

Scholastic Oracle Cloud Supplier Portal User Guide

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Introduction to the Supplier Portal

What is the Supplier Portal?

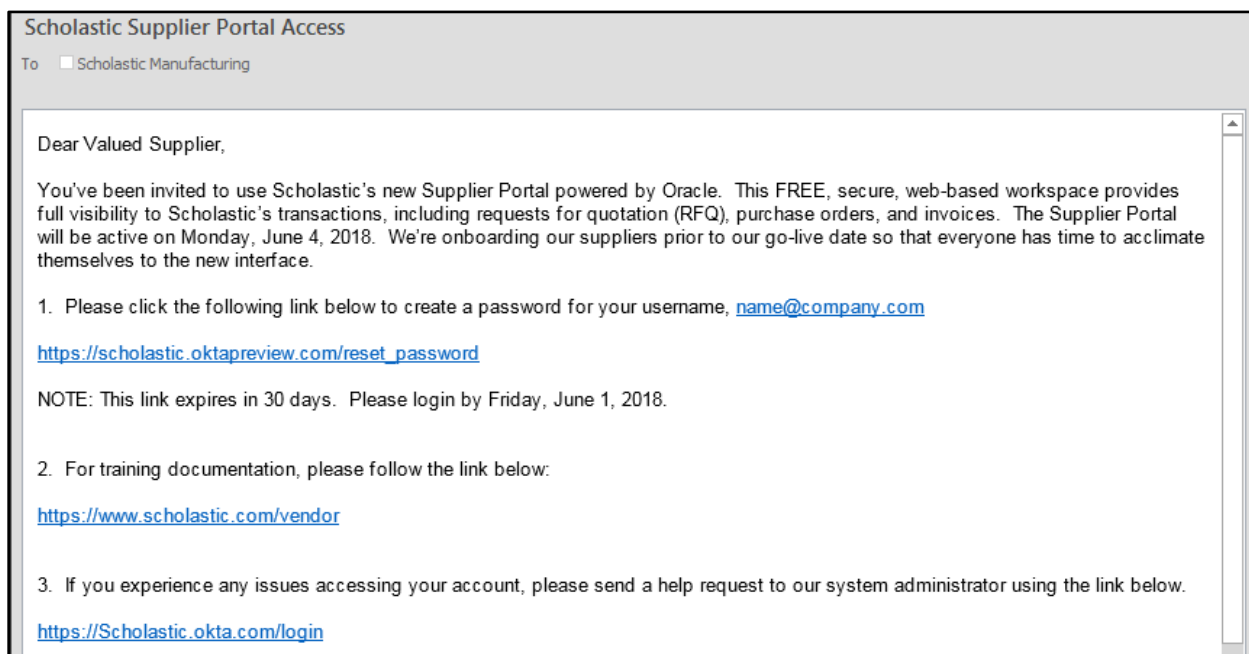
The Scholastic Supplier Portal is a secure, web-based workspace that provides our vendors with full visibility to Scholastic transactions, including request for quotations (RFQ), purchase orders, and invoices.

The Supplier Portal plays a key role in Scholastic's Oracle ERP transformation, as this tool helps improve communication with our suppliers by automating and streamlining the source-to-settle process.

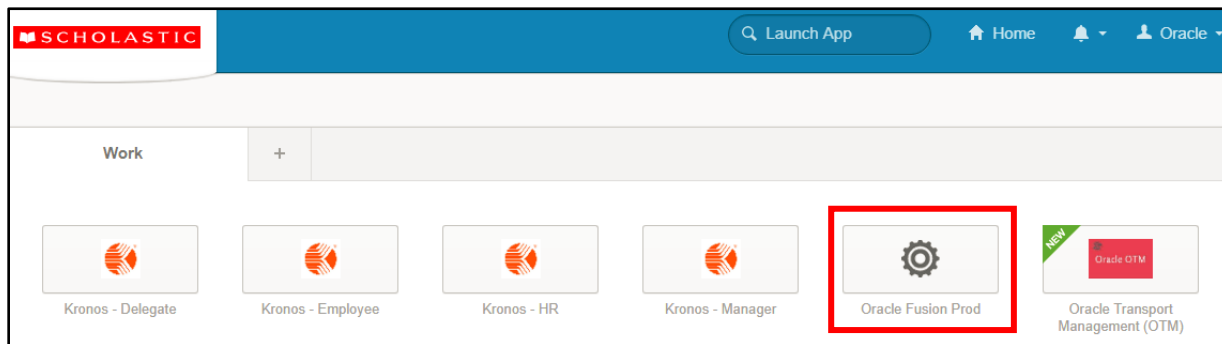
Navigating the Supplier portal

Logging in

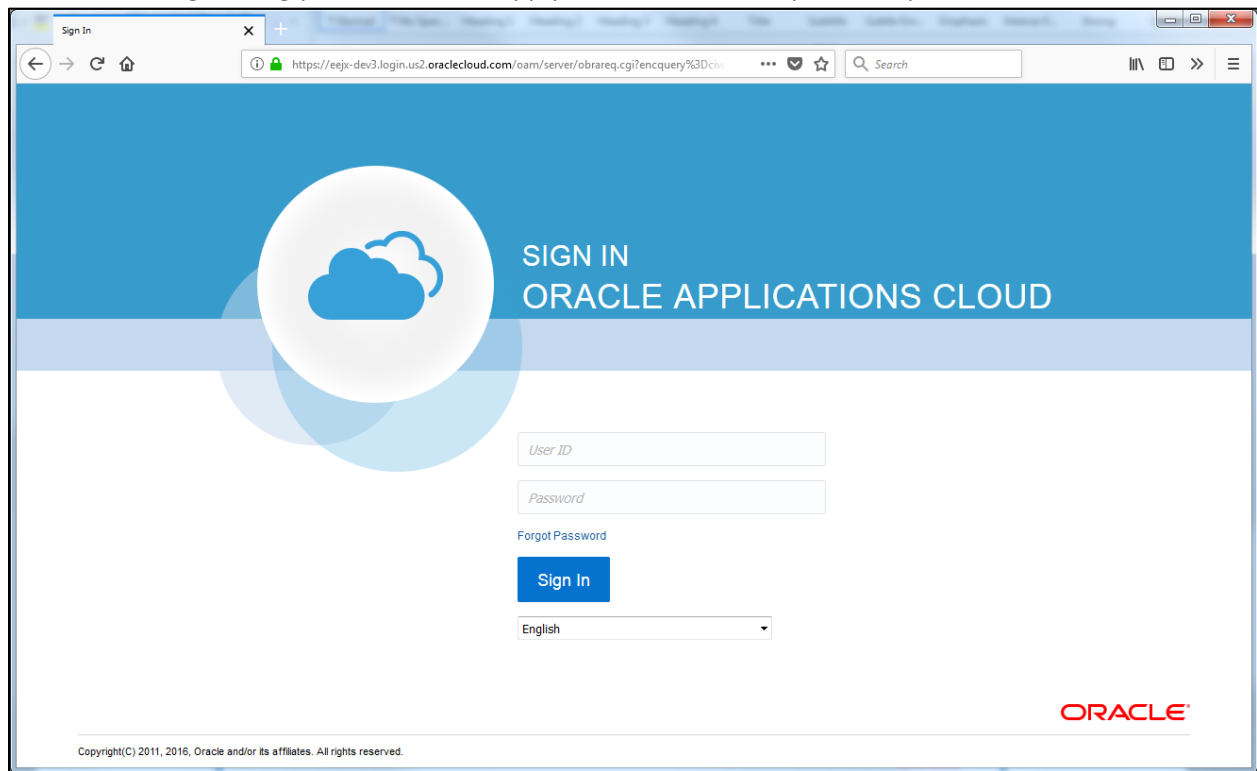
You will receive a Supplier Portal invitation with a custom link to create a password and log in



Once your password has been set, click on the "Oracle Fusion Prod" icon to reach the Supplier Portal home page.



Now login using your Scholastic Supply Portal ID and newly created password



The screenshot shows a web browser window with the URL `https://ejx-dev3.login.us2.oraclecloud.com/oam/server/obrareq.cgi?encquery%3Dc...`. The page has a blue header with a cloud icon and the text "SIGN IN ORACLE APPLICATIONS CLOUD". Below the header, there are two input fields labeled "User ID" and "Password". A link for "Forgot Password" is located below the password field. A blue "Sign In" button is positioned below the "Forgot Password" link. At the bottom of the form, there is a language dropdown menu currently set to "English". The Oracle logo is in the bottom right corner, and a copyright notice "Copyright(C) 2011, 2016, Oracle and/or its affiliates. All rights reserved." is at the bottom left.

Sign In

https://ejx-dev3.login.us2.oraclecloud.com/oam/server/obrareq.cgi?encquery%3Dc...

SIGN IN
ORACLE APPLICATIONS CLOUD

User ID

Password

[Forgot Password](#)

Sign In

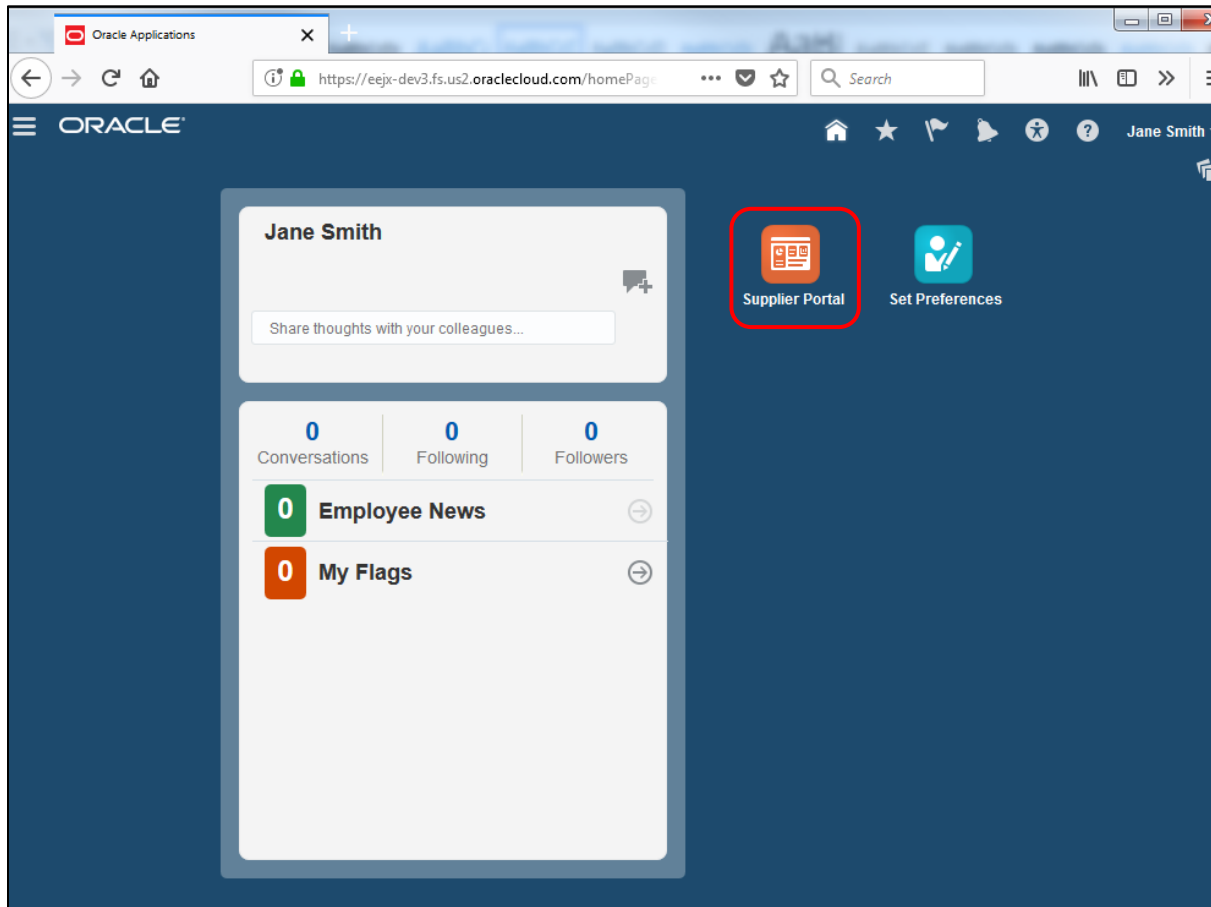
English

ORACLE

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Homepage Navigation

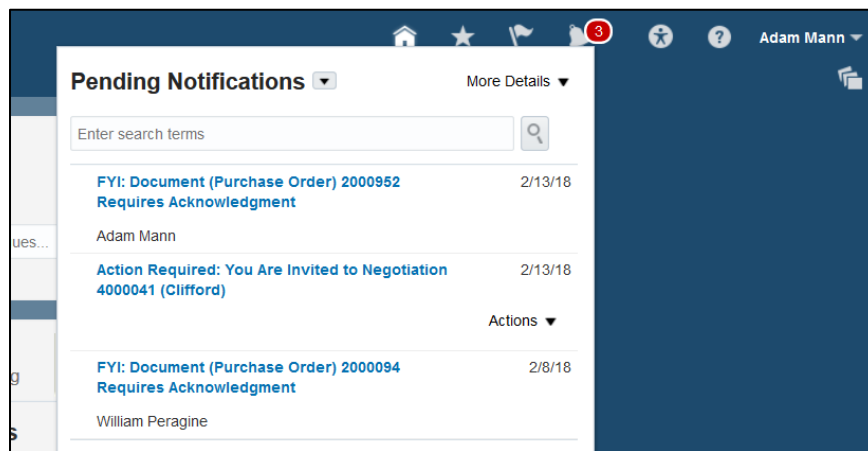
On the home page, click on the Supplier Portal icon to open the “Overview” page.



