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3D Systems – Oracle iSupplier

iSupplier User Guide
TU1103_LOGIN INTO ISUPPLIER PORTAL USING REGISTERED SUPPLIER USER FOR THE FIRST TIME.

Author:	Eknath Deshmukh
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01-Mar-2024	Eknath Deshmukh	0.1	Initial Version – No previous version available

Reviewers

Name	Position
Harun Prasath	Project Lead-LTIM
SatyendraNath Barma	Project Manager – LTIM
	Project Manager – 3D Systems

Distribution
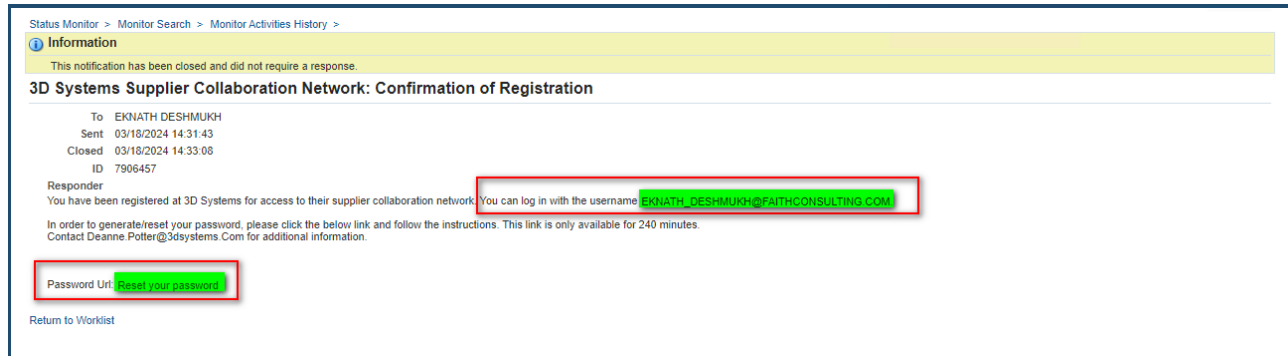
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Notes

TU1103_Login into iSupplier Portal using Registered Supplier User for the first time.

File Procedure Name	TU1103_Login into iSupplier Portal using Registered Supplier User for the first time.
Description	Login into iSupplier Portal for the first-time post registration request approval.
Prerequisites for Procedure	✓ "Confirmation of Registration Email received from Buying company along with user name.

As soon as Prospective Supplier Registration Request gets approved by Supplier Onboarding approver of buying company, Supplier will get email as "**3D Systems Supplier Collaboration Network: Confirmation of Registration**".

Copy the username EKNATH_DESHMUKH@FAITHCONSULTING.COM and Click on the "Reset your password" URL.
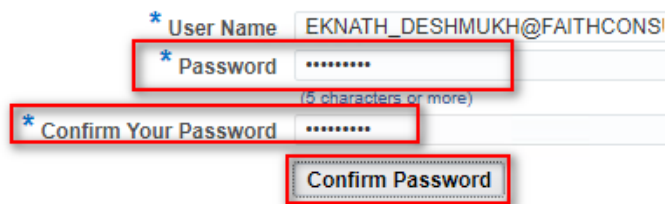

Reset Password Page opens:

Enter your username and passwords in the reset password page to generate a new password. The password you enter below will be used to replace your old password created automatically by system post registration request approval.

One 'Password' and 'Confirm Your Password' is entered then click on 'Confirm Password' button.
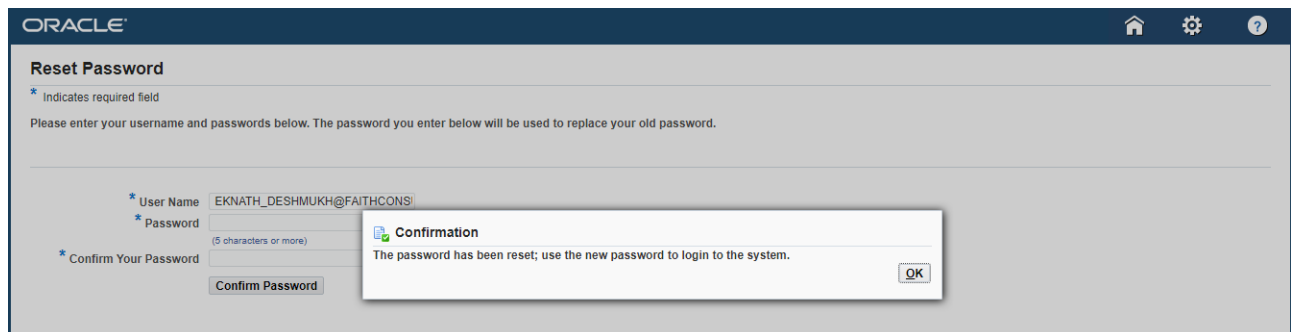

System displays message as "**The password has been reset; use the new password to login to the system**".

Click on Ok button to Proceed, System will navigate to Oracle Log In Page.

Enter username and password and click on Log in Button,

iSupplier Portal Opens:

End of Procedure.

3D Systems – Oracle iSupplier

iSupplier User Guide TU1104_VIEWING PURCHASE ORDER INFORMATION

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Name	Position
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	Project Manager – 3D Systems

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Notes

**TU1104_Viewing Purchase Order Information**

File Procedure Name	TU1104_Viewing Purchase Order Information
Description	View PO details in iSupplier Portal for PO created by buying company. User can view details of a purchase order such as terms and conditions, lines, shipments, and attachments from the Purchase Order Details page.
Prerequisites for Procedure	✓ Valid Credentials to access iSupplier Portal. ✓ Purchase Order Number received from Buying Company

When the buying company creates a purchase order and an email / a notification received in Supplier Portal. Before sending PO acknowledgement to the buying company a supplier can navigate to the orders tab to view the details of the Purchase Order created. For example, you have received Purchase Order 256538.

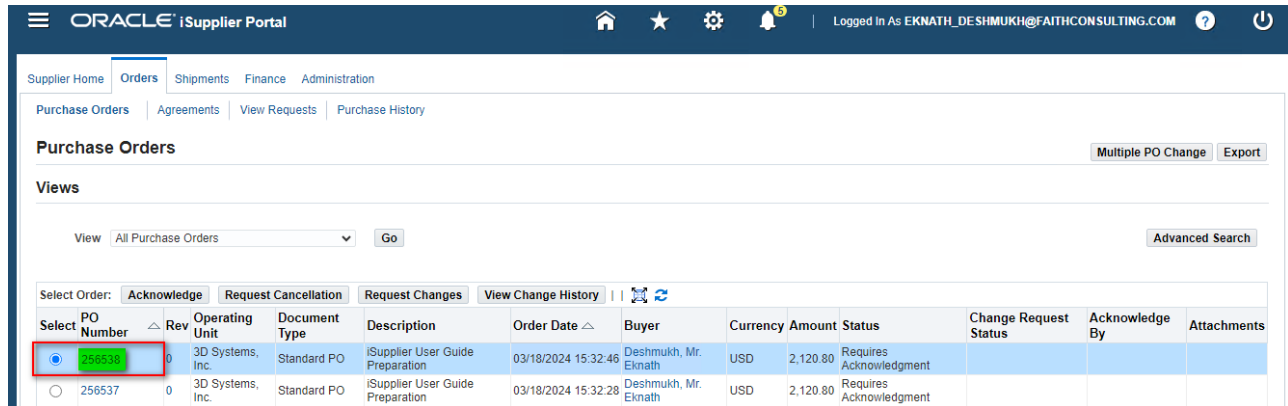Navigate to iSupplier Portal using valid username and password.
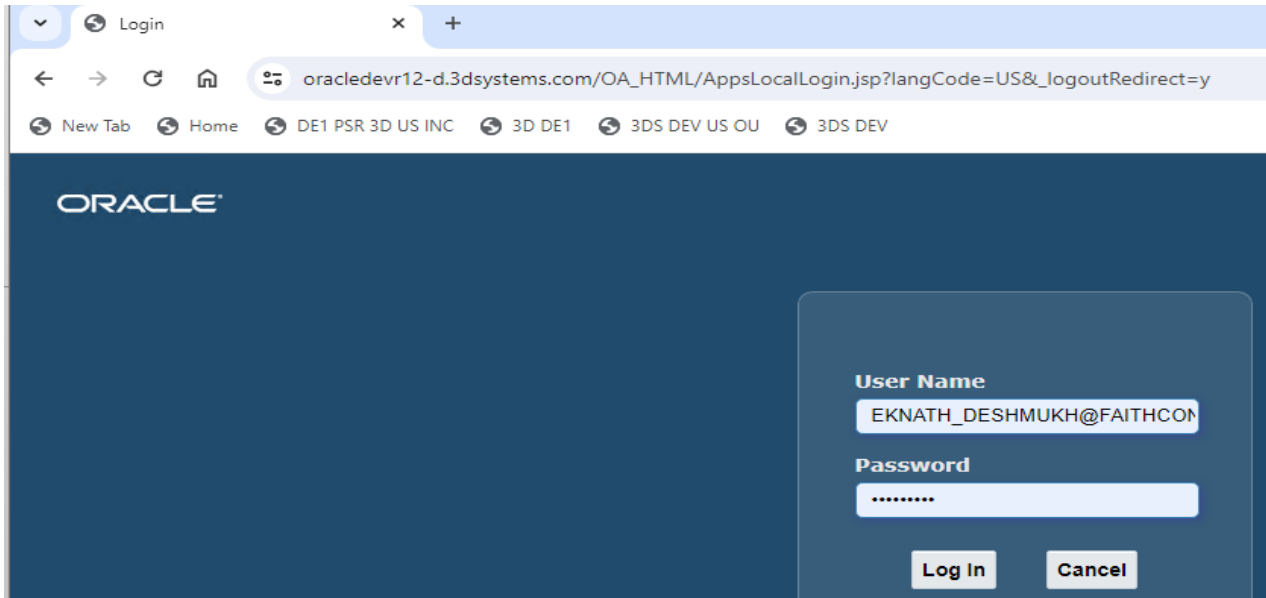
Go to Orders Tab > Purchase Orders
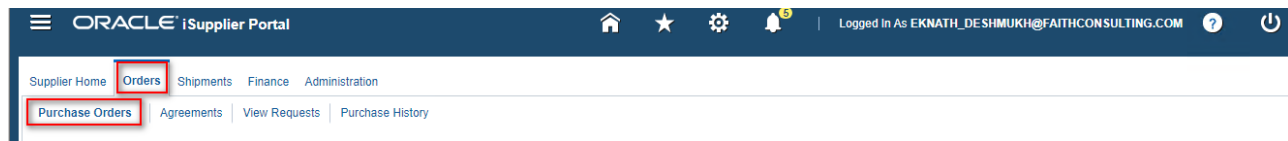
List of Purchase orders page will be displayed in Orders tab.

Select the purchase order you want to view by clicking its purchase order number.

Also, you can use 'Advance Search' to search for a specific Purchase Order. Click on 'Advance Search' button.

Here you have multiple options to search for your desired Purchase Order.

You can search using PO Number, Document Type, Order Date, Buyer, or you can add any other search option by clicking on 'Add Another'. You can choose desired search options and click on 'Add' button.

In this example, we are searching for Purchase Order using PO Number.

