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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: Creation Date: Last Updated: Document Ref: Version: Eknath Deshmukh Mar 01, 2024 Mar 01, 2024 TE.040_iSupplier 0.1

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Name Position			
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Notes

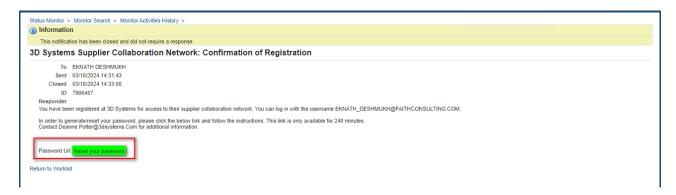
TU1103_Login into iSupplier Portal using Registered Supplier User for the first time.

File Procedure Name	'U1103_Login into iSupplier Portal using Registered Supplier User for the first time.					
Description	ogin into iSupplier Portal for the first-time post registration request approval.					
Prerequisites for Procedure	✓ "Confirmation of Registration Email received from Buying company along with					
Trerequisites for Trocedure	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 <u>EKNATH_DESHMUKH@FAITHCONSULTING.COM</u> and Click on the "Reset your password" URL.



Reset Password Page opens:

ORACLE [.]			ĥ	ì	•	?
Reset Password						
* Indicates required field						
Please enter your username and	asswords below. The password you enter below will	be used to replace your old password.				
* User Name	EKNATH_DESHMUKH@FAITHCONS					
* Password						
*	5 characters or more)					
* Confirm Your Password						
	Confirm Password					

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.

Reset Password

* Indicates required field

Please enter your username and passwords below. The password you enter below will be used to replace your old password.

	* User Name	EKNATH_DES	HMUKH@FAITHCONS
	* Password	•••••	
		(5 characters or me	ore)
* Confirm Y	our Password		
		Confirm Pass	word

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

ORACLE				â	\$?
Reset Password * Indicates required field Please enter your username and	I passwords below. The pas	sword you enter below will be used to replace your old password.			
* User Name * Password * Confirm Your Password	EKNATH_DESHMUKH@FA (5 characters or more) Confirm Password	NTHCONSI	Ōĸ		

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

ORACLE				Â	Ċ	?
Reset Password						
Indicates required field						
Please enter your username	and passwords below. The pas	sword you enter below will be used to replace your old password.				
* User Nar	ne EKNATH_DESHMUKH@F/	AITHCONS				
* Passwo	rd (5 characters or more)	Confirmation				
* Confirm Your Passwo		The password has been reset; use the new password to login to the system.	<u>O</u> K			
	Confirm Password	L				
	(5 characters or more)	1	QK			

Enter username and password and click on Log in Button,

✓ S Login	× +	
\leftrightarrow \rightarrow C $\widehat{\mathbf{n}}$	• oracledevr12-d.3dsystems.com	om/OA_HTML/AppsLocalLogin.jsp
S New Tab S Home	S DE1 PSR 3D US INC S 3D DE1	1 S 3DS DEV US OU S 3DS DEV
ORACLE		User Name EKNATH_DESHMUKH@FAITHCON Password Log In Cancel Login Assistance Register Here Accessibility

ORACLE' E-Business Suite		*	\$	↓ ⁰	Logged in As EKN/	ATH_DESHMUKH@FAITHCONSULTING.COM	?	ሳ
Enterprise Search Contract Documents		Go)	Search Result	ts Display Preference	Standard V		
Personalize Table Layout: (menuTable) Navigator Personalize "Navigator" Personalize Table Layout: (headerTable) Personalize iSupplier Portal Full Access	Personalize "Worklist" Worklist							

iSupplier Portal Opens:

	î	*	٥	_ 0	I	Logged In As EKNATH_DE SHMUKH@FAITHCON SULTING.COM 🧿 🔱
Supplier Home Orders Shipments Finance Administration						
Search PO Number V Go						
Personalize "Home Page Top Container"						
Personalize "Home Page Centre Column"						Personalize "Home Page Right Column"
						Orders
Personalize "Notifications"				-		Agreements
Personalize "Notifications"				F	ull List	Purchase Orders
減 2 国 尊 - III						Purchase History
Subject		Date				Shipments
No results found.						Advance Shipment Notices
						Receipts
Inspect MDS Contents						Receipts
						Returns
Grders At A Glance						Invoices
Personalize "Orders At A Glance"						Invoices
				F	ull List	Payments

End of Procedure.

3D Systems - Oracle iSupplier

iSupplier User Guide TU1104_Viewing Purchase Order Information

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

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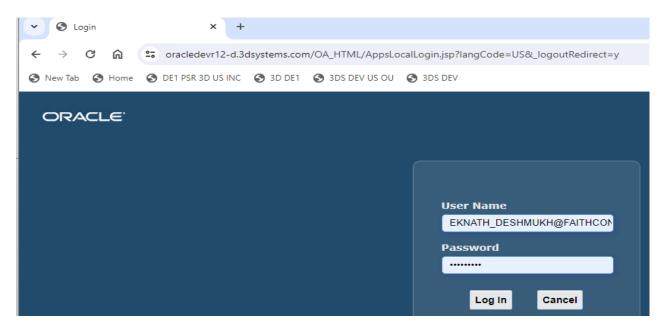
Notes

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

	â	★	;;	Logged in As EKNATH_DESHMUKH@FAITHCONSULTING.COM) ()
Supplier Home Orders Shipments Finance Administration					
Purchase Orders Agreements View Requests Purchase History					

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.

	î	* 👳) L	.ogged In As EKNATH_C	DESHMUKH@FAITHCC	INSULTING.COM	? ()
Supplier Home Orders Shipments Finance Administration								
Purchase Orders Agreements View Requests Purchase History								
Purchase Orders							Multiple PO Cha	nge Export
Views								
View All Purchase Orders V Go							Adva	nced Search
Select Order: Acknowledge Request Cancellation Request Changes View Change H	listory	1 🗮 😂						
Select PO Rev Operating Unit Document Type Description Order Date	te 🛆	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
256538 0 3D Systems, Inc. Standard PO Isupplier User Guide 03/18/2024 Preparation 03/18/2024		Deshmukh, Mr. Eknath	USD		Requires Acknowledgment			
O 256537 0 3D Systems, Standard PO iSupplier User Guide Preparation 03/18/2024		Deshmukh, Mr. Eknath	USD	2,120.80	Requires Acknowledgment			

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

	Â	*	•	↓ ⁵ ∣	Logged in AS EKNATH_DESHMUKH@FAITHCONSULTING.COM ? U
Supplier Home Orders Shipments Finance Administration					
Purchase Orders Agreements View Requests Purchase History					
Purchase Orders					Multiple PO Change Export
Views					
View All Purchase Orders View Go					Advanced Search

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

h 💿 All 🔿 Any	values to filter the da			Change Request Status Document Type	
PO Number	is	~	256538	Issuing Office Address Operating Unit	
Document Type	is	~		Order Date Order Effective Date	
Order Date	is	~	(03/19/2024)	PO Number	
Buyer	is	~		Ship-To Location Status	
	Go Clear		Add Another	Buyer 🗸	Add

Enter the PO Number and Click on Go button.

Purchase	Order	S									
Advanced	Search										
Specify param	eters and v	alues to fil	ter the data tha	it is displayed in y	your results	s set.					
Match 🔘 Al											
						_					
PO	Number	is	~	256538							
Docume	ent Type	is	~	•		s Q					
Ore	der Date	is	~	(03/19/2024)	Ċ.						
	Buyer	is	~	•		N Q					
		Go C	lear	Add Another	Buyer			✓ Add			
			icai	Add Allother	Duyer			• Auu			
Purchase Orders	•									Multiple PO CI	ange Export
Advanced Search											
											Views
Specify parameters and va	lues to filter the da	ata that is displaye	ed in your results set.								
Match 💿 All 🔿 Any											
PO Number i		✔ 256538									
Document Type		 ✓ (03/19/2 	<u>9 k</u>								
Order Date i Buyer i		✓ (03/19/2✓	2024) 🖆								
	Go Clear		other Buyer	✓ Add							
Select Order: Acknow		t Cancellation	Request Changes	View Change History	1 🕱 😂						
Select PO	Oneration	Document Type	Description		Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
0 256538 0	2D Svetome	Standard PO	iSupplier User Guide	03/18/2024 15:32:46	Deshmukh, Mr.			Requires		-7	

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.

Orders: Purchase Orders > Standard Purchase C	Order: 256538, 0 (Total US	D 2,120.80)	Actions	Acknowledge	~	Go	Export
Currency= USD							
Order Information							
General		Terms and Conditions Summary					
Tetel	2 420 00		2,120.80				
	2,120.80 FAITH Consulting Ltd.	Payment Terms Net 45 days Received Carrier FEDEX Invoiced					
Supplier Site		FOB FCA Payment Status					
Supplier Contact	0.112	Freight Terms Collect					
	Demo Road 4	Shipping Control					
	Cross Circle 4 San Francisco, CA 94016	Ship-To Address					
Buyer	Deshmukh, Mr. Eknath	Address 3D Systems, Inc.					
Order Date	03/18/2024 15:32:46	333 Three D Systems Circle					
Description	iSupplier User Guide Preparation	Rock Hill, SC 29730					
Status	Requires Acknowledgment	Bill-To Address					
Note to Supplier Operating Unit Supplier Order Number Attachments	3D Systems, Inc.	Address 3D Systems, Inc. 333 Three D Systems Circle Rock Hill, SC 29730					

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.

12																
ow All Deta	ils Hide All De	etails														
etails Line	🔺 Тур	e Item/Job	Sup	plier Item		Descrip	tion		UOM	Qty	Price	Amount Status	A	ttachm	ents	Reason
1	Goo	ods 421402				FRU, AS	M, LATCH,	MCO	EACH	10	56.04	560.40 Open				
Shipment Shipment	s Ship-To Loca	ation	Qty d Received	Invoiced	Ordered	Amount Received	Invoiced	Promised Date	Need-By Date	Pay	nent us	Status	Supplier Line	Split	Reason	Attachment
	3D Systems, F HILL-HQ	поск 1	D		0.00			03/19/2024 00:00:00	03/19/2024 00:00:0	0		Requires Acknowledgment				
2	Goo	ods 421402				FRU, AS	M, LATCH,	MCO	EACH	10	56.04	560.40 Open				
Shipment	s															
Shipmont	Ship-To Loca	ation	Qty			Amount		Promised Date	Need-By Date	Pay	nent	Status	Supplier	Calls	Deesen	Attachment
Sinpineire	Ship-TO LOCA	Ordered	d Received	Invoiced	Ordered	Received	Invoiced	Promised Date	Need-by Date	Stat	us	Status	Line	spin	Reason	Attachment
1	3D Systems, F HILL-HQ	ROCK 1	0		0.00			03/21/2024 00:00:00	03/21/2024 00:00:0	0		Requires Acknowledgment				

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

End of Procedure.

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3D Systems - Oracle iSupplier

iSupplier User Guide TU1105_Supplier Acceptance to Purchase Order using Acknowledgement Notification

Author: Creation Date: Last Updated: Document Ref: Version: Eknath Deshmukh Mar 01, 2024 Mar 01, 2024 TE.040_iSupplier 0.1

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

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Notes

TI 11105	Supplier Acco	ontonco to Pur	chasa Ordar 1	ising Acknow	vledgement Notif	lication
101105	_Supplier Acco	eptance to I un	chase Oruer t	ising Acknov	vieugement Noth	Ication

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.

