

# Supplier Portal Reference Guide



6/1/2020



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**Note:** Click item in table of contents above to be brought to the appropriate page.



## **Welcome Letter**

Hello,

Effective June 1<sup>st</sup>, 2020 you can expect to use the supplier portal as your one stop shop for all information.

### **What is the supplier portal and what are the benefits?**

The supplier portal is a browser-based platform that enables collaboration between your organization and Hormel Foods. The supplier portal will provide visibility into agreements, purchase orders, invoices, receipts, and real-time contact information. This system will provide you with the opportunity to manage your own change requests, advanced shipping notices, and profile.

### **What do I need to know?**

Logging in:

You will receive an e-mail with a link to create an account. Your login ID should appear in the "Name.Name" format. Please make sure that you bookmark the website after you log-in. Once your password has been set, login using your user name and newly created password.

Our first ask of you is to review and update your existing contact information. Please make sure to assign a contact if you haven't done so already. You can add multiple contacts, and delegate roles to perform specific tasks for each supplier site. When adding contacts to the portal, it is important to note the system will default to one primary contact. You must activate these contacts as a user account. If other users are being added into the Supplier Portal, they will receive a subsequent e-mail to login.

This packet contains all supporting material you will need to execute your tasks. Please refer to the table of contents above for the step by step process for the following tasks below:

- Submitting Supplier Registration Request
- Supplier Portal Roles
- Login and Navigation
- Updating Supplier Profile
- Acknowledge & Review Agreements and Purchase Orders
- Creating Purchase Order Change Request
- Responding to Sourcing Events or Negotiations
- Reviewing Invoice, Payment, and Receipt Information
- Completing Supplier Questionnaire

### **E-mail notifications**

You should receive e-mail confirmations on any type of approval, rejection, and request for additional information from the company.

### **Questions or concerns?**

Reach out to your corporate purchasing administrator.

Best Regards,  
Matt Swigerd  
*Corporate Manager of Purchasing*



## Submitting Supplier Registration Request

Supply Chain Quick Reference Guide (QRG)

As of 05/01/2020

### Purpose:

Provides step-by-step instructions and process considerations to submit a supplier registration request.

**Step 1:** As a supplier, you may receive an email with a link to access the supplier registration portal. (The TEST screenshot is portrayed below for illustrative purposes). Click the link. Note: You can also find this link on the Hormel Foods homepage.

Dear Supplier,

Please access the below URL and provide the information as requested to initiate the registration process.

<https://ekkh-test.fa.us2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000009496862>

Thanks  
Buyer

**Step 2:** You have been redirected to the **Register Supplier** screen. Notice there are eight phases to the registration process. Fill in relevant details in each screen, and Click **Next** to proceed to the next phase/screen.

**Register Supplier: Company Details**

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

\* Company

\* Tax Organization Type

Supplier Type

Corporate Web Site

Attachments None

D-U-N-S Number

Tax Country

Taxpayer ID

Tax Registration Number

Note to Approver

**Next** **Save for Later** **Register** **Cancel**

**Additional Information**

Enter known Hormel contact if available

### Your Contact Information

Enter the contact information for communications regarding this registration



- Attach a Federal EIN document (preferred) or your W-9.



- Any field with an \* (asterisk) is a required field.

**Step 3:** Enter required information in the **Company Details** section and click **Next** to proceed.

**Step 4:** The **Contacts** screen is displayed.

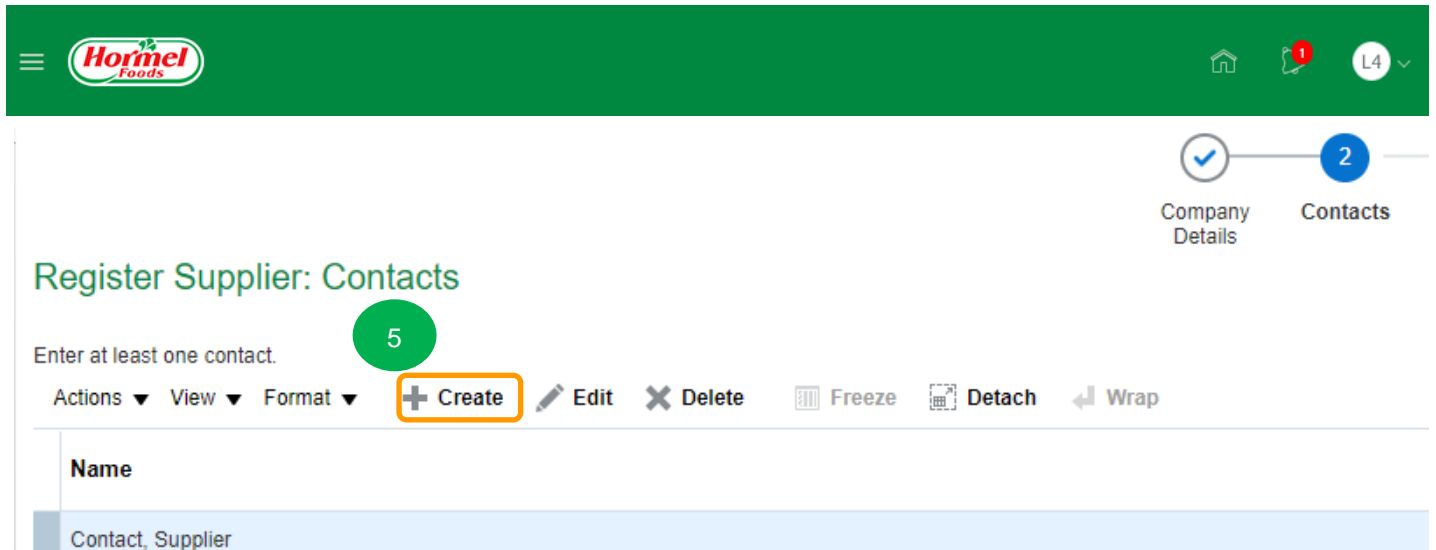
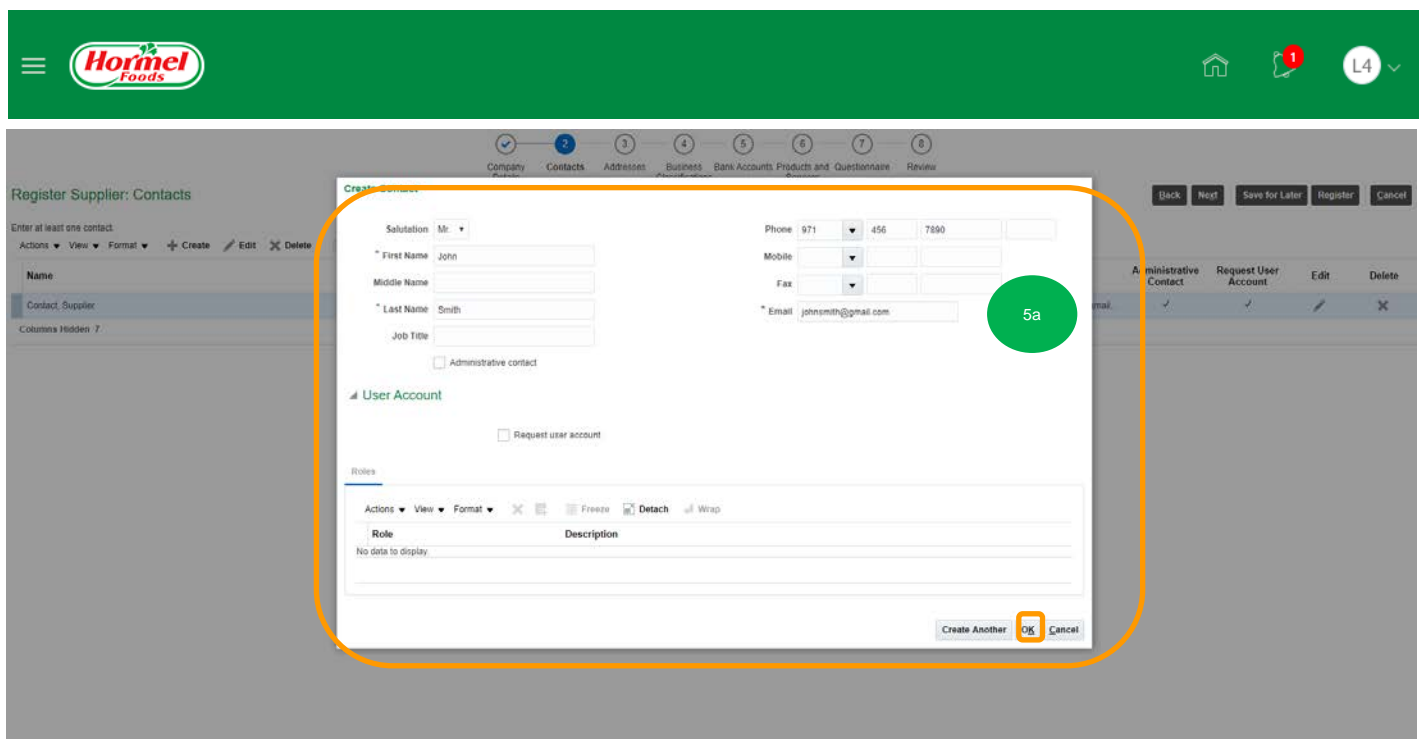


- The **Contact Information** updated in the previous screen will appear on the screen below.

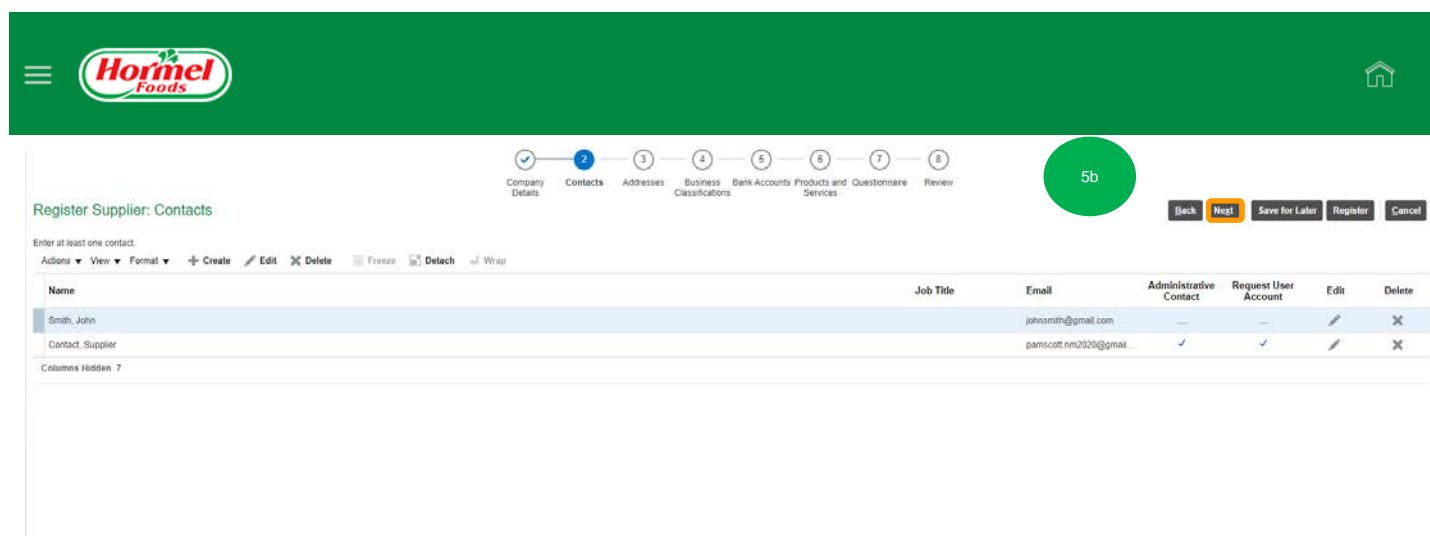
**Step 5:** In the **Contacts** screen, click **+ Create** to enter a new contact.

**Step 5a:** A pop-up box will appear. Fill in the required information and Click **OK**. The list of the supplier roles is displayed below.

**Step 5b:** Click **Next**.





Role	Description
Supplier accounts receivable specialist	Manages invoices and payments for the supplier company.
Supplier bidder	Manages requests for quote, requests for proposal, and requests for information.
Supplier customer service representative	Manages inbound purchase orders and communicates shipment activities.
Supplier sales representative	Manages agreements and catalog pricing.
Supplier self-service administrator	Manages the profile information for the supplier company, including updating supplier contact information and administering user accounts.



**Step 6:** A pop-up window appears. Update the required fields and click **OK**.



- You can add **Address Contacts** against the address added by clicking the **Add**  icon.

**Step 7:** A new address has been added.  
Click **Next** to proceed to the next phase.

Register Supplier: Addresses		Back Next Save for Later	
Actions View Format Create Edit Delete Freeze Detach Wrap			
Address Name	Address	Phone	Address Purpose
Corporate	Test, A and M College, TX 77843, Brazos		Ordering Remit to, RFQ or Bidding
Columns Hidden 3			



**Step 8:** The **Business Classifications** screen is displayed. If needed, add a classification. If supplier does not fit any classifications, Click **None**.

Business Classifications

Hub Zone  
Minority Owned  
Service-disabled Veteran Owned  
Small Business  
Veteran Owned  
Woman Owned

Back Next Save for Later Register Cancel

Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
				m/d/yy	m/d/yy	None +	

**Step 9:** On the **Bank Accounts** screen, click **+ Create** to update your bank details, similar to how you updated your address.

Register Supplier: Bank Accounts

Back Next Save for Later Register Cancel

Actions View Format + Create Edit Delete Freeze Detach Wrap

Account Number	IBAN	Currency	Bank	Edit	Delete
No data to display.					

- This is an optional field in the self-registration process.

**Step 10:** Once done, click **Next**.

Register Supplier: Bank Accounts

Back Next Save for Later Register Cancel

Actions View Format + Create Edit Delete Freeze Detach Wrap

Account Number	IBAN	Currency	Bank	Edit	Delete
XXXXXXXXXX					

**Step 11:** On the **Products and Services** screen, click **Select and Add**.

Register Supplier: Products and Services

Company Details | Contacts | Addresses | Business Classifications | Bank Accounts | **Products and Services** | Questionnaire | Review

Back Next Save for Later Register Cancel

Actions View Format **Select and Add** Remove Freeze Detach Wrap

Category Name	Description	Remove
No data to display.		

