National Oilwell Varco

Oracle EBS iSupplier Training Guide

Revised: 06-Nov-2019

Revision	Description of change	Made	Check	Date	Approved
01	Initial Released				
02	Update Guide for PO Redo date changes	TN	AP	11/06/19	AP

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1. Definitions

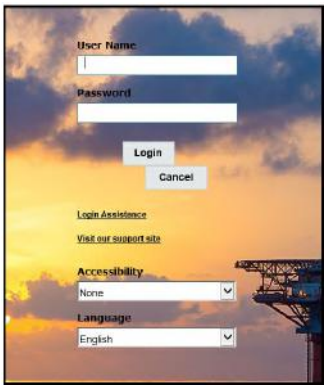
Current field	Definition	PO PDF	iSupplier	SPDA (past due BOT)
NOV Required date (no change)	Moves with ASCP. Updates when NOV needs item at our dock.	Hidden	NOV Required date	Hidden
New field (calculated field)	When NOV expects supplier to have item ready. Planned NOV Dock date – transit time. Must be a calendar work day based on facility calendar.	Expected Supplier Deliver date	Expected Supplier Deliver date	Hidden
New field	**Incoterms – E & F** = Date when item will be ready for NOV pickup **Incoterms – C & D** = Date when item will be at NOV dock	Promised Supplier Deliver date	Promised Supplier Deliver date	Promised Supplier Deliver date

Incoterms

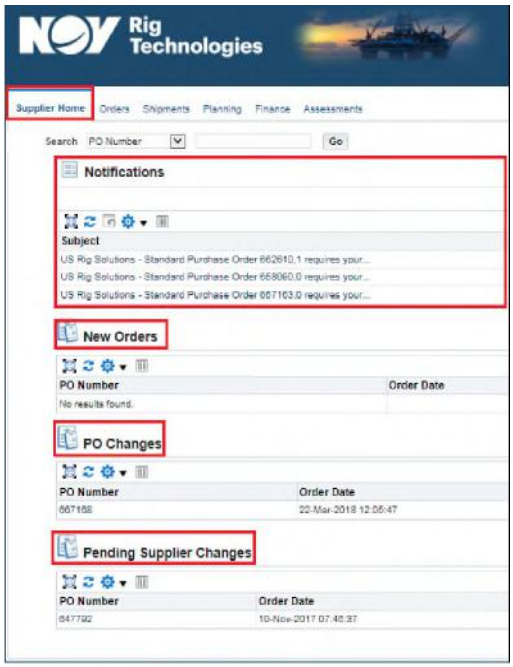
Scenario	Incoterms
Supplier is responsible for the named place of destination	DAP
Supplier arranges shipment using NOV pre-negotiated agreements or NOV arranges shipment	FCA

2. Logging In

1. Type https://iprsone.nov.com into your browser to access the iSupplier portal.
2. Login using your NOV provided username and password.
   You can click 'Login Assistance' if you need to obtain a new password.



The **Supplier Home** page displays.



This **Supplier Home** page displays:

- **Notifications**
- **New Orders**
- **PO Changes**
- **POs Pending Supplier Changes**

3. Acknowledging PO with no changes:

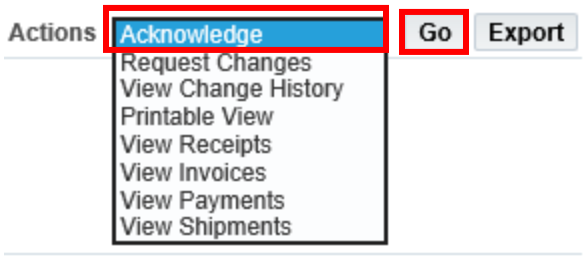
By acknowledge with no changes, supplier agrees to comply with NOV's purchase order terms and conditions such as:

