iSupplier functional training

Agenda

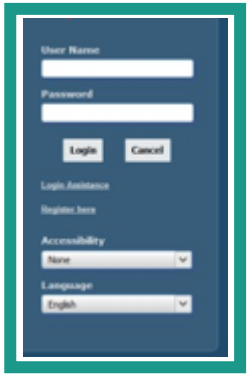
1. Supplier Enablement
2. Basic Navigation
3. Orders Tab
4. Shipments Tab
5. Planning Tab
6. Additional Functionalities

Supplier Enablement

Login Steps for iSupplier Portal (EDC, NVE, SLP and Cookeville)

Go to the Cummins Supplier Portal

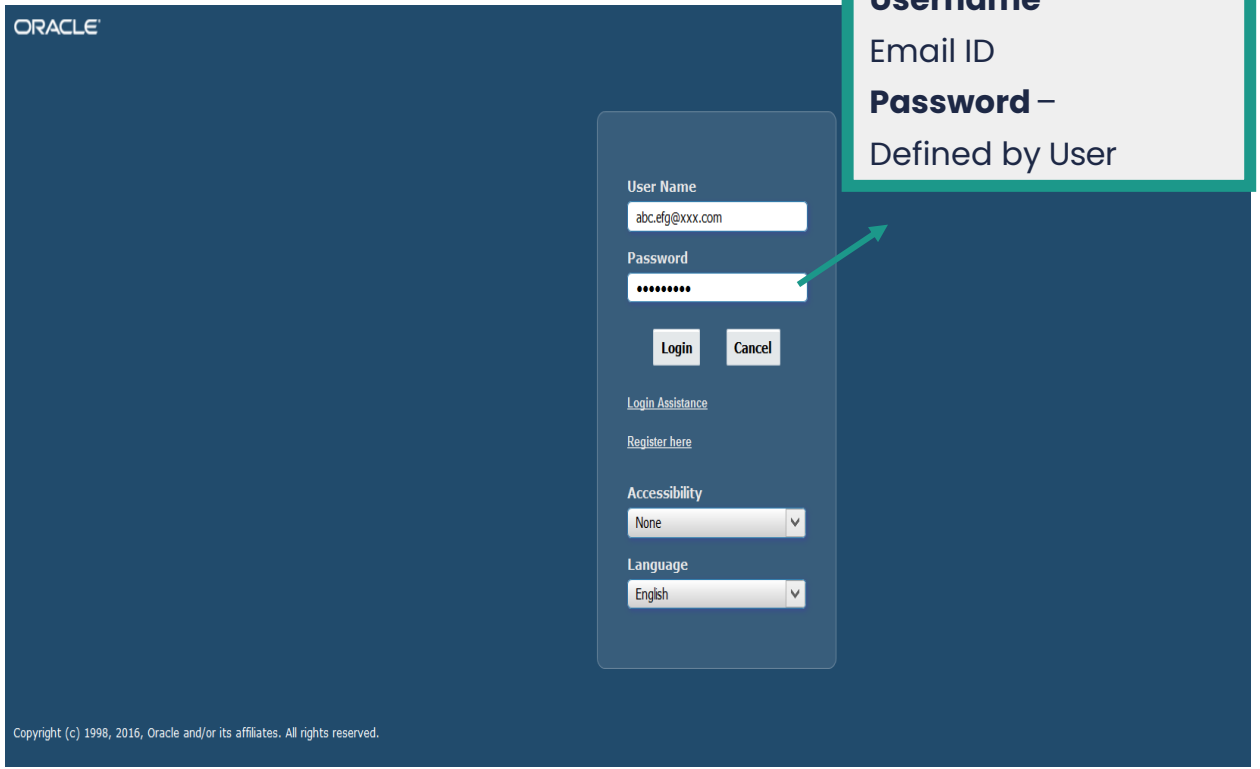
Sign on with username and password (see following slides for first-time login)



Bookmark the login page for future reference

Basic Navigation

Login

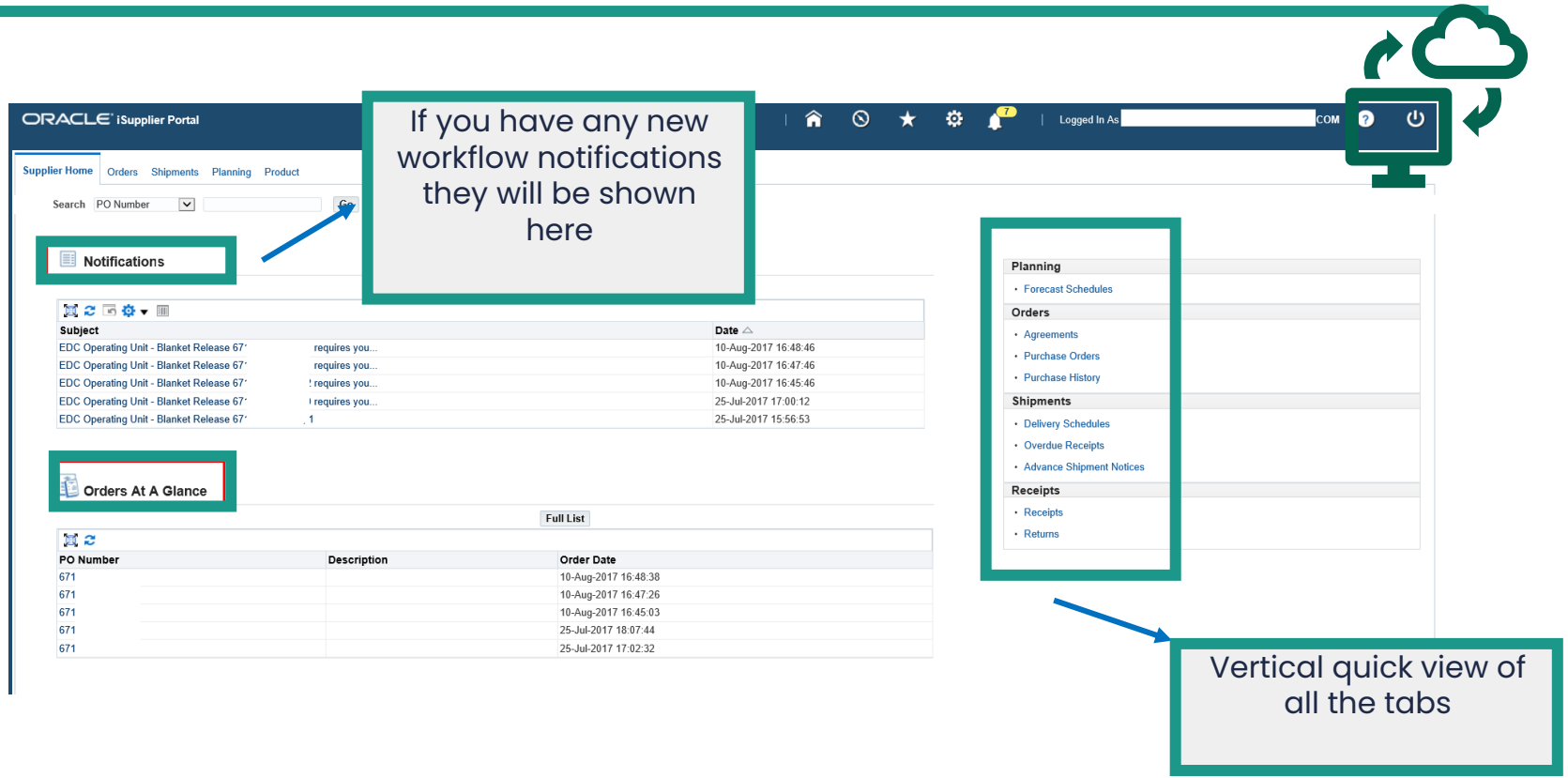


Username –
Email ID
Password –
Defined by User

Once you are registered for iSupplier Portal you will receive an email with your username and password

You can register multiple users within your company for iSupplier account

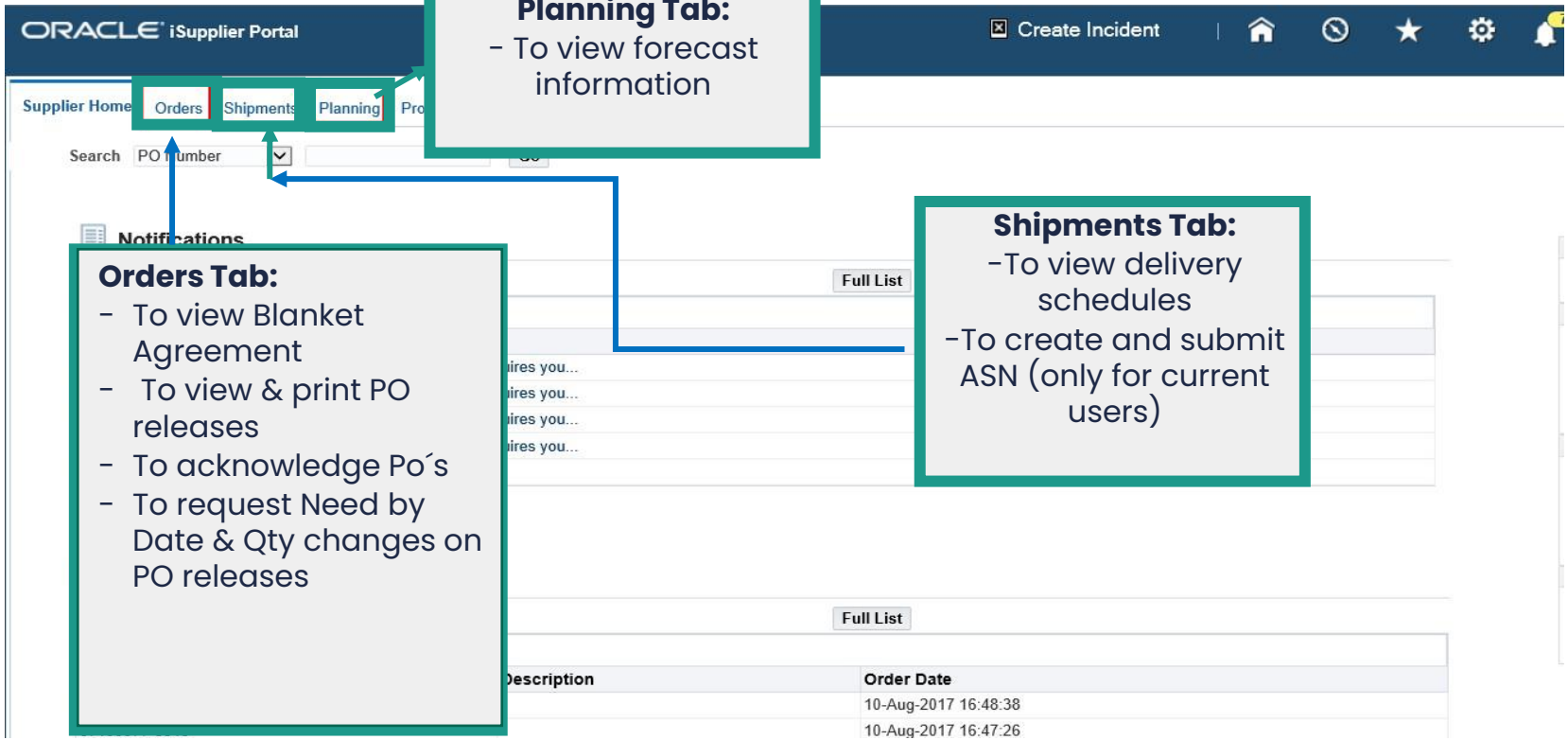
Landing Page



If you have any new workflow notifications they will be shown here

Vertical quick view of all the tabs

Most Commonly Used Tabs



Planning Tab:
- To view forecast information

Orders Tab:
- To view Blanket Agreement
- To view & print PO releases
- To acknowledge Po´s
- To request Need by Date & Qty changes on PO releases

