



CREE
iSUPPLIER
PORTAL
(iSP)

SUPPLIER USER MANUAL

(12-17-07)
(last revised 3/29/10)

Not for distribution beyond Recipient



INTRODUCTION

WHAT IS iSUPPLIER PORTAL (iSP)?

- A secured Oracle ERP web-based, front-end (portal), enabling Cree's suppliers to collaborate with Cree's Purchasing/Planning departments by way of the Internet within the PO Acknowledge, Commit, and Fulfillment process.
- An avenue for Suppliers to access Purchase Order information and provide their response details concerning:
 - PO's Awaiting Actions/Acknowledgements/Promise Dates
 - PO History --- Delivery, Invoice Receipt,
 - PO Shipment History

WHY IS CREE MOVING TO iSUPPLIER PORTAL ?

- **Suppliers' Promise Delivery Dates are critical to Cree Customer Satisfaction.**
 - The iSP program enables real-time, web-based, information on purchase order delivery commitments to be communicated between Suppliers and Cree Buyers.
 - **Accurate Supplier Delivery Dates** is a non-negotiable component in Cree's commitment to satisfying our Customers in a highly competitive marketplace.
- **Supports Supply Chain's Continuous Improvement Roadmap**
 - Data Integrity is a core foundation in Cree's Supply Chain globalization strategy. The power of Oracle's **iSupplier Portal** supports our continuous improvement roadmap activities with up-to-date response capabilities between Buyers and Suppliers.

iSP IS A SECURED OPERATING SYSTEM

- **The Oracle iSupplier process utilizes a completely secured, password protected, electronic interface.** By utilizing electronic processing, future purchasing documents, as well as, account and invoicing information can be easily, and accurately, communicated to any registered iSupplier.



INTRODUCTION (cont'd)

EQUIPMENT or SYSTEMS REQUIREMENTS

- No special software is required to access this system, aside from an up-to-date web browser such as Microsoft's Internet Explorer.

ASSISTANCE AS A REGISTERED CREE iSUPPLIER

- This Users' Manual is designed to offer a step-by-step tutorial on how to use iSupplier Portal.
 - **In the event that you have further questions, your Cree Purchasing Staff will be able to assist with most questions. The Buyer's contact name will be on your Cree Purchase Order.**



CREE

iSUPPLIER

PORTAL

A. MISSION STATEMENT

B. ADVANTAGES of iSP PROCESS

C. DELIVERABLES

MISSION STATEMENT

Cree's iSupplier Portal (iSP) is a strategic component in Cree's evolution and deployment of proactive Supply Chain procedures with the objective of mutually implementing, executing, and enabling improved performance results across the entire PO Acknowledgement, Commit, and Fulfillment process.

KEY ADVANTAGES of iSUPPLIER

At Cree we believe that the iSupplier Portal (iSP) will offer a wide range of advantages for registered Suppliers, as well as, to Internal Cree Users.

The following statements detail some of the important advantages that registered Suppliers should enjoy as they use the iSupplier Portal (iSP) process:

- *Elimination of those "lost" Purchase Orders sent via faxes and/or emails that are not being successfully transmitted to, or received by Suppliers.*
 - Electronic data concerning new PO's, change order requests, etc. will be instantaneously available within each Supplier's secured Home Page.
 - Unless a Supplier requires a faxed copy of a Cree purchase order, future Cree PO's will reside electronically within the iSupplier database resulting in less man-hours wasted with filing paper PO's.

- *"Real-time" electronic feedback on PO's*
 - Immediate email notification to the iSP Users with information pending PO's requiring attention.

KEY ADVANTAGES of iSUPPLIER (cont')

"Real-time" electronic feedback on PO's (cont'd)

- Enables more accurate information sharing, and communications surrounding the entire PO Commitment Process.
- **Provide each iSP USER a discrete portal into a secured, web-based, information data warehouse.**
 - Enables a reduction in Supplier man-hours wasted due to non-Value Added telephone inquiries, investigations, and/or information search concerning PO Status, delivery history, or selected invoice information.

DELIVERABLES

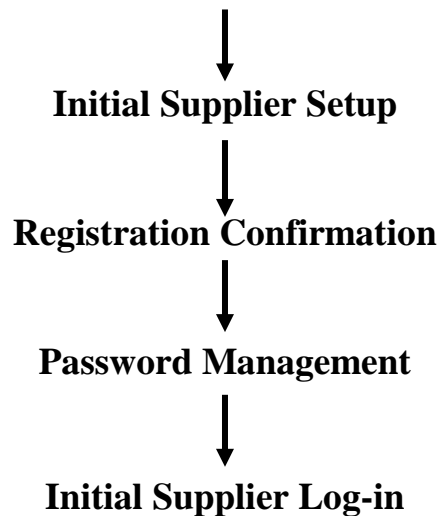
- **Reduced Cycle Times** through Interactive Information Sharing across the entire Order Acknowledgement to Fulfillment cycle.
- **Secured Data Base of Information** offering a Higher Degree Information Integrity on PO's.
- **Establishment of a Closed Loop Process** that is easily accessible, highly interactive, and Globally expandable in the PO review, tracking, and acknowledgement process.
- **Higher Quality of Collaborative Communications** between Cree and Suppliers to avoid "surprises" in the "Acknowledgement to Fulfillment" execution process
- **Limited, but informative, Invoice Inquiry** for registered iSP Suppliers.

SUPPLIER ***PORTAL***

GETTING STARTED AS A CREE iSP SUPPLIER

TRANSITIONING AND INITIAL LOG-IN AS AN iSP SUPPLIER

Supplier Selection Process for iSP



SUPPLIER SELECTION

- Upon notification of being selected for iSP registration, you will receive a **Registration form** to be completed and returned to Cree Purchasing.
- After Supplier Registration is completed, you will receive emails with the following information:
 - **VPN Link, VPN Username, and VPN Password** for accessing the Cree external web server to open the iSP Log-on Screen and Program **SPECIAL INSTRUCTIONS** – if the VPN link does not work, please use the following link: https://isupplier.cree.com/OA_HTML/AppsLocalLogin.jsp
 - **iSP User Manual** will be electronically sent to each Supplier to assist in using the iSP process.
 - **iSP Username and initial iSP encrypted Password**



INITIAL SUPPLIER SET-UP

Selected Suppliers will receive an iSP User Registration Form for completion and return to Cree Purchasing.

CREE iSupplier Portal (iSP)

Supplier Registration Setup Information

An **iSP USER** is defined as the contact person responsible for the receipt, acknowledgement, and determining/confirming SHIP DATES on Cree PO's.

NOTE --- if a Supplier has multiple people responsible for acknowledging and working on Cree PO's, then each User should be set up within the iSP data base. Please duplicate this form for each User and complete the requested information below.

In the event that a Supplier has more than one (1) User assigned to work on Cree PO's, the Supplier should denote which person to be their "Primary User" in the information box below.

User(s) Email Address

- This is the address where all Cree PO's will be electronically sent.
- By default, this **email address will be used as their Username for logging into the iSP program.**

Primary (Y/N)

User's First Name

User's Last Name

Telephone Number

Please submit this information to: Elizabeth.Lulich@Cree.com Once you have been registered into our data base, each User will receive an encrypted password and will be contacted by a Cree Supply Chain representative for the next steps in the iSP training process.

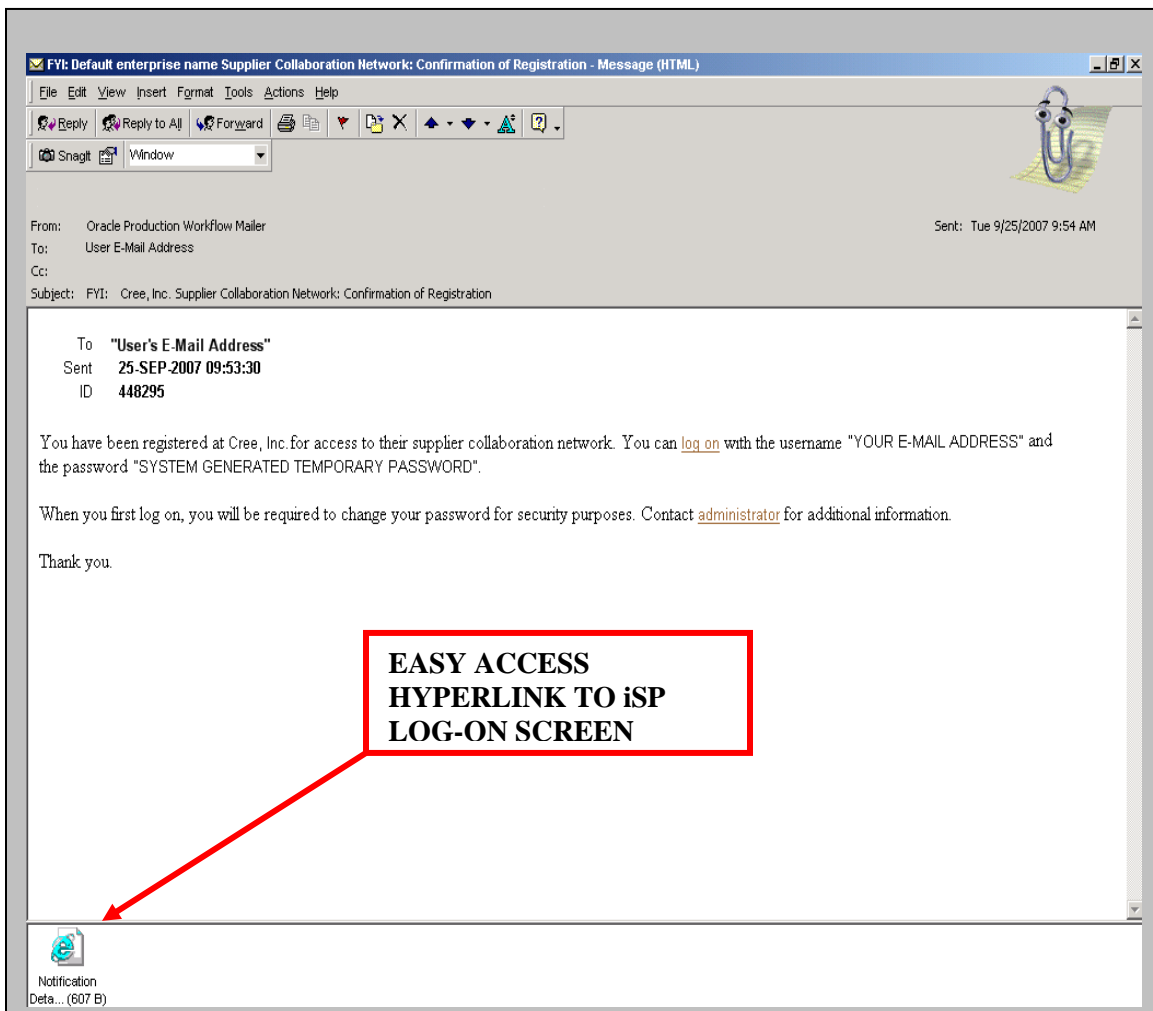
Thanks for supporting Cree in this important step in our continuous improvement process.

REGISTRATION CONFIRMATION

As shown in the example below, upon successful **iSP** registration, you will receive an email detailing your iSP User Name, encrypted iSP password, and the URL address to use in order to access the iSP module.

- **User Name** = [Supplier Contact Person's email address](#). This is the information provided to Cree Purchasing representatives during initial registration period.
- **User Name** cannot be modified once set up into iSP data base.

