



[DieboldNixdorf.com](http://DieboldNixdorf.com)

# Supplier Portal User Manual



## STANDARD OPERATING PROCEDURE

# Topic: Supplier Portal User Guide

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

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## Contents

1. Purpose:	4
2. Scope:	4
3. Responsibility:	4
4. Procedure:	4
5. Supplier Login:	5
6. CLOUD – Supplier Administrator Instructions	8
A. To Add Additional Portal Users (Supplier Contacts):	8
B. To inactivate the Portal Users:	12
7. Manual Acknowledgement:	15
8. Mass Confirmation (Acknowledgement) of PO from Supplier Portal:	19
A. Mass confirmation Activity for Initial login	19
B. File Preparation for Mass update promise date (Confirmation)	27
C. File upload and validation process	33
9. Mass Reconfirmation of PO from Supplier Portal:	37
A. File Preparation for Mass update promise date (Reconfirmation)	37
B. File upload and validation process	43
C. Split Schedule using PO Mass Confirmation Process	46
10. Supplier Initiated Change Order:	49
A. Change in Promised Date	49
B. Change in Need by Date from Buyer (for Open PO)	53
C. Purchase Order Schedule Split	58
11. Create ASN:	62
12. Mass Upload of ASN:	65
13. Manage Shipments:	78
14. View Receipts:	82
15. FAQ:	84

**1. Purpose:**

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

**2. Scope:**

Supplier Portal

**3. Responsibility:**

Suppliers

**4. Procedure:**

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

## 5. Supplier Login:

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

Sign In  
Oracle Applications Cloud

Company Single Sign-On

or

sample.contact@testsupplier.com

Enter Username

Enter Password

Forgot Password

Sign In

Click on Sign In

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

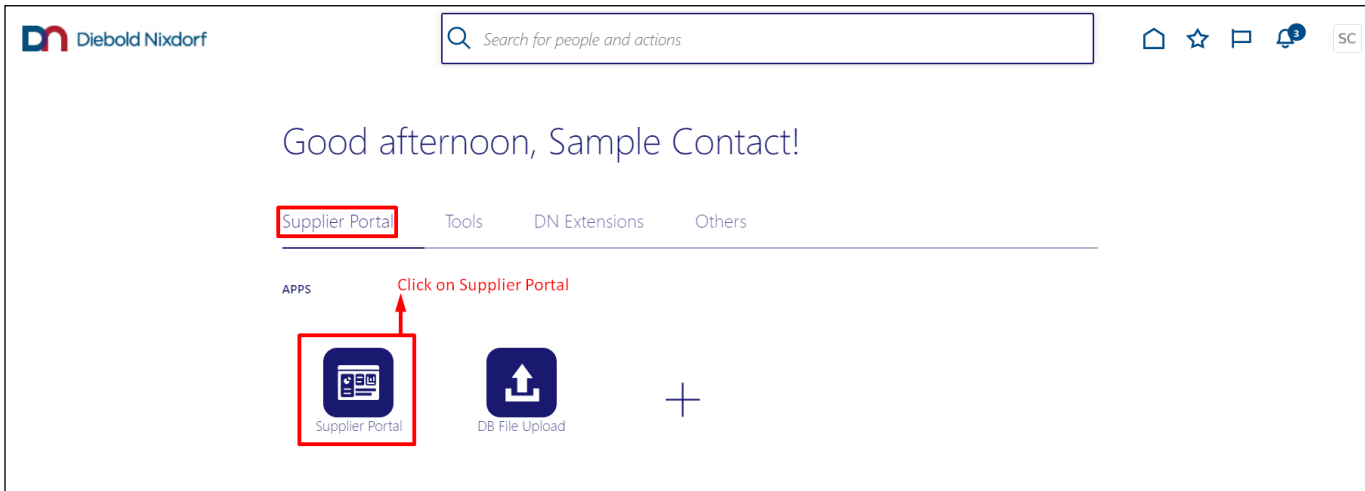
DN Diebold Nixdorf

Welcome, Sample Contact

Click

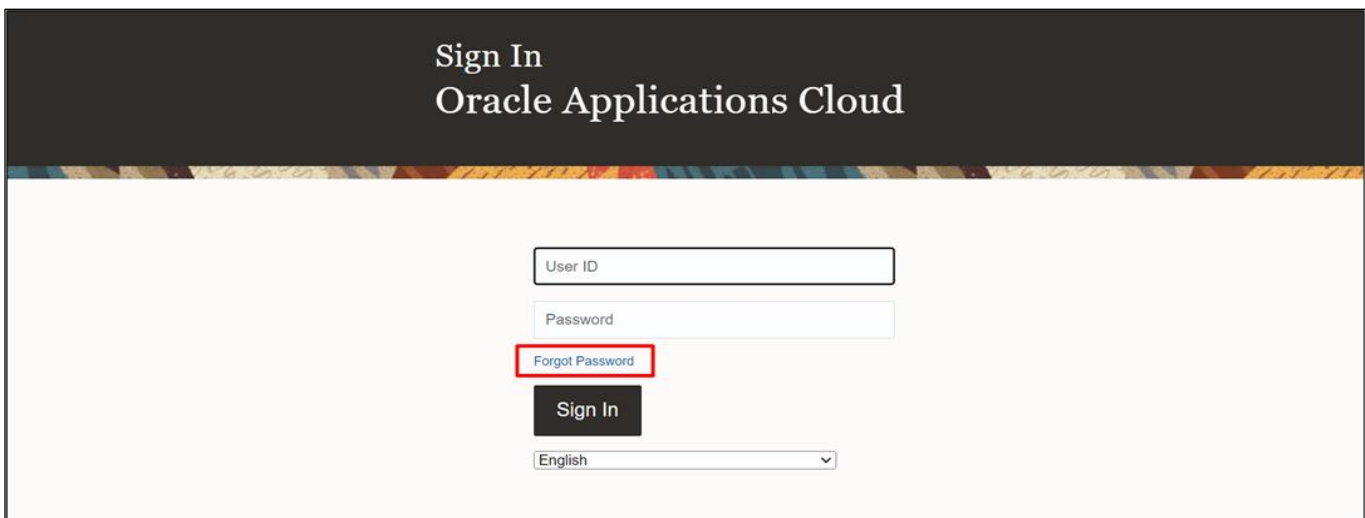
You have a new home page!

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



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

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



Sign In  
ORACLE APPLICATIONS CLOUD

Forgot Password

User Name or Email

- Forgot user name  
 Forgot password

Submit Cancel


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

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

Country-wise phone number for IT Service Desk below.

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

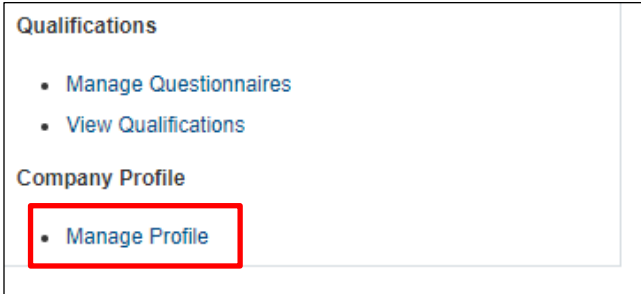
## Contacting IT Service Desk by Phone

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

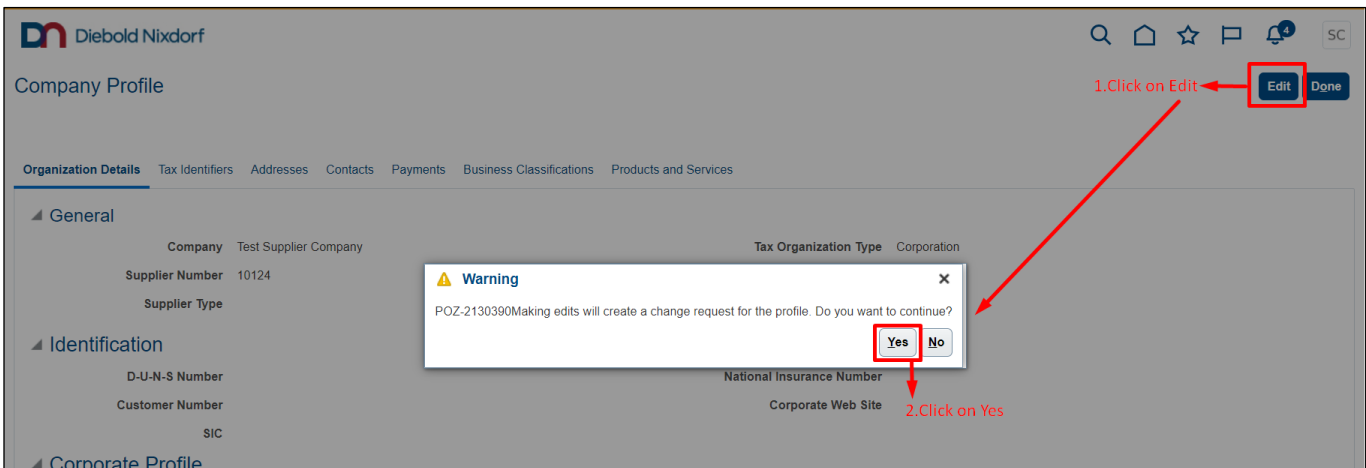
## 6. CLOUD – Supplier Administrator Instructions

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

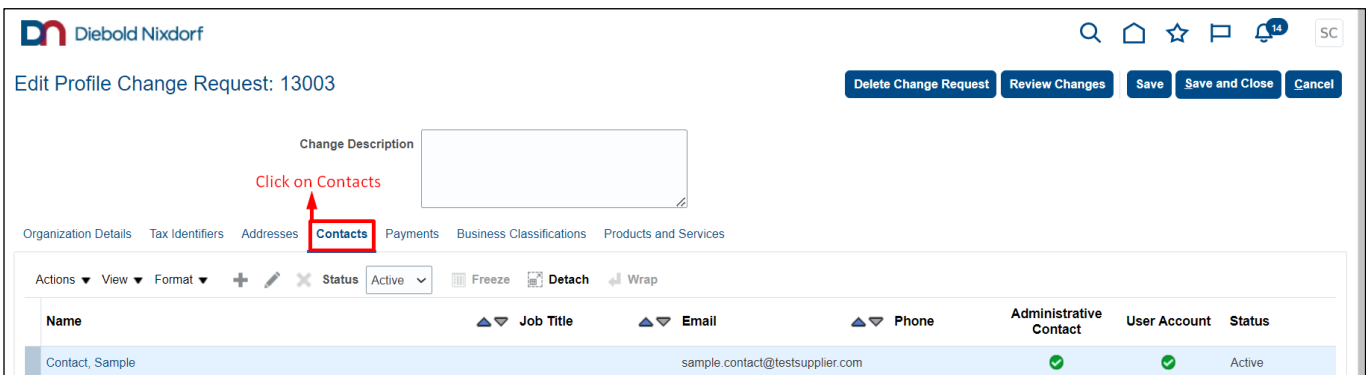
Step 1: Navigate to Manage Profile at the bottom of task menu.



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



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





Step 4: Click the plus sign.

Diebold Nixdorf

Edit Profile Change Request: 13003

Change Description

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

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

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

Columns Hidden 7

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

Refreshed from PROD on 03/29/2023

Diebold Nixdorf

Edit Profile Change Request: 15002

Organization Details Tax Identifiers Addresses **Contacts** Payments

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

Name

First Name Test

Middle Name

Last Name Contact

Job Title

Administrative contact  This is optional

Phone

Mobile

Fax

Email testcontact@demo.com

Status Active

Contact Addresses

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

Columns Hidden 5

User Account

Request user account Enable this option to create user account

Roles Data Access

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

Create Another OK Cancel

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

**User Account**

Request user account

**Roles** Data Access

Actions View Format X Freeze Detach Wrap

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

Create Another **OK** Cancel

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

Diebold Nixdorf

Edit Profile Change Request: 15002

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

Change Description

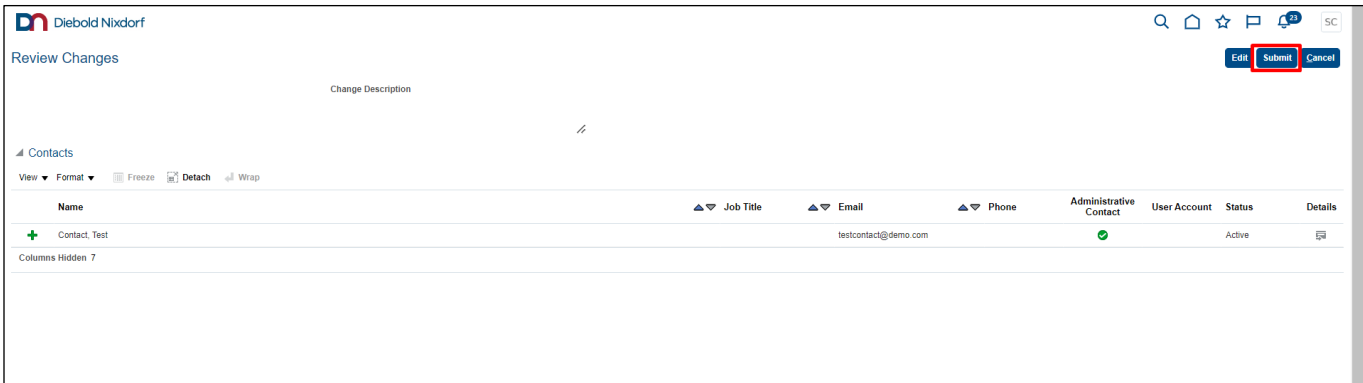
Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Actions View Format + X Status Active Freeze Detach Wrap

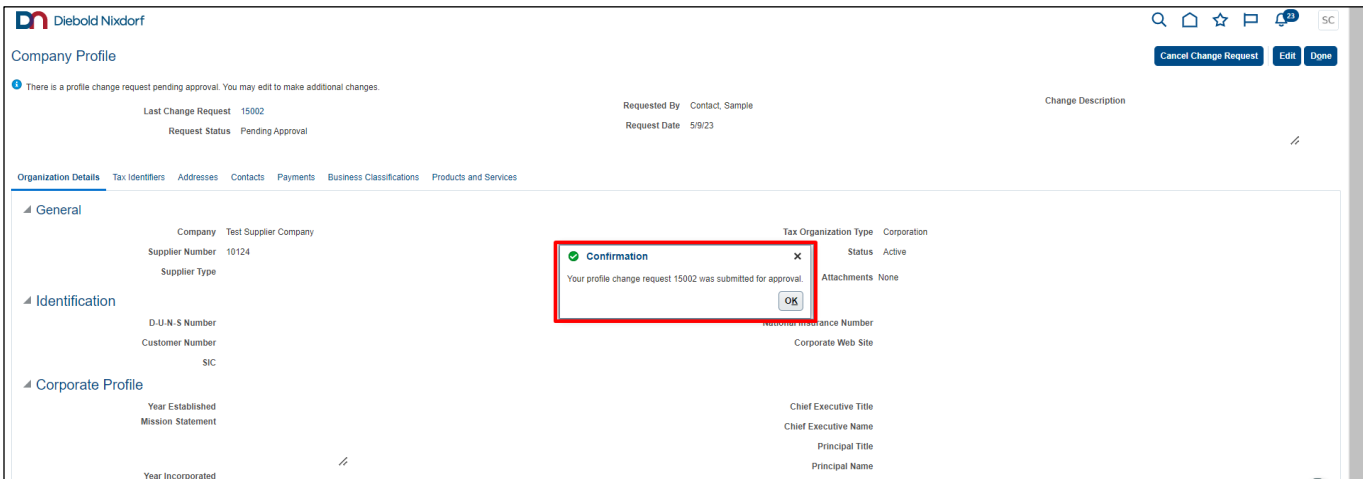
Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Contact, Demo		demo.contact@testsupplier.com			✓	Active
Contact, Sample		sample.contact@testsupplier.com		✓	✓	Active
Contact, Test		testcontact@demo.com		✓	✓	Active

Columns Hidden 7

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



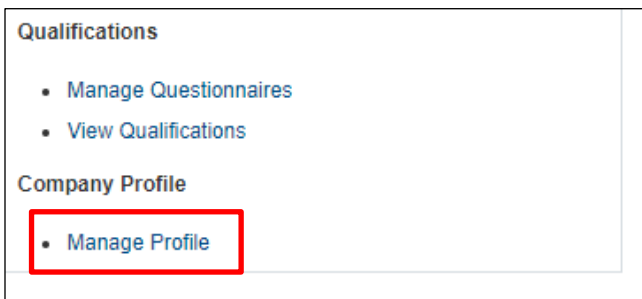
Step 9: Confirmation message appears on the screen.