Notifications

At the top right corner of the home page, a bell icon will display your pending notifications. This includes new purchase orders pending acknowledgement as well as invitations to a negotiation.

Note: Clicking on the notification brings you to the PO or Negotiation in question



Overview Menu

The overview page provides a snapshot into Scholastic's most recent transactions as well as anything requiring attention.

Summary Tab

Worklist: A list of all pending notifications sent to the current supplier user. These are the same notifications found in the bell at the top of the page. Please note that most notifications will also be sent via email.

Watch list: Contains a set of saved searches which display counts of urgent or recent transactions, possibly requiring action, such as Orders Pending Acknowledgment. Clicking a watch list entry navigates direct to the screen so that user can begin working on the transactions immediately.

The screenshot displays the Oracle Overview page. At the top, the Oracle logo is on the left, and navigation icons (home, flag, notifications with a red '1', search, help) are on the right, along with the user name 'Adam L Mann'. The 'Overview' section has tabs for 'Summary', 'Orders', 'Agreements', 'Schedules', and 'Negotiations'. The 'Summary' tab is active. Below the tabs, the 'Worklist' section is highlighted with a red box. It includes a 'My Tasks' dropdown, 'Actions' with icons, and a filter set to 'Assigned'. Below this is a table with columns: Title, Number, Creator, Assigned, and Priority. The table contains one entry: 'Document (Purchase Order) 2001093 Requires Acknowledgment' with Number 210618, Creator Adam Mann, Assigned 4/9/18 10:58 PM, and Priority 3. Below the table, the 'Watchlist' section is also highlighted with a red box. It shows a 'Refresh Start Time 4/11/18 2:57 PM' and a list of categories: 'Orders' (Changed or canceled in the last 7 days (2), Opened in the last 7 days (4), Pending acknowledgment (9)) and 'Schedules' (Overdue and due today (58)).

Orders Tab

Contains the header detail of our purchase orders. The header contains the PO issued date and the total \$ amount ordered. The item level detail, quantity, and ship-to locations can be found in “Schedules”.

Orders with Recent Activity: A list of orders that have been Opened, Changed, or Canceled within the last week. This date can be manually changed to display more or less orders.

The screenshot shows the Oracle Orders Tab interface. The top navigation bar includes the Oracle logo, a home icon, a flag icon, a notification icon with a red '1', a user icon, a help icon, and the user name 'Adam L. Mann'. The main content area is titled 'Overview' and has tabs for 'Summary', 'Orders' (selected), 'Agreements', 'Schedules', and 'Negotiations'. A 'Refresh' button is located in the top right corner, with the text 'Last Refreshed 4/11/18 3:22 PM' below it.

Under the 'Orders' tab, there is a section titled 'Orders with Recent Activity'. Below this title are two filters: 'Activity Since' set to '2/4/18' and 'Supplier Site' set to a dropdown menu. Below the filters are two tabs: 'Opened' (selected) and 'Changed or Canceled'. Below the tabs are several action icons: 'Actions', 'View', 'Format', 'Freeze', 'Detach', and 'Wrap'.

The main table displays the following data:

Order	Revision	Order Date	Last Activity	Last Activity Date	Supplier Site	Ordered Amount	Currency	View PDF
2000881	0	2/6/18	Opened	2/7/18	COM - NJ	1,148.00	USD	
2000882	0	2/6/18	Opened	2/7/18	COM - NJ	1,148.00	USD	
2000880	0	2/6/18	Opened	2/7/18	COM - NJ	55.00	USD	
2000874	1	2/6/18	Canceled	2/6/18	COM - NJ	0.00	USD	
2000883	0	2/6/18	Opened	2/6/18	COM - NJ	7,500.00	USD	

At the bottom of the table, it says 'Columns Hidden 3'. A red box highlights the 'Canceled' status for order 2000874, with a callout indicating it has been cancelled.

Schedules

A purchase order “Schedule” contains the quantity, ship-to location, and promised ship date. An order with a ship date in the past is highlighted with an alert. Schedules must be kept up to date. The promised ship dates that you provide are visible for everyone at Scholastic.

At the bottom, “Recent Receipts” will list all purchase order schedules received within the last week.

ORACLE

Home

Flag

Mail

Star

Help

Digital Printing

Overview

SummaryOrdersAgreementsSchedulesNegotiations

Refresh

Open Schedules

* Due Date Through 4/18/18Supplier Site

ActionsViewFormatFreezeDetachWrap

Order	Line	Schedule	Open Quantity	UOM	Description	Ship-to Location	Schedule Due Date	Open Amount	Currency	Sh No	Sit
2001056	2	1	400	EA	9780545127622-GUIDE FOR PREM S44 TEACH	JCD-SCHOLASTIC INC	3/31/18	634.76	USD	53	
2001064	2	1	400	EA	9780590745086-CREAT ZONE DREAM CATCHER	JCD-SCHOLASTIC INC	3/30/18	1,600.00	USD	53	
2001064	1	1	400	EA	9780590763011-JEWEL KINGDOM CLUB POLYBA	JCD-SCHOLASTIC INC	3/30/18	492.00	USD	53	
2001058	4	1	1,000	EA	9780717257799-BRAZILIANS-COLOMBIANS VOL 2	050-F9-BF ORLANDO	3/30/18	1,000.00	USD	53	
2001064	4	1	600	EA	9780590745086-CREAT ZONE DREAM CATCHER	TNP-TIEN WAH PRESS LTD	3/30/18	2,400.00	USD	53	

Columns Hidden 3

Recent Receipts

* Receipt Date Since 4/4/18Supplier Site

ActionsViewFormatFreezeDetachWrap

Order	Line	Schedule	Received Quantity	UOM	Receipt Date	Description	Ship-to Location	Received Amount	Currency
2001077	1	1	400	EA	4/10/18	M10F328133-OPS:BOX:BIG DISPLAY SHIPPER	010-G3-BF DANBURY	600.00	USD
2001077	2	1	200	EA	4/10/18	M10F328133-OPS:BOX:BIG DISPLAY SHIPPER	050-F9-BF ORLANDO	300.00	USD
2001087	1	1	800	EA	4/6/18	M11S328077-MIK:ALAN'S BOOKMARK	050-F9-BF ORLANDO	800.00	USD

Indicates a promised ship date is past due

Request for Quotation (RFQ) transactions that the supplier is involved in or is invited to by Scholastic. It provides a quick summary to easily monitor the status and responses.

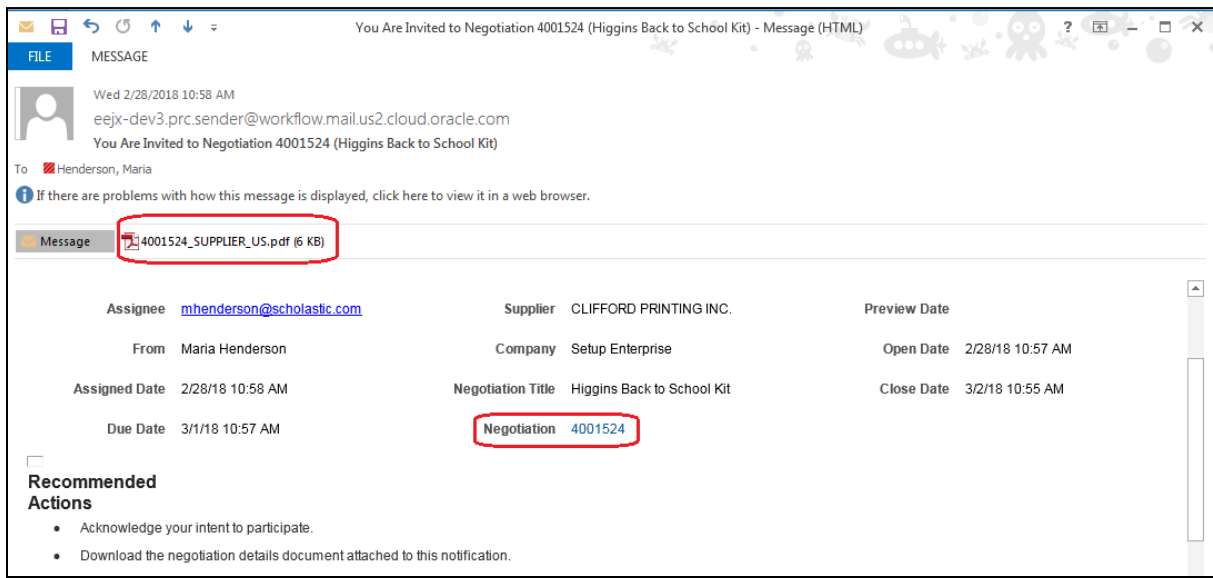


Request for Quote (RFQ)

Receiving an Invite for a Negotiation

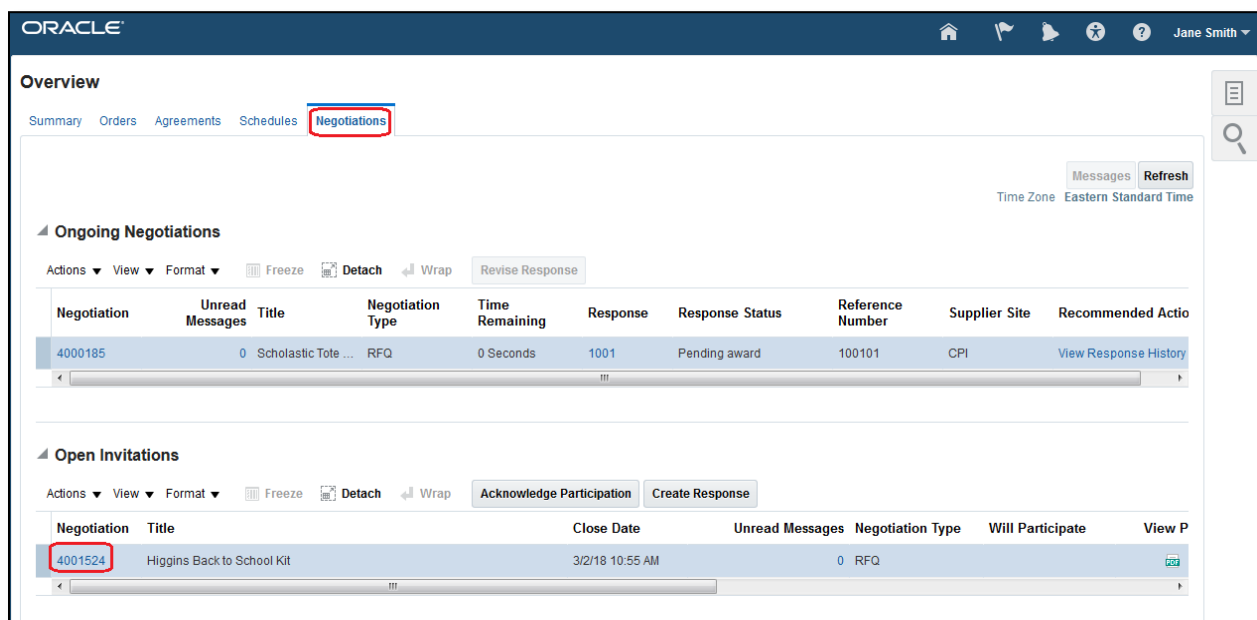
The Scholastic Sourcing group has the ability to invite vendors to bid on projects through the Supplier Portal. If your organization is invited to a negotiation, you will receive an email as well as a notification in the Supplier Portal.

The email invitation will include a PDF overview of the project. There is also a link that will take you directly to the RFQ in the Supplier Portal.

