



delivering the benefits of **iSupplier**

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## ***iSupplier Portal – full access view user guide for suppliers***



## **iSupplier welcome user guide**

BT is driving to improve its relations with all its business partners and aims to provide its approved suppliers with the best possible service. Providing suppliers with visibility of their orders is a key part of that process by providing efficient transactional interactions with BT.

Accessed over the Internet at <https://www.supplierportaluk.bt.com/>, BT's approved suppliers will be able to:

- View a new purchase order
- Print a PDF version of a new purchase order
- View and print attachments associated with a purchase order
- Search for and locate all purchase order details
- View the change history of a purchase order where changes to the original order occur
- Search for and locate all shipment receipting details
- Search and view invoice and payment data
- Export purchase order and receipting data into an Excel spreadsheet

iSupplier is straightforward to use. However, we would recommend that you take a few minutes to view this welcome user guide to support familiarisation and ease of navigation.



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### **Contact details for seeking help and support**

iSupplier Oracle platform queries	iSupplier@bt.com
iSupplier User Account queries	iSupplier@bt.com
Payment queries:	Supplier helpdesk on 0800 515465
Commercial questions	The Buyer

### **selling2bt web site**

For further information about iSupplier please visit [iSupplier orders & payments](#) at the selling2bt web site. Please be aware that another version of iSupplier is also available for the use of Sourcing activities. If you have been invited to a Sourcing activity with BT then you will have already received a user ID and password for use of iSupplier associated with the Sourcing activity. However, you will still require a new user ID and password for use of the iSupplier portal for UK orders & payments.



## iSupplier user guide, April 2012

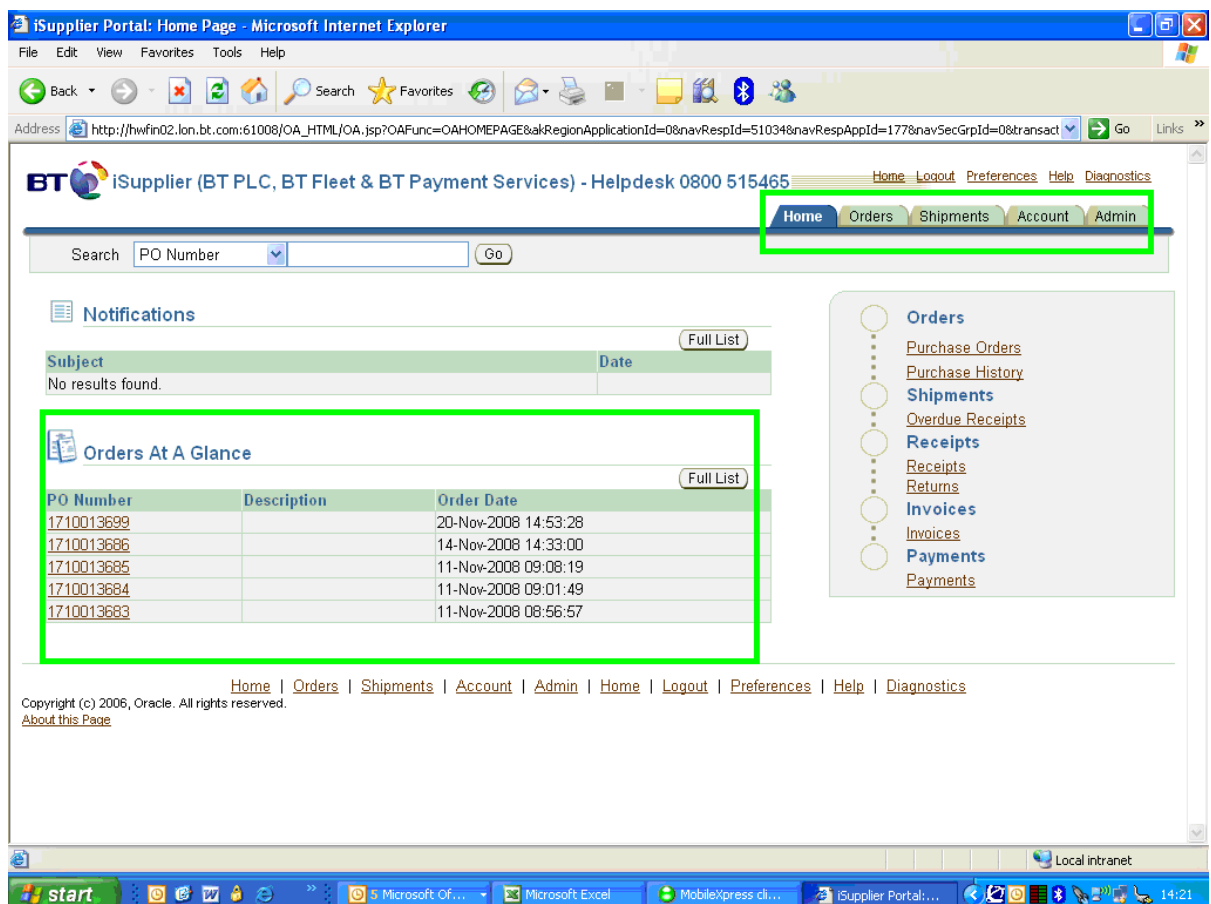
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## Home Page

This is the screen that will appear when first logging on to the iSupplier portal. All functionality within the portal can be reached from here:

- Home – Summary of the 5 most recent orders and notifications
- Orders – Search facility for looking at purchase orders, including the history of purchase orders
- Shipments – Status of receipts entered into the portal by BT requestors against delivery of goods/services ordered
- Account – invoice and payment details
- Admin – Supplier details and user accounts in the system



**iSupplier (BT PLC, BT Fleet & BT Payment Services) - Helpdesk 0800 515465**

Home | Logout | Preferences | Help | Diagnostics

Home | Orders | Shipments | Account | Admin

Search PO Number

**Notifications**

Subject	Date
No results found.	

**Orders At A Glance**

PO Number	Description	Order Date
<a href="#">1710013699</a>		20-Nov-2008 14:53:28
<a href="#">1710013686</a>		14-Nov-2008 14:33:00
<a href="#">1710013685</a>		11-Nov-2008 09:08:19
<a href="#">1710013684</a>		11-Nov-2008 09:01:49
<a href="#">1710013683</a>		11-Nov-2008 08:56:57

Orders

- Purchase Orders
- Purchase History

Shipments

- Overdue Receipts

Receipts

- Receipts
- Returns

Invoices

- Invoices

Payments

- Payments

Home | Orders | Shipments | Account | Admin | Home | Logout | Preferences | Help | Diagnostics

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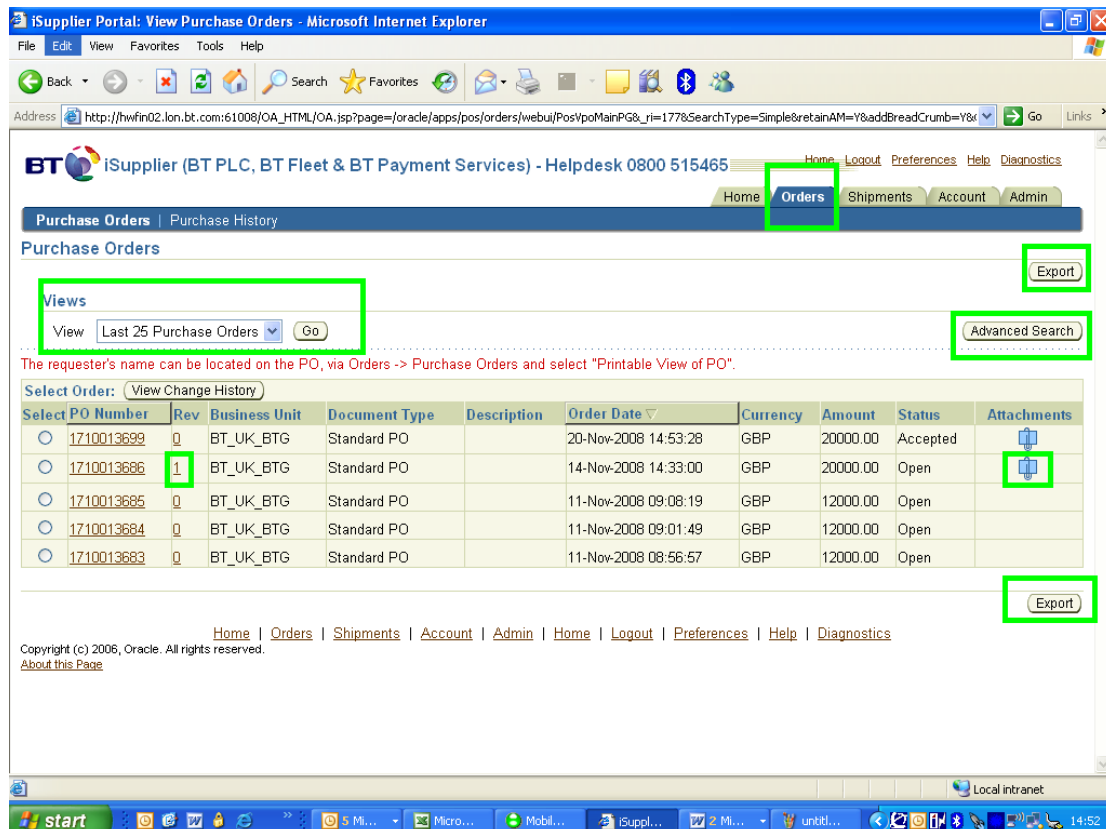
## 2. Orders

By default, the **Orders** tab lists the **last 25 purchase orders** within the system. Alternatively, from the drop down menu it will also provide the option to list all purchase orders, although only 25 purchase orders will be listed at any one time.

As well as listing the purchase orders, it will also provide other information relating to the purchase order as detailed below, such as 'Revisions' that have been made to the purchase order (see page 17 for further information).

When an order is placed on iBuy, the requestor can also add an **attachment** associated with the order.

The Orders screen, as well as other screens, also provides the option to **Export** data into an Excel spreadsheet and to perform an **Advanced Search** against specific search criteria, such as a purchase order.



