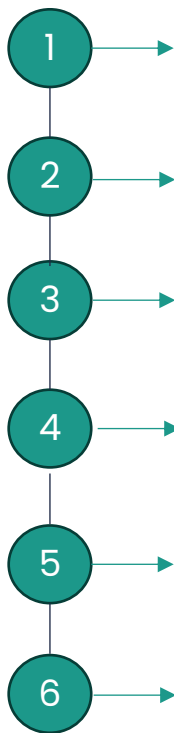




iSupplier
functional
training

Agenda



Supplier Enablement

Basic Navigation

Orders Tab

Shipments Tab

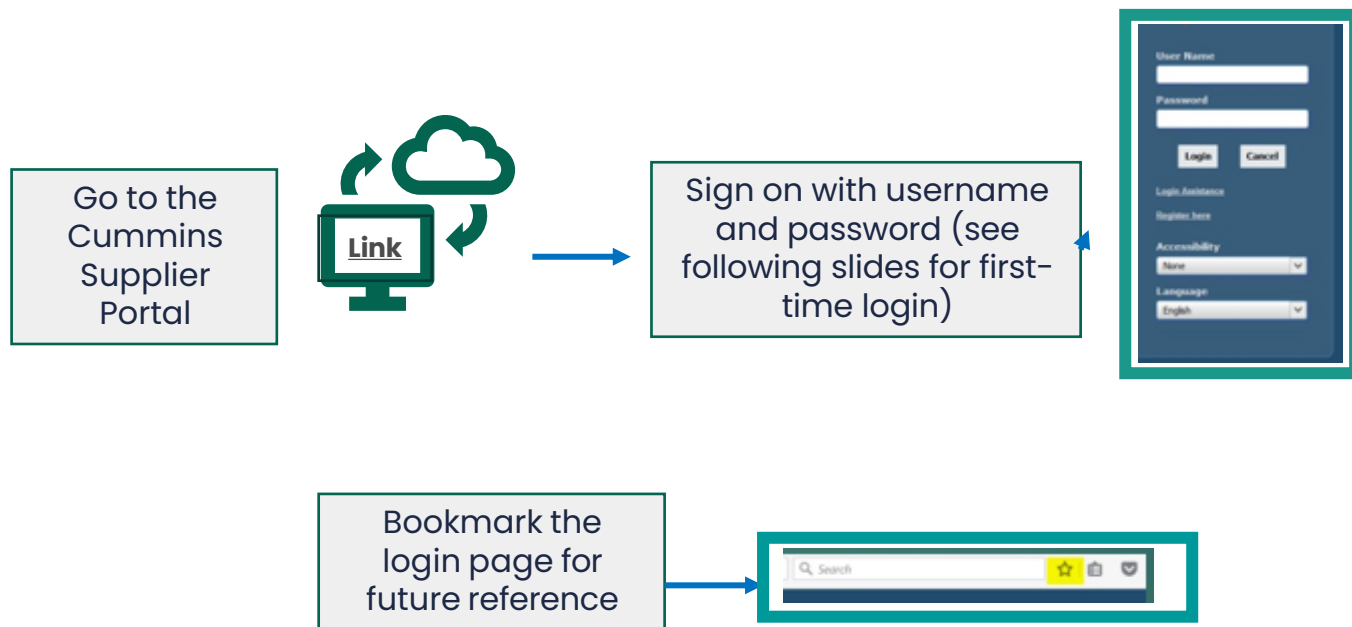
Planning Tab

Additional Functionalities



Supplier Enablement

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





Basic Navigation

Login

ORACLE

User Name
abc.efg@xxx.com

Password

Login Cancel

[Login Assistance](#)

[Register here](#)

Accessibility
None ▼

Language
English ▼

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

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Landing Page

The screenshot shows the Oracle iSupplier Portal landing page. The top navigation bar includes 'Supplier Home', 'Orders', 'Shipments', 'Planning', and 'Product'. A search bar is located below the navigation bar. The main content area is divided into several sections: 'Notifications', 'Orders At A Glance', and a vertical sidebar on the right containing 'Planning', 'Orders', 'Shipments', and 'Receipts'. Annotations highlight specific features: a callout box points to the 'Go' button in the search bar, stating 'If you have any new workflow notifications they will be shown here'; another callout box points to the vertical sidebar, stating 'Vertical quick view of all the tabs'. A decorative graphic of a cloud with arrows is in the top right corner.

