

# Oracle iSupplier 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 - <i>Creating Advance Shipment Billing Notices</i>	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 – <i>Creating Advance Shipment Billing Notices</i> Submitting Invoices <i>-Create an invoice with a matching purchase order</i>	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.

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*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.

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## 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.

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## 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

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## 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.

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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 <i>iSupplier</i> 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 <i>iSupplier</i> 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 <i>iSupplier</i> 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.

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## 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](mailto:supplier.setup@hypertherm.com).

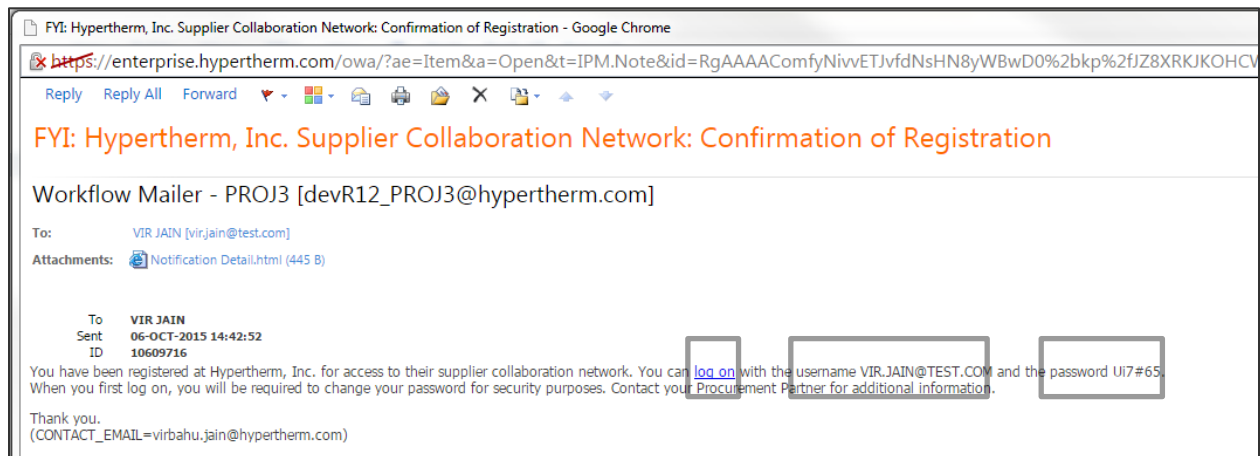
This section covers the following topics:

- 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.



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- 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.

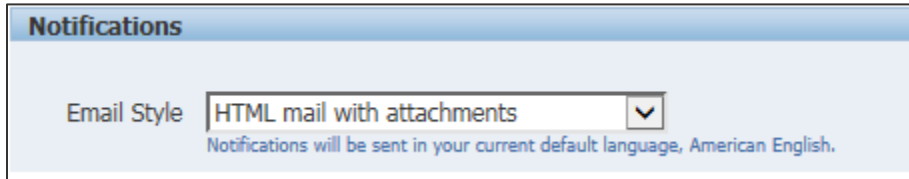
- When you first log on, you will be required to change your password for security purposes. Please do not share your password with others.

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

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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.

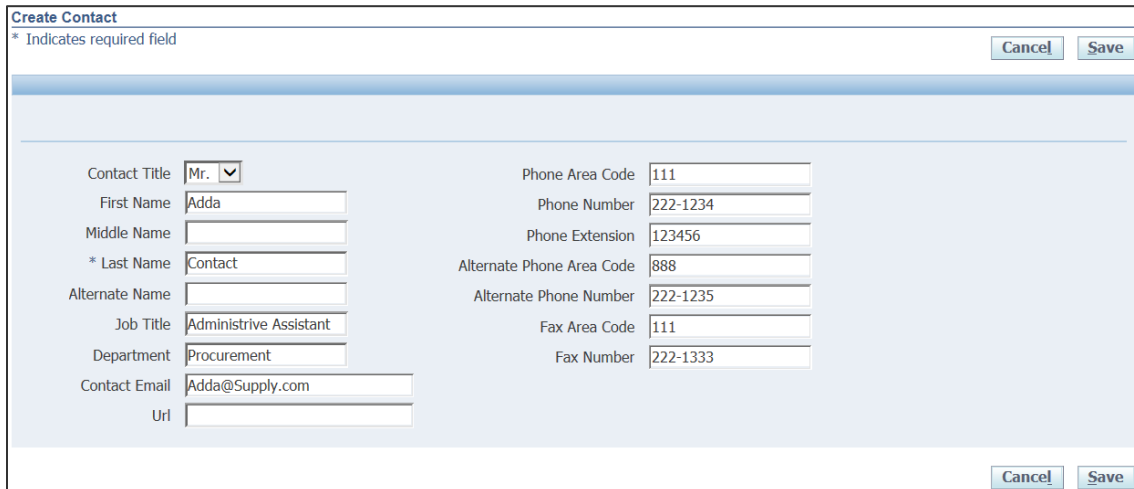


## Contact Updates

**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



Create Contact	
* Indicates required field	
Contact Title	Mr. ▼
First Name	Adda
Middle Name	
* Last Name	Contact
Alternate Name	
Job Title	Administrative Assistant
Department	Procurement
Contact Email	Adda@Supply.com
Url	
Phone Area Code	111
Phone Number	222-1234
Phone Extension	123456
Alternate Phone Area Code	888
Alternate Phone Number	222-1235
Fax Area Code	111
Fax Number	222-1333

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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

Search			
To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.			
Search By	Address Name ▼	<input type="text"/>	Go
Results			
Select	Quick Select	Address Name ▲	Address Details
<input type="radio"/>		Grafton	Central Purchasing Lane, Suite 2, Hanover, NH, NH, US

## 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](mailto:supplier.setup@hypertherm.com).

Home	Orders	Shipments	Finance	Product	Admin						
<b>Profile Management</b>											
<ul style="list-style-type: none"> <li>• General</li> <li>• Company Profile <ul style="list-style-type: none"> <li>○ Organization</li> <li>○ <b>Address Book</b></li> <li>○ Contact Directory</li> </ul> </li> </ul>		<b>Address Book</b> <div>Create</div> <table border="1"> <thead> <tr> <th>Address Name ▲</th> <th>Address Details</th> <th>Country</th> </tr> </thead> <tbody> <tr> <td>Grafton</td> <td>Central Purchasing Lane Suite 2 Hanover, NH 03755</td> <td>United States</td> </tr> </tbody> </table>				Address Name ▲	Address Details	Country	Grafton	Central Purchasing Lane Suite 2 Hanover, NH 03755	United States
Address Name ▲	Address Details	Country									
Grafton	Central Purchasing Lane Suite 2 Hanover, NH 03755	United States									

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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.

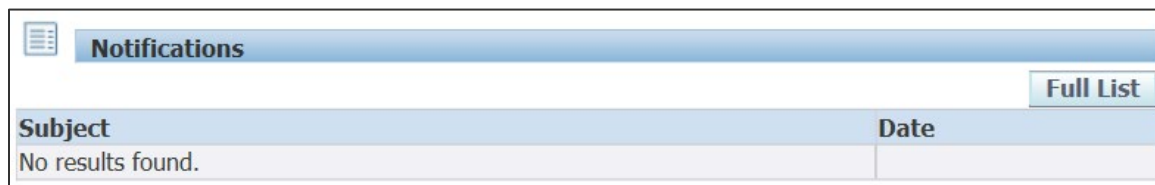
<b>iSupplier Processes Notifications Overview</b>			
<b>Content</b>	<b>Hypertherm</b>	<b>Supplier</b>	<b>iSupplier Portal</b>
Supplier Registration		Email	yes
Request Changes on the PO	Email		yes
Request Cancellation	Email		yes
Acknowledge PO		Email	yes
PO creation		Email	yes
Changes in shipment: Split	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

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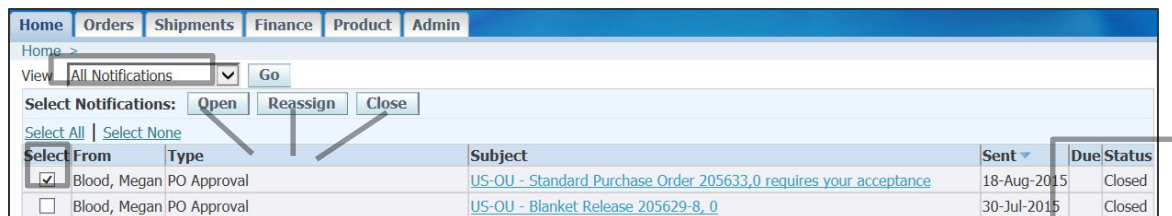
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Notification Emails Sent to Supplier			
Notification	Sent To Email	Action	iSupplier Portal
Registration	Supplier	Logon to iSupplier Portal	Yes
New PO	Supplier	View PO	Yes
Response to Change Request	Supplier	Review response	Yes
Acknowledgement Required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

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## 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)

The screenshot shows the Oracle iSupplier Portal Admin tab. The left sidebar contains a 'Profile Management' menu with options like General, Company Profile, Organization, Address Book, Contact Directory, Business Classifications, Product & Services, Payment & Invoicing, and Surveys. The main content area is titled 'General' and displays account information for 'TEST1' (Supplier Number: TES773). Below this, the 'Attachments' section is visible, showing a table of existing attachments. The 'Add Attachment' button is highlighted with a red box.

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
Test Supplier Reinn Set-up at Vir's Request	Short Text		From Supplier	CAROL MARSH	18-Sep-2015	One-Time			

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

The screenshot shows the 'Add Attachment' form in the Oracle iSupplier Portal Admin tab. The form includes fields for 'Title', 'Description', and 'Category' (set to 'From Supplier'). Below these fields is the 'Define Attachment' section, which has radio buttons for 'File', 'URL', and 'Text'. The 'Browse...' button is highlighted with a red box. At the bottom right of the form, the 'Add Another' button is highlighted with a red box.

## 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.

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Responsibility Name	Description
HYP <i>iSupplier Portal Access</i>	This responsibility will be the default responsibility to the Supplier User contact and has all the features for the Supplier Super User.
HYP <i>iSupplier Sales</i>	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 <i>iSupplier Order Fulfillment</i>	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

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## 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.

