

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

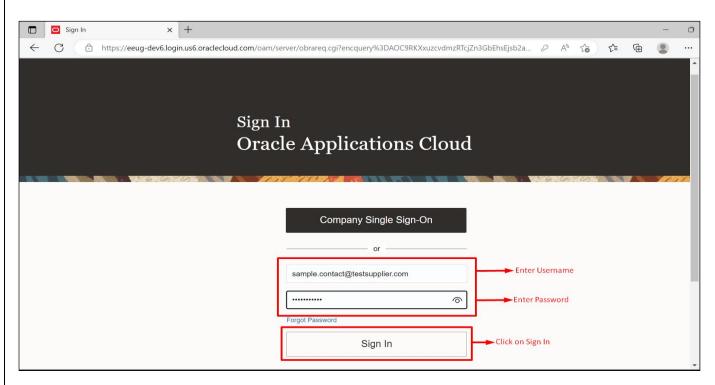
4. Procedure:

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



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





Diebold Nixdorf	Q Search for people and actions		☆	Þ	Û3	SC
	Good afternoon, Sample Contact!					
	Supplier Portal Tools DN Extensions Others	-				
	APPS Click on Supplier Portal EXAMPLE Supplier Portal DB File Upload					

 ✓ 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 APPLICATIONS CLOUD	
Forgot Password User Name or Email Forgot user name Forgot password Suttemn Each	

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)

COU			Forall	other countries
	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	Australia Austria Belgium China Ecuador France Germany Hong Kong Hungary India Indonesia	61297673528 0800-298089 0800-79067 800-819-8620 Ext. 1999119 then 1800216478 0800-905315 +4952516935555 +852 28040022 06-800-21043 0008000016911 +62 21 25527933
Annantina	Turkey Ukraine United Arab Emirates United States Vietnam n international toll-free number	telephone: • US: 1-800-216-4783 • DE: +49 5251 693 5555 • Use your country-specific number on the right. Select Option 1 to reach IT Service Desk.	Malaysia Netherlands Philippines Poland Portugal Singapore South Africa Spain	+60 3 6209 6209 0800-0229560 +63 02 86480968 0-0-800-1215314 8008-12162 6567402999 080-09-99457 900-931650

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		S
Edit Profile Change Request: 13003			Delete Change Request	Review Changes	Save <u>S</u> ave a	and Close <u>C</u> ance
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 Create	▲ 🗢 Job Title	▲マ Email	▲▼ Phone	Administrative Contact	User Account	Status
Contact, Sample		sample.contact@	2)testsupplier.com	0	0	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	Create Contact				×	1			^
Diebold Nixdorf	Create Contact				×	Q		_ <u>(</u> 2)	SC
	Salutation	/	Phon	e 🔽 🗸					
Edit Profile Change Request: 15002	* First Name Test		Mobil	e 🔽 🗸		Request Review Changes	Save <u>S</u> ave	and Close C	ancel
	Middle Name		Fa	x 🔹					
	* Last Name Contac	a	Ema	il testcontact@demo.com					
	Job Title		Statu	s Active 🗸					
Organization Details Tax Identifiers Addresses Contacts Payments	Adr	ninistrative contact	This is optional						
Actions View View Format + / K Status Active V	Contact Addresses								
	Actions - View - Format -	🗙 🛃 💿 Freeze 😭	Detach 🚽 Wrap			Administrative			
Name	Address Name	Address	Phone	Address Purpose	Status	Contact	User Account	Status	
Contact, Demo	St Johns Street	NEAR LUXER COURT, ST 7	70, ABBOT, MAINE PISCATAQU	Ordering; Remit to	Active		0	Active	
Contact, Sample	Columns Hidden 5					•	0	Active	
Columns Hidden 7	✓ User Account								
			Enable this option to	create user account					
	Roles Data Access	Request user account							
	Actions • View • Format •	🗙 🛃 🥅 Freeze 🖁	📆 Detach 🚽 Wrap						
	Role	▲♥ Description							
	DN Supplier Accounts Receive	able Specialist Manages invoid	ces and payments for the supplier company. Pri	mary tasks include submitting invoices	as well as tracking i 🔺				
	DN Supplier Bidder	This role provid	les access to responds to requests for quote, re	quests for proposal, requests for inform	ation, and reverse				
	DN Supplier Customer Service	Representative This role provid	des access to tracking, acknowledging, or reque	sting changes to new orders, communi-	cates order schedul 👻				
	L			Greet					
				Creat	te Another O <u>K</u> <u>C</u> ancel	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 us	er account
Roles Data Access	
Actions 🔻 View 🔻 Format 👻 🗮	🔟 Freeze 🚊 Detach 📣 Wrap
Role 🛆 🗢	Description
DN Supplier Accounts Receivable Specialist	The purpose of this role is to manage invoices and payments for the supplier company. This role provide access to submit
DN Supplier Administrator	The purpose of this role is to manage supplier profile and user provisioning. This role provides access to import supplier an
DN Supplier Bidder	The purpose of this role is to manage all aspects of seller negotiation responses including creating, updating, and managin
	Create Another OK Gancel

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

Diebold Nixdorf				Q		⊐ (ĵ 3)
t Profile Change Request: 15002			Delete Change Reque	est Review Changes	Save Save	and Close Ca
Change Description						
anization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services						
ctions 🕶 View 💌 Format 👻 🕂 🧨 💥 Status Active 🖍 🔟 Freeze 🔛 Detach 📣 Wrap						
Name	▲マ Job Title	▲マ Email	▲マ Phone	Administrative Contact	User Account	Status
Contact, Demo		demo.contact@test	supplier.com		0	Active
Contact, Sample		sample.contact@te	stsupplier.com	0	0	Active
Contact, Test		testcontact@demo.	com	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 🗅 🕁 🏳 🥵
Company Profile		Cancel Change Request Edit Done
There is a profile change request pending approval. You may edit to make additional changes. Last Change Request 15002 Request Status Pending Approval Organization Details Tax identifiers Addresses Contacts Payments Business Classifications Prod	Requested By Contact, Sample Request Date 5/9/23	Change Description
General Company Test Supplier Company	Tax Organization Type Corporation	
Supplier Number 10124 Supplier Type	Confirmation Status Active Your profile change request 15002 was submitted for approval. Attachments None	
✓ Identification	OK ance Number	
Customer Number SIC	Corporate Web Site	
✓ Corporate Profile Year Established	Chief Executive Title	
Mission Statement	Chief Executive Name Principal Title	
// Year Incorporated	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		0	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	 Image: A set of the set of the				
	* 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 🗸 View 🔻 Format 💌 🕂 normat 🔍 👘 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 🗋	☆ ⊨ ¢	SC
Review Changes								Edit Submit	<u>C</u> ancel
	Change Description								
		11							
▲ Contacts									
View 🔻 Format 👻 🧰 Freeze 🔛 Detach 🚽 Wrap									
Name			▲マ Job Title	▲マ Email	▲マ Phone	Administrative Contact	User Account	Status	Details
Contact, Demo				demo.contact@testsupplier.c	om		0	Inactive	Epil
Columns Hidden 7									

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

Diebold Nixdorf		204日 🥵 ĸ
Company Profile		Cancel Change Request Edit Open
There is a profile change request perform account. You may edit to make additional changes. Last Change Report. 10001 Request. Make if Pending Approval Organization Details. Tai identifies: Addresses Contacts. Parment. Business Cassifications. Products and Service	Requested By Contact Sample Request Data: 5/9/23	Change Description
General Company Text Texpler Company Supplier Rumber 1912 Supplier Type Identification D.U.R.S Number Continent Number Sc	Tax Organization Type Corporation Confirmation Hub polite change request 16001 was subtrated for approval Corporate retrained Name Retrained on the State Corporate Web State	
A Corporate Profile Vest Extellation Mission Statement	Churl Executive Title Churl Executive Mane Principal Title Principal Mane	



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 (〕 ☆	Þ	"14
Manage Orders					Do
Headers Schedules					
∡ Search	Advanced Manage Watchlist Saved Search	All Orders	6		~
Sold-to Legal Entity	▼ Order				
Bill-to BU 🗸	Select "Pending Supplier Acknowledgement" from dropdown Status Pending	Supplier Acki	nowledgme	nt 🗸	
Supplier Site	Include Closed Documents No 🗸				
	Click or	n Search	Sea	rch Re	set Save
Search Results					
Actions 🗸 View 🗸 Format 👻 🎵 🖳 Freeze 📄 Detach	d Wrap				
Order Order Date Description	Supplier Site Buyer Ordered Currence	y Status			Creation Date
4					(i)

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.

nowledge Document (F	Purchase Order): 2020	0077				Edit View PDF Submit Cancel
Iowiedge Document (F	uronase order). 2020	00077				
Sold-to Legal Entity	Diebold Nixdorf, Incorporated		Supplier	Test Supplier Company	Ordere	d 400.00 USD
Order	20200077		Supplier Site	FRANKFURTAMM01	Descriptio	n
Status	Pending Supplier Acknowledgmer	nt	Supplier Contact	Sample Contact	Source Agreemer	ıt
Buyer	Junghare Tushar		Bill-to Location	DBD INC.	Supplier Orde	r
Creation Date	5/9/23		Ship-to Location	Diebold Nixdorf Manufacturing (US2)	Communication Metho	
Ferms Notes and Attachments						
Required Acknowledgme	nt Document and Schedule		Payment Terms	Immediate		 Buyer managed transportation
Acknowledgment Due Da	te 5/12/23		Shipping Method			 Pay on receipt
Acknowledgment Respons	Accent V	"Accept" from	Freight Terms			Confirming order
Acknowledgment No	dropd	lown	FOB			
Additional Information						
			Named Place		Context Promp	
One-Time Shipto Address					Context Promp	t
One-Time Shipto Address One-Time Shipto Address Extended			Category Manager		Context Promp	t
One-Time Shipto Address Extended					Select Response as	t
One-Time Shipto Address				Validate		
One-Time Shipto Address Extended	🖩 📑 🌆 Freeze 📓 Deta	ich 📣 Wrap 🛛 Accept		Validate	Select Response as	
One-Time Shipto Address Extended hedules		nch 🚽 Wrap 🚺 Accept	Category Manager		Select Response as "Accept" from the dropo	
One-Time Shipto Address Extended Actions View Format F			Category Manager	Cordenad Requested Promis	Select Response as "Accept" from the dropo	lown Supplier jection Reason Order Location

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

nowledge Document (P	urchase Order): 20200077						Edit View PDF	Sub <u>m</u> it <u>C</u> ar
Sold-to Legal Entity	Diebold Nixdorf, Incorporated		Supplier	Test Supplier Company		Ordered	400.00 USD	
Order	20200077		Supplier Site	FRANKFURTAMM01		Description		
Status	Pending Supplier Acknowledgment	Sup	oplier Contact	Sample Contact		Source Agreement		
Buyer	Junghare Tushar	Bi	ill-to Location	DBD INC.		Supplier Order		
Creation Date	5/9/23	Shi	ip-to Location	Diebold Nixdorf Manufacturing (U	S2)	Communication Method	None	
Ferms Notes and Attachments					Mandatory	for DF Ons	BU for res	t Ontior
Required Acknowledgmen	t Document and Schedule	Pa	ayment Terms	Immediate	manuatory		 Buyer managed transport 	
Acknowledgment Due Dat			pping Method				 Pay on receipt 	
Acknowledgment Respons Acknowledgment Not	dropdown	" from	Freight Terms FOB				 Confirming order 	
	1							
Additional Information	Æ							
One-Time Shipto Address	<i>A</i>		Named Place			Context Prompt		
One-Time Shipto Address One-Time Shipto Address Extended			Named Place ory Manager	Validate		esponse as	own	
One-Time Shipto Address One-Time Shipto Address Extended hedules		Catego	ory Manager	Validate			own	
One-Time Shipto Address One-Time Shipto Address Extended hedules	🖓 🏢 Freeze 🔛 Detach el Wr	Catego ap Accept Reject Respo	ory Manager	Codeward Requested		esponse as " from the dropdo	OWN sction Reason Order Line	r Location
One-Time Shipto Address Extended Actions View V Format V III Line Item Descri	🖓 🏢 Freeze 🔛 Detach el Wr	Catego ap Accept Reject Respo	ory Manager onse All Currency	- Requested	"Accept Promised Shipping	esponse as " from the dropdo	Supplie ection 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 (P	urchase Order): 20200077					Q 🏠 ☆ 🏳 💭 의 Submit Cance
Main General						1. Click on Submit
Sold-to Legal Entity Order Status	Diebold Nixdorf, Incorporated 20200077 Pending Supplier Acknowledgment Junghare Tushar 5/9/23			×	Ordered Description Source Agreement Supplier Order Communication Method	400.00 USD
Required Acknowledgmen Acknowledgment Due Datr Acknowledgment Respons Acknowledgment Not	5/12/23 Accept	Payment Terms Shipping Method Freight Terms FOB	Immediate	2.Click on OK		Buyer managed transportation Pay on receipt Confirming order

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

Manage Orders Headers Schedules Headers Schedules Advanced Manage Watchlist Saved Search All Orders Search Results Actions Wew Format Freeze Detach Wrap Order Order Date Description Order Order Date Description Supplier Site Buyer Ordered Currenty Status Cycle Date Order Supplier Site Buyer Ordered Currenty Status Cycle Date Order Supplier Site Buyer Ordered Currenty Status Supplier Site Buyer Ordered Currenty Status Supplier Site Buyer Ordered Currenty Status Supplier Site Buyer Supplier Site Buyer Supplier Site Buyer Status Supplier Site Buyer Status Supplier Site Buyer Status Supplier Site Buyer Status Supplier Site Buyer Supplier Site Buyer Status Supplier Site Buyer Supplier Si	Diebold Nixdor	ſf						☆□	Ĺ ¹⁴	SC
Advanced Manage Watchlist Saved Search All Orders Image Watchlist Saved Search Image Watchlist Saved Search All Orders Image Watchlist Saved Search	Manage Orders									D <u>o</u> ne
Search Results Actions • View • Format • Image: Content of the search of the sear	Headers Schedules									
Actions View V Format V P To Creation Description Preeze Description Virap	▶ Search				Advanced Manage Watchlist	Saved Search	All Orders			~
Order Order Date Description Supplier Site Buyer Ordered Currency Status 20200077 5/9/3 5/9/3 FRANKFURTAMM01 Junghare, Tushar 400.00 USD Open 5/9/23	Search Results									
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	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	rver/obrareq.cgi?encquery%3DmX045vdLZ%2FAR7rNi	i2YZkrey%2B2wUz 🖉 A 🏠 🎓 🖀 🔹 🕂
Sign I	n	
	le 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.

Diebold Nixdorf					
	Good aft	ernoon, S	moke [·]	Tester!	
	Supplier Portal	Procurement	Tools	DN Extensions	Others
	APPS				
	Supplier Portal	DB File Upload	Cor	O 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 PO. *Note: Please note that by default it will download all the PO data.*

Oracle Fusion Cloud Applica	ations × O PO_ACK_UPDAT	E - Oracle Analyti 🗙 🕂			~ -	- 0
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PO_ACK_UPDATE PO Statu	ıs All	Change Order Status	v Apply	PO_ACK_UPDATE_Mass Conf Data.xls 76.5 KB • Done	firmation	Open
Mass Confirmation Data				Ę		¢ 0
		Report Completed				

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

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

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

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	20200002	1	1 Test Supplier Company	TEST-US	175000287	4 5000 02-Jun-23	02-Jun-23	demo.supplie	er@test.com		Change	
	20200002	2	1 Test Supplier Company	TEST-US	175000340		12-Jun-23	demo.supplie	er@test.com		Change	
	20200003	1	1 Test Supplier Company	TEST-US	175000287	4 1000 31-May-23	31-May-23	demo.supplie	er@test.com		Change	
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	20200005	2	1 Test Supplier Company	TEST-US	175000340		29-Sep-23	demo.supplie	er@test.com		Change	
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	20200009	1	1 Test Supplier Company	TEST-US	175000287		27-Sep-23	demo.supplie	er@test.com		Change	
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	20200011	1	1 Test Supplier Company	TEST-US	175000287		27-Jun-23	demo.supplie			Change	
	20200012	1	1 Test Supplier Company	TEST-US	175000287		02-Jun-23	demo.supplie			Change	
	20200012	2	1 Test Supplier Company	TEST-US	175000340		12-Jun-23	demo.supplie			Change	
	20200013	1	1 Test Supplier Company	TEST-US	175000287		16-Jun-23	demo.supplie			Change	
	20200014	1	1 Test Supplier Company	TEST-US	175000287		27-Jul-23	demo.supplie			Change	
	20200015	1	1 Test Supplier Company	TEST-US	175000287		19-Jul-23	demo.supplie			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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	2 Test Supplier Company	TEST-US	175000287	- 27-Jun-23	demo.supplier@test.com	Change
	1 Test Supplier Company	TEST-US	175000287	27-Sep-23	demo.supplier@test.com	Change
	1 Test Supplier Company	TEST-US	175000287	- 28-Jun-23	demo.supplier@test.com	Change
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	1 Test Supplier Company	TEST-US	175000287		demo.supplier@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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1	20200033	1	1 Test Supplier Comp		T-US	1750002874			.supplier@test.com		Change		
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3	20200034 20200036	1	1 Test Supplier Comp 1 Test Supplier Comp		T-US T-US	1750002874 1750002874			.supplier@test.com .supplier@test.com		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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		O Line Numb	PO Schedule Num						lier Site		Item Numb 👻			Da - Pro	omised Da			
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4	20200028	1			Supplier Company			TEST	-US		1750002874		02-Jun-23				supplier@	
5	20200028	2	2	1 Test	Supplier Company	y		TEST	US		1750003407		12-Jun-23				supplier@	
7	20200031	1			Supplier Company			TEST			1750002874		31-May-23				supplier@	
8	20200031	2	2	1 Test	Supplier Company	y		TEST	-US		1750003407		14-Jun-23			demo.s	supplier@	test.cor
9	20200032	1	L	1 Test	Supplier Company	y		TEST	-US		1750002874		02-Jun-23			demo.s	supplier@	test.cor
0	20200032	2	2	1 Test	Supplier Company	у		TEST	-US		1750003407		12-Jun-23			demo.s	supplier@	test.cor
1	20200033	1	L	1 Test	Supplier Company	у		TEST	-US		1750002874		27-Jun-23			demo.s	supplier@	test.cor
2	20200033	1	L	2 Test	Supplier Company	y		TEST	-US		1750002874		27-Jun-23			demo.s	supplier@	test.cor
3	20200034	1	L	1 Test	Supplier Company	y		TEST	-US		1750002874		31-May-23			demo.s	supplier@	test.cor
4	20200036	1	L	1 Test	Supplier Company	y		TEST	-US		1750002874		31-May-23			demo.s	supplier@	test.con
5	20200090	1	L	1 Test	Supplier Company	y		TEST	-US		1750002874		21-Jul-23			demo.s	supplier@	test.cor
6	20200091	1	L	1 Test	Supplier Company	y		TEST	-US		1750002874	2000	21-Jul-23			demo.s	supplier@	test.con
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Step 5: 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
Step 6: New Window	w will open. Click on " Download Template "

Oracle Fusion Cloud Applications ×	S FileUploadToFtp.jspx	×	+						
← → C soad.diebold.com/FileUploadApp/faces/FileUploadToFtp.jspx									
			Upload Files To FTP Server						
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			Choose	Files No fi	le chosen				
					*Note: Maximum file size 5	MB.			
			Save	Reset	Download Template				

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

Oracle Fusion Cloud Applications × S FileUploadToFtp.jspx ×	PO_ACK_UPDATE - Oracle Analyti × +		\sim	-
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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.

