

QTS User Guide Oracle Supplier Portal

Version	Date	Author
1.0	February 4, 2025	E. McAdams

QTS Procurement QTS DATA CENTERS | PROCUREMENTOPS@QTSDATACENTERS.COM

Table of Contents

Overview	2
Expectations	2
QTS Contacts	2
Getting Started	3
Oracle System Notifications	3
How to Log In	3
How to Reset Your Password	4
General Navigation: The Home Page	5
General Navigation: The Supplier Portal Dashboard	6
Negotiations & Awards	7
Participate in Negotiations	7
Accept Negotiation Invitation	8
Acknowledge Negotiation	8
Respond to Negotiation	9
View Negotiation	
Award Notifications	13
View Awards	13
Advanced Shipping Notices (ASN)	21
Create ASN	21
Search and View Shipments	
Invoicing and Payments	24
Create Invoices	24
View Invoices	26
View Payments	27

Overview

QTS has implemented Oracle Fusion Supply Chain Management and Financials for their QTS Procurement, LLC legal entity. The Oracle Supplier Portal is a self-service, cloud-based app which allows you to manage QTS-issued purchase orders, participate in bidding activities, provide advanced shipping notifications and serial numbers, submit and track invoices to payment, and more!

The link to Oracle's Supplier Portal differs by each client (meaning you will not be able to log into one portal to manage all your clients utilizing Oracle Fusion), so it is recommended you save our QTS link to your favorites. Initial access to the Supplier Portal will be provided by the QTS Supplier Relationship Team.

Expectations

This guide should serve as a user manual and reference file for how to perform actions or find information within the Oracle Supplier Portal. Additionally, it serves as an outline of QTS's expectations for our strategic suppliers in conducting business and partnering together more efficiently with the use of a robust system.

- Negotiations: QTS expects all responses and questions related to an RFP/ RFQ/ RFI issued from the Oracle system are submitted via the Oracle Supplier Portal
- Purchase Order acknowledgement: QTS purchase orders require acknowledgement by your firm via the Oracle Supplier Portal by the due date noted on the purchase order.
- Delivery Dates: QTS purchase orders should be populated with your delivery dates ("Promised Delivery Date" in Oracle, previously titled "Current Ship Date" in SmartSheet)
- Shipping Location: QTS purchase orders will indicate the shipping location of every asset and this must match the actual location where the asset is delivered, else it will not be able to be received. If you receive conflicting information, please reach out to our Procurement Ops team to help
- Advanced Ship Notices: ASNs and Serial Numbers can be manually added via the Supplier Portal; this is not a requirement at this time but will be a functionality we launch in the near future
- Invoicing: all invoices against a purchase order should be submitted via the Oracle Supplier Portal, ensuring accurate application of invoicing to the correct asset in the order

QTS Contacts

- For any Supplier Portal assistance, general help, or access requests, please reach out to the QTS Supplier Relationship Team at Suppliers@qtsdatacenters.com.
- For specific questions regarding the items being ordered, please reach out to the QTS point of contact listed as the Requester on the purchase order.
- For help regarding shipping and deliveries, please reach out to the Supply Chain team at LogisticsandSupplyChain@qtsdatacenters.com.
- For general questions about purchase orders, please reach out to the Procurement Operations team at ProcurementOps@qtsdatacenters.com.

Getting Started

Oracle System Notifications

Oracle system notifications will come from <u>iavdqy.fa.sender@workflow.email.us-phoenix-1.ocs.oraclecloud.com</u>. Please ensure these notifications do not go to your spam folder. If you are not receiving these emails, then consult with your Company's IT team.

How to Log In

Sign in with your username and password into the Oracle Fusion link provided by QTS. Your User ID will be your email address, and your password will be one you create when you receive an email invitation to the QTS Oracle Supplier Portal.

Supplier Contact User Account for	Setup Enterprise Was Created			
Details				
Assignee	Email Test	Supplier		
Assigned Date	10/29/24 3:08 PM	Supplier Number		
Expiration Date	11/28/24 3:08 PM			
Task Number	226029			
Recommended Actions You were granted access to the supplier application for S Access the application. User Account Details	Setup Enterprise. A separate email will be sent to you with the instruction to access the application	on.		
Sign In Oracle Applications Cloud				

Sign In

*

User ID User ID Password Forgot Password

Select Language English

How to Reset Your Password

1. Click on **Forgot Password** to reset your password.

Sig Or	n In acle Applications Cloud	
[User ID john.messi@dummy.com Password Forgat Password Sign In Select Language English	

2. Enter your User ID and select the Forgot Password option. Click Submit.

Sign In Oracle Applicatio	ons Cloud
Forgot Password • User Name or Email User Name or Email • Options • Options • Options • Propot server • funct •	Forgot Pessword

3. You will receive an email from Oracle with a link to reset your password. Follow instructions in the email to reset your password.

General Navigation: The Home Page

• Apps: Most actions and tasks are managed from the Supplier Portal app (see <u>The Supplier Portal Dashboard</u>). Click on the Supplier Portal tab and select the Supplier Portal app.

		û p 🕫 📄
	Good evening,	
0 0 0 0 0	Supplier Portal Tools Others	
	MR CONTRACTOR OF CONTRACTOR	
	Elem +	
0000000		

• Things to Finish: Direct links to your pending tasks.

Augrest to Ma 10 Created by Ma Created by Ma Magnetic Market			2 days and X	2 dans ann X	3 dans ann X	3 days area	
10 Negotation RF0990016 (Sample RFQ for SOP) Was Closed by Me	The second second second	Assigned to Me	PN	m	m	m	
		10 Created by Me	Negotiation RFx9900016 (Sample RFQ for SOP) Was Closed	Your Response Quote 2012 to RFQ RFx9900016 (Sample RFQ for SOP) Was	Negotiation RFx9900015 (Generic item test) Was Closed	Your Response (2010 to RFQ RFx9900015 (Ge item test) Was	
C Edminton Shelby Edminton Shelby Edminton Shelby Edminton Shelby		0	Edmiston Shelby	Edmiston Sheltry	Edmiston Shelby	Edmiston Shelby	

- Icons on Top Bar: These icons appear on every screen for general navigation.
 - \circ $\;$ Left: Click the QTS Logo to navigate back to the Home Screen.
 - Right: Click the home icon to navigate back to the Home Screen. Click the bell icon for **Notifications**. Click the square icon with your initials for **Settings and Actions**.

General Navigation: The Supplier Portal Dashboard

The Supplier Portal Dashboard offers a variety of ways to navigate the Supplier Portal, access information, and share information with QTS.