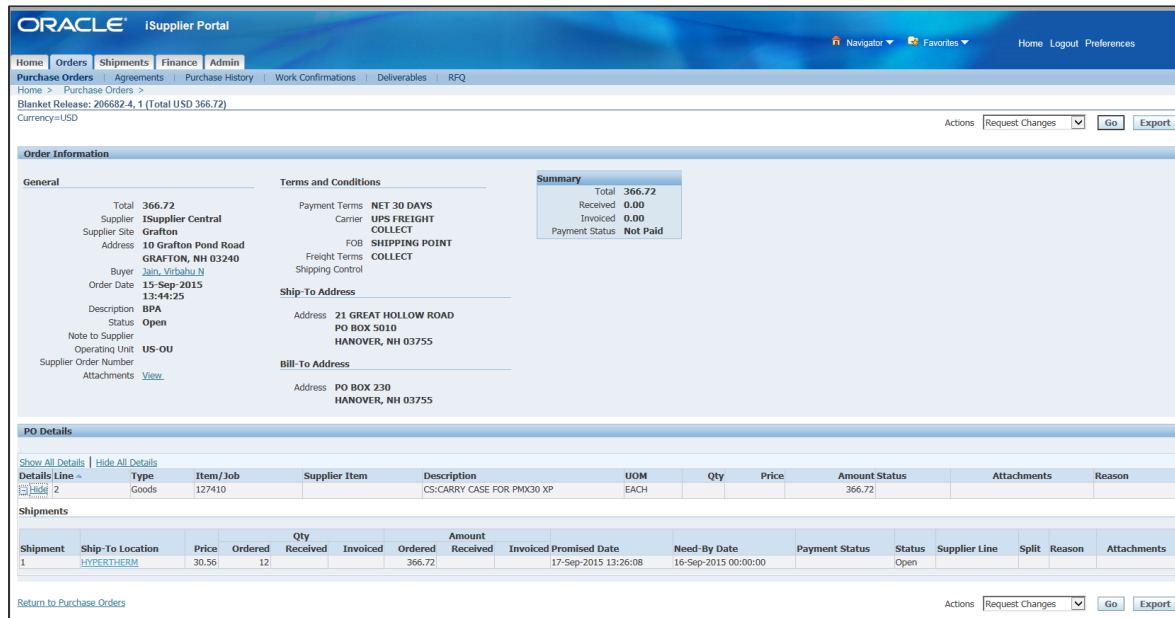
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## To view the details of a purchase order:

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



**ORACLE iSupplier Portal**

Home | Orders | Shipments | Finance | Admin

Purchase Orders | Agreements | Purchase History | Work Confirmations | Deliverables | RFQ

Home > Purchase Orders > Blanket Release: 2065824.1 (Total USD 366.72)

Currency=USD

Actions: Request Changes [Go] Export

---

**Order Information**

General	Terms and Conditions	Summary
<b>Total</b> 366.72 <b>Supplier</b> 1Supplier Central <b>Supplier Site</b> Grafton <b>Address</b> 10 Grafton Pond Road <b>GRAFTON, NH 03240</b> <b>Buyer</b> Jain_Virbahu.N <b>Order Date</b> 15-Sep-2015 <b>13:44:25</b> <b>Description</b> BPA <b>Status</b> Open <b>Note to Supplier</b> <b>Operating Unit</b> US-OU <b>Supplier Order Number</b> <b>Attachments</b> <a href="#">View</a>	<b>Payment Terms</b> NET 30 DAYS <b>Carrier</b> UPS FREIGHT <b>COLLECT</b> <b>FOB</b> SHIPPING POINT <b>Freight Terms</b> COLLECT <b>Shipping Control</b> <b>Ship-To Address</b> <b>Address</b> 21 GREAT HOLLOW ROAD <b>PO BOX 5010</b> <b>HANOVER, NH 03755</b> <b>Bill-To Address</b> <b>Address</b> PO BOX 230 <b>HANOVER, NH 03755</b>	<b>Total</b> 366.72 <b>Received</b> 0.00 <b>Invoiced</b> 0.00 <b>Payment Status</b> Not Paid

---

**PO Details**

[Show All Details](#) | [Hide All Details](#)

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
1	Goods	127410		CS:CARRY CASE FOR PM30 XP	EACH			366.72			

---

**Shipments**

Shipment	Ship-To Location	Price	Ordered	Received	Invoiced	Amount Received	Invoiced Promised Date	Need-By Date	Payment Status	Status	Supplier Line	Split	Reason	Attachments
1	HYPERTHERM	30.56	12			366.72	17-Sep-2015 12:26:08	16-Sep-2015 00:00:00		Open				

[Return to Purchase Orders](#)

Actions: Request Changes [Go] Export

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.

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## 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.

**Hypertherm iSupplier Portal**  
Cut with confidence

Home | Orders | Shipments | Finance | Admin

Purchase Orders | Agreements | Purchase History | Work Confirmations | Deliverables | RFQ

Purchase Orders

Views

View: Recent Purchase Orders [Go]

This view displays all the purchase orders approved in last 365 days (Since 06-Oct-2014 00:00:00).

Select Order: Acknowledge | Request Cancellation | Request Changes | View Change History

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status
<a href="#">206682-58</a>	1	US-OU	Blanket Release	BPA	05-Oct-2015 14:24:49	<a href="#">Jan, Virbahu N</a>	USD	598.00	Open
<a href="#">206682-54</a>	0	US-OU	Blanket Release	BPA	24-Sep-2015 10:46:49	<a href="#">Blood, Megan A</a>	USD	598.00	Open

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

**Hypertherm iSupplier Portal**  
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Home | Orders | Shipments | Finance | Admin

Purchase Orders | Agreements | Purchase History | Work Confirmations | Deliverables | RFQ

Home | Logout | Preferences | Diagnostics

Orders: Purchase Orders >  
Blanket Release: 206682-58, 1 (Total USD 598.00)  
Currency: USD

**Order Information**

**General**

Total: 598.00  
Supplier: iSupplier Central  
Supplier Site: Grafton  
Address: 10 Grafton Pond Road  
Grafton, NH 03240  
Buyer: Jan, Virbahu N  
Order Date: 05-Oct-2015 14:24:49  
Description: BPA  
Status: Open  
Note to Supplier  
Operating Unit: US-OU  
Supplier Order Number  
Attachments: [View](#)

**Terms and Conditions**

Payment Terms: NET 30 DAYS  
Carrier: UPS FREIGHT COLLECT  
FOB: SHIPPING POINT  
Freight Terms: COLLECT  
Shipping Control

**Summary**

Total: 598.00  
Received: 0.00  
Invoiced: 358.00  
Payment Status: Not Paid

**Ship-To Address**

Address: 21 GREAT HOLLOW ROAD  
PO BOX 5010  
HANOVER, NH 03755

**Bill-To Address**

Address: PO BOX 230  
HANOVER, NH 03755

**PO Details**

Show All Details | Hide All Details

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
1	Goods	127217		SHLDR STRAP-PMXHS 1.5"W X 30"L HOOK W/LATCH	EACH			598.00			

[Return to Orders: Purchase Orders](#)

Actions: Request Changes | Request Cancellation | View Change History | View PDF | View Receipts | View Invoices | View Payments | View Shipments

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

The screenshot displays the Hypertherm iSupplier Portal interface. The top navigation bar includes links for Home, Orders, Shipments, Finance, and Admin. A search bar is located on the right. The main content area is divided into sections: Order Information, PO Details, and a table of items. The Order Information section shows details for a Blanket Purchase Agreement (206682, 4) with a currency of USD. The PO Details section shows a table with columns for Details Line, Type, Item/Job, Supplier Item, Description, UOM, Qty, Price, Amount, Status, Attachments, and Reason. The table contains three rows of data. A prompt window at the bottom asks if the user wants to open or save a PDF file (OADownload.pdf, 80.7 KB) from iupplierdev.hypertherm.com.

## 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.

The screenshot displays the Hypertherm iSupplier Portal interface, specifically the Notifications section. The top navigation bar includes links for Home, Orders, Shipments, Finance, and Admin. A search bar is located on the right. The main content area shows a table of notifications with columns for Subject and Date. The table contains two rows of data. A 'Full List' button is located to the right of the table.

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

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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.

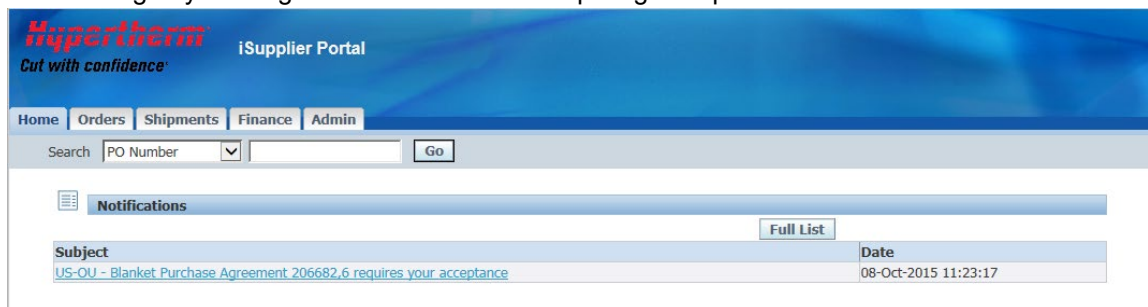
You can submit acknowledgments for an entire order, or for individual shipments. For example, if you can fulfill only part of a purchase order, accept the shipments you can fulfill, and reject the others (note that shipment level acknowledgement cannot be performed using the acknowledgement notification).

*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.

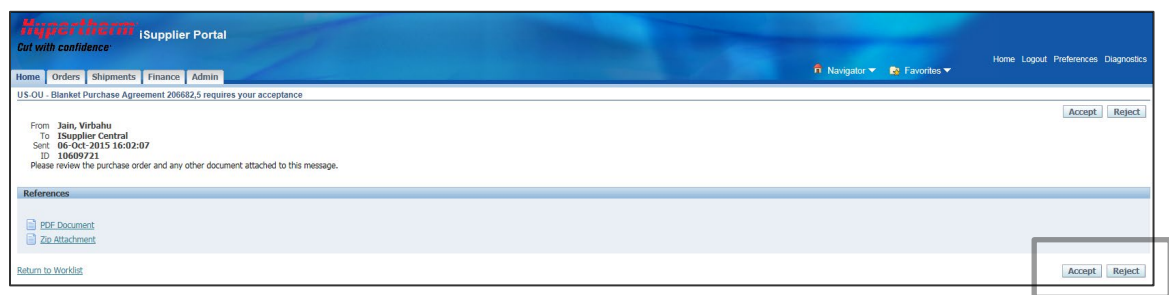
**Note:** The value of the need-by date is defaulted to the promised date field on supplier acceptance in the acknowledgment process.