1. Incoterm
2. Quality Clauses
3. Expected Supplier Deliver date
4. Pricing
5. Quantity

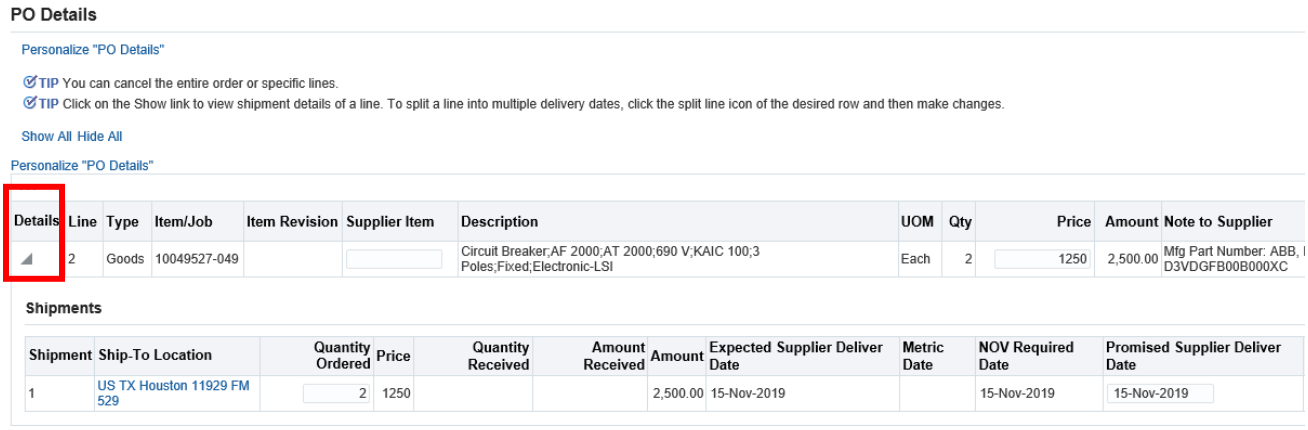
3.1 Accept Entire Order (multi–line)

1. On the **Supplier Home** page, scroll down to **New Orders**

2. Click on **PO number**
3. At top right corner of next page, locate **Actions** List, choose **Acknowledge** and click **Go**



4. At the bottom of the next page, locate the **PO Details** field.
5. Click the arrow icon to display **Details.**



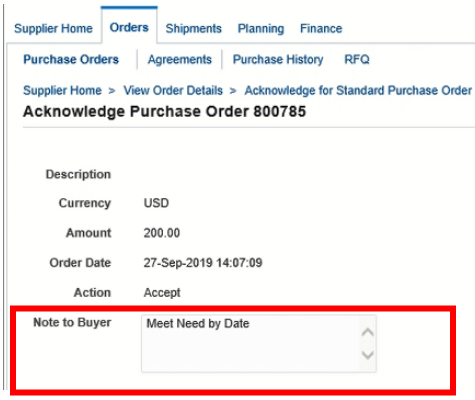
6. Review each PO line shipment.
   - Expected Supplier Deliver date (when NOV expects the item to be ready at supplier)
   - Quantity Ordered
   - Promised Supplier Deliver date (based on Incoterm when supplier will have item ready)
     - If item will be delivered to NOV location by supplier, ensure **Incoterms show C or D** and enter date that includes transit time (NOV dock date)
     - If item will be arranged by supplier using NOV account or picked up by NOV, ensure **Incoterms are E or F** and enter a date that is supplier ready to ship date (supplier dock date)

7. If you are accepting a PO **without** modifications or changes, scroll to the upper right corner of the page and locate the **Actions** list.

8. Select from the following:

- **Accept Entire Order**
- **Reject Entire Order**

9. Click **Go** to next page to Add **Note to Buyer** (if needed).



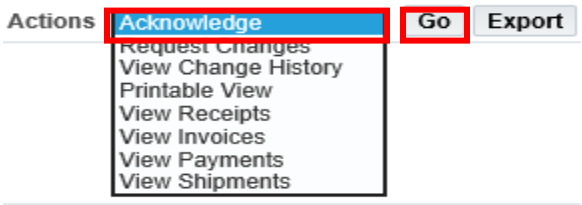
10. Click **Submit** to finish the multi-line acknowledgement process.
    End

