

# Scholastic Oracle Cloud Supplier Portal User Guide

Introduction to the Supplier Portal .....	3
Navigating the Supplier portal .....	3
Logging in .....	3
Multifactor Authentication.....	4
Homepage Navigation .....	5
Notifications .....	5
Overview Menu.....	6
Summary Tab.....	6
Orders Tab .....	7
Schedules .....	8
Negotiations Tab.....	8
Request for Quote (RFQ) .....	9
Receiving an Invite for a Negotiation .....	9
Award Decision.....	15
Purchase Orders (PO) .....	17
PO Notification .....	17

Review PO Details.....	19
Acknowledge a PO.....	19
Enter/Revise a Promised Ship Date for a Schedule .....	22
Manage Schedules .....	24
Order Life Cycle .....	24
Invoices.....	25
Create and Submit an Invoice with a PO .....	25
Tax .....	27
Miscellaneous Charges.....	27
Create and Submit an Invoice without a PO Non-PO invoice .....	29
View Invoices.....	31
View Payments .....	32
Supplier Preferences .....	34

## 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.

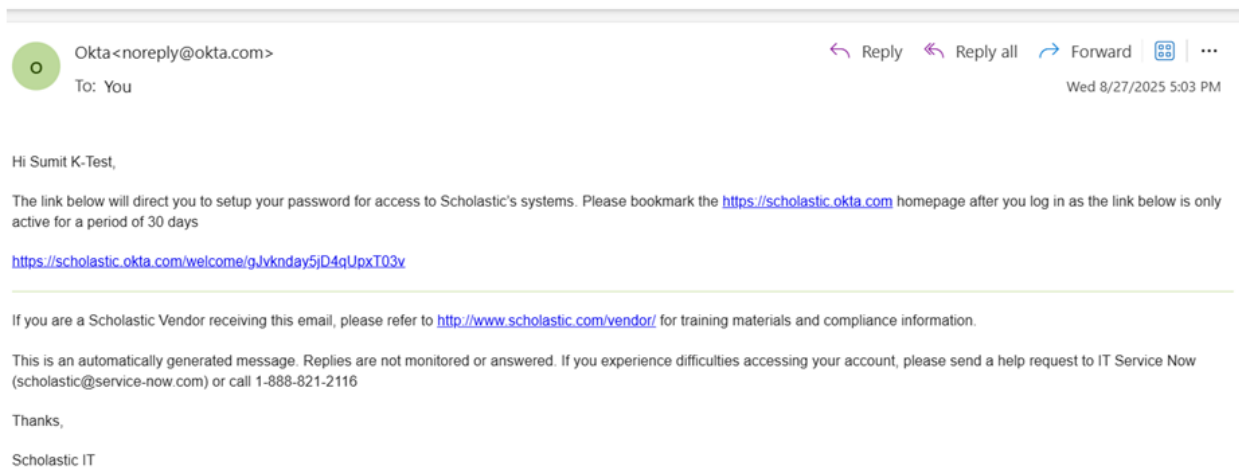
The Supplier Portal plays a key role in Scholastic's Oracle ERP transformation, as this tool helps improve communication with our suppliers by automating and streamlining the source-to-settle process.

## Navigating the Supplier portal

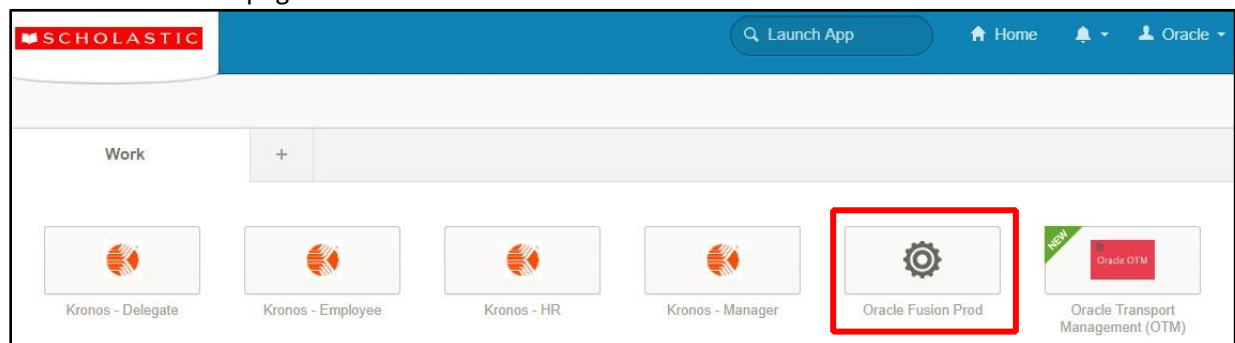
### Logging in

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

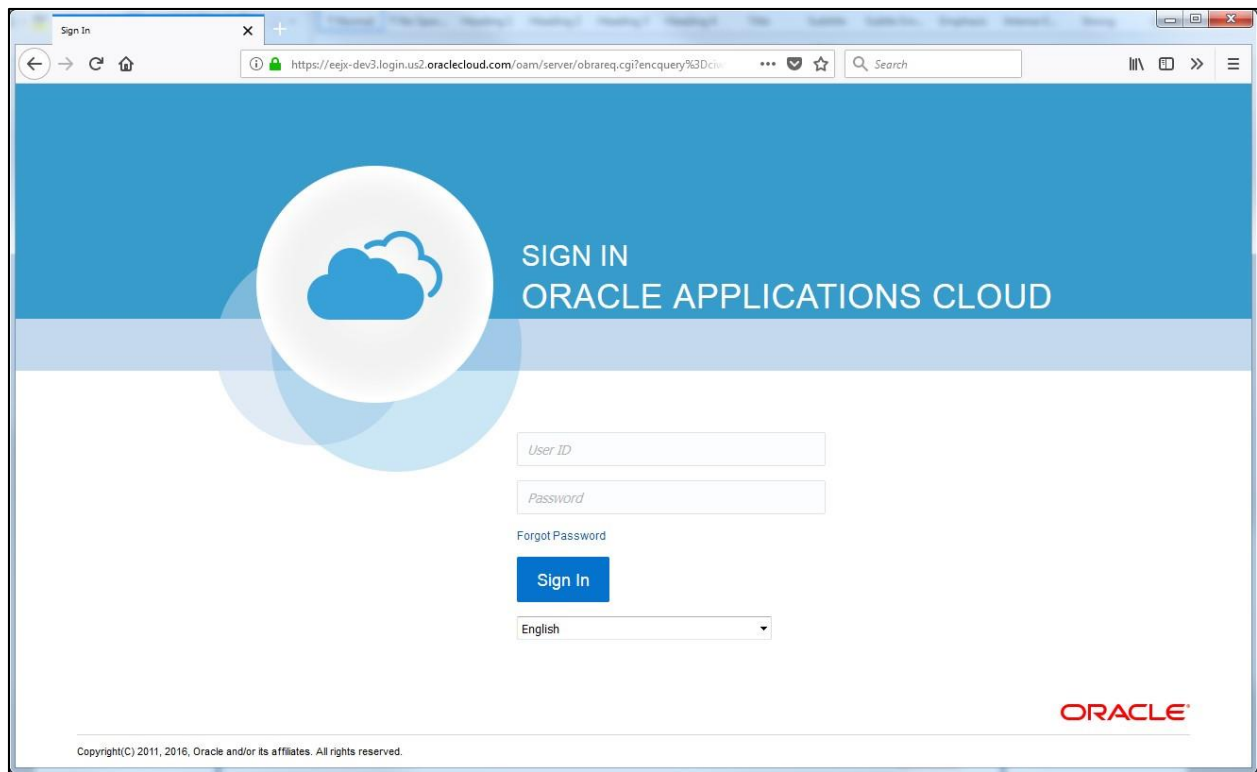
#### Scholastic Systems Login



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

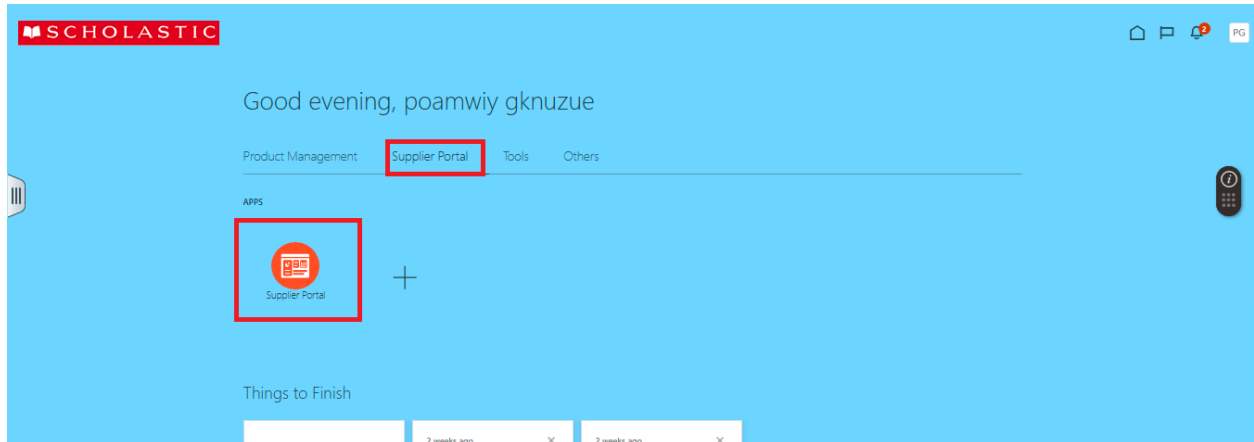


## Multifactor Authentication

For the safety of all users, Scholastic policy requires all user accounts to have Multifactor Authentication (MFA) set up on their user account. While you are setting up your account, you will be asked to set up Multifactor authentication. This requires users to either install the Okta Verify Application on a mobile device or connecting a phone number to get SMS text for verification. Please follow instructions included in attachments for MFA enablement.

## Homepage Navigation

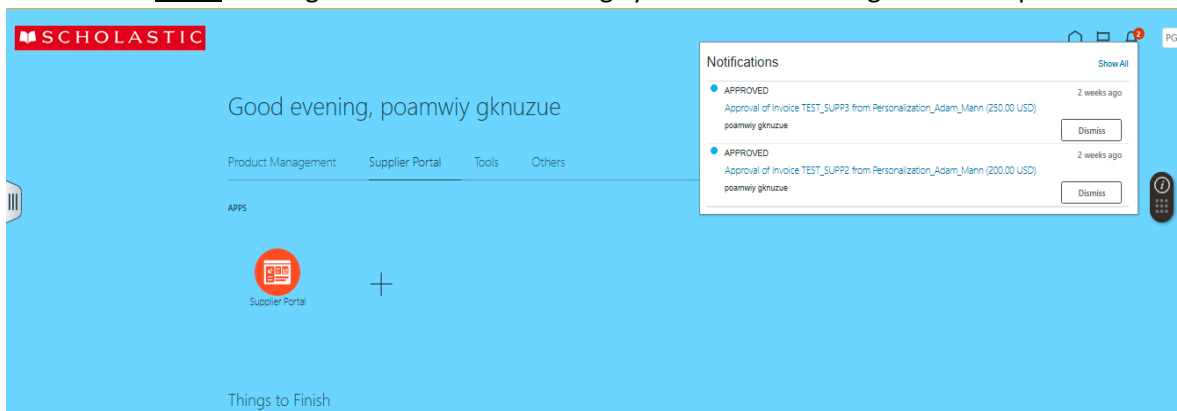
On the home page, click on the Supplier Portal icon to open the “Overview” page.



