

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](#)

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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

Access and Review Order Forecast

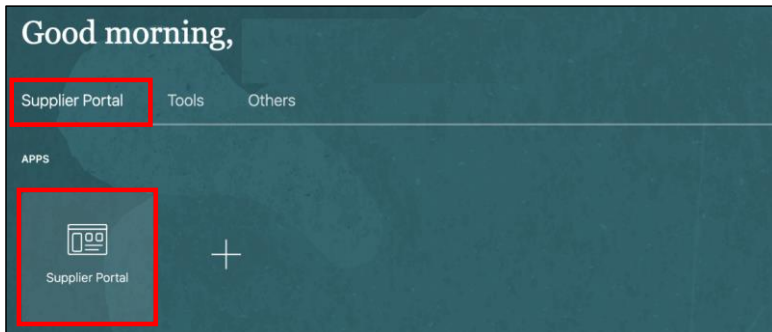
The new Oracle Supplier Portal allows suppliers to review order forecasts released by the Pennsylvania Liquor Control Board (PLCB). This will enable suppliers to gain insight into the demand that the PLCB anticipates and plan their supply chain activities accordingly.

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**.

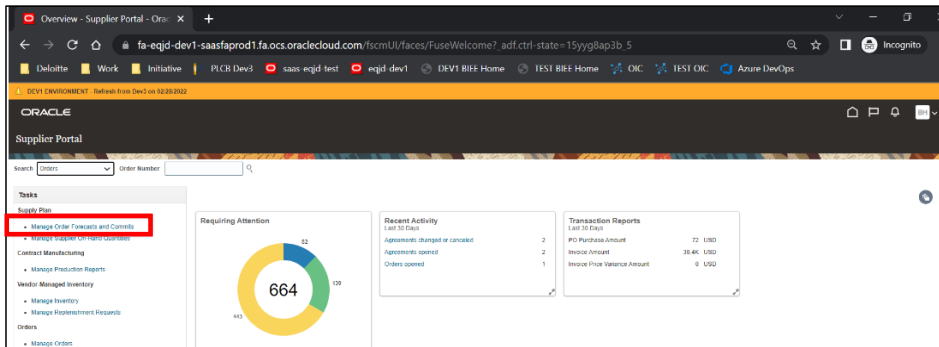


The Supplier Portal Screen will appear.

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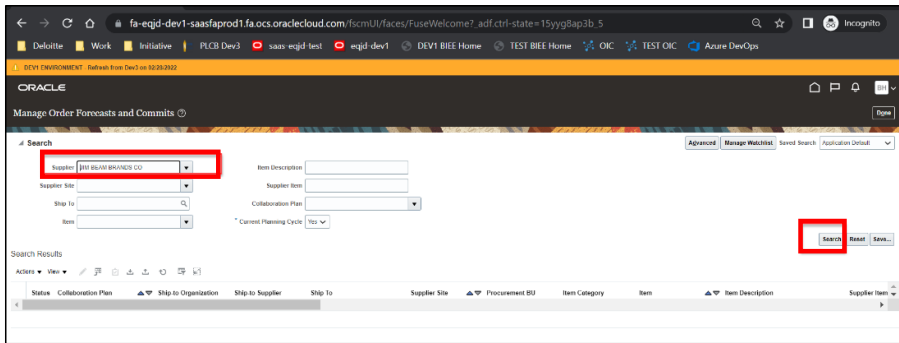


3. Click **Manage Order Forecasts and Commits** under the Supply Plan heading on the Supplier Portal Screen.



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.

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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.

Item Category	Item	Item Description	Supplier Item	UOM Code	UOM	Forecast Horizon	Forecast Quantity	Commit Quantity	On-Hand Quantity	On-Hand Published By	On-Hand Published Date	Publish Source
STEREPHSE EU	10000104	Jin Bean Kentucky Fire Whiskey 75 Proof	1000000021381	CS	Case	8	8		1	Integration User	4/19/22	Enterprise
STEREPHSE EU	10000104	Jin Bean Kentucky Fire Whiskey 75 Proof	1000000021381	CS	Case	8	8		1	Integration User	4/19/22	Enterprise
STEREPHSE EU	100001702	Base Hayden's Straight Bourbon Whiskey	1000000012709	CS	Case	76	76		102	Integration User	4/19/22	Enterprise
STEREPHSE EU	100001702	Base Hayden's Straight Bourbon Whiskey	1000000012709	CS	Case	232	232		1	Integration User	4/19/22	Enterprise
STEREPHSE EU	100001706	Knox Creek Straight Bourbon 100 Proof with	1000000016721	CS	Case	600	600			Integration User	4/19/22	Enterprise
STEREPHSE EU	100001803	Meyer's Mash Straight Bourbon 80 Proof with	10000245401747	CS	Case	57	57			Integration User	4/19/22	Enterprise
STEREPHSE EU	100001817	Meyer's Mash Straight Bourbon Whiskey 80	10000245401844	CS	Case	104	104			Integration User	4/19/22	Enterprise
STEREPHSE EU	100001817	Meyer's Mash Straight Bourbon Whiskey 80	10000245401844	CS	Case	179	179		2	Integration User	4/19/22	Enterprise
STEREPHSE EU	100001847	Baker's Kentucky Straight Bourbon	1000000015403	CS	Case	11	11			Integration User	4/19/22	Enterprise
STEREPHSE EU	100001847	Baker's Kentucky Straight Bourbon	1000000015403	CS	Case	34	34			Integration User	4/19/22	Enterprise
STEREPHSE EU	100001863	Knox Creek Single Barrel Kentucky Bourbon	1000000016042	CS	Case	38	38			Integration User	4/19/22	Enterprise
STEREPHSE EU	100001863	Knox Creek Single Barrel Kentucky Bourbon	1000000016042	CS	Case					Integration User	4/19/22	Enterprise
STEREPHSE EU	100001868	Knox Creek Single Barrel Straight Bourbon	1000000015813	CS	Case				114	Integration User	4/19/22	Enterprise
STEREPHSE EU	100001868	Knox Creek Single Barrel Straight Bourbon	1000000015813	CS	Case				114	Integration User	4/19/22	Enterprise

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).

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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.

Oracle SCM interface showing a list of items. The following columns are highlighted in red: Status, Collaboration Plan, Ship To, Supplier Site, Item, Item Description, Supplier Item, and UOM.

Status	Collaboration Plan	Ship To	Supplier Site	Item	Item Description	Supplier Item	UOM	Fore Qty
✓	PLCB Collaboration Plan	DC4	P-KY-LOUIS-03	10000233	Suntory Toki Japanese Whisky 86 Proof w/wh	10080686957178	Case	
ⓘ	PLCB Collaboration Plan	DC4	P-KY-LOUIS-03	10000234	Suntory Whisky Toki Japanese Whisky 86 P	10080686957017	Case	
ⓘ	PLCB Collaboration Plan	DC5	P-KY-LOUIS-03	10000234	Suntory Whisky Toki Japanese Whisky 86 P	10080686957017	Case	
ⓘ	PLCB Collaboration Plan	DC4	P-KY-LOUIS-03	10000322	6-1.75L CANADIAN CLUB CANADIAN WKY	10080686821127	Case	
✓	PLCB Collaboration Plan	DC5	P-KY-LOUIS-03	10000322	6-1.75L CANADIAN CLUB CANADIAN WKY	10080686821127	Case	
✓	PLCB Collaboration Plan	DC4	P-KY-LOUIS-03	10000323	6-1.75L CANADIAN CLUB CAN WKY GIFT	0008954040583	Case	
✓	PLCB Collaboration Plan	DC5	P-KY-LOUIS-03	10000323	6-1.75L CANADIAN CLUB CAN WKY GIFT	0008954040583	Case	
✓	PLCB Collaboration Plan	DC4	P-KY-LOUIS-03	10000324	6-1.75L CANADIAN CLUB CAN WKY GIFT	0008954040583	Case	
✓	PLCB Collaboration Plan	DC5	P-KY-LOUIS-03	10000324	6-1.75L CANADIAN CLUB CAN WKY GIFT	0008954040583	Case	
✓	PLCB Collaboration Plan	DC4	P-KY-LOUIS-03	10000325	6-1.75L CANADIAN CLUB CAN WKY GIFT	0008954040583	Case	
✓	PLCB Collaboration Plan	DC5	P-KY-LOUIS-03	10000325	6-1.75L CANADIAN CLUB CAN WKY GIFT	0008954040583	Case	
✓	PLCB Collaboration Plan	DC4	P-KY-LOUIS-03	10000326	6-1.75L CANADIAN CLUB CAN WKY - PET	00089540405797	Case	
✓	PLCB Collaboration Plan	DC4	P-KY-LOUIS-03	10000327	6-1.75L CANADIAN CLUB W 50ML CC CLA	00080686821670	Case	
✓	PLCB Collaboration Plan	DC5	P-KY-LOUIS-03	10000327	6-1.75L CANADIAN CLUB W 50ML CC CLA	00080686821670	Case	

Oracle SCM interface showing a summary table. The following columns are highlighted in red: Forecast Quantity, Commit Quantity, On-Hand Quantity, On-Hand Published Date, Publish Source, Open Purchase Orders, Shipments in Receiving, and In-Transit Shipments.

Forecast Quantity	Commit Quantity	On-Hand Quantity	On-Hand Published Date	Publish Source	Open Purchase Orders	Shipments in Receiving	In-Transit Shipments	Forecast Change Count	Forecast Commit Mismatch Count	Commit Due Date	Commit Date	Publish Date	Commit End Date
4			12/8/22	Enterprise				0	0			12/8/22	12/6/24
1,065		592	12/7/22	Enterprise				15	0			12/7/22	12/6/24
2,397		147	12/7/22	Enterprise				23	0			12/7/22	12/6/24
2,909		2,991	12/7/22	Enterprise				23	0			12/7/22	12/6/24
3,421		4,084	12/7/22	Enterprise				19	0			12/7/22	12/6/24
			12/7/22	Enterprise				0	0			12/7/22	12/6/24
			12/7/22	Enterprise				0	0			12/7/22	12/6/24
			12/7/22	Enterprise				0	0			12/7/22	12/6/24
			12/7/22	Enterprise				0	0			12/7/22	12/6/24
			12/7/22	Enterprise				0	0			12/7/22	12/6/24
			12/7/22	Enterprise				0	0			12/7/22	12/6/24
			12/7/22	Enterprise				0	0			12/7/22	12/6/24
			12/7/22	Enterprise				0	0			12/7/22	12/6/24
			12/7/22	Enterprise				0	0			12/7/22	12/6/24

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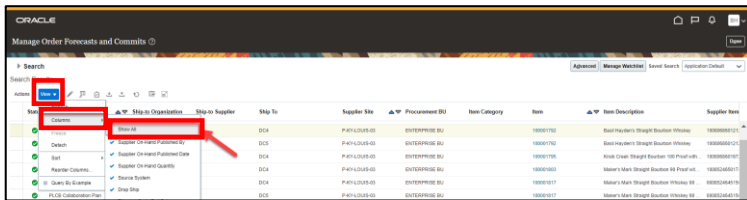


Notes: Users cannot make changes to the forecast in the Supplier Portal. If users have any questions about the forecast, they should reach out to their PLCB Planner.

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.

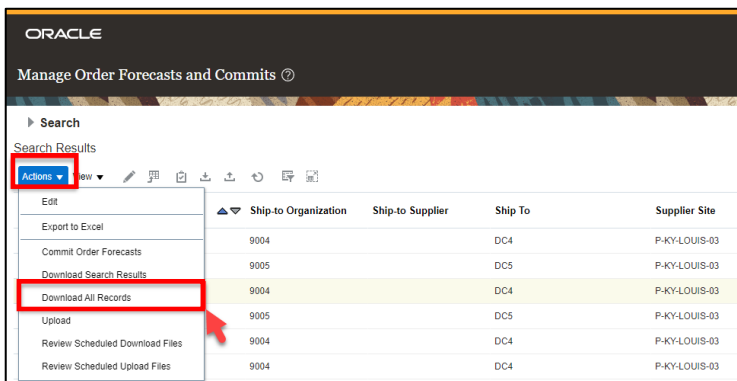
Note: By default, not all the columns are visible.



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.

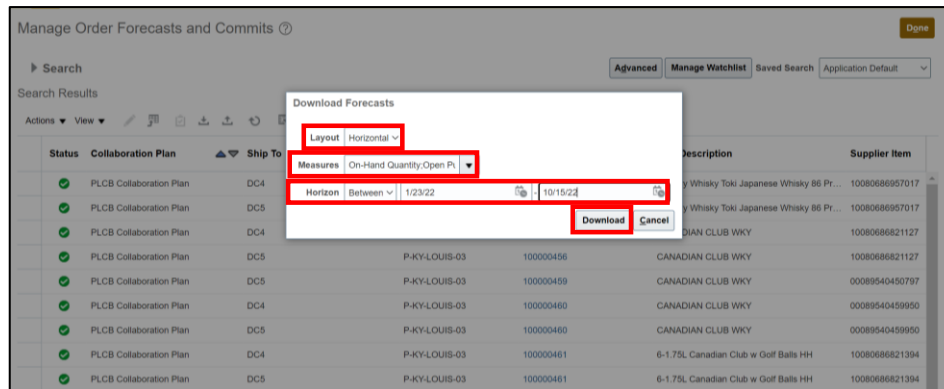
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9. Verify or update the desired parameters including:

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.

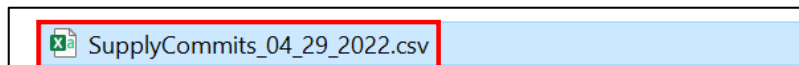
10. Click **Download**.



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.

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12. Analyze the forecast data and [create replenishment requests](#) as needed.

Status	Supplier	Supplier Site	Ship-to Organization	Ship To	Item Category	Item	Item Description	Supplier Item	UOM	Procurement BU	Message	Aggregation
PL/CE Collaboration Plan	JAN004 MANDS CO	P-47-0205-03	8805 DC5	18000287	Baker's Vanilla Straight Bourbon	1.00007815	Baker's Vanilla Straight Bourbon	1.00007815	Case	ENTERPRISE BU	Current Forecast	Week
PL/CE Collaboration Plan	JAN004 MANDS CO	P-47-0205-03	8805 DC5	18000287	Baker's Vanilla Straight Bourbon	1.00007815	Baker's Vanilla Straight Bourbon	1.00007815	Case	ENTERPRISE BU	Current Forecast	Week
PL/CE Collaboration Plan	JAN004 MANDS CO	P-47-0205-03	8805 DC5	18000287	Baker's Vanilla Straight Bourbon	1.00007815	Baker's Vanilla Straight Bourbon	1.00007815	Case	ENTERPRISE BU	On-Hand Quantity	Week
PL/CE Collaboration Plan	JAN004 MANDS CO	P-47-0205-03	8805 DC5	18000287	Baker's Vanilla Straight Bourbon	1.00007815	Baker's Vanilla Straight Bourbon	1.00007815	Case	ENTERPRISE BU	Open Purchase Orders	Week
PL/CE Collaboration Plan	JAN004 MANDS CO	P-47-0205-03	8805 DC5	18000287	Baker's Vanilla Straight Bourbon	1.00007815	Baker's Vanilla Straight Bourbon	1.00007815	Case	ENTERPRISE BU	In-Process or Receiving	Week
PL/CE Collaboration Plan	JAN004 MANDS CO	P-47-0205-03	8805 DC5	18000287	Baker's Vanilla Straight Bourbon	1.00007815	Baker's Vanilla Straight Bourbon	1.00007815	Case	ENTERPRISE BU	On-Hand Quantity	Week

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.

