



ALLETE Oracle iSupplier Portal

SUPPLIER TRAINING DOCUMENTATION

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Oracle iSupplier Portal Training Guide

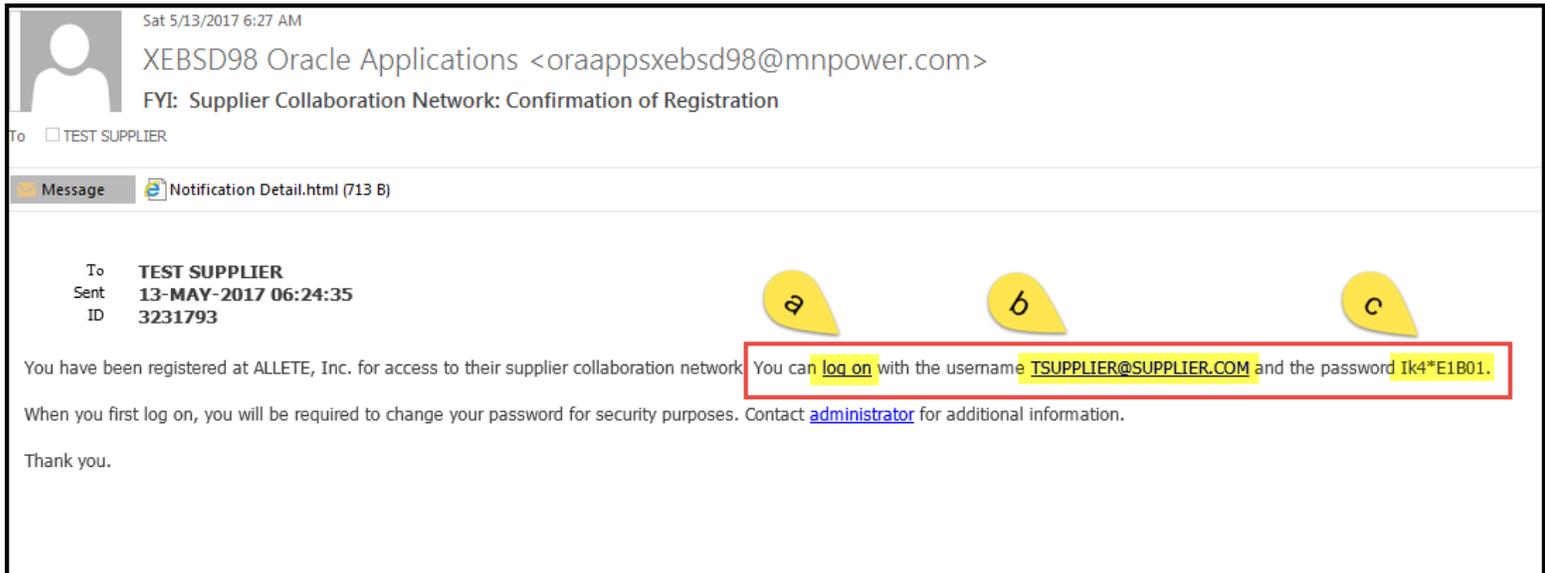
The Oracle iSupplier portal allows ALLETE's Supplier partners to view purchase orders, invoices, payments, and agreements, and receive purchase order and agreement email notifications. Suppliers are also able to acknowledge and request changes to purchase orders and agreements, create advance ship notices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

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

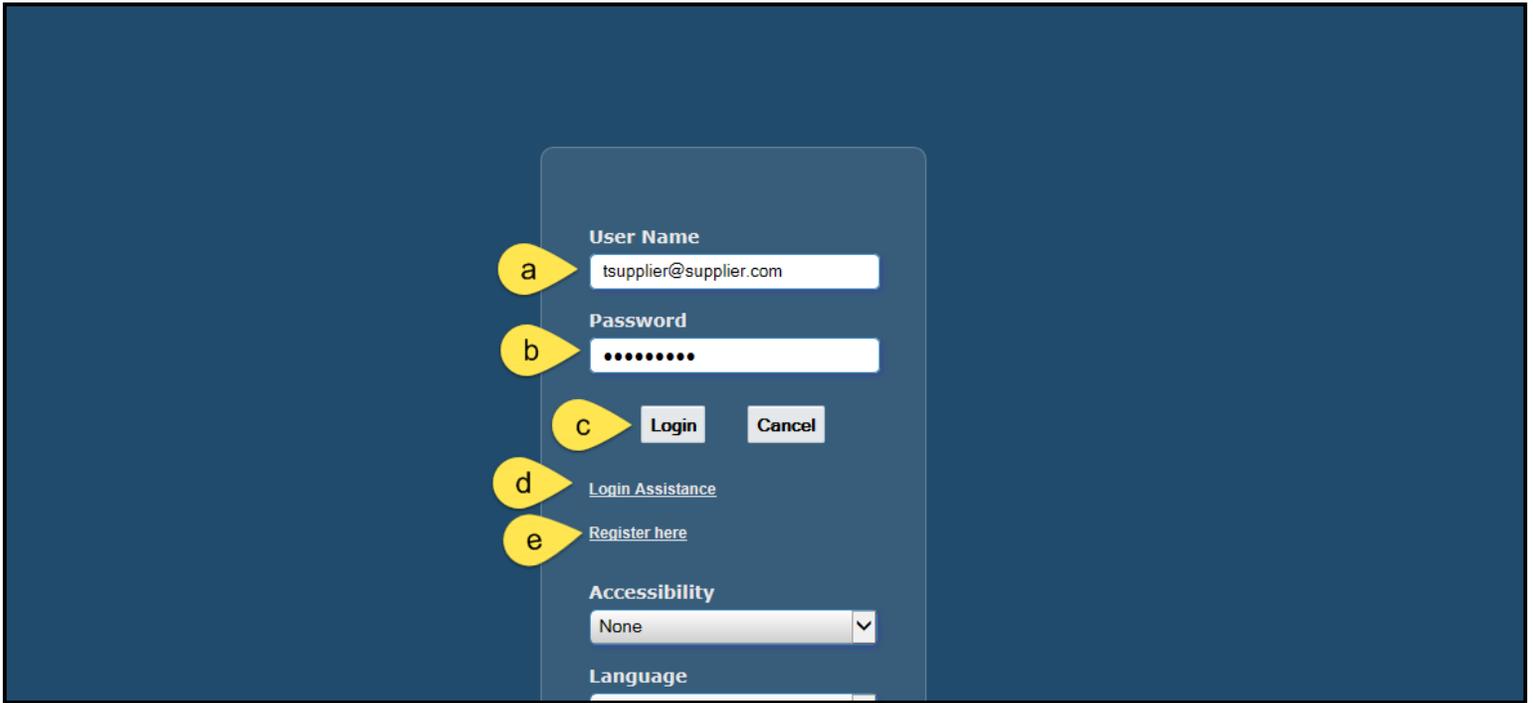
ALLETE's purchasing department will assist suppliers with registration for the iSupplier portal. The username is usually an email address. It is recommended to use an email address/email inbox that is checked by multiple people at your organization, to ensure notifications are not missed.

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.

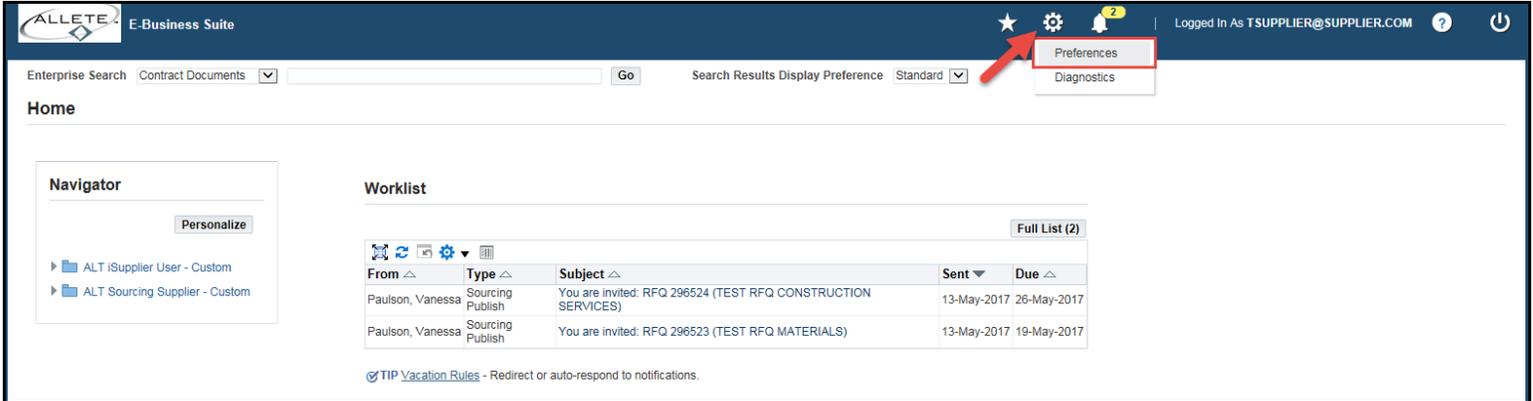


- a. Click the log on link to open the iSupplier portal web page.
- b. Username.
- c. Password.