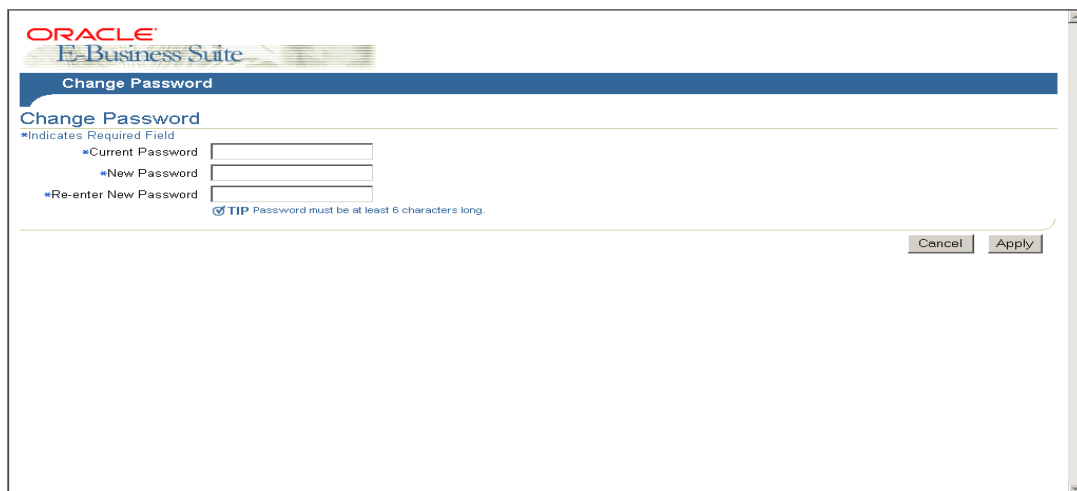
Logging on to the Cree iSP system can be done by either accessing the 'log-on' hyperlink in the body of this email or, by clicking the HTML icon at the bottom of the email. **(NOTE – expand electronic view to 150% to see details of email below)**



PASSWORD MANAGEMENT

- The initial encrypted **iSP** Password must be used for your first log-on occurrence to the Cree iSP program. **All Users should immediately change this to a new PW of their choice.**
- All PW's are secure and encrypted. They will not be accessible, or retrievable for to any Supplier User should a PW be lost or forgotten.

[\(Expand to 150% to see details on screen\)](#)



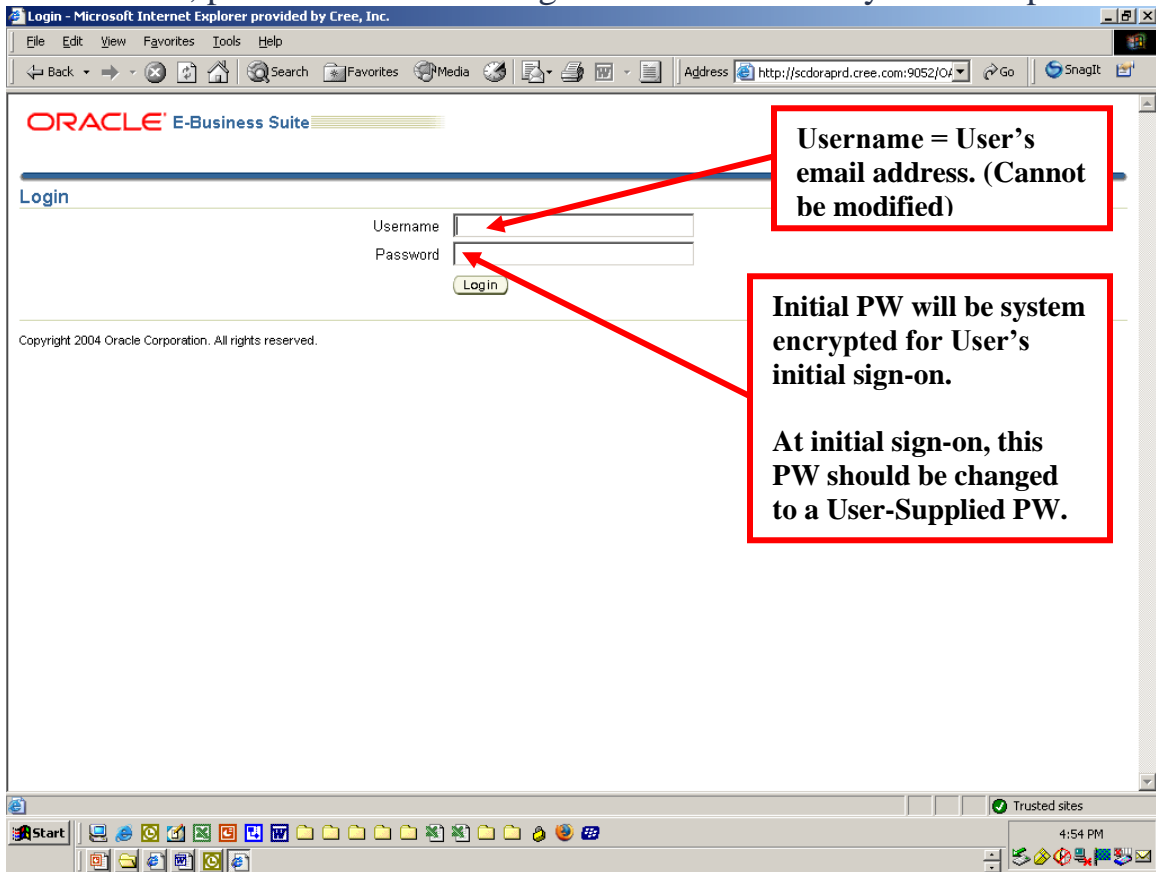
The screenshot shows the Oracle E-Business Suite 'Change Password' form. The form includes the Oracle logo and 'E-Business Suite' branding. The title bar reads 'Change Password'. Below the title, the form is titled 'Change Password' and includes a legend: '*Indicates Required Field'. There are three input fields: '*Current Password', '*New Password', and '*Re-enter New Password'. A tip below the fields states: 'TIP Password must be at least 6 characters long.' At the bottom right of the form are 'Cancel' and 'Apply' buttons.

LOST OR FORGOTTEN PASSWORDS

- Contact a Cree Purchasing Representative in the event of a Lost or Forgotten iSP password.
- Cree personnel will initiate the iSP program to generate another encrypted User Password and communicate it via another email to the User's email address.
- Whenever a new password is sent to replace a lost or forgotten password, User's should follow instructions previously stated, by logging into the iSP system with their new encrypted PW and then modifying it to a personal PW.

iSUPPLIER LOG-ON SCREEN

This is the Cree iSP log-on screen. For a “quick reference” when accessing it in the future, please consider making a Short-Cut link on you desktop.



Supplier User logs into the iSP system via the encrypted PW and then changes the iSP System generated PW to a personalized User PW.

- Cree Supply Chain personnel ***WILL NOT*** be able to access any information concerning a Supplier User’s Password – whether it was the initial system generated encrypted PW or, a PW personally modified by the Supplier User.

NOTE --- In the event a Password is lost, the Supplier User must immediately contact a Cree Purchasing Representative who will initiate the iSP system to generate another email with a new encrypted PW to the Supplier’s Contact Person.



