

# iSupplier: PO Export Process

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## Document Revision History

Date	Version	Description	Prepared By
9/29/2021	1.0	Draft	Mikel Anne Aldrich
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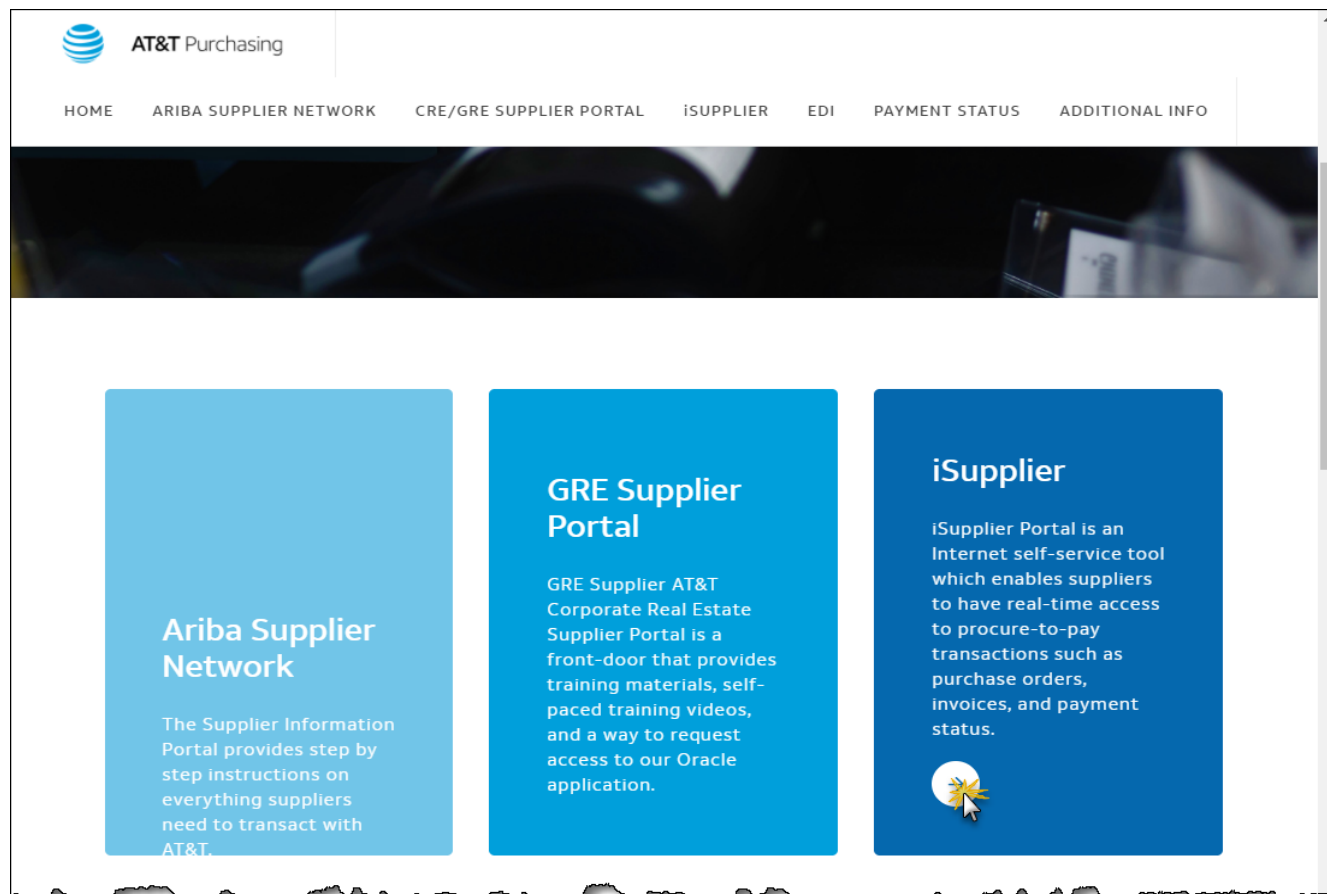
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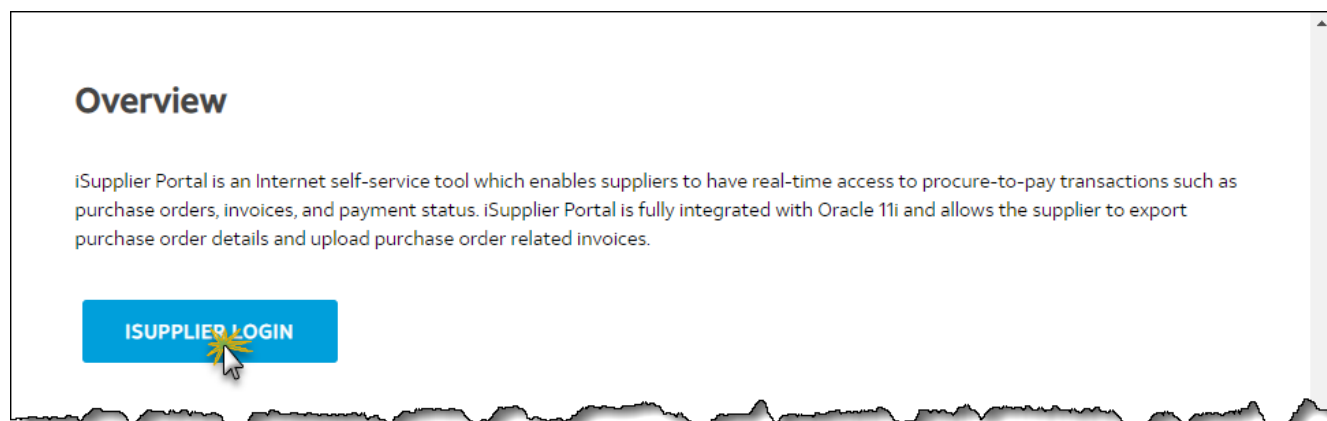
## PO Export Process