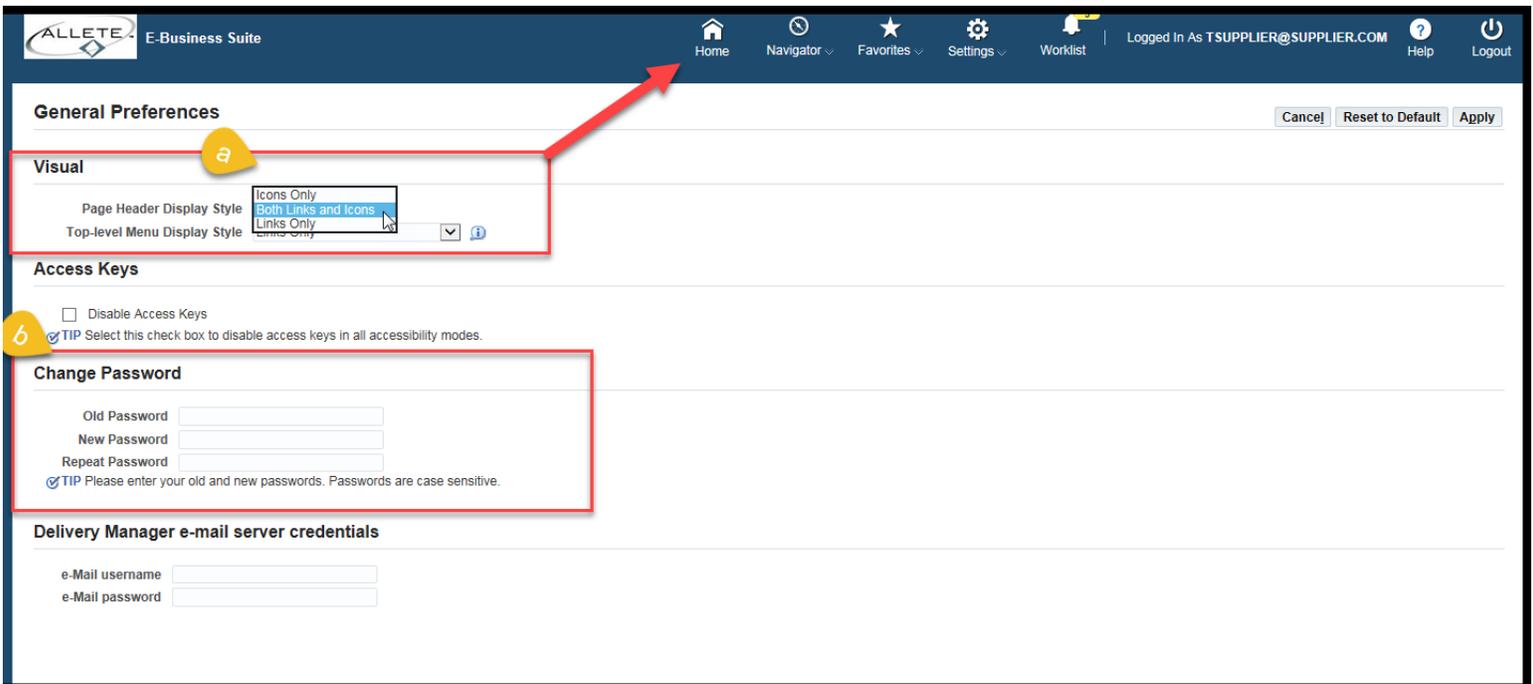


- a. Username.
- b. Password.
- c. Click Login.
- d. Login Assistance. If your username does not work, try resetting the password using the Login Assistance button. If username and password still do not work, email iSupplierinquiries@allete.com.
- e. ALLETE will not respond to requests to register from 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

The screenshot shows the ALLETE E-Business Suite interface. At the top, there is a navigation bar with 'Enterprise Search', 'Contract Documents', and 'Go' buttons. Below this is a 'Home' section. On the left, there is a 'Navigator' with a 'Personalize' button and two folders: 'ALT iSupplier User - Custom' and 'ALT Sourcing Supplier - Custom'. On the right, there is a 'Worklist' section. The 'Worklist' has a 'Full List (3)' button and a table of notifications. The table has columns for 'From', 'Type', 'Subject', 'Sent', and 'Due'. Below the table, there is a 'Vacation Rules' link with a 'TIP' icon.

From	Type	Subject	Sent	Due
Paulson, Vanessa	Sourcing Publish	Reminder: Please acknowledge intent to participate in RFQ 296524 (TEST RFQ CONSTRUCTION SERVICES)	16-May-2017	26-May-2017
Paulson, Vanessa	PO Approval	Minnesota Power (OU) - Standard Purchase Order 5311108483.1 requires your acceptance	13-May-2017	
Paulson, Vanessa	PO Approval	Minnesota Power (OU) - Standard Purchase Order 5311108482.0 requires your acceptance	13-May-2017	

- Worklist:** Notifications for purchase orders, acknowledgements, change requests, sourcing requests for quotes, will display.
- 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).
- Navigator:** Displays the responsibilities which have been assigned to the Supplier.
 - ALT iSupplier User – Custom: Suppliers view and respond to Purchase Orders and Contract Attachments, Contract Purchase Agreements, Blanket Purchase Agreements, Invoices, Payments, Deliverables.
 - ALT Sourcing Supplier – Custom: Suppliers view and respond to Requests for Quotes, Requests for Information.
- 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.

The screenshot shows the 'Vacation Rules' page. At the top, there is a 'Create Rule' button with a red arrow pointing to it. Below the button is a table with columns for 'Rule Name', 'Item Type', 'Notification', 'Update', 'Delete', and 'Status'. The table is currently empty, with a message stating 'You have not setup any notification routing rules. Please use the Create Rule button to create a new notification routing rule.'

Click Create Rule.

The screenshot shows the 'Vacation Rule: Item Type' step in a wizard. At the top, there is a progress bar with three steps: 'Item Type', 'Notification', and 'Rule Response'. The 'Item Type' step is active. Below the progress bar, there is a dropdown menu for 'Item Type' with '--All--' selected. A red arrow points to the 'Next' button at the bottom right.

Click Next.

Item Type Notification Rule Response

Vacation Rule: Response

* Indicates required field

Item Type All
Notification All

* Start Date 20-May-2017 21:55:14
(example: 20-May-2017 21:55:14)

* End Date 29-May-2017 21:55:18

Message

Comments will display with each routed notification

Reassign All Employees and Users TESTUSER10G

Delegate your response
A manager may delegate all notification approvals to an assistant.

Transfer notification ownership
A manager may transfer a notification for a specific project to the new manager of that project.

Make sure you select a contact name from within your organization, and that contact is registered for ALLETE's Oracle iSupplier portal.

Cancel Back Step 3 of 3 Apply

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

Home >

Vacation Rules

Create Rule

Rule Name	Item Type	Notification	Update	Delete	Status
Transfer: TESTUSER10G	<All>	<All>			Active

[Return to Worklist](#)

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

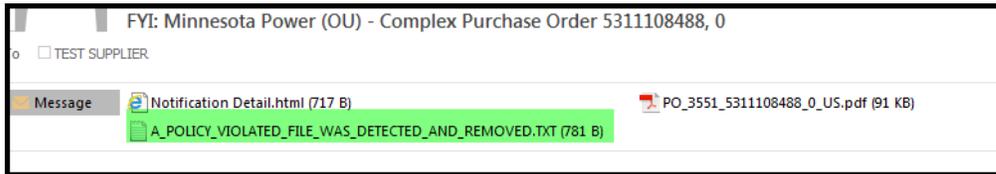
Click **Update** to change the dates next time you are on vacation.

