

iSupplier Portal Users: Quick Reference Guide



Purpose	This quick reference guide (QRG) provides an overview of the iSupplier Portal. This guide will help you in performing various tasks in the Portal using different responsibilities assigned to you.
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As part of a new program, Cisco is implementing iSupplier Portal access for its suppliers. This Portal will enable suppliers to access and manage their business transactions in real-time using a standard web browser. This Portal will also improve the communication and ensure protection and security of the information exchange between Cisco and our suppliers.

This Portal will:

- Provide automated, self-service access after registration
- Enable suppliers to inquire transactions for details
- Enable suppliers to populate their AR invoice details on the Portal

This QRG covers the following topics:

1. [Supplier Invitation and Registration Process](#)
2. **Portal Access Invitation and Supplier Response**
 - [Viewing Invitation Email from the iSupplier Administrator](#)
 - [Rejecting the Invitation](#)
 - [Accepting the Invitation](#)
 - [Creating an Account on Cisco.com](#)
 - [Updating Address in Cisco.com Profile Manager](#)
3. [Supplier Request for Portal Access](#)
4. [Requesting Portal Access from Cisco.com](#)

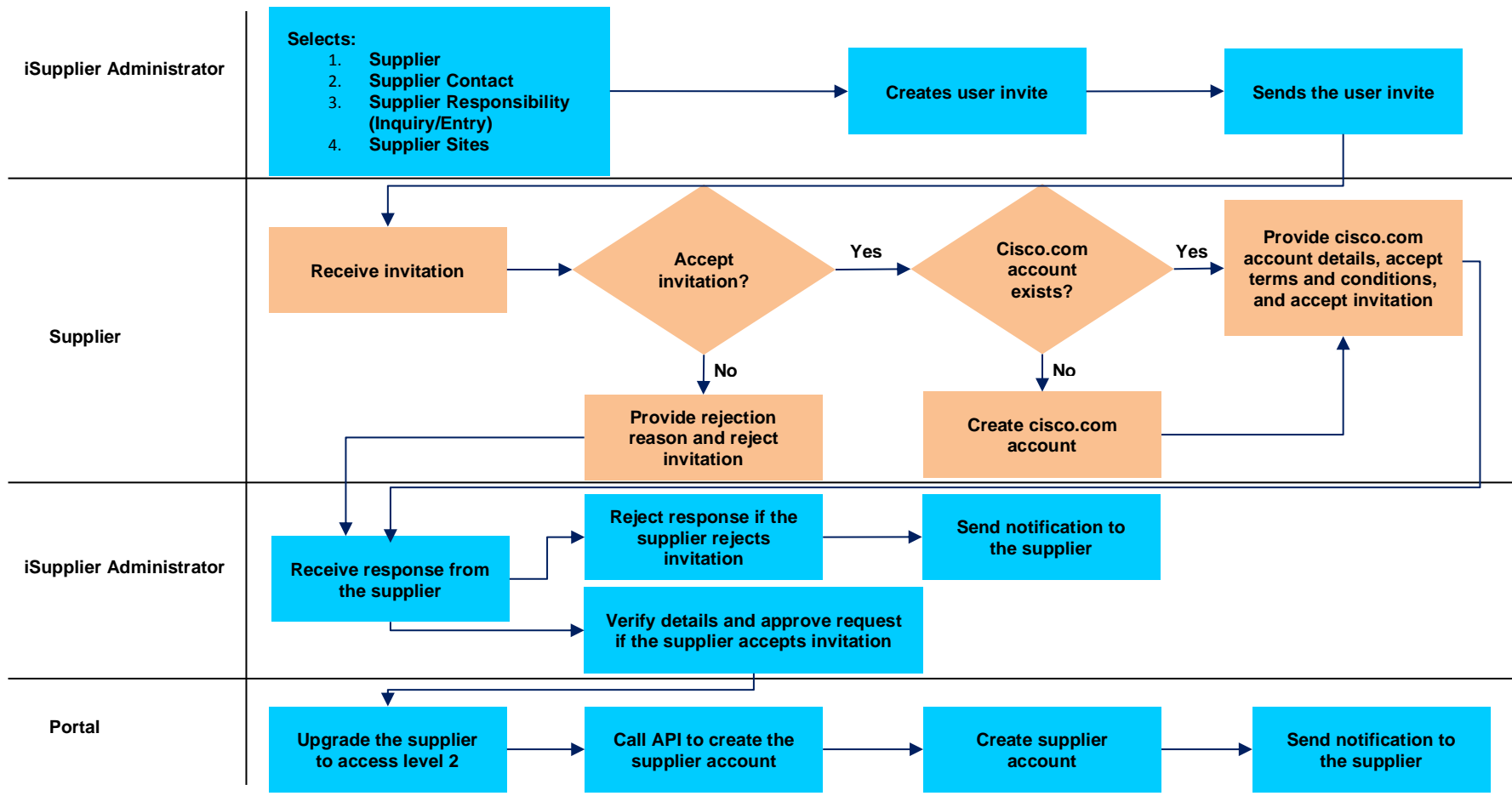


Tomorrow Starts Here

5. [Portal Responsibilities](#)
6. [Portal User Interface for Global Inquiry Responsibility](#)
7. [Portal User Interface for Global Entry Responsibility](#)
8. **Activities Using Global Inquiry Responsibility**
 - [Searching and Viewing PO Details](#)
 - [Viewing Invoice Status and Other Details](#)
 - [Viewing Payment Status and Other Details](#)
 - [Viewing Purchase Order Attachments](#)
9. **Activities Using Global Entry Responsibility**
 - [Creating Advance Shipment Notice in the Portal](#)
 - [Viewing / Canceling Advance Shipment and Billing Notice in the Portal](#)
 - [Entering Invoice in the Portal](#) (US)
 - [Uploading Bulk Invoices in the Portal](#) (US)
 - [Entering Invoice in the Portal](#) (Germany)
10. [Frequently Asked Questions \(FAQs\)](#)

Supplier Invitation and Registration Process

In the new process, iSupplier Administrator will invite suppliers to register on the Portal. Suppliers willing to register on the Portal need to provide their details while accepting the invitation. Based on the information provided by the supplier, the Administrator will create the supplier account and grant appropriate access rights to the supplier. When the supplier account is created, the Administrator will send confirmation email to the supplier. The process flow below shows the stages in registering suppliers on the Portal:



Viewing Invitation Email from the iSupplier Administrator

You will receive an email when the iSupplier Administrator sends the registration invitation to you. This section of the QRG will show the steps that you must perform when you receive the invitation.

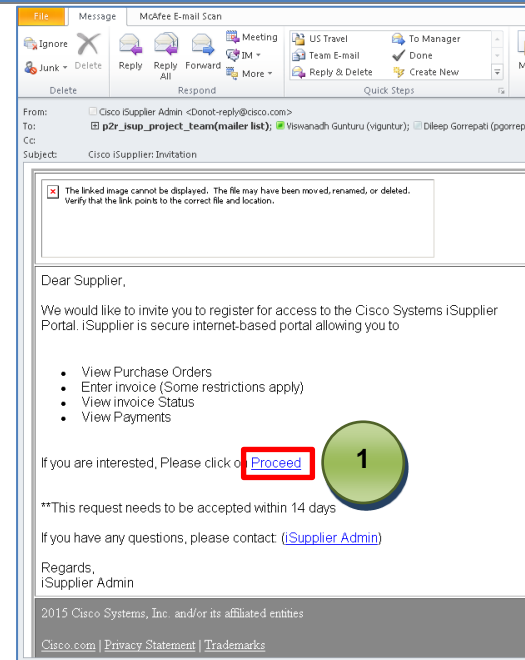
When you receive the invitation, you must perform the following steps:

1. Review the email from **Cisco iSupplier Admin** and click the **Proceed** hyperlink provided in the invitation email.
2. Clicking the **Proceed** hyperlink displays the **Invitation Response** window.

Note: The **Proceed** link in the invitation email will be valid for 14 days.

You can use the **Invitation Response** window to:

- Accept the registration invitation
- Reject the registration invitation
- Register on Cisco.com



Rejecting the Invitation

To reject the invitation, you must perform the following steps:

1. Enter the reason for rejection in the **Comments** field.

Note: It is not mandatory to enter your **Cisco.com ID** when rejecting the invitation. You must enter the reason for rejection in the **Comments** field.

2. Click the **Reject** button.

Clicking the **Reject** button will send an email to the Administrator. The Administrator will send an acknowledgement email following your rejection.

Invitation Response

If you already have an active Cisco.com account, enter your Cisco.com user ID and click on Accept.
If you do not have Cisco.com account, [register](#) to get one.
When registering, Please use your company e-mail account and not your personal e-mail account.

Cisco.com ID
Cisco.com ID (required to accept)

Comments
Comments (required to reject)

Accept Reject

This request needs to be accepted or rejected within 14 days. If you have any questions, contact the Administrator at isupplier_admin@cisco.com

Accepting the Invitation

To accept the invitation, you must perform the following steps:

1. Enter your ID in the **Cisco.com ID** field.

Notes:

- You must have a **Cisco.com ID**. If you do not have an ID, you can create one using the **register** hyperlink in the **Invitation Response** window.

2. Click the **Accept** button.

3. Clicking the **Accept** button will display a confirmation message.

Clicking the **Accept** button will send an email to the Administrator. This will trigger an approval process on the Administrator side. On approval of your registration, you will receive a confirmation email from the Administrator.

If your account remains inactive for 90 days, the Portal will send a revalidation email to your business email address. This email will reconfirm your need to access the Portal. If you fail to respond within five working days of receiving the revalidation email then your account access will be revoked.

The screenshot shows the 'iSupplier-ART Invitation Response' form. At the top, it says 'iSupplier-ART'. Below that, the title 'Invitation Response' is displayed. The main text reads: 'If you already have an active Cisco.com account, enter your Cisco.com user ID and click on Accept. If you do not have Cisco.com account, [register](#) to get one. When registering, Please use your company e-mail account and not your personal e-mail account.' Below this is a text input field labeled 'Cisco.com ID' containing the text 'ibmdemotwq'. A red box highlights this field, and a green circle with the number '1' is next to it. Below the input field is a 'Comments' section with a text area labeled 'Comments (required to reject)'. At the bottom left, there is a blue 'Accept' button, which is also highlighted with a red box and a green circle with the number '2'. Below the button, a note states: 'This request needs to be accepted within 14 days. If you have any questions, contact iSupplier Administrator isupplier_admin@cisco.com'.

The screenshot shows the 'iSupplier-ART Invitation Response' form after the 'Accept' button is clicked. The title 'Invitation Response' is still at the top. A green box at the bottom of the form contains a confirmation message: '✓ Thank you for the response. The invitation has been successfully accepted. An iSupplier Administrator will verify your Cisco.com Account and provide the final approval to provision your access.' A green circle with the number '3' is positioned above this message.

Accepting the Invitation

You can log in to the Portal using your Cisco.com login credentials. When you log in, you will see one of the following responsibilities:

- **Cisco Global iSupplier Entry:** You will see this responsibility if the Administrator assigns you privilege to inquire as well as enter information in the Portal.
- **Cisco Global iSupplier Inquiry:** You will see this responsibility if the Administrator assigns you privilege to inquire information in the Portal.

Corporate Finance Systems

Oracle Applications Home Page

Personalize Table Layout: (menuTable)

Main Menu

Personalize "Main Menu"
Personalize Table Layout: (headerTable)

Personalize

Cisco Global Supplier Entry
Cisco Global iSupplier Inquiry

Personalize "Worklist"

Worklist

Personalize "Notifications Worklist Function"

Personalize "Notification List"

Previous 1-25

From	Type	Subject	Sent
Siddiqua, Ayesha	PO Approval	Standard Purchase Order US202065721,0 requires your acceptance	03-Se

Creating an Account on Cisco.com

If you want to accept the invitation but you do not have an account on Cisco.com then you must create a new account.

To create your account on Cisco.com, you must perform the following steps:

1. Click the **register** hyperlink in the **Invitation Response** window. This displays the **Register** window.
2. Provide the following details in the **Register** window:
 - **Account Type:** From the drop-down menu, select **Guest**.
 - **Language:** Select your preferred language.
 - **First Name:** Enter your first name.
 - **Last Name:** Enter your last name.
 - **Business Email:** Enter your business email address.
 - **Country:** From the drop-down menu, select the country where you are located.
 - **Company/Organization:** Enter your company name.
 - **User ID:** Enter a unique user ID.
 - **Password:** Enter a unique password.
 - **Re-enter Password:** Enter the same password again.
3. Select the appropriate radio buttons to indicate whether you want to receive communications from Cisco.

iSupplier-ART

Invitation Response

If you already have an active Cisco.com account, enter your Cisco.com user ID and click on Accept.
If you do not have Cisco.com account, **register**.
When registering, Please use your company e-mail address, not your personal e-mail account.

Cisco.com ID

Cisco.com ID (required to accept)

Comments

Comments (required to reject)

Accept Reject

This request needs to be accepted within 14 days. If you have any questions, contact iSupplier Administrator isupplier_admin@cisco.com

Products & Services Support How to Buy Training & Events Partners

Register

* Indicates required fields

* Account Type: Guest (dropdown) Learn more

* Language: English (dropdown)

* First Name: ibm

* Last Name: demo

* Business Email: ibmdemotwo@yopmail.com

* Country: UNITED STATES (dropdown)

* Company/Organization: ibm

* User ID: ibmdemotwo

* Password: [masked]

* Re-enter Password: [masked]

Customers

- Must have purchased products or solutions directly or through a partner.
- Require a contract number and/or bill-to ID to complete registration.

Partners

- Must be contracted with Cisco to resell, develop, or distribute products, services, software, and solutions.
- Will need to associate with existing partners or create a new partner company to complete registration.

I would like to receive communications about products and offerings from Cisco and its family of companies. I understand that I can unsubscribe at any time.
 Yes No

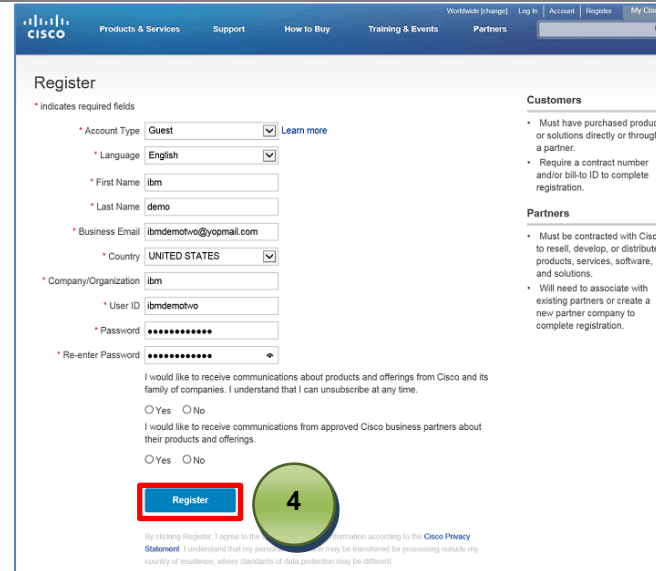
I would like to receive communications from approved Cisco business partners about their products and offerings.
 Yes No

Register

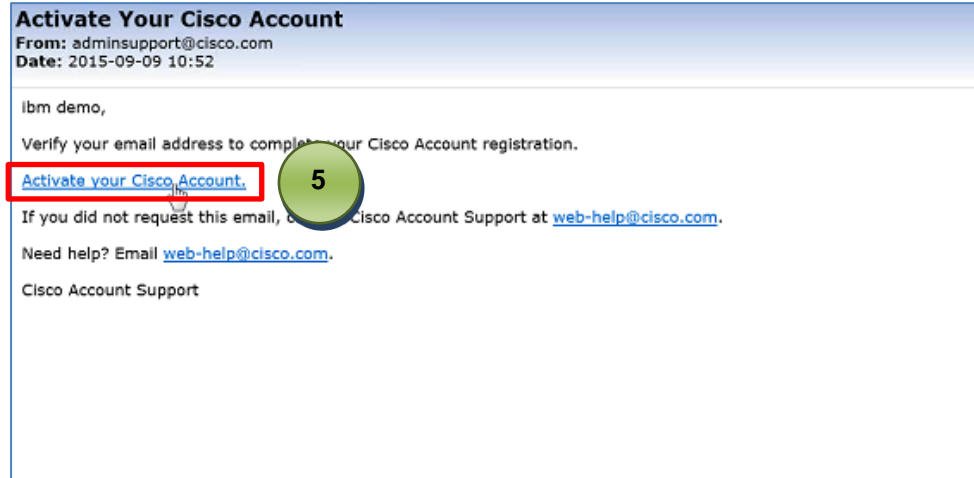
By clicking Register, I agree to the use of my personal information according to the [Cisco Privacy Statement](#). I understand that my personal information may be transferred for processing outside my country of residence, where standards of data protection may be different.

Creating an Account on Cisco.com

4. Click the **Register** button. Clicking this button sends an account verification email to your business email address.
5. Click the **Activate your Cisco Account** hyperlink in the email that you receive.



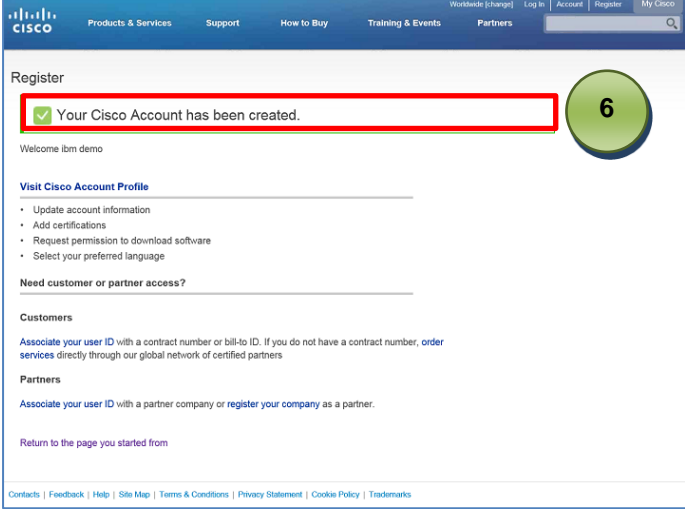
The screenshot shows the Cisco.com registration page. The 'Register' button is highlighted with a red box. A green circle with the number '4' is overlaid on the button. The form includes fields for Account Type (Guest), Language (English), First Name (ibm), Last Name (demo), Business Email (ibmdemotwo@yopmail.com), Country (UNITED STATES), Company/Organization (ibm), User ID (ibmdemotwo), Password, and Re-enter Password. There are also checkboxes for receiving communications from Cisco and its family of companies, and from approved Cisco business partners.



The screenshot shows an email titled "Activate Your Cisco Account" from adminsupport@cisco.com, dated 2015-09-09 10:52. The email content includes the name "ibm demo," a verification request, and a link to "Activate your Cisco Account." The link is highlighted with a red box. A green circle with the number '5' is overlaid on the link. The email also provides contact information for Cisco Account Support at web-help@cisco.com.

Creating an Account on Cisco.com

6. Clicking the **Activate your Cisco Account** hyperlink displays a message that confirms creation of your account on Cisco.com.



The screenshot shows the Cisco.com Register page. At the top, there is a navigation bar with the Cisco logo and links for Products & Services, Support, How to Buy, Training & Events, and Partners. A search bar is also present. Below the navigation bar, the page title is "Register". A red box highlights a green checkmark icon followed by the text "Your Cisco Account has been created." To the right of this message is a circular badge with the number "6". Below the message, there is a "Welcome ibm demo" message. The page is divided into sections: "Visit Cisco Account Profile" with links for "Update account information", "Add certifications", "Request permission to download software", and "Select your preferred language"; "Need customer or partner access?" with a link for "Customers" and text "Associate your user ID with a contract number or bill-to ID. If you do not have a contract number, order services directly through our global network of certified partners"; "Partners" with text "Associate your user ID with a partner company or register your company as a partner."; and a link "Return to the page you started from". At the bottom, there are links for "Contacts", "Feedback", "Help", "Site Map", "Terms & Conditions", "Privacy Statement", "Cookie Policy", and "Trademarks".

