

# Supplier Portal User Manual



## STANDARD OPERATING PROCEDURE

# Topic: Supplier Portal User Guide

*Note: There is NO change in the Supplier **Invoicing** Process, please keep processing your Invoices as you normally do.*

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**1. Purpose:**

This document provides guidance to use Supplier Portal to Acknowledge the Purchase Orders, Initiate Change orders for the Purchase Orders, Create ASN and Manage ASNs.

**2. Scope:**

Supplier Portal

**3. Responsibility:**

Suppliers

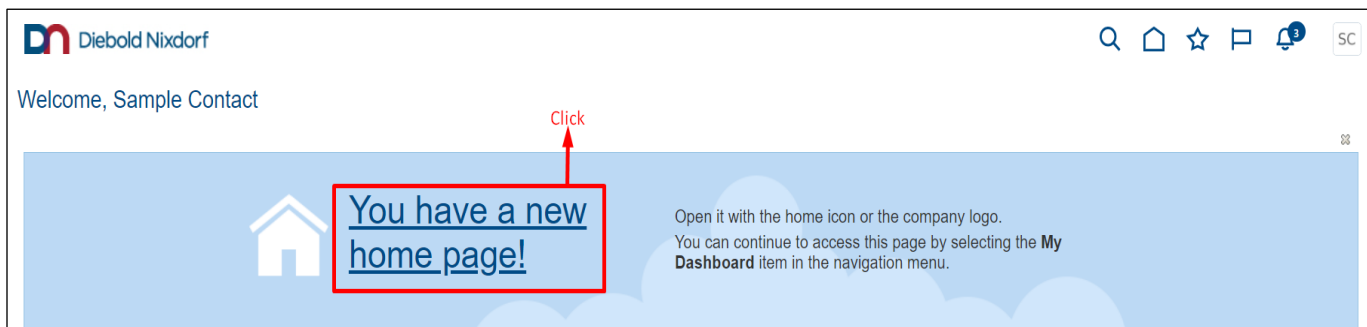
**4. Procedure:**

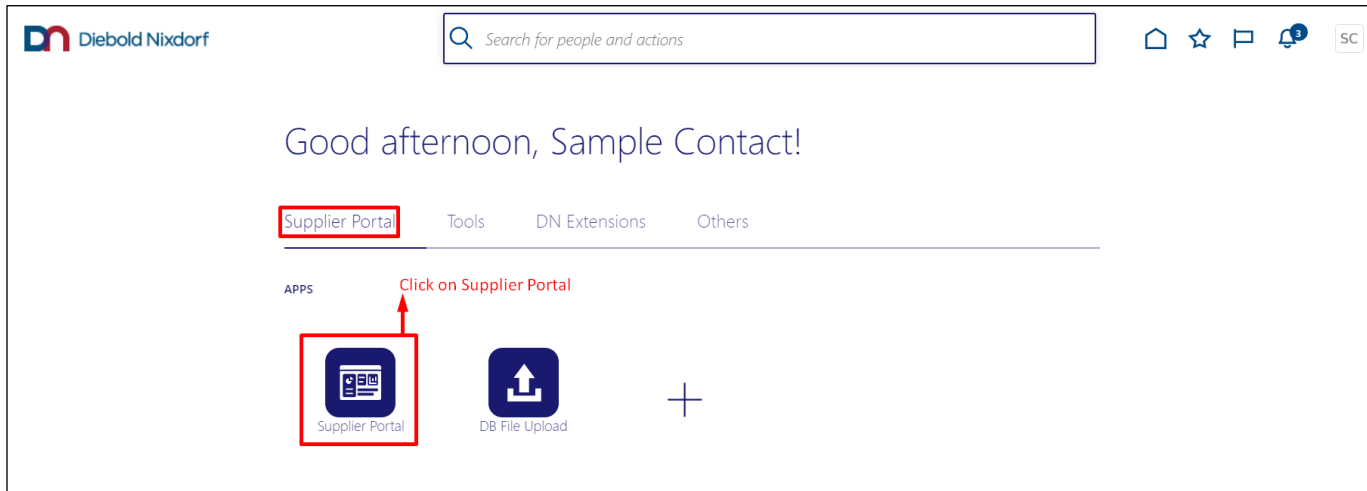
Please follow the steps outlined below to Acknowledge the Purchase Orders, Initiate Change Orders for the Purchase Orders, Create ASN and Manage ASNs using Supplier Portal.

## 5. Supplier Login:

Step 1: Sign into Supplier Portal using URL: <https://eeug.login.us6.oraclecloud.com/>

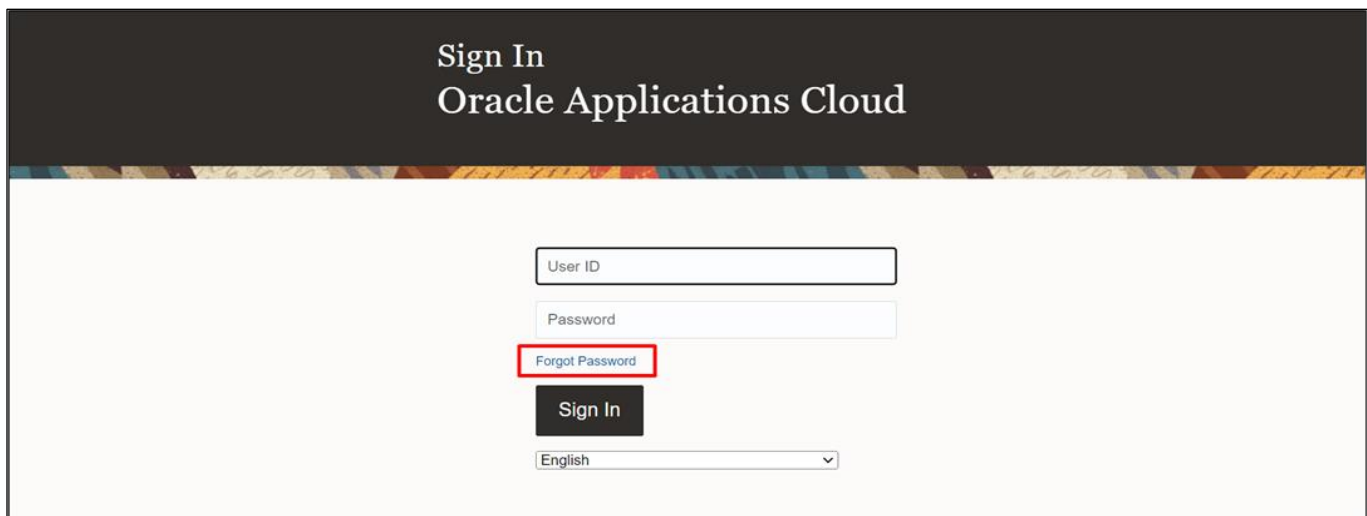
Step 2: Click on home page hyperlink and then Click on Supplier Portal icon.





✓ **What if I forgot my username or password?**

Answer: On the login screen, please click on the **Forgot password** hyperlink and enter the Username or email address associated with the user account. An email will be sent to your email address with your username in case you chose the “forgot username” hyperlink; or you will receive an email containing a password reset link in case you chose the “forgot password” hyperlink.



## Sign In ORACLE APPLICATIONS CLOUD

### Forgot Password

☐ Forgot user name

☐ Forgot password



If you are not able to reset the password, please contact helpdesk through Chat or Phone

**Chat Link for Support to users (internet facing)→ Please identify yourself as a DN Supplier**

<https://home-e31.niceincontact.com/inContact/ChatClient/ChatClient.aspx?poc=cb16a80c-cc45-4891-82c9-ba8dab2eefb0&bu=4597487>

Country-wise phone number for IT Service Desk below.

**\*Note: - To contact the IT Support Desk, choose Option 1; then, choose Option 5. (Outside Supplier)**

## Contacting IT Service Desk by Phone

**+1-800-216-4783**

### COUNTRY NAME

Algeria	Morocco
Brazil	Myanmar
Canada	Nicaragua
Colombia	Nigeria
Costa Rica	Norway
Czech Republic	Panama
Denmark	Peru
Dominican Republic	Romania
El Salvador	Russian Federation
Finland	Slovakia
Greece	Sweden
Guatemala	Taiwan
Honduras	Turkey
Ireland	Ukraine
Italy	United Arab Emirates
Luxembourg	United States
Mexico	Vietnam

### Countries without an international toll-free number

Argentina	Submit a service request via <a href="#">SMAx</a>
Chile	or chat with an agent using the
Paraguay	Support icon on your desktop.
Uruguay	



Please use one of the following options to contact the IT Service Desk by telephone:

- **US:** 1-800-216-4783
- **DE:** +49 5251 693 5555
- Use your country-specific number on the right.

**Select Option 1 to reach IT Service Desk.**

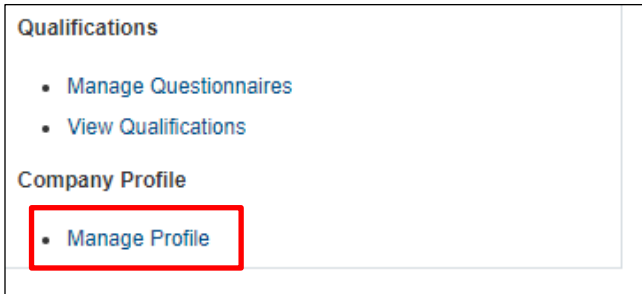
### For all other countries

COUNTRY NAME	PHONE NUMBER
Australia	61297673528
Austria	0800-298089
Belgium	0800-79067
China	800-819-8620
Ecuador	Ext. 1999119 then 18002164783
France	0800-905315
Germany	+4952516935555
Hong Kong	+852 28040022
Hungary	06-800-21043
India	008000016911
Indonesia	+62 21 25527933
Malaysia	+60 3 6209 6209
Netherlands	0800-0229560
Philippines	+63 02 86480968
Poland	0-0-800-1215314
Portugal	8008-12162
Singapore	6567402999
South Africa	080-09-99457
Spain	900-931650
Thailand	+66 2 8384797
Switzerland	+4952516935555
United Kingdom	0808-2342077

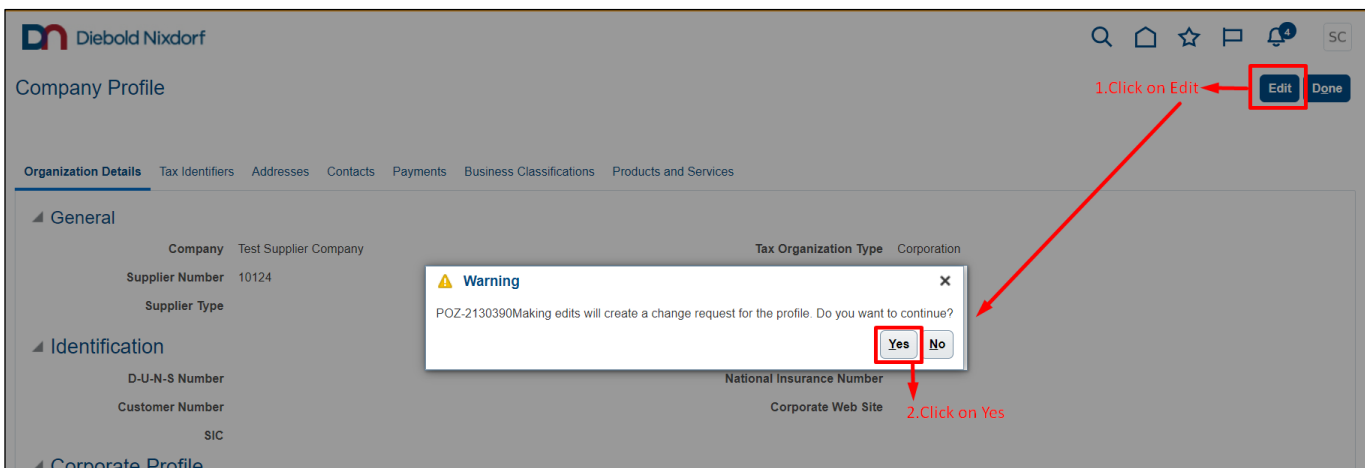
## 6. CLOUD – Supplier Administrator Instructions

### A. To Add Additional Portal Users (Supplier Contacts):

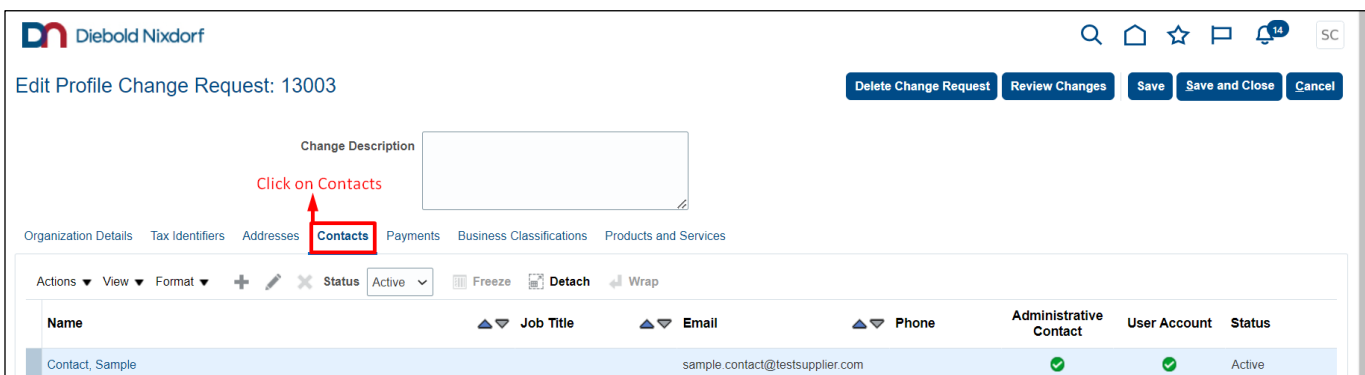
Step 1: Navigate to Manage Profile at the bottom of task menu.



Step 2: In the Company Profile section select Edit, Warning message pops-up about the change. Click on Yes to proceed.



Step 3: In the Edit Profile Change Request section, select Contacts.



Step 4: Click the plus sign.

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Edit Profile Change Request: 13003

Change Description

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Actions View Format **+** Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Contact, Sample		sample.contact@testsupplier.com		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active

Columns Hidden 7

Step 5: In the Create Contact section enter the First Name, Last Name, the Email address, and click Request user account. If you would like the Supplier, contact to have administrative ability, select administrative contact checkbox.

Refreshed from PROD on 03/29/2023

Diebold Nixdorf

Edit Profile Change Request: 15002

Organization Details Tax Identifiers Addresses **Contacts** Payments

Actions View Format **+** Status Active Freeze Detach Wrap

**Create Contact**

Salutation First Name Test Middle Name Last Name Contact Job Title Administrative contact ☒ This is optional

Phone Mobile Fax Email testcontact@demo.com Status Active

**Contact Addresses**

Address Name	Address	Phone	Address Purpose	Status
St Johns Street	NEAR LUXER COURT,ST 79,ABBOT, MAINE PISCATAQU...		Ordering, Remit to	Active

Columns Hidden 5

**User Account**

☒ Request user account Enable this option to create user account

**Roles**

Role	Description
DN Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking I...
DN Supplier Bidder	This role provides access to responds to requests for quote, requests for proposal, requests for information, and reverse ...
DN Supplier Customer Service Representative	This role provides access to tracking, acknowledging, or requesting changes to new orders, communicates order schedul...

Create Another OK Cancel

Step 6: After Request user account checkbox is selected, roles will appear as below. The roles needed are already added for you (Supplier User). Once all details are entered, click OK.

User Account

☒ Request user account

RolesData Access

ActionsViewFormatXFreezeDetachWrap

Role	Description
DN Supplier Accounts Receivable Specialist ...	The purpose of this role is to manage invoices and payments for the supplier company. This role provide access to submit ...
DN Supplier Administrator	The purpose of this role is to manage supplier profile and user provisioning. This role provides access to import supplier an...
DN Supplier Bidder	The purpose of this role is to manage all aspects of seller negotiation responses including creating, updating, and managin...

Create AnotherOKCancel

Step 7: Click on Review Changes. Review all the changes made and you can document the changes in “Change Description” text box.

Diebold Nixdorf

Edit Profile Change Request: 15002

Delete Change RequestReview ChangesSaveSave and CloseCancel

Change Description

Organization DetailsTax IdentifiersAddressesContactsPaymentsBusiness ClassificationsProducts and Services

ActionsViewFormat+XStatusActiveFreezeDetachWrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Contact, Demo		demo.contact@testsupplier.com			✓	Active
Contact, Sample		sample.contact@testsupplier.com		✓	✓	Active
Contact, Test		testcontact@demo.com		✓		Active

Columns Hidden 7

Step 8: Once all the changes are reviewed, click Submit.

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SC

Review Changes

Change Description

Contacts

View

Format

Freeze

Detach

Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details
<div><div></div><div>Contact, Test</div></div>		testcontact@demo.com		<div></div>		Active	<div></div>

Columns Hidden: 7

Edit

Submit

Cancel

Step 9: Confirmation message appears on the screen.

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Company Profile

There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request15002

Request StatusPending Approval

Requested ByContact, Sample

Request Date5/9/23

Change Description

Organization Details

Tax Identifiers

Addresses

Contacts

Payments

Business Classifications

Products and Services

General

CompanyTest Supplier Company

Supplier Number10124

Supplier Type

D-U-I-N-S Number

Customer Number

SIC

Tax Organization TypeCorporation

StatusActive

AttachmentsNone

Confirmation

Your profile change request 15002 was submitted for approval.

OK

Identification

D-U-I-N-S Number

Customer Number

SIC

Remittance Number

Corporate Web Site

Corporate Profile

Year Established

Mission Statement

Year Incorporated

Chief Executive Title

Chief Executive Name

Principal Title

Principal Name

*\*Note: When trying to set up a new account for Supplier Contact, if the Supplier Administrator is not available, please send an email to [cloudsupplierportalsupport@dieboldnixdorf.com](mailto:cloudsupplierportalsupport@dieboldnixdorf.com) for more inquiries.*

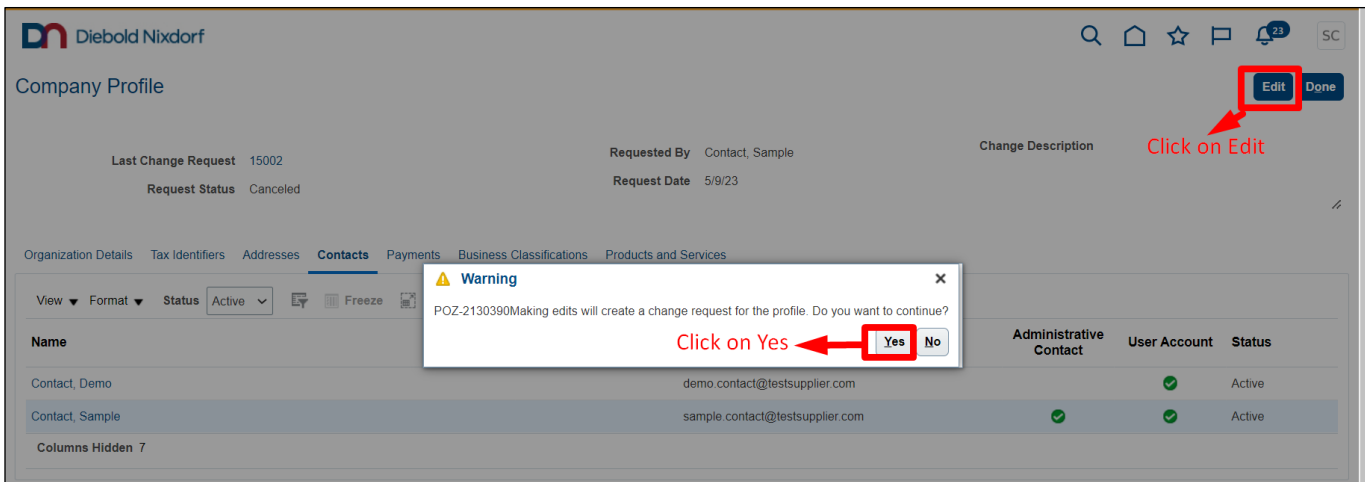


## B. To inactivate the Portal Users:

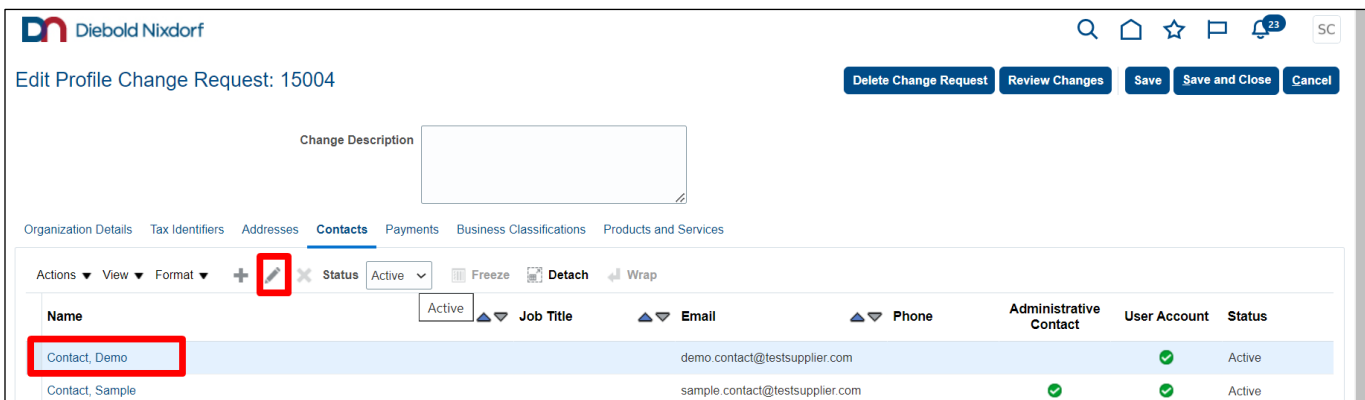
Step 1: Navigate to Manage Profile at the bottom of task menu.



Step 2: In the Company Profile section select Edit, Warning message pops-up about the change. Click on Yes to proceed.



Step 3: Under Contacts, select the contact to Inactive and click on Edit (pencil icon).



Step 4: Select the status as “Inactive” and click on OK.

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Edit Profile Change Request: 16001

Organization Details Tax Identifiers Addresses **Contacts** Payments

Actions View Format + Status Active

Name

Contact, Demo

Contact, Sample

Columns Hidden 7

**Edit Contact: Demo Contact**

Salutation First Name Demo Middle Name Last Name Contact Job Title

Phone Mobile Fax Email demo.contact@testsupplier.com

Status **Inactive** Inactive Date 5/9/23

☐ Administrative contact

**Contact Addresses**

Actions View Format Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				

Columns Hidden 5

**User Account**

Account Status Inactive

User Name demo.contact@testsupplier.com

Roles Data Access

View Format Freeze Detach Wrap

Role	Description
No data to display.	

OK Cancel

Request Review Changes Save Save and Close

Administrative Contact	User Account	Status
✓	✓	Active
✓	✓	Active

Step 5: Review the changes.

Edit Profile Change Request: 16001

Change Description

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Actions View Format + Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Contact, Sample		sample.contact@testsupplier.com		✓	✓	Active

Columns Hidden 7

Delete Change Request **Review Changes** Save Save and Close Cancel

Step 6: Once the changes are reviewed, click on Submit.

Diebold Nixdorf

Review Changes

Change Description

Contacts

View Format Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details
Contact, Demo		demo.contact@testsupplier.com			✓	Inactive	

Columns Hidden 7

Step 7: Change request is gone for approval, once it is approved then it will reflect in system.

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Company Profile

There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request: 16001

Request Status: Pending Approval

Requested By: Contact, Sample

Request Date: 5/9/23

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company: Test Supplier Company

Supplier Number: 13124

Supplier Type

Identification

D-U-R-S Number

Customer Number

SIC

Corporate Profile

Year Established

Mission Statement

Tax Organization Type: Corporation

Status: Active

Attachments: None

Confirmation

Your profile change request 16001 was submitted for approval.

OK

## 7. Manual Acknowledgement:

Step 1: Navigate to the Orders section then click on Manage Orders. Or Go to Requiring Attention infolet and click on Blue Color part of the Circle which will direct to Purchase Orders pending acknowledgment page.

The screenshot shows the Diebold Nixdorf Supplier Portal dashboard. At the top, there's a search bar with a dropdown menu set to 'Orders' and an 'Order Number' input field. Below this, a 'Tasks' sidebar on the left lists 'Manage Orders', 'Manage Schedules', and 'Acknowledge Schedules in Spreadsheet'. The 'Manage Orders' item is highlighted with a red box and an arrow pointing to the text 'Click on Manage Orders'. The main content area features a 'Requiring Attention' section with a large blue circle containing the number '11'. To the right, there are two summary cards: 'Recent Activity' showing 'Orders opened' with a count of '1', and 'Transaction Reports' showing 'PO Purchase Amount' as '400 USD'.

Step 2: In the Manage orders section select the status Pending Supplier Acknowledgement then click on Search.

The screenshot shows the 'Manage Orders' page in the Diebold Nixdorf system. It has tabs for 'Headers' and 'Schedules'. The 'Search' section includes filters for 'Sold-to Legal Entity', 'Bill-to BU', and 'Supplier Site'. There are also buttons for 'Advanced', 'Manage Watchlist', and 'Saved Search'. The 'Status' dropdown menu is set to 'Pending Supplier Acknowledgment', with a red box around it and an arrow pointing to the text 'Select "Pending Supplier Acknowledgement" from dropdown'. Below the status filter, there's an 'Include Closed Documents' dropdown set to 'No'. At the bottom of the search section, there are 'Search', 'Reset', and 'Save...' buttons, with a red box around the 'Search' button and an arrow pointing to the text 'Click on Search'. The 'Search Results' section at the bottom shows a table with columns: Order, Order Date, Description, Supplier Site, Buyer, Ordered, Currency, Status, Life Cycle, and Creation Date.

Step 3: It will list out all the Orders which are in pending acknowledgment status. Then click on the Order number to open and acknowledge it.

Manage Orders

Search

Advanced Manage Watchlist Saved Search All Orders

Search Results

Click on PO to acknowledge

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
20200077	5/9/23		FRANKFURTAMM01	Junghare, Tushar	400.00	USD	Pending Su...		5/9/23
20200076	5/9/23		FRANKFURTAMM01	Junghare, Tushar	400.00	USD	Pending Su...		5/9/23
20200075	5/9/23		FRANKFURTAMM01	Junghare, Tushar	200.00	USD	Pending Su...		5/9/23
20200074	5/9/23		FRANKFURTAMM01	Junghare, Tushar	200.00	USD	Pending Su...		5/9/23
20200073	5/9/23		FRANKFURTAMM01	Junghare, Tushar	200.00	USD	Pending Su...		5/9/23
20200072	5/9/23		FRANKFURTAMM01	Junghare, Tushar	200.00	USD	Pending Su...		5/9/23
20200071	5/9/23		FRANKFURTAMM01	Junghare, Tushar	200.00	USD	Pending Su...		5/9/23
20200070	5/9/23		FRANKFURTAMM01	Junghare, Tushar	200.00	USD	Pending Su...		5/9/23
20200069	5/9/23		FRANKFURTAMM01	Junghare, Tushar	0.00	USD	Pending Su...		5/9/23
20200066	5/9/23		FRANKFURTAMM01	Junghare, Tushar	2,300.00	USD	Pending Su...		5/9/23

Step 4: Click on the Acknowledge button to acknowledge the Purchase Order.

Diebold Nixdorf

Purchase Order: 20200077

Acknowledge View PDF Actions Refresh Done

Click on Acknowledge

General

Sold-to Legal Entity Diebold Nixdorf, Incorporated

Supplier Test Supplier Company

Ordered 400.00 USD

Bill-to BU US Ops BU

Supplier Site FRANKFURTAMM01

Description

Order 20200077

Supplier Contact Sample Contact

Source Agreement

Status Pending Supplier Acknowledgment

Bill-to Location DBD INC.

Supplier Order

Buyer Tushar Junghare

Ship-to Location Diebold Nixdorf Manufacturing (US2)

Creation Date 5/9/23

Terms Notes and Attachments

Required Acknowledgment Document and Schedule

Shipping Method

Buyer Managed Transportation

Step 5: Validate the Requested ship date. **Please note that the date shown on the PO schedule will be requested/need by ship date and promised ship date (Estimated Time of Departure ETD) only, not the arrival dates. This ETD is calculated by using the ETA on the submitted PO.**

On the PO acknowledge page go to terms section and select Acknowledge response as Accept. Then go to Schedules and select Response as "Accept" for all the schedules.

Acknowledge Document (Purchase Order): 20200077

Order: 20200077  
Status: Pending Supplier Acknowledgment  
Buyer: Junghare Tushar  
Creation Date: 5/9/23

Supplier Site: FRANKFURTAM01  
Supplier Contact: Sample Contact  
Bill-to Location: DBD INC.  
Ship-to Location: Diebold Nixdorf Manufacturing (US2)

Ordered: 400.00 USD  
Description:   
Source Agreement:   
Supplier Order:   
Communication Method: None

Payment Terms: Immediate  
Shipping Method:   
Freight Terms: FOB

Required Acknowledgment: Document and Schedule  
Acknowledgment Due Date: 5/12/23  
Acknowledgment Response: **Accept** (Select "Accept" from dropdown)  
Acknowledgment Note:

Additional Information  
One-Time Shipto Address:   
One-Time Shipto Address Extended:   
Named Place:   
Category Manager:   
Context Prompt:

Schedules

Line	Item	Description	Supplier Item	Sched Quantity	UOM	Price	Currency	Ordered	Requested Ship Date	Promised Ship Date	Shipping Method	Response	Rejection Reason	Supplier Order Line	Location
1	0175000003	audio extension cable 3m		1	100 Each	2.00	USD	200.00	5/22/23			<b>Accept</b> (Select Response as "Accept" from the dropdown)			Diebold Nixdorf ...
2	01750000117	inhibgear nut M5x5		1	200 Each	1.00	USD	200.00	5/28/23			<b>Accept</b> (Select Response as "Accept" from the dropdown)			Diebold Nixdorf ...

*\*Note – in case of confirming orders for GERMANY (DE Ops BU) Supplier Order number is mandatory*

Acknowledge Document (Purchase Order): 20200077

Order: 20200077  
Status: Pending Supplier Acknowledgment  
Buyer: Junghare Tushar  
Creation Date: 5/9/23

Supplier Site: FRANKFURTAM01  
Supplier Contact: Sample Contact  
Bill-to Location: DBD INC.  
Ship-to Location: Diebold Nixdorf Manufacturing (US2)

Ordered: 400.00 USD  
Description:   
Source Agreement:   
Supplier Order: **Supplier Order** (Mandatory for DE Ops BU, for rest Optional)  
Communication Method: None

Payment Terms: Immediate  
Shipping Method:   
Freight Terms: FOB

Required Acknowledgment: Document and Schedule  
Acknowledgment Due Date: 5/12/23  
Acknowledgment Response: **Accept** (Select "Accept" from dropdown)  
Acknowledgment Note:

Additional Information  
One-Time Shipto Address:   
One-Time Shipto Address Extended:   
Named Place:   
Category Manager:   
Context Prompt:

Schedules

Line	Item	Description	Supplier Item	Sched Quantity	UOM	Price	Currency	Ordered	Requested Ship Date	Promised Ship Date	Shipping Method	Response	Rejection Reason	Supplier Order Line	Location
1	0175000003	audio extension cable 3m		1	100 Each	2.00	USD	200.00	5/22/23			<b>Accept</b> (Select Response as "Accept" from the dropdown)			Diebold Nixdorf ...
2	01750000117	inhibgear nut M5x5		1	200 Each	1.00	USD	200.00	5/28/23			<b>Accept</b> (Select Response as "Accept" from the dropdown)			Diebold Nixdorf ...

Step 6: Click on the Submit button in the top right corner. A Warning message will be displayed mentioning **“The document will be accepted. Do you want to Continue?”**. Click on OK.

Diebold Nixdorf

Acknowledge Document (Purchase Order): 20200077

Buttons: Edit, View PDF, Submit, Cancel

1. Click on Submit

Confirmation

The document will be accepted. Do you want to continue? (PO-2055013)

Buttons: OK, Cancel

2. Click on OK

General

Sold-to Legal Entity: Diebold Nixdorf, Incorporated

Order: 20200077

Status: Pending Supplier Acknowledgment

Buyer: Junghare Tushar

Creation Date: 5/9/23

Supplier: Test Supplier Company

Supplier Site: FRANKFURTAMM01

Supplier Contact: Sample Contact

Ordered: 400.00 USD

Description

Source Agreement

Supplier Order

Communication Method: None

Terms

Notes and Attachments

Required Acknowledgment: Document and Schedule

Acknowledgment Due Date: 5/12/23

Acknowledgment Response: Accept

Acknowledgment Note

Payment Terms: Immediate

Shipping Method

Freight Terms: FOB

Buyer managed transportation

Pay on receipt

Confirming order

Step 7: Go to Manage Orders then search for the order which is acknowledged. The status of the PO should be changed to Open and promised ship date will be updated as requested ship date.

Diebold Nixdorf

Manage Orders

Buttons: Done

Search

Advanced, Manage Watchlist, Saved Search, All Orders

Search Results

Actions: View, Format, Freeze, Detach, Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
20200077	5/9/23		FRANKFURTAMM01	Junghare, Tushar	400.00	USD	Open		5/9/23

Columns Hidden: 28

## 8. Mass Confirmation (Acknowledgement) of PO from Supplier Portal:

### A. Mass confirmation Activity for Initial login

**Step 1:** Sign in-to Supplier Portal using supplier credentials (user id/ password).

URL: <https://eeug.login.us6.oraclecloud.com/>

Sign In  
Oracle Applications Cloud

Company Single Sign-On

or

sample.contact@testsupplier.com → Enter the Username

\*\*\*\*\* → Enter the Password

[Forgot Password](#)

Sign In → Click on Sign In

English

**Step 2:** Supplier Home page will open. Click on Supplier Portal offering.



Good afternoon, Smoke Tester!

Supplier Portal

Procurement

Tools

DN Extensions

Others

APPS



Supplier Portal



DB File Upload



PO Mass  
Confirmation  
Report



**Step 3:** Click on “PO Mass Confirmation Report” to download the report.

Good evening, Smoke Tester!