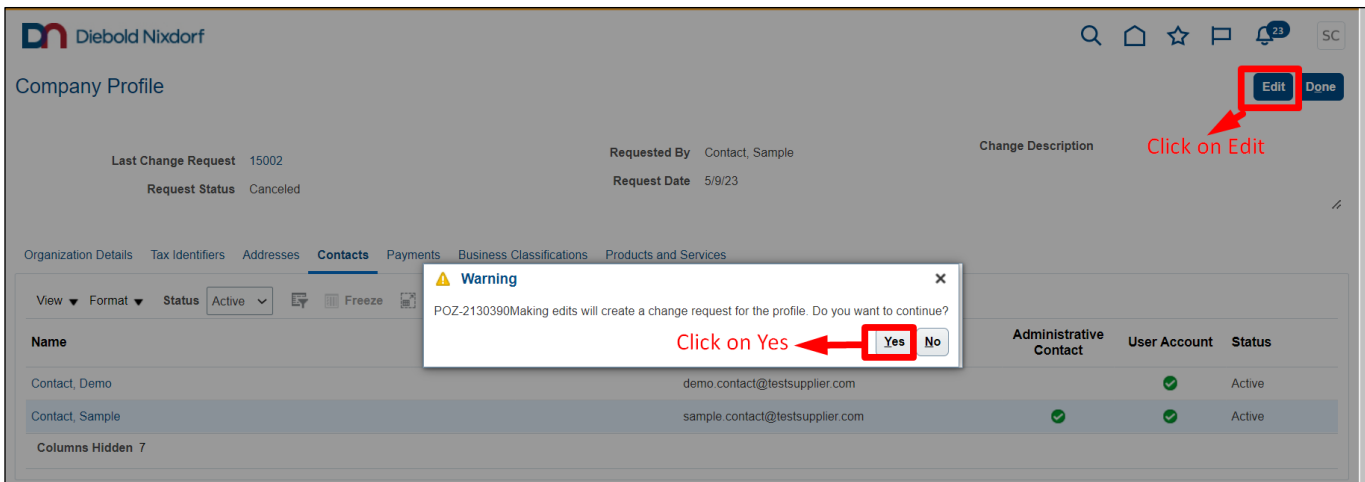
*\*Note: When trying to set up a new account for Supplier Contact, if the Supplier Administrator is not available, please send an email to [cloudsupplierportalsupport@dieboldnixdorf.com](mailto:cloudsupplierportalsupport@dieboldnixdorf.com) for more inquiries.*

## B. To inactivate the Portal Users:

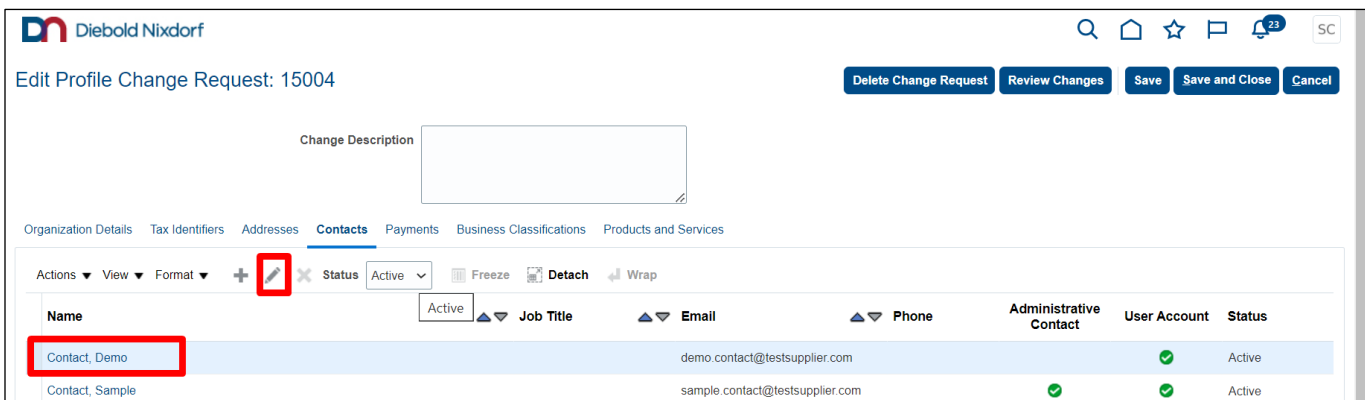
Step 1: Navigate to Manage Profile at the bottom of task menu.



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



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



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

Organization Details Tax Identifiers Addresses **Contacts** Payments

Actions View Format + Status Active

Name

- Contact, Demo
- Contact, Sample
- Columns Hidden 7

Salutation

\* First Name Demo

Middle Name

\* Last Name Contact

Job Title

Administrative contact

Phone

Mobile

Fax

Email demo.contact@testsupplier.com

Status **Inactive**

Inactive Date 5/9/23

**Contact Addresses**

Actions View Format + Freeze Detach Wrap

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

Columns Hidden 5

**User Account**

Account Status Inactive

User Name demo.contact@testsupplier.com

Roles Data Access

View Format + Freeze Detach Wrap

Role	Description
No data to display.	

OK Cancel

Step 5: Review the changes.

Edit Profile Change Request: 16001

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

Change Description

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

Actions View Format + Status Active Freeze Detach Wrap

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

Columns Hidden 7

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

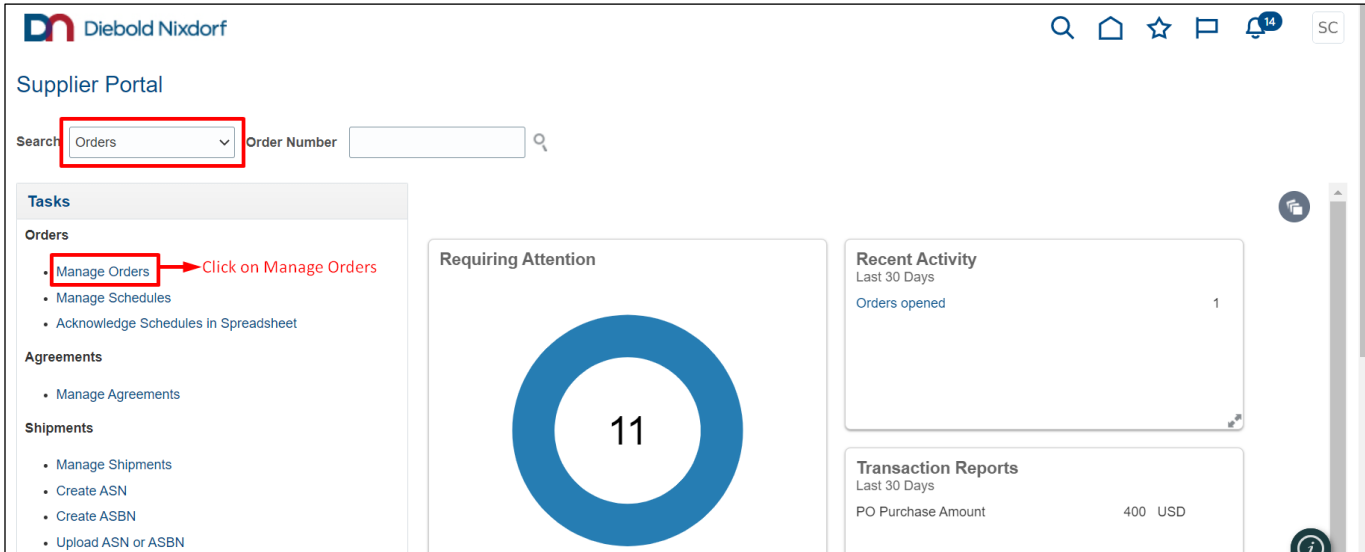
The screenshot shows the 'Review Changes' interface. At the top right, there are navigation icons and a notification bell with '23'. Below these are three buttons: 'Edit', 'Submit', and 'Cancel'. The 'Submit' button is highlighted with a red rectangular box. Below the buttons is a 'Change Description'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

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

The screenshot shows the 'Company Profile' page. At the top right, there are navigation icons and a notification bell with '23'. Below these are three buttons: 'Cancel Change Request', 'Edit', and 'Done'. The main content area shows a notification: 'There is a profile change request pending approval. You may edit to make additional changes.' Below this, it says 'Last Change Request: 18001' and 'Request Status: Pending Approval'. A 'Requested By' field shows 'Contact, Sample' and 'Requested Date' shows '5/9/23'. There is a 'Change Description' field. Below this is a navigation menu with 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. The 'General' section is expanded, showing fields for Company, Supplier Number, Supplier Type, Tax Organization Type, Status, Attachments, D-U-R-S Number, Customer Number, SIC, Year Established, Mission Statement, Chief Executive Title, Chief Executive Name, Principal Title, and Principal Name. A confirmation dialog box is overlaid on the page, with a red box around it. The dialog box has a green checkmark and the text 'Confirmation: Your profile change request 18001 was submitted for approval.' There is an 'OK' button in the dialog box.

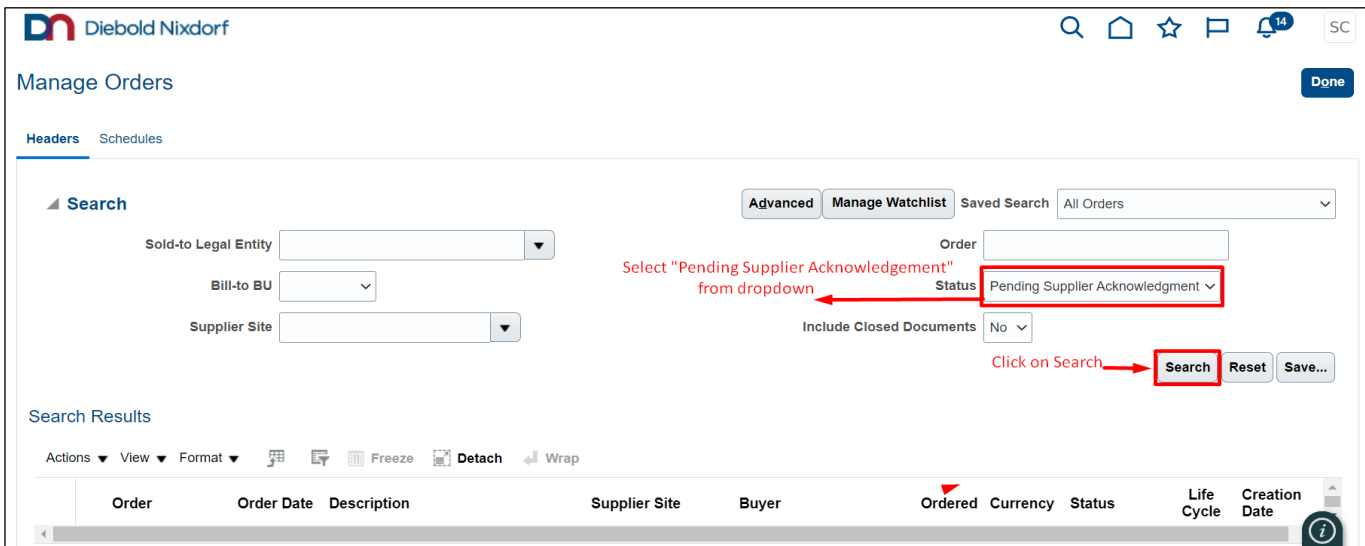
## 7. Manual Acknowledgement:

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



The screenshot shows the Supplier Portal interface. At the top left is the Diebold Nixdorf logo. Below it is the 'Supplier Portal' header. A search bar contains 'Orders' in a dropdown menu and 'Order Number' in a text input field. On the left, a 'Tasks' sidebar lists 'Manage Orders', 'Manage Schedules', and 'Acknowledge Schedules in Spreadsheet'. The 'Manage Orders' item is highlighted with a red box and an arrow pointing to it with the text 'Click on Manage Orders'. The main content area features a 'Requiring Attention' section with a large blue circle containing the number '11'. To the right, there are sections for 'Recent Activity' (Last 30 Days, Orders opened: 1) and 'Transaction Reports' (Last 30 Days, PO Purchase Amount: 400 USD).

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



The screenshot shows the 'Manage Orders' page. At the top left is the Diebold Nixdorf logo. Below it is the 'Manage Orders' header with a 'Done' button. The page is divided into 'Headers' and 'Schedules' tabs. A search section includes filters for 'Sold-to Legal Entity', 'Bill-to BU', and 'Supplier Site'. There are also buttons for 'Advanced', 'Manage Watchlist', and 'Saved Search'. The 'Status' dropdown is set to 'Pending Supplier Acknowledgement' and is highlighted with a red box. A red arrow points to it with the text 'Select "Pending Supplier Acknowledgement" from dropdown'. Below the status dropdown is the 'Include Closed Documents' dropdown set to 'No'. A red arrow points to the 'Search' button with the text 'Click on Search'. The 'Search' button is highlighted with a red box. Below the search section is a 'Search Results' section with a table header: Order, Order Date, Description, Supplier Site, Buyer, Ordered, Currency, Status, Life Cycle, Creation Date.

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

Manage Orders

Search Results

Click on PO to acknowledge

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

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

Purchase Order: 20200077

Acknowledge View PDF Actions Refresh Done

Click on Acknowledge

General

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

Terms: Notes and Attachments

Required Acknowledgment Acknowledgment Due  
Document and Schedule  
Shipping Method  
Buyer Managed Transportation



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

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

The screenshot shows the 'Acknowledge Document (Purchase Order): 20200077' interface. In the 'Terms' section, the 'Acknowledgment Response' dropdown is set to 'Accept', with a red box and arrow pointing to it and the text 'Select "Accept" from dropdown'. In the 'Schedules' section, the 'Requested Ship Date' for line 1 is 5/22/23 and for line 2 is 5/28/23, both highlighted with red boxes and the word 'Validate' above them. The 'Response' dropdown for each schedule is also set to 'Accept', with red boxes and arrows pointing to them and the text 'Select Response as "Accept" from the dropdown'.

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

This screenshot is similar to the previous one but includes a red box around the 'Supplier Order' field in the 'Additional Information' section. A red arrow points from this field to the text 'Mandatory for DE Ops BU, for rest Optional'.

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

Acknowledge Document (Purchase Order): 20200077

Buttons: Edit, View PDF, Submit, Cancel

1. Click on Submit

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

2. Click on OK

General Information:

- Sold-to Legal Entity: Diebold Nixdorf, Incorporated
- Supplier: Test Supplier Company
- Order: 20200077
- Supplier Site: FRANKFURTAMM01
- Status: Pending Supplier Acknowledgment
- Supplier Contact: Sample Contact
- Buyer: Junghare Tushar
- Ordered: 400.00 USD
- Creation Date: 5/9/23

Terms and Attachments:

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

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

Manage Orders

Buttons: Advanced, Manage Watchlist, Saved Search, All Orders

Search Results

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

Columns Hidden 28

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

### A. Mass confirmation Activity for Initial login

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

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

Sign In  
Oracle Applications Cloud

Company Single Sign-On

or

sample.contact@testsupplier.com → Enter the Username

..... → Enter the Password

[Forgot Password](#)

Sign In → Click on Sign In

English

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

Good afternoon, Smoke Tester!

Supplier Portal Procurement Tools DN Extensions Others

APPS



Supplier Portal



DB File Upload



PO Mass Confirmation Report



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

Search for people and actions

Good evening, Smoke Tester!