## 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

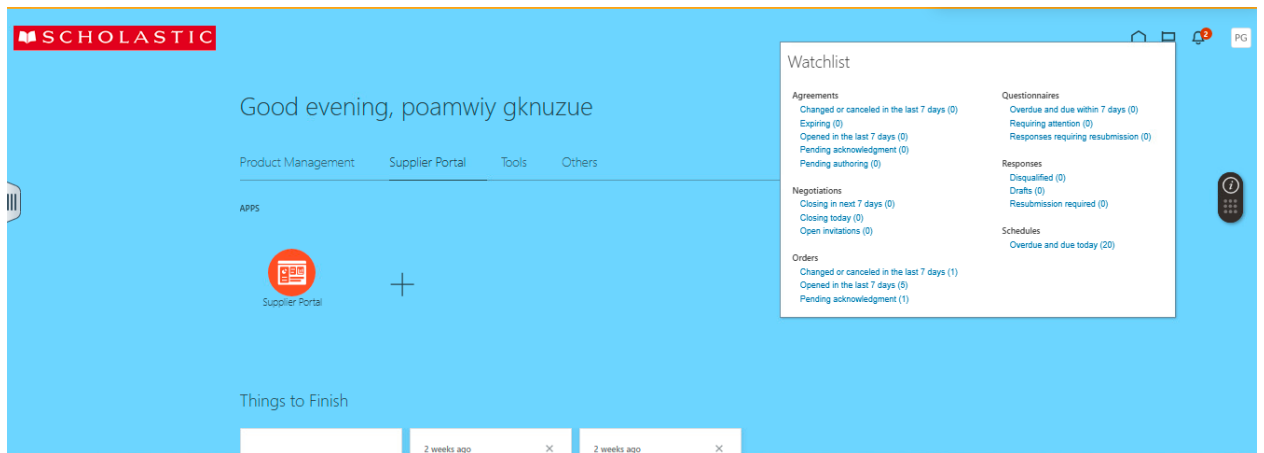
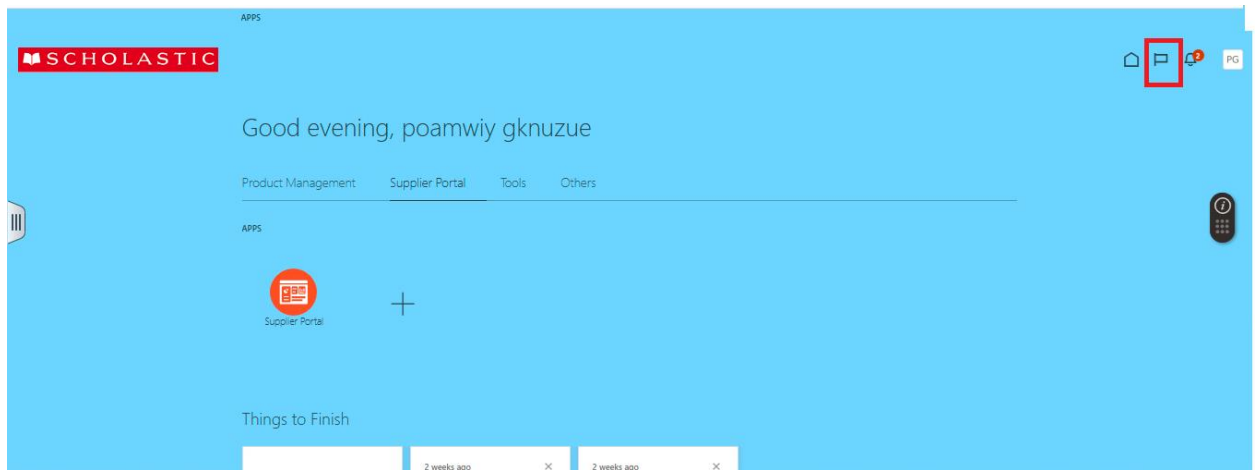
The overview page provides a snapshot into Scholastic's most recent transactions as well as anything requiring attention.

### 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.

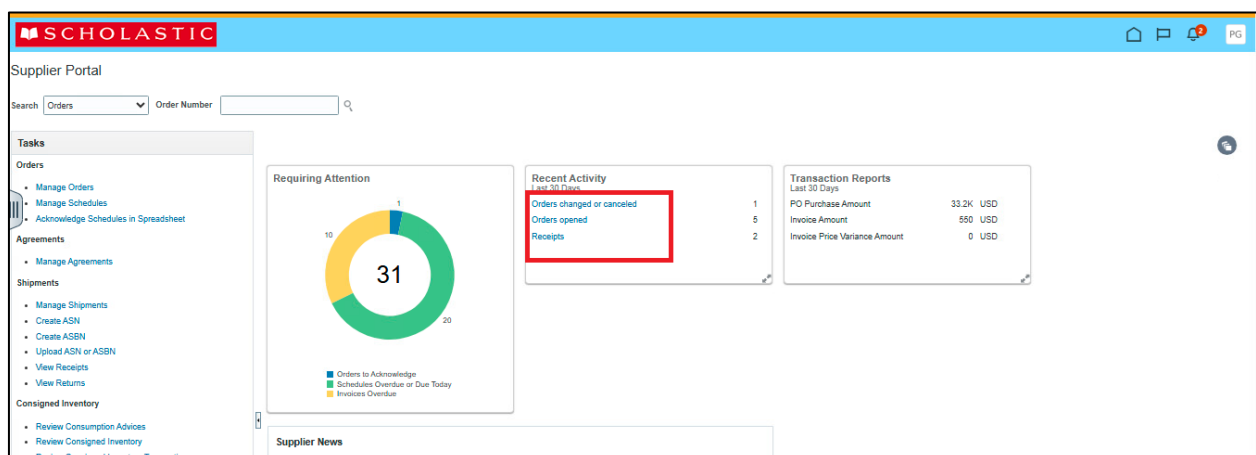
The image shows two screenshots from the Scholastic Supplier Portal. The top screenshot displays the 'Things to Finish' section, which includes a summary of tasks assigned to the user (2) and created by the user (3). Below this, there are two cards showing 'APPROVED' invoice approvals for TEST\_SUPP3 and TEST\_SUPP2, both from Personalization\_Ada... (250.00 USD and 200.00 USD respectively). Each card has a 'Dismiss' button. A 'Show More' button is highlighted with a red box. The bottom screenshot shows the 'Notifications' page, which has a search bar and a list of notifications. The notifications are categorized by 'Assigned to Me (2)', 'Created by Me (3)', and 'All'. The first two notifications are 'APPROVED' invoice approvals for TEST\_SUPP3 and TEST\_SUPP2, both from Personalization\_Adam\_Mann (250.00 USD and 200.00 USD respectively). Each notification has a 'Dismiss' button. The Scholastic logo is visible in the top left corner of the bottom screenshot.



## 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”.

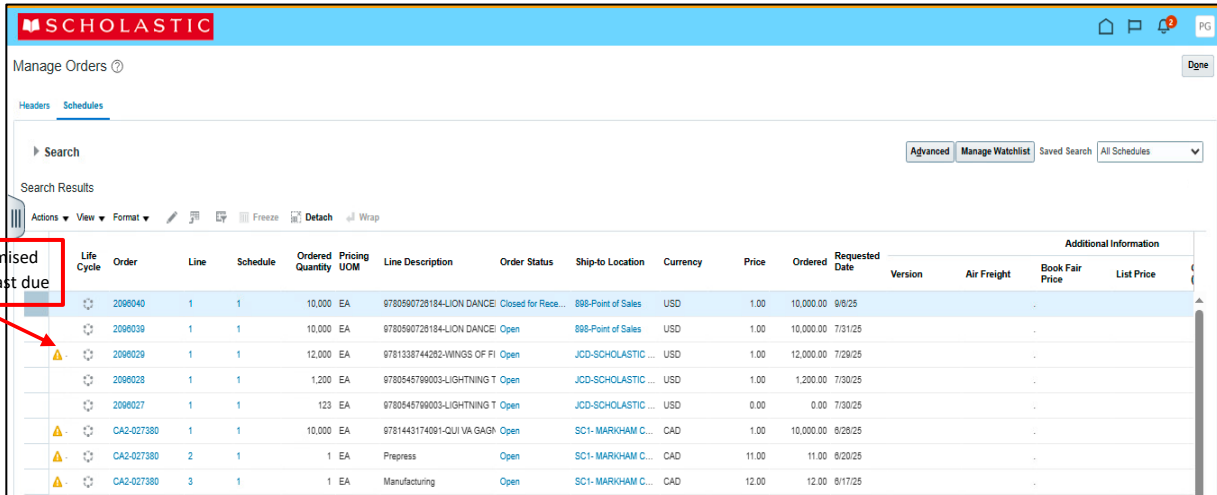
Orders with Recent Activity: A list of orders that have been Opened, Changed, or Canceled within the last week. This date can be manually changed to display more or less orders.



## 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.

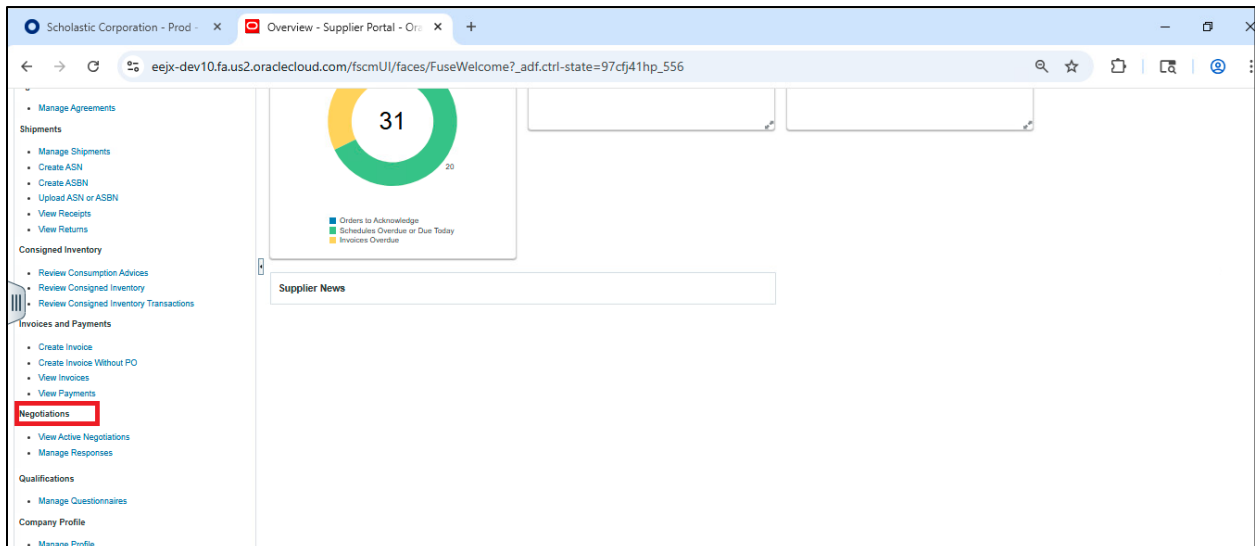
At the bottom, "Recent Receipts" will list all purchase order schedules received within the last week.



Life Cycle	Order	Line	Schedule	Ordered Quantity	Pricing UOM	Line Description	Order Status	Ship-to Location	Currency	Price	Ordered	Requested Date	Version	Air Freight	Book Fair Price	List Price
	2096040	1	1	10,000	EA	9780590728184-LION DANCE	Closed for Rece...	898-Point of Sales	USD	1.00	10,000.00	9/5/25				
	2096039	1	1	10,000	EA	9780590728184-LION DANCE	Open	898-Point of Sales	USD	1.00	10,000.00	7/31/25				
	2096029	1	1	12,000	EA	9781338744282-WINGS OF FI	Open	JCD-SCHOLASTIC ...	USD	1.00	12,000.00	7/29/25				
	2096028	1	1	1,200	EA	9780545799003-LIGHTNING T	Open	JCD-SCHOLASTIC ...	USD	1.00	1,200.00	7/30/25				
	2096027	1	1	123	EA	9780545799003-LIGHTNING T	Open	JCD-SCHOLASTIC ...	USD	0.00	0.00	7/30/25				
	CA2-027380	1	1	10,000	EA	9781443174091-QUI VA GAGA	Open	SC1-MARKHAM C...	CAD	1.00	10,000.00	6/28/25				
	CA2-027380	2	1	1	EA	Prepress	Open	SC1-MARKHAM C...	CAD	11.00	11.00	6/20/25				
	CA2-027380	3	1	1	EA	Manufacturing	Open	SC1-MARKHAM C...	CAD	12.00	12.00	6/17/25				

## Negotiations Tab

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.



