Oracle *i*Supplier Training Document for Suppliers

Level 3 Document

Rev	Date	Originator	Section(s)	Change Description
1.0	10/1/2015	Megan Blood & Carol Marsh	All	New Document
2.0	4/20/2016	Megan Blood	Shipping Information - *Creating Advance Shipment Billing Notices*	Rearranged text/figures without any changes to contents to correct a figure that was overlaid on a section of text
3.0	1/16/2017	Megan Blood	Guidelines	Add more clarification to the requirement that all user accounts must be unique and not shared. Added information on consequences if user accounts are shared.
4.0	11/6/2017	Megan Blood	Guidelines Shipping Information – *Creating Advance Shipment Billing Notices* Submitting Invoices -*Create an invoice with a matching purchase order*	Removed user assignments section and add referenced to the Oracle iSupplier Guidelines & Responsibility Assignments form. Clarify expectations around the Guidelines & Responsibility Assignments. Update Shipping Information to add Supplier to request the Hypertherm ASBN upload template. Add in how to attach a copy of the invoice when submitting an invoice.

Table of Contents

This supplier training document is an overview of how various tasks are to be performed in the Internet Supplier Portal (iSupplier Portal) of Oracle Applications at Hypertherm.

Note: The above transactions/ processes are documented in the following pages with activity breakups wherever relevant to enable Hypertherm's suppliers to follow a standard and streamlined procedure while operating *iSupplier* Portal.

Preface

Welcome to the Training Guide for Hypertherm *iSupplier* Portal.

This document is an overview of how various tasks are to be performed in the Internet Supplier Portal (*iSupplier* Portal) module of Oracle Applications at Hypertherm. The specific functionalities as may be relevant to the operations of Hypertherm have been discussed in this document.

This document has been organized as per the structure given in the Table of Contents, providing procedures/information relevant to the Hypertherm Operations as well as general information/ guidance about the functions of Oracle Internet Supplier Portal.

Audience for this Guide

This training guide is intended for Supplier contacts of Hypertherm who intend to use and transact using the Hypertherm's *iSupplier* Portal.

This guide assumes that users have a fair level of computer literacy, and have worked on some applications with GUI (Graphical User Interface) screens.

Introduction

Welcome to Oracle *iSupplier* Web Portal.

This is a communication tool that enables Hypertherm and its suppliers to communicate with each other throughout the procure-to-pay process. It allows suppliers to view and manage purchase orders, receipts, invoices and delivery schedules in a real-time system that is available 24 hours a day, 7 days a week (24x7).

Benefits associated with using *iSupplier* include:

- Provides suppliers full access to their purchase orders (POs), which improves efficiency by decreasing the number of calls between suppliers and the Hypertherm Supply Chain.
- Provides 24x7 access
- Provides a central location for all PO information, and gives suppliers access to historical PO information.
- E-mail notifications of pending orders to suppliers and provides them inbox functionality to help them manage their orders from Hypertherm.
- Reduces paperwork, fax, and e-mail communications.
- Allows suppliers to electronically respond to certain PO types with changes.
- Increases on-time payment by using web invoicing which reduces time spent tracking down delayed or held payments.
- Eliminates mail float; when invoices are entered online, Hypertherm receives them immediately.
- Reduces invoice administrative costs; for example, paper invoice and mail costs.
- Enhances the visibility of the transactions that occur between Hypertherm and its suppliers.

This guide will cover

- *iSupplier* registration
- Transactions in the *iSupplier* portal
- Maintenance of your vendor account

Guidelines

Operational Guidelines

1. A Corporate Officer in your company must review, sign and return the Oracle iSupplier Guidelines & Responsibility Assignments form. A corporate officer is a high-level management official of a corporation or an unincorporated business, hired by the board of directors of a corporation or the owner of a business, such as a president, vice president, secretary, financial officer or chief executive officer (CEO).
2. The assignment and changes to user accounts of Employees in your company to the iSupplier Responsibility and its functions is the responsibility of the Supplier. All changes must be communicated by submitting an updated Oracle iSupplier Guidelines & Responsibility Assignments form. Each contact must have a unique email address that will become their username. All user accounts are contact specific and cannot be shared.
3. If an Employee leaves your company who has an iSupplier user account, Hypertherm must be notified immediately so the account can be inactivated. An Oracle iSupplier Guidelines & Responsibility Assignments form must be sent with this notification. Without this, the user will continue to have access to the iSupplier Portal.
4. If an Order Acknowledgement is requested on a Purchase Order, the order must be acknowledged through *iSupplier*.
5. If you are not in agreement with the Purchase Order (ex: price, quantity, delivery date) please request a change through *iSupplier* to be reviewed by the Procurement Partner.
6. Invoicing: All invoicing will be done through the Hypertherm's iSupplier Portal. Please do not send any paper invoices (exception for credit memo's for pricing as they cannot be done in ISupplier).
7. Invoice numbers must be unique and cannot contain special characters that are not numeric or alphabetical.
8. Cancellation of an invoice: If the invoice is created using an ASBN then the cancel function located in the Shipping section should be used. If the PO based invoice is created in the financial section then a credit memo should be created using the full quantity of the invoice, but making the quantity a negative.
9. The invoice must match line item description quantities, prices, with the corresponding information on the purchase order. If the information does not match, then payment may be delayed.
10. Do not invoice for items, such as freight or miscellaneous, that are not on the purchase order.
11. Hypertherm Returned materials must have a credit memo created for them through the *iSupplier* portal within one week of receipt of the product to your facility.
12. If you wish to automatically generate the ASBN upload file, please work with your Order Entry team to incorporate Hypertherm's specific ASBN mandatory fields and have your IT Team develop a program to create these files auto generated through your Order Entry System.

13. ***DO NOT USE*** the ASN/ASBN Download Function (*templates*) in *iSupplier → Shipments → Download Shipments.* Please use the ASN/ ASBN templates provided to you by Hypertherm during initial registration in the Orders Tab of iSupplier Portal
14. If you have any questions on *iSupplier* Portal and its usage, please contact your Procurement Partner for further clarifications

Security Guidelines

User accounts and passwords are contact specific and cannot be shared with others. If Hypertherm becomes aware that user account information has been shared, you will receive a warning. Additional account information sharing after the initial warning will warrant a Restricted Supplier status, which will restrict the Supplier from receiving new business.

Once you are registered with Hypertherm's *iSupplier* Portal, you will receive a registration email to set up your account. When you first log on, you will be required to change your password for security purposes.

Before using the Hypertherm systems, please read the Privacy Policy and Terms of Use. These documents outline the responsibilities that you and Hypertherm agree to through your use of Hypertherm systems. If you have any questions or concerns, please reach out to your Procurement Partner prior to using these systems.

Responsibility Name	**Description**
HYP *iSupplier* Portal Access	This responsibility will be the default responsibility to the Supplier User contact and has all the features for the Supplier Super User. This responsibility is required for invoicing through the Finance Tab.
HYP *iSupplier* Sales	This is for Supplier Sales Team to review orders but will not have the ability to create invoices, ASNs or ASBNs. This will give the visibility to complete Procure-to-Pay View.
HYP *iSupplier* Order Fulfillment	This responsibility is used to review Orders and process Shipments (ASN/ ASBN) but will not have the ability to create Invoices in the Finance tab.

Administration

Navigation: *iSupplier Portal → Admin*

To operate *iSupplier* Portal from Hypertherm, a Supplier Contact has to be registered. There are other administration tasks like maintaining your profile, share attachments, update contacts and addresses from your organization could be done using this section.

This section is dedicated to the information about your business that is on file with Hypertherm. Access to this section must be granted by your Procurement Partner. Certain areas of highly sensitive information such as EIN numbers are not available for viewing or update. Maintenance to these areas or general questions can be directed to supplier.setup@hypertherm.com.

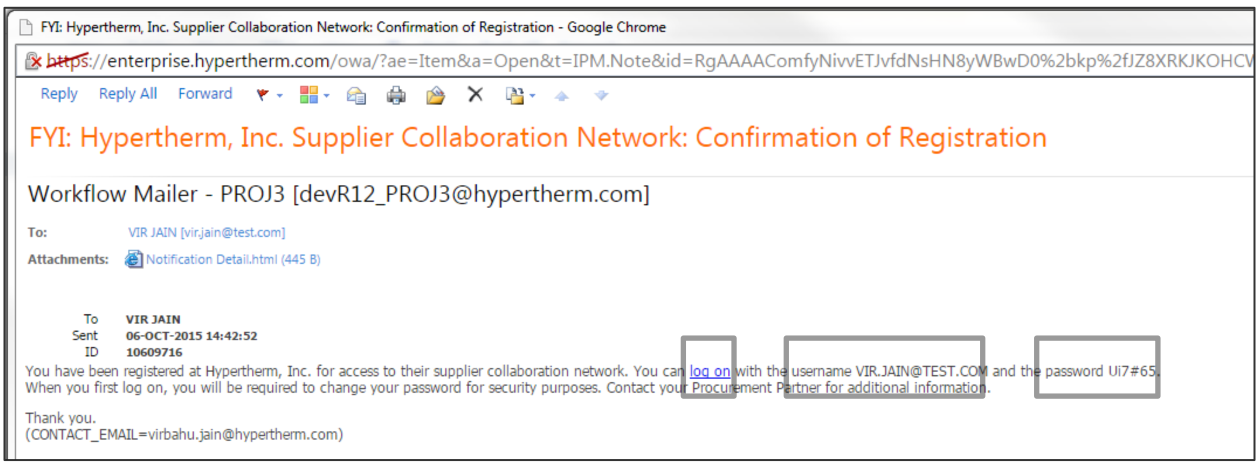
This section covers the following topics:

- Supplier Contact Registration
- Contact Updates
- Site Address Update
- *iSupplier* Processes Workflow Notifications
- Sharing Attachments
- *iSupplier* Responsibilities and its Function

Supplier Contact Registration

Your Hypertherm Procurement Partner will create your user login in the *iSupplier* Portal for the new/ existing Supplier Contact at its Supplier Company. Each user must have a unique login, accounts cannot be shared.

1. Once the registration is complete, the Supplier Contact will receive this email on the email address provided at the time of registration.


FYI: Hypertherm, Inc. Supplier Collaboration Network: Confirmation of Registration - Google Chrome
https://enterprise.hypertherm.com/owa/?ae=Item&a=Open&t=IPM.Note&id=RgAAAAComfyNivvETJvfdNsHN8yWBwD0%2bkp%2fJZ8XRKJKOHCV
Reply Reply All Forward

FYI: Hypertherm, Inc. Supplier Collaboration Network: Confirmation of Registration

Workflow Mailer - PROJ3 [devR12_PROJ3@hypertherm.com]

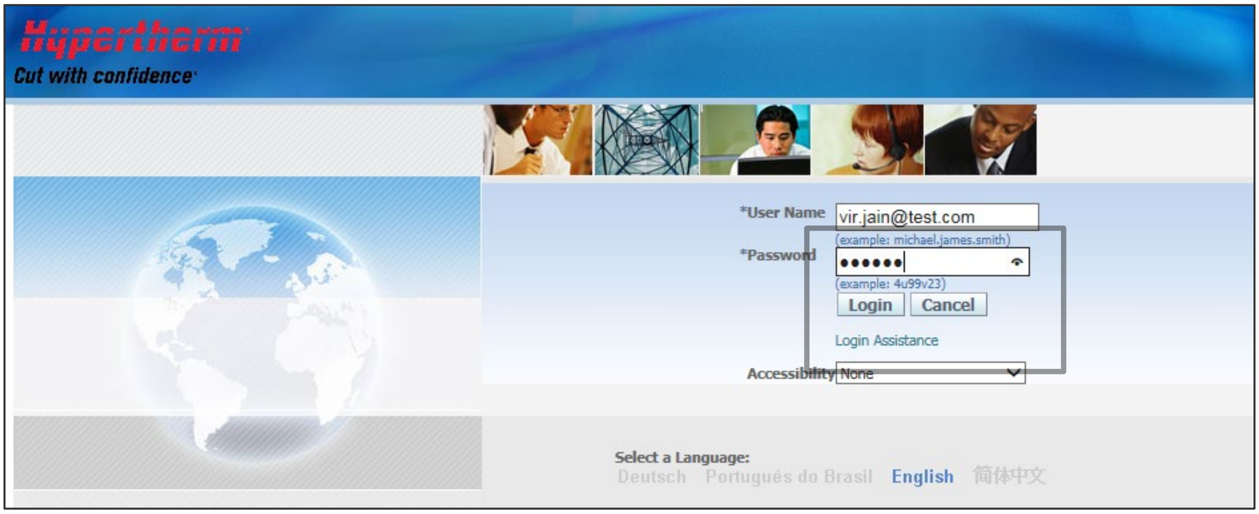
To: VIR JAIN [vir.jain@test.com]
Attachments: Notification Detail.html (445 B)

To VIR JAIN
Sent 06-OCT-2015 14:42:52
ID 10609716

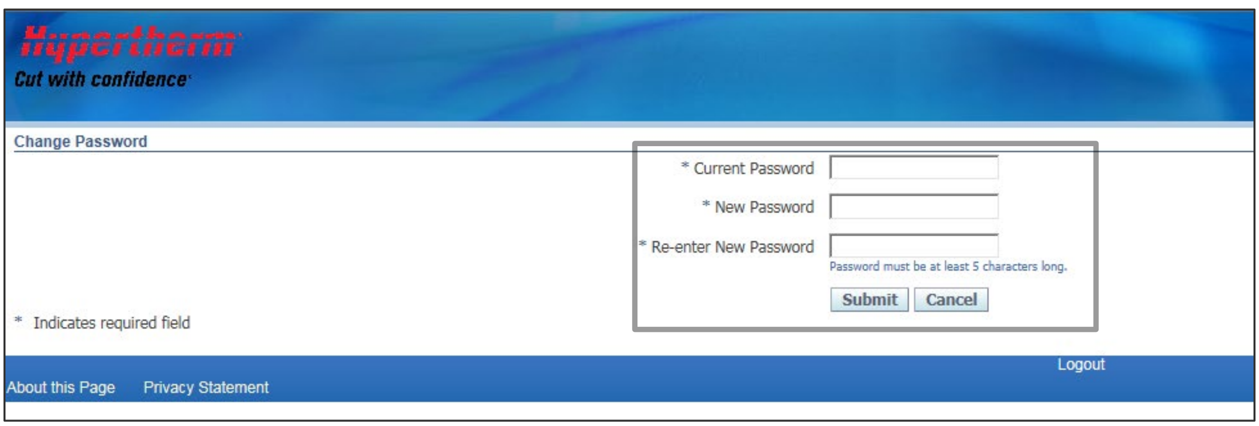
You have been registered at Hypertherm, Inc. for access to their supplier collaboration network. You can log on with the username VIR.JAIN@TEST.COM and the password Ui7#65.
When you first log on, you will be required to change your password for security purposes. Contact your Procurement Partner for additional information.

Thank you.
(CONTACT_EMAIL=virbahu.jain@hypertherm.com)

2. Click on the "log-on" link and use the Log in username and password from the email that you'd received. Add this link to your favorites so that you will be able to access the Hypertherm *iSupplier* Portal.

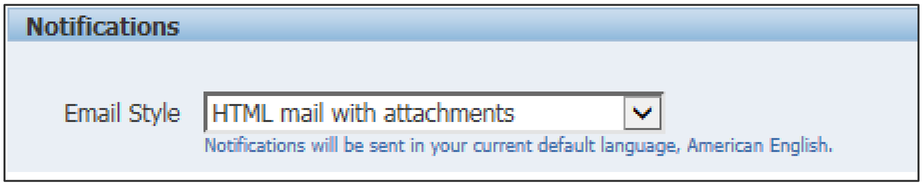


3. When you first log on, you will be required to change your password for security purposes. Please do not share your password with others.



4. Once you have logged in, select Preferences from the upper right corner.

5. Scroll down to the bottom and locate the “Notifications” section and in the pull down select “HTML mail with Attachments”. This will allow the email communications to be received in HTML format.



Contact Updates

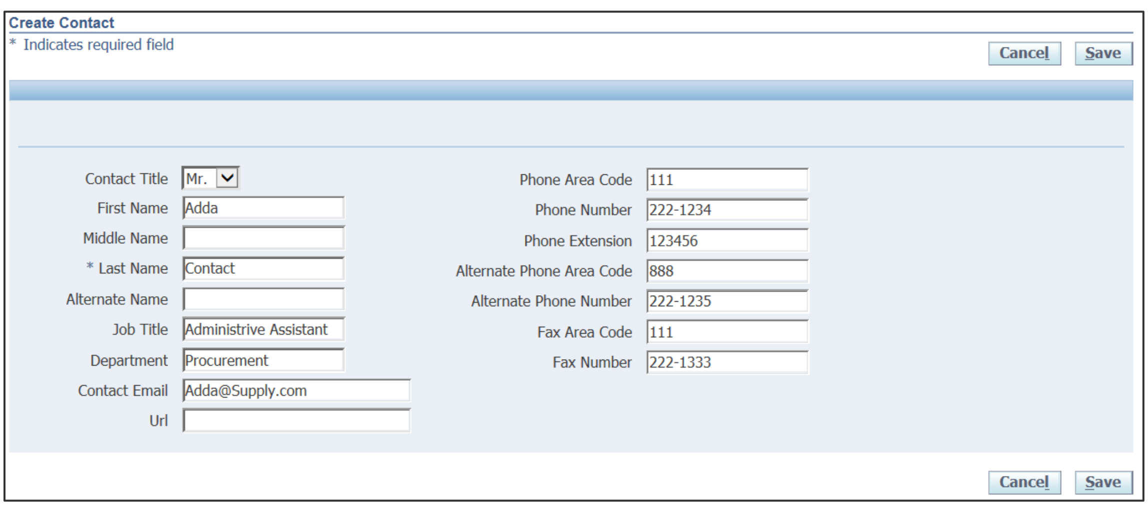
Navigation: *iSupplier Portal → Admin → Contact Directory*

This section will reflect the contacts at your business, how to contact them, and what address they are located at. Requests can be made through iSupplier to update, remove or create a contact. All requests are reviewed and approved by Hypertherm Supplier Set-up.

1. To create a NEW contact: Click on the “Create” button to set up a new contact. Enter the following fields:

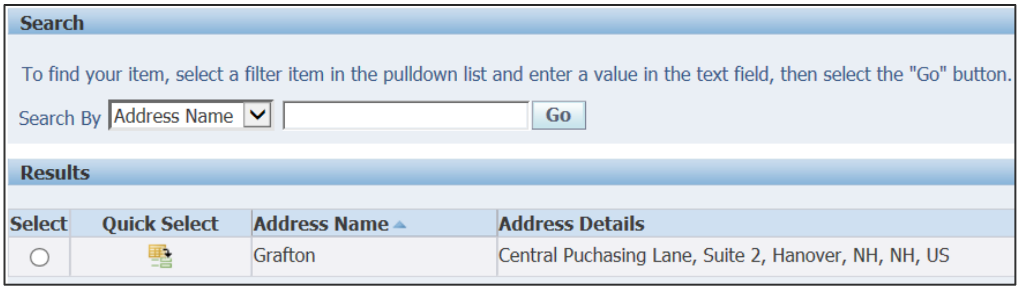
    - First and Last Name
    - Job Title
    - Email Address: must be unique to the contact
    - Phone Number
    - Fax Number

2. Click on the “Save” button



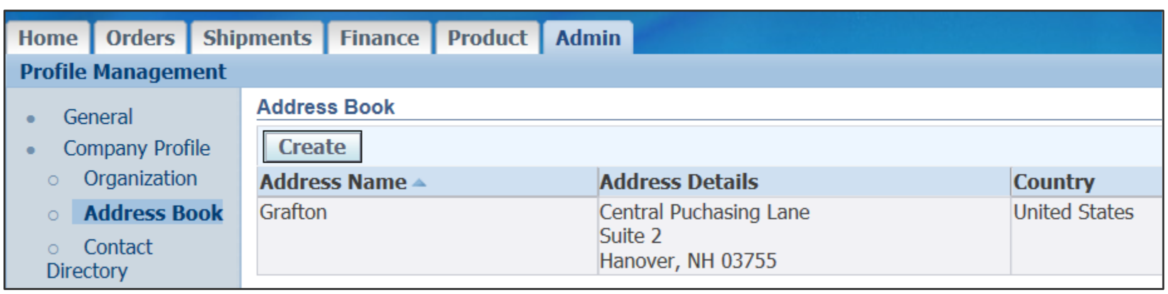
3. Once your contact has been added, the Address needs to be added where this contact is located and would receive mail.

    - To add the address click on the Address icon, then select “Add Another Row” button
    - Use the magnifying glass to search for the supplier’s address
    - Click on the “Quick Select” button to add the corresponding address to the contact

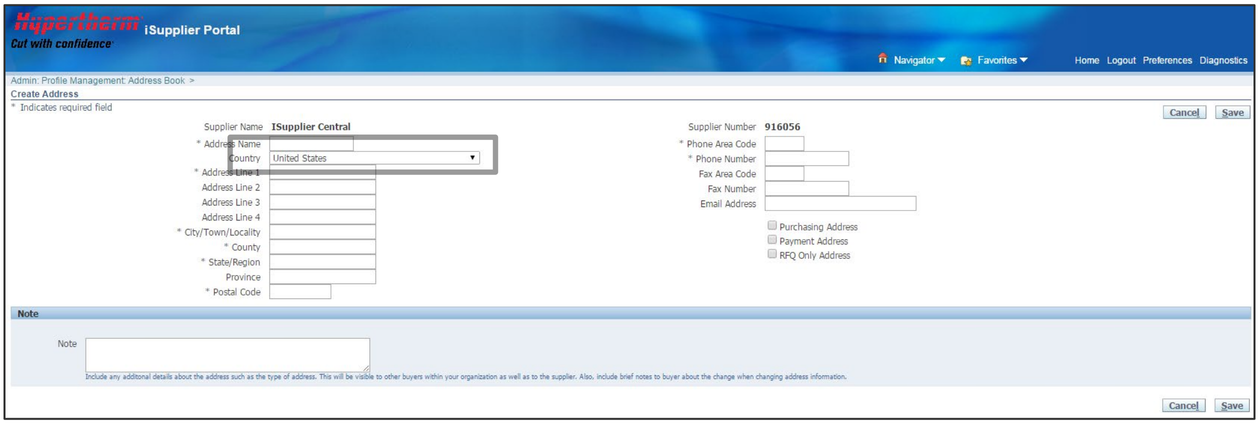


Site Address Update

This section will reflect the current address on file for Purchasing and the current address on file for Payment. If both are the same, only one address will show. You may create a new address and specify its purpose (payment or purchasing). Once created, this will create an action at Hypertherm and your account will be updated. The previous purchasing or payment address will be replaced by the new address. Any questions can be directed to supplier.setup@hypertherm.com.



Please make sure that you also change the default country to the appropriate country before you begin as this will provide the proper format for entry when creating a new Supplier Site Address. All the required fields are marked in asterisk (*) and make sure to identify the address as Purchasing/ Pay or both.



iSupplier Processes Workflow Notifications

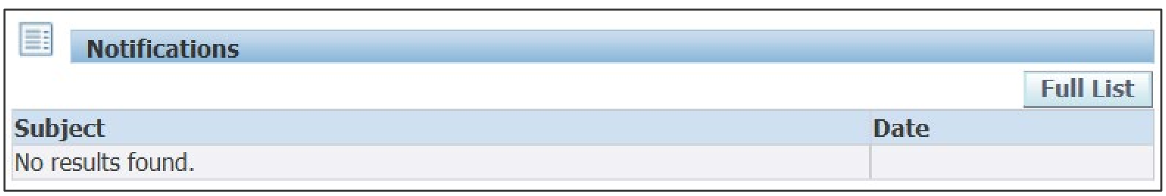
You will receive notifications for various transactions within *iSupplier*.

Please refer to the notifications table for more information on how the notifications and emails will get triggered on various *iSupplier* transactions.

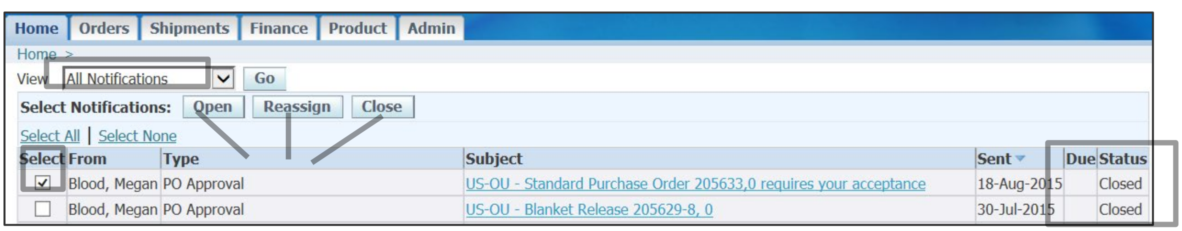
***iSupplier* Processes Notifications Overview**			
Content	**Hypertherm**	**Supplier**	***iSupplier* Portal**
Supplier Registration		Email	yes
Request Changes on the PO	Email		yes
Request Cancellation	Email		yes
Acknowledge PO		Email	yes
PO creation		Email	yes
Changes in shipment: Split	Email		yes
Create ASN	Email		yes
Create ASBN	Email		yes
Activities Internal to Supplier	No Email	Email	yes
Update or add new contact or update address	Supplier Entry Portal	No Email	yes
Update address book or new	Supplier requests changes, however, no notifications and Hypertherm administrator goes into to do list to approve	No Email	yes

Notification Emails Sent to Supplier			
Notification	**Sent To Email**	**Action**	***iSupplier* Portal**
Registration	Supplier	Logon to *iSupplier* Portal	Yes
New PO	Supplier	View PO	Yes
Response to Change Request	Supplier	Review response	Yes
Acknowledgement Required	Supplier	Accept or Reject PO	Yes

View Notifications. All pending notifications will appear here. You may adjust your selection by selecting “Full List”. This will open the notification screen and in the dropdown list to the right of “view”, you can search by “FYI Notifications”, “Notifications from me”, “Open”, “To Do” notifications, “All Notifications”. Choose one and click Go.



