ALLETE Oracle iSupplier Portal

SUPPLIER TRAINING DOCUMENTATION

Contents

Oracle iSupplier Portal Training Guide

The Oracle iSupplier portal allows ALLETE's Supplier partners to view purchase orders, invoices, payments, and agreements, and receive purchase order and agreement email notifications. Suppliers are also able to acknowledge and request changes to purchase orders and agreements, create advance ship notices and upload deliverable requests.

1. Supplier Collaboration Network: Confirmation of Registration and log in

ALLETE's purchasing department will assist suppliers with registration for the iSupplier portal. The username is usually an email address. It is recommended to use an email address/email inbox that is checked by multiple people at your organization, to ensure notifications are not missed.

Suppliers will receive an email notification, confirming iSupplier registration, containing the username and password.

NOTE: ALLETE recommends using an email address for an email box that is checked by multiple users, to ensure notifications are not missed if you are on vacation or not available.
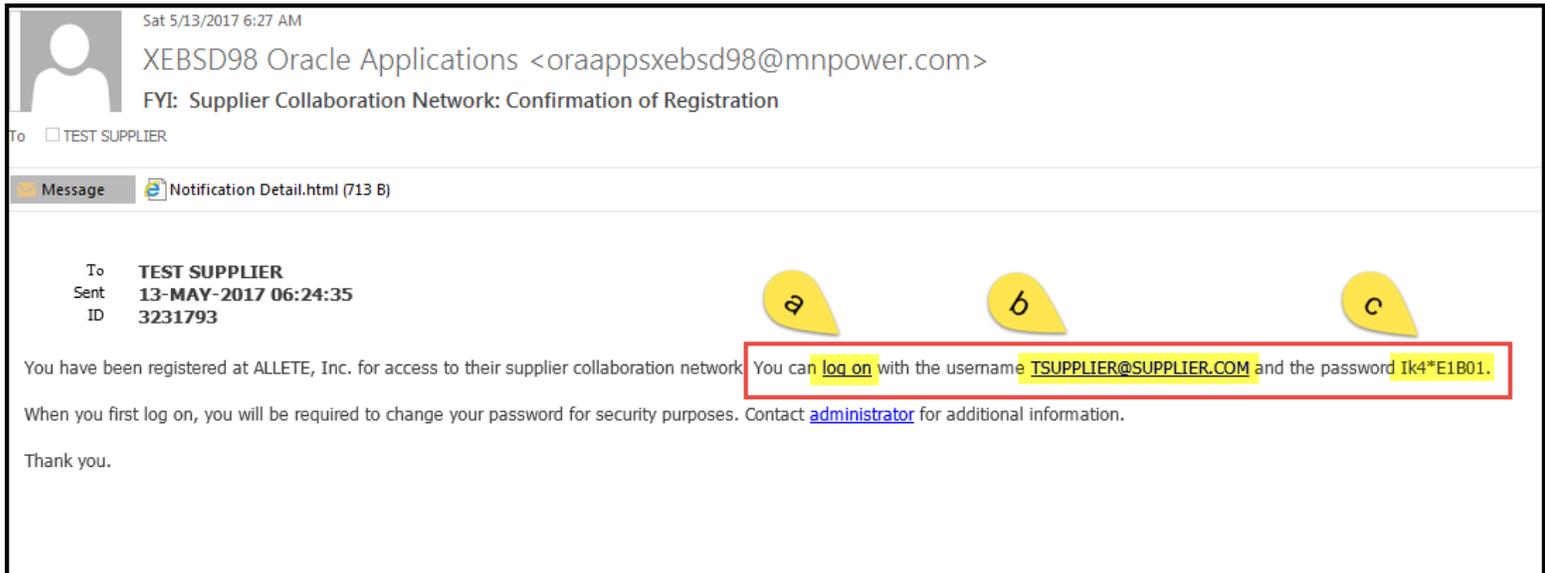

