

Oracle: Using Online Communication

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REST (Real Estate Systems Training)



Document Revision History

Date	Version	Description
9/??/2021	0.1	Draft
10/13/2021	1.0	Publish

Table of Contents

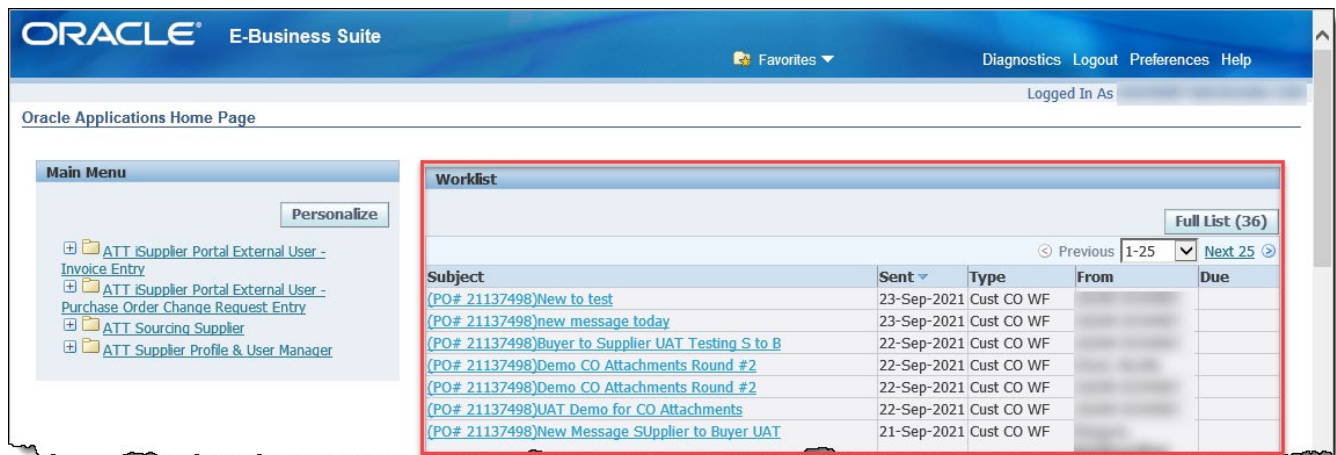
- Document Revision History 2**
- Overview 3**
- Viewing Communications from Worklist..... 3**
- Viewing Communication Attachments 4**
- Clearing the Online Communication Notification 5**
- Sending Online Communications 5**
- Adding an Attachment..... 8

Overview

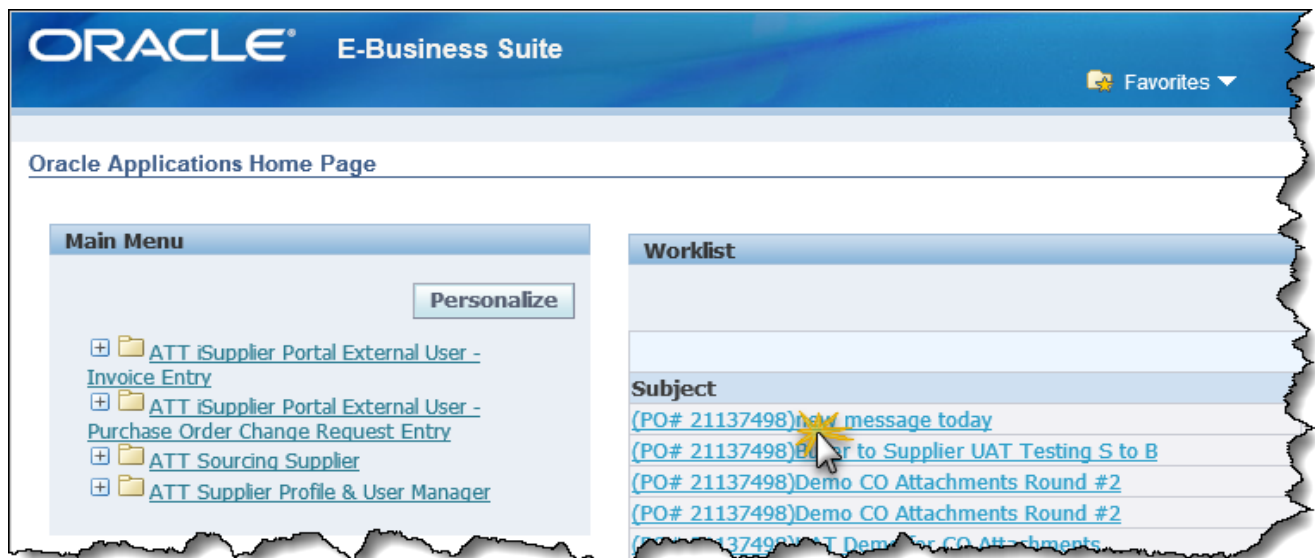
A Supplier can use the Online Communication feature to communicate with the Buyer regarding a specific purchase order or a change order for a purchase order.

