

SUPPLIER PORTAL (ORACLE – FUSION) ON-BOARDING AND MAINTENANCE

How to Guide

CORIX[®]



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SUPPLIER PORTAL OVERVIEW

Corix Supplier Portal (**Oracle – Fusion**) collaborates with our suppliers, providing complete visibility over the purchase-to-pay activities.

Corix will manage its suppliers in the Oracle Cloud for services and direct and indirect products purchased via this method.

- ❖ Direct procurement, also known as inventory, is defined as materials that, when converted, make a finished saleable product, and have system-maintained stock.
- ❖ Indirect procurement, also known as non-stocked, is defined as goods or services purchased to support the business operation which does not have system-maintained stock and are not converted into finished products or resold.

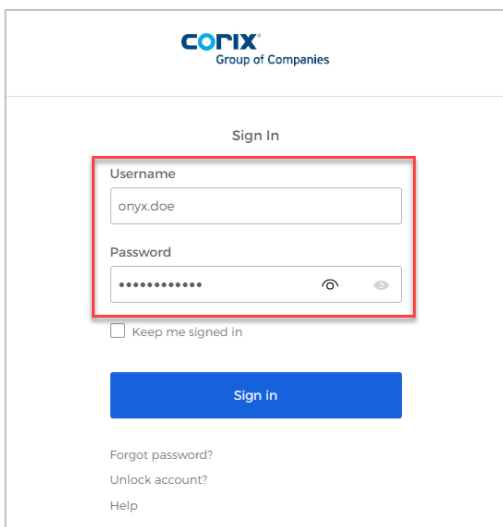
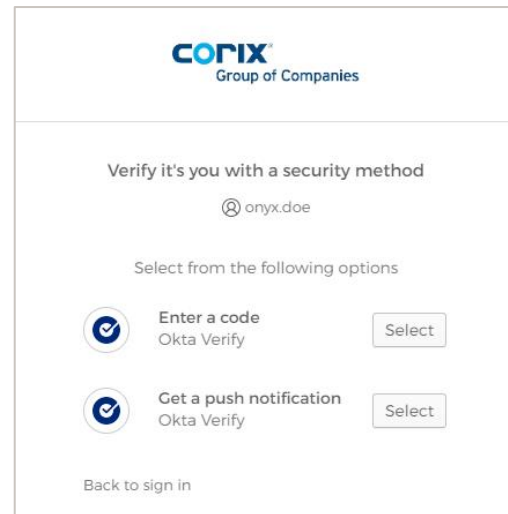
Corix will manage these procurement activities in the Supplier Portal (the “Portal”), including *Purchase Orders*, *Change Orders*, receipts, payments, and returns. Future sourcing activities may include contracts, requests for information, solicitations, and negotiations.

Ensuring that the information given to us by the supplier is correct and up to date will ensure that prompt payments will be made and without error.

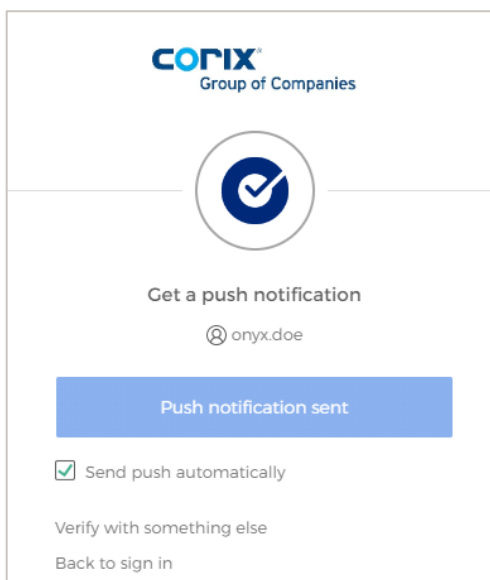
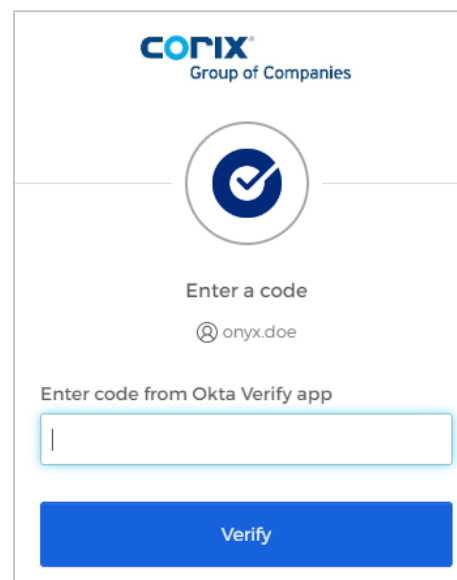
SUPPLIER PORTAL: LOGIN

LOGIN TO OKTA PORTAL TO ACCESS FUSION

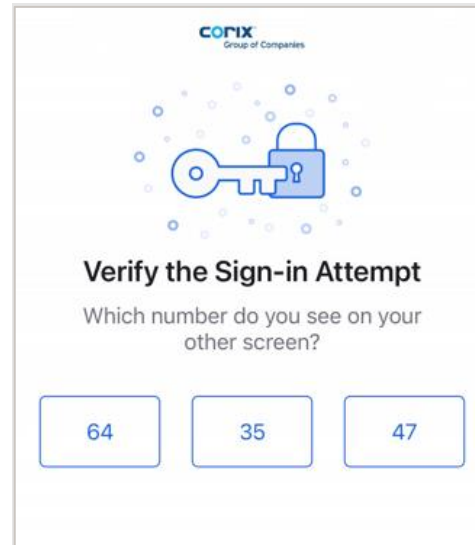
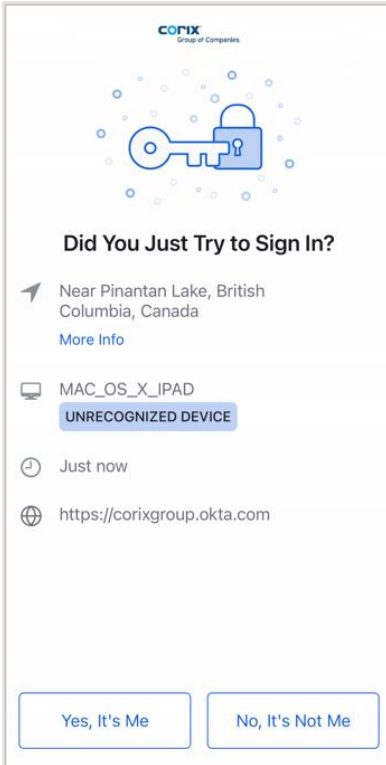
- After setting up your organizations Okta profile, open a browser and enter the following URL: **corixgroup.okta.com**
- Enter your **firstname.lastname** in the **Username** field and then your **Password** and click **Sign In**
- You might then be prompted with the following if Okta needs to verify that you are you, In either case, **Okta Verify** needs to be installed on your mobile device so that you can receive *Push Notifications* or be able to provide a *Code*

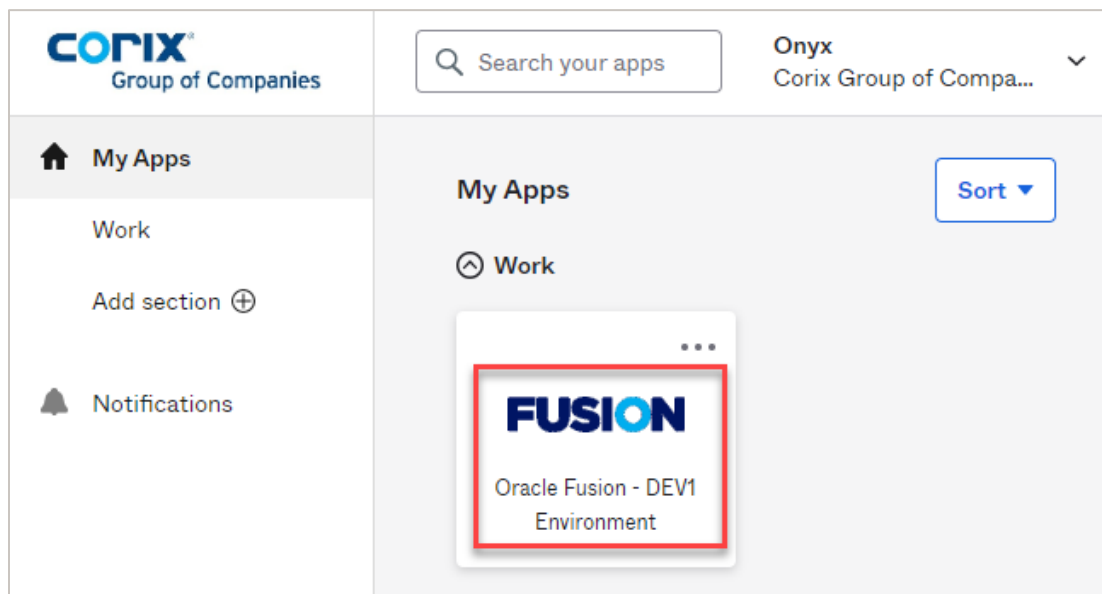
- You will see this screen if you select **Push Notification**, or
- You will see this screen if you select **Enter a Code**

- This is what the push notification will look like on your device. Taps **Yes It's Me**.
- Sometimes a second authentication is required. Tap applicable number on mobile device to be granted access.

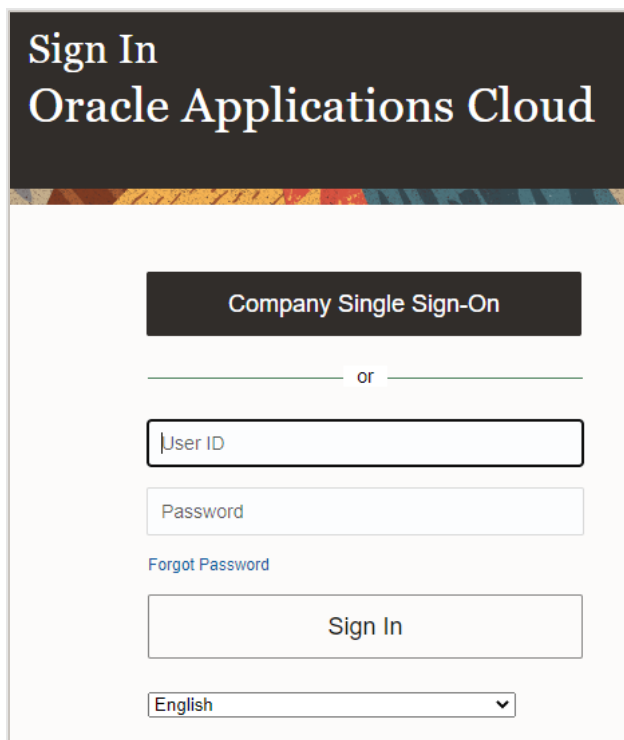


- You will now be taken to the **Okta Dashboard** where you will be able to access the **Fusion** application.