ORACLE	
	User Name EKNATH_DESHMUKH@FAITHCON
	Password
	Log In Cancel

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

	🟫 ★ 🏟 崎 🗆 🗠
pplier Home Orders Shipments Finance Administration	
Search PO Number 🗸 Go	
■ Notifications X Z Image: S Image: S <th>Full List</th>	Full List
Subject	
	Date 🛆
Standard Purchase Order 256538,0 requires your acceptance	Date 03/18/2024 15:32:46
Standard Purchase Order 256538,0 requires your acceptance Standard Purchase Order 256537,0 requires your acceptance	
	03/18/2024 15:32:46
Standard Purchase Order 256537,0 requires your acceptance	03/18/2024 15:32:46 03/18/2024 15:32:28

Or,

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

	🔒 🛧 🔅 🔎 Logged
	My Worklist
Supplier Home Orders Shipments Finance Administration	Deshmukh, Eknath 03:32 PM Standard Purchase Order 256538.0
Search PO Number V Go	requires your acc
	Deshmukh, Eknath 03:32 PM
Notifications	Standard Purchase Order 256537,0 requires your acc
	Deshmukh, Eknath 03:32 PM
	Standard Purchase Order 256536,0 requires your acc
🚊 😂 🖙 🌞 👻 💷	
Subject	Deshmukh, Eknath 03:31 PM Standard Purchase Order 256535.0
Standard Purchase Order 256538,0 requires your acceptance	requires your acc
Standard Purchase Order 256537,0 requires your acceptance	Deshmukh, Eknath 03:28 PM
Standard Purchase Order 256536,0 requires your acceptance	Standard Purchase Order 256534,0
Standard Purchase Order 256535,0 requires your acceptance	requires your acc
Standard Purchase Order 256534,0 requires your acceptance	
	Go To Full Worklist
land the contrate	

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

iew Open Notifications 🗸 Go					
Select Notifications: Reassign Open Close Close 💢 😂 📧 🌣 🔻 🎟					
	Sent 🔻	Due - Fn Level 🛆	From	Туре 🛆	Notification Id 🛆
Standard Purchase Order 256538,0 requires your acceptance	03/18/2024		Deshmukh, Eknath	PO Approval	7906478
Standard Purchase Order 256537,0 requires your acceptance	03/18/2024		Deshmukh, Eknath	PO Approval	7906476
Standard Purchase Order 256536,0 requires your acceptance	03/18/2024		Deshmukh, Eknath	PO Approval	7906474
Standard Purchase Order 256535,0 requires your acceptance	03/18/2024		Deshmukh, Eknath	PO Approval	7906472
Standard Purchase Order 256534.0 requires your acceptance	03/18/2024		Deshmukh, Eknath	PO Approval	7906466

Notification opens:

Worklist > Standa	rd Purcha	se Order 25653	38,0 requires your acc	eptance						Accept Reject
To Sent	Deshmukh, Ek FAITH Consulti 03/18/2024 15: 7906478	ing Ltd.								
3D Sys 333 Th	System: tems, Inc. ree D Systems lill , SC 29730 States				<u>Ship To</u> Rock Hill H 3D System 333 Three Rock Hill , United Stat	s, Inc. D Systems Circle SC 29730		Purchase Purchase Order No. R 256538 0		er
Demo F Cross (Consulting Ltd. Road 4 Circle 4 ancisco,CA 940	16			<u>Bill To</u> Rock Hill H 3D System 333 Three Rock Hill, S United Stat	s, Inc. D Systems Circle SC 29730		Date Of Order 03/18/2024 Date Of Revision		Buyer Deshmukh, Mr. Eknath Buyer
Custom	er Acct. No.	Supplier No. 46670	Payment Terms Net 45 days	Freig Coll	ght Terms eCt		FOB FCA		Ship Via FEDEX	
Confirm	n To/Telephone						Requester/Delive	er To		
Line		Part Number /	Description	Deliver	ry Date	Quantity	UOM	Unit Price	Tax	Extended Price
1	421402 FRU, ASM, LAT	СН, МСО								
	Ship To Please refer to	Ship To Address at top of	page	Promised: 03/19/2024 Needed: 03/19/2024		10	EACH	(USD)56.04	N	(USD)560.40
2	421402 FRU, ASM, LAT	CH, MCO								•
	Ship To Please refer to	Ship To Address at top of	page	Promised: 03/21/2024 Needed: 03/21/2024		10	EACH	(USD)56.04	N	(USD)560.40
3	TEST									
	Ship To Please refer to	Ship To Address at top of	page	Promised: 03/21/2024 Needed: 03/21/2024		50	EACH	(USD)10	N	(USD)500.00
4	Printing						-			
	Ship To Please refer to	Ship To Address at top of	page	Promised: 03/21/2024 Needed: 03/21/2024		20	EACH	(USD)25	N	(USD)500.00
										Total (USD)2,120.80
The document	requires accept	ance by								
teturn to Worklist		my response				Google	Chrome			Accept Reject

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.

Worklist > Standard Purchase Order 256538,0 requires your acceptance			Accept Reject
From Deshmukh, Eknath To FATH Consulting Ltd. Sent 03/18/2024 15:32:46 ID 7908478 3D Systems, Inc.	<u>Shie.To</u> Rock Hill Headquarter	Purchase Order	
3D Systems. Inc. 333 Three D Systems Circle Rock Hill, SC 29730 United States	3D Systems, Inc. 333 Three D Systems Circle Rock Hill, SC 29730 United States	Purchase Order No. Revision 256538 0	

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.

Worklist >	
 Information 	
This notification has been closed	with the result: Accept
Standard Purchase Ord	er 256538,0 requires your acceptance

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'

	ORACL	€' iSı	Ipplier Portal				â	* *	\$. ((⁴ Log	gged in As EKN.	ATH_DESHMUKH@FAITH	CONSULTING.COM	?
pplier I	Home Orders	Ship	ments Finance	Administration										
Purcha	ase Orders	Agreem	ents View Req	uests Purchase	History									
Purc	hase Orde	rs											Multiple PO Cha	ange Expo
/iews	<i>د</i>													
	View All Purch	nase Ore	ders	۷G	io								Adva	nced Search
Select	View All Purch	owledge	e Request Ca		uest Changes View Change Hi	story] 🗮 😂 Order Date △	Buyer	Currency	Amount	Status		change Request Status		
Select	View All Purc	owledge Rev	e Request Ca	ncellation Required Required Required Required Required Regulation Required Regulation Required Regulation Required Regulation Required Regulation Regulat	uest Changes View Change Hi	Order Date 🛆	-			Status Accepted		Change Request Status		
Select	View All Purch Corder: Ackn t PO Number	owledg Rev 0	e Request Ca Operating Unit	ncellation Requ Document Type Standard PO	uest Changes View Change Hi Description	Order Date 스 03/18/2024 15:32:46	Deshmukh, Mr. Ekna	h USD	2,120.80	_		Change Request Status		nced Search Attachmen
Select Select	View All Purch t Order: Ackn t PO Number 256538	owledge Rev 0	e Request Ca Operating Unit 3D Systems, Inc.	ncellation Requ Document Type Standard PO Standard PO	uest Changes View Change Hi Description iSupplier User Guide Preparation	Order Date 03/18/2024 15:32:46 03/18/2024 15:32:28	Deshmukh, Mr. Ekna Deshmukh, Mr. Ekna	h USD h USD	2,120.80 2,120.80	Accepted Requires Ack		Change Request Status		
Select Select	View All Purcl Corder: Ackn t PO Number 256538 256537	owledge Rev 0	e Request Ca Operating Unit 3D Systems, Inc. 3D Systems, Inc.	ncellation Requ Document Type Standard PO Standard PO Standard PO	Lest Changes View Change Hi Description ISupplier User Guide Preparation ISupplier User Guide Preparation	Order Date 03/18/2024 15:32:46 03/18/2024 15:32:28 03/18/2024 15:32:04	Deshmukh, Mr. Ekna Deshmukh, Mr. Ekna Deshmukh, Mr. Ekna	h USD h USD h USD	2,120.80 2,120.80 2,120.80	Accepted Requires Ack Requires Ack	knowledgment	Change Request Status		

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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	Project Manager - 3D Systems

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Notes

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

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

ORACLE	
	User Name EKNATH_DESHMUKH@FAITHCON
	Password
	Log In Cancel

Click on the Orders Tab > Purchase Orders.

	î	★	0	≜ ⁴ ∣
Supplier Home Orders Shipments Finance Administration				
Purchase Orders Agreements View Requests Purchase History				
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'.

vurc	hase C	Orders										Multiple PO Cha	inge Export
/iew:	s												
	View All	II Purchase Ord	ders	♥ G								Advar	nced Search
Select	Order	Acknowledge	a Dequeet Car	cellation Decu	uset Changes View Change Hi	ietonu 💷 📶 🤭							
	t Order:	Acknowledge		Document Type		listory 💢 😂 Order Date 🛆	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachment
	E.	nber 🛆 Rev		Document Type		Order Date 🛆				Status Accepted	Change Request Status	Acknowledge By	Attachmen
Select	t PO Num	nber 🛆 Rev 0	Operating Unit	Document Type Standard PO	Description	Order Date 스 03/18/2024 15:32:46	Deshmukh, Mr. Eknath	USD :	2,120.80		Change Request Status	Acknowledge By	Attachmer
elec O	t PO Num 256538	mber Rev 0 0	Operating Unit 3D Systems, Inc.	Document Type Standard PO Standard PO	Description iSupplier User Guide Preparation	Order Date 03/18/2024 15:32:46 03/18/2024 15:32:28	Deshmukh, Mr. Eknath Deshmukh, Mr. Eknath	USD :	2,120.80 2,120.80	Accepted	Change Request Status	Acknowledge By	Attachmer
Selec	t PO Num 256538 256537	nber Rev 0 0 0 0 0 0	Operating Unit 3D Systems, Inc. 3D Systems, Inc.	Document Type Standard PO Standard PO Standard PO	Description iSupplier User Guide Preparation iSupplier User Guide Preparation	Order Date 03/18/2024 15:32:46 03/18/2024 15:32:28 03/18/2024 15:32:04	Deshmukh, Mr. Eknath Deshmukh, Mr. Eknath Deshmukh, Mr. Eknath	USD : USD : USD :	2,120.80 2,120.80 2,120.80	Accepted Requires Acknowledgment	Change Request Status	Acknowledge By	Attachmen

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.

Supplier Home Orders Shipments	Finance Administration				
Purchase Orders Agreements	View Requests Purchase History				
Orders: Purchase Orders > Acknowledge for Stand Currency=USD Order Information	ard Purchase Order : 25	6537,0 (Total USD 2,120.80)		Cancel Export Actions	Reject Entire Order V Go
General Information		Terms and Conditions	Related Information Receipts		
Supplier Supplier Site Address Buyer	2,120.80 FAITH Consulting Ltd. SAN_F Demo Road 4 Cross Circle 4 San Francisco, CA 94016 Deshmukh, Mr. Eknath 03/18/2024 15:32:28	Payment Terms Net 45 days Carrier FEDEX FOB FCA Freight Terms Collect Shipping Control Ship-To Address Address 3D Systems, Inc.	Invoices Payments		
Status Note to Supplier	iSupplier User Guide Preparation Requires Acknowledgment 3D Systems, Inc.	333 Three D Systems Circle Rock Hill, SC 29730 Bill-To Address			

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

TIP Clic	k on	the Show	link to vie	w shipment details	of a line.																	
Show All F	lide	All																				
12																						
etails Lir	ne 1	Type It	em/Job	Item Revision	Supplier Item	Description		UOM	Qty	Price	Amount	Note to Supplie) er	Contractor	Name S	tatus	Global Agr	eement S	upplier Config	Attachr	nents	Reaso
i 1		Goods 4	21402			FRU, ASM, L	АТСН, МСС	EACH	10	56.04	560.40				0	pen						
Shipmer	nte																					
sinpine	ints																					
Shipmer	nt <mark>S</mark>	hip-To ocation		Quantity Ordered Price	Quantity Received	Amount Received	Amount F	romised	Date	Need	d-By Date		oplier Ier Line	Discount (%)	Start Effectiv Date	e	End Effective Date	Status	Attachme	nts Split	Reason	Actio
1		D Systems OCK HILL		10 56.04			0.00 0	3/19/2024	00:00:0	0 03/19	9/2024 00:0	0:00						Requires Acknowledgm	ent			
1 2	(Goods 4	21402			FRU, ASM, L	АТСН, МСС	EACH	10	56.04	560.40				0	pen						
Shipmer	nte																					
Sinpine	into																					
Shipmer	nt <mark>S</mark>	hip-To ocation		Quantity Ordered Price	Quantity Received	Amount Received	Amount F	Promised	Date	Need	d-By Date	Sup Ord	oplier Ier Line	Discount (%)	Start Effectiv Date	re	End Effective Date	Status	Attachme	nts Split	Reason	Actio
	21	D Systems		10 56.04							1/2024 00:0							Requires				

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.

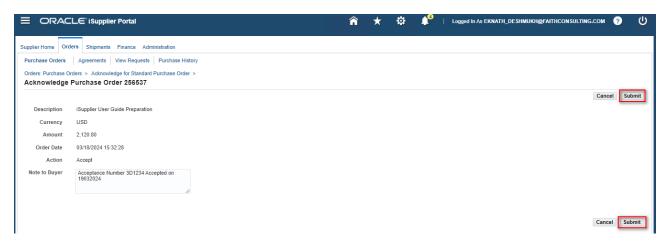
After viewing purchase order details on the Acknowledge page, select 'Accept Entire Order' from Action drop down list and click on 'Go' button.

	î	*	Ö	Logged In As EKNATH_DESHMUKH@FAITHCONSULTING.COM 🧿 🔱)
Supplier Home Orders Shipments Finance Administration					
Purchase Orders Agreements View Requests Purchase History					
Orders: Purchase Orders > Acknowledge for Standard Purchase Order : 256537,0 (Total USD 2,120.80)				Cancel Export Actions Accept Entire Order 🗸 Go	n
Currency=USD					-

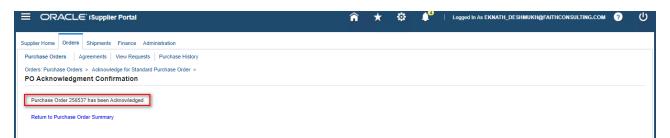
Acknowledge Purchase Order 256537 page opens. If required only, enter the 'Acceptance Number', 'Acceptance date' or any other details in 'Note to Buyer' field.