3.2 Accept Individual Line

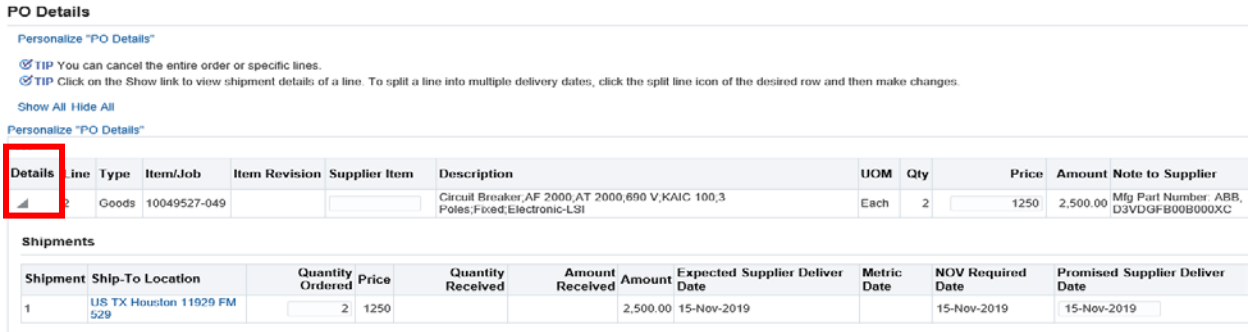
Alternatively, you can Accept or Reject individual lines during the acknowledgement process.

1. On the **Supplier Home** page, scroll down to **New Orders**

2. Click on **PO** number
3. At top right corner of next page, locate **Actions** List, choose **Acknowledge** and click **Go**

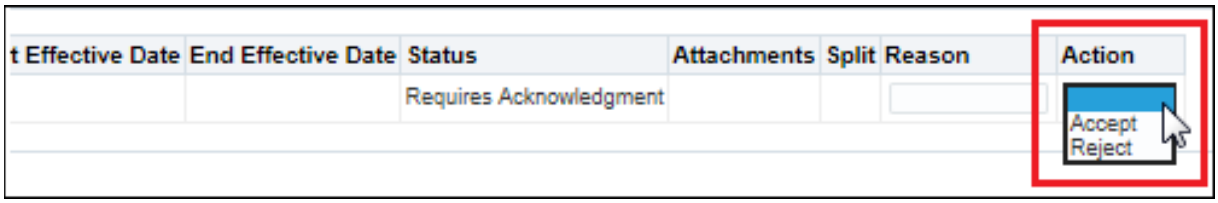


4. At the bottom of the next page, locate the **PO Details** field.
5. Click the arrow icon to display **Details.**



6. Review the information for accuracy.
7. To accept or reject individual lines in the **PO Details** field, scroll to the right and locate the Action list.

8. Select one of the following for **each line** that you want to modify:
   - **Accept**, or
   - **Reject Order** (**Note:** If you reject a line, a mandatory comment is required in the Reason text box.)

