

<b>Viasat, Inc.</b>	Process Area: <b>Operations</b>	Document Number: <b>PR001903</b>	Revision: <b>003</b>
Name of Document: <b>Viasat Oracle iSupplier Training for Suppliers</b>		Process Category: <b>Purchasing</b>	Page: <b>1 of 23</b>

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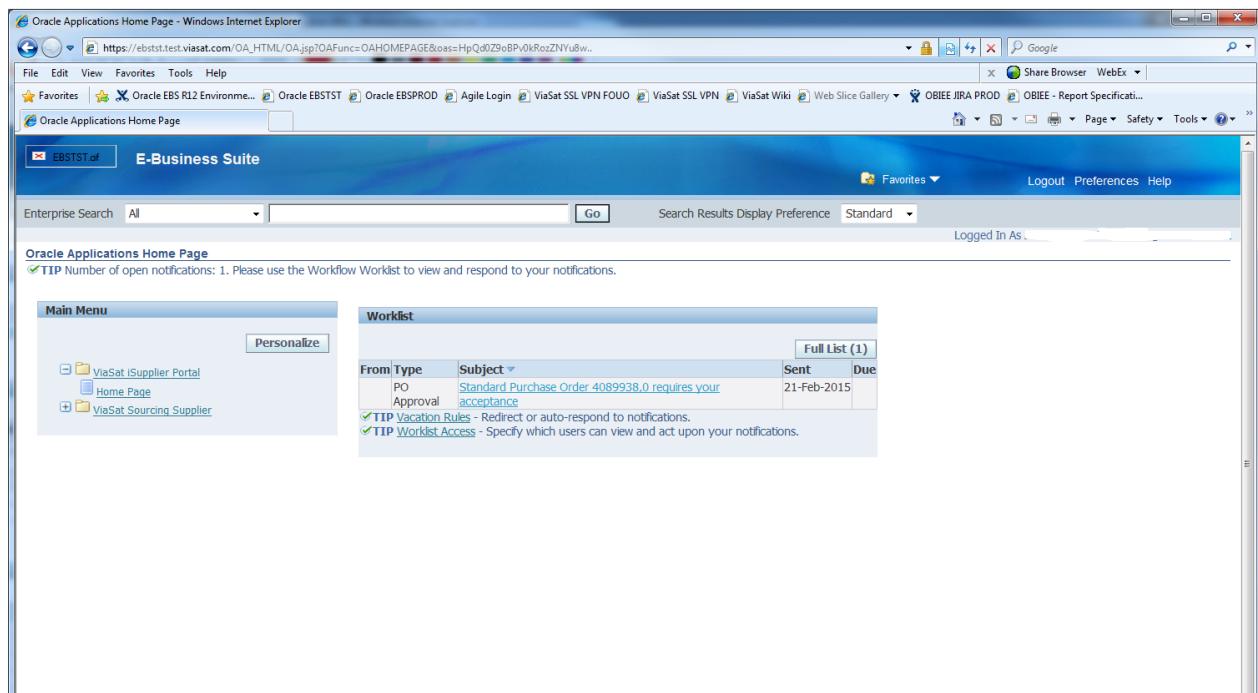
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## 2 Log into the Viasat Oracle iSupplier System:

When you are engaging Viasat you should be given login information. This will allow you to access Viasat's Oracle iSupplier system.

**Landing Page:** In order to access Viasat specific information in regards to Purchase Orders and payments you will need to choose Viasat iSupplier Portal. You will be notified of any items that are pending in the middle column of the webpage called Worklist.

**Navigation:** Viasat iSupplier Portal



## 3 Home:

This is where you will be able to see any pending notifications that Viasat needs you to respond to. Also from this screen you will be able to view your up and coming orders with Viasat. You can also see your recent ASN's that you have submitted.

From this page you will be able to navigate throughout the entire page. You can also come back to this page at any time by clicking the "HOME" tab in the upper left hand corner of the page. If for any reason you click the "Home" button you will need to reselect Home Page option under iSupplier Portal.



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The screenshot shows the iSupplier Portal Home Page. At the top, there's a navigation bar with links for Home, Orders, Shipments, Planning, Finance, Product, Intelligence, and Admin. Below the navigation is a search bar with a dropdown menu set to 'Search PO Number' and a 'Go' button. The main content area is divided into sections: 'Notifications' (listing a purchase order requiring acceptance), 'Orders At A Glance' (listing purchase orders with columns for PO Number, Description, and Order Date), and 'Shipments At A Glance' (listing shipments with columns for Shipment Number, Packing Slip, and Shipment Date). To the right, a sidebar lists various modules: Planning (Forecast Schedules, VMI), Orders (Agreements, Purchase Orders, Purchase History), Shipments (Delivery Schedules, Overdue Receipts, Advance Shipment Notices), Receipts (Receipts, Returns), Invoices (Invoices), and Payments (Payments). The bottom of the page includes a footer with links for Home, Orders, Shipments, Planning, Finance, Product, Intelligence, Admin, Logout, Preferences, and Help, along with a copyright notice and a Trusted sites/Protected Mode status.

Using the search feature on this page will bring you to the orders section, which will be covered in the next section.

The screenshot shows the iSupplier Portal Orders section. The top navigation bar is identical to the Home page. The search bar at the top is highlighted with a red box. The main content area displays a table of purchase orders with columns for Order Number, Description, and Order Date. The table shows several entries, each with a unique PO number and a corresponding description and order date.

## 4 Orders:

In the orders section is where you will be able to find out all the information in regards to your orders with Viasat. The default screen you will be brought to is the Purchase Orders section.

**Navigation:** Orders > Purchase Orders

**Purchase Orders - At a glance** will show you all of your Purchase Orders with Viasat. Here you have the ability to Acknowledge, Request Cancellation, Request Changes and View Change History of a Purchase Order. If you do not see a purchase order right away, you can either click the "NEXT 25" button or the Advanced Search button.

The screenshot shows the iSupplier Portal Purchase Orders section. The top navigation bar is identical to the Home page. The search bar at the top is highlighted with a red box. The main content area displays a table of purchase orders with columns for PO Number, Description, Order Date, Buyer, and Status. The table shows several entries, each with a unique PO number and a corresponding description, order date, buyer, and status. A red box highlights the 'Advanced Search' button in the top right corner of the search area.

You can also sort your view by All Purchase Orders, Purchas Orders to Acknowledge or Purchase Orders Pending Supplier Change. These will all give you different Purchase Orders that may be in a different

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status. There are 2 other quick tricks that you may be able to sort. You can click the header of ("Order Date" or "PO Number" and the entire list will be sorted by ascending or Descending based on that field.

The screenshot shows the 'Views' section of the iSupplier Portal. At the top, there is a dropdown menu 'View' set to 'All Purchase Orders' with a 'Go' button. Below this is a toolbar with buttons for 'Select Order', 'Acknowledge', 'Request Cancellation', 'Request Changes', and 'View Change History'. A red box highlights the 'Select PO Number' dropdown and the 'Order Date' column header in a table below.

#### 4.1 Acknowledging Purchase Orders

**Navigation:** Orders > Purchase Orders. Or Notifications > Subject

There are 3 ways as a supplier that you can acknowledge Viasat Purchase Orders.

- 1) The login splash page allows you to quickly acknowledge your Viasat Purchase Order by clicking the link that states the Purchase Order that needs acknowledging (refer to #1).
- 2) When you enter the iSupplier Portal you can quickly see your notifications. Some of the notifications will be Purchase Orders that need your acknowledgement (refer to #2).
- 3) By Clicking the 'Orders' Tab and selecting the view 'Purchase Orders to Acknowledge' (refer to #3).
- 4) Also by clicking the 'Orders' tab and searching for the status of 'Requires Acknowledgement' (refer to #4).

1)

The screenshot shows the 'Main Menu' and 'Worklist' sections. The 'Main Menu' includes links for 'ViaSat iSupplier Portal' (Home Page, ViaSat Sourcing Supplier), 'Personalize', and a 'Worklist' link. The 'Worklist' section shows a table with columns 'From', 'Type', 'Subject', 'Sent', and 'Due'. A red box highlights the 'Subject' column, which contains the text 'Standard Purchase Order 4089938,0 requires your acceptance'. Below the table are two tips: 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and 'TIP Worklist Access - Specify which users can view and act upon your notifications.'

2)

The screenshot shows the 'Notifications' section. It displays a table with columns 'Subject' and 'Date'. The 'Subject' column contains the text 'Standard Purchase Order 4089938,0 requires your acceptance', which is highlighted with a red box. The 'Date' column shows the timestamp '21-Feb-2015 12:54:10'.

3)

The screenshot shows the 'Views' section. It includes a dropdown menu 'View' set to 'Purchase Orders to Acknowledge' with a 'Go' button, and an 'Advanced Search' button. Below this is a table with columns 'Select Order', 'Acknowledge', 'Request Cancellation', 'Request Changes', and 'View Change History'. The table data includes columns for 'Select PO Number', 'Rev Operating Unit', 'Document Type', 'Description', 'Order Date', 'Buyer', 'Currency', 'Amount', 'Status', 'Acknowledge By', and 'Attachments'. A red box highlights the 'Status' column, which shows the value 'Requires Acknowledgment'.