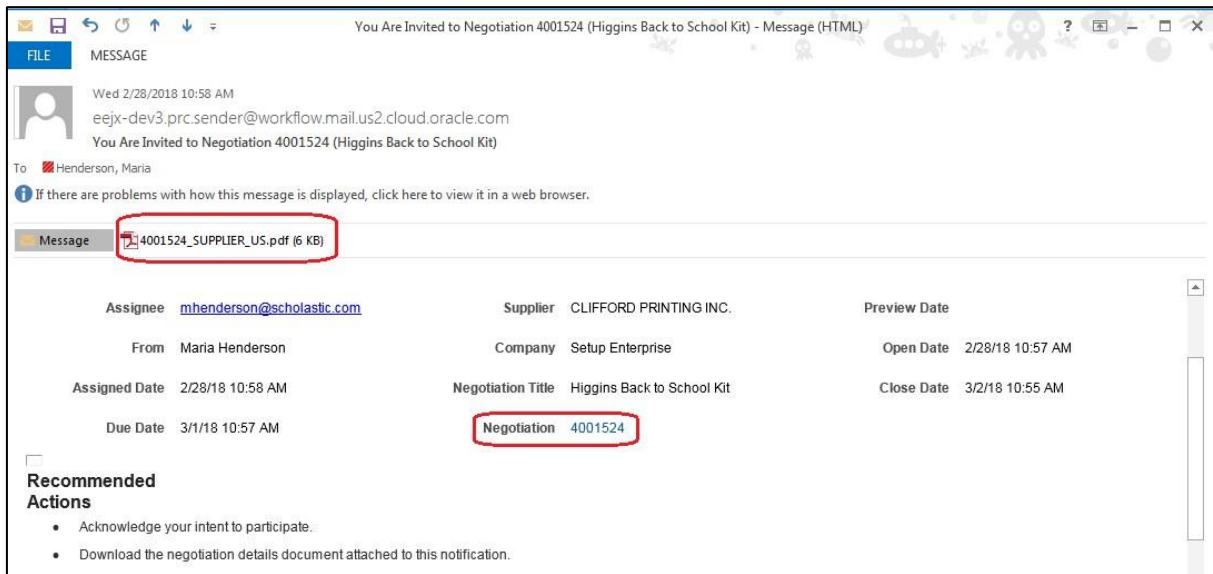


## Request for Quote (RFQ)

### Receiving an Invite for a Negotiation

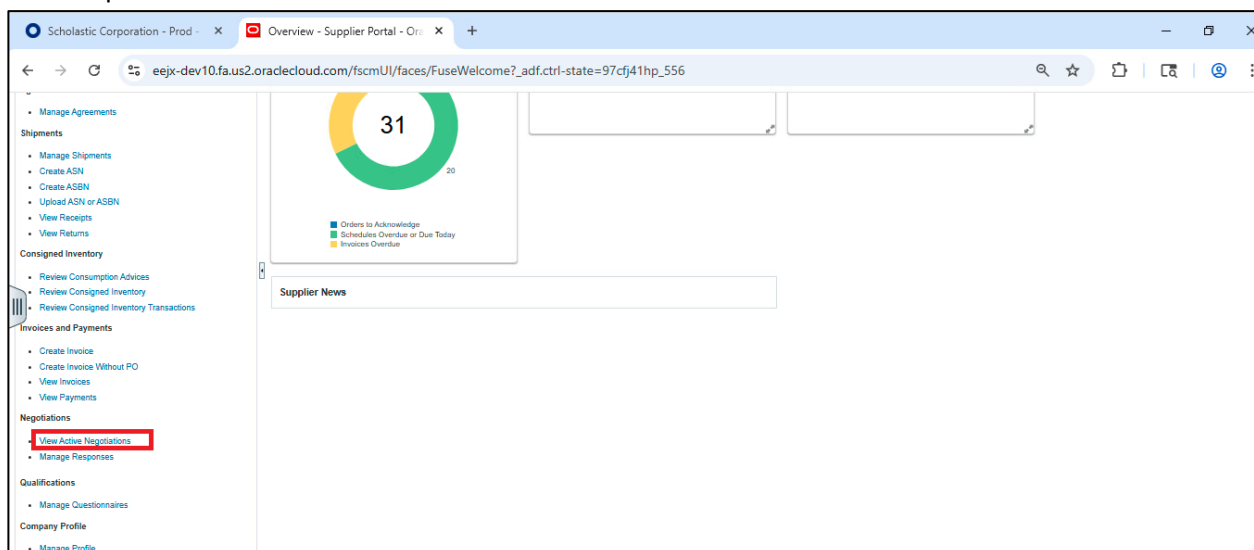
The Scholastic Sourcing group has the ability to invite vendors to bid on projects through the Supplier Portal. If your organization is invited to a negotiation, you will receive an email as well as a notification in the Supplier Portal.

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.



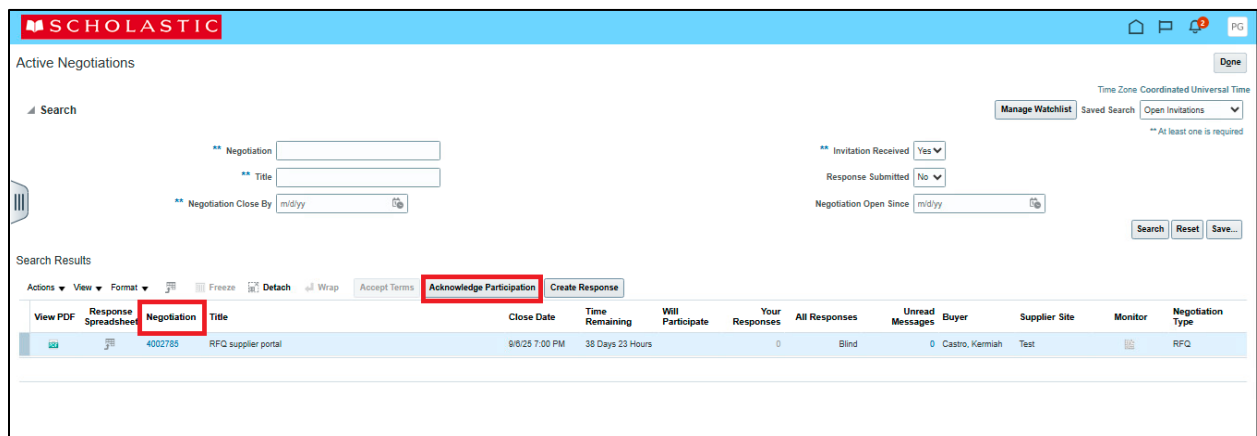
This will bring up the RFQ cover page with the time remaining to respond displayed. On the left hand side of the RFQ, you will see links to the different components of the RFQ.

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.

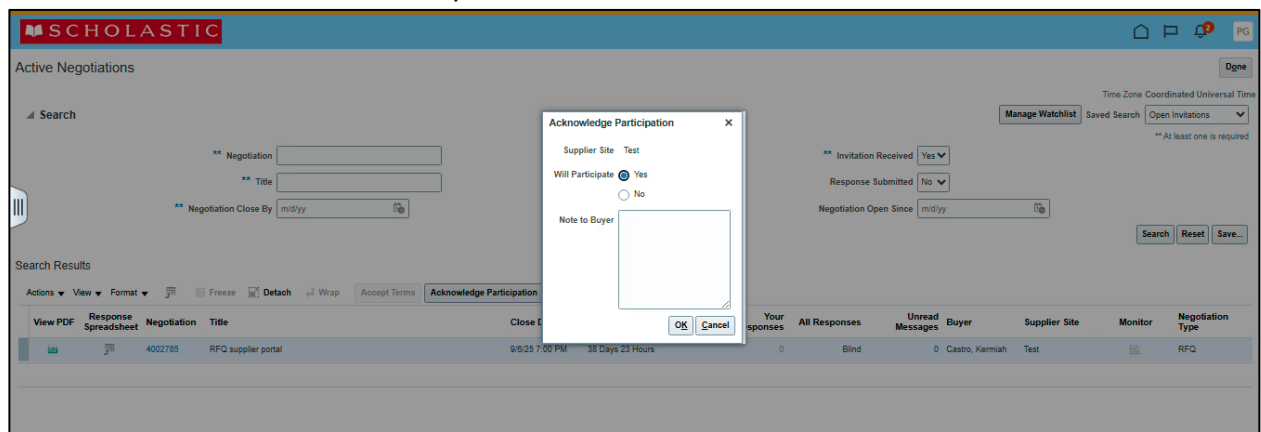
Click on the **Lines** link. This will bring up the line items tied to the RFQ. In some cases, due to complex requirements, there will be one placeholder line visible with the advanced requirements included in an attachment.

Line	Item	Description	Category Name	Estimated Quantity	UOM	Estimated Total Amount	Start Price	Allow Alternate Lines	Attachments
1	177777A	9781338308006-HUMPHREY'S TREASURE PK 1/1	PBI	20,000	EA			Yes	

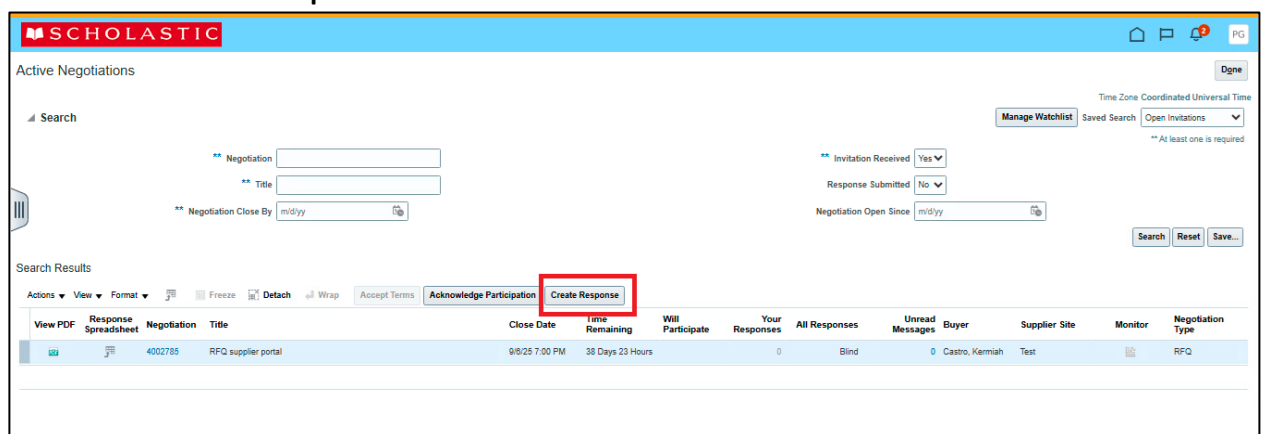
When you decide to bid on an RFQ, you must first acknowledge that you will participate. You can do this from the Negotiations dashboard by scrolling to the “Open Invitations” section. Highlight the negotiation, and click on the **Acknowledge Participation** button.



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

Create Response (Quote 450685): Overview

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Title RFQ supplier portal

Close Date 9/8/25 7:00 PM

Time Remaining 38 Days 23 Hours

Supplier Personalization\_Adam\_Mann

Supplier Site Test

Negotiation Currency USD

Response Currency USD

Price Precision 2 Decimals Maximum

Response Valid Until m/d/yyyy h:mm a

Reference Number

Note to Buyer

Attachments None

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.