You may “Open”, “Reassign”, or “Close” a notification by placing a checkmark in the box which appears in the “Select” column to the left of the notification then choosing the desired action.

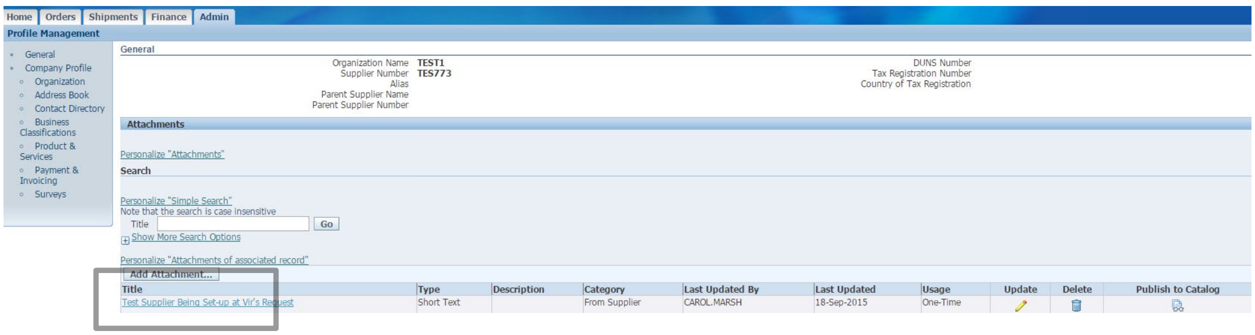


When opening a notification you will either be requested to take an action of accept or reject if Hypertherm requests an acknowledgement. If an acknowledgement is not requested, then no response is required. Please see the PO Acknowledgement section for more details.

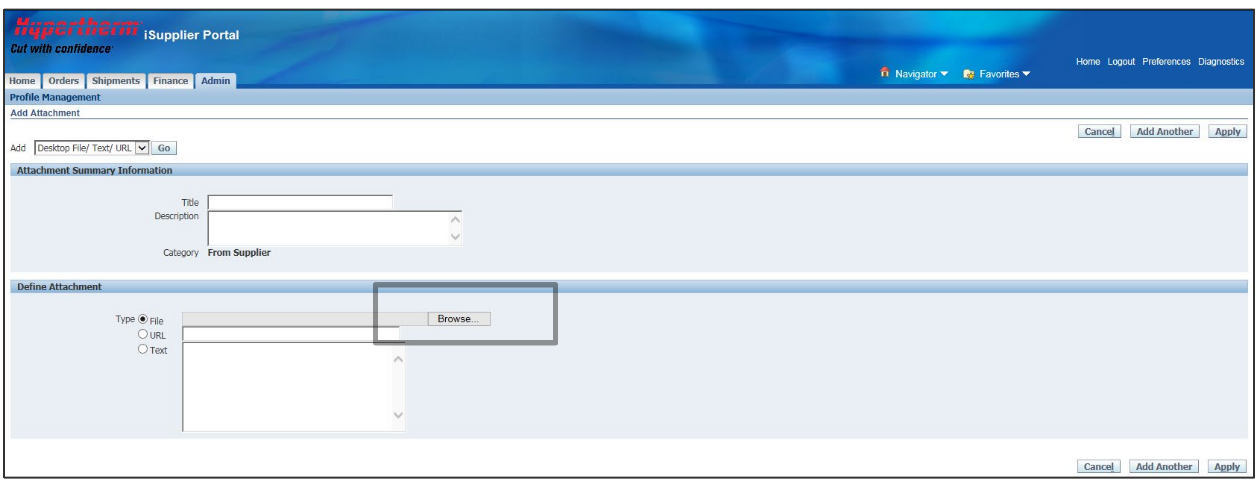
Sharing Attachments

The Admin tab, in the general section provides an overview of your account with Hypertherm and access to attachments.

1. Click on Add Attachment for sending any File/ Text or the URL for review of Hypertherm contact(s)



2. You have options to add more attachments (one after another), if you choose to. For that purpose, please select "Add Another" button.



iSupplier Responsibilities and its Function

Please review the responsibilities which are available in the *iSupplier* portal for its Supplier Partner Contact and its usage and description. If you wish to create a limited or full access contact for one of your colleagues, please contact your Procurement Partner at Hypertherm.

Responsibility Name	Description
HYP *iSupplier* Portal Access	This responsibility will be the default responsibility to the Supplier User contact and has all the features for the Supplier Super User.
HYP *iSupplier* Sales	This is for Supplier Sales Team to review orders but will not have the ability to create invoices, ASNs or ASBNs. This will give the visibility to complete Procure-to-Pay View.
HYP *iSupplier* Order Fulfillment	This responsibility is used to review Orders and process Shipments (ASN/ ASBN) but will not have the ability to create Invoices in the Finance tab.

Order Information

Navigation: *iSupplier Portal → Home Page*
iSupplier Portal → Orders

This section covers the following topics:

- Order Information
- Purchase Orders
- Viewing Purchase Orders
- Printing Purchase Orders
- Acknowledging Purchase Orders
- Submitting Change Requests
- Splitting Shipments and Pay Items
- Request to Cancel Orders or Shipments
- Agreements
- Purchase Order Revision History

Order Information

The real-time data provided in the *iSupplier* Portal allows you to communicate procure-to-pay information with Hypertherm while viewing the purchase order flow. Using purchase order information, you can acknowledge purchase orders, make change requests to purchase orders, split shipments, or request to cancel orders. You can also view supplier agreements and the revision history of a purchasing document.

This section includes the following topics:

- Purchase Orders
- Agreements
- Purchase Order Revision History

Purchase Orders

When Hypertherm enters a purchase order in Oracle Purchasing, the purchase order details are available to you in Oracle *iSupplier* Portal. The **View Purchase Orders** page displays the most recent 25 purchase orders (use the Previous and Next links to view additional purchase orders). *iSupplier* Portal enables you to track your purchase orders throughout the entire procure-to-pay flow.

The purchase order section includes:

- Viewing Purchase Orders
- Printing Purchase Orders (pdf)
- Acknowledging Purchase Orders
- Submitting Change Requests
- Splitting Shipments

Accessing purchasing orders:

The **View Purchase Orders** page is the central page from which you access and process your purchase orders.

To access a purchase order for further processing:

1. From the *iSupplier* Portal **Home** page, click the Orders tab.
2. From the View menu, choose which purchase orders to display:

- All Purchase Orders
- Purchase Orders to Acknowledge
- Purchase Orders Pending Change
- Recent Purchase Orders

An advanced search, you can refine your search even further. You also have the option to export the displayed data.

On the resulting **Purchase Orders** page, select the purchase order you wish to process:

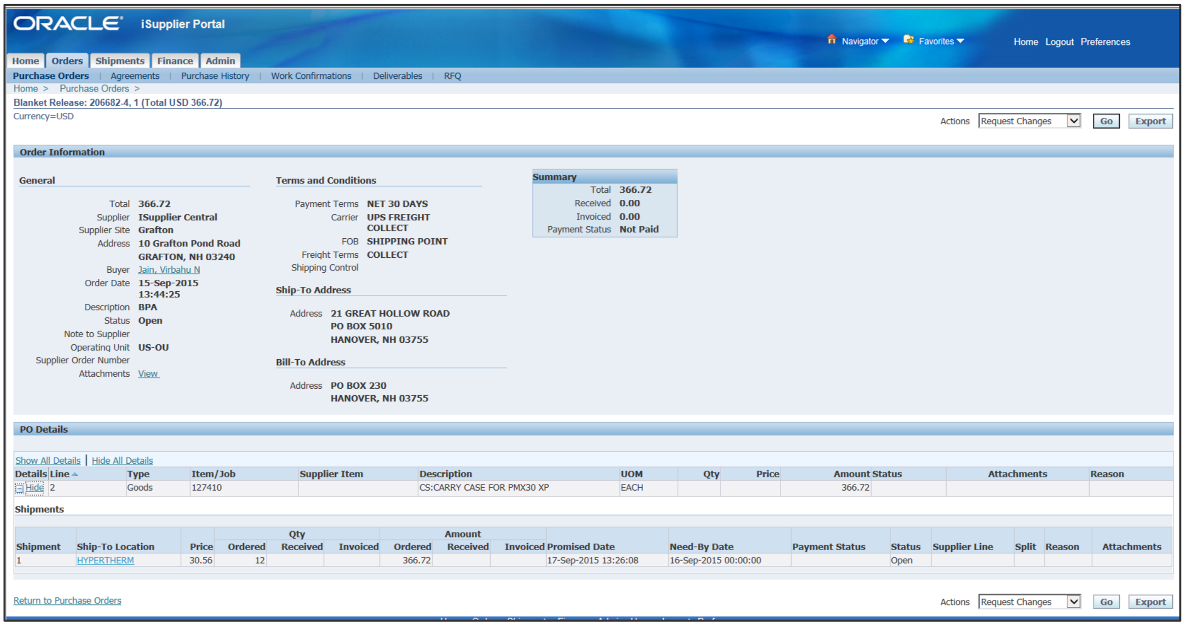
- To acknowledge, a purchase order, click Acknowledge
- To submit a change request, click Request Changes.
- To view purchase order changes, click View Change History.

Viewing Purchase Orders

You can view details of a purchase order such as terms and conditions, lines, shipments, and attachments from the **Purchase Order Details** page.

To view the details of a purchase order:

Access the purchase order you wish to view by clicking its purchase order number link.



This page shows you detailed information about the purchase order, including both header and line information. The Order Information section shows general information, ship-to and bill-to information. In the Summary section, you can view the following:

- Total - amount of the total purchase order.
- Received - amount for the items of the purchase order that have been received.
- Invoiced amount - amount for the items on the purchase order that have been invoiced.
- Payment status – Payment status of the invoices against the PO.

By selecting options from the Actions menu, you can

- Request changes.
- Request cancellation.
- View change history for the purchase order.
- View PDF of the purchase order (to print).
- View current receipts.
- View current invoices.
- View current payment status.
- View current shipment status.

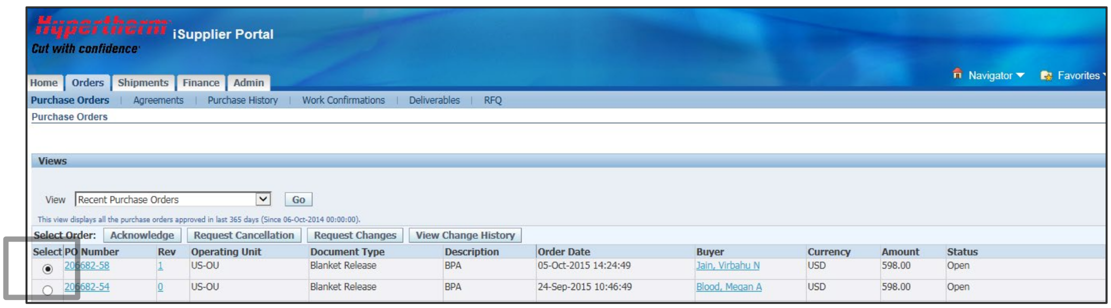
Printing Purchase Orders

You can view and print Portable Document Format (PDF) versions of purchasing documents, including blanket agreements.

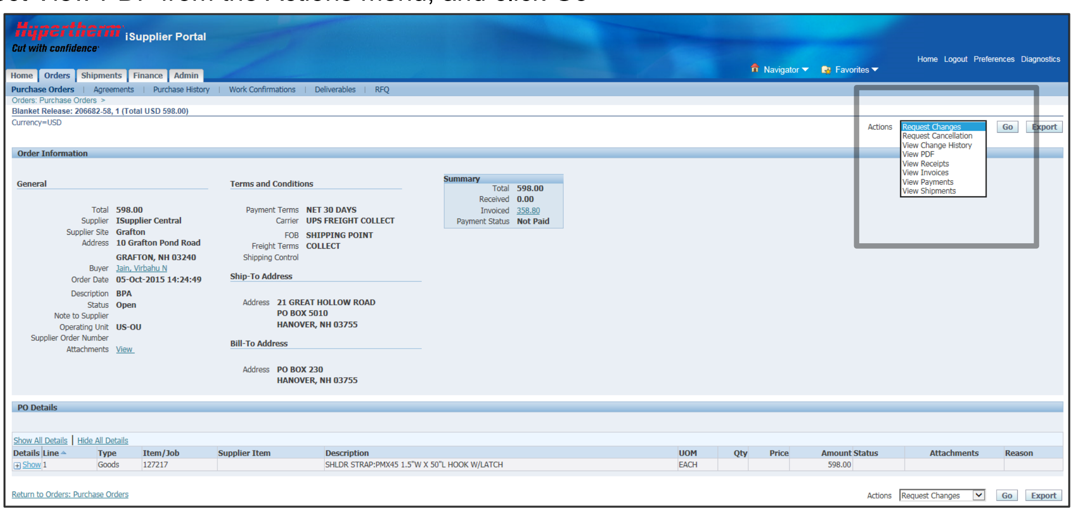
To print purchase orders:

1. Access the purchase order: Click the Orders tab, and then click Purchase Orders in the task bar below the tabs.

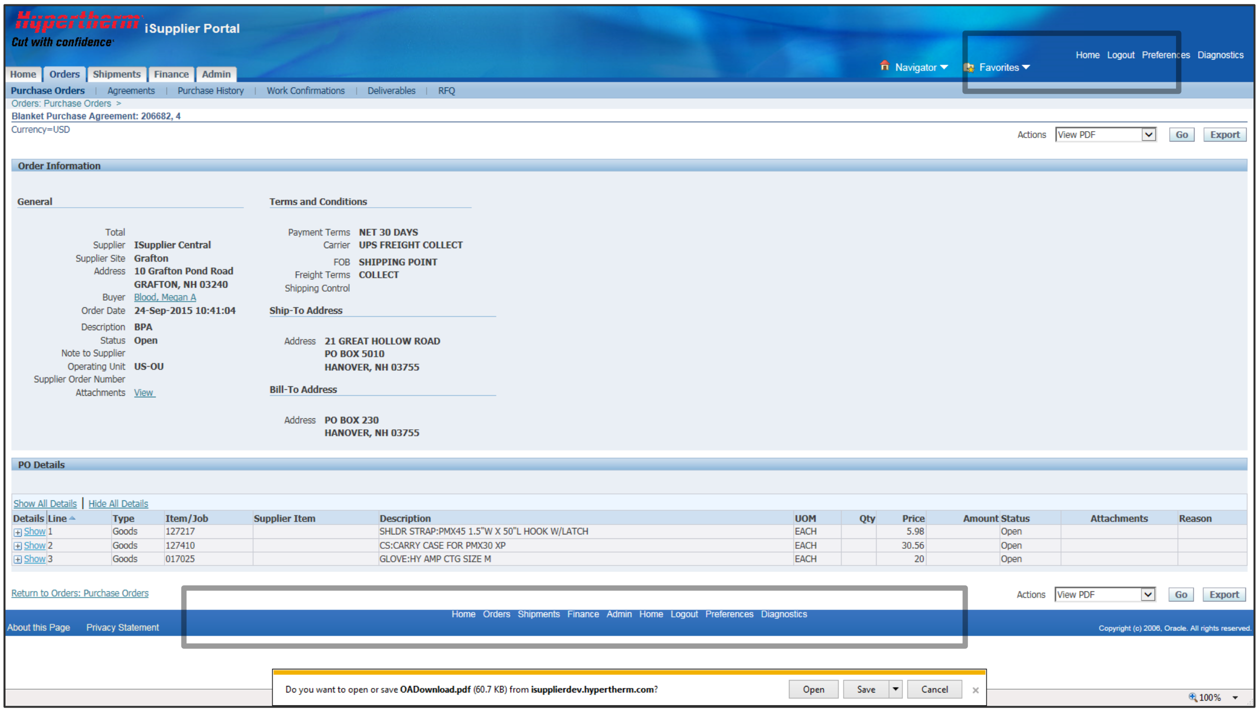
On the **Purchase Orders** page, search for and select the purchase order for which you wish to print and by clicking its purchase order number link to open up the order information.



2. Select View PDF from the Actions menu, and click Go

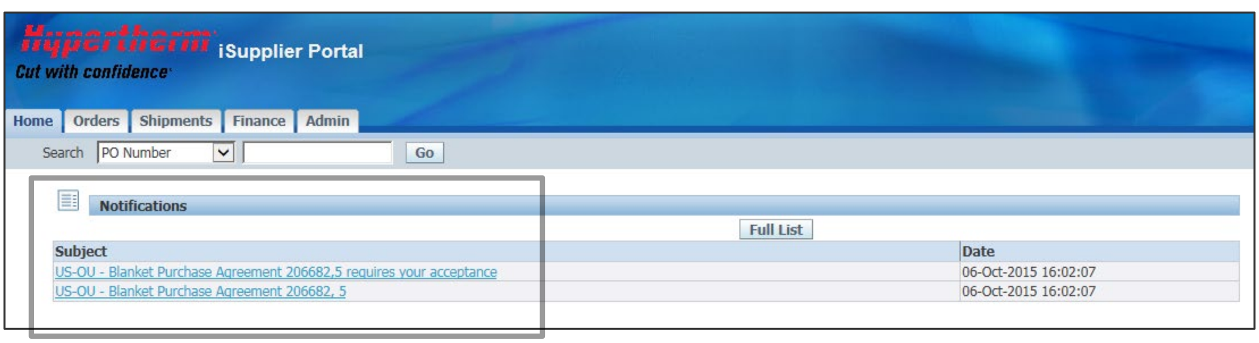


3. On the prompt window, you can choose to open the document immediately, or save it locally for later printing.



Acknowledging Purchase Orders

When creating a purchase order, Hypertherm can request acknowledgment of the purchase order. If so, you will receive a notification requiring your response. The purchase order may include a date by which you need to acknowledge it.



You acknowledge purchase orders to communicate to Hypertherm that you have received, reviewed the details of, and accepted or rejected a purchase order. You can also communicate changes to the purchase order during acknowledgment. You can either acknowledge the order online, or accept or reject the order using the notification. The notification does not allow shipment level acknowledgment, which must be entered online. When you respond, the purchase order is automatically updated, and a notice is sent to the buyer listed on the PO.

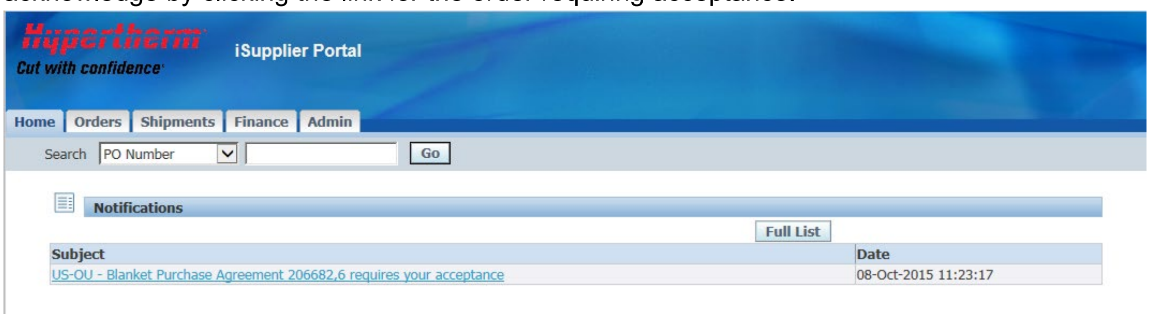
You can submit acknowledgments for an entire order, or for individual shipments. For example, if you can fulfill only part of a purchase order, accept the shipments you can fulfill, and reject the others (note that shipment level acknowledgement cannot be performed using the acknowledgement notification).

If the order is set to be acknowledged at the document and shipment levels, you can also indicate change requests during acknowledgment. For example, if you cannot fulfill a shipment on the given date, but can fulfill it a few days later, you can communicate a date change request instead of rejecting the shipment line.

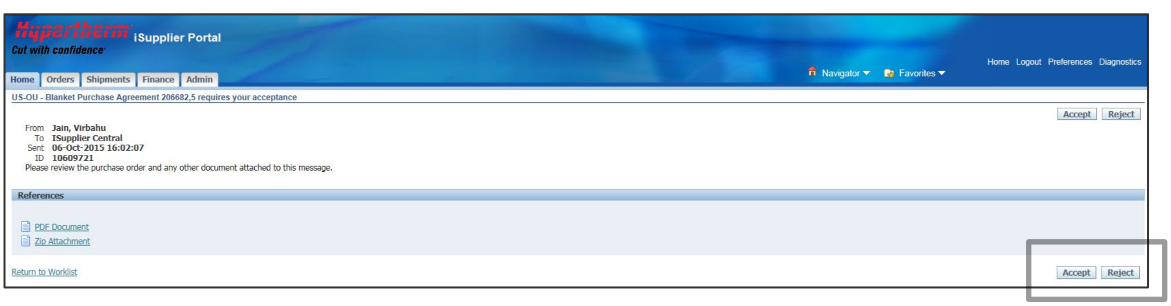
Note: The value of the need-by date is defaulted to the promised date field on supplier acceptance in the acknowledgment process.

To acknowledge purchase orders:

1. From Home Page, in the Notification section, access the purchase order you wish to acknowledge by clicking the link for the order requiring acceptance.



2. On the **Acknowledge page**, you can review a PDF of the order. After reviewing, you can accept or reject an entire order. After accepting/rejecting the order, you will be brought to the Notifications Full List page. From here you can action any other open notifications.



Change Requests for Services

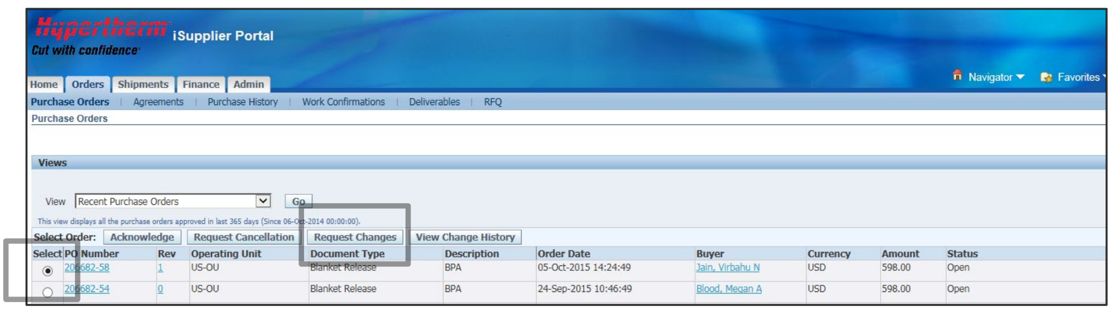
Suppliers can request changes to the price for service lines and create new service schedules by splitting an existing schedule.

Submitting Change Requests

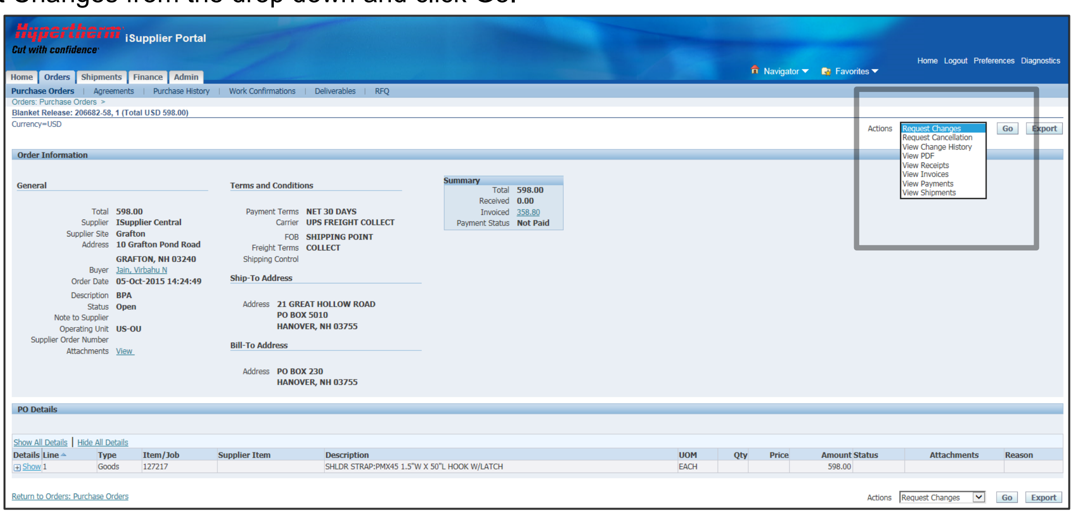
Oracle *iSupplier* Portal enables you to request changes to purchase orders when modifications are needed to fulfill an order. You can make changes during and after acknowledgment. You can change a single purchase order, or, depending on the change you need to make, you can update multiple change orders at the same time.