The Dashboard is divided into 4 different sections:

- Search
- Tasks
- Useful Reports
- Supplier News

The **Search bar** (top left) is a quick way to navigate to specific documents: orders, agreements, invoices, payments, negotiations (bidding events), your negotiation responses, and questionnaires.

The **Tasks** section (left side panel) allows you to manage all your documents in the following categories: orders, agreements, invoices, payments, negotiations (bidding events), negotiation responses, and questionnaires.

The **Useful Reports** section is comprised of infographic boxes in the center of the screen. Reports can be accessed by clicking on the title of the infographic box.

- **Requiring Attention** displays as a circle graph view of things to review. Examples of these might be new purchase orders requiring your acknowledgement or shipping schedules with upcoming/ past due dates, etc.
- **Recent Activity** provides you a quick view of the activity in the last 30 days, like requests to participate in a bidding event, orders or change orders created, etc.
- Transaction Reports provides a quick summary of the value of Purchase Orders or Invoices in the last 30 days.

Supplier Portal Suppli				û p 🕫 📑
Set a form a form of number of construction o	Supplier Portal			
Set Image: Schedule Image: Sched	Search Orders V Order Number Q			
Control Selection Reports 1 Selection Reports Selection Reports 1 Advanced Selection Reports Selection Reports 2 Advanced Selection Reports Selection Reports 2 Advanced Selection Reports Selection Reports 3 Advanced Reports Sel	Tasks			0
Vere Frank Vere Frank Vere Frank Vere Frank	Codes Anney Cohesies Anney Cohesies	ant Activity 30 Days In clanged catalogical in clanged catalogical in clanged 15 50 50 50 50 50 50 50 50 50 50 50 50 50	Transaction Reports Lart 30 trans PO Turbase Amerit 346M USD Innote Amerit 72K USD Innote Amerit 9 USD Innote Price Virenes Amerit 9 USD	

Negotiations & Awards

Negotiations within Oracle Fusion are Requests for Proposals (RFP), Requests for Quotes (RFQ), and Requests for Information (RFI). Collectively, this activity is referred to as RFx events.

Participate in Negotiations

QTS uses Oracle system for RFx events. When your company is invited to participate in an event, notifications are sent to your company's contact on file. Notifications are also visible in Oracle:

1. In the bell icon at the top right as a new notification.



2. Within the **Things to Finish** widgets at bottom of the home page.

Things to Finish	
Assigned to Me 4 Created by Me 1	1 minute ago × ACTION REQUIRED You Are Invited to Negotiation RFx9900033 (TEST Negotiation) Himavan Kallem

Accept Negotiation Invitation

Accepting the invitation informs QTS your company *is interested* in participating in the RFx event. There is no commitment to participate in the RFx event. Your company has the option later in the process to decline participation.

To accept the invitation, click on the **Actions** button and select **Accept Invitation** in the drop-down menu that appears.

Notifications	Show All
ACTION REQUIRED You Are Invited to Negotiation RFx9900033 (TEST Negotiation) Himavan Kallem	9 minutes ago
FYI Approval Task for Document (Supplier Change Order) QTS9900588 Change E Pratik Patil	Accept Invitation EXF Decline Invitation Dismiss

Acknowledge Negotiation

• After the invitation is accepted, you will open the negotiation to draft your response. Open the **Supplier Portal Dashboard**, click **View Active Negotiations** (under **Negotiations**) task in the **Task** panel.

Invoices and Payments
 Create Invoice Create Invoice Without PO View Invoices
View Payments Negotiations
View Active NegotiationsManage Responses

• All Active Negotiations is displayed. There are some default filters on the Search when you open this page. Default Invitation Received is "Yes" and Response Submitted is "No."

					ΔF	- 🦆 🥅
Active Negotiations						Dgne
					Time Zone Coordi	nated Universal Time
4 Search				Manage Watchlist	Saved Search Open	Invitations ~
					- A	t least one is required
** Negotiation		Invitati	ion Received Yes	s ~		
** Title		Respons	e Submitted No	~		
** Negoliation Close By (m/d/y) (b)		Negotiation	Open Since m/	/d/yy		
					Sear	ch Reset Save
Search Results						
Actions V Vew V Format V 💯 💠 Presze 🐨 Detach el Wrap Accept Terms Acknowledge Participation Create Response						
Negotiation Title	Negotiation Type	Time Remaining	Close Date	Your Will Responses Participate	Unread Messages	PDF Response Spreadsheet
RFx9900033 TEST Negotiation	RFQ	8 Days 23 Hours	9/13/24 1:29 PM	0 Yes	0 00	50
Columns Hidden 4						

• Select the negotiation and click the **Acknowledge Participation** to inform QTS whether your company intends (or does not intend) so submit a response.

Search Results			
Actions 🔻 View 🔻 Format 👻 🎬 Freeze 💭 Detach 🚽 Wrap 🛛 Accept Terms 🛛 Acknowledge Participation Create Response			
Negotiation Title	Negotiation Type	Time Remaining	Close Date
RFx9900033 TEST Negotiation	RFQ	8 Days 23 Hours	9/13/24 1:29 PM
Columns Hidden 4			

• This will open a popup window. Select the appropriate response for **Will Participate**. You can send a message to QTS in the **Note to Buyer** field. Click "OK."



Respond to Negotiation

A negotiation consists of multiple steps. Your progress is illustrated at the top of your screen. Click **Save** often to preserve your progress.

You may have the option to submit a Primary response (default) and an Alternative response depending on whether QTS enables this feature for the Negotiation.

1. Select the negotiation and click the **Create Response** to submit your proposal to QTS.

							Þ¢	M. D
RFQ: RFx9900033					Messages	Create Response	Actions *	Dgne
Currency = US Dollar						Time Zone G	ordinated Un	iversal Time
	Title	TEST Negotiation		Open Date	9/4/24 1:35 PM			
	Status	Active		Close Date	9/13/24 1:29 PM			
	Time Remaining	8 Days 23 Hours						
Table of Contents	Cover Page							
Cover Page								
Overview Requirements	TEST Negotiation							
Lines	Hello,							
	I am writing to invite you to participate in a negotial this negotiation is a Blanket Purchase Agreement.	ion for ELECTRICAL-ATS. This project fails into the category of E	ECTRICAL-ATS and is an exciting opportunity for your company to work with	Setup Enterprise. We are look	ing for a supplier to provide	training documentation s	ervices. The o	utcome of
	The negotiation is numbered RFx9900032. The ope	in date is 9/04/24 7:47 PM EDT. The close date is 9/13/24 7:47 PI	EDT. The award date has not yet been determined.					
	If you are interested in participating, please respon-	d to this email no later than the open date and time. I look forward	to hearing from you!					
1	Best regards,							
	QTS Buyer							

- 2. The Create Response Overview page is displayed.
 - If enabled, select **Primary** (or Alternative) **Response Type.**

• Reference Valid Until, Reference Number, and Note to Buyer are optional.