Supplier Portal

Procurement

Tools

DN Extensions

Others

APPS



Supplier Portal



DB File Upload



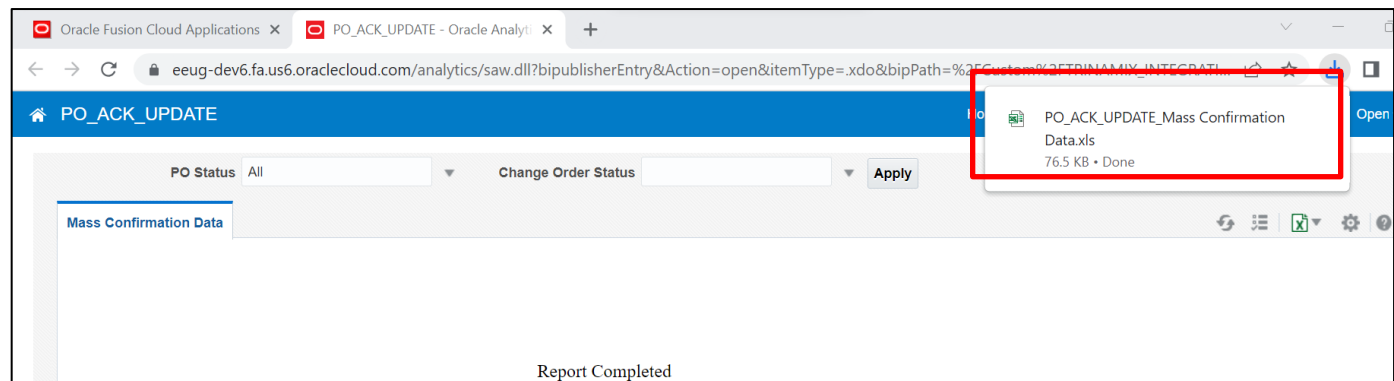
PO Mass  
Confirmation  
Report



Personalize Springboard

**Step 4:** New window will be open, and report will get downloaded automatically for all PO.

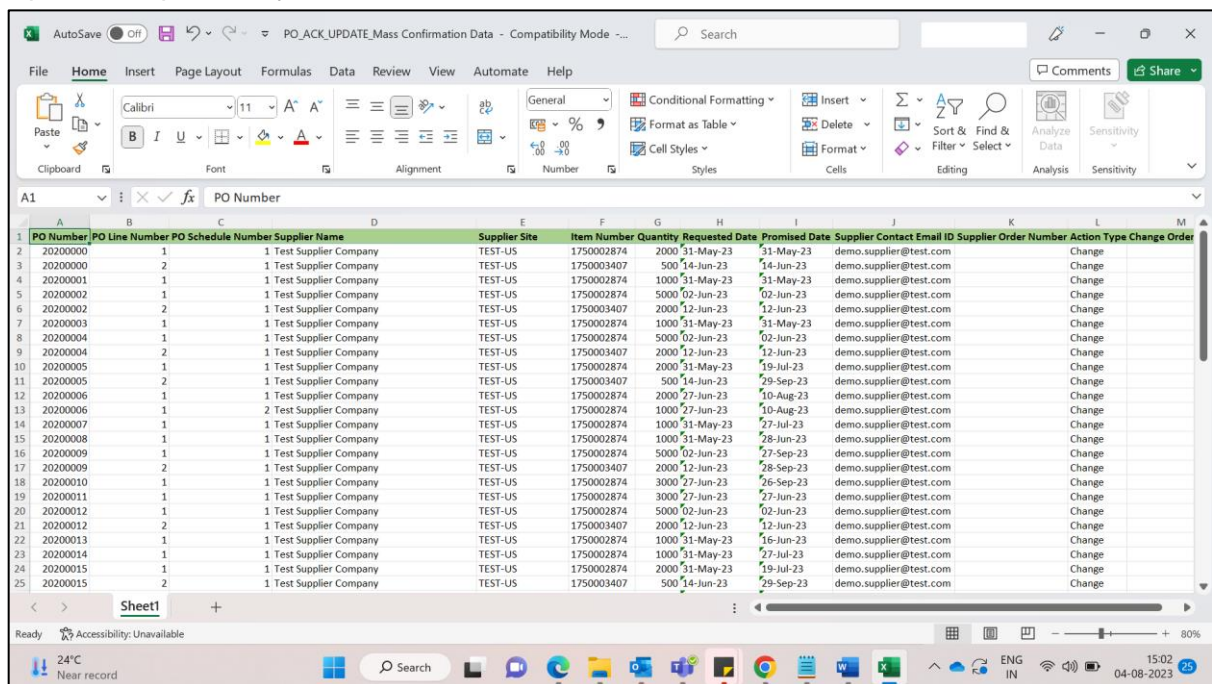
**Note:** Please note that by default it will download all the PO data.



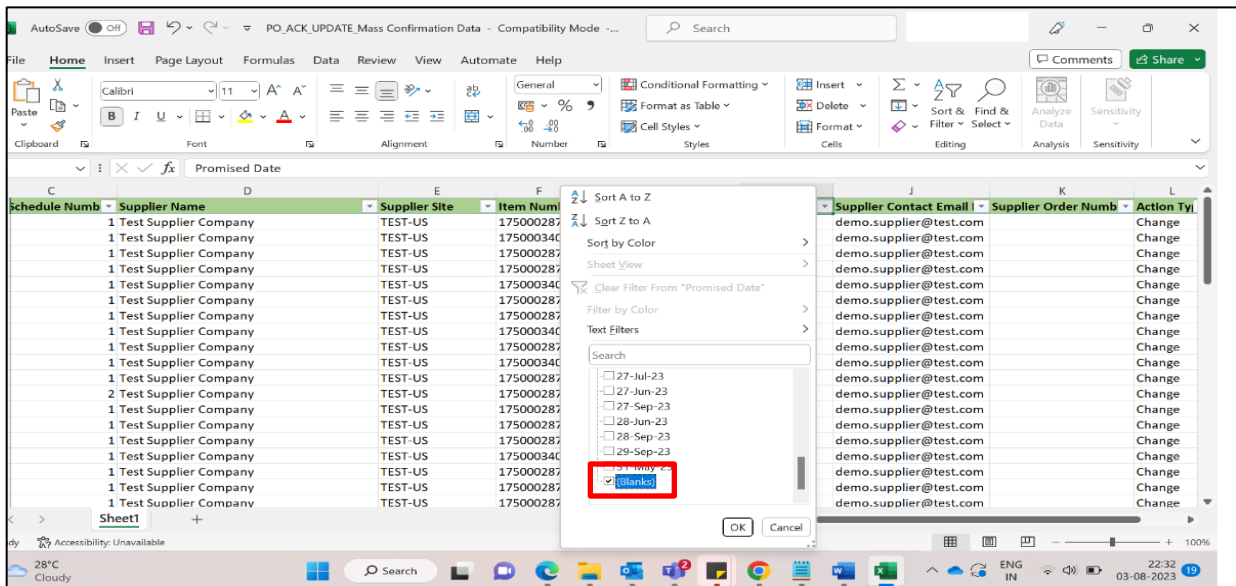
When you are using it for the first time, please make sure that the promise\_date for all the orders is up to date.

Please follow the below steps to do this one-time activity.

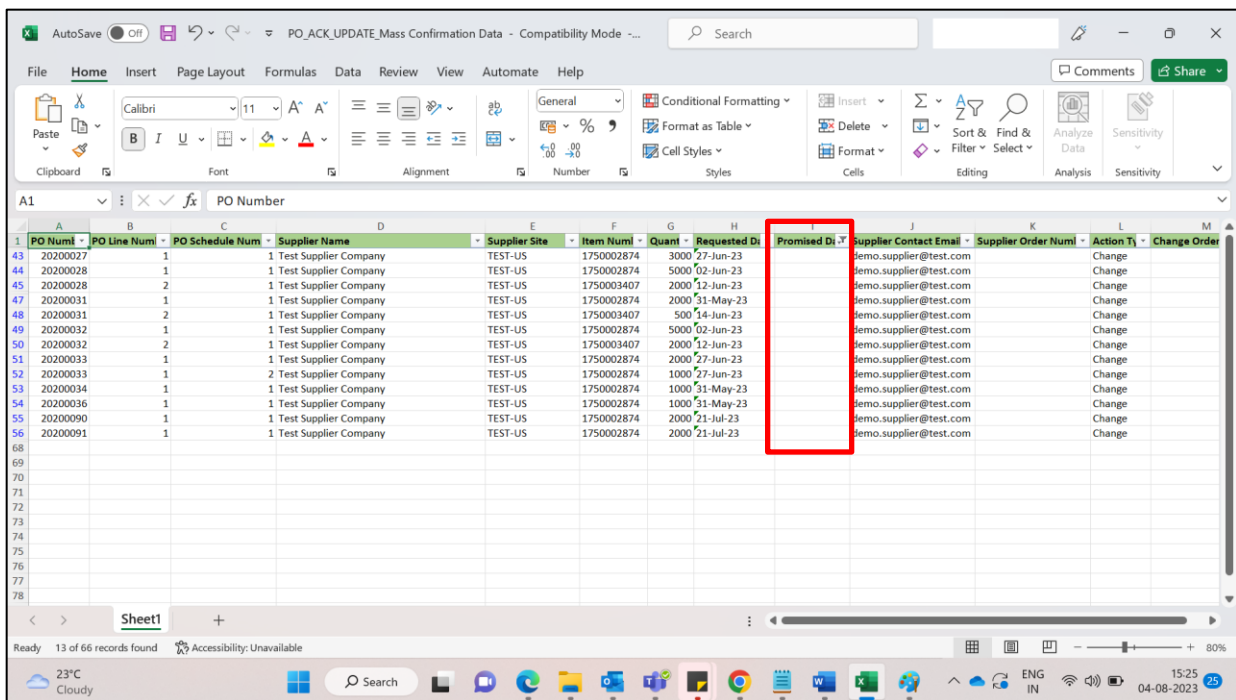
1. Open the report and you will be able to see the data for all PO.



2. Apply the filter to the promise date column, select the value with "Blank" and click on OK.



3. You will be able to see the data for promise\_date as blank.



4. Select and copy the required data from report for which need to update the promise\_date.

AutoSave Off PO\_ACK\_UPDATE\_Mass Confirmation Data - Compatibility Mode

File Home Insert Page Layout Formulas Data Review View Automate Help

Clipboard Font Alignment Number Styles Cells Editing Analysis Sensitivity

A43 20200027

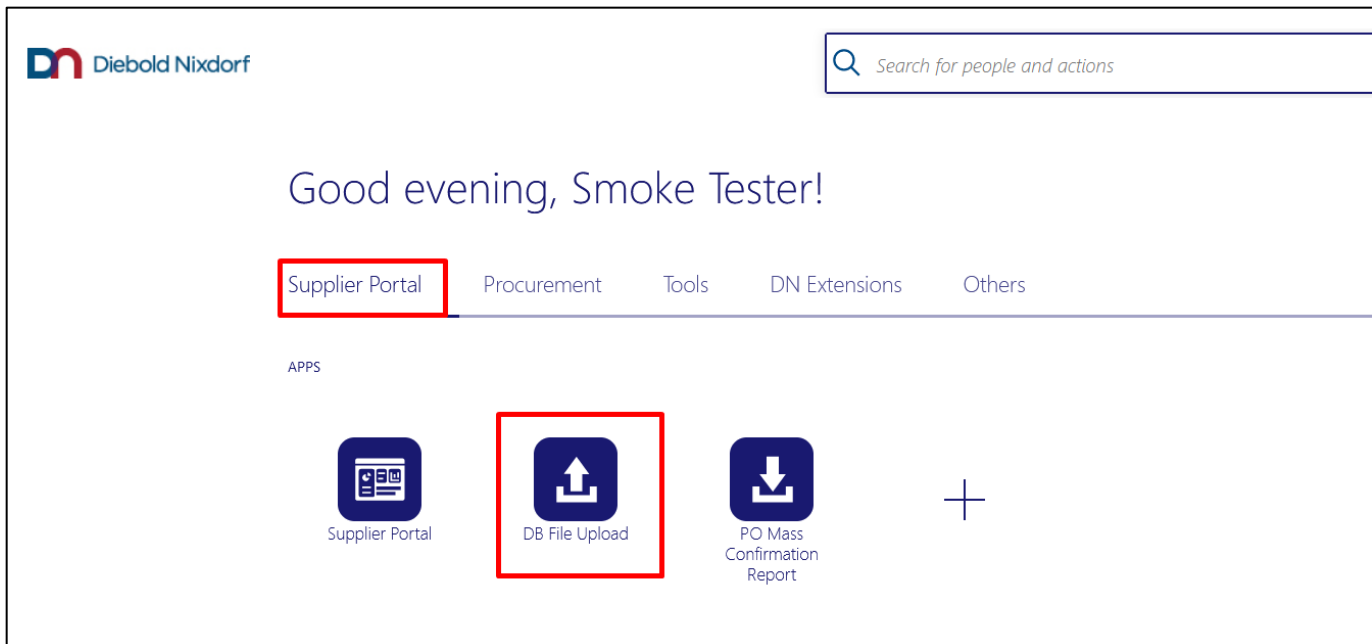
	A	B	C	D	E	F	G	H	I	J
	PO Numb	PO Line Numb	PO Schedule Numb	Supplier Name	Supplier Site	Item Numb	Quantity	Requested Date	Promised Date	Supplier Contact Email
43	20200027	1	1	Test Supplier Company	TEST-US	1750002874	3000	27-Jun-23		demo.supplier@test.com
44	20200028	1	1	Test Supplier Company	TEST-US	1750002874	5000	02-Jun-23		demo.supplier@test.com
45	20200028	2	2	Test Supplier Company	TEST-US	1750003407	2000	12-Jun-23		demo.supplier@test.com
47	20200031	1	1	Test Supplier Company	TEST-US	1750002874	2000	31-May-23		demo.supplier@test.com
48	20200031	2	1	Test Supplier Company	TEST-US	1750003407	500	14-Jun-23		demo.supplier@test.com
49	20200032	1	1	Test Supplier Company	TEST-US	1750002874	5000	02-Jun-23		demo.supplier@test.com
50	20200032	2	1	Test Supplier Company	TEST-US	1750003407	2000	12-Jun-23		demo.supplier@test.com
51	20200033	1	1	Test Supplier Company	TEST-US	1750002874	2000	27-Jun-23		demo.supplier@test.com
52	20200033	1	2	Test Supplier Company	TEST-US	1750002874	1000	27-Jun-23		demo.supplier@test.com
53	20200034	1	1	Test Supplier Company	TEST-US	1750002874	1000	31-May-23		demo.supplier@test.com
54	20200036	1	1	Test Supplier Company	TEST-US	1750002874	1000	31-May-23		demo.supplier@test.com
55	20200090	1	1	Test Supplier Company	TEST-US	1750002874	2000	21-Jul-23		demo.supplier@test.com
56	20200091	1	1	Test Supplier Company	TEST-US	1750002874	2000	21-Jul-23		demo.supplier@test.com

Sheet1

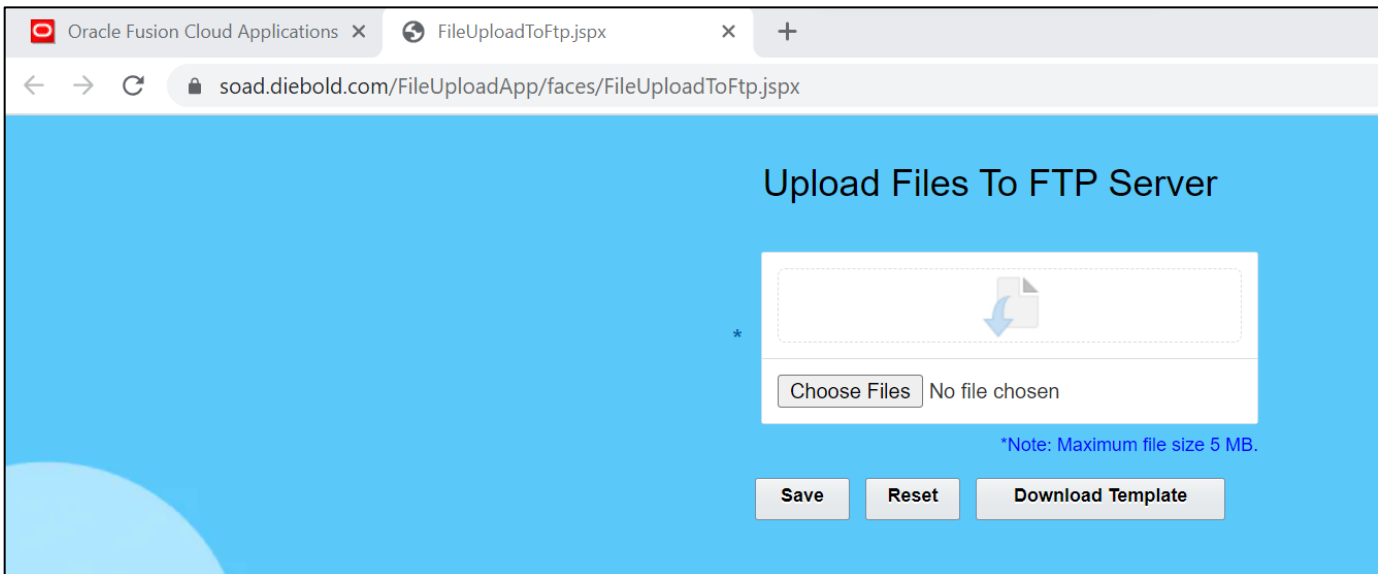
Average: 354041283 Count: 30 Sum: 5310619245

23°C Partly cloudy 22:44 03-08-2023

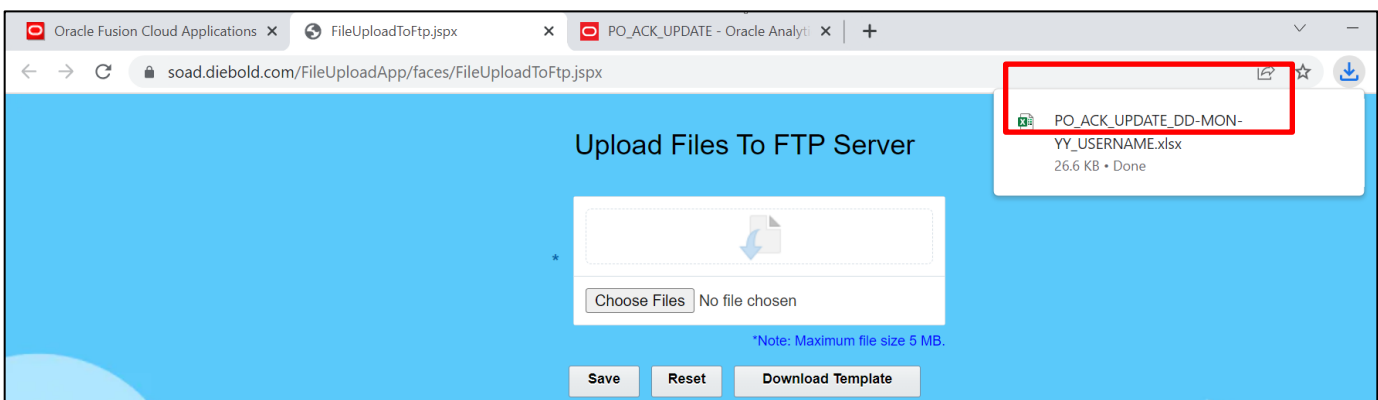
**Step 5:** Now again go back to the Supplier Portal and click on “DB File Upload” icon.



**Step 6:** New Window will open. Click on “Download Template”



**Step 7:** The Template will be downloaded onto the system.



**Step 8:** Open that Template, you will be able to see the sample data and the format of the template.

A	B	C	D	E	F	G	H	I	J	K	L	M
PO Number	PO line Number	PO Schedule Number	Supplier Name	Supplier Site	Item Number	Quantity	Requested Date	Promised Date	Supplier Contact Email ID	Supplier Order Number	Action type	Change Order Number
201617947	1	1	Demo Supplier	TAIPEI01	01750299984	668	03-Mar-23	24-Mar-23	<a href="mailto:suppliercontact@demo.com">suppliercontact@demo.com</a>	DEM001	Change	
201617947	1	2	Demo Supplier	TAIPEI01	01750299984	132	17-Mar-23	24-Mar-23	<a href="mailto:suppliercontact@demo.com">suppliercontact@demo.com</a>	DEM001	Change	

**Step 9:** Now paste the copied data from report (Step-4) into this Template.

AutoSave Off PO\_ACK\_UPDATE\_DD-MON-YY\_USERNAME (1) ... Search

File Home Insert Page Layout Formulas Data Review View Automate Help

Clipboard Font Alignment Number Styles Cells Editing Analysis Sensitivity

	A	B	C	D	E	F	G	H	I	J	K	L	M
	PO Number	PO line Number	PO Schedule Number	Supplier Name	Supplier Site	Item Number	Quantity	Requested Date	Promised Date	Supplier Contact Email ID	Supplier Order Number	Action type	Change Order Number
1	20200027	1	1	Test Supplier Company	TEST-US	1750002874	3000	27-Jun-23	25-Jun-23	demo.supplier@test.com		Change	
2	20200028	1	1	Test Supplier Company	TEST-US	1750002874	5000	02-Jun-23	01-Jun-23	demo.supplier@test.com		Change	
3	20200028	2	1	Test Supplier Company	TEST-US	1750003407	2000	12-Jun-23	10-Jun-23	demo.supplier@test.com		Change	

**Step 10:** Update the promise date. Here you need to provide promise\_date, email\_id and select Action\_Type as Change from the drop-down list.

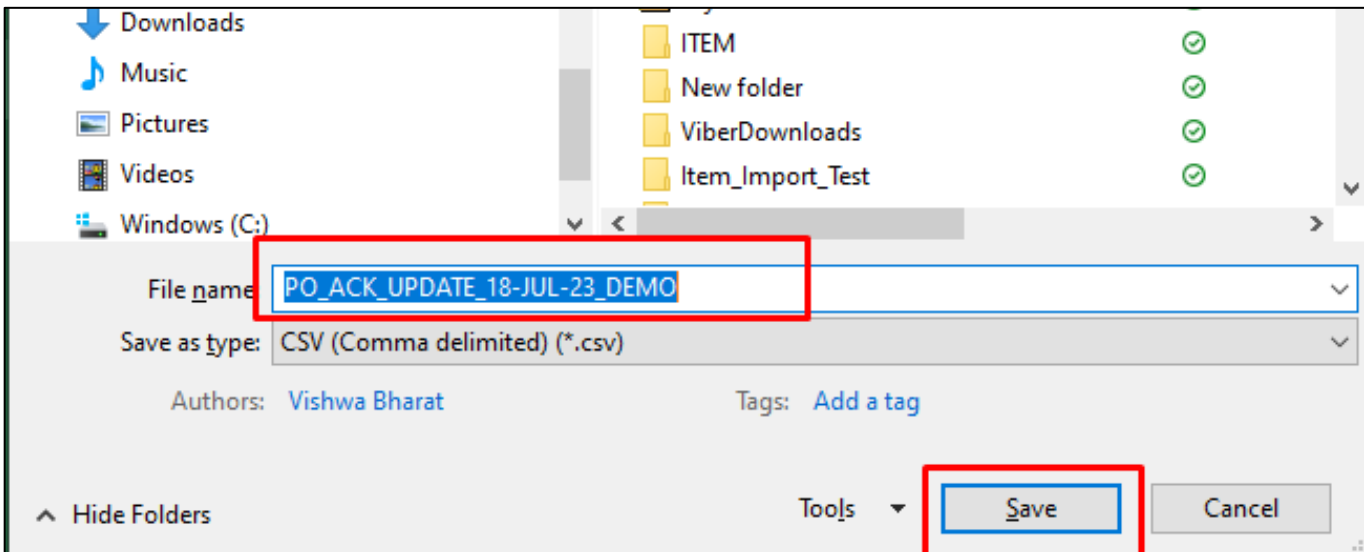
**Note:** This Template supports only date format as “DD-Mon-YY”.

	A	B	C	D	E	F	G	H	I	J	K	L	M
	PO Number	PO line Number	PO Schedule Number	Supplier Name	Supplier Site	Item Number	Quantity	Requested Date	Promised Date	Supplier Contact Email ID	Supplier Order Number	Action type	Change Order Number
	20200027	1	1	Test Supplier Company	TEST-US	1750002874	3000	27-Jun-23	25-Jun-23	demo.supplier@test.com		Change	
	20200028	1	1	Test Supplier Company	TEST-US	1750002874	5000	02-Jun-23	01-Jun-23	demo.supplier@test.com		Change	
	20200028	2	1	Test Supplier Company	TEST-US	1750003407	2000	12-Jun-23	10-Jun-23	demo.supplier@test.com		Change	

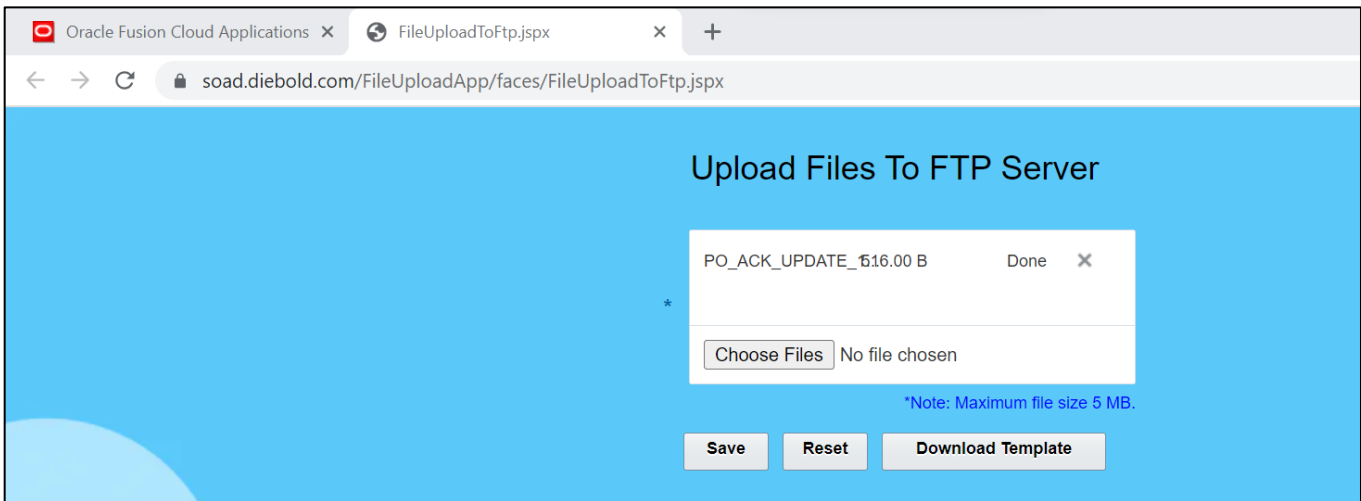
**Step 11:** Now to save the file, remove the Template from the name and add today’s date for unique name convention. **File naming convention PO\_ACK\_UPDATE\_DD-MON-YY\_USERNAME (Today’s Date and Username).**

Please note that, if you are loading the file for multiple times in same day make sure to add distinct number for the file name to differentiate it.

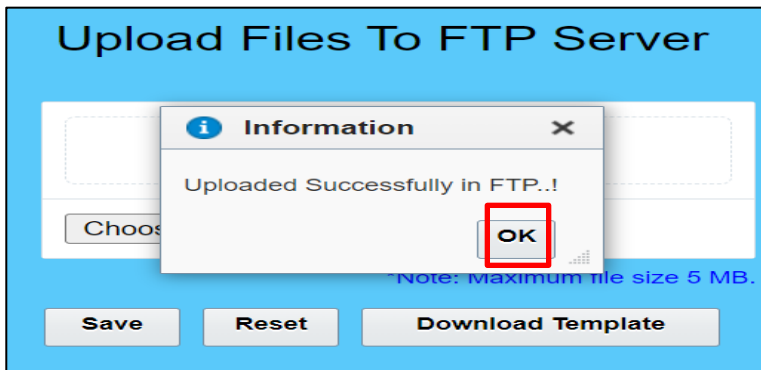
Save the file as CSV (Comma delimited) (\*.csv).



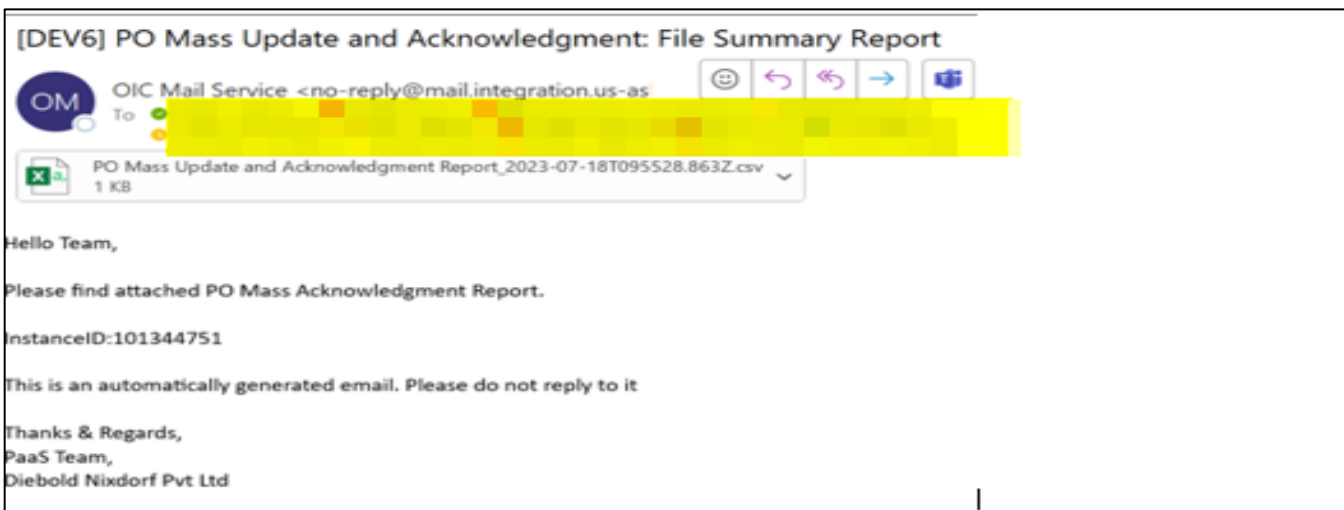
**Step 12:** Now go back to the Supplier Portal> click on “DB File Upload” window from where the template has been download, click on “Choose Files” and select the .CSV file from the system. Click on the Save button.



**Step 13:** Message will be populated regarding the successfully uploaded file. Click on OK.



**Step 14:** After few minutes, Supplier will receive the notification mail with Subject "PO Mass Update and Acknowledge: File Summary Report".



*Note: Validate the report for any errors. If any record is not processed, correct the data as per the error message received in the file and prepare another file and upload it again.*

## **B. File Preparation for Mass update promise date (Confirmation)**

**Step 1:** Sign in-to Supplier Portal using supplier credentials (user id/ password).

URL: <https://eeug.login.us6.oraclecloud.com/>

Sign In  
Oracle Applications Cloud

Company Single Sign-On

or

sample.contact@testsupplier.com → Enter the Username

..... → Enter the Password

[Forgot Password](#)

Sign In → Click on Sign In

English

**Step 2:** Supplier Home page will open. Click on Supplier Portal offering.



Good afternoon, Smoke Tester!

Supplier Portal

Procurement

Tools

DN Extensions

Others

APPS



Supplier Portal



DB File Upload



PO Mass  
Confirmation  
Report



**Step 3:** Click on “PO Mass Confirmation Report” to download the report.

Good evening, Smoke Tester!

Supplier Portal

Procurement

Tools

DN Extensions

Others

APPS



Supplier Portal



DB File Upload

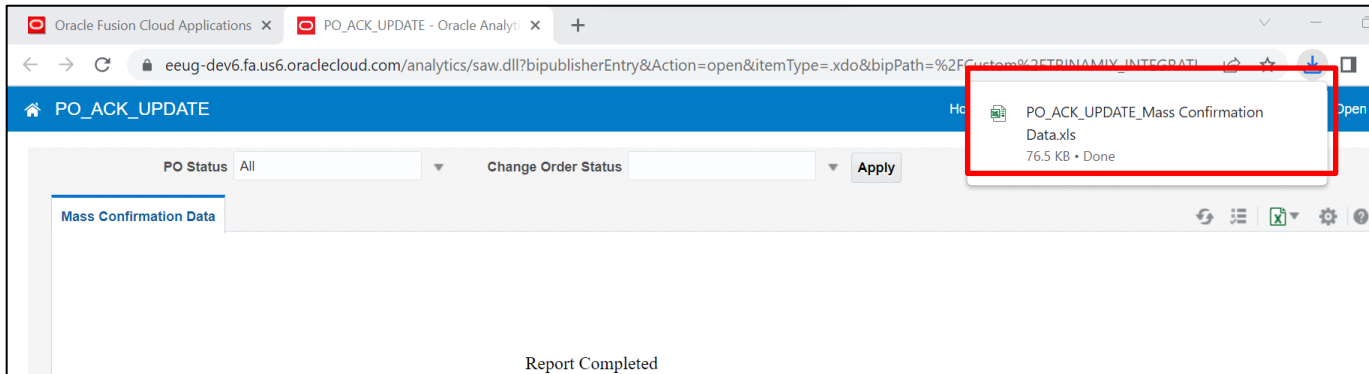


PO Mass  
Confirmation  
Report



Personalize Springboard

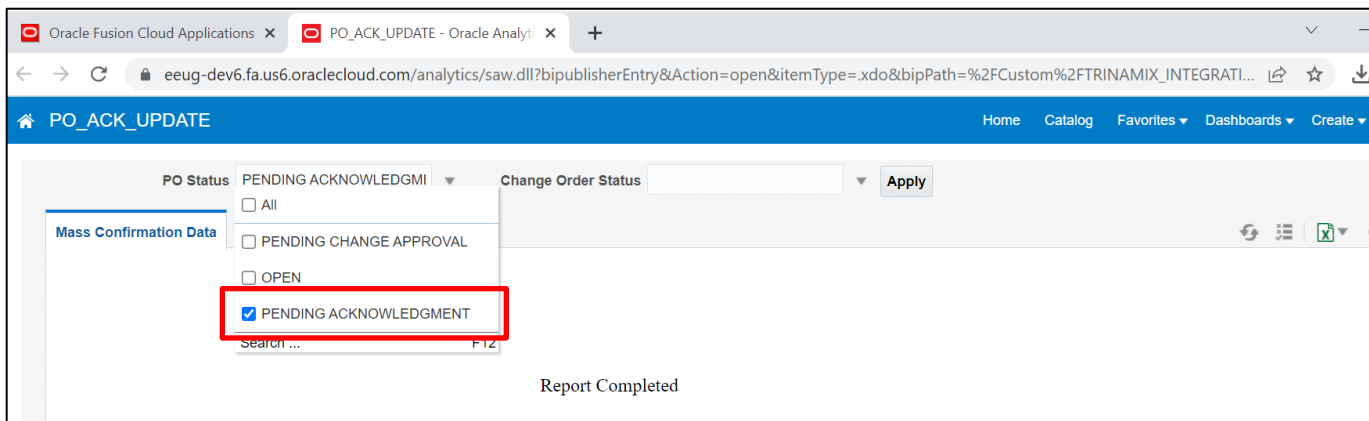
**Step 4:** New window will be open, and report will get downloaded automatically for all the POs.



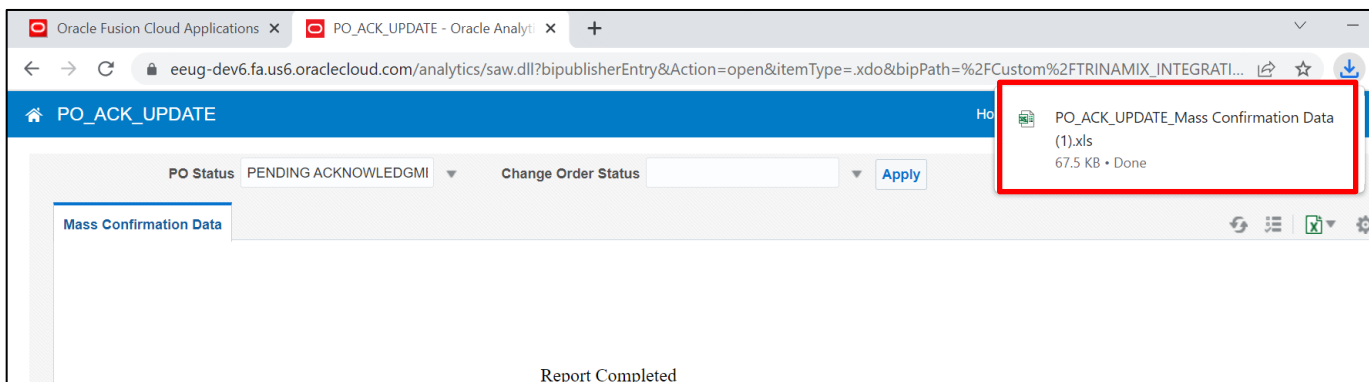
Note: Please note by default it will download all the PO data. If we are looking for specific PO status like Pending Acknowledgement or Change order status pending acknowledgment, then select the PO status or Change order status values and click on apply then it will download the new file.

If you are selecting Change order status select only change order status. Do not use combination of both.

**Step 5:** As we are performing PO Mass Confirmation, select the PO Status as “Pending Acknowledgement” and click on Apply button.



