



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/>

Sign In
Oracle Applications Cloud

Company Single Sign-On

or

sample.contact@testsupplier.com

Enter Username

Enter Password

Forgot Password

Sign In

Click on Sign In

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

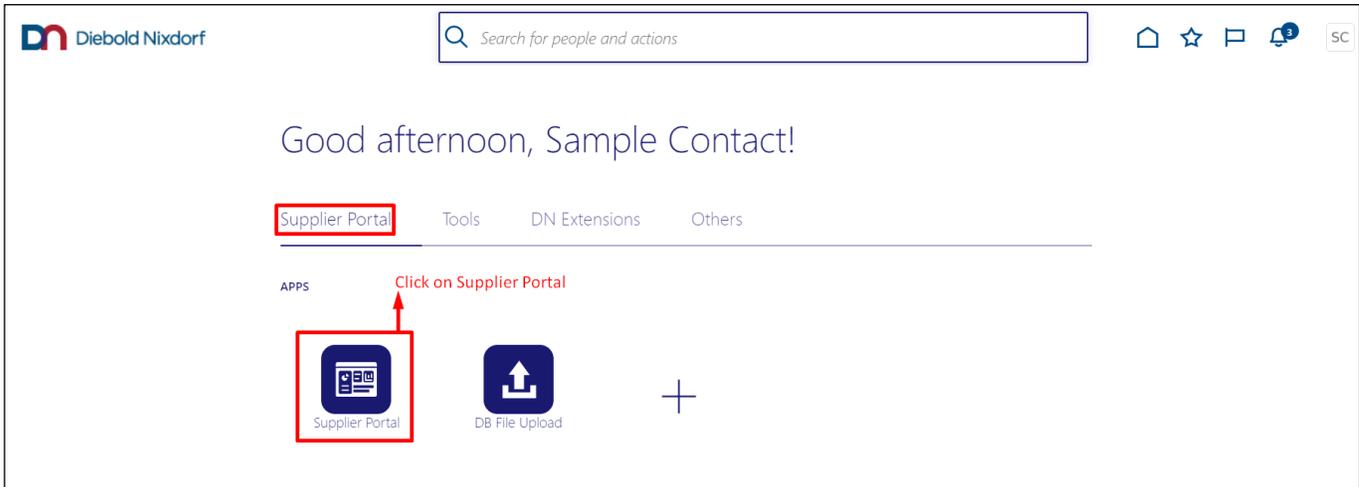
DN Diebold Nixdorf

Welcome, Sample Contact

Click

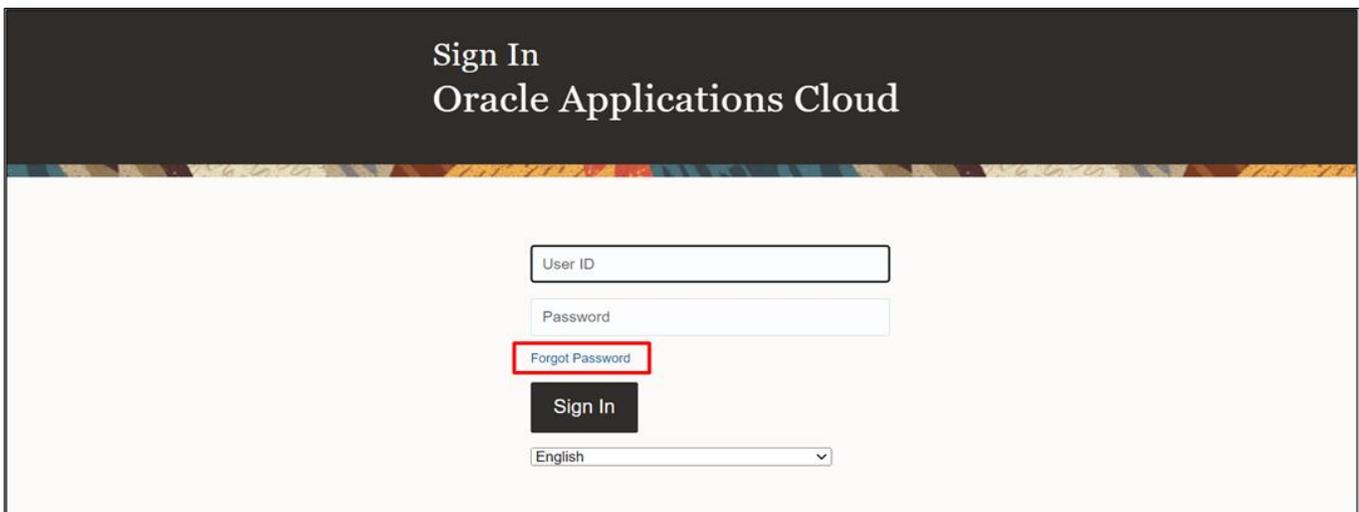
You have a new home page!

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



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

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



Sign In
ORACLE APPLICATIONS CLOUD

Forgot Password

User Name or Email

- Forgot user name
 Forgot password

Submit Cancel

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

Chat Link for Support to users (internet facing) → Please identify yourself as a DN Supplier
<https://home-e31.niceincontact.com/inContact/ChatClient/ChatClient.aspx?poc=cb16a80c-cc45-4891-82c9-ba8dab2eefb0&bu=4597487>

Country-wise phone number for IT Service Desk below.

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

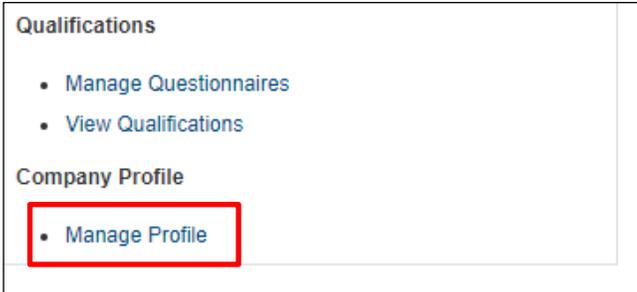
Contacting IT Service Desk by Phone

+1-800-216-4783		 <p>Please use one of the following options to contact the IT Service Desk by telephone:</p> <ul style="list-style-type: none"> • US: 1-800-216-4783 • DE: +49 5251 693 5555 • Use your country-specific number on the right. <p>Select Option 1 to reach IT Service Desk.</p>	For all other countries	
COUNTRY NAME			COUNTRY NAME	PHONE NUMBER
Algeria	Morocco	Australia	61297673528	
Brazil	Myanmar	Austria	0800-298089	
Canada	Nicaragua	Belgium	0800-79067	
Colombia	Nigeria	China	800-819-8620	
Costa Rica	Norway	Ecuador	Ext. 1999119 then 18002164783	
Czech Republic	Panama	France	0800-905315	
Denmark	Peru	Germany	+4952516935555	
Dominican Republic	Romania	Hong Kong	+852 28040022	
El Salvador	Russian Federation	Hungary	06-800-21043	
Finland	Slovakia	India	0008000016911	
Greece	Sweden	Indonesia	+62 21 25527933	
Guatemala	Taiwan	Malaysia	+60 3 6209 6209	
Honduras	Turkey	Netherlands	0800-0229560	
Ireland	Ukraine	Philippines	+63 02 86480968	
Italy	United Arab Emirates	Poland	0-0-800-1215314	
Luxembourg	United States	Portugal	8008-12162	
Mexico	Vietnam	Singapore	6567402999	
Countries without an international toll-free number		South Africa	080-09-99457	
Argentina	Submit a service request via SMAX	Spain	900-931650	
Chile	or chat with an agent using the	Thailand	+66 2 8384797	
Paraguay	Support icon on your desktop.	Switzerland	+4952516935555	
Uruguay		United Kingdom	0808-2342077	

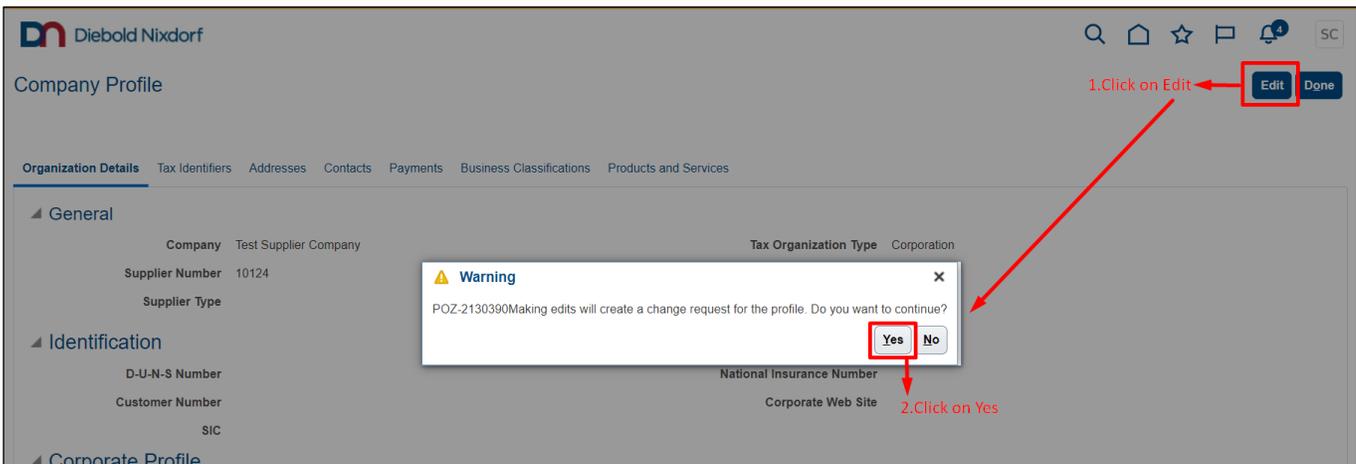
6. CLOUD – Supplier Administrator Instructions

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

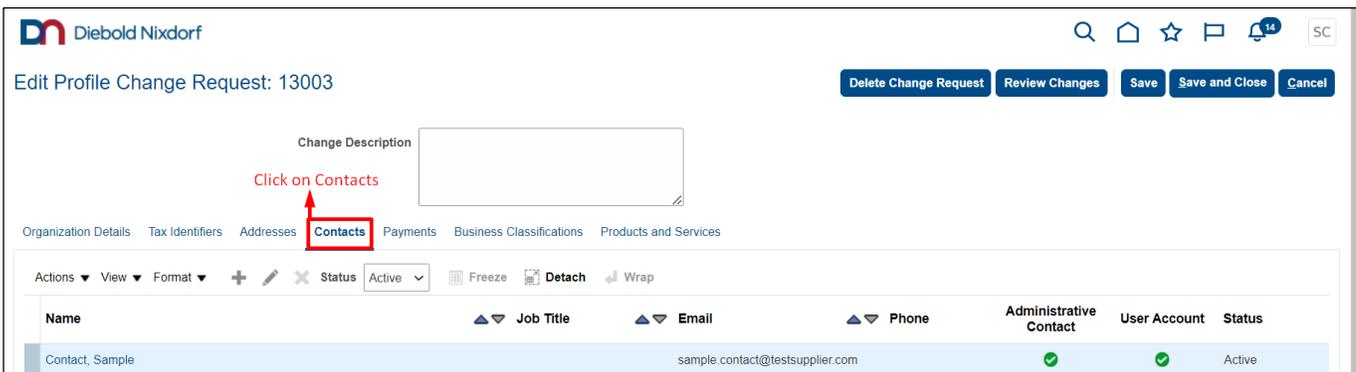
Step 1: Navigate to Manage Profile at the bottom of task menu.



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



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



Step 4: Click the plus sign.

Diebold Nixdorf

Edit Profile Change Request: 13003

Change Description

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

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

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

Columns Hidden 7

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

Refreshed from PROD on 03/29/2023

Diebold Nixdorf

Edit Profile Change Request: 15002

Organization Details Tax Identifiers Addresses **Contacts** Payments

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

Name

First Name Test

Middle Name

Last Name Contact

Job Title

Administrative contact This is optional

Phone

Mobile

Fax

Email testcontact@demo.com

Status Active

Contact Addresses

Address Name	Address	Phone	Address Purpose	Status
St Johns Street	NEAR LUXER COURT,ST 70-ABBOT, MAINE PISCATAQU...		Ordering; Remit to	Active

Columns Hidden 5

User Account

Request user account Enable this option to create user account

Roles Data Access

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

Create Another OK Cancel

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

User Account

Request user account

Roles Data Access

Actions View Format X 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** Cancel

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

Diebold Nixdorf

Edit Profile Change Request: 15002

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

Change Description

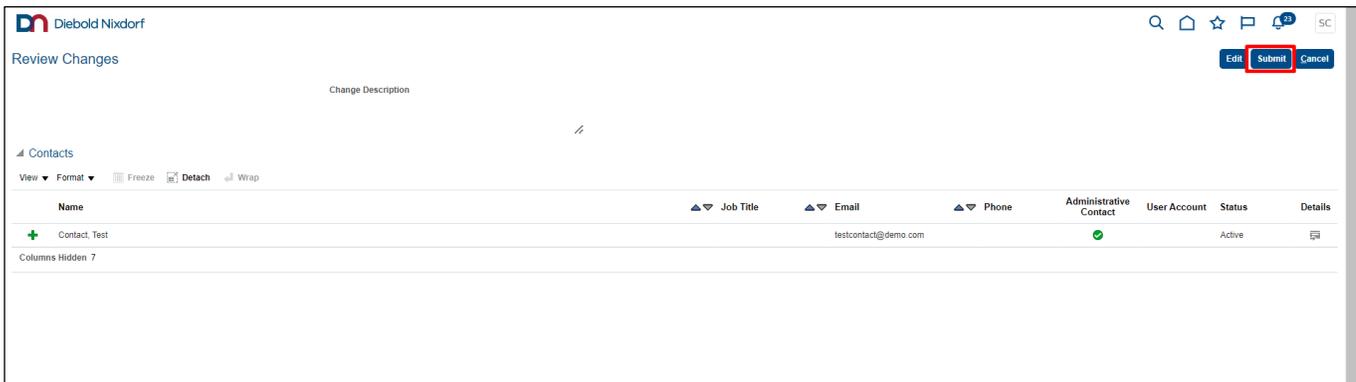
Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Actions View Format + X Status Active Freeze Detach Wrap

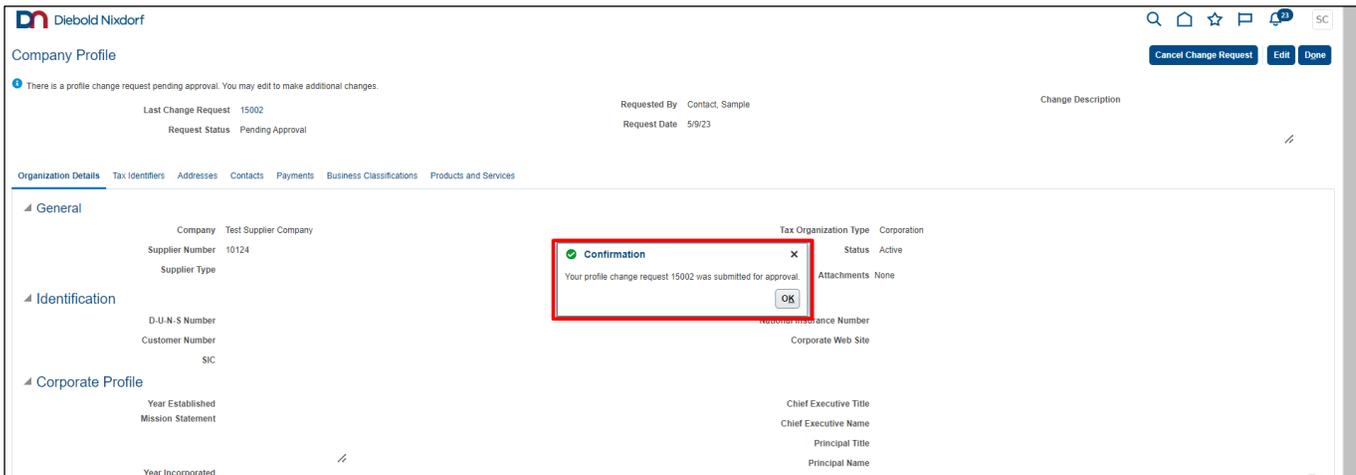
Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Contact, Demo		demo.contact@testsupplier.com			✓	Active
Contact, Sample		sample.contact@testsupplier.com		✓	✓	Active
Contact, Test		testcontact@demo.com		✓	✓	Active

Columns Hidden 7

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



Step 9: Confirmation message appears on the screen.



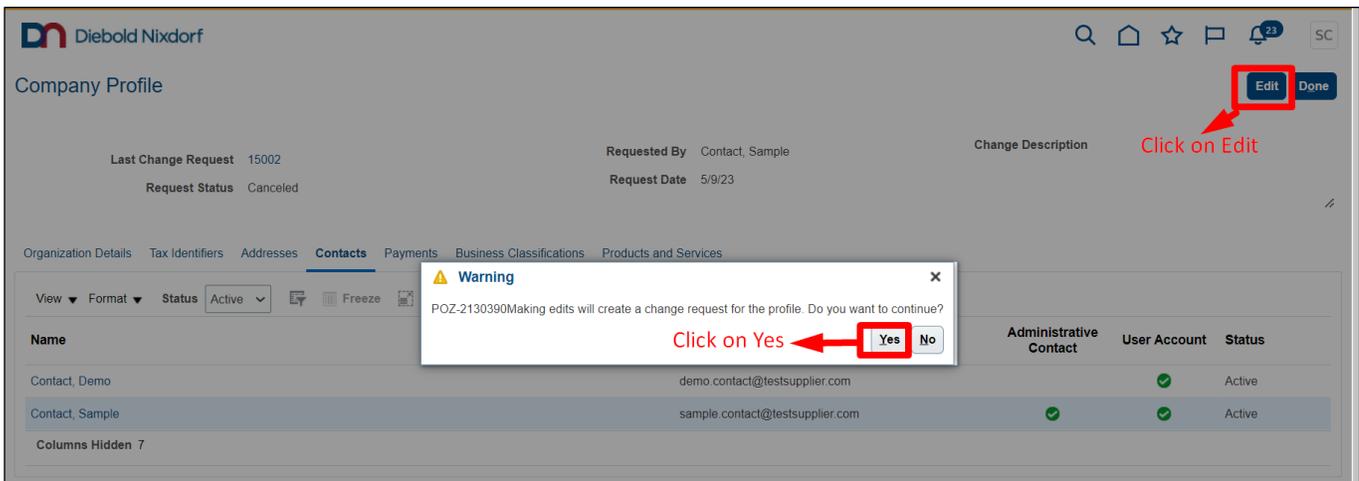
**Note: When trying to set up a new account for Supplier Contact, if the Supplier Administrator is not available, please send an email to cloudsupplierportalsupport@dieboldnixdorf.com for more inquiries.*

B. To inactivate the Portal Users:

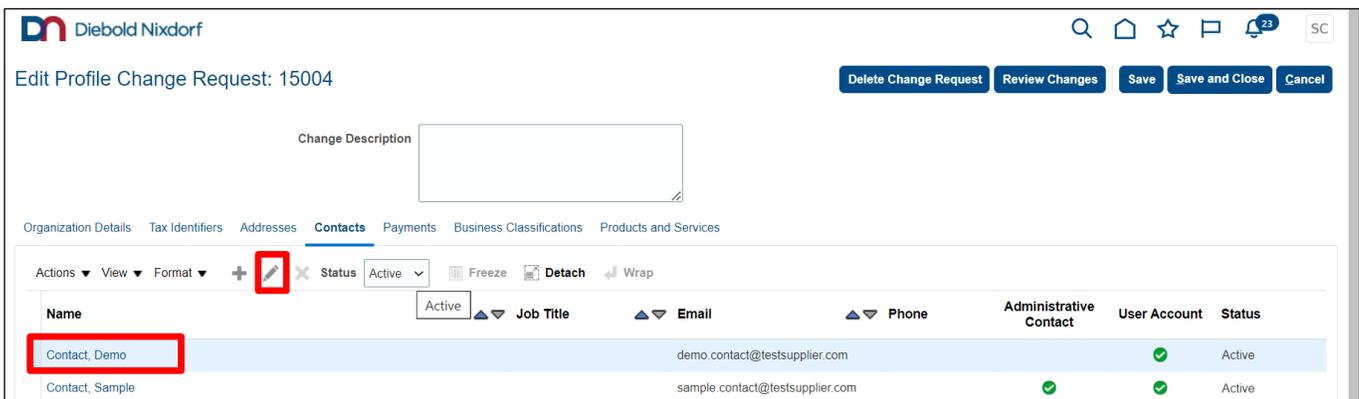
Step 1: Navigate to Manage Profile at the bottom of task menu.



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



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



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

Organization Details Tax Identifiers Addresses **Contacts** Payments

Actions View Format + Status Active

Name
Contact, Demo
Contact, Sample
Columns Hidden 7

Salutation
* First Name Demo
Middle Name
* Last Name Contact
Job Title
 Administrative contact

Phone
Mobile
Fax
Email demo.contact@testsupplier.com
Status **Inactive**
Inactive Date 5/9/23

Contact Addresses
Actions View Format + Freeze Detach Wrap
Address Name Address Phone Address Purpose Status
No data to display.
Columns Hidden 5

User Account
Account Status Inactive
User Name demo.contact@testsupplier.com
Roles Data Access
View Format + Freeze Detach Wrap
Role Description
No data to display.

OK Cancel

Administrative Contact	User Account	Status
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active

Step 5: Review the changes.

Edit Profile Change Request: 16001

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

Change Description

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

Actions View Format + Status Active Freeze Detach Wrap

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

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

The screenshot shows the 'Review Changes' interface. At the top right, there are navigation icons and a notification bell with '23'. Below these are three buttons: 'Edit', 'Submit' (highlighted with a red box), and 'Cancel'. The main content area is titled 'Change Description' and is currently empty. Below this is a 'Contacts' section with a table. The table has columns for Name, Job Title, Email, Phone, Administrative Contact, User Account, Status, and Details. One row is visible with the name 'Contact, Demo' and email 'demo.contact@testsupplier.com'. The status is 'Inactive'.

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

The screenshot shows the 'Company Profile' page. At the top, there are navigation icons and a notification bell with '23'. Below these are three buttons: 'Cancel Change Request', 'Edit', and 'Done'. The main content area is titled 'Company Profile' and contains a message: 'There is a profile change request pending approval. You may edit to make additional changes.' Below this message, there are fields for 'Last Change Request' (18001), 'Request Status' (Pending Approval), 'Requested By' (Contact, Sample), and 'Request Date' (5/9/23). The page is divided into several sections: 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. The 'General' section is expanded, showing fields for 'Company' (Test Supplier Company), 'Supplier Number' (15124), 'Supplier Type', 'Tax Organization Type' (Corporation), and 'Status' (Active). A confirmation dialog box is displayed in the center, with a green checkmark and the text: 'Confirmation: Your profile change request 18001 was submitted for approval.' The dialog box has an 'OK' button and a close 'X' button.

7. Manual Acknowledgement:

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

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

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

The screenshot shows the 'Manage Orders' page in the Diebold Nixdorf system. It features a search interface with various filters: 'Sold-to Legal Entity', 'Bill-to BU', and 'Supplier Site'. The 'Status' dropdown menu is set to 'Pending Supplier Acknowledgement', which is highlighted with a red box and an arrow pointing to it. Below the search filters, there are buttons for 'Advanced', 'Manage Watchlist', and 'Saved Search'. The 'Search' button is highlighted with a red box and an arrow pointing to it. The 'Search Results' section is visible at the bottom, showing a table with columns for Order, Order Date, Description, Supplier Site, Buyer, Ordered, Currency, Status, Life Cycle, and Creation Date.

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

Manage Orders

Search Results

Click on PO to acknowledge

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

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

Diebold Nixdorf

Purchase Order: 20200077

Acknowledge View PDF Actions Refresh Done

Click on Acknowledge

General

Sold-to Legal Entity	Diebold Nixdorf, Incorporated	Supplier	Test Supplier Company	Ordered	400.00 USD
Bill-to BU	US Ops BU	Supplier Site	FRANKFURTAMM01	Description	
Order	20200077	Supplier Contact	Sample Contact	Source Agreement	
Status	Pending Supplier Acknowledgment	Bill-to Location	DBD INC.	Supplier Order	
Buyer	Tushar Junghare	Ship-to Location	Diebold Nixdorf Manufacturing (US2)		
Creation Date	5/9/23				

Terms Notes and Attachments

Required Acknowledgment Acknowledgment Due

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.

Terms Notes and Attachments

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

Payment Terms: Immediate
 Shipping Method:
 Freight Terms: FOB

Schedules

Actions: View, Format, Freeze, Detach, Wrap, **Accept**, Reject, Response: All

Line	Item	Description	Supplier Item	Schec	Quantity	UOM	Price	Currency	Ordered	Requested Ship Date	Promised Ship Date	Shipping Method	Response	Rejection Reason	Supplier Order Line	Location
1	0175000003	audio extension cable 3m		1	100	Each	2.00	USD	200.00	5/22/23			Accept (dropdown)			Diebold Nixdorf ...
2	0175000117	inhibgear nut M5x5		1	200	Each	1.00	USD	200.00	5/28/23			Accept (dropdown)			Diebold Nixdorf ...

