iSupplier
User Training Guide

Brooks Automation, Inc

Overview

iSupplier Portal is a self service tool that enables Brooks Automation and its suppliers to communicate with each other throughout the procure-to-pay process. It allows suppliers to view and manage purchase orders, receipts, invoices, consigned inventory, and forecast in a real-time system that is available 24 hours a day, 7 days a week (24x7).

The key benefits in using I-Supplier are:

- Easy-to-use interface in a self-service environment
- Creates a closed-loop for purchase order collaboration
- Easy access through a standard web browser
- Information transparency across the procure-to-pay cycle, from the moment the purchase order is available to the final payment
- Eliminates routine inquires with Real-time access to procure-to-pay information

User Registration

After you submit your information, you will receive a confirmation message. Once the registration request is approved, the user will receive a message containing the username and password.

Please visit the supplier website at http://www.brooks.com/my-brooks/suppliers/supplier-portal. You can also contact your Brooks buyer or Strategic Sourcing for questions regarding the registration process.

Login to iSupplier

Once registered, users can log on to iSupplier and view transactions

To login to iSupplier, go to URL: http://www.brooks.com/my-brooks/suppliers/supplier-portal

Please add this link to your Favorites for easy access in the future.

Type in your Username and Password then click on the OK button. You will be prompted to change your password the first time you log in to the system.

iSupplier Responsibility

Brooks iSupplier Portal Access BA

Brooks iSupplier Inquiry Home Page

(A) Global Links: Noted as A above

> Close Window: This will close the iSupplier window.

> Preferences: Allows you to set user preferences, including selecting a start page to automatically open when you log into the portal.

> Help: Opens the Oracle iSupplier Portal Help.

(B) Home

> Search: Enables you to jump directly to a specific purchase order, invoice or payment.
> To search:
>> 1. Select a document type (purchase order, invoice or payment) from the drop-down list.
>> 2. Enter the document number.
>> 3. Click Go.

> Notifications: Displays the most recent open notifications.
>> Click on a subject line to view the notification.
>> Click the Full List button to access the navigation page. A list of the user's notifications is displayed. Some notifications do not require action and are for your information only. You must select View All on this page to view these notifications.

> Orders At a Glance: Displays the most recent purchase orders.
>> Click on a PO number link to view the purchase order details.
>> Click the Full List button to view the Purchase Orders page.

(C) Orders

> Purchase Orders: To search for purchase orders, click on the Orders tab. The View will default to show the Purchase Orders within the Last 6 Months. Other views include All Purchase Orders, Purchase Orders to Acknowledge and Purchase Orders Pending Supplier Change.

> - To change the way that the information is sorted, click a raised column heading. Click the column heading again to reverse the sort order.

- Click on the PO Number to get more detailed information about a specific order.
- The Rev column shows the number of revisions associated with the purchase order. If the value under the Rev column is not 0, click on the revision number and the system will list all the revisions for that particular PO.
- Use the Advanced Search button to add other search criteria.
    - For all searches, you can use the percent sign (%) as a wildcard.
    - When you click on the flashlight, the system will present another screen where you can select from a list of available values. Once you have identified the appropriate value, click on the icon under Quick Select and the system will automatically populate the field with that value.
    - Click on Go to initiate the search.

Agreements: To search for blanket agreements. Enter the appropriate search criteria and select go.

Purchase History: For all searches, you can use the percent sign (%) as a wildcard.
    - When you click on the flashlight, the system will present another screen where you can select from a list of available values. Once you have identified the appropriate value, click on the icon under Quick Select and the system will automatically populate the field with that value.
    - Click on Go to initiate the search.

(D) Shipments

Receipts: Under Receipts, users can view items received by Brooks that was processed through the Oracle Purchasing application. Both simple and advanced search can be performed for Receipt transactions.

Returns: Under Returns, users can view returned items that were processed through the Oracle application. Both simple and advanced search can be performed for Return transactions.

(E) Planning

Horizontal Plan: Users can view their forecast, purchase order acknowledgements, purchase orders

Vertical Plan: Users can view the details behind the weekly forecast, purchase order acknowledgements, purchase orders

To configure the 36 weekly buckets setup the following default preference set:

Select the Planning tab, Edit Preference button:

Select Create Preference Set button:

Set the following Preference Set Details:

Use the Move to arrow to move the Order Types from the left box to the right

Use the up arrow to place the Planned orders order type as the first order type.

Put a check box next to the Display Running Totals and Set as default preference set.

Click the Apply button

* Indicates Required Field.
User Preference Sets

Select User Preference Set ☐ [Go] [Create Preference Set]

Preference Set Detail

* Preference Set Name Default
* View your demand/supply: aggregated across your entire company ▾
* View trading partner demand/supply: aggregated by trading partner ▾
* Graphing Options No Graph ▾
Category [_____]
Days from today to start display : [_____]

Display Buckets: * Days 0   * Weeks 36   * Months 0
☑ TIP Total number of buckets should be equal to or less than 36

Available Order Types		**Selected Order Types**
Allocated onhand		Planned order
ASN		Purchase order
Historical sales		Purchase order acknowledgement
Negotiated capacity		
Order forecast		
Replenishment	⊙ Move	
Requisition		
Safety stock	⊙ Move All	
Sales forecast		
Sales order	⊙ Remove	
Sell through forecast		
Shipment receipt	⊙ Remove All	
Supply commit		
Unallocated onhand		
Work order		
Purchase order from plan		
Released planned order		

☑ Display Running Totals
☐ Display net forecast and total supply
☑ Set as default preference set
☐ Set as public preference set

[Cancel] [Apply]

You have now configured the 36 weekly planning buckets! Click any tab to continue.

(F) Account

Invoices: Users can view invoices that have been processed by Accounts Payable through the Oracle application. Both simple and advanced search can be performed for Invoice transactions.

Payments: Users can view payments that have been processed by Accounts Payable through the Oracle application. Both simple and advanced search can be performed for Invoice transactions.

(G) Product

Consigned Inventory: Users can view on-hand stock for consigned items and also associated procure-to-pay transactions. Both simple and advanced search can be performed for Invoice transactions.

- **Consigned On-Hand Inventory** - Displays the on-hand stock levels for the item at Brooks Automation.
- **Consigned Shipments** - Displays the purchase order shipment details that enable the item to be shipped from you to Brooks Automation.
- **Consumption Advices** - Displays the purchase orders/blanket releases that are created when consigned stock is consumed by Brooks Automation. These are the orders against which you can submit invoices to Brooks Automation.
- **Consigned Receipts** - Displays the history of receipts for consigned stock.
- **Consigned Returns** - Displays the history of return transactions created for the consigned stock.