Oracle iSupplier Portal

Supplier Home | Orders | Shipments | Planning | Product

Search PO Number

Notifications

Subject		Date
EDC Operating Unit - Blanket Release 67*	requires you...	10-Aug-2017 16:48:46
EDC Operating Unit - Blanket Release 67*	requires you...	10-Aug-2017 16:47:46
EDC Operating Unit - Blanket Release 67*	! requires you...	10-Aug-2017 16:45:46
EDC Operating Unit - Blanket Release 67*	! requires you...	25-Jul-2017 17:00:12
EDC Operating Unit - Blanket Release 67*	, 1	25-Jul-2017 15:56:53

Orders At A Glance

PO Number	Description	Order Date
671		10-Aug-2017 16:48:38
671		10-Aug-2017 16:47:26
671		10-Aug-2017 16:45:03
671		25-Jul-2017 18:07:44
671		25-Jul-2017 17:02:32

Planning

- Forecast Schedules

Orders

- Agreements
- Purchase Orders
- Purchase History

Shipments

- Delivery Schedules
- Overdue Receipts
- Advance Shipment Notices

Receipts

- Receipts
- Returns

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

Vertical quick view of all the tabs

Most Commonly Used Tabs

The screenshot shows the Oracle iSupplier Portal interface. At the top, there's a dark blue header with the Oracle iSupplier Portal logo on the left and a 'Create Incident' button with icons for home, clock, star, settings, and notifications on the right. Below the header, a navigation bar contains tabs for 'Supplier Home', 'Orders', 'Shipments', 'Planning', and 'Procurement'. The 'Orders' tab is highlighted with a red border. A green box highlights the 'Orders', 'Shipments', and 'Planning' tabs. Three callout boxes provide details for these tabs: 'Orders Tab' (bottom left), 'Planning Tab' (top center), and 'Shipments Tab' (middle right). Blue arrows point from the 'Orders' tab to the 'Orders Tab' callout and from the 'Shipments' tab to the 'Shipments Tab' callout. The main content area shows a search bar with 'PO number' and a dropdown arrow, a 'Notifications' section, and two tables. The first table has a 'Full List' button and rows with 'quires you...'. The second table has a 'Full List' button and columns for 'Description' and 'Order Date', with rows showing dates like '10-Aug-2017 16:48:38'.

ORACLE[®] iSupplier Portal

Create Incident | Home | Clock | Star | Settings | Notifications

Supplier Home | **Orders** | Shipments | Planning | Procurement

Search PO number [v] [GO]

Notifications

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

Planning Tab:

- To view forecast information

Shipments Tab:

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

Full List

quires you...

quires you...

quires you...

quires you...

Full List

Description	Order Date
	10-Aug-2017 16:48:38
	10-Aug-2017 16:47:26



Orders Tab

Orders Tab



View Blanket
Agreements

View PO releases

Acknowledge POs

Print POs

Request for change in
POs

View Blanket Agreements

ORACLE iSupplier Portal

Create Incident | Home | Clock | Star | Gear | 7 | Logged In As CALEB.LANGFORD@TOTAL.SOURCING.COM | ? | Power

Supplier Home **Orders** Shipments Planning Product

Purchase Orders **Agreement** View Requests Purchase History

Supplier Agreements

Simple Search

Note that the search is case insensitive

PO Number Global

Effective-From Date

Effective-To Date

Go

If you want to see Blanket Agreements only:

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

“Export” Option

Advanced Search

PO Number	Revision	Global	Description	Document Type	Buyer	Order Date	Currency	Amount Agreed	Amount Released	Effective-From Date	Effective-To Date	Status	Attachments	Upload Status	Edit Agreement
67100077	380	No							49657625.93			Open			
67116880	0	No							17000.00			Open			
67116879	0	No										Open			
67100119	0	No							3330.00			Open			

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

View Blanket Details

ORACLE iSupplier Portal

Create Incident | Home | Clock | Star | Gear | 29 | Logged In As UAT_SLP@TEST.COM | Power

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

Purchase Orders | **Agreements** | View Requests | Purchase History

Orders: Agreements > **Blanket Agreement: 621** 31 Revision: 110

PO Number 621000031
Revision 110
Description FMX BELLEVUE
Currency USD
Amount Released 68878083.35
Global No
Effective End Date

Releases

Personalize "Releases"
Personalize "Order Summary"

PO Number Revision Status Order Date Currency Amount Receipts

62	31-1	3	Approved	25-Jan-2005 00:00:00	USD	24124.16	
62	31-2	2	Approved	26-Jan-2005 00:00:00	USD	15631.16	
62	31-3	2	Approved	26-Apr-2005 00:00:00	USD	1468.80	
62	31-4	0	Approved	17-May-2005 00:00:00	USD	705.00	
62	31-5	1	Approved	01-Jun-2005 00:00:00	USD	8812.80	
62	31-6	1	Approved	06-Jun-2005 00:00:00	USD	1440.00	
62	31-7	0	Approved	11-Jul-2005 00:00:00	USD	6609.60	
62	31-8	4	Approved	08-Aug-2005 00:00:00	USD	639.20	
62	31-9	0	Approved	25-Nov-2005 00:00:00	USD	1836.00	
62	31-10	1	Approved	05-Dec-2005 00:00:00	USD	2203.20	