Status	Collaboration Plan	Ship-to Organization	Ship To	Supplier Site	Procurement BU	Item Category	Item	Item Description	Supplier Item
PL/CE Collaboration Plan	8804	DC4	P-47-0205-03	ENTERPRISE BU	1.00007815	Baker's Vanilla Straight Bourbon	1.00007815	Baker's Vanilla Straight Bourbon	1.00007815
PL/CE Collaboration Plan	8804	DC5	P-47-0205-03	ENTERPRISE BU	1.00007815	Baker's Vanilla Straight Bourbon	1.00007815	Baker's Vanilla Straight Bourbon	1.00007815
PL/CE Collaboration Plan	8804	DC4	P-47-0205-03	ENTERPRISE BU	1.00007815	Baker's Vanilla Straight Bourbon	1.00007815	Baker's Vanilla Straight Bourbon	1.00007815
PL/CE Collaboration Plan	8804	DC4	P-47-0205-03	ENTERPRISE BU	1.00007815	Baker's Vanilla Straight Bourbon	1.00007815	Baker's Vanilla Straight Bourbon	1.00007815
PL/CE Collaboration Plan	8804	DC4	P-47-0205-03	ENTERPRISE BU	1.00007815	Baker's Vanilla Straight Bourbon	1.00007815	Baker's Vanilla Straight Bourbon	1.00007815

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

The [Edit Order Forecast Details Screen](#) will appear.

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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.

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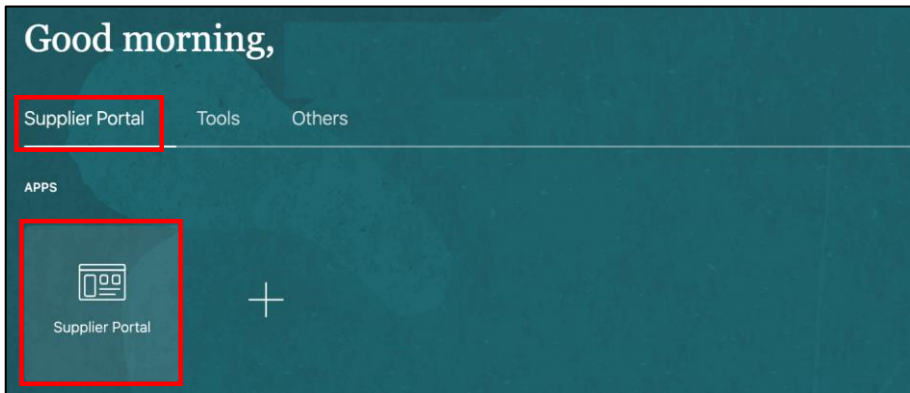


Search For and Review POs

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.

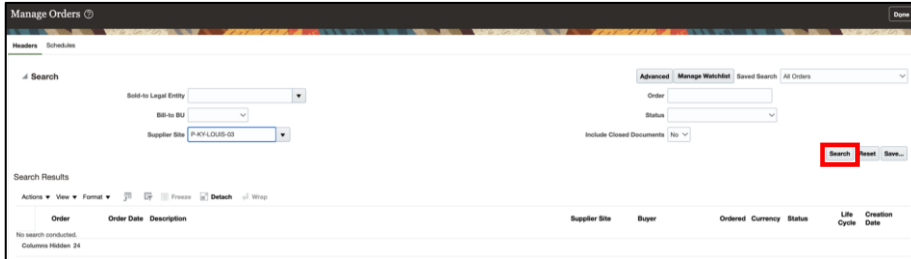


The Manage Orders Screen will appear.

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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.

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

Search Results

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
80003874	11/2/22		P-KY-LOUIS-03	NO DATA AVAIL...	8,128.26	USD	Closed for R...		11/2/22
80003873	11/2/22		P-KY-LOUIS-03	NO DATA AVAIL...	8,128.26	USD	Closed for R...		11/2/22
80003842	10/19/22		P-KY-LOUIS-03	Thakur, Rituraj	758,851.80	USD	Open		10/19/22
80003839	10/19/22		P-KY-LOUIS-03	Thakur, Rituraj	8,128.26	USD	Open		10/19/22
80003836	10/19/22		P-KY-LOUIS-03	Thakur, Rituraj	12,996.18	USD	Open		10/19/22
80003764	9/30/22		P-KY-LOUIS-03	Thakur, Rituraj	12,996.18	USD	Open		9/30/22
80003724	9/21/22		P-KY-LOUIS-03	Robinson, David	758,851.80	USD	Open		9/21/22
80003717	9/21/22		P-KY-LOUIS-03	NO DATA AVAIL...	8,128.26	USD	Open		9/21/22
80003715	9/21/22		P-KY-LOUIS-03	NO DATA AVAIL...	8,128.26	USD	Open		9/21/22
80003714	9/21/22		P-KY-LOUIS-03	NO DATA AVAIL...	8,128.26	USD	Closed for R...		9/21/22
80003713	9/21/22		P-KY-LOUIS-03	NO DATA AVAIL...	12,996.18	USD	Open		9/21/22
80003712	9/21/22		P-KY-LOUIS-03	NO DATA AVAIL...	12,996.18	USD	Open		9/21/22
80003711	9/21/22		P-KY-LOUIS-03	NO DATA AVAIL...	12,996.18	USD	Open		9/21/22
80003624	9/7/22		P-KY-LOUIS-03	NO DATA AVAIL...	867.30	USD	Open		9/7/22

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.

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- 6. Review the PO including the PO lines.
- 7. Click **View Details**.

Oracle Supplier Portal - Non-Bailment Order: 80003714

Buttons: Print PO, Acknowledge, Actions, Refresh, Done

Main

General

Sold-to Legal Entity	Pennsylvania Liquor Control Board	Supplier	JIM BEAM BRANDS CO	Ordered	8,128.26 USD
Bill-to BU	ENTERPRISE BU	Supplier Site	P-KY-LOUIS-03	Description	
Order	80003714	Supplier Contact		Source Agreement	BPA_1184
Status	Closed for Receiving	Bill-to Location	PLCB - AP OFFICE	Supplier Order	
Buyer	NO DATA AVAILABLE NO DATA AVAILABLE	Ship-to Location	DC5		
Creation Date	9/21/22				

Order Life Cycle

Ordered: 8,128.26 USD
Received: 0.00 USD
Delivered: 8,128.26 USD

View Details (highlighted)

Terms

Required Acknowledgment	None	Shipping Method	
Payment Terms	Net 60	Freight Terms	Air
			— Pay on receipt
		FOB	— Confirming order

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.

Order Life Cycle: 80003714

Buttons: Done

Order Details

Sold-to Legal Entity	Pennsylvania Liquor Control Board	Ordered	8,128.26 USD
Order	80003714	Supplier	JIM BEAM BRANDS CO
Supplier Site	P-KY-LOUIS-03	Supplier Contact	
Ordered	8,128.26 USD		

Order Life Cycle

Stage	Amount (USD)
Ordered	8,128.26
Shipped	0.00
Received	8,128.26
Delivered	8,128.26
Invoiced	0.00

In-Transit Shipments

Shipment	Ship Date	Tracking Number	Packing Slip	Expected Receipt Date	Shipped	Carrier	Bill of Lading
Columns Hidden 2							

Receipts

Receipt	Receipt Date	Shipment	Ship Date	Packing Slip	Returned	Received	Delivered	Invoiced	Open to Invoice
1164	10/14/22 7:07 ...				0.00	8,128.26	8,128.26	0.00	0.00

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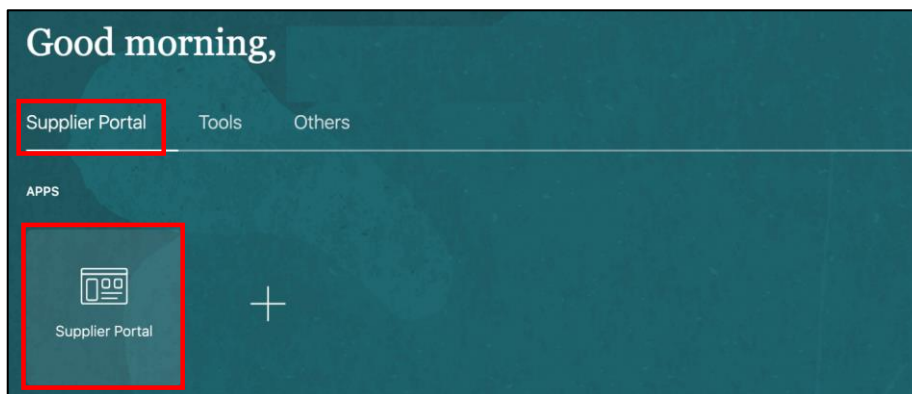
Update the Promised Date on a PO

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**.



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

Activity	Count
Agreements changed or canceled	2
Agreements opened	2
Orders opened	1

Report	Value
PO Purchase Amount	72 USD

The Manage Orders Screen will appear.

4. Enter the desired criteria and click **Search**.

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
No search conducted.									

The Search Results will appear.

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

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
80003842	10/19/22		P.KY-LOUIS-03	Thakur, Ritunj	758,851.80	USD	Open		10/19/22
80003839	10/19/22		P.KY-LOUIS-03	Thakur, Ritunj	8,128.28	USD	Open		10/19/22
80003838	10/19/22		P.KY-LOUIS-03	Thakur, Ritunj	12,996.18	USD	Open		10/19/22
80003764	9/30/22		P.KY-LOUIS-03	Thakur, Ritunj	12,996.18	USD	Open		9/30/22
80003724	9/21/22		P.KY-LOUIS-03	Roberson, David	758,851.80	USD	Open		9/21/22
80003717	9/21/22		P.KY-LOUIS-03	NO DATA AVAILABLE	8,128.28	USD	Open		9/21/22
80003715	9/21/22		P.KY-LOUIS-03	NO DATA AVAILABLE	8,128.28	USD	Open		9/21/22
80003714	9/21/22		P.KY-LOUIS-03	NO DATA AVAILABLE	8,128.28	USD	Closed for R...		9/21/22
80003713	9/21/22		P.KY-LOUIS-03	NO DATA AVAILABLE	12,996.18	USD	Open		9/21/22

6. Scroll down to review the Lines Section.

7. Click the **Schedules Tab**.

Line	Item	Description	Quantity	UOM	Price	Ordered	Status	Location
1	100000233	Suntory Toki Japanese Whisky 86 Proof with Highball Glass	10	Case	114.06	1,140.60	Open	DC4
2	100000312	Windsor Sportsman Canadian Whisky	9	Case	49.50	445.50	Open	DC4
3	100000479	Canadian Club Chronicles Canadian Whisky 42 Year Old 90 Proof	11	Case	1,037.28	11,410.08	Open	DC4

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

Location	Requested Delivery Date	Promised Delivery Date	Quantity	UOM Name	Status	Life Cycle
DC4	10/20/22		10	Case	Open	
DC4	10/20/22		9	Case	Open	
DC4	10/20/22		11	Case	Open	

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

9. Click **Yes**.

Warning
This action will create a change order on the document. Do you want to continue? (PO-2055113)
Yes No

The Edit Change Order Screen will appear.

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

Instance DEV1 P2T refreshed from DEV1 on 23-Jun-2022 for UAT

ORACLE

Edit Change Order: 1

Change Order 1 Status Incomplete Initiating Party Supplier
 * Description Updated the Promised Date Amount Changed 0.00 USD Initiator Brenda Hagan
 Creation Date 10/20/22

Main

General

Sold-to Legal Entity Pennsylvania Liquor Control Board Supplier JIM BEAM BRANDS CO
 Bill-to BU ENTERPRISE BU * Supplier Site P-KY-LOUIS-03 Ordered 12,996.18 USD
 Order 80003764 Supplier Contact Description
 Status Open Bill-to Location PLCB -AP OFFICE Agreement EPA_1184
 * Buyer Thakur, Ritraj Default Ship-to Location DC4

Creation Date 9/30/22

Terms Notes and Attachments

Payment Terms Net 60 Shipping Method Freight Terms Air --- Pay on receipt
 FOB --- Confirming order

Additional Information

11. Scroll down to the Lines Section.

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

Edit Change Order: 1

* Buyer Thakur, Ritraj Default Ship-to Location DC4
 Creation Date 9/30/22

Terms Notes and Attachments

Payment Terms Net 60 Shipping Method Freight Terms Air --- Pay on receipt
 FOB --- Confirming order

Additional Information

Purchase Order Type Contract Type Contract Prompt
 Supplier Terms & Conditions Contract Number
 Contract Reference Procurement Source

Lines Schedules

Actions View Format X < > Freeze Detach Wrap

Line	Description	* Location	* Quant	Unit	10/20/22	Change Reason
1	Suntory Toki Japanese Whisky 86 Proof with Highball Glass	DC4	10	Case	10/20/22	why
2	Windsor Sportsman Canadian Whisky	DC4	9	Case	10/20/22	
3	Canadian Club Chronicles Canadian Whisky 42 Year Old 90 Proof	DC4	11	Case	10/20/22	

Columns Hidden 18

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

Creation Date: 9/30/22 Default Ship-to Location: DC4

Payment Terms: Net 60 Shipping Method: — Pay on receipt
 Freight Terms: Air — Confirming order
 FOB

Additional Information:
 Purchase Order Type: Contract Type: Context Prompt:
 Supplier Terms & Conditions: Contract Number:
 Contract Reference: Procurement Source:

Line	Description	* Location	* Quantit UOM	Requested Delivery Date	Promised Delivery Date	Change Reason
1	Suntory Toki Japanese Whisky 86 Proof with Highball Glass	DC4	10 Case	10/20/22	11/4/22	
2	Windsor Sportman Canadian Whisky	DC4	9 Case	10/20/22	11/4/22	
3	Canadian Club Chronicles Canadian Whisky 42 Year Old 90 Proof	DC4	11 Case	10/20/22	11/4/22	

A confirmation pop-up will appear.