a. Click the log on link to open the iSupplier portal web page.
b. Username.
c. Password.
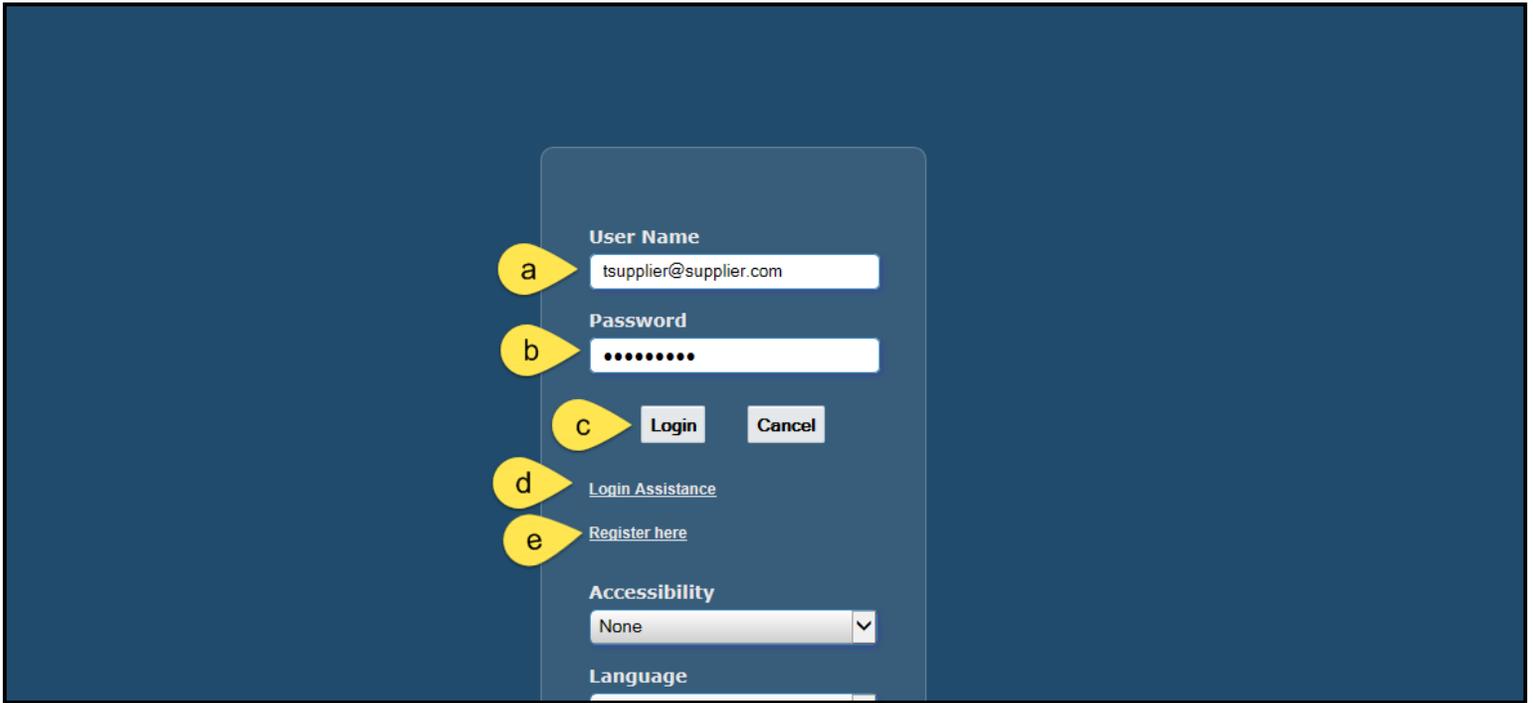
a. Username.
b. Password.
c. Click Login.
d. Login Assistance. If your username does not work, try resetting the password using the Login Assistance button. If username and password still do not work, email iSupplierinquiries@allete.com.
e. ALLETE will not respond to requests to register from this page. To request registration for the iSupplier portal, contact iSupplierinquiries@allete.com or the ALLETE Purchasing Department.