Supplier Portal Procurement Tools DN Extensions Others

APPS



Supplier Portal



DB File Upload

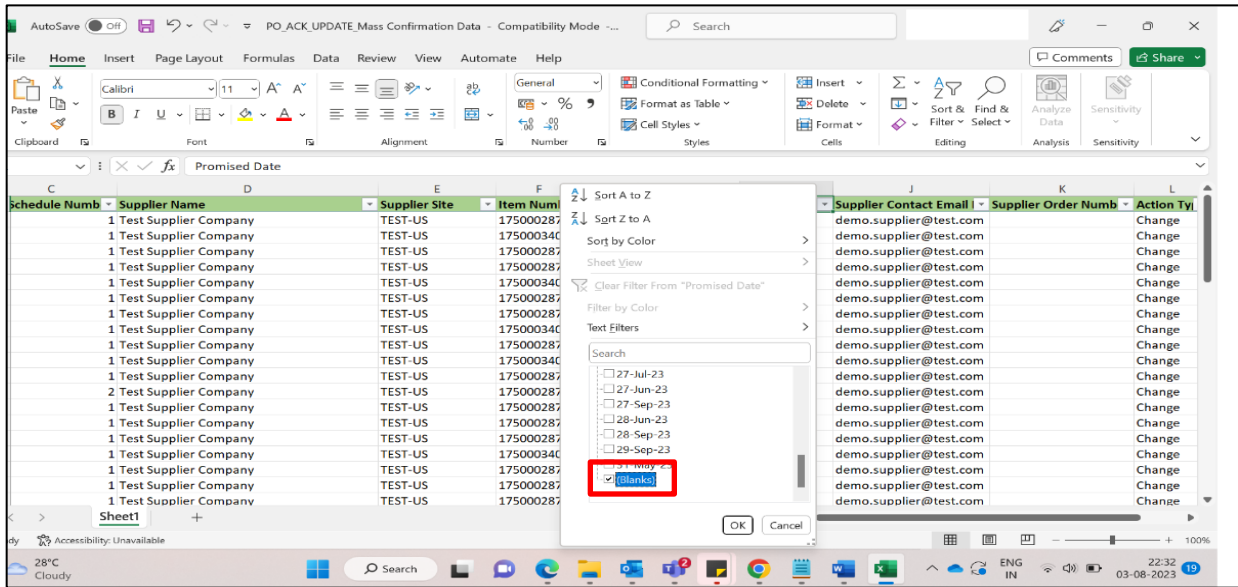


PO Mass Confirmation Report

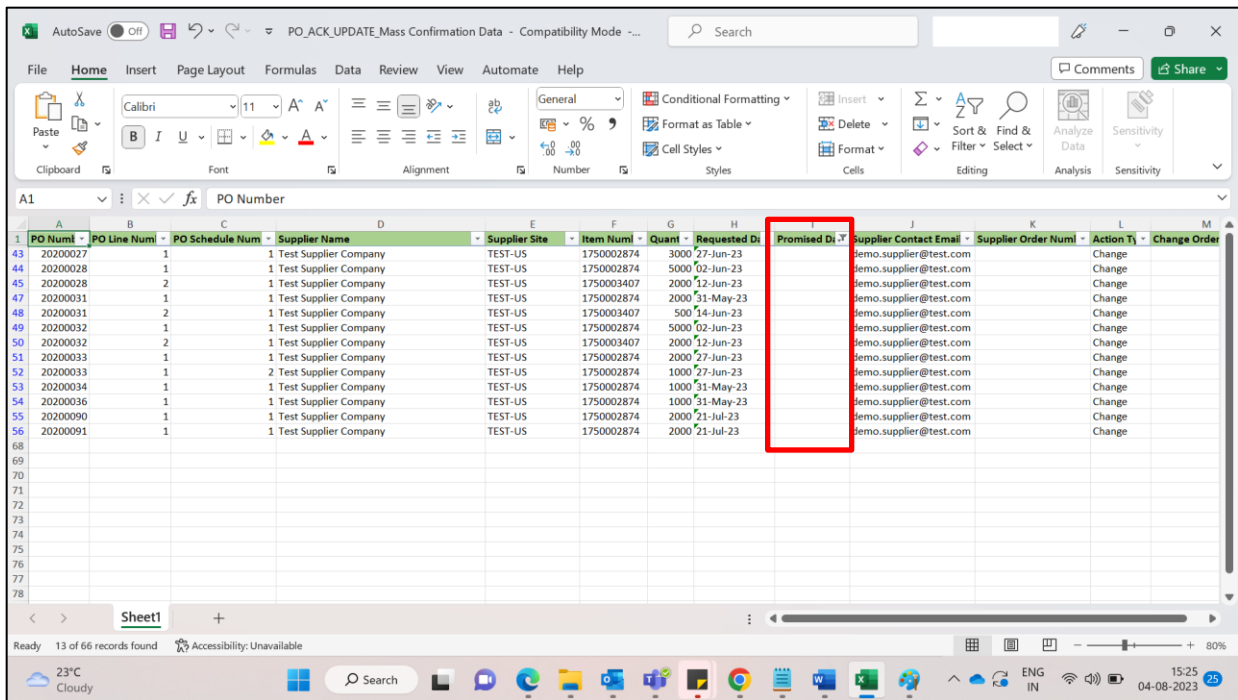


Personalize Springboard





3. You will be able to see the data for promise\_date as blank.



4. Select and copy the required data from report for which need to update the promise\_date.

AutoSave Off PO\_ACK\_UPDATE\_Mass Confirmation Data - Compatibility Mode

File Home Insert Page Layout Formulas Data Review View Automate Help

Clipboard Font Alignment Number Styles Cells Editing Analysis Sensitivity

A43 20200027

	A	B	C	D	E	F	G	H	I	J
	PO Num	PO Line Num	PO Schedule Num	Supplier Name	Supplier Site	Item Num	Quant	Requested Da	Promised Da	Supplier Contact Email
43	20200027	1	1	1 Test Supplier Company	TEST-US	1750002874	3000	27-Jun-23		demo.supplier@test.com
44	20200028	1	1	1 Test Supplier Company	TEST-US	1750002874	5000	02-Jun-23		demo.supplier@test.com
45	20200028	2	2	1 Test Supplier Company	TEST-US	1750003407	2000	12-Jun-23		demo.supplier@test.com
47	20200031	1	1	1 Test Supplier Company	TEST-US	1750002874	2000	31-May-23		demo.supplier@test.com
48	20200031	2	2	1 Test Supplier Company	TEST-US	1750003407	500	14-Jun-23		demo.supplier@test.com
49	20200032	1	1	1 Test Supplier Company	TEST-US	1750002874	5000	02-Jun-23		demo.supplier@test.com
50	20200032	2	2	1 Test Supplier Company	TEST-US	1750003407	2000	12-Jun-23		demo.supplier@test.com
51	20200033	1	1	1 Test Supplier Company	TEST-US	1750002874	2000	27-Jun-23		demo.supplier@test.com
52	20200033	1	2	2 Test Supplier Company	TEST-US	1750002874	1000	27-Jun-23		demo.supplier@test.com
53	20200034	1	1	1 Test Supplier Company	TEST-US	1750002874	1000	31-May-23		demo.supplier@test.com
54	20200036	1	1	1 Test Supplier Company	TEST-US	1750002874	1000	31-May-23		demo.supplier@test.com
55	20200090	1	1	1 Test Supplier Company	TEST-US	1750002874	2000	21-Jul-23		demo.supplier@test.com
56	20200091	1	1	1 Test Supplier Company	TEST-US	1750002874	2000	21-Jul-23		demo.supplier@test.com
68										
69										
70										
71										
72										
73										

Sheet1

Average: 354041288 Count: 30 Sum: 5310619245

23°C Partly cloudy 22:44 03-08-2023

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

Diebold Nixdorf

Search for people and actions

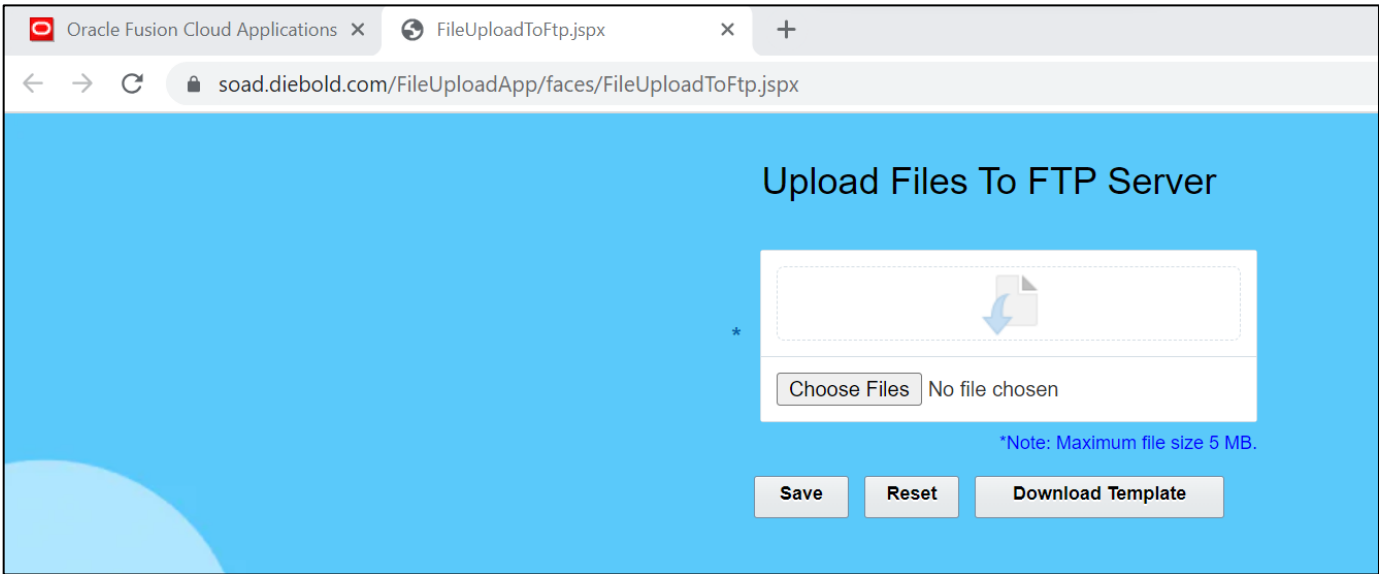
Good evening, Smoke Tester!

Supplier Portal Procurement Tools DN Extensions Others

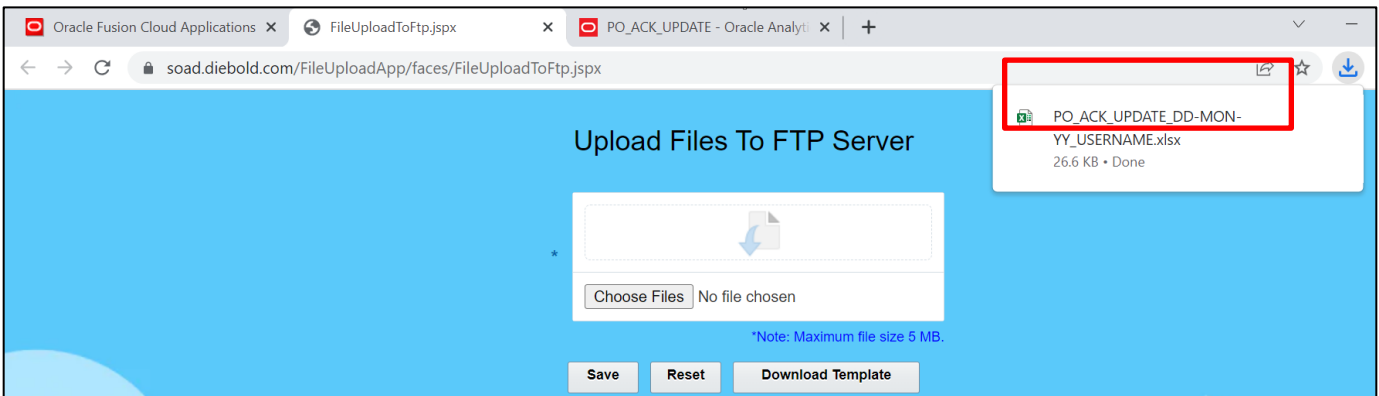
APPS

Supplier Portal DB File Upload PO Mass Confirmation Report

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



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



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

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

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



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

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

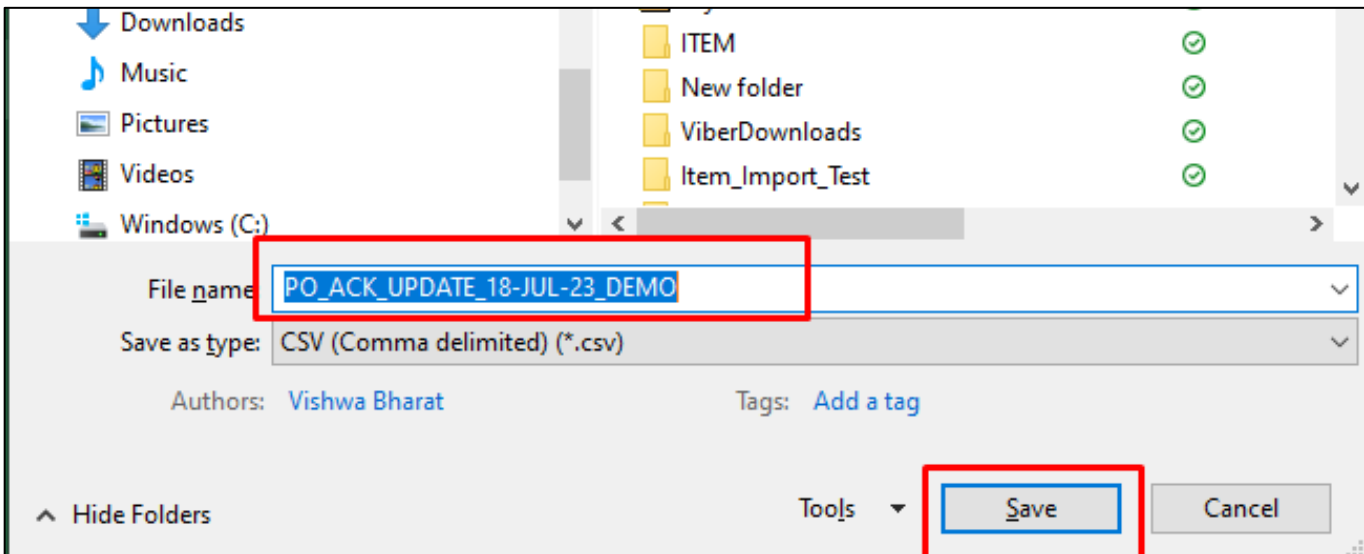
**Note:** This Template supports only date format as “DD-Mon-YY”.

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

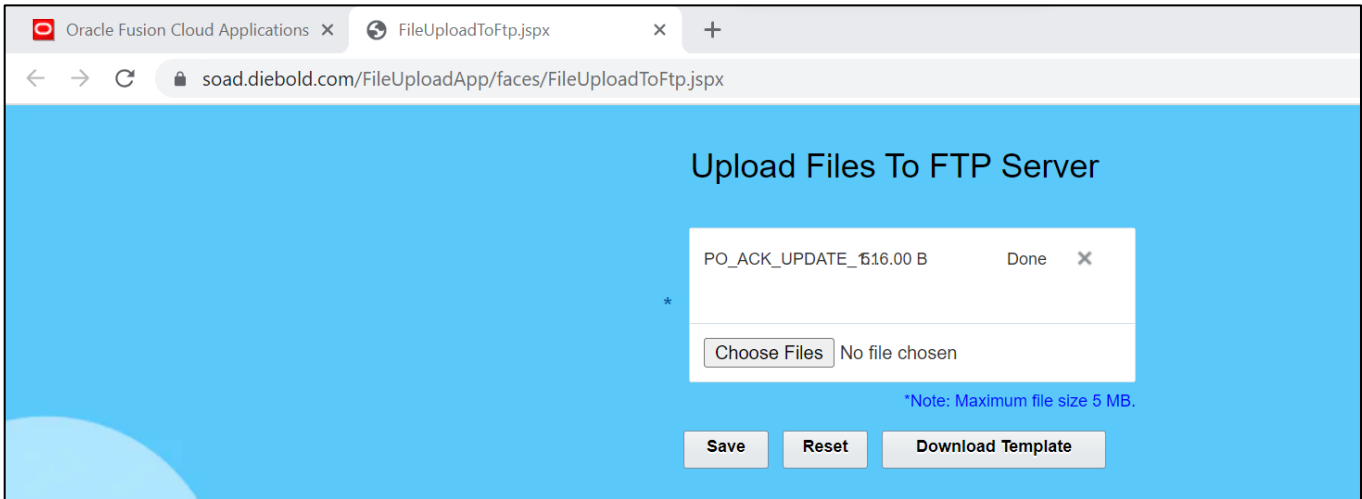
**Step 11:** Now to save the file, remove the Template from the name and add today’s date for unique name convention. **File naming convention PO\_ACK\_UPDATE\_DD-MON-YY\_USERNAME (Today’s Date and Username).**

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

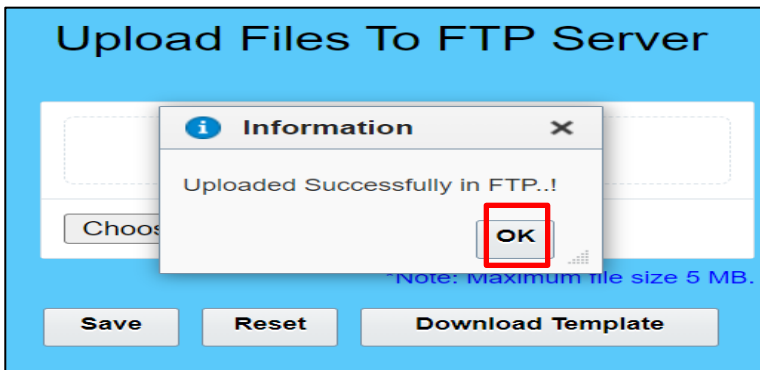
Save the file as CSV (Comma delimited) (\*.csv).



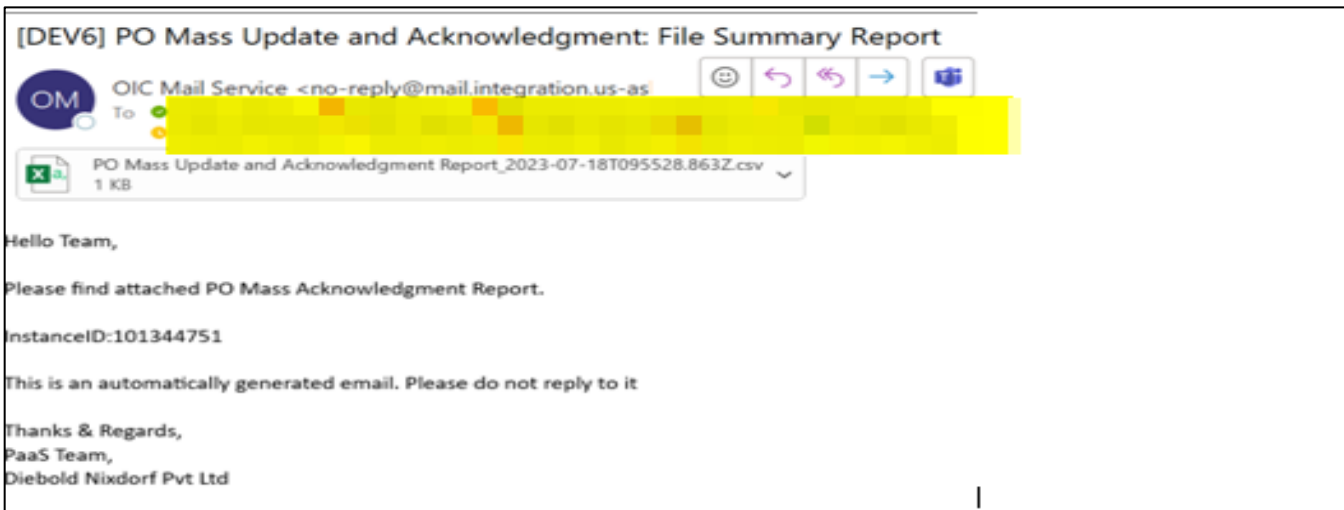
**Step 12:** Now go back to the Supplier Portal> click on “DB File Upload” window from where the template has been download, click on “Choose Files” and select the .CSV file from the system. Click on the Save button.



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



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



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

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

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

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

Sign In  
Oracle Applications Cloud

Company Single Sign-On

or

sample.contact@testsupplier.com → Enter the Username

..... → Enter the Password

[Forgot Password](#)

Sign In → Click on Sign In

English

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

Good afternoon, Smoke Tester!

Supplier Portal Procurement Tools DN Extensions Others

APPS



Supplier Portal



DB File Upload



PO Mass Confirmation Report



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

Search for people and actions

Good evening, Smoke Tester!

