

Supplier Portal User Manual



STANDARD OPERATING PROCEDURE

Topic: Supplier Portal User Guide

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

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1. Purpose:

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

2. Scope:

Supplier Portal

3. Responsibility:

Suppliers

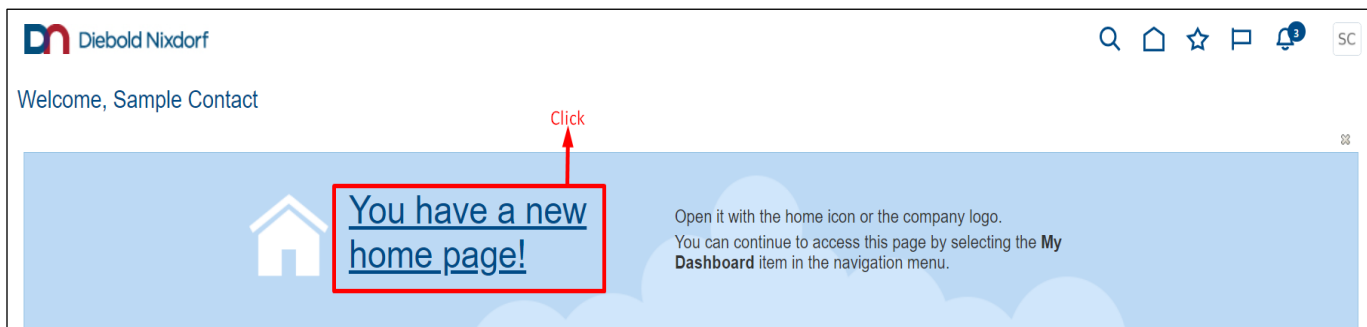
4. Procedure:

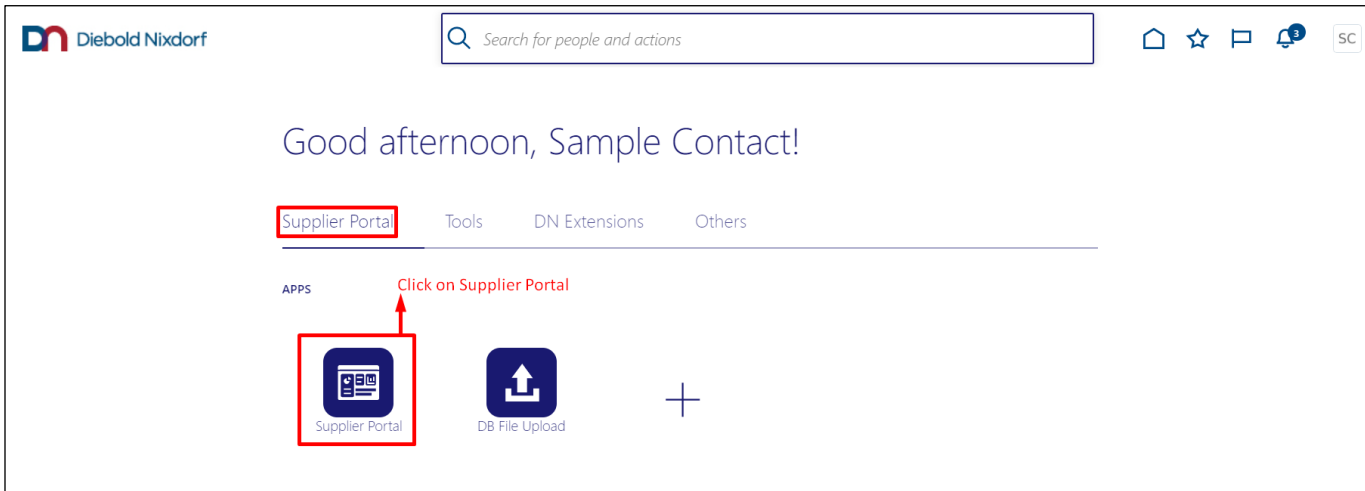
Please follow the steps outlined below to Acknowledge the Purchase Orders, Initiate Change Orders for the Purchase Orders, Create ASN and Manage ASNs using Supplier Portal.

5. Supplier Login:

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

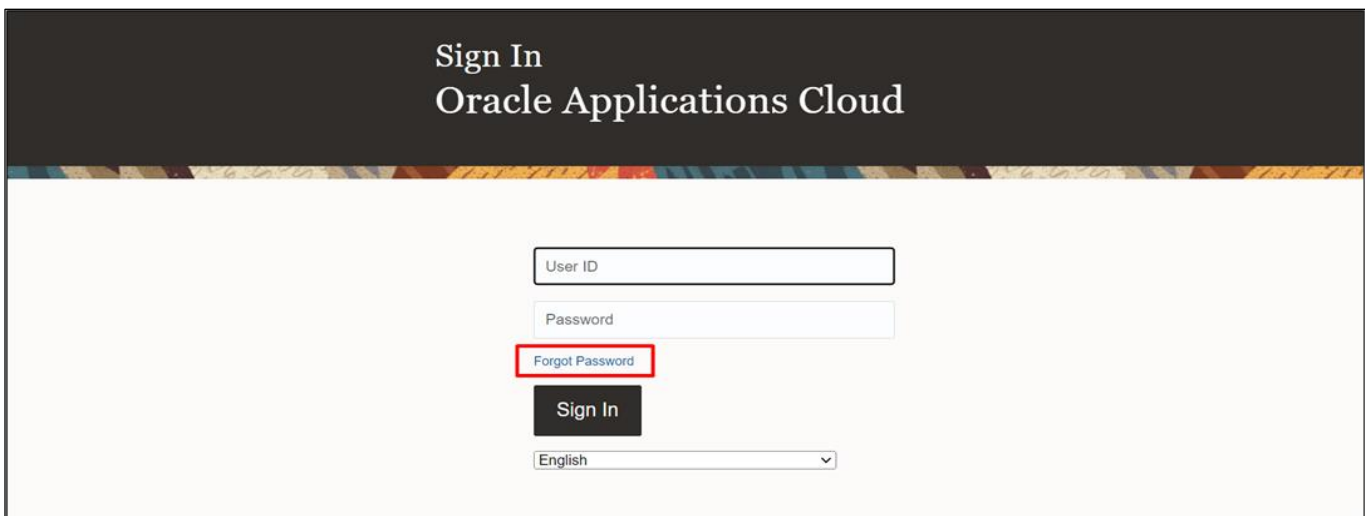
Step 2: Click on home page hyperlink and then Click on Supplier Portal icon.





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

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



Sign In ORACLE APPLICATIONS CLOUD

Forgot Password

☐ Forgot user name

☐ Forgot password

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

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

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

Country-wise phone number for IT Service Desk below.

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

Contacting IT Service Desk by Phone

+1-800-216-4783

COUNTRY NAME

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

Countries without an international toll-free number

Argentina	Submit a service request via SMAX
Chile	or chat with an agent using the
Paraguay	Support icon on your desktop.
Uruguay	



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

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

Select Option 1 to reach IT Service Desk.

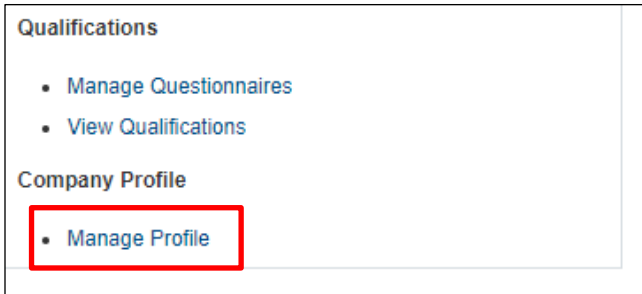
For all other countries

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

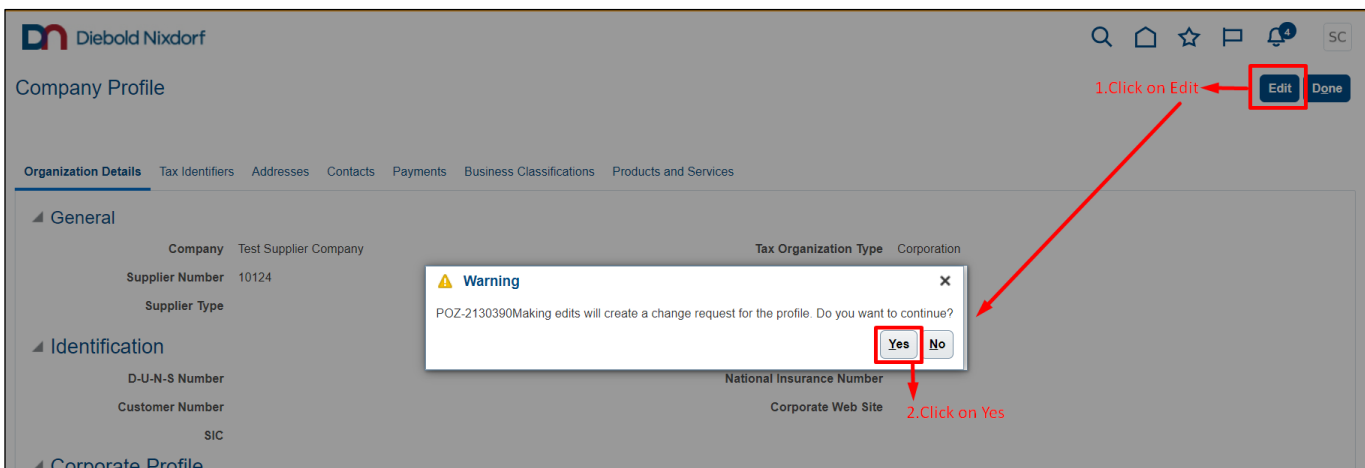
6. CLOUD – Supplier Administrator Instructions

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

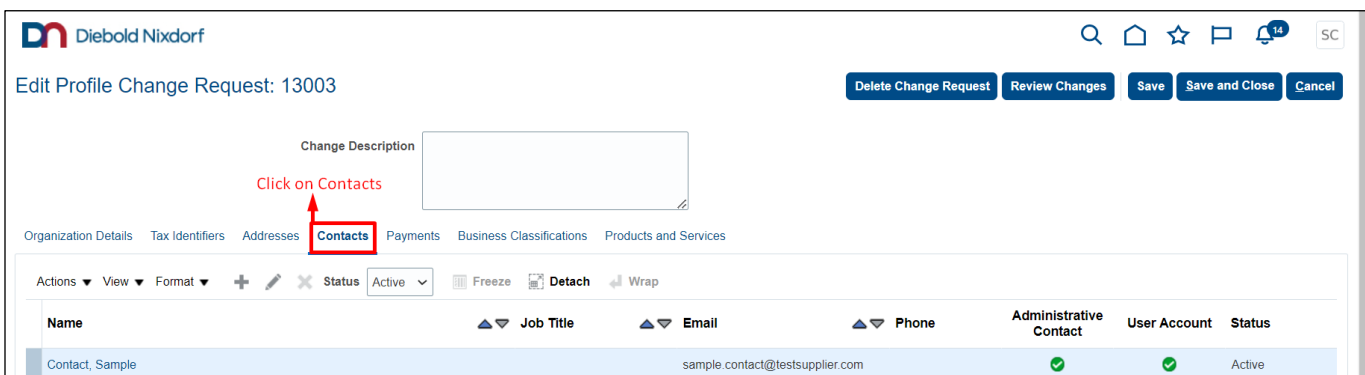
Step 1: Navigate to Manage Profile at the bottom of task menu.



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



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



Step 4: Click the plus sign.

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Edit Profile Change Request: 13003

Change Description

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

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

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

Columns Hidden 7

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

Refreshed from PROD on 03/29/2023

Diebold Nixdorf

Edit Profile Change Request: 15002

Organization Details Tax Identifiers Addresses **Contacts** Payments

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

Name: Contact, Demo

Columns Hidden 7

Create Contact

Salutation: [Dropdown]
* First Name: Test
Middle Name: [Dropdown]
* Last Name: Contact
Job Title: [Dropdown]
Phone: [Dropdown]
Mobile: [Dropdown]
Fax: [Dropdown]
Email: testcontact@demo.com
Status: Active

☒ Administrative contact *This is optional*

Contact Addresses

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

Columns Hidden 5

User Account

☒ Request user account *Enable this option to create user account*

Roles Data Access

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

Create Another OK Cancel

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

User Account

☒ Request user account

RolesData Access

ActionsViewFormat✕FreezeDetachWrap

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

Create AnotherOKCancel

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

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Edit Profile Change Request: 15002

Delete Change RequestReview ChangesSaveSave and CloseCancel

Change Description

Organization DetailsTax IdentifiersAddressesContactsPaymentsBusiness ClassificationsProducts and Services

ActionsViewFormat✕StatusActiveFreezeDetachWrap

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

Columns Hidden 7

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

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Review Changes

Change Description

SC

23

Cancel

Submit

Edit

Contacts

View Format Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details
Contact Test		testcontact@demo.com				Active	

Columns Hidden 7

Step 9: Confirmation message appears on the screen.

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Company Profile

Cancel Change Request Edit Done

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

Last Change Request 15002

Requested By Contact, Sample

Request Status Pending Approval

Request Date 5/9/23

Change Description

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

General

Company Test Supplier Company

Supplier Number 10124

Supplier Type

Identification

D-U-N-S Number

Customer Number

SIC

Corporate Profile

Year Established

Mission Statement

Year Incorporated

Tax Organization Type Corporation

Status Active

Attachments None

Reseller Insurance Number

Corporate Web Site

Chief Executive Title

Chief Executive Name

Principal Title

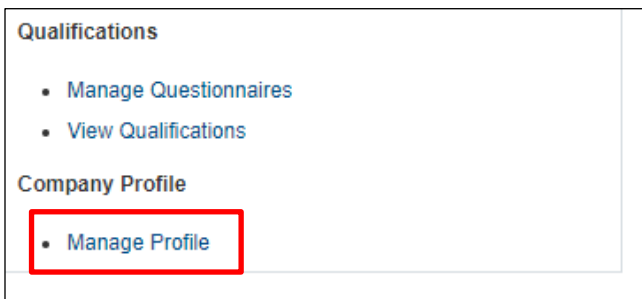
Principal Name

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

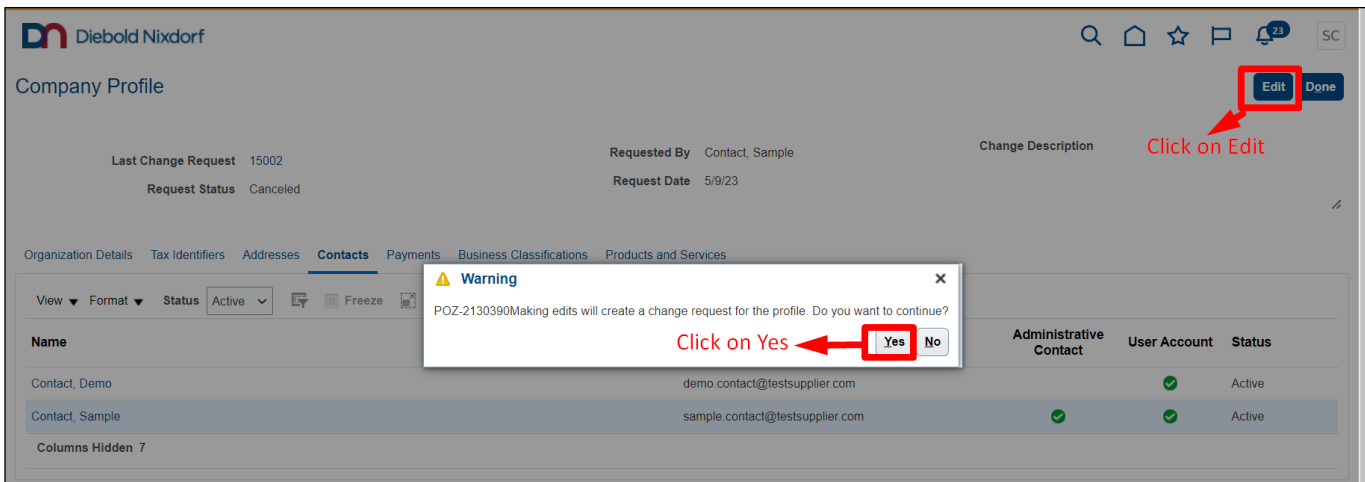
11

B. To inactivate the Portal Users:

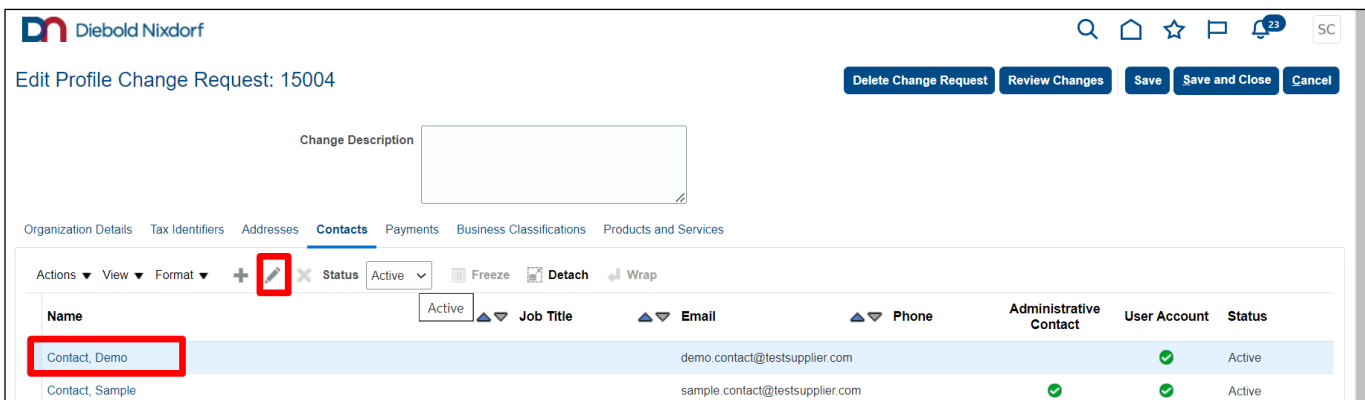
Step 1: Navigate to Manage Profile at the bottom of task menu.



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



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



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

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Edit Profile Change Request: 16001

Organization Details Tax Identifiers Addresses **Contacts** Payments

Actions View Format + Status Active

Name

Contact, Demo

Contact, Sample

Columns Hidden 7

Edit Contact: Demo Contact

Salutation First Name Demo Middle Name Last Name Contact Job Title

Phone Mobile Fax Email demo.contact@testsupplier.com

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

☐ Administrative contact

Contact Addresses

Actions View Format Freeze Detach Wrap

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

Columns Hidden 5

User Account

Account Status Inactive

User Name demo.contact@testsupplier.com

Roles Data Access

View Format Freeze Detach Wrap

Role	Description
No data to display.	

OK Cancel

Request Review Changes Save Save and Close

Administrative Contact	User Account	Status
✓	✓	Active
✓	✓	Active

Step 5: Review the changes.

Edit Profile Change Request: 16001

Change Description

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

Actions View Format + Status Active Freeze Detach Wrap

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

Columns Hidden 7

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

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

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Review Changes

SC

23

Search

Home

Star

Flag

Submit

Cancel

Edit

Change Description

Contacts

View

Format

Freeze

Detach

Wrap

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

Columns Hidden 7

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

Diebold Nixdorf

Company Profile

SC

23

Search

Home

Star

Flag

Cancel Change Request

Edit

Done

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

Last Change Request: 16001

Request Status: Pending Approval

Requested By: Contact, Sample

Request Date: 5/9/23

Change Description

Organization Details

Tax Identifiers

Addresses

Contacts

Payments

Business Classifications

Products and Services

General

Company: Test Supplier Company

Supplier Number: 13124

Supplier Type:

Identification

D-U-R-S Number:

Customer Number:

SIC:

Corporate Profile

Year Established:

Mission Statement:

Tax Organization Type: Corporation

Status: Active

Attachments: None

Confirmation

Your profile change request 16001 was submitted for approval.

OK

Principal Insurance Number:

Corporate Web Site:

Chief Executive Title:

Chief Executive Name:

Principal Title:

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.

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

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

The screenshot shows the 'Manage Orders' page in the Diebold Nixdorf system. It has tabs for 'Headers' and 'Schedules'. The 'Search' section includes filters for 'Sold-to Legal Entity', 'Bill-to BU', and 'Supplier Site'. There are also buttons for 'Advanced', 'Manage Watchlist', and 'Saved Search'. The 'Status' dropdown menu is set to 'Pending Supplier Acknowledgment', highlighted with a red box and an arrow pointing to the text 'Select "Pending Supplier Acknowledgement" from dropdown'. Below the filters, there's a 'Search' button, also highlighted with a red box and an arrow pointing to the text 'Click on Search'. The 'Search Results' section at the bottom shows a table with columns: Order, Order Date, Description, Supplier Site, Buyer, Ordered, Currency, Status, Life Cycle, and Creation Date.

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

Manage Orders

Search

Advanced Manage Watchlist Saved Search All Orders

Search Results

Click on PO to acknowledge

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

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

Diebold Nixdorf

Purchase Order: 20200077

Acknowledge View PDF Actions Refresh Done

Click on Acknowledge

General

Sold-to Legal Entity Diebold Nixdorf, Incorporated

Supplier Test Supplier Company

Ordered 400.00 USD

Bill-to BU US Ops BU

Supplier Site FRANKFURTAMM01

Description

Order 20200077

Supplier Contact Sample Contact

Source Agreement

Status Pending Supplier Acknowledgment

Bill-to Location DBD INC.

Supplier Order

Buyer Tushar Junghare

Ship-to Location Diebold Nixdorf Manufacturing (US2)

Creation Date 5/9/23

Terms Notes and Attachments

Required Acknowledgment Document and Schedule

Shipping Method

Buyer Managed Transportation

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

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

Acknowledge Document (Purchase Order): 20200077

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

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

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

Terms Notes and Attachments

Required Acknowledgment: Document and Schedule
Acknowledgment Due Date: 5/12/23
Acknowledgment Response: **Accept** (Select "Accept" from dropdown)
Acknowledgment Note:
Payment Terms: Immediate
Shipping Method:
Freight Terms: FOB
Buyer managed transportation
Pay on receipt
Confirming order

Additional Information

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

Schedules

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

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

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

Acknowledge Document (Purchase Order): 20200077

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

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

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

Terms Notes and Attachments

Required Acknowledgment: Document and Schedule
Acknowledgment Due Date: 5/12/23
Acknowledgment Response: **Accept** (Select "Accept" from dropdown)
Acknowledgment Note:
Payment Terms: Immediate
Shipping Method:
Freight Terms: FOB
Buyer managed transportation
Pay on receipt
Confirming order

Additional Information

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

Schedules

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

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

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

Diebold Nixdorf

Acknowledge Document (Purchase Order): 20200077

Buttons: Edit, View PDF, Submit, Cancel

1. Click on Submit

Confirmation

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

Buttons: OK, Cancel

2. Click on OK

General

Sold-to Legal Entity: Diebold Nixdorf, Incorporated

Order: 20200077

Status: Pending Supplier Acknowledgment

Buyer: Junghare Tushar

Creation Date: 5/9/23

Supplier: Test Supplier Company

Supplier Site: FRANKFURTAMM01

Supplier Contact: Sample Contact

Ordered: 400.00 USD

Description

Source Agreement

Supplier Order

Communication Method: None

Terms

Notes and Attachments

Required Acknowledgment: Document and Schedule

Acknowledgment Due Date: 5/12/23

Acknowledgment Response: Accept

Acknowledgment Note

Payment Terms: Immediate

Shipping Method

Freight Terms: FOB

Buyer managed transportation

Pay on receipt

Confirming order

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

Diebold Nixdorf

Manage Orders

Buttons: Done

Search

Advanced, Manage Watchlist, Saved Search, All Orders

Search Results

Actions: View, Format, Freeze, Detach, Wrap

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

Columns Hidden: 28

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

A. Mass confirmation Activity for Initial login

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

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

Sign In
Oracle Applications Cloud

Company Single Sign-On

or

sample.contact@testsupplier.com → Enter the Username

***** → Enter the Password

[Forgot Password](#)

Sign In → Click on Sign In

English

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

Good afternoon, Smoke Tester!