### Accessing iSupplier

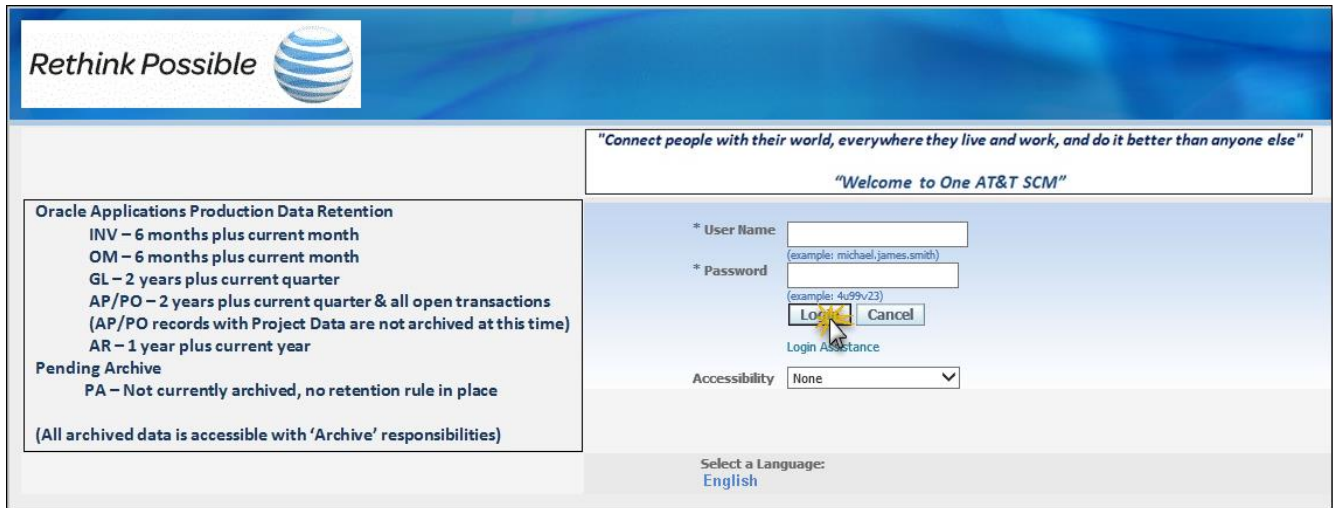
1. In a browser, navigate to the [AT&T Purchasing website](#).
2. Click **iSupplier**.



3. Click **iSupplier** to log into the application or type in to your browser: <https://scmpurchasing.att.com/>



4. The system displays the iSupplier application logon page. Enter your **User Name** and **Password**.
5. Click **Login**.



**Rethink Possible**

"Connect people with their world, everywhere they live and work, and do it better than anyone else"

"Welcome to One AT&T SCM"

**Oracle Applications Production Data Retention**

INV – 6 months plus current month
OM – 6 months plus current month
GL – 2 years plus current quarter
AP/PO – 2 years plus current quarter & all open transactions (AP/PO records with Project Data are not archived at this time)
AR – 1 year plus current year
<b>Pending Archive</b>
PA – Not currently archived, no retention rule in place

(All archived data is accessible with 'Archive' responsibilities)

\* User Name:   
(example: michael.james.smith)

\* Password:   
(example: 4u59v23)

[Login Assistance](#)

Accessibility:

Select a Language:  
[English](#)

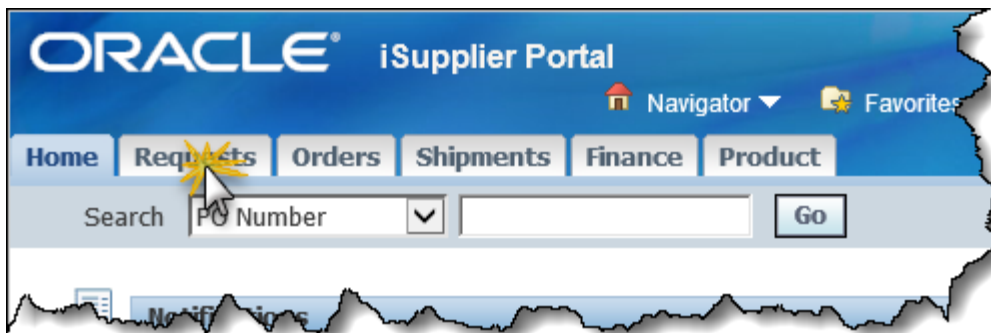


If you need to **reset your password**, click the **Login Assistance** link on the iSupplier login screen. Enter your **User Name** and click **Forgot Password**. You will receive an email with a link for resetting your password. When you receive the email, click the **Reset Password** link and follow the onscreen prompts.