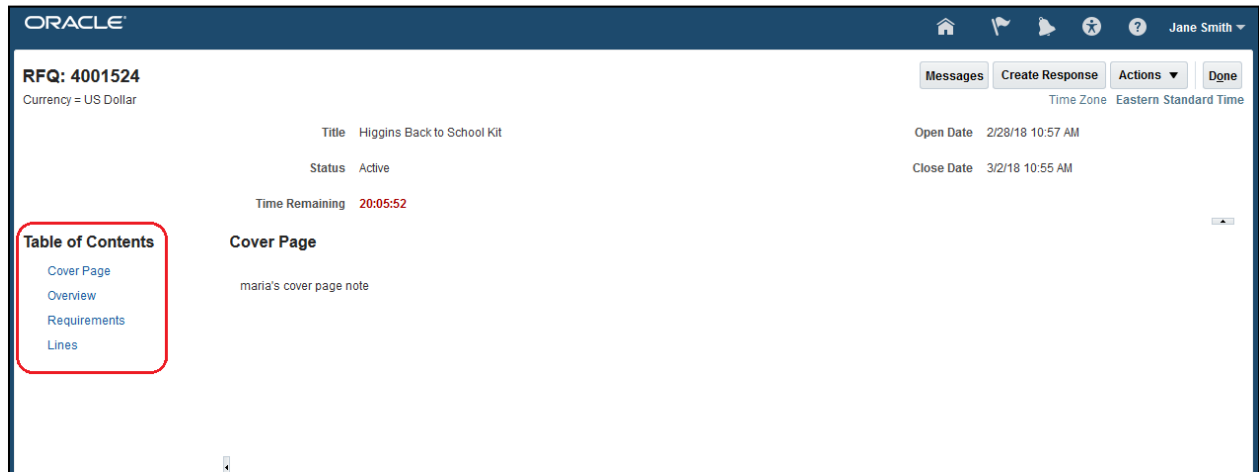


Viewing the RFQ

You can view the RFQ by clicking on the link the email notification. Another option is to go to the Supplier Portal and navigate to the Negotiations tab. Click on the negotiation number in question.

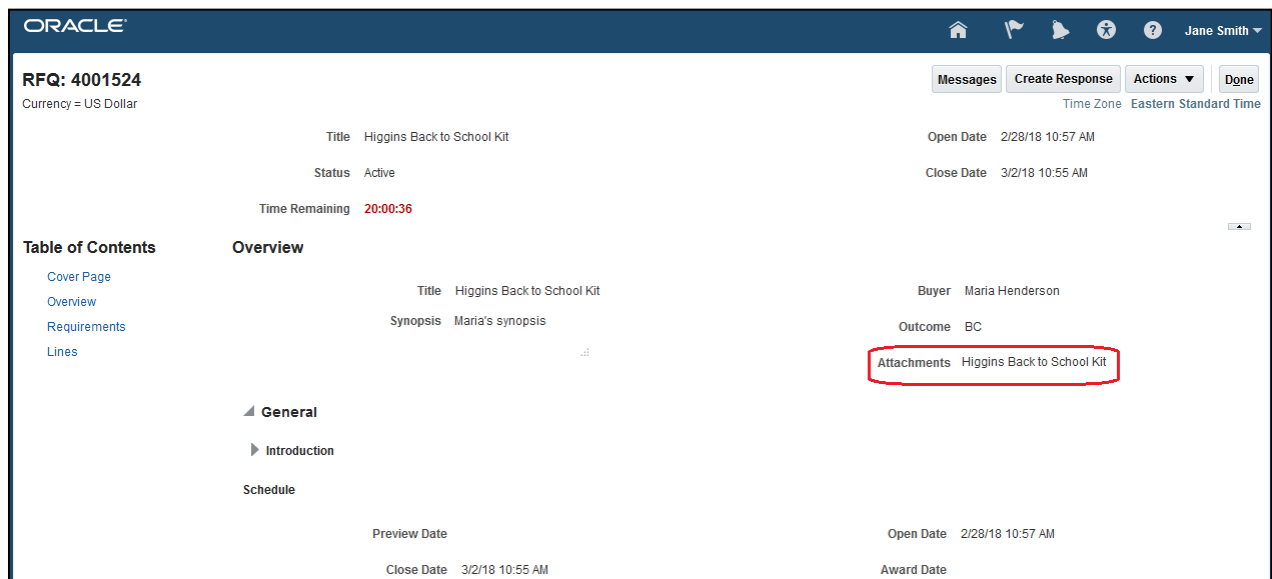


This will bring up the RFQ cover page with the time remaining to respond displayed. On the left hand side of the RFQ, you will see links to the different components of the RFQ.



The screenshot shows the Oracle RFQ 4001524 interface. The top header includes the Oracle logo, navigation icons, and the user name Jane Smith. The main content area displays the RFQ details: Title (Higgins Back to School Kit), Status (Active), and Time Remaining (20:05:52). On the left, a 'Table of Contents' sidebar is highlighted with a red box, containing links for Cover Page, Overview, Requirements, and Lines. The main content area shows the 'Cover Page' section with the text 'maria's cover page note'. The right sidebar contains buttons for Messages, Create Response, Actions, and Done, along with the Time Zone (Eastern Standard Time).

Click on the **Overview** link. This will bring up the Overview page, which has key dates tied to the RFQ. On the right hand side, you will find attachments to the RFQ. The attachment will have the requirements for the RFQ along with instructions, quantities, and any other relevant information.



The screenshot shows the Oracle RFQ 4001524 Overview page. The top header is the same as the previous screenshot. The main content area displays the RFQ details: Title (Higgins Back to School Kit), Status (Active), and Time Remaining (20:00:36). On the left, the 'Table of Contents' sidebar is visible, with the 'Overview' link highlighted. The main content area shows the 'Overview' section with the text 'maria's synopsis'. The right sidebar contains buttons for Messages, Create Response, Actions, and Done, along with the Time Zone (Eastern Standard Time). The bottom section of the page displays the 'General' section with the text 'Introduction' and 'Schedule'. The right sidebar also contains the text 'Buyer: Maria Henderson', 'Outcome: BC', and 'Attachments: Higgins Back to School Kit'.

Click on the **Lines** link. This will bring up the line items tied to the RFQ. In some cases, due to complex requirements, there will be one placeholder line visible with the advanced requirements included in an attachment.

RFQ: 4001524
Currency = US Dollar

Title: Higgins Back to School Kit
Status: Active
Time Remaining: 19:55:31

Open Date: 2/28/18 10:57 AM
Close Date: 3/2/18 10:55 AM

Table of Contents
Cover Page
Overview
Requirements
Lines

Lines
Instructions
line level instructions for RFQ

Summary

View Format Freeze Detach Wrap

Line	Item	Description	Category Name	Quantity	UOM	Location	Requested Ship Date	Start Price	Allow Alternate Lines	Attachments
1	Higgins Notebook	UNCLASSIF...	1,000	EA	JCD-SCHO...				Yes	
2	Higgins Pencil	UNCLASSIF...	2,000	EA	JCD-SCHO...				No	

Columns Hidden: 3

Creating a Response

When you decide to bid on an RFQ, you must first acknowledge that you will participate. You can do this from the Negotiations dashboard by scrolling to the “Open Invitations” section. Highlight the negotiation, and click on the **Acknowledge Participation** button.

Overview
Summary Orders Agreements Schedules **Negotiations**

Messages Refresh
Time Zone: Eastern Standard Time

Ongoing Negotiations

Actions View Format Freeze Detach Wrap Revise Response

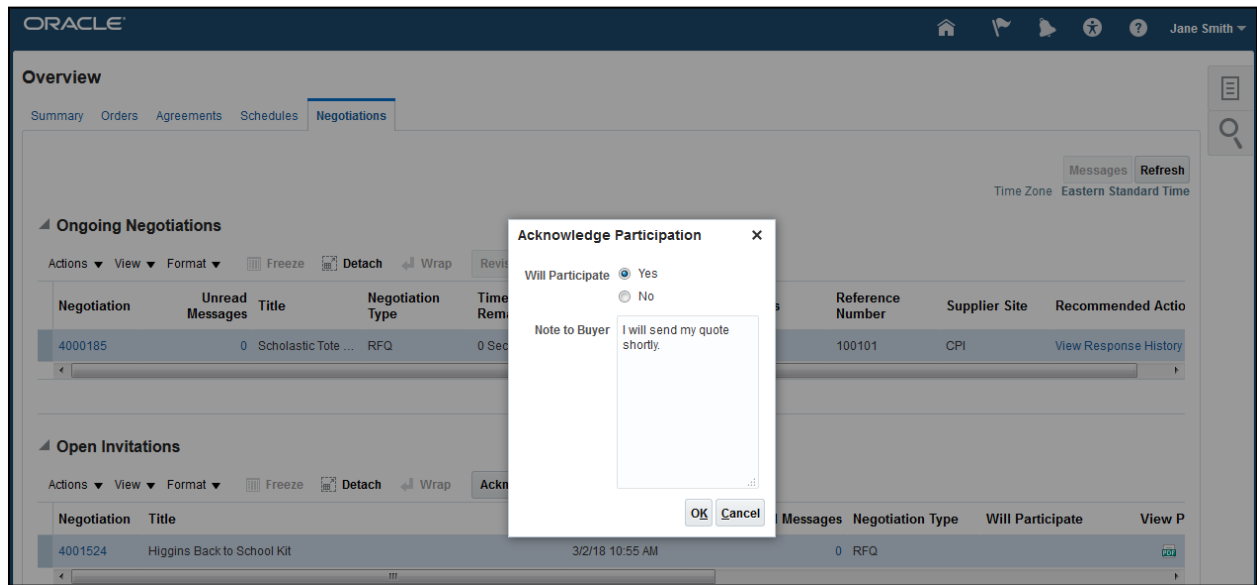
Negotiation	Unread Messages	Title	Negotiation Type	Time Remaining	Response	Response Status	Reference Number	Supplier Site	Recommended Action
4000185	0	Scholastic Tote ...	RFQ	0 Seconds	1001	Pending award	100101	CPI	View Response History

Open Invitations

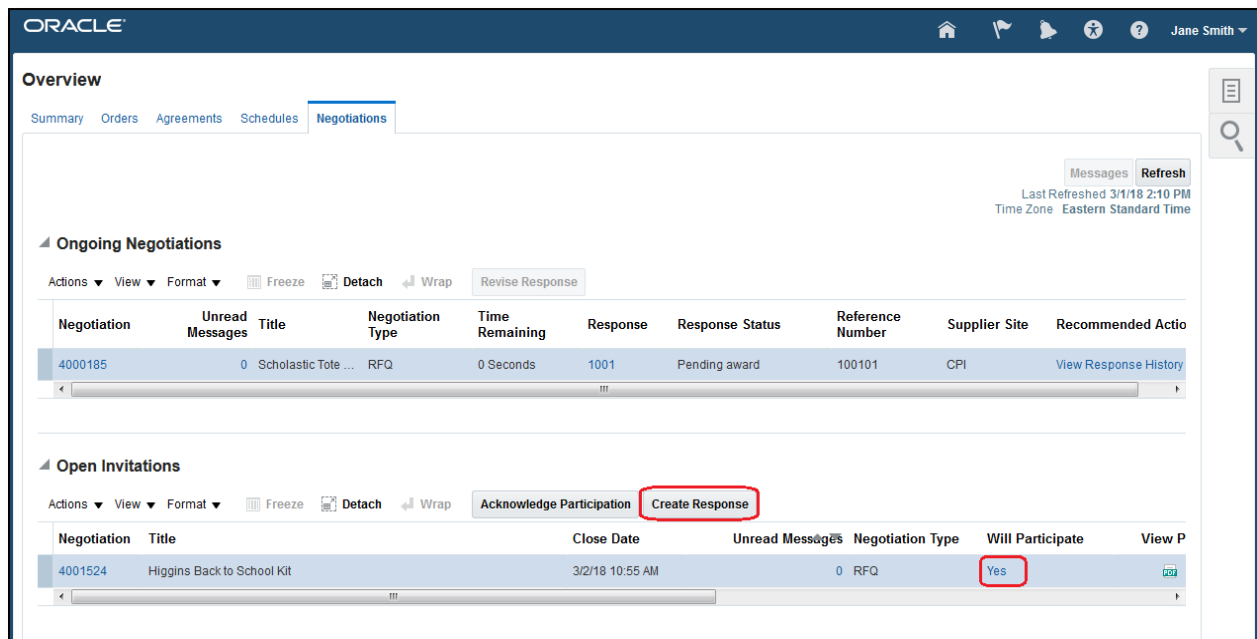
Actions View Format Freeze Detach Wrap **Acknowledge Participation** Create Response

Negotiation	Title	Close Date	Unread Messages	Negotiation Type	Will Participate	View P
4001524	Higgins Back to School Kit	3/2/18 10:55 AM	0	RFQ		239

This will bring up the Acknowledge Participation popup. You can select Yes or No, and enter a comment to the Scholastic buyer.



At this point, if you refresh the Negotiations dashboard, you will see YES listed in the 'Will Participate' column. You can create your response by highlighting the Negotiation and clicking on the **Create Response** button.



