

iSupplier Quick Reference Guide

March 2021



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Viasat[™] Supplier Portals



Oracle **iSupplier** is a central portal for our suppliers to acknowledge purchase orders, request changes to purchase orders, submit Advanced Shipment Notices, and track invoices for *direct material purchase orders*.

Effective July 8, 2019 Viasat will be using **Coupa**, an electronic purchase order and invoice management platform for all *indirect products and services*. Suppliers can view, manage & acknowledge purchase orders, create invoices, and view payment status & details

EBSTSI iSupplier Portal

Home | Orders | Shipments | Planning | Finance | Product | Assessments | Alerts

Search: PO Number [] Go

Notifications [Full List]

Subject	Date
Quoted Purchase Order: [redacted]	24-Jul-2018 17:14:26
Quoted Purchase Order: [redacted]	22-Jul-2018 14:55:21

Orders At A Glance [Full List]

PO Number	Order Date
[redacted]	22-Jul-2018 16:44:32
[redacted]	20-Jul-2018 12:53:48
[redacted]	20-Jul-2018 10:02:55
[redacted]	20-Jul-2018 09:43:45
[redacted]	19-Jul-2018 14:32:45

Shipments At A Glance [Full List]

Shipment Number	Packing Slip	Shipment Date
1078022901	1078022901	19-Jul-2018 13:53:34

coupa supplier portal [GENDRY] | NOTIFICATIONS [] | HELP []

Home | Profile | Orders | Service/Time Sheets | ASN | Invoices | Catalogs | Add-ons | Admin

Purchase Orders

Instructions From Customer

SHIPPING INSTRUCTIONS IF THIRD PARTY BILLING OR COLLECT SHIPPING TERM IS NOTED ON PO: For DOMESTIC/INTERNATIONAL shipments UNDER 150 LBS use UPS ACCOUNT 878623 and applicable service level to meet delivery date. Do not use Next Day AM/Heavy unless authorized by Viasat. For DOMESTIC shipments OVER 150 LBS use UPS SCS FREIGHT ACCOUNT 75546174 using most economical service level to meet delivery date. For INTERNATIONAL shipments OVER 150 LBS AND NOT GOING OCEAN LCL/FCL use UPS SCS FREIGHT ACCOUNT 75546174 using most economical service level to meet delivery date. ALL OCEAN LCL/FCL SHIPMENTS contact GlobalLogistics@viasat.com for routing instructions.

Click the [] Action to Invoice from a Purchase Order

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
CPN933	07/01/18	Issued	None	Custom sword design	No	500.00 USD	[] [] []
CPN932	07/01/18	Issued	None	15 TUBE of Assorted brass tubing	No	1,050.00 USD	[] [] []
CPN881	07/01/18	Issued	None	10 Each of 10' Bars of Valyren Steel	No	5,000.00 USD	[] [] []

Benefits of iSupplier



- > View, acknowledge, and accept Viasat Oracle Purchase Orders



- > Reduce email traffic between supplier and buyer regarding order management



- > Ensure on time delivery by viewing upcoming shipments



- > Track the status of Oracle invoices

How to log into iSupplier

1. Go to: https://ebs.prod.viasat.com/OA_HTML/AppsLogin
2. Enter your username and password provided by Oracle. After logging in the first time you will be prompted to update your password
3. Choose “Viasat iSupplier Portal” from menu on left of screen
4. For login support contact your procurement point of contact

How to leverage the contact directory to modify contacts

- Navigate to the contact directory
- To Remove an account, click on the trashcan icon and that contact will be inactivated
- To update a contact name or email, click on the pencil icon under the column 'Update', make any changes, and click 'save'

Profile Management

- General
- Company Profile
- Organization
- **Contact Directory**

Contact Directory : Active Contacts

Create

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
				Current	✓			
				Current	✓			
				Current	✓			
				Current	✓			
				Current				
				Current				
				Current	✓			
				Current				
				Current	✓			
				Current	✓			

Create

Creating a new iSupplier account

- > To Create a new account, click on 'Create' (on slide 6)
- > Enter in contact First Name, Last Name, and Contact Email.
- > In the 'User Account' section, the checkbox for 'Create User Account for this Contact' will be checked by default. Uncheck this box if the contact will not need iSupplier access. If a contact will need iSupplier access, ensure this box is checked and once this page is saved, then they will receive an automated welcome email with log-in information.