**iSupplier Portal: View Purchase Orders - Microsoft Internet Explorer**

Address: [http://hwfin02.lon.bt.com:61008/OA\\_HTML/OA.jsp?page=/oracle/apps/pos/orders/webui/Pos/poMainPG&\\_ri=177&SearchType=Simple&retainAM=Y&addBreadcrumb=Y&](http://hwfin02.lon.bt.com:61008/OA_HTML/OA.jsp?page=/oracle/apps/pos/orders/webui/Pos/poMainPG&_ri=177&SearchType=Simple&retainAM=Y&addBreadcrumb=Y&)

**BT iSupplier (BT PLC, BT Fleet & BT Payment Services) - Helpdesk 0800 515465**

Home | **Orders** | Shipments | Account | Admin

Purchase Orders | Purchase History

Export

Views

View: Last 25 Purchase Orders [Go]

Advanced Search

The requester's name can be located on the PO, via Orders -> Purchase Orders and select "Printable View of PO".

Select	PO Number	Rev	Business Unit	Document Type	Description	Order Date	Currency	Amount	Status	Attachments
<input type="radio"/>	1710013699	0	BT_UK_BTG	Standard PO		20-Nov-2008 14:53:28	GBP	20000.00	Accepted	
<input type="radio"/>	1710013686	1	BT_UK_BTG	Standard PO		14-Nov-2008 14:33:00	GBP	20000.00	Open	
<input type="radio"/>	1710013685	0	BT_UK_BTG	Standard PO		11-Nov-2008 09:08:19	GBP	12000.00	Open	
<input type="radio"/>	1710013684	0	BT_UK_BTG	Standard PO		11-Nov-2008 09:01:49	GBP	12000.00	Open	
<input type="radio"/>	1710013683	0	BT_UK_BTG	Standard PO		11-Nov-2008 08:56:57	GBP	12000.00	Open	

Export

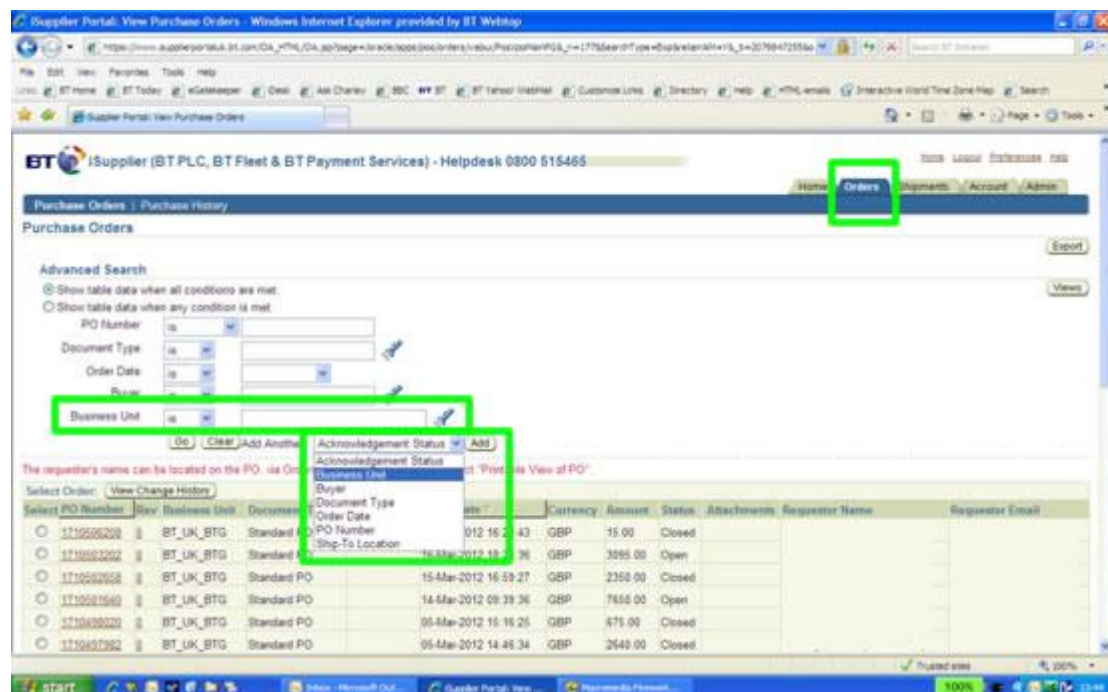
Home | Orders | Shipments | Account | Admin | Home | Logout | Preferences | Help | Diagnostics

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About this Page

## 2.1 Advanced search

The **Advanced Search** facility enables specific queries to be undertaken as demonstrated below:

- By clicking on the drop down menu **Add Another** specific, additional search facilities can be applied.
- From the drop down menu select the additional search criteria, such as **Business Unit** and select **add**.
- The 'Document Type' will either be 'Standard PO' or 'Contract'. Other document types are not currently used.

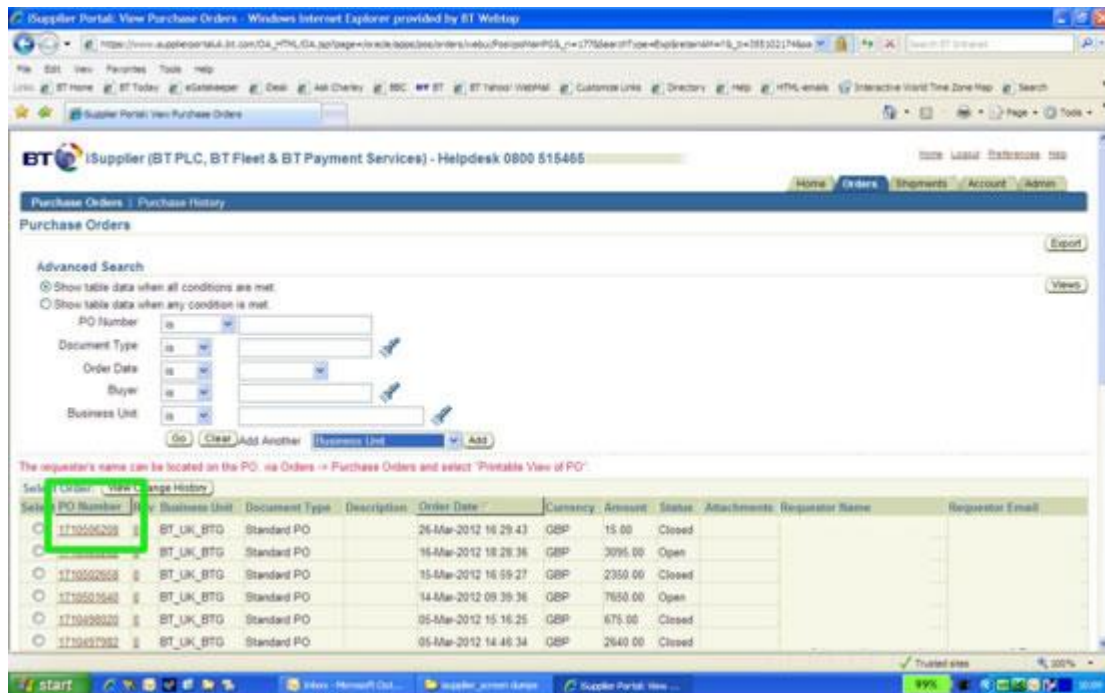


The screenshot shows the iSupplier 'View Purchase Orders' page. The 'Advanced Search' section is active, with the 'Business Unit' dropdown menu open, showing options like 'Acknowledge Status' and 'Business Unit'. The 'Add' button is highlighted. Below the search criteria, a table of purchase orders is displayed with columns for PO Number, Business Unit, Document Type, Order Date, Amount, Status, and Requester Name/Email.

Select PO Number	Buyer	Business Unit	Document Type	Order Date	Amount	Status	Requester Name	Requester Email
1710505208		BT_UK_BTG	Standard PO	012-15-2012 16:52:43	15.00	Closed		
1710505202		BT_UK_BTG	Standard PO	16-Mar-2012 15:57:36	3895.00	Open		
1710505203		BT_UK_BTG	Standard PO	15-Mar-2012 16:59:27	2350.00	Closed		
1710505160		BT_UK_BTG	Standard PO	14-Mar-2012 09:39:36	7650.00	Open		
1710405020		BT_UK_BTG	Standard PO	05-Mar-2012 16:16:25	675.00	Closed		
1710407282		BT_UK_BTG	Standard PO	05-Mar-2012 14:45:34	2640.00	Closed		

## 2.2 Order details

The specific details of the purchase order can be viewed by selecting the **PO Number**.



The following details will then appear, including details of the order lines (as shown on page 10).

Links to view any related information specific to the purchase order can be accessed from this screen, such as receipts, invoice and payments.

In addition, the **printable view of PO** provides details of the purchase order, including the **Requestor's name and contact details**.





**Purchase Orders** | Purchase History

Orders: [Purchase Orders](#) >

**Standard PO : 1710013699 Revision 0 (Total GBP 20000.00)**

[Printable View of PO](#) [View Change History](#) [Export](#)

The requester's name can be located on the PO. Select "Printable View of PO".