To submit a single change request:

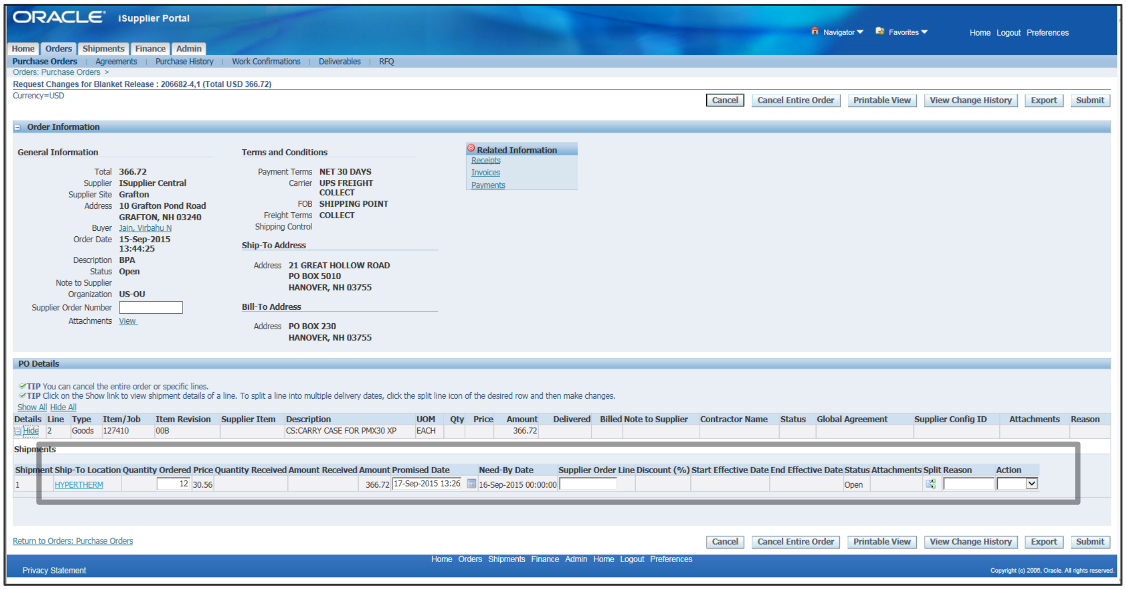
1. Click the Orders tab, and then click Purchase Orders in the task bar below the tabs.
2. On the **Purchase Orders** page, search for and select the purchase order for which you wish to request changes. Select the purchase order and click Request Change.



Alternatively, You can go into the purchase order by clicking its purchase order number link and select Request Changes from the drop down and click Go.



3. On the **Request Changes** page, enter your changes.



4. You may request changes to the following values:
   - Price/Price Breaks on Blanket Agreements
   - Supplier Item
   - Supplier Order Number
5. In the reason text box, enter a reason for your change request.
6. If you wish to request changes to shipments click Show. You can request changes to
   - Price/Price Breaks on Blanket Agreements
   - Quantity Ordered
   - Promised Date
   - Supplier Order Line
7. Enter the changed values as appropriate.
8. Enter a reason for your change.
9. Select the appropriate action.
10. Click Submit.

To update multiple purchase orders simultaneously:

Many times, you may need to make the same change to a group of purchase orders. Depending on the type of change you need to make, you may be able to update multiple purchase orders simultaneously. You can perform multiple changes to standard purchase orders and releases.

For purchase order lines, you can change:

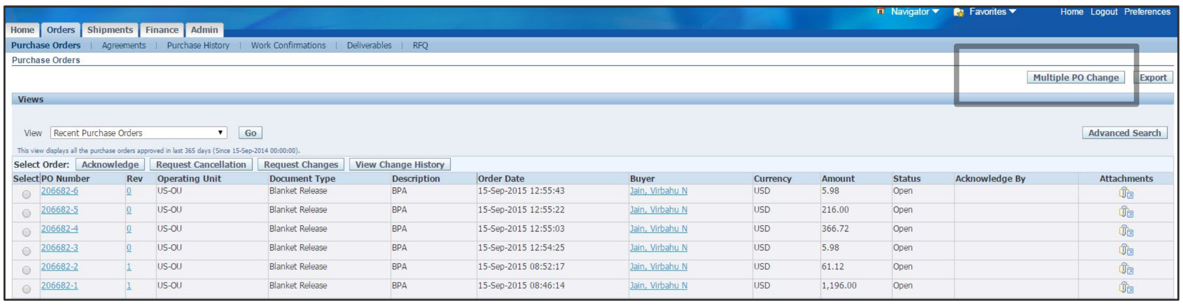
- Unit Price (only for goods lines)
- Supplier Part Number

For purchase order shipments, you can change:

- Promised Date
- Quantity Ordered (only for goods shipments)
- Price (only for shipments with lines where value basis is fixed price).

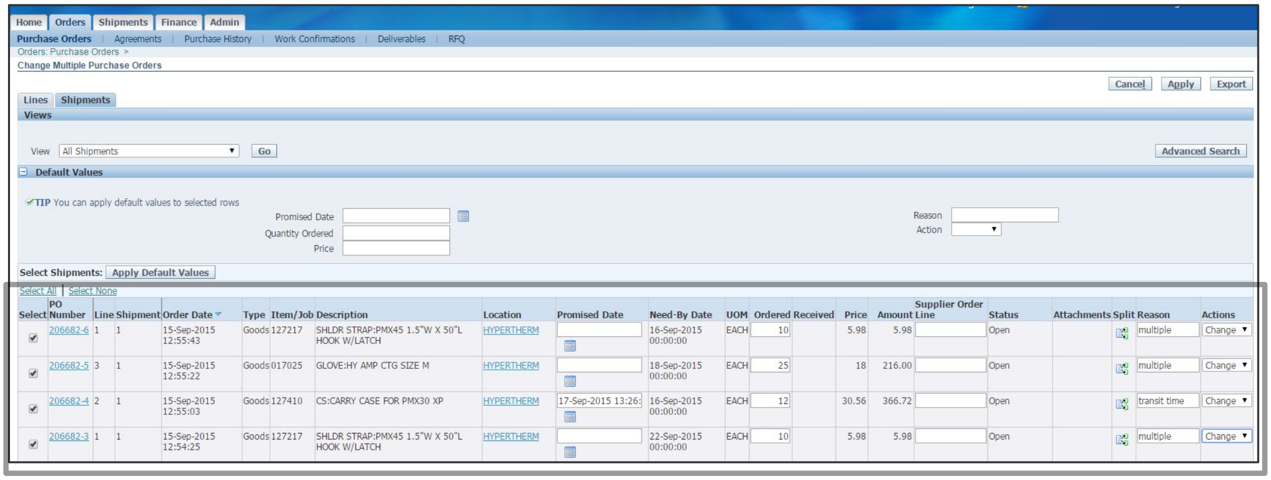
To update multiple purchase orders:

1. On the **Purchase Orders** page, click Multiple PO Change.



2. You can search for shipments to acknowledge or change by selecting from the View menu and clicking Go
    - Overdue Shipments
    - Shipments Dues in One Week
    - Shipments Requiring Acknowledgments
    - All Shipments

3. To search for a group of purchase orders, click Advanced Search to identify the group of purchase orders you wish to change
    3.1 To make updates to pricing, use the Lines tab
    3.2 To make updates to quantity or promised date, use the Shipments tab



4. If you wish to change the same attribute for multiple purchase orders to the same value,
   - Enter the new value in the Default Value field.
   - Enter the reason & change action
   - Select the appropriate purchase orders.
   - Click Apply Default Values

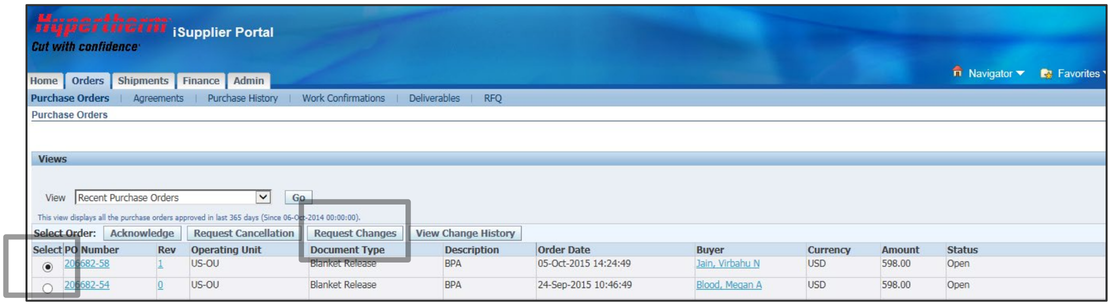
5. If you wish to update multiple purchase order attributes to different values, enter the new values directly into the fields in the table.
6. Enter a short text explanation for the change in the Reason field.
7. Click Apply.

Splitting Shipments and Pay Items

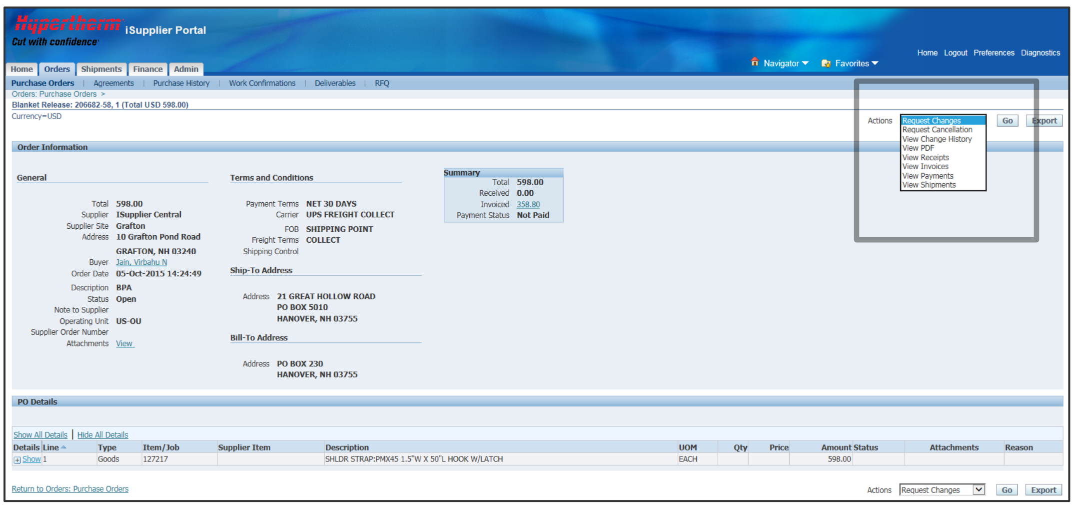
You can request to split a shipment. For example, if you can only partially ship the quantity ordered for the given date, you can enter a split shipment change request. This request will let the Procurement Partner know the number of items you can deliver and what date you will deliver them.

To request to split a shipment

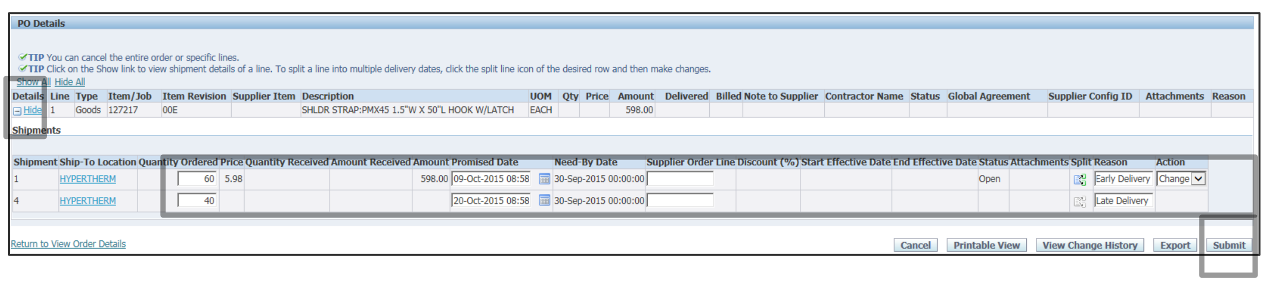
1. Click the Orders tab, and then click Purchase Orders in the task bar below the tabs.
   On the **Purchase Orders** page, search for and select the purchase order for which you wish to request changes.



2. Alternatively, You can go into the purchase order by clicking its purchase order number link and select Request Changes from the drop down and click Go.



3. On the **Request Changes** page, click Show to display shipment details.
4. Click the split icon  on the desired shipment line. (Another row is added for your split shipment)



5. In the Quantity Ordered field of the first shipment line, enter a new quantity.
6. In the Quantity Ordered field of the second shipment line, enter the new quantity.
   a. Note: the split shipments must equal the original order quantity

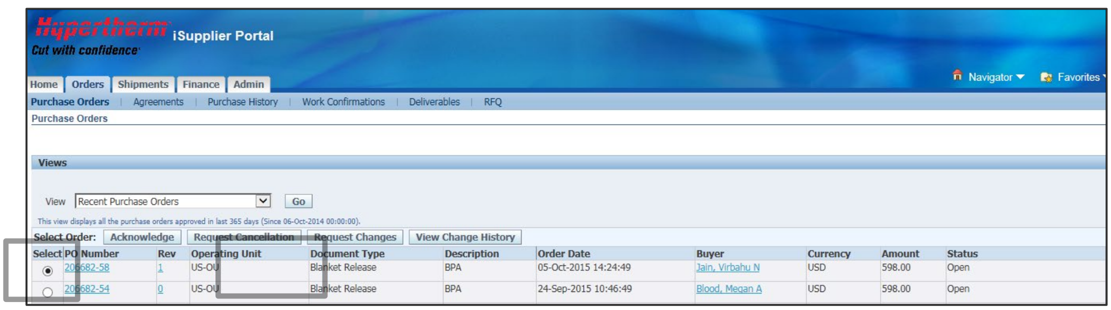
7. Change the Promised Date.
8. Enter the Supplier Order Line.
9. Enter a reason for splitting on both shipment lines.
10. Select an action for change on both shipment lines.
11. Click Submit.

Note: You can split a shipment as many times as needed. To create more shipment lines, click the split icon.

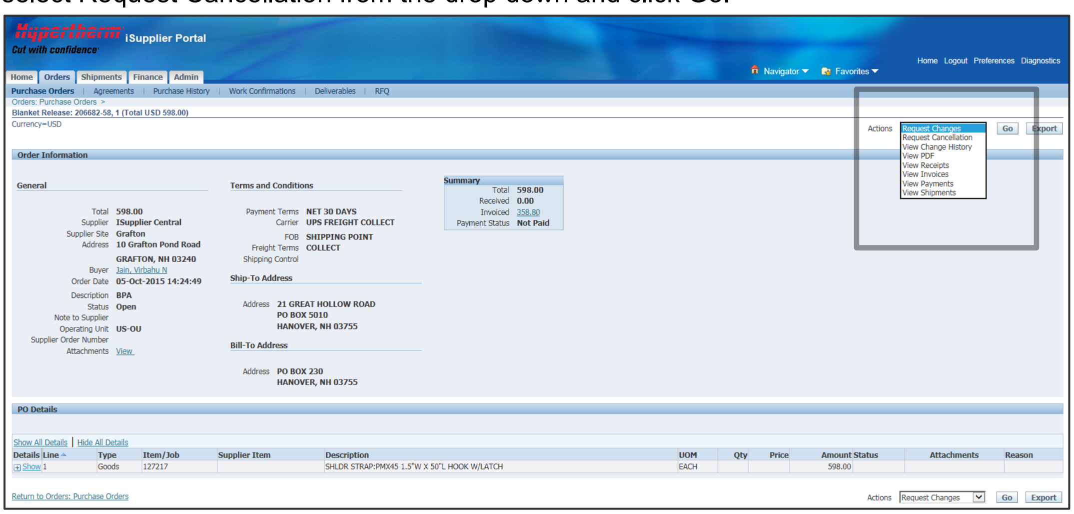
Canceling Orders or Shipments

You can submit cancellation requests for an entire order or a particular shipment. You can also submit changes and cancellations at the same time.

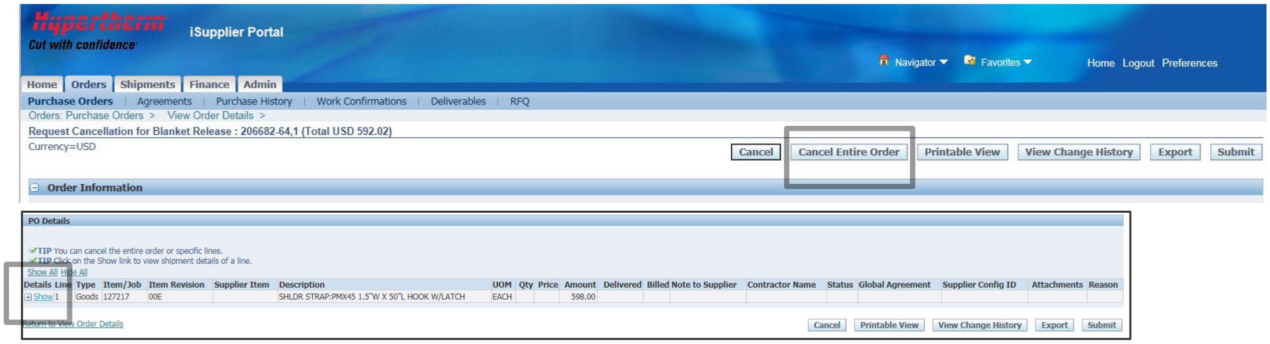
1. Click the Orders tab, and then click Purchase Orders in the task bar below the tabs.
2. On the **Purchase Orders** page, search for and select the purchase order for which you wish to request cancellation.



3. Alternatively, You can go into the purchase order by clicking its purchase order number link and select Request Cancellation from the drop down and click Go.

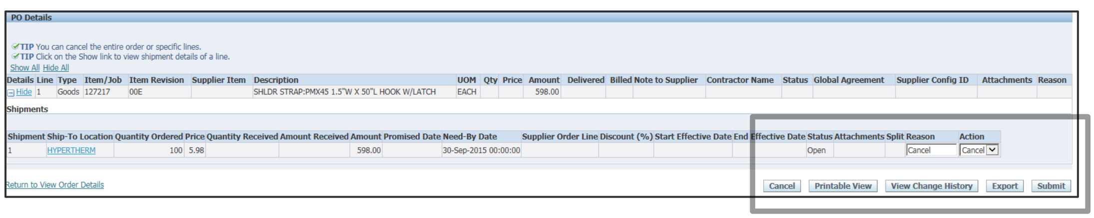


4. On the **Request Cancellation** page, You may cancel an entire order by clicking Cancel Entire Order



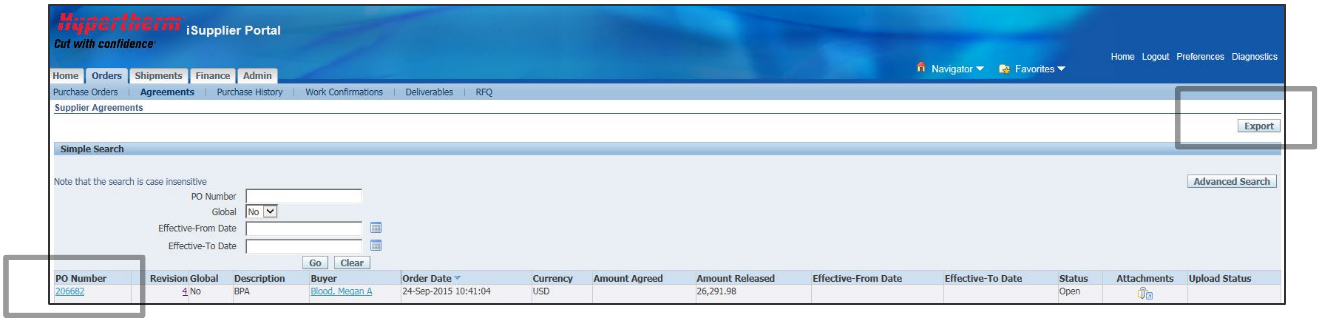
Note: To cancel a few shipments, but not the entire order, click Show in the PO Details section, and then select Cancel from the Action list of values (on the shipment line you want to cancel).

5. To cancel a shipment, but not the entire order, on the **Request Cancellation** page, click Show Details
6. On the shipment line that requires cancellation select Cancel from the Action list of values.
7. Enter a cancellation reason, then click Submit.

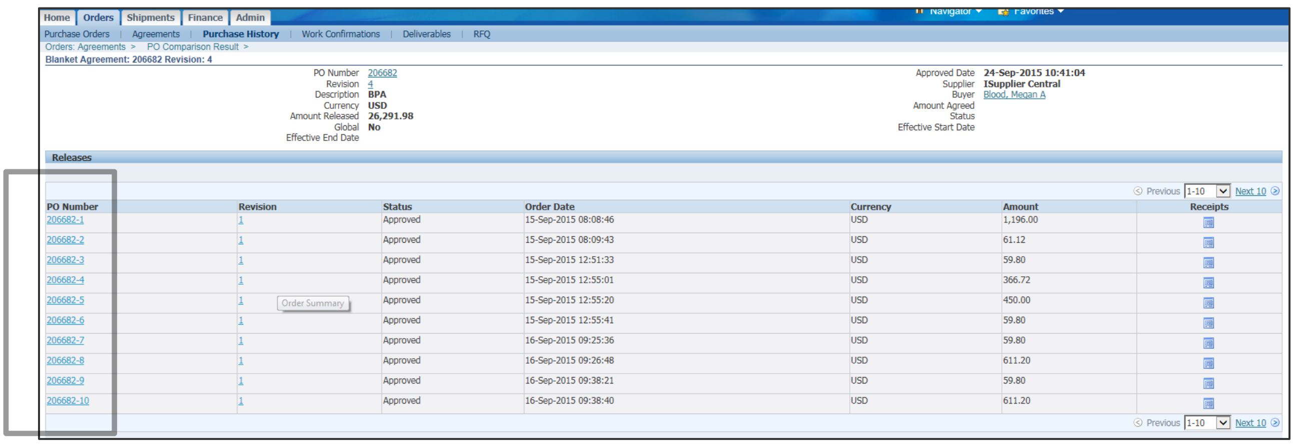


Agreements

Supplier agreements are purchase agreements you have made with Hypertherm. On the Supplier Agreements page, you can review the details of those agreements, and the corresponding releases (orders) that have been created for a particular agreement. To view agreements, click the Orders tab, and then Agreements in the task bar directly below the tabs. Use the search criteria to get a summarized list of agreements.



For each agreement, you can select to view the releases created to date for that agreement. You can export details from any page.



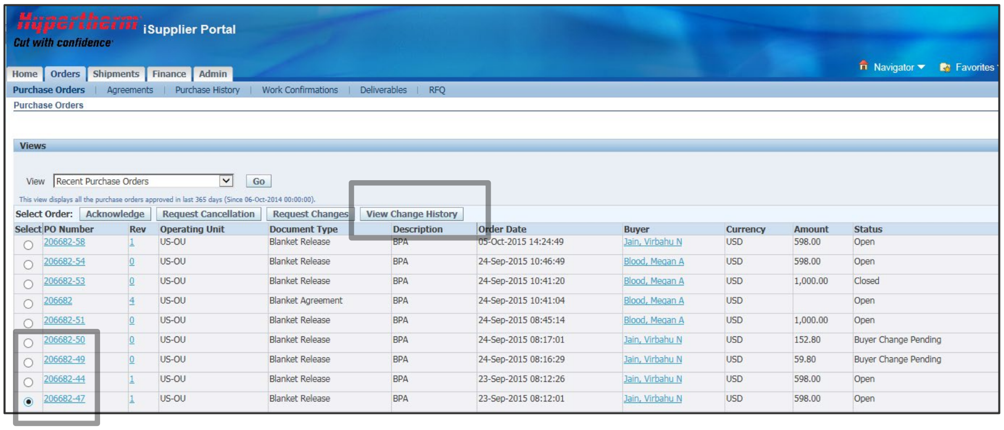
Purchase Order Changes and Revision History

Using the search criteria, you can get a summarized list of purchase orders that have been revised. You may choose to compare each revised PO to the original PO or the previous PO. You can also view all changes made to the PO.

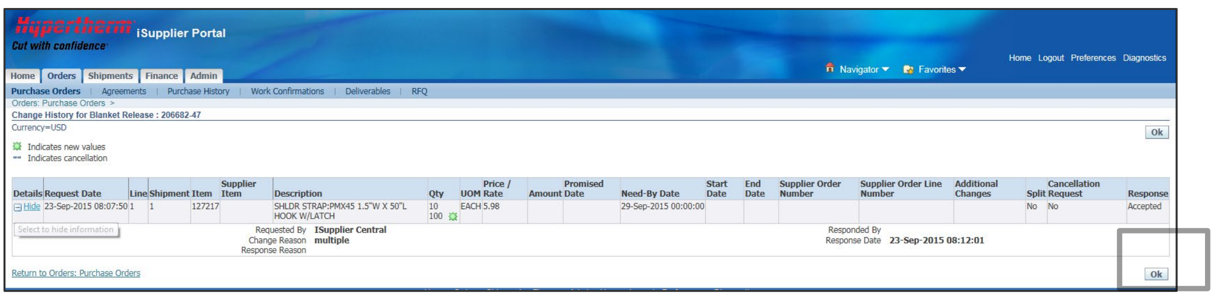
To view change order history

This view enables you to view the history of change requests submitted on a document, and the corresponding Procurement Partner response.

