

DieboldNixdorf.com

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

	0
🔶 C 🗈 https://eeug-dev6.login.us6.oraclecloud.com/oam/server/obrareq.cgi?encquery%3DAOC9RKXxuzcvdmzRTcjZn3GbEhsEjsb2a 🖉 A 🏠 🗲 🛱	
Sign In Oracle Applications Cloud	•
Company Single Sign-On	
or	
sample.contact@testsupplier.com	
Enter Password	
Forgot Password	
Sign In Click on Sign In	



Diebold Nixdorf Q () ☆ □ ♬ SC Welcome, Sample Contact Click 83 You have a new Open it with the home icon or the company logo. You can continue to access this page by selecting the $\ensuremath{\text{My}}$ home page! Dashboard item in the navigation menu. Diebold Nixdorf ${\sf Q}\,$ Search for people and actions SC Good afternoon, Sample Contact! Supplier Portal Tools DN Extensions Others **Click on Supplier Portal** APPS **1** +

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
User ID Password Forgot Password Sign In English

Sign In ORACLE APPLI	CATIONS CLOUD
Forgot Password User Name or Email Progot user name Progot password Storet	



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

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)

+1-8	00-216-4783		For all o	other countries
COU	NTRY NAME		COUNTRY NAME	PHONE NUMBER
Algeria Brazil Canada Colombia Costa Rica Czech Republic Denmark Dominican Republic El Salvador Finland Greece Guatemala	Morocco Myanmar Nicaragua Nigeria Norway Panama Peru Romania Russian Federation Slovakia Sweden Taiwan	Please use one of the following options to contact the IT Service Desk by telephone:	Australia Austria Belgium China Ecuador France Germany Hong Kong Hungary India Indonesia Malaysia	61297673528 0800-298089 0800-79067 800-819-8620 Ext. 1999119 then 1800216478 0800-905315 +4952516935555 +852 28040022 06-800-21043 0008000016911 +62 21 25527933 +60 3 6209 6209
Argentina Sub	Turkey Ukraine United Arab Emirates United States Vietnam n international toll-free number mit a service request via <u>SMAX</u> hat with an agent using the	 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. 	Netherlands Philippines Poland Portugal Singapore South Africa Spain Thailand	0800-0229560 +63 02 86480968 0-0-800-1215314 8008-12162 6567402999 080-09-99457 900-931650 +66 2 8384797



6. CLOUD – Supplier Administrator Instructions A. <u>To Add Additional Portal Users (Supplier Contacts):</u>

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.

Diebold Nixdorf		く 白 ☆ 戸 🧐	SC
Company Profile		1.Click on Edit	D <u>o</u> ne
Organization Details Tax Identifiers	Addresses Contacts Paym	Ients Business Classifications Products and Services	
⊿ General			
Company	Test Supplier Company	Tax Organization Type Corporation	
Supplier Number	10124	▲ Warning ×	
Supplier Type		POZ-2130390Making edits will create a change request for the profile. Do you want to continue?	
Identification		Yes No	
D-U-N-S Number		National Insurance Number	
Customer Number		Corporate Web Site 2.Click on Yes	
SIC			
Corporate Profile			

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

Diebold Nixdorf					Q		SC
Edit Profile Change Request: 13003				Delete Change Request	Review Changes	Save <u>S</u> ave :	and Close C ancel
	ess Classifications		Services				
Name	♥ Job Title	▲▽	Email	▲マ Phone	Administrative Contact	User Account	Status
Contact, Sample			sample.com	ntact@testsupplier.com	0	0	Active

Step 4: Click the plus sign.

Diebold Nixdorf				Q		⊐ _ Ç ™	SC
Edit Profile Change Request: 13003			Delete Change Request	Review Changes	Save <u>S</u> ave a	and Close Car	incel
Change Description Click on + Sign Organization Details Tax Identifiers Addresses Contacts Payments	Business Classifications	// Products and Services					
Actions 🔻 View 🗣 Format 👻 💽 🗶 Status Active 🗸	Freeze 📄 Detach	📣 Wrap					
Name	▲マ Job Title	▲マ Email	▲マ Phone	Administrative Contact	User Account	Status	
Contact, Sample		sample.contact@	etestsupplier.com	0	9	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.

A Refreshed from PROD on 03/20/2023						1			
Diebold Nixdorf	Create Contact				×	0		_ <u>1</u> 23	SC
	Salutation		Pho	ne 🗸		~			
Edit Profile Change Request: 15002	* First Name Test		Mob	ile 🔹		Request Review Changes	Save <u>S</u> ave	and Close C	<u>C</u> ancel
	Middle Name		F	ax 🗸					
	* Last Name Contac			ail testcontact@demo.com					
	Job Title		This is optional	us Active 🗸					
Organization Details Tax Identifiers Addresses Contacts Payments		inistrative contact	This is optional						
Actions 🕶 View 👻 Format 👻 🕂 🧨 💥 Status Active 🗸	Contact Addresses								
Name	Actions ▼ View ▼ Format ▼	🗙 📴 🕅 Freeze 🔛 🕻	Detach 📣 Wrap			Administrative	User Account	Status	
_	Address Name	Address	Phone	Address Purpose	Status	Contact		-	0
Contact, Demo	St Johns Street	NEAR LUXER COURT,ST 70	0,ABBOT, MAINE PISCATAQU	Ordering; Remit to	Active		0	Active	Ŭ
Contact, Sample	Columns Hidden 5					•	0	Active	-
Columns Hidden 7	✓ User Account								
	_		Enable this option to	o create user account					
		Request user account							
	Roles Data Access								
	Actions 🗸 View 👻 Format 🗸	🗙 🛃 🏢 Freeze 📓	Detach 🚽 Wrap						
	Role	▲ ♥ Description							
	DN Supplier Accounts Receiva	le Specialist Manages invoice	es and payments for the supplier company. Pr	imary tasks include submitting invoices a	is well as tracking i 🔺				
	DN Supplier Bidder	This role provide	es access to responds to requests for quote, r	equests for proposal, requests for inform	ation, and reverse				
	DN Supplier Customer Service	Representative This role provide	es access to tracking, acknowledging, or requ	esting changes to new orders, communic	ates order schedul 👻				
				Creat	e Another OK Cancel				
						J			



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 use	er account
Roles Data Access	
Actions View Format	III Freeze 🗐 Detach 斗 Wrap
Role ▲マ	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 Another OK Cancel

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

t Profile Change Request: 15002				Q		⊐ _(<u>2</u> 3
Choice Change Request. 10002			Delete Change Reque	est Review Changes	Save Save	and Close
Change Description						
anization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services						
ctions 🕶 View 🖛 Format 💌 🕂 🤺 🗶 Status Active 🐱						
Name	▲マ Job Title	▲マ Email	▲	Administrative Contact	User Account	Status
Contact, Demo		demo.contact@testsup	plier.com		0	Active
Contact, Sample		sample.contact@tests	ipplier.com	0	0	Active
Contact, Test		testcontact@demo.con	1	0		Active



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

Diebold Nixdorf						Q (1) -	☆ Þ 🗘	SC
Review Changes							Edit Submit	<u>C</u> ancel
Change Description								
	1,							
▲ Contacts								
View 🔻 Format 👻 🏢 Freeze 🙀 Detach 🚽 Wrap								
Name		▲♥ Job Title	▲♥ Email	▲▼ Phone	Administrative Contact	User Account	Status	Details
+ Contact, Test			testcontact@demo.com		0		Active	E.
Columns Hidden 7								

Step 9: Confirmation message appears on the screen.

Diebold Nixdorf				Q ሰ 🏠 🏳 🥵 sc
Company Profile				Cancel Change Request Edit Done
		Requested By Contact Sample Request Date 5/9/23	Change Description	4
▲ General				
Company	Test Supplier Company	Tax Org	janization Type Corporation	
Supplier Number	10124	Confirmation ×	Status Active	
Supplier Type		Your profile change request 15002 was submitted for approval.	Attachments None	
Identification		OK		
D-U-N-S Number		Mational mat	mance Number	
Customer Number		Corp	porate Web Site	
SIC				
Corporate Profile				
Year Established		Chief	Executive Title	
Mission Statement		Chief E	xecutive Name	
			Principal Title	
Year Incorporated	h		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 <u>cloudsupplierportalsupport@dieboldnixdorf.com</u> 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.

Diebold Nixdorf		Q		SC
Company Profile				Edit Done
Last Change Request 15002 Request Status Canceled	Requested By Contact, Sample Request Date 5/9/23	Change Description	Click on	Edit //
Organization Details Tax Identifiers Addresses Contacts Paymer View ▼ Format ▼ Status Active ▼ Freeze	Business Classifications Products and Services Warning Y POZ-2130390Making edits will create a change request for the profile. Do you want to continue?			
Name	Click on Yes 🔫 🛶 🚺 🔊	Administrative Contact	User Account	Status
Contact, Demo	demo.contact@testsupplier.com		٢	Active
Contact, Sample	sample.contact@testsupplier.com	•	0	Active
Columns Hidden 7				

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

Diebold Nixdorf				Q		SC
Edit Profile Change Re	quest: 15004		Delete Change Reques	t Review Changes	Save Save a	and Close <u>C</u> ancel
Organization Details Tax Identifiers	Change Description Addresses Contacts Payments Business Classifications	Products and Services				
Actions ▼ View ▼ Format ▼	+ 🔀 🗙 Status Active 🗸 🔟 Freeze 📓 Detach	↓ Wrap				
Name	Active Job Title	▲マ Email	▲マ Phone	Administrative Contact	User Account	Status
Contact, Demo		demo.contact@test	supplier.com		9	Active
Contact, Sample		sample.contact@te	stsupplier.com	0	0	Active

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

Diebold Nixdorf	Edit Contact: Demo Contact			×	Q		⊐ Ĉ
Edit Profile Change Request: 16001	Salutation	Phone	v		Request Review Changes	Save <u>S</u> ave	and Close
	* First Name Demo	Mobile	▼				
	Middle Name	Fax	▼				
	* Last Name Contact	Email	demo.contact@testsupplier.com				
Organization Details Tax Identifiers Addresses Contacts Payments	Job Title	Status	Inactive 🗸				
Actions 🔻 View 👻 Format 👻 🕂 🥒 💥 Status Active 🗸	Administrative contact	Inactive Date	5/9/23				
Name	A Contact Addresses Actions ▼ View ▼ Format ▼ X ■. Freeze ■	Detach al Wran			Administrative Contact	User Account	Status
Contact, Demo	Address Name Address	Phone	Address Purpose St	atus		۲	Active
Contact, Sample	No data to display.				٢	٢	Active
Columns Hidden 7	Columns Hidden 5						
	✓ User Account						
	Account Status Inactive						
	User Name demo.contact@testsupplier.com	m					
	Roles Data Access						
	View 🔻 Format 👻 🗑 Freeze 📓 Detach 🚽 Wrap						
	Role A Desce No data to display.	ription					
	NO GALA TO DISPLAY.						
				O <u>K</u> <u>C</u> ancel			

Step 5: Review the changes.

Change Description		
Actions v View v Format v + V X Status Active v Freeze 🔛 Detach 🚽 Wrap		
Name △▽ Job Title △▽ Email △▽ Phone Contact	Administrative	
	Contact User Account S	itatus
Contact, Sample contact@restsupplier.com	S S A	Active
Columns Hidden 7		

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

Diebold Nixdorf							Q (1)	☆ ⊨ 🗘	3 SC
Review Changes								Edit Submit	<u>C</u> ancel
	Change Description								_
		4							
▲ Contacts									
View 🔻 Format 👻 📰 Freeze 🔛 Detach 🚽 Wrap									
Name			▲マ Job Title	▲マ Email	▲▼ Phone	Administrative Contact	User Account	Status	Details
 Contact, Demo 				demo.contact@testsupplier.c	com		0	Inactive	Epsil.
Columns Hidden 7									

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

Diebold Nixdorf		
Company Profile		Cancel Change Request Edit Dyne
There is a postile charge request pending accesses 'Yau may work to make additional charges. Last Charge Request 19001 Request Stative Pending Accessed	Requestor By Contact Sample Request Date: 5/923	Charge Description
Organization Details Tex Identifiers Addresses Contacts Planners Destrictione A General Company Text Destrict Destrictione Company Text Destrict Contacts Bogelier Rundber UK-AS Number Customer Number Customer Number	Tax Organization Type Corporation Confirmation Figure Confirmation	
A Corporate Profile Via Estimated Mission Statement	Chief Eaststive Title Chief Eaststive Title Procedur Title	
Test Inconsecuted	Principal Name	



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.