**Order Information**

General Information		Terms and Conditions	
Standard PO	1710013699	Payment Terms	42 Days Net
Total	20000.00 (GBP)	Carrier	
Supplier	BT SUPPLIER	FOB	
Supplier Site	EC1X 2AA	Freight Terms	
Address	121 HIGH STREET LONDON, EC1X 2AA	Shipping Control	
Order Date	20-Nov-2008 14:53:28	<b>Bill-To Address</b>	
Description		Bill-To Address	BT UK Accounts Payable Centre PO Box 371 Parkway Business Centre MANCHESTER, M14 0WE
Status	Accepted		
Reason			
Note to Supplier			
Organization	BT_UK_BTG		
Supplier Order Number			
Attachments	<a href="#">View</a>		

**PO Details**

**TIP** Click on the Show link to view shipment details of a line.

Indicates new values

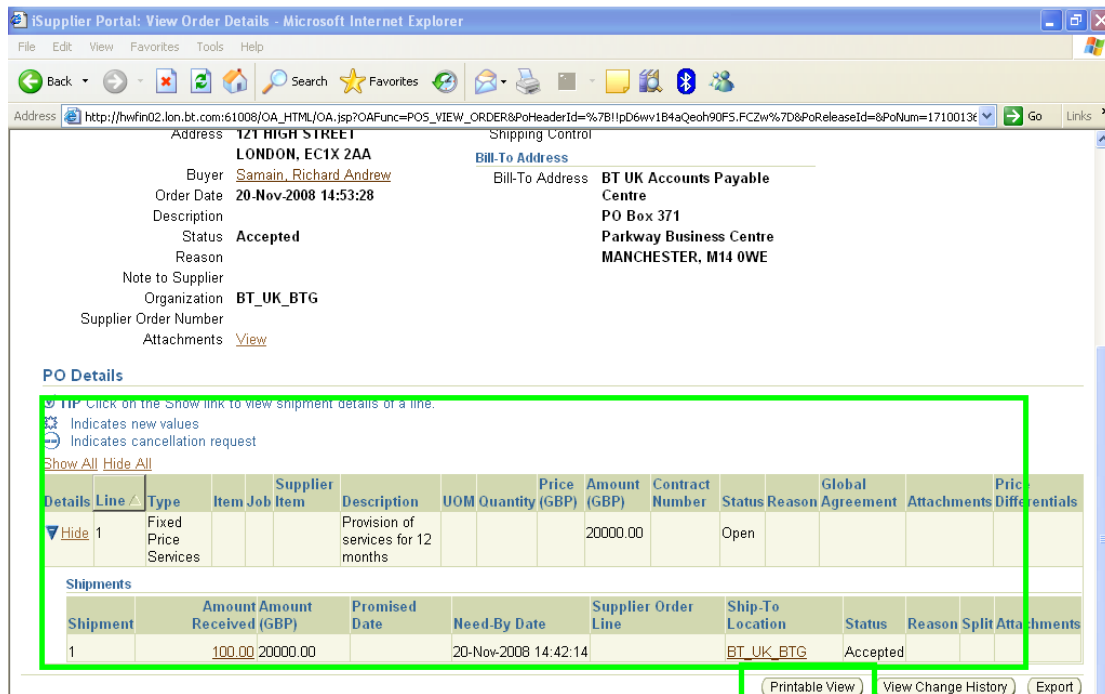
Indicates cancellation request

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

Details	Line	Time	Item	Supplier	Description	UOM	Quantity	Price	Amount	Contract	Order	Global	Attachments	Price
---------	------	------	------	----------	-------------	-----	----------	-------	--------	----------	-------	--------	-------------	-------

By scrolling down the same screen the order line details are also shown providing additional information relating to the purchase order such as:

- description of the goods / services ordered
- attachments
- need-by-date
- delivery address, etc.



**PO Details**

TIP: Click on the Show link to view shipment details of a line.  
 Indicates new values  
 Indicates cancellation request  
[Show All](#) [Hide All](#)

Details	Line	Type	Item	Job	Supplier	Description	UOM	Quantity	Price (GBP)	Amount (GBP)	Contract Number	Status	Reason	Global Agreement	Attachments	Price Differentials
Hide	1	Fixed Price Services				Provision of services for 12 months				20000.00		Open				

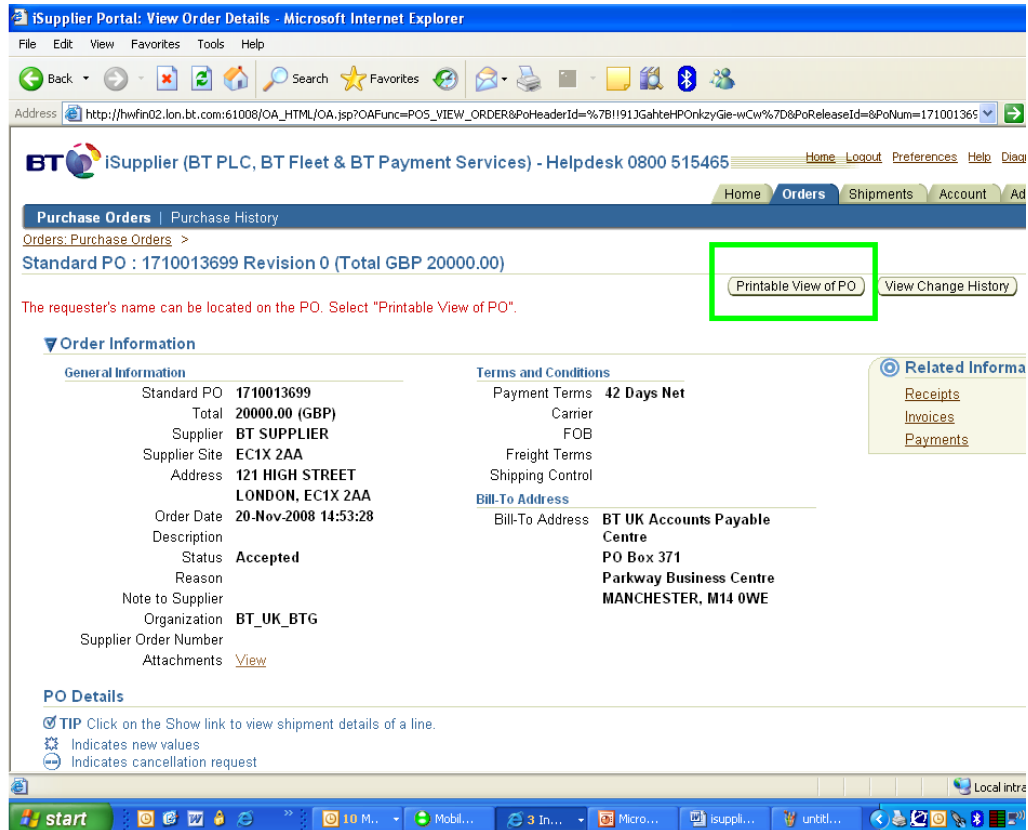
  

Shipment	Amount Received (GBP)	Amount	Promised Date	Need-By Date	Supplier Order Line	Ship-To Location	Status	Reason	Split	Attachments
1	100.00	20000.00		20-Nov-2008 14:42:14		BT_UK_BTG	Accepted			

Printable View View Change History Export

## 2.3 Downloading and printing a purchase order

The **printable view of PO** button located towards the top and bottom of the screen enables a copy of the PDF purchase order to be downloaded and printed.



The screenshot shows the iSupplier Portal interface in Microsoft Internet Explorer. The browser title is "iSupplier Portal: View Order Details - Microsoft Internet Explorer". The address bar shows a URL starting with "http://hwfin02.lon.bt.com:61008/OA\_HTML/OA.jsp?OAFunc=POS\_VIEW\_ORDER&PoHeaderId=%7B191JGahtHPOnkzyGle-wCw%7D&PoReleaseId=%7B1710013699...".

The page header includes the BT logo and the text "iSupplier (BT PLC, BT Fleet & BT Payment Services) - Helpdesk 0800 515465". There are navigation links for "Home", "Logout", "Preferences", "Help", and "Diag". Below this, there are tabs for "Home", "Orders", "Shipments", and "Account".

The main content area is titled "Purchase Orders | Purchase History". Under "Purchase Orders", there is a link "Orders: Purchase Orders >". The current order is identified as "Standard PO : 1710013699 Revision 0 (Total GBP 20000.00)". A green box highlights the "Printable View of PO" button, with a "View Change History" button next to it. A note below the buttons states: "The requester's name can be located on the PO. Select 'Printable View of PO'."

The "Order Information" section is divided into three columns:

- General Information:**
  - Standard PO: 1710013699
  - Total: 20000.00 (GBP)
  - Supplier: BT SUPPLIER
  - Supplier Site: EC1X 2AA
  - Address: 121 HIGH STREET, LONDON, EC1X 2AA
  - Order Date: 20-Nov-2008 14:53:28
  - Description:
  - Status: Accepted
  - Reason:
  - Note to Supplier:
  - Organization: BT\_UK\_BTG
  - Supplier Order Number:
  - Attachments: [View](#)
- Terms and Conditions:**
  - Payment Terms: 42 Days Net
  - Carrier:
  - FOB:
  - Freight Terms:
  - Shipping Control:
- Bill-To Address:**
  - Bill-To Address: BT UK Accounts Payable Centre, PO Box 371, Parkway Business Centre, MANCHESTER, M14 0WE

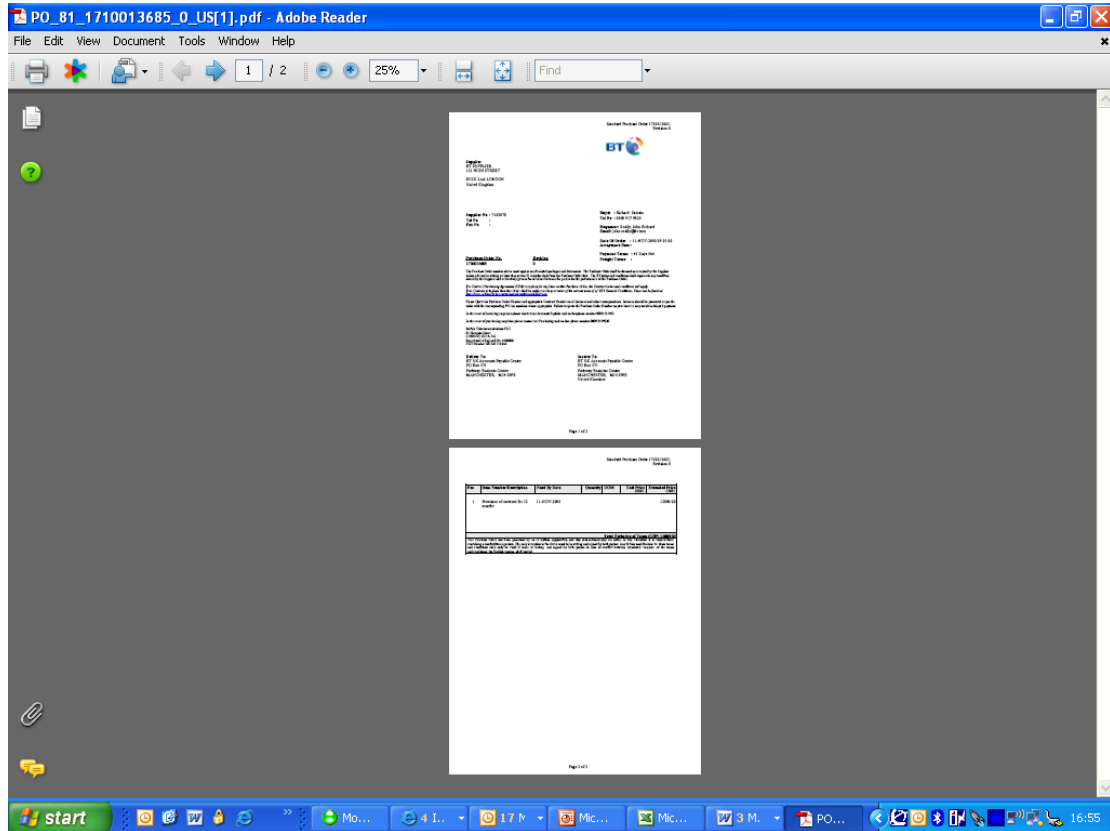
On the right side, there is a "Related Information" section with links for "Receipts", "Invoices", and "Payments".

