1   Contents

2   Log into the Viasat Oracle iSupplier System:

When you are engaging Viasat you should be given login information. This will allow you to access Viasat's Oracle iSupplier system.

Landing Page: In order to access Viasat specific information in regards to Purchase Orders and payments you will need to choose Viasat iSupplier Portal. You will be notified of any items that are pending in the middle column of the webpage called Worklist.
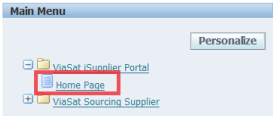
**Navigation:** Viasat iSupplier Portal
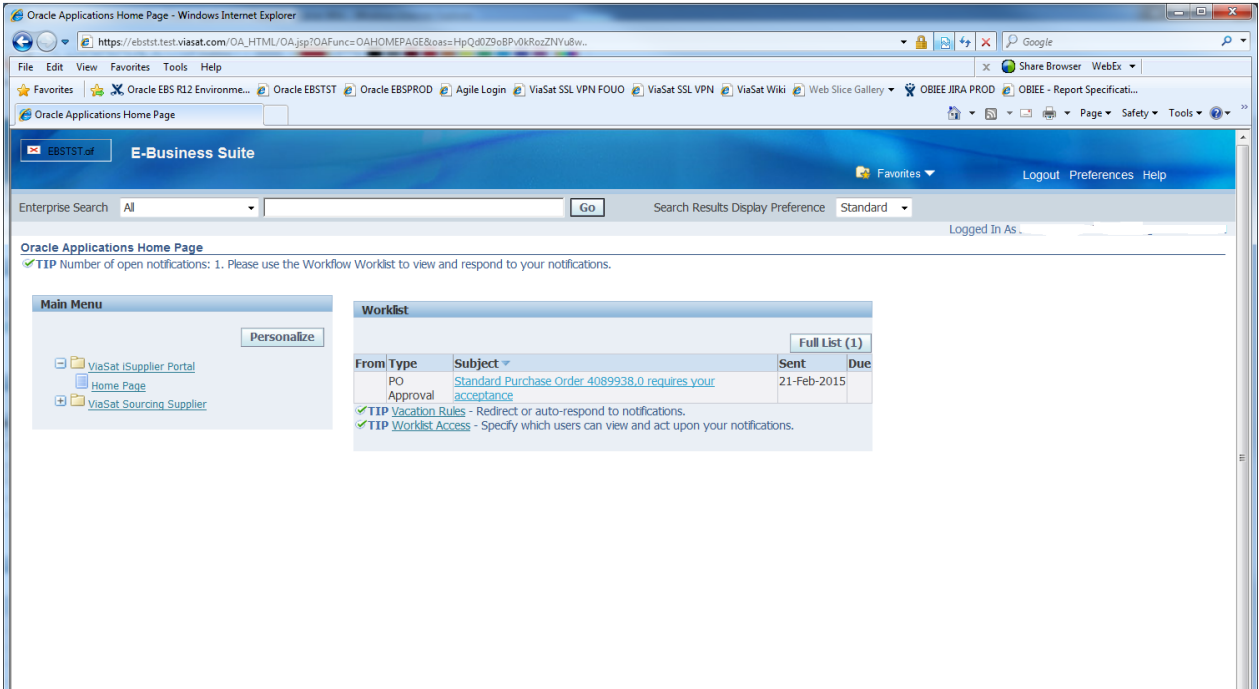
3   Home:

This is where you will be able to see any pending notifications that Viasat needs you to respond to. Also from this screen you will be able to view your up and coming orders with Viasat. You can also see your recent ASN's that you have submitted.

From this page you will be able to navigate throughout the entire page. You can also come back to this page at any time by clicking the "HOME" tab in the upper left had corner of the page. If for any reason you click the "Home button you will need to reselect Home Page option under iSupplier Portal.

Using the search feature on this page will bring you to the orders section, which will be covered in the next section.
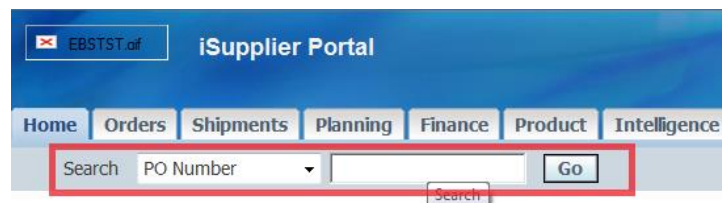
4   Orders:

In the orders section is where you will be able to find out all the information in regards to your orders with Viasat. The default screen you will be brought to is the Purchase Orders section.