Diebold Nixdorf		(Q (1)	☆	Þ	Ļ ¹⁴	SC
Supplier Portal							
Search Orders V Order Number	Q						
Tasks						F	5
Orders							-
Manage Orders Click on Manage Orders	Requiring Attention	Recent Activity Last 30 Days					- 11
Manage Schedules		Orders opened			1		- 11
Acknowledge Schedules in Spreadsheet							- 11
Agreements							- 11
Manage Agreements							- 11
	44						- 84
Shipments	11					5	- 11
Manage Shipments		Transaction Reports					- 11
Create ASN		Last 30 Days					- 11
Create ASBN		PO Purchase Amount	41	00 USD			_
Upload ASN or ASBN						1	$\widehat{\mathbf{a}}$

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

Diebold Nixdorf	Q 🗋 ☆ 🏳 🕫 sc
Manage Orders	Done
Headers Schedules	
Adva	nced Manage Watchlist Saved Search All Orders ~
Sold-to Legal Entity	Order
Bill-to BU Select "Pending Suppl from dropd	ier Acknowledgement" own Status Pending Supplier Acknowledgment 🗸
Supplier Site	Include Closed Documents No ~
	Click on Search Search Reset Save
Search Results	
Actions 🔻 View 👻 Format 👻 🖽 🕎 📰 Freeze 📓 Detach 📣 Wrap	
Order Order Date Description Supplier Site Buyer	
(

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.

anage Orders							C
aders Schedules							
Search			Advanced Manage	Watchlist Saved Searc	All Orders		
earch Results	Click on PO to acknowledge						
Actions View View Form	nat 🗸 🎾 💯 🖙 🏢 Freeze 📓 De	etach 📣 Wrap					
Order	Order Date Description	Supplier Site	Buyer	Ordered Curren	cy 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
	E (0.000	FRANKFURTAMM01	Junghare, Tushar	0.00 USD	Pending Su		
20200069	5/9/23	FRANKFURTAMIMUT	Julighale, Tushai	0.00 030	Fending Su		5/9/23

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

Diebold Nixdor	f			Q	
urchase Order: 202	200077			Acknowledge View PDF	Actions v Refresh Done
lain				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		
Creation Date	5/9/23		(US2)		
Terms Notes and Attachme	ents				
Required Acknowledgmen Acknowledgment Due	t 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.

iowledge Document (F	Purchase Order): 2020	0077				Edit View PDF Sub <u>m</u> it <u>C</u> an
Sold-to Legal Entity	Diebold Nixdorf, Incorporated		Supplier	Test Supplier Company	Ordered	400.00 USD
Order	20200077		Supplier Site	FRANKFURTAMM01	Description	
Status	Pending Supplier Acknowledgmer	nt	Supplier Contact	Sample Contact	Source Agreemen	
Buyer	Junghare Tushar		Bill-to Location	DBD INC.	Supplier Orde	r
Creation Date	5/9/23		Ship-to Location	Diebold Nixdorf Manufacturing (US2)	Communication Method	
rms Notes and Attachments						
Required Acknowledgme	nt Document and Schedule		Payment Terms	Immediate		 Buyer managed transportation
Acknowledgment Due Da			Shipping Method			- Pay on receipt
Acknowledgment Respon	Accent V	"Accept" from	Freight Terms			 Confirming order
Acknowledgment No	te //	own	FOB			
Additional Information						
Additional Information One-Time Shipto Address			Named Place		Context Prompt	
			Named Place Category Manager		Context Prompt	
One-Time Shipto Address One-Time Shipto Address Extended				Validate	Select Response as	
One-Time Shipto Address One-Time Shipto Address Extended edules			Category Manager	Validate		
One-Time Shipto Address One-Time Shipto Address Extended	🖩 🕎 🏢 Freeze 📆 Detai	ch el Wrap Accept R		Validate	Select Response as	lown
One-Time Shipto Address One-Time Shipto Address Extended edules		ch 🚽 Wrap 🛛 Accept R Scher Quantity UOM	Category Manager		Select Response as "Accept" from the dropd	
One-Time Shipto Address One-Time Shipto Address Extended edules ctions ▼ View ▼ Format ▼ 5 Line Item Descr			Category Manager	Requested Promis	Select Response as "Accept" from the dropd	OWN Supplier ection Reason Order Location

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

nowledge Document (P	urchase Order): 202000)77				Edit View PDF Submit Ca
Sold-to Legal Entity	Pinhold Mission Incompanies			Test Supplier Company		
	20200077			FRANKFURTAMM01	Descr	dered 400.00 USD
Status	Pending Supplier Acknowledgment		Supplier Contact	Sample Contact	Source Agre	
Buyer	Junghare Tushar		Bill-to Location	DBD INC.	Supplier	
Creation Date	5/9/23		Ship-to Location	Diebold Nixdorf Manufacturing (US2)		
Notes and Attachments					Mandaton, for DE C	ps BU, for rest Option
					ivianuatory for DE C	
	t Document and Schedule		Payment Terms	Immediate		 Buyer managed transportation
Acknowledgment Due Dat	Select "A	ccept" from	Shipping Method Freight Terms			Pay on receipt Confirming order
Acknowledgment Respons Acknowledgment Not	dropdow	'n	FOB			
One-Time Shipto Address			Named Place		Context Pi	ompt
	L		Named Place Category Manager		Context Pr	ompt
One-Time Shipto Address One-Time Shipto Address Extended	L			Validate	Select Response as	
One-Time Shipto Address	Freeze Detach	el Wrap Accept Re		Validate		
One-Time Shipto Address One-Time Shipto Address Extended		el Wrap Accept Ri chec Quantity UOM	Category Manager	Requested Pr	Select Response as	
One-Time Shipto Address One-Time Shipto Address Extended hedules Kotons • View • Format • J Line Item Descrit		chec Quantity UOM	Category Manager	Requested Pr	Select Response as "Accept" from the dr	ppdown Rejection Reason Order Location

18

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 (Pu	ırchase Order): 20200077					Q 🛆 🏠 🏳 🖓 SC
Main						1. Click on Submit
▲ General						
Order Status	Diebold Nixdorf, incorporated 20200077 Pending Supplier Acknowledgment Junnare: Tushar		Test Supplier Con FRANKFURTAMI Sample Contact		Description Source Agreement	400.00 USD
Creation Date Terms Notes and Attachments	59/23	The document will be accept	ed. Do you want to	continue? (PO-2055013)	Supplier Order Communication Method	None
Required Acknowledgment Acknowledgment Due Date Acknowledgment Response Acknowledgment Note	5/12/23	Payment Terms Shipping Method Freight Terms FOB	Immediate	2.Click on OK		Buyer managed transportation Tay 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 Nixdo	orf					(2 🗅	☆ 卩	Ĵ,	S
Manage Orders										Done
Headers Schedules										
▶ Search				Advanced Manage Wat	chlist Save	d Search A	ll Orders			~
Search Results										
Actions View Form	nat 🗸 🥒 📅 🛱 🥅 Freeze 📑 Detach	📣 Wrap								
Order	Order Date Description		Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creatio Date	\mathbf{U}
20200077	5/9/23		FRANKFURTAMM01	Junghare, Tushar	400.00	USD	Open	0	5/9/23	
Columns Hidden 28										

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

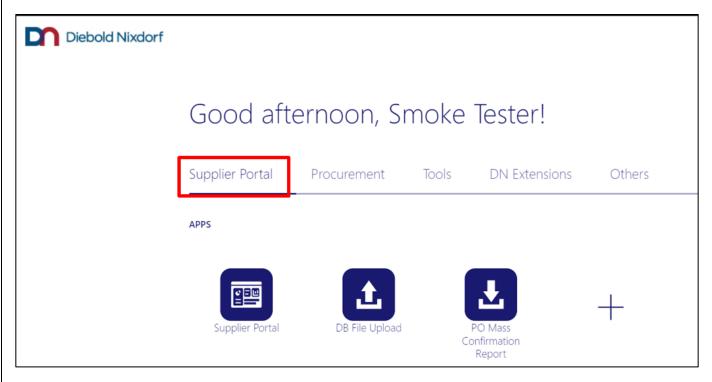
A. Mass confirmation Activity for Initial login

Step 1: Sign in-to Supplier Portal using supplier credentials (user id/ password). URL: <u>https://eeug.login.us6.oraclecloud.com/</u>

← C	erver/obrareq.cgi?encquery%3DmX045vdLZ%2FAR7rN	i2YZkrey%2B2wUz 🖉 🐴 🏠 🎓 健 🚇 …
Sign I	ⁿ le Applications Cloud	4
Utac	ic Applications cloud	1
	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.



Step 3: Click on "PO Mass Confirmation Report" to download the report.

Diebold Nixdorf				Q Search for people and actions
	Good eve	ening, Smc	ke Tester	·!
	Supplier Portal	Procurement	Tools DN E	Extensions Others
	APPS			
	Supplier Portal	DB File Upload	PO Mass Confirmation Report	n 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.*

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Mass Confirmation Data				Ę		¢ 0
		Report Completed				

When you are using it for the first time, please make sure that, the promise_date (ETD) is populated for all the orders.

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.

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	20200001	1	1 Test Supplier Company	TEST-US	175000287	74 1000 31-May-23	31-May-	demo.su	oplier@test.com		Change	
	20200002	1	1 Test Supplier Company	TEST-US	175000287	74 5000 02-Jun-23	02-Jun-2	3 demo.su	oplier@test.com		Change	
	20200002	2	1 Test Supplier Company	TEST-US	175000340	07 2000 12-Jun-23	12-Jun-2	3 demo.su	oplier@test.com		Change	
	20200003	1	1 Test Supplier Company	TEST-US	175000287	74 1000 31-May-23	31-May-	23 demo.sur	oplier@test.com		Change	
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	20200005	1	1 Test Supplier Company	TEST-US	175000287	74 2000 31-May-23	19-Jul-23	demo.sur	oplier@test.com		Change	
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	20200007	1	1 Test Supplier Company	TEST-US	175000287	74 1000 31-May-23	27-Jul-23	demo.su	oplier@test.com		Change	
	20200008	1	1 Test Supplier Company	TEST-US	175000287	74 1000 31-May-23	28-Jun-2	demo.su	oplier@test.com		Change	
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1	20200014	1	1 Test Supplier Company	TEST-US	175000287		27-Jul-23		oplier@test.com		Change	
\$	20200015	1	1 Test Supplier Company	TEST-US	175000287		19-Jul-23		oplier@test.com		Change	
5	20200015	2	1 Test Supplier Company	TEST-US	175000340		29-Sep-2		oplier@test.com		Change	
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2. Apply the filter to the promise date column, select the value with "Blank" and click on OK.

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	1 Test Supplier Company	TEST-US	175000287	Filter by Color	> demo.s	upplier@test.com		Change
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3. You will be able to see the data for promise_date as blank.

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	20200031	2		1 Test Supplier Co		TEST-US	1750003407		14-Jun-23		demo.supplier@test.co		Change	
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4. Select and copy the required data from report for which need to update the promise_date.

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5	20200028		2		Supplier Company			TEST-			1750003407		12-Jun-2				supplier@	
7	20200031		1		Supplier Company			TEST-			1750002874		31-May				supplier@	
8	20200031		2		Supplier Company			TEST-			1750003407		14-Jun-2				supplier@	
9	20200032		1	1 Test	Supplier Company	(TEST-	US		1750002874		02-Jun-2			demo.	supplier@	test.co
0	20200032		2		Supplier Company			TEST-			1750003407		12-Jun-2				supplier@	
1	20200033		1	1 Test	Supplier Company	/		TEST-	US		1750002874		27-Jun-2			demo.	supplier@	test.co
2	20200033		1	2 Test	Supplier Company	(TEST-	US		1750002874		27-Jun-2			demo.	supplier@	test.co
3	20200034		1	1 Test	Supplier Company	1		TEST-	US		1750002874		31-May-			demo.	supplier@	test.co
4	20200036		1	1 Test	Supplier Company	(TEST-	US		1750002874		31-May-			demo.	supplier@	test.co
5	20200090		1	1 Test	Supplier Company	/		TEST-	US		1750002874		21-Jul-2			demo.	supplier@	test.co
6	20200091		1	1 Test	Supplier Company	,		TEST-	US	1	1750002874	2000	21-Jul-2	3		demo.	supplier@	test.co
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Step 5: Now again go back to the Supplier Portal and click on "DB File Upload" icon.

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	Good evening, Smoke Tester!
	Supplier Portal Procurement Tools DN Extensions Others
	APPS
	Supplier Portal

tep 6: New Window will ope	en. Click on " Downlo a	ad Tem	plate"	
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			Save Reset Download Template	

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

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Upload Files To FTP Server	PO_ACK_UPDATE_DD-MON- YY_USERNAME.xlsx 26.6 KB • Done
Choose Files No file chosen	
*Note: Maximum file size 5 MB.	
Save Reset Download Template	

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

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	PO line	PO Schedule							· · · · · · · · · · · · · · · · · · ·			Change Orde
PO Number	Number	Number	Supplier Name	Supplier Site	Item Number	Quantity	Requested Date	Promised Date	Supplier Contact Email ID	Supplier Order Number	Action type	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.