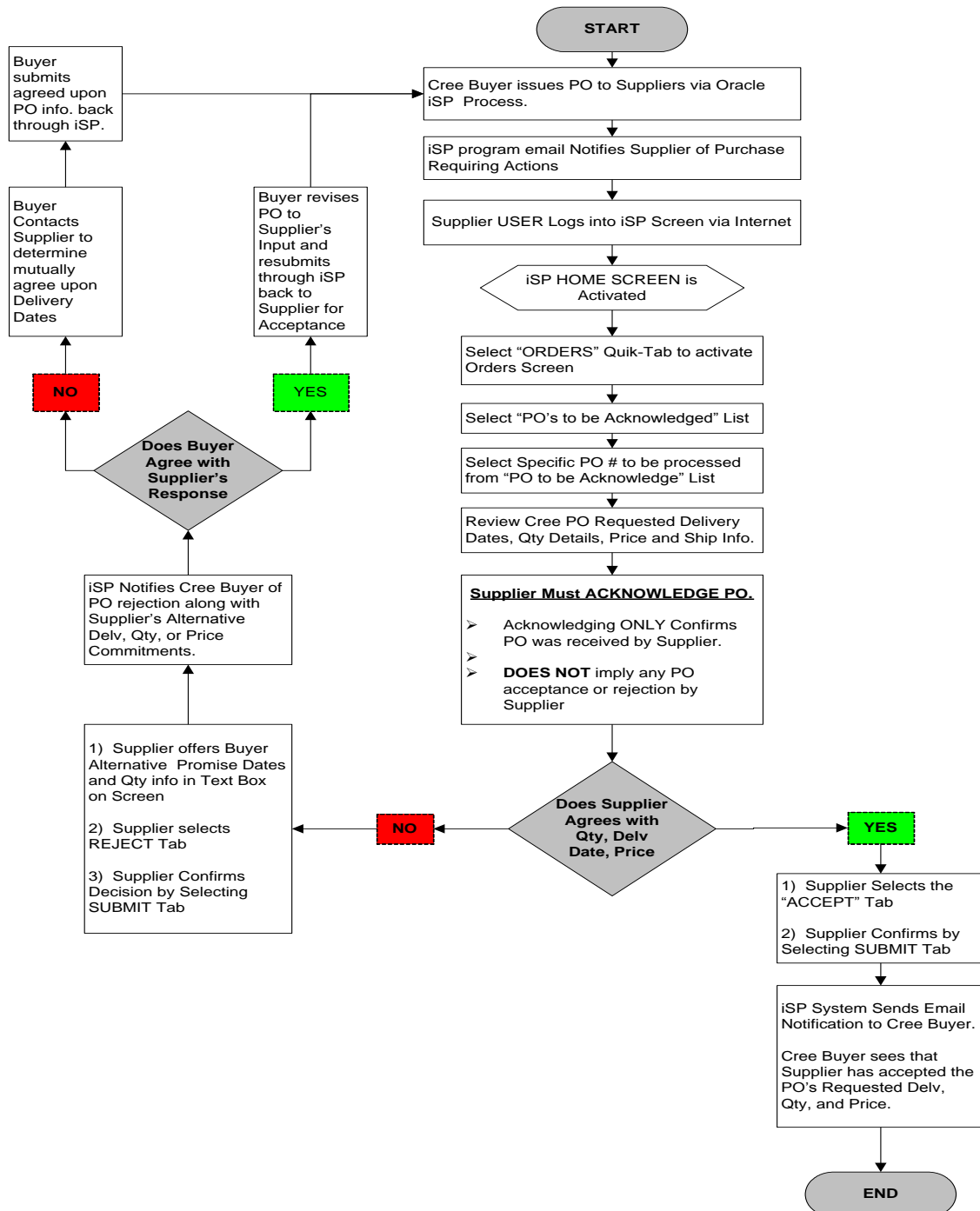
WORKING WITH iSUPPLIER PORTAL

Process Flowchart Overview

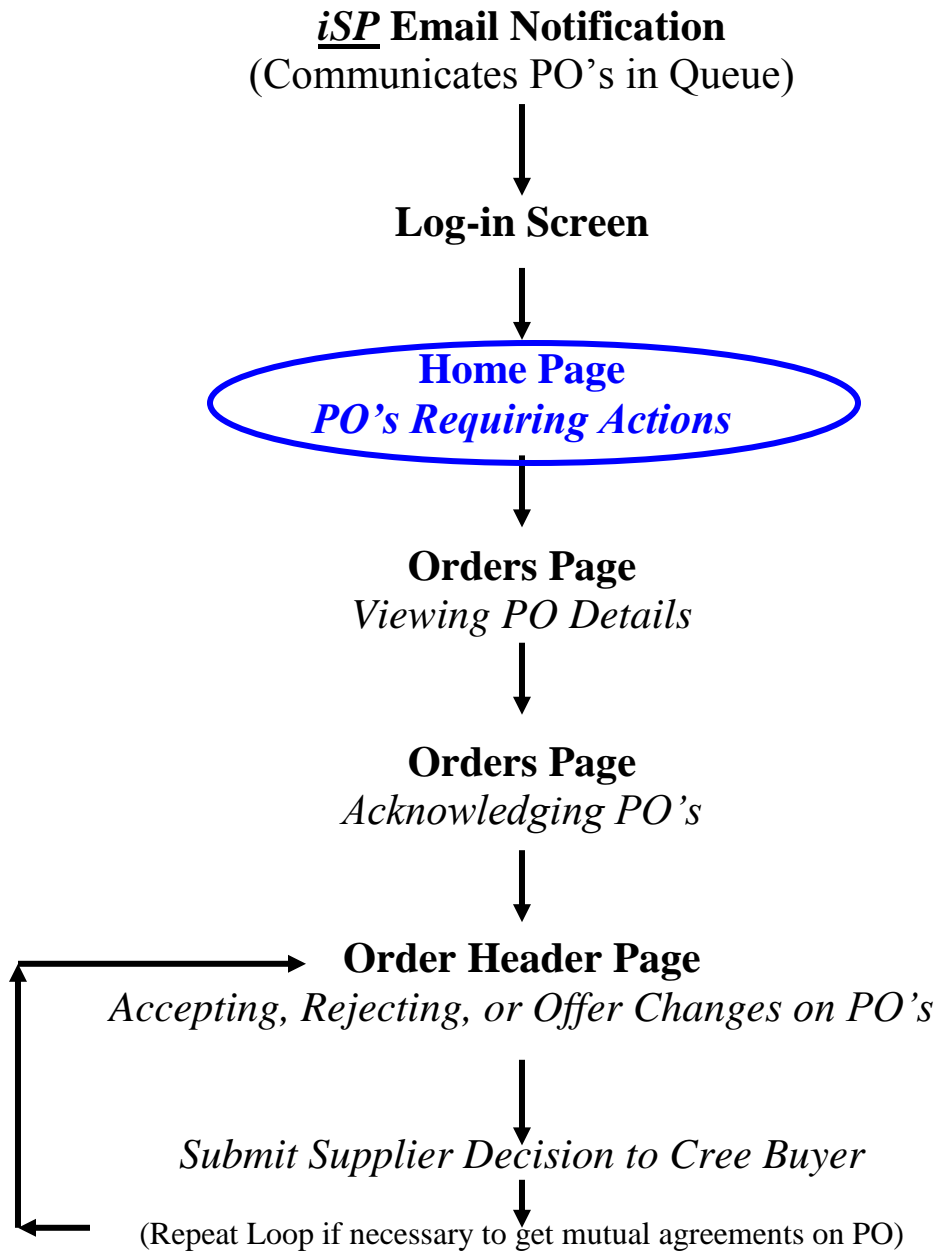
Screen-by-Screen Overview

Process Overview Flowchart

Detailed below is a Supplier's walk-through of the *iSP* process used during the receiving, acknowledging, and communicating delivery promise dates on Cree purchase orders.



iSUPPLIER SCREEN OVERVIEW



SCREEN OVERVIEWS

HOME PAGE --- PO's Awaiting Action

The ***Home Page*** screen is the Supplier's starting point for accessing all of the information available through Cree's *iSupplier Portal*.

It will:

- provide Suppliers a number of easy access QuickLinks to receive, manage, and inquire about PO, shipments and Invoices.
- show the most recent Notifications and Orders requiring attention and actions.

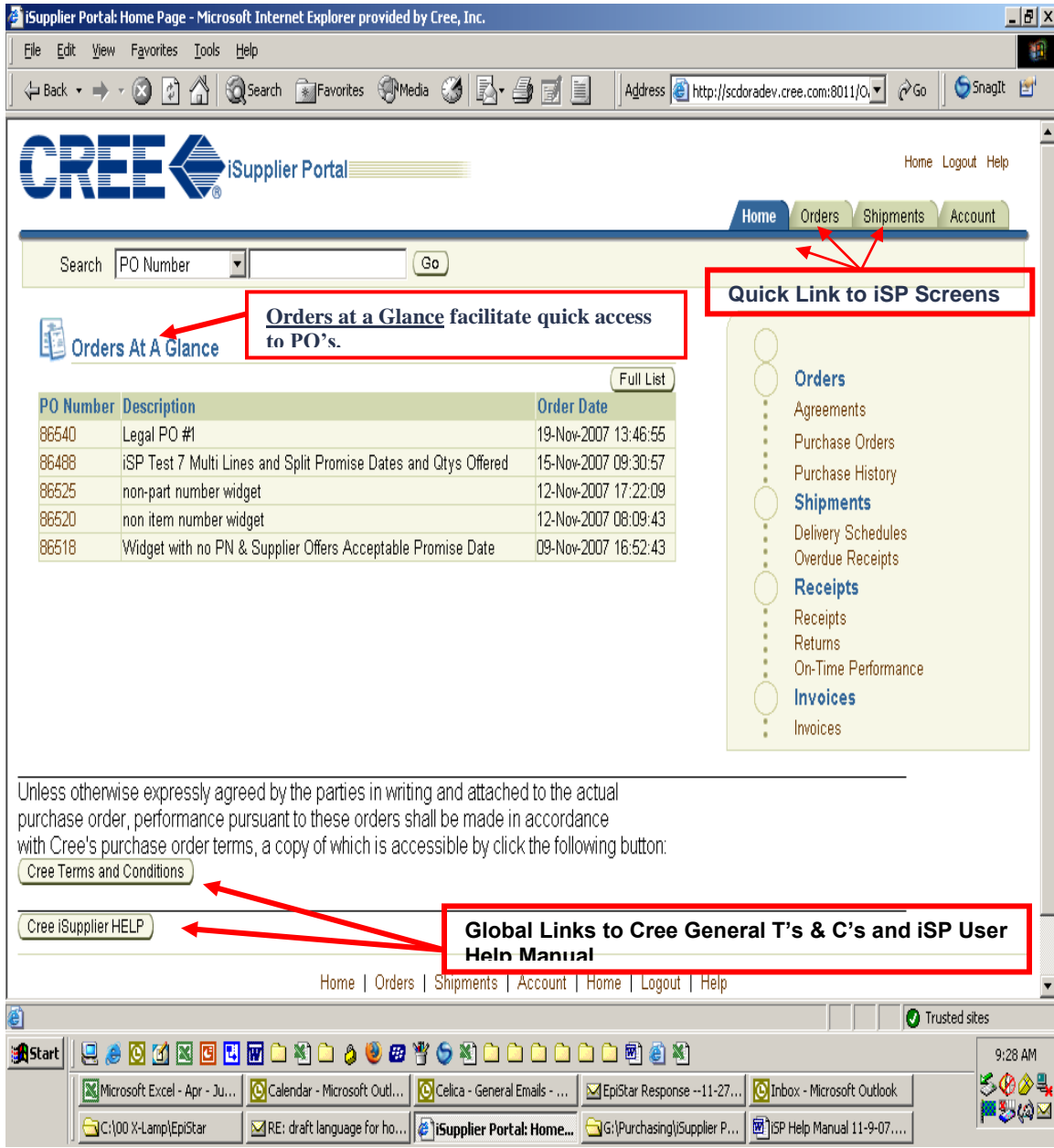
Global Links will appear on every page you visit in iSupplier. They help you navigate to through the various administrative functions.

- **Home:** Takes you back to the homepage.
- **Logout:** Logs you off of iSupplier so that no more transactions can take place
- **Help:** Links to the iSP User Help Manual
- **T&C's:** Links to Cree Standard T&C's

Quick Tabs are also available on every screen, and help you navigate to the various data screens.

- **Orders:** Takes you to your Orders Screen with PO's, Change Order Requests, etc. for Supplier's analysis, review, and acknowledgement.
- **Shipments:** View a summary of your delivery schedules, past receipts, returns, historical delivery performance
- **Account:** View a limited set of information on invoices.

HOME PAGE



Unless otherwise expressly agreed by the parties in writing and attached to the actual purchase order, performance pursuant to these orders shall be made in accordance with Cree's purchase order terms, a copy of which is accessible by click the following button:

[Cree Terms and Conditions](#)

[Cree iSupplier HELP](#)

Global Links to Cree General T's & C's and iSP User Help Manual

Home | Orders | Shipments | Account | Home | Logout | Help

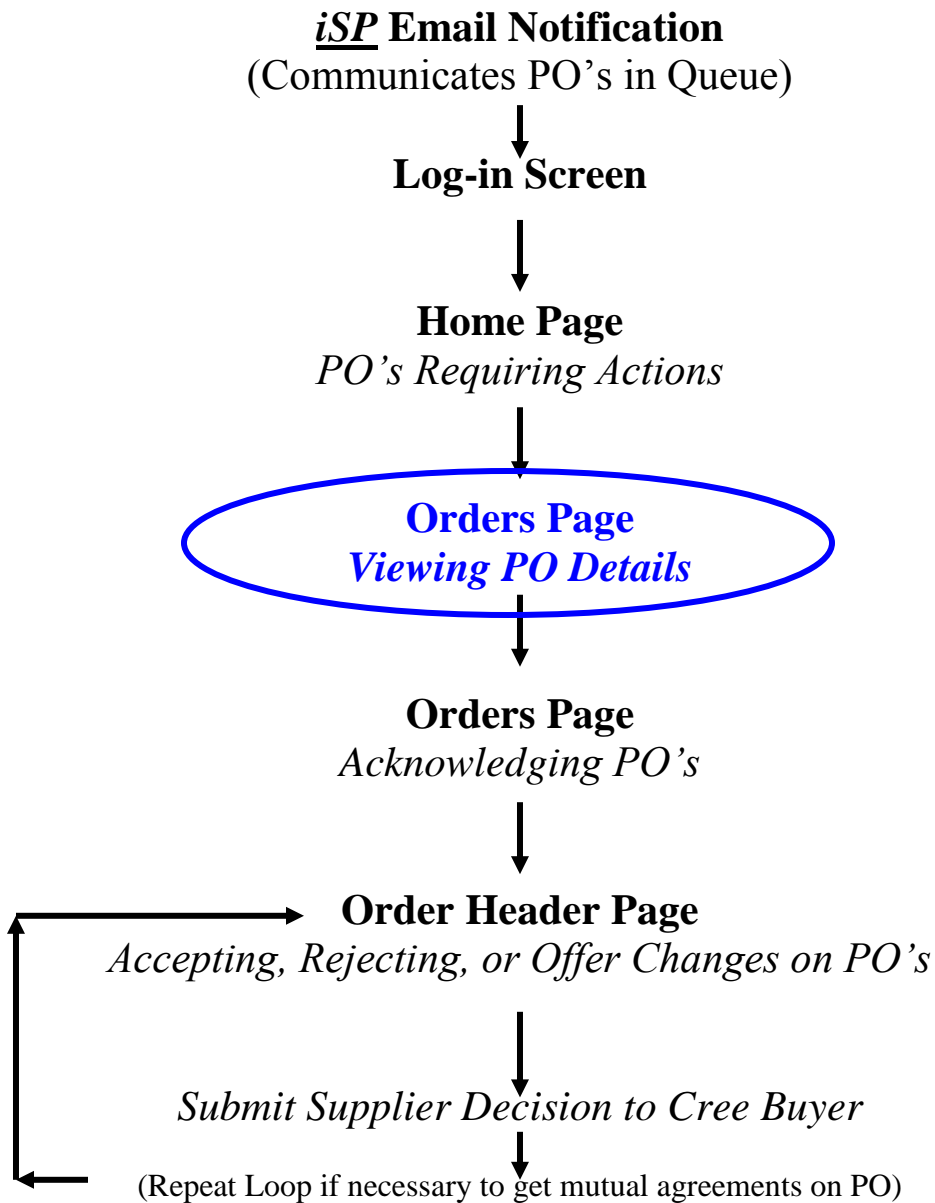
PO Number	Description	Order Date
86540	Legal PO #1	19-Nov-2007 13:46:55
86488	iSP Test 7 Multi Lines and Split Promise Dates and Qtys Offered	15-Nov-2007 09:30:57
86525	non-part number widget	12-Nov-2007 17:22:09
86520	non item number widget	12-Nov-2007 08:09:43
86518	Widget with no PN & Supplier Offers Acceptable Promise Date	09-Nov-2007 16:52:43

- Orders
 - Agreements
 - Purchase Orders
 - Purchase History
- Shipments
 - Delivery Schedules
 - Overdue Receipts
- Receipts
 - Receipts
 - Returns
 - On-Time Performance
- Invoices
 - Invoices

Orders at a Glance – This is the **“electronic PO file cabinet”**. It will have all PO’s currently in queue to be processed (ie- Orders to be Acknowledged), as well as, ALL historical PO’s on record for easy access, as needed.