#### 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.



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## Change Requests for Services

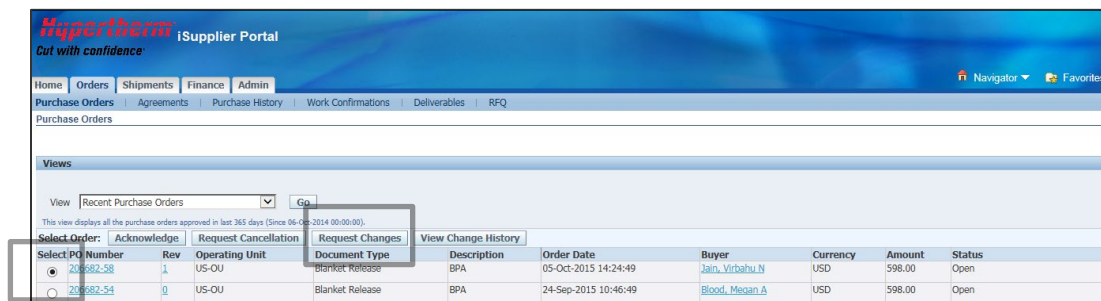
Suppliers can request changes to the price for service lines and create new service schedules by splitting an existing schedule.

## Submitting Change Requests

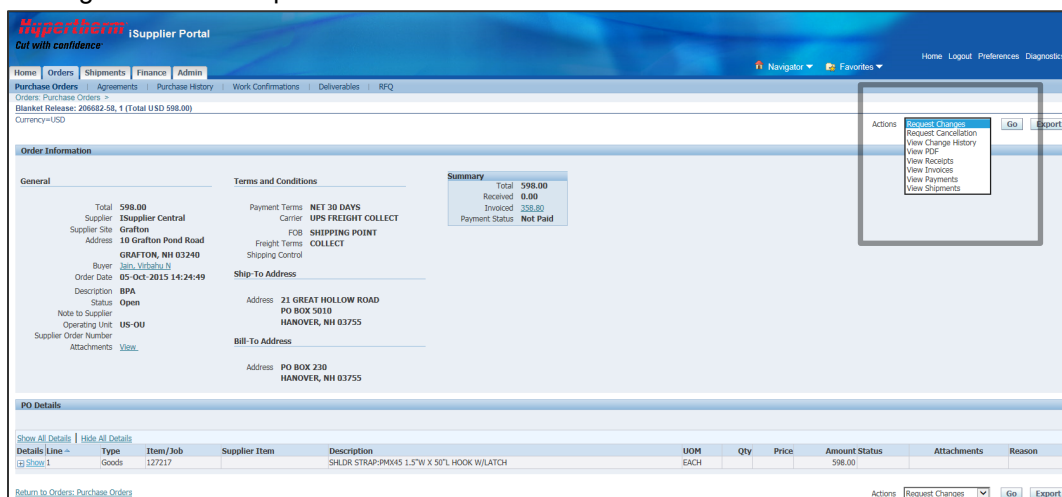
Oracle iSupplier Portal enables you to request changes to purchase orders when modifications are needed to fulfill an order. You can make changes during and after acknowledgment. You can change a single purchase order, or, depending on the change you need to make, you can update multiple change orders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



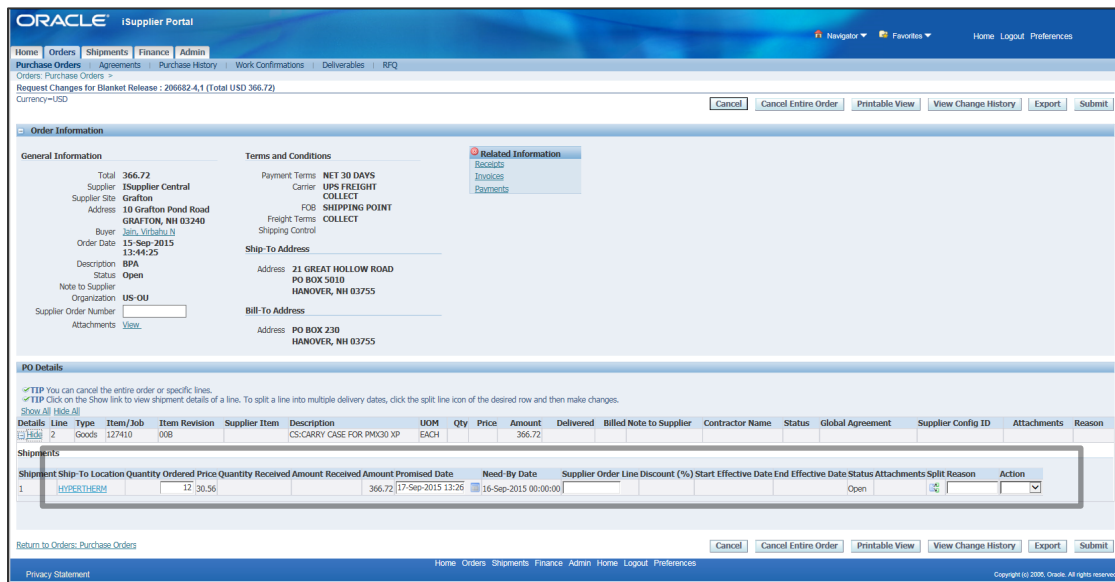
Alternatively, You can go into the purchase order by clicking its purchase order number link and select Request Changes from the drop down and click Go.



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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.

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For purchase order lines, you can change:

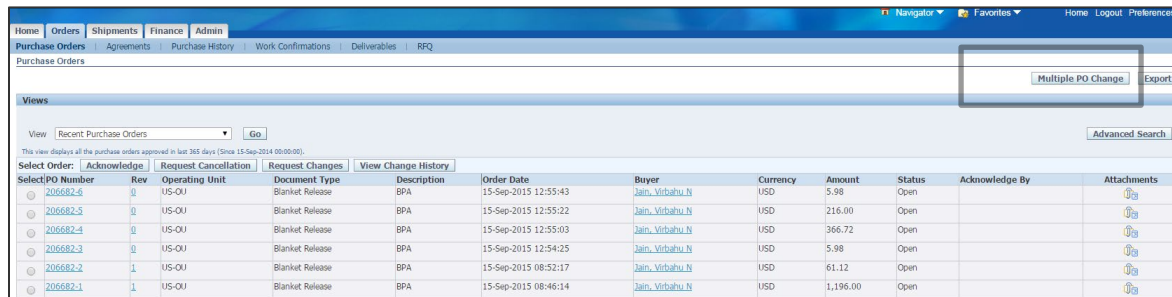
- Unit Price (only for goods lines)
- Supplier Part Number

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

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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.

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Home | Orders | Shipments | Finance | Admin

Purchase Orders | Agreements | Purchase History | Work Confirmations | Deliverables | RFQ

Purchase Orders

Views

View: Recent Purchase Orders [Go]

This view displays all the purchase orders approved in last 365 days (Since 06-09-2014 00:00:00).

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status
<input checked="" type="radio"/> 206682-58	1	US-OU	Blanket Release	BPA	05-Oct-2015 14:24:49	Jain, Virbahu N	USD	598.00	Open
<input type="radio"/> 206682-54	0	US-OU	Blanket Release	BPA	24-Sep-2015 10:46:49	Blood, Megan A	USD	598.00	Open

- 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.

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Home | Orders | Shipments | Finance | Admin

Purchase Orders | Agreements | Purchase History | Work Confirmations | Deliverables | RFQ

Blanket Release: 206682-58, 1 (Total USD 598.00)  
Currency=USD

Order Information

General

Total: 598.00  
Supplier: iSupplier Central  
Supplier Site: Grafton  
Address: 10 Grafton Pond Road  
GRAFTON, NH 03249  
Buyer: Jain, Virbahu N  
Order Date: 05-Oct-2015 14:24:49  
Status: Open  
Note to Supplier  
Operating Unit: US-OU  
Supplier Order Number  
Attachments: View

Terms and Conditions

Payment Terms: NET 30 DAYS  
Carrier: UPS FREIGHT COLLECT  
FOB: SHIPPING POINT  
Freight Terms: COLLECT  
Shipping Control

Ship-To Address

Address: 21 GREAT HOLLOW ROAD  
PO BOX 5010  
HANOVER, NH 03755

Bill-To Address

Address: PO BOX 230  
HANOVER, NH 03755

Summary

Total: 598.00  
Received: 0.00  
Invoiced: 338.00  
Payment Status: Not Paid


PO Details

Show All Details | Hide All Details

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
1	Goods	127217		SHLDR STRAP-PM045 1.5"W X 50"L HOOK W/LATCH	EACH			598.00			

Return to Orders: Purchase Orders

Actions: Request Changes [Go] [Export]

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

**PO Details**

TIP You can cancel the entire order or specific lines.  
TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Details | Hide All Details

Details Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
1	Goods	127217	00E		SHLDR STRAP-PM045 1.5"W X 50"L HOOK W/LATCH	EACH			598.00									

Shipments

Shipment	Ship-To Location	Quantity	Ordered Price	Quantity Received	Amount Received	Promised Date	Need-By Date	Supplier Order Line Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
1	HYPERTHERM	60	5.98			598.00	09-Oct-2015 08:58	30-Sep-2015 00:00:00			Open		Early Delivery	[Change]
4	HYPERTHERM	40					20-Oct-2015 08:58	30-Sep-2015 00:00:00					Late Delivery	[Change]

Return to View Order Details

Cancel | Printable View | View Change History | Export | Submit

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

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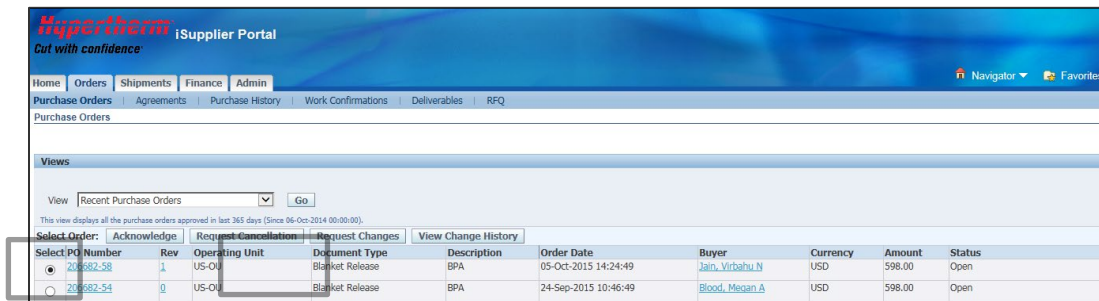
7. Change the Promised Date.
8. Enter the Supplier Order Line.
9. Enter a reason for splitting on both shipment lines.
10. Select an action for change on both shipment lines.
11. Click Submit.