Purchase Orders

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Match ● All ○ Any

PO Number	is	256538	
Document Type	is		
Order Date	is	(03/19/2024)	
Buyer	is		

Buyer
Change Request Status
Document Type
Issuing Office Address
Operating Unit
Order Date
Order Effective Date
PO Number
Ship-To Location
Status

Go   Clear   Add Another   Buyer   Add

Enter the PO Number and Click on Go button.

Purchase Orders

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Match ● All ○ Any

PO Number	is	256538
Document Type	is	
Order Date	is	(03/19/2024)
Buyer	is	

Go   Clear   Add Another   Buyer   Add

Purchase Orders

Multiple PO Change   Export

Advanced Search

Views

Specify parameters and values to filter the data that is displayed in your results set.

Match ● All ○ Any

PO Number	is	256538
Document Type	is	
Order Date	is	(03/19/2024)
Buyer	is	

Go   Clear   Add Another   Buyer   Add
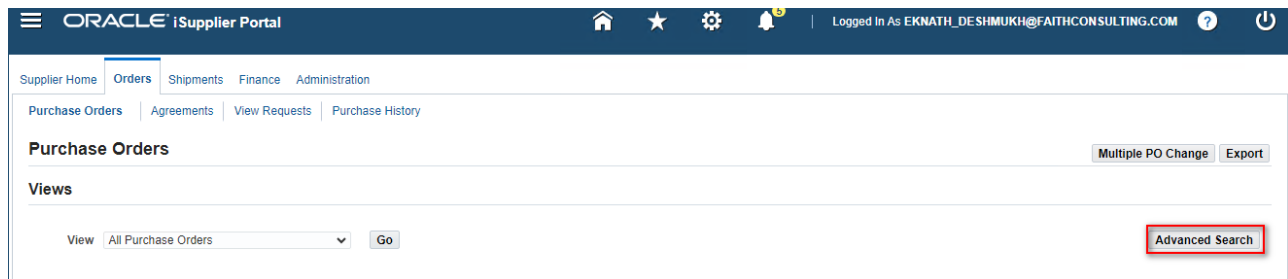
Select Order: Acknowledge   Request Cancellation   Request Changes   View Change History

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
○	256538	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:32:46	Deshmukh, Mr. Eknath	USD	2,120.80	Requires Acknowledgment			

Order Information Page opens.
The View Order Details page shows you detailed information about the purchase order, including both header and line information.

The Order Information section shows general information, terms, and conditions, ship-to and bill-to information.

In the PO Details section, you can view PO Line and Shipment Details where you can view Item ordered, Quantity, UOM, Price, Promise Date and Need by Date and if any attachments are added.

Once verified all information, you can submit your acceptance response to the buying company.

End of Procedure.

3D Systems – Oracle iSupplier

iSupplier User Guide
TU1105_SUPPLIER ACCEPTANCE TO PURCHASE ORDER USING ACKNOWLEDGEMENT NOTIFICATION

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Name	Position
Harun Prasath	Project Lead-LTIM
SatyendraNath Barma	Project Manager – LTIM
	Project Manager – 3D Systems

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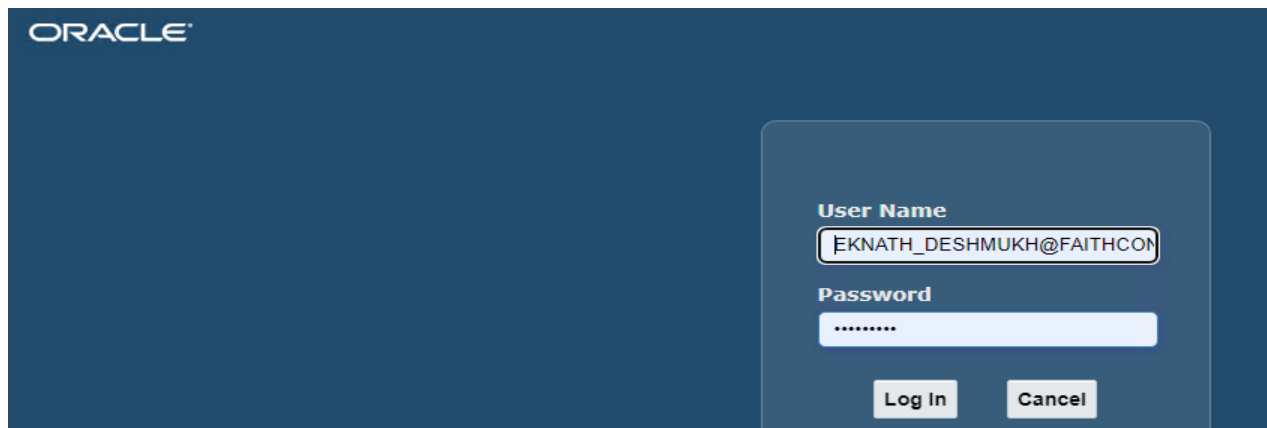
TU1105_Supplier Acceptance to Purchase Order using Acknowledgement Notification

File Procedure Name	TU1105_Supplier Acceptance to Purchase Order using Acknowledgement Notification
Description	When creating a purchase order, buying companies can request acknowledgment of the purchase order. If so, Supplier user will receive a notification requiring your response.
Prerequisites for Procedure	✓ Acknowledgement Notification received from Buying Company. ✓ Valid credentials to access to iSupplier Portal.

When the buying company creates a Purchase Order for Supplier. Oracle Purchasing workflow sends PO details using an email and a worklist notification for acknowledgement with subject as "**Standard Purchase Order 256538,0 requires your acceptance**".

Suppliers can submit acknowledgement response using the Acknowledgement Notification or using the Acknowledge Button process present under Orders sub tab. In this example, we are using the Acknowledge Notification to submit acknowledgement.

Log in to iSupplier Portal with your valid username and password.

You can view notification in 'Supplier Home' or in 'Worklist Notification".
Navigate to iSupplier Portal **>** Supplier Home Tab

Or,

Navigate to iSupplier Portal > Worklist Notification Bell Icon > Go to Full Worklist

In the Notifications section, select the desired notification which needs to be acknowledged. Click on the Notification Subject Hyperlink.

Notification opens:

You acknowledge purchase orders to communicate to the buying company that you have received, reviewed the details of, and accepted or rejected a purchase order. You cannot communicate changes to the purchase order during acknowledgment.

Click on 'Accept' button present on the right upper or on the bottom corner to accept the Purchase Order.

System should accept Purchase Order. You can verify by opening the same notification where you can see the message as "This notification has been closed with the result: Accept" in the Information.

Also, you can go back to Purchase Order which is just acknowledged and verify the Purchase Order Status in iSupplier Portal. The status gets updated as 'Accepted'

Once accepted, the buyer will receive a notification regarding the acceptance of the Purchase Order.

End of Procedure.

3D Systems – Oracle iSupplier

iSupplier User Guide
TU1106_Supplier Acceptance to Purchase Order using 'Orders' tab 'Acknowledge' button.

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Name	Position
Harun Prasath	Project Lead-LTIM
SatyendraNath Barma	Project Manager – LTIM
	Project Manager – 3D Systems

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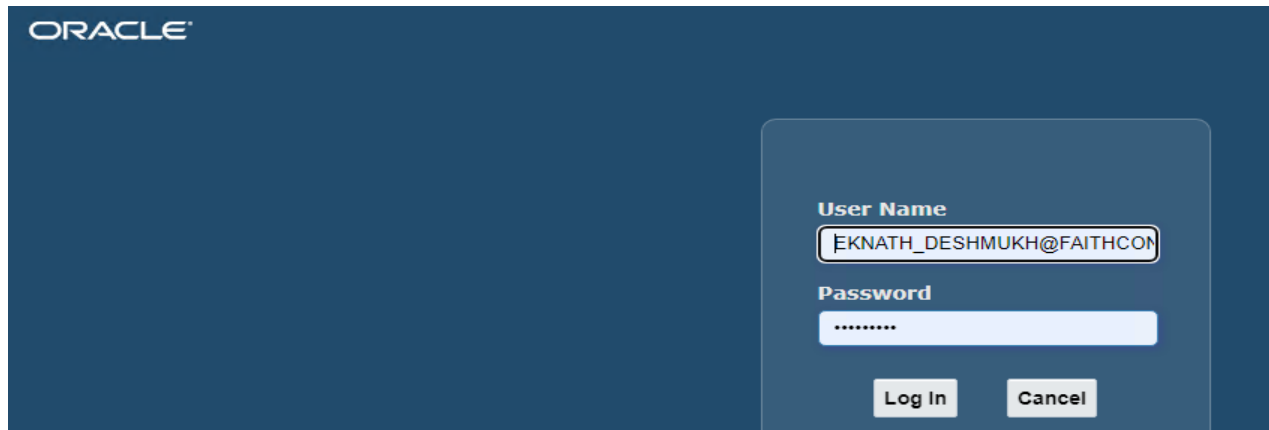
TU1106_Supplier Acceptance to Purchase Order using 'Orders' tab 'Acknowledge' button.

File Procedure Name	TU1106_Supplier Acceptance to Purchase Order using 'Orders' tab 'Acknowledge' button.
Description	When creating a purchase order, buying companies can request acknowledgment of the purchase order. If so, Supplier user will receive a notification requiring your response.
Prerequisites for Procedure	✓ Acknowledgement Notification received from Buying Company. ✓ Valid credentials to access to iSupplier Portal. ✓ Purchase Order Number to be acknowledged.

When the buying company creates a Purchase Order for Supplier. Oracle Purchasing workflow sends PO details using an email and a worklist notification for acknowledgement with subject as "**Standard Purchase Order 256537,0 requires your acceptance**".

Suppliers can submit acknowledgement response using the Acknowledgement Notification or using the Acknowledge Button process present under Orders sub tab. In this example, we are using the Acknowledge button to submit acknowledgement.

Log in to iSupplier Portal with your valid username and password.

Click on the Orders Tab **>** Purchase Orders.
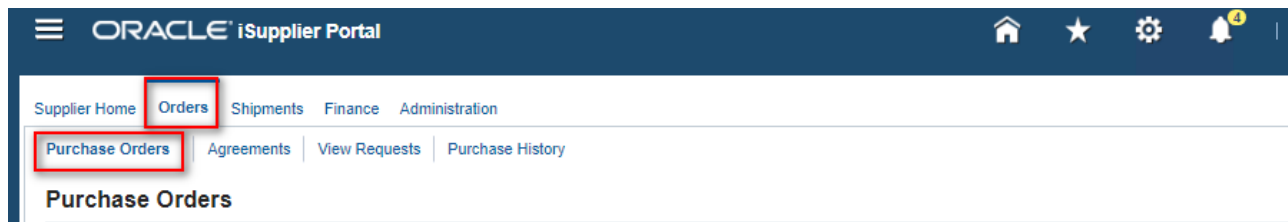
List of Purchase orders page will display in Orders view.

Select the purchase order you wish to acknowledge and click on the 'Acknowledge' button. Here Purchase Order States is currently updated as 'Requires Acknowledgement'.

Application opens Page "Acknowledge for Standard Purchase Order : 256537,0 (Total USD 2,120.80)"

Verify PO Information: You can verify PO Header Details such as Name, Buyer, Ship to and Bill to Location, Terms etc.

Verify Order Information: Here you can verify PO line details and shipment details.

PO Details

TIP Click on the Show link to view shipment details of a line.