ORDER REVIEW PROCESS

iSUPPLIER SCREEN OVERVIEW

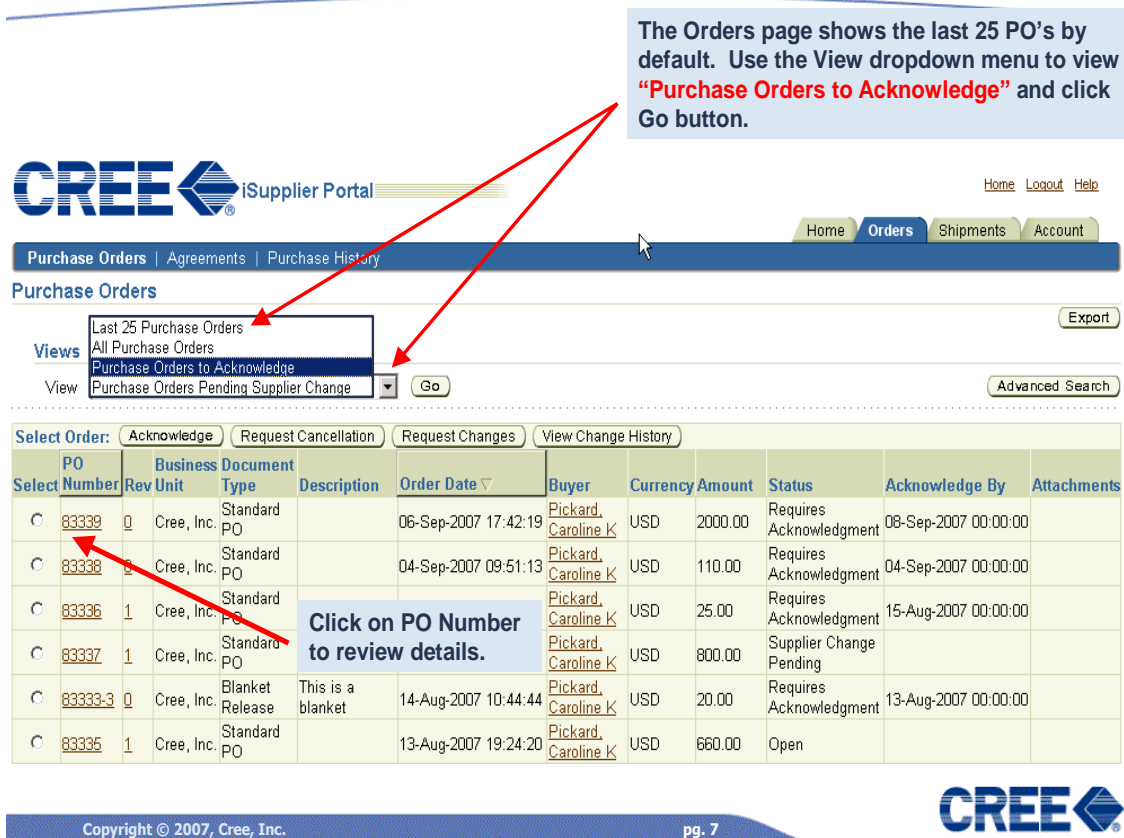


ORDERS SCREEN --- VIEWING PO'S

By accessing the ORDERS Tab in the HOME screen, the ORDERS PAGE will be seen.

Orders Page

The Orders page shows the last 25 PO's by default. Use the View dropdown menu to view "Purchase Orders to Acknowledge" and click Go button.



Views

- Last 25 Purchase Orders
- All Purchase Orders
- Purchase Orders to Acknowledge**
- Purchase Orders Pending Supplier Change

View

PO Number	Business Rev Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
83339	0 Cree, Inc.	Standard PO		06-Sep-2007 17:42:19	Pickard, Caroline K	USD	2000.00	Requires Acknowledgment	08-Sep-2007 00:00:00	
83338	0 Cree, Inc.	Standard PO		04-Sep-2007 09:51:13	Pickard, Caroline K	USD	110.00	Requires Acknowledgment	04-Sep-2007 00:00:00	
83336	1 Cree, Inc.	Standard PO			Pickard, Caroline K	USD	25.00	Requires Acknowledgment	15-Aug-2007 00:00:00	
83337	1 Cree, Inc.	Standard PO			Pickard, Caroline K	USD	800.00	Supplier Change Pending		
83333-3	0 Cree, Inc.	Blanket Release	This is a blanket	14-Aug-2007 10:44:44	Pickard, Caroline K	USD	20.00	Requires Acknowledgment	13-Aug-2007 00:00:00	
83335	1 Cree, Inc.	Standard PO		13-Aug-2007 19:24:20	Pickard, Caroline K	USD	660.00	Open		

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There are three (3) variations of Purchase Orders typically issued by Cree to its Suppliers and detailed on the ORDERS screen.

- Standard PO
- Blanket PO Releases
- Change Orders

NOTE – there are other drill-down screens with detailed PO information available simply selecting and clicking on fields within the ORDERS Screen. Users should explore the options and contact a Cree Purchasing representative if there are questions.

Viewing PO Details (cont'd)

(expand to 150% for better viewing)

From the list of [PO's to Acknowledge](#) “select” a PO Number, double click, and the move to new screens showing PO Header details.

Views
 Last 25 Purchase Orders
 All Purchase Orders
 Purchase Orders to Acknowledge
 Purchase Orders Pending Supplier Change

Select and "click"

PO Select Number	Rev Unit	Business Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
83339	0	Cre, Inc. Standard PO		06-Sep-2007 17:42:19	Pickard, Caroline K	USD	2000.00	Requires Acknowledgment	08-Sep-2007 00:00:00	
83338	0	Cre, Inc. Standard PO		04-Sep-2007 09:51:13	Pickard, Caroline K	USD	110.00	Requires Acknowledgment	04-Sep-2007 00:00:00	
83336	1	Cre, Inc. Standard PO		14-Aug-2007 16:44:37	Pickard, Caroline K	USD	25.00	Requires Acknowledgment	15-Aug-2007 00:00:00	
83337	1	Cre, Inc. Standard PO		14-Aug-2007 16:42:19	Pickard, Caroline K	USD	800.00	Supplier Change Pending		
83333-3	0	Cre, Inc. Blanket Release	This is a blanket	14-Aug-2007 10:44:44	Pickard, Caroline K	USD	20.00	Requires Acknowledgment	13-Aug-2007 00:00:00	
83335	1	Cre, Inc. Standard PO		13-Aug-2007 19:24:20	Pickard, Caroline K	USD	660.00	Open		

Selecting specific “PO to Acknowledge” bring you to the PO Header screen, below.

PO HEADER INFO SCREEN

Standard PO : 86486 Revision 0 (Total USD 10000.00)

Order Information
 The purchase of the goods or services described in this order shall be made in accordance with Cree's standard purchase order terms (a copy of which is published at www.cree.com/poterm and incorporated herein by this reference), including any and all attachments hereto. Unless otherwise agreed by an authorized representative of Cree in writing, performance pursuant to this order shall be considered supplier's acceptance of all such terms and conditions. Notwithstanding the foregoing, in the event the parties have previously entered into a separate purchase agreement, the terms and conditions set forth under such agreement shall prevail, a copy of which is accessible under "Attachments" below.

General Information Standard PO 86486 Total 10000.00 (USD) Supplier ISP Test Supplier Supplier Site DURHAM Address Silicon Drive Buyer Stephens, Larry W Order Date 08-Nov-2007 13:59:51 Description Test 5 -- Supplier Offers Split Date and Qty Status Requires Acknowledgment Note to Supplier Organization Cree, Inc. Supplier Order Number Attachments None	Payment and Shipment Terms Payment Terms NET 30 DAYS Carrier FOB ORIGIN Freight Terms Freight Collect Shipping Control Bill-To Address Bill-To Address Cree, Inc. c/o Shared Services P.O. Box 110005 Durham, NC 27709 Ship-To Address Ship-To Address Cree, Inc. 4600 Silicon Drive Durham, NC 27703	Related Information Receipts Invoices
---	--	--

Viewing PO Details (cont'd)

- Clicking on “ Show” button expand PO Line(s) and allows PO Line Item Details to be reviewed.

Address: **Silicon Drive**
Durham, NC 27703

Buyer: **Stephens, Larry W**

Order Date: **27-Sep-2007 16:12:06**

Description: **Misc. MRO Parts**

Status: **Open**

Note to Supplier

Organization: **Cree, Inc.**

Sourcing Document

Supplier Order Number

Attachments: **None**

Shipping Control

Bill-To Address

Bill-To Address: **Cree, Inc.**
c/o Shared Services
P.O. Box 110005
Durham, NC 27709

Ship-To Address

Ship-To Address: **Cree, Inc.**
4600 Silicon Drive
Durham, NC 27703

PO Details

TIP Click on the Show link to view shipment details

Indicates new values

Indicates cancellation request

Show All Hide All

Details	Line	Type	Item	Supplier Job Item	Description	UOM	Quantity	Price (USD)	Amount (USD)	Contractor Name	Status	Reason	Global Agreement	Attachments	Price Differentials
▼ Hide	1	Goods	300-10045	abc758	TWEEZER, FINE PTS 5-1/2"	EACH	10000	0.123	1230.00		Open				

Shipments

Shipment	Quantity Ordered	Quantity Received (USD)	Amount (USD)	Promised Date	Need-By Date	Supplier Order Line	Ship-To Location	Status	Reason	Split	Attachments
1	10000	0	1230.00		24-Oct-2008 00:00:00		Cree, Inc.	Open			

Request Cancellation Request Changes View Change History Export

Home | Orders | Shipments | Account | Home | Logout | Help

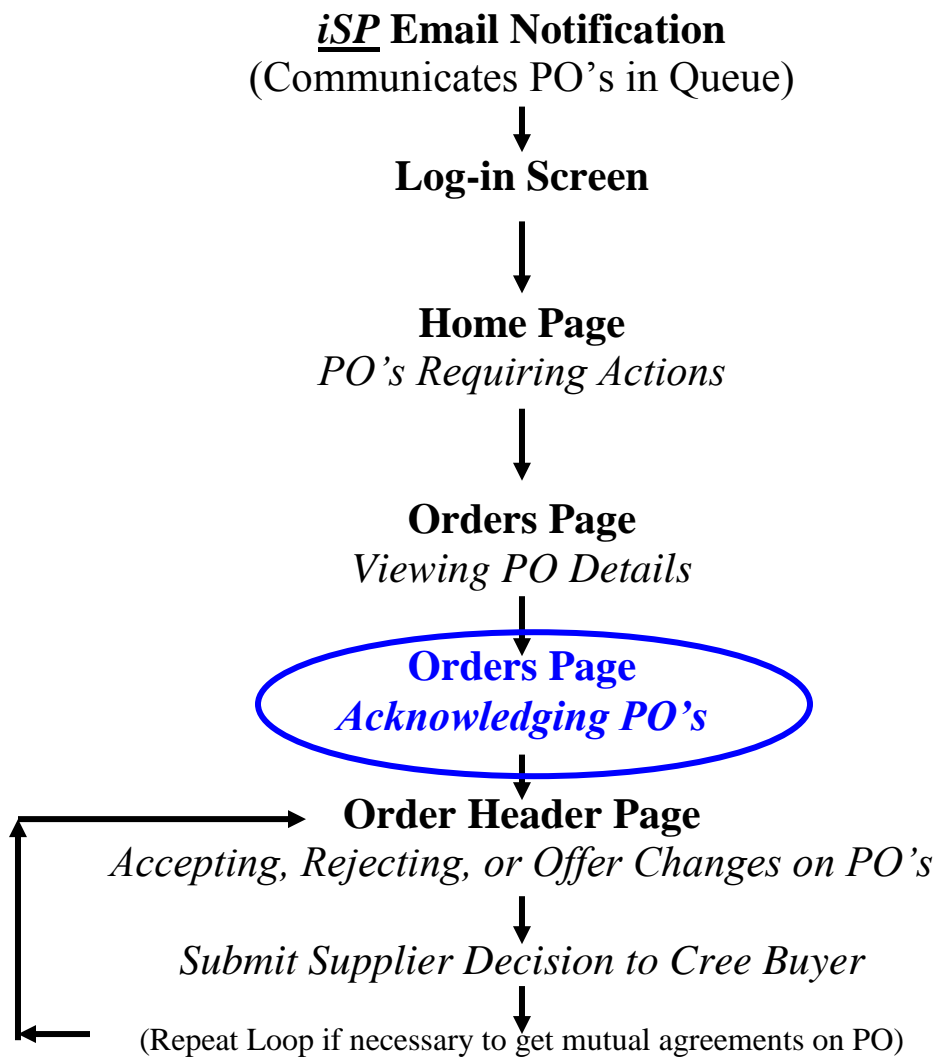
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Click “Show” and Line Item Details will drop down and be displayed

NEXT STEP --- Supplier reviews Cree’s requested needs and begins the iSP Acknowledgement Process.