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

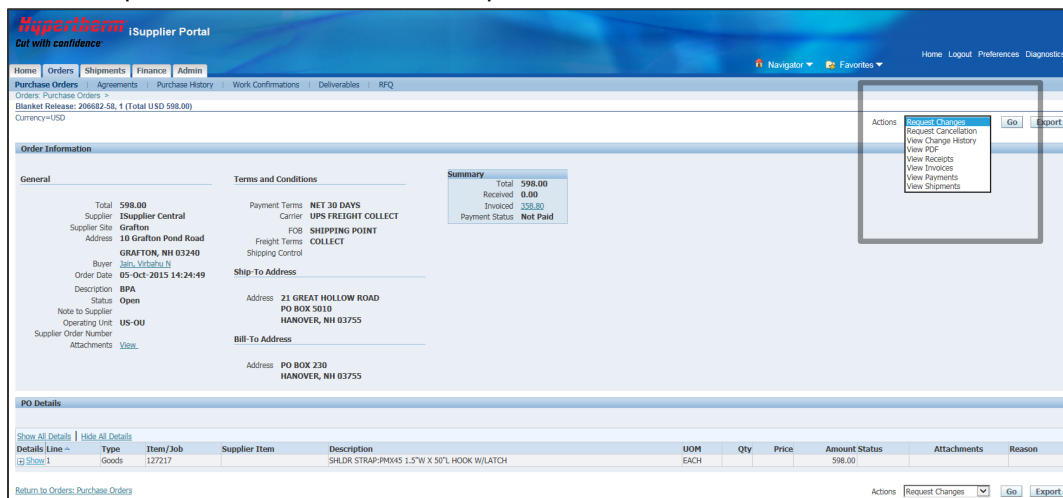
## Canceling Orders or Shipments

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.



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- 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).

- To cancel a shipment, but not the entire order, on the **Request Cancellation** page, click Show Details
- On the shipment line that requires cancellation select Cancel from the Action list of values.
- 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.

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Home | Orders | Shipments | Finance | Admin | Navigator | Favorites | Home | Logout | Preferences | Diagnostics

Purchase Orders | Agreements | Purchase History | Work Confirmations | Deliverables | RFQ

Supplier Agreements

Simple Search

Note that the search is case insensitive

PO Number: 206682  
Revision Global: No  
Description: BPA  
Buyer: Blood, Megan A  
Order Date: 24-Sep-2015 10:41:04  
Currency: USD  
Amount Agreed: 26,291.98  
Amount Released: 26,291.98  
Effective-From Date:   
Effective-To Date:   
Status: Open  
Attachments:   
Upload Status:   
Export

PO Number	Revision Global	Description	Buyer	Order Date	Currency	Amount Agreed	Amount Released	Effective-From Date	Effective-To Date	Status	Attachments	Upload Status
206682	No	BPA	Blood, Megan A	24-Sep-2015 10:41:04	USD	26,291.98	26,291.98			Open		

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

Home | Orders | Shipments | Finance | Admin | Navigator | Favorites

Purchase Orders | Agreements | Purchase History | Work Confirmations | Deliverables | RFQ

Orders: Agreements > PO Comparison Result > Blanket Agreement: 206682 Revision: 4

PO Number: 206682  
Revision: 4  
Description: BPA  
Currency: USD  
Amount Released: 26,291.98  
Global: No  
Effective End Date:   
Approved Date: 24-Sep-2015 10:41:04  
Supplier: iSupplier Central  
Buyer: Blood, Megan A  
Amount Agreed:   
Status:   
Effective Start Date:   
Order Summary

PO Number	Revision	Status	Order Date	Currency	Amount	Receipts
206682-1	1	Approved	15-Sep-2015 08:08:46	USD	1,196.00	
206682-2	1	Approved	15-Sep-2015 08:09:43	USD	61.12	
206682-3	1	Approved	15-Sep-2015 12:51:33	USD	59.80	
206682-4	1	Approved	15-Sep-2015 12:55:01	USD	366.72	
206682-5	1	Approved	15-Sep-2015 12:55:20	USD	450.00	
206682-6	1	Approved	15-Sep-2015 12:55:41	USD	59.80	
206682-7	1	Approved	16-Sep-2015 09:25:36	USD	59.80	
206682-8	1	Approved	16-Sep-2015 09:26:48	USD	611.20	
206682-9	1	Approved	16-Sep-2015 09:38:21	USD	59.80	
206682-10	1	Approved	16-Sep-2015 09:38:40	USD	611.20	

## 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

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Home Orders Shipments Finance Admin  
Purchase Orders Agreements Purchase History Work Confirmations Deliverables RFQ

Purchase Orders

Views

View Recent Purchase Orders [Go]

This view displays all the purchase orders approved in last 365 days (Since 06-Oct-2014 00:00:00).

Select Order: Acknowledge Request Cancellation Request Changes **View Change History**

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status
<input type="radio"/>	206682-38	1	US-OU	Blanket Release	BPA	05-Oct-2015 14:24:49	Jain, Virbahu N	USD	598.00	Open
<input type="radio"/>	206682-54	0	US-OU	Blanket Release	BPA	24-Sep-2015 10:46:49	Blood, Megan A	USD	598.00	Open
<input type="radio"/>	206682-53	0	US-OU	Blanket Release	BPA	24-Sep-2015 10:41:20	Blood, Megan A	USD	1,000.00	Closed
<input type="radio"/>	206682	4	US-OU	Blanket Agreement	BPA	24-Sep-2015 10:41:04	Blood, Megan A	USD		Open
<input type="radio"/>	206682-51	0	US-OU	Blanket Release	BPA	24-Sep-2015 08:45:14	Blood, Megan A	USD	1,000.00	Open
<input type="radio"/>	206682-50	0	US-OU	Blanket Release	BPA	24-Sep-2015 08:17:01	Jain, Virbahu N	USD	152.80	Buyer Change Pending
<input type="radio"/>	206682-49	0	US-OU	Blanket Release	BPA	24-Sep-2015 08:16:29	Jain, Virbahu N	USD	59.80	Buyer Change Pending
<input type="radio"/>	206682-48	1	US-OU	Blanket Release	BPA	23-Sep-2015 08:12:26	Jain, Virbahu N	USD	598.00	Open
<input checked="" type="radio"/>	206682-47	1	US-OU	Blanket Release	BPA	23-Sep-2015 08:12:01	Jain, Virbahu N	USD	598.00	Open

- Click OK to return to the Purchase Orders page.

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Home Orders Shipments Finance Admin  
Purchase Orders Agreements Purchase History Work Confirmations Deliverables RFQ

Orders: Purchase Orders >  
Change History for Blanket Release: 206682-47

Currency: USD [Ok]

Indicates new values  
Indicates cancellation

Details	Request Date	Line	Shipment Item	Supplier Item	Description	Qty	Price / UOM Rate	Promised Amount	Need-By Date	Start Date	End Date	Supplier Order Number	Supplier Order Line Number	Additional Changes	Cancellation Split Request	Response
Hide	23-Sep-2015 08:07:50	1	127217		SHLDR STRAP-PMX45 1.5"W X 50"L HOOK W/ LATCH	10	EACH 5.98		29-Sep-2015 00:00:00						No	Accepted

Requested By: ISupplier Central  
Change Reason: multiple  
Response Reason:

Responded By: [Name]  
Response Date: 23-Sep-2015 08:12:01

Return to Orders: Purchase Orders [Ok]

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

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Home Orders Shipments Finance Admin  
Purchase Orders Agreements **Purchase History** Work Confirmations Deliverables RFQ

Purchase Order Revision History

Simple Search

Note that the search is case insensitive

PO Number  
Release Number  
Rev  
Document Type  
Creation Date  
Revised Date  
Operating Unit

Go Clear

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
No search conducted.												

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

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## 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

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status
206682-58	1	USOU	Blanket Release	BPA	05-Oct-2015 14:24:49	Jain_Virbahu N	USD	598.00	Open
206682-54	0	USOU	Blanket Release	BPA	24-Sep-2015 10:46:49	Blood_Megan A	USD	598.00	Open
206682-53	0	USOU	Blanket Release	BPA	24-Sep-2015 10:41:20	Blood_Megan A	USD	1,000.00	Closed
206682	1	USOU	Blanket Agreement	BPA	24-Sep-2015 10:41:04	Blood_Megan A	USD		Open
206682-51	0	USOU	Blanket Release	BPA	24-Sep-2015 08:45:14	Blood_Megan A	USD	1,000.00	Open
206682-50	0	USOU	Blanket Release	BPA	24-Sep-2015 08:17:01	Jain_Virbahu N	USD	152.80	Buyer Change Pending
206682-49	0	USOU	Blanket Release	BPA	24-Sep-2015 08:16:29	Jain_Virbahu N	USD	59.80	Buyer Change Pending
206682-48	1	USOU	Blanket Release	BPA	23-Sep-2015 08:12:26	Jain_Virbahu N	USD	598.00	Open
206682-47	1	USOU	Blanket Release	BPA	23-Sep-2015 08:12:01	Jain_Virbahu N	USD	598.00	Open

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.

Revision	Line	Item/Job	Shipment	Price Differential	Enabled Organization	Field Altered	Changed From	Changed To
1	1	127217	1			Quantity	10	100

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

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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
<a href="#">206682-63</a>	0 US-OU	BPA	<a href="#">Jain, Virbahu N</a>	08-Oct-2015 09:46:48		USD	598.00	<a href="#">HYPERTHERM</a>			
<a href="#">206682-62</a>	0 US-OU	BPA	<a href="#">Jain, Virbahu N</a>	08-Oct-2015 09:46:29		USD	598.00	<a href="#">HYPERTHERM</a>			
<a href="#">206682-61</a>	0 US-OU	BPA	<a href="#">Jain, Virbahu N</a>	08-Oct-2015 09:46:13		USD	598.00	<a href="#">HYPERTHERM</a>			

## 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

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## 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

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**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

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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.