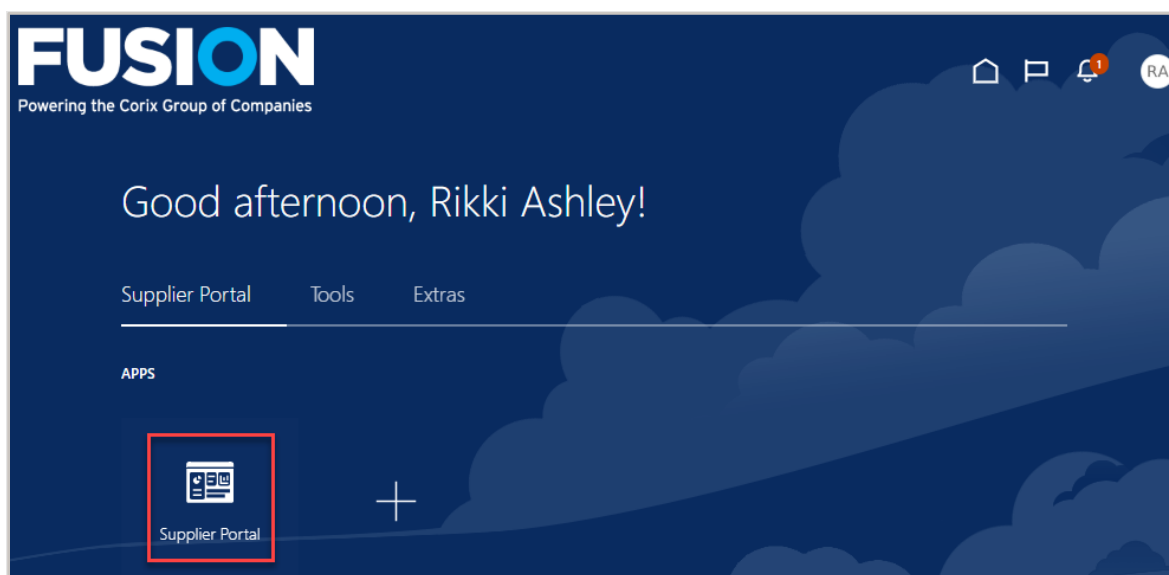
LOGIN TO FUSION

- From the Okta Dashboard, click the **Fusion** tile to launch the application.
- Enter your **User ID** which will be your **firstname.lastname** and then your **Password**



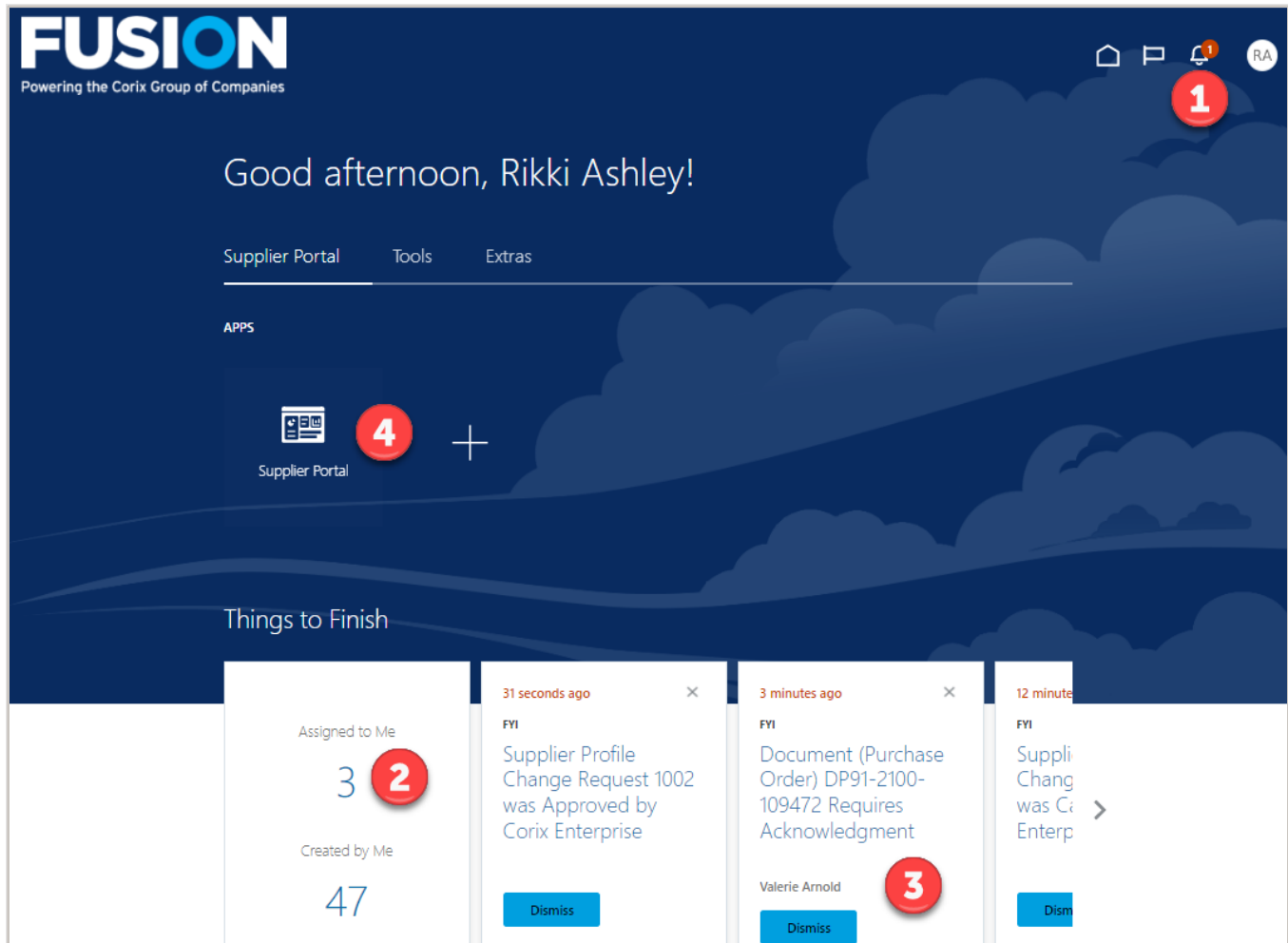
The image shows the 'Sign In Oracle Applications Cloud' interface. It features a dark header with the text 'Sign In Oracle Applications Cloud'. Below this is a white box containing a 'Company Single Sign-On' button. Underneath the button is a horizontal line with the word 'or' in the center. Below the line are two input fields: 'User ID' and 'Password'. A link for 'Forgot Password' is located below the password field. A 'Sign In' button is positioned below the 'Forgot Password' link. At the bottom of the white box is a language dropdown menu currently set to 'English'.

- Once logged into the Supplier Portal, review any new notifications, and then click on the Supplier Portal tile to access your dashboard.



NOTIFICATION METHODS

- Whenever there is any activity that happens to your Supplier Portal, you will be notified via an **Email Notification** as well as a variety of notifications within Fusion.
- There are four ways to find *Purchase Orders* waiting to be processed.
 1. Bell Alerts
 2. Things to Finish (Assigned to Me)
 3. FYI cards across the bottom of the screen
 4. Clicking on Supplier Portal tile, accessing Requiring Attention tile (Orders to Acknowledge)
- Clicking on any the above methods will take you to the orders.



- Click **Bell Alert Notifications** ¹ to view any new activity to your portal. Click hyperlink to open applicable notification and deal with it accordingly. Otherwise, you can click **Dismiss** to remove from the list.

Notifications Show All

- FYI** Yesterday
Document (Purchase Order) DP91-2100-109475 Requires Acknowledgment
Valerie Arnold Dismiss
- FYI** Yesterday
Document (Purchase Order) DP91-2100-109474 Requires Acknowledgment
Valerie Arnold Dismiss
- FYI** Yesterday
Supplier Profile Change Request 1002 was Approved by Corix Enterprise
Dismiss
- FYI** Yesterday
Supplier Profile Change Request 1001 was Canceled by Corix Enterprise
Dismiss

- Things to Finish Assigned to Me** ² is another way to view notifications like explained above.