Supplier Portal Procurement Tools DN Extensions Others

APPS



Supplier Portal



DB File Upload

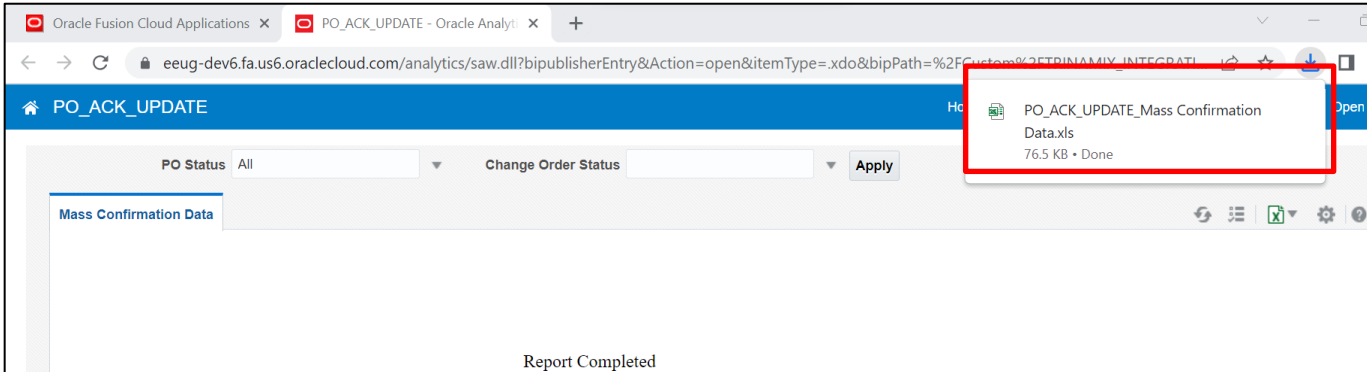


PO Mass Confirmation Report



Personalize Springboard

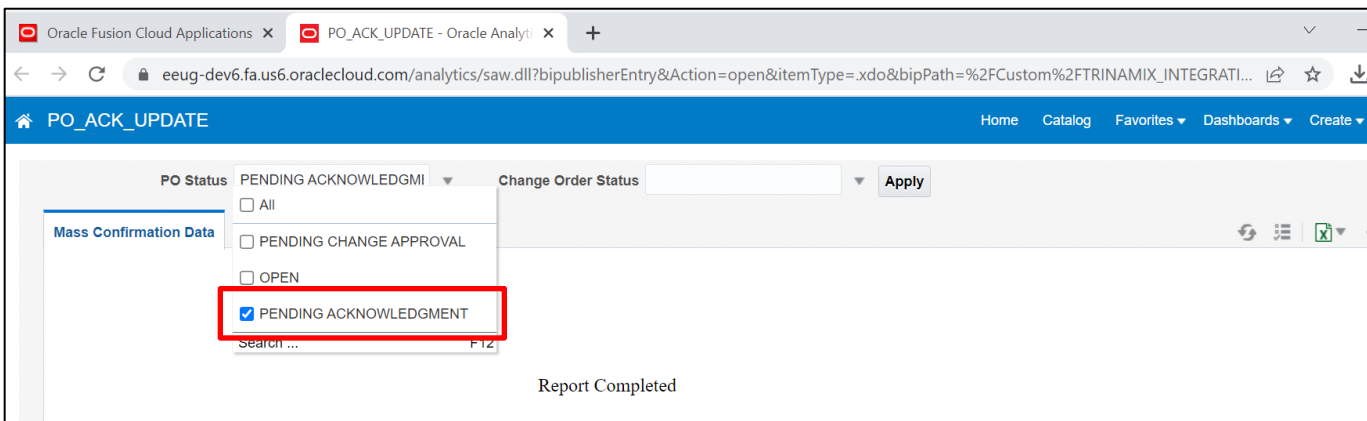
**Step 4:** New window will be open, and report will get downloaded automatically for all the POs.



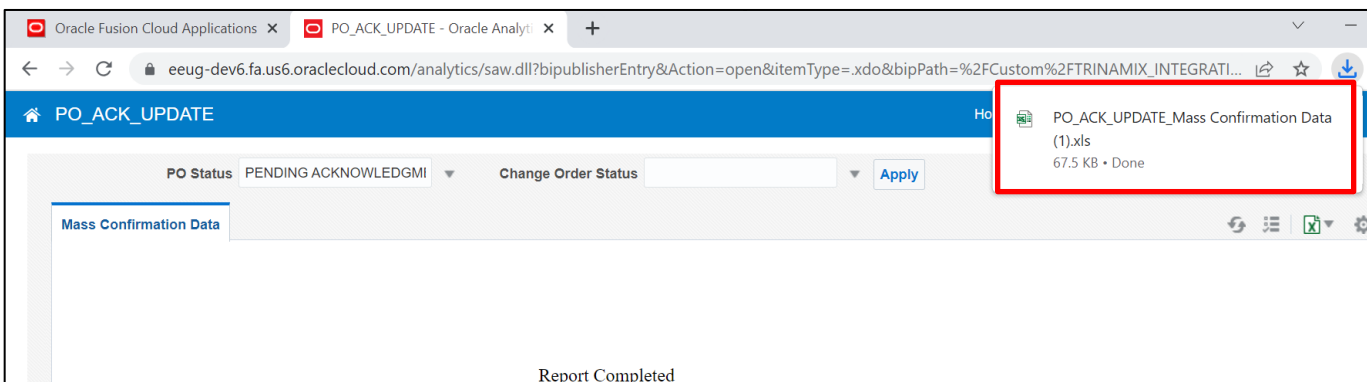
Note: Please note by default it will download all the PO data. If we are looking for specific PO status like Pending Acknowledgement or Change order status pending acknowledgment, then select the PO status or Change order status values and click on apply then it will download the new file.

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

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



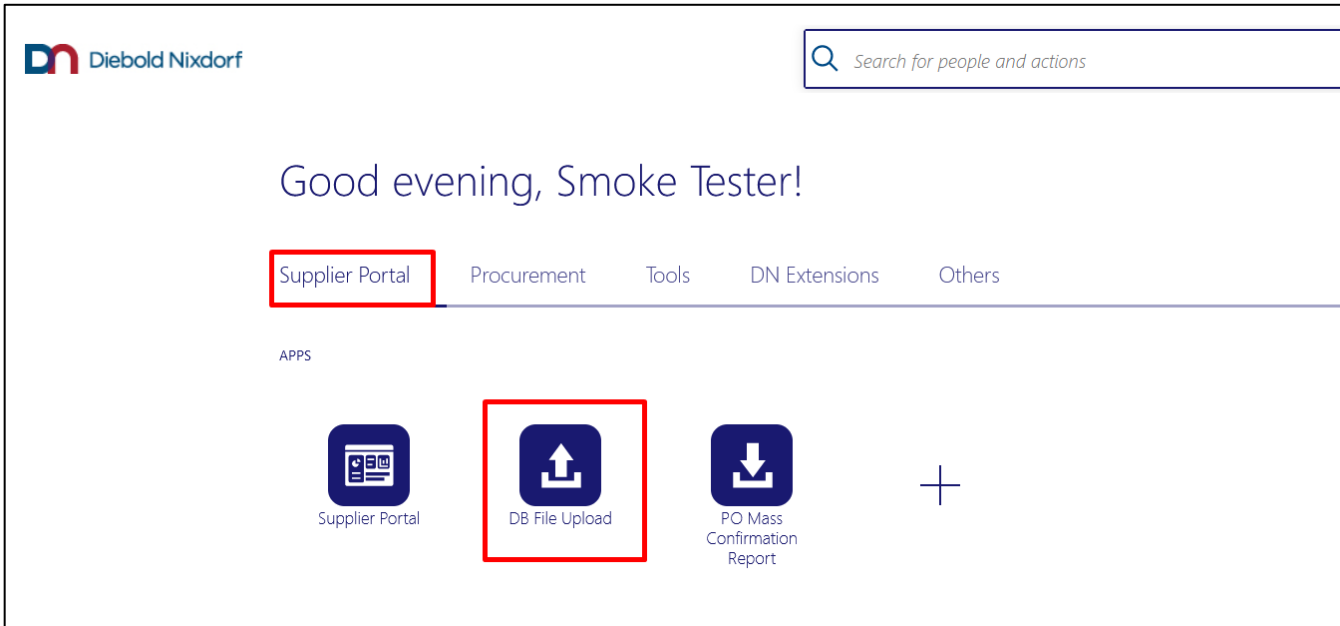
The report will be downloaded for all the PO with status as “Pending Acknowledgement”.



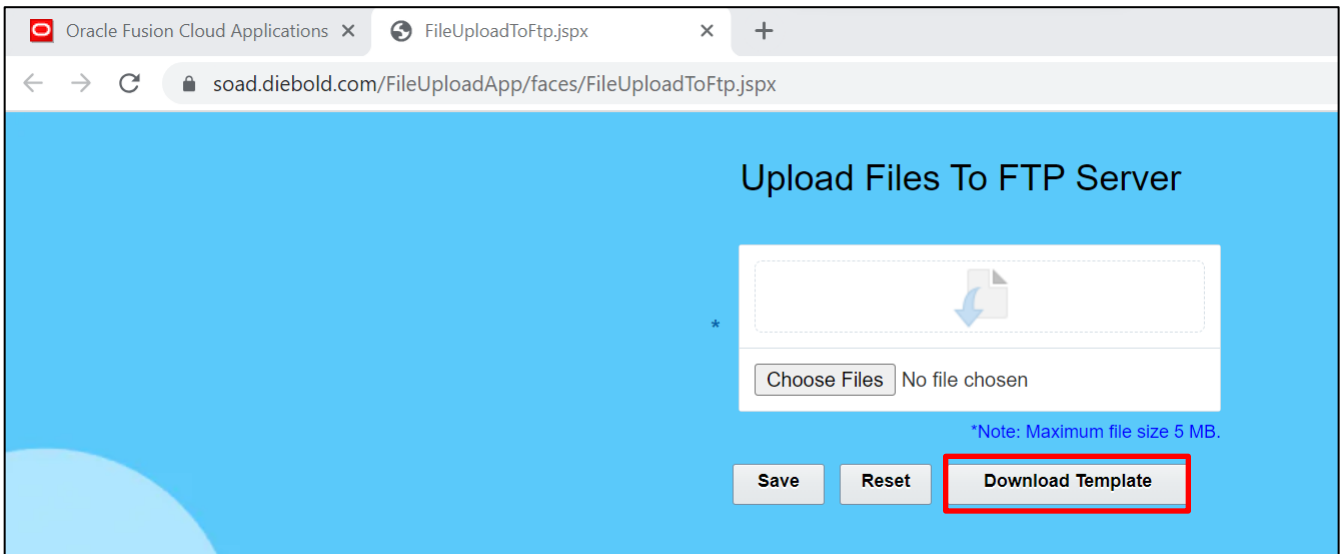
**Step 5:** Open the downloaded report. PO details will be listed as per the selection criteria.

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

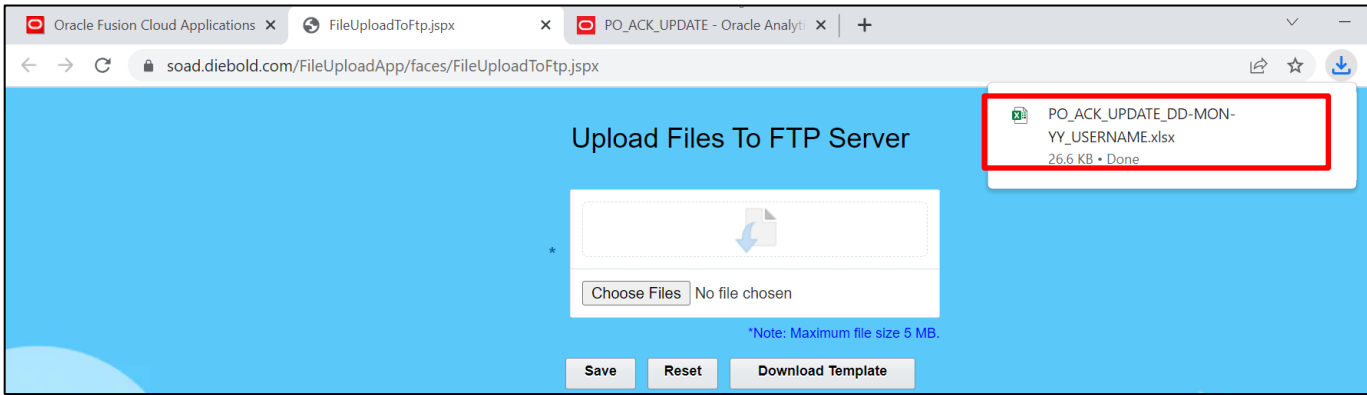
**Step 6:** Now again go back to the Supplier Portal and click on “DB File Upload” icon.



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



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



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

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

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

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

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

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

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

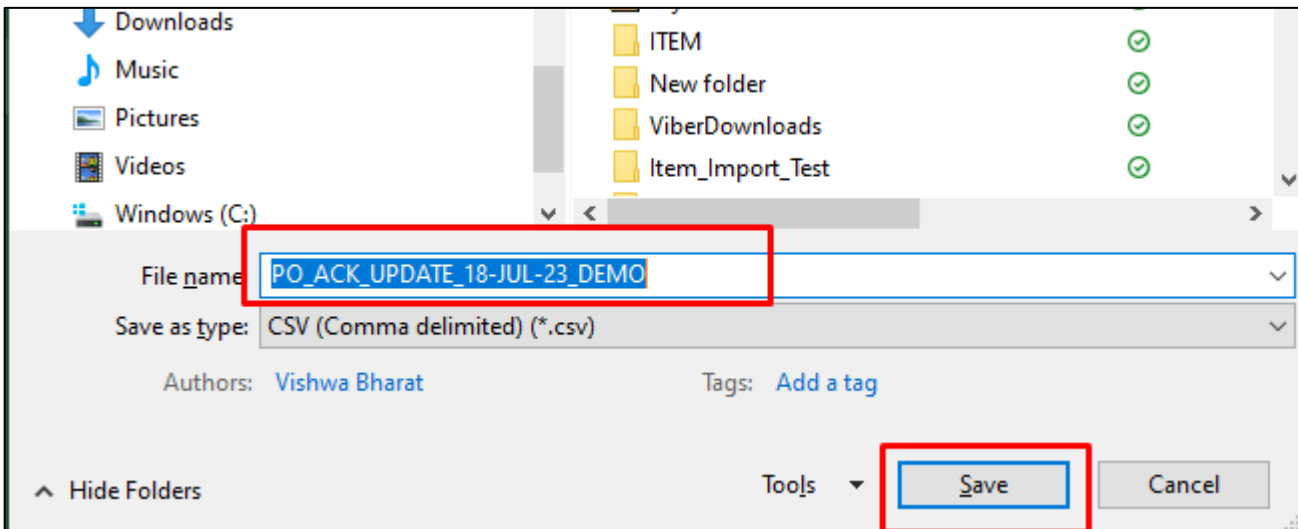
**Note:** This template supports the date format as “DD-Mon-YY”.

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

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

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

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



The file will be saved in your system.

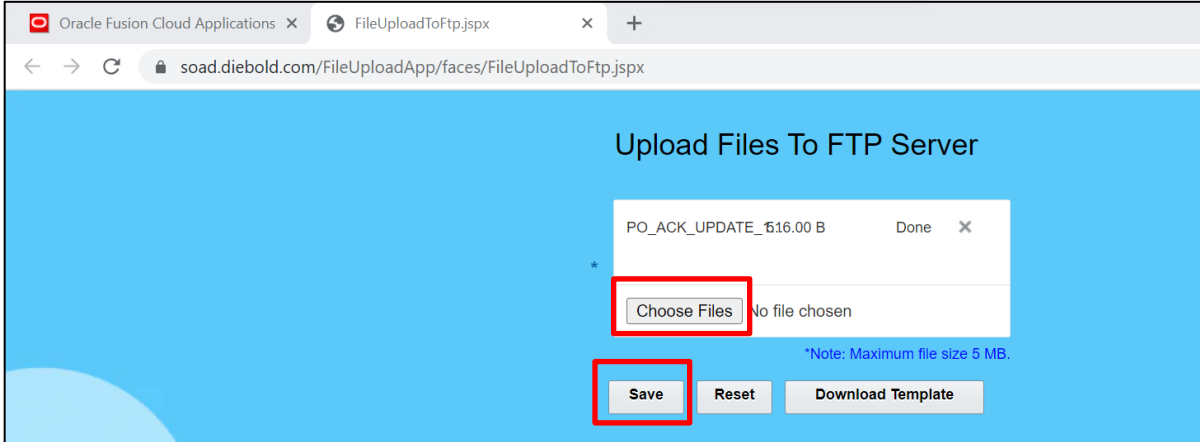
Below are considerations while preparing the file.

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

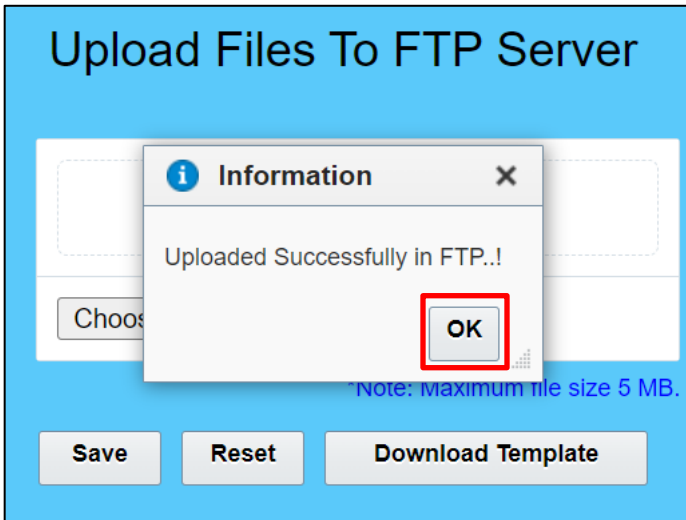


### C. File upload and validation process

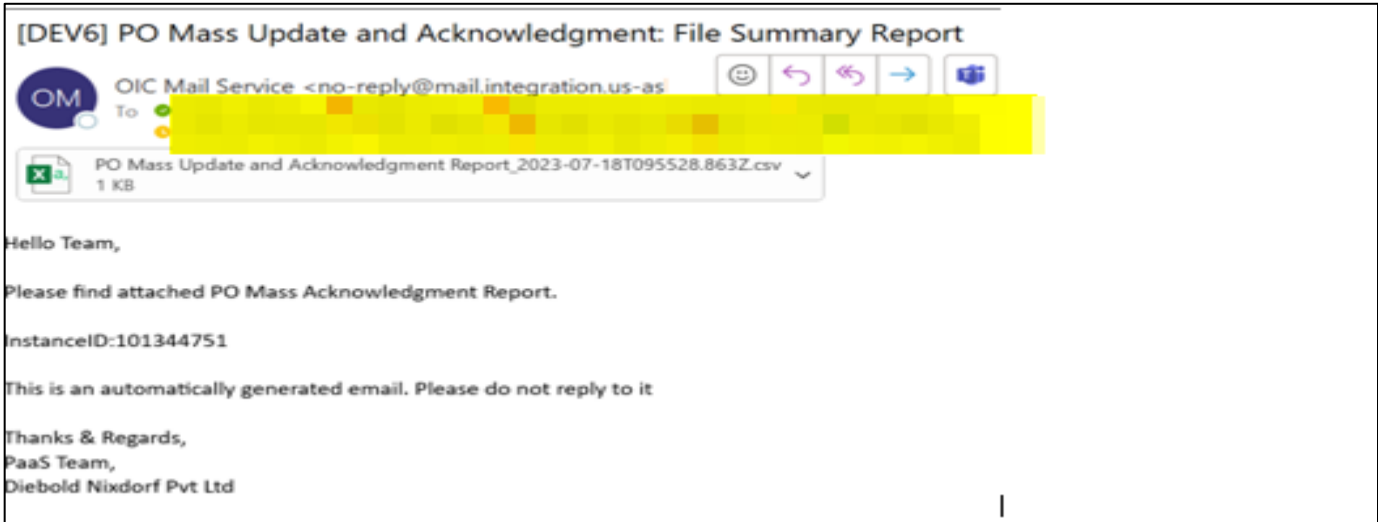
**Step 1:** Now go back to the Supplier Portal> click on “DB File Upload” window from where the template has been download, click on “Choose Files” and select the .CSV file from the system. Click on the Save button.