	LC' i Supplier Portal	î	*	Ċ	4 ⁴	Logged In As EKNATH_DE SHMUKH@FAITHCON SULTING.	сом 🧃	<u>ں</u>
Supplier Home Ord	ders Shipments Finance Administration							
Purchase Orders	Agreements View Requests Purchase History							
	Drders > Acknowledge for Slandard Purchase Order > Purchase Order 256537							
							Cancel	Submit
Description	iSupplier User Guide Preparation							
Currency	USD							
Amount	2,120.80							
Order Date	03/18/2024 15:32:28							
Action	Accept							
Note to Buyer	Acceptance Number 3D1234 Accepted on 19932024 //							
							Cancel	Submit

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'.

	ORA	ACLE.	iSup	pplier Portal							î	*	¢ (4	Logged In As EK	NATH_DESHMUKH@FAITH	ICON SULTING.COM	1 ?) را
Supplier	r Home	Orders	Shipm	ients Finance	Administration	1													
Purch	nase Order	rs Agr	emer	nts View Requ	iests Purcha	ise History													
Purc	chase (Orders															Multiple PO Ch	lange	Export
View	/s																		
		All Purchase			✓	Go lequest Char	nges V	/iew Change His	istory 💢 😂								Adva	anced S	Search
Selec		Acknowl	edge		cellation R	lequest Char		/iew Change Hi	istory 🗮 🗲 Order Date 🛆	Buyer		Currenc	y Amount	t Status	S	Change Request Status			
Selec	t Order:	Acknowl	edge Rev (Request Can	Document T	equest Char ype Descri	ption				Mr. Eknath		y Amount 2,120.80			Change Request Status			
Selec	ct Order:	Acknowl	edge Rev (Request Can Operating Unit	Document Ty Standard PO	equest Char ype Descri iSupplie	p tion r User Gui	ide Preparation	Order Date 🛆	5 Deshmukh,		USD		Accept	led	Change Request Status			
Selec	ct Order: ct PO Nui 256538	Acknowl	edge Rev () 3	Request Can Operating Unit 3D Systems, Inc.	Cellation R Document T Standard PO Standard PO	equest Char ype Descri iSupplie iSupplie	p tion r User Gui r User Gui	ide Preparation ide Preparation	Order Date 스 03/18/2024 15:32:44	5 Deshmukh, 8 Deshmukh,	Mr. Eknath	USD	2,120.80 2,120.80	Accept	led	Change Request Status			
Selec	ct Order: ct PO Nui 256538 256537	Acknowl	edge Rev () 3) 3	Request Can Operating Unit 3D Systems, Inc.	Document T Standard PO Standard PO Standard PO	lequest Char ype Descri iSupplie iSupplie iSupplie	p tion r User Gui r User Gui r User Gui	ide Preparation ide Preparation ide Preparation	Order Date A 03/18/2024 15:32:40 03/18/2024 15:32:20	5 Deshmukh, 3 Deshmukh, 4 Deshmukh,	Mr. Eknath Mr. Eknath	USD USD USD	2,120.80 2,120.80 2,120.80	Accept Accept Requir	ted	Change Request Status			

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

End of Procedure.

3D Systems – Oracle iSupplier

iSupplier User Guide TU1107_Supplier Change Request

Author: Creation Date: Last Updated: Document Ref: Version: Eknath Deshmukh Mar 01, 2024 Mar 01, 2024 TE.040_iSupplier 0.1

Document Control

Change Record

Date	Author	Version	Change Reference
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

Copy No.	Name	Location
1		Project Library
2		
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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:

ORACLE User Name EKNATH_DESHMUKH@FAITHCON Password Log In Cancel

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.

ourc	hase Order	S											Multiple PO Cha	ange Export
View	5													
	View All Purcha			♥ Go									Adva	nced Search
Select	Order: Acknow	vledae	Request Can	cellation Requi	est Changes	View Change His	story							
	Order: Acknow			Document Type		View Change His	story 💢 😂 Order Date 🛆	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachmer
ielec		Rev		Document Type	Description		Order Date 🛆	Buyer Deshmukh, Mr. Eknath			Status Accepted	Change Request Status	Acknowledge By	Attachme
elec	t PO Number 🛆	Rev 0	Operating Unit	Document Type Standard PO	Description iSupplier User G	Buide Preparation	Order Date 03/18/2024 15:32:46		USD	2,120.80		Change Request Status	Acknowledge By	Attachme
elec	PO Number 스 256538	Rev 0 0	Operating Unit 3D Systems, Inc.	Document Type Standard PO Standard PO	Description iSupplier User G iSupplier User G	Guide Preparation	Order Date 03/18/2024 15:32:46 03/18/2024 15:32:28	Deshmukh, Mr. Eknath	USD USD	2,120.80 2,120.80	Accepted	Change Request Status	Acknowledge By	Attachme
Selec	PO Number 256538 256537	Rev 0 0 0 0	Operating Unit 3D Systems, Inc. 3D Systems, Inc.	Document Type Standard PO Standard PO Standard PO	Description iSupplier User G iSupplier User G iSupplier User G	Guide Preparation Guide Preparation Guide Preparation	Order Date 03/18/2024 15:32:46 03/18/2024 15:32:28 03/18/2024 15:32:04	Deshmukh, Mr. Eknath Deshmukh, Mr. Eknath	USD USD USD	2,120.80 2,120.80 2,120.80	Accepted Accepted	Change Request Status	Acknowledge By	Attachmer

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

Supp Supplier S Addre	otal 2,120.80 lier FAITH Consulting Ltd. site SAN_F		and Condit									
Supp Supplier S Addre	lier FAITH Consulting Ltd.			tions			Related Int	formation				
Addre	ite SAN F			ms Net 45 days rier FEDEX			Receipts					
	-			OB FCA			Payments					
	ess Demo Road 4 Cross Circle 4	51	Freight Terr hipping Cont	rms Collect								
Be	San Francisco, CA 94016 yer Deshmukh, Mr. Eknath		o Address	101								
	ate 03/18/2024 15:32:46	Ar	ddress 3D :	Systems, Inc.								
Descript	ion iSupplier User Guide Preparation		333	Three D Systems (Dircle							
	tus Accepted			ck Hill, SC 29730								
Reas		Bill-To	Address									
Note to Supp Organizat	ion 3D Systems, Inc.	A	ddress 3D 9									
Supplier Order Num				Three D Systems (k Hill, SC 29730	Circle							
TIP You can cancel the entir	· · · · · · · · · · · · · · · · · · ·											
-	e order or specific lines. view shipment details of a line. To	split a line into multiple de	slivery dates,	click the split line ic	on of the desire	d row and then ma	ake changes.					
TIP Click on the Show link to Show All Hide All	view shipment details of a line. To						-					
TIP Click on the Show link to Show All Hide All C C etails Line Type Item/Job	· · · · · · · · · · · · · · · · · · ·	Description	UOM C	Qty Pr	ice Amount M		Contractor Name St		Agreement	Supplier Config ID	Attachments R	Reason
TIP Click on the Show link to Show All Hide All Image: Click on the Show link to Image: Click on the Show link to </td <td>view shipment details of a line. To</td> <td>Description FRU, ASM, LATCH, M</td> <td>UOM G</td> <td>Qty Pr 10 56.</td> <td>ice Amount 1 04 560.40</td> <td></td> <td>Contractor Name St</td> <td>en</td> <td>Agreement</td> <td>Supplier Config ID</td> <td>Attachments R</td> <td>Reason</td>	view shipment details of a line. To	Description FRU, ASM, LATCH, M	UOM G	Qty Pr 10 56.	ice Amount 1 04 560.40		Contractor Name St	en	Agreement	Supplier Config ID	Attachments R	Reason
TIP Click on the Show link to Show All Hide All Show All Hide All Comparison Comparison I Goods 2 Goods 421402	view shipment details of a line. To	Description FRU, ASM, LATCH, M FRU, ASM, LATCH, M	UOM G ICO EACH	Aty Pr 10 56. 10 56.	ice Amount 1 04 560.40 04 560.40		Contractor Name St		Agreement	Supplier Config ID	Attachments R	Reason
TIP Click on the Show link to Show All Hide All Image: Click on the Show link to Image: Click on the Show link to </td <td>view shipment details of a line. To</td> <td>Description FRU, ASM, LATCH, M</td> <td>UOM G</td> <td>Aty Pr 10 56. 10 56.</td> <td>ice Amount 1 04 560.40</td> <td></td> <td>Contractor Name St</td> <td>en</td> <td>Agreement</td> <td>Supplier Config ID</td> <td>Attachments R</td> <td>Reason</td>	view shipment details of a line. To	Description FRU, ASM, LATCH, M	UOM G	Aty Pr 10 56. 10 56.	ice Amount 1 04 560.40		Contractor Name St	en	Agreement	Supplier Config ID	Attachments R	Reason

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

				e order or specific													
⊗π	P Click	k on the S	how link to	view shipment de	stails of a line. To s	split a line into multiple de	elivery date	s, click the	split line icon of the d	esired row and then n	take changes.						
Show	All Hig	ide All															
I II (~																
				Item					_	Note to	Contractor				Supplier		
Detail	s Line	e Type	Item/Job	Revision	Supplier Item	Description	UOM	Qty	Price Am	ount Supplier	Name	Status	Global Ag	eement	Config ID	Attachments	Reason
4	1	Goods	421402			FRU, ASM, LATCH, MCO	EACH	10		60.40		Open					-
Shir	mont	te				moo											
	pment	Chie T	o on	Quantity Ordered	Quantity Received R	Amount Received Amount Pro	mised Da	_	Need-By Date	Supplier Order Line	UISCOUNT (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
		, Ship-To	lems,	Quantity Ordered 10 56.04	noonrou n	Amount Received Amount Pro	mised Da	te		Supplier Order Line	UISCOUNT (%)	Start	Effective	Status Accepted	Attachments	Split Reason	Action
		t Ship-Ti Locatio 3D Syst ROCK HQ	lems,		noonrou n	Amount Received Amount Pro		te 0:00:00	Need-By Date	Supplier Order Line	UISCOUNT (%)	Start	Effective		Attachments		Action
	pment	t Ship-Ti Locatio 3D Syst ROCK HQ	lems, HILL-		noonrou n	Amount Amount Pro	19/2024 0	te 0:00:00	Need-By Date	Supplier Order Line	UISCOUNT (%)	Start Effective Date	Effective		Attachments		Action

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

Inspect MDS Contents	
Additional Change Requests	
If you need to submit more changes in addition to those that have been submitted above, you can specify them here	
Additional Changes	
h.	
Return to Orders: Purchase Orders	Cancel Save Submit Export Actions Cancel Entire Order V Go

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'.

De	tails																					
TIP	You ca	an canc	el the entir	e order or s	pecific lir	nes.																
TIP	Click	on the S	Show link to	o view shipn	nent deta	ails of a line. T	o split a lii	ne into multip	le delivery	dates	, click the s	split line icon of	the desire	ed row and then m	ake changes.							
ow A	JI Hid	e All																				
З											_											
ails	Line	Туре	Item/Job	Revision	s	Supplier Item	Des	cription	U	M	Qty	Price	Amoun	t Note to Supplier	Contractor Name	Status	Global Ag	reement	Supplier Config ID	Att	achments	Reason
	1	Goods	421402				FRU	I, ASM, LATO	CH, EA	СН	10	60	560.4	0		Open						Price Change
nipr	nents	5																				_
Shipr		Ship-T Locati		Quantity Ordered	Price	Quantity Received	Amou Receive	nt d Amount	Promise	d Date	9	Need-By D		Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
1		3D Sys ROCK HQ		10	56.04			0.00	03/25/20	24 09:	33:48 🕅	03/19/2024 0	00:00:00					Accepted		B B	Promise Dat	te CI Change

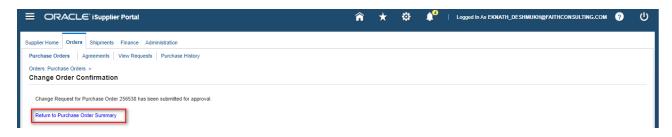
Click on 'Submit' button to submit the change request for approval.

	Return to Orders: Purchase Orders	Cancel	Save	Submit	Export Actions	Cancel Entire Order 🗸	Go
_							

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

	î	*	٥	Logged In As EKNATH_DESHMUKH@FAITHCONSULTING.COM ? U
Supplier Home Orders Shipments Finance Administration				
Purchase Orders Agreements View Requests Purchase History				
Orders: Purchase Orders > Change Order Confirmation				
Change Request for Purchase Order 256538 has been submitted for approval.				
Return to Purchase Order Summary				

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.

