

Introduction/Objectives

You will learn to query information that allows supplier's to view:

- Blanket Agreements
- Delivery Performance
- Delivery Schedules (Open)
- Invoices Received
- Payments Sent
- Purchase Orders & Releases
- Receipt History
- Receipt Returns
- Receipts Overdue
- Supplier Account Holders

If you want to view.	Then select
➤ Invoices received for Payment	Invoices Received
➤ Purchase Orders & associated receipts, returns, invoices, and payment history	Purchase Orders & Releases
➤ Receipt history for all items	Receipt History, Receipts Overdue, Receipt Returns
➤ Open Delivery Information	Delivery Schedules (Open)
➤ On-Time Delivery Performance	Delivery Performance
➤ Who can access your account	Supplier Account Holders

Navigation Features of Oracle WEB Supplier Applications

Toolbar Icons



Help - Open the online help window



Return to the homepage



Print



Return to Main Menu



Create and Modify Pages - Maintain your tab pages within the Personal Homepage



On every inquiry page, you will see the button "Export". This allows you to export the data on your screen into a format recognized by spreadsheet applications. To utilize this feature, click the "Export" button, save the file to your location of choice, and name it with extension .csv (such as data.csv). Invoke your spreadsheet application and open the file.



Exit - Return to the login screen.

Table Navigation



Go to the next set, or next



Last set, or last



Previous set, or previous



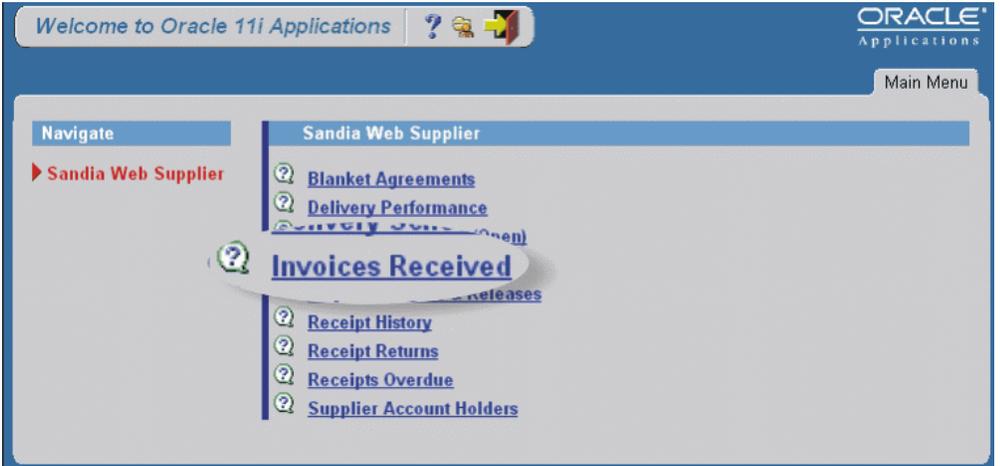
First set, or first

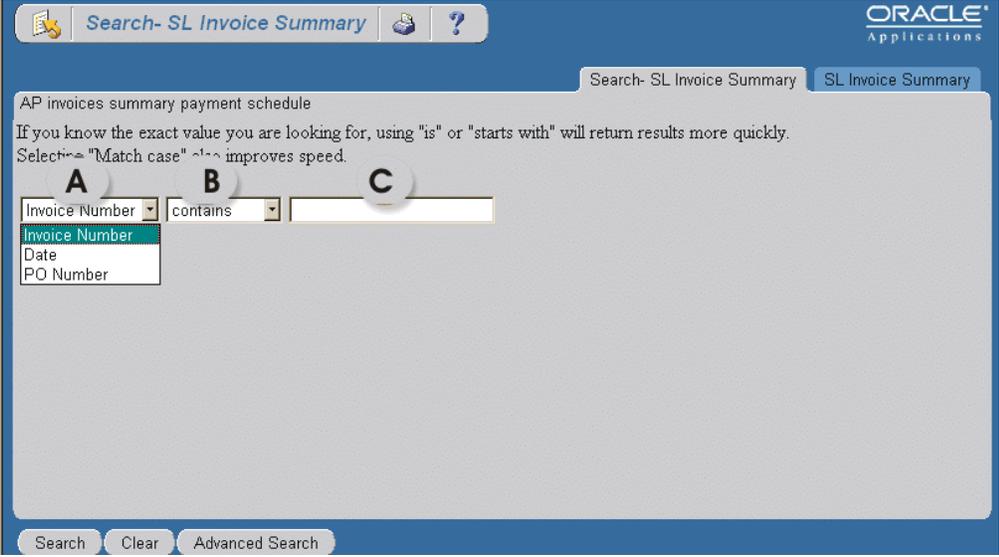
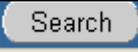