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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
<input checked="" type="checkbox"/>	208892-14	1	1			MINIMUM ORDER CHARGE	20-Oct-2015 00:00:00	10	0	0	EACH	HYPERTHERM	US-OU	HYPERTHERM	USD	HANOVER
<input type="checkbox"/>	208892-8	1	1			MINIMUM ORDER CHARGE	30-Oct-2015 00:00:00	10	0	0	EACH	HYPERTHERM	US-OU	HYPERTHERM	USD	HANOVER
<input type="checkbox"/>	208892-12	1	1			MINIMUM ORDER CHARGE	21-Oct-2015 00:00:00	100	0	97	EACH	HYPERTHERM	US-OU	HYPERTHERM	USD	HANOVER
<input type="checkbox"/>	208892-6	1	1			MINIMUM ORDER CHARGE	21-Oct-2015 00:00:00	10	0	0	EACH	HYPERTHERM	US-OU	HYPERTHERM	USD	HANOVER
<input type="checkbox"/>	208892-13	1	1			MINIMUM ORDER CHARGE	22-Oct-2015 00:00:00	100	0	0	EACH	HYPERTHERM	US-OU	HYPERTHERM	USD	HANOVER
<input type="checkbox"/>	208892-9	1	1			MINIMUM ORDER CHARGE	26-Oct-2015 00:00:00	10	0	0	EACH	HYPERTHERM	US-OU	HYPERTHERM	USD	HANOVER
<input type="checkbox"/>	208892-7	1	1			MINIMUM ORDER CHARGE	27-Oct-2015 00:00:00	20	0	0	EACH	HYPERTHERM	US-OU	HYPERTHERM	USD	HANOVER
<input type="checkbox"/>	208892-15	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.

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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

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**Hypertherm iSupplier Portal**  
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Home Orders Shipments Finance Admin

Delivery Schedules | **Shipment Notices** | Shipment Schedules | Receipts | Returns | Overdue Receipts | On-Time Performance | Quality

Shipment: Shipment Notices > Create Advance Shipment Billing Notice >  
Create Advance Shipment Billing Notices

Cancel Add Shipments Preview Submit

**Shipment Header** Shipment Lines

**Shipment Information**

\* Indicates required field

\* Shipment Number  \* Shipment Date   
 \* Expected Receipt Date  Note: Shipment Date cannot be later than today  
 Example: 06-Oct-2015 15:19:47

**Freight Information**

Freight Terms  Freight Carrier   
 Number of Containers  Bill of Lading   
 Waybill/Airbill Number  Packing Slip   
 Packaging Code  Special Handling Code   
 Tar Weight  Tar Weight UOM   
 Net Weight  Net Weight UOM   
 Shipment Tracking#

**Billing Information**

\* Indicates required field

\* Invoice Number  \* Invoice Amount   
 \* Invoice Date  Currency   
 Freight Amount   
 Tax Amount

11. Review your ASBN invoice and click Submit.

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Home Orders Shipments Finance Admin

Delivery Schedules | **Shipment Notices** | Shipment Schedules | Receipts | Returns | Overdue Receipts | On-Time Performance | Quality

Advance Shipment Notice Information

Cancel Back Submit

**Shipment Information**

Shipment Number **ASN-101** Shipment Date **01-Oct-2015 15:20:41**  
 Expected Receipt Date **20-Oct-2015 15:20:47**

**Freight Information**

Freight Terms Ship-From Location Code Comments **UPS123456789**  
 Number of Containers  
 Waybill/Airbill Number  
 Packaging Code  
 Tar Weight  
 Net Weight

**Billing Information**

Invoice Number **ASN-101** Invoice Amount **50**  
 Invoice Date **02-Oct-2015** Payment Terms  
 Freight Amount Currency **USD**  
 Tax Amount

**Remit To Site**

Name **Grafton**  
 Address **10 Grafton Pond Road**  
**GRAFTON, NH 03240**  
**US**  
 Bank Account

**Shipment Lines**

Show All Details | Hide All Details

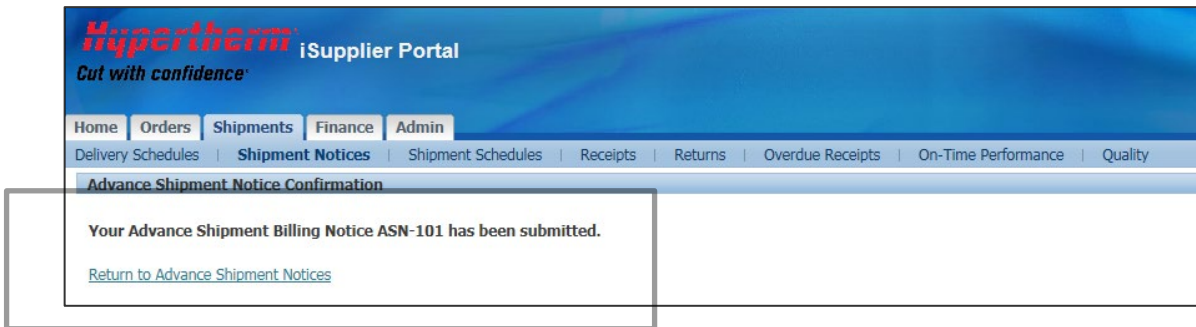
Details PO Number	Line	Shipment	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	Attachments
(i) Show 20682-6	1	1		SHLDR STRAP-PMX45 1.5"W X 50"L HOOK W/LATCH	16-Sep-2015 00:00:00	10	0	EACH	10	HYPERTHERM	

Cancel Back Submit

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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

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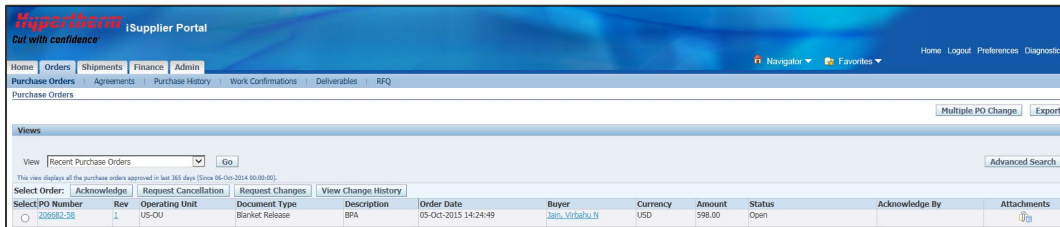
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- Lists of Values
- Updating your .txt File
- Viewing Load Status and Resolving Errors

### ***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.

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## ***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 \*

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- 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.

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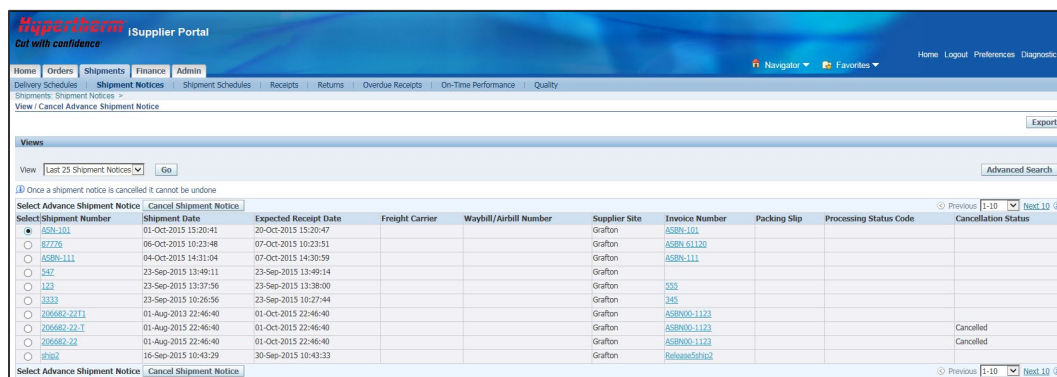
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## To cancel a submitted Advance Shipment Notice or Advance Shipment Billing Notice:

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

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Shipments At A Glance		
Shipment Number	Packing Slip	Shipment Date
<a href="#">87776</a>		06-Oct-2015 10:23:48
<a href="#">ASBN-111</a>		04-Oct-2015 14:31:04
<a href="#">ASBN-101</a>		01-Oct-2015 15:20:41
<a href="#">547</a>		23-Sep-2015 13:49:11
<a href="#">123</a>		23-Sep-2015 13:37:56

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

**Hypertherm iSupplier Portal**  
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Home | Orders | Shipments | Finance | Admin | [Cancel Shipment Notice](#) | [Export](#)

Delivery Schedules | **Shipment Notices** | Shipment Schedules | Receipts | Returns | Overdue Receipts | On-Time Performance | Quality

Home > Advance Shipment Billing Notice: ASBN-111

**Shipment Information**

Shipment Number: **ASBN-111**  
Supplier: **Supplier Central**  
Supplier Site: **Grafton**

Shipment Date: **04-Oct-2015 14:31:04**  
Expected Receipt Date: **07-Oct-2015 14:30:59**

**Freight Information**

Freight Terms: **Bill of Lading**  
Packing Code: **Special Handling Code**

Freight Carrier: **Waybill/Airbill Number**  
Tar Weight UOM: **Net Weight UOM**  
Comments: **Net Weight**

**Billing Information**

Invoice Number: **ASBN-111**  
Payment Terms: **1,000.00**  
Tax Amount: **1,000.00**

Invoice Date: **05-Oct-2015**  
Currency: **USD**  
Freight Amount: **0**

Remit to Site: **Grafton**  
**10 Grafton Pond Road**  
**GRAFTON, NH 03240**  
**US**

Bank Account: **US**

**Shipments in Advance Shipment Notice**

Details	PO Number	Line	Shipment	Supplier	Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	LPN/Lot/Serial	View	Attachments	Cancellation Status
<a href="#">Show</a>	<a href="#">256662-48</a>	1	1			SHLDR STRAP-PM045 1.5"W X 50"L HOOK W/LATCH	25-Sep-2015 00:00:00	100	0	EACH	100	<a href="#">HYPERTHERM</a>				

[Return to Home](#) | [Cancel Shipment Notice](#) | [Export](#)

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

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Home | Orders | Shipments | Finance | Admin | [Cancel Shipment Notice](#) | [Export](#)

Delivery Schedules | **Shipment Notices** | Shipment Schedules | Receipts | Returns | Overdue Receipts | On-Time Performance | Quality

**ASN Cancel Confirmation**

Your request to cancel Advance Shipment Notice ASBN-111 has been submitted. A notification will be sent to the buyer(s) informing them of the cancellation.