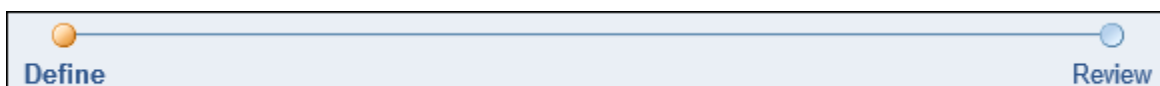
To ensure that you receive the password reset emails, please add [ERPPRODwfmil@maillennium.att.com](mailto:ERPPRODwfmil@maillennium.att.com) to your safe receiver list!

## Submit Custom Supplier PO Export Process Request

1. Click the **Requests** tab.

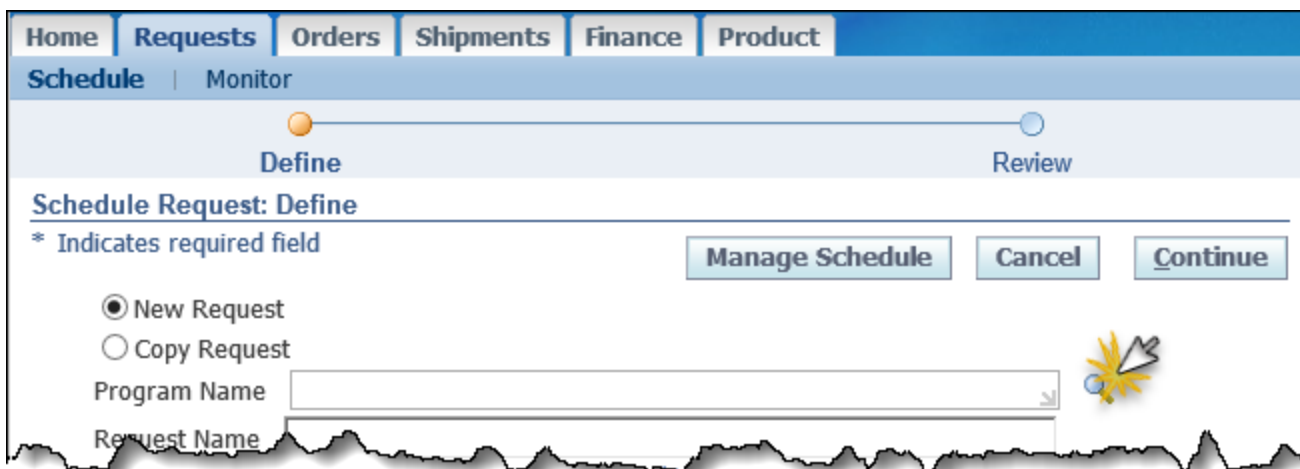



2. The system displays the **Schedule Request** window. There are two steps:
  - Define
  - Review



### **Define the Request – Step 1 of 2**

1. Select the **New Request** radio button to create a new request or the **Copy Request** radio button to copy an existing request.
2. Click the magnifying glass to the right of the **Program Name** field.



3. The system displays the **Search and Select: Program Name** window. Click **Go**.
4. Click  (Quick Select) to the left of **Custom Supplier PO Export Process** in the **Results** section.

Select	Quick Select	Program Name	Application Name
<input type="radio"/>		Custom iSupplier Automated Credit Invoice Report	Custom Cingular Wireless Purchasing
<input type="radio"/>		Custom Supplier PO Export Process	iSupplier Portal
<input type="radio"/>		Custom iSupplier Consignment PO Upload	iSupplier Portal
<input type="radio"/>		Custom iSupplier Consignment PO Upload Validation	iSupplier Portal

5. Optionally, populate the **Request Name** field. This can be helpful if you want to copy the request in the future and for searching for the request.

