



National Oilwell Varco
Oracle EBS iSupplier Training Guide

Revised: 06-Nov-2019



Revision	Description of change	Made	Check	Date	Approved
01	Initial Released				
02	Update Guide for PO Redo date changes	TN	AP	11/06/19	AP

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1. Definitions

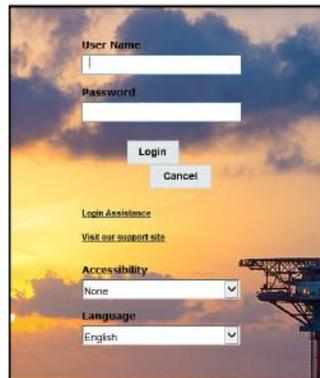
Current field	Definition	PO PDF	iSupplier	SPDA (past due BOT)
NOV Required date (no change)	Moves with ASCP. Updates when NOV needs item at our dock.	Hidden	NOV Required date	Hidden
New field (calculated field)	When NOV expects supplier to have item ready. Planned NOV Dock date – transit time. Must be a calendar work day based on facility calendar.	Expected Supplier Deliver date	Expected Supplier Deliver date	Hidden
New field	Incoterms – E & F = Date when item will be ready for NOV pickup Incoterms – C & D = Date when item will be at NOV dock	Promised Supplier Deliver date	Promised Supplier Deliver date	Promised Supplier Deliver date

Incoterms

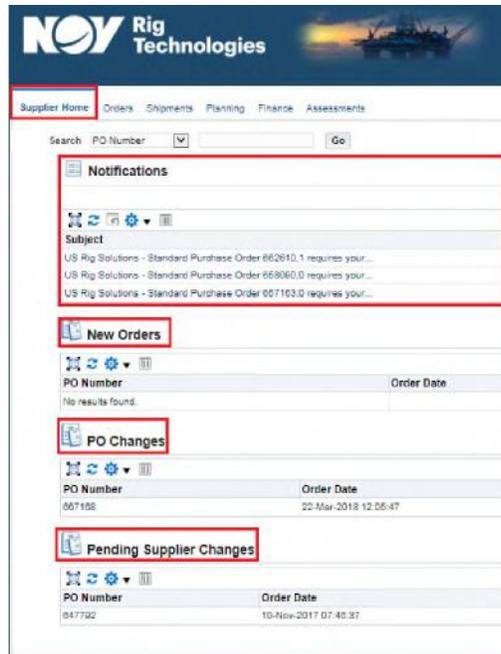
Scenario	Incoterms
Supplier is responsible for the named place of destination	DAP
Supplier arranges shipment using NOV pre-negotiated agreements or NOV arranges shipment	FCA

2. Logging In

1. Type <https://iprsone.nov.com> into your browser to access the iSupplier portal.
2. Login using your NOV provided username and password.
You can click 'Login Assistance' if you need to obtain a new password.



The **Supplier Home** page displays.



This **Supplier Home** page displays:

- **Notifications**
- **New Orders**
- **PO Changes**
- **POs Pending Supplier Changes**

3. Acknowledging PO with no changes:

By acknowledge with no changes, supplier agrees to comply with NOV's purchase order terms and conditions such as:

- | | |
|-----------------------------------|-------------|
| 1. Incoterm | 4. Pricing |
| 2. Quality Clauses | 5. Quantity |
| 3. Expected Supplier Deliver date | |

3.1 Accept Entire Order (multi-line)

1. On the **Supplier Home** page, scroll down to **New Orders**

New Orders				
PO Number	Order Date	Currency	Amount	Status
800785	27-Sep-2019 14:07:09	USD	200.00	Requires Acknowledgment

2. Click on **PO number**
3. At top right corner of next page, locate **Actions** List, choose **Acknowledge** and click **Go**



4. At the bottom of the next page, locate the **PO Details** field.
5. Click the arrow icon to display **Details**.

PO Details

Personalize "PO Details"

TIP You can cancel the entire order or specific lines.
 TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

