
Contents

Contents..... i

Overview of Work Confirmation.....1

Supplier Creation of Work Confirmation from iSupplier Portal2

View Work Confirmation Status from iSupplier Portal5

Update or Cancel Work Confirmation depending on Status7

Troubleshooting.....9

Overview of Work Confirmation

iSupplier Portal enables creation of Work Confirmation for a Service Agreement / Complex PO. Work Confirmation can be considered as a pre-receipt that allows the approvals before the actual Receipt creation.

Service Agreement / Complex PO schedules and pay items, it is *not possible to directly create a Receipt* and hence a **Work Confirmation** needs to be created by **Supplier**, Requester or Buyer, as advised by your business process or as per the applicability of **Note A** in the next chapter.

After Work Confirmation is approved through workflow, a Receipt will be created programmatically if the transaction period is open / not closed.

Supplier Creation of Work Confirmation from iSupplier Portal

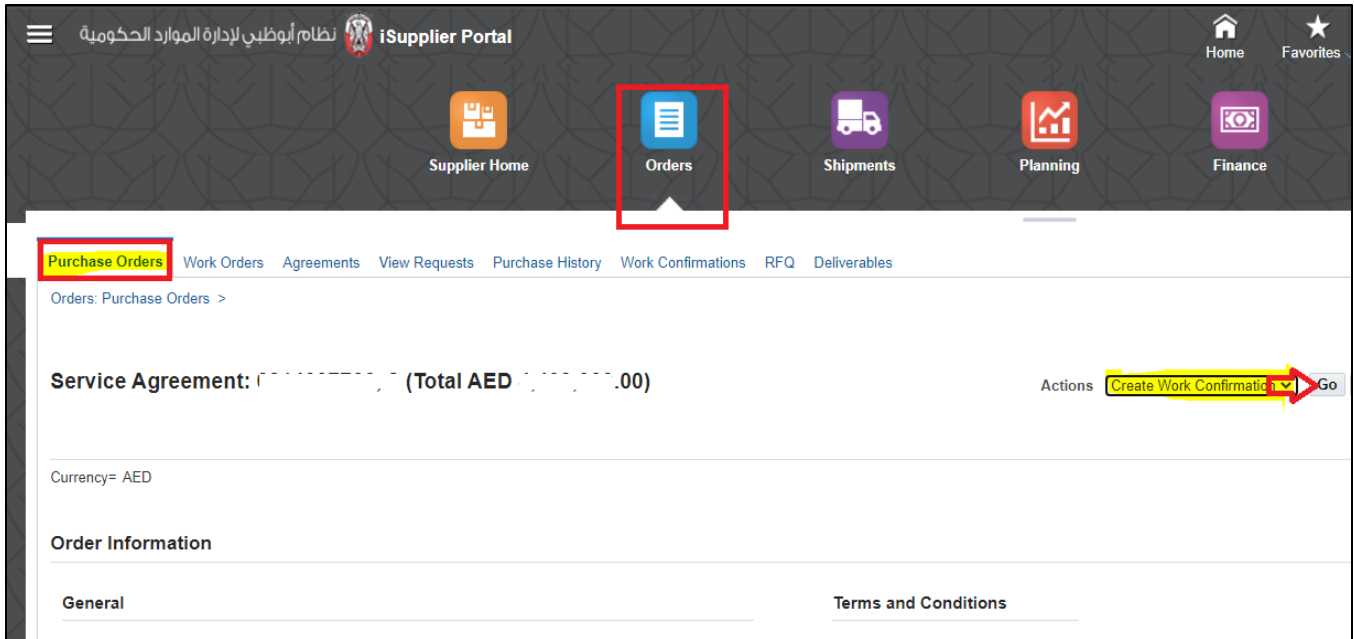
NOTE

- Avoid creating Work Confirmation near the month end or on first working day of the month, as the GL & Inventory period may be closed / not yet opened and hence the resulting Receipt may get stuck in error.
- Wait till the transaction period of new month is opened, or if you want to proceed, follow up with the concerned team and get it approved quickly.

