

Supplier Portal Roles Matrix

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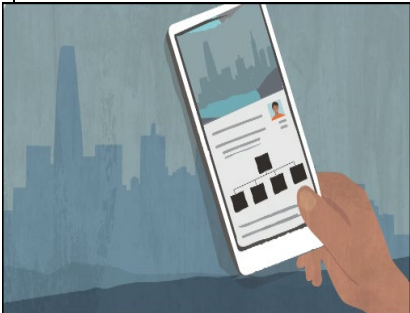
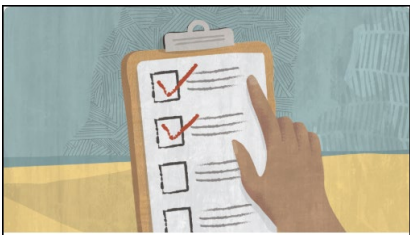
Supplier Portal Roles Matrix 2

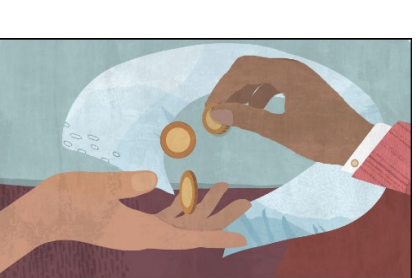
Supplier Portal Role Names	Supplier Portal Role Description
PGE Supplier Portal Bidder:	PGE Supplier Portal Bidder provides access to representatives from a potential supplier responsible for responding to requests for quotes, requests for proposal, requests for information and reverse auctions.
PGE Supplier Portal Self Service Profile Manager:	PGE Supplier Portal Self Service Profile Manager provides access to manage portal profile information for suppliers. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.
PGE Supplier Portal Sales Representative:	PGE Supplier Portal Sales Representative provides access to manage agreements and deliverables for portal suppliers. Primary tasks include acknowledging or requesting changes to agreements in addition to adding catalog line items with customer specific pricing and terms. Updates contract deliverables that are assigned to the supplier party and updates progress on contract deliverables for which the supplier is responsible.
PGE Supplier Portal Customer Service Representative:	PGE Supplier Portal Customer Service Representative provides access to manage inbound purchase orders and communicates shipment activities for portal suppliers. Primary tasks include tracking, acknowledging or requesting changes to new orders. Communicates order schedules that are ready to be shipped by submitting advance shipment notices and monitors the receipt activities performed by the buying organization.
PGE Supplier Portal PO Matched Invoice Specialist:	PGE Supplier Portal PO Matched Invoice Specialist provides access to manage PO matched invoices and payments for supplier portal. Primary tasks include submitting invoices as well as tracking invoices and payment status.

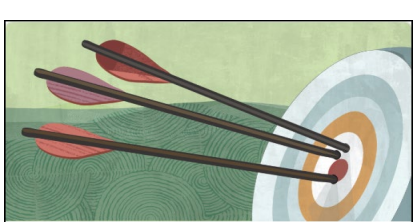
Supplier Portal Roles Matrix

Tile	<u>Supplier Portal Task Access</u>	PGE Supplier Portal Bidder	PGE Supplier Portal Self Service Profile Manager	PGE Supplier Portal Sales Representative	PGE Supplier Portal Customer Service Representative	PGE Supplier Portal PO Matched Invoice Specialist
 Negotiations	Negotiations					
	View open and closed RFQs	X		X		
	Download negotiation documents	X		X		
	Acknowledging Participation	X		X		
	Submit response for negotiation	X		X		
	Revise or withdraw bids before negotiation closes	X		X		
	Creating and viewing messages	X		X		
	Tracking responses	X		X		
 Orders	View awarded negotiations (if enabled)	X		X		
	Orders					
	View purchase orders created by PGE			X	X	
	Acknowledging purchase order			X	X	
	Acknowledging changes for the PO			X	X	
	View purchase order PDF			X	X	
	View order history			X	X	
	Initiate changes to the purchase orders			X	X	

Tile	<u>Supplier Portal Task Access</u>	PGE Supplier Portal Bidder	PGE Supplier Portal Self Service Profile Manager	PGE Supplier Portal Sales Representative	PGE Supplier Portal Customer Service Representative	PGE Supplier Portal PO Matched Invoice Specialist
 Orders	Orders					
	Cancel open purchase order or schedules before shipping, receiving or invoicing.			X	X	
	View order life cycle			X	X	
	View shipment details			X	X	
	View receipt details			X	X	
	View invoice details			X	X	
	Acknowledge Schedules in Spreadsheets			X	X	
 Agreements	Agreements					
	View purchase agreements created by PGE			X	X	
	Acknowledging purchase agreements and their changes			X	X	
	Uploading agreement lines			X	X	
	View purchase agreement PDF			X	X	
	View agreement history			X	X	
	Initiate changes to the purchase agreements			X	X	
	Cancel open purchase agreements			X	X	

Tile	<u>Supplier Portal Task Access</u>	PGE Supplier Portal Bidder	PGE Supplier Portal Self Service Profile Manager	PGE Supplier Portal Sales Representative	PGE Supplier Portal Customer Service Representative	PGE Supplier Portal PO Matched Invoice Specialist
 Company Profile	<i>Company Profile</i>					
	Update company and tax information		X			
	Manage addresses		X			
	Manage contacts		X			
	Assign supplier portal access for users.		X			
	Update the access of existing supplier portal users		X			
	Maintain business classifications		X			
	Maintain bank account details		X			
	Manage payment methods		X			
	View Company Profile		X			X
 Questionnaires and Qualifications						
	<i>Questionnaires and qualifications</i>					
	Complete qualification questionnaires			X		
	Submit questionnaire responses			X		
	Upload supporting documentation			X		
	View qualification status and renewal requests			X		

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 Advance Shipment Notices	<i>Advance shipment notices</i>					
	Create ASN				X	
	Edit deliverables				X	
	Update shipment information				X	
	Enter carrier, tracking, packing, and shipment details				X	
	Monitor shipment status				X	
 Receipts and Returns	<i>Receipts & Returns</i>					
	View receipt transactions				X	
	View quantities received				X	
	Review returned quantities				X	
	Monitor receiving history				X	
	Review associated purchase order details				X	
	Reviewing invoice details from order life cycle				X	
 Invoices	<i>Invoices</i>					
	Search for the invoices					X
	View invoice status					X
	View invoice lines					X
	View invoice payment details					X
	View invoice payment status					X
	View invoice tax information					X

Tile	<u>Supplier Portal Task Access</u>	PGE Supplier Portal Bidder	PGE Supplier Portal Self Service Profile Manager	PGE Supplier Portal Sales Representative	PGE Supplier Portal Customer Service Representative	PGE Supplier Portal PO Matched Invoice Specialist
 Payments	Payments					
	Search for the invoice payments					X
	View payment history					X
	View payment dates and amounts					X
	View payment methods					X
	Check payment status					X
	View invoices for which payment is done					X
 Contracts	Contracts					
		X		X	X	X
	Monitor contracts	X		X	X	X
	Review of contract documents	X		X	X	X
	Download contract PDF	X		X	X	X
	Download contract documents	X		X	X	X
	View contract amendment history	X		X	X	X
 Contract Deliverables	Accept or acknowledge contracts	X		X	X	X
	Contract Deliverables					
	View deliverables	X		X		
	Edit deliverable in Open or Rejected status	X		X		
	Add a comment to the deliverable	X		X		
	Attach files and submit deliverable for buyer review	X		X		
	Monitor deliverable due dates and status	X		X		