Navigation: Orders > Purchase Orders

Purchase Orders - At a glance will show you all of your Purchase Orders with Viasat. Here you have the ability to Acknowledge, Request Cancellation, Request Changes and View Change History of a Purchase Order. If you do not see a purchase order right away, you can either click the "NEXT 25" button or the Advanced Search button.

You can also sort your view by All Purchase Orders, Purchas Orders to Acknowledge or Purchase Orders Pending Supplier Change. These will all give you different Purchase Orders that may be in a different

status. There are 2 other quick tricks that you may be able to sort. You can click the header of ("Order Date" or "PO Number" and the entire list will be sorted by ascending or Descending based on that field.

4.1   Acknowledging Purchase Orders

Navigation: Orders > Purchase Orders. Or Notifications > Subject

There are 3 ways as a supplier that you can acknowledge Viasat Purchase Orders.

1) The login splash page allows you to quickly acknowledge your Viasat Purchase Order by clicking the link that states the Purchase Order that needs acknowledging (refer to #1).

2) When you enter the iSupplier Portal you can quickly see your notifications. Some of the notifications will be Purchase Orders that need your acknowledgement (refer to #2).

3) By Clicking the 'Orders' Tab and selecting the view 'Purchase Orders to Acknowledge' (refer to #3).

4) Also by clicking the 'Orders' tab and searching for the status of 'Requires Acknowledgement" (refer to #4).

1)

2)

3)

4)

4.2 Requesting Changes to a Purchase Order

Navigation: Orders > Purchase Orders.

There may be many circumstances when you need to make modifications to a Purchase Order that you have with Viasat. In this case you can change
You can find the Purchase Order that you are trying to make modifications to by either following the search option on the main Home page (refer to screenshot #1 below). You can also just select the Purchase Order from the list on the Orders page and click the radial button. Then select 'Request Changes' from the list of options.

Upon clicking you will be taken to the PO Details screen. At first glance you will only be able to make changes to the line item price of the Purchase Order.

4.2.1 Make a Change to a Promised Date

In order to do this you will need to follow the previous paragraph and then click on the 'Show' button.

Once you have opened the shipments details of the Purchase Order line, now you are able to make a change to the Promise Date. Click on the Calendar and select the new Promised date. *Viasat views the Promised Date on a purchase order as the Date that the item is to arrive on Viasat's dock*. When you make a change to the Promised Date you will need to select a 'Change Reason' for the change in Promised Date.

Also take note here that you want to choose an 'Action' as well and any possible additional Change Requests or additional notes as well.

When you have completed filling in the required information, click the 'Submit' button. When all the required information has been filled out, you should receive the below screenshot and then click 'Return to Purchase Order Summary'.

Change Order Confirmation

Change Request for Purchase Order 4089938 has been submitted for approval.

Return to Purchase Order Summary

4.3   Viewing PO Details

Navigation: Orders > Purchase Orders.