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

Supplier Order → Mandatory for DE Ops BU, for rest Optional

Terms Notes and Attachments

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

Payment Terms: Immediate
 Shipping Method:
 Freight Terms: FOB

Schedules

Actions: View, Format, Freeze, Detach, Wrap, **Accept**, Reject, Response: All

Line	Item	Description	Supplier Item	Schec	Quantity	UOM	Price	Currency	Ordered	Requested Ship Date	Promised Ship Date	Shipping Method	Response	Rejection Reason	Supplier Order Line	Location
1	0175000003	audio extension cable 3m		1	100	Each	2.00	USD	200.00	5/22/23			Accept (dropdown)			Diebold Nixdorf ...
2	0175000117	inhibgear nut M5x5		1	200	Each	1.00	USD	200.00	5/28/23			Accept (dropdown)			Diebold Nixdorf ...

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

Acknowledge Document (Purchase Order): 20200077

Buttons: Edit, View PDF, Submit, Cancel

1. Click on Submit

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

2. Click on OK

General Information:

- Sold-to Legal Entity: Diebold Nixdorf, Incorporated
- Supplier: Test Supplier Company
- Order: 20200077
- Supplier Site: FRANKFURTAMM01
- Status: Pending Supplier Acknowledgment
- Supplier Contact: Sample Contact
- Buyer: Junghare Tushar
- Creation Date: 5/9/23
- Ordered: 400.00 USD
- Description: [Empty]
- Source Agreement: [Empty]
- Supplier Order: [Empty]
- Communication Method: None

Terms and Attachments:

- Required Acknowledgment: Document and Schedule
- Acknowledgment Due Date: 5/12/23
- Acknowledgment Response: Accept
- Acknowledgment Note: [Empty]
- Payment Terms: Immediate
- Shipping Method: [Empty]
- Freight Terms: FOB
- Buyer managed transportation: [Checked]
- Pay on receipt: [Unchecked]
- Confirming order: [Unchecked]

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

Search Results

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

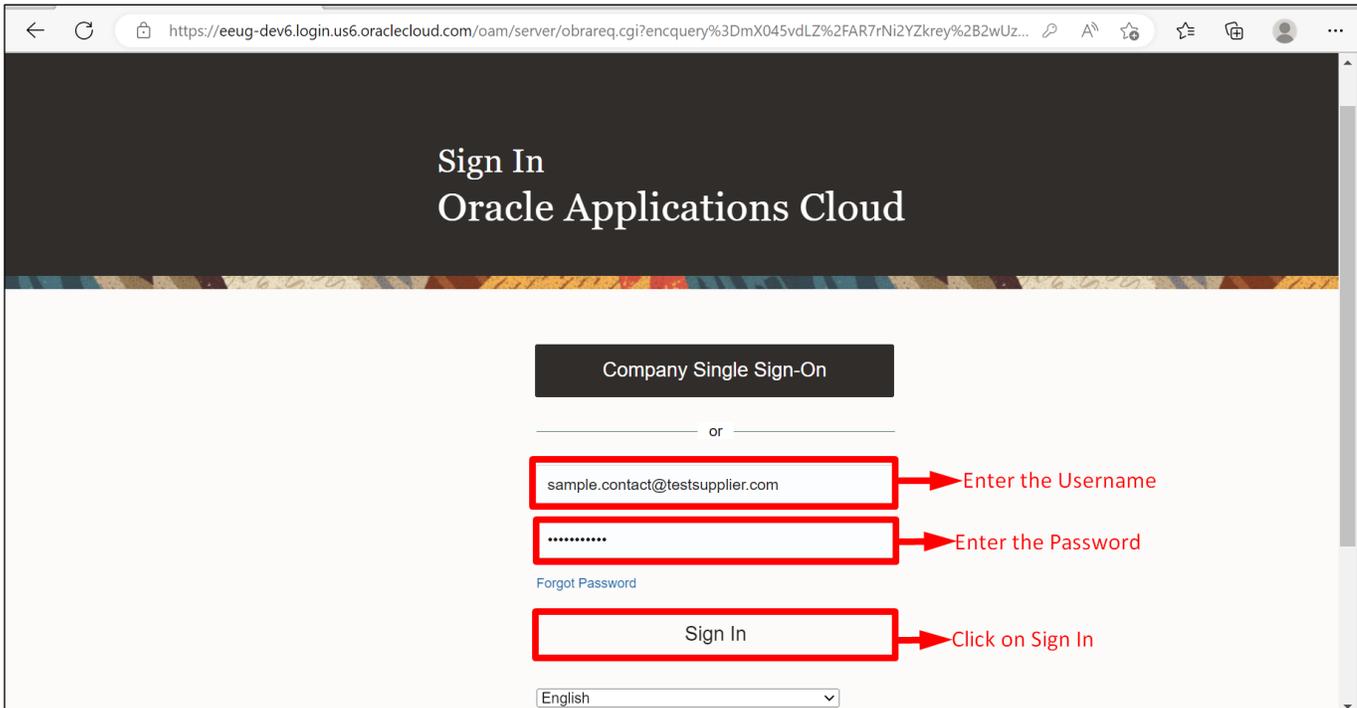
Columns Hidden: 28

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

A. Mass confirmation Activity for Initial login

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

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



The screenshot shows the Oracle Applications Cloud Sign In page. The browser address bar displays the URL: <https://eeug-dev6.login.us6.oraclecloud.com/oam/server/obrareq.cgi?encquery%3DmX045vdLZ%2FAR7rNi2YZkrey%2B2wUz...>. The page title is "Sign In Oracle Applications Cloud". The main content area features a "Company Single Sign-On" header, followed by "or" and two input fields. The first input field contains the email address "sample.contact@testsupplier.com" and is annotated with a red box and an arrow pointing to the text "Enter the Username". The second input field contains a masked password "*****" and is annotated with a red box and an arrow pointing to the text "Enter the Password". Below the password field is a link for "Forgot Password". A "Sign In" button is highlighted with a red box and an arrow pointing to the text "Click on Sign In". At the bottom of the page, there is a language selection dropdown menu currently set to "English".

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

Good afternoon, Smoke Tester!

- Supplier Portal
- Procurement
- Tools
- DN Extensions
- Others

APPS



Supplier Portal



DB File Upload



PO Mass Confirmation Report



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

Good evening, Smoke Tester!

- Supplier Portal
- Procurement
- Tools
- DN Extensions
- Others

APPS



Supplier Portal



DB File Upload



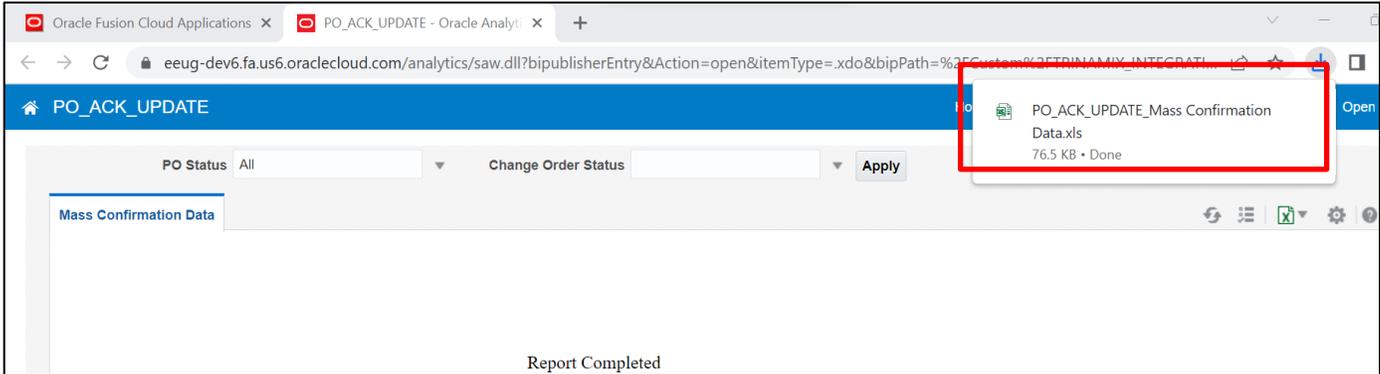
PO Mass Confirmation Report



Personalize Springboard

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

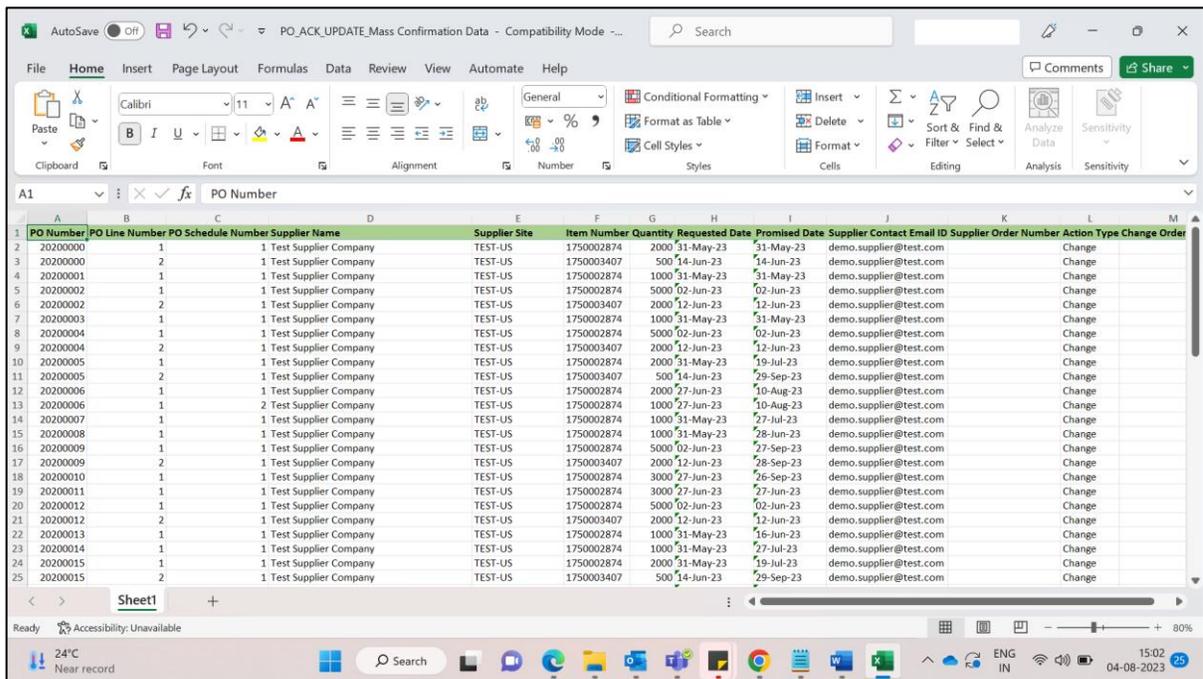
Note: Please note that by default it will download all the PO data.



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

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

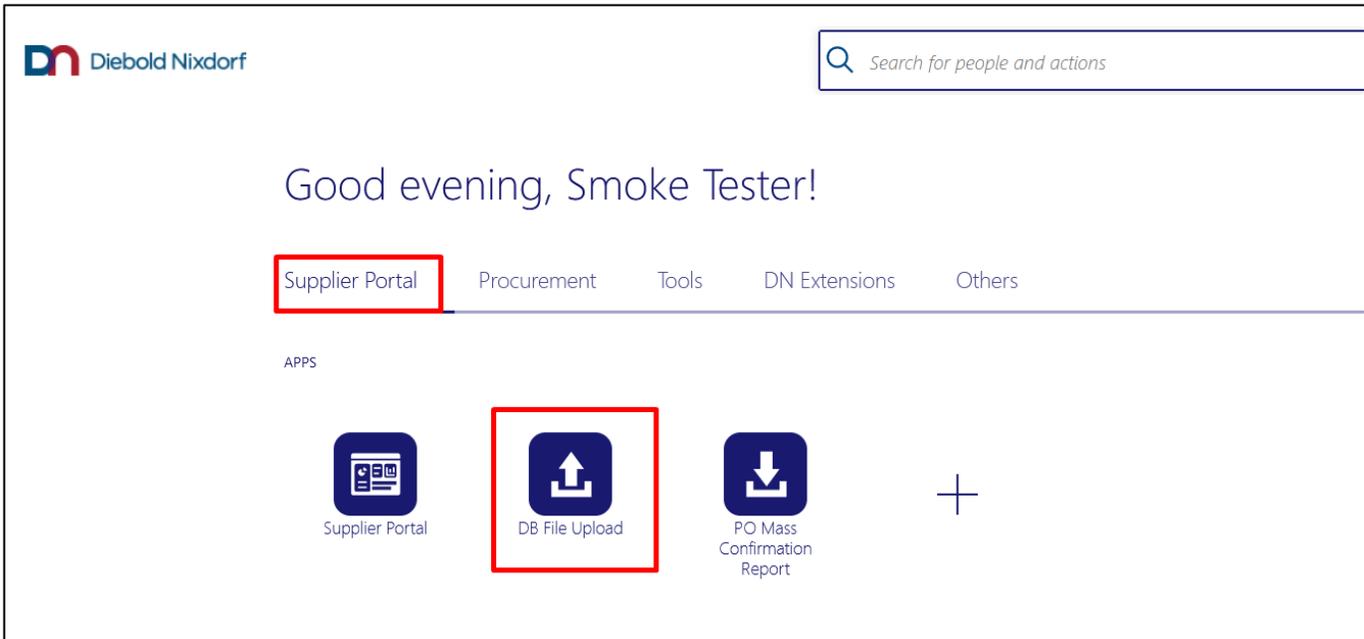
1. Open the report and you will be able to see the data for all PO.



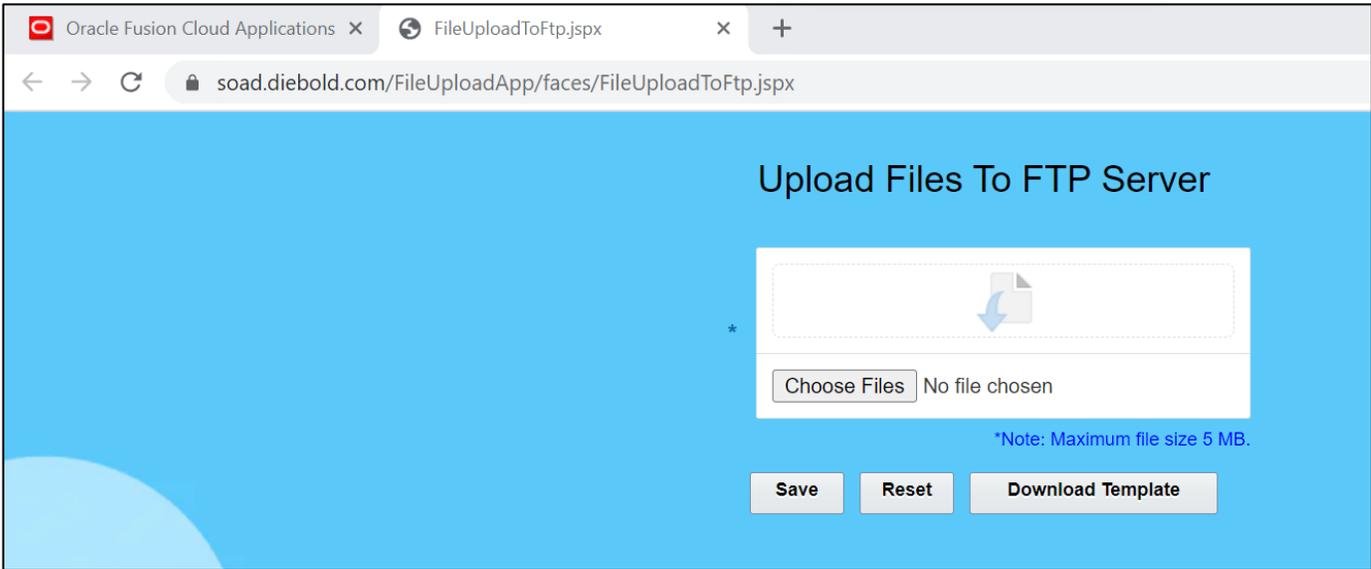
2. Apply the filter to the promise date column, select the value with "Blank" and click on OK.

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

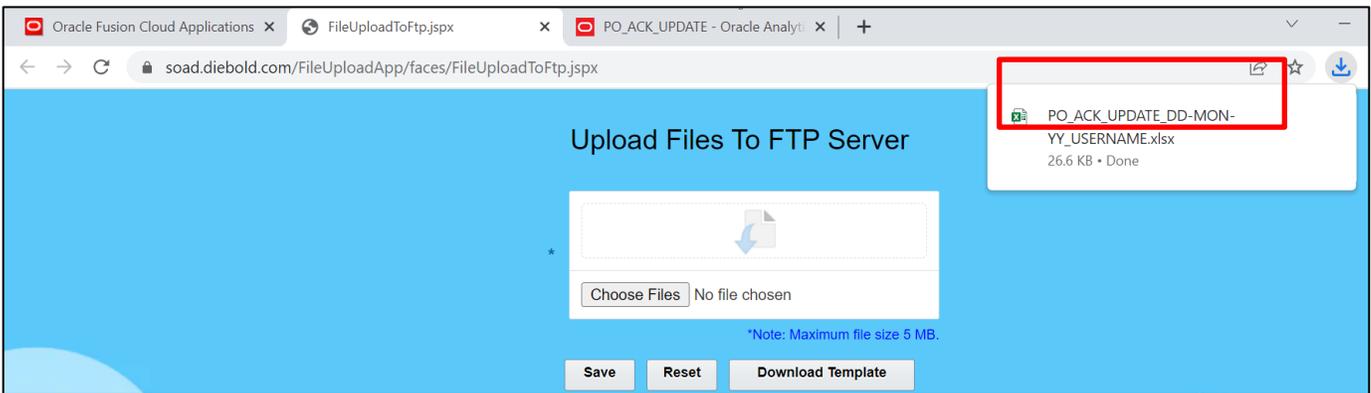
Step 5: Now again go back to the Supplier Portal and click on “DB File Upload” icon.



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



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



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

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

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

PO Number	PO line Number	PO Schedule Number	Supplier Name	Supplier Site	Item Number	Quantity	Requested Date	Promised Date	Supplier Contact Email ID	Supplier Order Number	Action type	Change Order Number
20200027	1	1	Test Supplier Company	TEST-US	1750002874	3000	27-Jun-23		demo.supplier@test.com			
20200028	1	1	Test Supplier Company	TEST-US	1750002874	5000	02-Jun-23		demo.supplier@test.com		Change	
20200028	2	1	Test Supplier Company	TEST-US	1750003407	2000	12-Jun-23		demo.supplier@test.com		Change	

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

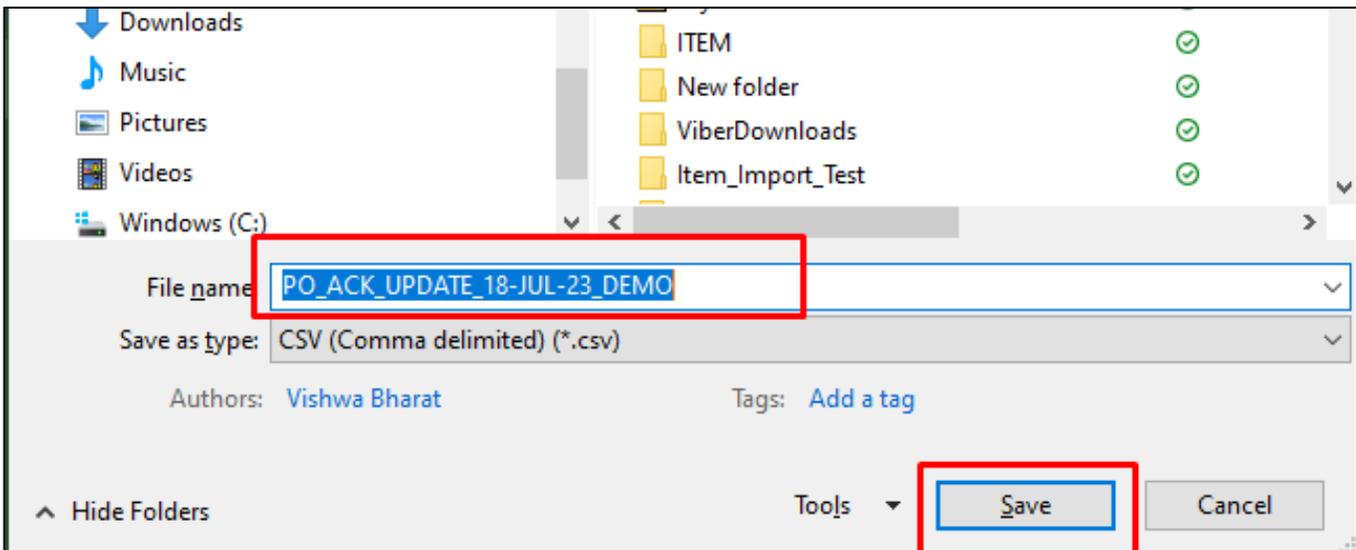
Note: This Template supports only date format as “DD-Mon-YY”.

PO Number	PO line Number	PO Schedule Number	Supplier Name	Supplier Site	Item Number	Quantity	Requested Date	Promised Date	Supplier Contact Email ID	Supplier Order Number	Action type	Change Order Number
20200027	1	1	Test Supplier Company	TEST-US	1750002874	3000	27-Jun-23	25-Jun-23	demo.supplier@test.com		Change	
20200028	1	1	Test Supplier Company	TEST-US	1750002874	5000	02-Jun-23	01-Jun-23	demo.supplier@test.com		Change	
20200028	2	1	Test Supplier Company	TEST-US	1750003407	2000	12-Jun-23	10-Jun-23	demo.supplier@test.com		Change	

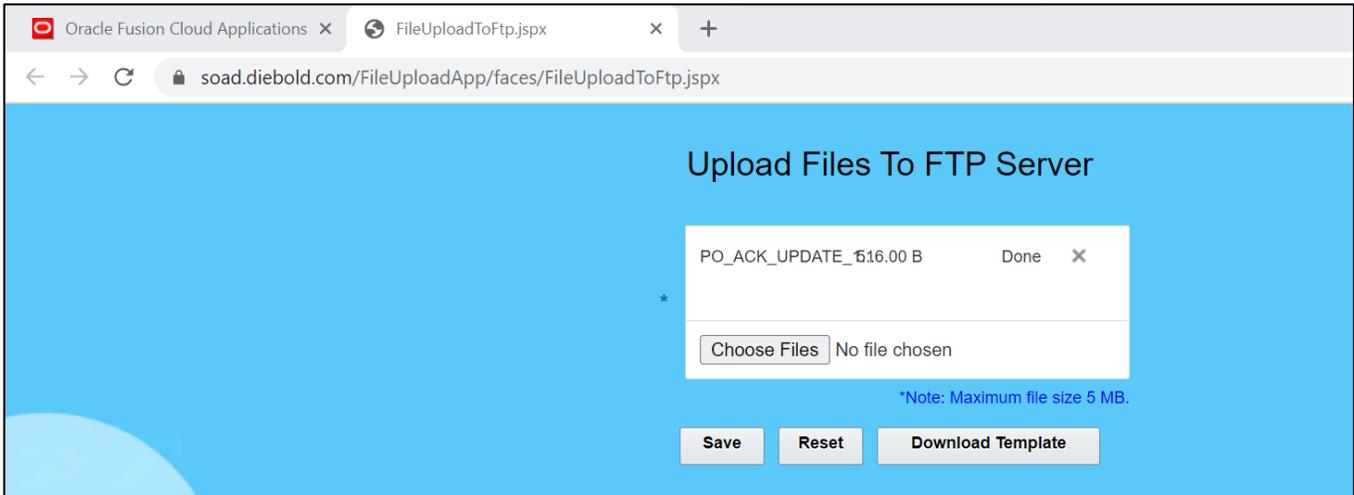
Step 11: Now to save the file, remove the Template from the name and add today’s date for unique name convention. **File naming convention PO_ACK_UPDATE_DD-MON-YY_USERNAME (Today’s Date and Username).**

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

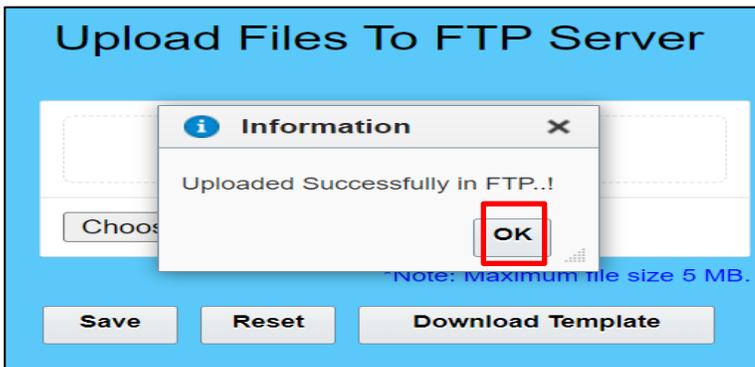
Save the file as CSV (Comma delimited) (*.csv).