14. Click **OK**.

Non-Bailment Order: 80003764

Print PO Acknowledge Actions Refresh Done

Confirmation: The change order 1 for document Non-Bailment Order number 80003764 was submitted for approval. OK

General:
 Sold-to Legal Entity: Pennsylvania Liquor Control Board
 Bill-to BU: ENTERPRISE BU
 Order: 80003764
 Status: Open
 Buyer: Rikang Thakur
 Creation Date: 9/30/22

Supplier: JIM BEAM BRANDS CO
 Supplier Site: P-KY-LOUIS-03
 Supplier Contact:
 Bill-to Location: PLCB -JP OFFICE
 Ship-to Location: DC4

Ordered: 12,996.18 USD
 Description: EPA_1184
 Source Agreement: EPA_1184
 Supplier Order:

Required Acknowledgment: None
 Payment Terms: Net 60
 Shipping Method: — Pay on receipt
 Freight Terms: Air — Confirming order
 FOB

Additional Information:
 Purchase Order Type: Contract Type: Context Prompt:
 Supplier Terms & Conditions: Contract Number:
 Contract Reference: Procurement Source:

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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.

The screenshot displays the Oracle Supplier Portal interface for a Non-Bailment Order (80003764). The main section is titled 'General' and contains the following information:

Sold-to Legal Entity	Pennsylvania Liquor Control Board	Supplier	JIM BEAM BRANDS CO	Ordered	12,996.18 USD
Bill-to BU	ENTERPRISE BU	Supplier Site	P-KY4.LOUIS-03	Description	
Order	80003764	Supplier Contact		Source Agreement	BPA_1184
Status	Open	Bill-to Location	PLCB - AP OFFICE	Supplier Order	
Buyer	Ritunj Thakur	Ship-to Location	DC4		
Creation Date	9/30/22				

The 'Status' field is highlighted with a red box. Below the 'General' section, the 'Terms' section shows 'Required Acknowledgment' as 'None' and 'Payment Terms' as 'Net 60'. The 'Shipping Method' is 'None', 'Freight Terms' is 'Air', and 'FOB' is 'Confirming order'. The 'Additional Information' section shows 'Purchase Order Type' as 'Contract Reference', 'Contract Type' as 'Procurement Source', and 'Contract Number' as 'Context Prompt'. On the right side, there is an 'Order Life Cycle' chart showing a single bar for 'Ordered' with a value of 12,996.18 USD. A 'View Details' button is located below the chart.

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.

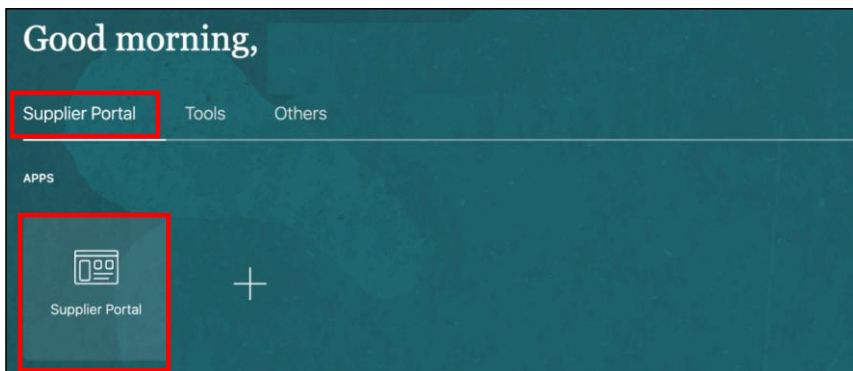
If an item is supplier-managed (bailment), the supplier can manage the minimum and maximum inventory thresholds to determine the replenishment status.

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**.

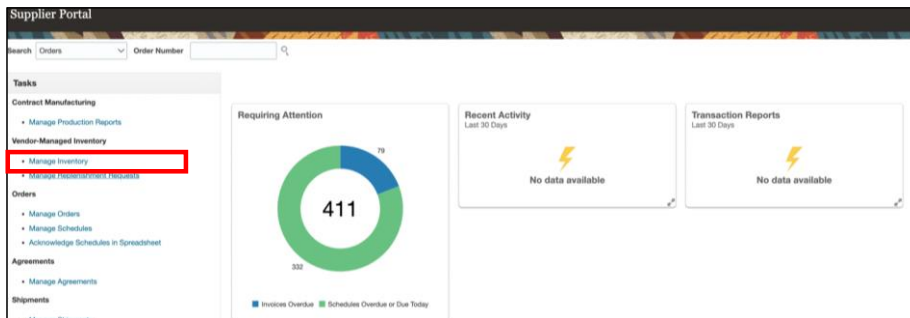


The Supplier Portal Screen will appear.

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

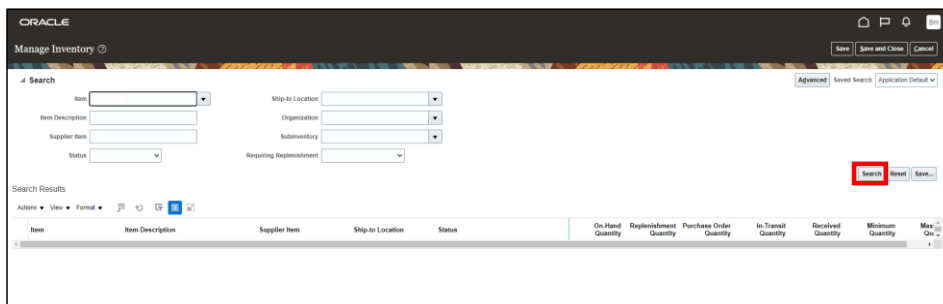


3. Click the **Manage Inventory Link** under the Vendor-Managed Inventory Heading.



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.

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

Item	Item Description	Supplier Item	Ship-to Location	Status	On-Hand Quantity	Replenishment Quantity	Purchase Order Quantity
100000401	6-1.75L BLACK VELVET CAN GIFT WRAP	70088100094510	7DC4		0	0	0
100000402	6-1.75L BLK VELVET W 50ML BV RESERVE...	10088100134471	7DC4		0	0	0
100000403	6-1.75L BLACK VELVET CANADIAN WKY	10088100134518	7DC4		0	0	0
100000404	6-1.75L BLACK VELVET CAN W 50ML BV RES	10088100134488	7DC4		0	0	0
100000405	6-1.75L BLACK VELVET CAN GIFT WRAP	10088100134419	7DC4		0	0	0
100000406	6-1.75L Black Velvet Canadian Whisky Camo Pk	30088100134512	7DC4		0	0	0

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

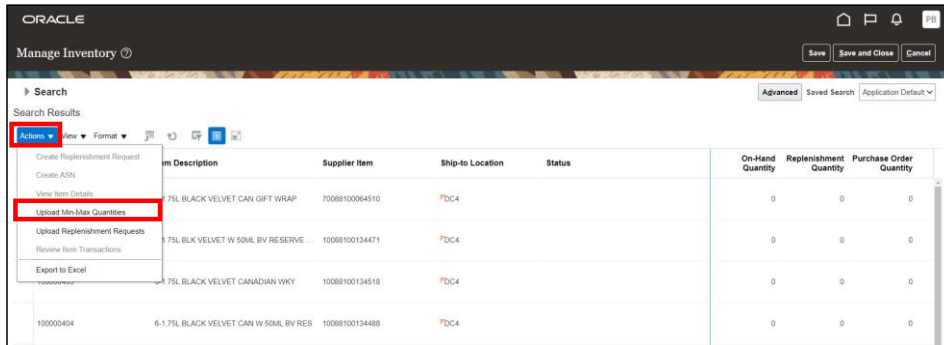
This Excel file will contain both the supplier SCC item numbers and the corresponding Oracle item codes. Users can reference this Excel later to locate the supplier SCC codes when updating the Min-Max template.

Item	Item Description	Supplier Item	Ship-to Location	Status	On-Hand Quantity	Replenishment Quantity	Purchase Order Quantity
100000401	6-1.75L BLACK VELVET CAN GIFT WRAP	70088100094510	7DC4		0	0	0
100000402	6-1.75L BLK VELVET W 50ML BV RESERVE...	10088100134471	7DC4		0	0	0
100000403	6-1.75L BLACK VELVET CANADIAN WKY	10088100134518	7DC4		0	0	0
100000404	6-1.75L BLACK VELVET CAN W 50ML BV RES	10088100134488	7DC4		0	0	0
100000405	6-1.75L BLACK VELVET CAN GIFT WRAP	10088100134419	7DC4		0	0	0
100000406	6-1.75L Black Velvet Canadian Whisky Camo Pk	30088100134512	7DC4		0	0	0

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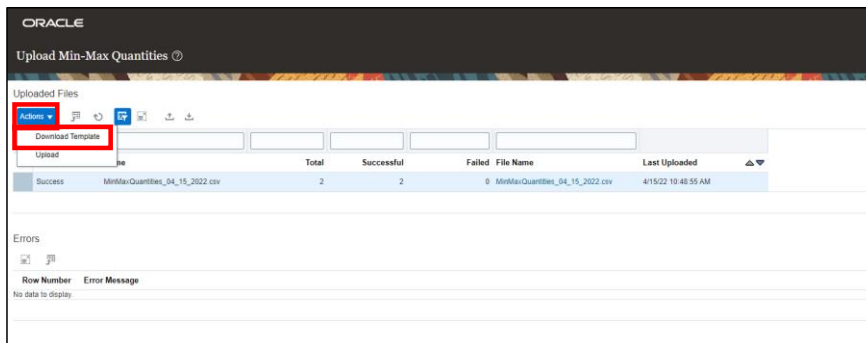


6. Click the **Actions Menu**, then select **Upload Min-Max Quantities**.



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.

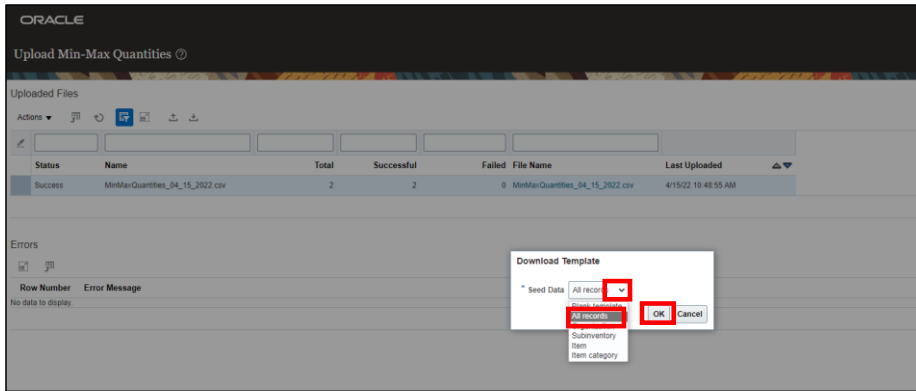


The Download Template pop-up will appear.

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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.

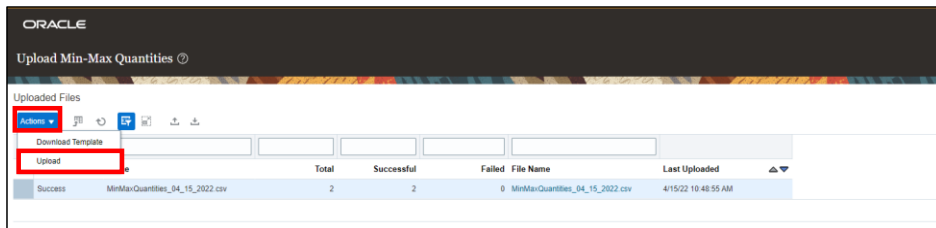
Note: The item descriptions will not be available on the Min-Max template. Refer to the inventory Excel exported earlier to locate the Oracle code and the corresponding SCC.

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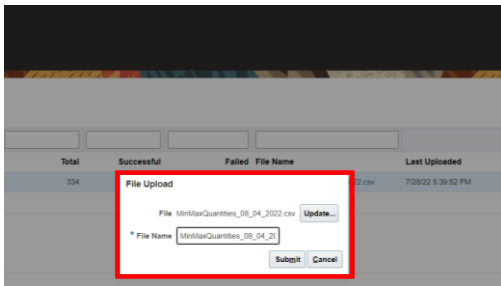


12. Return to the Upload Min-Max Quantities Screen.

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



14. Upload the template.



A confirmation pop-up will appear.

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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.

The screenshot shows the Oracle Supplier Portal interface for 'Upload Min-Max Quantities'. The 'Uploaded Files' table shows a successful upload of 'MinMaxQuantities_04_15_2022.csv'. A confirmation dialog box is open, stating 'The file upload request was processed. Refresh the data, or refresh the table to view updates.' with an 'OK' button.

Status	Name	Total	Successful	Failed	File Name	Last Uploaded
Success	MinMaxQuantities_04_15_2022.csv	2	2	0	MinMaxQuantities_04_15_2022.csv	4/15/22 10:48:55 AM

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

The screenshot shows the 'Errors' section of the Oracle Supplier Portal. The table is empty, with the message 'No data to display.' below it.

Row Number	Error Message
------------	---------------

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

The screenshot shows the Oracle Supplier Portal interface for 'Upload Min-Max Quantities'. The 'Uploaded Files' table shows a successful upload of 'MinMaxQuantities_08_04_2022.csv'. The 'Done' button is highlighted in the top right corner.

Status	Name	Total	Successful	Failed	File Name	Last Uploaded
Success	MinMaxQuantities_08_04_2022.csv	334	334	0	MinMaxQuantities_08_04_2022.csv	8/4/22 5:27:39 PM

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

18. Click **Save and Close**.

The screenshot shows the Oracle Supplier Portal interface for 'Manage Inventory'. At the top right, there are buttons for 'Save', 'Save and Close', and 'Cancel'. Below the search bar, there are icons for 'Refresh', 'Print', and 'Export'. The main table lists items with columns for Item, Item Description, Supplier Item, Ship-to Location, Status, On Hand, On Order, Received Quantity, Minimum Quantity, and Maximum Quantity. The 'Minimum Quantity' and 'Maximum Quantity' columns are highlighted with a red box.

Item	Item Description	Supplier Item	Ship-to Location	Status	On Hand	On Order	Received Quantity	Minimum Quantity	Maximum Quantity
100000401	6-1.75L BLACK VELVET CAN GIFT WRAP	70088100064510	FDC4	On Hand 0	On Order 0	0	0	10	100
100000402	6-1.75L BLK VELVET W 50ML BV RESERVE ...	10088100134471	FDC4	On Hand 0	On Order 0	0	0	10	100
100000403	6-1.75L BLACK VELVET CANADIAN WKY	10088100134518	FDC4	On Hand 0	On Order 0	0	0	10	100
100000404	6-1.75L BLACK VELVET CAN W 50ML BV RES	10088100134488	FDC4	On Hand 0	On Order 0	0	0	10	100
100000405	6-1.75L BLACK VELVET CAN GIFT WRAP	10088100134419	FDC4	On Hand 0	On Order 0	0	0	10	100
100000406	6-1.75L Black Velvet Canadian Whisky Camo Pk	30088100134512	FDC4	On Hand 0	On Order 0	0	0	10	100

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.

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.