Another way to create a response is to open the RFQ and click on the Create Response button on the upper right hand side

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RFQ: 4001524
Currency = US Dollar

Messages **Create Response** Actions Done

Time Zone Eastern Standard Time

Title Higgins Back to School Kit
Status Active
Time Remaining 20:00:36

Open Date 2/28/18 10:57 AM
Close Date 3/2/18 10:55 AM

Table of Contents
Cover Page
Overview
Requirements
Lines

Overview

Title Higgins Back to School Kit
Synopsis Maria's synopsis

Buyer Maria Henderson
Outcome BC
Attachments Higgins Back to School Kit

General
Introduction
Schedule

This will bring up the response page. Enter the quote expiration date, an internal quote number if you have one, and any notes to the buyer. You can also attach any correspondence by clicking on the + sign next to Attachments.

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Create Response (Quote 1002): Overview

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 3/1/18 3:11 PM
Time Zone Eastern Standard Time

Title Higgins Back to School Kit
Time Remaining 19:42:31
Close Date 3/2/18 10:55 AM

General

Supplier CLIFFORD PRINTING INC.

Negotiation Currency USD
Response Currency USD
Price Precision 2 Decimals Maximum

Response Valid Until 3/30/18 3:11 PM

Reference Number QUOTE 12345

Note to Buyer Please review the attachment for quantities and additional information

Attachments None +

You can attach more than one file by clicking on the + sign.

The screenshot shows the Oracle 'Create Response (Quote 1002): Overview' screen. The 'Attachments' dialog box is open, displaying a table with columns: Type, File Name or URL, Title, Description, Attached By, and Attached Date. The first row shows a file named 'DATA.txt' with a title 'Data for quote' and a description 'Data for quote'. The 'Browse...' button is highlighted with a red box. The 'Update...' button is also visible. The dialog box has 'OK' and 'Cancel' buttons at the bottom right.

Once you attach a file, it will show up on the main screen. You can remove the attachment by clicking on the X next to the file name. Hit **Save** and then **Next**.

The screenshot shows the Oracle 'Create Response (Quote 1002): Overview' screen. The 'Attachments' section is highlighted with a red box, showing the file 'Data for quote' with a '+' and 'X' icon. The 'Next' and 'Save' buttons are also highlighted with red boxes. The main form includes fields for Supplier (CLIFFORD PRINTING INC.), Reference Number (QUOTE 12345), Note to Buyer (Please review the attachment for quantities and additional information), and Response Valid Until (3/30/18 3:11 PM).

This will bring you to the “Lines” screen. Enter unit costs for the lines along with a Promised Ship Date.

For most negotiations, the Scholastic buyer will give the supplier an option to create your own line by clicking on the + sign under **Create Alternate**. This is especially useful if you want to incorporate a unique idea or proposal.

Create Response (Quote 1002): Lines

Currency= US Dollar

Time Remaining 19:32:40 Close Date 3/2/18 10:55 AM

Line	Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promised Ship Date
1	Higgins Notebook		+		UNCLASSIFIED		1.00	1,000	EA	1,000.00	3/21/18
2	Higgins Pencil		Not allowed		UNCLASSIFIED		1.00	2,000	EA	2,000.00	3/21/18

Columns Hidden 7

Grand Totals
All response lines except alternate lines are included.
Response Amount 3,000.00

On the Alternate Line screen, you are required to enter a description, response price, and response quantity. You can enter a note to the buyer and also attach files to the alternate line.

Lines: Edit Alternate Line: 1-1 (Quote 1002)

Currency= US Dollar

Negotiation Line 1 Close Date 3/2/18 10:55 AM

Description Higgins Notebook Location JCD-SCHOLASTIC INC

* Alternate Line Description Higgins Notepad

Category Name UNCLASSIFIED

Requested Delivery Date

Start Price

* Response Price 0.25

Target Quantity 1,000

* Response Quantity 1,000

* UOM EA

Promised Delivery Date 3/21/18

Note to Buyer Here is another option to consider.

Attachments None

After hitting **Save and Close**, the alternate line will be added to the RFQ response.

Create Response (Quote 1002): Lines

Currency= US Dollar

Time Remaining **19:24:24** Close Date 3/2/18 10:55 AM

Line	Description	Alternate Line Description	Create Alternate	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date	Category Name
1	Higgins Notebook		+	1.00	1,000	EA	1,000.00	3/21/18	UNCLASSIFIED
1-1		Higgins Notepad		0.25	1,000	EA	250.00	3/21/18	UNCLASSIFIED
2	Higgins Pencil		Not allowed	1.00	2,000	EA	2,000.00	3/21/18	UNCLASSIFIED

Columns Hidden 9

Hit **Save** and **Next**. This will bring you to the Review screen, where you can view the response as a whole. There are tabs for the Overview and Lines. When you are ready to submit the response to Scholastic, hit **Submit**.

Review Response: Quote 1002

Currency= US Dollar

Title Higgins Back to School Kit Close Date 3/2/18 10:55 AM

Overview Lines

General

Supplier CLIFFORD PRINTING INC. Reference Number QUOTE 12345

Negotiation Currency USD Note to Buyer Please review the attachment for quantities and additional information

Response Currency USD Attachments [Data for quote](#)

Price Precision 2 Decimals Maximum

Response Valid Until 3/30/18 3:11 PM

You will receive confirmation that the response was submitted.

RFQ: 4001524

Currency = US Dollar

Title Higgins Back to School Kit

Status Active

Time Remaining **19:18:06**

Open Date 2/28/18 10:57 AM

Close Date 3/2/18 10:55 AM

Table of Contents

- Cover Page
- Overview
- Requirements
- Lines

Lines

- Instructions
- line level instructions for RFQ

Confirmation

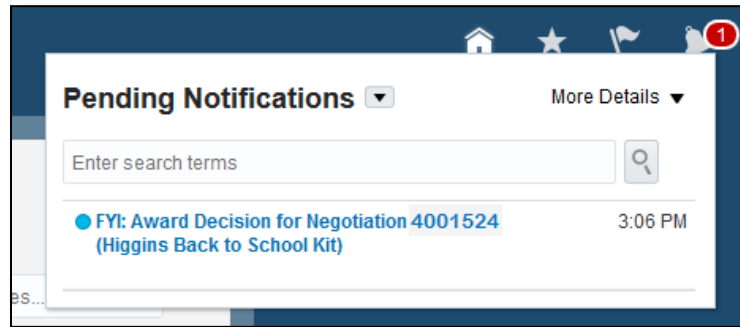
The response 1002 to negotiation 4001524 was submitted.

OK

Award Decision

After the Scholastic buyer receives all bids, they will award either the whole job, or part of the job.

If you are selected, you will receive an email notification as well as an Oracle notification confirming which lines of the negotiation were awarded to you. If you are not selected, it's up to the Scholastic buyer if they want to inform the suppliers systematically that were not selected. You would receive a similar alert, but the awarded lines amount will be "0".



Clicking on the notification will bring up the award decision. In the screenshot below, one line was awarded.

Award Decision for Negotiation 4000053 (Higgins Flip Flops)

Dismiss

Time Zone Coordinated Universal Time

Details

Assignee Henderson, Maria

From Maria Henderson

Assigned Date 5/8/18 6:32 PM

Expiration Date 6/7/18 6:32 PM

Task Number 211083

Supplier LINDENMEYR

Company Setup Enterprise

Negotiation Title Higgins Flip Flops

Negotiation 4000053

Preview Date

Open Date 5/4/18 7:31 PM

Close Date 5/4/18 7:37 PM

Award Details

Supplier LINDENMEYR

Site

Note to Supplier |

Response 6013

Awarded Lines 1

Total Award Amount USD 250.00

Line	Item	Revision	Description	Award Quantity	UOM	Award Price (USD)	Award Amount (USD)
1			Higgy Flip Flops	50	EA	5.00	250.00

Important Note: This award decision may not result in the generation of a purchasing document.

Here is a screenshot of an award decision where nothing was awarded:

Award Decision for Negotiation 4000054 (Higgins Flip Flops)

Dismiss

Time Zone Coordinated Universal Time

Details

Assignee Henderson, Maria

From Maria Henderson

Assigned Date 5/8/18 6:33 PM

Expiration Date 6/7/18 6:33 PM

Task Number 211072

Supplier LINDENMEYR

Company Setup Enterprise

Negotiation Title Higgins Flip Flops

Negotiation 4000054

Preview Date

Open Date 5/4/18 7:32 PM

Close Date 5/4/18 7:43 PM

Award Details

Supplier LINDENMEYR

Site

Note to Supplier

Response 6012

Awarded Lines 0

Total Award Amount USD 0.00

Related Links

- View Response: 6012
- View Negotiation: 4000054

Another way to view the outcome of the RFQ is to go to the Negotiations home screen. Scroll down to Completed Negotiations. The little green circle with a check mark indicates that the bid was awarded, while the note “No award” in the amount signifies that your bid was not accepted.

Overview

Summary Orders Agreements Schedules **Negotiations**

Messages (2) Refresh

Time Zone Coordinated Universal Time

Ongoing Negotiations

Open Invitations

Completed Negotiations

* Completed Since 5/8/17 6:39 PM

View Format Freeze Detach Wrap

Negotiation	Title	Negotiation Type	Close Date	Response	Supplier Site	Award Amount	Purchasing Documents	Details
4000054	Higgins Flip Flops	RFQ	5/4/18 7:43 PM	6012		No award		
4000053	Higgins Flip Flops	RFQ	5/4/18 7:37 PM	6013		USD 250.00		
4000049	Higgins Grooming Kit	RFQ	3/15/18 3:54 PM	4002		USD 3,750.00		
4000007	001	RFQ	1/23/18 5:18 PM	43	99084	USD 10,364.00...		

Columns Hidden 1

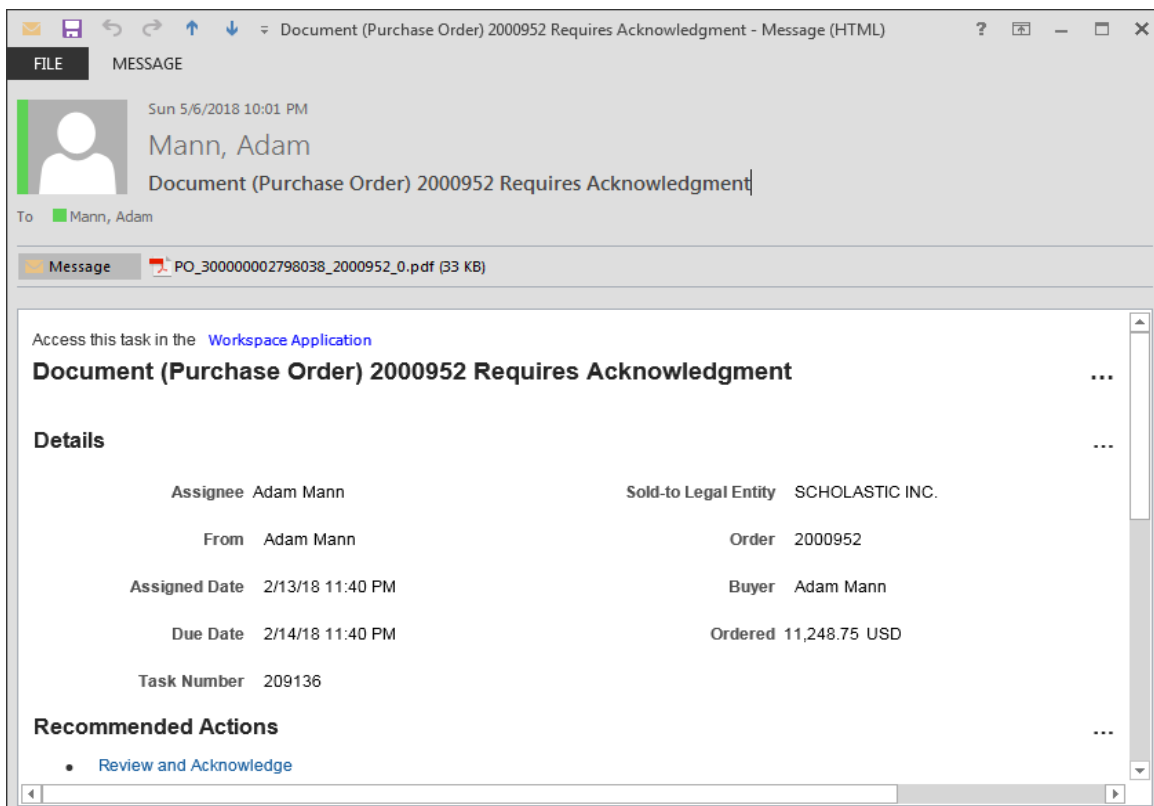
Purchase Orders (PO)