Create Response (Quote 11001): Overvi	Messages Respond by Spreadsheet 🔻 Actions 🔻 🖭 Ke <u>s</u> t Save	
		Time Zone
	Title TEST Negotiation	Time Remaining 8 Days 23 Hours
	Close Date 9/13/24 1/29 PM	
General		
Supplier	Dummy Supplier	Response Type () Primary
Supplier Site	PURCH-SITE	Alternate
Negotiation Currency	USD	Balazanaa Mumbaa 192255
Response Currency	USD	
Price Precision	2 Decimals Maximum	Note to Buyer
Response Valid Until	m/d/yy homm a 🖧	Attachments None-

- 3. Click **Next** at the top right of your screen to proceed to the next step. Click **Save** if you want to stop and return later.
- 4. If QTS enables requirements for the Negotiation, the **Create Response Requirements** page is displayed. Complete questions or add attachments, if directed. Click **Next** at the top right of your screen to proceed to the next step. Click **Save** if you want to stop and return later.
- 5. The **Create Response Lines** page is displayed to enter line pricing.

Create Response (Quote 11001): Lines ⊘	Greener Heingertermeiter	Linz	Mee	ssages Respond by Spreadsheet	• Actions • Back N	legt Save V Submit Cancel
Currency = US Dollar						Last Seved 9/4/24 2:22 PM Time Zone Coordinated Universal Time
Time Remaining 8 Days 23 Hours				Close Date 9/13	/24 1.29 PM	
Actions 🔻 View 👻 Format 👻 🥒 🕂 🔛 Preeze 🔛 Detach 📰 🖽 😒 el Wrap						
Line Description	* Alternate Line Description	Create Required Alternate Details	Category Name	Start Price Response Price	Quantity UOM	Line Amount Estimated Total Amount
1 ATS-600-A102: ABB 600A ZTST1 OT 600A 3PH		+	ELECTRICAL-ATS	1,000.00	100 Each	100,000.00
Rows Selected 1 Columns Hidden 6						
Grand Totals						
All response lines except alternate lines are included.						
Response Amount 100,000.00						

- 6. If you wish to submit tiered pricing by volume, click on the line, and select **Actions**, then **Edit**. This will display the **Price Breaks** options.
 - Enter the **Response Price** in the header.
 - Click Actions then Add Row to enter a Price Break (price tiering option).

ORACLE	
Lines: Edit Line: 1 (Quote 2) Currency = US Dollar	
Item	6000003
Revision	
Description	
Category Name	ELECTRICAL-GENERATORS
Start Price	600,000.00
* Response Price	599,000.00
Estimated Quantity	
UOM	Each
Actions View View Format + X III Freeze	✓ Suppliers can modify price breaks
Add Row	
N Delete	

- Enter the Quantity.
- Select a Pricing Basis: Price or Price Discount
- Enter a Response Value. Response Value for Pricing Basis: Price is the unit price. Response Value for Pricing Basis:
 Price Discount is the percent discount (i.e. 32% discount off the Response Price in the header)
- Enter **Start Date** and **End Date** for the price.

Туре	Noncumulative			
Quantity	Pricing Basis	Response Value	Start Date	End Date
100	Price Discount ~	32	12/2/24	to 12/31/24 to
50	Price ~	550,000.00	12/2/24	12/31/24
30	Price ~	580,000.00	12/2/24	12/31/24

- Add another line, if applicable.
- o Click Save and Close to navigate back to the Create Response Lines page.
- 7. **Do not** populate the Release Minimum Release Amount. This is a QTS internal field.
- 8. If there are additional items that go with this order, please include this in your quote attachment. Additional communication back to QTS can be performed through the Message button at the top
- 9. Click Next at the top right of your screen to proceed to the next step. Click Save if you want to stop and return later.
- 10. The **Create Response Review** page is displayed. Review your responses carefully, ensure that all the required documents are attached. Ensure that the Response Price is correct.
- 11. Click Save.
- 12. Click on Actions, then Validate to submit your Negotiation.

Messages	Respond by Spreadsheet	Actions 🔻 Back Ne <u>x</u> t	Save ▼ Sub <u>m</u> it <u>C</u> ancel
		View Negotiation	Last Saved 9/4/24 2:28 PM
		View Response PDF	Ime Zone Coordinated Universal Time
	Time Remaining 8 Days	Validate	

- 13. Click **OK** when prompted in the Confirmation windows.
- 14. The contact that responded to the Negotiation will receive an email notification, as well as an Oracle notification in the top right corner and on the Home Page.
- 15. The process to create an Alternate Response is the same as the Primary Response. Remember to select Alternate Response Type at Step 2.

View Negotiation

To view your negotiations, either click View Active Negotiations under Tasks, or click Negotiation responses awarded or rejected on the Recent Activity infographic in your Supplier Portal Dashboard.

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

Negotiations

- View Active Negotiations
- Manage Responses

Recent Activity Last 30 Days	
Negotiation responses awarded or rejected	3
Agreements opened	2
Orders changed or canceled	1
Orders opened	3

Award Notifications

Award notifications will be sent through Oracle. Notifications will be sent to your company's contact on file. Notifications are also visible in Oracle from the bell icon at the top right as a new notification, and the Things to Finish widget on the home page (subject: "Award Decision"). Example notification below:

Award Decision for Your Respor	nse 11002 to Negotiation R	Fx9900033 (TEST Ne	otiation)	Dismiss
				arar
	Award Decision: Awarded			
	TEST Negotiatio	on		
	Setup Enterprise			
	From Himavan Kallem			
	RFQ RFx9900033			
	Closed 9/4/24 4:45 PM			
	Your response is awarded.			
	Supplier	Dummy Supplier		
	Supplier Site			
	Supplier Site	FURCH-SITE		
	Supplier Contact	John Messi		
	Details			
	Response	11002		
	Awarded Lines	1		
	Total Award Amount	USD 97,500.00		
	Line	Award Quantity (UOM)	Award Amount (USD)	
	1 ATS-600-A100: ABB 600A ZTST1 OT 600A 3PH	(Each)	97,500.00	
	Total		97,500.00	
	View Negotiation			
	View Response			

View Awards

1. To view award statuses, either click Manage Responses under Tasks, or click Negotiation responses awarded or rejected on the Recent Activity infographic in your Supplier Portal Dashboard.