4. Notifications to Suppliers

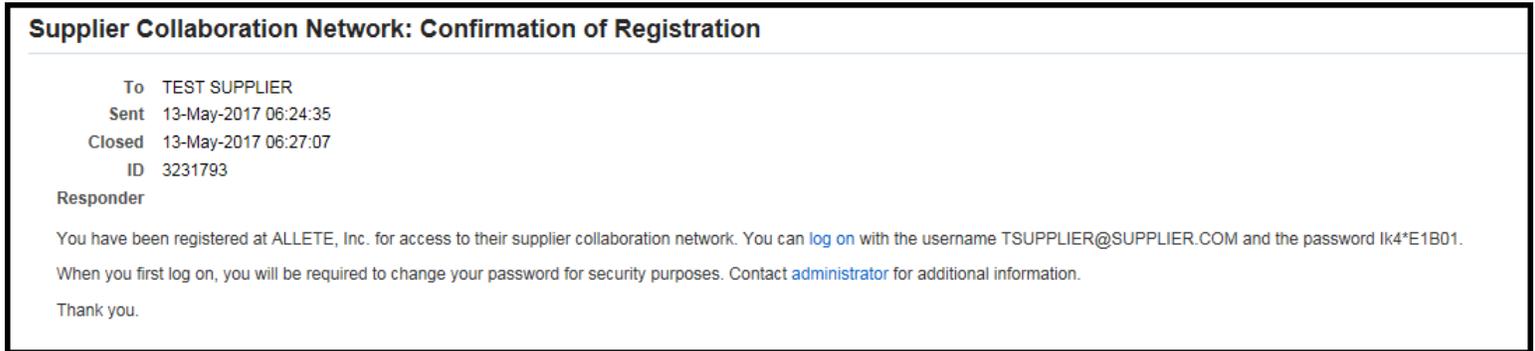
Suppliers will receive notifications of a Purchase Order or Agreements, Deliverables, Requests for Quotes or Information via email or Oracle iSupplier worklist.

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

Response

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
 Address 123 E MAIN ST
 DULUTH, MN 55802

Order Date 13-May-2017 09:11:01
 Ship-To Address 30 W Superior St
 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

Worklist					Full List (2)
From ^	Type ^	Subject ^	Due ^	Status ^	
Paulson, Vanessa	Sourcing Publish	Reminder: Please acknowledge intent to participate in RFQ 296523 (TEST RFQ MATERIALS)	19-May-2017	Cancelled	
Paulson, Vanessa	Sourcing Publish	You are invited: RFQ 296523 (TEST RFQ MATERIALS)	19-May-2017	Cancelled	
Paulson, Vanessa	Sourcing Publish	You are invited: Additional round of RFQ 296523-2 (TEST RFQ MATERIALS)	22-May-2017	Closed	
Paulson, Vanessa	Sourcing Publish	Reminder: Please acknowledge intent to participate in RFQ 296524 (TEST RFQ CONSTRUCTION SERVICES)	26-May-2017	Closed	
Paulson, Vanessa	Sourcing Publish	You are invited: RFQ 296524 (TEST RFQ CONSTRUCTION SERVICES)	26-May-2017	Cancelled	
Paulson, Vanessa	PO Approval	Minnesota Power (OU) - Standard Purchase Order 5311108481, 1		Closed	
Paulson, Vanessa	PO Approval	Minnesota Power (OU) - Standard Purchase Order 5311108484, 0		Closed	
Paulson, Vanessa	PO Approval	Minnesota Power (OU) - Contract Purchase Agreement 5311108446, 0		Closed	
Paulson, Vanessa	PO Approval	Minnesota Power (OU) - Standard Purchase Order 5311108483,0 requires your acceptance		Closed	

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).

Sat 5/20/2017 9:31 PM

 XEBSD98 Oracle Applications <oraappsxebd98@mnpower.com>
 Closed: Reminder: Please acknowledge intent to participate in RFQ 296524 (TEST RFQ CONSTRUCTION SERVICES)

To TEST SUPPLIER

Message  Notification Detail.html (723 B)

You earlier received the notification shown below. That notification is now closed, and no longer requires your response. You may simply delete it along with this message.

From	Paulson, Vanessa	Company	ALLETE, Inc.
To	TEST SUPPLIER	Title	TEST RFQ CONSTRUCTION SERVICES
Sent	16-MAY-2017 12:27:07	Number	296524
Due	26-MAY-2017 06:59:14		
ID	3230783		

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.

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

Home

Enterprise Search Contract Documents Search Results Display Preference

Navigator

- ALT iSupplier User - Custom
 - Home Page**
- ALT Sourcing Supplier - Custom

Worklist

From	Type	Subject
Paulson, Vanessa	PO Approval	Minnesota Power (OU) - Standard Purchase Order 5311108483,0 require acceptance
Paulson, Vanessa	PO Approval	Minnesota Power (OU) - Standard Purchase Order 5311108482,0 require acceptance
Paulson, Vanessa	Sourcing Publish	You are invited: RFQ 296524 (TEST RFQ CONSTRUCTION SERVICES)
Paulson, Vanessa	Sourcing Publish	You are invited: RFQ 296523 (TEST RFQ MATERIALS)

TIP Vacation Rules - Redirect or auto-respond to notifications.

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

ALLETE iSupplier Portal

Home Navigator Favorites Settings Worklist Logged In As T SUPPLIER@SUPPLIER.COM Help Logout

Home Orders Shipments Finance

Search PO Number

Notifications

Subject	Date
Reminder: Please acknowledge intent to participate in RFQ 296524 ...	16-May-2017 12:27:07
Minnesota Power (OU) - Standard Purchase Order 5311108483,1 requi...	13-May-2017 10:14:55
Minnesota Power (OU) - Standard Purchase Order 5311108482,0 requi...	13-May-2017 09:14:36

Orders At A Glance

PO Number	Description	Order Date
5311108447	Blanket Purchase Agreement for period January 2017 through December 2017	13-May-2017 10:32:25
5311108446	Contract Purchase Agreement for period January 2017 through December 2017	13-May-2017 10:31:09
5311108483	Supplier Acknowledgement by date example	13-May-2017 10:13:56
5311108484	Supplier Acknowledgement by signature example	13-May-2017 09:33:25
5311108482	Supplier Acknowledgement example	13-May-2017 09:14:11

Orders

- Agreements
- Purchase Orders
- Purchase History

Shipments

- Delivery Schedules
- Overdue Receipts
- Advance Shipment Notices

Receipts

- Receipts
- Returns
- On-Time Performance

Invoices

- Invoices

Payments

- Payments

A. iSupplier Home Screen

- View Purchase Orders
- View Contract Purchase Agreements and Blanket Purchase Agreements
- View Shipments
- View Invoices and Payments
- View Invoices
- View Payments

B. Orders Tab

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

Purchase Orders Multiple PO Change Export

Views

View All Purchase Orders Go Advanced Search

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

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Contract Attachments
<input type="radio"/>	5311108447	1	Minnesota Power (OU)	Global Blanket Agreement	Blanket Purchase Agreement for period January 2017 through December 2017	13-May-2017 10:32:25	Paulson, Vanessa A	USD		Open		
<input type="radio"/>	5311108446	2	Minnesota Power (OU)	Global Contract Agreement	Contract Purchase Agreement for period January 2017 through December 2017	13-May-2017 10:31:09	Paulson, Vanessa A	USD		Open		
<input type="radio"/>	5311108483	1	Minnesota Power (OU)	Standard PO	Supplier Acknowledgement by date example	13-May-2017 10:13:56	Paulson, Vanessa A	USD	8,000.00	Requires Acknowledgment	15-May-2017 00:00:00	
<input type="radio"/>	5311108484	0	Minnesota Power (OU)	Standard PO	Supplier Acknowledgement by signature example	13-May-2017 09:33:25	Paulson, Vanessa A	USD	7,500.00	Requires Signature		
<input type="radio"/>	5311108482	0	Minnesota Power (OU)	Standard PO	Supplier Acknowledgement example	13-May-2017 09:14:11	Paulson, Vanessa A	USD	7,500.00	Requires Acknowledgment		
<input type="radio"/>	5311108481	0	Minnesota Power (OU)	Standard PO		13-May-2017 09:12:37	Paulson, Vanessa A	USD	7,500.00	Open		

- Acknowledge Purchase Orders and Agreements.
- Request Cancellation of line or entire Purchase Order or Agreement
- Request Changes to Purchase Order or Purchase Order Lines or Agreement
- View Status of Purchase Order or Agreement
- 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)
- Deliverables.