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



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A B	C	D	E F	G	Н	1	J		К	L	M
PO line PO Number Number	PO Schedule Number Supplier Name	Supplier	Site Item Numb			Promised Date	Supplier Contact Email ID		Supplier Order Number	Action type	Change Orde Number
	1 1 Test Supplier Company	TEST-US	1750002874	3000	27-Jun-23		demo.supplier@test.con	1		Change	
20200027 20200028	1 1 Test Supplier Company		1750002874		02-Jun-23		demo.supplier@test.con			Change	

Step 10: Update the promise date. Here you need to provide promise_date, email_id and select Action_Type as Change from the drop-down list.

Note: This Template supports only date format as "DD-Mon-YY".

A	В	С	D	E	F	G	Н	1	J	K	L	M
	PO line	PO Schedule										Change Order
PO Number	Number	Number	Supplier Name	Supplier Site	Item Number	Quantity R	equested Date	Promised Date	Supplier Contact Email ID	Supplier Order Number	Action type	Number
20200027	1	1	Test Supplier Company	TEST-US	1750002874	3000 2	7-Jun-23	25-Jun-23	demo.supplier@test.com		Change	
20200028	1	1	Test Supplier Company	TEST-US	1750002874	5000 0	2-Jun-23	01-Jun-23	demo.supplier@test.com		Change	
20200028	2	1	Test Supplier Company	TEST-US	1750003407	2000 1	2-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).

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File <u>n</u> ame	PO_ACK_UPDATE_18-JUL-23	_DE	MO					~
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Authors:	Vishwa Bharat		Tags:	Add a	a tag			
∧ Hide Folders			I	loo <u>l</u> s	•	<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 download, click on "Choose Files" and select the .CSV file from the system. Click on the Save button.

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\leftrightarrow \rightarrow C $($ soad.diebold.com	n/FileUploadApp/faces/FileUploadToFtp	p.jspx
		Upload Files To FTP Server
	*	PO_ACK_UPDATE_1616.00 B Done 🗙
		Choose Files No file chosen
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		Save Reset Download Template

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

Uplo	oad Files To FTP Serv	'er
	1 Information ×	
l	Uploaded Successfully in FTP!	
Choo		70 5 MR
Save	Reset Download Templat	

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	e Su	mm	ary I	Repo	ort	
OIC Mail Service <no-reply@mail.integration.us-as< td=""><td>٢</td><td>5</td><td>*5</td><td>→</td><td>15</td><td>]</td></no-reply@mail.integration.us-as<>	٢	5	*5	→	15]
PO Mass Update and Acknowledgment Report_2023-07-18T095528. 1 KB	863Z.cs	~ ~				
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						Ι

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

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

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

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Sign		1
Ora	cle 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.

Diebold Nixdorf			
Good aft	ternoon, Sr	moke Tester	~!
Supplier Portal	Procurement	Tools DN Exte	nsions Others
APPS			
Supplier Portal	DB File Upload	PO Mass Confirmation Report	+

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





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

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PO_ACK_UPDATE PO Status All	▼ Change C	order Status	Hc		PO_ACK_UPDATE_Mass Confirm Data.xls 76.5 KB • Done	ation		Ope	en
Mass Confirmation Data					Ð	38	x -	\$	0
	Re	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 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.

0	Oracle Fusion Cloud Applicati	ons × O PO_ACK_UPDATE	- Oracle Analyti 🗙	+							~ -
\leftarrow	ightarrow C $ ightarrow$ eeug-dev	6.fa.us6.oraclecloud.com/an	alytics/saw.dll?bi	publisherEntrya	&Action=open&itemT	ype=.xdo&bipPath	=%2FCust	om%2FTR	NAMIX_INTE	GRATI 🖻	☆ ₹
斧	PO_ACK_UPDATE						Home	Catalog	Favorites 🗸	Dashboards -	Create 🗸
	PO Status Mass Confirmation Data	PENDING ACKNOWLEDGMI AII PENDING CHANGE APPRO OPEN PENDING ACKNOWLEDGM Search	DVAL	Order Status		* Apply				⊕ ;≡	X
			R	eport Complet	red						

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

6	Oracle Fusion Cloud Applicat	tions × O PO_ACK_UPDAT	E - Oracle Analyti 🗙	+				\sim	-
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Â	PO_ACK_UPDATE	PENDING ACKNOWLEDGMI	▼ Change O	rder Status	• Арр	Ho Iy	PO_ACK_UPDATE_Mass Confirmat (1).xls 67.5 KB • Done	ion Data	
	Mass Confirmation Data						9 H	X	-10
			Reg	port Completed					

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

30

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

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

Diebold Nixdorf	Q Search for people and actions
(Good evening, Smoke Tester!
S	upplier Portal Procurement Tools DN Extensions Others
A	PPS
	Supplier Portal

Step 7: New Window will open. Click on "Download Template"

Oracle Fusion Cloud Applications 🗙	S FileUploadToFtp.jspx	×	+
\leftrightarrow \rightarrow C \triangleq soad.diebold.com	n/FileUploadApp/faces/FileU	ploadToFtp	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.

31

Oracle Fusion Cloud Applications X SileUploadToFtp.jspx X PO_ACK_UPDATE - Oracle Analytix +		\checkmark	-				
← → C 🔒 soad.diebold.com/FileUploadApp/faces/FileUploadToFtp.jspx							
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		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	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	
-												1

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".*

А	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
20200092	1	1	Test Supplier Company	TEST-US	1750002874	2000	21-Jul-23	22-Jul-23	komal.wanjari@trinamix.com		Change	
20200093	1	1	Test Supplier Company	TEST-US	1750002874	2000	21-Jul-23	22-Jul-23	komal.wanjari@trinamix.com		Change	

Step 12: Now to save the file, remove the Template from the name and add today's date for unique name convention. File naming convention PO_ACK_UPDATE_DD-MON-YY_USERNAME (Today's Date and Username).

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

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

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Save as <u>t</u> ype:	CSV (Comma delimited) (*.	csv)				\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 is Change, for schedule split scenario please select change for original schedule, split action for new schedule, and keep original schedule number as schedule number for split schedules. (For Ex: if the split is for schedule 1 of having 100 then enter two lines for the same with split of 60 and 40 and keep schedule number same for both lines and put action type as Split for 40 quantity line.)
- Also make sure the quantity is matched for original schedule after split. Enter the requested date as original schedule and enter the confirmation date for split schedule.
- Promised date: Make sure to populate promised date for all schedules and Date format should be DD-Mon-YY. (Ex: 04-Mar-23 or 14-Mar-23)
- Supplier Contact Email ID (optional): Enter the email ID to receive the file upload status report.
- Supplier Order Number (Mandatory for Germany Orders (SAP)): Please enter the Supplier reference order number.
- File format: Save the file as CSV with file name PO_ACK_UPDATE_DD-MON-YY_USERNAME (Today's Date and Username). Please note that file names must be unique.

C. File upload and validation process.

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



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

Step 2	2: Message wil	l be populated	l regarding the s	successfully up	loaded file.	Click on OK.

Upload Files To FTP Server									
	i Information	×							
	Uploaded Successfully in FTP!								
Choo		ОК							
	^NOT	e: Maximum Tile size 5 MB.							
Save	Reset D	ownload 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: Fi	le Su	mm	ary I	Repo	ort
OIC Mail Service <no-reply@mail.integration.us-as< td=""><td>٢</td><td>5</td><td>*5</td><td>→</td><td>45</td></no-reply@mail.integration.us-as<>	٢	5	*5	→	45
PO Mass Update and Acknowledgment Report_2023-07-18T095528 1 KB	.863Z.c	~ ~			
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					
Diebold Hildoff PVC Ltd					
34					



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.

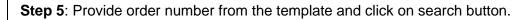
Possible Errors:

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.



Diebold Nixdorf			Q 白 ☆	⊐ Û st
Supplier Portal				
Search Orders v Order Number	Q			
Tasks				A state
• Manage Orders	Requiring Attention	Recent Activity Last 30 Days		-
Manage Schedules	97	Orders changed or canceled	22	
Acknowledge Schedules in Spreadsheet		Orders opened	16	
Agreements		Receipts	2	
Manage Agreements				
Shipments	671		r ^a	
Manage Shipments		Transaction Reports		
Create ASN		Last 30 Days		
Create ASBN		PO Purchase Amount	3.74K BRL	
Upload ASN or ASBN	574	PO Purchase Amount	123K USD	
View Receipts				
View Returns	Orders to Acknowledge			(i)



Manage Orders									Do
Headers Schedules									
▲ Search				A <u>d</u> vanced	Manage Watchlist	Saved Search	All Orders		~
Sold-to Le	gal Entity	T			Orde	r 20200092			
1	Bill-to BU 🗸				Statu	s		~	
Sup	plier Site	×		Includ	le Closed Document	s No 🗸		Search	Reset Save
Search Results								Jearch	Jave
Actions ▼ View ▼ Format	▼ 🖋 🎢 🐺 🏢 Freeze 🖁	🖹 Detach 🚽 Wrap							
Order	Order Date Description		Supplier Site	Buyer	Orde	ered Currency	Status	Life Cycle	Creation Date
20200092	7/14/23		TEST-US	wanjari, koma	al 24,00	0.00 USD	Open	0	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		Acknowle	dge View PDF Acti	ons ▼ 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	
Status	Open	Bill-to Location	Diebold Nixdorf Manufacturing (US2)	Agreement Supplier Order	
Buyer	komal wanjari	Ship-to Location	Diebold Nixdorf		
Creation Date	7/14/23		Manufacturing (US2)		

Lines	Sched	lules										
Ac	tions 🔻	View v	Format 👻 💯	Free	eze 🔄 Detac	h 📣 Wrap						
		Line	Description	Schedule	Location	Promised Delivery Date	Requested Ship Date	Promised Ship Date	Quantity	UOM Name	Status	Li Cy
		1	Elko vorm. ID18	1	Diebold Nix		7/21/23	7/22/23	2,000	Each	Open	84
	•											•

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 (Reconfirmation)

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

C C https://eeug-dev6.login.us6.oraclecloud.com/oam/se	erver/obrareq.cgi?encquery%3DmX045vdLZ%2FAR7rN	i2YZkrey%2B2wUz 🖉 A ^N 🟠 🎓 健 🚇 …
Sign I	n	
—	le 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.

Diebold Nixdorf					
	Good aft	ernoon, Sr	noke	Tester!	
[Supplier Portal	Procurement	Tools	DN Extensions	Others
	APPS				
	Supplier Portal	DB File Upload	c	PO Mass onfirmation 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.

\bigcirc Oracle Fusion Cloud Applications $ imes$	O PO_ACK_UPDATE - Oracle Analyti 🗙	+			- 0
\leftrightarrow \rightarrow C $rac{1}{2}$ eeug-dev6.fa.us6.or	raclecloud.com/analytics/saw.dll?bipub	olisherEntry&Action=open&itemType=.xd	o&bipPath=%2FCustom	%2FTRINAMIX_INTEGRATI 🖻 🕁	⊥ □
PO_ACK_UPDATE PO Status All	Change Ord	Ier Status		PO_ACK_UPDATE_Mass Confirmation Data.xls 76.5 KB • Done	Open
Mass Confirmation Data	Repo	ort Completed		(X) ≕≎ €*	• \$

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 Mass Confirmation Data	OPEN AII PENDING CHANGE APPR	• ROVAL	Change Order Status	Ŧ	Apply				9 ∷	X ¹ =	¢ 0
	L	OPEN PENDING ACKNOWLEDG	MENT	_								
		Search	F1	2								

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

Oracle Fusion	Cloud Applications 🗙 🤇	PO_ACK_UPDATE - Oracle Analyti 🗙	+			\sim	-
\leftrightarrow \rightarrow C (eeug-dev6.fa.us6.ora	aclecloud.com/analytics/saw.dll?bipu	ublisherEntry&Action=op	en&itemType=.xdo&bipPath=%2F0	Custom%2FTRINAMIX_INTEGRATI ビ	☆	⊻ □
A PO_ACK	_UPDATE			Ho	Recent Downloads	>	с Оре
Mass Confi	PO Status OPEN	▼ Change O	rder Status	Apply	PO_ACK_UPDATE_Mass Confirmati Data (1).xls 74.0 KB • Done	on	

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

A	в	U	E	F	G	н		J	K L	IM
PO Number PO Line	e Number PO Schedule	Number Supplier Name	Supplier Site	Item Number (Quantity	Requested Date	Promised Date	Supplier Contact Email ID	Supplier Order Number Action Type	Change Ord
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.

40

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 will open. Click on "Download Template"

Oracle Fusion Cloud Applications × S	FileUploadToFtp.jspx ×	+					
\leftarrow \rightarrow C \bullet soad.diebold.com/FileL	JploadApp/faces/FileUploadToFtp	p.jspx					
		Upload Files To FTP Server					
	*						
		Choose Files N	o file chosen				
		Save Reset	*Note: Maximum file size 5 MB.				



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

Oracle Fusion Cloud Applications × S FileUploadToFtp.jspx × PO_ACK_UPDATE - Oracle Analyti × +		\checkmark	-
← → C			₹
Upload Files To FTP Server	PO_ACK_UPDATE_DD-MON- YY_USERNAME.xlsx 26.6 KB • Done]
Choose Files No file chosen			
Save Reset Download Template			

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

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

А	В	С	D	E	F	G	Н	1	J	К	L
PO Number	PO Line Number	r PO Schedule Numbe	er Supplier Name	Supplier Site	Item Number	Quantity	Requested Date	Promised Date	Supplier Contact Email ID	Supplier Order Numbe	Action Type Change C
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		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	C	D	E	F	G	Н	1	J	K	L	M
	PO line	PO Schedule								•		Change Ord
PO Number N	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.

🔶 Downloads					Ø	
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📲 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		T	īoo <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 will be change for schedule split scenario please select change for original schedule, split action for new schedule, and keep original schedule number as schedule number for split schedules. (For Ex: if the split is for schedule 1 of having 100 then enter two lines for the same with split of 60 and 40 and keep schedule number same for both lines and put action type as Split for 40 quantity line.)
- Also, make sure the quantity is matched for original schedule after split. Enter the requested date as original schedule and enter the confirmation date for split schedule.
- Promised date: Make sure, to populate promised date for all schedules and Date format should be DD-Mon-YY. (Ex: 04-Mar-23 or 14-Mar-23)
- Supplier Contact Email ID (optional): Enter the email ID to receive the file upload status report.
- Supplier Order Number (Mandatory for Germany Orders (SAP)): Please enter the Supplier reference order number.
- File format: Save the file as CSV with file name PO_ACK_UPDATE_DD-MON-YY_USERNAME (Today's Date and Username). Please note that file names must be unique.

B. File upload and validation process.

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

Oracle Fusion Cloud Applications × S FileUploadToFtp.jspx	× +
\leftarrow \rightarrow C $($ soad.diebold.com/FileUploadApp/faces/FileUploadAppo/fileUploadApp/faces/FileUploadAppo/face	idToFtp.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.

Uplo	Upload Files To FTP Server					
	i Information ×					
	Uploaded Successf	ully in FTP!				
Choos		ок				
	îN	ote: 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 €</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
Deboid Nixdon 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.

