

DieboldNixdorf.com

## **Supplier Portal User Manual**



## STANDARD OPERATING PROCEDURE

# **Topic**: Supplier Portal User Guide

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

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#### 1. Purpose:

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

#### 2. Scope:

Supplier Portal

#### 3. Responsibility:

Suppliers

#### 4. Procedure:

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



#### 5. Supplier Login:

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



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





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

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

| Sign In<br>Oracle Applications Cloud                         |
|--|
| User ID<br>Password<br>Forgot Password<br>Sign In<br>English |

| Sign In<br>ORACLE APPLICATIONS CLOUD  |  |
|---|--|
| Forgot Password User Name or Email Forgot user name Forgot password Suttemnt Each |  |
|   |  |

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

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

Country-wise phone number for IT Service Desk below.

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

|   |   |  | For all o  | other countries  |
|---|---|--|--|--|
| COU   | NTRY NAME   |  | COUNTRY NAME   | PHONE NUMBER   |
| Algeria<br>Brazil<br>Canada<br>Colombia<br>Costa Rica<br>Czech Republic<br>Denmark<br>Dominican Republic<br>El Salvador<br>Finland<br>Greece<br>Guatemala | Morocco<br>Myanmar<br>Nicaragua<br>Nigeria<br>Norway<br>Panama<br>Peru<br>Romania<br>Russian Federation<br>Slovakia<br>Sweden<br>Taiwan | Please use one of the following options to contact the IT Service Desk by telephone:   | Australia<br>Austria<br>Belgium<br>China<br>Ecuador<br>France<br>Germany<br>Hong Kong<br>Hungary<br>India<br>Indonesia | 61297673528<br>0800-298089<br>0800-79067<br>800-819-8620<br>Ext. 1999119 then 1800216478<br>0800-905315<br>+4952516935555<br>+852 28040022<br>06-800-21043<br>0008000016911<br>+62 21 25527933 |
| America   | Turkey<br>Ukraine<br>United Arab Emirates<br>United States<br>Vietnam<br>n international toll-free number                               | <ul> <li>US: 1-800-216-4783</li> <li>DE: +49 5251 693 5555</li> <li>Use your country-specific number on the right.</li> <li>Select Option 1 to reach IT Service Desk.</li> </ul> | Malaysia<br>Netherlands<br>Philippines<br>Poland<br>Portugal<br>Singapore<br>South Africa<br>Spain<br>Thailand         | +60 3 6209 6209<br>0800-0229560<br>+63 02 86480968<br>0-0-800-1215314<br>8008-12162<br>6567402999<br>080-09-99457<br>900-931650<br>+66 2 8384797   |

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

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



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

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

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

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

#### Step 4: Click the plus sign.

| Diebold Nixdorf   |                          |                       |                       | Q                         |                     | S                       |
|---|--------------------------|-----------------------|-----------------------|---------------------------|---------------------|-------------------------|
| Edit Profile Change Request: 13003  |                          |                       | Delete Change Request | Review Changes            | Save <u>S</u> ave a | and Close <u>C</u> ance |
| Change Description<br>Click on + Sign<br>Organization Details Tax Identifiers Addresses Contacts Payments | Business Classifications | Products and Services |                       |                           |                     |                         |
| Actions 🔻 View 🗣 Format 👻 💽 💉 Status Active 🗸   | Freeze 📄 Detach          | 📣 Wrap                |                       |                           |                     |                         |
| Name Create   | ▲ 🗢 Job Title            | ▲マ Email              | ▲▼ Phone              | Administrative<br>Contact | User Account        | Status                  |
| Contact, Sample   |                          | sample.contact@       | 2)testsupplier.com    | 0                         | 0                   | Active                  |
| Columns Hidden 7  |                          |                       |                       |                           |                     |                         |

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

| A Refreshed from PROD on 03/20/2023                              |                                   |                              |  |  | ×                         | 1                         |              |               | <u>^</u>   |
|--|-----------------------------------|------------------------------|--|--|---------------------------|---------------------------|--------------|---------------|------------|
| Diebold Nixdorf  | Create Contact                    |                              |  |  | ×                         | Q                         |              | ⊐ <u>(</u> 23 | SC         |
|  | Salutation 🗸                      |                              | Phon   | e 🔽 🗸 👘                                  |                           |                           |              |               |            |
| Edit Profile Change Request: 15002                               | * First Name Test                 |                              | Mobil  | e 🔽                                      |                           | Request Review Changes    | Save Save    | and Close Ca  | ancel      |
|  | Middle Name                       |                              | Fa   | x 🔻                                      |                           |                           |              |               |            |
|  | * Last Name Contact               |                              | Ema  | il testcontact@demo.com                  |                           |                           |              |               |            |
|  | Job Title                         |                              |  | s Active 🗸                               |                           |                           |              |               |            |
| Organization Details Tax Identifiers Addresses Contacts Payments | Administra                        | ative contact                | - This is optional                             |  |                           |                           |              |               |            |
|  | ✓ Contact Addresses               | anve contact                 |  |  |                           |                           |              |               |            |
| Actions  View  Format  Active  Status  Active                    | Actions View View View            | E Freeze 🖾 🛙                 | Netach al Wran                                 |  |                           |                           |              |               |            |
| Name   |                                   | Address                      | Phone  | Address Purpose                          | Status                    | Administrative<br>Contact | User Account | Status        |            |
| Contact, Demo  | -                                 |                              | ABBOT, MAINE PISCATAQU                         | Ordering: Remit to                       | Active                    |                           | ٢            | Active        | <i>i</i> ) |
| Contact, Sample  | Columns Hidden 5                  |                              |  |  |                           | 0                         | ø            | Active        | 9          |
| Columns Hidden 7   |                                   |                              |  |  |                           |                           |              |               |            |
| 1  | ✓ User Account                    |                              | The state of the second second                 |  |                           |                           |              |               |            |
|  |                                   | Request user account 🧹       | Enable this option to                          | create user account                      |                           |                           |              |               |            |
|  | Roles Data Access                 |                              |  |  |                           |                           |              |               |            |
|  | Actions • View • Format • 3       | t 🖬 🖩 Freeze 🖓               | Detach al Wrap                                 |  |                           |                           |              |               |            |
|  | Role                              | ▲▼ Description               |  |  |                           |                           |              |               |            |
|  |                                   |                              | es and payments for the supplier company. Pri  | mary tasks include submitting invoices a | s well as tracking i      |                           |              |               |            |
|  | DN Supplier Bidder                |                              | s access to responds to requests for quote, re |  |                           |                           |              |               |            |
|  | DN Supplier Customer Service Repr | esentative This role provide | s access to tracking, acknowledging, or reque  | sting changes to new orders, communic    | ates order schedul        |                           |              |               |            |
|  |                                   |                              |  |  |                           |                           |              |               |            |
|  |                                   |                              |  |  |                           |                           |              |               |            |
|  |                                   |                              |  | Create                                   | Another O <u>K</u> 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 us                               | er account  |  |  |  |  |  |  |  |
| Roles Data Access                          |   |  |  |  |  |  |  |  |
| Actions 🔻 View 🔻 Format 👻 📑                | 💷 Freeze 📺 Detach 📣 Wrap  |  |  |  |  |  |  |  |
| Role 🛆 🗢                                   | Description   |  |  |  |  |  |  |  |
| DN Supplier Accounts Receivable Specialist | The purpose of this role is to manage invoices and payments for the supplier company. This role provide access to submit      |  |  |  |  |  |  |  |
| DN Supplier Administrator                  | The purpose of this role is to manage supplier profile and user provisioning. This role provides access to import supplier an |  |  |  |  |  |  |  |
| DN Supplier Bidder                         | The purpose of this role is to manage all aspects of seller negotiation responses including creating, updating, and managin   |  |  |  |  |  |  |  |
|  |   |  |  |  |  |  |  |  |
|  |   |  |  |  |  |  |  |  |
|  | Create Another OK Gancel  |  |  |  |  |  |  |  |

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

| it Profile Change Request: 15002   |              |                            |                       |                           |                   |           |
|--|--------------|----------------------------|-----------------------|---------------------------|-------------------|-----------|
|  |              |                            | Delete Change Request | Review Changes            | Save <u>S</u> ave | and Close |
| Change Description   |              |                            |                       |                           |                   |           |
| anization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services |              |                            |                       |                           |                   |           |
| Actions 🔻 View 🔻 Format 👻 🕂 X Status Active 🗸 🏢 Freeze 🔛 Detach 🚽 Wrap                                       |              |                            |                       |                           |                   |           |
| Name   | ▲マ Job Title | ▲⊽ Email                   | ▲♥ Phone              | Administrative<br>Contact | User Account      | Status    |
| Contact, Demo  |              | demo.contact@testsupplier. | com                   |                           | 0                 | Active    |
| Contact, Sample  |              | sample.contact@testsupplie | r.com                 | ۲                         | 0                 | Active    |
| Contact, Test  |              | testcontact@demo.com       |                       | 0                         |                   | Active    |



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

| Diebold Nixdorf                          |                    |    |   |                      |          |                           | Q (1) -      | ☆ Þ û       | B SC    |
|--|--------------------|----|---|----------------------|----------|---------------------------|--------------|-------------|---------|
| Review Changes                           |                    |    |   |                      |          |                           |              | Edit Submit | Cancel  |
|  | Change Description |    |   |                      |          |                           |              |             |         |
|  |                    | 11 |   |                      |          |                           |              |             |         |
| ✓ Contacts                               |                    |    |   |                      |          |                           |              |             |         |
| View 🔻 Format 👻 🧊 Freeze 🚔 Detach 🚽 Wrap |                    |    |   |                      |          |                           |              |             |         |
| Name                                     |                    |    | ▲ | ▲▼ Email             | ▲▼ Phone | Administrative<br>Contact | User Account | Status      | Details |
| + Contact, Test                          |                    |    |   | testcontact@demo.com |          | 0                         |              | Active      | 1       |
| Columns Hidden 7                         |                    |    |   |                      |          |                           |              |             |         |
|  |                    |    |   |                      |          |                           |              |             |         |
|  |                    |    |   |                      |          |                           |              |             |         |
|  |                    |    |   |                      |          |                           |              |             |         |
|  |                    |    |   |                      |          |                           |              |             |         |

#### Step 9: Confirmation message appears on the screen.

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

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



#### B. To inactivate the Portal Users:

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



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

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

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

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

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

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

#### Step 5: Review the changes.

| Change Description  |                        |        |
|---|------------------------|--------|
| Actions 🗸 View 🔻 Format 💌 🕂 normat 🔍 👘 Freeze 🔛 Detach 🚽 Wrap |                        |        |
|   |                        |        |
| Name △▽ Job Title △▽ Email △▽ Phone Contact                   | Administrative         |        |
|   | Contact User Account S | itatus |
| Contact, Sample contact@restsupplier.com                      | S S A                  | Active |
| Columns Hidden 7  |                        |        |

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

| Diebold Nixdorf                          |                    |    |              |                             |          |                           | Q 🗋          | ☆ ⊨ ¢       | SC             |
|--|--------------------|----|--------------|-----------------------------|----------|---------------------------|--------------|-------------|----------------|
| Review Changes                           |                    |    |              |                             |          |                           |              | Edit Submit | <u>C</u> ancel |
|  | Change Description |    |              |                             |          |                           |              |             |                |
|  |                    | 11 |              |                             |          |                           |              |             |                |
| ▲ Contacts                               |                    |    |              |                             |          |                           |              |             |                |
| View 🔻 Format 👻 🧰 Freeze 🔛 Detach 🚽 Wrap |                    |    |              |                             |          |                           |              |             |                |
| Name                                     |                    |    | ▲マ Job Title | ▲マ Email                    | ▲マ Phone | Administrative<br>Contact | User Account | Status      | Details        |
| Contact, Demo                            |                    |    |              | demo.contact@testsupplier.c | om       |                           | •            | Inactive    | Epil           |
| Columns Hidden 7                         |                    |    |              |                             |          |                           |              |             |                |
|  |                    |    |              |                             |          |                           |              |             |                |
|  |                    |    |              |                             |          |                           |              |             |                |
|  |                    |    |              |                             |          |                           |              |             |                |
|  |                    |    |              |                             |          |                           |              |             |                |
|  |                    |    |              |                             |          |                           |              |             |                |

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

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

#### 7. Manual Acknowledgement:

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

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

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

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

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

| anage Orders           |                            |                 |                   |                       |            |               | C                |
|------------------------|----------------------------|-----------------|-------------------|-----------------------|------------|---------------|------------------|
| aders Schedules        |                            |                 |                   |                       |            |               |                  |
| Search                 |                            |                 | Advanced Manage   | Watchlist Saved Searc | All Orders |               |                  |
| earch Results          | Click on PO to acknowledge |                 |                   |                       |            |               |                  |
| Actions View View Form | nat 🗸 🎾 💯 🖙 🏢 Freeze 📓 De  | etach 📣 Wrap    |                   |                       |            |               |                  |
| Order                  | Order Date Description     | Supplier Site   | Buyer             | Ordered Curren        | cy Status  | Life<br>Cycle | Creation<br>Date |
| 20200077               | 5/9/23                     | FRANKFURTAMM01  | Junghare, Tushar  | 400.00 USD            | Pending Su |               | 5/9/23           |
| 20200076               | 5/9/23                     | FRANKFURTAMM01  | Junghare, Tushar  | 400.00 USD            | Pending Su |               | 5/9/23           |
| 20200075               | 5/9/23                     | FRANKFURTAMM01  | Junghare, Tushar  | 200.00 USD            | Pending Su |               | 5/9/23           |
| 20200074               | 5/9/23                     | FRANKFURTAMM01  | Junghare, Tushar  | 200.00 USD            | Pending Su |               | 5/9/23           |
| 20200073               | 5/9/23                     | FRANKFURTAMM01  | Junghare, Tushar  | 200.00 USD            | Pending Su |               | 5/9/23           |
| 20200072               | 5/9/23                     | FRANKFURTAMM01  | Junghare, Tushar  | 200.00 USD            | Pending Su |               | 5/9/23           |
| 20200071               | 5/9/23                     | FRANKFURTAMM01  | Junghare, Tushar  | 200.00 USD            | Pending Su |               | 5/9/23           |
| 20200070               | 5/9/23                     | FRANKFURTAMM01  | Junghare, Tushar  | 200.00 USD            | Pending Su |               | 5/9/23           |
|                        | E (0.000                   | FRANKFURTAMM01  | Junghare, Tushar  | 0.00 USD              | Pending Su |               |                  |
| 20200069               | 5/9/23                     | FRANKFURTAMIMUT | Julighale, Tushai | 0.00 030              | Fending Su |               | 5/9/23           |

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

| Diebold Nixdor                                  | f                               |                  |                               | Q                    |                                |
|---|---------------------------------|------------------|-------------------------------|----------------------|--------------------------------|
| urchase Order: 202                              | 200077                          |                  |                               | Acknowledge View PDF | Actions <b>v</b> Refresh Done  |
| lain  |                                 |                  |                               | Click on Acknowledge |                                |
| General   |                                 |                  |                               |                      |                                |
| Sold-to Legal Entity                            | Diebold Nixdorf, Incorporated   | Supplier         | Test Supplier Company         | Ordered              | 400.00 USD                     |
| Bill-to BU                                      | US Ops BU                       | Supplier Site    | FRANKFURTAMM01                | Description          |                                |
| Order   | 20200077                        | Supplier Contact | Sample Contact                | Source Agreement     |                                |
| Status  | Pending Supplier Acknowledgment | Bill-to Location | DBD INC.                      | Supplier Order       |                                |
| Buyer   | Tushar Junghare                 | Ship-to Location | Diebold Nixdorf Manufacturing |                      |                                |
| Creation Date                                   | 5/9/23                          |                  | (US2)                         |                      |                                |
| Terms Notes and Attachme                        | ents                            |                  |                               |                      |                                |
| Required<br>Acknowledgmen<br>Acknowledgment Due | t Document and Schedule         | Shipping Method  |                               |                      | Buyer Managed Transportation 🥿 |

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

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

| $\leftarrow$ C $$ https:/           | //eeug-dev6.fa.us6.orac        | lecloud.com/fscmUl/ | faces/FndOverview?f | ndGlobalItemNodel              | d=itemNod             | e_supplier_por     | tal_sup A <sup>∿</sup> | Q 6                                  | £_≡                       | Ē               |                |
|-------------------------------------|--------------------------------|---------------------|---------------------|--------------------------------|-----------------------|--------------------|------------------------|--------------------------------------|---------------------------|-----------------|----------------|
| cknowledge Document (P              | Purchase Order): 2020          | 0077                |                     |                                |                       |                    |                        | Edit                                 | iew PDF                   | Sub <u>m</u> it | <u>C</u> ancel |
| Sold-to Legal Entity                | Diebold Nixdorf, Incorporated  |                     | Supplier            | Test Supplier Company          |                       |                    | Ordere                 | d 400.00 USD                         |                           |                 |                |
| Order                               | 20200077                       |                     | Supplier Site       | FRANKFURTAMM01                 |                       |                    | Descriptio             |                                      |                           |                 |                |
| Status                              | Pending Supplier Acknowledgmen | t                   | Supplier Contact    | Sample Contact                 |                       |                    | Source Agreemer        |                                      |                           |                 |                |
| Buyer                               | Junghare Tushar                |                     | Bill-to Location    | DBD INC.                       |                       |                    | -                      |                                      |                           |                 |                |
| Creation Date                       | 5/9/23                         |                     | Chin to Loostian    | Diebold Nixdorf Manufacturing  | (102)                 |                    | Supplier Orde          |                                      |                           |                 |                |
|                                     |                                |                     | Ship-to Location    | Diebolu Nixuon Manufacturing   | (052)                 | C.                 | ommunication Metho     | a None                               |                           |                 |                |
| Terms Notes and Attachments         |                                |                     |                     |                                |                       |                    |                        |                                      |                           |                 |                |
| Required Acknowledgmer              | nt Document and Schedule       |                     | Payment Terms       | Immediate                      |                       |                    |                        | <ul> <li>Buyer managed</li> </ul>    | d transportati            | ion             |                |
| Acknowledgment Due Dat              |                                |                     | Shipping Method     |                                |                       |                    |                        | <ul> <li>Pay on receipt</li> </ul>   |                           |                 | -              |
| Acknowledgment Respons              | Select                         | "Accept" from       | Freight Terms       |                                |                       |                    |                        | <ul> <li>Confirming order</li> </ul> | er                        |                 | (i)            |
| Acknowledgment Not                  | dropdo                         | own                 | FOB                 |                                |                       |                    |                        |                                      |                           |                 |                |
| Additional Information              |                                |                     |                     |                                |                       |                    |                        |                                      |                           |                 |                |
| One-Time Shipto Address             |                                |                     | Named Place         |                                |                       |                    | Context Promp          | ot                                   |                           |                 |                |
| One-Time Shipto Address<br>Extended |                                |                     | Category Manager    |                                |                       |                    |                        |                                      |                           |                 |                |
|                                     |                                |                     |                     |                                |                       | Select Res         | oonse as               |                                      |                           |                 |                |
| Schedules                           |                                |                     |                     | Validate                       | 9                     | "Accept" fi        | rom the dropo          | down                                 |                           |                 |                |
| Actions 🔻 View 👻 Format 👻 🗿         | 🖩 🕎 🖩 Freeze 🗟 Detac           | h 📣 Wrap 🛛 Accept   | Reject Response All | ~                              |                       |                    |                        |                                      |                           |                 |                |
| Line Item Descri                    | ption Supplier Item            | Schec Quantity UOM  | Price Currency      | Ordered Requested<br>Ship Date | Promised<br>Ship Date | Shipping<br>Method | Response Re            |                                      | Supplier<br>Order<br>Line | Location        | 0              |
| 1 01750000003 audio e               | xtension cable 3m              | 1 100 Each          | 2.00 USD            | 200.00 5/22/23                 |                       |                    | Accept 🗸               | 1.                                   |                           | Diebold Nix     | kdorf          |
| 2 01750000117 inhibige              | ear nut M5x5                   | 1 200 Each          | 1.00 USD            | 200.00 5/28/23                 |                       |                    | Accept<br>Reject       | 11                                   |                           | Diebold Nix     | kdorf          |

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

| nowledge Document (P   | urchase Order): 20200077        |                                  |                                     |   | Edit View PDF Submit Can   |
|--|---------------------------------|----------------------------------|-------------------------------------|---|--|
| Sold-to Legal Entity   | Circled Mindref Incompared      | Supplier                         | r Test Supplier Company             |   |  |
|  | 20200077                        |                                  | FRANKFURTAMM01                      | Orderec                                       | 400.00 USD   |
| Status   | Pending Supplier Acknowledgment | Supplier Contact                 | t Sample Contact                    | Source Agreemen                               |  |
| Buyer  | Junghare Tushar                 | Bill-to Location                 | DBD INC.                            | Supplier Order                                |  |
| Creation Date  | 5/9/23                          | Ship-to Location                 | Diebold Nixdorf Manufacturing (US2) | Communication Method                          |  |
| erms Notes and Attachments   |                                 |                                  | N/2                                 | indatory for DE Op                            | s BU, for rest Option  |
| Description of A stress of a description   |                                 | Devenue and The                  |                                     |   | ✓ Buver managed transportation   |
| Required Acknowledgmen<br>Acknowledgment Due Dat   |                                 | Payment Terms<br>Shipping Method |                                     |   | <ul> <li>Buyer managed transportation</li> <li>Pay on receipt</li> </ul> |
| Acknowledgment Respons   | Select "Accept"                 | from Freight Terms               | 5                                   |   | - Confirming order   |
| Acknowledgment Not   |                                 | FOE                              | 3                                   |   |  |
|  |                                 |                                  |                                     |   |  |
| Additional Information   |                                 |                                  |                                     |   |  |
| One-Time Shipto Address  |                                 | Named Place                      |                                     | Context Prompt                                |  |
|  |                                 | Named Place<br>Category Manager  |                                     |   |  |
| One-Time Shipto Address<br>One-Time Shipto Address<br>Extended   |                                 |                                  | Validate                            | Select Response as                            | own  |
| One-Time Shipto Address  | 🖙 🎟 Freeze 🔝 Detach 📣 Wrap      | Category Manager                 | Validate                            |   | own  |
| One-Time Shipto Address<br>One-Time Shipto Address<br>Extended<br>hedules  |                                 | Category Manager                 |                                     | Select Response as<br>"Accept" from the dropd | own<br>sction Reason Supplier<br>Une Location                            |
| One-Time Shipto Address<br>One-Time Shipto Address<br>Extended<br>Actions • View • Format •<br>Line Item Descrit | ption Supplier Item Schec Qua   | Category Manager                 | Requested Promised                  | Select Response as<br>"Accept" from the dropd | Supplier<br>ection Reason Order Location                                 |