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4)

Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
18-Feb-2015 08:06:39	Mauby, Allison Mary (Allison)	USD	441.70	Require Acknowledgment	20-Feb-2015 08:06:39	
17-Feb-2015 15:40:43	Wardlaw, Rachel Lynn (Rachel)	USD	1,264.28	Accepted	19-Feb-2015 15:40:43	
17-Feb-2015 10:05:28	Hedman, Bailey Mirann (Bailey)	USD	202,512.14	Accepted	19-Feb-2015 10:05:28	
16-Feb-2015 09:31:17	Hedman, Bailey Mirann (Bailey)	USD	38,065.59	Accepted	18-Feb-2015 09:31:17	
15-Feb-2015 19:50:44	Woolley, Curtis Scott (Curtis)	USD	13,499.34	Accepted	18-Feb-2015 19:50:44	
13-Feb-2015 15:27:43	Medbury, Cheleesa Rae (Cheleesa)	USD	155.50	Accepted	17-Feb-2015 15:27:43	
13-Feb-2015 11:22:13	Hedman, Bailey Mirann (Bailey)	USD	5,584.48	Accepted	17-Feb-2015 11:22:13	
13-Feb-2015 11:21:54	Hedman, Bailey Mirann (Bailey)	USD	2,983.14	Accepted	17-Feb-2015 11:21:54	
13-Feb-2015 11:21:28	Hedman, Bailey Mirann (Bailey)	USD	3,525.12	Accepted	17-Feb-2015 11:21:28	
13-Feb-2015 11:21:02	Hedman, Bailey Mirann (Bailey)	USD	1,275.55	Accepted	17-Feb-2015 11:21:02	
13-Feb-2015 11:20:29	Hedman, Bailey Mirann (Bailey)	USD	612.68	Accepted	17-Feb-2015 11:20:29	
13-Feb-2015 11:10:08	Mauby, Allison Mary (Allison)	USD	43,500.00	Accepted	17-Feb-2015 11:10:08	
12-Feb-2015 09:08:44	Creasy, Barbara Glenn (Barb)	USD	57,076.20	Accepted	16-Feb-2015 09:08:44	
12-Feb-2015 09:02:19	Wiggins, Michelle Aline (Michelle)	USD	173.00	Requires Acknowledgment	16-Feb-2015 09:02:19	
11-Feb-2015 14:18:36	Medbury, Cheleesa Rae (Cheleesa)	USD	450.00	Accepted	13-Feb-2015 14:18:36	
11-Feb-2015 10:16:28	Wardlaw, Rachel Lynn (Rachel)	USD	9,726.00	Accepted	13-Feb-2015 10:16:28	
10-Feb-2015 10:48:36	Medbury, Cheleesa Rae (Cheleesa)	USD	224.10	Accepted	12-Feb-2015 10:48:36	
10-Feb-2015 10:32:12	Grenader, Denise	USD	4,881.38	Closed	12-Feb-2015 10:32:12	
06-Feb-2015 09:49:47	Mauby, Allison Mary (Allison)	USD	2,019.60	Accepted	10-Feb-2015 09:49:47	

## 4.2 Acknowledging Government Purchase Orders:

The “Accept Entire Order” button will appear grey on Government PO’s until suppliers accept the Government Terms located in the middle of the acknowledgement screen as shown below. After each of the boxes shown is checked, the “Accept Entire Order” button will become active.

**General Information**

Total Supplier Supplier Site Address

Buyer Order Date Description Status

Note to Supplier Sourcing Document Organization **VSAT\_OPERATING\_UNIT**

Supplier Order Number Attachments [View](#)

**Terms and Conditions**

Payment Terms Carrier

FOB Freight Terms Shipping Control

**Ship-To Address**

Address **1725 Breckinridge Plaza Duluth, GA 30096**

**Bill-To Address**

Address Attn: Accounts Payable 6155 El Camino Real Carlsbad, CA 92009

**FAR Conditions Acceptances**

Specialty Metals: DFARS clause 252.225-7008 or 252.225-7009 Preference for Domestic Specialty Metals applies to this purchase order #4181027. By checking this box, supplier confirms receipt and acknowledges all specialty metals obligations.

**PO Details**

TIP Click on the Show link to view shipment details of a line.

Show All Hide All

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Config ID	Attachments	Change Reason	Reason
Show 1	1	Goods		003			EACH	1							Open					
Show 2	2	Goods		003			EACH	1							Open					

[Return to View Order Details](#) [Cancel](#) [Reject Entire Order](#) [Accept Entire Order](#) [Printable View](#) [View Change History](#) [Export](#)

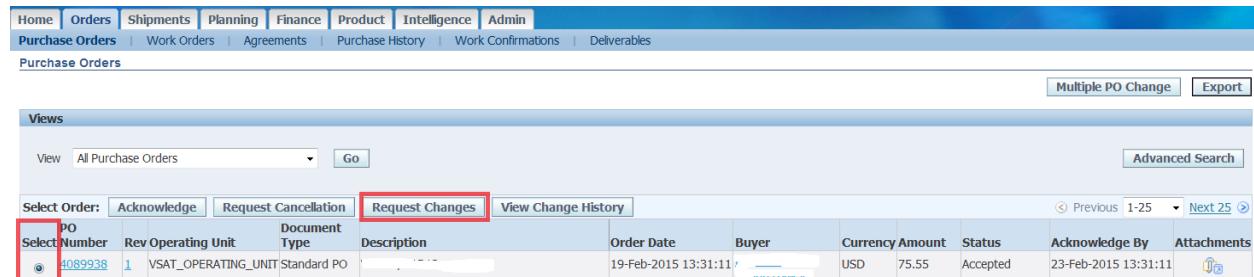
## 4.3 Requesting Changes to a Purchase Order

**Navigation:** Orders > Purchase Orders.

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There may be many circumstances when you need to make modifications to a Purchase Order that you have with Viasat. In this case you can change

You can find the Purchase Order that you are trying to make modifications to by either following the search option on the main Home page (refer to screenshot #1 below). You can also just select the Purchase Order from the list on the Orders page and click the radial button. Then select 'Request Changes' from the list of options.



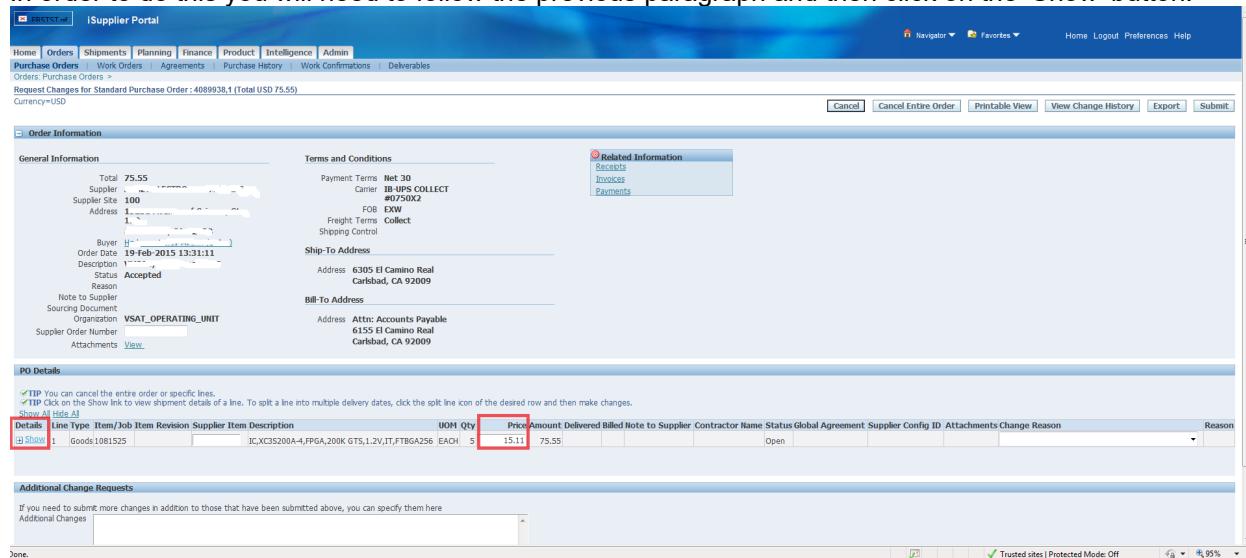
The screenshot shows the 'Purchase Orders' section of the Viasat Oracle iSupplier Training for Suppliers application. The 'Request Changes' button is highlighted with a red box. The table below lists a single purchase order with the following details:

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input checked="" type="radio"/>	4089938	1	VSAT_OPERATING_UNIT	Standard PO		19-Feb-2015 13:31:11		USD	75.55	Accepted	23-Feb-2015 13:31:11	

Upon clicking you will be taken to the PO Details screen. At first glance you will only be able to make changes to the line item price of the Purchase Order.

#### 4.4 Make a Change to a Promised Date

In order to do this you will need to follow the previous paragraph and then click on the 'Show' button.



