

Vendorportal onboarding

Presentation of the solution and different statuses
in Vendorportal

Introduction – Vendor Portal

Receive and confirm / modify orders

- Materials: Confirm with or without changes in delivery date and volume
- Materials without price: Entering price
- Services: Confirm purchase order without changes

Submit Service Entry for approval

- Approval allows for invoicing

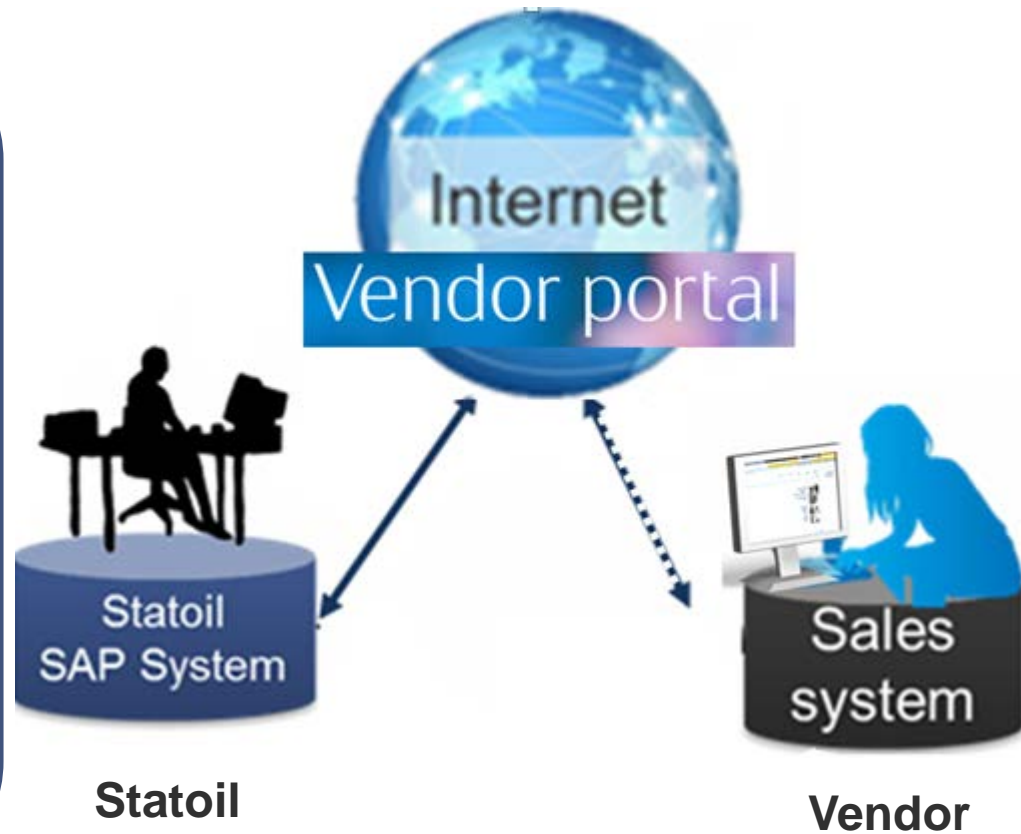
Receive payment certificate

- Reported hours for external employees in SAP (CATS)

Invoicing

- Materials
- Approved Service Entry
- Invoice Certificate

Submitting credit note



Benefits of using the Vendor Portal



Vendor Portal on Statoil.com

Information on Statoil.com - [link](#)

The screenshot shows the Statoil Vendor Portal website. At the top left is the Statoil logo, a pink flower-like shape. To its right is a search bar with the text "Search". Below the logo and search bar is a navigation menu with the following items: "Our Operations", "Technology & Innovation", "Sustainability", "Careers", "Investor Centre", "News & Media", and "About Statoil". Below the navigation menu is a breadcrumb trail: "Home / Our Operations / Procurement / Vendor portal". The main content area has a blue background with a large white "Vendor portal" heading. To the left of the heading is a vertical menu with the following items: "WELCOME", "WHAT", "WHY", "HOW", "Q&A", and "User documentation". Below the heading is a paragraph of text: "A web based tool where suppliers log on to collect Purchase orders and submit documentation and invoices. The purpose of the portal is to make all electronic communication available in one place and to support streamlined processes related to ordering and payment." Below the text are three columns, each with a heading and an image: "MATERIALS" with an image of rebar, "SERVICES" with an image of a worker in a red safety vest, and "CONSULTANCY HIRE" with an image of a woman looking at a laptop. Below the "MATERIALS" heading is the text "Select the type of process to learn more."

Purchase Order (PO) status in VP

Purchase Order Status	Meaning
<i>New</i>	This status is set automatically in SUS (Vendorportal) when a purchase order is received from the procurement system.
<i>In Process</i>	This status is set by the supplier when the supplier <u>saves</u> a PO that is being processed. Note that the PO confirmation has not been sent but only saved.
<i>In Process</i>	This status (in bold) is set automatically in SUS (Vendorportal) when a purchase order update/change is received from the procurement system
<i>Confirmed</i>	This status is set automatically when supplier confirms all of the items in a purchase order.
<i>Partially Confirmed</i>	This status is set automatically when supplier confirms some, but not all, of the items in a purchase order.
<i>Rejected</i>	This status is set automatically when supplier rejects all of the items in a purchase order.
<i>Canceled by Customer</i>	This status is set automatically if the purchaser deletes all the items in a purchase order
<i>Creation Completed</i>	Purchaser changed status on PO to Delivery Completed

Service Entry (SE) Status in VP

Service Entry Status	Meaning
<i>In Process</i>	This status is set automatically set when a confirmation is created and then saved. Note that the Service Entry has not been sent but only saved. The service items will also have status In Process.
<i>Completion Reported</i>	This status is set automatically after the Service entry has been confirmed. The service items will have status Sent
<i>Rejected by Customer</i>	This status is set automatically when the requisitioner or task manager rejects a service entry. The service items will have status Cancelled
<i>Accepted by Customer</i>	This status is set automatically when the the requisitioner or task manager accepts a Service Entry. The service items will have status Accepted

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time for **good ideas**

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