2. General Preferences
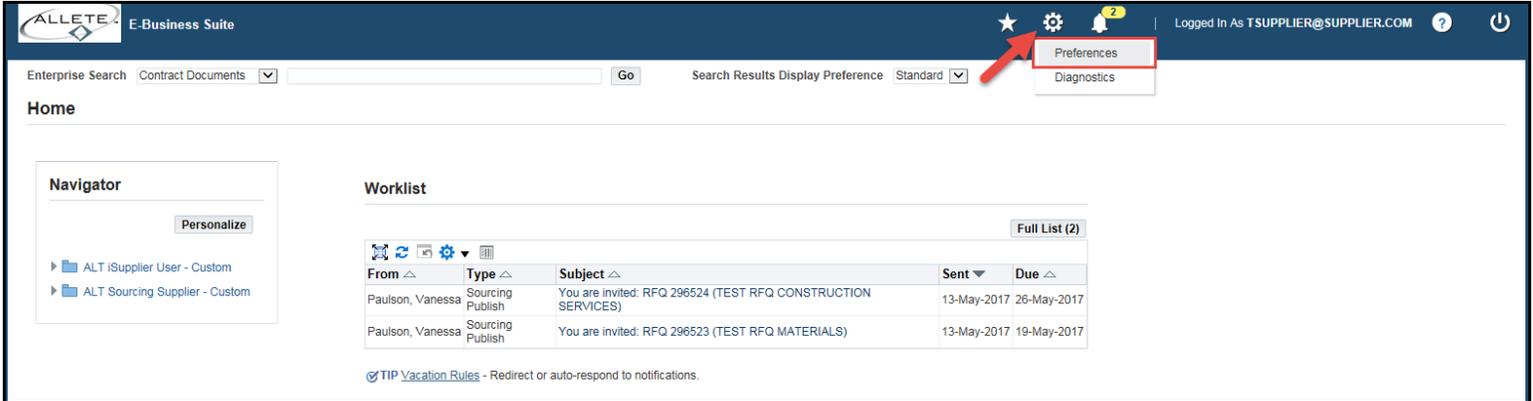
Click Preferences for options to personalize your main screen view.
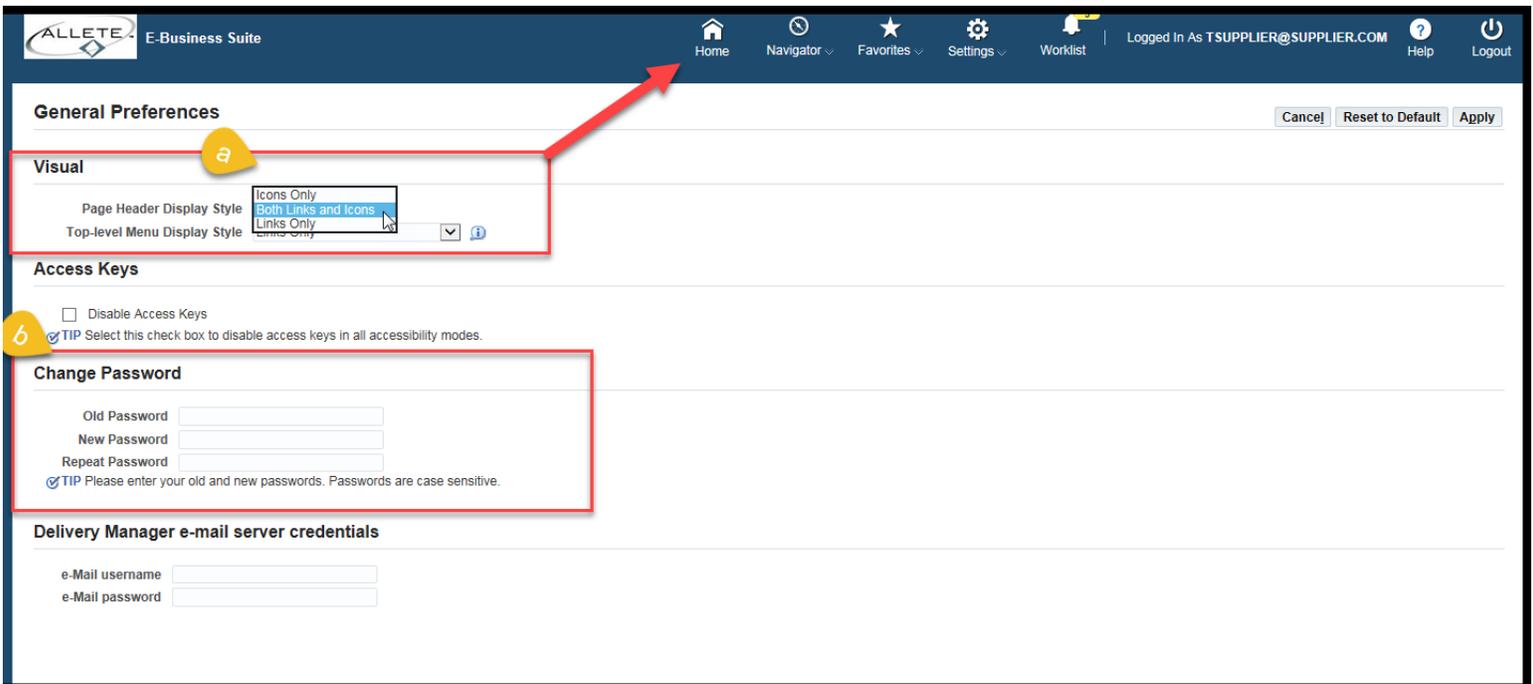
a. Visual:
   (a) Icons only will display the buttons at the top of the screen as icon buttons only.
   (b) Both Icons and links will display the buttons at the top of the screen as icon buttons and links (as shown above).
   (c) Links only will display the links only at the top of the page.
b. Change Password if necessary.

3. Home Page and Worklist

a. **Worklist:** Notifications for purchase orders, acknowledgements, change requests, sourcing requests for quotes, will display.

b. **Full List:** Click Full List and choose All Notifications to display additional notifications and closed notifications. (fyi type notifications will close once viewed in email or worklist, but can still be viewed under All Notifications).

c. **Navigator:** Displays the responsibilities which have been assigned to the Supplier.
   i. ALT iSupplier User – Custom: Suppliers view and respond to Purchase Orders and Contract Attachments, Contract Purchase Agreements, Blanket Purchase Agreements, Invoices, Payments, Deliverables.
   ii. ALT Sourcing Supplier – Custom: Suppliers view and respond to Requests for Quotes, Requests for Information.

d. **Vacation Rules:** Suppliers can set up vacation rules to redirect notifications to another supplier user within their organization. The supplier user will be required to have an iSupplier log in and password in order to view and respond to those redirected notifications.

Click Create Rule.

Click Next.

Select the contact from within your organization, click **Apply**.