\* Indicates required field

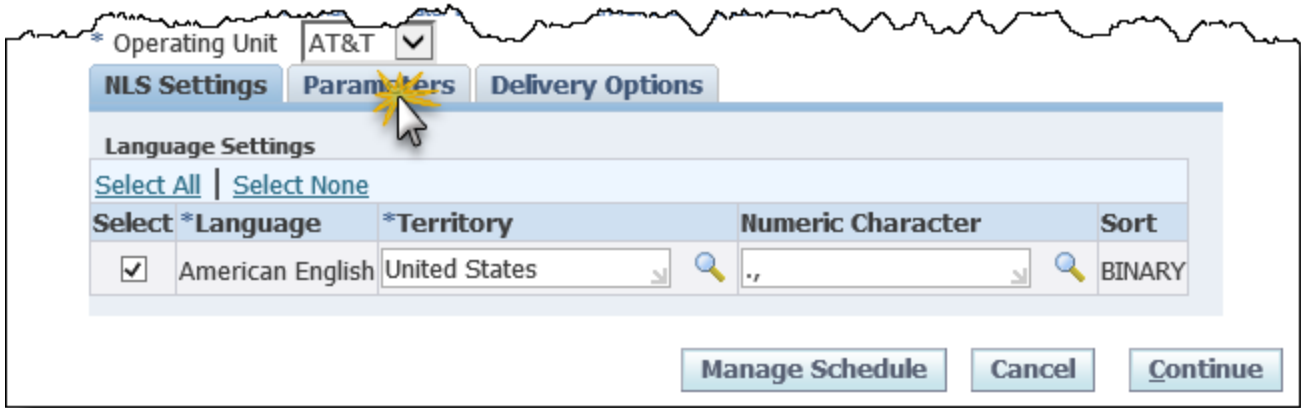
New Request  
 Copy Request

Program Name

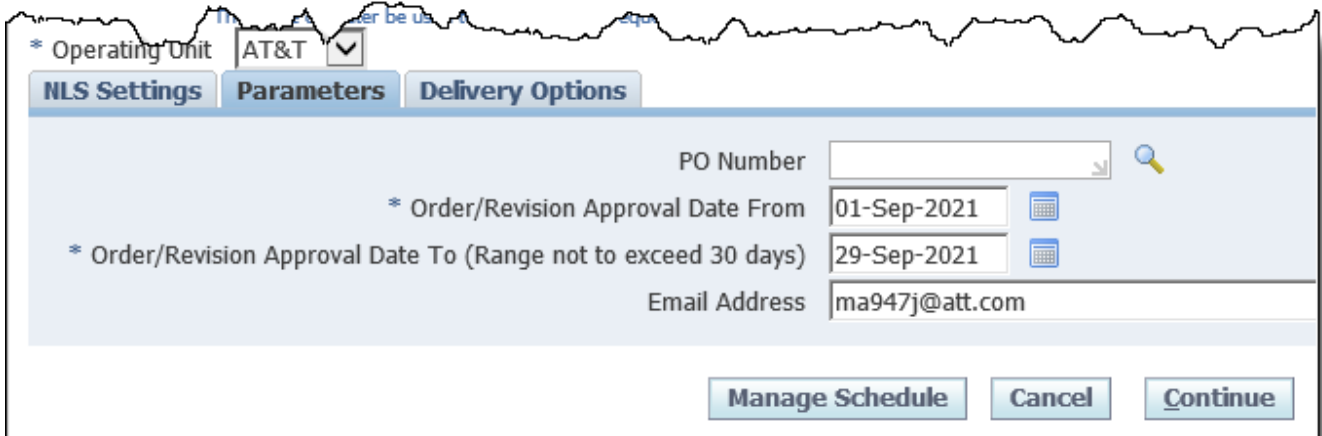
Request Name   
The name can later be used to search for this request

\* Operating Unit

6. In the lower part of the request, click the **Parameters** tab.



- 7. Optionally, enter **PO Number**. This field allows you to indicate if the details you are requesting are for a specific purchase order. Details will be reported only if the purchase order was last approved within the range of dates provided in the next parameters.
- 8. Enter **Order/Revision Approval Date From** and **Order/Revision Approval Date To**. The date range cannot exceed 30 days.
- 9. Optionally, enter **Email Address**. A copy of the report will be emailed to the addresses listed here. Multiple email addresses can be entered. Separate using a semi-colon followed by a blank space. Example: xxxxxx@att.com; [yyyyyy@att.com](mailto:yyyyyy@att.com) .



10. Optionally (if needed), click the **Delivery Options** tab to update the various delivery options.

11. Click **Continue**.

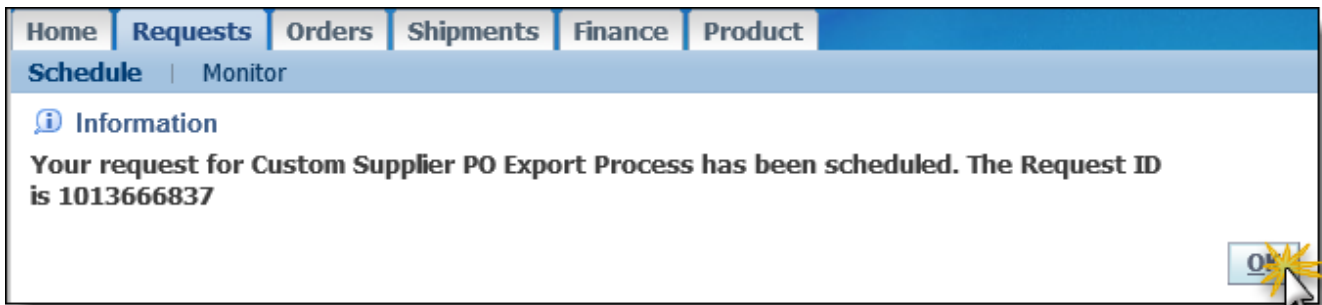


**Review the Request – Step 2 of 2**

1. Review selections in the **Name**, **Parameters**, and **Delivery Options** sections. Use the **Back** button to edit, if necessary.
2. Click **Submit**.