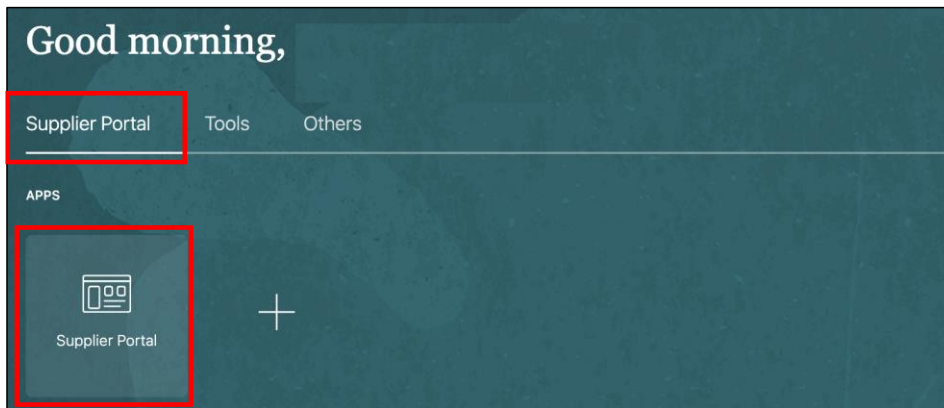
For non-bailment suppliers, PLCB users will release planning recommendations to auto-generate POs. The suppliers will then create ASNs against those POs using the Supplier Portal.

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**.

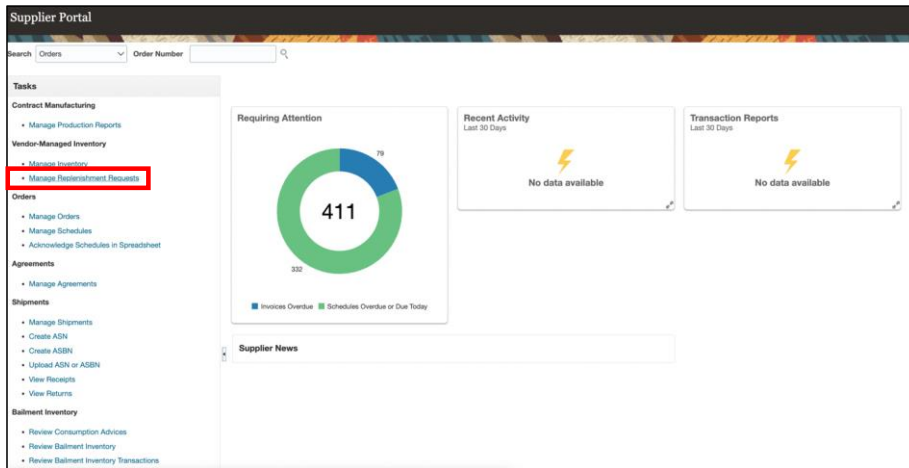


The Supplier Portal Screen will appear.

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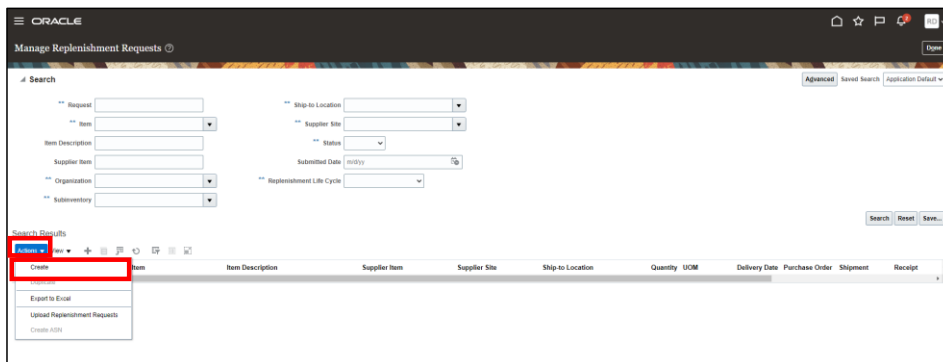


3. Click **Manage Replenishment Requests** under the Vendor-Managed Inventory Heading.



The Manage Replenishment Requests Screen will appear.

4. Click the **Actions Menu**, then select **Create** to create a new replenishment request.




The Create Replenishment Request pop-up will appear.


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



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

Create Replenishment Request


* Item 

Organization 

Subinventory 

Supplier Site 

* Quantity

* Delivery Date 7/21/22 

Notes

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

7. Click **Search**.

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

Search and Select: Item

Search

Item

Supplier Item 20086036815706

Item Description

Item	Supplier Item	Item Description
100005606	20086036815706	24-200 Christian Bros Brandy

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

The screenshot shows the 'Create Replenishment Request' form. The 'Organization' field is highlighted with a red box, and a dropdown menu is open below it, showing '9004 DC4' as the selected option. Other fields include 'Item' (100006606), 'Subinventory', 'UOM' (More...), 'Supplier Site', 'Quantity', 'Delivery Date' (7/21/22), and 'Notes'. 'Submit' and 'Cancel' buttons are at the bottom.

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.

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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 100005806

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.

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13. Observe that the replenishment request was successfully created.

Request	Status	Item	Item Description	Supplier Item	Supplier Site	Ship-to Location	Quantity	UOM	Delivery Date	Purchase Order	Shipment	Receipt	Invoice	Payment
4001	Submitted	00000000	24-200 Chocolate Snow Cream			T024	Case		12/10/22					

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

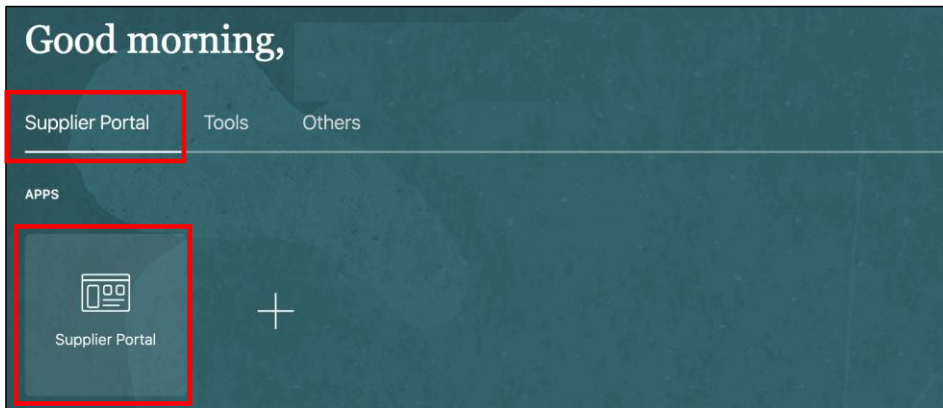
In the future, if any of the replenishment requests' status changes to "Failed," it indicates that the replenishment request could not progress to create a PO. Please inform the PLCB Planner when the "Failed" status is seen.

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**.

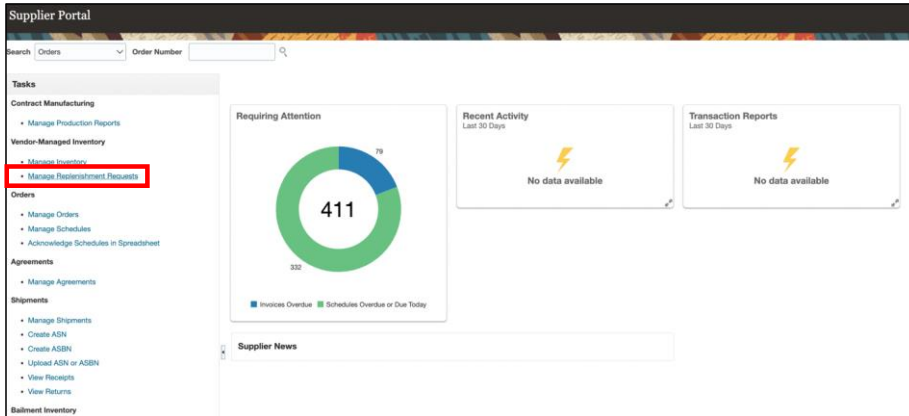


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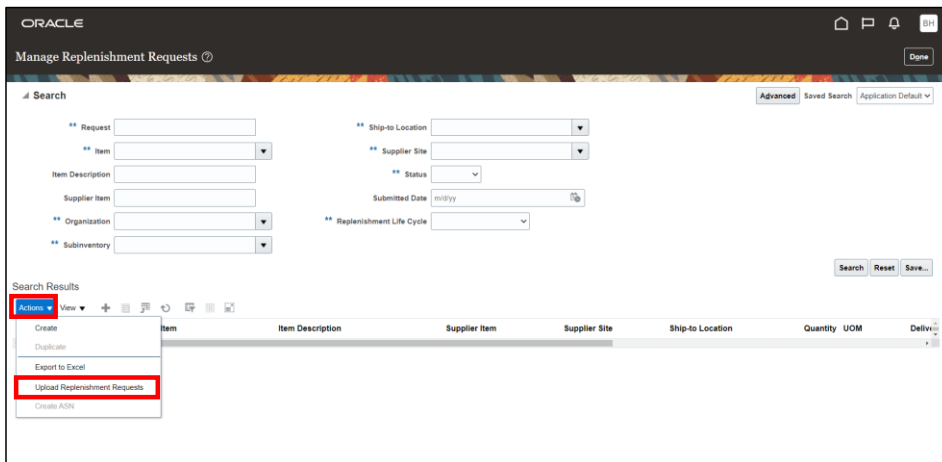
The Supplier Portal Screen will appear.

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.

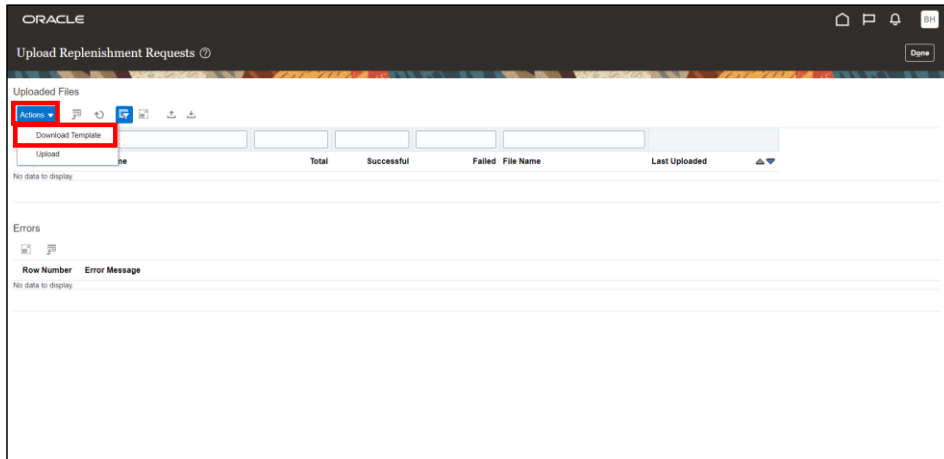


The Upload Replenishment Requests Screen will appear.

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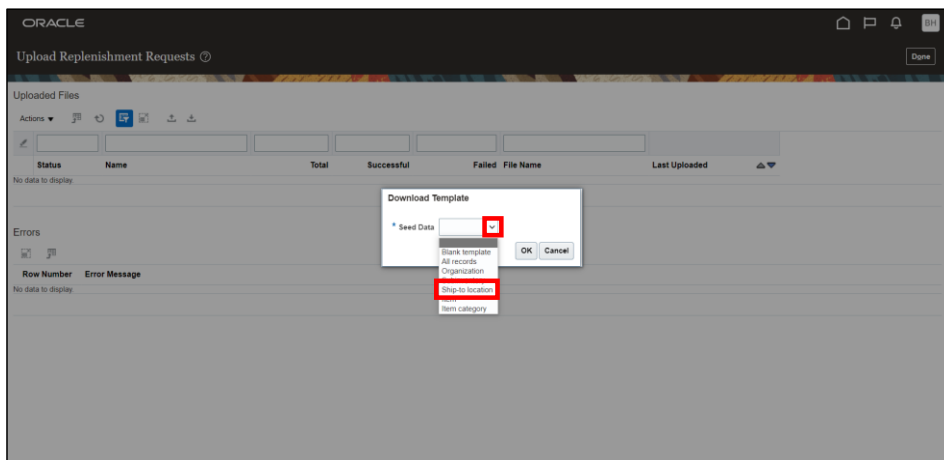


5. Click the **Actions Menu**, then select **Download Template**.



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**.

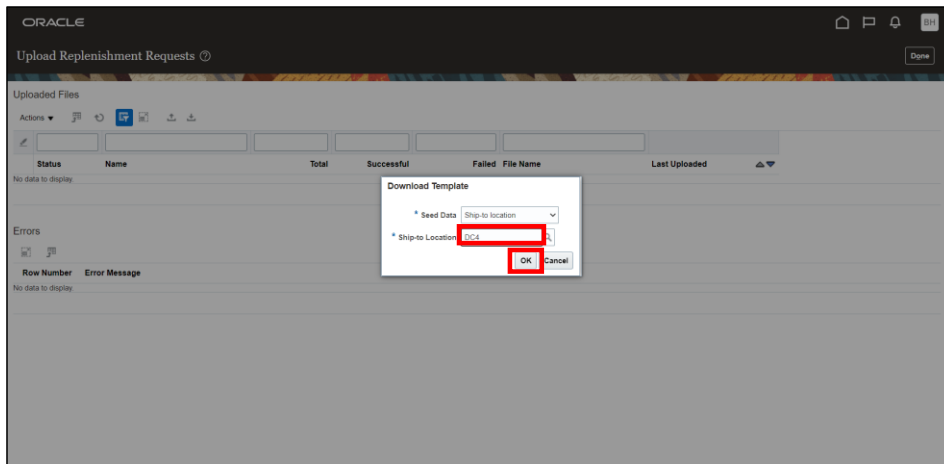


The Ship-to Location Field will appear.

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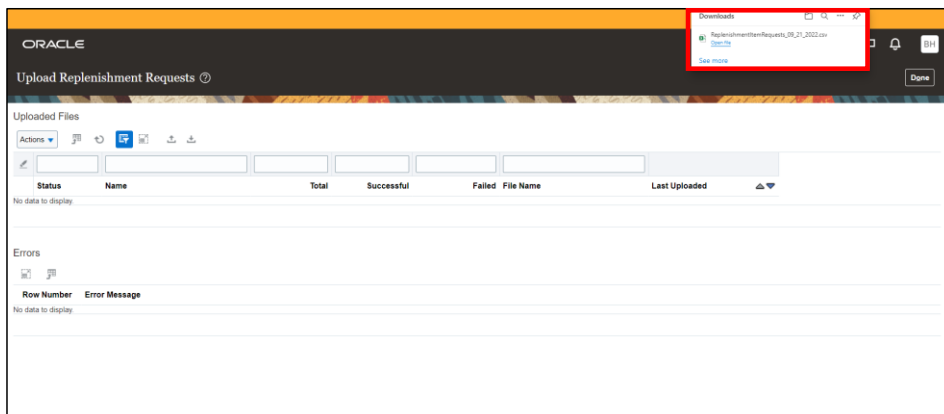


7. Enter the desired location in the Ship-to Location Field. In this example, “DC4”.
8. Click **OK**.



An Excel file will be downloaded.