**Step 12:** A pop-up window will appear. Select ALL desired **Product and Services** and Click **OK**.

Select and Add: Products and Services

Search

Category Name Description Search Reset

View Format Freeze Detach Wrap

Select	Category Name	Description
<input type="checkbox"/>	Products and Services	
<input type="checkbox"/>	INDIRECT.KNIVES	INDIRECT.KNIVES
<input type="checkbox"/>	INDIRECT.ARTWORK & PLATE CHARGES	INDIRECT.ARTWORK & PLATE CHARGES
<input checked="" type="checkbox"/>	INDIRECT.BAGS	INDIRECT.BAGS
<input type="checkbox"/>	INDIRECT.BRUSHES	INDIRECT.BRUSHES
<input type="checkbox"/>	INDIRECT.CHEMICALS.SANITATION	INDIRECT.CHEMICALS.SANITATION
<input type="checkbox"/>	INDIRECT.CHEMICALS.WATER TREATMENT AND	INDIRECT.CHEMICALS.WATER TREATMENT AND OTHER
<input type="checkbox"/>	INDIRECT.CLEANERS	INDIRECT.CLEANERS
<input type="checkbox"/>	INDIRECT.FARM.ANIMAL FEED	INDIRECT.FARM.ANIMAL FEED
<input type="checkbox"/>	INDIRECT.FARM.ARTIFICIAL INSEMINATION	INDIRECT.FARM.ARTIFICIAL INSEMINATION

Columns Hidden 1

Apply **OK** Cancel

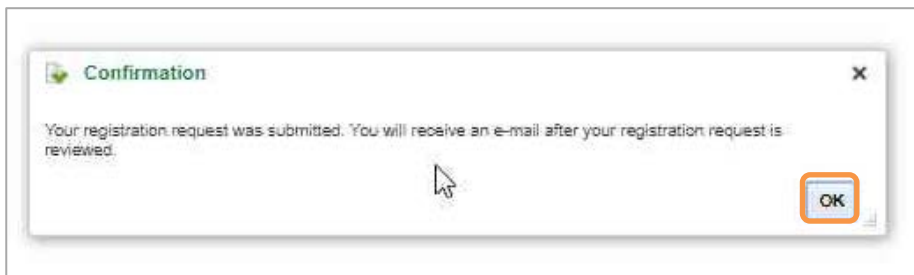
**Step 13:** On the **Questionnaire** screen, answer the questions, and click **Next** to proceed.



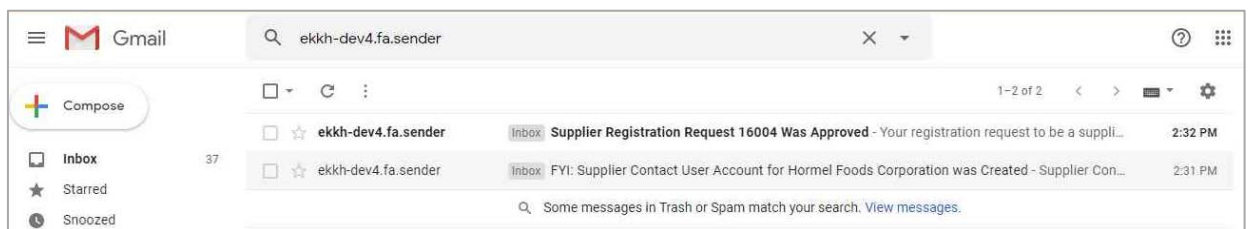
- **Make sure you read and understand the attachments.**

**Step 14:** You are now at the last and final stage. Review the details and click **Register** to submit your registration request.

**Step 15:** A pop-up window appears. Click **OK**.



- You will receive a notification via email if your request has been accepted or rejected. Please make sure to check your junk folder.





## **Supplier Portal Roles**

As of 05/01/2020

Role	Description
Supplier accounts receivable specialist	Manages invoices and payments for the supplier company.
Supplier bidder	Manages requests for quote, requests for proposal, and requests for information.
Supplier customer service representative	Manages inbound purchase orders and communicates shipment activities.
Supplier sales representative	Manages agreements and catalog pricing.
Supplier self service administrator	Manages the profile information for the supplier company, including updating supplier contact information and administering user accounts.

## Login and Navigation

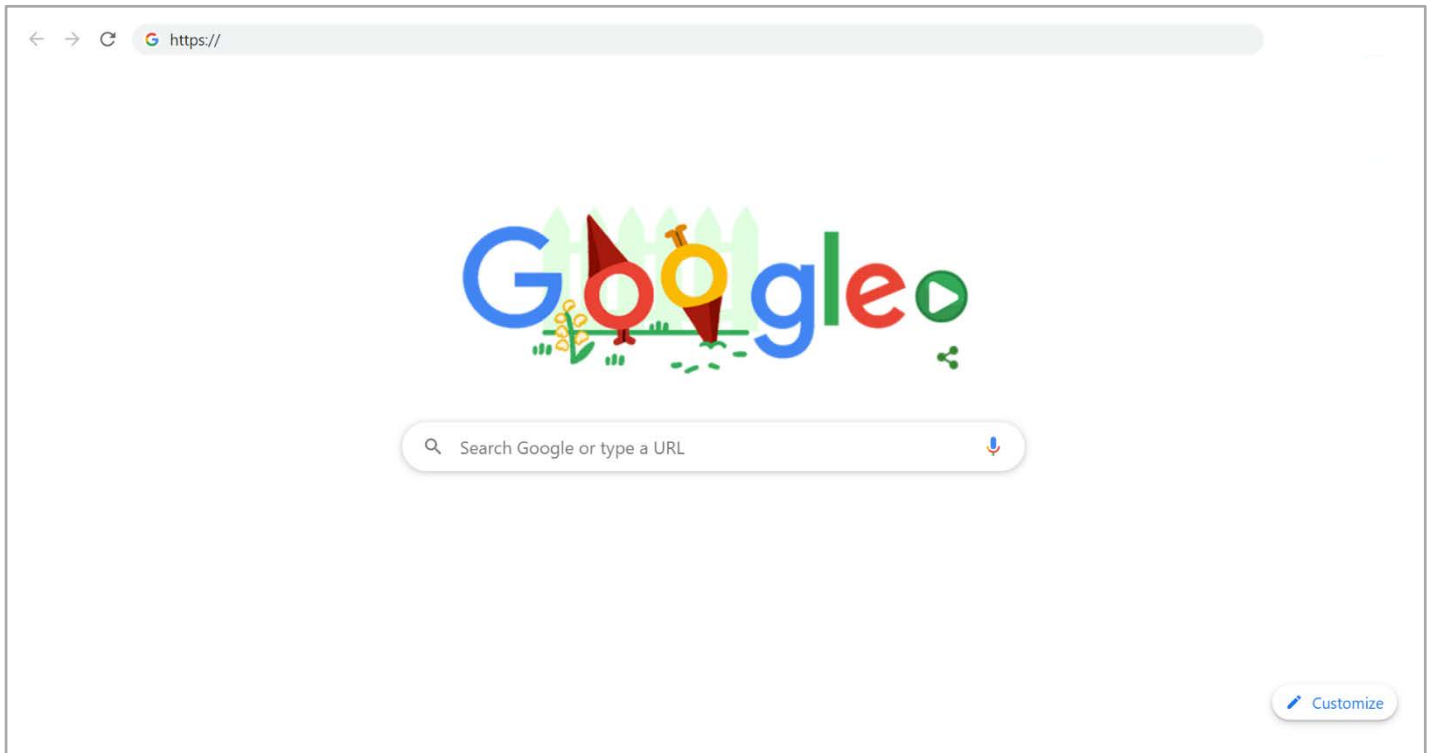
Supply Chain Quick Reference Guide (QRG)

As of 05/01/2020

### **Purpose:**

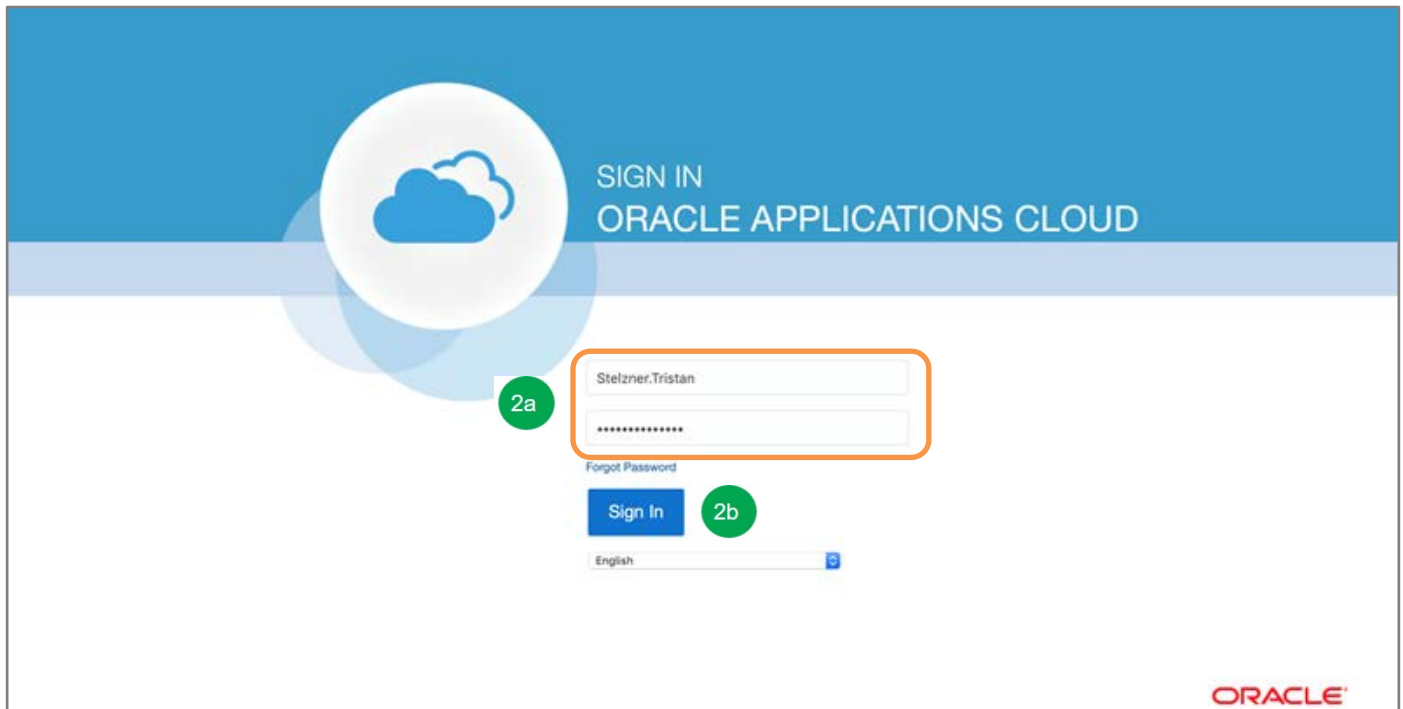
Provides step-by-step instructions on how to access and navigate the supplier portal.

**Step 1:** Using the Chrome browser, click on the link provided in the welcome email (or enter the URL in the browser window) to open the Hormel Foods supplier portal.



**Step 2a:** From the Oracle Application Cloud homepage, enter the **username** (Name.Name) and **password** you were assigned.

**Step 2b:** Click on the **Sign In** button.



SIGN IN  
ORACLE APPLICATIONS CLOUD

2a

Stelzner,Tristan

\*\*\*\*\*

[Forgot Password](#)

Sign In 2b

English

ORACLE

## Updating Supplier Profile

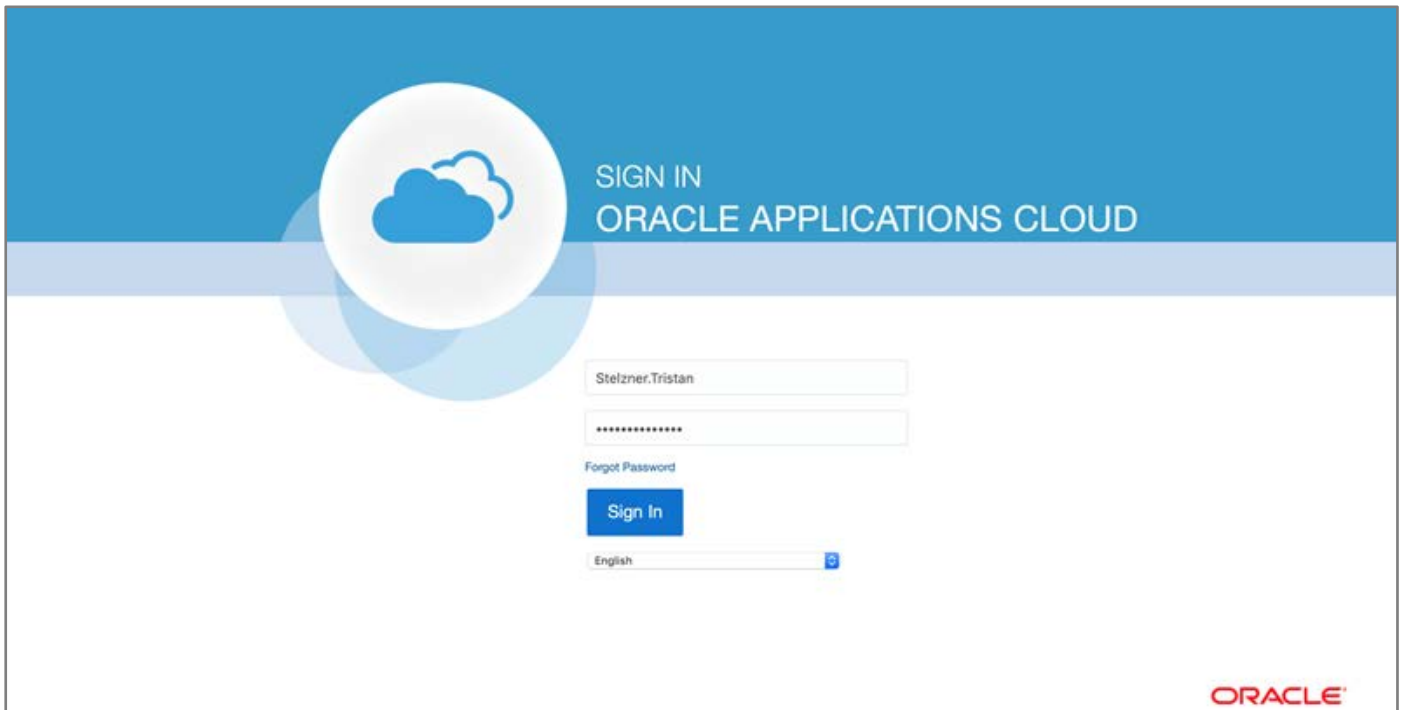
Supply Chain Quick Reference Guide (QRG)

As of 05/01/2020

### **Purpose:**

Provides step-by-step instructions on how to view and update their supplier profile information using the Hormel Foods supplier portal.