Contact Title

First Name

Middle Name

* Last Name

Alternate Name

Job Title

Department

* Contact Email

Uri

Phone Area Code

Phone Number

Phone Extension

Alternate Phone Area Code

Alternate Phone Number

Fax Area Code

Fax Number

Create User Account for this Contact

Supplier Name

User Name

Application Name

Responsibility

How to acknowledge and accept a PO in iSupplier

PO acknowledgement performance measurement

- > Viasat requires **all suppliers to acknowledge every purchase order** within 5 days of receipt of PO.
- > Viasat expects Supplier to have an “On Time” Acknowledgement rate of **>90% for all orders**
- > Acknowledgement rate metrics are important and may be included in Supplier Business Reviews

How to Acknowledge a PO in iSupplier

- > Option 1 (Preferred): Log into iSupplier and acknowledge in one of the following ways:
 - **a. Acknowledge from list of orders:**
 - Select PO from summary list of Orders
 - Click “Acknowledge”
 - **b. Acknowledge from order detail screen:**
 - View Order detail screen
 - Select Action drop down “Acknowledge”
 - Click “Go”

- > Option 2: Email Acknowledgement (Only available for Non-Government PO’s)
 - Acknowledge PO from email

How to Acknowledge PO's from list of orders

Option 1(a)

Step 1 - Open "Orders" tab from menu at top of screen

Home **Orders** Shipments Planning Finance Product Assessments Admin

Search PO Number

1 Select Orders Tab for list of POs

Notifications

Subject **Date**
No results found.

Orders At A Glance

PO Number	Order Date
	04-Nov-2019 13:55:32
	04-Nov-2019 13:55:14
	04-Nov-2019 13:54:39
	23-Oct-2019 16:33:24
	18-Oct-2019 15:27:36

Shipments At A Glance

Shipment Number	Packing Slip	Shipment Date
		03-Jan-2020 10:51:30
		25-Nov-2019 15:55:14
		16-Oct-2019 16:02:00
		16-Oct-2019 11:10:59
		15-Oct-2019 12:40:09

Step 2 – Select PO to Acknowledge (Can only acknowledge one PO at a time)

EBSTST iSupplier Portal

Home | Orders | Shipments | Planning | Finance | Product | Assessments | Admin

Purchase Orders | Work Orders | Agreements | View Requests | Work Confirmations | Deliverables | Purchase History

Purchase Orders

Multiple PO Change | Export

Views

Personalize "Views"

View: All Purchase Orders [Go] **2** Select PO to acknowledge [Advanced Search]

Select Order: Acknowledge | Request Cancellation | Request Changes | View Change History

Previous 1-25 Next 25

Select	PO Number	Rev	Document Type	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	PO #	0	Standard PO	04-Nov-2019 13:55:32	Buyer Name	USD		Supplier Change Pending	06-Nov-2019 13:55:32	
<input type="radio"/>		0	Standard PO	04-Nov-2019 13:55:14		USD		Supplier Change Pending	06-Nov-2019 13:55:14	
<input type="radio"/>		0	Standard PO	04-Nov-2019 13:54:39		USD		Requires Acknowledgment	06-Nov-2019 13:54:39	
<input type="radio"/>		0	Global Contract Agreement	23-Oct-2019 16:33:24		USD		Open		
<input type="radio"/>		1	Standard PO	18-Oct-2019 15:27:36		USD		Accepted	22-Oct-2019 15:27:36	
<input type="radio"/>		0	Standard PO	18-Oct-2019 09:04:07		USD		Accepted	22-Oct-2019 09:04:07	
<input type="radio"/>		0	Standard PO	17-Oct-2019 10:52:14		USD		Accepted	21-Oct-2019 10:52:14	
<input type="radio"/>		0	Standard PO	17-Oct-2019 07:48:02		USD		Accepted	21-Oct-2019 07:48:02	
<input type="radio"/>		0	Standard PO	16-Oct-2019 14:46:27		USD		Accepted	18-Oct-2019 14:46:27	
<input type="radio"/>		0	Standard PO	16-Oct-2019 12:51:37		USD		Accepted	18-Oct-2019 12:51:37	
<input type="radio"/>		0	Standard PO	16-Oct-2019 11:07:17		USD		Accepted	18-Oct-2019 11:07:17	
<input type="radio"/>		0	Standard PO	15-Oct-2019 08:10:03		USD		Accepted	17-Oct-2019 08:10:03	

Step 3 – Click Acknowledge

Home | Orders | Shipments | Planning | Finance | Product | Assessments | Admin

Purchase Orders | Work Orders | Agreements | View Requests | Work Confirmations | Deliverables | Purchase History

Purchase Orders

Multiple PO Change | Export

Views

Personalize "Views"

View: All Purchase Orders [Go]

Advanced Search

Select Order: Acknowledge | Request Cancellation | Request Changes | View Change History