Supplier Portal

Procurement

Tools

DN Extensions

Others

APPS



Supplier Portal



DB File Upload



PO Mass
Confirmation
Report



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

Good evening, Smoke Tester!

Supplier Portal

Procurement

Tools

DN Extensions

Others

APPS



Supplier Portal



DB File Upload



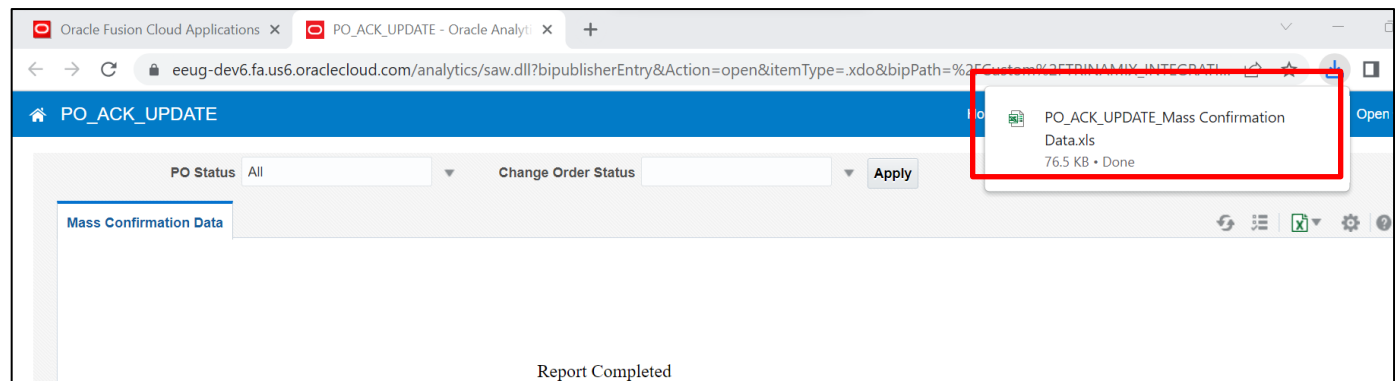
PO Mass
Confirmation
Report



Personalize Springboard

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

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



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

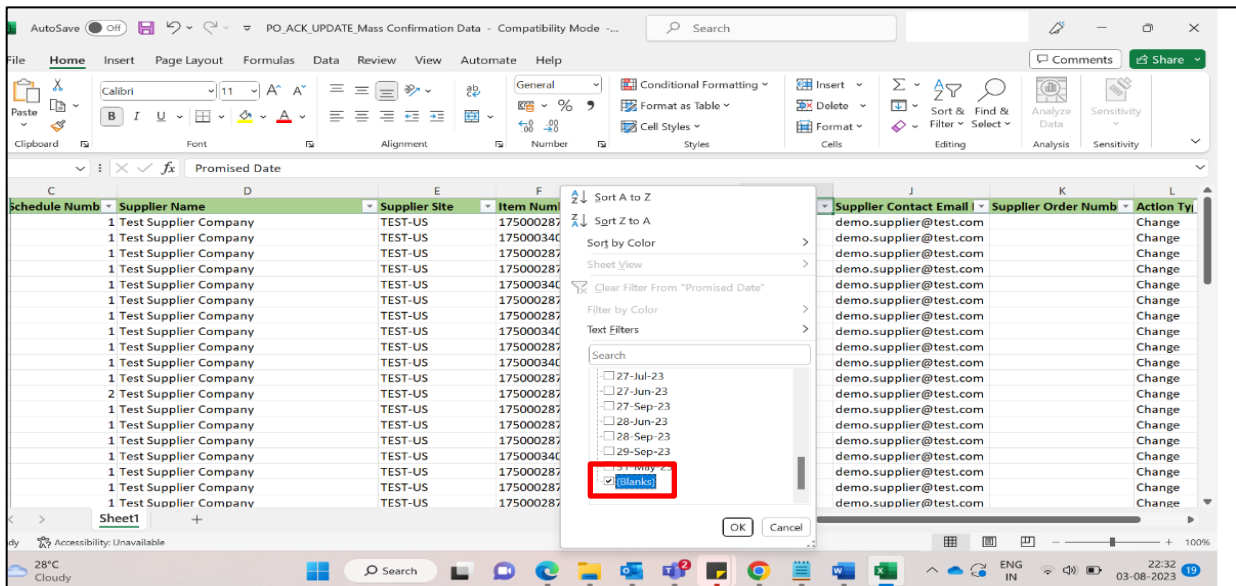
Please follow the below steps to do this one-time activity.

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

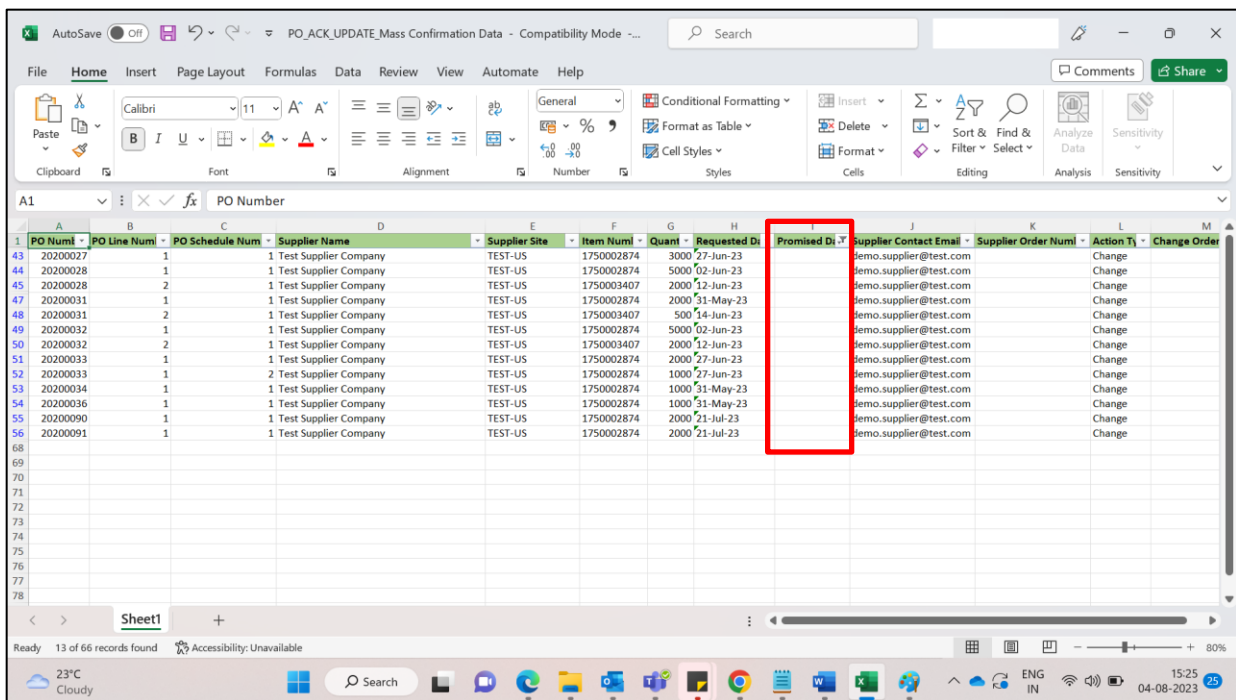
The screenshot shows a Microsoft Excel spreadsheet titled "PO_ACK_UPDATE_Mass Confirmation Data - Compatibility Mode". The spreadsheet contains a table with the following columns: PO Number, PO Line Number, PO Schedule Number, Supplier Name, Supplier Site, Item Number, Quantity, Requested Date, Promised Date, Supplier Contact Email ID, Supplier Order Number, Action Type, and Change Order. The data is organized into rows, with the first row (row 1) containing the column headers. The subsequent rows (rows 2-25) contain data for various POs, including PO Numbers, Line Numbers, Schedule Numbers, Supplier Names, Supplier Sites, Item Numbers, Quantities, Requested Dates, Promised Dates, Supplier Contact Email IDs, Supplier Order Numbers, Action Types, and Change Orders.

PO Number	PO Line Number	PO Schedule Number	Supplier Name	Supplier Site	Item Number	Quantity	Requested Date	Promised Date	Supplier Contact Email ID	Supplier Order Number	Action Type	Change Order
20200000	1	1	Test Supplier Company	TEST-US	1750002874	2000	31-May-23	31-May-23	demo.supplier@test.com		Change	
20200000	2	1	Test Supplier Company	TEST-US	1750003407	500	14-Jun-23	14-Jun-23	demo.supplier@test.com		Change	
20200001	1	1	Test Supplier Company	TEST-US	1750002874	1000	31-May-23	31-May-23	demo.supplier@test.com		Change	
20200002	1	1	Test Supplier Company	TEST-US	1750002874	5000	02-Jun-23	02-Jun-23	demo.supplier@test.com		Change	
20200002	2	1	Test Supplier Company	TEST-US	1750003407	2000	12-Jun-23	12-Jun-23	demo.supplier@test.com		Change	
20200003	1	1	Test Supplier Company	TEST-US	1750002874	1000	31-May-23	31-May-23	demo.supplier@test.com		Change	
20200004	1	1	Test Supplier Company	TEST-US	1750002874	5000	02-Jun-23	02-Jun-23	demo.supplier@test.com		Change	
20200004	2	1	Test Supplier Company	TEST-US	1750003407	2000	12-Jun-23	12-Jun-23	demo.supplier@test.com		Change	
20200005	1	1	Test Supplier Company	TEST-US	1750002874	2000	31-May-23	19-Jul-23	demo.supplier@test.com		Change	
20200005	2	1	Test Supplier Company	TEST-US	1750003407	500	14-Jun-23	29-Sep-23	demo.supplier@test.com		Change	
20200006	1	1	Test Supplier Company	TEST-US	1750002874	2000	27-Jun-23	10-Aug-23	demo.supplier@test.com		Change	
20200006	2	2	Test Supplier Company	TEST-US	1750002874	1000	27-Jun-23	10-Aug-23	demo.supplier@test.com		Change	
20200007	1	1	Test Supplier Company	TEST-US	1750002874	1000	31-May-23	27-Jul-23	demo.supplier@test.com		Change	
20200008	1	1	Test Supplier Company	TEST-US	1750002874	1000	31-May-23	28-Jun-23	demo.supplier@test.com		Change	
20200009	1	1	Test Supplier Company	TEST-US	1750002874	5000	02-Jun-23	27-Sep-23	demo.supplier@test.com		Change	
20200009	2	1	Test Supplier Company	TEST-US	1750003407	2000	12-Jun-23	28-Sep-23	demo.supplier@test.com		Change	
20200010	1	1	Test Supplier Company	TEST-US	1750002874	3000	27-Jun-23	26-Sep-23	demo.supplier@test.com		Change	
20200011	1	1	Test Supplier Company	TEST-US	1750002874	3000	27-Jun-23	27-Jun-23	demo.supplier@test.com		Change	
20200012	1	1	Test Supplier Company	TEST-US	1750002874	5000	02-Jun-23	02-Jun-23	demo.supplier@test.com		Change	
20200012	2	1	Test Supplier Company	TEST-US	1750003407	2000	12-Jun-23	12-Jun-23	demo.supplier@test.com		Change	
20200013	1	1	Test Supplier Company	TEST-US	1750002874	1000	31-May-23	16-Jun-23	demo.supplier@test.com		Change	
20200014	1	1	Test Supplier Company	TEST-US	1750002874	1000	31-May-23	27-Jul-23	demo.supplier@test.com		Change	
20200015	1	1	Test Supplier Company	TEST-US	1750002874	2000	31-May-23	19-Jul-23	demo.supplier@test.com		Change	
20200015	2	1	Test Supplier Company	TEST-US	1750003407	500	14-Jun-23	29-Sep-23	demo.supplier@test.com		Change	

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



3. You will be able to see the data for promise_date as blank.



4. Select and copy the required data from report for which need to update the promise_date.

AutoSave Off PO_ACK_UPDATE_Mass Confirmation Data - Compatibility Mode

File Home Insert Page Layout Formulas Data Review View Automate Help

Clipboard Font Alignment Number Styles Cells Editing Analysis Sensitivity

A43 20200027

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

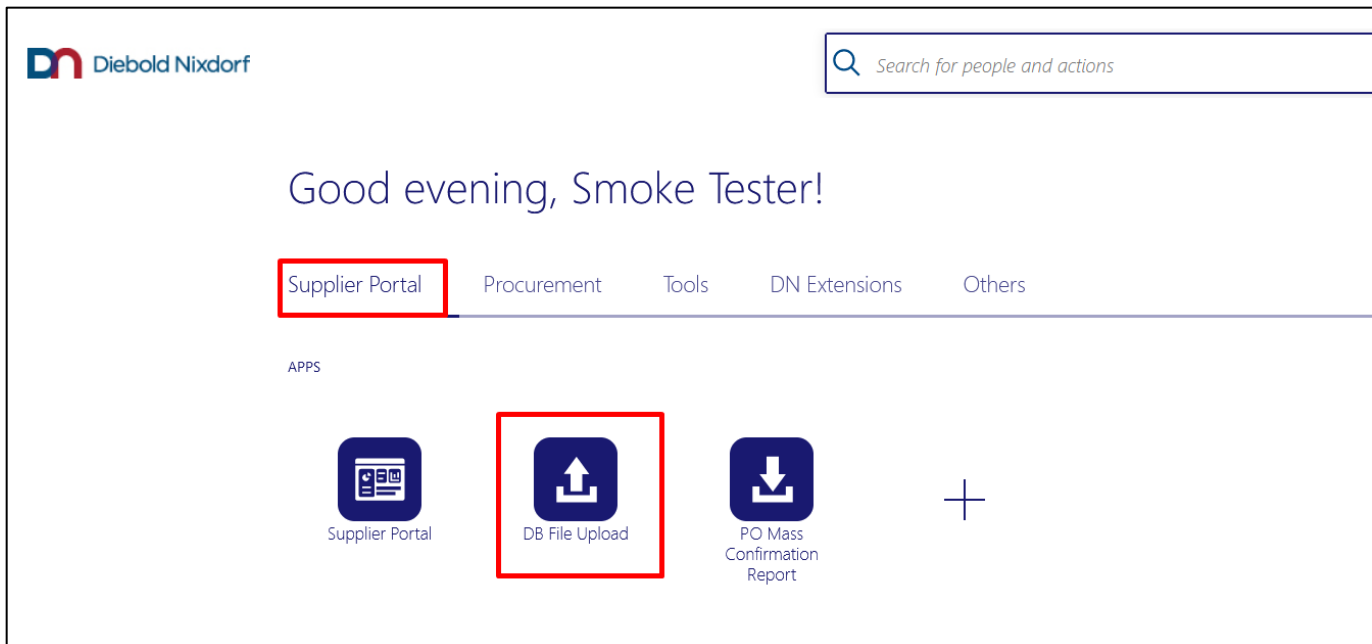
Sheet1

Average: 354041283 Count: 30 Sum: 5310619245

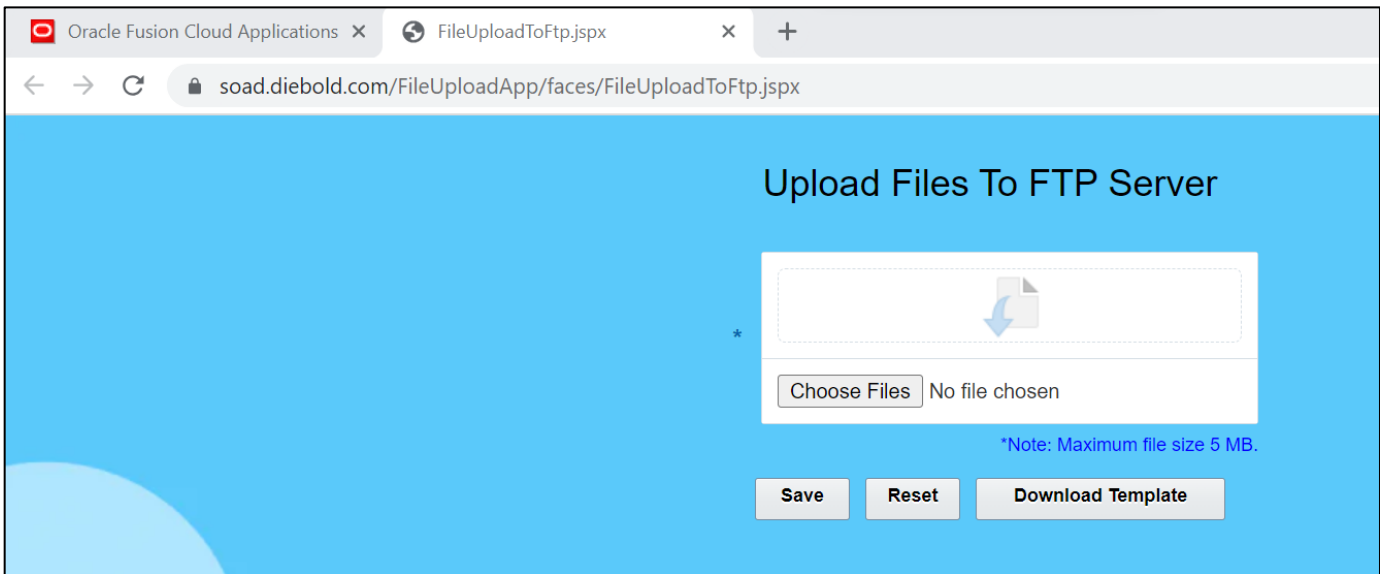
23°C Partly cloudy

22:44 03-08-2023

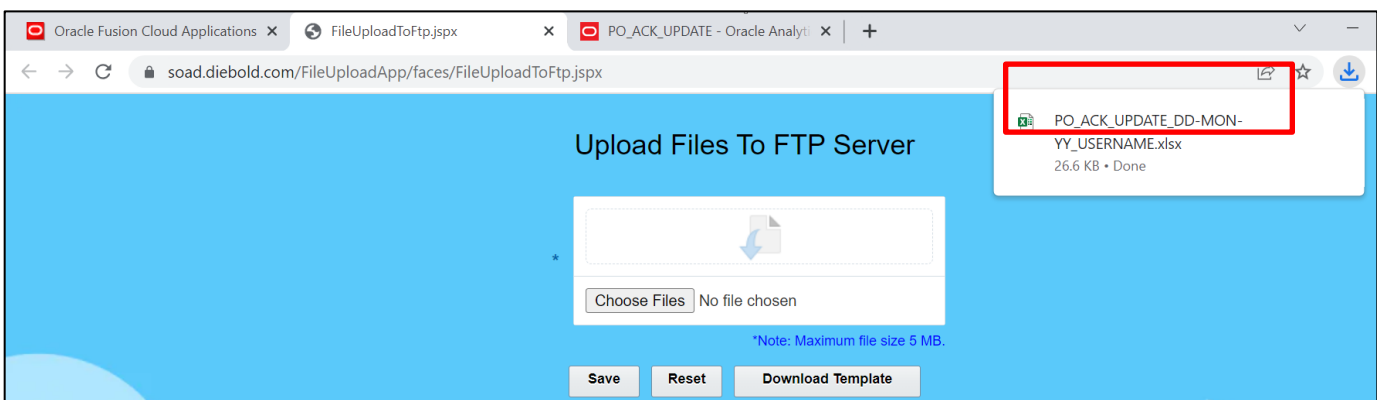
Step 5: Now again go back to the Supplier Portal and click on “DB File Upload” icon.



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



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



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

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

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

AutoSave Off PO_ACK_UPDATE_DD-MON-YY_USERNAME (1) ... Search

File Home Insert Page Layout Formulas Data Review View Automate Help

Clipboard Font Alignment Number Styles Cells Editing Analysis Sensitivity

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

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

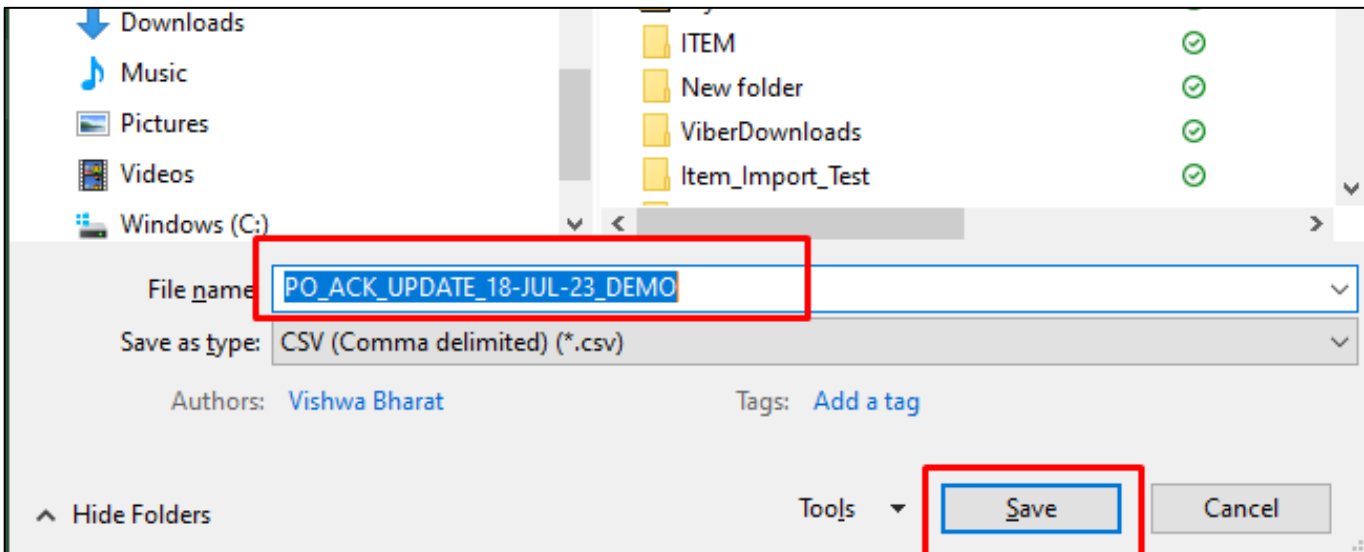
Note: This Template supports only date format as “DD-Mon-YY”.