Rows 1 to 30

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

The screenshot shows the 'Purchase Orders' section of the Atmus application. At the top, there are navigation tabs: 'Supplier Home', 'Orders', 'Shipments', 'Planning', 'Product', and 'Ticket History'. Below these, there are sub-tabs: 'Purchase Orders', 'Agreements', 'View Requests', and 'Purchase History'. The 'Purchase Orders' sub-tab is active. Underneath, the title 'Purchase Orders' is followed by the 'Advanced Search' section. A prompt says 'Specify parameters and values to filter the data that is displayed in your results set...'. Below this, there are radio buttons for 'Match' with 'All' selected and 'Any' as an option. The search criteria are listed in a table-like format with dropdown menus for operators and input fields for values. The criteria include: PO Number (operator: is, value: empty), Document Type (operator: is, value: empty), Order Date (operator: after, value: 01-Jan-2022), Buyer (operator: is, value: Mullins, Rena), Order Date (operator: before, value: 01-Aug-2022), and Status (operator: is, value: empty). At the bottom of the search criteria, there are buttons for 'Go', 'Clear', 'Add Another...', and 'Status'.

Field	Operator	Value
PO Number	is	
Document Type	is	
Order Date	after	01-Jan-2022
Buyer	is	Mullins, Rena
Order Date	before	01-Aug-2022
Status	is	

- 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**”

Supplier Home **Orders** Shipments Planning Product

Purchase Orders Agreements View Requests Purchase History

Purchase Orders Multiple PO Change Export

Views

View Go Advanced Search

Select Order: |

PO Number	Rev	Operating Unit	Supplier Site	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
<input type="radio"/> 671	1914	1	EDC Operating Unit	COOKEVILLE-00	Blanket Release	10-Aug-2017 16:48:38	Looper, Lanna S	USD	138.72	Requires Acknowledgment			
<input type="radio"/> 671	1915	1	EDC Operating Unit	COOKEVILLE-00	Blanket Release	10-Aug-2017 16:47:26	Pierce, Buffy L	USD	2127.72	Requires Acknowledgment			
<input type="radio"/> 671	1916	2	EDC Operating Unit	COOKEVILLE-00	Blanket Release	10-Aug-2017 16:45:03	Looper, Lanna S	USD	15408.00	Requires Acknowledgment			
<input type="radio"/> 671	380	EDC Operating Unit	COOKEVILLE-00	Blanket Agreement		25-Jul-2017 18:07:44	Pierce, Buffy L	USD		Open			
<input type="radio"/> 671	1913	0	EDC Operating Unit	COOKEVILLE-00	Blanket Release	25-Jul-2017 17:02:32	Pierce, Buffy L	USD	181.44	Open			

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”**

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

Purchase Orders | Agreements | View Requests | Purchase History

Orders: Purchase Orders >
Blanket Release: 67100077-3914, 1 (Total USD 138.72)
Currency= USD

Order Information

General

Total 138.72
Amount Agreed 138.72
Supplier
Supplier Site COOKEVILLE-00
Supplier Contact Address
Buyer **Looper, Lanna S**
Order Date 10-Aug-2017 16:48:38
Description
Status
Note to Supplier
Operating Unit
Supplier Order Number
Attachments

Terms and Conditions

Payment Terms
Carrier
FOB
Freight Terms
Shipping Control
Ship-To Address
Address

Summary

Total	138.72
Received	0.00
Invoiced	0.00
Payment Status	Not Paid

PO Details

PDF copy will appear, and can be downloaded

Actions **Printable View** **Go** **Export**

PO_101_2010000252_1_US.pdf - Adobe Reader

File Edit View Window Help

1 / 1 47.3% Fill & Sign Comment

OC-US
2931 Elm Hill Pike
Nashville, TN 37214
United States

Supplier: CMV NORTH AMERICA INC
GOGGIN WAREHOUSING
240 HOBSON ST
SMITHVILLE, TN 37166
United States

Ship To: CUMMINS FILTRATION INC
1200 FLEETGUARD ROAD
COOKEVILLE, TN 38506
United States

Bill To: 2931 Elm Hill Pike
Nashville, TN 37214
United States

Customer Account No	Supplier No	Payment Terms	Freight Terms	FOB	Transportation	Ship Via
478709		Net				

Customer To Telephone	Response Deliver To
Singh, Parminder	Shelton, Mr. Phillip

Atmus™

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

Supplier Home **Orders** Shipments Planning Product

Purchase Orders Agreements View Requests Purchase History

Purchase Orders

Personalize Stack Layout: (SupplierRN)

Views

Personalize Stack Layout: (SupplierRN)