Previous 1-25 Next 25

Select	PO Number	Rev	Document Type	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input checked="" type="radio"/>	PO #	0	Standard PO	04-Nov-2019 13:55:32	Buyer Name	USD		Supplier Change Pending	06-Nov-2019 13:55:32	
<input type="radio"/>		0	Standard PO	04-Nov-2019 13:55:14		USD		Supplier Change Pending	06-Nov-2019 13:55:14	
<input type="radio"/>		0	Standard PO	04-Nov-2019 13:54:39		USD		Requires Acknowledgment	06-Nov-2019 13:54:39	
<input type="radio"/>		0	Global Contract Agreement	23-Oct-2019 16:33:24		USD		Open		
<input type="radio"/>		1	Standard PO	18-Oct-2019 15:27:36		USD		Accepted	22-Oct-2019 15:27:36	
<input type="radio"/>		0	Standard PO	18-Oct-2019 09:04:07		USD		Accepted	22-Oct-2019 09:04:07	
<input type="radio"/>		0	Standard PO	17-Oct-2019 10:52:14		USD		Accepted	21-Oct-2019 10:52:14	
<input type="radio"/>		0	Standard PO	17-Oct-2019 07:48:02		USD		Accepted	21-Oct-2019 07:48:02	
<input type="radio"/>		0	Standard PO	16-Oct-2019 14:46:27		USD		Accepted	18-Oct-2019 14:46:27	
<input type="radio"/>		0	Standard PO	16-Oct-2019 12:51:37		USD		Accepted	18-Oct-2019 12:51:37	
<input type="radio"/>		0	Standard PO	16-Oct-2019 11:07:17		USD		Accepted	18-Oct-2019 11:07:17	
<input type="radio"/>		0	Standard PO	15-Oct-2019 08:10:03		USD		Accepted	17-Oct-2019 08:10:03	

How to Acknowledge PO's using PO Details Screen Option 1(b)

Step 1 - Open "Orders" tab from menu at top of screen

The screenshot shows a web application interface with a top navigation bar containing tabs: Home, Orders, Shipments, Planning, Finance, Product, Assessments, and Admin. The 'Orders' tab is highlighted with a green box. Below the navigation bar is a search field with the text 'Search PO Number' and a 'Go' button. A green arrow points from the 'Orders' tab to a circled '1' with the text 'Select Orders Tab for list of POs'. Below this are three sections: 'Notifications' with a 'Full List' button and the text 'Subject No results found.'; 'Orders At A Glance' with a 'Full List' button and a table of PO numbers and order dates; and 'Shipments At A Glance' with a 'Full List' button and a table of shipment numbers, packing slips, and shipment dates.

PO Number	Order Date
	04-Nov-2019 13:55:32
	04-Nov-2019 13:55:14
	04-Nov-2019 13:54:39
	23-Oct-2019 16:33:24
	18-Oct-2019 15:27:36

Shipment Number	Packing Slip	Shipment Date
		03-Jan-2020 10:51:30
		25-Nov-2019 15:55:14
		16-Oct-2019 16:02:00
		16-Oct-2019 11:10:59
		15-Oct-2019 12:40:09

Step 2 - Open PO to acknowledge

Home | Orders | Shipments | Planning | Finance | Product | Assessments | Admin

Purchase Orders | Work Orders | Agreements | View Requests | Work Confirmations | Deliverables | Purchase History

Purchase Orders

Multiple PO Change | Export

Views

Personalize "Views"

View

Advanced Search

Select Order: Acknowledge | Request Cancellation | Request Changes | View Change History

Previous 1-25 Next 25

Select	PO Number	Rev	Document type	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input checked="" type="radio"/>	PO #	0	Standard PO	04-Nov-2019 13:55:32	Buyer Name	USD		Supplier Change Pending	06-Nov-2019 13:55:32	
<input type="radio"/>		0	Standard PO	04-Nov-2019 13:55:14		Supplier Change Pending		06-Nov-2019 13:55:14		
<input type="radio"/>		0	Standard PO	04-Nov-2019 13:54:39		Requires Acknowledgment		06-Nov-2019 13:54:39		
<input type="radio"/>		0	Global Contract Agreement	23-Oct-2019 16:33:24		Open				
<input type="radio"/>		1	Standard PO	18-Oct-2019 15:27:36		Accepted		22-Oct-2019 15:27:36		
<input type="radio"/>		0	Standard PO	18-Oct-2019 09:04:07		Accepted		22-Oct-2019 09:04:07		
<input type="radio"/>		0	Standard PO	17-Oct-2019 10:52:14		Accepted		21-Oct-2019 10:52:14		
<input type="radio"/>		0	Standard PO	17-Oct-2019 07:48:02		Accepted		21-Oct-2019 07:48:02		
<input type="radio"/>		0	Standard PO	16-Oct-2019 14:46:27		Accepted		18-Oct-2019 14:46:27		
<input type="radio"/>		0	Standard PO	16-Oct-2019 12:51:37		Accepted		18-Oct-2019 12:51:37		
<input type="radio"/>	0	Standard PO	16-Oct-2019 11:07:17	Accepted	18-Oct-2019 11:07:17					
<input type="radio"/>	0	Standard PO	15-Oct-2019 08:10:03	Accepted	17-Oct-2019 08:10:03					