Assigned to Me (4) Created by Me (47) All

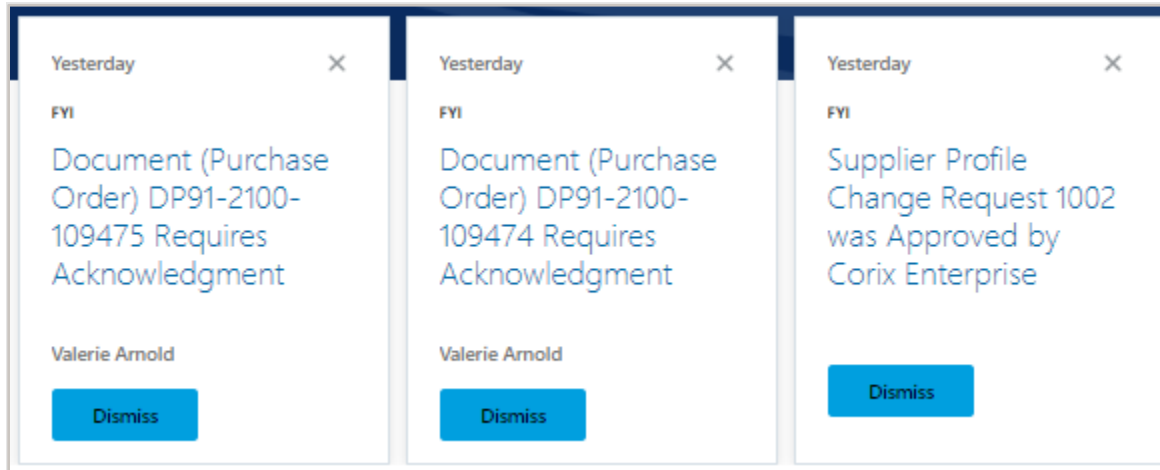
Search Dismiss All

- FYI** Yesterday
Document (Purchase Order) DP91-2100-109475 Requires Acknowledgment
Valerie Arnold Dismiss
- FYI** Yesterday
Document (Purchase Order) DP91-2100-109474 Requires Acknowledgment
Valerie Arnold Dismiss
- FYI** Yesterday
Supplier Profile Change Request 1002 was Approved by Corix Enterprise
Dismiss

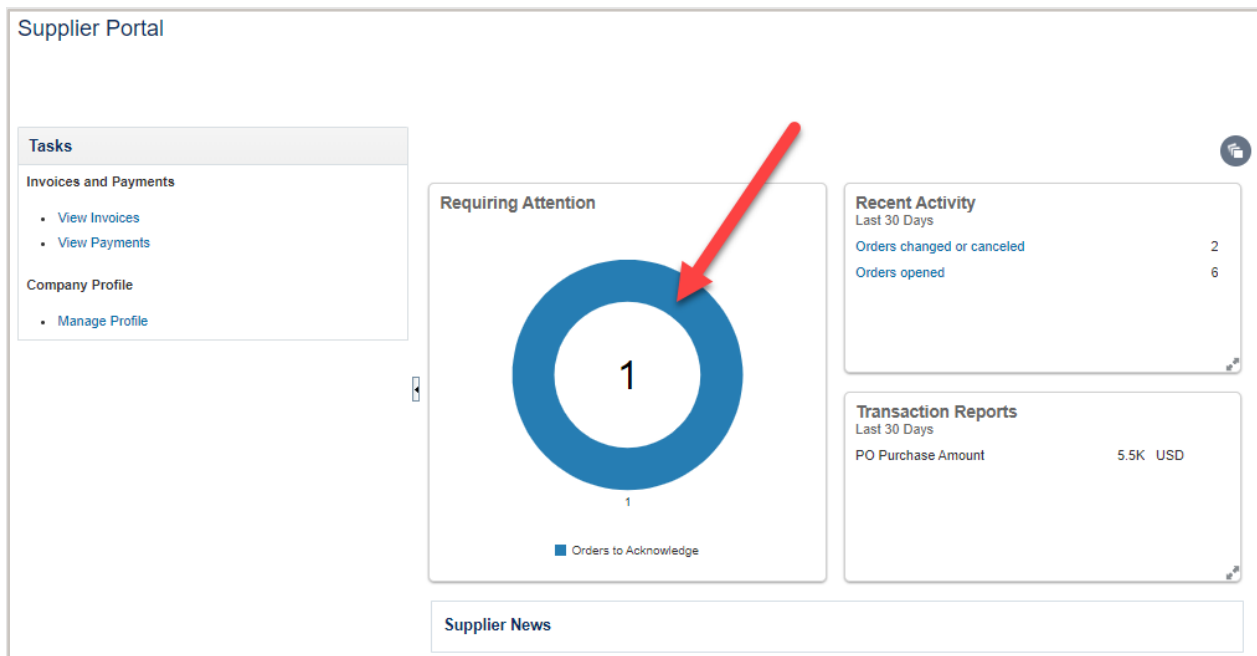
Things to Finish

Assigned to Me
4
Created by Me
47

- Also, you can access the *Purchase Order* by clicking directly on the **FYI card** ³.

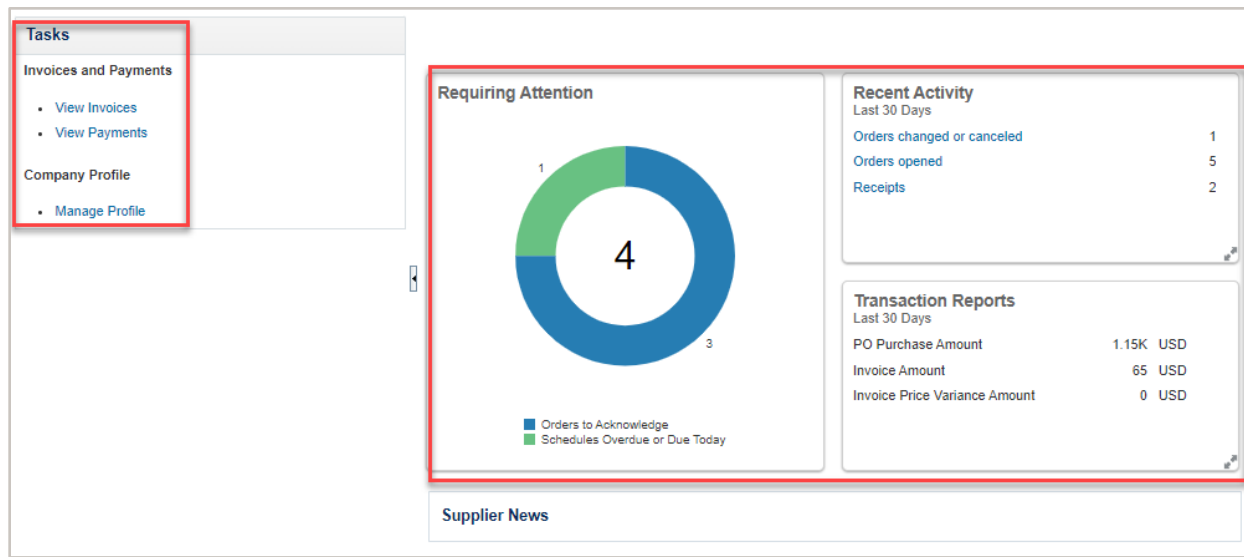


- From the Main Supplier Portal screen, click on **Supplier Portal** ⁴. You will get the screen below. When you click inside the blue ring **Requiring Attention**, you will get the list of orders that require your attention. Please note that the same *Purchase Orders* are accessible using all four methods.



SUPPLIER DASHBOARD

- On the left-hand side, you will find all the tasks and activities available in the Supplier Portal.
- On the right-hand side, you will find information about *Purchase Orders* that need acknowledging; Recent Activity for Orders that have been opened, changed or cancelled, as well as record of goods that have been received; and Transactional Reports show total purchase amounts and invoicing.



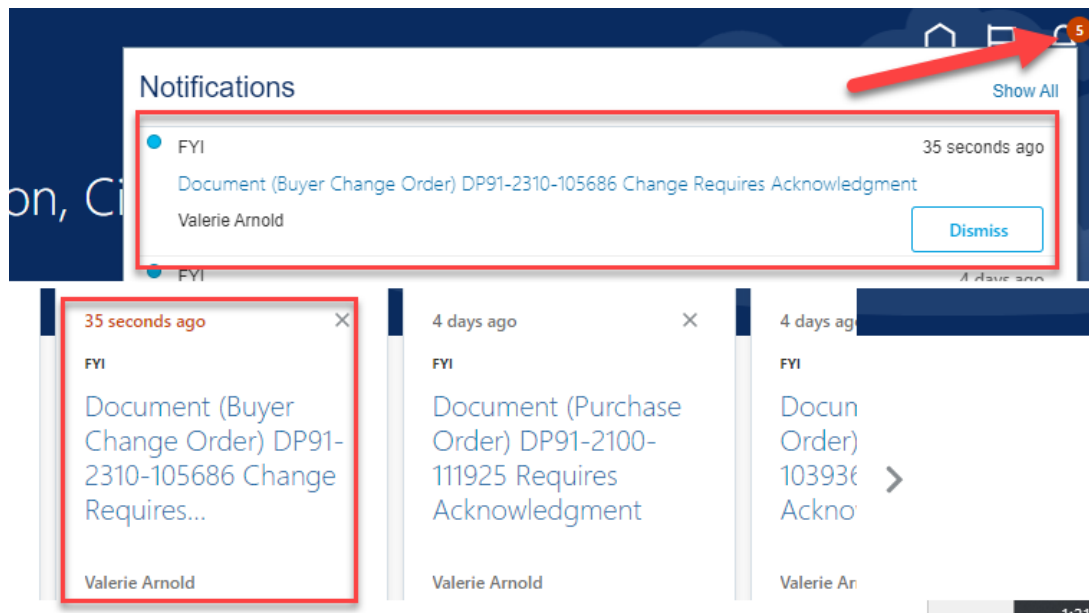
- Discussion about the features of this Supplier Dashboard will be covered further in this guide.

ACKNOWLEDGE *PURCHASE ORDERS*

- When a Buyer creates a **net new** *Purchase Order* for your company, you must **Acknowledge** the *Purchase Order* and either **Accept** it or **Reject** it. There are three places you can **Acknowledge** a *Purchase Order*
 - From the **Bell Notification**;
 - From the **FYI Card**; or
 - From the **Requiring Attention** infolet in the *Supplier Dashboard*

ACKNOWLEDGE FROM BELL NOTIFICATION OR FYI CARD

- Click the notification's **Link**.

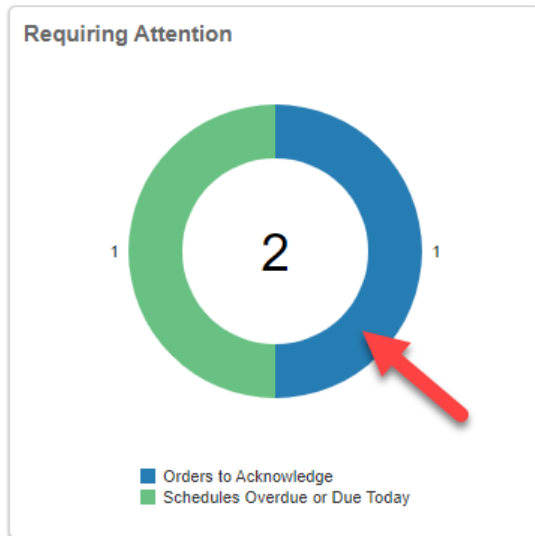


- Then select **Review and Acknowledge** link under Recommended Actions.