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

Diebold Nixdorf ST Supplier Portal Q Search Orders ✓ Order Number Tasks F Orders **Requiring Attention Recent Activity** Last 30 Days nade Schedule Orders changed or canceled 22 97 Acknowledge Schedules in Spreadsheet 16 Orders opened Receipts 2 Agreements Manage Agreements 671 Shipments Manage Shipments Transaction Reports Last 30 Days Create ASN 3.74K BRI PO Purchase Amount Create ASBN 574 123K USD PO Purchase Amount Upload ASN or ASBN · View Receipts (i)Orders to Acknowledge View Returns

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 Watchli	st Saved Search	All Schedules	~
Sold-to Lega	al Entity			•		Su	pplier Item				
Supp	lier Site		•			Ship-t	o Location		Q		
	Order	20200092					Status		~		
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Order	Line	Schedule	Supplier	Supplier Site	ltem	Ordered I 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)

C. Split Schedule using PO Mass Confirmation Process

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

Diebold Nixdorf			Q Search for people	and actions	🗅 🕁 🏳 🤔 sc
	Good evening	, sample contact			
	Supplier Portal Tools	Others			
	APPS				
	Supplier Portal DB	File Upload PO Mass Confirmation Data	+		0
	Things to Finish				
	Assigned to Me	2 days ago X Fri Oracle Fusion	2 days ago X FYI Supplier Contact User		

Step 2: Download the template from Supplier Portal:

https://soad.diebold.com/FileUploa	adApp/faces/FileUploadToFtp.jspx;jsessionid=vym9OVaFqsR7GOjFU8Vi96ImOQpDk2
	Upload Files To FTP Server
	* Browse No files selected.
	*Note: Maximum file size 5 MB. Save Reset Download Template

Step 3: Remove the sample data from the template and add data for PO which need to be split:

	А	В	С	D	E	F	G	н	1	J	К		м
		PO line	PO Schedule								1		Change Orde
1	PO Number	Number	Number	Supplier Name	Supplier Site	Item Numbe	Quantity R	quested Date	Promised Date	Supplier Contact Email ID	Supplier Order Numbe	Action type	Number
2	4701703403	10	1	ARADONNA ASSEMBLAGEM I	MARCO01-EUR	175030806	. 30	08-Dec-23	22-Dec-23	suppliercontact@demo.com		Change	
3	4701703403	10	1	ARADONNA ASSEMBLAGEM I	MARCO01-EUR	175030806	. 12	08-Dec-23	09-Nov-23	suppliercontact@demo.com		Split	
4								J					
5													
6													
7													

Note: While adding data to Split Schedule:

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

Step 4: 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.

1 🗁 Downloads	
PO_ACK_UPDATE_220923_TEST1)
CSV (Comma delimited) (*.csv)	Save
More options	
New Folder	

Step 5: Upload the file from DB Upload:

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	Uploaded Suco	cessfully in FTP!
Choos		ОК
		note: maximum nle size 5 MB.
Save	Reset	Download Template
18		



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

[DEV6] PO Mass Update and Acknowledgment: File Summary Report
OIC Mail Service <no-reply@mail.integration.us-as T_0 $Fri 22-09$</no-reply@mail.integration.us-as
PO Mass Update and Acknowledgment Report_2023-09-22T084757.915Z.csv 1 KB
Hello Team,
Please find attached PO Mass Acknowledgment Report.
InstanceID:103880364
This is an automatically generated email. Please do not reply to it
Thanks & Regards, PaaS Team, Diebold Nixdorf Pvt Ltd

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

			_											
tions v	View v Forr	mat ▼ 💯	🖙 🖩 Freeze 📓 Detach 🚽 Wrap											
			1			•				Additiona	Information			
	Line	Schedule	lescription	Location	Quantity	OM ame	Status	Life Cycle		DN Customer Sales Order Firm Flag	One-Time Shipto Address	Requested Shi Date	Promised Ship Date	Organization
	10	1	ase Cabinet DN OFA CEN III	Diebold Nix	30	ach	Open	¢	2			12/8/23	12/22/23	0001
	10	2	ase Cabinet DN OFA CEN III	Diebold Nix	12	ach	Open	0	2			12/8/23	11/9/23	0001

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

10. PO Mass Confirmation Process for Change Orders

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

✓ Sign is x +	- 0 X
	W1rAoVRdFV861J06cpzEdp2%2F9gGtGjqAaAlweijpY%285Kz2vYwbJtt%28ygxiOAfR9od5m%2FMptebz8AqiOveDxQZ37MxIEwc1UVxo6FLrg5GCR8 👁 🖈 🖸 🚺
Trinamix HNC Sch & Per Learning Bet Movies	un manien een haadeelake nie staande een neek meester men meestaan meester nikeeneen die resedere miester of nie
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	Company Single Sign-On
	Company Single Sign-On
-	Of
	User ID
	demosupplier2@test.com
	Password
	Forget Password
	Sign In
	Select Language
	English v

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

 Oracle Fusion Cloud Application X S DN PO M 	lass Confirmation Det: X +			-	0 ×
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1. DEV6 Refreshed on 10APR24					
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	Good evening, demo supplier				
	Supplier Portal Procurement Tools Others				
	A995				
	Suppler Fortal DD File Updad				

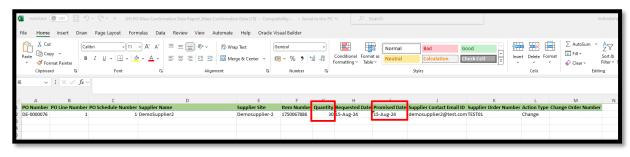
Step 3: Click on "PO Mass Confirmation Report" to download the report as marked in above screen shot.

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

PO dump with change order will be downloaded.

50

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DN PO Ma	ass Confirmation	Data Report				
	PO Status All			Change Order Status	PENDING ACKNOWLEDGMI	Apply
					PENDING ACKNOWLEDGME	NT
Mass Confi					Search	F12



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

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

Proteine Deter DE 000076- X + + C		rK38256K38K38K38K38&_aff.cop+13952846286311295	- 。 《 ☆ ☆ ∉ hroya Q 습 ☆ 戸 卓	
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Overview Manage Orders x Purchase Order: DE	E000016 x Purchase Criter DE-0000176 x		く 🗅 🌣 🗖 🥵	PB
	E4000076 x Purchase Order: DE-0000076 x			
Change Order: 1				
			View PDF Actions T Done	
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∡ General				hh.
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Required Acknowledgment D Acknowledge Within Days 7 Acknowledgment Due Date 1 Payment Terms It	7 Freight Terms 148/24 Incoterms	BOLLORE-OCEAN-Standard	✓ Buyer managed transportation — Pay on necest — Confirming order	

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

Oracle Fusion Cloud Application X ③ D1	PO Mass Confirmation Data × +		- 0	×
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C Trinamix C HNC C Sch & Per C Learnin	Bet 🗅 Movies			
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Diebold Nixdorf	Q se	rch for people and actions	0 🌣 🖻 🏟	DS
	Good evening, demo supplier			
	Supplier Portal Procurement Tools Others			
	APPS			
	Suppler Portal			

Step 6: New Window will open. Click on "Download Template"

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

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Name	e		Date modified	Туре	Size
- Today					
🔽 🗟 PO_A	ACK_UPDATE_DD-MON-YY_USERNAME (2)		07-08-24 11:34 PM	Microsoft Excel Worksheet	27 KB
🛎 DN F	PO Mass Confirmation Data Report_Mass Confirmation	on Data (8)	07-08-24 11:33 PM	Microsoft Excel 97-2003 Worksh	65 KB

Step 8: 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 9: Now paste the copied data from report (Step-4) into this Template.

Insert				E (3)			♀ Searce	:n						
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в	с	D	E	F	G	н	1		1		к	L	м	N
										1				r
Number													Number	
1	1	DemoSupplier2	Demosupplier-2	1750067886	30	15-Aug-24	20-Aug-24	demosupplier2@	ptest.com		TEST02	Change		
p	py * mat Painter rd E	by \sim mat Painter rd rs : $\times \checkmark fx \sim$ PO line PO Schedule Number	py $rac{1}{2}$ mat Painter g I U $rac{1}{2}$ I V V $rac{1}{2}$ I V V V $rac{1}{2}$ I V V V $rac{1}{2}$ I V	$\begin{array}{c c c c c c c c c c c c c c c c c c c $	$\begin{array}{c c c c c c c c c c c c c c c c c c c $	$\begin{array}{c c c c c c c c c c c c c c c c c c c $	$\begin{array}{c} \begin{array}{c} \begin{array}{c} \begin{array}{c} \begin{array}{c} \begin{array}{c} \begin{array}{c} \begin{array}{c} $	$\begin{array}{c c c c c c c c c c c c c c c c c c c $	$\begin{array}{c c c c c c c c c c c c c c c c c c c $	$\begin{array}{c c c c c c c c c c c c c c c c c c c $	$\begin{array}{c c c c c c c c c c c c c c c c c c c $	$\begin{array}{c c c c c c c c c c c c c c c c c c c $	$\begin{array}{c c c c c c c c c c c c c c c c c c c $	$\begin{array}{c c c c c c c c c c c c c c c c c c c $

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".

↑ 🗁 Downloads	
PO_ACK_UPDATE_08-AUG-24_demosupplier2	
CSV (Comma delimited) (*.csv)	
	🕞 Save

Step 11: Now to save the file, remove the Template from the name and add today's date for unique name convention. File naming convention PO_ACK_UPDATE_DD-MON-YY_USERNAME (Today's Date and Username).

Below are considerations while preparing the file.

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

type as Split for 40 quantity line.)

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

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

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

↑ 🗁 Downloads]	
PO_ACK_UPDATE_08-AUG-24_demosupplier2		
CSV (Comma delimited) (*.csv)	·)	
		🕞 Save

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

Oracle Fusion Cloud Applications × S FileUploadToFtp.jspx	× +
\leftrightarrow \rightarrow \mathbf{C} $($ a soad.diebold.com/FileUploadApp/faces/FileUploa	adToFtp.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 13: Message will be populated regarding the successfully uploaded file. Click on OK.

Uplo	ad Files	To FTP Server	
	 Information 	tion ×]
	Uploaded Suc	cessfully in ETP.!	
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		Note: Maximum Tile size 5 ME	з.
Save	Reset	Download Template	

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

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

55



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

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

rchase Order: DE-0000	0076 ★									Social V	liew PDF Act	tions 🔻 Refre	esh
Procurement BU	DE Ops BU			Supplier	Demosupplier2					Ordered	300.00 EUR		
Requisitioning BU	DE Ops BU			Supplier Site	Demosupplier-2						0.00 EUR		
	Diebold Nixdorf Systems Gmi	bH	S	upplier Contact									
	DE Ops BU			nication Method							300.00 EUR		
	DE-0000076									Description			
01-1	0			Bill-to Location	Paderboln					Requisition			
Status	Praveena Basavarajappa		S	hip-to Location	Diebold Nixdorf Sy	ystems GmbH	-51579701		Sourc	e Agreement			
Buyer Creation Date									Su	upplier Order	TEST02		
Cleation Date	110/24												
Terms Notes and Attachments													
Required Acknowledgmen	t Document and Schedule		S	hipping Method	BOLLORE-OCEA	N-Standard					Puwer Monor	ed Transportation	
Acknowledge Within Days	s 7			Freight Terms									
Payment Terms	s Immediate			Incoterms						-	 Pay on receip 	ot	
											— Confirming or	rder	
Additional Information													
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Columns Fraxon 5 iew Changes: 1-1 cy = Euro Change Order 1-1 Description Upd ain General ew Format	ated Through Integration	Description		Creation Date 87	8/24	Diebe				nitiating Party Initiator Type	Suppler Integration DN External		
Columns Fraxon 5 iew Changes: 1-1 cy = Euro Change Order 1-1 Description Upd ain Seneral ew Format	ated Through Integration	Description		Creation Date 87	8/24	Diebe				nitiating Party Initiator Type	Suppler Integration DN External		
Columns Eroxon 6 iew Changes: 1-1 cy = Euro Change Order 1-1 Description Upd tain General ew • Format • • Freezo • • Detribute poler Order Attachments ew • Format • • Freezo • • Detributions	ated Through Integration ach of Wrap ach of Wrap Title	Description		Creation Date 87	8/24	Diebe				nitiating Party Initiator Type	Suppler Integration DN External		
Columns Eroxon 6 iew Changes: 1-1 cy = Euro Change Order 1-1 Description Upd tain General ew • Format • • Freezo • • Detribute poler Order Attachments ew • Format • • Freezo • • Detributions	ated Through Integration ach of Wrap ach of Wrap Title		10.00 300.00	Creation Date 87	8/24 rocessed	romised			1	nitiating Party Initiator Type	Suppler Integration DN External	Category	
Columns Erovan E iew Changes: 1-1 cy = Euro Change Order 1-1 Description Upd tean General iew + Format + Preeze M Det Attachments ew + Format + Preeze M Det Type Attachment URL data to display. Lines • Schedules • Distributions Actors + Vew + Format + Freeze	ated Through Integration			Creation Date 8/ Status Pr	8/24 rocessed	romised elivery Date	(1	Promised	Amo	nitiating Party Initiator Type	Suppler Integration DN External	Category	

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



11. Supplier Initiated Change Order:

A. Change in Promised Date

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

Diebold Nixdorf		C	2 △ ☆	Þ	Ļ ¹⁴	SC
Supplier Portal						
Search Orders V Order Number	Q					
Tasks					r.	
Orders						
Manage Orders Click on Manage Orders	Requiring Attention	Recent Activity Last 30 Days				
Manage Schedules		Orders opened		1		
Acknowledge Schedules in Spreadsheet						
Agreements						11
Manage Agreements						
Shipments				e ²	5	
Manage Shipments		Transaction Reports				
Create ASN		Last 30 Days				
Create ASBN		PO Purchase Amount	400 USD			
Upload ASN or ASBN						\hat{i}

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 Nixdor	f				Q	\square		_ 14	SC
Manage Orders								- 1	D <u>o</u> ne
Headers Schedules									
▲ Search			A <u>d</u> vanced Manage Watc	hlist Saved Se	earch All (Orders			~
Sold-to	Legal Entity		Ore	der					
	Bill-to BU 🗸		Stat	tus			~		(i)
	upplier Site		Include Closed Docume	nts No 🗸					
							Search	Reset Sav	e
Search Results									
Actions v View v Forma	🔻 📝 🎵 🖙 🏢 Freeze 🛒 Detach 斗 Wrap								
Order	Order Date Description	Supplier Site	Buyer	Ordered Cu	rrency St	tatus	Life Cycle	Creation Date	
20200079	5/9/23	FRANKFURTAMM01	Junghare, Tushar	400.00 USI	D O	pen	÷	5/9/23	
20200078	5/9/23	FRANKFURTAMM01	Junghare, Tushar	400.00 USI	D O	pen	::	5/9/23	
20200077	5/9/23	FRANKFURTAMM01	Junghare, Tushar	400.00 USI	D O	pen	÷	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 🗋	☆	þ 🗘	4 SC
Purchase Order: 2	0200079			Acknowledge View PDF	Actions ▼ Refresh D <u>o</u> ne	Order	Life Cycl	e	
Main General				Click on Actions and Select "edit" from Dropdowr	Edit Cancel Document View Document History	Ordere	ed		
Bill-to BU	Diebold Nixdorf, Incorporated US Ops BU 20200079		Test Supplier Compan FRANKFURTAMM01 Sample Contact	y Ordere Description Source Agreement			0 100	200 30 Amount (US	
-	Tushar Junghare	Bill-to Location Ship-to Location	DBD INC. Diebold Nixdorf Manufacturing (US2)	Supplier Order			Vie	ew Details	•
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.

Diebold Nixdorf		< △ ☆	🗖 💭 sc
	Warning X This action will create a change order on the document. Do you want to continue? (PO-2055113) Click on Yes Yes No		

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

Diebold Nixdorf						익 🗅 ☆ 🏳 🥵
t Change Order: 1						Actions V Save V Submit Cano
* Des Creati	e Order 1 cription Change in Promised ship date	Enter the comment in Description			Initiating Party Sup Initiator San	
General						
	gal Entity Diabold Nixdorf, Incorporated Bill-to BU US Ops BU Order 20200079	Supplier Text Supplier * Supplier Site FRAVOUUTURT Supplier Contact Sample Contact	MM01		Ordered 400.00 Description Agreement	uso //
Crevers Notes and Attachments	Status Open [*] Buyer Junghare, Tushar ation Date 5/8/23	Bill-to Location CED INC. Default Ship-to Location			Supplier Order	() ()
	nent Terms Immediate	Shipping Method			✓ Buy	er managed transportation
		Freight Terms Incoderms				on receipt firming order
Additional Information						
One-Time Shipto One-Time Shipto Address		Named Place Category Manager			Context Prompt	
nes Schedules	🕫 🧠 🖙 🖩 Freeze 🚟 Detach 🚽 V	Wen		E	nter the new Promised s	hip dates
Line Description	in ≫ nt minorn Window (in		* Location Quantity UOM	Requested Requ Delivery Date Date	ested Ship Promised Ship Shipping Method Date	Additional Information Change Reason DN Customer One-Time Sales Order Shipto Film Flag Address
1 audio extension cable	3m		Diebold Nixdorf Mar 80 Each	5/31/23 5/22/2	13 6/18/23	
	3m		Diebold Nixdorf Mar 20 Each	5/31/23 5/18/2	13 5/20/23	

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					Q (1) ☆ 卩	Ç14 SC
Edit Change Order: 1					Actions v	Save 🔻 Su	b <u>m</u> it <u>C</u> ancel
Change Order * Description Creation Date	Change in Promised ship date	Status Amount Changed 0		itiating Party Initiator	Supplier Sample Contact	Click on S	Submit
	Diebold Nixdorf, Incorporated		Test Supplier Company	Ordered 4	00.00 USD		
Order Status	Junghare, Tushar	Supplier Contact Bill-to Location	Sample Contact DBD INC.	Description Agreement oplier Order		11	
Creation Date Terms Notes and Attachments	5/9/23 Deta	ault Ship-to Location					
Payment Term:	s Inmediate	Shipping Method Freight Terms Incoterms			Buyer managed		

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:

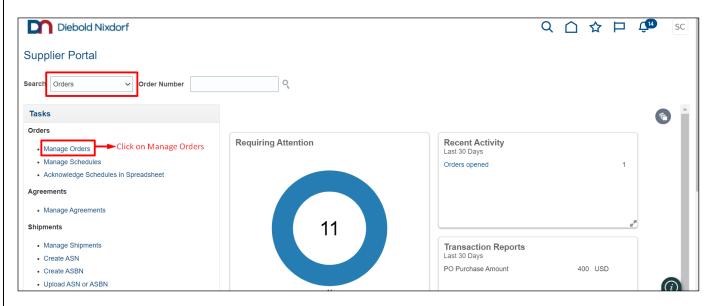
A) Supplier has acknowledged the PO with accept, then promised ship date will be populated as requested ship date.

