# iSupplier and Sourcing

# External User Training Guide

# Visa USA Strategic Sourcing

## Version Date: November 24, 2007

# Table of Contents

# Overview

Oracle iSupplier Portal is a communication tool that enables Visa and its suppliers to communicate with each other throughout the procure-to-pay process. It allows suppliers to view and manage purchase orders, receipts, invoices and delivery schedules in a real-time system that is available 24 hours a day, 7 days a week (24x7).

Benefits associated with using iSupplier include:

- Offers suppliers an integrated experience by providing access to purchase orders (POs), invoices and payments in one location.
- Improved efficiency by decreasing the number of calls between suppliers and Accounts Payable.
- Provides a central location for all PO information, and gives suppliers access to historical PO information.
- Increases on-time payment by using web invoicing which reduces time spent tracking down delayed or held payments.
- Eliminates mail float.  When invoices are entered online, Visa receives them immediately.
- Enhances the visibility of the transactions that occur between Visa and its suppliers.

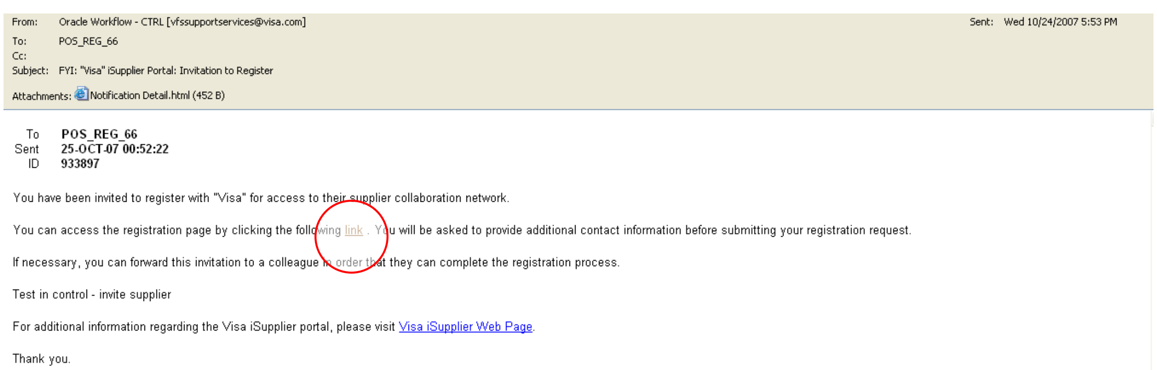
# Help and Support

The Supplier User Guide and Frequently Asked Questions (FAQ) documents are available at: www.visa.com/suppliers.  For problems related to using iSupplier or logging into the portal, please email StrategicSourcing@visa.com or call (650)-432-7867.

# User Registration

To use iSupplier, users must first be registered with Visa.  The Visa Buyer can invite a supplier user to register.  They can also register the users directly.

Invited suppliers will receive an email notification from Visa.



From: Oracle Workflow - CTRL [vfssupportservices@visa.com]    Sent: Wed 10/24/2007 5:53 PM
To: POS_REG_66
Cc:
Subject: FYI: "Visa" iSupplier Portal: Invitation to Register
Attachments: Notification Detail.html (452 B)

To **POS_REG_66**
Sent **25-OCT-07 00:52:22**
ID **933897**

You have been invited to register with "Visa" for access to their supplier collaboration network.

You can access the registration page by clicking the following link . You will be asked to provide additional contact information before submitting your registration request.

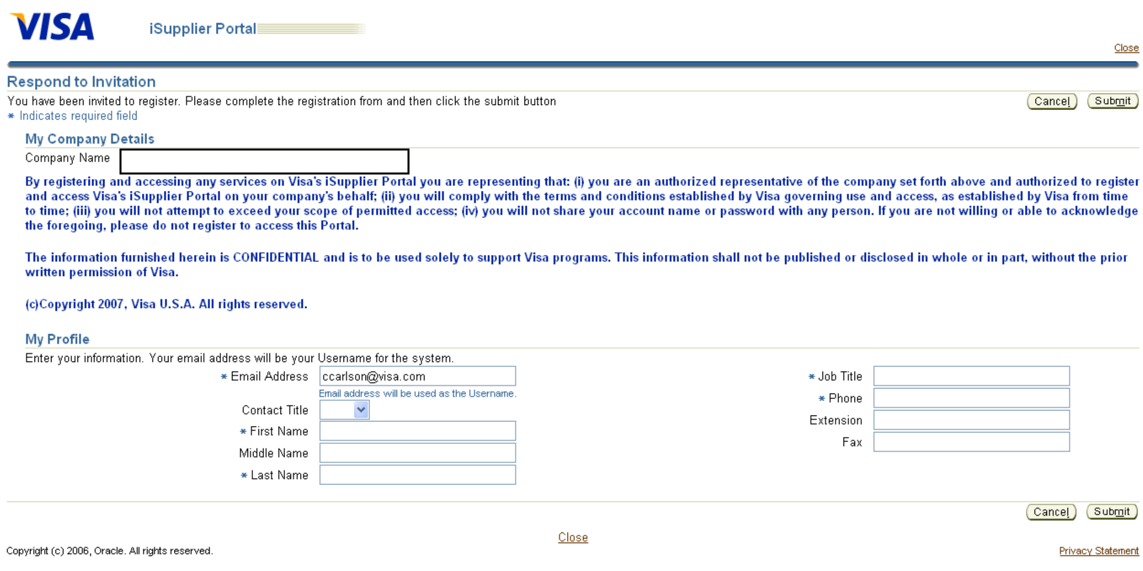
If necessary, you can forward this invitation to a colleague in order that they can complete the registration process.

Test in control - invite supplier

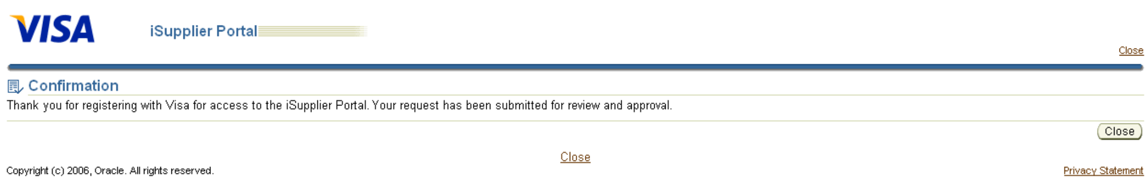
For additional information regarding the Visa iSupplier portal, please visit Visa iSupplier Web Page.

Thank you.

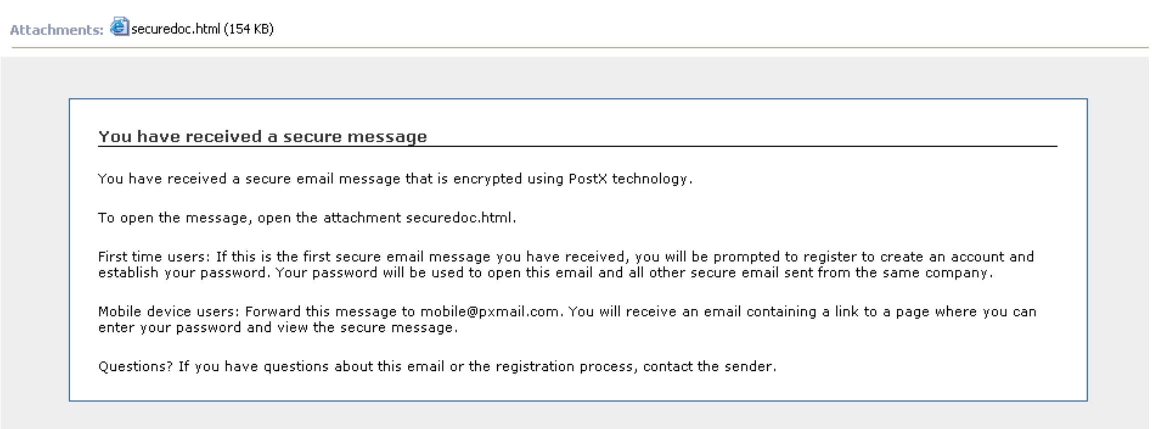
To respond to the invitation, click on the link in the body of the email.  Read the notice on the registration page.  If this is acceptable, provide all the information requested on the form and click on Submit.




After you submit your information, you will receive a confirmation message.




Once the registration request is approved, the user will receive an encrypted message containing the username and password.

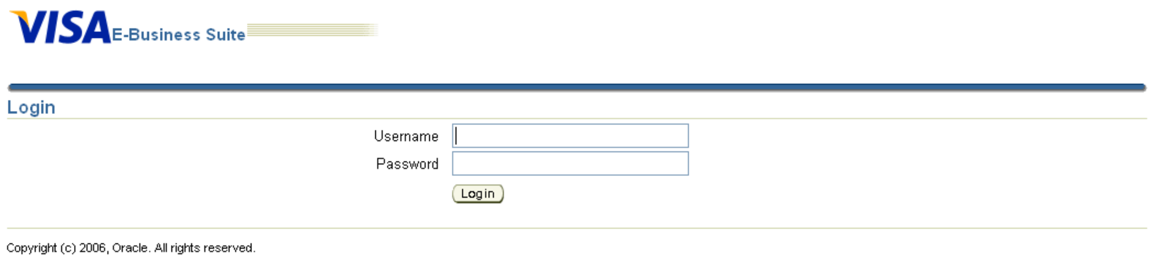



Click on the attachment to retrieve the username and password. For more information on PostX, please visit the supplier website at www.visa.com/suppliers. You can also contact your Visa buyer or Strategic Sourcing for questions regarding the registration process.

# Login to iSupplier

Once registered, users can log on to iSupplier and view transactions which occur between the supplier and Visa.

To login to iSupplier, go to URL: https://procurement.visaonline.com.
Please add this link to your *Favorites* for easy access in the future.




Type in your Username and Password then click on the Login button. Passwords are case sensitive. You will be prompted to change your password the first time you log in to the system.

# iSupplier and Sourcing Responsibility Matrix

There are 7 different responsibilities in iSupplier and Sourcing that can be assigned to external users.

a. Visa iSupplier Inquiry
b. Visa iSupplier Contact Directory
c. Visa iSupplier Classifications
d. Visa iSupplier Invoicing
e. Visa iSupplier Address Book
f. Visa iSupplier Bank Accounts
g. Visa Sourcing Supplier

The Home Page lists the various responsibilities that have been assigned to you. If you do not see the responsibility, you were not given the access. Please email StrategicSourcing@visa.com to inquire about additional access.

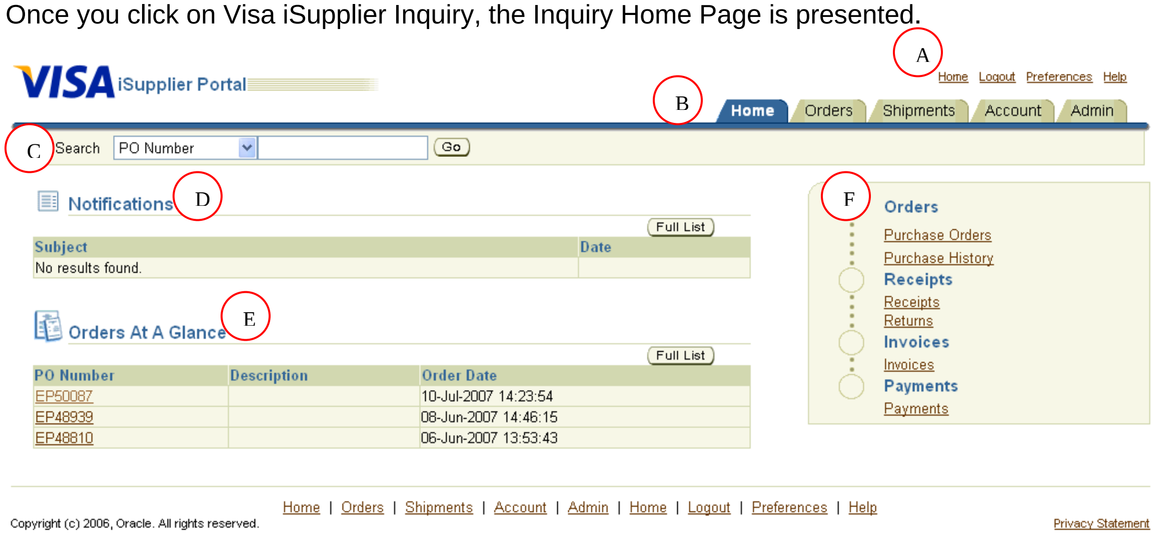
# Visa iSupplier Inquiry

Most users will have inquiry access to iSupplier.  This responsibility provides users view only access to the supplier information, the ability to add and edit attachments to the supplier details and add contacts to the contact directory.

Click on the Visa iSupplier Inquiry responsibility.


## *Visa iSupplier Inquiry Home Page*

Once you click on Visa iSupplier Inquiry, the Inquiry Home Page is presented.




(A) **Global Links:** Noted as A above, are available on all Oracle iSupplier pages.

**Home**: Returns users to the Visa E-Business Suite Navigator page where you can select another responsibility or application.

**Logout**: Logs you out of the Visa E-Business Suite. You will be automatically logged out of iSupplier if you are inactive for 60 minutes

**Preferences**: Allows you to set user preferences, including selecting a start page to automatically open when you log into the portal.

**Help**: Opens the Oracle iSupplier Portal Help.

(B) **Tabs:** Noted as B above, are used to organize pages by category. When you click on a tab, related page links are displayed on the blue taskbar that appears directly below the tab.

(C) **Search:** Noted as C above, enables you to jump directly to a specific purchase order, shipment, invoice or payment. To search;

1. Select a document type (purchase order, shipment, invoice or payment) from the drop-down list.
2. Enter the document number.
3. Click Go.

(D) **Notifications:** Noted as D above, displays the 5 most recent open notifications. Notifications are copies of the e-mail messages that users receive regarding the transactions that have occurred. Some notifications are view only, while others require action.

Click on a subject line to view the notification.

Click the Full List button to access the navigation page. A list of the user's notifications is displayed. Some notifications do not require action and are for your information only. You must select View All on this page to view these notifications.

(E) **Orders At a Glance:** Noted as E above, displays the five most recent purchase orders.

Click on a PO number link to view the purchase order details.

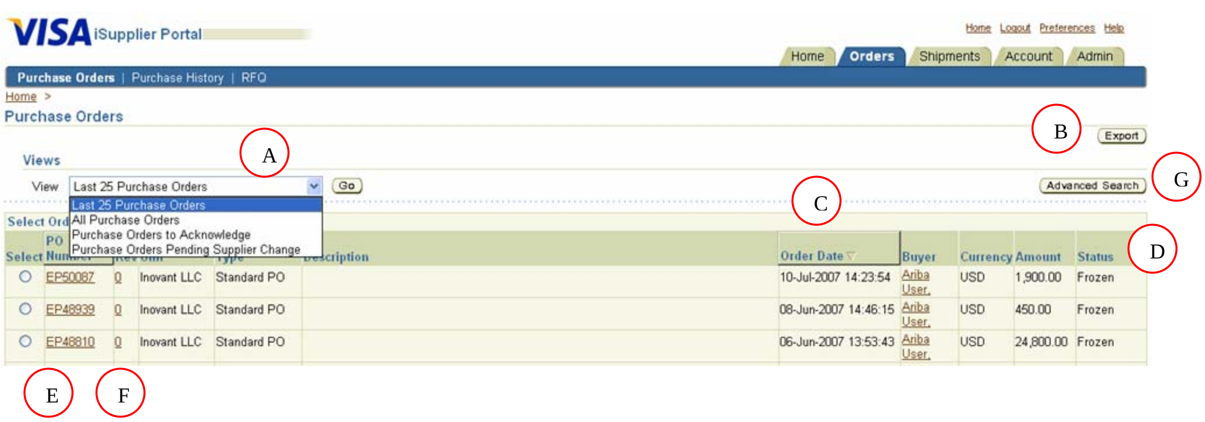
Click the <Full List> button to view the Purchase Orders page.

(F) **Quick Links:** Noted as F above, displays the procure-to-pay flow through the iSupplier Application. Selected pages appear here for easy access. Click on any link to go directly to the corresponding page.

# Orders

## Purchase Orders

To search for purchase orders, click on the Orders tab. The Views page is displayed and the Last 25 purchase orders are listed. Another way to open this page is to click on Purchase Orders under the Quick Links.




(A) To view all purchase orders, pull the drop down list, select All Purchase Orders, and click on Go. The two other options "Purchase Orders to Acknowledge" and "Purchase Orders Pending Supplier Change" are currently not in use.

(B)To export the information to a spreadsheet, click on the Export button.

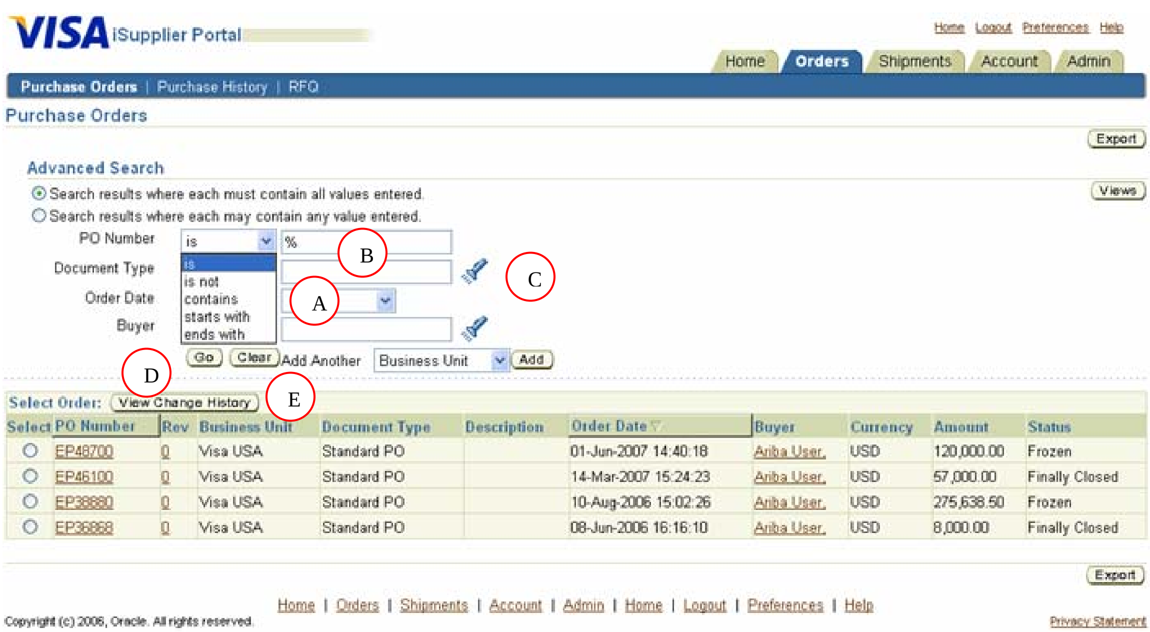
(C) To change the way that the information is sorted, click a raised column heading. Click the column heading again to reverse the sort order. For this page, you can sort by PO Number or Order Date.