Updating Business Address in Cisco.com

After registering, when you click the **Accept** button in the **Invitation Response** window, the window will display an informational message asking you to add your complete business address in Cisco.com.

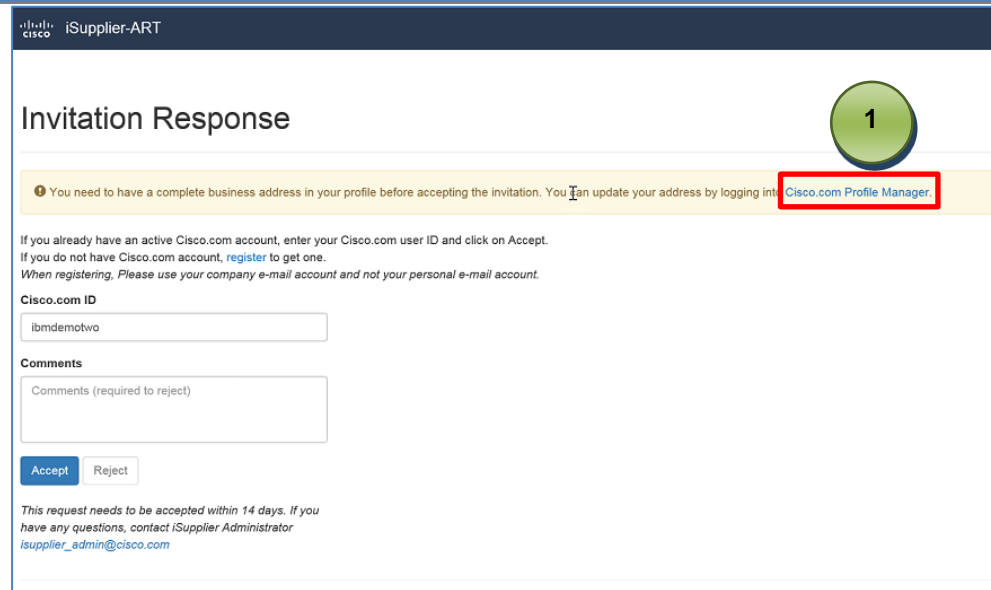
Note: It is mandatory to add your business address on Cisco.com before accepting the invitation to access the Portal.

To update your business address in Cisco.com, you must perform the following steps:

1. Click the **Cisco.com Profile Manager** hyperlink in the **Invitation Response** window. Clicking this hyperlink displays the **Cisco.com** login window.

Note: The message to update your business address will display on the **Invitation Response** window only if you have not updated your Cisco.com account with your complete business address.

2. Enter your **User Name** and **Password** in the **Cisco.com** login window.
3. Click the **Log In** button.



iSupplier-ART

Invitation Response

1

You need to have a complete business address in your profile before accepting the invitation. You can update your address by logging into [Cisco.com Profile Manager](#).

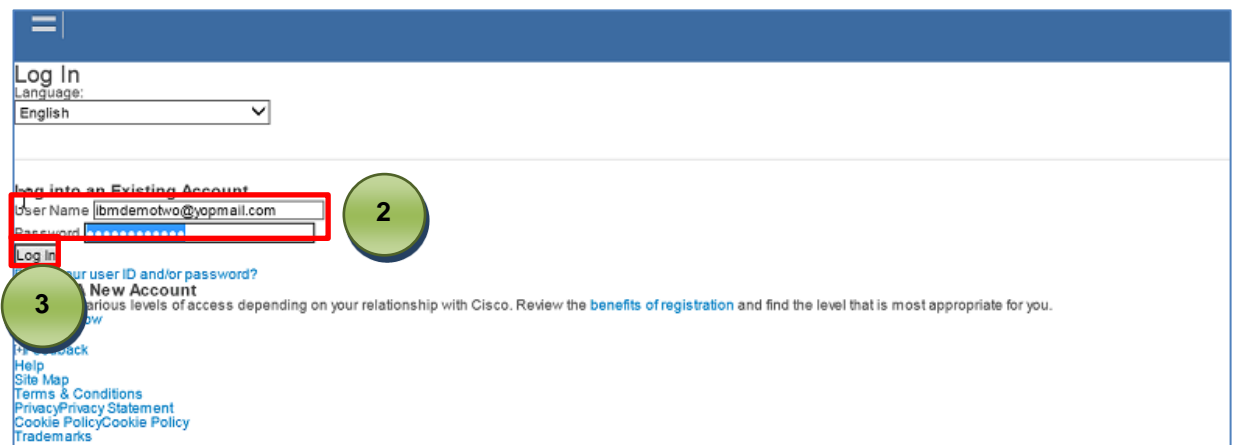
If you already have an active Cisco.com account, enter your Cisco.com user ID and click on Accept.
If you do not have Cisco.com account, [register](#) to get one.
When registering, Please use your company e-mail account and not your personal e-mail account.

Cisco.com ID
ibmdemotwo

Comments
Comments (required to reject)

Accept Reject

This request needs to be accepted within 14 days. If you have any questions, contact iSupplier Administrator
isupplier_admin@cisco.com



Log In

Language:
English

Log into an Existing Account

User Name

Password

Log In

3

New Account

various levels of access depending on your relationship with Cisco. Review the [benefits of registration](#) and find the level that is most appropriate for you.

[Feedback](#)
[Help](#)
[Site Map](#)
[Terms & Conditions](#)
[Privacy/Privacy Statement](#)
[Cookie Policy](#)
[Cookie Policy](#)
[Trademarks](#)

Updating Business Address in Cisco.com

4. In the **Contact** tab of the **Cisco Account Profile** window, navigate to the **Business Address** section and click the **edit** hyperlink.
5. Enter your complete address using the fields displayed in the **Business Address** section.
6. Click the **Save Changes** button.

Welcome to Cisco
Cisco Account Profile

Choose Language: English Help

Contact Company / Organization Access Preferences Security

Name: ibm demo Edit
User ID: ibmdemotwo
Email: ibmdemotwo@yopmail.com Change in e-mail address will require confirmation prior to log in
Alternate Email Address:

Business Address: UNITED STATES ibm **Edit**
Home Address: Add home address

Country Code Locale Number ext

Business/Primary Phone Number: Select
Alternate Phone Number: Select
Mobile Phone Number: Select
Fax Number: Select

Save Changes Discard Changes

Contacts Feedback Help Site Map Terms & Conditions Privacy Statement Cookie Policy Trademarks

Choose Language: English Help

Contact Company / Organization Access Preferences Security

Name: ibm demo Edit
User ID: ibmdemotwo
Email: ibmdemotwo@yopmail.com Change in e-mail address will require confirmation prior to log in
Alternate Email Address:

Business Address: UNITED STATES ibm Hide

Country: UNITED STATES
Company/Organization: ibm
Address Line 1: 155 N MCCARTHY BLVD
Address Line 2:
State/Province/Region: CALIFORNIA
City: MILPITAS
Zip/Postal Code: 95035-510

Home Address: Add home address

Country Code Locale Number ext

Business/Primary Phone Number: 1 4088344215
Alternate Phone Number: Select
Mobile Phone Number: Select
Fax Number: Select

Save Changes

Contacts Feedback Help Site Map Terms & Conditions Privacy Statement Cookie Policy Trademarks

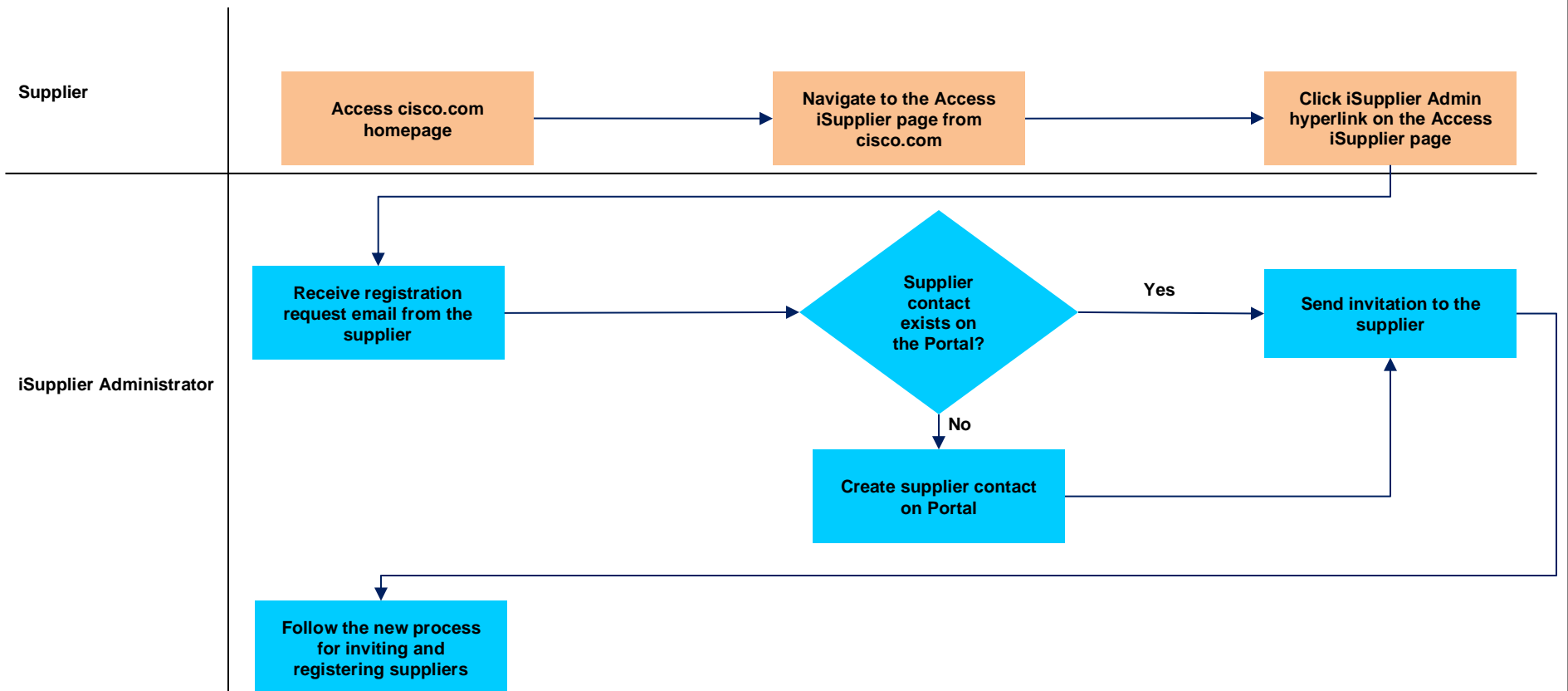
Updating Business Address in Cisco.com

7. Clicking the **Save Changes** button displays a confirmation message indicating the address is updated in Cisco.com.

The screenshot shows the Cisco Account Profile page. At the top, there is a navigation bar with the Cisco logo and links for Products & Services, Support, How to Buy, Training & Events, and Partners. Below the navigation bar, the page title is "Cisco Account Profile". There is a "Choose Language" dropdown menu set to "English" and a "Help" link. The page has several tabs: "Contact", "Company/Organization", "Access", "Preferences", and "Security". A red box highlights a green checkmark icon and the text "Your Contact Information has been updated." To the right of this message is a green circle containing the number "7". Below the message, the user's profile information is displayed, including Name (ibm demo), User ID (ibmdemotwo), Email (ibmdemotwo@yopmail.com), and Business Address (UNITED STATES, ibm, 155 N MCCARTHY BLVD, CALIFORNIA, MLPTAS, 95035-510). There are also fields for phone numbers and a "Save Changes" button.

Supplier Request for Portal Access

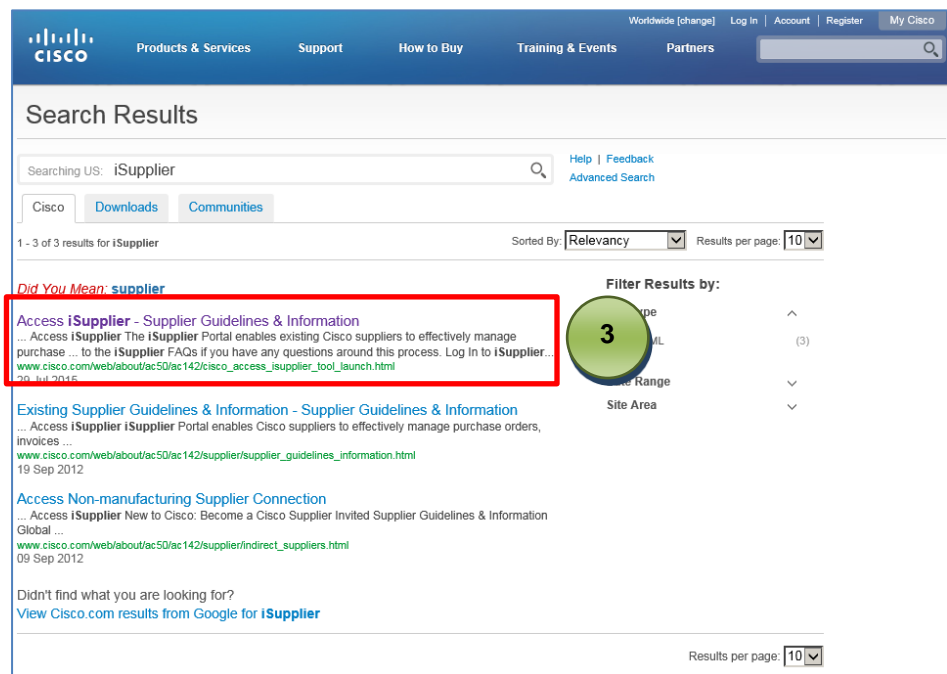
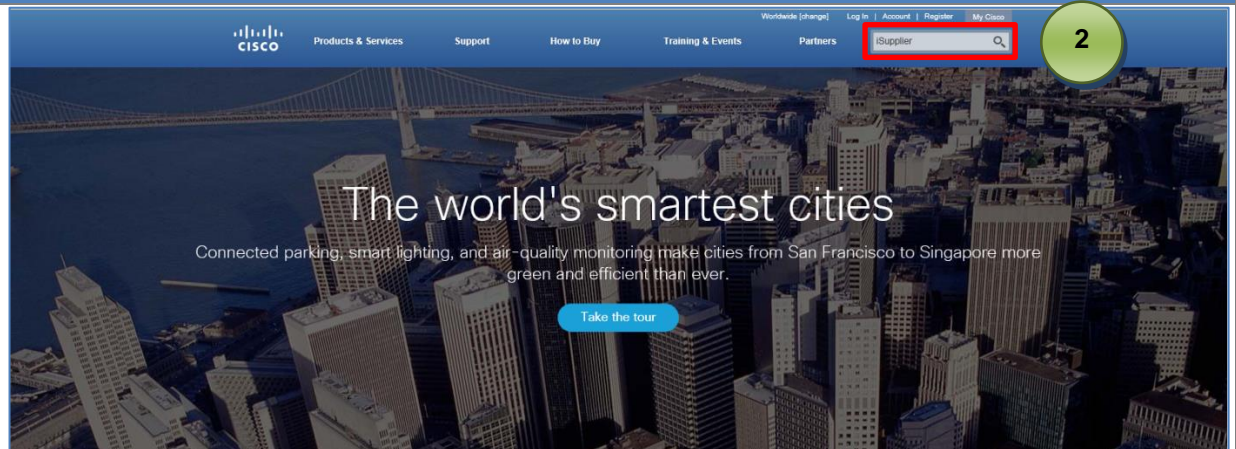
Suppliers can continue to use the current process to request access to the Portal. Suppliers willing to have Portal access will need to navigate to the **Access iSupplier** page [here](#) and click the **iSupplier Admin** hyperlink. Clicking this hyperlink sends an email to the Administrator. On receipt of the request, the Administrator sends registration invitation to the supplier. From this point onwards, the new process for registering suppliers on the Portal is followed.



Requesting Portal Access from Cisco.com

You can request access to the Portal from Cisco.com. To request access from Cisco.com, you must perform the following steps:

1. Open <http://www.cisco.com> in your web browser.
2. Enter **iSupplier** in the **Search** box and press the **Enter** key.
3. Click an appropriate entry from the search result.

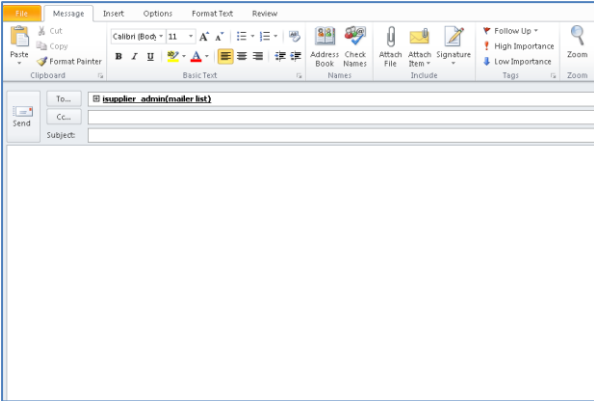
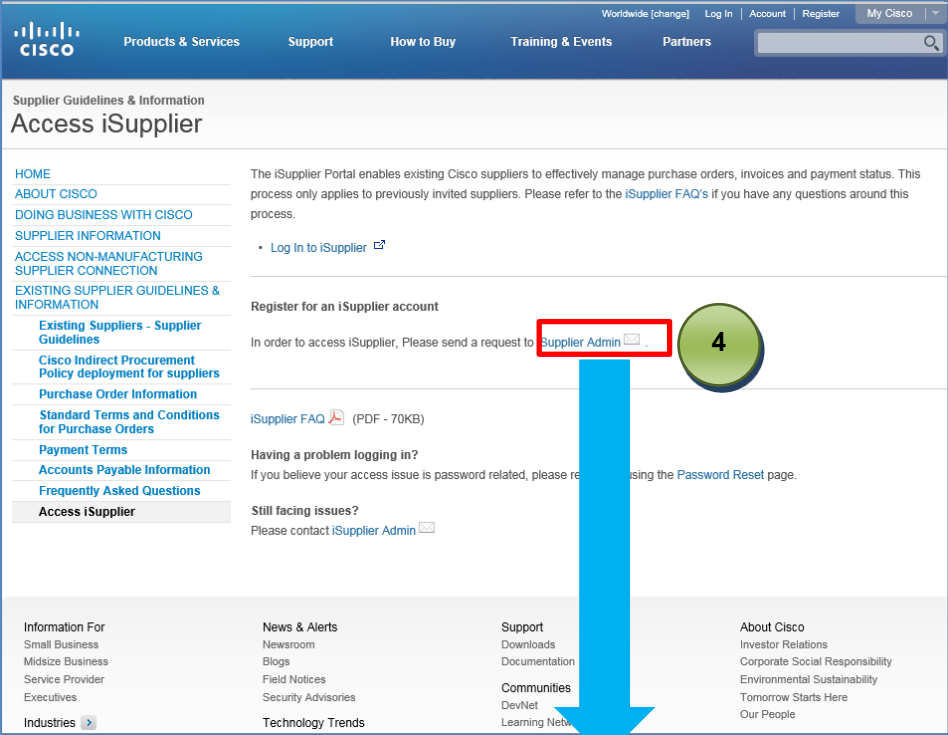


Requesting Portal Access from Cisco.com

4. On the **Access iSupplier** window, click the **iSupplier Admin** hyperlink. This opens up a new compose email window for you. The Administrator's email address automatically displays in the **To** field of the compose email window. Compose your request in the email, add a **Subject** line and click the **Send** button.

Note: In your email, you must provide the following details:

- Your Company Name
- Your Vendor ID (if you have one)



Portal Responsibilities

Description

The Portal provides two types of access rights to suppliers:

1. **Global Inquiry Access:** Suppliers with this access will see *Cisco Global iSupplier Inquiry* responsibility in the Portal.

The **Global iSupplier Inquiry** responsibility is for Cisco external users globally. Suppliers with EDI capability will have inquiry access only. Suppliers and supplier sites with Contingent Worker capability will have inquiry access only. With this responsibility, suppliers can:

- View PO
- View invoice and invoice status
- View payment and payment status
- View purchase order attachments
- Print a PO in PDF format (**Note:** When you print the PO, it will print in non-Cisco format.)