C. View Purchase Order or Agreement

The screenshot shows the iSupplier Portal interface. At the top, there are navigation icons for Home, Navigator, Favorites, Settings, Worklist, and a user profile for TSUPPLIER@SUPPLIER.COM. Below the navigation bar, there are tabs for Home, Orders, Shipments, and Finance. Under the Orders tab, there are sub-tabs for Purchase Orders, Agreements, Purchase History, Work Confirmations, RFQ, and Deliverables. The main heading is 'Purchase Orders' with buttons for 'Multiple PO Change' and 'Export'. Below this, there is a 'Views' section with a dropdown menu set to 'All Purchase Orders' and a 'Go' button. An 'Advanced Search' button is also present. A table of Purchase Orders is displayed with columns for Select, PO Number, Rev, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Acknowledge By, and Contract Attachments. A red arrow points to the PO Number 5311108481 in the table.

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Contract Attachments
<input type="radio"/>	5311108447	1	Minnesota Power (OU)	Global Blanket Agreement	Blanket Purchase Agreement for period January 2017 through December 2017	13-May-2017 10:32:25	Paulson, Vanessa A	USD		Open		
<input type="radio"/>	5311108446	2	Minnesota Power (OU)	Global Contract Agreement	Contract Purchase Agreement for period January 2017 through December 2017	13-May-2017 10:31:09	Paulson, Vanessa A	USD		Open		
<input type="radio"/>	5311108483	1	Minnesota Power (OU)	Standard PO	Supplier Acknowledgement by date example	13-May-2017 10:13:56	Paulson, Vanessa A	USD	8,000.00	Requires Acknowledgment	15-May-2017 00:00:00	
<input type="radio"/>	5311108484	0	Minnesota Power (OU)	Standard PO	Supplier Acknowledgement by signature example	13-May-2017 09:33:25	Paulson, Vanessa A	USD	7,500.00	Requires Signature		
<input type="radio"/>	5311108482	0	Minnesota Power (OU)	Standard PO	Supplier Acknowledgement example	13-May-2017 09:14:11	Paulson, Vanessa A	USD	7,500.00	Requires Acknowledgment		
<input type="radio"/>	5311108481	0	Minnesota Power (OU)	Standard PO		13-May-2017 09:12:37	Paulson, Vanessa A	USD	7,500.00	Open		

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.

The screenshot shows the details for a Standard Purchase Order: 5311108481, 0 (Total USD 7,500.00). The page is divided into several sections: Order Information, Summary, and PO Details. The Order Information section is split into General, Terms and Conditions, and Ship-To Address. The Summary section shows Total 7,500.00, Received 0.00, Invoiced 0.00, and Payment Status Not Paid. The PO Details section shows a table with columns for Details Line, Type, Item/Job, Supplier Item, Description, UOM, Qty, Price, Amount, Status, Contract Attachments, and Reason. A red box highlights the 'Contract Attachments View' link in the PO Details section. A yellow circle 'C' highlights the Actions menu in the top right corner, which includes options like Request Changes, Request Cancellation, View Change History, View PDF, Manage Deliverables, View Receipts, View Invoices, View Payments, and View Shipments.

Order Information

General

Total 7,500.00
 Supplier TEST SUPPLIER INC
 Supplier Site M_DULUTH
 Supplier Contact
 Address 123 E MAIN ST
 DULUTH, MN 55802
 Buyer Paulson, Vanessa A
 Order Date 13-May-2017 09:12:37
 Description
 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

Summary

Total 7,500.00
 Received 0.00
 Invoiced 0.00
 Payment Status Not Paid

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		
1	NON_STOCK			Red-black widget, item number 123456	EACH	50	75	3,750.00	Open		

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

Status: Open

Bill-To Address

Note to Supplier

Operating Unit: Minnesota Power (OU)

Address: 30 W Superior St
Duluth, MN 55802

Sourcing Document

Supplier Order Number

Contract Attachments [View](#)

PO Details

  [Show All Details](#) | [Hide All 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			Amount			Promised Date	Need-By Date	Payment Status	Status	Supplier Line	Split	Reason	Contract Attachments
		Ordered	Received	Invoiced	Ordered	Received	Invoiced								
1	01 GENL OFFICE BUILD	50			3,750.00			31-May-2017 18:13:11	31-May-2017 18:13:11		Open				

▲ 1 NON_STOCK Red-black widget, item number 123456 EACH 50 75 3,750.00 Open

Shipments

Shipment	Ship-To Location	Qty			Amount			Promised Date	Need-By Date	Payment Status	Status	Supplier Line	Split	Reason	Contract Attachments
		Ordered	Received	Invoiced	Ordered	Received	Invoiced								
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)

Home Orders Shipments Finance

Search PO Number

Notifications

[Full List](#)

Subject	Date
Minnesota Power (OU) - Standard Purchase Order 5311108432,0 requires your acceptance	18-Apr-2017 08:39:43
Minnesota Power (OU) - Standard Purchase Order 5311108431,0 requires your acceptance	18-Apr-2017 08:33:41
Minnesota Power (OU) - Standard Purchase Order 5311108376,0 requires your acceptance	10-Mar-2017 14:27:45

Orders At A Glance

[Full List](#)

PO Number	Description	Order Date
5311108461		03-May-2017 15:16:29
5311108465		27-Apr-2017 10:22:39
5311108427	Radio and portable mic - TEST - BSE quote 12345	26-Apr-2017 10:41:45
7311006032		19-Apr-2017 14:26:05
5311108438		19-Apr-2017 14:22:08

Orders

- Agreements
- Purchase Orders
- Purchase History

Shipments

- Delivery Schedules
- Overdue Receipts
- Advance Shipment Notices

Receipts

- Receipts
- Returns
- On-Time Performance

Invoices

- Invoices

Payments

- Payments



Click the **Agreements** Link.

Supplier Agreements

Simple Search

Note that the search is case insensitive

PO Number

Global

Effective-From Date

Effective-To Date

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		

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 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.

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 January
 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	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Contract Attachments
<input type="radio"/>	5311108447	1	Minnesota Power (OU)	Global Blanket Agreement	Blanket Purchase Agreement for period January 2017 through December 2017	13-May-2017 10:32:25	Paulson, Vanessa A	USD		Open		
<input type="radio"/>	5311108446	2	Minnesota Power (OU)	Global Contract Agreement	Contract Purchase Agreement for period January 2017 through December 2017	13-May-2017 10:31:09	Paulson, Vanessa A	USD		Open		
<input type="radio"/>	5311108483	1	Minnesota Power (OU)	Standard PO	Supplier Acknowledgement by date example	13-May-2017 10:13:56	Paulson, Vanessa A	USD	8,000.00	Requires Acknowledgment	15-May-2017 00:00:00	
<input checked="" type="radio"/>	5311108484	0	Minnesota Power (OU)	Standard PO	Supplier Acknowledgement by signature example	13-May-2017 09:33:25	Paulson, Vanessa A	USD	7,500.00	Requires Signature		
<input type="radio"/>	5311108482	0	Minnesota Power (OU)	Standard PO	Supplier Acknowledgement example	13-May-2017 09:14:11	Paulson, Vanessa A	USD	7,500.00	Accepted		
<input type="radio"/>	5311108481	0	Minnesota Power (OU)	Standard PO		13-May-2017 09:12:37	Paulson, Vanessa A	USD	7,500.00	Open		

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**.