[Return to View Advance Shipment and Billing Notices](#)

**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.

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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.

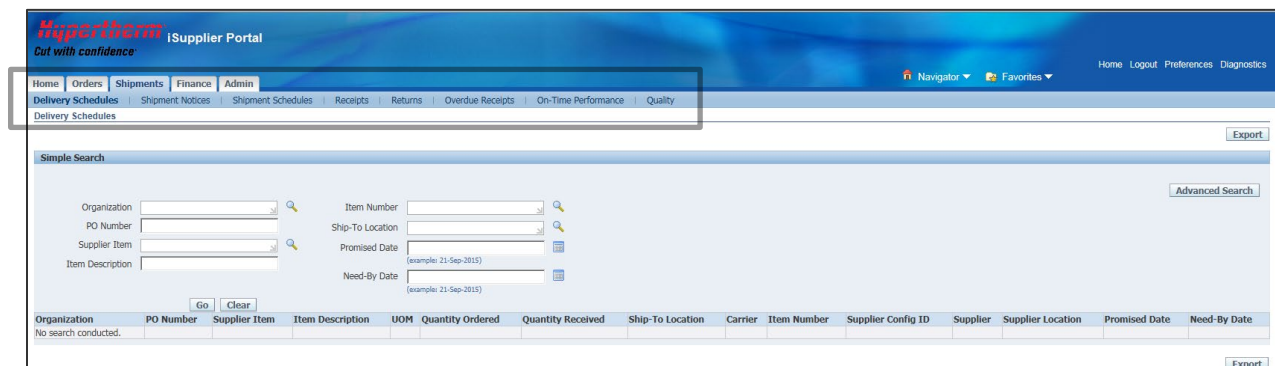
## Receiving Information

**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



The screenshot displays the Hypertherm iSupplier Portal interface. The top navigation bar includes links for Home, Orders, Shipments, Finance, and Admin. Below this, a sub-navigation bar highlights 'Delivery Schedules' and includes links for Shipment Notices, Shipment Schedules, Receipts, Returns, Overdue Receipts, On-Time Performance, and Quality. The main content area features a 'Simple Search' section with input fields for Organization, PO Number, Supplier Item, Item Description, Item Number, Ship-To Location, Promised Date, and Need-By Date. There are 'Go' and 'Clear' buttons for the search. An 'Advanced Search' button is also present. Below the search fields is a table with columns: 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, and Need-By Date. The table currently shows 'No search conducted.' and an 'Export' button is located at the bottom right of the table area.

### 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.

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**Hypertherm** iSupplier Portal  
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Home Orders Shipments Finance Admin

Delivery Schedules | Shipment Notices | Shipment Schedules | Receipts | Returns | Overdue Receipts | On-Time Performance | Quality

Delivery Schedules

Export

Simple Search

Advanced Search

Organization  Item Number

PO Number  Ship-To Location

Supplier Item  Promised Date

Item Description  Need-By Date

Go Clear

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	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	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	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	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	0	HYPERTHERM	UPS FREIGHT COLLECT	127217		ISupplier Central	Grafton	22-Oct-2015 00:00:00	
US-OU	206682-5		GLOVEHY AMP CTG SIZE M	EACH 25	10	0	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	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	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	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	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	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	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	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	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	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	0	HYPERTHERM	UPS FREIGHT COLLECT	127217		ISupplier Central	Grafton	17-Sep-2015 00:00:00	

Export

## 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

**Hypertherm** iSupplier Portal  
*Cut with confidence*

Home Orders Shipments Finance Admin

Delivery Schedules | Shipment Notices | Shipment Schedules | Receipts | Returns | Overdue Receipts | On-Time Performance | Quality

Overdue Receipts

Export

Simple Search

Advanced Search

Note that the search is case insensitive

Organization

PO Number

Item

Supplier Item

Due Date

Go Clear

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		GLOVEHY AMP CTG SIZE M	02-Oct-2015 00:00:00	EACH	25	0	HYPERTHERM	UPS FREIGHT COLLECT	Blood, Megan A	
US-OU	206682-31	017025		GLOVEHY 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		GLOVEHY 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 SNR	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	7L HEATER RD (102)	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	206682-40	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	206681-48	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		GLOVEHY AMP CTG SIZE M	25-Sep-2015 00:00:00	EACH	25	0	HYPERTHERM	UPS FREIGHT COLLECT	Blood, Megan A	

Export

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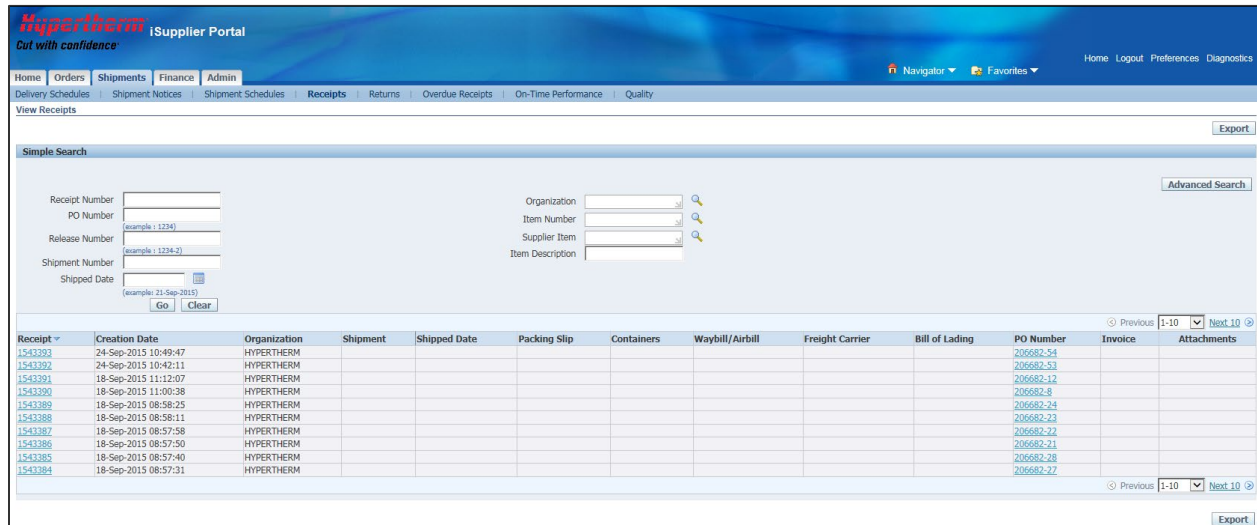
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## Viewing Receipts

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



Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
1543392	24-Sep-2015 10:49:47	HYPERTHERM								206682-54		
1543392	24-Sep-2015 10:42:11	HYPERTHERM								206682-53		
1543391	18-Sep-2015 11:12:07	HYPERTHERM								206682-12		
1543390	18-Sep-2015 11:00:38	HYPERTHERM								206682-8		
1543389	18-Sep-2015 08:58:25	HYPERTHERM								206682-24		
1543388	18-Sep-2015 08:58:11	HYPERTHERM								206682-23		
1543387	18-Sep-2015 08:57:58	HYPERTHERM								206682-22		
1543386	18-Sep-2015 08:57:50	HYPERTHERM								206682-21		
1543385	18-Sep-2015 08:57:40	HYPERTHERM								206682-28		
1543384	18-Sep-2015 08:57:31	HYPERTHERM								206682-27		

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** redisplay, 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
  - o ASN/ASBN
  - o PO information
  - o Invoice information
  - o Return information
  - o On Time Performance information
  - o 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

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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	205682-24		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	205682-24		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	Hypr-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	205679	01-Oct-2015 00:00:00		1543376	16-Sep-2015 00:00:00	223032		CABLE:G4 PRESS SNR	EACH	50			Early	
US-OU	205682-24	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	205680	28-Sep-2015 00:00:00	ASBN123	1543175	15-Sep-2015 08:36:22	109221		XDCR:100 PSI GAGE PRESS SNR	EACH	200			Early	
US-OU	205682-23	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	205682-23	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	205682-21	24-Sep-2015 00:00:00		1543386	18-Sep-2015 00:00:00	127410		CS-CARRY CASE FOR PM030 XP	EACH	20			Early	
US-OU	205682-26	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	205682-24	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	205682-12	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	205682-27	23-Sep-2015 00:00:00		1543384	18-Sep-2015 00:00:00	127410		CS-CARRY CASE FOR PM030 XP	EACH	10			On-Time	
US-OU	205682-25	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	205682-8	23-Sep-2015 00:00:00		1543390	18-Sep-2015 00:00:00	127410		CS-CARRY CASE FOR PM030 XP	EACH	20			On-Time	
US-OU	205682-28	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	205682-5	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	205682-22	17-Sep-2015 00:00:00		1543387	18-Sep-2015 00:00:00	127410		CS-CARRY CASE FOR PM030 XP	EACH	10			Late	
US-OU	205682-23	17-Sep-2015 00:00:00		1543388	18-Sep-2015 00:00:00	127410		CS-CARRY CASE FOR PM030 XP	EACH	20			Late	

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## 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

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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

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## 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.*

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## 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.

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## Create Invoice: Details Page

Home Orders Shipments Finance Admin  
Create Invoices View Invoices View Payments

Create Invoice: Details  
\* Indicates required field

Supplier  
\* Supplier Remit To Address Unique Remittance Identifier Remittance Check Digit  
TEST1 HANOVER  
PO Box 230 Supplier Set-Up HANOVER NH 03755

Invoice  
\* Invoice Number 208890-7  
\* Invoice Date 02-Oct-2015  
Invoice Type Invoice  
Currency USD  
Invoice Description  
Attachment None Add

Customer  
\* Customer Tax Payer ID Customer Name Address  
SYS12005  
US-LE  
21 GREAT HOLLOW ROAD HANOVER 03755 US

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
208890-7	1	1	000005	MINIMUM ORDER CHARGE		HYPERTHERM	20	20	100	EACH	2000

Shipping and Handling  
Charge Type Amount Description  
No results found.  
Add Row

Cancel Back Step 2 of 4 Next

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

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**Supplier**

\* Supplier: **Hypertherm iSupplier**

\* Remit To: **Hanover**

Address: **Supplier Testing Only 21 Great Hollow Road Hanover NH 03755**

Unique Remittance Identifier:

Remittance Check Digit:

**Invoice**

\* Invoice Number: **10231969**

\* Invoice Date: **07-Nov-2017**  
(example: 23-Oct-2017)

Invoice Type: **Invoice**

Currency: **USD**

Invoice Description:

Attachment: **None** **Add...**

**Customer**

\* Customer Tax Payer ID: **SYS12005**

Customer Name: **US-LE**

Address: **21 GREAT HOLLOW ROAD HANOVER 03755 US**

**Items**

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
224385-1	1	1	220439	NOZ ASSY:HPR 260A MS		HYPERTHERM	3000	3000		1	3000

**Shipping and Handling**

Charge Type	Amount	Description
No results found.		