Select	Order: Acknow	viedg	Request Car	ncellation Requ	est Changes View Change His	story 💢 😂							
Select	PO Number 🛆	Rev	Operating Unit	Document Type	Description	Order Date 🗠	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachment
0	256538	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:32:46	Deshmukh, Mr. Eknath	USD	2,120.80	Accepted	Supplier Change Pending		
0	256537	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:32:28	Deshmukh, Mr. Eknath	USD	2,120.80	Accepted			
0	256536	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:32:04	Deshmukh, Mr. Eknath	USD	2,120.80	Requires Acknowledgment			
0	256535	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:31:36	Deshmukh, Mr. Eknath	USD	2,120.80	Requires Acknowledgment			
0	256534	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:28:50	Deshmukh, Mr. Eknath	USD	1,120.80	Requires Acknowledgment			

3D SYSTEMS PROPRIETARY AND CONFIDENTIAL. DO NOT DISTRIBUTE.

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

Select	Order:	Acknowledge	e Request C	ancellation F	equest Changes	View Change Hi	story 🗮 😂							
Select	PO Num	ber 🛆 Rev	Operating Un	t Document T	ype Description	n	Order Date 🛆	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachmer
0	256538	0	3D Systems, In	. Standard PO	iSupplier Us	er Guide Preparation	03/18/2024 15:32:46	Deshmukh, Mr. Eknatl	USD	2,120.80	Accepted	Supplier Change Pending		
0	256537	0	3D Systems, In	Standard PO	iSupplier Us	er Guide Preparation	03/18/2024 15:32:28	Deshmukh, Mr. Eknat	USD	2,120.80	Accepted			
0	256536	0	3D Systems, In	Standard PO	iSupplier Us	er Guide Preparation	03/18/2024 15:32:04	Deshmukh, Mr. Eknatl	USD	2,120.80	Requires Acknowledgment			
0	256535	0	3D Systems, In	. Standard PO	iSupplier Us	er Guide Preparation	03/18/2024 15:31:36	Deshmukh, Mr. Eknatl	USD	2,120.80	Requires Acknowledgment			
0	256534	0	3D Systems, In	. Standard PO	iSupplier Us	er Guide Preparation	03/18/2024 15:28:50	Deshmukh, Mr. Eknatl	USD	1,120.80	Requires Acknowledgment			
1	2	ancellation red						_	_					
D i	2			Supplie	Item [Description		UOM Qty	Price	Amount	Status	Attach	ments Reason	n
ihow Detail	B All Details	Hide All Deta	ils Item/Job	Supplie		Description RU, ASM, LATCH, M		EACH 10	Price 56.04 60	Amount 560.40 600.00 💥	Status Supplier Change Pending	Attach	ments Reason Price Cl	
Show Detail	All Details s Line A 1	Hide All Deta Type	ils Item/Job			RU, ASM, LATCH, M		EACH 10	56.04	560.40		Attach		-
Show Detail	All Details s Line A 1	Hide All Deta Type	ils Item/Job 421402	Qty	F	RU, ASM, LATCH, M	Promised D	EACH 10	56.04 60	560.40	Supplier Change Pending	Attach Supplier Line Split Rec	Price Cl	-
Show Detail	All Details s Line 1 1 pment Sh	Hide All Deta Type Goods	ils Item/Job 421402 ion 0	Qty	F	RU, ASM, LATCH, M	Promised D	EACH 10	56.04 60	560.40 600.00 💥	Supplier Change Pending	Supplier Line Split Rea	Price Cl	hange
Detail	All Details s Line 1 1 pment Sh	Hide All Deta Type Goods	is Item/Job 421402 ion O CK HILL-HQ	Qty dered Receive	d Invoiced Ord	RU, ASM, LATCH, M Amount ered Received Inv	roiced Promised Da 03/19/2024 00 03/25/2024 09	EACH 10	56.04 60	560.40 600.00 💥	Supplier Change Pending Is Status Supplier Change Pending	Supplier Line Split Rea	Price Cl ason A	hange
Show Detail	All Details s Line A 1 pment Sh 3D	Hide All Deta Type Goods ip-To Locat Systems, RC	iis Item/Job 421402 ion CK HILL-HQ 421402	Qty dered Receive	rd Invoiced Ord	RU, ASM, LATCH, M Amount ered Received Inv 0.00	roiced Promised Da 03/19/2024 00 03/25/2024 09	EACH 10 Ate Need-By Da 100:00 133:48 0 23/19/2024 0	56.04 60 te Pays 0:00:00	560.40 600.00 🐲	Supplier Change Pending Is Status Supplier Change Pending Open	Supplier Line Split Rea	Price Cl ason A	hange

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_Create Advance Shipments Notice

Author: Creation Date: Last Updated: Document Ref: Version: Eknath Deshmukh Mar 01, 2024 Mar 01, 2024 TE.040_iSupplier 0.1

Document Control

Change Record

Date	Author	Version	Change Reference
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

Copy No.	Name	Location
1		Project Library
2		
3		

Notes

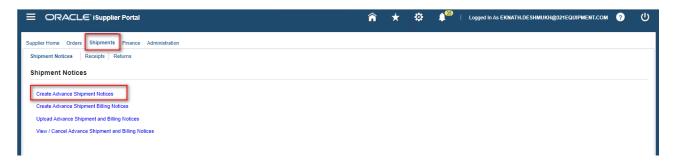
TU1108_Create Advance Shipments Notice

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.

ORACLE		*
	User Name	
	EKNATH.DESHMUKH@321EQUIP) Password	
	Log In Cancel	
	Register Here Accessibility None	
	Language English 🗸	-

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.

		Home (Orders	Shipments	Finance Administra	Fee										
				· · ·		tion										
1		nt Notice		Receipts	Returns											
		nts: Shipr			we bladian											
rea	at		ance	Snipme	ent Notice											Exp
èw	ws															
v	View	w Ship	ments E	ue This Wee	k ❤ Go Advan	ed Search										
v	View	w Ship	ments E	ue This Wee	k 🗸 🛛 Go 🛛 Advan	ed Search										
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_			_				1									
elec	ect P	PO Shipi	nents:	Add to Shi		sed Search Supplier Item	Item Description	Due Date 🔺	Quantity Ordered	Quantity Shipped	Quantit	y UOM	Ship-To Location 스	Organization Name	Ship-To Organization	Currency
elec	PC Nu	PO Shipi O	nents:	Add to Shi	pment Notice 💢 2	t in ‡ v a Supplier	Item	Due Date 03/18/2024 00:42:26					Ship-To Location 3D Systems, RH-MARINE DRIVE	Name		Currency
	PC PC Nu 25	PO Shipi O lumber	nents:	Add to Shi	nt Supplier	t in ‡ v a Supplier	Item Description	03/18/2024		Shipped	1	0 EACH	3D Systems, RH-MARINE DRIVE 3D Systems, RH-MARINE DRIVE	Name 3D Systems, Inc. 3D Systems, Inc.	Organization 3D Systems, US	
	PC PC Nu 25	PO Shipi O lumber 56528	nents:	Add to Shi ne Shipme 1	nt Supplier 1 321 EQUIPMENT COMPANY 321 EQUIPMENT	t in ‡ v a Supplier	Item Description TEST Line 1	03/18/2024 00:42:26 03/18/2024		Shipped 0	1	0 EACH	3D Systems, RH-MARINE DRIVE	Name 3D Systems, Inc. 3D Systems, Inc.	Organization 3D Systems, US 3D Systems, US	USD
	PC PC Nu 25	PO Shipi O lumber 56528 56528	nents:	Add to Shi ne Shipme 1 2	ment Notice 1 2 2 nt Supplier 1 321 EQUIPMENT COMPANY 321 EQUIPMENT 231 EQUIPMENT 321 EQUIPMENT	t in ‡ v a Supplier	Item Description TEST Line 1 TEST Line 2	03/18/2024 00:42:26 03/18/2024 00:42:27 03/18/2024 03/18/2024		Shipped 0 0	1	0 EACH	3D Systems, RH-MARINE DRIVE 3D Systems, RH-MARINE DRIVE	Name 3D Systems, Inc. 3D Systems, Inc.	Organization 3D Systems, US 3D Systems, US	USD USD

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.

lier Home Or	rders Shipments		ition									
pment Notices	s Receipts F	Returns										
pments: Shipme												
reate Adva	ance Shipme	nt Notice										E
			1.0									
ews View Shipm	nents Due This Weel	k 🗸 🛛 Go 🛛 Advanc	ced Search									
View Shipm lect PO Shipm			× ⊡ ☆ • Ⅲ			Quantity	Quantity	Quantity		Organization	Chin To Lo	
View Shipm		oment Notice 💢 🎜		Item Description	Due Date 🔺	Quantity Ordered	Quantity Shipped		DM Ship-To Location 스	Organization Name	Ship-To AS Organization	SN Shipment Re
View Shipm lect PO Shipm	nents: Add to Ship	oment Notice 💢 🎜	5 ा ♀ ■ Supplier	Item	Due Date 03/18/2024 00:42:26			0 E4	CH 3D Systems, RH-MARINE DRIVE	Name 3D Systems, Inc.		IN Shipment R
View Shipm lect PO Shipm PO Number	Add to Ship Line Shipmer 1 2	oment Notice 📜 🞜 nt Supplier , 321 EQUIPMENT	5 ा ♀ ■ Supplier	Item Description	03/18/2024		Shipped	0 EA 0 EA		Name 3D Systems, Inc. 3D Systems, Inc.	Organization	

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

		â r	* 🌣 🍂	Logged In As EKNATH.DE SHMUKH@3	21EQUIPMENT.COM
Supplier Home Orders Shipments Finance Administration					
Shipment Notices Receipts Returns					
Shipments: Shipment Notices > Create Advance Shipment Notice					Expo
Advanced Search					
To search, please enter at least one search criteria. Specify parameters and values to filter the data that is displayed in yo Match All Any	ir results set.				Views
PO Number is 💙 256528					
Ship-To Location is 🗸	<u> </u>				
Item is 🗸	a q				
Organization is 🗸	⇒ Q				
Go Clear Add Another	Item 🗸 Add				
🔟 😂 🖻 💠 🕶 💷					
PO Number Line Shipment Supplier Item	Item Description Due Date Quantity Ordered	Quantity Shipped Quantit Receive	UOM Ship-To	Organization Ship-To Name Organization	Currency
No search conducted.				_	

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

Create Advance	e Shipment No	tice										Expo
Advanced Search	h											
	er at least one search cr values to filter the data		d in your results	set.								Views
flatch 💿 All 🔾 Any	y											
PO Number	is	♥ 256528	3									
Ship-To Location	is	*		⇒ Q								
Item	is	~		⇒ Q								
Organization	is	~		ы	Q.							
	Go Clear	Add And	other Item	✓ Ac	id							
Select PO Shipments	Add to Shipment No	tice 🛛 🗮 😂	· 🕞 🔅 🗸 🗉	1								
□ PO Number △ L	ine Shipment Suppl	ier	Supplier Item	Item Description	Due Date 🔺	Quantity Ordered	Quantity Shipped	Quantity Received UON	Ship-To Location 🗠	Organization Name	Ship-To Organization	
256528	1 1 321 EC COMP	QUIPMENT ANY		TEST Line 1	03/18/2024 00:42:26	1	0	0 EAC	3D Systems, RH-MARINE DRIVE	3D Systems, Inc.	3D Systems, US	USD
256528	3 1 321 EC	QUIPMENT ANY		TEST Line 3	03/18/2024 00:42:27	1	0	0 EAC	3D Systems, RH-MARINE DRIVE	3D Systems, Inc.	3D Systems, US	USD
	2 1 321 EC	DUIPMENT		TEST Line 2	03/18/2024		0		3D Systems, RH-MARINE DRIVE	3D Systems, Inc.	3D Systems, US	USD

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.

		snipm	ent Noti	се									Cancel	Add Shipments	Preview	Sub
	Header S	hipment Li Defaults														
Enter	hipment Lin	e Defaults	and click De	efault to All L	ines to copy to a	ll shipment lines.		_								
	Packing Slip	p PSL18	0301		Containe	r Number MEARSK2	267381									
Cou	ntry Of Origin	n United	States	21	Q Truc	k Number MH12QJ3	086									
Bi	r Code Labe				С	omments HANDEL	WITH CARE									
shipm	ents in Ac	Defaul dvance	t to All Lines Shipment		С	omments HANDEL	WITH CARE									
ihipm	ents in Ad In the second seco	Defaul dvance	t to All Lines Shipment	Notice	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM		Quantity Shipped	Ship-To Location	LPN/Lot/Ser	ial Add Attachments	s Split	Rem
shipm	ents in Ad In the second seco	Defaul dvance	t to All Lines Shipment	Notice	Item		Quantity Ordered		UOM	∃ Q		Ship-To Location 30 Systems, RH-MARINE DRIVE			s Split	Rem

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.

			nent Not										Cancel	Add Shipments	Preview	Sub
	Header S ent Line I	hipment L Defaults														
Enter \$	Shipment Lin	e Defaults	and click D	efault to All Li	nes to copy to al	I shipment lines.										
	Packing Slip	p PSL18	0301		Containe	r Number MEARSK	267381									
Cour	ntry Of Origin	n United	States	Ы	م Truc	k Number MH12QJ3	3086									
	r Code Labe		SHJIDE9			omments HANDEL	WITH CARE									
	il oodo Edibo	Defau	t to All Lines	8												
hipm	ents in A	dvance	t to All Lines													
shipm	ents in Ad	dvance	t to All Lines													
shipm	ents in Ao	dvance	t to All Lines	t Notice	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM		Quantity Shipped	Ship-To Location	LPN/Lot/Set	ial Add Attachment	ts Split	Rem
Shipm	ents in Ad	dvance	t to All Lines Shipmen	t Notice	Item		Quantity Ordered		UOM	<u>⇒</u> Q,		Ship-To Location 3D Systems, RH-MARIN DRIVE			ts Split	Rem

Enter Freight Information: Enter the Freight Information as applicable.