In order to view additional information on a Purchase Order from Viasat, you will need to Click on the Purchase Order Number.
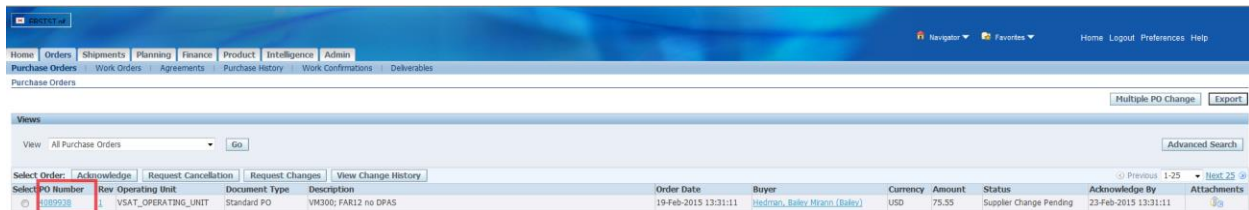
From the Details screen you will see a number of items all in one place. At the very top you will see the PO and the revision. Also, you will see your company information under the 'General' and the Purchase Order's Terms and Conditions, Ship to address and Bill to address. In addition you can see the amount Viasat has received against the Purchase Order, the dollar amount that we have received invoices for on the Purchase Order and if the Purchase Order has been paid or not.
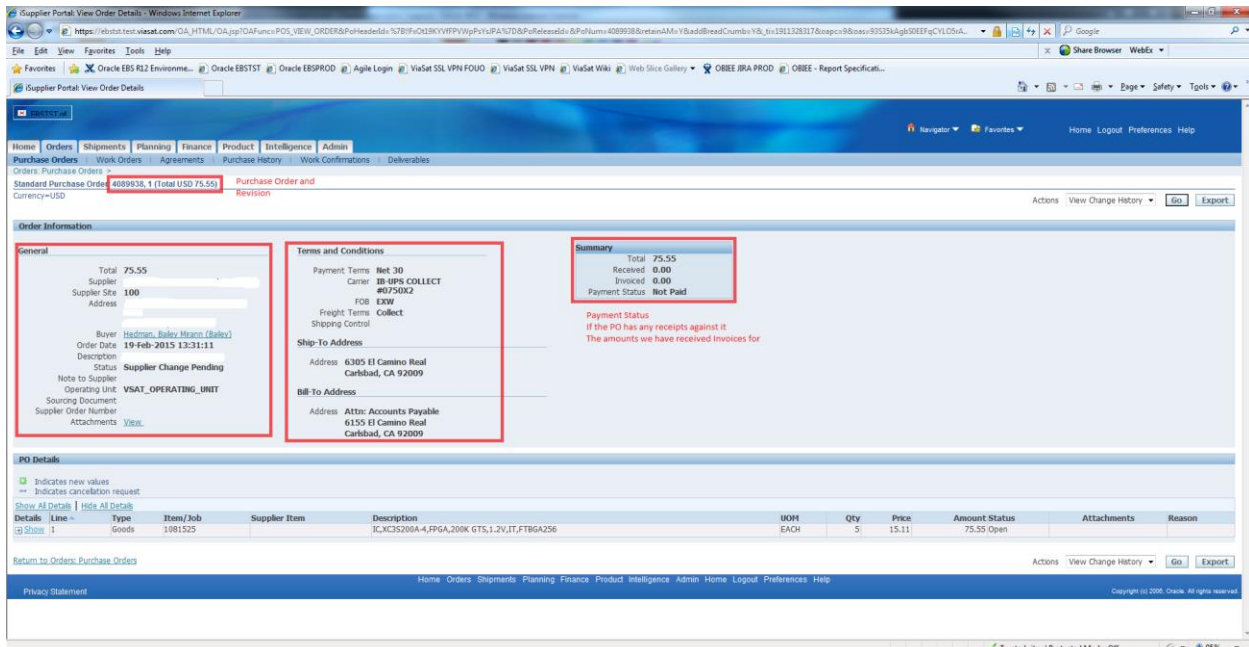
4.4 Viewing Viasat Work Orders

Navigation: Orders > Work Orders.

Viasat is not currently utilizing this feature.

4.5 Viewing Viasat Agreements with your Company

Navigation: Orders > Agreements.

Viasat is not currently utilizing this feature.

4.6 Purchase History

Navigation: Orders > Purchase History.

Enter the Purchase Order that you would like to view any history on. Click the 'Go' button. This will allow you to see all of the changes that have happened to that Purchase Order in a line by line detail.

4.7 Work Confirmations

Navigation: Orders > Work Confirmations.

Viasat is not currently utilizing this feature.

4.8   Deliverables

Navigation: Orders > Work Confirmations.

Viasat is not currently utilizing this feature.
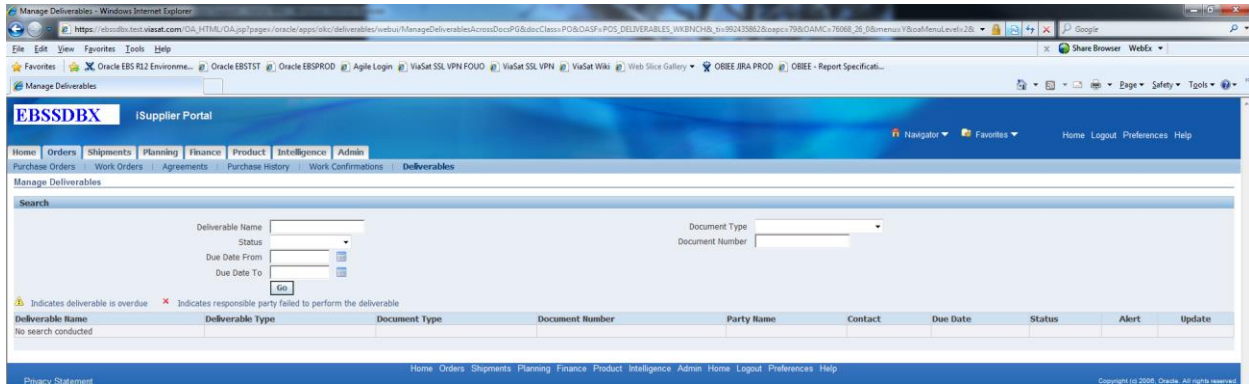
5   Shipments