The screenshot shows the 'Purchase Order Details' screen for Purchase Order 4089938.1. The 'Show' button is highlighted with a red box. The screen displays the following information:

- Order Information:**
  - General Information: Total 75.55, Supplier VSAT\_OPERATING\_UNIT, Supplier Site 100, Address 1, Buyer 1, Description 1, Status Accepted.
  - Terms and Conditions: Payment Terms Net 30, Carrier #075002 COLLECT, FOB EXW, Freight Terms Collect, Shipping Control.
  - Ship-To Address: Address 6305 El Camino Real, Carlsbad, CA 92009.
  - Bill-To Address: Address 6155 El Camino Real, Carlsbad, CA 92009.
- PO Details:**
  - Details: Line Type: Item/Job Item Revision: Supplier Item Description: IC,XC35200A-4,FPGA,200K GT5,1.2V,1T,FTBGA256 EACH. UOM Qty: 5, Price: 15.11, Amount: 75.55.
  - Note: You can cancel the entire order or specific lines. 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.
- Additional Change Requests:**

If you need to submit more changes in addition to those that have been submitted above, you can specify them here.

Once you have opened the shipments details of the Purchase Order line, now you are able to make a change to the Promise Date. Click on the Calendar and select the new Promised date. *\*Viasat views the Promised Date on a purchase order as the Date that the item is to arrive on Viasat's dock.* When you make a change to the Promised Date you will need to select a 'Change Reason' for the change in Promised Date.

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**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

Details Line Type	Item/Job Item	Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Change Reason	Reason
Hide 1	Goods 1081525			ICXC35200A-4,FPGA,200K GTS,1.2V,1T,FTBG4256	EACH	5	15.11	75.55					Open					

**Shipments**

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount Promised	Promise Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Change Reason	Reason Action
1	Carlsbad 63051 USA	5	15.11		75.55	27-Feb-2015 00:00	27-Feb-2015 00:00:00						Accepted			

**Additional Change Requests**

If you need to submit more changes in addition to those that have been submitted above, you can specify them here.

Additional Changes

**Return to Orders: Purchase Orders**

Home Orders Shipments Planning Finance Product Intelligence Admin Home Logout Preferences Help

Privacy Statement

Done.

Export Submit

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Also take note here that you want to choose an 'Action' as well and any possible additional Change Requests or additional notes as well.

**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

Details Line Type	Item/Job Item	Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Change Reason	Reason
Hide 1	Goods 1081525			ICXC35200A-4,FPGA,200K GTS,1.2V,1T,FTBG4256	EACH	5	15.11	75.55					Open					

**Shipments**

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount Promised	Promise Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Change Reason	Reason Action
1	Carlsbad 63051 USA	5	15.11		75.55	27-Feb-2015 00:00	27-Feb-2015 00:00:00						Accepted			Delivery, Improvement

**Additional Change Requests**

If you need to submit more changes in addition to those that have been submitted above, you can specify them here.

Additional Changes

**Return to Orders: Purchase Orders**

Home Orders Shipments Planning Finance Product Intelligence Admin Home Logout Preferences Help

Privacy Statement

Done.

Cancel Change

Change Action

Export Submit

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When you have completed filling in the required information, click the 'Submit' button. When all the required information has been filled out, you should receive the below screenshot and then click 'Return to Purchase Order Summary'.

## Change Order Confirmation

**Change Request for Purchase Order 4089938 has been submitted for approval.**

[Return to Purchase Order Summary](#)

## 4.5 Viewing PO Details

**Navigation:** Orders > Purchase Orders.

In order to view additional information on a Purchase Order from Viasat, you will need to Click on the Purchase Order Number.

**View**

Home Orders Shipments Planning Finance Product Intelligence Admin

Purchase Orders Work Orders Agreements Purchase History Work Confirmations Deliveries

Multiple PO Change Export

Views All Purchase Orders Go Advanced Search

Select Order Acknowledge Request Cancellation Request Changes View Change History

Select PO Number Rev Operating Unit Document Type Description Order Date Buyer Currency Amount Status Acknowledge By Attachments

4089938	1	VSAT_OPERATB6_UNIT	Standard PO	VM300; FAR12 no DPAS	19-Feb-2015 13:31:11	Hedman, Bailey/Hrman (Bailey)	USD	75.55	Supplier Change Pending	23-Feb-2015 13:31:11	
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From the Details screen you will see a number of items all in one place. At the very top you will see the PO and the revision. Also, you will see your company information under the 'General' and the Purchase Order's Terms and Conditions, Ship to address and Bill to address. In addition you can see the amount

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Viasat has received against the Purchase Order, the dollar amount that we have received invoices for on the Purchase Order and if the Purchase Order has been paid or not.

Supplier Portal: View Order Details - Windows Internet Explorer

Home Orders Shipments Planning Finance Product Intelligence Admin

Purchase Orders Work Orders Agreements Purchase History Work Confirmations Deliverables

Standard Purchase Order 4089936, R (Total USD 75.55) Revision

Currency: USD

Order Information

General

Total: 75.55  
Supplier: 100  
Supplier Site: 100  
Address: 6305 El Camino Real  
Carlsbad, CA 92009

Buyer: Heiman, Isley Miran (Isley)  
Order Date: 19-Feb-2015 13:31:11  
Description: Supplier Change Pending  
Details: Note to Supplier  
Operating Unit: VSAT\_OPERATING\_UNIT  
Shipping Document: Supplier Order Number  
Supplier Order Number: 1081525  
Attachments: 1081525

Terms and Conditions

Payment Terms: Net 30  
Carrier: UPS COLLECT #0750K2  
Freight Terms: EXW  
Shipping Control

Ship-To Address

Address: 6305 El Camino Real  
Carlsbad, CA 92009

Bill-To Address

Address: Accounts Payable  
6305 El Camino Real  
Carlsbad, CA 92009

Summary

Total	Received	Invoiced	Payment Status
75.55	0.00	0.00	Not Paid

Payment Status  
If the PO has any receipts against it  
The amounts we have received invoices for

PO Details

Show All Details | Hide All Details

Details	Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
Show	1	Goods	1081525	IC_XC3S200A-4_FPGA_200K_G15_1.2V_IT_FTBGA256		EACH	5	15.11	75.55	Open		

Return to Orders: Purchase Orders

Home Orders Shipments Planning Finance Product Intelligence Admin Home Logout Preferences Help

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## 4.6 Viewing Viasat Work Orders

**Navigation:** Orders > Work Orders.

Viasat is not currently utilizing this feature.

Work Orders - Windows Internet Explorer

Home Orders Shipments Planning Finance Product Intelligence Admin

Purchase Orders Work Orders Agreements Purchase History Work Confirmations Deliverables

Work Orders

Search

PO Number:   
From Need-By Date:  (example: 19-Feb-2015 13:49:00)  
To Need-By Date:   
Operation Sequence:   
Work Order:   
From Promised Date:   
To Promised Date:   
Operation Status: Open  
Go

Select Object: Reschedule

Select PO Number	Item Description	Work Order:Op	Op Status	Assembly Item	Need-By Date	Promised Date	Qty Delivered	Qty Ordered	UOM
0456889	PN: VCD-016005-0001 WO# VTR1982245 NMR# 62815	VTR1982245:10	Open	VCD-016005-0001	10-May-2013 00:00:00	30-Jun-2013 00:00:00	1	1	EACH
0456889	PN: VCD-016005-0008 WO# VTR1982247 NMR# 62673	VTR1982247:10	Open	VCD-016005-0008	10-May-2013 00:00:00	30-Jun-2013 00:00:00	1	1	EACH
0456889	PN: VCD-016005-0002 WO# VTR1982246 NMR# 62816	VTR1982246:10	Open	VCD-016005-0002	10-May-2013 00:00:00	30-Jun-2013 00:00:00	1	1	EACH

Home Orders Shipments Planning Finance Product Intelligence Admin Home Logout Preferences

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## 4.7 Viewing Viasat Agreements with your Company

**Navigation:** Orders > Agreements.

Viasat is not currently utilizing this feature.

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The screenshot shows the EBSSDBX Supplier Portal interface. The top navigation bar includes links for Home, Orders, Shipments, Planning, Finance, Product, Intelligence, Admin, Purchase Orders, Work Orders, Agreements, Purchase History, Work Confirmations, and Deliverables. The main content area is titled 'Supplier Agreements' and contains a 'Simple Search' section with fields for PO Number, Global, Effective-From Date, and Effective-To Date. Below this is a table header for 'Purchase Order Revision History' with columns: PO Number, Revision Global, Description, Buyer, Order Date, Currency, Amount Agreed, Amount Released, Effective-From Date, Effective-To Date, Status, Attachments, and Upload Status. A note states 'No search conducted.' The bottom of the page includes a 'Privacy Statement' and a standard footer with links for Home, Orders, Shipments, Planning, Finance, Product, Intelligence, Admin, Home, Logout, Preferences, and Help. A copyright notice for Oracle is at the bottom right.