2 Open PO by clicking on PO number

Step 3 - Review PO Details and select acknowledge from drop down menu

Home | Orders | Shipments | Planning | Finance | Product | Assessments | Admin

Purchase Orders | Work Orders | Agreements | View Requests | Work Confirmations | Deliverables | Purchase History

Orders: Purchase Orders >

Personalize "View Order Detail Container"

Order Information

General

Total
Supplier
Supplier Site
Address
Buyer
Order Date
Status: Requires Acknowledgment
Note to Supplier
Operating Unit: VSAT_OPERATING_UNIT
Sourcing Document
Supplier Order Number
Attachments: View

Terms and Conditions

Payment Terms
Ship Via
FOB
Freight Terms
Shipping Control

Summary

Total: 373.10
Received: 0.00
Invoiced: 0.00
Payment Status: Not Paid

Ship-To Address

Address: 2426 Town Garden Rd
Carlsbad, CA 92009

Bill-To Address

Address: Atlix Accounts Payable
6155 El Camino Real
Carlsbad, CA 92009

PO Details

Personalize "PO Details"

Show All Details | Hide All Details

Details Line	Type	Item/Job	Supplier Item	Description	UOH	Qty	Price	Amount Status	Attachments	Reason
1	Goods				EACH			373.10 Open		

Actions: Acknowledge [Go] Export

3 Select Acknowledge from list

Step 4 - Click "Go"

Actions: Acknowledge [Go] Export

Step 5 - For Government orders, suppliers must review and accept FAR clauses before the “Accept Entire Order” button to become available. Check boxes next to each FAR clause, then click on the “Accept Entire Order” button. PO’s where FAR clauses do not apply, the “Accept Entire Order” button will be active when navigating to this screen.

The screenshot displays a procurement system interface for a purchase order. At the top, there is a navigation menu with tabs for Home, Orders, Shipments, Planning, Finance, Product, Assessments, and Admin. Below this, a breadcrumb trail shows 'Purchase Orders > Work Orders > Agreements > View Requests > Work Confirmations > Deliverables > Purchase History'. The main header area includes the text 'Acknowledge for Standard Purchase Order: 4202040,0 (Total USD 373.10)' and 'Currency: USD'. Action buttons at the top right include 'Cancel', 'Reject Entire Order', 'Accept Entire Order', 'Printable View', 'View Change History', and 'Export'. The 'Accept Entire Order' button is highlighted with a green box and an arrow pointing to it from the text 'Action buttons located at the top of the screen.'

The main content area is divided into several sections:

- Order Information:** Contains 'General Information' (Total: 373.10, Supplier: OPTIMAL INTEGRATED, Address: 2260 RUTHERFORD ROAD, SUITE 105, Carlsbad, CA 92008) and 'Terms and Conditions' (Payment Terms: Net 10, Carrier: See PO PDF, Freight Terms: Third Party Billing, Shipping Control).
- Ship-To Address:** 2426 Town Garden Rd, Carlsbad, CA 92009.
- Bill-To Address:** Attn: Accounts Payable, 6155 El Camino Real, Carlsbad, CA 92009.
- Related Information:** Includes links for Receipts, Invoices, and Payments.
- FAR Conditions Acceptances:** A section with two unchecked checkboxes:
 - Small Business/NAICS: The seller hereby certifies that its Business size is S8,S0B under the primary purpose of this purchase order #4202040 defined by NAICS code 541512.
 - Specialty Metals: DFARS clause 252.225-7008 or 252.225-7009 Preference for Domestic Specialty Metals applies to this purchase order #4202040. By checking this box, supplier confirms receipt and acknowledges all specialty metals obligations.

At the bottom, there is a 'PO Details' section with a table of line items:

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Change Reason	Reason
Show	1	Goods	1235403			MODULE,DDR3,2GB,72BIT,ECC,1600HT/5,1.5V,UP-REGISTERED,HYNIX,H18-D8KH244,ROHS	EACH		\$ 74.62	373.10					Open					

Step 6 - Add comments to buyer if necessary, click "Submit"

Home | Orders | Shipments | Planning | Finance | Product | Assessments | Admin

Purchase Orders | Work Orders | Agreements | View Requests | Work Confirmations | Deliverables | Purchase History

Orders: Purchase Orders > View Order Details > Acknowledge for Standard Purchase Order >

Acknowledge Purchase Order 4202040 Cancel Submit

Description

Currency: USD

Amount: 373.10

Order Date: 04-Nov-2019 13:54:39

Action: Accept

Note to Buyer

Enter "Note to Buyer", then "Submit"

FAR Conditions Acceptances

- Small Business/NAICS: The seller hereby certifies that its Business size is S8,500 under the primary purpose of this purchase order #4202040 defined by NAICS code 541512
- Specialty Metals: DFARS clause 252.225-7008 or 252.225-7009 Preference for Domestic Specialty Metals applies to this purchase order #4202040. By checking this box, supplier confirms receipt and acknowledges all specialty metals obligations.