Show All Hide All

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
▲	1	Goods	421402			FRU, ASM, LATCH, MCO	EACH	10	56.04	560.40			Open				

Shipments

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
1	3D Systems, ROCK HILL-HQ	10	56.04			0.00	03/19/2024 00:00:00	03/19/2024 00:00:00					Requires Acknowledgment				

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
▲	2	Goods	421402			FRU, ASM, LATCH, MCO	EACH	10	56.04	560.40			Open				
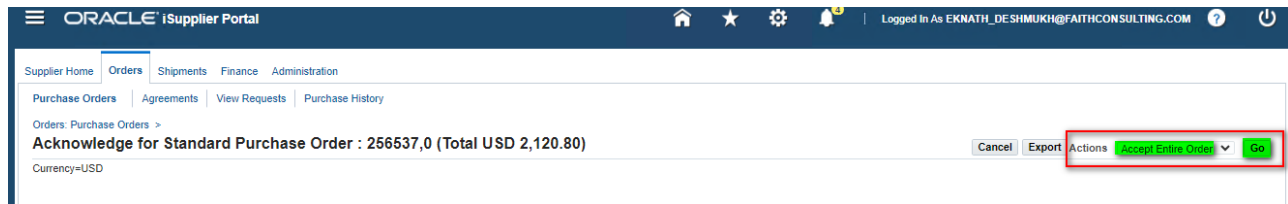
Shipments

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
1	3D Systems, ROCK HILL-HQ	10	56.04			0.00	03/21/2024 00:00:00	03/21/2024 00:00:00					Requires Acknowledgment				

| ▶ | 3 | Goods | | | | TEST | EACH | 50 | 10 | 500.00 | | | Open | | | | |

You acknowledge purchase orders to communicate to the buying company that you have received, reviewed the details of, and accepted or rejected a purchase order. You cannot communicate changes to the purchase order during acknowledgment.

After viewing purchase order details on the Acknowledge page, select 'Accept Entire Order' from Action drop down list and click on 'Go' button.

Acknowledge Purchase Order 256537 page opens. If required only, enter the 'Acceptance Number', 'Acceptance date' or any other details in 'Note to Buyer' field.

Click on 'Submit' button to submit the acknowledgement.
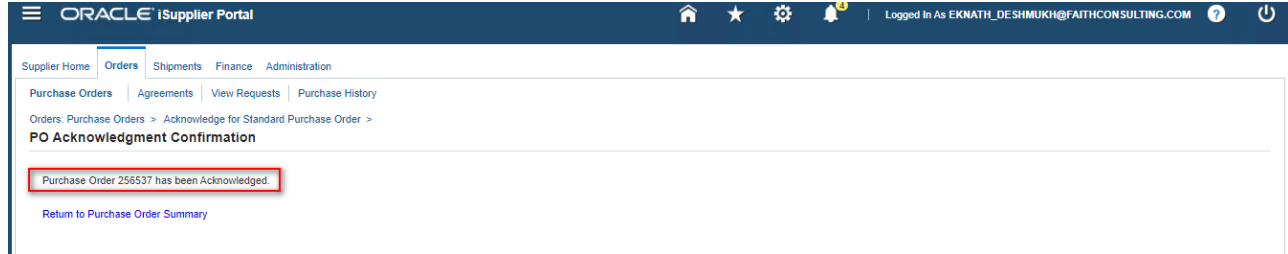
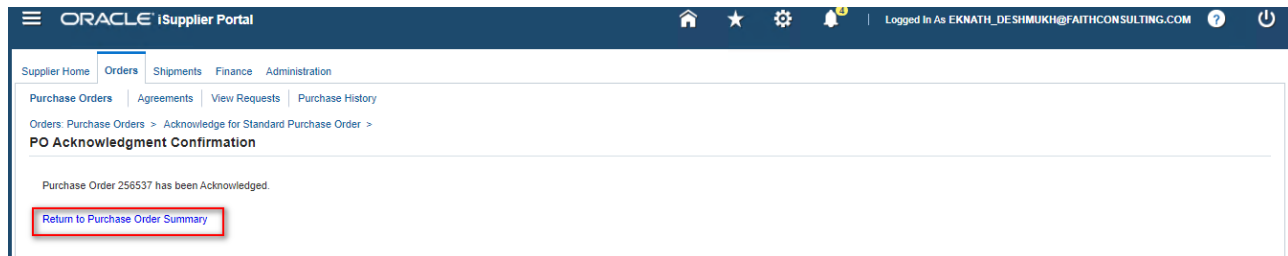PO Acknowledgment Confirmation page opens up with message as 'Purchase Order 256537 has been Acknowledged.'

Click on the 'Return to Purchase Order Summary' to go back to Purchase Order which is just acknowledged and verify the Purchase Order Status in iSupplier Portal.

You can see that for Purchase Order 256537 status updated to 'Accepted'.

Post acceptance, buyer will receive email related to above acceptance.

End of Procedure.

3D Systems – Oracle iSupplier

iSupplier User Guide
TU1107_SUPPLIER CHANGE REQUEST

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Reviewers

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Harun Prasath	Project Lead-LTIM
SatyendraNath Barma	Project Manager – LTIM
	Project Manager – 3D Systems

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Notes

TU1107_Supplier Change Request

File Procedure Name	TU1107_Supplier Change Request.
Description	Oracle iSupplier Portal enables Supplier user to request changes to purchase orders when modifications are needed to fulfill an order. Supplier user can change a single purchase order, or, depending on the change need to make, user can update multiple change orders at the same time.
Prerequisites for Procedure	✓ Valid credentials to access iSupplier Portal. ✓ Purchase Order Number in 'Accepted' status on which change request needs to be created.

As a Supplier, if you wish to create a change request on any Purchase Order, follow the procedure.

To submit a single change request:

Navigate to iSupplier Portal using valid username and password.

Click the Orders tab, and then click Purchase Orders in the task bar below the tabs.

On the View Purchase Orders page, search for and select the purchase order for which you wish to request changes.

Select the purchase order and Click 'Request Changes' button on taskbar.

Request Changes for Standard Purchase Order : 256538,0 (Total USD 2,120.80) page displays.

You may request changes to the following values in PO Details lines:
• Price/Price Breaks in case of Blanket Agreements
• Supplier Item
If you wish to request changes to shipments or pay items, click Show. You can request changes to

- Quantity Ordered
- **Promised Date** (Required as a confirmation of delivery commitment)
- Supplier Order Line

Note that you can also enter change request information in the Additional Change Request text box.

In this example, we are submitting changes to Price and Promise Date both. Changes made on PO Line 1 and Shipment 1 in Price and Promise Date.

Price Changed from 56.04 to 60 on PO Line 1
In the reason text box, enter a reason for your change request.

Promise Date changed from 03/19/2024 to 03/25/2024.
In the reason text box, enter a reason for your change request.

Select the appropriate action from drop down list, in this case it should be 'Change'.

Click on 'Submit' button to submit the change request for approval.

Change Order Confirmation page displays with message as 'Change Request for Purchase Order 256538 has been submitted for approval.'

Click on "Return to Purchase Order Summary" to see the 'Change Request Status'.

PO 'Change Request Status' should be updated as 'Supplier Change Pending'. It means that change request has been submitted and pending for approval with Buyer.

You can verify the changes by clicking on Purchase Order Number.

When buyer receives this change request and post the buyer's approval on the changes. The purchase order will be sent again to the supplier for acknowledgement.

Important Notes:

When the supplier clicks the Save button, the order is saved in an intermittent (Draft) state and supplier is allowed to work on it later. The supplier can save an order without selecting a value in the Actions dropdown for all the shipments.

Later when the supplier returns to this order to work on it, he can modify all the responses that he has entered earlier for the shipments, and also to enter the response for those shipments which he didn't acknowledge/change the previous time.

Please note that buyer cannot take any action on an order that has been saved by the supplier, until the supplier submits the order.

End of Procedure.

3D Systems – Oracle iSupplier

iSupplier User Guide
TU1108_C REATE A DVANCE S HIPMENTS N OTICE

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SatyendraNath Barma	Project Manager – LTIM
	Project Manager – 3D Systems

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Notes

TU1108_Create Advance Shipments Notice

File Procedure Name	TU1108_Create Advance Shipments Notice
Description	An Advance Shipment Notice (ASN) created to alert the buying company of upcoming shipment deliveries.
Prerequisites for Procedure	✓ Valid User Credentials Access to iSupplier Portal ✓ Purchase Order Number for which ASN need to be created

To create ASN login to iSupplier Portal using valid user credentials.
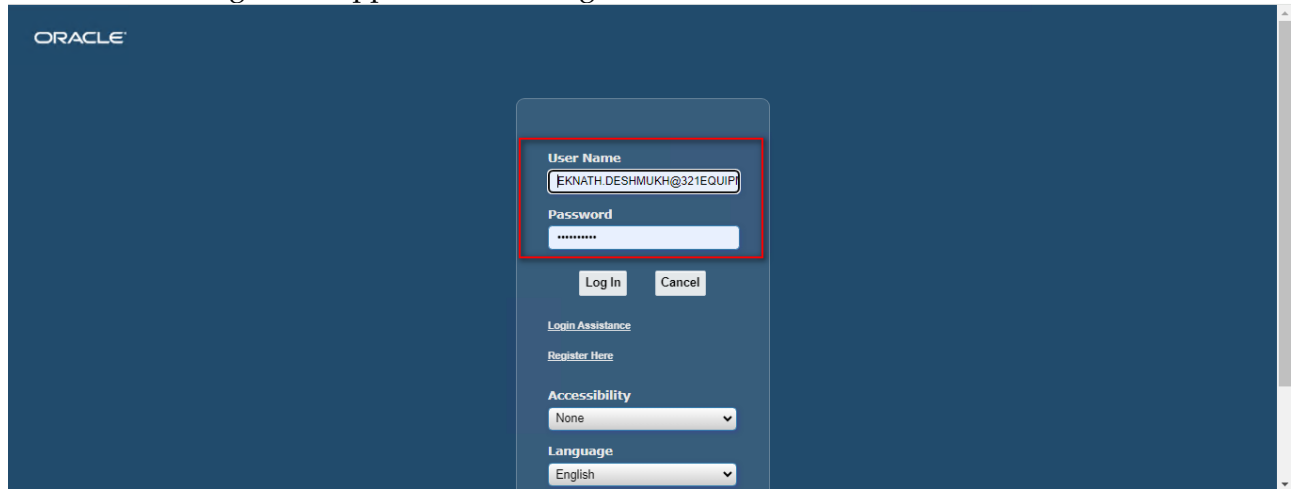
Navigate to 'Shipment' Tab > Shipment Notices > and click on "Create Advance Shipment Notice".
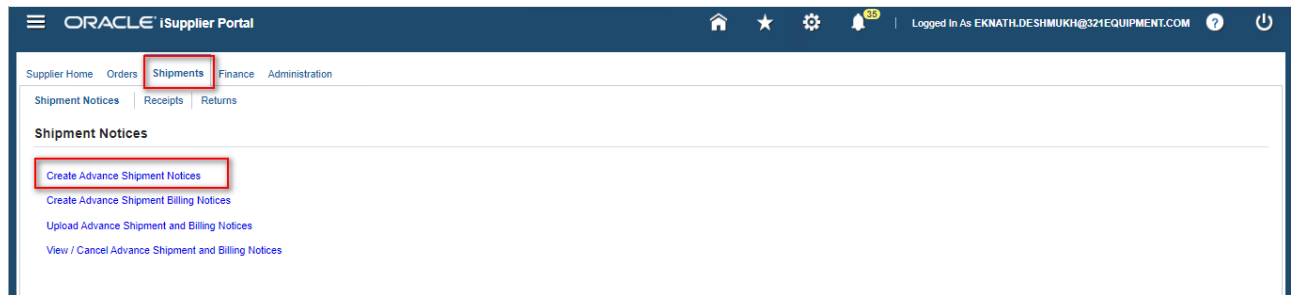
Create Advance Shipment Notice Page opens. This page displays the shipments which are due for the said date.