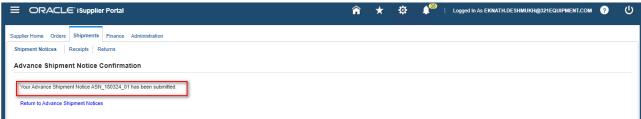
Freight Terms	Q	Freight Carrier	Q
Number of Containers	1	Bill of Lading	TEYOSH87
Vaybill/Airbill Number	PY0738	Packing Slip	PSL240312
Packaging Code	232	Special Handling Code	CE
Tar Weight	830	Tar Weight UOM	839
Net Weight	800	Net Weight UOM	800

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.

	î	*	٩	1 Logged in As EKNATH.DESHMUKH@321EQUIPMENT.COM
Supplier Home Orders Shipments Finance Administration Shipment Notices Receipts Returns				
Shipments: Shipment Notices > Create Advance Shipment Notice				Cance] Add Shipments Preview Submit
Shipment Header Shipment Lines				

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.

	lier Portal				î ★	© (35) , Logged In	As EKNATH.DESHMUKH@321E0	QUIPMENT.COM) ሳ
Supplier Home Orders Shipmen	ts Finance Administ	ration								
Shipment Notices Receipts	Returns									
Shipments: Shipment Notices >										
View / Cancel Advance	Shipment Noti	ce								Export
Views										
Views										
View Last 25 Shipment Noti Once a shipment notice is cance									Advanced	Search
View Last 25 Shipment Noti	elled it cannot be undone	ice 💢 2 🖛 🔅 🕶 🖩								Search 1 to 22
View Last 25 Shipment Noti	elled it cannot be undone	ice ∑ 2 ☞ 🔅 ▾ 🎟 Expected Receipt Date	Freight Carrier	Waybill/Airbill Number	Supplier Site	Invoice Numb	er Packing Slip	Processing Status Code		1 to 22

End of Procedure.

3D Systems - Oracle iSupplier

iSupplier User Guide TU1109_View or Cancel Advance Shipment Notice

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Reviewers

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Notes

TU1109_View or Cancel Advance Shipment Notice

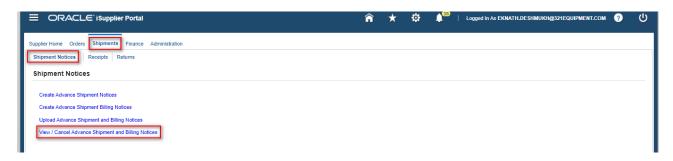
File Procedure Name	TU1109_View or Cancel Advance Shipment Notice
Description	Once ASN is created by Supplier, Supplier User can still View or Cancel ASN and take appropriate actions if required any.
Prerequisites for Procedure	 ✓ Valid User credentials to access Oracle iSupplier. ✓ ASN Number created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

ORACLE		
	User Name EKNATH.DESHMUKH@321EQUIP Password Log In Cancel	

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



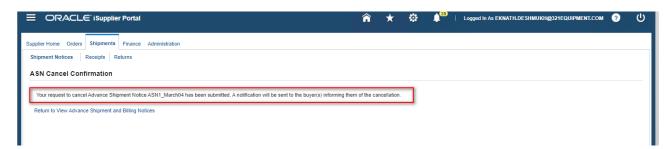
View / Cancel Advance Shipment Notice page opens. It displays the list of ASN Number.

	ORACLE' i Supp	olier Portal				î ★	🌣 🍂	Logged In A	IS EKNATH.DESHMUKH@321E	EQUIPMENT.COM	?
upplier H	lome Orders Shipmer	nts Finance Adminis	tration								
Shipme	nt Notices Receipts	Returns									
Shipmer	nts: Shipment Notices >										
/iew	/ Cancel Advance	e Shipment Noti	ce								Expo
											1.0
Vie Once		elled it cannot be undone								Advance	
Vie Once elect /	ew Last 25 Shipment Not	elled it cannot be undone		Freight Carrier	Waybill/Airbill Number	Supplier Site	Invoice Number	Packing Slip	Processing Status Code		vs 1 to 2
Vie Once Gelect A	ew Last 25 Shipment Not e a shipment notice is cance Advance Shipment Notice	elled it cannot be undone Cancel Shipment Not	tice 🔟 😂 🕞 🏟 🔻 🏢		Waybill/Airbill Number PY0738	Supplier Site 321 (MARINE)	Invoice Number	Packing Slip PSL240312	Processing Status Code	Row	vs 1 to 22
Vie Once elect A	ew Last 25 Shipment Not e a shipment notice is cance Advance Shipment Notice Shipment Number A	elled it cannot be undone Cancel Shipment Not Shipment Date 스	tice [2] 2 ा ∯ ▼ III Expected Receipt Date		-		Invoice Number		Processing Status Code	Row	vs 1 to 2
Vie Once elect / elect	Last 25 Shipment Not e a shipment notice is cance Advance Shipment Notice Shipment Number A ASN_180324_01	elled it cannot be undone Cancel Shipment Not Shipment Date 03/18/2024 01:39:32	tice 💢 🎜 🖬 🔅 🕶 🛄 Expected Receipt Date 03/18/2024 01:39:42		-	321 (MARINE)	Invoice Number		Processing Status Code	Row	vs 1 to 2
Vie Once Select A Select	Last 25 Shipment Not e a shipment notice is cance Advance Shipment Notice Shipment Number A SN_180324_01 ASN1_March04	elled it cannot be undone Cancel Shipment Not Shipment Date 03/18/2024 01:39:32 03/04/2024 07:41:55	tice [2] 2		-	321 (MARINE) ADC1	Invoice Number		Processing Status Code	Row	vs 1 to 2
Once Select Select O O O O O O O O O O O O O O O O O O O	w Last 25 Shipment Notice e a shipment notice is cance Advance Shipment Notice Shipment Number A ASN_180324_01 ASN1_March04 ASN1_March04	elled it cannot be undone Cancel Shipment Not Shipment Date △ 03/18/2024 01:39:32 03/04/2024 07:41:55 03/04/2024 07:27:02	tice 1 20 2		-	321 (MARINE) ADC1 ADC1	Invoice Number		Processing Status Code	Row	vs 1 to 22

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

Select	Advance Shipment Notice	e Shipment Notice Cancel Shipment Notice 🕅 🔀 🕫 🧔 🖝 💷 🛛 R								
Select	Shipment Number 🛆	Shipment Date 🛆	Expected Receipt Date	Freight Carrier	Waybill/Airbill Number	Supplier Site	Invoice Number	Packing Slip	Processing Status Code	Cancellation Status
0	ASN_180324_01	03/18/2024 01:39:32	03/18/2024 01:39:42		PY0738	321 (MARINE)		PSL240312		
۲	ASN1_March04	03/04/2024 07:41:55	03/05/2024 07:41:58			ADC1				
0	ASN1_Mar04	03/04/2024 07:27:02	03/05/2024 07:27:05			ADC1				
$^{\circ}$	256493_ASN_ADC32	03/04/2024 05:51:46	03/05/2024 05:51:51			ADC1				
0	256492_ASN_ADC31	03/04/2024 05:08:07	03/05/2024 05:08:14			ADC1				
\sim	ACAL CED AC 070004	00/07/0004 00:40:44	00/00/00 100/10/27		400	204 (MADINE)				

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.

	î	*	٩	1 ³⁵	Logged In As EKNATH.DESHMUKH@321EQUIPMENT.COM	?	ሳ
Supplier Home Orders Shipments Finance Administration Shipment Notices Receipts Returns ASN Cancel Confirmation							
Your request to cancel Advance Shipment Notice ASN1_March04 has been submitted. A notification will be sent to the buyer(s) informing then Return to View Advance Shipment and Billing Notices	i of the car	ncellation.					

You can see that for the ASN which is cancelled, status will be updated as "Pending Cancellation".

	€ iSupplier Portal					î *	ः 🌓	Logged In	As EKNATH.DESHMUKH@321E	EQUIPMENT.COM	?
upplier Home Orders	Shipments Finance	Administration									
Shipment Notices	Receipts Returns										
Shipments: Shipment No View / Cancel A	^{otices >} Advance Shipmen	t Notice									Ехро
Views											
	ipment Notices 🗸 Go									Advan	ced Search
	ipment Notices V Go									Advan	ced Search
View Last 25 Sh Once a shipment not		e undone	ă2 ⊳ ‡-≡								ced Search
View Last 25 Sh Once a shipment not	tice is cancelled it cannot be nent Notice Cancel Ship	e undone ment Notice]		Freight Carrier	Waybill/Airbill Number	Supplier Site	Invoice Number	Packing Slip	Processing Status Code		ows 1 to 22
View Last 25 Sh Once a shipment not Select Advance Shipm	tice is cancelled it cannot be nent Notice Cancel Ship mber A Shipment D	e undone ment Notice ∣] ate △ Expe		Freight Carrier	Waybill/Airbill Number PY0738	Supplier Site 321 (MARINE)	Invoice Number	Packing Slip PSL240312	Processing Status Code	R	ows 1 to 22
View Last 25 Sh Once a shipment not Select Advance Shipm Select Shipment Nut	tice is cancelled it cannot be nent Notice Cancel Ship mber A Shipment D 01 03/18/2024 0	e undone ment Notice 5 late Expendent 1:39:32 03/18/	cted Receipt Date	Freight Carrier			Invoice Number		Processing Status Code	R	ows 1 to 22 tatus

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.

Vorklist > Information This notification does not requin ASN ASN1_March04 ha From EKNATH DESHMUKH											
This notification does not requin											
SN ASN1_March04 h											
-	as been cance										
From EKNATH DESHMUKH		lied by 321 EQ	JIPMENT COM	PANY : Expecte	ed Receipt Date wa	is 03/05/2024 07:41	58			ок	Reassi
To Kr, Pradeep Sent 03/18/2024 04:00:32 ID 7906350 Details											
Shipment ASN1_M	024 07:41:55										
Shipments											
PO Number Revision 256495 0	Line Shipment 1 1	Item Item Descrip TEST_ASN_/		Quantity Ordered	Quantity Shipped 1	Quantity Received 0		b Location tems, RH - Waterfo	rd 2	Ship-To Organiza ADC	tion

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

Distribution

Copy No.	Name	Location
1		Project Library
2		
3		

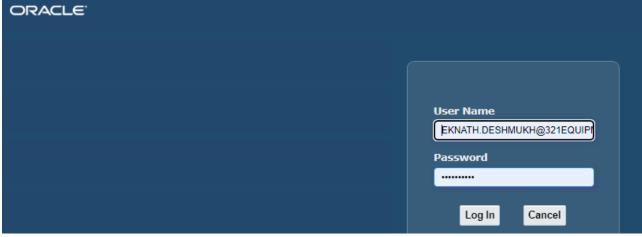
Notes

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.

	â	*	¢	↓ ⁴
Supplier Home Orders Shipments Finance Administration Shipment Notices Receipts Returns Shipment Notices Returns				
Create Advance Shipment Notices				
Create Advance Shipment Billing Notices				
Upload Advance Shipment and Billing Notices				
View / Cancel Advance Shipment and Billing Notices				

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

Supplier Home Orders	Shipments Finan	ce Administration										
Shipment Notices Re	eceipts Returns											
View Receipts												Export
Simple Search											1	Advanced Search
Receipt Number					Organization		ыQ					
PO Number					Item Number		⇒ Q					
	(example : 1234)				Supplier Item		⇒ Q					
Release Number	(example : 1234-2)			Iten	n Description							
Shipment Number	(coumpie : neo rej			Rec	eipt Location		31 Q					
Shipped Date	(03/22/2024) 👘											
	Go Clear											
X 2 5 🕸 🗸 🛛	•											
Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
No search conducted.												
•	_											•
Inspect MDS Content	ts											

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

Supplier Home Orders	Shipme	nts Finance	Administration										
Shipment Notices Rec	eipts	Returns											
Shipments: Receipts > View Receipts				Bill of Lading Creation Date Freight Carrier									Export
Advanced Search				Invoice Number Item Description Item Number									Simple Search
Match 🖲 All 🔾 Any				Organization Packing Slip PO Number									
Receipt Number	is		•	Receipt Location									
PO Number	is			Receipt Number									
			(example : 1234	Release Number Shipment Number									
Shipped Date	is		(03/22/2024)	Shipped Date									
Organization	is	`		Supplier Item Waybill/Airbill									
	Go	Clear	Add Another	Bill of Lading	✓ Add								
🐹 😂 🖻 🔅 🔻 💷			-										
Receipt	Cre	ation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
No search conducted.													

