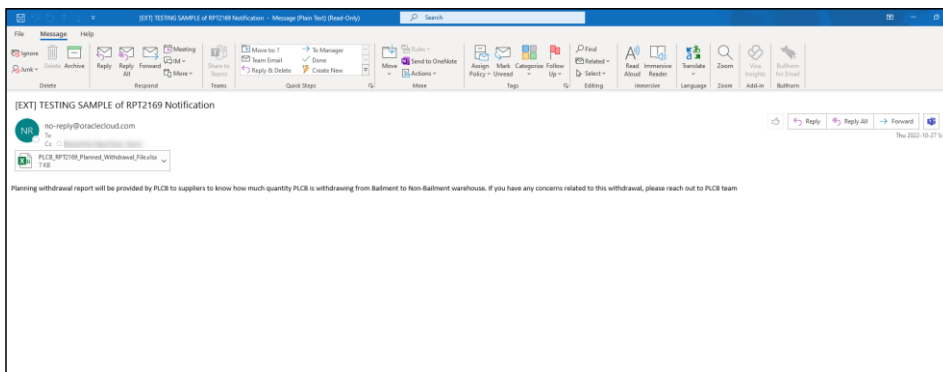A supplier cannot recover a cancelled ASN.

Planned Withdrawal Report

A Planned Withdrawal Report (earlier known as an Advanced Bailment Notification) refers to a report that is automatically emailed to bailment suppliers right before the items are picked and shipped from the PLCB's DC.

The report will be sent to the suppliers daily at 7 p.m. ET.

Given below is a sample email that is sent to the suppliers (with report attached):

Given below is the sample report:

Supplier – Oracle Supplier Portal Supply Chain Management (SCM) Quick Reference Guide

Key Column Headers:

| Column Name	Description
Location	Refers to the location from where the items are being picked.
Warehouse	Refers to the location from where the items are being picked.
Supplier	Shows the Oracle supplier number.
Supplier Contact	Shows the Email address for the supplier.
PLCB_CODE	Shows the PLCB item code.
Item_Desc	Shows the item description corresponding to the PLCB item code.
Pack No (SCC)	Shows the GTIN (14-digit supplier number).
Case Size (Per Case)	Show the items per case.
Withdrawal date (Per Case)	Shows the scheduled ship date.
Withdrawal Qty (Per Case)	Shows the quantity that will be picked.
Extraction Date	Shows the report run date.

PROJECT
NEW
HORIZON

Review Consumption Advice

A consumption advice stores the details the PLCB needs to communicate to the supplier, such as item quantity and value of the bailment inventory consumed. The consumption advice also serves as a document to initiate financial settlement for the consumed inventory.

Consumption advices will be generated daily.

Link to eLearning video: Supplier - Review Consumption Advices in Oracle Supplier Portal

1. Navigate to the Welcome Springboard.

2. Click the **Supplier Portal Tab**, then click the **Supplier Portal Tile**.
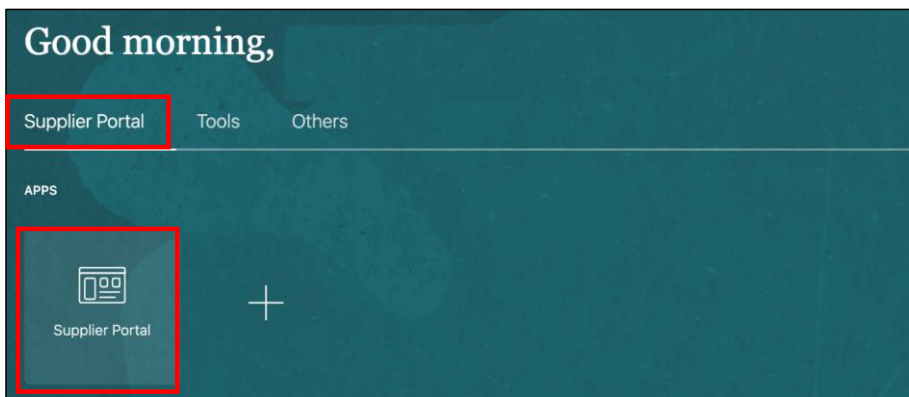
The Supplier Portal Screen will appear.