You can select the PO from the list to create ASN Number or you can use 'Advance Search' option to search your desired PO.

Search and select the desired PO for which ASN needs to be created and click on 'Add to Shipment Notice'.

Option 1: From the available list shown on page –
Application displays the PO number with lines eligible for shipment. Select the desired shipment line and click on the Add to Shipment Notice button.

Option 2: Using Advance Search Option -
Enter the PO number in PO Number field and click on GO Button.

Application displays the PO number with lines eligible for shipment. Select the desired shipment line and click on the Add to Shipment Notice button.

Under Create Advance Shipment Notice Page, enter the 'Shipment Lines' Information mentioned below.
Enter:
Packing Slip
Country of Origin
Bar Code Label
Container Number
Truck Number

You can click on "Default to All Lines" button if you are shipping all PO lines in same shipment. In this case Shipment Line Information entered above will be defaulted to all PO Shipment Lines.

Click on 'Shipment Headers' sub tab and enter the Header Shipment and 'Freight Information'.

Enter Shipment Information:
Shipment Number: Shipment Number, against will buying company will receive Goods.
Shipment Date: Date of Shipment when goods are being shipped by Supplier.
Expected Receipt Date: Date on which Buying Company will receive goods or services.

Enter Freight Information: Enter the Freight Information as applicable.

Once Shipment Lines and Header Information's entered then click on 'Preview' Button to view the details entered one more time before submitting the shipment.
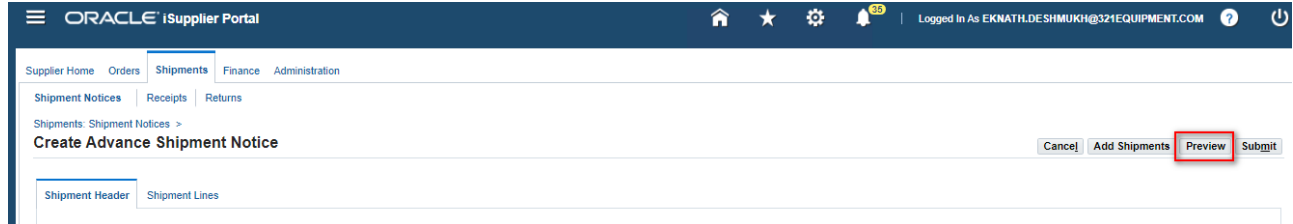
Verify the details entered again and once all looks good, click on '**Submit'** Button.

Application displays the confirmation message as "*Your Advance Shipment Notice ASN_180324_01 has been submitted.*".
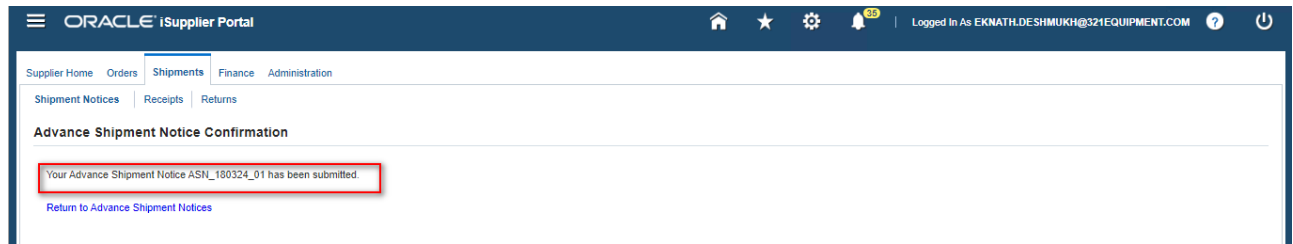
Once submitted, an email/notification will be sent to the respective buyer of the purchase order with the details of the ASN. Using the same buyer can receive the goods once goods are physically arrived at delivery to location.

ASN line status will be 'Pending' if the PO Receipt is not generated against the 'ASN Number'. This will be 'Null' once PO receipt is generated. Once receipt is generated, you can view the receipt using 'Receipt' Sub tab > View Receipt.
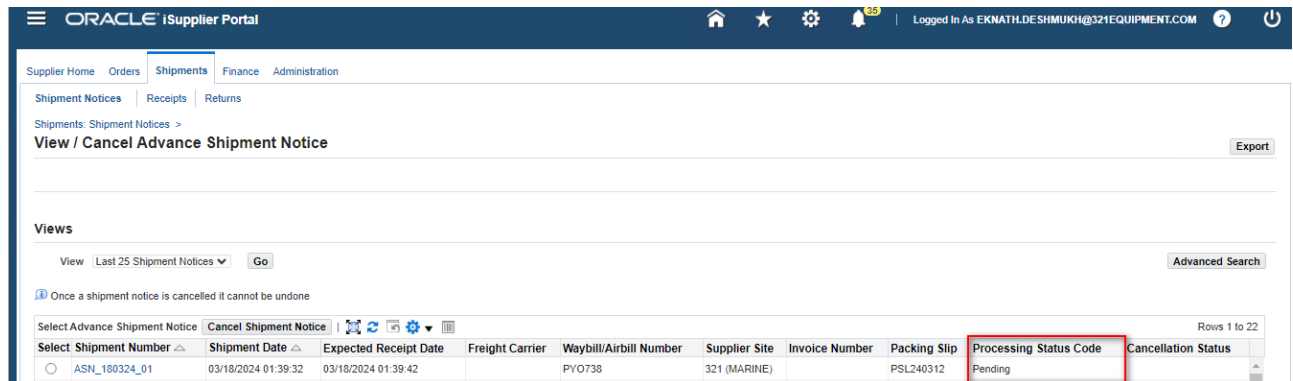
End of Procedure.

3D Systems – Oracle iSupplier

iSupplier User Guide
TU1109_VIEW OR CANCEL ADVANCE SHIPMENT NOTICE

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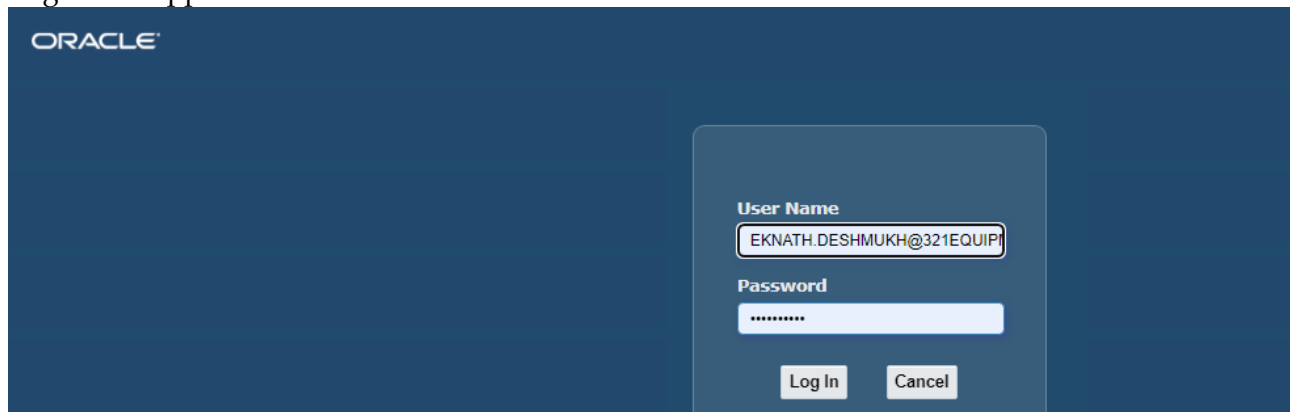
Notes

TU1109_View or Cancel Advance Shipment Notice
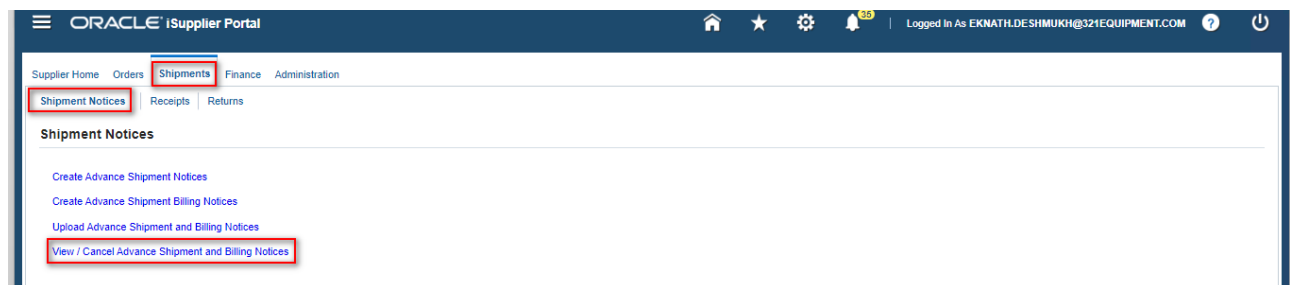
File Procedure Name	TU1109_View or Cancel Advance Shipment Notice
Description	Once ASN is created by Supplier, Supplier User can still View or Cancel ASN and take appropriate actions if required any.
Prerequisites for Procedure	✓ Valid User credentials to access Oracle iSupplier. ✓ ASN Number created for a PO/PO Shipment Line which needs to be cancelled. ✓

To view and cancel the ASN Number, follow the below navigation.
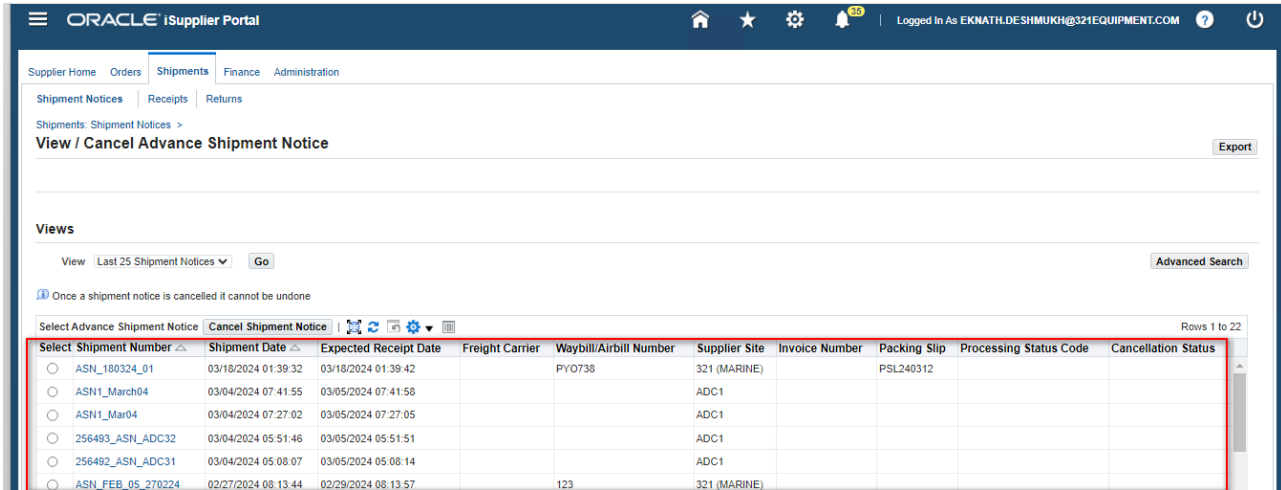
Login to iSupplier Portal.