At the bottom, there is a "PO Details" section with a tip: "TIP Click on the Show link to view shipment details of a line." Below the tip are icons for "Indicates new values" and "Indicates cancellation request".



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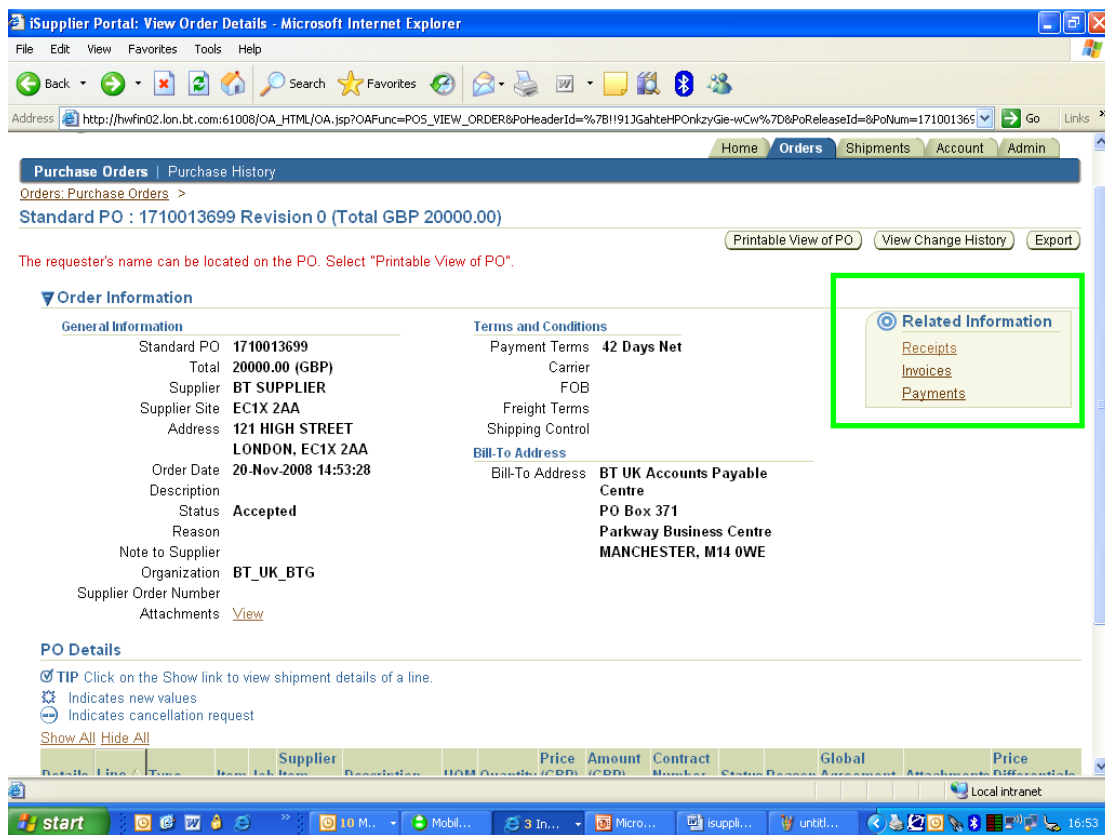
The printable copy of the Purchase Order will appear as shown below. This will include the **Requestor's name and contact details**.



## 2.4 Related information associated with a specific purchase order

The **Related Information** provides links to view associated information specific to a purchase order such as:

- Receipts
- Invoice
- Payments



The screenshot shows the iSupplier Portal interface in Microsoft Internet Explorer. The browser title is "iSupplier Portal: View Order Details - Microsoft Internet Explorer". The address bar shows a URL with parameters for a purchase order. The page has a navigation menu with "Home", "Orders", "Shipments", "Account", and "Admin". The main content area displays "Purchase Orders | Purchase History" and "Standard PO : 1710013699 Revision 0 (Total GBP 20000.00)". There are buttons for "Printable View of PO", "View Change History", and "Export". A red note states: "The requester's name can be located on the PO. Select 'Printable View of PO'".

The "Order Information" section is expanded, showing details under "General Information" and "Terms and Conditions".

General Information		Terms and Conditions	
Standard PO	1710013699	Payment Terms	42 Days Net
Total	20000.00 (GBP)	Carrier	FOB
Supplier	BT SUPPLIER	Freight Terms	
Supplier Site	EC1X 2AA	Shipping Control	
Address	121 HIGH STREET LONDON, EC1X 2AA	Bill-To Address	BT UK Accounts Payable Centre PO Box 371 Parkway Business Centre MANCHESTER, M14 0WE
Order Date	20-Nov-2008 14:53:28		
Description			
Status	Accepted		
Reason			
Note to Supplier			
Organization	BT_UK_BTG		
Supplier Order Number			
Attachments	<a href="#">View</a>		

Below the order information, there is a "PO Details" section with a tip: "TIP Click on the Show link to view shipment details of a line." and instructions for new values and cancellation requests. A table header is visible at the bottom of the page with columns: Supplier, Price, Amount, Contract, Global, Price.

A "Related Information" box is highlighted with a green border, containing the following links:

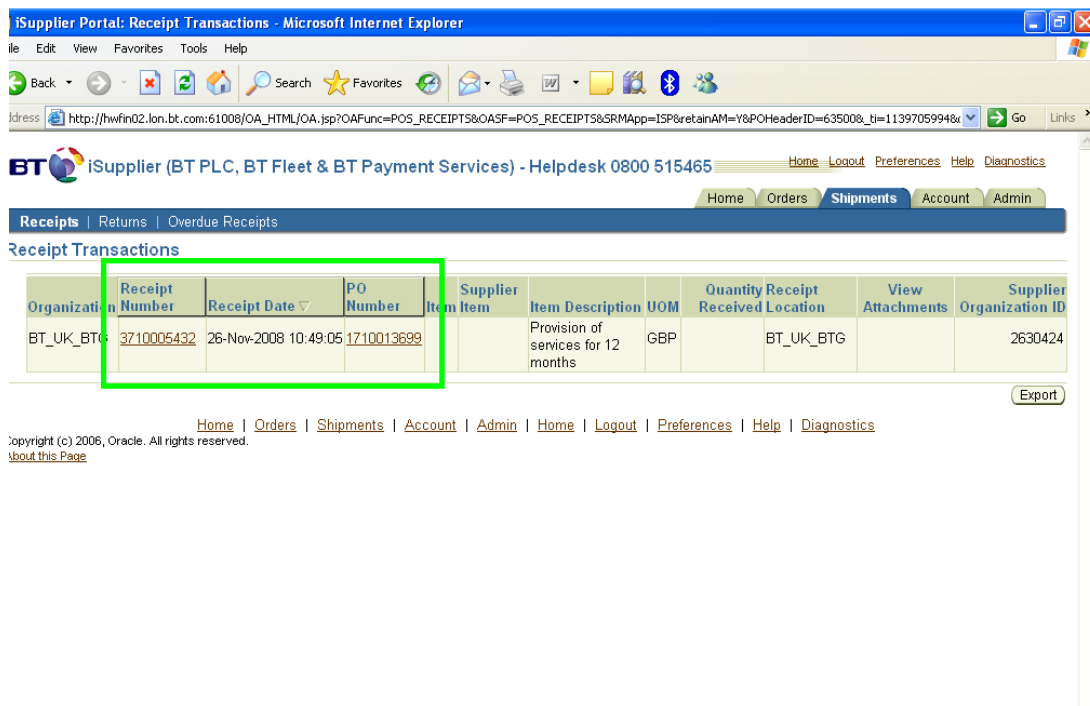
- [Receipts](#)
- [Invoices](#)
- [Payments](#)

## Receipts

By selecting **Receipts** from the **Orders** screen (as detailed above) this will show whether the Requestor has acknowledged receipt of the goods / services in iBuy. If the Requestor hasn't advised that the goods / services have been received then payment cannot be made and the supplier will need to contact the Requestor to discuss further (details of the Requestor can be found on the **Printable View** of the purchase order). Alternatively, it could also infer that the goods / services have not been received by the Requestor.

By selecting **Receipts**, we can now see information such as the:

- **Receipt Number** - advising that the Requestor has acknowledged receipt of the goods / services within iBuy
- **Receipt date** – the date when the Requestor acknowledged receipt of the goods / services within iBuy
- **PO Number**



The screenshot shows the iSupplier Portal interface. The browser title is "iSupplier Portal: Receipt Transactions - Microsoft Internet Explorer". The address bar shows the URL: "http://hwfin02.lon.bt.com:61008/OA\_HTML/OA.jsp?OAFunc=POS\_RECEIPTS&OASF=POS\_RECEIPTS&SRMApp=ISP&retainAM=Y&POHeaderID=63500&ti=1139705994&". The page header includes the BT logo and "iSupplier (BT PLC, BT Fleet & BT Payment Services) - Helpdesk 0800 515465". There are navigation tabs for Home, Orders, Shipments, Account, and Admin. The "Receipts" tab is selected. Below the navigation, there is a table titled "Receipt Transactions". The table has the following columns: Organization, Receipt Number, Receipt Date, PO Number, Supplier, Item Description, UOM, Quantity Received, Location, View Attachments, and Supplier Organization ID. The first row of data is highlighted with a green box and contains the following information: Organization: BT\_UK\_BTG, Receipt Number: 3710005432, Receipt Date: 26-Nov-2008 10:49:05, PO Number: 1710013699, Supplier: (blank), Item Description: Provision of services for 12 months, UOM: GBP, Quantity Received: (blank), Location: BT\_UK\_BTG, View Attachments: (blank), and Supplier Organization ID: 2630424. There is an "Export" button at the bottom right of the table. At the bottom of the page, there is a copyright notice: "Copyright (c) 2006, Oracle. All rights reserved. About this Page".