## 4.8 Purchase History

**Navigation:** Orders > Purchase History.

The screenshot shows the Purchase History screen. The top navigation bar is identical to the previous screenshot. The main content area is titled 'Purchase Order Revision History' and contains a 'Simple Search' section with fields for PO Number, Release Number, Rev, Document Type, Creation Date, Revised Date, and Operating Unit. Below this is a table header for 'Purchase Order Revision History' with columns: PO Number, Rev Description, Buyer, and Creation Date. A note states 'No search conducted.' The bottom of the page includes a 'Privacy Statement' and a standard footer with links for Home, Orders, Shipments, Planning, Finance, Product, Intelligence, Admin, Home, Logout, Preferences, and Help. A copyright notice for Oracle is at the bottom right.

Enter the Purchase Order that you would like to view any history on. Click the 'Go' button. This will allow you to see all of the changes that have happened to that Purchase Order in a line by line detail.

The screenshot shows the Purchase Order detail screen for PO Number 4085881. The top navigation bar is identical to the previous screenshots. The main content area displays the purchase order details: PO Number (4085881), Release Number, Rev, Document Type, Creation Date (02-Dec-2014 15:18:17), Revised Date, and Operating Unit. Below this is a table with columns: PO Number, Rev Description, Buyer, Creation Date, Revised Date, Currency (USD), Total (\$728.00), and Ship-To Location (Cleveland 0302 (001.0)). There are also buttons for 'Compare to Original PO', 'Compare to Previous PO', and 'Show all PO Changes'. The bottom of the page includes a 'Privacy Statement' and a standard footer with links for Home, Orders, Shipments, Planning, Finance, Product, Intelligence, Admin, Home, Logout, Preferences, and Help. A copyright notice for Oracle is at the bottom right.

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PO Number: 4085881  
Revision: 1  
Type: Standard PO  
Currency: USD

Ship-To Location: Carlsbad 6305 (bill to)  
Ship-To: Viasat GPS COLLECT #0750X2  
FOB: EXW  
Total: 9,728.00

Bill-To Location: Carlsbad 6155  
Payment Terms: Net 30  
Freight: COLLECT  
Buyer: Wardlaw, Rachel Lynn (Rachel)

Compare to Original PO

✓ TIP: Changes made to contract clauses and deliverables are not shown below. Click Show All PO Changes to review contract changes in each revision.

Comparisons are sorted by Revision, Line and Shipment.

Print Document Revisions

Revision Number:  Go

Return to Orders: Purchase History

## 4.9 Work Confirmations

**Navigation:** Orders > Work Confirmations.

Viasat is not currently utilizing this feature.

Work Confirmations - Windows Internet Explorer

EBSSDBX iSupplier Portal

Views

View: Lost 25 Work Confirmations Go

Select Work Confirmation: Update Cancel

Select Work Confirmation	Request Date	Period From	Period To	PO Number	Currency	Ordered	Previous Requested	Current Requested	Delivered	Total Progress (%)	Status
No results found.											

Home Orders Shipments Planning Finance Product Intelligence Admin Home Logout Preferences

Privacy Statement

## 4.10 Deliverables

**Navigation:** Orders > Work Confirmations.

Viasat is not currently utilizing this feature.

Manage Deliverables - Windows Internet Explorer

EBSSDBX iSupplier Portal

Search

Deliverable Name:   
Status:   
Due Date From:   
Due Date To:   
Go

Document Type:   
Document Number:

Indicates deliverable is overdue  Indicates responsible party failed to perform the deliverable

Deliverable Name	Deliverable Type	Document Type	Document Number	Party Name	Contact	Due Date	Status	Alert	Update
No search conducted									

Home Orders Shipments Planning Finance Product Intelligence Admin Home Logout Preferences Help

Privacy Statement

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## 5 Shipments

### 5.1 Viewing On-Time Delivery

**Navigation:** Shipments > Delivery Schedules.

In order to view On-Time Delivery Dates on Purchase Order, navigate to the 'Shipments' tab. You will enter the Purchase Order number and Click 'Go.' This will bring up the Quantity Ordered, Promised Date, Quantity Received and the On-Time Delivery date.

PO Number: 4086409

Promised Date: 30-Mar-2015 00:00:00

On Time Delivery Date: 30-MAR-2014

### 5.2 Creating an Advanced Shipment Notice (ASN)

**Navigation:** Shipments > Shipment Notices.

Viasat utilizes the Advanced Shipment Notice to expedite the receipt of material. Click on the 'Shipments' tab, then Shipment Notices.

Create Advance Shipment Notices

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Create Advance Shipment Notice - Windows Internet Explorer

File Edit View Favorites Tools Help

Star Favorites Oracle EBS R12 Environment Oracle EBTST Oracle EBS PROD Agile Login Viasat SSL VPN FOUO Viasat SSL VPN Viasat Wiki Web Slice Gallery OBIEE JRA PROD OBIEE - Report Specification Create Advance Shipment Notice

EBSSDBX Supplier Portal

Home Orders Shipments Planning Finance Product Intelligence Admin Delivery Schedules Shipment Notices Receipts Returns Overdue Receipts Shipment: Shipment Notices > Create Advance Shipment Notice

Views Advanced Search Export

View Shipments Due This Week Go

Select PO Shipments: Add to Shipment Notice Select All Select None

Select PO Number	Line Shipment Item No	Item Description	Due Date	Quantity Already Shipped	Quantity Received UOM	Ship To Location	Ship To Organization	Currency Site	Quantity Shipped
4088833	2	11209127 CONN,HDR,26P 2R 3IG,8 PWR, HIGHSPEED COMBO POWER RECEP, QMS-PC SERIES,SMO,ROHS	20-Feb-2015 00:00:00	2.0	0 EACH	Viasat AMP	USM	USD	VAMP100 0
4088835	1	11197807 CONN,HDR,26P 2R 3IG,8 PWR,HIGHSPEED COMBO POWER PLUG,QFS-PC SERIES,SMO,ROHS	20-Feb-2015 00:00:00	3.0	0 EACH	Viasat AMP	USM	USD	VAMP100 0
4089644	1	11156856 IC,TPS22945,LOAD SWITCH,6A, SINGLE CHNL,ROHS,DFN-9	24-Feb-2015 00:00:00	50.0	0 EACH	Viasat AMP	USM	USD	VAMP100 0
4089378	4	11193035 CONN,3476W 12-105,MLI-C-26428 SERIES II	24-Feb-2015 00:00:00	1.0	0 EACH	Viasat AMP	USM	USD	VAMP100 0
4089644	2	11197994 IC,VREG,AD1 2.2V TO 6V,1D,3A, ET,DFN10,ROHS	24-Feb-2015 00:00:00	50.0	0 EACH	Viasat AMP	USM	USD	VAMP100 0
4089378	5	1 SOLC-105-02-F-Q-A	24-Feb-2015 00:00:00	3.0	0 EACH	Viasat AMP	USM	USD	VAMP100 0
4087807	2	1 VA-022729- CABLE ASSY, MMCX-MMCX	24-Feb-2015 00:00:00	30.0	0 EACH	Carlsbad 6305 (Ind 6)	CARLSBAD	USD	100 0
4071503-238	11	1 VA-014403-0002 CBL ASSY,DTGL 1/0	25-Feb-2015 00:00:00	16.0	0 EACH	Carlsbad 6305 (Ind 6)	CARLSBAD	USD	100 0
4071503-232	6	1 VA-014403-0001 CBL ASSY,DTGL 1/0	25-Feb-2015 00:00:00	5.0	0 EACH	Carlsbad 6305 (Ind 6)	CARLSBAD	USD	100 0
4071503-239	86	1 VA-012749- CBL ASSY,RA MCX TO RA MCX	25-Feb-2015 00:00:00	68.0	0 EACH	Carlsbad 6305 (Ind 6)	CARLSBAD	USD	100 0
4071503-239	12	1 VA-014403-0003 CBL ASSY,DIGITAL 1/0	25-Feb-2015 00:00:00	18.0	0 EACH	Carlsbad 6305 (Ind 6)	CARLSBAD	USD	100 0

Select PO Shipments: Add to Shipment Notice

Return to Shipments: Shipment Notices Done

Trusted sites | Protected Mode: Off Export 100%

In order to create an Advanced Shipment Notice, click on the 'Create Advance Shipment Notices' button. You will be presented with a list of Purchase Orders that have Shipments that are due to Viasat this week. \*In order to see all shipments available click the drop down menu shown below.