Navigate to 'Shipments' sub tab > Shipment Notices > Click on link "View / Cancel Advance Shipment and Billing Notices".

View / Cancel Advance Shipment Notice page opens. It displays the list of ASN Number.

Select the desired 'ASN Number' which needs to be cancelled and click on 'Cancel Shipment Notice' Button.

ASN Cancel Confirmation message appears as "Your request to cancel Advance Shipment Notice ASN1_March04 has been submitted. A notification will be sent to the buyer(s) informing them of the cancellation.".
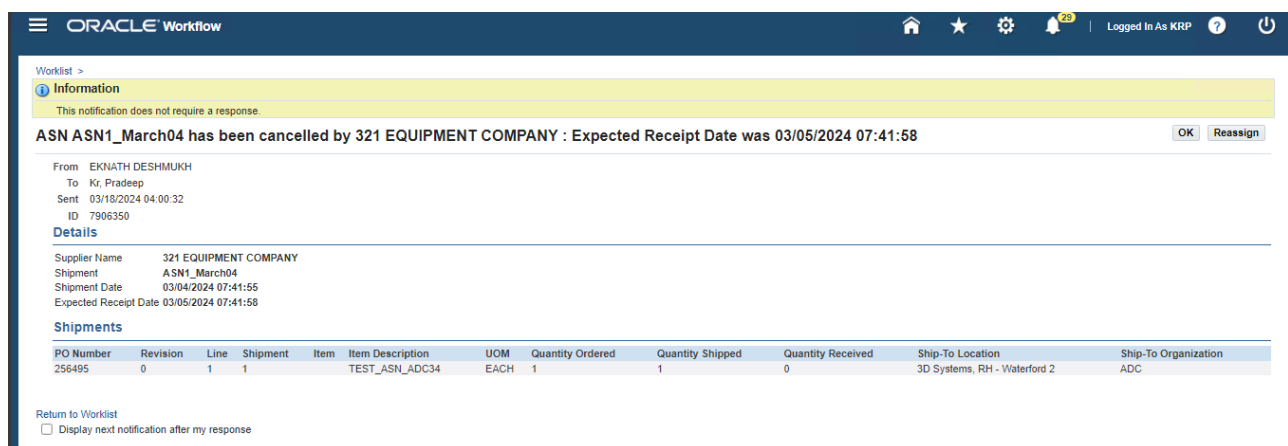

To view ASN status, click on 'Return to View Advance Shipment and Billing Notices' link.
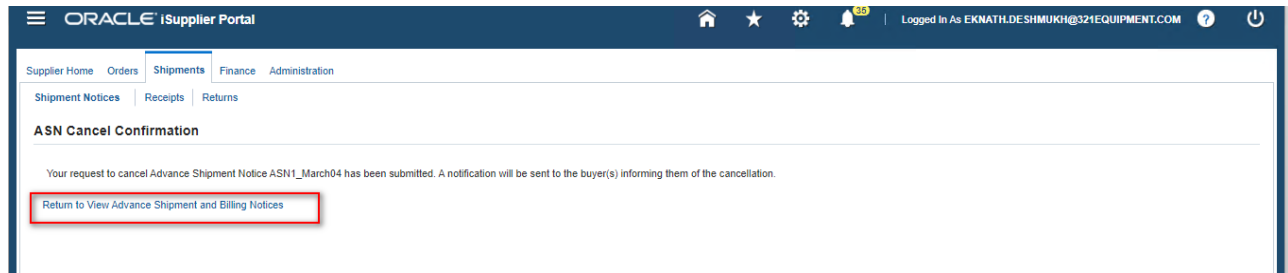
You can see that for the ASN which is cancelled, status will be updated as "Pending Cancellation".
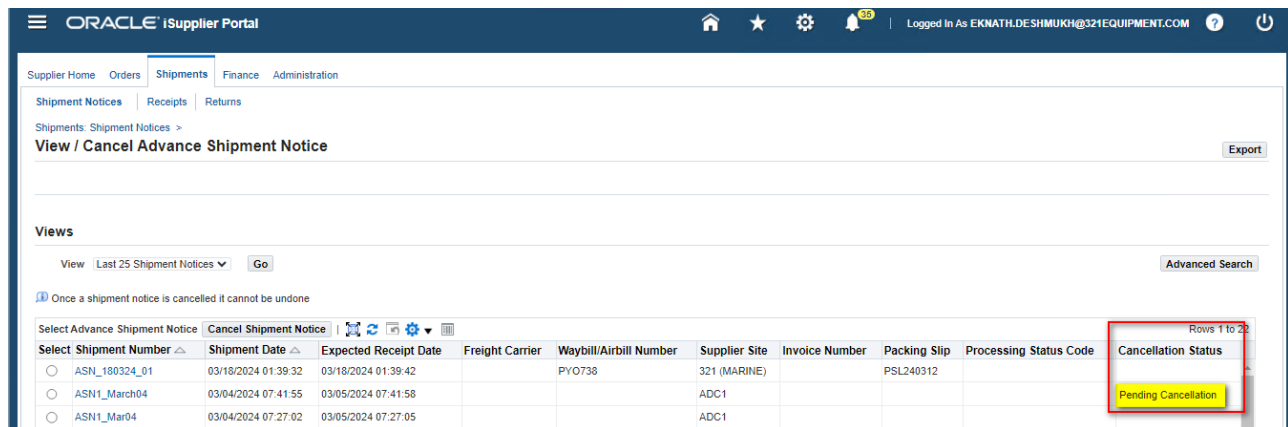
A Notification / Email will be sent to Buyer regarding the ASN Cancellation. This notification is just FYI notification for Buyer to alert them about cancellation of ASN.

End of Procedure.

3D Systems – Oracle iSupplier

iSupplier User Guide TU1110_VIEWING RECEIPTS INFORMATION

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Reviewers

Name	Position
Harun Prasath	Project Lead-LTIM
SatyendraNath Barma	Project Manager – LTIM
	Project Manager – 3D Systems

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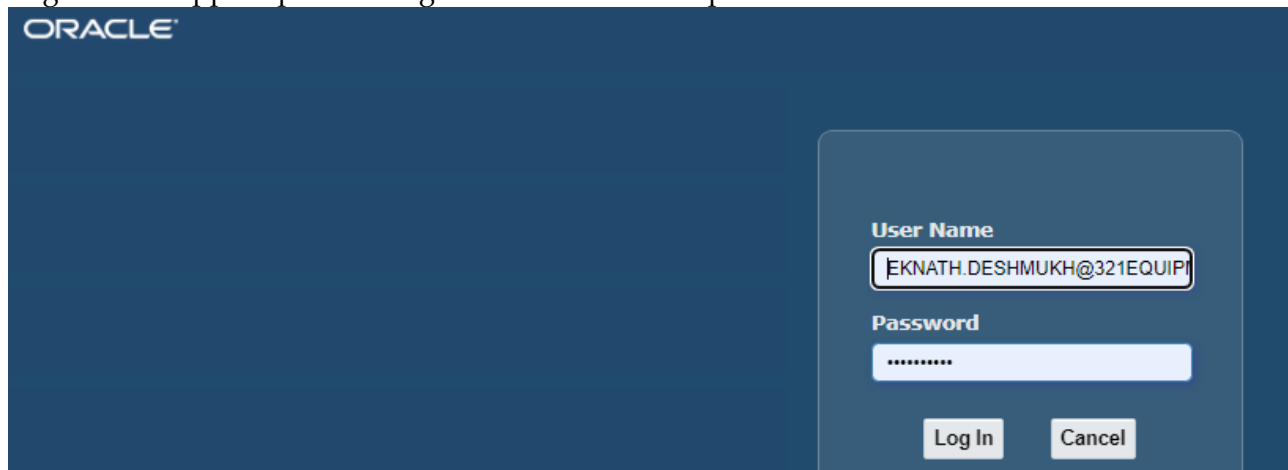
Notes

TU1110_Viewing Receipts Information

File Procedure Name	TU1110_Viewing Receipts Information
Description	Supplier User can View Receipts created by 3D Systems against the Shipment sent for Approved Purchase Order by Supplier. Also, The View Receipts page enables you to explore a historical view of all receipts that have been recorded for your shipped goods.
Prerequisites for Procedure	✓ Valid username and password to access iSupplier Portal. ✓ Purchase order number / ASN Number details to view receipt.
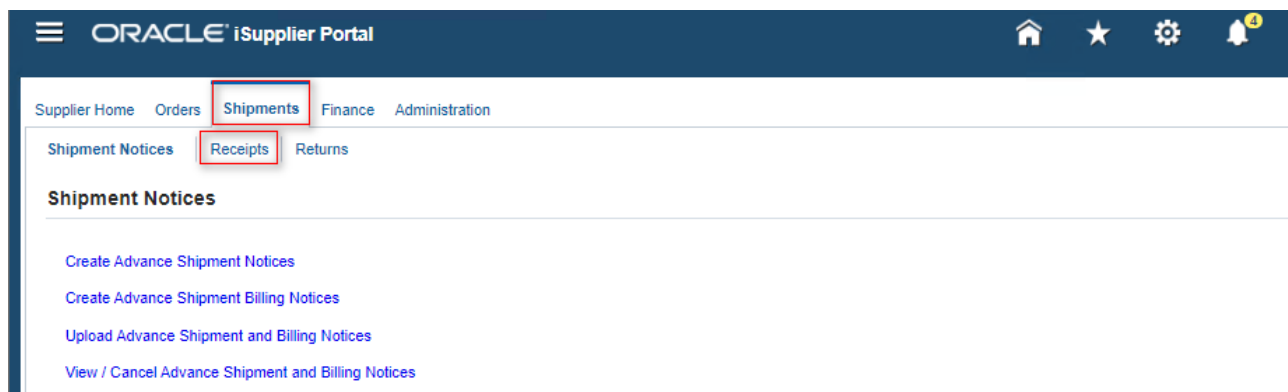
As a supplier user, you can view the receipt information created by the buying company (3DS) for the shipped goods using an ASN Shipment or PO Number.