General Information			Terms and Conditions			Related Information		
Total	7,500.00		Payment Terms	30NET		Receipts		
Supplier	TEST SUPPLIER INC		Carrier	FOB		Invoices		
Supplier Site	M_DULUTH		Freight Terms			Payments		
Address	123 E MAIN ST DULUTH, MN 55802		Shipping Control					
Buyer	Paulson, Vanessa A		Ship-To Address					
Order Date	13-May-2017 09:33:25		Address	30 W Superior St Duluth, MN 55802				
Description	Supplier Acknowledgement by signature example		Bill-To Address					
Status	Requires Signature		Address	30 W Superior St Duluth, MN 55802				
Note to Supplier								
Sourcing Document								
Organization	Minnesota Power (OU)							
Supplier Order Number								
Attachments	View							

Click **Accept Entire Order**.

Home | **Orders** | Shipments | Finance

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

Orders: Purchase Orders > Acknowledge for Standard Purchase Order >

Acknowledge Purchase Order 5311108484

Cancel Submit

Description	Supplier Acknowledgement by signature example
Currency	USD
Amount	7,500.00
Order Date	13-May-2017 09:33:25
Action	Accept
Note to Buyer	<input type="text" value="Thank you for the order."/>

Cancel Submit



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

The screenshot displays the ALLETE iSupplier Portal interface. At the top, there is a navigation bar with options like Home, Navigator, Favorites, Settings, Worklist, and a user login for TSUPPLIER@SUPPLIER.COM. Below this, there are tabs for Home, Orders, Shipments, and Finance. Under the Orders tab, there are sub-links for Purchase Orders, Agreements, Purchase History, Work Confirmations, RFQ, and Deliverables. The main section is titled 'Purchase Orders' and includes buttons for 'Multiple PO Change' and 'Export'. A 'Views' section shows a dropdown menu set to 'All Purchase Orders' and a 'Go' button. Below this is a 'Select Order:' section with buttons for 'Acknowledge', 'Request Cancellation', 'Request Changes', and 'View Change History'. The 'Request Changes' button is highlighted with a red arrow. The main content is a table with columns: Select, PO Number, Rev, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Acknowledge By, and Contract Attachments. The table lists several purchase orders, with the last one (PO Number 5311108481) selected, indicated by a red arrow pointing to its radio button.

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Contract Attachments
<input type="radio"/>	5311108447	1	Minnesota Power (OU)	Global Blanket Agreement	Blanket Purchase Agreement for period January 2017 through December 2017	13-May-2017 10:32:25	Paulson, Vanessa A	USD		Open		
<input type="radio"/>	5311108446	2	Minnesota Power (OU)	Global Contract Agreement	Contract Purchase Agreement for period January 2017 through December 2017	13-May-2017 10:31:09	Paulson, Vanessa A	USD		Open		
<input type="radio"/>	5311108483	1	Minnesota Power (OU)	Standard PO	Supplier Acknowledgement by date example	13-May-2017 10:13:56	Paulson, Vanessa A	USD	8,000.00	Requires Acknowledgment	15-May-2017 00:00:00	
<input type="radio"/>	5311108484	0	Minnesota Power (OU)	Standard PO	Supplier Acknowledgement by signature example	13-May-2017 09:33:25	Paulson, Vanessa A	USD	7,500.00	Accepted		
<input type="radio"/>	5311108482	0	Minnesota Power (OU)	Standard PO	Supplier Acknowledgement example	13-May-2017 09:14:11	Paulson, Vanessa A	USD	7,500.00	Accepted		
<input checked="" type="radio"/>	5311108481	0	Minnesota Power (OU)	Standard PO		13-May-2017 09:12:37	Paulson, Vanessa A	USD	7,500.00	Open		

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

Home | **Orders** | Shipments | Finance

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

Orders: Purchase Orders >

Request Changes for Standard Purchase Order : 5311108481,0 (Total USD 7,500.00) Cancel Cancel Entire Order Printable View View Change History Export Submit

Currency=USD

Order Information

General Information

Total 7,500.00

Supplier TEST SUPPLIER INC

Supplier Site M_DULUTH

Address 123 E MAIN ST
DULUTH, MN 55802

Buyer Paulson, Vanessa A

Order Date 13-May-2017 09:12:37

Description

Status Open

Note to Supplier

Sourcing Document

Organization Minnesota Power (OU)

Supplier Order Number

Attachments [View](#)

Terms and Conditions

[Manage Deliverables](#)

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

Related Information

[Receipts](#)

[Invoices](#)

[Payments](#)

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	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
	1	NON_STOCK			12345	Red-black widget, item number 123456	EACH	50	80	3,750.00			Open				Price Update

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	Reason	Action
1	01 GENL OFFICE BUILD	50	75			3,750.00	31-May-2017 18:13:11	31-May-2017 18:13:11					Open			Price and part #	Change
2	NON_STOCK						Blue-black widget, item number 9876	EACH	50	75	3,750.00		Open				

Additional Change Requests

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Additional Changes

[Return to Orders: Purchase Orders](#) Cancel Cancel Entire Order Printable View View Change History Export Submit

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**.

Home | **Orders** | Shipments | Finance

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

Orders: Purchase Orders >

Change Order Confirmation

Change Request for Purchase Order 5311108481 has been submitted for approval.

[Return to Purchase Order Summary](#) 

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

Home >

Information

This notification does not require a response.

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

OK

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

Supplier TEST SUPPLIER INC
 Address 123 E MAIN ST
 DULUTH, MN 55802

Order Date 13-May-2017 09:11:01
 Ship-To Address 30 W Superior St
 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				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		

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.

The screenshot shows the ALLETE iSupplier Portal interface. The top navigation bar includes Home, Navigator, Favorites, Settings, Worklist, and a user profile for T SUPPLIER@SUPPLIER.COM. The main navigation menu has tabs for Home, Orders, Shipments, and Finance. Under the Orders tab, there are sub-tabs for Purchase Orders, Agreements, Purchase History, Work Confirmations, RFQ, and Deliverables. A red arrow points to the Deliverables tab. Below the navigation, there are buttons for 'Multiple PO Change' and 'Export'. A 'Views' section shows a dropdown menu set to 'All Purchase Orders' and a 'Go' button. Below that, there are buttons for 'Acknowledge', 'Request Cancellation', 'Request Changes', and 'View Change History'. The main content area displays a table of Purchase Orders with columns for PO Number, Rev, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Acknowledge By, and Contract Attachments.

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Contract Attachments
<input type="radio"/>	5311108483	2	Minnesota Power (OU)	Standard PO	Supplier Acknowledgement by date example	20-May-2017 16:07:45	Paulson, Vanessa A	USD	8,000.00	Requires Acknowledgment	15-May-2017 00:00:00	
<input type="radio"/>	5311108481	1	Minnesota Power (OU)	Standard PO		20-May-2017 15:59:54	Paulson, Vanessa A	USD	7,750.00	Open		
<input type="radio"/>	5311108447	1	Minnesota Power (OU)	Global Blanket Agreement	Blanket Purchase Agreement for period January 2017 through December 2017	13-May-2017 10:32:25	Paulson, Vanessa A	USD		Open		
<input type="radio"/>	5311108446	2	Minnesota Power (OU)	Global Contract Agreement	Contract Purchase Agreement for period January 2017 through December 2017	13-May-2017 10:31:09	Paulson, Vanessa A	USD		Open		
<input type="radio"/>	5311108484	0	Minnesota Power (OU)	Standard PO	Supplier Acknowledgement by signature example	13-May-2017 09:33:25	Paulson, Vanessa A	USD	7,500.00	Accepted		
<input type="radio"/>	5311108482	0	Minnesota Power (OU)	Standard PO	Supplier Acknowledgement example	13-May-2017 09:14:11	Paulson, Vanessa A	USD	7,500.00	Accepted		

Click on the Deliverables tab to view the Deliverable.

The screenshot shows the ALLETE iSupplier Portal interface with the Deliverables tab selected. The main navigation menu is the same as in the previous screenshot. Below the navigation, there is a search section with fields for Deliverable Name, Status, Due Date From, Due Date To, Deliverable Category, Document Type, and Contract Number. A 'Go' button is highlighted with a red arrow. Below the search section, there is a legend: a yellow triangle icon indicates 'Indicates deliverable is overdue' and a red 'x' icon indicates 'Indicates responsible party failed to perform the deliverable'. Below the legend, there is a table of Deliverables with columns for Deliverable Name, Deliverable Type, Document Type, Contract Number, Party Name, Contact, Due Date, Status, Alert, and Update. A red arrow points to the 'Update' button in the table.