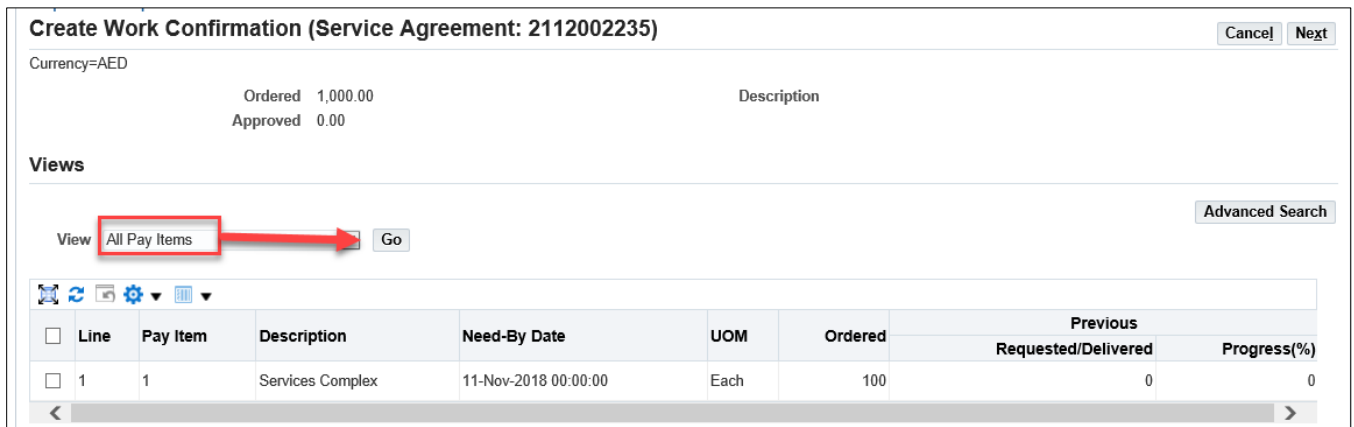
Navigation: iSupplier Portal > Orders > Purchase Orders

The screenshot displays the iSupplier Portal interface. At the top, there is a navigation bar with icons for Supplier Home, Orders (highlighted with a red box), Shipments, Planning, Finance, and Product. Below this, a sub-navigation bar shows 'Purchase Orders' (highlighted with a red box) and other options like Work Orders, Agreements, View Requests, Purchase History, Work Confirmations, RFQ, and Deliverables. The main content area is titled 'Purchase Orders' and includes a 'Views' section with a dropdown menu set to 'All Purchase Orders' and a 'Go' button. Below this, there is a 'Select Order:' section with buttons for Acknowledge, Request Cancellation, Request Changes, and View Change History. The main part of the page is a table with the following columns: PO Number, Rev, Operating Unit, Document Type, Description, Order Date, Buyer, and Currency. The first row is highlighted in blue, and a red arrow points to the PO Number '15320'.

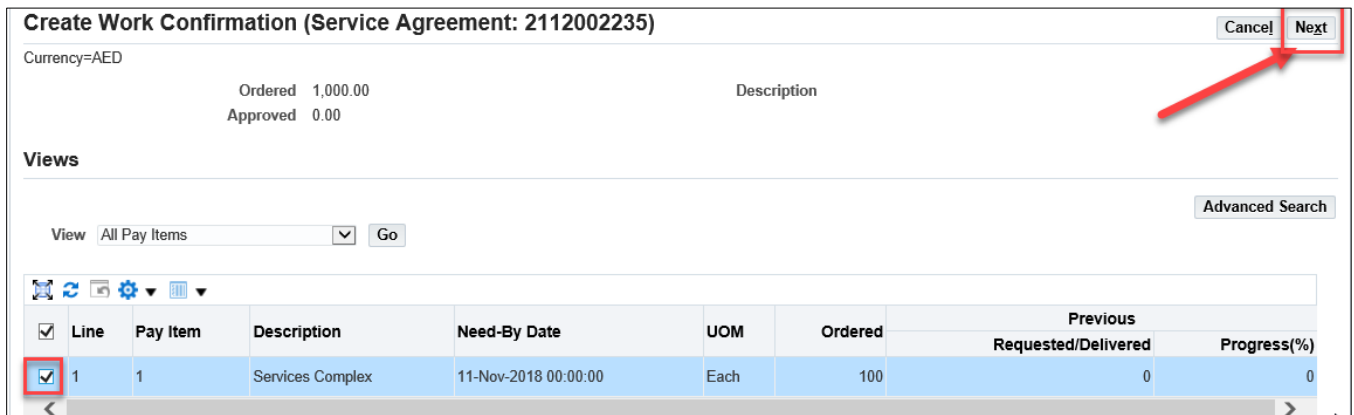
If the Order is fully approved, then the Order number will have a [blue link](#). Click the **Order Number**. The details of the Order will be displayed. From the Actions field, select **Create Work Confirmation** and click the **Go** button



In the View field, select **All Pay Items** and click the **Go** button



Select or mark the lines to process and Click **Next**



The Work Confirmation number will be generated automatically.

Select the **Period of Performance** for this Work Confirmation.

Review the line details and click **Preview** button.

Create Work Confirmation (Service Agreement: 2112002235) Cancel Back Save **Preview** Submit

* Indicates Required Field
Currency=AED

Ordered 1,000.00 Description
Approved 0.00

Work Confirmation 35186 * Date 04-Nov-2018
Comments **Period of Performance** (20-Oct-2018) To

Work Confirmation Details

Add Pay Item |

Line	Pay Item	Description	Need-By Date	UOM	Price	Ordered	Previous		Current			Total		Atta	
							Requested/Delivered	Progress (%)	Requested/Delivered	Material Stored	Amount	Progress (%)	Requested/Delivered		Progress (%)
1	1	Services Complex	11-Nov-2018 00:00:00	Each	10	100	0	0	100	1000	100	100	100	100	

Preview Work Confirmation: 35186 (Service Agreement: 2112002235) Cancel Preview Save **Submit**