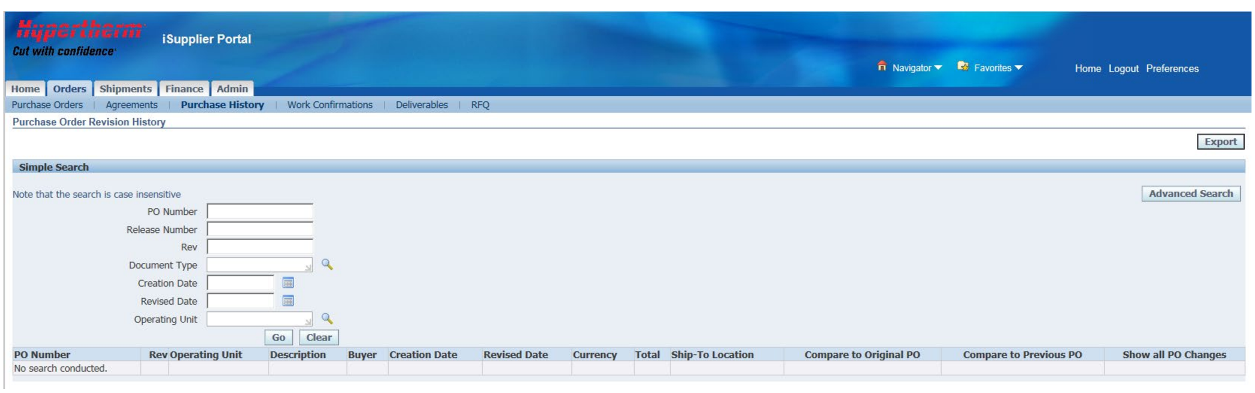
1. Click the Orders tab, and then click Purchase Orders in the task bar below the tabs.
2. Search for and select a purchase order, and then click View Change History



3. **Click OK to return to the Purchase** Orders page.



4. Alternatively, View the change order history details by clicking the Orders tab, and then click **Purchase History** in the task bar below the tabs.

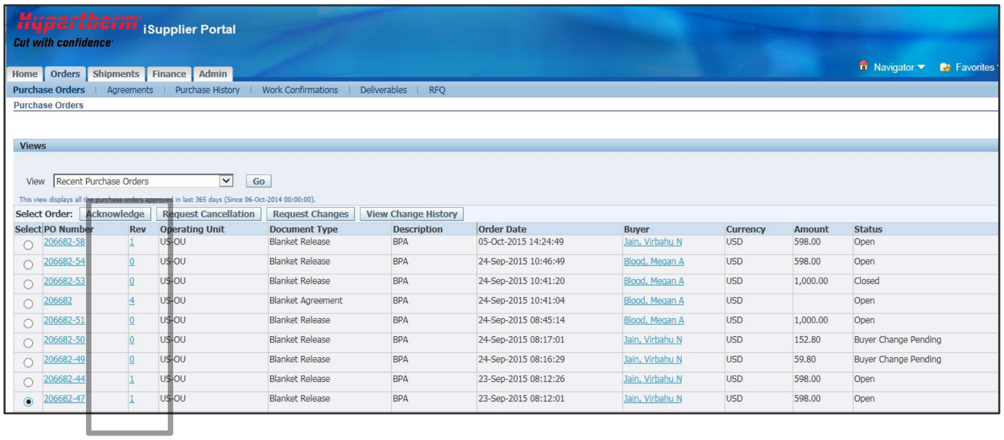


5. Click OK to return to the **Purchase Orders** page.

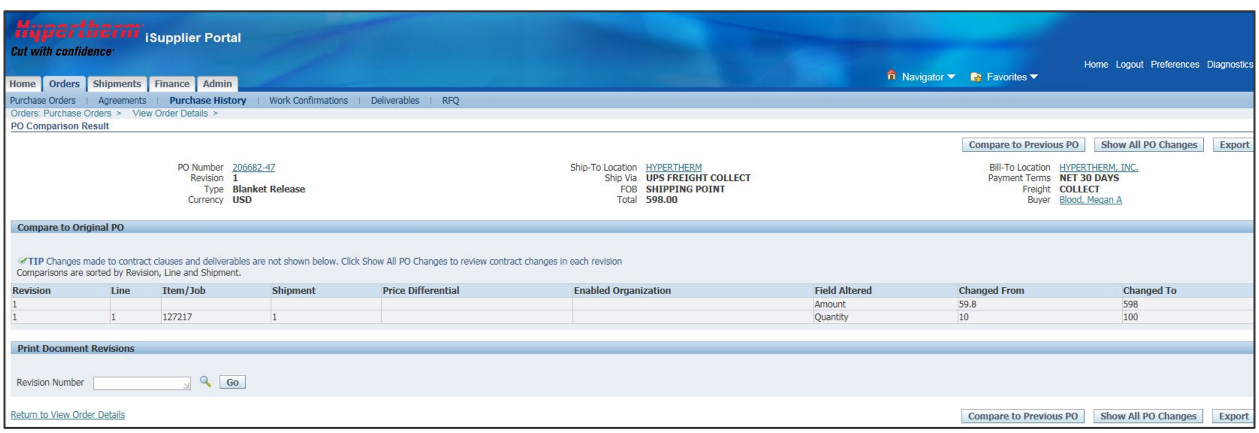
To view revisions

The **PO Revision History** page enables you to search for details on the revision history of a purchase order.

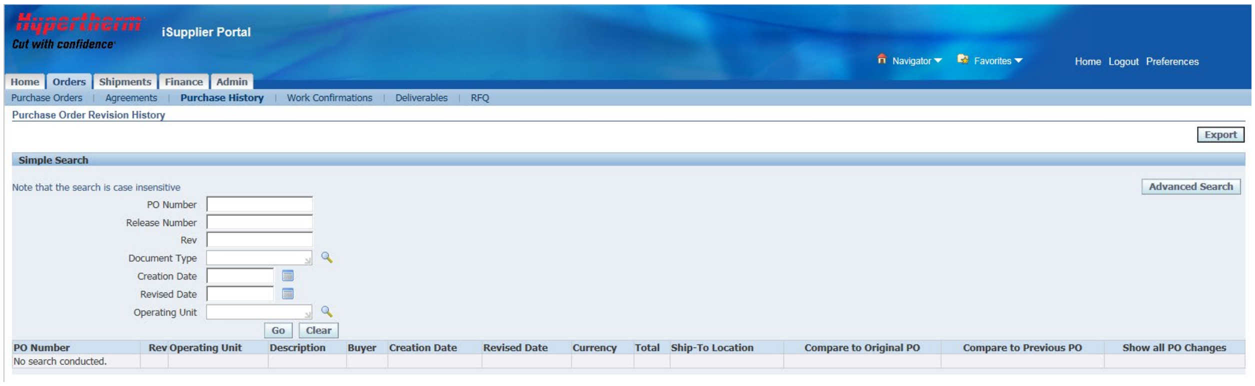
1. From the *iSupplier* Portal Home page, click the Orders tab and search for the purchase order
2. Select the Purchase Order. Click Rev number link



3. You can review each PO Line and compare it to its previous version, compare it to the original purchase order, or you can generate a detailed listing of all changes to the purchase order.



4. Alternatively, View the change order history details by clicking the Orders tab, and then click **Purchase History** in the task bar below the tabs



5. Search for a specific Purchase Order using the Simple Search, or search for a group of Purchase Orders using the Advance Search. Click Go

6. You can review each PO Line and compare it to its previous version, compare it to the original purchase order, or you can generate a detailed listing of all changes to the purchase order by clicking in the corresponding column.

PO Number	Rev	Operating Unit	Description	Buyer	Creation Date	Revised Date	Currency	Total	Ship-To Location	Compare to Original PO	Compare to Previous PO	Show all PO Changes
206682-63	0	US-OU	BPA	Jain, Virbahu N	08-Oct-2015 09:46:48		USD	598.00	HYPERTHERM			
206682-62	0	US-OU	BPA	Jain, Virbahu N	08-Oct-2015 09:46:29		USD	598.00	HYPERTHERM			
206682-61	0	US-OU	BPA	Jain, Virbahu N	08-Oct-2015 09:46:13		USD	598.00	HYPERTHERM			

Shipment and Receiving Information

Navigation: *iSupplier Portal → Shipments*

This section includes the following topics:

- Shipping Overview
- Shipping Information
  - Using Advance Shipment Notices and Advance Shipment Billing Notices
  - Creating Advance Shipment Notices and Advance Shipment Billing Notices
  - Uploading Advance Shipment Notices and Advance Shipment Billing Notices
  - Canceling Advance Shipment Notices and Advance Shipment Billing Notices
- Receiving Information
  - Viewing Delivery Schedules
  - Viewing Overdue Receipts
  - Viewing Receipts
  - Viewing Returns
  - Viewing On-Time Delivery Performance

Shipping Overview

You can submit and review the shipping and receiving information of an order using Hypertherm iSupplier Portal.

Shipping Information

Hypertherm iSupplier Portal enables you to view your existing shipments and shipping information detail. Using shipments you can create or cancel advance shipment notices or ASNs (Optional) or ASBNs (Optional). The system enables you to view other shipment information such as delivery schedules.

Using features found in the shipment section, you can alert Hypertherm to upcoming shipments and expected receipts.

Using Advance Shipment Notices and Advance Shipment Billing Notices

NOTE: If you use an ASBN (Advance Shipping Billing Notice), this is the invoice for the product. You will not issue an invoice in the financial section again or send any manual invoices.

The ASN (Advanced Shipping Notice) and ASBN are both optional. Use these when requested by your Procurement Partner.

When you enter an Advance Shipment Notice (ASN) or Advance Shipment Billing Notice (ASBN), you alert Hypertherm of upcoming shipment deliveries. To create an ASN or ASBN, select the purchase order shipments being shipped and provide the appropriate shipment details.

The details that can be specified on an ASN/ASBN include:

Shipment Lines

- Shipment Line Defaults:
  - Packing Slip
  - Country of Origin
  - Bar Code Label
  - Container Number
  - Truck Number
  - Comments

Optional Data Fields

- Shipments in Advance Shipment Notices

Note: In the Shipments in Advance Shipment Notices section, to view Details, clicks Show. To hide details, click Hide.

Shipment Headers

- Shipment Information (Required fields are marked with *)
  - Shipment Number* *Required: Your Shipping Document Reference Number*
  - Shipment Date* *Required: Enter the date the product shipped.*
  - Expected Receipt Date* *Required: Enter the Date you expect Hypertherm to receive the product.*
- Freight Information
  - Tracking Number: *Preferred for entering UPS/ USPS tracking information*
  - Freight Terms
  - Number of Containers
  - Freight Carrier
  - Waybill/Airbill Number
  - Bill of Lading
  - Packaging Code
  - Packing Slip
  - Tar Weight
  - Special Handling Code
  - Net Weight
  - Tar Weight UOM
  - Comments
  - Net Weight UOM

Optional Data Fields

You can enter billing information on a shipment notice to create an ASBN. An ASBN creates an invoice in Hypertherm's payables system. To create an ASBN, in addition to the above details, the following billing details should be provided (Required fields are marked with *):

1. Invoice Number* *Required *Note, do not re-invoice in manual invoicing*
2. Invoice Amount* *Required*
3. Invoice Date* *Required*
4. Freight Amount *Freight should be billed to Hypertherm as defined by the Procurement Partner*
5. Tax Amount
6. Remit To Site

The Advance Shipment Notices section includes:

- Creating Advance Shipment Notices and Advance Shipment Billing Notices
- Uploading Advance Shipment Notices and Advance Shipment Billing Notices
- Canceling Advance Shipment Notices and Advance Shipment Billing Notices

Creating Advance Shipment Billing Notices

The ASN and ASBN are both optional. Use these when requested by your Procurement Partner.

Advantages of using the ASBN

-Creates an invoice and it also creates an ASN at the same time

-Enhanced capability which allows you to utilize a template and upload function for multiple invoices

-Provides for the ability to "cancel" an invoice that has not been paid or received (not available in standard invoicing)

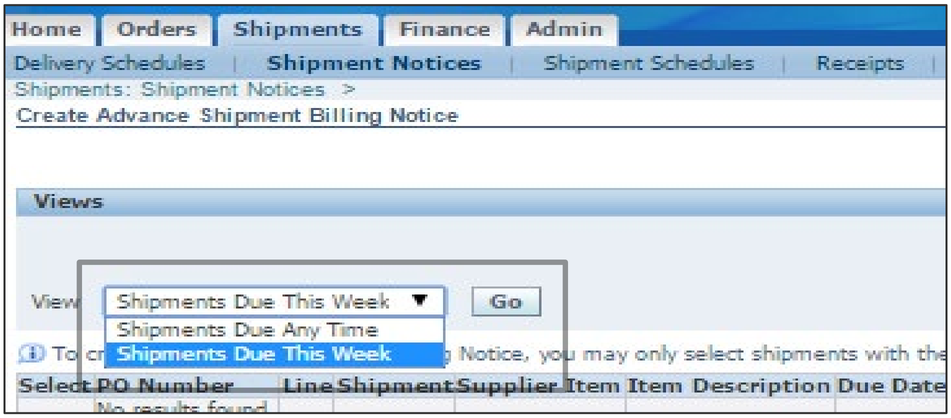
Templates used for uploading ASNs or ASBNs can be located under the order tab by clicking on the relevant attachment icons.

Navigation for *ASBN*: *iSupplier Portal → Shipments → Shipment Notice → Create Advance Shipment Billing Notices*

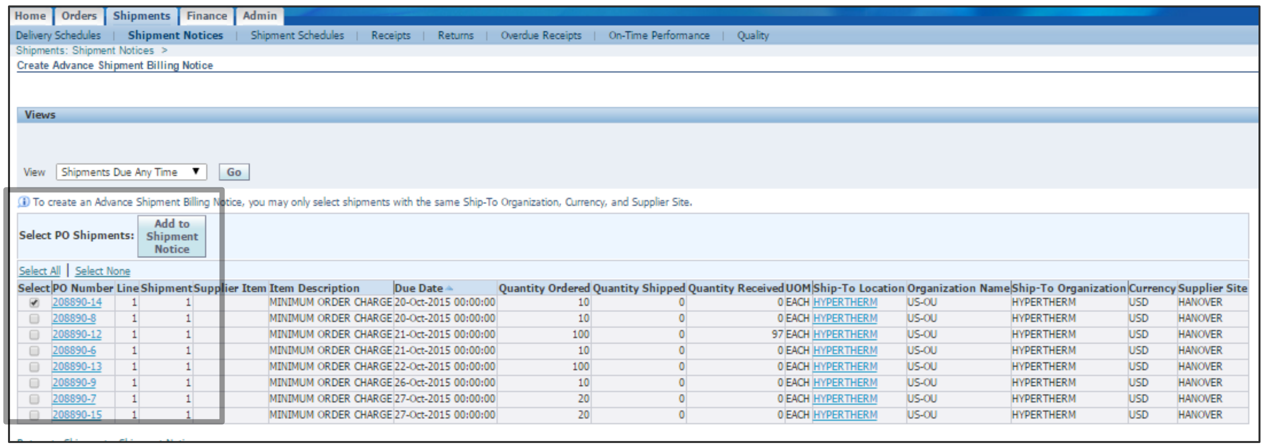
1. Click the Shipments tab, and then click Shipment Notices in the task bar directly below the tabs.
2. On the **Shipment Notices** page, click Create Advance Shipment Notices for an ASN or Create Advance Shipment Billing Notice for an ASBN.

   Note: If you are creating an ASBN, all selected shipments must belong to the same operating unit which is US-OU.

3. Select either View Shipments Due This Week or View Shipments Due Any Time, and then click Go. Click Advanced Search to enter additional search criteria to perform a more restrictive search.

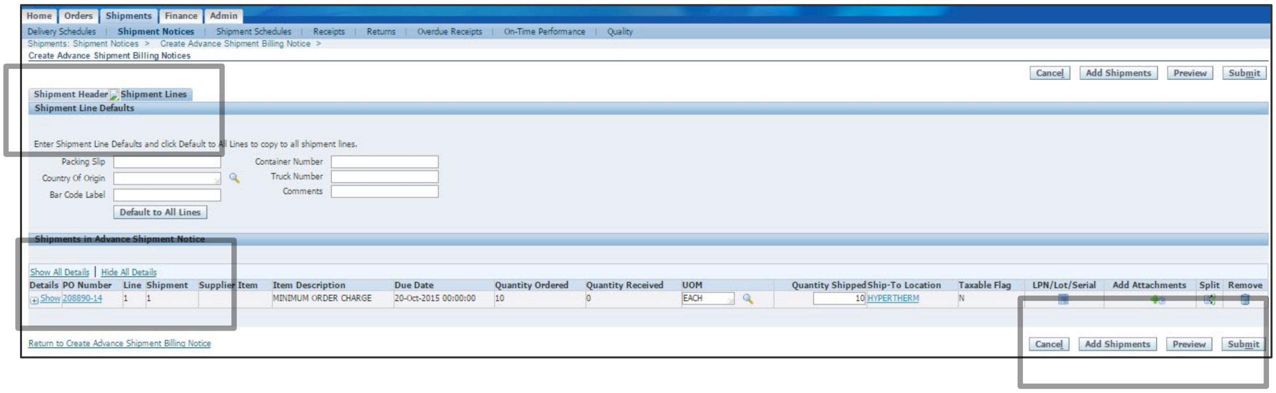


4. You can create advance shipment notices using PO Number. Select one or multiple purchase order shipments, and then click Add to Shipment Notice.

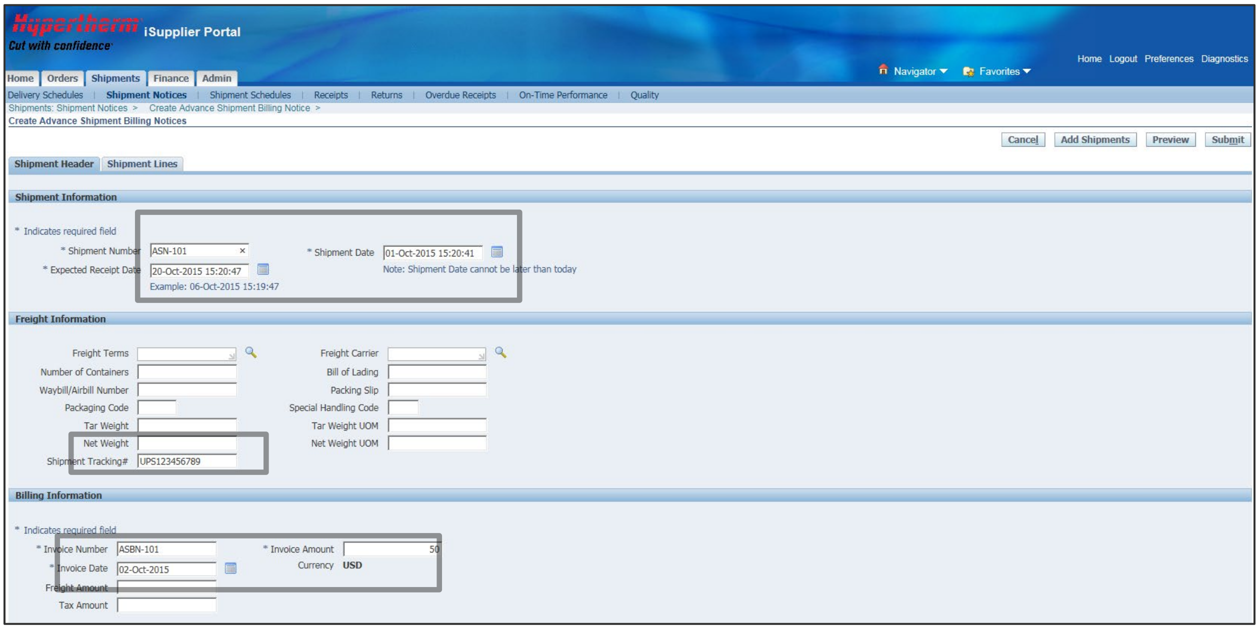


Select	PO Number	Line	Shipment	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Shipped	Quantity Received	UOM	Ship-To Location	Organization Name	Ship-To Organization	Currency	Supplier Site
✔	208890-14	1	1		MINIMUM ORDER CHARGE	20-Oct-2015 00:00:00	10	0	0	EACH	HYPERTHERM	US-OU	HYPERTHERM	USD	HANOVER
	208890-8	1	1		MINIMUM ORDER CHARGE	20-Oct-2015 00:00:00	10	0	0	EACH	HYPERTHERM	US-OU	HYPERTHERM	USD	HANOVER
	208890-12	1	1		MINIMUM ORDER CHARGE	21-Oct-2015 00:00:00	100	0	97	EACH	HYPERTHERM	US-OU	HYPERTHERM	USD	HANOVER
	208890-6	1	1		MINIMUM ORDER CHARGE	21-Oct-2015 00:00:00	10	0	0	EACH	HYPERTHERM	US-OU	HYPERTHERM	USD	HANOVER
	208890-13	1	1		MINIMUM ORDER CHARGE	22-Oct-2015 00:00:00	100	0	0	EACH	HYPERTHERM	US-OU	HYPERTHERM	USD	HANOVER
	208890-9	1	1		MINIMUM ORDER CHARGE	26-Oct-2015 00:00:00	10	0	0	EACH	HYPERTHERM	US-OU	HYPERTHERM	USD	HANOVER
	208890-7	1	1		MINIMUM ORDER CHARGE	27-Oct-2015 00:00:00	20	0	0	EACH	HYPERTHERM	US-OU	HYPERTHERM	USD	HANOVER
	208890-15	1	1		MINIMUM ORDER CHARGE	27-Oct-2015 00:00:00	20	0	0	EACH	HYPERTHERM	US-OU	HYPERTHERM	USD	HANOVER

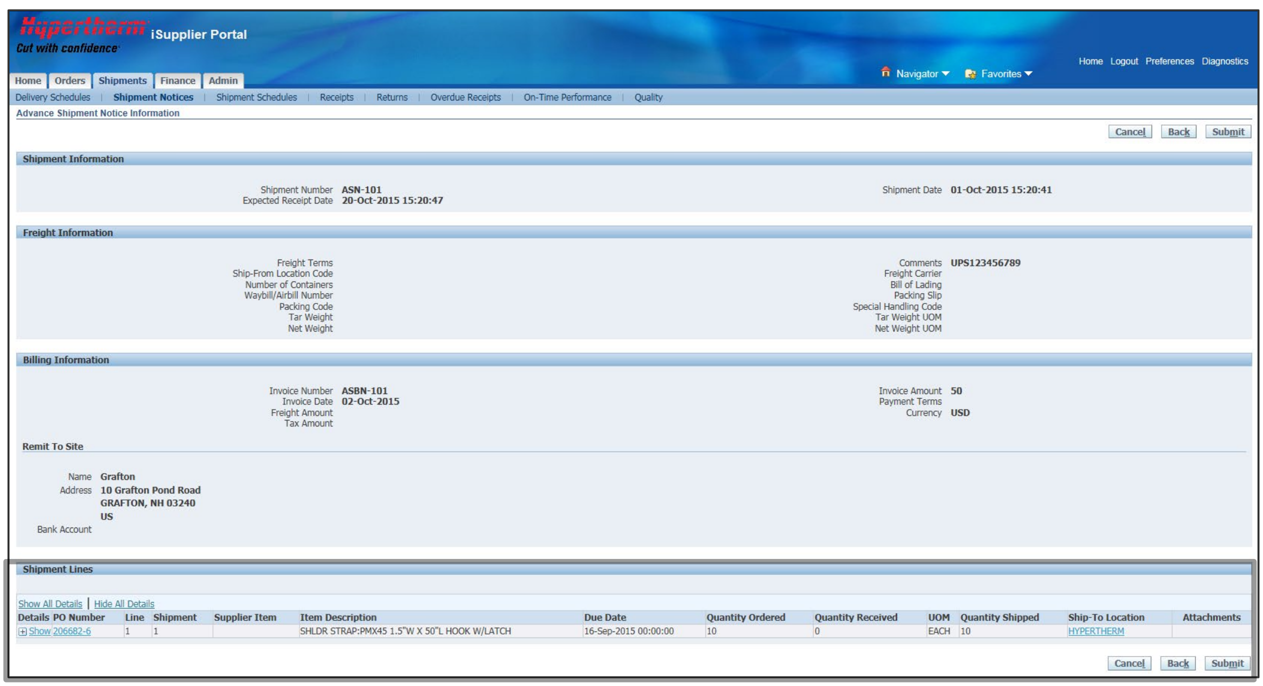
3. On the Create Advance Shipment Billing Notice page, enter the appropriate shipment line defaults.
4. You can enter the line details once for all shipment lines if the details are common to all lines. To copy all default shipment lines, click Default to All Lines.
5. To split a shipment line, click the split icon in the Shipments in Advance Shipment Notice section, and enter Shipping Quantity for the original and new lines.
6. To remove a shipment, click the remove icon in the Shipments in Advance Shipment Notice section.
7. Note: You can always add more shipments by clicking Add Shipments on the Shipments Line page.