(D)The status column shows the current PO status. Only purchase orders with the status of Open or Frozen are available for invoices. Please note that the POs with Frozen status are NOT in a suspended status as the names implies. Purchase orders with the status of Closed, Finally Closed, or Cancelled are no longer available for invoices.

(E) Click on the PO Number to get more detailed information about a specific order.

(F) The Rev column shows the number of revisions associated with the purchase order. If the value under the Rev column is not 0, click on the revision number and the system will list all the revisions for that particular PO.

(G) Use the Advanced Search button to add other search criteria. When you click on this button, the following page is presented:



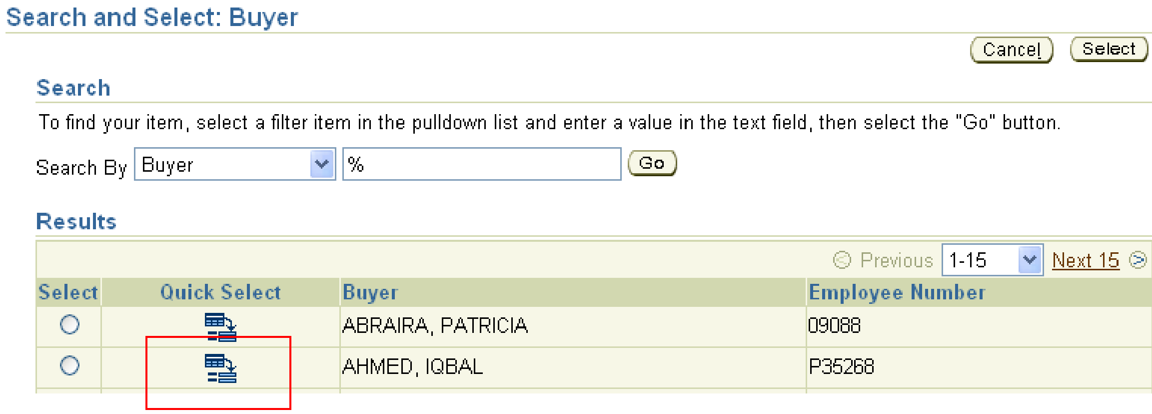

(A) The dropdown option next to PO Number, Document Type, Order Date and Buyer allows you to filter the search results.

(B) For all searches, you can use the percent sign (%) as a wildcard.

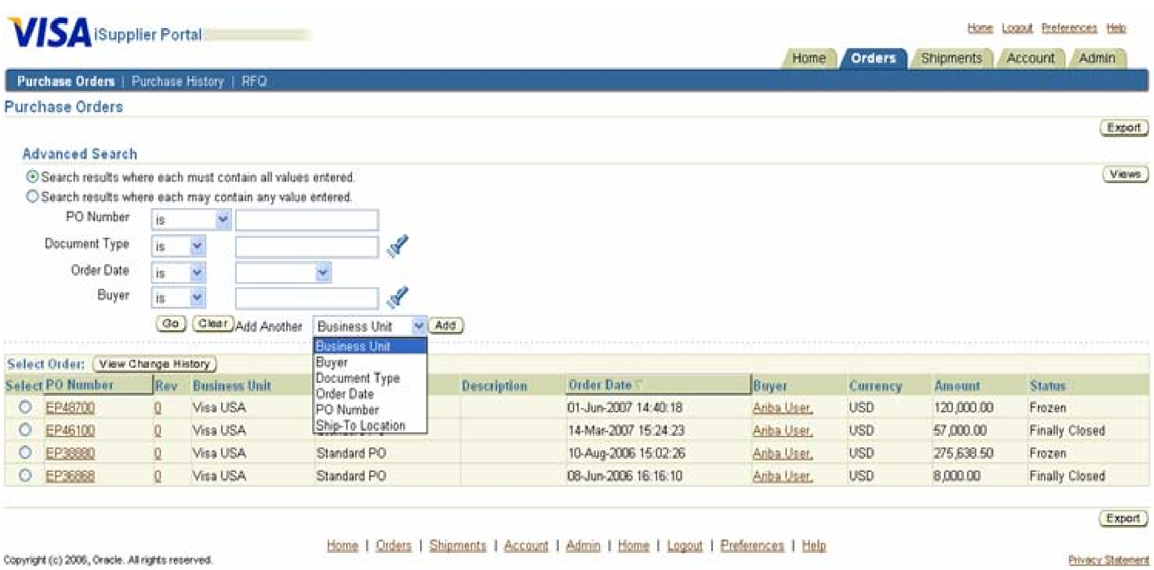
(C) When you click on the flashlight, the system will present another screen where you can select from a list of available values. Once you have identified the appropriate value, click on the icon under Quick Select and the system will automatically populate the field with that value.

(D) Click on Go to initiate the search.

(E) For now, the change history button is not in use.

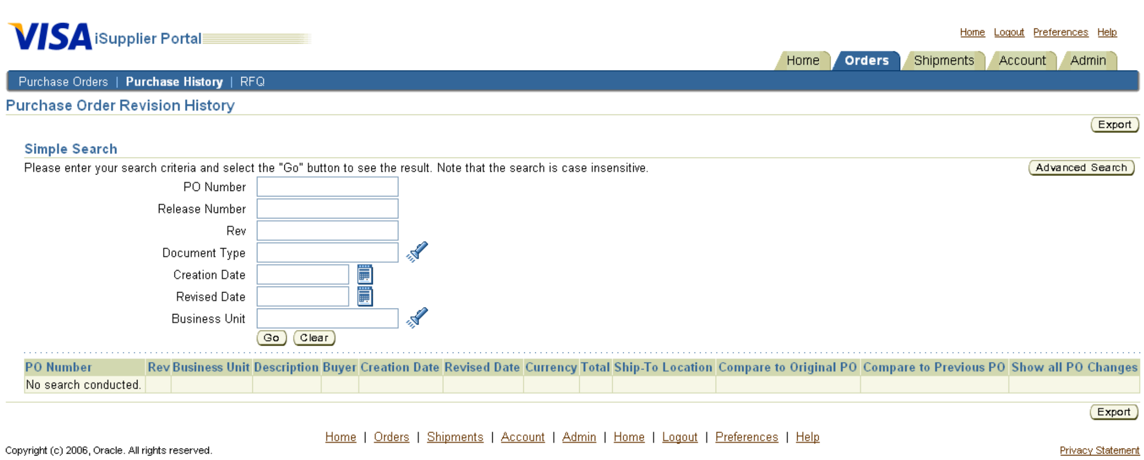



In advanced search, users can also add other attributes to the search criteria.



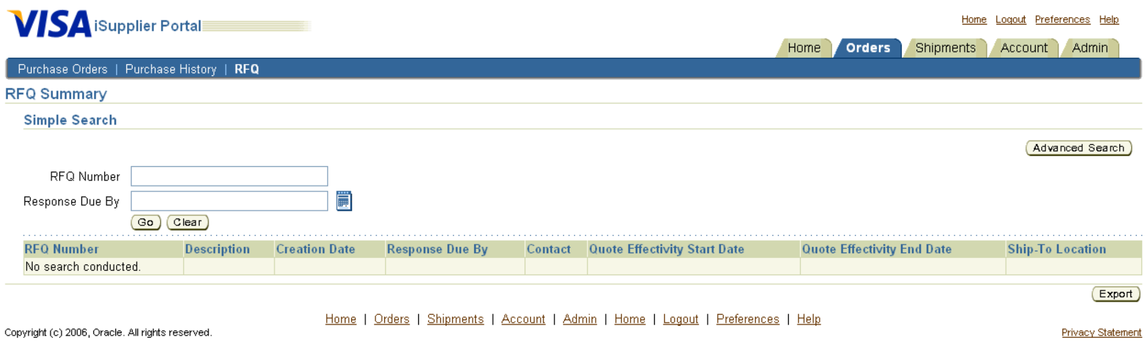

# Purchase History

The Purchase Order Revision History shows all the prior versions of the purchase orders. Similar to purchase orders, you can also create an advanced search with Purchase History.



# RFQ

The RFQ page will show all the RFQs where the supplier was a participant.  Similar to purchase orders, you can also create an advanced search with RFQ.

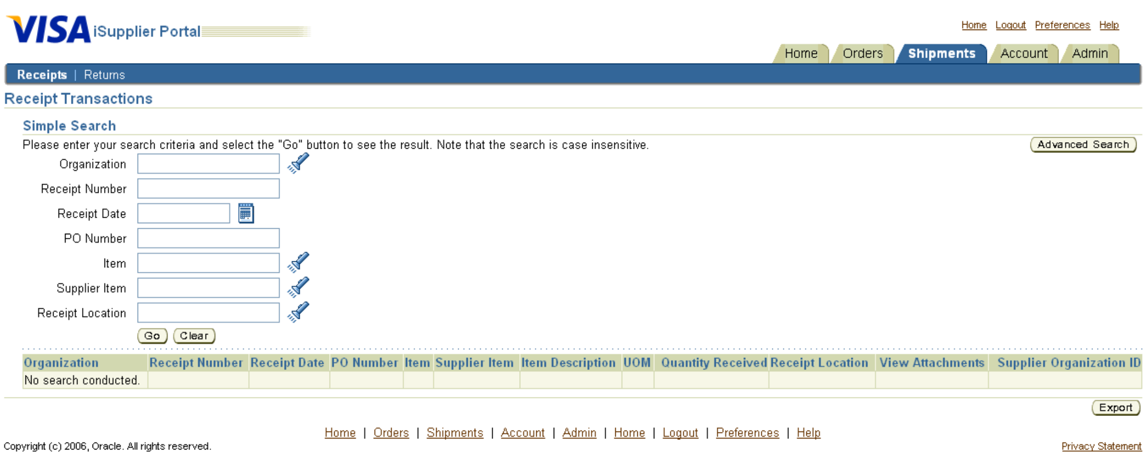



## Shipments

The Shipments shows Receipts and Returns transactions.

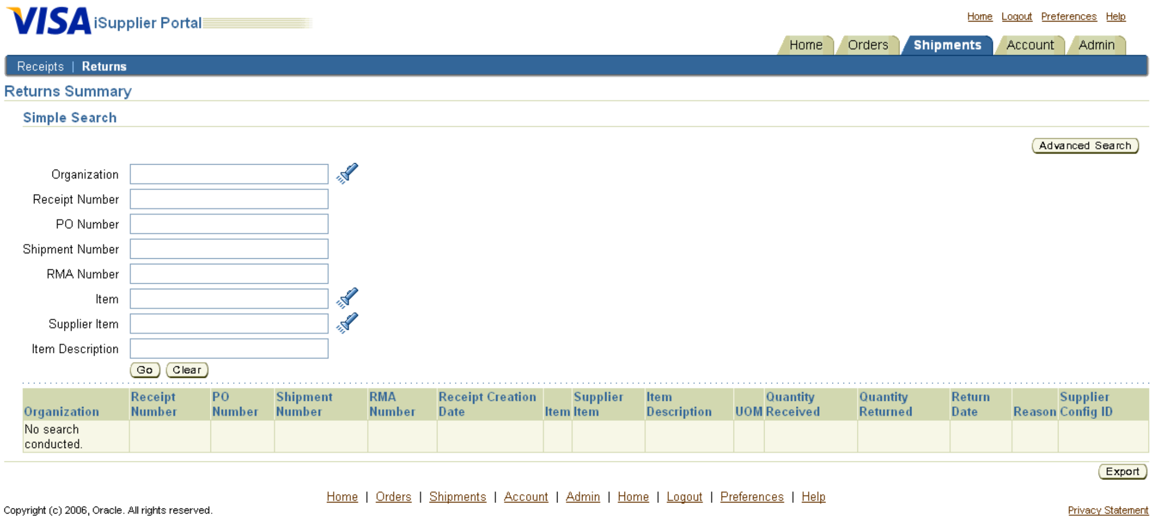
# Receipts

Under Receipts, users can view items received by Visa that was processed through the Oracle Purchasing application.  Both simple and advanced search can be performed for Receipt transactions.




# Returns

Under Returns, users can view returned items that were processed through the Oracle application.  Both simple and advanced search can be performed for Return transactions.

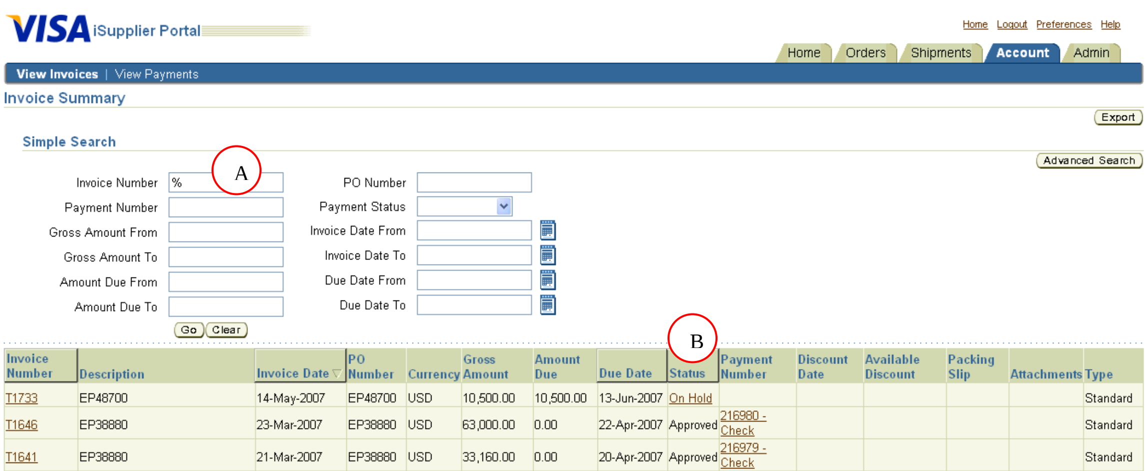



# Account

The Account tab shows supplier invoices and payments.

## Invoices

Under Invoices, users can view invoices that have been processed by Accounts Payable through the Oracle application. This will not include any transactions paid by a Purchasing or Corporate Card. Both simple and advanced search can be performed for Invoice transactions.




(A) The page will list the invoices that meet the search criteria. In this instance, the % sign was used so the page lists all invoices associated with this supplier.

For invoice search, you can sort by invoice number, invoice date, due date and status.

You can also drilldown on any of the values that are in red. In the screen above, you can drill down on the invoice number, status or payment number to get additional information. You can also export this information into excel using the export button in the right corner of the page.

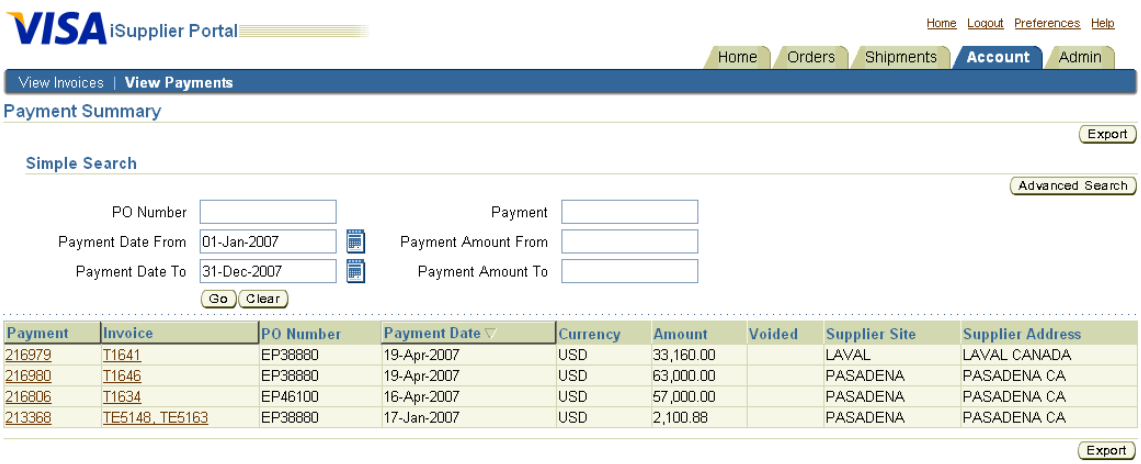
(B) When you drill down on an invoice that is On Hold status, the system will open up a page that shows the Hold Reason. Listed below are the definitions of the different Hold Reason and the next steps for the supplier.

| Hold Reason | Definition | Next Steps |
|---|---|---|
| **Pending Sig Approval** | Invoice requires Visa internal approval | All invoices over $2500 with PO require approval from the business unit making the purchase. This means the approvals are not yet complete for this invoice. If the invoice is past due, please contact your business unit or Visa AP to inquire. |
| **QTY ORD** | PO is overfilled, not enough funds to pay the invoice | Funds need to be added to the PO before the invoice can be paid. If the invoice is past-due, please inquire with your Visa Business contact for status. |
| **Max Ship Amt** | PO line is overfilled, not enough funds to pay the invoice | Funds need to be added to that particular line of the PO before the invoice can be paid. If the invoice is past-due, please inquire with your Visa Business contact for status. |
| **QTY REC** | Goods need to be received in the system before payment can be made. | Payment cannot go out until the goods are received. If goods were shipped and payment is past-due, please contact Visa AP. |
| **Research in Progress** | Invoice issues requiring further research | If Visa AP or business unit has not contacted the vendor, please inquire with Visa AP. This could be an internal PO issue that we will work to resolve as quickly as possible. |
| **PO Required** | Invoice requires a valid PO for payment | Issue may be resolved internally, if payment is past-due, please inquire with VISA AP. |
| **Invalid CC Number/Account** | Internal accounting issue on invoice | Please do not contact Visa AP; issue will be resolved internally before invoice is due for payment. |
| **Final Matching** | Internal accounting issue on invoice | Please do not contact Visa AP; issue will be resolved internally before invoice is due for payment. |
| **DIST ACCT INVALID** | Internal accounting issue on invoice | Please do not contact Visa AP; issue will be resolved internally before invoice is due for payment. |
| **Tax Variance** | Internal accounting issue on invoice | Please do not contact Visa AP; issue will be resolved internally before invoice is due for payment. |

# Payments

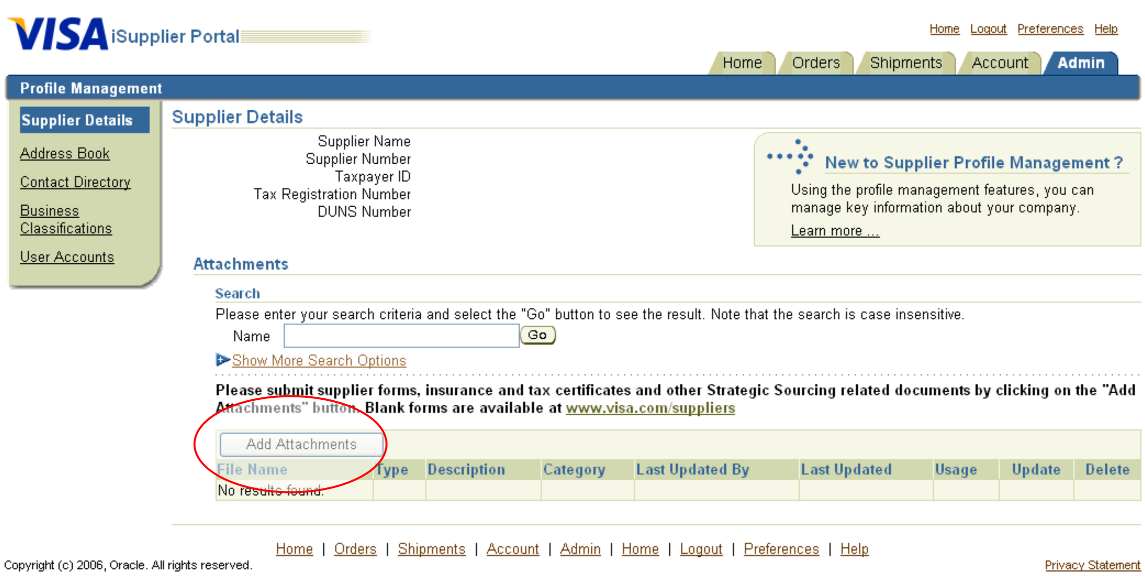
Under Payments, users can view payments made to the supplier.  Both simple and advanced search can be performed for Payment transactions.