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

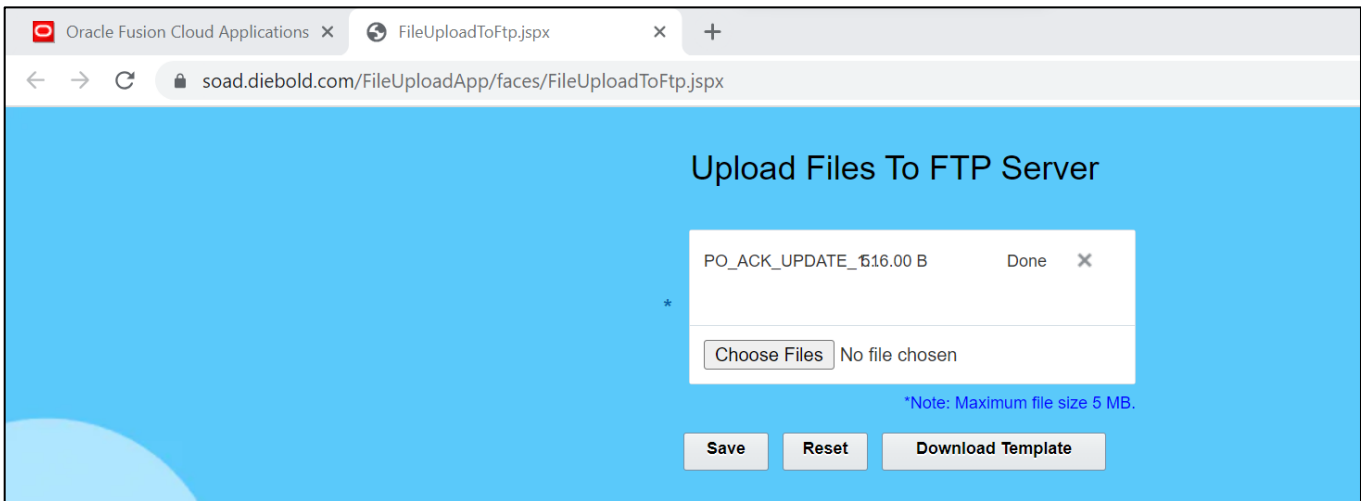
Step 11: Now to save the file, remove the Template from the name and add today’s date for unique name convention. **File naming convention PO_ACK_UPDATE_DD-MON-YY_USERNAME (Today’s Date and Username).**

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

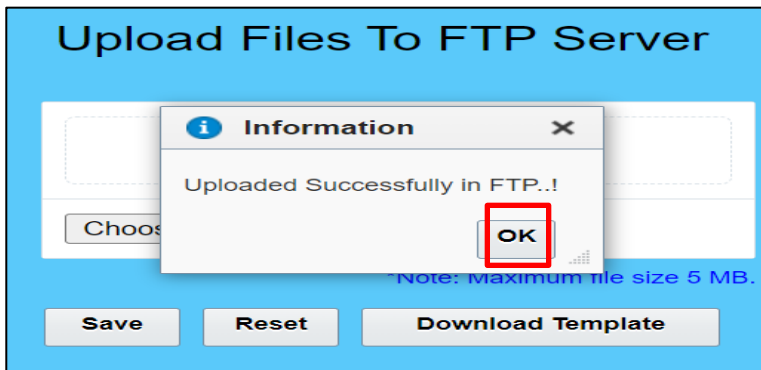
Save the file as CSV (Comma delimited) (*.csv).



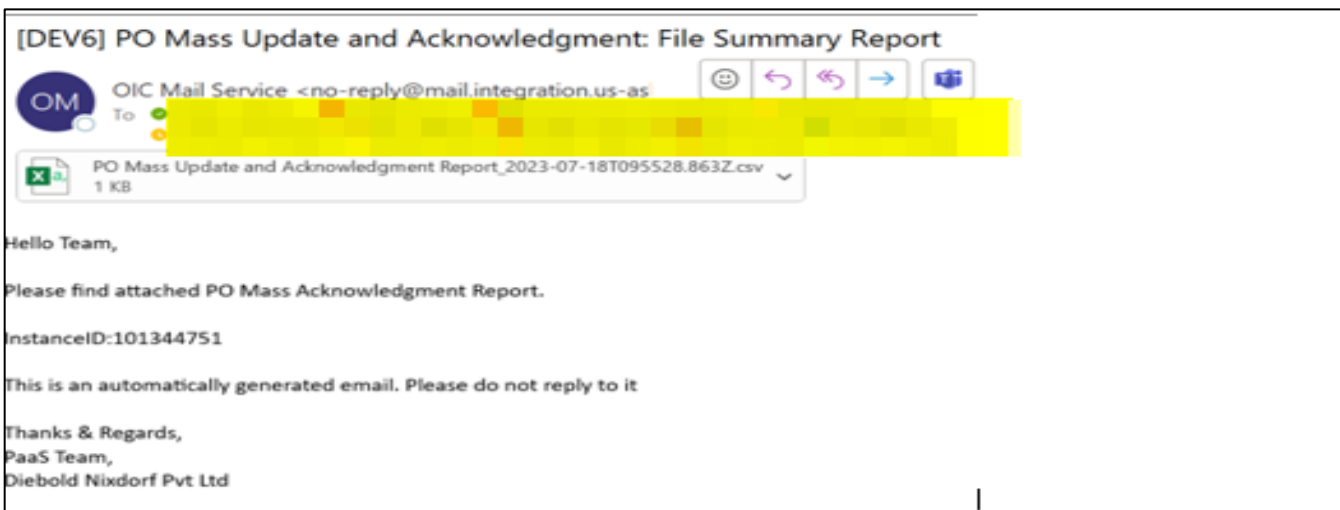
Step 12: Now go back to the Supplier Portal> click on “DB File Upload” window from where the template has been download, click on “Choose Files” and select the .CSV file from the system. Click on the Save button.



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



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



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

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

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

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

Sign In
Oracle Applications Cloud

Company Single Sign-On

or

sample.contact@testsupplier.com → Enter the Username

***** → Enter the Password

[Forgot Password](#)

Sign In → Click on Sign In

English

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

Good afternoon, Smoke Tester!

Supplier Portal

Procurement

Tools

DN Extensions

Others

APPS



Supplier Portal



DB File Upload



PO Mass
Confirmation
Report



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

Good evening, Smoke Tester!

Supplier Portal

Procurement

Tools

DN Extensions

Others

APPS



Supplier Portal



DB File Upload

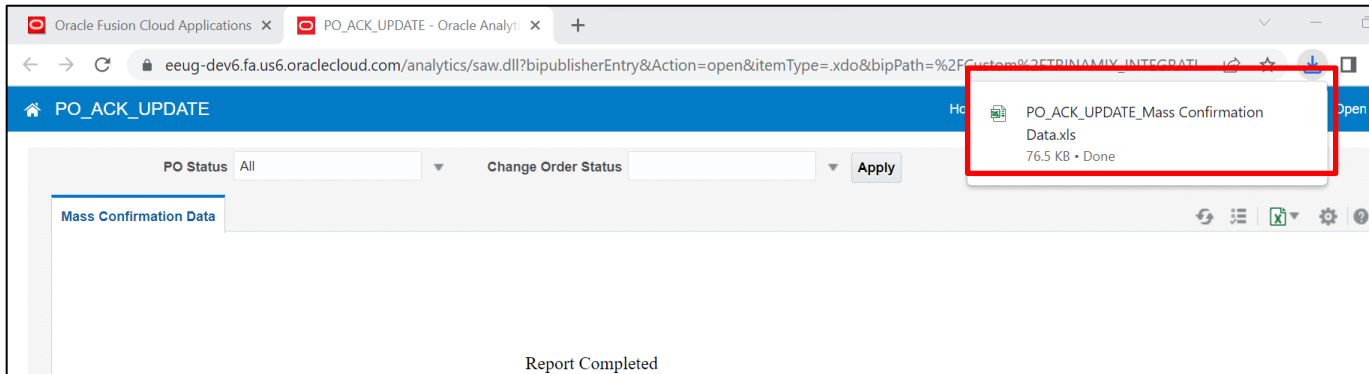


PO Mass
Confirmation
Report



Personalize Springboard

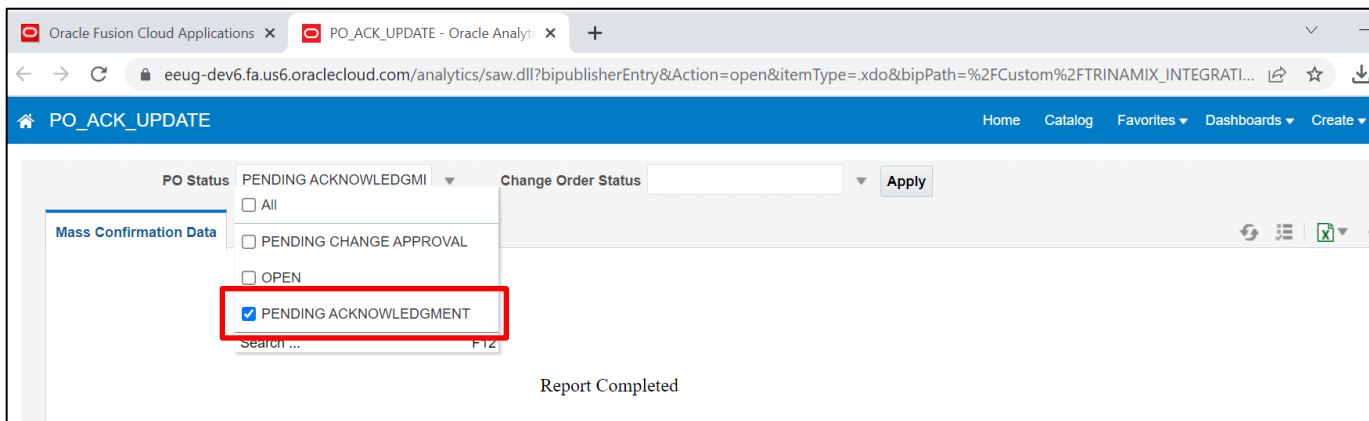
Step 4: New window will be open, and report will get downloaded automatically for all the POs.



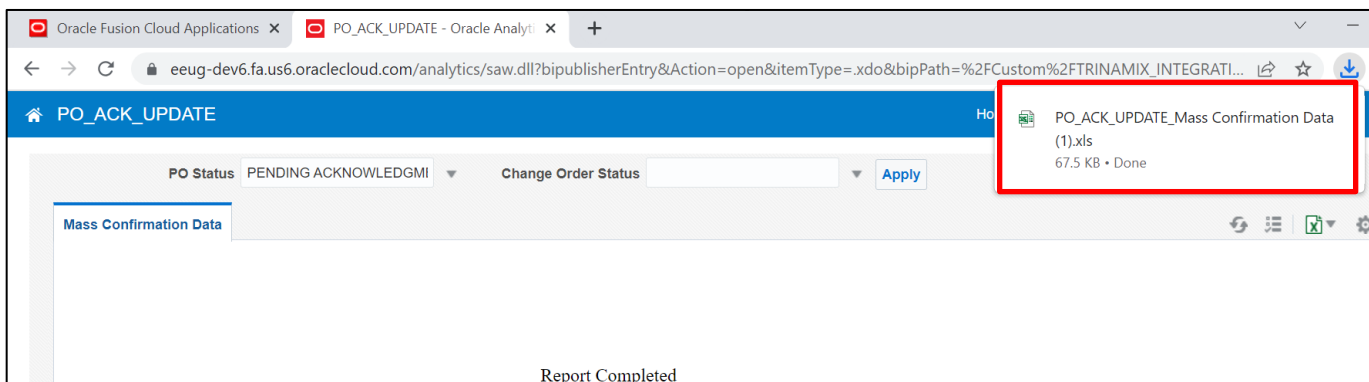
Note: Please note by default it will download all the PO data. If we are looking for specific PO status like Pending Acknowledgement or Change order status pending acknowledgment, then select the PO status or Change order status values and click on apply then it will download the new file.

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

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



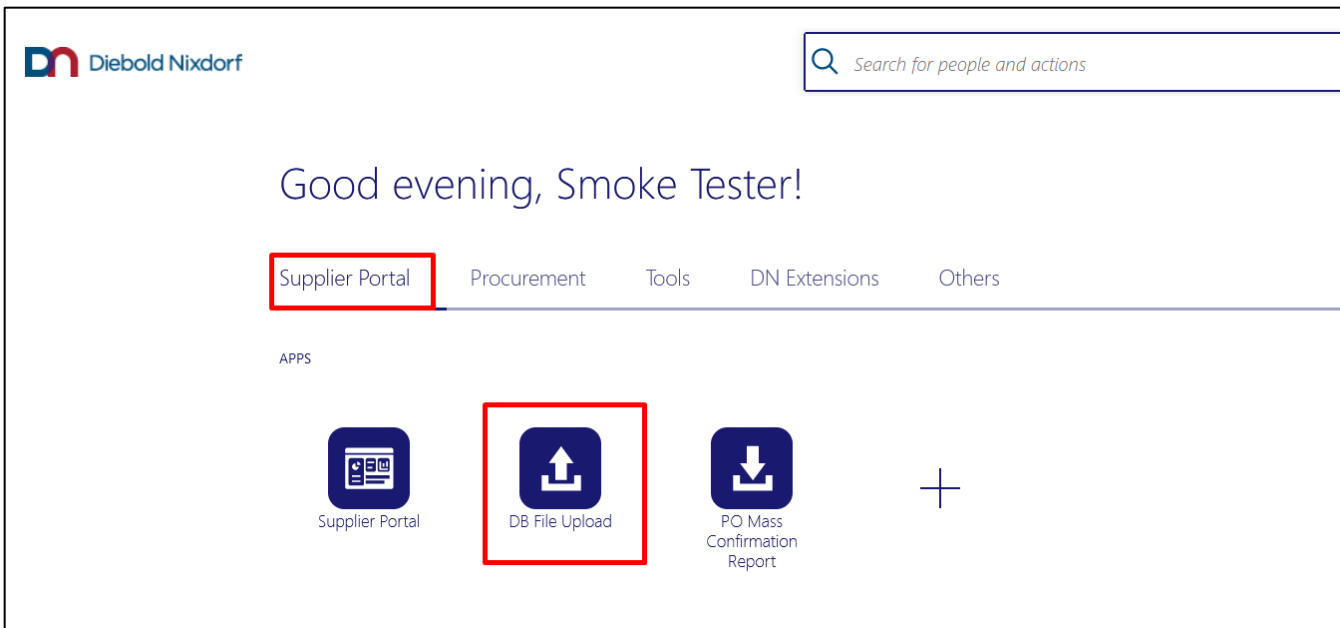
The report will be downloaded for all the PO with status as “Pending Acknowledgement”.



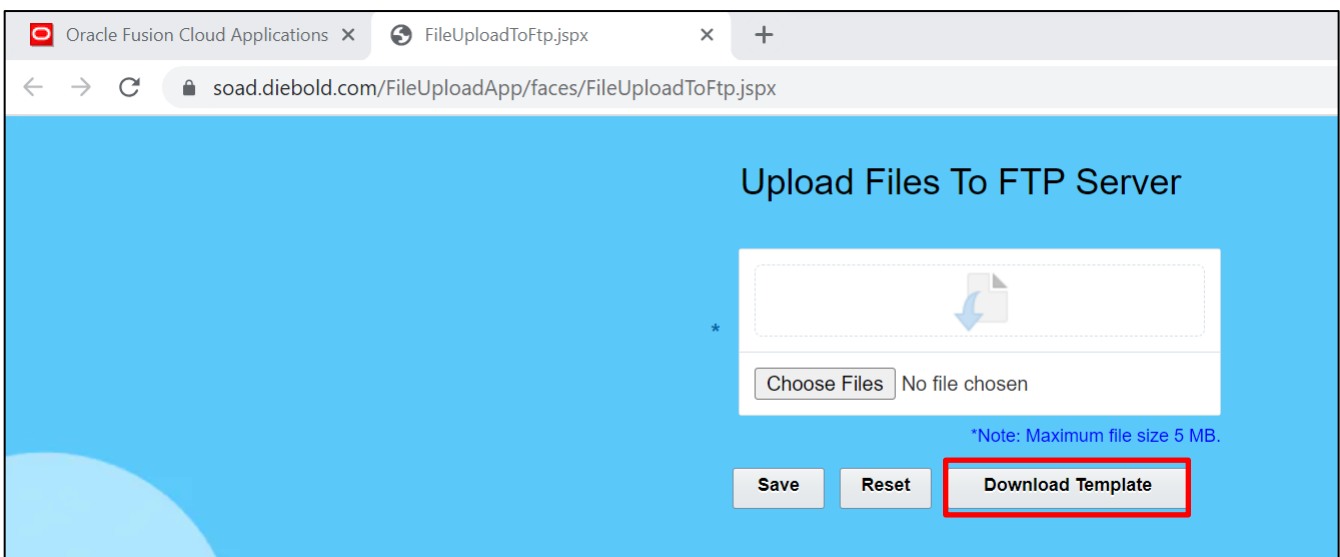
Step 5.1: Open the downloaded report. PO details will be listed as per the selection criteria.

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

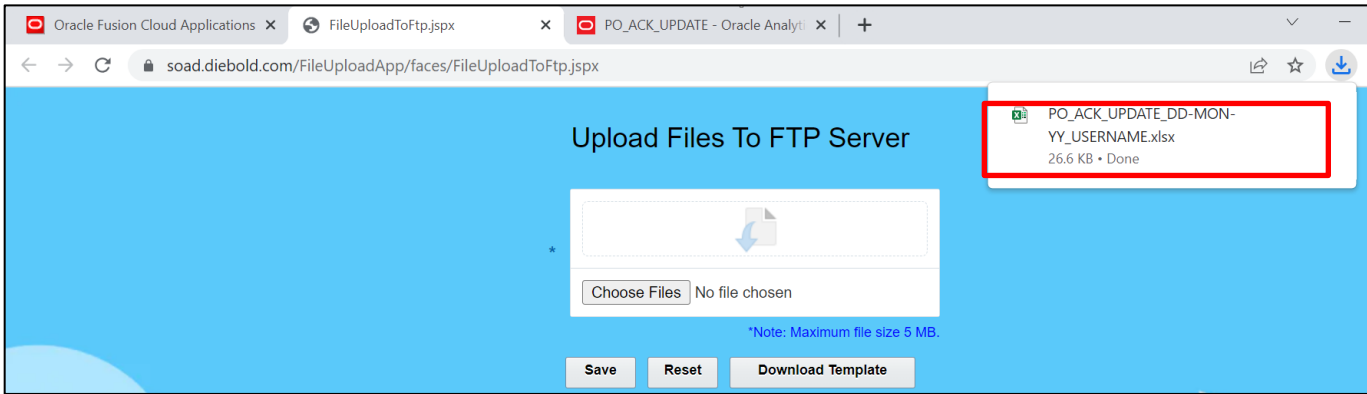
Step 6: Now again go back to the Supplier Portal and click on “DB File Upload” icon.



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



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



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

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

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

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

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

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

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

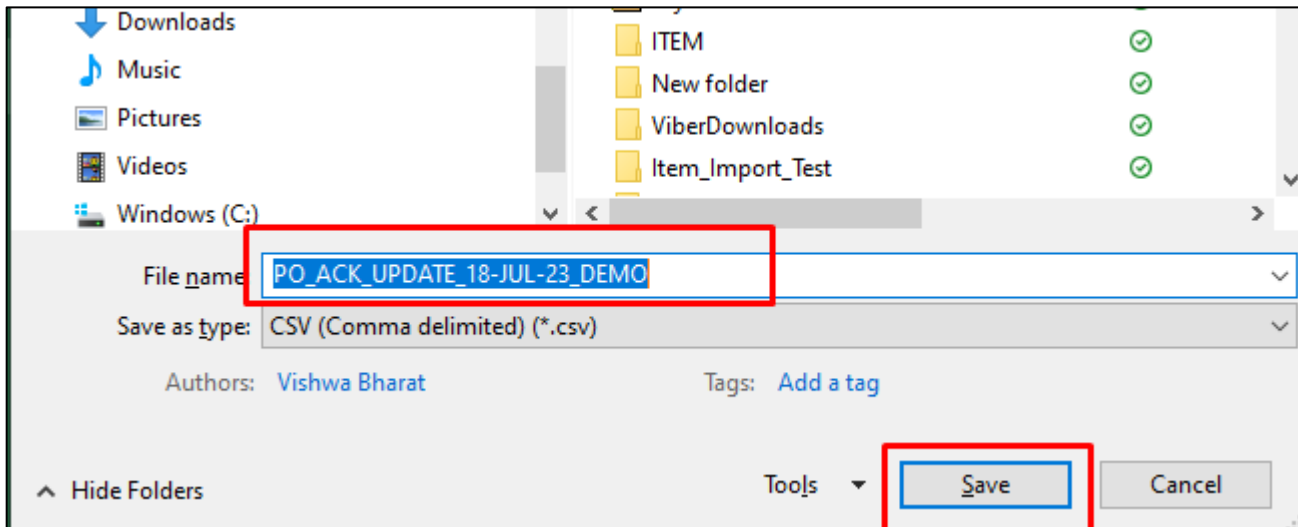
Note: This template supports the date format as “DD-Mon-YY”.

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

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

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

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



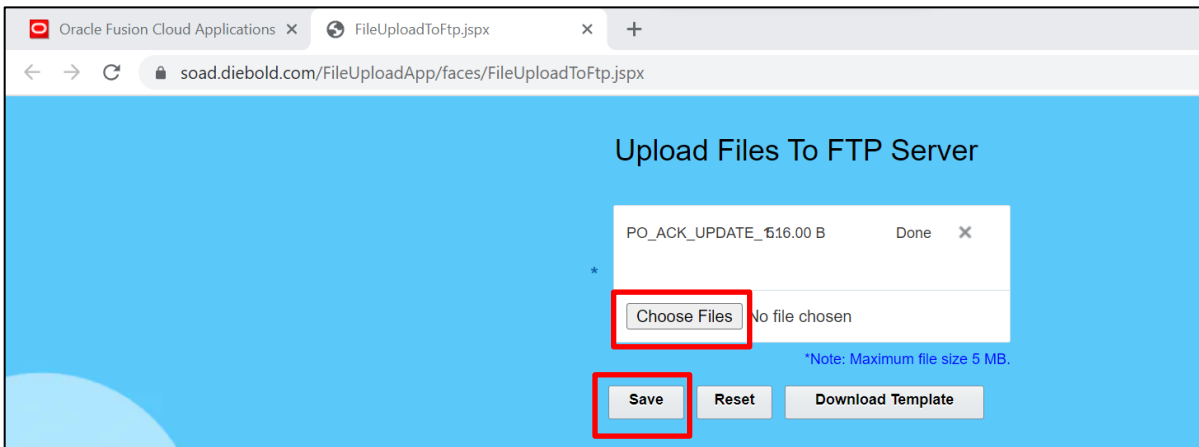
The file will be saved in your system.

Below are considerations while preparing the file.

