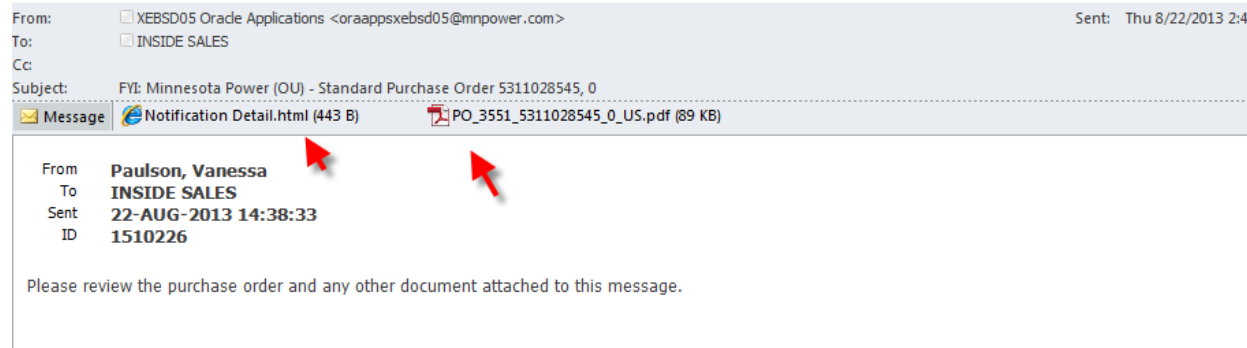


## Purchase Order notifications From iSupplier


If you are registered with iSupplier, you will receive notifications for purchase orders in your email. The notification will contain a .pdf of the purchase order and a link to the iSupplier portal if you would rather log in to view the purchase order.

Purchase orders that contain file attachments such as drawings or specifications, will need to be viewed by logging in to isupplier as the email notification will not contain the file attachments.



Click on the PO number on the email notification to open the .pdf of the purchase order.

Standard Purchase Order: 6311028545 ,Rev:0



**Minnesota Power (OU)**  
 30 W Superior St  
 Duluth, MN 55802  
 United States  
 Telephone 218-722-2641  
 (PURCHASER)

Purchase Order	6311028545
Revision	0
Order Date	22-AUG-2013
Buyer	Paulson, Vanessa
Buyer eMail	vpaulson@allete.com
Buyer Telephone	218-722-5642 ext-3818
Revision Date	
Buyer Fax Number	218-355-3075

**To Supplier:**  
 ABC SUPPLIER  
 123 E MAIN ST  
 DULUTH, MN 55802  
 United States

**Ship To:**  
 30 W Superior St  
 Duluth, MN 55802  
 United States  
**Attention:**Please refer to line details below

**Attention:**  
 Phone:  
 Fax:

**Direct Invoice To:**  
 Accounts Payables  
 Post Office Box 16999  
 Duluth, Minnesota 55816  
 Fax Number 218.723.3911  
 accountspayable@mpower.com

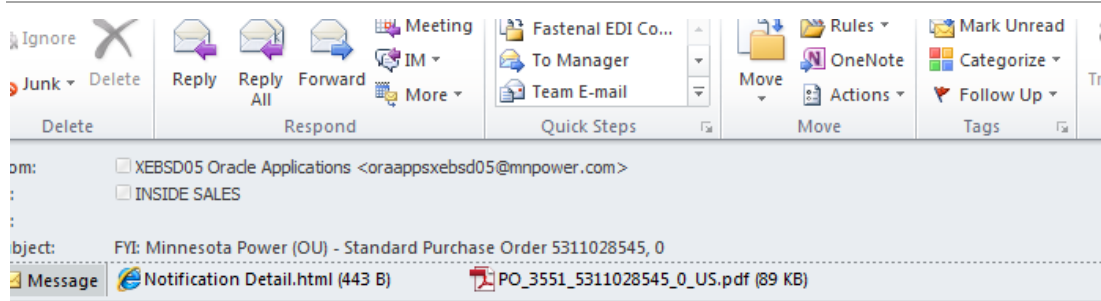
**Direct Questions To:**  
 Purchasing Department  
 30 West Superior Street  
 Duluth, MN 55802  
 Fax Number 218.723.3984