All records

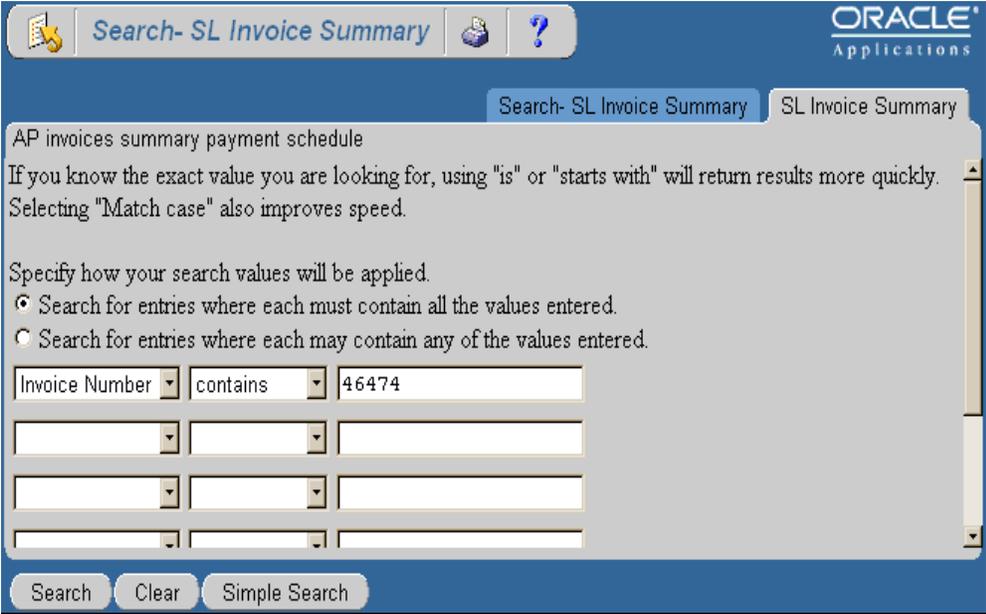
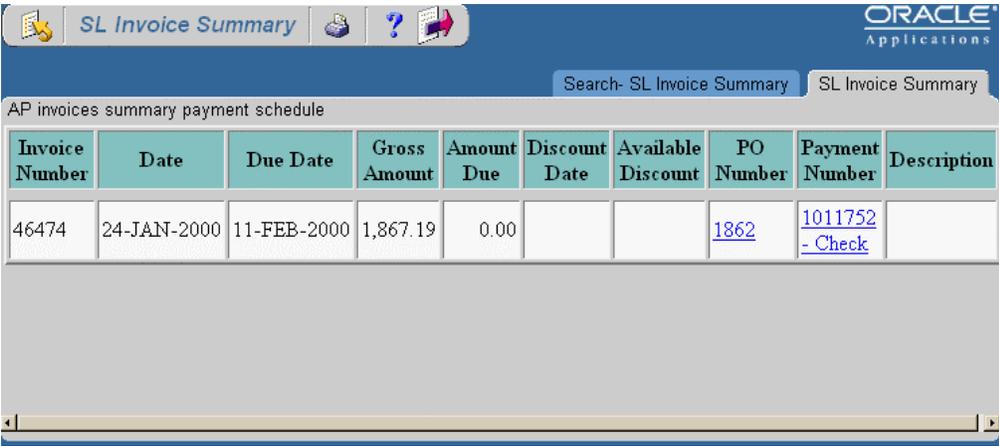
Access Sandia Web Supplier Queries.

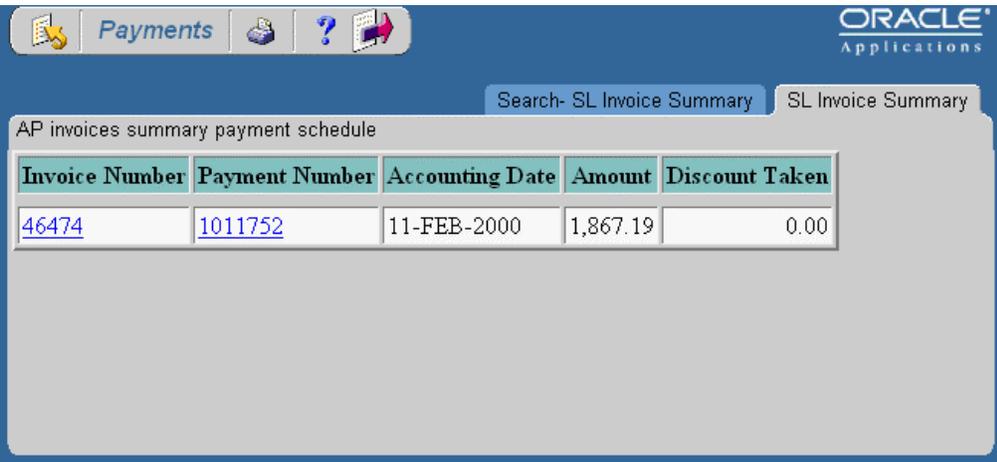
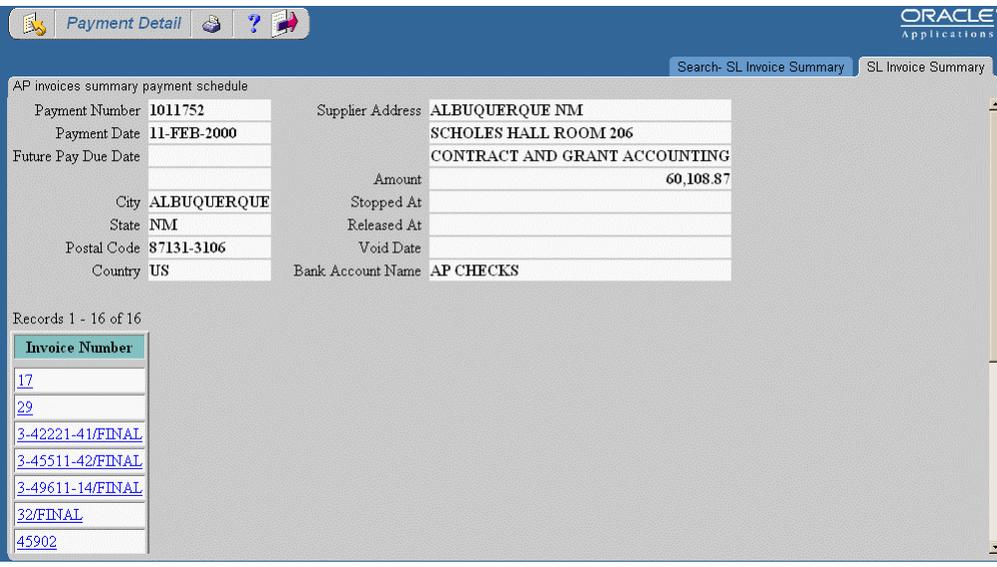
Step	Action
1.	<p>Type the URL address:</p> <p>https://www.prod.sandia.gov:841/ic_source/html/US/SLICXINDEX.htm</p> <p>to arrive at:</p> <div data-bbox="440 499 1349 1123" style="border: 1px solid black; padding: 10px;"><p style="text-align: center;">MAIN LOGIN for Web Supplier</p><p>This web site is the property of Sandia National Laboratories and is for Official Use Only. This site may contain company sensitive or proprietary information. All user actions on this system and all files stored on this system are subject to monitoring by appropriate personnel. Users have no implicit or explicit expectation of privacy. Improper use of information may result in disciplinary or legal action against the user.</p><p>User Name <input type="text"/></p><p>Password <input type="password"/> <input type="button" value="Login"/></p><p style="text-align: center;">This site is available between the hours of 6:00 AM and 7:00 PM MST. Please remember query terms are <u>case sensitive</u>. (Tip: most are all CAPS.)</p><p><u>Sandia Web Supplier News & Information</u></p><ul style="list-style-type: none">• Suppliers currently doing business with Sandia may apply for a Web Supplier account.• Download the Web Supplier desk reference. Requires Adobe Acrobat Viewer v4.0!!• Additional information on Web Supplier and Sandia Procurement.• Need help? Call (505)284-4743, 8:00-4:30 M-F MST</div> <p>Enter the appropriate User Name and Password information.</p> <p>Note: Password is <i>CASE SENSITIVE</i>.</p> <p>Note: You must use your mouse to click on the “Login” button; the “Enter” key will not work.</p>