Deliverable Name	Deliverable Type	Document Type	Contract Number	Party Name	Contact	Due Date	Status	Alert	Update
Insurance Certificate	Contractual	Contract Purchase Agreement	5311108446, 2	TEST SUPPLIER INC	Test Supplier	15-May-2017	Open		
Insurance Certificate	Contractual	Standard Purchase Order	5311108483, 2	TEST SUPPLIER INC	Test Supplier	20-May-2017	Open		

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

Home **Orders** Shipments Finance

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

Orders: Deliverables > Manage Deliverables > Contract Purchase Agreement 5311108446, 2: Update Deliverable >

Standard Purchase Order 5311108483, 2: Update Deliverable

Cancel Apply

Deliverable Name Insurance Certificate
 Due Date 20-May-2017
 Actual Date of Completion
 Description Please submit certificate of insurance according to terms and conditions attached.

Status **Open** Submitted
 Current Status Open
 Notes

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Insurance Certificate	File				20-May-2017			

Status History

Details	Status	Status Change Date	Status Changed by
	Open	20-May-2017	

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

Home **Orders** Shipments Finance

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

Orders: Deliverables >

Confirmation
 Deliverable Insurance Certificate has been updated.

Manage Deliverables

Search

Deliverable Name Document Type
 Status Contract Number
 Due Date From
 Due Date To
 Deliverable Category
 Go

Indicates deliverable is overdue Indicates responsible party failed to perform the deliverable

Deliverable Name	Deliverable Type	Document Type	Contract Number	Party Name	Contact	Due Date	Status	Alert	Update
Insurance Certificate	Contractual	Contract Purchase Agreement	5311108446, 2	TEST SUPPLIER INC	Test Supplier	15-May-2017	Open		
Insurance Certificate	Contractual	Standard Purchase Order	5311108483, 2	TEST SUPPLIER INC	Test Supplier	20-May-2017	Submitted		

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

The screenshot shows the ALLETE iSupplier Portal interface. At the top, there is a navigation bar with icons for Home, Navigator, Favorites, Settings, Worklist, and a user profile section indicating the user is logged in as TSUPPLIER@SUPPLIER.COM. Below the navigation bar, there are tabs for Home, Orders, Shipments, and Finance. A search bar is present with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area is divided into several sections: 'Notifications' with a 'Full List' button and a table of recent notifications; 'Orders At A Glance' with a 'Full List' button and a table of orders; and a right-hand navigation menu with categories: Orders (Agreements, Purchase Orders, Purchase History), Shipments (Delivery Schedules, Overdue Receipts, Advance Shipment Notices), Receipts (Receipts, Returns, On-Time Performance), Invoices (Invoices), and Payments (Payments). A red arrow points to the 'Invoices' link in the right-hand menu.

Click the **Invoices** link.

The screenshot shows the 'View Invoices' page. At the top, there are tabs for Home, Orders, Shipments, and Finance. Below the tabs, there are two links: 'View Invoices' (highlighted with a red arrow) and 'View Payments'. An 'Export' button is located on the right. Below the links is a 'Simple Search' section with various input fields: Invoice Number, PO Number (with an example: 1234), Release Number (with an example: 1234-2), Payment Number, Invoice Status (dropdown), Payment Status (dropdown), Invoice Amount From and To, Amount Due From and To, Invoice Date From and To, and Due Date From and To (with an example: 20-May-2017). There is also an 'Advanced Search' button. Below the search form is a table of invoices. The table has columns: Invoice (with a triangle icon), Invoice Date (with a dropdown arrow), Type, Currency, Amount (with a triangle icon), Due, Status, On Hold, Payment Status, Remit-to Supplier, Remit-to Supplier Site, Due Date, Payment, PO Number, Receipt, Attachments, Discount Date (with a triangle icon), and Available Discount. The table contains three rows of data:

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	Attachments	Discount Date	Available Discount
test non precap	20-Apr-2017	Standard	USD	541,875.00	541,875.00	Approved		Not Paid			20-MAY-2017		5311108345				
credit	20-Apr-2017	Credit Memo	USD	<836.61>	<836.61>	Approved		Not Paid			20-MAY-2017		7311006032				
test IPV	20-Apr-2017	Standard	USD	949.50	949.50	Approved		Not Paid			20-MAY-2017		7311006032				

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

Home [Orders](#) [Shipments](#) [Finance](#)

Search

Notifications [Full List](#)

Subject	Date
Minnesota Power (OU) - Standard Purchase Order 5311108432,0 requires your acceptance	18-Apr-2017 08:39:43
Minnesota Power (OU) - Standard Purchase Order 5311108431,0 requires your acceptance	18-Apr-2017 08:33:41
Minnesota Power (OU) - Standard Purchase Order 5311108376,0 requires your acceptance	10-Mar-2017 14:27:45

Orders At A Glance [Full List](#)

PO Number	Description	Order Date
5311108461		03-May-2017 15:16:29
5311108465		27-Apr-2017 10:22:39
5311108427	Radio and portable mic - TEST - BSE quote 12345	26-Apr-2017 10:41:45
7311006032		19-Apr-2017 14:26:05
5311108438		19-Apr-2017 14:22:08

Orders

- Agreements
- Purchase Orders
- Purchase History

Shipments

- Delivery Schedules
- Overdue Receipts
- Advance Shipment Notices

Receipts

- Receipts
- Returns
- On-Time Performance

Invoices

- Invoices

Payments

- Payments

Click the **Payments** link.

Home [Orders](#) [Shipments](#) [Finance](#)

[View Invoices](#) [View Payments](#) [Export](#)

View Payments

Note that the search is case insensitive [Advanced Search](#)

Payment Number

Invoice Number

PO Number (example : 1234)

Release Number (example : 1234-2)

Status

Payment Amount From To

Payment Date From To (example: 20-May-2017)

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number
1010012395		M_MINNEAPOLIS	16-Feb-2017	USD	15,137.32	Next Day Check	Negotiable	16-Feb-2017	WELLS FARGO-MP	912185219	5311107192
1510001392		S_PAY MINNEAPOL	30-Jan-2017	USD	19,956.96	Next Day Check	Negotiable	30-Jan-2017	WELLS FARGO-SWLP	Multiple	Multiple
1010012344		M_MINNEAPOLIS	30-Jan-2017	USD	96,598.92	Next Day Check	Negotiable	30-Jan-2017	WELLS FARGO-MP	Multiple	Multiple
1510001390		S_PAY MINNEAPOL	28-Nov-2016	USD	3,869.06	Next Day Check	Negotiable	28-Nov-2016	WELLS FARGO-SWLP	Multiple	Multiple
1010012243		M_MINNEAPOLIS	28-Nov-2016	USD	85,472.02	Next Day Check	Cleared	16-Feb-2017	WELLS FARGO-MP	Multiple	Multiple
1010012036		M_MINNEAPOLIS	23-Nov-2016	USD	5,755.02	Next Day Check	Cleared	16-Feb-2017	WELLS FARGO-MP	Multiple	Multiple

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

6. ALT Sourcing Supplier – Custom: View and Respond to Requests for Information (RFI) or Quotes (RFQ)

Enterprise Search Contract Documents Go Search Results Display Preference Standard

Home

Navigator
[Personalize](#)

- ALT iSupplier User - Custom
- ALT Sourcing Supplier - Custom
 - Sourcing
 - Sourcing Home Page**
 - Worklist

Worklist [Full List \(4\)](#)

From	Type	Subject	Sent	Due
Paulson, Vanessa	Sourcing Publish	You are invited: Additional round of RFQ 296523-2 (TEST RFQ MATERIALS)	20-May-2017	22-May-2017
Paulson, Vanessa	PO Approval	Minnesota Power (OU) - Standard Purchase Order 5311108483,2 requires your acceptance	20-May-2017	
Paulson, Vanessa	Sourcing Publish	Reminder: Please acknowledge intent to participate in RFQ 296524 (TEST RFQ CONSTRUCTION SERVICES)	16-May-2017	26-May-2017
Paulson, Vanessa	PO Approval	Minnesota Power (OU) - Standard Purchase Order 5311108482,0 requires your acceptance	13-May-2017	

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

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

Search Open Negotiations Title Go

Welcome, Test Supplier.