Create Advance Shipment Notice - Windows Internet Explorer

File Edit View Favorites Tools Help

Star Favorites Oracle EBS R12 Environment Oracle EBTST Oracle EBS PROD Agile Login Viasat SSL VPN FOUO Viasat SSL VPN Viasat Wiki Web Slice Gallery OBIEE JRA PROD OBIEE - Report Specification Create Advance Shipment Notice

EBSSDBX Supplier Portal

Home Orders Shipments Planning Finance Product Intelligence Admin Delivery Schedules Shipment Notices Receipts Returns Overdue Receipts Shipment: Shipment Notices > Create Advance Shipment Notice

Views Advanced Search Export

View Shipments Due This Week Go

Shipments Due Any Time Shipments Due This Week

Select All Select None

Select PO Number Line Shipment Item No Item Description Due Date Quantity Ordered Already Shipped Quantity Received UOM Ship To Location Ship To Organization Currency Supplier Site Quantity Shipped

4089634	1	1 1074608 IC,RELAY,OPTOMOS,1F,50 OHM,LT,ROHS,DFP-8	13-Mar-2015 00:00:00	1.0	0 EACH	Carlsbad 6305 (Ind 6)	CARLSBAD	USD	100 0
4086904	3	2 CN-302998 CONN, CABLE PLUG, PNL 55 POS, ALT KEY	13-Mar-2015 00:00:00	7.0	0 EACH	Carlsbad 6305 (Ind 6)	CARLSBAD	USD	100 0
4086904	4	2 CN-306992 CONN, CABLE PLUG, PNL 55 POS	13-Mar-2015 00:00:00	7.0	0 EACH	Carlsbad 6305 (Ind 6)	CARLSBAD	USD	100 0
4071503-241	59	30 11008303 CBL ASSY,SMB TO SMB	15-Mar-2015 00:00:00	35.0	0 EACH	Carlsbad 6305 (Ind 6)	CARLSBAD	USD	100 0
4071503-241	60	31 11008304 CBL ASSY,SMB TO SMB	15-Mar-2015 00:00:00	36.0	0 EACH	Carlsbad 6305 (Ind 6)	CARLSBAD	USD	100 0
4086680	1	1 EvA/Repair, Viasat PN 1156031, SH LBUNP/W13K247024096, RMA 3139792, NMR 21779116-Mar-2015 00:00:00		1.0	0 EACH	Carlsbad 6305 (Ind 6)	CARLSBAD	USD	100 0

Return to Shipments: Shipment Notices Done

This will give you all of your purchase orders with Viasat that have available shipments to be created against them.

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As a supplier you have the ability to have multiple items on 1 ASN. As a rule Viasat asks that you only include items that are per packing slip number. This will be clearer shortly. Select the check box on the appropriate Purchase Order lines and Shipments that you are going to be shipping to Viasat on your packing slip.

ERSTCT.d iSupplier Portal

Home Orders Shipments Planning Finance Product Intelligence Admin

Delivery Schedules Shipment Notices Receipts Returns Overdue Receipts

Shipments: Shipment Notices > Create Advance Shipment Notice

Shipment Header **Shipment Lines**

Shipment Line Defaults

Cancel Add Shipments Preview Submit

Enter Shipment Line Defaults and click Default to All Lines to copy to all shipment lines.

Packing Slip	Container Number
Country of Origin	Truck Number
Bar Code Label	Comments

**Shipments in Advance Shipment Notice**

Show All Details | Hide All Details

PO Details Number	Line Shipment Item	Supplier	Item Description	Due Date	Quantity Ordered	Already Shipped Quantity	Quantity Received	Quantity Shipped	Ship-To Location	LPN/Lot/Serial	Add Attachments	Split Removal
<a href="#">Show 4086904</a>	4	5	CONN, CABLE PLUG, PIN, 55 POS	26-Jun-2015 00:00:03	00M	0	0	0	Carbord 6309 (052)	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>

[Return to Shipments: Shipment Notices](#)

Home Orders Shipments Planning Finance Product Intelligence Admin Home Logout Preferences Help

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Take note that you are now at the shipment lines on this ASN. Please be aware of the 'Already Shipped Quantity', 'Quantity Received' before entering the Quantity that you plan to ship. The Quantity Shipped will default in the amount remaining to be shipped on that line. (i.e. if you have 100 items to ship but Viasat has already received 23, the line will default with 77 in the quantity shipped field).

Following is a checklist when creating your ASN for Viasat.

#1 – The ASN number should be the same as the packing slip number. In order for receiving to process receipts efficiently, they need to know what the ASN number is, so making the ASN number the same as the packing slip number is easiest way to do it. If the ASN number is different than the packing slip

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number, the ASN number should be noted on the packing slip sent to us. If for any reason you make an error when creating the ASN or there was an error when processing your ASN, then Viasat may ask you to put a -1 at the end of the ASN.

#2 – ASNs should have a 1 to 1 ratio with a packing slip/shipment. Please ensure that you are uploading the packing slip as an attachment when creating the ASN. Suppliers should not submit multiple ASNs for the same packing slip/shipment. Suppliers should not combine multiple packing slips/shipments into a single ASN.

#3 – Tracking numbers must be provided in the Tracking Number field located in the Freight Information header in the ASN entry. The only exception is for Ship in Place transactions, where the tracking number would be entered as SHIPPED IN PLACE.

#4 – For drop shipments to third parties or “ship in place” situations, the supplier needs to attach a scan of the packing slip to the ASN. This will avoid us needing to contact the supplier to obtain said packing slip by email.

#5 – ASNs need to be submitted in iSupplier prior to the material arriving at our dock. Failure to do so will delay the receipt of the shipment, and thus payment, and also result in unnecessary emails being sent to the supplier.

#6 – ASNs should only be submitted by suppliers who are required to do so (those on ERS). Suppliers not required to submit ASNs should not be submitting ASNs.

When you have entered in the correct number of units that you are going to ship, click on the Shipment Header. Now you are ready to enter in the required information in order for Viasat to process your ASN.

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The screenshots show the EBSSDBX Supplier Portal interface. The top screenshot is titled 'Create Advance Shipment Notice' and contains fields for 'Shipment/ASN Number' (12345), 'Shipment Date' (19-Feb-2015 16:55:24), and 'Expected Receipt Date' (25-Feb-2015 16:55:30). The bottom screenshot is titled 'Advance Shipment Notice Confirmation' and displays a confirmation message: 'Your Advance Shipment Notice 12345 has been submitted.'

When all of that information is correct click the 'Submit' button and you should see your ASN number on the next screen.

### 5.3 View/Cancel Advance Shipment Notice (ASN)

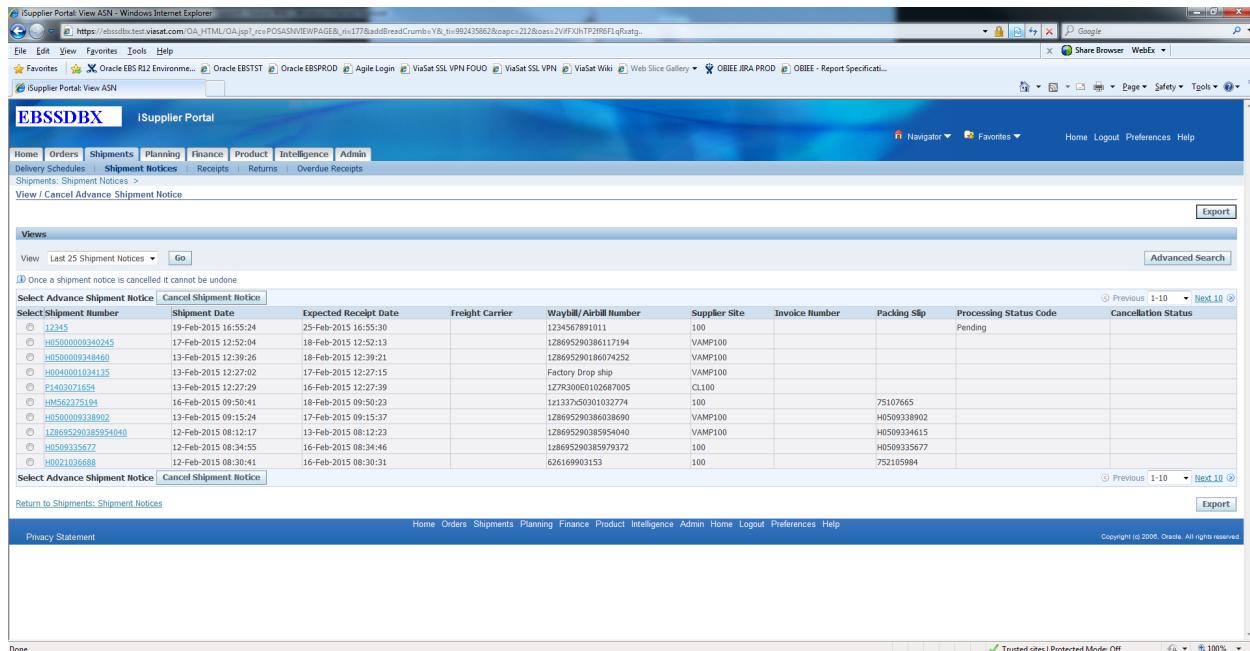
**Navigation:** Shipments > Shipment Notices.

As a supplier to Viasat you also have the ability to view the ASN's that you have created and cancel them.

The screenshot shows the EBSSDBX Supplier Portal with the 'Shipment Notices' page selected. A red box highlights the 'View / Cancel Advance Shipment and Billing Notices' link.

Click the View/Cancel Advanced Shipment and Billing Notices. You will see a list of ASN's that you have created.

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Supplier Portal

Home Orders Shipments Planning Finance Product Intelligence Admin

Delivery Schedules Shipment Notices Receipts Returns Overdue Receipts

Shipments: Shipment Notices > View / Cancel Advance Shipment Notice

Views

View Last 25 Shipment Notices Go Advanced Search

Once a shipment notice is cancelled it cannot be undone.