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.

Supplier Home Orders	Shipments Finance	e Administration										
Shipment Notices Re	ceipts Returns											
View Receipts												Export
Simple Search												Advanced Search
Receipt Number					Organization		ы Q,					
PO Number	138222				Item Number		.s. Q.					
	(example : 1234)				Supplier Item		.s. Q,					
Release Number	(example : 1234-2)			Iten	n Description							
Shipment Number	(example : 1234-2)			Rec	eipt Location		al Q					
Shipped Date	(03/22/2024) 📸											
	Go Clear											
🕱 😂 🕞 🍄 🔻 🖩	0											
Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
No search conducted.												

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.

mple Search											1	Advanced Sear
Receipt Number					Organization		⊴ Q					
PO Number	138222				Item Number		SI Q					
	(example : 1234)				Supplier Item		al Q					
Release Number	() (0)(0)			Item	Description							
Shipment Number	(example : 1234-2)			Rece	eipt Location		51 Q					
Shipped Date	(03/22/2024) (ò										
	Go Clear											
1 2 5 🕸 🔻 🗉]										1	
eceipt 🔻 Creat	ion Date 🛆	Organization	Shipment	Shipped Date 🛆	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachmer
05/31/	2017 12:31:34	3D Systems, US								138222		

Receipt: 161191, page should open with all receipt details against PO 138222. The Receipt: details page displays information on that receipt.

nipment Notice	es Receip																		
	in incoord	ts	Returns																
hipments: Re	eceipts >																		
eceipt:	161191		_																Exp
			- 1	Creation D	ate 05/31/20	17 12	31-34							Pac	king Slip				
Organization 3D Systems, US Containers																			
Supplier 31 EQUIPMENT COMPANY Waybill/Airbill																			
Supplier Site 321 (MARINE) Freight Carrier																			
				Shipment Num	ber									Bill	of Lading				
				Shipment D	ate														
				ompinone o										Atta	chments	None			
			L	ompinone o										Atta	chments	None			
eceipt Tr	ansaction	5	L											Atta	chments	None			
		5		ompilion o										Atta	ichments	None			
Ceipt			eed-By _	Performance		Line	Shipment	ltem/Job 🛆	Description	UOM	Ordered Retu	ned Rece	Net ived Ac			None	Attachments	LPN/Lot/Serial Ir	nvoic
ceipt te	Promised		eed-By ate 5/08/2015 0:00:00	Performance		Line	Shipment		Description Delivery Charge each container - 1 time fee	UOM EACH	Ordered Retu	ned Rece	Net ived 6		Defects		Attachments	LPN/Lot/Serial Ir	nvoic
a 2 6	 Promised Date 05/08/2014 	△ No 05 00 05	ate ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Performance	PO A	Line 1 3	Shipment 1 1			EACH	6	ned Rece		cepted	Defects	Location 3D Systems.	Attachments		nvoice

3D SYSTEMS PROPRIETARY AND CONFIDENTIAL. DO NOT DISTRIBUTE.

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

Author: Creation Date: Last Updated: Document Ref: Version: Eknath Deshmukh Mar 01, 2024 Mar 01, 2024 TE.040_iSupplier 0.1

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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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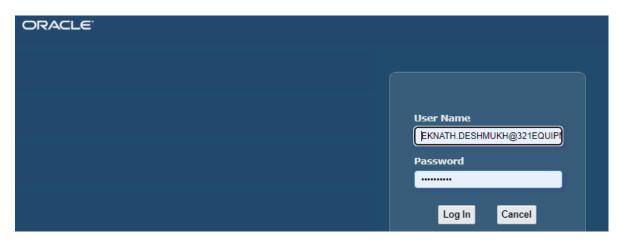
Notes

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.

	€ ⁻ iSup	plier Portal						Â	*	🌣 🌲 I	Logged In As EKNA	TH.DESHMUKH@321EQUIPMENT.C	ом 🥎) ()
Supplier Home Orders View Invoices View View Invoices	Shipme w Paymen		Administr	ation										Export
Simple Search													Advanced	Search
Invoice Number						Payn	ment Status	~						
PO Number						Invoice Am	nount From		То					
	(example :	1234)				Amoun	t Due From		То					
Release Number	(example :	1004.0\				Invoice	e Date From	Éø.	То	É.				
Payment Number	(example .	1234-2)				Due	Date From	(03/22/2024) 🛱	То	Co.				
Invoice Status		~												
	Go C	lear												
E 2														
Invoice	1	Invoice Date	Туре	Currency	Amount	Due Status	On Hold	PO Number	Receipt	Payment Status	Payment	Scheduled Payments	Attachn	nents
No search conducted.														

3D SYSTEMS PROPRIETARY AND CONFIDENTIAL. DO NOT DISTRIBUTE.

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.

View Invoices View Payments	
View Invoices	Export
Simple Search	anced Search
Invoice Number Payment Status	
PO Number 138222 Invoice Amount From To (example: 1234) Amount Due From To	
(example : 1234) Amount Due From To Release Number Invoice Date From To To	
(example : 1234-2) Due Date From (03/22/2024) fig To fig	
Invoice Status Go Clear	
X 2	
Invoice Date Type Currency Amount Due Status On Hold PO Number Receipt Payment Status Payment Scheduled Payments Att	ttachments

Or you can use Advance Search to search for Invoice where you can multiple options to search for Invoice.

Supplier Home Orders	Shipm	ents Finance A	dministrat	lion										
View Invoices View	Payme	nts												
Finance: View Invoices >		_												
View Invoices														Expo
Advanced Search														Simple Search
Match 🔵 All 🔿 Any														
Invoice Number		~												
Invoice Date	is	~	(03/22/	/2024) 🛍										
PO Number	is	~												
			(example	e : 1234)										
Payment Number	is	~												
	Go	Clear	Add An	other Amount Du	ie 🗸	Add								
■ 2														
Invoice		Invoice Date	Туре	Currency	Amount	Due	Status	On Hold	PO Number	Receipt	Payment Status	Payment	Scheduled Payments	Attachments
No search conducted.														

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.

	- 1-												
imple Sear	cn												Advanced Sear
Invoice Nur	nber					Payme	nt Status	~					
PO Nur						Invoice Amo	unt From		То				
		e : 1234)		Amount Due From			Due From		То				
Release Nur		e : 1234-2)		Invoice Date From				Ċ@	То	Č@			
Payment Nur						Due D	ate From	03/22/2024) 🖏	То	10			
Invoice St	tatus	~											
	Go	Clear											
n 2	Go	Clear							_				
X 2 nvoice △	Go Invoice Dat		уре	Currency	Amount 🛆	Due Status	On Hold	PO Number	Receipt	Payment Status	Payment	Scheduled Payments	Attachmen

- General Information:
- Amount Summary
- Invoice Lines
- Scheduled Payments
- Hold Reasons
- Payment Summary

etc..

View Invoices View Payments												
nance: View Invoices >												
tandard Invoice: 91256 (Total USD 3,210.0)	0)											F
, ,	•/											Expe
urrency= USD							_					
eneral									Payment Inform	nation		
eneral			Amo	unt Summa	y				Paid	3,210.0	0	
Invoice Date 05/13/2015				Item 3.210.00				Discount Taken	0.00			
Status Approved				Freight 0.00					0.00			
On Hold				Miscellaneous 0.00						Paid		
Batch				Tax	0.00 🕕			Payment Date 07/01/2015 00:00:00				
Attachments None				Prepayment	0.00					<u>374470</u>		
Supplier 321 EQUIPMENT COMPANY				Retainage	0.00				Term	Net 30	days	
Supplier Site 321-REMIT			Wi	thholding Tax	0.00							
Address P.O. Box 2105				Total	3,210.00							
Gastonia, NC 28053							_					
Invoice Lines Scheduled Payments Hold Reasons												
1 C												
End on	01.001	Duine	Tour Incolution of American	A A Detains		DO Number	DO Line	DO Chiaman	Duning	Dessiat	Des Number	D Card as Diratia Card
Line Type Description 1 Item Delivery Charge each container - 1 time fee	6 EACH		Tax Included Amoun			138222	PO Line	PO Snipment	Hoech, Lee W	Receipt	Par Number	P Card or Plastic Card
	6 EACH				00 Approved 00 Approved	138222	2	1	Hoech, Lee W			
2 Item 45' Container Rental												

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

ance: View Invoices >	2 040 00										
andard Invoice: 91256 (Total USE	3,210.00)										
							Payment Inform	ation			
eneral				Amount Summa	ry			3,210.00			
Invoice Date 05/13/2015				Item	2 240 00		Discount Taken	0.00			
Status Approved				Freight	3,210.00		Due	0.00			
On Hold			Miscellaneous 0.00				Status Paid				
Batch					0.00 ①		Payment Date 07/01/2015 00:00:00 Payment <u>374470</u>				
Attachments None				Prepayment							
Supplier 321 EQUIPMENT COMPANY				Retainage	0.00		Term Net 30 days				
Supplier Site 321-REMIT				Withholding Tax	0.00						
Address P.O. Box 2105				Total	3,210.00						
Gastonia, NC 28053											
voice Lines Scheduled Payments Hold Reas	ons										
💢 😂 🖙 🌞 🔲											
Due Date Amount Remaining Remit-t Amount Supplie		Status	Method	First Discount	First Discount Amount	Second Discount	Second Discount Amount	Third Discount Date	Third Discount		
06/12/2015 3,210.00 0.00		Endler	Check								

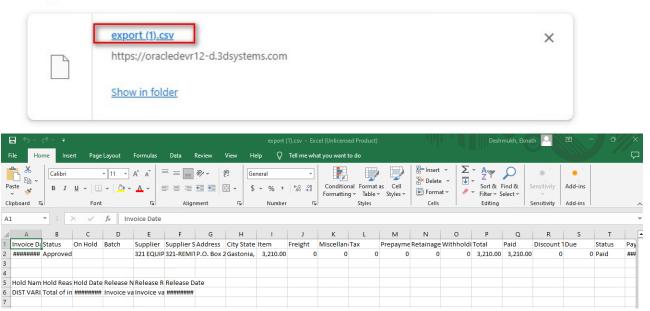
In 'Hold Reasons', you can view if any payment is on hold.

blier Home Orders	Shipments Finance Administration							
w Invoices View F	ayments							
ance: View Invoices >	: 91256 (Total USD 3,210.00)						E	
rrency= USD								
eneral Amount Su					Payment Inform	Information		
Supplier Site 321-R Address P.O. E Gasto	ved QUIPMENT COMPANY EMIT	ltem Freigh Miscellaneous Tas Prepaymen Retainage Withholding Tas	3,210.00 0.00 0.00 0.00 (1) 0.00 (1) 0.00		Discount Taken Due Status Payment Date Payment	0.00 Paid 07/01/2015 00:00:00		
🕱 2 🗟 🕸 🗸 🛙	•							
Hold Name	Hold Reason		d Date 🛆	Release Name	Release Rea		Release Date	
DIST VARIANCE	Total of invoice distributions does not equal invoice amount	05/2	8/2015	Invoice variance corrected	Invoice varian	ce corrected	06/30/2015	

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

nance: View Invoices > tandard Invoice	e: 91256 (Total USD 3,210.00)					E
urrency= USD eneral		Amount Sum	mary		Payment Information Paid 3,210.00	
Invoice Date 05/13. Status Appro On Hold Batch Attachments None Supplier 321 E Supplier 312. Address P.O. E	NVED	Freig Miscellanec Prepaym Retaina Withholding 1	Tax 0.00 👔 ent 0.00 loge 0.00		Discount Taken 0.00 Due 0.00 Status Pald Payment Date 07/01/2015 00:00 Payment <u>37/470</u> Term Net 30 days	:00
Gasto Invoice Lines Schedu						
Hold Name	Hold Reason	F	lold Date 🛆	Release Name	Release Reason	Release Date
DIST VARIANCE	Total of invoice distributions does not equal invoice amount	0	5/28/2015	Invoice variance corrected	Invoice variance corrected	06/30/2015

Today



End of Procedure.

3D Systems – Oracle iSupplier

iSupplier User Guide TU1112_Viewing Payment Information

Author: Creation Date: Last Updated: Document Ref: Version: Eknath Deshmukh Mar 01, 2024 Mar 01, 2024 TE.040_iSupplier 0.1

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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

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.