Step	Action
2.	<p>Click on desired Supplier Query to begin search at the Main Menu.</p>  <p>The screenshot shows the Oracle 11i Applications interface. At the top, it says "Welcome to Oracle 11i Applications" and "ORACLE Applications". Below that is a "Main Menu" button. On the left, there is a "Navigate" section with "Sandia Web Supplier" selected. The main content area shows a list of menu items for "Sandia Web Supplier": Blanket Agreements, Delivery Performance, Delivery Schedules (Open), Invoices Received, Purchase Orders & Releases, Receipt History, Receipt Returns, Receipts Overdue, and Supplier Account Holders. Each item has a small question mark icon next to it.</p>
3.	<p>Following are three sample queries that exist in Oracle Web Applications. These are provided to give you examples of query strings, results, and navigation paths to assist you in using all of the queries available in Oracle Web Applications:</p>
4.	<p>At the Main Menu, select "Invoices Received".</p>  <p>This screenshot is similar to the one in step 2, but a white oval with a question mark icon highlights the "Invoices Received" menu item. The other menu items are still visible but not highlighted.</p>

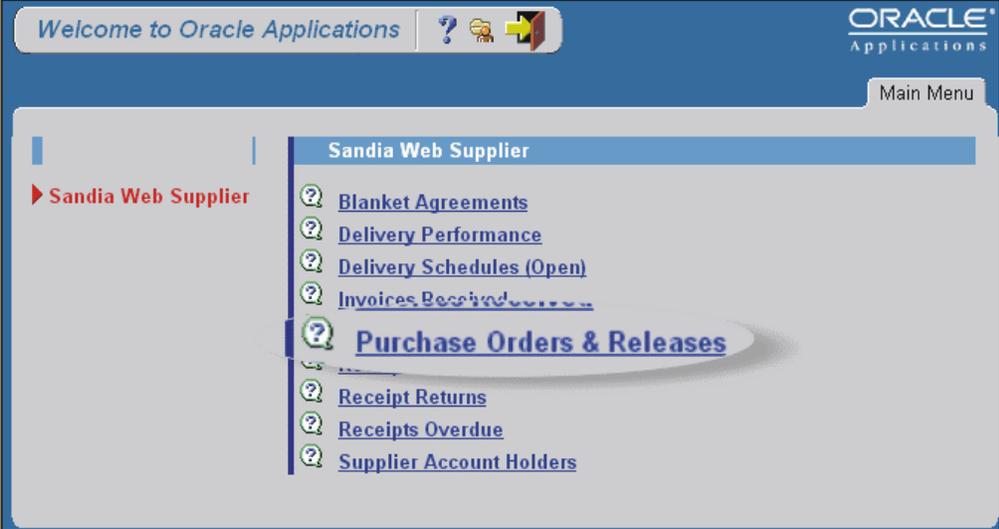
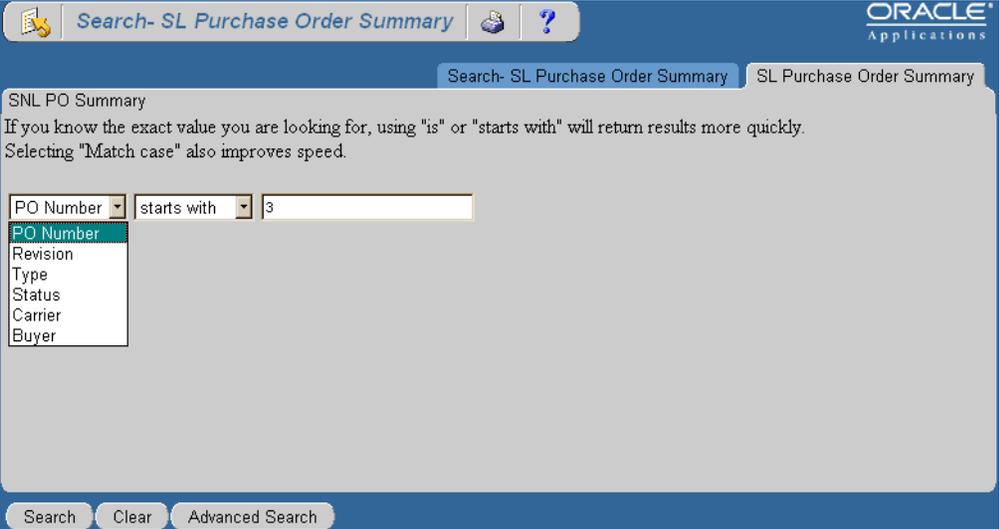
Step	Action
5.	<p>The "Search-SL Invoice Summary" screen will appear.</p>  <p>Note:  indicates additional options to be considered</p>
6.	Select an attribute such as "Invoice Number" in Field A.
7.	Select an operator such as "contains", "is", "is not", "starts with", "ends with", "greater than", "less than", "after", "before" for Field B.
8.	Enter numbers and/or letters (that is, your "search string") in Field C.
9.	Select the "Search" button  .