To see the invoice information associated with a specific payment, click on the payment number under the payment column. This view will give you a remittance look at the payment breakdown when multiple invoices and/or POs are included in one payment.




# Admin

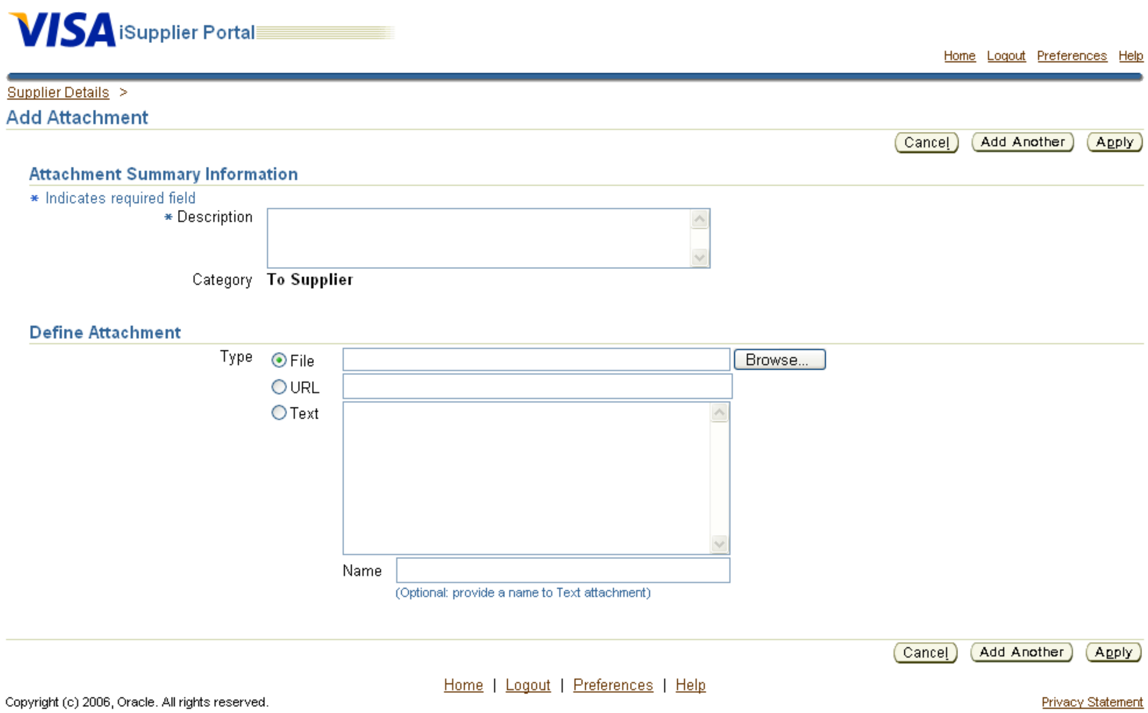
Under the Admin tab, the user can view general information relating to the supplier.



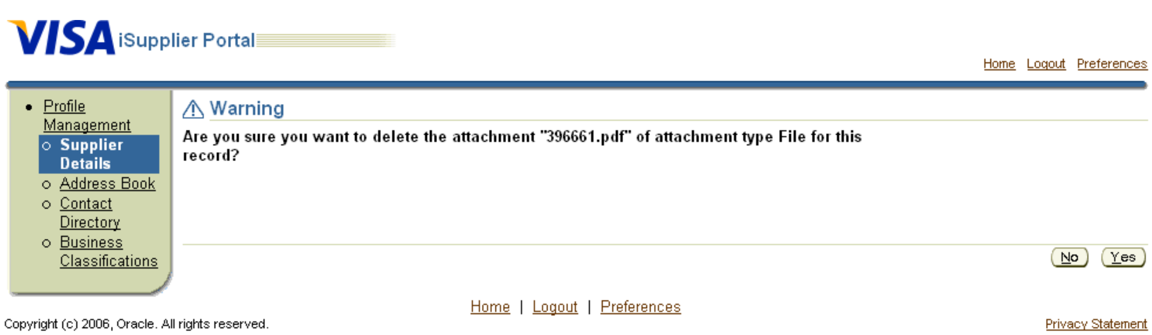

# Supplier Details

This page is used to add attachments to the supplier profile.  Adding attachments allows the supplier to upload documents pertinent to the purchasing relationship or upload documents specifically requested by Visa.  Both buyer and supplier users can attach documents, text or files in this section.

Click on Add attachments to open up the page.  Once you are done, click on the Apply button to save the attachment.  Users have the option to Add, Edit or Delete an attachment.

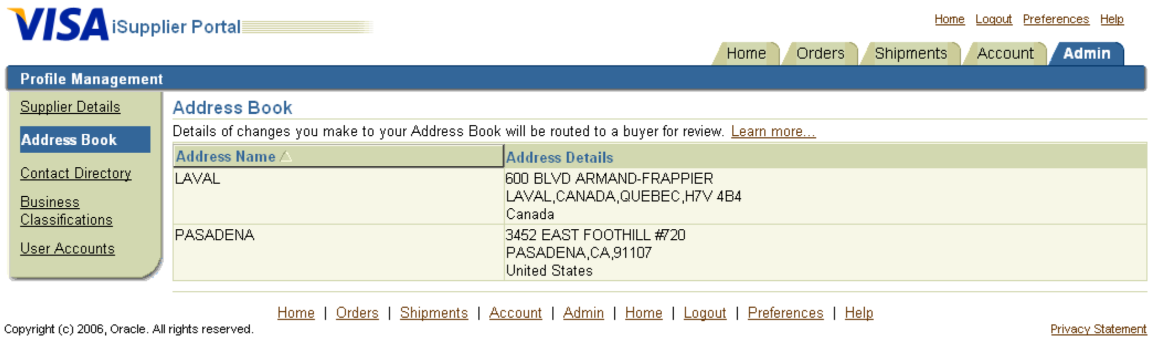



When you delete an attachment, the system will request for confirmation before the attachment is deleted.



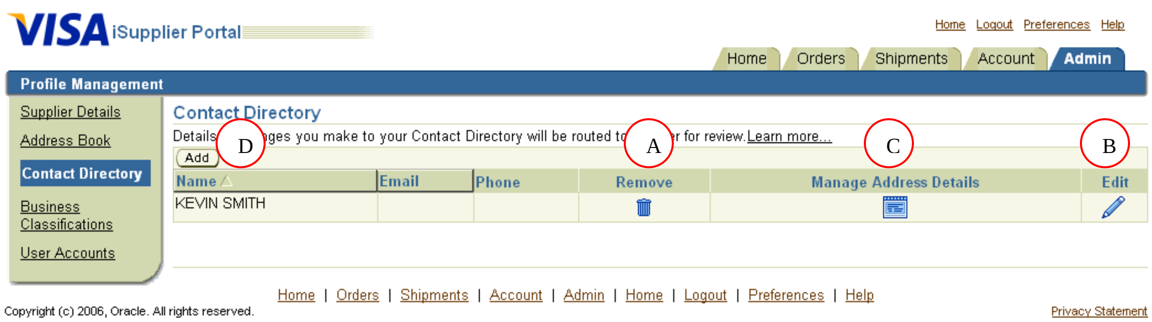

## Address Book

Address book shows the various sites associated with the supplier.

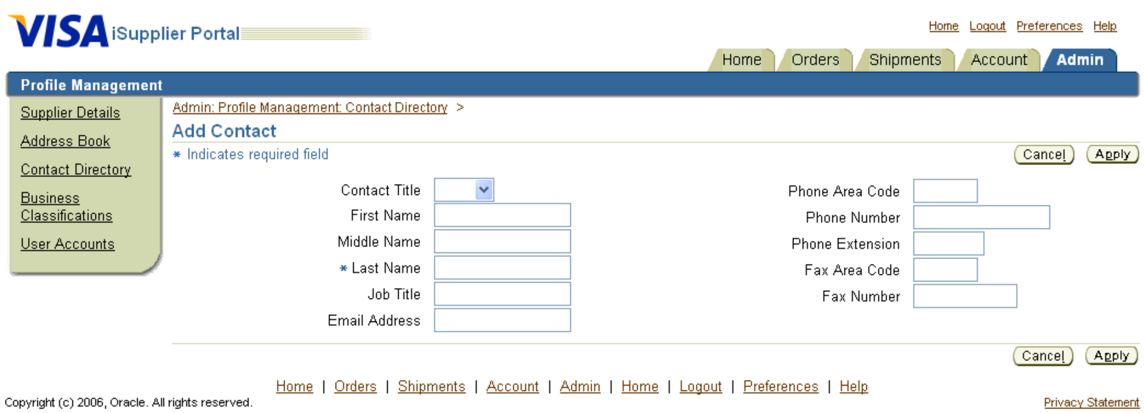



## Contact Directory

Contact Directory shows all contacts associated with the supplier.



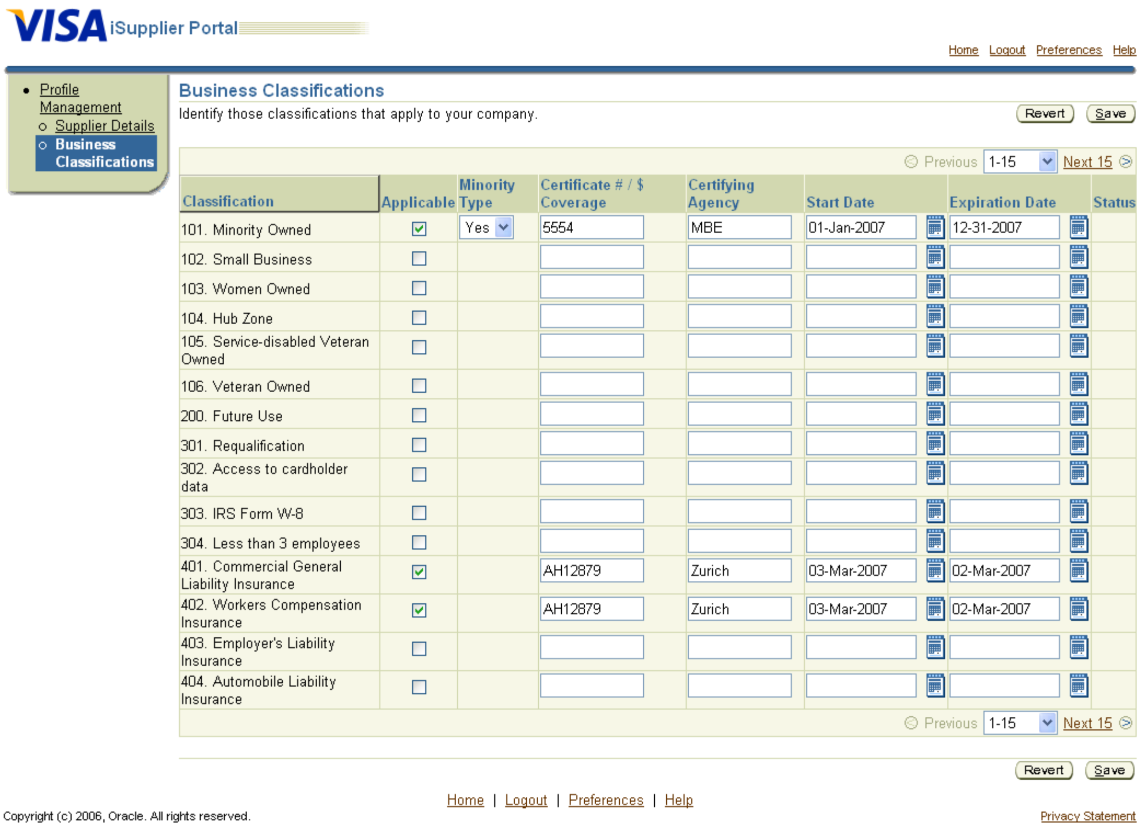

(A) To remove a supplier contact, click on the Garbage Can under Remove.
(B) To edit the information for an existing contact, click on the Pencil under Edit.
(C) To link the contact to a specific address on the address book, click on the icon under Manage Address Details.
(D) Users with Inquiry responsibility can add contacts information in iSupplier. To add, click on the Add button.




Provide the information requested and click on the Apply button to save.

## Business Classifications

Business classifications are used to identify attributes associated with the suppliers. It is also used to track documents that suppliers are required to provide to Visa.


VISA iSupplier Portal

Home Logout Preferences Help

- Profile Management
  - Supplier Details
  - Business Classifications

Business Classifications

Identify those classifications that apply to your company.

Revert Save

Previous 1-15 Next 15

| Classification | Applicable | Minority Type | Certificate # / $ Coverage | Certifying Agency | Start Date | Expiration Date | Status |
|---|---|---|---|---|---|---|---|
| 101. Minority Owned | ☑ | Yes | 5554 | MBE | 01-Jan-2007 | 12-31-2007 | |
| 102. Small Business | ☐ | | | | | | |
| 103. Women Owned | ☐ | | | | | | |
| 104. Hub Zone | ☐ | | | | | | |
| 105. Service-disabled Veteran Owned | ☐ | | | | | | |
| 106. Veteran Owned | ☐ | | | | | | |
| 200. Future Use | ☐ | | | | | | |
| 301. Requalification | ☐ | | | | | | |
| 302. Access to cardholder data | ☐ | | | | | | |
| 303. IRS Form W-8 | ☐ | | | | | | |
| 304. Less than 3 employees | ☐ | | | | | | |
| 401. Commercial General Liability Insurance | ☑ | | AH12879 | Zurich | 03-Mar-2007 | 02-Mar-2007 | |
| 402. Workers Compensation Insurance | ☑ | | AH12879 | Zurich | 03-Mar-2007 | 02-Mar-2007 | |
| 403. Employer's Liability Insurance | ☐ | | | | | | |
| 404. Automobile Liability Insurance | ☐ | | | | | | |

Previous 1-15 Next 15

Revert Save

Home | Logout | Preferences | Help

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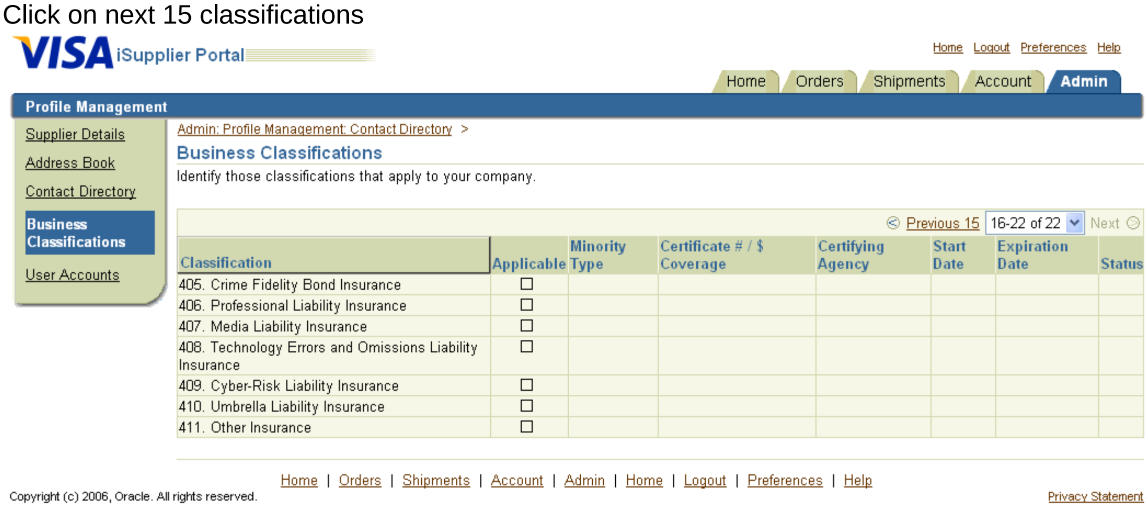
Privacy Statement

Click on next 15 classifications


VISA iSupplier Portal

Home Logout Preferences Help

Home Orders Shipments Account Admin

Profile Management

- Supplier Details
- Address Book
- Contact Directory
- Business Classifications
- User Accounts

Admin: Profile Management: Contact Directory >

Business Classifications

Identify those classifications that apply to your company.

Previous 15 16-22 of 22 Next

| Classification | Applicable | Minority Type | Certificate # / $ Coverage | Certifying Agency | Start Date | Expiration Date | Status |
|---|---|---|---|---|---|---|---|
| 405. Crime Fidelity Bond Insurance | ☐ | | | | | | |
| 406. Professional Liability Insurance | ☐ | | | | | | |
| 407. Media Liability Insurance | ☐ | | | | | | |
| 408. Technology Errors and Omissions Liability Insurance | ☐ | | | | | | |
| 409. Cyber-Risk Liability Insurance | ☐ | | | | | | |
| 410. Umbrella Liability Insurance | ☐ | | | | | | |
| 411. Other Insurance | ☐ | | | | | | |

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

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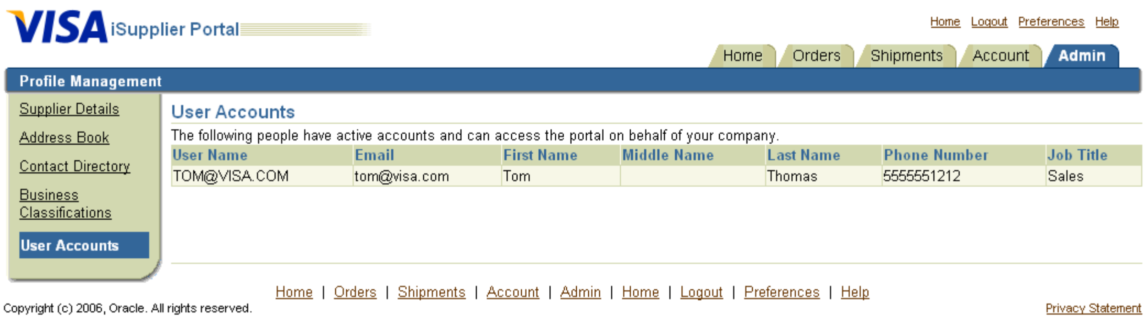
Privacy Statement

The business classification information can be updated by the Visa Buyer or the supplier with Visa iSupplier Classifications responsibility.