Viewing Communications from Worklist

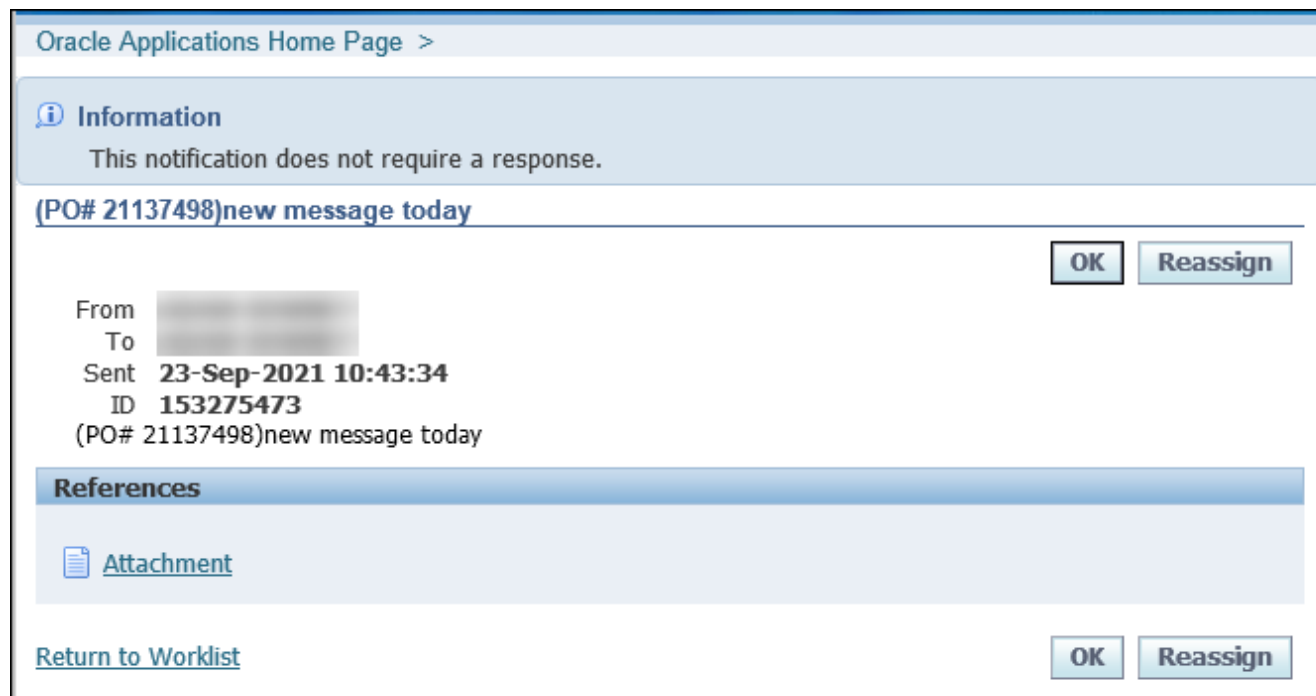
- You will be notified of all Online Communications (including outgoing communications you've sent to the Buyer) via the **Worklist**. The notification includes:
 - A hyperlink to the communication in the **Subject** column
 - The communication date in the **Sent** column
 - Sender information in the **From** column



- Click a **Subject** hyperlink to view



- The system displays the communication. The **References** section displays hyperlinks to any attachments



Oracle Applications Home Page >

Information
This notification does not require a response.