2. **Global Entry Access:** Suppliers with global entry access will see *Cisco Global iSupplier Entry* responsibility in the Portal.

The **Global iSupplier Entry** responsibility is for Cisco external users globally. Suppliers with this access have the ability to perform global inquiry as well as global entry. In addition to tasks listed above, suppliers can also:

- Enter AR invoices in the Portal
- Create and/or cancel advance shipment notices (ASNs)
- Perform bulk upload of invoices (This functionality is available for suppliers located in the US only.)

Access to the Portal will be restricted during the month-end cut off period. Refer to the FAQ section of this QRG to view the message that the Portal will display when you attempt to enter invoice during the month-end period.



Tomorrow Starts Here

Portal User Interface for Global Inquiry Responsibility

Suppliers with **Global Inquiry** responsibility will see the following tabs on the Portal home page:

- Home
- Orders
- Finance

The **Home** tab of the Portal displays the following sections:

1. **Search:** Using this section, you can search purchase order, invoice, and payment details.
2. **Notifications:** This section displays the list of POs available in the Portal.
 - a. Clicking the purchase order hyperlink in this section displays a soft copy of the PO.

Notifications

Subject	Date
Standard Purchase Order US202065629,0 requires your acceptance	18-Aug-2015 02:53:28
Standard Purchase Order US202065628,0 requires your acceptance	18-Aug-2015 02:41:47
Standard Purchase Order US202065627,0 requires your acceptance	18-Aug-2015 02:33:45
Standard Purchase Order US202065626,0 requires your acceptance	18-Aug-2015 02:21:22
Standard Purchase Order US202065625,0 requires your acceptance	18-Aug-2015 00:39:30

Orders At A Glance

PO Number	Description	Order Date
US202065629		18-Aug-2015 02:53:24
US202065628		18-Aug-2015 02:41:39
US202065627		18-Aug-2015 02:33:38
US202065626		18-Aug-2015 02:21:14
US202065625		18-Aug-2015 00:39:24

Purchase Order

Line	Part Number / Description	Delivery Date	Quantity	UOM	Unit Price	Tax	Extended Price
1	TEST - PO LINE 1 Ship To: Please refer to Ship To Address at top of page Requester/Deliver To: Nathanael Vital P vnathava		1	EACH	(USD)6000	N	(USD)6,000.00



Tomorrow Starts Here

Portal User Interface for Global Inquiry Responsibility

3. **Orders At A Glance:** This section displays the list of purchase orders.
 - a. Clicking the PO number hyperlink in this section displays PO details in the **Orders** tab of the Portal.
 - b. The **Requestor Name** field in the PO details window displays the name of the person who created the purchase requisition.

The screenshot shows the 'Orders At A Glance' section of the iSupplier Portal. A red box highlights the 'Orders At A Glance' header and a table of purchase orders. A green circle with the number '3' is placed over the 'Orders At A Glance' header.

PO Number	Description	Order Date
US202065629		18-Aug-2015 02:53:24
US202065628		18-Aug-2015 02:41:39
US202065627		18-Aug-2015 02:33:38
US202065626		18-Aug-2015 02:21:14
US202065625		18-Aug-2015 00:39:24

The screenshot shows the 'Orders' tab of the iSupplier Portal. A red box highlights the 'Orders' tab and the 'Requestor Name' field. A green circle with the letter 'a' is placed over the 'Orders' tab, and a blue circle with the letter 'b' is placed over the 'Requestor Name' field.

Order Information

General

PO Amount: 10,000.00
 Supplier: TENDRYSTING INC
 Supplier Site: 020HANOVER
 Address: 7301 PARKWAY DRIVE
 HANOVER, MD 21076
 Supplier Email:
 Fax: Siddha_Jumba
 Order Date: 18-Aug-2015
 Description: Requires Acknowledgment
 Status: Requires Acknowledgment
 Note to Supplier: CISCO US OPERATING UNIT
 Attachments: None
Requestor Name: siddha

PO Details

Details Line	Type	Description	UOM	Qty	Price	Amount	Status	Attachments
1) Show 1	Expense	TEST - PO LINE 1	EACH	1	5000	5,000.00	Open	
2) Show 2	Expense	TEST - PO LINE 2	EACH	1	5000	5,000.00	Open	

Portal User Interface for Global Inquiry Responsibility

The **Orders** tab has two sub tabs:

1. **Purchase Orders**
2. **Purchase History**

The **Purchase Orders** sub tab displays the following columns:

- **PO Number:** Displays purchase order numbers.
- **Rev:** Displays the number of revisions made to the PO.
- **Operating Unit:** Displays the operating unit of the PO.
- **Document Type:** Displays the type of PO.
- **Order Date:** Displays the date of PO creation.
- **Buyer:** Displays name of the buyer.
- **Currency:** Displays currency of the PO.
- **Amount:** Displays the PO amount.
- **Status:** Displays status of the PO.
- **Attachments:** Displays an icon in this column. Clicking the icon displays header-level attachments of the PO.

- a. Clicking the **PO Number** hyperlink in the **Purchase Orders** sub tab displays details of the purchase order.

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	US202065029	0	CISCO US OPERATING UNIT	Standard PO		18-Aug-2015 02:53:24	Siddiqua, Ayesha	USD	10,000.00	Requires Acknowledgment		
<input type="radio"/>	US202065028	0	CISCO US OPERATING UNIT	Standard PO		18-Aug-2015 02:41:39	Siddiqua, Ayesha	USD	10,000.00	Requires Acknowledgment		
<input type="radio"/>	US202065027	0	CISCO US OPERATING UNIT	Standard PO		18-Aug-2015 02:33:38	Siddiqua, Ayesha	USD	10,000.00	Requires Acknowledgment		
<input type="radio"/>	US202065026	0	CISCO US OPERATING UNIT	Standard PO		18-Aug-2015 02:21:14	Siddiqua, Ayesha	USD	10,000.00	Requires Acknowledgment		
<input type="radio"/>	US202065025	0	CISCO US OPERATING UNIT	Standard PO		18-Aug-2015 00:39:24	Siddiqua, Ayesha	USD	10,000.00	Closed		
<input type="radio"/>	US202065024	0	CISCO US OPERATING UNIT	Standard PO		17-Aug-2015 22:04:15	Siddiqua, Ayesha	USD	1,950.00	Requires Acknowledgment		
<input type="radio"/>	US202065020	0	CISCO US OPERATING UNIT	Standard PO		17-Aug-2015 22:01:49	Siddiqua, Ayesha	USD	1,950.00	Requires Acknowledgment		
<input type="radio"/>	US202065015	0	CISCO US OPERATING UNIT	Standard PO		16-Aug-2015 23:00:31	Siddiqua, Ayesha	USD	10,000.00	Closed		
<input type="radio"/>	US202065014	0	CISCO US OPERATING UNIT	Standard PO		16-Aug-2015 22:38:35	Siddiqua, Ayesha	USD	6,000.00	Requires Acknowledgment		
<input type="radio"/>	US202065013	0	CISCO US OPERATING UNIT	Standard PO		16-Aug-2015 22:36:03	Siddiqua, Ayesha	USD	6,000.00	Requires Acknowledgment		
<input type="radio"/>	US202065012	0	CISCO US OPERATING UNIT	Standard PO		16-Aug-2015 22:31:21	Siddiqua, Ayesha	USD	6,000.00	Requires Acknowledgment		
<input type="radio"/>	US202065011	0	CISCO US OPERATING UNIT	Standard PO		16-Aug-2015 22:26:57	Siddiqua, Ayesha	USD	6,000.00	Requires Acknowledgment		
<input type="radio"/>	US202065010	0	CISCO US OPERATING UNIT	Standard PO		16-Aug-2015 22:04:35	Siddiqua, Ayesha	USD	1,000.00	Requires Acknowledgment		
<input type="radio"/>	US202065009	0	CISCO US OPERATING UNIT	Standard PO		16-Aug-2015 21:53:24	Siddiqua, Ayesha	USD	135.00	Requires Acknowledgment		

Order Information

Standard Purchase Order: US202065029
Currency: USD

General

PO Amount: 10,000.00
Supplier: STROYVOTHS INC
Supplier Site: 829HAWKERS
Address: 2781 PARKWAY DRIVE
HANOVER, MD 21076
Supplier Email:
Fax:
Buyer: Siddiqua, Ayesha
Order Date: 18-Aug-2015
Description:
Status: Requires Acknowledgment
Notes to Supplier:
Operating Unit: CISCO US OPERATING UNIT
Also-Ordered: None
Closed Code: POCL-CR2018RD
Requester Name: sstallias

Terms and Conditions

Payment Terms: 2%10 NET 30
Carrier:
Supplier URL: S2
Terms and Conditions URL:
Ship-To Address:
Address: 110 West Tennen Drive
San Jose, CA 95134-1706
Bill-To Address:
Address: Cisco Systems Inc.
PO Box # 676024
San Antonio, TX 78269

Summary

Summary Data in Single Column (OrderSummaryFull)
Total: 10,000.00
Billed: 0.00
Invoiced: 0.00

PO Details

Line	Type	Description	UOM	Qty	Price	Amount	Status	Attachments
1	Expense	TEST - PO LINE 1	INCH	1	5000	5,000.00	Open	
2	Expense	TEST - PO LINE 2	INCH	1	5000	5,000.00	Open	

Portal User Interface for Global Inquiry Responsibility

The **Purchase History** sub tab of the **Orders** tab allows you to search purchase orders using the options in the **Simple Search** section.

Performing a search by the PO number displays the following purchase order details in these columns:

- **PO Number:** Displays the purchase order number.
- **Rev:** Displays the total number of revisions made to the PO.
- **Operating Unit:** Displays the operating unit of the PO.
- **Description:** Displays description of the PO.
- **Buyer:** Displays the buyer name.
- **Creation Date:** Displays the PO creation date.
- **Revised Date:** Displays the PO revision date.
- **Currency:** Displays the PO currency.
- **Total:** Displays total value of the PO.
- **Ship-To Location:** Displays the ship-to location of the PO.
- **Compare to Original PO:** Displays an icon in this column. Clicking this icon displays a comparison between the current and original version of the PO.
Note: The system will display a comparison only if a revision is made to the PO.
- **Compare to Previous PO:** Displays an icon in this column. Clicking this icon will display a comparison between the last two versions of the PO.
Note: Clicking this icon will display a comparison only if a revision is made to the PO.
- **Show all PO changes:** Displays an icon in this column. Clicking the icon will show details of all the changes made to a PO.
Note: Clicking this icon will display a comparison only if a revision is mad to the PO.

The screenshot shows the Cisco iSupplier Portal interface. The 'Purchase History' tab is selected and highlighted with a green circle containing the number '2'. Below the navigation tabs is a 'Simple Search' section with a search form. The form contains the following fields and values:

- PO Number: US202065578
- Document Type: (empty)
- Creation Date: (empty)
- Revised Date: (empty)

Below the search form is a table with the following data:

PO Number	Rev	Operating Unit	Description	Buyer	Creation Date	Revised Date	Currency	Total	Ship-To Location	Compare to Original PO	Compare to Previous PO	Show all PO Changes
US202065578	0	CISCO US OPERATING UNIT		Kb_Deepak	10-Aug-2015 22:19:56		USD	1,500.00	SEE BELOW			

Portal User Interface for Global Inquiry Responsibility

The **Finance** tab for Global Inquiry responsibility has two sub tabs:

3. **View Invoices**
4. **View Payments**

The **View Invoices** sub tab enables you to search invoices using the options in the **Simple Search** section.

A search by invoice number displays invoice details in the following columns:

- **Invoice:** Displays the invoice number hyperlinks.
- **Invoice Date:** Displays the date of invoice creation.
- **Type:** Displays the type of invoice.
- **Currency:** Displays the invoice currency.
- **Amount:** Displays the invoice amount.
- **Due:** Displays the invoice amount due.
- **Status:** Displays whether the invoice is approved or not.
- **Payment Status:** Displays whether the invoice has been paid or not.
- **Due Date:** Displays the date when the invoice is due for payment.
- **On Hold:** Displays whether an invoice is on hold. For Germany, all invoices entered in the Portal are placed on hold automatically. The hold status will change after AP takes action on the invoice.
- **Payment:** Displays the payment reference number.
- **PO Number:** Displays the PO number.
- **Receipt:** This field will be blank.
- **Discount Date:** Displays the discount date.
- **Available Discount:** Displays the discounted amount.
- **Attachments:** Displays icons in this column. Clicking the icon displays invoice attachments.

Home | Orders | Finance

View Invoices | View Payments

View Invoices Export

Personalize Query: (InvoiceSearchEN)

Simple Search Advanced Search

Personalize "Simple Search"

Invoice Number: Payment Status:

PO Number: Invoice Amount From: To:

Release Number: Amount Due From: To:

Payment Number: Invoice Date From: To:

Invoice Status: Due Date From: To:

Personalize "Invoice Results"

Invoice	Invoice Date	Type	Currency	Amount	Due Status	Payment Status	Due Date	On Hold	Payment	PO Number	Receipt	Discount Date	Available Discount	Attachments
Test0207A_TS1TEST	02-Jul-2015	Standard	USD	19.50	Approved	Not Paid	01-AUG-2015			TL6202064418		12-Jul-2015	0.39	



Tomorrow Starts Here

Portal User Interface for Global Inquiry Responsibility

The **View Payments** sub tab enables you to search payment for invoices using the options in the **Simple Search** section.

A search by Payment Number displays payment details in the following columns:

- **Payment:** Displays the payment number.
- **Payment Date:** Displays the date of payment.
- **Currency:** Displays the payment currency.
- **Amount:** Displays the payment amount.
- **Status:** Displays the payment status.
- **Status Date:** Displays the date when the invoice payment status changes.
- **Bank Account:** Displays Cisco's bank account number.
- **Invoice:** Displays the invoice number.
- **PO Number:** Displays the PO number.

The screenshot shows the Cisco Supplier Portal interface for viewing payments. The 'View Payments' tab is active. The search criteria are as follows:

Payment	Payment Date	Currency	Amount	Status	Status Date	Bank Account	Invoice	PO Number
No results found.								

Portal User Interface for Global Entry Responsibility

This section of the QRG will show you the additional options that you will see in the Portal interface if you have **Global Entry** responsibility.

The **Global Entry** responsibility displays the following additional options:

1. **Shipments:** This tab is visible only to suppliers with global entry responsibility.
 - a. Clicking the **Shipments** tab displays the **Shipment Notices** window. This window enables you to:
 - **Create Advance Shipment Notices**
 - **View / Cancel Advance Shipment and Billing Notices**



Portal User Interface for Global Entry Responsibility

2. **Shipments At A Glance:** This section displays on the **Home** tab of the Portal for suppliers with global entry responsibility.

- a. Clicking a shipment number hyperlink in this section displays the **Shipment Information** window.

The screenshot shows the Cisco iSupplier Portal Home page. The 'Shipments At A Glance' section is highlighted with a red box and a green circle containing the number '2'. A blue arrow points from the 'Shipments At A Glance' section to the 'Shipment Information' window shown in the next screenshot.

PO Number	Description	Order Date
US202065633		18-Aug-2015 06:31:32
US202065632		18-Aug-2015 04:15:35
US202065629		18-Aug-2015 02:53:24
US202065628		18-Aug-2015 02:41:39
US202065627		18-Aug-2015 02:33:38

Shipment Number	Packing Slip	Shipment Date
DEMO_TLUS202065372		10-Aug-2015 11:18:42
BAT132515		31-Jul-2015 02:01:24
73432134		30-Jul-2015 11:06:32
Shipments		25-Jul-2015 17:00:36

The screenshot shows the Cisco iSupplier Portal Shipment Information window. The window is highlighted with a red box and an orange circle containing the letter 'a'. The window displays detailed information for the shipment DEMO_TLUS202065372.

Shipment Number	Supplier	Shipment Date
DEMO_TLUS202065372	INDUSTRIAL INC	10-Aug-2015 11:18:42
	Supplier Site	Expected Receipt Date
	02084MOVIS	11-Aug-2015 11:17:06

Freight Terms	Freight Carrier	Number of Containers
Bill of Lading	Wash/Serial Number	Packing Slip
Packing Code	Tar Weight UOM	Tar Weight
Special Handling Code	Net Weight UOM	Net Weight
	Comments	

PO Number	Line	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	LPN/Lot	Serial View	Attachments	Cancellation Status
US20206528	1	Tesling FCT-RTP-TC-US1-901	18-Aug-2015 22:20:02	100	0	EACH	0	CASAN DE00.5				Cancelled

Portal User Interface for Global Entry Responsibility

3. **Finance** tab for suppliers with global entry responsibility will display the **Create Invoices** sub tab.

Note: The **Finance** tab for suppliers with inquiry responsibility displays only the **View Invoices** and **View Payments** sub tabs.

4. The **Create PO Based Invoices** button in the **Create Invoices** sub tab enables you to create PO-based invoices.

Note: This button is not visible to suppliers with global inquiry responsibility.

5. The **Invoices Upload** button in the **Create Invoices** sub tab enables you to upload bulk invoices.

Notes:

- This button will not be visible to suppliers with global inquiry responsibility.
- The bulk upload functionality is available only in the US. The **Invoices Upload** button is not visible to Germany suppliers with global entry responsibility.

iSupplier Portal

Home Orders Shipments **Finance**

Create Invoices View Invoices View Payments

3

Supplier: **TEBSYSTEMS INC**

Invoice Number:

Invoice Date From: (example: 18-Aug-2015)

Invoice Date To:

Invoice Status:

Purchase Order Number:

Invoice Amount:

Invoice Date To:

Currency:

Go Clear

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount
No search conducted.			

Home Orders Shipments Finance Home Logout Preferences Help

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Create PO Based Invoices Invoices Upload

Purchase Order Number:

Invoice Amount:

Invoice Date To:

Currency:

Invoice Amount	Purchase Order	Status	Cancel	Update

4

5

Create PO Based Invoices Invoices Upload

Home Orders Shipments Finance Home Logout Preferences Help Personalize Page Diagnostics

Searching and Viewing PO Details

The steps for searching a PO and viewing PO details remain the same for suppliers with global inquiry and global entry responsibilities.

Note: For the purpose of this demonstration, we are using global inquiry responsibility to show the steps for searching and viewing purchase order details. These steps will remain the same for suppliers with global entry responsibility.

To view PO details, you must perform the following steps:

1. Click the **Orders** tab on the Portal homepage.
2. Click the **Purchase History** sub tab. This displays the **Purchase Order Revision History** window.
3. Enter the PO number in the **PO Number** field of the **Simple Search** section.
4. Click the **Go** button. This displays the search result.

The screenshot shows the iSupplier Portal homepage. The Cisco logo is in the top left. The page title is "iSupplier Portal". In the top right corner, there is a "Navigator" dropdown menu. Below the title bar, there are three tabs: "Home", "Orders", and "Finance". The "Orders" tab is highlighted with a red box and a green circle containing the number "1". Below these tabs, there are two sub-tabs: "Purchase Orders" and "Purchase History". The "Purchase History" sub-tab is highlighted with a red box and a green circle containing the number "2". Below the sub-tabs, there is a section titled "Purchase Orders" and a link "Personalize Stack Layout: (SupplierRN)". At the bottom of this section, there is a "Views" section with a "Personalize 'Views'" link and a "View" dropdown menu set to "All Purchase Orders" with a "Go" button next to it.

The screenshot shows the "Purchase Order Revision History" window. The Cisco logo is in the top left. The page title is "iSupplier Portal". In the top right corner, there is a "Navigator" dropdown menu. Below the title bar, there are three tabs: "Home", "Orders", and "Finance". The "Orders" tab is highlighted. Below these tabs, there are two sub-tabs: "Purchase Orders" and "Purchase History". The "Purchase History" sub-tab is highlighted. Below the sub-tabs, there is a section titled "Purchase Order Revision History" and a link "Personalize Query: (PosQueryRegContRN)". Below this link, there is a "Simple Search" section with a "Personalize 'Simple Search'" link and a note "Note that the search is case insensitive". Below the note, there are four input fields: "PO Number", "Document Type", "Creation Date", and "Revision Date". The "PO Number" field contains the value "US201981784" and is highlighted with a red box and a green circle containing the number "3". Below the input fields, there are "Go" and "Clear" buttons. The "Go" button is highlighted with a red box and a green circle containing the number "4".

