

Welcome to the MOOD Supplier Portal User Guide

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Mood Media Supplier Portal

Mood Media provides an internet-based portal in order to effectively communicate with Suppliers. The MOOD Supplier Portal allows Suppliers to securely log in to their account to both view and transact. From a view perspective, Suppliers can readily see Purchasing documents, Invoices, Payments, etc. From a transactional perspective, Suppliers will be able to Acknowledge and Request Changes to Purchasing documents and submit Invoices with attachments. In addition, Suppliers will be able to administer a number of components of their account.

The MOOD Supplier Portal connects directly to MOOD's financial system. Thus, transactions will process faster while providing visibility for the Suppliers. Using a standard internet connection, or a mobile device, Suppliers literally have their transactions available at their fingertips. The key advantages are then obvious to the Suppliers; less cost to deliver invoices, reduced mailing wait time, and the immediate visibility of the procure to pay processing.

This document will act as the Training Guide for the Suppliers. The MOOD Supplier Portal is an easy to use interface. This document will walk through the processes of using the MOOD Supplier Portal. Screenshots will be utilized throughout the document in order to provide a realistic view of the forms for the users.

This Training Guide uses SAMPLE DATA to illustrate transactions and forms. No actual or live data is represented by these illustrations.

To successfully navigate the MOOD Supplier Portal, please read and utilize this guide. The key areas are represented with step-by-step instructions

WELCOME TO THE MOOD SUPPLIER PORTAL

Frequently Asked Questions

What is the MOOD Supplier Portal?

The MOOD Supplier Portal is an internet-based, secure, portal for MOOD and its Supply base to interact. Allowing Suppliers to securely access their data, the Suppliers are now actively involved throughout the Procure to Pay process.

How does a Supplier access the MOOD Supplier Portal?

Suppliers doing business with MOOD Media will utilize the MOOD Supplier Portal. Each Supplier will designate a user(s) who is given access via a secure login. The url and login credentials are delivered directly to the Supplier named users via email. The users logged into the MOOD Supplier Portal are then allowed to view and transact with MOOD Media electronically.

What else is required to use the MOOD Supplier Portal?

The MOOD Supplier Portal is fully internet enabled. For the best experience, a Microsoft operating system using a minimum of Windows XP, Service Pack 3. An up to date internet browser is also recommended. MAC equipment is not currently recommended.

Where there are specific processes, this guide will point them out as well as provide clear guidance as to the policies and procedures. Some Suppliers may be required to attached licenses or permits, for example, while other Suppliers will not have this requirement.

What can a Supplier maintain on their account?

Each Supplier is asked to review their account setup upon entry in the system. The Admin section allows the Supplier to make entries that are sent to MOOD Accounts Payable for review and update. Important attachments are W-9's, ACH Authorizations, Licenses, etc. This guide will specifically identify the data available to the Supplier to update.

How does the Supplier Find Data?

The majority of the forms are searchable for specific transactions. Examples will be provided in the details by section.

MOOD Supplier Portal Navigation


The purpose of this section is to highlight the common navigation methods and conventions used in this Training Guide. While many of the common internet-based navigations will be familiar to the Supplier User(s), there are a number of specific items.

It is very important to note at the outset, data represented to the Supplier on the MOOD Supplier Portal is real time. The status of any item represented on the portal is same status as is seen by MOOD users.

Terms and Use:

- Back Button—Typically NOT used in the portal. There are hyperlinks between the pages in lieu of the browser back button. Using the back button may cause navigation errors
- Hyperlinks—A link to another page. The hyperlinks are blue and underlined. Hyperlinks are the best way to maneuver in the portal
- Radio Button—A circle that is used for selecting items. Simply click in the circle to fill it with a black circle
- Drop Down—A box with a down arrow. The down arrow indicates additional data is available. Click on the down arrow to activate.
- Star (*)—A star indicates that a field requires data input
- Blind Query—When the user clicks on the 'Go Button' without any parameters entered, all data is returned. When there is a large volume of data, pages of information returned. It is best to enter some search criteria, when able.

Buttons:

- View—A Button that changes the perspective of the displayed data. Generally has a drop down box indicating multiple view options
- Advanced Search—Contains additional search parameters and is available on many of the portal forms
- Multiple PO Change—On some forms, where the Supplier is requesting an action, using this button will allow changing more than one Purchase Order at a time
- Magnifying Button  is used extensively within the application. Clicking on the magnifying glass allows the user to search for items



Notifications to Supplier User's

MOOD staff will register Supplier User's. Each user will receive an automated email, to the email address provided by each Supplier. The initial registration will appear as follows:




Email message

Workflow Mailer MOOP FYI: Supplier Collaboration Network: Confirmation of Registration - Time Zone (GMT -C

Email content. Note the email supplies the user with the log on url (in blue), the username and their password. Each user will be required to change their password upon the first login. Additionally, users will be forced to change their pass

FYI: Supplier Collaboration Network: Confirmation of Registration  

Inbox x

 **Workflow Mailer MOOP** <wfmmoop@coresys.co> 3:38 PM (16 hours ago) ☆  

to me ▾

Time Zone (GMT -06:00/-05:00) Central Time

To LENNIE STANFIELD
Sent 27-JUL-2015 15:36:35
ID 11929053

You have been registered at MOOD media for access to their supplier collaboration network. You can [log on](#) with the username **LENNIE_SD** and the password **Se5*2C**.

When you first log on, you will be required to change your password for security purposes. Contact [administrator](#) for additional information.

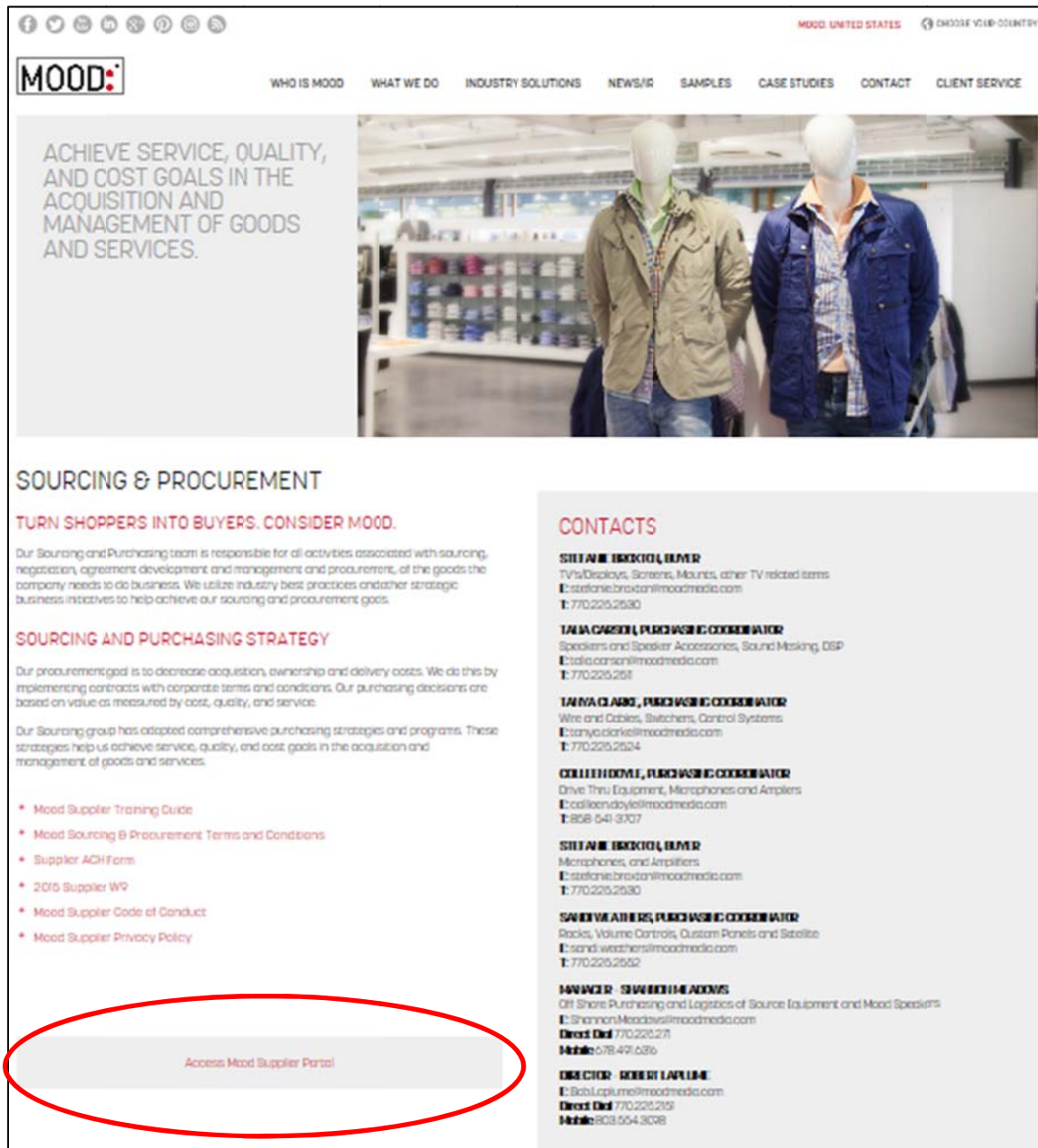
Thank you.

Using the MOOD Supplier Portal

Logging in

The url to connect to the MOOD Supplier Portal is in the initial email. The Supplier User's should bookmark this link: <http://us.moodmedia.com/sourcing-and-procurement.php>

There are a succession of screens and an acceptance. Page one is the MOOD Sourcing and Procurement Home Page. The link to the next page is circled below.



Page two contains the acceptance of terms and the link to the MOOD Supplier Portal.

The link is only available after the terms are accepted (see next screenshot).

MOOD WHO IS MOOD WHAT WE DO INDUSTRY SOLUTIONS NEWS/IR SAMPLES CASE STUDIES CONTACT CLIENT SERVICE

ACHIEVE SERVICE, QUALITY, AND COST GOALS IN THE ACQUISITION AND MANAGEMENT OF GOODS AND SERVICES.

SOURCING & PROCUREMENT

ACCEPT OUR TERMS TO CONTINUE TO THE MOOD SUPPLIER PORTAL

This site (the "Supplier Portal", the "Portal", "MOOD Supplier Portal", or the "Site") is available to current clients Suppliers of DMX, LLC d/b/a Mood Media and Muzak LLC d/b/a Mood Media (collectively, "Mood Media"). You, as a current supplier of Mood Media ("You"), may use this Site to review information related to your account, including but not limited to monitoring account activity, managing account balances, submitting and printing invoices, making payments to Mood Media, and reviewing payment applications. You may not use this Site for any other purposes.

Your use of this Site or any part thereof, shall be deemed Your acceptance of these Supplier Terms of Use ("Terms of Use").

I have read and accept these Terms

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All other AP Issues or Concerns: APTeam@moodmedia.com

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ACHIEVE SERVICE, QUALITY,
AND COST GOALS IN THE
ACQUISITION AND
MANAGEMENT OF GOODS
AND SERVICES.



SOURCING & PROCUREMENT

ACCEPT OUR TERMS TO CONTINUE TO THE MOOD SUPPLIER
PORTAL

This site (the "Supplier Portal", the "Portal", "MOOD Supplier Portal", or the "Site") is available to current clients Suppliers of DMX, LLC d/b/a Mood Media and Muzak LLC d/b/a Mood Media (collectively, "Mood Media"). You, as a current supplier of Mood Media ("You"), may use this Site to review information related to your account, including but not limited to monitoring account activity, managing account balances, submitting and printing invoices, making payments to Mood Media, and reviewing payment applications. You may not use this Site for any other purposes.

Your use of this Site, or any part thereof, shall be deemed Your acceptance of these Supplier Terms of Use ("Terms of Use").

I have read and accept these Terms

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All other AP Issues or Concerns: APTeam@moodmedia.com

[Access Mood Supplier Portal](#)

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Logon Page

ORACLE



*User Name

(example: michael.jamesmith)

*Password

(example: 4u99v23)

Login Assistance

Accessibility None

Select a language:
[English](#)

The form below is the Supplier Login Page. The user must enter the credentials emailed. After the first login, the initial password must be changed.

View of the MOOD Supplier Portal after successfully logging in

Notifications

Subject	Date
No results found.	

Orders At A Glance

PO Number	Description	Order Date
126917	test	25-Jun-2015 08:11:30
126913	iSupplier Test	25-Jun-2015 07:26:30
126910	iSupplier Test	25-Jun-2015 12:41:38
126911	iSupplier Test	25-Jun-2015 11:56:37
126909	iSupplier Test	25-Jun-2015 08:36:30

Shipments At A Glance

Shipment Number	Shipment Date	Packing Slip
100	25-Jun-2015 11:36:02	

Planning

Orders

- [Agreements](#)
- [Purchase Orders](#)
- [Purchase History](#)

Shipments

- [Delivery Schedules](#)
- [Overdue Receipts](#)
- [Advance Shipment Notices](#)

Receipts

- [Receipts](#)
- [Returns](#)


Invoices

- [Invoices](#)

Payments

- [Payments](#)

Forgetting a password is annoying. As a self-service tool, simply click on 'Login Assistance' to receive automated email instructions to reset your password.



ORACLE

*User Name (example: michael.james.smith)

*Password (example: 4u99v23)

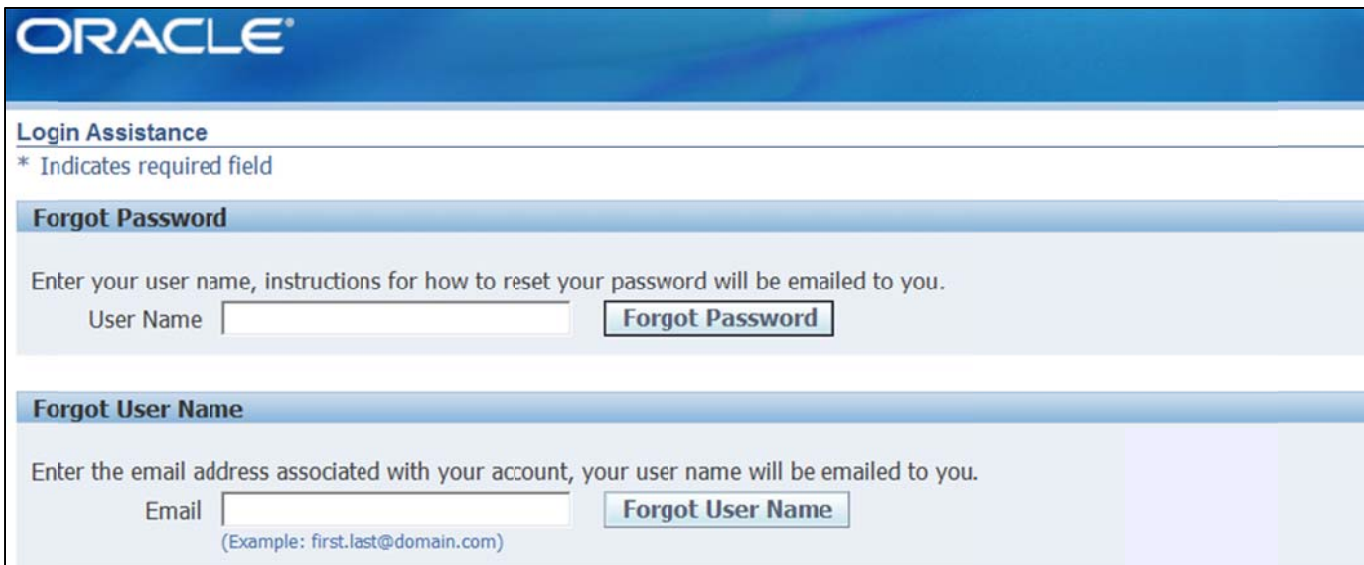
Login Cancel

Login Assistance

Accessibility None

Select a Language: English

Reset your password or request your username. An email will be created and sent to the user. Follow the instructions in the email.