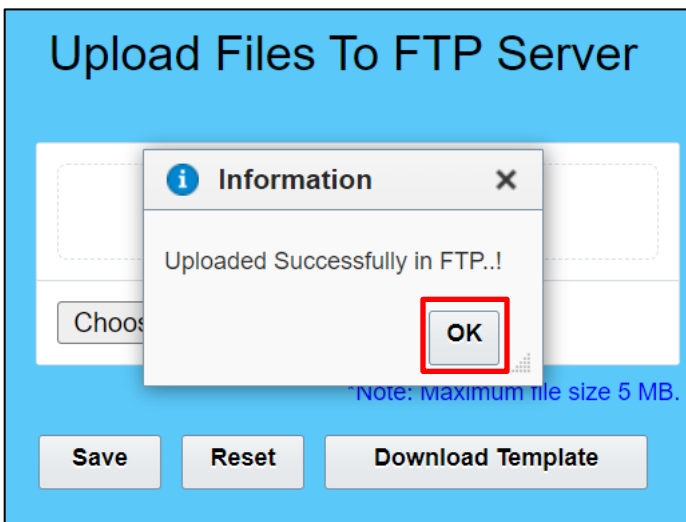
- **Action type:** by default, action, type is Change, for schedule split scenario please select change for original schedule, split action for new schedule, and keep original schedule number as schedule number for split schedules. (For Ex: if the split is for schedule 1 of having 100 then enter two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

C. File upload and validation process.

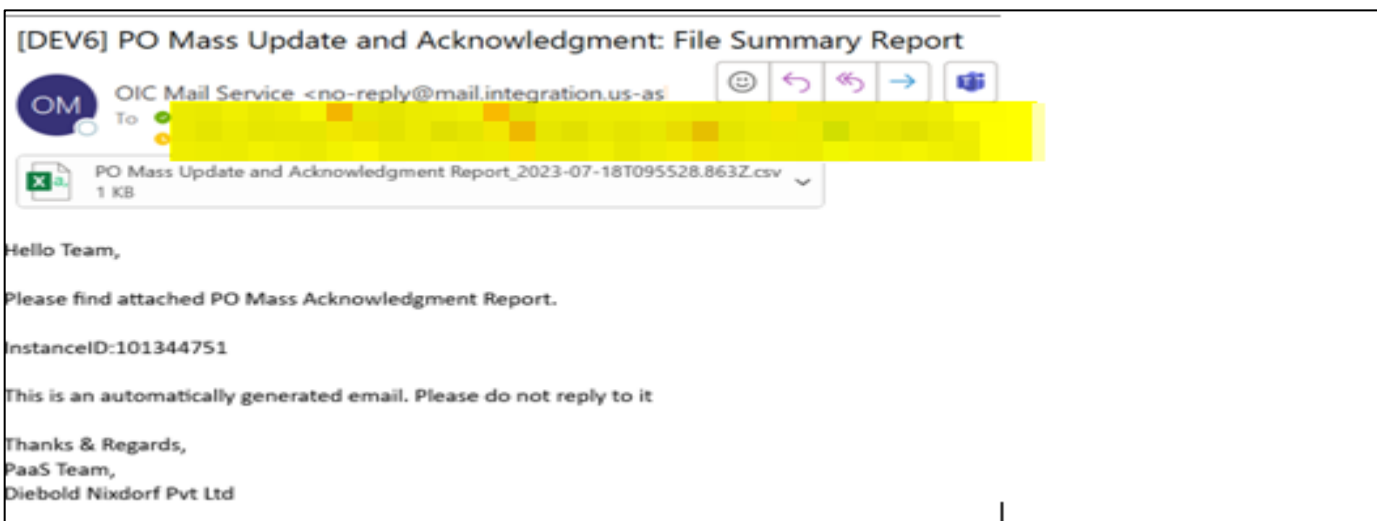
Step 1: Now go back to the Supplier Portal> click on “DB File Upload” window from where the template has been download, click on “Choose Files” and select the .CSV file from the system. Click on the Save button.



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



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



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

Possible Errors:

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

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

Diebold Nixdorf

Supplier Portal

Search Orders Order Number

Tasks

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

Requiring Attention

671

97

574

Orders to Acknowledge

Recent Activity
Last 30 Days

Orders changed or canceled	22
Orders opened	16
Receipts	2

Transaction Reports
Last 30 Days

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

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

Manage Orders

Headers Schedules

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order 20200092

Status

Include Closed Documents No

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

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

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

Purchase Order: 20200092

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

Main

General

Sold-to Legal Entity Diebold Nixdorf, Incorporated

Bill-to BU US Ops BU

Order 20200092

Status Open

Buyer komal wanjari

Creation Date 7/14/23

Supplier Test Supplier Company

Supplier Site TEST-US

Supplier Contact Demo Supplier

Bill-to Location Diebold Nixdorf Manufacturing (US2)

Ship-to Location Diebold Nixdorf Manufacturing (US2)

Ordered 24,000.00 USD

Description

Source Agreement
Supplier Order

Lines Schedules

Actions ▼ View ▼ Format ▼ Freeze Detach Wrap

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

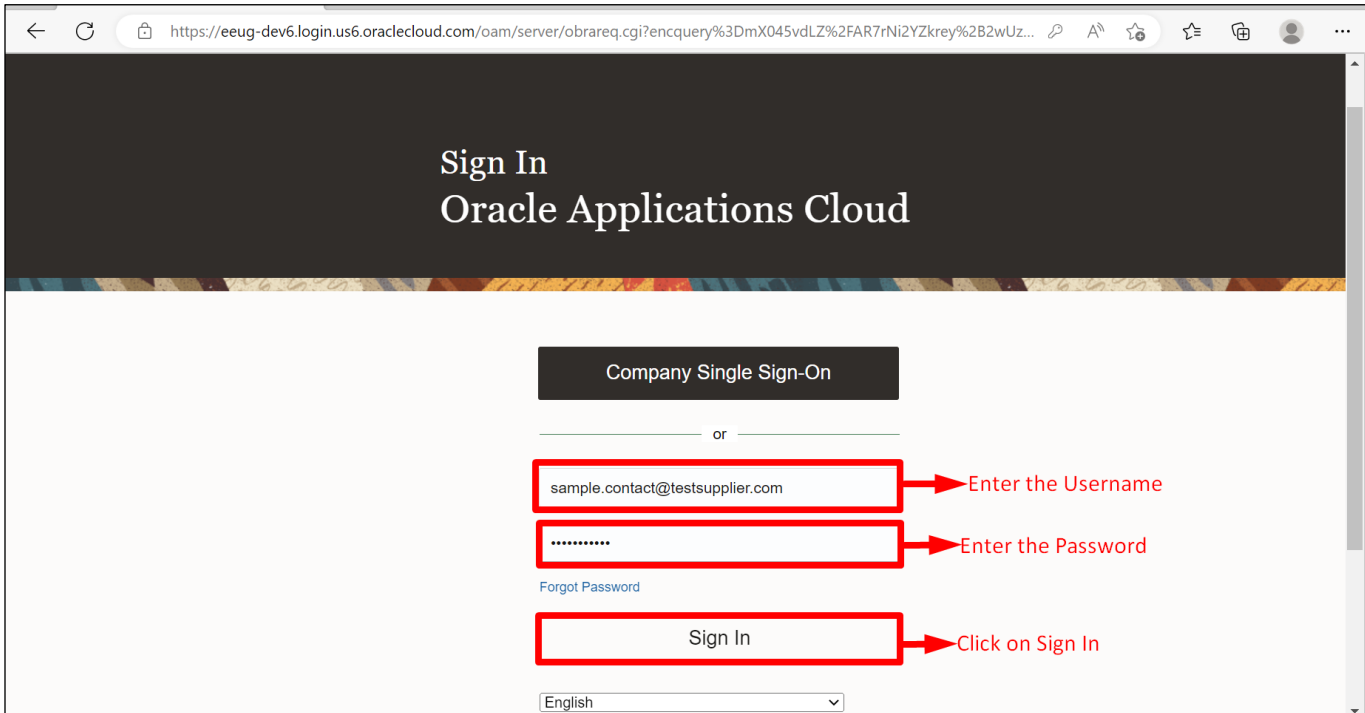
For any concerns on the Supplier Portal, further assistance or IT issues please reach out to cloudsupplierportalsupport@dieboldnixdorf.com.

9. Mass Reconfirmation of PO from Supplier Portal:

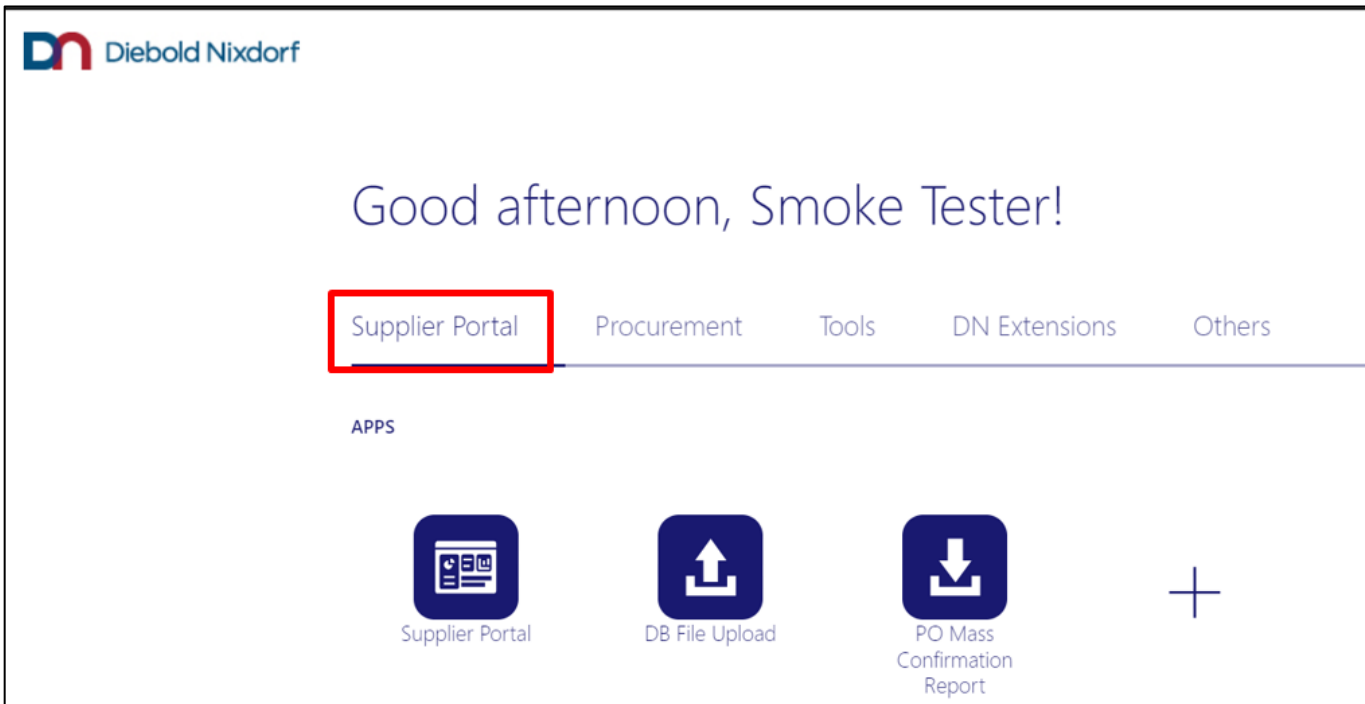
A. File Preparation for Mass update promise date (Reconfirmation)

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

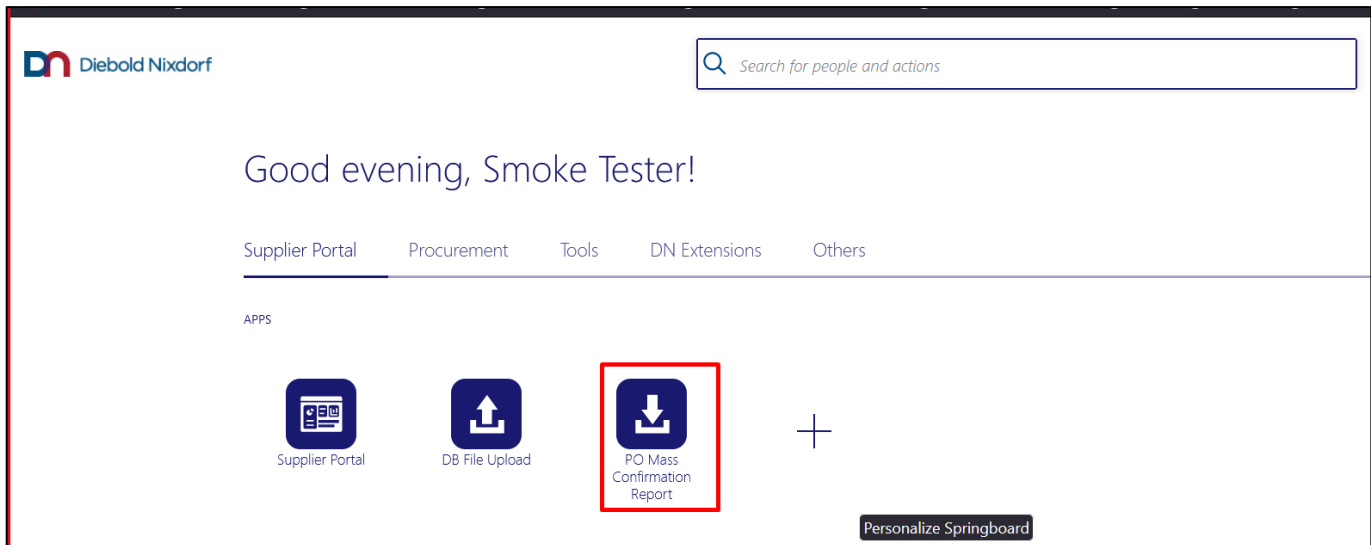
URL: <https://eeug.login.us6.oraclecloud.com/>



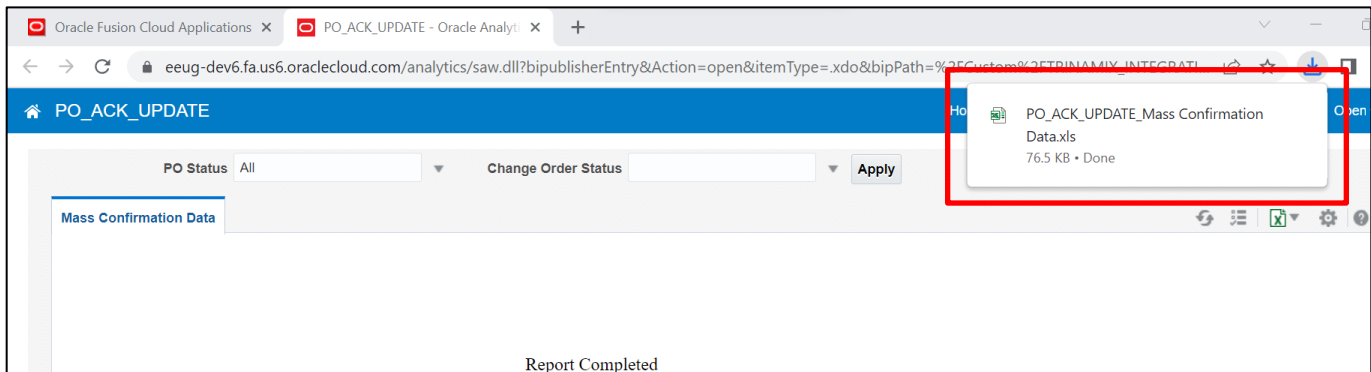
Step 2: Supplier Home page will open. Click on Supplier Portal offering.



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



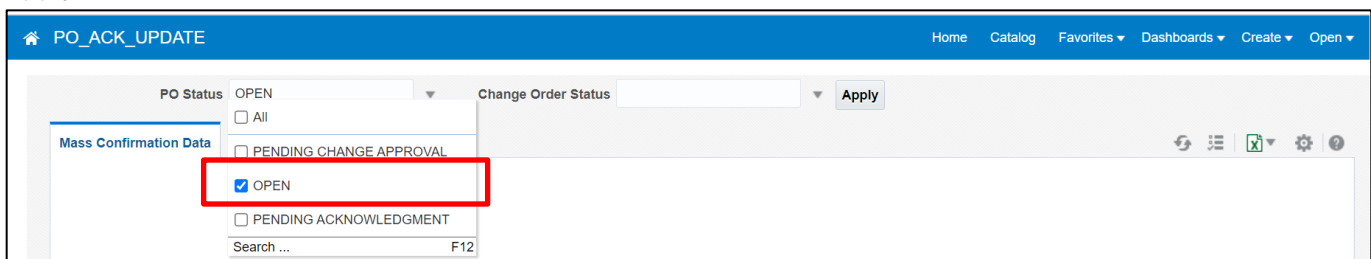
Step 4: New window will be open, and report will get downloaded automatically for all the POs.



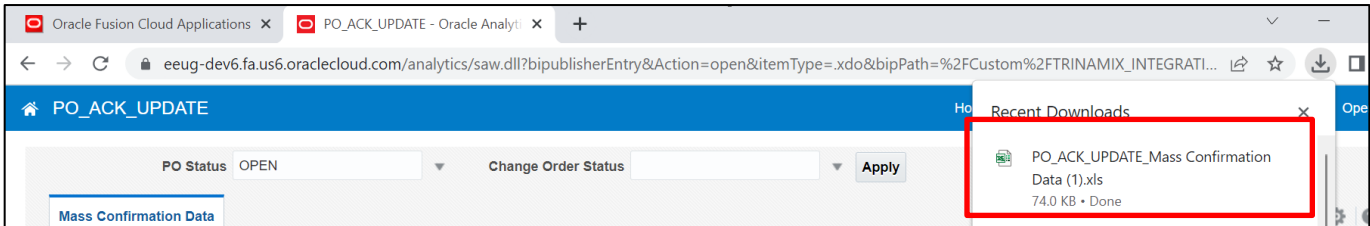
Note: Please note by default it will download all the PO data. If we are looking for specific PO status like Pending Acknowledgement or Change order status pending acknowledgment, then select the PO status or Change order status values and click on apply. New file will be downloaded.

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

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



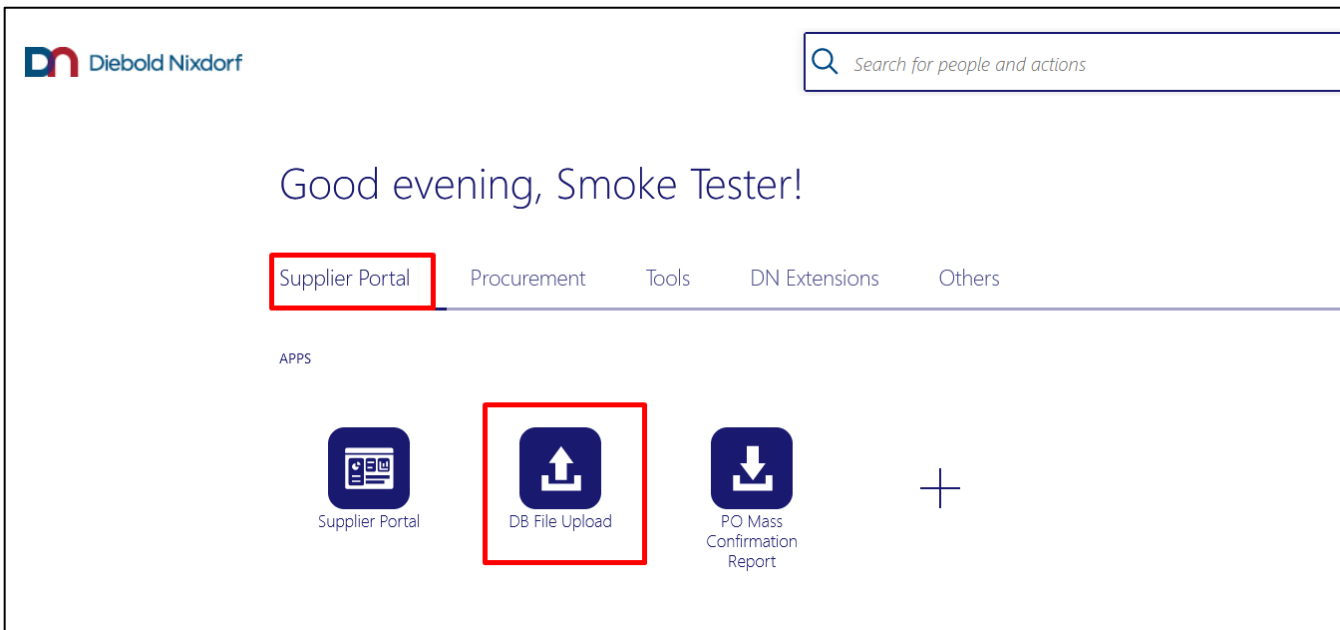
The report will be downloaded for all the POs with status as “Open”.



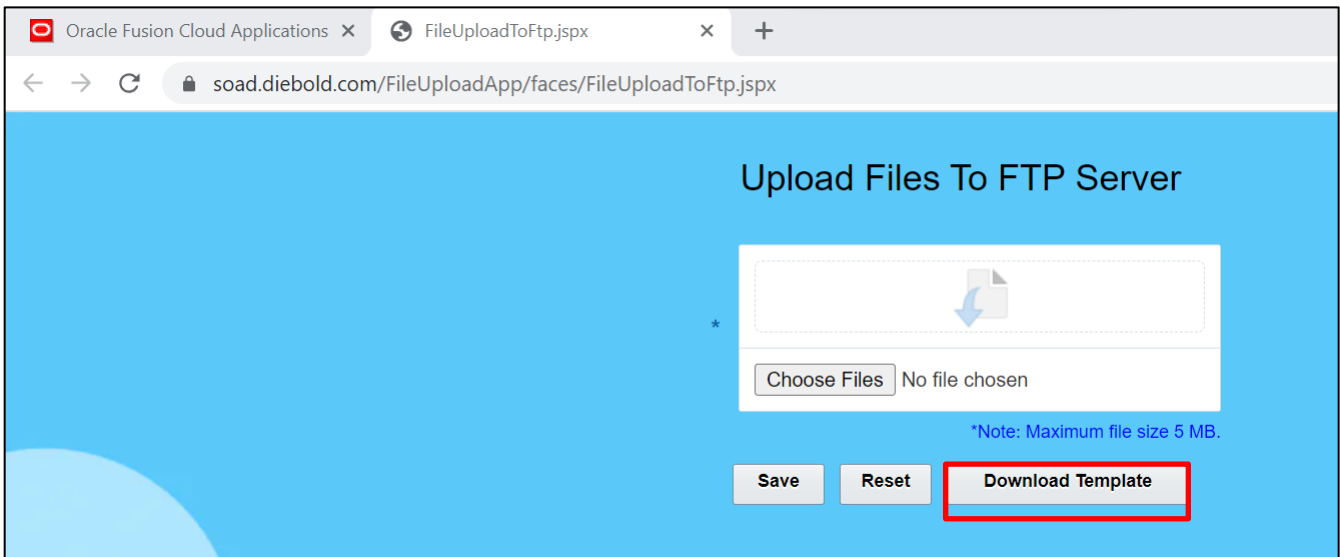
Step 6: Open the downloaded report. PO details will be listed as per the selection criteria.

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

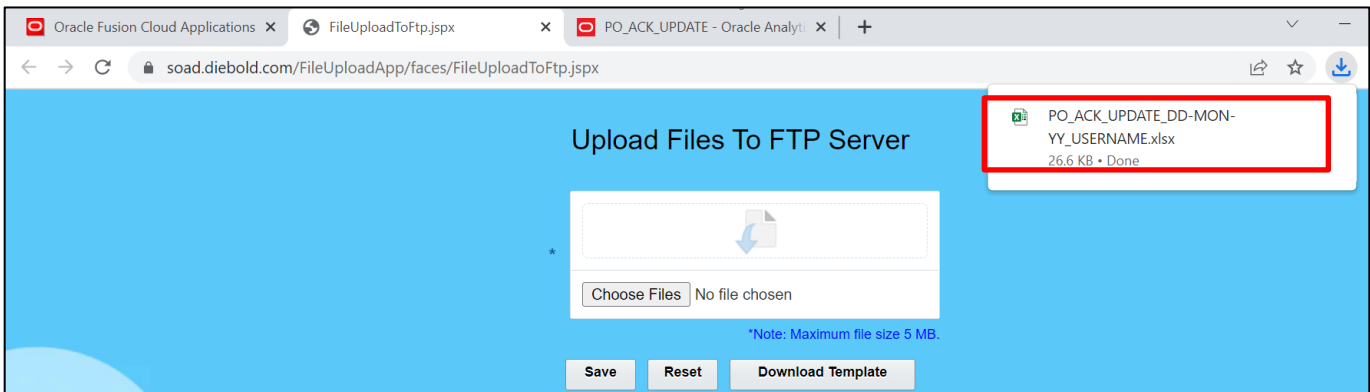
Step 7: Now again go back to the Supplier Portal and click on “DB File Upload” icon.