Searching and View PO Details

- Click the purchase order number hyperlink in the **PO Number** column of the search result
- Clicking the PO number hyperlink displays the purchase order details in the **Purchase Order History** window. You can review purchase order details in this window.

iSupplier Portal

Home | Orders | Finance

Purchase Orders | **Purchase History**

Purchase Order Revision History

Personalize Query: (PosQuery/RegContRN)

Simple Search

Personalize "Simple Search"

Note that the search is case insensitive

PO Number:

Document Type:

Creation Date:

Revised Date:

Go Clear

PO Number	Rev Operating Unit	Description	Buyer	Creation Date	Revised Date	Currency	Total	Ship-To Location	Compare to Original PO	Compare to Previous PO	Show all PO Changes
US201981784	CISCO US OPERATING UNIT	201538324	Kb_Deepak	07-Aug-2014 12:49:46		USD	536,392.00	MI-SOUTHFIELD			

iSupplier Portal

Home | Orders | Finance

Purchase Orders | **Purchase History**

Orders: Purchase History >

Standard Purchase Order: US201981784, 0 (Total USD 536,392.00)

Currency=USD

Actions: Acknowledge Go Export

Personalize "View Order Detail Container"

* Email Address: Email PO

Order Information

Personalize "Order Information"

Personalize Table Layout: (OrderHeaderDetails)

Personalize "General"

General

PO Amount: 536,392.00

Supplier: **TEKSYSTEMS INC**

Supplier Site: **020HANOVER**

Address: **7301 PARKWAY DRIVE
HANOVER, MD 21076**

Supplier Email:

Fax:

Buyer: [Kb_Deepak](#)

Order Date: **07-Aug-2014**

Description: **201538324**

Status: **Requires Acknowledgment**

Note to Supplier:

Operating Unit: **CISCO US OPERATING UNIT**

Attachments: [View](#)

Closed Code: **ACK_REQUIRED**

Requestor Name: [Sheffield, Edwin L](#)

Personalize Flow Layout: (PosShipBillCont)

Personalize "Terms and Conditions"

Payment Terms: **2% 10 NET 30**

Carrier: **FEDEXP-Econ**

Supplier URL: **S2**

Terms and Conditions URL: [Click Here](#)

Personalize "Ship-To Address"

Ship-To Address

Address: **2000 Town Center
Suite 450
Southfield, MI 48075-1135**

Personalize "Bill-To Address"

Bill-To Address

Address: **Cisco Systems Inc.
Accounts Payable
PO Box # 696024**

Summary

Personalize Default Single Column: (HeaderSummaryCol)

Total: **536,392.00**

Received: **0.00**

Invoiced: **187,664.85**

Viewing Invoice Status and Other Details

Whether you are a supplier with global entry or global inquiry responsibility, the steps for searching and viewing invoice details in the Portal will remain the same.

Note: For the purpose of this demonstration, we are using global inquiry responsibility to capture the steps for viewing invoice details. These steps will remain the same for suppliers with global entry responsibility.

To view invoice details, perform the following steps:

1. Click the **Finance** tab on the Portal homepage.
2. Enter the invoice number in the **Invoice Number** field of the **Simple Search** section.

Note: You can use any other parameter in the **Simple Search** section to search an invoice.

3. Click the **Go** button.

The screenshot shows the Cisco iSupplier Portal with the 'Finance' tab selected. A green circle with the number '1' highlights the 'Finance' tab. Below the navigation bar, there is a search bar with 'PO Number' selected and a 'Go' button. A table titled 'Notifications' is displayed, listing several 'Standard Purchase Order' entries with their respective dates.

Subject	Date
Standard Purchase Order US202065633.0 requires your acceptance	18-Aug-2015 06:31:40
Standard Purchase Order US202065632.0 requires your acceptance	18-Aug-2015 04:15:44
Standard Purchase Order US202065629.0 requires your acceptance	18-Aug-2015 02:53:28
Standard Purchase Order US202065628.0 requires your acceptance	18-Aug-2015 02:41:47
Standard Purchase Order US202065627.0 requires your acceptance	18-Aug-2015 02:33:45

The screenshot shows the 'Simple Search' section of the Cisco iSupplier Portal. A green circle with the number '2' highlights the 'Simple Search' section. The 'Invoice Number' field is highlighted with a red box and contains the text 'Test0207'. A green circle with the number '3' highlights the 'Go' button. To the right of the search fields, there are dropdown menus for 'Payment Status' and date range selectors for 'Invoice Amount From', 'Amount Due From', 'Invoice Date From', and 'Due Date From'.

Viewing Invoice Status and Other Details

4. The search result displays details of the invoice.
5. The **Status** of this invoice displays as **Approved**.
6. The **Payment Status** of the invoice displays as **Not Paid**.
7. Click the **Invoice** hyperlink to drill-down and view additional invoice details.

Home | Orders | Finance
View Invoices | View Payments
View Invoices Export

Personalize Query: (InvoiceSearchRN)

Simple Search

Personalize "Simple Search"

Invoice Number:
 PO Number:
 Release Number:
 Payment Number:
 Invoice Status:

Payment Status:
 Invoice Amount From: To:
 Amount Due From: To:
 Invoice Date From: To:
 Due Date From: To:

Go Clear

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	Payment Status	Due Date	On Hold	Payment	PO Number	Receipt	Discount Date	Available Discount	Attachments
Test0207A_TS1TEST	02-Jul-2015	Standard	USD	19.50	19.50	Approved	Not Paid	01-AUG-2015			IUS202064418		12-Jul-2015	0.39	

Home | Orders | Finance
View Invoices | View Payments
View Invoices Export

Personalize Query: (InvoiceSearchRN)

Simple Search

Personalize "Simple Search"

Invoice Number:
 PO Number:
 Release Number:
 Payment Number:
 Invoice Status:

Payment Status:
 Invoice Amount From: To:
 Amount Due From: To:
 Invoice Date From: To:
 Due Date From: To:

Go Clear

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	Payment Status	Due Date	On Hold	Payment	PO Number	Receipt	Discount Date	Available Discount	Attachments
Test0207A_TS1TEST	02-Jul-2015	Standard	USD	19.50	19.50	Approved	Not Paid	01-AUG-2015			IUS202064418		12-Jul-2015	0.39	



Viewing Invoice Status and Other Details

8. Clicking the **Invoice** hyperlink in the previous step displays the invoice details window that has the following sections:

- General:** This section provides generic details of the invoice such as invoice creation date, invoice status, supplier name, and supplier address.
- Amount Summary:** This section displays the invoice amount at the header level.
- Payment Information:** This section displays details such as the payment term, discount, amount due, amount paid, and payment date.
- Invoice Lines:** This tab displays invoice items in separate lines.
- Scheduled Payments:** This tab displays details such as due date, amount due, payment status, and method of payment.
- Hold Reasons:** This tab will display the reason for placing an invoice on hold.

Home | Orders | Finance

View Invoices | View Payments

Finance: View Invoices >

Standard Invoice: Test0207A_TS1TEST (Total USD 19.50)

Currency=USD

Personalize Stack Layout: (InvoiceDetailsContainer)

Personalize Table Layout: (InvoiceHeaderRN)

Personalize "General"

Personalize "Amount Summary"

Personalize "Payment Information"

Export

General

Invoice Date: 02-Jul-2015
 Status: Approved
 On Hold:
 Batch:
 Attachments: None
 Supplier: TEKSYSTEMS INC
 Supplier Site: 0201A/ATLANTA
 Address: TEKSYSTEMS GLOBAL SERVICES
 PO BOX 402042
 ATLANTA, GA 30384-2042

Amount Summary

Item	10.00
Freight	0.00
Miscellaneous	0.00
Tax	9.50
Prepayment	0.00
Retainage	0.00
Withholding Tax	0.00
Total	19.50

Payment Information

Personalize Default Single Column: (PaymentInfo)

Paid	0.00
Discount Taken	0.00
Due	19.50
Payment Date	
Term	2% 10 NET 30

Invoice Lines | Scheduled Payments | Hold Reasons

Personalize "Invoice Lines"

Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	Q4FY15 - TEKsystems - Business Analysis San Jose (braolive)	10	EACH	1.00		10.00	0.00	Approved	TUS202064418	1	1	Shivanna, Ravi	
2	Tax	iSupplier				9.50		0.00	Approved					

Home | Orders | Finance

View Invoices | View Payments

Finance: View Invoices >

Standard Invoice: Test0207A_TS1TEST (Total USD 19.50)

Currency=USD

Personalize Stack Layout: (InvoiceDetailsContainer)

Personalize Table Layout: (InvoiceHeaderRN)

Personalize "General"

Personalize "Amount Summary"

Personalize "Payment Information"

Export

General

Invoice Date: 02-Jul-2015
 Status: Approved
 On Hold:
 Batch:
 Attachments: None
 Supplier: TEKSYSTEMS INC
 Supplier Site: 0201A/ATLANTA
 Address: TEKSYSTEMS GLOBAL SERVICES
 PO BOX 402042
 ATLANTA, GA 30384-2042

Amount Summary

Item	10.00
Freight	0.00
Miscellaneous	0.00
Tax	9.50
Prepayment	0.00
Retainage	0.00
Withholding Tax	0.00
Total	19.50

Payment Information

Personalize Default Single Column: (PaymentInfo)

Paid	0.00
Discount Taken	0.00
Due	19.50
Payment Date	
Term	2% 10 NET 30

Invoice Lines | Scheduled Payments | Hold Reasons

Personalize "Invoice Lines"

Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	Q4FY15 - TEKsystems - Business Analysis San Jose (braolive)	10	EACH	1.00		10.00	0.00	Approved	TUS202064418	1	1	Shivanna, Ravi	
2	Tax	iSupplier				9.50		0.00	Approved					

Viewing Payment Status and Other Details

The steps for viewing payment status and other details in the Portal will remain the same for suppliers with global entry and global inquiry responsibility.

Note: For the purpose of this demonstration, we have used global inquiry responsibility to capture the steps for viewing payment status and other payment details. These steps will remain the same for suppliers with global entry responsibility.

To view payment status, you must perform the following steps:

1. Click the **Finance** tab.
2. Click the **View Payments** sub tab.
3. Enter the payment number in the **Payment Number** field.
4. Click the **Go** button.

iSupplier Portal

Home | Orders | **Finance** | Navigator | Favorites

View Invoices | **View Payments**

View Invoices

Personalize Query: (InvoiceSearchRN)

Simple Search

Personalize "Simple Search"

Invoice Number

PO Number (example : 1234)

Release Number (example : 1234-2)

Payment Number

Invoice Status

Payment Status

Invoice Amount From To

Amount Due From To

Invoice Date From To

Due Date From To (example: 19-Aug-2015)

Go Clear

iSupplier Portal

Home | Orders | Finance | Navigator | Favorites

View Invoices | **View Payments**

View Payments

Personalize Query: (PaymentSearchRN)

Simple Search

Personalize "Simple Search"

Note that the search is case insensitive

Payment Number

Invoice Number

PO Number (example : 1234)

Release Number (example : 1234-2)

Status

Payment Amount From To

Payment Date From To (example: 19-Aug-2015)

Go Clear

Viewing Payment Status and Other Details

5. The search result displays at the bottom of the **View Payments** sub tab.

6. Click the payment number hyperlink in the **Payment** column.

7. Clicking the payment number hyperlink displays the payment details window. The header level of the window displays the following details:

- **Payment Date:** Displays the date when the supplier is paid.
- **Status:** Displays status of the payment.
- **Status Date:** Displays the date when the payment status changes.
- **Supplier:** Displays the supplier name.
- **Supplier Site:** Displays the supplier site information.
- **Address:** Displays the supplier address.
- **Bank Account:** Displays Cisco's bank account number.

8. The **Included Invoices** section displays the invoices included in the payment.

9. Review the **Payment Status** column in the **Included Invoices** section. This column indicates whether an invoice is paid or not.

The screenshot displays the 'View Payments' interface. At the top, there are navigation tabs for 'Home', 'Orders', and 'Finance'. Below this, the 'View Payments' sub-tab is active. A search form is visible with fields for 'Payment Number' (2170311), 'Invoice Number', 'PO Number', and 'Status'. A table below the search form lists payment details:

Payment	Payment Date	Currency	Amount	Status	Status Date	Bank Account	Invoice	PO Number
2170311	18-Mar-2015	USD	4,584.44	Negotiable	18-Mar-2015	US AP CITI PMT-161	CSC0IN00117331	US202024310

Below this table, a red box highlights the 'Payment' column header and the '2170311' value. A blue arrow points from this box to the 'Included Invoices' section. The 'Included Invoices' section shows a table with columns for 'Invoice', 'Invoice Date', 'Type', 'Currency', 'Amount', 'Status', 'Payment Status', 'Payment PO Number', 'Receipt', and 'Attachments'. A table below this shows details for invoice CSC0IN00117331:

Invoice	Invoice Date	Type	Currency	Amount	Status	Payment Status	Payment PO Number	Receipt	Attachments
CSC0IN00117331	08-Mar-2015	Standard	USD	4,678.00	Approved	Paid	4,584.44 US202024310		

Additional details for the payment are shown in a separate box:

Payment Date	18-Mar-2015	Supplier	TEKSYSTEMS INC
Status	Negotiable	Supplier Site	020A / KENNER
Status Date	18-Mar-2015	Address	2400 VETERANS BLVD., STE. 480
		KENNER LA 70062	
		Bank Account	US AP CITI PMT-161

Viewing Purchase Order Attachments

The steps for viewing purchase order attachments are the same for suppliers with global entry and global inquiry responsibility.

Note: For the purpose of this demonstration, we have used global inquiry responsibility to capture the steps for viewing purchase order attachments. These steps will remain the same for suppliers with global entry responsibility.

To view purchase order attachments, you must perform the following steps:

1. Click the **Orders** tab. This tab displays a list of purchase orders.
 - a. Some purchase orders display an icon in the **Attachments** column.
 - b. Clicking the **Attachment** icon displays the standard terms of agreement of the PO.

Note: To view PO attachments, you must navigate to the line level of the purchase order.

Supplier Portal

Home **Orders** Finance

View Invoices View Payments

View Invoices

Personalize Query: (InvoiceSearchRN)

Simple Search

Personalize "Simple Search"

Invoice Number

PO Number (example : 1234)

Release Number (example : 1234-2)

Payment Number

Invoice Status

Payment Status

Invoice Amount From To

Amount Due From To

Invoice Date From To

Due Date From To (example: 19-Aug-2015)

Go Clear

iSupplier Portal

Home Orders Finance

Purchase Orders Purchase History

Purchase Orders

Personalize Stack Layout: (SupplierRN)

Views

Personalize "Views"

View All Purchase Orders Go

Personalize Stack Layout

Personalize "PO Summary"

Select Order: Acknowledge

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	US2020065633	0	CISCO US OPERATING UNIT	Standard PO		18-Aug-2015 06:31:32	Siddiqui, Ayesha	USD	1,950.00	Requires Acknowledgment		

Previous 1-25 Next 25

Attachment Text

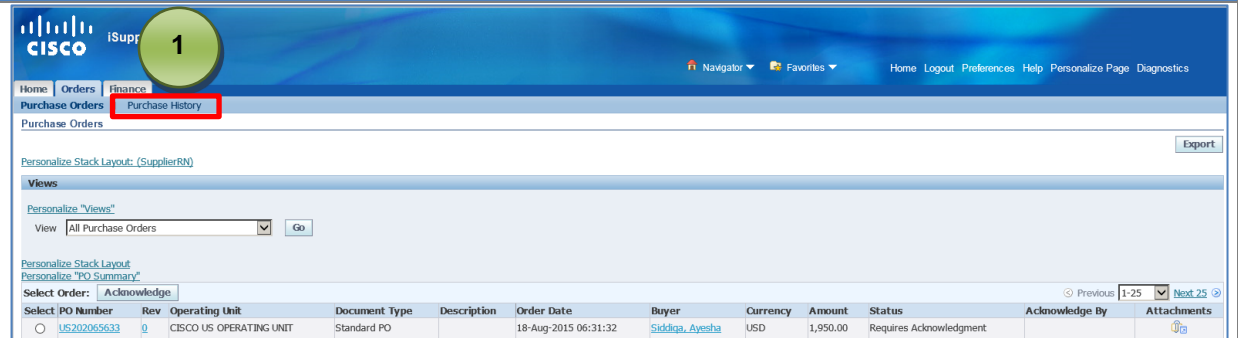
CONFIRMING ORDER, DO NOT DUPLICATE

This Purchase Order is Cisco's offer to purchase goods and services from Seller solely and exclusively on the terms set forth in the master agreement between Cisco and Seller in effect as of the date of this Purchase Order and the terms on the front of this Purchase Order. If there is no master agreement, this Purchase Order is Cisco's offer to purchase goods and services from Seller solely and exclusively on Cisco's Standard Terms and Conditions for Purchase Orders posted on the Internet at http://www.cisco.com/web/about/ac50/ac142/terms_and_conditions_for_purchase_orders_list.html and terms on the front of this Purchase Order. Any additional, inconsistent or conflicting terms in any communication or correspondence from Seller are of no effect unless expressly accepted by Cisco in a written modification to this Purchase Order.

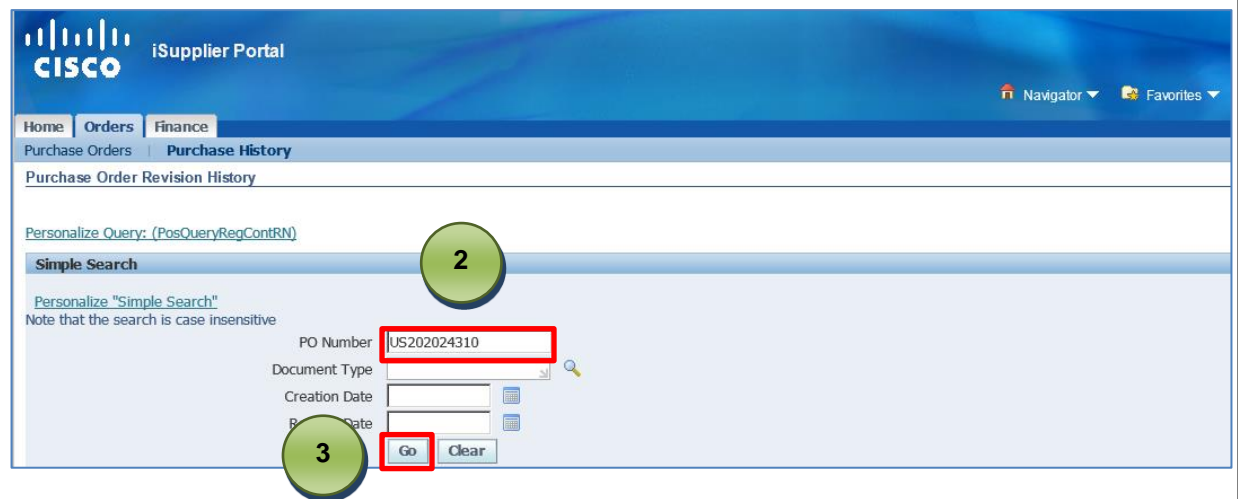
Viewing Purchase Order Attachments

To view PO attachment at the line level, you must perform the following steps:

1. Click the **Purchase History** sub tab.
2. Enter the purchase order number in the **PO Number** field.
3. Click the **Go** button.



The screenshot shows the Cisco iSupplier Portal interface. The top navigation bar includes 'Home', 'Orders', and 'Finance'. Under 'Orders', 'Purchase Orders' and 'Purchase History' are visible, with 'Purchase History' highlighted by a red box. A green circle with the number '1' is positioned over the 'Purchase History' link. Below the navigation, there is a table with columns: PO Number, Rev, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Acknowledge By, and Attachments. The first row shows a PO Number of US202065633, Rev 0, Operating Unit CISCO US OPERATING UNIT, Document Type Standard PO, Order Date 18-Aug-2015 06:31:32, Buyer Siddiga, Ayesha, Currency USD, Amount 1,950.00, and Status Requires Acknowledgment.