17

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

| Diebold Nixdorf<br>Acknowledge Document (P  | urchase Order): 20200077  |  |           |               |  | Q 🏠 ☆ 🏳 💭 의<br>Edit View PDF Submit Cance                    |
|---|---|--|-----------|---------------|--|--|
| Main<br>General   |   |  |           |               |  | 1. Click on Submit   |
| Sold-to Legal Entity<br>Order<br>Status   | Diebold Nixdorf, Incorporated<br>20200077<br>Pending Supplier Acknowledgment<br>Junghare Tushar<br>5/9/23 |  |           | ×             | Ordered<br>Description<br>Source Agreement<br>Supplier Order<br>Communication Method | 400.00 USD   |
| Required Acknowledgmen<br>Acknowledgment Due Datr<br>Acknowledgment Respons<br>Acknowledgment Not | 5/12/23     Accept  | Payment Terms<br>Shipping Method<br>Freight Terms<br>FOB | Immediate | 2.Click on OK |  | Buyer managed transportation Pay on receipt Confirming order |

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

| Diebold Nixdo       | rf                           |  |                |                      |             | (          | 20        | ☆ ₽           | Ļ14             | so            |
|---------------------|------------------------------|--|----------------|----------------------|-------------|------------|-----------|---------------|-----------------|---------------|
| Manage Orders       |                              |  |                |                      |             |            |           |               |                 | D <u>o</u> ne |
| Headers Schedules   |                              |  |                |                      |             |            |           |               |                 |               |
| ▶ Search            |                              |  |                | Advanced Manage Wate | chlist Save | d Search A | II Orders |               |                 | ~             |
| Search Results      |                              |  |                |                      |             |            |           |               |                 |               |
| Actions  View  Form | at 🗸 🥒 🎵 🛱 🥅 Freeze 😭 Detach |  |                |                      |             |            |           |               |                 |               |
| Order               | Order Date Description       |  | Supplier Site  | Buyer                | Ordered     | Currency   | Status    | Life<br>Cycle | Creatio<br>Date | $ \psi $      |
| 20200077            | 5/9/23                       |  | FRANKFURTAMM01 | Junghare, Tushar     | 400.00      | USD        | Open      | 0             | 5/9/23          |               |
| Columns Hidden 28   |                              |  |                |                      |             |            |           |               |                 |               |
|                     |                              |  |                |                      |             |            |           |               |                 |               |

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

### A. Mass confirmation Activity for Initial login

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

| C Attps://eeug-dev6.login.us6.oraclecloud.com/oam/s | erver/obrareq.cgi?encquery%3DmX045vdLZ%2FAR7rN | i2YZkrey%2B2wUz 🖉 A 🟠 🎓 🔂 🔹 |
|---|--|-----------------------------|
|   |  |                             |
| Sign 1  |  |                             |
| Sign I  |  | 4                           |
| Orac  | le Applications Cloud                          | Å                           |
|   |  |                             |
|   |  |                             |
|   | Company Single Sign-On                         |                             |
|   | or   | -                           |
|   | sample.contact@testsupplier.com                | Enter the Username          |
|   |  | Enter the Password          |
|   | Forgot Password                                |                             |
|   | Sign In  | Click on Sign In            |
|   | English V                                      |                             |

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



| Diebold Nixdorf |                 |                |                   |                                |        |
|-----------------|-----------------|----------------|-------------------|--------------------------------|--------|
|                 | Good aft        | ernoon, S      | moke <sup>·</sup> | Tester!                        |        |
|                 | Supplier Portal | Procurement    | Tools             | DN Extensions                  | Others |
|                 | APPS            |                |                   |                                |        |
|                 | Supplier Portal | DB File Upload | Cor               | O Mass<br>nfirmation<br>Report | +      |

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

| Diebold Nixdorf | Q Search for people and actions  |
|-----------------|--|
|                 | Good evening, Smoke Tester!  |
|                 | Supplier Portal Procurement Tools DN Extensions Others                                   |
|                 | APPS   |
|                 | Supplier Portal DB File Upload PO Mass<br>Confirmation<br>Report Personalize Springboard |



**Step 4:** New window will be open, and report will get downloaded automatically for all PO. *Note: Please note that by default it will download all the PO data.* 

|              | Oracle Fusion Cloud App          | lications × O PO_ACK_UPD     | ATE - Oracle Analyti 🗙 🕂                    |                                 |        | $\checkmark$  |          |
|--------------|----------------------------------|------------------------------|---|---------------------------------|--------|---|----------|
| $\leftarrow$ | $\rightarrow$ C $rac{1}{2}$ eeug | -dev6.fa.us6.oraclecloud.com | /analytics/saw.dll?bipublisherEntry&Action= | open&itemType=.xdo&bipPath=%254 | Suctom |   | <b>-</b> |
| *            | PO_ACK_UPDAT                     |                              |   | 0                               |        | PO_ACK_UPDATE_Mass Confirmation<br>Data.xls<br>76.5 KB • Done | Open     |
|              | PO St                            | atus All                     | Change Order Status                         | T Apply                         |        |   |          |
|              | Mass Confirmation Da             | ta                           |   |                                 |        | <b>9</b> 注 []   | ]▼ ‡ 0   |
|              |                                  |                              |   |                                 |        |   |          |
|              |                                  |                              |   |                                 |        |   |          |
|              |                                  |                              | Report Completed                            |                                 |        |   |          |

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

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

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

|   | aste     |                   | Image: spectral system     Image: spectral system       Image: spectral system     Image: spectral system       Image: spectral system     Image: spectral system       Font     Image: spectral system | ĉ           | General ✓<br>IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII | Conditional Forma<br>Format as Table *<br>Cell Styles *<br>Styles | 2              | Delete ~         | ∑ × Z<br>Z<br>Sort &<br>Sort &<br>Filter × S<br>Editing | Find & Ana<br>Select Y Da | slyze<br>ata<br>kysis Sensitivity |   |
|---|----------|-------------------|---|-------------|---|---|----------------|------------------|---|---------------------------|-----------------------------------|---|
| 1 | ~ ~      | $ X \vee f_x $    | PO Number   | F           | F   | G H   |                | 1                |   | к                         | 1                                 |   |
| P |          | ine Number PO Sch | edule Number Supplier Name  | Supplier Si | te Item Numi                                      | ber Quantity Requested D  | ate Promised D | ate Supplier Con | tact Email ID Sup                                       | nlier Order Num           | ber Action Type Ch                |   |
| Ê | 20200000 | 1                 | 1 Test Supplier Company   | TEST-US     | 175000287   |   | 31-May-23      | demo.supplie     |   |                           | Change                            |   |
|   | 20200000 | 2                 | 1 Test Supplier Company   | TEST-US     | 175000340   | 7 500 14-Jun-23   | 14-Jun-23      | demo.supplie     | er@test.com   |                           | Change                            |   |
|   | 20200001 | 1                 | 1 Test Supplier Company   | TEST-US     | 175000287   | 4 1000 31-May-23  | 31-May-23      | demo.supplie     | er@test.com   |                           | Change                            |   |
|   | 20200002 | 1                 | 1 Test Supplier Company   | TEST-US     | 175000287   | 4 5000 02-Jun-23  | 02-Jun-23      | demo.supplie     | er@test.com   |                           | Change                            |   |
|   | 20200002 | 2                 | 1 Test Supplier Company   | TEST-US     | 175000340   |   | 12-Jun-23      | demo.supplie     | er@test.com   |                           | Change                            |   |
|   | 20200003 | 1                 | 1 Test Supplier Company   | TEST-US     | 175000287   | 4 1000 31-May-23  | 31-May-23      | demo.supplie     | er@test.com   |                           | Change                            |   |
|   | 20200004 | 1                 | 1 Test Supplier Company   | TEST-US     | 175000287   | 4 5000 02-Jun-23  | 02-Jun-23      | demo.supplie     | er@test.com   |                           | Change                            |   |
|   | 20200004 | 2                 | 1 Test Supplier Company   | TEST-US     | 175000340   |   | 12-Jun-23      | demo.supplie     | er@test.com   |                           | Change                            |   |
|   | 20200005 | 1                 | 1 Test Supplier Company   | TEST-US     | 175000287   |   | 19-Jul-23      | demo.supplie     | er@test.com   |                           | Change                            |   |
|   | 20200005 | 2                 | 1 Test Supplier Company   | TEST-US     | 175000340   |   | 29-Sep-23      | demo.supplie     | er@test.com   |                           | Change                            |   |
|   | 20200006 | 1                 | 1 Test Supplier Company   | TEST-US     | 175000287   |   | 10-Aug-23      | demo.supplie     | er@test.com   |                           | Change                            |   |
|   | 20200006 | 1                 | 2 Test Supplier Company   | TEST-US     | 175000287   |   | 10-Aug-23      | demo.supplie     | er@test.com   |                           | Change                            |   |
|   | 20200007 | 1                 | 1 Test Supplier Company   | TEST-US     | 175000287   |   | 27-Jul-23      | demo.supplie     | er@test.com   |                           | Change                            |   |
|   | 20200008 | 1                 | 1 Test Supplier Company   | TEST-US     | 175000287   |   | 28-Jun-23      | demo.supplie     | er@test.com   |                           | Change                            |   |
|   | 20200009 | 1                 | 1 Test Supplier Company   | TEST-US     | 175000287   |   | 27-Sep-23      | demo.supplie     | er@test.com   |                           | Change                            |   |
|   | 20200009 | 2                 | 1 Test Supplier Company   | TEST-US     | 175000340   |   | 28-Sep-23      | demo.supplie     |   |                           | Change                            |   |
|   | 20200010 | 1                 | 1 Test Supplier Company   | TEST-US     | 175000287   |   | 26-Sep-23      | demo.supplie     |   |                           | Change                            |   |
|   | 20200011 | 1                 | 1 Test Supplier Company   | TEST-US     | 175000287   |   | 27-Jun-23      | demo.supplie     |   |                           | Change                            |   |
|   | 20200012 | 1                 | 1 Test Supplier Company   | TEST-US     | 175000287   |   | 02-Jun-23      | demo.supplie     |   |                           | Change                            |   |
|   | 20200012 | 2                 | 1 Test Supplier Company   | TEST-US     | 175000340   |   | 12-Jun-23      | demo.supplie     |   |                           | Change                            |   |
|   | 20200013 | 1                 | 1 Test Supplier Company   | TEST-US     | 175000287   |   | 16-Jun-23      | demo.supplie     |   |                           | Change                            |   |
|   | 20200014 | 1                 | 1 Test Supplier Company   | TEST-US     | 175000287   |   | 27-Jul-23      | demo.supplie     |   |                           | Change                            |   |
|   | 20200015 | 1                 | 1 Test Supplier Company   | TEST-US     | 175000287   |   | 19-Jul-23      | demo.supplie     |   |                           | Change                            |   |
|   | 20200015 | 2                 | 1 Test Supplier Company   | TEST-US     | 175000340   | 7 500 14-Jun-23   | 29-Sep-23      | demo.supplie     | er@test.com   |                           | Change                            |   |
|   |          | Sheet1            | +   |             |   |   | 4              |                  |   |                           |                                   | _ |

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

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| -          | b   Supplier Name                     | <ul> <li>Supplier Site</li> </ul> | r Item Numi  | 2↓ Sort A to Z   | - Supplier Contact Emplie   | Supplier Order Numb  Action Ty |
| lequie Num | 1 Test Supplier Company               | TEST-US                           |  | Sort Z to A  | demo.supplier@test.com  | Change                         |
|            | 1 Test Supplier Company               | TEST-US                           | 175000340  |  |   | Change                         |
|            | 1 Test Supplier Company               | TEST-US                           | 175000287  | Sor <u>t</u> by Color  | > demo.supplier@test.com<br>demo.supplier@test.com  | Change                         |
|            | 1 Test Supplier Company               | TEST-US                           | 175000287  | Sheet View   | > demo.supplier@test.com  | Change                         |
|            | 1 Test Supplier Company               | TEST-US                           | 175000340  | Clear Filter From "Promised Date"  | demo.supplier@test.com  | Change                         |
|            | 1 Test Supplier Company               | TEST-US                           | 175000287  | 1x Clear Filter From Promised Date   | demo supplier@test.com  | Change                         |
|            | 1 Test Supplier Company               | TEST-US                           | 175000287  | Filter by Color  | demo.supplier@test.com  | Change                         |
|            | 1 Test Supplier Company               | TEST-US                           | 175000340  | Text Filters   | > demo.supplier@test.com  | Change                         |
|            | 1 Test Supplier Company               | TEST-US                           | 175000287  | <u></u>  | demo.supplier@test.com  | Change                         |
|            | 1 Test Supplier Company               | TEST-US                           | 175000340  | Search   | demo.supplier@test.com  | Change                         |
|            | 1 Test Supplier Company               | TEST-US                           | 175000287  | - 27-Jul-23  | demo.supplier@test.com  | Change                         |
|            | 2 Test Supplier Company               | TEST-US                           | 175000287  | - 27-Jun-23  | demo.supplier@test.com  | Change                         |
|            | 1 Test Supplier Company               | TEST-US                           | 175000287  | 27-Sep-23  | demo.supplier@test.com  | Change                         |
|            | 1 Test Supplier Company               | TEST-US                           | 175000287  | - 28-Jun-23  | demo.supplier@test.com  | Change                         |
|            | 1 Test Supplier Company               | TEST-US                           | 175000287  | 28-Sep-23  | demo.supplier@test.com  | Change                         |
|            | 1 Test Supplier Company               | TEST-US                           | 175000340  |  | demo.supplier@test.com  | Change                         |
|            | 1 Test Supplier Company               | TEST-US                           | 175000287  | ST-Way-25  | demo.supplier@test.com  | Change                         |
|            | 1 Test Supplier Company               | TEST-US                           | 175000287  | - I (Blanks)   | demo.supplier@test.com  | Change                         |
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3. You will be able to see the data for promise\_date as blank.

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| 13   | 20200027             | 1                      | 1 Test Supplier Comp  |                                     | T-US                                  | 1750002874               | 3000 27-Jun-23   |   | .supplier@test.com                       | Supplier Order Hui             | Change                             | change c                     | nuei |
| 14   | 20200028             | 1                      | 1 Test Supplier Comp  |                                     | T-US                                  | 1750002874               |  |   | .supplier@test.com                       |                                | Change                             |                              |      |
| 5    | 20200028             | 2                      | 1 Test Supplier Comp  | any TES                             | T-US                                  | 1750003407               | 2000 12-Jun-23   | demo                                      | .supplier@test.com                       |                                | Change                             |                              |      |
| 7    | 20200031             | 1                      | 1 Test Supplier Comp  | any TES                             | T-US                                  | 1750002874               |  | demo                                      | .supplier@test.com                       |                                | Change                             |                              |      |
| 8    | 20200031             | 2                      | 1 Test Supplier Comp  |                                     | T-US                                  | 1750003407               |  |   | .supplier@test.com                       |                                | Change                             |                              |      |
| 9    | 20200032             | 1                      | 1 Test Supplier Comp  |                                     | T-US                                  | 1750002874               |  |   | .supplier@test.com                       |                                | Change                             |                              |      |
| 0    | 20200032             | 2                      | 1 Test Supplier Comp  |                                     | T-US                                  | 1750003407               | 2000 12-Jun-23   |   | .supplier@test.com                       |                                | Change                             |                              |      |
| 1    | 20200033             | 1                      | 1 Test Supplier Comp  |                                     | T-US                                  | 1750002874               |  |   | .supplier@test.com                       |                                | Change                             |                              |      |
| 2    | 20200033             | 1                      | 2 Test Supplier Comp  |                                     | T-US                                  | 1750002874               |  |   | .supplier@test.com                       |                                | Change                             |                              |      |
| 3    | 20200034<br>20200036 | 1                      | 1 Test Supplier Comp<br>1 Test Supplier Comp  |                                     | T-US<br>T-US                          | 1750002874<br>1750002874 |  |   | .supplier@test.com<br>.supplier@test.com |                                | Change                             |                              |      |
| 5    | 20200036             | 1                      | 1 Test Supplier Comp  |                                     | T-US                                  | 1750002874               |  |   | .supplier@test.com                       |                                | Change                             |                              |      |
| 6    | 20200090             | 1                      | 1 Test Supplier Comp  |                                     | T-US                                  | 1750002874               |  |   | .supplier@test.com                       |                                | Change                             |                              |      |
| 8    | 20200031             | 1                      | 1 Test Supplier Comp  | any 165                             | 1-05                                  | 1750002074               | 2000 21-501-25   | Jenio                                     | .supplier@rest.com                       |                                | change                             |                              |      |
| 9    |                      |                        |   |                                     |                                       |                          |  |   |  |                                |                                    |                              |      |
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4. Select and copy the required data from report for which need to update the promise\_date.

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| 4   | Α              | В                         | С               |        | D                | )      |                   |      | E            |       | F            | G       | Н         |          | 1.1        |          | J           |          |
|     |                | O Line Numb               | PO Schedule Num |        |                  |        |                   |      | lier Site    |       | Item Numb 👻  |         |           | Da - Pro | omised Da  |          |             |          |
| 3   | 20200027       | 1                         | L               |        | Supplier Company |        |                   | TEST |              |       | 1750002874   |         | 27-Jun-23 |          |            |          | supplier@   |          |
| 4   | 20200028       | 1                         |                 |        | Supplier Company |        |                   | TEST | -US          |       | 1750002874   |         | 02-Jun-23 |          |            |          | supplier@   |          |
| 5   | 20200028       | 2                         | 2               | 1 Test | Supplier Company | y      |                   | TEST | US           |       | 1750003407   |         | 12-Jun-23 |          |            |          | supplier@   |          |
| 7   | 20200031       | 1                         |                 |        | Supplier Company |        |                   | TEST |              |       | 1750002874   |         | 31-May-23 |          |            |          | supplier@   |          |
| 8   | 20200031       | 2                         | 2               | 1 Test | Supplier Company | y      |                   | TEST | -US          |       | 1750003407   |         | 14-Jun-23 |          |            | demo.s   | supplier@   | test.cor |
| 9   | 20200032       | 1                         | L               | 1 Test | Supplier Company | y      |                   | TEST | -US          |       | 1750002874   |         | 02-Jun-23 |          |            | demo.s   | supplier@   | test.cor |
| 0   | 20200032       | 2                         | 2               | 1 Test | Supplier Company | у      |                   | TEST | -US          |       | 1750003407   |         | 12-Jun-23 |          |            | demo.s   | supplier@   | test.cor |
| 1   | 20200033       | 1                         | L               | 1 Test | Supplier Company | у      |                   | TEST | -US          |       | 1750002874   |         | 27-Jun-23 |          |            | demo.s   | supplier@   | test.cor |
| 2   | 20200033       | 1                         | L               | 2 Test | Supplier Company | y      |                   | TEST | -US          |       | 1750002874   |         | 27-Jun-23 |          |            | demo.s   | supplier@   | test.cor |
| 3   | 20200034       | 1                         | L               | 1 Test | Supplier Company | y      |                   | TEST | -US          |       | 1750002874   |         | 31-May-23 |          |            | demo.s   | supplier@   | test.cor |
| 4   | 20200036       | 1                         | L               | 1 Test | Supplier Company | y      |                   | TEST | -US          |       | 1750002874   |         | 31-May-23 |          |            | demo.s   | supplier@   | test.con |
| 5   | 20200090       | 1                         | L               | 1 Test | Supplier Company | y      |                   | TEST | -US          |       | 1750002874   |         | 21-Jul-23 |          |            | demo.s   | supplier@   | test.cor |
| 6   | 20200091       | 1                         | L               | 1 Test | Supplier Company | y      |                   | TEST | -US          |       | 1750002874   | 2000    | 21-Jul-23 |          |            | demo.s   | supplier@   | test.con |
| 8   |                |                           |                 |        |                  |        |                   |      |              |       |              |         |           |          |            |          |             |          |
| 9   |                |                           |                 |        |                  |        |                   |      |              |       |              |         |           |          |            |          |             |          |
| 0   |                |                           |                 |        |                  |        |                   |      |              |       |              |         |           |          |            |          |             |          |
| 1   |                |                           |                 |        |                  |        |                   |      |              |       |              |         |           |          |            |          |             |          |
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| 3   |                |                           |                 |        |                  |        |                   |      |              |       |              |         |           |          |            |          |             |          |
| 1   |                | Sheet1                    | +               |        |                  |        |                   |      |              |       |              | _       | _         | _        | _          | _        |             |          |

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

| Diebold Nixdorf    | Q Search for people and actions                                  |
|--------------------|--|
|                    | Good evening, Smoke Tester!                                      |
|                    | Supplier Portal Procurement Tools DN Extensions Others           |
|                    | APPS   |
|                    | Supplier Portal DB File Upload PO Mass<br>Confirmation<br>Report |
| Step 6: New Window | w will open. Click on " <b>Download Template</b> "               |

| Oracle Fusion Cloud Applications ×                              | S FileUploadToFtp.jspx         | ×      | +      |             |                            |     |
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Step 7: The Template will be downloaded onto the system.

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|   | Upload Files To FTP Server         | PO_ACK_UPDATE_DD-MON-<br>YY_USERNAME.xlsx<br>26.6 KB • Done |        |            |
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Step 8: Open that Template, you will be able to see the sample data and the format of the template.

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|-----------|---------|-------------|---------------|---------------|-------------|----------|-----------------------|----------------------|---------------------------|-----------------------|-------------|-------------|
|           | PO line | PO Schedule |               |               |             |          |                       |                      |                           |                       |             | Change Orde |
| PO Number | Number  | Number      | Supplier Name | Supplier Site | Item Number | Quantity | <b>Requested Date</b> | <b>Promised Date</b> | Supplier Contact Email ID | Supplier Order Number | Action type | Number      |
| 201617947 | 1       | 1           | Demo Supplier | TAIPEI01      | 01750299984 | 668      | 03-Mar-23             | 24-Mar-23            | suppliercontact@demo.com  | DEM001                | Change      |             |
| 201617947 | 1       | 2           | Demo Supplier | TAIPEI01      | 01750299984 | 132      | 17-Mar-23             | 24-Mar-23            | suppliercontact@demo.com  | DEM001                | Change      |             |
|           |         |             |               |               |             |          |                       |                      |                           |                       |             |             |
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Step 9: Now paste the copied data from report (Step-4) into this Template.