**Add Row**

**Cancel** **Back** Step 2 of 4 **Next**

- 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.

Home Orders Shipments Finance Admin

Create Invoices View Invoices View Payments

Finance: Create Invoices >

Add Attachment

**Cancel** **Add Another** **Apply**

**Attachment Summary Information**

Title:

Description:

Category: **From Supplier**

**Define Attachment**

Type: ☒ File ☐ URL ☐ Text

**Browse...**

**Cancel** **Add Another** **Apply**

- When finished adding Invoice information, click Next.

## Create Invoice: Manage Tax

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**Supplier**

\* Supplier: TEST1  
 \* Bill To: HANOVER  
 Address: PO Box 230 Supplier Set-Up HANOVER NH 03755  
 Unique Remittance Identifier  
 Remittance Check Digit

**Customer**

\* Customer Tax Payer ID: SYS12005  
 Customer Name: US-LE  
 Address: 21 GREAT HOLLOW ROAD HANOVER 03755 US

**Invoice**

\* Invoice Number: INV-2088390-7  
 \* Invoice Date: 02-Oct-2015  
 Invoice Type: Standard  
 \* Currency: USD  
 Invoice Description: Attachment: None

**Summary Tax Lines**

Calculate  
 Summary Tax Line Number Tax Regime Code Tax Status Code Tax Jurisdiction Code Tax Rate Code Tax Rate Tax Amount Line Status  
 No results found.

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
20890-7	1	1	MINIMUM ORDER CHARGE		HYPERTHERM	20	20.00 EACH	100.00	2,000.00

**Shipping and Handling**

Charge Type  
 No results found.

**Invoice Summary**

Items	2,000.00
Less: Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
<b>Recalculate Total</b>	<b>Total (USD): 2,000.00</b>

Cancel Save Back Step 3 of 4 Next Submit

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

## Review/Submit Invoice Page

**Supplier**

\* Supplier: TEST1  
 \* Bill To: HANOVER  
 Address: PO Box 230 Supplier Set-Up HANOVER NH 03755  
 Unique Remittance Identifier  
 Remittance Check Digit

**Customer**

\* Customer Tax Payer ID: SYS12005  
 Customer Name: US-LE  
 Address: 21 GREAT HOLLOW ROAD HANOVER 03755 US

**Invoice**

\* Invoice Number: INV-2088390-7  
 \* Invoice Date: 02-Oct-2015  
 Invoice Type: Standard  
 \* Currency: USD  
 Invoice Description: Attachment: None

**Summary Tax Lines**

Tax Regime Code Tax Tax Status Code Tax Jurisdiction Code Tax Rate Code Tax Rate Tax Amount  
 No results found.

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
20890-7	1	1	MINIMUM ORDER CHARGE		HYPERTHERM	20	20.00 EACH	100.00	2,000.00

**Shipping and Handling**

Charge Type  
 No results found.

**Invoice Summary**

Items	2,000.00
Less: Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
<b>Recalculate Total</b>	<b>Total (USD): 2,000.00</b>

Cancel Save Back Step 4 of 4 Submit

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.

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The screenshot shows the 'Confirmation' page in the Oracle iSupplier Portal. At the top, there are tabs for 'Home', 'Orders', 'Shipments', 'Finance', and 'Admin'. Below the tabs, there are links for 'Create Invoices', 'View Invoices', and 'View Payments'. The main content area is titled 'Confirmation' and contains a message: 'Invoice INV-2008390-7 was submitted to our Accounts Payable department on 02-Oct-2015. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.' Below this message, there are two main sections: 'Supplier' and 'Customer'. The 'Supplier' section displays details for 'TEST1 HANOVER' with address 'PO Box 230 Supplier Set-up HANOVER NH 03755'. The 'Customer' section displays details for 'SYS12005 US-LE' with address '21 GREAT HOLLOW ROAD HANOVER 03755 US'. Below these sections, there is an 'Items' table with columns: PO Number, Line, Shipment, Item Description, Supplier Item Number, Ship To, Available Qty, Quantity To Invoice UOM, Unit Price, and Amount. The table shows one item: 'NON-PO ORDER CHARGE' with a quantity of 20. To the right of the table, there is an 'Invoice Summary' section showing a total of 2,000.00. At the bottom right, there are buttons for 'Printable Page' and 'Create Another'.

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.

The screenshot shows the 'Invoice Actions' page in the Oracle iSupplier Portal. At the top, there are tabs for 'Home', 'Orders', 'Shipments', 'Finance', and 'Admin'. Below the tabs, there are links for 'Create Invoices', 'View Invoices', and 'View Payments'. The main content area is titled 'Invoice Actions' and contains a 'Create Invoice' button with a dropdown menu set to 'Without a PO' and a 'Go' button. Below this, there is a 'Search' section with a note: 'Note that the search is case insensitive'. The search section contains several input fields: 'Supplier' (with 'TEST1' entered), 'Invoice Number', 'Invoice Date From' (with a date picker set to '17-Sep-2015'), 'Invoice Status', 'Purchase Order Number', 'Invoice Amount', 'Invoice Date To' (with a date picker), and 'Currency'. Below the search fields, there are 'Go' and 'Clear' buttons. At the bottom, there is a table with columns: Invoice Number, Invoice Date, Invoice Currency Code, Invoice Amount, Purchase Order, Status, Withdraw, Cancel, Update, and View Attachments. The table shows 'No search conducted.' At the bottom right, there are buttons for 'Create Invoice', 'Without a PO', and 'Go'.

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## 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.

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## Create Invoice: Manage Tax

Step 2 of 3

Supplier					Invoice				
* Supplier TEST1 * Remit To HANOVER Address PO Box 230 Supplier Set-Up HANOVER NH 03755 Unique Remittance Identifier Remittance Check Digit					* Invoice Number INV-NONPO-1 * Invoice Date 02-Oct-2015 * Currency USD Invoice Description Attachment None				
Customer									
* Customer Tax Payer ID SYS12005 Customer Name US-LE Address 21 GREAT HOLLOW ROAD HANOVER 03755 US					Requester Email vir.jain@hypertherm.com Requester First Name Viridahu Requester Last Name Jain				
Summary Tax Lines									
<input type="button" value="Calculate"/>									
Summary Tax Line Number Tax Regime Code Tax Status Code Tax Jurisdiction Code Tax Rate Code Tax Rate Tax Amount Line Status No results found.									
Items									
Description		Ship To		Quantity to Invoice		Unit Price		Amount	
Services		HYPERTHERM						1,000.00	
Shipping and Handling									
Charge Type		Amount		Description					
Freight		20.00		Truck					
Miscellaneous		5.00		Surcharge					
Invoice Request Summary									
								Items 1,000.00 Less Retainage 0.00 Freight 20.00 Miscellaneous 5.00 Tax 0.00	
								<input type="button" value="Recalculate"/> Total Total (USD) 1,025.00	
<input type="button" value="Return to Invoices"/>									
<input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Back"/> Step 2 of 3 <input type="button" value="Next"/> <input type="button" value="Submit"/>									

5. Enter tax as appropriate.

## Review/Submit Invoice Page

Step 3 of 3

Supplier					Invoice				
* Supplier TEST1 * Remit To HANOVER Address PO Box 230 Supplier Set-Up HANOVER NH 03755 Unique Remittance Identifier Remittance Check Digit					* Invoice Number INV-NONPO-1 * Invoice Date 02-Oct-2015 * Currency USD Invoice Description Attachment None				
Customer									
* Customer Tax Payer ID SYS12005 Customer Name US-LE Address 21 GREAT HOLLOW ROAD HANOVER 03755 US					Requester Email vir.jain@hypertherm.com Requester First Name Viridahu Requester Last Name Jain				
Items									
Description		Ship To		Quantity to Invoice		Unit Price		Amount	
Services		HYPERTHERM						1,000.00	
Shipping and Handling									
Charge Type		Amount		Description					
Freight		20.00		Truck					
Miscellaneous		5.00		Surcharge					
Summary Tax Lines									
Tax Regime Code		Tax		Tax Status Code		Tax Jurisdiction Code		Tax Rate	
No results found.									
Invoice Request Summary									
								Items 1,000.00 Less Retainage 0.00 Freight 20.00 Miscellaneous 5.00 Tax 0.00	
								Total (USD) 1,025.00	
<input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Back"/> Step 3 of 3 <input type="button" value="Submit"/>									

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- 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.

**Confirmation**  
Invoice INV-NONPO-1 was submitted to our Accounts Payable department on 02-Oct-2015. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

Invoice: INV-NONPO-1

[Printable Page](#) [Create Another](#)

Supplier		Invoice	
* Supplier	TEST1	* Invoice Number	INV-NONPO-1
* Remit To	HANOVER	* Invoice Date	02-Oct-2015
Address	PO Box 230 Supplier Set-Up HANOVER NH 03755	* Currency	USD
Unique Remittance Identifier		Invoice Description	
Remittance Check Digit		Attachment	None

Customer	
* Customer Tax Payer ID	SYS12005
Customer Name	US-LE
Address	21 GREAT HOLLOW ROAD HANOVER 03755 US

Requester Email: vir.jain@hypertherm.com  
Requester First Name: Virbahu  
Requester Last Name: Jain

Description	Ship To	Quantity to Invoice	UOM	Unit Price	Amount
Services	HYPERTHERM				1,000.00

[Return to Invoices](#)

Invoice Request Summary	
Items	1,000.00
Less Retainage	0.00
Freight	20.00
Miscellaneous	5.00
Tax	0.00
Subtotal	1,025.00
Less Advances and Financing	0.00
<b>Total (USD)</b>	<b>1,025.00</b>

[Printable Page](#) [Create Another](#)

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

## Create credit memo invoice against a Purchase Order

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

**Information**  
The current responsibility context has been switched to: HYP iSupplier Portal Access

**Invoice Actions**

Create Invoice With a PO [Go](#)

**Search**

Note that the search is case insensitive

Supplier: TEST1

Invoice Number:

Invoice Date From:

Invoice Status: (example: 17-Sep-2015)

Purchase Order Number:

Invoice Amount:

Invoice Date To:

Currency:

[Go](#) [Clear](#)

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.									