## User Accounts

User Accounts lists all the supplier contacts that have access to the iSupplier portal.



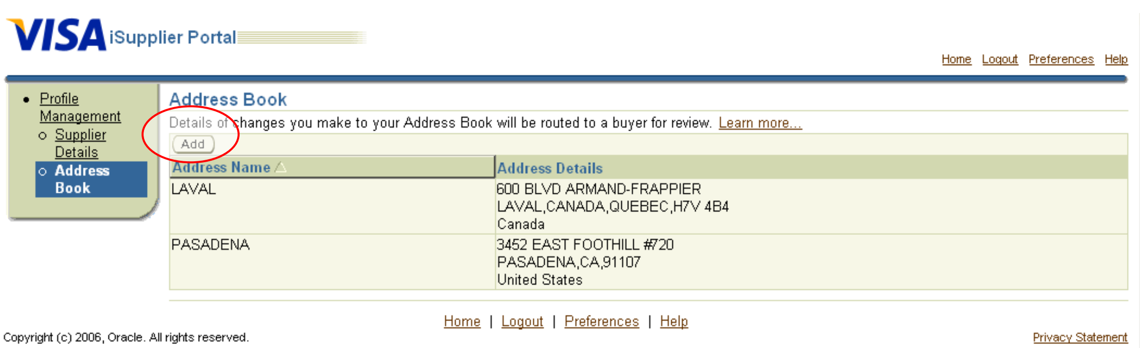

Supplier's access to the system is managed by Visa Buyer. Please send an e-mail to USAStrategicSourcing@visa.com if you need to add a new user; remove or terminate an existing user's access or if you need to reset your password.

## Visa iSupplier Contact Directory

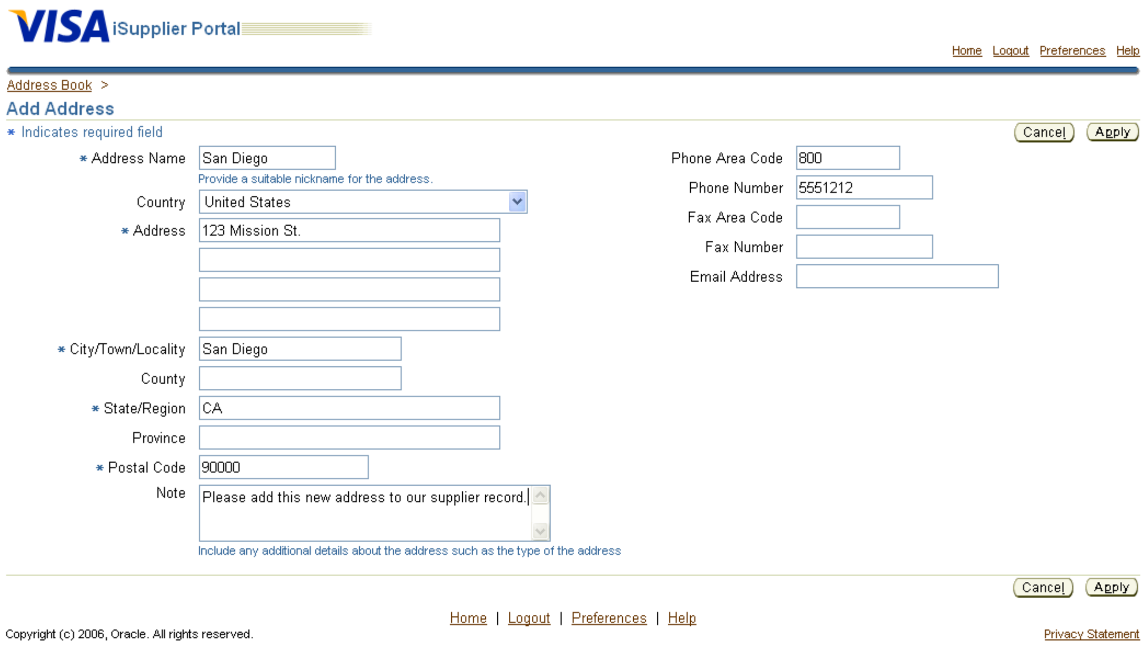
The users with Contact Directory responsibility are able to add, edit, delete and manage the supplier contact information. The functionality is the same as discussed in Contact Directory under the Visa iSupplier Inquiry responsibility.

## Visa iSupplier Address Book

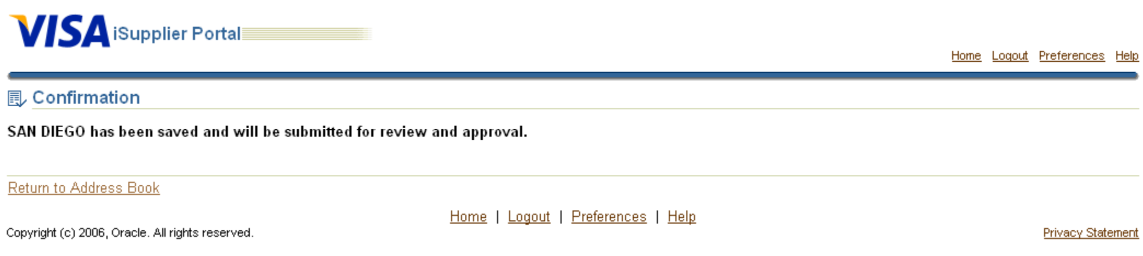
The Visa iSupplier Address Book responsibility allows users to add addresses to the supplier record.



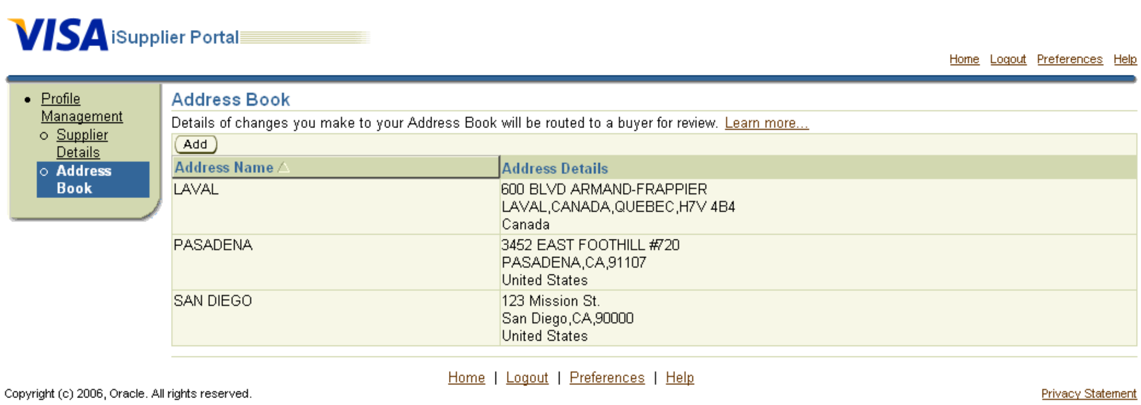

To add a new address, click on the Add button.




Provide all the information requested. Those fields marked with an * are required fields. Click Apply to save and submit the information. You will get the confirmation message below:




If the new address is approved, the new address will show up on the list of address book. If it was rejected, supplier will NOT be notified and the address will not be listed on the address book.

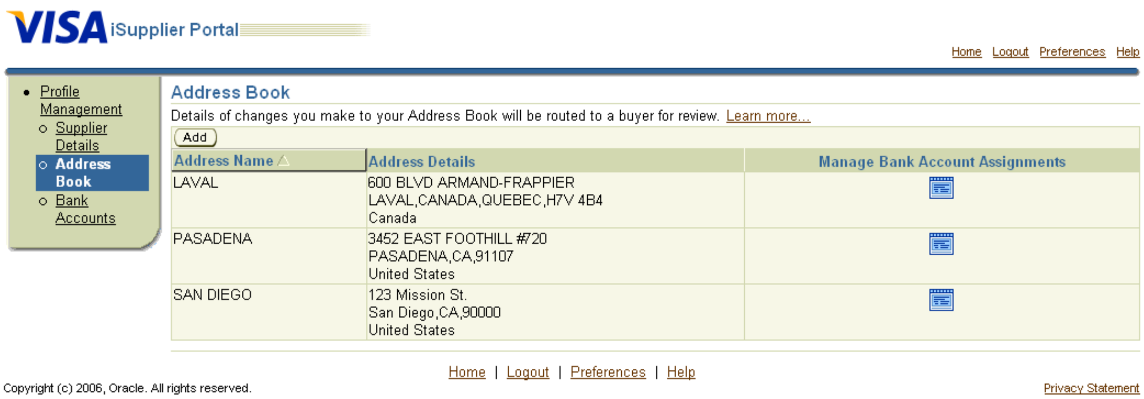



# Visa iSupplier Bank Account

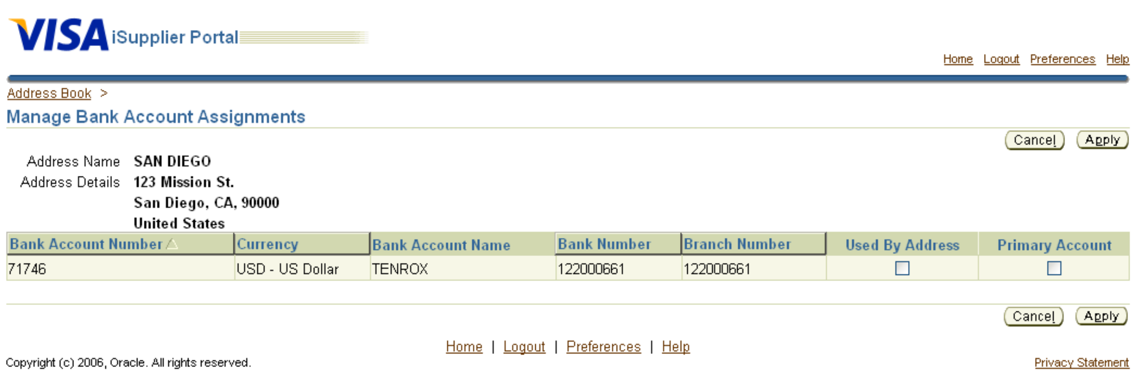
Users with Visa iSupplier Bank Accounts responsibility can add delete and edit bank account information.

The Supplier Details page is where you can add attachments as explained above.

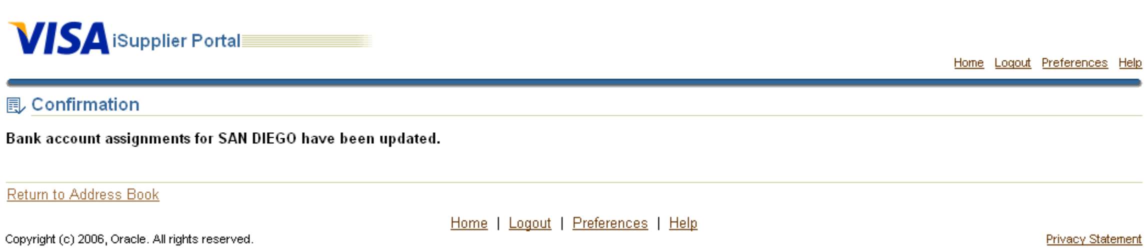
The Address Book allows you to navigate to the page below.  This list includes the site names and address details for you as a supplier. From here you can manage the bank accounts assigned to particular sites.




To edit bank account assignment, click on the box under Manage Bank Account Assignments next to the site you would like to modify.  You will be able to designate the primary bank account for a site.  This is useful for when a new site is added but an existing bank account is to be used.  You can also remove a bank account assignment from an address.



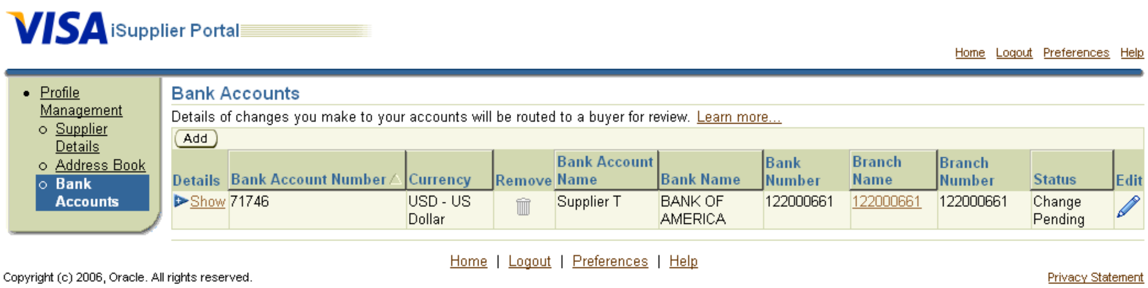

The supplier will receive a confirmation for the change in bank account assignment.




To add, delete or edit a bank account, click on Bank Accounts from the menu. This page should list all of the active bank accounts Visa has on file for you.

NOTE: If this is your first time logging on to this system, please take a moment to review the information here. If the information we have is inaccurate or there is no current bank information listed, please follow the below steps to ensure timely payment by Visa.

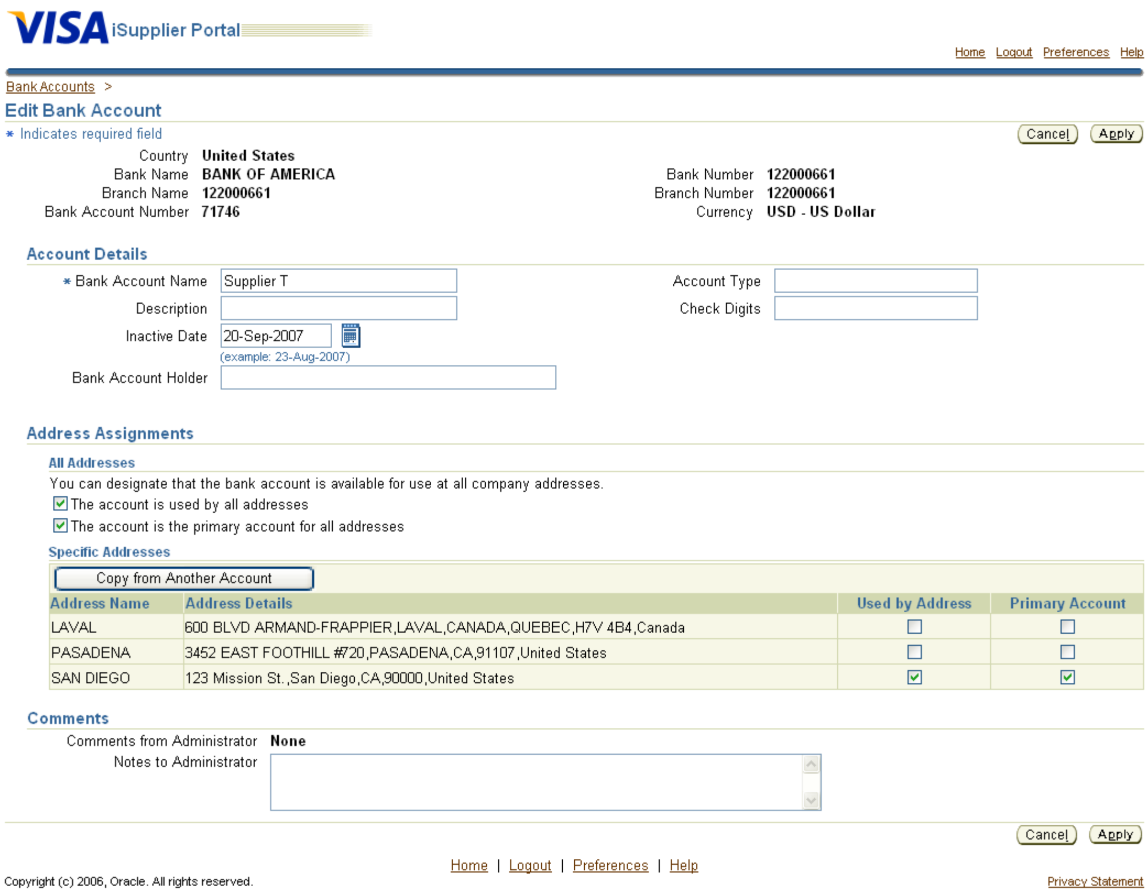
You can sort the list based on the bank account number, currency, bank account name, bank name, and branch name or status columns.



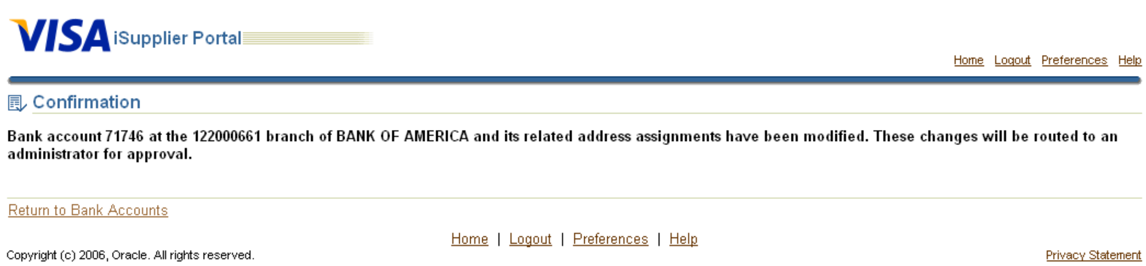

## Edit Bank Account

To make an update to an existing bank account, click on the Edit Pencil under the far right column. The bank account information and you can edit the account details and the address assignments.

The Copy from Another Account button allows you to copy the address assignments from another bank account.