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| PO line<br>PO Number Number | PO Schedule<br>Number Supplier Name               | Supplier   | Site Item Numb            |         |           | Promised Date                               | Supplier Contact Email ID |                                  | Supplier Order Number                     | Action type | Change Orde<br>Number |
|                             | 1 1 Test Supplier Company                         | TEST-US  | 1750002874                | 3000    | 27-Jun-23 |   | demo.supplier@test.con    | 1                                |   | Change      |                       |
| 20200027<br>20200028        | 1 1 Test Supplier Company                         |  | 1750002874                |         | 02-Jun-23 |   | demo.supplier@test.con    |                                  |   | Change      |                       |

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

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

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

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

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

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

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| Authors:   | Vishwa Bharat               |     | Tags:              | Add a          | a tag |              |             |   |
| ∧ Hide Folders   |                             |     | I                  | loo <u>l</u> s | •     | <u>S</u> ave | Cancel      |   |

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

| $\bigcirc$ Oracle Fusion Cloud Applications $	imes$           | S FileUploadToFtp.jspx ×              | +                              |
|---|---------------------------------------|--------------------------------|
| $\leftrightarrow$ $\rightarrow$ <b>C</b> $($ soad.diebold.com | n/FileUploadApp/faces/FileUploadToFtp | p.jspx                         |
|   |                                       | Upload Files To FTP Server     |
|   | *                                     | PO_ACK_UPDATE_1616.00 B Done 🗙 |
|   |                                       | Choose Files No file chosen    |
|   |                                       | *Note: Maximum file size 5 MB. |
|   |                                       | Save Reset Download Template   |

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

| Uplo | ad Files To                     | o FTP Server      |
|------|---------------------------------|-------------------|
| _    | <ol> <li>Information</li> </ol> | ı ×               |
|      | Uploaded Success                | fully in FTP!     |
| Choo | -                               | ОК                |
| Save | Reset                           | Download Template |
|      |                                 |                   |

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

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

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

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

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

| ← C  | n/server/obrareq.cgi?encquery%3DmX045vdLZ%2FAR7rN | i2YZkrey%2B2wUz 🖉 A 🏠 🎓 🖶 🖳 … |
|------|---|-------------------------------|
|      |   |                               |
| Sign | In  |                               |
|      | cle Applications Cloud                            | 1                             |
|      |   |                               |
|      |   |                               |
|      | Company Single Sign-On                            |                               |
|      | or  |                               |
|      | sample.contact@testsupplier.com                   | Enter the Username            |
|      |   | Enter the Password            |
|      | Forgot Password                                   |                               |
|      | Sign In   | Click on Sign In              |
|      | English   |                               |

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

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

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

| Diebold Nixdorf | Q Search for people and actions  |
|-----------------|--|
|                 | Good evening, Smoke Tester!  |
|                 | Supplier Portal Procurement Tools DN Extensions Others                                   |
|                 | APPS   |
|                 | Supplier Portal DB File Upload PO Mass<br>Confirmation<br>Report Personalize Springboard |



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

| Oracle Fusion Cloud Applications ×                                  | PO_ACK_UPDATE - Oracle Analyti X        | +                                      |                 |       |  | $\sim$ |     | _   | Ō  |
|---|---|--|-----------------|-------|--|--------|-----|-----|----|
| $\leftrightarrow$ $\rightarrow$ $C$ $\hat{\bullet}$ eeug-dev6.fa.us | 6.oraclecloud.com/analytics/saw.dll?bip | ublisherEntry&Action=open&itemType=.xc | lo&bipPath=%2FC | uctom | CONTRACTOR CONTRA |        |     |     |    |
| PO_ACK_UPDATE PO Status All   | ▼ Change C                              | order Status                           | Hc              |       | PO_ACK_UPDATE_Mass Confirm<br>Data.xls<br>76.5 KB • Done   | ation  |     | Ope | en |
| Mass Confirmation Data  |   |  |                 |       | Ð  | 38     | x - | \$  | 0  |
|   |   |  |                 |       |  |        |     |     |    |
|   | Re                                      | port Completed                         |                 |       |  |        |     |     |    |

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

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

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

|              | Oracle Fusion Cloud Applic      | ions × PO_ACK_UPDATE - Oracle Analyti × +  |  | × –                           |
|--------------|---------------------------------|--|--|-------------------------------|
| $\leftarrow$ | ightarrow C $ ightarrow$ eeug-d | v6.fa.us6.oraclecloud.com/analytics/saw.dll?bipublisherEntry&A   | ction=open&itemType=.xdo&bipPath=%2FCustom%2FTRINAMI | X_INTEGRATI 🖄 🛧 🛃             |
| *            | PO_ACK_UPDATE                   |  | Home Catalog Favor                                   | rites ▼ Dashboards ▼ Create ▼ |
|              | PO Stat                         | PENDING ACKNOWLEDGMI All PENDING CHANGE APPROVAL OPEN PENDING ACKNOWLEDGMENT Search F12 Report Completed | T Apply  | -∳ ∷ ⊠*                       |

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

| Oracle Fusion Cloud Applications × OPO_ACK_UPDATE - Oracle Analyti × +  |           | ~  | · –           |
|---|-----------|--|---------------|
| ← → C 🌲 eeug-dev6.fa.us6.oraclecloud.com/analytics/saw.dll?bipublisherEntry&Action=open&itemType=.xdo&bipPath=9 | %2FCuston | n%2FTRINAMIX_INTEGRATI 🖻 🕇                                   | <u>ب</u>      |
| * PO_ACK_UPDATE   | Ho        | PO_ACK_UPDATE_Mass Confirmation<br>(1).xls<br>67.5 KB • Done | Data          |
| PO Status PENDING ACKNOWLEDGMI V Change Order Status V Apply  |           | 07.5 KD • DONE   |               |
| Mass Confirmation Data  |           | 9 ji   | <b>x</b> * \$ |
|   |           |  |               |
|   |           |  |               |
| Report Completed  |           |  |               |
|   |           |  |               |



| Ste | o 51 | Or | oen the | download  | ed repor | t PO | details | will be | listed | as r | oer th | e selectio | n criteria |
|-----|------|----|---------|-----------|----------|------|---------|---------|--------|------|--------|------------|------------|
| Ole | 55.  |    |         | uowinioau | cu icpoi |      | ucians  |         | notou  | asp  |        |            | n ontona.  |

| 1 Test Supplier Company<br>1 Test Supplier Company<br>1 Test Supplier Company<br>1 Test Supplier Company<br>1 Test Supplier Company<br>2 Test Supplier Company | TEST-US<br>TEST-US<br>TEST-US<br>TEST-US<br>TEST-US   | 1750002874<br>1750003407<br>1750002874<br>1750003407<br>1750002874  | 2000 31-May-23<br>500 14-Jun-23<br>5000 02-Jun-23<br>2000 12-Jun-23<br>2000 27-Jun-23  | demo.supplier@test.com<br>demo.supplier@test.com<br>demo.supplier@test.com<br>demo.supplier@test.com<br>demo.supplier@test.com  | Change<br>Change<br>Change<br>Change  |
|--|---|---|--|---|---|
| 1 Test Supplier Company<br>1 Test Supplier Company<br>1 Test Supplier Company  | TEST-US<br>TEST-US  | 1750002874<br>1750003407  | 5000 02-Jun-23<br>2000 12-Jun-23   | demo.supplier@test.com<br>demo.supplier@test.com  | Change<br>Change  |
| 1 Test Supplier Company<br>1 Test Supplier Company   | TEST-US   | 1750003407  | 2000 12-Jun-23   | demo.supplier@test.com  | Change  |
| 1 Test Supplier Company  |   |   |  |   |   |
|  | TEST-US   | 1750002874  | 2000 27-lun-23   | damo supplier@test.com  | Channel   |
| 2 Test Constitution Comments   |   | 1700002071  | 2000 27 3411 25  | demo.supplief@test.com  | Change  |
| 2 Test Supplier Company  | TEST-US   | 1750002874  | 1000 27-Jun-23   | demo.supplier@test.com  | Change  |
| 1 Test Supplier Company  | TEST-US   | 1750002874  | 1000 31-May-23   | demo.supplier@test.com  | Change  |
| 1 Test Supplier Company  | TEST-US   | 1750002874  | 1000 31-May-23   | demo.supplier@test.com  | Change  |
| 1 Test Supplier Company  | TEST-US   | 1750002874  | 2000 21-Jul-23   | demo.supplier@test.com  | Change  |
| 1 Test Supplier Company  | TEST-US   | 1750002874  | 2000 21-Jul-23   | demo.supplier@test.com  | Change  |
| 1 Test Supplier Company  | TEST-US   | 1750002874  | 2000 21-Jul-23   | demo.supplier@test.com  | Change  |
| 1 Test Supplier Company  | TEST-US   | 1750002874  | 2000 21-Jul-23   | demo.supplier@test.com  | Change  |
|  | 1 Test Supplier Company<br>1 Test Supplier Company<br>1 Test Supplier Company<br>1 Test Supplier Company<br>1 Test Supplier Company | 1 Test Supplier Company         TEST-US           1 Test Supplier Company         TEST-US | 1 Test Supplier Company         TEST-US         1750002874           1 Test Supplier Company         TEST-US         1750002874 | 1 Test Supplier Company         TEST-US         1750002874         1000 <sup>+</sup> 31-May-23           1 Test Supplier Company         TEST-US         1750002874         1000 <sup>+</sup> 31-May-23           1 Test Supplier Company         TEST-US         1750002874         2000 <sup>+</sup> 31-May-23           1 Test Supplier Company         TEST-US         1750002874         2000 <sup>+</sup> 21-Jul-23           1 Test Supplier Company         TEST-US         1750002874         2000 <sup>+</sup> 21-Jul-23           1 Test Supplier Company         TEST-US         1750002874         2000 <sup>+</sup> 21-Jul-23 | 1 Test Supplier Company         TEST-US         1750002874         1000 31-May-23         demo.supplier@test.com           1 Test Supplier Company         TEST-US         1750002874         1000 31-May-23         demo.supplier@test.com           1 Test Supplier Company         TEST-US         1750002874         2000 21-Jul-23         demo.supplier@test.com           1 Test Supplier Company         TEST-US         1750002874         2000 21-Jul-23         demo.supplier@test.com           1 Test Supplier Company         TEST-US         175002874         2000 21-Jul-23         demo.supplier@test.com           1 Test Supplier Company         TEST-US         175002874         2000 21-Jul-23         demo.supplier@test.com |

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

| Diebold Nixdorf |                 |                |                              | Q Search     | for people and actions |  |
|-----------------|-----------------|----------------|------------------------------|--------------|------------------------|--|
|                 | Good eve        | ning, Sm       | oke Teste                    | er!          |                        |  |
|                 | Supplier Portal | Procurement    | Tools DN                     | N Extensions | Others                 |  |
|                 | APPS            |                |                              |              |                        |  |
|                 | Supplier Portal | DB File Upload | PO Ma:<br>Confirma<br>Report | ss<br>tion   | +                      |  |

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

| Oracle Fusion Cloud Applications × S FileUploadToFtp.jspx  | × +                            |
|--|--------------------------------|
| $\leftarrow$ $\rightarrow$ <b>C</b> $($ <b>a</b> soad.diebold.com/FileUploadApp/faces/FileUploadTc | Ftp.jspx                       |
|  | Upload Files To FTP Server     |
|  |                                |
|  | Choose Files No file chosen    |
|  | *Note: Maximum file size 5 MB. |
|  | Save Reset Download Template   |
|  |                                |

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

| Oracle Fusion Cloud Applications × S FileUploadToFtp.jspx × PO_ACK_UPDATE - Oracle Anal                  | ilyti x   +             |
|--|-------------------------|
| $\leftarrow \rightarrow \ \mathbf{C}$ <b>a</b> soad.diebold.com/FileUploadApp/faces/FileUploadToFtp.jspx | 🖻 🛧 🛃                   |
| Upload Files To F  | TP Server               |
|  |                         |
| Choose Files No file chosen  | 1                       |
| "Note:   | Maximum file size 5 MB. |
| Save Reset Down  | nload Template          |

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

| А         | В       | С           | D             | E             | F           | G        | н                     | I.                   | J                         | К                     | L           | М           |
|-----------|---------|-------------|---------------|---------------|-------------|----------|-----------------------|----------------------|---------------------------|-----------------------|-------------|-------------|
|           | PO line | PO Schedule |               |               |             |          |                       |                      |                           |                       |             | Change Orde |
| PO Number | Number  | Number      | Supplier Name | Supplier Site | Item Number | Quantity | <b>Requested Date</b> | <b>Promised Date</b> | Supplier Contact Email ID | Supplier Order Number | Action type | Number      |
| 201617947 | 1       | 1           | Demo Supplier | TAIPEI01      | 01750299984 | 668      | 03-Mar-23             | 24-Mar-23            | suppliercontact@demo.com  | DEM001                | Change      |             |
| 201617947 | 1       | 2           | Demo Supplier | TAIPEI01      | 01750299984 | 132      | 17-Mar-23             | 24-Mar-23            | suppliercontact@demo.com  | DEM001                | Change      |             |
|           |         |             |               |               |             |          |                       |                      |                           |                       |             |             |
|           |         |             |               |               |             |          |                       |                      |                           |                       |             |             |

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

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

| Α         | В              | С                 | D                       | E             | F           | G        | Н                     |               | J                         | К                     | L           |            |
|-----------|----------------|-------------------|-------------------------|---------------|-------------|----------|-----------------------|---------------|---------------------------|-----------------------|-------------|------------|
| PO Number | PO Line Number | PO Schedule Numbe | er Supplier Name        | Supplier Site | Item Number | Quantity | <b>Requested Date</b> | Promised Date | Supplier Contact Email ID | Supplier Order Number | Action Type | e Change C |
| 20200031  | 1              |                   | 1 Test Supplier Company | TEST-US       | 1750002874  | 2000     | 31-May-23             |               | demo.supplier@test.com    |                       | Change      |            |
| 20200031  | 2              | :                 | 1 Test Supplier Company | TEST-US       | 1750003407  | 500      | 14-Jun-23             |               | demo.supplier@test.com    |                       | Change      |            |
| 20200032  | 1              | :                 | 1 Test Supplier Company | TEST-US       | 1750002874  | 5000     | 02-Jun-23             |               | demo.supplier@test.com    |                       | Change      |            |
| 20200032  | 2              | :                 | 1 Test Supplier Company | TEST-US       | 1750003407  | 2000     | 12-Jun-23             |               | demo.supplier@test.com    |                       | Change      |            |
| 20200033  | 1              |                   | 1 Test Supplier Company | TEST-US       | 1750002874  | 2000     | 27-Jun-23             |               | demo.supplier@test.com    |                       | Change      |            |
| 20200033  | 1              | 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         | В       | С           | D                     | E             | F           | G        | Н                     | I.                   | J                          | К                     | L           | М           |
|-----------|---------|-------------|-----------------------|---------------|-------------|----------|-----------------------|----------------------|----------------------------|-----------------------|-------------|-------------|
|           | PO line | PO Schedule |                       |               |             |          |                       |                      |                            |                       |             | Change Orde |
| PO Number | Number  | Number      | Supplier Name         | Supplier Site | Item Number | Quantity | <b>Requested Date</b> | <b>Promised Date</b> | Supplier Contact Email ID  | Supplier Order Number | Action type | Number      |
| 20200092  | 1       | 1           | Test Supplier Company | TEST-US       | 1750002874  | 2000     | 21-Jul-23             | 22-Jul-23            | komal.wanjari@trinamix.com |                       | Change      |             |
| 20200093  | 1       | 1           | Test Supplier Company | TEST-US       | 1750002874  | 2000     | 21-Jul-23             | 22-Jul-23            | komal.wanjari@trinamix.com |                       | Change      |             |
|           |         |             |                       |               |             |          |                       |                      |                            |                       |             |             |

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

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

| Downloads             |                             |            |                  |              | Ø       |        |
|-----------------------|-----------------------------|------------|------------------|--------------|---------|--------|
| Music                 |                             | New folder |                  |              | $\odot$ |        |
| Pictures              |                             | ViberDownl | oads             | $\odot$      |         |        |
| Videos                |                             | ltem_Impor | t_Test           |              | $\odot$ | ~      |
| 🏪 Windows (C:)        | ×                           | <          |                  |              |         | >      |
| File <u>n</u> ame     | PO_ACK_UPDATE_18-JUL-23     | _DEMO      |                  |              |         | ~      |
| Save as <u>t</u> ype: | CSV (Comma delimited) (*.cs | sv)        |                  |              |         | $\sim$ |
| Authors:              | Vishwa Bharat               | Tags:      | Add a tag        |              |         |        |
| ∧ Hide Folders        |                             | I          | īoo <u>l</u> s ▼ | <u>S</u> ave | Cancel  |        |

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

The file will be saved in your system.

Below are considerations while preparing the file.

- Action type: by default, action, type 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.

| ← → C       soad.diebold.com/FileUploadApp/faces/FileUploadToFtp.jspx |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|
| oad Files To FTP Server   |  |  |  |  |  |  |  |  |  |
| CK_UPDATE_1516.00 B Done 🗙  |  |  |  |  |  |  |  |  |  |
| Choose Files No file chosen   |  |  |  |  |  |  |  |  |  |
| *Note: Maximum file size 5 MB.<br>Reset Download Template             |  |  |  |  |  |  |  |  |  |
| •   |  |  |  |  |  |  |  |  |  |

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

| Uplo  | ad Files To        | FTP Server                 |
|-------|--------------------|----------------------------|
|       | (i) Information    | ×                          |
|       | Uploaded Successfu | lly in FTP!                |
| Choos |                    | ок                         |
|       | ~NC                | te: Μαχιmum πle size 5 MB. |
| Save  | Reset              | Download Template          |

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

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

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

#### Possible Errors:

| Error Code  | Action Required  |
|---|--|
| Date format in the file is not correct. Please make sure 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,<br>then validate the changes if duplicate then do not<br>process it. Else cancel the change order created and<br>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.



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

| Manage Orders               |                       |               |               |                   |               |            |                                       | Don              |
|-----------------------------|-----------------------|---------------|---------------|-------------------|---------------|------------|---------------------------------------|------------------|
| Headers Schedules           |                       |               |               |                   |               |            |                                       |                  |
| ▲ Search                    |                       |               | Advanced      | Manage Watchlist  | Saved Search  | All Orders |                                       | ~                |
| Sold-to Legal Entity        | •                     |               |               | Orde              | er 20200092   |            |                                       |                  |
| Bill-to BL                  | ×                     |               |               | Statu             | s             |            | ~                                     |                  |
| Supplier Site               | •                     |               | Includ        | e Closed Document | s No 🗸        |            |                                       |                  |
|                             |                       |               |               |                   |               |            | Search                                | Reset Save       |
| Search Results              |                       |               |               |                   |               | -          |                                       |                  |
| Actions 🔻 View 🔻 Format 👻 🥖 | 🎢 📴 Freeze 📓 Detach 🚽 | Wrap          |               |                   |               |            |                                       |                  |
| Order Order                 | Date Description      | Supplier Site | Buyer         | Orde              | ered Currency | Status     | Life<br>Cycle                         | Creation<br>Date |
| 20200092 7/14/23            |                       | TEST-US       | wanjari, koma | 24,00             | 0.00 USD      | Open       | 0 <sup>~*</sup> 0<br>5 <sub>0</sub> 7 | 7/14/23          |

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

| Purchase Order:         | 20200092                         |                  | Acknowledge View PDF Actions <b>v</b> Refresh Done |                     |               |  |  |  |  |
|-------------------------|----------------------------------|------------------|--|---------------------|---------------|--|--|--|--|
| Main                    |                                  |                  |  |                     |               |  |  |  |  |
| General                 |                                  |                  |  |                     |               |  |  |  |  |
| Sold-to Legal<br>Entity | Diebold Nixdorf,<br>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<br>Agreement |               |  |  |  |  |
| Status                  | Open                             | Bill-to Location | Diebold Nixdorf<br>Manufacturing (US2)             | Supplier Order      |               |  |  |  |  |
| Buyer                   | komal wanjari                    | Ship-to Location | Diebold Nixdorf<br>Manufacturing (US2)             |                     |               |  |  |  |  |
| Creation Date           | 7/14/23                          |                  | Manulacturing (032)                                |                     |               |  |  |  |  |

| Lines | Schedul   | es   |                 |          |             |                           |                        |                       |          |             |        |          |
|-------|---|------|-----------------|----------|-------------|---------------------------|------------------------|-----------------------|----------|-------------|--------|----------|
| Ac    | Actions View View Format View Format Freeze Detach Wrap |      |                 |          |             |                           |                        |                       |          |             |        |          |
|       |   | Line | Description     | Schedule | Location    | Promised<br>Delivery Date | Requested Ship<br>Date | Promised Shir<br>Date | Quantity | UOM<br>Name | Status | Li<br>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 <u>cloudsupplierportalsupport@dieboldnixdorf.com</u>.
### 9. Mass Reconfirmation of PO from Supplier Portal:

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

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

| ← C ① https://eeug-dev6.login.us6.oraclecloud.com/oam/s | erver/obrareq.cgi?encquery%3DmX045vdLZ%2FAR7rN | i2YZkrey%2B2wUz 🖉 A 🏠 🕻 |   |
|---|--|-------------------------|---|
|   |  |                         | ^ |
| Sign I  | 'n   |                         |   |
| —   | le Applications Cloud                          | 1                       |   |
|   |  |                         |   |
|   |  |                         |   |
|   | Company Single Sign-On                         |                         |   |
|   | or   | -                       |   |
|   | sample.contact@testsupplier.com                | Enter the Username      |   |
|   |  | Enter the Password      |   |
|   | Forgot Password                                |                         |   |
|   | Sign In  | Click on Sign In        |   |
|   | English  |                         |   |

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



| Diebold Nixdorf |                 |                |       |                                   |        |
|-----------------|-----------------|----------------|-------|-----------------------------------|--------|
|                 | Good aft        | ernoon, Sr     | noke  | Tester!                           |        |
|                 | Supplier Portal | Procurement    | Tools | DN Extensions                     | Others |
|                 | APPS            |                |       |                                   |        |
|                 | Supplier Portal | DB File Upload |       | PO Mass<br>ponfirmation<br>Report | +      |

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

| Diebold Nixdorf | Q Search for people and actions  |
|-----------------|--|
|                 | Good evening, Smoke Tester!  |
|                 | Supplier Portal Procurement Tools DN Extensions Others                                   |
|                 | APPS   |
|                 | Supplier Portal DB File Upload PO Mass<br>Confirmation<br>Report Personalize Springboard |

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

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

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

| Â | PO_ACK_UPDATE                       |                              |            |                     |         | Home | Catalog | Favorites 🔻 | Dashboards 🗸 | Create 🗸 | Open 🗸 |
|---|-------------------------------------|------------------------------|------------|---------------------|---------|------|---------|-------------|--------------|----------|--------|
|   | PO Status<br>Mass Confirmation Data | OPEN AII PENDING CHANGE APPE | ROVAL      | Change Order Status | ▼ Apply |      |         |             | <b>9</b> ⊞   | X v      | ¢ 0    |
|   |                                     | PENDING ACKNOWLEDG Search    | MENT<br>F1 | 2                   |         |      |         |             |              |          |        |

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

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

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

| A                | в                       | D                       | E             | F             | 6 1              | 1 1                  | J                           | K L   |
|------------------|-------------------------|-------------------------|---------------|---------------|------------------|----------------------|-----------------------------|---|
| PO Number PO Lin | e Number PO Schedule Nu | mber Supplier Name      | Supplier Site | Item Number ( | Quantity Request | ed Date Promised Dat | e Supplier Contact Email ID | Supplier Order Number Action Type Change Or |
| 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-2    | 3 22-Jul-23          | demo.supplier@test.com      | Change                                      |
| 20200093         | 1                       | 1 Test Supplier Company | TEST-US       | 1750002874    | 2000 21-Jul-2    | 3 22-Jul-23          | demo.supplier@test.com      | Change                                      |
| 20200094         | 1                       | 1 Test Supplier Company | TEST-US       | 1750002874    | 2000 21-Jul-2    | 3 21-Jul-23          | demo.supplier@test.com      | Change                                      |
| 20200095         | 1                       | 1 Test Supplier Company | TEST-US       | 1750002874    | 2000 21-Jul-2    | 3 25-Jul-23          | demo.supplier@test.com      | Change                                      |
| 20200096         | 1                       | 1 Test Supplier Company | TEST-US       | 1750002874    | 2000 21-Jul-2    | 3 26-Jul-23          | demo.supplier@test.com      | Change                                      |
| 20200097         | 1                       | 1 Test Supplier Company | TEST-US       | 1750002874    | 2000 21-Jul-2    | 3 27-Jul-23          | demo.supplier@test.com      | Change                                      |
| 20200101         | 1                       | 1 Test Supplier Company | TEST-US       | 1750002874    | 2000 21-Jul-2    | 3 22-Jul-23          | demo.supplier@test.com      | Change                                      |
| 20200102         | 1                       | 1 Test Supplier Company | TEST-US       | 1750002874    | 2000 21-Jul-2    | 3 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.