Cancel Submit

Acknowledging PO's via email (Non-Government PO's only) Option 2

- > This option is available for Non-Government PO's only
- > Example of request for acknowledgement from email is below
- > Click on "Accept" or "Reject"

From: ViaSat Inc. Workflow Mailer <WFPROD@viasat.com>
Sent: Tuesday, June 11, 2019 12:33 PM
To: Jessica [REDACTED]
Cc: OUTGOINGISUPPLIERNOTIFICATIONS@VIASAT.COM
Subject: VSAT_OPERATING_UNIT - Standard Purchase Order [REDACTED] requires your acceptance

From: [REDACTED] Alvin (Alvin)

Please review the purchase order and any other document attached to this message.

Please click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notification, ensure all response prompts include a desired response value within quotes.

Accept/Reject

Response: [Accept](#) [Reject](#)

How to request a PO Change/Update Promise Date

Step 1 - Go to the *Orders* tab. Select lines and click *Request Changes*.

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Home, Orders, Shipments, Planning, Finance, Product, Assessments, Admin. Below this is a sub-navigation bar with: Purchase Orders, Work Orders, Agreements, View Requests, Work Confirmations, Deliverables, Purchase History. The main content area is titled 'Purchase Orders' and includes buttons for 'Multiple PO Change' and 'Export'. A 'Views' section shows 'View: All Purchase Orders' and an 'Advanced Search' button. Below this is a row of buttons: 'Select Order:', 'Acknowledge', 'Request Cancellation', 'Request Changes' (highlighted with a green arrow), and 'View Change History'. The main table has columns: Select, PO Number, Rev, Document Type, Order Date, Buyer, Currency, Amount, Status, Acknowledge By, and Attachments. The table contains 22 rows of data. Two blue vertical boxes are overlaid on the table: one on the left labeled 'PO #'s here' and one on the right labeled 'Buyer Names Hidden'.

Select	PO Number	Rev	Document Type	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>		2	Standard PO	22-Jul-2018 16:44:32		USD	4,188.27	Requires Acknowledgment	25-Jul-2018 16:44:32	
<input type="radio"/>		1	Standard PO	20-Jul-2018 13:53:48		USD	173.80	Requires Acknowledgment	24-Jul-2018 13:53:48	
<input type="radio"/>		1	Standard PO	20-Jul-2018 10:02:55		USD	450.10	Accepted	24-Jul-2018 10:02:55	
<input type="radio"/>		1	Standard PO	20-Jul-2018 09:42:45		USD	8,992.00	Accepted	24-Jul-2018 09:42:45	
<input type="radio"/>		1	Standard PO	19-Jul-2018 14:32:45		USD	1,380.00	Accepted	23-Jul-2018 14:32:45	
<input type="radio"/>		1	Standard PO	19-Jul-2018 14:31:48		USD	2,218.14	Accepted	23-Jul-2018 14:31:48	
<input type="radio"/>		1	Standard PO	19-Jul-2018 14:21:19		USD	171.00	Accepted	23-Jul-2018 14:21:19	
<input type="radio"/>		1	Standard PO	19-Jul-2018 14:19:27		USD	800.00	Accepted	23-Jul-2018 14:19:27	
<input type="radio"/>		1	Standard PO	19-Jul-2018 14:04:51		USD	391.29	Accepted	23-Jul-2018 14:04:51	
<input type="radio"/>		1	Standard PO	18-Jul-2018 15:52:42		USD	329.89	Accepted	20-Jul-2018 15:52:42	
<input type="radio"/>		1	Standard PO	18-Jul-2018 11:09:18		USD	242.55	Closed	20-Jul-2018 11:09:18	
<input type="radio"/>		1	Standard PO	17-Jul-2018 05:57:37		USD	256.10	Closed	19-Jul-2018 05:57:37	
<input type="radio"/>		1	Standard PO	16-Jul-2018 09:30:32		USD	81.24	Accepted	18-Jul-2018 09:30:32	
<input type="radio"/>		1	Standard PO	16-Jul-2018 09:08:33		USD	1,884.00	Accepted	18-Jul-2018 09:08:33	
<input type="radio"/>		1	Standard PO	16-Jul-2018 08:35:49		USD	1,903.00	Accepted	18-Jul-2018 08:35:49	
<input type="radio"/>		1	Standard PO	13-Jul-2018 08:56:01		USD	2,934.06	Accepted	17-Jul-2018 08:56:01	
<input type="radio"/>		1	Standard PO	13-Jul-2018 13:27:33		USD	5,088.00	Accepted	13-Jul-2018 13:27:33	
<input type="radio"/>		1	Standard PO	10-Jul-2018 14:20:03		USD	1,475.00	Accepted	12-Jul-2018 14:20:03	
<input type="radio"/>		1	Standard PO	10-Jul-2018 13:15:56		USD	1,130.00	Accepted	12-Jul-2018 13:15:56	
<input type="radio"/>		1	Standard PO	09-Jul-2018 13:35:48		USD	1,523.40	Accepted	11-Jul-2018 13:35:48	
<input type="radio"/>		1	Standard PO	09-Jul-2018 11:59:47		USD	1,412.64	Closed	11-Jul-2018 11:59:47	
<input type="radio"/>		1	Standard PO	09-Jul-2018 08:04:01		USD	13,884.20	Accepted	11-Jul-2018 08:04:01	
<input type="radio"/>		1	Standard PO	09-Jul-2018 14:32:39		USD	433.55	Closed	10-Jul-2018 14:32:39	
<input type="radio"/>		1	Standard PO	10-Jul-2018 14:23:55		USD	190.38	Requires Acknowledgment		