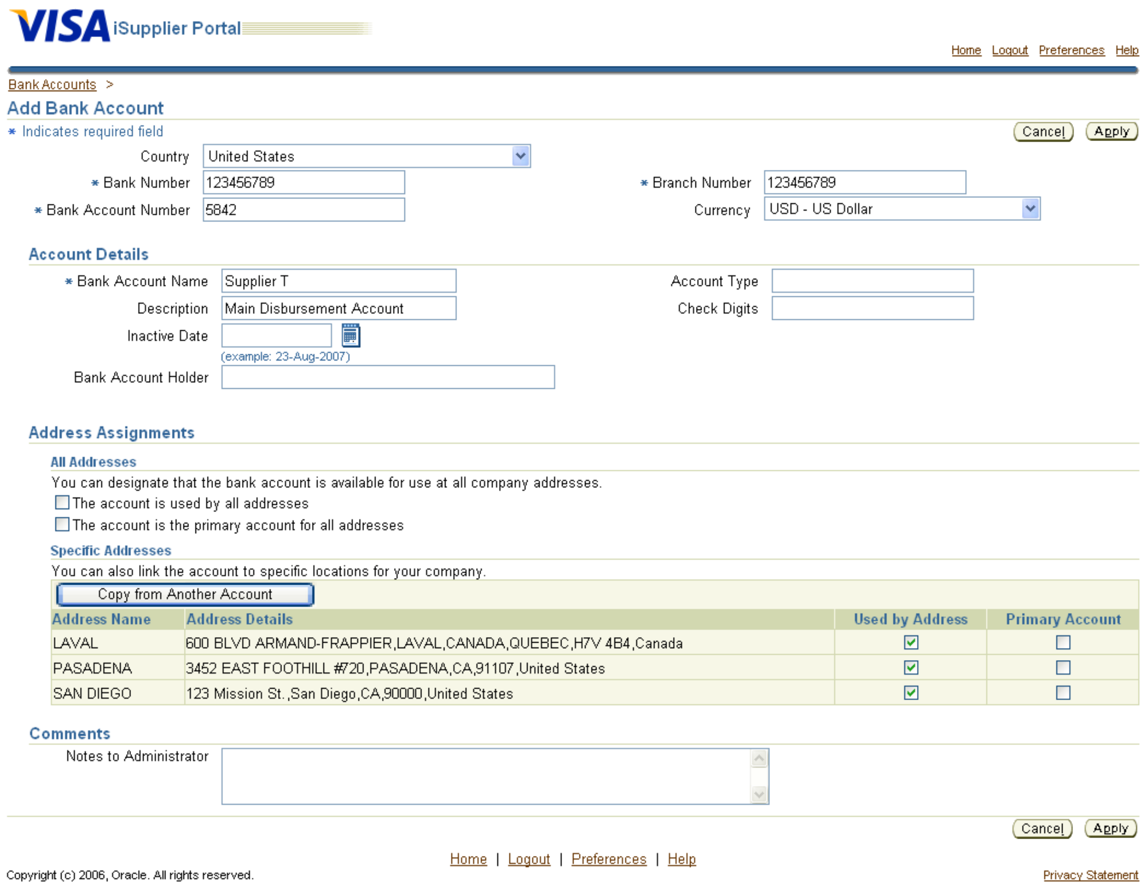

Once changes are applied, you should receive the following Confirmation,



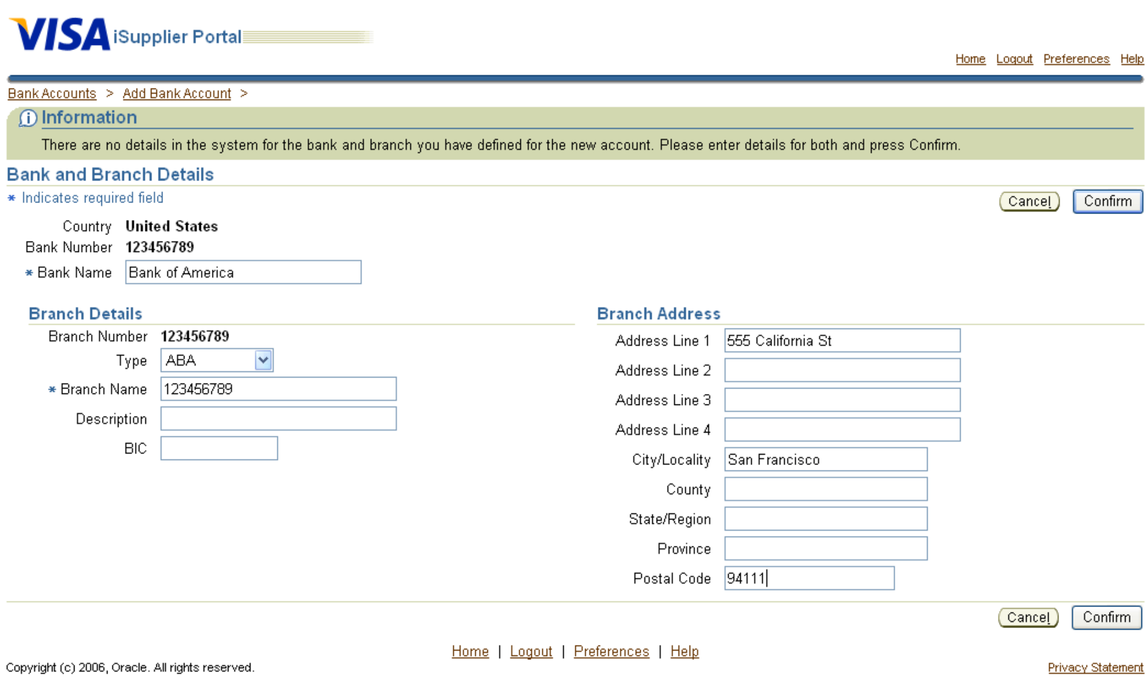

# Add Bank Account

To add a Bank Account, click Add above the list of current bank accounts. Complete all the required fields which are identified with an *. The address assignments are completed as above. You can also provide a note to Visa in the box at the bottom of the page if necessary.

**NOTE**: Be sure to change the currency to USD if the account resides in the United States.

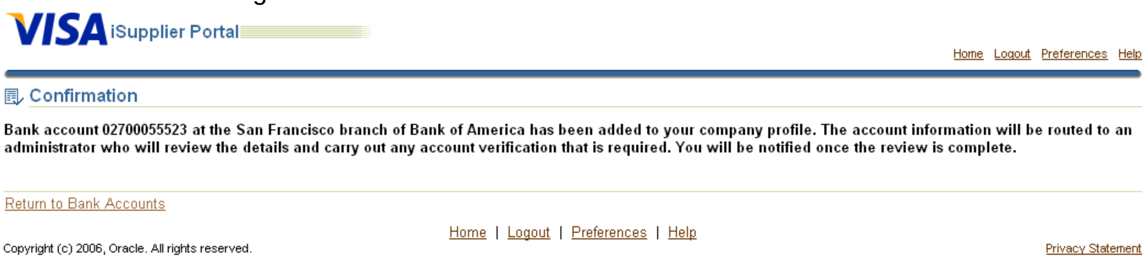



For the bank number and branch number fields, provide the bank routing number. If the bank routing number has never been used before, the following screen will appear:



For the branch name, key in the bank routing number as well.

Confirmation of Change


VISA iSupplier Portal

Home Logout Preferences Help

Confirmation

Bank account 02700055523 at the San Francisco branch of Bank of America has been added to your company profile. The account information will be routed to an administrator who will review the details and carry out any account verification that is required. You will be notified once the review is complete.

Return to Bank Accounts

Home | Logout | Preferences | Help

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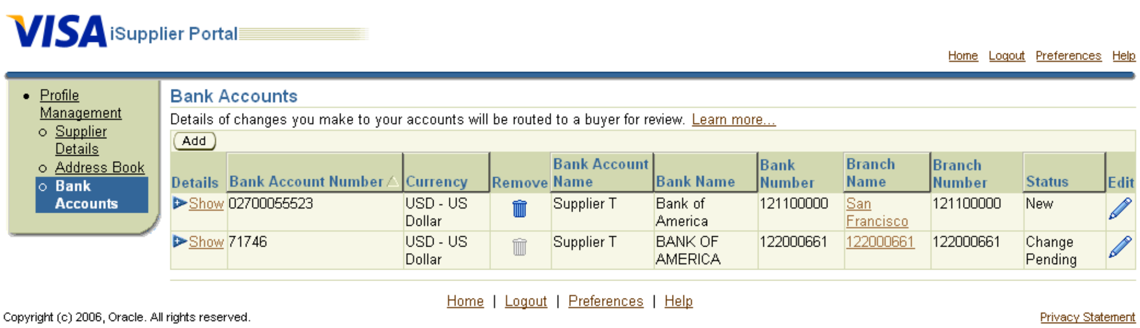
If you have recently submitted a change, you will see a status of Change Pending until Visa has approved or rejected your edits. The status will then change to approved until and further updates are made. A status of New appears after a bank account has been added but not assigned to an address.

## Remove Bank Account

The ability to remove an account (trash can under the remove column) is only available for accounts in the NEW or Rejected status. If you believe a bank account should be de-activated, please contact USAStrategicSourcing@visa.com.


VISA iSupplier Portal

Home Logout Preferences Help

- Profile Management
  - Supplier Details
  - Address Book
  - Bank Accounts

Bank Accounts

Details of changes you make to your accounts will be routed to a buyer for review. Learn more...

Add

| Details | Bank Account Number | Currency | Remove | Bank Account Name | Bank Name | Bank Number | Branch Name | Branch Number | Status | Edit |
|---|---|---|---|---|---|---|---|---|---|---|
| Show | 02700055523 | USD - US Dollar | | Supplier T | Bank of America | 121100000 | San Francisco | 121100000 | New | |
| Show | 71746 | USD - US Dollar | | Supplier T | BANK OF AMERICA | 122000661 | 122000661 | 122000661 | Change Pending | |

Home | Logout | Preferences | Help

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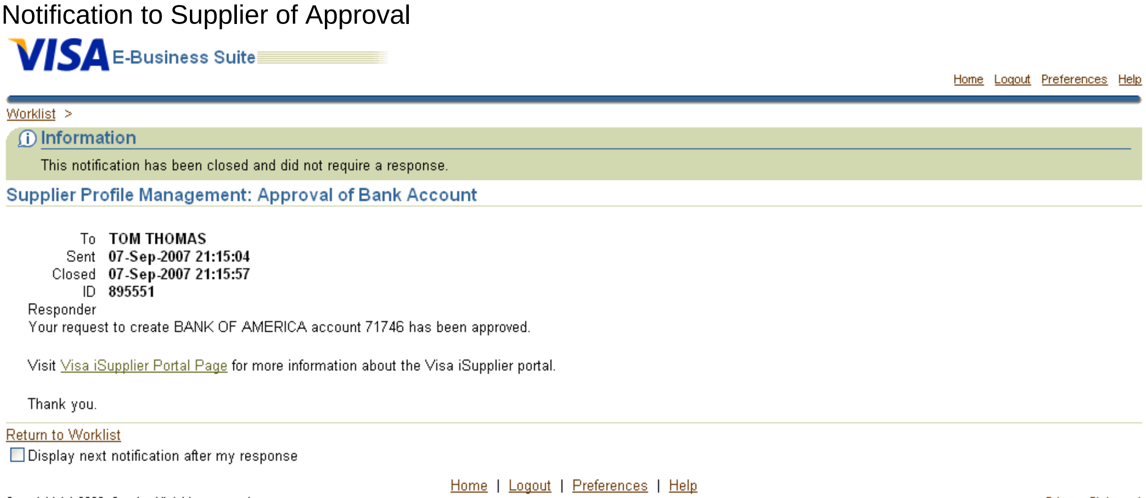
Once Visa reviews the changes you will receive one of the following notifications:

Notification to Supplier of Approval


VISA E-Business Suite

Home Logout Preferences Help

Worklist >

Information

This notification has been closed and did not require a response.

Supplier Profile Management: Approval of Bank Account

To TOM THOMAS
Sent 07-Sep-2007 21:15:04
Closed 07-Sep-2007 21:15:57
ID 895551
Responder

Your request to create BANK OF AMERICA account 71746 has been approved.

Visit Visa iSupplier Portal Page for more information about the Visa iSupplier portal.

Thank you.

Return to Worklist

Display next notification after my response

Home | Logout | Preferences | Help

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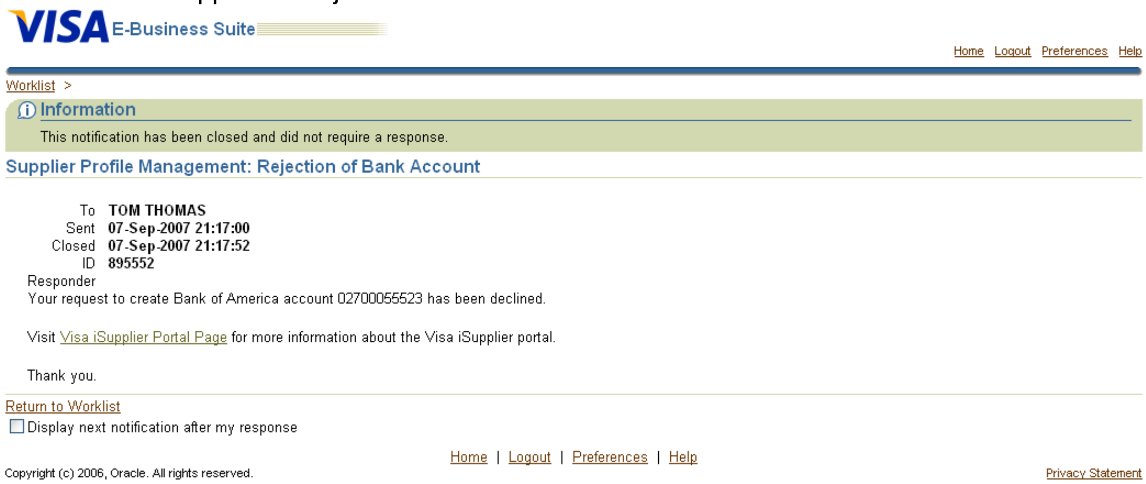
Notification to Supplier of Rejection



VISA E-Business Suite

Home Logout Preferences Help

Worklist >

Information

This notification has been closed and did not require a response.

Supplier Profile Management: Rejection of Bank Account

To TOM THOMAS
Sent 07-Sep-2007 21:17:00
Closed 07-Sep-2007 21:17:52
ID 895552
Responder

Your request to create Bank of America account 02700055523 has been declined.

Visit Visa iSupplier Portal Page for more information about the Visa iSupplier portal.

Thank you.

Return to Worklist

Display next notification after my response

Home | Logout | Preferences | Help

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The bank account status changes after the Visa Buyer approves or rejects the request.

VISA iSupplier Portal

Home Logout Preferences Help

- Profile Management
  - Supplier Details
  - Address Book
  - Contact Directory
  - Bank Accounts

Bank Accounts: TENROX

Account details provided by the supplier must be approved in order to use them in the Accounts Payable system. Learn more...

View All Bank Accounts Go

View Deactivated Accounts

| Details | Bank Account Number | Currency | Remove | Bank Account Name | Bank Name | Bank Number | Branch Name | Branch Number | Status | Approve | Manage Address Assignments | Edit |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Show | 02700055523 | USD - US Dollar | | Supplier T | Bank of America | 121100000 | San Francisco | 121100000 | Rejected | | | |
| Show | 71746 | USD - US Dollar | | Supplier T | BANK OF AMERICA | 122000661 | 122000661 | 122000661 | Approved | | | |

Return to Supplier Search

Home | Logout | Preferences | Help

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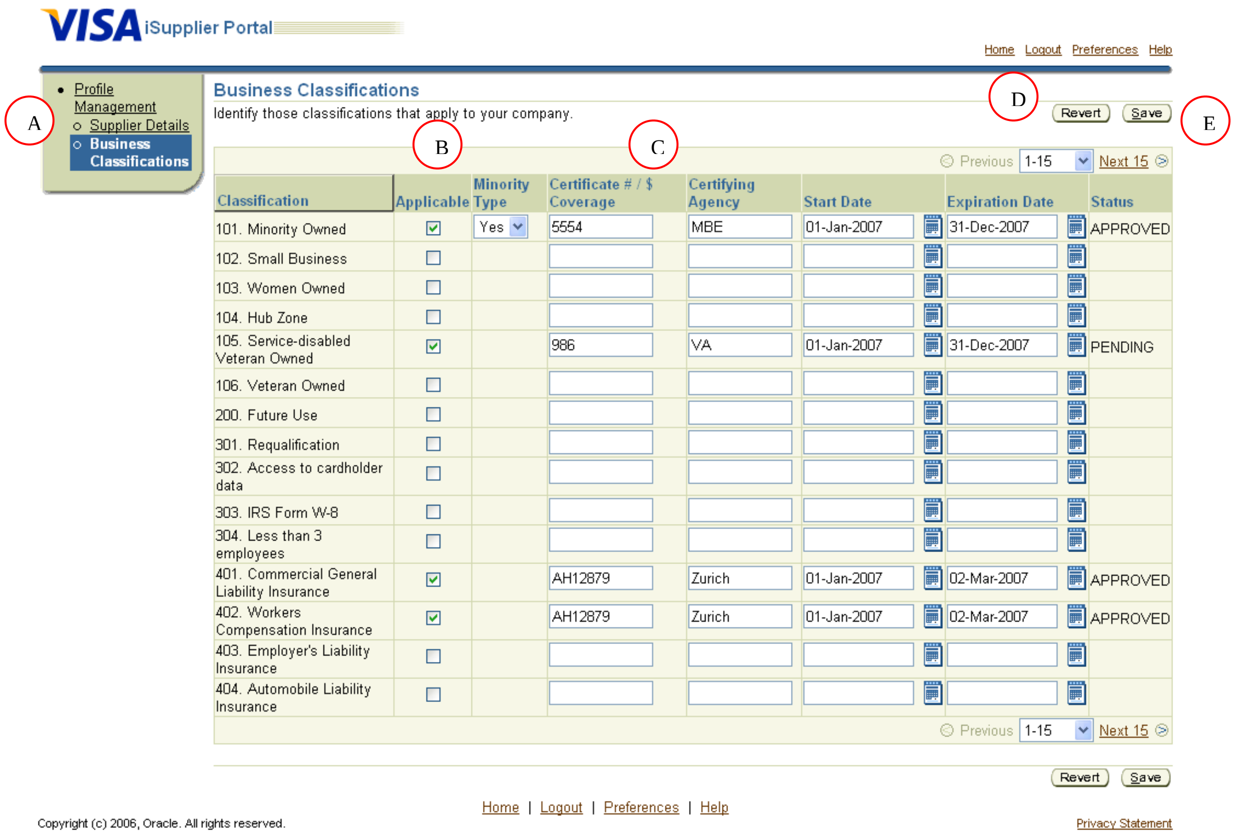
# Visa iSupplier Classifications

The Visa iSupplier Classifications responsibility allows the user to update supplier qualification and insurance related information.



VISA iSupplier Portal

Home Logout Preferences Help

- Profile Management
  - Supplier Details
  - Business Classifications

A B C D E

## Business Classifications

Identify those classifications that apply to your company.