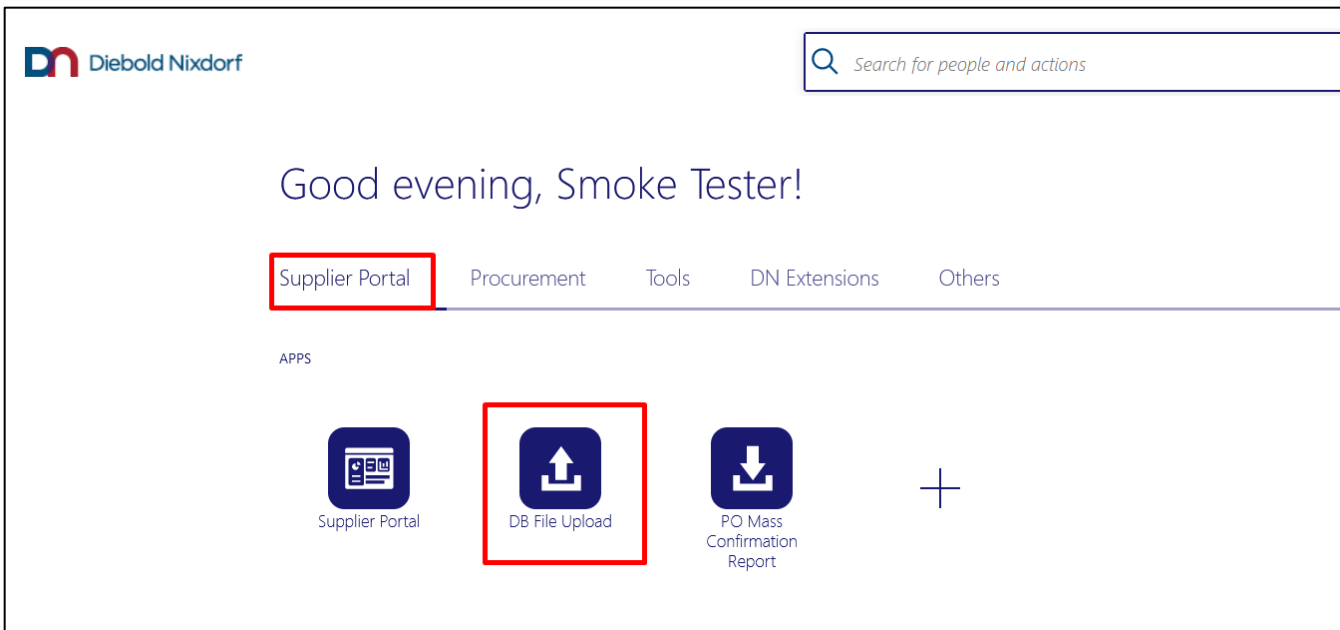
The report will be downloaded for all the PO with status as “Pending Acknowledgement”.



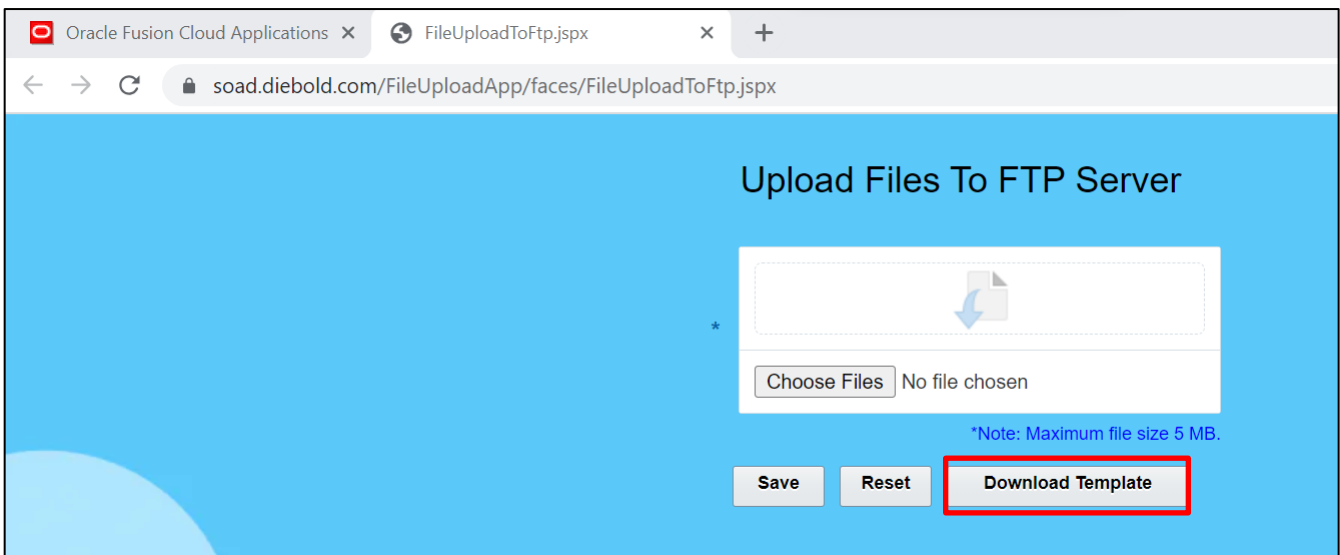
**Step 5.1:** Open the downloaded report. PO details will be listed as per the selection criteria.

PO Number	PO Line Number	PO Schedule Number	Supplier Name	Supplier Site	Item Number	Quantity	Requested Date	Promised Date	Supplier Contact Email ID	Supplier Order Number	Action Type
20200031	1	1	Test Supplier Company	TEST-US	1750002874	2000	31-May-23		demo.supplier@test.com		Change
20200031	2	1	Test Supplier Company	TEST-US	1750003407	500	14-Jun-23		demo.supplier@test.com		Change
20200032	1	1	Test Supplier Company	TEST-US	1750002874	5000	02-Jun-23		demo.supplier@test.com		Change
20200032	2	1	Test Supplier Company	TEST-US	1750003407	2000	12-Jun-23		demo.supplier@test.com		Change
20200033	1	1	Test Supplier Company	TEST-US	1750002874	2000	27-Jun-23		demo.supplier@test.com		Change
20200033	1	2	Test Supplier Company	TEST-US	1750002874	1000	27-Jun-23		demo.supplier@test.com		Change
20200034	1	1	Test Supplier Company	TEST-US	1750002874	1000	31-May-23		demo.supplier@test.com		Change
20200036	1	1	Test Supplier Company	TEST-US	1750002874	1000	31-May-23		demo.supplier@test.com		Change
20200090	1	1	Test Supplier Company	TEST-US	1750002874	2000	21-Jul-23		demo.supplier@test.com		Change
20200091	1	1	Test Supplier Company	TEST-US	1750002874	2000	21-Jul-23		demo.supplier@test.com		Change
20200092	1	1	Test Supplier Company	TEST-US	1750002874	2000	21-Jul-23		demo.supplier@test.com		Change
20200093	1	1	Test Supplier Company	TEST-US	1750002874	2000	21-Jul-23		demo.supplier@test.com		Change

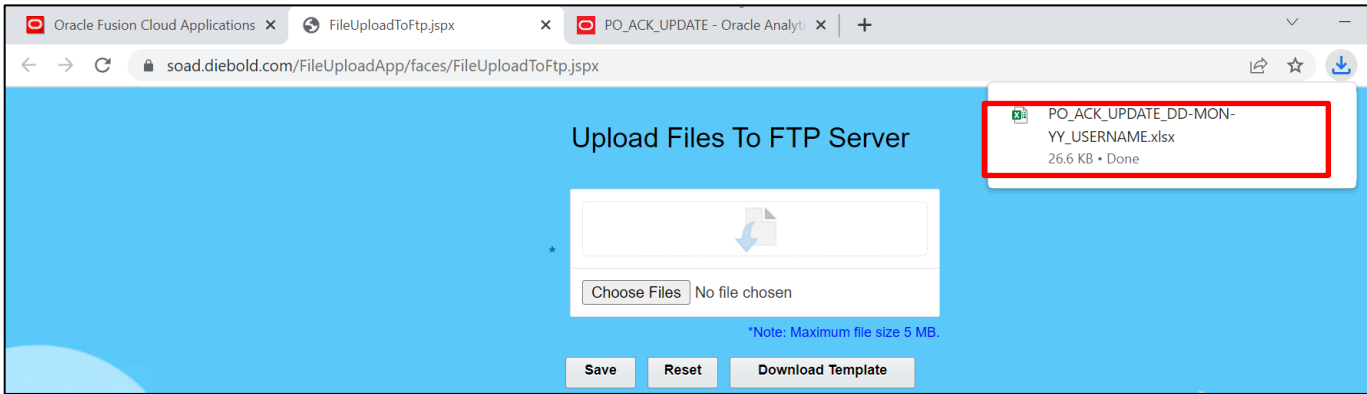
**Step 6:** Now again go back to the Supplier Portal and click on “DB File Upload” icon.



**Step 7:** New Window will open. Click on “Download Template”



**Step 8:** The Template will be downloaded into the system.



**Step 9:** Open that Template, you will be able to see the sample data and the format of the template.

A	B	C	D	E	F	G	H	I	J	K	L	M
PO Number	PO line Number	PO Schedule Number	Supplier Name	Supplier Site	Item Number	Quantity	Requested Date	Promised Date	Supplier Contact Email ID	Supplier Order Number	Action type	Change Order Number
201617947	1	1	Demo Supplier	TAIPEI01	01750299984	668	03-Mar-23	24-Mar-23	suppliercontact@demo.com	DEM001	Change	
201617947	1	2	Demo Supplier	TAIPEI01	01750299984	132	17-Mar-23	24-Mar-23	suppliercontact@demo.com	DEM001	Change	

**Step 10:** Now go to that downloaded PO report and copy the PO data which needs to be Acknowledged(confirmed).

For example: Here the last rows are copied from the report.

A	B	C	D	E	F	G	H	I	J	K	L	M
PO Number	PO line Number	PO Schedule Number	Supplier Name	Supplier Site	Item Number	Quantity	Requested Date	Promised Date	Supplier Contact Email ID	Supplier Order Number	Action Type	Change C
20200031	1	1	Test Supplier Company	TEST-US	1750002874	2000	31-May-23		demo.supplier@test.com		Change	
20200031	2	1	Test Supplier Company	TEST-US	1750003407	500	14-Jun-23		demo.supplier@test.com		Change	
20200032	1	1	Test Supplier Company	TEST-US	1750002874	5000	02-Jun-23		demo.supplier@test.com		Change	
20200032	2	1	Test Supplier Company	TEST-US	1750003407	2000	12-Jun-23		demo.supplier@test.com		Change	
20200033	1	1	Test Supplier Company	TEST-US	1750002874	2000	27-Jun-23		demo.supplier@test.com		Change	
20200033	1	2	Test Supplier Company	TEST-US	1750002874	1000	27-Jun-23		demo.supplier@test.com		Change	
20200034	1	1	Test Supplier Company	TEST-US	1750002874	1000	31-May-23		demo.supplier@test.com		Change	
20200036	1	1	Test Supplier Company	TEST-US	1750002874	1000	31-May-23		demo.supplier@test.com		Change	
20200090	1	1	Test Supplier Company	TEST-US	1750002874	2000	21-Jul-23		demo.supplier@test.com		Change	
20200091	1	1	Test Supplier Company	TEST-US	1750002874	2000	21-Jul-23		demo.supplier@test.com		Change	
20200092	1	1	Test Supplier Company	TEST-US	1750002874	2000	21-Jul-23		demo.supplier@test.com		Change	
20200093	1	1	Test Supplier Company	TEST-US	1750002874	2000	21-Jul-23		demo.supplier@test.com		Change	

**Step 11:** Paste the data in the Template as it is.

Here you need to provide promise\_date, email\_id and select Action\_type as Change from drop down list.

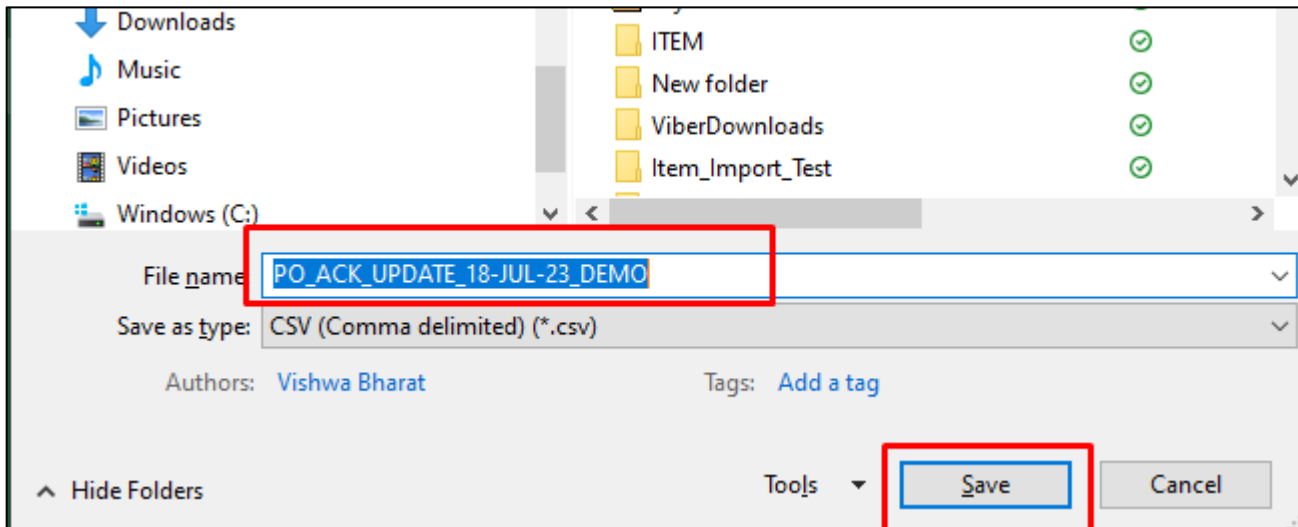
**Note:** This template supports the date format as “DD-Mon-YY”.

A	B	C	D	E	F	G	H	I	J	K	L	M
PO Number	PO line Number	PO Schedule Number	Supplier Name	Supplier Site	Item Number	Quantity	Requested Date	Promised Date	Supplier Contact Email ID	Supplier Order Number	Action type	Change Order Number
20200092	1	1	Test Supplier Company	TEST-US	1750002874	2000	21-Jul-23	22-Jul-23	komal.wanjari@trinamix.com		Change	
20200093	1	1	Test Supplier Company	TEST-US	1750002874	2000	21-Jul-23	22-Jul-23	komal.wanjari@trinamix.com		Change	

**Step 12:** Now to save the file, remove the Template from the name and add today's date for unique name convention. **File naming convention PO\_ACK\_UPDATE\_DD-MON-YY\_USERNAME (Today's Date and Username).**

Please note that, if you are loading the file for multiple times in same day make sure to add distinct number for the file name to differentiate it.

Save the file as CSV (Comma delimited) (\*.csv).



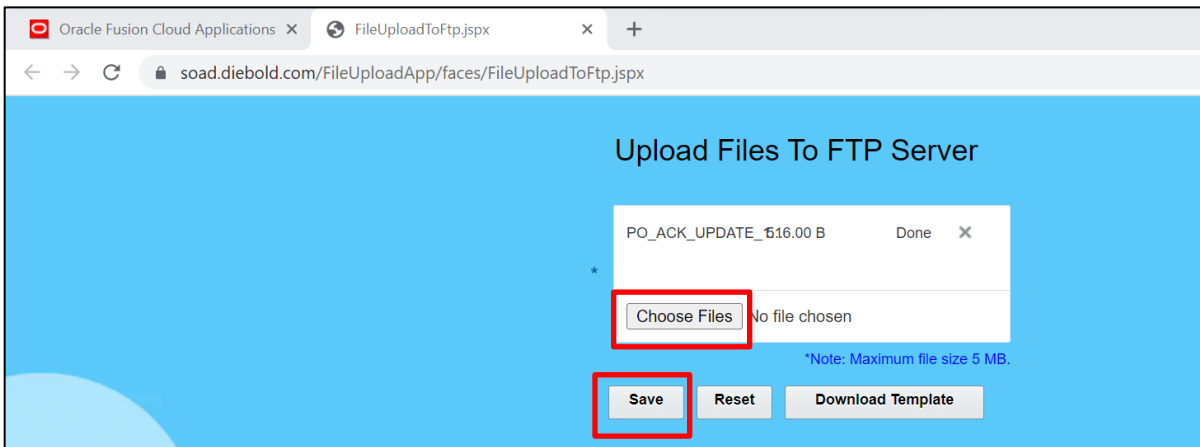
The file will be saved in your system.

Below are considerations while preparing the file.

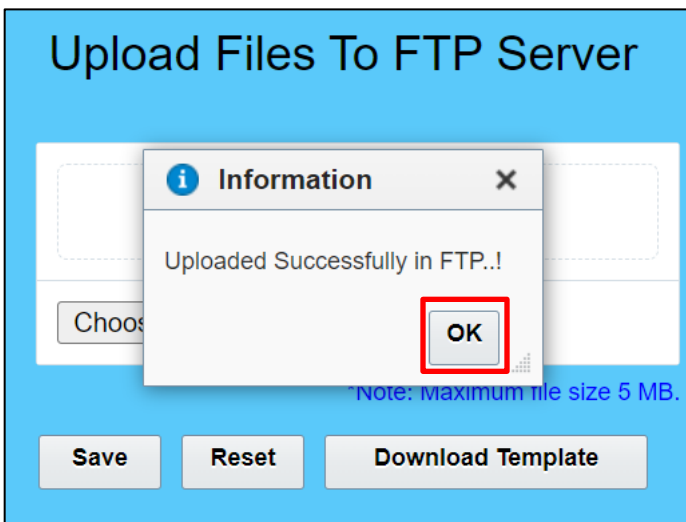
- **Action type:** by default, action, type is Change, for schedule split scenario please select change for original schedule, split action for new schedule, and keep original schedule number as schedule number for split schedules. (For Ex: if the split is for schedule 1 of having 100 then enter two lines for the same with split of 60 and 40 and keep schedule number same for both lines and put action type as Split for 40 quantity line.)
- Also make sure the quantity is matched for original schedule after split. Enter the requested date as original schedule and enter the confirmation date for split schedule.
- **Promised date:** Make sure to populate promised date for all schedules and Date format should be DD-Mon-YY. (Ex: 04-Mar-23 or 14-Mar-23)
- **Supplier Contact Email ID (optional):** Enter the email ID to receive the file upload status report.
- **Supplier Order Number (Mandatory for Germany Orders (SAP)):** Please enter the Supplier reference order number.
- **File format:** Save the file as **CSV** with file name **PO\_ACK\_UPDATE\_DD-MON-YY\_USERNAME (Today's Date and Username)**. Please note that file names must be unique.

### C. File upload and validation process.

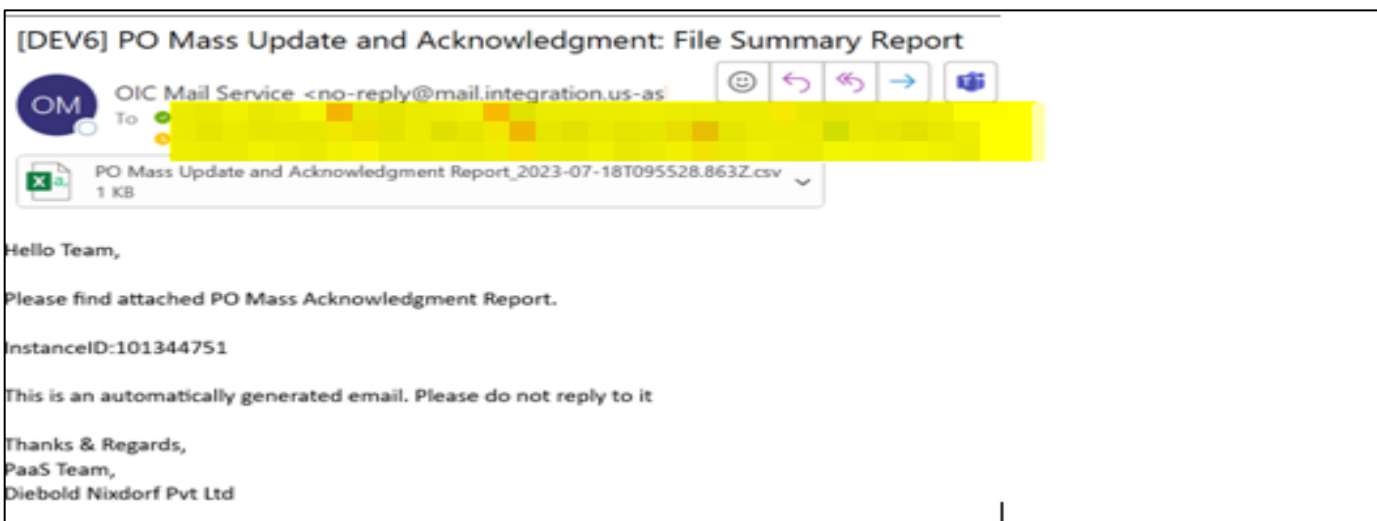
**Step 1:** Now go back to the Supplier Portal> click on “DB File Upload” window from where the template has been download, click on “Choose Files” and select the .CSV file from the system. Click on the Save button.



**Step 2:** Message will be populated regarding the successfully uploaded file. Click on OK.



**Step 3:** After few minutes, Supplier will receive the notification mail with Subject "PO Mass Update and Acknowledge: File Summary Report".



*Note: Validate the report for any errors. If any record is not processed, correct the data as per the error message received in the file and prepare another file and upload it again.*

**Possible Errors:**

Error Code	Action Required
Date format in the file is not correct. Please make sure all the dates are in DD-Mon-YY format for all lines.	Correct the Date format in file. Rename the file name and upload it back.
You can't perform this action because a pending change order exists	If you have already created change order for the PO, then validate the changes if duplicate then do not process it. Else cancel the change order created and upload the file back with new file name.
PO not found	Check the PO number, correct the data, and load it back again
No Mail received for upload status in 10-15mins.	There might be issue with file read. Please send mail to <a href="mailto:cloudsupplierportalsupport@dieboldnixdorf.com">cloudsupplierportalsupport@dieboldnixdorf.com</a>

**Step 4:** Now Supplier can check from the supplier portal for Mass PO acknowledgement.  
Click on Supplier Portal> Manage Orders.

Diebold Nixdorf

Supplier Portal

Search  Orders  Order Number

**Tasks**

- Orders
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Agreements
  - Manage Agreements
- Shipments
  - Manage Shipments
  - Create ASN
  - Create ASBN
  - Upload ASN or ASBN
  - View Receipts
  - View Returns

**Requiring Attention**

671

97

574

Orders to Acknowledge

**Recent Activity**  
Last 30 Days

Orders changed or canceled	22
Orders opened	16
Receipts	2

**Transaction Reports**  
Last 30 Days

PO Purchase Amount	3.74K BRL
PO Purchase Amount	123K USD

**Step 5:** Provide order number from the template and click on search button.

Manage Orders

Headers Schedules

**Search**

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order  20200092

Status

Include Closed Documents No

Search Reset Save...

**Search Results**

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
20200092	7/14/23		TEST-US	wanjari, komal	24,000.00	USD	Open		7/14/23

**Step 6:** Here you will be able to see the PO status changes from “Pending Supplier Acknowledgement” to “Open”, also you can check the Promise date has been update as per the Template.



## Purchase Order: 20200092

[Acknowledge](#)
[View PDF](#)
[Actions](#)
[Refresh](#)
[Done](#)

### Main

#### General

<b>Sold-to Legal Entity</b>	Diebold Nixdorf, Incorporated	<b>Supplier</b>	Test Supplier Company	<b>Ordered</b>	24,000.00 USD
<b>Bill-to BU</b>	US Ops BU	<b>Supplier Site</b>	TEST-US	<b>Description</b>	
<b>Order</b>	20200092	<b>Supplier Contact</b>	Demo Supplier	<b>Source Agreement</b>	Supplier Order
<b>Status</b>	Open	<b>Bill-to Location</b>	Diebold Nixdorf Manufacturing (US2)		
<b>Buyer</b>	komal wanjari	<b>Ship-to Location</b>	Diebold Nixdorf Manufacturing (US2)		
<b>Creation Date</b>	7/14/23				

### Lines Schedules

[Actions](#)
[View](#)
[Format](#)
[Freeze](#)
[Detach](#)
[Wrap](#)

Line	Description	Schedule	Location	Promised Delivery Date	Requested Ship Date	Promised Ship Date	Quantity	UOM Name	Status	Li Cy
1	Elko vorm. ID18	1	Diebold Nix...		7/21/23	7/22/23	2,000	Each	Open	

For any concerns on the Supplier Portal, further assistance or IT issues please reach out to [cloudsupplierportalsupport@dieboldnixdorf.com](mailto:cloudsupplierportalsupport@dieboldnixdorf.com).

## 9. Mass Reconfirmation of PO from Supplier Portal:

### A. File Preparation for Mass update promise date (Reconfirmation)

**Step 1:** Sign in-to Supplier Portal using supplier credentials (user id/ password).

URL: <https://eeug.login.us6.oraclecloud.com/>

Sign In  
Oracle Applications Cloud

Company Single Sign-On

or

sample.contact@testsupplier.com → Enter the Username

\*\*\*\*\* → Enter the Password

[Forgot Password](#)

Sign In → Click on Sign In

English

**Step 2:** Supplier Home page will open. Click on Supplier Portal offering.

Good afternoon, Smoke Tester!

Supplier Portal

Procurement

Tools

DN Extensions

Others

APPS



Supplier Portal



DB File Upload



PO Mass  
Confirmation  
Report



**Step 3:** Click on “PO Mass Confirmation Report” to download the report.

Good evening, Smoke Tester!

Supplier Portal

Procurement

Tools

DN Extensions

Others

APPS



Supplier Portal



DB File Upload

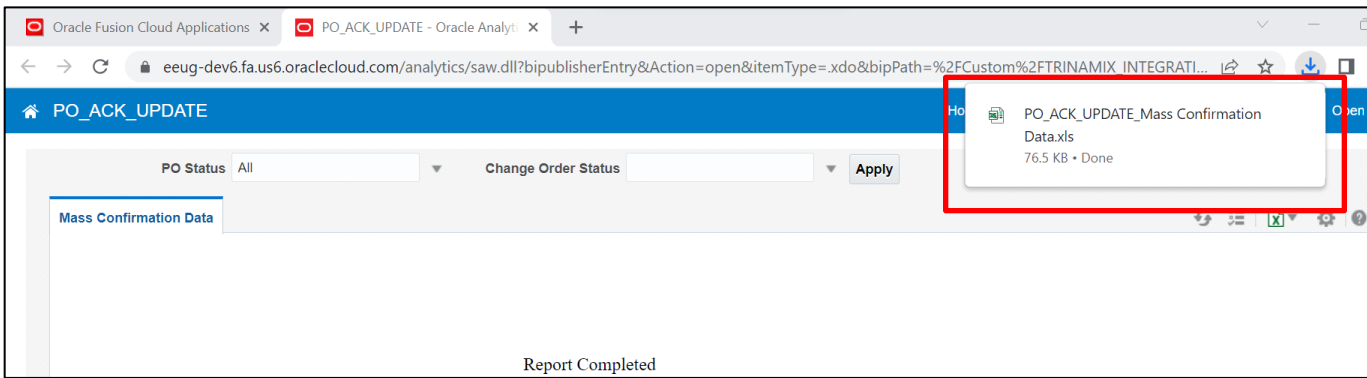


PO Mass  
Confirmation  
Report



Personalize Springboard

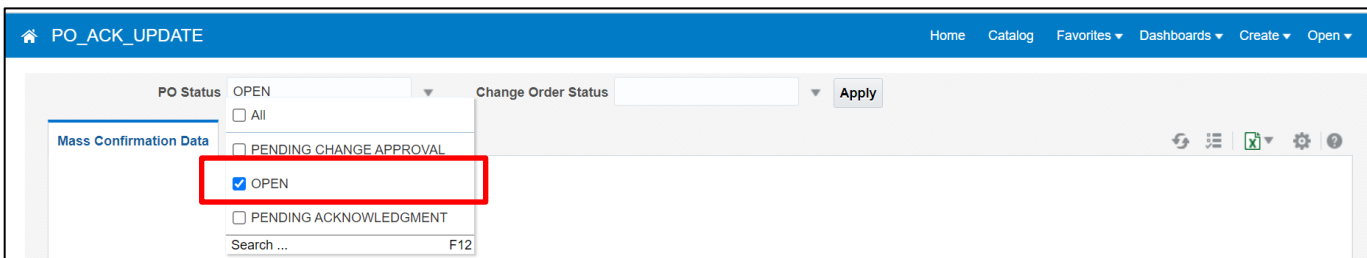
**Step 4:** New window will be open, and report will get downloaded automatically for all the POs.



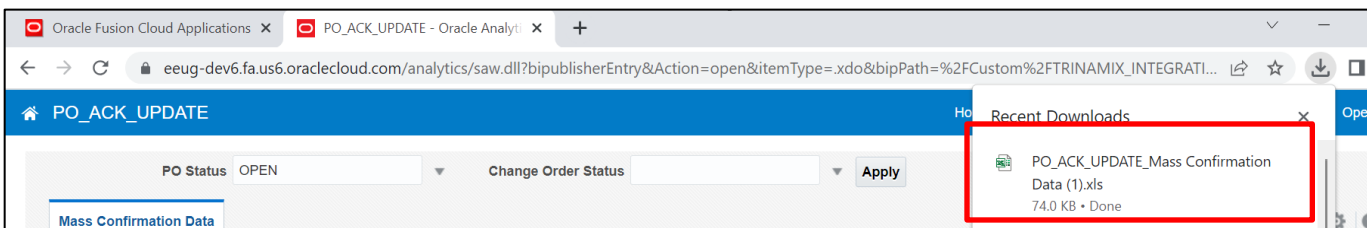
*Note: Please note by default it will download all the PO data. If we are looking for specific PO status like Pending Acknowledgement or Change order status pending acknowledgment, then select the PO status or Change order status values and click on apply. New file will be downloaded.*

*If you are selecting Change order status select only change order status. Do not use combination of both.*

**Step 5:** As we are performing PO Mass Reconfirmation, select the PO Status as “Open” and click on the Apply button.



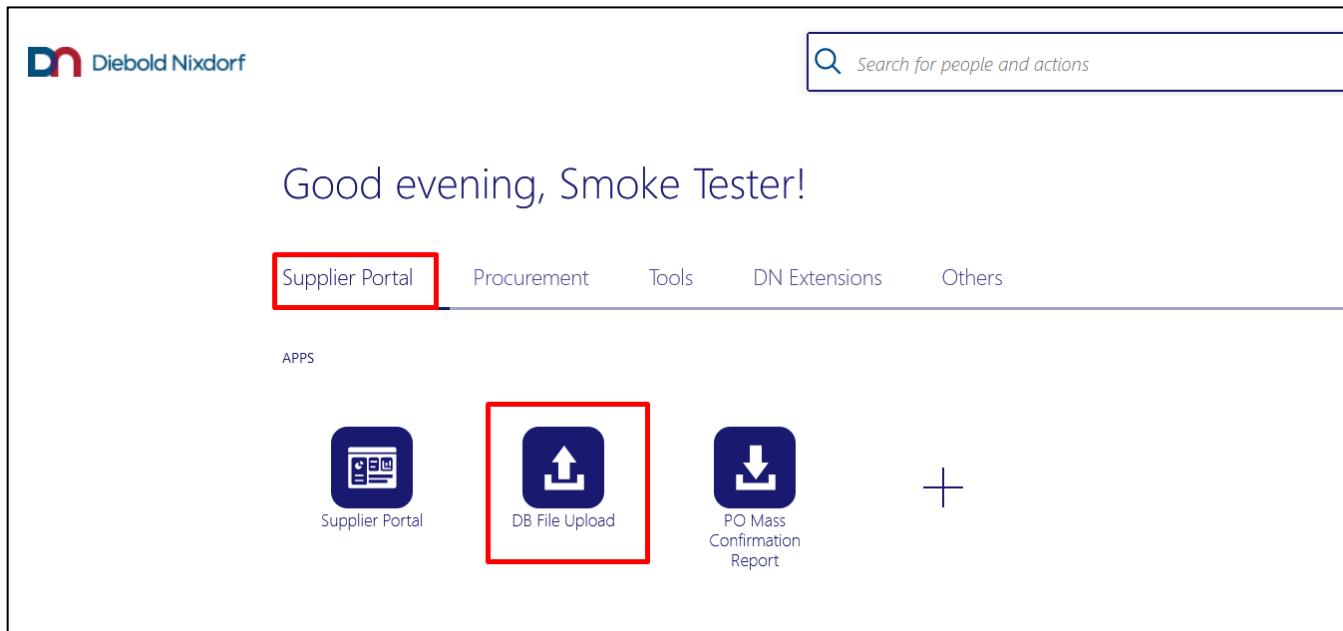
The report will be downloaded for all the POs with status as “Open”.



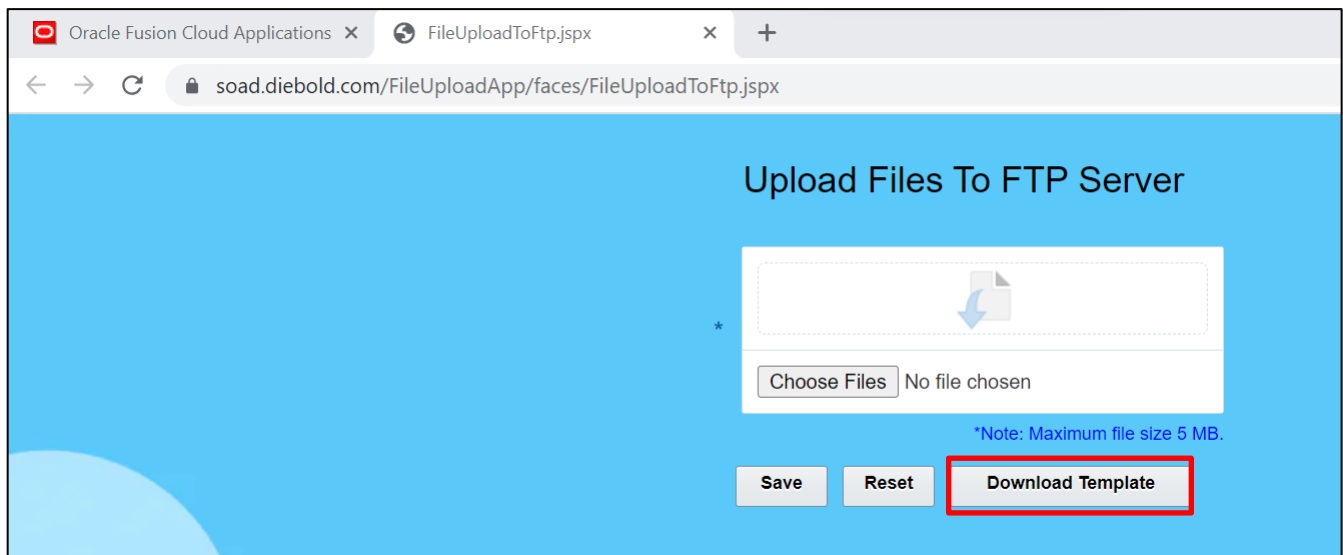
**Step 6:** Open the downloaded report. PO details will be listed as per the selection criteria.

