

Scholastic
Oracle Cloud
Supplier Portal
User Guide

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Introduction to the Supplier Portal

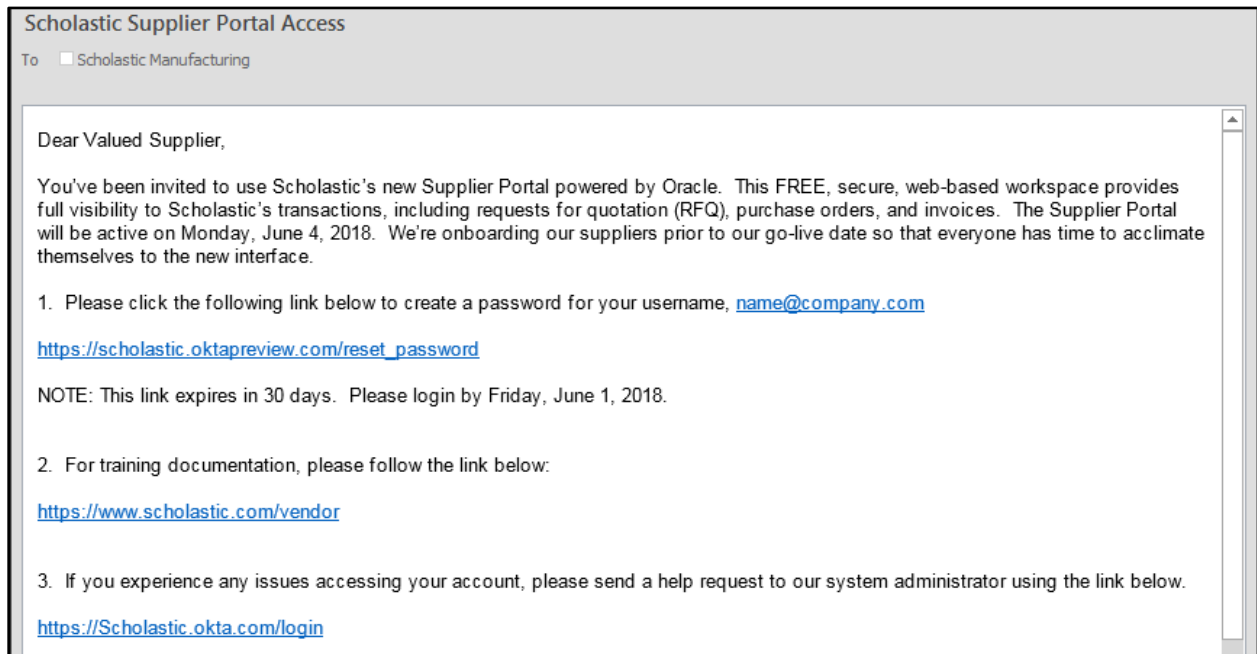
What is the Supplier Portal?

The Scholastic Supplier Portal is a secure, web-based workspace that provides our vendors with full visibility to Scholastic transactions, including request for quotations (RFQ), purchase orders, and invoices.

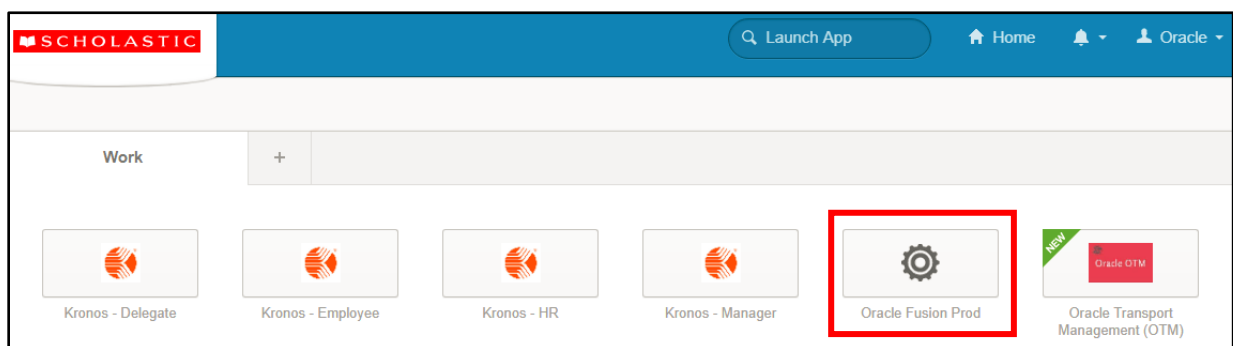
The Supplier Portal plays a key role in Scholastic's Oracle ERP transformation, as this tool helps improve communication with our suppliers by automating and streamlining the source-to settle process.

Navigating the Supplier portal

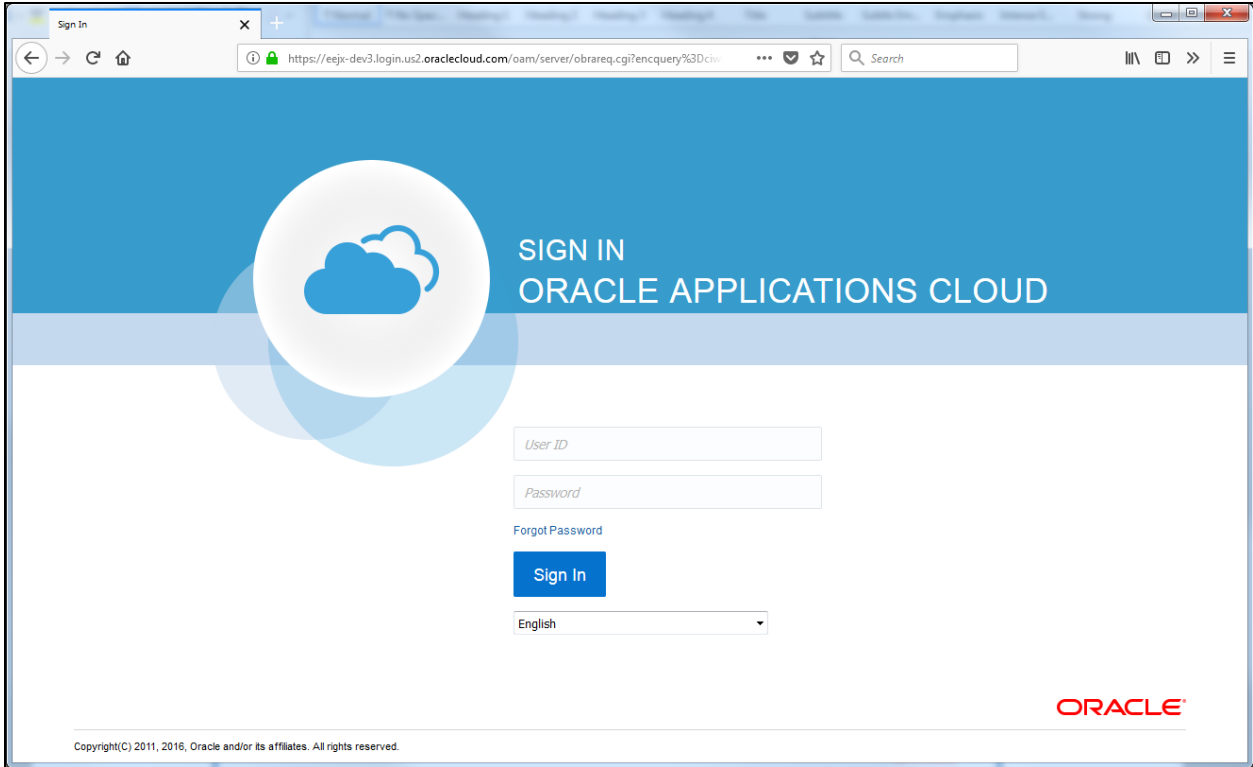
Logging in



Once your password has been set, click on the "Oracle Fusion Prod" icon to reach the Supplier Portal home page.

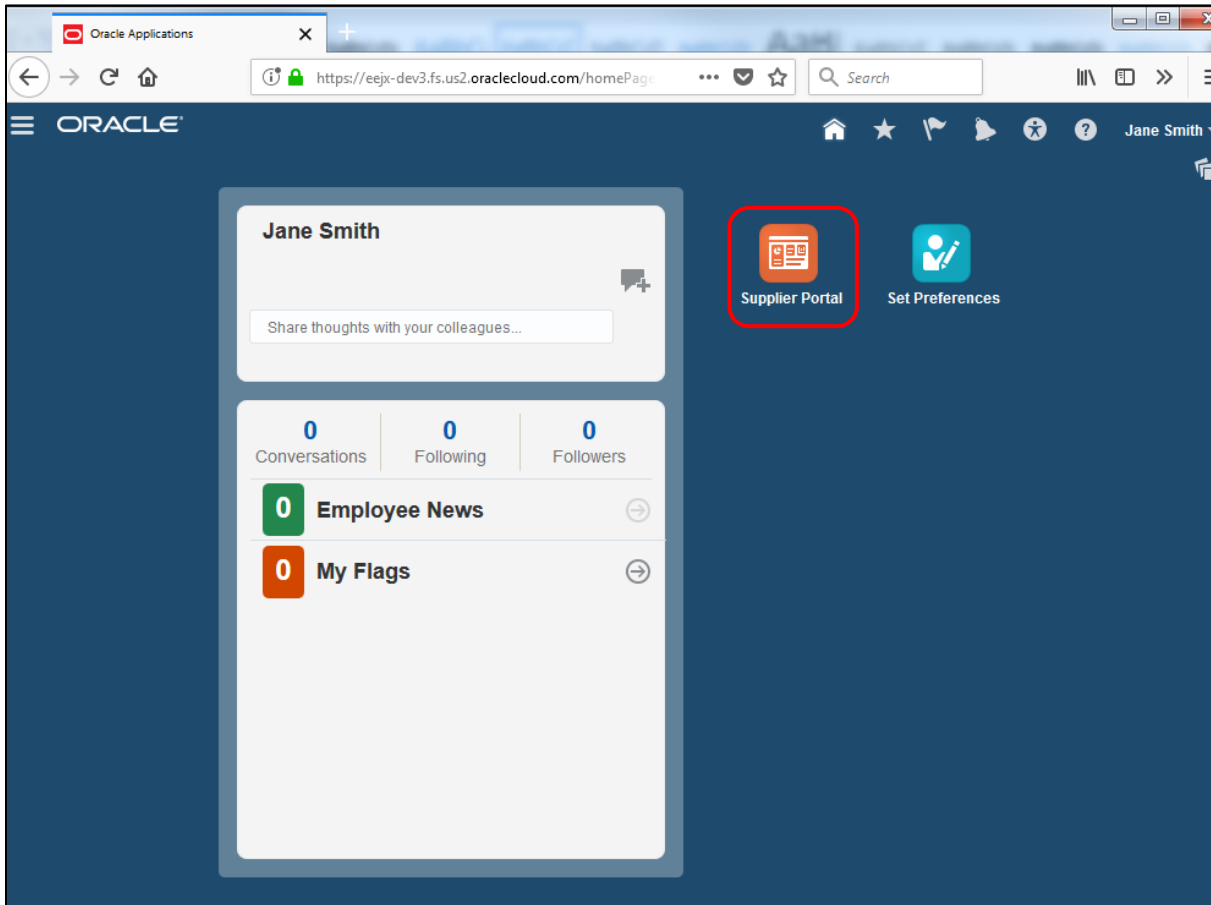


Once your password has been set, log in on the home page



Homepage Navigation

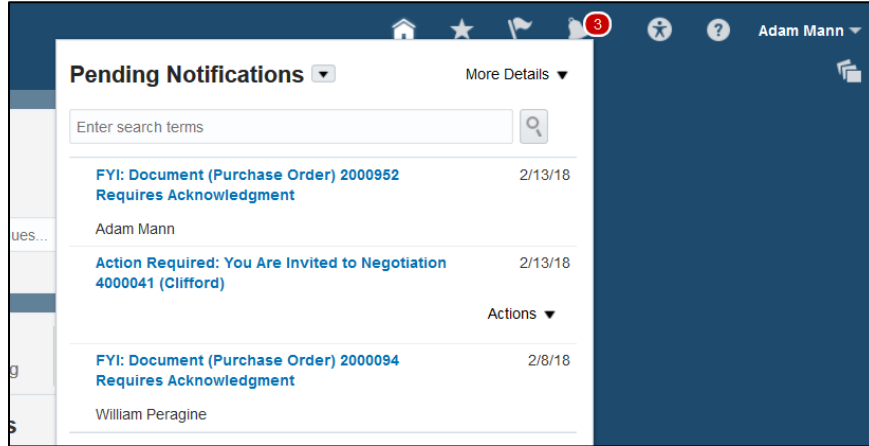
On the home page, click on the Supplier Portal icon to open the "Overview" page.



Notifications

At the top right corner of the home page, a bell icon will display your pending notifications. This includes new purchase orders pending acknowledgement as well as invitations to a negotiation.

Note: Clicking on the notification brings you to the PO or Negotiation in question



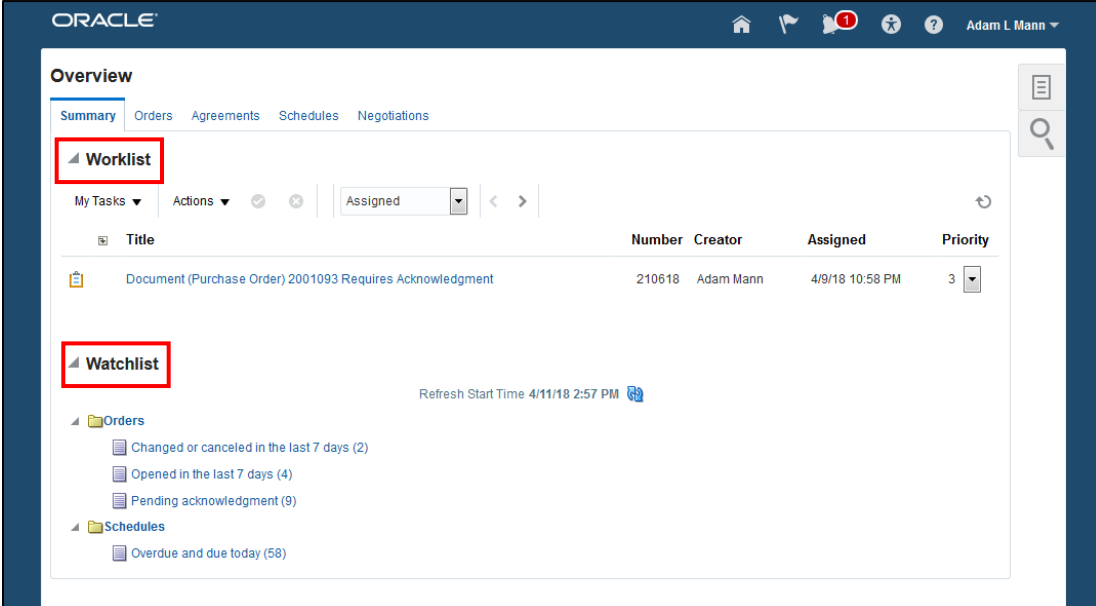
Overview Menu

The overview page provides a snapshot into Scholastic's most recent transactions as well as anything requiring attention.

Summary Tab

Worklist: A list of all pending notifications sent to the current supplier user. These are the same notifications found in the bell at the top of the page. Please note that most notifications will also be sent via email.

Watch list: Contains a set of saved searches which display counts of urgent or recent transactions, possibly requiring action, such as Orders Pending Acknowledgment. Clicking a watch list entry navigates direct to the screen so that user can begin working on the transactions immediately.



