iSupplier Quick Reference Guide

April 9, 2021

iSupplier URL: https://isupplier.aksteelonline.com

Logging On
iSupplier URL: https://isupplier.aksteelonline.com
1. Enter your user name in the User Name field
2. Enter your password in the Password field and choose the Login button
3. If you forget your password:

Navigation: iSupplier LOGIN PAGE > Password Reset

- 1. Located under the User Name & Password
- 2. Click Login Assistance
- 3. Type in your user name
- 4. Click Forgot Password
- 5. You will receive a Work Flow Mailer generated temporary password

Choosing a Responsibility
From the Oracle Navigator page:
1. Click on a responsibility on the left side of the screen
   - CC ISUPPLIER PORTAL (PO's, Change request, Invoicing, Shipments and Scars)
   - CC SOURCING SUPPLIER (RFQ's)
   - CC SUPPLIER PROFILE MANAGER (Account profile)

************Wildcard & Back Arrow***************
A **wildcard** (%) is available to help you broaden queries. This character can be specified alone or with a character string to help you perform more effective searches.

*******Please Do Not Use the Back Arrow********

CC SUPPLIER PROFILE MANAGER SECTION INSTRUCTIONS

Navigation: CC SUPPLIER PROFILE MANAGER > Supplier Details
1. Use the navigation bar on the left to access the different pages of the Company Profile
2. Click Organization in the Company Profile navigation tree
3. Use the pages to define the detailed information about your company
4. Once you have entered the appropriate information, click Save

Navigation: CC SUPPLIER PROFILE MANAGER – Add Attachments
To upload an attachment
1. Under General, click Add Attachment
2. Give the attachment a title and a description
3. Accept the default desktop file/url/short text/long text from the add menu
4. Browse to the location of the attachment and select it
5. Click Apply or Add Another

Navigation: CC SUPPLIER PROFILE MANAGER – Add Contacts
1. Click Contact Directory under the Company Profile navigation tree
2. Click Create
3. Enter the required contact information
4. Click the Create User Account box (iSupplier portal access)
5. Select the User Responsibilities (accesses needed in iSupplier portal)
6. Click Add Another Row to select an address for the contact
7. Search for the address and click Save
8. Click Apply

Navigation: CC SUPPLIER PROFILE MANAGER – Update/Inactivate Contacts

On the Contact Directory page, you can

- Update contact information by clicking the pencil icon
- Manage address information for a contact by clicking the addresses icon
- Remove an address for a contact by clicking on the trashcan icon
- When you have finished your changes, click Apply or Save

- To inactivate a user/contact, click on the pencil icon to update
- Enter the inactive date on the contact
- Expand the User Account Information
- Enter inactive date and click Apply

Navigation: CC SUPPLIER PROFILE MANAGER > Business Classification

1. Click Business Classification
2. Check applicable all classifications that apply to your company
3. Enter the expiration dates for all classifications
4. Complete the remaining fields
5. Click Save
6. Upload documents using the instructions above

Navigation: CC SUPPLIER PROFILE MANAGER > ADD/ REMOVE Products & Services

To add a product or service

1. Click on Add button
2. Choose product or service from list
3. Click apply

To remove a product or service

1. Click the box next to product or service
2. Click the remove box

CC SOUCING SUPPLIER SECTION INSTRUCTIONS

Navigation: CC SOURCING SUPPLIER - Respond to RFQ (Submit Quote)

NOTE: If the part Cleveland Cliffs Steel is requesting is an obsolete part and the supplier is quoting an alternative, we prefer the replacement be exact in form, fit and function. In the RFQ on-line discussion, please communicate the details as to why you cannot provide the exact part and attach a copy of the new specifications and a photo/diagram (if available). If the replacement is not exact in form, fit and function, please identify the differences.

1. Click on Sourcing and then Sourcing Home Page
2. In the “Your Company’s Open invitations” block will be the RFQs needing to be quoted
3. Click on the RFQ number link for the RFQ
4. Navigate through the tabs to see the details of the RFQ
5. On the upper right side of the page, select Create Quote for your Action, Click Go
6. Enter header level information, to include any header level attachments
7. Click on the Lines Tab to enter the quote price and promise date, and any lines level attachments
8. Click Continue in upper right hand corner
9. To No Quote a line, leave the entire line blank.

10. Review your quote-if you want to complete the quote later, click on Save Draft. Click on Submit to send your quote to the buyer. You will receive confirmation that your RFQ has been submitted.
11. Click on Return to Sourcing Home Page
This RFQ will now appear in the Your Active and Draft Responses block
If a quote was started and saved and not submitted, the RFQ will appear in the Active and Draft Responses.

CC ISUPPLIER PORTAL SECTION INSTRUCTIONS

Navigation: CC iSupplier PORTAL > Home Page

1. Click on the Purchase Orders link
2. Click on its purchase order number link
3. View details such as terms and conditions, lines, shipments, and attachments from the Purchase Order Details page.