Select Advance Shipment Notice	Shipment Number	Shipment Date	Expected Receipt Date	Freight Carrier	Waybill/Airbill Number	Supplier Site	Invoice Number	Packing Slip	Processing Status Code	Cancellation Status
<input checked="" type="checkbox"/>	12345	19-Feb-2015 16:55:24	25-Feb-2015 16:55:30		1234567891011	100			Pending	Cancelled
<input type="checkbox"/>	H0500099340245	17-Feb-2015 12:52:04	18-Feb-2015 12:52:13		128695290386117194	VAMP100				
<input type="checkbox"/>	H0500099348460	13-Feb-2015 12:39:20	18-Feb-2015 12:39:21		128695290186474252	VAMP100				
<input type="checkbox"/>	H040001034135	13-Feb-2015 12:27:02	17-Feb-2015 12:27:15	Factory Drop ship		VAMP100				
<input type="checkbox"/>	P1403071654	13-Feb-2015 12:27:29	16-Feb-2015 12:27:39		12783000102687005	CL100				
<input type="checkbox"/>	HM562375194	16-Feb-2015 09:50:41	18-Feb-2015 09:50:23		111337450301032774	100				
<input type="checkbox"/>	H0500099338902	13-Feb-2015 09:15:24	17-Feb-2015 09:15:37		128695290386038690	VAMP100				
<input type="checkbox"/>	12869529038594040	12-Feb-2015 08:12:17	13-Feb-2015 08:12:23		12869529038595040	VAMP100				
<input type="checkbox"/>	H0509335677	12-Feb-2015 08:34:55	16-Feb-2015 08:34:46		128695290385979372	100				
<input type="checkbox"/>	H0021036688	12-Feb-2015 08:30:41	16-Feb-2015 08:30:31		626169903153	100				

Select Advance Shipment Notice Cancel Shipment Notice

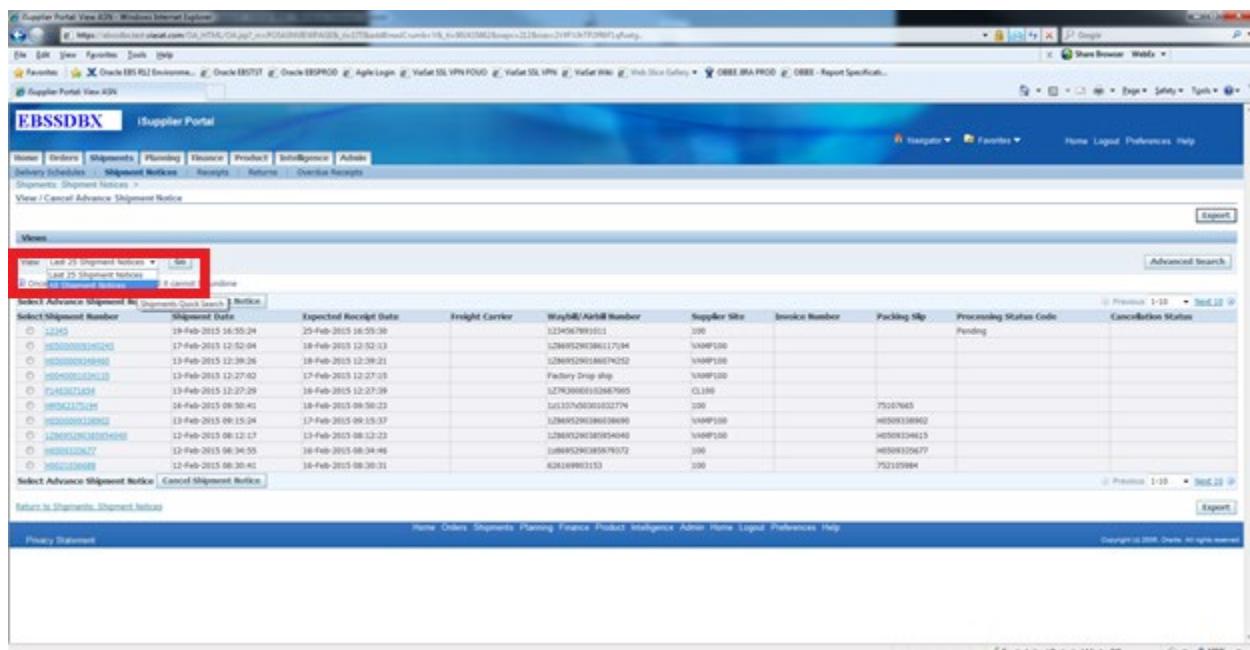
Return to Shipments: Shipment Notices

Home Orders Shipments Planning Finance Product Intelligence Admin Home Logout Preferences Help

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If you do not see your shipment number listed, you may need to click the drop down menu for 'All Shipment Notices.'



Supplier Portal

Home Orders Shipments Planning Finance Product Intelligence Admin

Delivery Schedules Shipment Notices Receipts Returns Overdue Receipts

Shipments: Shipment Notices > View / Cancel Advance Shipment Notice

Views

View Last 25 Shipment Notices Go Advanced Search

Select Advance Shipment Notice Cancel Shipment Notice

Select Advance Shipment Notice All Shipment Notices

Select Shipment Number	Shipment Date	Expected Receipt Date	Freight Carrier	Waybill/Airbill Number	Supplier Site	Invoice Number	Packing Slip	Processing Status Code	Cancellation Status
<input checked="" type="checkbox"/>	12345	19-Feb-2015 16:55:24	25-Feb-2015 16:55:30	1234567891011	100			Pending	Cancelled
<input type="checkbox"/>	H0500099340245	17-Feb-2015 12:52:04	18-Feb-2015 12:52:13	128695290386117194	VAMP100				
<input type="checkbox"/>	H0500099348460	13-Feb-2015 12:39:20	18-Feb-2015 12:39:21	128695290186474252	VAMP100				
<input type="checkbox"/>	H040001034135	13-Feb-2015 12:27:02	17-Feb-2015 12:27:15	Factory Drop ship	VAMP100				
<input type="checkbox"/>	P1403071654	13-Feb-2015 12:27:29	16-Feb-2015 12:27:39	12783000102687005	CL100				
<input type="checkbox"/>	HM562375194	16-Feb-2015 09:50:41	18-Feb-2015 09:50:23	111337450301032774	100				
<input type="checkbox"/>	H0500099338902	13-Feb-2015 09:15:24	17-Feb-2015 09:15:37	128695290386038690	VAMP100				
<input type="checkbox"/>	12869529038594040	12-Feb-2015 08:12:17	13-Feb-2015 08:12:23	12869529038595040	VAMP100				
<input type="checkbox"/>	H0509335677	12-Feb-2015 08:34:55	16-Feb-2015 08:34:46	128695290385979372	100				
<input type="checkbox"/>	H0021036688	12-Feb-2015 08:30:41	16-Feb-2015 08:30:31	626169903153	100				

Select Advance Shipment Notice Cancel Shipment Notice

Return to Shipments: Shipment Notices

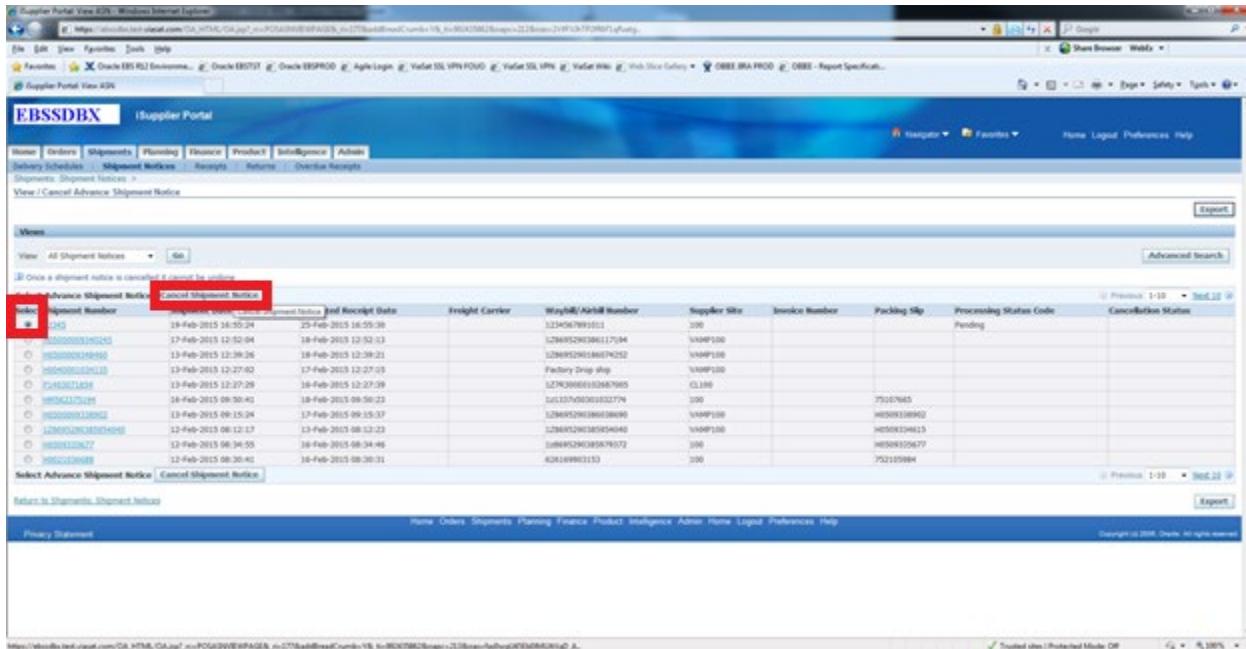
Home Orders Shipments Planning Finance Product Intelligence Admin Home Logout Preferences Help