The vacation rule Status will be Active within the dates of the vacation rule and Inactive outside of those dates.

Click **Update** to change the dates next time you are on vacation.
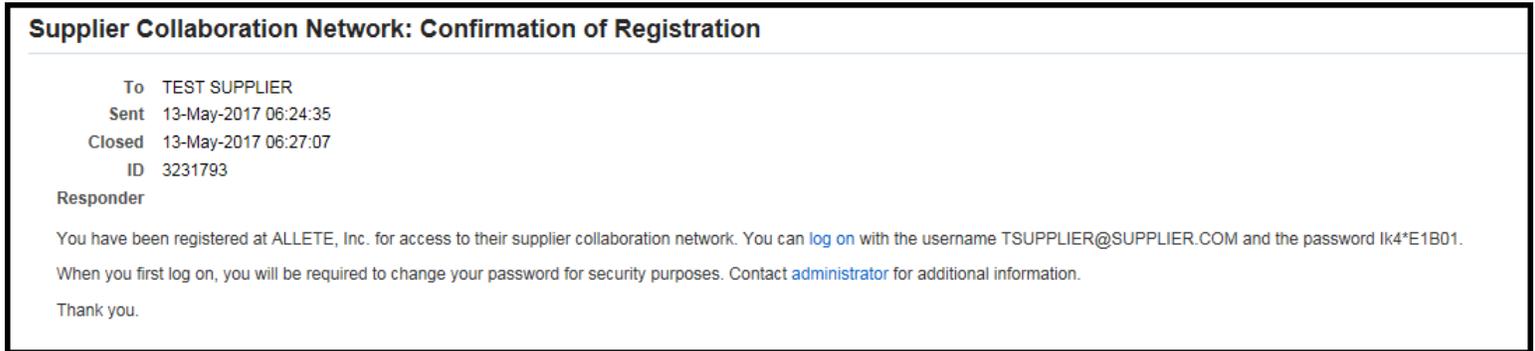
4. Notifications to Suppliers

Suppliers will receive notifications of a Purchase Order or Agreements, Deliverables, Requests for Quotes or Information via email or Oracle iSupplier worklist.

A. Important note about email notifications to Suppliers

Purchase Order .pdf of PO print will send in the email to the supplier, however, the Contract Attachments, which are part of that Purchase Order, do not travel with the email. Suppliers will receive a message with the emailed notification that shows that the attachments have been removed. Suppliers will need to log in to the iSupplier portal to view the Purchase Order and Contract Attachments.
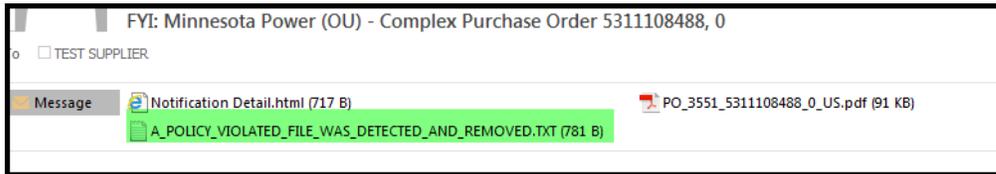
B. Supplier Collaboration Network: Confirmation of Registration:

Log in to the iSupplier portal with the user name (usually your email address) and the password listed on this notification.

C. Purchase Order Notification:

Minnesota Power (OU) - Standard Purchase Order 5311108481, 0

From	Paulson, Vanessa
To	TEST SUPPLIER INC
Sent	13-May-2017 09:13:35
Closed	13-May-2017 09:14:37
ID	3231803

Responder
This attached order, along with any contract attachments, is the agreement between the Supplier and Purchaser.

To access all attachments, Supplier must log in to ALLETE's iSupplier portal.

- Log-in to iSupplier portal:
  o https://partner.allete.com
- Under main menu, click on ALT iSupplier User (top left)
- Click on the Orders tab (top left)
- Under the PO Number column, click on the linked PO number
- View Contract Attachments:
  o Under Order Information: Contract Attachments
  o Under PO Details: Contract Attachments
- Click here to see the Oracle iSupplier Portal Training Guides, Access Purchase Orders and Attachments

If you don't have log-in information for the iSupplier portal, please contact isupplierinquiries@allete.com and reference the purchase order number.

References

📄 PDF Document

Log in to the Oracle iSupplier portal to view the Purchase Order and Attachments.

D. Complex Purchase Order Notification

Minnesota Power (OU) - Complex Purchase Order 5311108488, 0

From   Paulson, Vanessa
To   TEST SUPPLIER INC
Sent   22-May-2017 10:49:17
Closed   22-May-2017 10:50:28
ID   3230948
Responder
This attached order, along with any contract attachments, is the agreement between the Supplier and Purchaser.

To access all attachments, Supplier must log in to ALLETE's iSupplier portal.