Note: Can only be done once PO is acknowledged. The status field will = "Accepted"

If supplier doesn't request a change, the PO is assumed to be accepted as issued.

Step 2 - The fields in red can be modified by the supplier when requesting changes

Home | Orders | Shipments | Planning | Finance | Product | Assessments | Admin

Purchase Orders | Work Orders | Agreements | View Requests | Work Confirmations | Deliverables | Purchase History

Orders: Purchase Orders >

Request Changes for Standard Purchase Order : 4191923,0 (Total USD 390.00)

Currency=USD

Cancel Cancel Entire Order Printable View View Change History Export Submit

Order Information

General Information

Total [REDACTED]
 Supplier [REDACTED]
 Supplier Site [REDACTED]
 Address [REDACTED]
 Buyer [REDACTED] Michelle (Michelle)
 Order Date 17-May-2019 07:26:40
 Description [REDACTED]
 Status Accepted
 Reason [REDACTED]
 Note to Supplier [REDACTED]
 Sourcing Document [REDACTED]
 Organization VSAT OPERATING UNIT
 Supplier Order Number [REDACTED]

Terms and Conditions

Payment Terms [REDACTED]
 Carrier [REDACTED]
 FOB [REDACTED]
 Freight Terms [REDACTED]
 Shipping Control [REDACTED]

Ship-To Address

Address 1725 Breckinridge Plaza
 Duluth, GA 30096

Bill-To Address

Address Attn: Accounts Payable
 6155 El Camino Real
 Carlsbad, CA 92009

PO Details

TIP You can cancel the entire order or specific lines.
 TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

Details Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Change Reason	Reason
1	Hide	Goods 116	001	[REDACTED]	COVER PLAT	EACH	1	150	150.00					Open				[REDACTED]	[REDACTED]

Shipments

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Change Reason	Reason Action
1	Org 75_ViaSat_Duluth	[REDACTED]	150			150.00	17-Jul-2019 00:00:00	17-Jul-2019 00:00:00				Accepted			[REDACTED]	[REDACTED]
2	Hide	Goods 721	A									Open				

Shipments

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Change Reason	Reason Action
1	Org 75_ViaSat_Duluth	[REDACTED]	48			240.00	17-Jul-2019 00:00:00	17-Jul-2019 00:00:00				Accepted			[REDACTED]	[REDACTED]

- > Header Level
 - > Supplier Order Number
- > Line Level
 - > Supplier item
 - > Price
 - > Change Reason/Action
- > Shipment Level
 - > Quantity Ordered
 - > Promised Date
 - > Change Reason/Action

How to view Shipment Schedules



Step 1 - Go to the *Shipments* tab > *Delivery Schedules* > and search the *PO #*. The shipment schedules will appear below.