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



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



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

**Possible Errors:**

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

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

Supplier Portal

Search  Order Number

**Tasks**

- **Manage Orders**
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

**Agreements**

- Manage Agreements

**Shipments**

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

**Requiring Attention**

671

574

97

Orders to Acknowledge

**Recent Activity**  
Last 30 Days

Orders changed or canceled	22
Orders opened	16
Receipts	2

**Transaction Reports**  
Last 30 Days

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

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

Manage Orders

Headers Schedules

Advanced Manage Watchlist Saved Search All Orders

Sold-to Legal Entity

Bill-to BU

Supplier Site

Order

Status

Include Closed Documents

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

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

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

Purchase Order: 20200092 Acknowledge View PDF Actions Refresh Done

**Main**

General

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

Lines **Schedules**

Actions View Format Freeze Detach Wrap

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

For any concerns on the Supplier Portal, further assistance or IT issues please reach out to [cloudsupplierportalsupport@dieboldnixdorf.com](mailto:cloudsupplierportalsupport@dieboldnixdorf.com) .

## 9. Mass Reconfirmation of PO from Supplier Portal:

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

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

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

Sign In  
Oracle Applications Cloud

Company Single Sign-On

or

sample.contact@testsupplier.com → Enter the Username

\*\*\*\*\* → Enter the Password

[Forgot Password](#)

Sign In → Click on Sign In

English

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

Good afternoon, Smoke Tester!

Supplier Portal

Procurement

Tools

DN Extensions

Others

APPS



Supplier Portal



DB File Upload



PO Mass Confirmation Report



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

Search for people and actions

Good evening, Smoke Tester!

Supplier Portal

Procurement

Tools

DN Extensions

Others

APPS



Supplier Portal



DB File Upload

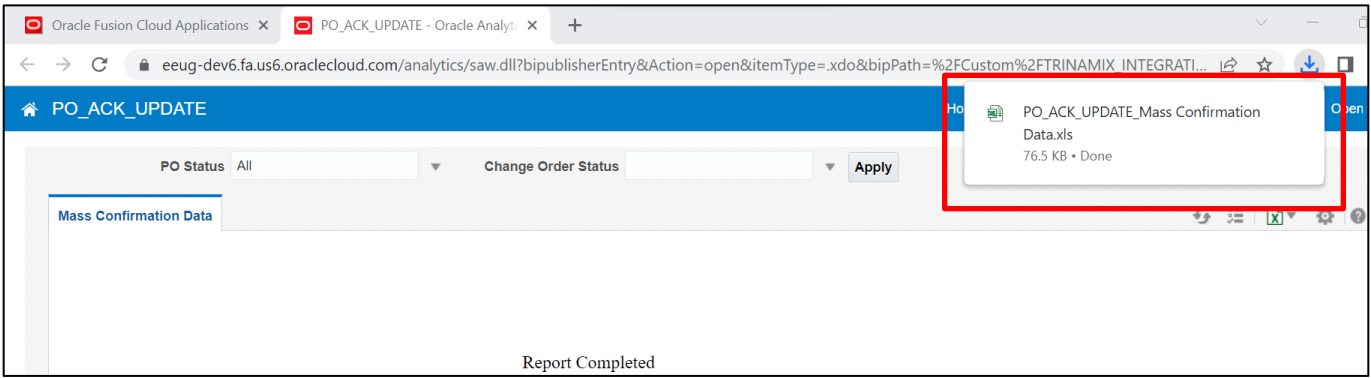


PO Mass Confirmation Report



Personalize Springboard

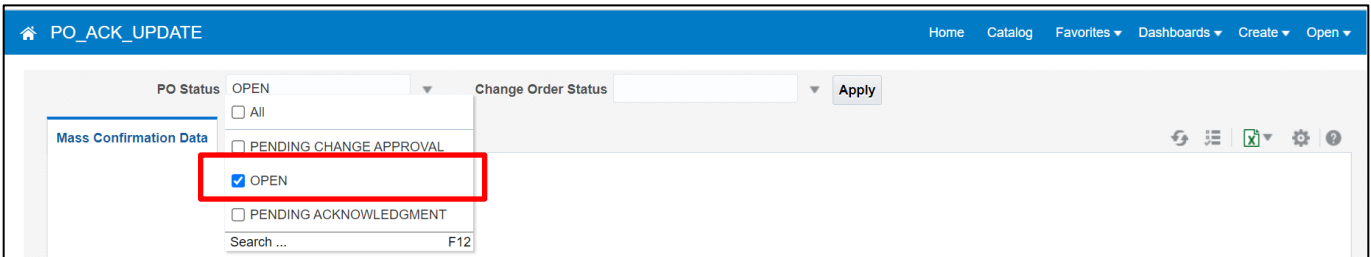
**Step 4:** New window will be open, and report will get downloaded automatically for all the POs.



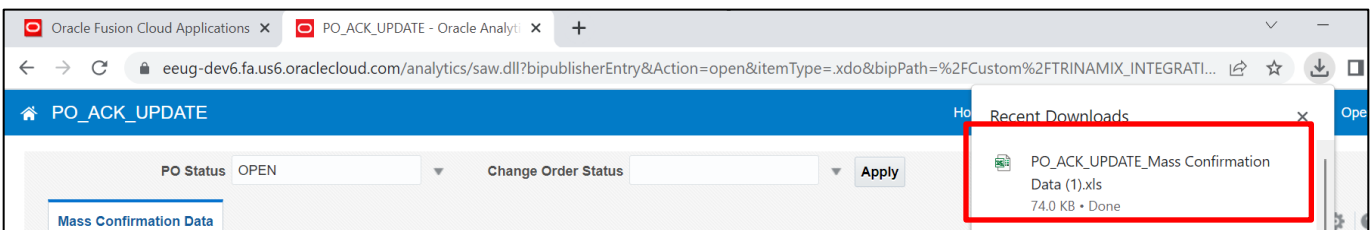
*Note: Please note by default it will download all the PO data. If we are looking for specific PO status like Pending Acknowledgement or Change order status pending acknowledgment, then select the PO status or Change order status values and click on apply. New file will be downloaded.*

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

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



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



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

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

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

Diebold Nixdorf

Search for people and actions

# Good evening, Smoke Tester!

Supplier Portal Procurement Tools DN Extensions Others

APPS

Supplier Portal DB File Upload PO Mass Confirmation Report

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

Oracle Fusion Cloud Applications x FileUploadToFtp.jspx x +

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

## Upload Files To FTP Server

\*

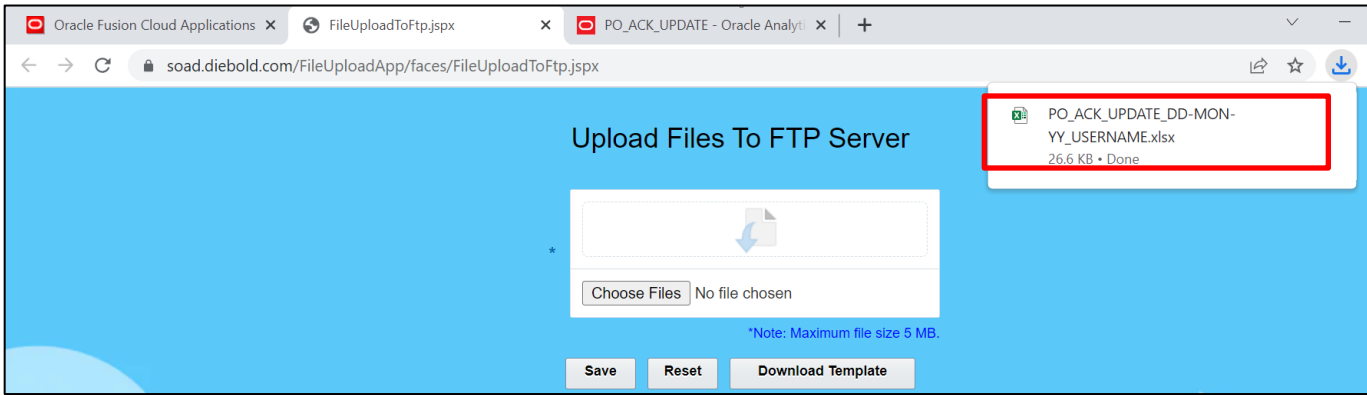
Choose Files No file chosen

\*Note: Maximum file size 5 MB.

Save Reset **Download Template**



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



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

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

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

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

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

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

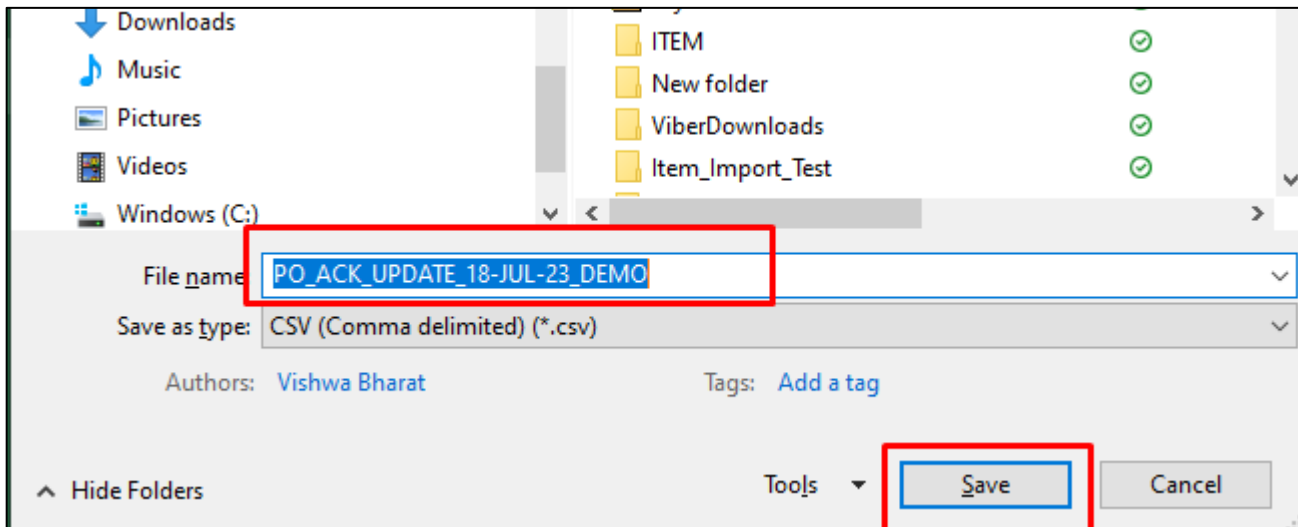
**Note:** This template supports the date format as “DD-Mon-YY”.

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

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

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

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



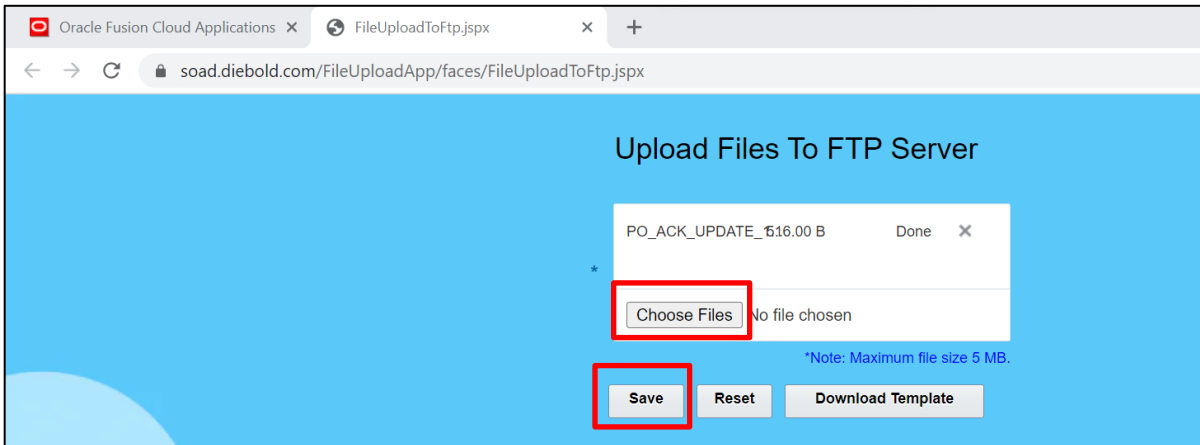
The file will be saved in your system.

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

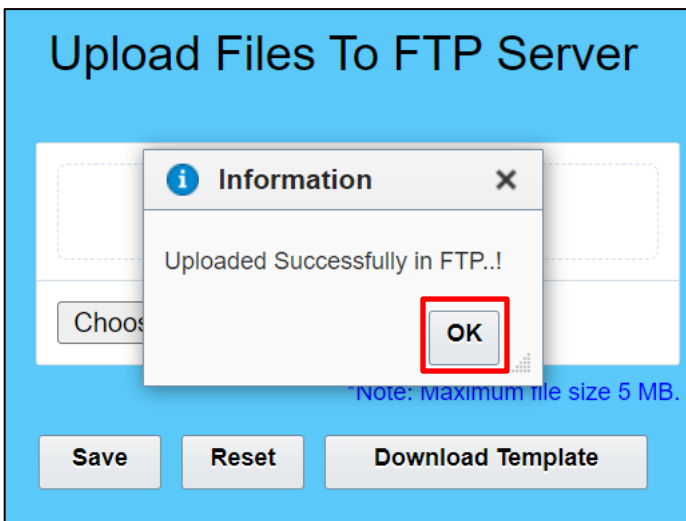
- **Action type:** by default, action type will be change for schedule split scenario please select change for original schedule, split action for new schedule, and keep original schedule number as schedule number for split schedules. (For Ex: if the split is for schedule 1 of having 100 then enter two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

## B. File upload and validation process

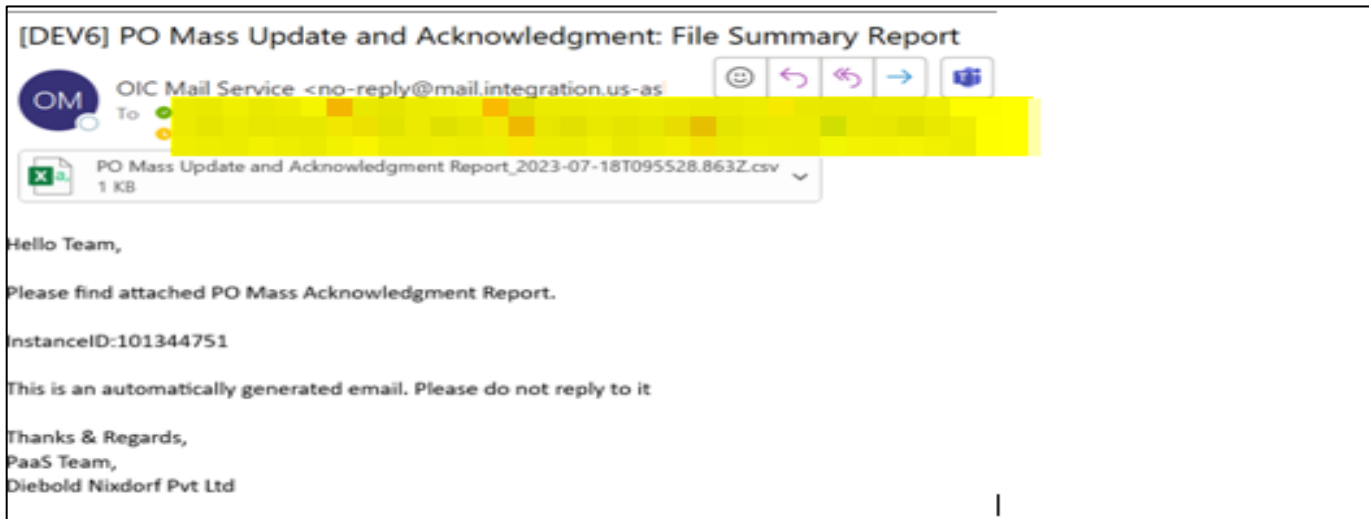
**Step 1:** Now go back to the supplier portal> click on “DB File Upload” window from where the template has been download, click on “Choose Files” and select the .CSV file from the system. Click on the Save button.