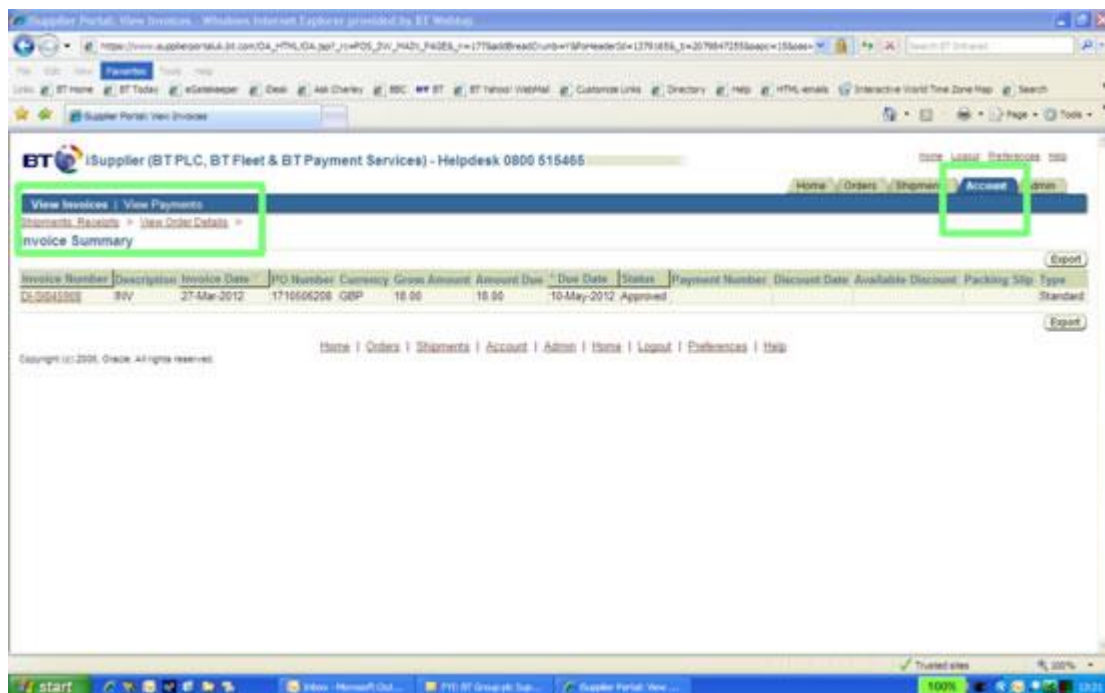
Organization	Receipt Number	Receipt Date	PO Number	Supplier	Item Description	UOM	Quantity Received	Location	View Attachments	Supplier Organization ID
BT_UK_BTG	3710005432	26-Nov-2008 10:49:05	1710013699		Provision of services for 12 months	GBP		BT_UK_BTG		2630424

## Invoices

By returning to the Purchase Order details (as shown on page 13) and selecting **Invoices**, this will show the:

- Invoice Number
- Purchase Order Number
- Payment No.
- Amount and currency
- Due date for payment (although iSupplier is not able to calculate payment runs).
- Payment No. etc.

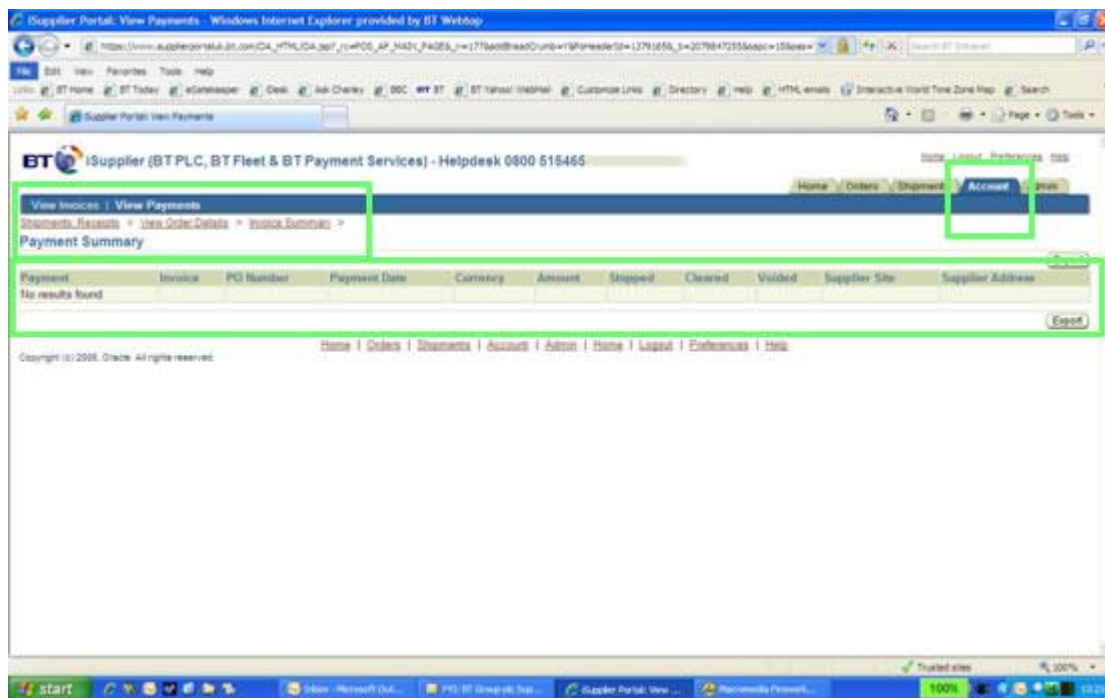
The date that is associated with the **Invoice Number** is the date that appeared on the invoice when issued by the supplier.



## Payments

Again, by returning to the purchasing order details (as shown on page 13) and selecting **Payments** this will show the:

- Payment number
- Invoice number
- Purchase order number
- Payment date
- Currency and amount
- Supplier site and address





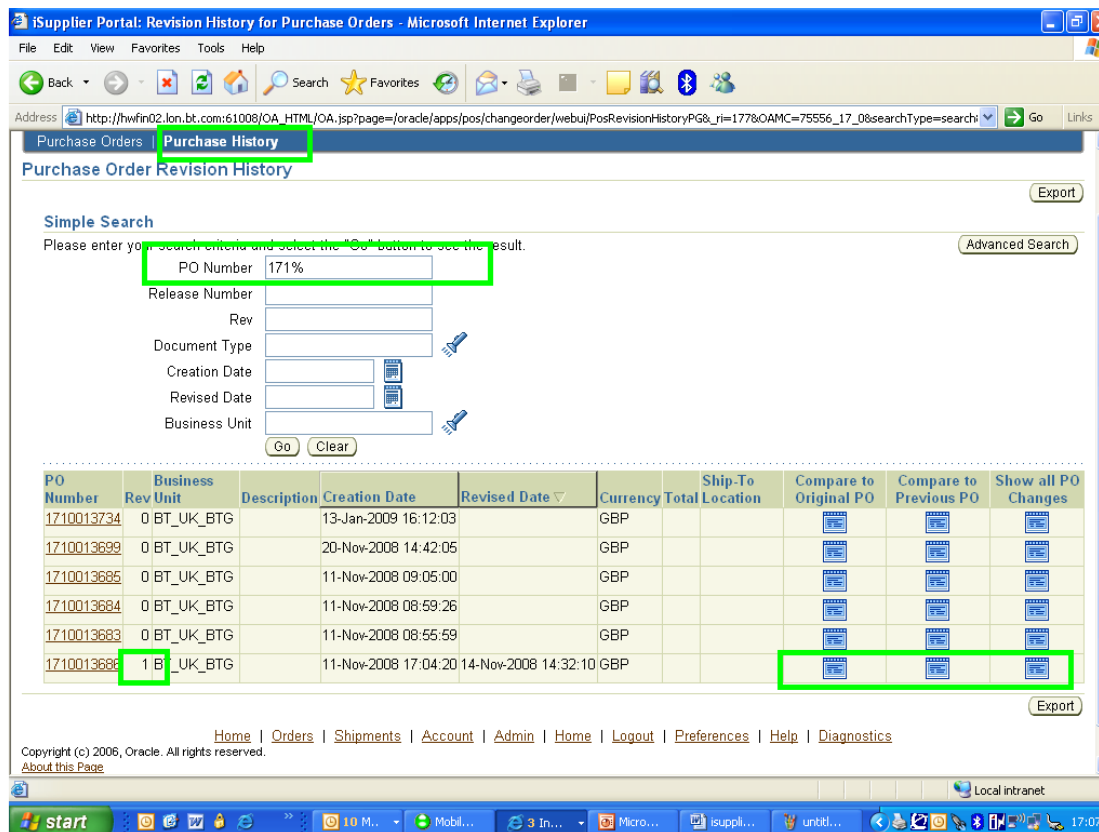
## 2.5 Purchase History (changes to a purchase order)

When the requirements of a purchase order are changed by the Requestor the purchase order will be re-submitted to the supplier. It will contain the same purchase order number, but will have a new revision No. (Only details relating to a specific line can be changed and additional lines can't be added).

By selecting **Purchase History** and entering the purchase order number, or a wild card (171%) to show all purchase orders, the changes of a purchase order can be viewed and compared, as detailed within:

- Compare to original PO
- Compare to previous PO
- Show all PO changes

If changes have been made to a purchase order then this will be indicated within the **Rev** (revised) field.



**iSupplier Portal: Revision History for Purchase Orders - Microsoft Internet Explorer**

Address: [http://hwfin02.lon.bt.com:61008/OA\\_HTML/OA.jsp?page=/oracle/apps/pos/changeorder/webui/PosRevisionHistoryPG&ri=177&OAMC=75556\\_17\\_08searchType=search](http://hwfin02.lon.bt.com:61008/OA_HTML/OA.jsp?page=/oracle/apps/pos/changeorder/webui/PosRevisionHistoryPG&ri=177&OAMC=75556_17_08searchType=search)

**Purchase Orders** | **Purchase History** | [Export](#)

**Simple Search** [Advanced Search](#)

Please enter your search criteria and select the "Go" button to see the result.