Your Active and Draft Responses

Press Full List to view all your company's responses. [Full List](#)

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
No results found.								

Your Company's Open Invitations [Full List](#)

Supplier Site	Negotiation Number	Title	Type	Time Left
M_DULUTH	296523-2	TEST RFQ MATERIALS	RFQ	1 day 23 hours
M_DULUTH	296524	TEST RFQ CONSTRUCTION SERVICES	RFQ	5 days 12 hours

Quick Links

Manage

- Drafts
- Deliverables
- Personal Information

View Responses

- Active
- Disqualified and Withdrawn
- Awarded
- Rejected

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

The screenshot shows the 'RFQ: 296524' interface. Callout A points to the 'Header' tab in the navigation bar. Callout B points to the 'Actions' menu, which includes options like 'Acknowledge Participation', 'Create Quote', 'Online Discussions', 'View Quote History', 'Printable View', and 'Export to Spreadsheet'. Callout C points to the 'Requirements' section, which contains a table with one requirement: 'TEST REQUIREMENTS DESCRIPTION. SUPPLIER PLEASE RESPOND BY ANSWERING THIS QUESTION ALONG WITH THIS RFQ.' Callout D points to the 'Additional Header Attributes (Buyer & Supplier)' section, which includes a table of notes and attachments. The table has columns for Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete.

RFQ: 296524

Header: **Header** | Lines | Controls | Contract Terms

Title: TEST RFQ CONSTRUCTION SERVICES
 Status: Active
 Time Left: 5 days 12 hours

Buyer: Paulson, Vanessa
 Quote Style: Blind
 Description: TEST CONSTRUCTION SERVICES RFQ

Open Date: 13-May-2017 07:03
 Close Date: 26-May-2017 06:59:11

Outcome: Standard Purchase Order
 Event

Bill-To Address: 01 GENL OFFICE BUILD
 Ship-To Address: 01 GENL OFFICE BUILD
 FOB

Payment Terms
 Carrier
 Freight Terms

Requirements

Show All Details | Hide All Details

Details Section

Requirement	Target	View
TEST REQUIREMENTS DESCRIPTION. SUPPLIER PLEASE RESPOND BY ANSWERING THIS QUESTION ALONG WITH THIS RFQ.		∞

Additional Header Attributes (Buyer & Supplier)

Notes and Attachments

Note to Suppliers: PLEASE NOTE PRE-BID MEETING INFORMATION

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
TEST RFQ ATTACHMENT TO SUPPLIER	File		To Supplier	VPAULSON	13-May-2017	One-Time		

Return to Negotiations

Actions: Acknowledge Participation | Go

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

Negotiations > RFQ: 296524

Title TEST RFQ CONSTRUCTION SERVICES
 Status Active
 Time Left 5 days 12 hours

Open Date 13-May-2017 07:03:13
 Close Date 26-May-2017 06:59:14

Header **Lines** Controls Contract Terms

Display Rank As No indicator displayed
 Ranking Price Only

Cost Factors None
 Price Tiers None

Lines

Description	Line	Item, Rev	Category	Unit	Quantity	Need-By From	Need-By To	Best Price (USD)	Active Responses	Time Left
Construction Services p...	1	Construction Services p...	CONSTRUCTION SERVICE			03-Jul-2017 06:43:11	03-Jul-2017 06:43:11	Blind	Blind	5 days 12 hours

Return to Negotiations

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

Negotiations > RFQ: 296524 > Line: 1 (RFQ 296524)

Description Construction Services per attached drawing and scope of work
 Category CONSTRUCTION SERVICE

Currency USD
 Price Precision Any
 Start Price
 Target Price

Ship-To Address [BOSWELL WAREHOUSE](#)

Need-By From 03-Jul-2017 06:43:11
 Need-By To 03-Jul-2017 06:43:11

Notes and Attachments

Note to Suppliers	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
PRE-BID MEETING INFORMATION	PRE-BID MEETING INFORMATION	Short Text		To Supplier	VPAULSON	13-May-2017	One-Time		
TEST DRAWING	TEST DRAWING	File		To Supplier	VPAULSON	13-May-2017	One-Time		
TEST SCOPE OF WORK	TEST SCOPE OF WORK	File		To Supplier	VPAULSON	13-May-2017	One-Time		

Return to RFQ: 296524

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

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

Negotiations >
RFQ: 296524

Title TEST RFQ CONSTRUCTION SERVICES
Status Active
Time Left 5 days 12 hours

Open Date 13-May-2017 07:03:13
Close Date 26-May-2017 06:59:14

Header Lines **Controls** Contract Terms

Schedule

Preview Date
Close Date 26-May-2017 06:59:14

Open Date 13-May-2017 07:03:13
Award Date

Response Rules

- Negotiation is restricted to invited suppliers
- Suppliers are allowed to respond to selected lines
- Suppliers are required to respond with full quantity on each line
- Suppliers are allowed to provide multiple responses
- Allow Quote Withdrawal
- Buyer may close the negotiation before the Close Date
- Buyer may manually extend the negotiation while it is open
- Allow Staggered Awarding

Return to Negotiations

Actions Acknowledge Participation Go

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

Negotiations >
RFQ: 296524

Title TEST RFQ CONSTRUCTION SERVICES
Status Active
Time Left 5 days 12 hours

Open Date 13-May-2017 07:03:13
Close Date 26-May-2017 06:59:14

Header Lines Controls **Contract Terms**

Preview Contract Terms

This negotiation includes Contract Terms. View the terms by clicking on the Preview Contract Terms button.

Deliverables

Deliverable Name	Deliverable Type	Responsible Party	Party Name	Contact
No Deliverables exist.				

Return to Negotiations

Actions Acknowledge Participation Go

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

B. Acknowledge Participation

Negotiations

Negotiations > **RFQ: 296524**

Actions Acknowledge Participation  **Go** 

Title TEST RFQ CONSTRUCTION SERVICES
Status Active
Time Left 5 days 12 hours

Open Date 13-May-2017 07:03:13
Close Date 26-May-2017 06:59:14

Header Lines Controls Contract Terms

Buyer Paulson, Vanessa
Quote Style Blind
Description TEST CONSTRUCTION SERVICES RFQ

Outcome Standard Purchase Order
Event

Terms

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

Negotiations

Negotiations > RFQ: 296524 > **Acknowledge Participation (RFQ 296524)**

Cancel **Apply** 

Supplier Site M_DULUTH

Will your company participate?
 Yes
 No

Note to Buyer Yes I will participate in this RFQ.
I

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

C. Create Quote or Response

Negotiations > RFQ: 296524

Actions **Create Quote** Go

Title TEST RFQ CONSTRUCTION SERVICES
 Status Active
 Time Left 5 days 12 hours
 Open Date 13-May-2017 07:03:13
 Close Date 26-May-2017 06:59:14

Header Lines Controls Contract Terms

Buyer Paulson, Vanessa
 Quote Style Blind
 Description TEST CONSTRUCTION SERVICES RFQ
 Outcome Standard Purchase Order
 Event

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

Negotiations > RFQ: 296524 >
Create Quote: 323822 (RFQ 296524)

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title TEST RFQ CONSTRUCTION SERVICES
 Time Left 5 days 12 hours
 Close Date 26-May-2017 06:59:14

Header Lines

Supplier TEST SUPPLIER INC
 Supplier Site M_DULUTH - 123 E MAIN ST, DULUTH, MN 55802, US
 RFQ Currency USD
 Quote Currency USD
 Price Precision Any

Quote Valid Until 31-Dec-2017
 Reference Number 12345
 Note to Buyer

Attachments

Add Attachment... |

Title ^	Type ^	Description ^	Category ^	Last Updated By ^	Last Updated ^	Usage ^	Update	Delete
Quote from Supplier	File		From Supplier	TSUPPLIER@SUPPLIER.COM	20-May-2017	One-Time		

Requirements

Expand All | Collapse All

Focus	Title	Target Value	Quote Value
Requirements	TEST REQUIREMENTS SECTION		

TEST REQUIREMENTS DESCRIPTION. SUPPLIER PLEASE RESPOND BY ANSWERING THIS QUESTION ALONG WITH THIS RFQ.