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1 2		PO line	PO Schedule Number	D	E Supplier Site TEST-US	F Item Number 1750002874	Quantity			J Supplier Contact Email I demo.supplier@test.cc		K Supplier Order Number	L Action type Change	Change O	rder
1 2 3	PO Number	PO line	PO Schedule Number	D Supplier Name			Quantity 3000 5000	Requested Date 27-Jun-23 02-Jun-23			m	K Supplier Order Number		Change O	rder
1 2 3 4	PO Number 20200027	PO line	PO Schedule Number	D Supplier Name Test Supplier Company	TEST-US	1750002874	Quantity 3000 5000	Requested Date 27-Jun-23	,	demo.supplier@test.co	m m	K Supplier Order Number	Change	Change O	rder

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".

i A	В	С	D	E	F	G	н	1.00	J	K	L	M
	PO line	PO Schedule										Change Order
PO Number	Number	Number	Supplier Name	Supplier Site	Item Number	Quantity	Requested Date	Promised Date	Supplier Contact Email ID	Supplier Order Number	Action type	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).

 Downloads Music Pictures Videos 		ITEM New folder ViberDown	loads		0 0 0 0	~
늘 Windows (C:)		<				>
File <u>n</u> ame	PO_ACK_UPDATE_18-JUL-23	_DEMO				~
Save as <u>t</u> ype:	CSV (Comma delimited) (*.cs	sv)				\sim
Authors:	Vishwa Bharat	Tags:	Add a tag			
∧ Hide Folders		1	Too <u>l</u> s v	<u>S</u> ave	Cancel	



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

Oracle Fusion Cloud Applications × 😵 FileUploadToFtp.jspx	× +							
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	Choose Files No file chosen							
	*Note: Maximum file size 5 MB.							
	Save Reset Download Template							

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".

[DEV6] PO Mass Update and Acknowledgment: File Summary Report							
OIC Mail Service <no-reply@mail.integration.us-as To ●</no-reply@mail.integration.us-as 							
PO Mass Update and Acknowledgment Report_2023-07-18T095528.863Z.csv 1 KB							
Hello Team,							
Please find attached PO Mass Acknowledgment Report.							
InstanceID:101344751							
This is an automatically generated email. Please do not reply to it							
Thanks & Regards,							
PaaS Team,							
Diebold Nixdorf Pvt Ltd							

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 (Mass Confirmation)

Step 1: Sign in-to Supplier Portal using supplier credentials (user id/ password). URL: <u>https://eeug.login.us6.oraclecloud.com/</u>

← C ⊕ https://eeug-dev6.login.us6.oraclecloud.com/oam,	/server/obrareq.cgi?encquery%3DmX045vdLZ%2FAR7rN	ii2YZkrey%2B2wUz <
Sign	In	
_	cle Applications Cloud	Ā
		-L
	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.

Diebold Nixdorf					
	Good aft	ernoon, Si	moke	Tester!	
	Supplier Portal	Procurement	Tools	DN Extensions	Others
	APPS				
	Supplier Portal	DB File Upload	Co	PO Mass nfirmation Report	+

Step 3: Click on "PO Mass Confirmation Report" to download the report.

Diebold Nixdorf	Q Search for people and actions						
	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.

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	PO Status	All	 Change Or 	der Status	v	Apply		Data.xls 76.5 KB • Done		
	Mass Confirmation Data							9 ;	≡ x •	¢ 0
			Rep	ort Completed						

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.

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PO State	IS PENDING ACKNOWLEDGMI ▼ Change Order Status ▼ Apply All PENDING CHANGE APPROVAL OPEN PENDING ACKNOWLEDGMENT Search F12 Report Completed	X ⁿ ₹

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

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Mass Confirmation Data	રું ≣ હેં* હૈ
Report Completed	

Step 5: Open the downloaded report. PO details will be listed as per the selection criteria.

O Number PO Line	Number PO Sche	dule Number Supplier Name	Supplier Site	Item Number (Quantity Requested Date Pron	nised Date Supplier Contact Email ID Supplier Or	der Number Action Typ
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

Diebold Nixdorf		Q Search for people and actions
	Good ev	ening, Smoke Tester!
	Supplier Portal	Procurement Tools DN Extensions Others
	APPS	
	Supplier Portal	DB File Upload

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"

Oracle Fusion Cloud Applications ×	S FileUploadToFtp.jspx	×	× +
\leftarrow \rightarrow C $($ soad.diebold.com	n/FileUploadApp/faces/FileUploa	adToFtp	oFtp.jspx
			Upload Files To FTP Server
		*	*
			Choose Files No file chosen
			*Note: Maximum file size 5 MB.
			Save Reset Download Template

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

Oracle Fusion Cloud Applications × S FileUploadToFtp.jspx ×	PO_ACK_UPDATE - Oracle Analyti × +	V	-
\leftarrow \rightarrow C $($ soad.diebold.com/FileUploadApp/faces/FileUploadToFtp	jspx	i£ ☆	¥
	Upload Files To FTP Server	PO_ACK_UPDATE_DD-MON- YY_USERNAME.xlsx 26.6 KB • Done]
*	Choose Files No file chosen		
	*Note: Maximum file size 5 MB.		
	Save Reset Download Template		

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

A	В	С	D	E	F	G	н	1	J	К	L	М
	PO line	PO Schedule										Change Orde
PO Number	Number	Number	Supplier Name	Supplier Site	Item Number	Quantity	Requested Date	Promised Date	Supplier Contact Email ID	Supplier Order Number	Action type	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.

А	В	С	D	E	F	G	Н	l I	J	К	L	
PO Number	PO Line Number	PO Schedule Numbe	r Supplier Name	Supplier Site	Item Number	Quantity	Requested Date	Promised Date	Supplier Contact Email ID	Supplier Order Number	Action Type	e 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".*

		1	F .	G	Н	1	J	K	L	M
PO Schedule										Change Orde
Number	Supplier Name	Supplier Site	Item Number	Quantity	Requested Date	Promised Date	Supplier Contact Email ID	Supplier Order Number	Action type	Number
. 1	Test Supplier Company	TEST-US	1750002874	2000	21-Jul-23	22-Jul-23	komal.wanjari@trinamix.com		Change	
. 1	Test Supplier Company	TEST-US	1750002874	2000	21-Jul-23	22-Jul-23	komal.wanjari@trinamix.com		Change	
	Number 1		Number Supplier Name Supplier Site 1 Test Supplier Company TEST-US	Number Supplier Name Supplier Site Item Number 1 Test Supplier Company TEST-US 1750002874	Number Supplier Name Supplier Site Item Number Quantity 1 Test Supplier Company TEST-US 1750002874 2000	Number Supplier Name Supplier Site Item Number Quantity Requested Date 1 Test Supplier Company TEST-US 1750002874 2000 21-Jul-23	Number Supplier Name Supplier Site Item Number Quantity Requested Date Promised Date 1 Test Supplier Company TEST-US 1750002874 2000 21-Jul-23 22-Jul-23 22-Jul-23	Number Supplier Name Supplier Site Item Number Quantity Requested Date Promised Date Supplier Contact Email ID 1 Test Supplier Company TEST-US 1750002874 2000 21-Jul-23 22-Jul-23 komal.wanjari@trinamix.com	Number Supplier Name Supplier Site Item Number Quantity Requested Date Promised Date Supplier Contact Email ID Supplier Order Number 1 Test Supplier Company TEST-US 1750002874 2000 21-Jul-23 22-Jul-23 komal.wanjari@trinamix.com	Number Supplier Name Supplier Site Item Number Quantity Requested Date Promised Date Supplier Contact Email ID Supplier Order Number Action type 1 Test Supplier Company TEST-US 1750002874 2000 ⁷ / ₂ 1-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.

Downloads					0	
b Music		New folder			\oslash	
Pictures		ViberDownl	oads		\oslash	
📑 Videos		ltem_Impor	t_Test		\odot	~
🏪 Windows (C:)	v	<				>
File <u>n</u> ame	PO_ACK_UPDATE_18-JUL-23	DEMO				~
Save as <u>t</u> ype:	CSV (Comma delimited) (*.cs	sv)				\sim
Authors:	Vishwa Bharat	Tags:	Add a tag			
 Hide Folders 		Т	oo <u>l</u> s ▼	<u>S</u> ave	Cancel	

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 downloaded, click on "Choose Files" and select the .CSV file from the system. Click on the Save button.

Oracle Fusion Cloud Applications × 😵 FileUploadToFtp.jspx	× +
\leftarrow \rightarrow C $($ soad.diebold.com/FileUploadApp/faces/FileUpload	ToFtp.jspx
	Upload Files To FTP Server
	PO_ACK_UPDATE_1516.00 B Done X
	Choose Files Vo file chosen
	*Note: Maximum file size 5 MB. Save Reset Download Template

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

Uplo	ad Files	To FTP Server
	1 Informa	tion ×
	Uploaded Suco	cessfully in FTP!
Choo		ок
		Note: Maximum Tile size 5 MB.
Save	Reset	Download Template

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

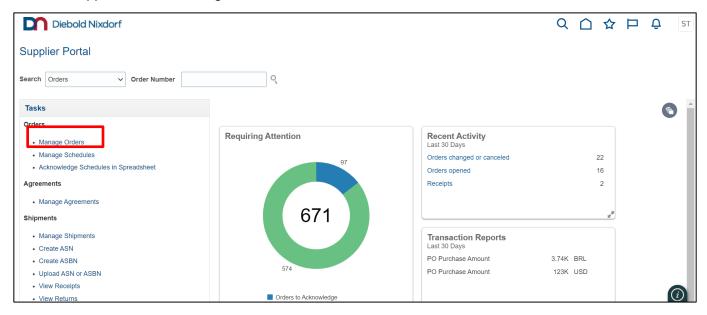
[DEV6] PO Mass Update and Acknowledgment: File Summary Report
OIC Mail Service <no-reply@mail.integration.us-as To PO Mass Update and Acknowledgment Report_2023-07-18T095528.863Z.csv ↓</no-reply@mail.integration.us-as
tello Team,
lease find attached PO Mass Acknowledgment Report.
nstanceID:101344751
his is an automatically generated email. Please do not reply to it
hanks & Regards,
aaS Team,
Nebold Nixdorf Pvt Ltd

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 cloudsupplierportalsupport@dieboldnixdorf.com

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



Manage Orders									Don
Headers Schedules									
▲ Search				Advanced Mana	ge Watchlist Sav	ved Search	All Orders		~
Sold-to Legal	Entity	•			Order 2	0200092			
Bill-	-to BU 🗸				Status			~	
Supplie	er Site	¥		Include Clos	ed Documents N	• •			
								Search	Reset Save
Search Results									
Actions View Format	💉 🎵 🔄 🥅 Freeze 📓 De	etach 📣 Wrap							
Order O	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	070 1 ₀ 7	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		Acknowledg	e View PDF Act	ions 🔻 Refresh	D <u>o</u> ne
Main						
General						
Sold-to Legal Entity	Diebold Nixdorf, Incorporated	Supplier	Test Supplier Company	Ordered	24,000.00 USD	
Bill-to BU	US Ops BU	Supplier Site	TEST-US	Description		
Order	20200092	Supplier Contact	Demo Supplier	Source Agreement		
Status	Open	Bill-to Location	Diebold Nixdorf Manufacturing (US2)	Supplier Order		
Buyer	komal wanjari	Ship-to Location	Diebold Nixdorf Manufacturing (US2)			
Creation Date	7/14/23		Manufacturing (002)			

View 🔻	Format 🔻 🛛 🐺	🕞 🔟 Free	eze 📄 Detac	h 🚽 Wrap					
		mt sui rice	Dette	- map					
Line	Description	Schedule	Location	Promised Delivery Date	Requested Ship Date	Promised Ship Date	Quantity	UOM Name	Status

For any concerns on the Supplier Portal, further assistance or IT issues please reach out to <u>cloudsupplierportalsupport@dieboldnixdorf.com</u>.

9. Mass Reconfirmation of PO from Supplier Portal:

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

Step 1: Sign in-to Supplier Portal using supplier credentials (user id/ password). URL: https://eeug.login.us6.oraclecloud.com/

← C ∴ https://eeug-dev6.login.us6.oraclecloud.com/oam/	server/obrareq.cgi?encquery%3DmX045vdLZ%2FAR7rNi2YZkrey%2B2w	vuz 2 A to t= 🖻 🔋 …
		•
~	_	
Sign 1		
Orac	ele Applications Cloud	
	Company Single Sign-On	
	or	
	sample.contact@testsupplier.com	er the Username
	Ente	er the Password
	Forgot Password	
	Sign In	on Sign In
	English V	

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

Diebold Nixdorf					
	Good aft	ernoon, S	moke	Tester!	
	Supplier Portal	Procurement	Tools	DN Extensions	Others
	APPS				
	Supplier Portal	DB File Upload		PO Mass Ponfirmation Report	+

Step 3: Click on "PO Mass Confirmation Report" to download the report.

Diebold Nixdorf	Q Search for people and actions
	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.

