



e-Supplier – Screen Set-Up-Job Aid.

<p>1.</p>	<p>Enter the desired information into the User ID field. Enter a valid value e.g. “35461johndoe”.</p>
<p>2.</p>	<p>Enter the desired information into the Password field. Enter a valid value e.g. “123456”.</p>
<p>3.</p>	<p>Click Sign In </p>
<p>4.</p>	<p>Screen will display as per Screen Set-Up Instructions</p>  <p>The screenshot shows the ENSCO e-Supplier interface. At the top left is the ENSCO logo with the tagline 'Go Beyond'. To the right are links for 'Home', 'Add to Favorites', and 'Sign out'. Below the logo is a 'Favorites' section with a 'Main Menu' button. A 'My Page' section contains a button for 'eSUPPLIER'. On the right side, there are links for 'Personalize Content Layout' and a 'Help' icon. A pop-up window titled 'Top Menu Features Description' is open, containing the following text: 'Our menu has changed! The menu is now located across the top of the page. Click on Main Menu to get started.' Under the heading 'Highlights', it says 'Recently Used pages now appear under the Favorites menu, located at the top left.' To the right of this text is a small screenshot of the Oracle interface showing a 'Recently Used' list with items like 'Home', 'Manage Requirements', and 'Catalog Manager'.</p>

5.

Click the **eSUPPLIER** tab, which will pull up a screen with four different boxes containing: **PO – Past Due**, **RFQ – Not Responded**, **PO – Pending Acknowledgment** and **PO – Pending Invoices**.

The screenshot displays the eSUPPLIER interface with four panels:

- PO - Past Due:** A table with columns: Business Unit, PO ID, Line Number, Item ID, Description, Due Date, Days Past Due, Buyer, Vendor Location, Status. It lists 12 items, all with status 'Dispatched'.
- RFQ - Not Responded:** A table with columns: Business Unit, RFQ ID. It shows one entry: Business Unit 10013, RFQ ID 0000158632.
- PO - Pending Invoice:** A table with columns: Business Unit, PO Number. It shows two entries: Business Unit 10013, PO Number 0000326380 and Business Unit 10013, PO Number 0000326380.
- PO - Pending Acknowledgment:** A table with columns: Business Unit, PO Number, PO Ref, Buyer, Location. It shows one entry: Business Unit 10013, PO Number 0000326386, Buyer Jaime Higuera, Location HOUSTON.

6.

Click the **Content** link.
 Personalize [Content](#) | [Layout](#)

7.

In the event that you accidentally close one of the four boxes you can go in and make it re-appear again.

Select the item you want to see in your layout by checking the box.

The screenshot shows the 'Personalize Content: eSUPPLIER' configuration page. It includes a 'Tab Name' field set to 'eSUPPLIER', a 'Welcome Message' input field, and instructions to 'Choose Pagelets' and 'Arrange Pagelets'. Under 'PeopleSoft Applications', 'Main Menu' is unchecked. Under 'Supply Chain', 'RFQ - Not Responded' and 'PO - Past Due' are checked, with a red arrow pointing to the 'RFQ - Not Responded' checkbox. Under 'Cross-Supply Chain', 'PO - Pending Acknowledgment' and 'PO - Pending Invoice' are checked. At the bottom, there are 'Save' and 'Return to Home' buttons, and a 'Notify' button.

8. You can also personalize how the boxes are laid out.

Click [Personalize Layout](#) link.

Now you can decide how you want your content to be displayed by selecting the format of either 2 columns or 3 columns (example below shows 2 column format)

Select the item you want to move and use the arrows on the far right to move your item from the Left Column to the Right Column.

Example: below have #PO-Past Due and #PO-Pending Acknowledgment in the left column and #RFQ-Not Responded and #PO-Pending Invoice in the right column.

Personalized Home Page New Window Help http

Personalize Layout: eSUPPLIER

Tab Name eSUPPLIER

Basic Layout: 2 columns 3 columns

Click arrows to move pagelets up and down or into neighboring columns. Click "Delete Pagelet" to remove the selected pagelet from your portal home page. Remember to click "Save" when done.

Add Pagelets: Go to [Personalize Content](#)

= Required - fixed position pagelet
* = Required - moveable pagelet

Left Column:	Right Column:
#PO - Past Due	#RFQ - Not Responded
#PO - Pending Acknowledgment	#PO - Pending Invoice

Save [Return to Home](#)

Notify

Click the Save button when your satisfied with your layout, you can always go back and change your layout option any time.

9. **End of Procedure** you have successfully Setup your screen.