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



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



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

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

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

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

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

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

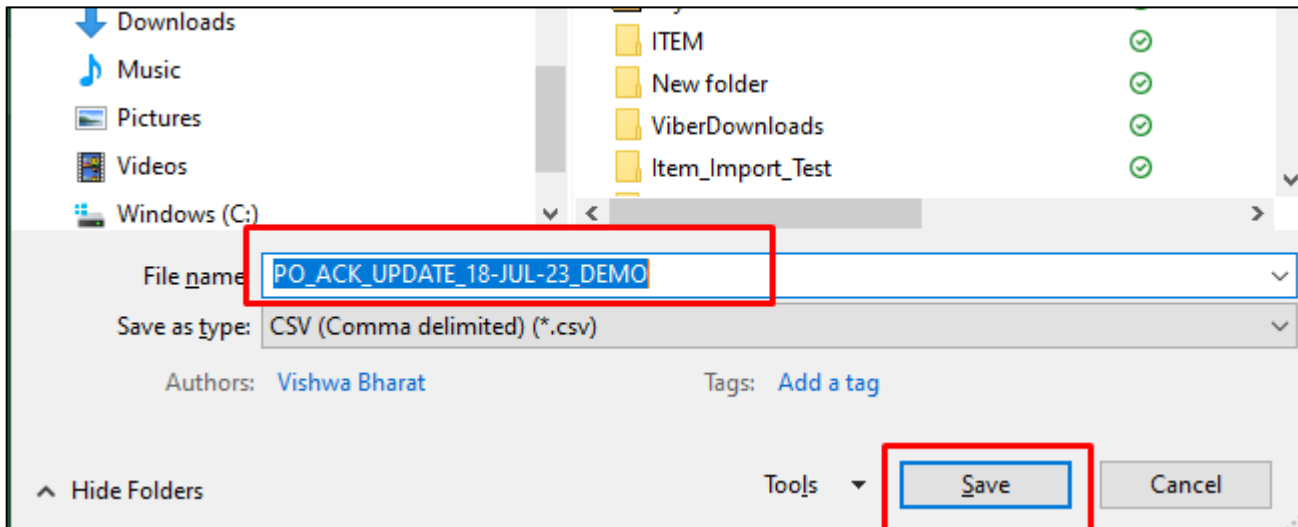
Note: This template supports the date format as “DD-Mon-YY”.

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

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

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

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



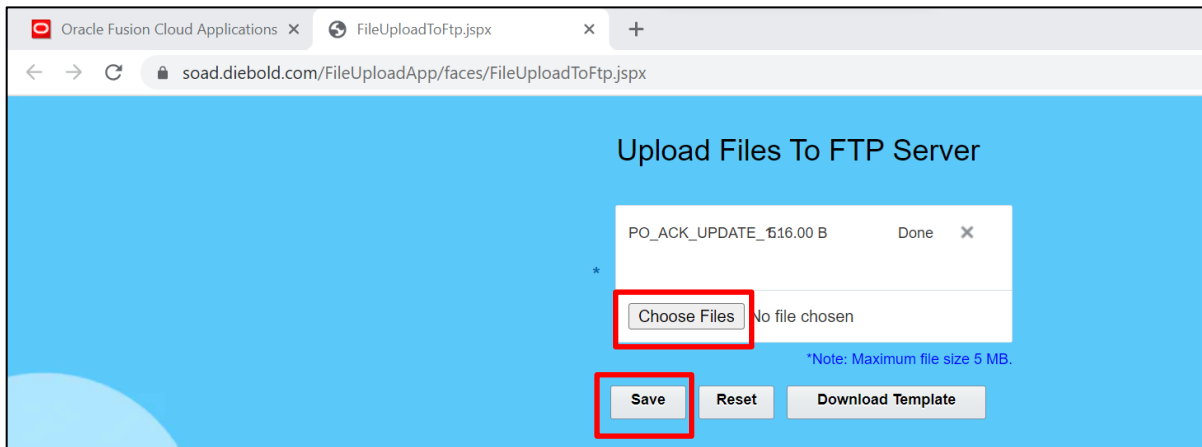
The file will be saved in your system.

Below are considerations while preparing the file.

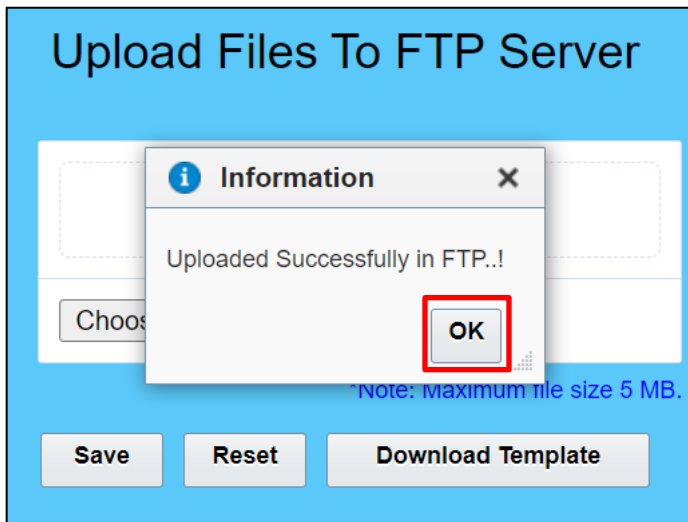
- **Action type:** by default, action type will be change for schedule split scenario please select change for original schedule, split action for new schedule, and keep original schedule number as schedule number for split schedules. (For Ex: if the split is for schedule 1 of having 100 then enter two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

B. File upload and validation process.

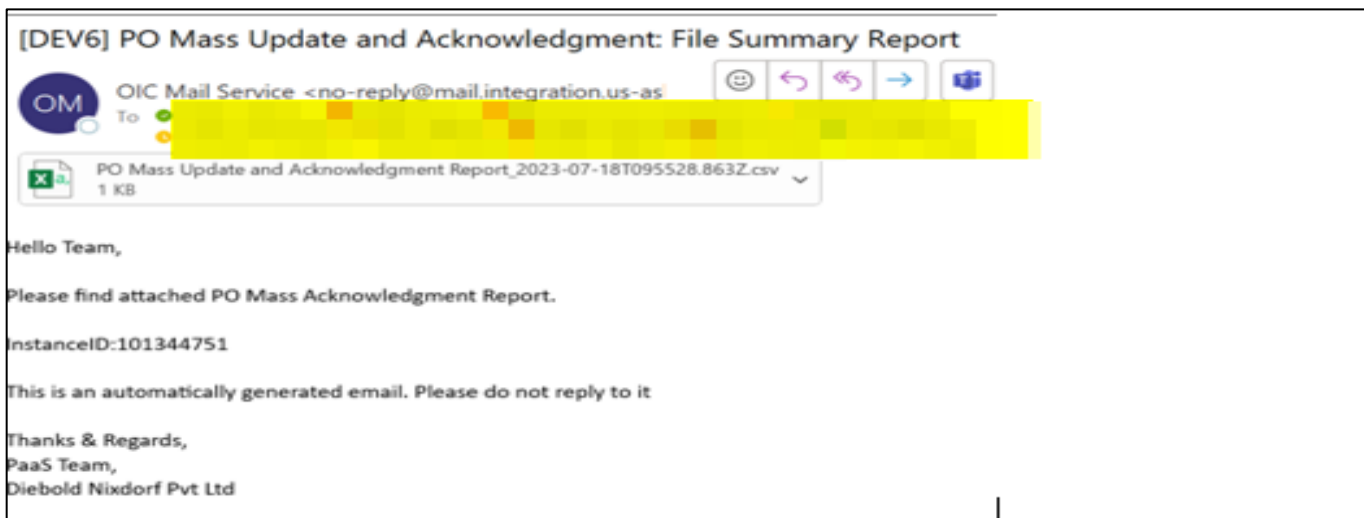
Step 1: Now go back to the supplier portal> click on “DB File Upload” window from where the template has been download, click on “Choose Files” and select the .CSV file from the system. Click on the Save button.



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



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



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

Possible Errors:

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

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

Diebold Nixdorf

ST

Supplier Portal

Search
Orders
Order Number

Tasks

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

Requiring Attention

671

97

574

Orders to Acknowledge

Recent Activity

Last 30 Days

Orders changed or canceled	22
Orders opened	16
Receipts	2

Transaction Reports

Last 30 Days

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

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

Manage Orders
Done

Headers
Schedules

Search

Sold-to Legal Entity
Supplier Site
Order 20200092
Line Description

Supplier Item
Ship-to Location
Status

Advanced
Manage Watchlist
Saved Search
All Schedules

Search
Reset
Save...

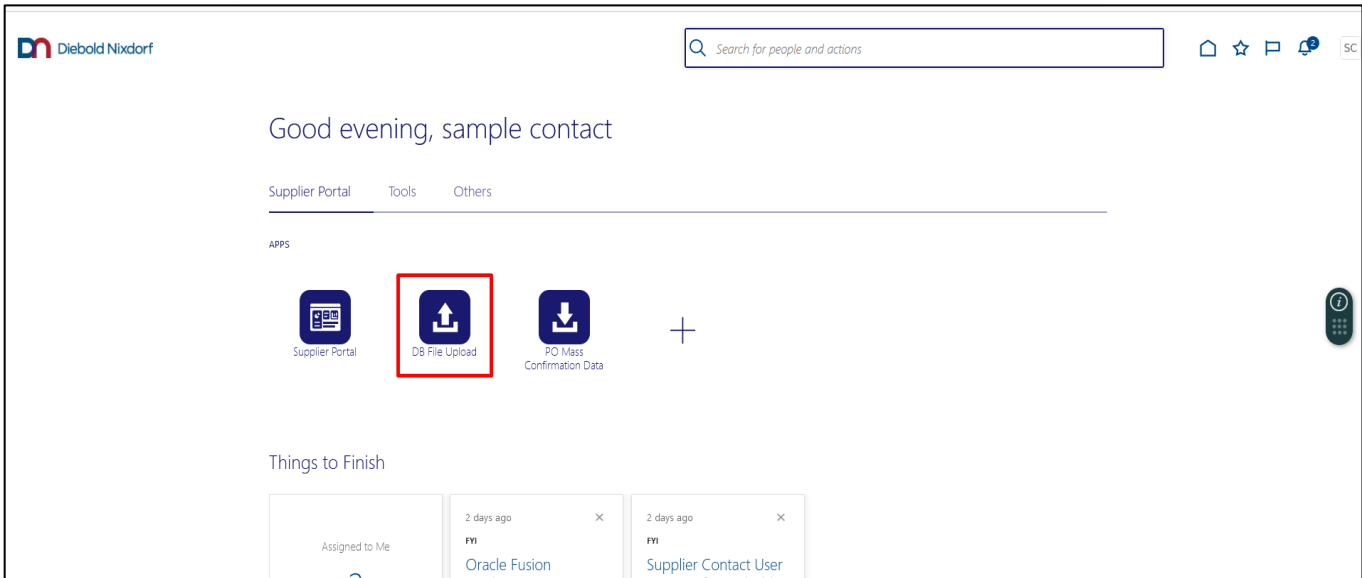
Search Results

Actions
View
Format
Freeze
Detach
Wrap

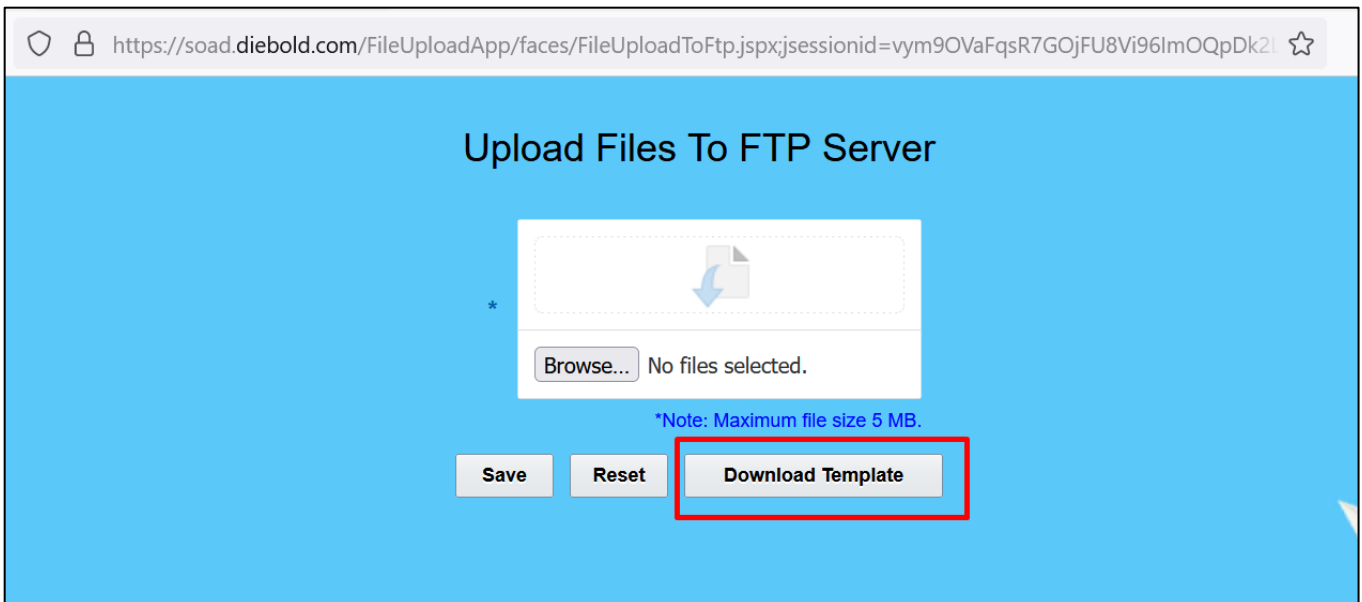
Order	Line	Schedule	Supplier	Supplier Site	Item	Ordered Quantity	Requested Date	Promised Date
20200092	1	1	Test Supplier Co...	TEST-US	01750002874	2,000	7/21/23	7/24/23

C. Split Schedule using PO Mass Confirmation Process

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



Step 2: Download the template from Supplier Portal:



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

	A	B	C	D	E	F	G	H	I	J	K	L	M
	PO Number	PO line Number	PO Schedule Number	Supplier Name	Supplier Site	Item Number	Quantity	Requested Date	Promised Date	Supplier Contact Email ID	Supplier Order Number	Action type	Change Order Number
1	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.

↑ Downloads

PO_ACK_UPDATE_220923_TEST1

CSV (Comma delimited) (*.csv)

Save

More options...

New Folder

Step 5: Upload the file from DB Upload:

Upload Files To FTP Server

Choose File

Note: Maximum file size 5 MB.

Save Reset Download Template

Information

Uploaded Successfully in FTP..!

OK

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>

To



Fri 22-09



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

1 KB



Hello Team,

Please find attached PO Mass Acknowledgment Report.

InstanceID:103880364

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

Thanks & Regards,
PaaS Team,
Diebold Nixdorf Pvt Ltd

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

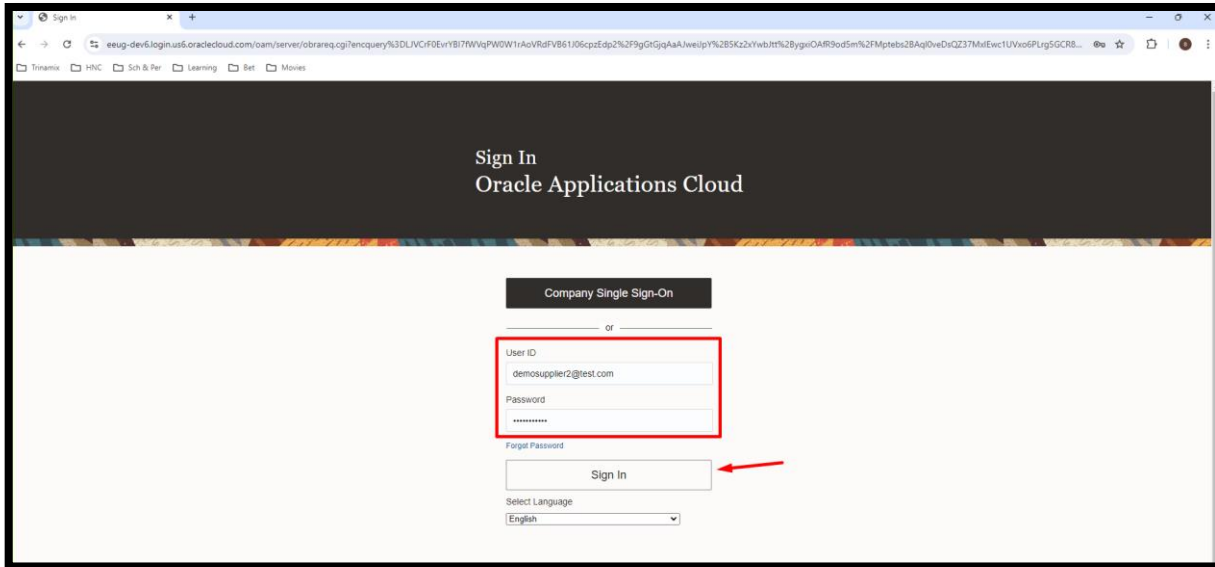
Lines Schedules Distributions												
Actions View Format Freeze Detach Wrap												
Additional Information												
Line	Schedule	Description	Location	Quantity	OM Name	Status	Life Cycle	Details	DN Customer Sales Order Firm Flag	One-Time Shipto Address	Requested Ship Date	Promised Ship Date
10	1	Case Cabinet DN OFA CEN III	Diebold Nix	30	Each	Open					12/8/23	12/22/23
10	2	Case Cabinet DN OFA CEN III	Diebold Nix	12	Each	Open					12/8/23	11/9/23

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

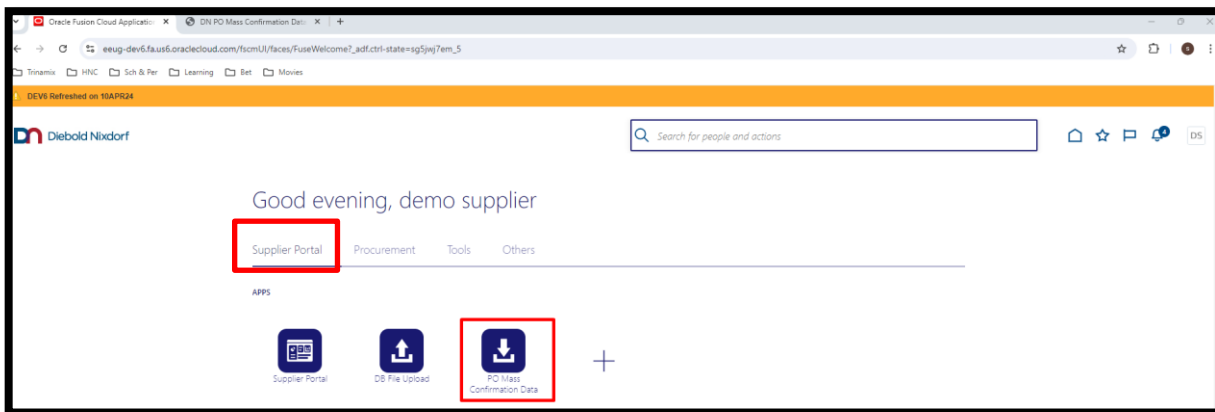
10. PO Mass Confirmation Process for Change Orders

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

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



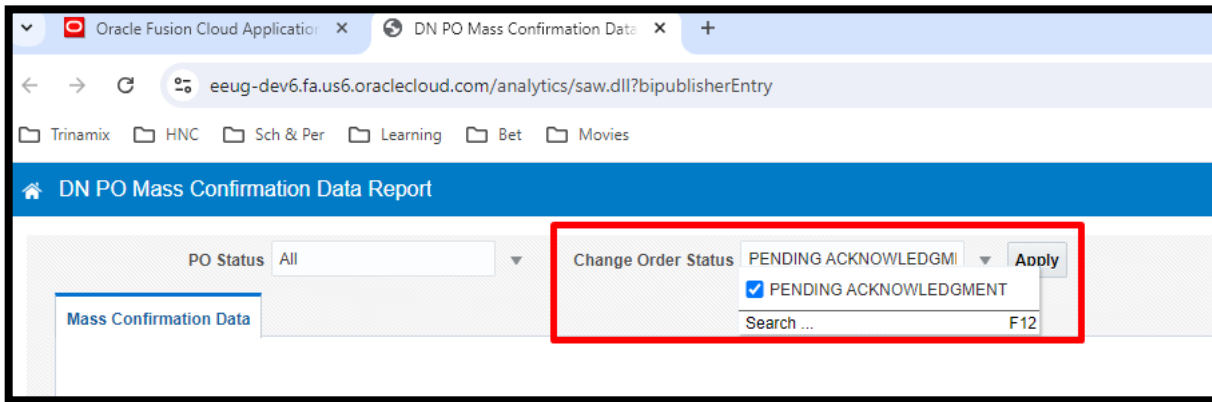
Step 2: Supplier Home page will open. Click on Supplier Portal offering.



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

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

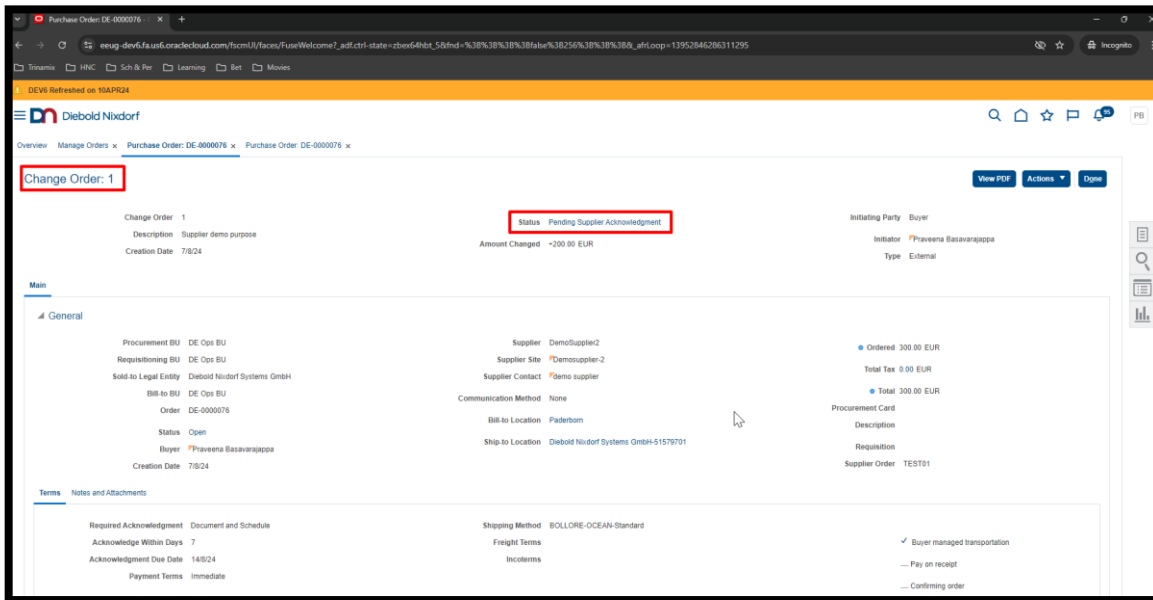
PO dump with change order will be downloaded.