Login into iSupplier portal using valid username and password.
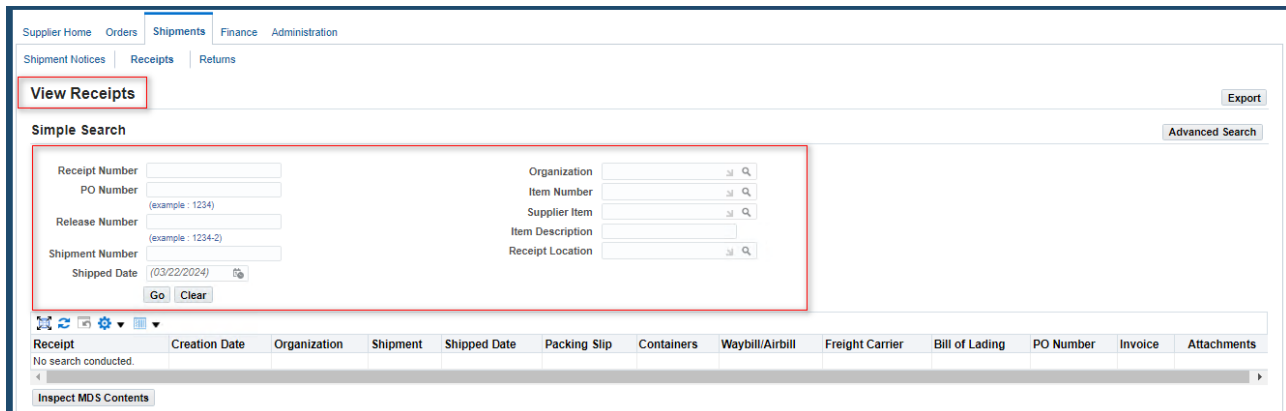
iSupplier Portal opens.
To view the receipt information, navigate to 'Shipment' Tab > click on 'Receipt' sub tab.
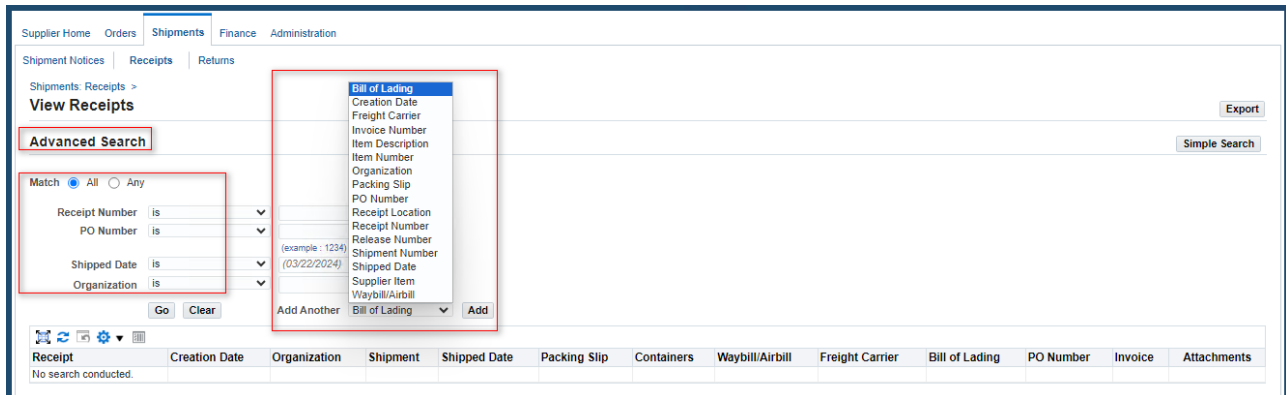
View Receipts page opens:

In this page 'Simple Search' you can search for the receipts using,

- Receipt Number
- PO Number
- Shipment Number
- Release Number
- Shipped Date
- Organization
- Item Number
- Supplier Item
- Item Description
- Receipt Location

Or you can use 'Advance Search' option you can search using given alternative options:

Advance Search:

In this example, we are using the below PO Number. Using PO Number, you can verify whether

receipt is created against this PO or not.

To view the receipt information for PO number 138222, enter the receipt number in 'PO Number' field and click on 'Go' button.

Receipt Summary with Receipt Number, Creation Date, PO Number and Organization name should open. You can see that Receipt Number 161191 is displayed. To View Receipt details, click Receipt Number hyperlink.

Receipt: 161191, page should open with all receipt details against PO 138222.

The Receipt: details page displays information on that receipt.

In the Receipt Header Information and Transaction Information you can view more detailed information regarding the PO Receipt. Information Like, against which line receipts has been created, Orders, Received, Accepted and Returned quantity etc.,

End of Procedure.

3D Systems – Oracle iSupplier

iSupplier User Guide
TU1111_Viewing Invoice Information

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Harun Prasath	Project Lead-LTIM
SatyendraNath Barma	Project Manager – LTIM
	Project Manager – 3D Systems

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Notes

TU1111_Viewing Invoice Information

File Procedure Name	TU1111_Viewing Invoice Information
Description	The View Invoices page enables you to search for and view details of an invoice recorded for your shipped goods. You can search using various search criteria on the page such as: PO Number, Invoice Number, Invoice Date, Payment Number/Status etc.
Prerequisites for Procedure	✓ Valid username and password to access iSupplier Portal. ✓ PO Number to view invoice created. ✓

As a supplier user you can view Invoice Information created by buying company 3D Systems for the goods you shipped.

Log into iSupplier Portal with valid username and password.
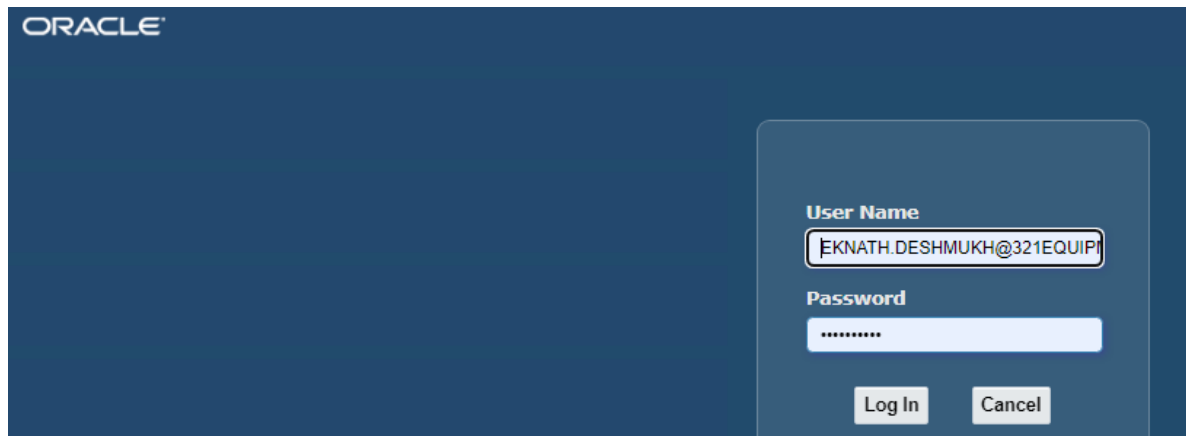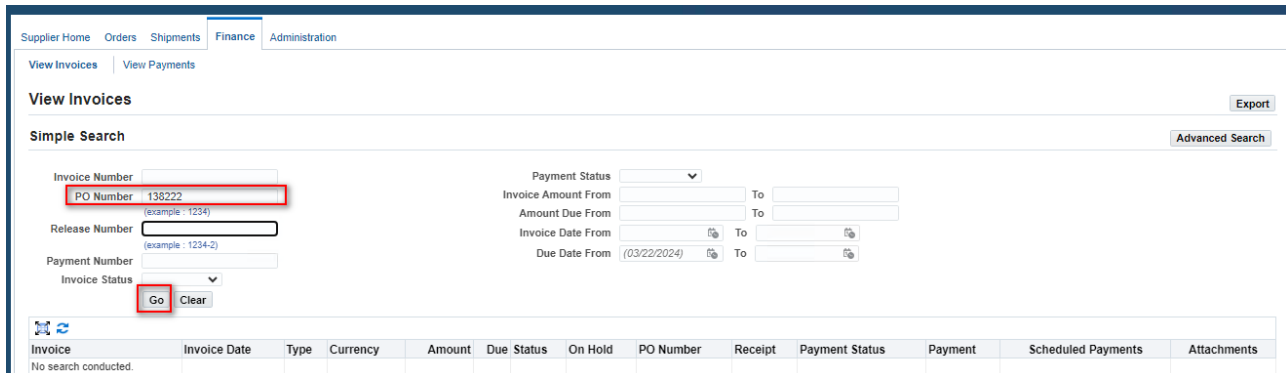
iSupplier Portal opens.

Click on the Finance Tab > View Invoices sub tab.
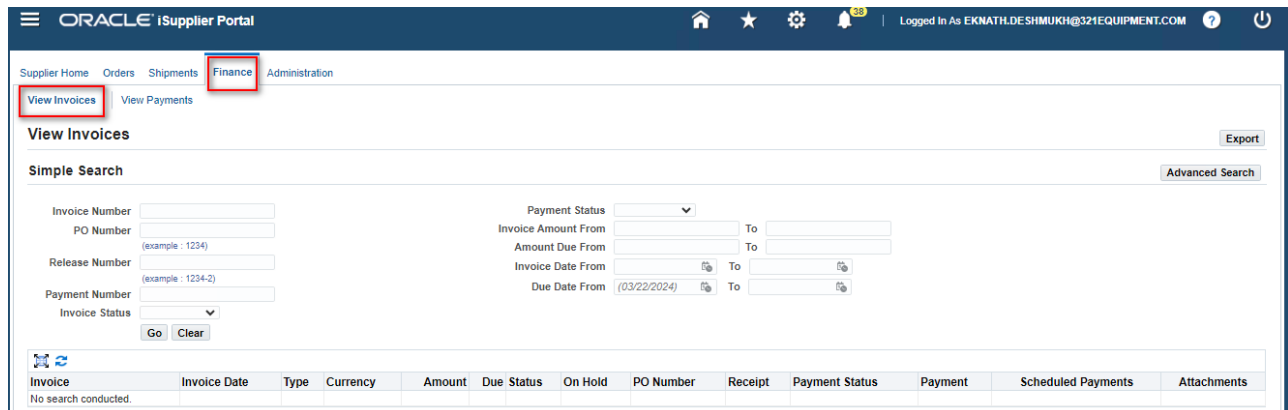
View Invoice > Simple Search Page opens.
To verify Invoice information against PO, enter the PO Number in PO number field and click on 'Go' button.
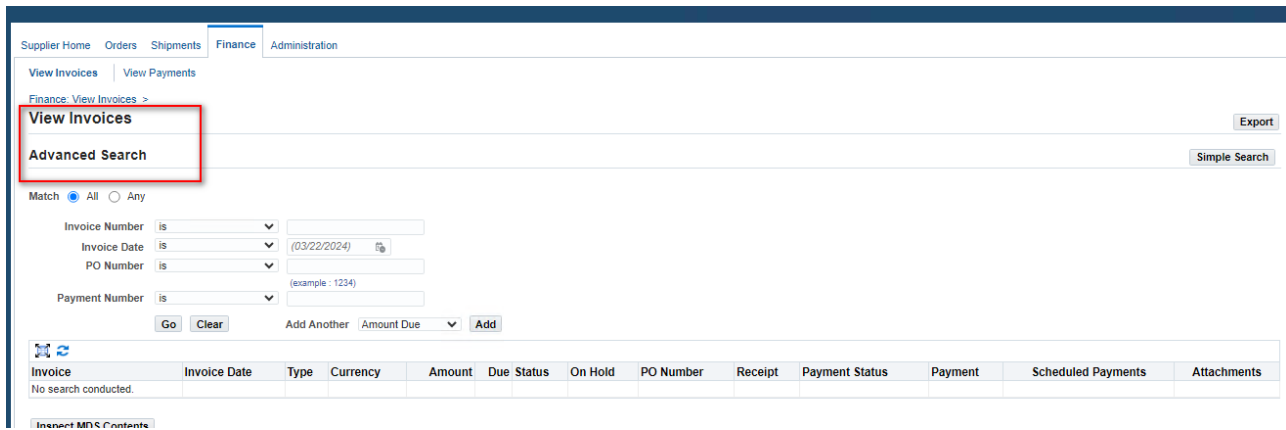
Or you can use Advance Search to search for Invoice where you can multiple options to search for Invoice.