ORDER ACKNOWLEDGEMENT PROCESS

iSUPPLIER SCREEN OVERVIEW





ORDER ACKNOWLEDGEMENT

General Statements

“Acknowledgement” only confirms to the Cree Buyer that the Supplier has RECEIVED the PO and is in the process of taking action to either:

- a) Accept the PO’s delivery, qty, and price as stated or,
- b) Reject Requested Delivery/Qty plan and offer counter proposal to the Buyer.

Acknowledging a purchase order DOES NOT commit a Supplier into any acceptance or rejection of the PO at this point of the iSP process.

AFTER acknowledging a purchase order, the Supplier will review the line item detail on Cree’s requested delivery, quantity, and/or price and decide to either Accept Entire Order or, Reject Entire Order with additional Supplier proposed delivery/quantity shipment plan to Cree Buyer.

- NOTE -- Only by after deciding to either Accept or Reject the purchase orders activating the **SUBMIT Tab in the Order Header Screen** will the Supplier’s decision to ACCEPT, REJECT, of OFFER CHANGES be communicated back to Cree Buyer.

“GO BACK” button will return the User back to the previous screen and **DOES NOT** cancel the PO back to Cree. The PO is still in the Supplier’s iSP queue for acknowledgement and delivery commitment.

SUPPLIER WORK INSTRUCTIONS

ACKNOWLEDGING CREE PO’s

FIVE (5) STEP PROCESS

- **STEP 1** -- From the Supplier’s iSP Home Screen, select the ORDERS Tab.
- **STEP 2** – Filter PO’s View Screen to select PO’s Requiring Acknowledgement.
- **STEP 3** – Select a PO for review and acknowledgement.
- **STEP 4** – View PO Line Item Details for acceptance, change, or rejection.
- **STEP 5** – Select ACKNOWLEDGE Tab to confirm PO receipt.

**** *The following screen shots on Pg25 details this Five (5) Step process* ****

ACKNOWLEDGEMENT PROCESS

Orders Page

STEP 1: Select the **ORDERS** Tab from the Home Screen Menu.

STEP 2: Use the Drop-Down Filter option to active "Purchase To Acknowledgement".

STEP 3: Click on PO Number or "radio" button to review LINE ITEM DETAILS on the PO.

PO Number	Business	Document	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
83339	Cree, Inc.	Standard PO		06-Sep-2007 17:42:19	Pickard, Caroline K	USD	2000.00	Requires Acknowledgment	08-Sep-2007 00:00:00	
83338	Cree, Inc.	Standard PO		04-Sep-2007 09:51:13	Pickard, Caroline K	USD	110.00	Requires Acknowledgment	04-Sep-2007 00:00:00	
83336	Cree, Inc.	Standard PO		14-Aug-2007 16:44:37	Pickard, Caroline K	USD	25.00	Requires Acknowledgment	15-Aug-2007 00:00:00	
83335	Cree, Inc.	Standard PO		07 16:42:19	Pickard, Caroline K	USD	800.00	Supplier Change Pending		
83334	Cree, Inc.	Standard PO		07 10:44:44	Pickard, Caroline K	USD	20.00	Requires Acknowledgment	13-Aug-2007 00:00:00	
83333	Cree, Inc.	Standard PO		07 19:24:20	Pickard, Caroline K	USD	660.00	Open		



Step #3 brings up Order Line Screen (below)

Orders Lines Detail Screen

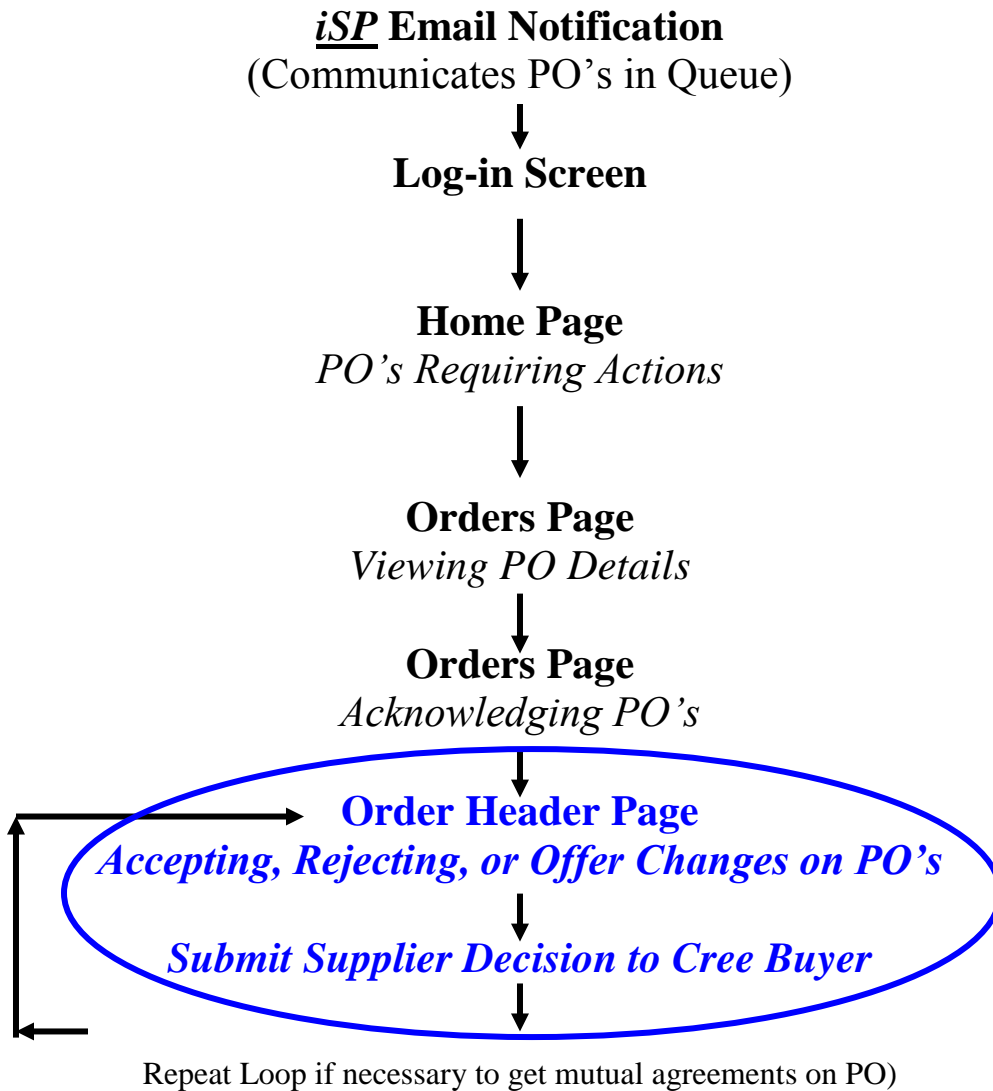
STEP 4 --- Review PO Line Item Details and Attachments (if icon is showing)

STEP 5 - Click "Acknowledge" which takes you to the next step in the process.

"OTHER" Information Available
View Change History shows original PO and revisions
Export line sends details to Excel.



ACCEPT / REJECT P.O. And COMMUNICATE TO BUYER





Accepting / Rejecting PO's

There are three (3) “Decision Options” are available on all iSP PO's:

Accept Entire PO as Requested

- Requested Price, Qty, and Delivery Dates

NOT CONTACTING the Buyer with an alternative delivery plan prior to re-submitting back to Cree

- ISP Screen offers a Text Box for the Supplier to communicate proposed delivery date(s) and quantities for each shipment schedule.
- Rejecting PO requires reason(s) to be communicated back to Cree Buyer in the Comments Box on the Header Screen.
- Cree Buyer will be required to either Accept or Reject Supplier's proposed plan.
 - If rejected by Cree, then Buyer will contact Supplier to negotiate an agreed upon plan and then resubmit PO back to Supplier for acceptance.

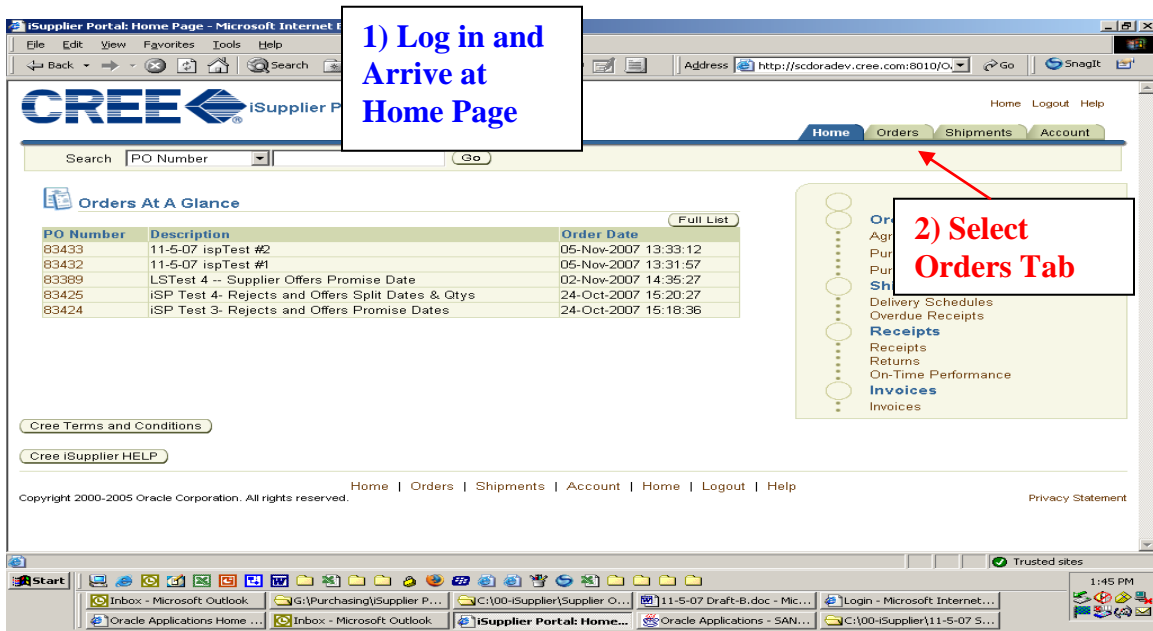
CONTACTING the Buyer and working out a MUTUALLY ACCEPTABLE PLAN and then re-submitting the PO back to the Buyer

ACCEPTING PO's --- Step by Step Flow

1. Open iSP Home Page
2. Go to "Orders to Acknowledge"
 - a. Select a PO and review line item detailed requests
3. Acknowledge PO
4. Select "ACCEPT ENTIRE PO" tab
 - a. the system will prompt User to the Submit Tab
5. Select "SUBMIT" tab
6. iSP Supplier process is complete
 - a. Cree Buyer receives email on PO's acceptance

Accepting a PO (iSP Test PO #83432)

Step 1 --- After email notification that PO 83432 has been received in Supplier's iSP queue, log into iSP and arrive at HOME PAGE. Step 2 ---- move to Orders Screen



The screenshot shows the iSupplier Portal Home Page in a Microsoft Internet Explorer browser window. The address bar shows the URL: http://scdoradev.cree.com:8010/O... The page features the CREE logo and navigation tabs for Home, Orders, Shipments, and Account. A search bar is located at the top left. The main content area displays "Orders At A Glance" with a table of orders. A red arrow points to the "Orders" tab in the navigation bar, and a red box highlights the "Orders" link in the left sidebar.