ORACLE

Login Assistance

* Indicates required field

Forgot Password

Enter your user name, instructions for how to reset your password will be emailed to you.

User Name **Forgot Password**

Forgot User Name

Enter the email address associated with your account, your user name will be emailed to you.



Email **Forgot User Name**





(Example: first.last@domain.com)

Email to the user

☆ Workflow Mailer MOOP **FYI: Password Reset** - Time Zone (GMT -06:00/-05:00) Central Time To LENNIE STA

Body of the email with links

FYI: Password Reset Inbox x  

 **Workflow Mailer MOOP** <wfmmoop@coresys.cc>  8:19 AM (2 minutes ago) ☆  

to me ▾

Time Zone (GMT -06:00/-05:00) Central Time

To: LENNIE STANFIELD
Sent: 28-JUL-2015 08:17:57
ID: 11932280

[Reset your password](#) and follow the on-screen instructions. This email can be ignored in case you didn't request a password reset, the link is only available for a short time.

MOOD™ Logout

Change Password

* Current Password


* New Password

* Re-enter New Password

Password must be at least 5 characters long.

* Indicates required field

MOOD™

 **Confirmation**

Your password-reset request has been submitted. An email with instructions will be sent shortly. Please contact the System Administrator if you do not receive an email within the next 10-15 minutes.

Navigating and using the MOOD Supplier Portal

Home

The Home Page represents the primary navigation page as well as the Notifications. Notifications are the messages sent directly to the Supplier from MOOD's Financial System. Notifications represent work to be performed, changes in transaction status, etc.

The form illustrated below is the initial form after logging in. The following items are important to note:

TABS—HOME, ORDERS, SHIPMENTS, FINANCE, ADMIN. Click to navigate to functions

QUICK LINKS—On the right, Click to access these functions

NOTIFICATIONS—Messages to the Supplier User(s) from MOOD

The screenshot shows the Oracle Supplier Portal interface. At the top, there is a navigation bar with tabs for Home, Orders, Shipments, Finance, and Admin. Below the navigation bar is a search bar with a dropdown menu for 'PO Number' and a 'Go' button. The main content area is divided into several sections:

- Notifications:** A section with a 'Full List' button and a table with columns 'Subject' and 'Date'. The table shows 'No results found.'
- Orders At A Glance:** A section with a 'Full List' button and a table with columns 'PO Number', 'Description', and 'Order Date'. The table contains five rows of test data.
- Shipments At A Glance:** A section with a 'Full List' button and a table with columns 'Shipment Number', 'Shipment Date', and 'Packing Slip'. The table contains one row of test data.
- Quick Links:** A sidebar on the right with a 'Planning' section and a list of links: Orders (Agreements, Purchase Orders, Purchase History), Shipments (Delivery Schedules, Overdue Receipts, Advance Shipment Notices), Receipts (Receipts, Returns), Invoices (Invoices), and Payments.

The Home Page is for navigation to other areas and primarily used to monitor Notifications. Notifications are system messages from MOOD when various events or actions are required.

Orders Overview

ORACLE iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Finance Admin

Purchase Orders Agreements Purchase History

Purchase Orders

Multiple PO Change Export

Views

View All Purchase Orders Go Advanced Search

Select Order: Acknowledge Request Cancellation Request Changes View Change History

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input checked="" type="radio"/>	126919	0	MOCD US	Standard PO	test	29-Jun-2015 17:46:35	Stanfield, Lennie	USD	100.00	Requires Acknowledgment	30-Jun-2015 00:00:00	
<input type="radio"/>	126917	0	MOCD US	Standard PO	test	26-Jun-2015 08:11:30	Stanfield, Lennie	USD	100.00	Accepted	29-Jun-2015 00:00:00	
<input type="radio"/>	126914	1	MOCD US	Standard PO	iSupplier Test	26-Jun-2015 07:56:21	Stanfield, Lennie	USD	0.00	Closed		
<input type="radio"/>	126913	0	MOCD US	Standard PO	iSupplier Test	26-Jun-2015 07:26:30	Stanfield, Lennie	USD	80.00	Accepted	29-Jun-2015 00:00:00	
<input type="radio"/>	126910	1	MOCD US	Standard PO	iSupplier Test	25-Jun-2015 12:41:38	Stanfield, Lennie	USD	150.00	Open		
<input type="radio"/>	126911	0	MOCD US	Standard PO	iSupplier Test	25-Jun-2015 11:56:37	Stanfield, Lennie	USD	100.00	Buyer Change Pending		
<input type="radio"/>	126909	0	MOCD US	Standard PO	iSupplier Test	25-Jun-2015 08:36:30	Stanfield, Lennie	USD	100.00	Supplier Change Pending		
<input type="radio"/>	126904	0	MOCD US	Standard PO	test2	09-Jun-2015 17:21:30	Stanfield, Lennie	USD	10000.00	Open		
<input type="radio"/>	126903	0	MOCD US	Standard PO	test2	09-Jun-2015 15:01:30	Stanfield, Lennie	USD	10000.00	Supplier Change Pending		
<input type="radio"/>	126902	1	MOCD US	Standard PO	test for isupplier	09-Jun-2015 14:31:25	Stanfield, Lennie	USD	0.00	Closed		

Select Order: Acknowledge Request Cancellation Request Changes View Change History

Multiple PO Change Export

The Orders Tab represents Purchase Orders details from MOOD to the Supplier. The Orders Tab, and accompanying functions, supports data inquiry and transaction processing. Note the View and the Advanced Search Options. Suppliers with many Purchase Orders will find Further functions are available under the Orders Tab as follows:

Purchase Orders: STANDARD Purchase Orders Only. Think of these as one-off Purchase Orders. The most common Purchase Order utilized by MOOD.

Agreements: More complex types of Purchase Orders covering terms, shipment schedules and agreed upon pricing contracts.

****Note: The majority of Purchase Orders issued by MOOD are STANDARD Purchase Orders. Use of this function may not be available to all Suppliers*

Purchase History: Allows the Supplier User(s) to search data based upon criteria

Simple Search

Note that the search is case insensitive

PO Number

Release Number

Rev

Document Type

Creation Date

Revised Date

Operating Unit

PO Number	Operating Rev Unit	Description	Buyer	Creation Date	Revised Date	Currency	Total	Ship-To Location	Compare to Original PO	Compare to Previous PO	Show all PO Changes
126917	0 MOOD US	test	Stanfield, Lennie	26-Jun-2015 08:08:05		USD	100.00	Austin HQ	<input type="button" value="Compare"/>	<input type="button" value="Compare"/>	<input type="button" value="Changes"/>
126913	0 MOOD US	iSupplier Test	Stanfield, Lennie	26-Jun-2015 07:20:18		USD	80.00	Austin HQ	<input type="button" value="Compare"/>	<input type="button" value="Compare"/>	<input type="button" value="Changes"/>
126911	0 MOOD US	iSupplier Test	Stanfield, Lennie	25-Jun-2015 11:50:27		USD	100.00	Austin HQ	<input type="button" value="Compare"/>	<input type="button" value="Compare"/>	<input type="button" value="Changes"/>
126909	0 MOOD US	iSupplier Test	Stanfield, Lennie	25-Jun-2015 08:27:20		USD	100.00	Austin HQ	<input type="button" value="Compare"/>	<input type="button" value="Compare"/>	<input type="button" value="Changes"/>
126904	0 MOOD US	test2	Stanfield, Lennie	09-Jun-2015 17:15:56		USD	10000.00	Austin HQ	<input type="button" value="Compare"/>	<input type="button" value="Compare"/>	<input type="button" value="Changes"/>
126903	0 MOOD US	test2	Stanfield, Lennie	09-Jun-2015 14:57:01		USD	10000.00	Austin HQ	<input type="button" value="Compare"/>	<input type="button" value="Compare"/>	<input type="button" value="Changes"/>

The form below illustrates the typical Orders > Purchase Orders view. Of important note, are the following columns and their data:

Views

View:

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input checked="" type="radio"/> 126919	0	MOOD US	Standard PO	test	29-Jun-2015 17:46:35	Stanfield, Lennie	USD	100.00	Requires Acknowledgment	30-Jun-2015 00:00:00	
<input type="radio"/> 126917	0	MOOD US	Standard PO	test	26-Jun-2015 08:11:30	Stanfield, Lennie	USD	100.00	Accepted	29-Jun-2015 00:00:00	
<input type="radio"/> 126914	1	MOOD US	Standard PO	iSupplier Test	26-Jun-2015 07:56:21	Stanfield, Lennie	USD	0.00	Closed		<input type="button" value="Attachments"/>
<input type="radio"/> 126913	0	MOOD US	Standard PO	iSupplier Test	26-Jun-2015 07:26:30	Stanfield, Lennie	USD	80.00	Accepted	29-Jun-2015 00:00:00	<input type="button" value="Attachments"/>
<input type="radio"/> 126910	1	MOOD US	Standard PO	iSupplier Test	25-Jun-2015 12:41:38	Stanfield, Lennie	USD	150.00	Open		<input type="button" value="Attachments"/>
<input type="radio"/> 126911	0	MOOD US	Standard PO	iSupplier Test	25-Jun-2015 11:56:37	Stanfield, Lennie	USD	100.00	Buyer Change Pending		
<input type="radio"/> 126909	0	MOOD US	Standard PO	iSupplier Test	25-Jun-2015 08:36:30	Stanfield, Lennie	USD	100.00	Supplier Change Pending		
<input type="radio"/> 126904	0	MOOD US	Standard PO	test2	09-Jun-2015 17:21:30	Stanfield, Lennie	USD	10000.00	Open		
<input type="radio"/> 126903	0	MOOD US	Standard PO	test2	09-Jun-2015 15:01:30	Stanfield, Lennie	USD	10000.00	Supplier Change Pending		
<input type="radio"/> 126902	1	MOOD US	Standard PO	test for isupplier	09-Jun-2015 14:31:25	Stanfield, Lennie	USD	0.00	Closed		

PO Number: This is the PO Number created by MOOD. This number is to be communicated on all Supplier documents when dealing with MOOD. Click the hyperlink for details and further options.

Rev: This is Revision. Click on the Revision Number to see Purchase Order change details

Buyer: This is the MOOD Buyer contact for the Supplier on the specific Purchase Order. Click the hyperlink for contact details.

Status: Very important data column displaying current status.

Convention of Status as follows:

- Requires Acknowledgement—MOOD requires the Supplier to Acknowledge the Purchase Order by Accepting it electronically. Notifications are sent to the Buyer and to the Supplier.
- Accepted—Supplier has electronically Accepted the Purchase Order
- Buyer Change Pending—MOOD created a new Purchase Order revision when updating the original Purchase Order. Upon MOOD approving the Purchase Order, the status will immediately update.
- Supplier Change Pending—The Supplier has requested a Change to the Purchase Order to which MOOD must respond.
- Open—Active and working Purchase Order
- Closed—A fulfilled Purchase Order or a Purchase Order terminated by Mood

Attachments: Documents attached to the Purchase Order by MOOD for the Suppliers benefit

Orders Transactions

Acceptance

When a Purchase Order requires electronic Acceptance, the status is Requires Acknowledgement. The MOOD Buyer may or may not require an electronic acceptance. To perform an Acknowledgement, which must be done prior to transacting an Invoice, is a quick entry. The MOOD Buyer immediately receives a Notification of the Acceptance.

Click in the Select Column Radio Button on the Purchase Order to transact. Next, click on the Acknowledge Button. The next form will display.

The screenshot shows the Oracle Supplier Portal interface for Purchase Orders. The page includes navigation tabs (Home, Orders, Shipments, Finance, Admin) and a sub-menu (Purchase Orders, Agreements, Purchase History). A 'Views' section allows filtering by 'All Purchase Orders'. Below this is a table of purchase orders with columns: Select, PO Number, Rev, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Acknowledge By, and Attachments. The 'Acknowledge' button in the 'Select Order' group and the 'Status' column of the first row are highlighted with red boxes. The first row's status is 'Requires Acknowledgment'.

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input checked="" type="radio"/>	126919	0	MOOD US	Standard PO	test	29-Jun-2015 17:46:35	Stanfield, Lennie	USD	100.00	Requires Acknowledgment	30-Jun-2015 00:00:00	
<input type="radio"/>	126917	0	MOOD US	Standard PO	test	26-Jun-2015 08:11:30	Stanfield, Lennie	USD	100.00	Accepted	29-Jun-2015 00:00:00	
<input type="radio"/>	126914	1	MOOD US	Standard PO	iSupplier Test	26-Jun-2015 07:56:21	Stanfield, Lennie	USD	0.00	Closed		
<input type="radio"/>	126913	0	MOOD US	Standard PO	iSupplier Test	26-Jun-2015 07:26:30	Stanfield, Lennie	USD	80.00	Accepted	29-Jun-2015 00:00:00	
<input type="radio"/>	126910	1	MOOD US	Standard PO	iSupplier Test	25-Jun-2015 12:41:38	Stanfield, Lennie	USD	150.00	Open		
<input type="radio"/>	126911	0	MOOD US	Standard PO	iSupplier Test	25-Jun-2015 11:56:37	Stanfield, Lennie	USD	100.00	Buyer Change Pending		
<input type="radio"/>	126909	0	MOOD US	Standard PO	iSupplier Test	25-Jun-2015 08:36:30	Stanfield, Lennie	USD	100.00	Supplier Change Pending		
<input type="radio"/>	126904	0	MOOD US	Standard PO	test2	09-Jun-2015 17:21:30	Stanfield, Lennie	USD	10000.00	Open		
<input type="radio"/>	126903	0	MOOD US	Standard PO	test2	09-Jun-2015 15:01:30	Stanfield, Lennie	USD	10000.00	Supplier Change Pending		
<input type="radio"/>	126902	1	MOOD US	Standard PO	test for isupplir	09-Jun-2015 14:31:25	Stanfield, Lennie	USD	0.00	Closed		

The Supplier User may Reject or Accept the Entire Order by click on the appropriate button. The next form will display

ORACLE iSupplier Portal Home Logout Preferences Help Diagnostics

Home Orders Shipments Finance Admin

Purchase Orders | Agreements | Purchase History

Orders: Purchase Orders >

Acknowledge for Standard Purchase Order : 126919,0 (Total USD 100.00)

Currency=USD

Cancel **Reject Entire Order** Accept Entire Order Printable View View Change History Export

Order Information

General Information

Total **100.00**
 Supplier **IENTEST**
 Supplier Site **MUSTANG**
 Address **PO Box 1000**
Mustang, OK 73064
 Buyer **Sanfield, Lennie**
 Order Date **29-Jun-2015 17:46:35**
 Description **test**
 Status **Requires Acknowledgment**
 Note to Supplier
 Organization **NOOD US**
 Supplier Order Number
 Attachments **None**

Terms and Conditions

Payment Terms **NT00**
 Carrier
 FOB
 Freight Terms
 Shipping Control

Ship-To Address

Address: **1703 West 5th St.**
Suite 600
Austin, TX 78703

Bill-To Address

Address: **1703 West 5th St.**
Suite 600
Austin, TX 78703

Related Information

Receipts
 Invoices
 Payments

PO Details

TIP Click on the Show link to view shipment details of a line.
[Show All](#) [Hide All](#)

Details	Line Type	Item	Job/Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement ID	Supplier Config	Attachments	Reason
Show	1	Goods			Test Items	EACH	100	1	100.00					Open				

The Supplier User may enter a Note to Buyer. Click the Submit Button

ORACLE iSupplier Portal Home Logout Preferences Help Diagnostics

Home Orders Shipments Finance Admin

Purchase Orders | Agreements | Purchase History

Orders: Purchase Orders > Acknowledge for Standard Purchase Order >

Acknowledge Purchase Order 126919

Cancel Submit

Description **test**
 Currency **USD**
 Amount **100.00**
 Order Date **29-Jun-2015 17:46:35**
 Action **Accept**

Note to Buyer

Cancel **Submit**

Confirmation form. Click the hyperlink to return to the Purchase Order Summary Form

ORACLE iSupplier Portal Home Logout Preferences Help Diagnostics

Home Orders Shipments Finance Admin

Purchase Orders | Agreements | Purchase History

PO Acknowledgment Confirmation

Purchase Order 126919 has been Acknowledged.