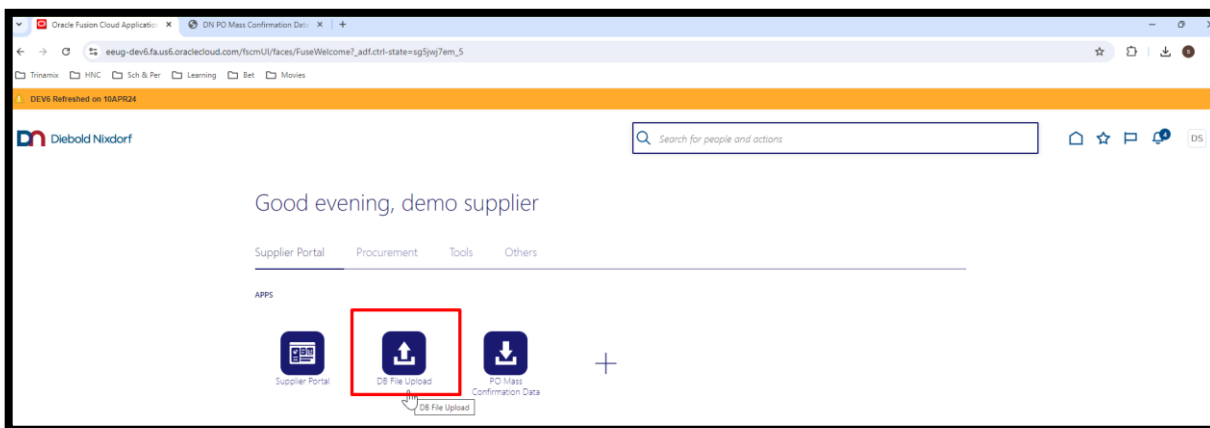
PO Number	PO Line Number	PO Schedule Number	Supplier Name	Supplier Site	Item Number	Quantity	Requested Date	Promised Date	Supplier Contact Email ID	Supplier Order Number	Action Type	Change Order Number
DE-0000076	1	1	DemoSupplier2	Demosupplier-2	1750067886	30	15-Aug-24	15-Aug-24	demosupplier2@test.com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

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

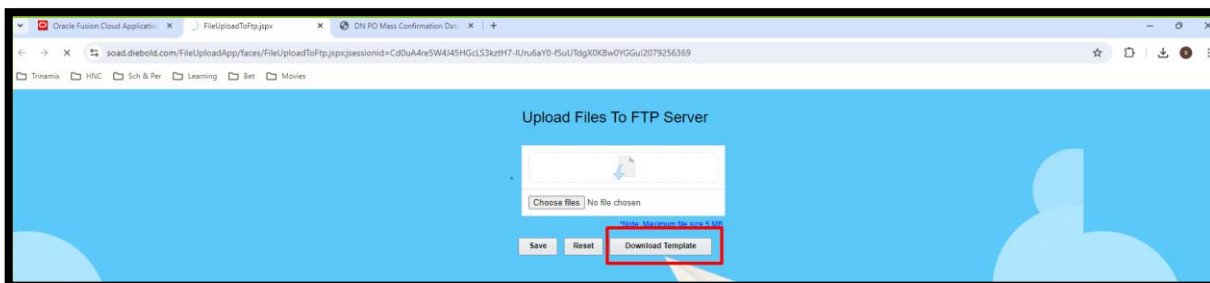
Below screen shot is for cross-reference of the above data. No action required for checking the screens as such for users.



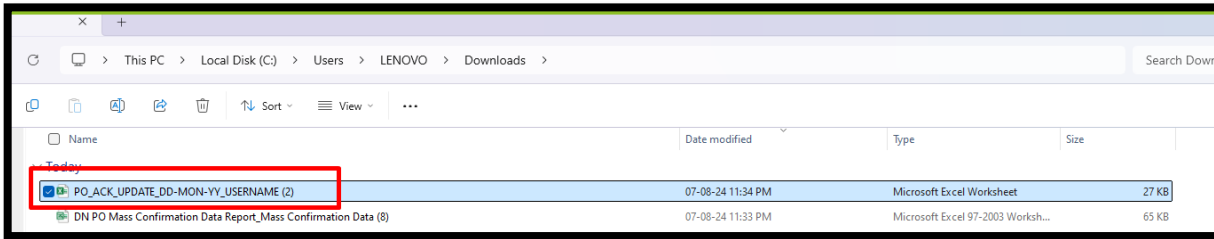
Step 5: Now again go back to the Supplier Portal and click on “DB File Upload” icon.



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



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



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

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

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

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

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

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

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

Below are considerations while preparing the file.

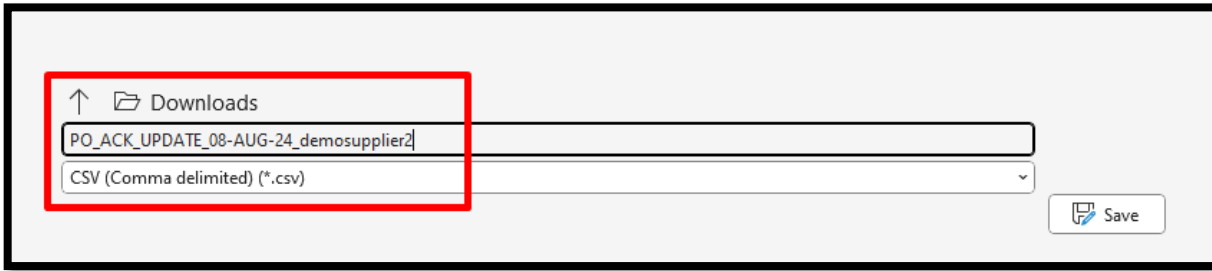
- **Action type:** by default, action, type is Change, for schedule split scenario please select change for original schedule, split action for new schedule, and keep original schedule number as schedule number for split schedules. (For Ex: if the split is for schedule 1 of having 100 then enter two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

type as Split for 40 quantity line.)

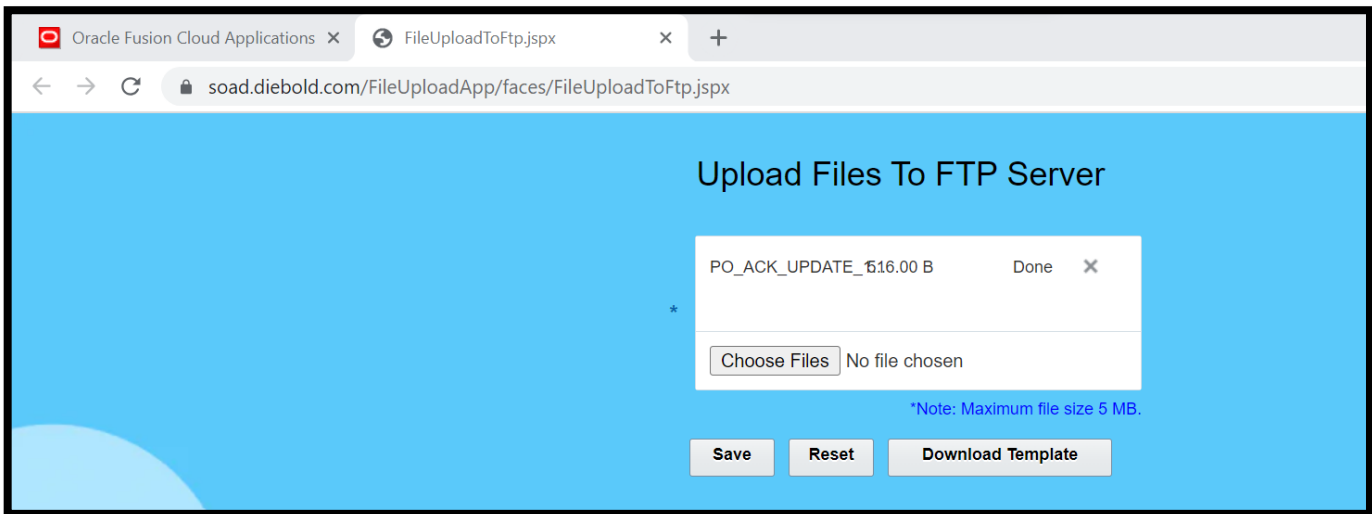
- Also make sure the quantity is matched for original schedule after split. Enter the requested date as original schedule and enter the confirmation date for split schedule.
- **Promised date:** Make sure to populate promised date for all schedules and Date format should be **DD-Mon-YY. (Ex: 04-Mar-23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

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

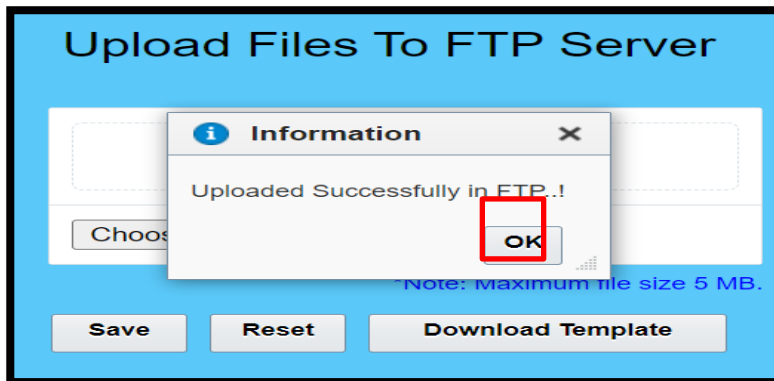
Save the file as CSV (Comma delimited) (*.csv).



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



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



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

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

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

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

Below screen shots are for reference purpose.

Purchase Order: DE-0000076 ★

Procurement BU DE Ops BU Supplier Demosupplier2 Ordered 300.00 EUR
Requisitioning BU DE Ops BU Supplier Site Demosupplier-2 Total Tax 0.00 EUR
Sold-to Legal Entity Diebold Nixdorf Systems GmbH Supplier Contact demo supplier Total 300.00 EUR
Bill-to BU DE Ops BU Communication Method None Description
Order DE-0000076 Bill-to Location Paderborn Requisition
Status Open Ship-to Location Diebold Nixdorf Systems GmbH-51579701 Source Agreement
Buyer Praveena Basavarajappa Supplier Order TEST02
Creation Date 7/8/24

Terms Notes and Attachments

Required Acknowledgment Document and Schedule Shipping Method BOLLORE-OCEAN-Standard
Acknowledgment Within Days 7 Freight Terms Incoterms
Payment Terms Immediate

Additional Information

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

Lines Schedules Distributions

Actions View Format Freeze Detach Wrap

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

Review Changes: 1-1

Currency = Euro

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

Main

General

View Format Freeze Detach Wrap

Attribute Changed From Changed To
Supplier Order TEST01 TEST02

Attachments

View Format Freeze Detach Wrap

Type Attachment URL Title Description Category
No data to display

Lines Schedules Distributions

Actions View Format Freeze Detach Wrap

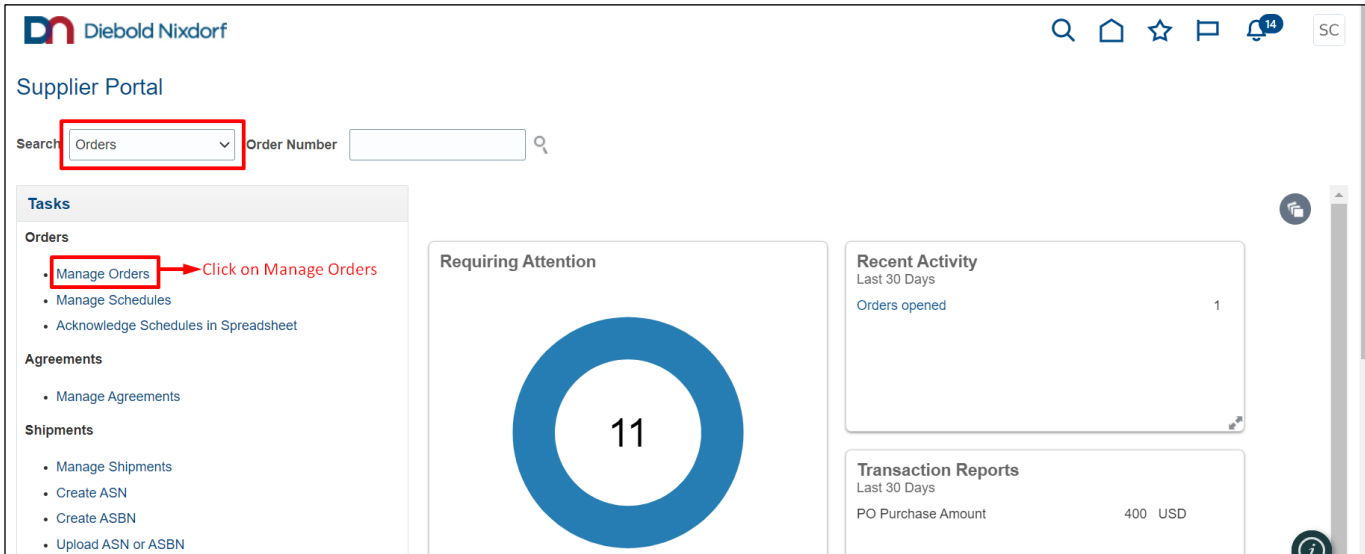
Line	Type	Description	Schedule	Location	Organization	Requested Delivery Date	Promised Delivery Date	Requested Ship Date	Promised Ship Date	Amount Changed	Currency	Change Reason	Change Status	Details
1		tie wrap for PAT1M PAT1.5M	1	Diebold Nixdorf System...	0001			15/8/24	20/8/24 46/8/24	0.00	EUR		Accepted	

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

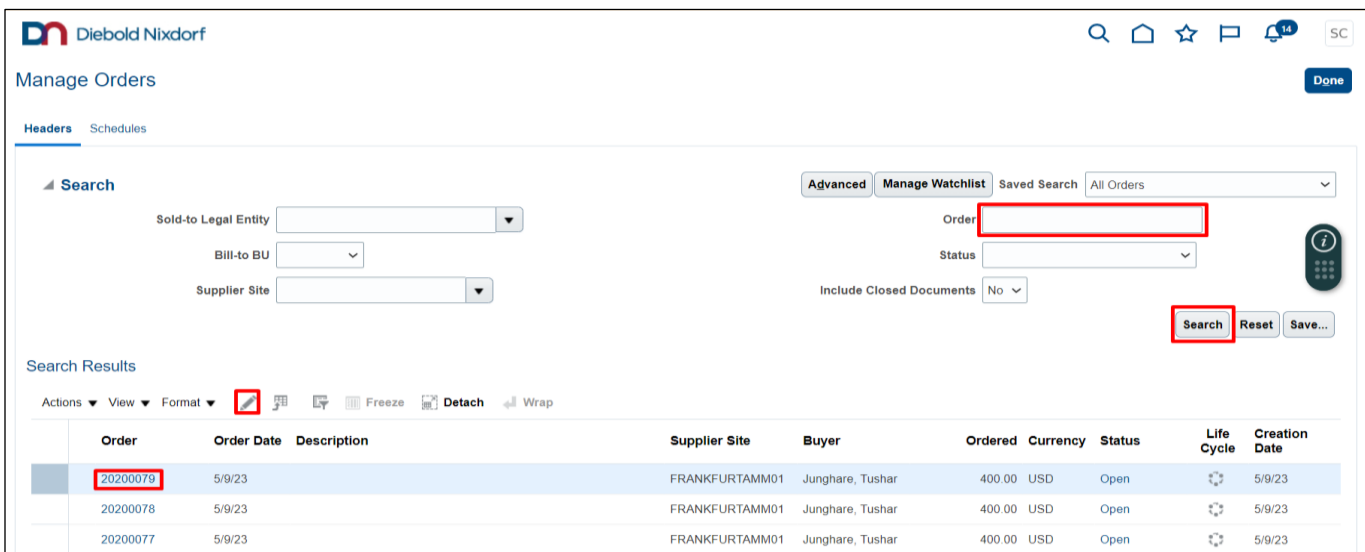
11. Supplier Initiated Change Order:

A. Change in Promised Date

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



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



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

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

Purchase Order: 20200079

Actions

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

Click on Actions and Select "edit" from Dropdown

General

Sold-to Legal Entity: Diebold Nixdorf, Incorporated

Supplier: Test Supplier Company

Bill-to BU: US Ops BU

Supplier Site: FRANKFURTAMM01

Order: 20200079

Supplier Contact: Sample Contact

Status: Open

Bill-to Location: DBD INC.

Buyer: Tushar Junghare

Ship-to Location: Diebold Nixdorf Manufacturing (US2)

Creation Date: 5/9/23

Terms: Notes and Attachments

Required Acknowledgment: Document and Schedule

Payment Terms: Immediate

Shipping Method

Freight Terms

Incoterms

Buyer Managed Transportation

Order Life Cycle

Ordered: 300

Amount (USD)

View Details

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

Warning

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

Click on Yes

Yes No

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

Diebold Nixdorf

Edit Change Order: 1

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

* Description: Enter the comment in Description

Creation Date: 5/9/23

Initiating Party: Supplier Initiator: Sample Contact

Main

General

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

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

Order: 20200079 Supplier Contact: Sample Contact

Status: Open Bill-to Location: DBD INC.

* Buyer: Junghare, Tushar Default Ship-to Location

Creation Date: 5/9/23

Ordered: 400.00 USD

Description

Agreement

Supplier Order

Terms Notes and Attachments

Payment Terms: Immediate Shipping Method

Freight Terms

Incoterms

✓ Buyer managed transportation

— Pay on receipt

— Confirming order

Additional Information

One-Time Ship-to Address Named Place

One-Time Ship-to Address Extended Category Manager

Context Prompt

Lines Schedules

Actions View Format Freeze Detach Wrap

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

Columns Hidden: 19

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

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

Diebold Nixdorf

Edit Change Order: 1

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

* Description: Click on Submit

Creation Date: 5/9/23

Initiating Party: Supplier Initiator: Sample Contact

Main

General

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

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

Order: 20200079 Supplier Contact: Sample Contact

Status: Open Bill-to Location: DBD INC.

* Buyer: Junghare, Tushar Default Ship-to Location

Creation Date: 5/9/23

Ordered: 400.00 USD

Description

Agreement

Supplier Order

Terms Notes and Attachments

Payment Terms: Immediate Shipping Method

Freight Terms

Incoterms

✓ Buyer managed transportation

— Pay on receipt

— Confirming order

Diebold Nixdorf

Purchase Order: 20200079

Main

General

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

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

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

Terms Notes and Attachments

Required Acknowledgment: Document and Schedule
 Payment Terms: Immediate

Additional Information

One-Time Shipto Address: Named Place
 Context Prompt

Order Life Cycle

Ordered: 400.00 USD
 View Details

Confirmation

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

OK

1. Click on OK

2. Click on Done

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

Purchase Order: 20200079

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

Terms Notes and Attachments

Required Acknowledgment: Document and Schedule
 Payment Terms: Immediate

Shipping Method
 Freight Terms
 Incoterms

Additional Information

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

Lines **Schedules**

Actions View Format Freeze Detach Wrap

New Promised ship dates populated

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

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

Context:

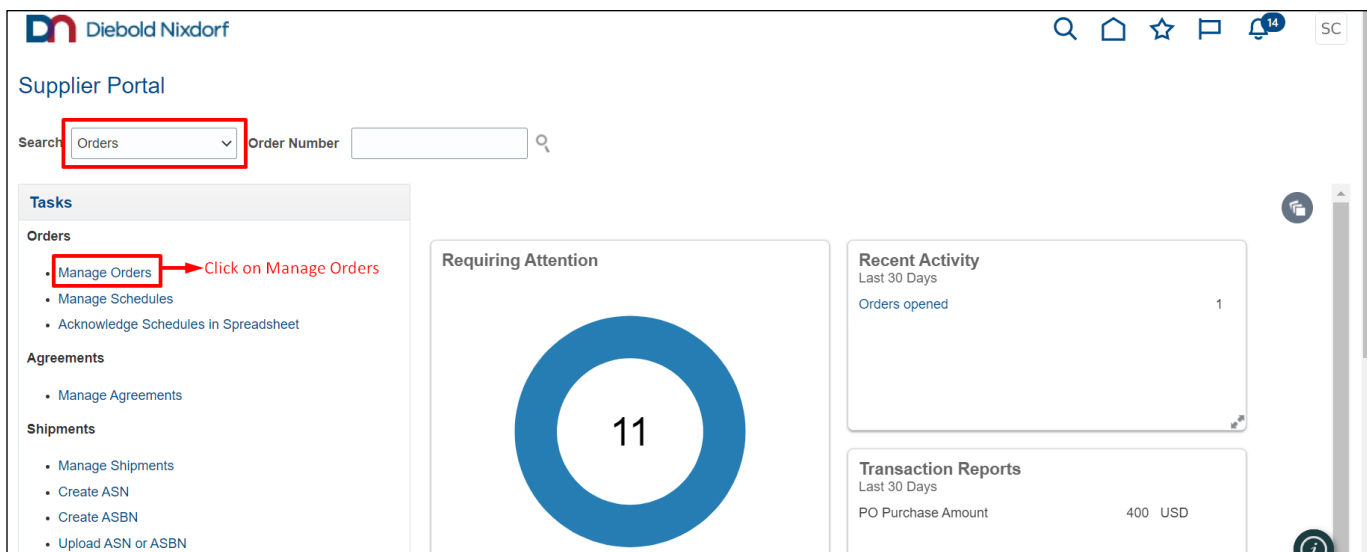
A) Supplier has acknowledged the PO with accept, then promised ship date will be populated as requested ship date.

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

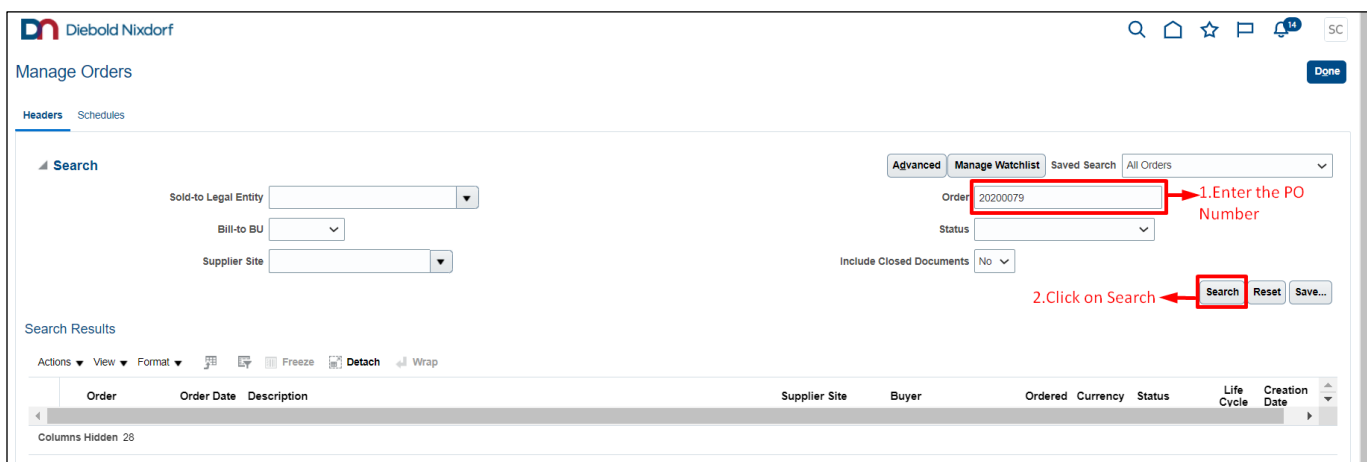
C) Now supplier acknowledges the changed ship date, on the confirmation Promised ship date will be populated as requested ship date.