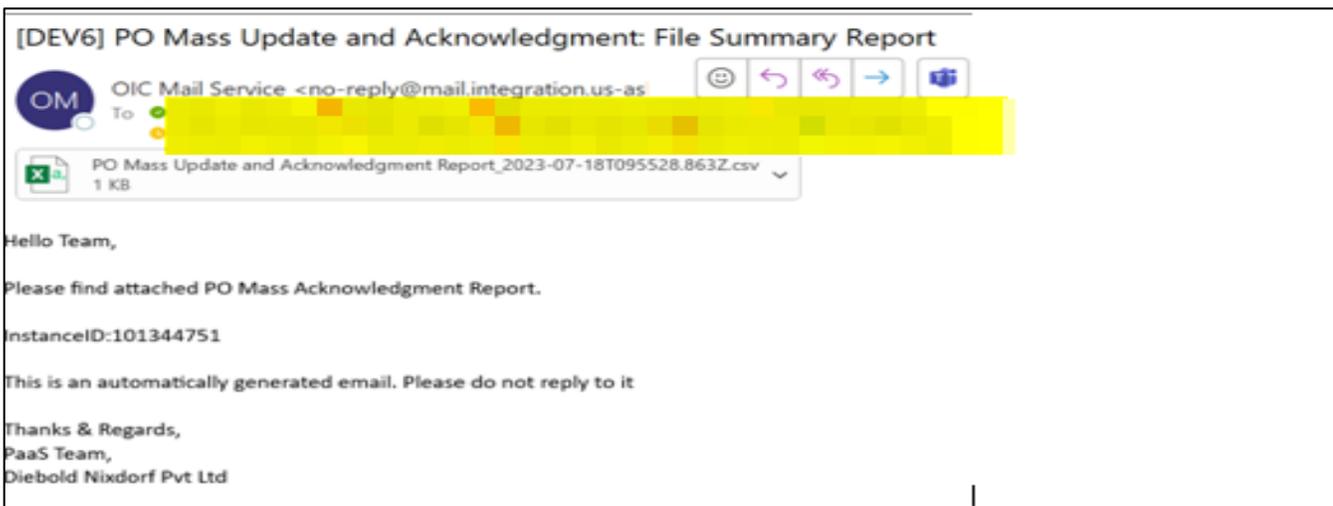
Step 12: Now go back to the Supplier Portal> click on “DB File Upload” window from where the template has been download, click on “Choose Files” and select the .CSV file from the system. Click on the Save button.



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



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



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

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

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

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

Sign In
Oracle Applications Cloud

Company Single Sign-On

or

sample.contact@testsupplier.com → Enter the Username

..... → Enter the Password

[Forgot Password](#)

Sign In → Click on Sign In

English

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

Good afternoon, Smoke Tester!

- Supplier Portal
- Procurement
- Tools
- DN Extensions
- Others

APPS



Supplier Portal



DB File Upload



PO Mass Confirmation Report



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

Good evening, Smoke Tester!

- Supplier Portal
- Procurement
- Tools
- DN Extensions
- Others

APPS



Supplier Portal



DB File Upload

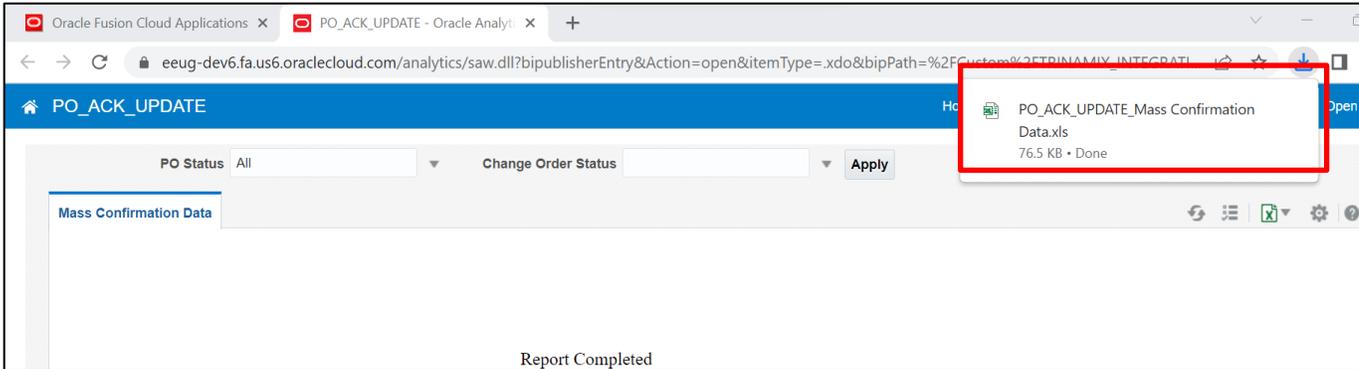


PO Mass Confirmation Report



Personalize Springboard

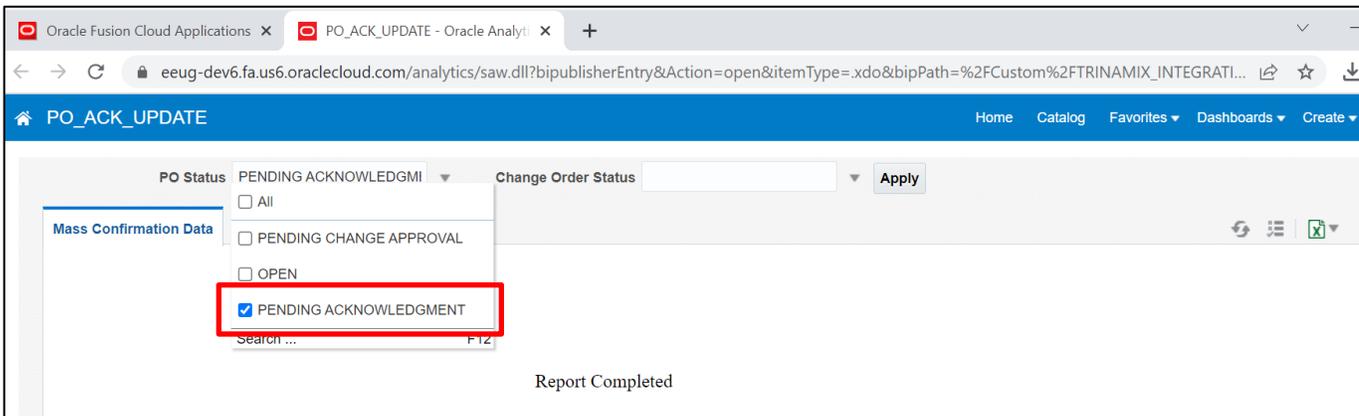
Step 4: New window will be open, and report will get downloaded automatically for all the POs.



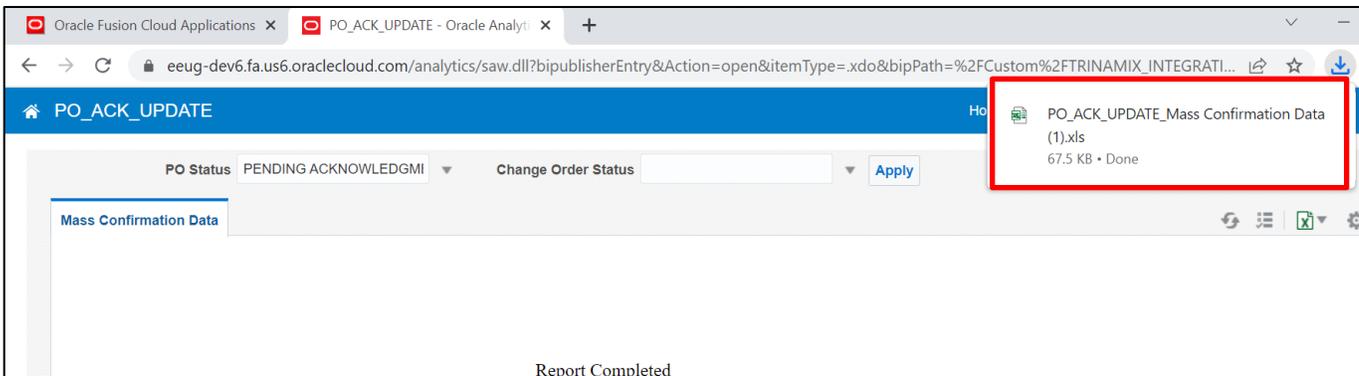
Note: Please note by default it will download all the PO data. If we are looking for specific PO status like Pending Acknowledgement or Change order status pending acknowledgment, then select the PO status or Change order status values and click on apply then it will download the new file.

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

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



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



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

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

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

Diebold Nixdorf

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

Oracle Fusion Cloud Applications x FileUploadToFtp.jspx x +

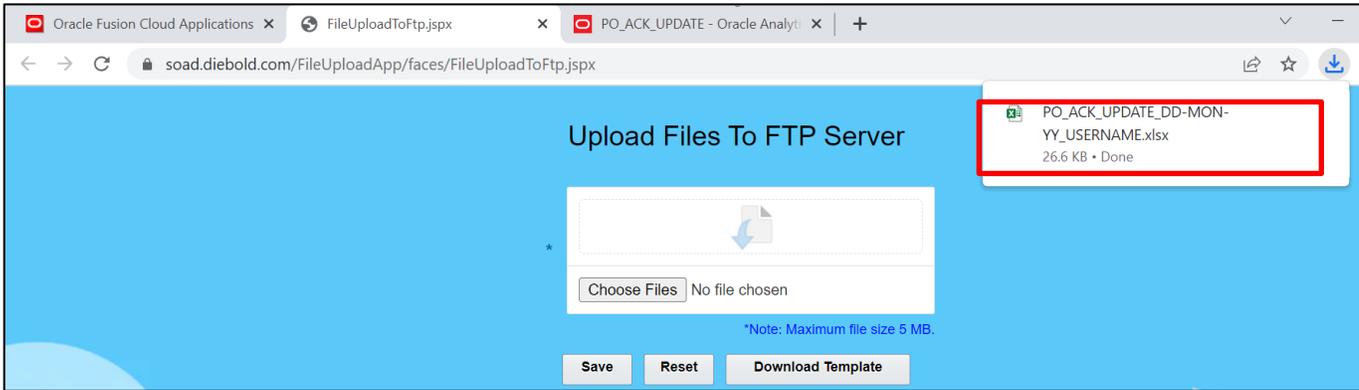
soad.diebold.com/FileUploadApp/faces/FileUploadToFtp.jspx

Upload Files To FTP Server

*Note: Maximum file size 5 MB.

Save Reset Download Template

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



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

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

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

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

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

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

Here you need to provide promise_date, email_id and select Action_type as Change from drop down list.

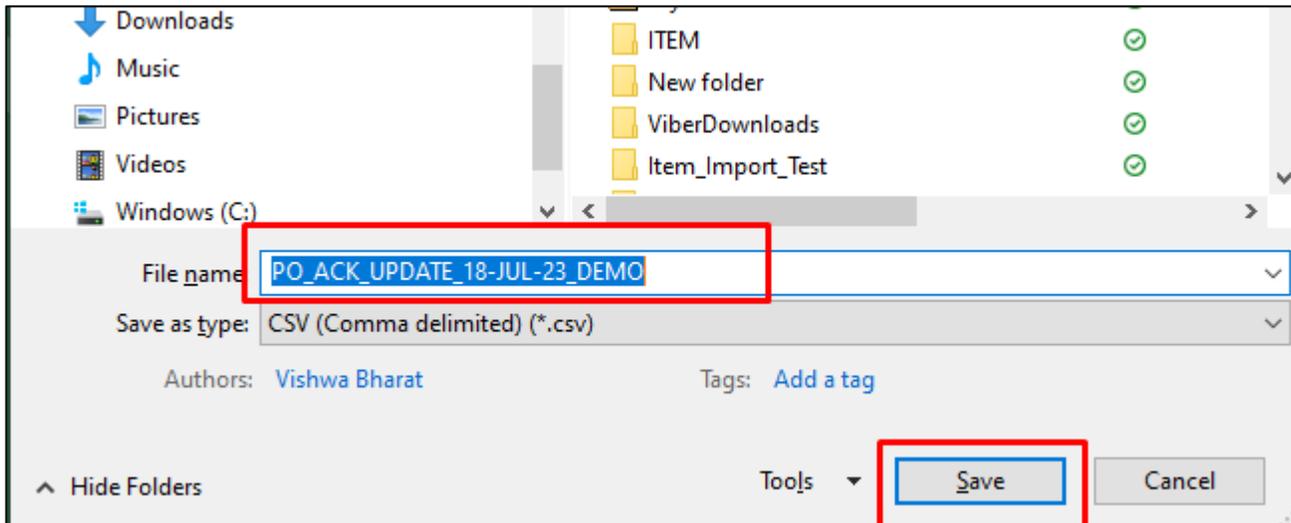
Note: This template supports the date format as "DD-Mon-YY".

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

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

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

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



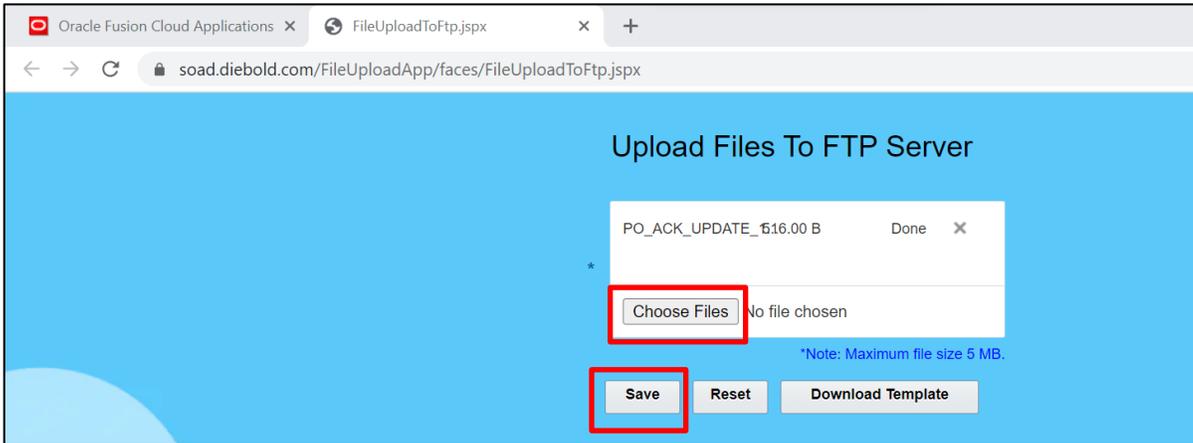
The file will be saved in your system.

Below are considerations while preparing the file.

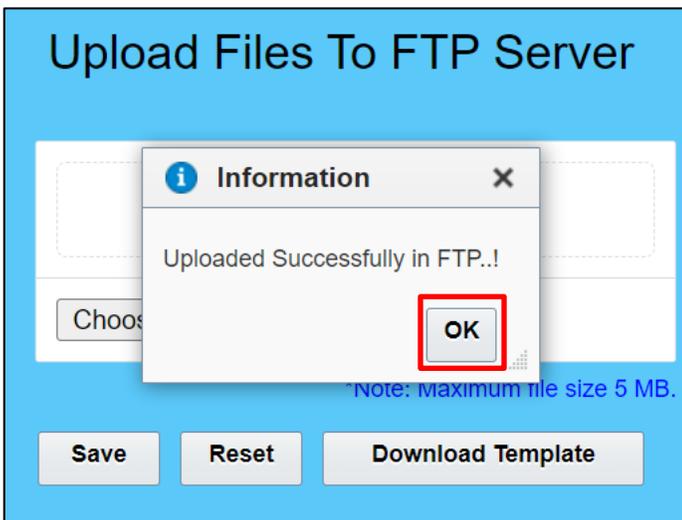
- **Action type:** by default, action, type is Change, for schedule split scenario please select change for original schedule, split action for new schedule, and keep original schedule number as schedule number for split schedules. (For Ex: if the split is for schedule 1 of having 100 then enter two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

C. File upload and validation process.

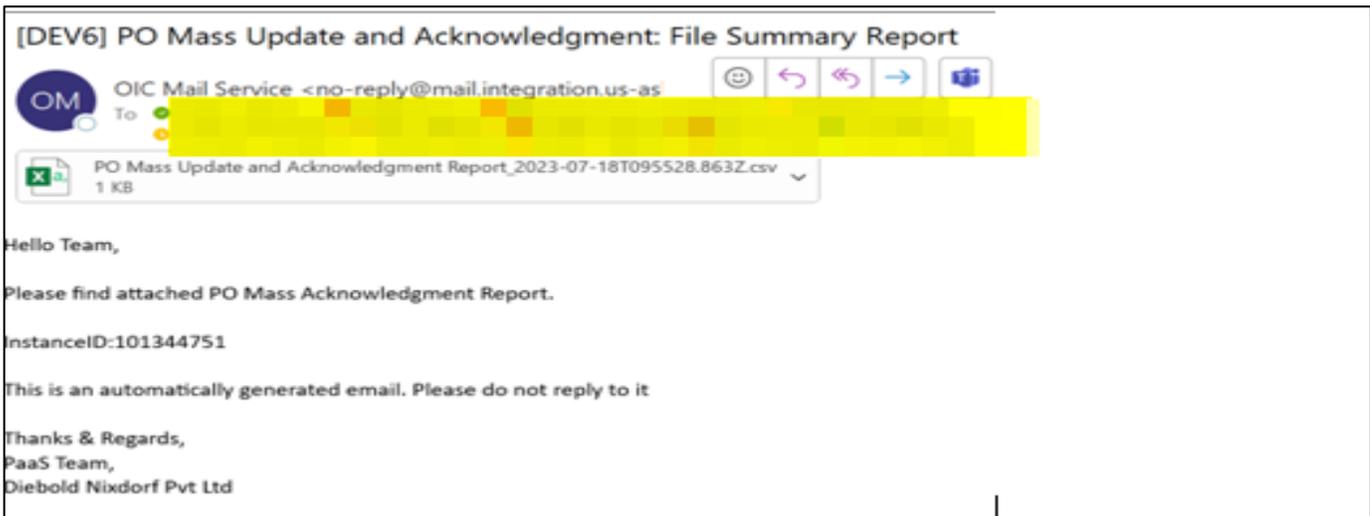
Step 1: Now go back to the Supplier Portal> click on “DB File Upload” window from where the template has been download, click on “Choose Files” and select the .CSV file from the system. Click on the Save button.



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



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



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

Possible Errors:

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

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

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Supplier Portal

Search Orders Order Number

Tasks

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

Requiring Attention

671

97

574

Orders to Acknowledge

Recent Activity
Last 30 Days

Orders changed or canceled	22
Orders opened	16
Receipts	2

Transaction Reports
Last 30 Days

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

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

Manage Orders

Headers Schedules

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order 20200092

Status

Include Closed Documents No

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

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

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

Purchase Order: 20200092

Acknowledge View PDF Actions Refresh Done

Main

General

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

Schedules

Actions View Format Freeze Detach Wrap

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

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



9. Mass Reconfirmation of PO from Supplier Portal:

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

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

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

Sign In
Oracle Applications Cloud

Company Single Sign-On

or

sample.contact@testsupplier.com → Enter the Username

***** → Enter the Password

[Forgot Password](#)

Sign In → Click on Sign In

English

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

Good afternoon, Smoke Tester!

- Supplier Portal
- Procurement
- Tools
- DN Extensions
- Others

APPS

Supplier Portal DB File Upload PO Mass Confirmation Report +

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

Search for people and actions

Good evening, Smoke Tester!

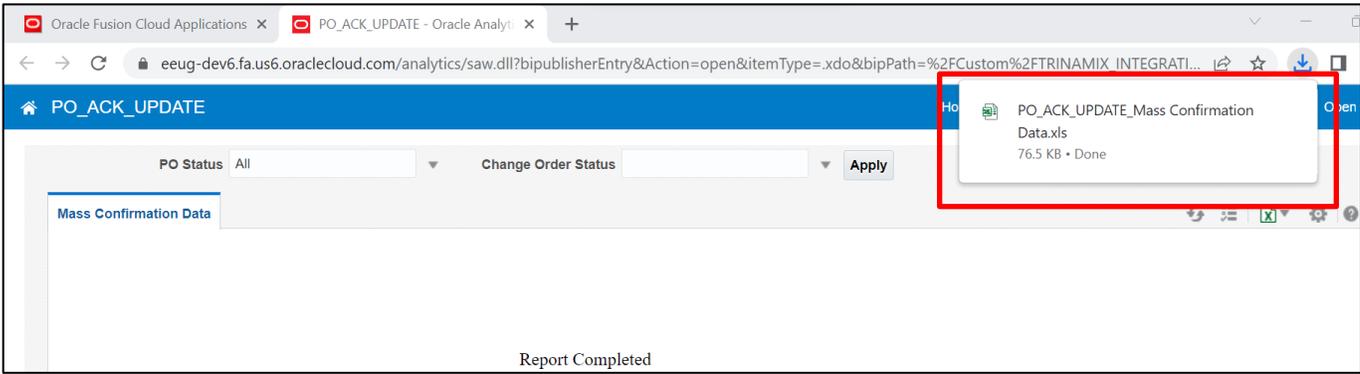
- Supplier Portal
- Procurement
- Tools
- DN Extensions
- Others

APPS

Supplier Portal DB File Upload PO Mass Confirmation Report +

Personalize Springboard

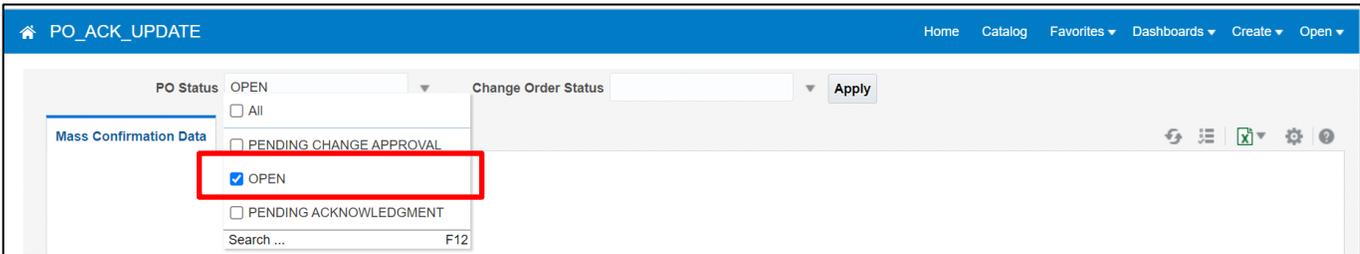
Step 4: New window will be open, and report will get downloaded automatically for all the POs.



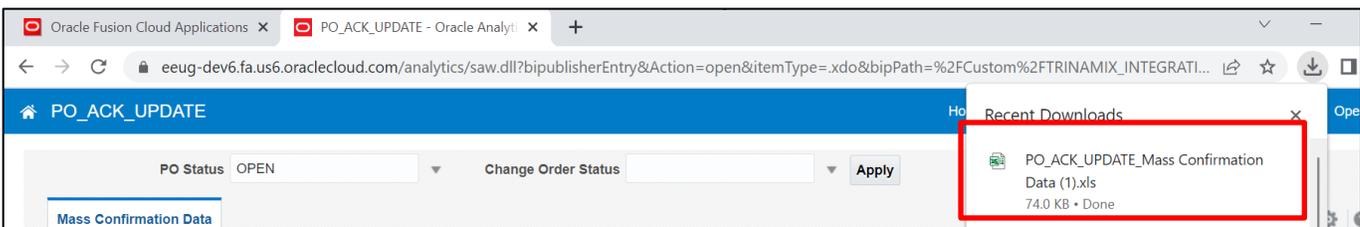
Note: Please note by default it will download all the PO data. If we are looking for specific PO status like Pending Acknowledgement or Change order status pending acknowledgment, then select the PO status or Change order status values and click on apply. New file will be downloaded.

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

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



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



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

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

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

Diebold Nixdorf

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 x FileUploadToFtp.jspx x +

soad.diebold.com/FileUploadApp/faces/FileUploadToFtp.jspx

Upload Files To FTP Server

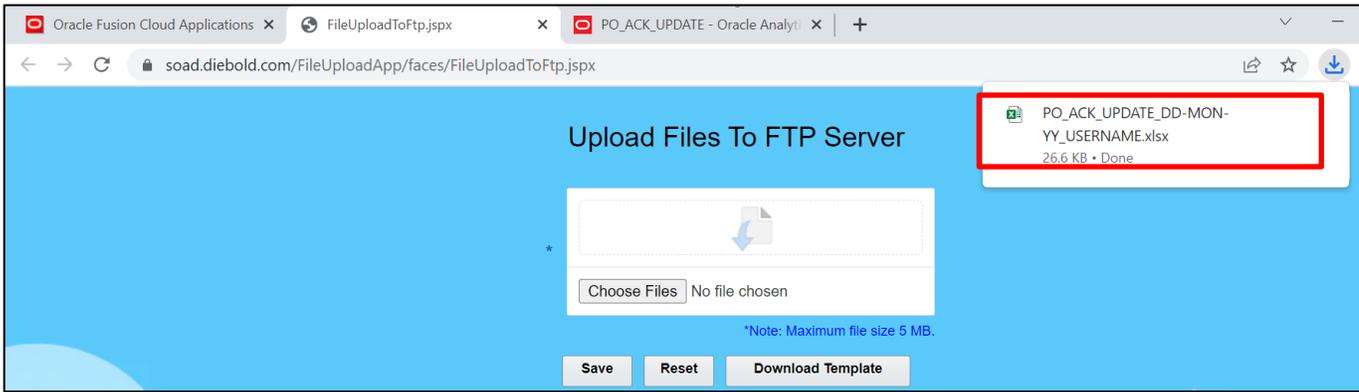
*

Choose Files No file chosen

*Note: Maximum file size 5 MB.

Save Reset **Download Template**

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



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

PO Number	PO line Number	PO Schedule Number	Supplier Name	Supplier Site	Item Number	Quantity	Requested Date	Promised Date	Supplier Contact Email ID	Supplier Order Number	Action type	Change Order Number
201617947	1	1	Demo Supplier	TAIPEI01	01750299984	668	03-Mar-23	24-Mar-23	suppliercontact@demo.com	DEM001	Change	
201617947	1	2	Demo Supplier	TAIPEI01	01750299984	132	17-Mar-23	24-Mar-23	suppliercontact@demo.com	DEM001	Change	

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

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

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

Here you need to provide updated promise_date, email_id and select Action_type as Change from drop down list.