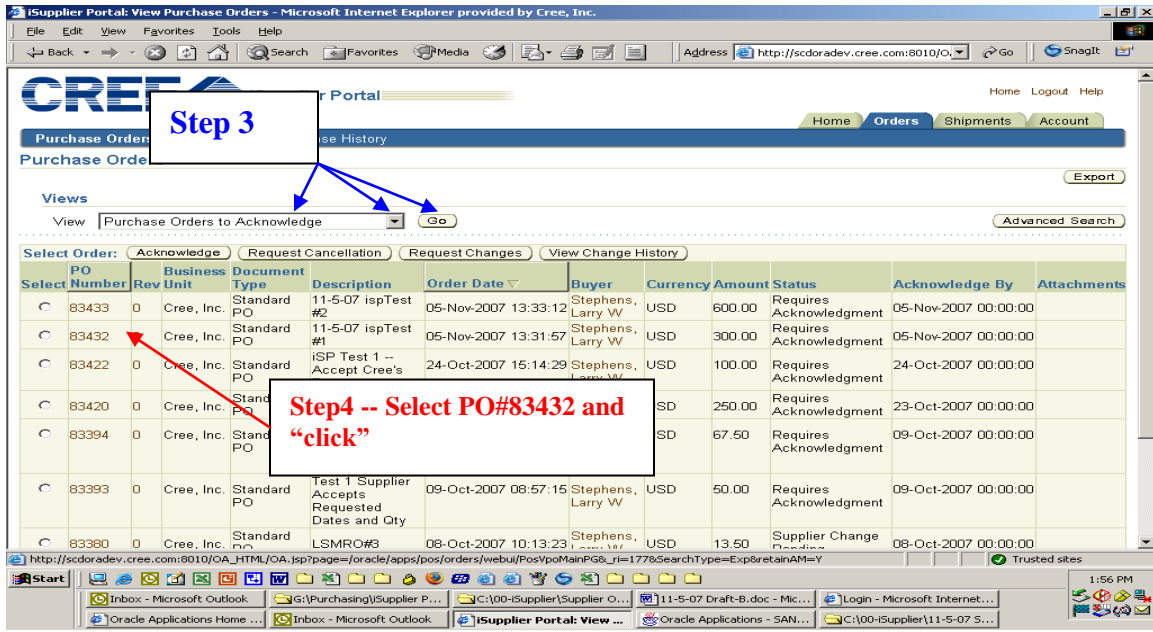
1) Log in and Arrive at Home Page

PO Number	Description	Order Date
83433	11-5-07 ispTest #2	05-Nov-2007 13:33:12
83432	11-5-07 ispTest #1	05-Nov-2007 13:31:57
83389	LSTest 4 -- Supplier Offers Promise Date	02-Nov-2007 14:35:27
83425	iSP Test 4- Rejects and Offers Split Dates & Qtys	24-Oct-2007 15:20:27
83424	iSP Test 3- Rejects and Offers Promise Dates	24-Oct-2007 15:18:36

2) Select Orders Tab

Step 3 --- At Orders Screen, use scroll down window to filter down to only Purchase Orders to Acknowledge.

Step 4 --- Select PO# 83432.



Step 3

Step 4 -- Select PO#83432 and "click"

Select Order:	Acknowledge	Request Cancellation	Request Changes	View Change History							
PO Number	Rev	Unit	Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
83433	0		Standard PO	11-5-07 ispTest #2	05-Nov-2007 13:33:12	Stephens, Larry W	USD	600.00	Requires Acknowledgment	05-Nov-2007 00:00:00	
83432	0		Standard PO	11-5-07 ispTest #1	05-Nov-2007 13:31:57	Stephens, Larry W	USD	300.00	Requires Acknowledgment	05-Nov-2007 00:00:00	
83422	0		Standard PO	iSP Test 1 -- Accept Cree's	24-Oct-2007 15:14:29	Stephens, Larry W	USD	100.00	Requires Acknowledgment	24-Oct-2007 00:00:00	
83420	0		Standard PO				SD	250.00	Requires Acknowledgment	23-Oct-2007 00:00:00	
83394	0		Standard PO				SD	67.50	Requires Acknowledgment	09-Oct-2007 00:00:00	
83393	0		Standard PO	Test 1 Supplier Accepts Requested Dates and Qty	09-Oct-2007 08:57:15	Stephens, Larry W	USD	50.00	Requires Acknowledgment	09-Oct-2007 00:00:00	
83380	0		Standard PO	LSMRO#3	08-Oct-2007 10:13:23	Stephens, Larry W	USD	13.50	Supplier Change	08-Oct-2007 00:00:00	

Step 5 --- Acknowledge PO #83432 by expanding the “show” icon to see specific delivery and quantity line item details.

Step 6 – Acknowledge receipt of PO

Orders: Purchase Orders >
Standard PO : 83432 Revision 0 (Total USD 300.00)

Buttons: Acknowledge View Change History Export

Order Information

General Information

Standard PO: 83432
Total: 300.00 (USD)
Supplier: ISP Test Supplier
Supplier Site: DURHAM NC
Address: Silicon Drive, Durham, NC 27703
Buyer: Stephens, Larry W
Order Date: 05-Nov-2007 13:31:57
Description: 11-5-07 ispTest #1
Status: Requires Acknowledgment

Terms and Conditions

Payment Terms: NET 30 DAYS
Carrier: FOB
Freight Terms: Freight Collect
Shipping Control: Bill-To Address: Cree, Inc., c/o Shared Services, P.O. Box 110005, Durham, NC 27709
Ship-To Address: Cree, Inc., 4600 Silicon Drive, Durham, NC 27703

PO Details

TIP: Click on the Show link to view shipment details of a line.
Indicates new values
Indicates cancellation request

Details	Line	Type	Item	Job Item	Description	UOM	Quantity	Price (USD)	Amount (USD)	Contractor Name	Status	Reason	Global Agreement	Attachments	Price Differentials
Show	1	Goods	300-10045		TWEEZER, FINE PTS 5-1/2"	EACH	2000	0.15	300.00		Open				

Buttons: Acknowledge View Change History Export

Orders: Purchase Orders >
Standard PO : 83432 Revision 0 (Total USD 300.00)

Buttons: Acknowledge View Change History Export

Order Information

General Information

Standard PO: 83432
Total: 300.00 (USD)
Supplier: ISP Test Supplier
Supplier Site: DURHAM NC
Address: Silicon Drive, Durham, NC 27703
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Order Date: 05-Nov-2007 13:31:57
Description: 11-5-07 ispTest #1
Status: Requires Acknowledgment

Terms and Conditions

Payment Terms: NET 30 DAYS
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PO Details

TIP: Click on the Show link to view shipment details of a line.
Indicates new values
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Details	Line	Type	Item	Job Item	Description	UOM	Quantity	Price (USD)	Amount (USD)	Contractor Name	Status	Reason	Global Agreement	Attachments	Price Differentials
Show	1	Goods	300-10045		TWEEZER, FINE PTS 5-1/2"	EACH	2000	0.15	300.00		Open				

Shipments

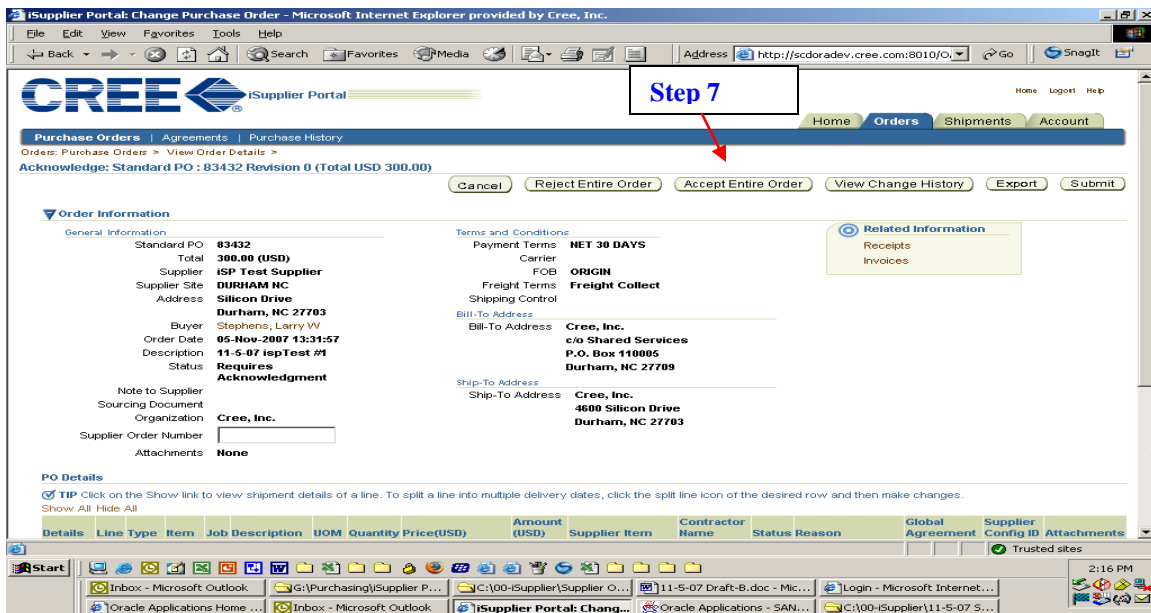
Shipment	Quantity Ordered	Quantity Received (USD)	Promised Date	Need-By Date	Supplier Order Line	Ship-To Location	Status	Reason	Split	Attachments
1	2000	0	300.00		19-Nov-2007 00:00:00	Cree, Inc.	Requires Acknowledgment			

Buttons: Acknowledge View Change History Export

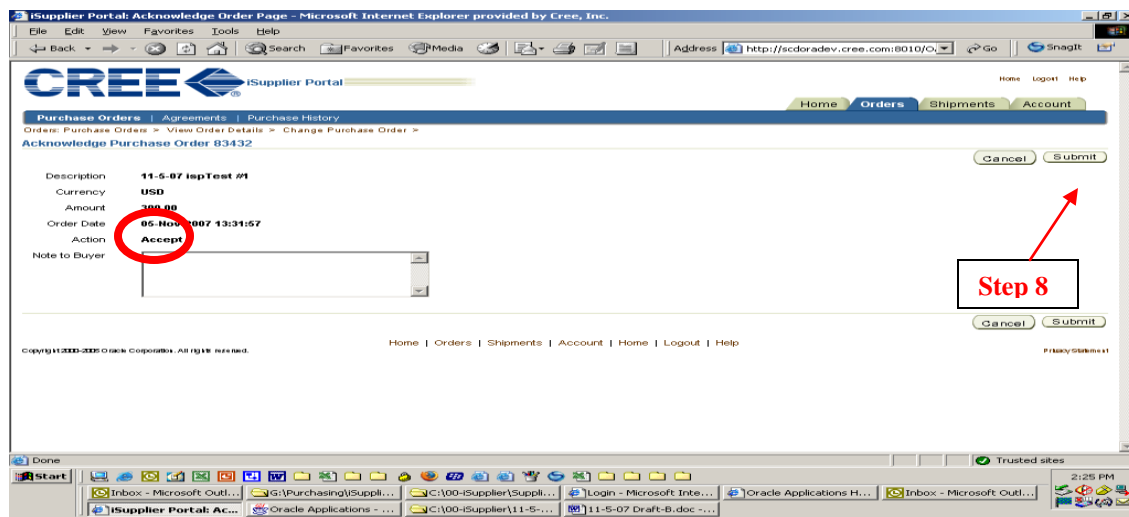
Accepting a PO (iSP Test PO #83432 cont'd)

NOTE -- For this example, Supplier has reviewed line item details and knows that it can accept Cree's PO requested date and quantities.