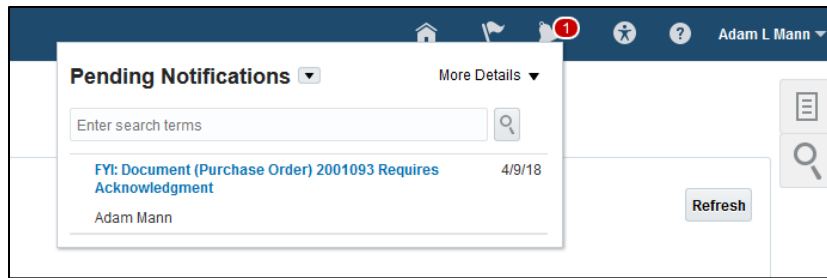
PO Notification

When a Scholastic purchase order is issued, you will receive an email notification with a PDF attachment

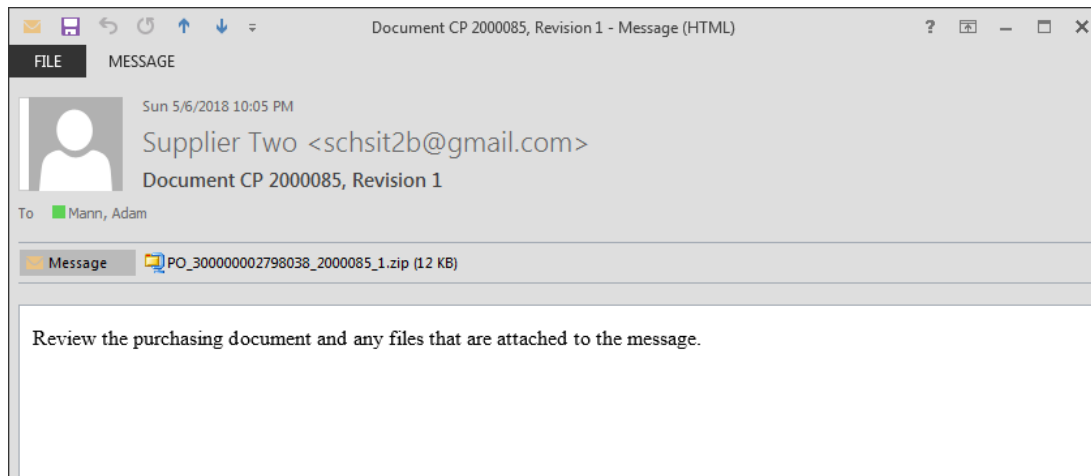


If an acknowledgment is required, the email subject will include "Requires Acknowledgment". A notification alert will also be displayed at the top of Supplier Portal to note an action is required.





When a “Revised” PO is received, the email subject will include the “Revision #”



Review PO Details

Open the attachment in the email to view a PDF of the purchase order. Additionally, on the “Orders” overview tab in the Supplier Portal, all recent PO’s will be listed under “Opened”. You will have the option of viewing a PDF, opening the order for acknowledgment, as well as updating the order with a confirmed promised ship date.

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Overview

Summary **Orders** Agreements Schedules Negotiations

Refresh

Orders with Recent Activity

Activity Since 3/29/18 Supplier Site

Opened Changed or Canceled

Order	Order Date	Ordered Amount	Currency	Revision	Last Activity Date	Last Activity	View PDF	Supplier Site
2003934	4/5/18	5,000.00	USD	0	4/5/18	Opened	PDF	CPI
2003936	4/5/18	5,000.00	USD	0	4/5/18	Opened	PDF	CPI
2003935	4/5/18	10,625.00	USD	0	4/5/18	Opened	PDF	CPI
2003938	4/5/18	5,000.00	USD	0	4/5/18	Opened	PDF	CPI
2003937	4/5/18	5,000.00	USD	0	4/5/18	Opened	PDF	CPI

Acknowledge a PO

Some Scholastic POs will require a supplier acknowledgment within the Portal. The PO will not be considered “open” until the Supplier completes the acknowledgment process. If a PO requires acknowledgment, the email subject will note “Requires Acknowledgement”. You can acknowledge the PO from the link in the email or log into the supplier portal and click on the “Pending Acknowledgment” link in the Watch list.

Note: A notification alert will pop-up as well as a task in the “Work list”. While both of these serve as links to the PO, it is suggested to acknowledge an order by using the link in the “Watch List”, as this method is most efficient.

The screenshot shows the Oracle Supplier Portal interface. At the top, there's a navigation bar with 'Overview' and tabs for 'Summary', 'Orders', 'Agreements', 'Schedules', and 'Negotiations'. A 'Pending Notifications' pop-up is visible, showing a notification for 'FYI: Document (Purchase Order) 2001093 Requires Acknowledgment' with a link to 'Acknowledge'. Below this, the 'Worklist' section shows a task for 'Document (Purchase Order) 2001093 Requires Acknowledgment'. The 'Watchlist' section shows a link for 'Pending acknowledgment (10)' which is highlighted with a red box.

A “Manage Orders” screen will be displayed with all orders pending acknowledgement. Click on an order #.

The screenshot shows the 'Manage Orders' screen. The 'Search' section has filters for 'Sold-to Legal Entity', 'Bill-to BU', 'Supplier Site', and 'Order'. The 'Search Results' table lists orders with columns: Order, Order Date, Supplier Site, Buyer, Ordered, Currency, Status, and Life Cycle. The order 2001093 is highlighted with a red box.

Order	Order Date	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle
2001093	4/10/18	COM - NJ	Mann, Adam	28,800.00	USD	Pending Supplier Acknowledgment	
2000952	2/14/18	COM - MO	Mann, Adam	11,248.75	USD	Pending Supplier Acknowledgment	
2000899	2/7/18	COM - NJ	Perreault, Jennifer	150,996.00	USD	Pending Supplier Acknowledgment	
2000104	1/19/18	COM - NJ	Almuina, Christine	1,250.00	USD	Open	
2000094	2/8/18	COM - MO	Peragine, William	2,936.25	USD	Pending Supplier Acknowledgment	
2000059	1/17/18	COM - MO	McCullough, Sheri	2,727.34	USD	Open	
2000056	1/17/18	COM - NJ	Mann, Adam	10,000.00	USD	Pending Supplier Acknowledgment	
2000050	1/17/18	COM - MO	Mann, Adam	5,165.00	USD	Pending Supplier Acknowledgment	
2000047	1/17/18	COM - MO	Peragine, William	54.09	USD	Closed for Invoicing	
2000042	1/17/18	COM - MO	Almuina, Christine	1,000.00	USD	Open	

The PO header and details will be displayed. At the top right of the screen, select the “Acknowledge PO” button.

ORACLE

XE: 2001093

Buttons: Acknowledge, View PDF, Actions, Done

You may need to acknowledge both the order (under “Terms”) and each Schedule line. You are given the option to “Accept” or “Reject”. Please only “Accept” the PO using this process. If there is something wrong with the order, please reach out to your Scholastic buyer via email or phone.

Terms Notes and Attachments

Required Acknowledgment Document and Schedule

Acknowledgment Due Date 4/11/18

Payment Terms Net 30

Shipping Method SCHOLASTIC-OTM

Freight Terms Prepaid

FOB FOB

Pay on receipt

Confirming order

Acknowledgment Response

Acknowledgment Note

Accept

Reject

Additional Information

Mill Name

OTM Payment Method PPD

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	890076-ZEN SHORTS POSTER		9,000	EA	3.20	4/30/18	4/30/18	Accept		JCD-SCHOLAS...

In the top right hand corner, hit “Submit”

Buttons: View PDF, Submit, Cancel

Then hit “OK” and “Done” to close out of the order.

Confirmation

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

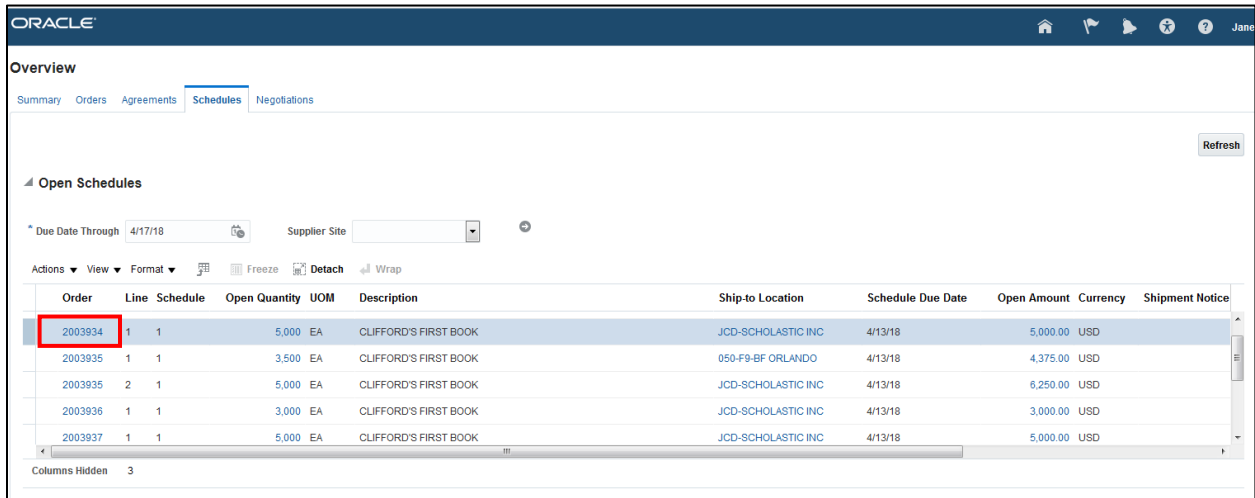
Buttons: OK, Cancel

The acknowledgment has been sent back to Scholastic and the order status is now “Open”.

Enter/Revise a Promised Ship Date for a Schedule

On every order, we send a “Requested Ship Date”. We expect that every supplier will respond with a “Promised Ship Date” confirming when you can ship. These dates are loaded into the Scholastic system for reporting purposes, so it’s important that they are populated for every order and kept up to date.

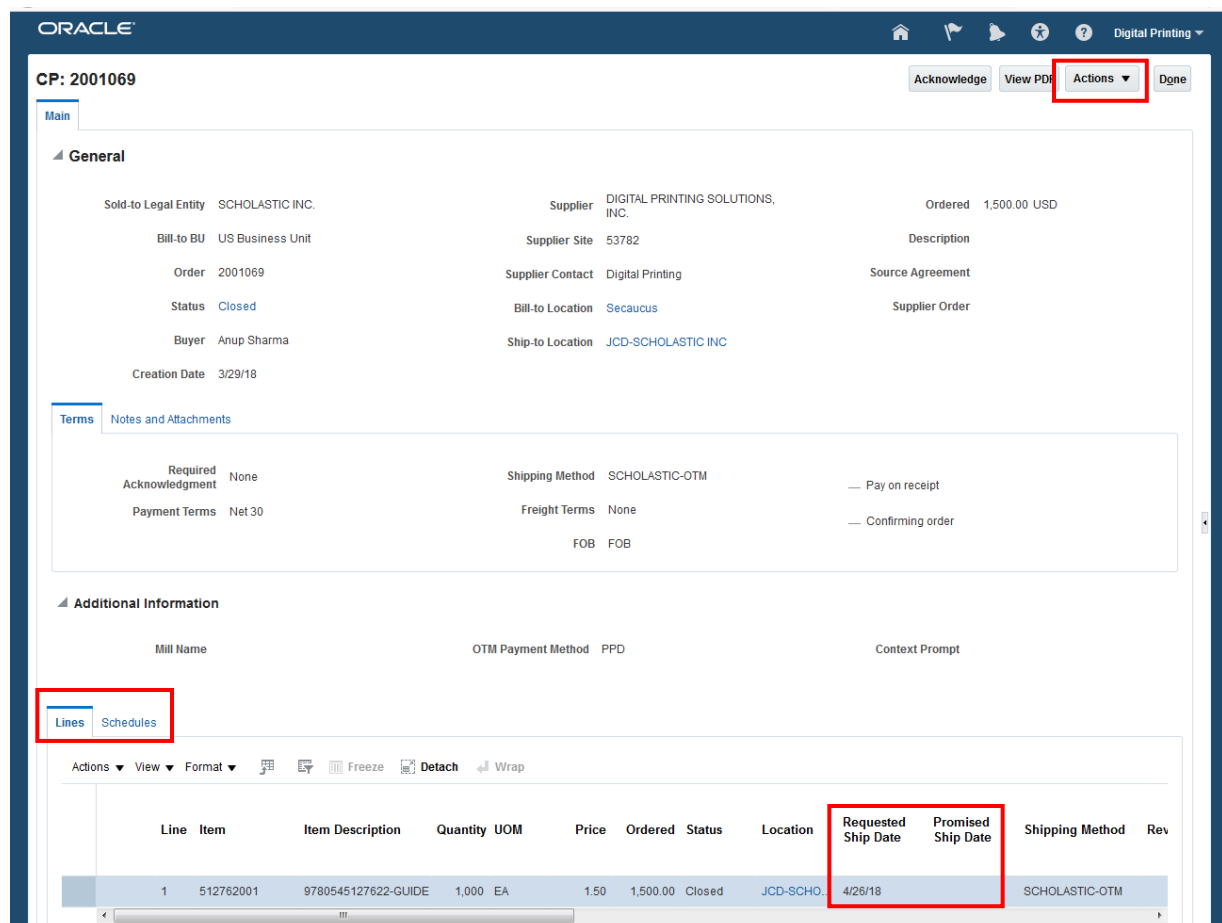
From the “Orders” or “Schedules” tab, select an order to edit:



The screenshot shows the Oracle Schedules screen. The 'Overview' tab is active, and the 'Schedules' sub-tab is selected. A table titled 'Open Schedules' is displayed with columns: Order, Line, Schedule, Open Quantity, UOM, Description, Ship-to Location, Schedule Due Date, Open Amount, Currency, and Shipment Notice. The first row of the table is highlighted with a red box, showing Order 2003934, Line 1, Schedule 1, with a quantity of 5,000 EA, description 'CLIFFORD'S FIRST BOOK', ship-to location 'JCD-SCHOLASTIC INC', and a due date of 4/13/18.