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



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



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

**Possible Errors:**

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

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

Supplier Portal

Search Orders Order Number

**Tasks**

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

**Requiring Attention**

671

574 97

Orders to Acknowledge

**Recent Activity**  
Last 30 Days

Orders changed or canceled	22
Orders opened	16
Receipts	2

**Transaction Reports**  
Last 30 Days

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

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

Manage Orders

Headers Schedules

Search

Sold-to Legal Entity

Supplier Site

**Order** 20200092

Line Description

Supplier Item

Ship-to Location

Status

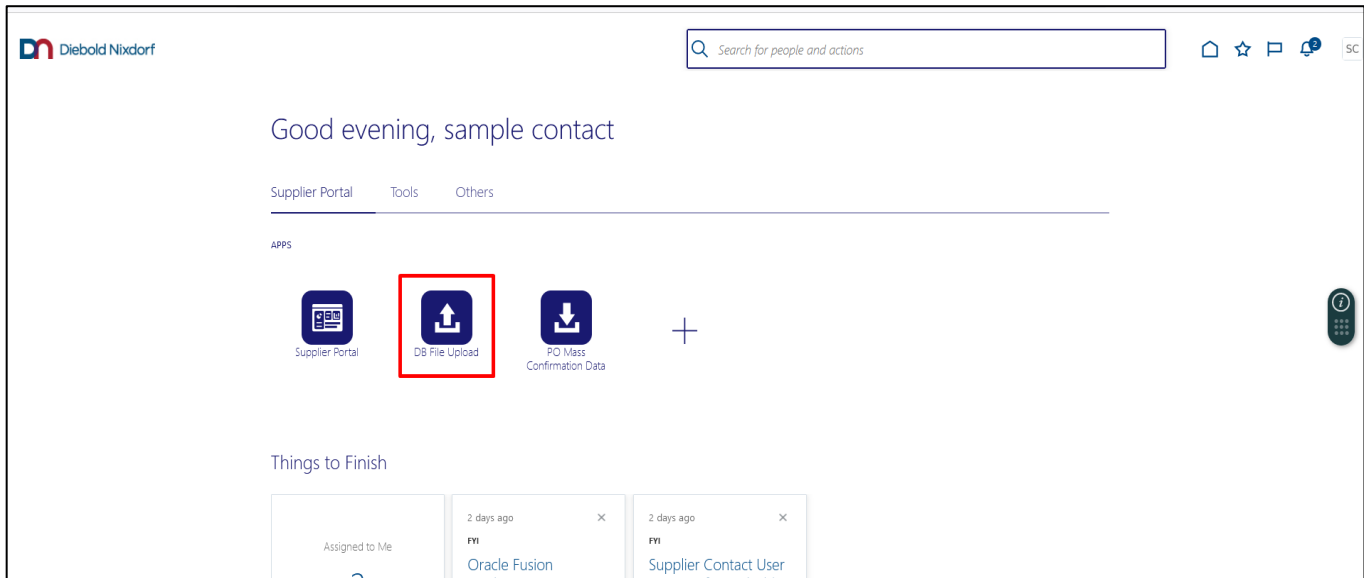
Search Reset Save...

Search Results

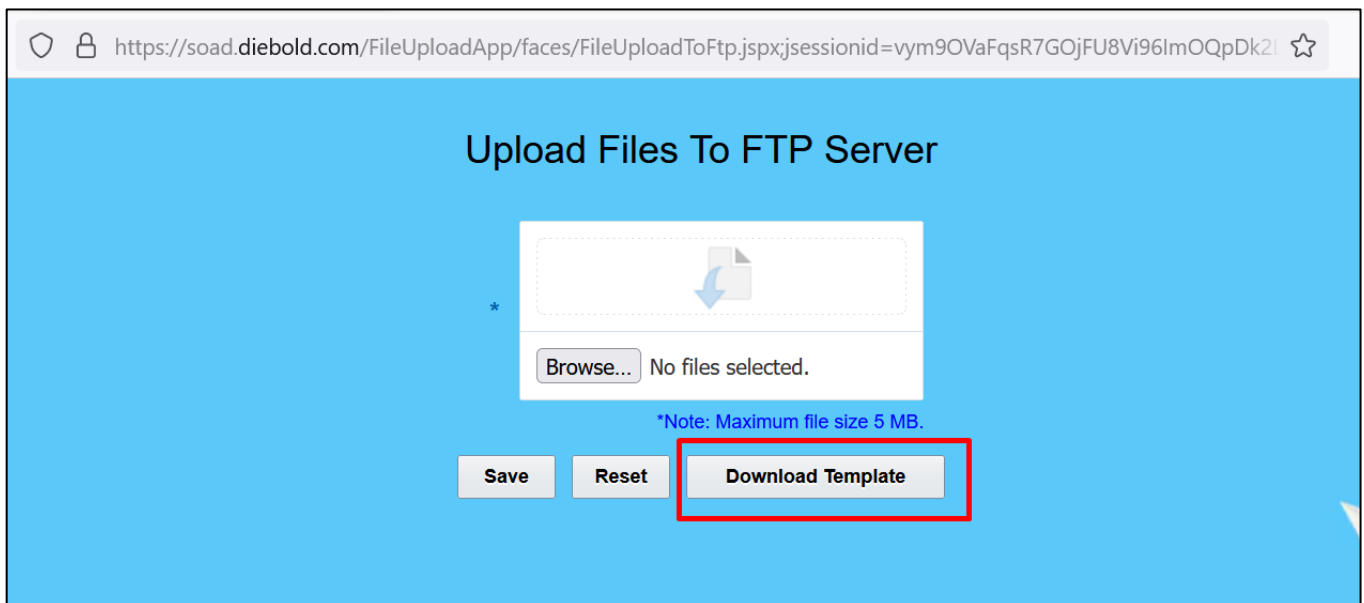
Order	Line	Schedule	Supplier	Supplier Site	Item	Ordered Quantity	Requested Date	<b>Promised Date</b>
20200092	1	1	Test Supplier Co...	TEST-US	01750002874	2,000	7/21/23	7/24/23

## C. Split Schedule using PO Mass Confirmation Process

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



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



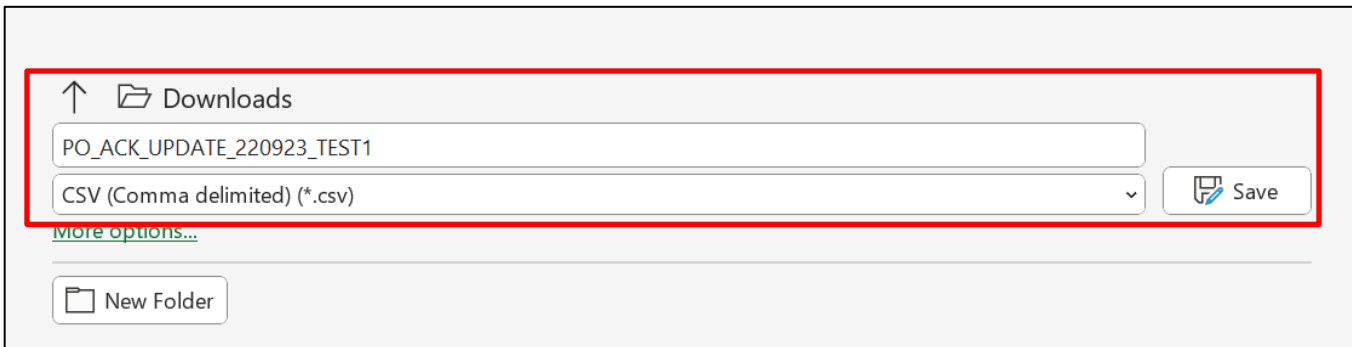
**Step 3:** Remove the sample data from the template and add data for PO which need to be split:

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

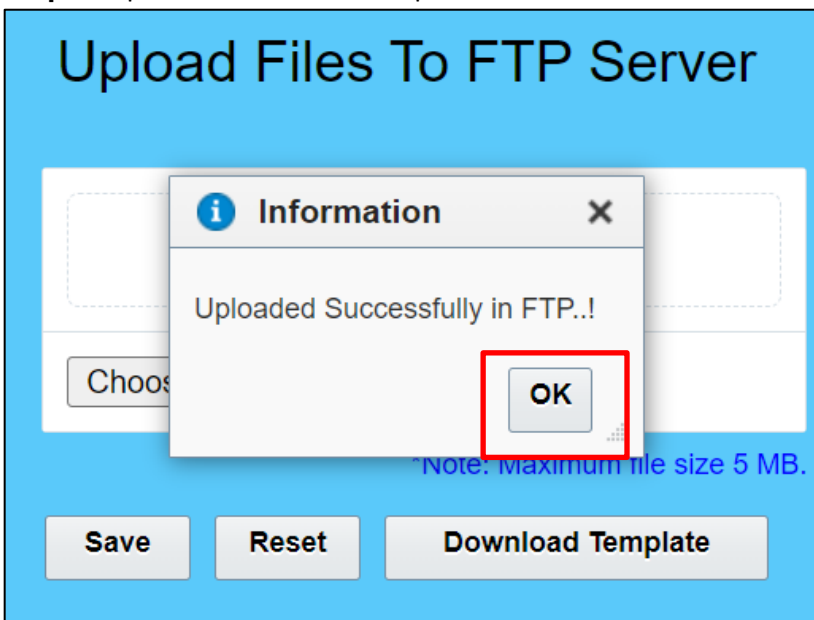
Note: While adding data to Split Schedule:

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

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



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



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

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

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

PO Mass Update and Acknowledgment Report\_2023-09-22T084757.915Z.csv  
1 KB

Hello Team,

Please find attached PO Mass Acknowledgment Report.

InstanceID:103880364

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

Thanks & Regards,  
PaaS Team,  
Diebold Nixdorf Pvt Ltd

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

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

For any concerns on the Supplier Portal, further assistance or IT issues please reach out to [cloudsupplierportalsupport@dieboldnixdorf.com](mailto:cloudsupplierportalsupport@dieboldnixdorf.com).



## 10. Supplier Initiated Change Order:

### A. Change in Promised Date

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

Supplier Portal

Search **Orders** Order Number

**Tasks**

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

**Requiring Attention**

11

**Recent Activity**  
Last 30 Days  
Orders opened 1

**Transaction Reports**  
Last 30 Days  
PO Purchase Amount 400 USD

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

Manage Orders

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order

Status

Include Closed Documents No

**Search** Reset Save...

Search Results

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

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

The screenshot shows the Diebold Nixdorf Purchase Order interface. The purchase order number 20200079 is highlighted in a red box. The 'Actions' dropdown menu is open, and the 'Edit' option is highlighted in a red box. A red arrow points to the 'Edit' option with the text 'Click on Actions and Select "edit" from Dropdown'. The interface includes a top navigation bar with search, home, star, flag, and notification icons. The main content area is divided into 'General' and 'Terms' sections. The 'General' section displays various fields such as 'Sold-to Legal Entity', 'Supplier', 'Order', 'Status', 'Buyer', and 'Creation Date'. The 'Terms' section displays 'Required Acknowledgment', 'Payment Terms', 'Shipping Method', 'Freight Terms', and 'Incoterms'. On the right side, there is an 'Order Life Cycle' chart showing 'Ordered' with a bar extending to approximately 250 on the x-axis (Amount in USD). A 'View Details' button is located below the chart.

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

The screenshot shows the Diebold Nixdorf interface with a warning dialog box displayed. The dialog box has a yellow warning icon and the text 'Warning' followed by 'This action will create a change order on the document. Do you want to continue? (PO-2055113)'. There are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted in a red box, and a red arrow points to it with the text 'Click on Yes'. The background of the interface is dimmed.

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

Change Order: 1

Status: Incomplete

\* Description: Change in Promised ship date

Amount Changed: 0.00 USD

Initiating Party: Supplier

Initiator: Sample Contact

Ordered: 400.00 USD

Description: /

Agreement: /

Supplier Order: /

Payment Terms: Immediate

Shipping Method: /

Freight Terms: /

Incoterms: /

Buyer managed transportation:

Play on receipt:

Confirming order:

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

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

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

Change Order: 1

Status: Incomplete

\* Description: Change in Promised ship date

Amount Changed: 0.00 USD

Initiating Party: Supplier

Initiator: Sample Contact

Ordered: 400.00 USD

Description: /

Agreement: /

Supplier Order: /

Payment Terms: Immediate

Shipping Method: /

Freight Terms: /

Incoterms: /

Buyer managed transportation:

Play on receipt:

Confirming order:

Diebold Nixdorf  
Purchase Order: 20200079

Acknowledge View PDF Actions Refresh Done

Order Life Cycle

2. Click on Done

Main

General

Sold-to Legal Entity: Diebold Nixdorf, Incorporated  
 Supplier: Test Supplier Company  
 Ordered: 400.00 USD

Bill-to BU: US Ops BU  
 Supplier Site: FRANKFURTAMM01  
 Description

Order: 20200079  
 Supplier Contact: Sample Contact  
 Source Agreement

Status: Open  
 Buyer: Tushar Junghare  
 Supplier Order

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

Confirmation

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

OK

1. Click on OK

Terms

Notes and Attachments

Required Acknowledgment: Document and Schedule  
 Payment Terms: Immediate

Additional Information

One-Time Shipto Address: Named Place  
 Context Prompt

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

Purchase Order: 20200079

Acknowledge View PDF Actions Refresh Done

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

Terms

Notes and Attachments

Required Acknowledgment: Document and Schedule  
 Shipping Method  
 Payment Terms: Immediate  
 Freight Terms  
 Incoterms

Additional Information

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

Lines Schedules

Actions View Format Freeze Detach Wrap

New Promised ship dates populated

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

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

Context:

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

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

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

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

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

Supplier Portal

Search Orders Order Number

Tasks

Orders

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

Agreements

- Manage Agreements

Shipments

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

Requiring Attention

11

Recent Activity

Last 30 Days

Orders opened 1

Transaction Reports

Last 30 Days

PO Purchase Amount 400 USD

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

Manage Orders

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order 20200079 → 1. Enter the PO Number

Status

Include Closed Documents No

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

Search Results

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

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

Diebold Nixdorf

### Manage Orders

Search "i" indicates change order is pending

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
<a href="#">20200079</a>	5/9/23		FRANKFURTAMM01	Junghare, Tushar	400.00	USD	Open		5/9/23

Click on PO to open

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

Diebold Nixdorf

### Purchase Order: 20200079

1. Click on "i" symbol

2. Click on "A change order is pending"

3. Click on OK

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

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

Lines **Schedules**

Actions View Format Freeze Detach Wrap

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

Columns Hidden 18

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

Diebold Nixdorf

Change Order: 2

Change Order: 2

Change Order 2

Description Change in requested ship date

Creation Date 5/9/23

Status Pending Supplier Acknowledgment

Initiating Party Buyer

Initiator Tushar Junghare

**Acknowledge** View PDF Actions Done

Click on Acknowledge

Main

General

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

Additional Information

One-Time Shipto Address

One-Time Shipto Address Extended

Named Place

Category Manager

Context Prompt

**Schedules**

Actions View Format Freeze Detach Wrap Accept Reject Response All

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

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

Acknowledge Change Order: 2

Change Order 2  
Description Change in requested ship date  
Creation Date 5/9/23  
Status Pending Supplier Acknowledgment  
Initiating Party Buyer  
Initiator Tushar Junghare

Confirmation

The change order will be accepted. Do you want to continue? (PO-2055009)

OK Cancel

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

Step 9: Click on Done

Change Order: 2

Change Order 2  
Description Change in requested ship date  
Creation Date 5/9/23  
Status Pending Supplier Acknowledgment  
Initiating Party Buyer  
Initiator Tushar Junghare

Acknowledge View PDF Actions Done

Click on Done

General

Sold-to Legal Entity Diebold Nixdorf, Incorporated  
Supplier Test Supplier Company  
Ordered 400.00 USD  
Bill-to BU US Ops BU  
Supplier Site FRANKFURTAMM01  
Description  
Order 20200079  
Supplier Contact Sample Contact  
Agreement  
Status Open  
Bill-to Location DBD INC.  
Supplier Order  
Buyer Tushar Junghare  
Ship-to Location Diebold Nixdorf Manufacturing (US2)

Terms Notes and Attachments



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

Diebold Nixdorf

Purchase Order: 20200079

Acknowledge View PDF Actions Refresh Done

Main

General

Lines Schedules

Actions View Format Freeze Detach Wrap

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

## C. Purchase Order Schedule Split

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

Supplier Portal

Search **Orders** Order Number

**Tasks**

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

**Requiring Attention**

11

**Recent Activity**  
Last 30 Days  
Orders opened 1

**Transaction Reports**  
Last 30 Days  
PO Purchase Amount 400 USD

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

Manage Orders

Search

Sold-to Legal Entity Bill-to BU Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order Status Include Closed Documents No

Search Reset Save...

Search Results

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

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

Purchase Order: **20200079**

**Actions** dropdown menu options:  
Edit  
Cancel Document  
View Document History  
View Change History  
View Revision History

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

Terms: Notes and Attachments  
Required Acknowledgment: Document and Schedule  
Payment Terms: Immediate  
Shipping Method: Buyer Managed Transportation  
Freight Terms: Pay on receipt  
Incoterms: Confirming order

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

**Warning**

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

Click on Yes → **Yes** No

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

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

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

Enter the changes made  
Click on Submit

Line 20 split into 100 Each

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

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

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

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

The screenshot displays the 'Purchase Order: 20200079' page in the Diebold Nixdorf system. A 'Confirmation' dialog box is open, stating: 'The change order 4 for document Purchase Order number 20200079 was submitted for approval.' The dialog box includes an 'OK' button, which is highlighted with a red box and a red arrow pointing to it from the text 'Click on Yes'. The background shows the 'Main' section of the purchase order with a 'General' tab selected. The 'General' tab contains the following information:

<b>Sold-to Legal Entity</b>	Diebold Nixdorf, Incorporated	<b>Supplier</b>	Test Supplier Company	<b>Ordered</b>	400.00 USD
<b>Bill-to BU</b>	US Ops BU	<b>Supplier Site</b>	FRANKFURTAMM01	<b>Description</b>	
<b>Order</b>	20200079	<b>Supplier Contact</b>	Sample Contact	<b>Source Agreement</b>	
<b>Status</b>	Open <span style="color: blue;">i</span>	<b>Bill-to Location</b>	DBD INC.	<b>Supplier Order</b>	
<b>Buyer</b>	Tushar Junghare	<b>Ship-to Location</b>	Diebold Nixdorf Manufacturing (US2)		
<b>Creation Date</b>	5/9/23				

At the bottom of the 'General' tab, there are links for 'Terms' and 'Notes and Attachments'.