**Step 1:** Log into Oracle Cloud.






The screenshot shows the Oracle Applications Cloud sign-in interface. It features a blue header with a white cloud icon and the text "SIGN IN ORACLE APPLICATIONS CLOUD". Below the header, there is a sign-in form with the following elements:

- A text input field containing "Stelzner.Tristan".
- A password input field with masked characters "\*\*\*\*\*".
- A link labeled "Forgot Password".
- A blue "Sign In" button.
- A language dropdown menu set to "English".

The Oracle logo is visible in the bottom right corner of the page.




**Step 2:** On the left navigation pane of the supplier portal, scroll down to **Company Profile** and click **Manage Profile** to view and/or update supplier details.




L4

Supplier Portal

- manage schedules
- Acknowledge Schedules in Spreadsheet
- Agreements
  - Manage Agreements
- Shipments
  - Manage Shipments
  - Create ASN
  - Create ASBN
  - Upload ASN or ASBN
  - View Receipts
  - View Returns
- Deliverables
  - Manage Deliverables
- Consigned Inventory
  - Review Consumption Advice
- Invoices and Payments
  - Create Invoice
  - Create Invoice Without PO
  - View Invoices
  - View Payments
- Negotiations
  - View Active Negotiations
  - Manage Responses
- Auctions from Seller
  - View Active Seller Auctions
  - Manage Seller Auction Bids
- Qualifications
  - Manage Questionnaires
  - View Qualifications
- Company Profile
  - Manage Profile

Remaining Milestones



18

Schedules Overdue or Due Today

Planned Orders

Agreements changed or canceled	1
Agreements opened	1
Orders changed or canceled	2
Orders opened	8

Negotiation Request

Invoice Amount	120	USD
Invoice Price Variance Amount		USD

Supplier News



**Step 3:** Click **Edit** to update your company information.

Company Profile

Last Change Request: 6001  
Request Status: Processed

Requested By: Thornton, Billy  
Request Date: 5/6/20

Change Description

Organization Details | Tax Identifiers | Addresses | Contacts | Payments | Business Classifications | Products and Services

**General**

Company: UAT MJS Smoking Billy Shop  
Supplier Number: 10018  
Supplier Type: Service  
Tax Organization Type: Partnership  
Status: Active  
Attachments: None

**Identification**

D.U.N.S. Number: 1567536541236  
Customer Number:  
SIC:  
National Insurance Number:  
Corporate Web Site:

**Corporate Profile**

Year Established:  
Mission Statement:  
Chief Executive Title:  
Chief Executive Name:  
Principal Title:  
Principal Name:  
Year Incorporated:

**Financial Profile**

Current Fiscal Year's Potential Revenue:  
Preferred Functional Currency:  
Fiscal Year End Month:

**Step 4:** An edit warning message will display, click **Yes** to continue the edit process.

Company Profile

Last Change Request: 6001  
Request Status: Processed

Requested By: Thornton, Billy  
Request Date: 5/6/20

Change Description

Organization Details | Tax Identifiers | Addresses | Contacts | Payments | Business Classifications | Products and Services

**General**

Company: UAT MJS Smoking Billy Shop  
Supplier Number: 10018  
Supplier Type: Service  
Tax Organization Type: Partnership  
Status: Active  
Attachments: None

**Identification**

D.U.N.S. Number: 1567536541236  
Customer Number:  
SIC:  
National Insurance Number:  
Corporate Web Site:

**Corporate Profile**

Year Established:  
Mission Statement:  
Chief Executive Title:  
Chief Executive Name:  
Principal Title:  
Principal Name:  
Year Incorporated:

**Financial Profile**

Current Fiscal Year's Potential Revenue:  
Preferred Functional Currency:  
Fiscal Year End Month:

**Warning**

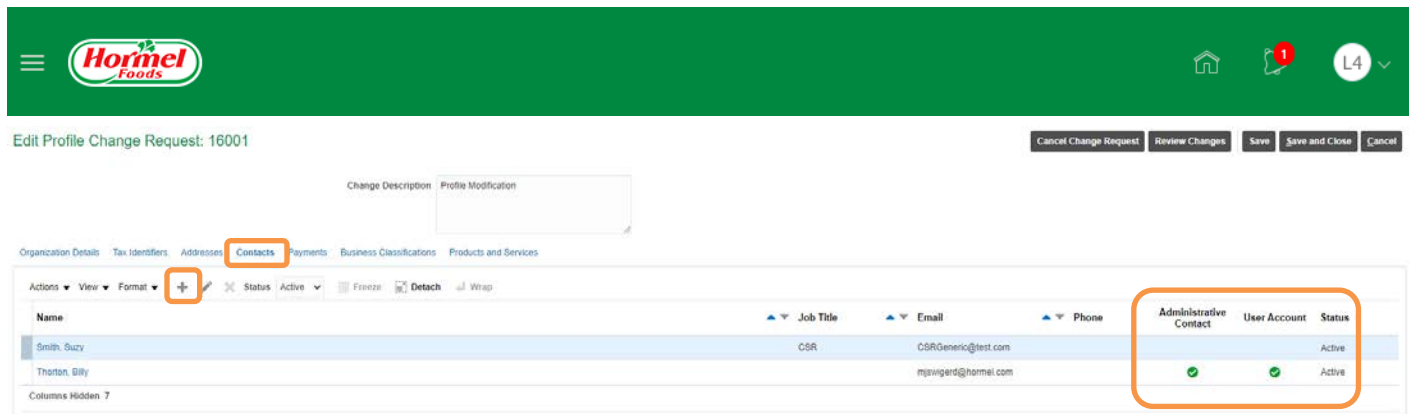
PO2-2130390 Making edits will create a change request for the profile. Do you want to continue?

Yes No

**Step 5a:** The **Edit Profile Change Request** screen will appear. Click on the **Contacts** tab to assign a contact if you haven't done so already. Click the **+** button to add an additional contact.



- Note: When adding contacts to the portal, it is important to note the system will default to one primary contact. You can add multiple contacts, and delegate roles to perform specific tasks for each supplier site. **You must activate these contacts as a user account in Oracle Cloud.** If other users are being added into the Supplier Portal, they will receive a subsequent e-mail to login.



Edit Profile Change Request: 16001

Cancel Change Request Review Changes Save Save and Close Cancel

Change Description: Profile Modification

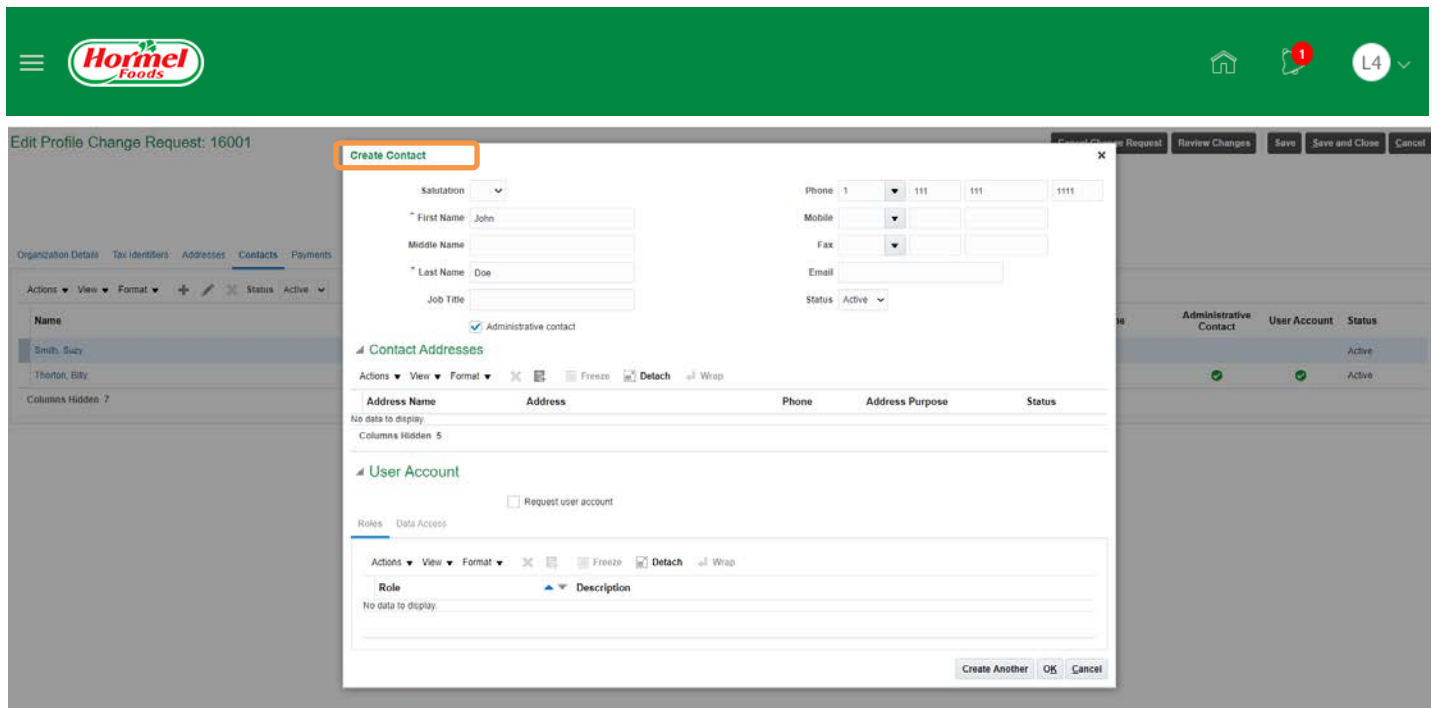
Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Actions View Format **+** Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Smith, Suzy	CSR	CSRGeneric@test.com		✓	✓	Active
Thorton, Billy		mjaviger@hormel.com		✓	✓	Active

Columns Hidden: 7

**Step 5b:** The **Create Contact** pop-up window will appear. Enter in the contact information.



Salutation:

\* First Name:

Middle Name:

\* Last Name:

Job Title:

☒ Administrative contact

Phone:

Mobile:

Fax:

Email:

Status:

**Contact Addresses**

Actions: View, Format, Freeze, Detach, Wrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				

Columns Hidden: 5

**User Account**


☐ Request user account

Roles: Data Access

Actions: View, Format, Freeze, Detach, Wrap

Role	Description
No data to display.	

Create Another OK Cancel

**Step 5c:** In the **Contact Address** section, click the  button to assign the contact to one or multiple sites.

The screenshot displays the 'Create Contact' modal in the Hormel Foods Supplier Portal. The modal is titled 'Create Contact' and contains several sections:

- Contact Information:** Includes fields for Salutation, First Name (Jacob), Middle Name, Last Name (Williams), Job Title, Phone (847 786 1123), Mobile, Fax, Email (JWilliams@gmail.com), and Status (Active). There is a checkbox for 'Administrative contact' which is checked.
- Contact Addresses:** This section is highlighted with an orange box around the 'Assign' button (a site icon). It includes a table with columns: Address Name, Address, Phone, Address Purpose, and Status. Below the table, it says 'No data to display' and 'Columns Hidden: 5'.
- User Account:** Includes a checkbox for 'Request user account' and a section for 'Roles' and 'Data Access'.

The background shows the 'Edit Profile Change Request: 4001' page. It has a sidebar with 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', and 'Payments'. The 'Contacts' tab is active, showing a table with columns: Name, Administrative Contact, User Account, and Status. The table lists two contacts: 'Smith, John' and 'Stelzner, Trestan', both with 'Active' status.

**Step 5d:** Select the sites you would like to assign the contact to and Click **Apply**.

Create Contact

Salutation

\* First Name

Middle Name

\* Last Name

Job Title

☐ Administrator

Phone

Mobile

Fax

**Select and Add: Addresses**

**Search**

Address

**Search** **Reset**

View  Format  Wrap

Address Name	Address	Address Purpose
CRP 4 ONION...	10 Hormel,Pleasanton, CA 94588,Alameda	Ordering; Remit...
Test Address 1	1451 24th St,Evanston, ILLINOIS 60202,Cook	Ordering; Remit...
Test Address 2	1520 ...tte St,Number Five, COLORADO 8...	Ordering; Remit...
Test Address 3	1203 Waukegan Rd,Libertyville, ILLINOIS 60...	Ordering; Remit...

Rows Selected 1

**Apply** **OK** **Cancel**

Address Name

No data to display

Columns Hidden 5

**User Account**

Role

Data Access

Role

No data to display

Description

Create Another **OK** **Cancel**

**Step 5e:** If you would like this contact to be the administrative contact, Click the **Administrative Contact Checkbox**. Click the **Request User Account Checkbox** to request a user account for the contact.

Salutation

\* First Name: Jacob

Middle Name

\* Last Name: Williams

Job Title

☒ Administrative contact

Phone: 847 786 1123

Mobile

Fax

Email: JWilliams@gmail.com

Status: Active

**Contact Addresses**

Address Name	Address	Phone	Address Purpose	Status
Test Address 2	1520 Platte St, Number Five, COLORADO 80202, Denver		Ordering, Remit to, RFQ or Bidding	Active
Test Address 3	1203 Waukegan Rd, Libertyville, ILLINOIS 60048, Lake		Ordering, Remit to, RFQ or Bidding	Active

Columns Hidden: 5

**User Account**

☐ Request user account

Roles Data Access

Role	Description
No data to display.	

Create Another OK Cancel

**Step 5f:** The roles within the **User Account** section will appear. Select the appropriate role and Click **OK**.

**Step 5g:** The Edit Profile Change Request screen will appear. Here you can continue to make additional profile changes. If you are ready to submit your changes, click **Review Changes**.

**Note:** The green check marked under “User Account” will appear once the contact has been approved by Hormel Foods’ support team.

To review the Address change request steps, for example, proceed to step 5i in this guide.

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Smith, John		Jsmith@gmail.com	(757)465 x4445	✓		Active
Stetzer, Tristan		tristan.stetzer@gmail.com			✓	Active
Williams, Jacob		JWilliams@gmail.com	(847)786 x1123	✓		Active



**Step 5h:** Click **Submit**.

**Step 5i:** If you wish to continue making changes to your profile, the **Edit Profile Change Request** screen will appear.