5.1   Viewing On-Time Delivery

Navigation: Shipments > Delivery Schedules.
In order to view On-Time Delivery Dates on Purchase Order, navigate to the 'Shipments' tab.
You will enter the Purchase Order number and Click 'Go.' This will bring up the Quantity
Ordered, Promised Date, Quantity Received and the On-Time Delivery date.
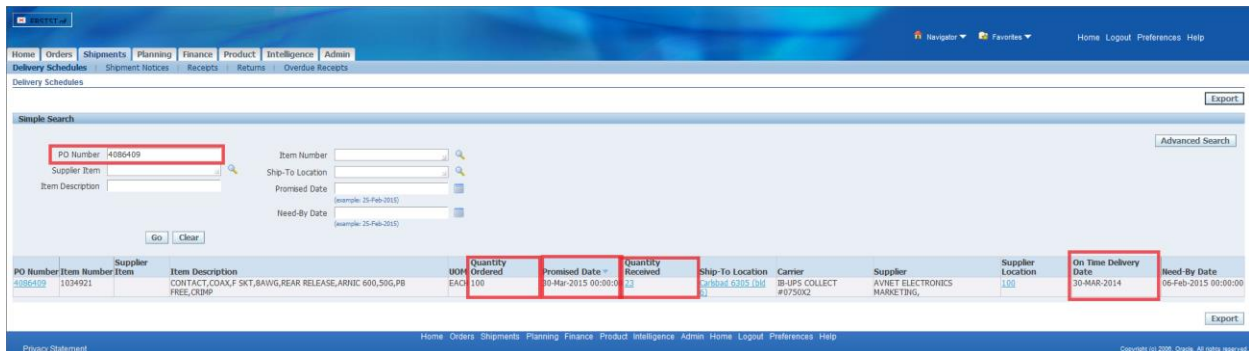
5.2   Creating an Advanced Shipment Notice (ASN)

Navigation: Shipments > Shipment Notices.

Viasat utilizes the Advanced Shipment Notice to expedite the receipt of material. Click on the 'Shipments'
tab, then Shipment Notices.

In order to create an Advanced Shipment Notice, click on the 'Create Advance Shipment Notices' button. You will be presented with a list of Purchase Orders that have Shipments that are due to Viasat this week. *In order to see all shipments available click the drop down menu shown below.*

This will give you all of your purchase orders with Viasat that have available shipments to be created against them.

As a supplier you have the ability to have multiple items on 1 ASN. As a rule Viasat asks that you only include items that are per packing slip number. This will be clearer shortly. Select the check box on the appropriate Purchase Order lines and Shipments that you are going to be shipping to Viasat on your packing slip.

Take note that you are now at the shipment lines on this ASN. Please be aware of the 'Already Shipped Quantity', 'Quantity Received' before entering the Quantity that you plan to ship. The Quantity Shipped will default in the amount remaining to be shipped on that line. (i.e. if you have 100 items to ship but Viasat has already received 23, the line will default with 77 in the quantity shipped field).

Following is a checklist when creating your ASN for Viasat.

#1 – The ASN number should be the same as the packing slip number. In order for receiving to process receipts efficiently, they need to know what the ASN number is, so making the ASN number the same as the packing slip number is easiest way to do it. If the ASN number is different than the packing slip number, the ASN number should be noted on the packing slip sent to us. If for any reason you make an error when creating the ASN or there was an error when processing your ASN, then Viasat may ask you to put a -1 at the end of the ASN.

#2 – ASNs should have a 1 to 1 ratio with a packing slip/shipment. Please ensure that you are uploading the packing slip as an attachment when creating the ASN. Suppliers should not submit multiple ASNs for the same packing slip/shipment. Suppliers should not combine multiple packing slips/shipments into a single ASN.

#3 –Tracking numbers must be provided in the Tracking Number field located in the Freight Information header in the ASN entry. The only exception is for Ship in Place transactions, where the tracking number would be entered as SHIPPED IN PLACE.

#4 – For drop shipments to third parties or "ship in place" situations, the supplier needs to attach a scan of the packing slip to the ASN. This will avoid us needing to contact the supplier to obtain said packing slip by email.

#5 – ASNs need to be submitted in iSupplier prior to the material arriving at our dock. Failure to do so will delay the receipt of the shipment, and thus payment, and also result in unnecessary emails being sent to the supplier.

#6 – ASNs should only be submitted by suppliers who are required to do so (those on ERS). Suppliers not required to submit ASNs should not be submitting ASNs.