Recent Activity Last 30 Days	
Negotiation responses awarded or rejected	3
Agreements opened	2
Orders changed or canceled	1
Orders opened	3

2. The Manage Responses window will display all Negotiations. Statuses are "Awarded" or "Rejected."

м	lanage Resp	onses					Tir	The Zone Coordinate	Lone Done d Universal Time
	Advanced S	earch				Basic Manage Wat	tchlist Saved Search		Ţ
Se Re	arch Results vising a draft respor	ise automatically loc	ks it.						
<u> </u> _	Actions 🔻 View 🔻	Format ▼ j [™]	Freeze 🛒	Detach 🚽 Wrap	Accept Terms Revise				
	Response	Response Status	Negotiation	Negotiation Title		Negotiation Type	Time Remaining	Unread Messages	Monitor
	11002	Awarded	RFx9900033	TEST Negotiation		RFQ	0 Seconds	0	k
	11001	Rejected	RFx9900033	TEST Negotiation		RFQ	0 Seconds	0	k.
	8001	Awarded	SNG9900027	Nego123		RFQ	0 Seconds	0	k

3. To open a **Negotiation response**, click on the negotiation number.

Manage Resp	onses				
Advanced S	earch				-
Search Results Revising a draft respon Actions View V	ormat 👻 🎵	cks it.	Detach 🚽 Wrap	Accept Terms	Revise
Response	Response Status	Negotiation	Negotiation Title		
11002	Awarded	RFx9900033	TEST Negotiation		

Δward	View
Awara	VICVV

Quote: 11002 (RFQ RFx9900033)		
Currency = US Dollar		
Title TES	3T Negotiation	Time Remaining 0 Seconds
Response Status Awa	arded	Close Date 9/4/24 4:45 PM
Overview Requirements Lines		
Supplier	Dummy Supplier	Response Type Alternate
Supplier Site	PURCH-SITE	Reference Number
Supplier Contact	Messi, John	Note to Buyer
Response Currency	USD	li.
Price Precision	2 decimals maximum	Attachments None
Response Valid Until		

4. To filter Negotiations, expand the **Search** header at the top of the page.

			d Man
			Active
Managa Baspanasa			Active or draft
manage Responses	The Zore Coordinated	** Response Status	✓ Awarded
∡ Search	Advanced Manage Watchist, Saved Search Active or Drait Response		Disqualified
	trauit M**	Line Description	Draft
** Negotiation Title	** Response Blatus Active of draft ~		Pending award
** Negotiation	Line Description		Rejected
** Response			Resubmission required
	Search R		
Search Results			

Purchase Orders

Purchase Orders will be sent through Oracle and sent to your company's contact on file. Purchase Order notifications are also visible in Oracle from the bell icon at the top right as a new notification, and the Things to Finish widget on the home page

Acknowledge Purchase Orders

If your company is required to acknowledge the Purchase Order, the deadline will appear on the notification.

1. To view your Purchase Orders requiring acknowledgement, either click **Manage Orders** under Tasks, or click **Orders to Acknowledge** on the **Recent Activity** infographic in your **Supplier Portal Dashboard**.





2. On the Manage Orders page, Search by Status "Pending Supplier Acknowledgement" (if the view did not default to this filter). Click on the Order hyperlink.

					Þ	¢
Manage Orders ⑦						Done
Headers Schedules						
⊿ Search		Advanced Manage W	Atchlist Saved Search	All Orders		~
Sold-to Legal Entity			Order			
Bill-to BU 🗸 🗸			Status Pending Supp	lier Acknowledgment	~	
Supplier Site		Include Closed D	ocuments No ~			
				Sea	archR	eset Save
Search Results						
Actions 👻 View 👻 Format 👻 🥒 彈 💷 Freeze 📷 Detach 📣 Wrap						
Order Order Date Description	Supplier Site	Buyer	Ordered Currency	Status	Life Cycle	Creation Date
▲ - QTS9900043 9/13/24	100	Sharma, Jeeten	600,000.00 USD	Pending Su		9/13/24
Columns Hidden 26						

chase Order: QT	59900043 ⑦			Acknowledge View PDF	Actions Refresh	
General						
Sold-to Legal Entity	QTS Procurement, LLC	Supplier		Ordered	600,000.00 USD	
Bill-to BU	LE0099 QTS Procurement BU	Supplier Site		Description		
Order	QTS9900043	Supplier Contact		Source Agreement		
Status	Pending Supplier Acknowledgment	Additional Contact Email		Negotiation		
Buyer	Jeetendra Sharma	Bill-to Location	QTS Headquarters	Supplier Order		
Creation Date	9/13/24	Ship-to Location	WH-ATLWH01 (Sullivan)	eappiler eraor		
Required	nts	Phinning Mathod				
Acknowledgmen Acknowledgment Due	t Document and Schedule	Snipping Method			Pay on receipt	
Date	9/23/24	Freight Terms			- Pay on receipt	
Payment Term:	s Net 30	FOB			Confirming order	
Additional Informatio	n					
	Con	text Prompt				

4. Select Accept from the Acknowledge Response drop down. Acknowledgement Note is optional.

General					
Sold-to Legal Entity	QTS Procurement, LLC	Supplier		Ordered	600,000.00 USD
Order	Q1S9900043	Supplier Site		Description	
Status	Pending Supplier Acknowledgment	Additional Contact		Source Agreement	
Buyer	Sharma, Jeetendra	Email		Supplier Order	
Creation Date	9/13/24	Bill-to Location	QTS Headquarters	Communication Method	E-Mail
		Ship-to Location	WH-ATLWH01 (Sullivan)	Communication Email	
rms Notes and Attachmen	ts				
Required Acknowledgmen	t Document and Schedule	Payment Terms	Net 30		- Pay on receipt
Acknowledgment Due Date	9/23/24	Shipping Method			 Confirming order
Acknowledgmen Response	Accept ~	Freight Terms FOB			
Automedginent Note	/de a note (optional)				

5. Scroll down to the **Schedules** and **Accept** each item.

🔺 Ac	ditior	nal Information							
			Context Prom	pt					
Schee	dules								
Actio	ons 🔻	View 🔻 Format 👻 🎵 📴 Freeze	📰 Detach 🛛 🚚 Wra	ap Accept Re	Response All	~		1	
	Line	Description	Supplier Item	Quantity UOM	Price Requested Delivery Date	Promised Delivery Date	Response	Rejection Reason	Location
	1	GEN-HSE: YANCEY 1.25MW HOUSE GENERAT	OR	1 Each	600,000.00	9/16/24	Accept		WH-ATLWH01 (
	2	GEN-HSE: YANCEY: HOUSE GEN ACCESSORY	r CF	1 Each	0.00		Accept 🗸		WH-ATLWH01 (
	3	GEN-HSE: YANCEY: 1.25MW ENCLOSED HOUS	SE (1 Each	0.00		Accept	1.	WH-ATLWH01 (
Row	s Sele	cted 1 Columns Hidden 9							



7. Click View PDF on any page to download the QTS Purchase Order.

Initiate Purchase Order Change Requests

Your company may update the delivery date in Oracle. This is called a **Change Order** in Oracle.