[Return to Purchase Order Summary](#)

About this Page Privacy Statement Home Orders Shipments Finance Admin Home Logout Preferences Help Diagnostics Copyright (c) 2001, Oracle. All rights reserved.

Supplier will note the immediate change in Purchase Order Status

Multiple PO Change Export

Views

View All Purchase Orders Go

Advanced Search

Select Order: Acknowledge Request Cancellation Request Changes View Change History

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="checkbox"/>	126919	0	MOOD IS	Standard PO	test	29-Jun-2015 17:46:35	Stanfield, Lennie	USD	100.00	Accepted	30-Jun-2015 00:00:00	
<input type="checkbox"/>	126917	0	MOOD IS	Standard PO	test	26-Jun-2015 08:11:30	Stanfield, Lennie	USD	100.00	Accepted	29-Jun-2015 00:00:00	
<input type="checkbox"/>	126914	1	MOOD IS	Standard PO	iSupplier Test	26-Jun-2015 07:56:21	Stanfield, Lennie	USD	0.00	Closed		
<input type="checkbox"/>	126913	0	MOOD IS	Standard PO	iSupplier Test	26-Jun-2015 07:26:30	Stanfield, Lennie	USD	80.00	Accepted	29-Jun-2015 00:00:00	
<input type="checkbox"/>	126910	1	MOOD IS	Standard PO	iSupplier Test	25-Jun-2015 12:41:38	Stanfield, Lennie	USD	150.00	Open		
<input type="checkbox"/>	126911	0	MOOD IS	Standard PO	iSupplier Test	25-Jun-2015 11:56:37	Stanfield, Lennie	USD	100.00	Buyer Change Pending		
<input type="checkbox"/>	126909	0	MOOD IS	Standard PO	iSupplier Test	25-Jun-2015 08:36:30	Stanfield, Lennie	USD	100.00	Supplier Change Pending		
<input type="checkbox"/>	126904	0	MOOD IS	Standard PO	test2	09-Jun-2015 17:21:30	Stanfield, Lennie	USD	10000.00	Open		
<input type="checkbox"/>	126903	0	MOOD IS	Standard PO	test2	09-Jun-2015 15:01:30	Stanfield, Lennie	USD	10000.00	Supplier Change Pending		
<input type="checkbox"/>	126902	1	MOOD IS	Standard PO	test for isupplier	09-Jun-2015 14:31:25	Stanfield, Lennie	USD	0.00	Closed		

Select Order: Acknowledge Request Cancellation Request Changes View Change History

Multiple PO Change Export

Create a Supplier Change Request

When necessary, the Supplier may enter a Purchase Order Change Request. Typically, the Supplier and the Buyer are communicating with regard to the change. Click on the radio button next to the PO that is to be changed. Click the Request Changes Button.

ORACLE iSupplier Portal

Home Logout Preferences Help Personalize Page Diagnostics

Home Orders Shipments Finance Admin

Purchase Orders Agreements Purchase History

Purchase Orders

Multiple PO Change Export

Personalize Stack Layout: (SupplierRN)

Views

Personalize "Views:"

View All Purchase Orders Go Advanced Search

Personalize Stack Layout

Personalize "PO Summary"

Select Order: Acknowledge Request Cancellation Request Changes View Change History

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input checked="" type="radio"/>	126919	1	MCOD US	Standard PO	test	24-Jul-2015 12:12:07	Stanfield, Lennie	USD	110.00	Open		
<input type="radio"/>	126923	0	MCOD US	Standard PO	test	07-Jul-2015 15:16:35	Stanfield, Lennie	USD	10.00	Closed		
<input type="radio"/>	126917	0	MCOD US	Standard PO	test	26-Jun-2015 08:11:30	Stanfield, Lennie	USD	100.00	Accepted	29-Jun-2015 00:00:00	
<input type="radio"/>	126914	1	MCOD US	Standard PO	iSupplier Tes:	26-Jun-2015 07:56:21	Stanfield, Lennie	USD	0.00	Closed		
<input type="radio"/>	126913	0	MCOD US	Standard PO	iSupplier Tes:	26-Jun-2015 07:26:30	Stanfield, Lennie	USD	80.00	Accepted	29-Jun-2015 00:00:00	
<input type="radio"/>	126910	1	MCOD US	Standard PO	iSupplier Tes:	25-Jun-2015 12:41:38	Stanfield, Lennie	USD	150.00	Open		
<input type="radio"/>	126911	0	MCOD US	Standard PO	iSupplier Tes:	25-Jun-2015 11:56:37	Stanfield, Lennie	USD	100.00	Buyer Change Pending		
<input type="radio"/>	126909	0	MCOD US	Standard PO	iSupplier Tes:	25-Jun-2015 08:36:30	Stanfield, Lennie	USD	100.00	Supplier Change Pending		
<input type="radio"/>	126904	0	MCOD US	Standard PO	test2	09-Jun-2015 17:21:30	Stanfield, Lennie	USD	10000.00	Open		
<input type="radio"/>	126903	0	MCOD US	Standard PO	test2	09-Jun-2015 15:01:30	Stanfield, Lennie	USD	10000.00	Supplier Change Pending		
<input type="radio"/>	126902	1	MCOD US	Standard PO	test for isupplier	09-Jun-2015 14:31:25	Stanfield, Lennie	USD	0.00	Closed		

Select Order: Acknowledge Request Cancellation Request Changes View Change History

The Supplier User can request a direct price change as well as request additional changes on the form. Enter a price change and a reason or, in the lower portion of the form, enter a description of other changes to be requested. Click the Submit Button to continue.

ORACLE iSupplier Portal

Home | Orders | Shipments | Finance | Admin

Purchase Orders | Agreements | Purchase History

Orders: Purchase Orders >

Request Changes for Standard Purchase Order : 126919.1 (Total USD 110.00)

Currency=USD

Cancel | Cancel Entire Order | Printable View | View Change History | Export | Submit

Personalize "View Order Detail Container"

Order Information

Personalize Table Layout: (OrderHeaderDetails)
 Personalize Flow Layout: (PosShipBillCont)
 Personalize "General Information"

General Information

Total **110.00**
 Supplier **LEHTEST**
 Supplier Site **MUSTANG**
 Address **PO Box 1000**
Mustang, OK 73064
 Buyer **Stanford, Lennie**
 Order Date **24-Jul-2015 12:12:07**
 Description **test**
 Status **Open**
 Note to Supplier
 Organization **MOODUS**
 Supplier Order Number
 Attachments **None**

Terms and Conditions

Payment Terms **HT00**
 Carrier
 FOB
 Freight Terms
 Shipping Control

Personalize "Ship-To Address"

Ship-To Address

Address **1703 West 5th St.**
Suite 600
Austin, TX 78703

Personalize "Bill-To Address"

Bill-To Address

Address **1703 West 5th St.**
Suite 600
Austin, TX 78703

PO Details

Personalize "PO Details"

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

Show All Hide All

Personalize "PO Details"

Details	Line Type	Item / Job Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
Show 1	Goods			Test Items	EACH	100	1.1	110.00					Open				

PO Details

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

Show All Hide All

Details	Line Type	Item / Job Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
Show 1	Goods			Test Items	EACH	100	1	100.00					Open				

Additional Change Requests

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

Return to Orders: Purchase Order

Cancel | Cancel Entire Order | Printable View | View Change History | Export | Submit

To create a Change Request for Quantity (hours), click on the Details icon
Line details display, enter requested hours

The screenshot shows the Oracle iSupplier Portal interface for a Purchase Order. The top navigation bar includes Home, Orders, Shipments, Finance, and Admin. The main content area is titled 'Purchase Orders' and shows details for PO 126919.1. A red arrow points to the 'Details' icon in the 'PO Details' section. Below this, a table lists the items, with the first item having a quantity of 100. The 'Quantity Ordered Price' field for this item is highlighted with a red box. The 'Additional Change Requests' section is also visible at the bottom.

Detail Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
1	Goods				Test Items	EACH	100	1.1	110.00					Open				

Shipments	Ship-To Location	Quantity Ordered Price	Quantity Received	Amount Received	Amount Promised	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
1	Austin HQ	100		110.00	30-Jun-2015 00:00	30-Jun-2015 00:00:00					Open			

Click the hyperlink to return to the Purchase Orders Summary Form

The screenshot shows the Oracle iSupplier Portal interface with a confirmation message. The message states: 'Change Request for Purchase Order 126919 has been submitted for approval.' Below the message, a red box highlights the hyperlink 'Return to Purchase Order Summary'.

Note the immediate change to the Purchase Order Status. A notification is sent to the Buyer to take action on the Supplier Request.

The screenshot displays the Oracle iSupplier Portal interface. At the top, the Oracle logo and 'iSupplier Portal' are visible, along with navigation links for Home, Logout, Preferences, Help, and Diagnostics. Below this, there are tabs for Home, Orders, Shipments, Finance, and Admin. The 'Purchase Orders' section is active, with sub-links for Agreement and Purchase History. A 'Purchase Orders' header is present, followed by 'Multiple PO Change' and 'Export' buttons. A 'Views' section contains a dropdown menu set to 'All Purchase Orders' and a 'Go' button, with an 'Advanced Search' button to the right. Below this, there are buttons for 'Select Order', 'Acknowledge', 'Request Cancellation', 'Request Changes', and 'View Change History'. The main content is a table with the following columns: Select PO Number, Rev, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Acknowledge By, and Attachments. A single row is displayed with the following data: PO Number 126919, Rev 0, Operating Unit MOCD US, Document Type Standard PO, Description test, Order Date 29-Jun-2015 17:46:35, Buyer Stanfield, Lennie, Currency USD, Amount 100.00, Status Supplier Change Pending (highlighted in red), Acknowledge By 30-Jun-2015 00:00:00, and Attachments.

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
126919	0	MOCD US	Standard PO	test	29-Jun-2015 17:46:35	Stanfield, Lennie	USD	100.00	Supplier Change Pending	30-Jun-2015 00:00:00	

Supplier Requested Cancellation

At times, the Supplier User may need to request a Purchase Order Cancellation. The Supplier and the Buyer would typically be in contact prior to this request. To create the Cancellation, select a Purchase Order, then click the Request Cancellation Button

The screenshot shows the Oracle iSupplier Portal interface. At the top, there are navigation tabs for Home, Orders, Shipments, Finance, and Admin. Below this, there are sub-tabs for Purchase Orders, Agreements, and Purchase History. A search bar and an 'Advanced Search' button are visible. The main content area displays a table of Purchase Orders with columns for Select, PO Number, Rev, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Acknowledge By, and Attachments. The 'Request Cancellation' button in the 'Select Order' dropdown is highlighted with a red box.

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	126919	0	MO00 US	Standard PO	test	29-Jun-2015 17:46:35	Stanfield, Lennie	USD	100.00	Supplier Change Pending	30-Jun-2015 00:00:00	
<input type="radio"/>	126917	0	MO00 US	Standard PO	test	26-Jun-2015 08:11:30	Stanfield, Lennie	USD	100.00	Accepted	29-Jun-2015 00:00:00	
<input type="radio"/>	126914	1	MO00 US	Standard PO	iSupplier Test	26-Jun-2015 07:56:21	Stanfield, Lennie	USD	0.00	Closed		
<input checked="" type="radio"/>	126913	0	MO00 US	Standard PO	iSupplier Test	26-Jun-2015 07:26:30	Stanfield, Lennie	USD	80.00	Accepted	29-Jun-2015 00:00:00	
<input type="radio"/>	126910	1	MO00 US	Standard PO	iSupplier Test	25-Jun-2015 12:41:38	Stanfield, Lennie	USD	150.00	Open		
<input type="radio"/>	126911	0	MO00 US	Standard PO	iSupplier Test	25-Jun-2015 11:56:37	Stanfield, Lennie	USD	100.00	Buyer Change Pending		
<input type="radio"/>	126909	0	MO00 US	Standard PO	iSupplier Test	25-Jun-2015 08:36:30	Stanfield, Lennie	USD	100.00	Supplier Change Pending		
<input type="radio"/>	126904	0	MO00 US	Standard PO	test2	09-Jun-2015 17:21:30	Stanfield, Lennie	USD	10000.00	Open		
<input type="radio"/>	126903	0	MO00 US	Standard PO	test2	09-Jun-2015 15:01:30	Stanfield, Lennie	USD	10000.00	Supplier Change Pending		
<input type="radio"/>	126902	1	MO00 US	Standard PO	test for isupplier	09-Jun-2015 14:31:25	Stanfield, Lennie	USD	0.00	Closed		

View the Purchase Order Details, then click on the Cancel Entire Order Button

The screenshot shows the 'Request Cancellation for Standard Purchase Order : 126913,0 (Total USD 80.00)' page. The currency is set to USD. At the top, there are buttons for Cancel, Cancel Entire Order, Printable View, View Change History, Export, and Submit. The 'Cancel Entire Order' button is highlighted with a red box. Below this, there are sections for Order Information, General Information, Terms and Conditions, Ship-To Address, and Bill-To Address. The PO Details section includes a table with columns for Details, Line, Type, Item, Supplier, Revision, Item, Description, UOM, Qty, Price, Amount, Delivered, Billed, Supplier Name, Status, Global Agreement ID, Attachments, and Reason.