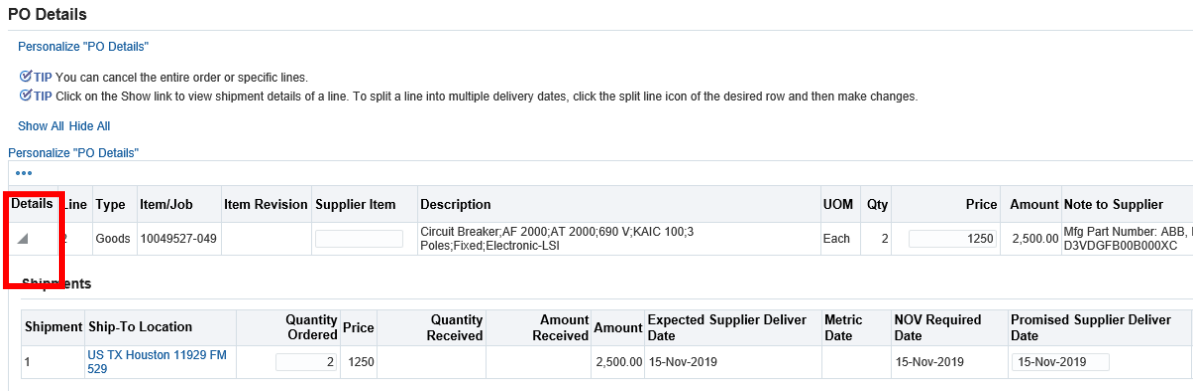


9. Click **Submit** to complete the Acknowledgement process

4. Acknowledging PO with changes*:*

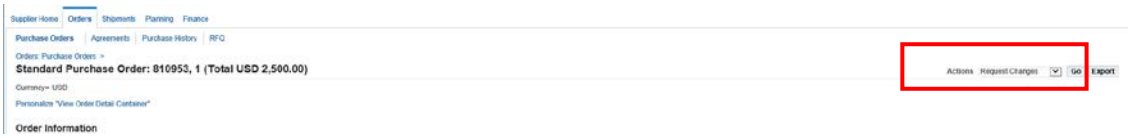
1. On the **Supplier Home** page, scroll down to **New Orders**

2. Click on **PO number**
3. At the bottom of the next page, locate the **PO Details** field.
4. Click the arrow icon to display **Details.**

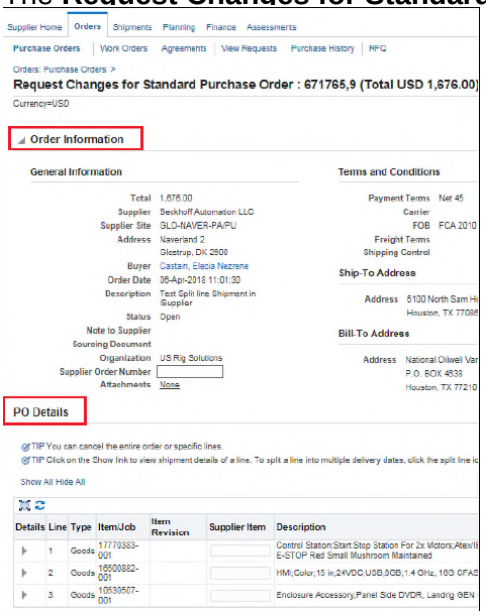


5. Review the information for accuracy.
6. If you are accepting a **PO with changes** (Pricing / Promised Supplier Delivery Date / QTY), scroll to the upper right corner of the page and locate the **Actions** list.
7. Select from the following:

- **Request Change**
- Click **Go**



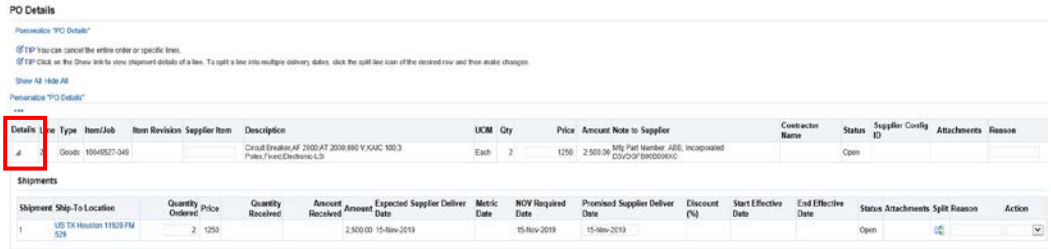
8. The **Request Changes for Standard Purchase Orders** page displays.



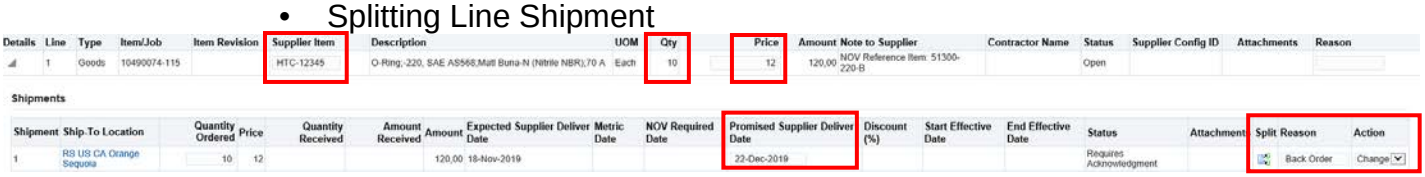
There are two main fields on the page:

- **Order Information**
- **PO Details**

9. In the **PO Details** field, click the arrow icons to expand the PO line information for review.



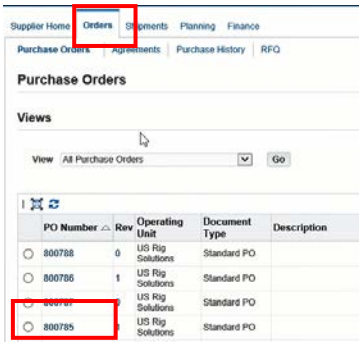
10. Review the **PO lines** and enter any changes that you want to request. Change options include, but not limited to:
    - Quantity Ordered
    - Promised Supplier Deliver date
    - Supplier Item
    - Splitting Line Shipment



11. Locate the **Action** button at the top or bottom right of the page and click **Submit.**
12. End of instruction.

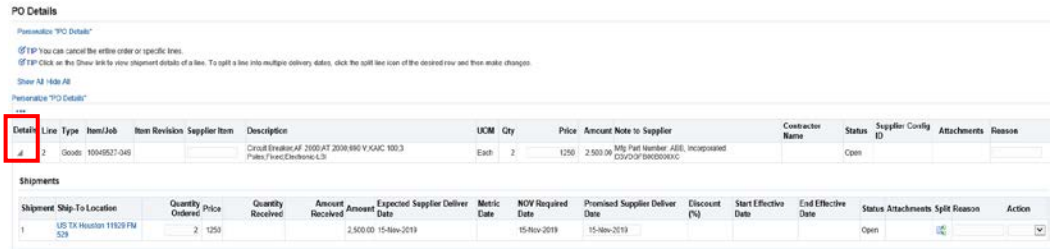
5. Requesting Changes to a PO:

1. On the **Supplier Home** page, select **Orders tab**

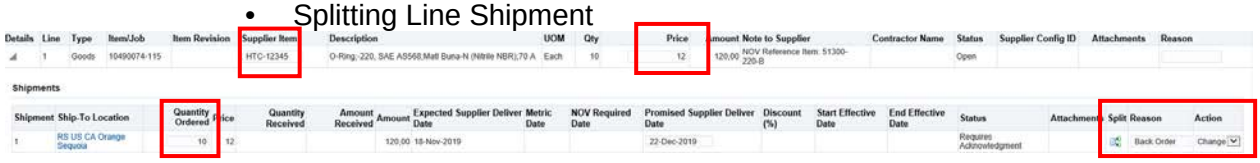


2. Scroll down and select the appropriate PO.
3. Locate the **Action** button at the top or bottom right of the page
    - Select **Request Changes**
    - Click **Go**

4. In the **PO Details** field, click the arrow icons to expand the PO line information for review.



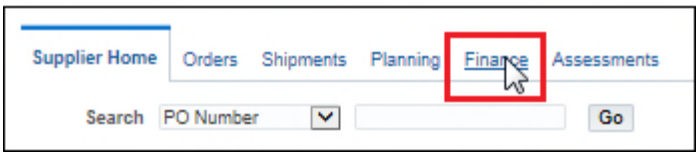
5. Review the **PO lines** and enter any changes that you want to request.
   Change options include, but not limited to:
    - Quantity Ordered
    - Promised Supplier Deliver date
    - Supplier Item
    - Splitting Line Shipment



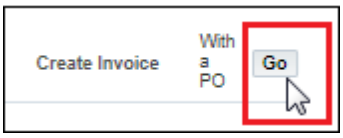
6. Locate the **Action** button at the top or bottom right of the page and click **Submit.**
7. End of instruction.