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

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



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



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

Diebold Nixdorf

Manage Orders

Search "i" indicates change order is pending

Search Results

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

Columns Hidden 28

Click on PO to open

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

Diebold Nixdorf

Purchase Order: 20200079

Acknowledge View PDF Actions Refresh Done

Main

General

Sold-to Legal Entity Diebold Nixdorf, Incorporated

Bill-to BU US Ops BU

Order 20200079

Status Open [i](#) 1. Click on "i" symbol

Buyer Tushar Junghare

Creation Date 5/9/23

Supplier Test Supplier Company

Supplier Site FRANKFURTAMM01

Supplier Contact Sample Contact

Bill-to Location

Ship-to Location

Ordered 400.00 USD

Description

Source Agreement

Supplier Order

Information

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

OK 3. Click on OK

Terms Notes and Attachments

Required Acknowledgment Document and Schedule

Payment Terms Immediate

Shipping Method

Freight Terms

Buyer Managed Transportation

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

Lines

Schedules

Actions

View

Format

Freeze

Detach

Wrap

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

Columns Hidden 18

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

Diebold Nixdorf

Search

Home

Star

Flag

15

SC

Change Order: 2

Change Order: 2

Change Order

2

Description

Change in requested ship date

Creation Date

5/9/23

Status

Pending Supplier Acknowledgment

Initiating Party

Buyer

Initiator

Tushar Junghare

Main

General

Acknowledge

View PDF

Actions

Done

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

Additional Information

One-Time Shipto Address

One-Time Shipto Address Extended

Named Place

Category Manager

Context Prompt

Schedules

Actions

View

Format

Freeze

Detach

Wrap

Accept

Reject

Response

All

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

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

The screenshot shows the 'Acknowledge Change Order: 2' page. At the top right, there are buttons for 'Actions', 'Submit', and 'Cancel'. A red box highlights the 'Submit' button, with a red arrow pointing to it and the text '1. Click on Submit'. In the center, a 'Confirmation' dialog box is displayed with the message: 'The change order will be accepted. Do you want to continue? (PO-2055009)'. The dialog has 'OK' and 'Cancel' buttons. A red box highlights the 'OK' button, with a red arrow pointing to it and the text '2. Click on OK'. The background shows details for Change Order 2, including 'Description: Change in requested ship date', 'Status: Pending Supplier Acknowledgment', 'Initiating Party: Buyer', and 'Initiator: Tushar Junghare'. Other fields include 'Sold-to Legal Entity: Diebold Nixdorf, Incorporated', 'Order: 20200079', 'Status: Open', 'Buyer: Junghare Tushar', 'Creation Date: 5/9/23', 'Supplier Contact: Sample Contact', 'Bill-to Location: DBD INC.', 'Ship-to Location: Diebold Nixdorf Manufacturing (US2)', 'Ordered: 400.00 USD', 'Description', 'Source Agreement', 'Supplier Order', and 'Communication Method: None'.

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

The screenshot shows the 'Change Order: 2' page. At the top right, there are buttons for 'Acknowledge', 'View PDF', 'Actions', and 'Done'. A red box highlights the 'Done' button, with a red arrow pointing to it and the text 'Click on Done'. The background shows details for Change Order 2, including 'Description: Change in requested ship date', 'Status: Pending Supplier Acknowledgment', 'Initiating Party: Buyer', and 'Initiator: Tushar Junghare'. Other fields include 'Sold-to Legal Entity: Diebold Nixdorf, Incorporated', 'Bill-to BU: US Ops BU', 'Order: 20200079', 'Status: Open', 'Buyer: Tushar Junghare', 'Creation Date: 5/9/23', 'Supplier: Test Supplier Company', 'Supplier Site: FRANKFURTAM01', 'Supplier Contact: Sample Contact', 'Bill-to Location: DBD INC.', 'Ship-to Location: Diebold Nixdorf Manufacturing (US2)', 'Ordered: 400.00 USD', 'Description', 'Agreement', and 'Supplier Order'.

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


Purchase Order: 20200079

Acknowledge
View PDF
Actions
Refresh
Done

Main

General

Lines
Schedules

Actions
View
Format
Freeze
Detach
Wrap

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

C. Purchase Order Schedule Split

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

The screenshot shows the Diebold Nixdorf Supplier Portal. In the top navigation bar, there are icons for search, home, star, flag, and a notification bell with '14' alerts. The 'SC' logo is in the top right. Below the header, the 'Supplier Portal' title is displayed. A search bar contains 'Orders' in a dropdown menu, with 'Order Number' and a search icon to its right. On the left sidebar, under 'Tasks', the 'Orders' section is expanded, showing 'Manage Orders' (highlighted with a red box and an arrow pointing to the text 'Click on Manage Orders'), 'Manage Schedules', and 'Acknowledge Schedules in Spreadsheet'. Below 'Orders' are 'Agreements' (with 'Manage Agreements') and 'Shipments' (with 'Manage Shipments', 'Create ASN', 'Create ASBN', and 'Upload ASN or ASBN'). The main content area features a 'Requiring Attention' section with a large blue circle containing the number '11'. To the right, there are two summary cards: 'Recent Activity' (Last 30 Days, Orders opened: 1) and 'Transaction Reports' (Last 30 Days, PO Purchase Amount: 400 USD).

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

The screenshot shows the 'Manage Orders' page in the Diebold Nixdorf system. The top navigation bar is identical to the previous screenshot. Below the header, the 'Manage Orders' title is displayed, followed by 'Headers' and 'Schedules' tabs. A 'Done' button is in the top right. The 'Search' section includes filters for 'Sold-to Legal Entity', 'Bill-to BU', and 'Supplier Site'. On the right, there are tabs for 'Advanced', 'Manage Watchlist', and 'Saved Search' (selected), with a dropdown menu showing 'All Orders'. Below these are fields for 'Order' (highlighted with a red box), 'Status', and 'Include Closed Documents' (set to 'No'). At the bottom right of the search section are 'Search' (highlighted with a red box), 'Reset', and 'Save...' buttons. The 'Search Results' section shows a table with columns: Order, Order Date, Description, Supplier Site, Buyer, Ordered, Currency, Status, Life Cycle, and Creation Date. The first row is highlighted with a red box around the 'Order' column value '20200079'. The table contains three rows of data, all with 'Open' status and '5/9/23' creation date.

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

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

The screenshot shows the Diebold Nixdorf Purchase Order interface. The purchase order number 20200079 is highlighted in a red box. The 'Actions' dropdown menu is open, and the 'Edit' option is highlighted in a red box. A red arrow points to the 'Edit' option with the text 'Click on Actions and Select "edit" from Dropdown'. The interface includes a 'Main' section with 'General' and 'Terms' tabs, and an 'Order Life Cycle' section on the right.

Purchase Order: 20200079

Buttons: Acknowledge, View PDF, Actions, Refresh, Done

Order Life Cycle: Ordered (Amount: USD 300)

General Information:

Field	Value
Sold-to Legal Entity	Diebold Nixdorf, Incorporated
Supplier	Test Supplier Company
Bill-to BU	US Ops BU
Supplier Site	FRANKFURTAMM01
Order	20200079
Supplier Contact	Sample Contact
Status	Open
Bill-to Location	DBD INC.
Buyer	Tushar Junghare
Ship-to Location	Diebold Nixdorf Manufacturing (US2)
Creation Date	5/9/23

Terms: Notes and Attachments

Required Acknowledgment: Document and Schedule

Payment Terms: Immediate

Shipping Method: Buyer Managed Transportation

Freight Terms: Pay on receipt

Incoterms: Confirming order

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

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

Warning

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

Buttons: 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.

1. Go to Schedule

2. Click on Actions

3. Click on Split

Change Order 4

Status Incomplete

* Description Schedule Split

Amount Changed 0.00 USD

Creation Date 5/9/23

Initiating Party Supplier

Initiator Sample Contact

Main

General

Lines Schedules

Actions View Format X Undo Redo Freeze Detach Wrap

Delete

Export to Excel

Split

Cancel Schedule

Review Changes

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

← ↻ https://eeug-dev6.fau.us6.oraclecloud.com/fscmUI/faces/FndOverview?fndGlobalItemModelId=itemNode_supplier_portal_sup... ⓘ 🔍 ⭐ ⚙️ 👤 ...

Edit Change Order: 4

Actions ▾

Save ▾

Submit

Cancel

Click on Submit

Change Order 4

* Description

Schedule Split for line 20;
schedule 2 split to 100 each

Creation Date 5/9/23

Status Incomplete

Amount Changed 0.00 USD

Initiating Party Supplier

Initiator Sample Contact

Main

► General

Lines **Schedules**

Actions ▾ View ▾ Format ▾

✕ 📄 ⏪ 📄 📄

📄 Freeze

📄 Detach

📄 Wrap

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

Line 20 split into 100 Each

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

Diebold Nixdorf

Purchase Order: 20200079

Main

General

Sold-to Legal Entity

Diebold Nixdorf, Incorporated


Bill-to BU

US Ops BU

Order

20200079

Status

Open 

Buyer

Tushar Junghare

Creation Date

5/9/23

Supplier

Test Supplier Company

Supplier Site

FRANKFURTAMM01

Supplier Contact

Sample Contact

Bill-to Location

DBD INC.

Ship-to Location

Diebold Nixdorf Manufacturing (US2)

Ordered

400.00 USD

Description

Source Agreement

Supplier Order


Terms

Notes and Attachments

Confirm

Confirmation

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

Click on Yes 

12. Create ASN:

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

Supplier Portal

Search Orders Order Number

Tasks

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

Requiring Attention

9

Recent Activity
Last 30 Days

- Orders changed or canceled: 1
- Orders opened: 3

Transaction Reports
Last 30 Days

PO Purchase Amount: 1.2K USD

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

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

Create ASN

Search

**** Purchase Order**

**** Supplier** Test Supplier Company

Supplier Item

Due Date

Advanced Saved Search Purchase Order

**** At least one is required**

Search **Reset** **Save...**

Search Results

View **Create ASN**

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

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

Diebold Nixdorf

Create ASN

Search

Advanced Saved Search Purchase Order

Search Results

View **Create ASN** 2. Click on Create ASN

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

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

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

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

Create ASN Details

Submit Cancel

Header

* Shipment TESTASN123 1. Enter the Shipment Number

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

Expected Receipt Date

Freight Terms

Shipping Method

Number of Supplier Packing Units

Bill of Lading

Waybill WAYBILL 123 3. Enter the Waybill Number

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

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM

Net Weight

Net Weight UOM

Comments

Lines

5. Enter the Shipped Quantity

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

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

Diebold Nixdorf

SC

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Create ASN Details

Header

* Shipment

TESTASN 123

* Shipped Date

5/9/23 1:04 PM

Expected Receipt Date

Freight Terms

FREE CARRIER

Shipping Method

Number of Supplier Packing Units

Bill of Lading

Waybill

WAYBILL123

Packing Slip / Tracking Number

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM

Net Weight

Net Weight UOM

Comments

Confirmation

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

OK

ASN is created, click on OK

Lines

Actions

View

Remove Line

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

13. Mass Upload of ASN:

Step 1: Login to the Application

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

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

Sign In
Oracle Applications Cloud

Company Single Sign-On

or

sample.contact@testsupplier.com

Enter Username

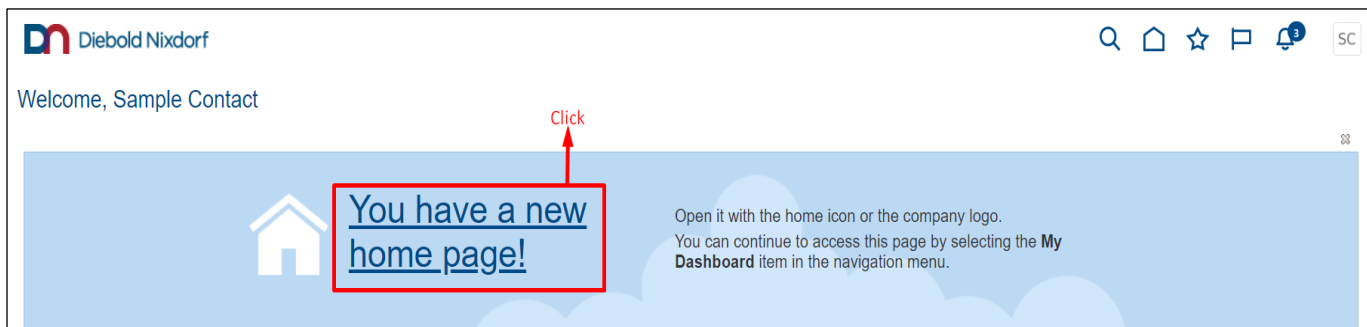
Enter Password

Forgot Password

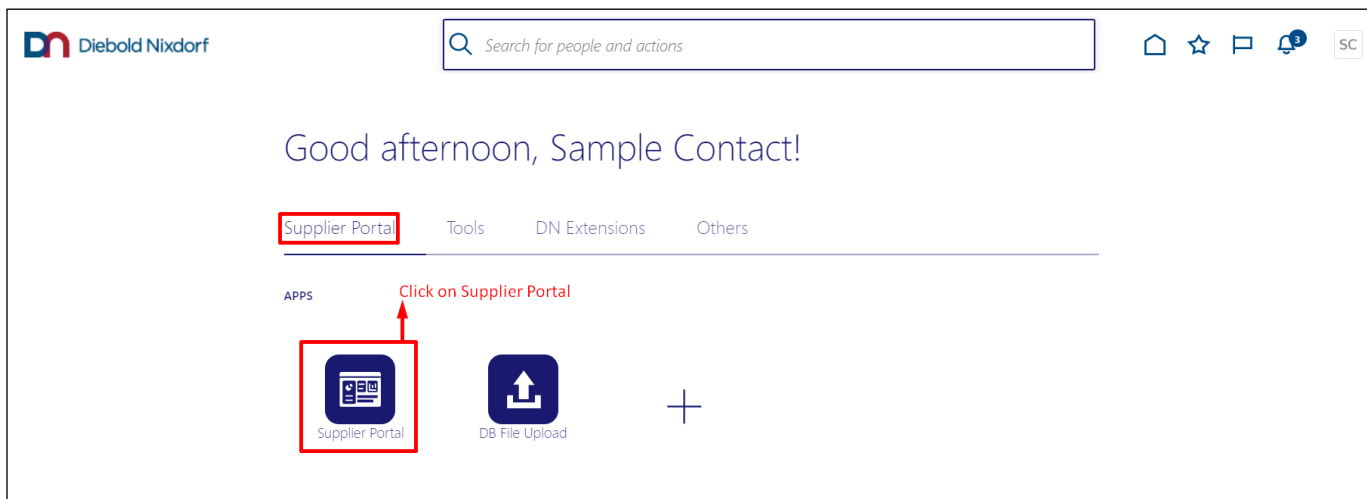
Sign In

Click on Sign In

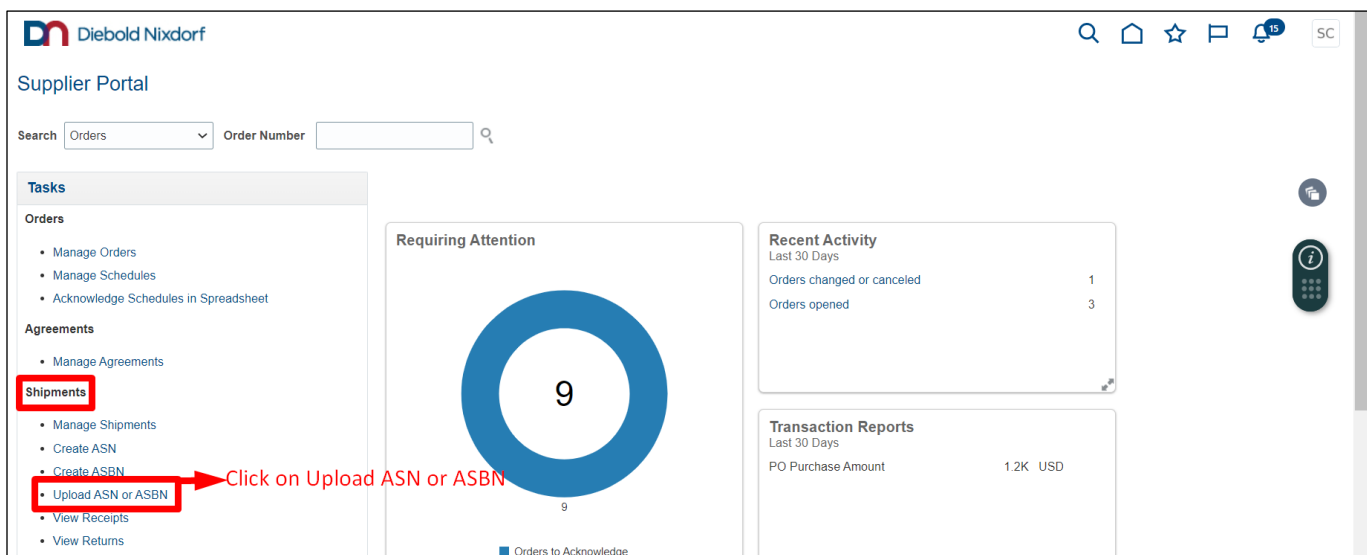
Step 3: After clicking on Sign in, user will be landed on Supplier homepage. On this page, Click on homepage Hyper Link.



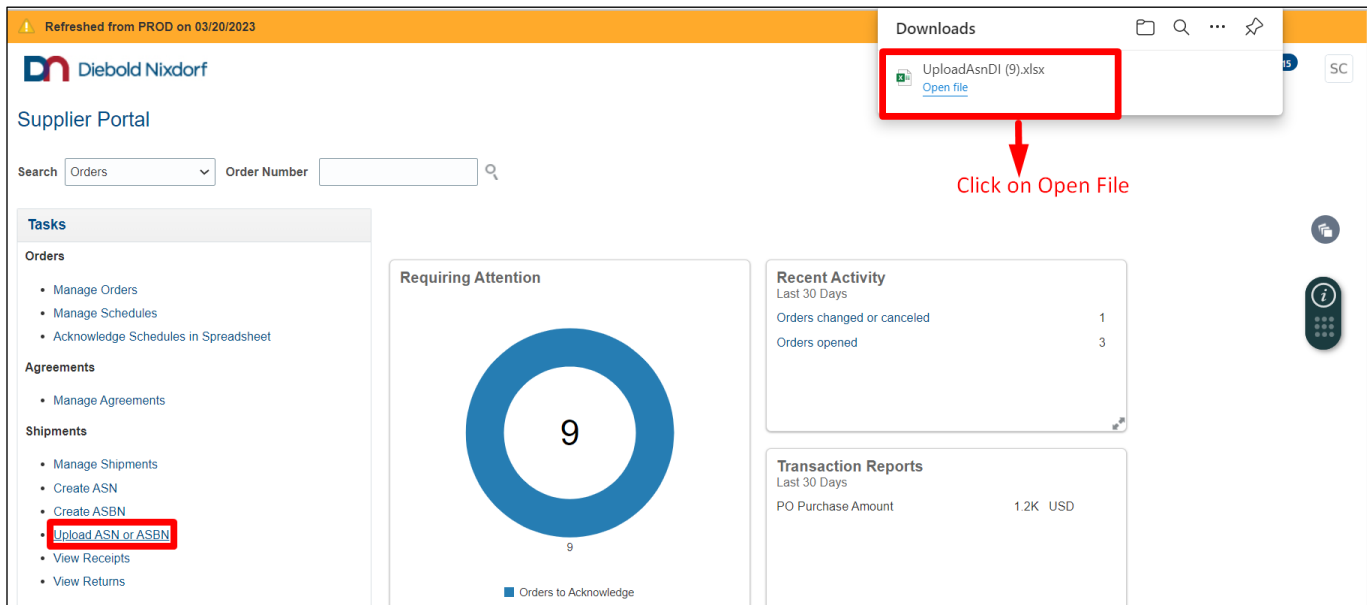
Step 4: Move to the Supplier Portal icon. Then Click on “**Supplier portal**” icon.



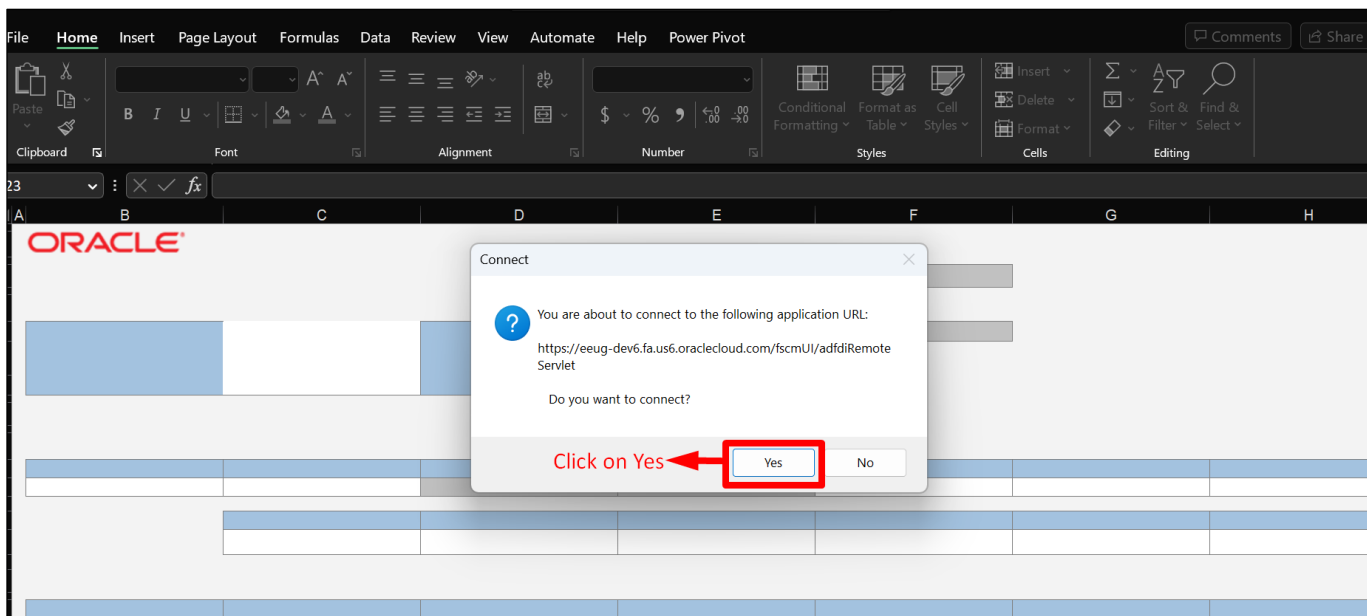
Step 5: That click will navigate to Supplier Portal Dashboard. Then click on “Upload ASN or ASBN” under “Shipments” in task bar.