Create Invoice With a PO [Go](#)

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

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- 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.

- When finished adding items, click Next.

## Create Invoice: Details Page

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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

Create Invoice: Manage Tax

Supplier: \* Supplier TEST11, \* Remit To HANOVER, Address PO Box 230 Supplier Set-Up HANOVER NH 03755, Unique Remittance Identifier, Remittance Check Digit

Invoice: \* Invoice Number INV-CREDIT-1, \* Invoice Date 02-Oct-2015, Invoice Type Credit Memo, \* Currency USD, Invoice Description, Attachment: None

Customer: \* Customer Tax Payer ID SYS12005, Customer Name US-LE, Address 21 GREAT HOLLOW ROAD HANOVER 03755 US

Summary Tax Lines

Calculate

Summary Tax Line Number	Tax Regime Code	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
No results found.							

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice/UOM	Unit Price	Amount
208950-2	1	1	MINIMUM ORDER CHARGE		HYPERTHERM	0	-5.00 EACH	1.00	-5.00

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Invoice Summary

Items	-5.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
<b>Total</b>	<b>-5.00</b>

Recalculate Total Total (USD) -5.00

8. Enter any tax as appropriate.

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## Review/Submit Invoice Page

Create Invoice: Review and Submit

Supplier: \* Supplier TEST1, \* Remit To HANOVER, Address PO Box 230 Supplier Set-Up HANOVER NH 03755, Unique Remittance Identifier, Remittance Check Digit

Invoice: \* Invoice Number INV-CREDIT-1, \* Invoice Date 02-Oct-2015, Invoice Type Credit Memo, \* Currency USD, Invoice Description, Attachment None

Customer: \* Customer Tax Payer ID SYS12005, Customer Name US-LE, Address 21 GREAT HOLLOW ROAD HANOVER 03755 US

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To InvoiceUOM	Unit Price	Amount
208890-2	1	1	MINIMUM ORDER CHARGE		HYPERTHERM	0	-5.00 EACH	1.00	-5.00

Shipping and Handling

Charge Type: No results found. AmountDescription

Summary Tax Lines: Charge Lines Table

Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount
No results found.						

Invoice Summary

Items	-5.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Total (USD)	-5.00

Cancel Save Back Step 4 of 4 Submit

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.

Home Orders Shipments Finance Admin

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Confirmation: Credit memo INV-CREDIT-1 was submitted to our Accounts Payable department on 02-Oct-2015. The confirmation number for this credit memo is the invoice number. You can query its status by using Search by navigating to the Home page.

Invoice: INV-CREDIT-1

Supplier: \* Supplier TEST1, \* Remit To HANOVER, Address PO Box 230 Supplier Set-Up HANOVER NH 03755, Unique Remittance Identifier, Remittance Check Digit

Invoice: \* Invoice Number INV-CREDIT-1, \* Invoice Date 02-Oct-2015, Invoice Type Credit Memo, \* Currency USD, Invoice Description, Attachment None

Customer: \* Customer Tax Payer ID SYS12005, Customer Name US-LE, Address 21 GREAT HOLLOW ROAD HANOVER 03755 US

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To InvoiceUOM	Unit Price	Amount
208890-2	1	1	MINIMUM ORDER CHARGE		HYPERTHERM	0	-5.00 EACH	1.00	-5.00

Invoice Summary

Items	-5.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Subtotal	-5.00
Less Advances and Financing	0.00
Total (USD)	-5.00

Return to Invoices

Printable Page Create Another

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

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## 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.

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Home | Orders | **Shipments** | **Finance** | Admin

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

Invoice Actions

---

**Search**

Note that the search is case insensitive

Supplier **ISupplier Central**

Invoice Number

Invoice Date From  (example: 22-Sep-2015)

Invoice Status

Purchase Order Number

Invoice Amount

Invoice Date To

Currency

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order
----------------	--------------	-----------------------	----------------	----------------

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## 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	PO Number	Discount	Available Discount	Attachments	Netted Amount	Reckoning Currency	Netting Report
<a href="#">ASBN 61120</a>	06-Oct-2015	Standard	USD	611.20	611.20	In-Process	Not Paid			05-NOV-2015	206682-13						
<a href="#">ASBN-111</a>	05-Oct-2015	Standard	USD	0.00	0.00	Cancelled	Not Paid			04-NOV-2015	206682-48						
<a href="#">INV-111</a>	05-Oct-2015	Standard	USD	358.80	358.80	In-Process	Not Paid			04-NOV-2015	206682-58						
<a href="#">ASBN-101</a>	02-Oct-2015	Standard	USD	50.00	50.00	In-Process	Not Paid			01-NOV-2015	206682-6						
<a href="#">ASBN00-1123</a>	01-Oct-2015	Standard	USD	0.00	0.00	Cancelled	Not Paid			31-OCT-2015	206682-22						
<a href="#">24Sep15MCW</a>	24-Sep-2015	Standard	USD	6,162.00	6,162.00	In-Process	Not Paid	<a href="#">Qty Rec</a>		24-OCT-2015	206682-45						
<a href="#">24SEP15MCW3</a>	24-Sep-2015	Standard	USD	391.72	391.72	In-Process	Not Paid			24-OCT-2015	206682-4						
<a href="#">24Sep15MCW2</a>	24-Sep-2015	Standard	USD	525.00	525.00	In-Process	Not Paid			24-OCT-2015	206682-51						
<a href="#">Test20Inessameitem</a>	24-Sep-2015	Standard	USD	1,000.00	1,000.00	Approved	Not Paid			24-OCT-2015	206682-53						
<a href="#">24SEP15MCW4</a>	24-Sep-2015	Standard	USD	613.00	613.00	In-Process	Not Paid			24-OCT-2015	206682-34						
<a href="#">24SEP15MCW5</a>	24-Sep-2015	Standard	USD	623.00	623.00	In-Process	Not Paid			24-OCT-2015	206682-43						
<a href="#">345</a>	23-Sep-2015	Standard	USD	147.00	147.00	In-Process	Not Paid			23-OCT-2015	206682-10						
<a href="#">555</a>	23-Sep-2015	Standard	USD	65.00	65.00	In-Process	Not Paid	<a href="#">Payment Status</a>		23-OCT-2015	206682-35						
<a href="#">92-1</a>	23-Sep-2015	Standard	USD	598.00	598.00	In-Process	Not Paid			23-OCT-2015	206682-48						
<a href="#">654</a>	21-Sep-2015	Standard	USD	59.80	59.80	In-Process	Not Paid	<a href="#">Qty Rec</a>		21-OCT-2015	206682-6						
<a href="#">54321-freight</a>	21-Sep-2015	Standard	USD	69.80	69.80	In-Process	Not Paid	<a href="#">Dist Variance</a>		21-OCT-2015	206682-9						

[Export](#)

- 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

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[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
<b>Total</b>	<b>613.00</b>

**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	<a href="#">206682-34</a>	1	1	<a href="#">Blood, Megan A</a>	
2	Freight	FREIGHT					10.00	0.00	In-Process					
3	Miscellaneous	MISC FEE					5.00	0.00	In-Process					

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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

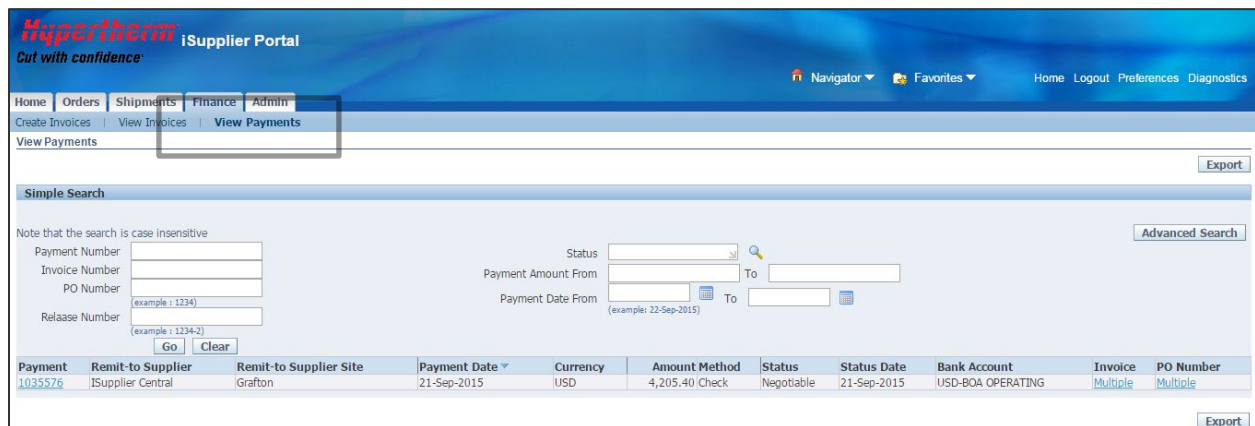
Payment inquiry enables you to view the history of all the payments to your invoices completed by the buying company. You can use the View Payments page to search using various search criteria, including:

- 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



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Home Orders Shipments Finance Admin  
Create Invoices View Invoices View Payments

View Payments

Simple Search

Note that the search is case insensitive

Payment Number   
 Invoice Number   
 PO Number   
 Release Number  (example: 1234)  
 Status   
 Payment Amount From  To   
 Payment Date From  To  (example: 22-Sep-2015)

Go Clear

Advanced Search

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount Method	Status	Status Date	Bank Account	Invoice	PO Number
1035576	iSupplier Central	Grafton	21-Sep-2015	USD	4,205.40 Check	Negotiable	21-Sep-2015	USD-BOA OPERATING	Multiple	Multiple


Export

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).

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## Payment Details page


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Finance: View Payments >

Payment: 1035576 (Total USD 4,205.40)

Payment Date  
 Method  
 Status  
 Status Date  
 Remit-to Supplier  
 Remit-to Supplier Site

21-Sep-2015  
 Check  
 Negotiable  
 21-Sep-2015  
 ISupplier Central  
 Grafton

Supplier  
 Supplier Site  
 Address  
 Bank Account

ISupplier Central  
 Grafton  
 10 Grafton Pond Road  
 GRAFTON NH 03240  
 USD-BOA OPERATING

[Export](#)

Included Invoices

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

[Return to Finance: View Payments](#)
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- On the Payments details page, you can see the payment details including the invoices addressed by the payment.

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## 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.

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