	Oracle Fusion Cl	oud Applicatio	ons × O PO_ACK_UPDAT	E - Oracle Analyti 🗙	+							- 0
\leftarrow	→ C 🏻	eeug-dev	6.fa.us6.oraclecloud.com/ar	nalytics/saw.dll?bip	ublisherEntry&Action=o	pen&itemType=.	xdo&bipPath=	%2ECu	stom	MOETDINIAMIY_INITECDATI	*	<u> </u>
*	PO_ACK_U	PDATE PO Status	All	▼ Change O	order Status		Apply	Но		PO_ACK_UPDATE_Mass Confirmati Data.xls 76.5 KB • Done	on	C)en
	Mass Confirm	ation Data								÷ €	X	* \$ 0
				Rep	port Completed							

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.

^	PO_ACK_UPDATE					Home	Catalog	Favorites 🔻	Dashboards 🗸	Create 🗸	Open 🗸
	PO Status		Ŧ	Change Order Status	Apply						
	Mass Confirmation Data		APPROVAL	-					ら 注	X	¢ 0
		OPEN									
		PENDING ACKNOWL	EDGMENT								
		Search	F12	2							

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



Oracle Fusion Cloud Applications × O PO_ACK_UPDATE - Oracle Analyti × +	N 1	/ _
 C eeug-dev6.fa.us6.oraclecloud.com/analytics/saw.dll?bipublisherEntry&Action=open&iten PO ACK UPDATE 	mType=.xdo&bipPath=%2FCustom%2FTRINAMIX_INTEGRATI i 가	* *
PO Status OPEN Change Order Status	Apply PO_ACK_UPDATE_Mass Confirmation Data (1).xls 74.0 KB • Done	

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

A	В	C D	E	F	G	Н		J	K	L M
O Number PO Line	e Number PO Sch	edule Number Supplier Name	Supplier Site	Item Number	Quantity	Requested Date	Promised Date	Supplier Contact Email ID	Supplier Order Number	Action Type Change Orde
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.

Diebold Nixdorf	Q Search for people and actions
	Good evening, Smoke Tester!
	Supplier Portal Procurement Tools DN Extensions Others
	APPS
	Supplier Portal DB File Upload PO Mass Confirmation
	Report
Step 8: New Window	v will open. Click on " Download Template"
41	

← → C
Upload Files To FTP Server
*
Choose Files No file chosen
*Note: Maximum file size 5 MB.
Save Reset Download Template

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

\bigcirc Oracle Fusion Cloud Applications $ imes$	S FileUploadToFtp.jspx ×	PO_ACK_UPDATE - Oracle Analyti × +		\sim	-
\leftarrow \rightarrow C $($ soad.diebold.com	n/FileUploadApp/faces/FileUploadToFtp	J.jspx		6 \$	₹
		Upload Files To FTP Server	PO_ACK_UPDATE_DD-MON- YY_USERNAME.xlsx 26.6 KB + Done]
		Choose Files No file chosen			
		*Note: Maximum file size 5 MB.			
		Save Reset Download Template			

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

Α	В	С	D	E	F	G	Н	1	J	К	L	М
	PO line	PO Schedule										Change Orde
PO Number	Number	Number	Supplier Name	Supplier Site	Item Number	Quantity	Requested Date	Promised Date	Supplier Contact Email ID	Supplier Order Number	Action type	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	

m

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

Α	В	С	D	E	F	G	Н	I.	J	K	L
PO Number	PO Line Number	PO Schedule Numbe	r Supplier Name	Supplier Site	Item Number	Quantity	Requested Date	Promised Date	Supplier Contact Email ID	Supplier Order Number	Action Type Change
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

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	В	С	D	E	F	G	Н	1	J	K	L	M
	PO line	PO Schedule								•		Change Orde
PO Number	Number	Number	Supplier Name	Supplier Site	Item Number	Quantity	Requested Date	Promised Date	Supplier Contact Email ID	Supplier Order Number	Action type	Number
20200092	1	1	Test Supplier Company	TEST-US	1750002874	2000	21-Jul-23	24-Jul-23	komal.wanjari@trinamix.com		Change	*
20200093	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).

 Downloads Music Pictures 		ITEM New folder			0 0	
Videos		ltem_Impor	t_Test		\odot	~
🏪 Windows (C:) v	<				>
File <u>n</u> ame	PO_ACK_UPDATE_18-JUL-23	3_DEMO				~
Save as <u>t</u> ype:	CSV (Comma delimited) (*.c	:sv)				\sim
Authors:	Vishwa Bharat	Tags:	Add a tag			
∧ Hide Folders		1	loo <u>l</u> s ▼	<u>S</u> ave	Cancel	

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 downloaded, click on "Choose Files" and select the .CSV file from the system. Click on the Save button.

Oracle Fusion Cloud Applications × S FileUploadToFtp.jspx	× +
\leftarrow \rightarrow C (\blacksquare soad.diebold.com/FileUploadApp/faces/FileUploadAp	oadToFtp.jspx
	Upload Files To FTP Server
	PO_ACK_UPDATE_1516.00 B Done X
	* Choose Files No file chosen
	*Note: Maximum file size 5 MB. Save Reset Download Template

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

ad Files	To FTP Server
1 Information	ation ×
Uploaded Suc	ccessfully in FTP!
	ОК
	note: Maximum πle size 5 MB.
Reset	Download Template
	Informa Uploaded Suc



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

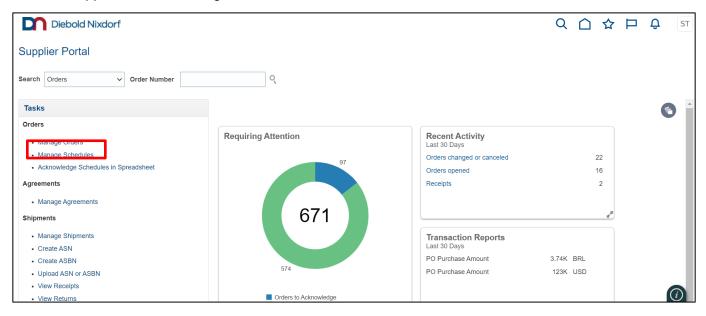
[DEV6] PO Mass Update and Acknowledgment: File Summary Report
OIC Mail Service <no-reply@mail.integration.us-as To ♥ PO Mass Update and Acknowledgment Report_2023-07-18T095528.863Z.csv 1 KB</no-reply@mail.integration.us-as
Hello Team,
Please find attached PO Mass Acknowledgment Report.
InstanceID:101344751
This is an automatically generated email. Please do not reply to it
Thanks & Regards, PaaS Team, Diebold Nixdorf Pvt Ltd

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	Correct the Date format in file. Rename the file
all the dates are in DD-Mon-YY format for all lines.	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 cloudsupplierportalsupport@dieboldnixdorf.com

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



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											D <u>o</u> ne
Headers Schedules											
Search							Advanced	d Manage Watcl	hlist Saved Search	All Schedules	~
Sold-to Le	gal Entity			•		Suj	pplier Item				
Suj	oplier Site					Ship-te	o Location		٩		
	Order	20200092					Status		~		
Line De	escription								C	Search Reset	Save
Actions ▼ View ▼ Format	• /	严 辱	Freeze 📄 Deta	ach 📣 Wrap							
Order	Line	Schedule	Supplier	Supplier Site	Item	Ordered F Quantity I	Requested Date	Promised Date			
20200092	1	1	Test Supplier Co	TEST-US	01750002874	2,000 7	7/21/23	7/24/23			(i)

For any concerns on the Supplier Portal, further assistance or IT issues please reach out to <u>cloudsupplierportalsupport@dieboldnixdorf.com</u>.

10. Supplier Initiated Change Order:

A. Change in Promised Date

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

Diebold Nixdorf		C		⊐ 14	SC
Supplier Portal					
Search Orders V Order Number	Q				
Tasks				(6
Orders					-
Manage Orders Click on Manage Orders	Requiring Attention	Recent Activity Last 30 Days			
Manage Schedules		Orders opened		1	
Acknowledge Schedules in Spreadsheet					
Agreements					- 1
Manage Agreements					
Shipments	11			10 ¹⁰	
Manage Shipments		Transaction Reports			- 11
Create ASN		Last 30 Days			
Create ASBN		PO Purchase Amount	400 USD		
Upload ASN or ASBN					

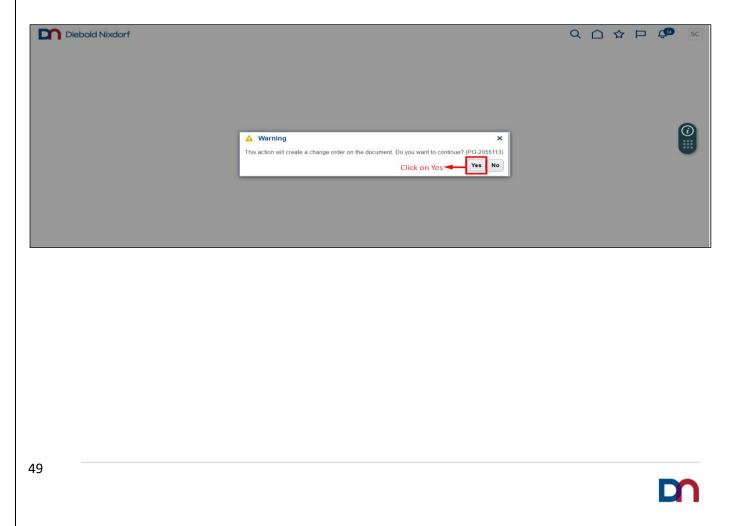
Step 2: In the Manage Orders page, either do a blank search to list out all the POs **OR** enter the order number to find the exact PO for which change order need to be created. Then select the PO line then click on **Edit** (Pencil Icon) to create Change order for the PO.

Diebold Nixdorf					(<u>م</u>	☆ ⊢	Ļ14	SC
Manage Orders									D <u>o</u> ne
Headers Schedules									
✓ Search			Advanced Manage Watc	hlist Saved	d Search	All Orders			~
Sold-to Leg	al Entity		Ord	ler					
E	ill-to BU 🗸		Stat	us			~		(i)
Sup	volier Site		Include Closed Documer	No 🗸					
							Search	Reset	ave
Search Results									
Actions View View Format V	🃝 ቻ 🖫 Freeze 🚮 Detach 📣 Wrap								
Order C	order Date Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creatio Date	n
20200079 5	/9/23	FRANKFURTAMM01	Junghare, Tushar	400.00	USD	Open	Φ	5/9/23	
20200078 5	/9/23	FRANKFURTAMM01	Junghare, Tushar	400.00	USD	Open	0	5/9/23	
20200077 5.	/9/23	FRANKFURTAMM01	Junghare, Tushar	400.00	USD	Open	₹ <u>`</u> \$	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.

Diebold Nixo	lorf					Q	$\mathbf{\hat{\Box}}$	☆	Þ	_ 14	SC
Purchase Order: 2	0200079			Acknowledge View PDF	Actions ▼ Refresh D <u>o</u> ne		Order L	ife Cy	cle		
Main General				Click on Actions and Select "edit" from Dropdowr	Edit Cancel Document View Document History		Ordered				
Bill-to BU	Diebold Nixdorf, Incorporated US Ops BU 20200079		Test Supplier Compan FRANKFURTAMM01 Sample Contact	y Ordere Description Source Agreement				0 1	00 200		<i>i</i>
Status Buyer	Open Tushar Junghare	Bill-to Location Ship-to Location	DBD INC. Diebold Nixdorf Manufacturing (US2)	Supplier Order	r			١	′iew Det		
Creation Date Terms Notes and Attac			,								
Require Acknowledgmer Payment Term	t Document and Schedule	Shipping Method Freight Terms Incoterms		— F	Buyer Managed Transportation Pay on receipt Confirming order						

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



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										ር 🗅 🕁	Þ 🕫
Change Order: 1									Ac	tions v Save	• Submit
*	nange Order 1 Description Change in Promised ship date	Enter the comment in Description						Initiating Party Supplier Initiator Sample Co	ntact		
General											
Sold t	to Legal Entity Diabold Nixdorf, incorporated Bill-to BU US Op BU Order 2020070 Status Open * Buyer Junghare, Tushar Creation Data 6/023	Supplier Tatt Supplie Co * Supplier Site FRANCUUTSAM Supplier Context Sample Context Bills & Location BED N.C. Default Ship-to Location						Ordered 400.00 USD Description Agreement Supplier Order	11]	
rms Notes and Attachments											
,	Payment Terms Immediate	Shipping Method Fragini Trems Incoderms						 Buyer man Pay on rec Confirming 			
Additional Information											
One-Time Shipto Addre	hipto Address ess Extended	Named Place Category Manager					Co	ntext Prompt 🗸			
nes Schedules						Enter t	he new f	Promised ship	o dates		
Actions • View • Format • 💥	🗩 - C 🖽 🖩 Freeze 🔝 Detach 🕫 W	rap					4				
Line Description			* Location	Quantity UOM	Requested Delivery Date	Requested Ship Date	Promised Ship Date	Shipping Method	Change Reaso	Additional DN Customer Sales Order Firm Flag	One-Time Shipto Address
1 audio extension ca	able 3m		Diebold Nixdorf Mar	80 Each	6/31/23	5/22/23	5/18/23				
1 audio extension ca	able 3m		Diebold Nixdorf Mar	20 Each	5/31/23	6/18/23	6/20/23				