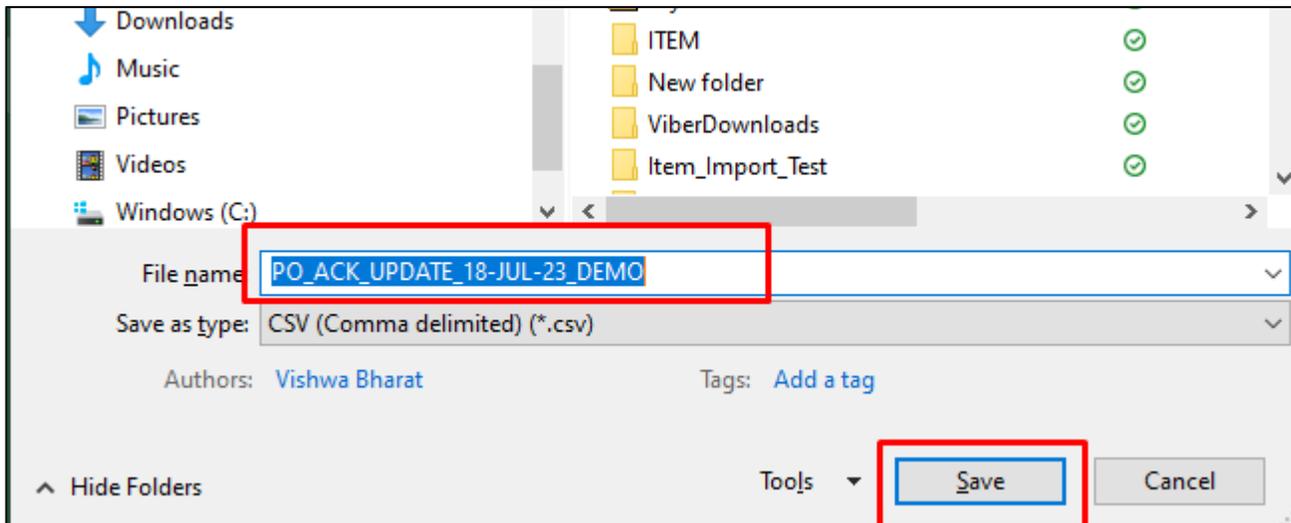
Note: This template supports the date format as “DD-Mon-YY”.

PO Number	PO line Number	PO Schedule Number	Supplier Name	Supplier Site	Item Number	Quantity	Requested Date	Promised Date	Supplier Contact Email ID	Supplier Order Number	Action type	Change Order Number
20200092	1	1	Test Supplier Company	TEST-US	1750002874	2000	21-Jul-23	24-Jul-23	komal.wanjari@trinamix.com		Change	
20200093	1	1	Test Supplier Company	TEST-US	1750002874	2000	21-Jul-23	24-Jul-23	komal.wanjari@trinamix.com		Change	

Step 13: Now to save the file, remove the Template from the name and add today's date for unique name convention. **File naming convention PO_ACK_UPDATE_DD-MON-YY_USERNAME (Today's Date and Username).**

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

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



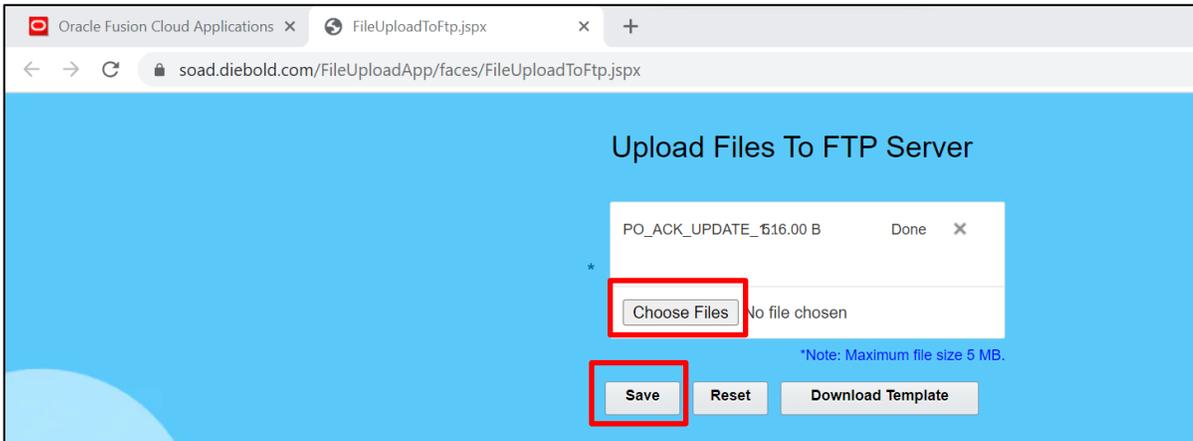
The file will be saved in your system.

Below are considerations while preparing the file.

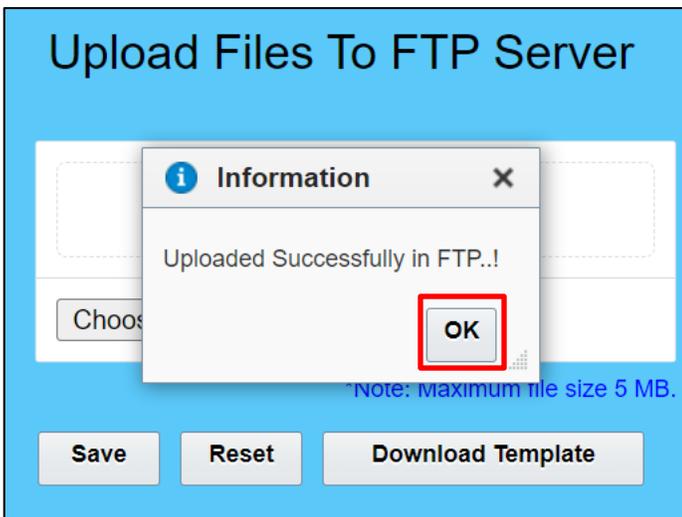
- **Action type:** by default, action type will be change for schedule split scenario please select change for original schedule, split action for new schedule, and keep original schedule number as schedule number for split schedules. (For Ex: if the split is for schedule 1 of having 100 then enter two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

B. File upload and validation process.

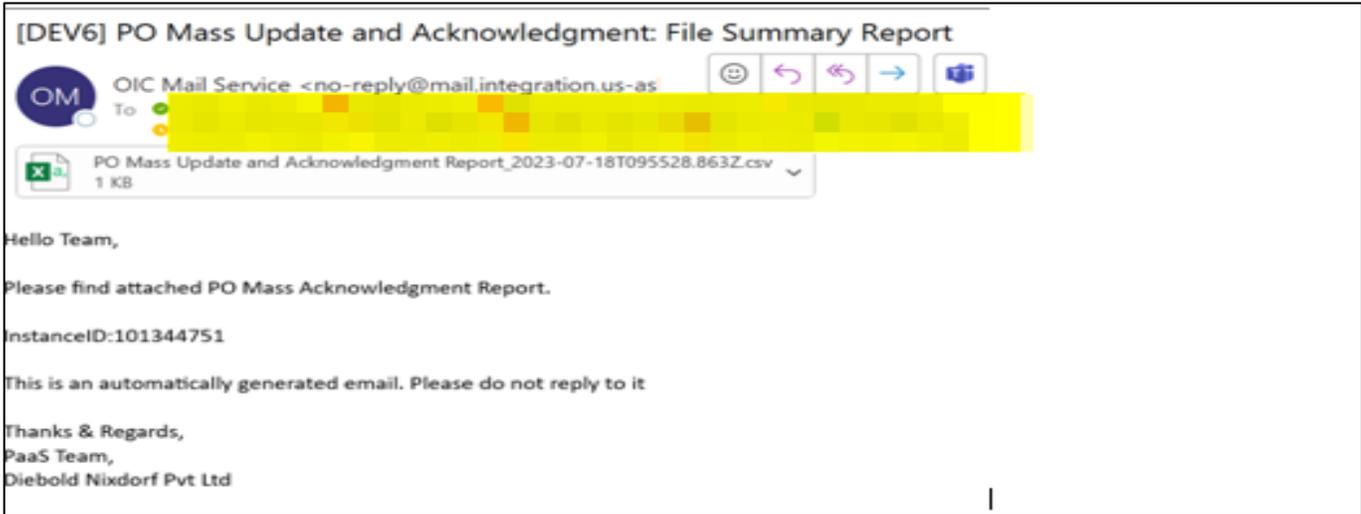
Step 1: Now go back to the supplier portal> click on “DB File Upload” window from where the template has been download, click on “Choose Files” and select the .CSV file from the system. Click on the Save button.



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



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



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

Possible Errors:

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

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

The screenshot shows the Diebold Nixdorf Supplier Portal. In the left-hand 'Tasks' sidebar, the 'Manage Schedules' option is highlighted with a red rectangular box. The main content area features a 'Requiring Attention' donut chart with a total of 671 orders, consisting of 574 green segments and 97 blue segments. To the right, there are sections for 'Recent Activity' (Last 30 Days) and 'Transaction Reports' (Last 30 Days).

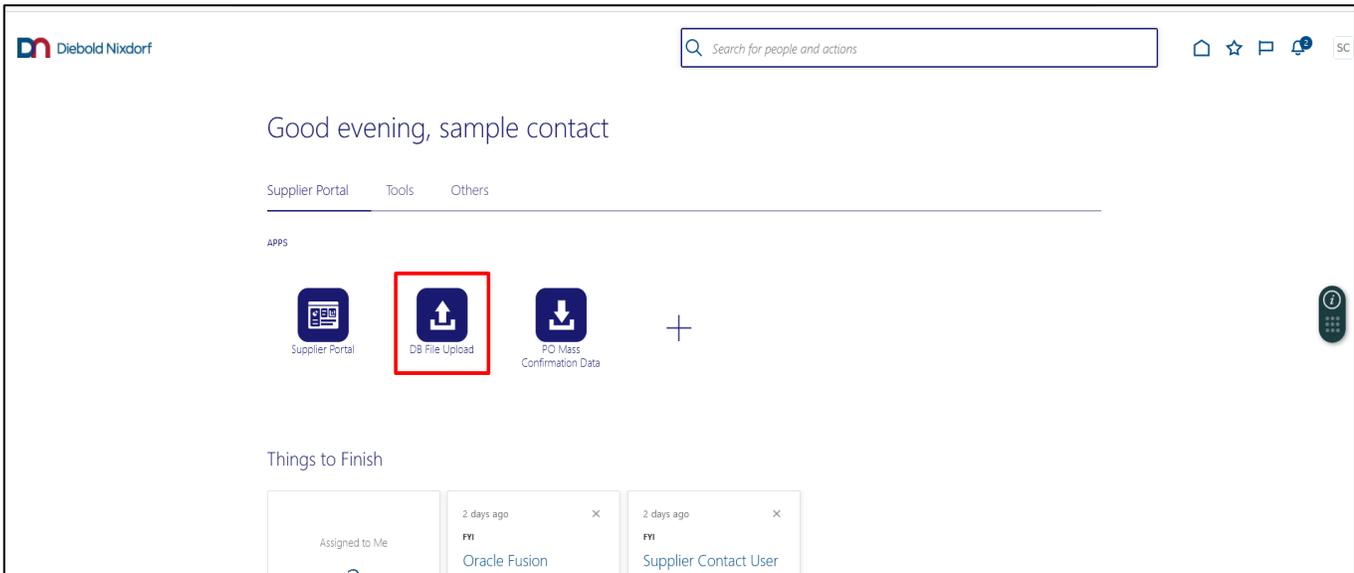
Step 5: Add order number from the template and click on search button. Here you will be able to see the promise_date has been updated for the PO as per the template.

The screenshot shows the 'Manage Orders' page with the 'Schedules' tab selected. In the search filters section, the 'Order' field is highlighted with a red box and contains the value '20200092'. The 'Search' button is also highlighted with a red box. Below the search filters, a table displays search results. The 'Promised Date' column in the table is highlighted with a red box, showing the date '7/24/23' for the first result.

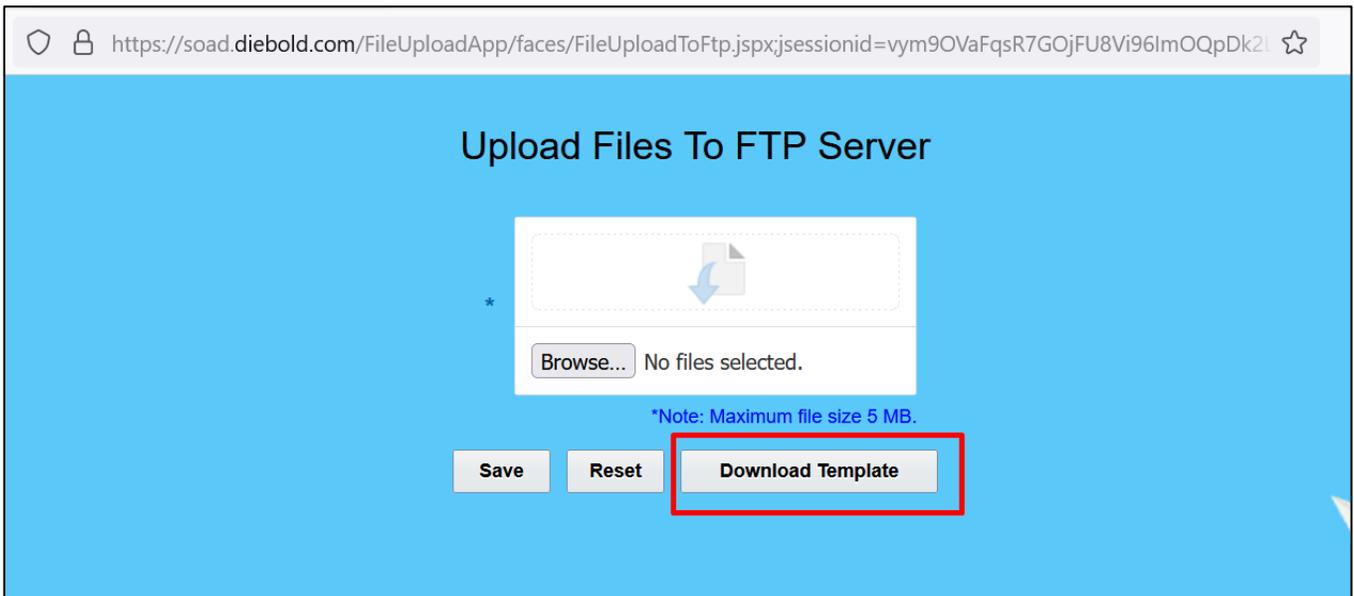
Order	Line	Schedule	Supplier	Supplier Site	Item	Ordered Quantity	Requested Date	Promised Date
20200092	1	1	Test Supplier Co...	TEST-US	01750002874	2,000	7/21/23	7/24/23

C. Split Schedule using PO Mass Confirmation Process

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



Step 2: Download the template from Supplier Portal:



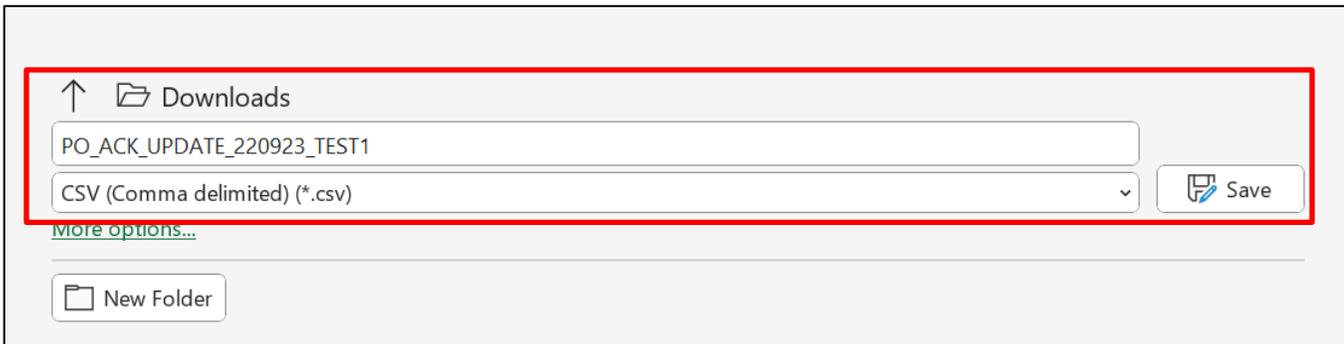
Step 3: Remove the sample data from the template and add data for PO which need to be split:

PO line Number	PO Schedule Number	Supplier Name	Supplier Site	Item Number	Quantity	Requested Date	Promised Date	Supplier Contact Email ID	Supplier Order Number	Action type	Change Order Number
4701703403	10	ARADONNA ASSEMBLAGEM I MARCO01-EUR	MARCO01-EUR	175030806	30	08-Dec-23	22-Dec-23	suppliercontact@demo.com		Change	
4701703403	10	ARADONNA ASSEMBLAGEM I MARCO01-EUR	MARCO01-EUR	175030806	12	08-Dec-23	09-Nov-23	suppliercontact@demo.com		Split	

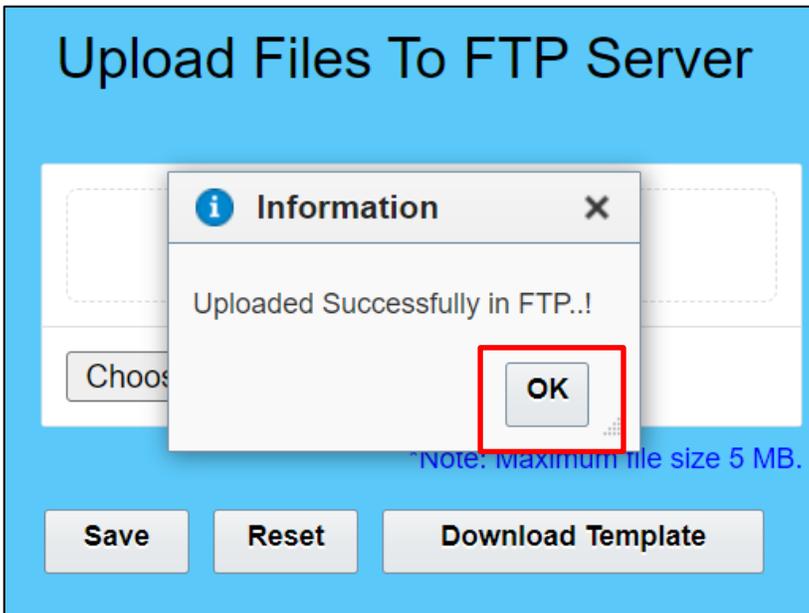
Note: While adding data to Split Schedule:

- 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.



Step 5: Upload the file from DB Upload:



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

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

OM OIC Mail Service <no-reply@mail.integration.us-as>
To [Redacted] Fri 22-09

PO Mass Update and Acknowledgment Report_2023-09-22T084757.915Z.csv
1 KB

Hello Team,

Please find attached PO Mass Acknowledgment Report.

InstanceID:103880364

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

Thanks & Regards,
PaaS Team,
Diebold Nixdorf Pvt Ltd

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

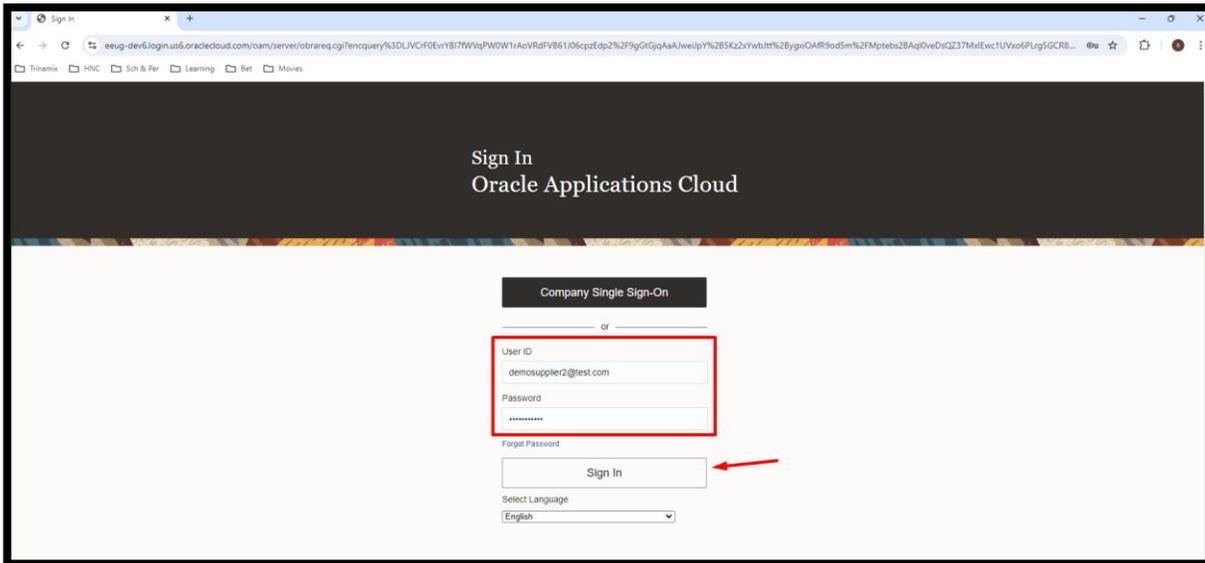
Line	Schedule	Description	Location	Quantity	UOM	Status	Life Cycle	Details	DN Customer Sales Order Firm Flag	One-Time Shipto Address	Requested Ship Date	Promised Ship Date	Organization
10	1	Case Cabinet DN OFA CEN III	Diebold Nix	30	Each	Open					12/8/23	12/22/23	0001
10	2	Case Cabinet DN OFA CEN III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

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

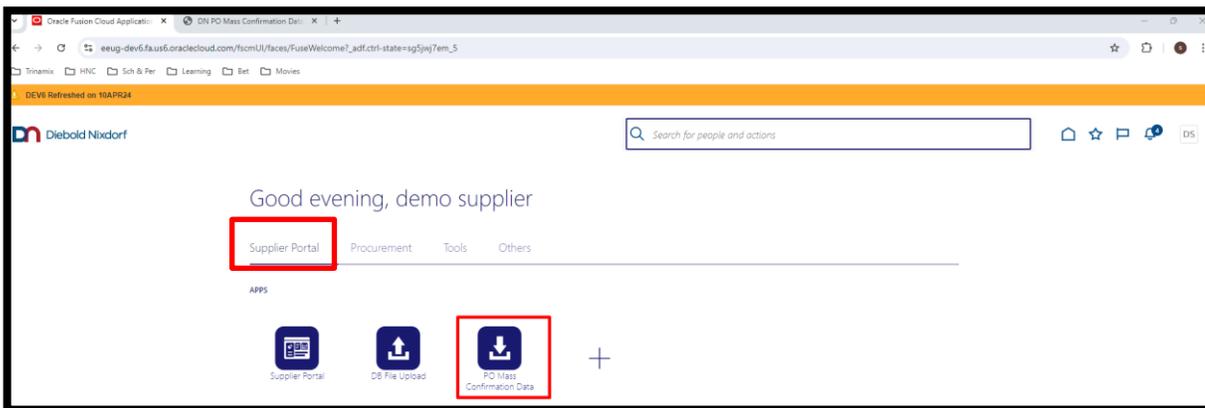
10. PO Mass Confirmation Process for Change Orders

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

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



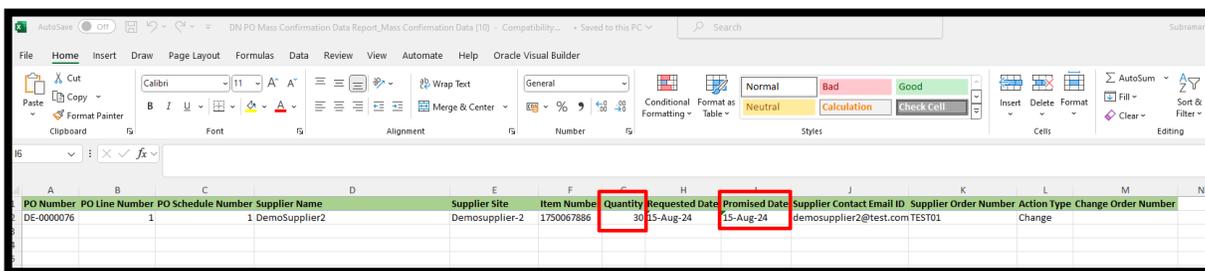
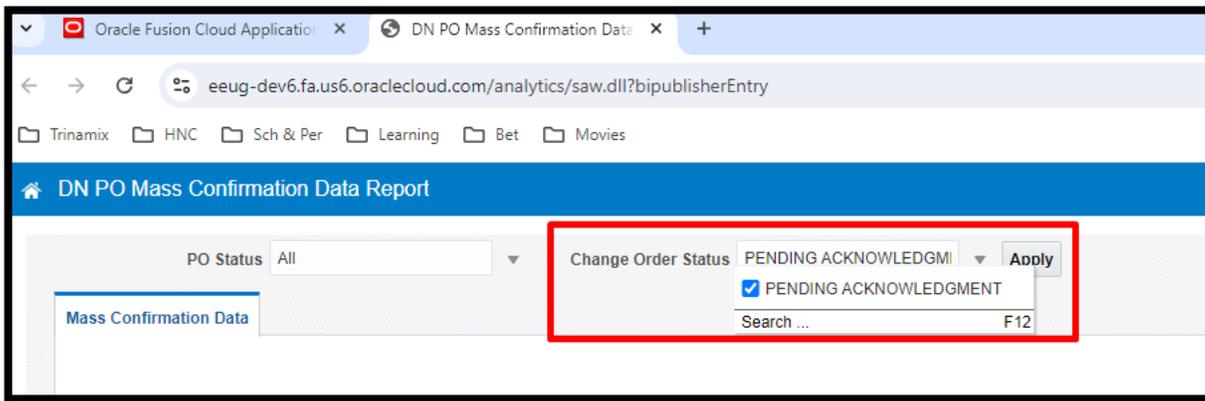
Step 2: Supplier Home page will open. Click on Supplier Portal offering.