Create Response (Quote 450685): Overview

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Title RFQ supplier portal

Close Date 9/8/25 7:00 PM

Time Remaining 38 Days 23 Hours

Supplier Personalization\_Adam\_Mann

Supplier Site Test

Negotiation Currency USD

Response Currency USD

Price Precision 2 Decimals Maximum

Response Valid Until 9/8/25 7:01 PM

Reference Number Quote 123

Note to Buyer Please review the attachments for quantities

Attachments None

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

Create Response (Quote 450685): Overview

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Title RFQ supplier portal

Close Date 9/8/25 7:00 PM

Time Remaining 38 Days 23 Hours

Supplier Personalization\_Adam\_Mann

Supplier Site Test

Negotiation Currency USD

Response Currency USD

Price Precision 2 Decimals Maximum

Response Valid Until 9/8/25 7:01 PM

Attachments

Type	File Name or URL	Title	Description	Attached By	Attached On
File	Choose File	No file chosen		poamwly gknuzue	7/29/25 7:21 f

Rows Selected 1 Columns Hidden 1

OK Cancel

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**.

**SCHOLASTIC**

Create Response (Quote 450685): Overview

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back **Negt** Save Submit Cancel

Title RFQ supplier portal  
Close Date 9/8/25 7:00 PM  
Time Remaining 38 Days 23 Hours

Supplier Personalization\_Adam\_Mann  
Supplier Site Test  
Negotiation Currency USD  
Response Currency USD  
Price Precision 2 Decimals Maximum  
Response Valid Until 9/8/25 7:01 PM

Reference Number Quote 123  
Note to Buyer Please review the attachments for quantities  
Attachments None

Last Saved 7/29/25 7:19 PM  
Time Zone Coordinated Universal Time

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.

**SCHOLASTIC**

Create Response (Quote 450685): Requirements

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back **Negt** Save Submit Cancel

Time Remaining 38 Days 23 Hours  
Close Date 9/8/25 7:00 PM

Section 1. Business

1. RFQ  
☒ a. Yes  
☐ b. NO

Last Saved 7/29/25 7:25 PM  
Time Zone Coordinated Universal Time

**SCHOLASTIC**

Create Response (Quote 450685): Lines

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back **Negt** Save Submit Cancel

Currency = US Dollar  
Time Remaining 38 Days 23 Hours  
Close Date 9/8/25 7:00 PM

Line	Description	* Alternate Line Description	Create Alternate	Response Price	Line Amount	UOM	Start Price	Target Price	Category Name	Required Details	Note to Buyer	Estimated Quantity	Estimated Total Amount	Response Minimum Release Amount
1	9781338308006-HUMPHREY'S TREASURE PK 1/1		<b>+</b>	1.00	20,000.00	EA			FBI			20,000		

Rows Selected 1 Columns Hidden 3

Grand Totals  
All response lines except alternate lines are included.  
Response Amount 20,000.00

Last Saved 7/29/25 7:27 PM  
Time Zone Coordinated Universal Time

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.

**SCHOLASTIC**

1 Overview 2 Requirements 3 Lines 4 Review

Create Response (Quote 450685): Lines ②

Currency = US Dollar

Time Remaining 38 Days 23 Hours

Close Date 9/8/25 7:00 PM

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 7/29/25 7:31 PM  
Time Zone Coordinated Universal Time

Line	Description	* Alternate Line Description	Create Alternate	Response Price	Line Amount	UOM	Start Price	Target Price	Category Name	Required Details	Note to Buyer	Estimated Quantity	Estimated Total Amount	Response Minimum Release Amount
1	9781338308006-HUMPHREY'S TREASURE PK 1/1		+	1.00	20,000.00	EA			PBI			20,000		

Rows Selected 1 Columns Hidden 3

**Grand Totals**

All response lines except alternate lines are included.

Response Amount 20,000.00

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

**SCHOLASTIC**

1 Overview 2 Requirements 3 Lines 4 Review

Create Response (Quote 450685): Lines ②

Currency = US Dollar

Time Remaining 38 Days 23 Hours

Close Date 9/8/25 7:00 PM

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 7/29/25 7:34 PM  
Time Zone Coordinated Universal Time

Line	Description	* Alternate Line Description	Create Alternate	Response Price	Line Amount	UOM	Start Price	Target Price	Category Name	Required Details	Note to Buyer	Estimated Quantity	Estimated Total Amount	Response Minimum Release Amount
1	9781338308006-HUMPHREY'S TREASURE PK 1/1		+	1.00	20,000.00	EA			PBI			20,000		
1	9781338308006			1,000.00	20,000.00	EA			PBI			20,000		

Rows Selected 1 Columns Hidden 3

**Grand Totals**

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**.

**SCHOLASTIC**

1 Overview 2 Requirements 3 Lines 4 Review

Create Response (Quote 450685): Lines ②

Currency = US Dollar

Time Remaining 38 Days 23 Hours

Close Date 9/8/25 7:00 PM

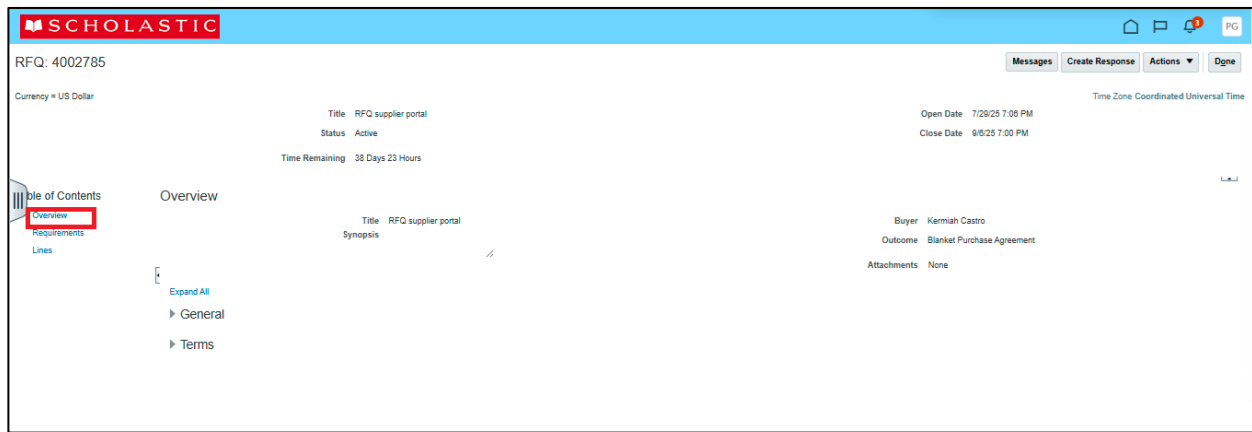
Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 7/29/25 7:34 PM  
Time Zone Coordinated Universal Time

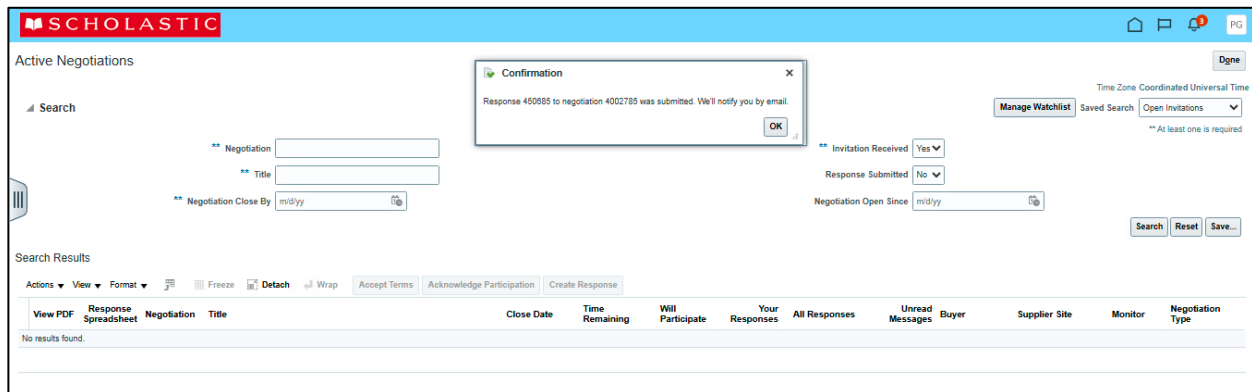
Line	Description	* Alternate Line Description	Create Alternate	Response Price	Line Amount	UOM	Start Price	Target Price	Category Name	Required Details	Note to Buyer	Estimated Quantity	Estimated Total Amount	Response Minimum Release Amount
1	9781338308006-HUMPHREY'S TREASURE PK 1/1		+	1.00	20,000.00	EA			PBI			20,000		
1	9781338308006			1,000.00	20,000.00	EA			PBI			20,000		

Rows Selected 1 Columns Hidden 3

**Grand Totals**



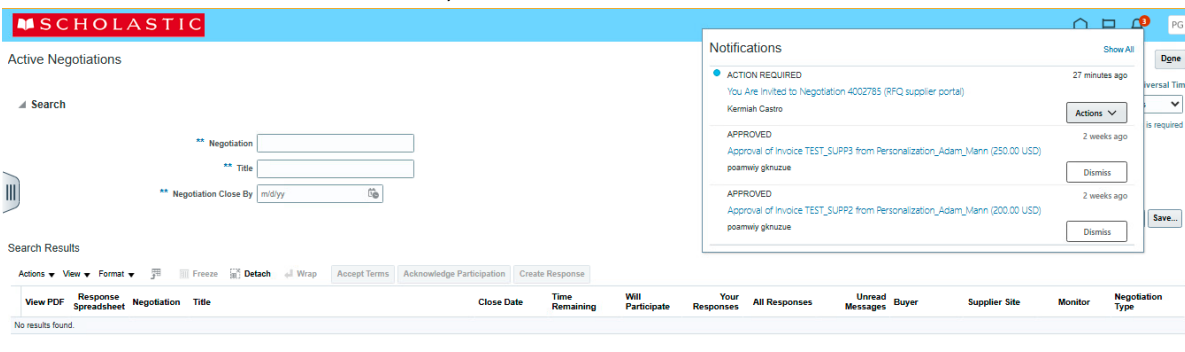
You will receive confirmation that the response was submitted.



## 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 negation 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.

Your Response Quote 450685 to RFQ 4002785 (RFQ supplier portal) Was Submitted - Google Chrome

eejx-dev10.fa.us2.oraclecloud.com/fscmUI/faces/adf.task-flow?tz=UTC&df=medium&dt=both&tf=short&lg=en&cy=&bpmWorklistTaskId=f25eb559-7...

Your Response Quote 450685 to RFQ 4002785 (RFQ supplier portal) Was Submitted Dismiss

**Negotiation Response Submitted**  
**RFQ supplier portal**  
 Scholastic

From: Kermiah Castro  
 RFQ: [4002785](#)  
 Close Date: 9/6/25 7:00 PM

Your response Quote [450685](#) to RFQ [4002785](#) is submitted successfully.

**Details**

Response: Quote [450685](#)  
 Response Submission Date: 7/29/25 7:39 PM  
 Supplier: Personalization\_Adam\_Mann  
 Supplier Site: Test  
 Supplier Contact: poamwiw gknuzue  
 Lines Responded: 1 of 1  
 Total Response Amount: \$20,000.00

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	Supplier: LINDENMEYR	Preview Date:
From: Maria Henderson	Company: Setup Enterprise	Open Date: 5/4/18 7:32 PM
Assigned Date: 5/8/18 6:33 PM	Negotiation Title: Higgins Flip Flops	Close Date: 5/4/18 7:43 PM
Expiration Date: 6/7/18 6:33 PM	Negotiation: 4000054	
Task Number: 211072		

**Award Details**

Supplier: LINDENMEYR	Response: <a href="#">6012</a>
Site:	<b>Awarded Lines: 0</b>
Note to Supplier:	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.



**SCHOLASTIC**

Manage Responses

Search

Advanced Manage Watchlist Saved Search Active or Draft Responses

Time Zone Coordinated Universal Time

\*\* Negotiation Title

\*\* Negotiation

\*\* Response

\*\* Response Status Active or draft

Line Description

Search Reset Save..

Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Accept Terms Revise

Award Amount	Negotiation	Negotiation Title	Response	Response Status	Negotiation Close Date	Time Remaining	Unread Messages	Monitor	Note to Supplier	Reference Number	Locked Date	Locked By	Supplier Site	Supplier Contact	Negotiation Type
4002785		RFQ supplier po...	450685	Active	9/6/25 7:00 PM	38 Days 23 Hours	0			Quote 123			Test	gkmuzue_poamely	RFQ

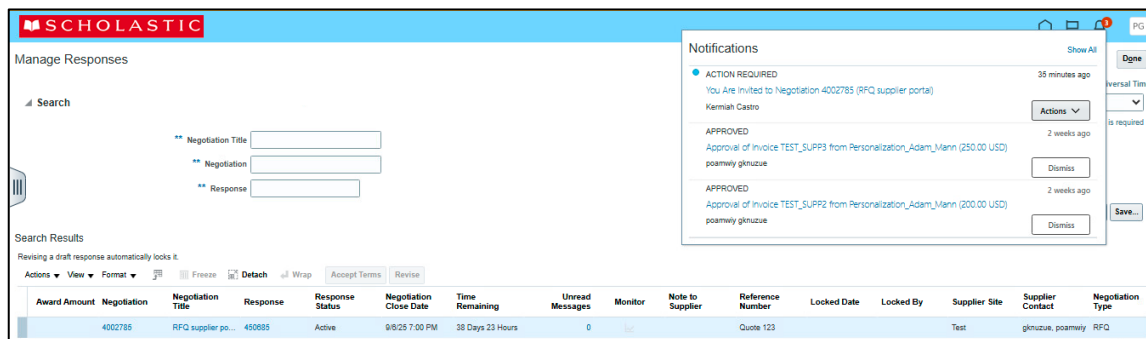
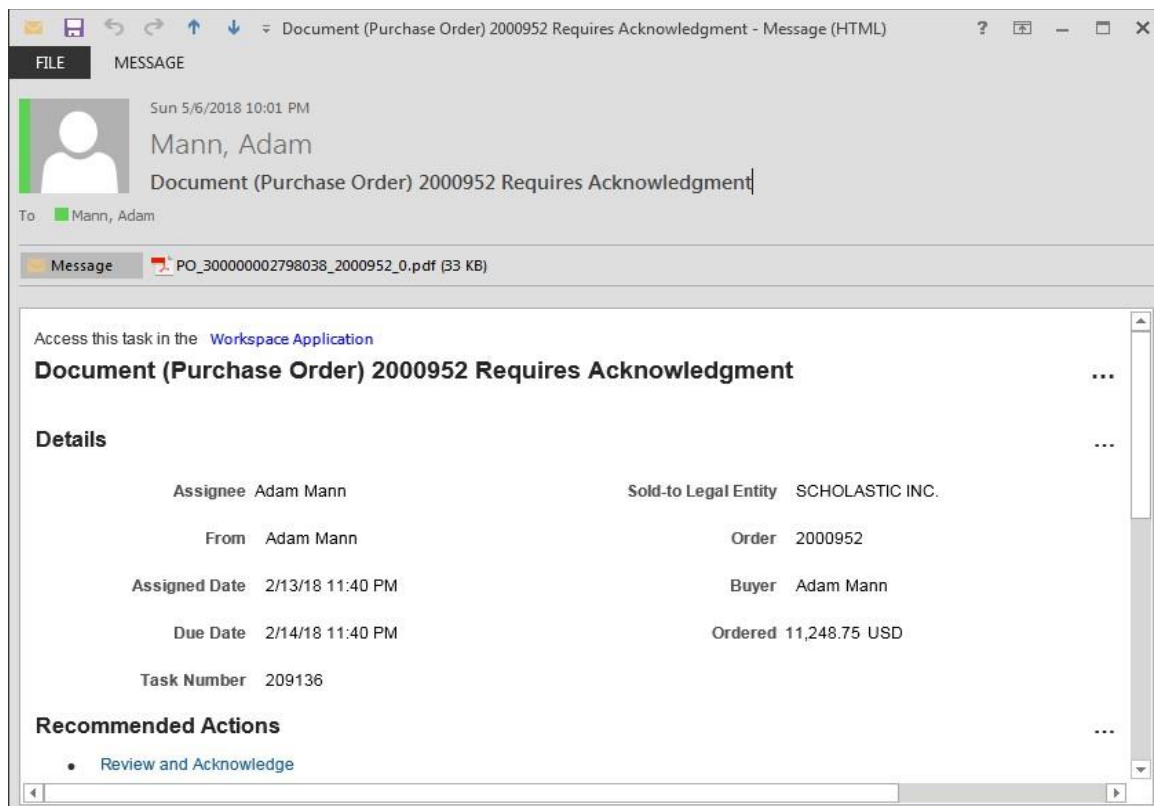
## Purchase Orders (PO)

### PO Notification

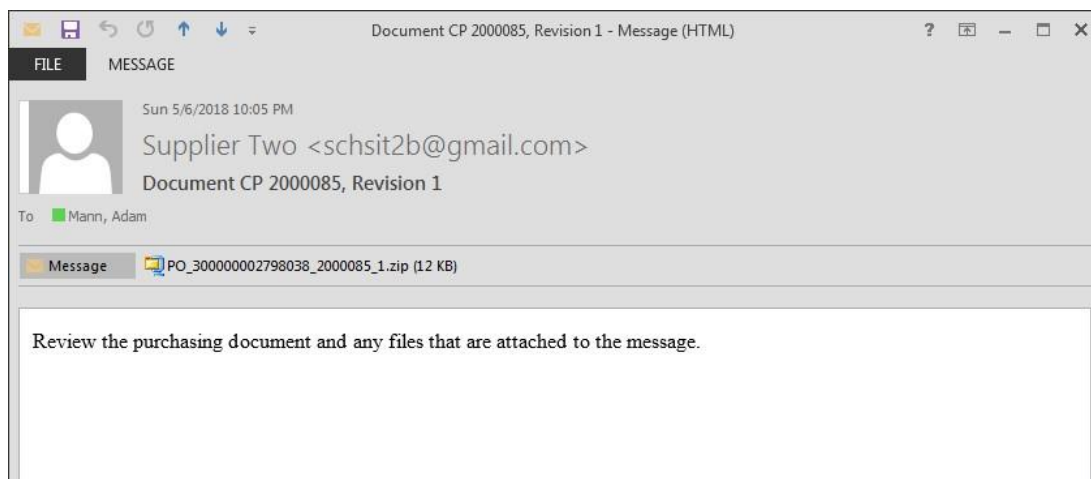
When a Scholastic purchase order is issued, you will receive an email notification with a PDF attachment



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.

The screenshot displays the Scholastic Supplier Portal interface for a specific purchase order (PO) with ID 2096040. The top navigation bar includes the Scholastic logo and a user profile icon. The main content area is divided into several sections: a top bar with action buttons (Acknowledge, View PDF, Actions, Refresh, Done), a left sidebar with tabs (Main, Terms, Notes and Attachments), and a central details panel. The details panel is organized into three main sections: General, Terms, and Notes and Attachments. The General section contains fields for Sold-to Legal Entity (SCHOLASTIC INC.), Bill-to BU (US Business Unit), Order (2096040), Status (Closed for Receiving), Buyer (Karmiah Castro), Creation Date (7/29/25), Supplier (Personalization\_Adam\_Mann), Supplier Site (Test), Supplier Contact, Bill-to Location (SCHOLASTIC INC.), Ship-to Location (888-Point of Sales), Ordered Amount (10,000.00 USD), Description, Source Agreement, and Supplier Order. The Terms section lists Required Acknowledgment (None), Payment Terms (NET 60 DAYS), Shipping Method (SCHOLASTIC-OTM-Parcel-Standard), Freight Terms (3rd Party), and FOB (FOB). The Notes and Attachments section includes a checkbox for Buyer Managed Transportation (checked) and radio buttons for Pay on receipt and Confirming order. On the right side, there is an 'Order Life Cycle' chart showing the progression from Ordered to Received to Delivered, with a 'View Details' button below it.

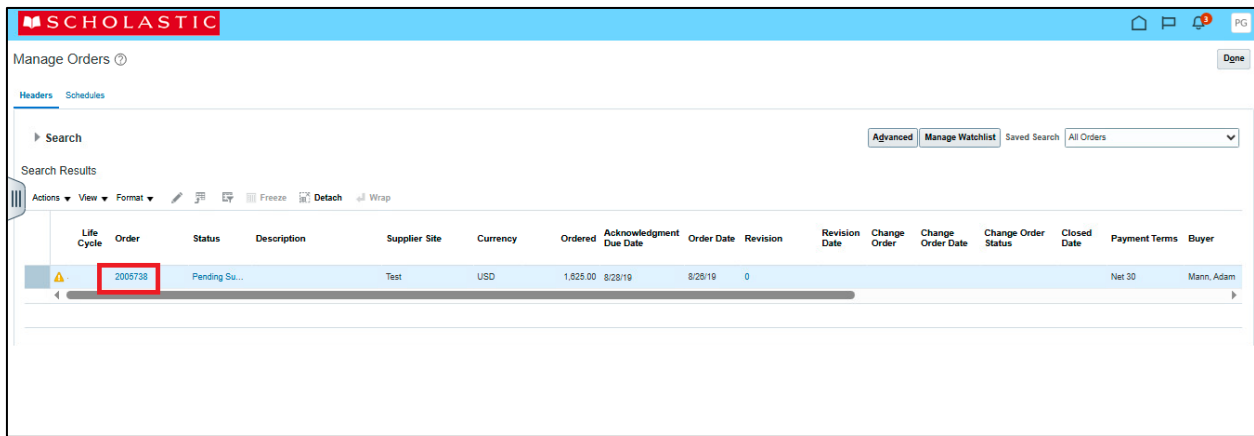
## Acknowledge a PO

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.

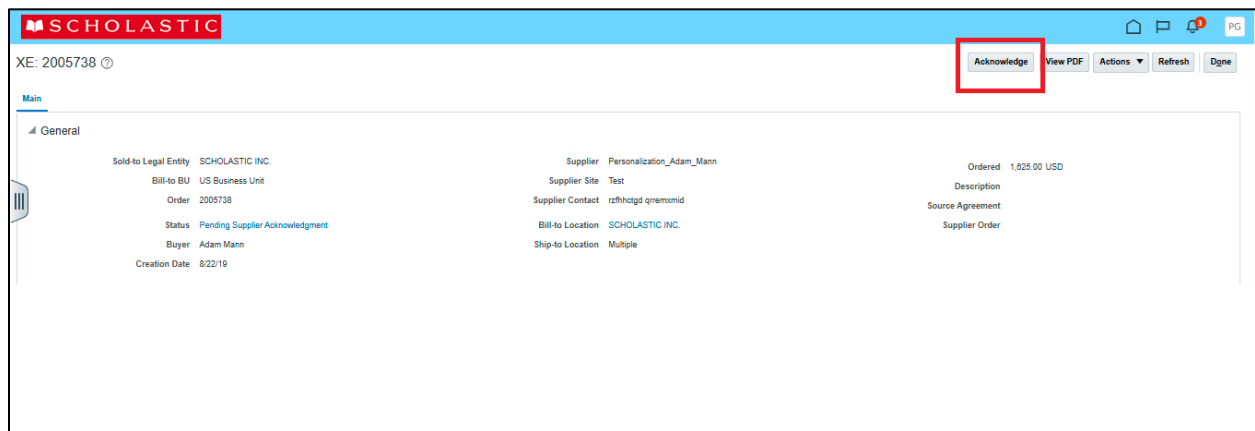
**Note:** A notification alert will pop-up as well as a task in the “Work list”. While both of these serve as links to the PO, it is suggested to acknowledge an order by using the link in the “Watch List”, as this method is most efficient.

This screenshot is identical to the one above, showing the Scholastic Supplier Portal interface for PO 2096040. The primary difference is that the 'Acknowledge' button in the top action bar is highlighted with a red rectangular box, indicating the next step in the process.