For this example, click on the **Addresses** tab to update a telephone number.



- Editable fields will have a grey box next to them. If a field you wish to edit is not available, please contact the Hormel Foods supplier administration team.

**Step 6:** Enter the profile details changes in the **Change Description** box.

Edit Profile Change Request: 16001

[Delete Change Request](#)
[Review Changes](#)
[Save](#)
[Save and Close](#)
[Cancel](#)

Change Description

Profile Modification

[Organization Details](#)
[Tax Identifiers](#)
[Addresses](#)
[Contacts](#)
[Payments](#)
[Business Classifications](#)
[Products and Services](#)

Actions View Format Status: Active

Address Name	Address	Phone	Address Purpose	Fax	Status
Prim Address1	1001 South Main, Murook, MN 56271, Swift		Ordering; Remit to		Active

Columns Hidden: 3

**Step 7:** Highlight the address row to update, and click the **pencil** to edit the selected address.

Edit Profile Change Request: 16001

[Delete Change Request](#)
[Review Changes](#)
[Save](#)
[Save and Close](#)
[Cancel](#)

Change Description

Profile Modification

[Organization Details](#)
[Tax Identifiers](#)
[Addresses](#)
[Contacts](#)
[Payments](#)
[Business Classifications](#)
[Products and Services](#)

Actions View Format Status: Active

Address Name	Address	Phone	Address Purpose	Fax	Status
Prim Address1	1001 South Main, Murook, MN 56271, Swift		Ordering; Remit to		Active

Columns Hidden: 3

**Step 8a:** In the **Edit Address** window, make **address, phone, email and other updates** as needed. For this example, we are updating the company's phone number.

**Step 8b:** After you make all updates, Click **OK**.

Edit Profile Change Request: 16001

Change Description: Profile Modification

Organization Details: Tax Identifiers: **Addresses** Contacts: Payments: Business:

Address Name: Prim Address1 Address: 1001 South Main, Murdock, MN 56271, Swift

Columns Hidden: 3

**Edit Address: Prim Address1**

\* Address Name: Prim Address1

\* Country: United States

\* Address Line 1: 1001 South Main

Address Line 2:

Address Line 3:

Address Line 4:

\* City: Murdock

\* State: MN

\* Postal Code: 56271

\* Country: Swift

Language:

\* Address: ☒ Ordering

Purpose: ☒ Remit to

☐ BEO or Addition

Phone: 1 223 223 2323

Fax:

Email:

Inactive Date: m/d/yyyy

Status: Active

8a

8b

OK Cancel

Address Purpose: Ordering, Remit to

Fax:

Status: Active



If there are multiple options for a value, the **Search and Select** window will appear, allowing you to make a selection. For example, *Pleasanton, Alameda, CA* or *Pleasanton, Alameda, California*

**Step 9:** You must click **Review Changes** on the **Edit Profile Change Request** screen.  
*Note: Do NOT click Save and Close if you are ready to submit.*

Edit Profile Change Request: 16001

Change Description: Profile Modification

Organization Details Tax Identifiers **Addresses** Contacts Payments Business Classifications Products and Services

Actions View Format Status Active Freeze Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status
Prim Address1	1001 South Main,Murdock, MN 56271,Swift	+1 (223)223 x23...	Ordering; Remit to		Active

Columns Hidden: 3

Buttons: Delete Change Request, **Review Changes**, Save, Save and Close, Cancel

**Step 10:** Click **Submit** to send updates to the Hormel Foods supplier team for final review and approval.

Review Changes

Change Description: Profile Modification

Addresses

View Format Freeze Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status	Details
Prim Address1	1001 South Main,Murdock, MN 56271,Swift	+1 (223)223 x23...	Ordering; Remit to		Active	
ALAMEDA: 9450	10 Hormel Pleasanton, CA 94509, Alameda					

Columns

Buttons: Edit, **Submit**, Cancel



- All submitted updates will be reviewed and approved by the Hormel Foods supplier administration team before being published to the supplier portal.
- Notification(s) will be delivered regarding the approval or rejection of the submitted change.



**Step 11:** A **Confirmation** pop-up window will appear, click **OK** to acknowledge the changes been submitted.

The screenshot shows the 'Company Profile' page in the Hormel Foods Supplier Portal. A green confirmation pop-up window is centered on the screen, displaying the text: 'Confirmation', 'Your profile change request 16001 was submitted for approval.', and an 'OK' button. The background page shows the 'General' tab selected, with fields for Company Name, Supplier Number, Supplier Type, Tax Organization Type, Status, Attachments, Insurance Number, Corporate Web Site, Chief Executive Title, Chief Executive Name, Principal Title, Principal Name, Year Established, Mission Statement, Year Incorporated, Current Fiscal Year's Potential Revenue, Preferred Functional Currency, and Fiscal Year End Month. The 'Request Status' is 'Pending Approval' and the 'Request Date' is '5/29/20'.

**Step 12:** To close the company profile view, click **Done**.

This screenshot is identical to the previous one, but the 'Done' button in the top right corner of the 'Company Profile' page is highlighted with an orange border, indicating the next step to close the view.

## Acknowledge & Review Agreements and Purchase Orders

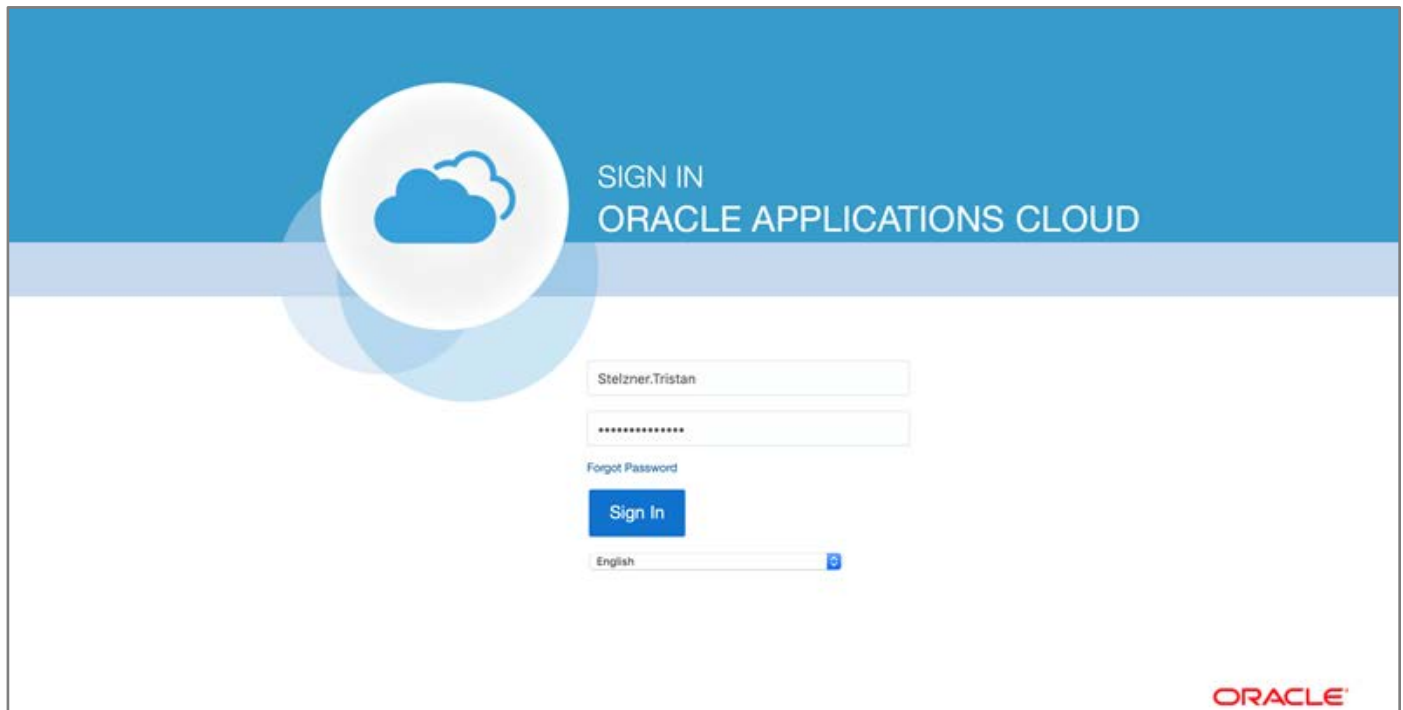
Supply Chain Quick Reference Guide (QRG)

As of 05/11/2020

### **Purpose:**

Provides step-by-step instructions on how to acknowledge and review agreements and purchase orders in Oracle Cloud.

**Step 1:** Log into Oracle Cloud.



The screenshot shows the Oracle Applications Cloud sign-in interface. It features a blue header with a white cloud icon and the text "SIGN IN ORACLE APPLICATIONS CLOUD". Below the header, there is a sign-in form with the following elements:

- A text input field containing "Stelzner.Tristan".
- A password input field with masked characters "\*\*\*\*\*".
- A link labeled "Forgot Password".
- A blue "Sign In" button.
- A language selection dropdown menu showing "English".

The Oracle logo is visible in the bottom right corner of the page.

**Step 2:** On the supplier portal's left navigation pane, scroll down to **Orders** and click **Manage Orders** to review purchase orders.

**Supplier Portal**

Search: Orders Order Number

**Tasks**

- Orders**
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Agreements**
  - Manage Agreements
- Shipments**
  - Manage Shipments
  - Create ASN
  - Create ASBN
  - Upload ASN or ASBN
  - View Receipts
  - View Returns
- Deliverables**
  - Manage Deliverables
- Consigned Inventory**
  - Review Consumption Advices
- Invoices and Payments**
  - Create Invoice
  - Create Invoice Without PO
  - View Invoices
  - View Payments
- Negotiations**
  - View Active Negotiations
  - Manage Responses

**Requiring Attention**

18

Schedules Overdue or Due Today

**Recent Activity**  
Last 30 Days

Agreements changed or canceled	1
Agreements opened	1
Orders changed or canceled	2
Orders opened	8

**Transaction Reports**  
Last 30 Days

Invoice Amount	120	USD
Invoice Price Variance Amount		USD

**Supplier News**

**Step 3:** Use the applicable search fields below to search for your purchase order.

**Manage Orders**

Done

Headers Schedules

**Search**

Sold to Legal Entity

Billed to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order

Status

Include Closed Documents No

Search Reset Save

**Search Results**

Actions View Format Print Export Filter Detail Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date
No search conducted										
Columns Hidden: 25										

**Step 4:** Review the PO. Once reviewed, Click **Accept or Reject** for your purchase order.

Home
1
L4

[Terms](#)
[Notes and Attachments](#)

Required Acknowledgment: Document and Schedule  
Acknowledgment Due Date: 4/26/20  
Acknowledgment Response: Accept  
Acknowledgment Note: Order is correct

Payment Terms: 1% 10 NET 60  
Shipping Method:  
Freight Terms: Delivered  
FOB: None

— Buyer managed transportation  
— Pay on receipt  
— Confirming order

Additional Information

One Time Supplier Contact  
Contract Reference #  
Contract Start Date  
Contract Expiration Date  
Contract Original Amount  
Contract Reference URL  
Context Prompt

Schedules

Actions View Format Freeze Detach Wrap Accept Reject Response All

Line	Description	Supplier Item	Quantity	UOM	Price	Requested Delivery Date	Promised Delivery Date	Response	Rejection Reason	Location
1	CONTAINER 20 GAL BRUTE GRAY		1	EA	0.01	4/2/20	4/9/20	Accept		Austin - Cedar ...

Rows Selected: 1 Columns Hidden: 9

**Step 5:** Scroll to the top and Click **Submit**

Home
1
L4

Acknowledge Document (Purchase Order): 500202

Edit View PDF **Submit** Cancel

Main

General

Sold-to Legal Entity: Hormel Foods Corporation  
Order: 500202  
Status: Pending Supplier Acknowledgment  
Buyer: Thakur, Ashish  
Creation Date: 3/27/20

Supplier: UAT Supplier ORG  
Supplier Site: UAT Address  
Supplier Contact: Rachel Duncan  
Bill-to Location: Corporate Office Austin - Remit To - All Invoices  
Ship-to Location: Austin - Cedar Valley

Ordered: 0.01 USD  
Description:  
Source Agreement:  
Supplier Order:  
Communication Method: None

[Terms](#)
[Notes and Attachments](#)

Required Acknowledgment: Document and Schedule  
Acknowledgment Due Date: 4/26/20  
Acknowledgment Response: Accept  
Acknowledgment Note: Order is correct

Payment Terms: 1% 10 NET 60  
Shipping Method:  
Freight Terms: Delivered  
FOB: None

— Buyer managed transportation  
— Pay on receipt  
— Confirming order

Additional Information



**Step 6:** Click **OK**.

The screenshot shows the 'Acknowledge Document (Purchase Order): 500202' screen. A 'Confirmation' dialog box is open in the center, asking 'The document will be accepted. Do you want to continue? (PO-2055013)'. The 'OK' button is highlighted with an orange box. The background form shows details for the purchase order, including 'Sold-to Legal Entity', 'Supplier', 'Ordered' amount, 'Status', 'Buyer', and 'Creation Date'. The 'Terms' section includes 'Required Acknowledgment', 'Acknowledgment Due Date', 'Acknowledgment Response', and 'Acknowledgment Note'.

**Step 7:** Click **Done**.

The screenshot shows the 'Purchase Order: 500202' screen. The 'Done' button in the top right corner is highlighted with an orange box. The form displays detailed information for the purchase order, including 'Sold-to Legal Entity', 'Supplier', 'Ordered' amount, 'Status', 'Buyer', and 'Creation Date'. The 'Terms' section includes 'Required Acknowledgment', 'Acknowledgment Due Date', 'Payment Terms', 'Shipping Method', 'Freight Terms', and 'FOB'.

**Step 8:** On the supplier portal's left navigation pane, scroll down to **Agreements** and click **Manage Agreements**.

Supplier Portal

Search: Orders Order Number

**Tasks**

- Orders
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Agreements**
  - Manage Agreements**
- Shipments
  - Manage Shipments
  - Create ASN
  - Create ASBN
  - Upload ASN or ASBN
  - View Receipts
  - View Returns
- Deliverables
  - Manage Deliverables
- Consigned Inventory
  - Review Consumption Advice
- Invoices and Payments
  - Create Invoice
  - Create Invoice Without PO
  - View Invoices
  - View Payments
- Negotiations
  - View Active Negotiations
  - Manage Responses

**Requiring Attention**

18

Schedules Overdue or Due Today

**Recent Activity**

Last 30 Days

Agreements changed or canceled	1
Agreements opened	1
Orders changed or canceled	2
Orders opened	8

**Transaction Reports**

Last 30 Days

Invoice Amount	120	USD
Invoice Price Variance Amount		USD

Supplier News

**Step 9:** Search for the agreement using the fields below and click the agreement number you wish to view.

Manage Agreements

Done

Headers Lines

**Search**

Advanced Manage Watchlist Saved Search All Agreements

Procurement BU

Supplier Site

Agreement

Status

Include Closed and Expired Documents No

Search Reset Save...