Step 7 – Supplier selects “Accept Entire Order” tab



Step 8 -- Supplier confirms Acceptance decision by hitting “Submit” Tab



Acceptance Process Complete

Rejecting PO's Requested Dates But **NOT CONTACTING the Buyer When Proposing an Alternative Delivery Plan to Cree**

(Example --- iSP Test PO # 83433)

In the event that a Supplier cannot meet Cree's Requested Delivery requirements, the Supplier should:

- **propose a delivery schedule in a iSP Text Box back to the Cree Buyer to consider,**
- **fill-in the REASON window**
- **select "REJECT" in the Action scroll down window,**
- **Click "Submit" the rejected PO back to Cree Buyer**

Process Flow Overview

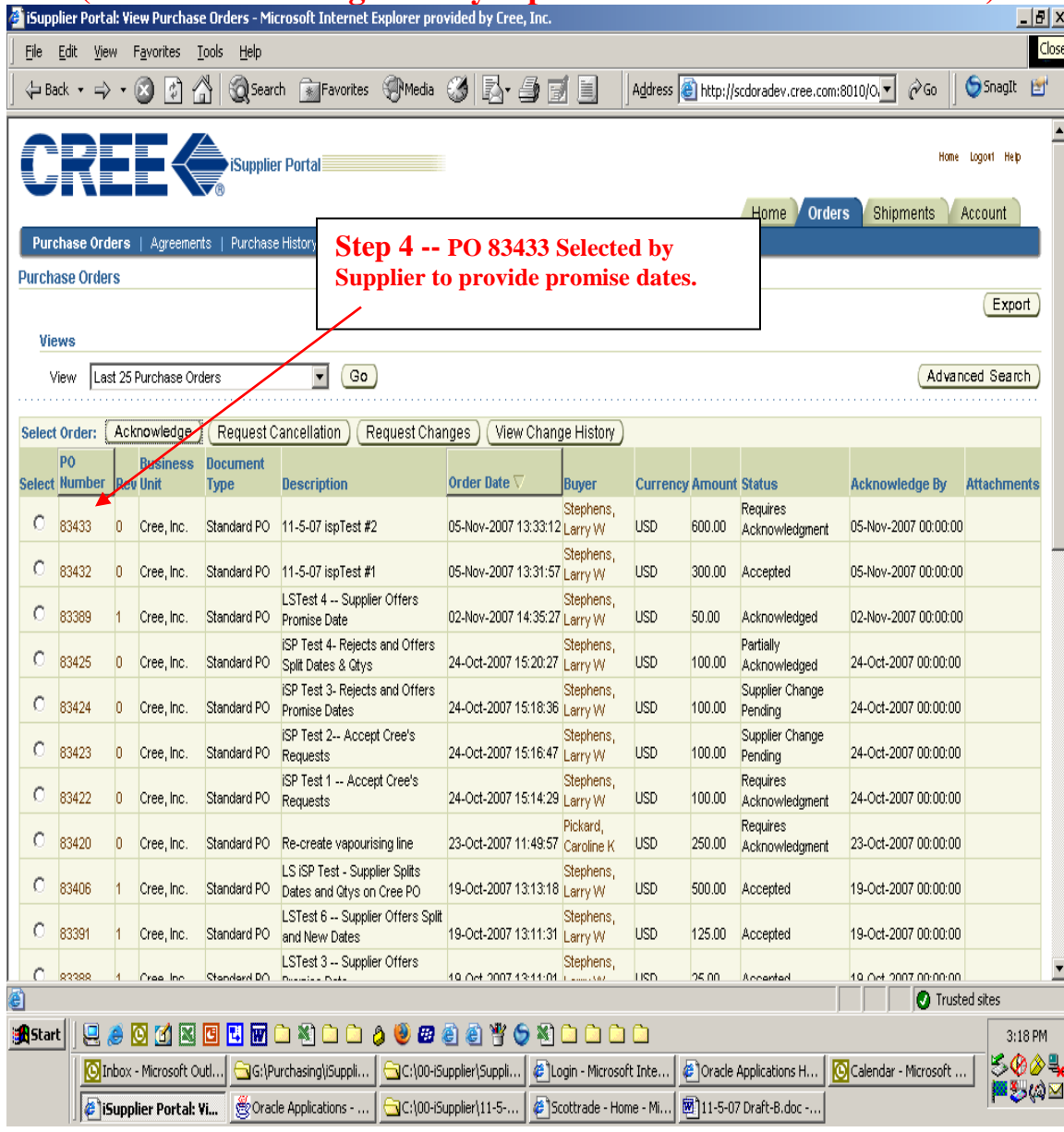
NOTE -- Steps 1 through 5 are exactly the same for both Accepting and Rejecting a PO. They are as follows:

- **Step 1 --- Log into iSP and arrive at HOME PAGE.**
- **Step 2 --- Move to Orders Screen.**
- **Step 3 --- At Orders Screen, use scroll down window to filter down to only Purchase Orders to Acknowledge.**
- **Step 4 --- Select PO # to work on (PO# 83433 in this example.)**
- **Step 5 --- Expand the "show" icon to see specific delivery and quantity line item details.**

The following screens pick up the iSP process at Step 4 as stated above:

Rejecting PO and Proposing Alternative Delivery Plan to Cree

(without contacting the Buyer prior to submittal back to Cree)



Step 4 -- PO 83433 Selected by Supplier to provide promise dates.

Select	PO Number	Business Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	83433	0 Cree, Inc.	Standard PO	11-5-07 ispTest #2	05-Nov-2007 13:33:12	Stephens, Larry W	USD	600.00	Requires Acknowledgment	05-Nov-2007 00:00:00	
<input type="radio"/>	83432	0 Cree, Inc.	Standard PO	11-5-07 ispTest #1	05-Nov-2007 13:31:57	Stephens, Larry W	USD	300.00	Accepted	05-Nov-2007 00:00:00	
<input type="radio"/>	83389	1 Cree, Inc.	Standard PO	LS Test 4 -- Supplier Offers Promise Date	02-Nov-2007 14:35:27	Stephens, Larry W	USD	50.00	Acknowledged	02-Nov-2007 00:00:00	
<input type="radio"/>	83425	0 Cree, Inc.	Standard PO	iSP Test 4- Rejects and Offers Split Dates & Qty's	24-Oct-2007 15:20:27	Stephens, Larry W	USD	100.00	Partially Acknowledged	24-Oct-2007 00:00:00	
<input type="radio"/>	83424	0 Cree, Inc.	Standard PO	iSP Test 3- Rejects and Offers Promise Dates	24-Oct-2007 15:18:36	Stephens, Larry W	USD	100.00	Supplier Change Pending	24-Oct-2007 00:00:00	
<input type="radio"/>	83423	0 Cree, Inc.	Standard PO	iSP Test 2-- Accept Cree's Requests	24-Oct-2007 15:16:47	Stephens, Larry W	USD	100.00	Supplier Change Pending	24-Oct-2007 00:00:00	
<input type="radio"/>	83422	0 Cree, Inc.	Standard PO	iSP Test 1 -- Accept Cree's Requests	24-Oct-2007 15:14:29	Stephens, Larry W	USD	100.00	Requires Acknowledgment	24-Oct-2007 00:00:00	
<input type="radio"/>	83420	0 Cree, Inc.	Standard PO	Re-create vapourising line	23-Oct-2007 11:49:57	Pickard, Caroline K	USD	250.00	Requires Acknowledgment	23-Oct-2007 00:00:00	
<input type="radio"/>	83406	1 Cree, Inc.	Standard PO	LS iSP Test - Supplier Splits Dates and Qty's on Cree PO	19-Oct-2007 13:13:18	Stephens, Larry W	USD	500.00	Accepted	19-Oct-2007 00:00:00	
<input type="radio"/>	83391	1 Cree, Inc.	Standard PO	LS Test 6 -- Supplier Offers Split and New Dates	19-Oct-2007 13:11:31	Stephens, Larry W	USD	125.00	Accepted	19-Oct-2007 00:00:00	
<input type="radio"/>	83388	1 Cree, Inc.	Standard PO	LS Test 3 -- Supplier Offers Promise Dates	19-Oct-2007 13:11:01	Stephens, Larry W	USD	75.00	Accepted	19-Oct-2007 00:00:00	

Step 5 --- Expand the “show” icon to see specific delivery and quantity line item details

5 – “Show” icon has been expanded to review Line Item details.

See statements below.

Step 6 -- Supplier Acknowledges PO

5a -- After review, Supplier will offer 2000pc on Nov26 and Dec 03

Line	Type	Item	Description	UOM	Quantity	Price (USD)	Amount (USD)	Contractor Name	Status	Reason	Global Agreement	Attachments	Price Differentials
1	Goods	300-10045	TWEEZER, FINE PTS 5-1/2"	EACH	4000	0.15	600.00		Open				

Shipment	Quantity Ordered	Quantity Received (USD)	Amount (USD)	Promised Date	Need-By Date	Supplier Order Line	Ship-To Location	Status	Reason Split	Attachments
1	4000	0	600.00		19-Nov-2007 00:00:00		Cree, Inc.	Requires Acknowledgment		

Step 5a -- After reviewing line item details, Supplier decides that they cannot meet the Purchase Order requested 4000 pcs on 19-Nov-2007.

Supplier plans to offer to ship under the following plan:

- 2000 pcs on 26-Nov-2007
- 2000 pcs on 03-Dec-2007

Step 6 -- Supplier Acknowledges PO

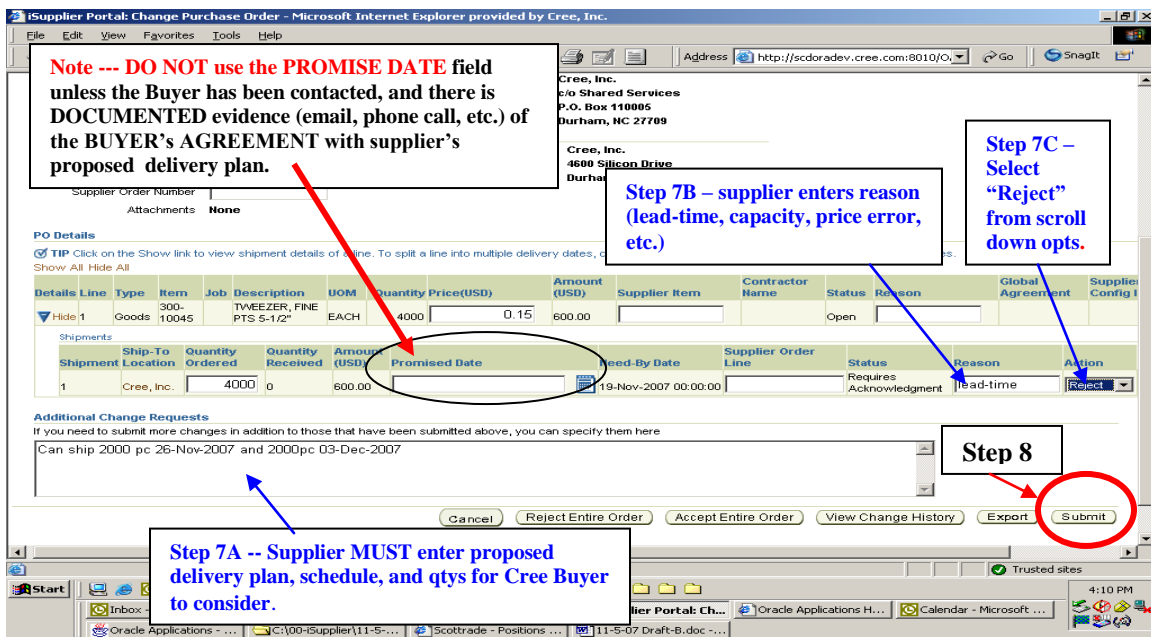
- Acknowledging PO’s simply date stamps action – does NOT imply acceptance or rejection of PO at this time.

(EXPAND SCREEN to 150% for better viewing)

Step 7 – Supplier enters required data elements:

- PROPOSED PLAN (7a) to Cree Buyer to consider
- REASON (7a) for not meeting Cree Requested Date/Qty
- ACTION (7b) – Select “REJECT” from the Oracle scroll down window options

Step 8 – Select “SUBMIT” tab and process is complete



Note --- DO NOT use the PROMISE DATE field unless the Buyer has been contacted, and there is DOCUMENTED evidence (email, phone call, etc.) of the BUYER'S AGREEMENT with supplier's proposed delivery plan.