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			<u>م</u>	🟫 🏳 💭 sc
Edit Change Order: 1			Actions 🔻	Save V Submit Cancel
Creation Date	Change in Promised ship date		nitiating Party Supplier Initiator Sample Contact	Click on Submit
Main J General				
Bill-to BU Order Status	US Ops BU *supplier 20200079 Supplier Con Open Bill+to Loca Junghare, Tushar Default Shio-to Loca	act Sample Contact on DBD INC. Su	Ordered 400.00 USD Description Agreement pplier Order	h
Payment Terms	s Immediate Shipping Met Freight Te Incote	ms	 Buyer managed tr Pay on receipt Continuing order 	ansportation

Diebold Nixdorf						Q ሰ 🛧 🏳 🔑 sc
urchase Order: 2020	0079			Acknowledge	ew PDF Actions v Refresh Done	Order Life Cycle
fain					2.Click on Done	
⊿ General						Ordered
Sold-to Legal Entity	Diebold Nixdorf, Incorporated	Supplier	Test Supplier Company	Ordere	d 400.00 USD	
Bill-to BU	US Ops BU	Supplier Site	FRANKFURTAMM01	Descriptio		0 100 200 300 400
Order	20200079	Supplier Contact	Sample Contact	Source Agreeme		Amount (USD)
Status	Open 🚯	Bill-to Location	DBD INC.	Supplier Orde	er	0
Buyer	Tushar Junghare	Ship-to Location	Diebold Nixdorf Manufacturing (US2)			View Details
Creation Date	5/9/23	Confirmation		×		•
Terms Notes and Attachments	3					
		The change order 1 for document Pu	rchase Order number 20200079 was sub			
Require Acknowledgmen	t Document and Schedule			OK	 Buyer Managed Transportation 	
Payment Term	s Immediate	Freight Terms				
		Incoterms		1.Click on OK	 Pay on receipt 	
				10000000	 Confirming order 	•
Additional Information						
One-Time Shipto Address		Named Place		Context Prompt		

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

Irchase Order: 2020		Supplier Contac Bill-to Location	t Sample Contac	t		Ackno	owledge	View PD	F Actions T	Refresh Do
Buyer Creation Date	Tushar Junghare 5/9/23	Ship-to Location	Diebold Nixdorf	Manufacturing (US2)					
Terms Notes and Attachmen	ts									
Require	nt Document and Schedule	Shipping Method	d							
Payment Tern	ns Immediate	Freight Term	5						 Buyer Managed 	Transportation
		Incoterm	5						— Pay on receipt	
									— Confirming orde	r
One-Time Shipto Address One-Time Shipto Address Extended		Named Place Category Manager					Context F	Prompt		
ines Schedules				New Pron populated		ip dat	es			
Actions ▼ View ▼ Format	🔻 🎢 🕎 🗐 Freeze 🗑 De	tach 📣 Wrap		↑						
		Γ	_	-					Additiona	I Information
Line Desc	ription	Location	Requested Ship Date	Promised Ship Date	Quantity	UOM Name	Status	Life Cycle	DN Customer Sales Order Firm Flag	One-Time Shipto Address
1 audio	extension cable 3m	Diebold Nix	5/22/23	5/18/23	80	Each	Open	0		
1 audio	extension cable 3m	Diebold Nix	5/18/23	5/20/23	20	Each	Open	÷.		
2 inhibi	gear nut M5x5	Diebold Nix.	5/28/23	5/21/23		Each	Open	0		

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

Context:

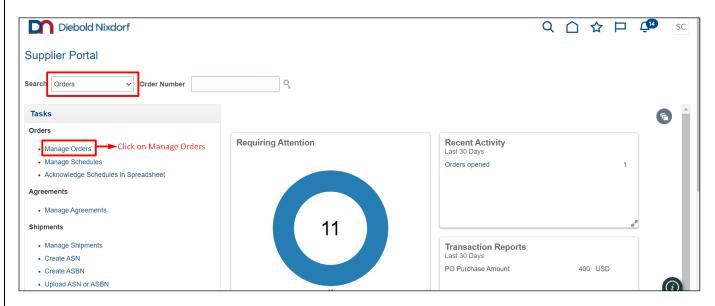
A) Supplier has acknowledged the PO with accept, then promised ship date will be populated as requested ship date.

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.

Diebold Nixdorf	Q 🗋 ☆ 🏳 🥵 sc
Manage Orders	Done
Headers Schedules	
✓ Search	Advanced Manage Watchilst Saved Search All Orders
Sold-to Legal Entity	order 20200079
Bill-to BU 🗸 🗸	status Vumber
Supplier Site	Include Closed Documents No 🗸
	2.Click on Search Search Reset Save
Search Results	
Actions 🗸 View 🖌 Format 🖌 🏢 🕎 🔤 Freeze 🔛 Detach 📣 Wrap	
Order Order Date Description	Supplier Site Buyer Ordered Currency Status Life Creation
Columns Hidden 28	,

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

Diebold Nixdo	orf					☆	Þ	Ç ¹⁵ SC
Manage Orders								D <u>o</u> ne
Headers Schedules								
► Search "i" indicuis pendir Search Results Actions ▼ View ▼ Form		ach 📣 Wrap	A <u>d</u> vanced Ma	anage Watchlist Saved Search	All Orders			(i)
Order	Order Date Description	Supplier Site	Buyer	Ordered Currency	Status			Creation Date
() . 20200079	5/9/23	FRANKFURTAMM01	Junghare, Tushar	400.00 USD	Open		Û.	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 Ni	xdorf			Q
Purchase Order:	20200079		Acknowledge	/iew 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	Open1.Click on "i"	symbol Bill-to Location	Information X	Supplier Order
Buyer	Tushar Junghare	Ship-to	A change order is pending.	►2.Click on "A change order is
Creation Date	5/9/23	Location	OK	pending
Terms Notes and At	tachments			_
			3.Click o	n OK
Required Acknowledgmen		Shipping Method		✓ Buyer Managed Transportation
Payment Terms	s Immediate	Freight Terms		Buyer managed fransportation



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

		_	reeze 📄 Detad	:h 🚽 Wrap					Additi
	Line	Description	Locatio I 🗢	Requested Ship Date	Promised Ship Date	Quantity UOM	Status	Change Reason	DN Custom 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		

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

Diebold Nixdorf				Q	△ ☆	ΡŰ	15 SC
Change Order: 2			Click on Acnowledge 🗲	Acknowledge	View PDF	Actions	Done
Change Order: 2 Change Order 2	Status	Pending Supplier Acknowledgment		Initiating Party	Buyer		
Description Change in requested ship date Creation Date 5/9/23		, on one of the other		Initiato	Tushar Jur	ighare	
Main							
✓ General							

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

Additional Information One-Time Shipto Address One-Time Shipto Address Extended Schedules					Nan Category	ned Place Manager				Context Prompt			
Actions ▼ View ▼ Format ▼ scription Supplie	-	Freeze 🗑 Freeze	kins d		Accept	Reject Respo	Requested Ship Date	✓ Promised Ship Date	Shipping Method	Response	Rejection Reason	Supplier Order Line	Loc
• tio extension cable 3m	1	1 80	Each	2.00	USD	160.00	5/25/23	5/18/23		Accept	h		Diet
• Jio extension cable 3m	2	2 20	Each	2.00	USD	40.00	5/22/23	5/20/23		~			Diet
● ibigear nut M5x5	1	1 200	Each	1.00	USD	200.00	5/26/23	5/21/23	_	Accept Reject			Diet

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

Diebold Nixdorf		Q 🛆 🕁 🏳 🕫 sc
Acknowledge Change Order: 2		Actions V Submit Can
Change Order 2 Description Change in requested ship date	Creation Date 5/9/23 Status Pending Supplier Acknowledgment	Initiating Party Buyer Initiator Tushar Junghare
Main		
General Sold-to Legal Entity Diebold Nixdorf, Incorporated	Confirmation × The change order will be accepted. Do you want to continue? (PO-2055009) OK Cancel	Ordered 400 00 USD
Order 20200079 Status Open Buyer Junghare Tushar	Supplier Contact Sample Contact 2,Click on OK Bill-to Location DBD INC.	Description Source Agreement Supplier Order
Creation Date 5/9/23 Terms Notes and Attachments Reculted	Ship-to Location Diebold Nixdorf Manufacturing (US2)	Communication Method None

Step 9: Click on Done

Diebold Nixdorf				익 🗋 숲 🏳 🕼
hange Order: 2				Acknowledge View PDF Actions V
Change Order 2 Description 0 Creation Date 5	Change in requested ship date	Status	Pending Supplier Acknowledgment	Initiating Party Buyer Click on D Initiator Tushar Junghare
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	
Status	Open	Bill-to Location	DBD INC.	Agreement Supplier Order
Buyer	Tushar Junghare	Ship-to Location	Diebold Nixdorf Manufacturing (US2)	Supplier Order
Creation Date	5/9/23			



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.

	dorf										
chase Order:	20200079					Acl	knowledge	View	PDF Actions	Refresh	Dor
1											
General											
es Schedules											
Actions View	Format 🔻 💯 🖪	Freeze	📄 Detach 🚽	Wrap							
	-	Г		-					Additiona	I Information	
Line	Description	Location	Requested Ship Date	Promised Ship Date	Quantity	UOM Name	Status	Life Cycle	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	0 ⁷⁴ 0 1 ₀ 7			



C. Purchase Order Schedule Split

Diebold Nixdorf Q 白 ☆ 戸 🔎 SC Supplier Portal Q Orders \sim Search Order Number Tasks F Orders **Recent Activity Requiring Attention** Manage Orders Click on Manage Orders Last 30 Days Manage Schedules Orders opened 1 Acknowledge Schedules in Spreadsheet Agreements Manage Agreements 11 Shipments Manage Shipments Transaction Reports Last 30 Days Create ASN PO Purchase Amount 400 USD Create ASBN Upload ASN or ASBN $\widehat{()}$

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.

Diebold Nixdorf	1				<u>م</u>	☆ P	Ç14 SC
Manage Orders							Done
Headers Schedules							
⊿ Search			Advanced Manage Watchlist	Saved Search	All Orders		~
Sold-to	egal Entity		Order				$\overline{(i)}$
	Bill-to BU 🗸		Status			~	
S	upplier Site		Include Closed Documents	No 🗸			-
						Search	Reset Save
Search Results							
Actions • View • Format	👻 📝 躇 📰 Freeze 📰 Detach 🚚 Wrap						
Order	Order Date Description	Supplier Site	Buyer Or	dered Currency	Status	Life Cycle	Creation Date
20200079	5/9/23	FRANKFURTAMM01	Junghare, Tushar	100.00 USD	Open	t <u>C</u> #	5/9/23
20200078	5/9/23	FRANKFURTAMM01	Junghare, Tushar	100.00 USD	Open	t"2	5/9/23
20200077	5/9/23	FRANKFURTAMM01	Junghare, Tushar	100.00 USD	Open	t <u>⊂</u> 2	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.

Diebold Nixd	orf					Q 🗋 ·	🟠 🏳 💭 sc
Purchase Order: 2	0200079			Acknowledge View PDF	Actions ▼ Refresh Done	Order Lif	e Cycle
Main				Click on Actions and Select "edit" from Dropdowr	Edit Cancel Document View Document History	Ordered	
Bill-to BU	Diebold Nixdorf, Incorporated US Ops BU 20200079		Test Supplier Company FRANKFURTAMM01 Sample Contact	, Ordere Description Source Agreement		D	100 200 300 Amount (USD)
Status Buyer	Open Tushar Junghare	Bill-to Location Ship-to Location	DBD INC. Diebold Nixdorf Manufacturing (US2)	Supplier Order			View Details
Creation Date Terms Notes and Attac			manarataning (see)				
Require Acknowledgmen Payment Term	t Document and Schedule	Shipping Method Freight Terms Incoterms		— F	Buyer Managed Transportation Pay on receipt Confirming order		

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

A Warning	×
This action will create a change order on the document. Do you wa	ant to continue? (PO-2055113)
Click	on Yes 🔶 Yes No

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.