9. Click the **Open File** link from the Downloads Tray.



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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.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	Supplier	Organization	Subinventory	Item	Supplier Site	Procurement BU	Quantity	Delivery Date	Notes															
2	JIM BEAM	9004		100000234																				
3	JIM BEAM	9004		100000322																				
4	JIM BEAM	9004		100000323																				
5	JIM BEAM	9004		100000324																				
6	JIM BEAM	9004		100000325																				
7	JIM BEAM	9004		100000326																				
8	JIM BEAM	9004		100000327																				
9	JIM BEAM	9004		100000328																				
10	JIM BEAM	9004		100000329																				
11	JIM BEAM	9004		100000330																				
12	JIM BEAM	9004		100000341																				
13	JIM BEAM	9004		100000342																				
14	JIM BEAM	9004		100000343																				
15	JIM BEAM	9004		100000344																				
16	JIM BEAM	9004		100000345																				
17	JIM BEAM	9004		100000346																				
18	JIM BEAM	9004		100000347																				
19	JIM BEAM	9004		100000348																				
20	JIM BEAM	9004		100000349																				
21	JIM BEAM	9004		100000350																				
22	JIM BEAM	9004		100000433																				
23	JIM BEAM	9004		100000434																				
24	JIM BEAM	9004		100000435																				
25	JIM BEAM	9004		100000436																				
26	JIM BEAM	9004		100000470																				
27	JIM BEAM	9004		100000471																				
28	JIM BEAM	9004		100000472																				
29	JIM BEAM	9004		100000566																				
30	JIM BEAM	9004		100000842																				
31	JIM BEAM	9004		100000843																				
32	JIM BEAM	9004		100000844																				
33	JIM BEAM	9004		100000846																				
34	JIM BEAM	9004		100000847																				
35	JIM BEAM	9004		100000848																				

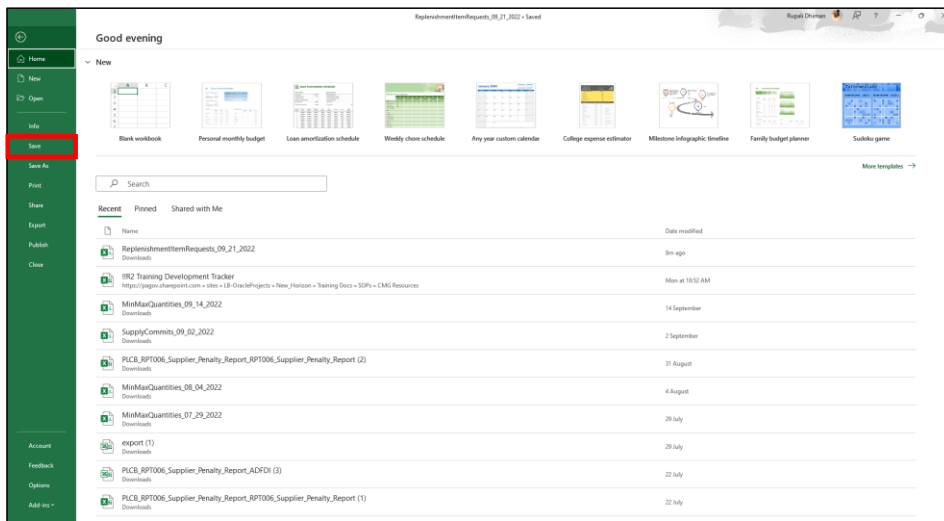
11. Click **File**.

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



Supplier	Organization	Subinventory	Item	Supplier Site	Procurement BU	Quantity	Delivery Date	Notes
JIM BEAM	9004	100000314				50	09/21/2022	
JIM BEAM	9004	100000322				100	09/21/2022	
JIM BEAM	9004	100000323				80	09/21/2022	
JIM BEAM	9004	100000324				120	09/21/2022	
JIM BEAM	9004	100000325				135	09/21/2022	
JIM BEAM	9004	100000326				15	09/21/2022	
JIM BEAM	9004	100000327				80	09/21/2022	
JIM BEAM	9004	100000328				185	09/21/2022	
JIM BEAM	9004	100000329				210	09/21/2022	
JIM BEAM	9004	100000330				230	09/21/2022	
JIM BEAM	9004	100000341				250	09/21/2022	
JIM BEAM	9004	100000342				260	09/21/2022	
JIM BEAM	9004	100000343				180	09/21/2022	
JIM BEAM	9004	100000344				35	09/21/2022	
JIM BEAM	9004	100000345				90	09/21/2022	
JIM BEAM	9004	100000346				290	09/21/2022	
JIM BEAM	9004	100000347				25	09/21/2022	
JIM BEAM	9004	100000348				125	09/21/2022	
JIM BEAM	9004	100000349				300	09/21/2022	
JIM BEAM	9004	100000350				190	09/21/2022	
JIM BEAM	9004	100000433				180	09/21/2022	
JIM BEAM	9004	100000434				55	09/21/2022	
JIM BEAM	9004	100000435				115	09/21/2022	
JIM BEAM	9004	100000436				200	09/21/2022	
JIM BEAM	9004	100000470				160	09/21/2022	
JIM BEAM	9004	100000471				210	09/21/2022	
JIM BEAM	9004	100000472				70	09/21/2022	
JIM BEAM	9004	100000466				110	09/21/2022	
JIM BEAM	9004	100000462				500	09/21/2022	
JIM BEAM	9004	100000843				230	09/21/2022	
JIM BEAM	9004	100000844				375	09/21/2022	
JIM BEAM	9004	100000846				185	09/21/2022	
JIM BEAM	9004	100000847				250	09/21/2022	
JIM BEAM	HOKA	100000948				400	09/21/2022	

12. Click **Save**.



13. Return to the Upload Replenishment Requests Screen.

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

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



ORACLE

Upload Replenishment Requests

Uploaded Files

Actions

Download Template

Upload

File Name	Total	Successful	Failed	Last Uploaded
No data to display				

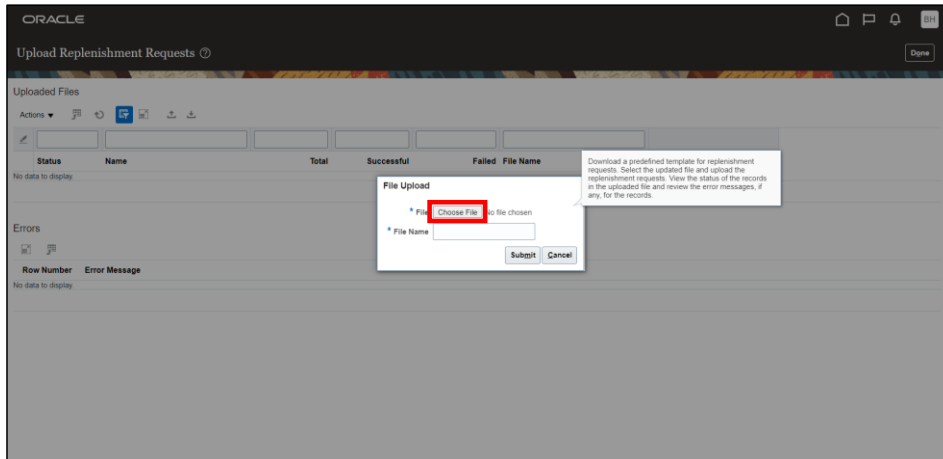
Errors

Row Number	Error Message
No data to display	

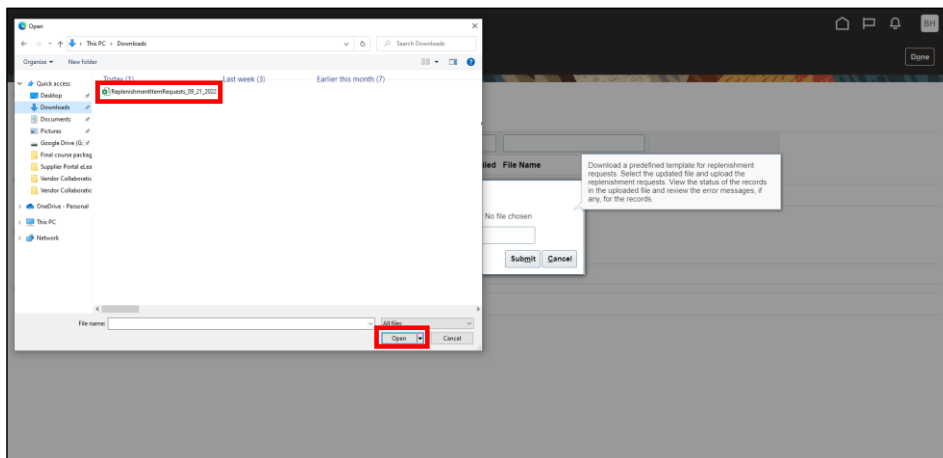
Supplier – Oracle Supplier Portal Supply Chain Management (SCM) Quick Reference Guide



15. Click **Choose File**.



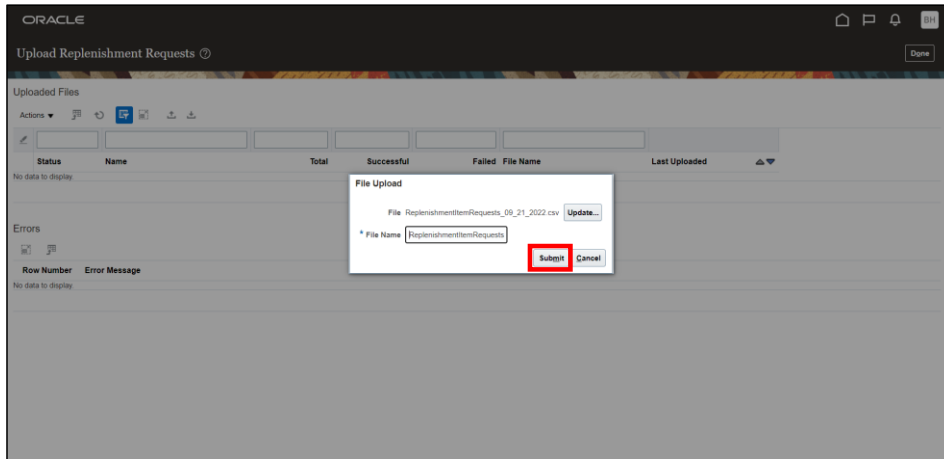
16. Select the file saved earlier, then click **Open**.



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

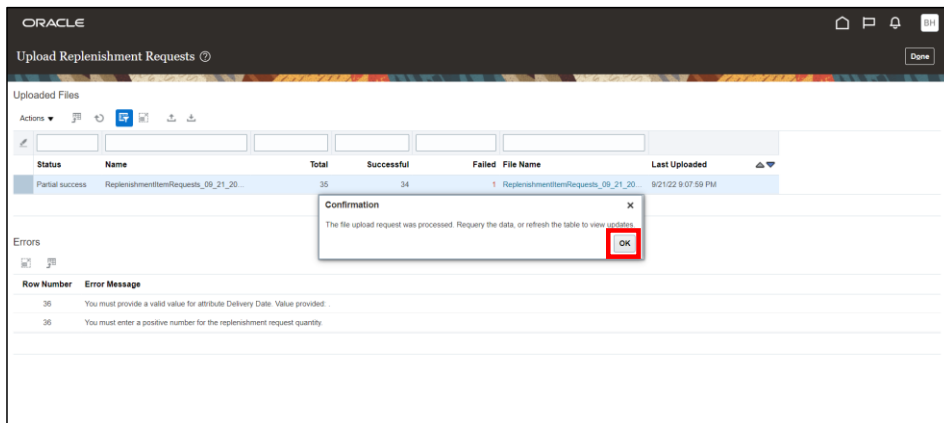


17. Click **Submit**.



A confirmation pop-up will appear.

18. Click **OK**.



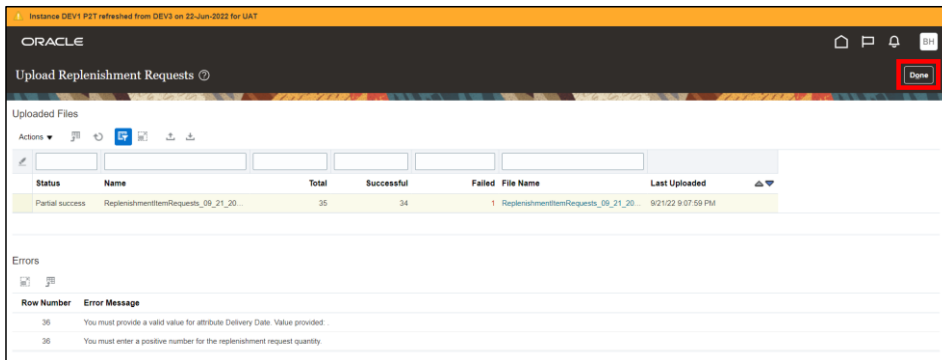
Supplier – Oracle Supplier Portal Supply Chain Management (SCM) Quick Reference Guide



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**.

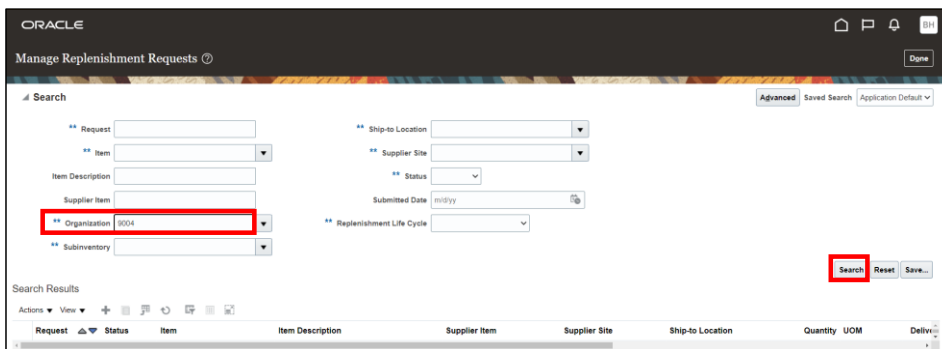


The Manage Replenishment Requests Screen will appear.

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.