PO Number	PO Line Number	PO Schedule Number	Supplier Name	Supplier Site	Item Number	Quantity	Requested Date	Promised Date	Supplier Contact Email ID	Supplier Order Number	Action Type	Change Order
20200030	1	1	Test Supplier Company	TEST-US	1750002874	1500	31-May-23	31-May-23	demo.supplier@test.com		Change	
20200092	1	1	Test Supplier Company	TEST-US	1750002874	2000	21-Jul-23	22-Jul-23	demo.supplier@test.com		Change	
20200093	1	1	Test Supplier Company	TEST-US	1750002874	2000	21-Jul-23	22-Jul-23	demo.supplier@test.com		Change	
20200094	1	1	Test Supplier Company	TEST-US	1750002874	2000	21-Jul-23	21-Jul-23	demo.supplier@test.com		Change	
20200095	1	1	Test Supplier Company	TEST-US	1750002874	2000	21-Jul-23	25-Jul-23	demo.supplier@test.com		Change	
20200096	1	1	Test Supplier Company	TEST-US	1750002874	2000	21-Jul-23	26-Jul-23	demo.supplier@test.com		Change	
20200097	1	1	Test Supplier Company	TEST-US	1750002874	2000	21-Jul-23	27-Jul-23	demo.supplier@test.com		Change	
20200101	1	1	Test Supplier Company	TEST-US	1750002874	2000	21-Jul-23	22-Jul-23	demo.supplier@test.com		Change	
20200102	1	1	Test Supplier Company	TEST-US	1750002874	2000	21-Jul-23	22-Jul-23	demo.supplier@test.com		Change	

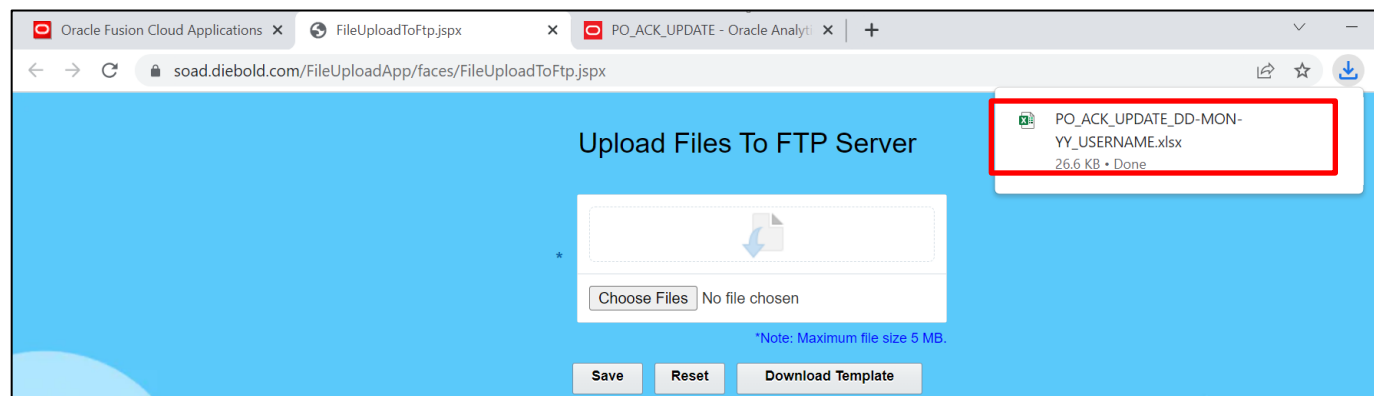
**Step 7:** Now again go back to the Supplier Portal and click on “DB File Upload” icon.



**Step 8:** New Window will open. Click on “**Download Template**”



**Step 9:** The Template will be downloaded into the system.



**Step 10:** Open that Template, you will be able to see the sample data and the format of the template.

A	B	C	D	E	F	G	H	I	J	K	L	M
PO Number	PO line Number	PO Schedule Number	Supplier Name	Supplier Site	Item Number	Quantity	Requested Date	Promised Date	Supplier Contact Email ID	Supplier Order Number	Action type	Change Order Number
201617947	1	1	Demo Supplier	TAIPEI01	01750299984	668	03-Mar-23	24-Mar-23	suppliercontact@demo.com	DEM001	Change	
201617947	1	2	Demo Supplier	TAIPEI01	01750299984	132	17-Mar-23	24-Mar-23	suppliercontact@demo.com	DEM001	Change	

**Step 11:** Now go to that downloaded PO report and copy the PO data which need to be Reconfirmed.

A	B	C	D	E	F	G	H	I	J	K	L	M
PO Number	PO Line Number	PO Schedule Number	Supplier Name	Supplier Site	Item Number	Quantity	Requested Date	Promised Date	Supplier Contact Email ID	Supplier Order Number	Action Type	Change C
20200030	1	1	1 Test Supplier Company	TEST-US	1750002874	1500	31-May-23	31-May-23	demo.supplier@test.com		Change	
20200092	1	1	1 Test Supplier Company	TEST-US	1750002874	2000	21-Jul-23	22-Jul-23	demo.supplier@test.com		Change	
20200093	1	1	1 Test Supplier Company	TEST-US	1750002874	2000	21-Jul-23	22-Jul-23	demo.supplier@test.com		Change	
20200094	1	1	1 Test Supplier Company	TEST-US	1750002874	2000	21-Jul-23	21-Jul-23	demo.supplier@test.com		Change	
20200095	1	1	1 Test Supplier Company	TEST-US	1750002874	2000	21-Jul-23	25-Jul-23	demo.supplier@test.com		Change	
20200096	1	1	1 Test Supplier Company	TEST-US	1750002874	2000	21-Jul-23	26-Jul-23	demo.supplier@test.com		Change	
20200097	1	1	1 Test Supplier Company	TEST-US	1750002874	2000	21-Jul-23	27-Jul-23	demo.supplier@test.com		Change	

**Step 12:** Paste the data in the Template as it is.

Here you need to provide updated promise\_date, email\_id and select Action\_type as Change from drop down list.

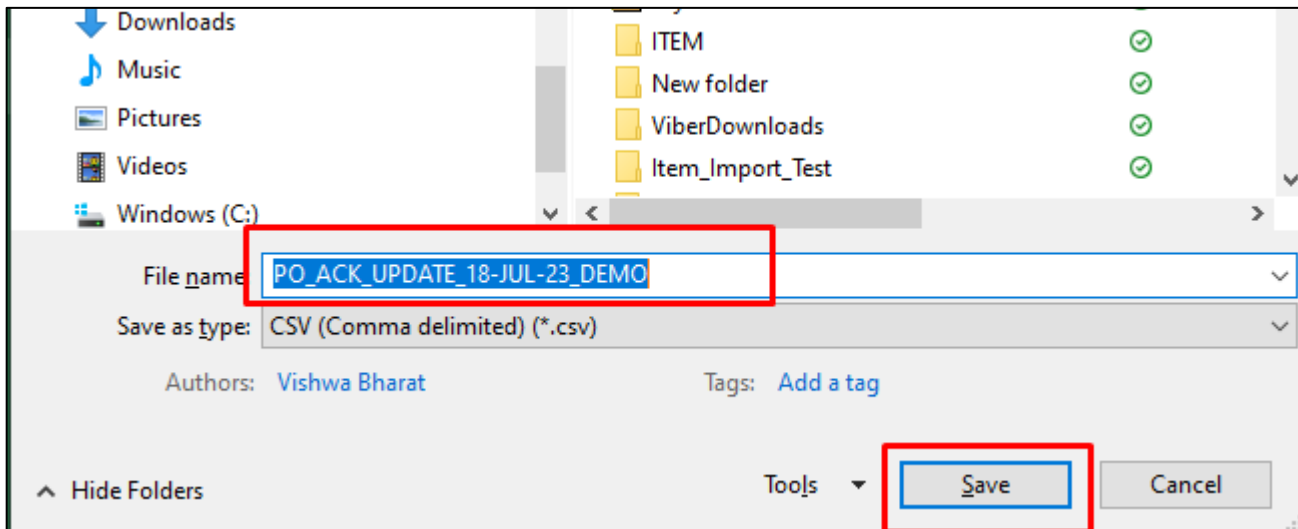
**Note:** This template supports the date format as “DD-Mon-YY”.

A	B	C	D	E	F	G	H	I	J	K	L	M
PO Number	PO line Number	PO Schedule Number	Supplier Name	Supplier Site	Item Number	Quantity	Requested Date	Promised Date	Supplier Contact Email ID	Supplier Order Number	Action type	Change Order Number
20200092	1	1	1 Test Supplier Company	TEST-US	1750002874	2000	21-Jul-23	24-Jul-23	komal.wanjari@trinamix.com		Change	
20200093	1	1	1 Test Supplier Company	TEST-US	1750002874	2000	21-Jul-23	24-Jul-23	komal.wanjari@trinamix.com		Change	

**Step 13:** Now to save the file, remove the Template from the name and add today's date for unique name convention. **File naming convention PO\_ACK\_UPDATE\_DD-MON-YY\_USERNAME (Today's Date and Username).**

**Please note that, if you are loading the file for multiple times in same day make sure to add distinct number for the file name to differentiate it.**

Save the file as CSV (Comma delimited) (\*.csv).



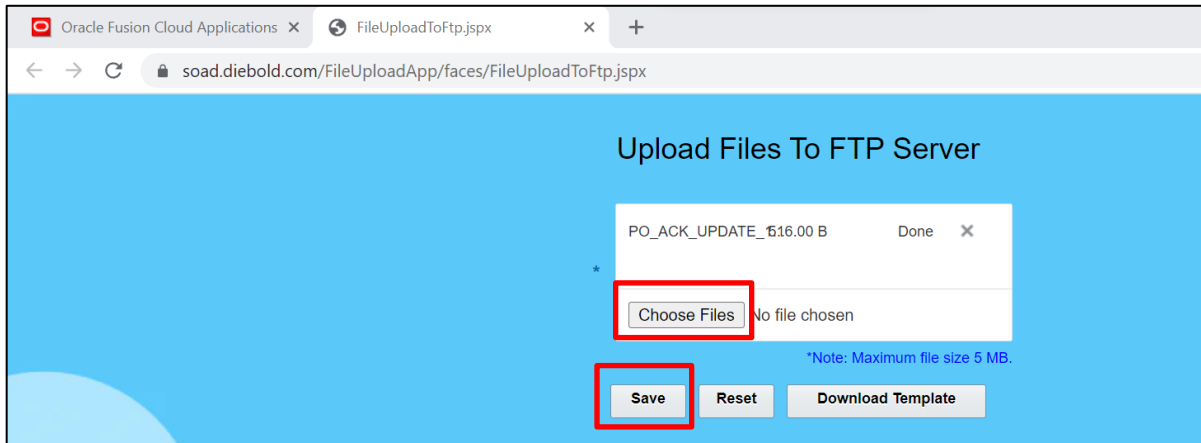
The file will be saved in your system.

**Below are considerations while preparing the file.**

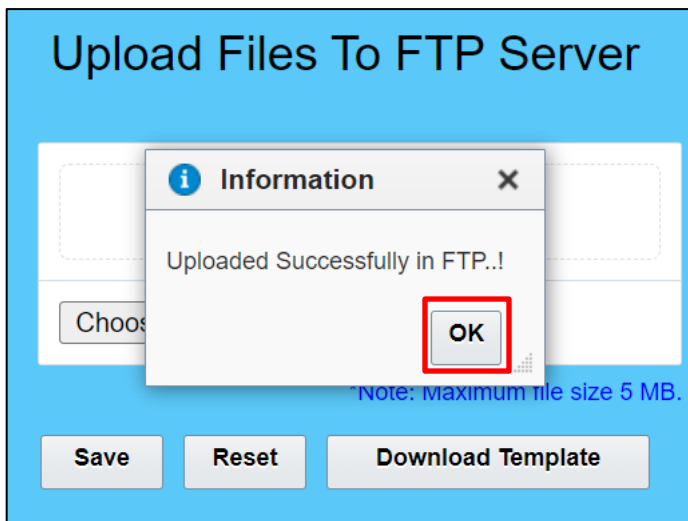
- **Action type:** by default, action type will be change for schedule split scenario please select change for original schedule, split action for new schedule, and keep original schedule number as schedule number for split schedules. (For Ex: if the split is for schedule 1 of having 100 then enter two lines for the same with split of 60 and 40 and keep schedule number same for both lines and put action type as Split for 40 quantity line.)
- Also, make sure the quantity is matched for original schedule after split. Enter the requested date as original schedule and enter the confirmation date for split schedule.
- **Promised date:** Make sure, to populate promised date for all schedules and Date format should be DD-Mon-YY. (Ex: 04-Mar-23 or 14-Mar-23)
- **Supplier Contact Email ID (optional):** Enter the email ID to receive the file upload status report.
- **Supplier Order Number (Mandatory for Germany Orders (SAP)):** Please enter the Supplier reference order number.
- **File format:** Save the file as **CSV** with file name **PO\_ACK\_UPDATE\_DD-MON-YY\_USERNAME (Today's Date and Username)**. Please note that file names must be unique.

## B. File upload and validation process.

**Step 1:** Now go back to the supplier portal> click on “DB File Upload” window from where the template has been download, click on “Choose Files” and select the .CSV file from the system. Click on the Save button.

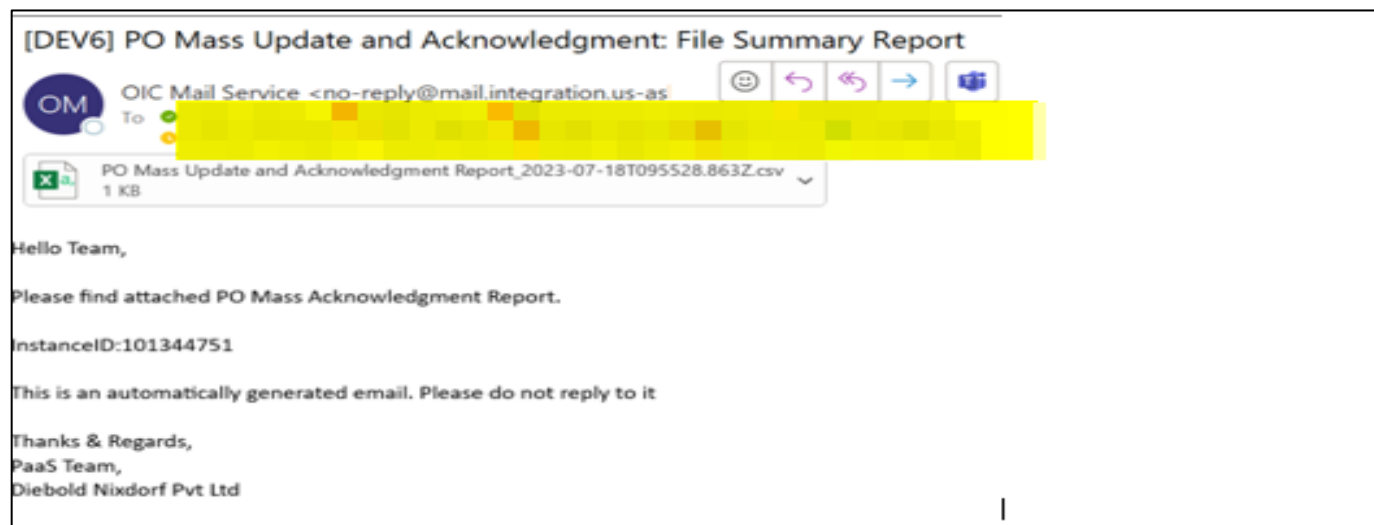


**Step 2:** Message will be populated regarding the successfully uploaded file. Click on OK.





**Step 3:** After few minutes, Supplier will receive the notification mail with Subject “PO Mass Update and Acknowledge: File Summary Report”.



*Note: Validate the report for any errors. If any record is not processed, correct the data as per the error message received in the file and prepare another file and upload it again.*

**Possible Errors:**

Error Code	Action Required
Date format in the file is not correct. Please make sure all the dates are in DD-Mon-YY format for all lines.	Correct the Date format in file. Rename the file name and upload it back.
You can't perform this action because a pending change order exists	If you have already created change order for the PO, then validate the changes if duplicate then do not process it. Else cancel the change order created and upload the file back with new file name.
PO not found	Check the PO number, correct the data, and load it back again
Duplicate supplier order number issue	Make sure the supplier order confirmation number should not same.
No Mail received for upload status in 10-15mins.	There might be issue with file read. Please send mail to <a href="mailto:cloudsupplierportalsupport@dieboldnixdorf.com">cloudsupplierportalsupport@dieboldnixdorf.com</a>

**Step 4:** Now Supplier can check from the supplier portal for the Mass PO acknowledgement.  
Click on Supplier Portal> Manage Schedules.

Diebold Nixdorf

Search

Orders

Order Number

Tasks

Orders

Manage Orders

Manage Schedules

Acknowledge Schedules in Spreadsheet

Agreements

Manage Agreements

Shipments

Manage Shipments

Create ASN

Create ASBN

Upload ASN or ASBN

View Receipts

View Returns

Requiring Attention

671

574

97

Orders to Acknowledge

Recent Activity

Last 30 Days

Orders changed or canceled

22

Orders opened

16

Receipts

2

Transaction Reports

Last 30 Days

PO Purchase Amount

3.74K BRL

PO Purchase Amount

123K USD

**Step 5:** Add order number from the template and click on search button.  
Here you will be able to see the promise\_date has been updated for the PO as per the template.

Manage Orders

Done

Headers

Schedules

Search

Sold-to Legal Entity

Supplier Site

Order

20200092

Line Description

Advanced

Manage Watchlist

Saved Search

All Schedules

Supplier Item

Ship-to Location

Status

Search

Reset

Save...

Search Results

Actions

View

Format

Freeze

Detach

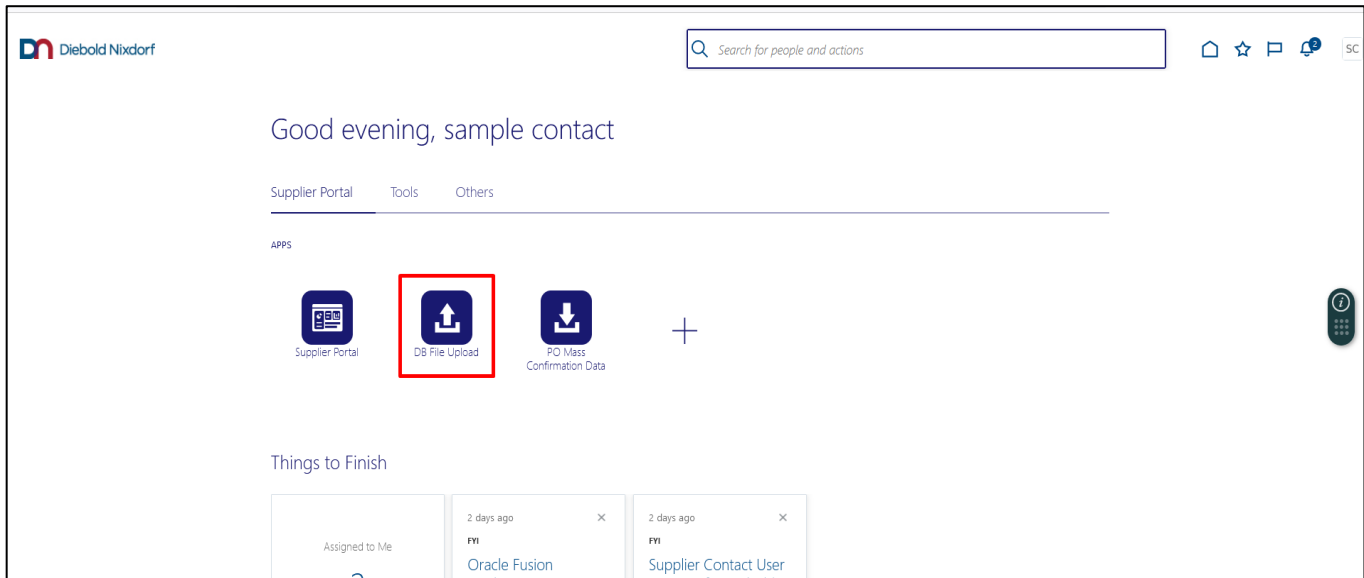
Wrap

Order	Line	Schedule	Supplier	Supplier Site	Item	Ordered Quantity	Requested Date	Promised Date
20200092	1	1	Test Supplier Co...	TEST-US	01750002874	2,000	7/21/23	7/24/23

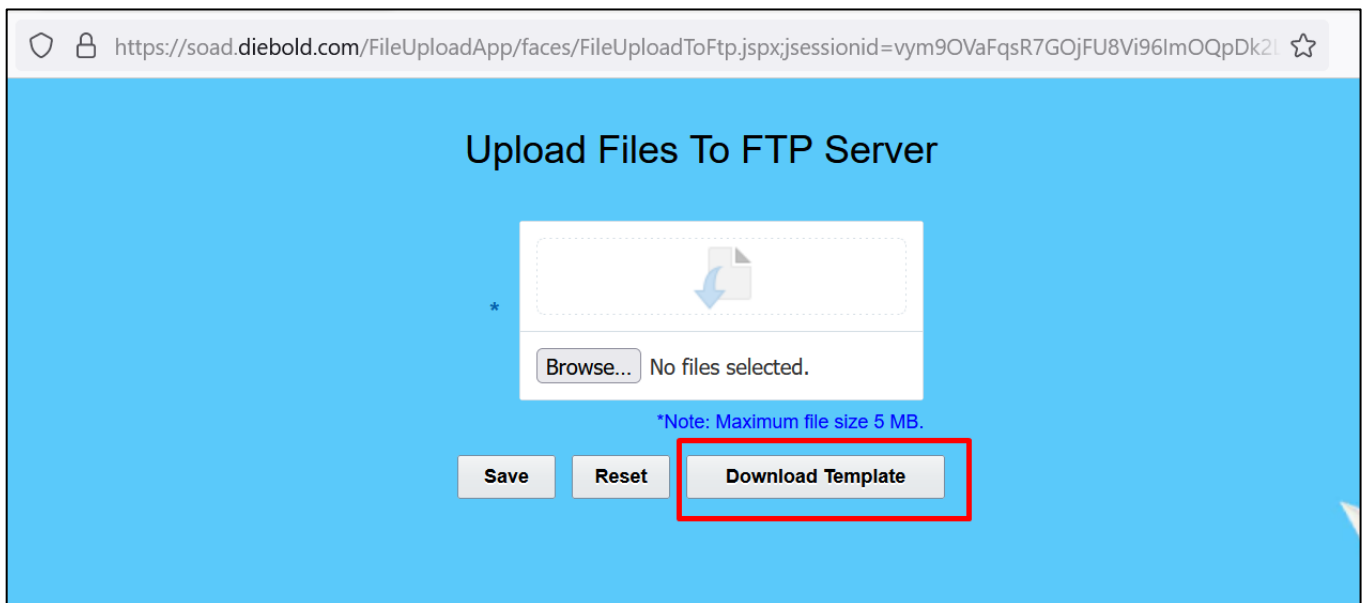


## C. Split Schedule using PO Mass Confirmation Process

**Step 1:** Login to Supplier Portal and select 'DB file Upload' icon.



**Step 2:** Download the template from Supplier Portal:



[illegible]

- Keep the **schedule number same** for split lines [ column = PO Schedule Number]
- Split the quantity under **Quantity column**.
- **Action type** for original line should be “Change” and for split lines should be “Split” [ column = Action Type]
- Update the promise date for both lines with date format as “DD-Mon-YY” [ column = Promised Date]

↑

Downloads

PO\_ACK\_UPDATE\_220923\_TEST1

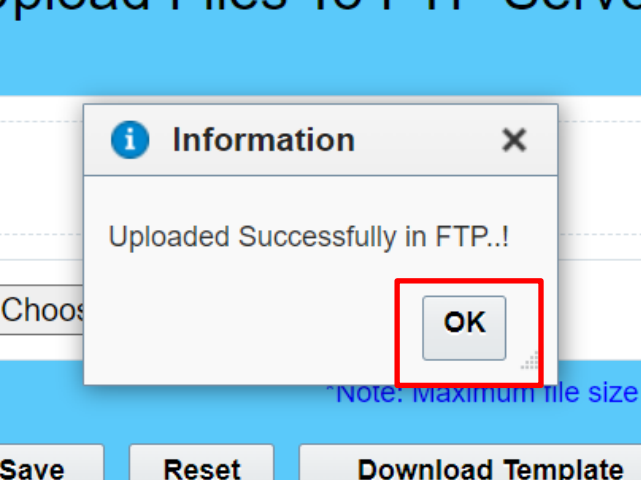
CSV (Comma delimited) (\*.csv)

Save

[more options...](#)

New Folder

# Upload Files To FTP Server



The screenshot displays a web interface with a light blue background. At the top, a large heading reads "Upload Files To FTP Server". Below this, there is a form area with a dashed border. A modal dialog box is centered on the screen, titled "Information" with a close button (X) in the top right corner. The dialog contains the text "Uploaded Successfully in FTP..!". At the bottom right of the dialog, an "OK" button is highlighted with a red rectangular box. Below the dialog, a note states "Note: Maximum file size 5 MB.". At the bottom of the page, there are three buttons: "Save", "Reset", and "Download Template".

Information

Uploaded Successfully in FTP..!

OK

Note: Maximum file size 5 MB.

Save Reset Download Template

**Step 6:** Email notification will be received with status of uploaded file:

[DEV6] PO Mass Update and Acknowledgment: File Summary Report

OM

OIC Mail Service <no-reply@mail.integration.us-as>

To

Fri 22-09

PO Mass Update and Acknowledgment Report\_2023-09-22T084757.915Z.csv

1 KB

Hello Team,

Please find attached PO Mass Acknowledgment Report.

InstanceID:103880364

This is an automatically generated email. Please do not reply to it

Thanks & Regards,  
PaaS Team,  
Diebold Nixdorf Pvt Ltd

**Step 7:** Check the PO after some time, the schedule will be split with promise date updated:

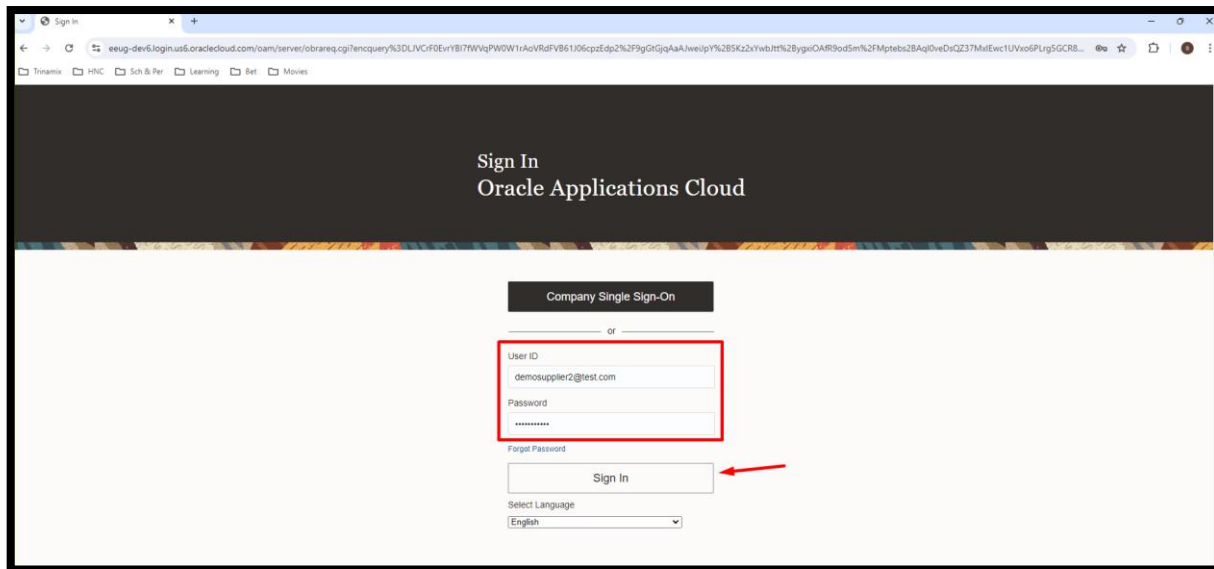
Additional Information													
Line	Schedule	Description	Location	Quantity	UOM	Status	Life Cycle	Details	DN Customer Sales Order Firm Flag	One-Time Shipto Address	Requested Ship Date	Promised Ship Date	Organization
10	1	Base Cabinet DN OFA CEN III	Diebold Nix	30	each	Open					12/8/23	12/22/23	0001
10	2	Base Cabinet DN OFA CEN III	Diebold Nix	12	each	Open					12/8/23	11/9/23	0001

For any concerns on the Supplier Portal, further assistance or IT issues please reach out to [cloudsupplierportalsupport@dieboldnixdorf.com](mailto:cloudsupplierportalsupport@dieboldnixdorf.com) .

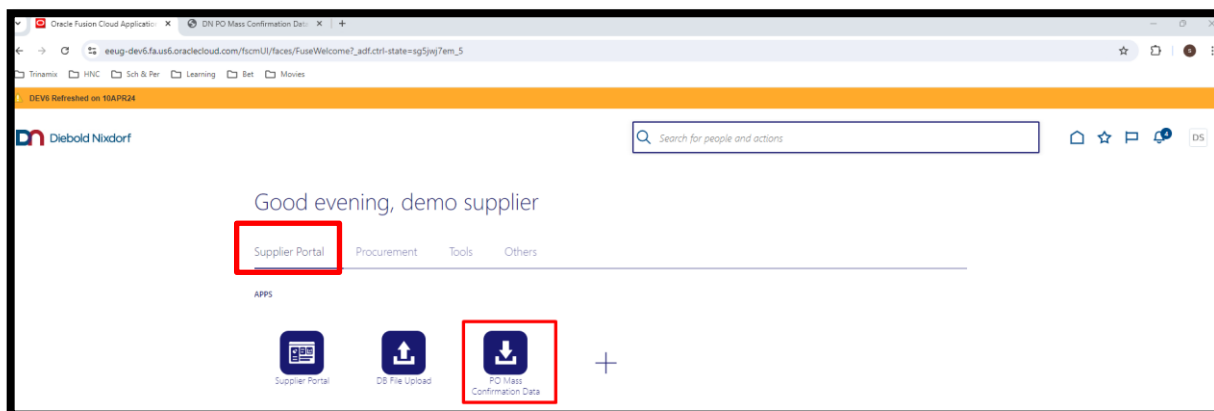
## 10. PO Mass Confirmation Process for Change Orders

**Step 1:** Sign in-to Supplier Portal using supplier credentials (user id/ password).

URL: <https://eeug.login.us6.oraclecloud.com/>



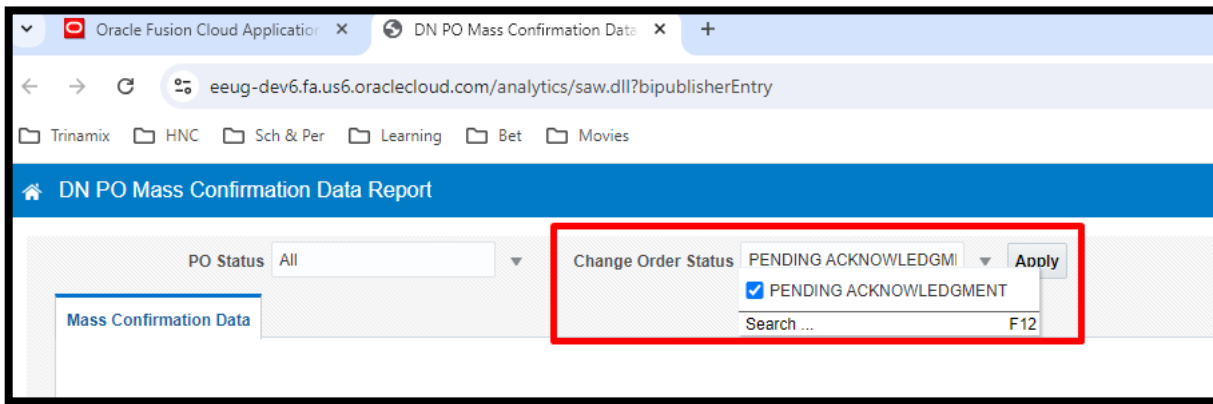
**Step 2:** Supplier Home page will open. Click on Supplier Portal offering.



**Step 3:** Click on “PO Mass Confirmation Report” to download the report as marked in above screen shot.

**Step 4:** New window will be open, select change order status as “Pending acknowledgement” and click on apply.

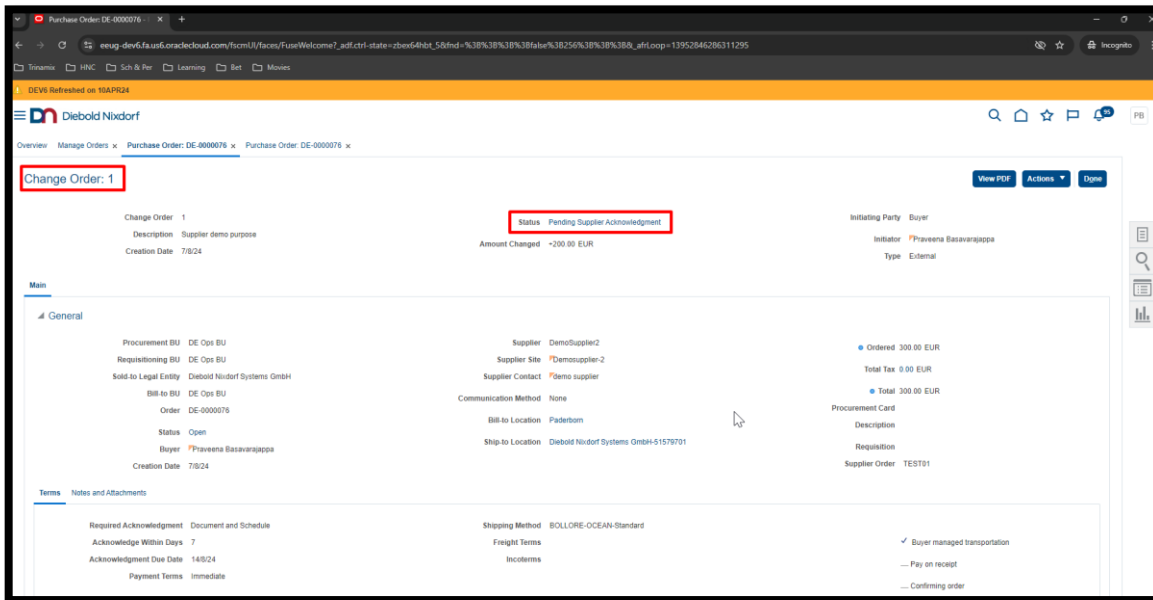
PO dump with change order will be downloaded.



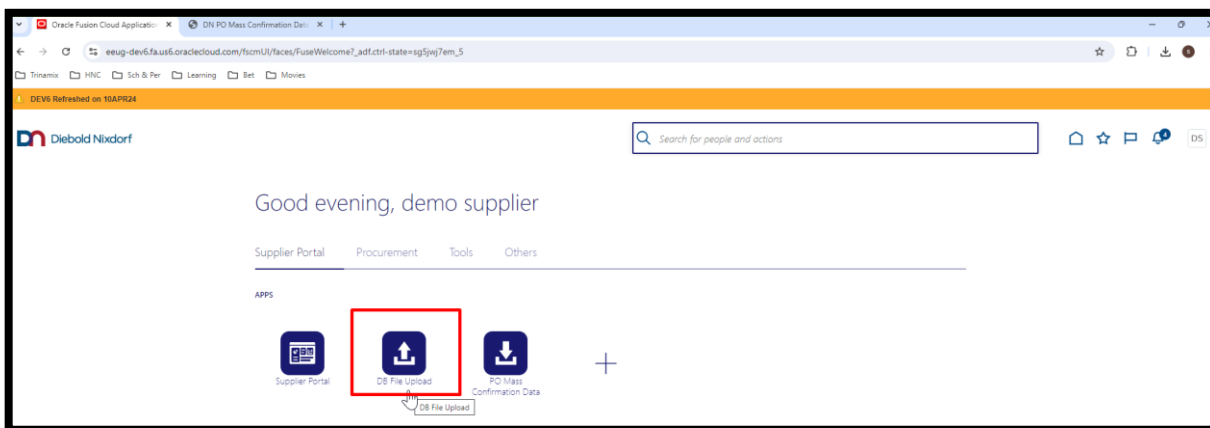
PO Number	PO Line Number	PO Schedule Number	Supplier Name	Supplier Site	Item Number	Quantity	Requested Date	Promised Date	Supplier Contact Email ID	Supplier Order Number	Action Type	Change Order Number
DE-0000076	1	1	DemoSupplier2	Demosupplier-2	1750067886	30	15-Aug-24	15-Aug-24	demosupplier2@test.com	TEST01	Change	

Observe the above that the promised date already updated and there is new change got for this example is quantity change and there are multiple PO's when we search with change order status with pending acknowledgement then only the orders which have PO status open and change order status is pending acknowledgement dump downloaded.

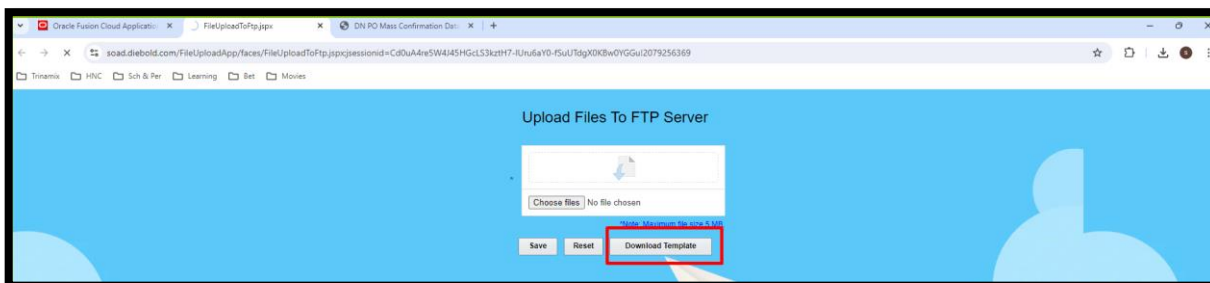
Below screen shot is for cross-reference of the above data. No action required for checking the screens as such for users.