View Purchase Orders to Acknowledge

Advanced Search

Multiple PO Change

Personalize Stack Layout: (SupplierRN)

Personalize Stack Layout: (SupplierRN)

Send Order **Acknowledge** Request Changes View Change History

PO Number	Rev	Operating Unit	Supplier	Site	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
23	395	FBU OPERATING UNIT - WISCONSIN	10003		Blanket Release	Blanket Purchase Order	18-Aug-2017 15:02:38	Meier, Donna K	USD	76.56	Requires Acknowledgment			
23	394	FBU OPERATING UNIT - WISCONSIN	10003		Blanket Release	Blanket Purchase Order	18-Aug-2017 14:27:59	Meier, Donna K	USD	12.89	Requires Acknowledgment			
23	393	FBU OPERATING UNIT - WISCONSIN	10003		Blanket Release	Blanket Purchase Order	08-Aug-2017 22:11:59	Meier, Donna K	USD	1097.97	Requires Acknowledgment			

Acknowledge POs Continued

General Information

Total 76.56

Supplier

Supplier Site

Address

Buyer Meier, Donna K

Order Date 08-Aug-2017 15:02:38

Description Tanket Purchase Order

Status Requires Acknowledgment

Note to Supplier

Organization FBU OPERATING UNIT - WISCONSIN

Terms and Conditions

Payment Terms N60

Carrier

FOB

Freight Terms

Shipping Control

Personalize "Ship-To Address"

Ship-To Address

Address 1401 EAST DIVISION STREET
NEILLSVILLE, WI 54456

Personalize "Bill-To Address"

Bill-To Address

Address CUMMINS INC
P.O. BOX 290909
NASHVILLE, TN 37229-0909

PO Details

Personalize "PO Details"

TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

Personalize "PO Details"

Details Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
169	Goods	Q69217			SQ HD PIPE PLUG	Each			76.56							

Shipments

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount Promised	Date	Need By Date	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Sp	Reason	Action
1	208			240	0.319		76.56	31-Aug-2017 00:00:00					Requires Acknowledgment			

- 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

Return to Orders: Purchase Orders

Cancel Save **Submit** Export Actions Accept Entire Order Go

Requesting Changes to a Purchase Order

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

Supplier Home **Orders** Shipments Planning Product
Purchase Orders Agreements View Requests Purchase History

Purchase Orders

Multiple PO Change Export

Views

View All Purchase Orders

Advanced Search

Select Order: Acknowledge **Request Changes** View Change History

PO Number	Rev	Supplier Site	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
<input checked="" type="radio"/> 67	914	1	EDC Operating Unit	CC -00	Blanket Release	10-Aug-2017 16:48:38	Looper, Lanna S	USD	138.72	Requires Acknowledgment		
<input type="radio"/> 67	915	1	EDC Operating Unit	CC -00	Blanket Release	10-Aug-2017 16:47:26	Pierce, Buffy L	USD	2127.72	Requires Acknowledgment		
<input type="radio"/> 67	916	2	EDC Operating Unit	CC -00	Blanket Release	10-Aug-2017 16:45:03	Looper, Lanna S	USD	15408.00	Requires Acknowledgment		
<input type="radio"/> 67		380	EDC Operating Unit	CC -00	Blanket Agreement	25-Jul-2017 18:07:44	Pierce, Buffy L	USD		Open		
<input type="radio"/> 67	913	0	EDC Operating Unit	CC -00	Blanket Release	25-Jul-2017 17:02:32	Pierce, Buffy L	USD	181.44	Open		

Rows 1 to 75

Requesting Changes to a Purchase Order

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

Organization EDC Operating Unit Address CUMMINS INC.
P.O. BOX 290909
NASHVILLE, TN 37229-0909

PO Details

✓ TIP You can cancel the entire order or specific lines.
✓ TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
1146	Goods	LF00550QSM		LF0055000	LUBE FILTER	Each			138.72							

Shipments

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount Promised	Date	Need-By Date	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
1	200	24	5.78			138.72		30-Aug-2017 00:00:00				Accepted			

Additional Change Requests

If you need to submit more changes in addition to the changes requested above, click the link below to enter additional changes.