**Search Results**

Actions View Format Freeze Detach Wrap

Agreement	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	End Date	Change Order	Creation Date
110024	TEST BPA for Portal	Prim Address1	Swigerd, Ma...	50,000.00	344.02	USD	Open	5/28/21		5/5/20

Columns Hidden 31

**Step 10:** Review the agreement and Click **Acknowledge**.

## Blanket Purchase Agreement: 110024

[Acknowledge](#)
[View PDF](#)
[Actions](#)
[Done](#)

Main

### General

Procurement BU	Hormel Foods Corporation	Supplier	UAT MJS Smoking Billy Shop	Start Date	5/4/20
Agreement	110024	Supplier Site	Prim Address1	End Date	5/28/21
Status	Open	Supplier Contact		Agreement Amount	50,000.00 USD
Buyer	Matthew Swigerd	Supplier Agreement		Minimum Release Amount	
Creation Date	5/5/20	Communication Method	None	Released Amount	344.02 USD
				Description	TEST BPA for Portal

### Terms Notes and Attachments

Required Acknowledgment	None	Shipping Method	— Requires signature
Payment Terms	Net 60	Freight Terms	Delivered — Buyer Managed Transportation

**Step 11:** Select Accept or Reject for the Acknowledgement Response.

## Acknowledge Document (Blanket Purchase Agreement): 100013

[View PDF](#)
[Submit](#)
[Cancel](#)

Main

### General

Procurement BU	Hormel Foods Corporation	Supplier	UAT Supplier QRG	Start Date	
Agreement	100013	Supplier Site	UAT Address	End Date	
Status	Pending Supplier Acknowledgment	Supplier Contact	Rachel Duncan	Agreement Amount	
Buyer	Thakur, Ashish	Communication Method	None	Minimum Release Amount	
Creation Date	3/27/20			Description	
Supplier Agreement	SUP-100013				

### Terms Notes and Attachments

Required Acknowledgment	Document and Line	Payment Terms	1% 10 NET 60	— Buyer managed transportation
Acknowledgment Due Date	4/26/20	Shipping Method		— Pay on receipt
Acknowledgment Response	<div> <div>Accept</div> <div>Reject</div> </div>	Freight Terms	Delivered	— Confirming order
Acknowledgment Note		FOB	None	



- Preferred acknowledgement is at the header. However, there can be acknowledgement at the line level. In that case you would need to acknowledge each line on the purchase order.

**Step 12:** Option to enter in the **Acknowledgement Note**.

**Acknowledge Document (Blanket Purchase Agreement): 100013**

**General**

Procurement BU: Hormel Foods Corporation  
 Agreement: 100013  
 Status: Pending Supplier Acknowledgment  
 Buyer: Thakur, Ashish  
 Creation Date: 3/27/20  
 Supplier Agreement: SUP-100013

**Supplier**  
 UAT Supplier QRG  
 Supplier Site: UAT Address  
 Supplier Contact: Rachel Duncan  
 Communication Method: None

**Start Date**  
 End Date

**Agreement Amount**  
 Minimum Release Amount  
 Description

**Terms**  
 Notes and Attachments

Required Acknowledgment: Document and Line  
 Acknowledgment Due Date: 4/26/20  
 Acknowledgment Response: Accept  
 Acknowledgment Note: Accepted Terms

**Payment Terms**  
 1% 10 NET 60  
 Shipping Method  
 Freight Terms: Delivered  
 FOB: None

— Buyer managed transportation  
 — Pay on receipt  
 — Confirming order

**Step 13:** Scroll back to the top and Click **Submit**.

**Acknowledge Document (Blanket Purchase Agreement): 100013**

**General**

Procurement BU: Hormel Foods Corporation  
 Agreement: 100013  
 Status: Pending Supplier Acknowledgment  
 Buyer: Thakur, Ashish  
 Creation Date: 3/27/20  
 Supplier Agreement: SUP-100013

**Supplier**  
 UAT Supplier QRG  
 Supplier Site: UAT Address  
 Supplier Contact: Rachel Duncan  
 Communication Method: None

**Start Date**  
 End Date

**Agreement Amount**  
 Minimum Release Amount  
 Description

**Terms**  
 Notes and Attachments

Required Acknowledgment: Document and Line  
 Acknowledgment Due Date: 4/26/20  
 Acknowledgment Response: Accept  
 Acknowledgment Note: Accepted Terms

**Payment Terms**  
 1% 10 NET 60  
 Shipping Method  
 Freight Terms: Delivered  
 FOB: None

— Buyer managed transportation  
 — Pay on receipt  
 — Confirming order

**Step 14:** Click **OK**.

**Acknowledge Document (Blanket Purchase Agreement): 100013** View PDF Submit Cancel

**Main**

**General**

Procurement BU: Hormel Foods Corporation	Supplier: UAT-Supplier ORG	Start Date
Agreement: 100013		End Date
Status: Pending Supplier Acknowledgment		Agreement Amount
Buyer: Thakur, Ashish		Minimum Release Amount
Creation Date: 3/27/20		Description
Supplier Agreement: SUP-100013		

**Confirmation**

The document will be accepted. Do you want to continue? (PO-2055013)

OK Cancel

**Terms** **Notes and Attachments**

Required Acknowledgment: Document and Line	Payment Terms: 1% 10 NET 60	— Buyer managed transportation
Acknowledgment Due Date: 4/26/20	Shipping Method	— Pay on receipt
Acknowledgment Response: Accept	Freight Terms: Delivered	— Confirming order
Acknowledgment Note: Accepted Terms	FOB: None	

**Step 15:** Click **Done**.

**Blanket Purchase Agreement: 100013** Acknowledge View PDF Actions Done

**Main**

**General**

Procurement BU: Hormel Foods Corporation	Supplier: UAT Supplier ORG	Start Date
Agreement: 100013	Supplier Site: UAT Address	End Date
Status: Pending Supplier Acknowledgment	Supplier Contact: Rachel Duncan	Agreement Amount
Buyer: Ashish Thakur	Supplier Agreement	Minimum Release Amount
Creation Date: 3/27/20	Communication Method: None	Released Amount: 0.00 USD
		Description

**Terms** **Notes and Attachments**

Required Acknowledgment: Document and Line	Shipping Method	— Requires signature
Acknowledgment Due Date: 4/26/20	Freight Terms: Delivered	— Buyer Managed Transportation
Payment Terms: 1% 10 NET 60	FOB: None	— Pay on receipt
		— Confirming order

**Additional Information**

## Creating Purchase Order Change Request

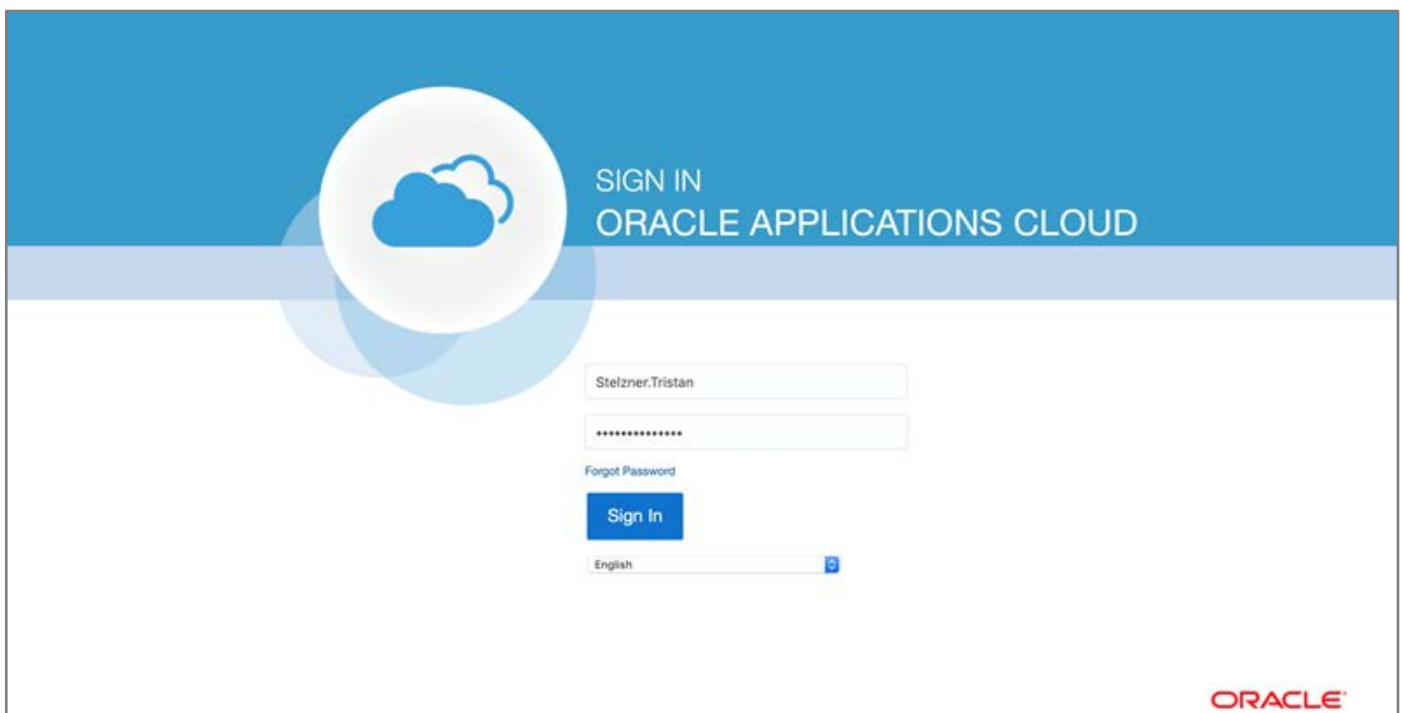
Supply Chain Quick Reference Guide (QRG)

As of 05/11/2020

### **Purpose:**

Provides step-by-step instructions on how to create a purchase order change request.

**Step 1:** Log into Oracle Cloud.



**Step 2:** Click on **Manage Orders**.

**Supplier Portal**

Search: Orders  Order Number

**Tasks**

- Orders
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Agreements
  - Manage Agreements
- Shipments
  - Manage Shipments
  - Create ASN
  - Upload ASN or ASBN
  - View Receipts
  - View Returns
- Deliverables
  - Manage Deliverables
- Consigned Inventory
  - Review Consumption Advice
- Invoices and Payments
  - Create Invoice
  - Create Invoice Without PO
  - View Invoices
  - View Payments
- Negotiations
  - View Active Negotiations
  - Manage Responses

**Requiring Attention**

18

Schedules Overdue or Due Today

**Recent Activity**  
Last 30 Days

Agreements changed or canceled	1
Agreements opened	1
Orders changed or canceled	2
Orders opened	8

**Transaction Reports**  
Last 30 Days

Invoice Amount	120	USD
Invoice Price Variance Amount		USD

**Supplier News**

**Step 3:** Enter in order number. If you don't know your order number, leave the data fields blank and Click **Search**.

**Manage Orders**

Headers Schedules

**Search**

Sold to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order

Status

Include Closed Documents No

**Search** **Reset** **Save...**

**Search Results**

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date
No search conducted.										
Columns Hidden: 25										



**Step 3:** Click on the appropriate order column.

Manage Orders

Search

Advanced Manage Watchlist Saved Search All Orders

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date
502456	5/6/20		Prim Address1	Wynia, Cassandra	56.12	USD	Open			5/6/20
502452	5/6/20		Prim Address1	Wynia, Cassandra	56.12	USD	Open			5/6/20
502451	5/6/20		Prim Address1	Grundel, Julie	60.00	USD	Closed for I			5/6/20
502448	5/6/20		Prim Address1	Swigert, Matthew	100.92	USD	Open			5/6/20
502447	5/6/20		Prim Address1	Swigert, Matthew	71.09	USD	Open			5/6/20
502442	5/6/20		Prim Address1	Swigert, Matthew	100.92	USD	Open			5/6/20
502441	5/6/20		Prim Address1	Swigert, Matthew	71.09	USD	Open			5/6/20

Columns Hidden: 25

**Step 4:** Purchase order details will appear for that order number. Click **Actions** and **Edit**.

Purchase Order: 502456

Acknowledge View PDF Actions Done Order Life Cycle

Main

General

Sold-to Legal Entity: Hormel Foods Corporation  
Bill-to BU: Hormel Foods Corporation  
Order: 502456  
Status: Open  
Buyer: Cassandra Wynia  
Creation Date: 5/5/20

Supplier: UAT MJS Smoking Bfry Shop  
Supplier Site: Prim Address1  
Supplier Contact:  
Bill-to Location: Corporate Office Austin - Remit To - All Invoices  
Ship-to Location: Austin - Supply Ours 2-5

Ordered: 56.12 USD  
Description:  
Source Agreement:  
Supplier Order:

Terms: Notes and Attachments

Note to Supplier:  
Attachments: None

Additional Information

One Time Supplier Contact:  
Contract Reference #:  
Contract Start Date:

Contract Expiration Date:  
Contract Original Amount:  
Contract Reference URL:

Context Prompt:

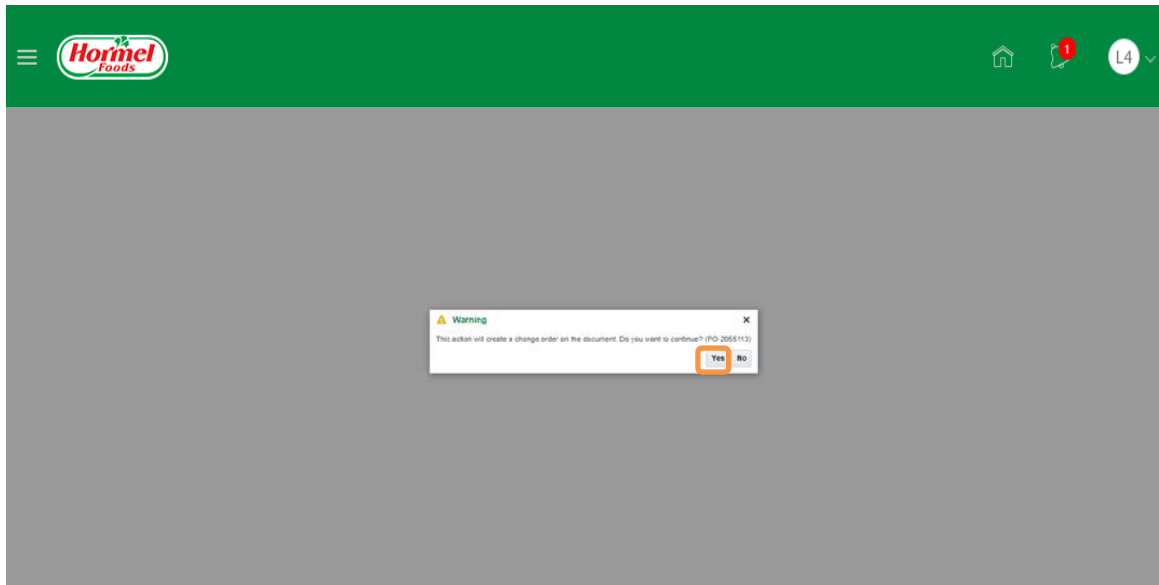
Lines Schedules

Actions View Format Freeze Detach Wrap

Line	Item	Description	Quantity	UOM	Price	Ordered	Status	Price Date	Per Pound Price	EAM Req Line #	EAM Req #	EAM Work Order	EAM Orig Org	Product Line	Deliver Time
1	90052268-01	REPLACEMENT LENS /	12	EA	1.85	22.20	Open								



**Step 5:** A warning pop-up box will appear. Click **Yes**.



**Step 6:** The **Edit Change Order** screen will appear. Enter a **Change Reason** in the **Description** box. Scroll to the bottom to view the individual purchase order lines.