Order	Line	Schedule	Open Quantity	UOM	Description	Ship-to Location	Schedule Due Date	Open Amount	Currency	Shipment Notice
2003934	1	1	5,000	EA	CLIFFORD'S FIRST BOOK	JCD-SCHOLASTIC INC	4/13/18	5,000.00	USD	
2003935	1	1	3,500	EA	CLIFFORD'S FIRST BOOK	050-F9-BF ORLANDO	4/13/18	4,375.00	USD	
2003935	2	1	5,000	EA	CLIFFORD'S FIRST BOOK	JCD-SCHOLASTIC INC	4/13/18	6,250.00	USD	
2003936	1	1	3,000	EA	CLIFFORD'S FIRST BOOK	JCD-SCHOLASTIC INC	4/13/18	3,000.00	USD	
2003937	1	1	5,000	EA	CLIFFORD'S FIRST BOOK	JCD-SCHOLASTIC INC	4/13/18	5,000.00	USD	

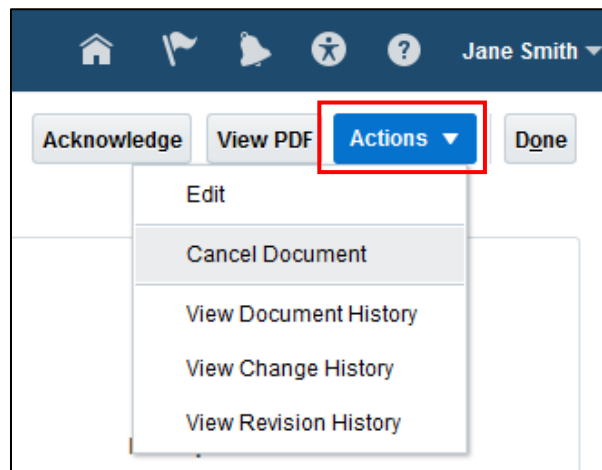
This brings you to the PO screen. The top part contains the PO header information with your supplier information. The “Lines” and Schedules” tabs at the bottom contain the PO detail.



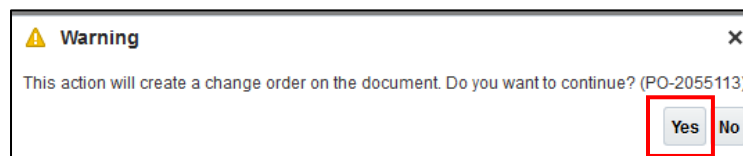
The screenshot shows the Oracle PO screen for PO 2001069. The 'Main' tab is active, and the 'General' sub-tab is selected. The PO header information is displayed, including Sold-to Legal Entity (SCHOLASTIC INC.), Supplier (DIGITAL PRINTING SOLUTIONS, INC.), and Supplier Site (53782). The 'Lines' and 'Schedules' tabs at the bottom are highlighted with a red box. Below the tabs, a table of PO lines is displayed with columns: Line, Item, Item Description, Quantity, UOM, Price, Ordered, Status, Location, Requested Ship Date, Promised Ship Date, Shipping Method, and Rev. The first row of the table is highlighted with a red box, showing Line 1, Item 512762001, Item Description 9780545127622-GUIDE, Quantity 1,000 EA, Price 1.50, Ordered 1,500.00, Status Closed, Location JCD-SCHO, Requested Ship Date 4/26/18, and Shipping Method SCHOLASTIC-OTM.

Line	Item	Item Description	Quantity	UOM	Price	Ordered	Status	Location	Requested Ship Date	Promised Ship Date	Shipping Method	Rev
1	512762001	9780545127622-GUIDE	1,000	EA	1.50	1,500.00	Closed	JCD-SCHO	4/26/18		SCHOLASTIC-OTM	

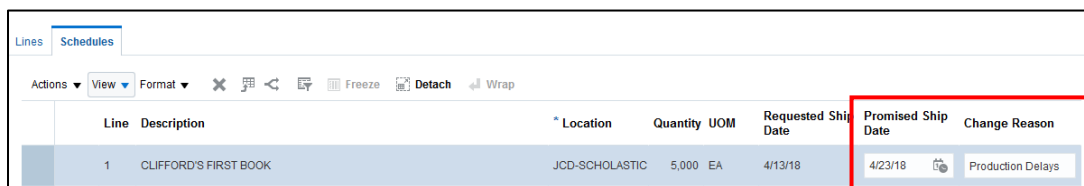
In the previous screenshot, the requested ship date is 4/26/18. However, the promised ship date is blank. In order to enter a new promised ship date or revise an existing promised ship date, click the “Actions” button on the top right of the screen and select “Edit”.



A warning message pops up to confirm that any action will create a change order. Click “Yes”.

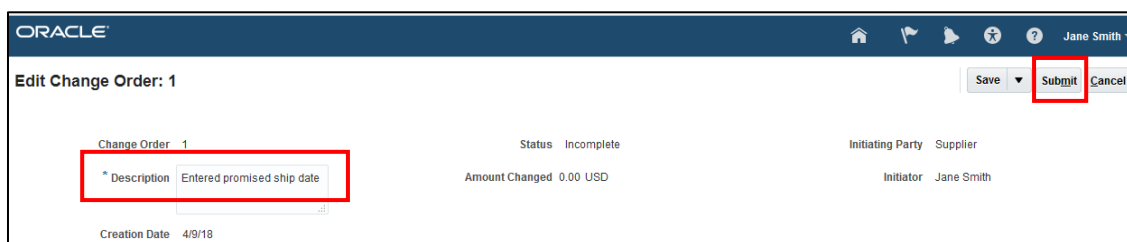


In the “Schedules” tab, enter a new promised ship date and a change reason if applicable.

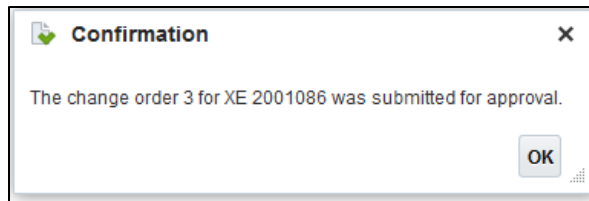


Enter a description of the change order you made at the top of the PO and then hit “Submit”.

Note: Hitting “Save” will save your work, but will not send the updated date back to Scholastic. You must select “Submit”.

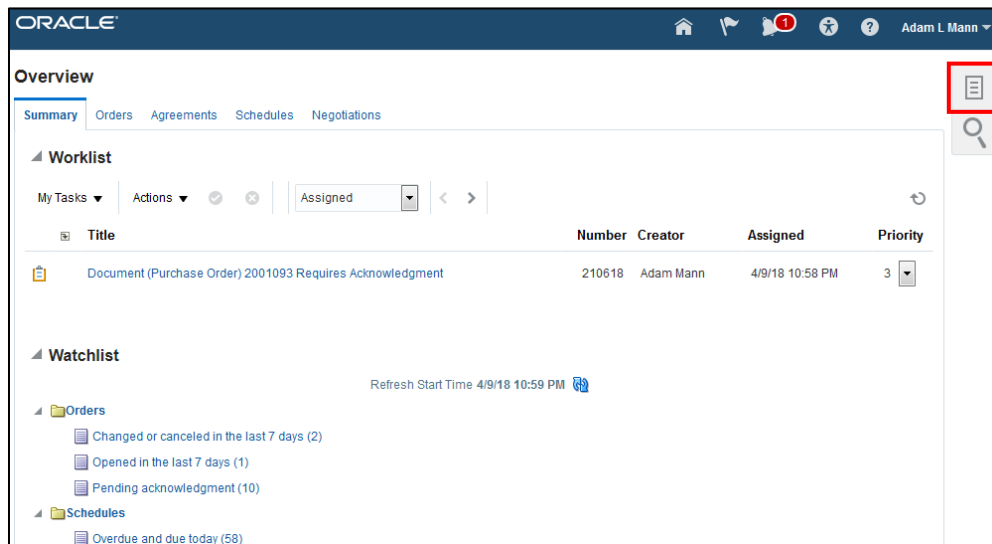


After hitting “submit”, a popup message confirms that your changes have been sent to Scholastic. We will reach out to you with any questions.

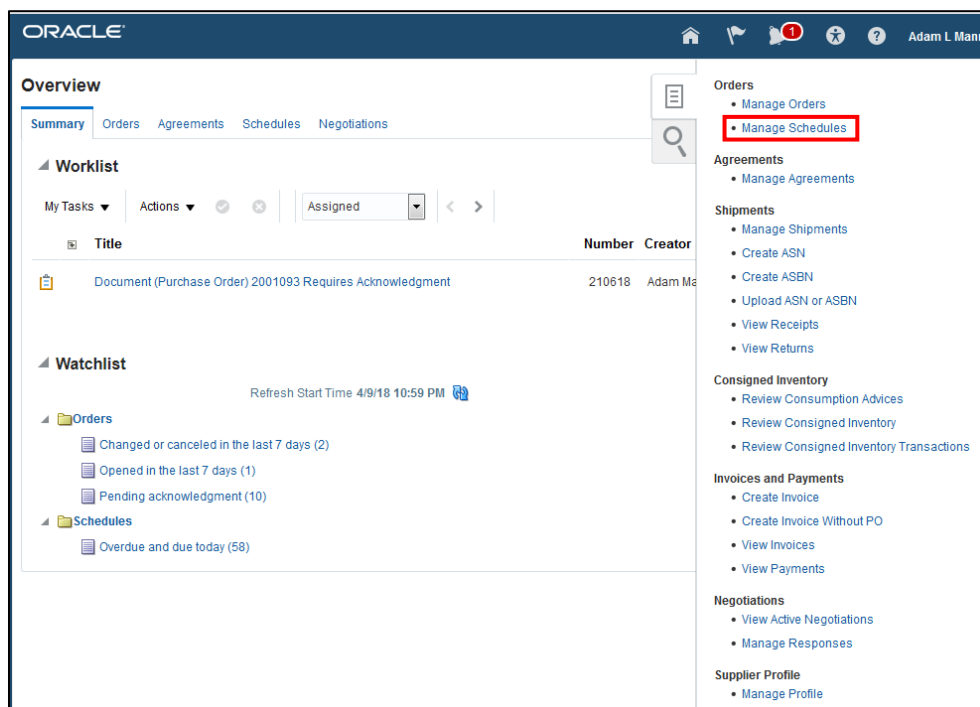


Manage Schedules

To search and view all orders and schedules, select the task button while in the Overview screen in the supplier portal



It opens up a tab on the right side with a number of options. Under "Orders", select "Manage Schedules".



The Manage Orders screen allows you to search all PO Schedules, open or closed. The default search is “All”, but you can search using a number of parameters, as well as setup custom searches. You can also easily tell which schedules don’t have a “Promised Ship Date” by sorting the field. In fact, all of the fields are sortable.

Manage Orders

Search filters:

- Sold-to Legal Entity: [Dropdown]
- Supplier Site: [Dropdown]
- Order: [Text]
- Line Description: [Text]
- Supplier Item: [Text]
- Ship-to Location: [Text]
- Status: [Dropdown]

Buttons: Search, Reset, Save...