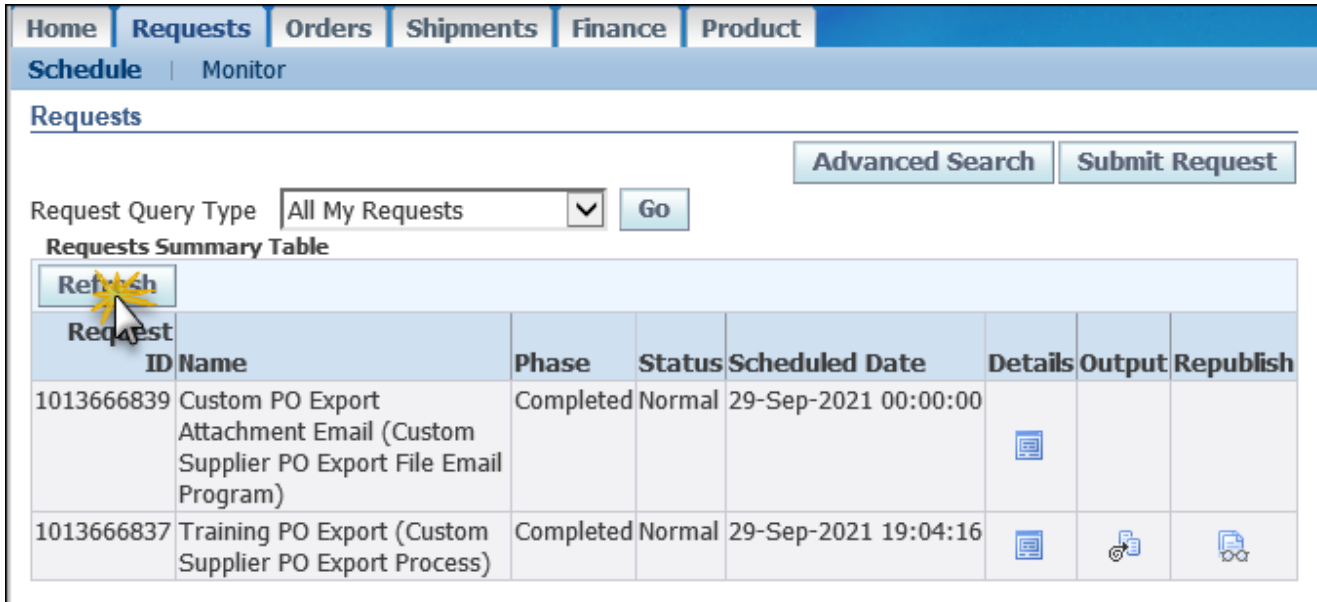
**Monitoring and Viewing the Custom Supplier PO Export Process**

1. The system displays a confirmation message with a **Request ID** number. Make note of the Request ID.
2. Click **OK**.





3. The system displays the **Requests** window. Click **Refresh** to refresh the status of the requests in the **Requests Summary Table**.



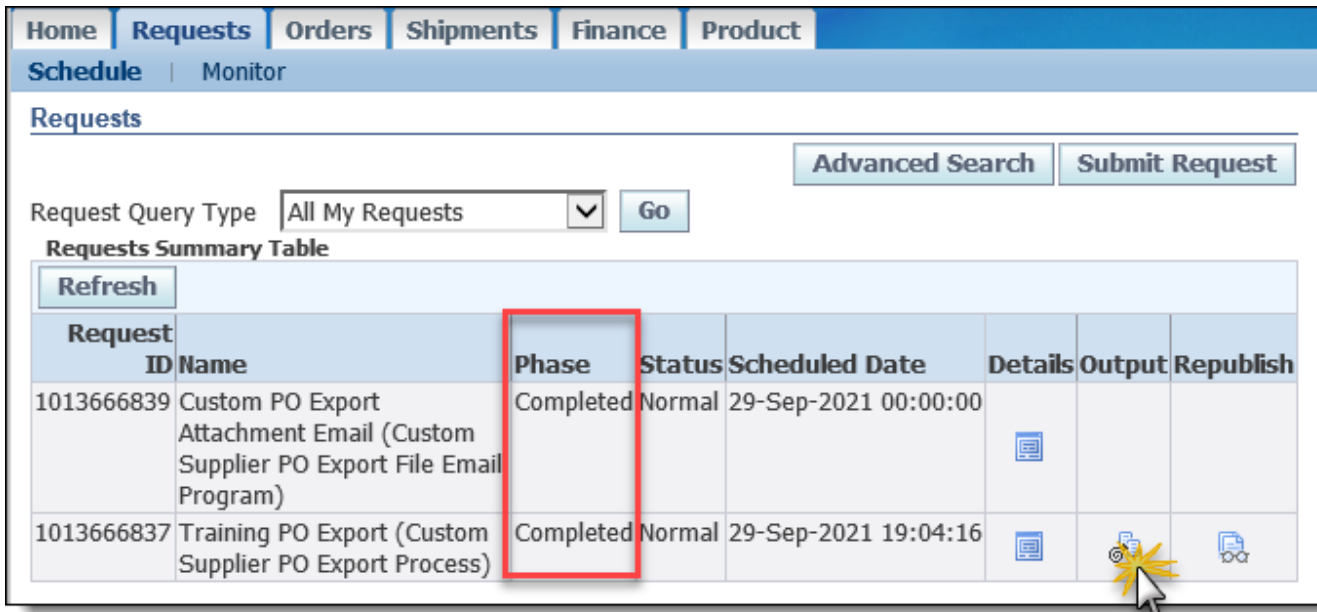
The screenshot shows the 'Requests' window in iSupplier. At the top, there are navigation tabs: Home, Requests, Orders, Shipments, Finance, and Product. Below these are 'Schedule' and 'Monitor' options. The main heading is 'Requests', with 'Advanced Search' and 'Submit Request' buttons. A 'Request Query Type' dropdown is set to 'All My Requests' with a 'Go' button. Below this is the 'Requests Summary Table' with a 'Refresh' button. The table has columns: Request ID, Name, Phase, Status, Scheduled Date, Details, Output, and Republish. Two rows are visible: one for 'Custom PO Export Attachment Email' and one for 'Training PO Export'. A mouse cursor is clicking the 'Refresh' button.