3. Click **Review Consumption Advices** under the Bailment Inventory Heading.
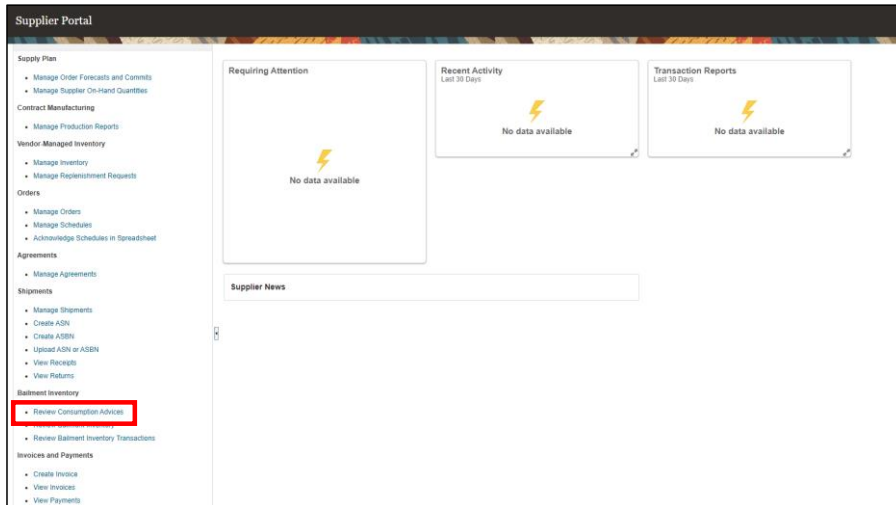
The Review Consumption Advices Screen will appear.

4. Select [Supplier Name] from the Supplier Field.

5. Click **Search**.
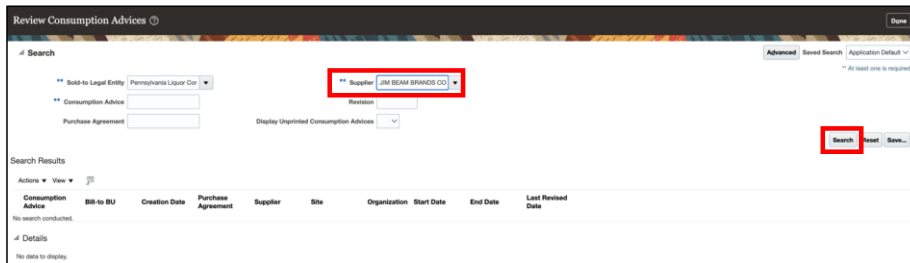
The Search Results will appear.

6. Select the desired **Consumption Advice Line** to view its details in the Details Section below.

The Consumption Advice details will appear.

Note: Upon selecting a consumption advice, the Details Section below will display the consumption transaction details such as Item Number, Purchase Order Number, Consumed Quantity.

If a consumption advise has multiple POs, you can export the details of all the POs using the Export Icon. This Excel file can then be referenced at the time of entering bailment invoices.

7. Click **View Consumption Transactions** to open the transaction details of the consumption advice displayed in the Details Section.

8. Review the consumption transaction details.

Note: As a supplier, pay attention to the Consumed Quantity Field to review the inventory quantity that has been consumed.
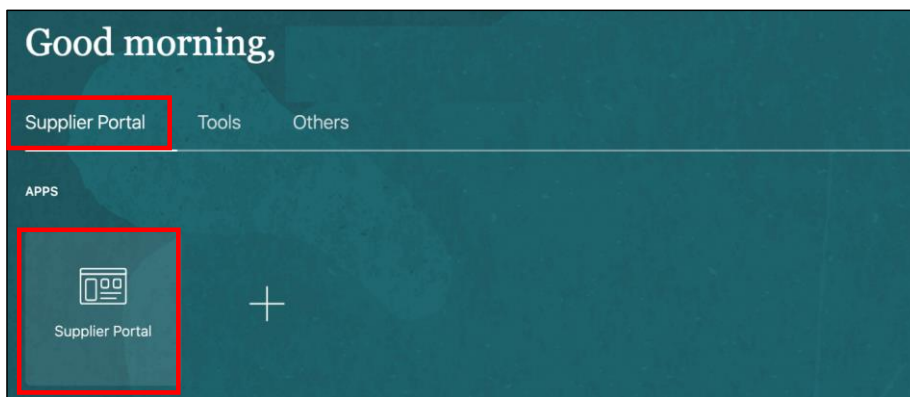
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HORIZON

Locate Oracle Item Code for Supplier SCC Item Number

Various transactions in the Supplier Portal require suppliers to enter the Oracle item code. To locate Oracle item codes for Supplier SCC item numbers in one place, users must download the Inventory Excel file.