ACKNOWLEDGE FROM WITHIN THE SUPPLIER PORTAL

- Click the blue data series within the **Requiring Attention** infolet.



- If more than one *Purchase Order* is requiring acknowledgment, click *Purchase Order* link to open.
- The status of the *Purchase Order* indicates that it is **Pending Supplier Acknowledgment**. Click the **Acknowledge** button.

Purchase Order: DP91-2100-111925 ?

[Acknowledge](#) [View PDF](#) [Actions](#) [Refresh](#) [Done](#)

Main

General

Sold-to Legal Entity Carolina Water Service, Inc. of North Carolina
Bill-to BU Corix US
Order DP91-2100-111925
Status Pending Supplier Acknowledgment
Buyer Valerie Arnold
Creation Date 03/03/2023

Supplier Express Construction
Supplier Site AZ-ORDER
Supplier Contact Cindy Doe
Bill-to Location WSC Chicago
Ship-to Location USNC Sugar Mountain Sewer

Ordered 59,950.00 USD
Description Clarifier Rehab per Kamp quote dated December 30, 2020
Source Agreement
Supplier Order

- Complete the following three fields: **Acknowledgment Response** = Accept or Reject; **Acknowledgment Note** = *required to submit*; and **Supplier Order** = *optional*.

Main

General

Sold-to Legal Entity	Carolina Water Service, Inc. of North Carolina	Supplier	Express Construction	Ordered	59,950.00 USD
Order	DP91-2100-111925	Supplier Site	AZ-ORDER	Description	Clarifier Rehab per Kemp quote dated December 30, 2020
Status	Pending Supplier Acknowledgment	Supplier Contact	Cindy Doe	Source Agreement	
Buyer	Arnold, Valerie	Bill-to Location	WSC Chicago	Supplier Order	<input type="text" value="3"/>
Creation Date	03/03/2023	Ship-to Location	USNC Sugar Mountain Sewer	Communication Method	E-Mail
				Email	cindy.doe@outlook.com

Terms Notes and Attachments

Required Acknowledgment	Document and Schedule	Payment Terms	Net 30	— Pay on receipt
Acknowledgment Due Date	03/10/2023	Shipping Method		— Confirming order
Acknowledgment Response	<input type="text" value="1"/>	Freight Terms	None	
Acknowledgment Note	<input type="text" value="2"/>	FOB		

- Now that you have **Acknowledged** the *Purchase Order*, you must **Accept** or **Reject** the goods or services being requested before **Submitting** the *Purchase Order*.
- Regardless of if you are **Accepting** or **Rejecting** the *Purchase Order*, you must still **Accept** or **Reject** each of the line items in the Order as discussed below.

ACCEPT GOODS AND/OR SERVICES

- Select applicable line and click **Accept** button.

Additional Information

Context Prompt

Schedules

Actions View Format Freeze Detach Wrap **Accept** **Reject** Response All

Line	Description	Supplier Item	Quantity	UOM	Price	Requested Delivery Date	Promised Delivery Date	Response	Rejection Reason	Location
1	PLFA Hats for Fundraiser		24	EA	34.99	10/03/2022	10/03/2022	Accept		USLA Bluffs of T...
2	PLFA Shirts for Fundraiser		24	EA	25.00	10/03/2022	10/03/2022	Accept		USLA Bluffs of T...

Rows Selected 1 Columns Hidden 9

REJECT GOODS AND/OR SERVICES

- Select applicable line and click **Reject** button. Please also provide a **Rejection Reason**.

Schedules

Actions View Format Freeze Detach Wrap **Accept** **Reject** Response All

Line	Description	Supplier Item	Quantity	UOM	Price	Requested Delivery Date	Promised Delivery Date	Response	Rejection Reason	Location
1	Sugar Mountain WWTP Clarifier Rehab per Kemp quo					09/29/2023	09/29/2023	Reject	no resources at this time	USNC Sugar M...

ACCEPT AND REJECT GOODS AND/OR SERVICES ON SAME ORDER

- You can **Reject** and **Accept** lines on the same *Purchase Order*.

Schedules

Actions View Format Freeze Detach Wrap **Accept** **Reject** Response All

Line	Description	Supplier Item	Quantity	UOM	Price	Requested Delivery Date	Promised Delivery Date	Response	Rejection Reason	Location
1	Lime - 100lb bag		75	BAG	139.75	03/14/2023	03/14/2023	Reject	we don't care lime	USNV Mountain...
2	Mulch - 40lb bag		315	BAG	44.50	03/14/2023	03/14/2023	Accept		USNV Mountain...

SUBMIT AN ACKNOWLEDGED PURCHASE ORDER

- Once you have Acknowledged the *Purchase Order* and responded to each line item, click **Submit**. Depending on what you selected will determine what you see next:
- Order and Lines **all accepted**.

Confirmation X

The document will be accepted. Do you want to continue? (PO-2055013)

OK Cancel

- Order and Lines **all rejected**.

Confirmation X

The document will be rejected. Do you want to continue? (PO-2055014)

OK Cancel

- Order **accepted**, but **one or more lines rejected**.

Confirmation ✕

The document will be accepted with exceptions. Some schedules will be rejected. Do you want to continue? (PO-2055017)



PLEASE NOTE:

Rejected orders do not appear as Open, Changed, or Cancelled.

OPEN *PURCHASE ORDERS*

- From the **Supplier Portal**, click on **Orders Opened** from the *Recent Activity Infolet*

The screenshot displays the Supplier Portal interface. On the left, a sidebar titled 'Supplier Portal' contains a 'Tasks' section with the following links:

- View Invoices
- View Payments
- Company Profile
 - Manage Profile

The main content area features three infolets:

- Requiring Attention**: Displays a yellow lightning bolt icon and the text 'No data available'.
- Recent Activity**: Shows data for the last 30 days.

Activity	Count
Orders changed or canceled	2
Orders opened	5
- Transaction Reports**: Shows data for the last 30 days.

Report	Amount
PO Purchase Amount	4.06K USD

At the bottom of the main content area is a 'Supplier News' section.

- You are now in the **Manage Orders** list. To open an order, click on the order's link:

Manage Orders

Done

Headers

Schedules

Advanced Search

BasicManage Watchlist

Saved Search

Opened in the Last 30 Days

Search Results

ActionsViewFormatFreezeDetachWrap

	Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status
	DP91-2100-109475	09/29/2022	Abbot BinaxNOW Covid-19 Antigen Card Test	WA-PLFA-Orderin	Arnold, V...	510.00	USD	Open
	DP91-2100-109474	09/29/2022	METER BOX W/LIDS & LIME	WA-PLFA-Orderin	Arnold, V...	3,078.75	USD	Open
	DP91-2100-109472	09/29/2022	LIME AND METER BOX W/ LIDS	WA-PLFA-Orderin	Arnold, V...	16,538.55	USD	Open
	DP91-2500-103221	09/27/2022	Fire Goods and Services for Bluffs of Thompson Creek	WA-PLFA-Orderin	Doe, Cindy	2,090.73	USD	Open
	DP91-2500-103220	09/26/2022	PLFA Swag for Fundraiser	WA-PLFA-Orderin	Doe, Cindy	1,199.80	USD	Closed for Receiving
	DP91-2310-104312	09/26/2022	PLFA Swag for Fundraiser	WA-PLFA-Orderin	Doe, Cindy	1,439.76	USD	Open
	DP91-2310-104311	09/26/2022	Fire Smart Analysis for ABC Plant	WA-PLFA-Orderin	Doe, Cindy	1,500.00	USD	Closed
	DP91-2410-104815	09/26/2022	Install Carbon Monoxide Detectors at three facilities	WA-PLFA-Orderin	Doe, Cindy	839.86	USD	Closed for Receiving
	DP91-2500-103219	09/26/2022	Check and Service Fire Alarm Detectors in Multi-facilities	WA-PLFA-Orderin	Doe, Cindy	1,725.00	USD	Closed for Receiving
	DP91-2410-104814	09/26/2022		WA-PLFA-Orderin	Doe, Cindy	0.00	USD	Canceled
	DP91-2310-104310	09/26/2022		WA-PLFA-Orderin	Doe, Cindy	0.00	USD	Canceled

STATUS MEANINGS

- **Open** – the *Purchase Order* is for Goods and there are still outstanding receipts before an invoice will be paid.
- **Closed for Receiving** – either the *Purchase Order* is for a *Service*, so no goods are waiting to be received; or all *Goods* have been received and are now awaiting to be invoiced. See **Order Life Cycle** section for information on reviewing receipts and invoices to a *Purchase Order*.
- **Closed** – the *Purchase Order* has been fully received (if Goods) and fully invoiced so balance owing is zero; or the Requisitioner/Buyer has manually closed so no other shipments and/or invoices will be accepted against this *Purchase Order*.
- **Canceled** – *Purchase Order* has been canceled, do not process the order.

CHANGE ORDERS

- *Change Orders* can be created either by the **Buyer @ Corix Group of Companies** or the **Supplier**. In either scenario, the *Purchase Order* number does not change, it simply has the *Change Order* number displayed at the end of it.