The screenshot displays the Oracle Overview page. The top navigation bar includes the Oracle logo, a home icon, a notification bell with a red '1', a plus icon, a question mark, and the user name 'Adam L. Mann'. The main content area is titled 'Overview' and has tabs for 'Summary', 'Orders', 'Agreements', 'Schedules', and 'Negotiations'. The 'Summary' tab is active. Below the tabs, there are two sections: 'Worklist' and 'Watchlist', both highlighted with red boxes. The 'Worklist' section shows a table with one entry: 'Document (Purchase Order) 2001093 Requires Acknowledgment' with a number of 210618, created by Adam Mann, assigned on 4/9/18 at 10:58 PM, and a priority of 3. The 'Watchlist' section shows a 'Refresh Start Time 4/11/18 2:57 PM' and a list of categories: 'Orders' (Changed or canceled in the last 7 days (2), Opened in the last 7 days (4), Pending acknowledgment (9)) and 'Schedules' (Overdue and due today (58)).

Orders Tab

Contains the header detail of our purchase orders. The header contains the PO issued date and the total \$ amount ordered. The item level detail, quantity, and ship-to locations can be found in "Schedules".

Orders with Recent Activity: A list of orders that have been Opened, Changed, or Canceled within the last week. This date can be manually changed to display more or less orders.

The screenshot displays the Oracle Orders Tab interface. At the top, there is a navigation bar with the Oracle logo and user information (Adam L. Mann). Below this is the "Overview" section, which includes tabs for Summary, Orders, Agreements, Schedules, and Negotiations. The "Orders" tab is active, and the "Orders with Recent Activity" section is expanded. This section includes a filter for "Activity Since" (2/4/18) and a "Supplier Site" dropdown. Below the filters, there are tabs for "Opened" and "Changed or Canceled". The "Opened" tab is selected, and a table of orders is displayed. The table has columns for Order, Revision, Order Date, Last Activity, Last Activity Date, Supplier Site, Ordered Amount, Currency, and View PDF. A red callout box with the text "Indicates an order has been cancelled" points to the row for Order 2000874, which has a status of "Canceled".

Order	Revision	Order Date	Last Activity	Last Activity Date	Supplier Site	Ordered Amount	Currency	View PDF
2000881	0	2/6/18	Opened	2/7/18	COM - NJ	1,148.00	USD	
2000882	0	2/6/18	Opened	2/7/18	COM - NJ	1,148.00	USD	
2000880	0	2/6/18	Opened	2/7/18	COM - NJ	55.00	USD	
2000874	1	2/6/18	Canceled	2/6/18	COM - NJ	0.00	USD	
2000883	0	2/6/18	Opened	2/6/18	COM - NJ	7,500.00	USD	

Columns Hidden 3

Schedules

A purchase order "Schedule" contains the quantity, ship-to location, and promised ship date. An order with a ship date in the past is highlighted with an alert. Schedules must be kept up to date. The promised ship dates that you provide are visible for everyone at Scholastic.

At the bottom, "Recent Receipts" will list all purchase order schedules received within the last week.

The screenshot displays the Oracle Schedules interface. The top navigation bar includes 'Overview' and tabs for 'Summary', 'Orders', 'Agreements', 'Schedules', and 'Negotiations'. A 'Refresh' button is located in the top right corner.

Open Schedules

* Due Date Through: 4/18/18
Supplier Site: [Dropdown]

Actions: View, Format, Freeze, Detach, Wrap

Order	Line	Schedule	Open Quantity	UOM	Description	Ship-to Location	Schedule Due Date	Open Amount	Currency	Sh No	Su Sit
2001056	2	1	400	EA	9780545127622-GUIDE FOR PREM S44 TEACH	JCD-SCHOLASTIC INC	3/31/18	634.76	USD	53	
2001064	2	1	400	EA	9780590745086-CREAT ZONE DREAM CATCHER	JCD-SCHOLASTIC INC	3/30/18	1,600.00	USD	53	
2001064	1	1	400	EA	9780590763011-JEWEL KINGDOM CLUB POLYBA	JCD-SCHOLASTIC INC	3/30/18	492.00	USD	53	
2001058	4	1	1,000	EA	9780717257799-BRAZILIANS-COLOMBIANS VOL 2	050-F9-BF ORLANDO	3/30/18	1,000.00	USD	53	
2001064	4	1	600	EA	9780590745086-CREAT ZONE DREAM CATCHER	TNP-TIEN WAH PRESS LTD	3/30/18	2,400.00	USD	53	

Columns Hidden: 3

Recent Receipts

* Receipt Date Since: 4/4/18
Supplier Site: [Dropdown]

Actions: View, Format, Freeze, Detach, Wrap

Order	Line	Schedule	Received Quantity	UOM	Receipt Date	Description	Ship-to Location	Received Amount	Currency
2001077	1	1	400	EA	4/10/18	M10F328133-OPS:BOX:BIG DISPLAY SHIPPER	010-G3-BF DANBURY	600.00	USD
2001077	2	1	200	EA	4/10/18	M10F328133-OPS:BOX:BIG DISPLAY SHIPPER	050-F9-BF ORLANDO	300.00	USD
2001087	1	1	800	EA	4/6/18	M11S328077-MK:ALAN'S BOOKMARK	050-F9-BF ORLANDO	800.00	USD

A red box highlights a warning icon in the 'Open Schedules' table with the text: "Indicates a promised ship date is past due".

Negotiations Tab

Request for Quotation (RFQ) transactions that the supplier is involved in or is invited to by Scholastic. It provides a quick summary to easily monitor the status and responses.

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Overview

Summary Orders Agreements Schedules **Negotiations**

Messages Refresh

Time Zone Eastern Standard Time

▲ Ongoing Negotiations

Actions View Format Freeze Detach Wrap Revise Response

Negotiation	Title	Negotiation Type	Time Remaining	Response	Response Status	Unread Messages	Recommended Action
4000009	Higgins Back to School Kit	RFQ	0 Seconds	4001	Pending award	0	View Response History
4000043	Higgins Back to School Kit	RFQ	0 Seconds	Blind	Pending award	0	View Response History
4000015	Higgins Diary	RFQ	0 Seconds	Blind	Pending award	0	View Response History
4000006	Higgins Back to School Kit	RFQ	0 Seconds	Blind	Pending award	0	View Response History

Columns Hidden 2

▲ Open Invitations

Actions View Format Freeze Detach Wrap Acknowledge Participation Create Response

Negotiation	Title	Negotiation Type	Supplier Site	Close Date	Will Participate	Unread Messages	View PDF	Response Spreadsheet
4000052	Harry Potter Poster	RFQ	COM - NJ	4/25/18 3:39 PM		0	PDF	Spreadsheet

▲ Completed Negotiations

* Completed Since 4/11/17 3:43 PM

View Format Freeze Detach Wrap

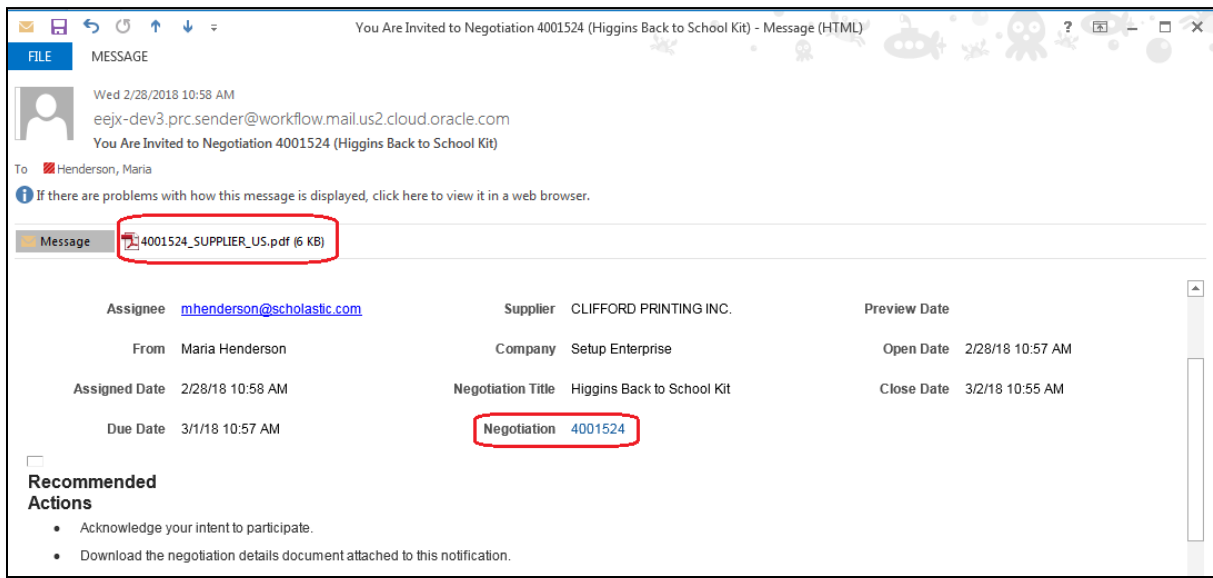
Negotiation	Title	Negotiation Type	Close Date	Response	Supplier Site	Award Amount	Purchasing Documents	Details
4000045	Higgins Back to School Kit	RFQ	3/2/18 8:31 AM	2011		USD 15,000.00		Details
4000004	Bill RFQ	RFQ	1/17/18 11:15 AM	5	COM - MO	USD 19,42000	2000047	Details
4000005	RFQ-4000005	RFQ	1/17/18 11:04 AM	6	COM - MO	USD 7,727.0000	2000045	Details
4000003	Higgins Back to School Kit	RFQ	1/17/18 10:06 AM	4		USD 4,487.77		Details

Request for Quote (RFQ)

Receiving an Invite for a Negotiation

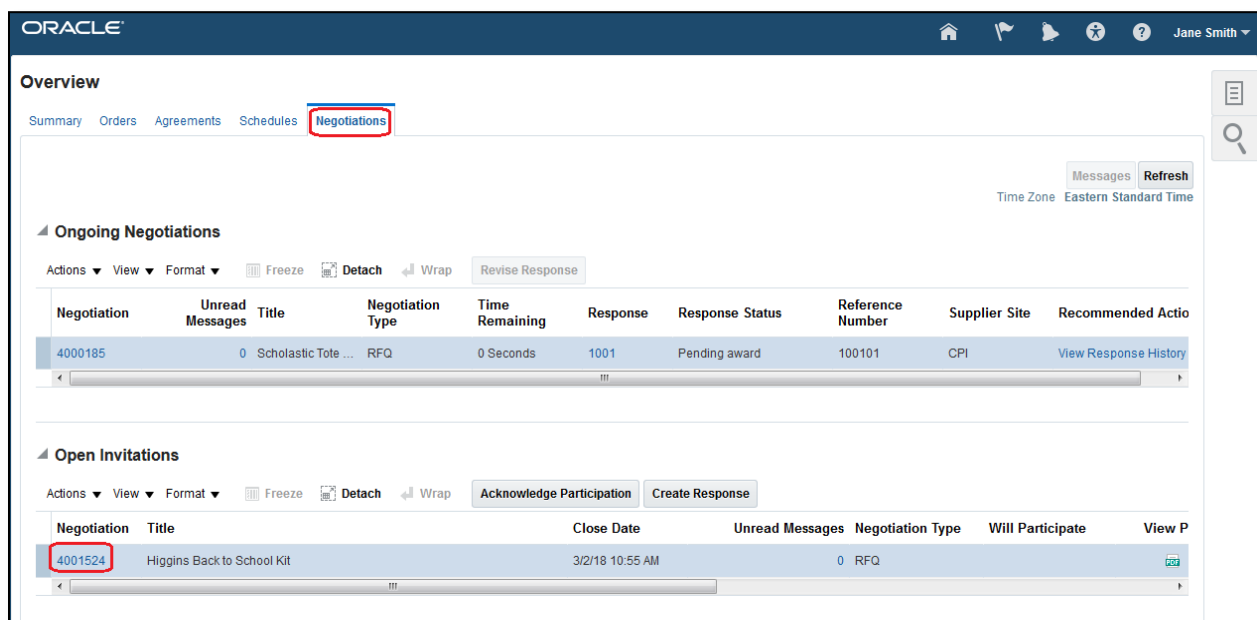
The Scholastic Sourcing group has the ability to invite vendors to bid on projects through the Supplier Portal. If your organization is invited to a negotiation, you will receive an email as well as a notification in the Supplier Portal.

The email invitation will include a PDF overview of the project. There is also a link that will take you directly to the RFQ in the Supplier Portal.

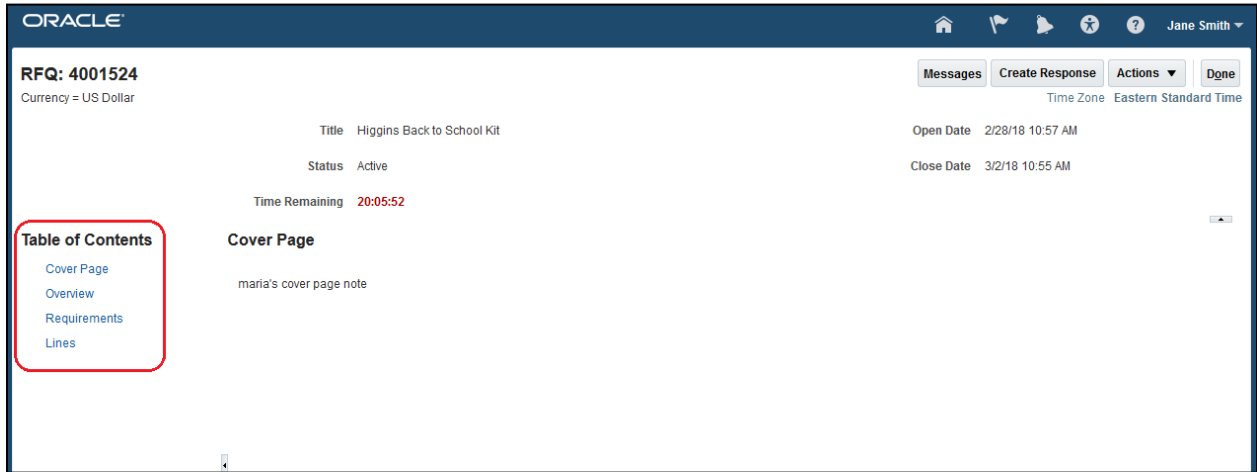


Viewing the RFQ

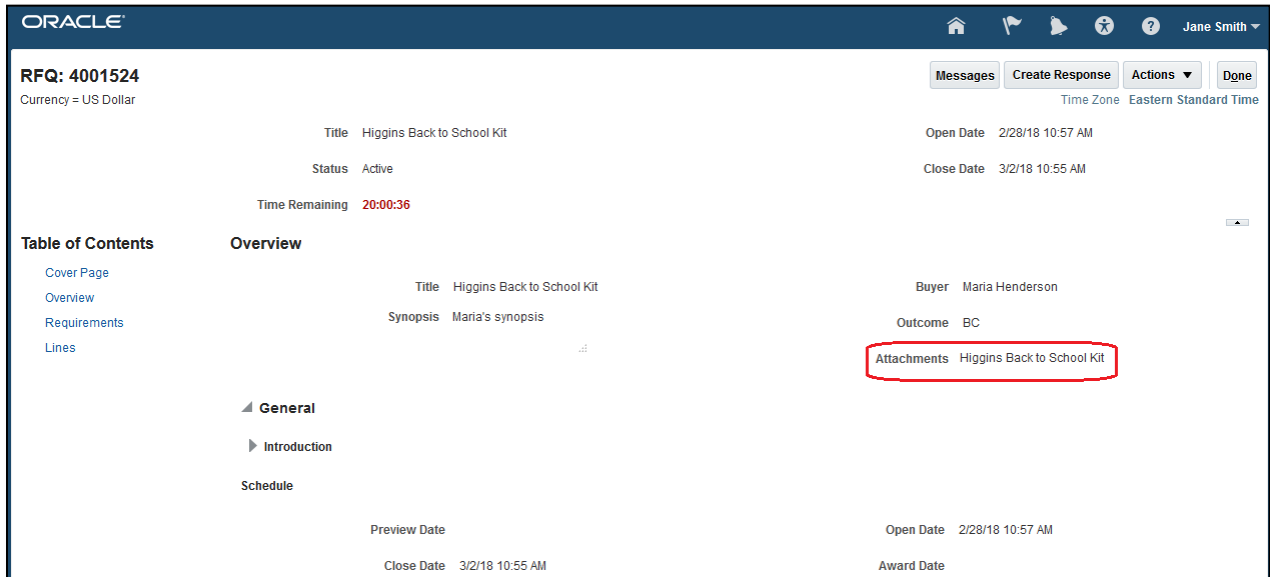
You can view the RFQ by clicking on the link the email notification. Another option is to go to the Supplier Portal and navigate to the Negotiations tab. Click on the negotiation number in question.