**Step 5:** Now again go back to the Supplier Portal and click on “DB File Upload” icon.

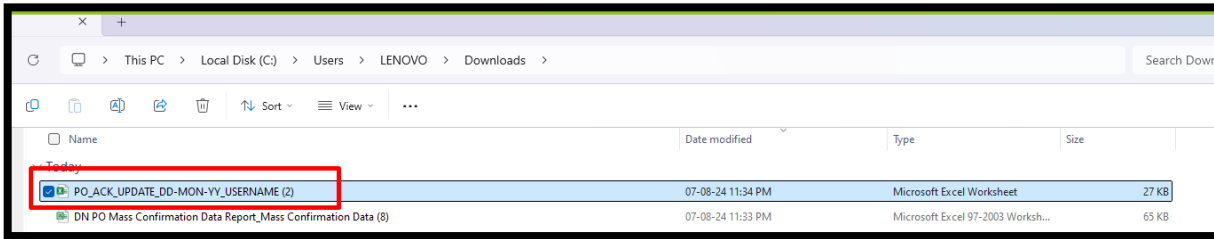


**Step 6:** New Window will open. Click on “Download Template”



**Step 7:** The Template will be downloaded onto the system.





**Step 8:** Open that Template, you will be able to see the sample data and the format of the template.

A	B	C	D	E	F	G	H	I	J	K	L	M
PO Number	PO line Number	PO Schedule Number	Supplier Name	Supplier Site	Item Number	Quantity	Requested Date	Promised Date	Supplier Contact Email ID	Supplier Order Number	Action type	Change Order Number
201617947	1	1	Demo Supplier	TAIPEI01	01750299984	668	03-Mar-23	24-Mar-23	suppliercontact@demo.com	DEM001	Change	
201617947	1	2	Demo Supplier	TAIPEI01	01750299984	132	17-Mar-23	24-Mar-23	suppliercontact@demo.com	DEM001	Change	

**Step 9:** Now paste the copied data from report (Step-4) into this Template.

A	B	C	D	E	F	G	H	I	J	K	L	M
PO Number	PO line Number	PO Schedule Number	Supplier Name	Supplier Site	Item Number	Quantity	Requested Date	Promised Date	Supplier Contact Email ID	Supplier Order Number	Action type	Change Order Number
DE-0000076	1	1	Demosupplier2	Demosupplier-2	1750067886	30	15-Aug-24	20-Aug-24	demosupplier2@test.com	TEST02	Change	

**Step 10:** Update the promise date. Here you need to provide promise\_date, email\_id and select Action\_Type as Change from the drop-down list.

**Note:** This Template supports only date format as “DD-Mon-YY”.

**Step 11:** Now to save the file, remove the Template from the name and add today’s date for unique name convention. **File naming convention PO\_ACK\_UPDATE\_DD-MON-YY\_USERNAME (Today’s Date and Username).**

Below are considerations while preparing the file.

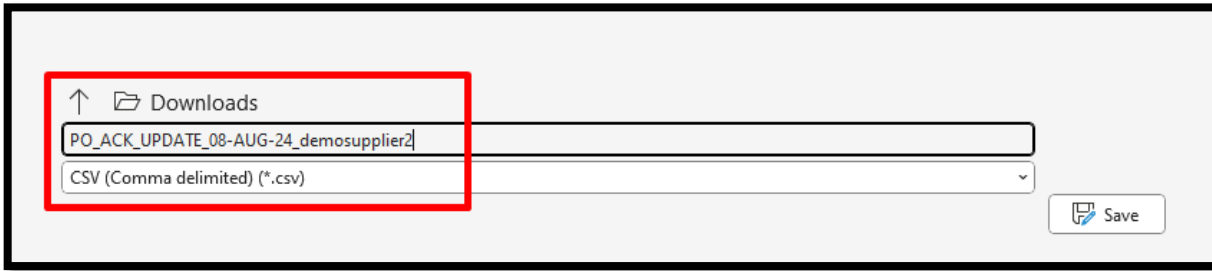
- **Action type:** by default, action, type is Change, for schedule split scenario please select change for original schedule, split action for new schedule, and keep original schedule number as schedule number for split schedules. (For Ex: if the split is for schedule 1 of having 100 then enter two lines for the same with split of 60 and 40 and keep schedule number same for both lines and put action

type as Split for 40 quantity line.)

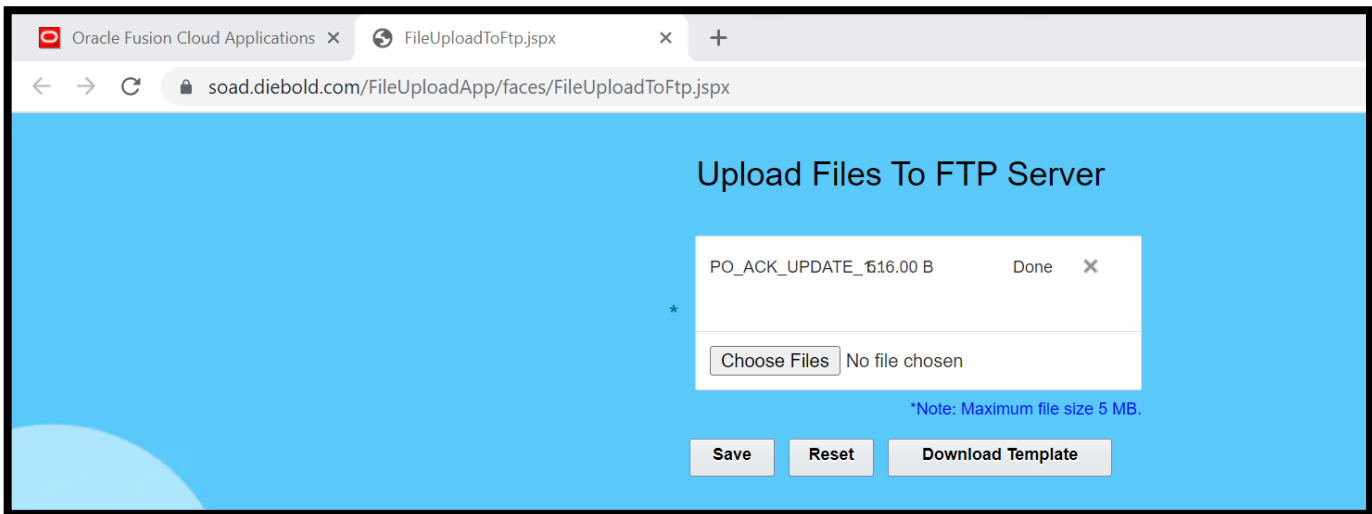
- Also make sure the quantity is matched for original schedule after split. Enter the requested date as original schedule and enter the confirmation date for split schedule.
- **Promised date:** Make sure to populate promised date for all schedules and Date format should be **DD-Mon-YY. (Ex: 04-Mar-23 or 14-Mar-23)**
- **Supplier Contact Email ID (optional):** Enter the email ID to receive the file upload status report.
- **Supplier Order Number (Mandatory for Germany Orders (SAP)):** Please enter the Supplier reference order number.
- **File format:** Save the file as **CSV** with file name **PO\_ACK\_UPDATE\_DD-MON-YY\_USERNAME (Today's Date and Username)**. Please note that file names must be unique.

**Please note that, if you are loading the file for multiple times in same day make sure to add distinct number for the file name to differentiate it.**

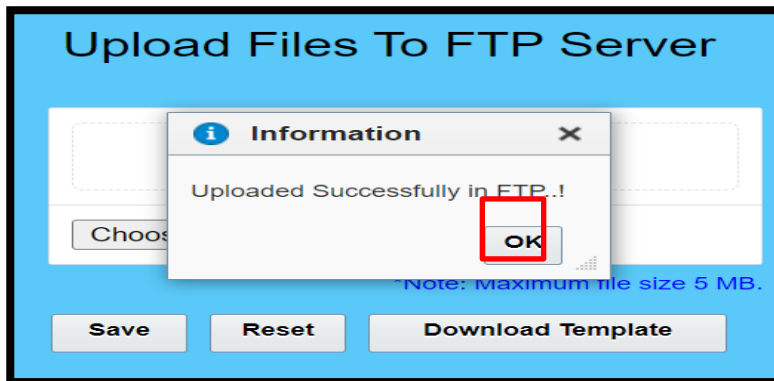
Save the file as CSV (Comma delimited) (\*.csv).



**Step 12:** Now go back to the Supplier Portal> click on “DB File Upload” window from where the template has been download, click on “Choose Files” and select the .CSV file from the system. Click on the Save button.



**Step 13:** Message will be populated regarding the successfully uploaded file. Click on OK.



**Step 14:** After few minutes, Supplier will receive the notification mail with Subject “PO Mass Update and Acknowledge: File Summary Report”.

**Step 15:** Now Supplier can check from the supplier portal for Mass PO acknowledgement. Click on Supplier Portal> Manage Orders.

**Step 16:** Provide order number from the template and click on search button.

**Step 17:** Here you will be able to see the PO status changes from “Pending Supplier Acknowledgement” to “Open”, also you can check the Promise date has been updated as per the Template.

Below screen shots are for reference purpose.

Purchase Order: DE-0000076

Procurement BU

DE Ops BU

Requisitioning BU

DE Ops BU

Sold-to Legal Entity

Diebold Nixdorf Systems GmbH

Bill-to BU

DE Ops BU

Order

DE-0000076

Status

Open

Buyer

Praveena Basavarajappa

Creation Date

7/8/24

Supplier

Demosupplier2

Supplier Site

Demosupplier-2

Supplier Contact

demo supplier

Communication Method

None

Bill-to Location

Paderborn

Ship-to Location

Diebold Nixdorf Systems GmbH-51579701

Ordered

300.00 EUR

Total Tax

0.00 EUR

Total

300.00 EUR

Description

Requisition

Source Agreement

Supplier Order

TEST02

Terms

Notes and Attachments

Required Acknowledgment

Document and Schedule

Acknowledge Within Days

7

Payment Terms

Immediate

Shipping Method

BOLLORE-OCEAN-Standard

Freight Terms

Incoterms

Buyer Managed Transportation

Pay on receipt

Confirming order

Additional Information

One-Time Shipto Address

One-Time Shipto Address

Extended

Named Place

Category Manager

Context Prompt

Lines

Schedules

Distributions

Actions

View

Format

Freeze

Detach

Wrap

Line	Type	Item	Revision	C	Price	Ordered Amount	Total Tax	Total	Status	Location	Requested Delivery Date	Promised Delivery Date	Requested Ship Date	Promised Ship Date	Shipping Me
1	Goods	01750067886			10.00	300.00	0.00	300.00	Open	Diebold Nix...			15/8/24	20/8/24	BOLLORE-OC

Review Changes: 1-1

Currency = Euro

Change Order 1-1

Description Updated Through Integration

Creation Date 8/8/24

Status Processed

Initiating Party Supplier

Initiator Integration DN

Type External

Main

General

View

Format

Freeze

Detach

Wrap

Attribute

Supplier Order

Changed From

TEST01

Changed To

TEST02

Attachments

View

Format

Freeze

Detach

Wrap

Type

Attachment URL

Title

Description

Category

No data to display

Lines

Schedules

Distributions

Actions

View

Format

Freeze

Detach

Wrap

Line	Type	Description	Schedule	Location	Organization	Requested Delivery Date	Promised Delivery Date	Requested Ship Date	Promised Ship Date	Amount Changed	Currency	Change Reason	Change Status	Details
1		tie wrap for PAT1M PAT1.5M	1	Diebold Nixdorf System...	0001			15/8/24	20/8/24 46/8/24	0.00	EUR		Accepted	

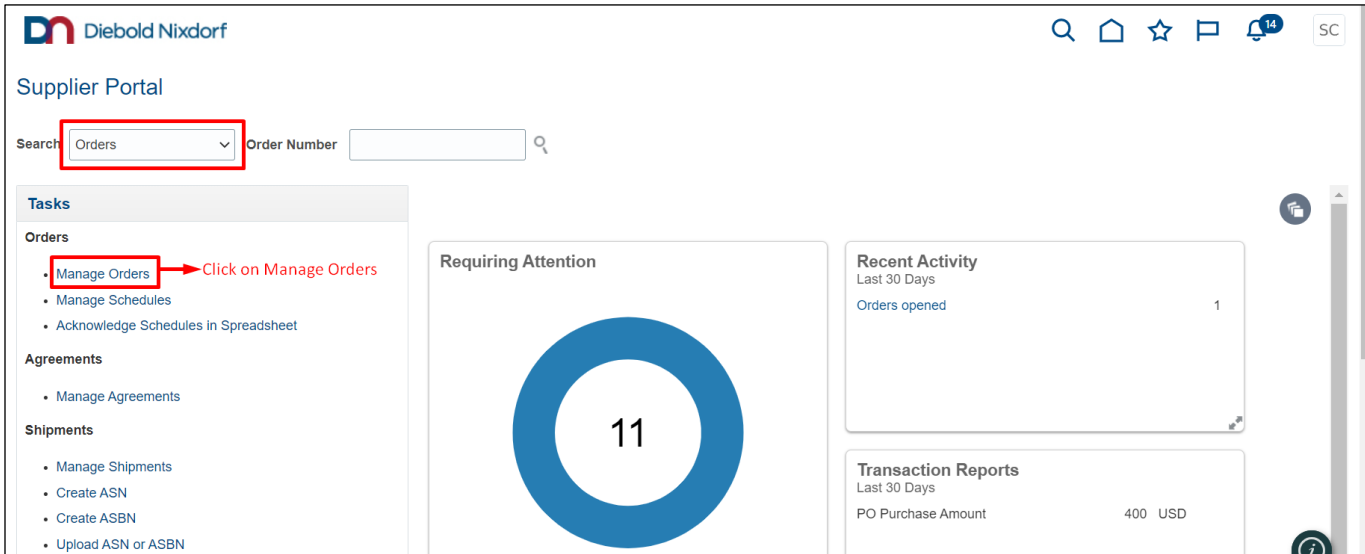


For any concerns on the Supplier Portal, further assistance or IT issues please reach out to [cloudsupplierportalsupport@dieboldnixdorf.com](mailto:cloudsupplierportalsupport@dieboldnixdorf.com) .

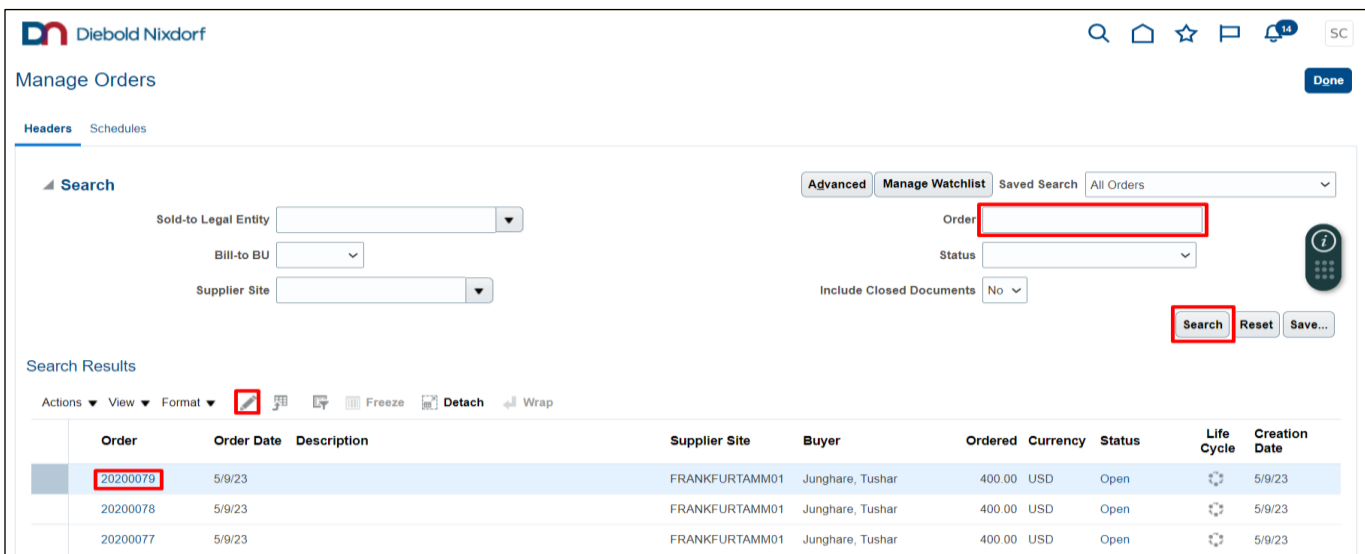
## 11. Supplier Initiated Change Order:

### A. Change in Promised Date

Step 1: Navigate to Orders then click on **Manage Orders**.



Step 2: In the Manage Orders page, either do a blank search to list out all the POs **OR** enter the order number to find the exact PO for which change order need to be created. Then select the PO line then click on **Edit** (Pencil Icon) to create Change order for the PO.



Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
20200079	5/9/23		FRANKFURTAMM01	Junghare, Tushar	400.00	USD	Open		5/9/23
20200078	5/9/23		FRANKFURTAMM01	Junghare, Tushar	400.00	USD	Open		5/9/23
20200077	5/9/23		FRANKFURTAMM01	Junghare, Tushar	400.00	USD	Open		5/9/23

Step 3: You can also click on Purchase order number to Open the PO then go to **Actions** and click on **Edit** to create Change order for the PO.

Purchase Order: 20200079

Actions

- Edit
- Cancel Document
- View Document History
- View Change History
- View Revision History

Click on Actions and Select "edit" from Dropdown

General

Sold-to Legal Entity: Diebold Nixdorf, Incorporated

Supplier: Test Supplier Company

Bill-to BU: US Ops BU

Supplier Site: FRANKFURTAMM01

Order: 20200079

Supplier Contact: Sample Contact

Status: Open

Bill-to Location: DBD INC.

Buyer: Tushar Junghare

Ship-to Location: Diebold Nixdorf Manufacturing (US2)

Creation Date: 5/9/23

Terms: Notes and Attachments

Required Acknowledgment: Document and Schedule

Payment Terms: Immediate

Shipping Method

Freight Terms

Incoterms

Buyer Managed Transportation

Order Life Cycle

Ordered

Amount (USD)

View Details

Step 4: A Warning message is displayed asking for confirmation to create Change order. Click on **Yes** to Proceed.

Warning

This action will create a change order on the document. Do you want to continue? (PO-2055113)

Click on Yes

Yes No

Step 5: Add the **Change Description** then Navigate to Schedules tab and update the Promised date as the supplier is BMT (Buyer Managed Transportation) enabled.

Diebold Nixdorf

Edit Change Order: 1

Change Order: 1      Status: Incomplete      Amount Changed: 0.00 USD

\* Description:       Enter the comment in Description

Creation Date: 5/9/23

Initiating Party: Supplier      Initiator: Sample Contact

---

**Main**

**General**

Sold-to Legal Entity: Diebold Nixdorf, Incorporated      Supplier: Test Supplier Company

Bill-to BU: US Ops BU      \* Supplier Site: FRANKFURTAM01

Order: 20200079      Supplier Contact: Sample Contact

Status: Open      Bill-to Location: DBD INC.

\* Buyer: Junghare, Tushar      Default Ship-to Location

Creation Date: 5/9/23

Ordered: 400.00 USD

Description

Agreement

Supplier Order

---

**Terms**      Notes and Attachments

Payment Terms: Immediate      Shipping Method

Freight Terms

Incoterms

✓ Buyer managed transportation

— Pay on receipt

— Confirming order

---

**Additional Information**

One-Time Ship-to Address      Named Place

One-Time Ship-to Address Extended      Category Manager

Context Prompt

---

**Lines**      Schedules

Actions: View, Format, Freeze, Detach, Wrap

Line	Description	* Location	Quantity	UCM	Requested Delivery Date	Requested Ship Date	Promised Ship Date	Shipping Method	Change Reason	ON Customer Sales Order Firm Flag	One-Time Ship-to Address
1	audio extension cable 3m	Diebold Nixdorf Mar	80	Each	5/31/23	5/22/23	5/18/23				
1	audio extension cable 3m	Diebold Nixdorf Mar	20	Each	5/31/23	5/18/23	5/20/23				
2	inhibgear nut M5x8	Diebold Nixdorf Mar	200	Each	5/30/23	5/28/23	5/21/23				

Columns Hidden: 19

**Note: - Promised Ship date should be ETD (Estimated Time of Departure) irrespective of the incoterm.**

Step 6: Click on **Submit** to **Submit** the changes.

Diebold Nixdorf

Edit Change Order: 1

Change Order: 1      Status: Incomplete      Amount Changed: 0.00 USD

\* Description:       Enter the comment in Description

Creation Date: 5/9/23

Initiating Party: Supplier      Initiator: Sample Contact

---

**Main**

**General**

Sold-to Legal Entity: Diebold Nixdorf, Incorporated      Supplier: Test Supplier Company

Bill-to BU: US Ops BU      \* Supplier Site: FRANKFURTAM01

Order: 20200079      Supplier Contact: Sample Contact

Status: Open      Bill-to Location: DBD INC.

\* Buyer: Junghare, Tushar      Default Ship-to Location

Creation Date: 5/9/23

Ordered: 400.00 USD

Description

Agreement

Supplier Order

---

**Terms**      Notes and Attachments

Payment Terms: Immediate      Shipping Method

Freight Terms

Incoterms

✓ Buyer managed transportation

— Pay on receipt

— Confirming order



**Diebold Nixdorf**

Purchase Order: 20200079

**Main**

**General**

Sold-to Legal Entity: Diebold Nixdorf, Incorporated  
 Bill-to BU: US Ops BU  
 Order: 20200079  
 Status: Open  
 Buyer: Tushar Junghare  
 Creation Date: 5/9/23

Supplier: Test Supplier Company  
 Supplier Site: FRANKFURTAMM01  
 Supplier Contact: Sample Contact  
 Bill-to Location: DBD INC.  
 Ship-to Location: Diebold Nixdorf Manufacturing (US2)

Ordered: 400.00 USD  
 Description:  
 Source Agreement:  
 Supplier Order:

**Terms** Notes and Attachments

Required Acknowledgment: Document and Schedule  
 Payment Terms: Immediate

**Additional Information**

One-Time Shipto Address: Named Place  
 Context Prompt

**Order Life Cycle**

Ordered: 400.00 USD  
 View Details

**Confirmation**

The change order 1 for document Purchase Order number 20200079 was submitted for approval.

**OK**

**1. Click on OK**

**2. Click on Done**

Step 7: Upon Buyer approval the changes to the promised delivery date will be updated.

Purchase Order: 20200079

**Buyer** Tushar Junghare  
**Creation Date** 5/9/23  
**Ship-to Location** Diebold Nixdorf Manufacturing (US2)

**Terms** Notes and Attachments

Required Acknowledgment: Document and Schedule  
 Payment Terms: Immediate

**Shipping Method**  
 Freight Terms  
 Incoterms

**Additional Information**

One-Time Shipto Address: Named Place  
 One-Time Shipto Address Extended: Category Manager  
 Context Prompt

**Lines Schedules**

Actions View Format Freeze Detach Wrap

**New Promised ship dates populated**

Line	Description	Location	Requested Ship Date	Promised Ship Date	Quantity	UOM	Name	Status	Life Cycle	Additional Information
1	audio extension cable 3m	Diebold Nix...	5/22/23	5/18/23	80	Each	Open			DN Customer Sales Order Firm Flag
1	audio extension cable 3m	Diebold Nix...	5/18/23	5/20/23	20	Each	Open			One-Time Shipto Address
2	inhibigear nut M5x5	Diebold Nix...	5/28/23	5/21/23	200	Each	Open			

## B. Change in Need by Date from Buyer (for Open PO)

Context:

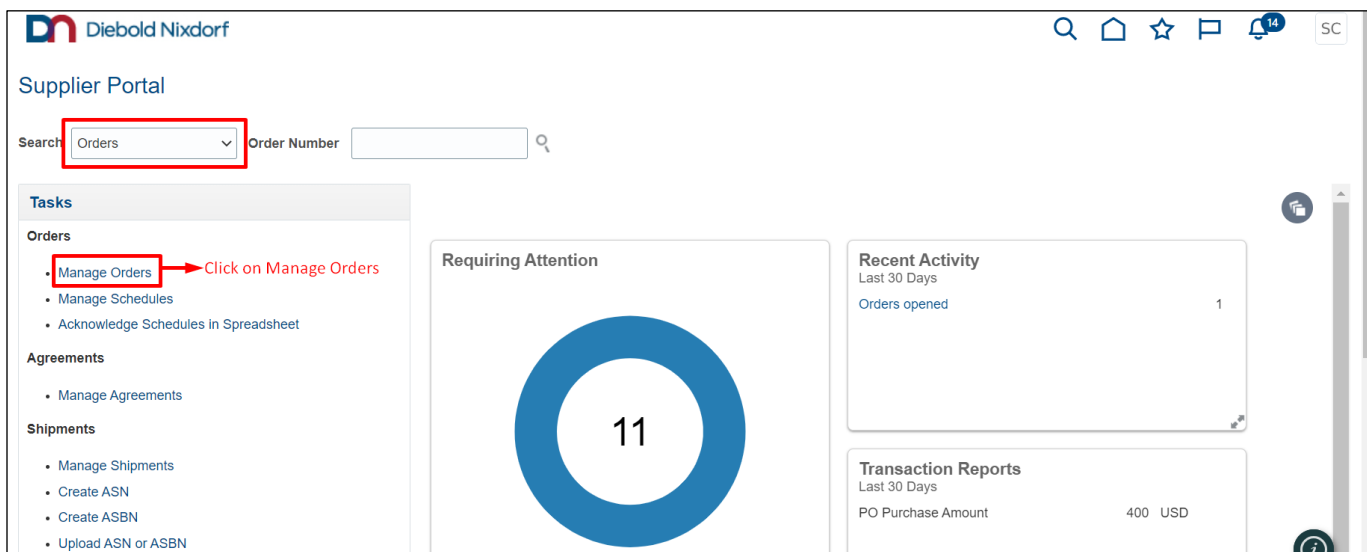
A) Supplier has acknowledged the PO with accept, then promised ship date will be populated as requested ship date.

B) Now, the buyer has created a new change order to accept the new requested ship date. And this change order will go to the supplier queue for acknowledgement. Supplier will receive email communication on the PO change Order.

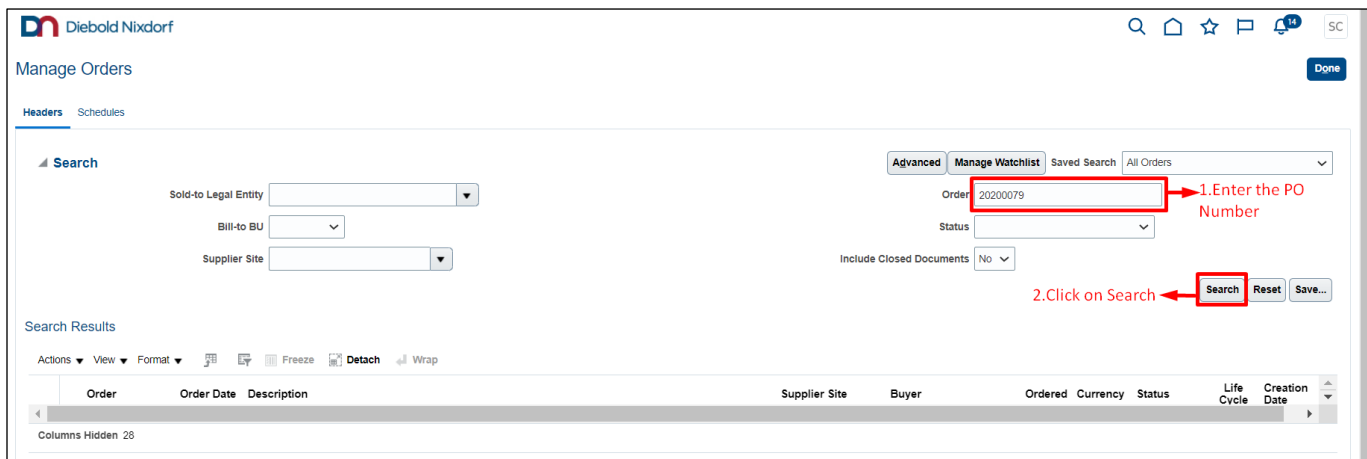
C) Now supplier acknowledges the changed ship date, on the confirmation Promised ship date will be populated as requested ship date.

Please follow below Navigation for this process with screen shots for reference-

Step 1: from Supplier Portal, login with credentials and go to Manage orders.



Step 2: Enter the PO number and click on search.



Step 3: Click on PO hyperlink to open the order.

Diebold Nixdorf

Manage Orders

Search "i" indicates change order is pending

Advanced Manage Watchlist Saved Search All Orders

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
20200079	5/9/23		FRANKFURTAMM01	Junghare, Tushar	400.00	USD	Open		5/9/23

Columns Hidden 28

Click on PO to open

Step 4: Click on Symbol "i", then click on "A change order is pending" and click OK.

Diebold Nixdorf

Purchase Order: 20200079

Acknowledge View PDF Actions Refresh Done

Main

General

Sold-to Legal Entity Diebold Nixdorf, Incorporated

Supplier Test Supplier Company

Ordered 400.00 USD

Bill-to BU US Ops BU

Supplier Site FRANKFURTAMM01

Description

Order 20200079

Supplier Contact Sample Contact

Source Agreement

Status Open 1. Click on "i" symbol

Supplier Order

Buyer Tushar Junghare

Bill-to Location

Ship-to Location

Creation Date 5/9/23

Information

A change order is pending. 2. Click on "A change order is pending"

OK 3. Click on OK

Terms Notes and Attachments

Required Acknowledgment Document and Schedule

Payment Terms Immediate

Shipping Method

Freight Terms

Buyer Managed Transportation

Step 5: Scroll to the bottom, Go to Schedules, and check the requested ship date, changes will be highlighted in blue color bubble.

Lines

Schedules

Actions

View

Format

Freeze

Detach

Wrap

	Line	Description	Location	Requested Ship Date	Promised Ship Date	Quantity	UOM	Status	Change Reason	Addition DN Customer Sales Order Firm Flag
	1	audio extension cable 3m	Diebold Nix...	5/25/23	5/18/23	80	Each	Open		
	1	audio extension cable 3m	Diebold Nix...	5/22/23	5/20/23	20	Each	Open		
	2	inhibigear nut M5x5	Diebold Nix...	5/26/23	5/21/23	200	Each	Open		

Columns Hidden 18

Step 6: After reviewing the date from requested ship date, Click on Acknowledge.

**Diebold Nixdorf**

Change Order: 2

Change Order: 2

<b>Change Order</b>	2	<b>Status</b>	Pending Supplier Acknowledgment	<b>Initiating Party</b>	Buyer
<b>Description</b>	Change in requested ship date			<b>Initiator</b>	Tushar Jungware
<b>Creation Date</b>	5/9/23				

**Main**

General

[Acknowledge](#)
[View PDF](#)
[Actions](#)
[Done](#)

Step 7: Again, scroll to the bottom and Click on Accept at schedules.

Additional Information

One-Time Shipto Address

One-Time Shipto Address Extended

Named Place

Category Manager

Context Prompt

Schedules

Actions

View

Format

Freeze

Detach

Wrap

Accept

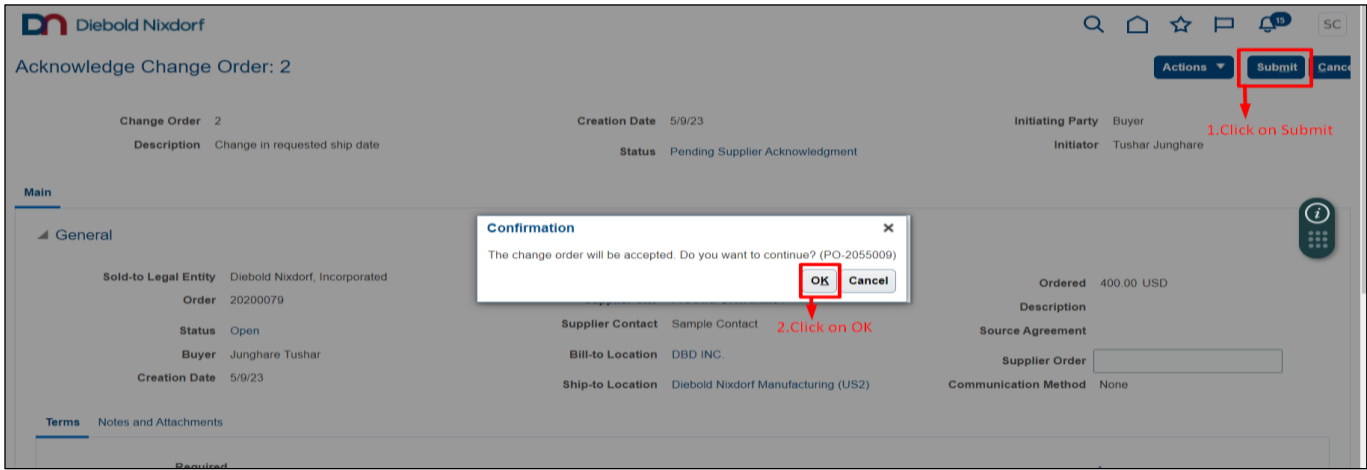
Reject

Response

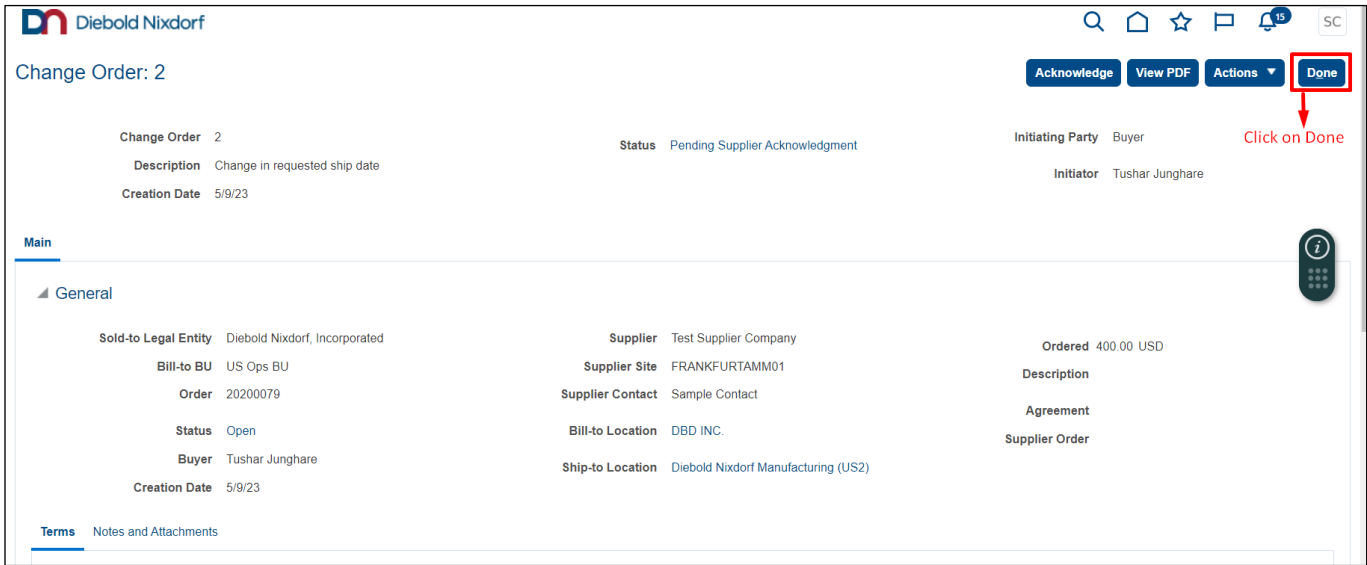
All

scription	Supplier Item	Scher	Quantity	UOM	Price	Currency	Ordered	Requested Ship Date	Promised Ship Date	Shipping Method	Response	Rejection Reason	Supplier Order Line	Loc
lio extension cable 3m	1	80	Each	2.00	USD	160.00	5/25/23	5/18/23			Accept	//		Diet
lio extension cable 3m	2	20	Each	2.00	USD	40.00	5/22/23	5/20/23						Diet
ibigear nut M5x5	1	200	Each	1.00	USD	200.00	5/26/23	5/21/23						Diet


Step 8: Click on Submit and then a pop up with the warning message will be displayed, click on OK.