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| Diebold Nixdorf | Q Search for people and actions                                  |
|-----------------|--|
|                 | Good evening, Smoke Tester!                                      |
|                 | Supplier Portal Procurement Tools DN Extensions Others           |
|                 | APPS   |
|                 | Supplier Portal DB File Upload PO Mass<br>Confirmation<br>Report |

# Step 8: New Window will open. Click on "Download Template"

| Oracle Fusion Cloud Applications ×                           | S FileUploadToFtp.jspx     | ×          | × +                            |
|--|----------------------------|------------|--------------------------------|
| $\leftarrow$ $\rightarrow$ C $\blacksquare$ soad.diebold.com | /FileUploadApp/faces/FileU | ploadToFtp | oFtp.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.

| Oracle Fusion Cloud Applications × S FileUploadToFtp.jspx × PO_ACK_UPDATE - Oracle Anal                  | ilyti x   +             |
|--|-------------------------|
| $\leftarrow \rightarrow \ \mathbf{C}$ <b>a</b> soad.diebold.com/FileUploadApp/faces/FileUploadToFtp.jspx | 🖻 🛧 🛃                   |
| Upload Files To F  | TP Server               |
|  |                         |
| Choose Files No file chosen  | 1                       |
| "Note:   | Maximum file size 5 MB. |
| Save Reset Down  | nload Template          |

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

| А         | В       | С           | D             | E             | F           | G        | н                     | 1                    | J                         | К                     | L           | М           |
|-----------|---------|-------------|---------------|---------------|-------------|----------|-----------------------|----------------------|---------------------------|-----------------------|-------------|-------------|
|           | PO line | PO Schedule |               |               |             |          |                       |                      |                           |                       |             | Change Orde |
| PO Number | Number  | Number      | Supplier Name | Supplier Site | Item Number | Quantity | <b>Requested Date</b> | <b>Promised Date</b> | Supplier Contact Email ID | Supplier Order Number | Action type | Number      |
| 201617947 | 1       | 1           | Demo Supplier | TAIPEI01      | 01750299984 | 668      | 03-Mar-23             | 24-Mar-23            | suppliercontact@demo.com  | DEM001                | Change      |             |
| 201617947 | 1       | 2           | Demo Supplier | TAIPEI01      | 01750299984 | 132      | 17-Mar-23             | 24-Mar-23            | suppliercontact@demo.com  | DEM001                | Change      |             |
|           |         |             |               |               |             |          |                       |                      |                           |                       |             |             |
|           |         |             |               |               |             |          |                       |                      |                           |                       |             |             |

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

| А         | В              | С                   | D                       | E             | F           | G        | Н                     | 1                    | J                         | К                    | L                    |
|-----------|----------------|---------------------|-------------------------|---------------|-------------|----------|-----------------------|----------------------|---------------------------|----------------------|----------------------|
| PO Number | PO Line Number | r PO Schedule Numbe | er Supplier Name        | Supplier Site | Item Number | Quantity | <b>Requested Date</b> | <b>Promised Date</b> | Supplier Contact Email ID | Supplier Order Numbe | Action Type Change C |
| 20200030  | 1              |                     | 1 Test Supplier Company | TEST-US       | 1750002874  | 1500     | 31-May-23             | 31-May-23            | demo.supplier@test.com    |                      | Change               |
| 20200092  | 1              | :                   | 1 Test Supplier Company | TEST-US       | 1750002874  | 2000     | 21-Jul-23             | 22-Jul-23            | demo.supplier@test.com    |                      | Change               |
| 20200093  | 1              |                     | 1 Test Supplier Company | TEST-US       | 1750002874  | 2000     | 21-Jul-23             | 22-Jul-23            | demo.supplier@test.com    |                      | Change               |
| 20200094  | 1              | . :                 | Test Supplier Company   | TEST-US       | 1750002874  | 2000     | 21-Jul-23             | 21-Jul-23            | demo.supplier@test.com    |                      | Change               |
| 20200095  | 1              |                     | 1 Test Supplier Company | TEST-US       | 1750002874  | 2000     | 21-Jul-23             | 25-Jul-23            | demo.supplier@test.com    |                      | Change               |
| 20200096  | 1              |                     | 1 Test Supplier Company | TEST-US       | 1750002874  | 2000     | 21-Jul-23             | 26-Jul-23            | demo.supplier@test.com    |                      | Change               |
| 20200097  | 1              |                     | 1 Test Supplier Company | TEST-US       | 1750002874  | 2000     | 21-Jul-23             | 27-Jul-23            | demo.supplier@test.com    |                      | Change               |

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

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

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

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

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

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

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

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

The file will be saved in your system.

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

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

#### B. File upload and validation process

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

| Oracle Fusion Cloud Applications × S FileUploadToFtp.jspx  | × +   |
|--|---|
| $\leftarrow$ $\rightarrow$ $\mathbf{C}$ $\  \   $ <b>a</b> soad.diebold.com/FileUploadApp/faces/FileUploApp/faces/ | padToFtp.jspx   |
|  | Upload Files To FTP Server                                  |
|  | PO_ACK_UPDATE_1516.00 B Done X                              |
|  | Choose Files No file chosen                                 |
|  | *Note: Maximum file size 5 MB. Save Reset Download Template |

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

| ι | Jplo  | ad Files                        | To FTP Server                 |
|---|-------|---------------------------------|-------------------------------|
|   |       | <ol> <li>Information</li> </ol> | tion X                        |
|   | ·     | Uploaded Succ                   | essfully in FTP!              |
| ( | Choos |                                 | ок                            |
|   |       |                                 | Note: Maximum tile size 5 MB. |
|   | Save  | Reset                           | Download Template             |



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

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

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

| Possib | e Er | rors: |
|--------|------|-------|
|--------|------|-------|

| 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,<br>then validate the changes if duplicate then do not<br>process it. Else cancel the change order created and<br>upload the file back with new file name. |
| PO not found  | Check the PO number, correct the data, and load it back again  |
| Duplicate supplier order number issue   | Make sure the supplier order confirmation number should not same.  |
| No Mail received for upload status in 10-15mins.  | There might be issue with file read. Please send mail to cloudsupplierportalsupport@dieboldnixdorf.com   |



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

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

Here you will be able to see the promise\_date has been updated for the PO as per the template.

| Manage Orders              |           |          |                  |               |             |                     |                   |                  |                  |               | D <u>o</u> ne |
|----------------------------|-----------|----------|------------------|---------------|-------------|---------------------|-------------------|------------------|------------------|---------------|---------------|
| Headers Schedules          |           |          |                  |               |             |                     |                   |                  |                  |               |               |
| Search                     |           |          |                  |               |             |                     | Advanced          | Manage Watchl    | ist Saved Search | All Schedules | ~             |
| Sold-to Lega               | al Entity |          |                  | •             |             | Su                  | Ipplier Item      |                  |                  |               |               |
| Supp                       | lier Site |          | •                |               |             | Ship-t              | to Location       |                  | Q                |               |               |
|                            | Order 2   | 0200092  |                  |               |             |                     | Status            |                  | ~                |               |               |
| Line Des<br>Search Results | cription  |          |                  |               |             |                     |                   |                  |                  | Search Reset  | Save          |
| Actions  View  Format      | 1         | 严 辱 🛛    | Freeze 🔄 Deta    | ch 📣 Wrap     |             |                     |                   |                  |                  |               |               |
| Order                      | Line      | Schedule | Supplier         | Supplier Site | Item        | Ordered<br>Quantity | Requested<br>Date | Promised<br>Date |                  |               |               |
| 20200092                   | 1         | 1        | Test Supplier Co | TEST-US       | 01750002874 | 2,000               | 7/21/23           | 7/24/23          |                  |               | (i)           |

### C. Split Schedule using PO Mass Confirmation Process

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

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

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

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

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

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

Note: While adding data to Split Schedule:

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

**Step 4:** Save the file as CSV with file name PO\_ACK\_UPDATE\_DD-MON-YY\_USERNAME (Today's Date and Username). Please note that file names must be unique.

| ſ | ↑  Downloads                    |        |
|---|---------------------------------|--------|
|   | PO_ACK_UPDATE_220923_TEST1      |        |
|   | CSV (Comma delimited) (*.csv) ~ | 🕞 Save |
|   | Iviore options                  |        |
|   | New Folder                      |        |

**Step 5:** Upload the file from DB Upload:

| Uplo  | ad Files                      | To FTP      | Server              |  |  |  |  |  |  |  |
|-------|-------------------------------|-------------|---------------------|--|--|--|--|--|--|--|
|       | i Informa                     | tion        | ×                   |  |  |  |  |  |  |  |
|       | Uploaded Successfully in FTP! |             |                     |  |  |  |  |  |  |  |
| Choos |                               | ОК          |                     |  |  |  |  |  |  |  |
|       |                               | note: Maxin | num iile size 5 MB. |  |  |  |  |  |  |  |
| Save  | Reset                         | Download    | d Template          |  |  |  |  |  |  |  |
| ł7    |                               |             |                     |  |  |  |  |  |  |  |



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

| [DEV6] PO Mass Update and Acknowledgment: File Summary Report   |
|---|
| OIC Mail Service <no-reply@mail.integration.us-as<br><math>T_0</math> <math>Fri 22-09</math></no-reply@mail.integration.us-as<br> |
| PO Mass Update and Acknowledgment Report_2023-09-22T084757.915Z.csv<br>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,<br>PaaS Team,<br>Diebold Nixdorf Pvt Ltd  |
|   |

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

| s Sche   | dules Distribu | tions    |                            |             |          |           |        |               |            |   |                               |                       |                       |              |
|--|----------------|----------|----------------------------|-------------|----------|-----------|--------|---------------|------------|---|-------------------------------|-----------------------|-----------------------|--------------|
| Actions 🔻 View 💌 Format 💌 🍱 Freeze 📓 Detach 📣 Wrap |                |          |                            |             |          |           |        |               |            |   |                               |                       |                       |              |
| <u>/</u>   |                |          |                            |             |          |           |        |               |            |   |                               |                       |                       |              |
|  |                |          | 1                          |             |          |           |        |               | Additional |   | I Information                 |                       | <u> </u>              | 1            |
|  | Line           | Schedule | escription                 | Location    | Quantity | OM<br>ame | Status | Life<br>Cycle |            | DN Customer<br>Sales Order<br>Firm Flag | One-Time<br>Shipto<br>Address | Requested Shi<br>Date | Promised Ship<br>Date | Organization |
|  | 10             | 1        | ase Cabinet DN OFA CEN III | Diebold Nix | . 30     | ach       | Open   | ÷             | 5          |   |                               | 12/8/23               | 12/22/23              | 0001         |
|  | 10             | 2        | ase Cabinet DN OFA CEN III | Diebold Nix | . 12     | ach       | Open   | 0             | 5          |   |                               | 12/8/23               | 11/9/23               | 0001         |

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

### **10.** Supplier Initiated Change Order:

#### A. Change in Promised Date

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

| Diebold Nixdorf   |                     | (                               | ☆       | Þ | <b>(</b> 14 | SC   |
|---|---------------------|---------------------------------|---------|---|-------------|------|
| Supplier Portal   |                     |                                 |         |   |             |      |
| Search Orders  V Order Number                             | Q                   |                                 |         |   |             |      |
| Tasks   |                     |                                 |         |   | F           |      |
| Orders Manage Orders Click on Manage Orders               | Requiring Attention | Recent Activity<br>Last 30 Days |         |   |             |      |
| Manage Schedules     Acknowledge Schedules in Spreadsheet |                     | Orders opened                   |         | 1 |             | - 11 |
| Agreements  |                     |                                 |         |   |             | 11   |
| Manage Agreements   |                     |                                 |         |   |             |      |
| Shipments   |                     |                                 |         | H | 0           | - 11 |
| Manage Shipments  |                     | Transaction Reports             |         |   |             | - 11 |
| Create ASN  |                     | Last 30 Days                    |         |   |             | - 11 |
| Create ASBN   |                     | PO Purchase Amount              | 400 USE | ) |             |      |
| Upload ASN or ASBN  |                     |                                 |         |   |             | (i)  |

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

| Diebold Nixdo           | f   | Q        |     | · Þ           | <b>L</b> 14     | SC                 |
|-------------------------|---|----------|-----|---------------|-----------------|--------------------|
| Manage Orders           |   |          |     |               |                 | D <u>o</u> ne      |
| Headers Schedules       |   |          |     |               |                 |                    |
| Search                  | Advanced Manage Watchlist Saved Search                    | All Ord  | ers |               |                 | ~                  |
| Sold-to                 | Legal Entity Order  |          |     |               |                 |                    |
|                         | Bill-to BU V Status                                       |          | ~   | ]             |                 | $\left( i \right)$ |
|                         | Supplier Site Include Closed Documents No 🗸               |          | _   |               |                 |                    |
|                         |   |          | Se  | arch          | Reset           | ave                |
| Search Results          |   |          |     |               |                 |                    |
| Actions View View Forma | t 👻 🎵 🕎 🖬 Freeze 🔛 Detach 📣 Wrap                          |          |     |               |                 |                    |
| Order                   | Order Date Description Supplier Site Buyer Ordered Curren | cy Statu | IS  | Life<br>Cycle | Creatio<br>Date | n                  |
| 20200079                | 5/9/23 FRANKFURTAMM01 Junghare, Tushar 400.00 USD         | Open     |     | φ             | 5/9/23          |                    |
| 20200078                | 5/9/23 FRANKFURTAMM01 Junghare, Tushar 400.00 USD         | Open     |     | t"?           | 5/9/23          |                    |
| 20200077                | 5/9/23 FRANKFURTAMM01 Junghare, Tushar 400.00 USD         | Open     |     | 0             | 5/9/23          |                    |

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

| Diebold Nixd                             | lorf                                       |                                  |  |   |  | Q 🗋 🕁 🏳 💭 sa     |
|--|--|----------------------------------|--|---|--|------------------|
| Irchase Order: 2                         | 0200079                                    |                                  |  | Acknowledge View PDF                                  | Actions ▼ Refresh Done                           | Order Life Cycle |
| ain                                      |  |                                  |  | Click on Actions<br>and<br>Select "edit" from Dropdow | Edit<br>Cancel Document<br>View Document History | Ordered          |
|  | Diebold Nixdorf, Incorporated<br>US Ops BU |                                  | Test Supplier Compan                               | y Ordere<br>Description                               | View Change History<br>View Revision History     | 0 100 200 300    |
| Order                                    | 20200079                                   | Supplier Contact                 | Sample Contact                                     | Source Agreement                                      |  | Amount (USD)     |
| Status<br>Buyer<br>Creation Date         | Tushar Junghare                            | Bill-to Location                 | DBD INC.<br>Diebold Nixdorf<br>Manufacturing (US2) | Supplier Order  | r  | View Details     |
| Terms Notes and Attac                    | hments                                     |                                  |  |   |  |                  |
| Require<br>Acknowledgmen<br>Payment Term |  | Shipping Method<br>Freight Terms |  |   | Buyer Managed Transportation                     |                  |
|  |  | Incoterms                        |  |   | Confirming order                                 | Π                |

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



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

| Diebold Nixdorf                |  |                                  |   |                    |              |                            |                        |                       |  | Q ل لا   | ק 🟳 🥵                         |
|--------------------------------|--|----------------------------------|---|--------------------|--------------|----------------------------|------------------------|-----------------------|--|--|-------------------------------|
| dit Change Order: 1            |  |                                  |   |                    |              |                            |                        |                       |  | Actions 🔻 Save   | •   ▼ Submit [ <u>C</u>       |
|                                | Change Order 1 * Description Change in Promised ship date  | Enter the comment in Description | Status Incomplete<br>Amount Changed 0.00 USD  |                    |              |                            |                        |                       | Initiating Party Supplier<br>Initiator Sample Con  | nact   |                               |
| I General                      |  |                                  |   |                    |              |                            |                        |                       |  |  |                               |
| Sol                            | Id to Legal Entity Diabols Nixdorf, Incorporated<br>BiH-to BU US Cps BU<br>Greer 20200079<br>Batus Open<br>* Buyer Junghene. Tushar<br>Creation Date 50/23 | Dafas                            | Supplier Test Supplier (<br>* Supplier Site FRANKFURTA<br>Supplier Contact Sample Conta<br>Bill-to Location DBD INC.<br>It Ship-to Location | MM01               |              |                            |                        | 1                     | Ordered 400.00 USD<br>Description<br>Agreement<br>Jupplier Order   | <i>li</i>  |                               |
| Ferms Notes and Attachments    |  |                                  |   |                    |              |                            |                        |                       |  |  |                               |
|                                | Payment Terms Immediate  |                                  | Shipping Method<br>Freight Terms<br>Incoterms   |                    |              |                            |                        |                       | <ul> <li>Buyer management</li> <li>Buyer management</li> <li>Pay on receiption</li> <li>Confirming of</li> </ul> |  |                               |
| Additional Information         |  |                                  |   |                    |              |                            |                        |                       |  |  |                               |
| One-Time<br>One-Time Shipto Ad | e Shipto Address<br>ddress Extended  | c                                | Named Place<br>Category Manager   |                    |              |                            |                        | Cor                   | ntext Prompt 🗸   |  |                               |
| ines Schedules                 |  |                                  |   |                    |              |                            | Enter                  | the new F             | Promised ship  | o dates  |                               |
| Actions • View • Format •      | 🗙 蓮 < 🛱 🔠 Freeze 🔐 Detach 🚽 Wra  | 1p                               |   |                    |              |                            |                        | <b>•</b>              |  |  |                               |
| Line Description               |  |                                  |   | * Location         | Quantity UOM | Requested<br>Delivery Date | Requested Ship<br>Date | Promised Ship<br>Date | Shipping Method  | Additio<br>Change Reason DN Customer<br>Sales Order<br>Firm Flag | One-Time<br>Shipto<br>Address |
| 1 audio extension              | in cable 3m  |                                  |   | Diebold Nixdorf Ma | 80 Each      | 6/31/23                    | 5/22/23                | 6/18/23               |  |  |                               |
| 1 audio extension              | n cable 3m   |                                  |   | Diebold Nixdorf Ma | 20 Each      | 5/31/23                    | 5/18/23                | 6/20/23               |  |  |                               |
| 2 inhibigear nut N             | M5x5   |                                  |   | Diebold Nixdorf Ma | 200 Each     | 5/30/23                    | 5/28/23                | 5/21/23               |  |  | )                             |
| Columns Hidden 19              |  |                                  |   |                    |              |                            |                        |                       |  |  |                               |

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

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

| Diebold Nixdorf   |  |  | <u>م</u> (ב)  | 🟫 🏳 💭 sc             |
|---|--|--|---|----------------------|
| Edit Change Order: 1                                      |  |  | Actions 🔻   | Save 🔻 Submit Gancel |
| Change Order  | 1 Stat   | Is Incomplete Initiating Pa  | ty Supplier   | Click on Submit      |
| * Description   | Change in Promised ship date Amount Chang  | d 0.00 USD Initia  | or Sample Contact   |                      |
| Creation Date   | le le  |  |   |                      |
| Creation Date   | D19/23   |  |   |                      |
| Main  |  |  |   |                      |
| Bill-to BU<br>Order<br>Status<br>* Buyer<br>Creation Date | US Ops BU Supplier S<br>20200079 Supplier Cont<br>Open Bill-to Locati<br>Junghare, Tushar Default Shin to Locati | te         FRANKFURTAMM01         Description           ct         Sample Contact         Agreement           m         DBD INC.         Supplier Orde | t   |                      |
| Terms Notes and Attachments                               |  |  |   |                      |
| Payment Term  | s Immediate Shipping Meth<br>Freight Ten<br>Incoter  | 15   | Buyer managed t     Buyer managed t     Pay on receipt     Confirming order | ransportation        |

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

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

| Irchase Order: 20200   | 079<br>0pen               | Supplier Contact<br>Bill-to Location | Sample Contac          | d.                      |          | Ackno            | wledge    | View PD                           | F Actions <b>T</b>                      | Refresh D <u>o</u>            |
|--|---------------------------|--------------------------------------|------------------------|-------------------------|----------|------------------|-----------|-----------------------------------|---|-------------------------------|
| Buyer<br>Creation Date   | Tushar Junghare<br>5/9/23 | Ship-to Location                     | Diebold Nixdorf        | Manufacturing (US2      | :)       |                  |           |                                   |   |                               |
| Terms Notes and Attachments  |                           |                                      |                        |                         |          |                  |           |                                   |   |                               |
| Required<br>Acknowledgment   | Document and Schedule     | Shipping Method                      | I                      |                         |          |                  |           |                                   | 1.5                                     |                               |
| Payment Terms  | Freight Terms             | 5                                    |                        |                         |          |                  |           | <ul> <li>Buyer Managed</li> </ul> | Iransportation                          |                               |
|  | Incoterms                 |                                      |                        |                         |          | — Pay on receipt |           |                                   |   |                               |
|  |                           |                                      |                        |                         |          |                  |           |                                   | — Confirming orde                       | er                            |
| Additional Information<br>One-Time Shipto Address<br>One-Time Shipto Address<br>Extended |                           | Named Place<br>Category Manager      |                        |                         |          |                  | Context F | Prompt                            |   |                               |
| Lines Schedules  |                           |                                      |                        | New Promised ship dates |          |                  |           |                                   |   |                               |
| Actions View View Format   | 🕂 🐺 🏢 Freeze 💭 Det        | ach 斗 Wrap                           |                        | populated               | d        |                  |           |                                   |   |                               |
|  |                           |                                      |                        |                         |          |                  |           |                                   | Additiona                               | al Information                |
| Line Descrij   | ption                     |                                      | Requested Ship<br>Date | Promised Ship<br>Date   | Quantity | UOM<br>Name      | Status    | Life<br>Cycle                     | DN Customer<br>Sales Order<br>Firm Flag | One-Time<br>Shipto<br>Address |
| 1 audio ex   | tension cable 3m          | Diebold Nix                          | 5/22/23                | 5/18/23                 | 80       | Each             | Open      | ÷.                                |   |                               |
| 1 audio e  | tension cable 3m          | Diebold Nix                          | 5/18/23                | 5/20/23                 | 20       | Each             | Open      | ¢                                 |   |                               |
|  |                           |                                      |                        |                         |          |                  |           |                                   |   |                               |