Additional Changes [Click here to enter additional changes](#)

[Return to Orders: Purchase Orders](#)

Cancel Save Submit Export Actions Printable View Go

- 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

Supplier Home Orders **Shipments** Planning Product

Delivery Schedules Shipment Notices Shipment Schedules Receipts Returns Overdue

Delivery Schedules

Simple Search

Organization PO Number Supplier Item Item Description

Item Number Ship-To Location Promised Date (28-Aug-2017) Need-By Date (28-Aug-2017)

Go Clear

Advanced Search

Export

Rows 1 to 75

Organization	PO Number	Supplier Item	Item Description	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Item Number	Supplier Config ID	Supplier	Supplier Location	Promised Date	Need-By Date
EDC Operating Unit	67	-2	PANAYA.TEST.PF	Each	1500	400	200		LF07000ABP			COX 00 LE-		28-Aug-2017 00:00:00
EDC Operating Unit	67	-3916	ALG-2280/2	PAC, FF	Each	420	0	200	FF0570180			COX 00 LE-		28-Aug-2017 00:00:00

- 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



Planning Tab

How to view Forecast Information

View Delivery Schedules

Create Incident | Home | Clock | Star | Gear | Notification (3)

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

Forecast

Planning Schedule Summary

Simple Search

Note that the search is case insensitive

Schedule Number

Revision

Forecast/Release Type

Schedule Horizon Start **Go**

Click "Go"

Go to "Planning" Tab

Schedule Number	Revision	Creation Date	Forecast/Release Type	Schedule Horizon Start	Schedule Horizon End	Ship-To Organization	Status	Schedule Type	Supplier	Supplier Site
No search conducted.										

How to view Forecast Information

ORACLE iSupplier Portal

Create Incident | Home | Clock | Star | Gear | Bell (3) | Logged In As CALEB.LANGFORD@TOTAL.SOURCING.COM

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

Forecast

Planning Schedule Summary

Simple Search

Note that the search is case insensitive

Schedule Number
Revision
Forecast/Release Type
Schedule Horizon Start (24-Aug-2017)

Go Clear

All schedules will appear

Advanced Search

Rows 1 to 7

Schedule Number	Revision	Creation Date	Forecast/Release Type	Schedule Horizon Start	Schedule Horizon End	Ship-To Organization	Status	Schedule Type	Supplier	Supplier Site	Supplier Organisation ID	Schedule Type	Summarized View
20170824-1536641	0	24-Aug-2017	Material Release	24-Aug-2017	31-Jul-2019	EASTERN DIST CENTER	Confirmed	Planning		C 0	E-	PLAN_SCHEDULE	
20170824-1536640	0	24-Aug-2017	Material Release	24-Aug-2017	30-Apr-2018	EASTERN DIST CENTER	Confirmed	Planning		C 0	E-	PLAN_SCHEDULE	
20170823-1535842	0	23-Aug-2017	Material Release	23-Aug-2017	31-Jul-2019	EASTERN DIST CENTER	Confirmed	Planning		C 0	E-	PLAN_SCHEDULE	
20170823-1535841	0	23-Aug-2017	Material Release	23-Aug-2017	30-Apr-2018	EASTERN DIST CENTER	Confirmed	Planning		C 0	E-	PLAN_SCHEDULE	
20170822-1535061	0	22-Aug-2017	Material Release	22-Aug-2017	31-Jul-2019	EASTERN DIST CENTER	Confirmed	Planning		C 0	E-	PLAN_SCHEDULE	
20170822-1535060	0	22-Aug-2017	Material Release	22-Aug-2017	30-Apr-2018	EASTERN DIST CENTER	Confirmed	Planning		C 0	E-	PLAN_SCHEDULE	
20170821-1534244	0	21-Aug-2017	Material Release	21-Aug-2017	30-Apr-2018	EASTERN DIST CENTER	Confirmed	Planning		C 0v	E-	PLAN_SCHEDULE	

Select the latest schedule by clicking on schedule number

How to view Forecast Information

Supplier Home Orders Shipments **Planning** Product

Forecast

Planning: Forecast >

Plan Schedule Lines

Schedule Number 20170828-1539057
Revision 0
Supplier Name TOTAL SOURCING SOLUTIONS

Supplier Item Item Description Scheduler Supplier Agreement Number Supplier Agreement Line Ship-To Organization

LF0055000	LF005500QSMX	LUBE FILT	67100077	1146	EASTERN DIST CENTER
D#P573743	HF2905800JX	FILTER, HYDRAULIC CARTRIDGE	67100077	1179	EASTERN DIST CENTER
D#P164703	HF2905800JX	FILTER, HYDRAULIC CARTRIDGE	67100077	1180	EASTERN DIST CENTER
D#P174298	HF2905700JX	FILTER, HYDRAULIC CARTRIDGE	67100077	1181	EASTERN DIST CENTER
D#P171557	HF2905900JX	FILTER, HYDRAULIC CARTRIDGE	67100077	1182	EASTERN DIST CENTER
C# FF0579500	FF057950QSMX	FILTER, FUEL CARTRIDGE	67100077	1155	EASTERN DIST CENTER
Donaldson P786343	SP0137600JX	VALVE, CHECK	67100077	1157	EASTERN DIST CENTER
Donaldson P786340	SP0137500JX	VALVE, CHECK	67100077	1158	EASTERN DIST CENTER
Wix	AF5577800JX	FILTER, AIR PANEL	67100077	1159	EASTERN DIST CENTER
C# AF2633600	AF263360RMJX	FILTER, AIR CYLINDRICAL SECONDARY	67100077	1160	EASTERN DIST CENTER