In search result Invoice details should open.
Such as:
Invoice/Number/Date
Invoice Amount
Status
Payment Number/Status

To view invoice details, click on Invoice Number hyperlink.

Invoice Details should open.
You can view details such as
- General Information:
- Amount Summary
- Invoice Lines
- Scheduled Payments
- Hold Reasons
- Payment Summary
etc..

In 'Scheduled Payments' you can verify if any payment is scheduled against this invoice.

In 'Hold Reasons', you can view if any payment is on hold.

Using 'Export' button, you can export the Invoice Details in excel.csv format if required.

End of Procedure.

3D Systems – Oracle iSupplier

iSupplier User Guide
TU1112_VIEWING PAYMENT
INFORMATION

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Reviewers

Name	Position
Harun Prasath	Project Lead-LTIM
SatyendraNath Barma	Project Manager – LTIM
	Project Manager – 3D Systems

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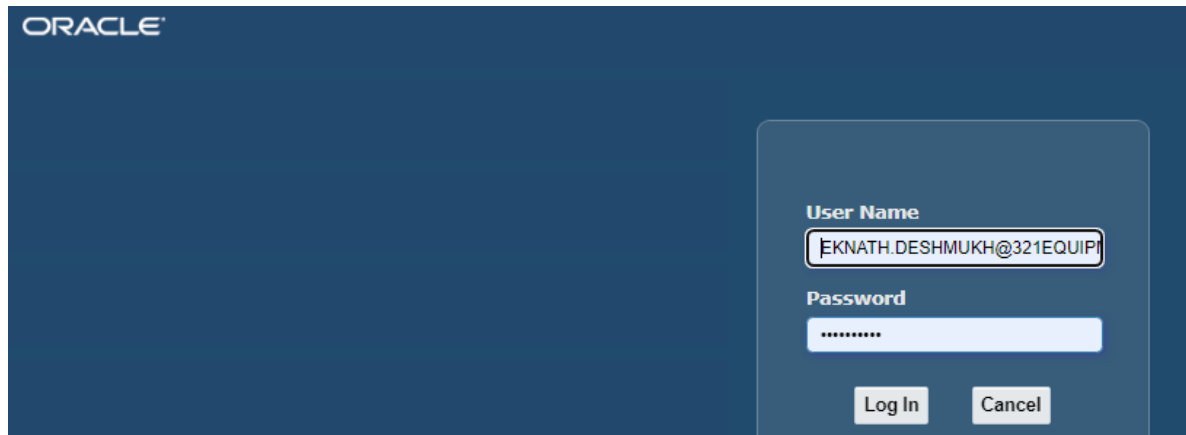
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Notes

TU1112_Viewing Payment Information

File Procedure Name	TU1112_Viewing Payment Information
Description	Payment inquiry enables you to view the history of all the payments to your invoices completed by the buying company. You can use the View Payments page to search using various search criteria, including: • Payment number • Invoice number • Payment date • Purchase order number
Prerequisites for Procedure	✓ Invoice Number or Payment Number or Purchase Order Number to View Payments details. ✓ Valid credentials to access to iSupplier Portal.
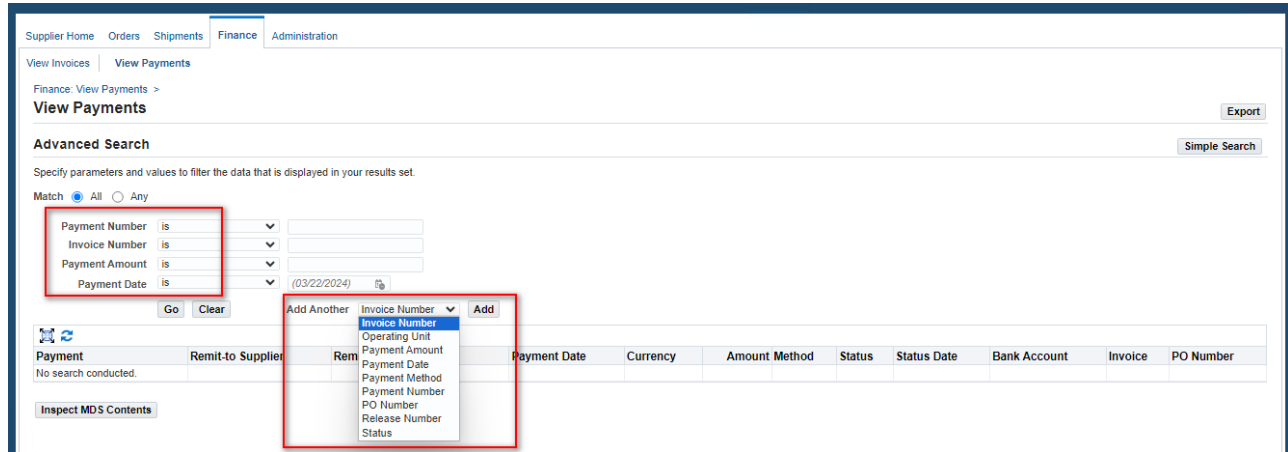
As a supplier user you can verify the payments made by the buying company 3D Systems against the Payable Invoice for the goods you shipped.

iSupplier Portal opens.

Click on 'Finance' tab. To View Invoice for any PO, click on 'View Payments'.

'View Payments' Simple Search page opens:

To search Payment details using PO number, enter PO number in 'PO Number' field and click on 'Go' button.

Or you can use 'Advance Search' button to search for Payment using desired options.

Advance Search Option:
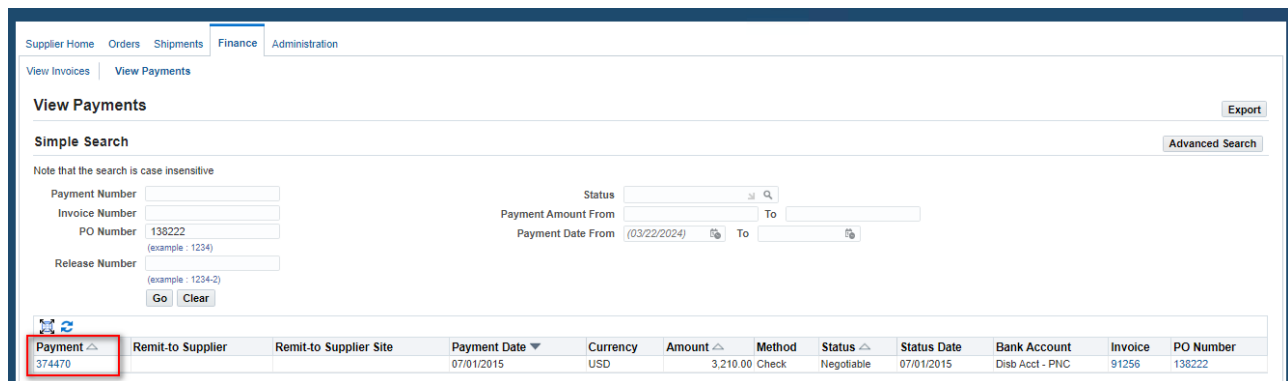
In search result Payment details should open. Such as
Payment Number/Date
Payment Amount
Status
Payment Method/Bank etc.

To view Payment details, click on Payment Number hyperlink.

You can see here more payment details including the invoices if the payment is made against multiple invoices.

End of Procedure.

3D Systems – Oracle iSupplier

iSupplier User Guide
TU1113_CANCELLING PURCHASE ORDER SHIPMENT LINE

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SatyendraNath Barma	Project Manager – LTIM
	Project Manager – 3D Systems

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TU1113_Cancelling Purchase Order Shipment Line

File Procedure Name	TU1113_Cancelling Purchase Order Shipment Line
Description	iSupplier Portal allow supplier user to submit cancellation requests for an entire order or a particular shipment. Supplier user can also submit changes and cancellations at the same time.
Prerequisites for Procedure	✓ Valid credentials to access the iSupplier Portal. ✓ Purchase Order Number and Shipment Line Number which needs to be cancelled. ✓ Purchase Order must be in 'Accepted' status.

As a supplier user, in any case you cannot fulfill the material requirement of buying company 3D Systems, iSupplier portal allows you to cancel a Shipment Line for Purchase Order.

Navigate to iSupplier Portal using valid username and password.

Go to 'Orders' Tab > Purchase Orders.

Search for and select a desired purchase order you wish to cancel shipment line and click on click 'Request Cancellation' button.

You can select the Purchase Order from the list available.

Or you can use the 'Advance Search' Option.

Select the Purchase Order and click 'Request Cancellation' button.

Request Cancellation for Standard Purchase Order: 256546,0 (Total USD 3,808.12) page opens.
You can verify the Header and Line information here.

To cancel a single shipments line, but not the entire order, click Show in the PO Details section in Line 4. In this case we are cancelling line 4 from this PO.

Shipment 4 will open inside Po line 4.

To cancel shipment line 4, enter the reason in 'Rason Text' Field and select 'Cancel' action from

'Action' drop down list.
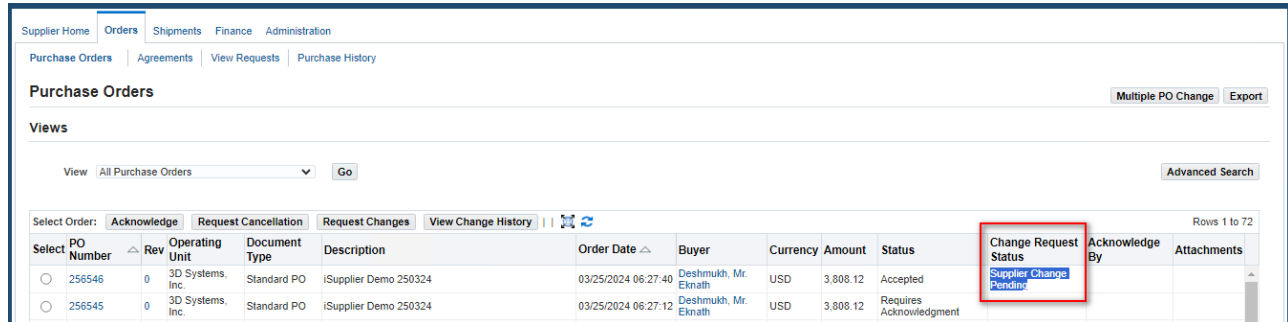

Click on 'Submit' button to submit cancellation request.

System displays 'Cancel Order Confirmation' page with message as 'Cancellation Request for Purchase Order 256546 has been submitted for approval.'.

Click on "Return to Purchase Order Summary" link and verify the line status.

You can see that 'Change Request Status' gets updated to 'Supplier Change Pending'.

Post submission of cancellation request, buyer will get an email or worklist notification and once approved, a shipment line will be cancelled.
You will get a response notification once the buyer acted on your cancellation request.

End of Procedure.