1. To initiate a change order, either click Manage Orders under Tasks, or click Orders opened on the Recent Activity infographic in your Supplier Portal Dashboard.

Tasks	Recent Activity Last 30 Days	
Orders	Agreements opened	1
	Orders changed or canceled	9
Manage Orders	Orders opened	16
Manage Schedules	Receipts	3
Acknowledge Schedules in Spreadsheet		10 ²⁰

2. Click on the Order hyperlink to open the Order.

Mana	age Orders ②										D	one
Header	s Schedules										-	
▶ /	Advanced Search					Basic Manag	e Watchlist Sav	ved Search	Opened in t	he Last 30 Days		~
Searc	ch Results											
Acti	ons 🔻 View 🔻 Format	۳. 🔪 🔻	🕎 🏢 Freeze	Detach 🚽 Wrap								
	Order	Order Date	Description		Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date	
	TESTPO-022010	10/16/24			10.00	Vazquez, Alejan	98,190,500.00	USD	Open	0	10/16/24	
	PO-024569 📃	10/10/24			10.00 C	Vazquez, Alejan	29,000,000.00	USD	Open	0	10/10/24	

3. Click **Actions > Edits** on the top right of the page.



4. Click Yes when prompted.



5. Enter a **Description.**

Edit Change Order: 2 ⑦		Actions V Save V Submit Cancel
Change Order 2 * Description Add description Creation Date 10/28/24	Status Incomplete Amount Changed 0.00 USD	Initiating Party Supplier Initiator

6. In this example, the supplier wants to push back the Delivery Date. Scroll down to **Schedules**. Enter the **Promised Delivery Date**.

	Freight T	erms				- Pay on receip	
		FOB DDP				- Confirming o	der
Additional Information							
	Context Prompt 🗸						
s Schedules							
Actions 🔻 View 🔻 Format 👻 🎢	-C 🕎 🥅 Freeze 🖓 Detach 剑 Wrap						
ation Quantity UOM	Secondary Quantity Secondary UOM	Price	Ordered	Requested Delivery Date	Promised ▲ Delivery Date	Original Promised Delivery Date	Shipping
1 Each		116,000.00	116,000.00	10/22/24	11/30/24		
1 Each		116,000.00	116,000.00	10/22/24			
1 Each		116,000.00	116,000.00	10/22/24			
1 Each		116,000.00	116,000.00	10/22/24			
1 Each		116,000.00	116,000.00	10/22/24			
1 Each		116,000.00	116,000.00	10/22/24			
1 Each		116,000.00	116,000.00	10/22/24			
1 Each		116,000.00	116,000.00	10/22/24			
1 Each		116,000.00	116,000.00	10/22/24			
1 Each		116,000.00	116,000.00	10/22/24			

Edit Change Order: 2 ⑦		Actions ▼ Save ▼ Submit Cancel
Change Order 2	Status Incomplete	Initiating Party Supplier
* Description Add description Creation Date 10/28/24	Amount Changed 0.00 USD	Initiator

8. Click **OK** in the Confirmation prompt.

Confirmation	×
Change order 2 for document (Purchase Order) PO-024569 was submitted f	or approval.
	ОК

9. A QTS Procurement Buyer will review your request and reach out if they have questions.

Search and View Purchase Orders

1. To view your orders, click Manage Orders under Tasks in the Supplier Portal Dashboard.

Tasks	
Orders	
Manage Orders	
Manage Schedules	
Acknowledge Schedules in Spreadsheet	

2. Use search options to narrow results and click the **Search** button. If you want to view all Purchase Orders, just click the **Search** button.

	습 中 🕫 📑
Manage Orders ⑦	Done
leaders Schedules	
▲ Search	Advanced Manage Watchlist Saved Search All Orders
Sold-to Legal Entity	Order
Bill-to BU 🗸	Status Open
Supplier Site	Include Closed Documents No V
	Search Reset Save
Search Results	
Actions 🔻 View 🔻 Format 👻 🎢 🕎 🕎 Freeze 📓 Detach 斗 Wrap	
Order Order Date Description	Supplier Site Buyer Ordered Currency Status Life Creation Cycle Date
No search conducted.	
Columns Hidden 20	

·			습 부 🕫 📑
Manage Orders ⑦			Done
Headers Schedules			
⊿ Search		Advanced Manage Watchlist Saved Search All Orders	~
Sold-to Legal Entity		Order PO-024569	
Bill-to BU 🗸		Status	~
Supplier Site 🔹		Include Closed Documents No V	
			Search Reset Save
Search Results			
Actions 🕶 View 💌 Format 💌 🛒 🕎 🕎 Freeze 🔛 Detach 斗 Wrap			
Order Order Date Description	Supplier Site	Buyer Ordered Currency Status	Life Creation Cycle Date
No search conducted.			
Columns Hidden 26			

3. Click on the **Order** hyperlink to open the Order.

Manage Orders ⊘					Done
Headers Schedules					
▶ Advanced Search Search Results		Basic Manag	e Watchlist Saved Search	Opened in the Last 30 I	Days 🗸
Actions V View V Format V View Format V View Format View Format View View View View View View View View	Supplier Site	Buyer	Ordered Currency	Status Lit Cyc	e Creation le Date
TESTPO-022010 10/16/24	10.00	Vazquez, Alejan	98,190,500.00 USD	Open	10/16/24
PO-024569 🔲 10/10/24	10.00 C	Vazquez, Alejan	29,000,000.00 USD	Open	10/10/24

4. All Order information the schedule (delivery schedule) will appear on the page. Download the Purchase Order PDF by clicking **View PDF**.