Request ID	Name	Phase	Status	Scheduled Date	Details	Output	Republish
1013666839	Custom PO Export Attachment Email (Custom Supplier PO Export File Email Program)	Completed	Normal	29-Sep-2021 00:00:00			
1013666837	Training PO Export (Custom Supplier PO Export Process)	Completed	Normal	29-Sep-2021 19:04:16			

4. Once the **Phase** displays **Completed** for the request, it can be viewed in iSupplier or as an email attachment if you entered an email address in the **Parameters** tab. See [View the Report via Email Attachment](#) for details.

### **View the Report in iSupplier**

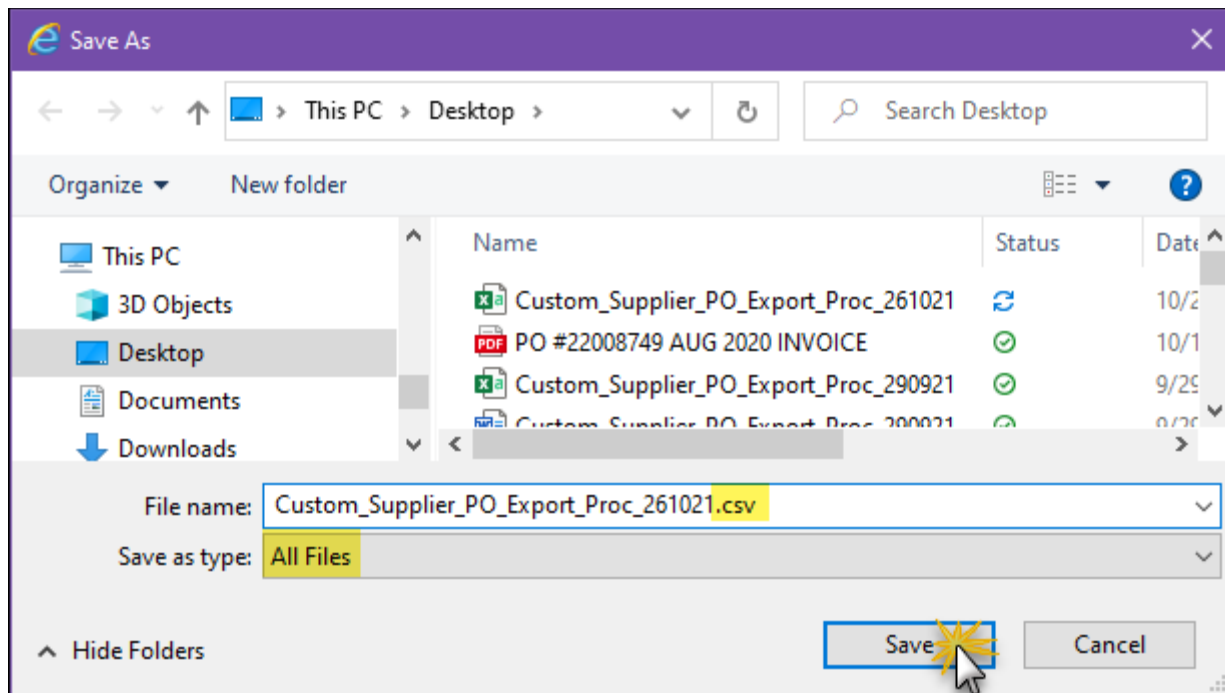
1. Click in the **Output** column to view the report.