C 🗅	, ,									
Diebold N	lixdorf								오 🗅 🖒	ק 🟳 🖓
Change Or	rder: 4								Actions V Save	s ▼ Sub <u>m</u> it <u>C</u>
enange er										ع النظام الك
Chang	ge Order 4				Status	Incomplete		Initia	ting Party Supplier	
* Des	scription Schedule Split				Amount Changed	0.00 USD			Initiator Sample Conta	act
	tion Date 5/9/23	11								
1 Go to	o Schedule									(
General										
nes Schedules		2.Click on Actions 3.Click on Split	5							
					↓ Wrap					
Actions View	▼ Format ▼ X 3 3	-C 🕞 🎹 Freez	20 0	etach	- map					Additional I
Export to Exc	cel cription	* Location	Quantity	иом	Requested Delivery Date	Requested Ship Date	Promised Ship Date	Shipping Method	Change Reason	DN Customer
Split					Denirely Date	Pulo	Lato			Sales Order Firm Flag
Cancel Scheo	edule pextension cable 3	m Diebold Nixdorf Mar	80	Each	5/31/23	5/25/23	5/25/23			
Review Chan	ngesp extension cable 3	m 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			
4	-							e_supplier_portal_sup	A ^N Q €	£= € .
C 1	https://eeug-dev6.fa							_supplier_portal_sup		
C 1	https://eeug-dev6.fa							e_supplier_portal_sup		¢ @ .
C D	https://eeug-dev6.fa	a.us6.oraclecloud.c		nUI/fac	es/FndOverview?1 made	ndGloballtemNo			Actions v Save	¢ @ .
C 🗗 Change Oru Change Chang) https://eeug-dev6.fa rder: 4 ge Order 4	a.us6.oraclecloud.c	com/fscm	nUI/fac	es/FndOverview?1 made Status	indGlobalItemNo				ל≟ (ם ע <mark>נו submit) במ</mark> Click on Submit
C C Change Or Change * Des) https://eeug-dev6.fr rder: 4 ge Order 4	a.us6.oraclecloud.c	com/fscm	nUI/fac	es/FndOverview?1 made	indGlobalItemNo			Actions Save	ל≟ (ם ע <mark>נו submit) במ</mark> Click on Submit
C C Change Or Change Chang * Des Creati) https://eeug-dev6.fr rder: 4 ge Order 4 scription Schedule Split for schedule 2; split 1	a.us6.oraclecloud.c	com/fscm	nUI/fac	es/FndOverview?1 made Status	indGlobalItemNo			Actions Save	ל≟ (ם ע <mark>נו submit) במ</mark> Click on Submit
C 🗗 Change Or Change Chang * Des Creati) https://eeug-dev6.fr rder: 4 ge Order 4 scription Schedule Split for schedule 2; split 1	a.us6.oraclecloud.c	com/fscm	nUI/fac	es/FndOverview?1 made Status	indGlobalItemNo			Actions Save	ל≟ (ם ע <mark>נו submit) במ</mark> Click on Submit
C C Change Or Change * Des) https://eeug-dev6.fr rder: 4 ge Order 4 scription Schedule Split for schedule 2; split 1	a.us6.oraclecloud.c	com/fscm	nUI/fac	es/FndOverview?1 made Status	indGlobalItemNo			Actions Save	ל≟ (ם ע <mark>נו submit) במ</mark> Click on Submit
C C Change Or Change * Des Creati) https://eeug-dev6.fr rder: 4 ge Order 4 scription Schedule Split for schedule 2; split 1	a.us6.oraclecloud.c	com/fscm	nUI/fac	es/FndOverview?1 made Status	indGlobalItemNo			Actions Save	ל≟ (ם ע <mark>נו submit) במ</mark> Click on Submit
C C Change Orn Change * Des Creati General General) https://eeug-dev6.fr rder: 4 ge Order 4 scription Schedule Split for schedule 2; split to schedule 2; schedule 2; sche	a.us6.oraclecloud.c	com/fscm	anges	es/FndOverview?1 made Status Amount Changed	indGlobalItemNo			Actions Save	ל≟ (ם ע <mark>נו submit) במ</mark> Click on Submit
C Dange Orn Change Orn Chang * Des Creati) https://eeug-dev6.f rder: 4 ge Order 4 scription Schedule Split for schedule 2, split 1 ion Date 5/9/23	a.us6.oraclecloud.c	com/fscm	anges	es/FndOverview?1 made Status Amount Changed	indGlobalItemNo			Actions Save	ל≟ (ם ע <mark>נו submit) במ</mark> Click on Submit
Change Or Change Or Change Or Chang * Des Creati General Actions View) https://eeug-dev6.fr rder: 4 ge Order 4 scription Schedule Split for schedule 2; split to schedule 2; schedule 2; sche	a.us6.oraclecloud.c	com/fscm	anges anges	es/FndOverview?1 made Status Amount Changed	indGlobalItemNo Incomplete 0.00 USD	deld=itemNode		Actions Save	∑
C C Change Or Change Or Change * Des Creati General Actions • View	thttps://eeug-dev6.f. rder: 4 ge Order 4 scription Schedule 2) split for schedule 2) split for ion Date 5/9/23 Format Schedule 2) Split for Schedule 2	a.us6.oraclecloud.c	com/fscm er the cha ze 🔝 De	anges anges	es/FndOverview?f made Status Amount Changed	ndGlobalItemNo Incomplete 0.00 USD	deld=itemNode	Initiat	Actions Save ing Party Supplier Initiator Sample Contac	£ ∎ ⓐ ⓐ Submit Ca Click on Submit d Additional In
Change Or Change Or Change Or Chang * Des Creati General Actions View	thttps://eeug-dev6.f. rder: 4 ge Order 4 scription Schedule 2) split for schedule 2) split for ion Date 5/9/23 Format Schedule 2) Split for Schedule 2	a.us6.oraclecloud.c	com/fscm er the ch: ce 📰 De Quantity	anges anges	es/FndOverview?f made Status Amount Changed	ndGlobalItemNo Incomplete 0.00 USD	deld=itemNode	Initiati Shipping Method	Actions Save ing Party Supplier Initiator Sample Contac Change Reason	Click on Submit Click on Submit Click on Submit d Additional In DN Customer Sales Order
Change Orn Change Orn Change * Des Creati General Actions View Lin 1 1) https://eeug-dev6.f. rder: 4 ge Order 4 scription Schedule Split for schedule 2, split 1 ion Date 5/9/23 ▼ Format ▼ ★ 第 ne Description audio extension cable 3 audio extension cable 3	a.us6.oraclecloud.c Ente iine 20; 100 each 2 Location M Diebold Nixdorf Mar M Diebold Nixdorf Mar	com/fscm er the cha ee 📰 De Quantity 80 20	etach UOM Each	es/FndOverview? made Status Amount Changed Wrap Requested Delivery Date 5/31/23 5/31/23	indGlobalItemNo Incomplete 0.00 USD Requested Ship Date 5/25/23 5/22/23	deld=itemNode	Initiat	Actions Save ing Party Supplier Initiator Sample Contac Change Reason	Click on Submit Click on Submit Click on Submit d Additional In DN Customer Sales Order
Change Orn Change Orn Change * Des Creati General Actions View Lin 1	https://eeug-dev6.f. rder: 4 ge Order 4 scription Schedule Split for schedule Split for schedule Split for schedule Split for schedule 2, split if on Date 5/8/23 Format • X JH ne Description audio extension cable 3	a.us6.oraclecloud.c Ente Ime 20; 0 100 each Freez * Location m Diebold Nixdorf Mar	com/fscm er the cha er the cha autity 80 20	anges etach UOM Each	es/FndOverview?1 made Status Amount Changed	Incomplete 0.00 USD Requested Ship Date 5/25/23	deld=itemNode	Initiati Shipping Method	Actions Save ing Party Supplier Initiator Sample Contac Change Reason	Click on Submit Click on Submit Click on Submit d Additional In DN Customer Sales Order

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				Q (
Purchase Order: 20200079	Confirmation	1	Asknawladaa View DNE Astisse V Befresh Done	Ord
Main	The change order 4 f	for document Purchase Orde	er number 20200079 was submitted for approval.	
▲ General			Click on Yes 🔫 🛶 🕞	Ord
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 🚯	Bill-to Location	DBD INC.	Supplier Order	
Buyer Tushar Junghare	Ship-to Location	Diebold Nixdorf		
Creation Date 5/9/23		Manufacturing (US2)		
Terms Notes and Attachments			_	



11. Create ASN:

Diebold Nixdorf			Q (۲	☆	ÞÇ	SC
Supplier Portal						
Search Orders V Order Number	°,					
Tasks						F
Orders						_
Manage Orders	Requiring Attention	Recent Activity Last 30 Days				(i)
Manage Schedules		Orders changed or canceled	1			(i)
Acknowledge Schedules in Spreadsheet		Orders opened	3			
Agreements						
Manage Agreements						
Shipments	9		***			
Manage Shipments		Transaction Reports				
Create ASN Click on Create ASN		Last 30 Days				

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.

Create ASN												D <u>o</u> ne
Search									A <u>d</u> vanced	Saved Search	Purchase O	
	** Purchase Orde Supplier Iten						** Supplier	est Supplier Company	•	Al	least one is r	equired
										Search	Reset	Save
Search Results												(i)
Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Or Qu	dered antity UOM Name				
01750000003	audio extension		20200077	1	1	5/22/23		100 Each				
01750000117	inhibigear nut M		20200077	2	1	5/28/23		200 Each				
01750000003	audio extension		20200078	1	1	5/22/23		100 Each				
01750000117	inhibigear nut M		20200078	2	1	5/28/23		200 Each				
01750000003	audio extension		20200079	1	2	5/22/23		20 Each				
01750000003	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.

Diebol	d Nixdorf								く 🗅 🌣 🗗 🗘
create ASN									l
Search									Advanced Saved Search Purchase Or
Gearch Result View ▼ Create	e ASN	Click on Create A	SN Purchase Order		Purchase Order	1.Select the Due Date	PO for which As	N needs to be	e created
01750000003	Description audio extension		20200077	Line 1	Schedule 1	5/22/23		Each	
01750000117	inhibigear nut M		20200077	2	1	5/28/23	200	Each	
01750000003	audio extension		20200078	1	1	5/22/23	100	Each	
01750000117	inhibigear nut M		20200078	2	1	5/28/23	200	Each	
01750000003	audio extension		20200079	1	2	5/22/23	20	Each	
01750000003	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, and other required information.

← C 🖒 https://eeug-dev6.fa.us6.oracl	lecloud.com/fscmUI/faces/FndOverview?f	fndGloballtemNodeId=itemNode_supplier_portal_s	ир А ^л Q -	G C 🕀 🗰
Diebold Nixdorf			Q (🗅 🛧 🏳 🗘 🔁 sc 1
Create ASN Details				Sub <u>m</u> it <u>C</u> ancel
⊿ Header		1.Enter the		
* Shipment TE	ESTASN 123	Shipment number Packing Slip / Tracking Num	per	
* Shipped Date 5/9	9/23 1:04 PM	2.Enter the Shipped Packaging Control	de	
Expected Receipt Date		Date Special Handling Co	de	
Freight Terms FR	REE CARRIER ~	Tare Wei	ght	(i)
Shipping Method	•	Tare Weight U	м	•
Number of Supplier Packing Units		Net Wei	pht	
Bill of Lading		Net Weight U	м	•
Waybill WA	AYBILL123	nter the Waybill number	nts	
▲ Lines	Enter th	e quantity		&
Actions View View Remove Line				
Item Item Supplier Item	Purchase Order * Quantity UOM N	Name Ship-to Location Ordered Ordered Quantity Quantity U	Received OM Quantity	
▶ 01750000003 audio extension	20200077 100 Each	Diebold Nixdorf M 100 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					Q 🗋		Ç ¹⁵ SC
Create ASN Details				Clie	ck on Submit	Subr	<u>m</u> it <u>C</u> ancel
⊿ Header							
* Shipment TES	STASN 123		Pack	king Slip / Tracking Number			
* Shipped Date 5/9/	/23 1:04 PM			Packaging Code			
Expected Receipt Date				Special Handling Code			-
Freight Terms FRE		Confirmation		Tare Weight			
Shipping Method		TESTASN 123 was crea	ed. Number of lines: 1.	Tare Weight UOM			• 🕘
Number of Supplier Packing Units			OK	Net Weight			
Bill of Lading				Net Weight UOM			•
Waybill WA	NYBILL123	ASN is creat	ed, click on OK	Comments			
▲ Lines							
Actions View Remove Line							
Item Item Supplier Item	Purchase Order * Qu	antity UOM Name	Ship-to Location	Ordered Ordered Quantity Quantity UOM	Received Quantity		
▶ 01750000003 audio extension	20200077	100 Each	Diebold Nixdorf M	100 Each	0		



12. Mass Upload of ASN:

Step 1: Login to the Application Link - <u>https://eeug.login.us6.oraclecloud.com/</u>

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

	O Sign In	×	+											 0
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				ign In Dracle A	pplicat	tions Cl	oud							•
					Company Si	ingle Sign-On			¥ 6		67 9			
				sampl	le.contact@testsu	pplier.com		Enter	Userr	name				
				······			0	► Enter	Passw	ord				
				Forgot P	assword	gn In			gn In					Ŧ

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





Step 4: Move to the Supplier Portal icon. Then Click on "Supplier portal" icon.