rchase Order:	PO-019300 ⑦		Ack	nowledge	/iew PDF	Actions v	Refresh	
n								~
General								
Sold-to Legal Entity	QTS Procurement, LLC	Supplier	1000		Ord	ered 13,199	,650.00 US	D
Bill-to BU	LE0099 QTS Procurement BU	Supplier Site			Descrip	tion		
Order	PO-019300	Supplier Contact			So	urce		
Status	Open	Additional Contact Email			Agreen Negotia	tion		
Buyer	Alejandra Vazquez	Bill-to Location	QTS Headquarters		Supplier O	rder		
Creation Date	10/10/24	Ship-to Location	TBD					
erms Notes and Atta	chments							
Required Acknowledgment	None	Shipping Method						
Payment Terms	Net 30	Freight Terms				— Pay	on receipt	
		FOB	DDP			— Conf	irming order	

Advanced Shipping Notices (ASN)

Create ASN

1. To create an ASN, click **Create ASN** under Tasks (subheading Shipments) on the **Supplier Portal Dashboard**.

Tasl	Ks
Orde	rs
	Manage Orders
•	Manage Schedules
	Acknowledge Schedules in Spreadsheet
Agre •	ements Manage Agreements
Ship	ments
	Manage Shipments
•	Create ASN
•	Create ASBN
	View Receipts
	View Returns

2. Search for the Purchase Order number and click on the Search button. Alternatively, click on the Search button to view all Purchase Orders and Purchase Order lines.

Create ASN ⊘ ∡ Search		Advanced Sarved Search Parchase Order
	** Funcheur Order Type PO # ** Supplier Item Supplier Item Supplier Item Supplier Item Supplier Item Supplier Item Supplier Item Supplier Item Supplier Item Supplier Item Supplier Item Supplier Item	** Al least one is required
Search Results View Create ASN Item Item Descrip No search conducted.	plicen Supplier Item Purchase Order Purchase Order Due Date Ordered U.OM Name Quantity UOM Name	

3. Select the Purchase Order line by clicking on the individual line or select multiple lines while holding the Shift key on the keyboard. Click the **Create ASN** button.

S	Create ASN @ ▶ Search earch Results View ▼ Create	ASN							
	Item	ltem Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
	60000019				289	1		1	Each
	60000019				295	1		1	Each
	60000019				301	1		1	Each
	60000019				307	1		1	Each

 The Create ASN Details page is displayed. In the Header section, enter Shipment number (required), Shipped Date (required), and Bill of Lading number (required). Serial Numbers (next step) are mandatory. Packing slip number and other information are optional.

				습 후 🧔
Create ASN Details ⑦				Submit Cancel
4 Header				
* Shipment	123456789	Г	Packing Slip	
^ Shipped Date	10/29/24 2:48 PM 60		Packaging Code	
* Expected Receipt Date	11/30/24 2:48 PM		Special Handling Code	
Freight Terms	~		Tare Weight	
Shipping Method	•		Tare Weight UOM	v
Number of Supplier Packing Units			Net Weight	
Bill of Leding	321654A98		Net Weight UOM	•
The second se				
⊿ Lines				
Actors V Www V P Remove Line				
Item Description Supplier Item Manufacturer Part Number	Manufacturer Purchase Order Purchase Ord	r Purchase Order [•] Quantity UOM Name <u>Secondary Second</u> Schedule <u>UOM</u>	ary Source Packing Due Date Ship-to L	ocation Ordered Ordered Quantity Quantity UO
▶ 60000019	MCI 289	1 Each 💌	CM-MPS	McKinn 1 Each
▶ 60000019	MCI 295	1 Each	CM-MPS	McKinn 1 Each
► 60000019	MCI 301	1 Each	CM-MPS	McKinn 1 Each

5. Serial Numbers are mandatory. To add serial numbers, view the Lines section and enter the quantity that is shipped.

4	Line	s ▼Vawr▼ "	Remove Line								1							
		Item	Item Description	Supplier Item	Manufacturer Part Number	Manufacturer	Purchase Order	Purchase Order Line	Purchase Order Schedule	* Quantity	OM Name	Secondary Quantity	Secondary UOM	Source Packing Unit	Due Date	Ship-to Location	Ordered Quantity	Ordered Quantity UO
	÷	60000019				MCI		289	1	1	ach					CM-MPS (McKinn	1	Each
	÷	60000019				MCI		295	1	1	ach					CM-MP8 (McKinn	1	Each
	÷	60000019				MCI	1.00	301	1	1	Each 💌					CM-MP8 (McKinn	1	Each
4	-													-				÷.

6. Click Actions and selection Record Lots and Serial Numbers.

Actions	View 🔻		Remove	Line
Edit				
Ren	nove Line			
Spli	Line)
Rec	ord Nested F	acking Ur	nits)
Red	ord Lots and	Serial Nu	mbers	
				J

- 7. Enter the **Serial Numbers** for the equipment that is being shipped. Click Enter Single Serial Number button for a single serial number or click on the Ener Serial Number Range if the serial numbers that are shipping are in a range.
- 8. Click **Submit** at the top right.
- 9. Click **OK** in the Confirmation window. An ASN number is created.



Search and View Shipments

1. To view shipments, click Manage Shipments under Tasks (subheading Shipments) on the Supplier Portal Dashboard.

Ord	ers
•	Manage Orders
•	Manage Schedules
•	Acknowledge Schedules in Spreadsheet
Agr	eements
•	Manage Agreements
Ship	oments
ł	Manage Shipments
•	Create ASN
	Create ASBN
-	
	View Receipts

2. Search for the Purchase Order number or Shipment and click on the Search button. Alternatively, click on the Search button to view all Shipments.

Manage Shipments 💿	Dgen
✓ Search	Adjvanced Saved Search All Shipments v
** Salpmant	** A least on it resided
	Search Reset Save
Search Results	
Actions v View v // Cancel Shipment	
Shipment Supplier Source Expected Shipped Date Weybill	Bill of Lading Shipping Method
No search conflucted.	

3. Select the Shipment from the Search Results to view more Shipment information. To edit the Shipment, click the pencil icon and follow the prompts.



Invoicing and Payments

Create Invoices

1. To create an invoice, click **Create Invoice** under Tasks (subheading Invoices and Payments) on the **Supplier Portal Dashboard**.



2. Select the **Identifying PO** from the dropdown menu. The other fields will auto populate. Enter your company's invoice **Number** and **Date**.