Summarized View Export

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

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”**

The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes 'Supplier Home', 'Orders', 'Shipments', 'Planning', and 'Product'. The 'Orders' tab is selected and highlighted with a red box. Below it, the 'Purchase Orders' sub-tab is also highlighted with a red box. To the right of the 'Purchase Orders' sub-tab, there is a 'Multiple PO Change' button, which is highlighted with a red box and has a red arrow pointing to it from the text box above. The main content area shows a table of purchase orders with columns: PO Number, Rev, Operating Unit, Supplier Site, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Change Request Status, Acknowledge By, and Attachments. The table contains three rows of data. The first two rows have a status of 'Accepted', and the third row has a status of 'Supplier Change Pending'.

ORACLE iSupplier Portal

Create Incident

Supplier Home **Orders** Shipments Planning Product

Purchase Orders Agreements View Requests Purchase History

Purchase Orders

Views

View All Purchase Orders Go

Advanced Search

Select Order: Acknowledge Request Changes View Change History

Rows 1 to 75

PO Number	Rev	Operating Unit	Supplier Site	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
671	914	1	EDC Operating Unit	CC	LE-00	Blanket Release	10-Aug-2017 16:48:38	Looper, Lanna S	USD	138.72	Accepted		
671	915	1	EDC Operating Unit	CC	LE-00	Blanket Release	10-Aug-2017 16:47:26	Pierce, Buffy L	USD	2127.72	Accepted		
671	916	2	EDC Operating Unit	CC	LE-00	Blanket Release	10-Aug-2017 16:45:03	Looper, Lanna S	USD	15408.00	Accepted	Supplier Change Pending	

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”

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

Purchase Orders | Agreements | View Requests | Purchase History

Orders: Purchase Orders >

Change Multiple Purchase Orders

Shipments

Personalize Stack Layout: (ChangeShipContainer)

Views

Personalize “Views”

New Shipments Requiring Acknowledgement

Default Values

☒ TIP You can apply default values to selected rows

Promised Date

Quantity Ordered

Reason

Personalize “PO Shipments”

Select Shipments:

<input type="checkbox"/>	PO Number	Line	Shipment	Order Date	Type	Item/Job	Description	Location	Promised Date	Need-By Date	UOM	Ordered	Received	Price	Amount	Status	Attachments	Reason	Actions
<input checked="" type="checkbox"/>	621001238-4684	113	2	24-Aug-2017 22:06:12	Goods	391110900	BOTE	304	<input type="text"/>	Jun-2018				0.5427	1101.68	Requires Acknowledgment			Accept <input type="button" value="Go"/>
<input checked="" type="checkbox"/>	621001238-4684	113	1	24-Aug-2017 22:06:12	Goods	391110900	BOTE	304	<input type="text"/>	2 Apr-2018 00:00:00	Each	2030		0.5427	1101.68	Requires Acknowledgment			Change <input type="button" value="Go"/>
<input checked="" type="checkbox"/>	621001238-4683	100	1	24-Aug-2017 22:05:14	Goods	392775200	BOTE	304	<input type="text"/>	05-May-2018 00:00:00	Each	1960		0.4728	926.69	Requires Acknowledgment			Accept <input type="button" value="Go"/>
<input checked="" type="checkbox"/>	621001238-4683	113	2	24-Aug-2017 22:05:14	Goods	391110900	BOTE	304	<input type="text"/>	25-Nov-2017 00:00:00	Each	2030		0.5427	1101.68	Requires Acknowledgment			<input type="button" value="Go"/>
<input checked="" type="checkbox"/>	621001238-4683	113	3	24-Aug-2017 22:05:14	Goods	391110900	BOTE	304	<input type="text"/>	20-Jan-2018 00:00:00	Each	2030		0.5427	1101.68	Requires Acknowledgment			<input type="button" value="Go"/>
<input type="checkbox"/>	621001238-4683	113	4	24-Aug-2017 22:05:14	Goods	391110900	BOTE	304	<input type="text"/>	10-Mar-2018 00:00:00	Each	2030		0.5427	1101.68	Requires Acknowledgment			<input type="button" value="Go"/>