Privacy Statement

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Select the Shipment Number that you wish to cancel

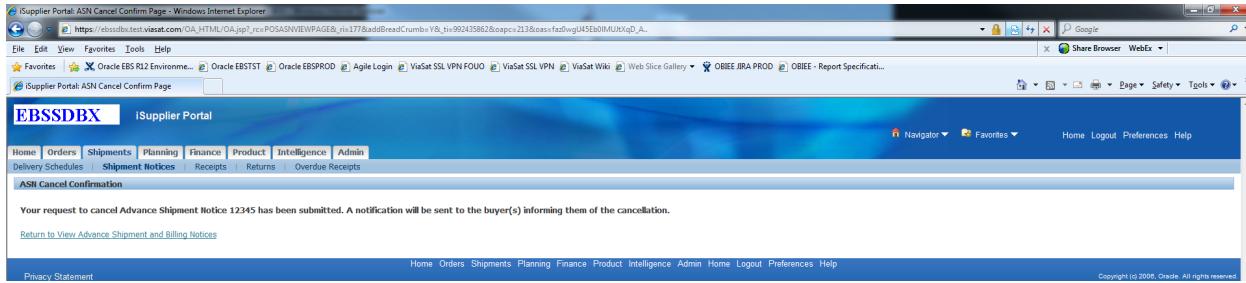
Name of Document: <b>Viasat Oracle iSupplier Training for Suppliers</b>	Document Number: <b>PR001903</b>	Revision <b>003</b>	Page: <b>18 of 25</b>
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The screenshot shows a list of shipment notices. One notice, with ID 1234567890123456, has a red box around the 'Cancel Shipment Notice' link in the 'Action' column. The table includes columns for Order Number, Shipment Notice ID, Shipment Notice Date, Freight Carrier, Waybill/Airbill Number, Supplier Site, Invoice Number, Packing Slip, Processing Status Code, and Cancellation Status.

Action	Order Number	Shipment Notice ID	Shipment Notice Date	Freight Carrier	Waybill/Airbill Number	Supplier Site	Invoice Number	Packing Slip	Processing Status Code	Cancellation Status
<a href="#">Cancel Shipment Notice</a>	1234567890123456	18-Feb-2015 16:55:29	18-Feb-2015 16:55:39	1234567890123	1234567890123456	1234567890123	1234567890123456	1234567890123456	Pending	
<a href="#">View Advance Shipment Notice</a>	1234567890123456	17-Feb-2015 12:52:04	18-Feb-2015 12:52:13	1234567890123	1234567890123456	1234567890123	1234567890123456	1234567890123456		
<a href="#">View Advance Shipment Notice</a>	1234567890123456	13-Feb-2015 12:39:26	18-Feb-2015 12:39:31	1234567890123	1234567890123456	1234567890123	1234567890123456	1234567890123456		
<a href="#">View Advance Shipment Notice</a>	1234567890123456	13-Feb-2015 12:27:02	17-Feb-2015 12:27:05	1234567890123	1234567890123456	1234567890123	1234567890123456	1234567890123456		
<a href="#">View Advance Shipment Notice</a>	1234567890123456	13-Feb-2015 12:27:29	18-Feb-2015 12:27:39	1234567890123	1234567890123456	1234567890123	1234567890123456	1234567890123456		
<a href="#">View Advance Shipment Notice</a>	1234567890123456	14-Feb-2015 09:30:41	18-Feb-2015 09:30:43	1234567890123	1234567890123456	1234567890123	1234567890123456	1234567890123456		
<a href="#">View Advance Shipment Notice</a>	1234567890123456	13-Feb-2015 09:15:20	17-Feb-2015 09:15:37	1234567890123	1234567890123456	1234567890123	1234567890123456	1234567890123456		
<a href="#">View Advance Shipment Notice</a>	1234567890123456	12-Feb-2015 08:12:17	13-Feb-2015 08:12:23	1234567890123	1234567890123456	1234567890123	1234567890123456	1234567890123456		
<a href="#">View Advance Shipment Notice</a>	1234567890123456	12-Feb-2015 08:34:55	18-Feb-2015 08:34:49	1234567890123	1234567890123456	1234567890123	1234567890123456	1234567890123456		
<a href="#">View Advance Shipment Notice</a>	1234567890123456	12-Feb-2015 08:30:40	18-Feb-2015 08:30:41	1234567890123	1234567890123456	1234567890123	1234567890123456	1234567890123456		

When you have selected the 'Cancel Shipment Notice' and there are no lines that have already been received against that Purchase Order by Viasat, you should get the below message from the system telling you that your cancellation request has been submitted.



The screenshot shows a confirmation message: "Your request to cancel Advance Shipment Notice 12345 has been submitted. A notification will be sent to the buyer(s) informing them of the cancellation." Below this message is a link to "Return to View Advance Shipment and Billing Notices".

## 5.4 Viewing Receipts

### Navigation: Shipments > Receipts.

To find out if Viasat has received your shipment, you will need the Purchase Order number that you made your shipment against.

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Once you have entered the Purchase Order number you should be given the list of receipts or just the receipt against that Purchase Order. You can click on the Actual receipt number to get more details on the receipt itself.

## 5.5 Viewing Returns

**Navigation:** Shipments > Returns.

If you would like to view returns that Viasat has either in transit to your facility or all returns associated with a Purchase Order enter it here.

Click on the 'Receipt Number' to get additional information about the receipt that it was captured against.

## 5.6 Viewing Overdue Receipts

**Navigation:** Shipments > Overdue Receipts.

If you would like to see what Purchase Orders are overdue to Viasat click on the Overdue Receipts. You can either enter a specific Purchase Order number, or you can just click the 'Go' button without a Purchase Order to return all Purchase Orders that are showing as receipts that are overdue.

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Simple Search									
Note that the search is case insensitive									
PO Number	Item	Supplier Item	Item Description	Due Date	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier
4086934	1074608		IC,RELAY,OPTOMOSFET,50V,50 OHM,IT,ROHS,DIP-8	13-Mar-2015 00:00:00	EACH.1	0	0	Carlsbad 6305 (bld.6)	IB-UPS COLLECT #07502X
4086904	ON-302998		CONN, CABLE PLUG, PIN, 55 POS, ALT KEY	13-Mar-2015 00:00:00	EACH.7	0	0	Carlsbad 6305 (bld.6)	IB-UPS COLLECT #07502X
4089110	VCO-161662-0000		CB/ASST, CABLE, PLUG, DOCTCT	13-Mar-2015 00:00:00	EACH.7	0	0	Carlsbad 6305 (bld.6)	IB-UPS COLLECT #07502X
4086934	1120728		CONN, CBL, 3-STR, PLUG, G-#12, F, SKT, SHL, 17, M38999 SER III, ORAB CAD	13-Mar-2015 00:00:00	EACH.7	0	0	Carlsbad 6305 (bld.6)	IB-UPS COLLECT #07502X
4071593-241	1000662		CBL, ASSY, SMB TO SMB	06-Mar-2015 00:00:00	EACH.26	0	0	Carlsbad 6305 (bld.6)	IB-UPS COLLECT #07502X
4087739	1120728		IC,4400X,PLR,PC,677MHZ,17,PP,GERAMIC,PBG4552	06-Mar-2015 00:00:00	EACH.220	0	0	Carlsbad 6305 (bld.6)	IB-UPS COLLECT #07502X
4087260	1156279		CABLE ASSY, COAX, JFL, AMU, KAST, SURFTEAM 2	04-Mar-2015 00:00:00	EACH.15	0	0	Carlsbad 6305 (bld.6)	IB-UPS COLLECT #07502X
4089634	1041364		TIE WRAP,CLAMPING BAND,8.125 IN,L,PRE-COILED,SS	03-Mar-2015 00:00:00	EACH.40	0	0	Carlsbad 6305 (bld.6)	IB-UPS COLLECT #07502X
4071593-241	1001665		VIASAT CONTROL DRAWING, CABLE ASSEMBLY, UHF OUT 1, RT-1829, 53IN.	27-Feb-2015 00:00:00	EACH.27	0	0	Carlsbad 6305 (bld.6)	IB-UPS COLLECT #07502X
4071593-241	1001666		VIASAT CONTROL DRAWING, CABLE ASSEMBLY, UHF OUT 2, RT-1829, 52IN.	27-Feb-2015 00:00:00	EACH.27	0	0	Carlsbad 6305 (bld.6)	IB-UPS COLLECT #07502X
4071593-241	VA-012771-0000		CBL, ASSY,SMB TO SMB	27-Feb-2015 00:00:00	EACH.5	0	0	Carlsbad 6305 (bld.6)	IB-UPS COLLECT #07502X
4071593-241	VA-012771-0013		CBL, ASSY,SMB TO SMB	27-Feb-2015 00:00:00	EACH.38	0	0	Carlsbad 6305 (bld.6)	IB-UPS COLLECT #07502X
4071593-241	VA-012771-0015		CBL, ASSY,SMB TO SMB	27-Feb-2015 00:00:00	EACH.66	0	0	Carlsbad 6305 (bld.6)	IB-UPS COLLECT #07502X
4071593-241	VCO-016006-0014		VCD,CBL,ASSY,UHF/IF, IN	27-Feb-2015 00:00:00	EACH.4	0	0	Carlsbad 6305 (bld.6)	IB-UPS COLLECT #07502X
4071593-241	VCO-016006-0016		ASSY, CABLE, PLUG, MCX, RG-178, LOS-SAT, UC	27-Feb-2015 00:00:00	EACH.28	0	0	Carlsbad 6305 (bld.6)	IB-UPS COLLECT #07502X
4071593-241	VCO-016005-0006		CBL, ASSY, RA MCX TO RA MCX	27-Feb-2015 00:00:00	EACH.40	0	0	Carlsbad 6305 (bld.6)	IB-UPS COLLECT #07502X
4071593-241	VCO-016005-0007		VCD,CBL,ASSY,UHF/IF, OUT	27-Feb-2015 00:00:00	EACH.10	0	0	Carlsbad 6305 (bld.6)	IB-UPS COLLECT #07502X
4071593-241	VCO-016006-0007		VCD,CBL,ASSY,UHF/IF, IN	27-Feb-2015 00:00:00	EACH.9	0	0	Carlsbad 6305 (bld.6)	IB-UPS COLLECT #07502X
4071593-241	VCO-016006-0008		VCD,CBL,ASSY,UHF/IF, IN	27-Feb-2015 00:00:00	EACH.9	0	0	Carlsbad 6305 (bld.6)	IB-UPS COLLECT #07502X