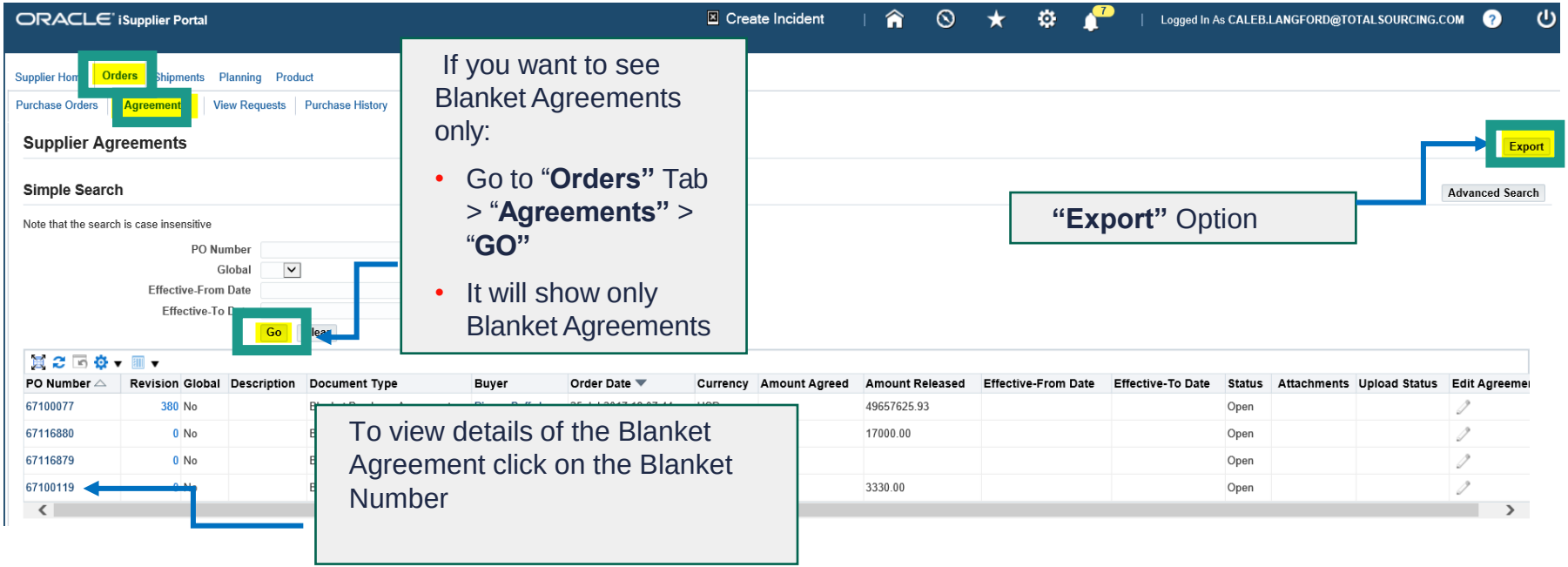
Shipments Tab:
-To view delivery schedules
-To create and submit ASN (only for current users)

Orders Tab

Orders Tab

- View Blanket Agreements
- View PO releases
- Acknowledge POs
- Print POs
- Request for change in POs

View Blanket Agreements



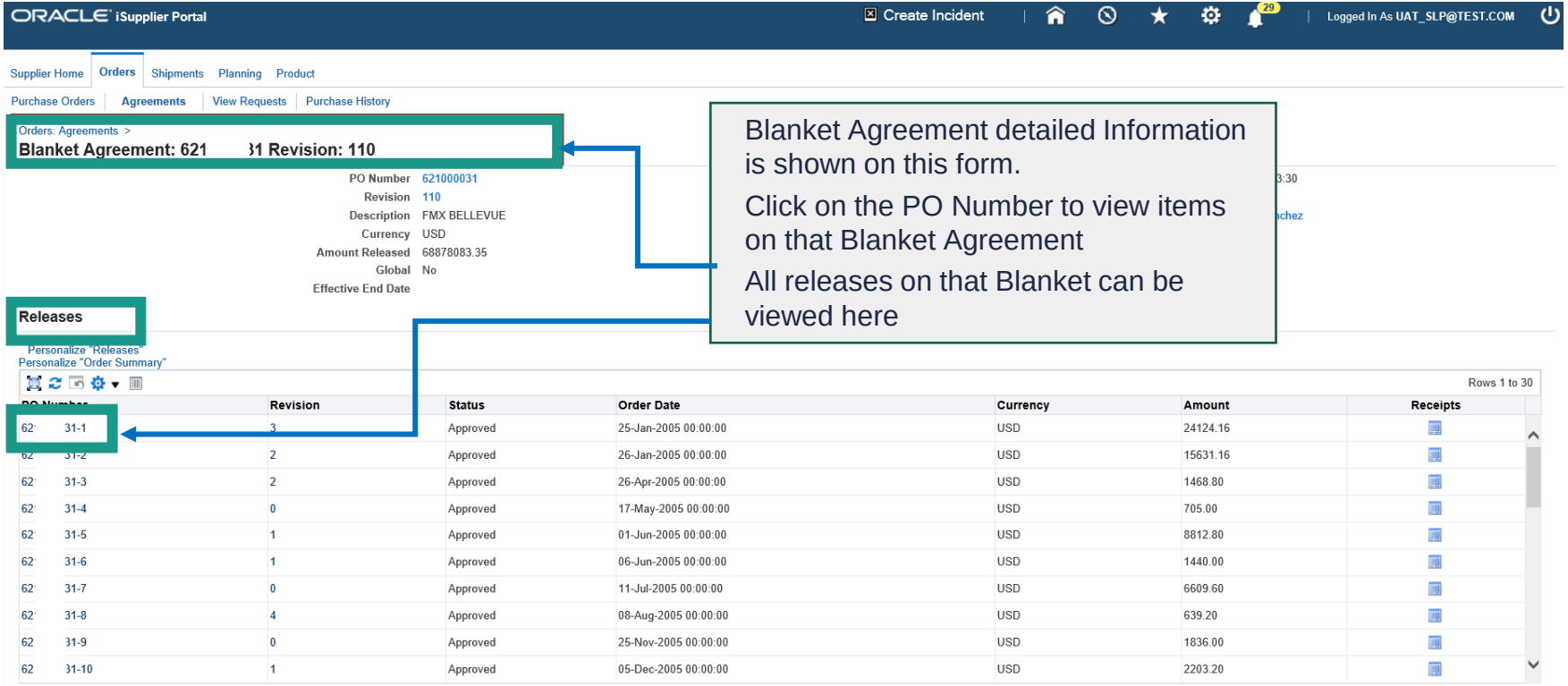
If you want to see Blanket Agreements only:

- Go to "**Orders**" Tab > "**Agreements**" > "**GO**"
- It will show only Blanket Agreements

"**Export**" Option

To view details of the Blanket Agreement click on the Blanket Number

View Blanket Details



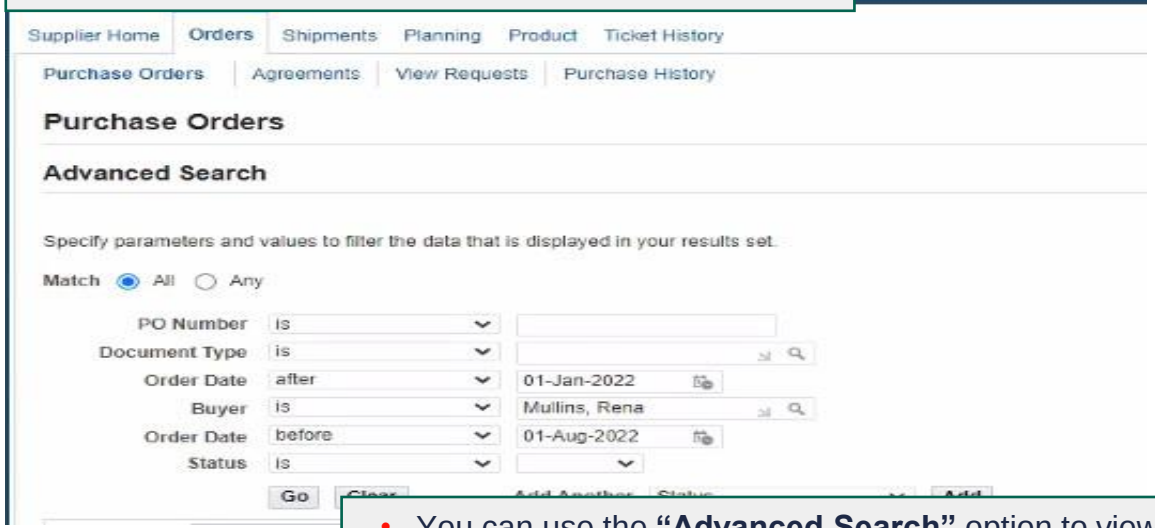
Blanket Agreement detailed Information is shown on this form.