Step 9: Click on **Done** button to complete the submission of Change Order. **This is mandatory to complete the change order.**



Step 10: Change order symbol “i” is gone and status is open. Now again go to Actions – Edit and enter the promised ship date as requested ship date and submit. Promised ship date matches new requested ship dates.


Purchase Order: 20200079

Acknowledge
View PDF
Actions
Refresh
Done

Main

General

Lines

Schedules

Actions

View

Format

Freeze

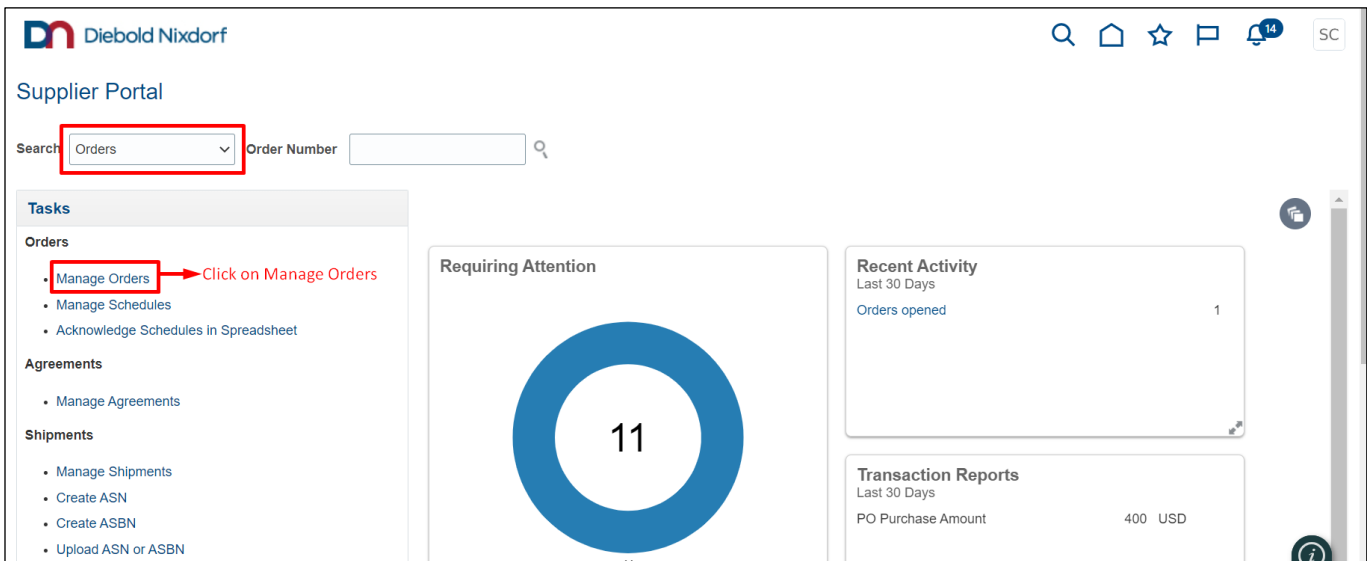
Detach

Wrap

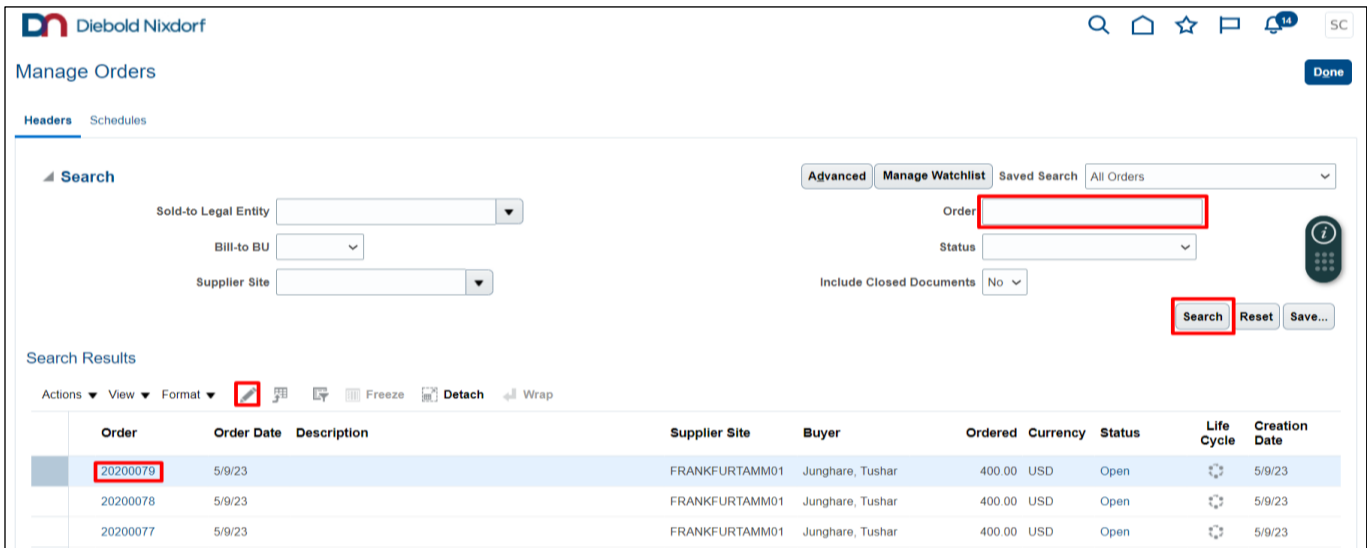
Line	Description	Location	Requested Ship Date	Promised Ship Date	Quantity	UOM Name	Status	Life Cycle	Additional Information	
									DN Customer Sales Order Firm Flag	One-Time Shipto Address
1	audio extension cable	Diebold Nx...	5/25/23	5/25/23	80	Each	Open			
1	audio extension cable	Diebold Nx...	5/22/23	5/22/23	20	Each	Open			
2	inhibigear nut M5x5	Diebold Nx...	5/26/23	5/26/23	200	Each	Open			

Purchase Order Schedule Split

Step 1: Navigate to Orders then click on Manage Orders.



Step 2: In the Manage Orders page, either do blank search to list out all POs or enter order number to find the exact PO for which change order need to be created. Then select the PO line then click on Edit (Pencil icon) to create Change order for the PO.



Step 3: You can also click on Purchase order number to Open the PO then go to Actions and click on Edit to create Change order for the PO.

The screenshot shows the Diebold Nixdorf Purchase Order interface. At the top, the purchase order number 20200079 is highlighted with a red box. Below it, the 'Main' section contains a 'General' tab with various fields like 'Sold-to Legal Entity', 'Supplier', 'Order', 'Status', and 'Buyer'. To the right of these fields, there is a toolbar with buttons: 'Acknowledge', 'View PDF', 'Actions', 'Refresh', and 'Done'. The 'Actions' button is highlighted with a red box, and its dropdown menu is open, showing options: 'Edit', 'Cancel Document', 'View Document History', 'View Change History', and 'View Revision History'. A red arrow points to the 'Edit' option with the text 'Click on Actions and Select "edit" from Dropdown'. On the far right, there is an 'Order Life Cycle' chart showing a bar for 'Ordered' with a value of 300. Below the chart is a 'View Details' button.

Step 4: A Warning message is displayed asking for confirmation to create Change order. Click on Yes to Proceed.

The screenshot shows a warning dialog box with a yellow warning icon and the title 'Warning'. The message inside the dialog reads: 'This action will create a change order on the document. Do you want to continue? (PO-2055113)'. At the bottom of the dialog, there are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red box, and a red arrow points to it with the text 'Click on Yes'.



Step 5: Go to Schedules, select the schedule then go to Actions then click on split option. Schedule line will be duplicated. Enter the split quantity and promised date. Then click on Submit to submit the changes.

Diebold Nixdorf

Edit Change Order: 4

Change Order 4 Status Incomplete Initiating Party Supplier

\* Description Schedule Split Amount Changed 0.00 USD Initiator Sample Contact

Creation Date 5/9/23

Main

1. Go to Schedule

2. Click on Actions

3. Click on Split

Lines Schedules

Actions View Format Freeze Detach Wrap

Description	* Location	Quantity	UOM	Requested Delivery Date	Requested Ship Date	Promised Ship Date	Shipping Method	Change Reason	DN Customer Sales Order Firm Flag	C S A
extension cable 3m Diebold Nixdorf Mar	Diebold Nixdorf Mar	80	Each	5/31/23	5/25/23	5/25/23				
extension cable 3m Diebold Nixdorf Mar	Diebold Nixdorf Mar	20	Each	5/31/23	5/22/23	5/22/23				
2 inhibigear nut M5x5	Diebold Nixdorf Mar	200	Each	5/30/23	5/26/23	5/26/23				

Diebold Nixdorf

Edit Change Order: 4

Change Order 4 Status Incomplete Initiating Party Supplier

\* Description Schedule Split for line 20; schedule 2, split to 100 each Amount Changed 0.00 USD Initiator Sample Contact

Creation Date 5/9/23

Main

Enter the changes made

Click on Submit

Lines Schedules

Actions View Format Freeze Detach Wrap

Line	Description	* Location	Quantity	UOM	Requested Delivery Date	Requested Ship Date	Promised Ship Date	Shipping Method	Change Reason	DN Customer Sales Order Firm Flag	C S A
1	audio extension cable 3m Diebold Nixdorf Mar	Diebold Nixdorf Mar	80	Each	5/31/23	5/25/23	5/25/23				
1	audio extension cable 3m Diebold Nixdorf Mar	Diebold Nixdorf Mar	20	Each	5/31/23	5/22/23	5/22/23				
2	inhibigear nut M5x5	Diebold Nixdorf Mar	100	Each	5/30/23	5/26/23	5/26/23				
2	inhibigear nut M5x5	Diebold Nixdorf Mar	100	Each	5/30/23	5/26/23	5/29/23				

Line 20 split into 100 Each

Please note that when we click on Split it will duplicate the schedule, make sure to adjust the quantity of first line in line with new quantity entered for schedule two.

*\*Note: - Promised ship date should be ETD (Estimated Time of Departure) irrespective of the incoterm.*

Step 6: A Confirmation message will be displayed mentioning that **the change order 4 for document Purchase Order number 20200079 was submitted for approval**. Click on Ok to proceed further. Once Buyer approves then new split will reflect on dashboard.

Diebold Nixdorf

Purchase Order: 20200079

Main

General

Sold-to Legal Entity

Diebold Nixdorf, Incorporated

Bill-to BU

US Ops BU

Order

20200079

Status

Open

Buyer

Tushar Junghare

Creation Date

5/9/23

Supplier

Test Supplier Company

Supplier Site

FRANKFURTAMM01

Supplier Contact

Sample Contact

Bill-to Location

DBD INC.

Ship-to Location

Diebold Nixdorf Manufacturing (US2)

Ordered

400.00 USD

Description

Source Agreement

Supplier Order

Terms

Notes and Attachments


Confirmation

The change order 4 for document Purchase Order number 20200079 was submitted for approval.

Click on Yes

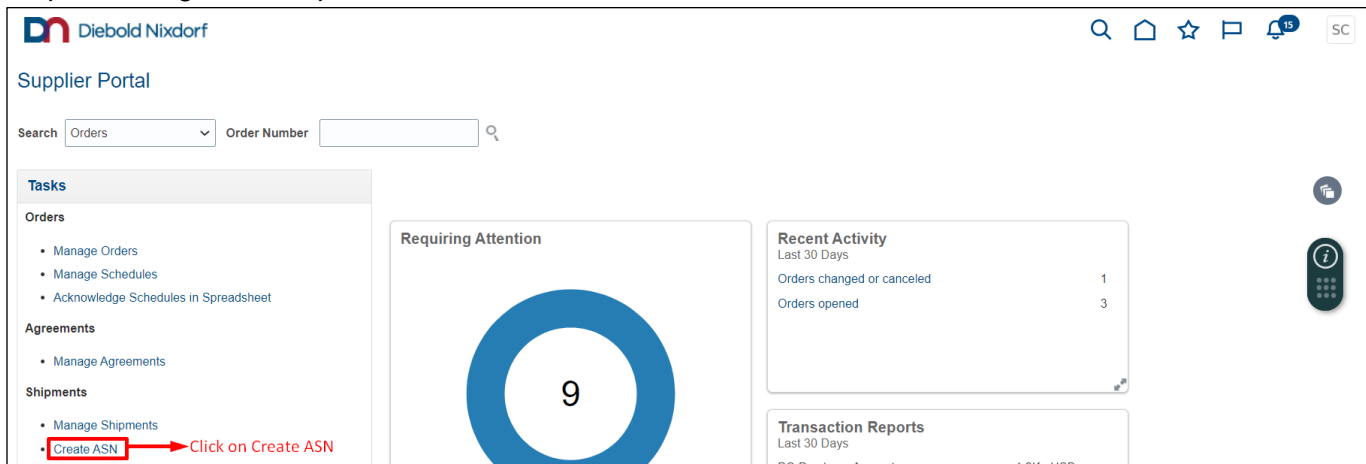
OK

70



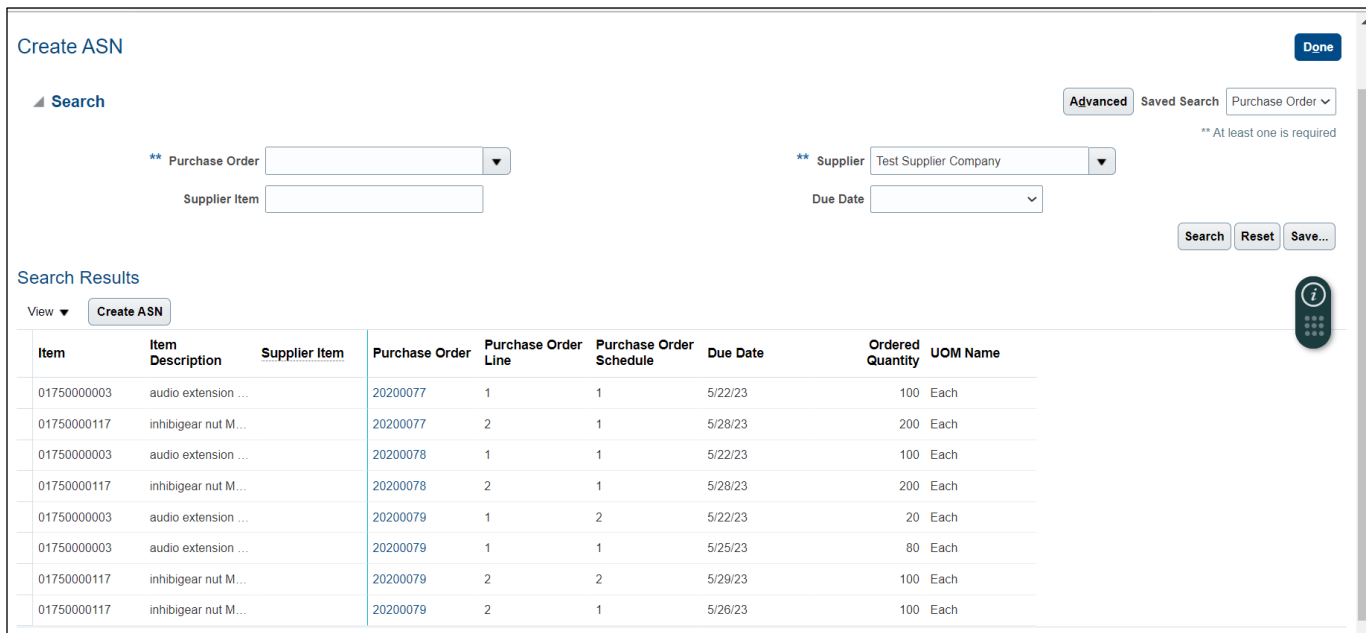
## 12. Create ASN:

Step: 1: Navigate to Shipments section and click on “Create ASN”.



Step 2: Enter Purchase Order number for which ASN needs to be created or click on “Search” to select multiple POs to create ASN. Or select Supplier and click on Search.

*\*Note – ASN can be created only for OPEN POs.*



Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
0175000003	audio extension ...		20200077	1	1	5/22/23	100	Each
01750000117	inhibigear nut M...		20200077	2	1	5/28/23	200	Each
0175000003	audio extension ...		20200078	1	1	5/22/23	100	Each
01750000117	inhibigear nut M...		20200078	2	1	5/28/23	200	Each
0175000003	audio extension ...		20200079	1	2	5/22/23	20	Each
0175000003	audio extension ...		20200079	1	1	5/25/23	80	Each
01750000117	inhibigear nut M...		20200079	2	2	5/29/23	100	Each
01750000117	inhibigear nut M...		20200079	2	1	5/26/23	100	Each

Step 3: Select the purchase order then click on Create ASN. If Multiple POs or Schedules to be selected use Control button to select the multiple schedules. Once lines are selected then click on Create ASN.

Diebold Nixdorf

Create ASN

Search

Advanced Saved Search Purchase Order

Search Results

View Create ASN

1. Select the PO for which ASN needs to be created

2. Click on Create ASN

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
0175000003	audio extension ...		20200077	1	1	5/22/23	100	Each
0175000117	inhibigear nut M...		20200077	2	1	5/28/23	200	Each
0175000003	audio extension ...		20200078	1	1	5/22/23	100	Each
0175000117	inhibigear nut M...		20200078	2	1	5/28/23	200	Each
0175000003	audio extension ...		20200079	1	2	5/22/23	20	Each
0175000003	audio extension ...		20200079	1	1	5/25/23	80	Each

Step 4: Enter the required details for creating ASN like Shipment number, date, line quantity, Tracking or Packing Slip Number and other required information.

**Tracking Number / Packing Slip** must not be duplicated across ASN. Each ASN must have a unique Tracking / Packing Slip Number.

Create ASN Details

Submit Cancel

Header

\* Shipment TESTASN123

\* Shipped Date 6/5/24 2:47 AM

Expected Receipt Date

Freight Terms

Shipping Method

Number of Supplier Packing Units

Bill of Lading

Waybill WAYBILL123

\* Tracking Number / Packing Slip PACK123

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM

Net Weight

Net Weight UOM

Comments

3. Enter the Waybill Number

4. Enter the PackSlip Or Tracking Number

5. Enter the Shipped Quantity

Lines

Actions View Remove Line

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
01750223735	Internes USB K...	01750223735	4701695443	10	Each	Diebold Nixdorf S...	25	Each	0

Step 5: Click **“Submit”** after filling all the details. ASN created confirmation will be displayed. Click on OK to close the page.

Diebold Nixdorf

SC

15

Create ASN Details

Header

\* Shipment

TESTASN 123

\* Shipped Date

5/9/23 1:04 PM

Expected Receipt Date

Freight Terms

FREE CARRIER

Shipping Method

Number of Supplier Packing Units

Bill of Lading

Waybill

WAYBILL123

Packing Slip / Tracking Number

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM

Net Weight

Net Weight UOM

Comments

Confirmation

ASN TESTASN 123 was created. Number of lines: 1.

OK

ASN is created, click on OK

Lines

Actions

View

Remove Line

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
▶ 01750000003	audio extension ...		20200077	100	Each	Diebold Nixdorf M...	100	Each	0

### 13. Mass Upload of ASN:

Step 1: Login to the Application

Link - <https://eeug.login.us6.oraclecloud.com/>

Step 2: Please enter the username and password, then click on Sign In

Sign In  
Oracle Applications Cloud

Company Single Sign-On

or

sample.contact@testsupplier.com

Enter Username

Enter Password

Forgot Password

Sign In

Click on Sign In

Step 3: After clicking on Sign in, user will be landed on Supplier homepage. On this page, Click on homepage Hyper Link.

Diebold Nixdorf

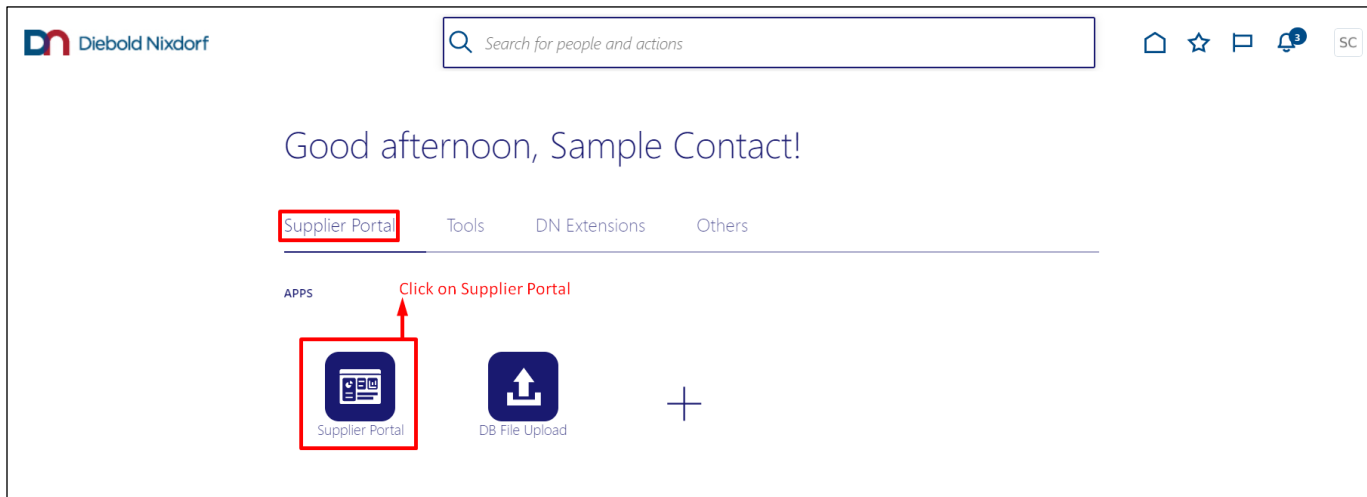
Welcome, Sample Contact

Click

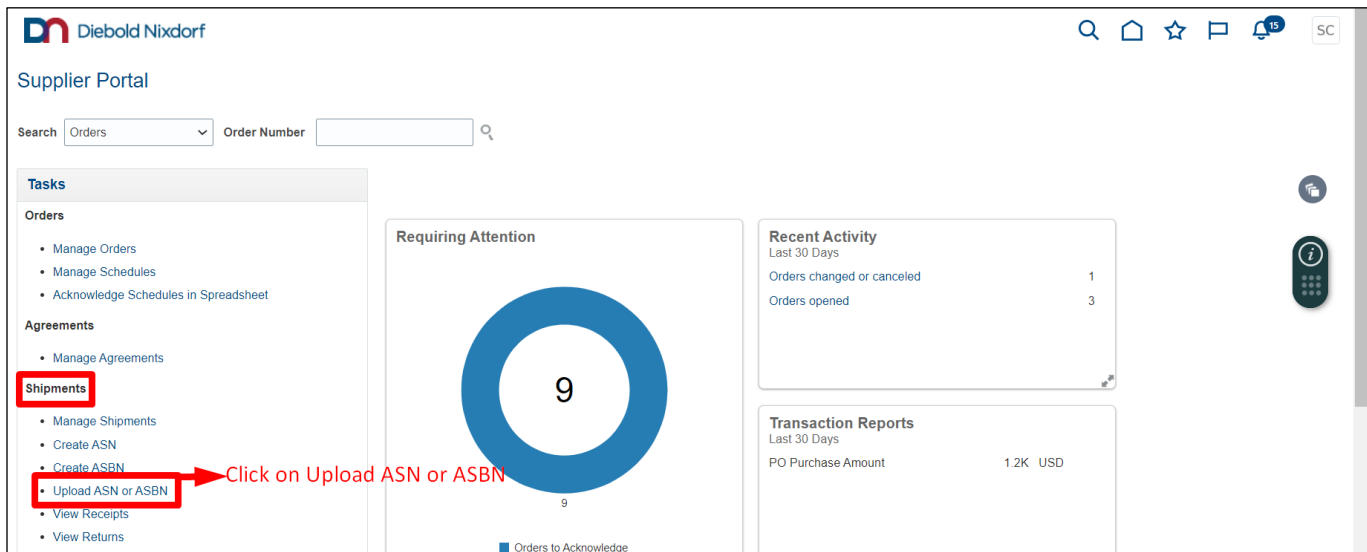
You have a new home page!

Open it with the home icon or the company logo.  
You can continue to access this page by selecting the **My Dashboard** item in the navigation menu.

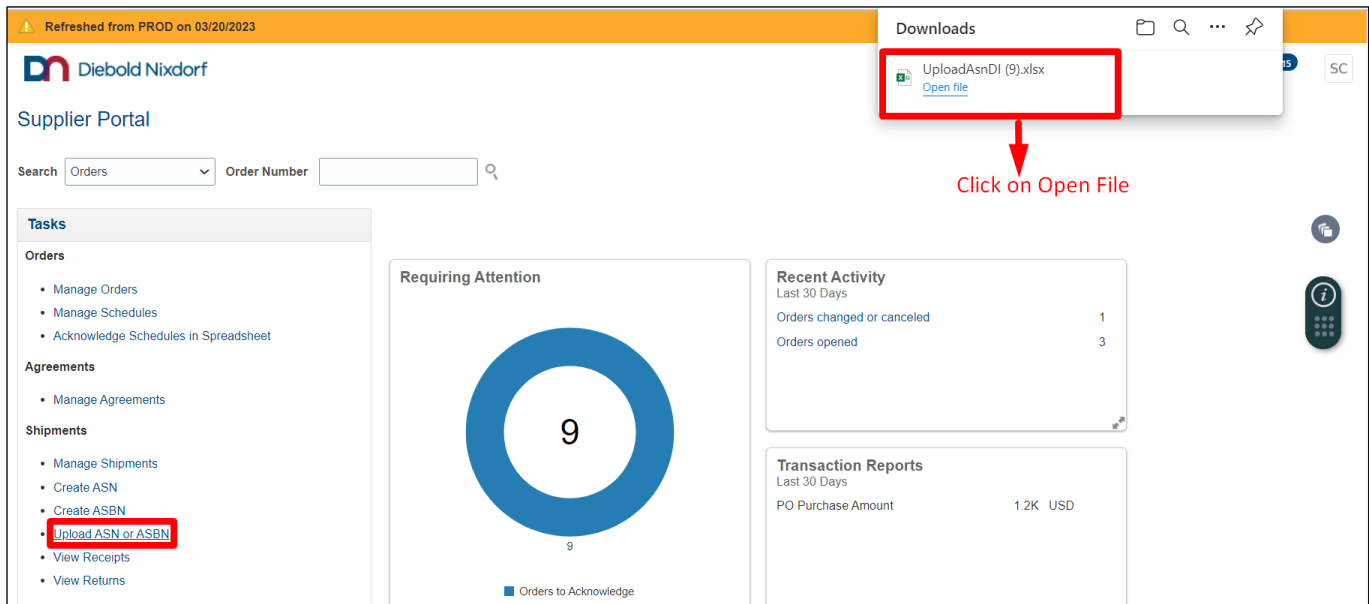
Step 4: Move to the Supplier Portal icon. Then Click on “**Supplier portal**” icon.



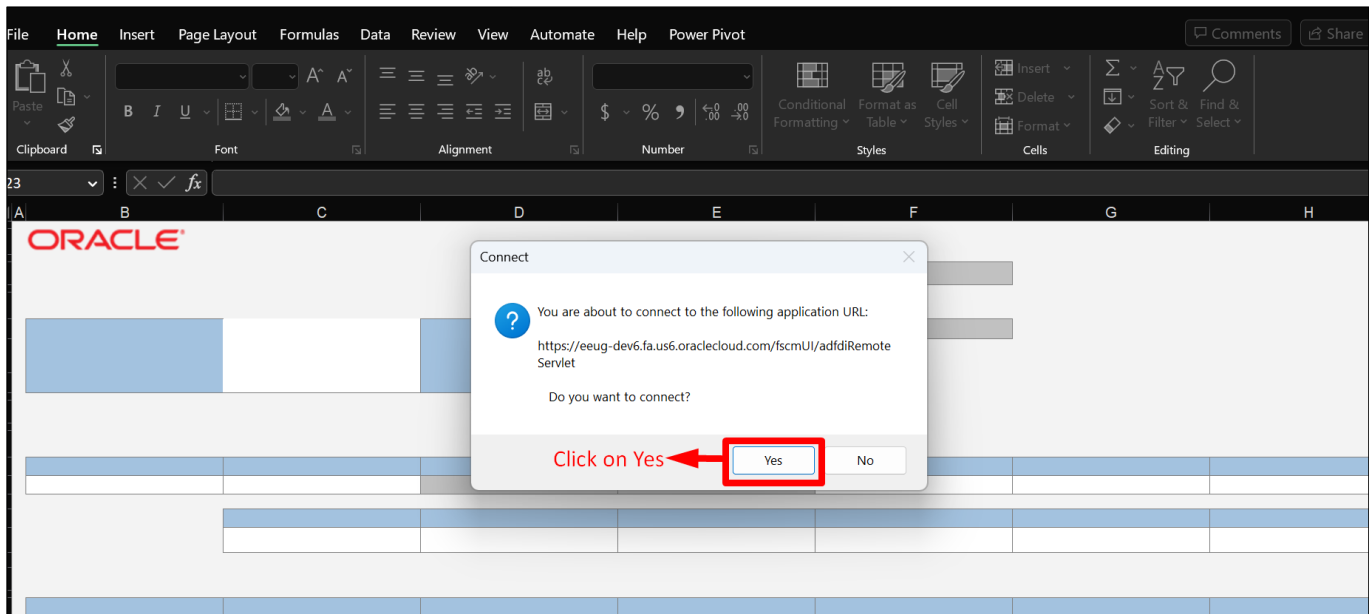
Step 5: That click will navigate to Supplier Portal Dashboard. Then click on “Upload ASN or ASBN” under “Shipments” in task bar.



Step 6: Once you click on **“Upload ASN or ASBN”**, ADFDI Excel file will be downloaded automatically.



Step 7: Open the downloaded Excel file and it will ask you to connect to the application. Click on **“Yes”**.

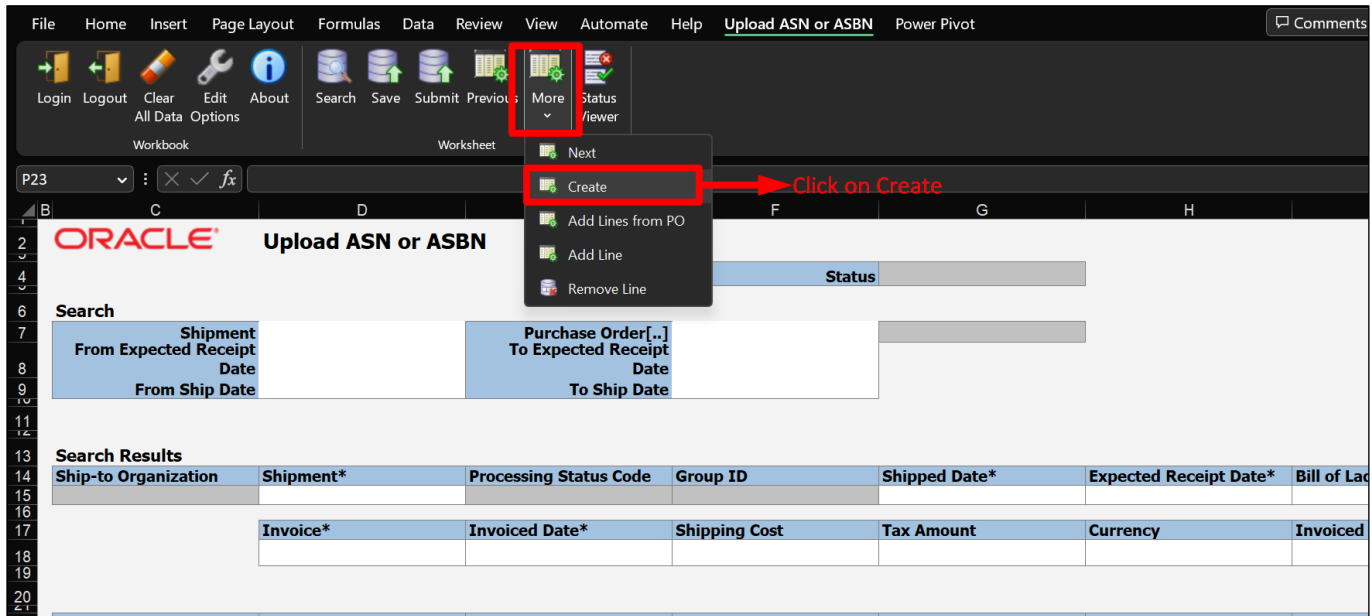




Step 8: Please enter the supplier user credential to login into the application.



Step 9: After successfully logging in, go to Excel sheet headers, select “more” and then click on “Create” from the dropdown.



Step 10: Once you click create, it will pop up the columns in which data needs to be filled in, likewise Processing status code, shipped date, Expected receipt date, Transaction date and Supplier details, Bill of Lading (BOL), Waybill.

File Home Insert Page Layout Formulas View Review View Automate Help Upload ASN or ASBN Power Pivot

Login Logout Clear Edit About Search Save Submit Previous More Status All Data Options Viewer

Workbook Worksheet

M15 : X ✓ fx WAYBILL123

D E F G H I J K L M

**Upload ASN or ASBN**

Status

Purchase Order[...]  
To Expected Receipt Date  
To Ship Date

Enter the shipment number

Enter the Expected Receipt Date

Enter the BOL

Enter the Waybill Number

Shipment*	Processing Status Code	Group ID	Shipped Date*	Expected Receipt Date*	Bill of Lading	Packing Slip	Supplier Name[...]*	Supplier Site[...]*	Waybill
ASNDemo1234	PENDING		5/9/2023	5/19/2023	BOLDEMO		Test Supplier Company		WAYBILL123

Invoice*	Invoice Date*	Shipping Cost	Tax Amount	Currency	Invoice Amount*	Receipt Source	Payment Terms	Supplier Name[...]*	Supplier Site[...]*
						VENDOR		Test Supplier Company	

Step 11: Validate all the information entered specially – Shipment Number, BOL, and Waybill.

File Home Insert Page Layout Formulas View Automate Help Upload ASN or ASBN Power Pivot

Login
 Logout
 Clear
 Edit
 About
 Search
 Save
 Submit
 Previous
 More
 Status
 Viewer

All Data Options

Workbook Worksheet

M15 : WAYBILL123

D	E	F	G	H	I	J	K	L	M
Upload ASN or ASBN									
<div> <div>Status</div> <div> <div>Purchase Order[...]</div> <div>To Expected Receipt Date</div> <div>To Ship Date</div> </div> </div>									
<div> <div>Enter the shipment number</div> <div>Enter the Expected Receipt Date</div> <div>Enter the BOL</div> <div>Enter the Waybill Number</div> </div>									
Shipment*	Processing Status Code	Group ID	Shipped Date*	Expected Receipt Date*	Bill of Lading	Packing Slip	Supplier Name[...]*	Supplier Site[...]*	Waybill
ASNDemo1234	PENDING		5/9/2023	5/19/2023	BOLDEMO		Test Supplier Company		WAYBILL123
Invoice*	Invoice Date*	Shipping Cost	Tax Amount	Currency	Invoice Amount*	Receipt Source	Payment Terms	Supplier Name[...]*	Supplier Site[...]*
						VENDOR		Test Supplier Company	

Step 12: Click on Save to save the entered data.