**Note To Supplier:**  
 1) Current Purchase Order Number must be noted on each invoice and bill of Lading  
 2) Sales Tax must be noted as separate line item on invoice  
 3) Ethos and Integrity Hot Line: 1-866-776-6951

Payment Terms	Freight Terms	FOB	Ship Via
30NET			

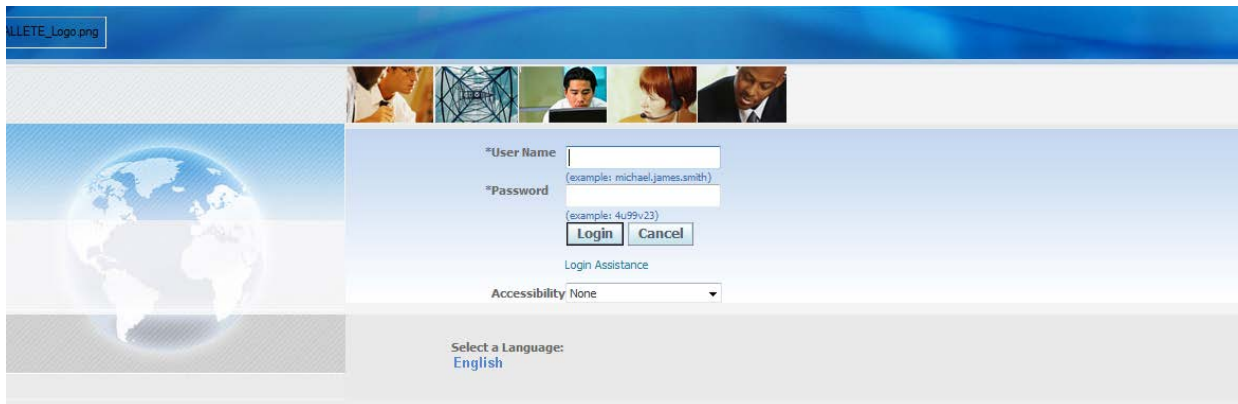
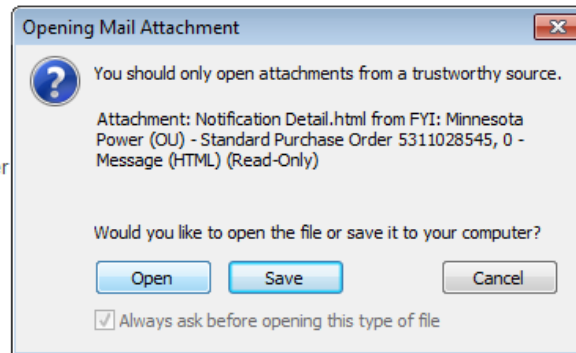
Line	Item/Description	Delivery	Sup/Mfg Part No	UOM	Tax	Unit Price (USD)	Quantity	Amount (USD)
1	CPA RELEASE TO PAY INVOICE #12345 SERVICES TO INSTALL WIDGET	Promised: 21-SEP-2013 00:00:00 Required on Site 21-SEP-2013 00:00:00				N	500.00	

Click on the Notification Detail for the link to the isupplier portal.



From **Paulson, Vanessa**  
To **INSIDE SALES**  
Sent **22-AUG-2013 14:38:33**  
ID **1510226**

Please review the purchase order and any other



Log in to the iSupplier portal.

The screenshot shows the Oracle Applications Home Page. At the top, there is a navigation bar with 'Enterprise Search' set to 'All', a search input field, and a 'Go' button. Below this, the 'Oracle Applications Home Page' title is visible. On the left, the 'Main Menu' contains several items: 'ALT iSupplier User - Custom', 'Home Page' (highlighted with a red arrow), and 'ALT Sourcing Supplier - Custom'. On the right, the 'Worklist' section displays a table of notifications:

From	Type	Subject	Sent	Due
Paulson, Vanessa	PO Approval	<a href="#">Minnesota Power (OU) - Contract Purchase Agreement 5311028542,0 requires your acceptance</a>	22-Aug-2013	
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.				