Click on the PO Number to view items on that Blanket Agreement

All releases on that Blanket can be viewed here

View Blanket Releases

- Go to **“Orders”** tab & then click on **“Purchasing Orders”**
- Search by specific date, buyer and order date
- Or hit **“GO”** to see all Blanket Releases



- You can use the **“Advanced Search”** option to view with specific search criteria
- You can export the data to Excel by clicking the export option

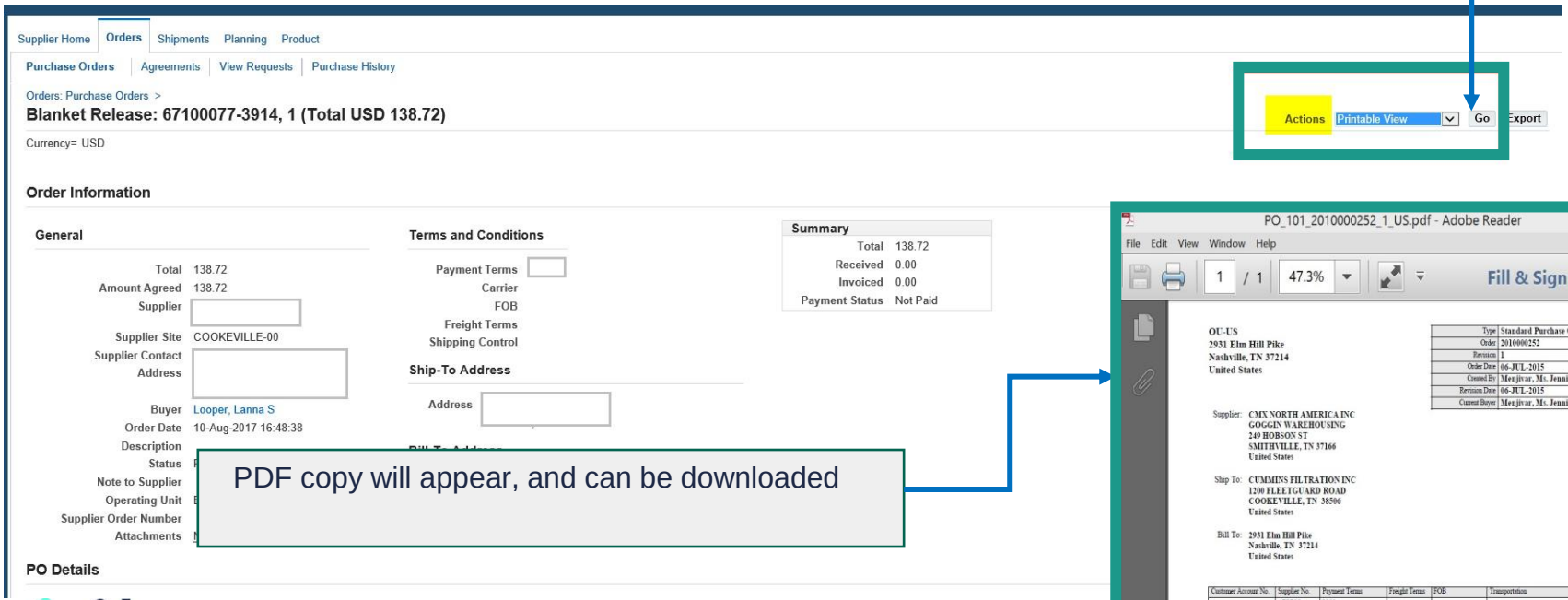
View PO Releases

- If you want to see all POs go to **“Orders”** tab > **“Purchase Orders”** > **“GO”**
  - In the **“view”** field select **“All Purchase Orders”**

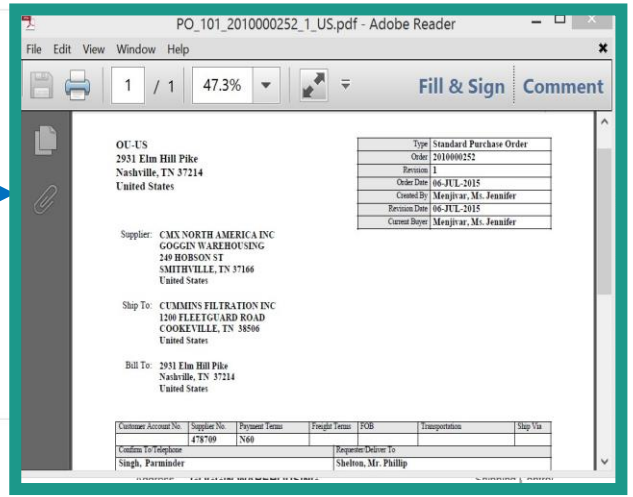
- Click on the PO Number to view PO Release details

Print POs

- If you want to see the PDF copy of the PO, select **“Printable View”** in the drop down and click **“Go”**



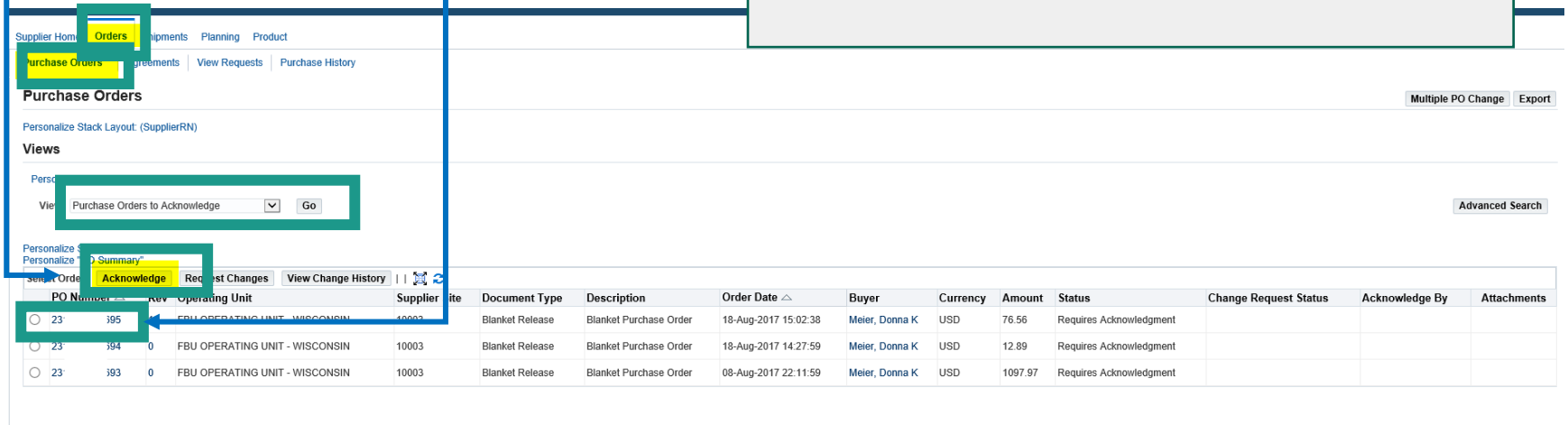
PDF copy will appear, and can be downloaded



Acknowledge POs

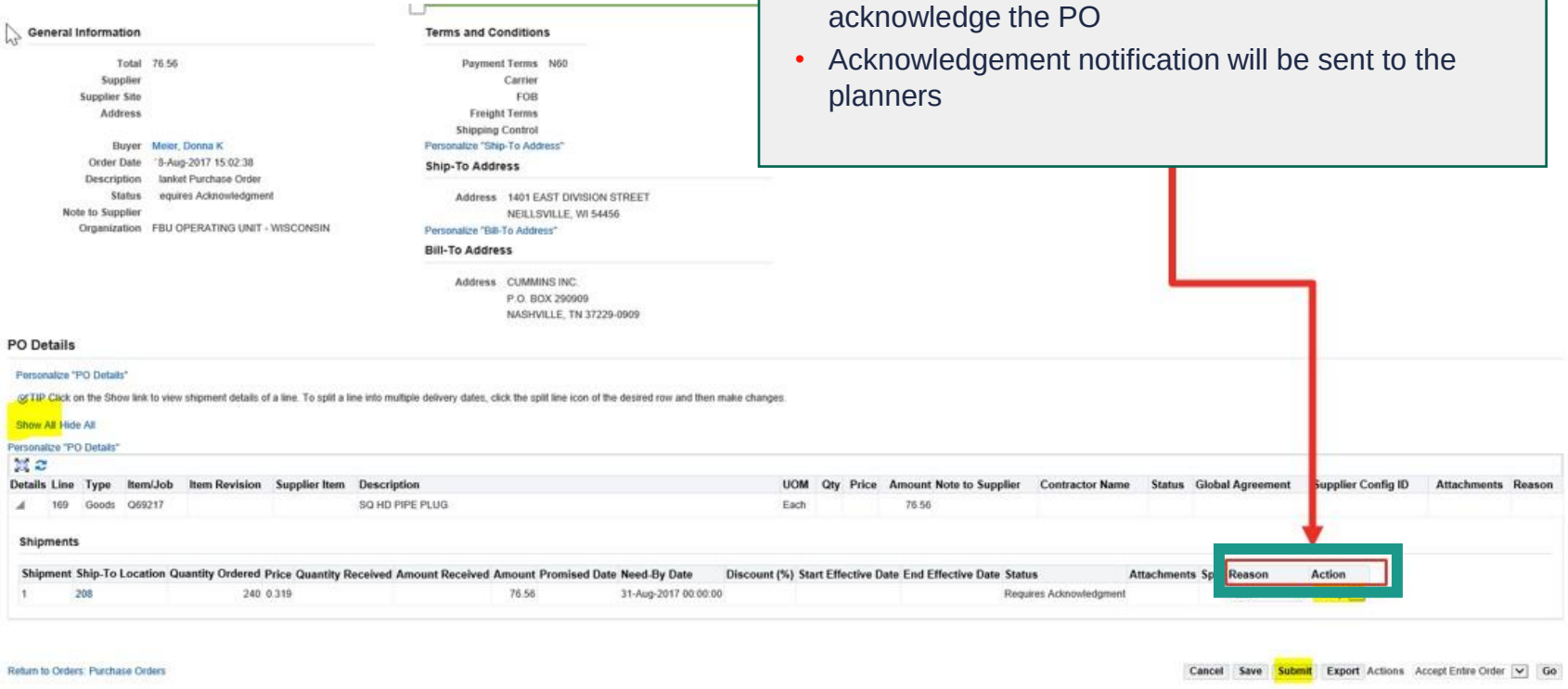
As a business process, **PO acknowledgement is mandatory for all POs**

- Go to **“Orders”**> **“Purchase Orders”**. Change your view to Purchase Orders to Acknowledge. This will pull everything that requires acknowledgement. Click on the individual PO numbers (circle) to open them one at a time. Click **“Acknowledge”** tab



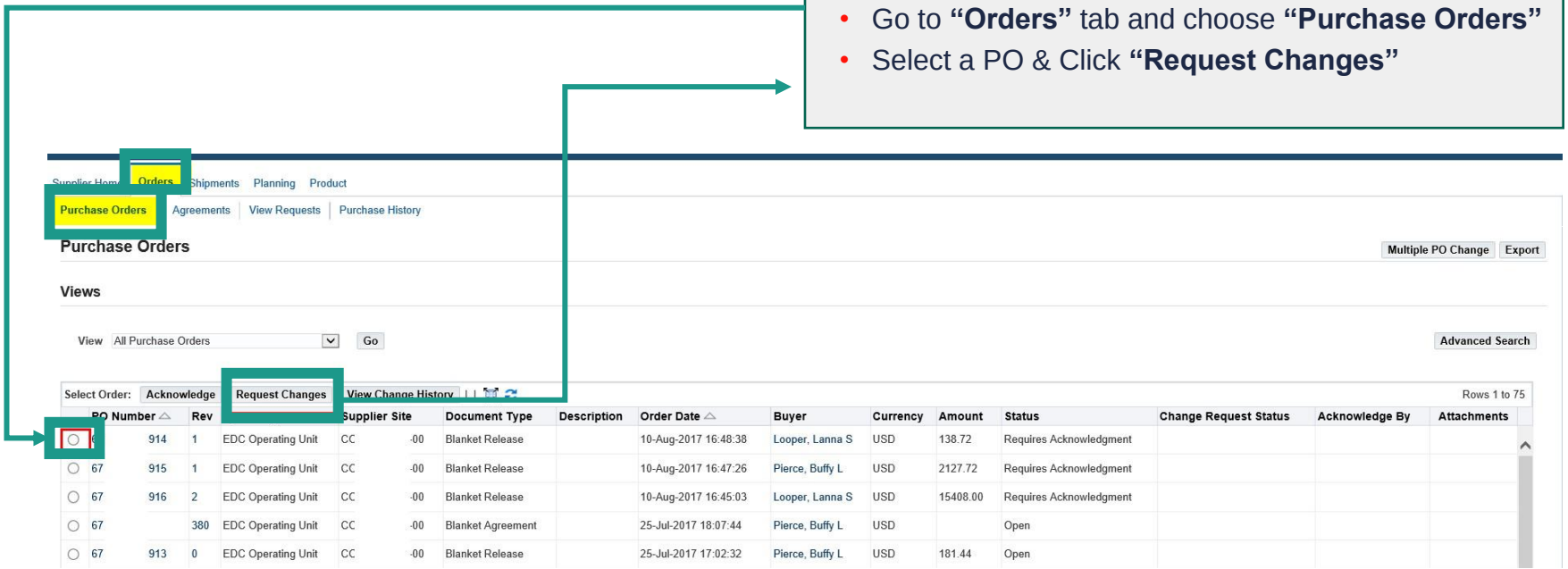
Acknowledge POs Continued

- Review the information, provide a reason, select “Accept” in the actions field, and hit **“Submit”** to acknowledge the PO
- Acknowledgement notification will be sent to the planners