When you have entered in the correct number of units that you are going to ship, click on the Shipment Header. Now you are ready to enter in the required information in order for Viasat to process your ASN.
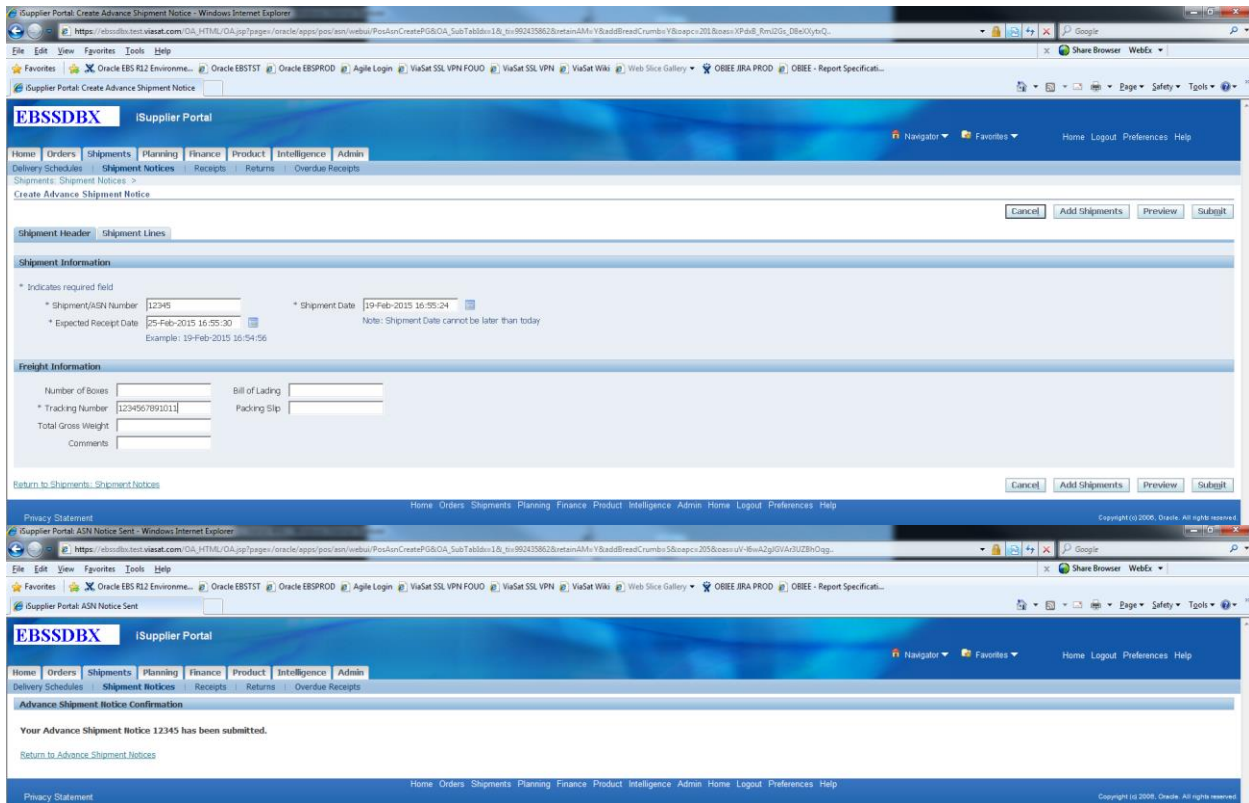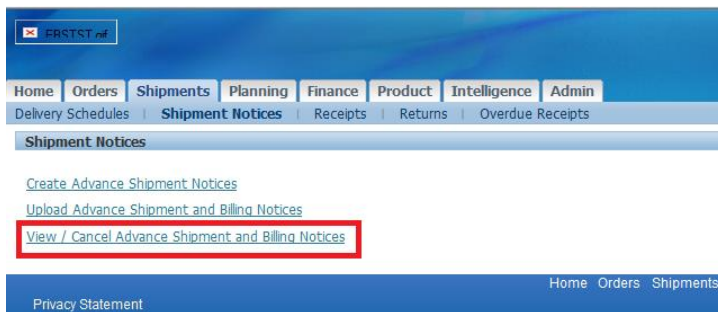