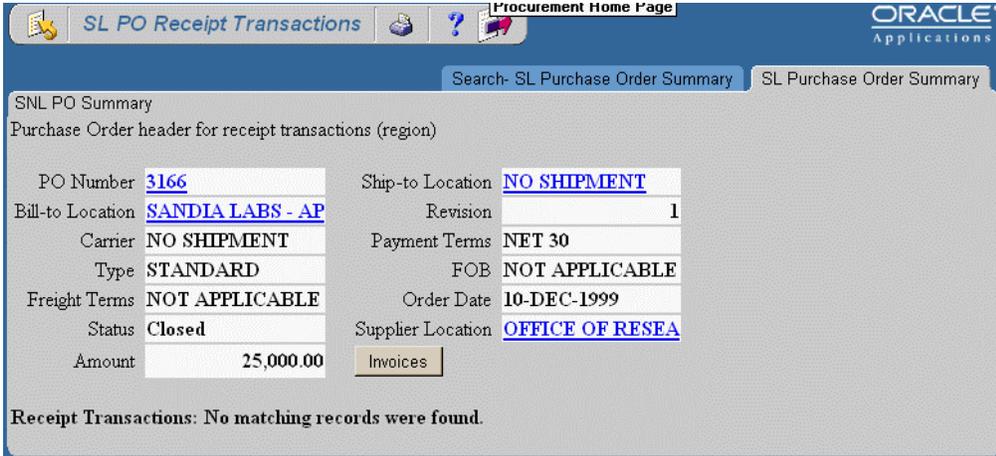
Advanced Search

Step	Action																				
1.	<p>Optional: To perform an advanced search, select the "Advanced Search" button at the bottom of the "Search -SL Invoice Summary" screen where simple searches are performed.</p>																				
2.	<p>The "Advanced Search" form screen appears in which <i>additional</i> search criteria to further refine search results may be entered.</p> 																				
3.	<p>Data entered brings up the "SL Invoice Summary" screen</p>  <table border="1" data-bbox="383 1346 1382 1476"> <thead> <tr> <th>Invoice Number</th> <th>Date</th> <th>Due Date</th> <th>Gross Amount</th> <th>Amount Due</th> <th>Discount Date</th> <th>Available Discount</th> <th>PO Number</th> <th>Payment Number</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>46474</td> <td>24-JAN-2000</td> <td>11-FEB-2000</td> <td>1,867.19</td> <td>0.00</td> <td></td> <td></td> <td>1862</td> <td>1011752 - Check</td> <td>- Check</td> </tr> </tbody> </table>	Invoice Number	Date	Due Date	Gross Amount	Amount Due	Discount Date	Available Discount	PO Number	Payment Number	Description	46474	24-JAN-2000	11-FEB-2000	1,867.19	0.00			1862	1011752 - Check	- Check
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4.	<p>Click on "Payment Number" (i.e., 1011752-Check)</p>																				

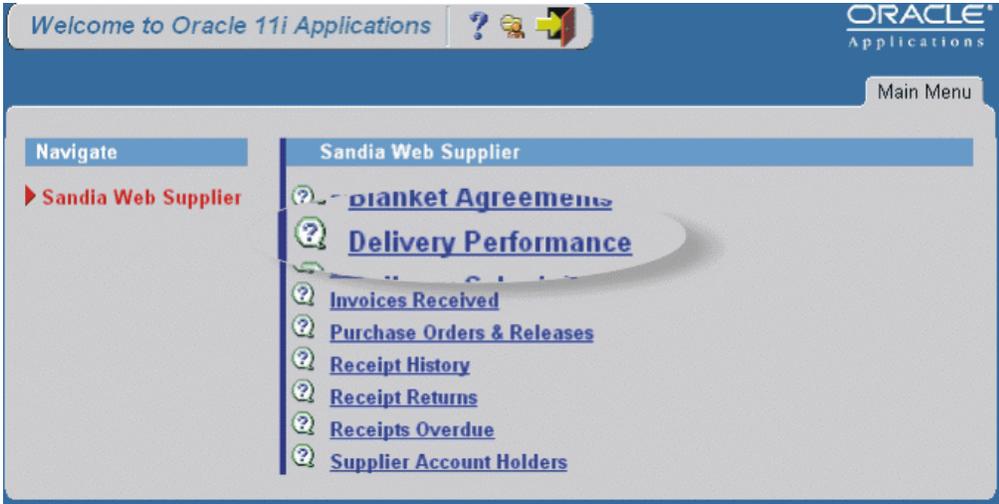
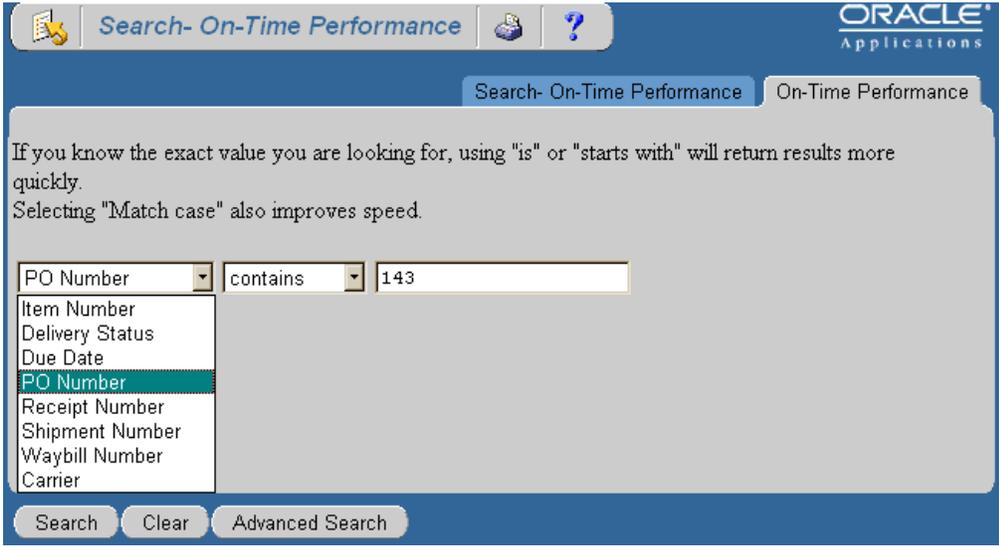
Step	Action										
5.	<p>The "Payments" screen appears</p>  <table border="1" data-bbox="397 472 1221 577"> <thead> <tr> <th>Invoice Number</th> <th>Payment Number</th> <th>Accounting Date</th> <th>Amount</th> <th>Discount Taken</th> </tr> </thead> <tbody> <tr> <td>46474</td> <td>1011752</td> <td>11-FEB-2000</td> <td>1,867.19</td> <td>0.00</td> </tr> </tbody> </table>	Invoice Number	Payment Number	Accounting Date	Amount	Discount Taken	46474	1011752	11-FEB-2000	1,867.19	0.00
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6.	Click on "Payment Number" 1011752 again to view "Payment Detail"										
7.	 <p>Records 1 - 16 of 16</p> <table border="1" data-bbox="397 1228 532 1449"> <thead> <tr> <th>Invoice Number</th> </tr> </thead> <tbody> <tr><td>17</td></tr> <tr><td>29</td></tr> <tr><td>3-42221-41/FINAL</td></tr> <tr><td>3-45511-42/FINAL</td></tr> <tr><td>3-49611-14/FINAL</td></tr> <tr><td>32/FINAL</td></tr> <tr><td>45902</td></tr> </tbody> </table>	Invoice Number	17	29	3-42221-41/FINAL	3-45511-42/FINAL	3-49611-14/FINAL	32/FINAL	45902		
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3-49611-14/FINAL											
32/FINAL											
45902											
8.	<p>Return to Main Menu.</p> 										