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



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

ORACLE

Manage Replenishment Requests

Search

Search Results

Advanced Saved Search Application Default

Status	Item	Item Description	Supplier Item	Supplier Site	Ship-to Location	Quantity	UOM	Delivery Date
Requested	100000234	Suntory Whisky Toki Japanese Whisky 86 Proof	1008088687017		FD4	50	Case	9/21/22
Requested	100000848	6-1.75L McClelland's Highland Scotch	15010486103804		FD4	450	Case	9/21/22
Requested	100000847	6-1.75L MCCLELLAND'S HIGHLAND SCOTCH	05010486534311		FD4	250	Case	9/21/22
Requested	100000849	6-1.75L MCCLELLAND HIGHLAND SCOTCH	10089708002964		FD4	185	Case	9/21/22
Requested	100000844	12-750 McClelland's Highland Scotch	15010486103767		FD4	375	Case	9/21/22
Requested	100000843	12-750 MCCLELLAND'S HIGHLAND SCOTCH	05010486532218		FD4	230	Case	9/21/22
Requested	100000842	12-750 MCCLELLAND HIGHLAND SCOTCH	10089708000014		FD4	500	Case	9/21/22
Requested	100000566	12-750 2 Gingers Irish Whiskey 80 Proof	10080886204044		FD4	110	Case	9/21/22
Requested	100000472	12-750 CANADIAN CLUB CAN. WKY - PET	00089540452198		FD4	70	Case	9/21/22
Requested	100000471	12-750 CANADIAN CLUB CAN. WKY - PET	10080886821431		FD4	210	Case	9/21/22
Requested	100000470	12-750 CANADIAN CLUB CAN WKY-PET	00089540442280		FD4	160	Case	9/21/22
Requested	100000436	24-375 Canadian Club Can Wky	10080886821233		FD4	200	Case	9/21/22
Requested	100000435	24-375 CANADIAN CLUB WKY PET	00089540451152		FD4	115	Case	9/21/22
Requested	100000434	24-375 CANADIAN CLUB CAN. WKY	10080886821608		FD4	55	Case	9/21/22

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.

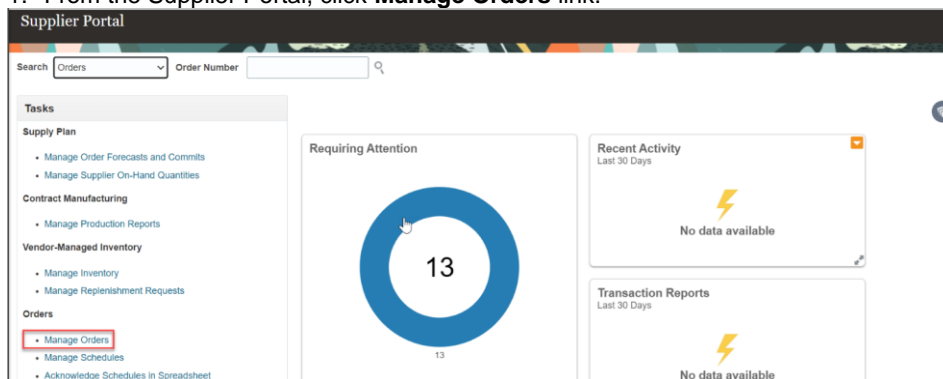
Some of the key changes in the ASN process include:

- 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.



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



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.

Sold-to Legal Entity	Order	Order Date	Description	Supplier Site	Supplier Contact	Buyer	Ordered	Credit
Pennsylvania Liqu...	80006523	7/18/23		P-PA-GROVE-01	David Hefner	No Buyer	288.00	

The purchase order will display

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

Non-Bailment Order: Print PO Acknowledge View PDF Actions Refresh Done

Main

General

Sold-to Legal Entity: Pennsylvania Liquor Control Board	Supplier: MLH DISTILLERY	Ordered: 288.00 USD
Bill-to BU: ENTERPRISE BU	Supplier Site: P-PA-GROVE-01	Description: BPA_1390
Order: 80006523	Supplier Contact: David Hefner	Source Agreement: Supplier Order
Status: Open	Bill-to Location: PLCB - AP OFFICE	
Buyer: No Buyer	Ship-to Location: PLCB Store	
Creation Date: 7/18/23		

Order Life Cycle

Ordered: 288.00 USD

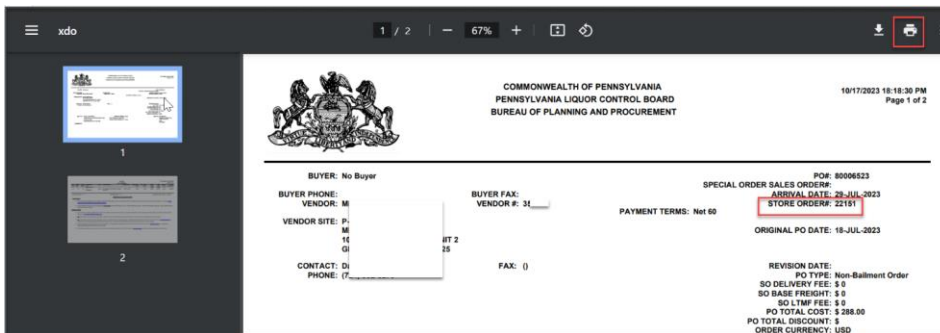
View Details

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



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.

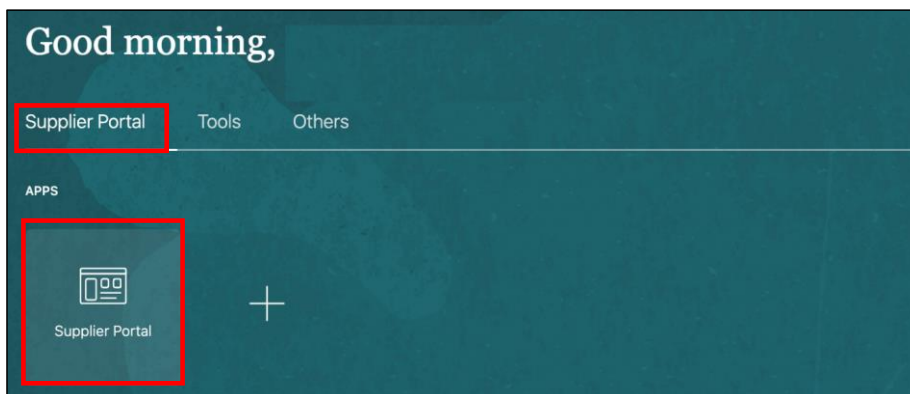


Make note of the Store Order number and copy this number on the BOL that accompanies the shipment to the PLCB Store. The PLCB Store will receive the PO using the Store Order number provided. The printed PO may be used as a BOL for DSD Orders.

Link to eLearning video: [Supplier – Manage Advance Shipment Notices \(ASNs\)](#)

Create ASN – Single PO

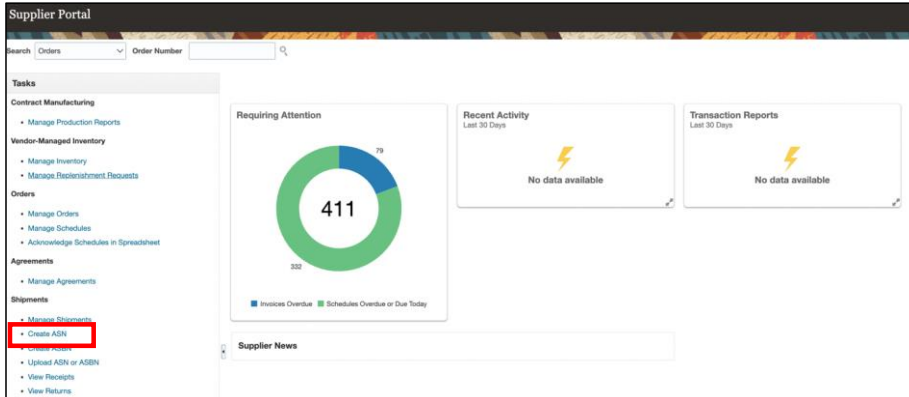
1. Navigate to the [Welcome Springboard](#).
2. Click the **Supplier Portal Tab**, then click the **Supplier Portal Tile**.



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



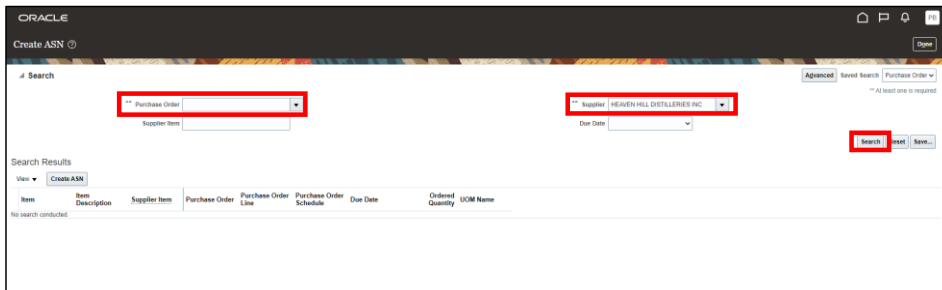
3. Click **Create ASN** under the Shipments Heading on the Supplier Portal Screen.



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.

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



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

ORACLE Create ASN

Search

Search Res...

View **Create ASN**

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
100001635	6-750 Even Wh...	20098749730910	CONV_PO_79169	1	1	6/30/22	10	Case
100001418	Elgin Craig Tea...	20098749020374	CONV_PO_79917	1	1	5/27/22	182	Case
100001418	Elgin Craig Tea...	20098749020374	CONV_PO_79918	1	1	5/27/22	120	Case
100004820	6-1.7L BLURNE...	10098749200393	ASNPO-16490...	1	1	6/9/22	93	Case
100005606	24-200 Cresta...	20098656815706	ASNPO-16490...	2	1	6/9/22	66	Case
100003882	6-1.7L Admire...	10098749060326	ASNPO-16490...	3	1	6/9/22	75	Case
100003980	6-1.7L Admire...	10098749060326	ASNPO-16490...	4	1	6/9/22	45	Case
100005664	6-1.5L Christa...	10098656911283	ASNPO-16490...	5	1	6/9/22	45	Case
100005973	6-1.5L Christa...	10098656911283	ASNPO-16490...	6	1	6/9/22	50	Case
100004403	6-1.7L BLACK...	10098656911418	ASNPO-16490...	7	1	6/9/22	75	Case
100003239	6-1.7L Burnet...	10098749200334	ASNPO-16490...	8	1	6/9/22	84	Case
100003011	6-1.7L WHITE...	10098749102171	ASNPO-16490...	9	1	6/9/22	45	Case
100001636	12-750 E WILLI...	10098749021342	ASNPO-16490...	10	1	6/9/22	70	Case
100004156	6-1.7L Caron...	1010640030966	ASNPO-16490...	11	1	6/9/22	40	Case
100002883	6-1.7L Burnet...	10098749201086	ASNPO-16490...	12	1	6/9/22	84	Case
100001653	12-750 Even Wh...	10098749021373	ASNPO-16490...	13	1	6/9/22	70	Case

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

ORACLE Non-Bailment Order: CONV_PO_79917

Print PO Acknowledge Actions Refresh Done

Main

General

5048 to Legal Entity: Pennsylvania Liquor Control Board
 Supplier: HEAVEN HILL DISTILLERIES INC
 Ordered: 26,339.04 USD
 Bill to BU: ENTERPRISE BU
 Supplier Site: P-KY-BARDS-01
 Description:
 Order: CONV_PO_79917
 Supplier Contact:
 Source Agreement: EPA_1354
 Status: Open
 Bill to Location: PLCB -JP OFFICE
 Supplier Order:
 Buyer: Adam Collier
 Ship to Location: DCS
 Creation Date: 6/17/22

Terms Notes and Attachments

Required Acknowledgment: None
 Shipping Method:
 Payment Terms: Net 60
 Freight Terms: None
 --- Pay on receipt
 --- Confirming order
 FOB

Additional Information

Purchase Order Type:
 Contract Type:
 Supplier Terms & Conditions:
 Contract Number:
 Contract Reference:
 Procurement Source:
 Contract Prompt

Lines Schedules

Actions View Format Freeze Details Wrap

Line	Item	Description	Quantity	UOM	Price	Ordered	Status
1	100001418	Elgin Craig Toasted Barrel Bourbon 94 Proof	182	Case	144.72	26,339.04	Open

Columns Hidden: 15

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



8. Select one or multiple lines from the Search Results.

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

9. Click **Create ASN**.

The screenshot shows the 'Create ASN' interface with a search results table. The first row is highlighted with a red border, and the 'Create ASN' button is also highlighted with a red box.

Item	Item Description	Supplier Item	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
100001039	6-750 Evan Wh...	20980749705018	CONV_PO_78490	1	1	6/30/22	10 Case
100001418	Elgin Crap Tea...	20980749020274	CONV_PO_78917	1	1	5/27/22	182 Case
100001418	Elgin Crap Tea...	20980749020274	CONV_PO_78918	1	1	5/27/22	126 Case
100004820	6-1.75L BURNE...	10088749200303	ASNPO-164900	1	1	6/9/22	63 Case
100005606	24-200 Christo...	200880305015706	ASNPO-164900	2	1	6/9/22	66 Case
100003882	6-1.75L Admira...	10088749086266	ASNPO-164900	3	1	6/9/22	75 Case
100003808	6-1.75L Admira...	10088749086440	ASNPO-164900	4	1	6/9/22	45 Case
100003884	6-1.75L Christa...	10088030601283	ASNPO-164900	5	1	6/9/22	45 Case
100004963	6-1.75L Christa...	100880306014815	ASNPO-164900	6	1	6/9/22	60 Case
100004963	6-1.75L BLACK...	100880306014818	ASNPO-164900	7	1	6/9/22	75 Case
100002038	6-1.75L Burnell...	10088749020304	ASNPO-164900	8	1	6/9/22	84 Case
100002011	6-1.75L WHITE...	10088749020171	ASNPO-164900	9	1	6/9/22	45 Case
100001626	12-750 6-WALL...	10088749021342	ASNPO-164900	10	1	6/9/22	70 Case

The Create ASN Details Screen will appear.

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



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.

The screenshot shows the 'Create ASN Details' interface. The 'Header' section includes fields for Shipment (122980502201), Shipped Date (5/22 2:54 PM), Expected Receipt Date (5/22 2:54 PM), Freight Terms, Shipping Method, Number of Supplier Packing Units, Bill of Lading, and Weight. The 'Lines' section contains a table with columns: Item, Item Description, Supplier Item, Purchase Order, Quantity, UOM Name, Ship-to Location, Ordered Quantity, Ordered Quantity UOM, and Received Quantity. The first row shows Item 10000464, Item Description CANADIAN CL..., Supplier Item 1000039821, Purchase Order PO_372_1, Quantity 1, UOM Name CASE, Ship-to Location DCS, Ordered Quantity 2, Ordered Quantity UOM Case, and Received Quantity 2.

A confirmation pop-up will appear.

13. Click **OK**.

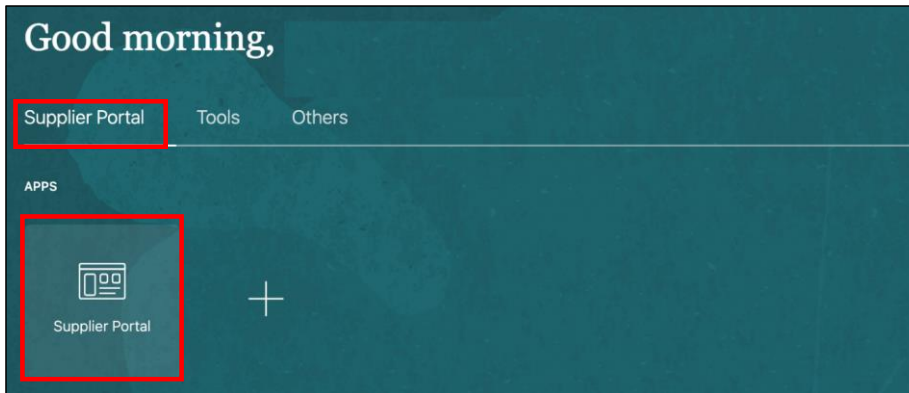
The confirmation dialog box displays the message: "ASN 122980502201 was created. Number of lines: 1." and includes an "OK" button.