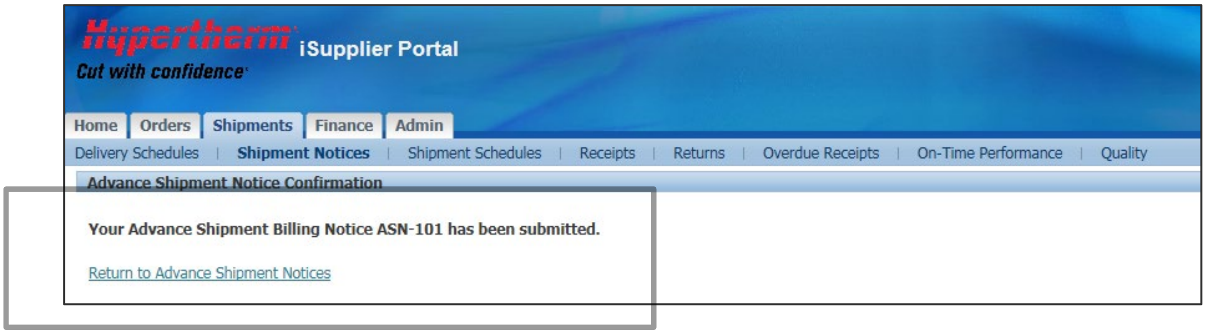
8. Note: To display shipment details, click Show in the Shipment and Advance Shipment Notice section. To hide shipment details, click Hide in the Shipment and Advance Shipment Notice section.
9. Click on Shipment Headers after reviewing the Shipment Lines
10. Enter the following information on the ASBN and Hit Preview
    1. Shipment Information
        - ASN Number (Pick any relevant number here)
        - Expected Receipt Date (when goods will be delivered at Hypertherm)
        - Shipment Date (Shipment Date cannot be later than today)
    2. Freight Information
        - Enter UPS tracking Number (preferred by Hypertherm)
    3. Billing Information
        - ASBN/ Invoice Number
        - Invoice Date
        - Invoice Amount



11. Review your ASBN invoice and click Submit.



12. A Confirmation page is generated informing you of successful ASBN invoice creation. The same is imported into Hypertherm's Payable System.



13. Please note the fields in ASN and ASBN are the same except ASBN has an additional section for Billing where Invoice details are entered.

Creating Advance Shipment Notices

Navigation for ASN: *iSupplier Portal → Shipments → Shipment Notices → Create Advance Shipment Notices*

The exact process has to be followed as above to create Advance Shipment Notice. The only difference between ASN and ASBN creation is that of the additional billing section in ASBN.

ASN will just create an informational Shipment notice to Hypertherm, informing them about the goods which are being shipped out and its expected receipt date.

Uploading Advance Shipment Notices and Advance Shipment Billing Notices

If you have a large volume of ASNs or ASBNs, you may utilize Hypertherm's ASN or ASBN templates containing shipment details and upload it into Hypertherm's system. Using the templates, which are located in the "Order" screen by selecting any of the attachment icons, shipment notices can be created offline, and then uploaded to the file.   ***Do not use the standard templates referenced under the "upload Advanced Shipment and Billing Notices.

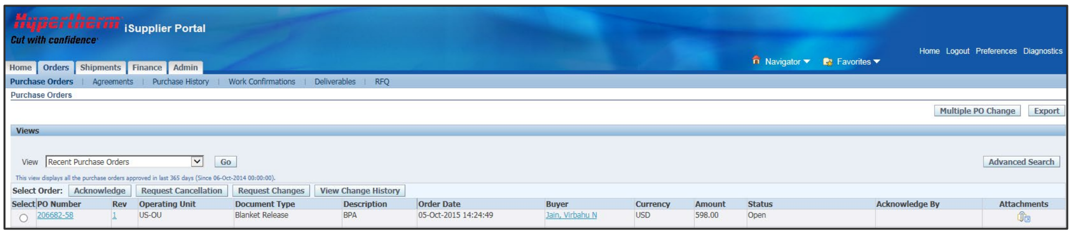
This section explains how to submit Advance Shipment Notices (ASNs) and Advance Shipment Billing Notices (ASBNs) by creating a tab-delimited file (.txt) and uploading the file using Oracle *iSupplier* Portal. You can use the template provided to create a spreadsheet file for one invoice at a time. The invoice may contain multiple ASNs or ASBNs. Each ASN/ASBN may have multiple shipment lines from different purchase orders. All shipment lines should be from the same operating unit which is US-OU. This document includes the following:

- Creating Your ASN/ASBN File
- Important Fields

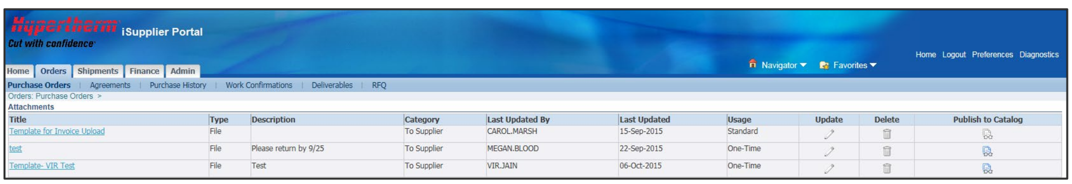
- Lists of Values
- Updating your .txt File
- Viewing Load Status and Resolving Errors

To create and upload ASN and ASBNs templates:

1. DO NOT use the download link under Shipment tab to download the templates as they are not formatted and are difficult to understand, instead use Hypertherm provided templates for ASN and ASBN plus the instruction document are located in the attachments.



2. Select the Order tab, and then click on any attachment icon.



3. Open and save the excel based ASN/ ASBN template on your PC.
4. You will see TWO sections with headers in the template:
    - HEADER_SECTION
    - LINE_SECTION
5. Each file can only have one header which represents the Invoice.
6. Each file can have one or more lines, add more rows as needed.
7. When you have finished entering your ASN/ASBN information, save your file as a .txt file extension. To save the spreadsheet as a .txt file, select File, and then Save As from the menu. From the Save As drop-down box, select Text (Tab Delimited).
8. Note that your spreadsheet application may not convert the date and time zone to the correct format in the .txt file. You should verify and edit the format of the .txt file in a word processing application before you upload it.

Important Fields

At a minimum, you must enter required fields in both header and line levels for each template. Be sure to enter the required fields. Required fields are marked with an asterisk (*).

Header Level:

- Shipment Number *
- Shipment Date *
- Expected Receipt Date *
- ASBN Only:
    - Invoice Number *
    - Invoice Date *
    - Invoice Amount *
    - Tax Amount
    - Freight Amount
    - Payment Terms

Line Level:

- PO Number *
- Revision Number *
- Line Number *
- Shipment Number *
- Quantity *
- UOM *
- Organization*
- PO Release Number

Note: If you are uploading ASBN, all shipment lines should belong to the same organization and have the same currency.

List of Values

Refer to the list of values for the below fields in the appendix section of this document. These fields require an identical match to Hypertherm's formatting and are case sensitive. None of these are required except the UOM.

- Carrier Code
- UOM *

- Freight Terms
- Payment Terms
- Country of Origin

Uploading .txt File for ASN/ ASBN

To upload your .txt file:

1. Click the Shipment Notices tab, and then click Shipment Notices in the task bar directly below the tabs.
2. Click Upload Advance Shipment and Billing Notices.
3. On the Upload Advance Shipment and Billing Notices page, use the browse button to locate your .txt file.
4. Click Start Load Now.

Viewing Load Status and Resolving Errors

After you have uploaded your .txt file, you may view which lines have uploaded successfully and the number of lines rejected by clicking View Load Status.

To view the explanation for a rejected line, select the rejected request number and click View Rejected Lines. Lines that were rejected can be corrected and the file can be resubmitted here.

Some validation errors are captured as soon as the file is submitted. Possible error types include:

- File errors: Occur when your file format type does not match the predefined upload format type (for example, you upload a .doc file when the system expects a .txt file).
- Format errors: Occur when the format of information differs from the required format (for example, if there is a HEADER_SECTION without a LINE_SECTION).
- Validation errors: Occur when information entered does not match the corresponding information that the system expects (for example, the shipment line quantity is different from the total corresponding lot quantities).

Note: To avoid duplicate shipment lines, you should save only the updated, previously rejected lines to a new file before uploading.

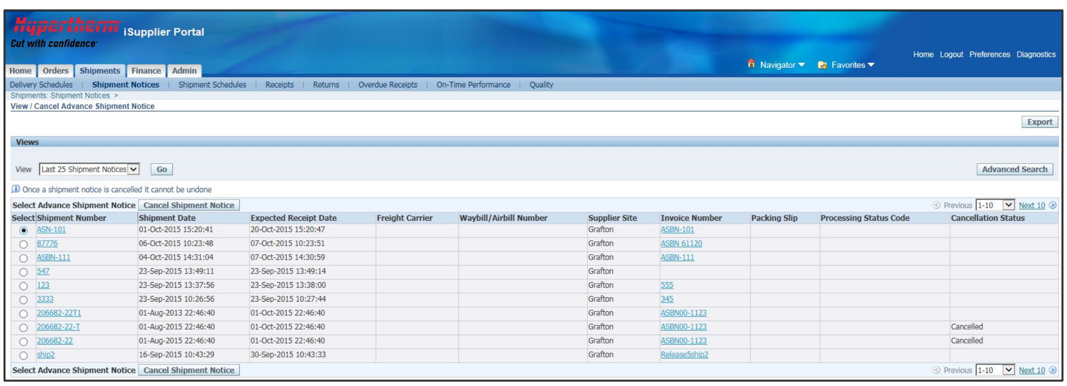
Canceling Advance Shipment Notices and Advance Shipment Billing Notices

When you cancel an ASN or ASBN, the system sends a notification to Hypertherm. You can always re-enter an ASN for the same purchase order shipments at a later time. When you cancel an ASBN, both the shipment notice and corresponding invoice that was issued in Hypertherm's payable system are canceled.

To cancel a submitted Advance Shipment Notice or Advance Shipment Billing Notice:

1. Click the Shipments tab, and then click Shipment Notices in the task bar directly below the tabs.
2. On the **Shipment Notices** page, click View/Cancel Advance Shipment Notices.

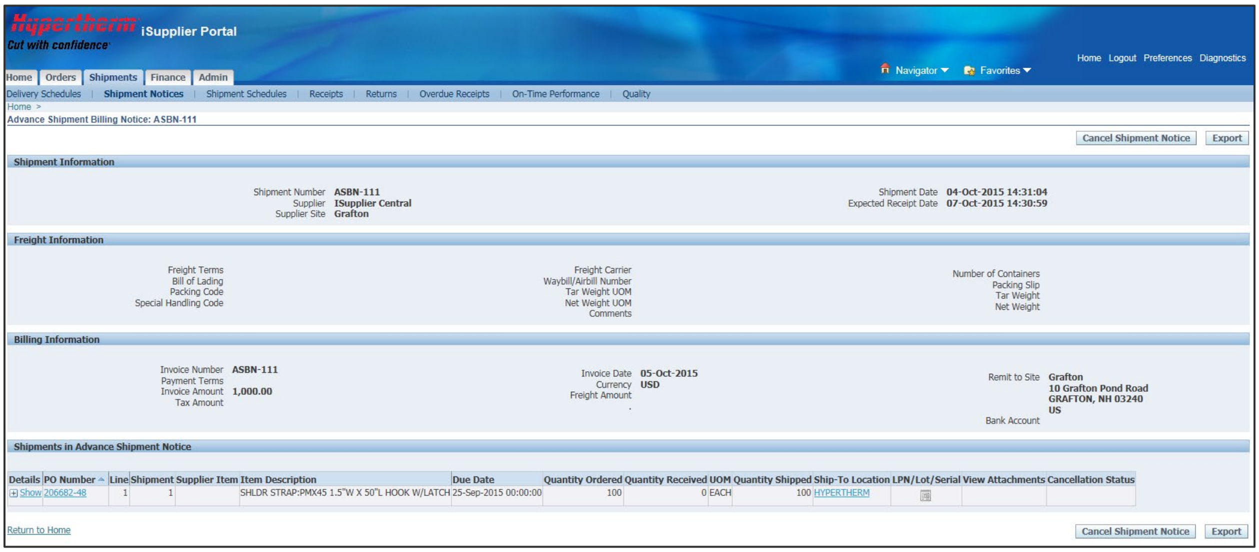
3. On the **View/Cancel Advance Shipment Notices** page, search for and select the advance shipment notice you would like to cancel.



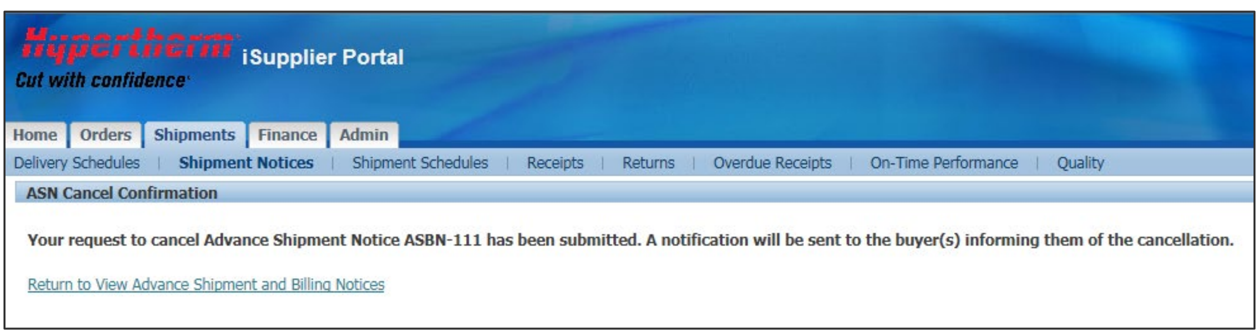
Note: You can use the advanced search feature to narrow your search.

4. Click Cancel Shipment Notice. A notification of your cancellation is sent to Hypertherm.
5. Alternatively, you can also go to the Home Page and from Shipments At A Glance section at the bottom of the page select the Shipment you want to cancel

6. Select the Cancel Shipment Notice button on the left corner of the Page



7. You will see the notification of cancellation confirmation of the selected ASN/ ASBN



Note: Canceling a shipment notice cannot be undone. An ASN cannot be canceled if any of the lines have been received by Hypertherm. You can cancel an ASBN if none of the lines has been received and the invoice has not been paid by Hypertherm.

Note: If you attempt to create an ASBN that previously has been cancelled, you will be unable to use the same invoice number. You must generate a new invoice number.

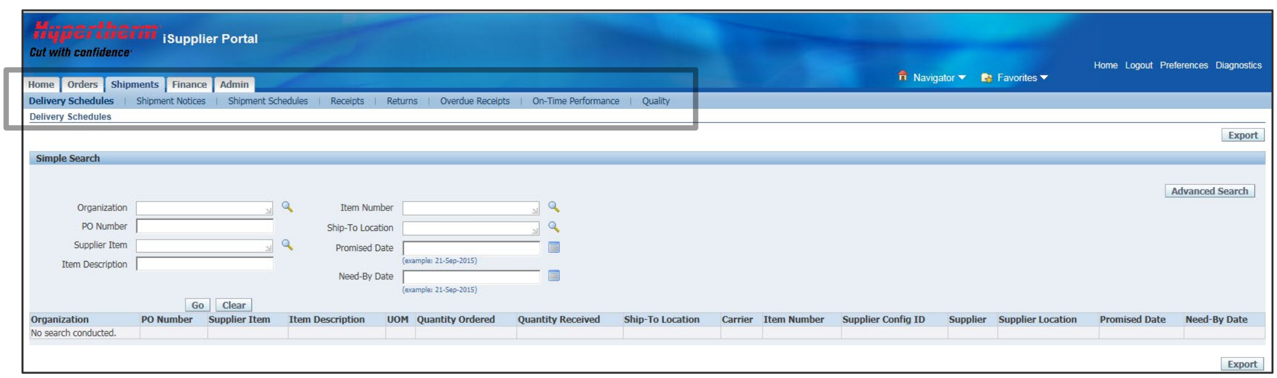
Receiving Information

__Navigation:__ *iSupplier Portal → Shipments*

Receiving information enables you to view your receipts, returns, and delivery performance.

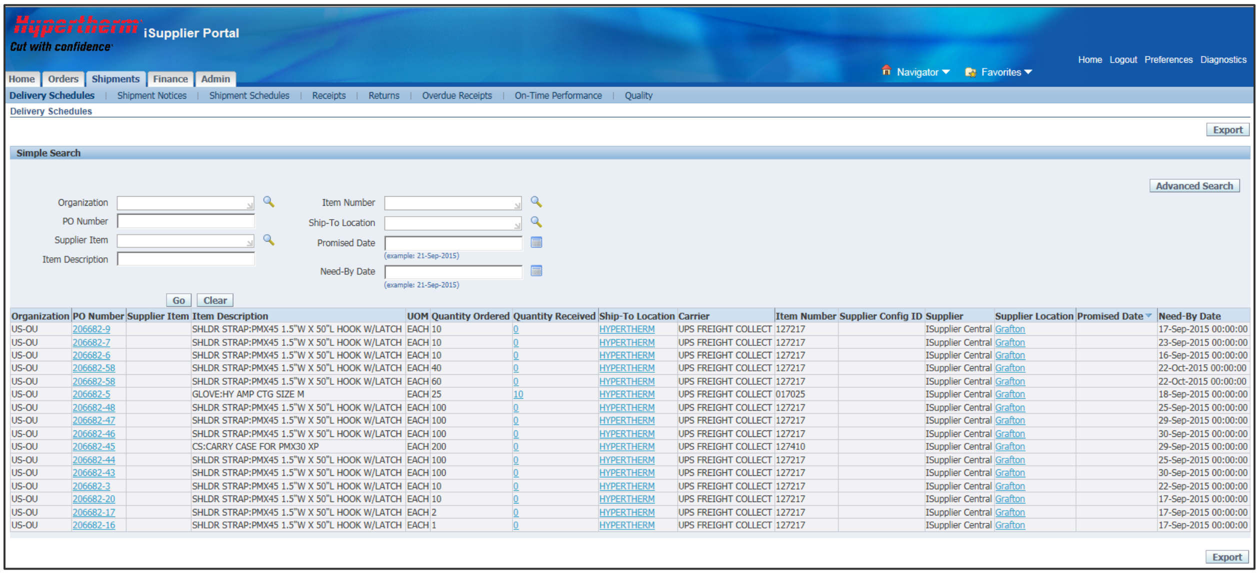
The receiving information section includes:

- Viewing Delivery Schedules
- Viewing Overdue Receipts
- Viewing Receipts
- Viewing Returns



Viewing Delivery Schedules

You can use the **Delivery Schedules Results** page to quickly determine deliveries that need to be scheduled and deliveries that are past due. Click the purchase order number, receipt quantity, and ship-to location links to view further detail.

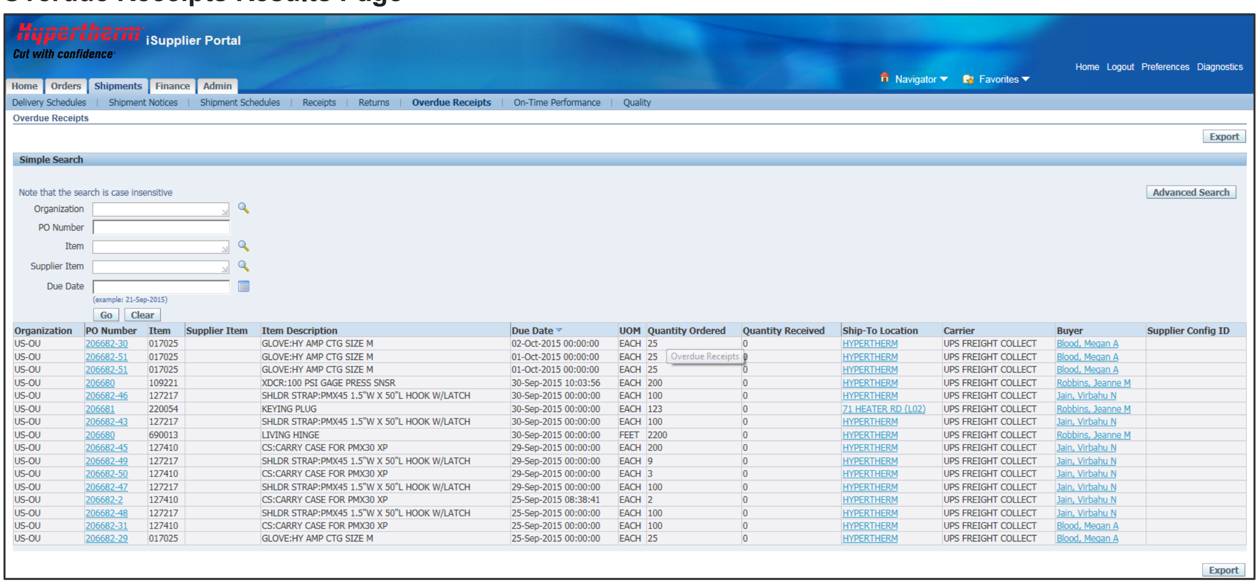


Organization	PO Number	Supplier Item	Item Description	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Item Number	Supplier Config ID	Supplier	Supplier Location	Promised Date	Need-By Date
US-OU	206682-9		SHLDR STRAP:PMX45 1.5"W X 50"L HOOK W/LATCH	EACH	10	0	HYPERTHERM	UPS FREIGHT COLLECT	127217		ISupplier Central	Grafton		17-Sep-2015 00:00:00
US-OU	206682-7		SHLDR STRAP:PMX45 1.5"W X 50"L HOOK W/LATCH	EACH	10	0	HYPERTHERM	UPS FREIGHT COLLECT	127217		ISupplier Central	Grafton		23-Sep-2015 00:00:00
US-OU	206682-6		SHLDR STRAP:PMX45 1.5"W X 50"L HOOK W/LATCH	EACH	10	0	HYPERTHERM	UPS FREIGHT COLLECT	127217		ISupplier Central	Grafton		16-Sep-2015 00:00:00
US-OU	206682-58		SHLDR STRAP:PMX45 1.5"W X 50"L HOOK W/LATCH	EACH	40	0	HYPERTHERM	UPS FREIGHT COLLECT	127217		ISupplier Central	Grafton		22-Oct-2015 00:00:00
US-OU	206682-58		SHLDR STRAP:PMX45 1.5"W X 50"L HOOK W/LATCH	EACH	60	0	HYPERTHERM	UPS FREIGHT COLLECT	127217		ISupplier Central	Grafton		22-Oct-2015 00:00:00
US-OU	206682-5		GLOVE:HY AMP CTG SIZE M	EACH	25	10	HYPERTHERM	UPS FREIGHT COLLECT	017025		ISupplier Central	Grafton		18-Sep-2015 00:00:00
US-OU	206682-48		SHLDR STRAP:PMX45 1.5"W X 50"L HOOK W/LATCH	EACH	100	0	HYPERTHERM	UPS FREIGHT COLLECT	127217		ISupplier Central	Grafton		25-Sep-2015 00:00:00
US-OU	206682-47		SHLDR STRAP:PMX45 1.5"W X 50"L HOOK W/LATCH	EACH	100	0	HYPERTHERM	UPS FREIGHT COLLECT	127217		ISupplier Central	Grafton		29-Sep-2015 00:00:00
US-OU	206682-46		SHLDR STRAP:PMX45 1.5"W X 50"L HOOK W/LATCH	EACH	100	0	HYPERTHERM	UPS FREIGHT COLLECT	127217		ISupplier Central	Grafton		30-Sep-2015 00:00:00
US-OU	206682-45		CS:CARRY CASE FOR PMX30 XP	EACH	200	0	HYPERTHERM	UPS FREIGHT COLLECT	127410		ISupplier Central	Grafton		29-Sep-2015 00:00:00
US-OU	206682-44		SHLDR STRAP:PMX45 1.5"W X 50"L HOOK W/LATCH	EACH	100	0	HYPERTHERM	UPS FREIGHT COLLECT	127217		ISupplier Central	Grafton		25-Sep-2015 00:00:00
US-OU	206682-43		SHLDR STRAP:PMX45 1.5"W X 50"L HOOK W/LATCH	EACH	100	0	HYPERTHERM	UPS FREIGHT COLLECT	127217		ISupplier Central	Grafton		30-Sep-2015 00:00:00
US-OU	206682-3		SHLDR STRAP:PMX45 1.5"W X 50"L HOOK W/LATCH	EACH	10	0	HYPERTHERM	UPS FREIGHT COLLECT	127217		ISupplier Central	Grafton		22-Sep-2015 00:00:00
US-OU	206682-20		SHLDR STRAP:PMX45 1.5"W X 50"L HOOK W/LATCH	EACH	10	0	HYPERTHERM	UPS FREIGHT COLLECT	127217		ISupplier Central	Grafton		17-Sep-2015 00:00:00
US-OU	206682-17		SHLDR STRAP:PMX45 1.5"W X 50"L HOOK W/LATCH	EACH	2	0	HYPERTHERM	UPS FREIGHT COLLECT	127217		ISupplier Central	Grafton		17-Sep-2015 00:00:00
US-OU	206682-16		SHLDR STRAP:PMX45 1.5"W X 50"L HOOK W/LATCH	EACH	1	0	HYPERTHERM	UPS FREIGHT COLLECT	127217		ISupplier Central	Grafton		17-Sep-2015 00:00:00

Viewing Overdue Receipts

The **Overdue Receipts Results** page enables you to view the details of past due purchase order shipments. Click the PO number, Ship-To Location, and Buyer to view further detail.