The screenshot shows the Cisco iSupplier Portal interface. The top navigation bar includes 'Home', 'Orders', and 'Finance'. Under 'Orders', 'Purchase Orders' and 'Purchase History' are visible, with 'Purchase History' highlighted. Below the navigation, there is a 'Simple Search' form. The 'PO Number' field contains the text 'US202024310' and is highlighted with a red box. A green circle with the number '2' is positioned over the 'PO Number' field. Below the 'PO Number' field, there are fields for 'Document Type', 'Creation Date', and 'Buyer Date'. A red box highlights the 'Go' button, and a green circle with the number '3' is positioned over it. A 'Clear' button is also visible next to the 'Go' button.

Viewing Purchase Order Attachments

4. Click the PO number hyperlink in the **PO Number** column.
5. Navigate to the **PO Details** section.
6. Click the icon in the **Attachments** column of the **PO Details** section. This displays the **Attachments** window.
7. Click the hyperlink in the **Title** column of the **Attachments** window.
8. Click **Open** in the message box displayed by the web browser. This displays the file attached to the PO.

Note: You can also save the attachment if you want to store a copy on your local hard drive.

The screenshot illustrates the process of viewing a purchase order attachment in the Oracle Purchasing system. It is divided into three main sections corresponding to the steps:

Step 4: PO Revision History

PO Number	Rev Operating Unit	Description	Buyer	Creation Date	Revised Date	Currency	Total	Ship-To Location	Compare to Original PO	Compare to Previous PO	Show all PO Changes
US202024310	0 CISCO US OPERATING UNIT	201593799	Kb, Deepak	16-Dec-2014 08:29:32		USD	237,642.40	NO-ISELIN-IN001			

Step 5: PO Details

Details Line	Type	Description	UOM	Qty	Price	Amount	Status	Attachments
1	Misc.Services	Q3 FY15 to Q23 FY16; Sima Zokael Program Management (hired by Jim Tavares)	EACH	237642.4	1	237,642.40	Open	

Step 6: Attachments Window

Title	Category	Last Updated By	Created	Usage
CSCOW000289803.txt	To Supplier	DKB	14	One-Time

Step 7: Download Dialog

Do you want to open or save CSCOW000289803.txt (3.51 KB) from wwwin-ts1cfn.cisco.com?

Buttons: **Open**, Save, Cancel

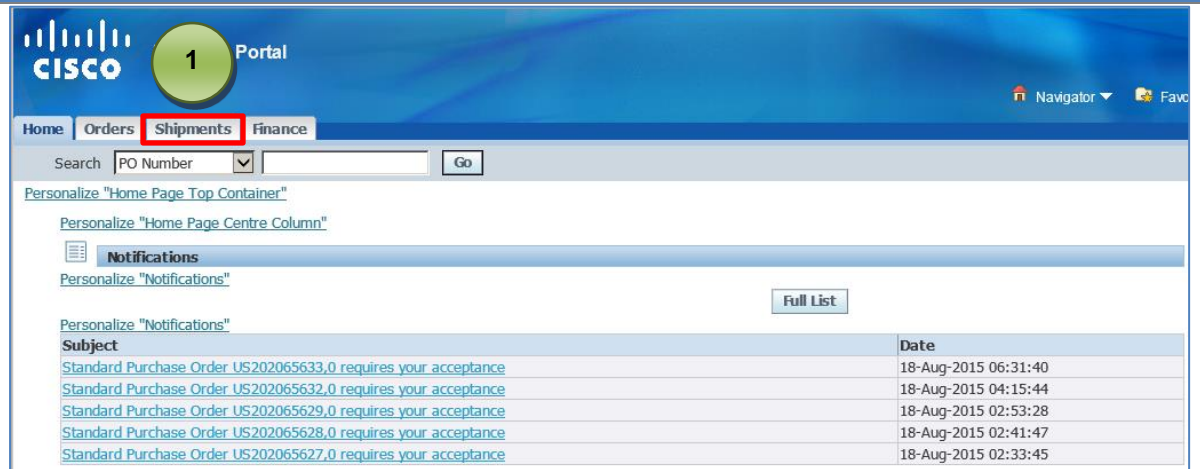
Creating Advance Shipment Notice in the Portal

Suppliers with global entry responsibility have the ability to:

- **Create Advance Shipment Notices** (This is an optional feature.)
- **View/Cancel Advance Shipment and Billing Notices**
- **Enter invoice in the Portal**
- **Perform bulk upload of invoices** (Available only for suppliers located in the US)

To create an advanced shipment notice in the Portal, you must perform the following steps:

1. Click the **Shipments** tab. This displays the **Shipment Notices** window.
2. Click the **Create Advance Shipment Notices** hyperlink. This displays the **Create Advance Shipment Notice** window.



The screenshot shows the Cisco iSupplier Portal interface. The 'Shipments' tab is highlighted in the navigation menu. A search bar is visible with 'PO Number' selected. Below the search bar, there are personalization options for the 'Home Page Top Container', 'Home Page Centre Column', and 'Notifications'. A 'Full List' button is present. A table of shipment notices is displayed with the following data:

Subject	Date
Standard Purchase Order US202065633,0 requires your acceptance	18-Aug-2015 06:31:40
Standard Purchase Order US202065632,0 requires your acceptance	18-Aug-2015 04:15:44
Standard Purchase Order US202065629,0 requires your acceptance	18-Aug-2015 02:53:28
Standard Purchase Order US202065628,0 requires your acceptance	18-Aug-2015 02:41:47
Standard Purchase Order US202065627,0 requires your acceptance	18-Aug-2015 02:33:45



The screenshot shows the Cisco iSupplier Portal interface. The 'Shipments' tab is selected in the navigation menu. The 'Shipment Notices' window is displayed. The 'Create Advance Shipment Notices' hyperlink is highlighted with a red box. A green circle with the number '2' is overlaid on the hyperlink. Below the hyperlink, there is a link for 'View / Cancel Advance Shipment and Billing Notices'. The footer of the page contains the following text: Home Orders Shipments Finance Home Logout Preferences Help Personalize Page Diagnostics

Creating Advance Shipment Notice in the Portal

3. Select the purchase order for which you want to create the advance shipment notice.
4. Click the **Add to Shipment Notice** button.
5. Click the **Shipment Header** tab in the **Create Advance Shipment Notice** window.

Home | Orders | Shipments | Finance

Shipment Notices

Shipments: Shipment Notices >

Create Advance Shipment Notice Export

Views

Personalize "Views"

Personalize Table Layout: (AdvSe...)

View: Shipments Due This Week Advanced Search

Personalize "ASN Shipment Notices"

Select PO Shipments: **Add to Shipment Notice**

Select All | Select None

Select	PO Number	Line	Shipment Item	Supplier	Item Description	Due Date	Quantity Ordered	Quantity Shipped	Quantity Received	UOM	Ship-To Location	Organization Name	Ship-To Organization	Currency	Supplier Site
<input checked="" type="checkbox"/>	US202065633	1	1		Test - Diff State Line1	18-Aug-2015 04:49:38	5	0	0	EACH	San Jose-Bldg A	CISCO US OPERATING UNIT	MANUFACTURING - SAN JOSE	USD	0201A/ATLANTA
<input type="checkbox"/>	US202065633	2	1		Test - Diff State Line2	18-Aug-2015 04:49:38	6	0	0	EACH	EL-JACKSONVILLE	CISCO US OPERATING UNIT	MANUFACTURING - SAN JOSE	USD	0201A/ATLANTA
<input type="checkbox"/>	US202065621	2	1		Test - Diff County Same State	19-Aug-2015 00:00:00	6	0	0	EACH	CA-SAN DIEGO	CISCO US OPERATING UNIT	MANUFACTURING - SAN JOSE	USD	0201A/ATLANTA
<input type="checkbox"/>	US202065620	2	1		Test - Diff State Line2	19-Aug-2015 00:00:00	6	0	0	EACH	EL-JACKSONVILLE	CISCO US OPERATING UNIT	MANUFACTURING - SAN JOSE	USD	0201A/ATLANTA
<input type="checkbox"/>	US202065620	1	1		Test - Diff State Line1	19-Aug-2015 00:00:00	5	0	0	EACH	San Jose-Bldg A	CISCO US OPERATING UNIT	MANUFACTURING - SAN JOSE	USD	0201A/ATLANTA
<input type="checkbox"/>	US202065621	1	1		Test - Diff County Same State	19-Aug-2015 00:00:00	5	0	0	EACH	San Jose-Bldg A	CISCO US OPERATING UNIT	MANUFACTURING - SAN JOSE	USD	0201A/ATLANTA
<input type="checkbox"/>	TUS202057110	1	1		Q3FY15-Q1FY16 - BANS37130 Support person for 1200 node automation blade cluster in BX801	21-Aug-2015 00:00:00	49680	0	0	EACH	MA-BOXBOROUGH.01	CISCO US OPERATING UNIT	MANUFACTURING - SAN JOSE	USD	020HANOVER

Create Advance Shipment Notice

Cancel | Add Shipments | Preview | Submit

Shipment Header | Shipment Lines

Personalize "Shipment Lines"

Defaults

Personalize "Shipment Line Defaults"

Personalize Table Layout: (AsnLineDefEntryTbl)

Enter Shipment Line Defaults and click Default to All Lines.

Personalize Default Single Column: (AsnLineDefLeftCol) | Personalize Default Single Column: (AsnLineDefRightCol)

Packing Slip: Container Number:

Country Of Origin: Truck Number:

Bar Code Label: Comments:

Shipments in Advance Shipment Notice

Personalize "Shipments in Advance Shipment Notice"

Personalize "Shipments in Advance Shipment Notice"

Show All Details | Hide All Details

Details	PO Number	Line	Shipment	Supplier	Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	LPN/Lot/Serial	Add Attachments	Split	Remove
<input type="checkbox"/>	US202065633	1	1		Test - Diff State Line1	18-Aug-2015 04:49:38	5	0	0	EACH	5	San Jose-Bldg A				
Packing Slip: <input type="text"/> Container Number: <input type="text"/> Country of Origin: <input type="text"/> Bar Code Label: <input type="text"/> Truck Number: <input type="text"/> Comments: <input type="text"/>																
<input checked="" type="checkbox"/>	Show US202065633	1	1		Test - Diff State Line1	18-Aug-2015 04:49:38	5	0	0	EACH	0	San Jose-Bldg A				

Creating Advance Shipment Notice in the Portal

6. Enter details in the following fields:
 - a. **Shipment Number:** Enter the unique shipment number in this field.
 - b. **Shipment Date:** Enter the date of shipment.
 - c. **Expected Receipt Date:** Enter the date when the buyer will receive the shipment.
7. Enter additional freight details in the **Freight Information** section. Adding freight details is optional.
8. Click the **Submit** button.
9. The Portal displays a confirmation message when the advance shipment notice is created.

Create Advance Shipment Notice

Cancel Add Shipments Preview **Submit**

Shipment Header Shipment Lines

Personalize "Shipment Header"

Shipment Information

Personalize "Shipment Information"

Personalize Slack Layout: (ShipInfoInstrRN)

* Indicates required field

* Shipment Number Ship_202065633 * Shipment Date 18-Aug-2015 16:26:58

* Expected Receipt Date 31-Aug-2015 16:27:09 Note: Shipment Date cannot be later than today

Example: 19-Aug-2015 03:51:43

Personalize "Freight Information"

Freight Information

Freight Terms Freight Carrier

Number of Containers Bill of Lading

Waybill/Airbill Number Packing Slip

Packaging Code Special Handling Code

Tar Weight Tar Weight UOM

Net Weight Net Weight UOM

Comments

CISCO iSupplier Portal

Home Orders Shipments Finance Navigator Favorites

Shipment Notices

Advance Shipment Notice Confirmation

Personalize "Advance Shipment Notice Confirmation"

Your Advance Shipment Notice Ship_202065633 has been submitted.

[Return to Advance Shipment Notices](#)

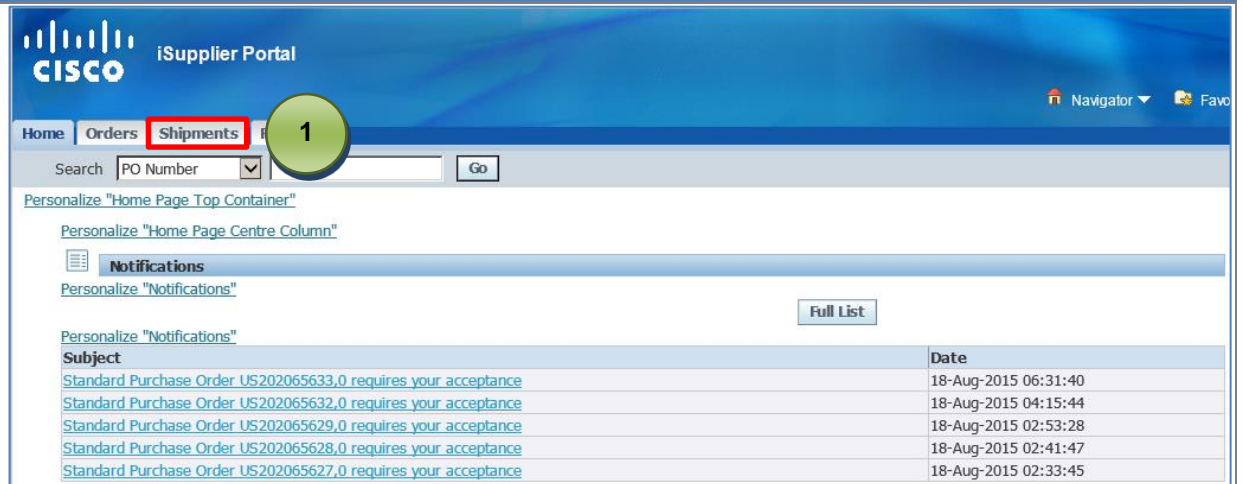
Home Orders Shipments Finance Home Logout Preferences Help Personalize Page Diagnostics

Viewing / Canceling Advance Shipment Notice in the Portal

You can view or cancel advance shipment notices in the Portal.

To view/cancel advance shipment notice, you must perform the following steps:

1. Click the **Shipments** tab. This displays the **Shipment Notices** window.
2. Click the **View / Cancel Advance Shipment and Billing Notices** hyperlink. This displays the **Create Advance Shipment Notice** window.



The screenshot shows the Cisco iSupplier Portal interface. The 'Shipments' tab is highlighted in the navigation bar. A search bar is visible with 'PO Number' selected. Below the search bar, there are several personalization options. A table of shipment notices is displayed with columns for 'Subject' and 'Date'. A 'Full List' button is located to the right of the table.

Subject	Date
Standard Purchase Order US202065633.0 requires your acceptance	18-Aug-2015 06:31:40
Standard Purchase Order US202065632.0 requires your acceptance	18-Aug-2015 04:15:44
Standard Purchase Order US202065629.0 requires your acceptance	18-Aug-2015 02:53:28
Standard Purchase Order US202065628.0 requires your acceptance	18-Aug-2015 02:41:47
Standard Purchase Order US202065627.0 requires your acceptance	18-Aug-2015 02:33:45



The screenshot shows the Cisco iSupplier Portal interface with the 'Shipments' tab selected. The 'Shipment Notices' section is visible, containing a 'Create Advance Shipment Notices' link and a 'View / Cancel Advance Shipment and Billing Notices' link, which is highlighted with a red box. The bottom navigation bar includes links for Home, Orders, Shipments, Finance, Home, Logout, Preferences, Help, Personalize Page, and Diagnostics.

Viewing / Canceling Advance Shipment and Billing Notice in the Portal

- Click the shipment number hyperlink in the **Shipment Number** column.
- Clicking the shipment number hyperlink displays shipment details in the **Shipment Notices** window.
- Click the **Cancel Shipment Notice** button to cancel a shipment notice.
- The Portal displays a confirmation message when the process for canceling an advance shipment notice completes.

Home | Orders | Shipments | Finance

Shipment Notices

Shipments: Shipment Notices >

View / Cancel Advance Shipment Notice

Export

Views

Personalize "Views"

View: Last 25 Shipment Notices

Go

Advanced Search

Personalize Stack Layout

Once a shipment notice is cancelled it cannot be undone

Personalize Advanced Table: (PosAsnShipListTbl)

Select	Shipment Number	Ship Date	Expected Receipt Date	Freight Carrier	Waybill/Airbill Number	Supplier Site	Invoice Number	Packing Slip	Processing Status Code	Cancellation Status
<input type="radio"/>	Ship_202065633	18-Aug-2015 16:26:58	31-Aug-2015 16:27:09			0201A/ATLANTA			Pending	
<input type="radio"/>	DEMO_TUS202065372	11-Aug-2015 11:17:06	11-Aug-2015 11:17:06		123456	020HANOVER				Cancelled
<input type="radio"/>	LES111VPostChanges	01-Sep-2014 11:22:40	01-Sep-2014 11:22:40			020HANOVER				
<input type="radio"/>	BAT12345	31-Jul-2015 02:02:00	31-Jul-2015 02:02:00			020HANOVER				
<input type="radio"/>	23432134	30-Jul-2015 11:06:32	30-Jul-2015 11:06:38			020HANOVER				
<input type="radio"/>	shiptest2	15-Jul-2015 00:00:00	21-Jul-2015 00:00:00			020HANOVER				
<input type="radio"/>	shiptest	25-Jul-2015 17:00:36	27-Jul-2015 17:00:40			020HANOVER				
<input type="radio"/>	Test_Pop_ASN2	08-Jul-2015 17:17:22	08-Jul-2015 17:17:25			020HANOVER			Error	
<input type="radio"/>	Ship_101	17-Jul-2015 00:00:00	17-Jul-2015 00:00:00			020HANOVER				Cancelled
<input type="radio"/>	ship-12	16-Jul-2015 00:00:00	16-Jul-2015 00:00:00			020HANOVER				

Select Advance Shipment Notice: Cancel Shipment Notice

Previous 1-10 Next 10

Home | Orders | Shipments | Finance

Shipment Notices

Shipments: Shipment Notices > View / Cancel Advance Shipment Notice >

Advance Shipment Notice: Ship_202065633

Cancel Shipment Notice

Export

Shipment Information

Personalize "Shipment Information"

Shipment Number: Ship_202065633
Supplier: TECSYSTEMS INC
Supplier Site: 0201A/ATLANTA

Shipment Date: 18-Aug-2015 16:26:58
Expected Receipt Date: 31-Aug-2015 16:27:09

Freight Information

Personalize "Freight Information"

Freight Terms: Bill of Lading, Packing Code, Special Handling Code

Freight Carrier: Waybill/Airbill Number, Tar Weight UOM, Net Weight UOM, Comments

Number of Containers: Packing Slip, Tar Weight, Net Weight

Shipments in Advance Shipment Notice

Personalize "Shipments in Advance Shipment Notice"

Personalize "Shipments in Advance Shipment Notice"

Details:	PO Number	Line	Shipment	Supplier	Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	LPN/Lot	Serial	View	Attachments	Cancellation Status
Show	US202065633	1	1		Test - Diff State Line	18-Aug-2015 04:49:38	5	0	EACH		5	San Jose - Bldg A					

CISCO iSupplier Portal

Home | Orders | Shipments | Finance

Shipment Notices

ASN Cancel Confirmation

Personalize "ASN Cancel Confirmation"

Your request to cancel Advance Shipment Notice Ship_202065633 has been submitted. A notification will be sent to the requestor informing them of the cancellation.

Return to View Advance Shipment and Billing Notices

Viewing / Canceling Advance Shipment and Billing Notice in the Portal

You can also cancel a shipment from the **Shipment Notices** window. To do this, you must perform the following steps:

1. Use the **Select** column to select the shipment number that you want to cancel.
2. Click the **Cancel Shipment Notice** button.
3. The Portal displays a confirmation message when the advance shipment notice cancels.