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	Agvanced Manage Watchlist Saved Search All Orders
Sold-to Legal Entity	order 20200079 1.Enter the PO
Bill-to BU 🗸	Status Vumber
Supplier Site	Include Closed Documents No 🗸
	2.Click on 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 Nixd	orf				Q (1)	☆	Þ	ر ا ع
Manage Orders								D <u>o</u> ne
Headers Schedules								
► Search "i" indic is pend Search Results Actions ▼ View ▼ For		ich 🚽 Wrap	Advanced Mar	hage Watchlist Saved Search	All Orders) IIII
Order	Order Date Description	Supplier Site	Buyer	Ordered Currency	Status			Creation Date
() . 20200079	5/9/23	FRANKFURTAMM01	Junghare, Tushar	400.00 USD	Open	ť	2	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	View PDF Actions • Refresh Done	(
Main					
General					
Sold-to Legal Entity	Diebold Nixdorf, Incorporated	Supplier	Test Supplier Company	Ordered 400.00 USD	
Bill-to BU	US Ops BU	Supplier Site	FRANKFURTAMM01	Description	
Order	20200079	Supplier Contact	Sample Contact	Source Agreement	
Status	Open 1.Click on "i"	symbol Bill-to Location	Information ×	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	<u>ok</u>	pending	
Terms Notes and At	tachments		L		
			3.Click o	n OK	
Required Acknowledgmen		Shipping Method		 Buyer Managed Transportation 	
Payment Terms	s Immediate	Freight Terms		Bayer Managed Transportation	

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

		Format 🔻 🥦 🞼 🏢 F		:h 📣 Wrap					
									Additi
	Line	Description	Locatio <u>⇔</u>	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			Ç ¹⁵	SC
Change Order: 2			Click on Acnowledge 🗲	Acknowledge	View PDF	Actions		D <u>o</u> ne
Change Order: 2 Change Order 2 Description Change in requested ship date	Status	Pending Supplier Acknowledgment		Initiating Party				
Creation Date 5/9/23				Initiator	Tushar Jun	ghare		
Main								
✓ General								

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

Sch	Additional Informati One-Time Shipto Addre: One-Time Shipto Addre: Extende edules tions • View • Form	ss ed		Freeze) Deta	ch 🚽 Wrap	Nam Category Accept	ied Place Manager Reject Respo	5000 All	~		Context Prompt			
		upplier Item	-	a Quantity			Currency	Ordered	Requested	Promised Ship Date	Shipping Method	Response	Rejection Reason	Supplier Order Line	Loc
•	lio extension cable 3m		1	80	Each	2.00	USD	160.00	5/25/23	5/18/23		Accept	h		Diet
•	tio extension cable 3m		2	20	Each	2.00	USD	40.00	5/22/23	5/20/23					Diet
•	ibigear nut M5x5		1	200	Each	1.00	USD	200.00	5/26/23	5/21/23	_	Accept Reject	1		Diet

64

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

Diebold Nixdorf		C	X 🛆 🏠 🏳 💭 💷
Acknowledge Change Order: 2			Actions V Submit Cance
Change Order 2 Description Change in requested ship date	Creation Date 5/9/23 Status Pending Supplier Acknowledgment	Initiating Party Initiator	Buyer 1.Click on Submit Tushar Junghare
Main			0
⊿ General	Confirmation × The change order will be accepted. Do you want to continue? (PO-2055009)		
Sold-to Legal Entity Diebold Nixdorf, Incorporated Order 20200079	OK Cancel	Ordered	400.00 USD
Status Open	Supplier Contact Sample Contact 2.Click on OK	Source Agreement	
Buyer Junghare Tushar	Bill-to Location DBD INC.	Supplier Order	
Creation Date 5/9/23	Ship-to Location Diebold Nixdorf Manufacturing (US2)	Communication Method	None
Terms Notes and Attachments			

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

Diebold Nixdorf				Q 🛆 ☆ 🏳 🕫
hange Order: 2				Acknowledge View PDF Actions View PDF
Change Order Description Creation Date	Change in requested ship date	Status	Pending Supplier Acknowledgment	Initiating Party Buyer Click on Do 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)	
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.

							_					
chase (Order: 2	20200079					Acl	knowledge	View	PDF Actions	 Refresh 	D <u>o</u> n
n												
General												
	all all a second											
nes Scheo	dules											
	view ▼ F	Format ▼ 🎵 🗉	Freez	e 📄 Detach 🚽	Wrap							
		Format ▼ 🖽 🗉	Freez	e 📺 Detach 🚽	Wrap]				Addition	al Information	
	View ▼ F	Format ▼ 第 E	Freez	e 📄 Detach 🛹 Requested Ship Date		Quantity	UOM Name	Status	Life Cycle	Additiona DN Customer Sales Order Firm Flag	al Information One-Time Shipto Address	
	View ▼ F	-	Location	Requested Ship	Promised Ship			Status Open		DN Customer Sales Order	One-Time Shipto	
	View v F Line	Description	Location	Requested Ship Date 5/25/23	Promised Ship Date	80	Name		Cycle	DN Customer Sales Order	One-Time Shipto	

Purchase Order Schedule Split

Q 白 ☆ 戸 🔎 Diebold Nixdorf SC Supplier Portal Search Orders Order Number Q ~ Tasks F Orders **Requiring Attention** Recent Activity Last 30 Days Click on Manage Orders Manage Orders 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 Nixdo	rf						Q 🗋	☆ F	_ 14	SC
Manage Orders										D <u>o</u> ne
Headers Schedules										
✓ Search				Advanced Manage Wate	chlist Save	d Search	All Orders			~
Sold-1	o Legal Entity	•		Or	der					
	Bill-to BU 🗸			Sta	itus			~		(i)
	Supplier Site	•		Include Closed Docume	nts No 🗸]				-
								Search	Reset	
Search Results										
Actions View Form	at 👻 🎵 🖫 🖙 💷 Freeze 📰 Det	ach 🚽 Wrap								
Order	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	¢,	5/9/23	
20200078	5/9/23		FRANKFURTAMM01	Junghare, Tushar	400.00	USD	Open	< <u>,</u> ,	5/9/23	
20200077	5/9/23		FRANKFURTAMM01	Junghare, Tushar	400.00	USD	Open	z]3	5/9/23	

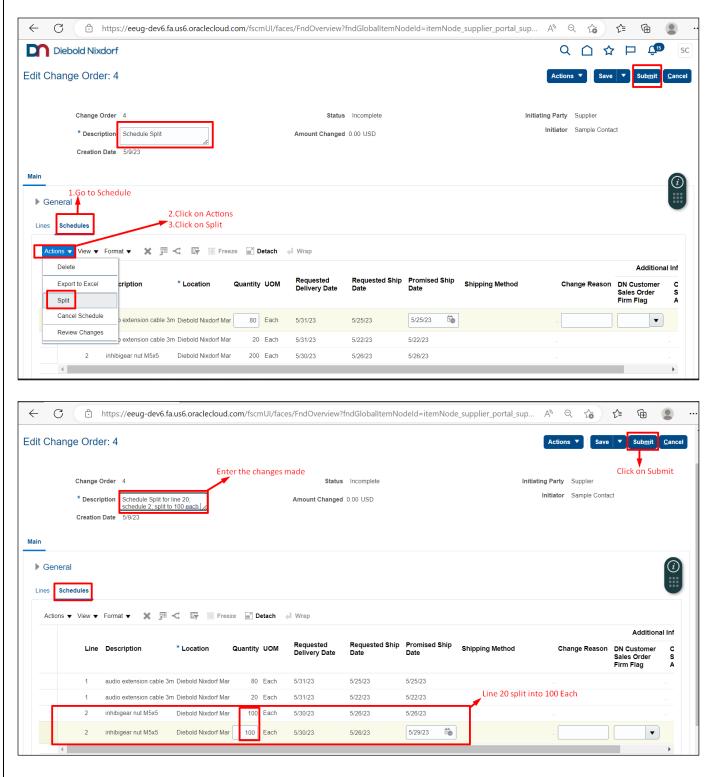
Step 3: You can also click on Purchase order number to Open the PO then go to Actions and click on Edit to create Change order for the PO.

Diebold Nixo	lorf						🖈 🏳 🥵 sc
Purchase Order: 2	0200079			Acknowledge View PDF	Actions Refresh Done	Orde	r Life Cycle
Main General				Click on Actions and Select "edit" from Dropdowr	Edit Cancel Document View Document History	Orde	red
Bill-to BU	Diebold Nixdorf, Incorporated US Ops BU 20200079		Test Supplier Compan FRANKFURTAMM01 Sample Contact	y Ordere Description Source Agreement			0 100 200 300 (i) Amount (USD)
Status Buyer	Open Tushar Junghare	Bill-to Location Ship-to Location	DBD INC. Diebold Nixdorf Manufacturing (US2)	Supplier Order	r		View Details
Creation Date Terms Notes and Attac							
Require Acknowledgmer Payment Term	nt Document and Schedule	Shipping Method Freight Terms Incoterms		— F	Suyer Managed Transportation Pay on receipt Confirming order	ŀ	

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 docu	ment. Do you want to continue? (PO-2055113)
	Click on Yes 🔶 Yes No
	Click on Yes 🔶 Yes N

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.



m

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 Nixd	orf					Q (
Purchase Order: 2	0200079	Confirmation	1		X Pefresh	D <u>o</u> ne Ord
Main		The change order 4 f	or document Purchase Orde	er number 20200079 was submitted f	or approval.	
⊿ General				Click on Yes	ОК	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 Attac	hments					



12. Create ASN:

Diebold Nixdorf			Q (Δ) ☆ F	SC
Supplier Portal				
Search Orders V Order Number	O,			
Tasks				6
Orders				
Manage Orders	Requiring Attention	Recent Activity Last 30 Days		
Manage Schedules		Orders changed or canceled	1	
Acknowledge Schedules in Spreadsheet		Orders opened	3	
Agreements				
Manage Agreements				
Shipments	9		n ²⁸	
Manage Shipments Create ASN		Transaction Reports Last 30 Days	24 1150	

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										l	D <u>o</u> ne
▲ Search									A <u>d</u> vanced	Saved Search Purchase Or	der 🗸
	** Purchase Orde Supplier Iten						** Supplier Test So Due Date	upplier Company	•	** At least one is re Search Reset S	equired
Search Results View Create Item		Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordere Quantit	d v UOM Name			
01750000003	audio extension		20200077	1	1	5/22/23		0 Each			
01750000117	inhibigear nut M		20200077	2	1	5/28/23	20	0 Each			
01750000003	audio extension		20200078	1	1	5/22/23	10	0 Each			
01750000117	inhibigear nut M		20200078	2	1	5/28/23	20	0 Each			
01750000003	audio extension		20200079	1	2	5/22/23	2	0 Each			
01750000003	audio extension		20200079	1	1	5/25/23	8	0 Each			
01750000117	inhibigear nut M		20200079	2	2	5/29/23	10	0 Each			
01750000117	inhibigear nut M		20200079	2	1	5/26/23	10	0 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 🗅 ☆ 🖻 🕼
reate ASN							
Search							Advanced Saved Search Purchase
	e ASN 2.Click on Cre		Purchase Order	Purchase Order		e PO for which ASN needs to be o	reated
Item	Description Supplier Ite	m Purchase Order	Line	Schedule	Due Date	Ordered Quantity UOM Name	
04750000000							
01750000003	audio extension	20200077	1	1	5/22/23	100 Each	
01750000003	audio extension inhibigear nut M	20200077	1	1	5/22/23 5/28/23	100 Each 200 Each	
			1 2 1	1 1 1			
01750000117	inhibigear nut M	20200077	1 2 1 2	1 1 1 1	5/28/23	200 Each	
01750000117	inhibigear nut M audio extension	20200077 20200078	1 2 1 2 1	1 1 1 2	5/28/23 5/22/23	200 Each 100 Each	
01750000117 01750000003 01750000117	inhibigear nut M audio extension inhibigear nut M	20200077 20200078 20200078		1 1 1 2 1	5/28/23 5/22/23 5/28/23	200 Each 100 Each 200 Each	

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

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

tent TESTASN123	1. Enter the Shipment Num 2. Enter the Shipped Date		* Tracking Number / Packaging Packaging Slip Or Tracking Number Special Handling Tare V	Code]	
hod	~	4. Enter the Pack	Slip Or Tracking Number Special Handling		1	
hod		4. Enter the Pack		Code		
hod			Tare V			
				leight		
nits			Tare Weight	UOM		•
L			Net V	leight		
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WAYBILL123		ir -	Com	nents		
	-	Ordered Quantity	Ordered Recei Quantity UOM Quar	ved		
4701695443 10	Each Diebold Nixdorf S	25	Each	0		
X	m Purchase Order Auantit	ybill WAYBILL123 5. Enter the Shipped Quantity Purchase Order Quantity UOM Name Ship-to Location	ybill WAYBILL 123 S. Enter the Shipped Quantity Purchase Order Quantity Ordered Quantity	Net Weight WAYBILL 123 S. Enter the Shipped Quantity M Purchase Order * Quantity UOM Name Ship-to Location Ordered Quantity Quantity UOM	Net Weight UOM Net Weight UOM S. Enter the Shipped Quantity M Purchase Order * Quantity UOM Name Ship-to Location Ordered Ordered Quantity Quantity Quantity UOM	Met Weight UOM VAYBILL 123 Net Weight UOM Comments S. Enter the Shipped Quantity Met Weight UOM Comments Comments Comments Comments Comments Comments Comments Comments Comments Comments Comments Comments Comments Comments Comments Comments Comments

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

Diebold Nixdorf		く 🗅 🌣 戶 🗘	SC
Create ASN Details		Click on Submit 🔫 💶	<u>C</u> ancel
▲ Header			
* Shipment TESTASN 123		Packing Slip / Tracking Number	
* Shipped Date 5/9/23 1:04 PM	6 0	Packaging Code	
Expected Receipt Date		Special Handling Code	_
Freight Terms FREE CARRIER	Confirmation	Tare Weight	(i)
Shipping Method	ASN TESTASN 123 was created. Number of lines: 1.	Tare Weight UOM	
Number of Supplier Packing Units	ок]	Net Weight	
Bill of Lading		Net Weight UOM	
Waybill WAYBILL123	ASN is created, click on O	K Comments	
∡ Lines			
Actions View Remove Line			
Item Item Supplier Item Purchase	Order * Quantity UOM Name Ship-to Location	Ordered Ordered Received Quantity Quantity UOM Quantity	
▶ 0175000003 audio extension 20200077	100 Each Diebold Nixdorf M	100 Each 0	



13. 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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				Company Single Sign	-011							
				or								
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				sample.contact@testsupplier.com		Lince	osernan					
					©	Enter	Password	ł				
				Forgot Password								
				Sign In		Click on Sig	n In					
												-

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.

Diebold Nixdorf	Q Search for people and actions	☆	Þ	Û3	SC
	Good afternoon, Sample Contact!				
	Supplier Portal Tools DN Extensions Others				
	APPS Click on Supplier Portal				
	Supplier Portal DB File Upload				

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 🗋 🕁 🏳 🥵 sc
Supplier Portal	
Search Orders V Order Number	
Tasks	6
Orders  Manage Orders Manage Schedules Acknowledge Schedules in Spreadsheet Agreements Manage Agreements Shipments 9	Recent Activity Last 30 Days Orders changed or canceled 1 Orders opened 3
Manage Shipments     Create ASN     Create ASN     Upload ASN or ASBN     View Receipts     View Returns     Orders to Acknowledge	Transaction Reports       Last 30 Days       PO Purchase Amount       1.2K



🗅 Q … 🔗 Refreshed from PROD on 03/20/2023 Downloads 15 UploadAsnDI (9).xlsx SC Diebold Nixdorf × Open file Supplier Portal Search Orders ✓ Order Number Q Click on Open File Tasks F Orders Recent Activity **Requiring Attention**  Manage Orders Last 30 Days (i)· Manage Schedules Orders changed or canceled 1 Acknowledge Schedules in Spreadsheet 3 Orders opened Agreements Manage Agreements 9 Shipments · Manage Shipments Transaction Reports Last 30 Days Create ASN PO Purchase Amount 1.2K USD Create ASBN Upload ASN or ASBN q View Receipts · View Returns Orders to Acknowledge

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

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

File <u>Home</u> Insert Page Layout Formulas Data Review	View Automate Help Power Pivot	口 Comments 日 公 Share
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А В С	D E F G	Н
	Connect X You are about to connect to the following application URL: https://eeug-dev6.fa.us6.oraclecloud.com/fscmUl/adfdiRemote Serviet Do you want to connect? Click on Yes Yes No	



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

$ \begin{array}{c ccccccccccccccccccccccccccccccccccc$	
<pre></pre>	F G G Company Single Sign-On
	or Enter the credentials
	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.