To get more information on the Purchase Order that is still pending a receipt, you can click the actual Purchase Order number for Details.

## 6 Planning

### Navigation: Planning

Viasat is not currently utilizing VMI or Forecasting features.

## 7 Finance

### 7.1 View Invoices

#### Navigation: Finance > View Invoices

Viasat's iSupplier Portal allows you to view your invoices that have been received and entered into Viasat's system for payment processing. The easiest way to view invoices is to search by Purchase Order number. You can also do an open ended search by clicking the 'Go' button (this will return all invoices). When the system returns your results you will be able to see a number of important information. The first of which would be the Invoice number and then Payment Status.

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View Invoices																	
Simple Search																	
Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Discount Date	Available Discount	Attachments	
75129692	18-Feb-2015	Standard	USD	155.50	155.50 Approved	Not Paid				20-MAR-2015	4089664	46130					
7512785	18-Feb-2015	Standard	USD	33.47	33.47 Approved	Not Paid				20-MAR-2015	4089378	46134					
7512276	18-Feb-2015	Standard	USD	53.34	53.34 Approved	Not Paid				20-MAR-2015	4088855	46133					
7512627	18-Feb-2015	Standard	USD	1.99	19.99 Approved	Not Paid				20-MAR-2015	4089378	46123					
75105925	17-Feb-2015	Standard	USD	1,422.94	1,422.94 Approved	Not Paid				19-MAR-2015	4087991	46122					
75095915	17-Feb-2015	Standard	USD	450.00	450.00 Approved	Not Paid				19-MAR-2015	4089446	46121					
75089271	13-Feb-2015	Standard	USD	142.28	142.28 In-Process	Not Paid				15-MAR-2015							
7509191	13-Feb-2015	Standard	USD	155.70	155.70 Approved	Not Paid				15-MAR-2015	4089541	5944					
75084129	12-Feb-2015	Standard	USD	4,881.38	4,881.38 Approved	Not Paid				14-MAR-2015	4089270	123976					
7508110	12-Feb-2015	Standard	USD	55.22	55.23 Approved	Not Paid				14-MAR-2015	4088690	46052					
7508292	12-Feb-2015	Standard	USD	2,712.10	2,712.10 Approved	Not Paid				14-MAR-2015	4084368	124024					
75083961	12-Feb-2015	Standard	USD	25.48	25.48 In-Process	Not Paid				14-MAR-2015							
75062093	10-Feb-2015	Standard	USD	2,802.80	2,802.80 Approved	Not Paid				12-MAR-2015	4085881	Multiple					
75040951	09-Feb-2015	Standard	USD	1.14	1.14 Approved	Not Paid				11-MAR-2015	4085472	104611					
75048151	09-Feb-2015	Standard	USD	458.00	458.00 Approved	Not Paid				11-MAR-2015	4089204	123743					
75036669	09-Feb-2015	Standard	USD	35.62	35.62 Approved	Not Paid				11-MAR-2015	4084395	104624					
7505649	09-Feb-2015	Standard	USD	3,875.20	3,875.20 Approved	Not Paid				11-MAR-2015	4085758	123849					
75032354	06-Feb-2015	Standard	USD	337.20	337.20 In-Process	Not Paid				08-MAR-2015							
75030558	06-Feb-2015	Standard	USD	4,815.72	4,815.72 Approved	Not Paid				08-MAR-2015	4085881	123806					
75035630	06-Feb-2015	Standard	USD	167.43	167.43 Approved	Not Paid				08-MAR-2015	4088936	46021					

When you click on the 'Invoice Number' it will give you the details of that invoice. You will be brought to the Invoice Lines tab, which will give you an overview of each line on the Purchase Order. You can also view 'Scheduled Payments' and any 'Hold Reasons' that exist for the Purchase Order in question.

View Invoices																	
Invoice Details																	
General						Amount Summary						Payment Information					
Invoice Date	18-Feb-2015	Supplier	Approved	Item	155.50	Freight	0.00	Pad	0.00	Miscellaneous	0.00	Discount Taken	0.00	Due	155.50		
On Hold		Batch	150219-SRG			Tax	0.00			Attachments	0.00	Status	Not Paid	Payment Date			
Attachments	None	Supplier		Prepayment	0.00	Retainage	0.00	Payment		Supplier Site	0.00	Term	Net 30	Withholding Tax	0.00		
Supplier Site	700	Address		Total	155.50												
Invoice Lines						Scheduled Payments						Hold Reasons					
Line	Type	Description	Qty UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt				
1	Item	IC,TPS22965,LOAD SWITCH,6A,SINGLE CHNL,ROHS,DFN-9	50 EACH	0.67		33.70	0.00	Approved	4089664	1	1	Medbury, Chelsea Rae (Chelsea)	46130				
2	Item	IC,VREG,ADJ 2.2V TO 6V,LDO,3A,ET,DFN10,ROHS	50 EACH	2.44		121.80	0.00	Approved	4089664	2	1	Medbury, Chelsea Rae (Chelsea)	46130				

## 7.2 View Payments

### Navigation: Finance > View Payments

Viasat's iSupplier Portal allows you to view any payments that have been issued to your company. In this search you can enter a Purchase Order number to search or you can do an open ended search just by clicking the word 'Go' with nothing entered. You can also sort this list by Payment, Payment Date, Amount and Status. If you would like to view the invoice information, you can click on the Invoice number and it will take you to detailed invoice information as described in the section before this.

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If you click on the Payment number you will be brought to a more detailed information on the payment itself. \*Take note of the PO Number as there may be multiple Purchase Orders paid on one check.

## 8 Product

### 8.1 Supplier Items

#### Navigation: Product > Supplier Items

In order to view Viasat part numbers that are related to your companies item numbers, you can utilize the 'Supplier Items' tab. In order to search this field, navigate to the Products tab and make sure the supplier items is selected. Run an open ended search by clicking the 'Go' button and not entering a supplier item or Viasat 'Item' unless you want to search for a specific item. 8Not all items may show up as this is not a regular practice utilized by Viasat.

### 8.2 Order Modifiers

#### Navigation: Product > Order Modifiers

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Viasat is not currently utilizing this feature.

### 8.3 Maintain Capacity

**Navigation:** Product > Maintain Capacity

Viasat is not currently utilizing this feature.

## 9 Intelligence

**Navigation:** Intelligence

Viasat is not currently utilizing this feature.

## 10 Admin

**Navigation:** Admin > General

Under the General Tab is where Viasat records information that has been submitted to us. In order to make changes to this information you will need to navigate to the next section below.

### 10.1 Organization Information

**Navigation:** Admin > Company Profile > Organization

If you have additional information that you feel relevant please enter that information here. When done click the Save button.

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## 10.2 Address Book

**Navigation:** Admin > Company Profile > Address Book

In the address book is where you can request updates be made to your addresses. Keep in mind that Viasat may have multiple addresses for you in our system. If you are unsure about what is in this section we ask that you do not make changes and you please contact your Viasat contact directly or the purchasing department for any modifications.

## 10.3 Contact Directory

**Navigation:** Admin > Company Profile > Contact Directory

Viasat encourages you as a Supplier to maintain your contacts within our iSupplier system. If you have any personnel changes that you are making please feel free to make the same changes in our iSupplier. If you need to make any modifications to this category please contact your Viasat contact directly or the purchasing department for any modifications.

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