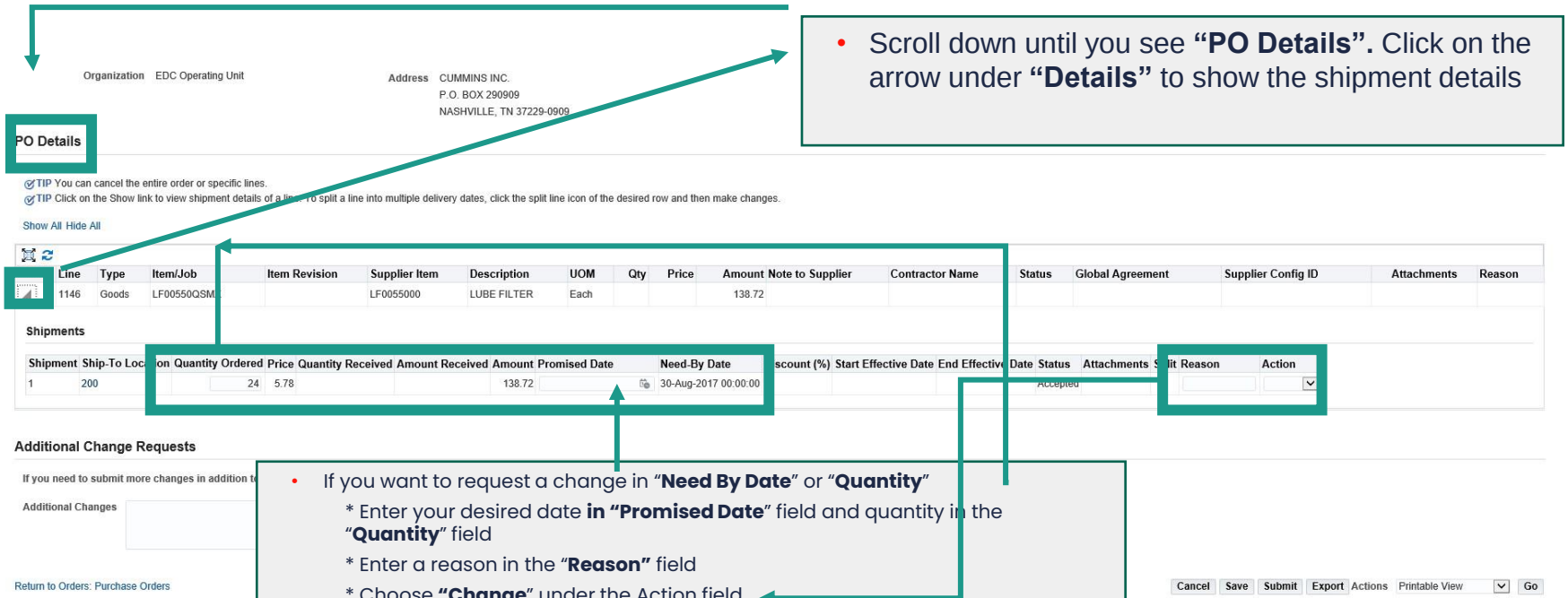


Requesting Changes to a Purchase Order

- Go to **“Orders”** tab and choose **“Purchase Orders”**
- Select a PO & Click **“Request Changes”**



Requesting Changes to a Purchase Order



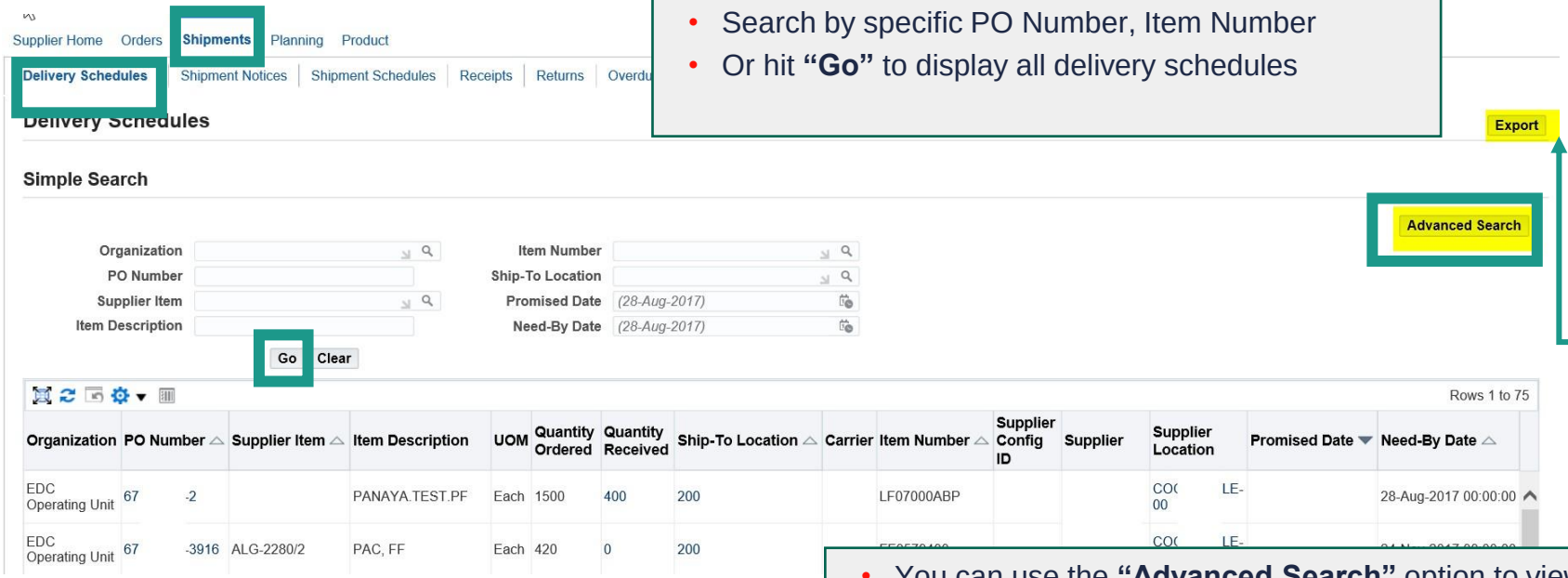
- Scroll down until you see **“PO Details”.** Click on the arrow under **“Details”** to show the shipment details

- If you want to request a change in “**Need By Date**” or “**Quantity**”
  - * Enter your desired date **in “Promised Date”** field and quantity in the “**Quantity**” field
  - * Enter a reason in the “**Reason”** field
  - * Choose **“Change**” under the Action field
  - * Hit **“Submit**” – Notification will be sent to Planner.
- If the Planner accepts the change and it is still in the lead time for this product, ask the planner to update the need by date or quantity. If the change is outside of the Leadtime then it will impact your Delivery Performance..

Shipments Tab

How to view Delivery Schedules

- Go to the **“Shipments”** tab and click on **“Delivery Schedules”**
- Search by specific PO Number, Item Number
- Or hit **“Go”** to display all delivery schedules

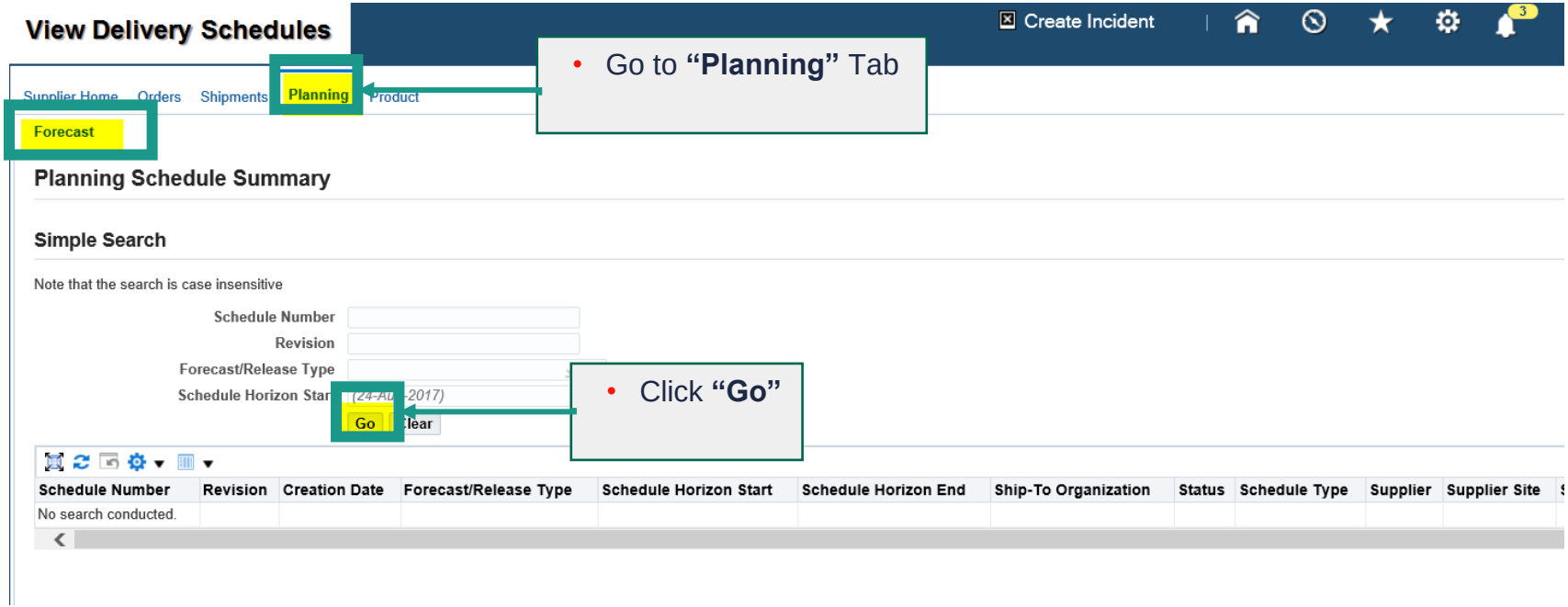


- You can use the **“Advanced Search”** option to view with specific Search criteria
- You can export the data to excel by clicking the export option