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

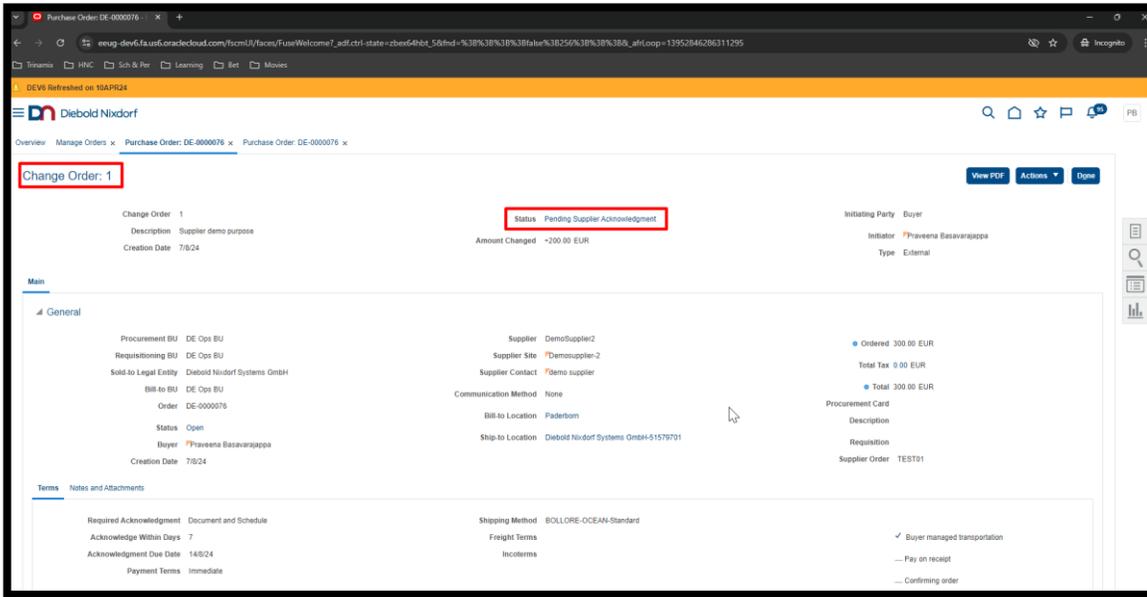
Step 4: New window will be open, select change order status as “Pending acknowledgement” and click on apply.

PO dump with change order will be downloaded.

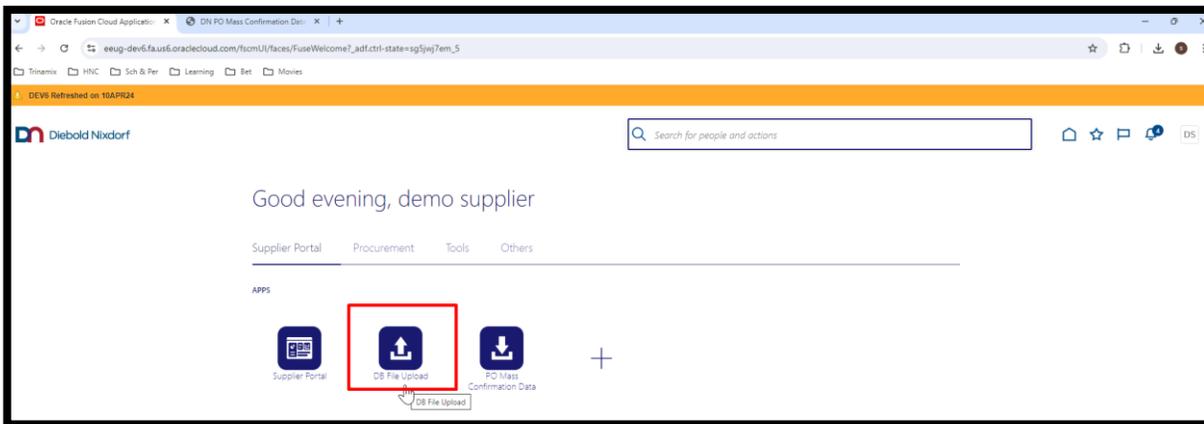


Observe the above that the promised date already updated and there is new change got for this example is quantity change and there are multiple PO's when we search with change order status with pending acknowledgement then only the orders which have PO status open and change order status is pending acknowledgement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

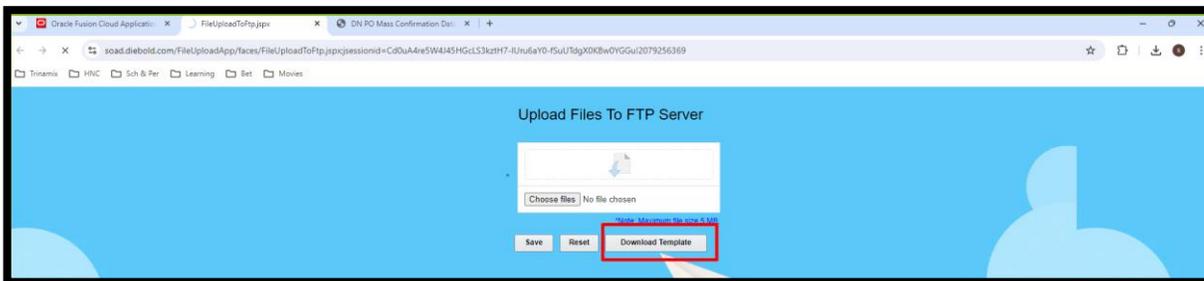
Below screen shot is for cross-reference of the above data. No action required for checking the screens as such for users.



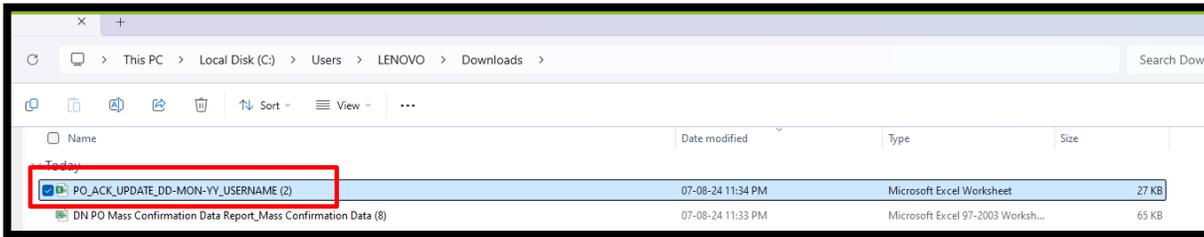
Step 5: Now again go back to the Supplier Portal and click on “DB File Upload” icon.



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



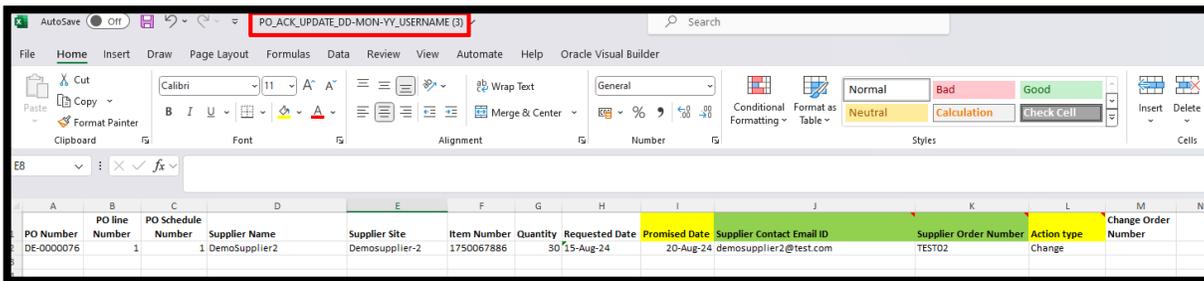
Step 7: The Template will be downloaded onto the system.



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

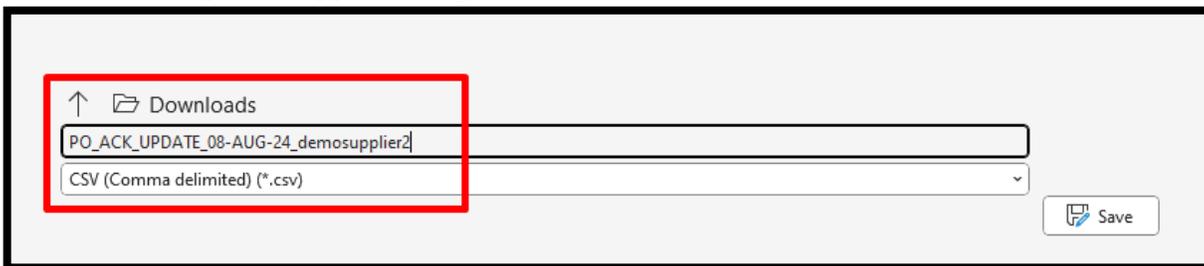
PO Number	PO line Number	PO Schedule Number	Supplier Name	Supplier Site	Item Number	Quantity	Requested Date	Promised Date	Supplier Contact Email ID	Supplier Order Number	Action type	Change Order Number
201617947	1	1	Demo Supplier	TAIPEI01	01750299984	668	03-Mar-23	24-Mar-23	suppliercontact@demo.com	DEMO01	Change	
201617947	1	2	Demo Supplier	TAIPEI01	01750299984	132	17-Mar-23	24-Mar-23	suppliercontact@demo.com	DEMO01	Change	

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



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

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



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

Below are considerations while preparing the file.

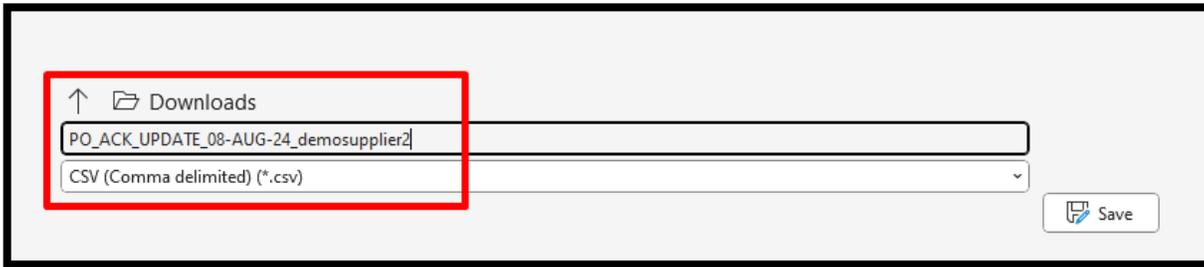
- **Action type:** by default, action, type is Change, for schedule split scenario please select change for original schedule, split action for new schedule, and keep original schedule number as schedule number for split schedules. (For Ex: if the split is for schedule 1 of having 100 then enter two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

type as Split for 40 quantity line.)

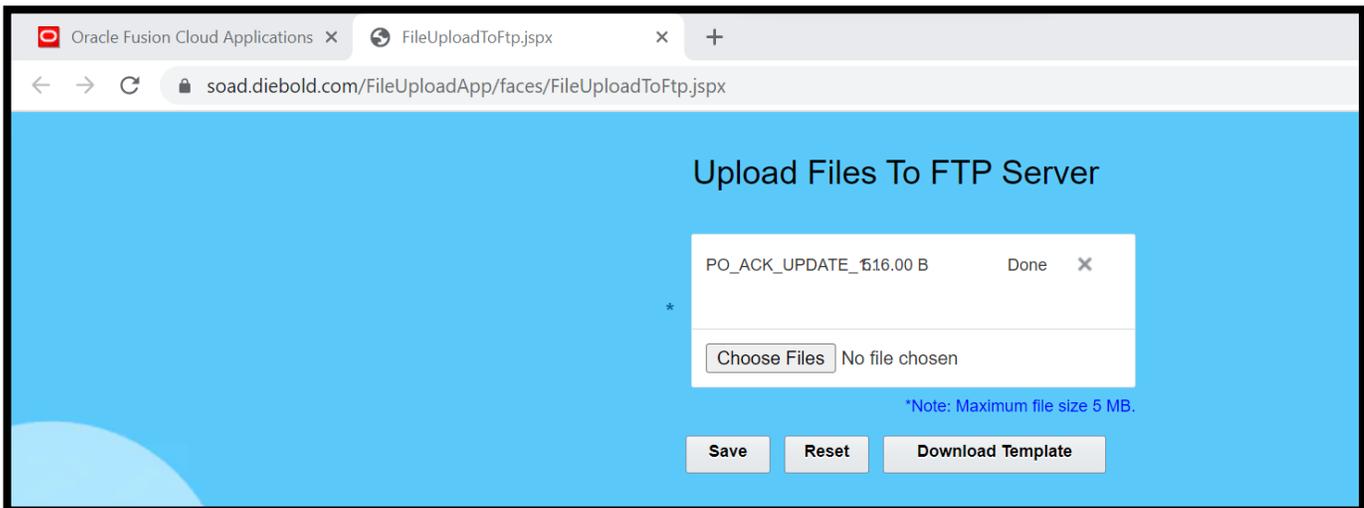
- Also make sure the quantity is matched for original schedule after split. Enter the requested date as original schedule and enter the confirmation date for split schedule.
- **Promised date:** Make sure to populate promised date for all schedules and Date format should be **DD-Mon-YY. (Ex: 04-Mar-23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

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

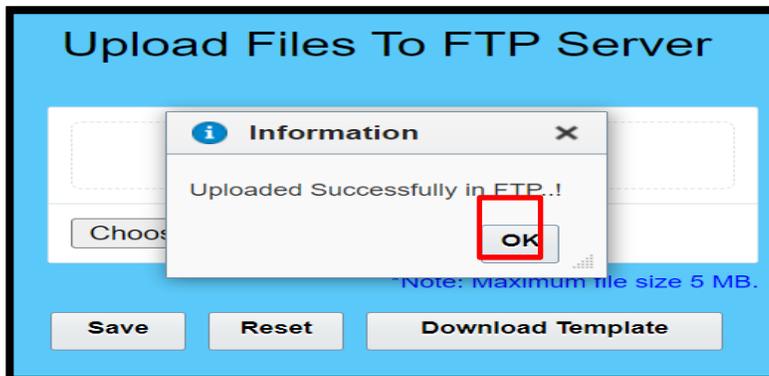
Save the file as CSV (Comma delimited) (*.csv).



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



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



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

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

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

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

Below screen shots are for reference purpose.

Purchase Order: DE-0000076 ★

Procurement BU: DE Ops BU, Supplier: Demosupplierz, Ordered: 300.00 EUR
 Requisitioning BU: DE Ops BU, Supplier Site: Demosupplier-2, Total Tax: 0.00 EUR
 Sold-to Legal Entity: Diebold Nixdorf Systems GmbH, Supplier Contact: demo supplier, Total: 300.00 EUR
 Bill-to BU: DE Ops BU, Communication Method: None, Description:
 Order: DE-0000076, Bill-to Location: Paderborn, Requisition:
 Status: Open, Ship-to Location: Diebold Nixdorf Systems GmbH-51579701, Source Agreement:
 Buyer: Praveena Basavarajappa, Supplier Order: TEST02
 Creation Date: 7/8/24

Terms Notes and Attachments

Required Acknowledgment: Document and Schedule, Shipping Method: BOLLORE-OCEAN-Standard, Buyer Managed Transportation:
 Acknowledge Within Days: 7, Freight Terms: Incoterms, Pay on receipt:
 Payment Terms: Immediate, Confirming order:

Additional Information

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

Lines Schedules Distributions

Actions View Format Freeze Detach Wrap

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

Review Changes: 1-1

Currency: Euro

Change Order: 1-1, Creation Date: 8/8/24, Initiating Party: Supplier
 Description: Updated Through Integration, Status: Processed, Initiator: Integration DN
 Type: External

Main

General

View Format Freeze Detach Wrap

Attribute

Attribute	Changed From	Changed To
Supplier Order	TEST01	TEST02

Attachments

View Format Freeze Detach Wrap

Type Attachment URL Title Description Category

No data to display

Lines Schedules Distributions

Actions View Format Freeze Detach Wrap

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

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

11. Supplier Initiated Change Order:

A. Change in Promised Date

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

Supplier Portal

Search **Orders** Order Number

Tasks

- Orders**
 - Manage Orders** → Click on Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements**
 - Manage Agreements
- Shipments**
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN

Requiring Attention

11

Recent Activity
Last 30 Days
Orders opened 1

Transaction Reports
Last 30 Days
PO Purchase Amount 400 USD

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.

Manage Orders

Search

Sold-to Legal Entity Order

Bill-to BU Status

Supplier Site Include Closed Documents No

Search Reset Save...

Search Results

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

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

The screenshot shows the Diebold Nixdorf Purchase Order interface. The purchase order number 20200079 is highlighted in a red box. The 'Actions' dropdown menu is open, and the 'Edit' option is highlighted in a red box. A red arrow points to the 'Edit' option with the text 'Click on Actions and Select "edit" from Dropdown'. The interface includes a top navigation bar with search, home, star, flag, and notification icons. The main content area is divided into 'General' and 'Terms' sections. The 'General' section displays various fields such as 'Sold-to Legal Entity', 'Supplier', 'Bill-to BU', 'Order', 'Status', 'Buyer', 'Creation Date', 'Supplier Site', 'Supplier Contact', 'Bill-to Location', and 'Ship-to Location'. The 'Terms' section displays 'Required Acknowledgment', 'Payment Terms', 'Shipping Method', 'Freight Terms', and 'Incoterms'. An 'Order Life Cycle' chart is visible on the right side of the interface.

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

The screenshot shows the Diebold Nixdorf interface with a warning dialog box displayed. The dialog box has a yellow warning icon and the text 'Warning' followed by 'This action will create a change order on the document. Do you want to continue? (PO-2055113)'. The 'Yes' button is highlighted in a red box, and a red arrow points to it with the text 'Click on Yes'. The background of the interface is dimmed.

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

Diebold Nixdorf

Edit Change Order: 1

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

* Description: **Enter the comment in Description**

Creation Date: 5/9/23

Initiating Party: Supplier Supplier: Test Supplier Company

Initiator: Sample Contact

Main

General

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

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

Order: 20200079 Supplier Contact: Sample Contact

Status: Open Bill-to Location: DBD INC.

* Buyer: Junghare, Tushar Default Ship-to Location

Creation Date: 5/9/23

Ordered: 400.00 USD

Description

Agreement

Supplier Order

Terms Notes and Attachments

Payment Terms: Immediate Shipping Method

Freight Terms Buyer managed transportation

Incoterms Pay on receipt

Confirming order

Additional Information

One-Time Ship-to Address Named Place Context Prompt

One-Time Ship-to Address Extended Category Manager

Lines Schedules

Actions View Format X < > Freeze Detach Wrap

Line	Description	* Location	Quantity	UCM	Requested Delivery Date	Requested Ship Date	Promised Ship Date	Shipping Method	Change Reason	(M) Customer Sales Order Firm Flag	One-Time Ship-to Address
1	audio extension cable 3m	Diebold Nixdorf Mx	80	Each	5/31/23	5/22/23	5/18/23				
1	audio extension cable 3m	Diebold Nixdorf Mx	20	Each	5/31/23	5/18/23	5/20/23				
2	ehibgear nut M5x6	Diebold Nixdorf Mx	200	Each	5/30/23	5/28/23	5/21/23				

Columns Hidden: 19

Enter the new Promised ship dates

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

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

Diebold Nixdorf

Edit Change Order: 1

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

* Description: **Click on Submit**

Creation Date: 5/9/23

Initiating Party: Supplier Supplier: Test Supplier Company

Initiator: Sample Contact

Main

General

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

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

Order: 20200079 Supplier Contact: Sample Contact

Status: Open Bill-to Location: DBD INC.

* Buyer: Junghare, Tushar Default Ship-to Location

Creation Date: 5/9/23

Ordered: 400.00 USD

Description

Agreement

Supplier Order

Terms Notes and Attachments

Payment Terms: Immediate Shipping Method

Freight Terms Buyer managed transportation

Incoterms Pay on receipt

Confirming order

Diebold Nixdorf
Purchase Order: 20200079

Acknowledge View PDF Actions Refresh Done

Order Life Cycle

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
 Buyer: Tushar Junghare
 Supplier Order

Creation Date: 5/9/23
 Bill-to Location: DBD INC.
 Ship-to Location: Diebold Nixdorf Manufacturing (US2)

Confirmation

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

OK

1. Click on OK

2. Click on Done

Order Life Cycle

Ordered

Amount (USD)

View Details

Terms

Notes and Attachments

Required Acknowledgment: Document and Schedule
 Payment Terms: Immediate

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.

Purchase Order: 20200079

Acknowledge View PDF Actions Refresh Done

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

Terms

Required Acknowledgment: Document and Schedule
 Payment Terms: Immediate

Shipping Method
 Freight Terms
 Incoterms

Additional Information

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

Lines Schedules

Actions View Format Freeze Detach Wrap

New Promised ship dates populated

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

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

Context:

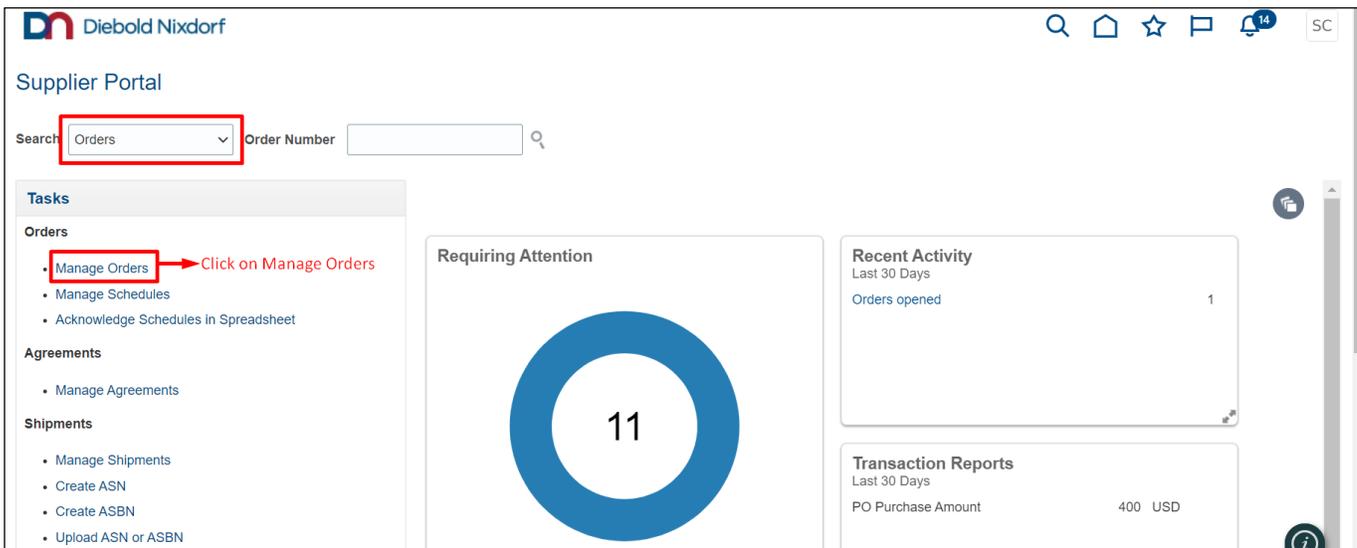
A) Supplier has acknowledged the PO with accept, then promised ship date will be populated as requested ship date.

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

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

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

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



Supplier Portal

Search Orders Order Number

Tasks

Orders

- Manage Orders → Click on Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN

Requiring Attention

11

Recent Activity

Last 30 Days

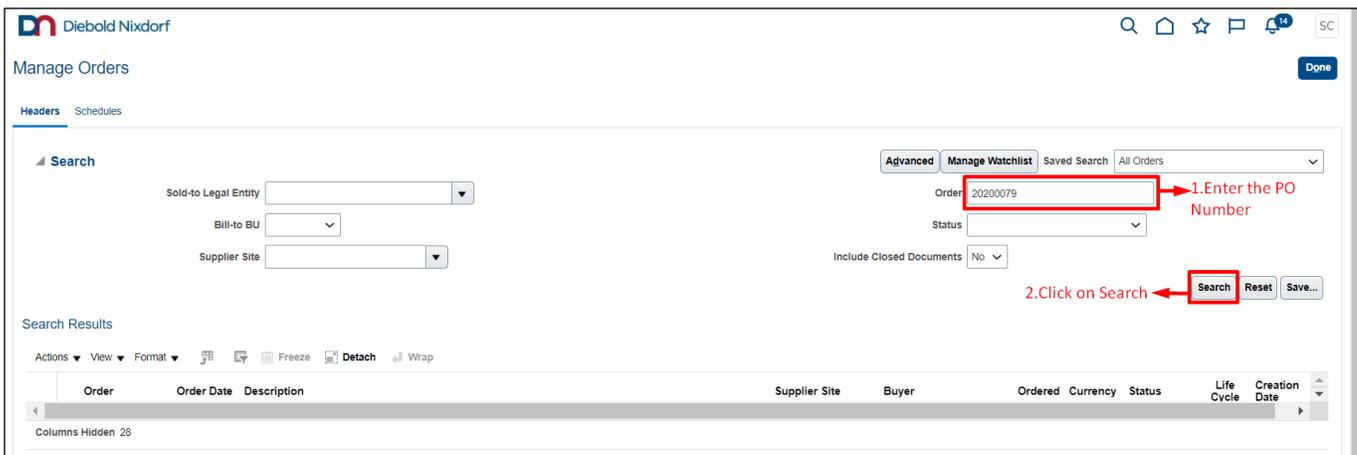
Orders opened 1

Transaction Reports

Last 30 Days

PO Purchase Amount 400 USD

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



Manage Orders

Advanced Manage Watchlist Saved Search All Orders

Sold-to Legal Entity

Bill-to BU

Supplier Site

Order 20200079 → 1. Enter the PO Number

Status

Include Closed Documents No

Search Reset Save... → 2. Click on Search

Search Results

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
Columns Hidden 28									

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

Diebold Nixdorf

Manage Orders

Search "i" indicates change order is pending

Advanced Manage Watchlist Saved Search All Orders

Search Results

Actions View Format Freeze Detach Wrap

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

Columns Hidden 28

Click on PO to open

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

Diebold Nixdorf

Purchase Order: 20200079

Acknowledge View PDF Actions Refresh Done

Main

General

Sold-to Legal Entity	Diebold Nixdorf, Incorporated	Supplier	Test Supplier Company	Ordered	400.00 USD
Bill-to BU	US Ops BU	Supplier Site	FRANKFURTAMM01	Description	
Order	20200079	Supplier Contact	Sample Contact	Source Agreement	Supplier Order
Status	Open i	Bill-to Location			
Buyer	Tushar Junghare	Ship-to Location			
Creation Date	5/9/23				

1. Click on "i" symbol

Information

A change order is pending.