Revert Save

Previous 1-15 Next 15

| Classification | Applicable | Minority Type | Certificate # / $ Coverage | Certifying Agency | Start Date | Expiration Date | Status |
|---|---|---|---|---|---|---|---|
| 101. Minority Owned | ☑ | Yes | 5554 | MBE | 01-Jan-2007 | 31-Dec-2007 | APPROVED |
| 102. Small Business | ☐ | | | | | | |
| 103. Women Owned | ☐ | | | | | | |
| 104. Hub Zone | ☐ | | | | | | |
| 105. Service-disabled Veteran Owned | ☑ | | 986 | VA | 01-Jan-2007 | 31-Dec-2007 | PENDING |
| 106. Veteran Owned | ☐ | | | | | | |
| 200. Future Use | ☐ | | | | | | |
| 301. Requalification | ☐ | | | | | | |
| 302. Access to cardholder data | ☐ | | | | | | |
| 303. IRS Form W-8 | ☐ | | | | | | |
| 304. Less than 3 employees | ☐ | | | | | | |
| 401. Commercial General Liability Insurance | ☑ | | AH12879 | Zurich | 01-Jan-2007 | 02-Mar-2007 | APPROVED |
| 402. Workers Compensation Insurance | ☑ | | AH12879 | Zurich | 01-Jan-2007 | 02-Mar-2007 | APPROVED |
| 403. Employer's Liability Insurance | ☐ | | | | | | |
| 404. Automobile Liability Insurance | ☐ | | | | | | |

Previous 1-15 Next 15

Revert Save

Home | Logout | Preferences | Help

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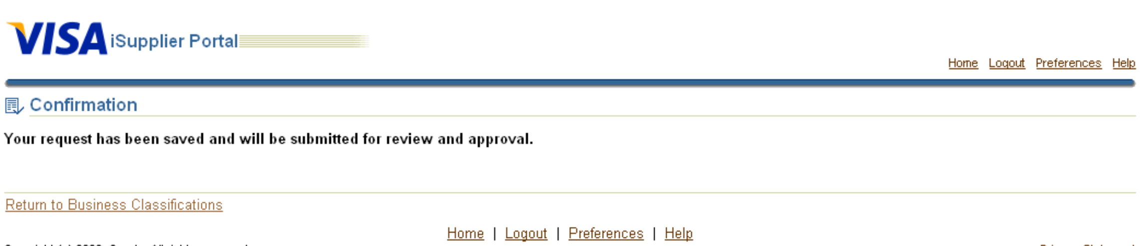
(A) Supplier must submit all documentation like insurance certificates to support updates made on the Classification page. Click on Supplier Details and the Add Attachment button to attach the documents.
(B) Click on the box under the applicable column for the line that you are updating and provide the necessary information.
(C) For the two columns, Certificate #/$Coverage and Certifying Agency, the information requested is different depending on the classification type:
#101-106, provide the Certificate number and the Certifying Agency Name
#200-304, no information is required
#401-411, provide the coverage amount in US dollar equivalent and the name of the insurance company.
(D) Click on revert to return to the page prior to your changes. You can only revert to the previous values if you have not yet saved the information.
(D) Click on Save to submit your updates. If a specific classification is no longer applicable, uncheck the box under Applicable column and click on the Save button. The system will remove all the information associated with that classification. Once you hit save, you will receive the confirmation message below and the classification status will change to Pending.



VISA iSupplier Portal

Home Logout Preferences Help

## Confirmation

Your request has been saved and will be submitted for review and approval.

Return to Business Classifications

Home | Logout | Preferences | Help

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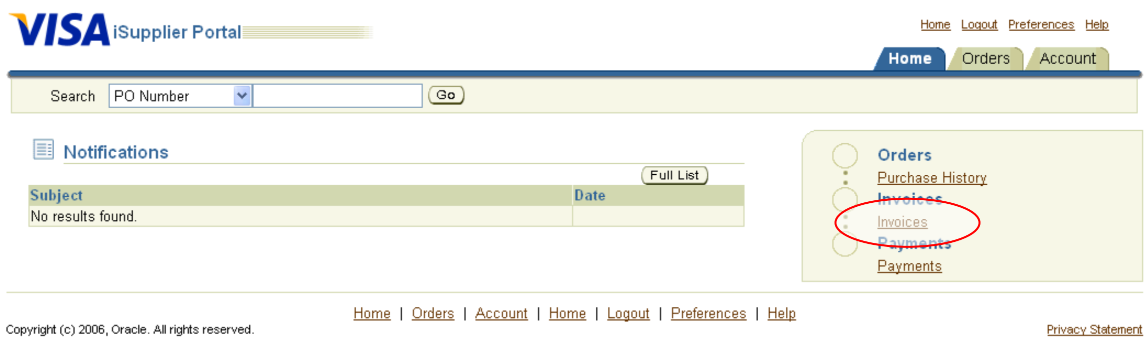
The Visa Buyer will be notified of your changes. They can approve, reject or update your changes after they review the documentation you submitted.

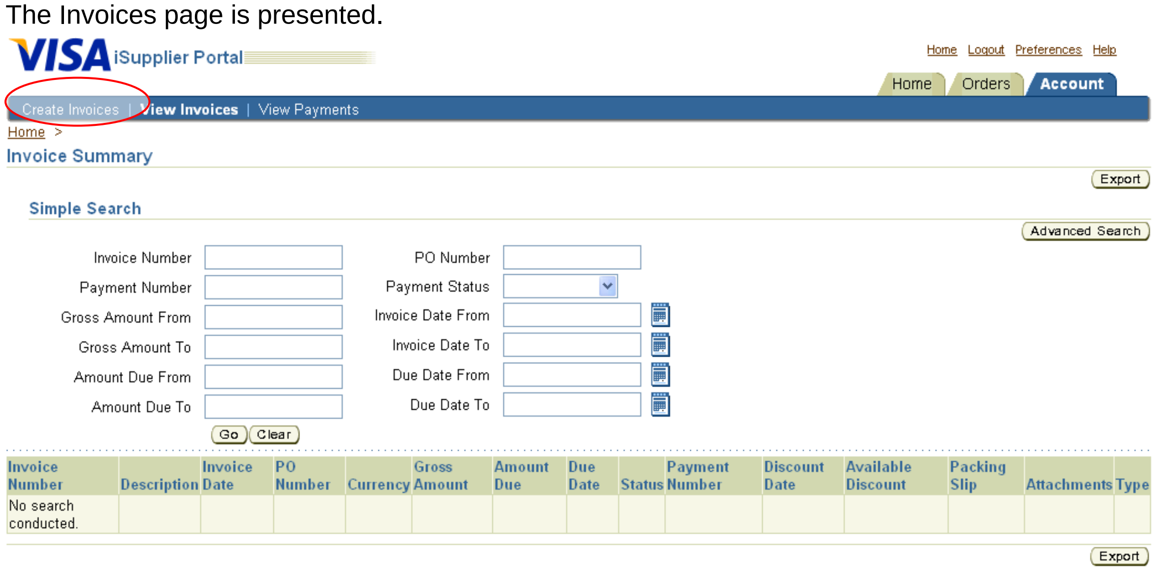
# Visa iSupplier Invoicing

The Visa iSupplier Invoicing functionality allows suppliers to create Standard invoices and Credit Memos on iSupplier and electronically submit those invoices to Visa Accounts Payable for processing. Currently, this feature is only available to suppliers who have Purchase Orders that are either in Open or Frozen status.

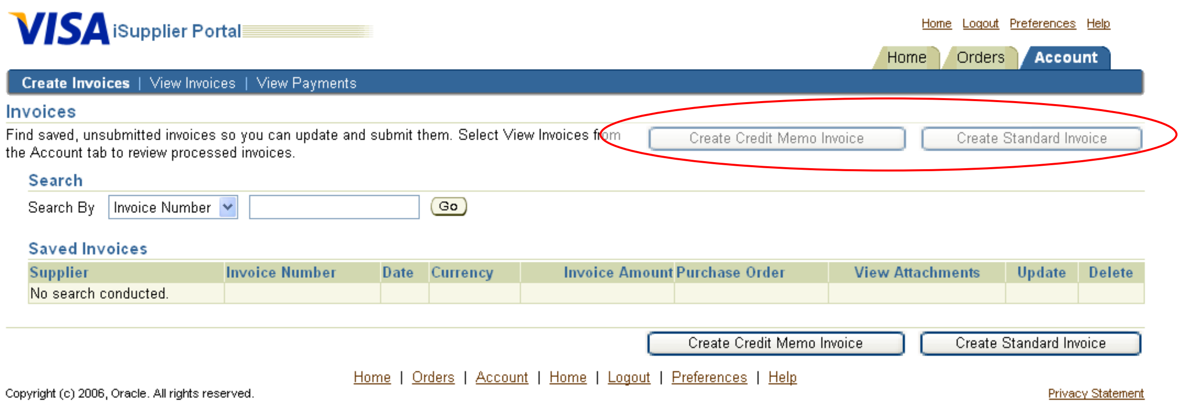
When you click on this responsibility, the PO search screen is presented. Click on the Invoices quick link.



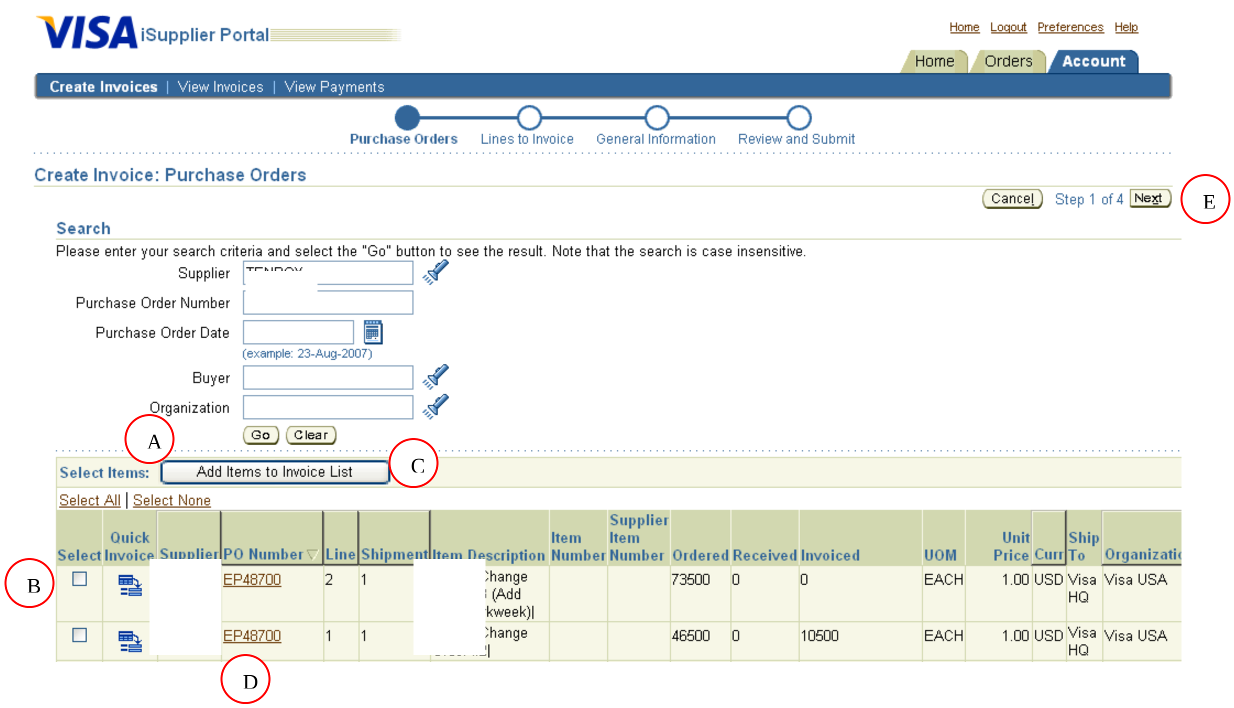

The Invoices page is presented.



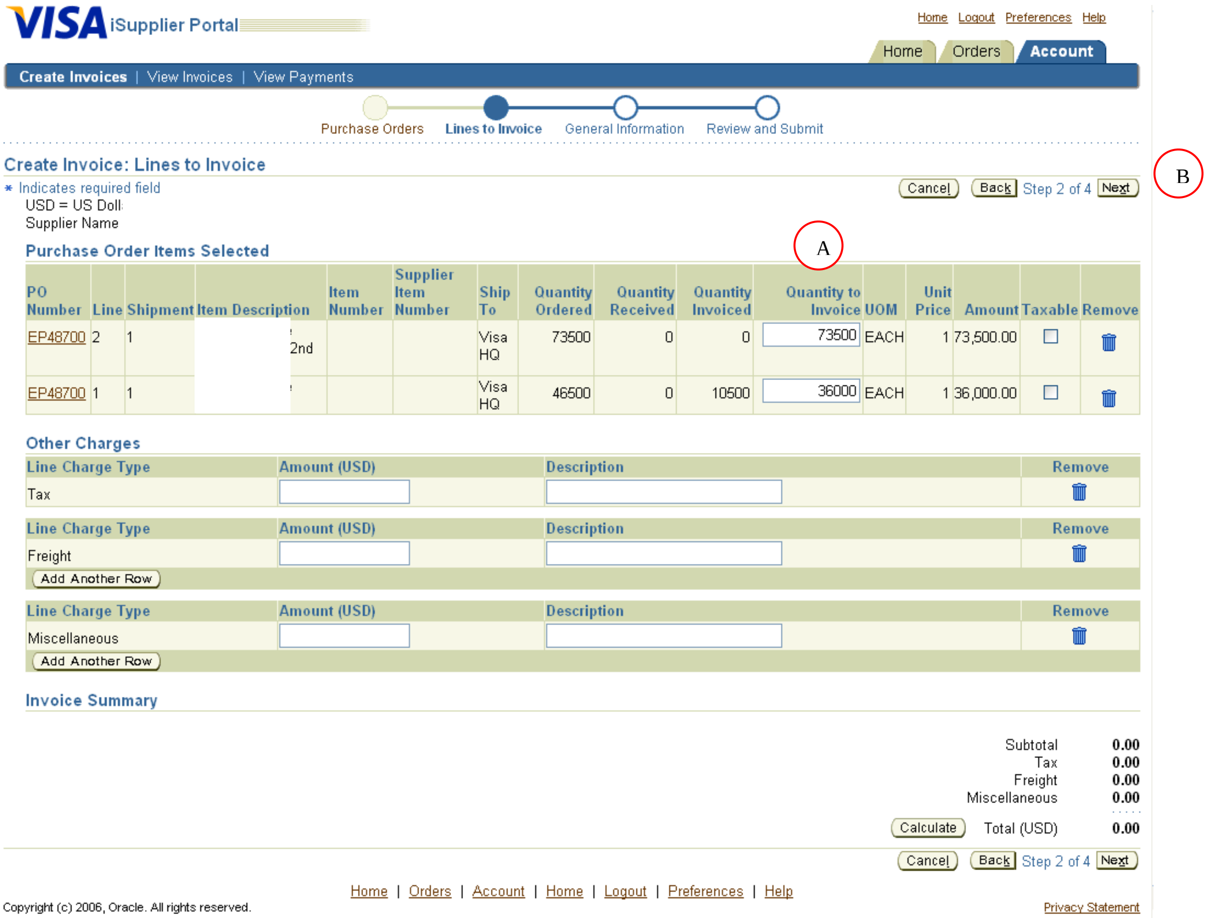

Click on Create Invoices in the blue menu bar.




The system gives you the option to create a Standard Invoice or Credit Memo. Click on the Create Standard Invoice button.




(A) Enter the first few letters of the supplier name and click Go. The system will automatically list all the purchase orders associated with active sites. You can also search by clicking on the flashlight.
(B) Select the correct purchase order by clicking on the box under the select column.
(C) You may select more than one line to add to the invoice as long as they are have the same purchase order number. <u>Each invoice can only have one purchase order number</u>. You must create a separate invoice if you have more than one purchase order. Once you have identified all the lines, click on the Add Items to Invoice List.
(D) Click on Next to continue.



VISA iSupplier Portal

Home Logout Preferences Help

Home | Orders | Account

Create Invoices | View Invoices | View Payments

Purchase Orders — Lines to Invoice — General Information — Review and Submit

## Create Invoice: Lines to Invoice

* Indicates required field

Cancel | Back | Step 2 of 4 | Next

USD = US Doll

Supplier Name

### Purchase Order Items Selected

| PO Number | Line | Shipment | Item Description | Item Number | Supplier Item Number | Ship To | Quantity Ordered | Quantity Received | Quantity Invoiced | Quantity to Invoice | UOM | Unit Price | Amount | Taxable | Remove |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| EP48700 | 2 | 1 | ' 2nd | | | Visa HQ | 73500 | 0 | 0 | 73500 | EACH | 1 | 73,500.00 | ☐ | |
| EP48700 | 1 | 1 | ' | | | Visa HQ | 46500 | 0 | 10500 | 36000 | EACH | 1 | 36,000.00 | ☐ | |

### Other Charges

| Line Charge Type | Amount (USD) | Description | Remove |
|---|---|---|---|
| Tax | | | |

| Line Charge Type | Amount (USD) | Description | Remove |
|---|---|---|---|
| Freight | | | |

Add Another Row

| Line Charge Type | Amount (USD) | Description | Remove |
|---|---|---|---|
| Miscellaneous | | | |

Add Another Row

### Invoice Summary

| | |
|---|---|
| Subtotal | 0.00 |
| Tax | 0.00 |
| Freight | 0.00 |
| Miscellaneous | 0.00 |
| Total (USD) | 0.00 |

Calculate

Cancel | Back | Step 2 of 4 | Next

Home | Orders | Account | Home | Logout | Preferences | Help

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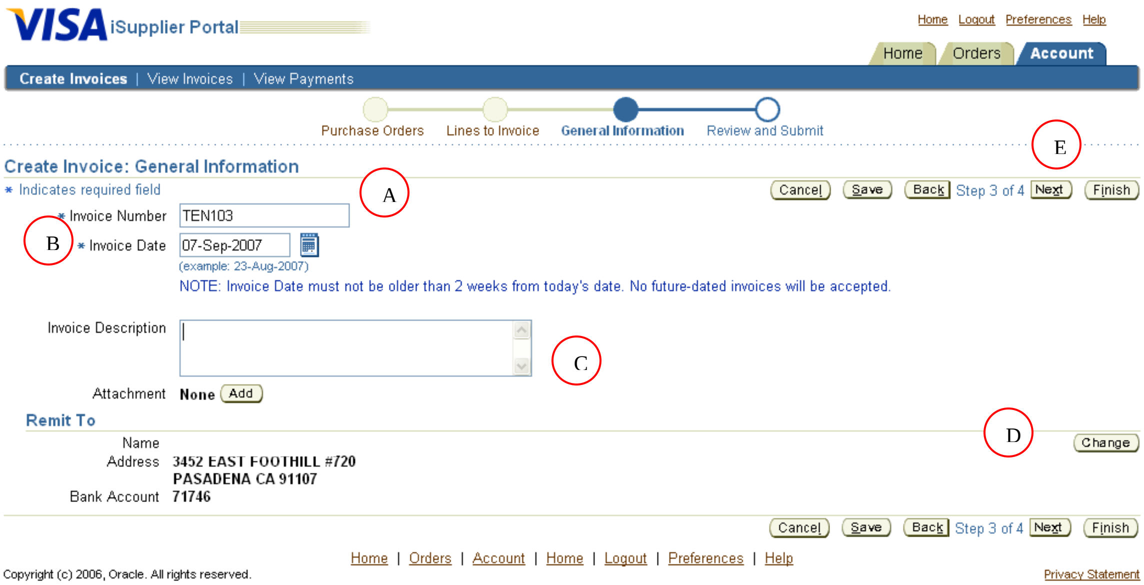
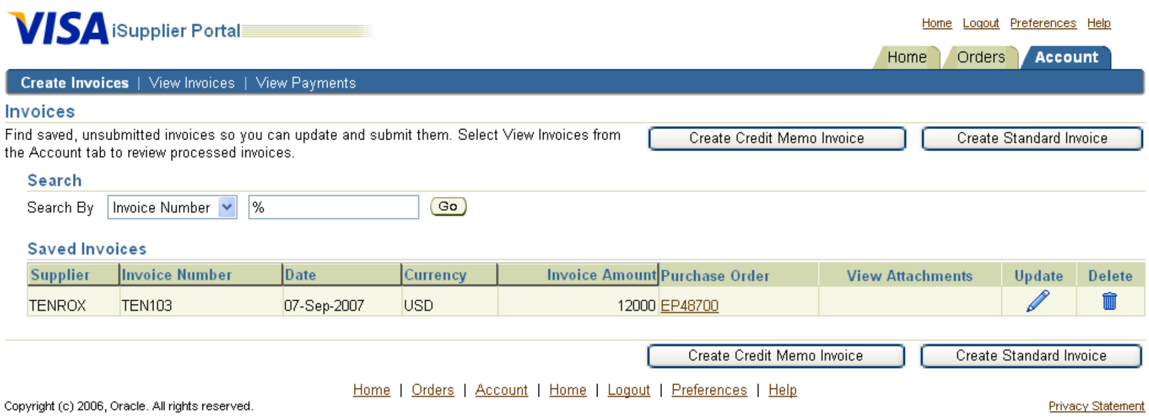
(A) Complete the quantity or amount to invoice. You can put an equal to or less than the difference between Quantity Ordered and Quantity Invoiced. All other information must tie to your purchase order. If your PO did not have any information for Taxes or Freight, do not add them here as your invoice will be rejected. You must submit those invoices manually as you do today. Click the Calculate button at the bottom of the page to update the invoice total.