Atmus™

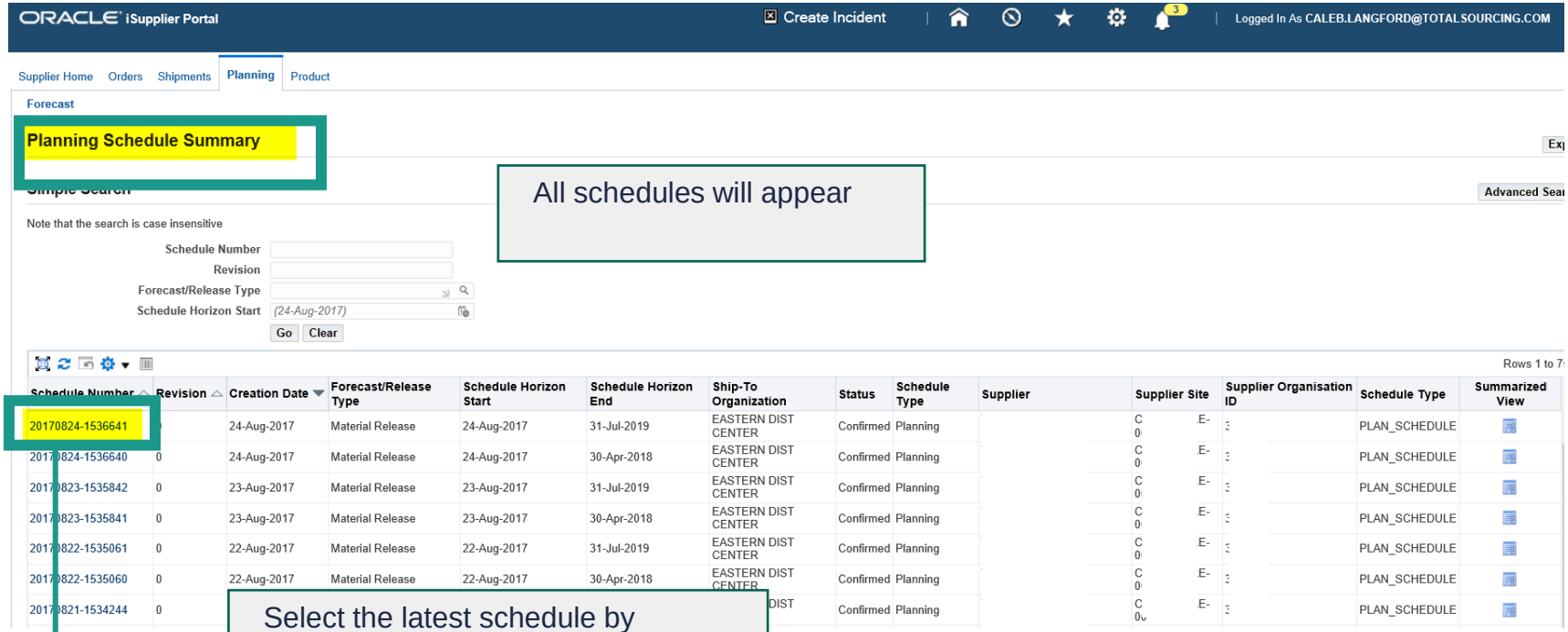
Planning Tab

How to view Forecast Information



- Go to **"Planning"** Tab
- Click **"Go"**

How to view Forecast Information

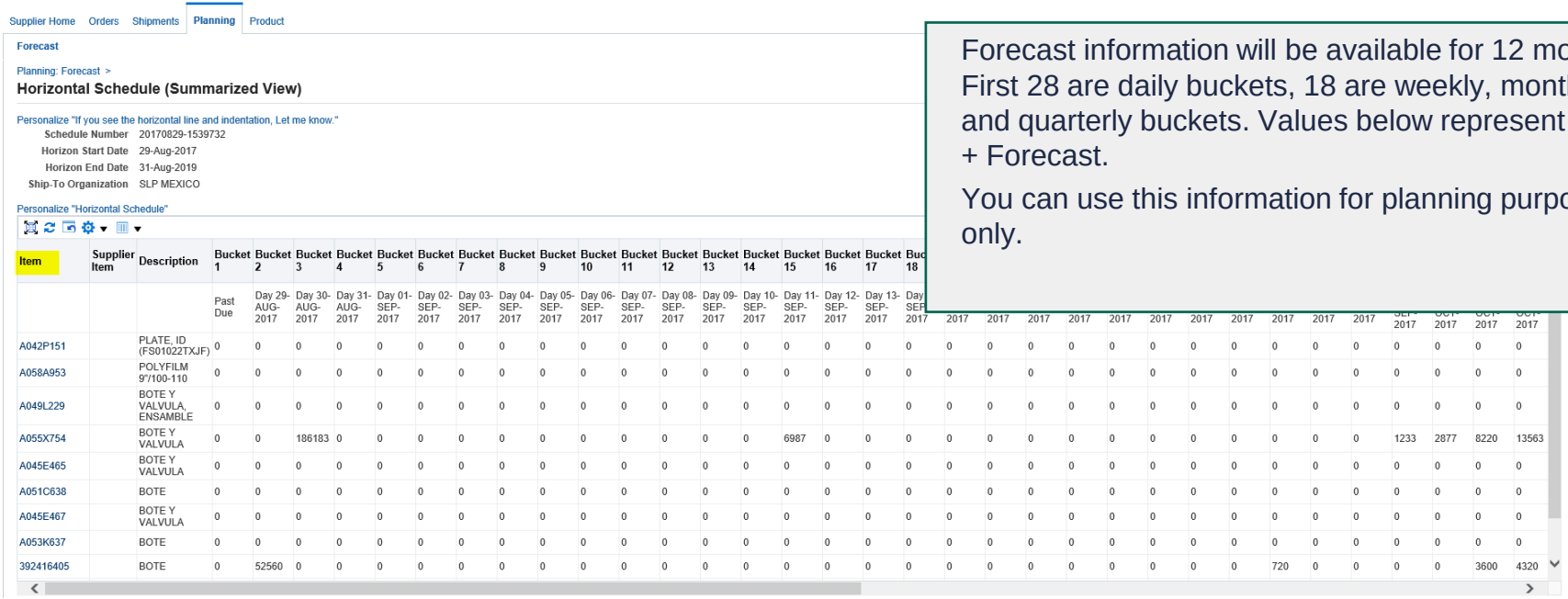


How to view Forecast Information

You can select one individual part number to see just that planning schedule

Or you can click **“Summarized View”** to see all part numbers in one screen

How to view Forecast Information



Supplier Home | Orders | Shipments | **Planning** | Product

Forecast

Planning: Forecast >

Horizontal Schedule (Summarized View)

Personalize "If you see the horizontal line and indentation, Let me know."

Schedule Number 20170829-1539732
Horizon Start Date 29-Aug-2017
Horizon End Date 31-Aug-2019
Ship-To Organization SLP MEXICO

Personalize "Horizontal Schedule"

Item	Supplier Item	Description	Bucket 1	Bucket 2	Bucket 3	Bucket 4	Bucket 5	Bucket 6	Bucket 7	Bucket 8	Bucket 9	Bucket 10	Bucket 11	Bucket 12	Bucket 13	Bucket 14	Bucket 15	Bucket 16	Bucket 17	Bucket 18
			Past Due	Day 29-AUG-2017	Day 30-AUG-2017	Day 31-AUG-2017	Day 01-SEP-2017	Day 02-SEP-2017	Day 03-SEP-2017	Day 04-SEP-2017	Day 05-SEP-2017	Day 06-SEP-2017	Day 07-SEP-2017	Day 08-SEP-2017	Day 09-SEP-2017	Day 10-SEP-2017	Day 11-SEP-2017	Day 12-SEP-2017	Day 13-SEP-2017	Day SEP 2017
A042P151		PLATE, ID (FS01022TXJF)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
A058A953		POLYFILM 9"/100-110	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
A049L229		BOTE Y VALVULA, ENSAMBLE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
A055X754		BOTE Y VALVULA	0	0	186183	0	0	0	0	0	0	0	0	0	0	0	6987	0	0	0
A045E465		BOTE Y VALVULA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
A051C638		BOTE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
A045E467		BOTE Y VALVULA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
A053K637		BOTE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
392416405		BOTE	0	52560	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Forecast information will be available for 12 months. First 28 are daily buckets, 18 are weekly, monthly and quarterly buckets. Values below represent Firm + Forecast.

You can use this information for planning purposes only.

Any Questions ?

Additional Functionalities

ADDITIONAL FUNCTIONALITIES HOW TO:

Multiple PO Change

View Purchase Order Revision History View

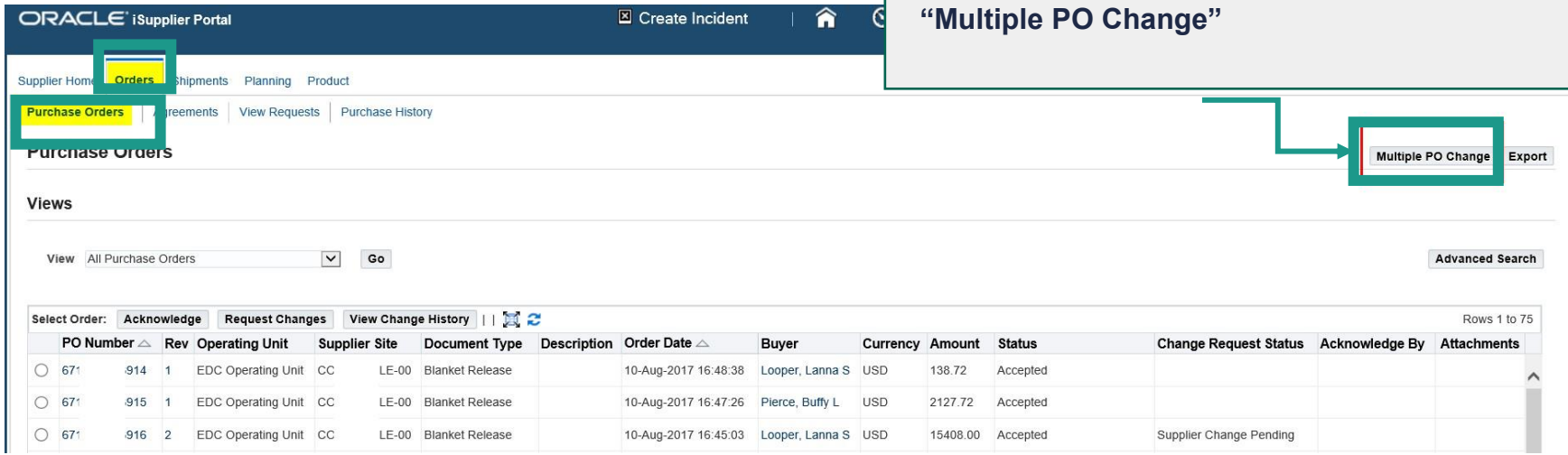
Receipts

View Supplier Item

Multiple PO Change

Multiple PO change option can be used to request changes in the qty or promise date for multiple POs at the same time:

Go to **“Orders”** Tab> **“Purchase Orders”** > click **“Multiple PO Change”**

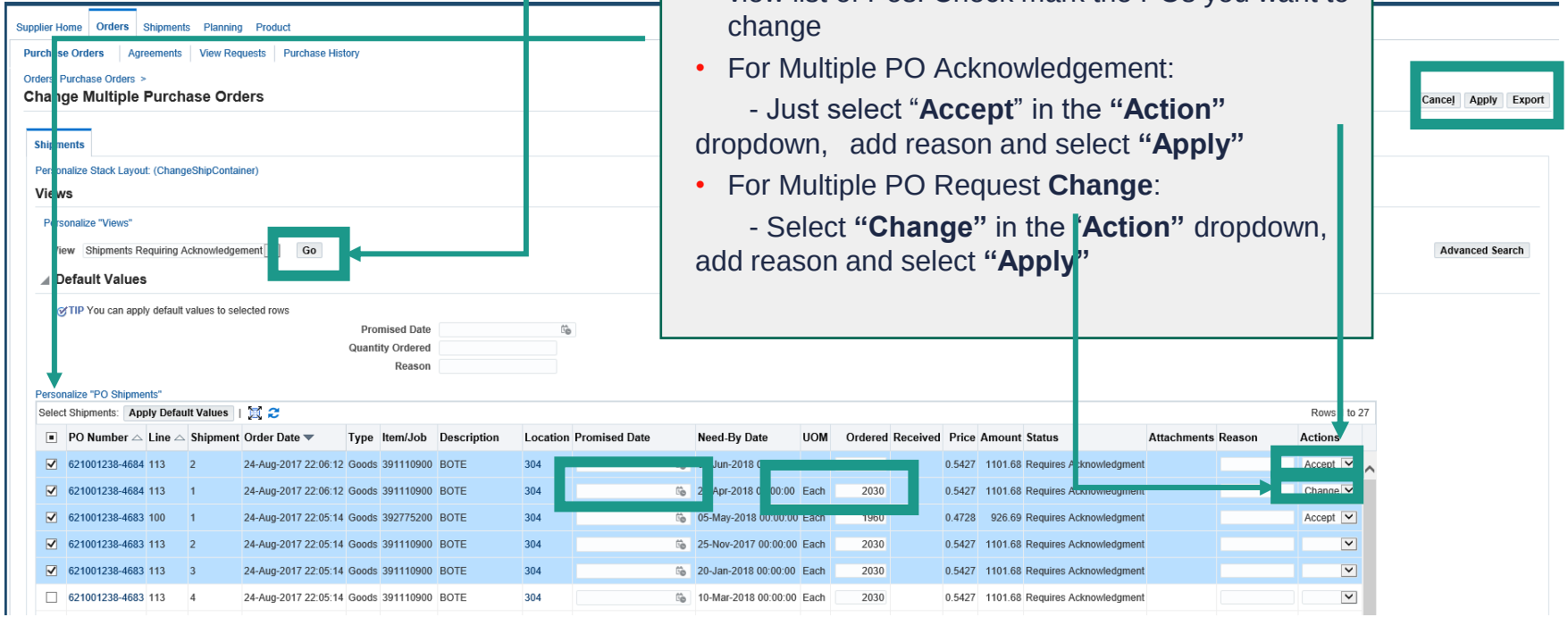


Multiple PO Change

- Select the dropdown option and click “**Go**” to view list of Pos. Check mark the POs you want to change
- For Multiple PO Acknowledgement:

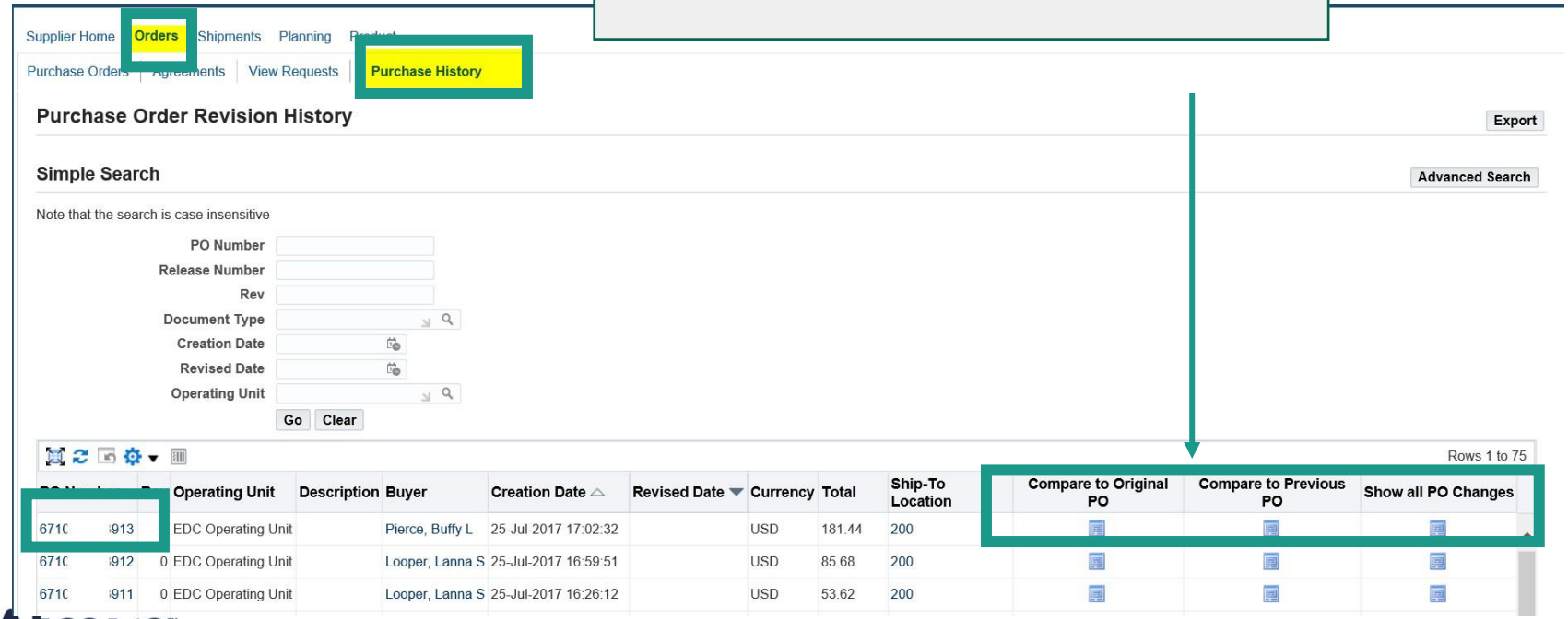
  - Just select “**Accept**” in the **“Action”** dropdown, add reason and select **“Apply”**
- For Multiple PO Request **Change**:

  - Select **“Change”** in the **“Action”** dropdown, add reason and select **“Apply”**



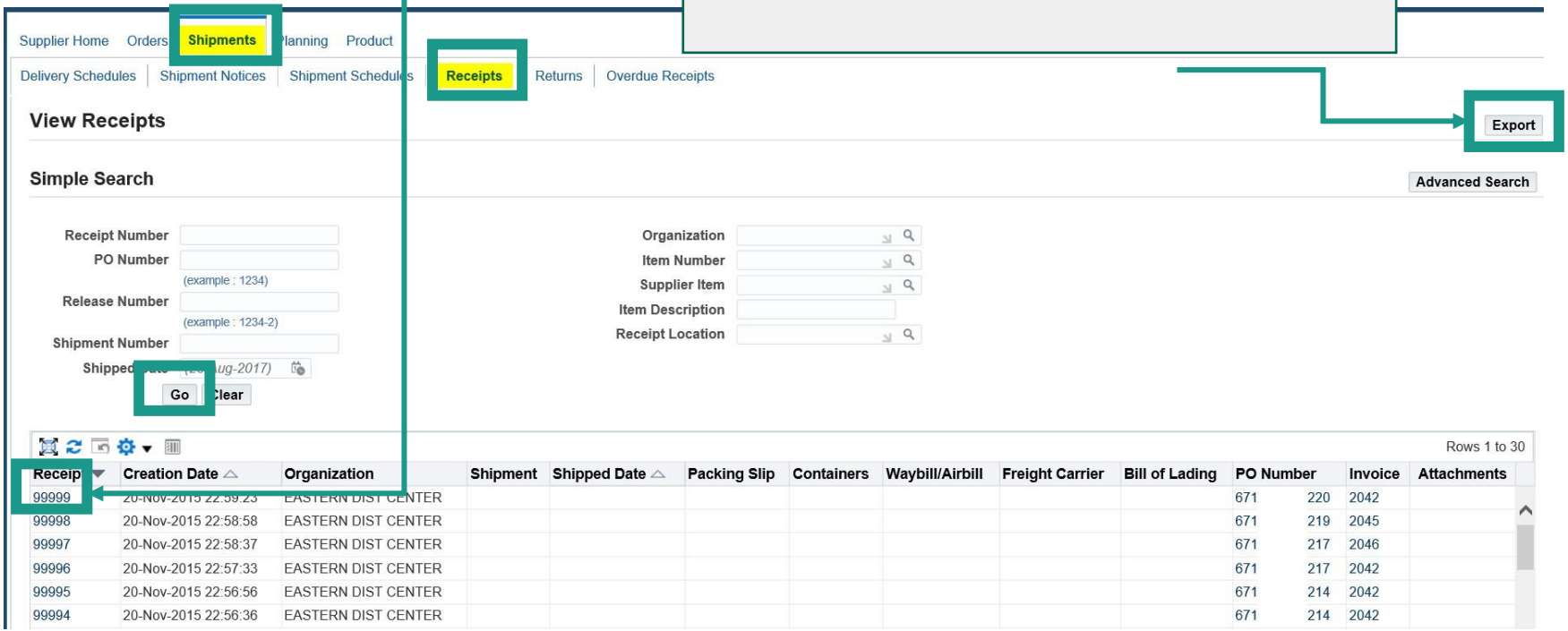
View Purchase Order Revision History

- Go to **“Orders”** Tab > **“Purchase History”** Tab hit **Go.** Click on the PO Number to view details. Click on any of the icons to compare