2. Click on "A change order is pending"

3. Click on OK

Required Acknowledgment: Document and Schedule

Payment Terms: Immediate

Shipping Method

Freight Terms

Buyer Managed Transportation

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

Lines **Schedules**

Actions View Format Freeze Detach Wrap

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

Columns Hidden 18

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

Diebold Nixdorf

Change Order: 2

Change Order: 2

Change Order 2 Status Pending Supplier Acknowledgment Initiating Party Buyer

Description Change in requested ship date Initiator Tushar Junghare

Creation Date 5/9/23

Main

General

Click on Acknowledge → **Acknowledge** View PDF Actions Done

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

Additional Information

One-Time Shipto Address Named Place Context Prompt

One-Time Shipto Address Extended Category Manager

Schedules

Actions View Format Freeze Detach Wrap Accept Reject Response All

Description	Supplier Item	Scher	Quantity	UOM	Price	Currency	Ordered	Requested Ship Date	Promised Ship Date	Shipping Method	Response	Rejection Reason	Supplier Order Line	Loc
o extension cable 3m		1	80	Each	2.00	USD	160.00	5/25/23	5/18/23		Accept	//		Diet
o 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	//		Diet

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

The screenshot shows the 'Acknowledge Change Order: 2' page. At the top right, the 'Submit' button is highlighted with a red box and labeled '1. Click on Submit'. A 'Confirmation' dialog box is open in the center, displaying the message: 'The change order will be accepted. Do you want to continue? (PO-2055009)'. The 'OK' button in the dialog is highlighted with a red box and labeled '2. Click on OK'. The background shows details for the change order, including 'Status: Pending Supplier Acknowledgment', 'Initiating Party: Buyer', and 'Initiator: Tushar Junghare'.

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

The screenshot shows the 'Change Order: 2' page. At the top right, the 'Done' button is highlighted with a red box and labeled 'Click on Done'. The page displays details for the change order, including 'Status: Pending Supplier Acknowledgment', 'Initiating Party: Buyer', and 'Initiator: Tushar Junghare'. The 'Main' section is expanded to show 'General' information, such as 'Sold-to Legal Entity: Diebold Nixdorf, Incorporated', 'Supplier: Test Supplier Company', and 'Ordered: 400.00 USD'.

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.

Diebold Nixdorf

Purchase Order: 20200079

Acknowledge View PDF Actions Refresh Done

Main

General

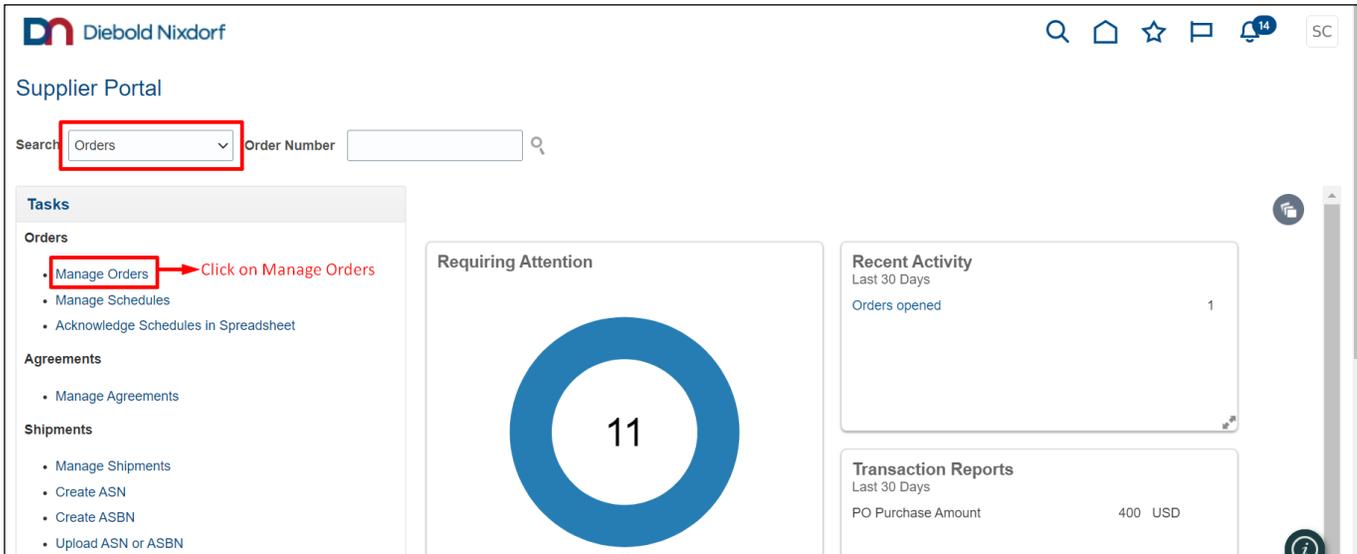
Lines Schedules

Actions View Format Freeze Detach Wrap

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

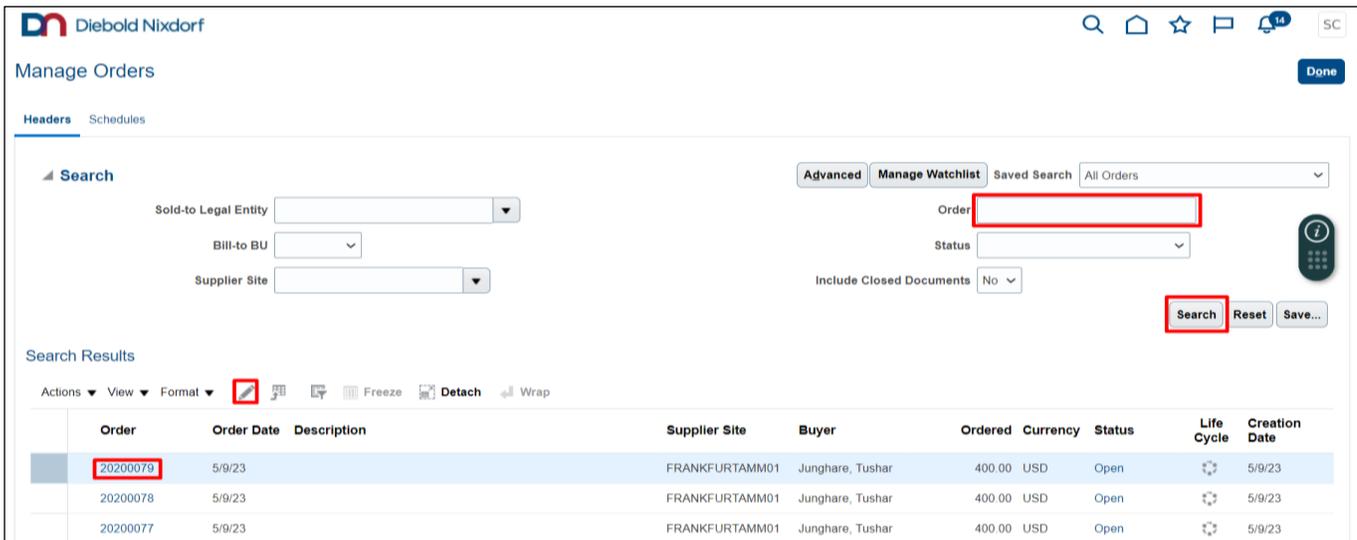
Purchase Order Schedule Split

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



The screenshot shows the Diebold Nixdorf Supplier Portal interface. The 'Orders' menu item is highlighted with a red box and a red arrow pointing to it, with the text 'Click on Manage Orders' next to it. The 'Requiring Attention' widget shows a large blue circle with the number '11'. The 'Recent Activity' widget shows 'Orders opened' with a count of '1'. The 'Transaction Reports' widget shows 'PO Purchase Amount' of '400 USD'.

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.



The screenshot shows the 'Manage Orders' page. The search filters include 'Sold-to Legal Entity', 'Bill-to BU', 'Supplier Site', 'Order', 'Status', and 'Include Closed Documents'. The 'Search' button is highlighted with a red box. The search results table is as follows:

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

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

The screenshot shows the Diebold Nixdorf Purchase Order interface. At the top, the purchase order number '20200079' is highlighted with a red box. Below it, there are buttons for 'Acknowledge', 'View PDF', 'Actions', 'Refresh', and 'Done'. The 'Actions' dropdown menu is open, and the 'Edit' option is highlighted with a red box. A red arrow points to the 'Edit' option with the text 'Click on Actions and Select "edit" from Dropdown'. The main content area displays general information about the purchase order, including the legal entity, supplier, order number, status, and buyer. On the right side, there is an 'Order Life Cycle' chart showing the amount ordered in USD.

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

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

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

1. Go to Schedule
2. Click on Actions
3. Click on Split

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

Enter the changes made

Click on Submit

Line 20 split into 100 Each

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

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.

The screenshot displays a web application interface for Diebold Nixdorf. At the top left, the logo and name 'Diebold Nixdorf' are visible. Below it, the page title is 'Purchase Order: 20200079'. A central dialog box titled 'Confirmation' is overlaid on the page. The dialog contains the text: 'The change order 4 for document Purchase Order number 20200079 was submitted for approval.' Below this text, there is a red arrow pointing to the text 'Click on Yes', and a red box highlights an 'OK' button. The background shows a 'Main' section with a 'General' tab. The 'General' tab contains several fields: 'Sold-to Legal Entity' (Diebold Nixdorf, Incorporated), 'Bill-to BU' (US Ops BU), 'Order' (20200079), 'Status' (Open), 'Buyer' (Tushar Junghare), and 'Creation Date' (5/9/23). To the right of these fields, there are sections for 'Supplier' (Test Supplier Company), 'Supplier Site' (FRANKFURTAMM01), 'Supplier Contact' (Sample Contact), 'Bill-to Location' (DBD INC.), and 'Ship-to Location' (Diebold Nixdorf Manufacturing (US2)). Further right, there are sections for 'Ordered' (400.00 USD), 'Description', 'Source Agreement', and 'Supplier Order'. At the bottom left, there are tabs for 'Terms' and 'Notes and Attachments'. At the top right, there are buttons for 'Acknowledge', 'View PDF', 'Actions', 'Refresh', and 'Done'.

12. Create ASN:

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

Supplier Portal

Search Order Number

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Shipments
 - Manage Shipments
 - Create ASN** → Click on Create ASN

Requiring Attention

9

Recent Activity
Last 30 Days

Orders changed or canceled	1
Orders opened	3

Transaction Reports
Last 30 Days

PO Purchase Amount: 1.2K USD

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

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

Create ASN Done

Search Advanced Saved Search Purchase Order

** At least one is required

** Purchase Order

Supplier

Supplier Item

Due Date

Search Reset Save...

Search Results

View

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
0175000003	audio extension ...		20200077	1	1	5/22/23	100	Each
01750000117	inhibigear nut M...		20200077	2	1	5/28/23	200	Each
01750000003	audio extension ...		20200078	1	1	5/22/23	100	Each
01750000117	inhibigear nut M...		20200078	2	1	5/28/23	200	Each
01750000003	audio extension ...		20200079	1	2	5/22/23	20	Each
01750000003	audio extension ...		20200079	1	1	5/25/23	80	Each
01750000117	inhibigear nut M...		20200079	2	2	5/29/23	100	Each
01750000117	inhibigear nut M...		20200079	2	1	5/26/23	100	Each

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

Diebold Nixdorf

Create ASN Done

Search Advanced Saved Search Purchase Order

Search Results

View Create ASN → 2. Click on Create ASN

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

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

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

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

Create ASN Details Submit Cancel

Header

* Shipment TESTASN123 → 1. Enter the Shipment Number

* Shipped Date 6/5/24 2:47 AM → 2. Enter the Shipped Date

Expected Receipt Date

Freight Terms

Shipping Method

Number of Supplier Packing Units

Bill of Lading

Waybill WAYBILL123 → 3. Enter the Waybill Number

* Tracking Number / Packing Slip PACK123 → 4. Enter the PackSlip Or Tracking Number

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM

Net Weight

Net Weight UOM

Comments

Lines

Actions View Remove Line

5. Enter the Shipped Quantity

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

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

Diebold Nixdorf

Create ASN Details

Click on Submit → **Submit** Cancel

Header

* Shipment: TESTASN 123

* Shipped Date: 5/9/23 1:04 PM

Expected Receipt Date

Freight Terms: FREE CARRIER

Shipping Method

Number of Supplier Packing Units

Bill of Lading

Waybill: WAYBILL123

Packing Slip / Tracking Number

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM

Net Weight

Net Weight UOM

Comments

Confirmation

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

OK

ASN is created, click on OK

Lines

Actions View Remove Line

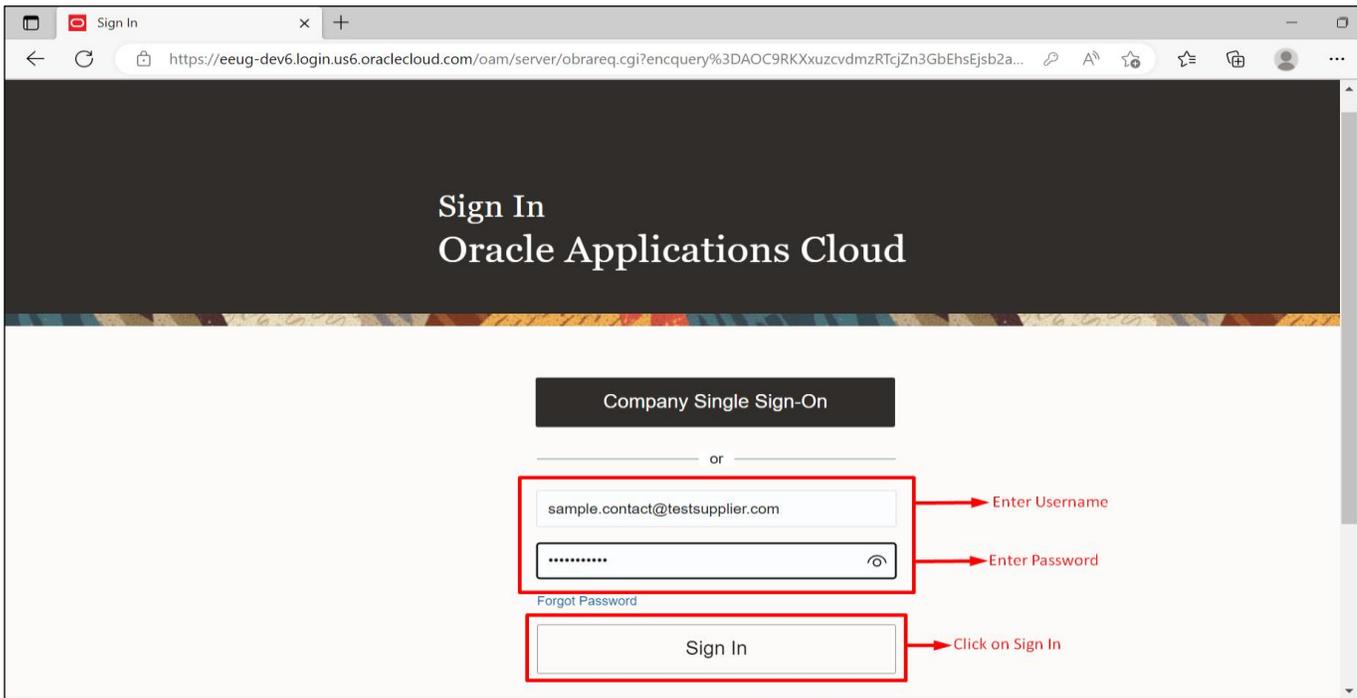
Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
▶ 0175000003	audio extension ...		20200077	100	Each	Diebold Nixdorf M...	100	Each	0

13. Mass Upload of ASN:

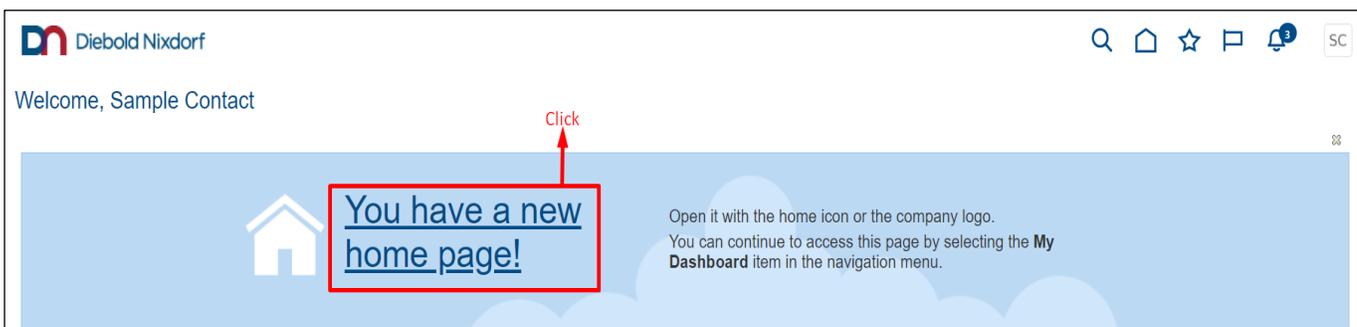
Step 1: Login to the Application

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

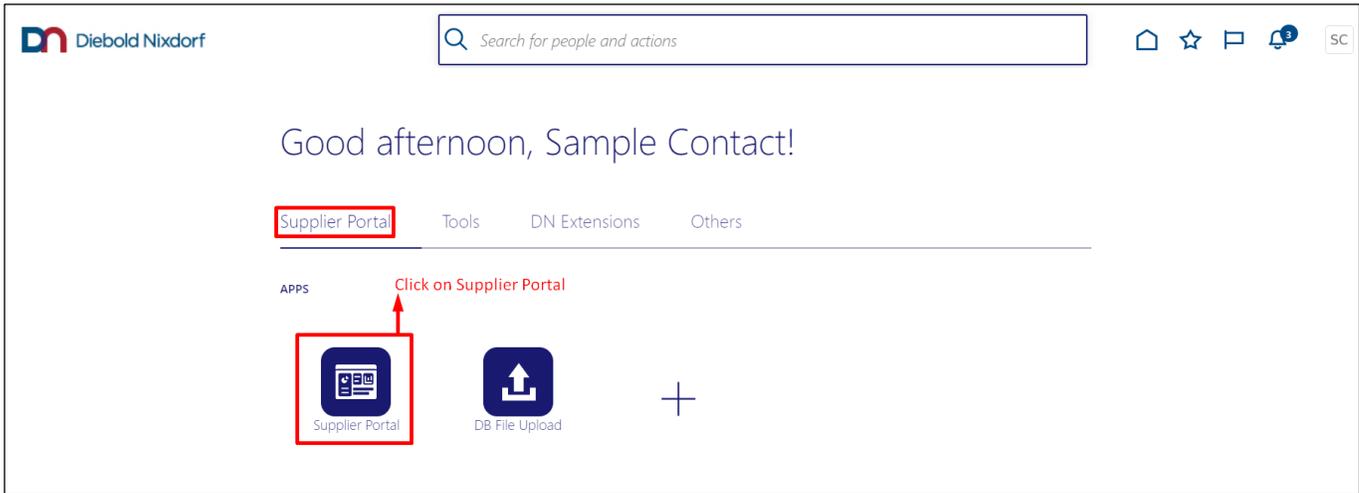
Step 2: Please enter the username and password, then click on Sign In



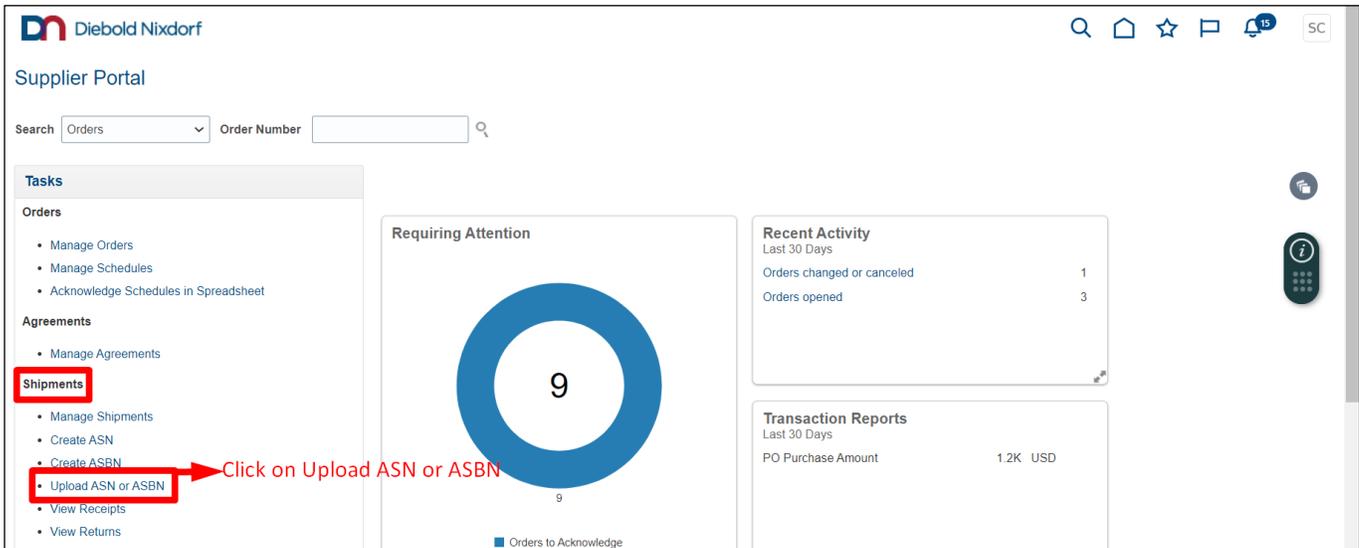
Step 3: After clicking on Sign in, user will be landed on Supplier homepage. On this page, Click on homepage Hyper Link.



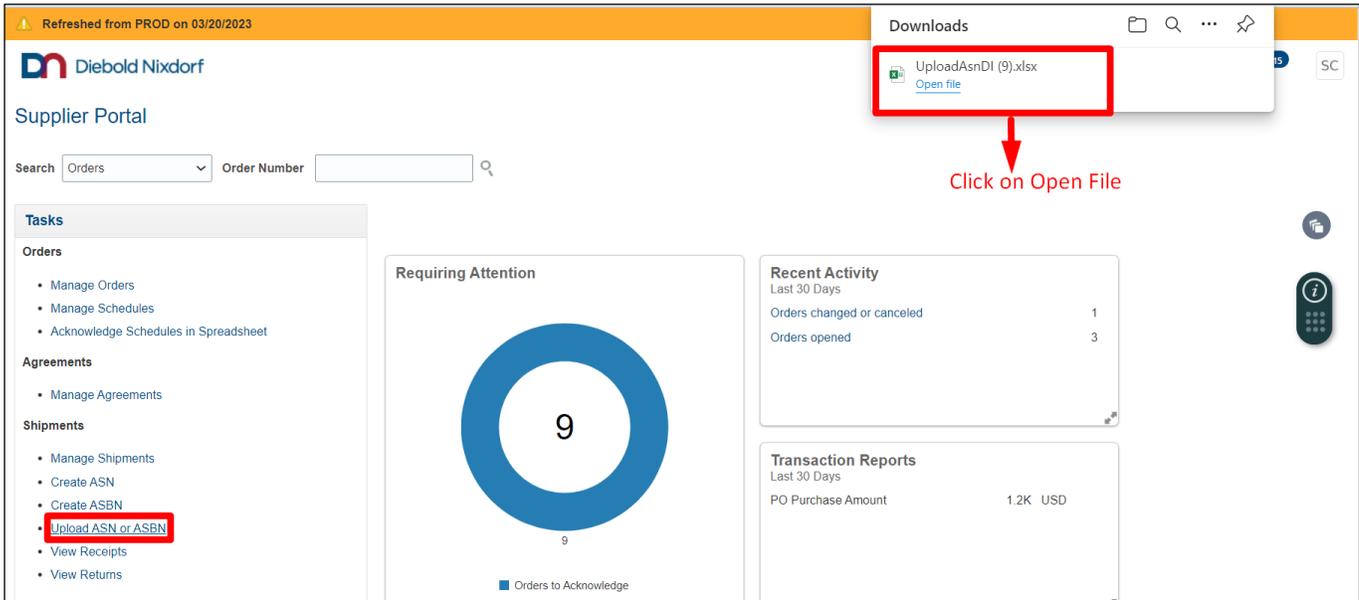
Step 4: Move to the Supplier Portal icon. Then Click on “Supplier portal” icon.