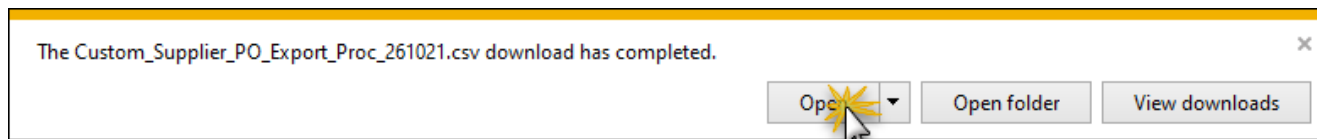
This screenshot is similar to the previous one but highlights the 'Phase' column with a red box. A mouse cursor is clicking the 'Output' icon in the second row of the table.

Request ID	Name	Phase	Status	Scheduled Date	Details	Output	Republish
1013666839	Custom PO Export Attachment Email (Custom Supplier PO Export File Email Program)	Completed	Normal	29-Sep-2021 00:00:00			
1013666837	Training PO Export (Custom Supplier PO Export Process)	Completed	Normal	29-Sep-2021 19:04:16			

2. Select **Save as**. Do not select **Open** at this point.
3. In the **Save As** window, navigate to where you want to save the report.
4. Add **.csv** at the end of the **File Name**.
5. Select **All Files** for **Save as type**.
6. Click **Save**.