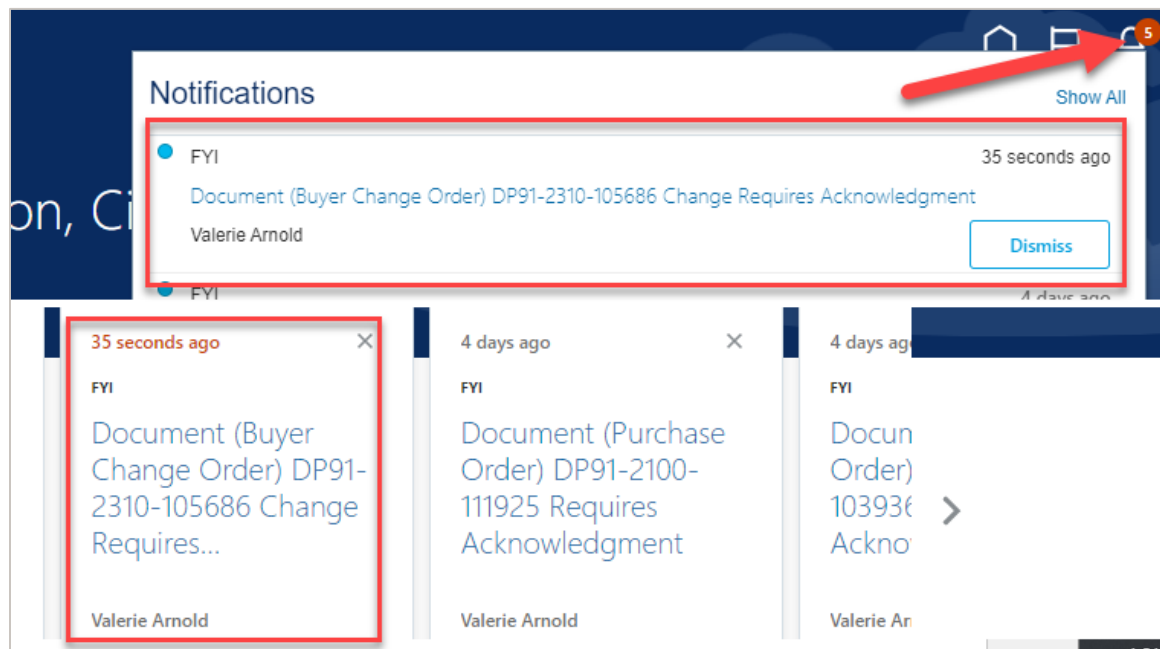


- You can access these *Change Orders* from the **Recent Activity Infolet** in the **Orders Changed** or **Canceled** link.

CORIX GROUP OF COMPANIES CREATES CHANGE ORDER

NOTE: *Change Orders* can only be acknowledged from the **Bell Notification** or **FYI Card**.

- When the Corix Group of Companies initiates a *Change Order*, then the Supplier must **acknowledge** this *Change Order*.
- To **acknowledge** the *Change Order*, you must access this *Change Order* either from the **Bell Notification** or from the **FYI Card**. In either case, click the applicable **Link**.



- Then click **Review and Acknowledge**.

Document (Purchase Order) DP91-2620-103937 Requires Acknowledgment Dismiss

Details

Assignee	Cindy Doe	Sold-to Legal Entity	Great Basin Water Co.
From	Leslie Doe	Order	DP91-2620-103937
Assigned Date	03/03/2023 9:01 PM	Buyer	Leslie Doe
Due Date	03/04/2023 9:01 PM	Ordered	16,216.25 USD
Task Number	4287324		

Recommended Actions

- Review and Acknowledge

- Add a new **Acknowledgement Note**.

Acknowledge Change Order: 1 Actions Submit Cancel

Change Order	1	Creation Date	03/07/2023
Description	Please double original Soda Ash order from 50 to 100	Status	Pending Supplier Acknowledgment

Initiating Party Buyer
Initiator Valerie Arnold

Terms Notes and Attachments

Required Acknowledgment	Document and Schedule	Payment Terms	Net 30	— Pay on receipt
Acknowledgment Due Date	03/14/2023	Shipping Method	Supplier Delivery Truck-Less than Truckload-Ground	— Confirming order
Acknowledgment Note	<input type="text"/>	Freight Terms	None	
		FOB	F.O.B. Origin, Freight Prepaid & Add	

- Next you will see a **blue dot** beside the line item(s) that have been changed. If you click the **blue dot**, you will see the following:

Information ×

i A change order is pending.

OK

- Either **Accept** or **Reject** the change(s).

Schedules

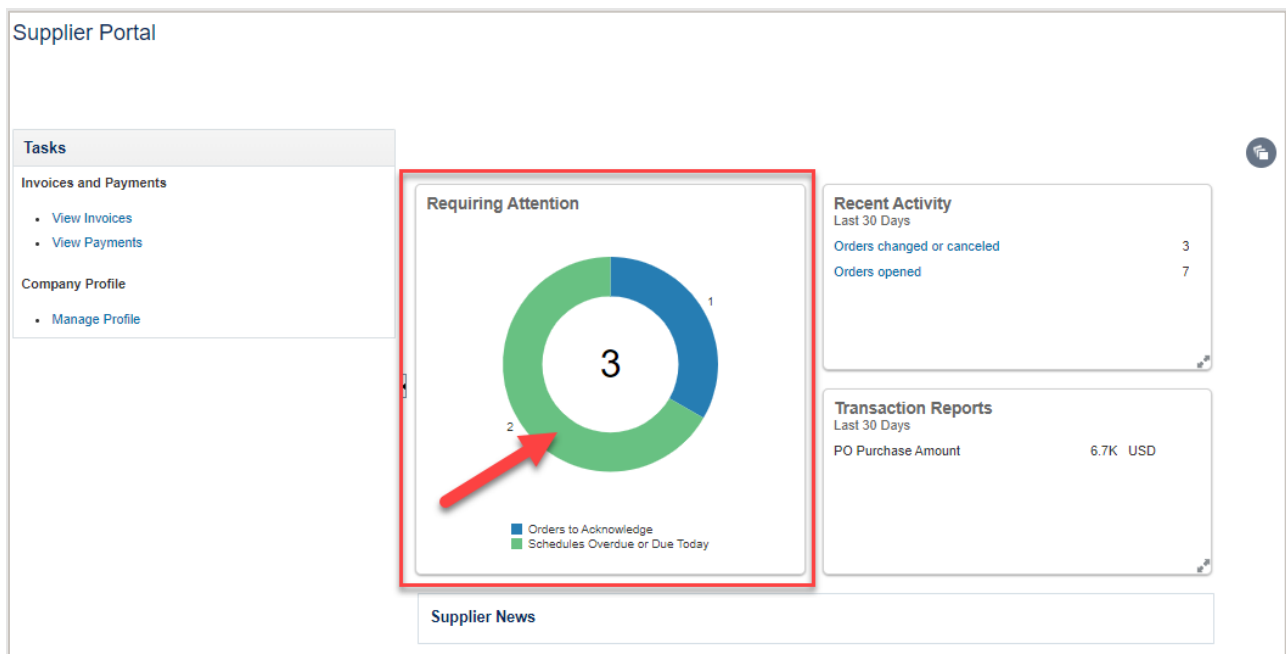
Actions View Format Freeze Detach Wrap Accept Reject Response All

Line	Description	Supplier Item	Quantity	UOM	Price	Requested Delivery Date	Promised Delivery Date	Response	Rejection Reason	Location
1	SODA ASH DENSE 50-LB BAGS (50 BAGS/PALLET)		100	BAG	29.65	03/09/2023	03/09/2023			USSC Westside...
2	SODIUM THIOSULFATE (50 BAGS/PALLET)		50	BAG	113.35	03/09/2023	03/09/2023			USSC Westside...
3	SODIUM HYDROXIDE BEADS (CAUSTIC SODA) 50-LB		100	BAG	129.73	03/09/2023	03/09/2023			USSC Westside...

- Finally, click **Submit** then **OK**.

SUPPLIER CREATES CHANGE ORDER

- Your desktop is a great place to check throughout the day because it will alert you to urgent issues, like **Schedules Overdue or Due Today**.
- Clicking inside the green pie-chart area will take you directly to the **Schedule Overdue or Due Today Purchase Order** that requires your attention.
- To correct a *Purchase Order* for delivery dates, price, or quantity, you will need to edit the *Purchase Order* which creates a *Change Order* from your end.



- To edit the *Purchase Order*, select **Edit** from the **Actions** drop-down box at the top of the *Purchase Order*.

Purchase Order: DP91-2500-103220 ?

Acknowledge View PDF **Actions** Refresh Done

Main

General

Sold-to Legal Entity: Utilities, Inc. of Louisiana
 Bill-to BU: Corix US
 Order: DP91-2500-103220
 Status: Open
 Buyer: Cindy Doe
 Creation Date: 09/26/2022

Supplier: Pinantan Lake Fire Association
 Supplier Site: WA-PLFA-Orderin
 Supplier Contact: [Redacted]
 Bill-to Location: WSC Chicago
 Ship-to Location: USLA Bluffs of Thompson Creek

Source Agreement: [Redacted]
 Supplier Order: PLFA-2022SEP-8

Order Life Cycle

Ordered

0.0 0.4K 0.8K 1.2K 1.6K

Amount (USD)

View Details

- Or you can select **Actions > Edit** within the **Lines and Schedules** section of the *Purchase Order*.

Lines Schedules

Actions View Format Freeze Detach Wrap

Export to Excel
 Edit
 Cancel Schedule

Description	Location	Requested Delivery Date	Promised Delivery Date	Quantity	UOM Name	Status	Life Cycle
EA Hats for Fundraiser	USLA Bluff...	10/03/2022	10/03/2022	24	EA	Open	🔄
EA Shirts for Fundraiser	USLA Bluff...	10/03/2022	10/03/2022	24	EA	Open	🔄

Columns Hidden 14

- You will get a **Warning** message that you are about to create a *Change Order*. Click **Yes** to proceed.

Warning

This action will create a change order on the document. Do you want to continue? (PO-2055113)

Yes No

- You are now in the **Edit Change Order: X** screen. Enter a reason in the **Description** field and update the **Lines** and/or **Schedules** sections accordingly. Be sure to include a **Change Reason**.

Edit Change Order: 1 ?

Change Order 1 Status Incomplete Initiating Party Supplier
Amount Changed 0.00 USD Initiator Rikki Ashley

* Description

Creation Date 09/26/2022

Actions Save Submit Cancel

Lines Schedules

Actions View Format Freeze Detach Wrap

* Line	* Description	Supplier Item	Quantity	UOM	* Base Price	Price	Ordered	* Location	Note to Supplier	Change Reason
1	PLFA Hats for Fundraiser	<input type="text"/>	24	EA	<input type="text" value="34.99"/>	34.99	839.76	USLA Bluffs of T...		<input type="text"/>
2	PLFA Shirts for Fundraise		24	EA	25.00	25.00	600.00	USLA Bluffs of T...		