Details	Line	Type	Item	Supplier	Revision	Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Supplier Name	Status	Global Agreement ID	Attachments	Reason
<input checked="" type="checkbox"/>	Show	1	Goods				test speaker	EACH	80	1	80.00				Open			

Enter a reason with the appropriate detail for the MOOD Buyer

ORACLE® iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Finance Admin

Purchase Orders | Agreements | Purchase History

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

Cancel Purchase Order 126913

Cancel Submit

Description **iSupplier Test**

Currency **USD**

Amount **80.00**

Order Date **26-Jun-2015 07:26:30**

Action **Cancel**

* Reason for Cancellation

Cancel Submit

Click on the hyperlink to return to the Purchase Order Summary Form

ORACLE® iSupplier Portal

Home Orders Shipments Finance Admin

Purchase Orders | Agreements | Purchase History

Cancel Order Confirmation

Cancellation Request for Purchase Order 126913 has been submitted for approval.

[Return to Purchase Order Summary](#)

Home Orders Shipments Finance Admin Home

About this Page Privacy Statement

Note the immediate change to the Purchase Order. A notification is sent to the Buyer for action

ORACLE® iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Finance Admin

Purchase Orders | Agreements | Purchase History

Purchase Orders

Multiple PO Change Export

Views

View Go

Select Order:	Acknowledge	Request Cancellation	Request Changes	View Change History								
PO Number	Rev	Unit	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
126919	0		MCOD US	Standard PO	test	29-Jun-2015 17:46:35	Stanfield, Lennie	USD	100.00	Supplier Change Pending	30-Jun-2015 00:00:00	
126917	0		MCOD US	Standard PO	test	26-Jun-2015 08:11:30	Stanfield, Lennie	USD	100.00	Accepted	29-Jun-2015 00:00:00	
126914	1		MCOD US	Standard PO	iSupplier Test	26-Jun-2015 07:56:21	Stanfield, Lennie	USD	0.00	Closed		
126913	0		MCOD US	Standard PO	iSupplier Test	26-Jun-2015 07:26:30	Stanfield, Lennie	USD	80.00	Supplier Cancellation Pending	29-Jun-2015 00:00:00	

Shipments

Overview

The Shipments form allows the Supplier User(s) to view multiple aspects of the fulfillment processing on both the Supplier Side (Delivery) and on MOOD's side (Receiving).

The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes 'Home', 'Orders', 'Shipments', 'Finance', and 'Admin'. Below this, there are sub-navigation links for 'Delivery Schedules', 'Shipment Notices', 'Shipment Schedules', 'Receipts', 'Returns', and 'Overdue Receipts'. The main content area is titled 'Delivery Schedules' and features a 'Simple Search' section with various input fields: Organization, PO Number, Supplier Item, Item Description, Item Number, Ship-To Location, Promised Date (with an example: 29-Jun-2015), and Need By Date (with an example: 29-Jun-2015). There are 'Go' and 'Clear' buttons, and an 'Advanced Search' link. Below the search area is a table with the following columns: Organization, PO Number, Supplier Item, Item Description, UOM, Quantity Ordered, Quantity Received, Ship-To Location, Carrier, Item Number, Supplier Config ID, Supplier Location, Promised Date, and Need-By Date. The table currently contains one row with the text 'No search conducted.' and an 'Export' button at the bottom right.

Delivery Schedules

Clicking on the Go Button, returns all available Shipment Lines. Again, these are lines to be fulfilled by the Supplier. In addition, partial fulfillments by the Supplier, and Received by MOOD, are displayed in the Quantity Received column. This column indicated receipts to date on this Purchase Order Line. Promised Date and Need By Date are displayed if the Buyer entered that information on the Purchase Order Line.

This screenshot shows the same Oracle iSupplier Portal interface as above, but with the 'Go' button clicked. The table is now populated with shipment lines. The columns are: Organization, PO Number, Supplier Item, Item Description, UOM, Quantity Ordered, Quantity Received, Ship-To Location, Carrier, Item Number, Supplier Config ID, Supplier Location, Promised Date, and Need-By Date. The data rows are as follows:

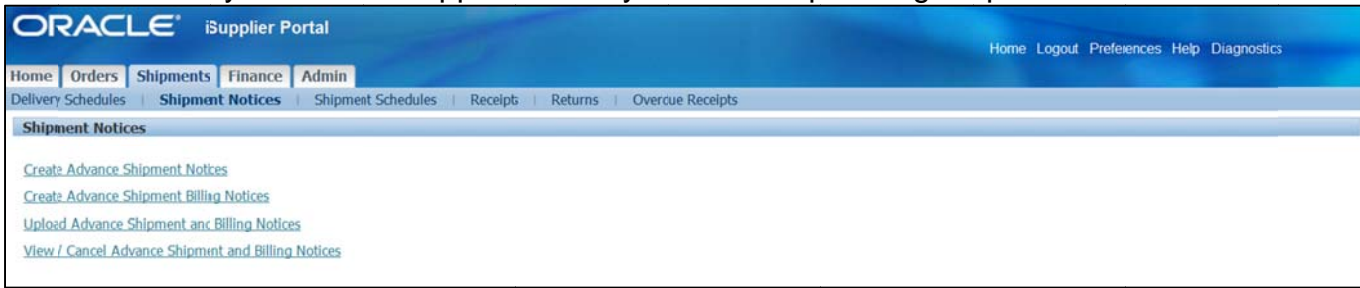
Organization	PO Number	Supplier Item	Item Description	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Item Number	Supplier Config ID	Supplier Location	Promised Date	Need-By Date
MOOD US	126913		test speaker	EACH	30	0	Austin HQ				LENTEST MUSTANG	10-Jul-2015 00:00:00	10-Jul-2015 00:00:00
MOOD US	126910		test speaker	EACH	50	0	Austin HQ				LENTEST MUSTANG	10-Jul-2015 00:00:00	10-Jul-2015 00:00:00
MOOD US	126913		test speaker	EACH	25	0	Austin HQ				LENTEST MUSTANG	02-Jul-2015 00:00:00	02-Jul-2015 00:00:00
MOOD US	126910		test speaker	EACH	50	0	Austin HQ				LENTEST MUSTANG	02-Jul-2015 00:00:00	02-Jul-2015 00:00:00
MOOD US	126917		Test Items	EACH	100	10	Austin HQ				LENTEST MUSTANG	30-Jun-2015 00:00:00	30-Jun-2015 00:00:00
MOOD US	126913		test speaker	EACH	25	0	Austin HQ				LENTEST MUSTANG	30-Jun-2015 00:00:00	30-Jun-2015 00:00:00
MOOD US	126910		test speaker	EACH	50	0	Austin HQ				LENTEST MUSTANG	30-Jun-2015 00:00:00	30-Jun-2015 00:00:00

An 'Export' button is located at the bottom right of the table.

Shipment Notices

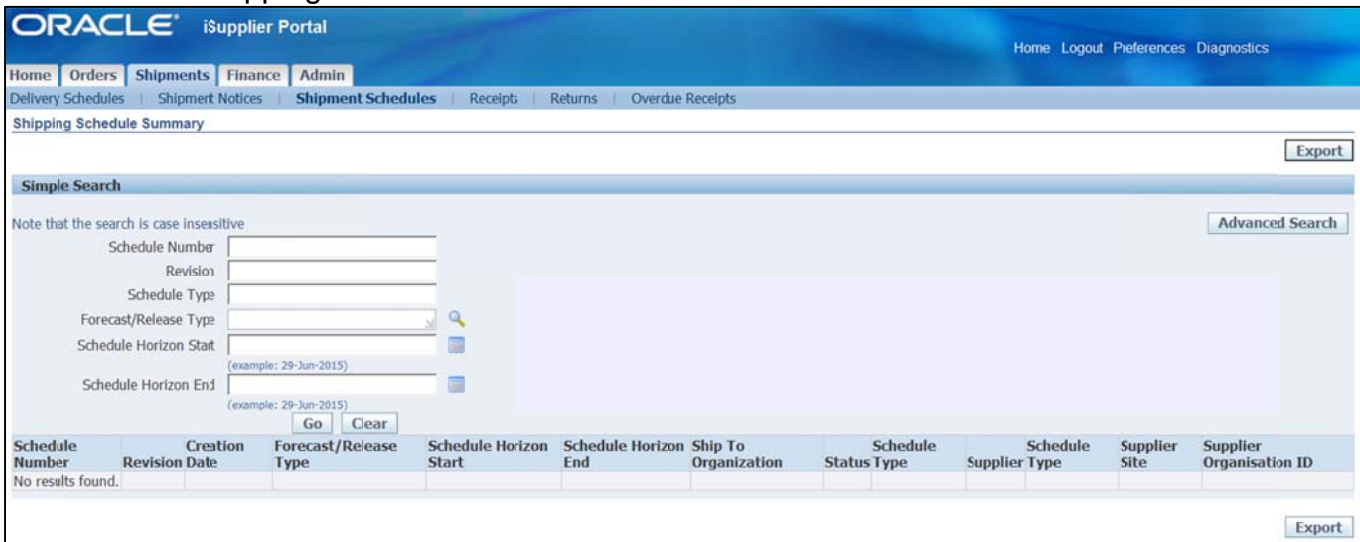
For Future Use.

This functionality allows the Supplier to notify MOOD of upcoming Shipments



Shipment Schedules

Available only if complex Purchase Orders are released to the Supplier. Standard Purchase Orders do not create Shipping Schedules



Receipts

The Receipts form displays to the Supplier what MOOD has physically received. The value of this form is in the search by PO Number when the Supplier is determining a timing difference between Deliveries and Receipts.

ORACLE iSupplier Portal Home Logout Preferences Help Diagnostics

Home Orders Shipments Finance Admin

Delivery Schedules | Shipment Notices | Shipment Schedules | **Receipts** | Returns | Overdue Receipts

View Receipts Export

Simple Search Advanced Search

Receipt Number
 PO Number
 Shipment Number
 Shipped Date (example: 29-Jun-2015)

Organization
 Item Number
 Supplier Item
 Item Description

Go Clear

Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
12378	26-Jun-2015 08:13:45	Charlotte Regional Warehouse								126917		
12377	22-Jun-2015 14:56:29	Charlotte Regional Warehouse								126904		
12376	09-Jun-2015 17:28:18	Charlotte Regional Warehouse								126904		
12375	09-Jun-2015 15:02:41	Charlotte Regional Warehouse								126903		

Export

Returns

The Returns form displays data when MOOD has generated a return against a Purchase Order

ORACLE iSupplier Portal Home Logout Preferences Help Diagnostics

Home Orders Shipments Finance Admin

Delivery Schedules | Shipment Notices | Shipment Schedules | Receipts | **Returns** | Overdue Receipts

Returns Summary Export

Simple Search Advanced Search

Note that the search is case insensitive

Organization
 PO Number
 Receipt Number
 Shipment Number

RMA Number
 Item
 Supplier Item
 Item Description

Go Clear

Organization	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Supplier Item	Item Description	Quantity UOM Received	Quantity Returned	Return Date	Supplier Config Reason ID
No results found.											

Export

Overdue Receipts

This form displays past due Shipments from the Supplier to MOOD. This form may not contain data for all Suppliers as it is dependent upon the type of Purchase Order issued by MOOD

ORACLE iSupplier Portal Home Logout Preferences Help Diagnostics

Home Orders Shipments Finance Admin

Delivery Schedules Shipmrt Notices Shipment Schedules Receipts Returns **Overdue Receipts**

Overdue Receipts Export

Simple Search Advanced Search

Note that the search is case insensitive

Organization

PO Number

Item

Supplier Item

Due Date

(example: 29-Jun-2015)

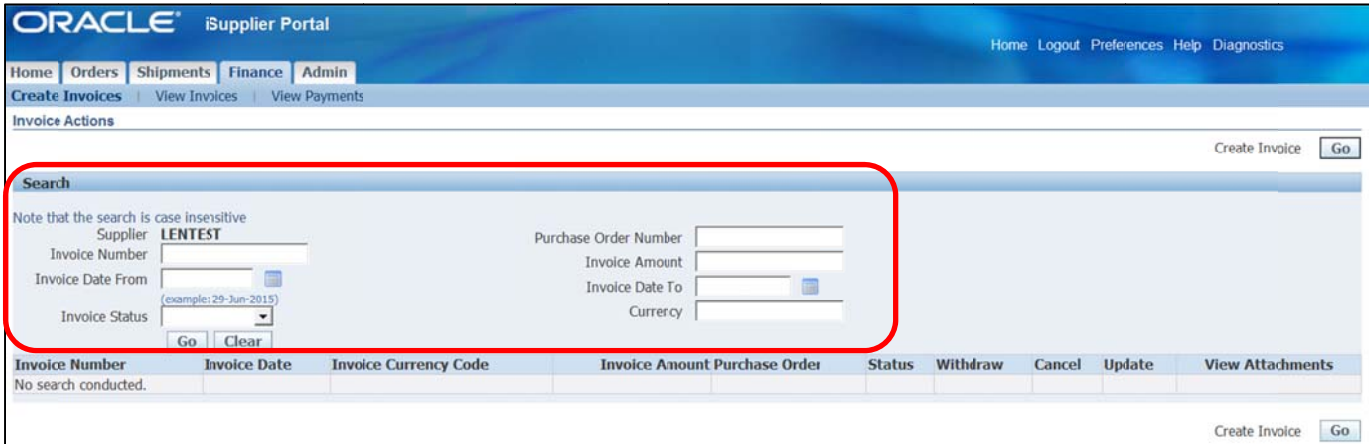
Organization	PO Number	Item	Supplier Item	Item Description	Due Date	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Buyer	Supplier Config ID
No results found.												

Export

Finance

Overview

The Finance Tab provides the Supplier User(s) with direct and immediate access to Invoice and Payment data. The data represented to the Supplier User(s) is what the MOOD Accounts Payable Team sees as well. Click the Go Button to see all data or query specific data by entering search parameters. Search parameters are in the red box.



ORACLE iSupplier Portal Home Logout Preferences Help Diagnostics

Home Orders Shipments **Finance** Admin

Create Invoices View Invoices View Payments

Invoice Actions Create Invoice

Search

Note that the search is case insensitive

Supplier

Invoice Number

Invoice Date From
(example: 29-Jun-2015)

Invoice Status

Purchase Order Number

Invoice Amount

Invoice Date To

Currency

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

Create Invoice

Subcontractor Invoice process flow for Rollouts

The following is the Invoicing process flow for Subcontractors performing Rollouts. As the Purchase Order is issued after the job is completed, the following steps are required.

1. The Group PM Rollout Team will continue with current Requisition to Purchase Order Processing
 - a. Requisition is created from a Sales Order
 - b. The Group PM Rollout Team mass communicates work orders to the Subcontractor base
 - c. Subcontractors will communicate change requests as is the current procedure
 - d. Subcontractors will deliver all required paperwork to the Group PM Rollout Team at job completion, via email, as is current practice.
 - e. The Group PM Rollout Team will verify the job completion paperwork and then AutoCreate the Purchase Order. Documentation is attached as is current procedure
 - f. The Group PM Rollout Team approves the Purchase Order
 - g. The Subcontractor sees the approved Purchase Order on the MOOD Supplier Portal immediately. The Subcontractor acknowledges the Purchase Order, if required by the MOOD Buyer.
 - h. The Subcontractor will create an Invoice against the Purchase Order.
 - i. The Subcontractor will attach a copy of their invoice and the job signoff sheet as they create the invoice in the MOOD Supplier Portal
 - j. The MOOD Supplier Portal delivered invoice is immediately available for processing in Oracle AP
 - i. Invoice is Validated
 - ii. Invoice Approval (new) sends an Approval Notification to the Buyer on the Purchase Order
 - iii. Create Accounting
 - iv. Payment
 - v. The Supplier sees the processing on MOOD Supplier Portal during all phases. The Supplier can drill onto specific items to see additional data items

iSupplier SOP for PM/PC/Dispatcher

Terms:

Supplier = Subcontractor or Lift Rental Company

Buyer = PC/PM/Dispatcher

“SIMPLIFIED”

1. Create a Labor PO, approve it, and generate install/service docs on the PO.
2. Receive an invoice approval email and approve the invoice.
3. Receive the PO.