3D Systems – Oracle iSupplier

iSupplier User Guide
TU1115_SUBMITTING SUPPLIER PROFILE CHANGE REQUEST

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	Project Manager – 3D Systems

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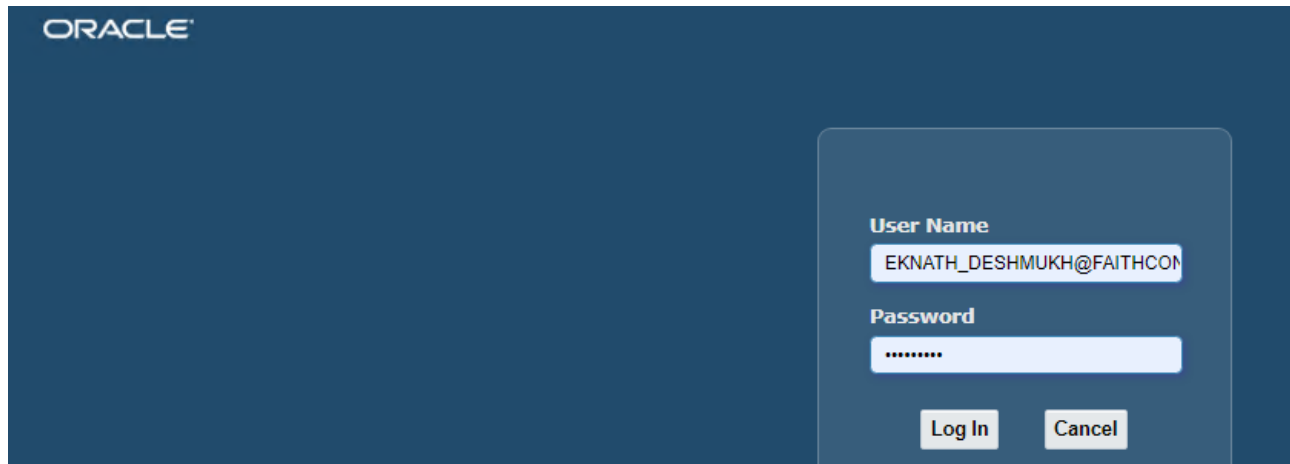
TU1115_Submitting Supplier Profile Change Request

File Procedure Name	TU1115_Submitting Supplier Profile Change Request
Description	Supplier Profile Management enables you to manage key profile details used to establish or maintain a business relationship with the buying company. Buyer administrators will review the details you provide and use them to update the appropriate records in the buyer's purchasing transaction system.
Prerequisites for Procedure	✓ Valid user credentials to access the iSupplier Portal. ✓ Profile change details for which change request to be raised. Like, Bank, Contact, Address etc.

As a Supplier user, iSupplier Portal allows you to manage your Profile Information like, Bank Account, Contact Information, Business Classifications, Products and Services etc. In any case, you want to update your profile information, you can edit/change profile information navigating to iSupplier Portal Administration tab and enter the new data. When you complete updating the changes then a notification will be sent to the persons of 3D Systems who are set 'Supplier Profile Management' Subscribers.

In this demonstration, we are going to create a 'Bank Account' update information and submit it to 3D system for further approval & process.

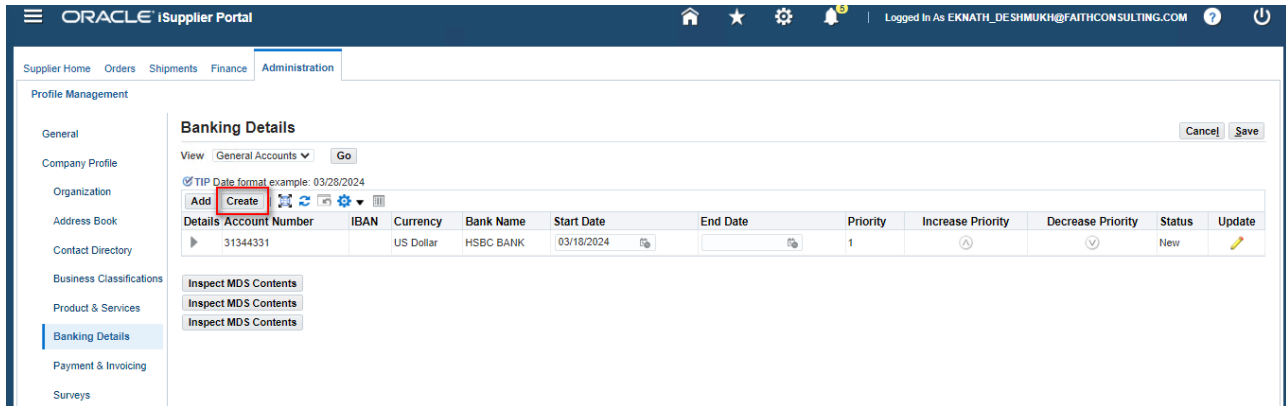Login into iSupplier Portal with your valid username and password.

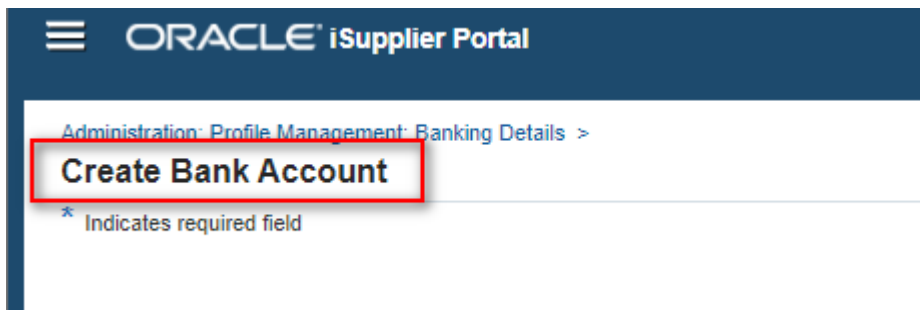iSupplier Portal Opens. Click on 'Administration' tab.
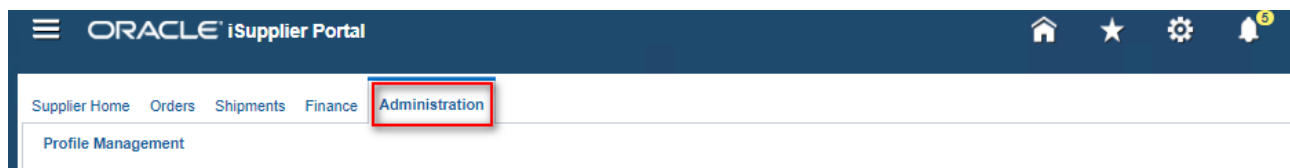
To update the banking details, click on 'Banking Details' profile section link present under 'Profile Management'.
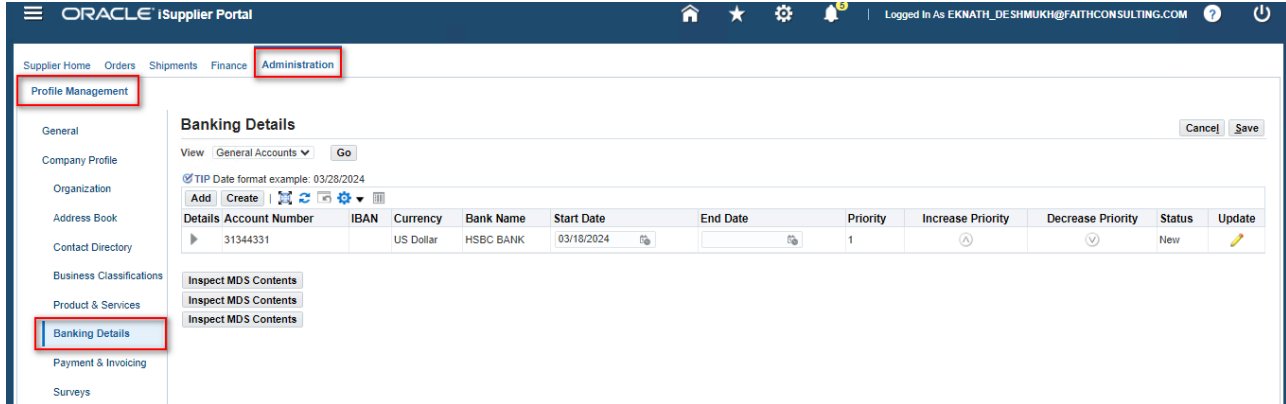
To create new bank accounts, click on the 'Create' button present under 'Banking Details'.

'Create Bank Account' page opens.

Enter the new bank account details information with all required and relevant fields.

Enter the country name from the 'Country' drop down. Click on 'More…' to search for the country name.

Search and Select: Country page opens in separate window.

To search for the country, you can use 'Search By' where you can find two options 'Name' and 'Code'.

Here we are searching for a name. Enter the country name or with % and click on 'Go' button.

Select the desired Country name using the 'Select' radio button and click on 'Select' button or using 'Quick Select' select the desired country name.

In the next part you will have to enter Bank and Branch information. Here you have two choices i.e. either you can select 'Existing Bank' and 'Existing Branch' Or 'New Bank' and 'New Branch'.

You can select any one if it.

- **Existing Bank & Existing Branch:**
  In any case you just want to update your 'Bank Account Number' for the Bank and Branch for information that is already present there. Here application does not allow you to enter Bank and Branch Information by typing it manually. You just have to search and select your Existing Bank' & 'Existing Branch' from the list available and enter the new 'Bank Account Number'.

Search and Select: Branch Name   Cancel | Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By | Branch Name ▾ | %Branch% | Go

Results

Select	Quick Select	Branch Name	Branch Number	Bank Name	Bank Number	BIC	Branch Type
○		Andan Jungang Branch		Industrial Bank of Korea	409-006130-56-00016		
○		City National Bank Branch		City National Bank			
○		Credit Card Branch		Credit Card Bank			
○		DONGGUAN BRANCH	BKCHCNBJ44W	BANK OF CHINA			
○		GUANGDONG BRANCH	ABOCCNBJ190	AGRICULTURAL BANK OF CHINA			
○		HK BRANCH	CMBCHKHH	CHINA MERCHANTS BANK HONG KONG BRANCH		CMBCHKHH	SWIFT
○		PALL MALL BRANCH	MIDLGB2107J	HSBC			
○		SINJHUANG BRANCH	TACBTWTP049	TAI WAN COOPERATIVE BANK			

- **New Bank & Branch:**
  When your Bank & Branch information is not present there then you can create new 'Bank' & 'New Branch' details. Here application allows you to enter the Bank and Branch Information by typing it manually.

In this case we are creating a "New Bank" and 'New Branch". Enter the 'New Bank' and 'New Branch' account information.

Click on 'Show Bank Details' and 'Show Branch Details' play icon to enter the Bank and Branch address. *Note – Branch Number field is labelled as 'Routing Transit Number'.*

Enter the Bank and Branch address. Optionally you can enter if there is any alternative 'Bank' and 'Branch' name.

In the next part 'Bank Account', enter the Bank Account details like, Account Number, Account Name, Currency, IBAN if required.

You can click on 'Show Account Details' play icon and enter the additional required and relevant details for Bank Account.

If you want to put any message for buyer, you can put it in the 'Note to Buyer' text box.

Reverify all the entered details and click on 'Save' button to submit the bank account profile update request.

As soon as you click on 'Save' button then a 'Confirmation' message will be displayed on your screen as "Bank account 31344331 has been added to your company profile. The account information will be routed to an administrator who will review the details and carry out any account verification that is required. You will be notified once the review is complete.".

Also, you can see that new accounts details will be added to the 'Banking Details' with status as 'New'.

Click on 'Save' button. A 'Confirmation' message will have displayed as 'The general account assignments have been updated.'.

Once request is submitted then the 3D System administrator will receive 'To Do Notification' in their worklist with subject as "". They will review the request and approve the bank account.

Once reviewed and approved by the administrator, the status of the account will be updated to 'Approved'.

In a similar way, suppliers can raise Profile change requests for other profile sections like Contact, Address, Business Classifications, Products and Services etc. and submit request to administrator to review and approve.

End of Procedure.