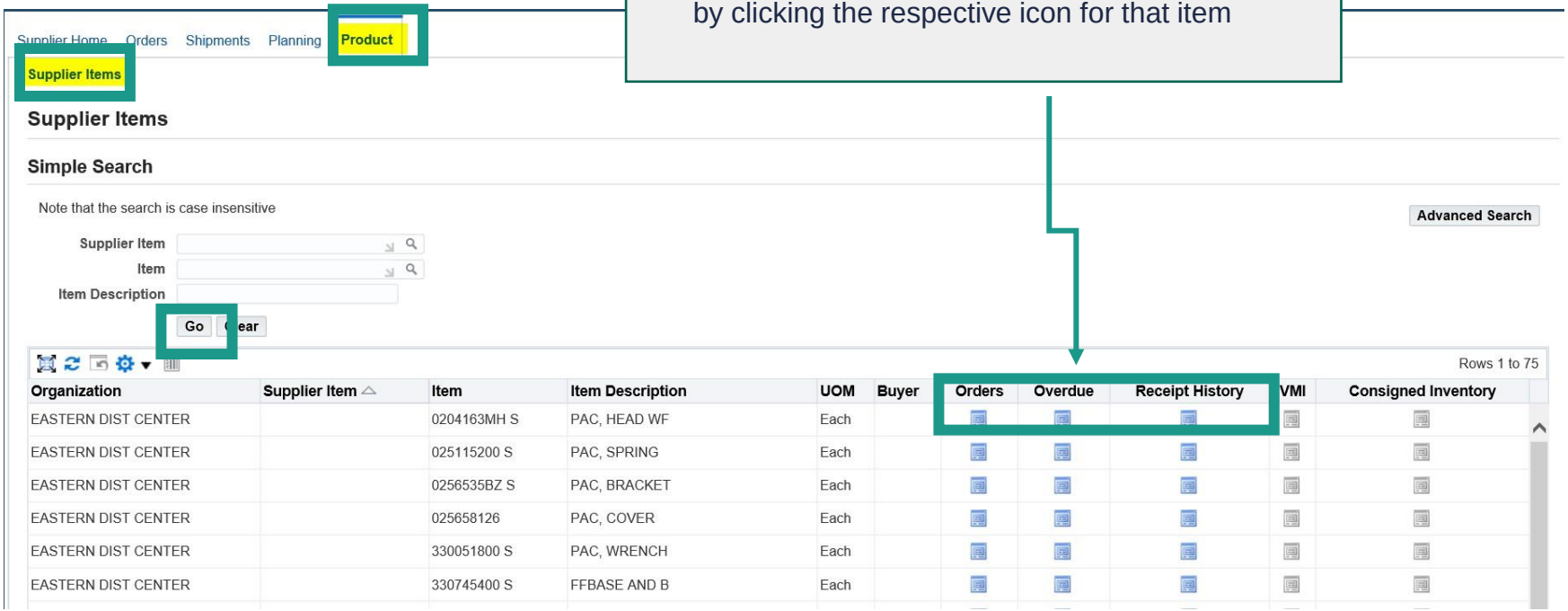
View Receipts

- Go to **“Shipments”** Tab > **“Receipts”** Tab, hit **“Go”** (you can also search by specific value). Click on the **“Receipt Number”** to view details. Export receipt information by clicking “**Export**” icon



View Item level Information

- Go to **“Product”** Tab > **“Supplier Item”** Tab, hit **“Go”** (you can also search by specific item). View Orders, Overdue receipts, Receipt history by clicking the respective icon for that item

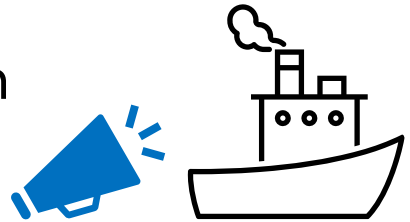


Any questions?

iSupplier ASN

Why Use ASN?

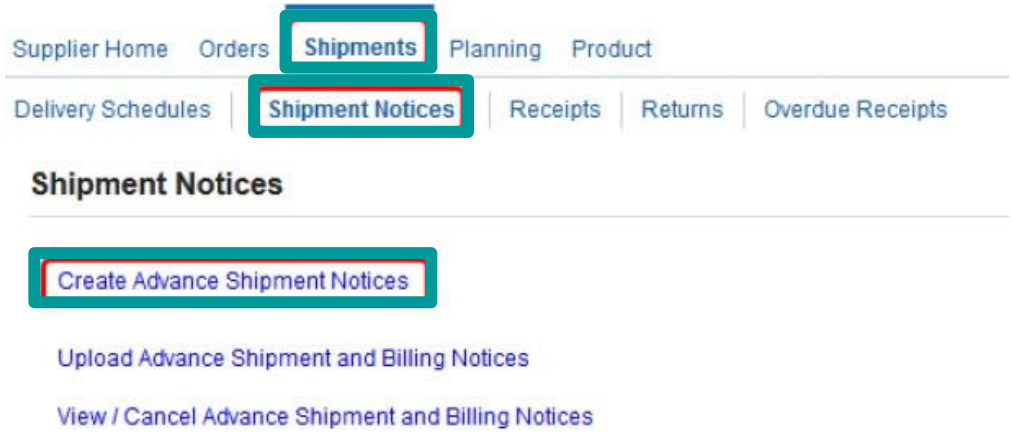
- iSupplier allows the supplier the ability to Create an **Advanced Shipment Notice** (ASN)



- Purpose of **ASN**:
  - Provide customer the ability to see when order has been shipped and when to expect delivery. Removes manual process of retrieving data then email and/or phone communication back to the customer.

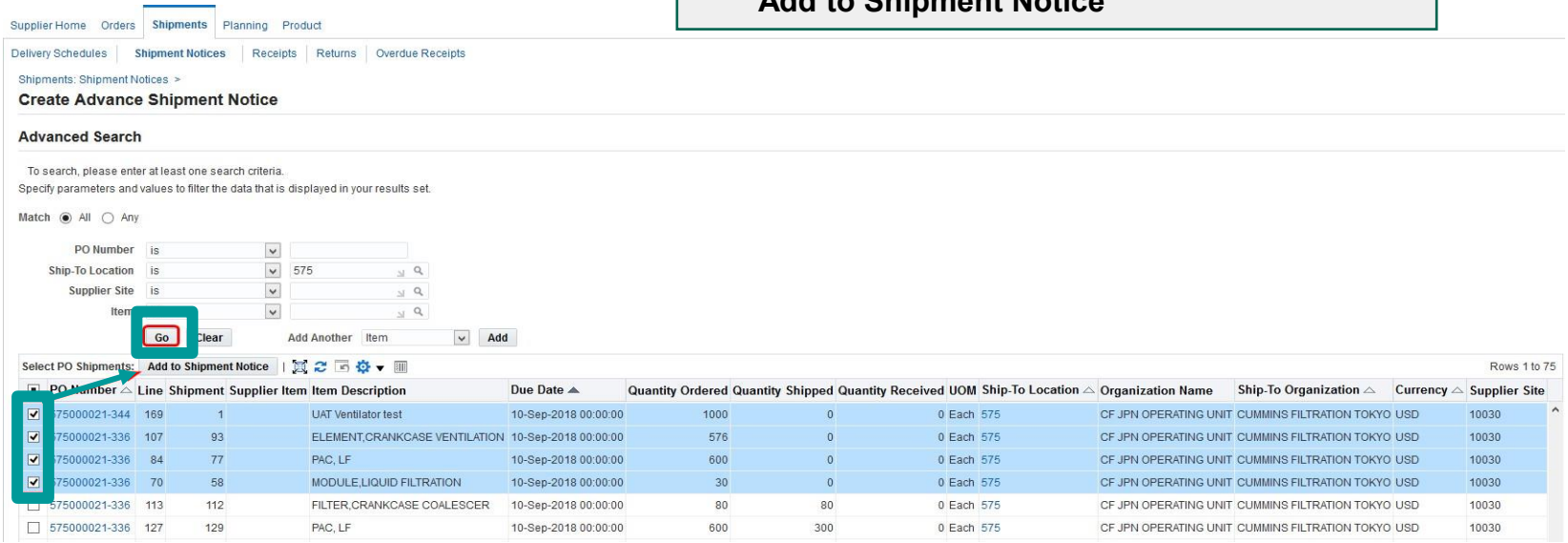
Creating an ASN

- Go to “**Shipments**”> **“Shipment Notices”** Tab
- Select **“Create Advance Shipment Notices”**



Creating an ASN

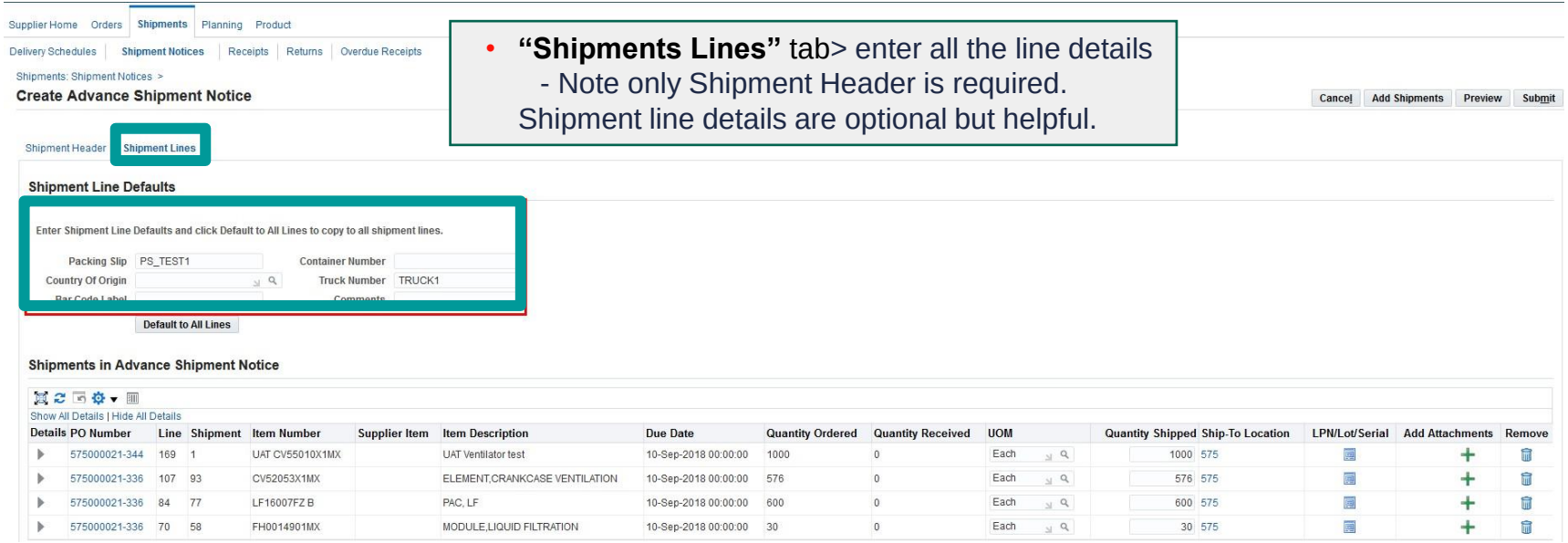
- Click “**Go”** to see all shipments. Note: If you have multiple Ship to-locations, you can select advanced search to filter the data. Select PO Shipments which are ready to ship and click “**Add to Shipment Notice”**