6. Creating and Submitting Invoices:

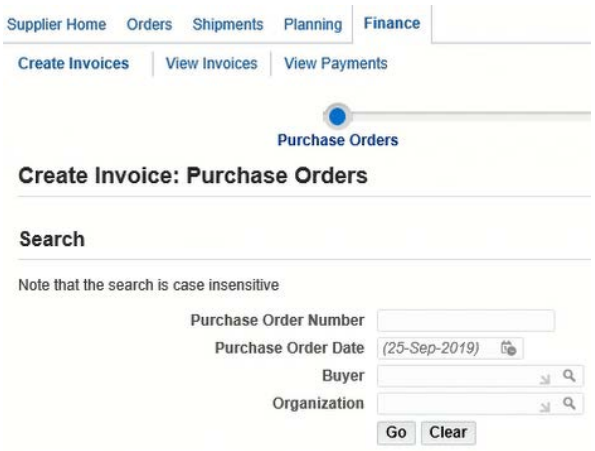
1. On the **Supplier Home** page, select the **Finance** tab.



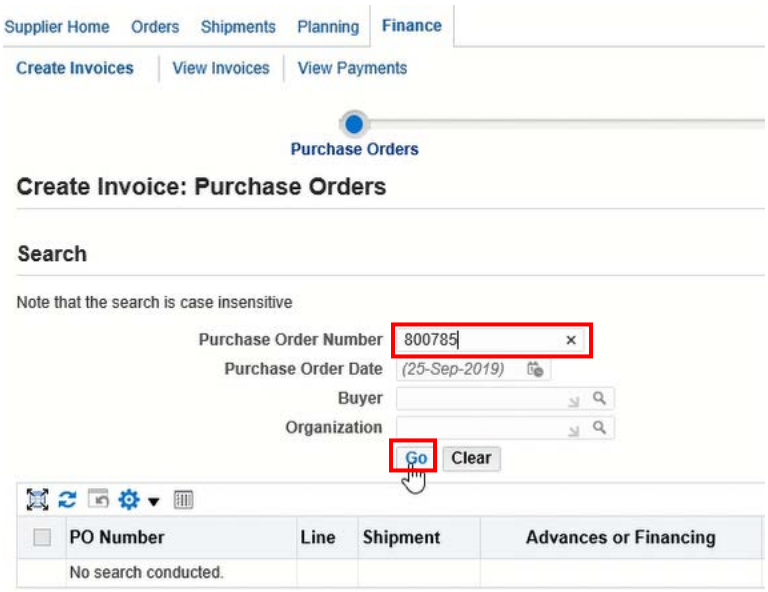
2. At the top right corner of the page, locate **Create Invoice with a PO** and click **Go**.



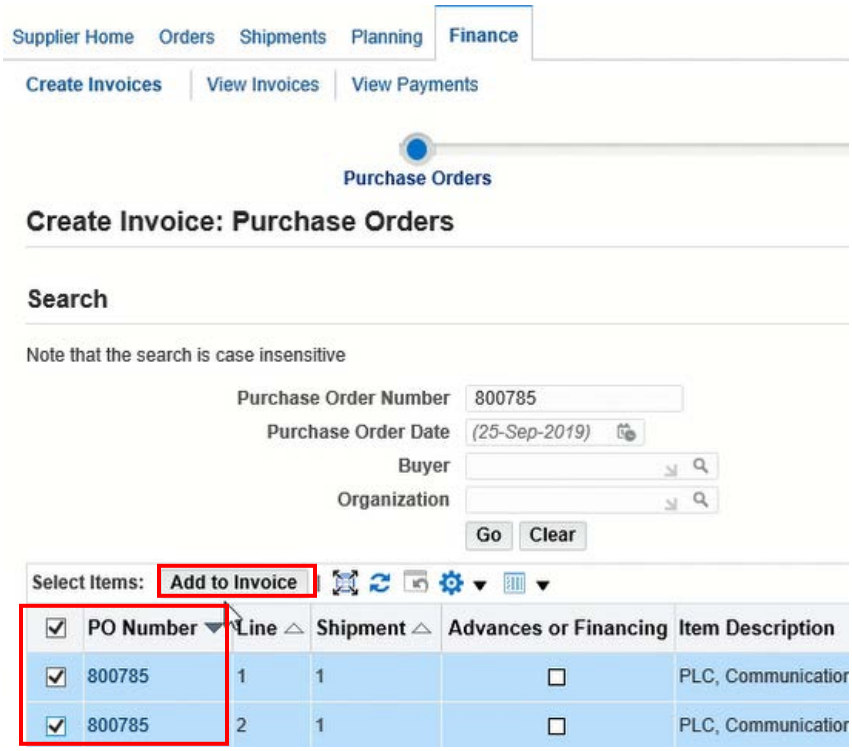
3. The **Create Invoice: Purchase Orders** page displays.