F	File	Home	Insert	Page La	iyout F	ormulas	Data	Review	View	Automate	Help	Upload ASN or ASBN	Power Pivot		Comments
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18 19															
20															
41															

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	lias l	Jata	Keview	view	Automat	е нер		N OL YZRIN	Power Pivot				ments	snare s
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4																<			M
			Pur To Expecte Ente	chase Order ed Receipt D To Ship D r the s	^{ate} ^{ate}		Stati	er			Receipt		En	iter the BOL			Enter the Number		
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			nvoiced Da	ite*	Shippi	ing Cost		Tax Amou	int	Curr			i Amount*	Receipt Source	Payment Ter		Supplier Name[]* Test Supplier Company	Supplier Site	[]*

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

Image: Search Save Submit Previous More Status Viewer Worksheet         All Data Options Workbook         Verkbook         Verkboo
A15 $\mathbf{v}$ : $\mathbf{X} \checkmark f_{\mathbf{X}}$ WAYBILL123 D E F G H I J K L M
D E F G H I J K L M
Linioad ASN or ASBN
Status         Purchase Order[]         Enter the Shipment number
Shipment*         Processing Status Code         Group ID         Shipped Date*         Expected Receipt Date*         Bill of Lading         Packing Slip         Supplier Name[]*         Supplier Ste[]*         Waybill           ASNDEM01234         PENDING         Sold Slip         Slip 2023         Slip 2023         BOLDEMO         Test Supplier Company         WAYBILL123         WAYBILL123
Invoice* Invoiced Date* Shipping Cost Tax Amount Currency Invoiced Amount* Receipt Source Payment Terms Supplier Name[]* Supplier Ste[]*

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

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2	Invoice*	Invoiced Date*	Shipping Cost	Tax Amount	Currency	Invoiced Amount*	Receipt Source	Payment Terms	Supplier Name[]*
							VENDOR		Test Suppler Company Purchase Order
Changed	Flagged	Row Status	Error	Error Message	Group ID	Transaction Date*	Purchase Order[]*	Purchase Order Line[]*	Schedule[]*

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

F	ile H	ome Insert	Page La	yout Formu	las Data	Review	View	Automate	Help	Upload ASN or ASBN	Power Pivot		Comments	d Share
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22 23	Chan	ged		Flagged		Row S	itatus		Erro	•	Error Message	Group ID	Transaction	n Date*
<u>Z</u> 3													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 Data Review Vi	iew Automate He	elp Upload ASN or AS	BN Power Pivot		Commer
	Upload ASN			×	
arch Save Submit Previous			*1	* At least one is required	▲
	** Purchase Order	Does not contain 🗸	00		
Worksheet	** Item	Equals 🗸		•	_
E	Supplier Item	Starts with 🗸			к
\$N	Ship-to Location	Equals 🗸		•	
Purchase Order[]	Supplier Site	Equals ~		•	
To Expected Receipt Date To Ship Date	Sold-to Legal Entity	Equals ~			
	Due Date	Equals ~		~	
Processing Status Code Group ID PENDING			Search Reset Add	Fields <b>v</b> Reorder	Supplier Name[]* S Test Supplier Company
Invoiced Date* Shipping	•			•	Payment Terms S
	Purchase Order Sup	oplier Supplier Si	to Itom	ntem Due Description Due	
Row Status Error	20200078 Test	Supplier Co FRANKFURT	TA 01750000003	audio extension 5/22/	Purchase Order Line[]* S
	20200079 Test	Supplier Co FRANKFURT	rA 0175000003	audio extension 5/25/	
	20200079 Test	Supplier Co FRANKFUR	rA 01750000117	inhibigear nut M 5/29/	
	20200079 Test	Supplier Co FRANKFURT	FA 01750000117	inhibigear nut M 5/26/	•

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

oload ASN		11			×
Sold-to Legal E	ntity Equals	~			
Due	Date Equals	~		~	
		Sea	rch Reset A	dd Fields ▼ Reor	
Purchase Order	Supplier	Supplier Sit∕a ⊽	Item	Item Description	▶ Due
20200078	Test Supplier Co	FRANKFURTA	01750000003	audio extension	5/22/
20200079	Test Supplier Co	FRANKFURTA	01750000003	audio extension	5/25/
20200079	Test Supplier Co	FRANKFURTA	01750000117	inhibigear nut M	5/29/
20200079	Test Supplier Co	FRANKFURTA	01750000117	inhibigear nut M	5/26/
20200085	Test Supplier Co	FRANKFURTA	01750000003	audio extension	5/22/
20200086	Test Supplier Co	FRANKFURTA	01750000003	audio extension	5/22/
20200087	Test Supplier Co	FRANKFURTA	01750000003	audio extension	5/22/
20200089	Test Supplier Co	FRANKFURTA	01750000003	audio extension	5/22/
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Search Results									
Ship-to Organization	Shipment*	Processing Status Code	Gro				Packing Slip	Supplier Name[]*	Supplier Site[]*
	ASNDEMO1234	PENDING						Test Supplier Company	
	Invoice*	Invoiced Date*	Shipping Cost	Tax Amount	Currency	Invoiced Amount*	Receipt Source	Payment Terms	Supplier Name[]*
	IIIVOICe*	Invoiced Date.	Shipping Cosc		currency	Involced / Involate			
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	IIIVORE*	Involce Date.	Shipping Cost						
		Theorem Date.	Shipping Cost						Test Supplier Company
Changed	Flagged	Row Status	Error	Error Message	Group ID	Transaction Date*		Purchase Order Line[]*	Test Suppler Company Purchase Order
Changed						Transaction Date*	VENDOR Purchase Order[]* 20200087	Purchase Order Line[]*	Test Suppler Company Purchase Order
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<u>Changed</u>						Transaction Date* 5/9/2023 5/9/2023 5/9/2023 5/9/2023	VENDOR  Purchase Order[]*  20200087  20200085  20200095  20200079	Purchase Order Line[]* 1 1 1 2	Test Suppler Company Purchase Order
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Step 16: Click "Save" to Upload ASN or ASBN tab to save the details.

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

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		Packing Silp	Supplier Name[]*	Supplier Site[]*	Waybill	Packaging Code	Special Handling Code	Note	Freight Terms
15 16			Test Supplier Company		WAYBILL123	Packaging Code	Special Handling Code		9
13 14 * 15 16 17 18 19 20	Invoiced Amount*	Receipt Source VENDOR		Supplier Name[]* Test Supplier Company		Packaging Code	Special Handling Code		e quantity
	Invoiced Amount*	Receipt Source VENDOR	Test Suppler Company Payment Terms	Supplier Name[]* Test Supplier Company Purchase Order	WAYBILL123 Supplier Site[]*			Enter the to be shi	e quantity pped
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	Invoiced Amount*	Receipt Source VENDOR	Test Suppler Company Payment Terms	Supplier Name[]* Test Supplier Company Purchase Order	WAYBILL123 Supplier Site[]*		Quantity*	Enter the to be shi	e quantity pped
	Invoiced Amount*	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 shi	ordered Quantity
	Invoked 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 01750000003 0175000003 0175000003 0175000003	Item Description audio extension cable 3m audio extension cable 3m	Quantity* 100.00 100.00	Enter the to be shi	ordered Quantity
	Invoiced Amount*	Receipt Source           VENDOR           Purchase Order[]*           20200087           20200085	Test Suppler Company Payment Terms	Supplier Name[]* Test Supplier Company Purchase Order	WAYBILL123 Supplier Site[]* Item 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 shi	ordered Quantity
	Invoiced Amount* Transaction Date* 5/9/2023 5/9/2023 5/9/2023 5/9/2023	Receipt Source           VENDOR           Purchase Order[]*           20200085           20200085           20200085           20200085           20200085	Test Suppler Company Payment Terms	Supplier Name[]* Test Supplier Company Purchase Order	WAYBILL123 Supplier Site[]* Item 01750000003 0175000003 0175000003 0175000003	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 shi	e quantity pped ordered Quantity 100.00 100.00 100.00
15         16         17         18         19         20         23         24         25         26         27         28         29         30	Invoked Amount*  Transaction Date* 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/202 5/9/202 5/9/202 5/9/202 5/9/202 5/9/202 5/9/202 5/9/202 5/9/202 5/9/202 5/9/202 5/9/202 5/9/202 5/9/202 5/9/202 5/9/202 5/9/202 5/9/202 5/9/202 5/9/202 5/9/202 5/9/202 5/9/202 5/9/202 5/9/202 5/9/202 5/9/202 5/9/202 5/9/202 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5/9/20 5	Purchase Order[]*           20200087           20200085           20200085           20200079	Test Suppler Company Payment Terms	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	Enter the to be shi	Ordered Quantity 000 000 000 000 0000 0000 0000 0000

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					
Transaction Date*	Purchase Order[]*	Purchase Order Line[]*	Purchase Order Schedule[]*	Item	Item Description	Quantity*	UOM Name[]*	Ordered Quantity
	<b>Purchase Order[]*</b> 20200087	Purchase Order Line[]* 1		<b>Item</b> 70175000003	Item Description audio extension cable 3m		UOM Name[]* 0 Each	
5/9/2023		Purchase Order Line[]* 1 1		-		100.0		1
5/9/2023 5/9/2023 5/9/2023	20200087 20200086 20200085	Purchase Order Line[]* 1 1 1		0175000003 0175000003 0175000003	audio extension cable 3m	100.0	0 Each	1
5/9/2023 5/9/2023 5/9/2023 5/9/2023	20200087 20200086 20200085 20200079	Purchase Order Line[]* 1 1 1 2		0175000003 0175000003	audio extension cable 3m audio extension cable 3m audio extension cable 3m inhibigear nut M5x5	100.0 100.0 50.0	0 Each 0 Each	1 1 1 1
5/9/2023 5/9/2023 5/9/2023 5/9/2023	20200087 20200086 20200085 20200079 20200079	Purchase Order Line[]* 1 1 1 2 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	0 Each 0 Each 0 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           2           2           1           2           1           1		0175000003 0175000003 0175000003 01750000017	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	0 Each 0 Each 0 Each 0 Each 0 Each	Ordered Quantity 10 10 10 10 10 10 8

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

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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Bill of Lading BOLDEMO	Packing Slip Receipt Source	Supplier Name[]* Test Suppler Company	Supplier Site[]*	Download all rows a	fter successful upload OK Cancel	Special Handling Code	Note	Freight Terms	Carrier
	Receipt Source		Supplier Site[]* Supplier Name[]*	supplier Site[]*		Special Handling Code	Note	Freight Terms	Carrier
BOLDEMO	Receipt Source VENDOR	Test Suppler Company Payment Terms	Supplier Site[]* Supplier Name[]* Test Supplier Compar	vvatolitizo	OK Cancel		]		
BOLDEMO Invoiced Amount* Transaction Date*	Receipt Source VENDOR	Test Supplier Company	Supplier Site[]* Supplier Name[]* Test Supplier Compar	Suppler Site[]*	OK Cancel	Quantity*	UOM Name[]*	Ordered Quantity	Bill of Lading
BOLDEMO Invoiced Amount* Transaction Date* 5/9/2023	Receipt Source VENDOR Purchase Order[]* 20200087	Test Suppler Company Payment Terms	Supplier Site[]* Supplier Name[]* Test Supplier Compar	tem 0175000003	OK Cancel	Quantity*	UOM Name[]*	Ordered Quantity	Bill of Lading
BOLDEMO Invoiced Amount* Transaction Date* 5/9/2023 5/9/2023	Receipt Source VENDOR Purchase Order[]* 20200087 20200085	Test Suppler Company Payment Terms	Supplier Site[]* Supplier Name[]* Test Supplier Compar	tem         Supplier Site[]*           175000003         0175000003	OK Cancel Item Description audio extension cable 3m audio extension cable 3m	Quantity* 100.00 100.00	UOM Name[]* )Each )Each	Ordered Quantity 100 100	Bill of Lading
BOLDEMO Invoiced Amount* Transaction Date* 5/9/2023 5/9/2023 5/9/2023	Receipt Source VENDOR Purchase Order[]* 20200085 202000085	Test Suppler Company Payment Terms	Supplier Site[]* Supplier Name[]* Test Supplier Compar	Ston         OK           Type         Supplier Site[]*           0175000003         0175000003           0175000003         0175000003	OK Cancel	Quantity* 100.00 100.00 50.00	UOM Name[]* Each Each Each	Ordered Quantity 100 100 100	Bill of Lading 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.0
BOLDEMO Invoiced Amount* Transaction Date* 5/9/2023 5/9/2023 5/9/2023 5/9/2023	Receipt Source VENDOR  Purchase Order[]* 20200087 20200085 20200085 20200079	Test Suppler Company Payment Terms	Supplier Site[]* Supplier Name[]* Test Supplier Compar	Item           0175000003           0175000003           0175000003           0175000003           0175000003           0175000003           0175000003	OK Cancel Item Description audio extension cable 3m	Quantity* 100.00 100.00 50.00	UOM Name[]* Each Each Each Each	Ordered Quantity 000 100 100 100 100 100 100 100 100 10	Bill of Lading 00 00 00 00 00 00 00 00 00 00 00 00 00
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BOLDEMO Invoiced Amount* Transaction Date* 5/9/2023 5/9/2023 5/9/2023 5/9/2023	Receipt Source VENDOR  Purchase Order[]* 20200087 20200085 20200085 20200079	Test Suppler Company Payment Terms	Supplier Site[]* Supplier Name[]* Test Supplier Compar	Item           0175000003           0175000003           0175000003           0175000003           0175000003           0175000003           0175000003	OK Cancel Item Description audio extension cable 3m	Quantity* 100.00 100.00 50.00 50.00 680.00	UOM Name[]* ) Each ) Each ) Each ) Each ) Each	Ordered Quantity 100 1000 1000 1000 1000	Bill of Lading 000 000 000 000 000 000

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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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#### Q ሰ ☆ 🏳 🗘 🛛 sc Diebold Nixdorf Supplier Portal ✓ Order Number Q Search Orders Tasks F Orders Recent Activity Last 30 Days **Requiring Attention** Manage Orders (i) Manage Schedules Orders changed or canceled 1 Acknowledge Schedules in Spreadsheet Orders opened 3 Agreements Manage Agreements 9 Shipments Click on Manage Manage Shipments Transaction Reports Last 30 Days Shipments Create ASN PO Purchase Amount 1.2K USD Create ASBN Upload ASN or ASBN 9 View Receipts

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

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

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Search Results Actions View View Cancel Shipment					Coulon	
Shipment Supplier Source Organization	Expected Shipp Receipt Date	ped Date Waybill Bil	ill of Lading Shipping Method			
ASNDEMO1234 Test Supplier Company	5/19/23 3:17 PM 5/9/23	3 3:17 PM WAYBILL123 BO	DLDEMO			

Shipment     Supplier     Source Organization     Expected Receipt Date     Shipped Date     Waybill     Bill of Lading     Shipping Method       ASNDEM01234     Test Supplier Company     S1/19/23 3:17 PM     S1/9/23 3:17 PM     VAYBILL123     BOLDEMO	A	ctions ▼ View ▼	Cancel Ship	ment						
ASNDEMO1234 Test Supplier Company 5/19/23 3:17 PM 5/9/23 3:17 PM WAYBILL123 BOLDEMO		Shipment	Supplier			Shipped Date	Waybill	Bill of Lading	Shipping Method	
		ASNDEMO1234	Test Supplier Company	1	5/19/23 3:17 PM	5/9/23 3:17 PM	WAYBILL123	BOLDEMO		

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

Edit Shipment: ASNDEMC	D1234				
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	[	Shipment ASND	EM01234		
		Supplier Test Si	upplier Company		
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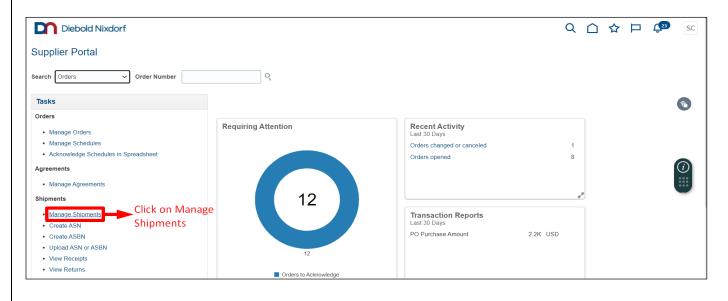
## **14. Manage Shipments:**

Process to view Shipment details.

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

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Manage Orders	Requiring Attention	Recent Activity Last 30 Days						
Manage Schedules		Orders changed or canceled	1					
Acknowledge Schedules in Spreadsheet		Orders opened	8					-
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Manage Shipments		Transaction Reports						
Create ASN		Last 30 Days						
Create ASBN		PO Purchase Amount 2.2K U	SD					
Upload ASN or ASBN	12							
View Receipts     View Returns								
	Orders to Acknowledge							
Consigned Inventory				2 ²⁰				
Review Consumption Advices	Supplier News							

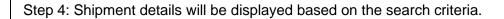
Step2: Navigate to Shipments then click on Manage Shipments.





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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		pment Source Organization	Expected Receipt Date	Shipped Date	Waybill	Bill of Lading	Shipping Method			Se	arch	Reset	i
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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 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							
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You also have the option to cancel shipment if it was created by mistake.