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

Context:

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

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

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

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

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



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

| Diebold Nixdorf                                      | Q 🗅 🕁 🏳 🥵 sc  |
|--|---|
| Manage Orders  | Done  |
| Headers Schedules                                    |   |
| ✓ Search   | Advanced Manage Watchlist Saved Search All Orders 🗸       |
| Sold-to Legal Entity                                 | order 20200079  |
| Bill-to BU 🗸   | Status Vumber   |
| Supplier Site  | Include Closed Documents No 🗸                             |
|  | 2.Click on Search Reset Save                              |
| Search Results                                       |   |
| Actions 🔻 View 👻 Format 👻 🗯 📰 Freeze 🔛 Detach 🚽 Wrap |   |
| Order Order Date Description                         | Supplier Site Buyer Ordered Currency Status Life Creation |
| Columns Hidden 28                                    | • · · · · · · · · · · · · · · · · · · ·                   |
| Columns Hidden 28                                    |   |

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

| Diebold Nixdo  | orf                    |                   |                  |                             | Q 🗅        | ☆ | Þ | <b>ر ا</b> ع     |
|--|------------------------|-------------------|------------------|-----------------------------|------------|---|---|------------------|
| Manage Orders  |                        |                   |                  |                             |            |   |   | Done             |
| Headers Schedules  |                        |                   |                  |                             |            |   |   |                  |
| ► Search "i" indic<br>is pendir<br>Search Results<br>Actions ▼ Viev ▼ Form |                        | <b>ich</b> 📣 Wrap | Advanced Ma      | nage Watchlist Saved Search | All Orders |   |   | (i)              |
| Order  | Order Date Description | Supplier Site     | Buyer            | Ordered Currency            | Status     |   |   | Creation<br>Date |
| <b>6</b> . 20200079  | 5/9/23                 | FRANKFURTAMM01    | Junghare, Tushar | 400.00 USD                  | Open       | ; | 0 | 5/9/23           |
| Columns Hidden 28  | Click on PO to open    |                   |                  |                             |            |   |   |                  |

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

| Diebold Ni                | xdorf                            |                         |                            | Q  |
|---------------------------|----------------------------------|-------------------------|----------------------------|--|
| Purchase Order:           | 20200079                         |                         | Acknowledge                | View PDF Actions   Refresh Done                  |
| Main                      |                                  |                         |                            |  |
| General                   |                                  |                         |                            |  |
| Sold-to Legal<br>Entity   | Diebold Nixdorf,<br>Incorporated | Supplier                | Test Supplier Company      | Ordered 400.00 USD                               |
| Bill-to BU                | US Ops BU                        | Supplier Site           | FRANKFURTAMM01             | Description                                      |
| Order                     | 20200079                         | Supplier<br>Contact     | Sample Contact             | Source   |
| Status                    | Open1.Click on "i"               | symbol Bill-to Location | Information ×              | Supplier Order                                   |
| Buyer                     | Tushar Junghare                  | Ship-to                 | A change order is pending. | ► 2.Click on "A change order is                  |
| Creation Date             | 5/9/23                           | Location                | OK                         | pending  |
| Terms Notes and At        | tachments                        |                         |                            |  |
|                           |                                  |                         | 3.Click c                  | on OK  |
| Required<br>Acknowledgmen |                                  | Shipping<br>Method      |                            | <ul> <li>Buyer Managed Transportation</li> </ul> |
| Payment Terms             | s Immediate                      | Freight Terms           |                            | Buyer managed Hallsportation                     |



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

|   |      |                          | Freeze 📄 Detad     | :h 🚽 Wrap              |                       |             |          |               | Addit                                |
|---|------|--------------------------|--------------------|------------------------|-----------------------|-------------|----------|---------------|--------------------------------------|
|   | Line | Description              | Locatio <b>∆</b> ⊽ | Requested<br>Ship Date | Promised<br>Ship Date | Quantity UO | M Status | Change Reason | DN Custon<br>Sales Orde<br>Firm Flag |
| • | 1    | audio extension cable 3m | Diebold Nix        | 5/25/23                | 5/18/23               | 80 Eac      | ch Open  |               |                                      |
| • | 1    | audio extension cable 3m | Diebold Nix        | 5/22/23                | 5/20/23               | 20 Eac      | h Open   |               |                                      |
| • | 2    | inhibigear nut M5x5      | Diebold Nix        | 5/26/23                | 5/21/23               | 200 Eac     | h Open   |               |                                      |

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

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

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

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

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

| Diebold Nixdorf   |  |  | Q                             | 🗅 🛧 🏳 💭 😒                                     |
|---|--|--|-------------------------------|---|
| Acknowledge Change Order: 2                             |  |  |                               | Actions V Submit Cance                        |
| Change Order 2<br>Description Change in requeste        | Creation Date                                    | 5/9/23<br>Pending Supplier Acknowledgment  | Initiating Party<br>Initiator | Buyer<br>1.Click on Submit<br>Tushar Junghare |
| Main  |  |  |                               |   |
| ⊿ General   | Confirmation<br>The change order will be accepte | ↔ Karakara Ka |                               |   |
| Sold-to Legal Entity Diebold Nixdorf,<br>Order 20200079 | Incorporated                                     | OK Cancel  | Ordered 4                     | 100.00 USD                                    |
| Status Open   | Supplier Contact                                 | Sample Contact 2.Click on OK Sou   | rce Agreement                 |   |
| Buyer Junghare Tusha                                    | Bill-to Location                                 | DBD INC.   | Supplier Order                |   |
| Creation Date 5/9/23 Terms Notes and Attachments        | Ship-to Location                                 | Diebold Nixdorf Manufacturing (US2) Commun   | ication Method                | lone  |
| Bequired  |  |  |                               |   |

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

| Diebold Nixdorf      |                               |                  |                                     | Q 🛆 ☆ 戸 準                       | S            |
|----------------------|-------------------------------|------------------|-------------------------------------|---------------------------------|--------------|
| hange Order: 2       |                               |                  |                                     | Acknowledge View PDF Actions 🔻  | D <u>o</u> n |
| Change Order         | 2                             | Status           | Pending Supplier Acknowledgment     | Initiating Party Buyer Click of | on Dor       |
| Description          | Change in requested ship date |                  |                                     | Initiator Tushar Junghare       |              |
| Creation Date        | 5/9/23                        |                  |                                     |                                 |              |
| fain                 |                               |                  |                                     |                                 | (i)          |
| General              |                               |                  |                                     |                                 | (i)          |
| 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                      | Agreement                       |              |
|                      | 0                             | Bill-to Location | DBD INC.                            | Supplier Order                  |              |
| Status               | Open                          |                  |                                     |                                 |              |
|                      | Tushar Junghare               |                  | Diebold Nixdorf Manufacturing (US2) |                                 |              |



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

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

### C. Purchase Order Schedule Split

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

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

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

| Diebold Nixdo                       | rf                     |               |                |                       |            |           | Q 🗋        | ☆□            | <b>L</b> 14      |
|-------------------------------------|------------------------|---------------|----------------|-----------------------|------------|-----------|------------|---------------|------------------|
| Manage Orders                       |                        |               |                |                       |            |           |            |               | D                |
| Headers Schedules                   |                        |               |                |                       |            |           |            |               |                  |
| ⊿ Search                            |                        |               |                | Advanced Manage Watc  | hlist Save | ed Search | All Orders |               |                  |
| Sold-t                              | o Legal Entity         | •             |                | Or                    | der        |           |            |               |                  |
|                                     | Bill-to BU 🗸           |               |                | Sta                   | tus        |           |            | ~             |                  |
|                                     | Supplier Site          | •             |                | Include Closed Docume | nts No 🗸   | •         |            |               | :                |
|                                     |                        |               |                |                       |            |           |            | Search        | Reset Save.      |
| Search Results                      |                        |               |                |                       |            |           |            |               |                  |
| Actions <b>v</b> View <b>v</b> Form | at 🔻 📝 💯 🕎 🖓           | Detach 🚽 Wrap |                |                       |            |           |            |               |                  |
| Order                               | Order Date Description |               | Supplier Site  | Buyer                 | Ordered    | Currency  | Status     | Life<br>Cycle | Creation<br>Date |
| 20200079                            | 5/9/23                 |               | FRANKFURTAMM01 | Junghare, Tushar      | 400.00     | USD       | Open       | Φ             | 5/9/23           |
| 20200078                            | 5/9/23                 |               | FRANKFURTAMM01 | Junghare, Tushar      | 400.00     | USD       | Open       | ÷             | 5/9/23           |
| 20200077                            | 5/9/23                 |               | FRANKFURTAMM01 | Junghare, Tushar      | 400.00     | USD       | Open       | 0             | 5/9/23           |

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

| Diebold Nixo  | lorf   |   |  |  |  | Q (  | ) 🛠 🏳 🕼 sc                    |
|---|--|---|--|--|--|------|-------------------------------|
| Purchase Order: 2   | 20200079   |   |  | Acknowledge View PDF   | Actions 🔻 Refresh Done   | Orde | er Life Cycle                 |
| Main<br>d General   |  |   |  | Click on Actions and<br>and<br>Select "edit" from Dropdow <u>n</u> | Edit Cancel Document View Document History                       | Ord  | ered                          |
| Bill-to BU<br>Order                                       | Diebold Nixdorf, Incorporated<br>US Ops BU<br>20200079 | Supplier Site<br>Supplier Contact             |  | Description<br>Source Agreement                                    |  |      | 0 100 200 300<br>Amount (USD) |
| Status<br>Buyer<br>Creation Date<br>Terms Notes and Attac | Tushar Junghare<br>5/9/23                              | Bill-to Location                              | Diebold Nixdorf<br>Manufacturing (US2) | Supplier Order   |  |      | View Details                  |
| Require<br>Acknowledgmer<br>Payment Term                  | d Document and Schedule                                | Shipping Method<br>Freight Terms<br>Incoterms |  | Pr   | uyer Managed Transportation<br>ay on receipt<br>confirming order | ŀ    |                               |

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

| A Warning                             | ×   |
|---------------------------------------|---|
| This action will create a change orde | er on the document. Do you want to continue? (PO-2055113) |
|                                       | Click on Yes 🔫 Yes No                                     |
|                                       |   |
|                                       |   |
|                                       |   |

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



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

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

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

| Diebold Nixd          | lorf                          |                      |                           |                                   |              | Q    | ٢   |
|-----------------------|-------------------------------|----------------------|---------------------------|-----------------------------------|--------------|------|-----|
| Purchase Order: 2     | 0200079                       | Confirmation         | 1                         |                                   | × Pefresh    | Done | Ord |
| Main                  |                               | The change order 4 f | or document Purchase Orde | r number 20200079 was submitted f | or approval. |      |     |
| General               |                               |                      |                           | Click on Yes                      | ОК           | c    | Ord |
| Sold-to Legal Entity  | Diebold Nixdorf, Incorporated | Supplier             | Test Supplier Company     | Ordered                           | 400.00 USD   |      |     |
| Bill-to BU            | US Ops BU                     | Supplier Site        | FRANKFURTAMM01            | Description                       |              |      |     |
| Order                 | 20200079                      | Supplier Contact     | Sample Contact            | Source Agreement                  |              |      |     |
| Status                | Open 🚯                        | Bill-to Location     | DBD INC.                  | Supplier Order                    |              |      |     |
| Buyer                 | Tushar Junghare               | Ship-to Location     | Diebold Nixdorf           |                                   |              |      |     |
| Creation Date         | 5/9/23                        |                      | Manufacturing (US2)       |                                   |              |      |     |
| Terms Notes and Attac | hments                        |                      |                           |                                   |              |      |     |



## 11. Create ASN:

| Diebold Nixdorf                                |                     |                                     | へ 白 ☆            | μ | Ļ15 | SC                     |
|--|---------------------|-------------------------------------|------------------|---|-----|------------------------|
| Supplier Portal                                |                     |                                     |                  |   |     |                        |
| Search Orders                                  | Q                   |                                     |                  |   |     |                        |
| Tasks  |                     |                                     |                  |   | (   | F                      |
| Orders   |                     |                                     |                  |   |     | -                      |
| Manage Orders                                  | Requiring Attention | Recent Activity<br>Last 30 Days     |                  |   |     | $\widehat{\mathbf{G}}$ |
| Manage Schedules                               |                     | Orders changed or canceled          | 1                |   |     | (i)                    |
| Acknowledge Schedules in Spreadsheet           |                     | Orders opened                       | 3                |   |     |                        |
| Agreements                                     |                     |                                     |                  |   |     |                        |
| Manage Agreements                              |                     |                                     |                  |   |     |                        |
| Shipments                                      | 9                   |                                     | ur <sup>an</sup> |   |     |                        |
| Manage Shipments     Create ASN     Create ASN |                     | Transaction Reports<br>Last 30 Days |                  |   |     |                        |

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

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

| Cre  | ate ASN     |                     |               |                |                        |                            |          |                 |                        |          |                            | D <u>o</u> ne |
|------|-------------|---------------------|---------------|----------------|------------------------|----------------------------|----------|-----------------|------------------------|----------|----------------------------|---------------|
|      | Search      |                     |               |                |                        |                            |          |                 |                        | Advanced | Saved Search Purchase Orde | er 🗸          |
|      |             |                     |               |                |                        |                            |          |                 |                        |          | ** At least one is req     | quired        |
|      |             | ** Purchase Orde    | r             |                | •                      |                            |          | ** Supplier Tes | t Supplier Company     | •        |                            |               |
|      |             | Supplier Iten       | 1             |                | ]                      |                            |          | Due Date        |                        | ~        |                            |               |
|      |             |                     |               |                |                        |                            |          |                 |                        |          | Search Reset Sav           | ve            |
|      |             |                     |               |                |                        |                            |          |                 |                        |          |                            |               |
|      | rch Results |                     |               |                |                        |                            |          |                 |                        |          |                            | i             |
| Viev | Create A    | ASN                 |               |                |                        |                            |          |                 |                        |          |                            | i             |
| It   | əm          | Item<br>Description | Supplier Item | Purchase Order | Purchase Order<br>Line | Purchase Order<br>Schedule | Due Date | Orde<br>Qua     | ered<br>ntity UOM Name |          |                            |               |
| 01   | 75000003    | audio extension     |               | 20200077       | 1                      | 1                          | 5/22/23  |                 | 100 Each               |          |                            |               |
| 01   | 750000117   | inhibigear nut M    |               | 20200077       | 2                      | 1                          | 5/28/23  |                 | 200 Each               |          |                            |               |
| 01   | 75000003    | audio extension     |               | 20200078       | 1                      | 1                          | 5/22/23  |                 | 100 Each               |          |                            |               |
| 01   | 750000117   | inhibigear nut M    |               | 20200078       | 2                      | 1                          | 5/28/23  |                 | 200 Each               |          |                            |               |
| 01   | 75000003    | audio extension     |               | 20200079       | 1                      | 2                          | 5/22/23  |                 | 20 Each                |          |                            |               |
| 01   | 75000003    | audio extension     |               | 20200079       | 1                      | 1                          | 5/25/23  |                 | 80 Each                |          |                            |               |
| 01   | 750000117   | inhibigear nut M    |               | 20200079       | 2                      | 2                          | 5/29/23  |                 | 100 Each               |          |                            |               |
| 01   | 750000117   | 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.

| Diebolo  | d Nixdorf  |                   |  |  |  |  |  |                      | へ口☆P                  |
|--|--|-------------------|--|--|--|--|--|----------------------|-----------------------|
| Create ASN   |  |                   |  |  |  |  |  |                      |                       |
| Search   |  |                   |  |  |  |  |  |                      | Advanced Saved Search |
| earch Results  | 2.0  | Click on Create A |  | Purchase Order                             | Purchase Order                                 |  | he PO for which AS                     |                      | created               |
| Item   |  | Cumplion Itom     | Dunchese Orden                               | Fulchase Older                             |  |  |  |                      |                       |
| nem  | Description  | Supplier Item     | Purchase Order                               | Line                                       | Schedule                                       | Due Date                                 | Quantity                               | UOM Name             |                       |
| 01750000003  | Description<br>audio extension   | Supplier item     | 20200077                                     | Line<br>1                                  |  | 5/22/23                                  |  | UOM Name             |                       |
|  |  | Supplier term     |  | Line 1 2                                   |  | Due Date                                 | 100                                    |                      |                       |
| 01750000003  | audio extension  | Supplier term     | 20200077                                     | Line 1 2 1 1                               |  | 5/22/23                                  | 100<br>200                             | Each                 |                       |
| 01750000003  | audio extension<br>inhibigear nut M  | Supplier term     | 20200077<br>20200077                         | Line 1 2 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 |  | 5/22/23<br>5/28/23                       | 100<br>200<br>100                      | Each<br>Each         |                       |
| 01750000003<br>01750000117<br>01750000003                | audio extension<br>inhibigear nut M<br>audio extension                     | Suppler tell      | 20200077<br>20200077<br>20200078             | 1<br>2<br>1                                |  | 5/22/23<br>5/28/23<br>5/22/23            | 100<br>200<br>100<br>200               | Each<br>Each<br>Each |                       |
| 01750000003<br>01750000117<br>01750000003<br>01750000117 | audio extension<br>inhibigear nut M<br>audio extension<br>inhibigear nut M |                   | 20200077<br>20200077<br>20200078<br>20200078 | 1<br>2<br>1<br>2                           | Schedule 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | 5/22/23<br>5/28/23<br>5/22/23<br>5/28/23 | 100<br>200<br>100<br>200<br>200<br>200 | Each<br>Each<br>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** should not be duplicated across ASN. Each ASN should have a unique Tracking / Packing Slip Number.

|  |                        |                |                  |                     |                       |                     |                                 |                                  |         | Sub | nit <u>C</u> an |
|--|------------------------|----------------|------------------|---------------------|-----------------------|---------------------|---------------------------------|----------------------------------|---------|-----|-----------------|
| Header                                       |                        |                |                  |                     |                       |                     |                                 |                                  |         |     |                 |
|  | * Shipmen              | t TESTASN123   |                  | 🔶 1. Ente           | r the Shipment Number | r                   | * Tracking Numl                 | per / Packing Slip               | PACK123 |     |                 |
|  | * Shipped Date         | 6/5/24 2:47 AM | 0                | ->> 2. Ente         | r the Shipped Date    |                     |                                 | Packaging Code                   |         |     |                 |
|  | Expected Receipt Date  |                |                  | -                   | 4.                    | Enter the Pack      | Slip Or Tracking I<br>Speci     | Number<br>al Handling Code       |         |     |                 |
|  | Freight Terms          |                |                  | ~                   |                       |                     |                                 | Tare Weight                      |         |     |                 |
|  | Shipping Method        |                |                  | -                   |                       |                     | 2                               | Fare Weight UOM                  |         | •   |                 |
| Number of                                    | Supplier Packing Units | (              |                  | 1                   |                       |                     |                                 | Net Weight                       |         |     |                 |
|  | Bill of Lading         | 1              |                  |                     |                       |                     |                                 | Net Weight UOM                   |         | -   |                 |
|  |                        |                |                  |                     |                       |                     |                                 |                                  |         |     |                 |
|  | Waybil                 | WAYBILL123     |                  |                     | the Waybill Number    |                     |                                 | Comments                         |         |     |                 |
|  | Waybil                 | WAYBILL123     |                  | 3. Enter            | the Waybill Number    |                     |                                 | Comments                         |         | 1   |                 |
| Lines  | Waybil                 |                | r the Shipped Ou | 1                   | the Waybill Number    |                     |                                 | Comments                         |         | li  |                 |
| Lines<br>Actions View View Remove            |                        |                | r the Shipped Qu | 1                   | the Waybill Number    |                     |                                 | Comments                         |         | 7   |                 |
|  | Line                   |                | •                | 1                   | the Waybill Number    | Ordered<br>Quantity | Ordered<br>Quantity UOM         | Comments<br>Received<br>Quantity |         | 6   |                 |
| Actions View Remove                          | Line                   | 5. Ente        | * Quantity       | lantity             |                       | Quantity            | Ordered<br>Quantity UOM<br>Each | Received                         |         | 1   |                 |
| Actions View Remove                          | Line Supplier Item     | 5. Enter       | * Quantity       | aantity<br>UOM Name | Ship-to Location      | Quantity            | Quantity UOM                    | Received<br>Quantity             |         |     |                 |
| Actions View Remove                          | Line Supplier Item     | 5. Enter       | * Quantity       | aantity<br>UOM Name | Ship-to Location      | Quantity            | Quantity UOM                    | Received<br>Quantity             |         |     |                 |
| Actions View Remove<br>Item Item Description | Line Supplier Item     | 5. Enter       | * Quantity       | aantity<br>UOM Name | Ship-to Location      | Quantity            | Quantity UOM                    | Received<br>Quantity             |         |     |                 |

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

| Diebold Nixdorf                               |  | Q 🗋 🛧 🏳 💭 sc                    |
|---|--|---------------------------------|
| Create ASN Details                            | (  | Click on Submit - Submit Cancel |
| ∡ Header                                      |  |                                 |
| * Shipment TESTASN 123                        | Packing Slip / Tracking Numb   | er                              |
| * Shipped Date 5/9/23 1:04 PM                 | Contract Packaging Contract Pack | ie                              |
| Expected Receipt Date                         | Special Handling Co  |                                 |
| Freight Terms FREE CARRIER                    | Tare Weig  |                                 |
| Shipping Method                               | ASN TESTASN 123 was created. Number of lines: 1. Tare Weight UC  | M 🔽 🐨                           |
| Number of Supplier Packing Units              | OK Net Weig  | ht                              |
| Bill of Lading                                | Net Weight UC  | M 🛛                             |
| Waybill WAYBILL123                            | ASN is created, click on OK commen   | ts                              |
|   |  | 4                               |
| ▲ Lines                                       |  |                                 |
| Actions View View Remove Line                 |  |                                 |
| Item Description Supplier Item Purchase Order | * Quantity UOM Name Ship-to Location Ordered Quantity Quantity Quantity UC   | Received<br>DM Quantity         |
| ▶ 01750000003 audio extension 20200077        | 100 Each Diebold Nixdorf M 100 Each  | 0                               |