This will bring up the RFQ cover page with the time remaining to respond displayed. On the left hand side of the RFQ, you will see links to the different components of the RFQ.



Click on the **Overview** link. This will bring up the Overview page, which has key dates tied to the RFQ. On the right hand side, you will find attachments to the RFQ. The attachment will have the requirements for the RFQ along with instructions, quantities, and any other relevant information.



Click on the **Lines** link. This will bring up the line items tied to the RFQ. In some cases, due to complex requirements, there will be one placeholder line visible with the advanced requirements included in an attachment.

RFQ: 4001524
Currency = US Dollar

Title Higgins Back to School Kit
Status Active
Time Remaining 19:55:31

Open Date 2/28/18 10:57 AM
Close Date 3/2/18 10:55 AM

Table of Contents
Cover Page
Overview
Requirements
Lines

Lines
Instructions
line level instructions for RFQ

Summary

Line	Item	Description	Category Name	Quantity	UOM	Location	Requested Ship Date	Start Price	Allow Alternate Lines	Attachments
1	Higgins Notebook		UNCLASSIF...	1,000	EA	JCD-SCHO...			Yes	
2	Higgins Pencil		UNCLASSIF...	2,000	EA	JCD-SCHO...			No	

Columns Hidden 3

Creating a Response

When you decide to bid on an RFQ, you must first acknowledge that you will participate. You can do this from the Negotiations dashboard by scrolling to the “Open Invitations” section. Highlight the negotiation, and click on the **Acknowledge Participation** button.

Overview
Summary Orders Agreements Schedules **Negotiations**

Messages Refresh
Time Zone Eastern Standard Time

Ongoing Negotiations

Actions View Format Freeze Detach Wrap Revise Response

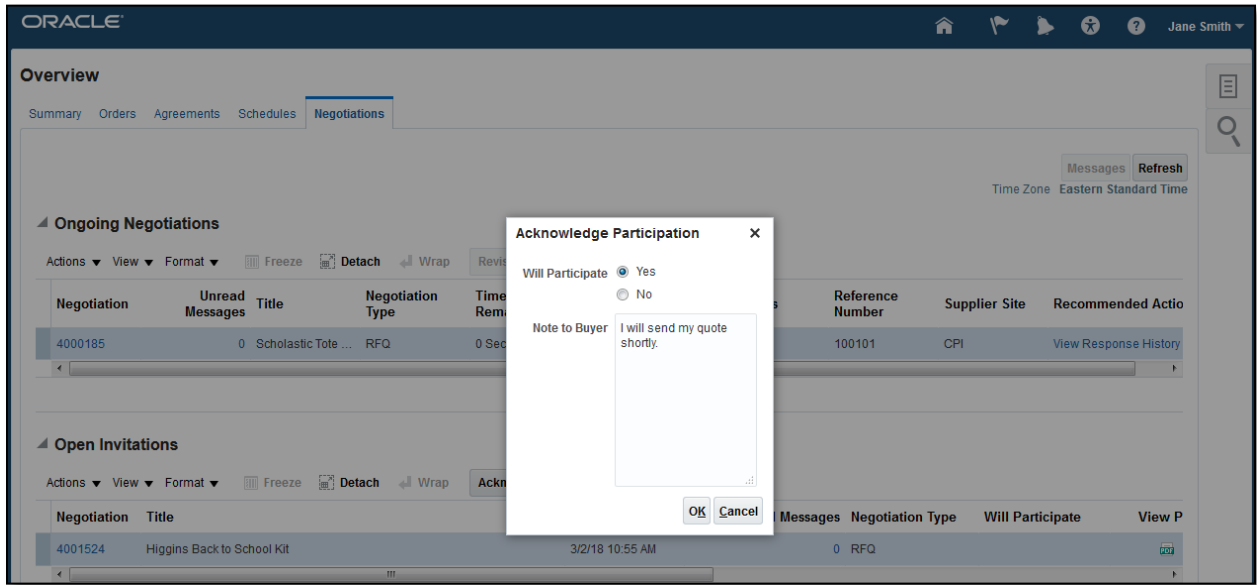
Negotiation	Unread Messages	Title	Negotiation Type	Time Remaining	Response	Response Status	Reference Number	Supplier Site	Recommended Action
4000185	0	Scholastic Tote ...	RFQ	0 Seconds	1001	Pending award	100101	CPI	View Response History

Open Invitations

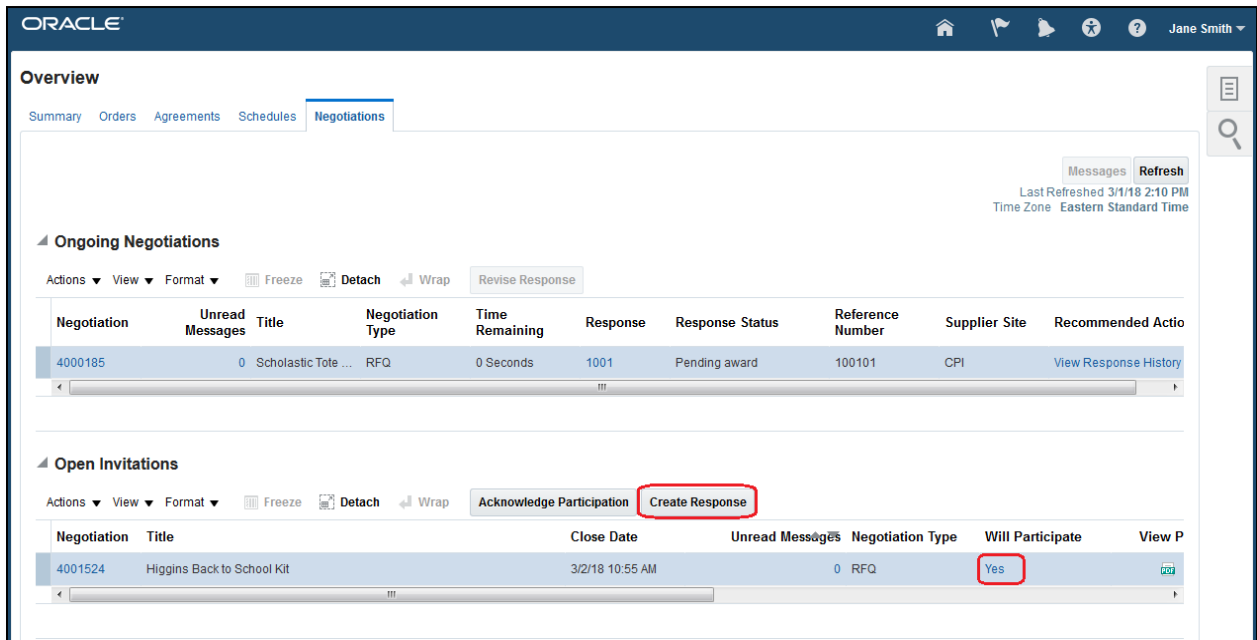
Actions View Format Freeze Detach Wrap **Acknowledge Participation** Create Response

Negotiation	Title	Close Date	Unread Messages	Negotiation Type	Will Participate	View P
4001524	Higgins Back to School Kit	3/2/18 10:55 AM	0	RFQ		2/3

This will bring up the Acknowledge Participation popup. You can select Yes or No, and enter a comment to the Scholastic buyer.



At this point, if you refresh the Negotiations dashboard, you will see YES listed in the 'Will Participate' column. You can create your response by highlighting the Negotiation and clicking on the **Create Response** button.



Another way to create a response is to open the RFQ and click on the Create Response button on the upper right hand side

ORACLE

RFQ: 4001524
Currency = US Dollar

Messages **Create Response** Actions Done

Title Higgins Back to School Kit
Status Active
Time Remaining 20:00:36

Open Date 2/28/18 10:57 AM
Close Date 3/2/18 10:55 AM

Table of Contents
Cover Page
Overview
Requirements
Lines

Overview

Buyer Maria Henderson
Outcome BC
Attachments Higgins Back to School Kit

General
Introduction
Schedule

This will bring up the response page. Enter the quote expiration date, an internal quote number if you have one, and any notes to the buyer. You can also attach any correspondence by clicking on the + sign next to Attachments.

ORACLE

Create Response (Quote 1002): Overview

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 3/1/18 3:11 PM
Time Zone Eastern Standard Time

Title Higgins Back to School Kit
Time Remaining 19:42:31
Close Date 3/2/18 10:55 AM

General

Supplier CLIFFORD PRINTING INC.

Negotiation Currency USD
Response Currency USD
Price Precision 2 Decimals Maximum

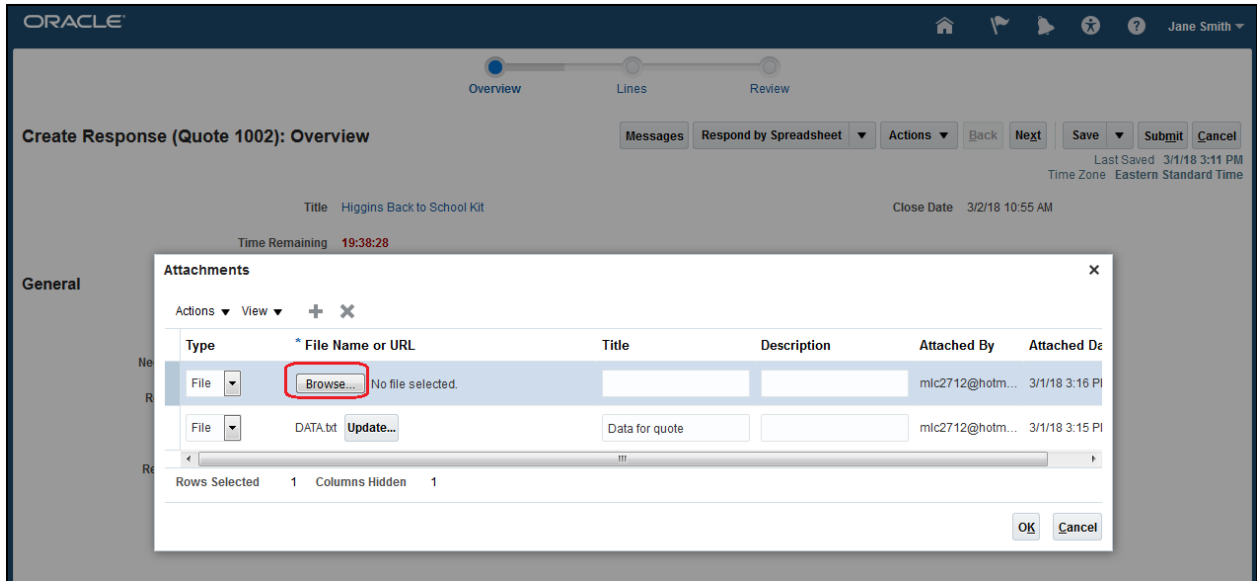
Response Valid Until 3/30/18 3:11 PM

Reference Number QUOTE 12345

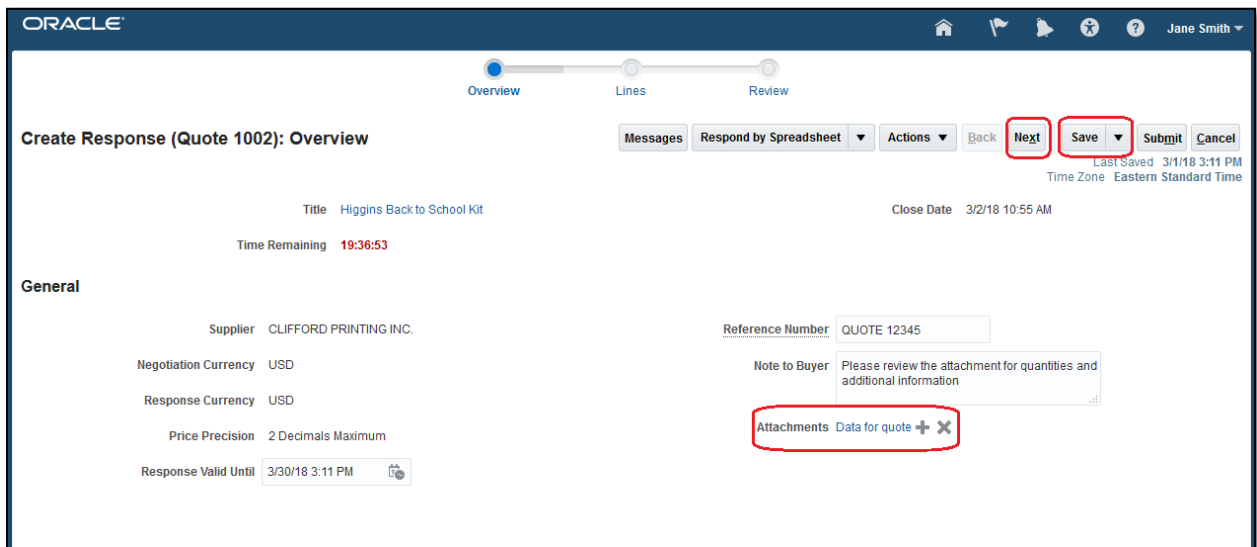
Note to Buyer Please review the attachment for quantities and additional information

Attachments None +

You can attach more than one file by clicking on the + sign.



Once you attach a file, it will show up on the main screen. You can remove the attachment by clicking on the X next to the file name. Hit **Save** and then **Next**.



This will bring you to the “Lines” screen. Enter unit costs for the lines along with a Promised Ship Date.

For most negotiations, the Scholastic buyer will give the supplier an option to create your own line by clicking on the + sign under **Create Alternate**. This is especially useful if you want to incorporate a unique idea or proposal.

Create Response (Quote 1002): Lines

Currency= US Dollar

Time Remaining 19:32:40

Close Date 3/2/18 10:55 AM

Line	Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promised Ship Date
1	Higgins Notebook		+		UNCLASSIFIED		1.00	1,000	EA	1,000.00	3/21/18
2	Higgins Pencil		Not allowed		UNCLASSIFIED		1.00	2,000	EA	2,000.00	3/21/18

Columns Hidden 7

Grand Totals

All response lines except alternate lines are included.