Select	Shipment Number	Shipment Date	Expected Date	Freight Carrier	Waybill/Airbill Number	Supplier Site	Invoice Number	Packing Slip	Processing Status Code	Cancellation Status
<input checked="" type="radio"/>	Ship_202065633	8-Aug-2015 16:26:58	31-Aug-2015 11:17:06			0201A/ATLANTA			Pending	
<input type="radio"/>	Ship_202065372	10-Aug-2015 11:18:42	11-Aug-2015 11:17:06		123456	020HANOVER				Cancelled
<input type="radio"/>	Ship_202065372	01-Sep-2014 11:22:40	01-Sep-2014 11:22:40			020HANOVER				
<input type="radio"/>	Ship_202065372	31-Jul-2015 02:01:24	31-Jul-2015 02:02:00			020HANOVER				
<input type="radio"/>	Ship_202065372	30-Jul-2015 11:06:32	30-Jul-2015 11:06:38			020HANOVER				
<input type="radio"/>	Ship_202065372	15-Jul-2015 00:00:00	21-Jul-2015 00:00:00			020HANOVER				
<input type="radio"/>	Ship_202065372	25-Jul-2015 17:00:36	27-Jul-2015 17:00:40			020HANOVER				
<input type="radio"/>	Test_Pop ASN2	08-Jul-2015 17:17:22	08-Jul-2015 17:17:25			020HANOVER			Error	
<input type="radio"/>	Ship-101	17-Jul-2015 00:00:00	17-Jul-2015 00:00:00			020HANOVER				Cancelled
<input type="radio"/>	Ship-12	16-Jul-2015 00:00:00	16-Jul-2015 00:00:00			020HANOVER				

ASN Cancel Confirmation
Personalize "ASN Cancel Confirmation"

Your request to cancel Advance Shipment Notice Ship_202065633 has been submitted. A notification will be sent to the requestor informing them of the cancellation.

[Return to View Advance Shipment and Billing Notices](#)

Entering Invoice in the Portal (US)

To enter an invoice, you must perform the following steps:

1. Click the **Finance** tab. This displays the **Invoice Actions** window.
2. Click the **Create Invoices** sub tab.
3. Click the **Create PO Based Invoices** button. This displays the **Create Invoice: Purchase Orders** window.

The screenshot shows the Cisco iSupplier Portal interface. The 'Finance' tab is highlighted with a red box and a green circle labeled '1'. Below the navigation tabs, there is a search bar with 'PO Number' selected and a 'Go' button. The main content area displays a table of notifications with columns for 'Subject' and 'Date'.

Subject	Date
Standard Purchase Order US202065633,0 requires your acceptance	18-Aug-2015 06:31:40
Standard Purchase Order US202065632,0 requires your acceptance	18-Aug-2015 04:15:44
Standard Purchase Order US202065629,0 requires your acceptance	18-Aug-2015 02:53:28
Standard Purchase Order US202065628,0 requires your acceptance	18-Aug-2015 02:41:47
Standard Purchase Order US202065627,0 requires your acceptance	18-Aug-2015 02:33:45

The screenshot shows the Cisco iSupplier Portal interface. The 'Create Invoices' sub-tab is highlighted with a red box and a green circle labeled '2'. The 'Create PO Based Invoices' button is highlighted with a red box and a green circle labeled '3'. Below the navigation tabs, there is a search bar and a table of invoice actions.

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

Entering Invoice in the Portal (US)

4. Enter the PO number in the **Purchase Order Number** field.
 5. Click the **Go** button.
 6. In the search result, select the purchase order lines that belong to the same state. For this training, we have selected two POs that belong to California, US.
- Note:** In special cases, a PO Number might contain lines that have multiple US states. The Portal will not allow you to create a single invoice with multiple states. You must create separate invoice for each state.
7. Click the **Next** button. This displays the **Create Invoice: Details** window.

CISCO iSupplier Portal

Home | Orders | Shipments | Finance

Create Invoices | View Invoices | View Payments

Personalize Query: (PoQueryRN) [Cancel] Step 1 of 4 [Next]

Search

Personalize "Search":
Note that the search is case insensitive

Purchase Order Number: (4)

Purchase Order Date: (example: 24-Aug-2015)

Buyer:

(5)

CISCO iSupplier Portal

Home | Orders | Shipments | Finance

Create Invoices | View Invoices | View Payments

Personalize Query: (PoQueryRN) [Cancel] Step 1 of 4 [Next] (7)

Search

Personalize "Search":
Note that the search is case insensitive

Purchase Order Number:

Purchase Order Date: (example: 24-Aug-2015)

Buyer:

Personalize "Search Results: Purchase Order"

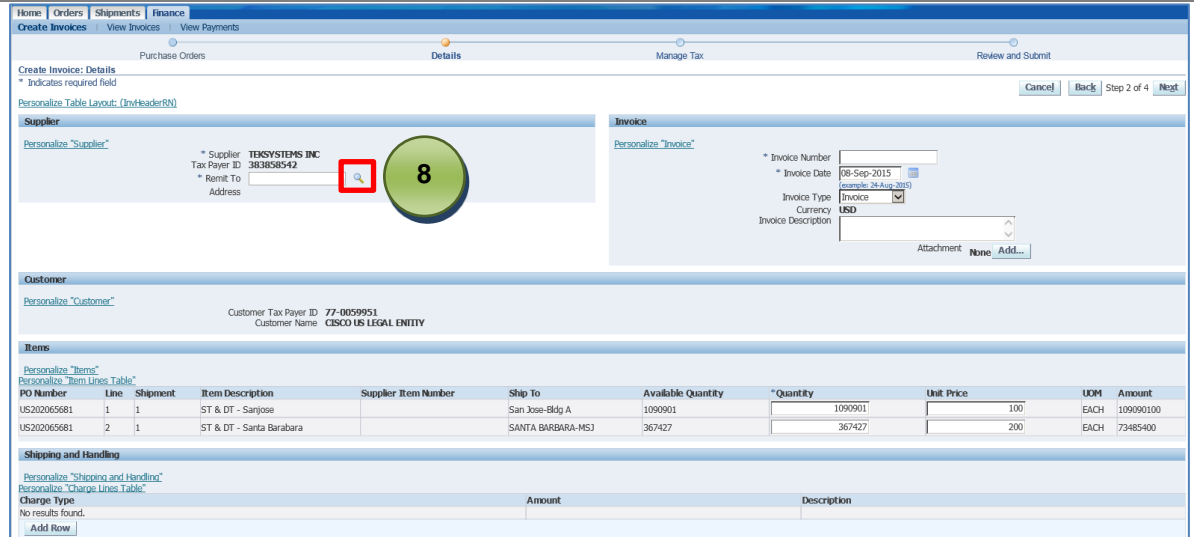
Select Items: (6)

Select	PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To
<input checked="" type="checkbox"/>	US202065681	1	1	ST & DT - Sanjose			1090923	0	22	EACH	100	USD	San Jose-Bldg A
<input checked="" type="checkbox"/>	US202065681	2	1	ST & DT - Santa Barabara			367436	0	9	EACH	200	USD	SANTA BARBARA-MSJ
<input type="checkbox"/>	US202065681	3	1	ST & DT - Texas			4456474	0	1	EACH	300	USD	SOLETRON TEXAS
<input type="checkbox"/>	US202065681	4	1	ST & DT - FL			347568431	0	0	EACH	100	USD	FL-MIAMI 1
<input type="checkbox"/>	US202065681	5	1	ST & DT - Sanjose - Non Tax			28374989	0	17	EACH	100	USD	San Jose-Bldg A
<input type="checkbox"/>	US202065681	6	1	ST - Sanjose & DT - Null			874385	0	1	EACH	679	USD	San Jose-Bldg A
<input type="checkbox"/>	US202065681	7	1	ST - Sanjose & DT - Texas			7867634	0	0	EACH	7667	USD	San Jose-Bldg A
<input type="checkbox"/>	US202065681	8	1	ST - Texas & DT Null			7346573	0	0	EACH	78	USD	SOLETRON TEXAS
<input type="checkbox"/>	US202065681	9	1	ST - Texas & DT Sanjose			64375436	0	0	EACH	676	USD	SOLETRON TEXAS
<input type="checkbox"/>	US202065681	10	1	ST - Sanjose & DT Null - Non Tax			3874658743	0	0	EACH	200	USD	San Jose-Bldg A

Select Items:

Entering Invoice in the Portal (US)

8. Click the **Search** icon to populate the **Remit To** field. Clicking the **Search** icon displays the **Search and Select List of Values** window.
9. Enter search criteria in the **Search By** field and click the **Go** button.



Home | Orders | Shipments | Finance

Create Invoices | View Invoices | View Payments

Purchase Orders | Details | Manage Tax | Review and Submit

Create Invoice: Details

* Indicates required field

Cancel | Back | Step 2 of 4 | Next

Personalize Table Layout: (InvHeaderRN)

Supplier

Personalize "Supplier"

* Supplier: TEKSYSTEMS INC
 Tax Payer ID: 383858542
 * Remit To: [Search Icon] [8]
 Address: []

Invoice

Personalize "Invoice"

* Invoice Number: []
 * Invoice Date: 08-Sep-2015
 Invoice Type: Invoice
 Currency: USD
 Invoice Description: []
 Attachment: None Add...

Customer

Personalize "Customer"

Customer Tax Payer ID: 77-0059951
 Customer Name: CISCO US LEGAL ENTITY

Items

Personalize "Items"

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
US202065681	1	1	ST & DT - Sanjose		San Jose Bldg A	1090901	1090901		EACH	109090100
US202065681	2	1	ST & DT - Santa Barabara		SANTA BARBARA-MSJ	367427	367427		EACH	73485400

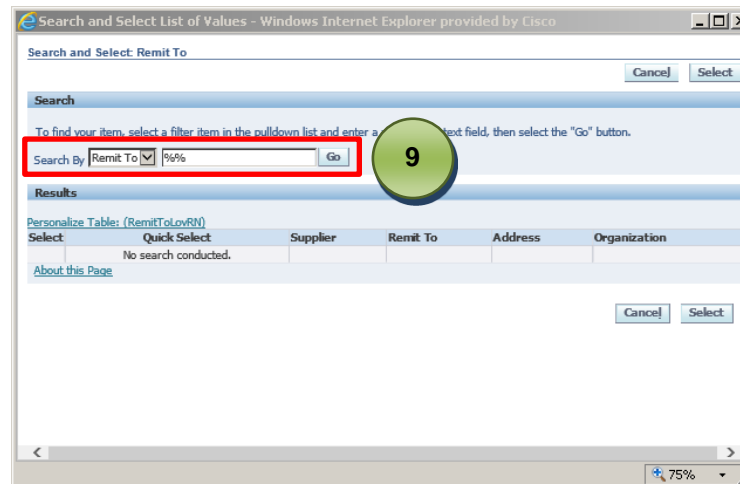
Shipping and Handling

Personalize "Shipping and Handling"

Personalize "Charge Lines Table"

Charge Type	Amount	Description
No results found.		

Add Row



Search and Select List of Values - Windows Internet Explorer provided by Cisco

Search and Select: Remit To

Cancel | Select

Search

To find your item, select a filter item in the pulldown list and enter a text field, then select the "Go" button.

Search By: Remit To [] %%% [Go] [9]

Results

Personalize Table: (RemitToLovRN)

Select	Quick Select	Supplier	Remit To	Address	Organization
No search conducted.					

About this Page

Cancel | Select

75%

Entering Invoice in the Portal (US)

10. Select the remit to address from the search result and click the **Select** button. This populates the **Remit To** field in the **Create Invoice: Details** window.
 11. Enter a unique invoice number in the **Invoice Number** field.
 12. Use the **Calendar** icon in the **Invoice Date** field to enter the invoice creation date. You can also use the default date displayed in this field.
- Note:** You can enter an invoice with a past date, but you cannot create an invoice with a future date.
13. From the **Invoice Type** drop-down menu select one of the following options:

- a. **Invoice:** Select this option if you are entering an invoice in the Portal.
- b. **Credit Memo:** Select this option if you want to enter a credit memo in the Portal.

Note: You can add credit memo in the Portal only if the credit memo contains a single line.

If the credit memo contains more than one line, you must submit the credit memo to AP for manual processing.

For the purpose of this demonstration, we have selected **Invoice** from the drop-down menu.

Search and Select: Remit To

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Remit To %%

Results

Select	Quick Select	Supplier	Remit To	Address	Organization
<input checked="" type="radio"/>		TEKSYSTEMS INC	020HANOVER	7301 PARKWAY DRIVE HANOVER MD 21076	CISCO US OPERATING UNIT

Cancel Select

Home | Orders | Shipments | Finance

Create Invoices | View Invoices | View Payments

Create Invoice: Details

Supplier

Supplier: TEKSYSTEMS INC

Invoice

Invoice Number: Training_Demo

Invoice Date: 18-Sep-2015

Invoice Type: Invoice

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOH	Amount
US 20205581	1	1	ST & DT - Sangose		San Jose-Bldg A	1090901	1090901	100	EACH	109090100
US 20205581	2	1	ST & DT - Santa Barbara		SANTA BARBARA-MSJ	367427	367427	200	EACH	73485400

Entering Invoice in the Portal (US)

14. Enter a description in the **Invoice Description** field. (optional)

15. Use the **Add** button if you want to attach soft copy of the invoice. Adding a copy of invoice is optional for US.

16. You can change the value in the **Quantity** field, if necessary. By default, the Portal displays the quantity entered in the purchase order.

Notes:

- You can change the quantity in this field, as long it is less than or equal to the remaining PO balance.
- You cannot enter a quantity in this field that is greater than the PO quantity balance.

17. You can change the price in the **Unit Price** field, if necessary. By default, the Portal displays the unit price entered in the purchase order.

Notes:

- You can change the unit price in this field as long as the price is lower than the price entered in the purchase order.
- You cannot enter the unit price in this field that is higher than the unit price entered in the purchase order.

The screenshot shows the 'Create Invoice' portal interface. The 'Supplier' section is populated with details for TEKSYSTEMS INC. The 'Invoice' section has fields for Invoice Number (14), Invoice Date, Invoice Type, Currency, and Invoice Description (15). An 'Add' button for attachments is highlighted (15). The 'Customer' section shows details for CISCO US LEGAL ENTITY. The 'Items' table has columns for PO Number, Line, Shipment, Item Description, Supplier Item Number, Ship To, Available Quantity, Quantity (16), Unit Price (17), UOH, and Amount. The 'Quantity' and 'Unit Price' fields in the table are highlighted with red boxes. The 'Shipping and Handling' section is currently empty.

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOH	Amount
US 202065981	1	1	ST & DT - Sanjose		San Jose-8ldg A	1090901		100	EACH	100
US 202065981	2	1	ST & DT - Santa Barbara		SANTA BARBARA-MSJ	367427		200	EACH	200

Entering Invoice in the Portal (US)

18. Click the **Add Row** button if you want to enter freight or miscellaneous charges to the invoice. This adds a new row in the **Shipping and Handling** section.

Note: Adding Freight or Miscellaneous charge is optional. For the purpose of this demonstration, we will show how to add Freight and Miscellaneous charge.

19. Select **Freight** from the **Charge Type** drop-down menu.
20. Enter a value in the **Amount** field.
21. Enter a description in the **Description** field.

Home | Orders | Shipments | Finance

Create Invoices | View Invoices | View Payments

Create Invoice: Details

* Indicates required fields

Personalize Table Layout: (No Header) [Cancel] [Back] Step 2 of 4 [Next]

Supplier

Personalize "Supplier"

* Supplier: TEKSYSTEMS INC
 Tax Payer ID: 383898542
 * Remit To: 019404008
 Address: 7301 PARKWAY DRIVE HANOVER MD 21076

Invoice

Personalize "Invoice"

* Invoice Number: INV_202065578
 * Invoice Date: [19-Aug-2015]
 Invoice Type: [Invoice] [19-Aug-2015]
 Currency: USD
 Invoice Description: Demo Invoice
 Attachment: None [Add...]

Customer

Personalize "Customer"

Customer Tax Payer ID: 77-0059951
 Customer Name: CISCO US LEGAL ENTITY

Items

Personalize "Items"

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
US202065578	1	1	Testing PCT-PTP-TC-LS1-001		CA-SAN DIEGO 5	98	98	15	EACH	1470

Shipping and Handling

Personalize "Shipping and Handling"

Personalize "Charge Lines"

Charge Type	Amount	Description
[Add Row]		

[Cancel] [Back] Step 2 of 4 [Next]

Supplier

Personalize "Supplier"

* Supplier: TEKSYSTEMS INC
 Tax Payer ID: 383898542
 * Remit To: 0211A,ATLANTA
 Address: TEKSYSTEMS GLOBAL SERVICES PO BOX 402042 ATLANTA GA 30384-2042

Invoice

Personalize "Invoice"

* Invoice Number: [Training_Demo]
 * Invoice Date: [08-Sep-2015]
 Invoice Type: [Invoice] [08-Sep-2015]
 Currency: USD
 Invoice Description: Invoice
 Attachment: None [Add...]

Customer

Personalize "Customer"

Customer Tax Payer ID: 77-0059951
 Customer Name: CISCO US LEGAL ENTITY

Items

Personalize "Items"

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
US202065681	1	1	ST & DT - Sanjose		San Jose-8ldy A	1090901	1	100	EACH	100
US202065681	2	1	ST & DT - Santa Barbara		SANTA BARBARA-MSJ	367427	1	200	EACH	200

Shipping and Handling

Personalize "Shipping and Handling"

Personalize "Charge Lines"

Charge Type	Amount	Description
[Freight]	10	Freight charge
[Add Row]		

[Cancel] [Back] Step 2 of 4 [Next]

Entering Invoice in the Portal (US)

22. Click the **Add Row** button again to add miscellaneous charge.
23. Select **Miscellaneous** from the **Charge Type** drop-down menu.
24. Enter a value in the **Amount** field.
25. Enter a description in the **Description** field.
26. Click the **Next** button. This displays the **Create Invoice: Manage Tax** window.

Supplier
 * Supplier: TEKSYSTEMS INC
 Tax Payer ID: 383858542
 * Remit To: 0201A/ATLANTA
 Address: TEKSYSTEMS GLOBAL SERVICES PO BOX 402042 ATLANTA GA 30384-2042

Invoice
 * Invoice Number: Training_Demo
 * Invoice Date: 08-Sep-2015
 Invoice Type: Invoice
 Currency: USD
 Invoice Description: Invoice

Customer
 Customer Tax Payer ID: 77-0059951
 Customer Name: CISCO US LEGAL ENTITY

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
US202065981	1	1	ST & DT - Sanjose		San Jose Blvd A	1090901	1	100	EACH	100
US202065981	2	1	ST & DT - Santa Barbara		SANTA BARBARA-MSJ	367427	1	200	EACH	200

Shipping and Handling

Charge Type	Amount	Description
Freight	10	Freight charge

Add Row (22)

Supplier
 * Supplier: TEKSYSTEMS INC
 Tax Payer ID: 383858542
 * Remit To: 0201A/ATLANTA
 Address: TEKSYSTEMS GLOBAL SERVICES PO BOX 402042 ATLANTA GA 30384-2042

Invoice
 * Invoice Number: Training_Demo
 * Invoice Date: 08-Sep-2015
 Invoice Type: Invoice
 Currency: USD
 Invoice Description: Invoice

Customer
 Customer Tax Payer ID: 77-0059951
 Customer Name: CISCO US LEGAL ENTITY

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
US202065981	1	1	ST & DT - Sanjose		San Jose Blvd A	1090901	1	100	EACH	100
US202065981	2	1	ST & DT - Santa Barbara		SANTA BARBARA-MSJ	367427	1	200	EACH	200

Shipping and Handling

Charge Type	Amount	Description
Miscellaneous	10	Miscellaneous char

Add Row (23)

Next (26)

Entering Invoice in the Portal (US)

27. Please refer to your AR invoice to enter the total tax amount in the **Tax Amount** field.

Note: You should enter the tax on the AR invoice.

28. Click the **Calculate** button.

29. Click the **Recalculate Tax** button. This updates the details in the **Invoice Summary** section and displays the tax amount that you added in the **Tax Amount** field.