Overdue Receipts Results Page

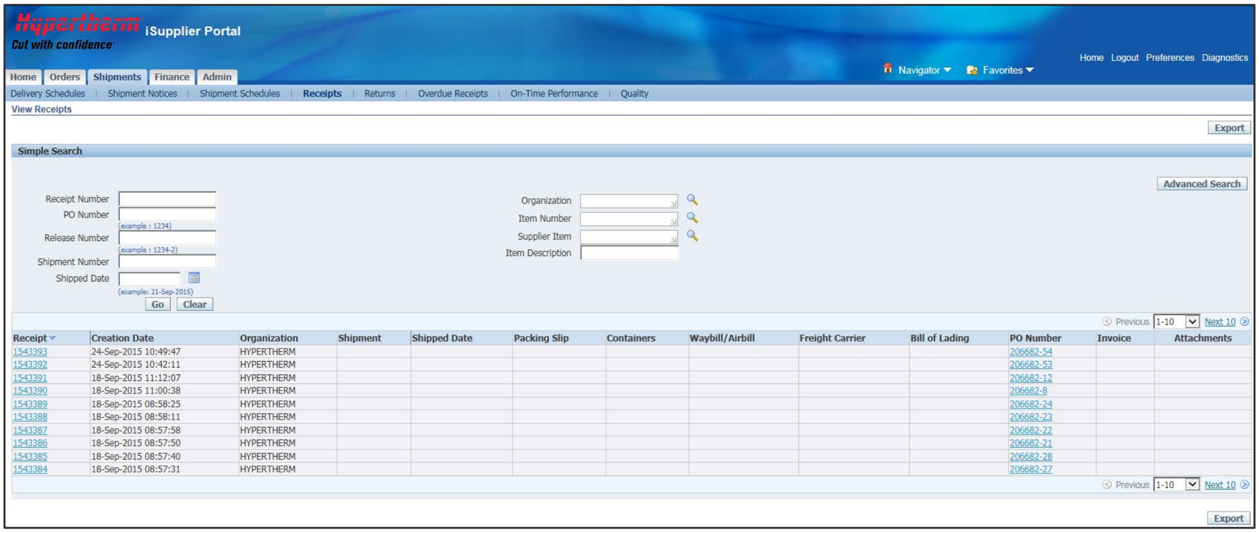


Organization	PO Number	Item	Supplier Item	Item Description	Due Date	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Buyer	Supplier Config ID
US-OU	206682-30	017025		GLOVE:HY AMP CTG SIZE M	02-Oct-2015 00:00:00	EACH	25	0	HYPERTHERM	UPS FREIGHT COLLECT	Blood, Megan A	
US-OU	206682-51	017025		GLOVE:HY AMP CTG SIZE M	01-Oct-2015 00:00:00	EACH	25	0	HYPERTHERM	UPS FREIGHT COLLECT	Blood, Megan A	
US-OU	206682-51	017025		GLOVE:HY AMP CTG SIZE M	01-Oct-2015 00:00:00	EACH	25	0	HYPERTHERM	UPS FREIGHT COLLECT	Blood, Megan A	
US-OU	206680	109221		XDCR:100 PSI GAGE PRESS SNSR	30-Sep-2015 10:03:56	EACH	200	0	HYPERTHERM	UPS FREIGHT COLLECT	Robbins, Jeanne M	
US-OU	206682-46	127217		SHLDR STRAP:PMX45 1.5"W X 50"L HOOK W/LATCH	30-Sep-2015 00:00:00	EACH	100	0	HYPERTHERM	UPS FREIGHT COLLECT	Jain, Virbahu N	
US-OU	206681	220054		KEYING PLUG	30-Sep-2015 00:00:00	EACH	123	0	71 HEATER RD (L02)	UPS FREIGHT COLLECT	Robbins, Jeanne M	
US-OU	206682-43	127217		SHLDR STRAP:PMX45 1.5"W X 50"L HOOK W/LATCH	30-Sep-2015 00:00:00	EACH	100	0	HYPERTHERM	UPS FREIGHT COLLECT	Jain, Virbahu N	
US-OU	206680	690013		LIVING HINGE	30-Sep-2015 00:00:00	FEET	2200	0	HYPERTHERM	UPS FREIGHT COLLECT	Robbins, Jeanne M	
US-OU	206682-45	127410		CS:CARRY CASE FOR PMX30 XP	29-Sep-2015 00:00:00	EACH	200	0	HYPERTHERM	UPS FREIGHT COLLECT	Jain, Virbahu N	
US-OU	206682-49	127217		SHLDR STRAP:PMX45 1.5"W X 50"L HOOK W/LATCH	29-Sep-2015 00:00:00	EACH	9	0	HYPERTHERM	UPS FREIGHT COLLECT	Jain, Virbahu N	
US-OU	206682-50	127410		CS:CARRY CASE FOR PMX30 XP	29-Sep-2015 00:00:00	EACH	3	0	HYPERTHERM	UPS FREIGHT COLLECT	Jain, Virbahu N	
US-OU	206682-47	127217		SHLDR STRAP:PMX45 1.5"W X 50"L HOOK W/LATCH	29-Sep-2015 00:00:00	EACH	100	0	HYPERTHERM	UPS FREIGHT COLLECT	Jain, Virbahu N	
US-OU	206682-2	127410		CS:CARRY CASE FOR PMX30 XP	25-Sep-2015 08:38:41	EACH	2	0	HYPERTHERM	UPS FREIGHT COLLECT	Jain, Virbahu N	
US-OU	206682-48	127217		SHLDR STRAP:PMX45 1.5"W X 50"L HOOK W/LATCH	25-Sep-2015 00:00:00	EACH	100	0	HYPERTHERM	UPS FREIGHT COLLECT	Jain, Virbahu N	
US-OU	206682-31	127410		CS:CARRY CASE FOR PMX30 XP	25-Sep-2015 00:00:00	EACH	100	0	HYPERTHERM	UPS FREIGHT COLLECT	Blood, Megan A	
US-OU	206682-29	017025		GLOVE:HY AMP CTG SIZE M	25-Sep-2015 00:00:00	EACH	25	0	HYPERTHERM	UPS FREIGHT COLLECT	Blood, Megan A	

Viewing Receipts

The **View Receipts** page enables you to explore a historical view of all receipts that have been recorded for your shipped goods.

View Receipts age

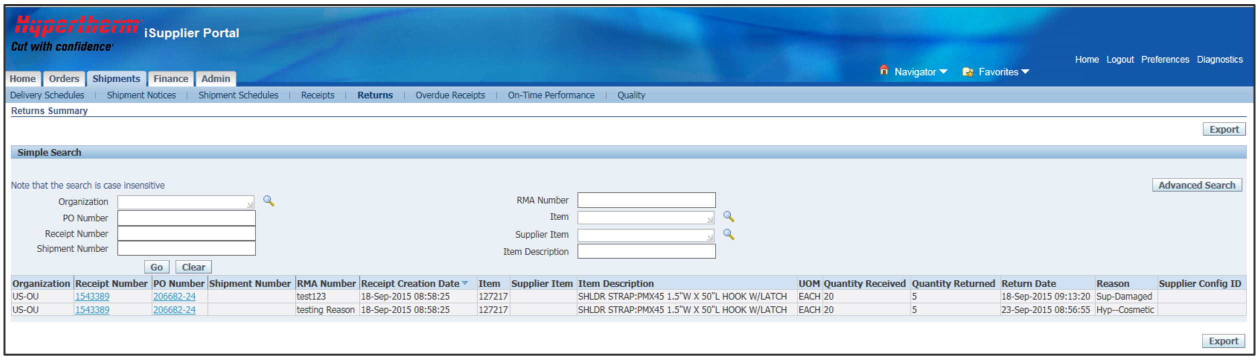


1. On the **View Receipts** page, enter a value in one of the search fields to retrieve the receipt information. Optionally use the Advanced Search function to specify more complex search criteria.
2. The **View Receipts** redisplays, listing the receipts that matched your search criteria.
3. To view the information on a particular receipt, click the receipt number link.
4. The **Receipt:** details page displays information on that particular receipt. From this page, there are links to display
   - ASN/ASBN
   - PO information
   - Invoice information
   - Return information
   - On Time Performance information
   - Defect information

Viewing Returns

The **Returns Summary** page enables you to view the return history, the causes for goods returned by Hypertherm, and inspection results of a shipment. The search summary results include basic information along with details about the return, such as quantities and a reason for return. Click Receipt Number and PO Number to view further detail.

Returns Summary page

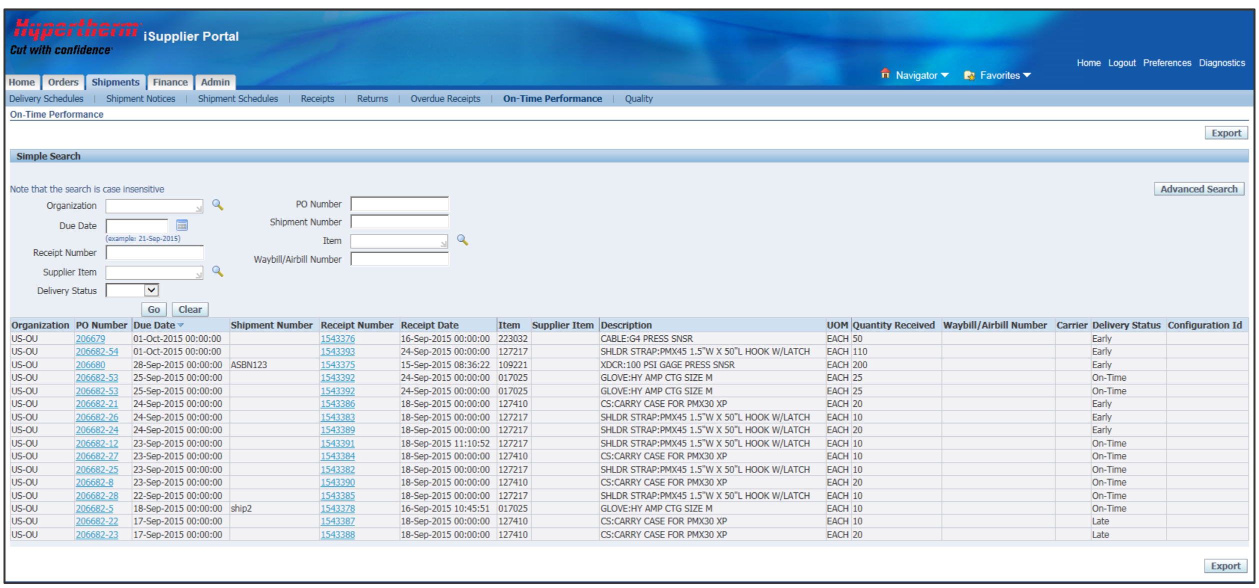


Organization	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Item	Supplier Item	Item Description	UOM	Quantity Received	Quantity Returned	Return Date	Reason	Supplier Config ID
US-OU	1543389	206682-24		test123	18-Sep-2015 08:58:25	127217		SHLDR STRAP:PMX45 1.5"W X 50"L HOOK W/LATCH	EACH	20	5	18-Sep-2015 09:13:20	Sup-Damaged	
US-OU	1543389	206682-24		testing Reason	18-Sep-2015 08:58:25	127217		SHLDR STRAP:PMX45 1.5"W X 50"L HOOK W/LATCH	EACH	20	5	23-Sep-2015 08:56:55	Hyp--Cosmetic	

Viewing On-Time Delivery Performance

The **On-Time Performance** page provides the delivery status of shipments you made against purchase orders. You can view your performance for timeliness of deliveries. Click the PO Number and Receipt Number to view further details.

On-Time Performance Page



Organization	PO Number	Due Date	Shipment Number	Receipt Number	Receipt Date	Item	Supplier Item	Description	UOM	Quantity Received	Waybill/Airbill Number	Carrier	Delivery Status	Configuration Id
US-OU	206679	01-Oct-2015 00:00:00		1543376	16-Sep-2015 00:00:00	223032		CABLE:G4 PRESS SNSR	EACH	50			Early	
US-OU	206682-54	01-Oct-2015 00:00:00		1543393	24-Sep-2015 00:00:00	127217		SHLDR STRAP:PMX45 1.5"W X 50"L HOOK W/LATCH	EACH	110			Early	
US-OU	206680	28-Sep-2015 00:00:00	ASBN123	1543375	15-Sep-2015 08:36:22	109221		XDCR:100 PSI GAGE PRESS SNSR	EACH	200			Early	
US-OU	206682-53	25-Sep-2015 00:00:00		1543392	24-Sep-2015 00:00:00	017025		GLOVE:HY AMP CTG SIZE M	EACH	25			On-Time	
US-OU	206682-53	25-Sep-2015 00:00:00		1543392	24-Sep-2015 00:00:00	017025		GLOVE:HY AMP CTG SIZE M	EACH	25			On-Time	
US-OU	206682-21	24-Sep-2015 00:00:00		1543386	18-Sep-2015 00:00:00	127410		CS:CARRY CASE FOR PMX30 XP	EACH	20			Early	
US-OU	206682-26	24-Sep-2015 00:00:00		1543383	18-Sep-2015 00:00:00	127217		SHLDR STRAP:PMX45 1.5"W X 50"L HOOK W/LATCH	EACH	10			Early	
US-OU	206682-24	24-Sep-2015 00:00:00		1543389	18-Sep-2015 00:00:00	127217		SHLDR STRAP:PMX45 1.5"W X 50"L HOOK W/LATCH	EACH	20			Early	
US-OU	206682-12	23-Sep-2015 00:00:00		1543391	18-Sep-2015 11:10:52	127217		SHLDR STRAP:PMX45 1.5"W X 50"L HOOK W/LATCH	EACH	10			On-Time	
US-OU	206682-27	23-Sep-2015 00:00:00		1543384	18-Sep-2015 00:00:00	127410		CS:CARRY CASE FOR PMX30 XP	EACH	10			On-Time	
US-OU	206682-25	23-Sep-2015 00:00:00		1543382	18-Sep-2015 00:00:00	127217		SHLDR STRAP:PMX45 1.5"W X 50"L HOOK W/LATCH	EACH	10			On-Time	
US-OU	206682-8	23-Sep-2015 00:00:00		1543390	18-Sep-2015 00:00:00	127410		CS:CARRY CASE FOR PMX30 XP	EACH	20			On-Time	
US-OU	206682-28	22-Sep-2015 00:00:00		1543385	18-Sep-2015 00:00:00	127217		SHLDR STRAP:PMX45 1.5"W X 50"L HOOK W/LATCH	EACH	10			On-Time	
US-OU	206682-5	18-Sep-2015 00:00:00	ship2	1543378	16-Sep-2015 10:45:51	017025		GLOVE:HY AMP CTG SIZE M	EACH	10			On-Time	
US-OU	206682-22	17-Sep-2015 00:00:00		1543387	18-Sep-2015 00:00:00	127410		CS:CARRY CASE FOR PMX30 XP	EACH	10			Late	
US-OU	206682-23	17-Sep-2015 00:00:00		1543388	18-Sep-2015 00:00:00	127410		CS:CARRY CASE FOR PMX30 XP	EACH	20			Late	

Appendix 1 (Shipments): Hypertherm Units of Measure (UOM)

UNIT_OF_MEASURE	DESCRIPTION	UOM_CLASS	UNIT_OF_MEASURE	DESCRIPTION	UOM_CLASS
BAG	BAG	QTY	Meter	Meter	LENGTH
Bi-Weekly	Bi-Weekly	Period	MILLILITER	MILLILITER	VOL
BOX	BOX	QTY	MINUTE	MINUTE	TIME
BULK	BULK	QTY	MONTH	MONTH	TIME
BUNDLE	BUNDLE	QTY	Month	Month	Time
CARD	CARD	QTY	OUNCE	OUNCE	WT
CARTON	CARTON	QTY	PACKAGE	PACKAGE	QTY
CASE	CASE	QTY	PAD	PAD	QTY
CUBIC FEET	CUBIC FEET	VOL	PAIR	PAIR	QTY
DAY	DAY	TIME	PINT	PINT	VOL
DOZEN	DOZEN	QTY	POUND	POUNDS	WT
DRUM	55 - GALLON DRUM	QTY	QUART	QUART	VOL
EACH	EACH	QTY	Quarterly	Quarterly	Period
EUR	EUR	EUR	REAM	REAM	QTY
FEET	FEET	LENGTH	ROLL	ROLL	QTY
GALLON	GALLON	VOL	SECOND	SECOND	TIME
GBP	GBP	GBP	Second	Second	Time
GRAM	GRAM	WT	SET	SET	QTY
Half Yearly	Half Yearly	Period	SHEET	SHEET	QTY

HOUR	HOUR	TIME	SHEET A	SHEET BY SQUARE INCH	AREA
INCH	INCH	LENGTH	SKID	SKID	QTY
KEG	KEG	QTY	SLEEVE	SLEEVE	QTY
KILO FEET	Kilo Feet	LENGTH	SQUARE FEET	SQUARE FEET	AREA
KILOGRAM	KILOGRAM	WT	TROY OUNCE	TROY OUNCE	WT
KIT	KIT	QTY	USD	USD	USD
LENGTH	LENGTH	QTY	WEEK	WEEK	TIME
LITER	LITER	VOL	YEAR	YEAR	TIME
LOT	LOT	QTY			

Appendix 2 (Shipments): Hypertherm Hold Codes and Descriptions

HOLD_LOOKUP_CODE	**DESCRIPTION**
DIST VARIANCE	Total of invoice distributions does not equal invoice amount
PRICE	Invoice price exceeds purchase order price
QTY ORD	Quantity billed exceeds quantity ordered
QTY REC	Quantity billed exceeds quantity received

Invoice and Payment Information

Navigation: *iSupplier Portal → Finance → Create Invoice*

This section covers the following topics:

- Overview
- Submitting Invoices
- Viewing Invoice Information
- Viewing Payment Information

Overview

You can submit invoices, view invoice and payment information as well as review invoice status online using Hypertherm *iSupplier* Portal.

If you have previously used the invoice number, the system will not allow it to be used again. You must generate a new invoice number.

Submitting Invoices

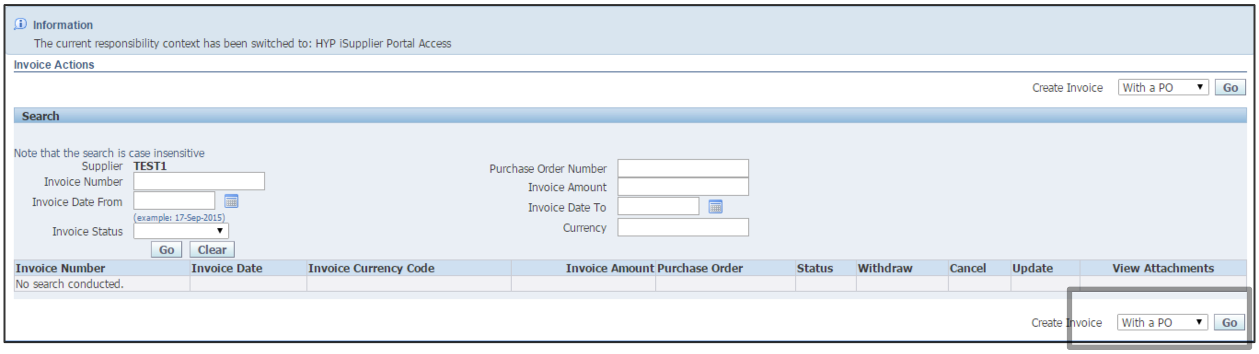
You can submit three different types of Invoices:

I. **Invoices based on PO**: You can submit an invoice online to Hypertherm based on the purchase order lines you have fulfilled. You need to only identify those items shipped and enter a quantity. You can invoice against an open and approved standard or blanket release that are not fully billed.

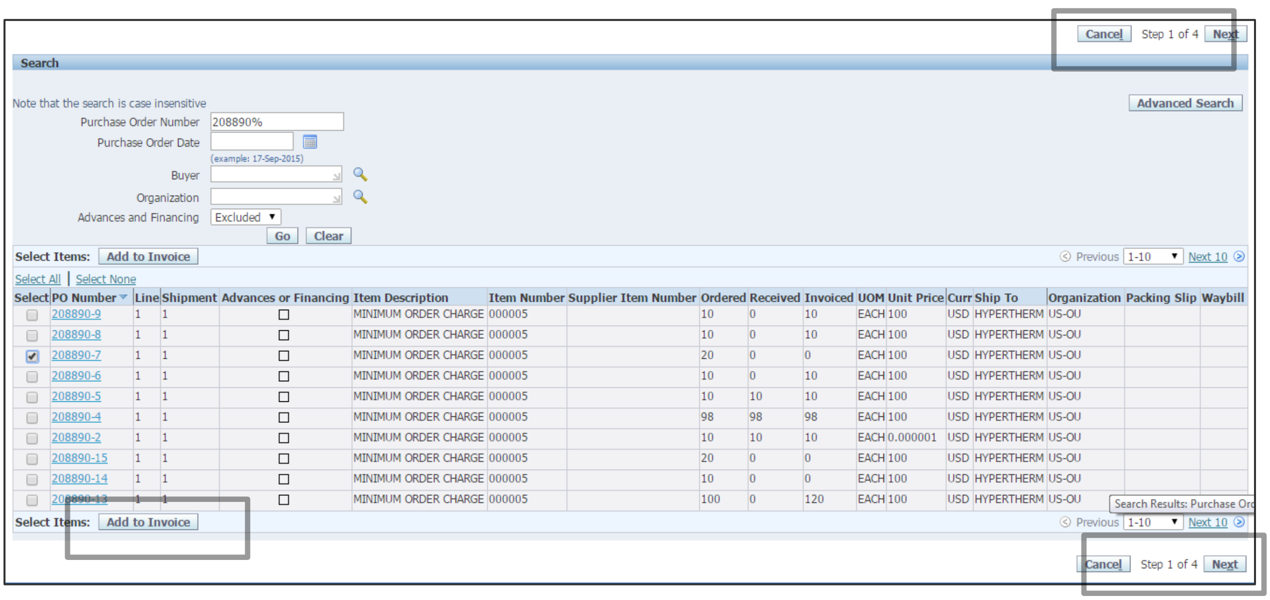
   After you submit an invoice, you cannot change the invoice. If you need to make adjustments to a submitted invoice, you can create a credit memo against the same purchase order items to net out the invoice charges. The purchase order will then be available for a new invoice. *Please see below for Credit Memo creation process*.

Create an invoice with a matching purchase order

1. Click the Finance tab, and then click Create Invoices in the task bar directly below the tabs.
2. On the **Invoice Actions** page, select *With a PO* from the Create Invoice Menu and click Go.

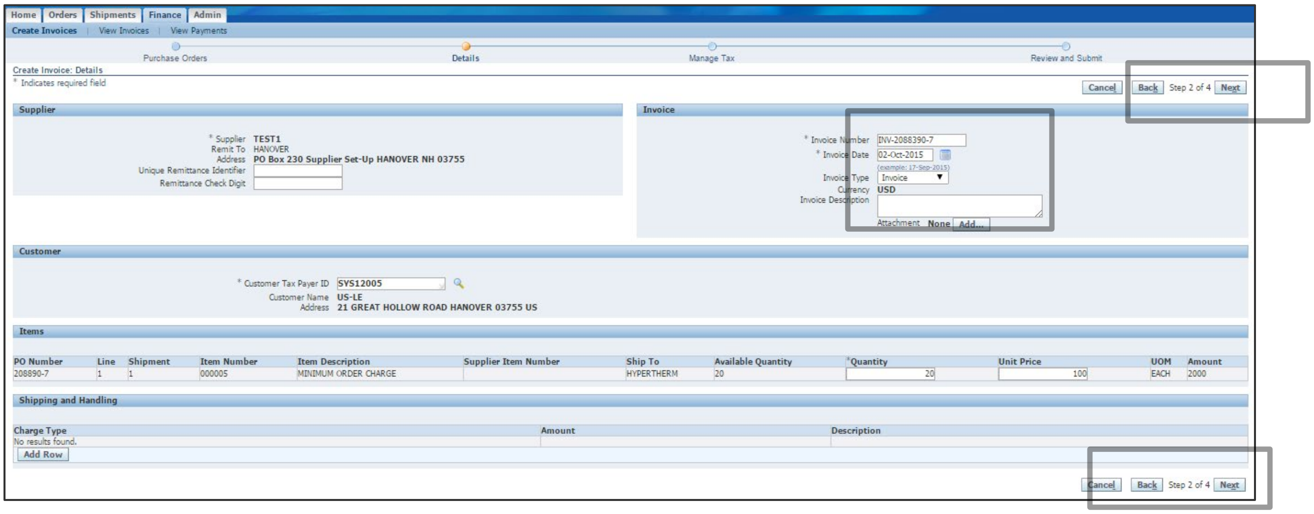


3. On the Create Invoice: Purchase Orders page, enter search criteria to identify the purchase order, and click Go.
4. Select items of the PO to be invoiced and click Add to Invoice or hit Next button at the bottom/ top of the page. Add as many items as you need (items on your invoice display at the bottom of the page). If you mistakenly add an item to the invoice, you can select it and click Remove from invoice.