Find the purchase order under the ALT iSupplier User Home Page.

The screenshot shows the iSupplier Portal interface. The top navigation bar includes 'Home', 'Orders', 'Shipments', and 'Finance'. Below the navigation bar is a search field for 'PO Number' with a 'Go' button. The main content area is divided into several sections:

- Notifications:** A table with columns 'Subject' and 'Date'. The subject is 'Minnesota Power (OU) - Contract Purchase Agreement 5311028542,0 r...' and the date is '22-Aug-2013 14:25:28'.
- Orders At A Glance:** A table with columns 'PO Number', 'Description', and 'Order Date'. The first row is highlighted in blue:

PO Number	Description	Order Date
<a href="#">5311028545</a>		22-Aug-2013 14:38:21
<a href="#">5311028544</a>	SAMPLE INVENTORY PO	22-Aug-2013 14:33:23
<a href="#">5311028543</a>	SAMPLE BLANKET PURCHASE AGREEMENT	22-Aug-2013 14:26:09
<a href="#">5311028542</a>	SAMPLE CONTRACT PURCHASE AGREEMENT	22-Aug-2013 14:25:06
<a href="#">5311028540</a>	SAMPLE NON-INVENTORY PURCHASE ORDER	22-Aug-2013 14:20:10

- Shipments At A Glance:** A table with columns 'Shipment Number', 'Shipment Date', and 'Packing Slip'. It shows 'No results found.'
- Orders:** A list of links: 'Agreements', 'Purchase Orders', 'Purchase History'.
- Shipments:** A list of links: 'Delivery Schedules', 'Overdue Receipts', 'Advance Shipment Notices'.
- Receipts:** A list of links: 'Receipts', 'Returns', 'On-Time Performance'.
- Invoices:** A list of links: 'Invoices'.
- Payments:** A list of links: 'Payments'.

The latest purchase orders will be listed under Orders At A Glance. Click on the blue purchase order number.

The screenshot shows the iSupplier Portal interface. At the top, there is a navigation bar with 'Home', 'Logout', 'Preferences', and 'Help'. Below this is a breadcrumb trail: 'Purchase Orders' > 'Agreements' > 'Purchase History' > 'RFQ' > 'Work Confirmations' > 'Deliverables'. The main content area displays 'Standard Purchase Order: 5311028545, 0 (Total USD 500.00)'. A 'Summary' box shows: Total 500.00, Received 0.00, Invoiced 0.00, and Payment Status Not Paid. An 'Actions' dropdown menu is open, with 'View PDF' selected. Below the summary, there are sections for 'Order Information' (General, Terms and Conditions, Ship-To Address, Bill-To Address) and 'PO Details' (table with 1 line item).

**Order Information**

**General**

Total **500.00**  
 Supplier **ABCSUPPLIER**  
 Supplier Site **M\_DULUTH**  
 Address **123 E MAIN ST  
 DULUTH, MN 55802**  
 Buyer [Paulson, Vanessa A](#)  
 Order Date **22-Aug-2013  
 14:38:21**  
 Description  
 Status **Open**  
 Note to Supplier  
 Operating Unit **Minnesota Power  
 (00)**  
 Sourcing Document  
 Supplier Order Number  
 Attachments **None**

**Terms and Conditions**

Payment Terms **30NET**  
 Carrier  
 FOB  
 Freight Terms  
 Shipping Control

**Ship-To Address**

Address **30 W Superior St  
 Duluth, MN 55802**

**Bill-To Address**

Address **30 W Superior St  
 Duluth, MN 55802**

**Summary**

Total **500.00**  
 Received **0.00**  
 Invoiced **0.00**  
 Payment Status **Not Paid**

**PO Details**

[Show All Details](#) | [Hide All Details](#)

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
<a href="#">Show</a> 1	CPLX_SRVC			CPA RELEASE TO PAY INVOICE #12345 SERVICES TO INSTALL WIDGET			500	500.00	Open		

[Return to Home](#)

Actions: Request Changes [Go] [Export]

View the purchase order online or print a .pdf of the purchase order under the Actions drop down menu, choose View PDF, then click Go.