## 12. Mass Upload of ASN:

## Step 1: Login to the Application

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

| Diebold Nixdorf                      |                       |                                 | Q (1) K          | SC 🟳 🖓 |
|--------------------------------------|-----------------------|---------------------------------|------------------|--------|
| Supplier Portal                      |                       |                                 |                  |        |
| Search Orders V Order Number         | Q                     |                                 |                  |        |
| Tasks                                |                       |                                 |                  | 6      |
| Orders                               |                       |                                 |                  |        |
| Manage Orders     Requirin           | g Attention           | Recent Activity<br>Last 30 Days |                  |        |
| Manage Schedules                     |                       | Orders changed or canceled      | 1                |        |
| Acknowledge Schedules in Spreadsheet |                       | Orders opened                   | 3                |        |
| Agreements                           |                       |                                 |                  |        |
| Manage Agreements                    |                       |                                 |                  |        |
| Shipments                            | 9                     |                                 | ie <sup>di</sup> |        |
| Manage Shipments                     | Ŭ                     | Transaction Reports             |                  |        |
| Create ASN                           |                       | Last 30 Days                    |                  |        |
| Click on Upload ASN or               | ASBN                  | PO Purchase Amount              | 1.2K USD         |        |
| Upload ASN or ASBN                   | 9                     |                                 |                  |        |
| View Receipts                        | -                     |                                 |                  |        |
| View Returns                         | Orders to Acknowledge |                                 |                  |        |

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

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

| A Refreshed from PROD on 03/20/2023  |                       |                   | Downloads                         | E Q … 🔗        |       |
|--------------------------------------|-----------------------|-------------------|-----------------------------------|----------------|-------|
| Diebold Nixdorf                      |                       |                   | UploadAsnDI (9).xlsx<br>Open file | ]              | IS SC |
| Supplier Portal                      |                       |                   |                                   |                |       |
| Search Orders V Order Number         | Q,                    |                   | Click on Open F                   | ile            |       |
| Tasks                                |                       |                   |                                   |                | F     |
| Orders                               |                       |                   |                                   |                | •     |
| Manage Orders                        | Requiring Attention   | Recent Activity   | y                                 |                | (i)   |
| Manage Schedules                     |                       | Orders changed or | canceled 1                        |                | (i)   |
| Acknowledge Schedules in Spreadsheet |                       | Orders opened     | 3                                 | i              |       |
| Agreements                           |                       |                   |                                   |                |       |
| Manage Agreements                    |                       |                   |                                   |                |       |
| Shipments                            | 9                     |                   |                                   | u <sup>n</sup> |       |
| Manage Shipments                     |                       | Transaction R     | eports                            |                |       |
| Create ASN                           |                       | Last 30 Days      |                                   |                |       |
| Create ASBN                          |                       | PO Purchase Amou  | unt 1.2K USD                      |                |       |
| Upload ASN or ASBN     View Receipts | 9                     |                   |                                   |                |       |
| View Receipts     View Returns       |                       |                   |                                   |                |       |
|                                      | Orders to Acknowledge |                   |                                   | -              |       |

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

| File <u>Home</u> Insert Page Layout Formulas Data Review   | View Automate Help Power Pivot  |   |
|--|---|---|
| $\begin{array}{c c} & & & \\ & & &$ | E 元 Ø v \$ v % \$ 600 - 400 - 500 - 600 - 500 - 600 - 500 - 600 - 500 - 600 - 500 - 600 - 500 - 600 - 500 - 600 - 500 - 600 - 500 - 600 - 500 - 600 - 5 |   |
| 23 $\checkmark$ : $\times \checkmark f_x$  |   |   |
| IA B C   | D E F G   | Н |
|  | Connect  You are about to connect to the following application URL:  https://eeug-dev6.fa.us6.oraclecloud.com/fscmUl/adfdiRemote Servlet  Do you want to connect?  Click on Yes Yes No  |   |
|  |   |   |



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

|  | E ♥ V EV Cells Editing          |
|--|---------------------------------|
| $ \begin{array}{c} \checkmark : \left[ \times \checkmark f_{x} \right] \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ $ | Company Single Sign-On          |
|  | sample.contact@testsupplier.com |
|  | Click on Sign In                |

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

| Fi                                     | le Hor    | me Insert                           | Page La         | ayout Form      | ulas       | Data  | Review      | View    | Automate            | Help | Upload ASN or ASBN | Power Pivot   |                    | Comments         |
|--|-----------|-------------------------------------|-----------------|-----------------|------------|-------|-------------|---------|---------------------|------|--------------------|---------------|--------------------|------------------|
| -<br>L                                 | ogin Logo | out Clear<br>All Data C<br>Workbook |                 | <b>i</b> Search | n Sav      |       | mit Previou | More    | /iewer              |      |                    |               |                    |                  |
| Dog                                    |           |                                     | / fx            |                 |            |       |             |         | Next                |      |                    |               |                    |                  |
| P23                                    |           |                                     | $\int Jx$       |                 |            |       |             | 16      | Create              |      | Click on           |               |                    |                  |
|  |           | С                                   |                 |                 | D          |       |             | 16      | Add Lines from      | n PO | F                  | G             | H                  |                  |
| 2                                      |           | ACL                                 | Ξ.              | Upload A        | <b>ASN</b> | or As | SBN         |         | Add Line            |      |                    |               |                    |                  |
| 4                                      |           |                                     |                 |                 |            |       |             |         |                     |      | Status             |               |                    |                  |
| 4<br>6<br>7                            | Search    |                                     |                 |                 |            |       |             |         | Remove Line         |      |                    |               |                    |                  |
| 7                                      |           | Sł                                  | nipment         |                 |            |       |             | Purch   | hase Order[.        | ]    |                    |               |                    |                  |
| 8                                      | Fron      | n Expected                          | Receipt<br>Date |                 |            |       | -           | Го Ехре | ected Receij<br>Dat |      |                    |               |                    |                  |
| 8<br>9                                 |           | From Sh                             | nip Date        |                 |            |       |             |         | To Ship Dat         |      |                    |               |                    |                  |
| 11                                     |           |                                     |                 |                 |            |       |             |         |                     |      |                    |               |                    |                  |
|  | Convol    | 1 Results                           |                 |                 |            |       |             |         |                     |      |                    |               |                    |                  |
| 14                                     |           | o Organizati                        | ion             | Shipment*       |            |       | Proce       | ssing S | Status Code         | Gro  | ıp ID              | Shipped Date* | Expected Receipt D | ate* Bill of Lac |
| 15                                     |           |                                     |                 | _               |            |       |             |         |                     |      |                    |               |                    |                  |
| 13<br>14<br>15<br>16<br>17<br>18<br>19 |           |                                     |                 | Invoice*        | _          |       | Invoi       | ced Dat | te*                 | Ship | ping Cost          | Tax Amount    | Currency           | Invoiced         |
| 18                                     |           |                                     |                 |                 |            |       |             |         |                     |      |                    |               |                    |                  |
|  |           |                                     |                 |                 |            |       |             |         |                     |      |                    |               |                    |                  |
| 20                                     |           |                                     |                 |                 |            |       |             |         |                     |      |                    | 1             |                    |                  |
| 60                                     |           |                                     |                 |                 |            |       |             |         |                     |      |                    |               |                    |                  |

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



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



| + .                 | 🖉 🌽 👔  |              |               | <u></u>                             |                                  |              |   |                  |                       |
|---------------------|--|--------------|---------------|-------------------------------------|----------------------------------|--------------|---|------------------|-----------------------|
| gin Logout          | Clear Edit About                             |              |               | atus                                |                                  |              |   |                  |                       |
|                     | Il Data Options                              |              | ~ Vi          | ewer                                |                                  |              |   |                  |                       |
| W                   | /orkbook                                     |              | Worksheet     |                                     |                                  |              |   |                  |                       |
| ~                   |  | BILL123      |               |                                     |                                  |              |   |                  |                       |
|                     |  |              |               |                                     |                                  |              | К   |                  | М                     |
| pload ASN o         | or ASBN                                      |              |               |                                     |                                  |              |   |                  |                       |
|                     |  | 9            | tatus         |                                     |                                  |              |   |                  |                       |
|                     |  |              |               | Enter the E                         | xpected                          |              |   | Enter the        | a Wavhill             |
|                     | Purchase Or                                  | ler[]        |               |                                     | · ·                              |              |   |                  |                       |
|                     |  | Date         |               | Receipt Dat                         | te Ent                           | er the BOL   |   | Number           |                       |
|                     | To Expected Receipt                          |              |               |                                     |                                  |              |   |                  |                       |
|                     | To Expected Receip<br>To Ship                |              |               |                                     |                                  |              |   |                  |                       |
|                     | To Ship                                      |              | ıber          |                                     |                                  |              |   |                  | <u> </u>              |
| ipment*             | To ship<br>Enter the<br>Processing Status Co | shipment nun | Shipped Date* | Expected Receipt Date*              | Bill of Lading                   | Packing Slip | Supplier Name[]*                          | Supplier Site[]* | Waybill               |
| pment*<br>IDEMO1234 | To shi                                       | shipment nun |               | Expected Receipt Date*<br>5/19/2023 | <b>Bill of Lading</b><br>Boldemo | Packing Slip | Supplier Name[]*<br>Test Supplier Company | Supplier Site[]* | Waybill<br>WAYBILL123 |

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

| File Home                     | Insert                                      | Page Layout            | Formulas Data R   | eview View    | Automate | Help    | Upload ASN or ASBN | Power Pivot                   |                          | Comm                                     | nents 🖻 Share                             |
|-------------------------------|---|------------------------|---|---------------|----------|---------|--------------------|-------------------------------|--------------------------|--|---|
| <b>→</b> J ←J<br>Login Logout | <i></i>                                     | Edit About             | 2 <b>2</b> 2  | Previous Mor  |          |         |                    |                               |                          |  |   |
| F28 🗸                         | • : × •                                     | $\sqrt{f_x}$           | Click on Sa   |               |          |         |                    |                               |                          |  |   |
| ⊿B C                          |   | D                      | E   | F             |          | G       | Н                  |                               | J                        | к  |   |
| Search                        |   | Jpload ASN or          |   | Save          |          |         |                    |                               |                          |  |   |
| From Expect<br>From           | Shipment<br>ed Receipt<br>Date<br>Ship Date |                        | Purchase Order[<br>To Expected Receipt Date<br>To Ship Date |               | -        |         |                    |                               |                          |  |   |
| Search Results                |   |                        |   | Upload c      | nanges   |         |                    |                               |                          |  |   |
| Ship-to Organiz               |   | hipment*<br>SNDEMO1234 | Processing Status Code<br>PENDING                           | Gre           |          |         |                    |                               | Packing Slip             | Supplier Name[]*<br>Test Suppler Company | Supplier Site[]*                          |
| ><br>7<br>}                   | I   | nvoice*                | Invoiced Date*  | Shipping Cost | Tax An   | nount   | Currency           | Invoiced Amount*              | Receipt Source<br>VENDOR | Payment Terms                            | Supplier Name[]*<br>Test Supplier Company |
| 2 Changed                     | F   | lagged                 | Row Status  | Error         | Error    | Message | Group ID           | Transaction Date*<br>5/9/2023 | Purchase Order[]*        | Purchase Order Line[.,]*                 | Purchase Order<br>Schedule[]*             |
|                               |   |                        |   |               |          |         |                    |                               |                          |  |   |

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

| _                          |           |                                   | <i>,</i> ,              |              |         | •    |        |          |        |                |      |                    |                   |    | _                      | ~            |         |
|----------------------------|-----------|-----------------------------------|-------------------------|--------------|---------|------|--------|----------|--------|----------------|------|--------------------|-------------------|----|------------------------|--------------|---------|
| File                       | e Home    | e Insert                          | Page                    | Layout       | Formul  | as l | Data I | Review   | View   | Automate       | Help | Upload ASN or ASBN | Power Pivot       |    |                        | Comments     | d Share |
| Lo                         | j 🕂       | t Clear<br>All Data (<br>Workbook |                         | (î)<br>About | Search  | Save |        | Previous |        | Viewer         |      |                    |                   |    |                        |              |         |
|                            |           |                                   | / <b>f</b>              |              |         |      | **0    | Kaneet   |        | Next           |      |                    |                   |    |                        |              | _       |
| D4                         | `         |                                   | $\checkmark f_x$        |              |         |      |        | _        |        | Create         |      | _                  |                   |    |                        |              |         |
| ⊿ B                        |           | С                                 |                         |              | D       | )    |        |          | 15.    | Add Lines fror | n PO | F                  |                   | 3  | Н                      |              |         |
| <u>4</u><br>6<br>7         | Search    | ch                                |                         |              |         |      |        | -4       | Щ.     | Add Line       |      |                    | Add Lines from PO |    | 1                      |              |         |
|                            | From I    | Si<br>Expected                    | hipmen<br>Receip<br>Dat | t            |         |      |        | т        |        | Remove Line    |      |                    |                   |    |                        |              |         |
| 8<br>9                     |           | From S                            | hip Dat                 | e            |         |      |        |          |        | To Ship Da     | te   |                    |                   |    |                        |              |         |
| 11                         | Search I  | Results                           |                         |              |         |      |        |          |        |                |      |                    |                   |    |                        |              |         |
| 13<br>14<br>15<br>16<br>17 | Ship-to O | Organizat                         | ion                     | Shipm        |         |      |        |          |        | tatus Code     | Gro  | up ID              | Shipped Date      | e* | Expected Receipt Date* | Bill of Ladi | ing     |
| 15                         |           |                                   |                         | DEMOA        | ASIV123 |      |        | PENDIN   | G      |                |      |                    | 5/9/2023          |    | 5/15/2023              |              |         |
| 17                         |           |                                   |                         | Invoid       | œ*      |      |        | Invoice  | ed Dat | :e*            | Ship | oping Cost         | Tax Amount        |    | Currency               | Invoiced A   | Amount* |
| 18                         |           |                                   |                         |              |         |      |        |          |        |                |      |                    |                   |    |                        |              |         |
| 18<br>19<br><u>20</u>      |           |                                   |                         |              |         |      |        |          |        |                |      |                    |                   |    |                        |              |         |
|                            | Changed   | I                                 |                         | Flagg        | ad      |      |        | Row St   | tatue  |                | Erro |                    | Error Messag      | 19 | Group ID               | Transactio   | n Date* |
| 22<br>23                   | changeu   |                                   |                         | riayy        | cu      |      |        | NOW 3    | lacus  |                | 2110 |                    | LITOI MESSay      |    | Group 10               | 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.....



| nulas Data                    | Review             | View Automate   | Help <b>Upl</b>  | oad ASN or ASBN | Power Pivot   |                   |                | ☐ ⊂ Com                                   |
|-------------------------------|--------------------|-----------------|------------------|-----------------|---------------|-------------------|----------------|---|
|                               |                    | Upload ASN      |                  |                 |               |                   | ×              |   |
| n Save Sub                    | mit Previous       |                 |                  |                 |               | ** At least or    | ne is required |   |
|                               |                    | ** Purchase C   | )rder Does not o | contain 🗸 @     | @             |                   |                |   |
|                               | Worksheet          | **              | Item Equals      | ~               |               |                   | •              |   |
| E                             |                    | Supplier        | Item Starts with | · · ·           |               |                   | ]              | К   |
|                               |                    | Ship-to Loca    | ation Equals     | ~               |               |                   | •              |   |
| Purchase Or                   | rder[]             | Supplier        | Site Equals      | ~               |               |                   | •              |   |
| xpected Receip<br>To Shi      | ot Date<br>ip Date | Sold-to Legal E | ntity Equals     | ~               |               |                   |                |   |
|                               |                    | Due             | Date Equals      | ~               |               | ~                 |                |   |
| <b>essing Status C</b><br>ING | Code Group II      |                 |                  |                 | Search Reset  | Add Fields 🔻      | Reorder        | Supplier Name[]*<br>Test Supplier Company |
| iced Date*                    | Shipping           | •               |                  |                 |               |                   | •              | Payment Terms                             |
|                               |                    | Purchase Order  | Supplier         | Supplier Site   | ltem          | nem<br>Descriptio | on Due         |   |
| Status                        | Error              | 20200078        | Test Supplier Co | D FRANKFURTA    | . 01750000003 | audio exter       | ision 5/22/    | Purchase Order Line[]                     |
|                               |                    | 20200079        | Test Supplier Co | D FRANKFURTA    | . 01750000003 | audio exter       | nsion 5/25/    |   |
|                               |                    | 20200079        | Test Supplier Co | FRANKFURTA      | 01750000117   | inhibigear r      | nut M 5/29/    |   |
|                               |                    | 20200079        | Test Supplier Co | FRANKFURTA      | 01750000117   | inhibigear r      | nut M 5/26/    |   |

Step 15: Select the multiple line the click on "OK."
| Sold-to Legal E | Entity Equals    | ~               |             |                         |       |
|-----------------|------------------|-----------------|-------------|-------------------------|-------|
| Due             | Date Equals      | ~               |             | ~                       |       |
|                 |                  | Sea             | rch Reset A | dd Fields <b>v</b> Reor | der   |
|                 |                  |                 |             |                         | •     |
| ırchase Order   | Supplier         | Supplier Sit≙ ⊽ | Item        | Item<br>Description     | Due   |
| 20200078        | Test Supplier Co | FRANKFURTA      | 01750000003 | audio extension         | 5/22/ |
| 20200079        | Test Supplier Co | FRANKFURTA      | 01750000003 | audio extension         | 5/25/ |
| 20200079        | Test Supplier Co | FRANKFURTA      | 01750000117 | inhibigear nut M        | 5/29/ |
| 20200079        | Test Supplier Co | FRANKFURTA      | 01750000117 | inhibigear nut M        | 5/26/ |
| 20200085        | Test Supplier Co | FRANKFURTA      | 01750000003 | audio extension         | 5/22/ |
| 20200086        | Test Supplier Co | FRANKFURTA      | 01750000003 | audio extension         | 5/22/ |
| 20200087        | Test Supplier Co | FRANKFURTA      | 01750000003 | audio extension         | 5/22/ |
| 20200089        | Test Supplier Co | FRANKFURTA      | 01750000003 | audio extension         | 5/22/ |
| 20200088        | Test Supplier Co | FRANKFURTA      | 01750000003 | audio extension         | 5/22/ |
|                 |                  |                 |             |                         |       |

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

| ile Home Ins   | sert Page Layout        | Formulas Data R          | eview View           | Automate Help <b>l</b> | Jpload ASN or ASBN   | Power Pivot   |   | 🖓 🖓 Comm  | nents 🛛 🖻 Sha   |
|--|-------------------------|--------------------------|----------------------|------------------------|----------------------|---|---|---|---|
| <b>→] →] </b><br>Login Logout Clea<br>All D<br>Workt | ata Options             | Search Save Submit       | Previous More        | Status<br>Viewer       |                      |   |   |   |   |
| 8 🗸 i 🗎  | $\times \checkmark f_x$ | Click on S               |                      |                        |                      |   |   |   |   |
|  |                         | E                        | F                    |                        |                      |   |   |   |   |
| ORACLE   | Upload ASN or           | ASBN                     |                      |                        |                      |   |   |   |   |
|  |                         |                          |                      |                        |                      |   |   |   |   |
|  |                         |                          | Save                 |                        |                      |   |   |   |   |
| Search   | ant                     | Purchase Order[          | -                    |                        |                      |   |   |   |   |
| Shipme<br>From Expected Rece                         | sipt                    | -                        | - roccasing          |                        |                      |   |   |   |   |
| D  | ate                     | To Expected Receipt Date |                      |                        |                      |   |   |   |   |
| From Ship D  | ate                     | To Ship Dat              | e                    |                        |                      |   |   |   |   |
|  |                         |                          | Download f           | orm data               |                      |   |   |   |   |
|  |                         |                          |                      |                        |                      |   |   |   |   |
| Search Results                                       |                         |                          |                      |                        |                      |   | Packing Slip  | Supplier Name[]*  |   |
| Search Results<br>Ship-to Organization               | Shipment*               | Processing Status Code   | Gre                  |                        |                      |   | r ucking oup  |   | Supplier Site[]*  |
|  | ASNDEM01234             | PENDING                  |                      |                        |                      |   |   | Test Supplier Company                                     |   |
|  |                         |                          | Grc<br>Shipping Cost | Tax Amount             | Currency             | Invoiced Amount*  | Receipt Source  |   | Supplier Site[]* Supplier Name[   |
|  | ASNDEM01234             | PENDING                  |                      | Tax Amount             | Currency             | Invoiced Amount*  |   | Test Supplier Company                                     |   |
|  | ASNDEM01234             | PENDING                  |                      | Tax Amount             | Currency             | Invoiced Amount*  | Receipt Source  | Test Supplier Company                                     | Supplier Name[.   |
|  | ASNDEM01234             | PENDING                  |                      | Tax Amount             | Currency             | Invoiced Amount*  | Receipt Source  | Test Supplier Company                                     | Supplier Name[.<br>Test Supplier Com  |
|  | ASNDEM01234             | PENDING                  |                      | Tax Amount             | Currency<br>Group ID | Invoiced Amount*  | Receipt Source<br>VENDOR<br>Purchase Order[]*   | Test Supplier Company                                     | Supplier Name[.   |
| Ship-to Organization                                 | ASNDEMO1234 Invoice*    | PENDING                  | Shipping Cost        |                        |                      | Transaction Date*<br>5/9/2023   | Receipt Source<br>VENDOR<br>Purchase Order[]*<br>20200087   | Test Suppler Company Payment Terms                        | Supplier Name[.<br>Test Supplier Com  |
| Ship-to Organization                                 | ASNDEMO1234 Invoice*    | PENDING                  | Shipping Cost        |                        |                      | Transaction Date*<br>5/9/2023<br>5/9/2023   | Receipt Source<br>VENDOR<br>Purchase Order[]*<br>20200086   | Test Suppler Company Payment Terms Purchase Order Line[]* | Supplier Name[.<br>Test Supplier Com<br>Purchase Order<br>Schedule[]*<br>[1   |
| Ship-to Organization                                 | ASNDEMO1234 Invoice*    | PENDING                  | Shipping Cost        |                        |                      | Transaction Date*<br>5/9/2023<br>5/9/2023<br>5/9/2023   | Purchase Order[]*           20200087           20200085   | Test Suppler Company Payment Terms Purchase Order Line[]* | Supplier Name[.<br>Test Supplier Com<br>Purchase Order<br>Schedule[]*<br>1<br>1   |
| Ship-to Organization                                 | ASNDEMO1234 Invoice*    | PENDING                  | Shipping Cost        |                        |                      | Transaction Date*<br>5/9/2023<br>5/9/2023<br>5/9/2023<br>5/9/2023                                     | Receipt Source           VENDOR           Purchase Order[]*           20200087           20200085           20200085           20200085           20200085           20200079 | Test Suppler Company Payment Terms Purchase Order Line[]* | Supplier Name[.<br>Test Supplier Com<br>Purchase Order<br>Schedule[]*<br>1<br>1<br>1<br>1   |
| Ship-to Organization                                 | ASNDEMO1234 Invoice*    | PENDING                  | Shipping Cost        |                        |                      | Transaction Date*<br>5/9/2023<br>5/9/2023<br>5/9/2023<br>5/9/2023<br>5/9/2023                         | Purchase Order[]*           20200087           20200085           20200079  | Test Suppler Company Payment Terms Purchase Order Line[]* | Supplier Name[.<br>Test Supplier Com<br>Purchase Order<br>Schedule[]*<br>1<br>1<br>1<br>2   |
| Ship-to Organization                                 | ASNDEMO1234 Invoice*    | PENDING                  | Shipping Cost        |                        |                      | Transaction Date*<br>5/9/2023<br>5/9/2023<br>5/9/2023<br>5/9/2023<br>5/9/2023<br>5/9/2023<br>5/9/2023 | Purchase Order[]*           20200087           20200085           20200075           20200079           20200079  | Test Suppler Company Payment Terms Purchase Order Line[]* | Supplier Name[.<br>Test Suppler Com<br>Purchase Order<br>Schedule[]*<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1 |
| Ship-to Organization                                 | ASNDEMO1234 Invoice*    | PENDING                  | Shipping Cost        |                        |                      | Transaction Date*<br>5/9/2023<br>5/9/2023<br>5/9/2023<br>5/9/2023<br>5/9/2023                         | Purchase Order[]*           20200087           20200085           20200079  | Test Suppler Company Payment Terms Purchase Order Line[]* | Supplier Name[<br>Test Supplier Com<br>Purchase Order<br>Schedule[]*<br>1<br>1<br>1<br>2  |