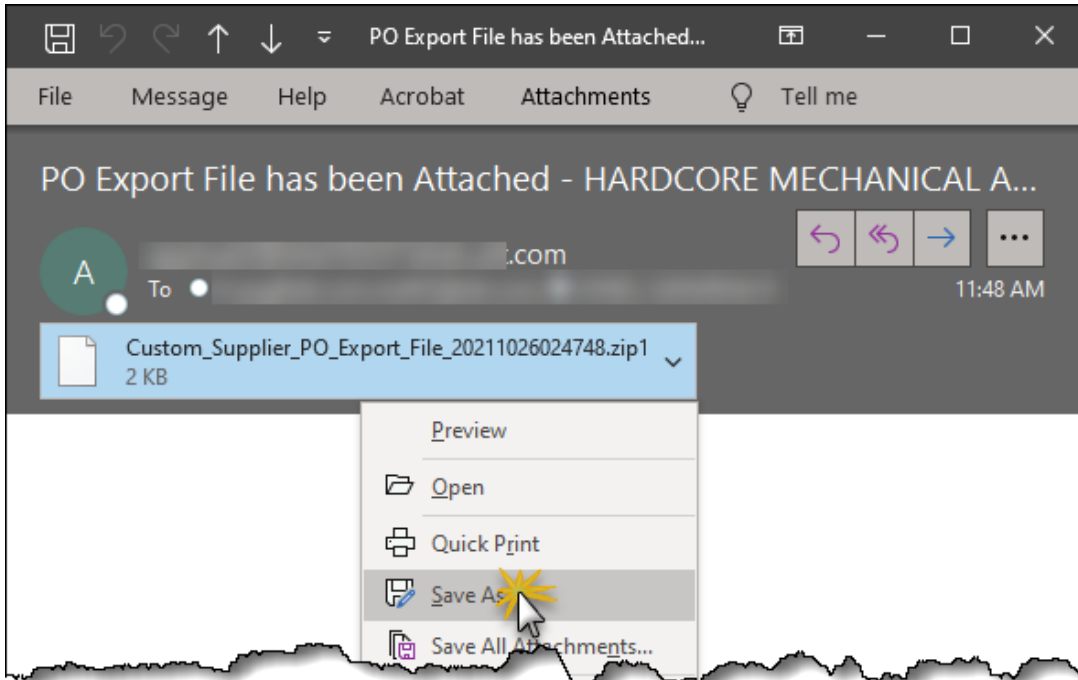


7. After the .csv download has completed, open the file.

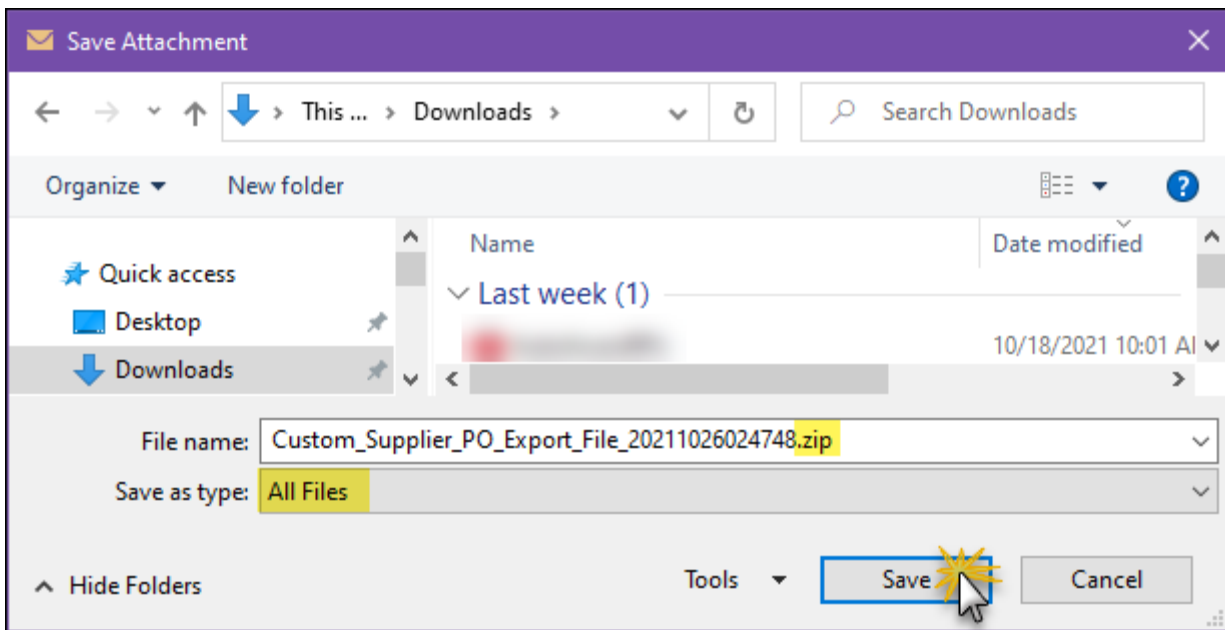


### **View the Report via Email Attachment**

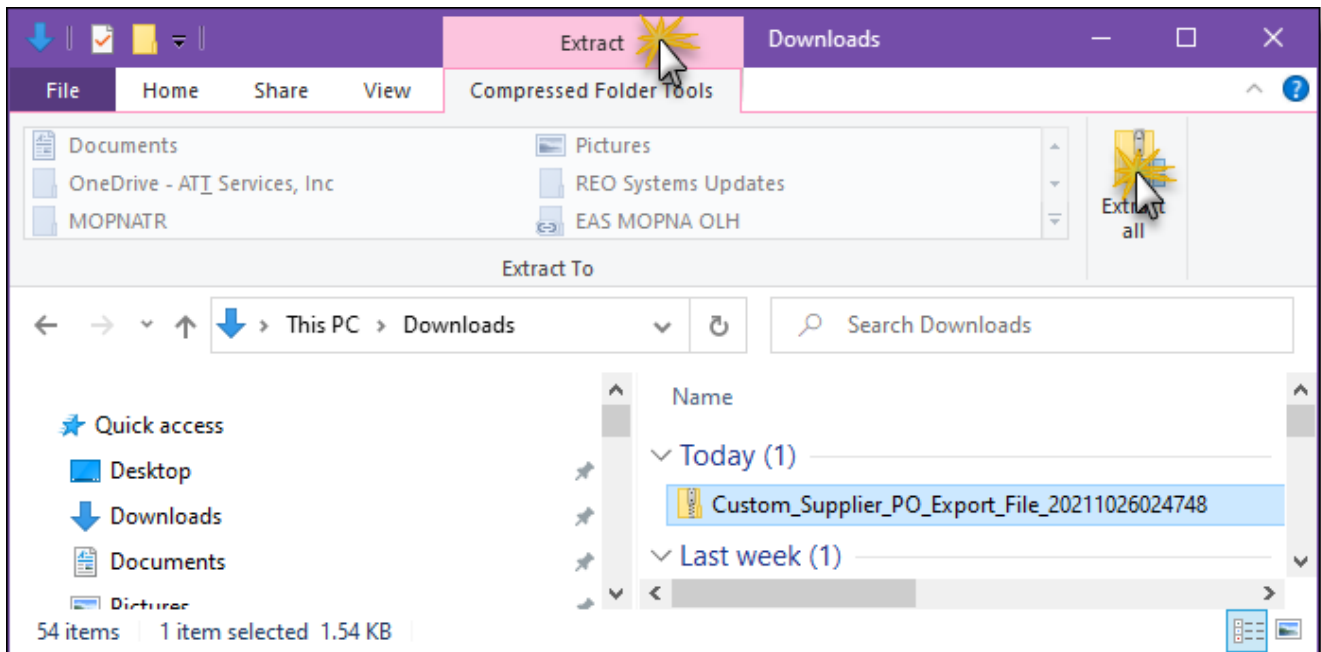
1. In your email program, right-click the attachment and select **Save as**. Do not select Open at this point.
2. In the **Save Attachment** window, navigate to where you want to save the report.



3. Add **.zip** at the end of the **File name**.
4. Select **All Files** for **Save as type**.
5. Click **Save**.



- The file will be saved as a zipped (.zip) file. Navigate to the folder location and select the zipped folder.
- Click the **Extract** tab and select **Extract all**.



- Click **Extract**.
- The file will be saved as a comma-delimited .csv Excel file in the location you selected.
- Open the extracted .csv file using Microsoft Excel.



Please contact the iSupplier Helpdesk via email at [g11041@att.com](mailto:g11041@att.com) if you need additional information or need assistance.