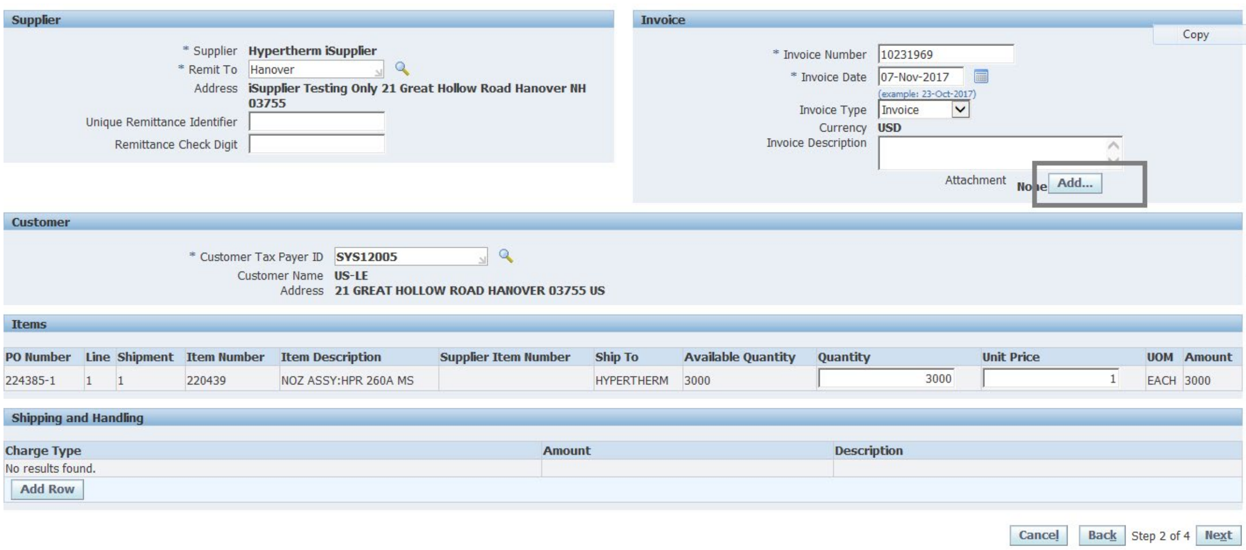


5. When finished adding items, click Next.

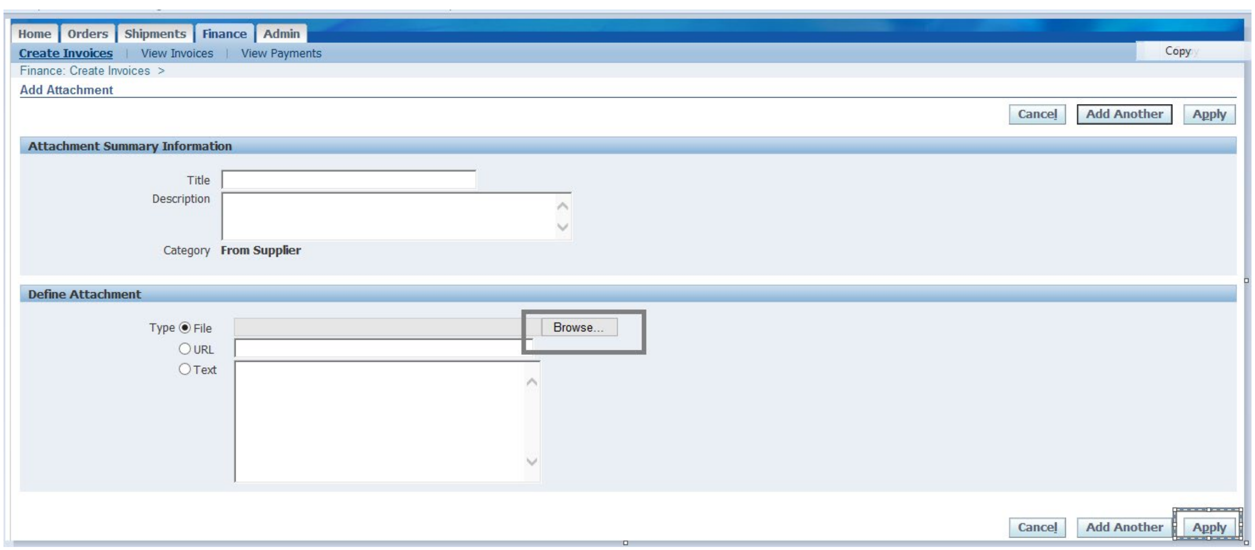
Create Invoice: Details Page



6. On the **Create Invoice: Details** page, Please enter the following :
   1. Enter an invoice number
   2. If you want to enter comments for Hypertherm Payables department please enter in the Invoice description section
   3. In Items section, Enter the quantity and price which you are billing Hypertherm for. *Note: If you update the price from the PO price that populates on the invoice, use the TAB key to exit the price field. Verify that the line total updates to the new line total QTY x PRICE = TOTAL.
   4. You can also add Freight and/ or Misc. charges under shipping and handling section however, PO based Suppliers should not bill Hypertherm for Freight or Misc. Charges, they should use the shipping method negotiated with their procurement partner.
7. You can add a copy of the invoice as an attachment. In order to do this, the invoice document must be saved to a location on your computer, or that you have access to from your computer. *Note Hypertherm will advise if you are required to add invoice copies to your entries.
   1. To add the attachment, click on the Add button

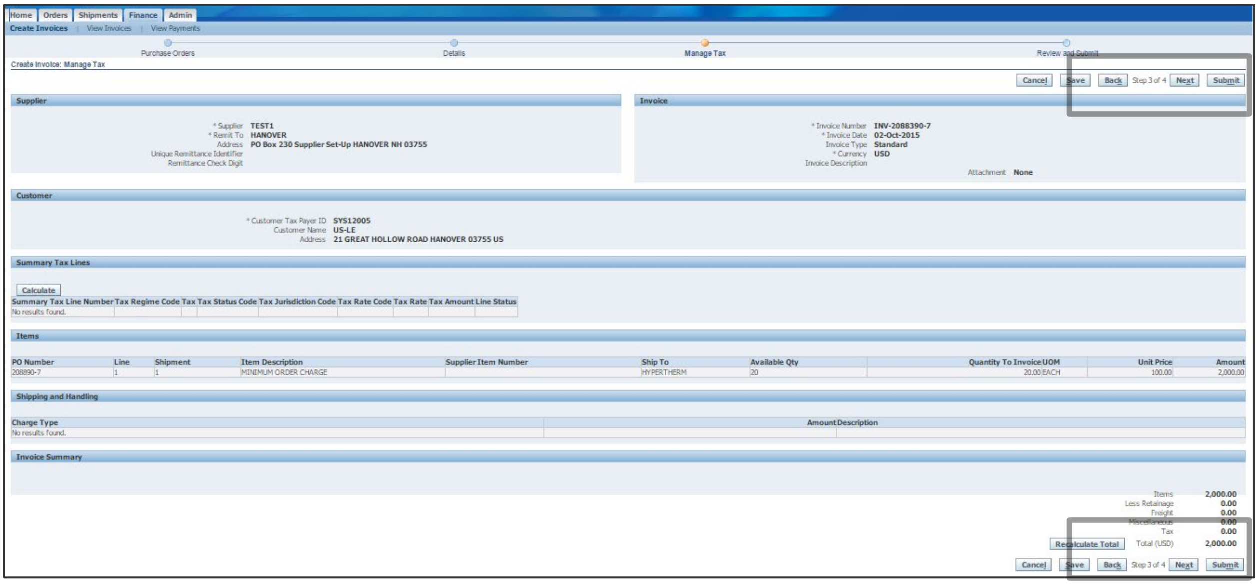


2. Click the Browse button and find your document. Click Open to select the document, and then click the Apply button to add it to the invoice.



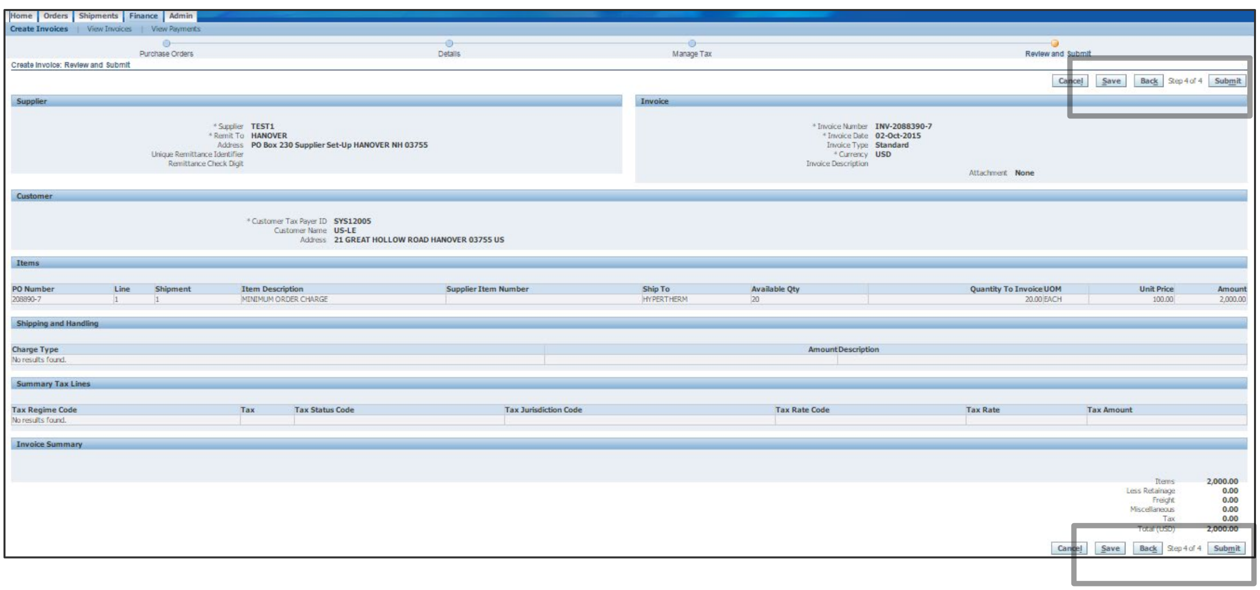
8. When finished adding Invoice information, click Next.

Create Invoice: Manage Tax

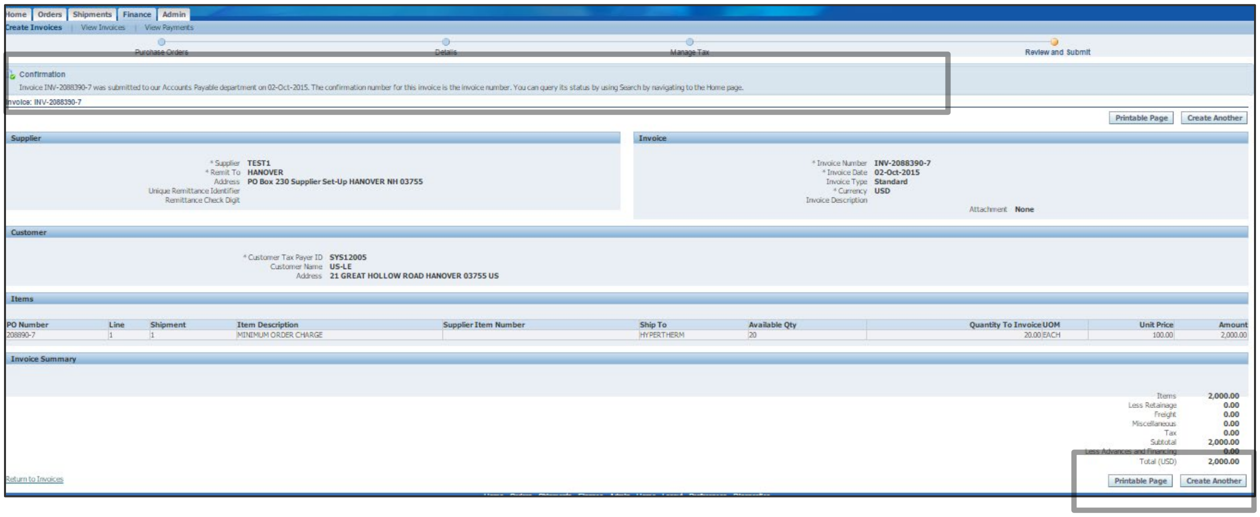


9. Enter tax as appropriate.
10. Select Next.

Review/Submit Invoice Page



11. On the **Create Invoice: Review and Submit** page, review your invoice and click Submit. You also have the option to return to this invoice later by clicking Save.

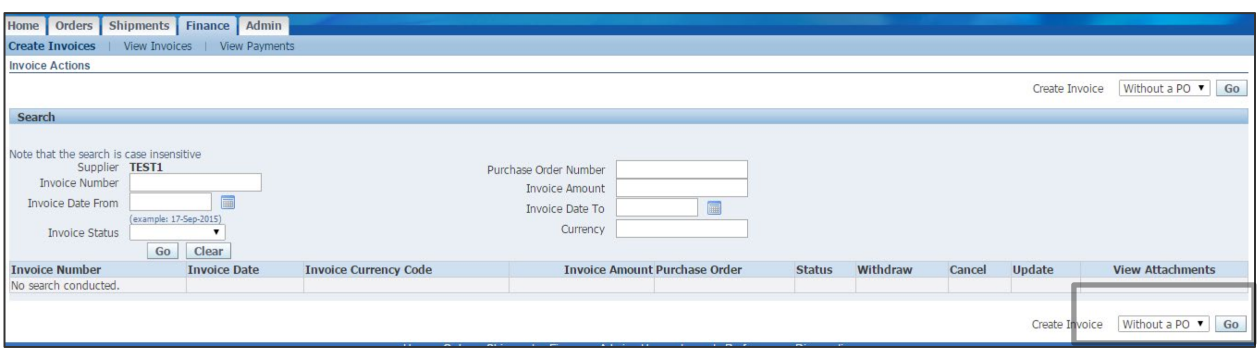


12. A **Confirmation** page is generated informing you of the successful invoice creation

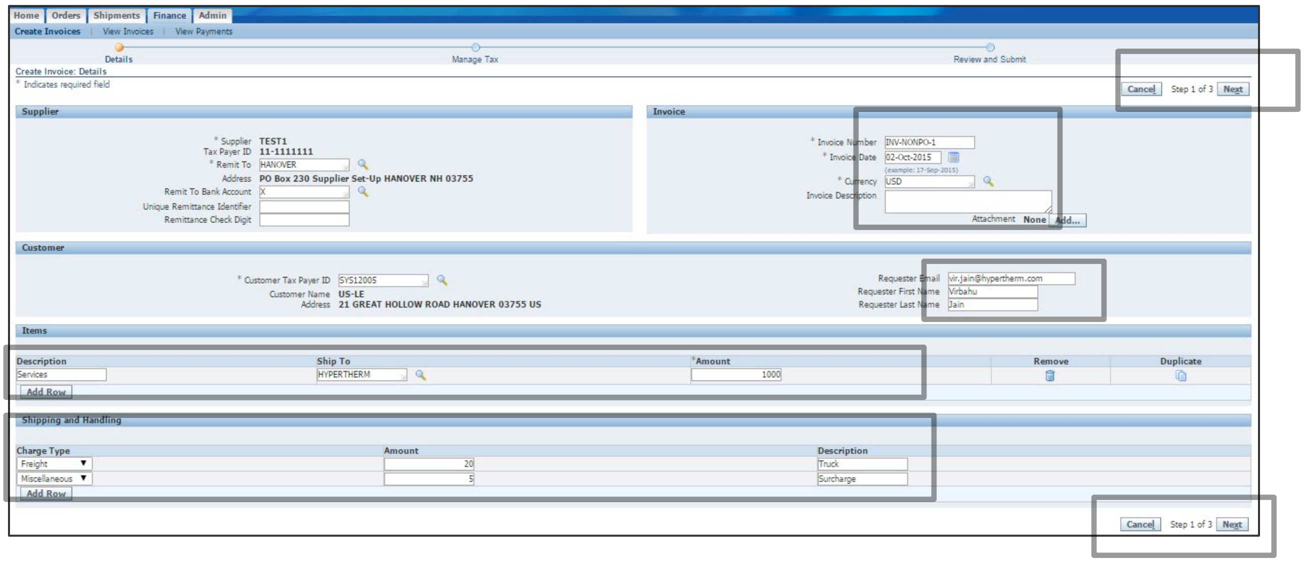
ii. **Non-PO based Invoices**: You can submit a non-PO based invoice for services, etc. for which Hypertherm has not created any PO. You cannot change the invoice after submission.

Create an invoice without a Purchase Order

1. Click the Finance tab, and then click Create Invoices in the task bar directly below the tabs.
2. On the **Invoice Actions** page, select *Without a PO* from the Create Invoice Menu and click Go.



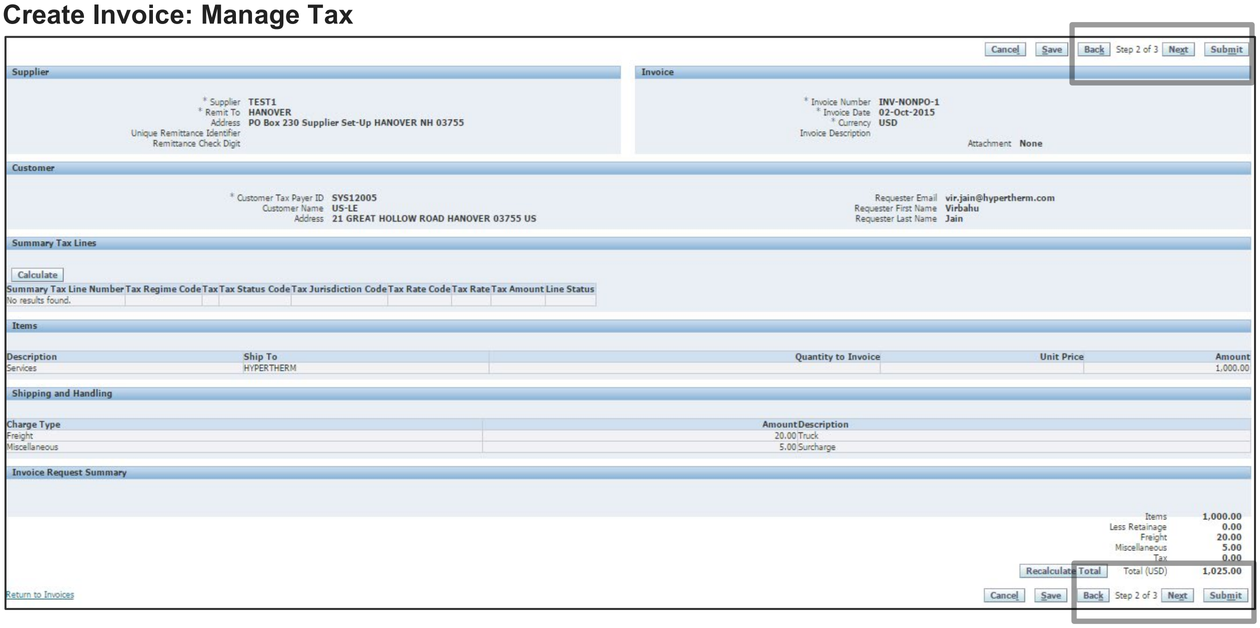
Create Invoice: Details Page



3. On the **Create Invoice: Details** page, Please enter the following :
    1. Enter an invoice number
    2. Currency in which you are billing (USD)
    3. Please enter email of the Hypertherm contact requesting services in the requesters email address
    4. In Items section, Enter Description of the charges, Shipping destination in Hypertherm and Line amount charge
    5. You can also add Freight and/ or Misc. charges under shipping and handling section

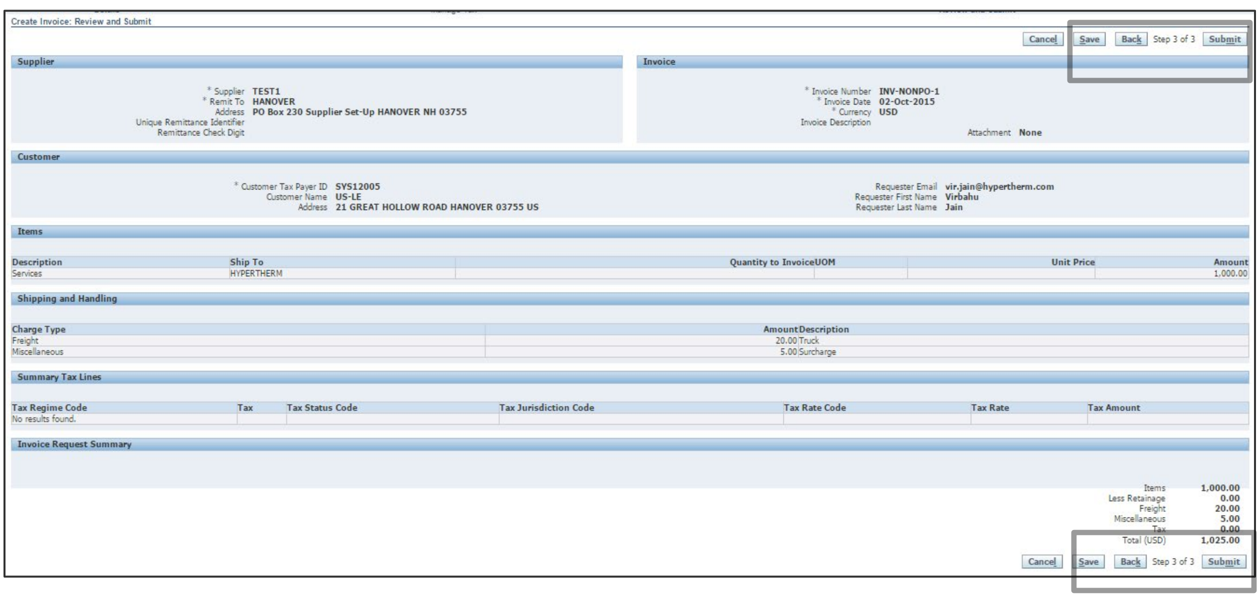
4. When finished adding Invoice Number, click Next.

Create Invoice: Manage Tax

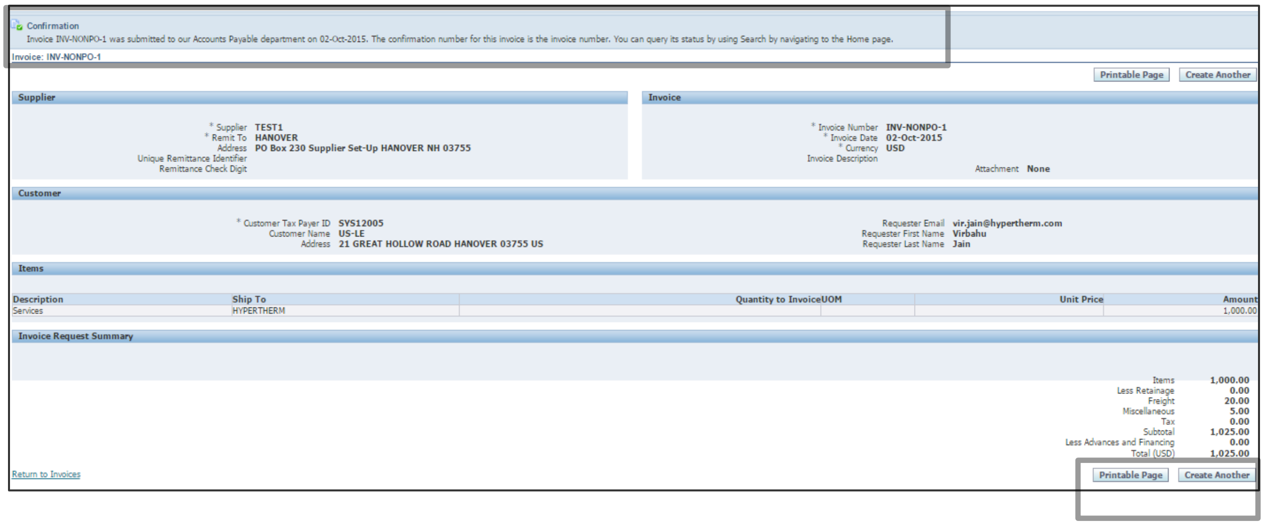


5. Enter tax as appropriate.

Review/Submit Invoice Page



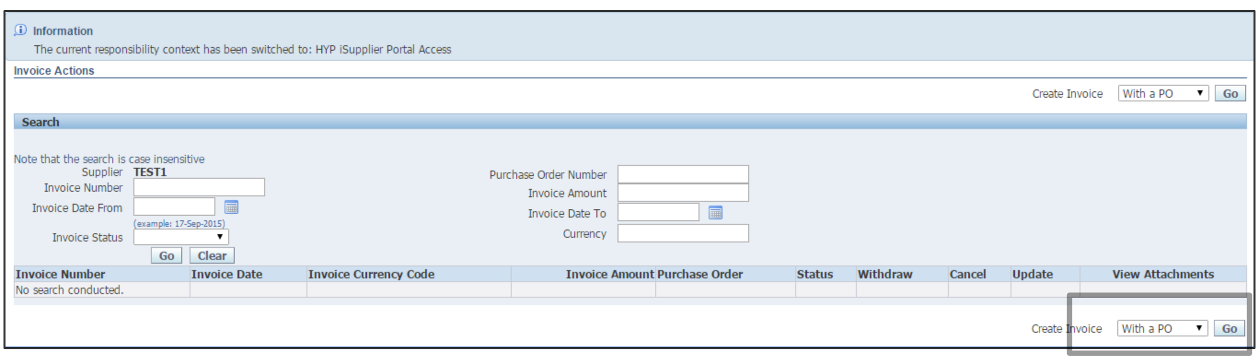
6. On the **Create Invoice: Review and Submit** page, review your invoice and click Submit. You also have the option to return to this invoice later by clicking Save.