## 11. Create ASN:

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

Supplier Portal

Search  Order Number

**Tasks**

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

**Requiring Attention**

9

**Recent Activity**  
Last 30 Days

Orders changed or canceled	1
Orders opened	3

**Transaction Reports**  
Last 30 Days

PO Purchase Amount: 1.2K USD

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

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

Create ASN Done

**Search** Advanced Saved Search Purchase Order

\*\* Purchase Order  \*\* Supplier Test Supplier Company

Supplier Item  Due Date

Search Reset Save... \*\* At least one is required

**Search Results**

View

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
0175000003	audio extension ...		20200077	1	1	5/22/23	100	Each
0175000117	inhibigear nut M...		20200077	2	1	5/28/23	200	Each
0175000003	audio extension ...		20200078	1	1	5/22/23	100	Each
0175000117	inhibigear nut M...		20200078	2	1	5/28/23	200	Each
0175000003	audio extension ...		20200079	1	2	5/22/23	20	Each
0175000003	audio extension ...		20200079	1	1	5/25/23	80	Each
0175000117	inhibigear nut M...		20200079	2	2	5/29/23	100	Each
0175000117	inhibigear nut M...		20200079	2	1	5/26/23	100	Each

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

Diebold Nixdorf

Create ASN

Search

Advanced Saved Search Purchase Order

Search Results

View  2. Click on Create ASN

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

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

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

Diebold Nixdorf

Create ASN Details

Submit Cancel

Header

\* Shipment TESTASN 123 1. Enter the Shipment number

\* Shipped Date 5/9/23 1:04 PM 2. Enter the Shipped Date

Expected Receipt Date

Freight Terms FREE CARRIER

Shipping Method

Number of Supplier Packing Units

Bill of Lading

Waybill WAYBILL123 Enter the Waybill number

Packing Slip / Tracking Number

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM

Net Weight

Net Weight UOM

Comments

Lines

Actions View Remove Line

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

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

Diebold Nixdorf

Create ASN Details

Click on Submit → **Submit** Cancel

Header

\* Shipment: TESTASN 123

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

Expected Receipt Date

Freight Terms: FREE CARRIER

Shipping Method

Number of Supplier Packing Units

Bill of Lading

Waybill: WAYBILL123

Packing Slip / Tracking Number

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM

Net Weight

Net Weight UOM

Comments

Confirmation

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

**OK**

ASN is created, click on OK

Lines

Actions View Remove Line

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

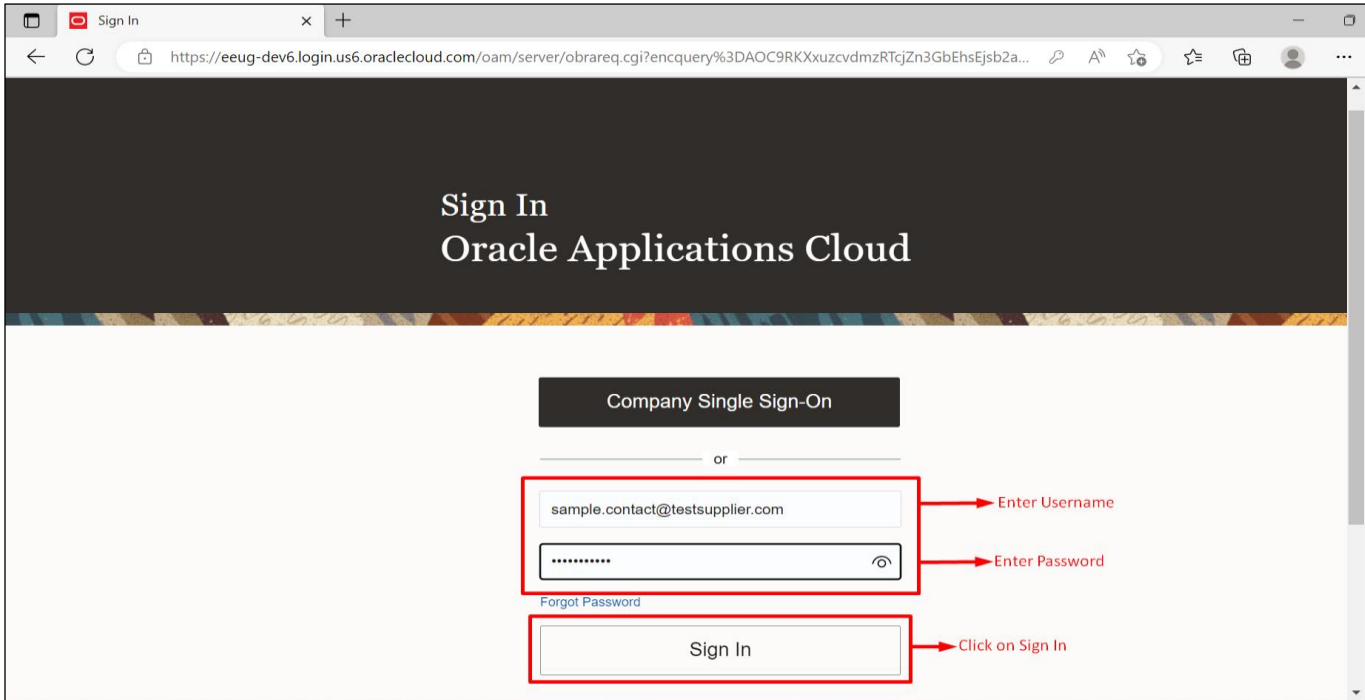


## 12. Mass Upload of ASN:

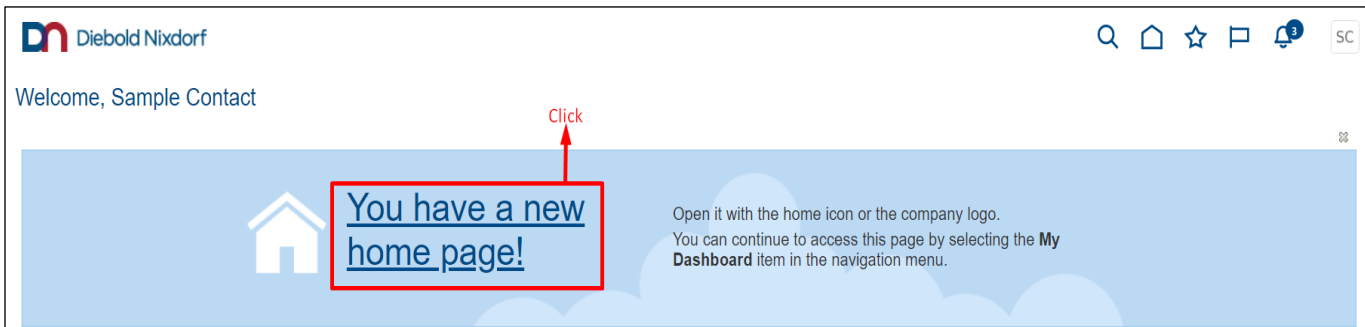
Step 1: Login to the Application

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

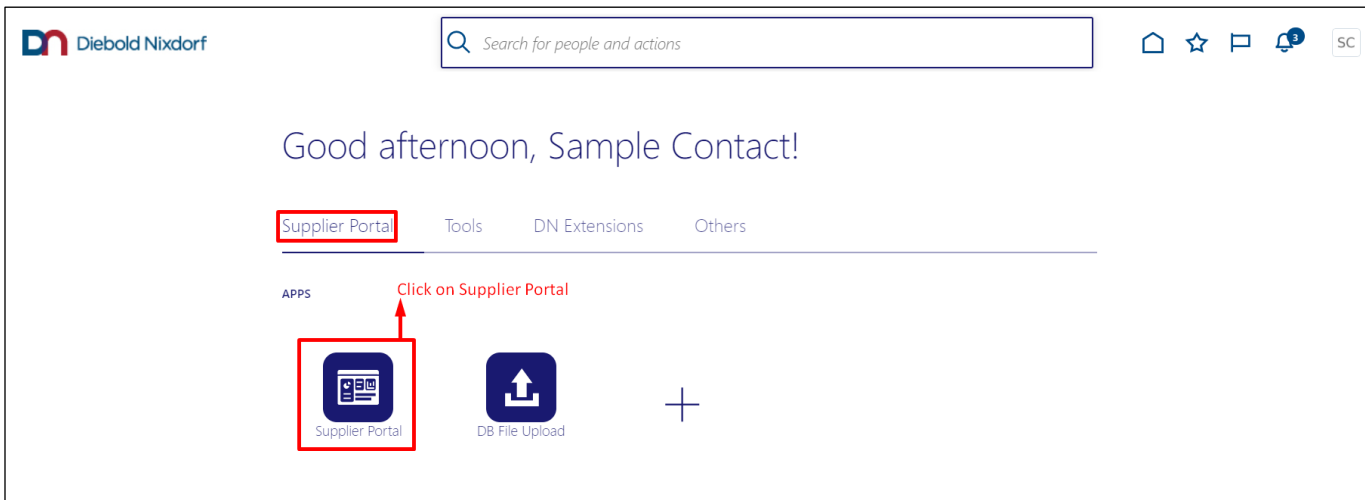
Step 2: Please enter the username and password, then click on Sign In



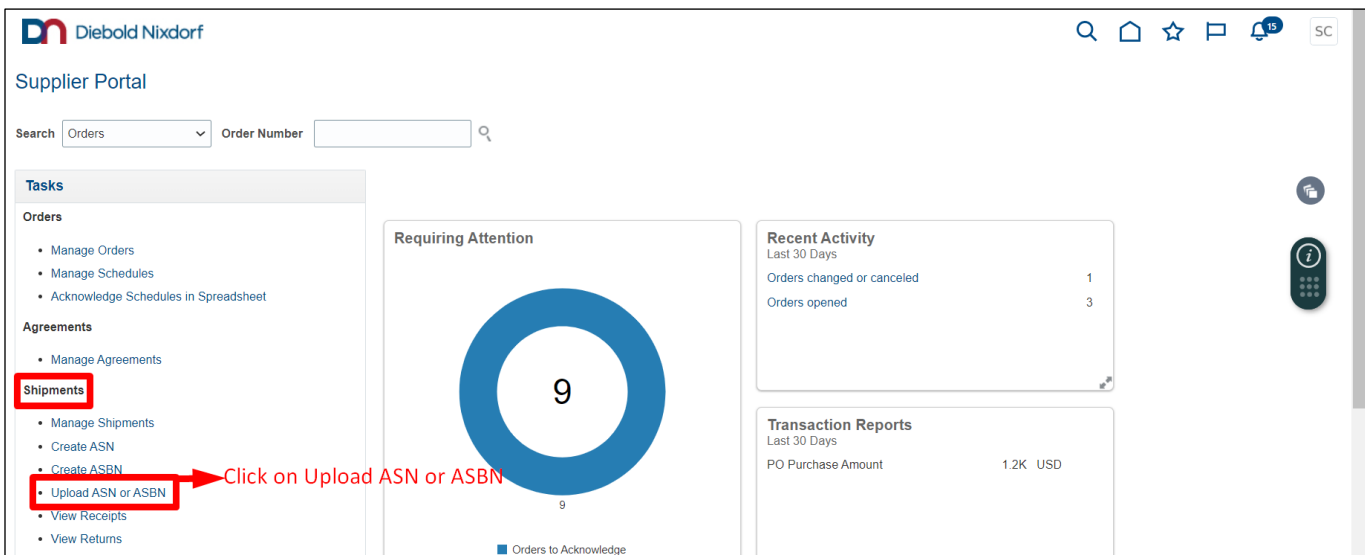
Step 3: After clicking on Sign in, user will be landed on Supplier homepage. On this page, Click on homepage Hyper Link.



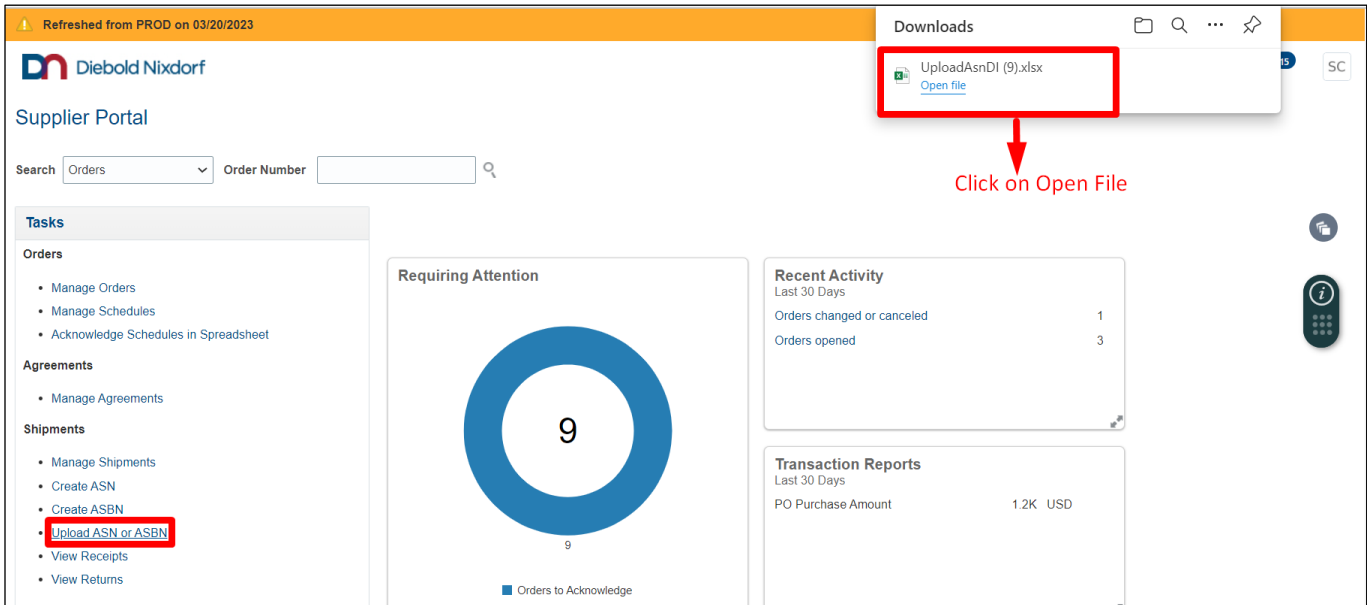
Step 4: Move to the Supplier Portal icon. Then Click on “Supplier portal” icon.



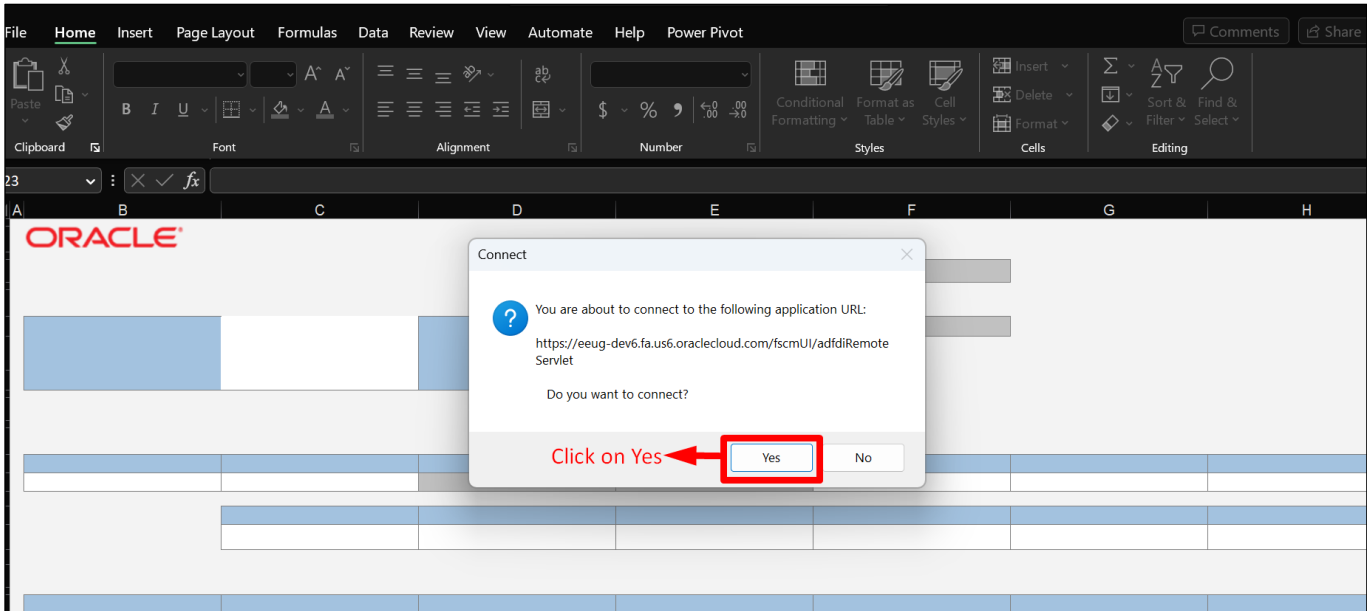
Step 5: That click will navigate to Supplier Portal Dashboard. Then click on “Upload ASN or ASBN” under “Shipments” in task bar.