Response Amount 3,000.00

On the Alternate Line screen, you are required to enter a description, response price, and response quantity. You can enter a note to the buyer and also attach files to the alternate line.

Lines: Edit Alternate Line: 1-1 (Quote 1002)

Currency= US Dollar

Negotiation Line 1

Close Date 3/2/18 10:55 AM

Description Higgins Notebook

Location JCD-SCHOLASTIC INC

* Alternate Line Description Higgins Notepad

Requested Delivery Date

Category Name UNCLASSIFIED

Promised Delivery Date 3/21/18

Note to Buyer Here is another option to consider.

Start Price

* Response Price 0.25

Target Quantity 1,000

* Response Quantity 1,000

* UOM EA

Attachments None +

After hitting **Save and Close**, the alternate line will be added to the RFQ response.

Create Response (Quote 1002): Lines

Currency= US Dollar

Time Remaining 19:24:24

Close Date 3/2/18 10:55 AM

Line	Description	Alternate Line Description	Create Alternate	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date	Category Name
1	Higgins Notebook		+	1.00	1,000	EA	1,000.00	3/21/18	UNCLASSIFIED
1-1		Higgins Notepad		0.25	1,000	EA	250.00	3/21/18	UNCLASSIFIED
2	Higgins Pencil		Not allowed	1.00	2,000	EA	2,000.00	3/21/18	UNCLASSIFIED

Hit **Save and Next**. This will bring you to the Review screen, where you can view the response as a whole. There are tabs for the Overview and Lines. When you are ready to submit the response to Scholastic, hit **Submit**.

Review Response: Quote 1002

Currency= US Dollar

Title Higgins Back to School Kit

Close Date 3/2/18 10:55 AM

Overview Lines

General

Supplier CLIFFORD PRINTING INC. Reference Number QUOTE 12345

Negotiation Currency USD Note to Buyer Please review the attachment for quantities and additional information

Response Currency USD Attachments Data for quote

Price Precision 2 Decimals Maximum

Response Valid Until 3/30/18 3:11 PM

You will receive confirmation that the response was submitted.

RFQ: 4001524

Currency = US Dollar

Title Higgins Back to School Kit

Status Active

Time Remaining 19:18:06

Open Date 2/28/18 10:57 AM

Close Date 3/2/18 10:55 AM

Confirmation

The response 1002 to negotiation 4001524 was submitted.

OK

Table of Contents

Lines

- Cover Page
- Overview
- Requirements
- Lines

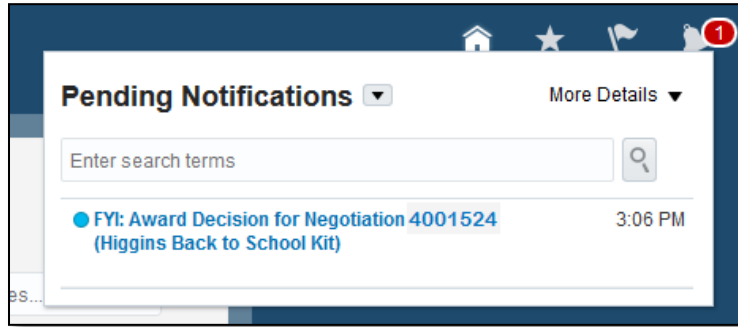
Instructions

line level instructions for RFQ

Award Decision

After the Scholastic buyer receives all bids, they will award either the whole job, or part of the job.

If you are selected, you will receive an email notification as well as an Oracle notification confirming which lines of the negotiation were awarded to you. If you are not selected, it's up to the Scholastic buyer if they want to inform the suppliers systematically that were not selected. You would receive a similar alert, but the awarded lines amount will be "0".



Clicking on the notification will bring up the award decision. In the screenshot below, one line was awarded.

Award Decision for Negotiation 4000053 (Higgins Flip Flops) Dismiss

Time Zone Coordinated Universal Time

Details

Assignee	Henderson, Maria	Supplier	LINDENMEYR	Preview Date	
From	Maria Henderson	Company	Setup Enterprise	Open Date	5/4/18 7:31 PM
Assigned Date	5/8/18 6:32 PM	Negotiation Title	Higgins Flip Flops	Close Date	5/4/18 7:37 PM
Expiration Date	6/7/18 6:32 PM	Negotiation	4000053		
Task Number	211083				

Award Details

Supplier	LINDENMEYR	Response	6013
Site		Awarded Lines	1
Note to Supplier		Total Award Amount	USD 250.00

Line	Item	Revision	Description	Award Quantity	UOM	Award Price (USD)	Award Amount (USD)
1			Higgy Flip Flops	50	EA	5.00	250.00

Important Note: This award decision may not result in the generation of a purchasing document.

Here is a screenshot of an award decision where nothing was awarded:

Award Decision for Negotiation 4000054 (Higgins Flip Flops) Dismiss

Time Zone Coordinated Universal Time

Details

Assignee	Henderson, Maria	Supplier	LINDENMEYR	Preview Date	
From	Maria Henderson	Company	Setup Enterprise	Open Date	5/4/18 7:32 PM
Assigned Date	5/8/18 6:33 PM	Negotiation Title	Higgins Flip Flops	Close Date	5/4/18 7:43 PM
Expiration Date	6/7/18 6:33 PM	Negotiation	4000054		
Task Number	211072				

Award Details

Supplier	LINDENMEYR	Response	6012
Site		Awarded Lines	0
Note to Supplier		Total Award Amount	USD 0.00

Related Links

- View Response: 6012
- View Negotiation: 4000054

Another way to view the outcome of the RFQ is to go to the Negotiations home screen. Scroll down to Completed Negotiations. The little green circle with a check mark indicates that the bid was awarded, while the note "No award" in the amount signifies that your bid was not accepted.

Overview

Summary Orders Agreements Schedules **Negotiations**

Messages (2) Refresh
Time Zone Coordinated Universal Time

▶ Ongoing Negotiations

▶ Open Invitations

Completed Negotiations

* Completed Since 5/8/17 6:39 PM

View Format Freeze Detach Wrap

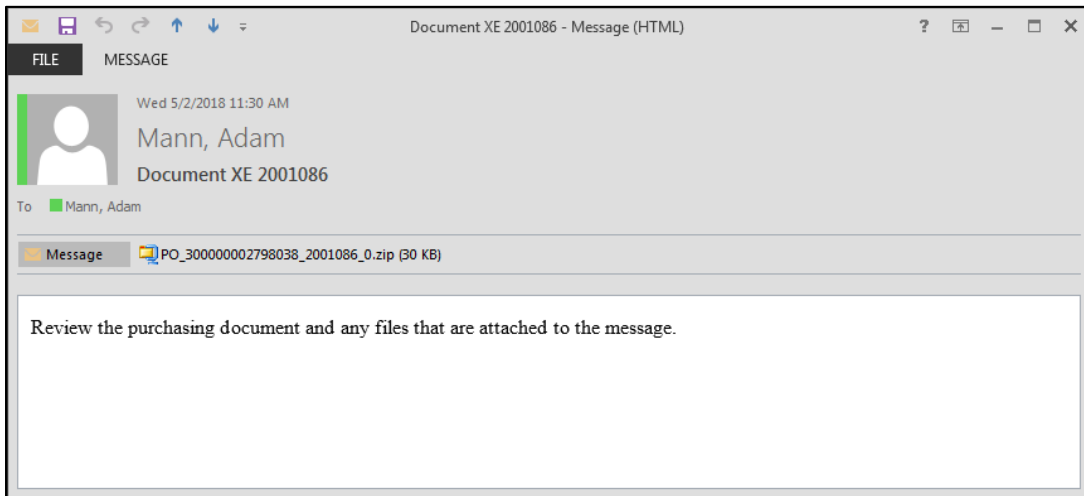
Negotiation	Title	Negotiation Type	Close Date	Response	Supplier Site	Award Amount	Purchasing Documents	Details
4000054	Higgins Flip Flops	RFQ	5/4/18 7:43 PM	6012		No award		
4000053	Higgins Flip Flops	RFQ	5/4/18 7:37 PM	6013		USD 250.00		
4000049	Higgins Grooming Kit	RFQ	3/15/18 3:54 PM	4002		USD 3,750.00		
4000007	001	RFQ	1/23/18 5:18 PM	43	99084	USD 10,364.00...		

Columns Hidden 1

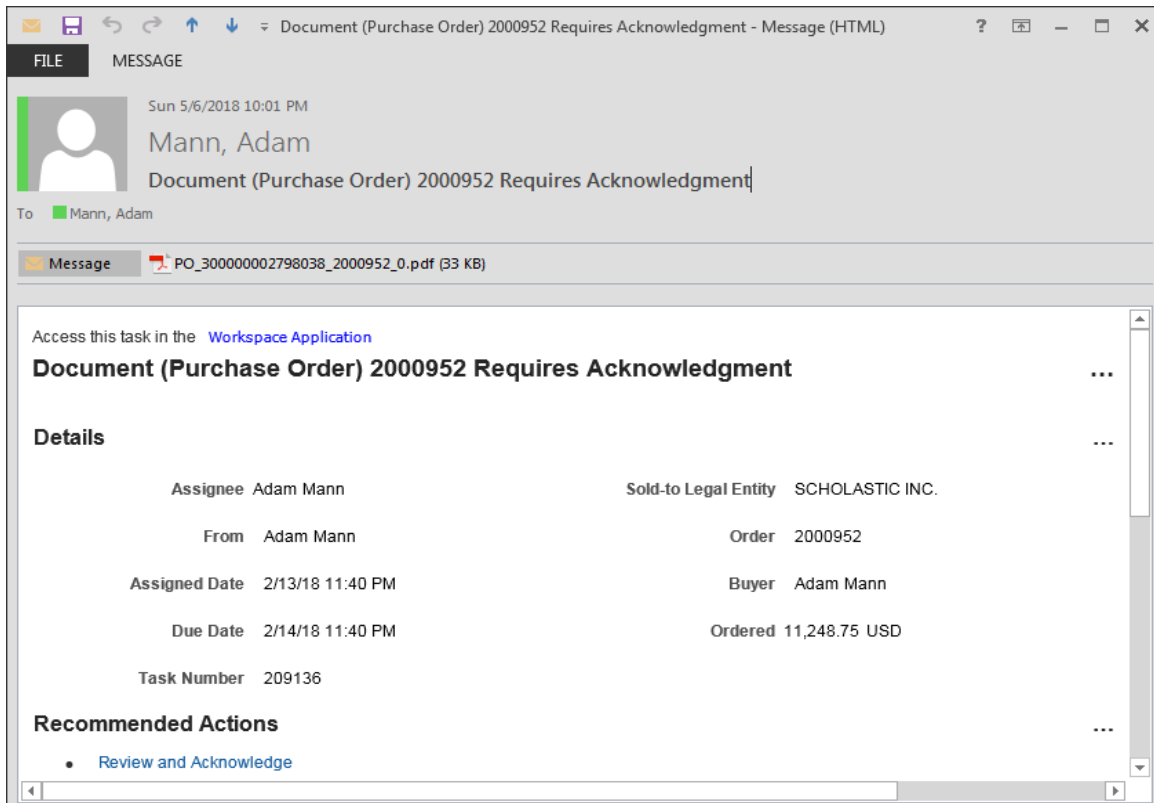
Purchase Orders (PO)

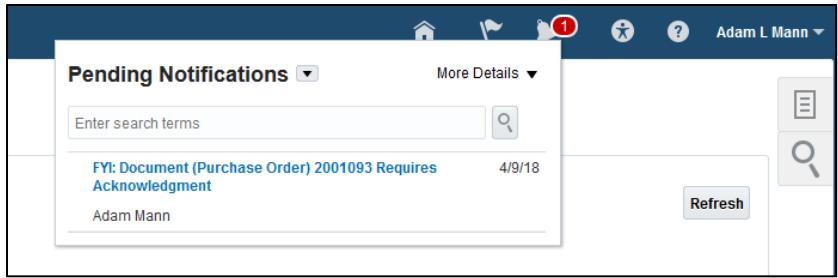
PO Notification

When a Scholastic purchase order is issued, you will receive an email notification with a PDF attachment

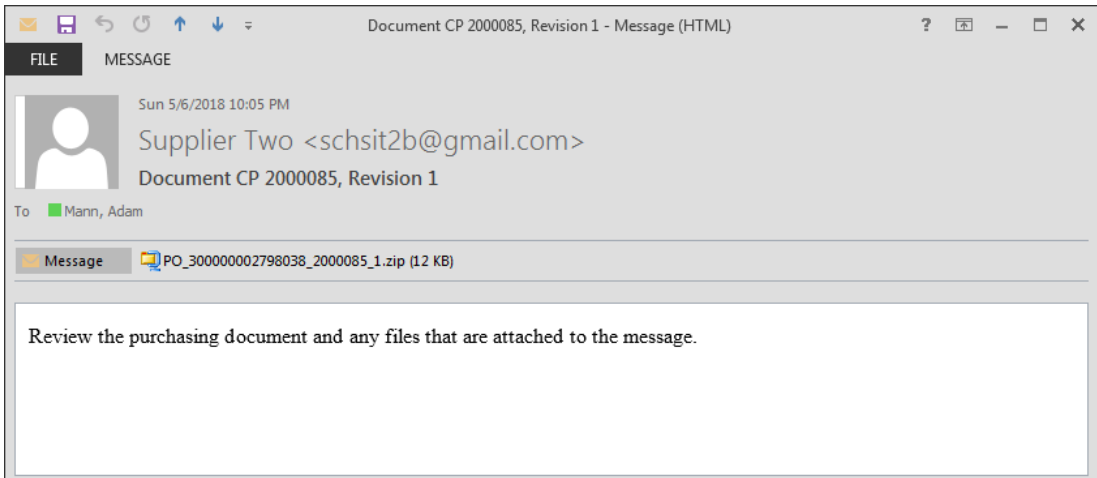


If an acknowledgment is required, the email subject will include "Requires Acknowledgment". A notification alert will also be displayed at the top of Supplier Portal to note an action is required.



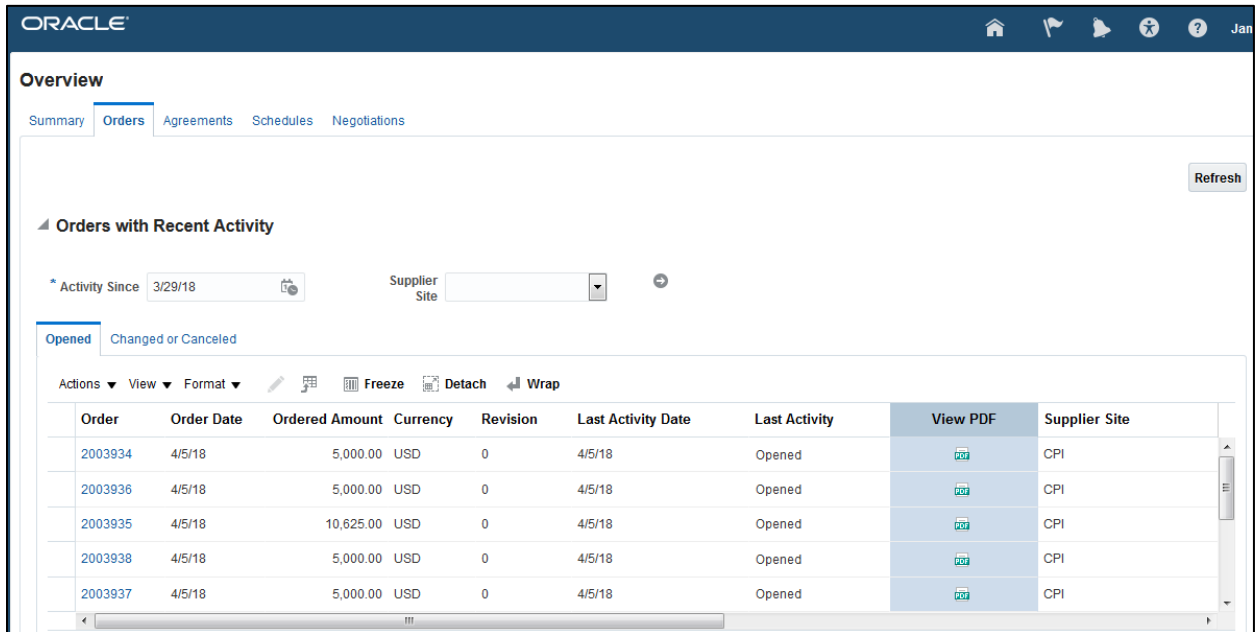


When a “Revised” PO is received, the email subject will include the “Revision #”



Review PO Details

Open the attachment in the email to view a PDF of the purchase order. Additionally, on the “Orders” overview tab in the Supplier Portal, all recent PO’s will be listed under “Opened”. You will have the option of viewing a PDF, opening the order for acknowledgment, as well as updating the order with a confirmed promised ship date.