7					습 부 🧔 🗐
Create Invoice ②				Inveice A	ctions • Save Save and Close Submit
* Identifying PO	•	Remit to Bank Account			* Number 98-10367B
Supplier		Unique Remittance Identifier			Date 10/29/24
Taxpayer ID	Unique Ret	mittance Identifier Check Digit		L.	* Type Invoice 🗸
* Supplier Site	•	Description		Invoice	Currency USD - US Dollar
Address		Description		Payment	Currenzy LISD - LIS Dollar
		Attachments	None 🕂		
Supprer lax registration number	•	Tax Control Amount			
Customer					
* Contonner Terraner ID		Name	QTS Procurement, LLC		
customer raxpager to	•	Address			

3. In the Lines section, select the document icon (Select and Add).

Lin	es						
١	/iew ▼ ■	F X	Ę	Canc	el Line	1	
				Select a	and Add	I	Purch
	^ Number	^ Туре	-		* Numb	er	* Line
No	data to displa	ay.					
					Tot	tal	

4. The Purchase Order and <u>received lines</u> will appear in the window. If the items were not received, they cannot be invoiced. Contact your QTS partner to inquire about un-received items if you believe there is an error.

NCE				
	Select and Add: Purchase Orders		×	
0	✓ Search	A	dvanced Saved Search ~	I Close Submit
dentifying PO	** Purchase Order QTS9900478	** Consu	** At least one is required	nmy Invoice 1
Taxpayer ID	** Creation Date m/d/yy h:mm a	a 🔯	Parente Barret Paren	9/24
Supplier Site Address	Search Results		Search Reset Save	D - US Dollar D - US Dollar
ation Number	View 🔻 🔄 Detach Select All]		
	Purchase Order	Consumption Advice		
omer Taxpayer	Number Line Schedule N	Number Line Number Item D	escription Ship-to Location Ordered	
	QTS9900478 1 1	HSE-R	TU-CST: AA TBD 5	
Canc			Apply OK Cancel	
pe	Purchase Order	Consumption Advice Supplier Item	Item Description Ship-to Location	Tax Classification

5. Select all the received items to add to the invoice. Select multiple lines by holding the Shift key on the keyboard.

arch Resu	arch Results											
ew 🔻 📑	w v EP Detach Select All											
Pur	Purchase Order			tion Advice	Supplier Item	a .tt	Burlind	0				
Number	Line	Schedule	Number	Line	Number	Ordered	Received	Consumed	Invoiced			
QTS9900118	1	1			S102220144	1	1		٥			
QTS9900118	2	1			S102220144	1	1		C			
QTS9900118	3	1			S102220144	1	1		0			
QTS9900118	4	1			S102220144	1	1		C			
QTS9900118	5	1			S102220144	1	1		C			
QTS9900118	6	1			S102220144	1	1		٥			
			-					Apply	OK <u>C</u> ancel			

- 6. Click Apply and OK.
- 7. To add freight or other charges, use the plus + icon to add lines manually and add the amount in the line.

Lines		
View 🔻	+ × E	Cancel Line
* Numt	er * Type	* Number *
No data to dis	splay.	
		Total

8. Click **Submit** at the top right on the page (or **Save** if you are not ready to submit).



9. An invoice number will be generated.

Inclusion - 44-	✓ Invoice 5465 has been submitted.	×
Invoice: 5465		_

10. Click **Create Another** at the top right of the page to create another invoice or click **Done** to exit.

View Invoices

1. To view invoices, click View Invoices under Tasks (subheading Invoices and Payments) on the Supplier Portal Dashboard.



2. Search by Invoice Number or Purchase Order and click Search. Alternatively, select your Company in the Supplier dropdown and click Search to view all invoices.

w Invoices		Done
Search		Advanced Saved Search All Invoices 👻
		" At least one is required
Through the second seco	Consumption Advice	
** Supplier	Invoice Status 👻	
Supplier Site	Paid Status	
Ma Durathana Dinter	Descent Namber	
PUICABLE CION	Payment Number	
		Search Reset Save
rch Results		
κ τ J≣ [a] [*] Detach		
voice Invoice Date Type Purchase Supplier	Supplier Site Un	paid Invoice Invoice Payment Comments
IV12345 10/4/24 Standard 0/159900209	75,000.00	USD 75,000.00 USD in proc
9/19/24 Standard QTS9900005	0.00	USD 250,000.00 USD Appro 40008