(PO# 21137498)new message today

From [Redacted]
To [Redacted]
Sent **23-Sep-2021 10:43:34**
ID **153275473**
(PO# 21137498)new message today

References

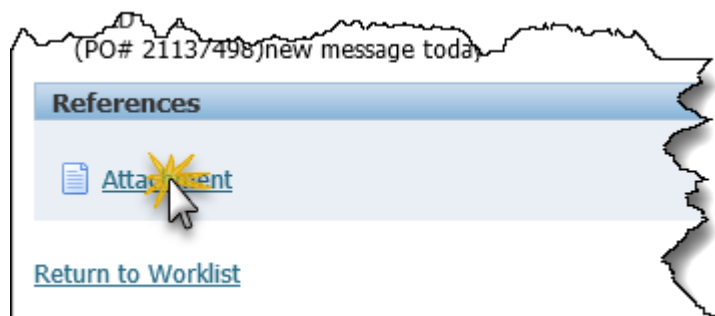
[Attachment](#)

[Return to Worklist](#)

OK Reassign

Viewing Communication Attachments

- Click the hyperlink in the **References** section to view the attachment.



(PO# 21137498)new message today

References

[Attachment](#)

[Return to Worklist](#)

- Click **Open**.
- Click the **Return to Worklist** link to return to the **Worklist** section.

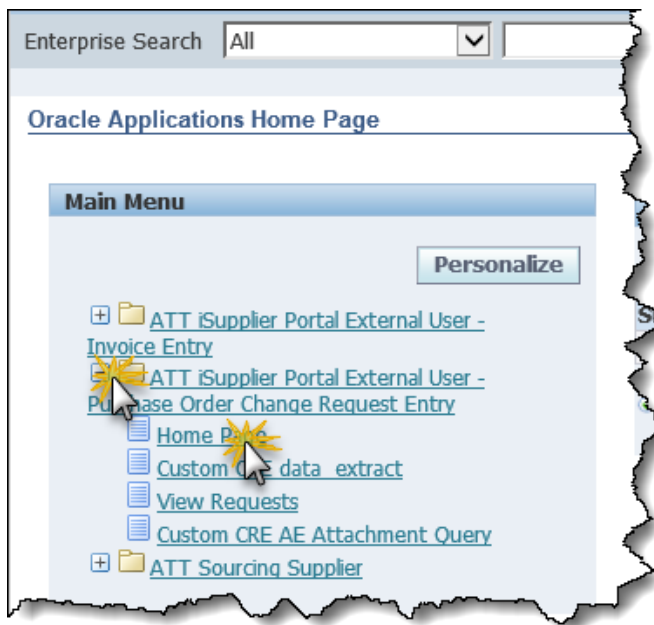
Clearing the Online Communication Notification

If the communication does not require any action or response, click **OK**. The online notification will be cleared from the Worklist.