Change Order: 4

Status: Incomplete

Amount Changed: 0.00 USD

Initiating Party: Supplier

Initiator: Billy Thornton

Change Order: 4

Description: [Text Box]

Creation Date: 5/25/20

Actions: [Dropdown] Save [Dropdown] Submit Cancel

Main Contract Terms

General

Sold-to Legal Entity: Hormel Foods Corporation

Supplier: UAT MUS Smoking Bity Shop

Ordered: 56.12 USD

Bill-to BU: Hormel Foods Corporation

Supplier Site: Prim Address1

Description: [Text Box]

Order: 502456

Supplier Contact: [Text Box]

Agreement: [Text Box]

Status: Open

Bill-to Location: Corporate Office Austin - Rent To - All Invoices

\* Buyer: Wynia, Cassandra

Default Ship-to Location: Austin - Supply Doors 2-5

Creation Date: 5/25/20

Terms Notes and Attachments

Payment Terms: Net 60

Shipping Method: [Text Box]

Freight Terms: FOB

Additional Information

One Time Supplier Contact: [Text Box]

Contract Expiration Date: m/d/yyyy

Context Prompt: [Dropdown]

Contract Reference #: [Text Box]

Contract Original Amount: [Text Box]

Contract Start Date: m/d/yyyy

Contract Reference URL: [Text Box]

Lines Schedules

Line	Description	Supplier Item	Quantity	UOM	Price	Ordered	Location	Promised Ship Date	Note to Supplier	Change Reason	Price Date	Per Pound Price	EAM Req Line #	EAM Req #	EAM Work Order	EAM Orig Org	Prc
1	REPLACEMENT LENS /		12	EA	1.85	22.20	Austin - Supply				m/d/yyyy						
2	DISPENSER TAPE 2 MA		6	PO	5.954	33.92	Austin - Supply										



- Delivery dates changed at schedule level
- Price or quantity changes done at the header level

**Step 7:** Make the appropriate updates to the line items below.

**Edit Change Order: 4**

Order: 502456  
Status: Open  
Buyer: Wynia, Cassandra  
Creation Date: 5/6/20

Supplier Contact  
Bill-to Location: Corporate Office Austin - Remit To - All Invoices  
Default Ship-to Location: Austin - Supply Chain 2-5

Payment Terms: Net 60  
Shipping Method: FOB

Additional Information  
One Time Supplier Contact:   
Contract Reference #:   
Contract Start Date: m/d/yy   
Contract Expiration Date: m/d/yy   
Contract Original Amount:   
Contract Reference URL:

* Line	Description	Supplier Item	Quantity	UOM	* Price	Ordered	* Location	Promised Ship Date	Note to Supplier	Change Reason	Price Date	Per Pound Price	EAM Req Line #	EAM Req #	EAM Work Order	EAM Orig Org	Prc
1	REPLACEMENT LENS /		200	EA	240.00	48,000.00	Austin - Supply				m/d/yy						
2	DISPENSER TAPE 2 MA		6	PG	5.954	33.92	Austin - Supply										

**Step 8:** Click on the **Schedules** tab. To split a line for delivery dates, for example, highlight the line you'd like to split and then Click the button at the schedule level.

**Schedule**

Actions: View, Format, Freeze, Detach, Wrap

Line	Description	* Location	Quantity	UOM	Requested Delivery Date	Promised Delivery Date	Change Reason	TL ID	Ship Together ID	Ship Date	Estimated Ship Weight
1	CONTAINER 20 GAL BRUTE GRAY	Austin - Cedar Valle	1	EA	4/2/20	4/9/20					
2	Test Line	Austin - Cedar Valle	200	EA							
3	Test Line3	Austin - Cedar Valle	200	EA							

**Step 9:** Once the line item is split, update the quantity and delivery date field on both lines. Total quantity of both lines must match the quantity of the original line.

Additional Information

One Time Supplier Contact:  Contract Expiration Date: mid/yy  Context Prompt:

Contract Reference #:  Contract Original Amount:

Contract Start Date: mid/yy  Contract Reference URL:

Lines: Schedules

Line	Description	* Location	Quantity	UOM	Requested Delivery Date	Promised Delivery Date	Change Reason	TL ID	Ship Together ID	Ship Date	Estimated Ship Weight
1	CONTAINER 20 GAL BRUTE GRAY	Austin - Cedar Valle	1	EA	4/2/20	4/9/20					
3	Test Line3	Austin - Cedar Valle	100	EA		4/28/20				mid/yy	
3	Test Line3	Austin - Cedar Valle	100	EA							

Columns Hidden: 23

**Step 10:** Click **Save** and then Click **Submit**.

Edit Change Order: 3

Change Order: 3 Status: Incomplete Initiating Party: Supplier

\* Description: Change order Amount Changed: +8,000.00 USD Initiator: Rachel Duncan

Creation Date: 4/23/20

Main Contract Terms

General

Sold-to Legal Entity: Hormel Foods Corporation Supplier: UAT Supplier ORG Ordered: 88,000.01 USD

Bill-to BU: Hormel Foods Corporation \* Supplier Site: UAT Address Description:

Order: 500151 Supplier Contact: Rachel Duncan Agreement:

Status: Open Bill-to Location: Corporate Office Austin - Remit To - All Invoices

\* Buyer: Thakur, Ashish Default Ship-to Location: Austin - Cedar Valley

Creation Date: 3/25/20

Terms: Notes and Attachments

Payment Terms: 1% 10 NET 60 Shipping Method:

Freight Terms: Delivered

FOB: None

Requires signature ☐

Buyer managed transportation ☐

Pay on receipt ☐

Confirming order ☐

**Step 11:** A confirmation pop-up window will appear. Click **OK**.

Purchase Order: 502456

**Confirmation**

The change order 4 for document Purchase Order number 502456 was submitted for approval.

**OK**

**General**

Sold-to Legal Entity: Hormel Foods Corporation  
 Bill-to BU: Hormel Foods Corporation  
 Order: 502456  
 Status: Open  
 Buyer: Cassandra Wyma  
 Creation Date: 5/9/20

Supplier Contact: [Link]  
 Bill-to Location: Corporate Office Austin - Remit To - All Invoices  
 Ship-to Location: Austin - Supply Doors 2-5

Ordered: 56.12 USD  
 Description: [Link]  
 Source Agreement: [Link]  
 Supplier Order: [Link]

**Terms** | **Notes and Attachments**

Note to Supplier: [Text]  
 Attachments: None

**Order Life Cycle**

Ordered: 56.12 USD  
 Received: [Link]  
 Delivered: [Link]  
 Invoiced: [Link]

**View Details**

**Step 12:** Click **Done**.

Purchase Order: 500151

**Done**

**General**

Sold-to Legal Entity: Hormel Foods Corporation  
 Bill-to BU: Hormel Foods Corporation  
 Order: 500151  
 Status: Open  
 Buyer: Ashish Thakur  
 Creation Date: 3/29/20

Supplier: UAT Supplier QRG  
 Supplier Site: UAT Address  
 Supplier Contact: Rachel Duncan  
 Bill-to Location: Corporate Office Austin - Remit To - All Invoices  
 Ship-to Location: Austin - Cedar Valley

Ordered: 60,000.01 USD  
 Description: [Link]  
 Source Agreement: [Link]  
 Supplier Order: [Link]

**Terms** | **Notes and Attachments**

Required Acknowledgment: None  
 Payment Terms: 1% 10 NET 60

Shipping Method: [Link]  
 Freight Terms: Delivered  
 FOB: None

**Additional Information**

One Time Supplier Contact: [Link]  
 Contract Reference #: [Link]  
 Contract Expiration Date: [Link]  
 Contract Original Amount: [Link]  
 Contract Release Date: [Link]

**Order Life Cycle**

Ordered: 60,000.01 USD  
 Received: [Link]  
 Delivered: [Link]  
 Invoiced: [Link]

**View Details**

## Responding to Sourcing Events or Negotiations

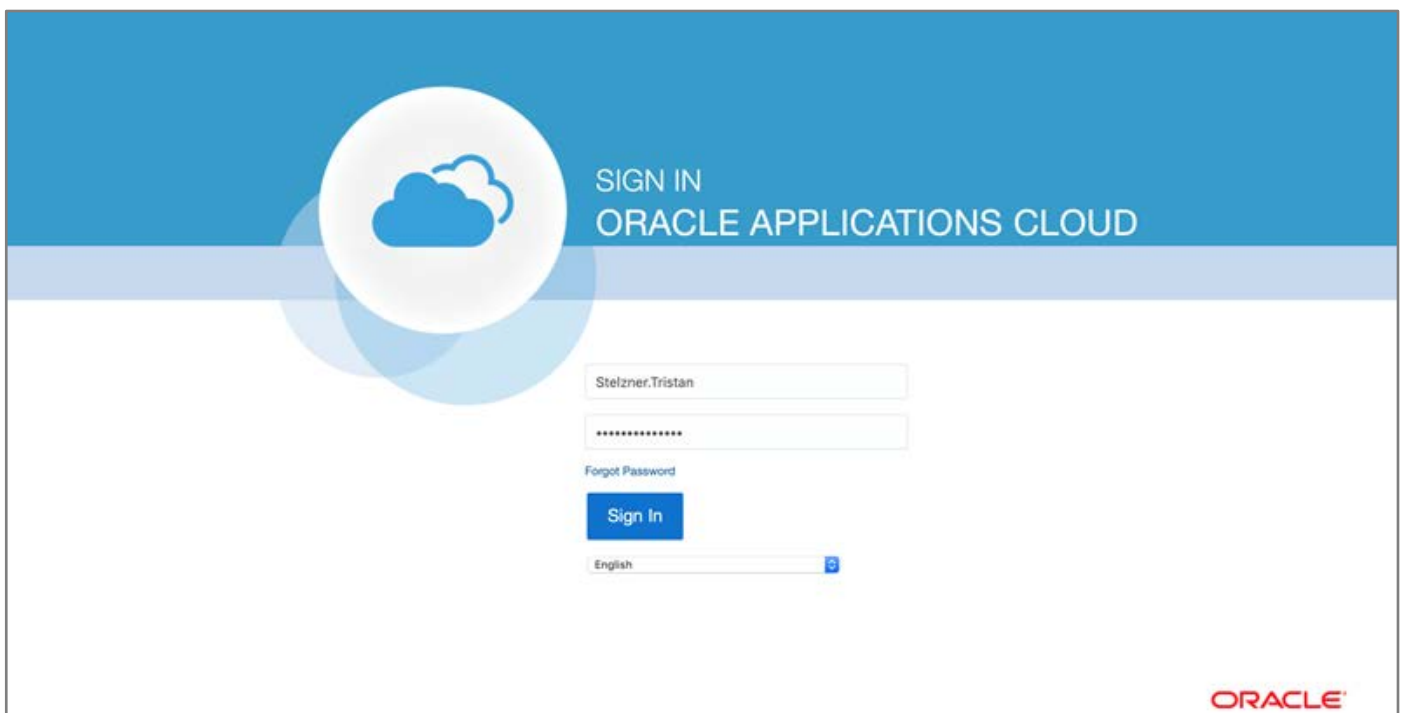
Supply Chain Quick Reference Guide (QRG)

As of 05/11/2020

### **Purpose:**

Provides step-by-step instructions on how to respond to sourcing events.

**Step 1:** Log into Oracle Cloud.



**Step 2:** If you clicked the portal link you received via e-mail, you will be brought to the Negotiation Overview screen. You can also navigate here by logging into the portal. In Section 1 on the Create Response screen, please respond to the questions in the requirement section.

**Step 4:** If there are more section to the requirements, navigate to **Section 2**, and so on.

**Step 5:** The **Create Response: Lines** screen will appear. Enter in your response price and quantity if applicable. Click **Next**.

**Create Response (Quote 7001): Lines**

Currency = US Dollar

Time Remaining: 23:56:59

Close Date: 5/27/20 1:45 PM

Time Zone: Coordinated Universal Time

Actions: Messages | Respond by Spreadsheet | Actions | Back | **Next** | Save | Submit

Line	Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Response Price	Estimated Quantity	UOM	Line Amount	Estimated Total Amount	Response M Release #
1	7 OZ SPAM CLASSIC		+		ZZ_UNASSIGNED		1.02	Sample format: ##0.###		5,100.00		
2	30Z SPAM SPREAD		+		ZZ_UNASSIGNED		0.50 x			5,600.00		

Rows Selected: 1 | Columns Hidden: 5

**Grand Totals**

All response lines except alternate lines are included.