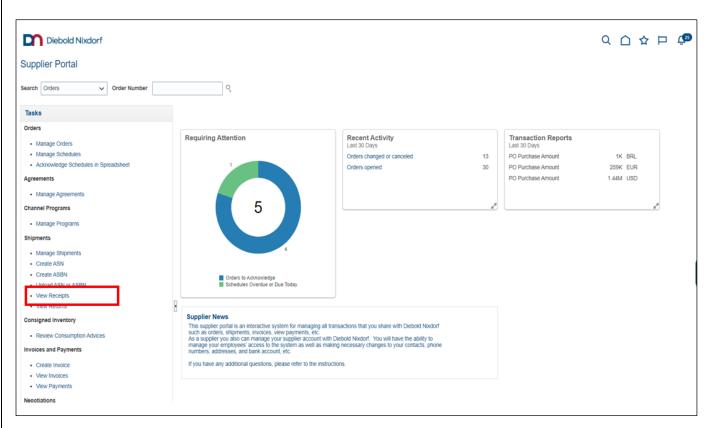
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TESTASN 123	Test Supplier Company		5/11/23 1:16 PN	This action will cancel the shipment. Do you want to continue?		
ASN1	Test Supplier Company		5/19/23 1:31 PN	2.Click on Yes 💶 💴 🔊		
ASNDEMO1234	Test Supplier Company		5/19/23 3:17 PM	5/9/23 3:17 PM WAYBILL123 BOLDEMO	J	<u> </u>
DEMOASN123	Test Supplier Company		5/15/23 1:48 PM	5/9/23 1:48 PM		

Click on Yes then shipment will be cancelled.



## **15. View Receipts:**

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



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

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Receipt		US2 Production	ASNDEMO1234	5/9/23	Multiple	der Invoice				Supplier Site
Receipt 15 View V P	5/9/23 12:00 AM	US2 Production	ASNDEMO1234	5/9/23	Multiple			BOLDEMO	FRANKFURTAMM	

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

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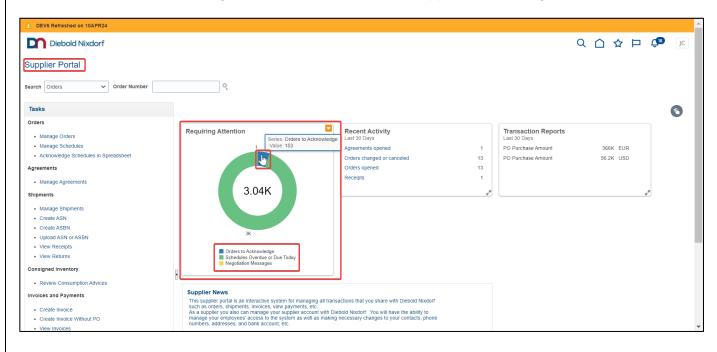
# 16. Acknowledge Purchase Orders from the Infolet

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

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

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

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





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

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<b>C1</b> - 4	FOB	FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Open	0	2	6/24/24	Pending Supplier Ac	
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Step 3: Enable the Change Order Column as well.

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

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

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

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

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▲ · 443322800	01 🔄 8/16/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	1,702.50 EUR	Pending Supplier Ackn			8/16/24		
A · 470173606	53 📄 8/14/24	PO Inbound from SAP	FRANKFURT01-USD	Martini, Juliane	596.00 USD	Pending Supplier Ackn			8/14/24		
DE-000008	80 8/13/24		FRANKFURT01-EUR	Basavarajappa, Pr	2,760.00 EUR	Pending Supplier Ackn			8/13/24		
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Step 5: For PO Acknowledgment, The PO should have Status in Pending Supplier Acknowledgment and blank in change order and change order status > Click on the Purchase Order Number.

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4433228002	8/16/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	1,702.50 EUR	Pending Supplier Ackn	Cycle		8/16/24	Status
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4433228002          4433228001          4433228001          1433228001          1433228001          1433228001          1433228001          1433228001          1433228001          1410          1410          1410          1410          1410          1410          1410          1410          1410          1410          1410          1410          1410          1410          1410          1410          1410          1410          1410          1410          1410          1410          1410          1410          1410	8/16/24 8/16/24 8/14/24 8/13/24 7/19/24	PO Inbound from SAP PO Inbound from SAP	FRANKFURT01-EUR FRANKFURT01-EUR FRANKFURT01-USD FRANKFURT01-EUR FRANKFURT01-USD	Bippus, Sabrina Bippus, Sabrina Martini, Juliane Basavarajappa, Pr Dotson, Debra D	1,702.50 EUR 596.00 USD 2,760.00 EUR 18,392.00 USD	Pending Supplier Ackn Pending Supplier Ackn Pending Supplier Ackn Pending Supplier Ackn Pending Supplier Ackn	Cycle		8/16/24 8/16/24 8/14/24 8/13/24 7/19/24	Status
4433228002          4433228001          4433228001          1433228001          1433228001          1433228001          1433228001          1433228001          1433228001          1410          1410          1410          1410          1410          1410          1410          1410          1410          1410          1410          1410          1410          1410          1410          1410          1410          1410          1410          1410          1410          1410          1410          1410          1410	8/16/24 8/16/24 8/14/24 8/13/24 7/19/24 7/19/24	PO Inbound from SAP PO Inbound from SAP	FRANKFURT01-EUR FRANKFURT01-EUR FRANKFURT01-USD FRANKFURT01-USD FRANKFURT01-USD	Bippus, Sabrina Bippus, Sabrina Martini, Juliane Basavarajappa, Pr Dotson, Debra D Dotson, Debra D	1,702.50 EUR 596.00 USD 2,760.00 EUR 18,392.00 USD 18,392.00 USD	Pending Supplier Ackn Pending Supplier Ackn Pending Supplier Ackn Pending Supplier Ackn Pending Supplier Ackn	Cycle		8/16/24 8/16/24 8/14/24 8/13/24 7/19/24 7/19/24	Pending Supplier Ac
	8/16/24 8/16/24 8/13/24 8/13/24 7/19/24 7/19/24	PO Inbound from SAP PO Inbound from SAP PO Inbound from SAP	FRANKFURT01-EUR FRANKFURT01-EUR FRANKFURT01-USD FRANKFURT01-USD FRANKFURT01-USD FRANKFURT01-USD	Bippus, Sabrina Bippus, Sabrina Martini, Juliane Basavarajappa, Pr Dotson, Debra D Dotson, Debra D Dotson, Debra D	1,702.50 EUR 596.00 USD 2,760.00 EUR 18,392.00 USD 18,392.00 USD 18,392.00 USD	Pending Supplier Ackn Pending Supplier Ackn Pending Supplier Ackn Pending Supplier Ackn Pending Supplier Ackn Pending Supplier Ackn		2	8/16/24 8/16/24 8/14/24 8/13/24 7/19/24 7/19/24 7/19/24	



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

DEV6 Refreshed on 10APR24				
Diebold Nixdorf Purchase Order: 4433228	3002			Q ☐ ☆ ⊐
⊿ General				
Bill-to BU Order Status	Diebold Nixdorf Systems GmbH DE Ops BU 4433228002 Pending Supplier Acknowledgment Sabrina Bippus 8/16/24	Supplier Contact Bill-to Location	FRANKFURT01-EUR Paderborn Diebold Nixdorf Systems GmbH-51579701	Ordered 1,702.50 EUR Description PO Inbound from SAP Source Agreement Supplier Order
Terms         Notes and Attachments           Required Acknowledgment         Acknowledgment Due Dat           Payment Term         Payment Term		Shipping Method Freight Terms Incoterms	×	<ul> <li>Buyer Managed Transportation</li> <li>— Pay on receipt</li> <li>— Confirming order</li> </ul>
Additional Information One-Time Shipto Address One-Time Shipto Address Extended		Named Place Category Manager	074 / David Beer	Context Prompt

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

Terms       Notes and Attachments         Required Acknowledgment       Document and Schedule       Payment Terms       N030	Status	4433228002 Pending Supplier Acknowledgment Bippus Sabrina 8/16/24	Supplier Contact Bill-to Location	FRANKFURT01-EUR Paderborn Diebold Nixdorf Systems GmbH-51579701	Con	Description Source Agreement * Supplier Order imunication Method	
One-Time Shipto Address One-Time Shipto Address Extended     Context Prompt       One-Time Shipto Address Extended     Context Prompt       Schedules       Actions < View + Format < I Term Preze Detach & Wrap	Required Acknowledgmen Acknowledgment Due Dat	e 8/19/24	Shipping Method Freight Terms				Pay on receipt
Line Description Supplier Item Quantity UOM Price Requested Ship Date Response Rejection Reason Location	One-Time Shipto Address One-Time Shipto Address Extended			074 / David Beer	Ş	Context Prompt	
Rows Selected 1 Columns Hidden 11	Line Description		Suppl	ier Item Quantity UOM P	fice Ship Date Shi	p Date Respon	



Step 8: Click on the Submit button.

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Diebold Nixdorf					a 🗘 🎝 🗘 D
cknowledge Document (F	Purchase Order): 4433228002	ß			Edit View PDF Submit Cancel
lain					
∡ General					
Sold-to Legal Entity	Diebold Nixdorf Systems GmbH	Supplier		Ordered	1,702.50 EUR
Order	4433228002	Supplier Site	FRANKFURT01-EUR	Description	PO Inbound from SAP
Status	Pending Supplier Acknowledgment	Supplier Contact		Source Agreement	
Buyer	Bippus Sabrina	Bill-to Location	Paderborn	* Supplier Order	ABC4433228002
Creation Date	8/16/24	Ship-to Location	Diebold Nixdorf Systems GmbH-51579701	Communication Method	None
Terms Notes and Attachments					
Required Acknowledgmen	t Document and Schedule	Payment Terms	N030		<ul> <li>Buyer managed transportation</li> </ul>
Acknowledgment Due Date	e 8/19/24	Shipping Method	DN_FORWARDER-OCEAN-Standard		- Pay on receipt
Acknowledgment Response	Accept V	Freight Terms			Confirming order
		FOB			
Additional Information					
One-Time Shipto Address		Named Place		Context Prompt	
One-Time Shipto Address Extended		Category Manager	074 / David Beer		

# Step 9: Click OK in the Confirmation.

DEVS Refreshed on 10APR24			
Diebold Nixdorf			
knowledge Document (F	Purchase Order): 4433228002		Edit View PDF Submit C
n			
General			
Sold-to Legal Entity	Diebold Nixdorf Systems GmbH	Supplier	Ordered 1,702.50 EUR
Order	4433228002	Supplier Site FRANKFURT01-EUR	Description PO Inbound from SAP
Status	Pending Supplier Acknowledgment	Confirmation ×	Source Agreement
Buyer	Bippus Sabrina	The document will be accepted. Do you want to continue? (PO-2055013)	* Supplier Order ABC4433228002
Creation Date	8/16/24	OK Cancel	Communication Method None
erms Notes and Attachments			
Required Acknowledgmen	t Document and Schedule	Payment Terms N030	Buyer managed transportation
Acknowledgment Due Dat	e 8/19/24	Shipping Method DN_FORWARDER-OCEAN-Standard	- Pay on receipt
Acknowledgment Respons	e Accept v	Freight Terms	- Confirming order
		FOB	
Additional Information			
One-Time Shipto Address		Named Place	Context Prompt
One-Time Shipto Address Extended		Category Manager 074 / David Beer	



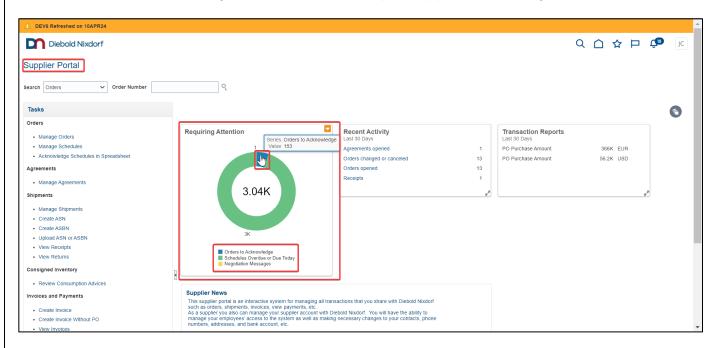
Step 10: Once you Acknowledge the Order, click on the Refresh button and the PO status will change from Pending Supplier Acknowledgment to Open.

DEV6 Refreshed on 10APR24						
Diebold Nixdorf					Q 🗋 🕁	þ û
urchase Order: 443322800	2			Acknowledge	View PDF Actions View PDF	Refresh Done
lain						
General						
Sold-to Legal Entity Die Bill-to BU DE Order 443		Supplier Supplier Site Supplier Contact	FRANKFURT01-EUR		1,702.50 EUR PO Inbound from SAP	
Status Op Buyer Sa Creation Date 8/1	brina Bippus	Bill-to Location	Paderborn Diebold Nixdorf Systems GmbH-51579701	Supplier Order	ABC4433226002	
Ferms Notes and Attachments						
Required Acknowledgment [ Payment Terms		Shipping Method Freight Terms Incoterms	DN_FORWARDER-OCEAN-Standard		<ul> <li>Buyer Managed Transportation</li> <li>Pay on receipt</li> <li>Confirming order</li> </ul>	on
Additional Information						
One-Time Shipto Address One-Time Shipto Address Extended		Named Place Category Manager	074 / David Beer	Context Prompt		



#### 17. Acknowledge Change Orders from Infolet

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



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

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About This Record Des	cription	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date	Change Order Status
Columns	cument Style	FRANKFURT01-USD	Dotson, Debra D	18,392.00	USD	Pending Supplier Ackn			7/19/24	
	ay on Receipt	FRANKFURT01-USD	Dotson, Debra D	18,392.00	USD	Pending Supplier Ackn			7/19/24	
44 1	eight Terms	FRANKFURT01-USD	Dotson, Debra D	18,392.00	USD	Pending Supplier Ackn			7/19/24	
Sort     Reorder Columns	DB	FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Open	0	2	6/24/24	Pending Supplier Ac
3	hipping Method	FRANKFURT01-EUR	Bippus, Sabrina	1,702.80	EUR	Open	0	1	6/21/24	Pending Supplier Ac
<ol> <li>4422008103 ■ 6/21/24</li> </ol>	hange Order Status	FRANKFURT01-EUR	Bippus, Sabrina	3,404.90	EUR	Open	0	7	6/21/24	Pending Supplier Ac
4422558152 6/21/24	evision evision Date	FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Open	0	1	6/21/24	Pending Supplier Ac
3 . DE-0000032 🗐 6/19/24	N 1	FRANKFURT01-EUR	Bippus, Sabrina	7,449.82	EUR	Open	¢	1	6/19/24	Pending Supplier Ac
	onfirming Order	FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Open	Ċ.	7	6/14/24	Pending Supplier Ac
3 . 4422558151 6/14/24 Control 6/14/24										
	losed Date	FRANKFURT01-USD	Martini, Juliane	2,400.00	USD	Open	0	3	5/8/24	Pending Supplier Ac

Step 3: Enable Change Order Column.

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ons 👻 View 👻 Format 👻 🥒	严 🖙 🏢 Freeze 🔐 Detach	🚽 Wrap							
About This Record	Description	Supplier Site	Buyer	Ordered Curre	ncy Status	Life Cycle	Change Order	Creation Date	Change Order Status
Columns	> ^	FRANKFURT01-USD							
			Dotson, Debra D	18,392.00 USD	Pending Su			7/19/24	
Freeze	Payment Terms				-				
Freeze Detach	Supplier	FRANKFURT01-USD	Dotson, Debra D	18,392.00 USD	Pending Su			7/19/24	
Freeze			Dotson, Debra D		-				
Freeze Detach	Supplier	FRANKFURT01-USD	Dotson, Debra D Dotson, Debra D	18,392.00 USD	Pending Su	े	2	7/19/24	Pending Supplie
Freeze     Detach     Sort     Reorder Columns	Acknowledgment Due Date	FRANKFURT01-USD	Dotson, Debra D Dotson, Debra D Bippus, Sabrina	18,392.00 USD 18,392.00 USD	Pending Su	0 0	2	7/19/24 7/19/24	Pending Supplie
▲ ·     Freeze       Detach     .       ⑤ ·     Reorder Columns	Supplier Creation Date Creation Date	FRANKFURT01-USD FRANKFURT01-USD FRANKFURT01-EUR	Dotson, Debra D Dotson, Debra D Bippus, Sabrina Bippus, Sabrina	18,392.00 USD 18,392.00 USD 1,702.50 EUR	Pending Su Pending Su Open			7/19/24 7/19/24 6/24/24	
	Supplier Acknowledgment Due Date Creation Date Change Order Date	FRANKFURT01-USD FRANKFURT01-USD FRANKFURT01-EUR FRANKFURT01-EUR FRANKFURT01-EUR	Dotson, Debra D Dotson, Debra D Bippus, Sabrina Bippus, Sabrina Bippus, Sabrina	18,392.00 USD 18,392.00 USD 1,702.50 EUR 1,702.80 EUR 3,404.90 EUR	Pending Su Pending Su Open Open Open	0 0	1	7/19/24 7/19/24 6/24/24 6/21/24 6/21/24	Pending Supplie Pending Supplie
	Supplier  Acknowledgment Due Date  Creation Date  Change Order Date  Change Order	FRANKFURT01-USD FRANKFURT01-USD FRANKFURT01-EUR FRANKFURT01-EUR FRANKFURT01-EUR FRANKFURT01-EUR	Dotson, Debra D Dotson, Debra D Bippus, Sabrina Bippus, Sabrina Bippus, Sabrina	18,392.00 USD 18,392.00 USD 1,702.50 EUR 1,702.80 EUR 3,404.90 EUR 1,702.50 EUR	Pending Su Pending Su Open Open Open Open	0 0	1 7 1	7/19/24 7/19/24 6/24/24 6/21/24 6/21/24 6/21/24	Pending Supplie Pending Supplie Pending Supplie
Freeze           Detach           Sort           Query By Example	Supplier  Acknowledgment Due Date  Creation Date  Change Order Date  Change Order  Life Cycle	FRANKFURT01-USD FRANKFURT01-USD FRANKFURT01-EUR FRANKFURT01-EUR FRANKFURT01-EUR FRANKFURT01-EUR FRANKFURT01-EUR	Dotson, Debra D Dotson, Debra D Bippus, Sabrina Bippus, Sabrina Bippus, Sabrina Bippus, Sabrina Bippus, Sabrina Bippus, Sabrina	18,392.00 USD 18,392.00 USD 1,702.50 EUR 1,702.80 EUR 3,404.90 EUR 1,702.50 EUR 7,449.82 EUR	Pending Su Pending Su Open Open Open Open Open	0 0 0	1 7 1 1	7/19/24 7/19/24 6/24/24 6/21/24 6/21/24 6/21/24 6/21/24	Pending Supplie Pending Supplie Pending Supplie Pending Supplie
	Supplier  Acknowledgment Due Date  Creation Date  Change Order Date  Change Order  Life Cycle  Status	FRANKFURT01-USD FRANKFURT01-USD FRANKFURT01-EUR FRANKFURT01-EUR FRANKFURT01-EUR FRANKFURT01-EUR	Dotson, Debra D Dotson, Debra D Bippus, Sabrina Bippus, Sabrina Bippus, Sabrina Bippus, Sabrina Bippus, Sabrina Bippus, Sabrina	18,392.00 USD 18,392.00 USD 1,702.50 EUR 1,702.80 EUR 3,404.90 EUR 1,702.50 EUR	Pending Su Pending Su Open Open Open Open		1 7 1	7/19/24 7/19/24 6/24/24 6/21/24 6/21/24 6/21/24	Pending Supplie Pending Supplie Pending Supplie
Freeze           Detach           Sort           Query By Example           Hazzobertos           4422558152           Decoulor           Decoulor           Control           Control           Decoulor           Control           Contro <tr< td=""><td>Supplier  Acknowledgment Due Date  Creation Date  Change Order Date  Change Order  Life Cycle  Status Currency</td><td>FRANKFURT01-USD FRANKFURT01-USD FRANKFURT01-EUR FRANKFURT01-EUR FRANKFURT01-EUR FRANKFURT01-EUR FRANKFURT01-EUR</td><td>Dotson, Debra D Dotson, Debra D Bippus, Sabrina Bippus, Sabrina Bippus, Sabrina Bippus, Sabrina Bippus, Sabrina Bippus, Sabrina Bippus, Sabrina</td><td>18,392.00 USD 18,392.00 USD 1,702.50 EUR 1,702.80 EUR 3,404.90 EUR 1,702.50 EUR 7,449.82 EUR</td><td>Pending Su Pending Su Open Open Open Open Open</td><td>0 0 0</td><td>1 7 1 1</td><td>7/19/24 7/19/24 6/24/24 6/21/24 6/21/24 6/21/24 6/21/24</td><td>Pending Supplie Pending Supplie Pending Supplie Pending Supplie</td></tr<>	Supplier  Acknowledgment Due Date  Creation Date  Change Order Date  Change Order  Life Cycle  Status Currency	FRANKFURT01-USD FRANKFURT01-USD FRANKFURT01-EUR FRANKFURT01-EUR FRANKFURT01-EUR FRANKFURT01-EUR FRANKFURT01-EUR	Dotson, Debra D Dotson, Debra D Bippus, Sabrina Bippus, Sabrina Bippus, Sabrina Bippus, Sabrina Bippus, Sabrina Bippus, Sabrina Bippus, Sabrina	18,392.00 USD 18,392.00 USD 1,702.50 EUR 1,702.80 EUR 3,404.90 EUR 1,702.50 EUR 7,449.82 EUR	Pending Su Pending Su Open Open Open Open Open	0 0 0	1 7 1 1	7/19/24 7/19/24 6/24/24 6/21/24 6/21/24 6/21/24 6/21/24	Pending Supplie Pending Supplie Pending Supplie Pending Supplie