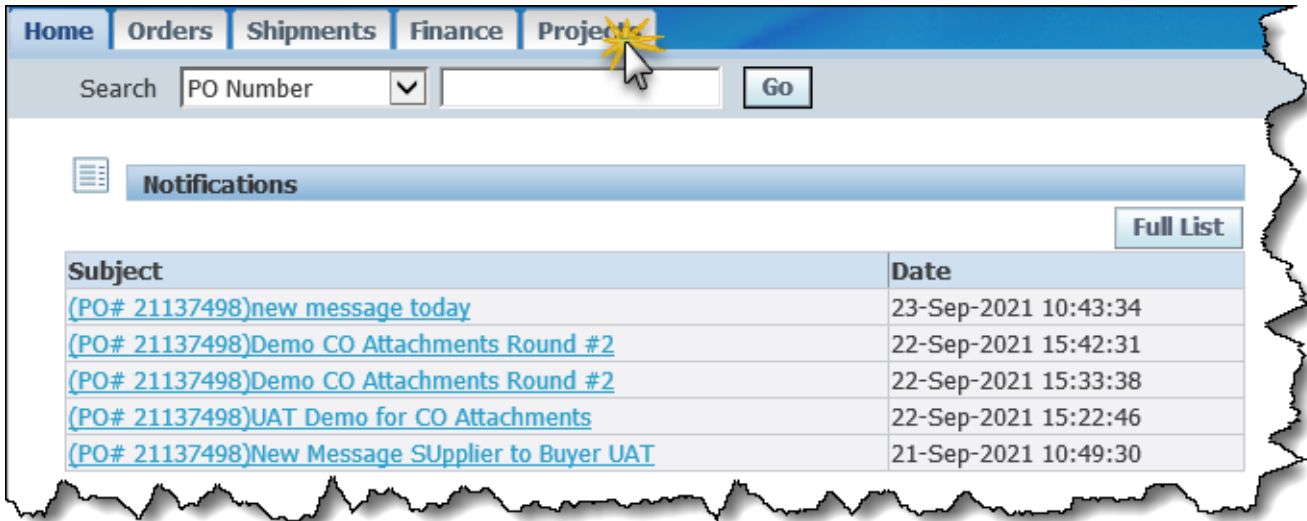


Sending Online Communications

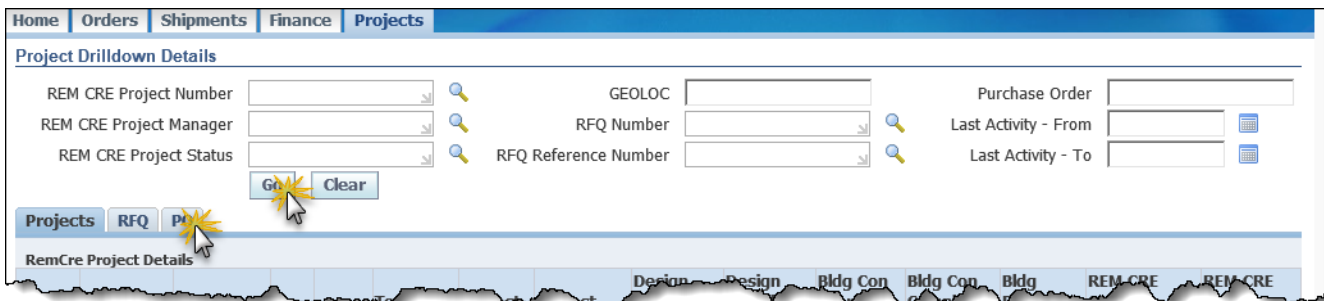
1. From the **Oracle Applications Home Page**, expand the **ATT iSupplier Portal External User – Purchase Order Change Request Entry** folder.
2. Select **Home Page**.




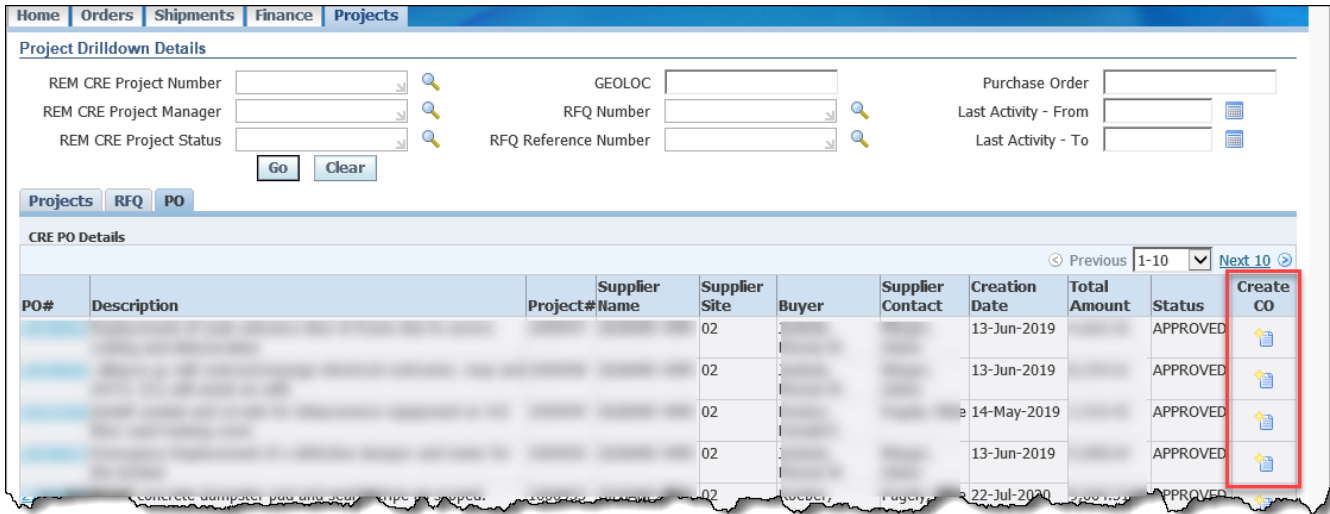
- 3. The **iSupplier Portal** is displayed. Online communication notifications are also displayed here in the **Notifications** section.
- 4. Click the **Projects** tab.



- 5. The **Project Drilldown Details** window is displayed. Search for the desired purchase order by entering it in the **Purchase Order** field of the **Project Drilldown Details** section or by using any of the additional search fields provided. You may have to clear other auto-populated fields (i.e. **Activity** fields).
- 6. Click **Go** to execute the search.
- 7. Click the **PO** tab.