Currency=AED

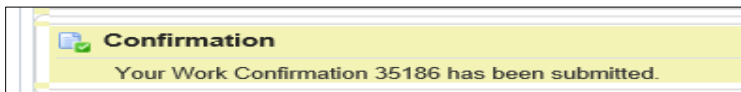
Ordered 1,000.00 Description
Approved 0.00
Total 1,000.00
Status
Comments

Date 04-Nov-2018
Period From
Period To

Work Confirmation Details

Line	Pay Item	Description	Need-By Date	UOM	Price	Ordered	Previous		Current			Total		Attachments
							Requested/Delivered	Progress (%)	Requested/Delivered	Material Stored	Amount	Progress (%)	Requested/Delivered	
1	1	Services Complex	11-Nov-2018	Each	10	100	0	0	100	1000	100	100	100	

A Confirmation message will be displayed.



Submit the Work Confirmation for approval and follow up with the Approver, especially during the month end. After Approval, a Receipt will be created programmatically if the transaction period is open.

View Work Confirmation Status from iSupplier Portal

Navigation > iSupplier Portal > Orders > Work Confirmation

Purchase Orders Work Orders Agreements View Requests Purchase History **Work Confirmations** RFQ Deliverables

Work Confirmations

Views

View Last 25 Work Confirmations Go **Advanced Search**

Select Work Confirmation: Update Cancel | ...

Work Confirmation	Date	Period From	Period To	PO Number	Currency	Ordered	Previous		Current		Total Progress (%)	Status
							Requested	Delivered	Requested	Delivered		
<input type="radio"/> 144464										0	54.95	Processed
<input type="radio"/> 139240										0	45.13	Processed
<input type="radio"/> 134168										0	33.86	Processed

Work Confirmations

Views

View Work Confirmations To Approve Go **Advanced Search**

Select Work Confirmation: Respond | ...

Paste or enter the **Work Confirmation number** and click **Go** button

Work Confirmations

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Match All Any

Work Confirmation is

Supplier is

PO Number is

Supplier Site is

Go Clear Add Another Date Add

Select Work Confirmation: Respond Update Cancel | ...

The Work Confirmation details will be displayed.

Work Confirmations
Export

Advanced Search

Views

Specify parameters and values to filter the data that is displayed in your results set.

Match All Any

Work Confirmation

is

35186

Supplier

is

Q

PO Number

is

Supplier Site

is

Q

Go Clear
Add Another Date
Add

Select Work Confirmation: Respond Update Cancel |

Work Confirmation	Date	Operating Unit	PO Number	Supplier	Supplier Site	Currency	Ordered	Previous		Current		Total Progress (%)	Stat
								Requested	Delivered	Requested	Delivered		
<input checked="" type="radio"/> 35186	04-Nov-2018 00:00:00	Department of Finance	2112002235	ORACLE SYSTEMS LIMITED	ABU DHABI	AED	1000	0.00	0.00	1,000.00	0.00	100	Proc

Update or Cancel Work Confirmation depending on Status

Possible Actions:

Update Work Confirmations of status Draft or Rejected.

Cancel Work Confirmations of status Draft, Processing, Pending Approval, Error or Rejected.

Navigation > iSupplier Portal > Orders > Work Confirmation

Click **Advanced Search** button

The screenshot shows the iSupplier Portal interface. At the top, there is a navigation bar with icons for Supplier Home, Orders, Shipments, Planning, Finance, Product, and Assessments. Below this, there is a breadcrumb trail: Purchase Orders > Work Orders > Agreements > View Requests > Purchase History > **Work Confirmations** > RFQ > Deliverables. The 'Work Confirmations' section is active, and the 'Advanced Search' button is highlighted with a red box and a red arrow. Below the search bar, there is a table with columns for Work Confirmation, Date, Period From, Period To, PO Number, Currency, Ordered, Previous Requested, Previous Delivered, Current Requested, Current Delivered, Total Progress (%), and Status. The table contains three rows of data.

Work Confirmation	Date	Period From	Period To	PO Number	Currency	Ordered	Previous Requested	Previous Delivered	Current Requested	Current Delivered	Total Progress (%)	Status
144464											54.95	Processed
139240											45.13	Processed
134168											33.86	Processed

Enter the Work Confirmation number and click Go

Select the Work Confirmation

Purchase Orders Work Orders Agreements View Requests Purchase History **Work Confirmations** RFQ Deliverables

Orders: Work Confirmations >

Work Confirmations

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Match All Any

Work Confirmation is

Date is

PO Number is

Period From Date is

Select Work Confirmation:

	Work Confirmation	Date	Period From	Period To	PO Number	Currency
<input checked="" type="radio"/>	64					AED

Click the 'Update' or 'Cancel' button as per your need.

Process Further as per your need. Ensure the Date is current month if you want to Update and Resubmit.

Troubleshooting

If the Work Confirmation is stuck in 'Processing Error',
inform the Buyers to run the program: **ADERP - Cancel Work Confirmation**

And then you may create a new WC.