Response Amount: 10,700.00

**Step 6:** Option to enter in a comment in the **Note to Buyer** box and click **Save and Close**.

**Lines: Edit Line: 1 (Quote 1001)**

Currency = US Dollar

Close Date: 3/27/20 2:15 AM

Location: Austin - Amex

Requested Delivery Date:

Promised Delivery Date: m/d/yy

Item: Enchanting Vocal Modulator - Mono frequency

Revision: IHIRECT.BRUSHES

Description: Enchanting Vocal Modulator - Mono frequency

Category Name: IHIRECT.BRUSHES

Start Price:

\* Response Price: 100.00

Target Quantity: 1,000

Response Quantity: 1,000

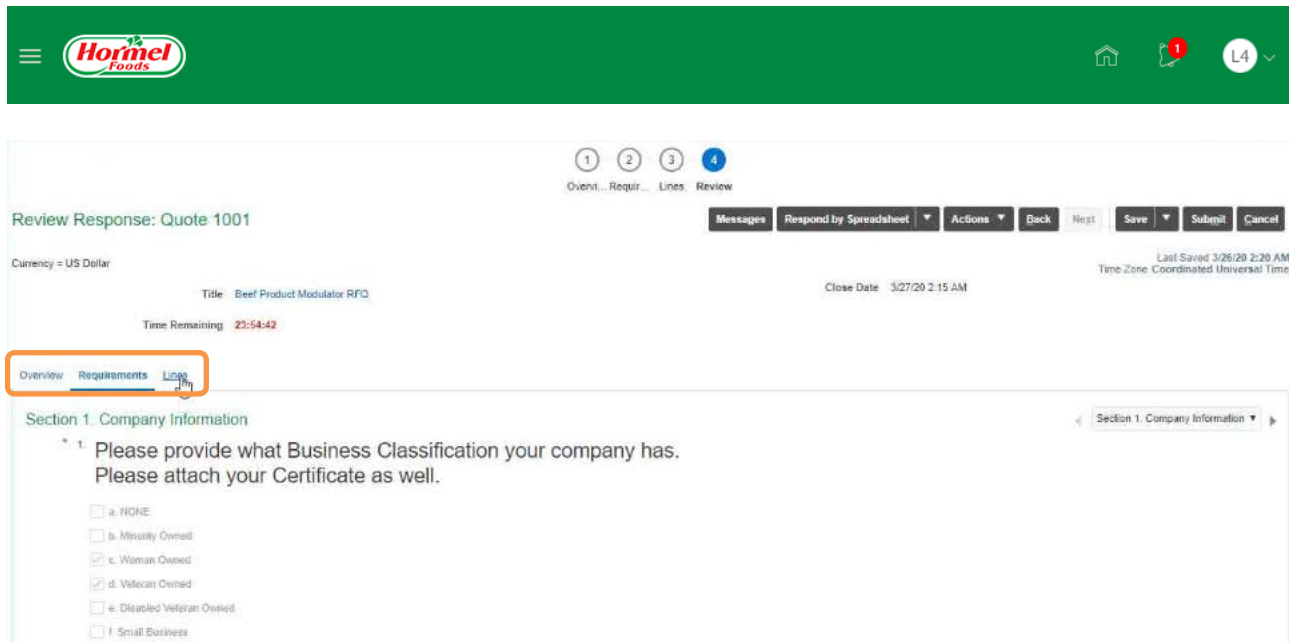
UOM: EA

Note to Buyer: There could be some future changes.

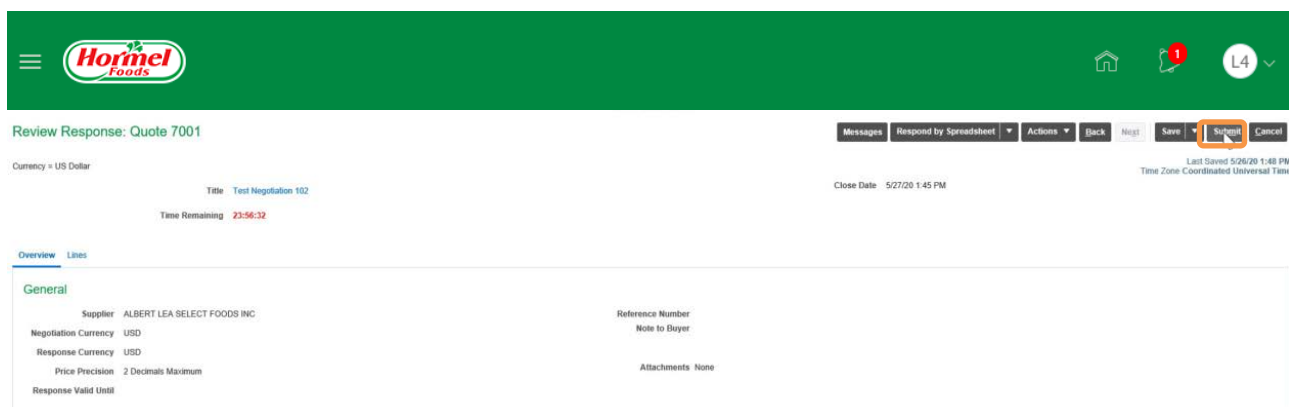
Attachments: None

Save | **Save and Close** | Cancel

**Step 7:** The **Review Response** screen will appear. Review all tabs prior to submitting.



**Step 8:** Click **Submit**.



**Step 9:** A notification box will appear. Click **Yes** to continue.



**Step 10:** Click **OK** and Click **Done**.

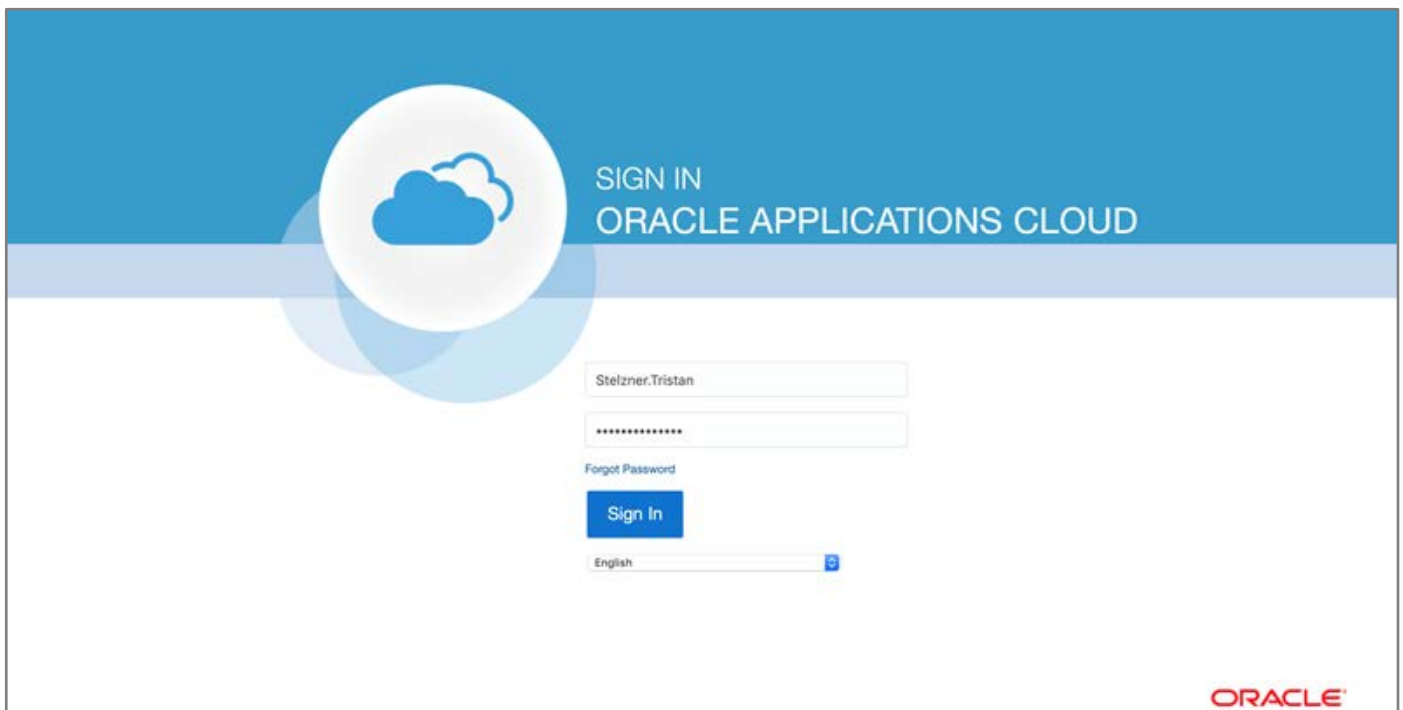
## Reviewing Invoice, Payment, and Receipt Information

Supply Chain Quick Reference Guide (QRG)  
As of 05/11/2020

### **Purpose:**

Provides step-by-step instructions on how to create a purchase order change request.

**Step 1:** Log into Oracle Cloud.



**Step 2:** The supplier portal screen will display. Scroll down and click **View Invoices**.

## Supplier Portal

Search
Orders
Order Number

### Tasks

- Orders
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Agreements
  - Manage Agreements
- Shipments
  - Manage Shipments
  - Create ASN
  - Create ASBN
  - Upload ASN or ASBN
  - View Receipts
  - View Receipts
  - View Returns
- Deliverables
  - Manage Deliverables
- Consigned Inventory
  - Review Consumption Advices
- Invoices and Payments
  - Create Invoice
  - Create Invoice Without PO
  - View Invoices**
  - View Payments
- Negotiations

### Requiring Attention

9

Schedules Overdue or Due Today

### Recent Activity

Last 30 Days

Agreements changed or canceled	1
Agreements opened	1
Orders changed or canceled	2
Orders opened	8

### Transaction Reports

Last 30 Days

Invoice Amount	120	USD
Invoice Price Variance Amount		USD

### Supplier News

**Step 3:** The **View Invoices** screen will display. Search for a particular invoice using the search fields below. Click on the **Invoice Number** you would like to view.

View Invoices

Done

Search

Advanced

Saved Search

All Invoices

\*\* At least one is required

\*\* Invoice Number

\*\* Supplier UAT MJS Smoking Billy Shop

Supplier Site

\*\* Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search Reset Save...

Search Results

View Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
502451	5/6/20	Standard	502451	UAT MJS Smoking Billy Shop	Prim Address1	0.00 USD	60.00 USD	Appro...	20000571	
502455	5/6/20	Standard	502455	UAT MJS Smoking Billy Shop	Prim Address1	60.00 USD	60.00 USD	Appro...		

**Step 4:** The details for the invoice selected will appear. Click on the **Payments** tab. Scroll down to see all the details and Click **Done**.

Invoice: 502451

Business Unit: Hormel Foods Corporation

Legal Entity Name: Hormel Foods Corporation

Supplier or Party: UAT MJS Smoking Billy Shop

Supplier Site: Prim Address1

Address: 1001 South Main, Mankato, MN 56271, Swift

Invoice Date: 5/6/20

Invoice Amount: 60.00 USD

Unpaid Amount: 0.00 USD

Payment Currency: USD

Invoice Type: Standard

Description:

Attachment: None

Payments

Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount	Address	Remit to Account
20000571	HFC CHECK DOCUMENT	Negotiable	No	5/6/20	60.00 USD	1001 South Main, Mankato, MN 56271, Swift	XXXXXXXX2546
60.00 USD							

Installments

Number	Due Date	Amount (USD)		Payment Method
		Gross	Unpaid	
1	5/6/20	60.00	0.00	Check
		60.00	0.00	





Applied Prepayments

Number	Purchase Order	Applied Amount (USD)		Description
		Tax	Item	
No applied prepayments.				



- Anything underlined in blue serves as a hyperlink to a different document.

**Step 5:** You will return to the Supplier Portal screen. Click **View Payments**.

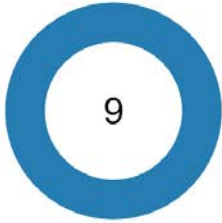
## Supplier Portal

Search
Orders
Order Number

### Tasks

- Orders
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Agreements
  - Manage Agreements
- Shipments
  - Manage Shipments
  - Create ASN
  - Create ASBN
  - Upload ASN or ASBN
  - View Receipts
  - View Returns
- Deliverables
  - Manage Deliverables
- Consigned Inventory
  - Review Consumption Advices
- Invoices and Payments
  - Create Invoice
  - Create Invoice Without PO
  - View Invoices
  - View Payments
- Negotiations
  - View Active Negotiations
  - Manage Responses
- Auctions from Seller
  - View Active Seller Auctions
  - Manage Seller Auction Bids

### Requiring Attention



9

Schedules Overdue or Due Today

### Recent Activity

Last 30 Days

Agreements changed or canceled	1
Agreements opened	1
Orders changed or canceled	2
Orders opened	8

### Transaction Reports

Last 30 Days

Invoice Amount	120	USD
Invoice Price Variance Amount		USD

### Supplier News

**Step 6:** The **View Payments** screen will display. Search for a particular payment using the search fields below. Click on the **Payment Number** you would like to view.

## View Payments

Done

### Search

Advanced

Saved Search

All Payments

\*\* Payment Number   
 Payment Status   
 Payment Amount

\*\* Supplier   
 Supplier Site   
 Payment Date

\*\* At least one is required

Search Reset Save...

### Search Results

View Detach

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
20000571	5/6/20	Payment Process Re...	502451	UAT MJS Smoking Billy Shop	Prim Address1	60.00 USD	Negotiable	XXXXXX2546

**Step 7:** Payment details will appear. Click on the **Payments** tab. Scroll to the bottom to view all the details. Click **Done**.

Invoice: 502451

Done

Business Unit: Hormel Foods Corporation

Legal Entity Name: Hormel Foods Corporation

Supplier or Party: UAT MJS Smoking Billy Shop

Supplier Site: Prim Address1

Address: 1001 South Main, Mankato, MN 56271, Swift

Invoice Date: 5/6/20

Invoice Amount: 60.00 USD

Unpaid Amount: 0.00 USD

Payment Currency: USD

Invoice Type: Standard

Description:

Attachment: None

Lines: **Payments**

Payments

Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount	Address	Remit to Account
20000571	HFC CHECK DOCUMENT	Negotiable	No	5/6/20	60.00 USD	1001 South Main, Mankato, MN 56271, Swift	XXXXXX2546
					60.00 USD		

Installments

Number	Due Date	Amount (USD)		Payment Method
		Gross	Unpaid	
1	5/6/20	60.00	0.00	Check
		60.00	0.00	

Applied Prepayments

Number	Purchase Order	Applied Amount (USD)		Description
		Tax	Item	
No applied prepayments				

**Step 8:** The supplier portal screen will appear. Click **View Receipts**.

The screenshot shows the Hormel Foods Supplier Portal. The left sidebar contains a 'Tasks' menu with categories: Orders, Agreements, Shipments, Deliverables, Consigned Inventory, and Invoices and Payments. Under 'Shipments', the 'View Receipts' option is highlighted with an orange box. The main content area displays a 'Requiring Attention' donut chart with the number 9, a 'Recent Activity' table, and a 'Transaction Reports' table.