In the Summary Block, you can view the

- Total-amount of the purchase order
- Received- amount for the items received
- Invoiced amount- amount for the order that has been invoiced
- Payment status- status of the invoices paid against the PO

4. By selecting options from the Actions menu you can

- View the PDF format of the purchase order
- Request cancellation of the purchase order
- Request changes

5. To print purchase orders:

- Access the purchase order
- Select View PDF from the Actions menu, and click GO
- In the prompt window, you can choose to open the document immediately, or save it locally for printing at another time.

Navigation: CC iSupplier PORTAL - Change Request

1. Click the Orders tab, and then click Purchase Orders in the task bar below the tabs
2. On the View Purchase Orders page, search for and select the purchase order for which you wish to request changes
3. Select the purchase order and click Request Changes button
4. On the Request Changes page, enter your changes

You may request changes to the following values:

- Price/Price Breaks on Blanket Agreements
- Supplier Item
- Supplier Order Reference Number

5. In the reason text box, enter a reason for your change request
6. If you wish to request changes to shipments or pay items, click the grey arrow under Details. You can request a change to:

- Price/Price Breaks on Agreements
- Quantity Ordered
- Promised Date

- Supplier Order Line
- Note that you can also enter change request information in the additional Change Request text box

7. Enter the changed values as appropriate
8. Enter a reason for your change
9. Select the appropriate action
10. Click Submit

If a change request is started and not submitted, it will show as a draft in the portal and will lock the PO, so no one else can access it. You will need to go into the draft and submit or cancel the change request, in order to unlock the PO.

Navigation: CC Supplier PORTAL - Cancel Orders

1. Click the Orders tab, and then click Purchase Orders in the task bar below the tabs
2. Search for and select a purchase order, and then click Request Cancellation button
3. On the Request Cancellation page, click Submit
    - Note: To cancel a few shipments, but not the entire order, click the grey arrow in the PO Details section, and then select Cancel from the Action list of values (on the shipment line you want to cancel) Enter a cancellation reason, and then click Submit

Navigation: CC iSupplier PORTAL - View Receipts

1. From the Shipments tab, enter a value in one of the search fields to retrieve the receipt information
2. Optionally use the Advance Search function to specify more complex search criteria

View Receipts redisplays, listing the receipts that matched your search criteria

3. To view the information on a particular receipt, click the receipt number link
4. The Receipt: details page displays information on that particular receipt. From this page, there are links to display
    - PO and invoice information and on time performance information

Navigation: CC iSupplier PORTAL - View RFQ only

1. Click the Orders tab, and then click RFQ in the task bar below the tabs
2. Enter search criteria in the search fields and click Go.
3. The RFQ Summary page provides the details of all RFQs created by the buyer

Click any of the links on the RFQ Summary page to get more details about the RFQ

Navigation: CC iSupplier PORTAL - Respond to SCAR

1. Under Notifications, the supplier will see the submitted SCAR (Supplier Corrective Action Response)
2. Open the submitted SCAR and review the details of the SCAR
3. Click on the quality attachment link. Click Open
4. Follow the instructions on the Instruction Tab of the SCAR template
5. Save the SCAR template on your computer
6. Navigate to Shipments-Quality page
7. Enter the PO number that the SCAR has been submitted against
8. Click on the Quality Plans Available link
9. Click on the Enter Quality Results icon to submit a Supplier Response to the SCAR
10. Enter 1 for the number of test result rows to be entered, then click Continue

11. Enter the following into the appropriate fields below. Remember you can use the wild card(%) to bring up a list of valid responses

- Scar # from the SCAR notification
- Response type
- Attachments

12. Click Finish
13. A notification e-mail will be sent to the Buyer on the PO and the Requestor of the SCAR- Click OK
14. The requestor will review the submitted initial/final response
15. The requestor will perform 1 of the 3 actions (Accept, Resubmit or Approve)
16. The approver will Approve or Reject the final response to the SCAR
17. If the final response to the SCAR is Approved - the Quality Team will review the SCAR. If everything is satisfactory they will close the SCAR

Navigation: CC iSupplier PORTAL > View Invoices
1. Enter your search parameters (Supplier Name, Invoice #, P.O. #, etc.)
2. Click Find
3. Select the item from the results list
4. If the item you wanted is not shown, refine your search and try again

Navigation: CC iSupplier PORTAL > Payments Overview
1. Enter your search parameters (Supplier Name, Invoice #, P.O. #, etc.)
2. Click Find
3. Select the item from the results list

Assistance:

- **Invoices:** Unless otherwise instructed, email regular invoices to apautoinv@aksteel.com
  - Questions should be directed to Shelley.Gillespie@aksteel.com

- **Payment issues:**
  - Email apayable@aksteel.com
  - Phone: 513.425.2066

- **iSupplier portal issues:** Email iSupplier@aksteel.com

- **Receipt issues:** Email POD to the requestor listed on the purchase order