Search Results

Order	Line	Schedule	Ordered Quantity	UOM	Line Description	Status	Price	Ordered	Currency	Creation Date	Requested Date	Promised Date
2001099	2	2	80	EA	M11S327798-MKBOOKTALK BOOKMARKS SPRI	Open	1.00	80.00	USD	4/11/18	4/24/18	
2001099	2	1	20	EA	M11S327798-MKBOOKTALK BOOKMARKS SPRI	Open	1.00	20.00	USD	4/11/18	4/30/18	
2001099	1	2	400	EA	9780545127622-GUIDE FOR PREM S44 TEACH	Open	1.00	400.00	USD	4/11/18	5/30/18	
2001099	1	1	0	EA	9780545127622-GUIDE FOR PREM S44 TEACH	Canceled	1.00	0.00	USD	4/11/18	4/30/18	
2001087	1	1	800	EA	M11S328077-MKALAN'S BOOKMARK	Closed	1.00	800.00	USD	4/6/18	4/24/18	
2001084	1	1	0	EA	M11S328077-MKALAN'S BOOKMARK	Canceled	1.00	0.00	USD	4/5/18	4/24/18	
2001084	2	1	200	EA	M11S328072-MKREAD WRLD RCRD PSTR S2	Open	1.00	200.00	USD	4/5/18	4/24/18	
2001085	1	1	0	EA	M11S328075-MKEASYSCAN SCAN SHEET V5	Canceled	1.00	0.00	USD	4/5/18	4/30/18	
2001085	2	1	200	EA	M11S328075-MKEASYSCAN SCAN SHEET V5	Open	1.00	200.00	USD	4/5/18	4/30/18	
2001077	2	1	200	EA	M10F328133-OPS.BOX.BIG DISPLAY SHIPPER	Closed Fo...	1.50	300.00	USD	4/3/18	4/30/18	
2001077	1	1	0	EA	M10F328133-OPS.BOX.BIG DISPLAY SHIPPER	Canceled	1.50	0.00	USD	4/3/18	4/30/18	
2001071	1	1	1	EA	9780590725255-IS YR MAMA LLAMA BIG E PB	Closed Fo...	100.00	100.00	USD	3/31/18	3/31/18	4/6/18

Order Life Cycle

When you select a PO to view or edit, the “Order Life Cycle” graph can be found on the top right of the screen. It is a graphical view of the dollar amount ordered, received, delivered, and invoiced. Select “View Details” for additional information.

FM: 2001087

Buttons: Acknowledge, View PDF, Actions, Done

General

Sold-to Legal Entity: SCHOLASTIC INC.
 Bill-to BU: US Business Unit
 Order: 2001087
 Status: Closed
 Buyer: Anup Sharma
 Creation Date: 4/6/18

Supplier: DIGITAL PRINTING SOLUTIONS, INC.
 Supplier Site: 53782
 Supplier Contact: Digital Printing
 Bill-to Location: Secaucus
 Ship-to Location: 050-F9-BF ORLANDO

Ordered: 800.00 USD
 Description: THIS IS TEST FOR GEMMA INTERFACE
 Source Agreement: Supplier Order

Order Life Cycle

Bar chart showing Amount (USD) for Ordered, Received, Delivered, and Invoiced.

View Details

The Order Life Cycle now displays a complete order summary including in-transit shipment information (pulled in from our OTM module), receipt dates, and invoice status.

Order Life Cycle: 2001087
Done

Sold-to Legal Entity
SCHOLASTIC INC.
Order 2001087
Supplier DIGITAL PRINTING SOLUTIONS, INC.
Supplier Site 53782
Supplier Contact Digital Printing
Ordered 800.00 USD

Fulfillment Status

100%
Amount (USD)

Billing Status

100%
Amount (USD)

In-Transit Shipments

Actions View Format Freeze Detach Wrap

Shipment	Ship Date	Tracking Number	Packing Slip	Expected Receipt Date	Shipped	Carrier	Bill of La
No results found.							

Columns Hidden 2

Receipts

Actions View Format Freeze Detach Wrap

Receipt	Receipt Date	Shipment	Ship Date	Packing Slip	Returned	Received	Delivered	Invoiced
7	4/6/18				0.00	800.00	800.00	0.00

Columns Hidden 3

Invoices

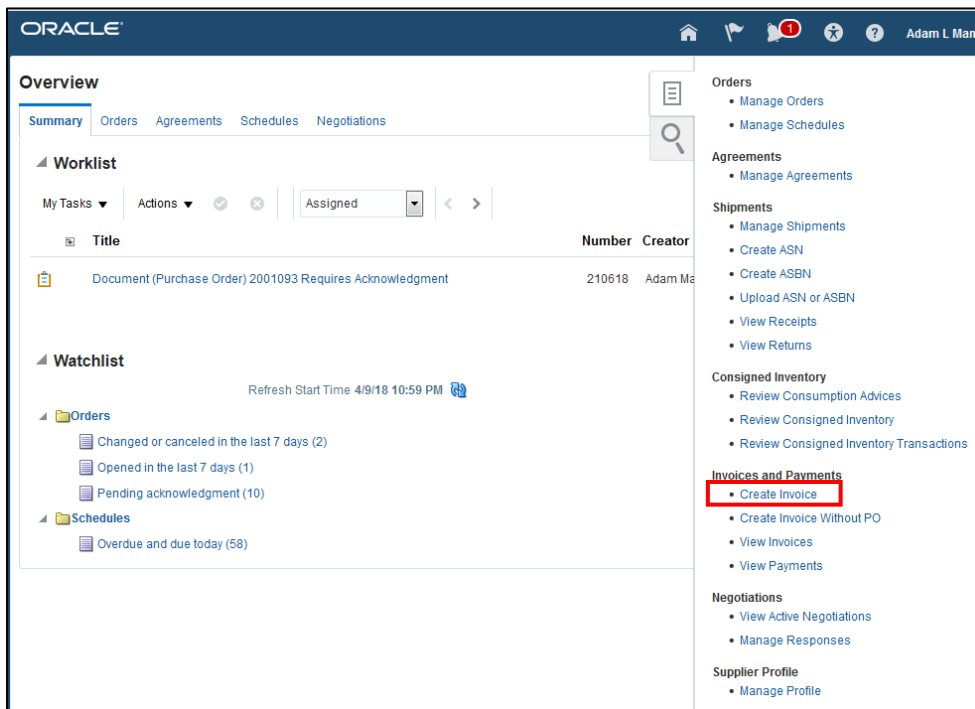
Actions View Format Freeze Detach Wrap

Invoice	Invoice Date	Status	Invoice Total	Paid	Matched Amount	Receipt	Packing Slip
1087	4/6/18	Validated	800.00	800.00	800.00		

Invoices

Create and Submit an Invoice

The Scholastic Supplier Portal allows you to submit invoices directly to Scholastic. Processing your invoices through the supplier portal will increase the speed that your payment is processed. In the task list, select “Create Invoice”.



In the “Create Invoice” section, select an order from the “Identifying PO” drop down list. This will populate most of the fields. Then enter your internal “Invoice Number” and today’s date. Under “Attachments”, click the + to upload a copy of your internal invoice for our records.

The screenshot shows the 'Create Invoice' form in the Oracle Supplier Portal. The form is divided into two main sections: 'Supplier' and 'Customer'. The 'Supplier' section includes fields for 'Identifying PO' (2003938), 'Supplier' (CLIFFORD PRINTING INC.), 'Taxpayer ID', 'Supplier Site' (CPI), 'Address' (557 Broadway, NEW YORK, NY 10012), 'Remit-to Bank Account', 'Unique Remittance Identifier', 'Unique Remittance Identifier Check Digit', and 'Supplier Tax Registration Number'. The 'Customer' section includes fields for 'Customer Taxpayer ID' (105083) and 'Name' (SCHOLASTIC INC.). On the right side, there are fields for 'Number' (101), 'Date' (4/10/18), 'Type' (Invoice), 'Invoice Currency' (USD - US Dollar), 'Payment Currency' (USD - US Dollar), 'Description', and 'Attachments' (None +). The 'Identifying PO', 'Number', 'Date', and 'Attachments' fields are highlighted with red boxes.

In the “Items” section, hit the “Select and add” button to choose the PO lines you’d like to add to the invoice.

The screenshot shows the 'Items' section of a software interface. At the top, there are buttons for 'View', 'Select and add' (highlighted with a red box), and 'Calculate Tax'. Below these buttons is a table with columns for 'Purchase Order', 'Consumption Advice', 'Supplier Item', 'Item Description', 'Ship-to Location', 'Available Quantity', 'Quantity', and 'Unit Price'. The table is currently empty, with a message 'No data to display' at the bottom.

Select the line(s) and hit “Apply”.

Then hit “OK”. The item(s) has been added to the invoice.

The screenshot shows a dialog box titled 'Select and Add: Purchase Orders'. It contains a 'Search Results' section with a table of search results. The table has columns for 'Purchase Order', 'Consumption Advice', 'Supplier Item Number', 'Item Description', 'Ship-to Location', and 'Ordered'. One row is highlighted in blue, showing '2003938', '1', '1', '76301001', 'CLIFFORD'S FIRST...', 'JCD-SCHOLASTIC ...', and '5,000'. At the bottom right of the dialog, there are three buttons: 'Apply' (highlighted with a red box), 'OK', and 'Cancel'.

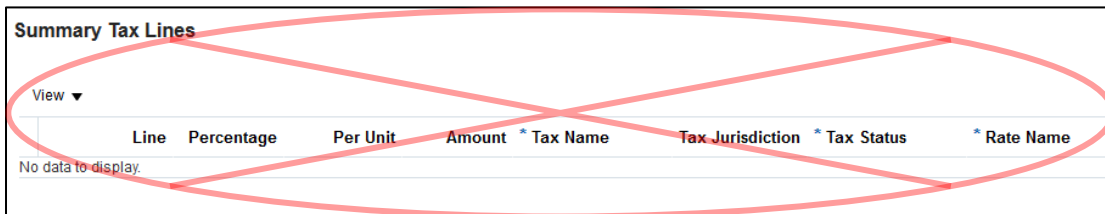
In the quantity field, enter the shipped quantity.

Note: If the shipped quantity exceeds 3% overage from the ordered quantity, the invoice will not processed. Please reach out to your Scholastic buyer to have the purchase order increased. Then the invoice can be created.

The screenshot shows the 'Items' section of a software interface. It contains a table with columns for 'Purchase Order', 'Consumption Advice', 'Supplier Item', 'Item Description', 'Ship-to Location', 'Available Quantity', 'Quantity', 'Unit Price', 'UOM', and 'Amount'. One row is highlighted in blue, showing '2003938', '1', '1', '76301001', 'CLIFFORD'S FIRST BOOK', 'JCD-SCHOLASTIC INC', '5,000', '5000' (highlighted with a red box), '1 EA', and '5,000.00'. A 'Total' row is also present at the bottom, showing '5,000.00'.

Tax

If tax is required, please add it as a “Miscellaneous Charge” towards the bottom of the screen. Our current module is not equipped to calculate tax. If you click the “Calculate Tax” button in the “Items” section, it will not calculate. This functionality will be available in the future.



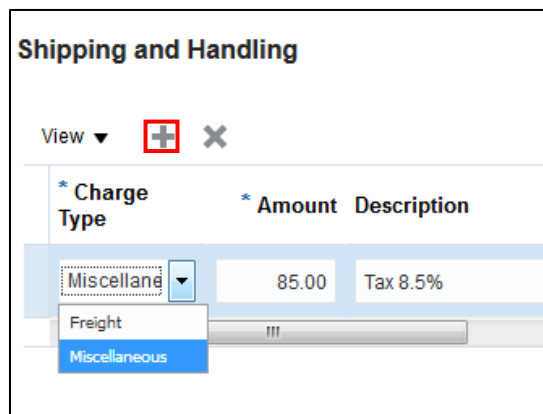
The image shows a table titled "Summary Tax Lines" with a red 'X' drawn over it, indicating it is not functional. The table has a header row with the following columns: Line, Percentage, Per Unit, Amount, * Tax Name, Tax Jurisdiction, * Tax Status, and * Rate Name. Below the header, there is a row with the text "No data to display."

Line	Percentage	Per Unit	Amount	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name
No data to display.							

Miscellaneous Charges

Hit the “Add” button under “Shipping and Handling” and select “Miscellaneous”. Enter an amount and description. When adding Tax, please specify the tax % in the description.

Note: Freight is not a viable option as all of our shipments should be booked through the Scholastic Logistics group via the OTM system.



The image shows a form titled "Shipping and Handling". It has a "View" dropdown menu and a red square button with a white plus sign. Below this, there is a table with the following columns: * Charge Type, * Amount, and Description. The table has one row with the following values: Miscellaneous (selected in a dropdown), 85.00, and Tax 8.5%. Below the table, there is a dropdown menu with the following options: Freight and Miscellaneous (selected).

* Charge Type	* Amount	Description
Miscellaneous	85.00	Tax 8.5%

Hit "Submit" to send the invoice to Scholastic

ORACLE Jane Smith

Create Invoice

Identifying PO 2003938 **Supplier** CLIFFORD PRINTING INC. **Number** 101 **Date** 4/10/18 **Type** Invoice

Taxpayer ID **Supplier Site** CPI **Invoice Currency** USD - US Dollar **Payment Currency** USD - US Dollar

Address 557 Broadway, NEW YORK, NY 10012 **Description**

Remit-to Bank Account **Unique Remittance Identifier** **Attachments** None +

Unique Remittance Identifier Check Digit **Supplier Tax Registration Number**

Customer

Customer Taxpayer ID 105083 **Address**

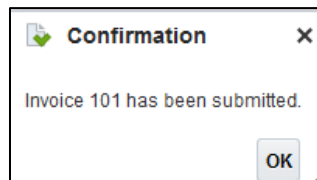
Name SCHOLASTIC INC.