Acknowledge a PO

Some Scholastic POs will require a supplier acknowledgment within the Portal. The PO will not be considered “open” until the Supplier completes the acknowledgment process. If a PO requires acknowledgment, the email subject will note “Requires Acknowledgement”. You can acknowledge the PO from the link in the email or log into the supplier portal and click on the “Pending Acknowledgment” link in the Watch list.

Note: A notification alert will pop-up as well as a task in the “Work list”. While both of these serve as links to the PO, it is suggested to acknowledge an order by using the link in the “Watch List”, as this method is most efficient.

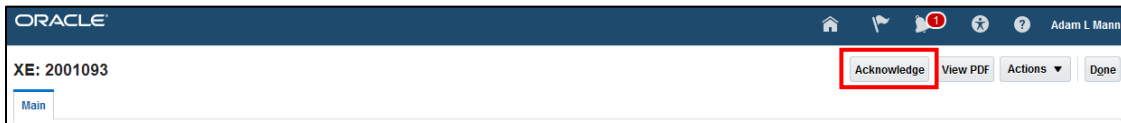
The screenshot shows the Oracle Supplier Portal interface. The 'Overview' page has tabs for Summary, Orders, Agreements, Schedules, and Negotiations. The 'Worklist' section shows a task titled 'Document (Purchase Order) 2001093 Requires Acknowledgment' assigned to Adam Mann. A 'Pending Notifications' pop-up window is visible, showing a notification for 'FYI: Document (Purchase Order) 2001093 Requires Acknowledgment' from Adam Mann. The 'Watchlist' section is expanded to show 'Orders', with 'Pending acknowledgment (10)' highlighted in a red box.

A “Manage Orders” screen will be displayed with all orders pending acknowledgement. Click on an order #.

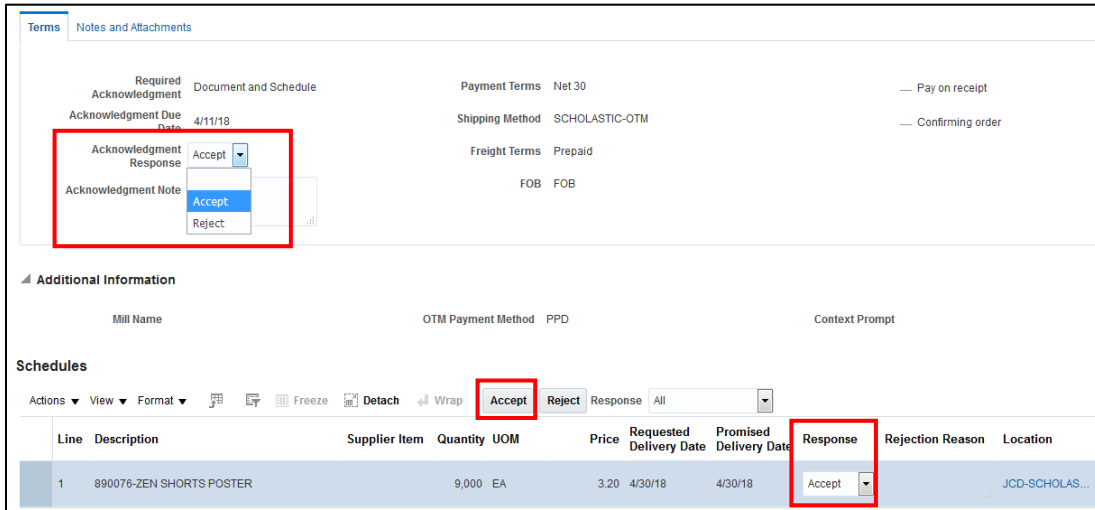
The screenshot shows the 'Manage Orders' screen. The 'Search' section has filters for Sold-to Legal Entity, Bill-to BU, Supplier Site, and Order. The 'Search Results' table shows a list of orders, with the first row (Order 2001093) highlighted in a red box.

Order	Order Date	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle
2001093	4/10/18	COM - NJ	Mann, Adam	28,800.00	USD	Pending Supplier Acknowledgment	
2000952	2/14/18	COM - MO	Mann, Adam	11,248.75	USD	Pending Supplier Acknowledgment	
2000899	2/7/18	COM - NJ	Perreault, Jennifer	150,996.00	USD	Pending Supplier Acknowledgment	
2000104	1/19/18	COM - NJ	Almuina, Christine	1,250.00	USD	Open	
2000094	2/8/18	COM - MO	Peragine, William	2,936.25	USD	Pending Supplier Acknowledgment	
2000059	1/17/18	COM - MO	McCullough, Sheri	2,727.34	USD	Open	
2000056	1/17/18	COM - NJ	Mann, Adam	10,000.00	USD	Pending Supplier Acknowledgment	
2000050	1/17/18	COM - MO	Mann, Adam	5,165.00	USD	Pending Supplier Acknowledgment	
2000047	1/17/18	COM - MO	Peragine, William	54.09	USD	Closed for Invoicing	
2000042	1/17/18	COM - MO	Almuina, Christine	1,000.00	USD	Open	

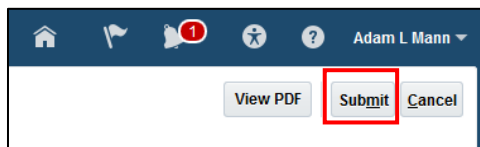
The PO header and details will be displayed. At the top right of the screen, select the “Acknowledge PO” button.



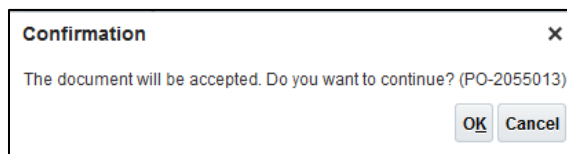
You may need to acknowledge both the order (under “Terms”) and each Schedule line. You are given the option to “Accept” or “Reject”. Please only “Accept” the PO using this process. If there is something wrong with the order, please reach out to your Scholastic buyer via email or phone.



In the top right hand corner, hit “Submit”



Then hit “OK” and “Done” to close out of the order.

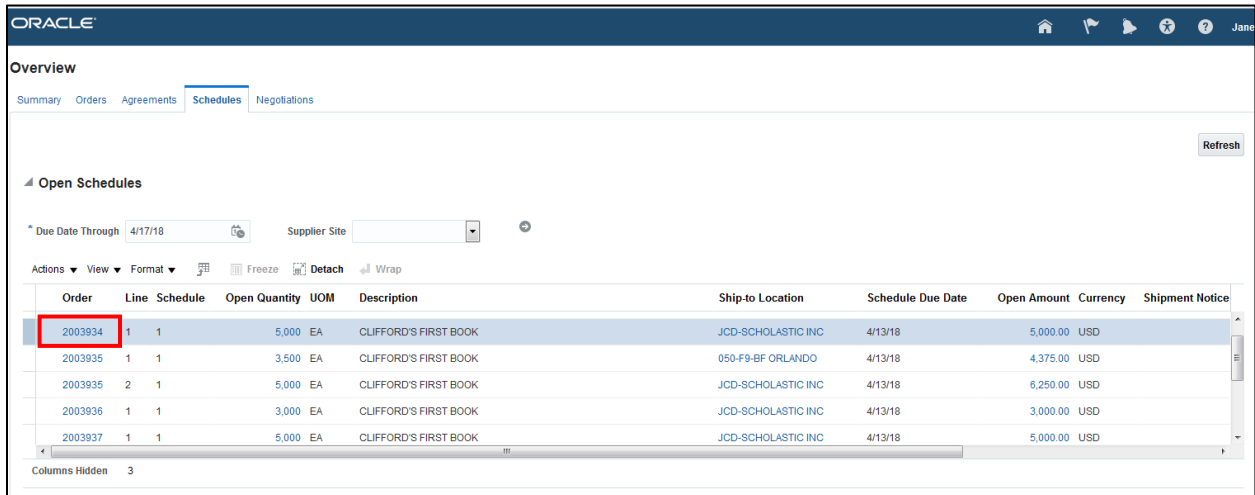


The acknowledgment has been sent back to Scholastic and the order status is now “Open”.

Enter/Revise a Promised Ship Date for a Schedule

On every order, we send a “Requested Ship Date”. We expect that every supplier will respond with a “Promised Ship Date” confirming when you can ship. These dates are loaded into the Scholastic system for reporting purposes, so it’s important that they are populated for every order and kept up to date.

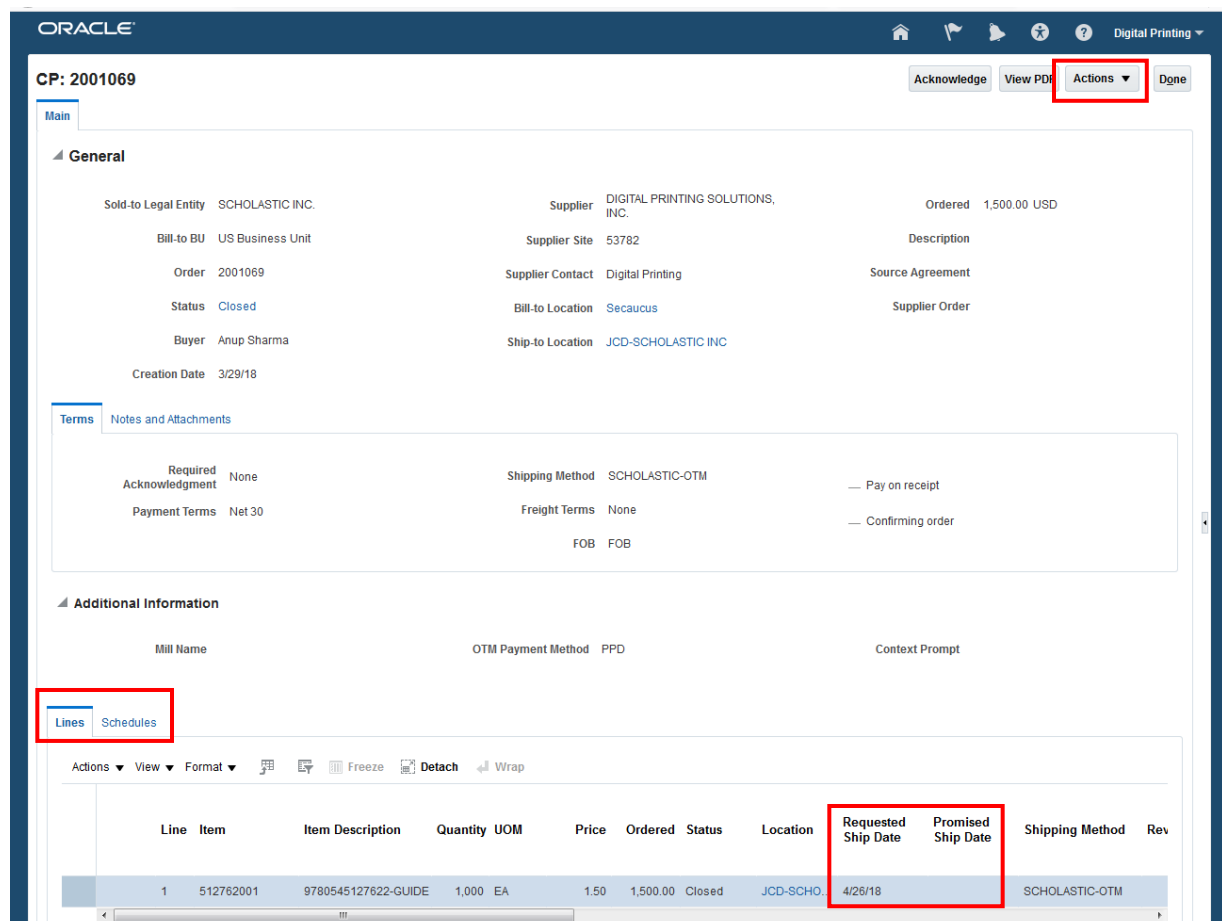
From the “Orders” or “Schedules” tab, select an order to edit:



The screenshot shows the Oracle PO Overview page. The 'Schedules' tab is selected. A table titled 'Open Schedules' is displayed with the following data:

Order	Line	Schedule	Open Quantity	UOM	Description	Ship-to Location	Schedule Due Date	Open Amount	Currency	Shipment Notice
2003934	1	1	5,000	EA	CLIFFORD'S FIRST BOOK	JCD-SCHOLASTIC INC	4/13/18	5,000.00	USD	
2003935	1	1	3,500	EA	CLIFFORD'S FIRST BOOK	050-F9-BF ORLANDO	4/13/18	4,375.00	USD	
2003935	2	1	5,000	EA	CLIFFORD'S FIRST BOOK	JCD-SCHOLASTIC INC	4/13/18	6,250.00	USD	
2003936	1	1	3,000	EA	CLIFFORD'S FIRST BOOK	JCD-SCHOLASTIC INC	4/13/18	3,000.00	USD	
2003937	1	1	5,000	EA	CLIFFORD'S FIRST BOOK	JCD-SCHOLASTIC INC	4/13/18	5,000.00	USD	

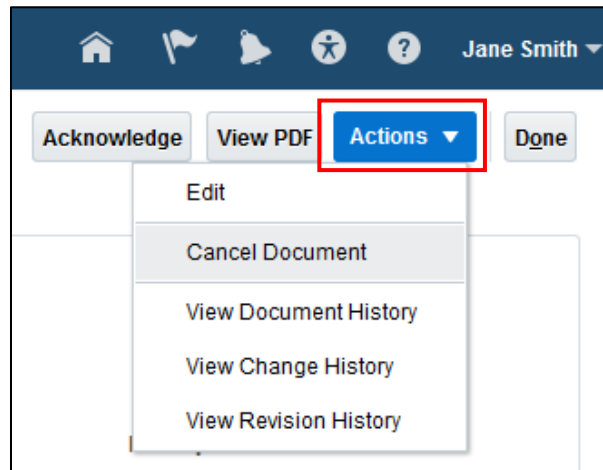
This brings you to the PO screen. The top part contains the PO header information with your supplier information. The “Lines” and Schedules” tabs at the bottom contain the PO detail.