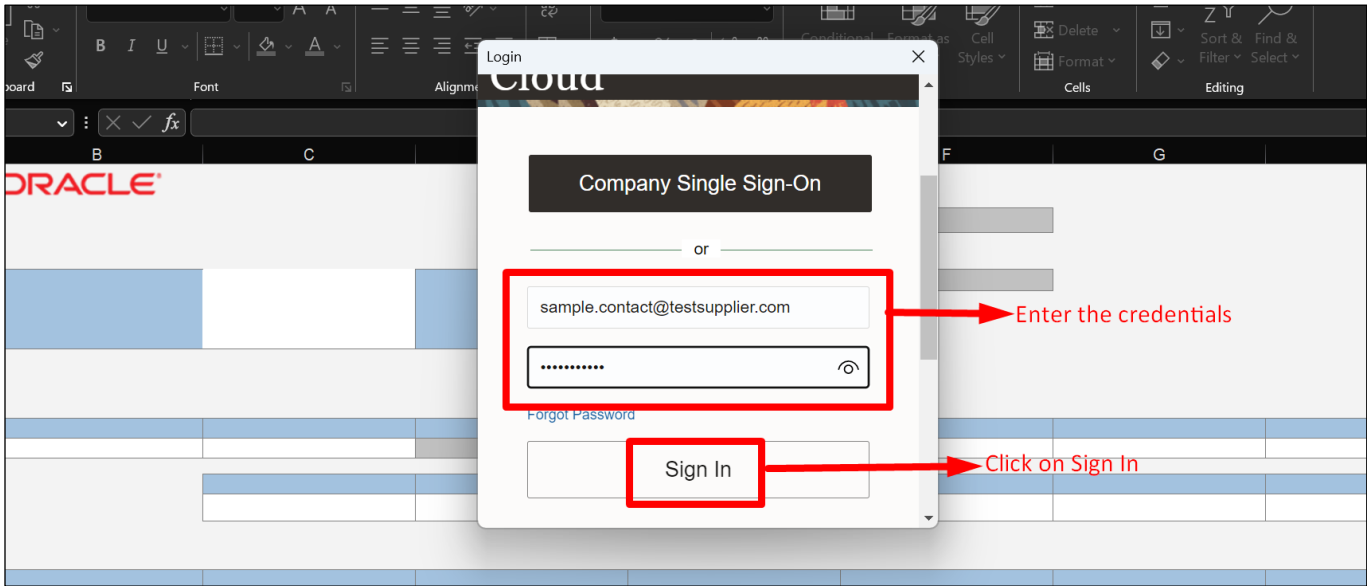
Step 6: Once you click on **“Upload ASN or ASBN”**, **ADFDI** Excel file will be downloaded automatically.



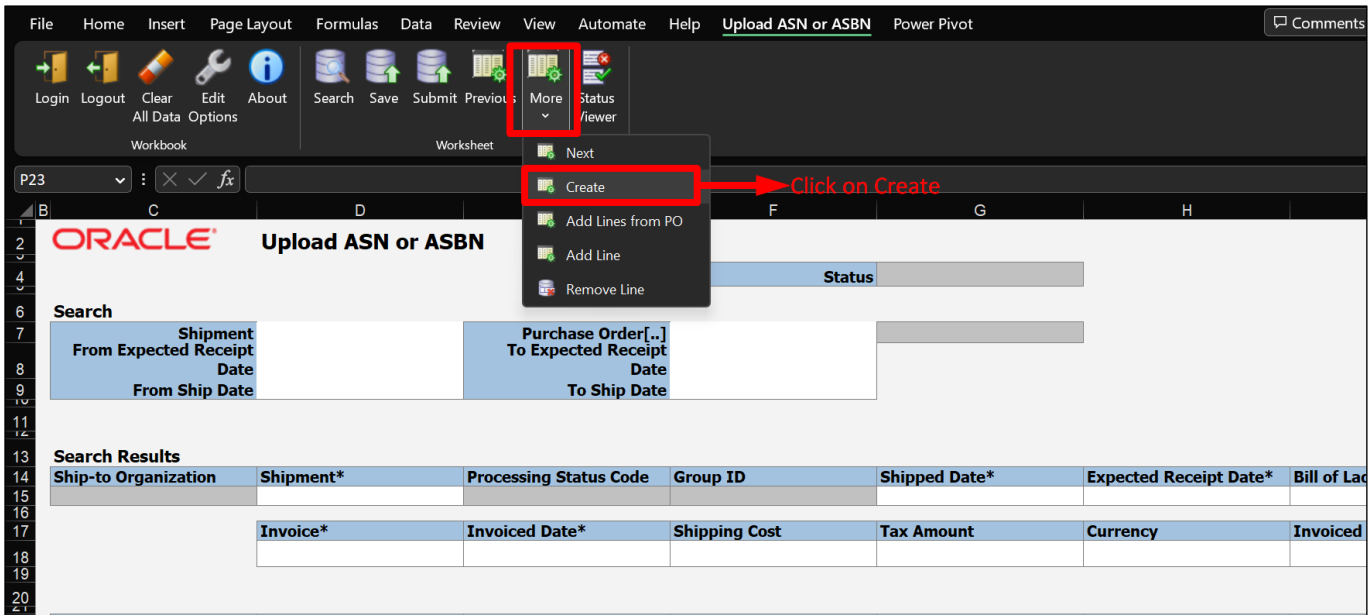
Step 7: Open the downloaded Excel file and it will ask you to connect to the application. Click on **“Yes”**.



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



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



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

The screenshot shows an Excel spreadsheet with the following data table:

Shipment*	Processing Status Code	Group ID	Shipped Date*	Expected Receipt Date*	Bill of Lading	Packing Slip	Supplier Name[...]*	Supplier Site[...]*	Waybill
ASNDENO1234	PENDING		5/9/2023	5/19/2023	BOLDEMO		Test Supplier Company		WAYBILL123
Invoice*	Invoked Date*	Shipping Cost	Tax Amount	Currency	Invoked Amount*	Receipt Source	Payment Terms	Supplier Name[...]*	Supplier Site[...]*
						VENDOR		Test Supplier Company	

Red annotations in the image include:

- Red boxes around the 'Shipment\*' cell (ASNDENO1234) and the 'Waybill' cell (WAYBILL123).
- Red arrows pointing to the 'Expected Receipt Date\*' cell (5/19/2023) with the text "Enter the Expected Receipt Date".
- Red arrows pointing to the 'Bill of Lading' cell (BOLDEMO) with the text "Enter the BOL".
- Red arrows pointing to the 'Waybill' cell (WAYBILL123) with the text "Enter the Waybill Number".
- A red arrow pointing to the 'Shipment\*' cell with the text "Enter the shipment number".

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

This is a duplicate of the screenshot from Step 10, showing the same Excel spreadsheet with the data table and red annotations pointing to the Shipment Number, Expected Receipt Date, BOL, and Waybill fields.

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

The screenshot shows the Oracle software interface with the 'Upload ASN or ASBN' ribbon selected. The 'Save' button is highlighted with a red box, and a red arrow points to it with the text 'Click on Save'. A 'Save' dialog box is open, showing 'Processing...' and 'Upload changes' options. The background shows a search results table with columns for Shipment, Processing Status Code, and Supplier Name.

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

The screenshot shows the Oracle software interface with the 'More' dropdown menu open. The 'Add Lines from PO' option is highlighted with a red box, and a red arrow points to it with the text 'Click on Add Lines from PO'. The background shows a search results table with columns for Shipment, Processing Status Code, Group ID, Shipped Date, and Expected Receipt Date.

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

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

**Upload ASN** \*\* At least one is required

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

**\*\* Item** Equals

Supplier Item Starts with

Ship-to Location Equals

Supplier Site Equals

Sold-to Legal Entity Equals

Due Date Equals

**Search** Reset Add Fields Reorder

Purchase Order	Supplier	Supplier Site	Item	Item Description	Due
20200078	Test Supplier Co...	FRANKFURTA...	0175000003	audio extension ...	5/22/...
20200079	Test Supplier Co...	FRANKFURTA...	0175000003	audio extension ...	5/25/...
20200079	Test Supplier Co...	FRANKFURTA...	01750000117	inhibigear nut M...	5/29/...
20200079	Test Supplier Co...	FRANKFURTA...	01750000117	inhibigear nut M...	5/26/...

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

Upload ASN

Sold-to Legal Entity Equals

Due Date Equals

Search Reset Add Fields Reorder

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

OK Cancel



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

The screenshot shows the Oracle software interface with the 'Upload ASN or ASBN' tab selected. The 'Save' button in the top ribbon is highlighted with a red box and an arrow pointing to it with the text 'Click on Save'. A 'Save' dialog box is open in the center, showing 'Processing...' and a progress bar. Below the dialog, there are search filters and a table of search results.

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

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

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

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

The screenshot shows the Oracle software interface with the 'Upload ASN or ASBN' tab selected. The 'Quantity\*' column in the search results table is highlighted with a red box. An arrow points to the cell with the text 'Enter the quantity to be shipped'.

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

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

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

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

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

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

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

Login Logout Clear Edit About Search Save Submit Previous More Status All Data Options Workbook Worksheet

O18 Click on Save

Upload Options

On failure, continue to upload subsequent rows

Download all rows after successful upload

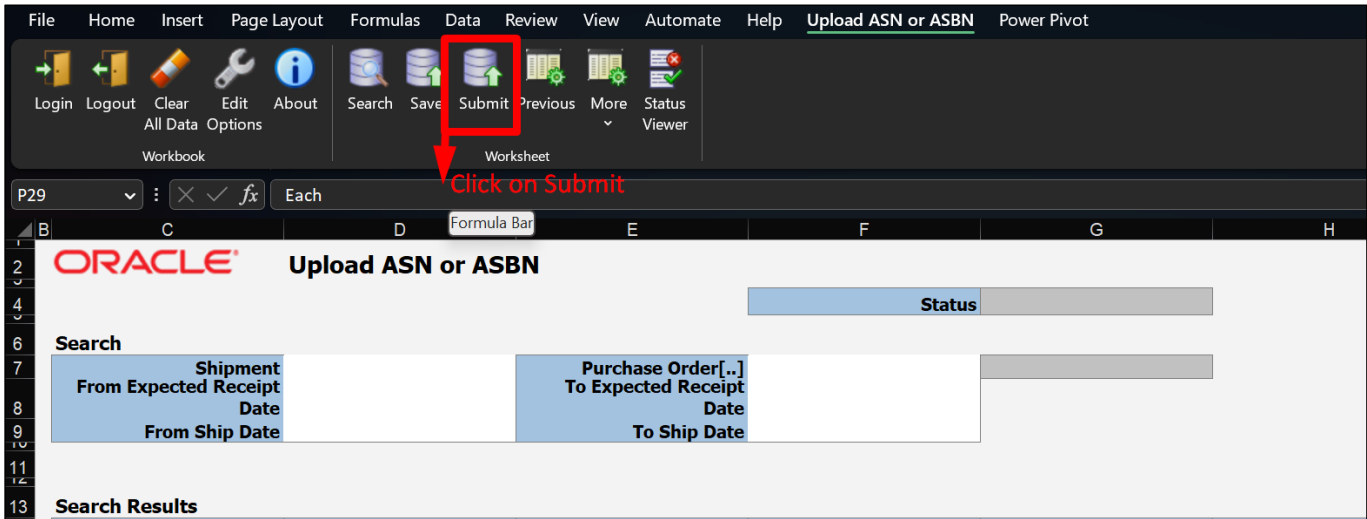
Click on OK OK Cancel

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

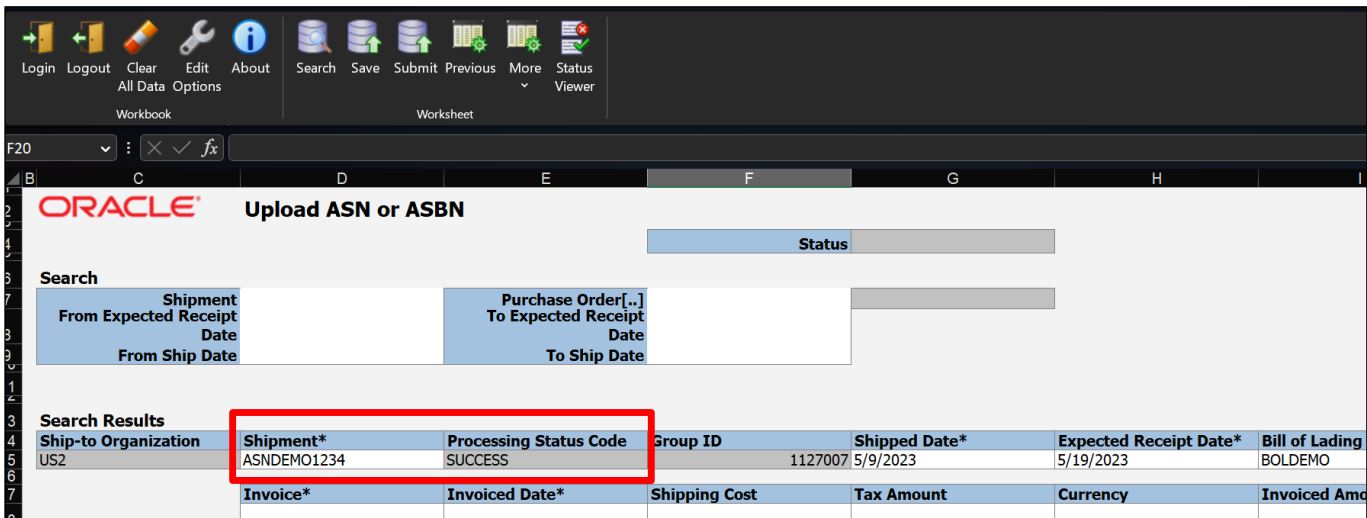
Invoiced Amount*	Receipt Source	Payment Terms	Supplier Name[...]*	Supplier Site[...]*
	VENDOR		Test Supplier Company	

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

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



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



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

Supplier Portal

Search Orders Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Shipments

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

Requiring Attention

9

Recent Activity

Last 30 Days

- Orders changed or canceled 1
- Orders opened 3

Transaction Reports

Last 30 Days

PO Purchase Amount 1.2K USD

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

Manage Shipments

Done

Search

Advanced Saved Search All Shipments

\*\* Shipment ASNDEMO1234

\*\* Supplier Test Supplier Company

\*\* Purchase Order

\*\* At least one is required

Search Reset Save...

Search Results

Actions View Cancel Shipment

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

Actions View Cancel Shipment

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

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

Edit Shipment: ASNDEMO1234 Social Cancel Shipment Save **Save and Close** Cancel

**Header**

Shipment **ASNDEMO1234**  
 Supplier Test Supplier Company  
 Shipped Date 5/9/23 3:17 PM  
 \* Expected Receipt Date 5/19/23 3:17 PM  
 Ship-to Location  
 Freight Terms  
 Shipping Method  
 Bill of Lading BOLDEMO  
 Waybill WAYBILL123  
 Packaging Code

Special Handling Code  
 Tare Weight  
 Tare Weight UOM  
 Net Weight  
 Net Weight UOM  
 Packing Slip  
 Number of Packing Units  
 Comments

**Lines**

Actions View Cancel Shipment Line View Details

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

### 13. Manage Shipments:

Process to view Shipment details.

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



Step2: Navigate to Shipments then click on Manage Shipments.



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

The screenshot shows the 'Manage Shipments' page with search filters. The 'Supplier' dropdown is set to 'Test Supplier Company' and is highlighted with a red box. The 'Search' button is also highlighted with a red box. Below the filters, the 'Search Results' table is displayed with the following data:

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

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

The screenshot shows the 'Manage Shipments' page with search filters. The 'Supplier' dropdown is set to 'Test Supplier Company'. Below the filters, the 'Search Results' table is displayed with the following data:

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

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

Diebold Nixdorf

Manage Shipments

Search

Advanced Saved Search All Shipments

\*\* Shipment  \*\* Supplier Test Supplier Company

\*\* Purchase Order

Search Reset Save...

Search Results

Cancel Shipment

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

Diebold Nixdorf

Edit Shipment: TESTASN 123

Cancel Shipment Save Save and Close Cancel

Header

Shipment TESTASN 123

Supplier Test Supplier Company

Shipped Date 5/9/23 1:04 PM

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

Ship-to Location

Freight Terms FREE CARRIER

Shipping Method

Bill of Lading 456BOL

Waybill WAYBILL123

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM

Net Weight

Net Weight UOM

Packing Slip

Number of Packing Units

Comments

Expected Receipt Date Changed

Entered BOL

Lines

Cancel Shipment Line View Details

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



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

The screenshot shows the 'Manage Shipments' interface in the Diebold Nixdorf system. A table lists shipments with columns for Shipment, Supplier, Source Organization, Expected Receipt Date, and Shipping Method. A 'Cancel Shipment' button is highlighted with a red box and an arrow pointing to it, labeled '1. Click on Cancel Shipment'. A warning dialog box is overlaid on the table, containing the text 'Warning' and 'This action will cancel the shipment. Do you want to continue?'. The dialog has 'Yes' and 'No' buttons, with the 'Yes' button highlighted by a red box and an arrow, labeled '2. Click on Yes'.

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

Click on Yes then shipment will be cancelled.

## 14. View Receipts:

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

The screenshot shows the Diebold Nixdorf Supplier Portal dashboard. On the left sidebar, under the 'Shipments' section, the 'View Receipts' option is highlighted with a red rectangular box. The main content area includes a 'Requiring Attention' donut chart showing 5 items (4 Orders to Acknowledge, 1 Schedules Overdue or Due Today), a 'Recent Activity' table, and 'Transaction Reports' for the last 30 days.

Activity	Count
Orders changed or canceled	13
Orders opened	30

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

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

The screenshot shows the 'View Receipts' search interface. The search criteria are: Receipt (empty), Shipment (empty), Item (empty), Receipt Date (5/9/23 - 5/10/23), Organization (empty), Purchase Order (empty), and Supplier Item (empty). The 'Search' button is highlighted with a red box. Below the search results, a table lists the search results.

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

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

**Diebold Nixdorf** SC

**Receipt: 15** View Transaction History Done

**Summary**

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

► Additional Information

**Lines**

Actions View

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

## 15. FAQ:

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

Answer: Please check your email inbox and validate if you have received password reset link. If you do not find this email, please send an email to [cloudsupplierportalsupport@dieboldnixdorf.com](mailto:cloudsupplierportalsupport@dieboldnixdorf.com)

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

**2) Where is the link to the supplier portal?**

Answer: Please click on the link below for access to Supplier Portal  
<https://eeug.login.us6.oraclecloud.com/>

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

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

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

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

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

If the issue persists, please send an email to [cloudsupplierportalsupport@dieboldnixdorf.com](mailto:cloudsupplierportalsupport@dieboldnixdorf.com)

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

**5) Unable to view the details in dashboard?**

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

**6) Has the procedure for Supplier Invoicing changed?**

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

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

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

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