(B) Click on Next to proceed.




(A) Enter your own invoice number. The system will reject duplicate invoice numbers, so this number must be unique each time.
(B) Enter invoice date. The Invoice date must not be older than 2 weeks from the date the invoice was created. Future dated invoices will be rejected.
(C) You can enter an invoice description. This is an optional field but Visa recommends referencing the PO number and/or dates of services rendered here.
(D) If the remit to address is different, click on the Change button to select the appropriate address from the values listed.
(E) At this point, you have the option to click on Next or Finish. Next gives you the opportunity to review your invoice and save for later submission. Finish will automatically submit your invoice to Visa.


(A) Click on Save to save this invoice for later submission.
(B) If you are satisfied with your invoice, click on Finish to submit.

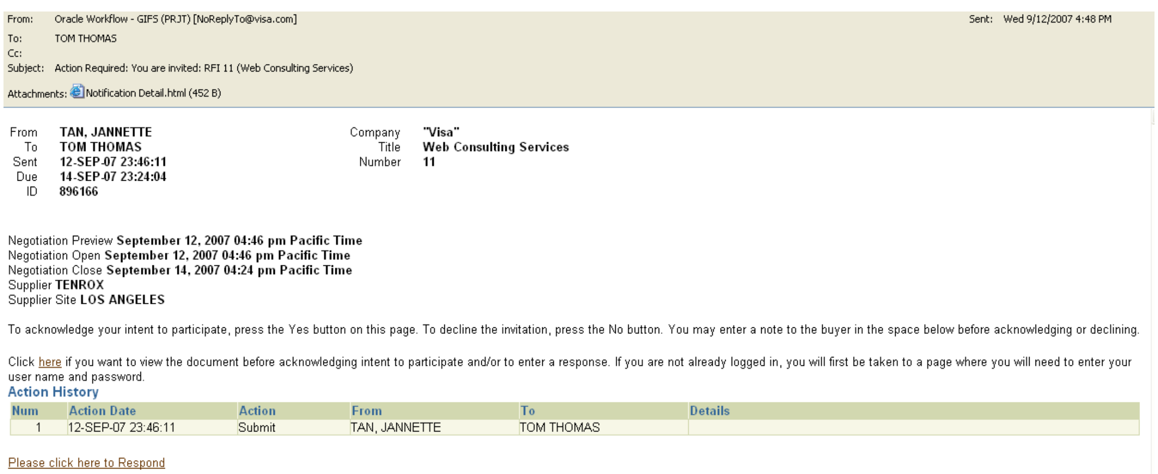



To find you saved invoices, go back to Create Invoices and search for your invoice by putting in your invoice number or % for wildcard. The query will only show in-progress invoices saved as shown above, for all other invoices, query using the View Invoices tab.

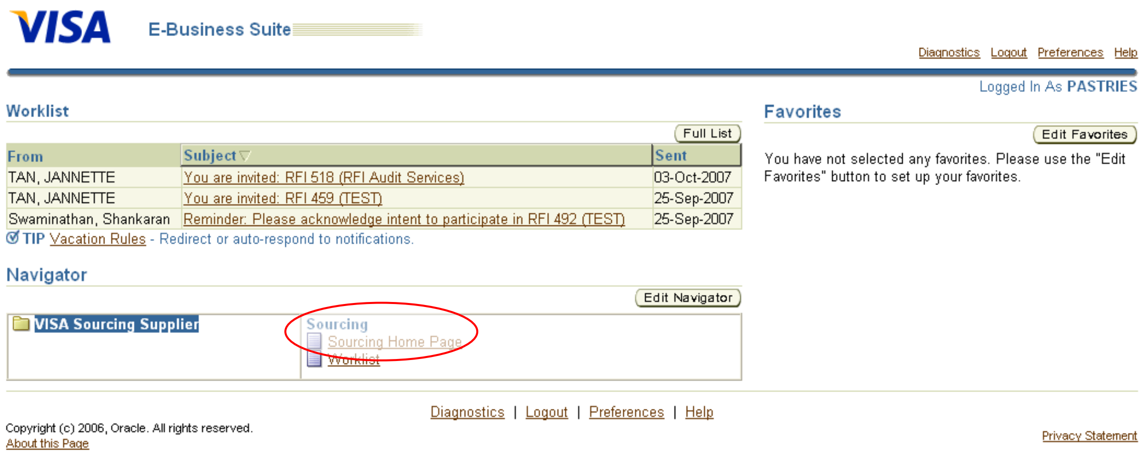
Invoices created on iSupplier are automatically placed on Hold so Accounts Payable can review and process the invoices. It takes about 24 hours for this process to be completed. If your invoice is approved, the invoice will show up in the View Invoices query after the processing period. If the invoice was rejected or failed validation, the invoice will not appear on the list. If you have any questions about invoices, please contact Accounts Payable at USAAccountsPayable@visa.com.

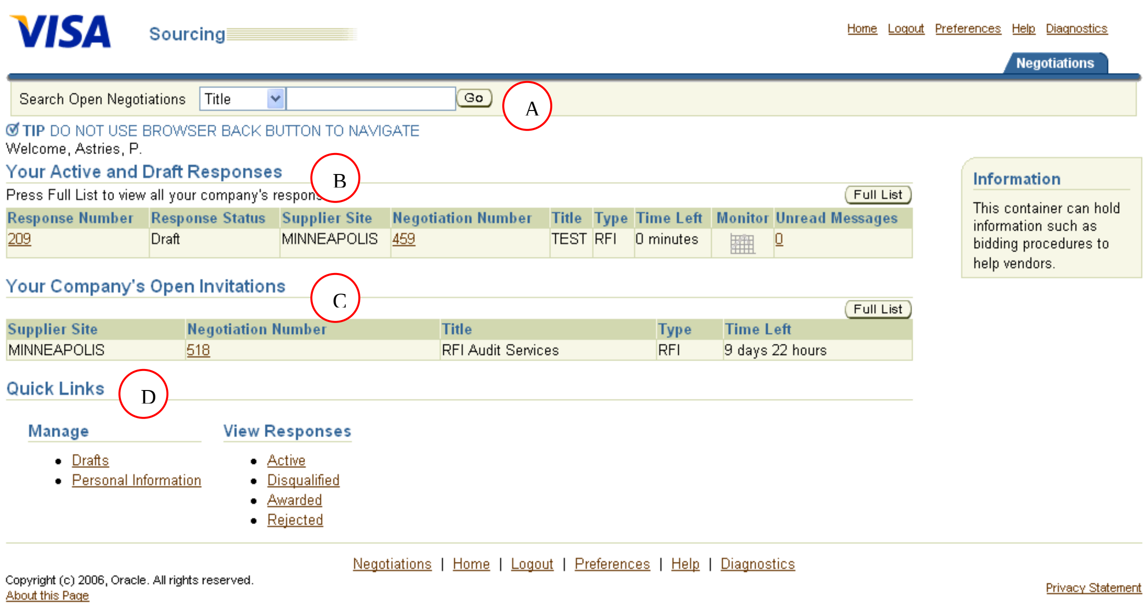
# Visa Sourcing Supplier

When a negotiation is published, the invited supplier user will receive an email notification to participate in the negotiation.




To get started,
1. Log into iSupplier and enter your user name and password.
2. Under Navigator, select the Visa Sourcing Supplier responsibility and click on the Sourcing Home Page link. You will not be able to respond to the negotiation unless you have this responsibility.




## Negotiation Home Page

The Negotiations Home page is the central point of access for all your negotiations. From here, you can respond to all public negotiations as well as those negotiations to which you have been specifically invited. You can also monitor negotiations in which you are participating and manage any draft responses you have.

**A.** You can access any open negotiation even if you were not specifically invited. This can occur if Visa has selected the Open style of negotiation for an RFI or Auction. To find open negotiations, use the Search Negotiations fields at the top of the page. You can search by:

- Negotiation title.
- Negotiation number.
- Negotiation creator (contact).
- Line (negotiations for a particular item or service).
- Category (negotiations with lines in this category).
- Event (negotiations associated with this sourcing event).

Select a search parameter, enter a value for the parameter, and click Go.

**B.** The Active and Draft section shows negotiations in which you are participating either by having placed an active response, or by having a draft response that is in progress. Note that this section only displays the five negotiations with the most current expiration date. To see the complete list of invitations, click Full List.

- The Response Status column shows whether you have an active response against this negotiation or whether you are in the process of drafting a response.
- To see information on the negotiation, click the Negotiation Number link. This takes you to the negotiation summary page.
- To see your current response or draft information, click the Response Number link. This takes you to the Details page.

**C.** Your Company's Open Invitations section on the Negotiations Home page identifies the negotiations to which you have been invited. To access a negotiation, click its Number link. This will take you to the negotiation summary page from which you can perform additional tasks such as acknowledging participation, placing a response or viewing response history.

If your company has multiple sites that are known to the buyer who created the negotiation, a separate invitation might have been sent to each site. If this is the case, you may see multiple entries having the same negotiation number but associated with different sites. You can place a response on behalf of either or all sites.

**D.** The Quick Links section of the Negotiations Home page provides easy, one-step access to your most commonly performed Oracle Sourcing tasks. The links are organized by task and negotiation type so you can find the link for the task you wish to perform. Simply clicking the link takes you to the page where you initiate the operation.

## *Negotiation Types*

### Request for Information

A Request for Information (RFI) sourcing document is different from other sourcing documents such as RFQ or buyer's auction. The purpose of RFQs and buyer's auctions is to negotiate line price and costs prior to generating a purchasing document. The purpose of an RFI is to gather information on goods and services a supplier company provides. RFIs may or may not be concerned with line price or costs. Buyers use responses to an RFI to qualify suppliers early in the procurement process. RFIs can have several rounds as buyers continually refine the groups of suppliers who can most closely supply the products and services the buyer is looking for. Once the appropriate group of suppliers has been identified, the RFI can be converted to an RFQ or buyer's auction, and the buyer can initiate a regular price/cost negotiation with the targeted suppliers.

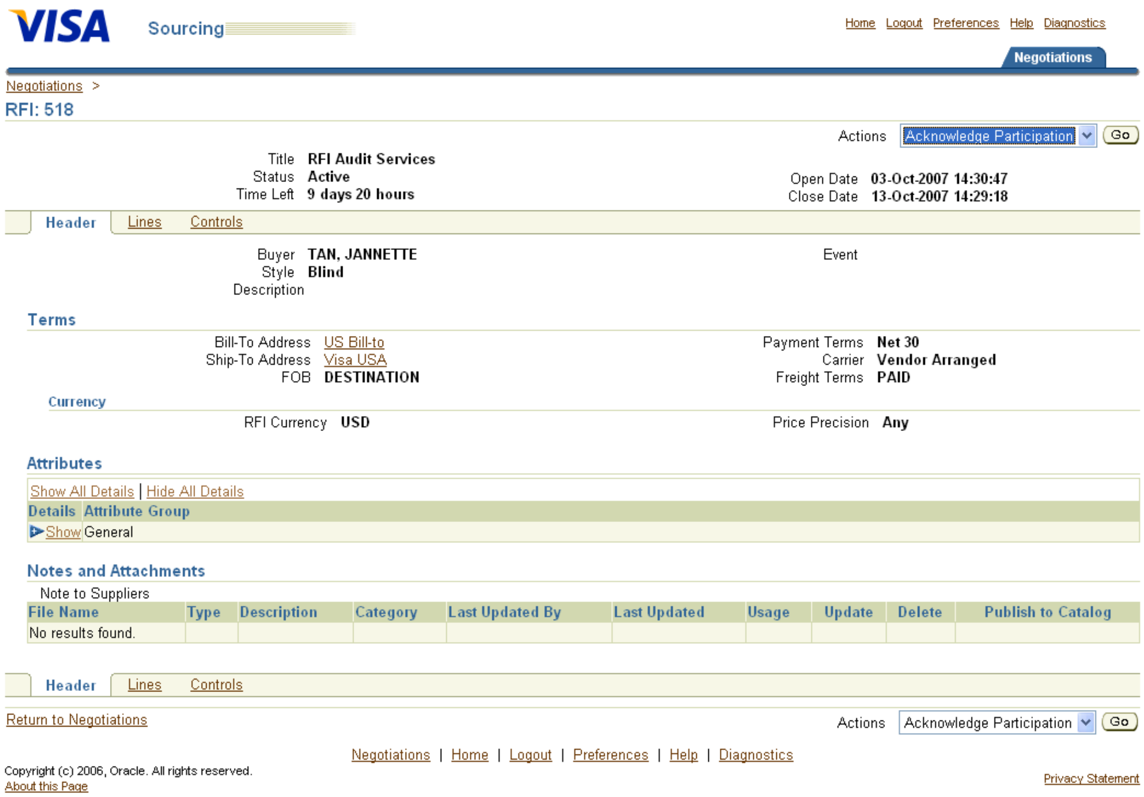
## Respond to RFI:

On the Negotiations Home page, search for any open RFI to which you've been specifically invited. RFI to which you've been invited will appear under Open Invitations.  Select the RFI by clicking on the number link.

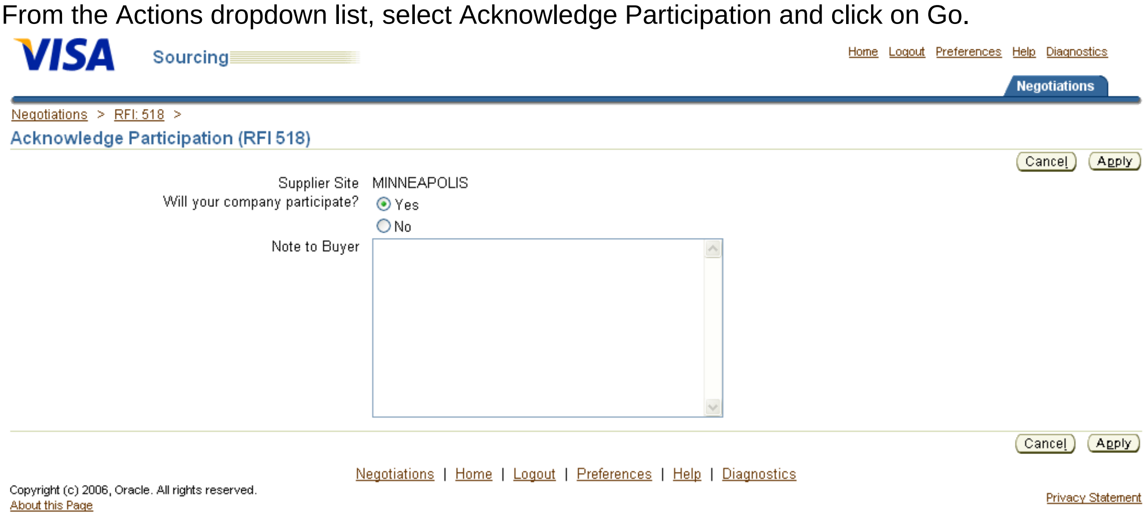
On the Active Negotiations page, you can

- Select the negotiation and click Respond to create a response.
- Click the negotiation number link to view details of the negotiation.
- Click All Responses to view the responses to this negotiation.
- Click "Your Company's Responses" to see details of any current responses from users at your company.

- Click "Unread Messages" to view any online discussion messages.



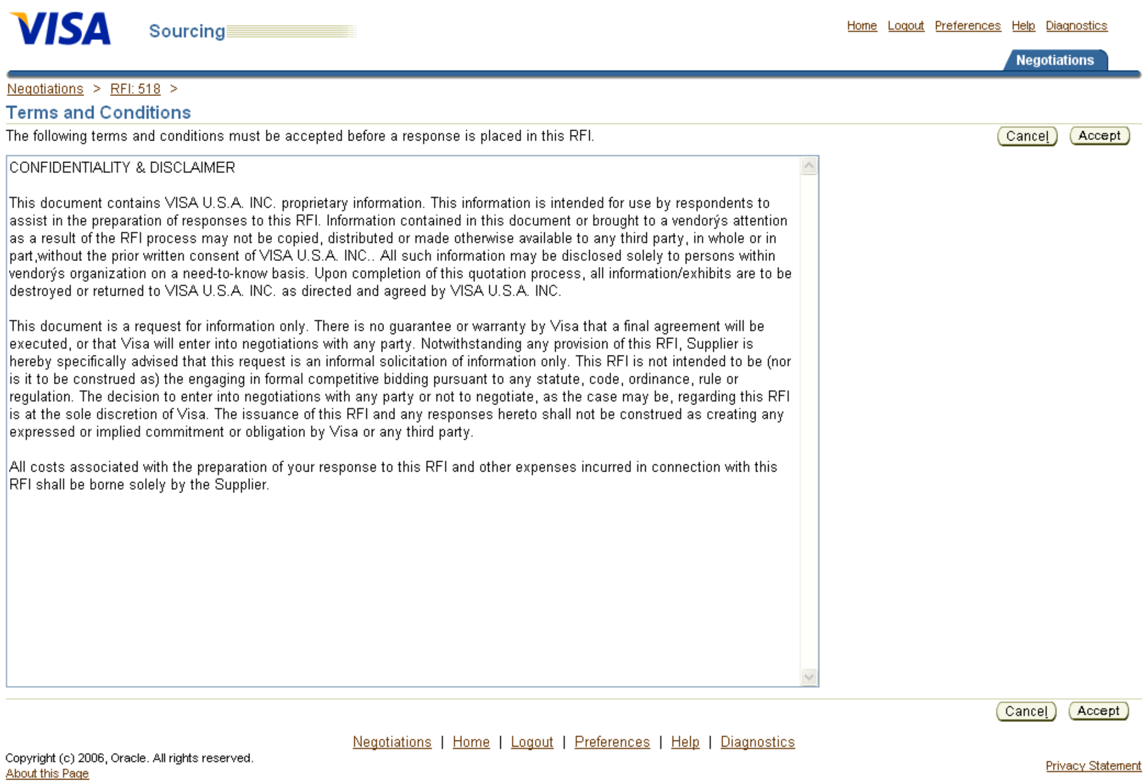

From the Actions dropdown list, select Acknowledge Participation and click on Go.