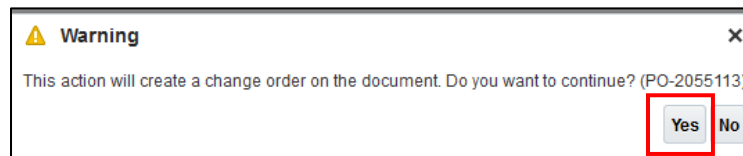
The screenshot shows the Oracle PO Detail page for PO 2001069. The 'Actions' menu is highlighted. The 'Lines' tab is selected, showing the following line item:

Line	Item	Item Description	Quantity	UOM	Price	Ordered	Status	Location	Requested Ship Date	Promised Ship Date	Shipping Method	Rev
1	512762001	9780545127622-GUIDE	1,000	EA	1.50	1,500.00	Closed	JCD-SCHO	4/26/18		SCHOLASTIC-OTM	

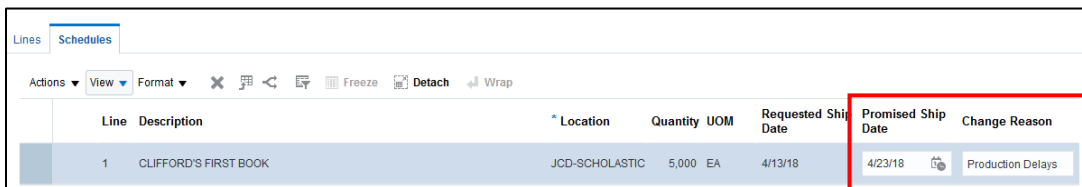
In the previous screenshot, the requested ship date is 4/26/18. However, the promised ship date is blank. In order to enter a new promised ship date or revise an existing promised ship date, click the “Actions” button on the top right of the screen and select “Edit”.



A warning message pops up to confirm that any action will create a change order. Click “Yes”.

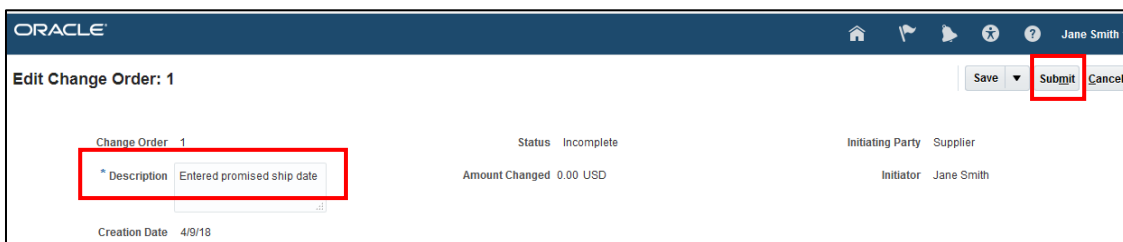


In the “Schedules” tab, enter a new promised ship date and a change reason if applicable.

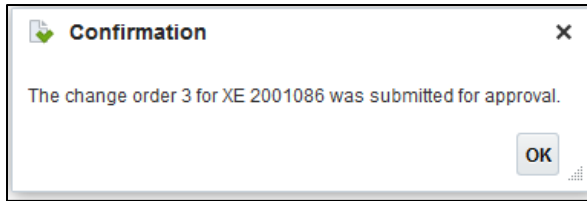


Enter a description of the change order you made at the top of the PO and then hit “Submit”.

Note: Hitting “Save” will save your work, but will not send the updated date back to Scholastic. You must select “Submit”.

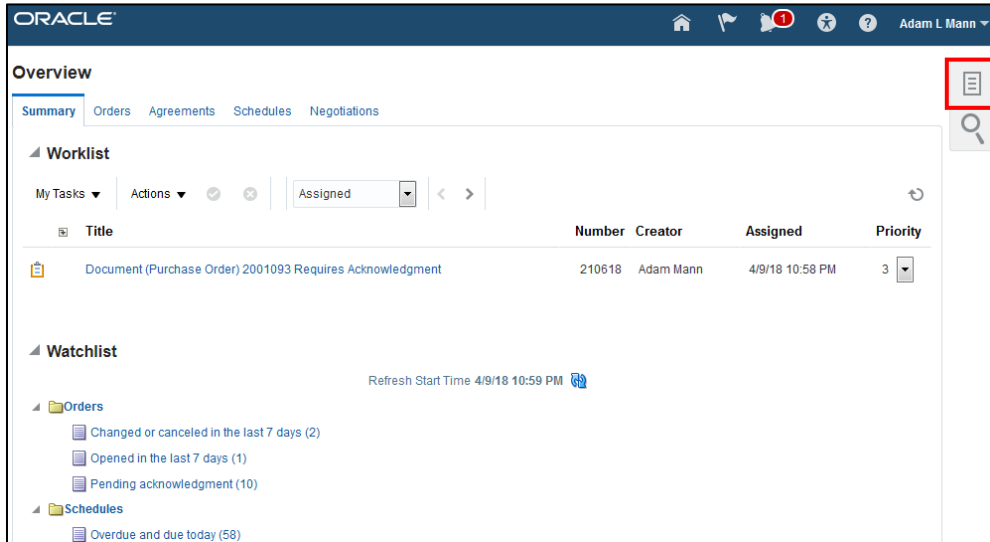


After hitting “submit”, a popup message confirms that your changes have been sent to Scholastic. We will reach out to you with any questions.

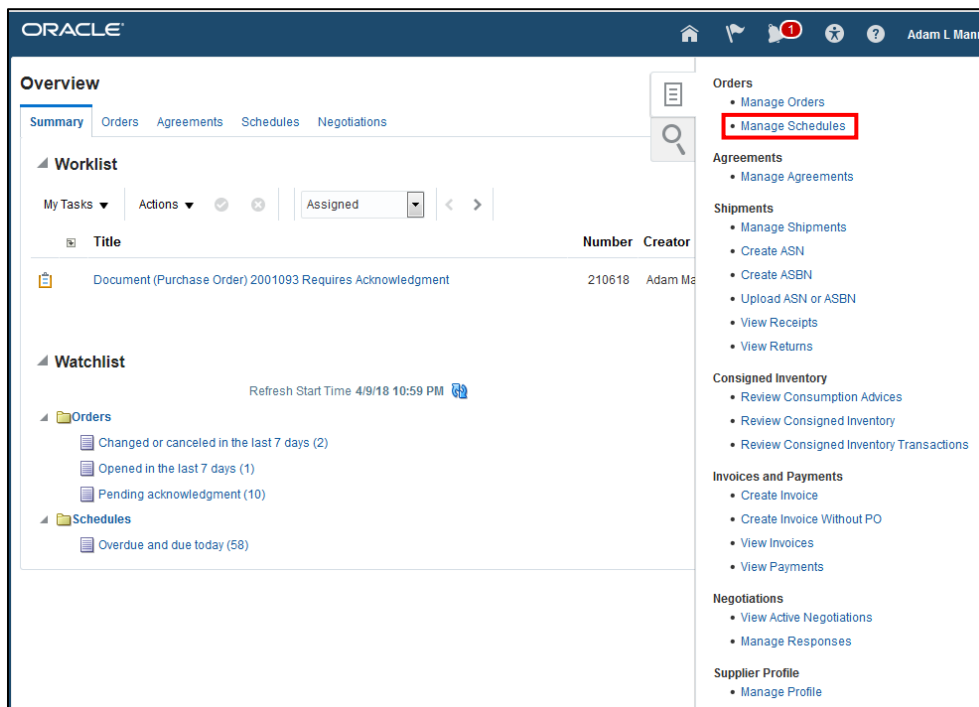


Manage Schedules

To search and view all orders and schedules, select the task button while in the Overview screen in the supplier portal



It opens up a tab on the right side with a number of options. Under “Orders”, select “Manage Schedules”.



The Manage Orders screen allows you to search all PO Schedules, open or closed. The default search is “All”, but you can search using a number of parameters, as well as setup custom searches. You can also easily tell which schedules don’t have a “Promised Ship Date” by sorting the field. In fact, all of the fields are sortable.

The screenshot shows the Oracle Manage Orders interface. At the top, there are navigation icons and the text "Digital Printing". Below this, the "Manage Orders" title is followed by tabs for "Headers" and "Schedules". A search section includes filters for "Sold-to Legal Entity", "Supplier Site", "Order", "Line Description", "Supplier Item", "Ship-to Location", and "Status". Buttons for "Advanced", "Manage Watchlist", "Saved Search", and "All schedules" are also present. A "Search" button is at the bottom right of the search section.

Below the search section is the "Search Results" area, which includes a toolbar with icons for "Actions", "View", "Format", "Freeze", "Detach", and "Wrap". The main part of the screen is a table with the following columns: Order, Line, Schedule, Ordered Quantity, UOM, Line Description, Status, Price, Ordered, Currency, Creation Date, Requested Date, and Promised Date.

Order	Line	Schedule	Ordered Quantity	UOM	Line Description	Status	Price	Ordered	Currency	Creation Date	Requested Date	Promised Date
2001099	2	2	80	EA	M11S327798-MK:BOOKTALK BOOKMARKS SPRI	Open	1.00	80.00	USD	4/11/18	4/24/18	
2001099	2	1	20	EA	M11S327798-MK:BOOKTALK BOOKMARKS SPRI	Open	1.00	20.00	USD	4/11/18	4/30/18	
2001099	1	2	400	EA	9780545127622-GUIDE FOR PREM S44 TEACH	Open	1.00	400.00	USD	4/11/18	5/30/18	
2001099	1	1	0	EA	9780545127622-GUIDE FOR PREM S44 TEACH	Canceled	1.00	0.00	USD	4/11/18	4/30/18	
2001087	1	1	800	EA	M11S328077-MK:ALAN'S BOOKMARK	Closed	1.00	800.00	USD	4/6/18	4/24/18	
2001084	1	1	0	EA	M11S328077-MK:ALAN'S BOOKMARK	Canceled	1.00	0.00	USD	4/5/18	4/24/18	
2001084	2	1	200	EA	M11S328072-MK:READ WRLD RCRD PSTR S2	Open	1.00	200.00	USD	4/5/18	4/24/18	
2001085	1	1	0	EA	M11S328075-MK:EASYSKAN SCAN SHEET V5	Canceled	1.00	0.00	USD	4/5/18	4/30/18	
2001085	2	1	200	EA	M11S328075-MK:EASYSKAN SCAN SHEET V5	Open	1.00	200.00	USD	4/5/18	4/30/18	
2001077	2	1	200	EA	M10F328133-OPS:BOX:BIG DISPLAY SHIPPER	Closed Fo...	1.50	300.00	USD	4/3/18	4/30/18	
2001077	1	1	0	EA	M10F328133-OPS:BOX:BIG DISPLAY SHIPPER	Canceled	1.50	0.00	USD	4/3/18	4/30/18	
2001071	1	1	1	EA	9780590725255-IS YR MAMA LLAMA BIG E PB	Closed Fo...	100.00	100.00	USD	3/31/18	3/31/18	4/6/18

Order Life Cycle

When you select a PO to view or edit, the “Order Life Cycle” graph can be found on the top right of the screen. It is a graphical view of the dollar amount ordered, received, delivered, and invoiced. Select “View Details” for additional information.

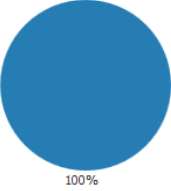
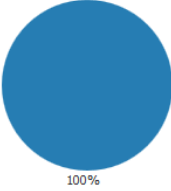
The screenshot shows the Oracle Order Life Cycle graph for order FM: 2001087. The graph displays four horizontal bars representing the dollar amount for each stage: Ordered, Received, Delivered, and Invoiced. The x-axis is labeled "Amount (USD)" and ranges from 0 to 900. The bars show that the Ordered amount is approximately 800 USD, while Received, Delivered, and Invoiced amounts are all 0 USD. A "View Details" button is located below the graph.

Below the graph, the "General" section provides details for the order:

Sold-to Legal Entity	SCHOLASTIC INC.	Supplier	DIGITAL PRINTING SOLUTIONS, INC.	Ordered	800.00 USD
Bill-to BU	US Business Unit	Supplier Site	53782	Description	THIS IS TEST FOR GEMMA INTERFACE
Order	2001087	Supplier Contact	Digital Printing	Source Agreement	Supplier Order
Status	Closed	Bill-to Location	Secaucus		
Buyer	Anup Sharma	Ship-to Location	050-F9-BF ORLANDO		
Creation Date	4/6/18				

The Order Life Cycle now displays a complete order summary including in-transit shipment information (pulled in from our OTM module), receipt dates, and invoice status.

Order Life Cycle: 2001087 Done

<p>Sold-to Legal Entity: SCHOLASTIC INC.</p> <p>Order: 2001087</p> <p>Supplier: DIGITAL PRINTING SOLUTIONS, INC.</p> <p>Supplier Site: 53782</p> <p>Supplier Contact: Digital Printing</p> <p>Ordered: 800.00 USD</p>	<p>Fulfillment Status</p>  <p>100% Amount (USD)</p>	<p>Billing Status</p>  <p>100% Amount (USD)</p>
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In-Transit Shipments

Actions View Format [Grid] [List] [Freeze] [Detach] [Wrap]

Shipment	Ship Date	Tracking Number	Packing Slip	Expected Receipt Date	Shipped	Carrier	Bill of La
No results found.							

Columns Hidden: 2

Receipts

Actions View Format [Grid] [List] [Freeze] [Detach] [Wrap]

Receipt	Receipt Date	Shipment	Ship Date	Packing Slip	Returned	Received	Delivered	Invoiced
7	4/6/18				0.00	800.00	800.00	0.00

Columns Hidden: 3

Invoices

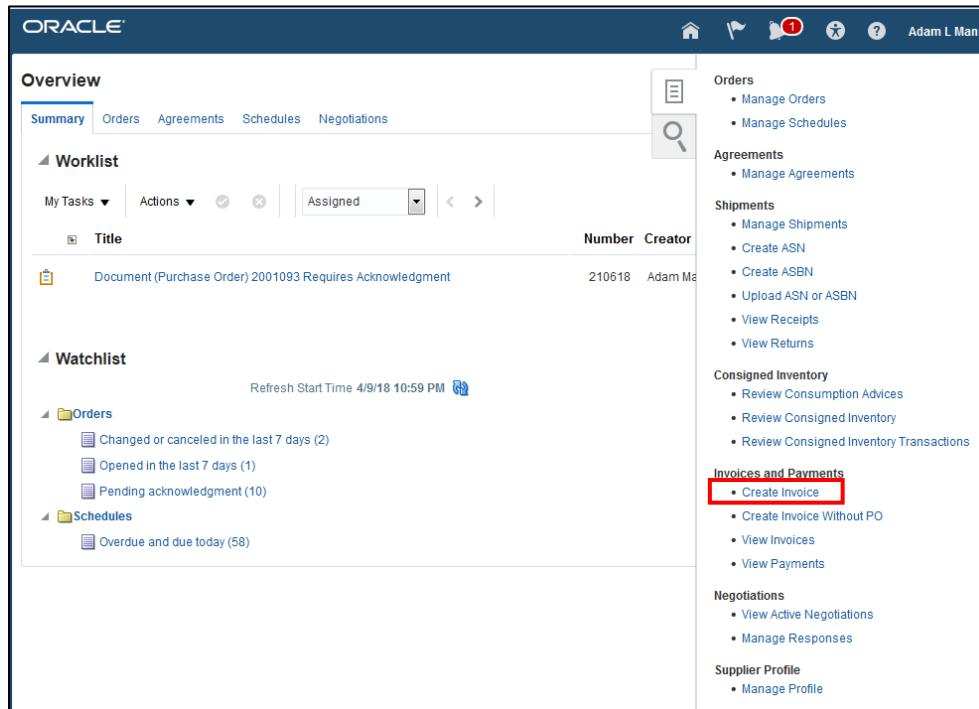
Actions View Format [Grid] [List] [Freeze] [Detach] [Wrap]

Invoice	Invoice Date	Status	Invoice Total	Paid	Matched Amount	Receipt	Packing Slip
1087	4/6/18	Validated	800.00	800.00	800.00		

Invoices

Create and Submit an Invoice

The Scholastic Supplier Portal allows you to submit invoices directly to Scholastic. Processing your invoices through the supplier portal will increase the speed that your payment is processed. In the task list, select “Create Invoice”.