PO Number: 171%  
 Release Number:  
 Rev:  
 Document Type:  
 Creation Date:  
 Revised Date:  
 Business Unit:

[Go](#) [Clear](#)

PO Number	Rev Unit	Business Unit	Description	Creation Date	Revised Date	Currency	Ship-To Total Location	Compare to Original PO	Compare to Previous PO	Show all PO Changes
1710013734	0	BT_UK_BTG		13-Jan-2009 16:12:03		GBP		<a href="#">Compare</a>	<a href="#">Compare</a>	<a href="#">Show</a>
1710013699	0	BT_UK_BTG		20-Nov-2008 14:42:05		GBP		<a href="#">Compare</a>	<a href="#">Compare</a>	<a href="#">Show</a>
1710013685	0	BT_UK_BTG		11-Nov-2008 09:05:00		GBP		<a href="#">Compare</a>	<a href="#">Compare</a>	<a href="#">Show</a>
1710013684	0	BT_UK_BTG		11-Nov-2008 08:59:26		GBP		<a href="#">Compare</a>	<a href="#">Compare</a>	<a href="#">Show</a>
1710013683	0	BT_UK_BTG		11-Nov-2008 08:55:59		GBP		<a href="#">Compare</a>	<a href="#">Compare</a>	<a href="#">Show</a>
1710013688	1	BT_UK_BTG		11-Nov-2008 17:04:20	14-Nov-2008 14:32:10	GBP		<a href="#">Compare</a>	<a href="#">Compare</a>	<a href="#">Show</a>

[Export](#)

Home | Orders | Shipments | Account | Admin | Home | Logout | Preferences | Help | Diagnostics

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Local intranet



In the above example **Show all PO changes** has been selected. This screen now shows that the unit price has been changed from 12,000 to 20,000.

The screenshot shows the iSupplier Portal interface in Microsoft Internet Explorer. The page title is "iSupplier Portal: Revision History Details". The browser address bar shows the URL: [http://hwin02.lon.bt.com:61008/OA\\_HTML/OA.jsp?\\_rc=POSVIEWCOMPAREMAINPAGE&\\_ri=1778&PARAMSHEADER\\_ID=63340&PARAMSPO\\_RELEASEID=&PARAMSPO\\_](http://hwin02.lon.bt.com:61008/OA_HTML/OA.jsp?_rc=POSVIEWCOMPAREMAINPAGE&_ri=1778&PARAMSHEADER_ID=63340&PARAMSPO_RELEASEID=&PARAMSPO_)

The page content includes a navigation menu with "Home", "Orders", "Shipments", "Account", and "Admin". Below this, there are tabs for "Purchase Orders" and "Purchase History". The main section is titled "PO Comparison Result" and contains several buttons: "Compare to Original PO", "Compare to Previous PO", "Show All PO Changes", and "Export".

Key information displayed includes:

- PO Number: 1710013686
- Revision: 1
- Type: Standard PO
- Currency: GBP
- Ship-To Location: BT\_UK\_BTG
- Ship Via: FOB
- Total: 20000.00
- Bill-To Location: BT\_UK\_BTG
- Payment Terms: 42 Days Net
- Freight: Buyer
- Buyer: Samain, Richard Andrew

A section titled "Show All PO Changes" contains a table with the following data:

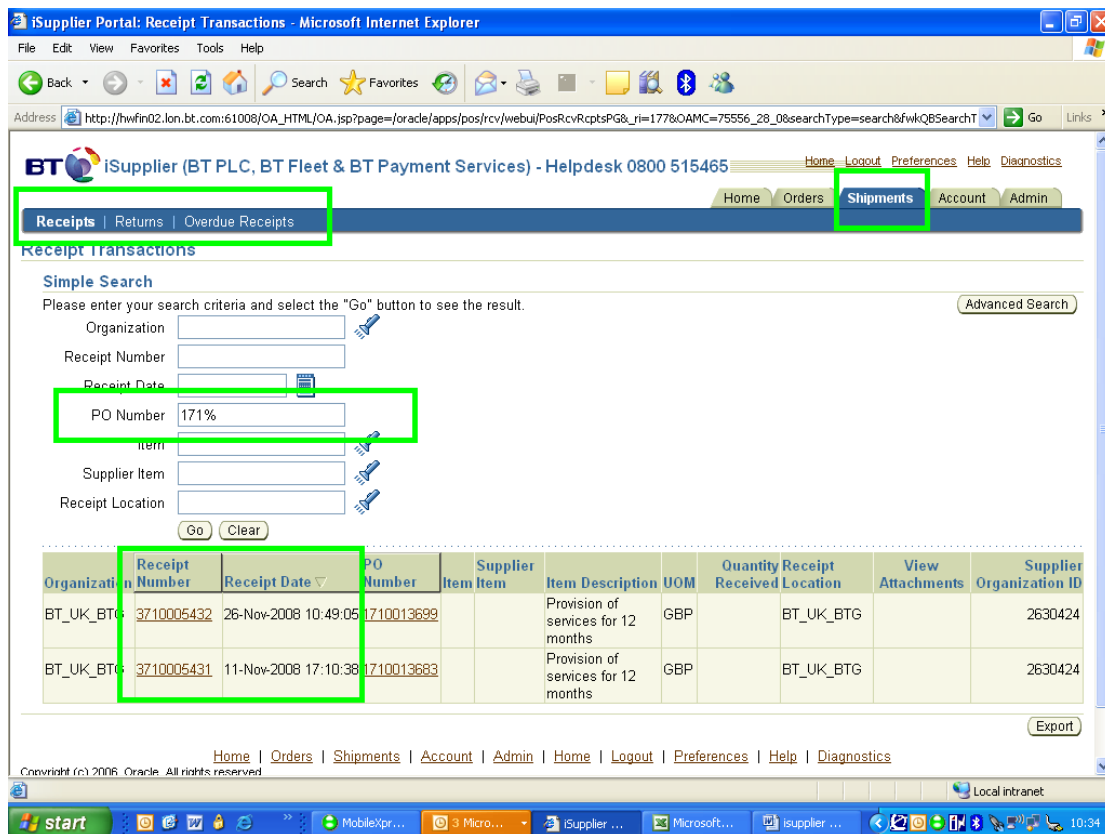
Revision	Line	Item	Shipment	Price Differential	Field Altered	Changed From	Changed To
1	1				Unit Price	12000	20000

Below the table, there is a "Print Document Revisions" section with a "Revision Number" input field and a "Go" button. At the bottom of the page, there is a copyright notice: "Copyright (c) 2006, Oracle. All rights reserved." and a link to "About this Page".

### 3. Shipments

This functionality is used to view receipts submitted within iBuy by BT requestors for goods/services ordered and the date when the requestor acknowledged receipt. Invoices cannot be paid without matching receipts being entered within the system.

- Use % as a wild card search (e.g. searching for purchase order number 171% will return all purchase orders starting with that number that have been receipted by the requestor). A % either side of a text string/number will return any value containing that entry.
- The iSupplier functionality will show quantities of all goods/services received against each purchase order.



**Receipt Transactions**

**Simple Search**

Please enter your search criteria and select the "Go" button to see the result. [Advanced Search](#)

Organization:

Receipt Number:

Receipt Date:

**PO Number: 171%**

Item:

Supplier Item:

Receipt Location:

Organization	Receipt Number	Receipt Date	PO Number	Item	Supplier Item	Item Description	UOM	Quantity Received	Receipt Location	View Attachments	Supplier Organization ID
BT_UK_BTG	3710005432	26-Nov-2008 10:49:05	1710013699			Provision of services for 12 months	GBP		BT_UK_BTG		2630424
BT_UK_BTG	3710005431	11-Nov-2008 17:10:38	1710013683			Provision of services for 12 months	GBP		BT_UK_BTG		2630424

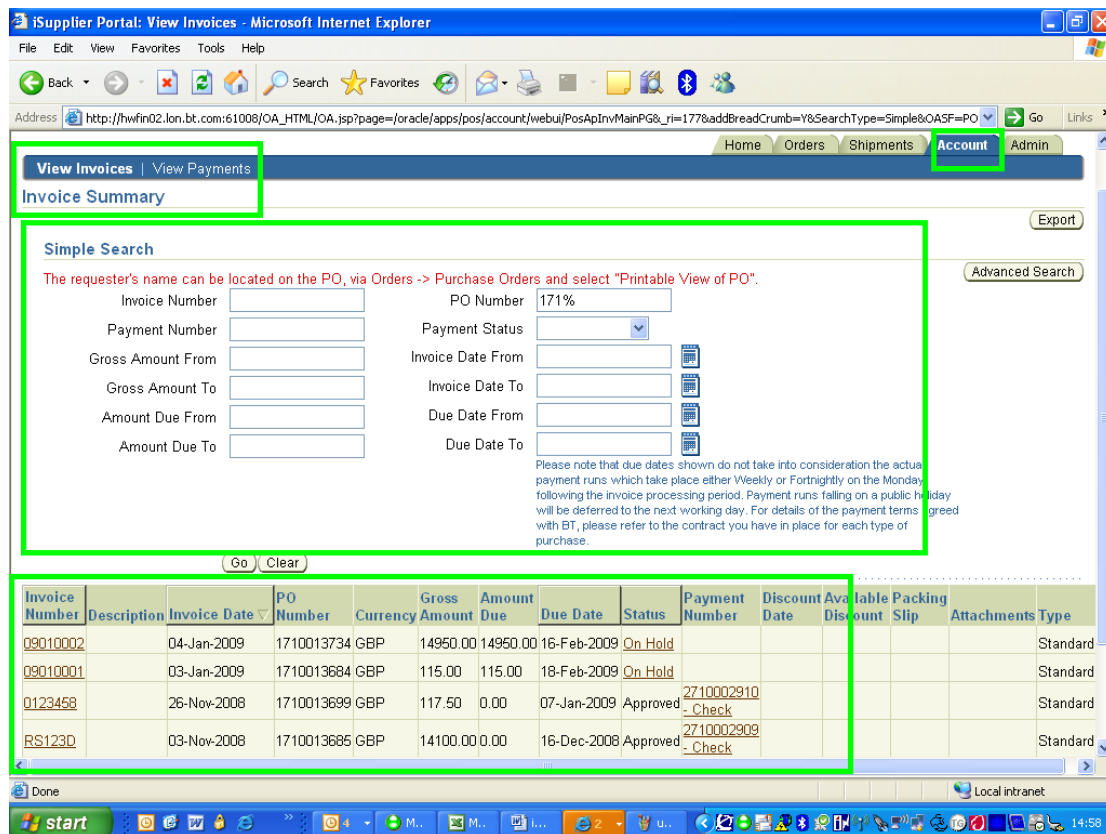
The **Overdue Receipts** tab shown above shows purchase orders where the need-by-date specified by the Requestor has passed but the goods / services have not been receipted within iBuy. The Supplier would need to contact the Requestor to discuss further by locating the details within the **Printable view of PO PDF** version of the purchase order. Alternatively, it could mean that the goods / services have not been delivered by the supplier.