When all of that information is correct click the 'Submit' button and you should see your ASN number on the next screen.
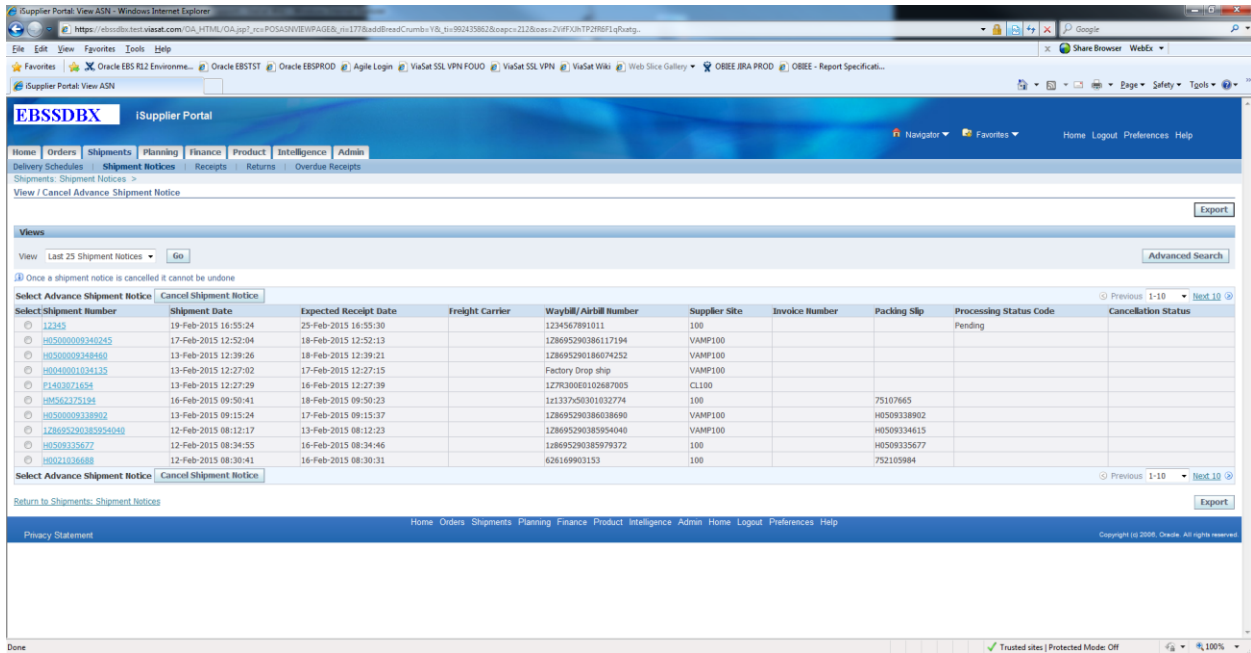
5.3   View/Cancel Advance Shipment Notice (ASN)
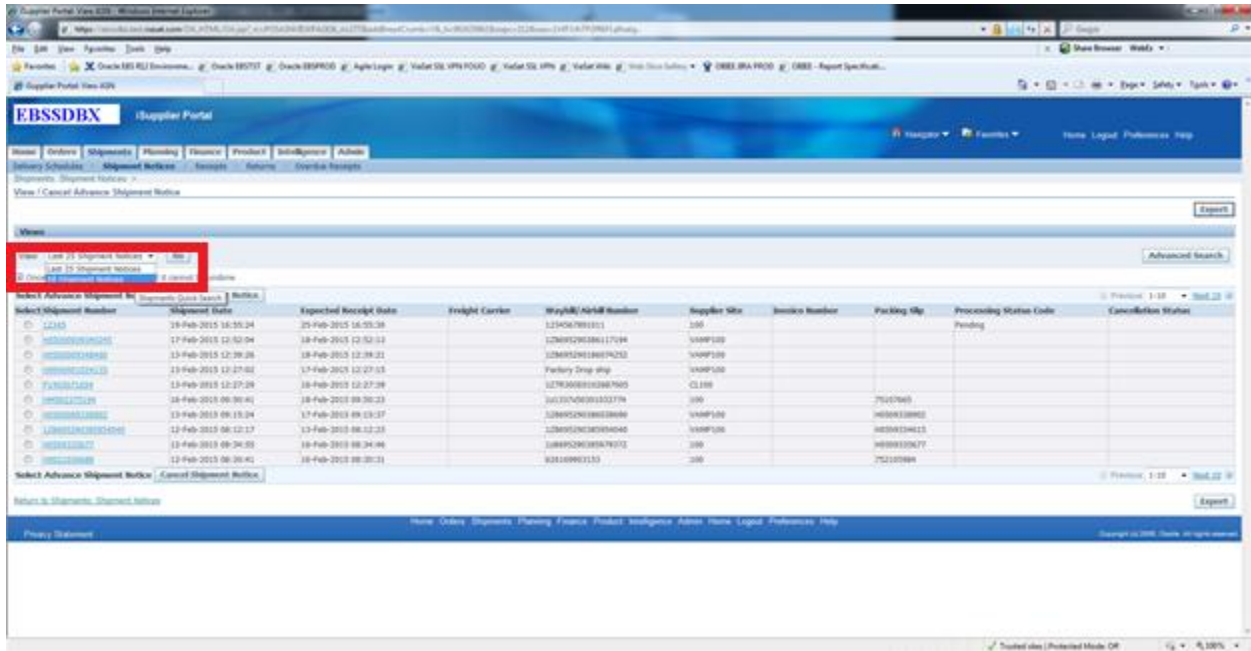
Navigation: Shipments > Shipment Notices.