Rows to 27

Advanced Search

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

Supplier Home **Orders** Shipments Planning Products

Purchase Orders Agreements View Requests **Purchase History**

Purchase Order Revision History

Export

Simple Search

Advanced Search

Note that the search is case insensitive

PO Number

Release Number

Rev

Document Type

Creation Date

Revised Date

Operating Unit

Go Clear

PO Number	Operating Unit	Description	Buyer	Creation Date	Revised Date	Currency	Total	Ship-To Location	Compare to Original PO	Compare to Previous PO	Show all PO Changes
671C :913	EDC Operating Unit		Pierce, Buffy L	25-Jul-2017 17:02:32		USD	181.44	200			
671C :912	EDC Operating Unit		Looper, Lanna S	25-Jul-2017 16:59:51		USD	85.68	200			
671C :911	EDC Operating Unit		Looper, Lanna S	25-Jul-2017 16:26:12		USD	53.62	200			

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

Supplier Home Orders **Shipments** Planning Product

Delivery Schedules Shipment Notices Shipment Schedules **Receipts** Returns Overdue Receipts

View Receipts

Simple Search Advanced Search

Receipt Number
 PO Number
(example: 1234)
 Release Number
(example: 1234-2)
 Shipment Number
 Shipped Date (Aug-2017)

Organization
 Item Number
 Supplier Item
 Item Description
 Receipt Location

Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
99999	20-Nov-2015 22:59:23	EASTERN DIST CENTER								671	220	2042
99998	20-Nov-2015 22:58:58	EASTERN DIST CENTER								671	219	2045
99997	20-Nov-2015 22:58:37	EASTERN DIST CENTER								671	217	2046
99996	20-Nov-2015 22:57:33	EASTERN DIST CENTER								671	217	2042
99995	20-Nov-2015 22:56:56	EASTERN DIST CENTER								671	214	2042
99994	20-Nov-2015 22:56:36	EASTERN DIST CENTER								671	214	2042

Rows 1 to 30

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

Supplier Home Orders Shipments Planning **Product**

Supplier Items

Simple Search

Note that the search is case insensitive

Supplier Item

Item

Item Description

Go **Clear**

Advanced Search

Rows 1 to 75

Organization	Supplier Item	Item	Item Description	UOM	Buyer	Orders	Overdue	Receipt History	VMI	Consigned Inventory
EASTERN DIST CENTER		0204163MH S	PAC, HEAD WF	Each						
EASTERN DIST CENTER		025115200 S	PAC, SPRING	Each						
EASTERN DIST CENTER		0256535BZ S	PAC, BRACKET	Each						
EASTERN DIST CENTER		025658126	PAC, COVER	Each						
EASTERN DIST CENTER		330051800 S	PAC, WRENCH	Each						
EASTERN DIST CENTER		330745400 S	FFBASE AND B	Each						

**Any
questions?**

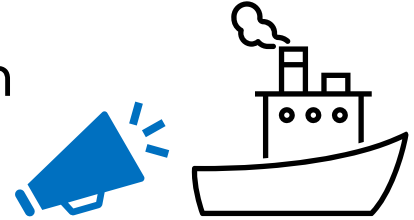




iSupplier ASN

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”**

Supplier Home Orders **Shipments** Planning Product

Delivery Schedules | **Shipment Notices** | Receipts | Returns | Overdue Receipts

Shipment Notices

Create Advance Shipment Notices

Upload Advance Shipment and Billing Notices

View / Cancel Advance Shipment and Billing 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”**

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

Delivery Schedules | **Shipment Notices** | Receipts | Returns | Overdue Receipts

Shipments: Shipment Notices >

Create Advance Shipment Notice

Advanced Search

To search, please enter at least one search criteria.
Specify parameters and values to filter the data that is displayed in your results set.

Match ☒ All ☐ Any

PO Number is

Ship-To Location is

Supplier Site is

Item

Select PO Shipments:

Rows 1 to 75

PO Number	Line	Shipment	Supplier	Item	Item Description	Due Date	Quantity Ordered	Quantity Shipped	Quantity Received	UOM	Ship-To Location	Organization Name	Ship-To Organization	Currency	Supplier Site
<input checked="" type="checkbox"/> 750000021-344	169	1			UAT Ventilator test	10-Sep-2018 00:00:00	1000	0	0	Each	575	CF JPN OPERATING UNIT	CUMMINS FILTRATION TOKYO	USD	10030
<input checked="" type="checkbox"/> 750000021-336	107	93			ELEMENT,CRANKCASE VENTILATION	10-Sep-2018 00:00:00	576	0	0	Each	575	CF JPN OPERATING UNIT	CUMMINS FILTRATION TOKYO	USD	10030
<input checked="" type="checkbox"/> 750000021-336	84	77			PAC, LF	10-Sep-2018 00:00:00	600	0	0	Each	575	CF JPN OPERATING UNIT	CUMMINS FILTRATION TOKYO	USD	10030
<input checked="" type="checkbox"/> 750000021-336	70	58			MODULE,LIQUID FILTRATION	10-Sep-2018 00:00:00	30	0	0	Each	575	CF JPN OPERATING UNIT	CUMMINS FILTRATION TOKYO	USD	10030
<input type="checkbox"/> 750000021-336	113	112			FILTER,CRANKCASE COALESCER	10-Sep-2018 00:00:00	80	80	0	Each	575	CF JPN OPERATING UNIT	CUMMINS FILTRATION TOKYO	USD	10030
<input type="checkbox"/> 750000021-336	127	129			PAC, LF	10-Sep-2018 00:00:00	600	300	0	Each	575	CF JPN OPERATING UNIT	CUMMINS FILTRATION TOKYO	USD	10030