Items

View X Calculate Tax

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity
* Number	* Line	* Schedule	Number	Line					
2003938	1	1			76301001	CLIFFORD'S FIRST BOOK	JCD-SCHOLASTIC INC	5,000	5000

A pop-up message will confirm that the invoice has been submitted



View Invoices

To search for all submitted invoices, on the Task Menu, select “View Invoices”

The screenshot shows the Oracle Overview page. On the right-hand side, there is a vertical menu with various options. The 'View Invoices' option is highlighted with a red rectangle. The menu includes sections for Orders, Agreements, Shipments, Consigned Inventory, Invoices and Payments, Negotiations, and Supplier Profile. The 'View Invoices' option is located under the 'Invoices and Payments' section.

Select your “Supplier” name, and hit search. You can use the fields to narrow your search as well as create custom searches. You can see the Invoice Status, as well as a Payment Number to confirm that a payment has been made against your invoice. Please note that all of these columns can be sorted.

The screenshot shows the Oracle View Invoices search results page. The search criteria are: Supplier: DIGITAL PRINTING SOLUTIONS, Inc., Purchase Order: 200%, and Invoice Status: Approved. The search results table is as follows:

Invoice Number	Invoice Date	Purchase Order	Due Date	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Supplier
1087	4/6/18	2001087	5/6/18	0.00 USD	800.00 USD	Approved	1000028	DIGITAL PRINTING SOLUTIONS, INC.
1069	3/29/18	2001069	4/28/18	0.00 USD	1,500.00 USD	Approved	3000141	DIGITAL PRINTING SOLUTIONS, INC.
nk-2001066	3/29/18	2001066	4/28/18	0.00 USD	100.00 USD	Approved	3000142	DIGITAL PRINTING SOLUTIONS, INC.
1065	3/28/18	2001065	4/27/18	0.00 USD	2,000.00 USD	Approved	3000140	DIGITAL PRINTING SOLUTIONS, INC.
Inv-1061	3/28/18	2001061	4/27/18	0.00 USD	100.00 USD	Approved	3000139	DIGITAL PRINTING SOLUTIONS, INC.
1057	3/26/18	2001057	4/25/18	8,250.00 USD	8,250.00 USD	Approved		DIGITAL PRINTING SOLUTIONS, INC.
INV-20136	3/13/18	2001036	4/12/18	5,306.00 USD	5,306.00 USD	Approved		DIGITAL PRINTING SOLUTIONS, INC.
INV-2037	3/13/18	2001037	4/12/18	3,025.80 USD	3,025.80 USD	Approved		DIGITAL PRINTING SOLUTIONS, INC.

View Payments

To search for invoice payment status, on the Task Menu, select “View Payments”

The screenshot shows the Oracle Overview page. The right-hand menu is open, and the 'View Payments' option under the 'Invoices and Payments' section is highlighted with a red box. The main content area shows a 'Worklist' with a table of tasks and a 'Watchlist' with a list of orders and schedules.

Title	Number	Creator
Document (Purchase Order) 2001093 Requires Acknowledgment	210618	Adam Ma






Select your “Supplier” name, and hit search. You can use the fields to narrow your search as well as create custom searches. You can also see the payment status to confirm that a payment has been made. Select a “Payment Number” to see the complete details of the payment.

The screenshot shows the Oracle View Payments page. The search filters are set to 'Advanced' and 'All Payments'. The search results table is displayed below the filters.

Payment Number	Payment Date	Payment Type	Invoice Number	Payment Amount	Payment Status	Remit-to Account	Supplier
1000028	4/6/18	Quick	1087	800.00 USD	Negotiable	XXXXX9686	DIGITAL PRINTING SOLUTIONS, INC.
3000142	3/29/18	Quick	nk-2001066	100.00 USD	Negotiable	XXXXX9686	DIGITAL PRINTING SOLUTIONS, INC.
3000141	3/29/18	Quick	1069	1,500.00 USD	Negotiable	XXXXX9686	DIGITAL PRINTING SOLUTIONS, INC.
3000139	3/28/18	Quick	Inv-1061	100.00 USD	Negotiable	XXXXX9686	DIGITAL PRINTING SOLUTIONS, INC.
3000140	3/28/18	Quick	1065	2,000.00 USD	Negotiable	XXXXX9686	DIGITAL PRINTING SOLUTIONS, INC.

Complete payment detail will be displayed

ORACLE

Digital Printing

Payment: 1000028

Done

Business UnitUS Business Unit

PayeeDIGITAL PRINTING SOLUTIONS, INC.

Payee Site53782

AddressPO BOX 628328, ORLANDO, FL 32862-8328

Payment StatusNegotiable

Payment Amount800.00 USD

Payment Date4/6/18

Payment TypeQuick

Remit-to AccountXXXX9686

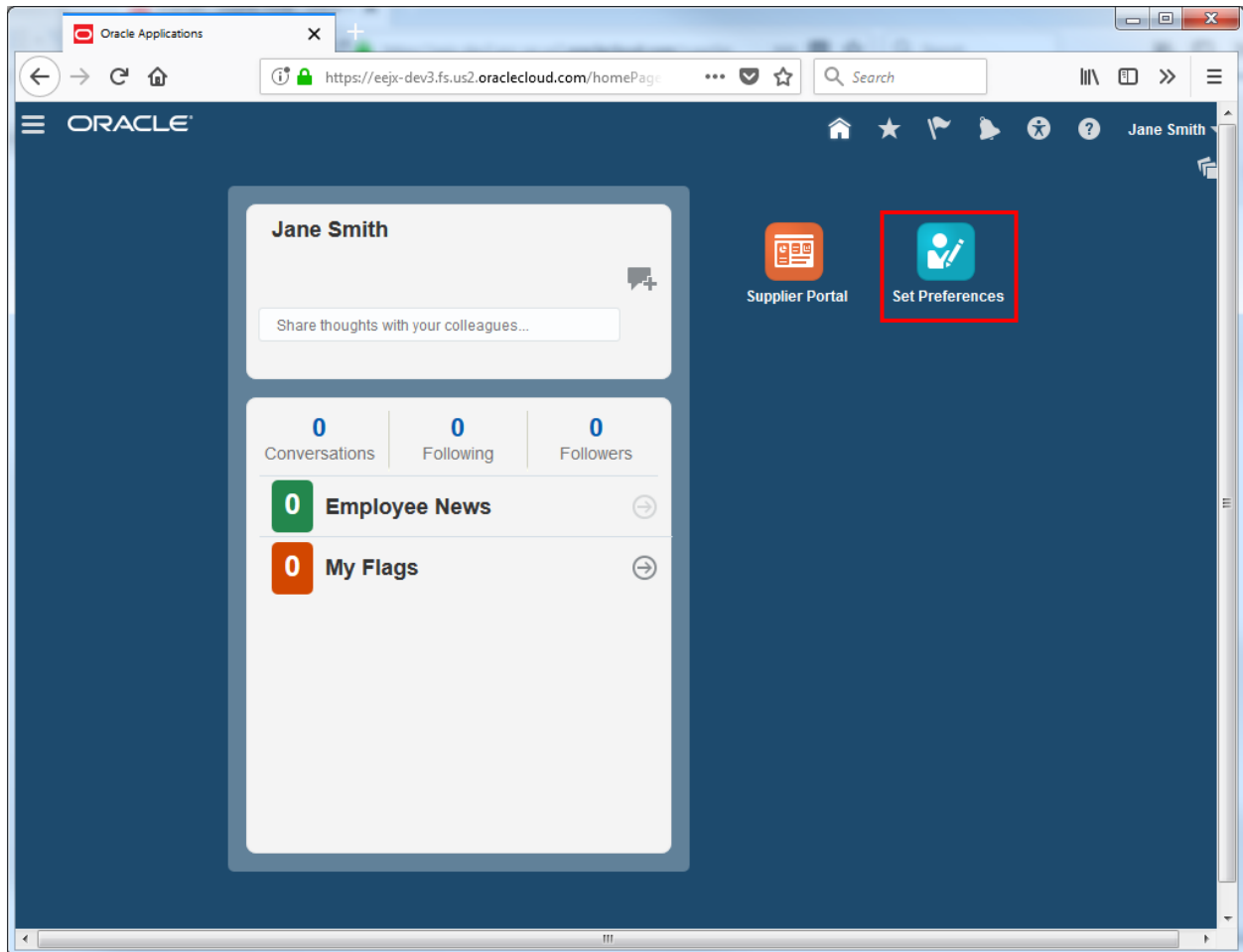
Payment DocumentSCH_US_BOFA_USD_EFT

Paid Invoices

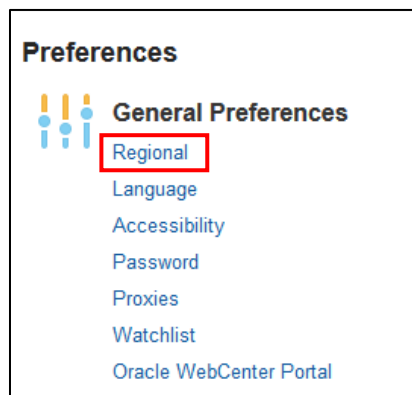
Number	Invoice Date	Due Date	Purchase Order	Paid Status	Paid Amount	Invoice Amount	Invoice Status	Type	Consumption Advice	Rec
1087	4/6/18	5/6/18	2001087	Fully paid	800.00 USD	800.00 USD	Not required	Standard		

Supplier Preferences

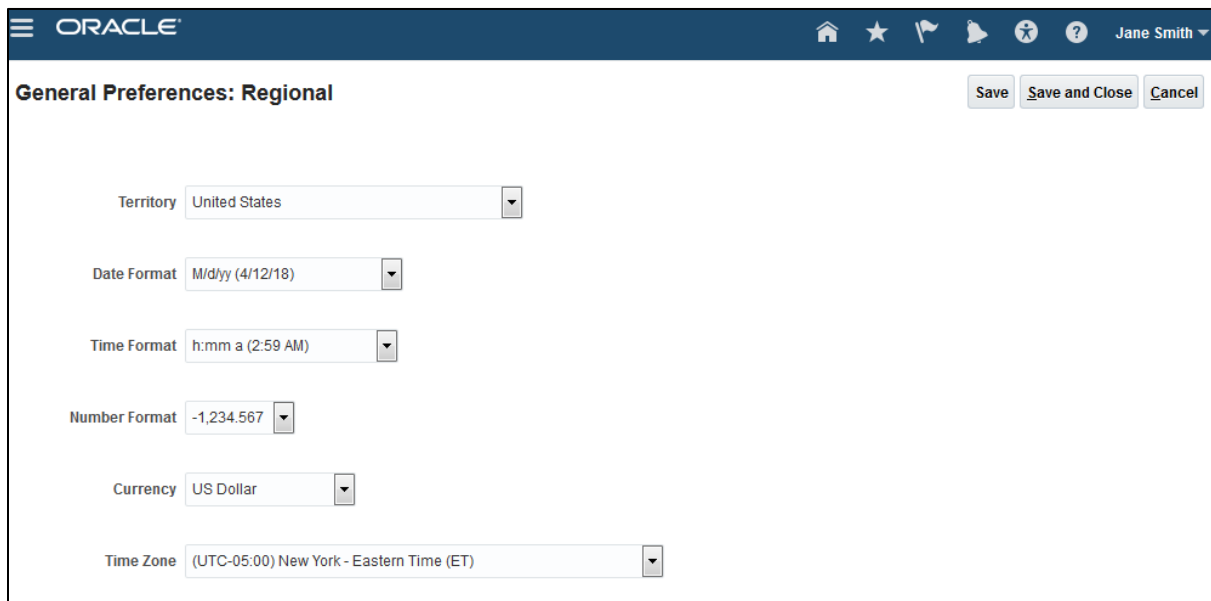
On the home page, select “Set Preferences”



Select “Regional” in the General Preferences list to review the option to update your date and time format, preferred number format, primary currency, and time zone.



Select “Save and Close” when finished.



The screenshot shows the Oracle General Preferences: Regional settings page. The page has a dark blue header with the Oracle logo and a user profile for Jane Smith. The main content area is white and contains several dropdown menus for regional settings. The settings are as follows:

Setting	Value
Territory	United States
Date Format	M/d/yy (4/12/18)
Time Format	h:mm a (2:59 AM)
Number Format	-1,234,567
Currency	US Dollar
Time Zone	(UTC-05:00) New York - Eastern Time (ET)

At the top right of the settings area, there are three buttons: Save, Save and Close, and Cancel.

Select “Language” to change the primary language of the website. The default is “American English”