“DETAILED”

2. The Buyer creates a Labor PO from a sales order following the current process.
3. The Buyer must approve the Labor PO for the Supplier to see it on iSupplier.
 - a. Approval notifications are generated according to approval limits.
 - i. The escalated approver can approve the PO from a mobile device.
 - ii. The Buyer can monitor approval status of all POs in the Buyers Work Center (BWC).
4. The Sales Order (partslist, Scope of Work, signoffs) is attached to the PO in iSupplier when generated by the buyer after approving the PO.
5. The Supplier receives notification about the PO on their mobile device.
 - a. They must acknowledge the PO on iSupplier for the job to be considered “accepted” and contracted.
 - b. EQ should not be shipped until the PO is acknowledged.
6. ****If a Supplier wants to change the PO amount, they submit a change request in iSupplier with an explanation. They can change the dollar amount or the QTY amount.*
 - a. *Change requests are visible in the BWC (also via notifications).*
 - b. *The Buyer accepts (or doesn't accept) the new amount via the BWC.*
 - *They do not need to also change the amount on the PO or reapprove it on PO Summary page.*
 - c. *The Supplier must then acknowledge the new approved PO for it to be considered accepted.*
7. The Supplier creates an electronic invoice on iSupplier and uploads all attachments: invoice, sales order with signoffs, and any other relevant required attachments.
 - a. Invoices that don't match the approved PO amount cannot be submitted to iSupplier.
8. The Buyer is sent an invoice approval email (there is also a notification as well as visibility on BWC.)
9. The Buyer approves the invoice on the email or in BWC after viewing the attached completion documents.
 - a. Approval notifications will be sent out according to approval limits.
 - b. The documents that the Supplier uploaded with the invoice are automatically attached to the sales order that generated the PO.
10. The Buyer receives the PO.
11. ****When the invoice is approved **and** the PO is received, the invoice is ready for processing by AP.*

Any questions regarding payment status should be directed to AP, not the PM/PC/Dispatcher.

Inquiry Type	Resource	Resource Email Address	Resource Phone Number
General Payment & Invoice Processing Inquiries	Annette Hopcus	Annette.Hopcus@moodmedia.com	803.835.1914
System Issues	Kimberly Waters System Administration	Kimberly.Waters@moodmedia.com	980.430.2088
Management Issues	Juan Johnson Accounts Payable Manager	Juan.Johnson@moodmedia.com	803.835.1903
General Accounting inquiries	AP Team	APTeam@moodmedia.com	803.396.3304

Create Invoices

Supplier User(s) will submit invoices directly to MOOD via the MOOD Supplier Portal. The only method to enter an invoice is by matching to a Purchase Order. The Supplier should have the Purchase Order Numbers on their own system created Invoice.

From the Create Invoices function, click on the Go Button next to Create Invoices (bottom right)

*****Note: Do not enter any data into the search area...simply click on the GO Button**

ORACLE iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Finance Admin

Create Invoices View Invoices View Payments

Invoice Actions

Create Invoice Go

Search

Note that the search is case insensitive

Supplier LENTEST

Invoice Number

Invoice Date From

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	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
11000	11-Jun-2015	USD	500.00	126904	In Process				
1000	09-Jun-2015	USD	1000.00	126903	In Process				
34501	26-Jun-2015	USD	10.00	126917	Validated				
34588	26-Jun-2015	USD	85.50	126917	In Process				
1001	09-Jun-2015	USD	500.00	126904	In Process				

Create Invoice Go

In order to create and process an invoice, enter a Purchase Order Number, no other data, then click the Go Button.

The Purchase Order data will display. An entry with multiple shipments is illustrated in the next two screenshots. The Supplier can pick one or more lines by clicking on the select box. Only select lines that you wish to invoice.

***Note: not all Purchase Orders will have multiple lines.

ORACLE iSupplier Portal

Home Logout Preferences Help Personalize Page Diagnostics

Home Orders Shipments Finance Admin

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Cancel Step 1 of 4 Next

Personalize Query: (PoQueryRN)

Search

Personalize "Search"

Note: that the search is case insensitive

Purchase Order Number

Purchase Order Date

(example: 30-Jun-2015)

Buyer

Organization

Advances and Financing

Go Clear

Advanced Search

Personalize "Search Results: Purchase Order"

Select Items: Add to Invoice

Select All Select None

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Supplier Item Number	Ordered	Received	Invoiced	UOM	Price	Ship	Curr To	Organization	Slip	Waybill
<input type="checkbox"/>	126910	1	1	<input type="checkbox"/>	test speaker		50	0	0	EACH	1	USD Austin HQ	MOCD US			
<input type="checkbox"/>	126910	1	3	<input type="checkbox"/>	test speaker		50	0	0	EACH	1	USD Austin HQ	MOCD US			
<input type="checkbox"/>	126910	1	2	<input type="checkbox"/>	test speaker		50	0	0	EACH	1	USD Austin HQ	MOCD US			

Cancel Step 1 of 4 Next

Note the three lines are selected in this form. Click on the Add to Invoice Button

ORACLE iSupplier Portal Home Logout Preferences Help Personalize Page Diagnostics

Home Orders Shipments Finance Admin

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

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

Search

Personalize "Search"

Note that the search is case insensitive Advanced Search

Purchase Order Number 126910

Purchase Order Date

Buyer

Organization

Advances and Financing Excluded

Personalize "Search Results: Purchase Order"

Select Items: Add to Invoice

Select All | Select None

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Ship Curr To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/>	126910	1	1	<input type="checkbox"/>	test speaker		50	0	0	EACH	1	USD Austin HQ	MOOD US		
<input checked="" type="checkbox"/>	126910	1	3	<input type="checkbox"/>	test speaker		50	0	0	EACH	1	USD Austin HQ	MOOD US		
<input checked="" type="checkbox"/>	126910	1	2	<input type="checkbox"/>	test speaker		50	0	0	EACH	1	USD Austin HQ	MOOD US		

Cancel Step 1 of 4 Next

The Invoice Form displays with much of the detail defaulted from the Supplier record. Enter an Invoice Number and Invoice Date, an Invoice Description is optional but good practice. Attachments must be added. Click on the Add Button.

ORACLE iSupplier Portal Home Logout Preferences Personalize Page Diagnostics

Home Orders Shipments Finance Admin

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 LENTEST

Tax Payer ID 01-1234567

* Remit To MUSTANG

Address PO Box 1000 Mustang OK 73061

Remit To Bank Account

Unique Remittance Identifier

Remittance Check Digit

Invoice

Personalize "Invoice"

* Invoice Number 125601

* Invoice Date 30-Jun-2015

Invoice Type Invoice

Currency USD

Invoice Description Test Invoice

Attachment None Add...

Customer

Personalize "Customer"

* Customer Tax Payer ID 202796414

Customer Name DMX Inc.

Address 1703 West 5th St. Austin 78703 US

Items

Personalize "Items"

Personalize "Item Lines Table"

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
126910	1	1	test speaker		Austin HQ	50		50	1	EACH 50
126910	1	3	test speaker		Austin HQ	50		50	1	EACH 50
126910	1	2	test speaker		Austin HQ	50		50	1	EACH 50

* Invoice Number

* Invoice Date

(example: 06/17/2018)

Invoice Type

Currency **USD**

Invoice Description

Has the work been Completed

Need to Return Equipment

Attachment **None**

Answer the two questions:

Has the work been Completed? **Y/N**

Need to Return Equipment? **Y/N**

Invoice Attachments are required. At a minimum, a pdf of the Supplier created invoice must be attached. All other Invoice Attachments required by MOOD following the current standard practices in place today.

The following illustrations represent adding attachment. Attachments can be created one at a time or by using the Add Another Button. Attaching follows the standard Windows look and feel. Browse for the correct Attachment, then click on the Apply Button.

ORACLE iSupplier Portal Home Logout Preferences Help PersonalizePage Diagnostics

Home Orders Shipments Finance Admin

Create Invoices | View Invoices | View Payments

Finance: Create Invoices >

Add Attachment

Personalize "AK Attach Upload"

Attachment Summary Information

Title

Description

Category **From Supplier**

Define Attachment

Type File

URL

Text

Once all the documents are attached, you will notice the Invoice form changes, related to Attachments, to display 'Attachment List'. To add another document, simply click the Add Button again.

Continuing with the Invoice Creation, enter quantities for each line entered. Unit Price will not allow any price change higher than the Unit Price from the Purchase Order. If there is no Freight Line from the Purchase Order and Freight is allowed, select Freight from the drop down box in the Shipping and Handling section. Add an Amount and a Description.

Click the Next Button to continue

Customer

[Personalize "Customer"](#)

* Customer Tax Payer ID 
Customer Name **DMX Inc.**
Address **1703 West 5th St. Austin 78703 US**

Items

[Personalize "Items"](#)

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
126910	1	1	test speaker		Austin HQ	50	<input type="text" value="5"/>	<input type="text" value="1"/>	EACH	5
126910	1	3	test speaker		Austin HQ	50	<input type="text" value="10"/>	<input type="text" value="1"/>	EACH	10
126910	1	2	test speaker		Austin HQ	50	<input type="text" value="20"/>	<input type="text" value="1"/>	EACH	20

Shipping and Handling

[Personalize "Shipping and Handling"](#)

[Personalize "Charge Lines Tab"](#)

Charge Type	Amount	Description
<input type="text" value="Freight"/> 	<input type="text" value="125"/>	<input type="text" value="UPS Ground"/>

Step 2 of

The next form displays the resulting invoice that is directly feeding MOOD's Financial System. Important items to remember:

- Overbilling what has been shipped and received will place an invoice on hold
- Only one (1) Purchase Order can be billed on an invoice at a time
- There is no option to invoice without a Purchase Order
- Tax is not discussed in the Training Guide as tax does not apply at the current time

Summary Tax Lines

[Personalize "Summary Tax Lines"](#)
[Calculate](#)
[Personalize Advanced Table](#)

Summary Tax Line Number	Tax Regime Code	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
No results found.							

Items

[Personalize "Items"](#)
[Personalize "Item Lines Table"](#)

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
126910	1	1	test speaker		Austin HQ	50	5.00 EACH	1.00	5.00
126910	1	3	test speaker		Austin HQ	50	10.00 EACH	1.00	10.00
126910	1	2	test speaker		Austin HQ	50	20.00 EACH	1.00	20.00

Shipping and Handling

[Personalize "Shipping and Handling"](#)
[Personalize "Charge Lines Table"](#)

Charge Type	Amount	Description
Freight	125.00	UPS Ground

Invoice Summary

[Personalize "Invoice Summary"](#)
[Personalize Table Layout](#)

Items	35.00
Less Retainage	0.00
Freight	125.00
Miscellaneous	0.00
Tax	0.00
Total (USD)	160.00

[Recalculate Total](#) [Cancel](#) [Save](#) [Back](#) Step 3 of 4 [Next](#) [Submit](#)

Click either the Next or Submit Button. The Next Button provides another look at the data

ORACLE Supplier Portal

Home | Orders | Shipments | Finance | Admin | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#) | [Personalize Page](#) | [Diagnostics](#)

[Create Invoices](#) | [View Invoices](#) | [View Payment](#)

Create Invoice: Review and Submit

[Purchase Orders](#) | [Details](#) | [Manage Tax](#) | [Review and Submit](#)

[Cancel](#) [Save](#) [Back](#) Step 4 of 4 [Submit](#)

Supplier

[Personalize "Supplier"](#)

* Supplier: LENTEST
 * Tax Payer ID: 01-1234567
 * Remit To: MUSTANG
 * Address:
 * Remit To Bank Account:
 * Unique Remittance Identifier:
 * Remittance Check Cycle:

Invoice

[Personalize "Invoice"](#)

* Invoice Number: 125601
 * Invoice Date: 20-Jan-2015
 * Invoice Type: Standard
 * Currency: USD
 * Invoice Description: Test Invoice
 * Contract Number:
 * Client AR Invoice Number:
 * Client AR Invoice Date:
 * Bill Client:
 * Item Number:
 * Item Description:
 * Approving Manager:
 * Attachment ID:

Customer

[Personalize "Customer"](#)

* Customer Tax Payer ID: 212796414
 * Customer Name: DIXX Inc.
 * Address: 1103 West 5th St, Suite 600 Austin Travis 78703

Items

[Personalize "Items"](#)
[Personalize "Item Lines Table"](#)

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
126910	1	1	test speaker		Austin HQ	50	5.00 EACH	1.00	5.00
126910	1	3	test speaker		Austin HQ	50	10.00 EACH	1.00	10.00
126910	1	2	test speaker		Austin HQ	50	20.00 EACH	1.00	20.00

Shipping and Handling

[Personalize "Shipping and Handling"](#)
[Personalize "Charge Lines Table"](#)

Charge Type	Amount	Description
Freight	125.00	UPS Ground

Summary Tax Lines

[Personalize "Summary Tax Lines"](#)
[Personalize "Tax Lines Table"](#)

Tax Regime Code	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount
No results found.					

Invoice Summary

[Personalize "Invoice Summary"](#)
[Personalize Table Layout](#)

Items	35.00
Less Retainage	0.00
Freight	125.00
Miscellaneous	0.00
Tax	0.00
Total (USD)	160.00

[Recalculate Total](#) [Cancel](#) [Save](#) [Back](#) Step 4 of 4 [Submit](#)

After Submission, a confirmation form is displayed

ORACLE iSupplier Portal

Home Logout Preferences Help Personalize Page Diagnostics

Home Orders Shipments Finance Admin

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Confirmation
 Invoice 125601 was submitted to our Accounts Payable department on 30-Jun-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: 125601

Printable Page Create Another

Personalize Table Layout

To verify, Click on the View Invoices Function. The Invoice is immediately available to MOOD and to the Supplier. The Invoice will be in an 'In Process' Status. This invoice goes through validation and approvals. Invoices failing validations go on hold until the issue is resolved. A payment is scheduled automatically based upon the Suppliers Payment Terms. This is true regardless of the Status.