Creating an ASN

Supplier Home Orders **Shipments** Planning Product

Delivery Schedules **Shipment Notices** Receipts Returns Overdue Receipts

Shipments: Shipment Notices >

Create Advance Shipment Notice

Shipment Header **Shipment Lines**

Shipment Line Defaults

Enter Shipment Line Defaults and click Default to All Lines to copy to all shipment lines.

Packing Slip PS_TEST1 Container Number

Country Of Origin Truck Number TRUCK1

Bar Code Label Comments

Default to All Lines

Shipments in Advance Shipment Notice

Show All Details | Hide All Details

Details	PO Number	Line	Shipment	Item Number	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	LPN/Lot/Serial	Add Attachments	Remove
▶	575000021-344	169	1	UAT CV55010X1MX		UAT Ventilator test	10-Sep-2018 00:00:00	1000	0	Each	1000	575		+	
▶	575000021-336	107	93	CV52053X1MX		ELEMENT,CRANKCASE VENTILATION	10-Sep-2018 00:00:00	576	0	Each	576	575		+	
▶	575000021-336	84	77	LF16007FZ B		PAC, LF	10-Sep-2018 00:00:00	600	0	Each	600	575		+	
▶	575000021-336	70	58	FH0014901MX		MODULE,LIQUID FILTRATION	10-Sep-2018 00:00:00	30	0	Each	30	575		+	

- **“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**”

Supplier Home Orders **Shipments** Planning Product

Delivery Schedules **Shipment Notices** Receipts Returns Overdue Receipts

Shipments: Shipment Notices >

Create Advance Shipment Notice

Add Shipments Preview **Submit**

Shipment Header Shipment Lines

Shipment Information

* Indicates required field

* Shipment Number * Shipment Date
* Expected Receipt Date Note: Shipment Date cannot be later than today
Example: 06-Sep-2018 20:39:19

Freight Information

Freight Terms <input type="text"/>	Freight Carrier <input type="text"/>
Number of Containers <input type="text"/>	Bill of Lading <input type="text"/>
Waybill/Airbill Number <input type="text"/>	Packing Slip <input type="text"/>
Packaging Code <input type="text"/>	Special Handling Code <input type="text"/>
Tar Weight <input type="text"/>	Tar Weight UOM <input type="text"/>
Net Weight <input type="text"/>	Net Weight UOM <input type="text"/>

Creating an ASN

- Notice will appear confirming ASN has been submitted

[Supplier Home](#) [Orders](#) [Shipments](#) [Planning](#) [Product](#)

[Delivery Schedules](#) | [Shipment Notices](#) | [Receipts](#) | [Returns](#) | [Overdue Receipts](#)

Advance Shipment Notice Confirmation

Your Advance Shipment Notice ASN_TEST_10 has been submitted.

[Return to Advance Shipment Notices](#)

How to Cancel an ASN

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

Supplier Home Orders **Shipments** Planning Product Incident History

Delivery Schedules **Shipment Notices** Shipment Schedules Receipts Returns Overdue Receipts

Shipment Notices

Create Advance Shipment Notices

Upload Advance Shipment and Billing Notices

View / Cancel Advance Shipment and Billing Notices

How to Cancel an ASN

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

Supplier Home Orders **Shipments** Planning Product Incident History

Delivery Schedules **Shipment Notices** Shipment Schedules Receipts Returns Overdue Receipts

Shipments: Shipment Notices >

View / Cancel Advance Shipment Notice

Views

View Last 25 Shipment Notices

Once a shipment notice is cancelled it cannot be undone

Select Advance Shipment Notice **Cancel Shipment Notice**

Shipment Number	Shipment Date	Expected Receipt Date	Freight Carrier
<input checked="" type="radio"/> FB_Test124	29-May-2019 13:22:52	16-Aug-2019 13:23:42	

How to Cancel an ASN

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

Supplier Home Orders **Shipments** Planning Product Incident History

Delivery Schedules | **Shipment Notices** | Shipment Schedules | Receipts | Returns | Overdue Receipts

ASN Cancel Confirmation

Your request to cancel Advance Shipment Notice FB_Test124 has been submitted. A notification will be sent to the buyer(s) informing them of the cancellation.

[Return to View Advance Shipment and Billing Notices](#)

Q+A

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