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

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

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

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

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	r Date Description	Supplier Site	Buyer		Ordered	Currency	Status	Life Cycle	Change Order	Creation Date	Change Order Status
A · 20200033 7/19/	4	FRANKFURT01-USD	Dotson, Debra D		18,392.00	USD	Pending Supplier Ackn			7/19/24	
▲ · 20200032 7/19/	4	FRANKFURT01-USD	Dotson, Debra D	5	18,392.00	USD	Pending Supplier Ackn			7/19/24	
A 20200031 7/19/	4	FRANKFURT01-USD	Dotson, Debra D	~	18,392.00	USD	Pending Supplier Ackn			7/19/24	
		FRANKFURT01-EUR	Discus Ochrise		1,702.50	FUR	Open	0	2	6/24/24	Pending Supplier Ac
4422558156 9 6/24/	4 PO Inbound from SAP	FRANKFORTOT-EOR	Bippus, Sabrina		1,702.50	2011	open				
3 · 4422558156       .       6/24/         3 · 4422558155       .       6/21/		FRANKFURT01-EUR	Bippus, Sabrina		1,702.80		Open	0	1	6/21/24	Pending Supplier Ac
	PO Inbound from SAP					EUR		-	1 7	6/21/24 6/21/24	Pending Supplier Ac Pending Supplier Ac
<ul> <li>4422558155 [] 6/21/</li> </ul>	4 PO Inbound from SAP 4 PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina		1,702.80	EUR	Open	¢	1 7 1		
4422558155     6/21/     4422558153     6/21/     6/21/	PO Inbound from SAP     PO Inbound from SAP     PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina Bippus, Sabrina		1,702.80 3,404.90	EUR EUR EUR	Open Open	0 0	1 7 1 1	6/21/24	Pending Supplier Ac
• 4422558155       • 6/21/         • 4422558153       • 6/21/         • 4422558152       • 6/21/         • 4422558152       • 6/21/         • 0.21000032       • 6/21/	4 PO Inbound from SAP	FRANKFURT01-EUR FRANKFURT01-EUR FRANKFURT01-EUR	Bippus, Sabrina Bippus, Sabrina Bippus, Sabrina		1,702.80 3,404.90 1,702.50	EUR EUR EUR EUR	Open Open Open	0 0 0	1 7 1 1 7	6/21/24 6/21/24	Pending Supplier Ac Pending Supplier Ac
• 4422558155         • 6/21/           • 4422558153         • 6/21/           • 4422558152         • 6/21/           • 4422558152         • 6/21/           • 4422558152         • 6/21/           • 0.000032         • 6/21/	YO Inbound from SAP     PO Inbound from SAP	FRANKFURT01-EUR FRANKFURT01-EUR FRANKFURT01-EUR FRANKFURT01-EUR	Bippus, Sabrina Bippus, Sabrina Bippus, Sabrina Bippus, Sabrina		1,702.80 3,404.90 1,702.50 7,449.82	EUR EUR EUR EUR	Open Open Open Open	0 0 0	1 7 1 1 7 3	6/21/24 6/21/24 6/19/24	Pending Supplier Ac Pending Supplier Ac Pending Supplier Ac

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

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

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Order	Order Date	Description	Supplier Site	Buyer	Ordered Currency	Status	Life Cycl	Change Order	Creation Date	Change Order Status	
A · 20200033	7/19/24		FRANKFURT01-USD	Dotson, Debra D	18,392.00 USD	Pending Supplier Ackn	Ľ		7/19/24		
A · 20200032	7/19/24		FRANKFURT01-USD	Dotson, Debra D	18,392.00 USD	Pending Supplier Ackn			7/19/24		
A 20200031	7/19/24		FRANKFURT01-USD	Battan Batan B							
A - 20200001			TRANKI OKTOF-03D	Dotson, Debra D	18,392.00 USD	Pending Supplier Ackn		_	7/19/24		
	6/24/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	18,392.00 USD	Open	¢		7/19/24 6/24/24	Pending Supplier Ac	a
	6/24/24	PO Inbound from SAP PO Inbound from SAP						2		Pending Supplier Ac	
4422558156	6/24/24		FRANKFURT01-EUR	Bippus, Sabrina	1,702.50 EUR	Open		2	6/24/24		c
<ul> <li>4422558156</li> <li>4422558155</li> </ul>	6/24/24 6/21/24 6/21/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina Bippus, Sabrina	1,702.50 EUR 1,702.80 EUR	Open Open	0	2 1 7	6/24/24 6/21/24	Pending Supplier Ac	c
<ul> <li>4422558156</li> <li>4422558155</li> <li>4422558153</li> </ul>	<ul> <li>6/24/24</li> <li>6/21/24</li> <li>6/21/24</li> <li>6/21/24</li> </ul>	PO Inbound from SAP PO Inbound from SAP	FRANKFURT01-EUR FRANKFURT01-EUR FRANKFURT01-EUR	Bippus, Sabrina Bippus, Sabrina Bippus, Sabrina	1,702.50 EUR 1,702.80 EUR 3,404.90 EUR	Open Open Open	0 0	2 1 7 1	6/24/24 6/21/24 6/21/24	Pending Supplier Ac	c c
<ul> <li>4422558156</li> <li>4422558155</li> <li>4422558153</li> <li>4422558153</li> <li>4422558152</li> <li>DE-0000032</li> </ul>	<ul> <li>6/24/24</li> <li>6/21/24</li> <li>6/21/24</li> <li>6/21/24</li> </ul>	PO Inbound from SAP PO Inbound from SAP PO Inbound from SAP	FRANKFURT01-EUR FRANKFURT01-EUR FRANKFURT01-EUR FRANKFURT01-EUR	Bippus, Sabrina Bippus, Sabrina Bippus, Sabrina Bippus, Sabrina	1,702.50 EUR 1,702.80 EUR 3,404.90 EUR 1,702.50 EUR	Open Open Open Open	0 0	2 1 7 1 1	6/24/24 6/21/24 6/21/24 6/21/24	Pending Supplier Ac Pending Supplier Ac Pending Supplier Ac	c c c
<ul> <li>4422558156</li> <li>4422558155</li> <li>4422558153</li> <li>4422558153</li> <li>4422558152</li> <li>DE-0000032</li> </ul>	<ul> <li>6/24/24</li> <li>6/21/24</li> <li>6/21/24</li> <li>6/21/24</li> <li>6/21/24</li> <li>6/19/24</li> <li>6/14/24</li> </ul>	PO Inbound from SAP PO Inbound from SAP PO Inbound from SAP PO Inbound from SAP	FRANKFURT01-EUR FRANKFURT01-EUR FRANKFURT01-EUR FRANKFURT01-EUR FRANKFURT01-EUR	Bippus, Sabrina Bippus, Sabrina Bippus, Sabrina Bippus, Sabrina Bippus, Sabrina	1,702.50 EUR 1,702.80 EUR 3,404.90 EUR 1,702.50 EUR 7,449.82 EUR	Open Open Open Open Open	0 0 0	2 1 7 1 1	6/24/24 6/21/24 6/21/24 6/21/24 6/19/24	Pending Supplier Ac Pending Supplier Ac Pending Supplier Ac Pending Supplier Ac	c c c

#### Step 6: Acknowledge the PO.

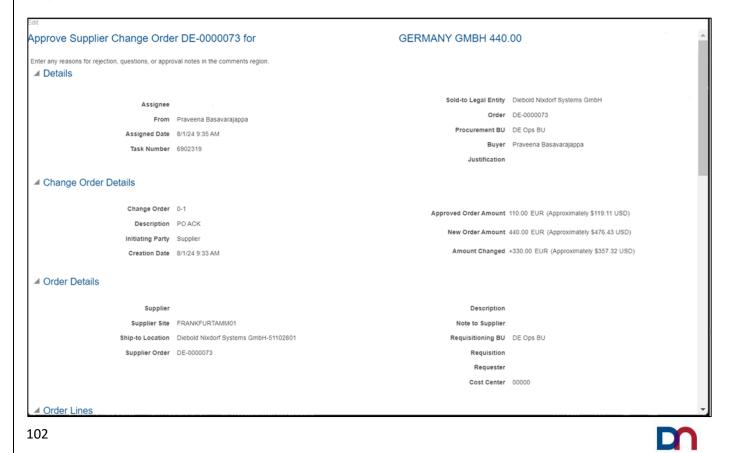
Diebold Nixdorf						Q D .	$\diamond$		JC
Irchase Order: 4422	558156			Acknowledge View P	PDF Actions V Refresh Done	Order Life			
Bill-to BU Order Status	4422558156 Open 🕚 Sabrina Bippus	Supplier Contact Bill-to Location	FRANKFURT01-EUR Paderborn Diebold Nixdorf Systems GmbH- 51575701		1,702.50 EUR PO Inbound from SAP 4422556156	Ordered		0.6K 1.2K Amount (EUR) Yew Details	1.8*
Terms Notes and Atlachments Required Acknowledgment Payment Terms	Document and Schedule	Shipping Method Freight Terms Incoterms	BOLLORE-OCEAN-Standard	-	<ul> <li>Buyer Managed Transportation</li> <li>Pay on receipt</li> <li>Confirming order</li> </ul>	8			
Additional Information One-Time Shipto Address One-Time Shipto Address Extended		Named Place Category Manager	074 / David Beer	Context Prompt					

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

DEV6 Refreshed on 10APR24					-
Diebold Nixdorf					JC
Supplier Portal			Notifications	Show All	
Search Orders V Order Number	Q		Q Search	Now	
Tasks			Approve Supplier Change Order DE-0000073 for	GERMANY GMBH 440.00	0
Orders	Requiring Attention	Recent Ac		Dismiss 1 month ago	Ť
Manage Orders     Manage Schedules     Acknowledge Schedules in Spreadsheet	1 153	Last 30 Days Agreements Orders chan	Document (Purchase Order) 145215 Requires Acknowledgment		
Agreements Manage Agreements		Orders open Receipts	1	Dismiss 1 month ago	
Shipments	3.04K		Rajeev R	Actions 🗸	
Manage Shipments     Create ASN			ACTION REQUIRED You Are Invited to Negotiation 14 (RFQ 2M)	1 month ago	_
Create ASBN     Upload ASN or ASBN	зк		Rajeev R	Actions 🗸	
View Receipts     View Returns	<ul> <li>Orders to Acknowledge</li> <li>Schedules Overdue or Due Today</li> </ul>	5	ACTION REQUIRED You Are Invited to Negotiation 13-2 (RFQ 2M)	1 month ago	
Consigned Inventory	Negotiation Messages		Rajeev R	Actions 🗸	
Review Consumption Advices	Supplier News			Load More Items 1-5 of 20 items	
Invoices and Payments  Create Invoice Create Invoice Without PO View Invoices	This supplier portal is an interactive system for managing all tra such as orders, shipments, invoices, view payments, etc. As a supplier you also can manage your supplier acount with manage your employees' access to the system as well as makin numbers, addresses, and bank account, etc.	Diebold Nixdorf. Ye	ou will have the ability to		

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

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



Step 3: Click on the Add button.

History		
ptions <b>v</b>		
Section	Stage or Participant	
1	A 🛐 Terms Stage	
1.1	A Separatel	
1.1.1	🔏 🄮 Branch 1.1	
1.1.1.1	- Serial Terms Approval Information Requested Aug 1, 2024 9:44 AM IOI Praveena Basavarajappa	
1.1.1.2	🄓 Praveena Basavarajappa - Serial Terms Approval	
1.1.1.3	Applications Development Framework Application Identity for Procurement - Serial Ter	ns Approval
1.2	Parallel System Update Aug 1, 2024 9:44 AM Praveena Basavarajappa	
Comment	ts Attachn	nents + ×
	p,basavarajappa PO DE-00000	1.4
Please	e provide the reason for the PO split.	

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

History			
ptions 🔻			
Section	Stage or Participant		
1	A 🔝 Terms Stage		
1.1	Parallel		
1.1.1	🚽 🄮 Branch 1.1		
1.1.1.1	- Serial Terms Approval Information Requested Aug 1, 2024 9:44 AM 🔯 Praveena Basavarajappa		
1.1.1.2	Praveena Basavarajappa - Serial Terms Approval		
1.1.1.3	🍰 Applications Development Framework Application Identity for Procure	ment - Serial Terms Approval	
1.2	Parallel System Update Aug 1, 2024 9:44 AM Praveena Basavarajappa		
Commen	ts 🖓 🕂	▲ Attachments	+ ×
shipment got	delayed.	PO_DE-0000073_0-1.pdf	
24 9:44 AM Pleas	p.basavarajappa e provide the reason for the PO split.	-	

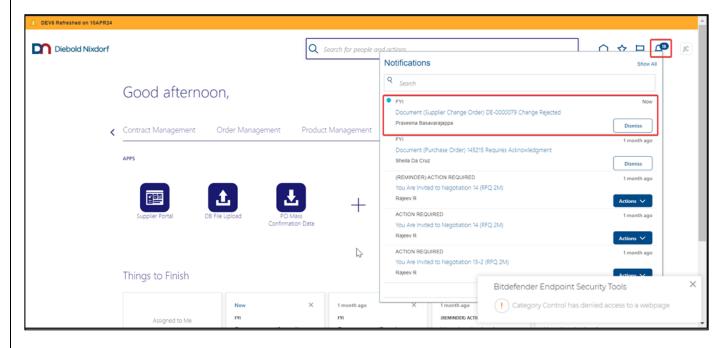
Step 5: Once the information is provided, click on the Actions dropdown and click on the Submit Information.