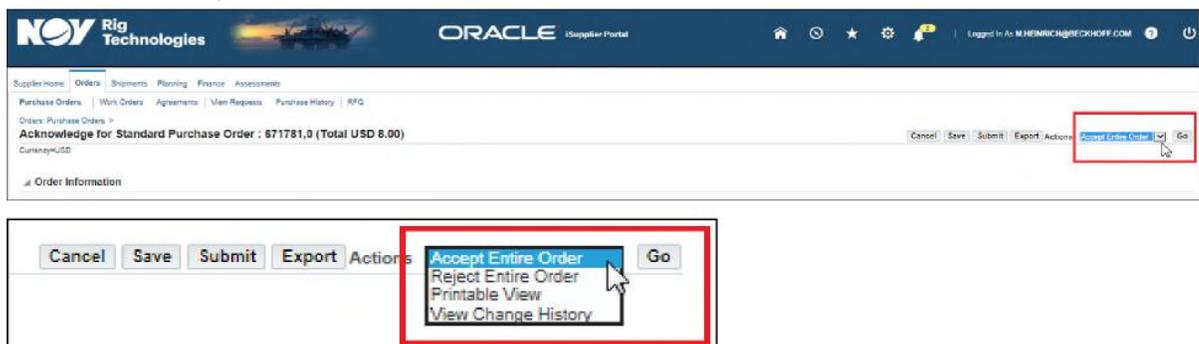
Personalize "PO Details"

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier
	2	Goods	10049527-049			Circuit Breaker;AF 2000;AT 2000;690 V;KAIC 100;3 Poles,Fixed;Electronic-LSI	Each	2	1250	2,500.00	Mfg Part Number: ABB, I D3VDGFB00B000XC

Shipments

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Expected Supplier Deliver Date	Metric Date	NOV Required Date	Promised Supplier Deliver Date
1	US TX Houston 11929 FM 529	2	1250			2,500.00	15-Nov-2019		15-Nov-2019	15-Nov-2019

6. Review each PO line shipment.
 - Expected Supplier Deliver date (when NOV expects the item to be ready at supplier)
 - Quantity Ordered
 - Promised Supplier Deliver date (based on Incoterm when supplier will have item ready)
 - If item will be delivered to NOV location by supplier, ensure **Incoterms show C or D** and enter date that includes transit time (NOV dock date)
 - If item will be arranged by supplier using NOV account or picked up by NOV, ensure **Incoterms are E or F** and enter a date that is supplier ready to ship date (supplier dock date)
7. If you are accepting a PO **without** modifications or changes, scroll to the upper right corner of the page and locate the **Actions** list.



8. Select from the following:

- Accept Entire Order
- Reject Entire Order

9. Click **Go** to next page to Add **Note to Buyer** (if needed).

Supplier Home | Orders | Shipments | Planning | Finance

Purchase Orders | Agreements | Purchase History | RFQ

Supplier Home > View Order Details > Acknowledge for Standard Purchase Order > Acknowledge Purchase Order 800785

Description

Currency USD

Amount 200.00

Order Date 27-Sep-2019 14:07:09

Action Accept

Note to Buyer Meet Need by Date

10. Click **Submit** to finish the multi-line acknowledgement process.

End

3.2 Accept Individual Line

Alternatively, you can Accept or Reject individual lines during the acknowledgement process.

1. On the **Supplier Home** page, scroll down to **New Orders**

PO Number	Order Date	Currency	Amount	Status
800785	27-Sep-2019 14:07:09	USD	200.00	Requires Acknowledgment

2. Click on **PO** number

3. At top right corner of next page, locate **Actions** List, choose **Acknowledge** and click **Go**

Actions

Acknowledge Go Export

- Request Changes
- View Change History
- Printable View
- View Receipts
- View Invoices
- View Payments
- View Shipments

4. At the bottom of the next page, locate the **PO Details** field.

5. Click the arrow icon to display **Details**.

PO Details

Personalize "PO Details"

TIP You can cancel the entire order or specific lines.

TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

Personalize "PO Details"

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier
	2	Goods	10049527-049			Circuit Breaker, AF 2000, AT 2000, 690 V, KAIC 100, 3 Poles, Fixed, Electronic-LSI	Each	2	1250	2,500.00	Mfg Part Number: ABB, D3VDGFB00B000XC

Shipments

Shipment	Shp-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Expected Supplier Deliver Date	Metric Date	NOV Required Date	Promised Supplier Deliver Date
1	US TX Houston 11929 FM 529	2	1250			2,500.00	15-Nov-2019		15-Nov-2019	15-Nov-2019

6. Review the information for accuracy.
7. To accept or reject individual lines in the **PO Details** field, scroll to the right and locate the Action list.
8. Select one of the following for **each line** that you want to modify:
 - **Accept**, or
 - **Reject Order** (**Note:** If you reject a line, a mandatory comment is required in the Reason text box.)

Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
		Requires Acknowledgment				<div style="border: 1px solid red; padding: 5px;"> <div style="background-color: #0070C0; color: white; padding: 2px; text-align: center; width: 100px;">Accept</div> <div style="background-color: #0070C0; color: white; padding: 2px; text-align: center; width: 100px;">Reject</div> </div>

9. Click **Submit** to complete the Acknowledgement process

4. Acknowledging PO with changes:

1. On the **Supplier Home** page, scroll down to **New Orders**

New Orders				
PO Number	Order Date	Currency	Amount	Status
800785	27-Sep-2019 14:07:09	USD	200.00	Requires Acknowledgment

2. Click on **PO number**
3. At the bottom of the next page, locate the **PO Details** field.
4. Click the arrow icon to display **Details**.

PO Details

Personalize "PO Details"

TIP You can cancel the entire order or specific lines.
 TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

Personalize "PO Details"

...

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier
		Goods	10049527-049			Circuit Breaker,AF 2000,AT 2000;690 V,KAIC 100;3 Poles;Fixed;Electronic-LSI	Each	2	1250	2,500.00	Mfg Part Number: ABB, I D3VDGFB00B000XC

Shipments

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Expected Supplier Deliver Date	Metric Date	NOV Required Date	Promised Supplier Deliver Date
1	US TX Houston 11929 FM 529	2	1250			2,500.00	15-Nov-2019		15-Nov-2019	15-Nov-2019

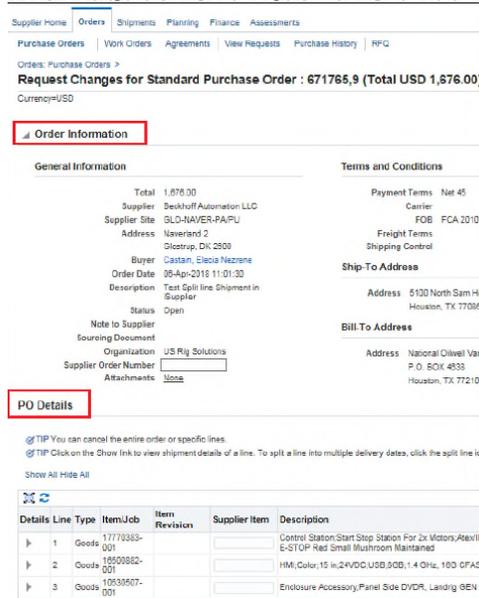
5. Review the information for accuracy.
6. If you are accepting a **PO with changes** (Pricing / Promised Supplier Delivery Date / QTY), scroll to the upper right corner of the page and locate the **Actions** list.
7. Select from the following:



- Request Change
- Click Go



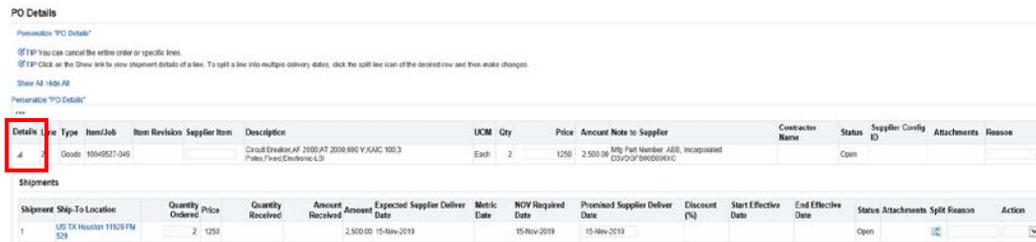
8. The Request Changes for Standard Purchase Orders page displays.



There are two main fields on the page:

- Order Information
- PO Details

9. In the PO Details field, click the arrow icons to expand the PO line information for review.



10. Review the PO lines and enter any changes that you want to request.

Change options include, but not limited to:

- Quantity Ordered
- Promised Supplier Deliver date
- Supplier Item
- Splitting Line Shipment

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount Note to Supplier	Contractor Name	Status	Supplier Config ID	Attachments	Reason
	1	Goods	10490074-115		HTC-12345	O-Ring, 220, SAE ASS568,Muff Buna-N (Nitrile) NBR/L70 A	Each	10	12	120.00 NOV Reference Item: 51300-220-B		Open			

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Expected Supplier Deliver Date	Metric Date	NOV Required Date	Promised Supplier Deliver Date	Discount (%)	Start Effective Date	End Effective Date	Status	Attachment	Split Reason	Action
1	RS US CA Orange Sequoia	10	12			120.00		18-Nov-2019	22-Dec-2019				Requires Acknowledgment		Back Order	Change