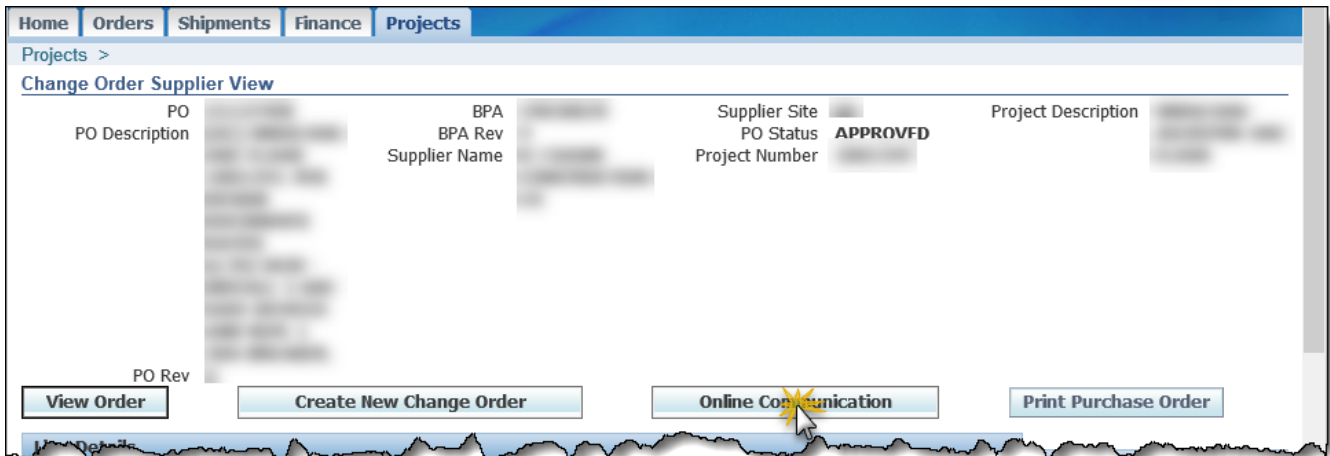
8. The system displays a list of all purchase orders assigned to your company. Click  (**Create CO**) to the right of the purchase order. Only approved POs will have the icon enabled.



The screenshot shows the 'Project Drilldown Details' page. At the top, there are search filters for 'REM CRE Project Number', 'GEOLOC', 'Purchase Order', 'REM CRE Project Manager', 'RFQ Number', 'Last Activity - From', 'REM CRE Project Status', 'RFQ Reference Number', and 'Last Activity - To'. Below these are 'Go' and 'Clear' buttons. A navigation bar includes 'Projects', 'RFQ', and 'PO'. The main section is 'CRE PO Details', which contains a table of purchase orders. The table has columns for PO#, Description, Project# Name, Supplier Site, Buyer, Supplier Contact, Creation Date, Total Amount, Status, and Create CO. The 'Create CO' column contains icons for each row, which are highlighted with a red box. The 'Status' column shows 'APPROVED' for all rows.

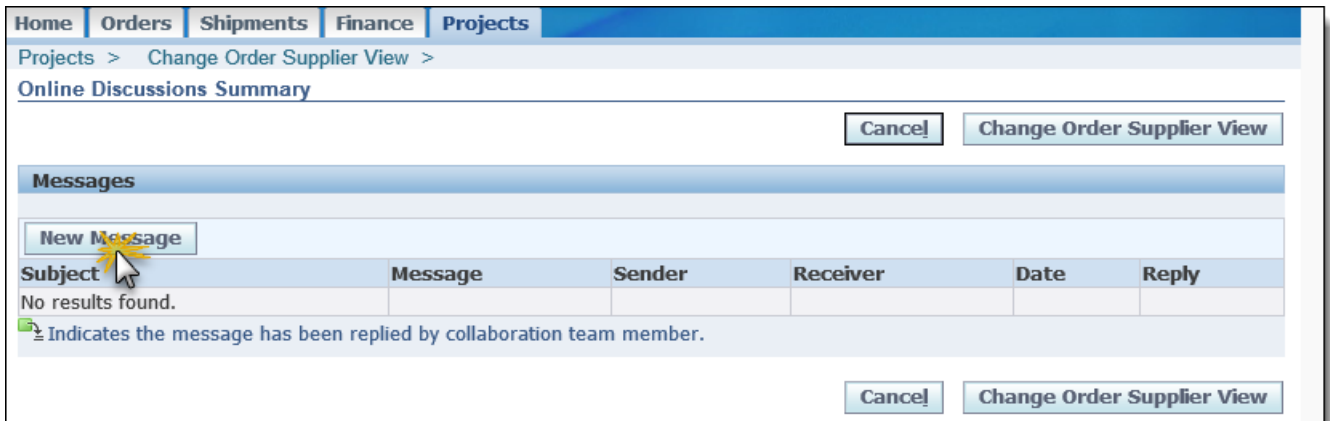
PO#	Description	Project# Name	Supplier Site	Buyer	Supplier Contact	Creation Date	Total Amount	Status	Create CO
			02			13-Jun-2019		APPROVED	
			02			13-Jun-2019		APPROVED	
			02			14-May-2019		APPROVED	
			02			13-Jun-2019		APPROVED	
			02			22-Jul-2020		APPROVED	