Users are advised to export the Inventory Excel file periodically in order to see any new items that were added by the PLCB.

Link to eLearning video: Supplier - Locate Oracle SCC Number for Supplier SCC/GTIN

1. Navigate to the Welcome Springboard.

2. Click the **Supplier Portal Tab**, then click the **Supplier Portal Tile**.

The Supplier Portal Screen will appear.

3. Click the **Manage Inventory Link** under the <u>Vendor-Managed Inventory Heading</u>.
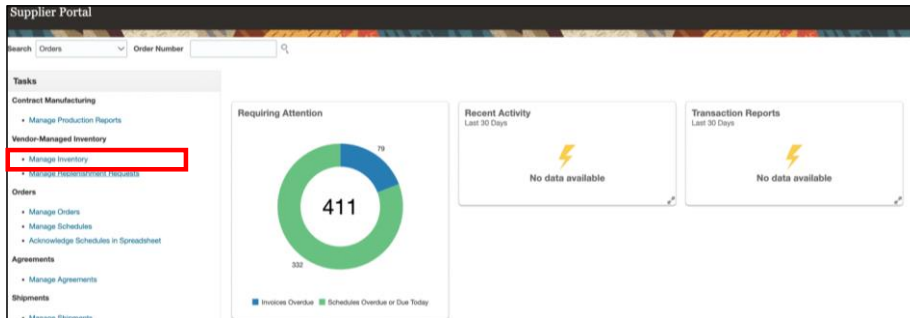
The <u>Managed Inventory Screen</u> will appear.

4. Click **Search**.
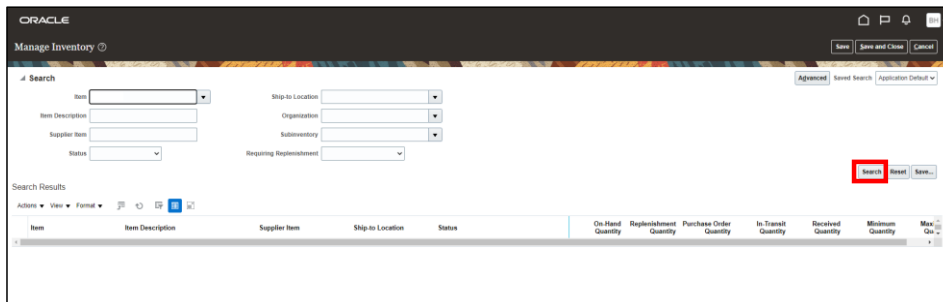
The <u>Search Results</u> will appear.

Note: Users are not required to enter any search criteria to view all inventory.

5. Click the **Export Icon** to download an Excel file showing all the inventory.

Notes: The file will be downloaded and become available in the download center.

This Excel file will contain both the supplier SCC item numbers and the corresponding Oracle item codes.

6. Click the **Open File Link** to open the file.

A warning message may appear.

7. Click **Yes**.
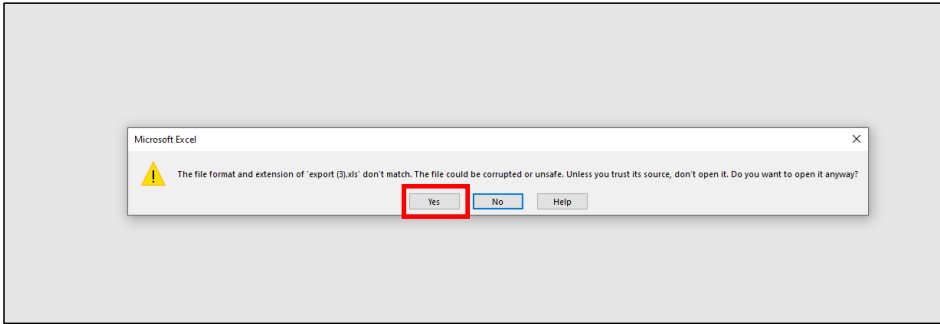
The Excel File will appear.

8. Review the supplier item numbers in the <u>Supplier Item Column</u> and then locate their corresponding item number in the <u>Item Column</u>.