## 4. Account

This functionality is used to view Account and Payment details.

- Use % as a wild card search (e.g. searching for purchase order number 171% will return all purchase orders starting with that number that have been received by the requestor). A % either side of a text string/number will return any value containing that entry or, alternatively, this can be viewed within the **Related Information** for a specific purchase order on the **Orders** tab.

In the example shown below the status of a purchase order is shown as well as the payment number.



**Simple Search**

The requester's name can be located on the PO, via Orders -> Purchase Orders and select "Printable View of PO".

Invoice Number:  PO Number: 171%

Payment Number:  Payment Status:

Gross Amount From:  Invoice Date From:

Gross Amount To:  Invoice Date To:

Amount Due From:  Due Date From:

Amount Due To:  Due Date To:

Please note that due dates shown do not take into consideration the actual payment runs which take place either Weekly or Fortnightly on the Monday following the invoice processing period. Payment runs falling on a public holiday will be deferred to the next working day. For details of the payment terms agreed with BT, please refer to the contract you have in place for each type of purchase.

Invoice Number	Description	Invoice Date	PO Number	Currency	Gross Amount	Amount Due	Due Date	Status	Payment Number	Discount	Attachments	Type
09010002		04-Jan-2009	1710013734	GBP	14950.00	14950.00	16-Feb-2009	On Hold				Standard
09010001		03-Jan-2009	1710013684	GBP	115.00	115.00	18-Feb-2009	On Hold				Standard
0123458		26-Nov-2008	1710013699	GBP	117.50	0.00	07-Jan-2009	Approved	2710002910 - Check			Standard
RS123D		03-Nov-2008	1710013685	GBP	14100.00	0.00	16-Dec-2008	Approved	2710002909 - Check			Standard



Selecting **on hold**, in the above example, will detail the reason why the invoice is on hold and the date when it was put on hold.

**iSupplier (BT PLC, BT Fleet & BT Payment Services) - Helpdesk 0800 515465**

Home Logout Preferences Help Diagnostics

Home Orders Shipments **Account** Admin

**View Invoices** | View Payments

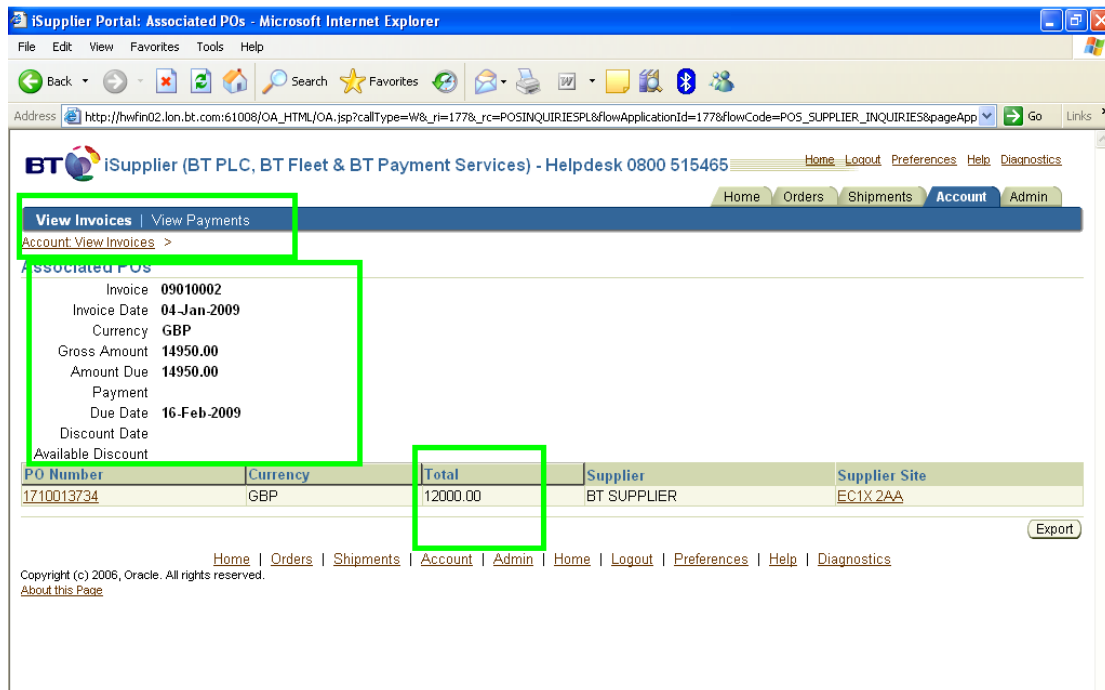
**View Invoice Holds**

Invoice: **09010002**  
Supplier: **BT SUPPLIER**  
Supplier Site: **EC1X 2AA**  
Invoice Date: **04-Jan-2009**  
Currency: **GBP**  
Gross Amount: **14950.00**  
Amount Due: **14950.00**  
Due Date: **16-Feb-2009**  
On Hold Status: **On Hold**

Hold Reason	Hold Date
Amount billed exceeds amount ordered	13-Jan-2009
Amount billed exceeds amount ordered by tolerance amount	13-Jan-2009
Amount billed exceeds amount received	13-Jan-2009
Amount billed exceeds amount received by tolerance amount	13-Jan-2009

Export

However, by returning to the previous screen, and selecting the related **Invoice Number** the total value of the purchase was for 12,000 rather than 14,950. In this instance, the supplier will need to contact the iBuy Requestor by viewing the **printable view** of the purchase order located within the **Orders** section. To resolve this, the iBuy Requestor may need to amend the details on iBuy to reflect the value or the supplier may need to contact the helpdesk to have the invoice withdrawn and to make arrangements to have it re-submitted.

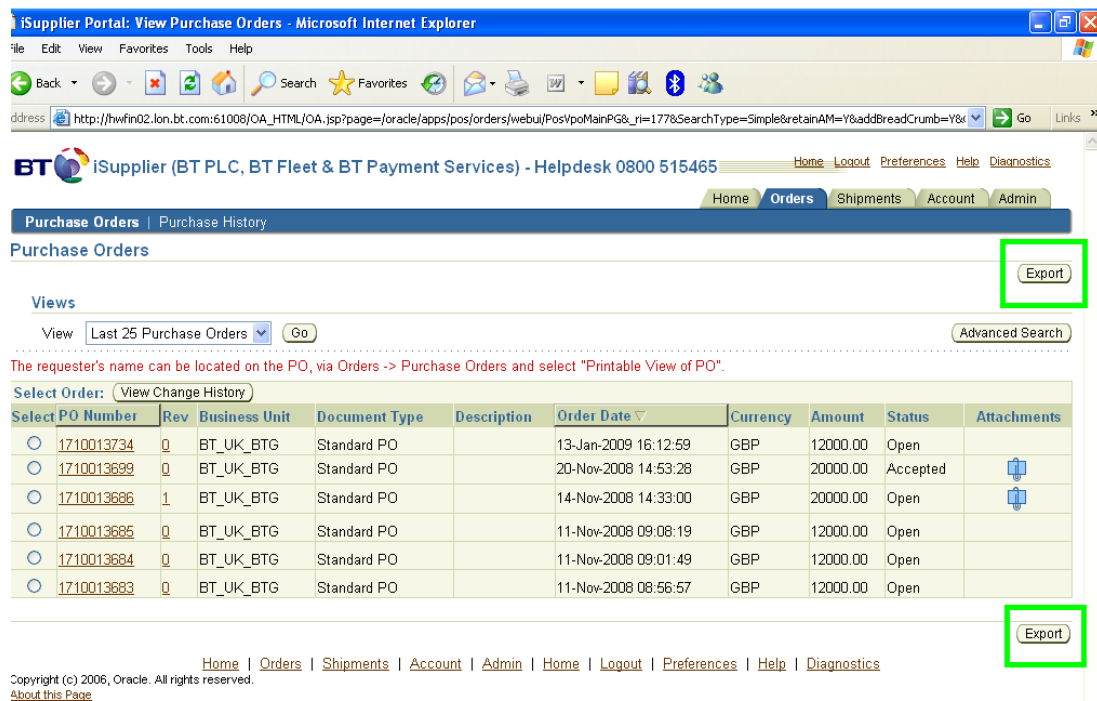


The screenshot shows the iSupplier Portal interface. At the top, there are navigation links: Home, Logout, Preferences, Help, and Diagnostics. Below this is a menu with Home, Orders, Shipments, Account, and Admin. The 'View Invoices' link is highlighted with a green box. Below the menu, there is a section for 'Associated POs' with a list of invoice details: Invoice 09010002, Invoice Date 04-Jan-2009, Currency GBP, Gross Amount 14950.00, Amount Due 14950.00, Payment Due Date 16-Feb-2009, and Available Discount. Below this is a table with columns: PO Number, Currency, Total, Supplier, and Supplier Site. The table contains one row: PO Number 1710013734, Currency GBP, Total 12000.00, Supplier BT SUPPLIER, and Supplier Site EC1X 2AA. The 'Total' value is highlighted with a green box. At the bottom, there is a footer with copyright information: Copyright (c) 2006, Oracle. All rights reserved. About this Page.

PO Number	Currency	Total	Supplier	Supplier Site
1710013734	GBP	12000.00	BT SUPPLIER	EC1X 2AA

## 5. Exporting data

iSupplier enables data to be exported into an Excel spreadsheet. This facility is available within most screens and can be located towards the top and bottom of the right hand side of the screen.