Supplier

Supplier: TEKSYSTEMS INC
 Tax Payer ID: 3E185R542
 Remit To: 0201A/ATLANTA
 Address: TEKSYSTEMS GLOBAL SERVICES PO BOX 402042 ATLANTA GA 30384-2042

Invoice

Invoice Number: Training_Demo
 Invoice Date: 08-Sep-2015
 Invoice Type: Standard
 Currency: USD
 Invoice Description: Invoice
 Attachment: None

Customer Tax Payer ID: 77-0059951
 Customer Name: CISCO US LEGAL ENTITY

Calculate

Tax Amount: 24

27

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
US202065681	1	1	ST & DT - Sanjose		San Jose-Bldg A	1090901	1.00 EACH	100.00	100.00
US202065681	2	1	ST & DT - Santa Barbara		SANTA BARBARA-MSJ	367427	1.00 EACH	200.00	200.00

Customer Tax Payer ID: 77-0059951
 Customer Name: CISCO US LEGAL ENTITY

Calculate

Tax Amount: 24

29

Charge Type	Amount	Description
Freight	10.00	Freight charge
Miscellaneous	10.00	Miscellaneous charge

Item	Amount
Items	300.00
Less Rebate/Charge	0.00
Freight	10.00
Miscellaneous	10.00
Tax	0.00
Recalculate Total	320.00

Total (USD)

Entering Invoice in the Portal (US)

30. Notice the **Invoice Summary** section. The **Tax** line displays the tax amount after you click the **Recalculate Tax** button.

31. Review the invoice details in the **Create Invoice: Review and Submit** window and click the **Submit** button.

Create Invoice: Review and Submit Cancel Save Back Step 4 of 4 Submit

Supplier

Personalize "Supplier"

* Supplier: TERASYSTEMS INC
 Tax Payer ID: 383835542
 * Remit To: 0201A/ATLANTA
 Address: TERASYSTEMS GLOBAL SERVICES PO BOX 402042 ATLANTA GA 30284-2042

Invoice

Personalize "Invoice"

* Invoice Number: Training_Demo
 * Invoice Date: 08-Sep-2015
 Invoice Type: Standard
 * Currency: USD
 Invoice Description: Invoice
 Attachment: None

Customer

Personalize "Customer"

* Customer Tax Payer ID: 77-0099951
 Customer Name: CISCO US LEGAL ENTITY

Items

Personalize "Items"

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
US202065681	1	1	ST & DT - Sanjose		San Jose-Bldg A	1090901	1.00 EACH	100.00	100.00
US202065681	2	1	ST & DT - Santa Barbara		SANTA BARBARA-MSJ	367427	1.00 EACH	200.00	200.00

Shipping and Handling

Personalize "Shipping and Handling"

Personalize "Charge Lines Table"

Charge Type	Amount	Description
Freight	10.00	Freight charge
Miscellaneous	10.00	Miscellaneous charge

Summary Tax Lines

Personalize "Summary Tax Lines"

Personalize "Tax Lines Table"

Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount
SBD_REGIME_US	USCA_P2P_103	USCA_P2P_103	CALIFORNIA	USCA_P2P_103	1	24

Invoice Summary

Personalize "Invoice Summary"

Personalize "Table Layout"

Less Rpt Freight	10.00
Miscellaneous	10.00
Tax	24.00

30

Cancel Save Back Step 4 of 4 **Submit**

31

Entering Invoice in the Portal (US)

32. The system displays a confirmation message when the invoice submits in the Portal.

The screenshot displays the Supplier Portal interface. A green circle with the number '32' is overlaid on the top left. A red box highlights a confirmation message: "Confirmation Invoice Training_Demo was submitted to our Accounts Payable department on 08-Sep-2015. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page." Below this, the page shows details for the Supplier (TERYSYSTEMS INC), Customer (CISCO US LEGAL ENTITY), and a table of items. An invoice summary table is also present at the bottom right.

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
US202065681	1	1	ST & DT - Sanjose	1990901	San Jose-Bldg A		1.00 EACH	100.00	100.00
US202065681	2	1	ST & DT - Santa Barbara		SANTA BARBARA-HSJ	367427	1.00 EACH	200.00	200.00

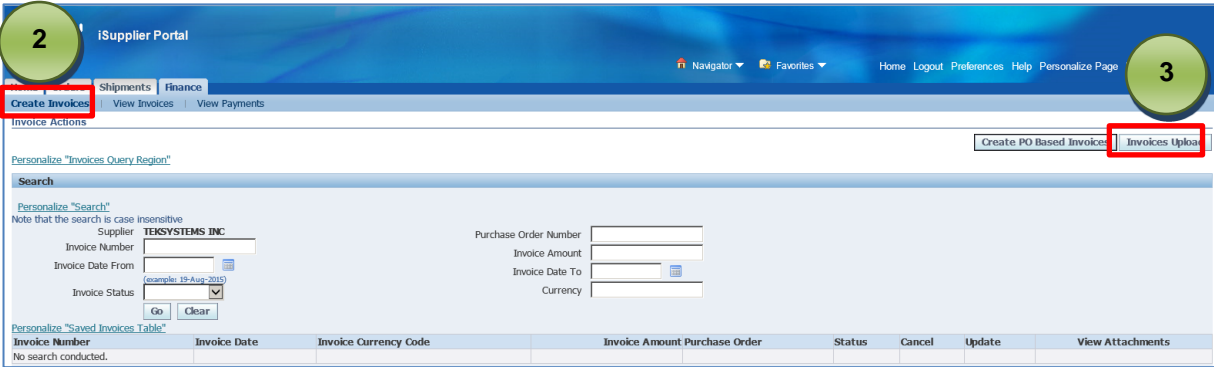
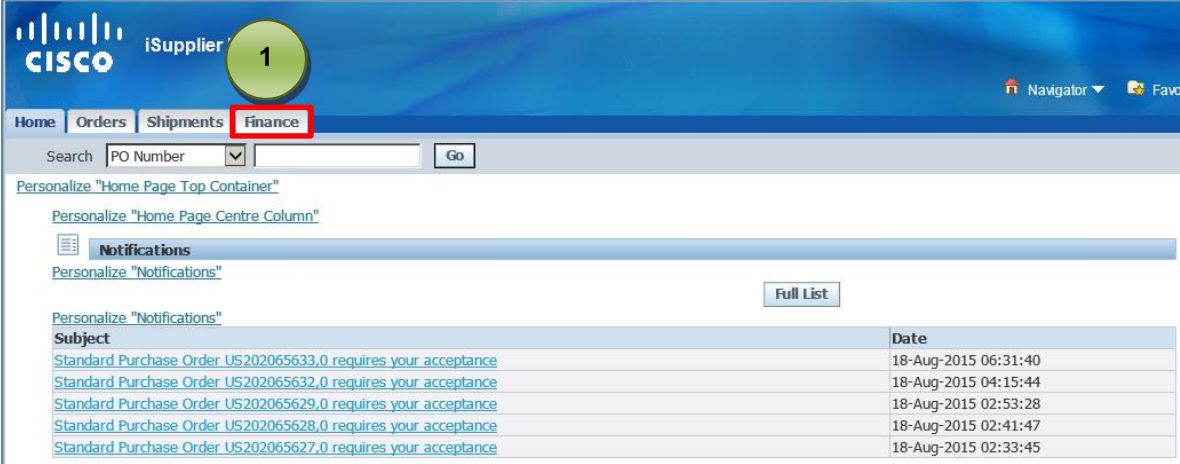
Personalize Table Layout	
Invoice Number	Training_Demo
Invoice Date	08-Sep-2015
Invoice Type	Standard
Currency	USD
Invoice Description	Invoice
Attachment	None

Personalize Table Layout	
Items	200.00
Less Retainage	0.00
Freight	10.00
Miscellaneous	10.00
Tax	24.00
Subtotal	344.00
Less Advances and Financing	0.00
Total (USD)	344.00

Uploading Bulk Invoices in the Portal (US)

To upload bulk invoices, you must perform the following steps:

1. Click the **Finance** tab.
2. Click the **Create Invoices** sub tab.
3. Click the **Invoices Upload** button. This displays the **Import Data** window.

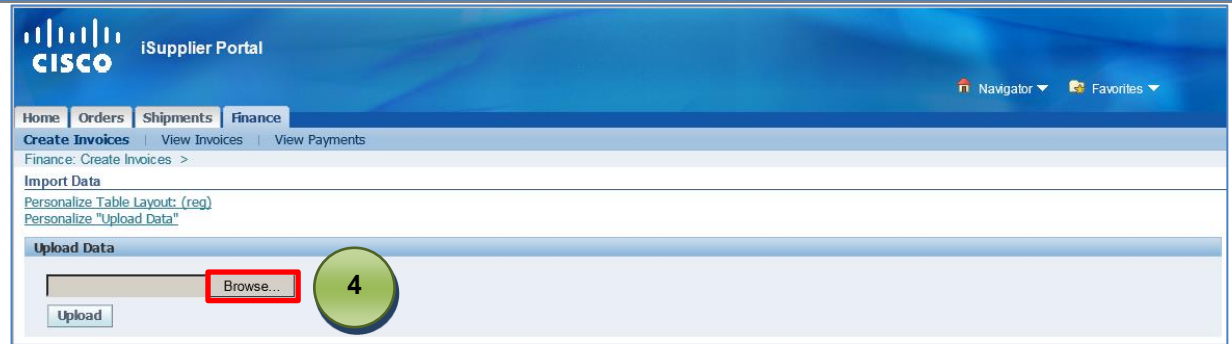


Uploading Bulk Invoices in the Portal (US)

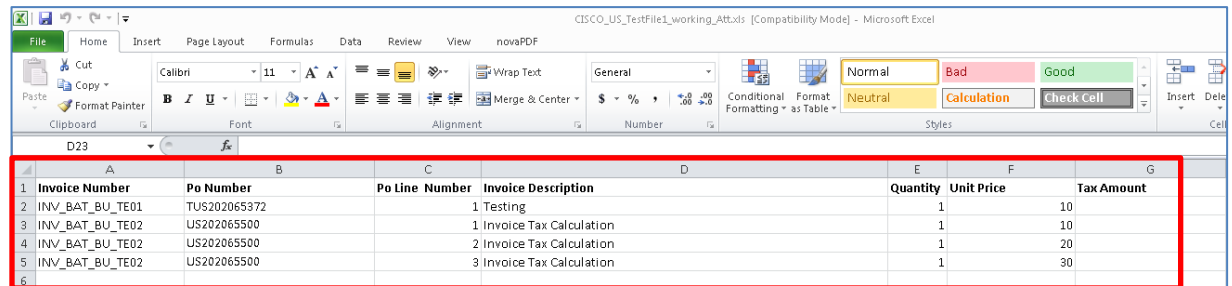
- Click the **Browse** button in the **Import Data** window. Clicking the **Browse** button displays the **Choose File to Upload** pop-up.

Note: You must upload a Microsoft Excel file that contains the list of purchase orders for which you want to create invoices. This Microsoft Excel file should have the following columns:

- **Invoice Number**
- **PO Number**
- **PO Line Number**
- **Invoice Description**
- **Quantity**
- **Price**
- **Tax Amount (optional)**



The screenshot shows the iSupplier Portal interface. At the top, there's a navigation bar with 'Home', 'Orders', 'Shipments', and 'Finance'. Below that, there are links for 'Create Invoices', 'View Invoices', and 'View Payments'. The 'Import Data' section is active, showing an 'Upload Data' area with a 'Browse...' button highlighted by a red box and a green circle containing the number '4'. There is also an 'Upload' button.

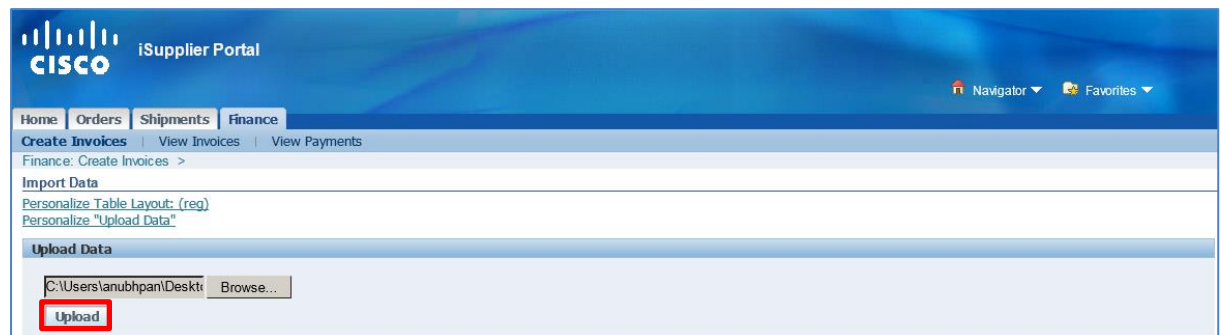
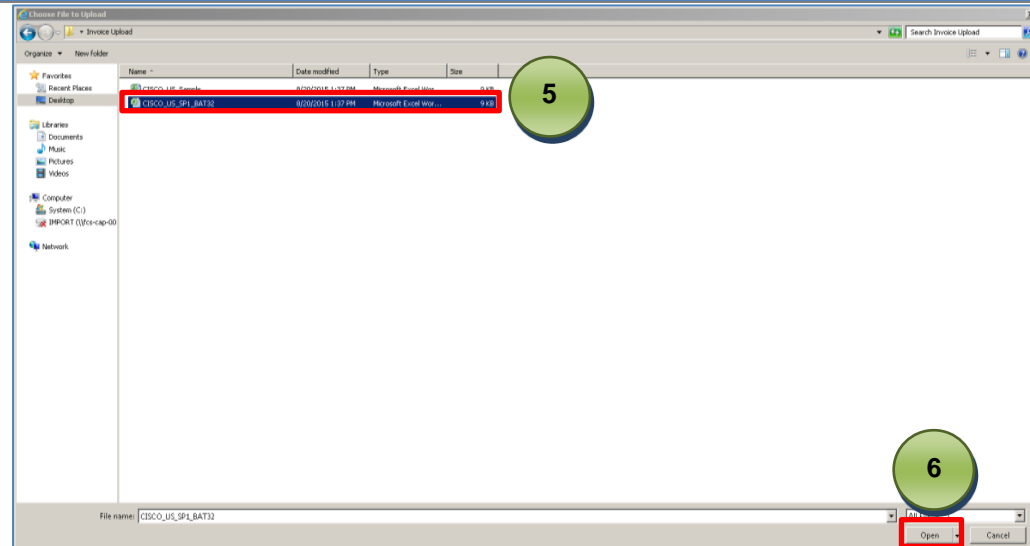


The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E	F	G
1	Invoice Number	Po Number	Po Line Number	Invoice Description	Quantity	Unit Price	Tax Amount
2	INV_BAT_BU_TE01	TUS202065372		1 Testing	1		10
3	INV_BAT_BU_TE02	US202065500		1 Invoice Tax Calculation	1		10
4	INV_BAT_BU_TE02	US202065500		2 Invoice Tax Calculation	1		20
5	INV_BAT_BU_TE02	US202065500		3 Invoice Tax Calculation	1		30
6							

Uploading Bulk Invoices in the Portal (US)

5. Use the **Choose File to Upload** pop-up to select the file from the destination folder.
6. Click the **Open** button.
7. Click the **Upload** button in the **Import Data** window.



Uploading Bulk Invoices in the Portal (US)

8. The Portal displays a confirmation message when the file upload completes.
9. The Portal imports data from the spreadsheet and displays the data in the **View Input Data** section of the **Import Data** window.
10. Click the **Search** icon in the **Remit To Site** column. This displays the **Search and Select List of Values** window.

Confirmation
Your file has been Successfully Uploaded.

Import Data
Personalize Table Layout: (reg)
Personalize "Upload Data"

Upload Data
Browse...
Upload

View Input data
Personalize "View Input data"
Personalize Advanced Tables: (InvoiceImportRN)

Action Save Delete Process Invoices

Select All Select None

Select	InvoiceNumber	Invoice Date	PoNumber	PO Line Number	Amount	Tax Amount	Unit Price	Qty	Remit To Site	Status	Error Description	Details	Attachment	Upload Date
<input type="checkbox"/>	INV_BAT_BU_TE02	20-Aug-2015	US202065500	Multiple	60	0				NEW				20-Aug-2015
<input type="checkbox"/>	INV_BAT_BU_TE01	20-Aug-2015	TUS202065372	1	10	0	10	1		NEW				20-Aug-2015

Confirmation
Your file has been Successfully Uploaded.

Import Data
Personalize Table Layout: (reg)
Personalize "Upload Data"

Upload Data
Browse...
Upload

View Input data
Personalize "View Input data"
Personalize Advanced Tables: (InvoiceImportRN)

Action Save Delete Process Invoices

Select All Select None

Select	InvoiceNumber	Invoice Date	PoNumber	PO Line Number	Amount	Tax Amount	Unit Price	Qty	Remit To Site	Status	Error Description	Details	Attachment	Upload Date
<input checked="" type="checkbox"/>	INV_BAT_BU_TE02	20-Aug-2015	US202065500	Multiple	60	0				NEW				20-Aug-2015
<input type="checkbox"/>	INV_BAT_BU_TE01	20-Aug-2015	TUS202065372	1	10	0	10	1		NEW				20-Aug-2015

Uploading Bulk Invoices in the Portal (US)

11. Enter the search criteria in the **Search By** field and click the **Go** button.
12. Select the **Remit To Site** address and click the **Select** button.

Search and Select: Remit To site

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Remit To [v] %%

Go

Results

Personalize Table: (XcfaRemitToSiteLOVSearchRN)

Select	Quick Select	Supplier	Remit To	Address	Organization
No search conducted.					

About this Page

Cancel Select

Search and Select: Remit To site

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Remit To [v] %%

Go

Results

Personalize Table: (XcfaRemitToSiteLOVSearchRN)

Select	Quick Select	Supplier	Remit To	Address	Organization
<input checked="" type="radio"/>		TEKSYSTEMS INC	020HANOVER	7301 PARKWAY DRIVE HANOVER MD 21076	CISCO US OPERATING UNIT

About this Page

Cancel Select

Uploading Bulk Invoices in the Portal (US)

13. Select the invoice that you want to process in the **View Input Data** section of the window.

14. Click the **Process Invoices** button. When you click this button, the Portal performs the following custom validations:

- Identifies the number of invoices against multiple states
- Identifies the number of invoices against multiple POs

15. The system displays a confirmation message when the invoice is processed.

Import Data

Upload Data

Upload

14

View Input data

Action Save Delete **Process Invoices**

Select All | Select None

Select	InvoiceNumber	Invoice Date	PoNumber	Amount	Tax Amount	Unit	Qty	Remit To Site	Status	Error Description	Details	Attachment	Upload Date
<input checked="" type="checkbox"/>	INV_BAT_BU_TE01	20-Aug-2015	TUS20206531	10	0	10	1	020HANOVER	NEW				20-Aug-2015
<input type="checkbox"/>	INV_BAT_BU_TE02	20-Aug-2015	US202065500	60	0				NEW				20-Aug-2015

13

Invoice is processed.

15

Import Data

Upload Data

Browse... Upload

View Input data

Action Save Delete **Process Invoices**

Previous 1-10 of 546 Next 10

Select	InvoiceNumber	Invoice Date	PoNumber	PO Line Number	Amount	Tax Amount	Unit	Qty	Remit To Site	Status	Error Description	Details	Attachment	Upload Date
<input type="checkbox"/>	INV_BAT_BU_TE01	20-Aug-2015	TUS202065372	1	10	0	10	1	020HANOVER	Processed				20-Aug-2015

15

Entering Invoice in the Portal (Germany)

For Germany, the process of entering invoices in the Portal is different from that of the US. When entering invoices in the Portal, suppliers located in Germany must use the steps shown in this section.

To enter invoice, you must perform the following steps:

1. Click the **Finance** tab.
2. Click the **Create Invoices** sub tab.
3. Click the **Create PO Based Invoices** button. This displays the **Create Invoice: Purchase Orders** window.