Approve Supplier Change Orde	er DE-0000073 for	GERMANY GMBH 440	.00	Actions 🔻
Enter any reasons for rejection, questions, or appro Details	val notes in the comments region.		_	Withdraw Submit Information
Assignee		Sold-to Legal Entity	Diebold Nixdorf Systems GmbH	Save
-	Praveena Basavarajappa	Order	DE-0000073	
Assigned Date		Procurement BU	DE Ops BU	2
Task Number	6902319	Buyer	Praveena Basavarajappa	
		Justification		
Change Order Details				
Change Order	0-1	Approved Order Amount	110.00 EUR (Approximately \$119.11	USD)
Description	POACK			
Initiating Party	Supplier		440.00 EUR (Approximately \$476.4	
Creation Date	8/1/24 9:33 AM	Amount Changed	+330.00 EUR (Approximately \$357.	32 USD)
✓ Order Details				
Supplier		Description		
Supplier Site	FRANKFURTAMM01	Note to Supplier		
Ship-to Location	Diebold Nixdorf Systems GmbH-51102801	Requisitioning BU	DE Ops BU	
Supplier Order	DE-0000073	Requisition		
		Requester		
		Cost Center	00000	
✓ Order Lines				



#### 19. Buyer Rejects the Change Order Request

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

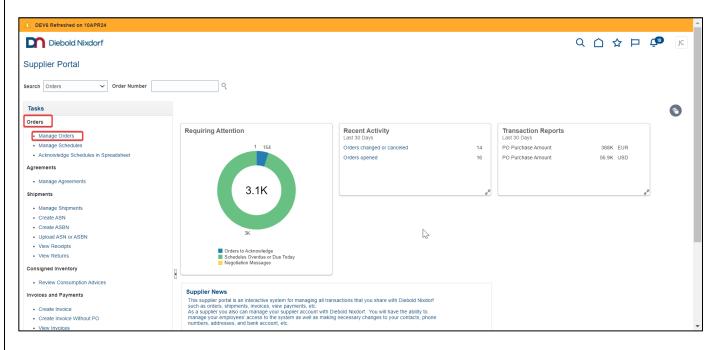


FYI notification of Rejection from the Buyer will also be received on the Supplier's email.

FYI: Document (Supplier Ch	ange Order) DE-0000012 Change Reje	ected Inbox ×				¢	ß
DN People Services <eeug-dev22.fa.sender.66 me="" th="" to="" •<=""><th>57862468@workflow.mail.us6.oraclecloud.com&gt;</th><th></th><th>17:41 (2 minutes ago)</th><th>☆</th><th>٢</th><th>¢</th><th>:</th></eeug-dev22.fa.sender.66>	57862468@workflow.mail.us6.oraclecloud.com>		17:41 (2 minutes ago)	☆	٢	¢	:
Access this task in the Workspace Application							
Document (Supplier Cha	ange Order) DE-0000012 Change I	Rejected					
Details							
Assignee	Smoke Test	Sold-to Legal Entity	Diebold Nixdorf Systems GmbH				
From	Ravi Laungani	Order	DE-0000012				
Assigned Date	8/21/24 12:11 PM	Procurement BU	DE Ops BU				
Expiration Date	9/20/24 12:11 PM	Buyer	Ravi Laungani				
Task Number	7749536	Justification					
Change Order Details							
Change Order	0-1	Approved Order Amount	440.00 USD				
Description	test						
Initiating Party	Supplier	New Order Amount	440.00 USD				
Creation Date	8/21/24 11:36 AM	Amount Changed	0.00 USD				
Order Details							

	r Details								
		Supplier				Desc	ription PO Inbound from	SAP	
		Supplier Site FRAN	KFURT01-USD			Note to S	upplier :		
	Sh	ip-to Location Diebol	d Nixdorf Systems GmbH-5	1102802		Requisition	ing BU DE Ops BU		
	s	Supplier Order				Req	uisition		
						Red	quester		
Orde	r Schedules								
Orde	Scriedules								
	Description	Supplier Item	Quantity UOM	Price (USD)	Ordered (USD) Requested Ship Date	Promised Ship Date	Location	Change Reason	

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





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

DEV6 Refreshed on 10APR24										
Diebold Nixdorf							Q			Ĺ ₁₉
anage Orders										
aders Schedules										
Search				Advanced	Manage Watchlist	Saved Searc	h All Ord	lers		
Sold-te	o Legal Entity	•			Order DE-0000079					
	Bill-to BU				Status		Ŷ	·		
	Supplier Site			Include Closed Do	cuments No 🗸			s	earch Res	set Save
earch Results		5		Include Closed Do	No V	$\searrow$		s	earch Ret	set Save
earch Results Actions ▼ View ▼ Format ▼	Supplier Site	5	Buyer	Include Closed Do	Status	Life	Change Order	Creation Date	earch Res Change Status	
earch Results Actions ▼ View ▼ Format ▼	Supplier Site	Wrap	Buyer Basavarajappa, Pr			Life	Order	Creation	Change	Order
Actions View Format	Supplier Site	Wrap Supplier Site		Ordered Currency	Status	Life Cycle	Order	Creation Date	Change Status	Order
Actions View Format V Order Ord 0 DE-000079 8/13	Supplier Site	Wrap Supplier Site		Ordered Currency	Status	Life Cycle	Order	Creation Date	Change Status	Order
Actions View Format	Supplier Site	Wrap Supplier Site		Ordered Currency	Status	Life Cycle	Order	Creation Date	Change Status	Order
earch Results Actions View Format Order Ord	Supplier Site	Wrap Supplier Site		Ordered Currency	Status	Life Cycle	Order	Creation Date	Change Status	Order

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

DEV6 Refreshed on 10APR24							
Diebold Nixdorf							D JC
urchase Order: DE-00	000079				ions 🔻 Refresh Do	Order Life Cycle	
Bill-to BU Order Status	DE-000079 Open 🚯 Praveena Basavarajappa	Supplier Supplier Site Supplier Contact Bill-to Location Ship-to Location		Ordered 7.80	Cancel Document History View Change History View Revision History 79	Ordered 0 2K 4K ■ Amount (E) View Details	6K SI UR)
Terms Notes and Attachments							
Required Acknowledgment Payment Terms		Shipping Method Freight Terms Incoterms	BOLLORE-OCEAN-Standard	<ul> <li>Buyer Ma</li> <li>Pay on to</li> <li>Confirming</li> </ul>	anaged Transportation	В	
Additional Information							
One-Time Shipto Address One-Time Shipto Address Extended		Named Place Category Manager		Context Prompt			

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

DEV6 Refreshed on 10APR24		<b>&gt;</b>						
Diebold Nixdorf					Q 🗅	☆P	ĴD JC	)
Edit Change Order: 2				View PDF	Actions V	ave Sub Last Saved 8	mit Cancel	• 1
Change Order 2 * Description Creation Date 4	Changes //	Status Amount Changed	Rejected	Initiating Par Initiate	ty Supplier or Jennifer Chen			
Main M General	Diebold Nixdorf Systems GmbH							
	DE Ops BU	Supplier	FRANKFURT01-EUR		7,930.00 EUR			
	DE-0000079	Supplier Contact	PRARCORIOTEOR	Description		h		
Status * Buver	Open Basavarajappa, Praveena	Bill-to Location		Agreement Supplier Order				
Creation Date	8/13/24	Default Ship-to Location	Diebold Nixdorf Systems GmbH-51579701					
Terms Notes and Attachments								
Payment Term:	s Immediate	Shipping Method Freight Terms	BOLLORE-OCEAN-Standard		<ul> <li>Buyer managed tra</li> </ul>	nsportation		
		Freight Terms Incoterms			- Pay on receipt			
					Confirming order			

## **20.** PO Acknowledgment Rejection Behavior

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

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

Status Pending Suppler Acknowledgment Buyer Dotson Debra D	Bill-to Location	DBD INC			
Creation Date 7/19/24				er Order	
	Ship-to Location	Diebold Nixdorf Manufacturing (US2)	Communication	Method None	
Notes and Attachments					
Required Acknowledgment Document and Schedule	Payment Terms	NPR 90		<ul> <li>Buyer managed transportation</li> </ul>	n
Acknowledgment Due Date 7/26/24	Shipping Method	DEFAULT-OCEAN-DEFAULT		<ul> <li>Pay on receipt</li> </ul>	
Acknowledgment Response Reject 🗸	Freight Terms	Due		<ul> <li>Confirming order</li> </ul>	
	FOB				
Acknowledgment Note Demo					
Acknowledgment Note Demo	Named Place		Context	Prompt	
dditional Information			Context	Prompt	
dditional Information One-Time Shipto Address	Named Place		Context	Prompt	
dditional Information One-Time Shipto Address a-Time Shipto Address Extended	Named Place Category Manager	<b>v</b>	Context	Prompt	
dditional Information One-Time Shipto Address a-Time Shipto Address Extended addules	Named Place Category Manager	✓ Supplier Item Quantity UOM	Context Price Requested Promised Ship Date Ship Date	Prompt Response Fejection Reason	n Location
dditional Information One-Time Shipto Address a-Time Shipto Address Extended ddules Ions ▼ View ▼ Format ▼ 『 『 『 Freeze  Detach ↓ 』 v	Named Place Category Manager				
dditional Information One-Time Shipto Address e-Time Shipto Address Extended ddules Ions ▼ View ▼ Format ▼ 『 『 『 Freeze 』 Detach ↓ ↓ V Line Description	Named Place Category Manager	Supplier Item Quantity UOM	Price Requested Promised Ship Date Ship Date	Response Fejection Reason	n Location Diebold Nixdorf Diebold Nixdorf

# Step 2: Error Message

knowledge Document (Purchase Order): 2020003	3 Supplier Supplier Site				Edit View PDF	Sub <u>m</u> it <u>C</u> ancel
Status Pending Supplier Acknowledgment	Supplier Contact			Source Agreement		
Buyer Dotson Debra D	Bill-to Location	DBD INC.		Supplier Order		
Creation Date 7/19/24	Ship-to Location	Diebold Nixdorf Manufacturing (US2)	(	Communication Method	None	
Terms Notes and Attachments						
Required Acknowledgment Document and Schedule	Payment Terms	NPR 90			<ul> <li>Buyer managed transportation</li> </ul>	
Acknowledgment Due Date 7/26/24	Shipping Method	DEFAULT-OCEAN-DEFAULT			- Pay on receipt	
Acknowledgment Response Reject 🗸	Freight Terms	Due			<ul> <li>Confirming order</li> </ul>	
	"You don't have permissions to reject an order, please	e reach out to the buyer in case you have any co	ncerns on this order".			
Additional Information     One-Time Shipto Address			ок	Context Prompt		
	Category Manager		ок			
One-Time Shipto Address One-Time Shipto Address Extended Chedules		<b>v</b>				
One-Time Shipto Address One-Time Shipto Address Extended Chedules		✓ Supplier Item Quantity UOM		, ,	sponse Rejection Reason	Location
One-Time Shipto Address One-Time Shipto Address Extended Chedules Actions ★ View ★ Format ★ 3 III III III III III III III III III			Requested	Promised Re Ship Date Re		Location Diebold Nixdorf
One-Time Shipto Address One-Time Shipto Address Extended Chedules Actions ▼ View ▼ Format ▼ 5		Supplier Item Quantity UOM	Price Requested Ship Date	Promised Re Ship Date Ao	sponse Rejection Reason	
One-Time Shipto Address       One-Time Shipto Address Extended       chedules       Actions ▼ View ▼ Format ▼ 3 1 Freeze 1 Detach ◆       Line Description       1     cable ACDC_PSU - DCDC_PSU 2.3m		Supplier Item Quantity UOM	Price Requested Ship Date 9.68 10/7/24	Promised Re Ship Date Ao Ao	sponse Rejection Reason	Diebold Nixdorf

## **21.** Notification of Cancelled Change Order

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

Below are some example snapshots of PO Change Cancelled Notification.

Diebold Nixdorf		Q Search for people				$\land \diamond$	
			Notifications			16 mi	Show All inutes ago
	Good evening, Smoke Test			Order) DE-0000012 Change Can	celed		
	Supplier Portal Tools Others		FYI				smiss 1 hour ago
			Ravi Laungani	Order) DE-0000012 Requires Ack	nowledgment	Di	smiss
	APPS			Thange Order) DE-0000012 Char	nge Rejected	1 	1 hour ago
			Ravi Laungani			Di	smiss
	Supplier Portal DB File Upload PO Ma Confirmatio						
		Report					
	Things to Finish			Þ			
	Assigned to Me FYI	X 1 hour ago	X 1 ho	ur ago X			
	ent (Purchase Order) DE-0000012 Cł		Inbox ×		18:43 (13	minutes ago)	☆ ☺
DN People Servic to me Access this task in the		oud.com>			18:43 (13	minutes ago)	☆ ☺
DN People Servic to me Access this task in the	ces <eeug-dev22.fa.sender.667862468@workflow.mail.us6.oracleck< td=""><td>oud.com&gt;</td><td></td><td></td><td>18:43 (13</td><td>minutes ago)</td><td>☆ ©</td></eeug-dev22.fa.sender.667862468@workflow.mail.us6.oracleck<>	oud.com>			18:43 (13	minutes ago)	☆ ©
DN People Servic to me + Access this task in the Document	e Workspace Application t (Purchase Order) DE-0000012 C Assignee Smoke Test	oud.com>		Sold-to Legal Entity Diebo	ld Nixdorf Systems		☆ ☺
DN People Servic to me Access this task in the Document	eworkspace Application	oud.com>		Sold-to Legal Entity Diebo Order DE-00 Procurement BU DE O	ld Nixdorf Systems 000012		☆ ©
DN People Servic to me Access this task in the Document	e Workspace Application t (Purchase Order) DE-0000012 C Assignee Smoke Test From Ravi Laungani Assigned Date 9/2/1/24 1:12 PM Expiration Date 9/20/24 1:12 PM	oud.com>		Order DE-00 Procurement BU DE O Buyer Ravi L	ld Nixdorf Systems 000012 ps BU		<b>☆ ©</b>
DN People Servic to me + Access this task in the Document Details	eworkspace Application t (Purchase Order) DE-0000012 C Assignee Smoke Test From Ravi Laungani Assigned Date 8/21/24 1:12 PM Expiration Date 9/20/24 1:12 PM Task Number 7748554	oud.com>		Order DE-00 Procurement BU DE O	ld Nixdorf Systems 000012 ps BU		☆ ©
DN People Servic to me + Access this task in the Document	e workspace Application t (Purchase Order) DE-00000012 C Assignee Smoke Test From Ravi Laungani Assigned Date 8/21/24 1:12 PM Expiration Date 9/20/24 1:12 PM Task Number 7748554 der Details	oud.com>		Order DE-00 Procurement BU DE O Buyer Ravi I Justification	ld Nixdorf Systems 000012 ps BU .aungani		☆ ©
DN People Servic to me + Access this task in the Document Details	eworkspace Application t (Purchase Order) DE-0000012 C Assignee Smoke Test From Ravi Laungani Assigned Date 8/21/24 1:12 PM Expiration Date 9/20/24 1:12 PM Task Number 7748554	oud.com>		Order DE-00 Procurement BU DE O Buyer Ravi L	ld Nixdorf Systems 000012 ps BU .aungani		<b>☆ ©</b>
DN People Servic to me Access this task in the Document Details	e workspace Application t (Purchase Order) DE-0000012 C Assigne Smoke Test From Ravi Laungani Assigned Date 8/21/24 1:12 PM Expiration Date 9/20/24 1:12 PM Task Number 7748554 der Details Change Order 2	oud.com>		Order DE-00 Procurement BU DE O Buyer Ravi I Justification	ld Nixdorf Systems 000012 ps BU .aungani		☆ ©
DN People Servic to me + Access this task in the Document Details	e Workspace Application t (Purchase Order) DE-0000012 C Assignee Smoke Test From Ravi Laungani Assigned Date 8/21/24 1:12 PM Expiration Date 9/20/24 1:12 PM Task Number 7748554 der Details Change Order 2 Description Test Initiating Party Supplier Creation Date 8/21/24 1:06 PM	oud.com>		Order DE-00 Procurement BU DE O Buyer Ravi I Justification	ld Nixdorf Systems 000012 ps BU .aungani		<b>☆ ©</b>
DN People Service to me - Access this task in the Document Details	e Workspace Application t (Purchase Order) DE-0000012 C Assignee Smoke Test From Ravi Laungani Assigned Date 8/21/24 1:12 PM Expiration Date 9/20/24 1:12 PM Task Number 7748554 der Details Change Order 2 Description Test Initiating Party Supplier Creation Date 8/21/24 1:06 PM	oud.com>		Order DE-00 Procurement BU DE O Buyer Ravi I Justification	ld Nixdorf Systems 000012 ps BU .aungani		☆ ☺
DN People Service to me - Access this task in the Document Details	e Workspace Application t (Purchase Order) DE-0000012 C Assignee Smoke Test From Ravi Laungani Assigned Date 8/21/24 1:12 PM Expiration Date 9/20/24 1:12 PM Task Number 7748554 der Details Change Order 2 Description Test Initiating Party Supplier Creation Date 8/21/24 1:06 PM	oud.com>		Order DE-00 Procurement BU DE O Buyer Ravi I Justification	ld Nixdorf Systems 000012 ps BU .aungani		☆ ©



Order Details			
Supplier		Description	PO Inbound from SAP
Supplier Site	FRANKFURT01-USD	Note to Supplier	
Ship-to Location	Diebold Nixdorf Systems GmbH-51102802	Requisitioning BU	DE Ops BU
Supplier Order	Test123	Requisition	
		Requester	
← Reply → Forward ③	$\searrow$		



# 22. FAQ:

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

Answer: Please check your email inbox and validate if you have received password reset link. If you do not find this email, please send an email to *cloudsupplierportalsupport@dieboldnixdorf.com* 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 <u>https://eeug.login.us6.oraclecloud.com/</u>
- 3) When a supplier is acknowledging an order, can they change the promise date at the same time?

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

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

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

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

If the issue persists, please send an email to <u>cloudsupplierportalsupport@dieboldnixdorf.com</u> Note: Install Notepad++ software in your system to edit the file using "Edit with Notepad++".

5) Unable to view the details in dashboard?

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

6) Has the procedure for Supplier Invoicing changed?

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

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

Answer: When trying to setup a new account for Supplier Contact, if the Supplier Administrator is not available, please send an email to <u>cloudsupplierportalsupport@dieboldnixdorf.com</u>.

Any other issues or concerns please send an email to <u>cloudsupplierportalsupport@dieboldnixdorf.com.</u>