Q Search for people and actions			Û3	SC
ood afternoon, Sample Contact!				
oplier Portal Tools DN Extensions Others	-			
s Click on Supplier Portal				
Supplier Portal DB File Upload				
	s Click on Supplier Portal	s Click on Supplier Portal	pplier Portal Tools DN Extensions Others	pplier Portal Tools DN Extensions Others

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

Diebold Nixdorf			Q (1) 1	☆ 🟳 🗘 sc
Supplier Portal				
Search Orders V Order Number	o,			
Tasks				6
Orders Manage Orders Manage Schedules Acknowledge Schedules in Spreadsheet Agreements Manage Agreements Shipments	Requiring Attention	Recent Activity Last 30 Days Orders changed or canceled Orders opened	1 3 **	
Manage Shipments Create ASN Create ASBN Upload ASN or ASBN View Receipts View Returns		Transaction Reports Last 30 Days PO Purchase Amount	1.2K USD	



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

A Refreshed from PROD on 03/20/2023		Downloads	ð	Q 🔗	
Diebold Nixdorf		UploadAsnDI (9).xl: Open file	sx		sc sc
Supplier Portal					
Search Orders V Order Number	Q	Click on	Open File		
Tasks					6
Orders Manage Orders Manage Schedules Acknowledge Schedules in Spreadsheet Agreements Manage Agreements Shipments Create ASN Create ASN Upload ASN or ASBN Upload ASN or ASBN	Requiring Attention	Recent Activity Last 30 Days Orders changed or canceled Orders opened Transaction Reports Last 30 Days PO Purchase Amount 1.24	1 3 **		
View Receipts View Returns	9 Crders to Acknowledge		-		

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

File <u>Home</u> Ins	ert Page Layout	Formulas Data	Review View	Automate H	elp Power Pivot						
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В		С	D		E		F		G	н	
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Step 8: Please enter the supplier user credential to login into the application.

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→ : (× ✓ fx) B C DRACLE	Company Single Sign-On
	Sample.contact@testsupplier.com
	Sign In Click on Sign In

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

Fi	le H	Home	Insert	Page La	ayout F	ormulas	Data	Review	View	Automate	Help	Upload ASN or ASBN	Power Pivot		Comments
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13		rch Re													
14	Ship	o-to Or	ganizati	on	Shipmen	it*		Proce	ssing S	Status Code	Grou	ıp ID	Shipped Date*	Expected Receipt Date*	Bill of Lac
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13 14 15 16 17					Invoice*	:		Invoi	ced Da	te*	Ship	ping Cost	Tax Amount	Currency	Invoiced
18 19															
19															
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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	ноте	insert	Page	Layout	Formu	ias L	Jata	Keview	view	Automa	е нер	орю	Dad ASIN OF ASE	SIN	Power Pivot			mmenus	E Share
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- - - -		т		ed Receipt D To Ship D	ate						Receipt	t Dat	ie E	Inte	er the BOL		Numbe		
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Shipme ASNDEM			rocessing ENDING	Status Code	e Group	ID		Shipped I 5/9/2023	ate*		ected Receipt /2023	Date*	Bill of Lading BOLDEMO		Packing Slip	Supplier Name[]* Test Supplier Company	Supplier Site[]*	Waybill WAYBILL	.123
Invoice	*	I	voiced Da	ate*	Shippi	ng Cost		Tax Amou	int	Cur	rency		Invoiced Amount*	k	Receipt Source	Payment Terms	Supplier Name[]* Test Supplier Company	Supplier	r Site[]*

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

File	ноте	Insert	rage	Layout	Formu	ias i	Jata	Keview	view	Automate	нер	υριο	ad ASIN or	ASPIN	Power Pivot					imenus	Co Share Y
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ASNDEM			rocessing Ending	Status Code	Group	ID		Shipped 5/9/2023	Date*	5/19/20	ed Receipt		Bill of Lading BOLDEMO		Packing Slip		Supplier Name[]* Test Suppler Company		r Site[]*	Waybill WAYBILL1	23
			nvoiced Da	ite*	Shippir	ng Cost		Tax Amo	unt	Curren			Invoiced Am	ount*	Receipt Source	2	Payment Terms	Supplie	r Name[]* plier Company	Supplier	

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

File Home Ins	ert Page Layout	Formulas Data R	eview View	Automate H	elp Upload ASI	N or ASBN	Power Pivot		☐ Comm	ents 🖻 🖻 Share
→ → → → → → → → → → → → → → → → → → →	ta Options	Search Save Submit	Previous More sheet	Status Viewer						
F28 🗸 🖌	$\times \checkmark f_x$	Click on Sa								
A B C	D	E	F		G	н	1	J	К	L
ORACLE	Upload ASN or	ASBN								
Search Shipmo From Expected Rec Dr From Ship Dr	te	Purchase Order[To Expected Receipt Dat To Ship Dat	e							
Search Results				inges						
Ship-to Organization	Shipment* ASNDEMO1234	Processing Status Code PENDING	Gro					Packing Slip	Supplier Name[]* Test Supplier Company	Supplier Site[]*
2	Invoice*	Invoiced Date*	Shipping Cost	Tax Amoun	t Curren	CV.	Invoiced Amount*	Receipt Source	Payment Terms	Supplier Name[]*
1	Invoice	Invoiced Date	Shipping Cost		curren	cy	Invoked Amoune	VENDOR	Payment remis	Test Supplier Company
2 Changed	Flagged	Row Status	Error	Error Messa	ge Group	ID	Transaction Date* 5/9/2023	Purchase Order[]*	Purchase Order Line[]*	Purchase Order Schedule[]*

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

F	ile H	Home Ins	ert Pag	ge Layout	Formulas	Data	Review	View	Automate	Help	Upload ASN or ASBN	Power Pivot		Comments	d Share
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14	Ship	-to Organ	zation		nent*				Status Code	Grou	ip ID	Shipped Date*	Expected Receipt Date*	Bill of Ladi	ng
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														_	
22 23	Char	nged		Flagg	ed		Row S	tatus		Erro	r	Error Message	Group ID	Transaction	n Date*
23														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.....

rmulas Da	ata Re	view 👌	view Automate	Help <mark>Up</mark>	load ASN or A	SBN Powe	r Pivot				Commei
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F			Supplier	Item Starts w	ith 🗸				- 1	к	
8N			Ship-to Loc	ation Equals	~			•	- 1		
			Supplier	Site Equals	~			•	- 1		
Purchas	e Order[]		Supplier	Lquais	•			•			
To Expected Re To	ceipt Date Ship Date		Sold-to Legal E	ntity Equals	~						
			Due	Date Equals	~		~]	- 1		
Processing State PENDING	us Code	Group ID				Search R	Add Fie	elds 🔻 Rec	order	Supplier Name[]* Test Supplier Compar	
Invoiced Date*		Shipping	•						•	Payment Terms	S
			Purchase Order	Supplier	Supplier S	ite Item		em escription	Due		Т
Row Status		Error	20200078	Test Supplier	Co FRANKFUR	TA 017500	000003 au	dio extension .	5/22/	Purchase Order Lin	P ne[]* S
			20200079	Test Supplier	Co FRANKFUR	TA 017500	000003 au	dio extension .	. 5/25/		
			20200079	Test Supplier	Co FRANKFUR	TA 01750	000117 inh	nibigear nut M	. 5/29/		
			20200079	Test Supplier	Co FRANKFUR	TA 01750	000117 inh	nibigear nut M	. 5/26/		



Step 15: Select the multiple line the click on "OK."

oload ASN					X
Sold-to Legal E	ntity Equals	~			
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		Sea	rch Reset	Add Fields 🔻 Reord	ler
Purchase Order	Supplier	Supplier Sit∕a ⊽	Itom	Item	▶ Due
	Supplier		Rem	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/

Step 16: Click "Save" to Upload ASN or ASBN tab to save the details.

ile Home In	sert Page Layout	Formulas Data I	Review View	Automate Help	Jpload ASN or ASBN	Power Pivot		Comm	nents 🖻 🖻 Sha
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			Download fo	rm data Tax Amount	Currency	Invoiced Amount*	Receipt Source		Supplier Name[]
	ASNDEM01234	PENDING	Download fo		Currency	Invoked Amount*		Test Suppler Company	
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	ASNDEM01234	PENDING	Download fo		Currency	Invoiced Amount*	Receipt Source	Test Suppler Company	Supplier Name[] ² Test Suppler Compa
	ASNDEM01234	PENDING	Download fo		Currency Group ID	Transaction Date*	Receipt Source VENDOR Purchase Order[]*	Test Suppler Company	Supplier Name[] ² Test Supplier Compa
Ship-to Organization	ASNDEM01234 Invoice*	PENDING	Download fo	Tax Amount		Transaction Date* 5/9/2023	Receipt Source VENDOR Purchase Order[]* 20200087	Test Suppler Company Payment Terms	Supplier Name[] ² Test Suppler Compa
Ship-to Organization	ASNDEM01234 Invoice*	PENDING	Download fo	Tax Amount		Transaction Date* 5/9/2023 5/9/2023	Receipt Source VENDOR Purchase Order[]* 20200086	Test Suppler Company Payment Terms	Supplier Name[] ² Test Suppler Compa
Ship-to Organization	ASNDEM01234 Invoice*	PENDING	Download fo	Tax Amount		Transaction Date* 5/9/2023 5/9/2023 5/9/2023	Purchase Order[]* 20200087 20200085	Test Suppler Company Payment Terms	Supplier Name[] ² Test Suppler Compa
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Ship-to Organization	ASNDEM01234 Invoice*	PENDING	Download fo	Tax Amount		Transaction Date* 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023	Receipt Source VENDOR Purchase Order[]* 20200087 20200085 20200079	Test Suppler Company Payment Terms	Supplier Name[] ² Test Suppler Compa
Ship-to Organization	ASNDEM01234 Invoice*	PENDING	Download fo	Tax Amount		Transaction Date* 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023	Purchase Order[-]* 20200087 20200086 20200079 20200079 20200079 20200079 20200079	Test Suppler Company Payment Terms	Supplier Name[] ² Test Suppler Compa
Ship-to Organization	ASNDEM01234 Invoice*	PENDING	Download fo	Tax Amount		Transaction Date* 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023	Receipt Source VENDOR Purchase Order[]* 20200087 20200085 20200079	Test Suppler Company Payment Terms	Supplier Name[] ² Test Suppler Compa

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.