Home Orders Shipments Planning Finance Product Assessments Admin

Delivery Schedules Shipment Notices Receipts Returns Overdue Receipts

Delivery Schedules Export

Simple Search Advanced Search

PO Number Item Number

Supplier Item Ship-To Location

Item Description Promised Date

Need-By Date

PO Number	Item Number	Supplier Item	Item Description	UOM	Quantity Ordered	Promised Date	Quantity Received	Ship-To Location	Carrier	Supplier	Supplier Location	On Time Delivery Date	Need-By Date
41	7	1	PLATE	EACH	5	17-Jul-2019 00:00:00	0	Org 25, ViaSat Duluth			AS100	2019/07/17 00:00:00	17-Jul-2019 00:00:00
41	110		COVER	EACH	1	17-Jul-2019 00:00:00	0	Org 25, ViaSat Duluth			AS100	2019/07/17 00:00:00	17-Jul-2019 00:00:00

How to view invoices



Step 1 - Go to the *Finance tab* and run a search

Step 2 – Select from list of Search Criteria

Step 3 – Click on “Go”

The screenshot displays a web application interface with a navigation bar at the top containing tabs for Home, Orders, Shipments, Planning, Finance, Product, Assessments, and Admin. The Finance tab is highlighted with a green box and a circled '1'. Below the navigation bar, there are links for View Invoices and View Payments. The main content area is titled 'Simple Search' and contains a form with the following fields: Invoice Number, PO Number (with an example of 1234), Release Number (with an example of 1234-2), Payment Number, and Invoice Status (a dropdown menu). To the right of these fields is a text prompt 'Enter search criteria in any of the fields shown' with a green arrow pointing to the search criteria fields and a circled '2'. Below the form are 'Go' and 'Clear' buttons, with the 'Go' button highlighted by a green box and a circled '3'. To the right of the search form are additional search criteria: Payment Status (a dropdown menu), Invoice Amount From and To, Amount Due From and To, Invoice Date From and To (with calendar icons), and Due Date From and To (with calendar icons and an example of 20-Jan-2020). Below the search form is a table with the following columns: Invoice, Invoice Date, Type, Currency, Amount, Due Status, On Hold, Payment Status, Remit-to Supplier, Remit-to Supplier Site, and Due Date. The table currently shows 'No search conducted.'

> Results of search provide information as seen in example below

Simple Search [Advanced Search](#)

Invoice Number:
 PO Number: 418 (example: 1234)
 Release Number: (example: 1234-2)
 Payment Number:
 Invoice Status:

Payment Status:
 Invoice Amount From: To:
 Amount Due From: To:
 Invoice Date From: To:
 Due Date From: To: (example: 27-May-2019)

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Discount Date	Available Discount	Attachments
1-100955	29-Apr-2019	Standard	USD	1,350.00	1,350.00 Approved		Not Paid			29-MAY-2019		4187860	172860			

Finance: View Invoices >
 Standard Invoice: 00-100955 (Total USD 1,350.00)
 Currency = USD

General

Invoice Date: 29-Apr-2019
 Status: Approved
 On Hold:
 Batch: RECEIPTS/29-APR-19/500603
 Attachments: None
 Supplier:
 Supplier Site: 700
 Address:
 SUWANEE, GA 30024

Amount Summary

Item: 1,350.00
 Freight: 0.00
 Miscellaneous: 0.00
 Tax: 0.00
 Prepayment: 0.00
 Retainage: 0.00
 Withholding Tax: 0.00
 Total: 1,350.00

Payment Information

Paid: 0.00
 Discount Taken: 0.00
 Due: 1,350.00
 Status: Not Paid
 Payment Date:
 Term: ERS-Net 30

Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	PANEL <input type="text"/>	3	EACH	450.00		1,350.00	0.00	Approved	4 <input type="text"/>	1	1	Hornsby, Luke A (Luke)	172860

How to create and view/cancel Advanced Shipment Notice (ASN)

Step 1 - Go to the *Shipments* tab > *Shipment Notices* > *Create Advanced Shipment Notices*.



Note: ASNs need to be prior to the material arriving at our dock. Failure to do so will delay the receipt of the shipment, and thus payment, and also result in unnecessary emails being sent to the supplier.

Step 2 - Select a *view* to modify which shipment lines are shown.

Step 3 - Select the lines from a specific packingslip #.

Create Advance Shipment Notice Export

Views Advanced Search

View: Shipments Due This Week Select view here

Select PO Shipments: Select All | Select None

Select	PO Number	Line	Shipment No	Item	Item Description	Due Date	Already Shipped	Quantity Ordered	Quantity	UOM	Ship-To Location	Ship-To Organization	Currency	Supplier Site	Quantity Shipped
<input type="checkbox"/>	4	1	2	12	CABLE, NEOPR, ROHS	06-Aug-2018 00:00:00	100	0	0	FOOT	Org 75, ViaSat Duluth	75	USD	AS100	0
<input type="checkbox"/>	4	1	1	12	CABLE, NEOPR, ROHS	06-Aug-2018 00:00:00	300	0	0	FOOT	Org 75, ViaSat Duluth	75	USD	AS100	0

[Return to Shipments: Shipment Notice](#) Export

Note: ASNs should have a 1 to 1 ratio with a packing slip/shipment. **DO NOT** submit multiple ASNs for the same packing slip/shipment. Suppliers should not combine multiple packing slips/shipments into a single ASN.