As a supplier to Viasat you also have the ability to view the ASN's that you have created and cancel them.

Click the View/Cancel Advanced Shipment and Billing Notices. You will see a list of ASN's that you have created.

If you do not see your shipment number listed, you may need to click the drop down menu for 'All Shipment Notices.'

Select the Shipment Number that you wish to cancel

When you have selected the 'Cancel Shipment Notice' and there are no lines that have already been received against that Purchase Order by Viasat, you should get the below message from the system telling you that your cancellation request has been submitted.
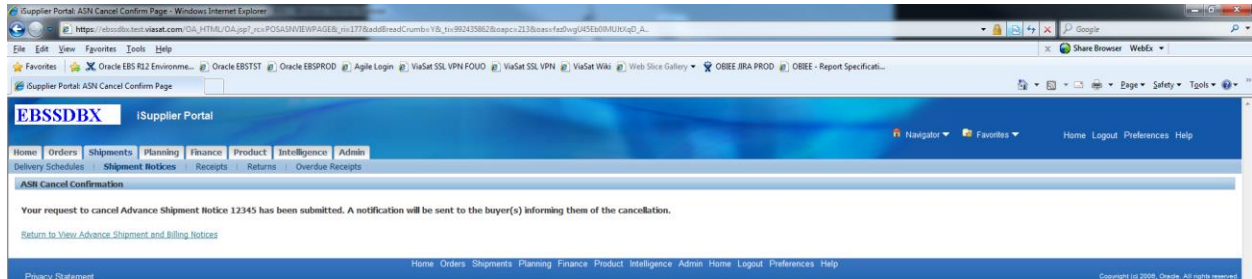
5.4   Viewing Receipts

Navigation: Shipments > Receipts.

To find out if Viasat has received your shipment, you will need the Purchase Order number that you made your shipment against.

Once you have entered the Purchase Order number you should be given the list of receipts or just the receipt against that Purchase Order. You can click on the Actual receipt number to get more details on the receipt itselfd.

5.5   Viewing Returns

Navigation: Shipments > Returns.

If you would like to view returns that Viasat has either in transit to your facility or all returns associated with a Purchase Order enter it here.

Click on the 'Receipt Number' to get additional information about the receipt that it was captured against.

5.6   Viewing Overdue Receipts

Navigation: Shipments > Overdue Receipts.

If you would like to see what Purchase Orders are overdue to Viasat click on the Overdue Receipts. You can either enter a specific Purchase Order number, or you can just click the 'Go' button without a Purchase Order to return all Purchase Orders that are showing as receipts that are overdue.

To get more information on the Purchase Order that is still pending a receipt, you can click the actual Purchase Order number for Details.

6   Planning

Navigation: Planning

Viasat is not currently utilizing VMI or Forecasting features.

7   Finance

7.1   View Invoices

Navigation: Finance > View Invoices

Viasat's iSupplier Portal allows you to view your invoices that have been received and entered into Viasat's system for payment processing. The easiest way to view invoices is to search by Purchase Order number. You can also do an open ended search by clicking the 'Go' button (this will return all invoices). When the system returns your results you will be able to see a number of important information. The first of which would be the Invoice number and then Payment Status.

When you click on the 'Invoice Number' it will give you the details of that invoice. You will be brought to the Invoice Lines tab, which will give you an overview of each line on the Purchase Order. You can also view 'Scheduled Payments' and any 'Hold Reasons' that exist for the Purchase Order in question.

7.2   View Payments

Navigation: Finance > View Payments

Viasat's iSupplier Portal allows you to view any payments that have been issued to your company. In this search you can enter a Purchase Order number to search or you can do an open ended search just by clicking the word 'Go' with nothing entered. You can also sort this list by Payment, Payment Date, Amount and Status. If you would like to view the invoice information, you can click on the Invoice number and it will take you to detailed invoice information as described in the section before this.