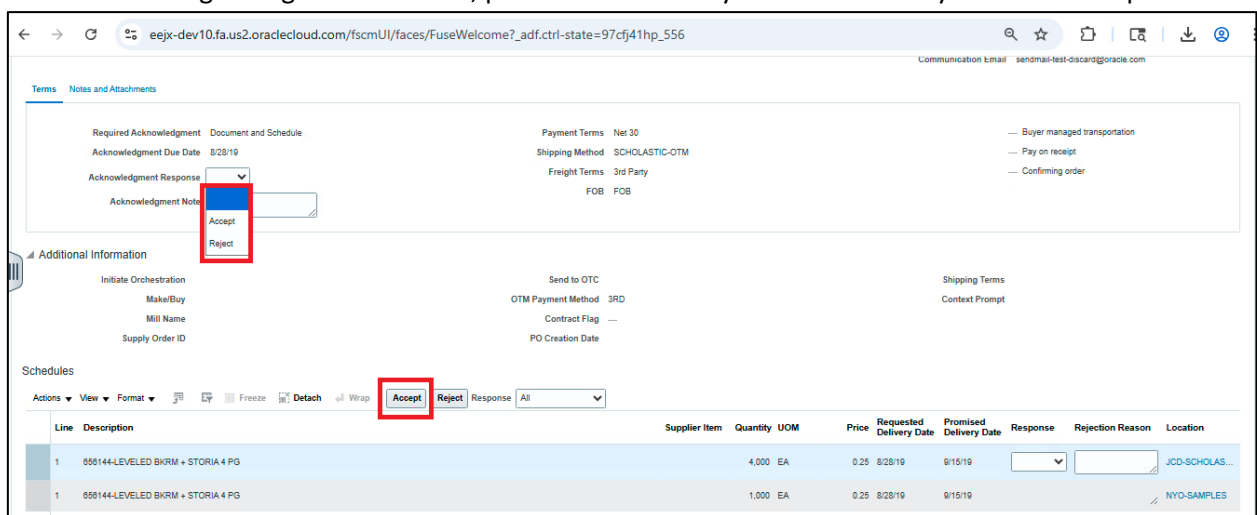
A “Manage Orders” screen will be displayed with all orders pending acknowledgement. Click on an order #.



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



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 8/28/19

Acknowledgment Response

Acknowledgment Note

Payment Terms Net 30

Shipping Method SCHOLASTIC-OTM

Freight Terms 3rd Party

FOB FOB

— Buyer managed transportation

— Pay on receipt

— Confirming order

Additional Information

Initiate Orchestration

Make/Buy

Mill Name

Supply Order ID

Send to OTC

OTM Payment Method 3RD

Contract Flag

PO Creation Date

Shipping Terms

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	Accept Reject	Rejection Reason	Location
1	555144-LEVELED BKRM + STORIA 4 PG		4,000	EA	0.25	8/28/19	9/15/19	<input type="button" value="Accept"/> <input type="button" value="Reject"/>	<input type="text"/>	JCD-SCHOLAS...
1	555144-LEVELED BKRM + STORIA 4 PG		1,000	EA	0.25	8/28/19	9/15/19			NYO-SAMPLES

In the top right hand corner, hit “Submit”

**SCHOLASTIC**

Acknowledge Document (XE): 2005738

Edit View PDF **Submit** Cancel

Main

General

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

**Confirmation** X

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

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 Scholastic PO screen for order XA: 2096040. The top navigation bar includes buttons for Acknowledge, View PDF, Actions (highlighted with a red box), Refresh, and Done. The Actions dropdown menu is open, showing options: Edit (highlighted with a red box), View Document History, View Change History, and View Revision History. The main content area is divided into sections: General, Terms, Notes and Attachments, and Additional Information. The General section displays order details such as Sold-to Legal Entity (SCHOLASTIC INC.), Bill-to BU (US Business Unit), Order (2096040), Status (Closed for Receiving), Buyer (Kermiah Castro), Creation Date (7/29/25), Supplier (Personalization\_Adam\_Mann), Supplier Site (Test), Supplier Contact, Bill-to Location (SCHOLASTIC INC.), Ship-to Location (898-Point of Sales), Ordered amount (10,000.00 USD), Description, Source Agreement, and Supplier Order. The Terms section shows Required Acknowledgment (None), Payment Terms (NET 90 DAYS), Shipping Method (SCHOLASTIC-OTM-Parcel-Standard), Freight Terms (3rd Party), and FOB (FOB). The Additional Information section shows Buyer Managed Transportation (checked), Pay on receipt, and Confirming order.

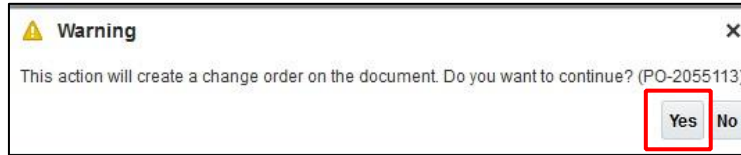
This brings you to the PO screen. The top part contains the PO header information with your supplier information. The “Lines” and Schedules” tabs at the bottom contain the PO detail.

The screenshot shows the Scholastic PO screen with the Lines and Schedules tabs selected. The Lines tab is active, showing a table with columns: Line, Description, Quantity, UOM, Location, Price, Ordered, Requested Ship Date (highlighted with a red box), Requested Delivery Date (highlighted with a red box), Promised Ship Date (highlighted with a red box), Note to Supplier, Base Price, and Change Reason. The table contains one line item: 1, 9790590729184-LION DANCER, 10.000, EA, 898-Point of Sales, 1.00, 10,000.00, 8/6/25, 1/11/25, 1.00. The Schedules tab is also visible, showing a table with columns: Line, Description, Quantity, UOM, Location, Price, Ordered, Requested Ship Date, Requested Delivery Date, Promised Ship Date, Note to Supplier, Base Price, and Change Reason. The table contains one line item: 1, 9790590729184-LION DANCER, 10.000, EA, 898-Point of Sales, 1.00, 10,000.00, 8/6/25, 1/11/25, 1.00.

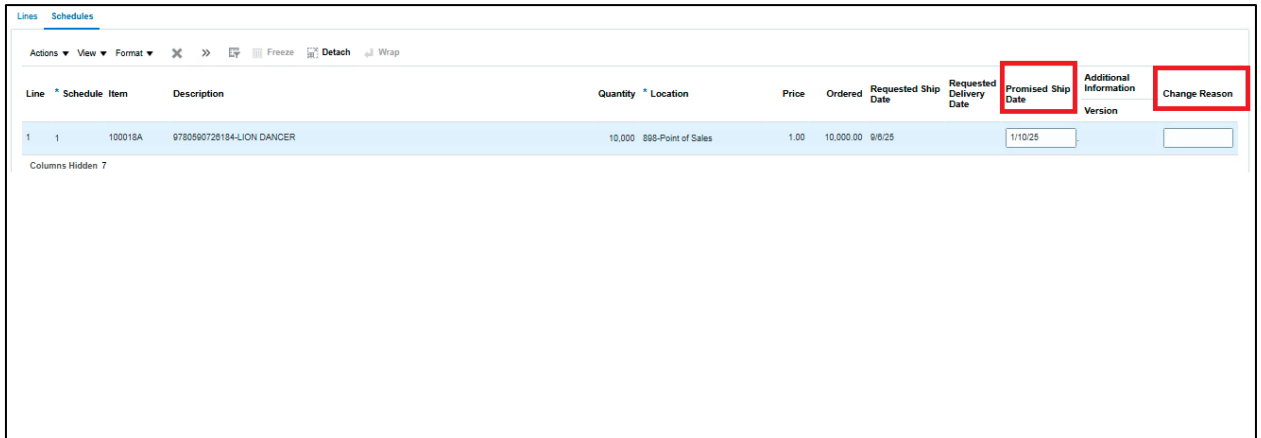
In the previous screenshot, the requested ship date is 4/26/18. However, the promised ship date is blank. In order to enter a new promised ship date or revise an existing promised ship date, click the “Actions” button on the top right of the screen and select “Edit”.

The screenshot shows the Scholastic PO screen with the Actions button highlighted with a red box. The Actions dropdown menu is open, showing options: Edit (highlighted with a red box), View Document History, View Change History, and View Revision History. The main content area is the same as the previous screenshot, showing the PO header information.

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

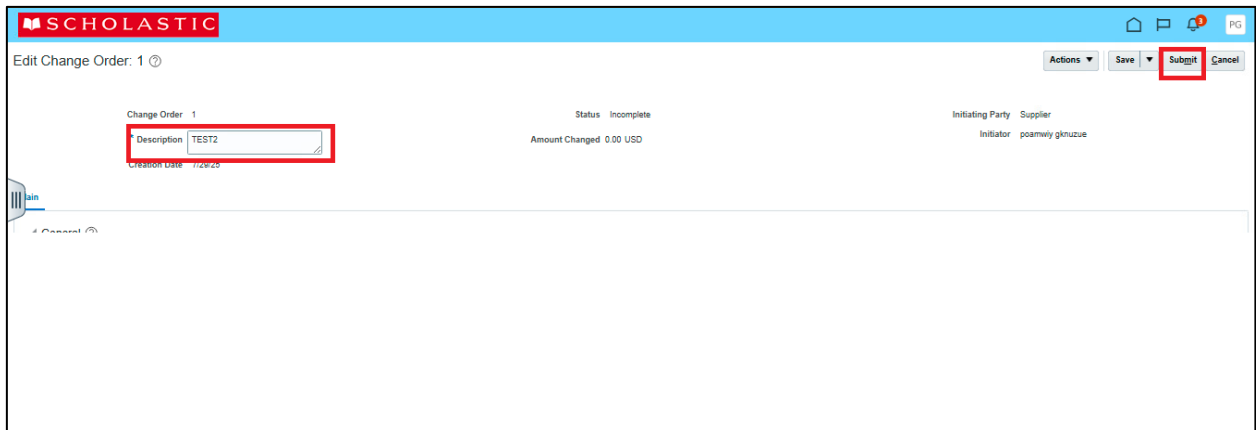


In the “Schedules” tab, enter a new promised ship date and a change reason if applicable.

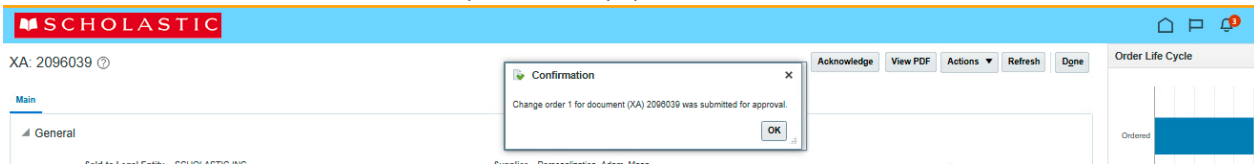


Enter a description of the change order you made at the top of the PO and then hit “Submit”.

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.

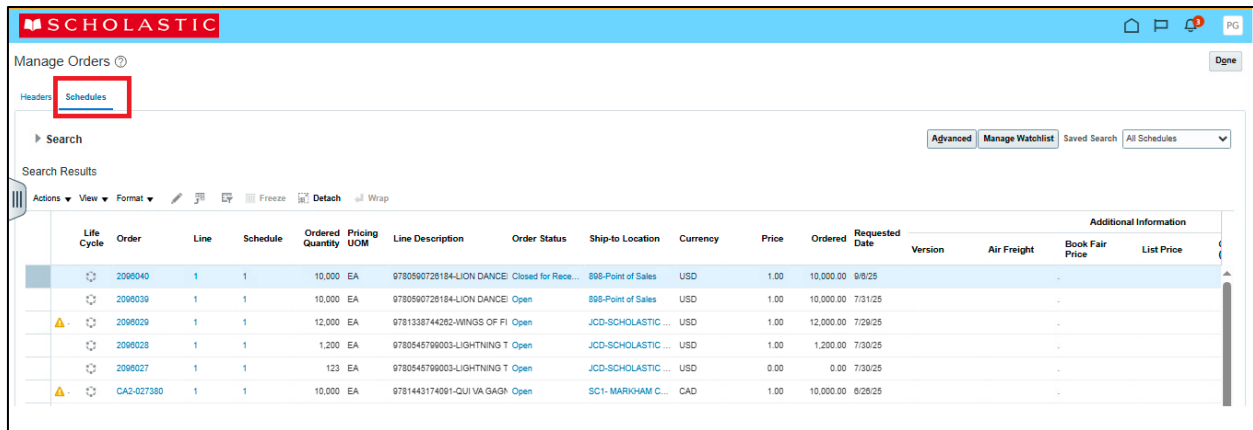


## Manage Schedules

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”.