You can put your message to the Buyer in the Note to Buyer section and click Apply. The Buyer will be notified by email that the supplier is interested in participating in the negotiation.

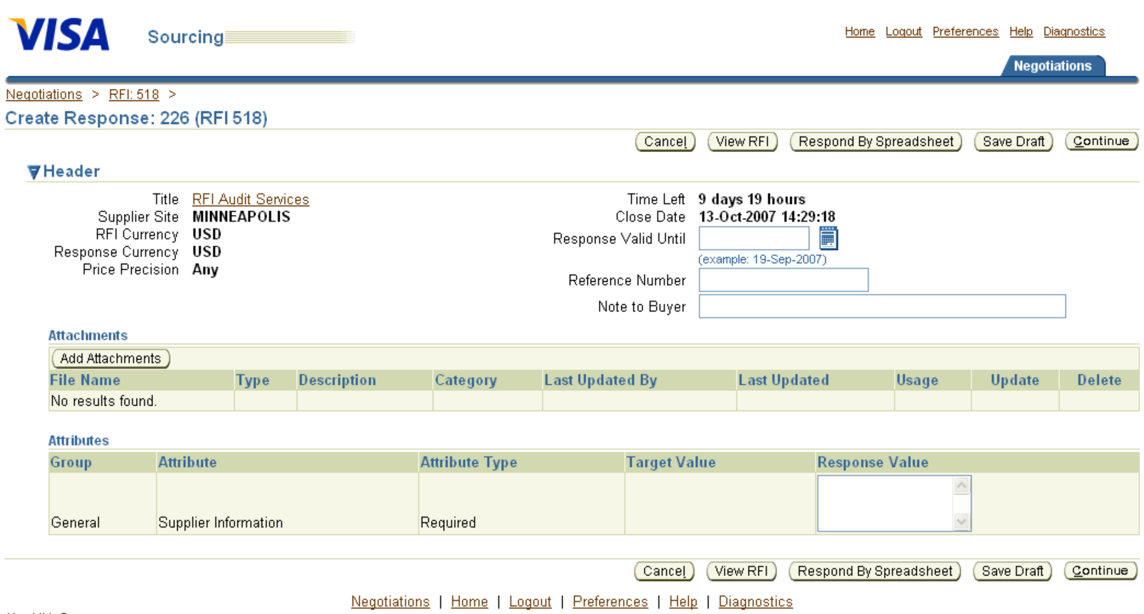
The system will take you back to the Active Negotiations Page. From the Actions dropdown list, select Create Response and click Go.

On the Terms and Conditions page, you can either accept or reject the negotiations conditions. If you click Cancel, you will not be able to participation in the negotiation.




## Respond Online

On the Create Response page, enter the response values. Since the purpose of an RFI is to obtain product and service related information for a negotiation line, most negotiation lines in an RFI have attributes defined. These line attributes identify the questions the buyer has about a particular line.



The Attribute Type column shows you whether a response is required or optional. If the buyer has chosen to display an attribute target, this value appears in the Target Value column. The response value is limited to 4000 characters. If the response is greater than 4000 characters, provide an executive summary in this section and provide detailed information in the Attachment.

**NOTE: The Buyer will use the information provided in the Response Value field to compare supplier responses. It is very important for suppliers to provide a summarized response in this section. Your response may be disqualified or rated poorly if the information is not provided in this field.**

Notes and Attachments

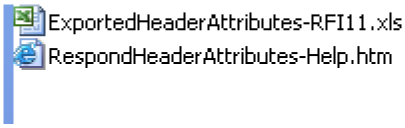
In addition to the typical negotiation information, on occasion the buyer may need to communicate or request additional information such as specialized requirements. The buyer can use the note text box for short communications or use attachments for larger amounts of information. Notes and attachments can be assigned to the negotiation header or the negotiation lines.

To view the notes and attachments:
1. From the Negotiations Home page, click the negotiation number link under Your Company's Open Invitations to view negotiations to which you have been invited. Alternately, search for an open negotiation by selecting a search criterion, providing a search value and clicking Go.
2. Click the negotiation number link to display the negotiation summary page.
3. The negotiation summary page displays all the information on the negotiation broken down into a tab-oriented form so you can easily view the information contained in the different sections of the negotiation. By default, the page displays the negotiation header information.
4. Click the Lines subtab to see details of the negotiation lines. To see the detail information for each line, click that line's number link. On the Line: page, you see any notes and attachments assigned by the buyer to the line.
5. Once you have viewed all your attachments, click Return to Negotiations to return to the negotiation summary page. From this page you can continue placing a response.

**Respond by Spreadsheet**

The Supplier also has the option to respond to header attributes and lines by Spreadsheet. Click on Respond by Spreadsheet:


Select Header Attributes. Click on Export to launch Winzip. Click next until you see the files, click on the spreadsheet.

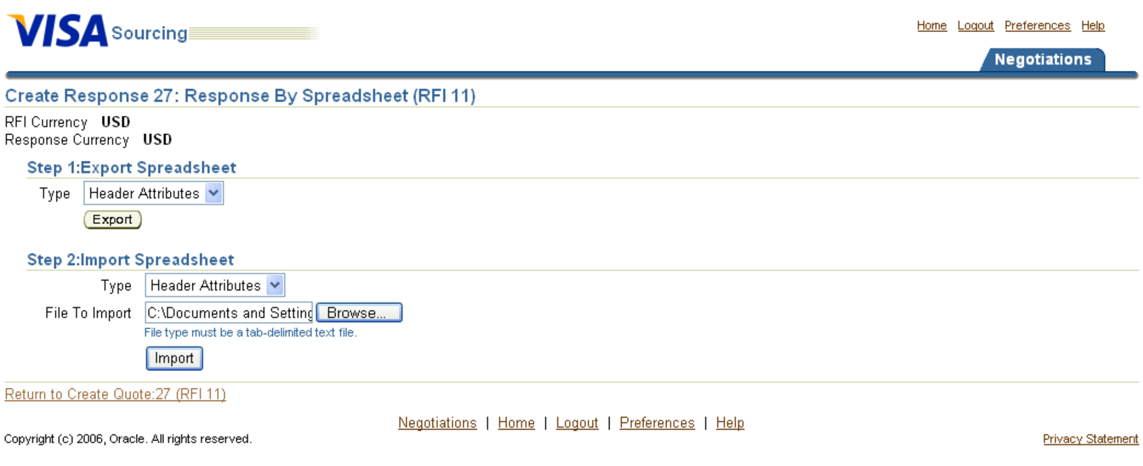



Open the file and provide your responses in Column G, Response Value.

**NOTE: Do not add or remove lines or columns on the spreadsheet as this will result in errors when you import the file.**

| | A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|---|
| 1 | RFI Numbe | Attribute | Group | Attribute T | Value Type | Target Value | Response Value | * End of line delimiter | |
| 2 | 11 | RFx (RFI, | Title | Display Or | Text | Title: | | EOL | |
| 3 | 11 | RFx Date | Title | Display Or | Text | RFx Date: | | EOL | |
| 4 | 11 | Cover Lette | Cover Lette | Display Or | Text | Cover Letter | | EOL | |
| 5 | 11 | Sourcing S | Visa Inform | Display Or | Text | Sourcing Specialist-Name | | EOL | |
| 6 | 11 | Sourcing S | Visa Inform | Display Or | Text | Sourcing Specialist-Title | | EOL | |
| 7 | 11 | Sourcing S | Visa Inform | Display Or | Text | Sourcing Specialist-Phone | | EOL | |
| 8 | 11 | Visa Proje | Visa Inform | Display Or | Text | Visa Project Owner-Name | | EOL | |
| 9 | 11 | Visa Proje | Visa Inform | Display Or | Text | Visa Project Owner-Title | | EOL | |
| 10 | 11 | Visa Proje | Visa Inform | Display Or | Text | Visa Project Owner-Phone | | EOL | |
| 11 | 11 | Overview o | Visa Overv | Display Or | Text | Overview of Visa: Description of Visa and our business | | EOL | |

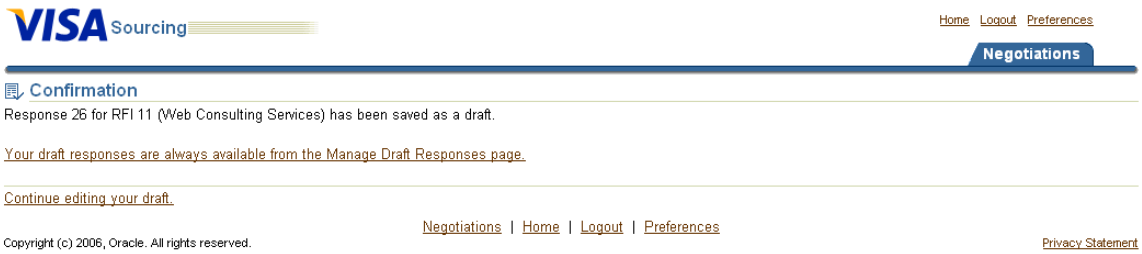
Once responses are completed, save the file on the desktop. Import the spreadsheet by clicking Import.




The negotiation document reflects the imported values. You can still edit the values online after importing. After entering values as needed, click Continue. This returns you to the Create Response: Review and Submit page.

Verify your response information for accuracy. Click Edit to update any incorrect information.

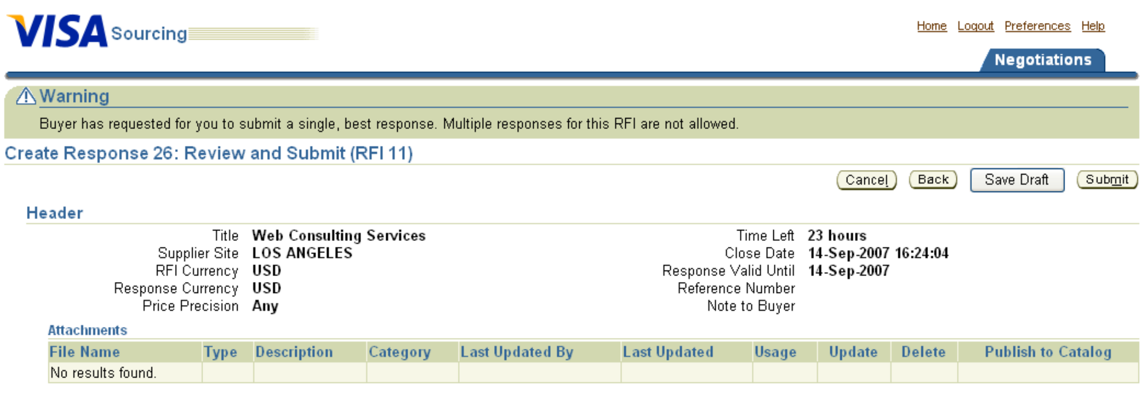
Note: If for some reason you do not wish to submit your response immediately, click Save Draft to save your response information for a later session. Your draft will be assigned a number which you can use later when accessing the draft for editing or completion. You can access your draft responses by clicking the Manage Draft quick link from the Negotiations Home page. You can access the draft for editing or for submission.



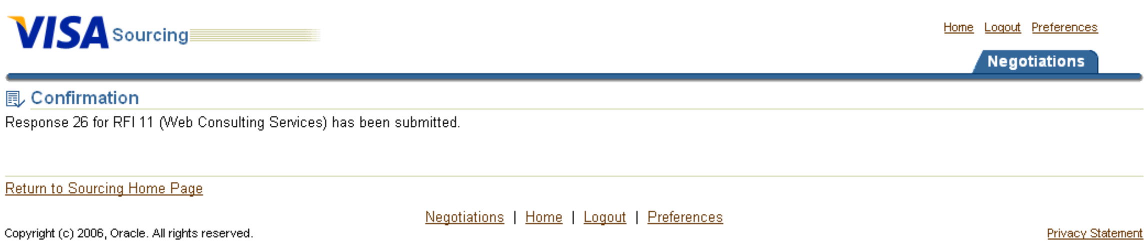

Drafts can be used to spread the response definition over several sessions. This is common in situations where the response is complex and requires the input of several collaborators. In this case, the draft can be accessed and edited as needed until the final version is ready for submission.

If multiple responses are allowed, a single supplier organization can have multiple draft responses against the same negotiation; however, a single supplier user can only have one draft response outstanding against a single negotiation. If a single best bid situation is in effect, a supplier organization can have only one draft response against a particular negotiation.

When you are satisfied with your response, click Submit on the Create Response: Review and Submit page.  A Warning message appears if the Buyer restricted the negotiation to a single best response from each supplier.




Click on Submit.




At this point the only option available to the supplier is Online Discussions and View Response History.


## Request for Quote and Auctions

## Respond to RFQ and Auctions:

Navigate to the negotiation summary page for the negotiation to which you wish to respond by clicking its negotiation number link under the Open Invitations section of the Negotiations Home page. Alternatively, you can enter search values into the Search Negotiations fields and click Go to list all negotiations in the system, including ones to which you were not explicitly invited to. On the Active Negotiations page, find your negotiation and click the negotiation number link there. You can see details of the negotiation on the negotiation summary page. If you want to view any responses that have already been submitted, click View Quote History/View Bid History. You can only see the existing responses when the negotiation is open or unsealed.

To submit response online:
1. On the negotiation summary page, select Create Quote/Create Bid from the Actions menu to create a response to the negotiation.

2. If the buyer has defined Terms and Conditions, you are asked to read and accept the negotiation terms and conditions. After reading the terms and conditions, click Accept.


3. On the Create Quote/Create Bid page, enter the following information.

- Quote Currency (Bid Currency).

The buyer might allow quotes/bids in currencies other than the RFQ/auction currency (the currency used to create the RFQ or auction). If so, you can select the currency in which you will place your quote/bid.

  - Note: Before you select a currency, all response prices (such as start price and target price) will be listed in the RFQ/auction currency. After you select a currency, you will see all prices listed in your chosen currency.
  - If the buyer has allowed it, you can see the exchange rate for currencies other than the response currency.

- Quote Valid Until (Bid Valid Until)

Enter the date on which your bid or quote expires. You can use the pop-up calendar to select a date.

- Reference Number

A number you can assign for your own internal tracking. This is different from the quote/bid number which is generated by the system, assigned automatically, and cannot be edited. The buyer can view this value.

- Note to Buyer

You can enter a short text note to the buyer.

- Attachments

Click Add Attachments and use the Add Attachment page to supply the buyer with any additional information on, or specifications about your response.

- Attributes

If there are any header level attributes, they are displayed in the Attributes table. See the Attribute column for an explanation of the attribute. Enter your response in the Bid Value/Quote Value field.

- Power Bid (when rebidding in an auction only)

If you are rebidding and wish to use the Power Bid functionality, enter a number representing the percentage by which all your bid prices should be updated. Click Recalculate to display your new prices. Note that the buyer may have defined a minimum value by which prices must change, and if your new bids are not acceptable, you receive an error message. Power Bid is disabled if any of the negotiation items contain price elements.

- Proxy Bid Decrement (auctions only)

If the buyer allowed proxy bidding, enter the value by which you wish your bid to be reduced. This can represent either a percentage or monetary amount depending on the settings defined by the buyer. If the buyer wants the bid to decrease by a monetary amount, the currency sign will appear after the Proxy Bid Decrement field. If the buyer wants the bid to decrease by a percentage, a percent sign will appear after the Proxy Bid Decrement field. Proxy bids are not applied to any item having a price element. If all items in the auction have price elements, proxy bidding is disabled and this box does not appear.

- Quote/Bid Price

Your price for one unit of the item or service. If a line contains price elements, this field is display only, and you enter your price in the Bid/Quote Value field for the Line Price element.

- Bid Proxy Minimum(auctions only)

If the auction allows proxy bidding, enter your minimum bid. If the bidding drops below this amount, automatic bidding on your behalf is discontinued, and you must enter new bids manually. You can rebid specifying new proxy bid values.

- Quote Quantity/Bid Quantity

Number of units on which you are Quoting/Bidding. If the buyer set bid controls to allow only full quantity bids, this field is display only and shows the quantity entered by the buyer. If Quantity has been scored and weighted, this field is display only, and you enter your quantity value in the Quantity attribute for the line.

- Promise Date

Use the pop-up calendar to enter the date by which you will deliver the item or service. If the negotiation outcome is Standard Purchase Order or this attribute is weighted, Promise Date is required.

- Attributes

If there are line attributes defined for this line, enter your responses to each attribute. The Attribute Type column shows whether a response is required or optional.

- Price Elements

Price elements are displayed if they have been added to an item by the buyer.

  - Bid Value

  Enter your value for this price element. When you click Continue, the item price, the bid value and the pricing basis are used to calculate the bid price.

  - Pricing Basis

  The method by which this price element is used to calculate the bid price:

    - Per-Unit - The value is multiplied by the quantity of units bid and added to the item price.
    - Fixed Amount - The value is divided by the quantity of units bid and added to the item price.
    - % of Item Price - The value is divided by 100, and then multiplied by the item price, and the result added to the item price.

- Price Breaks

If there are price breaks defined for this item, click the "Click here. » line to enter your price break responses.

- Note to Buyer

If necessary, enter a text note to the buyer to supply additional information on your response to this line.

- Add Attachments

You can attach additional line information to your bid. You might wish to do this to respond to any attachments from the buyer or simply to include detailed information. If you have added attachments, you see the paperclip attached to a page of paper.

After entering values as needed, click Continue. This returns you to the Create Quote/Bid: Review and Submit page.

Verify your response information for accuracy. Click Edit to update any incorrect information.

When you are satisfied with your bid, click Submit.

Note: If for some reason you do not wish to submit your response immediately, click Save Draft to save your response information for a later session. Your draft will be assigned a number which you can use later when accessing the draft for editing or completion. You can access your draft responses by clicking the Manage Draft quick link from the Negotiations Home page. You can access the draft for editing or for submission.

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