- Log-in to iSupplier portal:
    o https://partner.allete.com
- Under main menu, click on ALT iSupplier User (top left)
- Click on the Orders tab (top left)
- Under the PO Number column, click on the linked PO number
- View Contract Attachments:
    o Under Order Information: Contract Attachments
    o Under PO Details: Contract Attachments
- Click here to see the Oracle iSupplier Portal Training Guides, Access Purchase Orders and Attachments

If you don't have log-in information for the iSupplier portal, please contact isupplierinquiries@allete.com and reference the purchase order number.

References

📄 PDF Document

📄 Zip Attachment

Log in to the Oracle iSupplier portal to view the Complex Purchase Order (retention or progress payment type Purchase Order) and Attachments.

E. Agreement (Contract Purchase Agreement or Blanket Purchase Agreement) Notification

Minnesota Power (OU) - Contract Purchase Agreement 5311108446, 2

From	Paulson, Vanessa
To	TEST SUPPLIER INC
Sent	13-May-2017 10:31:56
Closed	13-May-2017 10:33:29
ID	3231821

Responder
This attached order, along with any contract attachments, is the agreement between the Supplier and Purchaser.

To access all attachments, Supplier must log in to ALLETE's iSupplier portal.

- Log-in to iSupplier portal:
    o https://partner.allete.com
- Under main menu, click on ALT iSupplier User (top left)
- Click on the Orders tab (top left)
- Under the PO Number column, click on the linked PO number
- View Contract Attachments:
    o Under Order Information: Contract Attachments
    o Under PO Details: Contract Attachments
- Click here to see the Oracle iSupplier Portal Training Guides, Access Purchase Orders and Attachments

If you don't have log-in information for the iSupplier portal, please contact isupplierinquiries@allete.com and reference the purchase order number.

References

📄 PDF Document

📄 Zip Attachment

Log in to the Oracle iSupplier portal to view the Agreement and Attachments.

F. Purchase Order or Agreement requiring Acceptance

Sat 5/20/2017 4:10 PM

XEBSD98 Oracle Applications <oraappsxebsd98@mnpower.com>

Minnesota Power (OU) - Standard Purchase Order 5311108483,2 requires your acceptance

To ☐ TEST SUPPLIER

✉ Message   🖻 Notification Detail.html (717 B)   🔒 PO_TERMS_3551_5311108483_2_US.pdf (122 KB)

From: **Paulson, Vanessa**

This attached order, along with any contract attachments, is the agreement between the Supplier and Purchaser.

To access all attachments, Supplier must log in to ALLETE's iSupplier portal .
- Log-in to iSupplier portal:
  - o https://partner.allete.com
- Under main menu, click on ALT iSupplier User (top left)
- Click on the Orders tab (top left)
- Under the PO Number column, click on the linked PO number
- View Contract Attachments:
  - o Under Order Information: Contract Attachments
  - o Under PO Details: Contract Attachments
- Click here to see the Oracle iSupplier Portal Training Guides, Access Purchase Orders and Attachments

If you don't have log-in information for the iSupplier portal, please contact isupplierinquiries@allete.com and reference the purchase order number.

Acknowledge receipt of order

This notification requires that you acknowledge receipt of the order and associated contract attachments. To do so, please click on one of the following choices below to automatically generate an acknowledgement e-mail. Response to be sent to the ALLETE buyer. *Receipt of the purchase order can also be acknowledged in the iSupplier portal, Click here to see the Oracle iSupplier Portal Training Guides, Accept or Acknowledge Purchase Orders or Agreements.*

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**

Purchase Orders or Agreements can be accepted by clicking the blue **Accept** button, or by logging in to the iSupplier portal to accept.

G. Response to Purchase Order or Agreement Change Request notification

Minnesota Power (OU) - Response to your change request for Standard Purchase Order 5311108481,1

From	Paulson, Vanessa
To	TEST SUPPLIER INC
Sent	20-May-2017 16:00:01
Closed	20-May-2017 16:01:42
ID	3230896
Responder	

Supplier	TEST SUPPLIER INC	Order Date	13-May-2017 09:11:01
Address	123 E MAIN ST	Ship-To Address	30 W Superior St
	DULUTH, MN 55802		Duluth, St Louis, 55802

Change Requests

✿ Indicates new values

Line	Shipment	Item	Supplier Item	Description	Unit	Quantity	Price	Promised Date	Need-By Date	Ship-To Location	Response	Reason	Split
1			12345✿	Red-black widget, item number 123456	EACH	50	75 80✿				Accepted		
1	1		12345	Red-black widget, item number 123456	EACH	50	80	31-May-2017 18:13:11 02-Jun-2017 15:57:10✿	31-May-2017 18:13:11	01 GENL OFFICE BUILD	Accepted		

This is an FYI notification and does not require a response.