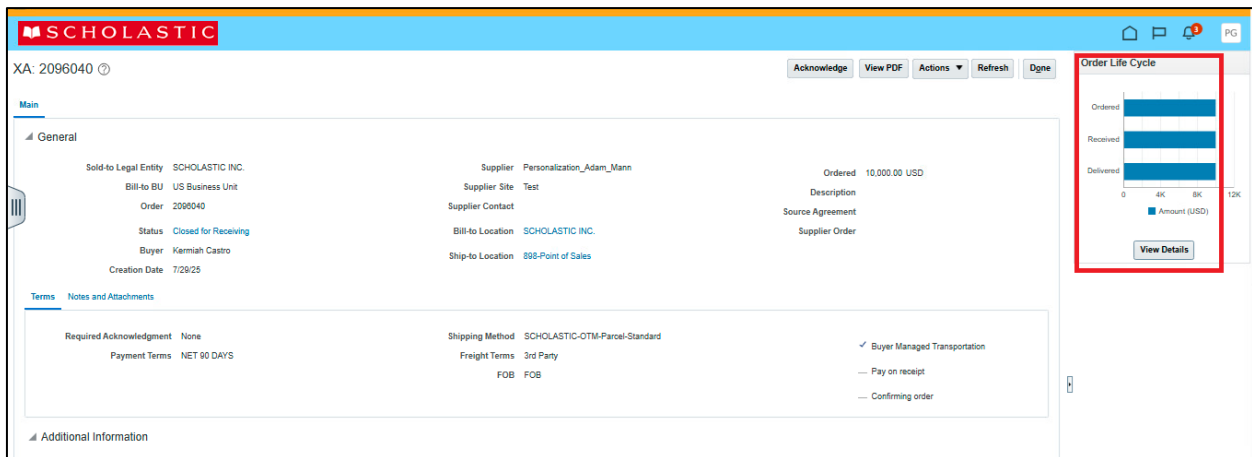
The Manage Orders screen allows you to search all PO Schedules, open or closed. The default search is “All”, but you can search using a number of parameters, as well as setup custom searches. You can also easily tell which schedules don’t have a “Promised Ship Date” by sorting the field. In fact, all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



Life Cycle	Order	Line	Schedule	Ordered Quantity	Pricing UOM	Line Description	Order Status	Ship-to Location	Currency	Price	Ordered	Requested Date	Version	Air Freight	Book Fair Price	List Price
	2096040	1	1	10,000	EA	9780590726184-LION DANCE	Closed for Rece...	898-Point of Sales	USD	1.00	10,000.00	9/9/25				
	2096039	1	1	10,000	EA	9780590726184-LION DANCE	Open	898-Point of Sales	USD	1.00	10,000.00	7/31/25				
	2096029	1	1	12,000	EA	9781338744262-WINGS OF FI	Open	JCD-SCHOLASTIC ...	USD	1.00	12,000.00	7/29/25				
	2096028	1	1	1,200	EA	9780545799003-LIGHTNING T	Open	JCD-SCHOLASTIC ...	USD	1.00	1,200.00	7/30/25				
	2096027	1	1	123	EA	9780545799003-LIGHTNING T	Open	JCD-SCHOLASTIC ...	USD	0.00	0.00	7/30/25				
	CA2-027380	1	1	10,000	EA	9781443174091-QUI VA GAGH	Open	SCI-MARKHAM C...	CAD	1.00	10,000.00	8/25/25				

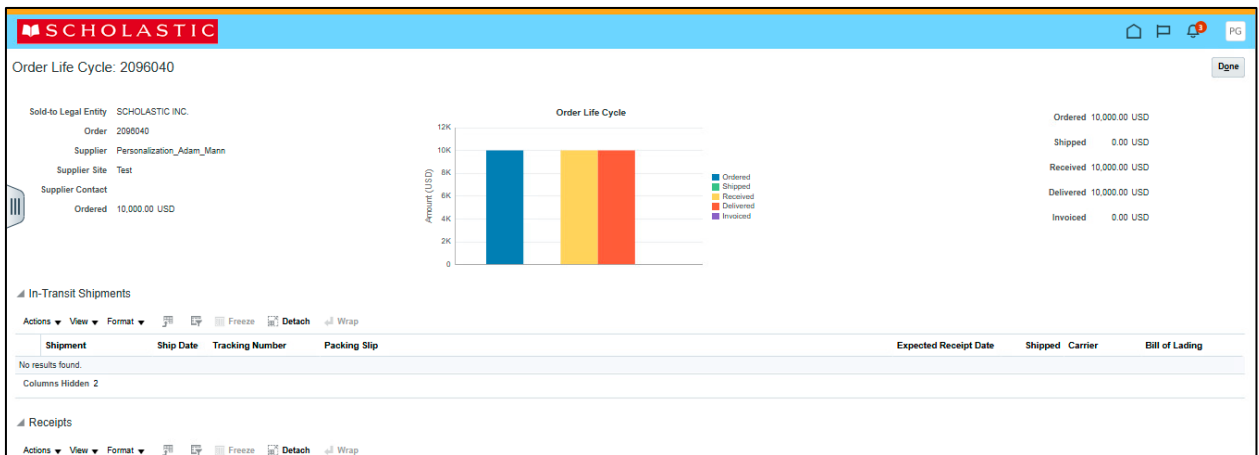
## Order Life Cycle

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.



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.

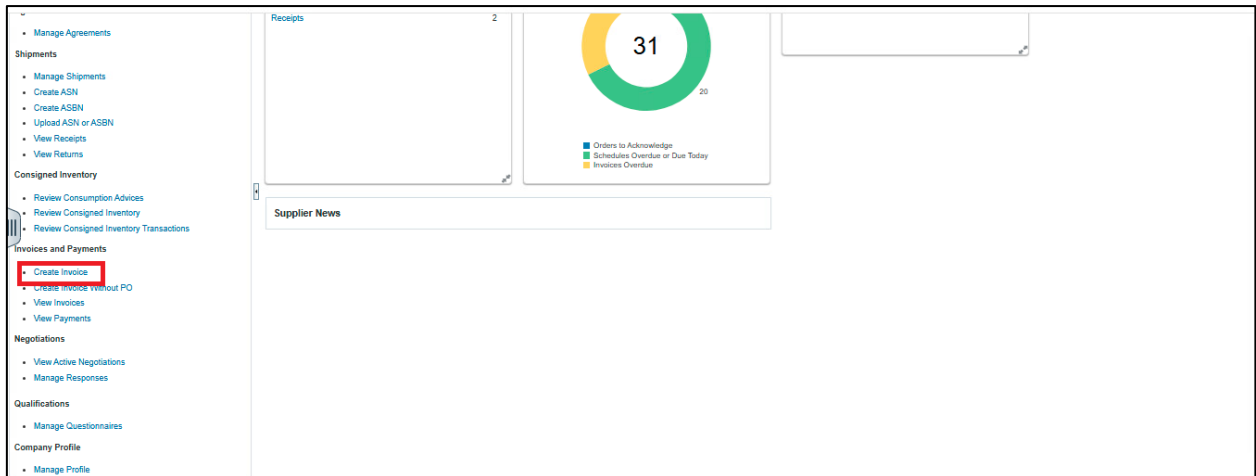




## Invoices

### Create and Submit an Invoice with a PO

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.

**SCHOLASTIC**

Create Invoice ⓘ

Invoice Actions: Save Save and Close Submit Cancel

Identifying PO: 2095805

Supplier: Personalization\_Head\_Warm

Taxpayer ID

Supplier Site: Test

Address: United States

Supplier Tax Registration Number

Remit to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments: None

Tax Control Amount

\* Number: 101

Date: 7/26/25

\* Type: Invoice

Invoice Currency: USD - US Dollar

Payment Currency: USD - US Dollar

Customer

\* Customer Taxpayer ID: 105083

Name: SCHOLASTIC INC.

Address: 557 Broadway, New York, NY 10012-3099

Lines

View + Cancel Line

* Number	Purchase Order	Item Description	* Type	Available Quantity	Quantity	* Amount	Unit Price	UOM	Ship-to Location	Location of Final Discharge	Invoice Line Description
* Number	* Line	* Schedule									
No data to display.											
Total											

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

Lines

View + Cancel Line

* Number	Purchase Order	Item Description	* Type	Available Quantity	Quantity	* Amount	Unit Price	UOM	Ship-to Location	Location of Final Discharge	Invoice Line Description
* Number	* Line	* Schedule									
1			Freight								
Total											

Summary Tax Lines

Select the line(s) and hit “Apply”.

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

Select and Add: Purchase Orders

Search Results

View Detach Select All

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
2095805	1	1				Below 100K	EXU-USA EXPENSE	10,000

Apply OK 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.

Lines

View Cancel Line

* Number	Purchase Order	Item Description	* Type	Available Quantity	Quantity	* Amount	Unit Price	UOM	Ship-to Location	Location of Final Discharge	Invoice Line Description	
* Number	* Line	* Schedule										
2	2095805	1	1	Below 100K	Item	10,000	10000	10,000.00	1	EA	EXU-USA EXP	Below 100K
Total						10,000.00						

Summary Tax Lines

## 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.

Summary Tax Lines

View

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 specific 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.

Shipping and Handling

View

* Charge Type	* Amount	Description
Miscellaneous	85.00	Tax 8.5%
Freight		
Miscellaneous		

Hit “Submit” to send the invoice to Scholastic

**SCHOLASTIC**

Create Invoice ⓘ

Identifying PO: 2095848  
 Supplier: Personalization\_Adam\_Mann  
 Taxpayer ID:  
 Supplier Site: Test  
 Address: United States  
 Supplier Tax Registration Number:

Remit-to Bank Account:  
 Unique Remittance Identifier:  
 Unique Remittance Identifier Check Digit:  
 Description:  
 Attachments: None  
 Tax Control Amount:

Invoice Actions: Save Save and Close **Submit** Cancel

\* Number: 101  
 \* Date: m/d/yy  
 Type: Invoice  
 Invoice Currency: USD - US Dollar  
 Payment Currency: USD - US Dollar

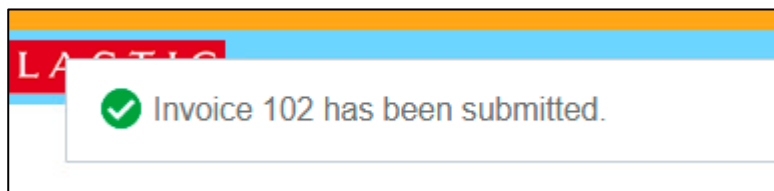
Customer  
 Customer Taxpayer ID: 105083  
 Name: SCHOLASTIC INC.  
 Address: 557 Broadway, New York, NY 10012-3999

Lines

View + Cancel Line

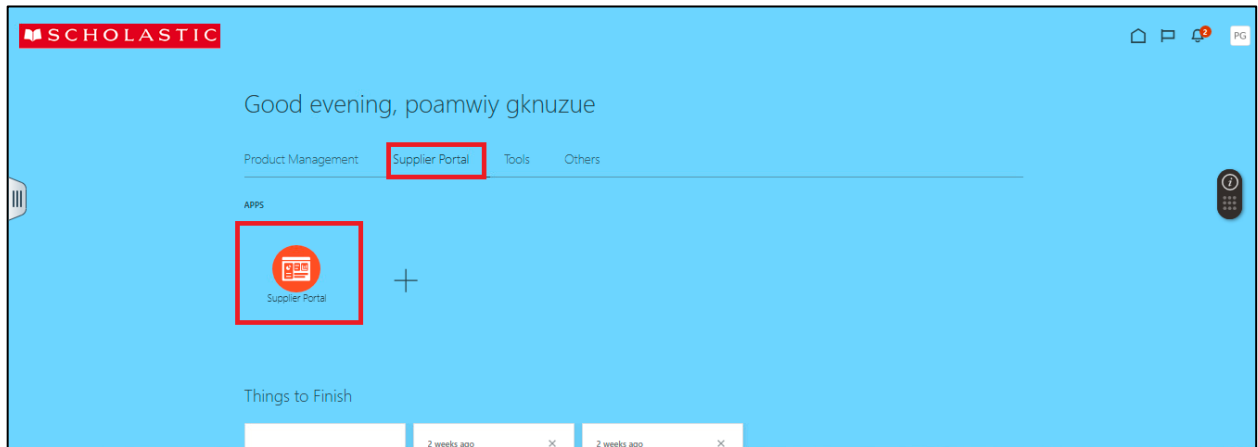
* Number	* Number	* Line	* Schedule	Item Description	* Type	Available Quantity	Quantity	* Amount	Unit Price	UOM	Ship-to Location	Location of Final Discharge	Invoice Line Description
1	2095848	1	1	550 One Manager approval	Item	140,000	140,000	140,000.00	1	EA	EXU-USA EXP		550 One Man