9. The **Change Order Supplier View** window appears. Click **Online Communication**.



The screenshot shows the 'Change Order Supplier View' window. It displays fields for 'PO Description', 'BPA Rev', 'Supplier Name', 'Supplier Site', 'PO Status' (showing 'APPROVED'), and 'Project Description'. At the bottom, there are four buttons: 'View Order', 'Create New Change Order', 'Online Communication' (highlighted with a yellow starburst), and 'Print Purchase Order'.

10. The system displays the **Online Discussion Summary** window. Click **New Message**.



The screenshot shows the 'Online Discussions Summary' window. It has a 'Cancel' button and a 'Change Order Supplier View' button. Below is a 'Messages' section with a 'New Message' button highlighted by a yellow starburst. A table below shows columns for 'Subject', 'Message', 'Sender', 'Receiver', 'Date', and 'Reply'. The table currently contains the text 'No results found.' and a note: 'Indicates the message has been replied by collaboration team member.' At the bottom, there are 'Cancel' and 'Change Order Supplier View' buttons.

Subject	Message	Sender	Receiver	Date	Reply
No results found.					

11. The system displays the **Create New Message** window.
12. Enter **Subject** and **Message**.
13. If you want to include any attachments to the message before sending it, see [Adding an Attachment](#).
14. Click **Next**.

15. Click **Send**.

16. The message is sent to the buyer.

Adding an Attachment

1. Click **Add Attachment** in the **Attachment** section if you wish to add a File, URL, or Text attachment.

2. The system displays the **Add Attachment** window. Enter **Title**, **Description**, and **Category (To Supplier)** in the **Attachment Summary Information** section.

Home | Orders | Shipments | Finance | **Projects**

Projects > Change Order Supplier View > Online Discussions Summary > Create New Message >

Add Attachment

Cancel | Add Another | Apply

Attachment Summary Information

Title: Supplier Attachment

Description: Please take a look

Category: To Supplier

✓ **TIP** Title should be less than 30 characters. For notes to AP Team, only use the site name in the Title.

3. In the **Define Attachment** section, select **Type**.
- For **File**, click **Browse** and select file.
 - For **URL**, enter URL.
 - For **Text**, enter text.
4. Click **Apply** or click **Add Another** (if you have additional attachments to add to the communication).

Define Attachment

Type File URL Text

C:\Users\ma947j\Downloads\Training-071921.csv Browse...

✓ **TIP** Select text radio button to add notes to AP team.

✓ **TIP** File name should not exceed 50 characters.

Cancel | Add Another | **Apply**

- The system returns to the **Create New Message** window with a confirmation that the attachment has been added successfully. You can update the **Subject** and **Message**, and add more attachments, if needed.
- Click **Next**.

Confirmation
Supplier Attachment attachment has been added successfully.

Create New Message
* Indicates required field

Cancel Next

* Subject: Message subject must be entered here

* Message: Message details/content must be entered here.

Attachment

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Supplier Attachment	File	Please take a look	To Supplier		24-Sep-2021	One-Time		
Supplier Attachment	File	Please take a look.	To Supplier		24-Sep-2021	One-Time		

Cancel Next

- The system displays the communication attachments in the lower portion of the window. Click the **Send to PO** checkbox(es) if you are requesting the attachments be added to the purchase order.
- Click **Send**.

Title	Type	Description	Category	Last Update Name	Last Updated	Usage	Send to PO
Supplier Attachment	File	Please take a look	To Supplier	ADOWNEY@RJDAUM.COM	24-Sep-2021	One-Time	<input checked="" type="checkbox"/>
Supplier Attachment	File	Please take a look.	To Supplier	ADOWNEY@RJDAUM.COM	24-Sep-2021	One-Time	<input type="checkbox"/>

Cancel Send Change Order View

- The Buyer will receive a notification of the online communication.