If you click on the Payment number you will be brought to a more detailed information on the payment itself. *Take note of the PO Number as there may be multiple Purchase Orders paid on one check.

8   Product

8.1   Supplier Items

Navigation: Product > Supplier Items

In order to view Viasat part numbers that are related to your companies item numbers, you can utilize the 'Supplier Items' tab. In order to search this field, navigate to the Products tab and make sure the supplier items is selected. Run an open ended search by clicking the 'Go' button and not entering a supplier item or Viasat 'Item' unless you want to search for a specific item. 8Not all items may show up as this is not a regular practice utilized by Viasat.
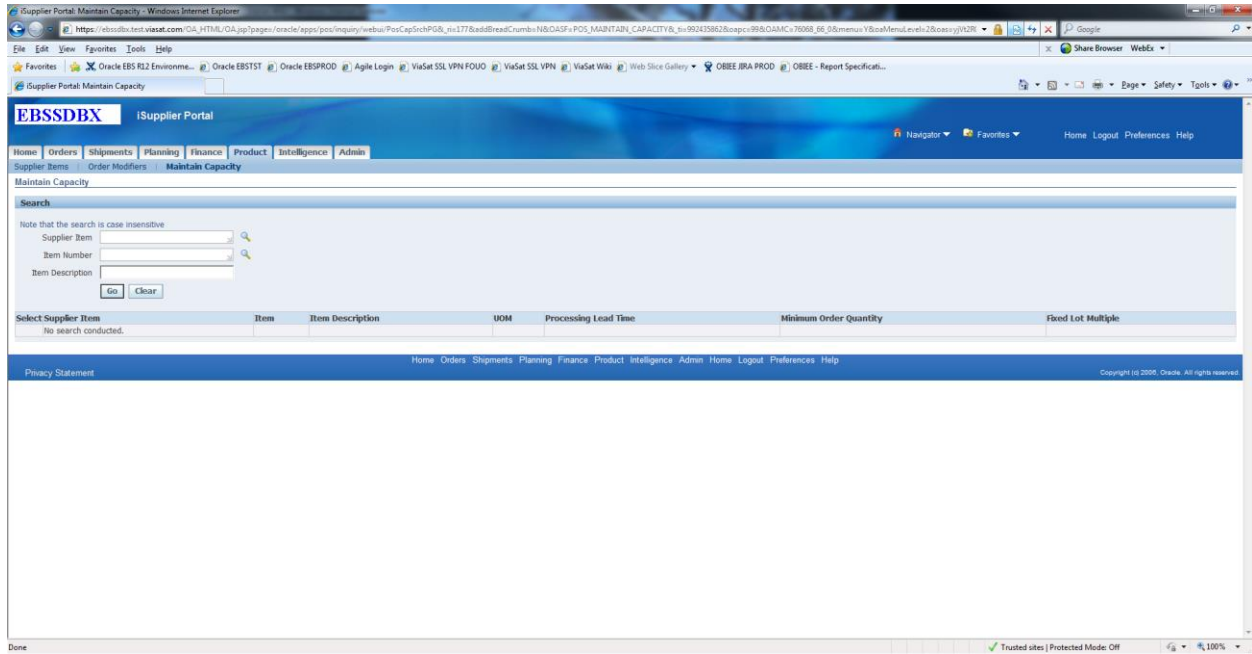

8.2   Order Modifiers

Navigation: Product > Order Modifiers

Viasat is not currently utilizing this feature.

8.3   Maintain Capacity

Navigation: Product > Maintain Capacity

Viasat is not currently utilizing this feature.

9   Intelligence

Navigation: Intelligence

Viasat is not currently utilizing this feature.

10   Admin

Navigation: Admin > General

Under the General Tab is where Viasat records information that has been submitted to us. In order to make changes to this information you will need to navigate to the next section below.

10.1   Organization Information

Navigation: Admin > Company Profile > Organization

If you have additional information that you feel relevant please enter that information here. When done click the Save button.

10.2   Address Book

Navigation: Admin > Company Profile > Address Book

In the address book is where you can request updates be made to your addresses. Keep in mind that Viasat may have multiple addresses for you in our system. If you are unsure about what is in this section we ask that you do not make changes and you please contact your Viasat contact directly or the purchasing department for any modifications.

10.3   Contact Directory

Navigation: Admin > Company Profile > Contact Directory

Viasat encourages you as a Supplier to maintain your contacts within our iSupplier system. If you have any personnel changes that you are making please feel free to make the same changes in our iSupplier. If you need to make any modifications to this category please contact your Viasat contact directly or the purchasing department for any modifications.