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

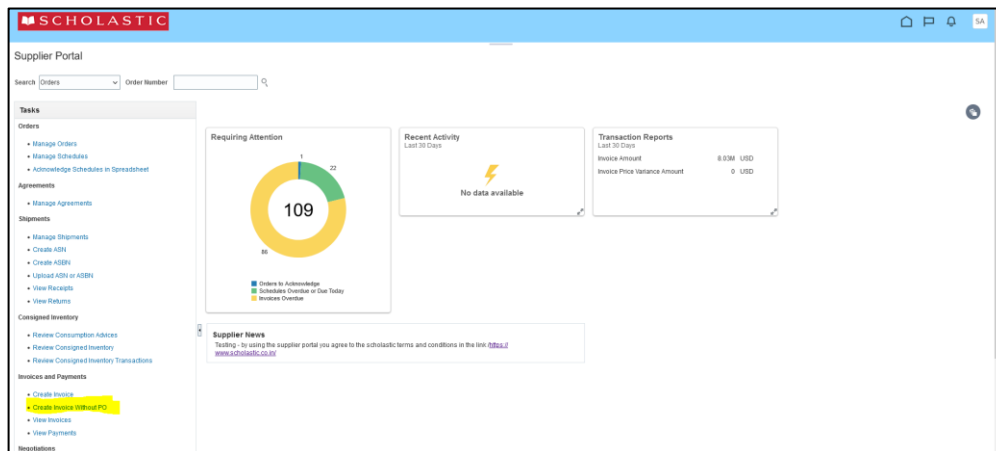


## Create and Submit an Invoice without a PO Non-PO invoice

1. After login to the oracle click supplier portal



2. Click on create invoice without PO



3. Enter/select/populate all the below highlighted fields. Requester email is the Scholastic requester's email address, and it is must for invoice without PO. After entering the email click out of the email box and the requester name will auto-populate. Check the email address if requester name is not populating.

Create Invoice Without PO

Supplier: Personalization\_Admin\_User

Supplier ID: [Text] [Dropdown]

Address: [Text] [Dropdown]

Supplier Tax Registration Number: [Text]

Customer: \* Customer Tagpage ID: 10083

Ship to Location: [Text]

Ship from Location: [Text]

Tax Classification: [Text]

Amount: [Text]

Description: [Text]

Attachments: [Text]

Tax Control Amount: [Text]

Name: SCHOLASTIC INC

Address: [Text]

Invoice Actions: [Save] [Save and Close] [Submit] [Cancel]

\* Number: Non-PO Invoice test

\* Date: 01/15/24

\* Type: Invoice

Invoice Currency: USD - US Dollar

Payment Currency: USD - US Dollar

\* Requester Email: [Text]

\* Requester Name: [Text]

Summary Tax Lines

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

Totals

4. To add invoice lines click on the + after all the header information is entered

The screenshot shows the 'Create Invoice Without PO' form. The header section includes fields for Supplier (Text), Supplier Site (United States), Supplier Tax Registration Number, Unique Remittance Identifier, Unique Remittance Identifier Check Digit, Description, Attachments (None), Tax Control Amount, Date (2/15/24), Invoice Type (Invoice), Invoice Currency (USD - US Dollar), and Payment Currency (USD - US Dollar). The Customer section includes Customer Taxpayer ID (105983), Name (SCHOLASTIC INC.), Address, Requester Email (asmar-consultant@scholastic.com), and Requester Name (Abdul Karim Omar). The Lines section has a table with columns: Number, Type, Ship-to Location, Ship-from Location, Tax Classification, Amount, and Description. The table is currently empty, showing 'No data to display'. Below the table is a 'Summary Tax Lines' section, also empty.

5. Enter line details

The screenshot shows the same 'Create Invoice Without PO' form, but with line details entered. The 'Lines' table now has one row: Line 3, Type 'Item', Ship-to Location 'SCHOLASTIC INC.', Ship-from Location, Tax Classification, Amount '20,000.00', and Description 'IT services'. The 'Total' amount is '20,000.00'. The 'Summary Tax Lines' section remains empty.

6. Click submit after all the lines are entered

The screenshot shows the same 'Create Invoice Without PO' form, but with the 'Submit' button highlighted in yellow in the 'Invoice Actions' section. The 'Lines' table still shows the one line with a total of '20,000.00'.

**Make sure you click submit not save and close**

7. Click Done or Create another after invoice is submitted

After the invoice is submitted the requester will review and approve the invoice.

## View Invoices

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

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.

**View Invoices**

Search

Advanced Saved Search All Invoices

At least one is required

Search Results

Invoice Number	Invoice Date	Due Date	Invoice Status	Purchase Order	Invoice Amount	Unpaid Amount	Paid Status	Payment Number	Supplier Site	Comments
Test invoice for...	7/15/20	8/14/20	Cancel...	2002829	0.00 USD	0.00 USD	Unpaid		Test	
TEST	4/16/20	5/16/20	Cancel...	2001709	0.00 USD	0.00 USD	Unpaid		Test	
5555	11/15/19	12/15/19	Cancel...	2000006	0.00 USD	0.00 USD	Unpaid		Test	
1234	9/11/19	10/11/19	Cancel...	2002832	0.00 USD	0.00 USD	Unpaid		Test	
14578	9/11/19	10/11/19	Cancel...	2005441	0.00 USD	0.00 USD	Unpaid		Test	

## View Payments

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

**Supplier Portal**

Search Orders Order Number

**Tasks**

- Orders
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Agreements
  - Manage Agreements
- Shipments
  - Manage Shipments
  - Create ASN
  - Create ASBN
  - Upload ASN or ASBN
- Consigned Inventory
  - Review Consumption Advices
  - Review Consigned Inventory
  - Review Consigned Inventory Transactions
- Invoices and Payments
  - Create Invoice
  - Create Invoice Without PO
  - View Invoices
  - View Payments**

**Requiring Attention**

33

10 1 22

Orders to Acknowledge  
Schedules Overdue or Due Today  
Invoices Overdue

**Recent Activity**  
Last 30 Days

Orders changed or canceled	2
Orders opened	5
Receipts	2

**Supplier News**

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.



### View Payments

Search

Payment Number

Payment Status

Payment Amount

Supplier

Supplier Site

Payment Date

Advanced

Saved Search

All Payments

\*\* At least one is required

Search

Reset

Save...

Search Results

View

Detach

Payment Number	Payment Date	Payment Type	Payment Amount	Payment Status	Invoice Number	Payee	Payee Site	Remit-to Account	Supplier Site
59531	6/30/25	Quick	1,000.00 USD	Negotiable	Test1234	Personalizat...	Test		Test

Complete payment details will be displayed

### Payment: 59531

Business Unit

US Business Unit

Payee

Personalization\_Adam\_Mann

Payee Site

Test

Address

United States

Payment Status

Negotiable

Payment Amount

1,000.00 USD

Payment Date

6/30/25

Payment Type

Quick

Remit-to Account

Payment Document

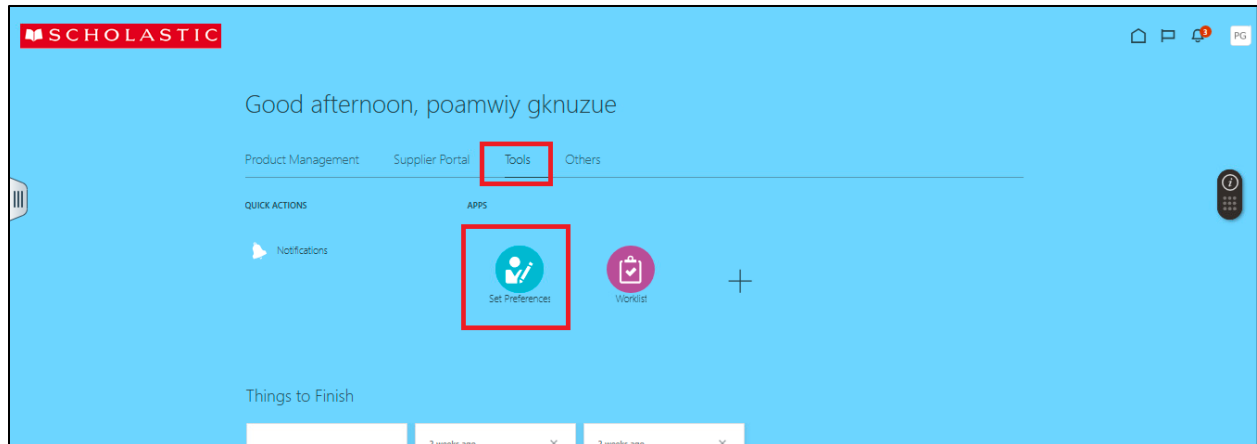
SCH\_US\_BOFA\_USD\_ORACLE\_CHK\_XXXX3435

Paid Invoices

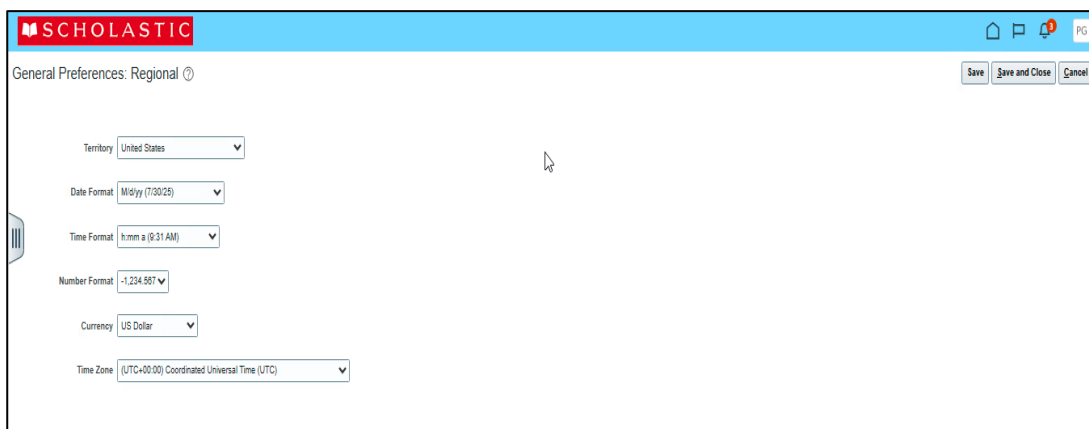
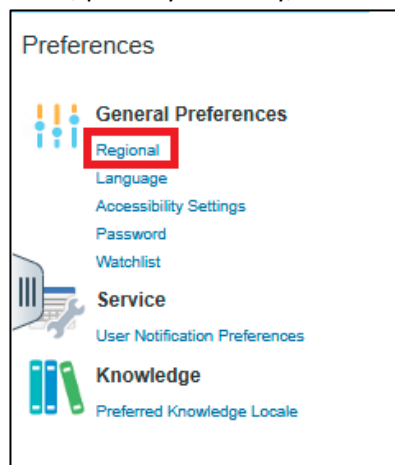
Number	Invoice Date	Type	Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
Test1234	3/24/24	Standard				1,000.00 USD	1,000.00 USD	Not required	6/22/24	Fully paid

## 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.

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