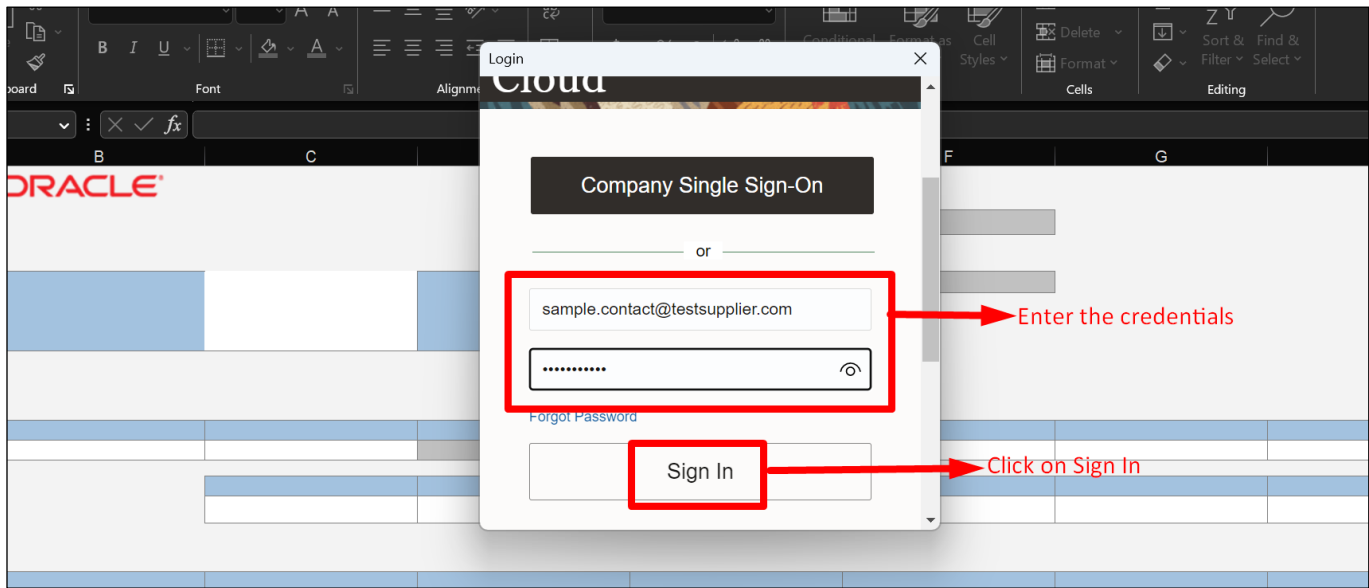
Step 6: Once you click on **“Upload ASN or ASBN”**, ADFDI Excel file will be downloaded automatically.



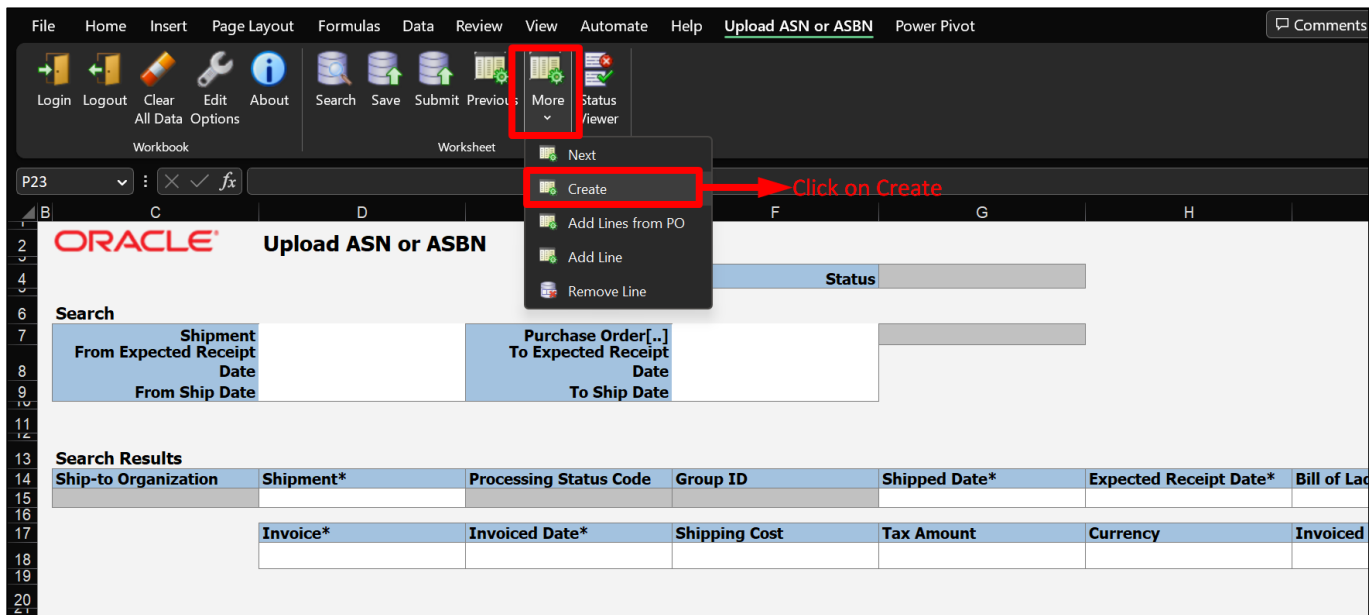
Step 7: Open the downloaded Excel file and it will ask you to connect to the application. Click on **“Yes”**.



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



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



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

FileHomeInsertPage LayoutFormulasDataReviewViewAutomateHelpUpload ASN or ASBNPower Pivot

LoginLogoutClearEditAboutSearchSaveSubmitPreviousMoreStatus

All Data Options

Worksheet

M15: XfxWAYBILL123

Upload ASN or ASBN

Status

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

Enter the Expected Receipt Date

Enter the BOL

Enter the Waybill Number

Enter the shipment number

Shipment*	Processing Status Code	Group ID	Shipped Date*	Expected Receipt Date*	Bill of Lading	Packing Slip	Supplier Name[...]*	Supplier Site[...]*	Waybill
ASNDEMO1234	PENDING		5/9/2023	5/19/2023	BOLDEMO		Test Supplier Company		WAYBILL123
Invoice*	Invoked Date*	Shipping Cost	Tax Amount	Currency	Invoked Amount*	Receipt Source	Payment Terms	Supplier Name[...]*	Supplier Site[...]*
						VENDOR		Test Supplier Company	

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

FileHomeInsertPage LayoutFormulasDataReviewViewAutomateHelpUpload ASN or ASBNPower Pivot

LoginLogoutClearEditAboutSearchSaveSubmitPreviousMoreStatus

All Data Options

Worksheet

M15: XfxWAYBILL123

Upload ASN or ASBN

Status

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

Enter the Expected Receipt Date

Enter the BOL

Enter the Waybill Number

Enter the shipment number

Shipment*	Processing Status Code	Group ID	Shipped Date*	Expected Receipt Date*	Bill of Lading	Packing Slip	Supplier Name[...]*	Supplier Site[...]*	Waybill
ASNDEMO1234	PENDING		5/9/2023	5/19/2023	BOLDEMO		Test Supplier Company		WAYBILL123
Invoice*	Invoked Date*	Shipping Cost	Tax Amount	Currency	Invoked Amount*	Receipt Source	Payment Terms	Supplier Name[...]*	Supplier Site[...]*
						VENDOR		Test Supplier Company	

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

The screenshot shows the Oracle 'Upload ASN or ASBN' application interface. The top toolbar contains various icons for navigation and actions. The 'Save' icon, represented by a floppy disk, is highlighted with a red rectangle. A red arrow points from the text 'Click on Save' to the 'Save' icon. Below the toolbar, the application form is visible, showing search criteria and search results. A 'Save' dialog box is open in the center, indicating the data is being saved.

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

The screenshot shows the Oracle 'Upload ASN or ASBN' application interface. The top toolbar contains various icons for navigation and actions. The 'More' icon, represented by a green plus sign, is highlighted with a red rectangle. A red arrow points from the text 'Click on Add Lines from PO' to the 'Add Lines from PO' option in the dropdown menu. Below the toolbar, the application form is visible, showing search criteria and search results. The 'More' dropdown menu is open, displaying options: 'Next', 'Create', 'Add Lines from PO', 'Add Line', and 'Remove Line'.

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

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

Formulas Data Review View Automate Help Upload ASN or ASBN Power Pivot

Arch Save Submit Previous

Worksheet

E

Upload ASN

** At least one is required

**** Purchase Order** Does not contain @@

**** Item** Equals

Supplier Item Starts with

Ship-to Location Equals

Supplier Site Equals

Sold-to Legal Entity Equals

Due Date Equals

Search Reset Add Fields Reorder

Purchase Order	Supplier	Supplier Site	Item	Item Description	Due
20200078	Test Supplier Co...	FRANKFURTA...	01750000003	audio extension ...	5/22/...
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/...

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

Processing Status Code Group ID
PENDING

Invoiced Date* Shipping

Row Status Error

Supplier Name[...]*
Test Supplier Company

Payment Terms

Purchase Order Line[...]*

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

Upload ASN

Sold-to Legal Entity

Equals

Due Date

Equals

Search

Reset

Add Fields

Reorder

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

OK

Cancel

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

The screenshot shows the Oracle 'Upload ASN or ASBN' application. The top navigation bar includes 'File', 'Home', 'Insert', 'Page Layout', 'Formulas', 'Data', 'Review', 'View', 'Automate', 'Help', 'Upload ASN or ASBN', and 'Power Pivot'. The 'Data' tab is active, and the 'Save' button is highlighted with a red box and an arrow pointing to it with the text 'Click on Save'. A 'Save' dialog box is open in the center, showing 'Processing...' and a green progress bar. The background shows search results for a shipment with ASN DEMO1234.

Ship-to Organization	Shipment*	Processing Status Code	Group ID
ASNDemo1234		PENDING	

Transaction Date*	Purchase Order[*]	Purchase Order Line[*]	Purchase Order Schedule[*]
5/9/2023	20200087	1	1
5/9/2023	20200086	1	1
5/9/2023	20200085	1	1
5/9/2023	20200079	2	1
5/9/2023	20200079	2	2
5/9/2023	20200079	1	1
5/9/2023	20200078	1	1
5/9/2023			

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

The screenshot shows the Oracle 'Upload ASN or ASBN' application. The 'Quantity' column header is highlighted with a red box, and a red arrow points to it with the text 'Enter the quantity to be shipped'. The background shows search results for a shipment with ASN DEMO1234.

Transaction Date*	Purchase Order[*]	Purchase Order Line[*]	Purchase Order Schedule[*]	Item	Item Description	Quantity*	UOM Name[*]	Ordered Quantity
5/9/2023	20200087	1	1	01750000003	audio extension cable 3m	100.00	ach	100.00
5/9/2023	20200086	1	1	01750000003	audio extension cable 3m	100.00	ach	100.00
5/9/2023	20200085	1	1	01750000003	audio extension cable 3m	50.00	ach	100.00
5/9/2023	20200079	2	1	01750000117	inhibgear nut MSx5	100.00	ach	100.00
5/9/2023	20200079	1	1	01750000003	audio extension cable 3m	68.00	ach	80.00
5/9/2023	20200078	1	1	01750000003	audio extension cable 3m	30.00	ach	100.00

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

* Bill of Lading	Packing Slip	Supplier Name[...]*	Supplier Site[...]*	Waybill	Packaging Code	Special Handling Code	Note	Freight Terms	Carrier
BOLDEMO		Test Supplier Company		WAYBILL123					
Invoiced Amount*	Receipt Source	Payment Terms	Supplier Name[...]*	Supplier Site[...]*					
	VENDOR		Test Supplier Company						

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

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

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

Login Logout Clear Edit About Search Save Submit Previous More Status

Workbook Worksheet

O18 : X ✓ fx

Click on Save

Upload Options

☒ On failure, continue to upload subsequent rows

☐ Download all rows after successful upload

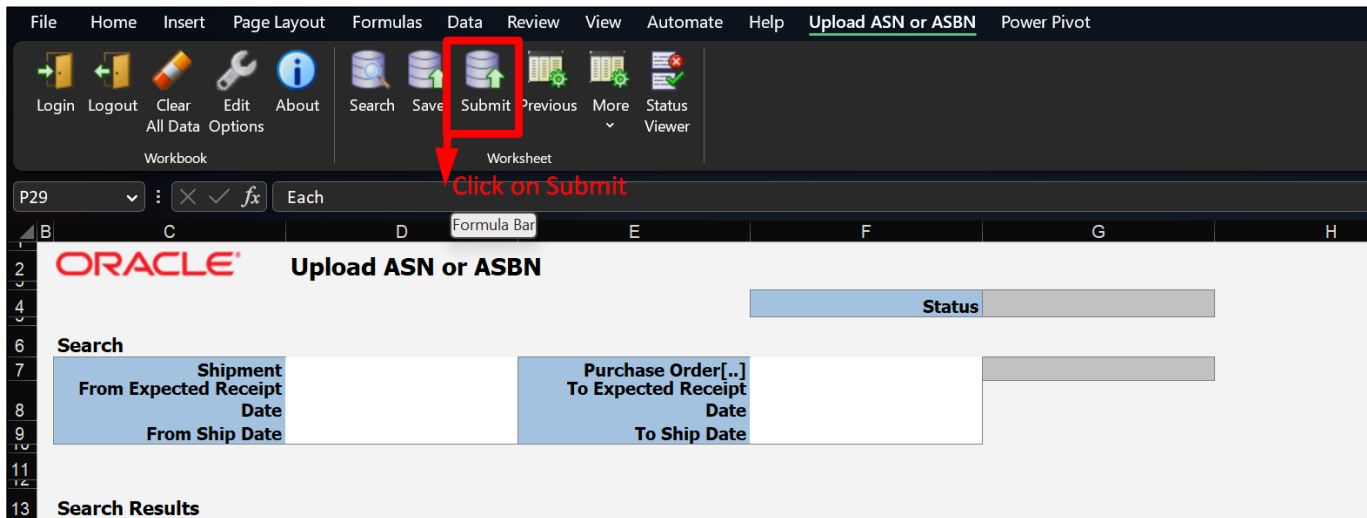
Click on OK

OK Cancel

* Bill of Lading	Packing Slip	Supplier Name[...]*	Supplier Site[...]*	Waybill	Packaging Code	Special Handling Code	Note	Freight Terms	Carrier
BOLDEMO		Test Supplier Company		WAYBILL123					
Invoiced Amount*	Receipt Source	Payment Terms	Supplier Name[...]*	Supplier Site[...]*					
	VENDOR		Test Supplier Company						

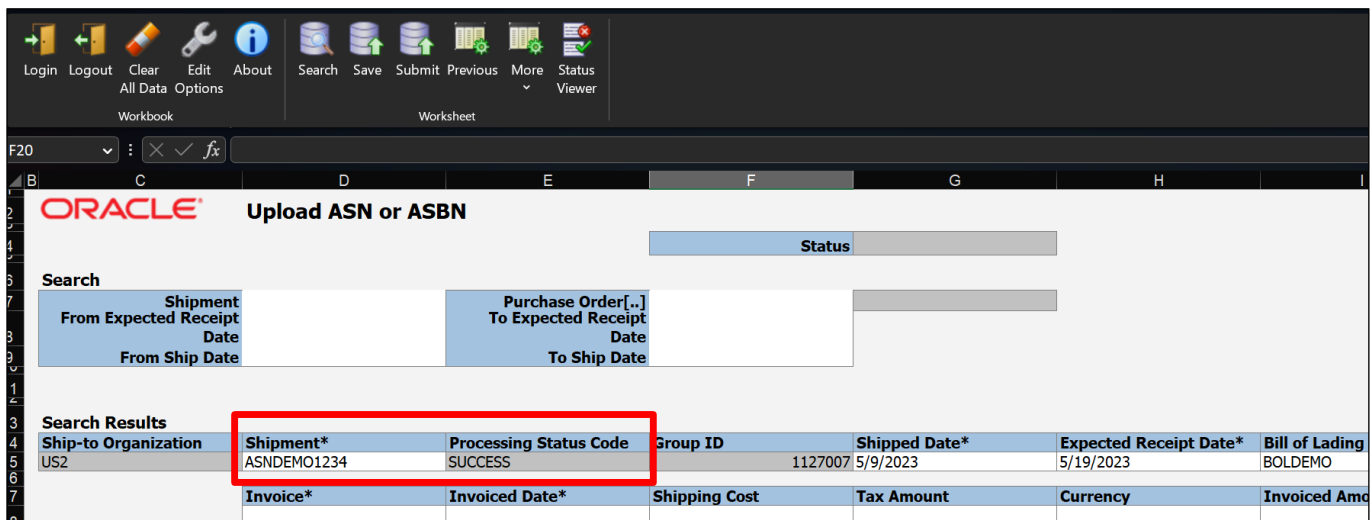
Transaction Date*	Purchase Order[...]*	Purchase Order Line[...]*	Purchase Order Schedule[...]*	Item	Item Description	Quantity*	UOM Name[...]*	Ordered Quantity	Bill of Lading
5/9/2023	20200087	1	1	01750000003	audio extension cable 3m	100.00	Each	100.00	
5/9/2023	20200086	1	1	01750000003	audio extension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

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



The screenshot shows the Oracle 'Upload ASN or ASBN' form. The top toolbar contains buttons for Login, Logout, Clear All Data, Edit Options, Search, Save, Submit, Previous, More, and Status Viewer. The 'Submit' button is highlighted with a red box and a red arrow pointing to it with the text 'Click on Submit'. Below the toolbar, the form has a 'Search' section with two input fields: 'Shipment From Expected Receipt Date From Ship Date' and 'Purchase Order[...] To Expected Receipt Date To Ship Date'. The 'Status' field is currently empty. The 'Search Results' section is at the bottom.

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



The screenshot shows the Oracle 'Upload ASN or ASBN' form with the search results displayed. The 'Processing Status Code' is 'SUCCESS', which is highlighted with a red box. The search results table is as follows:

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

Below the search results, there is a table with the following columns: Invoice*, Invoiced Date*, Shipping Cost, Tax Amount, Currency, and Invoiced Amount.

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

Diebold Nixdorf

Supplier Portal

Search Orders Order Number

Tasks

Orders

Manage Orders

Manage Schedules

Acknowledge Schedules in Spreadsheet

Agreements

Manage Agreements

Shipments

Manage Shipments

Create ASN

Create ASBN

Upload ASN or ASBN

View Receipts

Requiring Attention

9

Recent Activity

Last 30 Days

Orders changed or canceled 1

Orders opened 3

Transaction Reports

Last 30 Days

PO Purchase Amount 1.2K USD

Click on Manage Shipments

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

Diebold Nixdorf

Manage Shipments

Done

Search

Advanced Saved Search All Shipments

** Shipment ASNDEMO1234

** Supplier Test Supplier Company

** Purchase Order

Search Reset Save...

Search Results

Cancel Shipment

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

Cancel Shipment

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

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

Edit Shipment: ASNDEMO1234

Social

Cancel Shipment

Save

Save and Close

Cancel

Header

Shipment ASNDEMO1234

Supplier Test Supplier Company

Shipped Date 5/9/23 3:17 PM

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

Ship-to Location

Freight Terms

Shipping Method

Bill of Lading BOLDEMO

Waybill WAYBILL123

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM

Net Weight

Net Weight UOM

Packing Slip

Number of Packing Units

Comments

Lines

Actions

View

Cancel Shipment Line

View Details

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



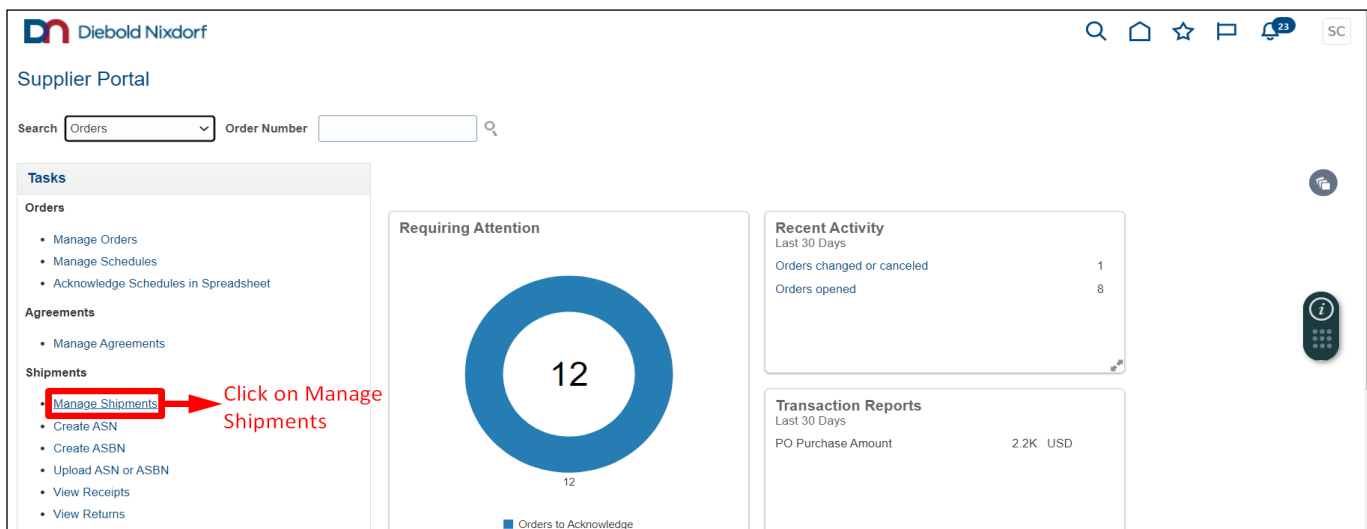
14. Manage Shipments:

Process to view Shipment details.

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



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

Manage Shipments

Done

Search

Advanced Saved Search All Shipments

** Shipment

** Supplier

Test Supplier Company

** Purchase Order

** At least one is required

Search Reset Save...

Search Results

Actions View Cancel Shipment

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

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

Diebold Nixdorf

Manage Shipments

Done

Search

Advanced Saved Search All Shipments

** Shipment

** Supplier

Test Supplier Company

** Purchase Order

** At least one is required

Search Reset Save...

Search Results

Actions View Cancel Shipment

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

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

Diebold Nixdorf

Manage Shipments

Done

Search

Advanced Saved Search All Shipments

** Shipment

** Supplier Test Supplier Company

** Purchase Order

** At least one is required

Search Reset Save...

Search Results

Actions View

Cancel Shipment

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

Diebold Nixdorf

Edit Shipment: TESTASN 123

Cancel Shipment Save Save and Close Cancel

Header

Shipment TESTASN 123

Supplier Test Supplier Company

Shipped Date 5/9/23 1:04 PM

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

Ship-to Location

Freight Terms FREE CARRIER

Shipping Method

Bill of Lading 456BOL

Waybill WAYBILL123

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM

Net Weight

Net Weight UOM

Packing Slip

Number of Packing Units

Comments

Lines

Actions View

Cancel Shipment Line View Details

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

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

Diebold Nixdorf

Manage Shipments

Done

Search

Advanced Saved Search All Shipments

Search Results

Cancel Shipment

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

Warning

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

2.Click on Yes

Yes No

Click on Yes then shipment will be cancelled.

15. View Receipts:

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

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

Activity	Count
Orders changed or canceled	13
Orders opened	30


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

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

The screenshot shows the 'View Receipts' search results page. The search criteria are: Receipt Date 5/9/23 to 5/10/23. The 'Search' button is highlighted with a red box. The search results table is shown below.

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

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



Receipt: 15

View Transaction History

Done

Summary

Supplier

Test Supplier Company

Shipment

ASNDEMO1234

Shipped Date

5/9/23 3:17 PM

Shipping Method

Number of Supplier Packing Units

Supplier Site

FRANKFURTAMM01

Packing Slip

Waybill

WAYBILL123

Bill of Lading

BOLDEMO

Note

Attachments

None

Additional Information

Lines

Actions

View

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



16. FAQ:

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

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

cloudsupplierportalsupport@dieboldnixdorf.com

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

2) Where is the link to the supplier portal?

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

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

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

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

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

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

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

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

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

5) Unable to view the details in dashboard?

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

6) Has the procedure for Supplier Invoicing changed?

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

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

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

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