7. A **Confirmation** page is generated informing you of successful invoice creation

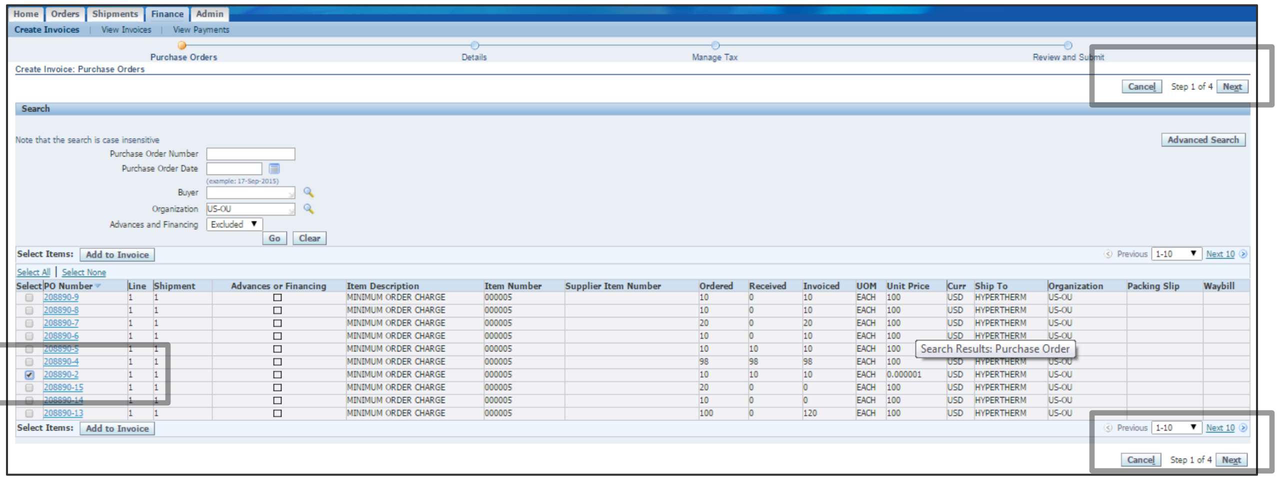
Create credit memo invoice against a Purchase Order

1. Click the Finance tab, and then click Create Invoices in the task bar directly below the tabs.
2. On the **Invoice Actions** page, select *With a PO* from the Create Invoice Menu and click Go.



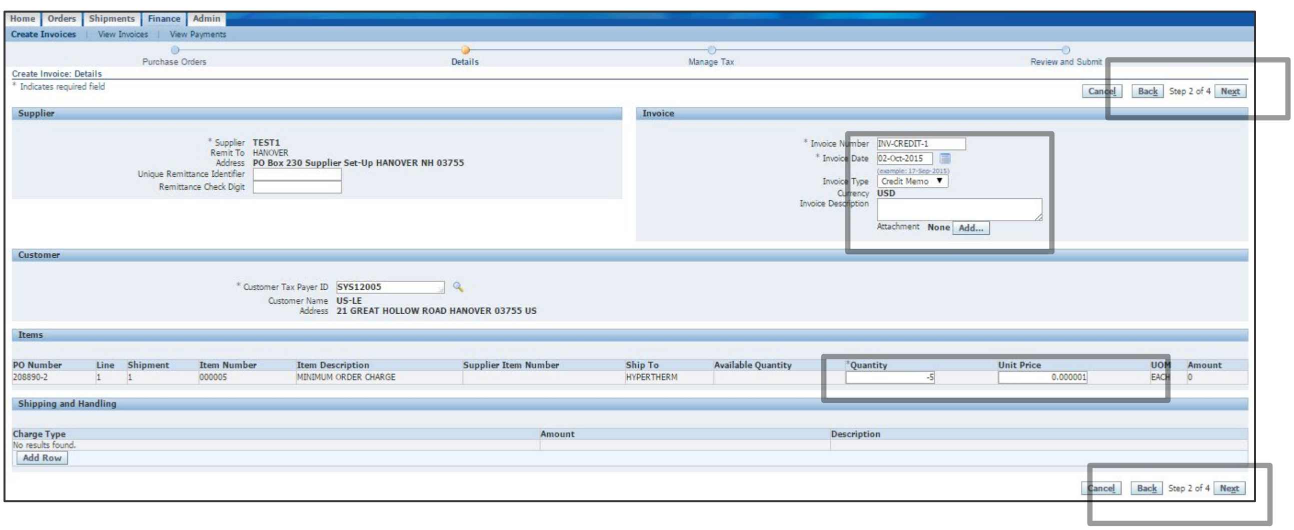
3. On the Create Invoice: Purchase Orders page, enter search criteria to identify the purchase order, and click Go.

4. Select items of the PO to be invoiced and click Add to Invoice or hit Next button at the bottom/ top of the page. Add as many items as you need (items on your invoice display at the bottom of the page). If you mistakenly add an item to the invoice, you can select it and click Remove from invoice.



5. When finished adding items, click Next.

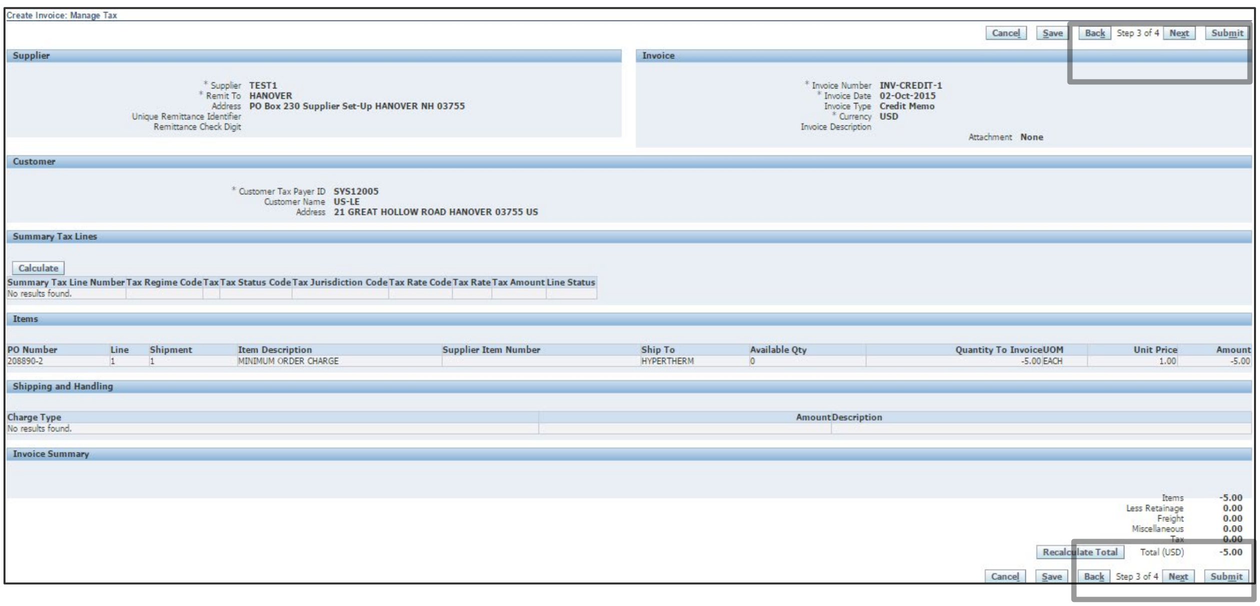
Create Invoice: Details Page



6. On the **Create Invoice: Details** page, Please enter the following :
    1. Enter an invoice number
    2. Make sure to change the Invoice Type to : Credit memo from the drop down
    3. In Items section, Enter the quantity and the price in *negative* which you are creating credit memo for
    4. You can also add Freight and/ or Misc. charges under shipping and handling section

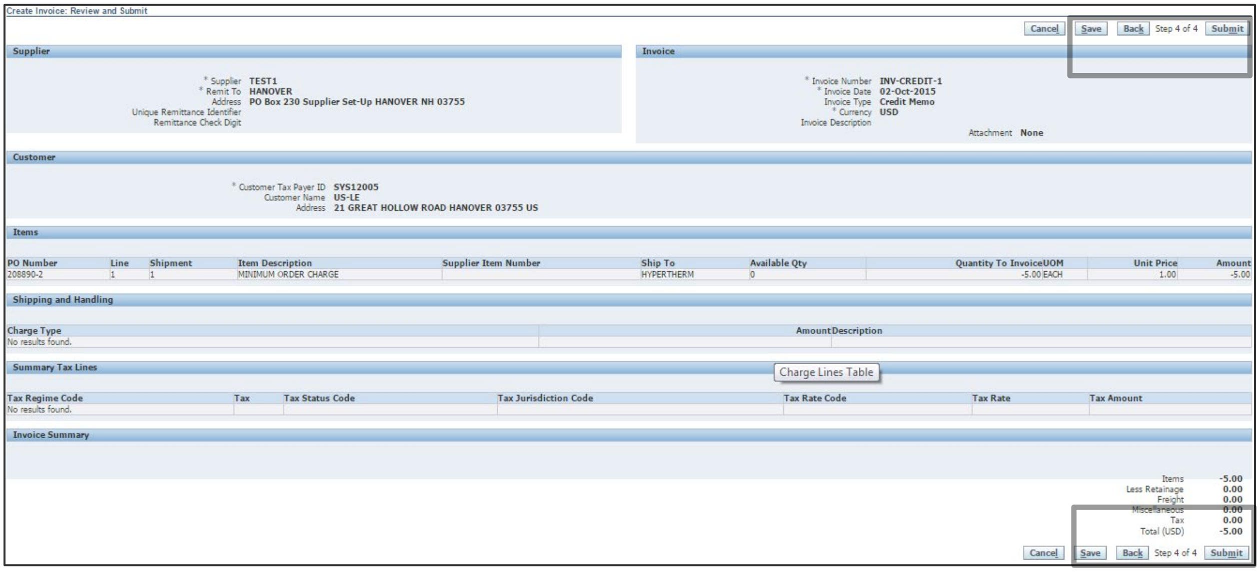
7. When finished adding Invoice Number, click Next.

Create Invoice: Manage Tax

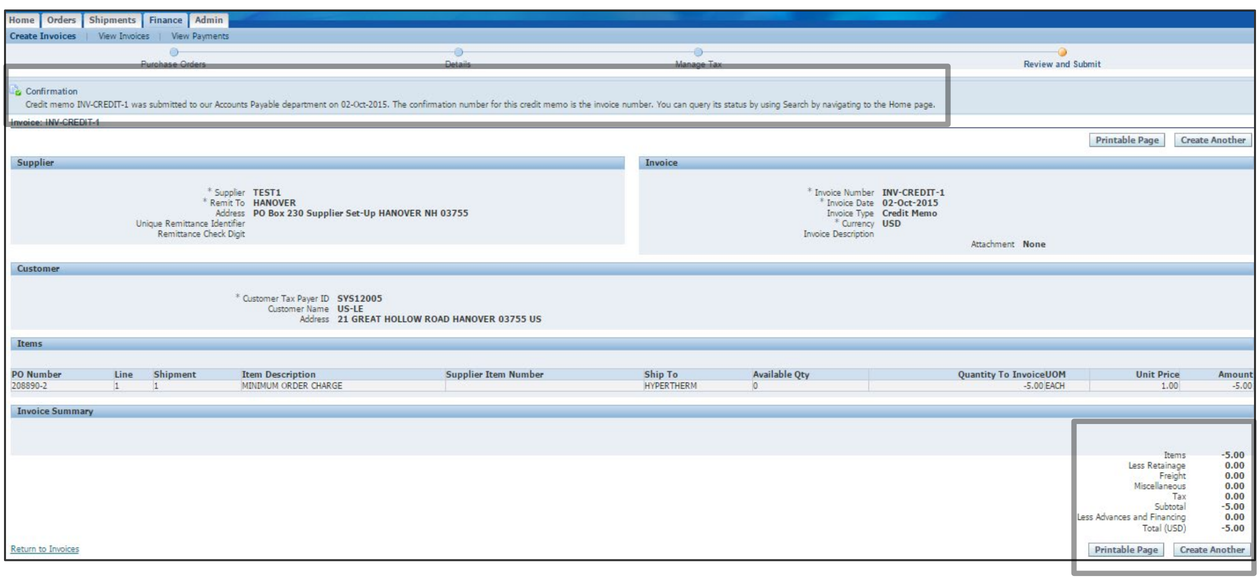


8. Enter any tax as appropriate.

Review/Submit Invoice Page



9. On the **Create Invoice: Review and Submit** page, review your invoice and click Submit. You also have the option to return to this invoice later by clicking Save.



10. A **Confirmation** page is generated informing you of successful invoice creation

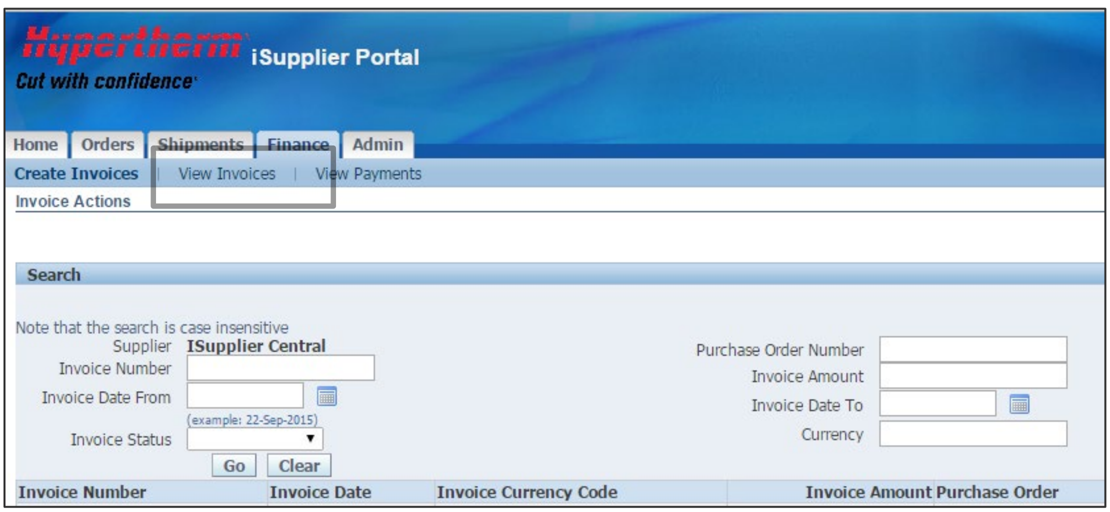
Viewing Invoice Information

The View Invoices page enables you to search for and view details of an invoice you have submitted. You can search using various, any or all of the search criteria on the page such as:

- Invoice Number
- Invoice date
- Due date
- Payment status
- Invoice Amount
- Invoice Status

To view invoice information:

1. On the *iSupplier* Portal Home page, click the Finance tab, then click the View Invoices subtab.
2. On the View Invoices page, enter search values into one or more of the search fields, and click Go. Or use the Advanced Search option.



Invoice Summary Results Page

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Discount Date	Available Discount	Attachments	Netted Amount	Reckoning Currency	Netting Report
ASBN 61120	06-Oct-2015	Standard	USD	611.20	611.20	In-Process		Not Paid			05-NOV-2015		206682-13							
ASBN-111	05-Oct-2015	Standard	USD	0.00	0.00	Cancelled		Not Paid			04-NOV-2015		206682-48							
INV-111	05-Oct-2015	Standard	USD	358.80	358.80	In-Process		Not Paid			04-NOV-2015		206682-58							
ASBN-101	02-Oct-2015	Standard	USD	50.00	50.00	In-Process		Not Paid			01-NOV-2015		206682-6							
ASBN00-1123	01-Oct-2015	Standard	USD	0.00	0.00	Cancelled		Not Paid			31-OCT-2015		206682-22							
24Sep15MCW	24-Sep-2015	Standard	USD	6,162.00	6,162.00	In-Process	Qty Rec	Not Paid			24-OCT-2015		206682-45							
24SEPMCW3	24-Sep-2015	Standard	USD	391.72	391.72	In-Process		Not Paid			24-OCT-2015		206682-4							
24Sep15MCW2	24-Sep-2015	Standard	USD	525.00	525.00	In-Process		Not Paid			24-OCT-2015		206682-51							
Test2linessameitem	24-Sep-2015	Standard	USD	1,000.00	1,000.00	Approved		Not Paid			24-OCT-2015		206682-53							
24SEP15MCW4	24-Sep-2015	Standard	USD	613.00	613.00	In-Process		Not Paid			24-OCT-2015		206682-34							
24SEP15MCW5	24-Sep-2015	Standard	USD	623.00	623.00	In-Process		Not Paid			24-OCT-2015		206682-43							
345	23-Sep-2015	Standard	USD	147.00	147.00	In-Process		Not Paid			23-OCT-2015		206682-10							
555	23-Sep-2015	Standard	USD	65.00	65.00	In-Process		Not Paid	Payment Status		23-OCT-2015		206682-35							
82-1	23-Sep-2015	Standard	USD	598.00	598.00	In-Process		Not Paid			23-OCT-2015		206682-48							
654	21-Sep-2015	Standard	USD	59.80	59.80	In-Process	Qty Rec	Not Paid			21-OCT-2015		206682-6							
54321-freight	21-Sep-2015	Standard	USD	69.80	69.80	In-Process	Dist Variance	Not Paid			21-OCT-2015		206682-9							

Export

3. When the search results display, click the Invoice Number link to view details of the invoice. (You can also view any associated purchase order(s), payments, and scheduled payments by clicking their respective links or icons).

Invoice Details page

Hypertherm iSupplier Portal
Cut with confidence

Navigator Favorites Home Logout Preferences Diagnostics

Home | Orders | Shipments | Finance | Admin

Create Invoices | **View Invoices** | View Payments

Finance: View Invoices >

Standard Invoice: 24SEP15MCW4 (Total USD 613.00)

Currency=USD

Export

General

Invoice Date	**24-Sep-2015**
Status	**In-Process**
On Hold	
Batch	
Attachments	**None**
Supplier	**ISupplier Central**
Supplier Site	**Grafton**
Address	**10 Grafton Pond Road GRAFTON, NH 03240**

Amount Summary

Item	**598.00**
Freight	**10.00**
Miscellaneous	**5.00**
Tax	**0.00**
Prepayment	**0.00**
Retainage	**0.00**
Withholding Tax	**0.00**
Total	**613.00**

Payment Information

Paid	**0.00**
Discount Taken	**0.00**
Due	**613.00**
Status	**Not Paid**
Payment Date	
Payment	
Term	**NET 30 DAYS**

Invoice Lines | Scheduled Payments | Hold Reasons

Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	SHLDR STRAP:PMX45 1.5"W X 50"L HOOK W/LATCH	100	EACH	5.98		598.00	0.00	Approved	206682-34	1	1	Blood, Megan A	
2	Freight	FREIGHT					10.00	0.00	In-Process					
3	Miscellaneous	MISC FEE					5.00	0.00	In-Process					

Return to Finance: View Invoices

Export

4. On the Invoice Details page, you can see the header level information.
5. To view invoice line information, click the Invoice Lines tab. You can also view any scheduled payments and any hold information.

Viewing Payment Information

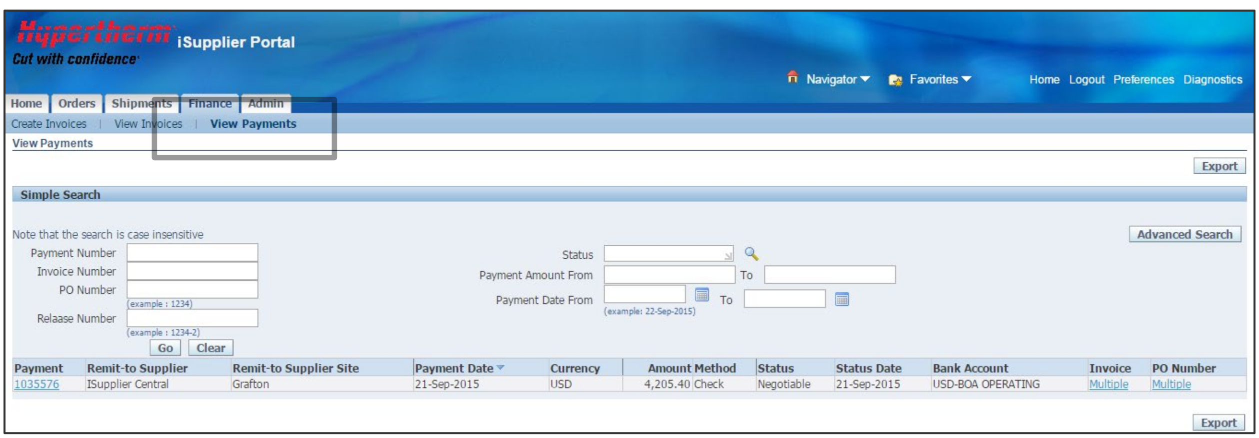
Payment inquiry enables you to view the history of all the payments to your invoices completed by the buying company. You can use the View Payments page to search using various search criteria, including:

- Payment number
- Invoice number
- Payment date
- Purchase order number

To view payment information:

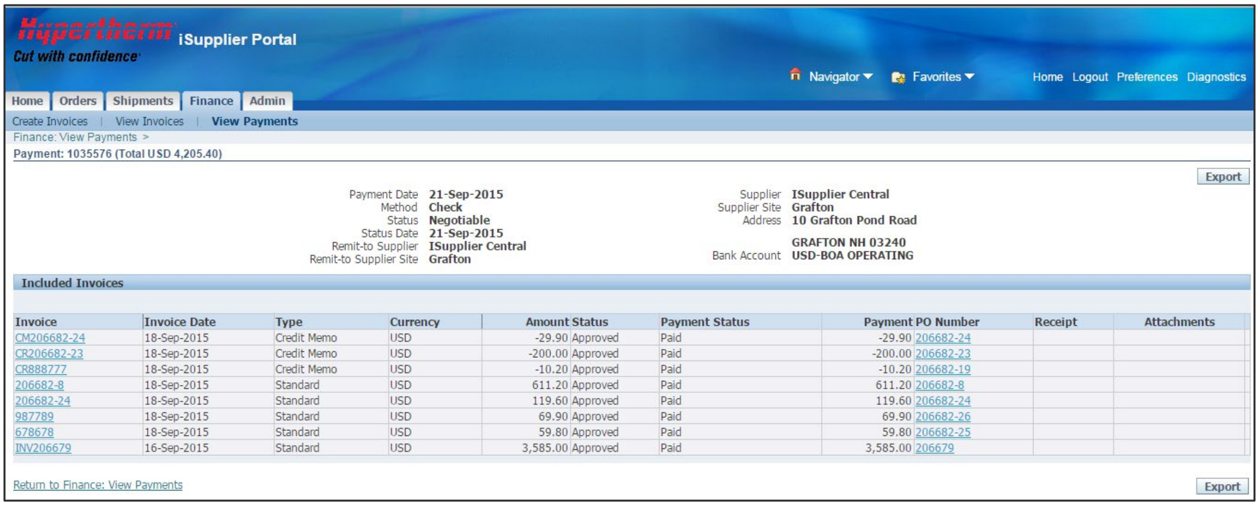
1. On the *iSupplier* Portal Home page, click the Finance tab, then click the View Payments subtab.
2. On the View Payments page, enter search values into one or more of the search fields, and click Go. Or use the Advanced Search option.

Payment Summary Results Page



3. When the search results display, click the payment number link to view details of the payment. (You can also view any associated purchase order(s), or invoices by clicking their links).

Payment Details page



iSupplier Portal
Cut with confidence
Navigator Favorites Home Logout Preferences Diagnostics
Home | Orders | Shipments | Finance | Admin
Create Invoices | View Invoices | View Payments
Finance: View Payments >
Payment: 1035576 (Total USD 4,205.40)
Export

Payment Date 21-Sep-2015
Method Check
Status Negotiable
Status Date 21-Sep-2015
Remit-to Supplier ISupplier Central
Remit-to Supplier Site Grafton

Supplier ISupplier Central
Supplier Site Grafton
Address 10 Grafton Pond Road
GRAFTON NH 03240
Bank Account USD-BOA OPERATING

Included Invoices

Invoice	Invoice Date	Type	Currency	Amount	Status	Payment Status	Payment	PO Number	Receipt	Attachments
CM206682-24	18-Sep-2015	Credit Memo	USD	-29.90	Approved	Paid	-29.90	206682-24		
CR206682-23	18-Sep-2015	Credit Memo	USD	-200.00	Approved	Paid	-200.00	206682-23		
CR888777	18-Sep-2015	Credit Memo	USD	-10.20	Approved	Paid	-10.20	206682-19		
206682-8	18-Sep-2015	Standard	USD	611.20	Approved	Paid	611.20	206682-8		
206682-24	18-Sep-2015	Standard	USD	119.60	Approved	Paid	119.60	206682-24		
987789	18-Sep-2015	Standard	USD	69.90	Approved	Paid	69.90	206682-26		
678678	18-Sep-2015	Standard	USD	59.80	Approved	Paid	59.80	206682-25		
INV206679	16-Sep-2015	Standard	USD	3,585.00	Approved	Paid	3,585.00	206679		

Return to Finance: View Payments
Export

4. On the Payments details page, you can see the payment details including the invoices addressed by the payment.

Help and Support

Help and Support is available through your Hypertherm Procurement Partner. In addition, answers to common issues can be found in the section Self Help.

Self-help

Problem	Resolution
Purchase Order and Release are not Available	Availability is dependent on the steps of the process and the current status. For example. If you use ASBN (Advanced Shipping & Billing) then the invoice function will not be available.
Void a ASBN (Advanced Shipping Billing Notice)	Receipt of the product has already occurred, contact your procurement partner.