The screenshot shows the iSupplier Portal home page. The 'Finance' tab is highlighted with a red box and a circled '1'. The page includes a search bar, a 'Notifications' section with a table of alerts, and an 'Orders At A Glance' section with a table of purchase orders. A right-hand sidebar contains navigation links for Orders, Shipments, Invoices, and Payments.

Subject	Date
Standard Purchase Order 5150011180,0 requires your acceptance	03-Sep-2015 12:25:09
Standard Purchase Order 5150011177,0 requires your acceptance	03-Sep-2015 01:36:40
Standard Purchase Order 5150011176,0 requires your acceptance	03-Sep-2015 01:34:18
Standard Purchase Order 5150011175,0 requires your acceptance	03-Sep-2015 01:29:36
Standard Purchase Order 5150011174,0 requires your acceptance	03-Sep-2015 00:36:30

PO Number	Description	Order Date
5150011180		03-Sep-2015 12:25:01
5150011177		03-Sep-2015 01:36:38
5150011176		03-Sep-2015 01:34:14
5150011175		03-Sep-2015 01:29:29
5150011174		03-Sep-2015 00:36:25

The screenshot shows the 'Create Invoices' sub-tab. The 'Create Invoices' link is highlighted with a red box and a circled '2'. The 'Create PO Based Invoices' button is highlighted with a red box and a circled '3'. The page features a search form with fields for Supplier, Invoice Number, Invoice Date From, Invoice Status, Purchase Order Number, Invoice Amount, Invoice Date To, and Currency. A table below the search form shows columns for Invoice Number, Invoice Date, Invoice Currency Code, Invoice Amount, Purchase Order, Status, Cancel, Update, and View Attachments.

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

Entering Invoice in the Portal (Germany)

4. Enter the PO number in the **Purchase Order Number** field.
5. Click the **Go** button.
6. Select the PO number in the search result.
7. Click the **Next** button.

CISCO iSupplier Portal

Home | Orders | Shipments | Finance

Create Invoices | View Invoices | View Payments

Purchase Orders | Details | Manage Tax | Review and Submit

Create Invoice: Purchase Orders

Cancel | Step 1 of 4 | Next

Search

Note that the search is case insensitive

Purchase Order Number: TS15001165 (4)

Purchase Order Date: (example: 26-Aug-2015)

Buyer: (example: 26-Aug-2015)

Go (5) | Clear

Select PO Number	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To
No search conducted.											

Cancel | Step 1 of 4 | Next

CISCO iSupplier Portal

Home | Orders | Shipments | Finance

Create Invoices | View Invoices | View Payments

Purchase Orders | Details | Manage Tax | Review and Submit

Create Invoice: Purchase Orders

Cancel | Step 1 of 4 | Next

Search

Note that the search is case insensitive

Purchase Order Number: TS15001165

Purchase Order Date: (example: 26-Aug-2015)

Buyer: (example: 26-Aug-2015)

Go | Clear

Actions: Add to Invoice

Select PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To
<input checked="" type="checkbox"/> TS15001165 (6)	1	1	UAT Testing			100	0	30	EACH	10	EUR	D-D-Mun...

Cancel | Step 1 of 4 | Next (7)

Entering Invoice in the Portal (Germany)

8. For Germany, the **Remit To** field populates automatically.
9. Enter a unique invoice number for the purchase order in the **Invoice Number** field.
10. Use the **Calendar** icon in the **Invoice Date** field to enter the invoice creation date. You can leave the default date as displayed by the Portal.

Note: You can enter an invoice with a past date, but you cannot enter an invoice with a future date.

11. From the **Invoice Type** drop-down menu select one of the following options:
 - a. **Invoice:** Select this option if you are entering an invoice in the Portal.
 - b. **Credit Memo:** Select this option if you want to enter a credit memo in the Portal.

Note: You can add credit memo in the Portal only if the credit memo contains a single line.

If the credit memo contains more than one line, you must submit the credit memo to AP for manual processing.

For the purpose of this demonstration, we have selected **Invoice** from the drop-down menu.

The screenshot shows the 'Create Invoice' form in the Cisco portal. The form is titled 'Create Invoice: Details' and is divided into two main sections: 'Supplier' and 'Invoice'. The 'Supplier' section includes fields for 'Supplier' (CLEAN FORCE MANAGEMENT INC), 'Tax Payer ID', 'Remit To' (MANTECA EUR), and 'Address' (2215 W CENTER STREET SUITE 102 MANTECA CA 95337). The 'Invoice' section includes fields for 'Invoice Number' (Training_Demo), 'Invoice Date' (08-Sep-2015), 'Invoice Type' (Invoice), and 'Currency' (EUR). A 'Calendar' icon is visible in the 'Invoice Date' field. The form also includes a 'Ship From Country' field and an 'Attachment' section. The form is titled 'Create Invoice: Details' and includes navigation buttons like 'Cancel', 'Back', and 'Next'.

Entering Invoice in the Portal (Germany)

12. Enter a description for the invoice in the **Invoice Description** field.

13. Use the **Add** button to attach a copy of the AR invoice. This displays the **Add Attachment** window.

Note: For Germany, it is mandatory to attach a copy of the AR invoice when entering invoice in the Portal.

14. Enter file attachment name in the **Title** field.

15. Enter a description in the **Description** field.

16. Select the **File** radio button.

17. Click the **Browse** button and select the AR invoice that you want upload.

18. After you have selected the file for upload, the location of the file is displayed in the **File** field.

19. Click the **Apply** button.

Home | Orders | Shipments | Finance
Create Invoices | View Invoices | View Payments
Purchase Orders | Details | Manage Tax | Review and Submit
Cancel | Back | Step 2 of 4 | Next

Create Invoice: Details
* Indicates required field

Supplier
* Supplier CLEARPATH WORKFORCE MANAGEMENT INC.
Tax Payer ID
* Remit To MANTECA EUR
Address 1215 W CENTER STREET SUITE 102 MANTECA CA 95337

Invoice
* Invoice Number Training_Demo
* Invoice Date 08-Sep-2015
Invoice Type Invoice
Currency EUR
Invoice Description Invoice
* Attachment No Add
* Ship From Country

Home | Orders | Shipments | Finance
Create Invoices | View Invoices | View Payments
Finance: Create Invoices >
Add Attachment
Cancel | Add Another | Apply

Attachment Summary Information
Title AR Invoice
Description AR Invoice
Category From Supplier

Define Attachment
Type File URL Text
C:\Users\lanubham\Desktop\AR Invoice.txt Browse
18

Entering Invoice in the Portal (Germany)

20. The Portal displays a confirmation message when the AR invoice attachment process completes.

21. Use the **Search** icon in the **Ship From Country** field to search and enter the country from where the item shipped.

Note: These countries can be:

- Germany
- EU countries
- Non EU countries

22. You can change the value in the **Quantity** field, if necessary. By default, the Portal displays the quantity entered in the purchase order.

Notes:

- You can change the quantity in this field, as long as it is lower than the purchase order quantity.
- You cannot enter a quantity in this field that is greater than the PO quantity.

The screenshot shows the 'Create Invoices' page in the Cisco portal. The page is divided into several sections: Supplier, Invoice, Customer, and Items. A confirmation message (20) is displayed at the top, stating: 'Attachment AR Invoice has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.' Below this, the 'Supplier' section shows 'CLEARPATH WORKFORCE MANAGEMENT INC' with a search icon in the 'Ship From Country' field (21). The 'Invoice' section shows 'Training_Demo' as the invoice number and '08-Sep-2015' as the invoice date. The 'Customer' section shows 'GERMANY Operating' as the customer name. The 'Items' section is a table with columns: PO Number, Line, Shipment, Item Description, Supplier Item Number, Ship To, Available Quantity, Quantity, Unit Price, UOM, and Amount. The 'Quantity' field (22) is highlighted with a red box and contains the value '1'.

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
TS150011165	1	1	UAT Testing		D-D-Munich	70	1	10	EACH	10

Entering Invoice in the Portal (Germany)

23. You can change the price in the **Unit Price** field, if necessary. By default, the Portal displays the unit price entered in the purchase order.

Notes:

- You can change the unit price in this field as long as the price that you enter is lower than the purchase order price.
- You cannot enter the unit price in this field that is higher than the unit price entered in the purchase order.

24. Click the **Add Row** button to add **Freight** charges. Clicking the **Add Row** button adds a new row in the **Shipping and Handling** section of the window.

Home | Orders | Shipments | Finance
Create Invoices | View Invoices | View Payments

Purchase Orders | Details | Manage Tax | Review and Submit

Confirmation
Attachment AR Invoice has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

Create Invoice: Details
* Indicates required field

Supplier
* Supplier CLEARPATH WORKFORCE MANAGEMENT INC
* Tax Payer ID
* Remit To MANTECA EUR
Address 1215 W CENTER STREETSUITE 102MANTECA CA 95337

Invoice
* Invoice Number Training_Demo
* Invoice Date 08-Sep-2015
Invoice Type Invoice
Currency EUR
Invoice Description Invoice
* Attachment Attachment List: Add
* Ship From Country Germany

Customer
Personalize "Customer"
Customer Tax Payer ID SYS12081
Customer Name GERMANY Operating

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
7515001165	1	1	UAT Testing		D-D-Munich	70	1	10	EACH	10

Shipping and Handling
Personalize "Shipping and Handling"
Charge Type
Add Row

Entering Invoice in the Portal (Germany)

25. Enter the freight amount in the **Amount** field.
26. Enter a description in the **Description** field.
27. Click the **Next** button. This displays the **Create Invoice: Manage Tax** window.

Supplier

* Supplier: CLEARPATH WORKFORCE MANAGEMENT INC
Tax Payer ID: MANTECA EUR
Remit To: MANTECA EUR
Address: 1215 W CENTER STREET SUITE 102 MANTECA CA 95337

Invoice

* Invoice Number: Training_Demo
* Invoice Date: 08-Sep-2015
Invoice Type: Invoice
Currency: EUR
Invoice Description: Invoice
* Attachment: Attachment List Add
* Ship From Country: Germany

Customer

Personalize "Customer"
Customer Tax Payer ID: SYS12091
Customer Name: GERMANY Operating

Items

PO Number	Line	Shipment	Item Description	Item Number	Ship To	Available Quantity	Unit Price	UOM	Amount
T5150011165	1	1	UAT Testing		D-D-Munich	70	10	EACH	10

Shipping and Handling

Personalize "Shipping and Handling"

Charge Type	Amount	Description
Freight	10	Freight charge

Add Row

Cancel Next

Entering Invoice in the Portal (Germany)

28. The **Summary Tax Lines** section automatically populates the **Tax Rate** and **Tax Amount** fields.

Notes:

- The **Tax Rate** and the **Tax Amount** fields populate based on the country that you select in the **Site From Country** field in **Step # 21**.
- The Portal allows you to adjust the rounding differences for the tax amount by $\pm \text{€ } 0.04$.
- You must double check the tax amount on the Portal with the AR invoice. If the discrepancy in the tax amount is greater than $\pm \text{€ } 0.04$, you must submit the invoice to AP for manual processing.

29. Click the **Calculate** button.

30. Click the **Submit** button.

The screenshot shows the 'Manage Tax' interface. At the top, there are navigation tabs: Home, Orders, Shipments, Finance. Below that, there are buttons for 'Create Invoices', 'View Invoices', and 'View Payments'. The main content area is divided into sections for 'Supplier', 'Invoice', 'Customer', 'Summary Tax Lines', 'Items', and 'Shipping and Handling'.

Supplier Information:
 * Supplier: CLEARPATH WORKFORCE MANAGEMENT INC
 * Tax Payer ID: [blank]
 * Remit To: MANECA EUR
 * Address: 1215 W CENTER STREET SUITE 102 MANECA CA 95337

Invoice Information:
 * Invoice Number: Training_Demo
 * Invoice Date: 08-Sep-2015
 * Invoice Type: Standard
 * Currency: EUR
 * Invoice Description: Invoice
 Attachment: [Attachment List](#)

Customer Information:
 * Customer Tax Payer ID: SYS12081
 * Customer Name: GERMAN Operating

Summary Tax Lines:

Line	Tax Code	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
1	DE-STANDARD_P2P_I_201	DE-STANDARD_P2P_I_201	Germany	DE-STANDARD_P2P_I_01	19	3.8	Active

Items:

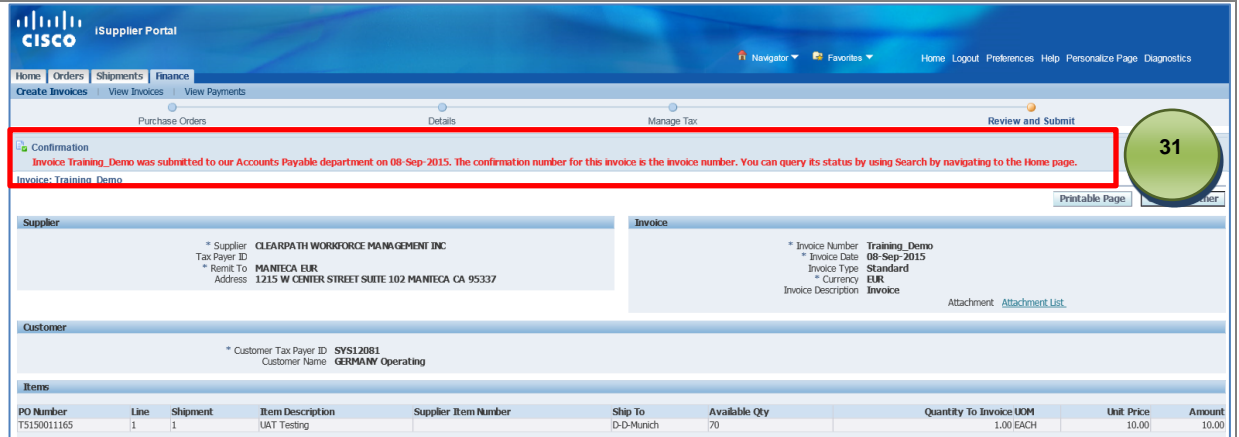
PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
75150011165	1	1	IAT Testing		D-D-Munich	70	1.00 EACH	10.00	10.00

Shipping and Handling:

Charge Type	Amount	Description
Freight	10.00	Freight charge

Entering Invoice in the Portal (Germany)

31. The Portal displays a confirmation message when the invoice submits in the system.



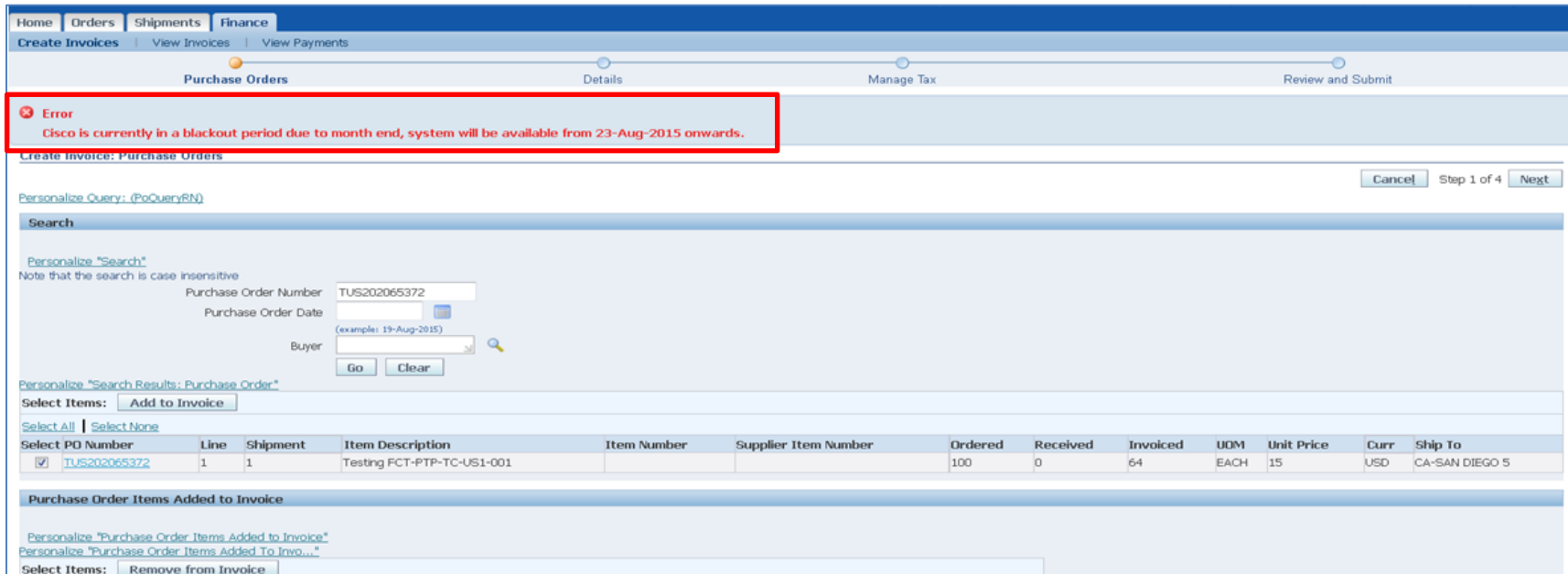
The screenshot displays the Cisco iSupplier Portal interface. A red box highlights a confirmation message: "Confirmation Invoice Training_Demo was submitted to our Accounts Payable department on 08-Sep-2015. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page. Invoice: Training_Demo". A green circle with the number "31" is overlaid on the right side of the confirmation message. Below the message, the portal shows details for the Supplier (CLEARPATH WORKFORCE MANAGEMENT INC), Invoice (Training_Demo), Customer (GERMANY Operating), and a table of items.

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
T5150011165	1	1	UAT Testing		D-D-Munch	70	1.00 EACH	10.00	10.00

Frequently Asked Questions (FAQs)

1. Will the Portal enable me to enter invoices at any time during a month?

The Portal will not allow you to enter invoices during the month-end period. The Portal will display the following message if you try to enter an invoice during the month-end period:



The screenshot shows the iSupplier Portal interface. At the top, there are navigation tabs: Home, Orders, Shipments, and Finance. Below these are sub-tabs: Create Invoices, View Invoices, and View Payments. The main navigation bar includes: Purchase Orders, Details, Manage Tax, and Review and Submit. A red box highlights an error message: "Error: Cisco is currently in a blackout period due to month end, system will be available from 23-Aug-2015 onwards." Below the error message, the page shows the "Create invoice: Purchase Orders" section. It includes a "Personalize Query: (PoQueryRN)" section with a search form. The search form has fields for "Purchase Order Number" (TUS202065372), "Purchase Order Date" (with a calendar icon), and "Buyer" (with a dropdown menu and a search icon). There are "Go" and "Clear" buttons. Below the search form is a table of search results. The table has columns: Select PO Number, Line, Shipment, Item Description, Item Number, Supplier Item Number, Ordered, Received, Invoiced, UOM, Unit Price, Curr, and Ship To. The first row is selected and shows: TUS202065372, 1, 1, Testing FCT-PTP-TC-US1-001, , , 100, 0, 64, EACH, 15, USD, CA-SAN DIEGO 5. Below the table is a section titled "Purchase Order Items Added to Invoice" with a "Remove from Invoice" button.

2. What should I do when an employee with access to the Portal terminates his employment? I do not want the employee to have access to the Portal after leaving my organization.

You must make sure that employees who leave your organization do not have access to the Portal. You are responsible to contact the iSupplier Administrator and request that the user's access be removed.

3. I am a Germany-based supplier. What should I do if the tax discrepancy between the Portal and the AR invoices is greater than ± € 0.04.

You must double check the tax amount on the Portal with the AR invoice. If the discrepancy in the tax amount is greater than ± € 0.04, you must submit the invoice to AP for manual processing.

4. Can I enter a credit memo in the Portal?

Yes, you can enter a credit memo in the Portal if the credit memo contains only a single line. If the credit memo contains more than one line then you must submit the credit memo to AP for manual processing. This applies to suppliers located in the US and Germany.

5. What happens in situations where two suppliers merge into a single supplier entity?

If your organization merges with another supplier organization then you must let the iSupplier Administrator know about this merger. The Administrator will send a new invitation for access to the Portal. You can also request access to the Portal through Cisco.com.



Tomorrow Starts Here