H. Deliverable Notification

Deliverable Insurance Certificate on Standard Purchase Order 5311108483 has been submitted

From	Paulson, Vanessa
To	TEST SUPPLIER
Sent	20-May-2017 16:17:05
Closed	20-May-2017 16:18:22
ID	3230899
Responder	

Deliverable Name	**Insurance Certificate**
Deliverable Type	**Contractual**
Responsible Party	**Supplier Organization**
Internal Contact Name	**Paulson, Vanessa A**
External Contact Name	

Related Applications

View Details

Log in to the iSupplier portal to view and respond to the Deliverable request.

I. Sourcing RFQ or RFI invitation notification

Home >
You are invited: RFQ 296524 (TEST RFQ CONSTRUCTION SERVICES)

From	Paulson, Vanessa	Company	ALLETE, Inc.
To	TEST SUPPLIER	Title	TEST RFQ CONSTRUCTION SERVICES
Sent	13-May-2017 07:03:13	Number	296524
Closed	16-May-2017 12:27:07		
ID	3231801		

Negotiation Preview **Not specified**
Negotiation Open **May 13, 2017 07:03 am Central Time**
Negotiation Close **May 26, 2017 06:59 am Central Time**
Supplier **TEST SUPPLIER INC**
Supplier Site **123 E MAIN ST, DULUTH, MN 55802, US**

To acknowledge your intent to participate, press the Yes button on this page. To decline the invitation, press the No button. You may enter a note to the buyer in the space below before acknowledging or declining.

Please go to Negotiation Details page if you want to view the document before acknowledging intent to participate and/or to enter a response.

Action History

Num	Action Date	Action	From	To	Details
1	13-MAY-2017 07:03:13	Submit	Paulson, Vanessa	TEST SUPPLIER	
2	16-MAY-2017 12:27:07	Cancel	SYSADMIN	Workflow System	

Response

Note to Buyer

Log in to the iSupplier portal to view the negotiation details and acknowledge participation (see Chapter 6 for more details).

J. Closed or Cancelled Notifications

The Status of the Notifications can be Closed or Cancelled if you have already responded to it. This means that the notification is closed or cancelled; it does not mean that the PO or RFQ is cancelled. Log in to the iSupplier portal and query a Purchase Order or RFQ to determine its status (see Chapter 5 for more details on how to view Purchase Orders).

This notification has already received a response from the Supplier; the Supplier responded to it again and received this notification.

5. ALT iSupplier User – Custom: View Purchase Orders, Invoices, Payments, Deliverables

Click on the responsibility ALT iSupplier User- Custom, Home Page.

A. iSupplier Home Screen
a) View Purchase Orders
b) View Contract Purchase Agreements and Blanket Purchase Agreements
c) View Shipments
d) View Invoices and Payments
e) View Invoices
f) View Payments

B. Orders Tab

a. Acknowledge Purchase Orders and Agreements.
b. Request Cancellation of line or entire Purchase Order or Agreement
c. Request Changes to Purchase Order or Purchase Order Lines or Agreement
d. View Status of Purchase Order or Agreement
e. View Purchase Order and Agreement Contract Attachments at the Purchase Order Header and Agreement Header (please also view Contract Attachments at the Purchase Order line level by clicking on the individual Purchase Order)
f. Deliverables.

C. View Purchase Order or Agreement

Click on the **PO Number** or **Agreement** Number. Note the Document Type and the Status. If there is an Acknowledgement required, note the Acknowledge-By Date.

a. View Purchase Order or Agreement Header information. Note Contract Attachments at the Header level.
b. View PO Details or Lines. Note Contract Attachments at the Line level.
c. Use the Actions drop down menu to view PDF of PO Print, Request Changes or Cancellation to the Purchase Order or Agreement.

Status	Open
Note to Supplier	
Operating Unit	Minnesota Power (OU)
Sourcing Document	
Supplier Order Number	
Contract Attachments	View

Bill-To Address

| Address | 30 W Superior St |
| | Duluth, MN 55802 |

PO Details

Details	Line ▲	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Contract Attachments	Reason
◢	2	NON_STOCK			Blue-black widget, item number 9876	EACH	50	75	3,750.00	Open		

Shipments

Shipment	Ship-To Location	Qty Ordered	Qty Received	Qty Invoiced	Amount Ordered	Amount Received	Amount Invoiced	Promised Date	Need-By Date	Payment Status	Status	Supplier Line	Split	Reason	Contract Attachments
1	01 GENL OFFICE BUILD	50			3,750.00			31-May-2017 18:13:11	31-May-2017 18:13:11		Open				

Details	Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status
◢	1	NON_STOCK			Red-black widget, item number 123456	EACH	50	75	3,750.00	Open

Shipments

Shipment	Ship-To Location	Qty Ordered	Qty Received	Qty Invoiced	Amount Ordered	Amount Received	Amount Invoiced	Promised Date	Need-By Date	Payment Status	Status	Supplier Line	Split	Reason	Contract Attachments
1	01 GENL OFFICE BUILD	50			3,750.00			31-May-2017 18:13:11	31-May-2017 18:13:11		Open				

Click **Show All Details** to expand the Line and view additional line information.

D. View Agreements (Contract Purchase Agreements and Blanket Purchase Agreements)

Click the **Agreements** Link.