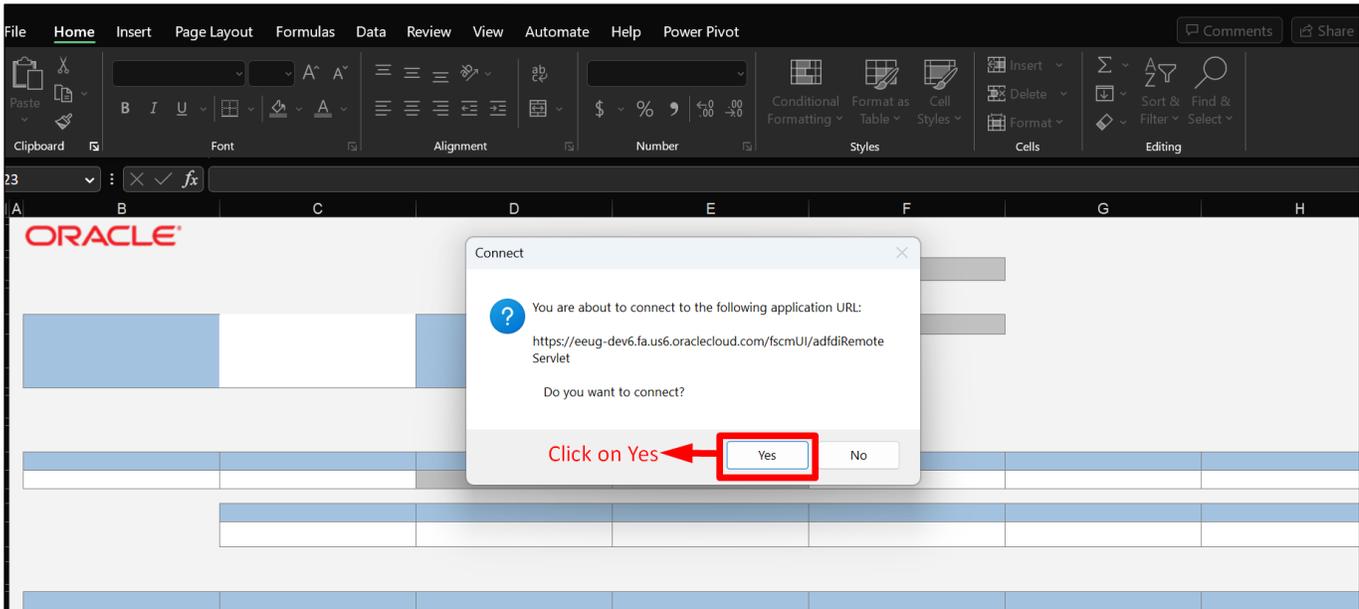
Step 5: That click will navigate to Supplier Portal Dashboard. Then click on “Upload ASN or ASBN” under “Shipments” in task bar.



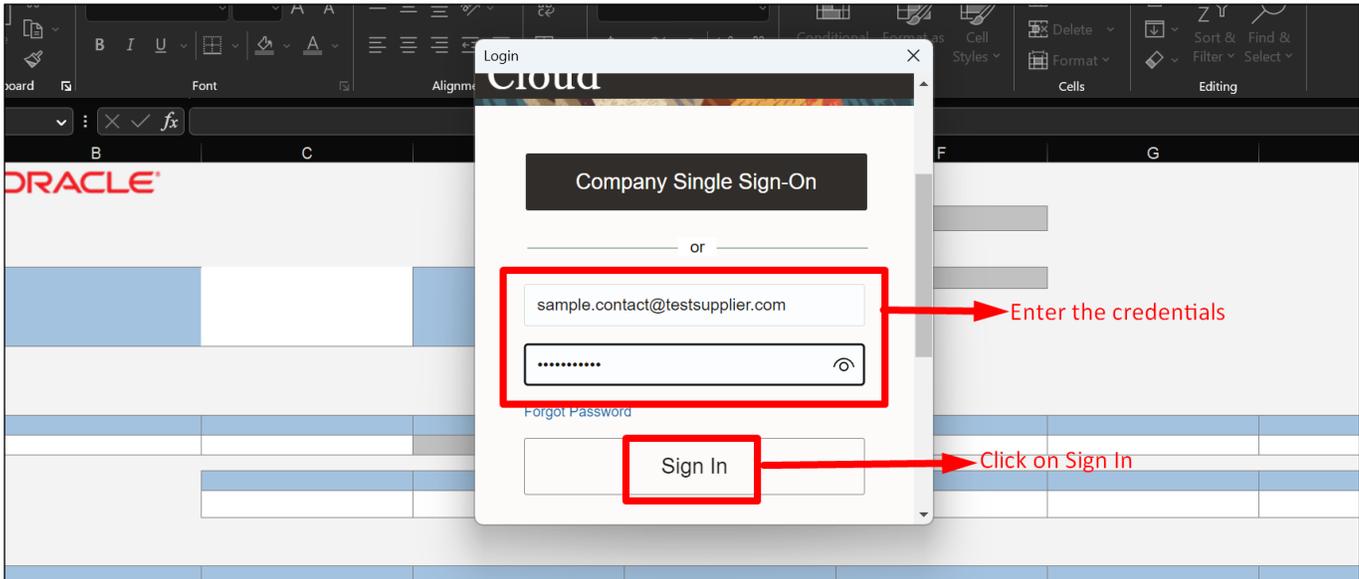
Step 6: Once you click on **“Upload ASN or ASBN”**, ADFDI Excel file will be downloaded automatically.



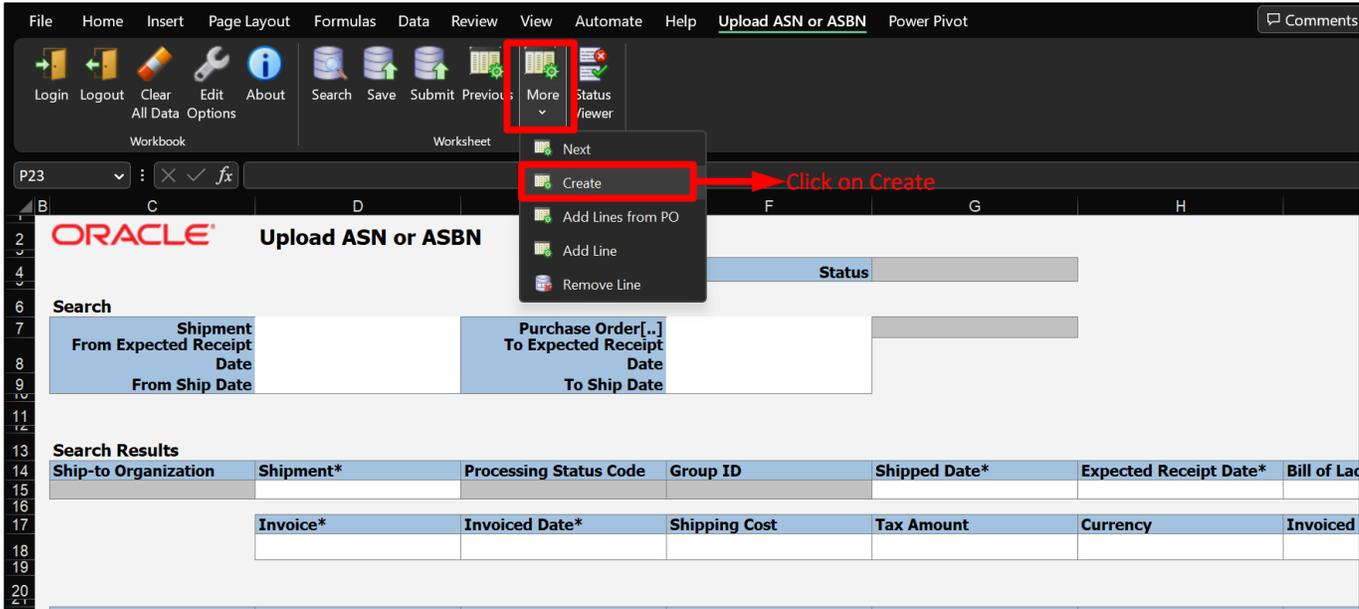
Step 7: Open the downloaded Excel file and it will ask you to connect to the application. Click on **“Yes”**.



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



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



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

Shipment*	Processing Status Code	Group ID	Shipped Date*	Expected Receipt Date*	Bill of Lading	Packing Slip	Supplier Name[...]*	Supplier Site[...]*	Waybill
ASNDemo1234	PENDING		5/9/2023	5/19/2023	BOLDEMO		Test Supplier Company		WAYBILL123
Invoice*	Invoked Date*	Shipping Cost	Tax Amount	Currency	Invoked Amount*	Receipt Source	Payment Terms	Supplier Name[...]*	Supplier Site[...]*
						VENDOR		Test Supplier Company	

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

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

The screenshot shows the Oracle 'Upload ASN or ASBN' application interface. The top ribbon includes tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, View, Automate, Help, Upload ASN or ASBN, and Power Pivot. The 'Save' button in the 'Formulas' tab is highlighted with a red box. A red arrow points to the 'Save' button with the text 'Click on Save'. Below the ribbon, there is a search form with fields for 'Shipment From Expected Receipt Date' and 'Purchase Order To Expected Receipt Date'. A 'Save' dialog box is open, showing 'Processing...' and 'Upload changes' buttons. The main area displays search results in a table format.

Ship-to Organization	Shipment*	Processing Status Code	Group ID	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[...]*	
						VENDOR		Test Supplier Company	
Changed	Flagged	Row Status	Error	Error Message	Group ID	Transaction Date*	Purchase Order[...]*	Purchase Order Line[...]*	Purchase Order Schedule[...]*
						5/9/2023			

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

The screenshot shows the Oracle 'Upload ASN or ASBN' application interface. The top ribbon is the same as in Step 12. The 'More' button in the 'Formulas' tab is highlighted with a red box, and its dropdown menu is open. The 'Add Lines from PO' option is highlighted with a red box. A red arrow points to the 'Add Lines from PO' option with the text 'Click on Add Lines from PO'. Below the ribbon, there is a search form with fields for 'Shipment From Expected Receipt Date' and 'Purchase Order To Expected Receipt Date'. The main area displays search results in a table format.

Ship-to Organization	Shipment*	Processing Status Code	Group ID	Shipped Date*	Expected Receipt Date*	Bill of Lading
DEMOASN123		PENDING		5/9/2023	5/15/2023	
Invoice*	Invoiced Date*	Shipping Cost	Tax Amount	Currency	Invoiced Amount*	
Changed	Flagged	Row Status	Error	Error Message	Group ID	Transaction Date*
						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.....

Upload ASN ** At least one is required

** Purchase Order Does not contain @@

** Item Equals

Supplier Item Starts with

Ship-to Location Equals

Supplier Site Equals

Sold-to Legal Entity Equals

Due Date Equals

Search Reset Add Fields Reorder

Purchase Order	Supplier	Supplier Site	Item	Item Description	Due
20200078	Test Supplier Co...	FRANKFURTA...	01750000003	audio extension ...	5/22/20
20200079	Test Supplier Co...	FRANKFURTA...	01750000003	audio extension ...	5/25/20
20200079	Test Supplier Co...	FRANKFURTA...	01750000117	inhibigear nut M...	5/29/20
20200079	Test Supplier Co...	FRANKFURTA...	01750000117	inhibigear nut M...	5/26/20

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

Upload ASN

Sold-to Legal Entity Equals

Due Date Equals

Search Reset Add Fields Reorder

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

OK Cancel

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

The screenshot shows the Oracle software interface with the 'Upload ASN or ASBN' window open. The 'Save' button in the top toolbar is highlighted with a red box, and a red arrow points to it with the text 'Click on Save'. The window displays search criteria, search results, and a table of purchase order lines.

Ship-to Organization	Shipment*	Processing Status Code	Group ID	Packing Slip	Supplier Name[...]*	Supplier Site[...]*
	ASNDemo1234	PENDING			Test Supplier Company	

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

Changed	Flagged	Row Status	Error	Error Message	Group ID	Transaction Date*	Purchase Order[...]*	Purchase Order Line[...]*	Purchase Order Schedule[...]*
						5/9/2023	20200087	1	1
						5/9/2023	20200086	1	1
						5/9/2023	20200085	1	1
						5/9/2023	20200079	2	1
						5/9/2023	20200079	2	2
						5/9/2023	20200079	1	1
						5/9/2023	20200078	1	1
						5/9/2023			

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.

The screenshot shows the Oracle software interface with the 'Upload ASN or ASBN' window open. A red box highlights the 'Quantity*' column header in the table, and a red arrow points to it with the text 'Enter the quantity to be shipped'. The table displays transaction details and item descriptions.

Transaction Date*	Purchase Order[...]*	Purchase Order Line[...]*	Purchase Order Schedule[...]*	Item	Item Description	Quantity*	IOM Name[...]*	Ordered Quantity
5/9/2023	20200087	1	1	0175000003	audio extension cable 3m	100.00	ach	100.00
5/9/2023	20200086	1	1	0175000003	audio extension cable 3m	100.00	ach	100.00
5/9/2023	20200085	1	1	0175000003	audio extension cable 3m	50.00	ach	100.00
5/9/2023	20200079	2	1	01750000117	inhibgear nut M5x5	100.00	ach	100.00
5/9/2023	20200079	2	2	01750000117	inhibgear nut M5x5	100.00	ach	100.00
5/9/2023	20200079	1	1	01750000003	audio extension cable 3m	68.00	ach	80.00
5/9/2023	20200078	1	1	01750000003	audio extension cable 3m	30.00	ach	100.00

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

* Bill of Lading	Packing Slip	Supplier Name[...]*	Supplier Site[...]*	Waybill	Packaging Code	Special Handling Code	Note	Freight Terms
BOLDEMO		Test Supplier Company		WAYBILL123				

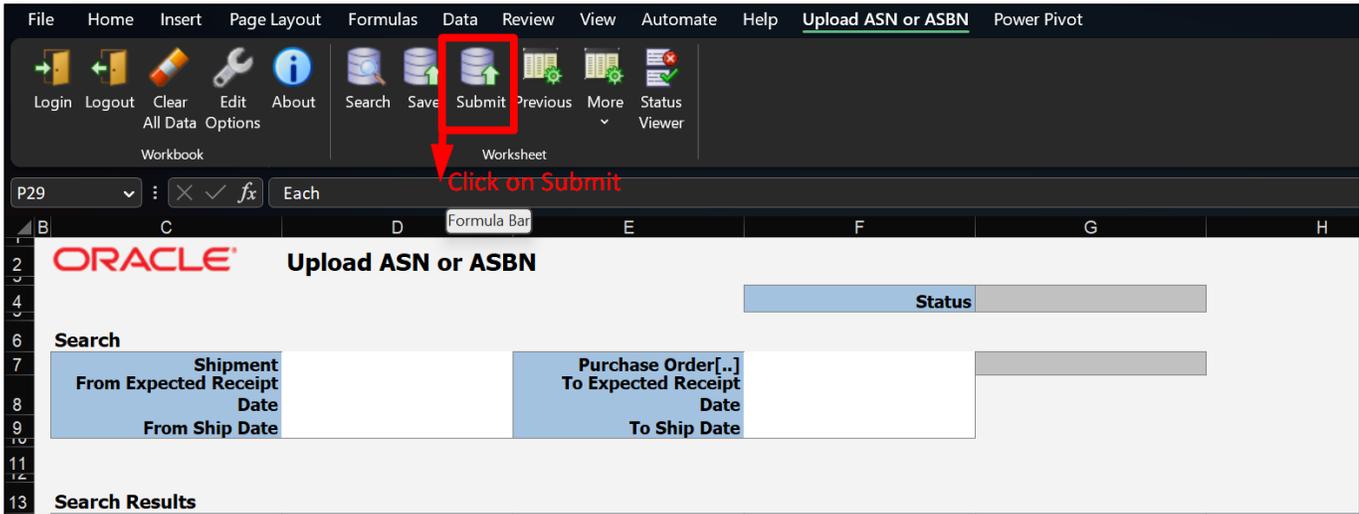
Invoiced Amount*	Receipt Source	Payment Terms	Supplier Name[...]*	Supplier Site[...]*
	VENDOR		Test Supplier Company	

Transaction Date*	Purchase Order[...]*	Purchase Order Line[...]*	Purchase Order Schedule[...]*	Item	Item Description	Quantity*	UOM Name[...]*	Ordered Quantity
5/9/2023	20200087	1	1	0175000003	audio extension cable 3m	100.00	Each	100.00
5/9/2023	20200086	1	1	0175000003	audio extension cable 3m	100.00	Each	100.00
5/9/2023	20200085	1	1	0175000003	audio extension cable 3m	50.00	Each	100.00
5/9/2023	20200079	2	1	01750000117	inhibgear nut M5x5	50.00	Each	100.00
5/9/2023	20200079	2	2	01750000117	inhibgear nut M5x5	100.00	Each	100.00
5/9/2023	20200079	1	1	01750000003	audio extension cable 3m	68.00	Each	80.00
5/9/2023	20200078	1	1	01750000003	audio extension cable 3m	30.00	Each	100.00

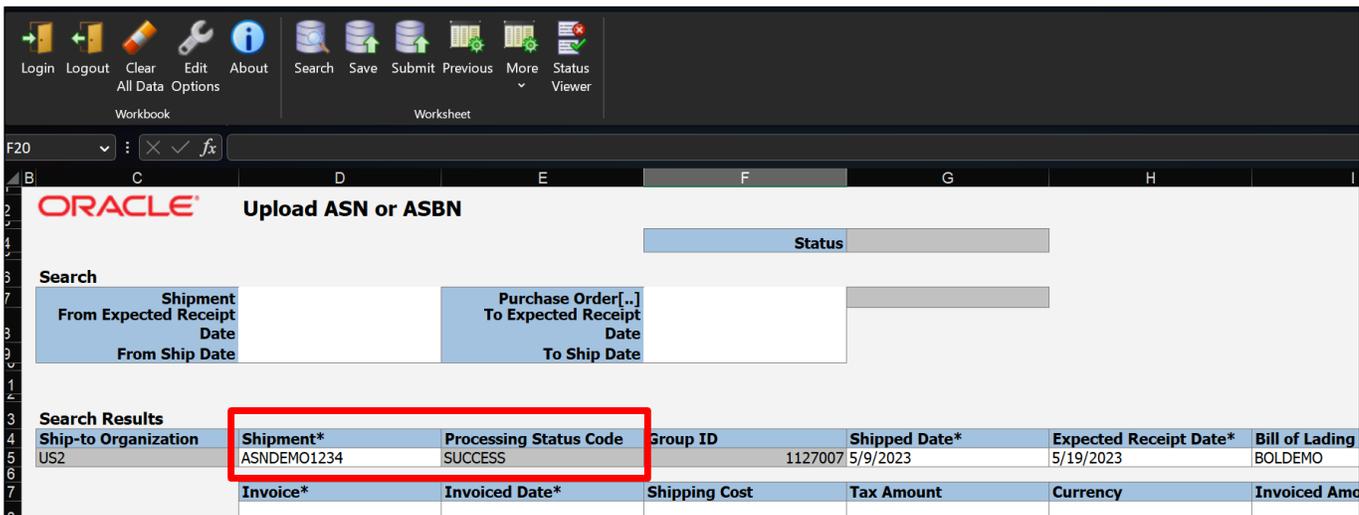
Step 19: After validating the details, click on “**Save**”. Once you click on save, the “Upload Options” box will pop up, select ‘On failure, continue to upload subsequent rows’ and click on “**Ok**.”

The screenshot shows the Excel interface with the 'Save' button in the 'Formulas' ribbon highlighted by a red box and a red arrow pointing to it with the text 'Click on Save'. Below the spreadsheet, an 'Upload Options' dialog box is open. It contains two options: 'On failure, continue to upload subsequent rows' (checked) and 'Download all rows after successful upload' (unchecked). The 'OK' button in the dialog is also highlighted with a red box and a red arrow pointing to it with the text 'Click on OK'.

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



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



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

Supplier Portal

Search Orders Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Shipments

- Manage Shipments**
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts

Requiring Attention

9

Recent Activity

Last 30 Days

- Orders changed or canceled 1
- Orders opened 3

Transaction Reports

Last 30 Days

- PO Purchase Amount 1.2K USD

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

Manage Shipments

Done

Search

Advanced Saved Search All Shipments

** Shipment ASNDemo1234

** Supplier Test Supplier Company

** Purchase Order

Search Reset Save...

Search Results

Cancel Shipment

Shipment	Supplier	Source Organization	Expected Receipt Date	Shipped Date	Waybill	Bill of Lading	Shipping Method
ASNDemo1234	Test Supplier Company		5/19/23 3:17 PM	5/9/23 3:17 PM	WAYBILL123	BOLDEMO	

Cancel Shipment

Shipment	Supplier	Source Organization	Expected Receipt Date	Shipped Date	Waybill	Bill of Lading	Shipping Method
ASNDemo1234	Test Supplier Company		5/19/23 3:17 PM	5/9/23 3:17 PM	WAYBILL123	BOLDEMO	

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

Edit Shipment: ASNDEMO1234

[Social](#)
[Cancel Shipment](#)
[Save](#)
[Save and Close](#)
[Cancel](#)

Header

Shipment **ASNDEMO1234**

Supplier Test Supplier Company

Shipped Date 5/9/23 3:17 PM

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

Ship-to Location

Freight Terms

Shipping Method

Bill of Lading BOLDEMO

Waybill WAYBILL123

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM

Net Weight

Net Weight UOM

Packing Slip

Number of Packing Units

Comments

Lines

Actions View [Cancel Shipment Line](#) [View Details](#)

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

14. Manage Shipments:

Process to view Shipment details.

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

The screenshot shows the Diebold Nixdorf Supplier Portal dashboard. At the top left is the logo and name 'Diebold Nixdorf'. To the right are navigation icons for search, home, star, flag, and a notification bell with '23'. Below the logo is the text 'Supplier Portal'. A search bar contains 'Orders' in a dropdown and 'Order Number' in a text field. A left sidebar lists categories: 'Tasks' (Orders, Agreements, Shipments, Consigned Inventory), 'Orders', 'Agreements', 'Shipments', and 'Consigned Inventory'. The main area features a 'Requiring Attention' donut chart with the number '12' and a legend for 'Orders to Acknowledge'. To the right are two summary cards: 'Recent Activity' (Last 30 Days) showing 'Orders changed or canceled' (1) and 'Orders opened' (8); and 'Transaction Reports' (Last 30 Days) showing 'PO Purchase Amount' (2.2K USD). A 'Supplier News' section is partially visible at the bottom.

Step2: Navigate to Shipments then click on Manage Shipments.

This screenshot is identical to the one above, but with a red rectangular box highlighting the 'Manage Shipments' link in the 'Shipments' section of the left sidebar. A red arrow points from this box to the text '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.

Diebold Nixdorf

Manage Shipments

Search

** Shipment

** Supplier

** Purchase Order

Advanced Saved Search All Shipments

** At least one is required

Search Reset Save...

Search Results

Actions View Cancel Shipment

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

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

Diebold Nixdorf

Manage Shipments

Search

** Shipment

** Supplier

** Purchase Order

Advanced Saved Search All Shipments

** At least one is required

Search Reset Save...

Search Results

Actions View Cancel Shipment

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

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

Diebold Nixdorf

Manage Shipments

Search

Advanced Saved Search All Shipments

** Shipment ** Supplier Test Supplier Company

** Purchase Order

Search Reset Save...

Search Results

Cancel Shipment

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

Diebold Nixdorf

Edit Shipment: TESTASN 123

Cancel Shipment Save Save and Close Cancel

Header

Shipment TESTASN 123

Supplier Test Supplier Company

Shipped Date 5/9/23 1:04 PM

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

Ship-to Location

Freight Terms FREE CARRIER

Shipping Method

Bill of Lading 456BOL

Waybill WAYBILL123

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM

Net Weight

Net Weight UOM

Packing Slip

Number of Packing Units

Comments

Expected Receipt Date Changed

Entered BOL

Lines

Cancel Shipment Line View Details

Shipment Line	Item	Item Description	Quantity		UOM Name	Line Status	Packing Slip
			Shipped	Received			
1	0175000003	audio extension ...	100	0	Each	Expected	

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

The screenshot shows the 'Manage Shipments' page in the Diebold Nixdorf system. A table lists shipment details, and a 'Cancel Shipment' button is highlighted with a red box. A red arrow points to this button with the text '1. Click on Cancel Shipment'. A warning dialog box is open over the table, containing the text 'Warning' and 'This action will cancel the shipment. Do you want to continue?'. The dialog has 'Yes' and 'No' buttons, with the 'Yes' button highlighted by a red box and a red arrow pointing to it with the text '2. Click on Yes'.

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

Click on Yes then shipment will be cancelled.

15. View Receipts:

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

The screenshot shows the Diebold Nixdorf Supplier Portal dashboard. On the left sidebar, under the 'Shipments' section, the 'View Receipts' option is highlighted with a red box. The main content area includes a 'Requiring Attention' donut chart showing 5 items (1 green, 4 blue), a 'Recent Activity' table, and a 'Transaction Reports' table.