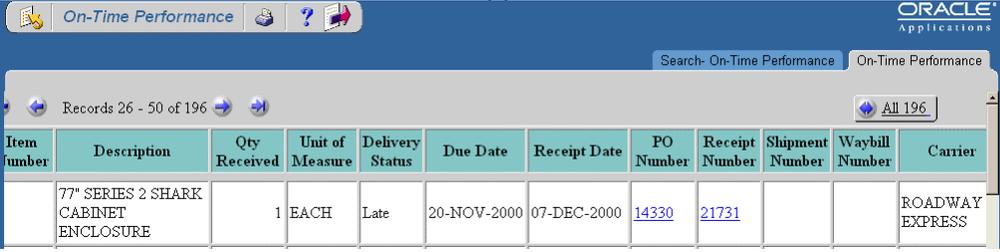
Access Purchase Order Summary

Step	Action
1.	<p>Click on "Purchase Orders & Releases" from the Main Menu.</p>  <p>The screenshot shows the Oracle Applications interface. At the top, it says "Welcome to Oracle Applications" and "ORACLE Applications". Below that is a "Main Menu" button. The main content area is titled "Sandia Web Supplier" and contains a list of menu items: Blanket Agreements, Delivery Performance, Delivery Schedules (Open), Invoices Received, Purchase Orders & Releases (highlighted), Receipt Returns, Receipts Overdue, and Supplier Account Holders. Each item has a question mark icon to its left.</p>
2.	<p>Enter the appropriate "search string" information.</p>  <p>The screenshot shows the Oracle Applications search interface. At the top, it says "Search- SL Purchase Order Summary" and "ORACLE Applications". Below that is a "Search- SL Purchase Order Summary" button and "SL Purchase Order Summary" text. The main content area is titled "SNL PO Summary" and contains the following text: "If you know the exact value you are looking for, using 'is' or 'starts with' will return results more quickly. Selecting 'Match case' also improves speed." Below this text is a search form with a dropdown menu for "PO Number", a dropdown menu for "starts with", and a text input field containing "3". A dropdown menu is open below the "PO Number" dropdown, showing the following options: PO Number, Revision, Type, Status, Carrier, and Buyer. At the bottom of the search form are three buttons: "Search", "Clear", and "Advanced Search".</p>
3.	<p>Click "Search"</p>