Search for Agreements by entering required parameters or click Go to view all Agreements.

Note the Document Type and Contract Attachments:

- Blanket Purchase Agreement (BPA- Agreement tied to specific items with negotiated pricing. Individual Purchase Order numbers will release against the BPA and the supplier will invoice against the individual Purchase Order Number releases.
- Contract Purchase Agreement (CPA)-Agreement tied to a scope of work for items or services where the exact items or services are not known. Rates price lists are negotiated and the individual requesters will create Standard Purchase Order releases against CPA either before or after the items or services are delivered. ***When requesters schedule work or request materials before the individual Purchase Order Releases are created, the Suppliers must submit invoice to accountspayable@allete.com, listing the name of the requester and the CPA number.**

ALLETE iSupplier Portal

Home | Navigator | Favorites | Settings | Worklist | Logged In As **TSUPPLIER@SUPPLIER.COM** | Help | Logout

Home | **Orders** | Shipments | Finance

Purchase Orders | **Agreements** | Purchase History | Work Confirmations | RFQ | Deliverables

Supplier Agreements   Export

Simple Search

Note that the search is case insensitive   Advanced Search

PO Number _____
Global [▼]
Effective-From Date _____
Effective-To Date _____

Go   Clear

PO Number △	Revision	Global	Description	Document Type	Buyer	Order Date ▼	Currency	Amount Agreed	Amount Released	Effective-From Date	Effective-To Date	Status	Contract Attachments	Upload Status
5311108447	1	Yes	Blanket Purchase Agreement for period January 2017 through December 2017	Blanket Purchase Agreement	Paulson, Vanessa A	13-May-2017 10:32:25	USD			01-Jan-2017	31-Dec-2017	Open		
5311108446	2	Yes	Contract Purchase Agreement for period January 2017 through December 2017	Contract Purchase Agreement	Paulson, Vanessa A	13-May-2017 10:31:09	USD			01-Jan-2017	31-Dec-2017	Open		

Home | **Orders** | Shipments | Finance

Purchase Orders | **Agreements** | Purchase History | Work Confirmations | RFQ | Deliverables

Orders: Agreements >

Global Blanket Agreement: 5311108447 Revision: 1

PO Number 5311108447
Revision 1
Description Blanket Purchase Agreement for period January 2017 through December 2017
Currency USD
Amount Released
Global Yes
Effective End Date 31-Dec-2017

Approved Date 13-May-2017 10:32:25
Supplier TEST SUPPLIER INC
Buyer Paulson, Vanessa A
Amount Agreed
Status
Effective Start Date 01-Jan-2017

Releases

PO Number	Revision	Status	Order Date	Currency	Amount	Receipts
No results found.						

Return to Orders: Agreements

View the Blanket Purchase Agreement Lines by clicking on the PO Number (BPA Number) as shown in top picture, then click on the PO Number again.

Blanket Purchase Agreement: 5311108447, 1

Actions Request Changes [∨] Go Export

Currency= USD

Order Information

General

Total	
Amount Agreed	
Supplier	TEST SUPPLIER INC
Supplier Site	M_DULUTH
Supplier Contact	Supplier, Test
Address	123 E MAIN ST
	DULUTH, MN 55802
Buyer	Paulson, Vanessa A
Order Date	13-May-2017 10:32:25
Description	Blanket Purchase Agreement for period Januay 2017 through December 2017
Status	Open
Note to Supplier	
Operating Unit	Minnesota Power (OU)
Sourcing Document	
Supplier Order Number	
Contract Attachments	View

Terms and Conditions

Payment Terms	30NET
Carrier	
FOB	
Freight Terms	
Shipping Control	

Ship-To Address

Address	30 W Superior St
	Duluth, MN 55802

Bill-To Address

Address	30 W Superior St
	Duluth, MN 55802

PO Details

Show All Details | Hide All Details

Details	Line ▲	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Contract Attachments	Reason
▶	1	STOCK	4502701		BATTERY, AA, ALKALINE	EACH	0	0.25		Open		
▶	3	STOCK	4502901		BATTERY, C, ALKALINE	EACH	0	0.8		Open		

The Blanket Purchase Agreement (BPA) lines and negotiated pricing will display at the bottom of the screen.

E. Acknowledge Purchase Order or Agreement

The buyer may require Acknowledgement on the Purchase Order or Agreement. The supplier can acknowledge the Purchase Order or Agreement while logged into the iSupplier Portal, or from the email notification.

Buyers may require:

- Acknowledgement
- Acknowledgement by date
- Acknowledgement by Signature (Signature option is only available while logged in to the iSupplier portal and the buyer will also need to log in and acknowledge).

Select the Purchase Order or Agreement by clicking the button to the left of the PO Number. *Notice the Acknowledgement Status or Acknowledge By Date.* Click **Acknowledge**.

Click **Accept Entire Order**.

Enter Note to Buyer if necessary, Click **Submit**.