Last 30 Days	
Agreements changed or canceled	1
Agreements opened	1
Orders changed or canceled	2
Orders opened	6

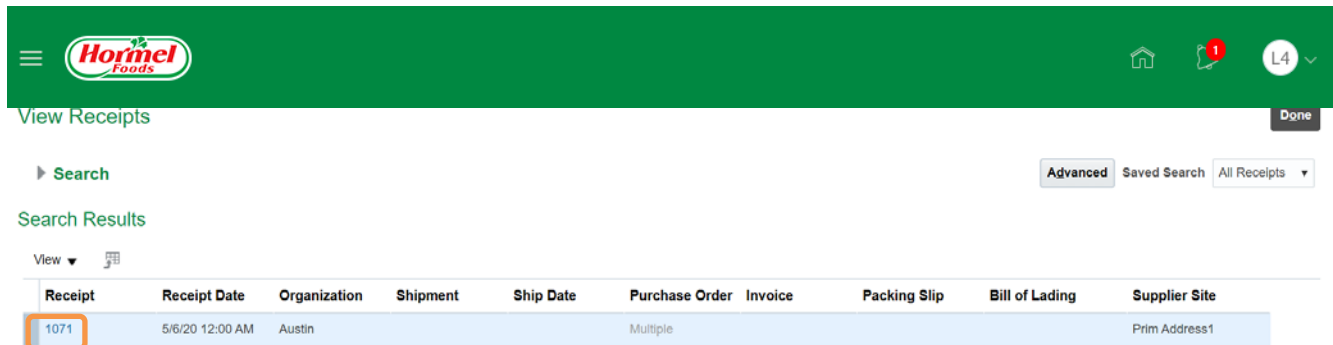
Last 30 Days	
Invoice Amount	120 USD
Invoice Price Variance Amount	USD

**Step 9:** Use the search fields to look up receipts.

The screenshot shows the 'View Receipts' search interface. It includes a search bar, a 'Search' button, and several filter fields: Receipt, Organization, Purchase Order, Supplier Item, Shipment, Item, and Receipt Date. A 'Done' button is in the top right. Below the search fields is a 'Search Results' section with a table header.

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Lading	Supplier Site
No search conducted.									

**Step 10:** Click on the **Receipt** number you want to view.



View Receipts

Search

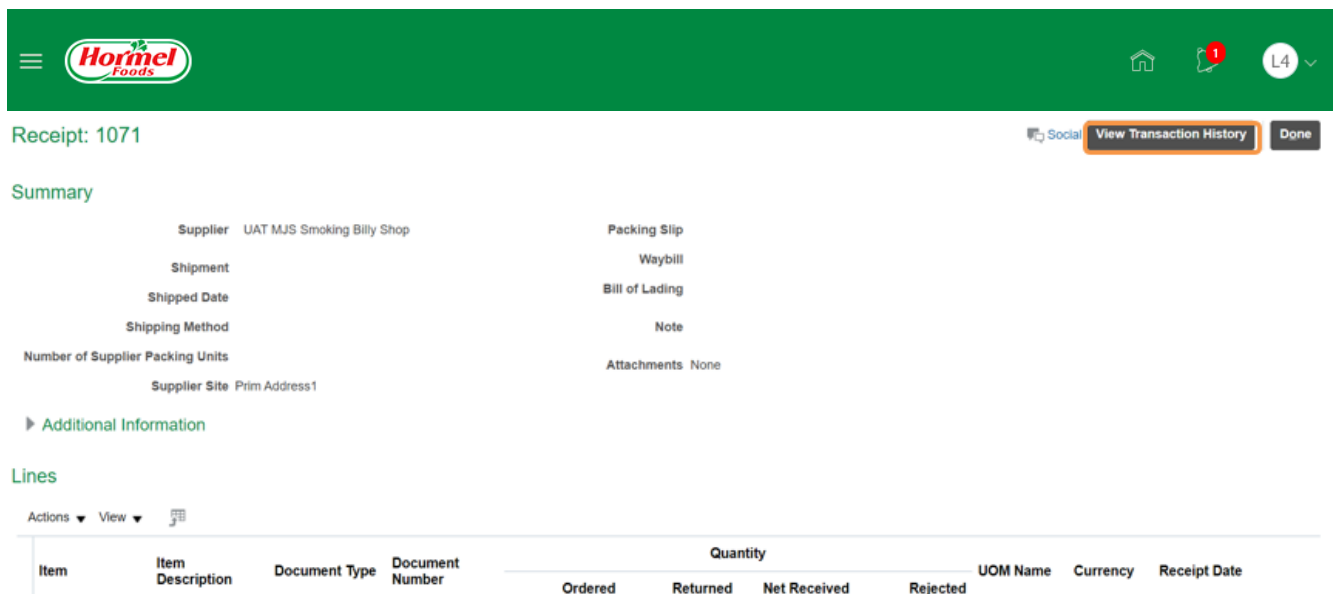
Advanced Saved Search All Receipts

Search Results

View

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Lading	Supplier Site
1071	5/6/20 12:00 AM	Austin			Multiple				Prim Address1

**Step 11:** Scroll to the bottom to view all the details of your receipt. Click **View Transaction History** in order to view more details.



Receipt: 1071

View Transaction History Done

Summary

Supplier UAT MJS Smoking Billy Shop

Packing Slip

Shipment

Waybill

Shipped Date

Bill of Lading

Shipping Method

Note

Number of Supplier Packing Units

Attachments None

Supplier Site Prim Address1

Additional Information

Lines

Actions View

Item	Item Description	Document Type	Document Number	Quantity				UOM Name	Currency	Receipt Date
				Ordered	Returned	Net Received	Rejected			



**Step 12:** View the transaction history. Click **Done**.



Transaction History: Receipt 1071



Actions ▾ View ▾

Transaction Type	Revision	Transaction ID	Subinventory	Locator	Transaction				Transaction Date	Deliver-to Location
					Quantity	Transaction UOM	Amount	Currency		
▶ S0053029-01					24	EA				
▶ S0053026-01					22	EA				

## Completing Supplier Questionnaire

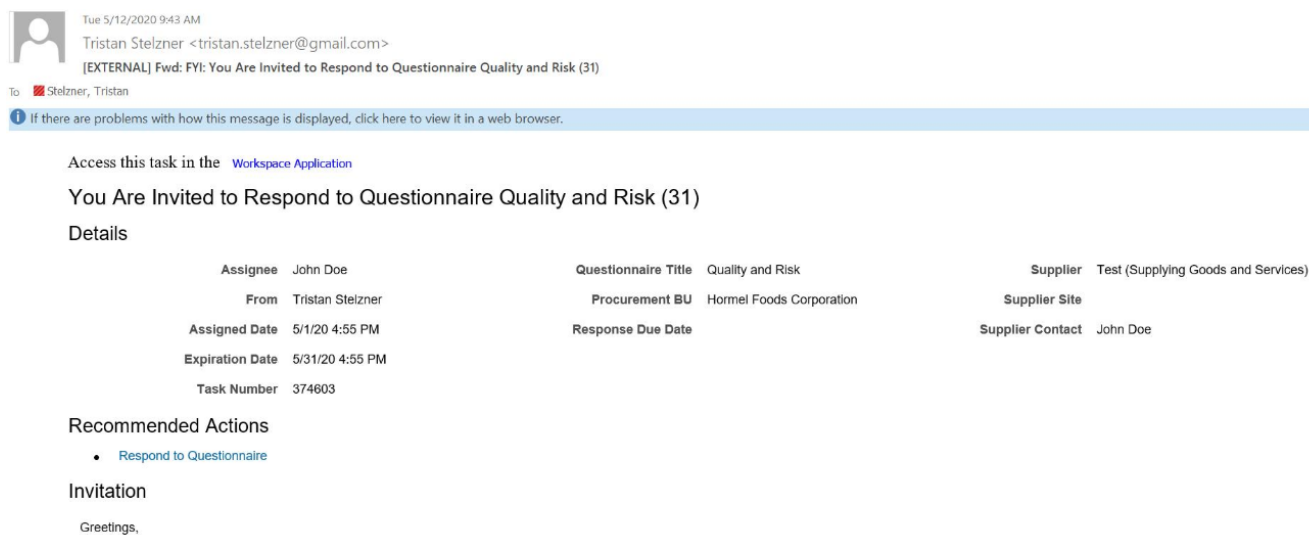
Supply Chain Quick Reference Guide (QRG)

As of 05/01/2020

### Purpose:

Provides step-by-step instructions on how to view and update their supplier profile information using the Hormel Foods Supplier Portal.

**Step 1:** You will receive an e-mail with an invitation to complete a questionnaire for quality and risk purposes.



Tue 5/12/2020 9:43 AM  
Tristan Stelzner <tristan.stelzner@gmail.com>  
[EXTERNAL] Fwd: FYI: You Are Invited to Respond to Questionnaire Quality and Risk (31)

To: Stelzner, Tristan

If there are problems with how this message is displayed, click here to view it in a web browser.

Access this task in the [Workspace Application](#)

You Are Invited to Respond to Questionnaire Quality and Risk (31)

Details

Assignee	John Doe	Questionnaire Title	Quality and Risk	Supplier	Test (Supplying Goods and Services)
From	Tristan Stelzner	Procurement BU	Hormel Foods Corporation	Supplier Site	
Assigned Date	5/1/20 4:55 PM	Response Due Date		Supplier Contact	John Doe
Expiration Date	5/31/20 4:55 PM				
Task Number	374603				

Recommended Actions

- [Respond to Questionnaire](#)

Invitation

Greetings,

**Step 2:** The questionnaire below will appear. As you click your responses, questions will continue to branch until you arrive at the last question.

Respond to Questionnaire: TEST 5.25

[Save](#)
[Save and Close](#)
[Submit](#)
[Cancel](#)

Time Zone: Coordinated Universal Time  
 Last Saved: 5/26/20 1:19 PM

#### Questionnaire

Title: TEST 5.25  
 Procurement BU: Hormel Foods Corporation  
 Requested By: Tristan Stelzner

Supplier: ALBERT LEA SELECT FOODS INC.  
 Supplier Site:  
 Responder: Tristan Stelzner

Status: Draft  
 Due Date: 5/26/20 12:00 AM  
 Attachments: None

#### Questions

Ask On-site Suppliers

Progress:  Section: 

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

\* 1. Do you have an existing contract with Hormel?

Select one of the following:

☐ a. Yes

☒ b. No

Comments

\* 1 b.1. Are you required to come on-site?

Select one of the following:

☒ a. Yes

☐ b. No

Comments

**Step 3:** Once all questions are answered, scroll to the top and Click **Save** and then Click **Submit**.

Respond to Questionnaire: TEST 5.25

[Save](#)
[Save and Close](#)
[Submit](#)
[Cancel](#)

Time Zone: Coordinated Universal Time  
 Last Saved: 5/26/20 1:19 PM

#### Questionnaire

Title: TEST 5.25  
 Procurement BU: Hormel Foods Corporation  
 Requested By: Tristan Stelzner

Supplier: ALBERT LEA SELECT FOODS INC.  
 Supplier Site:  
 Responder: Tristan Stelzner

Status: Draft  
 Due Date: 5/26/20 12:00 AM  
 Attachments: None

#### Questions

Quality Review

Progress:  Section: 

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

\* 2. Do you have an existing contract with Hormel?

Select one of the following:

☐ a. Yes

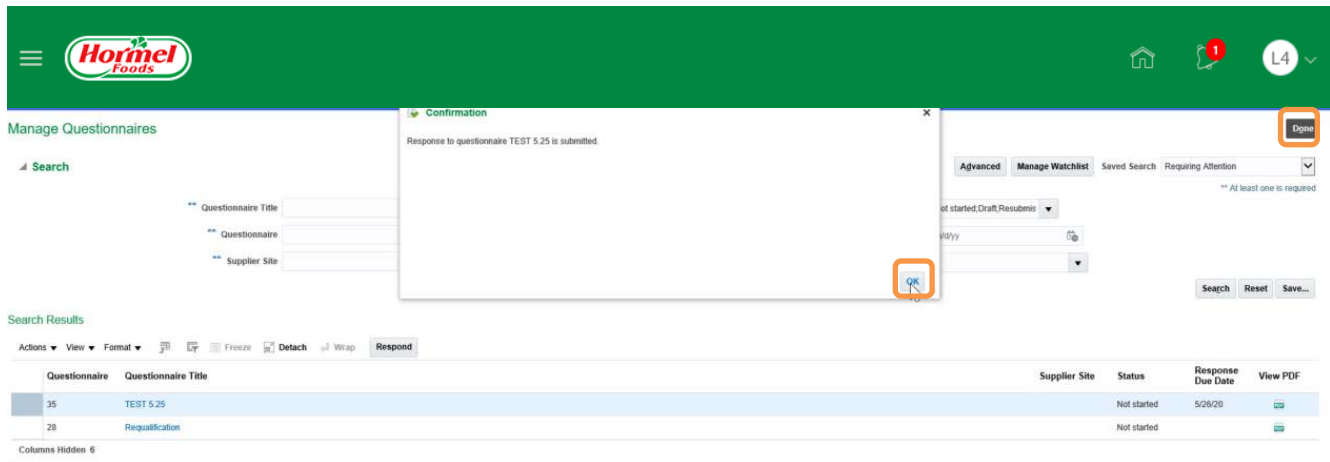
☐ b. No

Comments

Section: 



1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

**Step 4:** Click **OK**, and then Click **Done**.



The screenshot shows the Hormel Foods Supplier Portal interface. A confirmation dialog box is open, displaying the message "Response to questionnaire TEST 5.25 is submitted." The dialog has an "OK" button at the bottom left and a "Done" button at the top right. The background shows the "Manage Questionnaires" section with a search bar and a table of search results.

**Search Results Table:**

| Questionnaire | Questionnaire Title | Supplier Site | Status      | Response Due Date | View PDF  |
|---------------|---------------------|---------------|-------------|-------------------|---|
| 35            | TEST 5.25           |               | Not started | 5/26/20           |  |
| 28            | Requalification     |               | Not started |                   |  |

Columns Hidden: 6