Contents

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*

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
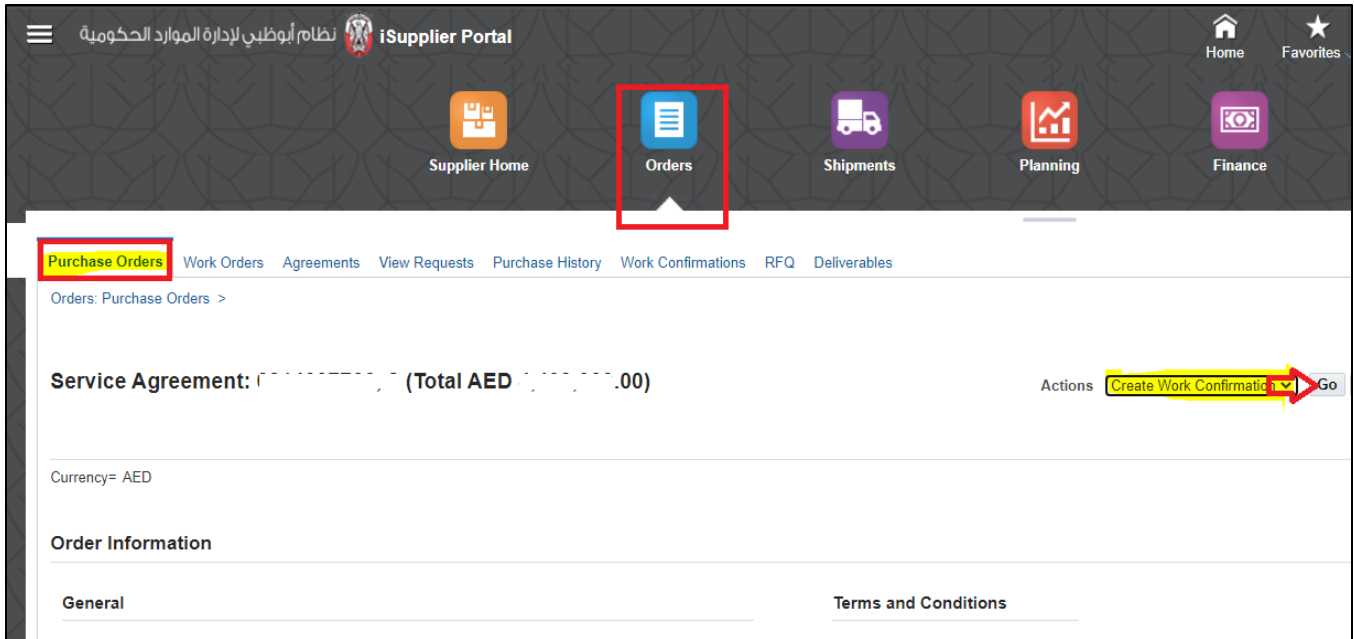
In the View field, select **All Pay Items** and click the **Go** button
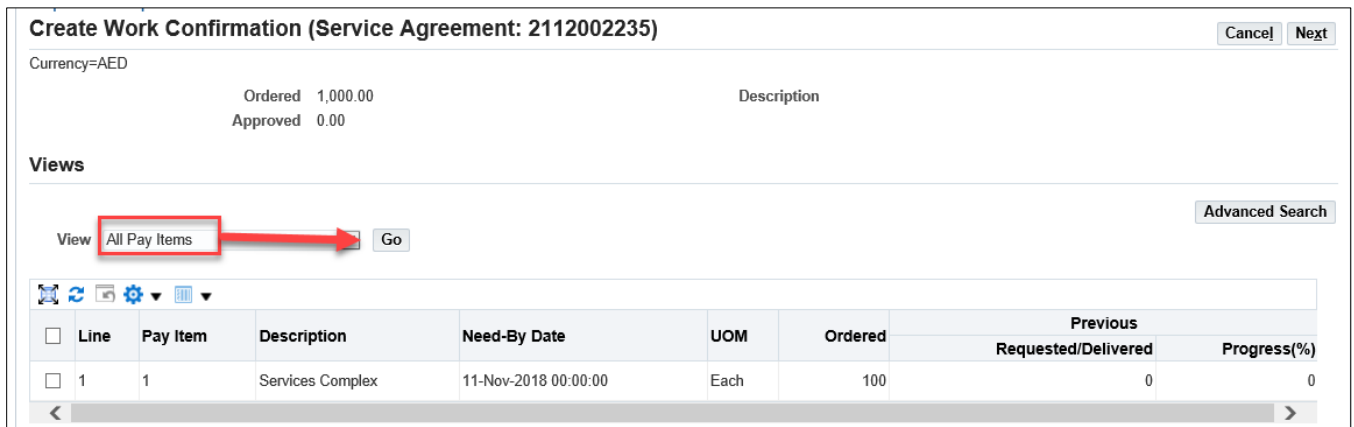
Select or mark the lines to process and Click **Next**
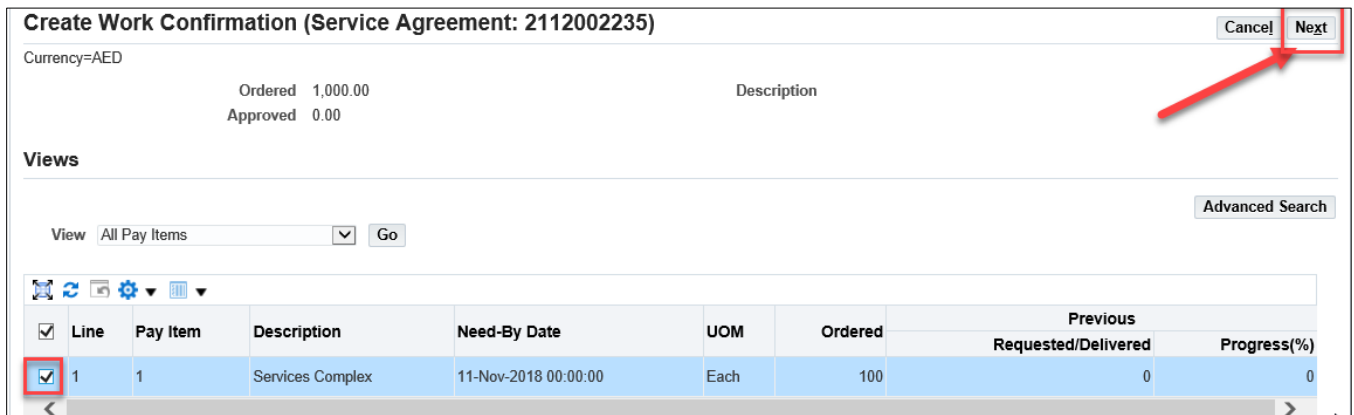
The Work Confirmation number will be generated automatically.

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

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

A Confirmation message will be displayed.
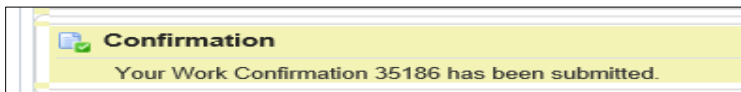
Submit the Work Confirmation for approval and follow up with the Approver, especially during the month end.

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

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

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	▼		🔍
PO Number	is	▼	
Supplier Site	is	▼		🔍

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 | Stat |
									Requested	Delivered	Requested	Delivered	Progress (%)	
◯	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

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

Enter the Work Confirmation number and click Go

Select the Work Confirmation

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.