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.

|  |  |          |  |                   | • •             |                                  |  |                            |  |  |                                |  |   |                       |   |
|--|--|----------|--|-------------------|-----------------|----------------------------------|--|----------------------------|--|--|--------------------------------|--|---|-----------------------|---|
| -  | • •  |          | s,   | <b>a</b>          |                 |                                  |  | Į 💐                        |  |  |                                |  |   |                       |   |
|  |  |          | <b>.</b>   | <b>•</b>          |                 |                                  | ~  |                            |  |  |                                |  |   |                       |   |
| Ŀ  | ogin Logou   |          |  | About S           | Search Sa       | ave Submit                       | Previous M                                 |                            |  |  |                                |  |   |                       |   |
|  |  | All Data | Options  |                   |                 |                                  |  | <ul> <li>Viewer</li> </ul> |  |  |                                |  |   |                       |   |
|  |  | Workboo  |  |                   |                 | 14/                              | sheet                                      |                            |  |  |                                |  |   |                       |   |
|  |  | WORKDOO  | ĸ  |                   |                 | VVOFK                            | sneet                                      |                            |  |  |                                |  |   |                       |   |
| 018  | 8.   | • : X    | $\sqrt{f_x}$   |                   |                 |                                  |  |                            |  |  |                                |  |   |                       |   |
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| 2  |  |          |  |                   |                 |                                  |  |                            |  |  |                                |  |   |                       |   |
| 4  |  |          |  |                   |                 |                                  |  |                            |  |  |                                |  |   |                       |   |
| 3  |  |          |  |                   |                 |                                  |  |                            |  |  |                                |  |   |                       |   |
|  |  |          |  |                   |                 |                                  |  |                            |  |  |                                |  |   |                       |   |
| 6  |  |          |  |                   |                 |                                  |  |                            |  |  |                                |  |   |                       |   |
| 6<br>7   |  |          |  |                   |                 |                                  |  |                            |  |  |                                |  |   |                       |   |
| 6<br>7   |  |          |  |                   |                 |                                  |  |                            |  |  |                                |  |   |                       |   |
| 6<br>7<br>8  |  |          |  |                   |                 |                                  |  |                            |  |  |                                |  |   |                       |   |
| 6<br>7<br>8<br>9   |  |          |  |                   |                 |                                  |  |                            |  |  |                                |  |   |                       |   |
|  |  |          |  |                   |                 |                                  |  |                            |  |  |                                |  |   |                       |   |
| 6<br>7<br>8<br>9<br>11   |  |          |  |                   |                 |                                  |  |                            |  |  |                                |  |   |                       |   |
| 1 <u>1</u><br>13   | Bill of Ladino   |          | Dacking S  | lin               | Supplier        | Name[ ]*                         | Sumplier Sit                               | o[ ]*                      | Wayhill  | Packaning Code   | Snecial                        | Handling Code  | Note  | Freight Terms         |   |
| 11<br>13<br>14 *   | Bill of Lading   |          | Packing S  | նթ                |                 | r Name[]*                        | Supplier Sit                               | e[]*                       | Waybill<br>WAYBILL 123   | Packaging Code   | Special                        | l Handling Code                                      | Note  | Freight Terms         |   |
| 11<br>13<br>14 <mark>*</mark><br>15<br>16  | BOLDEMO  |          |  | ·                 | Test Sup        | plier Company                    |  |                            | WAYBILL123   | Packaging Code   | Special                        | l Handling Code                                      |   |                       |   |
| 11<br>13<br>14 <mark>*</mark><br>15<br>16  |  |          | Packing S<br>Receipt S   | ·                 |                 | plier Company                    | Supplier Sit                               |                            |  | Packaging Code   | Special                        | l Handling Code                                      | Enter t   | he quantity           |   |
| 11<br>13<br>14 *<br>15<br>16<br>17<br>18   | BOLDEMO  |          |  | ·                 | Test Sup        | plier Company                    |  | me[]*                      | WAYBILL123   | Packaging Code   | Special                        | l Handling Code                                      | Enter t   | he quantity           |   |
| 11<br>13<br>14 *<br>15<br>16<br>17<br>18   | BOLDEMO  |          | Receipt S  | ·                 | Test Sup        | plier Company                    | Supplier Na                                | me[]*                      | WAYBILL123   | Packaging Code   | Special                        | l Handling Code                                      |   | he quantity           |   |
| 11<br>13<br>14<br>15<br>16<br>17<br>18<br>19   | BOLDEMO  |          | Receipt S  | ·                 | Test Sup        | plier Company                    | Supplier Na                                | me[]*                      | WAYBILL123   | Packaging Code   | Special                        | l Handling Code                                      | Enter t   | he quantity           |   |
| 11<br>13<br>14<br>15<br>16<br>17<br>18<br>19   | BOLDEMO  | iount*   | Receipt S  | ource             | Test Sup Paymen | pler Company<br>I <b>t Terms</b> | Supplier Na<br>Test Supplier<br>Purchase O | me[]*<br>Company<br>rder   | WAYBILL123 Supplier Site[]*  |  |                                |  | Enter t<br>to be s  | he quantity<br>hipped | _   |
| 11<br>13<br>14 *<br>15<br>16<br>17<br>18<br>19<br>20<br>22   | BOLDEMO<br>Invoiced Am<br>Transaction  | iount*   | Receipt S<br>VENDOR  | ·                 | Test Sup Paymen | plier Company                    | Supplier Na<br>Test Supplier<br>Purchase O | me[]*<br>Company<br>rder   | WAYBILL123 Supplier Site[]* Item   | Item Description   | Quanti                         | ity*   | Enter t<br>to be s  | he quantity           |   |
| 11<br>13<br>14 *<br>15<br>16<br>17<br>18<br>19<br>20<br>22<br>23   | BOLDEMO<br>Invoiced Am<br>Transaction<br>5/9/2023                            | iount*   | Receipt S<br>VENDOR<br>Purchase<br>20200087  | ource<br>Order[]* | Test Sup Paymen | pler Company<br>I <b>t Terms</b> | Supplier Na<br>Test Supplier<br>Purchase O | me[]*<br>Company<br>rder   | WAYBILL123 Supplier Site[]* Item 0175000003  | Item Description<br>audio extension cabi   | Quanti                         | ity*   | Enter t<br>to be s  | he quantity<br>hipped | 100.00  |
| 11<br>13<br>14 *<br>15<br>16<br>17<br>18<br>19<br>20<br>22<br>23<br>24   | BOLDEMO<br>Invoiced Am<br>Transaction<br>5/9/2023<br>5/9/2023                | iount*   | Receipt S           VENDOR           Purchase           20200087           20200086  | ource<br>Order[]* | Test Sup Paymen | pler Company<br>I <b>t Terms</b> | Supplier Na<br>Test Supplier<br>Purchase O | me[]*<br>Company<br>rder   | WAYBILL123 Supplier Site[]* Item 01750000003 01750000003   | Item Description<br>audio extension cabi<br>audio extension cabi   | Quanti<br>e 3m<br>e 3m         | ity*<br>100.00<br>100.00                             | Enter t<br>to be s  | he quantity<br>hipped | 100.00  |
| 11<br>13<br>14 *<br>15<br>16<br>17<br>18<br>19<br>20<br>22<br>23<br>24<br>25   | BOLDEMO<br>Invoiced Am<br>Transaction<br>5/9/2023<br>5/9/2023                | iount*   | Receipt S           VENDOR           Purchase           20200087           20200086           20200085   | ource<br>Order[]* | Test Sup Paymen | pler Company<br>I <b>t Terms</b> | Supplier Na<br>Test Supplier<br>Purchase O | me[]*<br>Company<br>rder   | WAYBILL123 Supplier Site[]* Item 0175000003 0175000003   | Item Description<br>audio extension cabi<br>audio extension cabi   | Quanti<br>e 3m<br>e 3m         | ity*<br>100.00<br>100.00<br>50.00                    | Enter t<br>to be s  | he quantity<br>hipped | 100.00<br>100.00<br>100.00                              |
| 11<br>13<br>14<br>15<br>16<br>17<br>18<br>19<br>20<br>22<br>23<br>24<br>25<br>26   | BOLDEMO Invoiced Am Transaction 5/9/2023 5/9/2023 5/9/2023 5/9/2023          | iount*   | Receipt S<br>VENDOR<br>Purchase<br>20200087<br>20200085<br>20200085<br>20200085<br>20200085  | ource<br>Order[]* | Test Sup Paymen | pler Company<br>I <b>t Terms</b> | Supplier Na<br>Test Supplier<br>Purchase O | me[]*<br>Company<br>rder   | WAYBILL123 Supplier Site[]* Item 0175000003 0175000003 0175000003  | Item Description<br>audio extension cabi<br>audio extension cabi<br>inhibigear nut MxS-6   | Quanti<br>e 3m<br>e 3m         | ity*<br>100.00<br>100.00<br>50.00<br>50.00           | Entert<br>to be s   | he quantity<br>hipped | 100.00<br>100.00<br>100.00<br>100.00                    |
| 112<br>13<br>14 *<br>15<br>16<br>17<br>17<br>18<br>19<br>20<br>20<br>20<br>22<br>23<br>24<br>25<br>26<br>27                      | BOLDEMO Invoiced Am Transaction 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 | iount*   | Receipt S           VENDOR           Purchase           20200087           20200086           20200085           20200085           20200080           20200080           20200080           20200080           20200080           20200080           20200080           20200080           20200080           20200080           20200080           20200079           20200079 | ource<br>Order[]* | Test Sup Paymen | pler Company<br>I <b>t Terms</b> | Supplier Na<br>Test Supplier<br>Purchase O | me[]*<br>Company<br>rder   | WAYBILL23           Supplier Site[]*           Item           01750000003           0175000003           0175000003           0175000003           0175000017           0175000017 | Item Description<br>audio extension cabi<br>audio extension cabi<br>inhibigear nut MSX5<br>inhibigear nut MSX5                         | e 3m<br>e 3m<br>e 3m           | ity*<br>100.00<br>100.00<br>50.00<br>50.00<br>100.00 | Enter t<br>to be s  | he quantity<br>hipped | 100.00<br>100.00<br>100.00<br>100.00<br>100.00          |
| 11       13       14       15       16       17       18       19       20       23       24       25       26       27       28 | BOLDEMO Transaction 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023    | iount*   | Receipt S           VENDOR           Purchase           20200087           20200085           20200079           20200079           20200079           20200079           20200079   | ource<br>Order[]* | Test Sup Paymen | pler Company<br>I <b>t Terms</b> | Supplier Na<br>Test Supplier<br>Purchase O | me[]*<br>Company<br>rder   | WAYBILL23 Supplier Site[]* Item 0175000003 0175000003 0175000003 0175000017 0175000017 0175000017  | Item Description<br>audio extension cabi<br>audio extension cabi<br>inhibigear nut MSX5<br>inhibigear nut MSX5<br>audio extension cabi | Quanti<br>2 3m<br>2 3m<br>2 3m | ity*<br>100.00<br>50.00<br>50.00<br>100.00<br>68.00  | Entert<br>to be s<br>iom Name[]*<br>ach<br>ach<br>ach<br>ach<br>ach<br>ach<br>ach | he quantity<br>hipped | 100.00<br>100.00<br>100.00<br>100.00<br>100.00<br>80.00 |
| 112<br>13<br>14 *<br>15<br>16<br>17<br>17<br>18<br>19<br>20<br>20<br>20<br>22<br>23<br>24<br>25<br>26<br>27                      | BOLDEMO Invoiced Am Transaction 5/9/2023 5/9/2023 5/9/2023 5/9/2023 5/9/2023 | iount*   | Receipt S           VENDOR           Purchase           20200087           20200086           20200085           20200085           20200080           20200080           20200080           20200080           20200080           20200080           20200080           20200080           20200080           20200080           20200080           20200079           20200079 | ource<br>Order[]* | Test Sup Paymen | pler Company<br>I <b>t Terms</b> | Supplier Na<br>Test Supplier<br>Purchase O | me[]*<br>Company<br>rder   | WAYBILL23           Supplier Site[]*           Item           01750000003           0175000003           0175000003           0175000003           0175000017           0175000017 | Item Description<br>audio extension cabi<br>audio extension cabi<br>inhibigear nut MSX5<br>inhibigear nut MSX5                         | Quanti<br>2 3m<br>2 3m<br>2 3m | ity*<br>100.00<br>100.00<br>50.00<br>50.00<br>100.00 | Entert<br>to be s<br>iom Name[]*<br>ach<br>ach<br>ach<br>ach<br>ach<br>ach<br>ach | he quantity<br>hipped | 100.00<br>100.00<br>100.00<br>100.00<br>100.00          |

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

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| Bill of Lading  | Packing Slip                                 | Supplier Name[]*   | Supplier Site[]*              | Waybill   | Packaging Code  | Special Handling Code                   | Note                                     | Freight Terms    |
|---|--|--|-------------------------------|---|---|---|--|------------------|
| BOLDEMO   |  | Test Supplier Company  |                               | WAYBILL123  |   |   |  |                  |
| Invoiced Amount*  | Receipt Source                               | Payment Terms  | Supplier Name[]*              | Supplier Site[]*                                      |   |   | _  |                  |
|   | VENDOR                                       |  | Test Supplier Company         |   |   |   |  |                  |
|   |  |  | Purchase Order                |   |   |   |  |                  |
| ransaction Date*  | Purchase Order[]*                            | Purchase Order Line[]*                                       | Purchase Order<br>Schedule[]* | Item  | Item Description  | Quantity*                               | UOM Name[]*                              | Ordered Quantity |
|   | Purchase Order[]*<br>20200087                | Purchase Order Line[]*                                       |                               | Item<br>0175000003                                    | Item Description<br>audio extension cable 3m  |   | UOM Name[]*<br>00 Each                   |                  |
| 5/9/2023  |  | Purchase Order Line[]*<br>1<br>1                             |                               |   |   | 100.0                                   |  | 1                |
| i/9/2023<br>i/9/2023<br>i/9/2023  | 20200087<br>20200086<br>20200085             | Purchase Order Line[]*<br>1<br>1                             |                               | 0175000003  | audio extension cable 3m  | 100.0                                   | 00 Each                                  | 1                |
| 5/9/2023<br>5/9/2023<br>5/9/2023  | 20200087<br>20200086                         | Purchase Order Line[]*<br>1<br>1<br>1<br>2                   |                               | 0175000003<br>0175000003                              | audio extension cable 3m<br>audio extension cable 3m  | 100.0<br>100.0<br>50.0                  | 00 Each<br>00 Each                       | 1                |
| 5/9/2023<br>5/9/2023<br>5/9/2023<br>5/9/2023  | 20200087<br>20200086<br>20200085             | Purchase Order Line[]* 1 1 1 2 2 2                           |                               | 0175000003<br>0175000003<br>0175000003                | audio extension cable 3m<br>audio extension cable 3m<br>audio extension cable 3m                        | 100.0<br>100.0<br>50.0<br>50.0          | 00 Each<br>00 Each<br>00 Each            | Ordered Quantity |
| Transaction Date*<br>5/9/2023<br>5/9/2023<br>5/9/2023<br>5/9/2023<br>5/9/2023<br>5/9/2023<br>5/9/2023 | 20200087<br>20200086<br>20200085<br>20200079 | Purchase Order Line[]* 1 1 1 2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 |                               | 0175000003<br>0175000003<br>0175000003<br>01750000117 | audio extension cable 3m<br>audio extension cable 3m<br>audio extension cable 3m<br>inhibigear nut M5x5 | 100.0<br>100.0<br>50.0<br>50.0<br>100.0 | 00 Each<br>00 Each<br>00 Each<br>00 Each |                  |

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

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

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| 13     | Search R    | esults                          |                            |         |          |        |                         |                 |                                |      |                    |             |   |

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

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| Shipme<br>From Expected Recei          | pt  | To Expected Receipt  |   |   |  |  |
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|  |   |  |   | -   |  |  |
| Soarch Bogulto                         |   |  |   |   |  |  |
|  | Shipment*   | Processing Status Code   | Group ID  | Shipped Date*   | Expected Receipt Date*   | Bill of Lading   |
| US2                                    | ASNDEMO1234   | SUCCESS  |   |   | 5/19/2023  | BOLDEMO  |
|  | Thursday  | Invoiced Date*   | Chinning Cost   | Tax Amount  | Currenter  | Invoiced Amo   |
|  | TUADICE   | Invoiced Date*   | Shipping Cost   | Tax Amount  | currency   | Invoiced Amo   |
|  | igin Logout Clear Edit<br>All Data Options<br>Workbook<br>: X / fx<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C | All Data Options<br>Workbook Wo<br>View fx<br>C D<br>ORACLE' Upload ASN or AS<br>Search<br>From Expected Receipt<br>Date<br>From Ship Date<br>Search Results<br>Ship-to Organization Shipment* | gin Logout Clear Edit About<br>All Data Options       Search Save Submit Previous More Status<br>Worksheet         Viewer       Worksheet         Search       Shipment         From Ship Date       To Ship Date         Search Results       Shipment*         Ship-to Organization       ShipMemO1234         US2       SubccESS | igin Logout Clear Edit About<br>All Data Options<br>Workbook<br>Worksheet<br>✓ : X ✓ fx<br>C D E F<br>ORACLE Upload ASN or ASBN<br>Search<br>From Expected Receipt<br>Date<br>From Ship Date<br>From Ship Date<br>Search Results<br>Ship-to Organization<br>US2 Ship-to Organization<br>US2 Ship Content About<br>Search Shipment<br>Shipment About<br>Search Shipment<br>Shipment About<br>Search Shipment<br>Shipment About<br>Search Results<br>Shipment About<br>Shipment Abo | igin Logout Clear Edit About<br>All Data Options<br>Workbook<br>Workbook<br>Workbook<br>Workbook<br>Worksheet<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>D<br>E<br>F<br>C<br>C<br>C<br>C<br>D<br>E<br>F<br>C<br>C<br>C<br>C<br>D<br>E<br>F<br>C<br>C<br>C<br>C<br>D<br>E<br>F<br>C<br>C<br>C<br>C<br>D<br>E<br>F<br>C<br>C<br>C<br>C<br>C<br>D<br>E<br>F<br>C<br>C<br>C<br>C<br>C<br>C<br>D<br>E<br>F<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>D<br>E<br>F<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C | igin Logout Clear Edit About<br>All Data Options<br>Workbook<br>Worksheet<br>C D E F G H<br>C D Purchase Order[]<br>To Expected Receipt<br>Date<br>From Expected Receipt<br>Date<br>From Ship Date<br>Search<br>Search<br>Shipment* Processing Status Code<br>US2 Shipped Date* Expected Receipt Date*<br>Shipped Date* Expected Receipt Date*<br>Shipped Date* Shipped Date* Shipped Date* Shipped Date*<br>Shipped Date* Shipped Date* Shipped Date* Shipped Date*<br>Ship-to Organization<br>US2 Shipped Date Shipped Date* Shipped Date Shipp |

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

| Diebold Nixdorf   |                     |  | < △ ☆ 戸       | <b>پڑ</b> ا SC |
|---|---------------------|--|---------------|----------------|
| Supplier Portal   |                     |  |               |                |
| Search Orders   | Q                   |  |               |                |
| Tasks   |                     |  |               | 6              |
| Orders  Manage Orders  Advance Schedules  Acknowledge Schedules in Spreadsheet  Agreements  Manage Agreements  Shipments  Click on Manage | Requiring Attention | Recent Activity<br>Last 30 Days<br>Orders changed or canceled<br>Orders opened | 1<br>3<br>*** |                |
| Manage Shipments<br>Create ASN<br>Create ASBN<br>Upload ASN or ASBN<br>View Receipts  | 5 <b>C</b> 9        | Transaction Reports<br>Last 30 Days<br>PO Purchase Amount                      | 1.2K USD      |                |