Step 7A -- Supplier MUST enter proposed delivery plan, schedule, and qtls for Cree Buyer to consider.

Step 7B – supplier enters reason (lead-time, capacity, price error, etc.)

Step 7C – Select “Reject” from scroll down opts.

Step 8

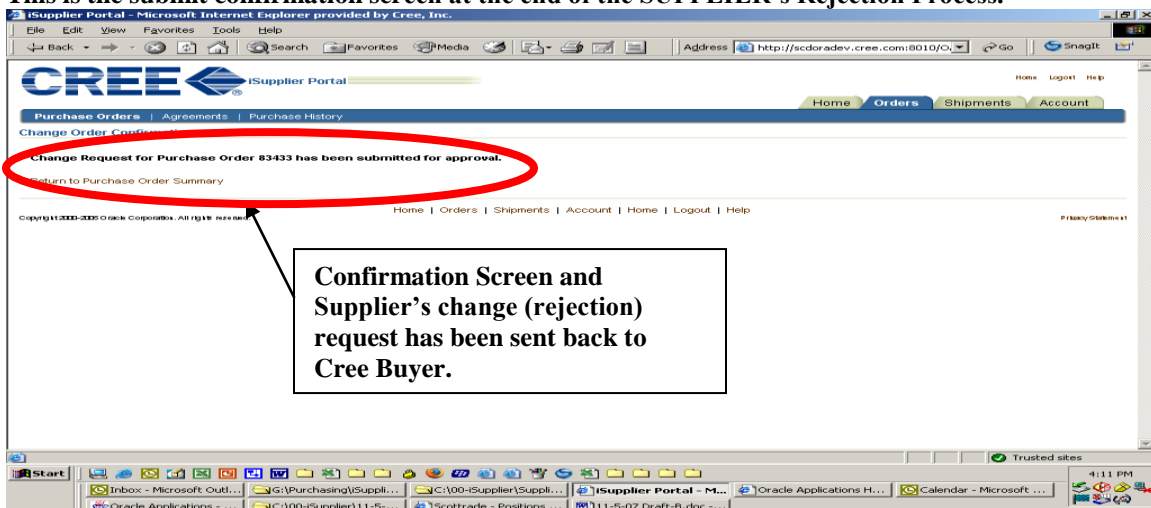
Details Line	Type	Item	Job	Description	UOM	Quantity	Price(USD)	Amount (USD)	Contractor Name	Status	Reason	Global Agreement	Supplier Config
Hide 1		300		TWEezer, FINE	EACH	4000	0.15	600.00		Open			

Shipments	Ship-To	Quantity Ordered	Quantity Received	Amount (USD)	Promised Date	Need-By Date	Supplier Order Line	Status	Reason	Action
1	Cree, Inc.	4000	0	600.00		19-Nov-2007 00:00:00		Requires Acknowledgment	Lead-time	Reject

Additional Change Requests
If you need to submit more changes in addition to those that have been submitted above, you can specify them here
Can ship 2000 pc 26-Nov-2007 and 2000pc 03-Dec-2007

Buttons: Cancel, Reject Entire Order, Accept Entire Order, View Change History, Export, **Submit**

This is the submit confirmation screen at the end of the SUPPLIER's Rejection Process.



Change Request for Purchase Order 83433 has been submitted for approval.

Confirmation Screen and Supplier's change (rejection) request has been sent back to Cree Buyer.

Return to Purchase Order Summary

Proposing Alternative Delivery Plan to Cree WITH BUYER'S AGREEMENT to the Plan

Note – **Expand Screen View to 150%** to view details.

All actions in Steps 1-6, as previously stated, are unchanged.

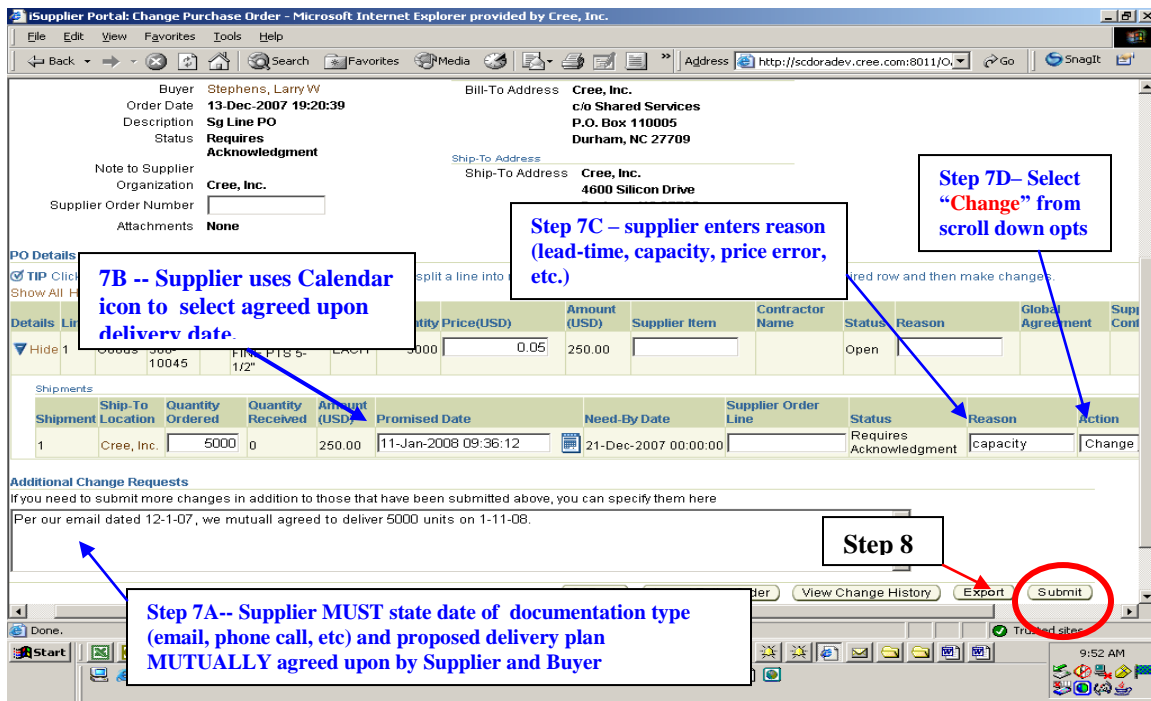
The following screens are procedures whenever the Supplier is offering a proposed delivery plan AND:

1. Supplier has contacted the Buyer with their Plan,
2. Buyer has AGREED to the Supplier's Proposed Plan,
3. Both Parties have documentation confirming the proposed plan was mutually agreed upon by Supplier and Buyer.

Step 7 – Supplier enters required data elements:

- 7A -- PROPOSED PLAN to Cree Buyer to consider
- 7B -- ENTERS PROMISE DATE (using Calendar Icon) as agreed upon with Cree Buyer
- 7C -- REASON for not meeting Cree Requested Date/Qty
- 7C – ACTION – Select **“CHANGE”** from Oracle scroll down window options

Step 8 – Select “SUBMIT” tab and process is complete.

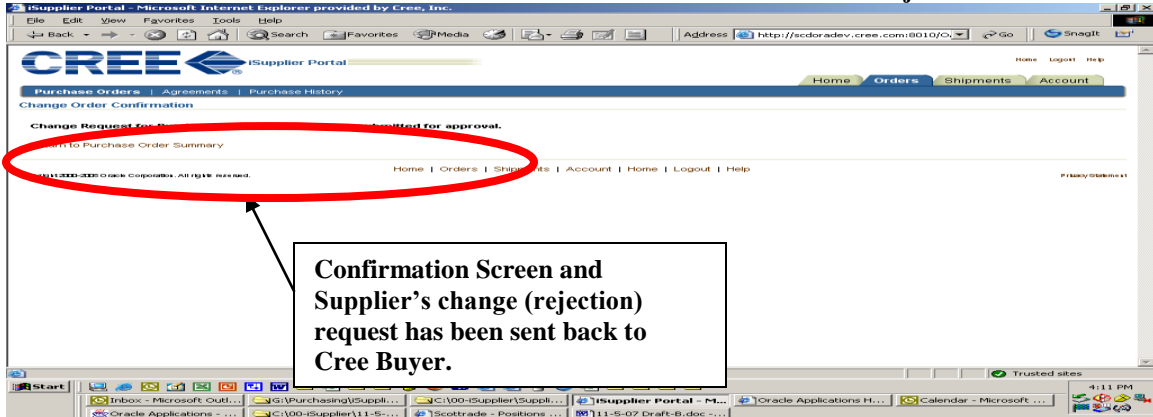


The screenshot shows the 'Change Purchase Order' screen in the iSupplier Portal. The browser title is 'iSupplier Portal: Change Purchase Order - Microsoft Internet Explorer provided by Cree, Inc.'. The address bar shows 'http://scloradev.cree.com:8011/O...'. The page contains various fields for Buyer and Ship-To information, a table for PO Details, and a table for Shipments. Annotations with arrows point to specific elements:

- Step 7A:** Points to the 'Supplier Order Number' field.
- Step 7B:** Points to the 'Promised Date' field in the Shipments table, with a callout box stating: '7B -- Supplier uses Calendar icon to select agreed upon delivery date.'
- Step 7C:** Points to the 'Reason' field in the Shipments table, with a callout box stating: 'Step 7C – supplier enters reason (lead-time, capacity, price error, etc.)'.
- Step 7C:** Points to the 'Action' dropdown menu in the Shipments table, with a callout box stating: 'Step 7D– Select “Change” from scroll down opts'.
- Step 8:** Points to the 'Submit' button at the bottom right of the page, which is circled in red.

Additional text on the screen includes: 'Note to Supplier', 'Supplier Order Number', 'Additional Change Requests', and 'Per our email dated 12-1-07, we mutually agreed to deliver 5000 units on 1-11-08.'

This is the submit confirmation screen at the end of the SUPPLIER's Rejection Process.



Supplier's iSP Process Complete

Cree Buyer's Review & Process Steps on "Rejected" PO's

Once the Supplier has rejected the Cree PO and submitted their proposed delivery / shipment plan back to the Cree Buyer for review, the following process steps summarize actions to be taken by the Cree Buyer:

1. iSP notifies Buyer of PO's requiring their attention
2. Buyer logs into the iSP Buyer Home Page
3. Buyer reviews Supplier's proposed delivery plan
4. If Buyer **agrees** to the Supplier's proposed plan, then Buyer will
 - a. modify PO to the Supplier's proposed plan and
 - b. resubmit back through iSP to Supplier.
5. If the Buyer **does not agree** with the Supplier's proposed plan, the rejected iSP PO will:
 - a. Buyer will personally contact Supplier to work out agreed upon delivery/qty/price plan.
 - b. PO will remain in the Buyer's queue until a mutually agreed upon promise date is determined.
 - c. Whenever Supplier and Buyer agree upon a plan, then Buyer will modify PO and resubmit to Supplier via iSP as stated in Step 3 above.

Whenever the Cree Buyer resubmits the modified PO back through iSP to the Supplier, the normal iSP processing steps, as previously detailed, will begin again.



Buyer’s Procedures for
Pre-Acceptance
of a Supplier’s Proposed Delivery Plan

The following procedure applies **ONLY** when **BOTH** of the following have taken place before Supplier submits a PO’s with alternative delivery plan(s) back to the Buyer:

- Supplier **CONTACTED** the **BUYER** (phone, email, etc) communicating proposed delivery or pricing plan, and
- **BOTH PARTIES** have **MUTUALLY AGREED** upon the Supplier’s proposed delivery or price alternative plan(s),

Once the aforementioned requirements are satisfied, the Supplier will submit the “changed” PO with **PROMISED DATE(s)** entered in the Promise Date window.

Upon receipt of the “changed” PO via iSupplier, the Cree Buyer will execute the following process steps:

- Buyer logs into the iSP Buyer Home Page
- Buyer reviews Supplier’s proposed delivery plan and
- Revises the PO according to the mutually agreed upon plan.

The PO will now go back to the Supplier, via the normal iSP process whereby the Supplier will Acknowledge and Accept the PO according to the agreed upon plan between Supplier and Buyer.