11. Locate the **Action** button at the top or bottom right of the page and click **Submit**.
12. End of instruction.

5. Requesting Changes to a PO:

1. On the **Supplier Home** page, select **Orders** tab

Supplier Home **Orders** Shipments Planning Finance

Purchase Orders Agreements Purchase History RFQ

Purchase Orders

Views

View All Purchase Orders Go

PO Number	Rev	Operating Unit	Document Type	Description
800788	0	US Rig Solutions	Standard PO	
800786	1	US Rig Solutions	Standard PO	
800787		US Rig Solutions	Standard PO	
800785		US Rig Solutions	Standard PO	

2. Scroll down and select the appropriate PO.
3. Locate the **Action** button at the top or bottom right of the page
 - Select **Request Changes**
 - Click **Go**

Supplier Home **Orders** Shipments Planning Finance

Purchase Orders Agreements Purchase History RFQ

Orders: Purchase Orders >

Standard Purchase Order: 810953, 1 (Total USD 2,500.00)

Currency: USD

Personalize "View Order Detail Container"

Order Information

Actions Request Changes Go Report

4. In the **PO Details** field, click the arrow icons to expand the PO line information for review.

PO Details

Personalize "PO Details"

ⓘ TIP You can cancel the entire order or specific lines.

ⓘ TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and make changes.

Show All Hide All

Personalize "PO Details"

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount Note to Supplier	Contractor Name	Status	Supplier Config ID	Attachments	Reason
▲	2	Goods	1048927-048			Conrail Encoder AF 2000 AT 2000 890 V-SAC 100.3 Pulse/Func Electronics L.S	Each	2	1250	2,500.00	Atty Part Number: ABE, Incorporated 23V23P38C000000	Open			

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Expected Supplier Deliver Date	Metric Date	NOV Required Date	Promised Supplier Deliver Date	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
1	US TX Houston 11103 FM 528	2	1250			2,500.00	15-Nov-2019	15-Nov-2019	15-Nov-2019				Open			

5. Review the **PO lines** and enter any changes that you want to request. Change options include, but not limited to:

- Quantity Ordered
- Promised Supplier Deliver date
- Supplier Item
- Splitting Line Shipment

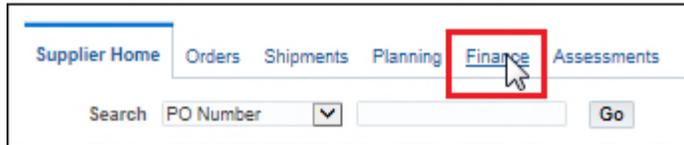
Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount Note to Supplier	Contractor Name	Status	Supplier Config ID	Attachments	Reason
▲	1	Goods	10490074-115		HTC-12345	O-Ring-220, SAE A9568,Mat Buna-N (NBR) NBR/L70 A	Each	10	12	120.00	NOV Reference Item: 51300-220-B	Open			

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Expected Supplier Deliver Date	Metric Date	NOV Required Date	Promised Supplier Deliver Date	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
1	RS US CA Orange Sequoia	10	12			120.00	18-Nov-2019		22-Dec-2019				Requires Acknowledgment		Back Order	Change

6. Locate the **Action** button at the top or bottom right of the page and click **Submit**.
7. End of instruction.

6. Creating and Submitting Invoices:

1. On the **Supplier Home** page, select the **Finance** tab.



2. At the top right corner of the page, locate **Create Invoice with a PO** and click **Go**.



3. The **Create Invoice: Purchase Orders** page displays.

The screenshot shows the 'Create Invoice: Purchase Orders' page. At the top, there are navigation tabs: Supplier Home, Orders, Shipments, Planning, and Finance. Below the tabs are links for 'Create Invoices', 'View Invoices', and 'View Payments'. A progress indicator shows 'Purchase Orders' as the active step. The main heading is 'Create Invoice: Purchase Orders'. Below this is a 'Search' section with a note: 'Note that the search is case insensitive'. The search form includes fields for 'Purchase Order Number', 'Purchase Order Date' (with a calendar icon and the value '(25-Sep-2019)'), 'Buyer', and 'Organization'. There are 'Go' and 'Clear' buttons at the bottom of the form.

4. In the **Purchase Order Number** field, enter the PO number to be invoiced and click **Go**.

This screenshot is similar to the previous one, but the 'Purchase Order Number' field now contains the value '800785', which is highlighted with a red box. The 'Go' button at the bottom of the search form is also highlighted with a red box. Below the search form, there is a table with the following structure:

PO Number	Line	Shipment	Advances or Financing
No search conducted.			