ORACLE iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Finance Admin

Create Invoices **View Invoices** View Payments

View Invoices Export

Simple Search Advanced Search

Invoice Number
 PO Number
 Payment Number
 Invoice Status
 Payment Status

Invoice Amount From To
 Amount Due From To
 Invoice Date From To
 Due Date From To
(example: 29-Jun-2015)

Go Clear

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Due Date	Payment	PO Number	Receipt	Attachments
345888	26-Jun-2015	Standard	USD	85.50	85.50 In-Process	Qty Rec	Not Paid	26-JUN-2015 00:00:00		126917		
26-JUN-2015	26-Jun-2015	Standard	USD	1000.00	1000.00 Approved		Not Paid	26-JUN-2015 00:00:00				
345011	26-Jun-2015	Standard	USD	10.00	10.00 Approved		Not Paid	26-JUN-2015 00:00:00		126917		
11000	11-Jun-2015	Standard	USD	500.00	500.00 In-Process	Qty Rec	Not Paid	11-JUN-2015 00:00:00		126904		
1001	09-Jun-2015	Standard	USD	500.00	500.00 In-Process		Not Paid	09-JUN-2015 00:00:00		126904		
1000	09-Jun-2015	Standard	USD	1000.00	1000.00 In-Process		Not Paid	09-JUN-2015 00:00:00		126903		
05-JUN-2015	05-Jun-2015	Standard	USD	100.00	100.00 Approved		Not Paid	05-JUN-2015 00:00:00				
03-JUN-2015	03-Jun-2015	Prepayment	USD	1000.00	0.00 In-Process		Paid	03-JUN-2015 00:00:00	51807			

Export



View Invoices

Click on the View Invoices function to see all of specific invoices. Click the Go Button to see all or use parameters to limit

Simple Search

Invoice Number Invoice Amount From To
 PO Number Amount Due From To
 Payment Number Invoice Date From To
 Invoice Status Due Date From To
 Payment Status (example: 29-Jun-2015)

Go Clear

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Due Date	Payment	PO Number	Receipt	Attachments
345888	26-Jun-2015	Standard	USD	85.50	85.50 In-Process	Qty Rec	Not Paid	26-JUN-2015 00:00:00		126917		
26-JUN-2015	26-Jun-2015	Standard	USD	1000.00	1000.00 Approved		Not Paid	26-JUN-2015 00:00:00				
345011	26-Jun-2015	Standard	USD	10.00	10.00 Approved		Not Paid	26-JUN-2015 00:00:00		126917		
11000	11-Jun-2015	Standard	USD	500.00	500.00 In-Process	Qty Rec	Not Paid	11-JUN-2015 00:00:00		126904		
1001	09-Jun-2015	Standard	USD	500.00	500.00 In-Process		Not Paid	09-JUN-2015 00:00:00		126904		
1000	09-Jun-2015	Standard	USD	1000.00	1000.00 In-Process		Not Paid	09-JUN-2015 00:00:00		126903		
05-JUN-2015	05-Jun-2015	Standard	USD	100.00	100.00 Approved		Not Paid	05-JUN-2015 00:00:00				
03-JUN-2015	03-Jun-2015	Prepayment	USD	1000.00	3.00 In-Process		Paid	03-JUN-2015 00:00:00	51807			

View Payments

Click on the View Payments function to see all of specific payments. Click the Go Button to see all or use parameters to limit

Simple Search

Note that the search is case insensitive

Payment Number Status
 Invoice Number Payment Amount From To
 PO Number Payment Date From To
 (example: 29-Jun-2015)

Go Clear

Payment	Payment Date	Currency	Amount Method	Status	Status Date	Bank Account	Invoice	PO Number
51807	03-Jun-2015	USD	1000.00 Check	Negotiable	03-Jun-2015	DMX Inc Controlled Disbursement Account	03-JUN-2015	

Admin

General Tab

The Admin Pages allow the Supplier User(s) to both see their account data as well as request maintenance approvals. The Supplier User(s) enter the data which is visible by the Accounts Payable department for acceptance.

Attachments in this area are only for administrative items...never invoices. Attachments are always visible. MOOD requests updated W-9 forms, ACH Approvals, Bank Account Authorizations, Licenses, etc., to be attached here.

All Supplier's are required to attach a new W-9, if one is not already attached for 2015



2015 W-9.pdf

The screenshot shows the Oracle iSupplier Portal Admin page. The top navigation bar includes Home, Logout, Preferences, Personalize Page, and Diagnostics. The main navigation bar includes Home, Orders, Shipments, Finance, and Admin. The left sidebar shows Profile Management options: General, Company Profile, Address Book, Contact Directory, Business Classifications, and Banking Details. The main content area is divided into sections: General, Attachments, Search, and Attachments of associated record. The Attachments section is highlighted with a red box and contains a table with the following data:

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish	to Catalog
iProc Fact Sheet.pdf	File		From Supplier	LENNIE	09-Jun-2015	One-Time				
Spanish.jpg	File		From Supplier	LENNIE	09-Jun-2015	One-Time				

Address Book

The Address Book is where Supplier Sites are maintained. Supplier Sites are required for Purchasing and Payables. These are addresses where MOOD transacts with the Suppliers. Click on the Create Button to Create a Contact of the pencil icon under Update to maintain.

The screenshot shows the Oracle iSupplier Portal interface. At the top, there are navigation links: Home, Logout, Preferences, Help, Personalize Page, and Diagnostics. Below this is a menu with Home, Orders, Shipments, Finance, and Admin. The main area is titled "Profile Management" and contains a sidebar with a tree view: General, Company Profile, Address Book (selected), Contact Directory, Business Classifications, and Banking Details. The "Address Book" section is active, showing a "Create" button (highlighted with a red box) and a table of existing addresses. The table has columns for Address Name, Address Details, Country, Update (with a pencil icon, highlighted with a red box), and Remove (with a trash icon). The table contains two entries: MUSTANG (PO Box 1000, Mustang, OK 73064, United States) and WAYNE (PO Box 1000, Waybe, OK 73095, United States). There are also links for "Personalize Table Layout: (TableLayout)" and "Personalize 'Address'".

Address Name	Address Details	Country	Update	Remove
MUSTANG	PO Box 1000 Mustang, OK 73064	United States		
WAYNE	PO Box 1000 Waybe, OK 73095	United States		

The next two forms illustrate the Creation of a Site. Please note that County, City, and State are required.

The screenshot shows the "Create Address" form in the Oracle iSupplier Portal. The form is titled "Create Address" and includes a "Supplier Name" field with the value "LENTEST" and a "Supplier Number" field with the value "24773". There are "Cancel" and "Save" buttons at the top right. The form contains several required fields (marked with an asterisk) and optional fields. The required fields are: Address Name, Country (set to Afghanistan), Address Line 1, City/Town/Locality, County, State/Region, and Postal Code. The optional fields are: Phone Area Code, Phone Number, Fax Area Code, Fax Number, and Email Address. There are also three checkboxes: Purchasing Address, Payment Address, and RFQ Only Address. At the bottom, there is a "Note" section with a text area and a "Note" label. Below the text area is a small instruction: "Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information." There are "Cancel" and "Save" buttons at the bottom right.

ORACLE iSupplier Portal Home Logout Preferences Personalize Page Diagnostics

Admin: Profile Management: Address Book >

Create Address

* Indicates required field

[Personalize Stack Layout: \(AddrDRN\)](#)
Supplier Name **LENTEST** Supplier Number **24773**

[Personalize Flow Layout: \(SeparatorRN\)](#)

* Address Name Phone Area Code
 Country Phone Number
 * Address Line 1 Fax Area Code
 Address Line 2 Fax Number
 Address Line 3 Email Address
 Address Line 4
 * City/Town/Locality Purchasing Address
 County Payment Address
 State/Region RFQ Only Address
 Province
 * Postal Code

[Personalize Table Layout: \(region5\)](#)
[Personalize "Note"](#)

Note

Note

Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information.

Upon Creation, the Site is visible but must be approved in order to transact. Notifications are sent during this process

ORACLE iSupplier Portal Home Logout Preferences Help Personalize Page Diagnostics

Home Orders Shipments Finance Admin

Profile Management

- General
- Company Profile
 - **Address Book**
 - Contact Directory
 - Business Classifications
 - Banking Details

Address Book [Personalize "Address"](#)

[Personalize Table Layout: \(TableLayout\)](#)

Address Name	Address Details	Country	Update	Remove
MUSTANG	PO Box 1000 Mustang, OK 73064	United States		
WAYNE	PO Box 1000 Waybe, OK 73095	United States		
YUKON	PO Box 1200 Yukon, OK 73099	United States		

Contact Directory

Supplier Contacts are maintained in this area. Keeping this form up to date assists both parties with ongoing communications. Click on the Create Button to Create a Contact or the pencil icon under Update to maintain.

ORACLE iSupplier Portal Home Logout Preferences Personalize Page Diagnostics

Home Orders Shipments Finance Admin

Profile Management

- General
- Company Profile
 - Address Book
 - Contact Directory**
 - Business Classifications
 - Banking Details

Contact Directory : Active Contacts
Personalize "Contacts Table"

Create

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Iron	Man	405 555-1211		Current				
Lennie	Stanfield		lennie.stanfield@moodmedia.com	Current	✓			
Lennie	Stanfield		lstanfield98@yahoo.com	Current	✓			

Contact Directory : Inactive Contacts

Complete the form as fully as possible

ORACLE iSupplier Portal Home Logout Preferences Personalize Page Diagnostics

Admin: Profile Management: Contact Directory >

Create Contact

* Indicates required field

Contact Title

First Name

Middle Name

* Last Name

Job Title

Department

Contact Email

Phone Area Code

Phone Number

Phone Extension

Fax Area Code

Fax Number

The Contact update is confirmed and available for approval by MOOD

ORACLE iSupplier Portal Home Logout Preferences Personalize Page Diagnostics

Home Orders Shipments Finance Admin

Profile Management

- General
- Company Profile
 - Address Book
 - Contact Directory**
 - Business Classifications
 - Banking Details

Confirmation
Super Man has been added to your Contact Directory.

Contact Directory : Active Contacts
Personalize "Contacts Table"

Create

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Iron	Man	405 555-1211		Current				
Super	Man	405 888-1211		Pending				
Lennie	Stanfield		lennie.stanfield@moodmedia.com	Current	✓			
Lennie	Stanfield		lstanfield98@yahoo.com	Current	✓			

Contact Directory : Inactive Contacts

Business Classification

If necessary for the Supplier, Minority Reporting Business Classifications may be entered and maintained. The values correspond with governmental classifications. MOOD requires Attachments of the dated certificates

ORACLE iSupplier Portal
 Home Logout Preferences Help Personalize Page Diagnostics

Home
Orders
Shipments
Finance
Admin

Profile Management

- General
- Company Profile
 - Address Book
 - Contact Directory
 - **Business Classifications**
 - Banking Details

Business Classifications

Cancel
Save

[Personalize Table Layout: \(BtnRN\)](#)

Certification

Cancel
Save

[Personalize "Certification"](#)

I certify that I have reviewed the classification below and they are current and accurate.

[Personalize Default Double Column: \(reCerttbl\)](#)

Last Certified By

[Personalize Flow Layout](#)

✔ TIP Date format example: 30-Jun-2015

[Personalize "Business Classification Table"](#)

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Hub Zone	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Minority Owned	<input type="checkbox"/>	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
Service-disabled Veteran Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Small Business	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Veteran Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Women Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

Banking Details

To pay electronically, Supplier banking details are required. A Supplier ACH Request Form will be available on the MOOD Supplier Portal web site. When ACH transactions are created, MOOD also emails a remittance advice to the supplier. The remittance advice is emailed directly to the Supplier contact with the detailed payment information. Please note that ACH Payments go out the day they are produced by MOOD but US-based banks have up to 72 hours to process.

Any banking maintenance must be accompanied by the Supplier Bank Authorization Form, signed by a representative of the organization. MOOD will approve no banking maintenance without a signed form. Suppliers will have access to Create and maintain their bank accounts.

***Note: Any bank account information on file with MOOD will be visible to the Supplier

***Note: Bank setups are very detailed. MOOD personnel may take the submitted information, modifying where necessary, then approve the change. It is the Supplier's responsibility to secure from the bank the exact routing number required for ACH transactions. The ACH routing number may not correspond to the Suppliers checking account routing number.

To Create a New Bank Account, go to the Admin Tab, Banking Details

Click on the Create Button

ORACLE iSupplier Portal

Home Logout Preferences Help Personalize Page Diagnostics

Home Orders Shipments Finance **Admin**

Profile Management

- General
- Company Profile
 - Address Book
 - Contact Directory
 - Business Classifications
 - Banking Details**

Banking Details

View: General Accounts Go Cancel Save

Personalize Flow Layout

✓ TIP Date format example: 25-Jun-2015

Personalize "General Accounts"

Create

Details	Account Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Status	Update
No results found.											

Cancel Save

The next form is where Banking Details are Created.

1. Bank Data Option 1

- a. Enter the Country, 'United States'
- b. Enter the name of the Bank
- c. Enter the name of the Bank Branch. Generally a town or street address
- d. Enter the exact Branch Number (Routing Number from the bank for the ACH)

It is the Supplier's responsibility to secure from the bank the exact routing number required for ACH transactions. The routing number may not correspond to the Suppliers checking account routing number

- e. Click on the plus sign (+) next to Show Branch Details
 - i. Enter the Address information as completely as possible
- f. Enter the exact Bank Account Number
- g. Click on the Save Button (bottom right)

The screenshot shows the Oracle iSupplier Portal interface for creating a bank account. The page title is "ORACLE iSupplier Portal" and the breadcrumb is "Admin: Profile Management: Banking Details > Create Bank Account". There are "Cancel" and "Save" buttons at the top right. The form is divided into several sections:

- Bank:** Includes a "Country" dropdown menu (highlighted with a red box) and a "Bank Name" text field (highlighted with a red box).
- Branch:** Includes "Branch Name" and "Branch Number" text fields (both highlighted with red boxes), a "BIC" dropdown, and a "Branch Type" dropdown set to "ABA". A "Show Branch Details" button with a plus sign is highlighted with a red box.
- Bank Account:** Includes an "Account Number" text field (highlighted with a red box), "Check Digits" and "IBAN" text fields, "Account Name" and "Currency" dropdowns, and an "Account Status" field set to "New".
- Comments:** Includes a "Note to Buyer" text area.

At the bottom right, there are "Cancel" and "Save" buttons, with the "Save" button highlighted by a red box.

Sample of a completed form

ORACLE iSupplier Portal Home Logout Preferences Help Personalize Page Diagnostics

Admin: Profile Management: Banking Details >

Create Bank Account

* Indicates required field Cancel Save

Personalize Table Layout: (MainTableRN) * Country United States

Personalize Table Layout: (BankBranchTblLayoutRN)

Bank

Personalize "Bank"

Bank Name Test Bank

Show Bank Details

Branch

Personalize "Branch"

Branch Name Test Branch

Branch Number 253075303

BIC

Branch Type ABA

Show Branch Details

Bank Account

Personalize "Bank Account"

* Account Number 000000007 Account Name Test Bank Account

Check Digits

Currency

IBAN Account Status New

Show Account Details

Comments

Personalize "Comments"

Note to Buyer

Cancel Save

Confirmation of the New Account Request waiting on MOOD AP Approval

ORACLE iSupplier Portal Home Logout Preferences Help Personalize Page Diagnostics

Home Orders Shipments Finance Admin

Profile Management

- General
- Company Profile
 - Address Book
 - Contact Directory
 - Business Classifications
 - Banking Details**

Confirmation

Bank account 000000007 has been added to your company profile. The account information will be routed to an administrator who will review the details and carry out any account verification that is required. You will be notified once the review is complete.