The Purchase Order or Agreement will be in Pre-Approved status until the Buyer acknowledges the Order.

F. Request Changes to a Purchase Order or Agreement

Select the Purchase Order or Agreement by clicking the button to the left of the PO Number. Click **Request Changes**.

Suppliers can request changes to:

- Supplier Item Number
- Quantity
- Price
- Promised Date
- Cancel a line or Entire Order

A. Update the fields required,
B. Enter a Reason,
C. Choose an Action of Change or Cancel (to cancel a line) from the Action drop down menu.
D. Click **Submit**.

A notification will be sent to the Buyer on the Purchase Order or Agreement.

Once the Buyer accepts the changes to the Purchase Order or Agreement, a notification will be sent back to the Supplier with the response to the changes. The Purchase Order or Agreement will automatically be revised and approved.

G. Deliverables

A Buyer can require a deliverable from the Supplier, such as an insurance certificate.

Click on the Deliverables tab to view the Deliverable.

Click **Go** to view all Deliverables. Click **Update** to respond to the Deliverable.

Add Attachment or note to the buyer, change the Status to Submitted, click Apply.

The status of the Deliverable will change to Submitted. Any overdue deliverable will show an alert as overdue. Reminder notifications of overdue Deliverables will send to the Supplier and to the Buyer for any overdue Deliverables.

H. View Invoices

Click the **Invoices** link.

Search for invoices by entering required parameters, or click **Go** to see all invoices.

The Invoice number, date, Status, PO Number, Due Date, etc. are available.

I. View Payments

Click the **Payments** link.

Search for Payments by entering required parameters or click **Go** to see all Payments, the payment status, payment number, etc.

Click on the responsibility **ALT Sourcing supplier – Custom → Sourcing Home Page**.

Note Your Company's Open Invitations. Click on the **Negotiation Number** to view the RFQ.

A. View RFQ or RFI, Notes, Attachments, Requirements, Contract Terms, Deliverables

Header Tab

a. View all information, notes and attachments under the **Header tab, Lines tab, Controls tab, & Contract Terms tab**.
b. Acknowledge Participation, Create Quote, view printable view, Online discussions.
c. View and respond to Requirements if applicable.
d. View Additional header Attributes, Notes and Attachments.

Under the **Lines tab**, view line information. Click on the line description for further information, notes and attachments.

View Notes and Attachments, Need-By Date at the line level.

Click on the **Ship-to Address** to view full address.

Controls Tab, view the Open and Close Date of the RFQ, and Response Rules.

Contract Terms tab, Preview Contract Terms and Deliverables, if required.

B. Acknowledge Participation

From any tab, use the **Actions** Drop down menu to select **Acknowledge Participation** and click **Go**.

Enter a Note to Buyer if desired, click **Apply**.

C. Create Quote or Response

From any tab, use the **Actions** drop down menu to select **Create Quote** and click **Go**.

At the **Header tab**:

a. Enter a Quote Valid Until date and Reference number.
b. Add Attachments if applicable.
c. Requirements (if the Buyer requested), enter a response to the Requirement.
d. Click the Lines tab (a price must be added under the lines tab in order for the quote to be submitted).

Lines tab:

    a. Enter a Quote Price for each line.

    b. The Promised Date will default from the requisition Need-By Date. Update this date if the lead time is longer than the Need-By Date listed.

    c. Click **Continue**.

Review and **Submit**.

D. Withdraw or Revise Quote

If you need to withdraw or revise a quote that has already been submitted, at the bottom of the Sourcing Home Page, Quick Links, View Responses, click ***Active***. *Once the RFQ closes, quotes cannot be withdrawn or revised.*

Note Response Status:

- Draft: RFQ or RFI response not yet submitted to the Buyer.
- Active: RFQ or RFI response submitted to the buyer, but the RFQ/RFI is still open. Active response can be withdrawn and/or revised and resubmitted.

Withdraw Quote:

Select the Response number and click the **Withdraw** button to withdraw the response.

- Withdraw Quote: will permanently withdraw the quote and the quote will not be eligible for evaluation or award.
- Revise Quote: will allow you to edit and resubmit the quote.

Enter a Withdrawal Reason and click **Submit**.

Revise Quote:

Select the response number and click the **Revise** button to revise the quote.

Quote information can be updated under the Header and Lines tabs.

- Update quote price,
- add or delete attachments,
- use the **Update** pencil to update information within the line,
- click **Continue**.
- *Revert to Active Quote will retain the original quote information and not revise the quote*.

Once quote is revised, click **Submit**.

E. Online Discussions

Suppliers and Buyers can communicate online through the *Online Discussions* functionality. From the Actions drop down menu, choose Online Discussions and click **Go**.

Click **New Message** and click **Go**.

Enter message and attachment if required, click **Send**.

Buyer will respond within the Online Discussions.

An email will also send to the Supplier's email address.

The Supplier will need to log in to iSupplier to read the message under Online Discussions.