5. Select the PO lines to be added click the **Add to Invoice** tab and click **Next**.

Purchase Orders

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number

Purchase Order Date

Buyer

Organization

Select Items: **Add to Invoice**

<input checked="" type="checkbox"/>	PO Number	Line	Shipment	Advances or Financing	Item Description
<input checked="" type="checkbox"/>	800785	1	1	<input type="checkbox"/>	PLC, Communication
<input checked="" type="checkbox"/>	800785	2	1	<input type="checkbox"/>	PLC, Communication

If necessary, you can remove individual lines by clicking the **Remove from Invoice** tab.

Select Items: **Remove from Invoice**

<input type="checkbox"/>	PO Number	Line	Shipment	Item Description
<input type="checkbox"/>	800785	1	1	PLC, Communication;Interface
<input checked="" type="checkbox"/>	800785	2	1	PLC, Communication;Interface

The following fields (with asterisks) are mandatory.

- **Supplier** section: **Remit to**
- **Invoice** section: **Invoice Number**
- **Customer** section: **Customer: Customer Tax Payer ID**

<p>Supplier</p> <p>* Supplier <input type="text" value="Mistras Group, Incorporated dba Mistras Group Services Division"/></p> <p>* Remit To <input type="text" value="HOU-10980-FA/FU"/></p> <p>Address <input type="text" value="10980 Metronome Houston TX 77043"/></p> <p>Remit To Bank Account <input type="text"/></p> <p>Unique Remittance Identifier <input type="text"/></p> <p>Remittance Check Digit <input type="text"/></p>	<p>Invoice</p> <p>* Invoice Number <input type="text"/></p> <p>Invoice Date <input type="text" value="19-Oct-2019"/></p> <p>Invoice Type <input type="text" value="Invoice"/></p> <p>Currency <input type="text" value="USD"/></p> <p>Invoice Description <input type="text"/></p> <p>Attachment None <input type="button" value="Add"/></p>
<p>Customer</p> <p>* Customer Tax Payer ID <input type="text" value="76-0488987"/></p> <p>Customer Name <input type="text" value="National Oilwell Varco, L.P."/></p> <p>Address <input type="text" value="10000 Richmond Ave Houston 77042 US"/></p>	

- In the **Supplier** section, locate the **Remit to** text box.
 - Enter % in the text box and Click the **Magnifying Glass Icon** to begin the search
 - Select the appropriate **Supplier** and click **Select**.

* **Supplier** Mistras Group, Incorporated dba Mistras Group Services Division
Tax Payer ID 22-3341267
 * **Remit To** HOU-10980-PA/PU
Address 10980 Metronome Houston TX 77043
Remit To Bank Account
Unique Remittance Identifier
Remittance Check Digit

Search and Select: Remit To Cancel

Search

To find your item, select a filter item in the pull-down list and enter a value in the text field, then select the "Go" button.

Search By: Remit To

Results

Quick Select	Supplier	Remit To	Address	Organization
<input type="button" value="Q"/>	Mistras Group, Incorporated dba Mistras Group Services Division	HOU-10980-PA/PU	10980 Metronome Houston TX 77043	US Rig Solutions

- In the **Invoice** section on the right side of the page.
 - In the **Invoice Number** text box, enter your **Invoice Number**
 - Enter **Invoice Description** (if needed)

* **Invoice Number**
Invoice Date 10-Oct-2019
Invoice Type Invoice
Currency USD
Invoice Description
Attachment None

- In the **Customer** section, locate the **Customer Tax Payer ID** text field.
 - Enter % in the text box and Click the **Magnifying Glass Icon** to begin the search
 - Select the appropriate **Tax Payer ID** and click **Select**.

* **Customer Tax Payer ID** 76-0488987
Customer Name National Oilwell Varco, L.P.
Address 10000 Richmond Ave Houston 77042 US

Search and Select: Customer Tax Payer ID Cancel

Search

To find your item, select a filter item in the pull-down list and enter a value in the text field, then select the "Go" button.

Search By: Registration Number

Results

Quick Select	Registration Number	Legal Entity	Legislative Category	Country Of Registration	Legal Address
<input type="button" value="Q"/>	76-0488987	National Oilwell Varco, L.P.	Income Tax	US	10000 Richmond Ave Houston Harris 77042

- Click **Next (3 times)** to **Review** information on each tab.
Note the total located at the bottom right of the page.



	Items	200.00
	Less Retainage	0.00
	Freight	0.00
	Miscellaneous	0.00
	Tax	0.00
<input type="button" value="Recalculate Total"/>	Total (USD)	200.00

10. If all information is correct, click **Submit** to create the invoice.

Step 4 of 4

End