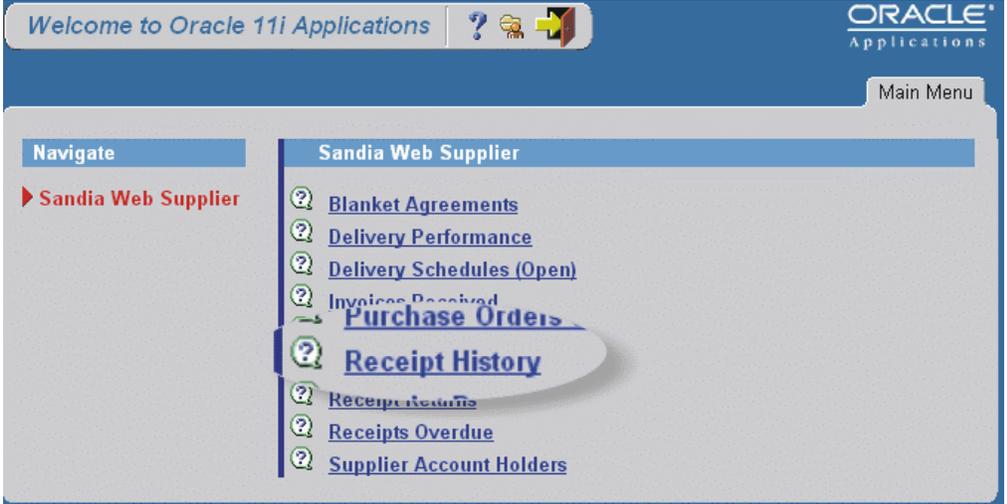
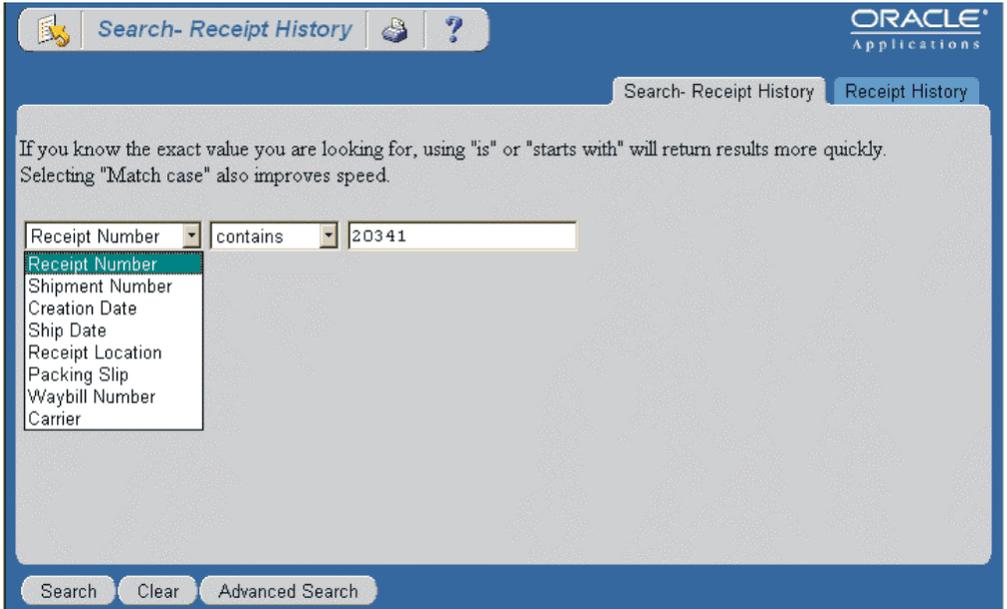
Step	Action																																																
4.	<p>The "SL Purchase Order Summary" screen appears with queried data</p>  <table border="1"> <thead> <tr> <th>PO Number</th> <th>Revision</th> <th>Type</th> <th>Amount</th> <th>Status</th> <th>Ship-to Location</th> <th>Carrier</th> <th>Buyer</th> <th>Order Date</th> <th>Supplier Location</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>3166</td> <td>1</td> <td>STANDARD</td> <td>25,000.00</td> <td>Closed</td> <td>NO SHIPMENT</td> <td>NO SHIPMENT</td> <td>NEES, FRED S.</td> <td>10-DEC-1999</td> <td>OFFICE OF RESEA</td> <td>Invoices</td> <td>Receipts</td> </tr> <tr> <td>3733</td> <td>1</td> <td>STANDARD</td> <td>100,000.00</td> <td>Open</td> <td>NO SHIPMENT</td> <td>NO SHIPMENT</td> <td>WILLSON, LARK D.</td> <td>23-DEC-1999</td> <td>OFFICE OF RESEA</td> <td>Invoices</td> <td>Receipts</td> </tr> <tr> <td>3850</td> <td>2</td> <td>STANDARD</td> <td>43,642.00</td> <td>Open</td> <td>NO SHIPMENT</td> <td></td> <td>PETERS, WILLIAM E.</td> <td>05-JAN-2000</td> <td>OFFICE OF RESEA</td> <td>Invoices</td> <td>Receipts</td> </tr> </tbody> </table>	PO Number	Revision	Type	Amount	Status	Ship-to Location	Carrier	Buyer	Order Date	Supplier Location			3166	1	STANDARD	25,000.00	Closed	NO SHIPMENT	NO SHIPMENT	NEES, FRED S.	10-DEC-1999	OFFICE OF RESEA	Invoices	Receipts	3733	1	STANDARD	100,000.00	Open	NO SHIPMENT	NO SHIPMENT	WILLSON, LARK D.	23-DEC-1999	OFFICE OF RESEA	Invoices	Receipts	3850	2	STANDARD	43,642.00	Open	NO SHIPMENT		PETERS, WILLIAM E.	05-JAN-2000	OFFICE OF RESEA	Invoices	Receipts
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5.	<p>Click on "Invoices" or "Receipts" to view additional information specific to the Purchase Order.</p>																																																
6.	<p>The "SL PO Receipt Transactions" screen appears with data for a specific Purchase Order query</p>  <p>Purchase Order header for receipt transactions (region)</p> <table border="1"> <tr> <td>PO Number</td> <td>3166</td> <td>Ship-to Location</td> <td>NO SHIPMENT</td> </tr> <tr> <td>Bill-to Location</td> <td>SANDIA LABS - AP</td> <td>Revision</td> <td>1</td> </tr> <tr> <td>Carrier</td> <td>NO SHIPMENT</td> <td>Payment Terms</td> <td>NET 30</td> </tr> <tr> <td>Type</td> <td>STANDARD</td> <td>FOB</td> <td>NOT APPLICABLE</td> </tr> <tr> <td>Freight Terms</td> <td>NOT APPLICABLE</td> <td>Order Date</td> <td>10-DEC-1999</td> </tr> <tr> <td>Status</td> <td>Closed</td> <td>Supplier Location</td> <td>OFFICE OF RESEA</td> </tr> <tr> <td>Amount</td> <td>25,000.00</td> <td colspan="2">Invoices</td> </tr> </table> <p>Receipt Transactions: No matching records were found.</p>	PO Number	3166	Ship-to Location	NO SHIPMENT	Bill-to Location	SANDIA LABS - AP	Revision	1	Carrier	NO SHIPMENT	Payment Terms	NET 30	Type	STANDARD	FOB	NOT APPLICABLE	Freight Terms	NOT APPLICABLE	Order Date	10-DEC-1999	Status	Closed	Supplier Location	OFFICE OF RESEA	Amount	25,000.00	Invoices																					
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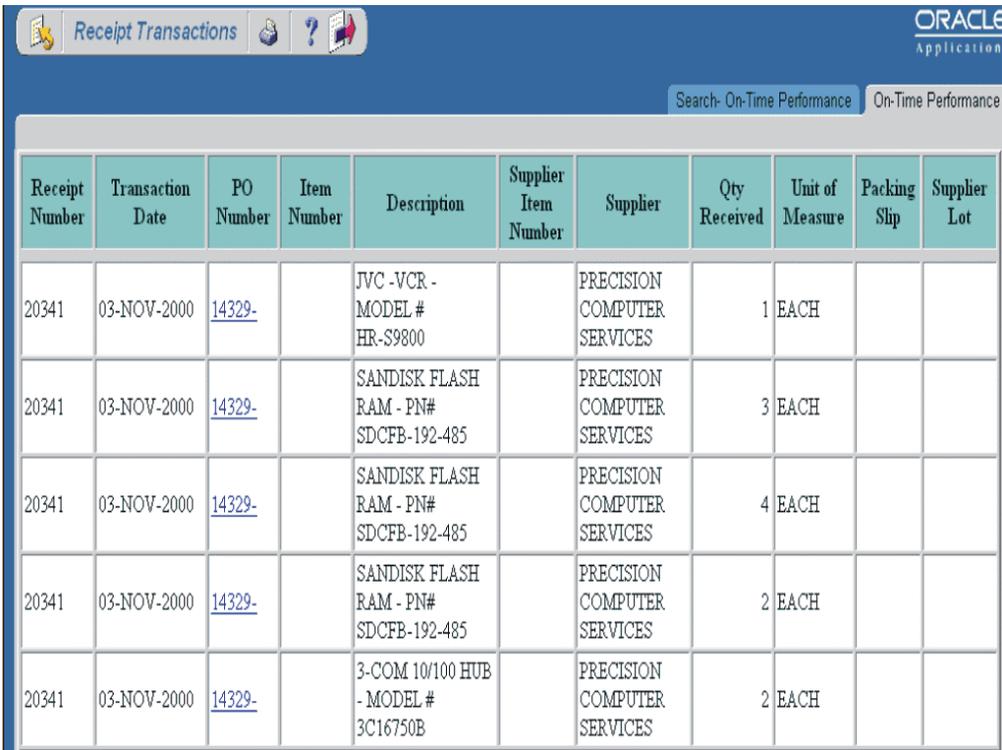
Delivery Performance Information