The screenshot shows the Oracle 'Upload ASN or ASBN' application interface. The top toolbar includes buttons for File, Home, Insert, Page Layout, Formulas, Data, Review, View, Automate, Help, Upload ASN or ASBN, and Power Pivot. The 'Save' button is highlighted with a red box and a red arrow pointing to it, with the text 'Click on Save' below it. The main area displays a 'Search' section with fields for 'Shipment From Expected Receipt Date' and 'Purchase Order To Expected Receipt Date'. Below this is a 'Search Results' table with columns for 'Ship-to Organization', 'Shipment\*', 'Processing Status Code', 'Group ID', 'Shipped Date\*', 'Expected Receipt Date\*', and 'Bill of Lading'. The table contains one row with the following data:

Ship-to Organization	Shipment*	Processing Status Code	Group ID	Shipped Date*	Expected Receipt Date*	Bill of Lading
ASNDemo1234		PENDING		5/9/2023	5/15/2023	

Below the search results is a table with columns for 'Changed', 'Flagged', 'Row Status', 'Error', 'Error Message', 'Group ID', 'Transaction Date\*', 'Purchase Order Line\*', and 'Purchase Order Schedule\*'. The table contains one row with the following data:

Changed	Flagged	Row Status	Error	Error Message	Group ID	Transaction Date*	Purchase Order Line*	Purchase Order Schedule*
						5/9/2023		

Step 13: To Create ASN for Multiple POs, please click on More and Click on "Add lines from PO."

The screenshot shows the Oracle 'Upload ASN or ASBN' application interface. The top toolbar includes buttons for File, Home, Insert, Page Layout, Formulas, Data, Review, View, Automate, Help, Upload ASN or ASBN, and Power Pivot. The 'More' button is highlighted with a red box and a red arrow pointing to it, with the text 'Click on Add Lines from PO' below it. The main area displays a 'Search' section with fields for 'Shipment From Expected Receipt Date' and 'Purchase Order To Expected Receipt Date'. Below this is a 'Search Results' table with columns for 'Ship-to Organization', 'Shipment\*', 'Processing Status Code', 'Group ID', 'Shipped Date\*', 'Expected Receipt Date\*', and 'Bill of Lading'. The table contains one row with the following data:

Ship-to Organization	Shipment*	Processing Status Code	Group ID	Shipped Date*	Expected Receipt Date*	Bill of Lading
DEMOASN123		PENDING		5/9/2023	5/15/2023	

Below the search results is a table with columns for 'Changed', 'Flagged', 'Row Status', 'Error', 'Error Message', 'Group ID', 'Transaction Date\*', and 'Purchase Order Schedule\*'. The table contains one row with the following data:

Changed	Flagged	Row Status	Error	Error Message	Group ID	Transaction Date*	Purchase Order Schedule*
						5/9/2023	

Step 14: Once you click “add from lines from PO”, It will populate the Upload ASN screen. By using Advanced search criteria, you can select the POs which you wanted to create ASN.

Ex: You can search with item, Supplier or Purchase Orders.....

Formulas

Data

Review

View

Automate

Help

Upload ASN or ASBN

Power Pivot

Search

Save

Submit

Previous

Worksheet

\*\* Purchase Order

Does not contain

@@

\*\* Item

Equals

Supplier Item

Starts with

Ship-to Location

Equals

Supplier Site

Equals

Sold-to Legal Entity

Equals

Due Date

Equals

Search

Reset

Add Fields

Reorder

Purchase Order	Supplier	Supplier Site	Item	Item Description	Due
20200078	Test Supplier Co...	FRANKFURTA...	01750000003	audio extension ...	5/22/
20200079	Test Supplier Co...	FRANKFURTA...	01750000003	audio extension ...	5/25/
20200079	Test Supplier Co...	FRANKFURTA...	01750000117	inhibigear nut M...	5/29/
20200079	Test Supplier Co...	FRANKFURTA...	01750000117	inhibigear nut M...	5/26/

80

Step 15: Select the multiple line the click on “OK.”

Upload ASN

Sold-to Legal Entity

Equals

Due Date

Equals

Search

Reset

Add Fields

Reorder

Purchase Order	Supplier	Supplier Site	Item	Item Description	Due
20200078	Test Supplier Co...	FRANKFURTA...	01750000003	audio extension ...	5/22/
20200079	Test Supplier Co...	FRANKFURTA...	01750000003	audio extension ...	5/25/
20200079	Test Supplier Co...	FRANKFURTA...	01750000117	inhibigear nut M...	5/29/
20200079	Test Supplier Co...	FRANKFURTA...	01750000117	inhibigear nut M...	5/26/
20200085	Test Supplier Co...	FRANKFURTA...	01750000003	audio extension ...	5/22/
20200086	Test Supplier Co...	FRANKFURTA...	01750000003	audio extension ...	5/22/
20200087	Test Supplier Co...	FRANKFURTA...	01750000003	audio extension ...	5/22/
20200089	Test Supplier Co...	FRANKFURTA...	01750000003	audio extension ...	5/22/
20200088	Test Supplier Co...	FRANKFURTA...	01750000003	audio extension ...	5/22/

OK

Cancel



Step 16: Click **“Save”** to Upload ASN or ASBN tab to save the details.

Step 17: Please enter the quantity column, which you would like to ship. It can be partial (less than ordered quantity) or equal to ordered quantity.

Step 18: Validate the details in the respective columns such as POs, PO lines, transaction date etc.

* Bill of Lading	Packing Slip	Supplier Name[...]*	Supplier Site[...]*	Waybill	Packaging Code	Special Handling Code	Note	Freight Terms	Carrier
BOLDEMO		Test Supplier Company		WAYBILL123					
Invoiced Amount*	Receipt Source	Payment Terms	Supplier Name[...]*	Supplier Site[...]*					
	VENDOR		Test Supplier Company						
Transaction Date*	Purchase Order[...]*	Purchase Order Line[...]*	Purchase Order Schedule[...]*	Item	Item Description	Quantity*	UOM Name[...]*	Ordered Quantity	
5/9/2023	20200087	1	1	01750000003	audio extension cable 3m	100.00	Each	100.00	
5/9/2023	20200086	1	1	01750000003	audio extension cable 3m	100.00	Each	100.00	
5/9/2023	20200085	1	1	01750000003	audio extension cable 3m	50.00	Each	100.00	
5/9/2023	20200079	2	1	01750000117	inhibigear nut M5x5	50.00	Each	100.00	
5/9/2023	20200079	2	2	01750000117	inhibigear nut M5x5	100.00	Each	100.00	
5/9/2023	20200079	1	1	01750000003	audio extension cable 3m	68.00	Each	80.00	
5/9/2023	20200078	1	1	01750000003	audio extension cable 3m	30.00	Each	100.00	

Step 19: After validating the details, click on “**Save**”. Once you click on save, the “Upload Options” box will pop up, select ‘On failure, continue to upload subsequent rows’ and click on “**Ok**.”

File Home Insert Page Layout Formulas Data Review View Automate Help Upload ASN or ASBN Power Pivot Comments Share

Login Logout Clear Edit About Search Save Submit Previous More Status Viewer

Workbook Worksheet

O18

Click on Save

Upload Options

☒ On failure, continue to upload subsequent rows

☐ Download all rows after successful upload

Click on OK

OK Cancel

* Bill of Lading	Packing Slip	Supplier Name[...]*	Supplier Site[...]*	Waybill	Packaging Code	Special Handling Code	Note	Freight Terms	Carrier
BOLDEMO		Test Supplier Company		WAYBILL123					
Invoiced Amount*	Receipt Source	Payment Terms	Supplier Name[...]*	Supplier Site[...]*					
	VENDOR		Test Supplier Company						
Transaction Date*	Purchase Order[...]*	Purchase Order Line[...]*	Purchase Order Schedule[...]*	Item	Item Description	Quantity*	UOM Name[...]*	Ordered Quantity	Bill of Lading
5/9/2023	20200087	1	1	01750000003	audio extension cable 3m	100.00	Each	100.00	
5/9/2023	20200086	1	1	01750000003	audio extension cable 3m	100.00	Each	100.00	
5/9/2023	20200085	1	1	01750000003	audio extension cable 3m	50.00	Each	100.00	
5/9/2023	20200079	2	1	01750000117	inhibigear nut M5x5	50.00	Each	100.00	
5/9/2023	20200079	2	2	01750000117	inhibigear nut M5x5	100.00	Each	100.00	
5/9/2023	20200079	1	1	01750000003	audio extension cable 3m	68.00	Each	80.00	
5/9/2023	20200078	1	1	01750000003	audio extension cable 3m	30.00	Each	100.00	

Step 20: Once details are updated, click on “**Submit**” button in the header to create **ASN**.

ORACLE® Upload ASN or ASBN

Search

Shipment From Expected Receipt Date

Purchase Order[...] To Expected Receipt Date

Status

Search Results

Step 21: Once data is processed successfully, it changes the status to “**Success**” from “**Pending**” in Processing Status Code.

ORACLE® Upload ASN or ASBN

Search

Shipment From Expected Receipt Date

Purchase Order[...] To Expected Receipt Date

Status

Search Results

Shipment*	Processing Status Code	Group ID	Shipped Date*	Expected Receipt Date*	Bill of Lading
ASNDEMO1234	SUCCESS	1127007	5/9/2023	5/19/2023	BOLDEMO



Step 22: To validate the ASN's, please login to the portal and go to "Manage Shipments".

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Supplier Portal

Search Orders Order Number

Tasks

Orders

Manage Orders

Manage Schedules

Acknowledge Schedules in Spreadsheet

Agreements

Manage Agreements

Shipments

Manage Shipments

Create ASN

Create ASBN

Upload ASN or ASBN

View Receipts

Requiring Attention

9

Recent Activity

Last 30 Days

Orders changed or canceled 1

Orders opened 3

Transaction Reports

Last 30 Days

PO Purchase Amount 1.2K USD

Click on Manage Shipments

Step 23: Enter the "Shipment Number" and click on Search. It will result the ASN Details.

Diebold Nixdorf

Manage Shipments

Done

Search

Advanced Saved Search All Shipments

\*\* Shipment ASNDEMO1234

\*\* Supplier Test Supplier Company

\*\* Purchase Order

Search Reset Save...

Search Results

Cancel Shipment

Shipment	Supplier	Source Organization	Expected Receipt Date	Shipped Date	Waybill	Bill of Lading	Shipping Method
ASNDEMO1234	Test Supplier Company		5/19/23 3:17 PM	5/9/23 3:17 PM	WAYBILL123	BOLDEMO	

Cancel Shipment

Shipment	Supplier	Source Organization	Expected Receipt Date	Shipped Date	Waybill	Bill of Lading	Shipping Method
ASNDEMO1234	Test Supplier Company		5/19/23 3:17 PM	5/9/23 3:17 PM	WAYBILL123	BOLDEMO	

Step 24: Please validate the ASN details by clicking the ASN number (hyperlink) and it will pop-up the details of this ASN. Once information is validated click on save and close.

Edit Shipment: ASNDEMO1234

Cancel Shipment

Save

Save and Close

Cancel

Header

Shipment ASNDEMO1234

Supplier Test Supplier Company

Shipped Date 5/9/23 3:17 PM

\* Expected Receipt Date 5/19/23 3:17 PM

Ship-to Location

Freight Terms

Shipping Method

Bill of Lading BOLDEMO

Waybill WAYBILL123

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM

Net Weight

Net Weight UOM

Packing Slip

Number of Packing Units

Comments

Lines

Cancel Shipment Line

View Details

Shipment Line	Item	Item Description	Quantity		UOM Name	Line Status	Packing Slip
			Shipped	Received			
1	01750000003	audio extension ...	30	0	Each	Expected	
2	01750000003	audio extension ...	68	0	Each	Expected	
3	01750000117	inhibigear nut M...	100	0	Each	Expected	
4	01750000117	inhibigear nut M...	50	0	Each	Expected	
5	01750000003	audio extension ...	50	0	Each	Expected	
6	01750000003	audio extension ...	100	0	Each	Expected	
7	01750000003	audio extension ...	100	0	Each	Expected	



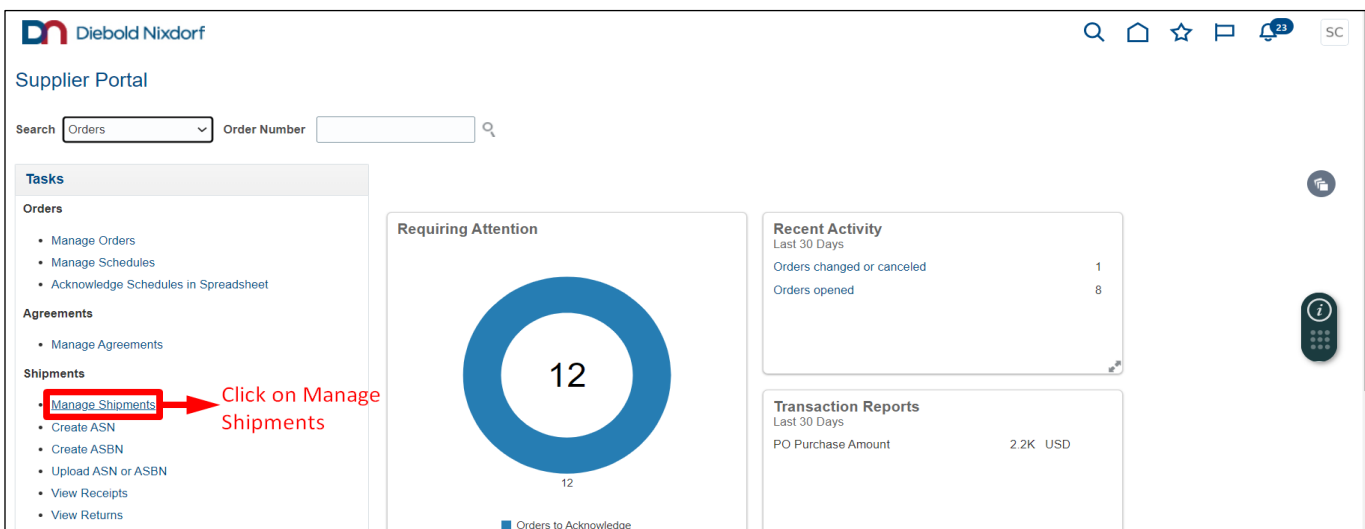
## 14. Manage Shipments:

Process to view Shipment details.

Step1: Login into Supplier portal then click on Supplier portal icon to Open Supplier portal dashboard.



Step2: Navigate to Shipments then click on Manage Shipments.



Step 3: Enter either shipment number or click on Search or to fetch all shipments click on Search without giving the Shipment number.

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Manage Shipments

Done

Search

AdvancedSaved SearchAll Shipments

\*\* Shipment

\*\* SupplierTest Supplier Company

\*\* Purchase Order

SearchResetSave...

At least one is required

Search Results

Cancel Shipment

Shipment	Supplier	Source Organization	Expected Receipt Date	Shipped Date	Waybill	Bill of Lading	Shipping Method
TESTASN 123	Test Supplier Company		5/9/23 1:16 PM	5/9/23 1:04 PM	WAYBILL123		
ASN1	Test Supplier Company		5/19/23 1:31 PM	5/9/23 1:31 PM			
ASNDEMO1234	Test Supplier Company		5/19/23 3:17 PM	5/9/23 3:17 PM	WAYBILL123	BOLDEMO	
DEMOASN123	Test Supplier Company		5/15/23 1:48 PM	5/9/23 1:48 PM			

Step 4: Shipment details will be displayed based on the search criteria.

Diebold Nixdorf

Manage Shipments

Done

Search

AdvancedSaved SearchAll Shipments

\*\* Shipment

\*\* SupplierTest Supplier Company

\*\* Purchase Order

SearchResetSave...

At least one is required

Search Results

Cancel Shipment

Shipment	Supplier	Source Organization	Expected Receipt Date	Shipped Date	Waybill	Bill of Lading	Shipping Method
TESTASN 123	Test Supplier Company		5/9/23 1:16 PM	5/9/23 1:04 PM	WAYBILL123		
ASN1	Test Supplier Company		5/19/23 1:31 PM	5/9/23 1:31 PM			
ASNDEMO1234	Test Supplier Company		5/19/23 3:17 PM	5/9/23 3:17 PM	WAYBILL123	BOLDEMO	
DEMOASN123	Test Supplier Company		5/15/23 1:48 PM	5/9/23 1:48 PM			

Step 5: Click on Edit (Pencil Icon) to Edit the shipment. Update the ASN Promised date or freight terms or other information of the shipment as per the requirement. Enter the information which needs to be changed and then click on save and close.

Diebold Nixdorf

Manage Shipments

Done

Search

Advanced Saved Search All Shipments

\*\* Shipment

\*\* Supplier Test Supplier Company

\*\* Purchase Order

\*\* At least one is required

Search Reset Save...

Search Results

Actions View 

Cancel Shipment

Shipment	Supplier	Source Organization	Expected Receipt Date	Shipped Date	Waybill	Bill of Lading	Shipping Method
TESTASN 123	Test Supplier Company		5/9/23 1:16 PM	5/9/23 1:04 PM	WAYBILL123		
ASN1	Test Supplier Company		5/19/23 1:31 PM	5/9/23 1:31 PM			
ASNDEMO1234	Test Supplier Company		5/19/23 3:17 PM	5/9/23 3:17 PM	WAYBILL123	BOLDEMO	
DEMOASN123	Test Supplier Company		5/15/23 1:48 PM	5/9/23 1:48 PM			

Diebold Nixdorf

Edit Shipment: TESTASN 123

Cancel Shipment Save Save and Close Cancel

Header

Shipment TESTASN 123

Supplier Test Supplier Company

Shipped Date 5/9/23 1:04 PM

\* Expected Receipt Date 5/11/23 1:16 PM

Ship-to Location

Freight Terms FREE CARRIER

Shipping Method

Bill of Lading 456BOL

Waybill WAYBILL123

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM

Net Weight

Net Weight UOM

Packing Slip

Number of Packing Units

Comments

Lines

Actions View 

Cancel Shipment Line

View Details

Shipment Line	Item	Item Description	Quantity		UOM Name	Line Status	Packing Slip
			Shipped	Received			
1	01750000003	audio extension ...	100	0	Each	Expected	

You also have the option to cancel shipment if it was created by mistake.

Diebold Nixdorf

Manage Shipments

Done

Search

Advanced Saved Search All Shipments

Search Results

Cancel Shipment

Shipment	Supplier	Source Organization	Expected Receipt Date	Shipping Method
TESTASN 123	Test Supplier Company		5/11/23 1:16 PM	
ASN1	Test Supplier Company		5/19/23 1:31 PM	
ASNDEMO1234	Test Supplier Company		5/19/23 3:17 PM	WAYBILL123 BOLDEMO
DEMOASN123	Test Supplier Company		5/15/23 1:48 PM	5/9/23 1:48 PM

Warning

This action will cancel the shipment. Do you want to continue?

2.Click on Yes

Yes No

Click on Yes then shipment will be cancelled.

## 15. View Receipts:

Step 1: Login into Supplier Portal then Click on Supplier Portal Icon to open the Supplier portal dashboard. Navigate to Shipments section then Click on “View Receipts.”

The screenshot shows the Diebold Nixdorf Supplier Portal dashboard. On the left, there is a navigation menu with sections: Orders, Agreements, Channel Programs, Shipments, Consigned Inventory, Invoices and Payments, and Negotiations. The 'Shipments' section is expanded, and 'View Receipts' is highlighted with a red box. The main content area includes a 'Requiring Attention' donut chart showing 5 items (1 green, 4 blue), a 'Recent Activity' table, and a 'Transaction Reports' table.

Activity	Count
Orders changed or canceled	13
Orders opened	30


Report	Amount	Unit
PO Purchase Amount	1K	BRL
PO Purchase Amount	259K	EUR
PO Purchase Amount	1.44M	USD

Step 2: Enter the Search criteria like Receipt number or Receipt Date then click on Search.

The screenshot shows the 'View Receipts' search results page. The search criteria 'Receipt Date' is highlighted with a red box, and the 'Search' button is also highlighted with a red box. The search results table shows a single receipt with ID 15.

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Lading	Supplier Site
15	5/9/23 12:00 AM	US2 Production ...	ASNDEMO1234	5/9/23	Multiple			BOLDEMO	FRANKFURTAMM01

Step 3: Click on the Receipt number to view the Receipt details.



Receipt: 15

View Transaction History

Done

Summary

Supplier

Test Supplier Company

Shipment

ASNDEMO1234

Shipped Date

5/9/23 3:17 PM

Shipping Method

Number of Supplier Packing Units

Supplier Site

FRANKFURTAMM01

Packing Slip

Waybill

WAYBILL123

Bill of Lading

BOLDEMO

Note

Attachments

None

Additional Information

Lines

Actions

View

Item	Item Description	Document Type	Document Number	Quantity				UOM Name	Currency	Receipt Date
				Ordered	Returned	Net Received	Rejected			
01750000003	audio extension ...	Purchase order	20200078	100	0	30	0	Each		5/9/23 3:48 PM
01750000117	inhibigear nut M...	Purchase order	20200079	100	0	100	0	Each		5/9/23 3:50 PM
01750000003	audio extension ...	Purchase order	20200086	100	0	100	0	Each		5/9/23 3:50 PM
01750000003	audio extension ...	Purchase order	20200087	100	0	100	0	Each		5/9/23 3:50 PM





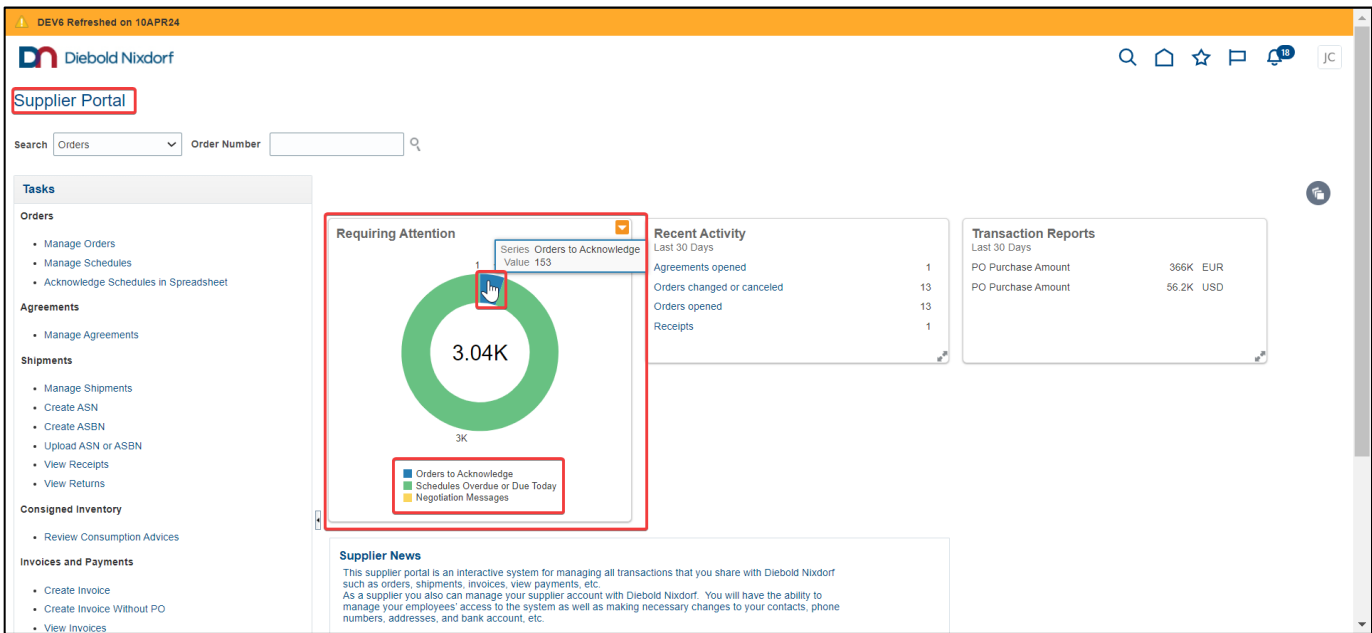
## 16. Acknowledge Purchase Orders from the Infolet

To acknowledge a Purchase Order in the Supplier Portal, the supplier can utilize the Requiring Attention infolet in the Supplier Portal work area.

The Requiring Attention infolet can be used for the acknowledgment of the Purchase Orders and the Change Orders.

In this section, we are going to see the steps of Acknowledgement of a Purchase Order.

Step 1: Login into Supplier Portal > Supplier Portal Dashboard > Requiring Attention Infolet > Click on the Blue Area of the Pie Chart, it signifies the orders that require supplier acknowledgment.



Step 2: Manage Order > click on View > click on Columns > enable Change Order Status Column.

DEV6 Refreshed on 10APR24

Diebold Nixdorf

Manage Orders

Advanced Search

Search Results

Actions View Format Freeze Detach Wrap

Columns

- Document Style
- Pay on Receipt
- Freight Terms
- FOB
- Shipping Method
- Change Order Status
- Revision
- Revision Date
- Frozen
- Confirming Order
- Closed Date
- Bill-to Location

Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date	Change Order Status
FRANKFURT01-USD	Dotson, Debra D	18,392.00	USD	Pending Supplier Ackn...			7/19/24	
FRANKFURT01-USD	Dotson, Debra D	18,392.00	USD	Pending Supplier Ackn...			7/19/24	
FRANKFURT01-USD	Dotson, Debra D	18,392.00	USD	Pending Supplier Ackn...			7/19/24	
FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Open	2	6/24/24	Pending Supplier Ac...	
FRANKFURT01-EUR	Bippus, Sabrina	1,702.80	EUR	Open	1	6/21/24	Pending Supplier Ac...	
FRANKFURT01-EUR	Bippus, Sabrina	3,404.90	EUR	Open	7	6/21/24	Pending Supplier Ac...	
FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Open	1	6/21/24	Pending Supplier Ac...	
FRANKFURT01-EUR	Bippus, Sabrina	7,449.82	EUR	Open	1	6/19/24	Pending Supplier Ac...	
FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Open	7	6/14/24	Pending Supplier Ac...	
FRANKFURT01-USD	Martini, Juliane	2,400.00	USD	Open	3	5/8/24	Pending Supplier Ac...	
FRANKFURT01-USD	Martini, Juliane	2,400.00	USD	Open	2	5/7/24	Pending Supplier Ac...	

Step 3: Enable the Change Order Column as well.

DEV6 Refreshed on 10APR24

Diebold Nixdorf

Manage Orders

Advanced Search

Search Results

Actions View Format Freeze Detach Wrap

Columns

- Payment Terms
- Supplier
- Acknowledgment Due Date
- Creation Date
- Change Order Date
- Change Order
- Life Cycle
- Status
- Currency
- Discount
- Credit
- Ordered

Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date	Change Order Status
FRANKFURT01-USD	Dotson, Debra D	18,392.00	USD	Pending Su...			7/19/24	
FRANKFURT01-USD	Dotson, Debra D	18,392.00	USD	Pending Su...			7/19/24	
FRANKFURT01-USD	Dotson, Debra D	18,392.00	USD	Pending Su...			7/19/24	
FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Open	2	6/24/24	Pending Supplie...	
FRANKFURT01-EUR	Bippus, Sabrina	1,702.80	EUR	Open	1	6/21/24	Pending Supplie...	
FRANKFURT01-EUR	Bippus, Sabrina	3,404.90	EUR	Open	7	6/21/24	Pending Supplie...	
FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Open	1	6/21/24	Pending Supplie...	
FRANKFURT01-EUR	Bippus, Sabrina	7,449.82	EUR	Open	1	6/19/24	Pending Supplie...	
FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Open	7	6/14/24	Pending Supplie...	
FRANKFURT01-USD	Martini, Juliane	2,400.00	USD	Open	3	5/8/24	Pending Supplie...	
FRANKFURT01-USD	Martini, Juliane	2,400.00	USD	Open	2	5/7/24	Pending Supplie...	

Step 4: The columns will be added in the Manage Orders Search Results.

**Status:** This column signifies the status of the Purchase Order. For the order acknowledgment, the status should be Pending Supplier Acknowledgement.

**Change Order Status:** This column signifies the status of the Change Order which is created on the Purchase Order. For the Change Order Acknowledgment, the status should be Pending Supplier Acknowledgment.

**Change Order:** This column signifies the current change order number that is created against the Purchase Order.

DEV8 Refreshed on 10APR24

Diebold Nixdorf

Manage Orders

Advanced Search

Basic Manage Watchlist Saved Search Pending Acknowledgment

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date	Change Order Status
4433228002	8/16/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Pending Supplier Ackn...			8/16/24	
4433228001	8/16/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Pending Supplier Ackn...			8/16/24	
4701736063	8/14/24	PO Inbound from SAP	FRANKFURT01-USD	Martini, Juliane	596.00	USD	Pending Supplier Ackn...			8/14/24	
DE-0000080	8/13/24		FRANKFURT01-EUR	Basavarajappa, Pr...	2,760.00	EUR	Pending Supplier Ackn...			8/13/24	
20200033	7/19/24		FRANKFURT01-USD	Dotson, Debra D	18,392.00	USD	Pending Supplier Ackn...			7/19/24	
20200032	7/19/24		FRANKFURT01-USD	Dotson, Debra D	18,392.00	USD	Pending Supplier Ackn...			7/19/24	
20200031	7/19/24		FRANKFURT01-USD	Dotson, Debra D	18,392.00	USD	Pending Supplier Ackn...			7/19/24	
4422558156	6/24/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Open	2		6/24/24	Pending Supplier Ac...
4422558155	6/21/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	1,702.80	EUR	Open	1		6/21/24	Pending Supplier Ac...
4422558153	6/21/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	3,404.90	EUR	Open	7		6/21/24	Pending Supplier Ac...
4422558152	6/21/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Open	1		6/21/24	Pending Supplier Ac...

Step 5: For PO Acknowledgment, The PO should have Status in Pending Supplier Acknowledgment and blank in change order and change order status > Click on the Purchase Order Number.

DEV8 Refreshed on 10APR24

Diebold Nixdorf

Manage Orders

Advanced Search

Basic Manage Watchlist Saved Search Pending Acknowledgment

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date	Change Order Status
4433228002	8/16/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Pending Supplier Ackn...			8/16/24	
4433228001	8/16/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Pending Supplier Ackn...			8/16/24	
4701736063	8/14/24	PO Inbound from SAP	FRANKFURT01-USD	Martini, Juliane	596.00	USD	Pending Supplier Ackn...			8/14/24	
DE-0000080	8/13/24		FRANKFURT01-EUR	Basavarajappa, Pr...	2,760.00	EUR	Pending Supplier Ackn...			8/13/24	
20200033	7/19/24		FRANKFURT01-USD	Dotson, Debra D	18,392.00	USD	Pending Supplier Ackn...			7/19/24	
20200032	7/19/24		FRANKFURT01-USD	Dotson, Debra D	18,392.00	USD	Pending Supplier Ackn...			7/19/24	
20200031	7/19/24		FRANKFURT01-USD	Dotson, Debra D	18,392.00	USD	Pending Supplier Ackn...			7/19/24	
4422558156	6/24/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Open	2		6/24/24	Pending Supplier Ac...
4422558155	6/21/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	1,702.80	EUR	Open	1		6/21/24	Pending Supplier Ac...
4422558153	6/21/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	3,404.90	EUR	Open	7		6/21/24	Pending Supplier Ac...
4422558152	6/21/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Open	1		6/21/24	Pending Supplier Ac...

Step 6: In the Purchase Order, click on the Acknowledge button.

DEVS Refreshed on 10APR24

Diebold Nixdorf

Purchase Order: 4433228002

AcknowledgeView PDFActionsRefreshDone

Main

General

Sold-to Legal EntityDiebold Nixdorf Systems GmbH

Bill-to BUDE Ops BU

Order4433228002

StatusPending Supplier Acknowledgment

BuyerSabrina Bippus

Creation Date8/16/24

Supplier

Supplier SiteFRANKFURT01-EUR

Supplier Contact

Bill-to LocationPaderborn

Ship-to LocationDiebold Nixdorf Systems GmbH-51579701

Ordered1,702.50 EUR

DescriptionPO Inbound from SAP

Source Agreement

Supplier Order

Terms

Notes and Attachments

Required AcknowledgmentDocument and Schedule

Acknowledgment Due Date8/19/24

Payment TermsN030

Shipping MethodDN\_FORWARDER-OCEAN-Standard

Freight Terms

Incoterms

✓Buyer Managed Transportation

—Pay on receipt

—Confirming order

Additional Information

One-Time Shipto Address

One-Time Shipto Address Extended

Named Place

Category Manager074 / David Beer

Context Prompt

Step 7: In the Acknowledge Document, provide the Supplier Order Number, select Acknowledgment Response as Accept and Line Response as Accept.

Order4433228002

StatusPending Supplier Acknowledgment

BuyerBippus Sabrina

Creation Date8/16/24

Supplier SiteFRANKFURT01-EUR

Supplier Contact

Bill-to LocationPaderborn

Ship-to LocationDiebold Nixdorf Systems GmbH-51579701

DescriptionPO Inbound from SAP

Source Agreement

\* Supplier OrderABC4433228002

Communication MethodNone

Terms

Notes and Attachments

Required AcknowledgmentDocument and Schedule

Acknowledgment Due Date8/19/24

Acknowledgment ResponseAccept

Payment TermsN030

Shipping MethodDN\_FORWARDER-OCEAN-Standard

Freight Terms

FOB

✓Buyer managed transportation

—Pay on receipt

—Confirming order

Additional Information

One-Time Shipto Address

One-Time Shipto Address Extended

Named Place

Category Manager074 / David Beer

Context Prompt

Schedules

ActionsViewFormatFreezeDetachWrapAcceptRejectResponseAll

Line	Description	Supplier Item	Quantity	UOM	Price	Requested Ship Date	Promised Ship Date	Response	Rejection Reason	Location
10	PLATE MICR LEFT	9600610821	1,000	Each	1.7025	4/9/24		Accept		Diebold Nixdorf ...

Rows Selected 1Columns Hidden 11



Step 8: Click on the Submit button.

DEV6 Refreshed on 10APR24

Diebold Nixdorf

Acknowledge Document (Purchase Order): 4433228002

DEV6 Refreshed on 10APR24

Search Home Favorites Alerts 10 JC

Edit View PDF **Submit** Cancel

Main

General

Sold-to Legal Entity	Diebold Nixdorf Systems GmbH	Supplier		Ordered	1,702.50 EUR
Order	4433228002	Supplier Site	FRANKFURT01-EUR	Description	PO Inbound from SAP
Status	Pending Supplier Acknowledgment	Supplier Contact		Source Agreement	
Buyer	Bippus Sabrina	Bill-to Location	Paderborn	* Supplier Order	ABC4433228002
Creation Date	8/16/24	Ship-to Location	Diebold Nixdorf Systems GmbH-51579701	Communication Method	None

Terms Notes and Attachments

Required Acknowledgment	Document and Schedule	Payment Terms	N030	<input checked="" type="checkbox"/> Buyer managed transportation
Acknowledgment Due Date	8/19/24	Shipping Method	DN_FORWARDER-OCEAN-Standard	<input type="checkbox"/> Pay on receipt
Acknowledgment Response	Accept	Freight Terms	FOB	<input type="checkbox"/> Confirming order

Additional Information

One-Time Shipto Address	Named Place	Context Prompt
One-Time Shipto Address Extended	Category Manager 074 / David Beer	

Step 9: Click OK in the Confirmation.

DEV6 Refreshed on 10APR24

Diebold Nixdorf

Acknowledge Document (Purchase Order): 4433228002

DEV6 Refreshed on 10APR24

Search Home Favorites Alerts 10 JC

Edit View PDF **Submit** Cancel

Main

General

Sold-to Legal Entity	Diebold Nixdorf Systems GmbH	Supplier		Ordered	1,702.50 EUR
Order	4433228002	Supplier Site	FRANKFURT01-EUR	Description	PO Inbound from SAP
Status	Pending Supplier Acknowledgment	Supplier Contact		Source Agreement	
Buyer	Bippus Sabrina	Bill-to Location	Paderborn	* Supplier Order	ABC4433228002
Creation Date	8/16/24	Ship-to Location	Diebold Nixdorf Systems GmbH-51579701	Communication Method	None

Confirmation

The document will be accepted. Do you want to continue? (PO-2055013)

**OK** Cancel

Terms Notes and Attachments

Required Acknowledgment	Document and Schedule	Payment Terms	N030	<input checked="" type="checkbox"/> Buyer managed transportation
Acknowledgment Due Date	8/19/24	Shipping Method	DN_FORWARDER-OCEAN-Standard	<input type="checkbox"/> Pay on receipt
Acknowledgment Response	Accept	Freight Terms	FOB	<input type="checkbox"/> Confirming order

Additional Information

One-Time Shipto Address	Named Place	Context Prompt
One-Time Shipto Address Extended	Category Manager 074 / David Beer	

Step 10: Once you Acknowledge the Order, click on the Refresh button and the PO status will change from Pending Supplier Acknowledgment to Open.

