iSupplier Quick Reference Cards

GENERAL TIPS & USER PREFERENCES

PURPOSE	Know more about General Tips & User Preferences
SCOPE	General tips & Preferences page

A. GENERAL TIPS

The following information will assist you while navigating through iSupplier.

Back Button of the Browser

 Do not use the Back button on your browser. This can cause errors in the application.

Various Icons
An asterisk {*} prior to a field name indicates that the field is required and must be populated with the information requested.

The pencil icon allows you to make field updates.

Click on the calendar icon to select a date.

 This feature lets you export the Search results in the .tsv format.

This can be opened in the excel format and further analysis.

The magnifying glass icon allows you to search a field for a list of values. If you know the field value, begin typing it and click the tab key. The field will populate. If you do not know the value, click the magnifying glass icon. The Search and Select screen will populate. Click Go for the list of values. Click Quick Select to populate the value in the field.

[%] Use the percent sign % to perform a search with incomplete information.

Example: To search for Abdulrahman Fahad Alhaqbani, type either: Abdulrahman % or % Alhaqbani or Abdulrahman% Fahad% Alhaqbani . We refer to this functionality as a Wildcard search.

 This means there is an attachment in the field. Click on the same to review or update the attachment. iSupplier allows Text,URL or File as a Attachment.

iSupplier Quick Reference Cards

Search Features

Simple Search: From the Home Page click the Full List button, located under Orders at a Glance. This feature allows you to search for the following: All Purchase Orders, Purchase Orders to Acknowledge and Purchase Orders Pending Supplier Change.

Advanced Search: From the Home Page click the Full List, located under Orders at a Glance, Then click on the Advanced Search button. Enter the search criteria. Select the applicable field, show data when any/all conditions are met.
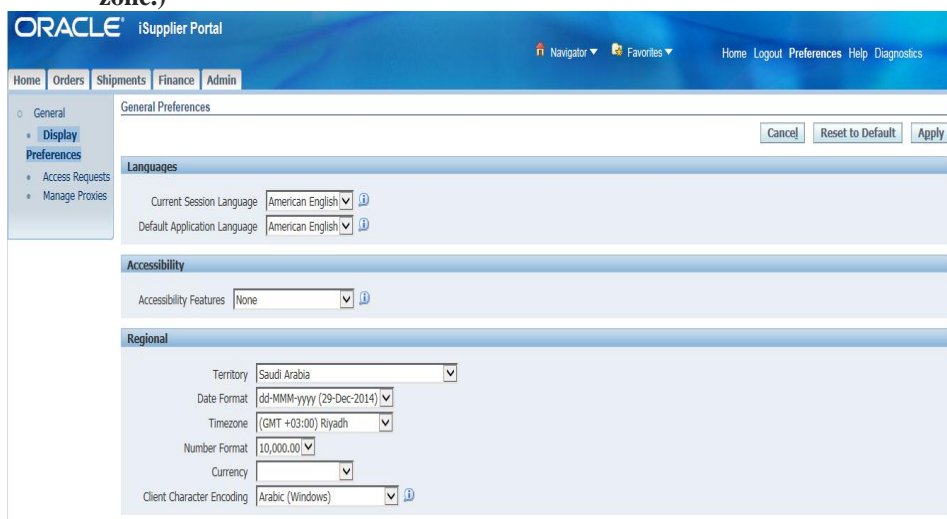
iSupplier Quick Reference Cards
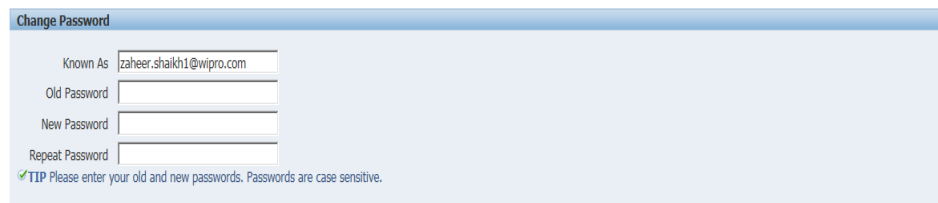
B. USER PREFERENCES

Users can change settings or preferences at any time using the Global Button "Preferences" in the upper right hand corner of the screen. The various preferences that can be changed are:

- **General** – Language, Territory, Time Zone, Client Character Encoding, and Accessibility features. (Note: Date and time values are always displayed in the users preferences even if NWC is in a different time zone.)

- **Notification** – Select how notifications are to be received in e-mail.
- **Formatting** – Define how the date/time and numbers are presented in the user account.
- **Password** – Reset or change the user account password. (A valid password must be at least five but not more than 30 characters. Passwords can be numeric, alphanumeric, or special characters.)

To save changes that have been made, select the "Apply" button towards the right hand of the
Screen located near the top or bottom of the page. To discard changes, select "Cancel."