Yes, our organization can meet this requirement.

At the **Header** tab:

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

Negotiations > RFQ: 296524 >
Create Quote: 323822 (RFQ 296524) Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title TEST RFQ CONSTRUCTION SERVICES Time Left 5 days 11 hours
 Close Date 26-May-2017 06:59:14

Header **Lines**

RFQ Currency USD Price Precision Any Quote Currency USD

Line	Ship-To	Start Price	Target Price	Quote Price Unit	Target Quantity	Quote Quantity	Promised Date	Update
1 Construction Serv...	BOSWELL WAREHOUSE			10000			03-Jul-2017	

Indicates more information requested. Click the Update icon.

Lines tab:

- Enter a Quote Price for each line.
- 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.
- Click **Continue**.

Negotiations > RFQ: 296524 >
Create Quote 323822: Review and Submit (RFQ 296524) Cancel Back Validate Save Draft Printable View Submit

Header

Title TEST RFQ CONSTRUCTION SERVICES Time Left 5 days 11 hours
 Supplier TEST SUPPLIER INC Close Date 26-May-2017 06:59:14
 Supplier Site M_DULUTH Quote Valid Until 31-Dec-2017
 RFQ Currency USD Reference Number 12345
 Quote Currency USD Note to Buyer
 Price Precision Any

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Quote from Supplier	File		From Supplier	TSUPPLIER@SUPPLIER.COM	20-May-2017	One-Time		

Requirements

Show All Details | Hide All Details

Details Section

TEST REQUIREMENTS SECTION

Contract Terms

Preview Contract Terms

Variables

Review and **Submit**.

D. Withdraw or Revise Quote

Negotiations

Search Open Negotiations Title

Welcome, Test Supplier.

Your Active and Draft Responses

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
323823	Draft	M_DULUTH	296524	TEST RFQ CONSTRUCTION SERVICES	RFQ	3 days 19 hours		0
323822	Active	M_DULUTH	296524	TEST RFQ CONSTRUCTION SERVICES	RFQ	3 days 19 hours		0

Your Company's Open Invitations

Supplier Site	Negotiation Number	Title	Type	Time Left
M_DULUTH	296523-2	TEST RFQ MATERIALS	RFQ	6 hours 39 minutes

Quick Links

Manage

- Drafts
- Deliverables
- Personal Information

View Responses

- Active
- Disqualified and Withdrawn
- Awarded
- Rejected

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:

Negotiations > RFQ: 296523-2 >
Active and Draft Responses

These are your company's responses that have not been awarded, rejected or disqualified.
⚠ Negotiation has been amended and requires your action to be considered for award.
⏸ Negotiation has been paused. Only draft response can be created.

Select Response: **Revise** **Withdraw** | [Refresh] [Print] [Settings] [Filter]

Select	Response Number	Your Response Number	Response Status	Created By	Supplier Site	Negotiation Number	Title	Type	Event Title	Time Left	Monitor	Un
<input type="radio"/>	323823	12345	Draft	Supplier, Test	M_DULUTH	296524	TEST RFQ CONSTRUCTION SERVICES	RFQ		3 days 19 hours	[Grid]	0
<input checked="" type="radio"/>	323822	12345	Active	Supplier, Test	M_DULUTH	296524	TEST RFQ CONSTRUCTION SERVICES	RFQ		3 days 19 hours	[Grid]	0

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.

Negotiations > Active and Draft Responses >

Warning
This action will permanently withdraw the quote from the negotiation process and will be archived. An archived quote will not be eligible for evaluation or award

Withdraw Quote: 323822 (RFQ 296524) Cancel Submit

* Withdrawal Reason: Revising quote

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

Revise Quote:

Negotiations >
Active and Draft Responses

These are your company's responses that have not been awarded, rejected or disqualified.
⚠ Negotiation has been amended and requires your action to be considered for award.
⏸ Negotiation has been paused. Only draft response can be created.

Select Response: **Revise** **Withdraw** | [Refresh] [Print] [Settings] [Filter]

Select	Response Number	Your Response Number	Response Status	Created By	Supplier Site	Negotiation Number	Title	Type	Event Title	Time Left	Monitor	Un
<input type="radio"/>	323823	12345	Draft	Supplier, Test	M_DULUTH	296524	TEST RFQ CONSTRUCTION SERVICES	RFQ		3 days 19 hours	[Grid]	0
<input checked="" type="radio"/>	323822	12345	Active	Supplier, Test	M_DULUTH	296524	TEST RFQ CONSTRUCTION SERVICES	RFQ		3 days 19 hours	[Grid]	0

[Return to Negotiations](#)

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

Negotiations

Negotiations > Active and Draft Responses >
Create Quote: 323823 (RFQ 296524)

Cancel **Revert to Active Quote** View RFQ Quote By Spreadsheet Save Draft **Continue**

Title TEST RFQ CONSTRUCTION SERVICES Time Left 3 days 18 hours
 Close Date 26-May-2017 06:59:14

Header **Lines**

RFQ Currency USD Quote Currency USD
 Price Precision Any

Power Quote % **Recalculate**

Line	Ship-To	Start Price	Target Price	Quote Price Unit	Target Quantity	Quote Quantity	Promised Date	Update
1 Construction Serv...	BOSWELL WAREHOUSE			10000			03-Jul-2017 (📅)	

📍 Indicates more information requested. Click the Update icon.

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.

Negotiations

Negotiations > Active and Draft Responses >
Create Quote 323823: Review and Submit (RFQ 296524)

Cancel Back Validate Save Draft Printable View **Submit**

Header

Title	TEST RFQ CONSTRUCTION SERVICES	Time Left	3 days 18 hours
Supplier	TEST SUPPLIER INC	Close Date	26-May-2017 06:59:14
Supplier Site	M_DULUTH	Quote Valid Until	31-Dec-2017
RFQ Currency	USD	Reference Number	12345
Quote Currency	USD	Note to Buyer	
Price Precision	Any		

Attachments

Title ^	Type ^	Description ^	Category ^	Last Updated By ^	Last Updated ^	Usage ^	Update	Delete
Quote from Supplier	File		From Supplier	TSUPPLIER@SUPPLIER.COM	22-May-2017	One-Time		

Requirements

Show All Details | Hide All Details

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

E. Online Discussions

Negotiations >
RFQ: 296523-2

Title TEST RFQ MATERIALS
Status Active
Time Left 06:13:44

Open Date 20-May-2017 18:20:14
Close Date 22-May-2017 18:20:06

Header | Lines | Controls | Contract Terms

Buyer Paulson, Vanessa
Quote Style Blind
Description

Outcome Standard Purchase Order
Event

Terms

Bill-To Address 01 GENL OFFICE BUILD
Ship-To Address 01 GENL OFFICE BUILD
FOB

Payment Terms
Carrier
Freight Terms

Currency

RFQ Currency USD
Price Precision Any

Requirements

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

Negotiations > RFQ: 296523-2 >
Online Discussions (RFQ 296523-2) Cancel Printable Page

Title [TEST RFQ MATERIALS](#)
Status Active
Time Left 6 hours 11 minutes

Open Date 20-May-2017 18:20:14
Close Date 22-May-2017 18:20:06

Messages

New Message     

Subject	Message	Status	Sender	Date	Reply
No results found.					

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

Negotiations

Negotiations > RFQ: 296523-2 > Online Discussions (RFQ 296523-2) >

Create New Message (RFQ 296523-2) Cancel Send

* Indicates required field

Send To ALLETE, Inc.

* Subject Need more information

* Message Hello, please provide more information about this part

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

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

Negotiations

Negotiations > RFQ: 296523-2 >

Online Discussions (RFQ 296523-2) Cancel Printable Page

Title [TEST RFQ MATERIALS](#)

Status Active Open Date 20-May-2017 18:20:14

Time Left 6 hours 5 minutes Close Date 22-May-2017 18:20:06

Messages

New Message |

Subject ▲	Message	Status ▲	Sender ▲	Date ▲	Reply
Need more information	-----Original Message-----Hello, please provid...	Read	ALLETE, Inc.	22-May-2017 12:11:15	
Need more information	Hello, please provide more information about this ...	Read	Supplier, Test	22-May-2017 12:09:54	

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.