Step 4 - Populate the information on the *Shipment Lines* tab as seen in the example below.

Shipment Line Defaults

Enter Shipment Line Defaults and click Default to All Lines to copy to all shipment lines.

Packing Slip: 1234567891011 **1**

Country Of Origin:

Bar Code Label:

Container Number:

Truck Number:

Comments:

Note: ASNs should have a 1 to 1 ratio with a packing slip/shipment. **DO NOT** submit multiple ASNs for the same packing slip/shipment. Suppliers should not combine multiple packing slips/shipments into a single ASN.

Shipments in Advance Shipment Notice

Show All Details | Hide All Details

PO Details	Number	Line	Shipment Number	Item Number	Item Description	Due Date	Quantity Ordered	Already Shipped Quantity	Quantity Received	UOM	Quantity Shipped	Ship-To Location	LPN/Lot/Serial	Add Comments	Split	Remove
Show 417		1	2	12	CABLE H07RN BLACK ROHS	06-Aug-2018 00:00:00	100	0	0	FOOT	100	Org 75, ViaSat Duluth		3		

PLEASE ATTATCH PACK SLIP.
This is a requirement to process ASN/Receipt

Step 5 - Populate information on *Shipment Header* fields as outlined below.
Then “Submit”

The screenshot shows a web form titled "Create Advance Shipment Notice". At the top right, there is a large blue arrow pointing down with the number "5" above it. Below the title bar, there are buttons for "Cancel", "Add Shipments", "Preview", and "Submit". The form has two tabs: "Shipment Header" (selected) and "Shipment Lines".

Shipment Information

* Indicates required field

1 * Shipment/ASN Number 2 * Shipment Date
 3 * Expected Receipt Date
 Example: 06-Aug-2018 08:52:03
 Note: Shipment Date cannot be later than today

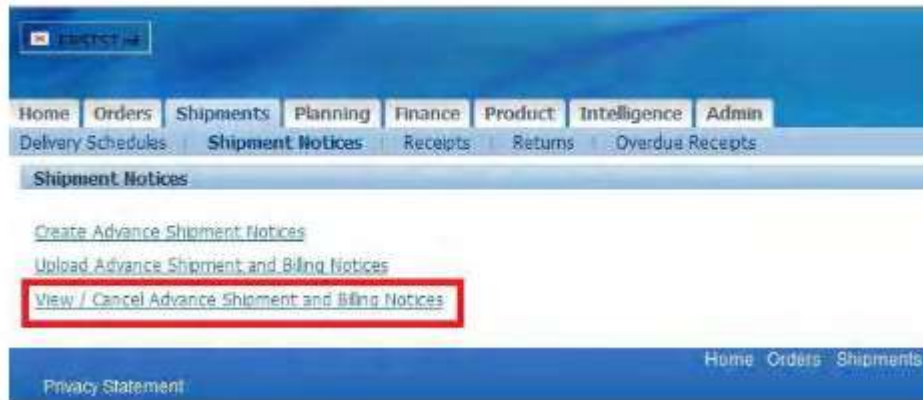
Freight Information

4 Number of Boxes Bill of Lading
 * Tracking Number Packing Slip
 Total Gross Weight
 Comments

A dark blue box with the text "Same as Pack Slip #" has a green arrow pointing to the "Shipment/ASN Number" field. A yellow arrow points to the "Tracking Number" field.

Note: Tracking numbers must be provided in the ASN. The only except is for Ship in Place transactions, where the tracking number would be SHIPPED IN PLACE.

Step 6 - Go to *Shipments > Shipment Notices > View/Cancel Advanced Shipment and Billing Notices* to view shipment notices submitted and/or make modifications



View / Cancel Advance Shipment Notice

Export

Views

View

i Once a shipment notice is cancelled it cannot be undone

Select Advance Shipment Notice | Cancel Shipment Notice

Select	Shipment Number	Shipment Date	Expected Receipt Date	Freight Carrier	Waybill/Airbill Number	Supplier Site	Invoice Number	Packing Slip	Processing Status Code	Cancellation Status
<input type="radio"/>	1234567891011	04-Aug-2018 08:53:30	09-Aug-2018 08:53:25		2468101214	AS100			Pending	
<input type="radio"/>	187B05ZF001	19-Jul-2018 13:53:34	20-Jul-2018 13:53:07		1232026W0317891605	101		187B05ZF001		

Additional iSupplier Resources

- > [Oracle iSupplier Process Document \(PR001903\)](#) – linked to Viasat.com
- > [iSupplier FAQs](#) – linked to Viasat.com