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13	Bill of Lading	Packing Sin	Supplier Name[]*	Supplier Site[]*	Wavhill	Packaging Code	Special Handling Code	Note	Freight Terms
13 14 *	Bill of Lading BOLDEMO	Packing Slip	Supplier Name[]* Test Supplier Company	Supplier Site[.,]*	Waybill WAYBILL123	Packaging Code	Special Handling Code	Note	Freight Terms
13 14 * 15 16		Packing Slip Receipt Source VENDOR	Supplier Name[]* Test Supplier Company Payment Terms	Supplier Name[]* Test Supplier Company		Packaging Code	Special Handling Code	Note Enter the to be ship	quantity
13 14 15 16 17 18 19 20	BOLDEMO	Receipt Source VENDOR	Test Suppler Company Payment Terms	Supplier Name[]* Test Supplier Company Purchase Order	WAYBILL123 Supplier Site[]*			Enter the to be ship	quantity oped
13 14 * 15 16 17 18 19 20 22	BOLDEMO Invoiced Amount*	Receipt Source VENDOR	Test Suppler Company	Supplier Name[]* Test Supplier Company	WAYBILL123 Supplier Site[.,]* Item	Item Description	Quantity*	Enter the to be ship	quantity ped Ordered Quantity
13 14 15 16 17 18 19 20 21 22 23 24	BOLDEMO Invoiced Amount* Transaction Date* 5/9/2023	Receipt Source VENDOR Purchase Order[]* 20200087	Test Suppler Company Payment Terms	Supplier Name[]* Test Supplier Company Purchase Order	WAYBILL123 Supplier Site[]* Item 01750000003	Item Description audio extension cable 3m	Quantity*	Enter the to be ship	quantity ped Ordered Quantity
13 14 15 16 17 18 19 20 21 22 23 24	BOLDEMO Invoiced Amount*	Receipt Source VENDOR	Test Suppler Company Payment Terms	Supplier Name[]* Test Supplier Company Purchase Order	WAYBILL123 Supplier Site[]* Item 0175000003 0175000003	Item Description	Quantity*	Enter the to be ship	quantity ped Ordered Quantity
13 14 15 16 17 18 19 20 21 22 23 24	BOLDEMO Invoiced Amount* Transaction Date* 5/9/2023 5/9/2023	Receipt Source VENDOR Purchase Order[]* 20200087 20200086	Test Suppler Company Payment Terms	Supplier Name[]* Test Supplier Company Purchase Order	WAYBILL123 Supplier Site[]* Item 0175000003	Item Description audio extension cable 3m audio extension cable 3m	Quantity* 100.00 100.00	Enter the to be ship	quantity ped Ordered Quantity
13 14 15 16 17 18 19 20 21 22 23 24 25 26 27	BOLDEMO Invoiced Amount* Transaction Date* 5/9/2023 5/9/2023 5/9/2023	Purchase Order[]* 20200087 20200085	Test Suppler Company Payment Terms Purchase Order Line[]* 1 1 1 1	Supplier Name[]* Test Supplier Company Purchase Order	WAYBILL123 Suppler Site[]* Item 0175000003 0175000003 0175000003	Item Description audio extension cable 3m audio extension cable 3m audio extension cable 3m	Quantity* 100.00 100.00 50.00	Enter the to be ship	quantity ped Ordered Quantity 100.00 100.00
13 14 15 16 17 18 19 20 21 22 23 24 25 26 27	BOLDEMO Invoiced Amount* Iransaction Date* 5/9/2023 5/9/2023 5/9/2023 5/9/2023	Purchase Order[]* 20200087 20200086 20200079 20200079 20200079	Test Suppler Company Payment Terms Purchase Order Line[]* 1 1 1 2	Supplier Name[]* Test Supplier Company Purchase Order	WAYBIL123 Suppler Site[]* Item 01750000003 0175000003 0175000003 0175000017 0175000017 0175000017 015000003	Item Description audio extension cable 3m audio extension cable 3m audio extension cable 3m inhibigen rut MSx5	Quantity* 100.00 100.00 50.00 50.00	Enter the to be ship	ordered Quantity
13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	BOLDEMO Invoiced Amount* Transaction Date* 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023	Receipt Source VENDOR Purchase Order[]* 20200087 20200085 20200079	Test Suppler Company Payment Terms Purchase Order Line[]* 1 1 1 2	Supplier Name[]* Test Supplier Company Purchase Order	WAYBILL123 Supplier Site[]* Item 0175000003 0175000003 0175000003 0175000013 01750000117 0175000017	Item Description audio extension cable 3m audio extension cable 3m audio extension cable 3m inhibigear nut MSx5 inhibigear nut MSx5	Quantity* 100.00 100.00 50.00 100.00 100.00	Enter the to be ship och ach ach ach ach ach ach ach	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
BOLDEMO		Test Supplier Company		WAYBILL123				
Invoiced Amount*	Receipt Source	Payment Terms	Supplier Name[]*	Supplier Site[]*			_	
	VENDOR		Test Supplier Company					
			Purchase Order					
Transaction Date*	Durchase Order[_]*	Durchase Order Line[]*	Purchase Order	Item	Item Description	Quantity*	UOM Name[]*	Ordered Quantity
	Purchase Order[]*	Purchase Order Line[]*	Purchase Order Schedule[]*	Item	Item Description	Quantity*	UOM Name[]*	Ordered Quantity
5/9/2023	Purchase Order[]* 20200087 20200086	Purchase Order Line[]* 1 1		Item 0175000003 0175000003	Item Description audio extension cable 3m audio extension cable 3m	100.0	UOM Name[]* D Each D Each	10
5/9/2023 5/9/2023	20200087	Purchase Order Line[]* 1 1 1		01750000003	audio extension cable 3m	100.0) Each	10
/9/2023 /9/2023 /9/2023	20200087 20200086	Purchase Order Line[]* 1 1 1 2		0175000003 0175000003	audio extension cable 3m audio extension cable 3m	100.0 100.0 50.0	D Each D Each	1 1 1 1
5/9/2023 5/9/2023 5/9/2023 5/9/2023	20200087 20200086 20200085	Purchase Order Line[]* [1] [1] [2] 2		0175000003 0175000003 0175000003	audio extension cable 3m audio extension cable 3m audio extension cable 3m	100.0 100.0 50.0 50.0	D Each D Each D Each	1(1) 1(1)
Transaction Date* 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023	20200087 20200086 20200085 20200079	Purchase Order Line[]* 1 1 1 2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1		0175000003 0175000003 0175000003 0175000013 01750000117	audio extension cable 3m audio extension cable 3m audio extension cable 3m inhibigear nut M5x5	100.0 100.0 50.0 50.0 100.0	D Each D Each D Each D Each	Ordered Quantity 10 10 10 10 10 10 8

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**."

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8				Upload Options On failure, continue to					
9 11 12 13 14 * Bill of Lading 15 BOLDEMO 16 10 10 10 10 10 10 10 10 10 10	Packing Slip	Test Suppler Company	Click Supplier Site[]*	Download all rows aff On OK VMTDILLI20	1.	Special Handling Code	Note	Freight Terms	Carrier
		Test Suppler Company Payment Terms	Click	Download all rows aff ON OK WATDILLE25 Supplier Site[]*	er successful upload	Special Handling Code	Note	Freight Terms	Carrier
15 BOLDEMO	vent* Receipt Source VENDOR	Test Suppler Company Payment Terms	Click Supplier Site[]*	Download all rows aff ON OK WATDILLE25 Supplier Site[]*	er successful upload	,	Note	Freight Terms Ordered Quantity	Carrier Bill of Lading
BOLDEMO Invoiced Amo Invoiced Amo Image: Comparison of Comparis	Aut * Receipt Source VENDOR Pate* Purchase Order[]* 20200087	Test Suppler Company Payment Terms	Click Supplier Site[]* Supplier Name[]* Test Suppler Company Purchase Order	Download all rows aff on OK suppler Site[.]* y	er successful upload OK Cancel Item Description audo extension cable 3m	Quantity* 100.00	UOM Name[]*	Ordered Quantity 100	Bill of Lading
IS BOLDEMO Invoiced Amo Invoiced Amo II Transaction Dx II S/9/2023 II S/9/2023	Attention of the second	Test Suppler Company Payment Terms	Click Supplier Site[]* Supplier Name[]* Test Suppler Company Purchase Order	Download all rows aft on OK Supplier Site[]* Supplier Site[]* Item f175000003 f175000003	er successful upload OK Cancel Item Description audo extension cable 3m audo extension cable 3m	Quantity* 100.00 100.00	UOM Name[]*) Each) Each	Ordered Quantity	Bill of Lading
BOLDEMO Invoiced Amo Invoiced Amo Image: State St	Aute* Receipt Source VENDOR Purchase Order[]* 20200087 20200085 20200085	Test Suppler Company Payment Terms	Click Supplier Site[]* Supplier Name[]* Test Suppler Company Purchase Order	Download all rows aff on OK supplier Site[]* y Item 6175000003 6175000003	OK Cancel Item Description audo extension cable 3m	Quantity* 100.00 100.00 50.00	UOM Name[]* Each Each Each	Ordered Quantity 100 100 100	Bill of Lading 1.00 0.00
Invoiced Amo Invoiced Amo Invoiced Amo Image: Invoiced Amo Image:	Purchase Order[]? 2020089 20200805 20200805 20200095	Test Suppler Company Payment Terms	Click Supplier Site[]* Supplier Name[]* Test Suppler Company Purchase Order	Download all rows aff on OK Supplier Site[]* Y Item 0175000003 0175 0175 017 017 01	er successful upload OK Cancel Item Description audo extension cable 3m audo extension cable 3m audo extension cable 3m audo extension cable 3m	Quantity* 100.00 100.00 50.00 50.00	UOM Name[]* Each Each Each Each	Ordered Quantity 000 100 100 100 100 100 100 100 100 10	Bill of Lading 000 000 000 000
BOLDEMO Invoiced Amo Invoiced Amo Image: State St	Aute* Receipt Source VENDOR Purchase Order[]* 20200087 20200085 20200085	Test Suppler Company Payment Terms	Click Supplier Site[]* Supplier Name[]* Test Suppler Company Purchase Order	Download all rows aff on OK supplier Site[]* y Item 6175000003 6175000003	OK Cancel Item Description audo extension cable 3m	Quantity* 100.00 100.00 50.00	UOM Name[]*) Each) Each) Each) Each) Each	Ordered Quantity 100 100 100	Bill of Lading 0.00 0.00 0.00 0.00 0.00



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

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

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5	Search						
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3	Date		Date				
9	From Ship Date		To Ship Date				
1	Search Results						
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3 4 5 6 7 8	US2	ASNDEMO1234	SUCCESS		5/9/2023	5/19/2023	BOLDEMO
6							
7		Invoice*	Invoiced Date*	Shipping Cost	Tax Amount	Currency	Invoiced Amo
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Step 22: To validate the ASN's, please login to the portal and go to "Manage Shipments".

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Tasks					6
Orders					
Manage Orders	equiring Attention	Recent Activity Last 30 Days			
Manage Schedules		Orders changed or canceled	1		
Acknowledge Schedules in Spreadsheet		Orders opened	3		
Agreements					-
Manage Agreements					
			10 ¹⁰		
Shipments Click on Manage	9				
Manage Shipments Shipments		Transaction Reports Last 30 Days			
Create ASN Create ASBN		PO Purchase Amount	1.2K USD		
Upload ASN or ASBN					
View Receipts	9				

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

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** Purchase Order	•							Se	arch	Reset	Save
Search Results Actions View Cancel Shipment											<i>i</i>
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							

Actions 🔻 View 🔻	Cancel Ship	oment						
Shipment	Supplier	Source Organization	Expected Receipt Date	Shipped Date	Waybill	Bill of Lading	Shipping Method	
ASNDEMO1234	Test Supplier Company	у	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.

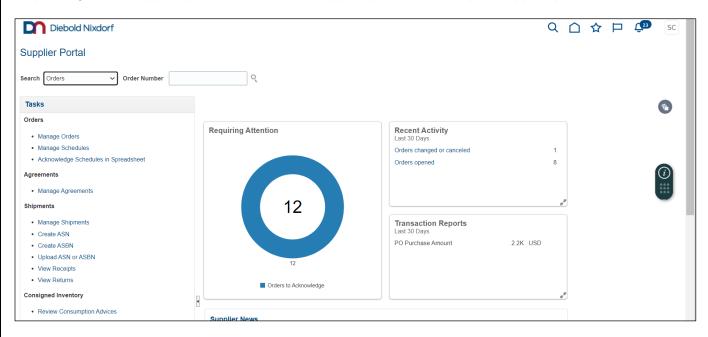
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		Description	Shipped	UOM Name Received		Packing Slip
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13. Manage Shipments:

Process to view Shipment details.

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



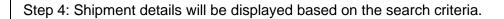
Step2: Navigate to Shipments then click on Manage Shipments.





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 Shipr	ments											I	Don
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Actions ▼ View ▼ Shipment	Cancel Ship Supplier	Source Organization	Receipt Date			Bill of Lading	Shipping Method			Se	arch		i
Shipment TESTASN 123	Cancel Ship Supplier Test Supplier Compan	Source Organization	Receipt Date 5/9/23 1:16 PM	5/9/23 1:04 PM		Bill of Lading BOLDEMO	Shipping Method			Se	arch		i



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Search Results			•			** Supplier Test	t Supplier Company	T	** A	Reset	save
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ASN1	Test Supplier Comp	any	5/19/23 1:31 PM	5/9/23 1:31 PM							
ASNDEMO1234	Test Supplier Comp	any	5/19/23 3:17 PM	5/9/23 3:17 PM	WAYBILL123	BOLDEMO					
DEMOASN123	Test Supplier Comp	any	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.

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ASNDEMO1234	Test Supplier Company		5/19/23 1:31 PM	5/9/23 1:31 PM	WAYBILL123	BOLDEMO			
DEMOASN123	Test Supplier Company		5/15/23 1:48 PM	5/9/23 1:48 PM	THE DILLET	DOEDEINO			
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You also have the option to cancel shipment if it was created by mistake.

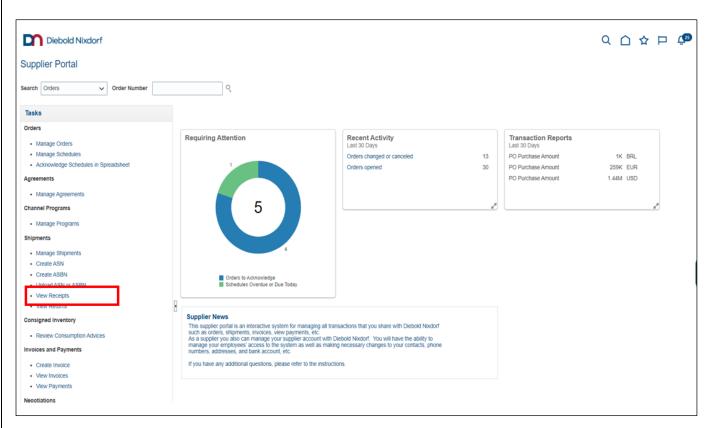
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ASNDEMO1234	Test Supplier Company		5/19/23 3:17 PM	5/9/23 3:17 PM WAYBILL123 BOLDEMO		
DEMOASN123	Test Supplier Company		5/15/23 1:48 PM	5/9/23 1:48 PM		

Click on Yes then shipment will be cancelled.



14. 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."



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

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

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15. FAQ:

- 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 <u>cloudsupplierportalsupport@dieboldnixdorf.com</u> 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) Unable to view the details in dashboard? Answer: If users encounter this issue, please clear the browser cache and re-login the application.
- 5) Has the procedure for Supplier Invoicing changed? Answer: There is NO change in the Supplier Invoicing process. Please follow the current procedure for invoicing.
- 6) 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 <u>cloudsupplierportalsupport@dieboldnixdorf.com</u>.

Any other issues or concerns please send an email to cloudsupplierportalsupport@dieboldnixdorf.com.