Orders | Shipments | Finance

Orders | Agreements | Purchase History | RFQ | Work Confirmations | Deliverables

Purchase Order: 5311028545, 0 (Total USD 500.00)  
JSD

Actions: View PDF [Go] [Export]

**Information**

Total	500.00
Supplier	ABCSUPPLIER
Supplier Site	M_DULUTH
Address	123 E MAIN ST DULUTH, MN 55802
Buyer	<a href="#">Paulson, Vanessa A</a>
Order Date	22-Aug-2013 14:38:21
Description	
Status	Open
Note to Supplier	
Operating Unit	Minnesota Power (OU)
Sourcing Document	
Order Number	
Attachments	None

Terms and Conditions

Payment

Freight

Shipping

Ship-To Address

Bill-To Address

Address: 30 W Superior St  
Duluth, MN 55802

Total: 500.00  
Paid: 0.00  
Due: 0.00  
Status: Not Paid

**File Download**

Do you want to open or save this file?

Name: PO\_3551\_5311028545\_0\_US.pdf  
Type: Adobe Acrobat Document, 89.4KB  
From: testpartner.allete.com

[Open] [Save] [Cancel]

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

The screenshot displays the iSupplier Portal interface on the left and an Adobe Acrobat window on the right. The Acrobat window shows a PDF of a purchase order for Minnesota Power (OU).

**iSupplier Portal - Order Information**

**General**

- Total: 500.00
- Supplier: ABCSUPPLIER
- Supplier Site: M\_DULUTH
- Address: 123 E MAIN ST, DULUTH, MN 55802
- Buyer: Paulson, Vanessa A
- Order Date: 22-Aug-2013 14:38:21
- Description: Open
- Status: Open
- Note to Supplier: None
- Operating Unit: Minnesota Power (OU)
- Sourcing Document: None
- Supplier Order Number: None
- Attachments: None

**Terms and Conditions**

- Payment Terms: 30
- Carrier: FOB
- Freight Terms: Shipping Control

**Ship-To Address**

Address: 30 W Superior St, Duluth, MN

**Bill-To Address**

Address: 30 W Superior St, Duluth, MN

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**Adobe Acrobat - PO\_3551\_5311028545\_0\_US[1].pdf**

Standard Purchase Order: 5311028545, Rev: 0

**Minnesota Power (OU)**

30 W Superior St  
Duluth, MN 55802  
United States  
Telephone 218-722-2641 (PURCHASER)

Purchase Order	5311028545
Revision	0
Order Date	22-AUG-2013
Buyer	Paulson, Vanessa
Buyer Email	vpaulson@allete.com
Buyer Telephone	218-722-5642 ext-3918
Revision Date	
Buyer Fax Number	218-355-3075

**To Supplier:**  
ABCSUPPLIER  
123 E MAIN ST  
DULUTH, MN 55802  
United States

**Ship To:**  
30 W Superior St  
Duluth, MN 55802  
United States  
**Attention:**Please refer to line details below

**Attention:**  
**Phone:**  
**Fax:**

**Direct Invoice To:**  
Accounts Payables  
Post Office Box 16999  
Duluth, Minnesota 55816  
Fax Number 218.723.3911  
accounts.payable@mpower.com

**Direct Questions To:**  
Purchasing Department  
30 West Superior Street  
Duluth, MN 55802  
Fax Number 218.723.3954

**Notes To Supplier:**  
1) Current Purchase Order Number must be noted on each invoice and bill of Lading  
2) Sales Tax must be noted as separate line item on invoice  
3) Ethics and Integrity Hot Line: 1-866-776-6951

Payment Terms	Freight Terms	FOB	Ship Via
30NET			

Line	Item/Description	Delivery	Sup/Mfg Part No	UOM	Tax	Unit Price (USD)	Quantity	Amount (USD)
1	CPA RELEASE TO PAY INVOICE #12345 SERVICES	21-SEP-2013 00:00:00			N		500.00	