Step	Action
1.	<p>Click on "Delivery Performance" from the Main Menu.</p>  <p>The screenshot shows the Oracle 11i Applications interface. At the top, it says "Welcome to Oracle 11i Applications" and "ORACLE Applications". Below that is a "Main Menu" button. The main content area is titled "Sandia Web Supplier" and contains a "Navigate" section with a red arrow pointing to "Sandia Web Supplier". To the right, there is a list of links: "Blanket Agreements", "Delivery Performance" (highlighted with a callout bubble), "Invoices Received", "Purchase Orders & Releases", "Receipt History", "Receipt Returns", "Receipts Overdue", and "Supplier Account Holders".</p>
2.	<p>Enter the appropriate "search string" information.</p>  <p>The screenshot shows the "Search- On-Time Performance" page. At the top, it says "Search- On-Time Performance" and "ORACLE Applications". Below that is a "Search- On-Time Performance" button and an "On-Time Performance" button. The main content area contains the following text: "If you know the exact value you are looking for, using 'is' or 'starts with' will return results more quickly. Selecting 'Match case' also improves speed." Below this text is a search form with a dropdown menu for "PO Number" (selected), a "contains" dropdown, and a text input field containing "143". The dropdown menu is open, showing the following options: "Item Number", "Delivery Status", "Due Date", "PO Number" (highlighted), "Receipt Number", "Shipment Number", "Waybill Number", and "Carrier". At the bottom of the form are "Search", "Clear", and "Advanced Search" buttons.</p>
3.	Click "Search"

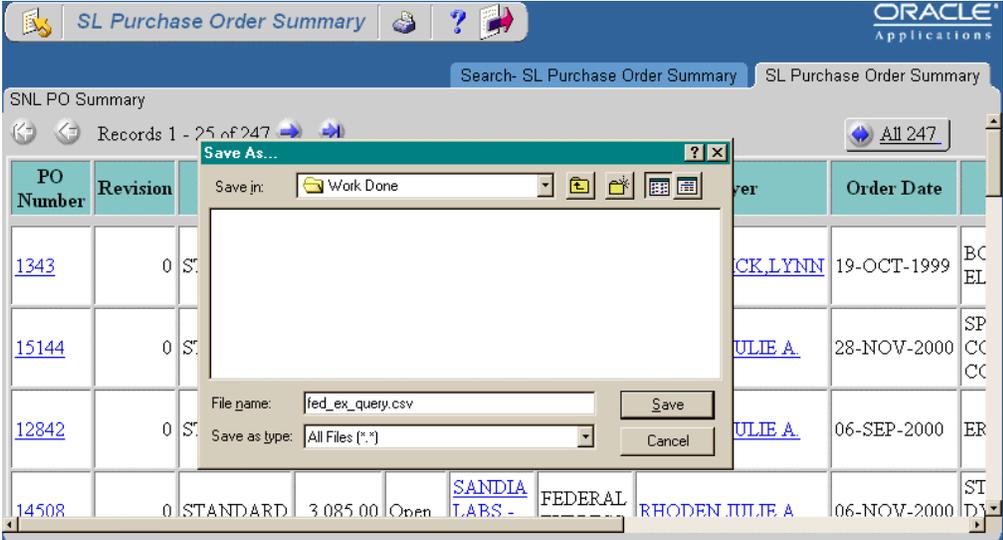
Step	Action																								
4.	<p>The "On-Time Performance" screen appears</p>  <table border="1" data-bbox="386 428 1386 548"> <thead> <tr> <th>Item Number</th> <th>Description</th> <th>Qty Received</th> <th>Unit of Measure</th> <th>Delivery Status</th> <th>Due Date</th> <th>Receipt Date</th> <th>PO Number</th> <th>Receipt Number</th> <th>Shipment Number</th> <th>Waybill Number</th> <th>Carrier</th> </tr> </thead> <tbody> <tr> <td></td> <td>77" SERIES 2 SHARK CABINET ENCLOSURE</td> <td>1</td> <td>EACH</td> <td>Late</td> <td>20-NOV-2000</td> <td>07-DEC-2000</td> <td>14330</td> <td>21731</td> <td></td> <td></td> <td>ROADWAY EXPRESS</td> </tr> </tbody> </table>	Item Number	Description	Qty Received	Unit of Measure	Delivery Status	Due Date	Receipt Date	PO Number	Receipt Number	Shipment Number	Waybill Number	Carrier		77" SERIES 2 SHARK CABINET ENCLOSURE	1	EACH	Late	20-NOV-2000	07-DEC-2000	14330	21731			ROADWAY EXPRESS
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5.	<p>Return to "Main Menu"</p> 																								