DEVS Refreshed on 10APR24

Diebold Nixdorf

Search

Home

Star

Flag

19

JC

Purchase Order: 4433228002

Acknowledge

View PDF

Actions

Refresh

Done

Main

General

Sold-to Legal Entity

Diebold Nixdorf Systems GmbH

Supplier

Ordered

1,702.50 EUR

Bill-to BU

DE Ops BU

Supplier Site

FRANKFURT01-EUR

Description

PO Inbound from SAP

Order

4433228002

Supplier Contact

Source Agreement

Status

Open

Bill-to Location

Paderborn

Supplier Order

ABC4433228002

Buyer

Sabrina Bippus

Ship-to Location

Diebold Nixdorf Systems GmbH-51579701

Creation Date

8/16/24

Terms

Notes and Attachments

Required Acknowledgment

Document and Schedule

Shipping Method

DN\_FORWARDER-OCEAN-Standard

Payment Terms

N030

Freight Terms

Incoterms

Buyer Managed Transportation

☒

Pay on receipt

☐

Confirming order

☐

Additional Information

One-Time Ship-to Address

Named Place

Context Prompt

One-Time Ship-to Address

Category Manager

074 / David Beer

Extended

## 17. Acknowledge Change Orders from Infolet

Step 1: Login into Supplier Portal > Supplier Portal Dashboard > Requiring Attention Infolet > Click on the Blue Area of the Pie Chart, it signifies the orders that require supplier acknowledgment.

The screenshot shows the Supplier Portal Dashboard for Diebold Nixdorf. The 'Requiring Attention' section features a pie chart with a value of 3.04K. A tooltip indicates 'Series: Orders to Acknowledge Value: 153'. A legend below the chart identifies three categories: Orders to Acknowledge (blue), Schedules Overdue or Due Today (green), and Negotiation Messages (yellow). The 'Recent Activity' table shows the following data:

Last 30 Days	
Agreements opened	1
Orders changed or canceled	13
Orders opened	13
Receipts	1

The 'Transaction Reports' section shows the following data for the last 30 days:

Last 30 Days	
PO Purchase Amount	366K EUR
PO Purchase Amount	56.2K USD

Step 2: Manage Order > click on View > click on Columns > enable Change Order Status Column.

The screenshot shows the Manage Orders page in the Supplier Portal. The 'View' menu is open, and the 'Columns' sub-menu is visible. The 'Change Order Status' column is checked. The table below shows the search results for 'Pending Acknowledgment'.

Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date	Change Order Status
FRANKFURT01-USD	Dotson, Debra D	18,392.00	USD	Pending Supplier Ackn...			7/19/24	
FRANKFURT01-USD	Dotson, Debra D	18,392.00	USD	Pending Supplier Ackn...			7/19/24	
FRANKFURT01-USD	Dotson, Debra D	18,392.00	USD	Pending Supplier Ackn...			7/19/24	
FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Open	2	6/24/24	Pending Supplier Ac...	
FRANKFURT01-EUR	Bippus, Sabrina	1,702.80	EUR	Open	1	6/21/24	Pending Supplier Ac...	
FRANKFURT01-EUR	Bippus, Sabrina	3,404.90	EUR	Open	7	6/21/24	Pending Supplier Ac...	
FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Open	1	6/21/24	Pending Supplier Ac...	
FRANKFURT01-EUR	Bippus, Sabrina	7,449.82	EUR	Open	1	6/19/24	Pending Supplier Ac...	
FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Open	7	6/14/24	Pending Supplier Ac...	
FRANKFURT01-USD	Martini, Juliane	2,400.00	USD	Open	3	5/8/24	Pending Supplier Ac...	
FRANKFURT01-USD	Martini, Juliane	2,400.00	USD	Open	2	5/7/24	Pending Supplier Ac...	

### Step 3: Enable Change Order Column.

DEV6 Refreshed on 10APR24

Diebold Nixdorf

Manage Orders

Done

Advanced Search

BasicManage WatchlistSaved SearchPending Acknowledgment

Search Results

ActionsViewFormatFreezeDetachWrap

About This Record

Columns

Freeze

Detach

Sort

Reorder Columns...

Query By Example

44225581536/21/24

44225581526/21/24

DE-00000326/19/24

44225581516/14/24

DE-00000145/8/24

DE-00000115/7/24

Description

Payment Terms

Supplier

Acknowledgment Due Date

Creation Date

Change Order Date

Change Order

Life Cycle

Status

Currency

Discount

Credit

Ordered

		Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date	Change Order Status
			FRANKFURT01-USD	Dotson, Debra D	18,392.00	USD	Pending Su...			7/19/24	
			FRANKFURT01-USD	Dotson, Debra D	18,392.00	USD	Pending Su...			7/19/24	
			FRANKFURT01-USD	Dotson, Debra D	18,392.00	USD	Pending Su...			7/19/24	
			FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Open	2		6/24/24	Pending Supplie...
			FRANKFURT01-EUR	Bippus, Sabrina	1,702.80	EUR	Open	1		6/21/24	Pending Supplie...
			FRANKFURT01-EUR	Bippus, Sabrina	3,404.90	EUR	Open	7		6/21/24	Pending Supplie...
			FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Open	1		6/21/24	Pending Supplie...
			FRANKFURT01-EUR	Bippus, Sabrina	7,449.82	EUR	Open	1		6/19/24	Pending Supplie...
			FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Open	7		6/14/24	Pending Supplie...
			FRANKFURT01-USD	Martini, Juliane	2,400.00	USD	Open	3		5/8/24	Pending Supplie...
			FRANKFURT01-USD	Martini, Juliane	2,400.00	USD	Open	2		5/7/24	Pending Supplie...

### Step 4: The columns will be visible in the Manage Orders.

**Status:** This column signifies the status of the Purchase Order. For the order acknowledgment, the status should be Pending Supplier Acknowledgement.

**Change Order Status:** This column signifies the status of the Change Order which is created on the Purchase Order. For the Change Order Acknowledgment, the status should be Pending Supplier Acknowledgment.

**Change Order:** This column signifies the current change order number that is created against the Purchase Order.

DEV6 Refreshed on 10APR24

Diebold Nixdorf

Manage Orders

Done

Advanced Search

BasicManage WatchlistSaved SearchPending Acknowledgment

Search Results

ActionsViewFormatFreezeDetachWrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date	Change Order Status
20200033	7/19/24		FRANKFURT01-USD	Dotson, Debra D	18,392.00	USD	Pending Supplier Ackn...			7/19/24	
20200032	7/19/24		FRANKFURT01-USD	Dotson, Debra D	18,392.00	USD	Pending Supplier Ackn...			7/19/24	
20200031	7/19/24		FRANKFURT01-USD	Dotson, Debra D	18,392.00	USD	Pending Supplier Ackn...			7/19/24	
4422558156	6/24/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Open	2		6/24/24	Pending Supplier Ac...
4422558155	6/21/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	1,702.80	EUR	Open	1		6/21/24	Pending Supplier Ac...
4422558153	6/21/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	3,404.90	EUR	Open	7		6/21/24	Pending Supplier Ac...
4422558152	6/21/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Open	1		6/21/24	Pending Supplier Ac...
DE-0000032	6/19/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	7,449.82	EUR	Open	1		6/19/24	Pending Supplier Ac...
4422558151	6/14/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Open	7		6/14/24	Pending Supplier Ac...
DE-0000014	5/8/24	PO Inbound from SAP	FRANKFURT01-USD	Martini, Juliane	2,400.00	USD	Open	3		5/8/24	Pending Supplier Ac...
DE-0000011	5/7/24	PO Inbound from SAP	FRANKFURT01-USD	Martini, Juliane	2,400.00	USD	Open	2		5/7/24	Pending Supplier Ac...



Step 5: Click on the Purchase Order Number with Change Order Status as Pending Supplier Acknowledgment to Acknowledge.

Note: The change Order column signifies the Revision Number for the PO. Ex: Change Order is 2 which means the current revision is 2, PO was revised before once.

DEV6 Refreshed on 10APR24

Diebold Nixdorf

Manage Orders

Advanced Search

Basic Manage Watchlist Saved Search Pending Acknowledgment

Search Results

Actions View Format Freeze Detach Wrap

	Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date	Change Order Status
	20200033	7/19/24		FRANKFURT01-USD	Dolson, Debra D	18,392.00	USD	Pending Supplier Ackn...			7/19/24	
	20200032	7/19/24		FRANKFURT01-USD	Dolson, Debra D	18,392.00	USD	Pending Supplier Ackn...			7/19/24	
	20200031	7/19/24		FRANKFURT01-USD	Dolson, Debra D	18,392.00	USD	Pending Supplier Ackn...			7/19/24	
	4422558156	6/24/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Open	1	2	6/24/24	Pending Supplier Ac...
	4422558155	6/21/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	1,702.80	EUR	Open	1		6/21/24	Pending Supplier Ac...
	4422558153	6/21/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	3,404.90	EUR	Open	7		6/21/24	Pending Supplier Ac...
	4422558152	6/21/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Open	1		6/21/24	Pending Supplier Ac...
	DE-0000032	6/19/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	7,449.82	EUR	Open	1		6/19/24	Pending Supplier Ac...
	4422558151	6/14/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Open	7		6/14/24	Pending Supplier Ac...
	DE-0000014	5/8/24	PO Inbound from SAP	FRANKFURT01-USD	Martini, Juliane	2,400.00	USD	Open	3		5/8/24	Pending Supplier Ac...
	DE-0000011	5/7/24	PO Inbound from SAP	FRANKFURT01-USD	Martini, Juliane	2,400.00	USD	Open	2		5/7/24	Pending Supplier Ac...

Step 6: Acknowledge the PO.

DEV6 Refreshed on 10APR24

Diebold Nixdorf

Purchase Order: 4422558156

Acknowledge View PDF Actions Refresh Done

Order Life Cycle

Ordered

0.0 0.6K 1.2K 1.8K

Amount (EUR)

View Details

Main

General

Sold-to Legal Entity Diebold Nixdorf Systems GmbH

Supplier

Ordered 1,702.50 EUR

Bill-to BU DE Ops BU

Supplier Site FRANKFURT01-EUR

Description PO Inbound from SAP

Order 4422558156

Supplier Contact

Source Agreement

Status Open

Bill-to Location Paderborn

Supplier Order 4422558156

Buyer Sabrina Bippus

Ship-to Location Diebold Nixdorf Systems GmbH-51579701

Creation Date 6/24/24

Terms

Notes and Attachments

Required Acknowledgment Document and Schedule

Shipping Method BOLLORE-OCEAN-Standard

Payment Terms N030

Freight Terms Incoterms

Buyer Managed Transportation

Pay on receipt

Confirming order

Additional Information

One-Time Ship-to Address

Named Place

Context Prompt

One-Time Ship-to Address

Category Manager 074 / David Beer

Extended

## 18. Respond to Information Requested from Buyer for Purchase Order

STEP 1: Supplier Portal > Notification Bell Icon > Click on the Information Requested notification hyperlink.

The screenshot shows the Diebold Nixdorf Supplier Portal interface. On the left, there's a sidebar with navigation links: Tasks (Orders, Agreements, Shipments, Consigned Inventory, Invoices and Payments), Requiring Attention (a donut chart showing 3.04K), and Recent Activity. The main area displays a notification titled 'INFORMATION REQUESTED' with the text 'Approve Supplier Change Order DE-0000073 for GERMANY GMBH 440.00'. Below this, there are several other notifications, including 'FYI Document (Purchase Order) 145215 Requires Acknowledgment' and 'ACTION REQUIRED' notifications. A red box highlights the 'INFORMATION REQUESTED' notification.

Step 2: In the notification scroll down to the comments section.

The screenshot shows the 'Approve Supplier Change Order DE-0000073 for GERMANY GMBH 440.00' page. The page has a header with the title and a sub-header 'Enter any reasons for rejection, questions, or approval notes in the comments region.' Below this, there are sections for 'Details', 'Change Order Details', 'Order Details', and 'Order Lines'. The 'Details' section includes fields for Assignee, From, Assigned Date, and Task Number. The 'Change Order Details' section includes fields for Change Order, Description, Initiating Party, and Creation Date. The 'Order Details' section includes fields for Supplier, Supplier Site, Ship-to Location, and Supplier Order. The 'Order Lines' section includes fields for Description, Note to Supplier, Requisitioning BU, Requisition, Requester, and Cost Center.

Step 3: Click on the Add button.

History

Options ▾

Section	Stage or Participant
1	Terms Stage
1.1	Parallel
1.1.1	Branch 1.1
1.1.1.1	- Serial Terms Approval Information Requested Praveena Basavarajappa Aug 1, 2024 9:44 AM
1.1.1.2	Praveena Basavarajappa - Serial Terms Approval
1.1.1.3	Applications Development Framework Application Identity for Procurement - Serial Terms Approval
1.2	- Parallel System Update Praveena Basavarajappa Aug 1, 2024 9:44 AM

Comments

8/1/24 9:44 AM p.basavarajappa  
Hi . Please provide the reason for the PO split.

Attachments

PO\_DE-0000073\_0-1.pdf

[https://eeug-dev6.fa.us6.oraclecloud.com/fscmUI/faces/DocumentApprovalRequestNotificationHumanTaskFlow/DocumentApprovalRequestNotificationTaskDetails?\\_adf.ctrl-state=41h89...](https://eeug-dev6.fa.us6.oraclecloud.com/fscmUI/faces/DocumentApprovalRequestNotificationHumanTaskFlow/DocumentApprovalRequestNotificationTaskDetails?_adf.ctrl-state=41h89...)

Step 4: Add your comment, also you can add attachments with your response. Click on the Plus icon in the Attachments and add the documents.

History

Options ▾

Section	Stage or Participant
1	Terms Stage
1.1	Parallel
1.1.1	Branch 1.1
1.1.1.1	- Serial Terms Approval Information Requested Praveena Basavarajappa Aug 1, 2024 9:44 AM
1.1.1.2	Praveena Basavarajappa - Serial Terms Approval
1.1.1.3	Applications Development Framework Application Identity for Procurement - Serial Terms Approval
1.2	- Parallel System Update Praveena Basavarajappa Aug 1, 2024 9:44 AM

Comments

Our shipment got delayed.

Attachments

PO\_DE-0000073\_0-1.pdf

Step 5: Once the information is provided, click on the Actions dropdown and click on the Submit Information.

Edit

Approve Supplier Change Order DE-0000073 for GERMANY GMBH 440.00

Enter any reasons for rejection, questions, or approval notes in the comments region.

Details

Assignee	Sold-to Legal Entity
From Praveena Basavarajappa	Diebold Nixdorf Systems GmbH
Assigned Date 8/1/24 9:35 AM	Order DE-0000073
Task Number 6902319	Procurement BU DE Ops BU
	Buyer Praveena Basavarajappa
	Justification

Change Order Details

Change Order 0-1	Approved Order Amount 110.00 EUR (Approximately \$119.11 USD)
Description PO ACK	New Order Amount 440.00 EUR (Approximately \$476.43 USD)
Initiating Party Supplier	Amount Changed +330.00 EUR (Approximately \$357.32 USD)
Creation Date 8/1/24 9:33 AM	

Order Details

Supplier	Description
Supplier Site FRANKFURTAMM01	Note to Supplier
Ship-to Location Diebold Nixdorf Systems GmbH-51102801	Requisitioning BU DE Ops BU
Supplier Order DE-0000073	Requisition
	Requester
	Cost Center 00000

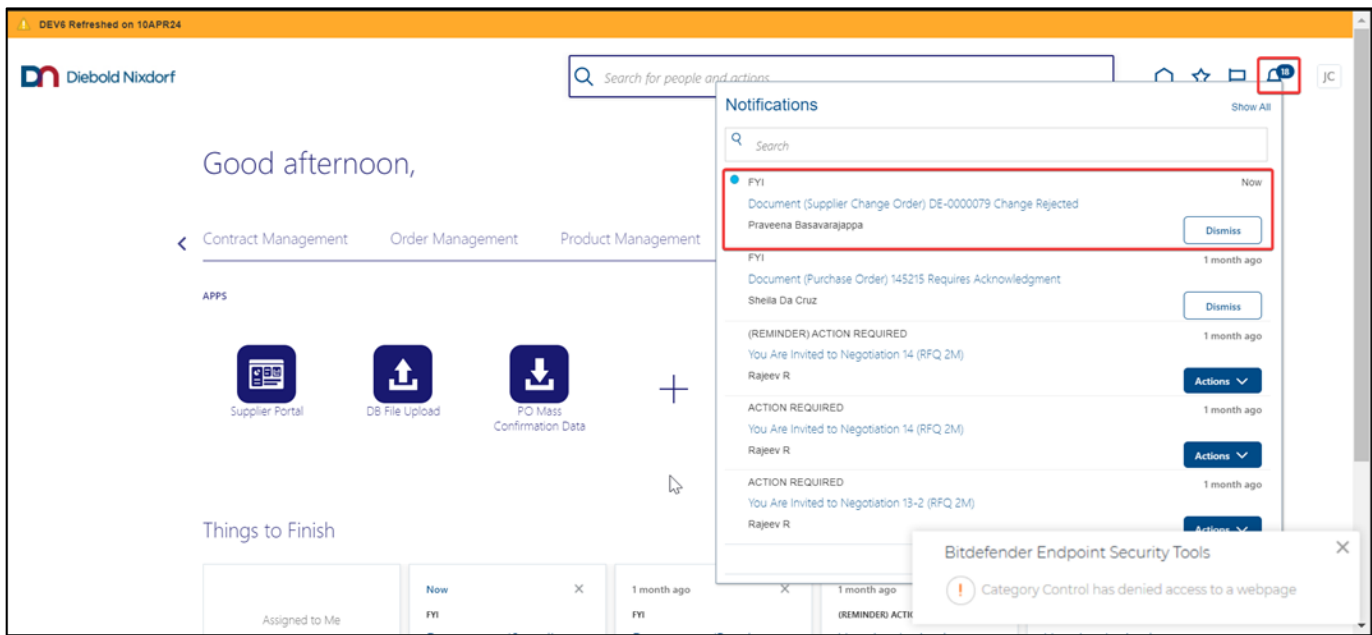
Order Lines

Actions

- Withdraw
- Submit Information
- Save

## 19. Buyer Rejects the Change Order Request

STEP 1: Supplier Portal > Notification Bell Icon > Rejection FYI notification will be available from Buyer in Supplier Portal > Also you will receive the same notification of Rejection on the Supplier's email.



FYI notification of Rejection from the Buyer will also be received on the Supplier's email.



Order Details

Supplier

Supplier Site

Ship-to Location

Supplier Order

FRANKFURT01-USD

Diebold Nixdorf Systems GmbH-51102802

Description

Note to Supplier

Requisitioning BU

Requisition

Requester

PO Inbound from SAP

DE Ops BU

Order Schedules

Line	Description	Supplier Item	Quantity UOM	Price (USD)	Ordered (USD)	Requested Ship Date	Promised Ship Date	Location	Change Reason
10	Kabel MicroFit2x3 JST1x6_2.5m	1750350748	200 Each	2.20	440.00	12/24/24	8/30/24	Diebold Nixdorf Systems GmbH-51102802	

Comments

No data to display

Step 2: Connect with the Buyer for PO change rejection. Once connected with the Buyer and received information > the supplier can manage the rejected order from Orders > Manage Orders.

DEV6 Refreshed on 10APR24

Diebold Nixdorf

Supplier Portal

Search

Orders

Order Number

Tasks

Orders

Manage Orders

Manage Schedules

Acknowledge Schedules in Spreadsheet

Agreements

Manage Agreements

Shipments

Manage Shipments

Create ASN

Create ASBN

Upload ASN or ASBN

View Receipts

View Returns

Consigned Inventory

Review Consumption Advices

Invoices and Payments

Create Invoice

Create Invoice Without PO

View Invoices

Requiring Attention

3.1K

1

154

3K

Orders to Acknowledge

Schedules Overdue or Due Today

Negotiation Messages

Recent Activity

Last 30 Days

Orders changed or canceled

14

Orders opened

16

Transaction Reports

Last 30 Days

PO Purchase Amount

368K

EUR

PO Purchase Amount

56.9K


USD

Supplier News

This supplier portal is an interactive system for managing all transactions that you share with Diebold Nixdorf such as orders, shipments, invoices, view payments, etc.

As a supplier you also can manage your supplier account with Diebold Nixdorf. You will have the ability to manage your employees' access to the system as well as making necessary changes to your contacts, phone numbers, addresses, and bank account, etc.

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### Step 3: Search for the PO > Click on the Order Number

The screenshot shows the 'Manage Orders' page in the Diebold Nixdorf system. The top navigation bar includes the logo and a 'Done' button. The 'Search' section has filters for 'Sold-to Legal Entity', 'Bill-to BU', and 'Supplier Site'. The 'Advanced' tab is selected, showing search criteria for 'Order' (DE-0000079), 'Status', and 'Include Closed Documents' (No). The 'Search' button is highlighted with a red box. Below the search results, a table lists the order details. The 'Change Order Status' column shows 'Rejected'.

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date	Change Order Status
DE-0000079	8/13/24		FRANKFURT01-EUR	Basavarajappa, Pr...	7,800.00	EUR	Open	2	8/13/24	Rejected	

### Step 4: Click on the Actions dropdown > Click on the Edit.

The screenshot shows the 'Purchase Order: DE-0000079' details page. The 'Main' section displays general information about the order, including the supplier, buyer, and status. The 'Actions' dropdown menu is open, showing options like 'Edit', 'Cancel Document', 'View Document History', 'View Change History', and 'View Revision History'. The 'Edit' option is highlighted with a red box. The 'Order Life Cycle' section on the right shows a bar chart of the order's status over time.

Field	Value
Sold-to Legal Entity	Diebold Nixdorf Systems GmbH
Supplier	FRANKFURT01-EUR
Order	DE-0000079
Status	Open
Buyer	Praveena Basavarajappa
Creation Date	8/13/24

Step 5: Make changes as per the discussion with Buyer > Save and Submit the PO Change Order for Approval.

DEV6 Refreshed on 10APR24

Diebold Nixdorf

Search

Home

Star

Flag

10

JC

Edit Change Order: 2

View PDF

Actions

Save

Submit

Cancel

Last Saved 8/13/24 12:57 PM

Change Order 2

Status Rejected

Initiating Party Supplier

Description Changes

Amount Changed +130.00 EUR

Initiator Jennifer Chen

Creation Date 8/13/24

Main

General

Sold-to Legal Entity Diebold Nixdorf Systems GmbH

Supplier

Ordered 7,930.00 EUR

Bill-to BU DE Ops BU

Supplier Site FRANKFURT01-EUR

Description

Order DE-0000079

Supplier Contact

Agreement

Status Open

Bill-to Location Paderborn - C19

Supplier Order DE-0000079

Buyer Basavarajappa, Praveena

Default Ship-to Location Diebold Nixdorf Systems GmbH-51579701

Creation Date 8/13/24

Terms Notes and Attachments

Payment Terms Immediate

Shipping Method BOLLORE-OCEAN-Standard

Buyer managed transportation

Freight Terms

Incoterms

Pay on receipt





20. PO Acknowledgment Rejection Behavior

Step 1: Rejecting PO Acknowledgment is not available. Hence, the system will show an error.

Reach out to the Buyer in case of further clarification on such POs.

Acknowledge Document (Purchase Order)20200034

Status Pending Supplier Acknowledgment

Supplier Site FRANKFURT01-USD

Description

EditView PDFSubmitCancel

Buyer Dotson Debra D

Supplier Contact

Source Agreement

Creation Date 7/19/24

Bill-to Location DBD INC.

Supplier Order

Ship-to Location Diebold Nixdorf Manufacturing (US2)

Communication Method None

Terms

Notes and Attachments

Required Acknowledgment Document and Schedule

Acknowledgment Due Date 7/26/24

Payment Terms NPR 90

Shipping Method DEFAULT-OCEAN-DEFAULT

Freight Terms Due

FOB

Buyer managed transportation

Pay on receipt

Confirming order

Acknowledgment Response Reject

Acknowledgment Note Demo

Additional Information

One-Time Shipto Address

Named Place

Context Prompt

One-Time Shipto Address Extended

Category Manager

Schedules

Actions View Format Freeze Detach Wrap Accept Reject Response All

Line	Description	Supplier Item	Quantity	UOM	Price	Requested Ship Date	Promised Ship Date	Response	Rejection Reason	Location
1	cable ACDC_PSU - DCDC_PSU 2.3m		800	Each	9.68	10/7/24		Reject		Diebold Nixdorf ...
1	cable ACDC_PSU - DCDC_PSU 2.3m		500	Each	9.68	10/15/24		Accept		Diebold Nixdorf
1	cable ACDC_PSU - DCDC_PSU 2.3m		600	Each	9.68	10/23/24		Accept		Diebold Nixdorf ...

Rows Selected 1 Columns Hidden 11

Step 2: Error Message

Acknowledge Document (Purchase Order): 20200033

Status Pending Supplier Acknowledgment

Supplier Site FRANKFURT01-USD

Description

EditView PDFSubmitCancel

Buyer Dotson Debra D

Supplier Contact

Source Agreement

Creation Date 7/19/24

Bill-to Location DBD INC.

Supplier Order

Ship-to Location Diebold Nixdorf Manufacturing (US2)

Communication Method None

Terms

Notes and Attachments

Required Acknowledgment Document and Schedule

Acknowledgment Due Date 7/26/24

Payment Terms NPR 90

Shipping Method DEFAULT-OCEAN-DEFAULT

Freight Terms Due

Buyer managed transportation

Pay on receipt

Confirming order

Acknowledgment Response Reject

Error

You don't have permissions to reject an order, please reach out to the buyer in case you have any concerns on this order.

OK

Additional Information

One-Time Shipto Address

Named Place

Context Prompt

One-Time Shipto Address Extended

Category Manager

Schedules

Actions View Format Freeze Detach Wrap Accept Reject Response All

Line	Description	Supplier Item	Quantity	UOM	Price	Requested Ship Date	Promised Ship Date	Response	Rejection Reason	Location
1	cable ACDC_PSU - DCDC_PSU 2.3m		800	Each	9.68	10/7/24		Accept		Diebold Nixdorf ...
1	cable ACDC_PSU - DCDC_PSU 2.3m		500	Each	9.68	10/15/24		Accept		Diebold Nixdorf
1	cable ACDC_PSU - DCDC_PSU 2.3m		600	Each	9.68	10/23/24		Accept		Diebold Nixdorf ...

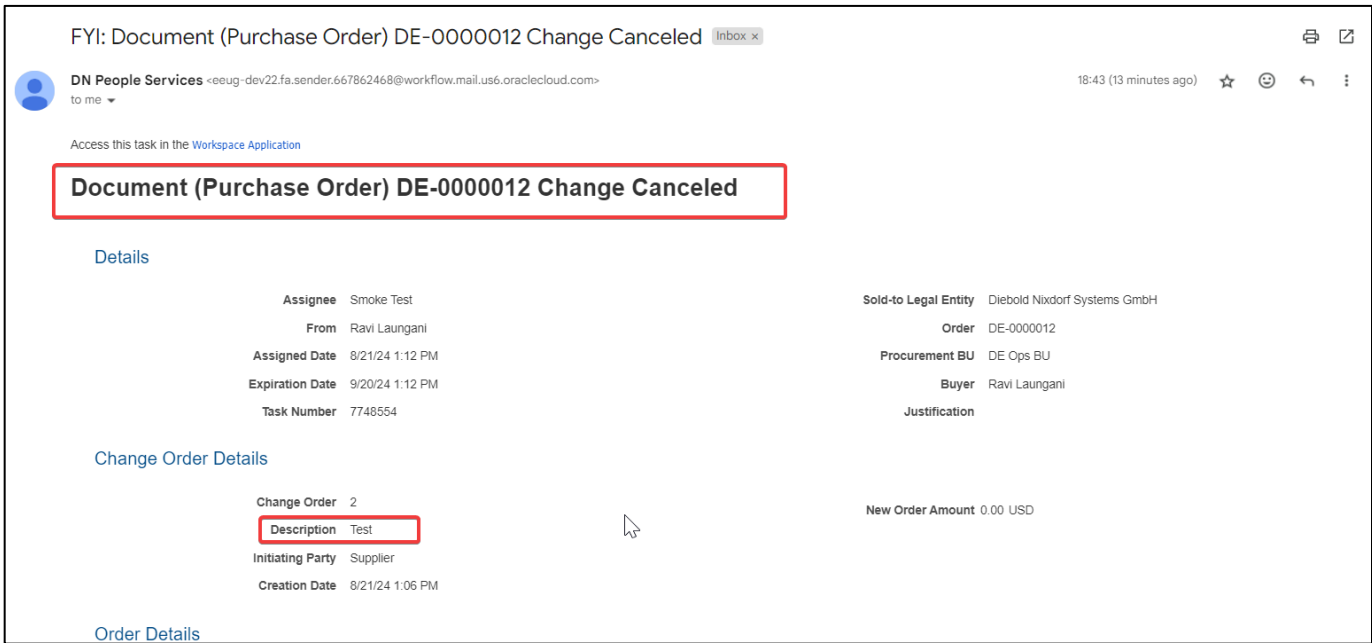
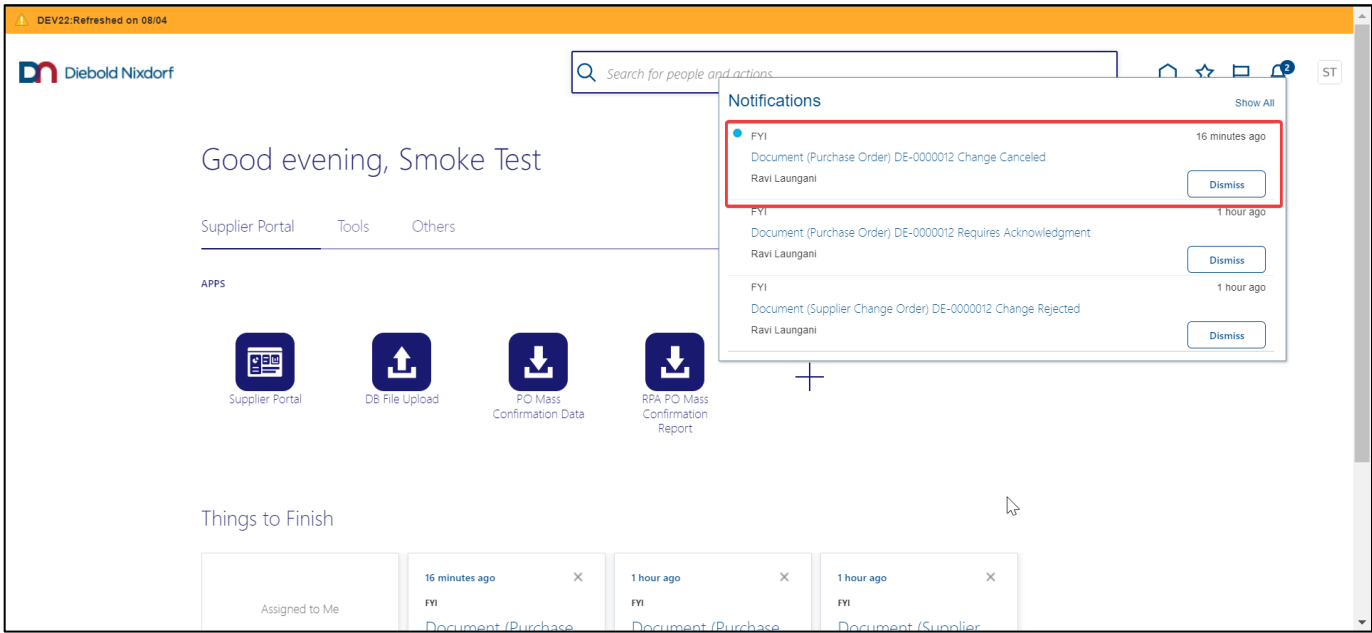
Rows Selected 1 Columns Hidden 11



21. Notification of Cancelled Change Order

If the supplier receives the Change Cancelled notification and the Description contains wordings as “Test” or “PO Sync Activity” then Supplier do not have to take any Action in such instances.

Below are some example snapshots of PO Change Cancelled Notification.



## Order Details

**Supplier**  
**Supplier Site** FRANKFURT01-USD  
**Ship-to Location** Diebold Nixdorf Systems GmbH-51102802  
**Supplier Order** Test123

**Description** PO Inbound from SAP  
**Note to Supplier** :  
**Requisitioning BU** DE Ops BU  
**Requisition**  
**Requester**

↩ Reply

➡ Forward



22. How to search closed Purchase Order Documents:

STEP1: Supplier Portal → Manage Orders

To Search for Closed Purchase Order Documents, change the field for **Include Closed Documents** to Yes. Click Search button.  
By Default, for every search this option has value as No

Diebold Nixdorf

Manage Orders

Done

Headers

Schedules

Search

Advanced

Manage Watchlist

Saved Search

All Orders

Sold-to Legal Entity

Bill-to BU

Supplier Site

Order

Status

Include Closed Documents

Yes

Search

Reset

Save...

Search Results

Actions

View

Format

Freeze

Detach

Wrap

Order	Order Date	Supplier Site	Description	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date	Change Order	Change Order Status
-------	------------	---------------	-------------	-------	---------	----------	--------	------------	---------------	--------------	---------------------

Manage Orders

Done

Headers

Schedules

Search

Advanced

Manage Watchlist

Saved Search

All Orders

Sold-to Legal Entity

Bill-to BU

Supplier Site

Order

Status

Include Closed Documents

Yes

Search

Reset

Save...

Search Results

Actions

View

Format

Freeze

Detach

Wrap

Order	Order Date	Supplier Site	Description	Buyer	Ordered	Currency	Status	Life Cycle	Cre: Date	Change Order	Change Order Status
4701740327	8/20/24		PO Inbound from SAP	Martini, Juliane	6,480.00	USD	Closed for Receiving			8...	



## 23. FAQ:

**1) Is my user account created to access the supplier portal?**

Answer: Please check your email inbox and validate if you have received password reset link. If you do not find this email, please send an email to

[cloudsupplierportalsupport@dieboldnixdorf.com](mailto:cloudsupplierportalsupport@dieboldnixdorf.com)

Note: The user id of the supplier, would be the Email id of the supplier contact

**2) Where is the link to the supplier portal?**

Answer: Please click on the link below for access to Supplier Portal

<https://eeug.login.us6.oraclecloud.com/>

**3) When a supplier is acknowledging an order, can they change the promise date at the same time?**

Answer: Yes, the supplier can create a change order to change the promise date instead of acknowledging the schedule.

Note: Change Order will be routed to buyer for approval.

**4) How to check and remove if there is any blank or any special characters from PO Mass Confirm Report?**

Answer: Please right click on .csv file. Select "Edit with Notepad++" or open with "Notepad" application. Check if there is any special character or blank line/space at the end of the data, remove the last blank line with backspace. Click on Save and close the Notepad/Notepad++.

Try to upload the .csv file now from the portal.

If the issue persists, please send an email to [cloudsupplierportalsupport@dieboldnixdorf.com](mailto:cloudsupplierportalsupport@dieboldnixdorf.com)

Note: Install Notepad++ software in your system to edit the file using "Edit with Notepad++".

**5) Unable to view the details in dashboard?**

Answer: If users encounter this issue, please clear the browser cache and re-login the application.

**6) Has the procedure for Supplier Invoicing changed?**

Answer: There is **NO change** in the Supplier Invoicing process. Please follow the current procedure for invoicing.

**7) How to contact IT Support for new account enquiries?**

Answer: When trying to setup a new account for Supplier Contact, if the Supplier Administrator is not available, please send an email to [cloudsupplierportalsupport@dieboldnixdorf.com](mailto:cloudsupplierportalsupport@dieboldnixdorf.com).

**Any other issues or concerns please send an email to**

[cloudsupplierportalsupport@dieboldnixdorf.com](mailto:cloudsupplierportalsupport@dieboldnixdorf.com).