Banking Details

View General Accounts Go Cancel Save

Personalize Flow Layout

TIP Date format example: 13-Jul-2015

Personalize "General Accounts"

Create

Account Details	Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Status	Update
Show	3334445555			Wells Fargo Bank N.A.	10-Jul-2015		1	▲	▼	Approved	
Show	000000003			Wells Fargo Bank N.A.	13-Jul-2015		2	▲	▼	Approved	
Show	000000007			Test Bank	13-Jul-2015		3	▲	▼	New	

Cancel Save

Additional Features

The following items are available on many of the MOOD Supplier Portal forms

Advanced Search offers additional search parameters. These will become increasingly important as data accumulates. The User can select specific data or even add more parameters by clicking on the Add Button

ORACLE iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Finance Admin

Purchase Orders Agreement Purchase History

Orders: Purchase History >

Purchase Order Revision History

Export

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Show table data when all conditions are met.

Show table data when any condition is met.

PO Number is [] []

Release Number is [] []

Rev is [] []

Document Type is [] []

Go Clear Add Another Creation Date Add

Simple Search

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
No search conducted.											

Export

Export is a valuable tool to download to Excel. The Supplier can then 'slice and dice' large amounts of data as needed. The Supplier must set their Windows computers to the correct default program setting for the data to automatically open in Excel.

The screenshot shows the ORACLE iSupplier Portal interface. At the top, there are navigation tabs for Home, Orders, Shipments, Finance, and Admin. Below these are sub-tabs for Purchase Orders, Agreement, and Purchase History. The main content area is titled 'Purchase Order Revision History' and includes an 'Export' button. A 'Simple Search' section is visible with various input fields for PO Number, Release Number, Rev, Document Type, Creation Date, Revised Date, and Operating Unit. Below the search section is a table with columns: PO Number, Operating Rev Unit, Description, Buyer, Creation Date, Revised Date, Currency, Total, Ship-To Location, Compare to Original PO, Compare to Previous PO, and Show all PO Changes. The table contains 11 rows of data. A dialog box is overlaid on the table, asking 'Do you want to open or save exportstsv from moodmz.coresys.com?' with 'Open', 'Save', and 'Cancel' options.

PO Number	Operating Rev Unit	Description	Buyer	Creation Date	Revised Date	Currency	Total	Ship-To Location	Compare to Original PO	Compare to Previous PO	Show all PO Changes
126919	0 MOOD US	test	Stanfield, Lennie	29-Jun-2015 17:39:46		USD	100.00	Austin HQ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
126917	0 MOOD US	test	Stanfield, Lennie	26-Jun-2015 08:08:05		USD	100.00	Austin HQ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
126913	0 MOOD US	iSupplier Test	Stanfield, Lennie	26-Jun-2015 07:30:18		USD	80.00	Austin HQ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
126911	0 MOOD US	iSupplier Test	Stanfield, Lennie	25-Jun-2015 11:50:27		USD	100.00	Austin HQ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
126909	0 MOOD US	iSupplier Test	Stanfield, Lennie	25-Jun-2015 08:37:20		USD	100.00	Austin HQ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
126904	0 MOOD US	test2	Stanfield, Lennie	09-Jun-2015 17:55:56		USD	10000.00	Austin HQ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
126903	0 MOOD US	test2	Stanfield, Lennie	09-Jun-2015 14:57:01		USD	10000.00	Austin HQ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
126914	1 MOOD US	iSupplier Test	Stanfield, Lennie	26-Jun-2015 07:51:48	26-Jun-2015 07:59:43	USD	0.00	Austin HQ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
126910	1 MOOD US	iSupplier Test	Stanfield, Lennie	25-Jun-2015 08:37:31	25-Jun-2015 12:35:57	USD	150.00	Austin HQ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
126902	1 MOOD US	test for isupplier	Stanfield, Lennie	6/9/2015 14:26	5/9/2015 14:49	USD	0	Austin HQ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The screenshot shows the Microsoft Excel application with the exported data from the iSupplier Portal. The data is organized into columns: PO Number, Rev, Operating Unit, Description, Buyer, Creation Date, Revised Date, Currency, Total, and Ship-To Location. The data is displayed in a grid format with row numbers 1 through 11 and column letters A through S. The 'Revised Date' column for the last row (126902) is highlighted in red.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	PO Number	Rev	Operating Unit	Description	Buyer	Creation Date	Revised Date	Currency	Total	Ship-To Location									
2	126919	0	MOOD US	test	Stanfield, Lennie	6/29/2015 17:39		USD	100	Austin HQ									
3	126917	0	MOOD US	test	Stanfield, Lennie	6/26/2015 8:08		USD	100	Austin HQ									
4	126913	0	MOOD US	iSupplier Test	Stanfield, Lennie	6/26/2015 7:20		USD	80	Austin HQ									
5	126911	0	MOOD US	iSupplier Test	Stanfield, Lennie	6/25/2015 11:50		USD	100	Austin HQ									
6	126909	0	MOOD US	iSupplier Test	Stanfield, Lennie	6/25/2015 8:27		USD	100	Austin HQ									
7	126904	0	MOOD US	test2	Stanfield, Lennie	6/9/2015 17:15		USD	1000	Austin HQ									
8	126903	0	MOOD US	test2	Stanfield, Lennie	6/9/2015 14:57		USD	1000	Austin HQ									
9	126914	1	MOOD US	iSupplier Test	Stanfield, Lennie	6/26/2015 7:51	5/26/2015 7:59	USD	0	Austin HQ									
10	126910	1	MOOD US	iSupplier Test	Stanfield, Lennie	6/25/2015 8:37	6/25/2015 12:35	USD	150	Austin HQ									
11	126902	1	MOOD US	test for isupplier	Stanfield, Lennie	6/9/2015 14:26	5/9/2015 14:49	USD	0	Austin HQ									

Requesting New User Accounts or Maintenance

To request User Account Maintenance, please email the following form to

apteam@moodmedia.com

MOOD Supplier User Maintenance Request

Please make the follow modification(s) to our Mood Supplier Portal User. This request is for:

Supplier Name: _____

Supplier Number: _____

Approved by: _____

Signed: _____

Title: _____ Date: _____

Please check one item

<input type="checkbox"/>	New User Request
<input type="checkbox"/>	Modify Existing User

New User Request

Email Address	
User Name	Same as email address
First Name	
Last Name	
Phone Area Code	
Phone Number	
Phone Extension	

Existing User Modification

Purpose (Update User, End Date User, Other)	
Email Address	
User Name	Same as email address
First Name	
Last Name	
Phone Area Code	
Phone Number	
Phone Extension	

MOOD:MEDIA



iSupplier Subcontractor Portal

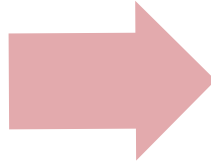
Kimberly Waters

April 25, 2019

iSupplier Functions

Buyer/PM

- View Purchase Order (PO)
- View Invoice
- View Payment



Subcontractor

- View Purchase Order (PO)
- Acknowledge PO
- Submit Change Request
- Upload Invoice
- View/Add Attachments
- View Payment Status

Agenda



Registration - Inputs

- ❑ Before a subcontract can be provided a iSupplier login, their supplier record must be setup in Oracle
- ❑ New subcontractor request is emailed to Finance containing the DLINK contact details
- ❑ Finance Register's the subcontractor via Supplier User Management responsibility
- ❑ Email address becomes the iSupplier Username

DLINK Search Results

**ALERT!! Was Concepts and Integration
PRINTS MUST SHIP TO:
PETE O'CONNOR
4505 NE 25th Court
Vancouver, WA 98663**

C3MS, LLC

DL#: 853365

Phone: 360-521-4285

Fax:

Contact: Pete O'Conner

Address: Additional Self Storage
16300 NE 15th Ave Unit 482
Vancouver, WA 98684

Email: pete@c3ms.com

Registration - Confirmation

Register a Supplier User

* Indicates required field

* Supplier Name 

[Add new suppliers using the Create Supplier form in Purchasing.](#)

* Supplier Number

User Information

* Email

* Username
By default, the user's email address will be used as their Username for the system.

Contact Title

First Name

Middle Name

* Last Name

Job Title

You have successfully registered Pete O'Conner at C3MS, LLC.

A registration notification has been mailed to the user at pete@c3ms.com.

User Access

User Notifications

Certification Reminders

Responsibilities

[Select All](#) | [Select None](#)

Select Responsibility

Supply Chain Collaboration Planner

iSupplier Portal Full Access

Application

Advanced Supply Chain Planning

iSupplier Portal

Registration - Verification

Supplier > Contact Directory

MOOD: Payables

Suppliers > Update C3MS, LLC - 29198: Contact Directory

Create

First Name	Last Name	Phone Number	Email Address	Has User Account	Status
Pete	O'Conner	360 521-4285	pete@c3ms.com	<input checked="" type="checkbox"/>	Current

Checkbox indicates that an iSupplier account has been created for this supplier contact

Registration - User Name

System Admin > User Name

- Securing Attribute on the user name definition is assigned with the linked supplier_id
- This limits the login user's view to only transactions for that supplier/subcontractor

Oracle Applications - [MOOD] - cloned from MOOP 29-MAR-19

File Edit View Folder Tools Window Help

Users

User Name: PETE@C3MS.COM
Password:
Description: pete@c3ms.com
Status: Active

Person:
Customer: Pete O'Conner
Supplier:
E-Mail: pete@c3ms.com
Fax:
Effective Dates: From 19-APR-2019 To

Password Expiration:
 Days
 Accesses
 None

Direct Responsibilities Indirect Responsibilities **Securing Attributes**

Responsibility	Application	Description	Security Group	Effective Dates From	To
iSupplier Portal Full Access	iSupplier Portal	POS User Profile	Standard	19-APR-2019	



Registration - Portal

+ iSupplier url:

<https://moopdmz.coresys.com>

+ Access using:
Internet Explorer

+ Data available is limited to the
supplier specific information

The screenshot displays the MOOD iSupplier Portal interface. At the top, there is a navigation bar with tabs for Home, Orders, Shipments, Finance, and Admin. Below the navigation bar is a search bar with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area is divided into several sections:

- Notifications:** A table with columns for Subject and Date. A notification is listed with the subject 'Supplier Collaboration Network: Confirmation of Registration' and the date '19-Apr-2019 09:35:44'. A 'Full List' button is present.
- Orders At A Glance:** A table with columns for PO Number, Customer Name, Store #, City, State, SR Number, SO Number, Buyer, Order Type, Description, Amount, Status, and Order Date. The table shows 'No results found.' A 'Full List' button is present.
- Shipments At A Glance:** A table with columns for Shipment Number, Packing Slip, and Shipment Date. Three shipments are listed with dates of 29-Mar-2019 00:00:00. A 'Full List' button is present.
- Views:** A section with a 'View' dropdown menu set to 'ASNs in Last 180 Days', a 'Go' button, and a 'Personalize' button.

At the bottom of the page, there are navigation controls for the shipment table, including 'Previous', '1-10', and 'Next 10' buttons.

Registration - Portal

MOOD™ iSupplier Portal

Home Orders Shipments Finance Admin

Search PO Number

Navigator Favorites

Notifications

Subject	Date
No results found.	

Orders At A Glance

PO Number	Customer Name	Store #	City	SR State	SO Number	Buyer	Order Type	Description	Amount	Status	Order Date	
247979	BRACKS KITCHEN		Atlanta	GA	3887288	1417064	Garcia, Jacob	Install Order (US)	BRACKS KITCHEN // Atlanta, GA // 3887288 // Visual Install	1845.00	Open	28-Mar-2019 19:19:15
252991	COSMO PROF	6333	ROME	GA		1435640	Swartz, Patrick	Install Order (US)	Cosmo Prof II Rollout // Ackworth, Rome, Stockbridge	1000.00	Requires Acknowledgment	28-Mar-2019 08:18:37
252992	COSMO PROF	66209	MCDONOUGH	GA		1435821	Swartz, Patrick	Install Order (US)	Cosmo Prof II Rollout // Kennesaw, Marietta, McDonough	1000.00	Accepted	28-Mar-2019 08:18:31

Planning

Orders

- [Agreements](#)
- [Purchase Orders](#)
- [Purchase History](#)

Shipments

- [Delivery Schedules](#)
- [Overdue Receipts](#)
- [Advance Shipment Notices](#)

Receipts

- [Receipts](#)
- [Returns](#)

Invoices

- [Invoices](#)

Payments

- [Payments](#)

Inquiry/Maintenance - PO Search

- Real Time Data
- PO must be APPROVED

MOOD™ iSupplier Portal

Home Orders Shipments Finance Admin

Search **PO Number** 247979 **Go**

Shipment Number
Invoice Number
Payment Number

Full List

Subject
No results found.

Orders At A Glance

Full List

PO Number	Customer Name	Store #	City	State	SR Number	SO Number	Buyer	Order Type	Description	Amount	Status	Order Date
247979	BRACKS KITCHEN		Atlanta	GA	3887288	1417064	Garcia, Jacob	Install Order (US)	BRACKS KITCHEN // Atlanta, GA // 3887288 // Visual Install	1845.00	Open	28-Mar-2019 19:19:15

Planning

Orders

- Agreements
- Purchase Orders**
- Purchase History

Shipments

- Delivery Schedules
- Overdue Receipts
- Advance Shipment Notices

Receipts

- Receipts
- Returns

Invoices

Inquiry/Maintenance - PO Data

Home | **Orders** | Shipments | Finance | Admin

Purchase Orders | Agreements | Purchase History | Deliverables | View Requests

Home > Purchase Orders >

Standard Purchase Order: 247979, 1 (Total USD 1845.00)

Currency=USD

Order Information

General

Total **1845.00**
Supplier **CR WORLD SATELLITE INC**
Supplier Site **AP_PO**
Address **3415 BRYANT LANE
MARIETTA, GA 30066**
Buyer [Garcia, Jacob](#)
Order Date **28-Mar-2019 19:19:15**
Description **BRACKS KITCHEN // Atlanta, GA // 3887288 //
Visual Install**
Status **Open**
Note to Supplier
Operating Unit **MOOD US**
Supplier Order Number
Attachments [View](#)

Terms and Conditions

Payment Terms **NT30**
Carrier
FOB
Freight Terms
Shipping Control

Ship-To Address

Address **DMX Music Inc.
3170 Reps Miller Rd
Suite 100
Norcross, GA 30071**

Bill-To Address

Address **2100 S IH-35 Frontage Rd
Suite 200
Austin, TX 78704**

PO Details

[Show All Details](#) | [Hide All Details](#)

Details	Line	Type	Item/Job	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
Show	1	Goods	LABOR INSTALL SUB (US)	LABOR INSTALL SUB (US)	DOLLAR	1	1695	1695.00	Open		
Show	2	Goods	LABOR HEAD END SUBCONTRACTOR (USD)	LABOR HEAD END SUBCONTRACTOR (USD)	DOLLAR	1	150	150.00	Open		

Actions: [Request Changes](#), [Request Cancellation](#), [View Change History](#), [View PDF](#), [View Receipts](#), [View Invoices](#), [View Payments](#), [View Shipments](#)

Summary: Invoiced **0.00**, Payment Status **Not Paid**

Go Export

Inquiry/Maintenance - Acknowledgement

- + Subcontractor receives an email notification when the PO is approved
- + Mood requests that the supplier acknowledge it to confirm the terms and details
- + Supplier can Accept, Reject or Submit a Change order
- + The system automatically records the response and updates the PO status
- + The buyer receives a notification of the supplier's input



Orders At A Glance

[Full List](#)

PO Number	Customer Name	Store #	City	State	SR Number	SO Number	Buyer	Order Type	Description	Amount	Status
247979	BRACKS KITCHEN		Atlanta	GA	3887288	1417064	Garcia, Jacob	Install Order (US)	BRACKS KITCHEN // Atlanta, GA // 3887288 // Visual Install	1845.00	Open
252991	COSMO PROF	6333	ROME	GA		1435640	Swartz, Patrick	Install Order (US)	Cosmo Prof II Rollout // Ackworth, Rome, Stockbridge	1000.00	Requires Acknowledgment
252992	COSMO PROF	66209	MCDONOUGH	GA		1435821	Swartz, Patrick	Install Order (US)	Cosmo Prof II Rollout // Kennesaw, Marietta, McDonough	1000.00	Accepted

Inquiry/Maintenance - Change Request

Request Changes for Standard Purchase Order : 253715,0 (Total USD 1575,00)

Currency=USD

Cancel

Cancel Entire Order

Order Information

General Information

Total **1575.00**
Supplier **CR WORLD SATELLITE INC**
Supplier Site **AP_PO**
Address **3415 BRYANT LANE
MARIETTA, GA 30066**
Buyer [Garcia, Jacob](#)
Order Date **25-Mar-2019 12:57:38**
Description **PUBLIX #0646 // ATLANTA, GA // 3950952 // Speakers
Replacement**
Status **Accepted**
Reason
Note to Supplier
Organization **MOOD US**
Supplier Order Number
Attachments [View](#)

Terms and Conditions

Payment Terms **NT30**
Carrier
FOB
Freight Terms
Shipping Control

Ship-To Address

Address **DMX Music Inc.
3170 Reps Miller Rd
Suite 100
Norcross, GA 30071**

Bill-To Address

Address **2100 S IH-35 Frontage Rd
Suite 200
Austin, TX 78704**

PO Details

✓ **TIP** You can cancel the entire order or specific lines.