Receipt History

Step	Action
1.	<p>Click on "Receipt History" from the "Main Menu".</p>  <p>The screenshot shows the Oracle 11i Applications Main Menu. The header includes 'Welcome to Oracle 11i Applications' and the Oracle logo. A 'Main Menu' button is in the top right. The 'Sandia Web Supplier' menu is expanded, showing options like 'Blanket Agreements', 'Delivery Performance', 'Delivery Schedules (Open)', 'Invoices Received', 'Purchase Orders', 'Receipt History' (highlighted with a mouse cursor), 'Receipts Overdue', and 'Supplier Account Holders'.</p>
2.	<p>Enter the appropriate "search string" information</p>  <p>The screenshot shows the 'Search- Receipt History' page. It includes a search bar with the text 'Search- Receipt History' and a 'Receipt History' button. Below the search bar, there is a text area with instructions: 'If you know the exact value you are looking for, using "is" or "starts with" will return results more quickly. Selecting "Match case" also improves speed.' A search criteria dropdown menu is open, showing 'Receipt Number' selected. The search criteria is 'contains' and the value is '20341'. At the bottom, there are 'Search', 'Clear', and 'Advanced Search' buttons.</p>
3.	Click "search".

Step	Action																																																																		
4.	<p>The "Receipt Transactions" screen appears</p>  <p>The screenshot displays the Oracle Receipt Transactions interface. At the top, there is a navigation bar with the title "Receipt Transactions" and the Oracle logo. Below the navigation bar, there are search filters for "On-Time Performance". The main content area contains a table with the following columns: Receipt Number, Transaction Date, PO Number, Item Number, Description, Supplier Item Number, Supplier, Qty Received, Unit of Measure, Packing Slip, and Supplier Lot. The table lists five transactions, all from receipt number 20341 and dated 03-NOV-2000, with PO number 14329. The items include a JVC VCR, three Sandisk Flash RAM units, and a 3-COM 10/100 HUB.</p> <table border="1"> <thead> <tr> <th>Receipt Number</th> <th>Transaction Date</th> <th>PO Number</th> <th>Item Number</th> <th>Description</th> <th>Supplier Item Number</th> <th>Supplier</th> <th>Qty Received</th> <th>Unit of Measure</th> <th>Packing Slip</th> <th>Supplier Lot</th> </tr> </thead> <tbody> <tr> <td>20341</td> <td>03-NOV-2000</td> <td>14329-</td> <td></td> <td>JVC -VCR - MODEL # HR-S9800</td> <td></td> <td>PRECISION COMPUTER SERVICES</td> <td>1</td> <td>EACH</td> <td></td> <td></td> </tr> <tr> <td>20341</td> <td>03-NOV-2000</td> <td>14329-</td> <td></td> <td>SANDISK FLASH RAM - PN# SDCFB-192-485</td> <td></td> <td>PRECISION COMPUTER SERVICES</td> <td>3</td> <td>EACH</td> <td></td> <td></td> </tr> <tr> <td>20341</td> <td>03-NOV-2000</td> <td>14329-</td> <td></td> <td>SANDISK FLASH RAM - PN# SDCFB-192-485</td> <td></td> <td>PRECISION COMPUTER SERVICES</td> <td>4</td> <td>EACH</td> <td></td> <td></td> </tr> <tr> <td>20341</td> <td>03-NOV-2000</td> <td>14329-</td> <td></td> <td>SANDISK FLASH RAM - PN# SDCFB-192-485</td> <td></td> <td>PRECISION COMPUTER SERVICES</td> <td>2</td> <td>EACH</td> <td></td> <td></td> </tr> <tr> <td>20341</td> <td>03-NOV-2000</td> <td>14329-</td> <td></td> <td>3-COM 10/100 HUB - MODEL # 3C16750B</td> <td></td> <td>PRECISION COMPUTER SERVICES</td> <td>2</td> <td>EACH</td> <td></td> <td></td> </tr> </tbody> </table>	Receipt Number	Transaction Date	PO Number	Item Number	Description	Supplier Item Number	Supplier	Qty Received	Unit of Measure	Packing Slip	Supplier Lot	20341	03-NOV-2000	14329-		JVC -VCR - MODEL # HR-S9800		PRECISION COMPUTER SERVICES	1	EACH			20341	03-NOV-2000	14329-		SANDISK FLASH RAM - PN# SDCFB-192-485		PRECISION COMPUTER SERVICES	3	EACH			20341	03-NOV-2000	14329-		SANDISK FLASH RAM - PN# SDCFB-192-485		PRECISION COMPUTER SERVICES	4	EACH			20341	03-NOV-2000	14329-		SANDISK FLASH RAM - PN# SDCFB-192-485		PRECISION COMPUTER SERVICES	2	EACH			20341	03-NOV-2000	14329-		3-COM 10/100 HUB - MODEL # 3C16750B		PRECISION COMPUTER SERVICES	2	EACH		
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Exporting Process

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