Note: A supplier cannot edit an ASN once submitted.

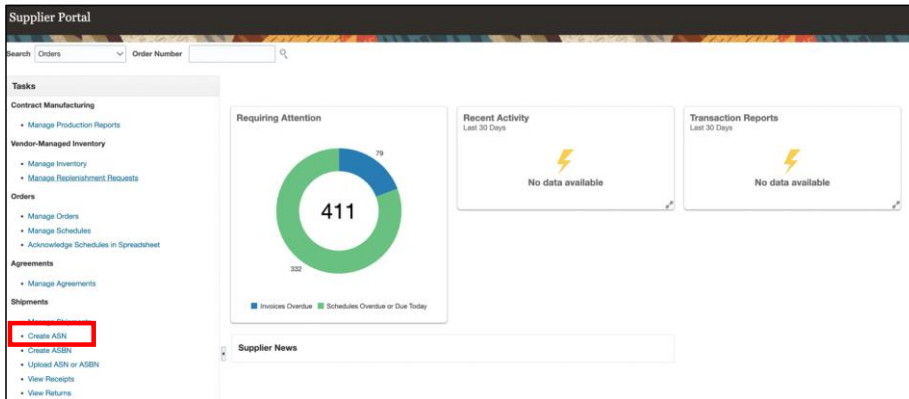
Create ASNs – Consolidate Multiple POs

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.

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



4. Click **Advanced**.

ORACLE
Create ASN

Advanced | Saved Search | Purchase Order

** Purchase Order
Supplier Item

** Supplier JIM BEAM BRANDS CO
Due Date

Search | Reset | Save...

Search Results

Item	Item Description	Supplier Item	Manufacturer Part Number	Manufacturer	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name	Received Quantity	Ship-to Location
------	------------------	---------------	--------------------------	--------------	----------------	---------------------	-------------------------	----------	------------------	----------	-------------------	------------------

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

6. Click **Search**.

ORACLE
Create ASN

Advanced Search | Basic | Saved Search | Purchase Order

** Purchase Order
Supplier Item Starts with

Ship-to Location DC4

Supplier Site

** Supplier JIM BEAM BRANDS CO
Sold to Legal Entity
Due Date

Search | Reset | Save... | Add Fields | Reorder

Search Results

Item	Item Description	Supplier Item	Manufacturer Part Number	Manufacturer	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name	Received Quantity	Ship-to Location
------	------------------	---------------	--------------------------	--------------	----------------	---------------------	-------------------------	----------	------------------	----------	-------------------	------------------

The Search Results will appear.

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



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.

Advanced Search Basic | Saved Search | Purchase Order

Search Results

View Create ASN

Item	Item Description	Supplier Item	Manufacturer Part Number	Manufacturer	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name	Received Quantity	Ship-To Location	C
100001701	Maker's Mark Ph...	10085246500467			CONV_PO_79323	1	1	5/30/22	42	Case	0	DC4	E
100001701	Maker's Mark Ph...	10085246500467			CONV_PO_79324	1	1	5/30/22	41	Case	0	DC4	E
100001701	Maker's Mark Ph...	10085246500467			CONV_PO_79325	1	1	5/30/22	41	Case	0	DC4	E
100001701	Maker's Mark Ph...	10085246500467			CONV_PO_79326	1	1	5/30/22	47	Case	0	DC4	E
100001765	Maker's Mark Ph...	10085246501662			CONV_PO_79328	1	1	5/30/22	42	Case	0	DC4	E
100001834	Maker's Mark St...	10085246501563			CONV_PO_79332	1	1	3/30/22	10	Case	0	DC4	E
100003656	El Tesoro Single...	10080698762024			CONV_PO_74833	1	1	5/1/22	50	Case	0	DC4	E
100001747	Legend Kentucky...	1008069824016			CONV_PO_73544	1	1	3/30/22	56	Case	0	DC4	E
100001784	Knob Creek Sin...	10080698016820			CONV_PO_75047	1	1	5/1/22	17	Case	0	DC4	E
100001784	Knob Creek Sin...	10080698016820			CONV_PO_75048	1	1	5/1/22	20	Case	0	DC4	E
100001784	Knob Creek Sin...	10080698016820			CONV_PO_75049	1	1	5/1/22	26	Case	0	DC4	E
100001784	Knob Creek Sin...	10080698016820			CONV_PO_75050	1	1	5/1/22	26	Case	0	DC4	E
100001784	Knob Creek Sin...	10080698016820			CONV_PO_75051	1	1	5/1/22	26	Case	0	DC4	E
100001784	Knob Creek Sin...	10080698016820			CONV_PO_75052	1	1	5/1/22	34	Case	0	DC4	E
100001904	Knob Creek Sin...	10080698016776			CONV_PO_75057	1	1	5/1/22	33	Case	0	DC4	E
100001904	Knob Creek Sin...	10080698016776			CONV_PO_75058	1	1	5/1/22	33	Case	0	DC4	E

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9. Enter [applicable ASN number] in the Shipment Field.

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

Item	Item Description	Supplier Item	Purchase Order	Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
100001784	Knob Creek Sin...	1008098016...	CONV_PO_75049	26	Case	DC4	26	Case	0
100001784	Knob Creek Sin...	1008098016...	CONV_PO_75050	26	Case	DC4	26	Case	0
100001784	Knob Creek Sin...	1008098016...	CONV_PO_75051	26	Case	DC4	26	Case	0

10. Enter the applicable quantity for each line in the Quantity Field.

Item	Item Description	Supplier Item	Purchase Order	Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
100001784	Knob Creek Sin...	1008098016...	CONV_PO_75049	26	Case	DC4	26	Case	0
100001784	Knob Creek Sin...	1008098016...	CONV_PO_75050	26	Case	DC4	26	Case	0
100001784	Knob Creek Sin...	1008098016...	CONV_PO_75051	26	Case	DC4	26	Case	0
100001904	Knob Creek Sin...	1008098016...	CONV_PO_75057	33	Case	DC4	33	Case	0
100001904	Knob Creek Sin...	1008098016...	CONV_PO_75058	33	Case	DC4	33	Case	0

A confirmation pop-up will appear.

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11. Click **OK**.

Create ASN Details

Header

Shipment: 153790822201

Shipped Date: 9/22/22 6:25 PM

Expected Receipt Date: 9/22/22 6:25 PM

Freight Terms: [Dropdown]

Shipping Method: [Dropdown]

Number of Supplier Packing Units: [Input]

Bill of Lading: [Input]

Waybill: [Input]

Packing Slip: [Input]

Packaging Code: [Input]

Special Handling Code: [Input]

Tare Weight: [Input]

Tare Weight UOM: [Dropdown]

Net Weight: [Input]

Net Weight UOM: [Dropdown]

Comments: [Input]

Confirmation
ASN 153790822201 was created. Number of Lines: 5

OK

Lines

Item	Item Description	Supplier Item	Purchase Order	Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
100001784	Knob Creek Sm.	1000098016	CONV_PO_75049	26	Case	DC4	26	Case	0
100001784	Knob Creek Sm.	1000098016	CONV_PO_75050	26	Case	DC4	26	Case	0
100001784	Knob Creek Sm.	1000098016	CONV_PO_75051	26	Case	DC4	26	Case	0
100001904	Knob Creek Sm.	1000098016	CONV_PO_75057	33	Case	DC4	33	Case	0
100001904	Knob Creek Sm.	1000098016	CONV_PO_75058	33	Case	DC4	33	Case	0

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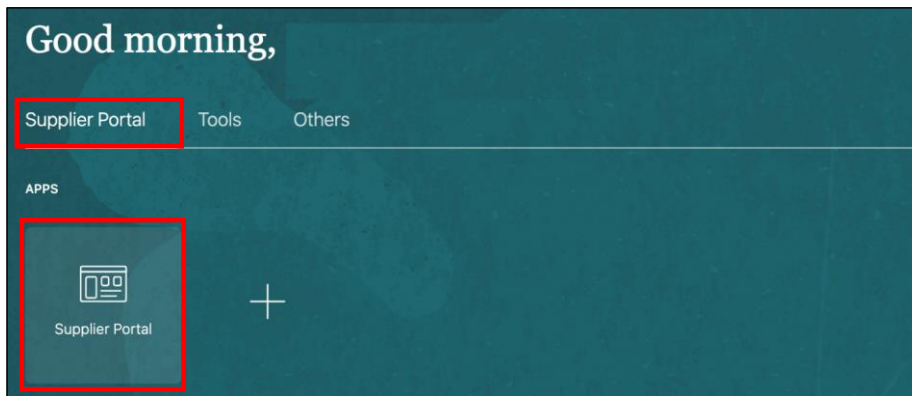
Cancel ASNs

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

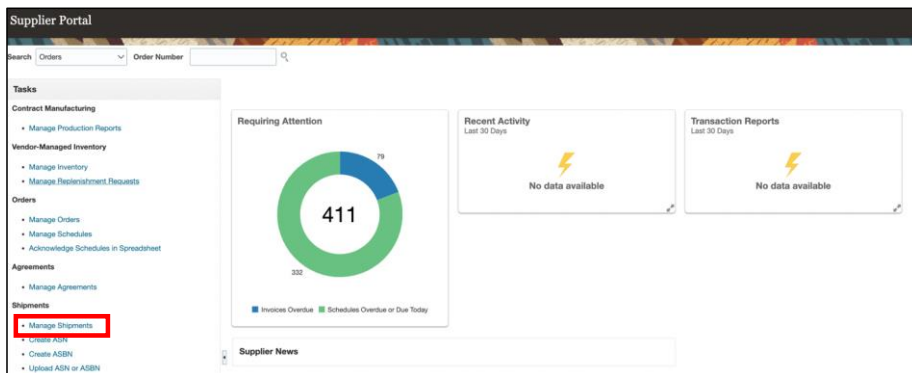
Commented [GH1]: Question - if an invoice is auto-generated when an ASN is created/received from a supplier, what happens when the supplier cancels the ASN - does it then auto-cancel out the previously generated invoice?

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.

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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.

Shipment	Supplier	Source Organization	Expected Receipt Date	Shipped Date	Waybill	Bill of Lading	Shipping Method
122980022011	JIM BEAM BRANDS		5/2/22 2:04 PM	5/2/22 2:04 PM			

A warning pop-up will appear.

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

Warning X

This action will cancel the shipment. Do you want to continue?

Yes No

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

Shipment	Supplier	Source Organization	Expected Receipt Date	Shipped Date	Waybill	Bill of Lading	Shipping Method
No results found.							

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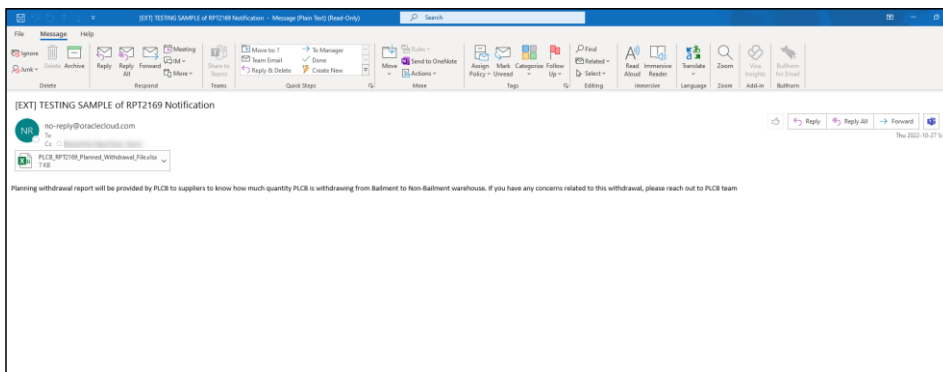


Planned Withdrawal Report

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:

Location	Warehouse	Supplier	Supplier Contact	PLCB_CODE	Pallet Desc	Pallet No (DC1)	Case Qty	Withdrawal date	Withdrawal Qty	Refraction Date
DC1	B008	B008	Dev@devservices.org	100000410	Pallets Laminar L. Lead Stand Visible BY Proof	10784100000000	1	2022-06-07	0	2022-06-08

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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.

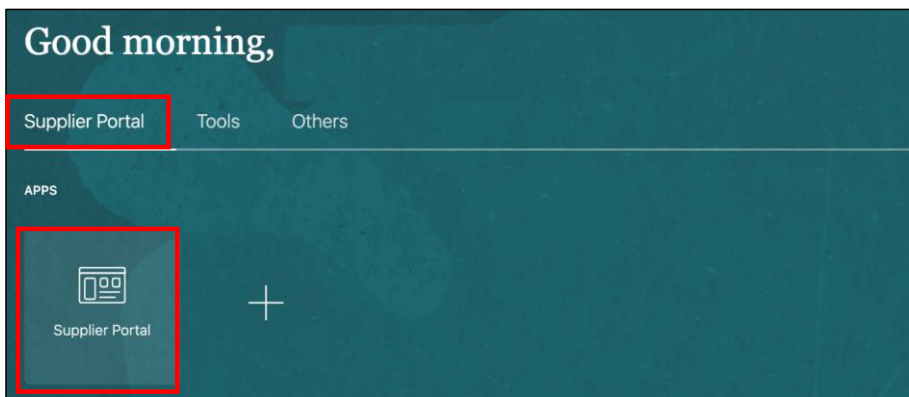
Review Consumption Advice

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**.

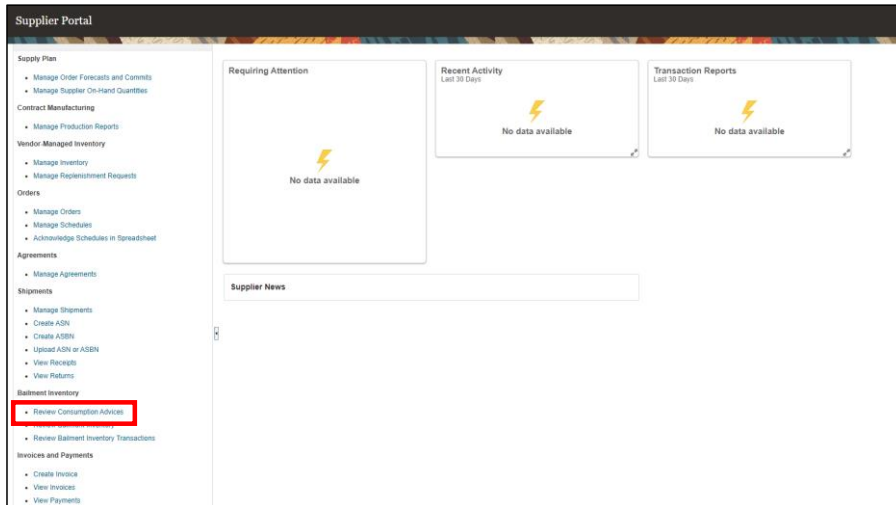


The Supplier Portal Screen will appear.