Lines Schedules

Actions View Format X Freeze Detach Wrap

Line	Description	* Location	Quantity	UOM	Requested Delivery Date	Promised Delivery Date	Change Reason
1	PLFA Hats for Fundraiser	USLA Bluffs of Thor	<input type="text" value="24"/>	EA	10/03/2022	<input type="text" value="10/03/2022"/>	<input type="text"/>
2	PLFA Shirts for Fundraiser	USLA Bluffs of Thor	24	EA	10/03/2022	10/03/2022	

Columns Hidden 15

- Click **Submit**.

Confirmation

The change order 1 for document Purchase Order number DP91-2500-103220 was submitted for approval.

OK

WHY CANNOT I NOT ACKNOWLEDGE A CHANGE ORDER?

- If you try to acknowledge a *Change Order* from the **Pending Acknowledgment List** in the *Supplier Portal*, you will see the following screen shot that displays the status of **Open** with a blue dot beside it. If you try to click **Acknowledge**, you will receive the following error message. Click **OK** and go the *Bell Notification* or *FYI Card* to **Review and Acknowledge** the *Change Order*.

Purchase Order: DP91-2620-103938 ?

Acknowledge
View PDF
Actions
Refresh
Done

Main

General

Sold-to Legal Entity	Great Basin Water Co.	Supplier Site	AZ-ORDER	Ordered	24,498.75 USD
Bill-to BU	Corix US	Supplier Contact	Cindy Doe	Description	Landscaping Supplies
Order	DP91-2620-103938	Bill-to Location	WSC Chicago	Source Agreement	
Status	Open	Ship-to Location	USNV Mountain Falls Water (Pahrump)	Supplier Order	
Buyer	Leslie Doe				
Creation Date	03/07/2023				

Error

You can't acknowledge this document because it isn't pending acknowledgment. (PO-2055036)

OK

WHERE DO I FIND CHANGE ORDERS?


- Change Orders are found in the **Orders changed or canceled** link.

Recent Activity Last 30 Days	
Orders changed or canceled	2
Orders opened	3

- Click the **Orders changed or canceled** link and select applicable *Purchase Order*. The **Status** should indicate that the *Purchase Order* is **Open**.
- Click the **View PDF** button in top right corner.

Acknowledge	View PDF	Actions ▼	Refresh	Done
-------------	----------	-----------	---------	------

- This will download the *Purchase Order*. Click PDF in bottom left corner to display.



PO# DP91-2500-103220

Change Order
1

Show this purchase order number on all correspondence, invoices, Shipping papers and packages.

TEST – DO NOT ACTION

Change Order	1
Order Date	26-SEP-2022
Change Order Date	26-SEP-2022
Total Ordered Amount	1,199.80 USD

Please submit invoices to:
elcq.fin.invoices@elcq-opcwf.mail.us2.oraclecloud.com
 or by Posted Mail:

Supplier	Ship To	Bill To
Pinantan Lake Fire Association Attn: 1000 1st Street Seattle, WA	2500-Utilities, Inc. of Louisiana 42333 Deluxe Plaza Ste. 9 Hammond, LA 70403 United States	Utilities, Inc. of Louisiana 500 W Monroe St, Suite 3600 Chicago, IL 60661 United States

Confirm To (Buyer)
 Cindy Doe
 cindy.doe@corix.com

- Review and update your records accordingly. If there are any issues with fulfilling this *Change Order*, please reach out to the Buyer.

How Do I VIEW THE CHANGE ORDER HISTORY?

- Open applicable *Purchase Order* and from the **Actions** menu, select **View Change History**.

Purchase Order: DP91-2620-103938

Acknowledge **View PDF** **Actions** **Refresh** **Done**

Main

General

Sold-to Legal Entity	Great Basin Water Co.	Supplier	Express Construction
Bill-to BU	Corix US	Supplier Site	AZ-ORDER
Order	DP91-2620-103938	Supplier Contact	Cindy Doe
Status	Open	Bill-to Location	WSC Chicago
Buyer	Leslie Doe	Ship-to Location	USNV Mountain Falls Water (Pahrump)
Creation Date	03/07/2023		

Ordered Description
Source Agreement
Supplier Order

Actions menu:
 Edit
 Cancel Document
 View Document History
View Change History
 View Revision History

- You will see a list of *Change Orders*. Click applicable **Description** to receive further details.

Change History: DP91-2620-103938 **Done**

Currency = US Dollar

Actions **View** **Format** **Detach**

Change Order	Description	Resulting Revision	Creation Date	Initiating Party	Initiator	Proposed Amount Change	Amount Changed	Status
2	Price and Qty change	2	03/08/2023	Supplier	Cindy Doe	+609.00	+609.00	Processed
1	Don't need 75 bags, only 60	1	03/08/2023	Buyer	Leslie Doe	-2,096.25	-2,096.25	Processed

- Click **Details** icon beside line with the **blue dot**.

Lines **Schedules**

View **Format** **Detach**

Line	Item	Description	Category Name	Amount Changed	Change Reason	Change Status	Details
1		Lime - 100lb bag	Landscaping - Plant...	+609.00	The Lime only com...	Accepted	

Columns Hidden 1

- Click **Done** after review.

Change Details: Line

Actions

View

Format

Freeze

Detach

Wrap

Attribute	Changed From	Changed To
Base Price (USD)	139.75	74.95
Quantity (BAG)	60	120
Price (USD)	139.75	74.95
Ordered (USD)	8,385.00	8,994.00

Attachments

Actions

View

Format

Freeze

Detach

Wrap

Type	Attachment URL	Title	Description	Category
No data to display.				

Done

ORDER LIFE CYCLE

- The Order Life Cycle is where you can view activity such as **receipts** and **invoices** that have been applied to a *Purchase Order*.
- Only *Purchase Orders* for Goods will show any **receipt** activity. *Purchase Orders* for Services immediately are flagged as **Closed for Receiving** as there is nothing to receive.
- Once a Goods *Purchase Orders* has been fully received, its' status will change to **Closed for Receiving**. The Order Life Cycle chart will show that what was ordered has been fully received

Purchase Order: DP91-2500-103220
Acknowledge
View PDF
Actions
Refresh
Done

Order Life Cycle

View Details

Main

General

Sold-to Legal Entity	Utilities, Inc. of Louisiana	Supplier	Pinantan Lake Fire Association	Ordered	1,199.80 USD
Bill-to BU	Corix US	Supplier Site	WA-PLFA-Orderin	Description	PLFA Swag for Fundraiser
Order	DP91-2500-103220	Supplier Contact		Source Agreement	PLFA-2022SEP-8
Status	Closed for Receiving	Bill-to Location	WSC Chicago	Supplier Order	
Buyer	Cindy Doe	Ship-to Location	USLA Bluffs of Thompson Creek		
Creation Date	09/26/2022				

Terms

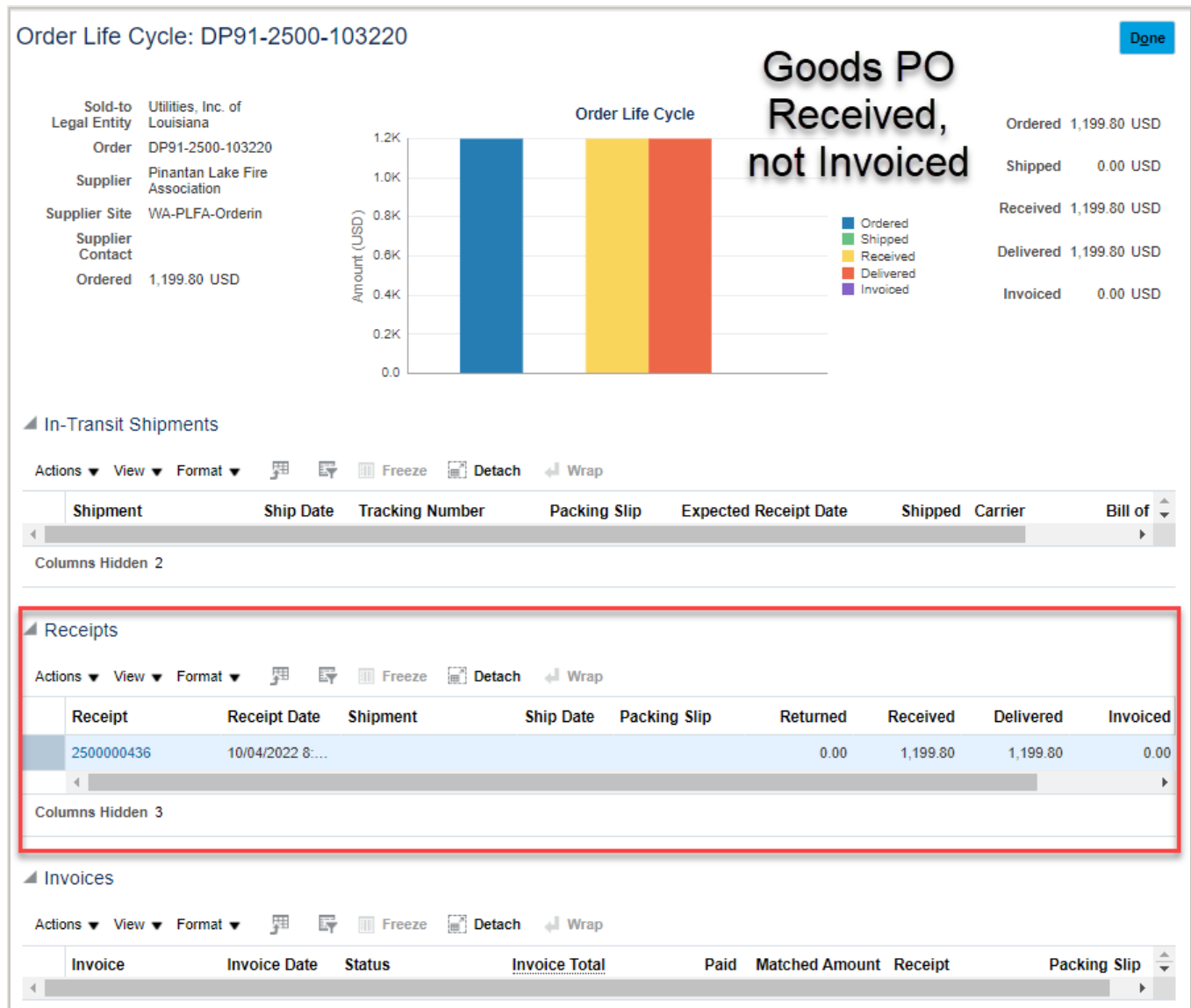
Required Acknowledgment	Document and Schedule	Shipping Method	Freight Terms	None	— Pay on receipt
Payment Terms	Net 30	FOB	None		— Confirming order

Lines

Line	Item	Description	Quantity	UOM	Base Price	Price
1		PLFA Hats for Fundraiser	20	EA	34.99	34.99
2		PLFA Shirts for Fundraise	20	EA	25.00	25.00

Columns Hidden 18

- This example of an Order Life Cycle is for a Goods PO that has been fully received, but not invoiced. Click **Receipts** link to view details (see next page).