ORACLE	
	User Name EKNATH.DESHMUKH@321EQUIP Password

iSupplier Portal opens.

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

Supplier Home Orders	Shipments Finance Admini	istration						
View Invoices View	Payments							
View Payments	3							Export
Simple Search								Advanced Search
Note that the search is	case insensitive							
Payment Number		Status	_⊥ Q	L				
Invoice Number		Payment Amount From	Т	ō				
PO Number		Payment Date From	(03/22/2024) 🛱 To	C ₀				
Release Number	(example : 1234)							
Neicease Number	(example : 1234-2)							
	Go Clear							
X 2								
Payment	Remit-to Supplier	Remit-to Supplier Site Payment Date	Currency Amount	Method Status	Status Date	Bank Account	Invoice	PO Number
No search conducted.								

'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.

upplier Home Orders Shi	pments Finance Adminis	tration									
View Invoices View Paym	ents										
View Payments											Expo
Simple Search											Advanced Search
Note that the search is case in	nsensitive										
Payment Number			Status		ыQ						
Invoice Number			Payment Amount From		То						
PO Number 138			Payment Date From	(03/22/2024)	So To		66				
Release Number	rple : 1234)										
	clear										
2											
Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount Me	lethod	Status	Status Date	Bank Account	Invoice	PO Number
No search conducted.											

Advance Search Option:

Supplier Home Orders View Invoices View F	Shipments Finance	Administration									
View Payments	\$										Export
Simple Search	raca incanciliva									[Advanced Search
Payment Number	ase insensitive		Status		ыQ						
Invoice Number PO Number			Payment Amount From	(00.00.000.0	To	D	44				
	(example : 1234)		Payment Date From	(03/22/2024)	б То		E.				
Release Number	(example : 1234-2)										
	Go Clear										
X 2											
Payment	Remit-to Supp	blier Remit-to Supplier Site	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number
No search conducted.											

Supplier Home Orders	Shipments	Finance A	dministration										
View Invoices View Par Finance: View Payments													
View Payments													Export
Advanced Search													Simple Search
Specify parameters and va	lues to filter	the data that i	displayed in you	ir results set.									
Match 💿 All 🔾 Any													
Payment Number		~											
Invoice Number		~											
Payment Amount	is	~											
Payment Date	is	~	(03/22/2024)	6		_							
-	Go Cle	ear	Add Another	Invoice Number 🗸	Add	1							
2				Invoice Number Operating Unit									
Payment	Rem	it-to Supplie	r Rem	Payment Amount		Payment Date	Currency	Amount Method	Status	Status Date	Bank Account	Invoice	PO Number
No search conducted.				Payment Date Payment Method									
Inspect MDS Contents				Payment Number PO Number Release Number Status									

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

	-	_										
Supplier Home Orders	Shipments	Finance	Administration									
View Invoices View	Payments											
View Payments	3											Export
Simple Search												Advanced Search
Note that the search is	case insensitive											
Payment Number				S	tatus		N Q					
Invoice Number				Payment Amount	From		То					
PO Number	138222			Payment Date	From (03/2	2/2024) 🐞 To		Eige -				
	(example : 1234)											
Release Number												
	(example : 1234-											
	Go Clear											
X 2												
Payment 🛆 🛛 R	emit-to Suppl	ier	Remit-to Supplier Site	Payment Date 🔻	Currency	Amount	Method	Status 🛆	Status Date	Bank Account	Invoice	PO Number
374470				07/01/2015	USD	3,210.0	0 Check	Negotiable	07/01/2015	Disb Acct - PNC	91256	138222

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.

nance: View Pa	ayments > 374470 (Total USD 3,2	210.00)							
ayment.	574470 (10tal 03D 3,	210.00)							E
			Payment Date				321 EQUIPMENT COMPANY		
			Method			Supplier Site			
				Negotiable		Address	P.O. Box 2105		
			Status Date	07/01/2015					
			emit-to Supplier						
							Gastonia NC 28053		
			to Supplier Site			Bank Account			
cluded Inv	roices					Bank Account			
cluded Inv	roices					Bank Account			
	roices			Amount 🛆	Status	Bank Account		Receipt	Attachments

End of Procedure.

3D Systems - Oracle iSupplier

iSupplier User Guide TU1113_Cancelling Purchase Order Shipment Line

Author: Creation Date: Last Updated: Document Ref: Version: Eknath Deshmukh Mar 01, 2024 Mar 01, 2024 TE.040_iSupplier 0.1

Document Control

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Reviewers

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

Distribution

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Notes

TU1113_Cancelling Purchase Order Shipment Line

File Procedure Name	TU1113_Cancelling Purchase Order Shipment Line			
DescriptioniSupplier Portal allow supplier user to submit cancellation requests for an enti or a particular shipment. Supplier user can also submit changes and cancellation 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.

ORACLE User Name EKNATH.DESHMUKH@321EQUIP Password Log In Cancel

Navigate to iSupplier Portal using valid username and password.

Go to 'Orders' Tab > Purchase Orders.

	î	★	¢	≜ ³⁸ ∣
Supplier Home Orders Shipments Finance Administration				
Purchase Orders Agreements View Requests Purchase History				
Purchase Orders				
Views				

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.

Supplier Home Orders Shipments Finance Administra	lion	upplier Home Orders Shipments Finance Administration											
Purchase Orders Agreements View Requests Purchase History													
Purchase Orders Multiple PO Change Export													
Views													
View All Purchase Orders	Go							1	Advanced Search				
Select Order: Acknowledge Request Cancellation	Request Changes View Change History	C 2							Rows 1 to 72				
Select PO Arev Operating Document Type	Description	Order Date 🛆	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments				
256546 0 30 Systems, Standard PO iSupplier Demo 250324 03/25/2024 06:27:40 Destmuth Mr. USD 3,808.12 Accepted									A				
O 256545 0 3D Systems, Standard PO	iSupplier Demo 250324	03/25/2024 06:27:12	Deshmukh, Mr. Eknath	USD	3,808.12	Requires Acknowledgment							

Or you can use the 'Advance Search' Option.

Supplier	Home Orders	Shi	pments Finar	nce Administrati	on									
Purcha	se Orders	Agreen	nents View I	Requests Purc	hase History									
Purc	hase Orde	rs											Multiple PC	Change Export
Adva	nced Search	h												
Match	All Any PO Number Document Type Order Date Buyer	is is is Go	Clear		Change Request Status Document Type Ocarating Unit Order Date Po Number Ship-To Location Status Supplier Supplier Site Buyer ✓ A	dd								Views
Select	Order: Ackno			Cancellation	Request Changes View Change	History 🗮	2							Rows 1 to 72
Selec	PO Number	Rev	Operating Unit	Document Type	Description		Order Date 🗠	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
۲	256546	0	3D Systems, Inc.	Standard PO	iSupplier Demo 250324		03/25/2024 06:27:40	Deshmukh, Mr. Eknath	USD	3,808.12	Accepted			*
0	256545	0	3D Systems, Inc.	Standard PO	iSupplier Demo 250324		03/25/2024 06:27:12	Deshmukh, Mr. Eknath	USD	3,808.12	Requires Acknowledgment			
			3D Suetame					Daehmukh Mr			Damirae			

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

Supplier Home Orders	Shipm	ients Finance A	dministration										
Purchase Orders A	Agreeme	nts View Reques	ts Purchase Histo	лу									
Purchase Order	rs											Multiple PO Ch	ange Export
Advanced Search	ı I												
													Views
Specify parameters and	values to	filter the data that i	s displayed in your re	sults set.									
Match 💿 All 🔾 Any	(
PO Number	is	~	256546										
Document Type	is	~		5 Q	L.								
Order Date	is	~	(03/25/2024) 6	ò									
Buyer	is	~		5 Q	L.								
	Go	Clear	Add Another Buy	er	✓ Add								
Select Order: Ackno	wledge	Request Cance	llation Request	Changes	View Change His	tory 🔟 🔁							
Select PO Number	Re	Operating Unit	Document Typ	e Descr	iption	Order Date 🛆	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
256546	0	3D Systems, Inc.	Standard PO	iSuppli	er Demo 250324	03/25/2024 06:27:40	Deshmukh, Mr. Eknath	USD	3,808.12	Accepted			

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

Pur Ord Re Cun	rchas lers: I equ rency	e Orders Purchase Or est Can (=USD der Infe	Agreeme ders > cellatio	n for Sta	lequests	Purchase His	ory Order : 256546,0 (Total U	SD	3,808	3.12)			Can	cel Save Submit	Export Actions Can	cel Entire Order 💉	✔ Go
(Gei	neral Inf	ormatio	on				Terms	s an	d Co	nditions				Relation	ted Information		
	Total 3,808.12 Supplier 321 EQUIPMENT COMPANY Supplier Site 321 (MARINE) Address 1901 Jenkins Dairy Road Gastonia, NC 28052 Buyer Deshmukh, Mr. Eknath Order Date 03/25/2024 06:27:40 Description iSupplier Demo 250324 Status Accepted Reason 256546 Note to Supplier Organization 3D Systems, Inc. Supplier Order Number Attachments None			52 nath 40	Payment Terms Net 30 days Carrier FEDEX FOB FCA Freight Terms Collect Shipping Control Ship-To Address Address 3D Systems, Inc. 700 Marine Drive - Suite 2 Rock Hill, SC 29730 Bill-To Address Address 3D Systems, Inc. 333 Three D Systems Circle Rock Hill, SC 29730							Receipts Invoices Payment						
©́т ©́т Shor	TIP Yo TIP C W All	ine Type Goods Goods Goods	Item/Job	order or spec view shipment	t details of	a line. upplier Item	Description TEST Line 1 TEST Line 2 TEST Line 3 FRU ASM. LATCH. MCO	UOM EACH EACH EACH	1		1,120.00 1,220.00	te to Supplier	Contractor Name	Status Open Open Open	Global Agreement	Supplier Config ID	Attachments	Reaso
•	5		421402				FRU, ASM, LATCH, MCO	EACH		56.04				Open				

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.

	lick o	on the Sh		rder or specif ew shipment																	
12																					
tails L	ine	Туре	Item/Job	Item Revi	sion	Supplier Item	Description		UOM	Qty	Price	Amount	Note to Supplier	Contractor	Name Statu	s Glob	al Agreement	Supplie ID	r Confi	PO Details	Reaso
1		Goods					TEST Line 1		EACH	1	1120	1,120.00			Open						
2	2	Goods					TEST Line 2		EACH	1	1220	1,220.00			Open						
3	3	Goods					TEST Line 3		EACH	1	1300	1,300.00			Open						
4		Goods	421402				FRU, ASM, LA	тсн, мсо	EACH	1	56.04	56.04			Open						
Shipm Shipm	0.01	s Ship-To Locatio	n	Quantity Ordered	Price	Quantity Received	Amount Received	Amount Pi	omised I	Date	Need	-By Date	Supplier Order Line	Discount	Start Effective Date	End Effectiv Date	re Status	Attachment	s Split	Reason	Action
		3D Syste	ms, RH- DRIVE	1	56.04			0.00 03	/25/2024	06:27:	26 03/25	/2024 06:27	:26				Accepted	1			•

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

'Action' drop down list.

4	4	Goods	421402				FRU, ASM, L	ATCH, MCO	EACH	1	56.04	56.04			Open					
Shipı	ments	5																		
Ship	ment	Ship-To Locatio	n	Quantity Ordered	Price	Quantity Received	Amount Received	Amount F	Promised	Date	Need-	By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
1		3D Syste MARINE		1	56.04			0.00 0	3/25/2024	06:27:2	6 03/25/2	2024 06:27:26					Accepted		For Demo	
•	5	Goods	421402				FRU, ASM, LA	АТСН, МСО	EACH	2	56.04	112.08			Open					Cancel

Click on 'Submit' button to submit cancellation request.