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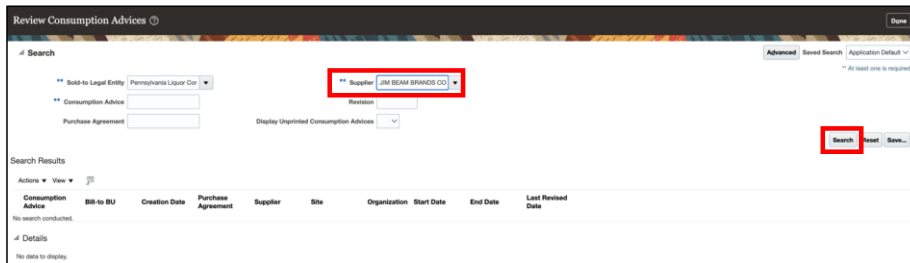
3. Click **Review Consumption Advices** under the Bailment Inventory Heading.



The Review Consumption Advices Screen will appear.

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

5. Click **Search**.



The Search Results will appear.

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

Search Results

Actions View

Consumption Advice	Bill-to BU	Creation Date	Purchase Agreement	Supplier	Site	Organization	Start Date	End Date	Last Revised Date
300000027096139	ENTERPRISE BU	3/10/22	ONHAND_331	JIM BEAM BRA...	P-KY-LOUIS-03		1/21/22	1/21/22	3/10/22
300000027096141	ENTERPRISE BU	3/10/22	ONHAND_331	JIM BEAM BRA...	P-KY-LOUIS-03		1/21/22	1/21/22	3/10/22
300000027096143	ENTERPRISE BU	3/10/22	ONHAND_331	JIM BEAM BRA...	P-KY-LOUIS-03		1/21/22	1/21/22	3/10/22
300000027096145	ENTERPRISE BU	3/10/22	ONHAND_331	JIM BEAM BRA...	P-KY-LOUIS-03		1/21/22	1/21/22	3/10/22
300000027096147	ENTERPRISE BU	3/10/22	ONHAND_331	JIM BEAM BRA...	P-KY-LOUIS-03		1/21/22	1/21/22	3/10/22
300000027096149	ENTERPRISE BU	3/10/22	ONHAND_331	JIM BEAM BRA...	P-KY-LOUIS-03		1/21/22	1/21/22	3/10/22
300000027096151	ENTERPRISE BU	3/10/22	ONHAND_331	JIM BEAM BRA...	P-KY-LOUIS-03		1/21/22	1/21/22	3/10/22
300000027096153	ENTERPRISE BU	3/10/22	ONHAND_331	JIM BEAM BRA...	P-KY-LOUIS-03		1/21/22	1/21/22	3/10/22
300000027096155	ENTERPRISE BU	3/10/22	ONHAND_331	JIM BEAM BRA...	P-KY-LOUIS-03		1/21/22	1/21/22	3/10/22
300000027096157	ENTERPRISE BU	3/10/22	ONHAND_331	JIM BEAM BRA...	P-KY-LOUIS-03		1/21/22	1/21/22	3/10/22

300000027096145 - 1: Details

Actions View View Consumption Transactions

Consumption Advice Line	Purchase Agreement Line	Organization	Item	Transaction Date	Transaction Type	Purchase Order	Purchase Order Line	Purchase Order Schedule	Receipt	Receipt Line	Consumed Quantity	UOM Name
1	20	9004	100001962	1/21/22		PO_331_1	20	1	83	20	284	Case

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 advice 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.

300000027096145 - 1: Details

Actions View View Consumption Transactions

Consumption Advice Line	Purchase Agreement Line	Organization	Item	Transaction Date	Transaction Type	Purchase Order	Purchase Order Line	Purchase Order Schedule	Receipt	Receipt Line	Consumed Quantity	UOM Name
1	20	9004	100001962	1/21/22		PO_331_1	20	1	83	20	284	Case

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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.

View Consumption Transactions: Consumption Advice 300000027096145 - Line 1 ⓘ

Supplier	JIM BEAM BRANDS CO	Item	100001962
Site	P-KY-LOUIS-03	Purchase Order	PO_331_1
Bill-to BU	ENTERPRISE BU	Purchase Order Line	20
Organization	9004	Purchase Order Schedule	1
Organization Name	DC4	Receipt	83
Purchase Agreement	ONHAND_331	Receipt Line	20
Purchase Agreement Line	20	Consumed Quantity	284 Case
Creation Date	3/10/22		

Transactions

Actions ▾ View ▾ 📄

Transaction ID	Transaction Date	Transaction Quantity	UOM Name	Transaction Type	Transaction Source Type	Transaction Source
124742	1/21/22	-284	Case	Miscellaneous i...	Inventory	Miscellaneous i...

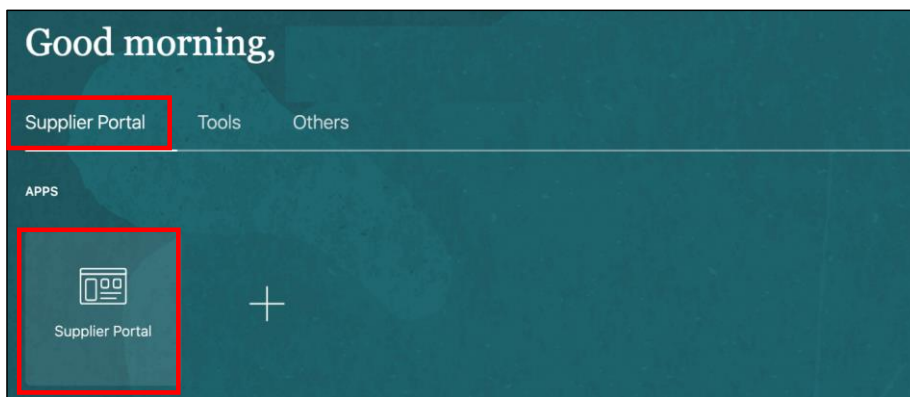
Locate Oracle Item Code for Supplier SCC Item Number

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**.

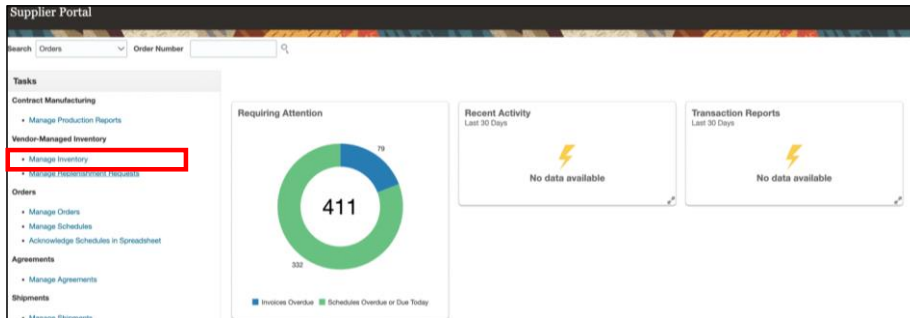


The Supplier Portal Screen will appear.

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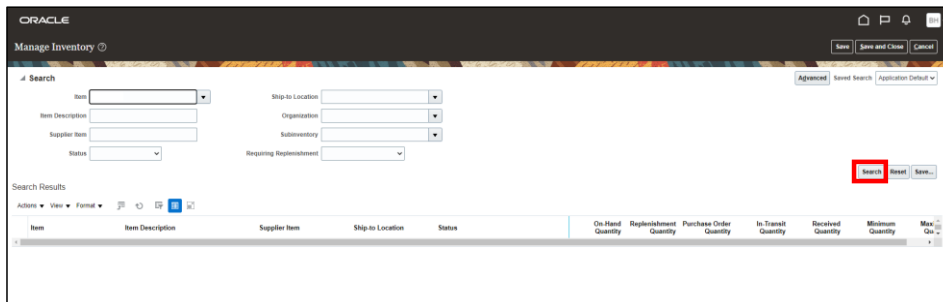


3. Click the **Manage Inventory Link** under the Vendor-Managed Inventory Heading.



The Managed Inventory Screen will appear.

4. Click **Search**.



The Search Results will appear.

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

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

The screenshot shows the Oracle Supplier Portal interface. At the top, there are navigation icons and buttons for 'Save', 'Save and Close', and 'Cancel'. Below the header, there is a search bar and a 'Search' button. The main content area displays a table of inventory items. The 'Export' icon (represented by a document with a download arrow) is highlighted with a red box.

Item	Item Description	Supplier Item	Ship-to Location	Status	On-Hand Quantity	Replenishment Quantity	Purchase Order Quantity
100000401	6-1.75L BLACK VELVET CAN GIFT WRAP	70088100064510	7DC4		0	0	0
100000402	6-1.75L BLK VELVET W 50ML BV RESERVE ...	10088100134471	7DC4		0	0	0
100000403	6-1.75L BLACK VELVET CANADIAN WKY	10088100134518	7DC4		0	0	0
100000404	6-1.75L BLACK VELVET CAN W 50ML BV RES	10088100134488	7DC4		0	0	0
100000405	6-1.75L BLACK VELVET CAN GIFT WRAP	10088100134419	7DC4		0	0	0
100000406	6-1.75L Black Velvet Canadian Whisky Camo Pk	30088100134512	7DC4		0	0	0

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.

The screenshot shows the Oracle Supplier Portal interface. At the top, there are navigation icons and buttons for 'Save', 'Save and Close', and 'Cancel'. Below the header, there is a search bar and a 'Search' button. The main content area displays a table of inventory items. In the top right corner, there is a 'Downloads' section with a red box highlighting the 'Open File Link' button.

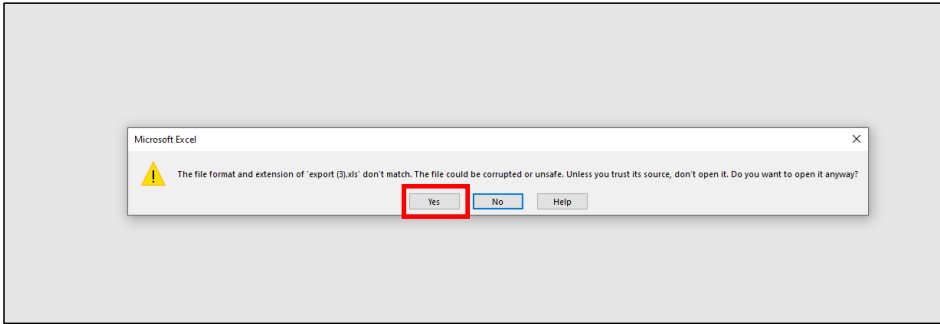
Item	Item Description	Supplier Item	Ship-to Location	Status	On-Hand Quantity	Replenishment Quantity	Purchase Order Quantity
100000401	6-1.75L BLACK VELVET CAN GIFT WRAP	70088100064510	7DC4		0	0	0
100000402	6-1.75L BLK VELVET W 50ML BV RESERVE ...	10088100134471	7DC4		0	0	0
100000403	6-1.75L BLACK VELVET CANADIAN WKY	10088100134518	7DC4		0	0	0
100000404	6-1.75L BLACK VELVET CAN W 50ML BV RES	10088100134488	7DC4		0	0	0
100000405	6-1.75L BLACK VELVET CAN GIFT WRAP	10088100134419	7DC4		0	0	0
100000406	6-1.75L Black Velvet Canadian Whisky Camo Pk	30088100134512	7DC4		0	0	0

A warning message may appear.

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7. Click **Yes**.



The Excel File will appear.

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

A	B	C	D	E	F	G	H	I	J	K	L	M
Item	Item Description	Supplier Item	Ship-to Location	On-Hand Quantity	Replenishment Quantity	Purchase Order Quantity	In-Transit Quantity	Received Quantity	Minimum Quantity	Maximum Quantity		
00000344	Sanitary Whisky Toki Japanese Whisky 86 Proof	10080686957017	DCA	631	0	0	0	0	0	0		
00000462	Canadian Club Whisky 80 Proof with Jigger Strainer	10080686821509	DCA	0	0	0	0	0	0	0		
00000463	Canadian Club with 2 50 ML Canadian Club	10080686821523	DCA	0	0	0	0	0	0	0		
00000474	Apple Hibbiker	00089540371450	DCA	0	0	0	0	0	0	0		
00000475	CANADIAN CLUB WNY	00089540278438	DCA	0	0	0	0	0	0	0		
00000476	CANADIAN CLUB WNY	0008954040576	DCA	0	0	0	0	0	0	0		
00000477	CANADIAN CLUB WNY	0008954040529	DCA	0	0	0	0	0	0	0		
00000478	CANADIAN CLUB WNY	0008954040510	DCA	0	0	0	0	0	0	0		
00000479	CANADIAN CLUB WNY	00089540405708	DCA	0	0	0	0	0	0	0		
00000480	CANADIAN CLUB FATHER'S DAY	00089540405252	DCA	0	0	0	0	0	0	0		
00000481	CANADIAN CLUB WNY	00089540405259	DCA	506	0	0	0	0	0	0		
00000482	CANADIAN CLUB WNY	00089540405313	DCA	0	0	0	0	0	0	0		
00000483	Canadian Club with Jigger	10080686821056	DCA	0	0	0	0	0	0	0		
00000485	CANADIAN CLUB WNY	00089540405267	DCA	0	0	0	0	0	0	0		
00000486	CANADIAN CLUB WNY	10080686821127	DCA	1,672	0	0	0	0	0	0		
00000487	CANADIAN CLUB WNY	00089540405483	DCA	0	0	0	0	0	0	0		
00000488	CANADIAN CLUB WNY	000895404052120	DCA	0	0	0	0	0	0	0		
00000489	CANADIAN CLUB WNY	00089540405797	DCA	0	0	0	0	0	0	0		
00000490	CANADIAN CLUB WNY	00089540405950	DCA	0	0	0	0	0	0	0		
00000461	6-1.7L Canadian Club w Golf Balls HH	10080686821394	DCA	41	0	0	0	0	0	0		
00000566	CANADIAN CLUB WNY	00089540371467	DCA	0	0	0	0	0	0	0		
00000567	CANADIAN CLUB WNY	000895404051152	DCA	0	0	0	0	0	0	0		
00000568	CANADIAN CLUB WNY	10080686821508	DCA	0	0	0	0	0	0	0		
00000569	Canadian Club Can Wly	10080686821233	DCA	72	0	0	0	0	0	0		
00000607	CANADIAN CLUB-PET	10080686821431	DCA	0	0	0	0	0	0	0		
00000608	CANADIAN CLUB-PET	000895404052166	DCA	0	0	0	0	0	0	0		
00000609	CANADIAN CLUB-PET	00089540421280	DCA	0	0	0	0	0	0	0		