In the “Create Invoice” section, select an order from the “Identifying PO” drop down list. This will populate most of the fields. Then enter your internal “Invoice Number” and today’s date.

The screenshot shows the 'Create Invoice' form in the Oracle Supplier Portal. The form is divided into several sections: Supplier, Customer, and Invoice details. The 'Identifying PO' dropdown is set to 2003938, the 'Number' field is 101, and the 'Date' field is 4/10/18. The 'Supplier' is Clifford Printing Inc. and the 'Customer' is Scholastic Inc.

Field	Value
Identifying PO	2003938
Supplier	CLIFFORD PRINTING INC.
Supplier Site	CPI
Address	557 Broadway, NEW YORK, NY 10012
Customer Taxpayer ID	105083
Customer Name	SCHOLASTIC INC.
Invoice Number	101
Invoice Date	4/10/18
Invoice Type	Invoice
Invoice Currency	USD - US Dollar
Payment Currency	USD - US Dollar

In the “Items” section, hit the “Select and add” button to choose the PO lines you’d like to add to the invoice.

Items

View

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price
* Number	* Line	* Schedule	Number	Line						
No data to display.										

Select the line(s) and hit “Apply”.

Then hit “OK”. The item(s) has been added to the invoice.

Select and Add: Purchase Orders

Search Results

View

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
2003938	1	1			76301001	CLIFFORD'S FIRST...	JCD-SCHOLASTIC ...	5,000

Line * Regime * Tax Name Tax Jurisdiction * Tax Status * Rate Name Percentage Per Unit

In the quantity field, enter the shipped quantity.

Note: This version of Oracle Cloud does not allow overage to be invoiced. The invoiced quantity cannot exceed the order quantity. We are working with Oracle to correct this in a future release. For now, please work with the buyer to revise the PO when the shipped quantity exceeds the ordered amount, or add the overage amount as a miscellaneous cost under “Shipping and Handling” at the bottom of the invoice.

Items

View

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount
* Number	* Line	* Schedule	Number	Line								
2003938	1	1			76301001	CLIFFORD'S FIRST BOOK	JCD-SCHOLASTIC INC	5,000	5000	1	EA	5,000.00
Total												5,000.00

In the Location of Final Discharge, enter the tax Province to capture the correct tax code.

Items

View

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Location of Final Discharge	Avail Qua
* Number	* Line	* Schedule	Number	Line					
CA2-000...	1	1			SC2790435001	MK260573-POSTER REO...	SC1- MARKHAM CA.	Tax_Ontario	30
Total									

Summary Tax Lines

- Tax_Alberta
- Tax_British Columbia (BC)
- Tax_Manitoba
- Tax_New-Brunswick
- Tax_Newfoundland and Labrador
- Tax_Northwest Territories
- Tax_Nova Scotia
- Tax_Nunavut
- Tax_Ontario
- Tax_Prince Edward Island (PEI)
- Search...

Once all the line items have been added to the Invoice, click on the Calculate Tax Button. Your taxes should now be calculated on the Invoice.

Note: if you calculate tax after only one line item is picked, it will not work on any subsequent line items.

Items

View

Purchase Order			Consumption Advice		Supplier Item	Item Description
* Number	* Line	* Schedule	Number	Line		
CA2-000...	1	1			SC2790435001	MK260573-POSTER REORDER BOX
Total						

Summary Tax Lines

Items

View   Calculate Tax

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Location of Final Discharge	Available Quantity	Quar
* Number	* Line	* Schedule	Number	Line						
CA2-000...	1	1			SC2790435001	MK260573-POSTER REO...	SC1- MARKHAM CA...	Tax_Ontario	30,000	300
Total										

Summary Tax Lines

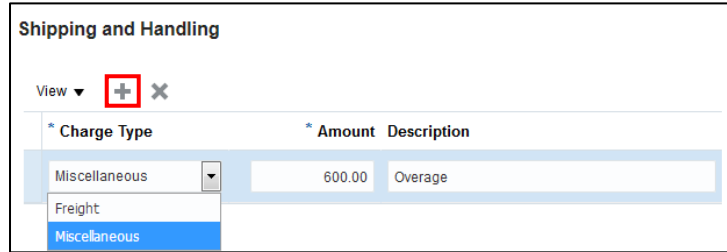
View 

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	Canada Sales Tax	CA GST	Tax_Ontario	CA GST STANDARD	CA GST@5%	5		227.5
2	Canada Sales Tax	CA HST	Tax_Ontario	CA HST STANDARD	CA HST@8%	8		364

Miscellaneous Charges

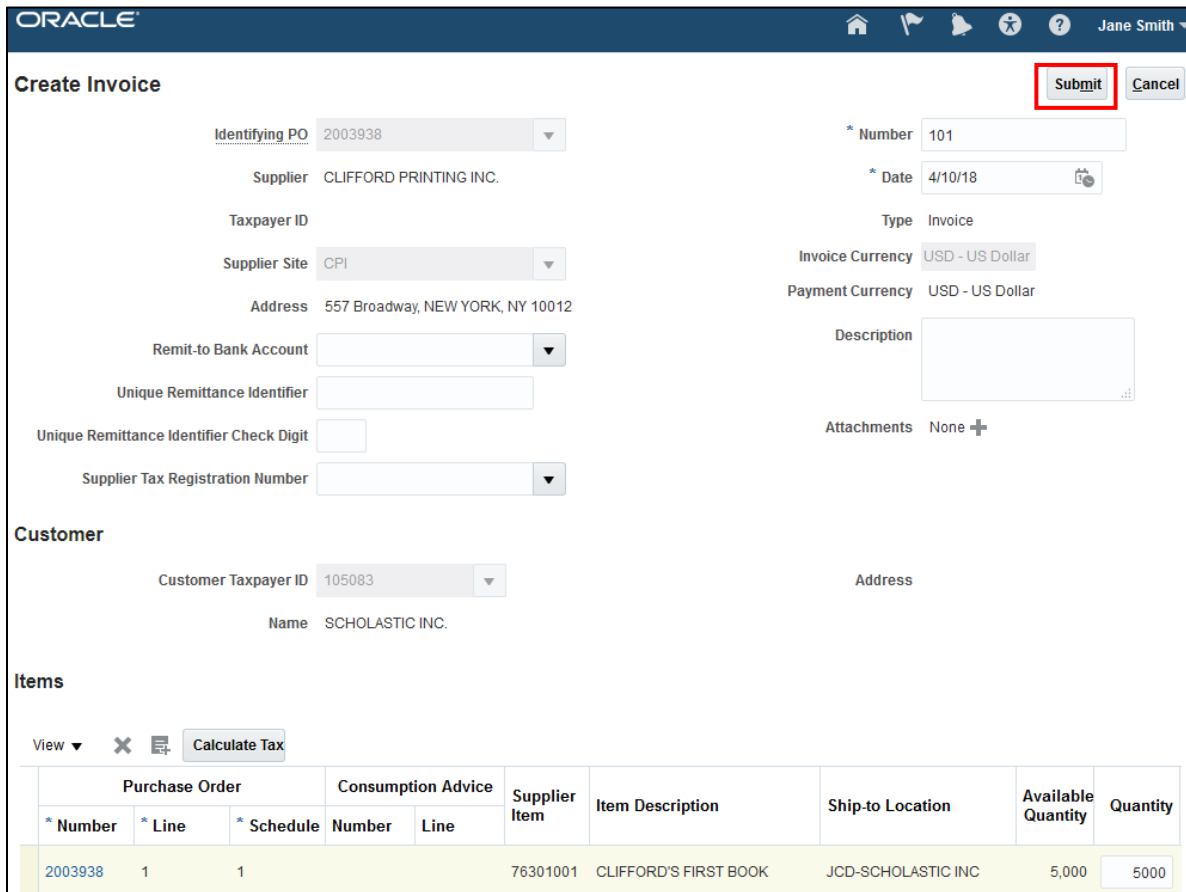
Hit the “Add” button under “Shipping and Handling” and select “Miscellaneous”. Enter an amount and description

Note: Freight is not a viable option as all of our shipments should route through the Scholastic Logistics group via the OTM system.



The screenshot shows a 'Shipping and Handling' form. At the top, there is a 'View' dropdown menu with a '+' icon highlighted in a red box. Below this is a table with columns for '* Charge Type', '* Amount', and 'Description'. The 'Miscellaneous' option is selected in the dropdown, and the amount '600.00' and description 'Overage' are entered in the corresponding fields.

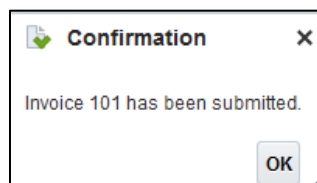
Hit “Submit” to send the invoice to Scholastic



The screenshot shows the Oracle 'Create Invoice' form. The 'Submit' button is highlighted with a red box. The form contains various fields for invoice details, including identifying PO, supplier, number, date, type, currency, and description. Below the form, there is a table for 'Items' with columns for Purchase Order, Consumption Advice, Supplier Item, Item Description, Ship-to Location, Available Quantity, and Quantity.

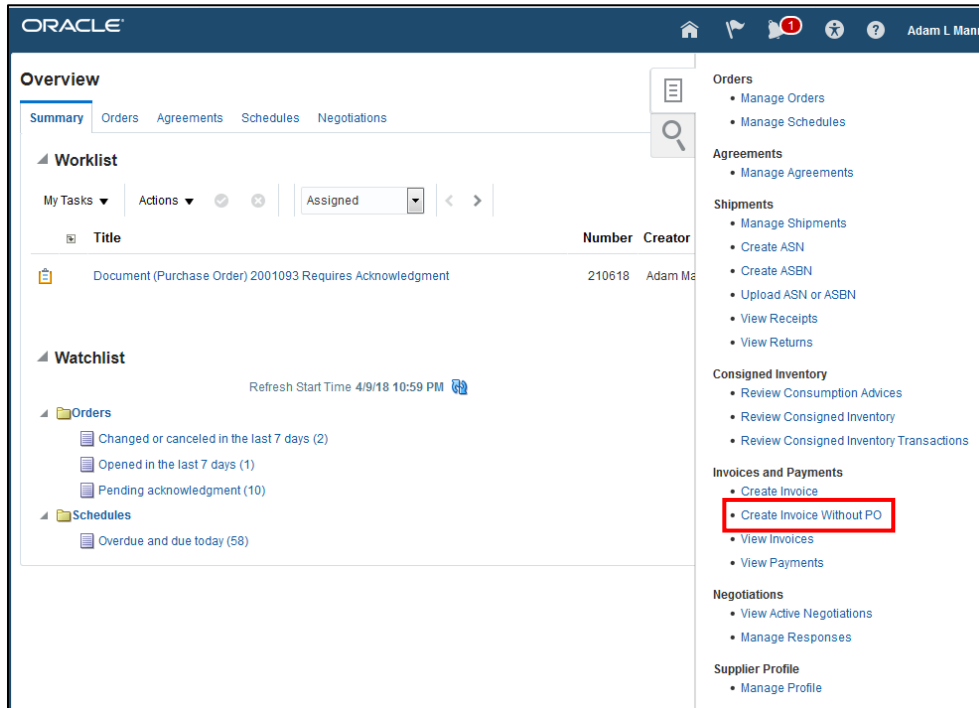
Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity
* Number	* Line	* Schedule	Number	Line					
2003938	1	1			76301001	CLIFFORD'S FIRST BOOK	JCD-SCHOLASTIC INC	5,000	5000

A pop-up message will confirm that the invoice has been submitted



Create Invoice without PO

For services completed where a Scholastic PO wasn't issued, please submit an invoice using the "Create Invoice without PO".



On the invoice header, enter your invoice number, today's date, and attach any pertinent documents. You must also enter the email address of the buyer at Scholastic who will receive and approve the invoice.

The screenshot shows the 'Create Invoice Without PO' form. The form is divided into sections for Supplier and Customer information. The Supplier section includes fields for Supplier (COMMAND WEB - TEST-AM), Taxpayer ID, Supplier Site (COM - MO), Address (7100 1 Color Way, JEFFERSON CITY, MO 65101), Remit-to Bank Account, Unique Remittance Identifier, Unique Remittance Identifier Check Digit, and Supplier Tax Registration Number. The Customer section includes fields for Customer Taxpayer ID (105083), Name (SCHOLASTIC INC.), and Address. On the right side, there are fields for Invoice Number (905), Date (5/9/18), Type (Invoice), Invoice Currency (USD - US Dollar), Payment Currency (USD - US Dollar), Description, Attachments (None), and Requester E-Mail (TRyan@scholastic.com). Several fields are highlighted with red boxes: the Invoice Number field, the Date field (with a red arrow pointing to it and the text 'Must be TODAY'S DATE'), the Attachments field, and the Requester E-Mail field. The form also has 'Submit' and 'Cancel' buttons at the top right.

For the invoice details, hit the + icon to add a line. Select a ship to and Location of Final Discharge, enter an amount and a description of the services provided.

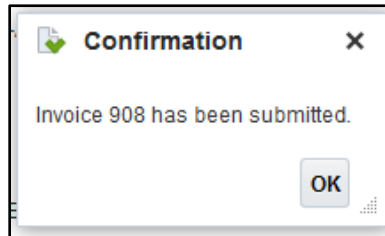
To add taxes, hit the “Calculate Tax” button.

Note: Location of Final Discharge must be populated in order to calculate taxes on the invoice.

Add miscellaneous charges at the bottom under “Shipping and Handling”.

The screenshot shows the 'Items' section of an invoice. At the top, there are controls for 'View', a '+' icon to add a line, a list icon, a '-' icon to delete a line, and a 'Calculate Tax' button. Below this is a table with columns: 'Ship-to Location', 'Ship-from Location', 'Location of Final Discharge', '* Amount', and 'Description'. A single line is visible with 'SC1- MARKHAM CAN' for ship-to, 'Tax_Québec' for location of final discharge, an amount of '500', and description 'Cleaning Services'. A 'Total' row shows '500.00'. Below the items is the 'Summary Tax Lines' section, which includes a table with columns: 'Line', '* Regime', '* Tax Name', 'Tax Jurisdiction', '* Tax Status', '* Rate Name', 'Percentage', 'Per Unit', and 'Amount'. Two tax lines are listed: Line 1 (Canada Sales Tax, CA GST, Tax_Québec, CA GST STANDARD, CA GST@5%, 5, Per Unit, 25) and Line 2 (Canada Sales Tax, CA QST, Tax_Québec, CA QST STANDARD, CA QST@9.975%, 9.975, Per Unit, 49.88). At the bottom is the 'Shipping and Handling' section, which is currently empty with the message 'No data to display'. To the right of this section is a 'Totals' table with columns 'Items', 'Freight', 'Miscellaneous', 'Tax', and 'Invoice Amount'. The values are: Items (500.00), Freight (0.00), Miscellaneous (0.00), Tax (74.88), and Invoice Amount (574.88).

Hit “Submit” at the top of the screen and you’ll receive a confirmation message that your invoice has been submitted.