Creating an ASN

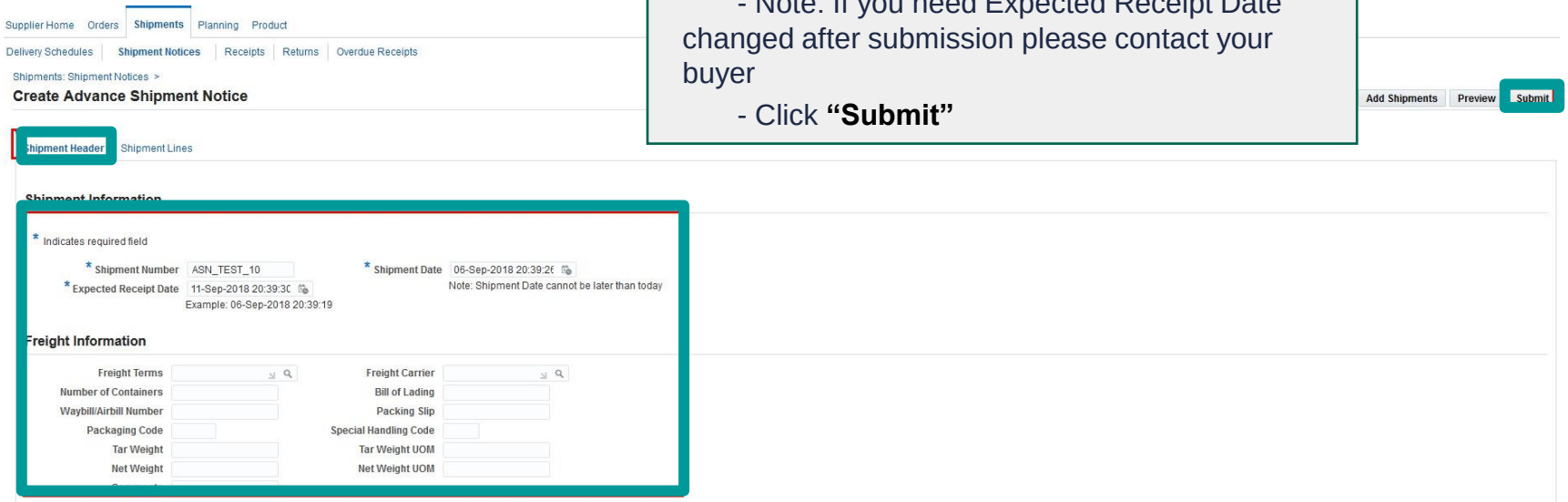
- **“Shipments Lines”** tab> enter all the line details
  - Note only Shipment Header is required.

  Shipment line details are optional but helpful.



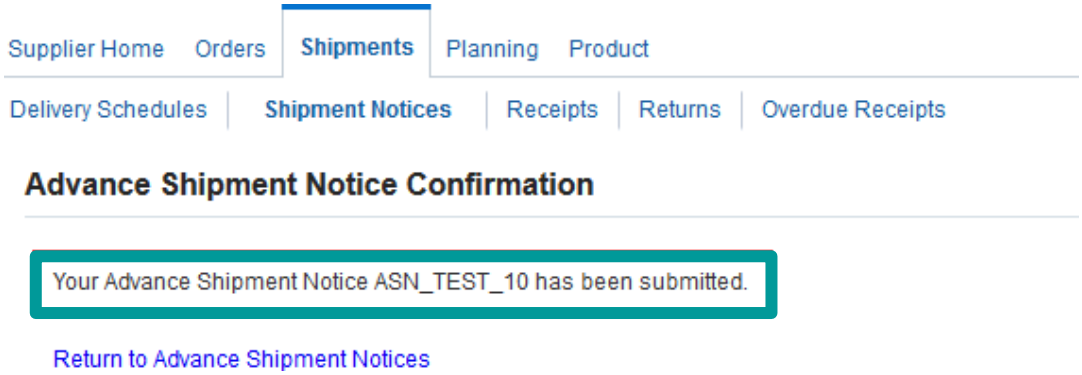
Creating an ASN

- **“Shipment Header”** tab> enter header information
  - Required fields are shipment Number, Shipment Date and expected Receipt Date
  - Note: If you need Expected Receipt Date changed after submission please contact your buyer
  - Click **“Submit”**



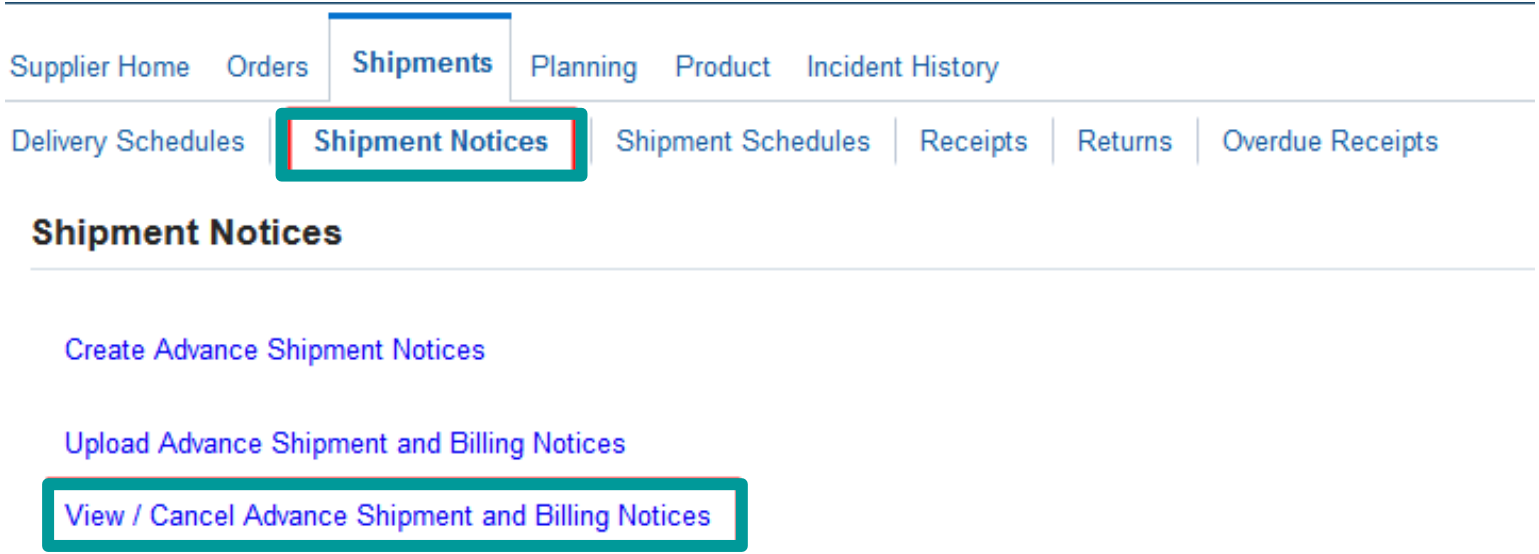
Creating an ASN

- Notice will appear confirming ASN has been submitted



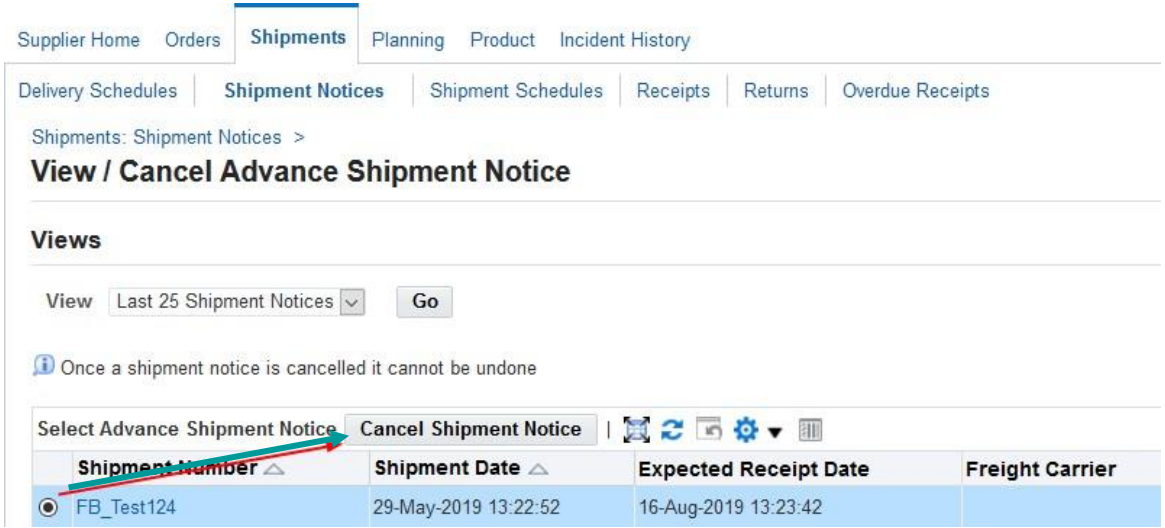
How to Cancel an ASN

- If the shipments needs to be modified or updated, then cancel the existing shipment and create a new ASN



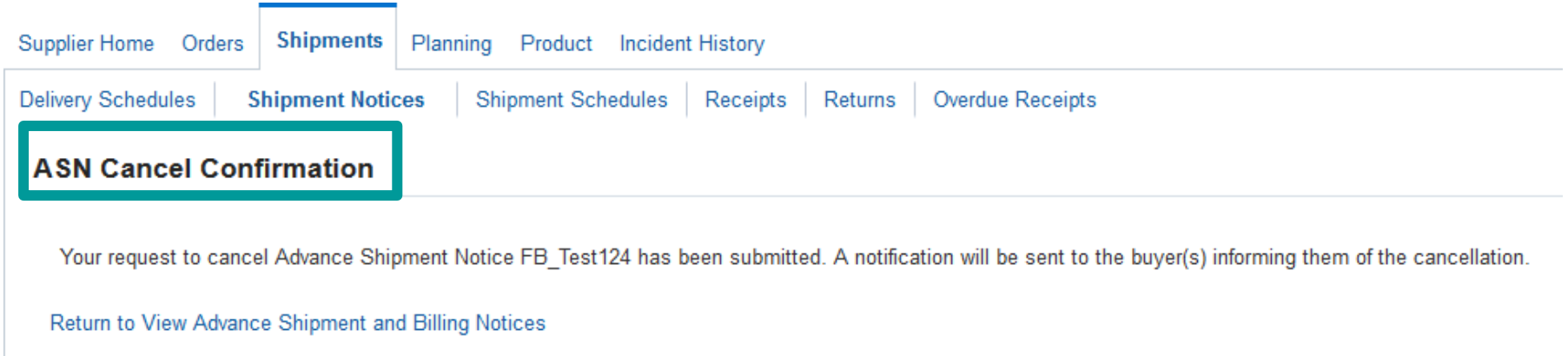
How to Cancel an ASN

- **Select radio button next to Shipment Number, then click Cancel Shipment Notice**



How to Cancel an ASN

- **“ASN Cancel Confirmation”** will appear and you can create new shipment



Q+A

atmusisuppliersupport@atmus.com