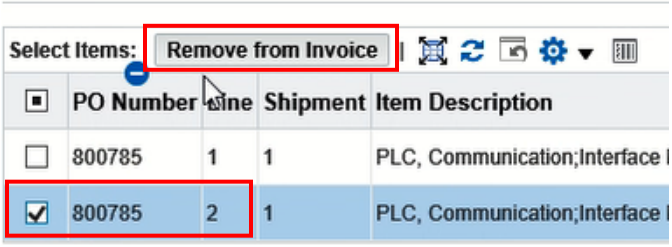
4. In the **Purchase Order Number** field, enter the PO number to be invoiced and click **Go**.



5. Select the PO lines to be added click the **Add to Invoice** tab and click **Next.**



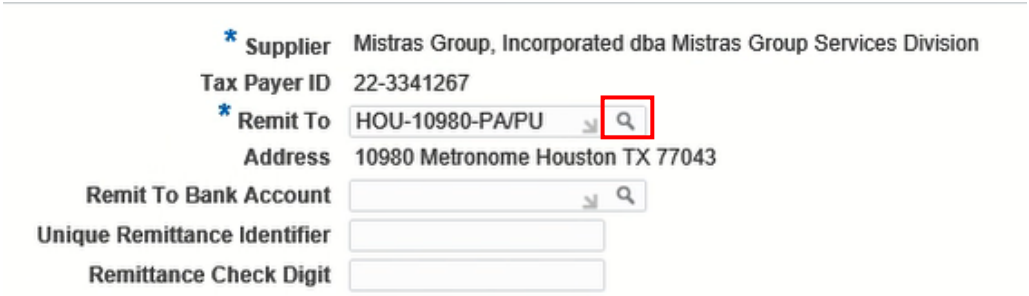
If necessary, you can remove individual lines by clicking the **Remove from Invoice** tab.



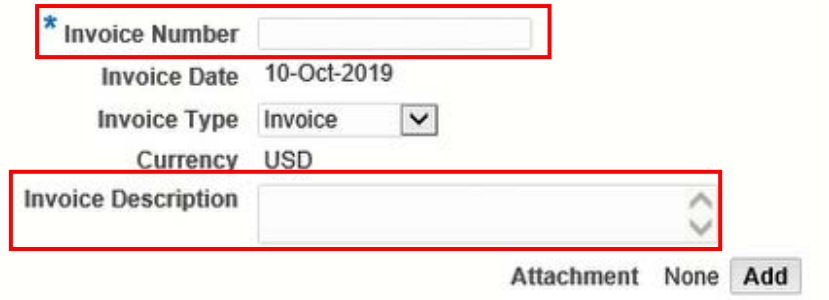
The following fields (with asterisks) are mandatory.

- **Supplier** section: **Remit to**
- **Invoice** section: **Invoice Number**
- **Customer** section: **Customer: Customer Tax Payer ID**

6. In the **Supplier** section, locate the **Remit to** text box.
    - Enter **%** in the text box and Click the **Magnifying Glass Icon** to begin the search
    - Select the appropriate **Supplier** and click **Select**.



7. In the **Invoice** section on the right side of the page.
    - In the **Invoice Number** text box, enter your **Invoice Number**
    - Enter **Invoice Description** (if needed)



8. In the **Customer** section, locate the **Customer Tax Payer ID** text field.
    - Enter **%** in the text box and Click the **Magnifying Glass Icon** to begin the search
    - Select the appropriate **Tax Payer ID** and click **Select**.

9. Click **Next (3 times)** to **Review** information on each tab.
   Note the total located at the bottom right of the page.

10. If all information is correct, click **Submit** to create the invoice.

End