Receipt: 2310000816

Social
View Transaction History
Done

Summary

Supplier Pinantan Lake Fire Association
Shipment
Shipped Date
Shipping Method
Number of Supplier Packing Units
Supplier Site WA-PLFA-Orderin

Packing Slip
Waybill
Bill of Lading
Note
Attachments None

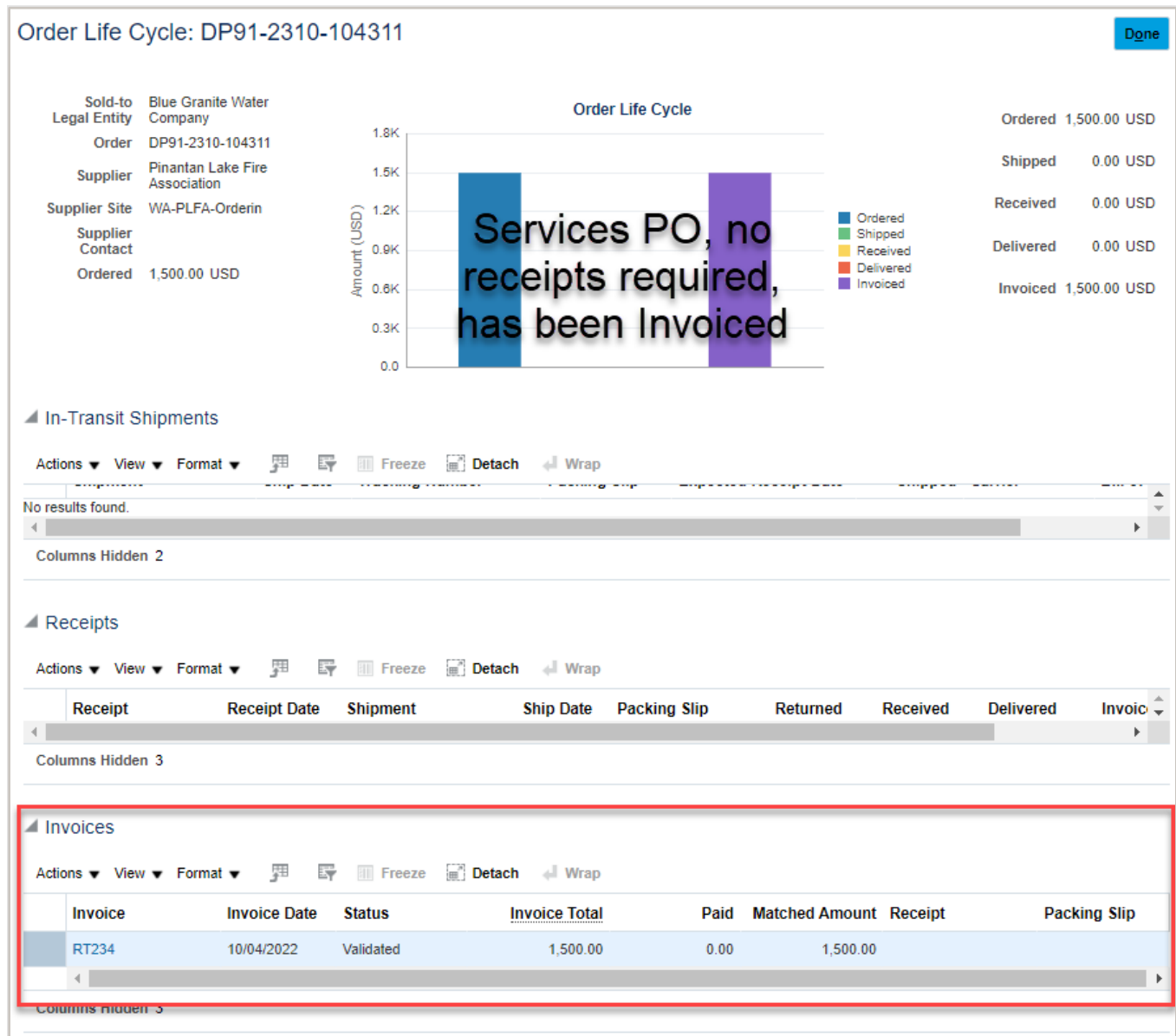
Additional Information

Lines

Actions View


Item	Item Description	Document Type	Document Number	Quantity			Rejected	UOM Nam
				Ordered	Returned	Net Received		
	PLFA Shirts for ...	Purchase order	DP91-2310-104...	24	5	19	0	EA
	PLFA Hats for F...	Purchase order	DP91-2310-104...	24	0	10	0	EA

- This example of an Order Life Cycle is for a Services PO that has had the invoiced processed and has been approved for payment (**validated**).



SUBMITTING AN INVOICE

- The *Purchase Order* provides the information of how to submit your invoice.
 - Although invoices may be submitted via postal mail, our preferred method of receiving invoices is via email at elcq.fin.invoices@elcq-opcwf.mail.us2.oraclecloud.com
 - When sending invoices via postal mail, please send them to our Bill-To address at 500 W Monroe Street, Suite 3600, Chicago IL 60661. Please note that the Ship-To and Bill-To addresses may be different.
- Looking at the PO, you will see in the upper right-hand corner the PO#. Below are the PO# instructions to reference this number on all correspondence, invoices, shipping papers, and packages.
- The Buyer will receive order acknowledgments through the Supplier Portal. Please get in touch with the Buyer via the email address on the PO for assistance with any other issues or concerns.
- You will find Payment Terms, FOB shipping instructions, and Shipping Method instructions in the body of the PO. Comments and Special Instructions, if any, will be found in the lower portion of the PO.
- Please visit us at <https://www.corix.com/contact-us/suppliers> for our full Purchase Terms and Conditions.



PO# DP91-2310-103967

Show this purchase order number on all correspondence, invoices, Shipping papers and packages.

TEST – DO NOT ACTION

Please submit invoices to:
elcq.fin.invoices@elcq-opcwf.mail.us2.oraclecloud.com
 or by Posted Mail:

Supplier	Ship To	Bill To
Consolidated Companies, Inc. Attn: Violet Newstead 334 E. Houston St. New York, NY 10002	2310-Blue Granite Water Company 130 S. Main St, Suite 800 Greenville, SC 29601 United States	Blue Granite Water Company 500 W Monroe St, Suite 3600 Chicago, IL 60661 United States

Confirm To (Buyer)
 Valerie Arnold
valerie.arnold@corix.com
 -EXT

Payment Terms	Freight Terms	FOB	Shipping Method
Net 30	None	F.O.B. Destination, Freight Prepaid & Add	UPS-Air-Next day air

Line	Item Number	Description	Quantity	UOM	Unit Price	Total Line Price
1		Ammonia Reagent 100/PK Supplier Item #: Delivery Date: 06/27/2022	5	EA	\$ 55.00	\$ 275.00

Comments or Special Instructions
 Unless the parties have otherwise agreed in writing, the contract of sale evidenced by this document is subject to the attached standard Terms and Conditions of Purchase, which are hereby incorporated into and form part of the contract of sale.

Total Ordered USD **\$ 275.00**

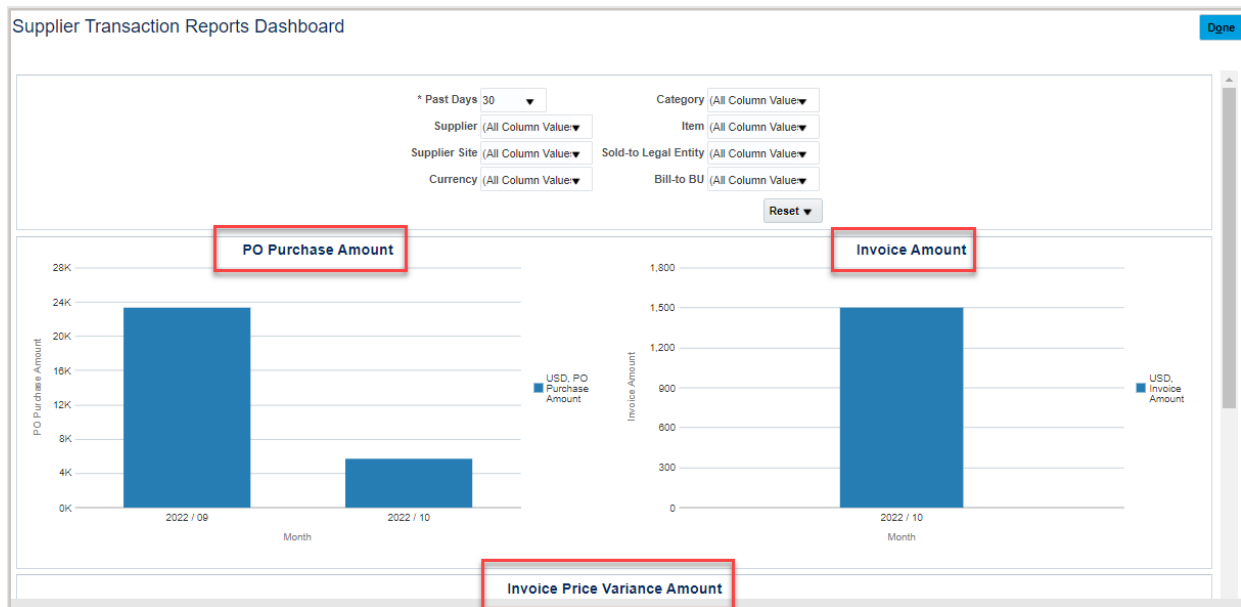
Please visit us at <https://www.corix.com/contact-us/suppliers> for our full Purchase Terms and Conditions

TRANSACTION REPORTS

- Click the **Transaction Reports** heading in *Infolet* in the Supplier Portal.