3. Click on the Invoice hyperlink to view all invoice details.

																					ΔP	i 🧔 [
voice:	18912345		-									_		-				_				
		Business Unit LEO	000 QTS Proc	arement 8U						Invoice	Amount	25,000	00.1180									
		Legal Entity Name QTS	Procurement	LLC															Invoice Type	e Standard		
		Supplier or Party								Urpak	1 Amouni	1 75,000	00 USD						Description			
		Supplier Site								Payment	Currency	y USD							Attachment	t airport home (peg		
		Address								ax contro	Amount	1										
		Invoice Date 10/4/	(24																			
a Payr	ments																					
-																						
ns																						
•	DP 😥 Detach																					
	LIGM Purchase Orde			Order	Receipt Consumption Advice						Tax Determinents											
Line	Amount	Description	Outotite	Heit Drice	UUM					accede.		Advi	ce					Tax Debs	uminents			
line	Amount	Description	Quantity	Unit Price	Name	Number	Line	Schedule	Numbe	Lin	e Nu	Advi umber	Lise	Ship-to I	Location			MK Dete	intinents			
ine	Amount 75,000.00	POU-115V500KVA-6X100:	Quantity	Unit Price	Name	Number QT09900	Line 1	Schedule 1	Numbe 200378	Lin 1	e Na	Advi umber	Line	Ship-to I	Location VH02 (Flat Dho	als)		HAX Dette	minants			
ine	Amount 75,000.00	Description PDU-H15V500K(A-6X402:	Quantity	Unit Price 75,000	Each	Number 0709910	Line 1	Schedule 1	Numbe 200378	Lin	e Nu	Advi umber	Line	Ship-to	Location VH02 (Flat Sho	als)		Chineia	in and Mandlin	10		
i mmary	Amount 75,000.00 y Tax Lines	Description	Quantity 1	Unit Price	Each	Number GT09910	Line 1	Schedule 1	Numbe 200978	t Lin	e No	Advi umber	Line	Ship-to I	Location WH02 (Flat Sho	als)		Shippin	ig and Handlin	1g		
ine mmary	Amount 75,000.00 y Tax Lines	Description PDU-HSV500KW-6X102:	Quantity	Unit Price	Each	Number GT09910	Line	Schedule 1	Numbe 200078	1	e Na	Advi umber	Line	Ship-to 1	Location VH02 (Flat Dio	als)		Shippin	ig and Handlin	ıg		
ine nmary	Amount 75,000.00 y Tax Lines Line * Regi	Description PCU-HSVS00C0A-6X402 me * Tax Name	Quentity 1 Ta	Unit Price 75,000 x Jurisdiction	Each	Number GT59910	Line 1	Schedale 1	Numbe 200078	Lin 1	e Nu	Advi umber nit	Line	Ship-to I	Location VH02 (Flat Dio	als)	Amount	Shippin	ig and Handlin Type	19		Am
ine mmary ter v	Amount 75,000 00 y Tax Lines Line " Regi	Description PDU-HISVSCOCUL4X102 me * Tax Name	Quantity 1 Ta	Unit Price 75,000 x Jurisdiction	Each	Number GT09910	Line 1	Schedule 1	Numbe 200978	r Lin 1	e Nu Per Ur	Advi amber nit	Litte	Ship-to I	Location VH02 (Flat Die	alti)	Amount	Shippin Line Ne shippin	iminants ig and Handlin Type g and handing.	ıg		Am
ine mmary ter •	Amount 75,000.00 y Tax Lines Line * Regi tpky.	Description POU-HIDVSCOCUA-GXED2 me * Tax Name	Quantity 1 Ta	Unit Price 75,000 x Jurisdiction	Each	Number OT09910	Line 1 * Rate	Schedule 1	Numbe 200978 Percent	r Lin 1	e Nu Per Ur	Advi umbor nit	Line	Shipto I WHATD	Location WH22 (Flat Dire	ait)	Amount	Shippin Line Ne shippin	ig and Handlin Type g and handing	ıg		Am
t mmary tor • lata to de	Amount 75,000.00 y Tax Lines Line * Regi	Description POU-HIDVSDOCUA-6XHD2 me * Tax Name	Guentity 1 Ta	Unit Price 75,000 x Jurisdiction	Each	Number G759910 Status	Line 1	Schedule 1 Name	Numbe 200078 Percent	r Lin	e Nu	Advi umber nit	Line	Ship-to I WH-ATC/	Location VH02 (Flat Dio	ala)	Amount	Shippin Line Ne shippin	ig and Handlin Type g and handing	ıg		Am
time mmary arr • tata to de als charges	Amount 75,000 00 y Tax Lines Line * Regi spiny	Description POU-H19/950K0A-6X402: me Tax Name	Guentity 1 Ta	Unit Price 75,000 x Jurisdiction	Each	Number GT9900	Line 1	Schedule 1	Numbe 200978	r Lin	e Nu Per U	Advi umber nit	Line	Ship-to I WH-ATEX	Location NH02 (Tat Dio	ale)	Amount	Shippin Line Ne shippin	ig and Handlin Type g and handing	ıg		Am
timmary sor • tata to de als charges	Amount 75,000 00 y Tax Lines Line * Regi summary	Description POU-HIV360CW-6XH02	Guentity	Unit Price	Each	Number GT99910	Line 1	Schedule 1	Numbe 200978 Percent	r Lin	e Nu	Advi amber nit	Litte	Ship-to I WH-ATEM	Location	88)	Amount	Shippin Line Ne shippin	ig and Handlin Type g and handing Her	1g ns		Ama 75,300 00
Line 1 mmary 1 lata to de allS :harges	Amount 75,000.00 y Tax Lines Line * Regi play. summery	PEU-111/1900CUA-EX107	Guentity 1 Ta	Unit Price 75,000 x Juriseliction	Each	Number GT99900	Line 1	Schedule 1	Numbe 200378 Percent	r Lin	e Nu Per Us	Advi umbor nit	Litte	Ship-to I	Location	alti)	Amount	Shippin Line Ne shippin	ig and Handlin Type g and handing liter Freig	1 g		Amo 75 300 00 0.03
Line 1 mmary or • tata to de als charges	Amount 75,000 00 y Tax Lines Line * Regi summary	Description PCU-111/350C04-5X402 me * Tax Name Inclusive Tax Sati-Satessed Tax	Guentity 1 Ta 0.0 0.0	Unit Price 75,000 x Jurisdiction	Each	Number GT19900	1 * Rate	Schedule 1	Numbe 200378 Percent	r Lin	e Nu	Advi ambor nit	Line	Ship-to I WH-ATO	Location WHO2 (Flat Dire	atu)	Amount	Shippin Line Ne shippin	ig and Handlin Type g and handing liter Freig Miscelaneo	ng ns yri		Ame 75,800 00 0.03 0.00

4. Click on the **Payments** tab to view payment details.

												습 며 🏟	
Invoice: IN	V12345											(Dgne
								A second					
		Business Unit	LE0099 QTS	S Procurement BU		Invoice Amou	# 75,000.00 USD						
		Legal Entity Name	QTS Procure	ament, LLC		Linnaid Amou	75 000 00 1/20				Invoice Type Standard		
		Supplier or Party				Deement Current	119D				Description		
		Supplier Site				Tax Control Amon	4 030				Attachment airport home jpeg		
		Address				Tax Control Amou	a.						
		Invoice Date	10/4/24										
Payments Number No payments.	Payment Docu	ment Status	Rec	conciled Payment Dat	Paid Amount Addre							Remit-to Account	
					030								
Installments	5						Applied Prepa	yments					
Number	Due Date	Amount (US	iD)	Payment Method			Number	Purchase	Applied Amount (USD)	Description			
		Gross	Unpaid					Order	Tax Ite	n			
1	11/3/24	75,000.00	75,000.00	Wire			No applied prepayme	ets.					
		75,000.00	75,000.00										

5. Click the **Done** button to close the screen.

View Payments

1. To view payment, click View Payments under Tasks (subheading Invoices and Payments) on the Supplier Portal Dashboard.



2. Search by Payment Number. Alternatively, select your Company in the Supplier dropdown and click **Search** to view all payments.

View Payments Search Search Results	** Permet Nuclee Payment Status Payment Abount	Appreciate Starts Approximation of the start
View 🕶 🗿 🔡 Detach		
Payment Payment Date	Payment Type Invoice Supplier	Supplier Site Payment Payment Remit to Account
40018 9/19/24	Payment Process Re Multiple	

3. Click on the **Payment Number** hyperlink to view payment details.

Payment: 400	008								2) Þ	Loo Dane	
Business Unit LECORP 015 Procument BU Payre Payre Sin Payre Sin Payre Sin Payres Sints Payment Statis				Pryment Amount Pryment Date Pryment Decement Pryment Decement Pryment Decement								
Number	Invoice Date	Туре	Purc Orde	chase er	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status	
	9/19/24	Standard	QTSS	9900305	1600001				Workflow	10/19/24	Fully paid	
	9/19/24	Standard	0186	\$900174	Muttiple				Workflow	10/19/24	Fully paid	

4. Click the **Done** button to close the screen.