✓ **TIP** Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

[Show All](#) [Hide All](#)

Details	Line	Type	Item/Job	Item Revision	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Ag
Show	1	Goods	LABOR INSTALL SUB (US)		LABOR INSTALL SUB (US)	DOLLAR	1	1575	1575.00					Open	

Additional Change Requests

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

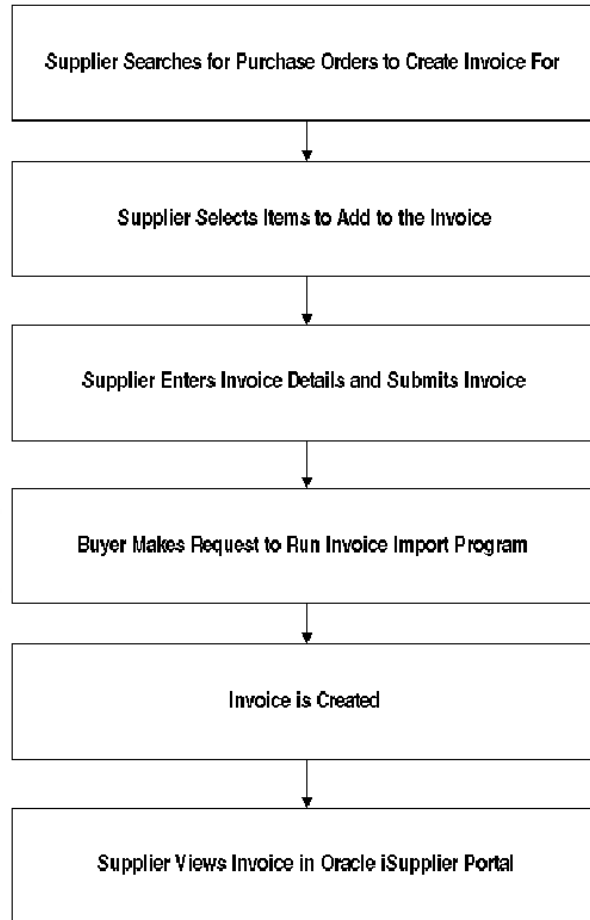
Additional Changes

Inquiry/Maintenance - Change Request

Change Order:

1. Click the orders tap at the top
2. Click on the specific order number you which to submit a change for
3. In the upper right corner bring the drop down menu up and chose "request Changes" and then click "go" right next to the drop down
4. In the lower middle of the page put the new price in the box
5. In the lower right of the page put the reason for the change
6. In the bottom right click "Submit"
7. You can now check to see that isupplier received your change order by clicking the orders tab and looking at the status of the order and it should now read "Supplier Change Pending"

Invoicing - Process Flow



*Mood has Auto-Scheduled
this concurrent program;
no buyer action required*



Invoicing - Query Purchase Order

Home Orders Shipments **Finance** Admin

Create Invoices | View Invoices | View Payments


Purchase Orders Details


Create Invoice: Purchase Orders


Search


Note that the search is case insensitive

Purchase Order Number

Purchase Order Date 
(example: 23-Apr-2019)

Buyer 

Organization 

Advances and Financing 

Select Items: **Add to Invoice**

[Select All](#) | [Select None](#)

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number
<input type="checkbox"/>	253705	1	1	<input type="checkbox"/>	LABOR INSTALL SUB (US)	LABOR INSTALL SUB (US)

- + Navigate to Finance
- + Click Create Invoices
- + Enter PO Number
- + Click Go
- + Select PO
- + Click Add to Invoice


Invoicing - Create Invoice


- + Enter unique Invoice Number
- + Invoice Date Details to SYSDATE
- + Enter Invoice Details
- + Has the work been Completed?
- + Need to Return Equipment?
- + Attach Supporting Details

Cancel Back Step 2 of 4 **Next**

Invoice

* Invoice Number

* Invoice Date 23-Apr-2019 
(example: 23-Apr-2019)

Invoice Type Invoice 

Currency USD

Invoice Description

Has the work been Completed

Need to Return Equipment

Attachment None **Add...**

Attach:

- > Signed Sales Order
- > Invoice
- > Client sign off

Invoicing - Add Attachment

MOOD™ iSupplier Portal

Home Orders Shipments Finance Admin

Create Invoices | View Invoices | View Payments

Finance: Create Invoices >

Add Attachment

Add Desktop File/ Text/ URL ▼

Attachment Summary Information

Title

Description

Category From Supplier ▼

Define Attachment

Type File URL Text

Choose File No file chosen

Click the **“Choose File”** button. Select the file on your computer that you would like to upload

Once you select the file name of the file will appear beside the **“Choose File”** button

Define Attachment

Type File URL Text

Choose File TEST ATTACHMENT.xlsx


Invoicing - Add Attachment

MOOD™ iSupplier Portal

Home Logout Preferences Help Personalize Page Diagnostics

Home Orders Shipments Finance Admin

Create Invoices | View Invoices | View Payments

 Confirmation
TEST ATTACHMENT.xlsx attachment has been added successfully.

Invoice Actions

Create Invoice

Search

Note that the search is case insensitive

Supplier **WORLD LINK SOUND AND COMMUNICATIONS**

Invoice Number

Invoice Date From
(example: 24-Sep-2015)





Invoice Status

Purchase Order Number

Invoice Amount

Invoice Date To

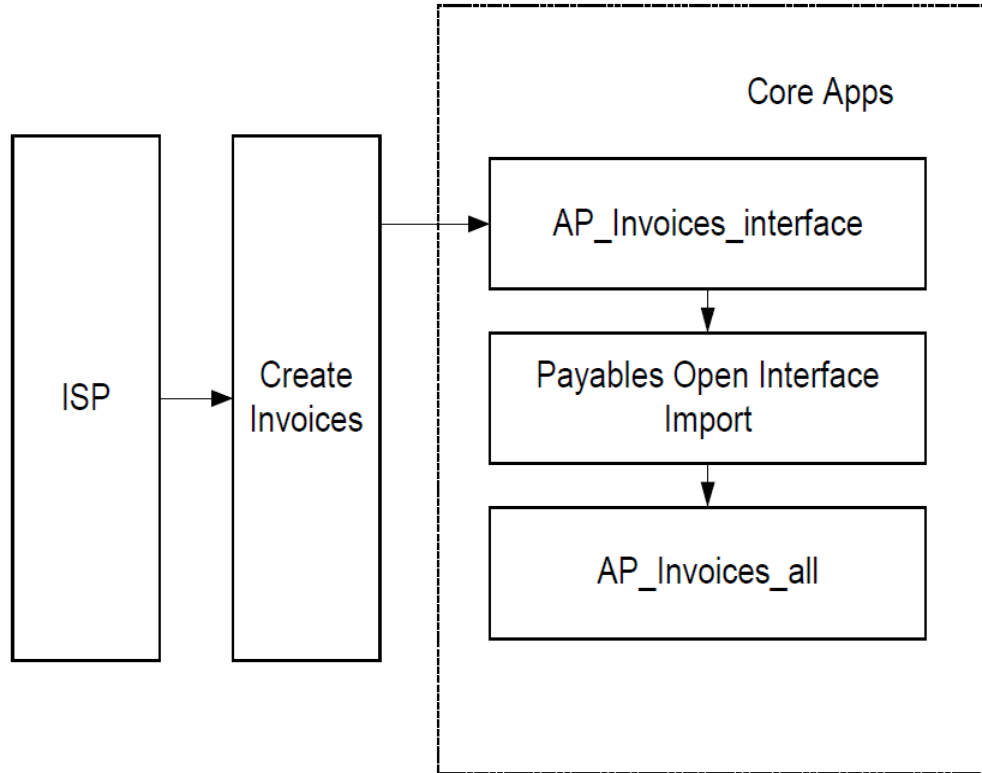
Currency

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
M491	11-Sep-2015	USD	825.00	140518	In Process				

Create Invoice

Confirmation that the attachment has been successfully added to the invoice

Invoicing - Payables Integration



Invoicing - Payables Invoice

Trading Partner	Invoice Date	Invoice Num	Pay Group	Terms	Invoice Amount	PO Number	Type	Invoice
CR WORLD SATELLITE INC	22-APR-2019	7604	SUBCONTRACTOR	NT30	100.00		Standard	USD

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Total
Gross Retained Net

Num	Type	Amount	PO Number	Description	PO Release	PO Line	PO Shipment	Match Basis	PO Distribution	Rec
1	Item	100.00	254346	LABOR INSTALL SUB (US)		1	1	Quantity	1	

Distributions (MOOD US Payables Super User) - MOOD US, 7604, CR WORLD SATELLITE INC

Line Number	<input type="text" value="1"/>	Line Total	<input type="text" value="10"/>
Line Description	<input type="text" value="LABOR INSTALL SUB (US)"/>	Distribution Total	<input type="text" value="10"/>

Num	Type	Amount	GL Date	Account	Description	Asset Book	Income Tax Region	Price
1	Item	100.00	22-APR-2019	01-471-55321-00-000	LABOR INSTALL SUB (US)			

Invoice line details and accounting default from the matched Purchase order receipt

Payment - Net30

- All subcontractors have a NET30 payment term
- Due Date is calculated based on the invoice submission date

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments

System **Payment** Remit-To Supplier

Hold	Hold Reason	Due Date	Gross Amount	Currency	Priority	Method	Name
<input checked="" type="checkbox"/>		22-MAY-20	100.00	USD	40	Electronic	
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Payment Schedule Invoice

Amount Remaining Amount Paid Inv

Payment - View Payments

View Payments > Enter Search Criteria > Click Go

MOOD™ iSupplier Portal

Home Orders Shipments Finance Admin

Create Invoices | View Invoices | **View Payments**

View Payments

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 01-Mar-2019 To 01-Apr-2019 (example: 24-Apr-2019)

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date ▾	Currency	Amount	Method
5000003751	CR WORLD SATELLITE INC	AP_PO	28-Mar-2019	USD	7830.00	Electronic
5000003678	CR WORLD SATELLITE INC	AP_PO	21-Mar-2019	USD	3150.00	Electronic
5000003640	CR WORLD SATELLITE INC	AP_PO	14-Mar-2019	USD	8465.00	Electronic
5000003545	CR WORLD SATELLITE INC	AP_PO	07-Mar-2019	USD	3800.00	Electronic

Payment - View Payment Details

- A payment can cover multiple Invoices/Purchase Orders
- Click the Check Number to view payment details

MOOD™ iSupplier Portal Navigator

Home Orders Shipments Finance Admin

Create Invoices | View Invoices | **View Payments**

Finance: View Payments >

Payment: 5000003640 (Total USD 8465.00)

Payment Date	14-Mar-2019	Supplier	CR WORLD SATELLITE INC
Method	Electronic	Supplier Site	AP_PO
Status	Negotiable	Address	3415 BRYANT LANE
Status Date	14-Mar-2019		MARIETTA GA 30066
Remit-to Supplier	CR WORLD SATELLITE INC	Bank Account	DMX Inc Concentration Acct
Remit-to Supplier Site	AP_PO		

Included Invoices

Invoice	Invoice Date	Type	Currency	Amount	Status	Payment Status	Payment	PO Number
7563	13-Feb-2019	Standard	USD	140.00	Approved	Paid	140.00	250784
7557	09-Feb-2019	Standard	USD	850.00	Approved	Paid	850.00	248878
7558	09-Feb-2019	Standard	USD	1035.00	Approved	Paid	1035.00	243597
7559	09-Feb-2019	Standard	USD	140.00	Approved	Paid	140.00	249304
7560	09-Feb-2019	Standard	USD	630.00	Approved	Paid	630.00	249305
7561	12-Feb-2019	Standard	USD	5670.00	Approved	Paid	5670.00	248647

Payment - View Payment by Invoice

Simple Search

Invoice Number

PO Number

Release Number
(example : 1234)

Payment Number
(example : 1234-2)

Invoice Status

- Navigate to View Invoice
- Enter search criteria to view payment status by invoice

Payment Status

Invoice Amount From To

Amount Due From To

Invoice Date From To
(example : 24-Apr-2019)

Due Date From To

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number
7590	21-Mar-2019	Standard	USD	210.00	210.00	Approved	Not Paid			20-APR-2019 00:00:00		253040
7574	21-Mar-2019	Standard	USD	3205.00	3205.00	Approved	Not Paid			20-APR-2019 00:00:00		247200
7586	12-Mar-2019	Standard	USD	1470.00	1470.00	Approved	Not Paid			11-APR-2019 00:00:00		247916
7587	12-Mar-2019	Standard	USD	150.00	150.00	Approved	Not Paid			11-APR-2019 00:00:00		247913
7583	12-Mar-2019	Standard	USD	140.00	140.00	Approved	Not Paid			11-APR-2019 00:00:00		251697
7585	12-Mar-2019	Standard	USD	490.00	490.00	Approved	Not Paid			11-APR-2019 00:00:00		247915
7582	12-Mar-2019	Standard	USD	140.00	140.00	Approved	Not Paid			11-APR-2019 00:00:00		251705
7578	02-Mar-2019	Standard	USD	140.00	140.00	Approved	Not Paid			01-APR-2019 00:00:00		251696



THANK YOU