**Purchase Orders** | Purchase History

Views

View: Last 25 Purchase Orders

The requester's name can be located on the PO, via Orders -> Purchase Orders and select "Printable View of PO".

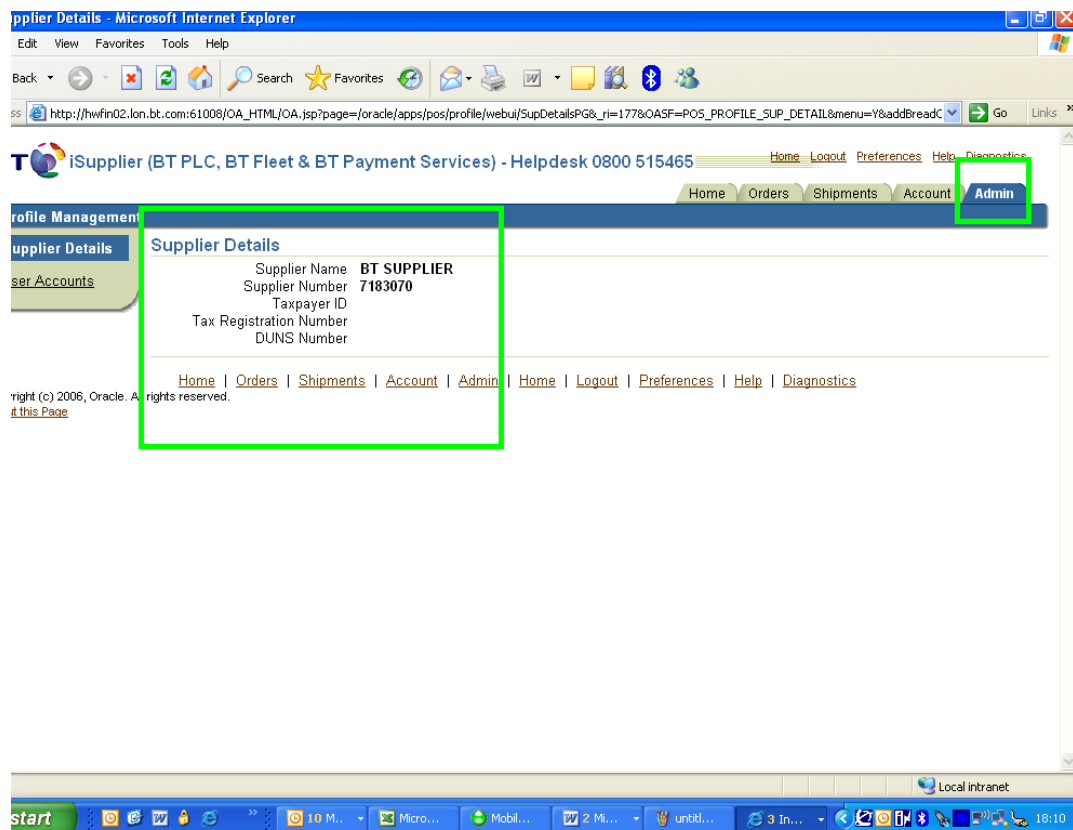
Select Order:

Select PO Number	Rev	Business Unit	Document Type	Description	Order Date	Currency	Amount	Status	Attachments
<a href="#">1710013734</a>	0	BT_UK_BTG	Standard PO		13-Jan-2009 16:12:59	GBP	12000.00	Open	
<a href="#">1710013699</a>	0	BT_UK_BTG	Standard PO		20-Nov-2008 14:53:28	GBP	20000.00	Accepted	
<a href="#">1710013686</a>	1	BT_UK_BTG	Standard PO		14-Nov-2008 14:33:00	GBP	20000.00	Open	
<a href="#">1710013685</a>	0	BT_UK_BTG	Standard PO		11-Nov-2008 09:08:19	GBP	12000.00	Open	
<a href="#">1710013684</a>	0	BT_UK_BTG	Standard PO		11-Nov-2008 09:01:49	GBP	12000.00	Open	
<a href="#">1710013683</a>	0	BT_UK_BTG	Standard PO		11-Nov-2008 08:56:57	GBP	12000.00	Open	

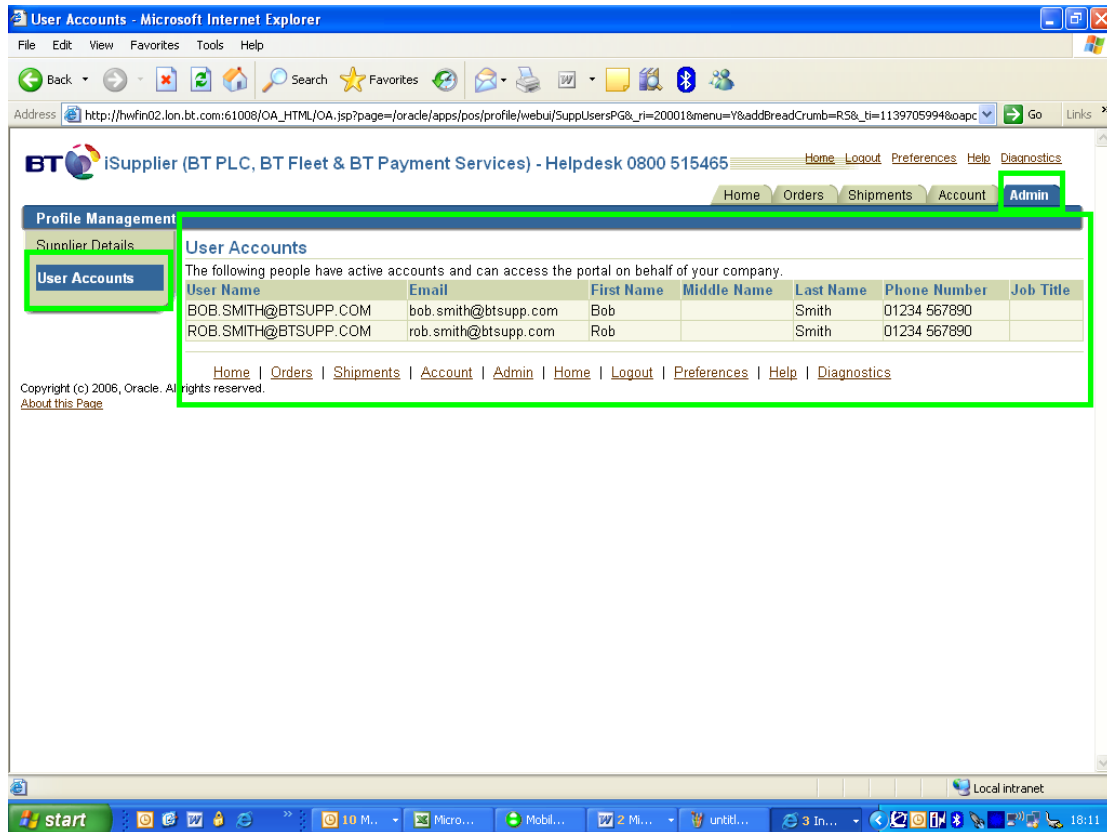
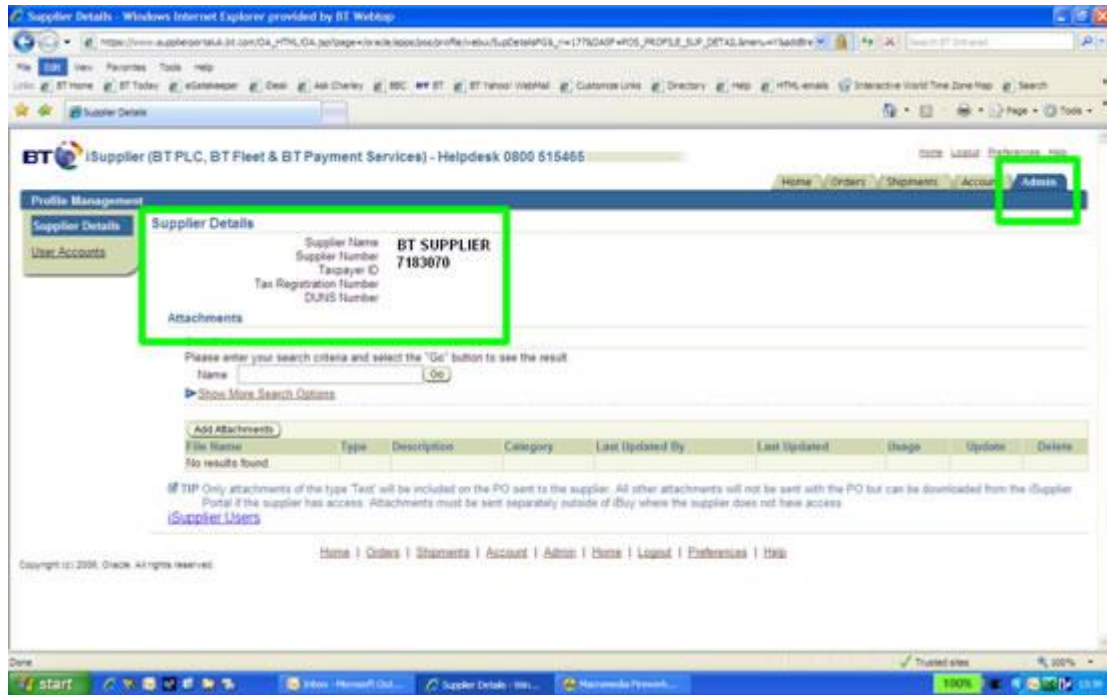
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About this Page

## 6. Admin

This functionality provides the supplier header details and lists all the users who have access to the supplier portal. **Therefore, if employees leave the employ of the company then a request must be to the BT iSupplier Admin team (iSupplier@bt.com) to have the individual's access removed as soon as possible.**







## 7. Facility to switch off emails received from the iSupplier portal

As a user of iSupplier, and in addition to iSupplier, a copy of any purchase order issued to a supplier will be sent via email. If a supplier doesn't wish to receive emails, and prefers to view all new purchase orders from the iSupplier portal, then these can be switched off within the iSupplier portal by selecting the 'Preferences' link from the top right hand corner of the iSupplier web page and then selecting **Do not send me mail** from the drop down menu of **email style**. However, the supplier will need to ensure that they regularly visit the iSupplier portal to view whether any new purchase orders have been received.