Shipm	ient Sh Lo	ip-To cation	Quantity Ordered	Price	Quantity Received	Amount Received	Amount F	Promised	Date	Need	-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
1	30 M/	Systems, RH- RINE DRIVE	1	56.04			0.00 0	3/25/2024	06:27:2	26 03/25	2024 06:27:26					Accepted			For Demo	Cancel 🗸
► 5	5 0	ioods 421402				FRU, ASM, LA	тсн, мсо	EACH	2	56.04	112.08			Oper	1					

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

	î	\star	¢	40 I
Supplier Home Orders Shipments Finance Administration Purchase Orders Agreements View Requests Purchase History				
Orders: Purchase Orders > Cancel Order Confirmation				
Cancellation Request for Purchase Order 256546 has been submitted for approval.				
Return to Purchase Order Summary				

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

	î	*	¢	40
Supplier Home Orders Shipments Finance Administration Purchase Orders Agreements View Requests Purchase History Orders: Purchase Orders > Cancel Order Confirmation				
Cancellation Request for Purchase Order 256546 has been submitted for approval. Return to Purchase Order Summary				

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

upplier H Purchas	lome Orders			ce Administrat										
Purch	nase Or	ders											Multiple P	D Change Ex
iews														
	/iew All P		010010	*	Go									Advanced Sear
		cknowle		Cancellation	Request Changes	View Change History 🧾	2						1	Rows 1 to
				Cancellation Document Type	Request Changes Description	View Change History 📜		Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Rows 1 to
elect			dge Request Operating Unit 3D Systems, Inc.	Document			Order Date 🛆	Dashanda Ma			Status Accepted			

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

Author: Creation Date: Last Updated: Document Ref: Version: Eknath Deshmukh Mar 01, 2024 Mar 01, 2024 TE.040_iSupplier 0.1

Document Control

Change Record

Date	Author	Version	Change Reference
01-Mar-2024	Eknath Deshmukh	0.1	Initial Version - No previous version available

Reviewers

Name	Position
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	Project Manager - 3D Systems

Distribution

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1		Project Library
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Notes

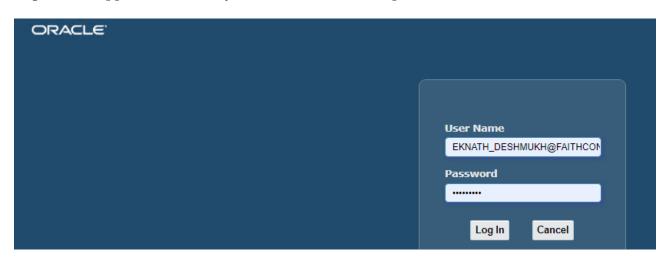
TU1115_Submitting Supplier Profile Change Request

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.

	î	*	0	↓ ⁵
Supplier Home Orders Shipments Finance Administration				
Profile Management				

To update the banking details, click on 'Banking Details' profile section link present under 'Profile Management'.

	upplier Portal						î	*	¢	1 ⁶⁰ Log	ged In As EKNATH_DESH	MUKH@FAITHCONSULT	ING.COM	? (
Supplier Home Orders Ship Profile Management	ments Finance Administration	1												
General	Banking Details												Car	ce <u>l</u> <u>S</u> ave
Company Profile	View General Accounts 🗸	Go												
Organization	STIP Date format example: 03/2													
organization	Add Create 💢 🈂 📧	🌣 🔻 💷												
Address Book	Details Account Number	IBAN	Currency	Bank Name	Start Date		End	l Date		Priority	Increase Priority	Decrease Priority	Status	Update
Contact Directory	31344331		US Dollar	HSBC BANK	03/18/2024	6			6	1	\land	\bigtriangledown	New	/
Business Classifications	Inspect MDS Contents													
Product & Services	Inspect MDS Contents													
	Inspect MDS Contents													
Banking Details														
Payment & Invoicing														

To create new bank accounts, click on the 'Create' button present under 'Banking Details'.

	upplier Portal					â	*	¢	1 ⁵⁰ Loi	gged In As EKNATH_DESH	MUKH@FAITHCONSULTI	NG.COM	ی ر
Supplier Home Orders Ship	ments Finance Administration	1											
Profile Management													
General	Banking Details											Car	nce <u>l</u> <u>S</u> ave
Company Profile	View General Accounts 🗸	Go											
Organization													
upplier Home Orders Shipments Finance Administration Profile Management General Banking Details Can Company Profile Organization The Date format example: 03/28/2024	Update												
Contact Directory	▶ 31344331	US Dollar	HSBC BANK	03/18/2024	E.			69	1	\bigcirc	\odot	New	1
Business Classifications	Inspect MDS Contents												
Product & Services													
Banking Details	Inspect MDS Contents												
Payment & Invoicing													
Surveys													

'Create Bank Account' page opens.

	inistration: Profile Management: Banking Details > eate Bank Account
* Inc	dicates required field

Create Bank Account	Cancel Save
* Indicates required field	
* Country	
Account is used for foreign payments	
Account definition must include bank and branch information.	
Bank Branch	
C Existing Bank C Existing Branch	
New Bank New Branch	
Bank Name Branch Name	
Bank Number Branch Number	
Tax Payer ID BIC	
Show Bank Details Branch Type ABA Show Branch Details	
Bank Account	
Account Number Account Name	
Check Digits Currency V	
IBAN Account Status New	
Show Account Details	
Comments	
Note to Buyer	
	Cance <u>I</u> Save

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.

Create Bank Account	
* Indicates required field	* Country nt is used for foreign payments More definition must include bank and branch information.

Search and Select: Country page opens in separate window.

	ct List of Values - Google Chrome 2-d.3dsystems.com/OA_HTML/ca	bo/jsps/a.jsp?_t=fredR	C&enc=UTF-8&_minW	– idth=75	□ 0&_mi	× Q
Search and S	elect: Country		Cancel Select			
Search To find your item, s Search By Name Results	elect a filter item in the pulldown list and er	ter a value in the text field, th	nen select the "Go" button.			
Select	Quick Select No search conducted.	Name	Code			
About this Page Inspect MDS Con	ntents					

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.

• oracledevr12	-d.3dsystems.com/OA_HTML/cab	o/jsps/a.jsp?_t=fredF	RC&enc=UTF-8&_minV	/idth=750&_mi 🍳
Search and Se	elect: Country		Cancel Select	
Search				
To find your item, se	lect a filter item in the pulldown list and ent	er a value in the text field, t	hen select the "Go" button.	
Search By Name ❤ Name Results Code	%United%			
Select	Quick Select	Name	Code	
	No search conducted.			
About this Page	tents			

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

Search	and Select: Coun	try	Cancel Select
Search			
To find you	r item, select a filter item i	n the pulldown list and enter a value in the text field, then select the "Go" butt	on.
Search By	Name V %United%	Go	
Results			
Select	Quick Select	Name 🔺	Code
0		Tanzania, United Republic of	TZ
0		United Arab Emirates	AE
0		United Kingdom	GB
	<u></u>	United States	US
0		United States Minor Outlying Islands	UM

About this Page

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'.

	: Profile Management: Banking Detail ank Account	\$ >	
* Indicates red			Cance <u>i</u> <u>S</u> ave
		[®] Country United States ✓ ☑ Account is used for foreign payments	
Bank		Account definition must include bank and branch information. Branch	_
Existing	Bank	Editing Branch	
 New Bar 	nk Bank Name	New Branch Branch Name	
	Bank Number Tax Payer ID	BIC	
Show Back	ank Details	Branch Type ABA 🗸 🗸	
Searc	h and Select	:: Bank Name	Cancel Select
Search	h		
To find	vour item, select a f	filter item in the pulldown list and enter a value in the text field, then select the "Go" butto	n.
_			
Search	By Bank Name	✓ %BANK%	
Result	s		
			Rows 1 to 30
Select	Quick Select	Bank Name	Bank Number
0	#	ANCHOR BANK	^
0	B	ANZ BANK NEW ZEALAND LIMITED	
0	B	Armed Forces Bank	
0		ARVEST BANK	
0	**	ASB BANK LIMITED	
0	#	Asheville Savings Bank	
0	#	ATLANTIC STEWARDSHIP BANK	
0	.	AVANGARD BANK	
0		AMERICAN COMMERCIAL BANK AND TRUST	
0		AMERICAN COMMERCIAE DAMA AND TRUST	
0		AMERIS BANK	•

Searc	h and	Select: Branch	Name			Canc	e <u>l</u> Sele	
earch	n							
To find	your item,	select a filter item in th	e pulldown list and	enter a value in the text field, then sele	ct the "Go" button			
Search	By Brand	ch Name 🗸 🦻	%Branch%	Go				
Result	s							
Select	Branch Name		Branch Number	Bank Name	Bank Number	BIC	Branch Type	
0	-	Andan Jungang Branch		Industrial Bank of Korea	409-006130-56- 00016			
0	-	City National Bank Branch		City National Bank				
0	•	Credit Card Branch		Credit Card Bank				
0	-	DONGGUAN BRANCH	BKCHCNBJ44W	BANK OF CHINA				
0	B	GUANGDONG BRANCH	ABOCCNBJ190	AGRICULTURAL BANK OF CHINA				
0	P	HK BRANCH	СМВСНКНН	CHINA MERCHANTS BANK HONG KONG BRANCH		смвснкнн	SWIFT	
0	B	PALL MALL BRANCH	MIDLGB2107J	HSBC				
0	-	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.

Administration: Profile M Create Bank Ac	nagement: Banking Details > count		Cancel Save
* Indicates required field			
		tes Int is used for foreign payments definition must include bank and branch information.	
Bank		Branch	
 Existing Bank New Bank Show Bank Detail 	Bank Name Bank Number Tax Payer ID	Existing Branch New Branch Branch Name Branch Number Branch Yumber BiC Branch Type ABA	
		Show Branch Details	

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

Existing Bank Existing Bank Existing Branch Branch Name HDFC Bank Limited Bank Number 1238 Tax Payer ID 121213 Tax Payer ID 121213 Branch Number 1006 Branch Type ABA ▼	Bank		Branch
Bank Name HDFC Bank Limited Branch Name HDFC BANK Rock Hill Bank Number 1238 Branch Number 1006 Tax Payer ID 121213 BIC	Existing Bank		O Existing Branch
Bank Number 1238 Branch Number 1006 Tax Payer ID 121213 Branch Turber 4BA V	New Bank		New Branch
Tax Payer ID 121213 BIC Branch Type ABA V		Bank Name HDFC Bank Limited	Branch Name HDFC BANK Rock Hill
Show Bank Details Branch Type ABA V		Bank Number 1238	Branch Number 1006
		Tax Payer ID 121213	
Show Branch Details	Show Bank Details		
			Show Branch Details

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'*.

O Existing Bank			O Existing Branch	
New Bank			New Branch	
	Bank Name	HDFC Bank Limited	Branch Name	HDFC BANK Rock Hill
	Bank Number	1238	Branch Number	1006
	Tax Payer ID	121213	BIC	
Show Bank Details			Branch Type	ABA 🗸
-			Show Branch Details	
- • • • •				

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

Details			Details
Address	Alternate Bank Name		Alternate Branch Name RFC Identifier
	Address Line 1	ROC1	Address
	Address Line 2	Demo Road 6	Address Line 1 ROC1
	Address Line 3	Cross Circle 6	Address Line 2 Demo Road 6
	Address Line 4		Address Line 3 Cross Circle 6
		Rock Hill	Address Line 4
	State Zip Code		City Rock Hill

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

Bank Account		
	Account Number 31344331 Check Digits IBAN	Account Name Primary Currency US Dollar ✓ Account Status New
Show Account Details		

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

Bank Account			
Account Number	31344331	Account Name	Primary
Check Digits		Currency	US Dollar V
IBAN		Account Status	New
Show Account Details			

Bank Account		-
Hide Account Details Details	Account Number 31344331 Check Digits IBAN	Account Name Primary Currency US Dollar V Account Status New
	Alternate Account Name Account Suffix Agency Location Code	Account Type 31 Q

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

Comments	
	Note to Buyer This is our Primary Bank Account

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

Comments		
Note to Buyer	er This is our Primary Bank Account	Cance] Save

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'.

	firmation												
	account 31344331 has w is complete.	been add	ed to your com	pany profile. The account	t information will be	routed to	an administrator who v	will review	the details and	I carry out any account ve	rification that is required.	You will be r	notified once
Bank	ng Details											С	ance <u>l S</u> a
iew (eneral Accounts V	Go											
ew (erieral Accounts 👻	GO											
	ate format example: 03/2												
	ate format example: 03/2 Create 💢 😂 🖃												
Add		\$ • [Currency	Bank Name	Start Date		End Date		Priority	Increase Priority	Decrease Priority	Status	Update
Add	Create 📜 😂 🖻	\$ • [Bank Name HSBC BANK	Start Date 03/18/2024	r.	End Date	C ₀	Priority 1	Increase Priority	Decrease Priority	Status New	Update

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

5 🔅 🗕 🎟	1									
IRAN		Rank Name	Start Date		End Date	Priority	Increase Priority	Decrease Priority	Statue	Update
		HSBC BANK	03/18/2024	5	i i i i i i i i i i i i i i i i i i i	1		⊘ ⊘	New	
	US Dollar	HDFC Bank Limited	03/28/2024	Se.	1 Eige	2	<u>()</u>	\odot	New	1
		IBAN Currency US Dollar US Dollar	US Dollar HSBC BANK	US Dollar HSBC BANK 03/18/2024	US Dollar HSBC BANK 03/18/2024 📬	US Dollar HSBC BANK 03/18/2024 to to	US Dollar HSBC BANK 03/18/2024 1 1	US Dollar HSBC BANK 03/18/2024 1% 1	US Dollar HSBC BANK 03/18/2024 1% 1 🐼 🥥	US Dollar HSBC BANK 03/18/2024 1% 1 New

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.