Activity	Count
Orders changed or canceled	13
Orders opened	30

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

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

The screenshot shows the 'View Receipts' search results page. The search criteria 'Receipt Date' is set to '5/9/23' and is highlighted with a red box. The search button is also highlighted with a red box. Below the search criteria, the search results are displayed in a table.

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

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

Diebold Nixdorf SC

Receipt: 15 View Transaction History Done

Summary

Supplier	Test Supplier Company	Packing Slip	
Shipment	ASNDEMO1234	Waybill	WAYBILL123
Shipped Date	5/9/23 3:17 PM	Bill of Lading	BOLDEMO
Shipping Method		Note	
Number of Supplier Packing Units		Attachments	None
Supplier Site	FRANKFURTAMM01		

▶ Additional Information

Lines

Actions View

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

16. Acknowledge Purchase Orders from the Infolet

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

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

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

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

The screenshot displays the Diebold Nixdorf Supplier Portal dashboard. The page title is 'Supplier Portal' and the user is logged in as 'JC'. The dashboard features a search bar for 'Orders' and a navigation menu on the left with categories: Orders, Agreements, Shipments, Consigned Inventory, and Invoices and Payments. The main content area is divided into several infolets:

- Requiring Attention:** A donut chart showing 3.04K orders requiring attention. A tooltip indicates 'Series: Orders to Acknowledge' with a value of 153. A legend below the chart identifies three categories: Orders to Acknowledge (blue), Schedules Overdue or Due Today (green), and Negotiation Messages (red).
- Recent Activity:** A table showing activity over the last 30 days:

Activity	Count
Agreements opened	1
Orders changed or canceled	13
Orders opened	13
Receipts	1
- Transaction Reports:** A table showing purchase amounts for the last 30 days:

Report Type	Amount	Unit
PO Purchase Amount	366K	EUR
PO Purchase Amount	56.2K	USD
- Supplier News:** A text block providing information about the portal's functionality.

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

The screenshot shows the 'Manage Orders' page with the 'View' menu open. The 'Columns' sub-menu is expanded, and 'Change Order Status' is checked. The table below shows columns for Description, Supplier Site, Buyer, Ordered, Currency, Status, Life Cycle, Change Order, Creation Date, and Change Order Status.

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

Step 3: Enable the Change Date Order Column as well.

The screenshot shows the 'Manage Orders' page with the 'View' menu open. The 'Columns' sub-menu is expanded, and 'Change Order' is checked. The table below shows columns for Description, Supplier Site, Buyer, Ordered, Currency, Status, Life Cycle, Change Order, Creation Date, and Change Order Status.

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

Step 4: The columns will be 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.

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date	Change Order Status
4433228002	8/16/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Pending Supplier Ackn...			8/16/24	
4433228001	8/16/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Pending Supplier Ackn...			8/16/24	
4701736063	8/14/24	PO Inbound from SAP	FRANKFURT01-USD	Martini, Juliane	596.00	USD	Pending Supplier Ackn...			8/14/24	
DE-0000080	8/13/24		FRANKFURT01-EUR	Basavarajappa, Pr...	2,760.00	EUR	Pending Supplier Ackn...			8/13/24	
20200033	7/19/24		FRANKFURT01-USD	Dotson, Debra D	18,392.00	USD	Pending Supplier Ackn...			7/19/24	
20200032	7/19/24		FRANKFURT01-USD	Dotson, Debra D	18,392.00	USD	Pending Supplier Ackn...			7/19/24	
20200031	7/19/24		FRANKFURT01-USD	Dotson, Debra D	18,392.00	USD	Pending Supplier Ackn...			7/19/24	
442258156	6/24/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Open	2	6/24/24	Pending Supplier Ac...	
442258155	6/21/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	1,702.80	EUR	Open	1	6/21/24	Pending Supplier Ac...	
442258153	6/21/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	3,404.90	EUR	Open	7	6/21/24	Pending Supplier Ac...	
442258152	6/21/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Open	1	6/21/24	Pending Supplier Ac...	

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

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date	Change Order Status
4433228002	8/16/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Pending Supplier Ackn...			8/16/24	
4433228001	8/16/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Pending Supplier Ackn...			8/16/24	
4701736063	8/14/24	PO Inbound from SAP	FRANKFURT01-USD	Martini, Juliane	596.00	USD	Pending Supplier Ackn...			8/14/24	
DE-0000080	8/13/24		FRANKFURT01-EUR	Basavarajappa, Pr...	2,760.00	EUR	Pending Supplier Ackn...			8/13/24	
20200033	7/19/24		FRANKFURT01-USD	Dotson, Debra D	18,392.00	USD	Pending Supplier Ackn...			7/19/24	
20200032	7/19/24		FRANKFURT01-USD	Dotson, Debra D	18,392.00	USD	Pending Supplier Ackn...			7/19/24	
20200031	7/19/24		FRANKFURT01-USD	Dotson, Debra D	18,392.00	USD	Pending Supplier Ackn...			7/19/24	
442258156	6/24/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Open	2	6/24/24	Pending Supplier Ac...	
442258155	6/21/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	1,702.80	EUR	Open	1	6/21/24	Pending Supplier Ac...	
442258153	6/21/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	3,404.90	EUR	Open	7	6/21/24	Pending Supplier Ac...	
442258152	6/21/24	PO Inbound from SAP	FRANKFURT01-EUR	Bippus, Sabrina	1,702.50	EUR	Open	1	6/21/24	Pending Supplier Ac...	

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

DEVS Refreshed on 10APR24

Diebold Nixdorf

Purchase Order: 4433228002

Acknowledge View PDF Actions Refresh Done

Main

General

Sold-to Legal Entity Diebold Nixdorf Systems GmbH
 Bill-to BU DE Ops BU
 Order 4433228002
 Status Pending Supplier Acknowledgment
 Buyer Sabrina Bippus
 Creation Date 8/16/24

Supplier
 Supplier Site FRANKFURT01-EUR
 Supplier Contact
 Bill-to Location Paderborn
 Ship-to Location 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 Document and Schedule
 Acknowledgment Due Date 8/19/24
 Payment Terms N030

Shipping Method DN_FORWARDER-OCEAN-Standard
 Freight Terms
 Incoterms

Buyer Managed Transportation
 Pay on receipt
 Confirming order

Additional Information

One-Time Shipto Address
 One-Time Shipto Address Extended

Named Place
 Category 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.

Order 4433228002
 Status Pending Supplier Acknowledgment
 Buyer Bippus Sabrina
 Creation Date 8/16/24

Supplier Site FRANKFURT01-EUR
 Supplier Contact
 Bill-to Location Paderborn
 Ship-to Location Diebold Nixdorf Systems GmbH-51579701

Description PO Inbound from SAP
 Source Agreement
 * Supplier Order ABC4433228002
 Communication Method None

Terms Notes and Attachments

Required Acknowledgment Document and Schedule
 Acknowledgment Due Date 8/19/24
 Acknowledgment Response Accept

Payment Terms N030
 Shipping Method DN_FORWARDER-OCEAN-Standard
 Freight Terms
 FOB

Buyer managed transportation
 Pay on receipt
 Confirming order

Additional Information

One-Time Shipto Address
 One-Time Shipto Address Extended

Named Place
 Category Manager 074 / David Beer

Context Prompt

Schedules

Actions View Format Freeze Detach Wrap Accept Reject Response All

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

Rows Selected 1 Columns Hidden 11

Step 8: Click on the Submit button.

DEV6 Refreshed on 10APR24

Diebold Nixdorf

Acknowledge Document (Purchase Order): 4433228002

Edit View PDF **Submit** Cancel

Main

General

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

Terms Notes and Attachments

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

Additional Information

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

Step 9: Click OK in the Confirmation.

DEV6 Refreshed on 10APR24

Diebold Nixdorf

Acknowledge Document (Purchase Order): 4433228002

Edit View PDF **Submit** Cancel

Main

General

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

Confirmation

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

OK Cancel

Terms Notes and Attachments

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

Additional Information

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

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

DEVS Refreshed on 10APR24

Diebold Nixdorf

Purchase Order: 4433228002

Acknowledge View PDF Actions Refresh Done

Main

General

Sold-to Legal Entity	Diebold Nixdorf Systems GmbH	Supplier		Ordered	1,702.50 EUR
Bill-to BU	DE Ops BU	Supplier Site	FRANKFURT01-EUR	Description	PO Inbound from SAP
Order	4433228002	Supplier Contact		Source Agreement	
Status	Open	Bill-to Location	Paderborn	Supplier Order	ABC4433228002
Buyer	Sabrina Bippus	Ship-to Location	Diebold Nixdorf Systems GmbH-51579701		
Creation Date	6/16/24				

Terms Notes and Attachments

Required Acknowledgment	Document and Schedule	Shipping Method	DN_FORWARDER-OCEAN-Standard	<input checked="" type="checkbox"/> Buyer Managed Transportation
Payment Terms	N030	Freight Terms		<input type="checkbox"/> Pay on receipt
		Incoterms		<input type="checkbox"/> Confirming order

Additional Information

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

17. Acknowledge Change Orders from Infolet

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

The screenshot shows the Supplier Portal dashboard for Diebold Nixdorf. The 'Requiring Attention' infolet features a green donut chart with a value of 3.04K. A tooltip for the blue segment indicates 'Series: Orders to Acknowledge' with a 'Value: 153'. A legend below the chart identifies the segments: blue for 'Orders to Acknowledge', green for 'Schedules Overdue or Due Today', and red for 'Negotiation Messages'. Other dashboard elements include 'Recent Activity' and 'Transaction Reports'.

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

The screenshot shows the 'Manage Orders' page with the 'Advanced Search' results table. The 'View' menu is open, and the 'Columns' sub-menu is active, showing a list of columns to be displayed. The 'Change Order Status' column is highlighted with a red box and a checkmark, indicating it is being enabled. The table below shows search results with columns for Supplier Site, Buyer, Ordered, Currency, Status, Life Cycle, Change Order, Creation Date, and Change Order Status.

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

Step 3: Enable Change Order Column.

The screenshot shows the 'Manage Orders' interface with the 'Advanced Search' dropdown menu open. The 'Change Order' option is highlighted with a red box. The table below shows search results with columns for Supplier Site, Buyer, Ordered, Currency, Status, Life Cycle, Change Order, Creation Date, and Change Order Status.

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

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

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

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

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

The screenshot shows the 'Manage Orders' interface with the search results table. The 'Order', 'Change Order', and 'Change Order Status' columns are highlighted with red boxes. The table below shows search results with columns for Order, Order Date, Description, Supplier Site, Buyer, Ordered, Currency, Status, Life Cycle, Change Order, Creation Date, and Change Order Status.

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

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

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

DE V6 Refreshed on 10APR24

Diebold Nixdorf

Manage Orders

Advanced Search: Basic Manage Watchlist Saved Search Pending Acknowledgment

Search Results

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

Step 6: Acknowledge the PO.

DE V6 Refreshed on 10APR24

Diebold Nixdorf

Purchase Order: 4422558156

Acknowledge View PDF Actions Refresh Done

Order Life Cycle

Ordered

0.0 0.6K 1.2K 1.8K

Amount (EUR)

View Details

Main

General

Sold-to Legal Entity Diebold Nixdorf Systems GmbH

Supplier

Supplier Site FRANKFURT01-EUR

Ordered 1,702.50 EUR

Bill-to BU DE Ops BU

Supplier Contact

Description PO Inbound from SAP

Order 4422558156

Supplier Order 4422558156

Status Open

Source Agreement

Buyer Sabrina Bippus

Ship-to Location Paderborn

Ship-to Location Diebold Nixdorf Systems GmbH-51579701

Creation Date 6/24/24

Shipping Method BOLLORE-OCEAN-Standard

Payment Terms N030

Incoterms

Buyer Managed Transportation

Pay on receipt

Confirming order

Additional Information

One-Time Shipto Address

Named Place

Context Prompt

One-Time Shipto Address Extended

Category Manager 074 / David Beer

18. Respond to Information Requested from Buyer for Purchase Order

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

The screenshot shows the Diebold Nixdorf Supplier Portal interface. On the left, there are navigation menus for 'Tasks' (Orders, Agreements, Shipments, Consigned Inventory, Invoices and Payments), 'Requiring Attention' (a donut chart showing 3.04K total, with 1 item highlighted in red), and 'Supplier News'. On the right, a 'Notifications' panel is open, displaying a list of notifications. The top notification, 'INFORMATION REQUESTED', is highlighted with a red box. It reads: 'INFORMATION REQUESTED: Approve Supplier Change Order DE-0000073 for GERMANY GMBH 440.00'. Below this, there are other notifications including 'FYI: Document (Purchase Order) 145215 Requires Acknowledgment' and several 'ACTION REQUIRED' notifications for negotiations.

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

The screenshot shows the details page for the notification 'Approve Supplier Change Order DE-0000073 for GERMANY GMBH 440.00'. The page is divided into several sections:

- Details:** Includes fields for Assignee (Praveena Basavarajappa), Assigned Date (8/1/24 9:35 AM), and Task Number (6902319).
- Change Order Details:** Includes Change Order (0-1), Description (PO ACK), Initiating Party (Supplier), Creation Date (8/1/24 9:33 AM), Approved Order Amount (110.00 EUR), New Order Amount (440.00 EUR), and Amount Changed (+330.00 EUR).
- Order Details:** Includes Supplier (FRANKFURTAMM01), Supplier Site (FRANKFURTAMM01), Ship-to Location (Diebold Nixdorf Systems GmbH-51102801), Supplier Order (DE-0000073), Description, Note to Supplier, Requisitioning BU (DE Ops BU), Requisition, Requester, and Cost Center (0000).

Step 3: Click on the Add button.

The screenshot shows a web application interface with a 'History' section and a 'Comments' section. The 'History' section contains a table with columns 'Section' and 'Stage or Participant'. The 'Comments' section shows a comment from 'p.basavarajappa' at '8/1/24 9:44 AM' with the text 'Hi. Please provide the reason for the PO split.' To the right of the comment is an 'Attachments' section with a plus icon highlighted by a red box and a file named 'PO_DE-0000073_0-1.pdf'.

Section	Stage or Participant
1	Terms Stage
1.1	Parallel
1.1.1	Branch 1.1
1.1.1.1	- Serial Terms Approval Information Requested 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 Procurement - Serial Terms Approval
1.2	- Parallel System Update Aug 1, 2024 9:44 AM Praveena Basavarajappa

Comments

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

Attachments

PO_DE-0000073_0-1.pdf

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.

The screenshot shows the same web application interface as in Step 3. A new comment has been added to the 'Comments' section, with the text 'Our shipment got delayed.' highlighted by a red box. The 'Attachments' section now has a plus icon highlighted by a red box, indicating that a new attachment can be added.

Section	Stage or Participant
1	Terms Stage
1.1	Parallel
1.1.1	Branch 1.1
1.1.1.1	- Serial Terms Approval Information Requested 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 Procurement - Serial Terms Approval
1.2	- Parallel System Update Aug 1, 2024 9:44 AM Praveena Basavarajappa

Comments

Our shipment got delayed.

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

Attachments

PO_DE-0000073_0-1.pdf

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

104

GERMANY GMBH 440.00

Approve Supplier Change Order DE-0000073 for

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

Actions ▾

- Withdraw
- Submit Information**
- Save

Details

Assignee

From Praveena Basavarajappa

Assigned Date 8/1/24 9:35 AM

Task Number 6902319

Sold-to Legal Entity Diebold Nixdorf Systems GmbH

Order DE-0000073

Procurement BU DE Ops BU

Buyer Praveena Basavarajappa

Justification

Change Order Details

Change Order 0-1

Description PO ACK

Initiating Party Supplier

Creation Date 8/1/24 9:33 AM

Approved Order Amount 110.00 EUR (Approximately \$119.11 USD)

New Order Amount 440.00 EUR (Approximately \$476.43 USD)

Amount Changed +330.00 EUR (Approximately \$357.32 USD)

Order Details

Supplier

Supplier Site FRANKFURTAMM01

Ship-to Location Diebold Nixdorf Systems GmbH-51102801

Supplier Order DE-0000073

Description

Note to Supplier

Requisitioning BU DE Ops BU

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.

The screenshot shows the Supplier Portal interface. In the top right corner, there is a notification bell icon. A dropdown menu is open, displaying a list of notifications. The first notification is highlighted with a red box: "FYI Document (Supplier Change Order) DE-0000079 Change Rejected Praveena Basavarajappa". Other notifications include "Document (Purchase Order) 145215 Requires Acknowledgment" and several "ACTION REQUIRED" notifications.

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

The screenshot shows an email notification from DN People Services. The subject is "FYI: Document (Supplier Change Order) DE-0000012 Change Rejected". The email body contains details about the change order, including assignee, from, assigned date, expiration date, task number, and change order details.

Details	
Assignee	Smoke Test
From	Ravi Laungani
Assigned Date	8/21/24 12:11 PM
Expiration Date	9/20/24 12:11 PM
Task Number	7749536

Change Order Details	
Change Order	0-1
Description	test
Initiating Party	Supplier
Creation Date	8/21/24 11:36 AM

Order Details	
Sold-to Legal Entity	Diebold Nixdorf Systems GmbH
Order	DE-0000012
Procurement BU	DE Ops BU
Buyer	Ravi Laungani
Justification	
Approved Order Amount	440.00 USD
New Order Amount	440.00 USD
Amount Changed	0.00 USD

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		Requisition	
		Requester	

Order Schedules

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

Comments

No data to display

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

Supplier Portal

Search: Orders | Order Number: [input]

Tasks

- Orders**
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Shipments
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Consigned Inventory
 - Review Consumption Advices
- Invoices and Payments
 - Create Invoice
 - Create Invoice Without PO
 - View Invoices

Requiring Attention

3.1K

154

3K

Orders to Acknowledge
Schedules Overdue or Due Today
Negotiation Messages

Recent Activity
Last 30 Days

Orders changed or canceled	14
Orders opened	16

Transaction Reports
Last 30 Days

PO Purchase Amount	368K	EUR
PO Purchase Amount	56.9K	USD

Supplier News

This supplier portal is an interactive system for managing all transactions that you share with Diebold Nixdorf such as orders, shipments, invoices, view payments, etc. As a supplier you also can manage your supplier account with Diebold Nixdorf. You will have the ability to manage your employees' access to the system as well as making necessary changes to your contacts, phone numbers, addresses, and bank account, etc.

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

DEVS Refreshed on 10APR24

Diebold Nixdorf

Manage Orders Done

Headers Schedules

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order DE-0000079

Status

Include Closed Documents No

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

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

Columns Hidden 26

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

DEVS Refreshed on 10APR24

Diebold Nixdorf

Purchase Order: DE-0000079

Acknowledge View PDF Actions Refresh Done

Main

General

Sold-to Legal Entity Diebold Nixdorf Systems GmbH

Supplier

Supplier Site FRANKFURT01-EUR

Ordered 7,800

Bill-to BU DE Ops BU

Supplier Contact

Description

Order DE-0000079

Supplier Order DE-0000079

Status Open

Buyer Praveena Basavarajappa

Bill-to Location Pladerborn - C19

Source Agreement

Creation Date 8/13/24

Ship-to Location Diebold Nixdorf Systems GmbH-51579701

Terms Notes and Attachments

Required Acknowledgment Document and Schedule

Shipping Method BOLLORE-OCEAN-Standard

Payment Terms Immediate

Freight Terms

Incoterms

Buyer Managed Transportation

Pay on receipt

Confirming order

Additional Information

One-Time Shipto Address

Named Place

Context Prompt

One-Time Shipto Address Extended

Category Manager

Order Life Cycle

Ordered

0 2K 4K 6K 8K

Amount (EUR)

View Details

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

DEVS Refreshed on 10APR24

Diebold Nixdorf

Search Home Star Flag Bell 10 JC

Edit Change Order: 2

View PDF Actions Save Submit Cancel

Last Saved 8/13/24 12:57 PM

Change Order 2

Status Rejected

Initiating Party Supplier

* Description Changes

Amount Changed +130.00 EUR

Initiator Jennifer Chen

Creation Date 8/13/24

Main

General

Sold-to Legal Entity Diebold Nixdorf Systems GmbH

Supplier

Ordered 7,930.00 EUR

Bill-to BU DE Ops BU

* Supplier Site FRANKFURT01-EUR

Description

Order DE-0000079

Supplier Contact

Agreement

Status Open

Bill-to Location Paderborn - C19

Supplier Order DE-0000079

* Buyer Basavarajappa, Praveena

Default Ship-to Location Diebold Nixdorf Systems GmbH-51579701

Creation Date 8/13/24

Terms Notes and Attachments

Payment Terms Immediate

Shipping Method BOLLORE-OCEAN-Standard

✓ Buyer managed transportation

Freight Terms

— Pay on receipt

Incoterms

20. PO Acknowledgment Rejection Behavior

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

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

Acknowledge Document (Purchase Order) 20200034

Status: Pending Supplier Acknowledgment

Buyer: Dotson Debra D
Creation Date: 7/19/24

Supplier Site: FRANKFURTT01-USA
Supplier Contract: DBD INC.
Bill-to Location: DBD INC.
Ship-to Location: Diebold Nixdorf Manufacturing (US2)

Supplier Order: [Input Field]
Communication Method: None

Terms Notes and Attachments

Required Acknowledgment: Document and Schedule
Acknowledgment Due Date: 7/26/24

Acknowledgment Response: **Reject** (dropdown menu)
Acknowledgment Note: Demo

Payment Terms: NPR 90
Shipping Method: DEFAULT-OCEAN-DEFAULT
Freight Terms: Due
FOB

Buyer managed transportation
Pay on receipt
Confirming order

Additional Information

One-Time Shipto Address
One-Time Shipto Address Extended

Named Place
Category Manager

Context Prompt

Schedules

Actions: View, Format, Freeze, Detach, Wrap, Accept, Reject, Response: All

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

Rows Selected: 1 | Columns Hidden: 11

Step 2: Error Message

Acknowledge Document (Purchase Order): 20200033

Status: Pending Supplier Acknowledgment

Buyer: Dotson Debra D
Creation Date: 7/19/24

Supplier Site: FRANKFURTT01-USA
Supplier Contract: DBD INC.
Bill-to Location: DBD INC.
Ship-to Location: Diebold Nixdorf Manufacturing (US2)

Supplier Order: [Input Field]
Communication Method: None

Terms Notes and Attachments

Required Acknowledgment: Document and Schedule
Acknowledgment Due Date: 7/26/24

Acknowledgment Response: **Reject** (dropdown menu)

Payment Terms: NPR 90
Shipping Method: DEFAULT-OCEAN-DEFAULT
Freight Terms: Due

Buyer managed transportation
Pay on receipt
Confirming order

Additional Information

One-Time Shipto Address
One-Time Shipto Address Extended

Category Manager

Context Prompt

Schedules

Actions: View, Format, Freeze, Detach, Wrap, Accept, Reject, Response: All

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

Rows Selected: 1 | Columns Hidden: 11

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

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.

The screenshot shows the Diebold Nixdorf Supplier Portal interface. At the top, there is a search bar and a notification bell icon. A notification dropdown menu is open, displaying three notifications:

- FYI** Document (Purchase Order) DE-0000012 Change Canceled Ravi Laungani (16 minutes ago) - This notification is highlighted with a red box.
- FYI** Document (Purchase Order) DE-0000012 Requires Acknowledgment Ravi Laungani (1 hour ago)
- FYI** Document (Supplier Change Order) DE-0000012 Change Rejected Ravi Laungani (1 hour ago)

The main content area shows a greeting "Good evening, Smoke Test" and several application icons: Supplier Portal, DB File Upload, PO Mass Confirmation Data, and RPA PO Mass Confirmation Report. Below this, there is a "Things to Finish" section with a list of tasks.

The screenshot shows an email notification from "DN People Services" with the subject "FYI: Document (Purchase Order) DE-0000012 Change Canceled". The email content includes:

- Document (Purchase Order) DE-0000012 Change Canceled** - This title is highlighted with a red box.
- Details**
 - 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
 - Sold-to Legal Entity: Diebold Nixdorf Systems GmbH
 - Order: DE-0000012
 - Procurement BU: DE Ops BU
 - Buyer: Ravi Laungani
 - Justification:
- Change Order Details**
 - Change Order: 2
 - Description: Test** - This field is highlighted with a red box.
 - Initiating Party: Supplier
 - Creation Date: 8/21/24 1:06 PM
 - New Order Amount: 0.00 USD

Order Details

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

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

 Reply  Forward 

22. How to search closed Purchase Order Documents:

STEP1: Supplier Portal → Manage Orders

To Search for Closed Purchase Order Documents, change the field for **Include Closed Documents** to Yes. Click Search button.

By Default, for every search this option has value as No

The screenshot shows the 'Manage Orders' search interface. The search criteria include 'Sold-to Legal Entity', 'Bill-to BU', and 'Supplier Site'. The 'Include Closed Documents' dropdown is highlighted with a red box and set to 'Yes'. The search results table is empty.

Order	Order Date	Supplier Site	Description	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date	Change Order	Change Order Status
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The screenshot shows the 'Manage Orders' search interface with search results. The 'Include Closed Documents' dropdown is set to 'Yes'. The search results table contains one entry with the following details:

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

23. FAQ:

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

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

cloudsupplierportalsupport@dieboldnixdorf.com

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

2) Where is the link to the supplier portal?

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

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

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

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

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

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

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

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

If the issue persists, please send an email to cloudsupplierportalsupport@dieboldnixdorf.com

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

5) Unable to view the details in dashboard?

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

6) Has the procedure for Supplier Invoicing changed?

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

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

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

Any other issues or concerns please send an email to
[cloudsupplierportalsupport@dieboldnixdorf.com.](mailto:cloudsupplierportalsupport@dieboldnixdorf.com)