View Invoices

To search for all submitted invoices, on the Task Menu, select “View Invoices”

The screenshot shows the Oracle Overview page. The right-hand navigation menu is expanded, and the 'View Invoices' option is highlighted with a red box. Other options in the menu include Manage Orders, Manage Schedules, Manage Agreements, Manage Shipments, Create ASN, Create ASBN, Upload ASN or ASBN, View Receipts, View Returns, Review Consumption Advices, Review Consigned Inventory, Review Consigned Inventory Transactions, Create Invoice, Create Invoice Without PO, View Payments, View Active Negotiations, Manage Responses, and Manage Profile.

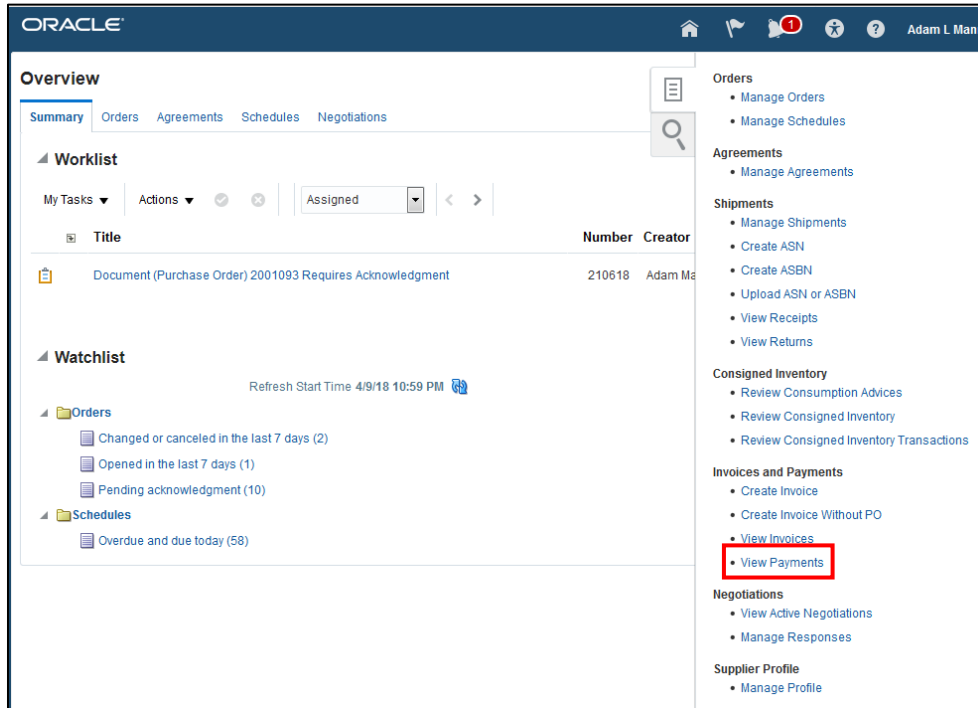
Select your “Supplier” name, and hit search. You can use the fields to narrow your search as well as create custom searches. You can see the Invoice Status, as well as a Payment Number to confirm that a payment has been made against your invoice. Please note that all of these columns can be sorted.

The screenshot shows the Oracle View Invoices search results page. The search criteria are: Supplier: DIGITAL PRINTING SOLUTIONS, Purchase Order: 200%. The search results table is as follows:

Invoice Number	Invoice Date	Purchase Order	Due Date	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Supplier
1087	4/6/18	2001087	5/6/18	0.00 USD	800.00 USD	Approved	1000028	DIGITAL PRINTING SOLUTIONS, INC.
1069	3/29/18	2001069	4/28/18	0.00 USD	1,500.00 USD	Approved	3000141	DIGITAL PRINTING SOLUTIONS, INC.
nk-2001066	3/29/18	2001066	4/28/18	0.00 USD	100.00 USD	Approved	3000142	DIGITAL PRINTING SOLUTIONS, INC.
1065	3/28/18	2001065	4/27/18	0.00 USD	2,000.00 USD	Approved	3000140	DIGITAL PRINTING SOLUTIONS, INC.
Inv-1061	3/28/18	2001061	4/27/18	0.00 USD	100.00 USD	Approved	3000139	DIGITAL PRINTING SOLUTIONS, INC.
1057	3/26/18	2001057	4/25/18	8,250.00 USD	8,250.00 USD	Approved		DIGITAL PRINTING SOLUTIONS, INC.
INV-20136	3/13/18	2001036	4/12/18	5,306.00 USD	5,306.00 USD	Approved		DIGITAL PRINTING SOLUTIONS, INC.
INV-2037	3/13/18	2001037	4/12/18	3,025.80 USD	3,025.80 USD	Approved		DIGITAL PRINTING SOLUTIONS, INC.

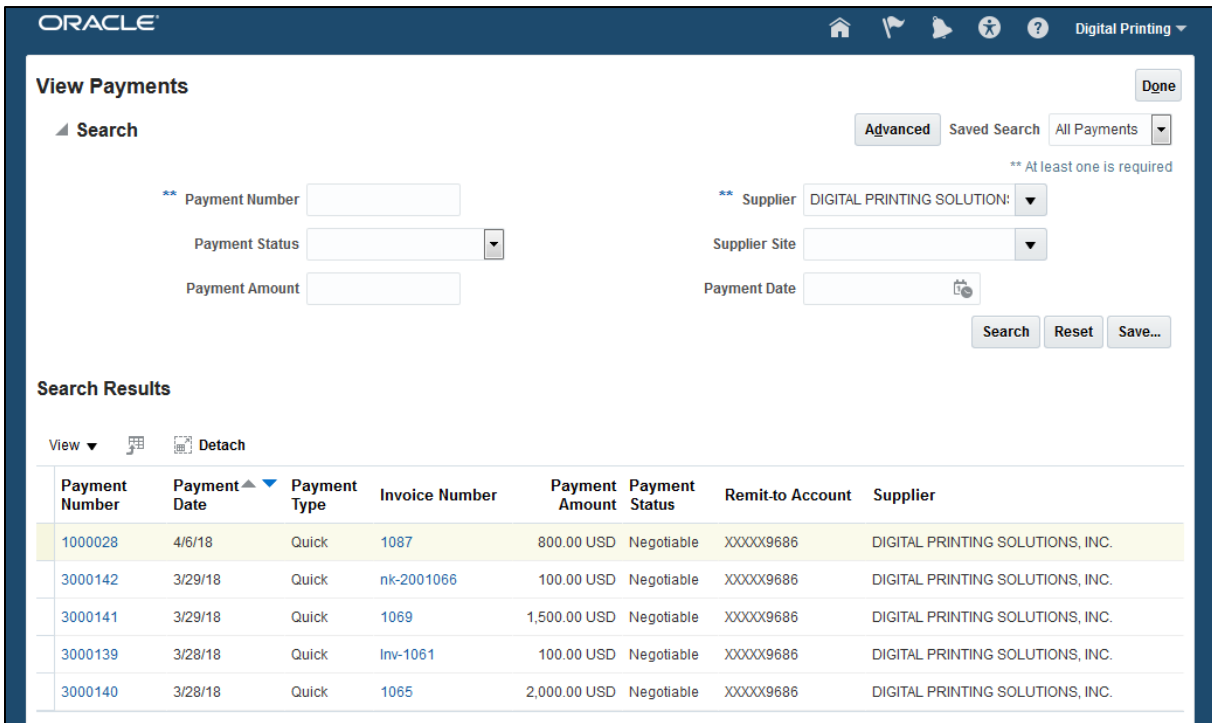
View Payments

To search for invoice payment status, on the Task Menu, select “View Payments”



The screenshot shows the Oracle Overview page. The right-hand navigation menu is open, and the 'View Payments' option under the 'Invoices and Payments' section is highlighted with a red box. Other options in the menu include Manage Orders, Manage Schedules, Manage Agreements, Manage Shipments, Create ASN, Create ASBN, Upload ASN or ASBN, View Receipts, View Returns, Review Consumption Advices, Review Consigned Inventory, Review Consigned Inventory Transactions, Create Invoice, Create Invoice Without PO, View Invoices, View Active Negotiations, Manage Responses, and Manage Profile.

Select your “Supplier” name, and hit search. You can use the fields to narrow your search as well as create custom searches. You can also see the payment status to confirm that a payment has been made. Select a “Payment Number” to see the complete details of the payment.



The screenshot shows the Oracle View Payments search results page. The search criteria are: Payment Number (empty), Payment Status (dropdown), Payment Amount (empty), Supplier (DIGITAL PRINTING SOLUTIONS), Supplier Site (dropdown), and Payment Date (calendar icon). The search results table is as follows:

Payment Number	Payment Date	Payment Type	Invoice Number	Payment Amount	Payment Status	Remit-to Account	Supplier
1000028	4/6/18	Quick	1087	800.00 USD	Negotiable	XXXXX9686	DIGITAL PRINTING SOLUTIONS, INC.
3000142	3/29/18	Quick	nk-2001066	100.00 USD	Negotiable	XXXXX9686	DIGITAL PRINTING SOLUTIONS, INC.
3000141	3/29/18	Quick	1069	1,500.00 USD	Negotiable	XXXXX9686	DIGITAL PRINTING SOLUTIONS, INC.
3000139	3/28/18	Quick	Inv-1061	100.00 USD	Negotiable	XXXXX9686	DIGITAL PRINTING SOLUTIONS, INC.
3000140	3/28/18	Quick	1065	2,000.00 USD	Negotiable	XXXXX9686	DIGITAL PRINTING SOLUTIONS, INC.

Complete payment detail will be displayed

ORACLE Home, Flag, Bell, User, Help, Digital Printing

Payment: 1000028 Done

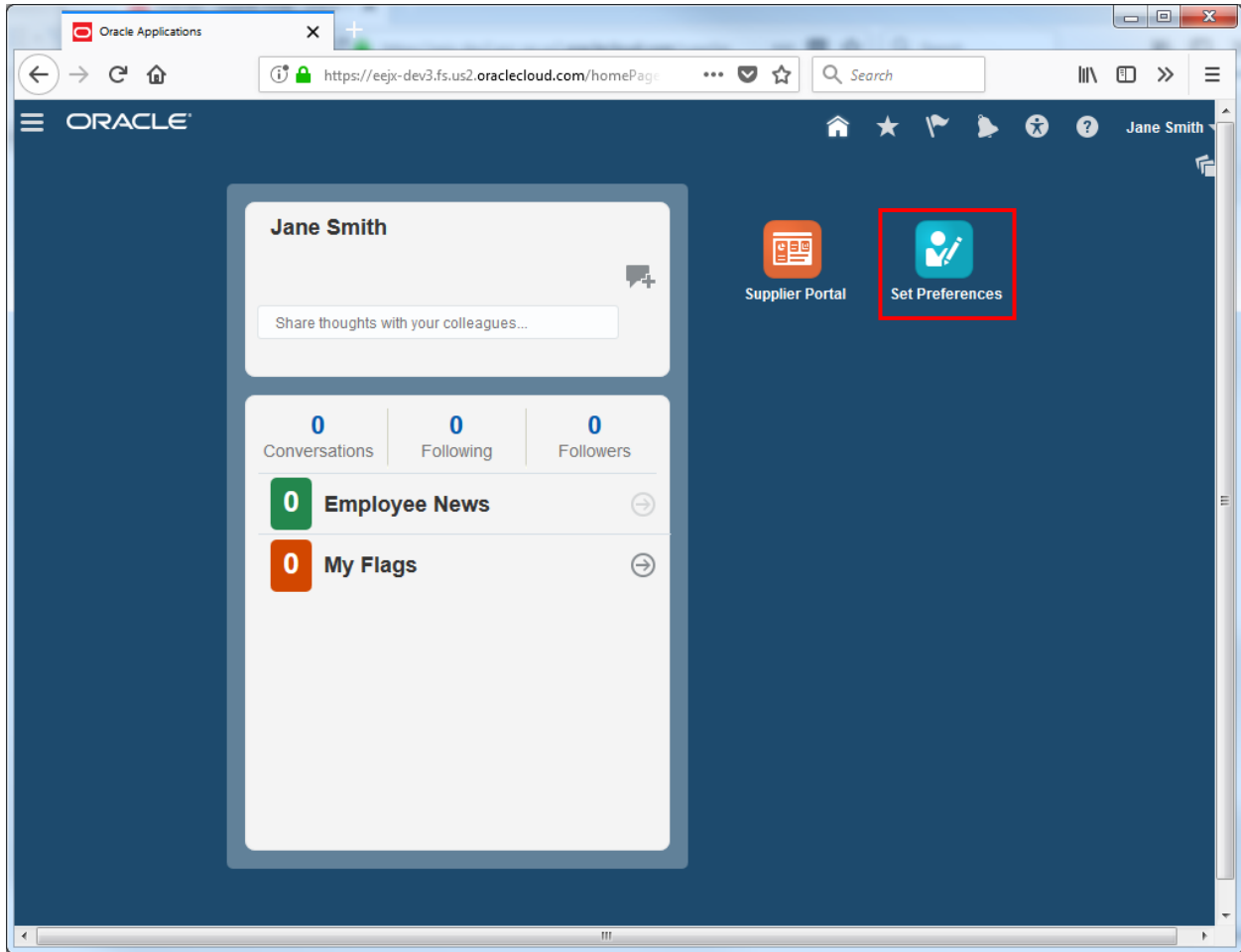
Business Unit	US Business Unit	Payment Amount	800.00 USD
Payee	DIGITAL PRINTING SOLUTIONS, INC.	Payment Date	4/6/18
Payee Site	53782	Payment Type	Quick
Address	PO BOX 628328, ORLANDO, FL 32862-8328	Remit-to Account	XXXXX9686
Payment Status	Negotiable	Payment Document	SCH_US_BOFA_USD_EFT

Paid Invoices

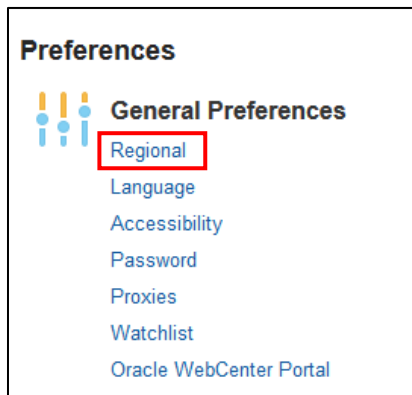
Number	Invoice Date	Due Date	Purchase Order	Paid Status	Paid Amount	Invoice Amount	Invoice Status	Type	Consumption Advice	Rec
1087	4/6/18	5/6/18	2001087	Fully paid	800.00 USD	800.00 USD	Not required	Standard		

Supplier Preferences

On the home page, select "Set Preferences"



Select "Regional" in the General Preferences list to review the option to update your date and time format, preferred number format, primary currency, and time zone.



Select "Save and Close" when finished.

The screenshot shows the Oracle user interface for the "General Preferences: Regional" settings. The page has a dark blue header with the Oracle logo on the left and navigation icons (home, star, flag, bell, user) on the right, along with the user name "Jane Smith". Below the header, the title "General Preferences: Regional" is displayed on the left, and three buttons—"Save", "Save and Close", and "Cancel"—are on the right. The main content area contains several dropdown menus for configuration: "Territory" is set to "United States"; "Date Format" is "M/d/yy (4/12/18)"; "Time Format" is "h:mm a (2:59 AM)"; "Number Format" is "-1,234.567"; "Currency" is "US Dollar"; and "Time Zone" is "(UTC-05:00) New York - Eastern Time (ET)".

Select "Language" to change the primary language of the website. The default is "American English"