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

| Diebold Nixdorf             |                        |                          |                |            |                 |                    | Q (ב)             | ☆          | ⊐ ¢          | 23 SC         |
|-----------------------------|------------------------|--------------------------|----------------|------------|-----------------|--------------------|-------------------|------------|--------------|---------------|
| Manage Shipments            |                        |                          |                |            |                 |                    |                   |            |              | D <u>o</u> ne |
| ⊿ Search                    |                        |                          |                |            |                 |                    | A <u>d</u> vanced | Saved Sear | ch All Sh    | iipments 🗸    |
| ** Ship                     | ment ASNDEMO1234       |                          |                |            | ** Supplier Tes | t Supplier Company | •                 | ** ,       | At least one | e is required |
| ** Purchase 0               | Order                  | •                        |                |            |                 |                    |                   | Searc      | h Reset      | Save          |
| Search Results              |                        |                          |                |            |                 |                    |                   |            |              | $\mathbf{i}$  |
| Actions 🔻 View 👻 🖉 Can      | cel Shipment           |                          |                |            |                 |                    |                   |            |              |               |
| Shipment Supplier           | Source<br>Organization | Expected<br>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         |                    |                   |            |              |               |
|                             |                        |                          |                |            |                 |                    |                   |            |              |               |
|                             |                        |                          |                |            |                 |                    |                   |            |              |               |

| s View View Cancel Shipment  |
|--|
| oment Supplier Source Expected Shipped Date Waybill Bill of Lading Organization Receipt Date |
| DEMO1234 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  | : ASNDEMO   | 01234  |  |  |  |              |
|--|---|--|--|--|--|--------------|
| Header   |   |  |  |  |  |              |
|  |   |  | Shipment ASND                                      |  |  |              |
|  |   |  | Supplier Test S<br>hipped Date 5/9/23              |  |  |              |
|  |   |  | Receipt Date 5/19/2                                |  |  |              |
|  |   |  | to Location  | 55.17TM LQ   | •  |              |
|  |   |  | eight Terms  |  | ~  |              |
|  |   |  | bing Method  |  | •  |              |
|  |   |  | ill of Lading BOLD                                 | EMO  |  |              |
|  |   |  | Waybill WAYB                                       |  |  |              |
|  |   | Dac  |  |  |  |              |
|  |   | 100  | aging Code   |  |  |              |
| ▲ Lines  |   | 1 667  | aging Code   |  |  |              |
| Actions View View  | Cancel Shipm  |  | aging Code   |  |  |              |
|  | <u> </u>  | nent Line View Details   | Quantity   | UOM Name   | Line Status  | Packing Slip |
| Actions  View  Shipment Line   | Item  | Item<br>Description  | Quantity<br>Shipped                                | Received   |  | Packing Slip |
| Actions  View  | <u> </u>  | nent Line View Details   | Quantity   | Received UOM Name  | Line Status<br>Expected                                  | Packing Slip |
| Actions  View  Shipment Line   | Item  | Item<br>Description  | Quantity<br>Shipped                                | Received   |  | Packing Slip |
| Actions View View View 1   | Item<br>01750000003   | Item Description   | Quantity<br>Shipped<br>30                          | Received<br>0 Each   | Expected   | Packing Slip |
| Actions View View Actions View Actions | Item<br>01750000003<br>01750000003  | tem Description audio extension  | Quantity<br>Shipped<br>30<br>68                    | Received<br>0 Each<br>0 Each                               | Expected   | Packing Slip |
| Actions View View View View View View View View  | Item 0175000003 01750000117 01750000117   | Item<br>Description           audio extension           audio extension           inhibigear nut M   | Quantity<br>Shipped<br>30<br>68<br>100<br>50       | Received<br>0 Each<br>0 Each<br>0 Each<br>0 Each           | Expected<br>Expected<br>Expected<br>Expected             | Packing Slip |
| Actions View View View View View View View View  | Item           0175000003           0175000003           01750000117           01750000117           01750000117           0175000003 | Item Description           audio extension           audio extension           inhibigear nut M           inhibigear nut M           audio extension | Quantity<br>Shipped<br>30<br>68<br>100<br>50<br>50 | Received<br>0 Each<br>0 Each<br>0 Each<br>0 Each<br>0 Each | Expected<br>Expected<br>Expected<br>Expected<br>Expected | Packing Slip |
| Actions View View View View View View View View  | Item 0175000003 01750000117 01750000117   | Item<br>Description           audio extension           audio extension           inhibigear nut M   | Quantity<br>Shipped<br>30<br>68<br>100<br>50       | Received<br>0 Each<br>0 Each<br>0 Each<br>0 Each           | Expected<br>Expected<br>Expected<br>Expected             | Packing Silp |

## 13. Manage Shipments:

Process to view Shipment details.

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



Step2: Navigate to Shipments then click on Manage Shipments.





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

| Diebold                            | Nixdorf   |                                 |                             |                                |                       |                           |                    | QI              | $\square$ | ☆       | Þ         | <b>Ç</b> 23  | S            |
|------------------------------------|---|---------------------------------|-----------------------------|--------------------------------|-----------------------|---------------------------|--------------------|-----------------|-----------|---------|-----------|--------------|--------------|
| Manage Shipr                       | ments   |                                 |                             |                                |                       |                           |                    |                 |           |         |           |              | D <u>o</u> n |
| Search                             |   |                                 |                             |                                |                       |                           |                    | A <u>d</u> vanc | ced §     | Saved S | earch     | All Shipm    | nents 🗸      |
|                                    | ** Shipment                                     |                                 |                             |                                |                       | ** Supplier Test          | t Supplier Company | •               |           |         | ** At lea | ast one is i | require      |
|                                    | ** Purchase Order                               |                                 | •                           |                                |                       |                           |                    |                 |           | _       | _         |              |              |
|                                    |   |                                 |                             |                                |                       |                           |                    |                 |           | Se      | arch      | Reset        | Save         |
| Search Results                     | 1   |                                 |                             |                                |                       |                           |                    |                 |           | Sea     | arch      | Reset        |              |
| Search Results<br>Actions ▼ View ▼ |   | pment                           |                             |                                |                       |                           |                    |                 |           | Sea     | arch      | Reset        | i            |
|                                    |   | pment<br>Source<br>Organization | Expected<br>Receipt Date    | Shipped Date                   | Waybill               | Bill of Lading            | Shipping Method    |                 |           | Se      | arch      | Reset        | i            |
| Actions  View                      | Cancel Ship                                     | Source<br>Organization          |                             | Shipped Date<br>5/9/23 1:04 PM | Waybill<br>WAYBILL123 | Bill of Lading            | Shipping Method    |                 |           | Sea     | arch      | Reset        | i            |
| Actions ▼ View ▼<br>Shipment       | Cancel Ship<br>Supplier                         | Source<br>Organization          | Receipt Date                |                                |                       | Bill of Lading            | Shipping Method    |                 |           | Sea     | arch      | Reset        | i            |
| Shipment<br>TESTASN 123            | Cancel Ship<br>Supplier<br>Test Supplier Compan | Source<br>Organization          | Receipt Date 5/9/23 1:16 PM | 5/9/23 1:04 PM                 |                       | Bill of Lading<br>BOLDEMO | Shipping Method    |                 |           | Sea     | arch      | Reset        | Save         |



| Diebold         | Nixdorf            |                        |                          |                |            |                  |                    | Q (ב)    | ☆ F         | ] (23       | SC            |
|-----------------|--------------------|------------------------|--------------------------|----------------|------------|------------------|--------------------|----------|-------------|-------------|---------------|
| Manage Shipr    | ments              |                        |                          |                |            |                  |                    |          |             |             | D <u>o</u> ne |
| <b>⊿</b> Search |                    |                        |                          |                |            |                  |                    | Advanced | Saved Searc | h All Shipr | nents 🗸       |
| Search Results  |                    |                        | •                        |                |            | ** Supplier Test | t Supplier Company | T        | ** A        | Reset       | save          |
| Shipment        | Supplier           | Source<br>Organization | Expected<br>Receipt Date | Shipped Date   | Waybill    | Bill of Lading   | Shipping Method    |          |             |             |               |
| TESTASN 123     | Test Supplier Comp | any                    | 5/9/23 1:16 PM           | 5/9/23 1:04 PM | WAYBILL123 |                  |                    |          |             |             |               |
| ASN1            | Test Supplier Comp | any                    | 5/19/23 1:31 PM          | 5/9/23 1:31 PM |            |                  |                    |          |             |             |               |
| ASNDEMO1234     | Test Supplier Comp | any                    | 5/19/23 3:17 PM          | 5/9/23 3:17 PM | WAYBILL123 | BOLDEMO          |                    |          |             |             |               |
| DEMOASN123      | Test Supplier Comp | any                    | 5/15/23 1:48 PM          | 5/9/23 1:48 PM |            |                  |                    |          |             |             |               |



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

| Dicbold                         | Nixdorf   |  |  |                 |              |                        |   |                 |                        | Þţ             |                      |
|---------------------------------|---|--|--|-----------------|--------------|------------------------|---|-----------------|------------------------|----------------|----------------------|
| anage Shipr                     | ments   |  |  |                 |              |                        |   |                 |                        |                | D <u>o</u> r         |
| Search                          |   |  |  |                 |              |                        |   | Advanced        |                        | earch All S    |                      |
|                                 | ** Shipment   |  |  |                 |              | ** Supplier Test       | Supplier Company  | •               |                        | ** At least on | e is requir          |
|                                 | ** Purchase Order   |  | •  |                 |              |                        |   |                 | _                      | _              |                      |
|                                 |   |  |  |                 |              |                        |   |                 | Se                     | arch           | t Save               |
| earch Results                   |   |  |  |                 |              |                        |   |                 |                        |                | (i)                  |
| Actions 🔻 View 🔻                | Cancel Ship   | ment   |  |                 |              |                        |   |                 |                        |                |                      |
| Shipment                        | Supplier  | Source<br>Organization   | Expected<br>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<br>dit Shipment         | Nixdorf<br>I: TESTASN 123   | 3  |  |                 |              |                        | Social Cancel   | Q (<br>Shipment | ] ☆<br>Save <u>S</u> a | ve and Clos    | 23<br>ie <u>C</u> ai |
| lit Shipment                    |   |  |  |                 |              |                        |   |                 |                        |                |                      |
| lit Shipment                    |   | Shipment TESTA   |  |                 |              |                        | Special Handling Code   |                 |                        |                |                      |
| lit Shipment                    | t: TESTASN 123  | Shipment TESTA<br>Supplier Test S  | upplier Company  |                 |              | int Data               |   |                 |                        |                |                      |
| lit Shipment                    | :: TESTASN 123  | Shipment TESTA<br>Supplier Test S<br>hipped Date 5/9/23  | upplier Company<br>1:04 PM                               |                 | spected Rece | ipt Date               | Special Handling Code   |                 |                        | ive and Clos   |                      |
| lit Shipment                    | t: TESTASN 123<br>s<br>* Expected F   | Shipment TESTA<br>Supplier Test S<br>hipped Date 5/9/23<br>Receipt Date 5/11/23  | upplier Company<br>1:04 PM                               | Cł              | pected Rece  | ipt Date               | Special Handling Code   |                 |                        | ive and Clos   | e <u>C</u> ar        |
| lit Shipment                    | t: TESTASN 123<br>s<br>* Expected F<br>Ship   | Shipment TESTA<br>Supplier Test S<br>hipped Date 5/9/23<br>Receipt Date 5/11/23<br>-to Location  | upplier Company<br>1:04 PM<br>3 1:16 PM                  |                 | nanged       | ipt Date               | Special Handling Code<br>Tare Weight<br>Tare Weight UOM   |                 |                        | ave and Clos   | e <u>C</u> ar        |
| dit Shipment                    | t: TESTASN 123<br>s<br>* Expected R<br>Ship<br>Fi   | Shipment     TESTA       Supplier     Test S       hipped Date     5/9/23       Receipt Date     5/11/23       -to Location  | upplier Company<br>1:04 PM                               |                 |              |                        | Special Handling Code<br>Tare Weight<br>Tare Weight UOM<br><u>Net Weight</u><br>Net Weight UOM<br>Packing Slip                    |                 |                        | ave and Clos   | e <u>C</u> ar        |
| lit Shipment                    | t: TESTASN 123<br>s<br>* Expected F<br>Ship<br>Fi<br>Ship                                 | Shipment TESTA<br>Supplier Test S<br>hipped Date 5/9/23<br>Receipt Date 5/11/23<br>-to Location  | upplier Company<br>1.04 PM<br>3 1:16 PM                  |                 | nanged<br>v  |                        | Special Handling Code<br>Tare Weight<br>Tare Weight UOM<br>Net Weight<br>Net Weight UOM<br>Packing Slip<br>umber of Packing Units |                 |                        | ave and Clos   | e <u>C</u> ar        |
| lit Shipment                    | t: TESTASN 123<br>s<br>* Expected F<br>Ship<br>Fi<br>Ship                                 | Shipment     TESTA       Supplier     Test S       hipped Date     5/9/23       Receipt Date     5/11/23       -to Location  | upplier Company<br>1.04 PM<br>3 1:16 PM<br>CARRIER<br>2L |                 | nanged       |                        | Special Handling Code<br>Tare Weight<br>Tare Weight UOM<br><u>Net Weight</u><br>Net Weight UOM<br>Packing Slip                    |                 |                        | ave and Clos   | e <u>C</u> ar        |
|                                 | t: TESTASN 123<br>s<br>* Expected F<br>Ship<br>Fi<br>Ship<br>E                            | Shipment TESTA<br>Supplier Test S<br>hipped Date 5/9/23<br>Receipt Date 5/11/23<br>-to Location  | upplier Company<br>1.04 PM<br>3 1:16 PM<br>CARRIER<br>2L |                 | nanged<br>v  |                        | Special Handling Code<br>Tare Weight<br>Tare Weight UOM<br>Net Weight<br>Net Weight UOM<br>Packing Slip<br>umber of Packing Units |                 |                        | ave and Clos   | e <u>C</u> ar        |
| dit Shipment                    | t: TESTASN 123<br>s<br>* Expected F<br>Ship<br>Fi<br>Ship<br>E                            | Shipment TESTA<br>Supplier Test S<br>hipped Date 5/9/23<br>Receipt Date 5/11/23<br>-to Location  | upplier Company<br>1.04 PM<br>3 1:16 PM<br>CARRIER<br>2L |                 | nanged<br>v  |                        | Special Handling Code<br>Tare Weight<br>Tare Weight UOM<br>Net Weight<br>Net Weight UOM<br>Packing Slip<br>umber of Packing Units |                 |                        | ave and Clos   | e <u>C</u> ar        |
| lit Shipment<br>Header<br>Lines | t: TESTASN 123<br>s<br>* Expected F<br>Ship<br>Fi<br>Ship<br>Pace                         | Shipment TESTA<br>Supplier Test S<br>hipped Date 5/9/23<br>Receipt Date 5/11/23<br>-to Location  | upplier Company<br>1.04 PM<br>3 1:16 PM<br>CARRIER<br>2L |                 | nanged<br>v  |                        | Special Handling Code<br>Tare Weight<br>Tare Weight UOM<br>Net Weight<br>Net Weight UOM<br>Packing Slip<br>umber of Packing Units |                 |                        | ave and Clos   | e <u>C</u> an        |
| dit Shipment                    | t: TESTASN 123<br>s<br>* Expected F<br>Ship<br>Fi<br>Ship<br>Pact                         | Shipment     TESTA       Supplier     Test S       hipped Date     5/9/23       Receipt Date     5/1/23       -to Location   | upplier Company<br>1:04 PM                               |                 | nanged<br>v  |                        | Special Handling Code<br>Tare Weight<br>Tare Weight UOM<br>Net Weight<br>Net Weight UOM<br>Packing Slip<br>umber of Packing Units |                 |                        | ave and Clos   | e <u>C</u> an        |
| lit Shipment<br>Header<br>Lines | t: TESTASN 123<br>s<br>* Expected F<br>Ship<br>Fi<br>Ship<br>Pack<br>• Cancel Shipment Li | Shipment     TESTA       Supplier     Test S       hipped Date     5/9/23       Receipt Date     5/1/23       -to Location   | upplier Company 1:04 PM CARRIER OL LL123 Quantity        | Cr<br>Cr<br>Ent | nanged<br>v  | N                      | Special Handling Code<br>Tare Weight<br>Tare Weight UOM<br>Net Weight UOM<br>Packing Slip<br>umber of Packing Units<br>Comments   |                 |                        | ave and Clos   | e <u>C</u> an        |
| lit Shipment<br>Header<br>Lines | t: TESTASN 123  | Shipment TESTA<br>Supplier Test S<br>hipped Date 5/9/23<br>Receipt Date 5/11/23<br>-to Location<br>reight Terms FREE<br>ping Method<br>iill of Lading 456BC<br>Waybill WAYB<br>(aging Code | upplier Company<br>1:04 PM                               | Cr<br>Cr<br>Ent | erted BOL    | N<br>tatus Packing Sli | Special Handling Code<br>Tare Weight<br>Tare Weight UOM<br>Net Weight UOM<br>Packing Slip<br>umber of Packing Units<br>Comments   |                 |                        | ave and Clos   | e <u>C</u> an        |



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

| Diebold                    | Nixdorf               |                        |                          |  |                 | Q 🛆 🛠 🏳 🥵 sc                          |
|----------------------------|-----------------------|------------------------|--------------------------|--|-----------------|---------------------------------------|
| Manage Shipn               | nents                 |                        |                          |  |                 | Done                                  |
| ▶ Search<br>Search Results |                       |                        | -1. Click on C           | ancel Shipment   |                 | Advanced Saved Search All Shipments ~ |
| Actions  View              | Cancel Ship           | nent                   |                          |  |                 |                                       |
| Shipment                   | Supplier              | Source<br>Organization | Expected<br>Receipt Date | ▲ Warning ×  | Shipping Method |                                       |
| TESTASN 123                | Test Supplier Company |                        | 5/11/23 1:16 PN          | This action will cancel the shipment. Do you want to continue? |                 |                                       |
| ASN1                       | Test Supplier Company |                        | 5/19/23 1:31 PN          | 2.Click on Yes 🚽 💴 🔊   |                 |                                       |
| ASNDEMO1234                | Test Supplier Company |                        | 5/19/23 3:17 PM          | 5/9/23 3:17 PM WAYBILL123 BOLDEMO                              |                 |                                       |
| DEMOASN123                 | Test Supplier Company |                        | 5/15/23 1:48 PM          | 5/9/23 1:48 PM   |                 |                                       |
|                            |                       |                        |                          |  |                 |                                       |

Click on Yes then shipment will be cancelled.



## **14. View Receipts:**

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



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

| Diebold                   | Nixdorf                         |                                |                         |                         |                         |                              |                    |                           |               | ☆ 🏳 🗘 🕄 s                       |
|---------------------------|---------------------------------|--------------------------------|-------------------------|-------------------------|-------------------------|------------------------------|--------------------|---------------------------|---------------|---------------------------------|
| ew Receipts               | 5                               |                                |                         |                         |                         |                              |                    |                           |               | Don                             |
| Search                    |                                 |                                |                         |                         |                         |                              |                    |                           | Advanced Sav  | ed Search All Receipts          |
|                           | ** Receipt                      |                                |                         |                         |                         | **                           | Shipment           |                           | •             | ** At least one is require      |
|                           | Organization                    |                                |                         | •                       |                         |                              | ** Item            |                           | •             |                                 |
| ** [                      | Purchase Order                  |                                |                         | •                       |                         | ** R                         | eceipt Date 5/9/23 | Ť0                        | 5/10/23       | 1                               |
|                           | Supplier Item                   |                                |                         |                         |                         |                              |                    |                           |               |                                 |
| arch Results              |                                 |                                |                         |                         |                         |                              |                    |                           |               |                                 |
| /iew ▼ ቻ                  |                                 | Organization                   | Shipment                | Ship Date               | Purchase Or             | der Invoice                  | Packing Slip       | Bill of Lading            | Supplier Site |                                 |
|                           | Receipt Date<br>5/9/23 12:00 AM | Organization<br>US2 Production | Shipment<br>ASNDEM01234 | <b>Ship Date</b> 5/9/23 | Purchase Or<br>Multiple | der Invoice                  | Packing Slip       | Bill of Lading<br>BOLDEMO | Supplier Site | M01                             |
| View ▼ ∰<br>Receipt<br>15 | Receipt Date<br>5/9/23 12:00 AM | US2 Production                 | ASNDEMO1234             | 5/9/23                  | Multiple                |                              |                    | BOLDEMO                   | FRANKFURTAMI  |                                 |
| Receipt<br>15             | Receipt Date                    | US2 Production                 | ASNDEMO1234             | 5/9/23                  | Multiple                | der Invoice<br>urchase Octor |                    |                           |               | M01 Supplier Site FRANKFURTAMM0 |

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

| Diebold                        | Nixdorf             |                                  |                       |                |                      |                            |                                  |                  | Q            | $\Box$                   | ☆ ₽        | <b>(</b> 23 | S            |
|--------------------------------|---------------------|----------------------------------|-----------------------|----------------|----------------------|----------------------------|----------------------------------|------------------|--------------|--------------------------|------------|-------------|--------------|
| eceipt: 15                     |                     |                                  |                       |                |                      |                            |                                  |                  | To So        | ocial View               | ransaction | History     | D <u>o</u> n |
| ummary                         |                     |                                  |                       |                |                      |                            |                                  |                  |              |                          |            |             |              |
|                                |                     | Supplier                         | Test Supplier Company |                |                      |                            |                                  | Packing Sli      | p            |                          |            |             |              |
|                                |                     | Shipment                         | ASNDEMO1234           |                |                      |                            |                                  | Waybi            | III WAYBILL1 | 23                       |            |             |              |
|                                |                     | Shipped Date                     | 5/9/23 3:17 PM        |                |                      |                            |                                  | Bill of Ladin    | g BOLDEMO    | )                        |            |             |              |
|                                | Sh                  | hipping Method                   |                       |                |                      |                            |                                  | Not              | te           |                          |            |             |              |
|                                | Number of Supplier  | r Packing Units                  |                       |                |                      |                            |                                  | Attachment       | s None       |                          |            |             |              |
| Additional Inf                 | ormation            |                                  |                       |                |                      |                            |                                  |                  |              |                          |            |             |              |
| Actions View                   | 囲                   |                                  |                       |                |                      |                            |                                  |                  |              |                          |            |             |              |
| Actions  View                  | Itom                |                                  | Document              |                | Quant                | ity                        |                                  | HOM Name         | Currence     | Peoplet 1                |            |             |              |
|                                | Itom                | Document Type                    | Document<br>Number    | Ordered        | Quant<br>Returned    | ity<br><u>Net Received</u> | Rejected                         | UOM Name         | Currency     | Receipt [                | ate        |             |              |
| Actions ▼ View ▼               | Item                |                                  |                       | Ordered<br>100 |                      | -                          | Rejected                         | UOM Name<br>Each | Currency     | Receipt I<br>5/9/23 3:48 |            |             |              |
| Actions  View                  | ltem<br>Description | Purchase order                   | Number                |                | Returned             | Net Received               | Rejected<br>0                    |                  | Currency     |                          | PM         |             | (i           |
| Actions  View Item 01750000003 | Item<br>Description | Purchase order<br>Purchase order | Number<br>20200078    | 100            | <b>Returned</b><br>0 | Net Received               | Rejected           0           0 | Each             | Currency     | 5/9/23 3:48              | PM<br>PM   |             | i            |



## 15. 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 <u>cloudsupplierportalsupport@dieboldnixdorf.com</u> Note: Install Notepad++ software in your system to edit the file using "Edit with Notepad++".

5) Unable to view the details in dashboard?

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

6) Has the procedure for Supplier Invoicing changed?

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

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

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

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