- Hover over bar chart items to view totals.



- Select down arrows from filter areas to refine the reports.

Filters: * Past Days 30, Supplier, Supplier Site, Currency, Category, Item, Sold-to Legal Entity, Bill-to BU

Item (All Column Value) (indicated by a red arrow)

- ☒ (All Column Values)
- ☒ Abbott BinaxNOW Covid-19 Antigen Card Test (POC), Box of 40[Safety Supplies/Expense]
- ☒ Check and service fire alarm detectors in multi-facilities[Safety Supplies/Expense]
- ☒ Fire Smart Analysis for ABC Plant[Safety Supplies/Expense]
- ☒ Fire Smart Site Inspection[Safety Supplies/Expense]

Search...

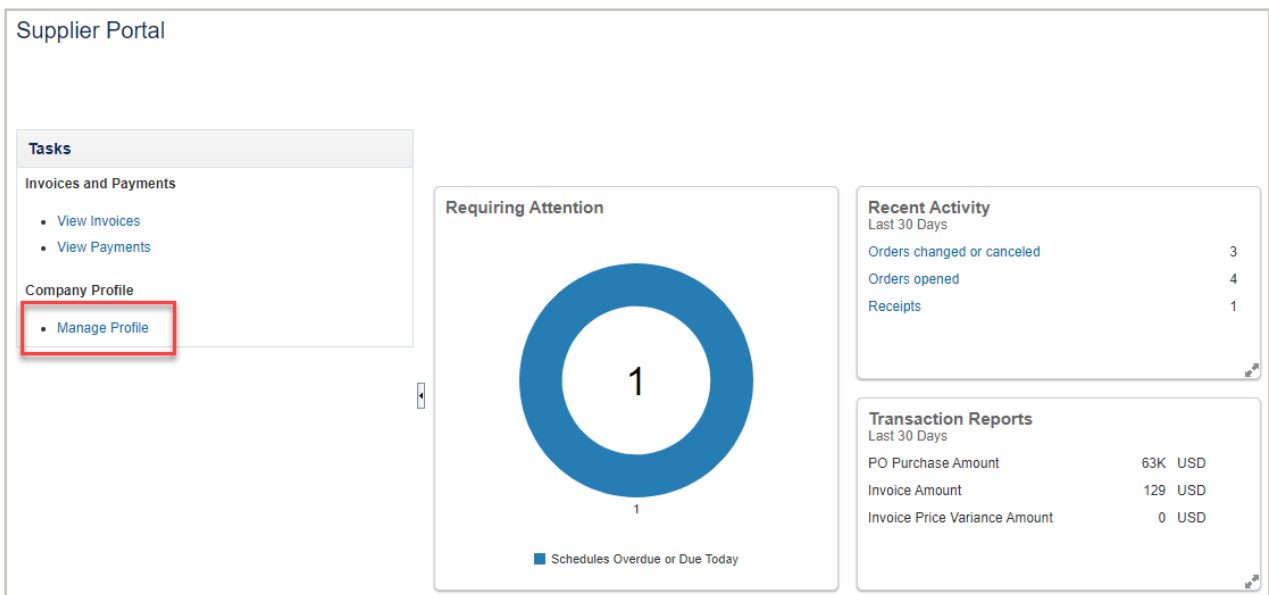
MANAGE SUPPLIER PROFILE

- Please ensure that your information is current and accurate, which helps to ensure prompt payment for any invoices received.
- Ensure any past employees have their access removed in the **Contacts** tab. This will need to be done by the “Administrative User”. New employees can also be added in here. This is done from the Actions button. A user cannot delete themselves from the contact list.
- Once in edit mode, a **Change Description** field will display at the top of the screen to record details of the change. This is required to be completed as all updates will need to be approved by Corix.
- Once all updates have been made, click on the **Review Changes** button to validate the information entered. Click on **Save** or **Save and Close**, to save changes, but a change request will not be sent until you **Review Changes** and then **Submit**.
- Alternatively, click on **Delete Change Request** to cancel out any updates made.

Please Note:

Bank account information will need to be verified by the Finance team to prevent security breaches and fraud. Please email the Finance team at APqueries@Corix.com with any bank account-related queries.

1. This process starts from the home page of the *Supplier Portal*.
2. To access the supplier profile information, click on **Manage Profile**.



The screenshot shows the Supplier Portal interface. On the left, a sidebar menu lists 'Tasks' (Invoices and Payments, View Invoices, View Payments) and 'Company Profile' (Manage Profile, which is highlighted with a red box). The main content area features a 'Requiring Attention' section with a donut chart showing 1 item, a 'Recent Activity' section with a table of activity, and a 'Transaction Reports' section with a table of reports.

Activity	Count
Orders changed or canceled	3
Orders opened	4
Receipts	1

Report	Amount	Unit
PO Purchase Amount	63K	USD
Invoice Amount	129	USD
Invoice Price Variance Amount	0	USD

3. Use the tabs along the top to navigate to different sections of information to view and/or update as required. To update the details displayed on screen, click **Edit**.

Company Profile ?

Edit Done

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company Pinantan Lake Fire Association Tax Organization Type Non-Corporate Entity

Supplier Number 19319 Status Active

Supplier Type Supplier Attachments CRP1 - Attachment 3_W9_eMed La (2 more...)

Identification

D-U-N-S Number 147953286 National Insurance Number

Customer Number Corporate Web Site

SIC

4. You are prompted with this warning. Answer accordingly.

Warning

POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?

Yes No

5. Update information as required. If you select **Save and Close**, request not submitted to Corix.

Confirmation

Your changes were saved.

OK

6. You must click **Review Changes** first and then you can **Submit**.

Edit Profile Change Request: 1001

Change Description: Adding remit to address

Buttons: Delete Change Request, Review Changes, Save, Save and Close, Cancel

Organization Details | Tax Identifiers | **Addresses** | Contacts | Payments | Business Classifications | Products and Services

Address Name	Address	Phone	Address Purpose	Fax	Status
CT-REMIT	3 Fulling Mill Lane, Ridgefield, CT, Fairfield		Remit to		Active
WA-PLFA-Orderin	1000 1st Street, Seattle, WA, King		Ordering; Remit to		Active

Columns Hidden 3

Review Changes

Change Description: Adding remit to address

Buttons: Edit, Submit, Cancel

Addresses

Address Name	Address	Phone	Address Purpose	Fax	Status	Details
CT-REMIT	3 Fulling Mill Lane, Ridgefield, CT, Fairfield		Remit to		Active	

Columns Hidden 3

Confirmation

Your profile change request 1001 was submitted for approval.

OK

Company Profile

Buttons: Cancel Change Request, Edit, Done

There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request: 1001
Request Status: Pending Approval

Requested By: Ashley, Rikki
Request Date: 09/29/2022

Change Description: Adding remit to address

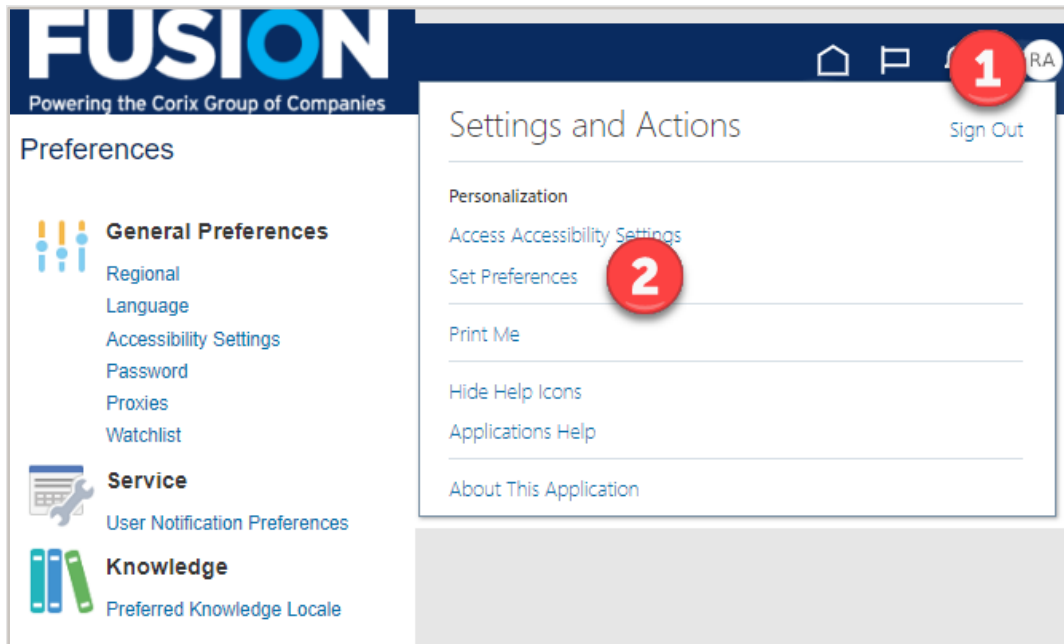
Organization Details | Tax Identifiers | **Addresses** | Contacts | Payments | Business Classifications | Products and Services

Address Name	Address	Phone	Address Purpose	Status
WA-PLFA-Orderin	1000 1st Street, Seattle, WA, King		Ordering; Remit to	Active

Columns Hidden 5

USER PREFERENCES

- You will want to review the **Regional** settings for your profile. These Regional settings allow you to determine the date format; how you want currency displayed; and what time zone you are in.



FURTHER HELP

For further help and clarification, please contact Corix Procurement team at procurement.queries@Corix.com

RELATED DOCUMENTS

- ❖ [US Supplier Terms and Conditions](#)
- ❖ Supplier Code of Conduct

