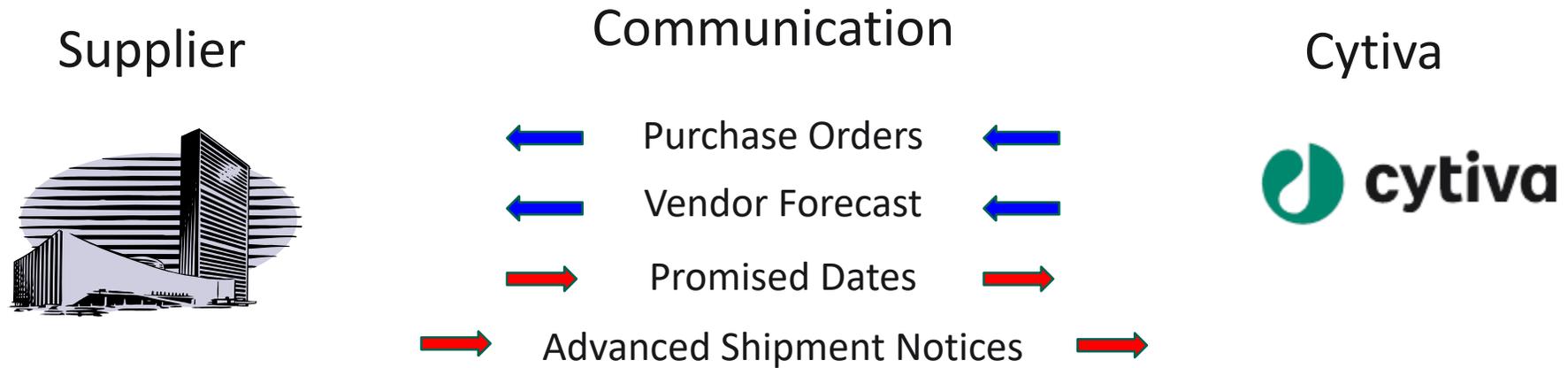




# iSupplier User Training

**For suppliers | Effective November 9, 2020**  
**Revised July 15, 2025**

# iSupplier Portal (iSP)



*Purchase Order information, Receipt Information, Advanced Shipment Notice (ASN) & Invoice & Payment Information*

- iSP is your window into Cytiva to view Purchase Order & Payment information

# iSupplier Portal benefits

- Standardize communication
- Real time communication
- Available 24 hrs./day, 7 days/week
- No cost to our suppliers: internet access and user account
- Payment information
- Forecast (UMEA)

Improve collaboration between Cytiva & Suppliers

# iSupplier Access/Registration

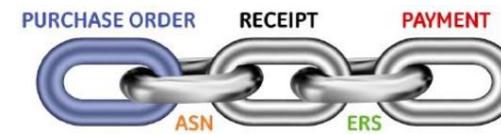
For Supplier access please reach out to your Sourcing/purchasing contact

# iSupplier Portal (iSP)

# Main Menu: GEHC LS iSupplier User



# Home Page



- 1) The home page has multiple tabs and shortcuts to popular screens are available at the right  
**Product and Intelligence tabs not recommended for use**
- 2) Orders At A Glance: five most recent new or change orders you have received
- 3) Shipments At A Glance: five most recent Advanced Shipment Notice's (ASN) you've created

**Navigation Tabs:** Home | Orders | Shipments | Planning | Finance | **Product** | **Intelligence** | Report Summary

**Search:** PO Number [ ] [Go]

**Notifications**

Subject	Date
<a href="#">Blanket Release 2021019-269 has been approved</a>	16-Dec-2014 18:20:20
<a href="#">Blanket Release 2021019-268 has been approved</a>	16-Dec-2014 18:12:14
<a href="#">Blanket Purchase Agreement 2021019 has been approved</a>	16-Dec-2014 18:08:20

**Orders At A Glance**

PO Number	Description	Order Date
<a href="#">2021019-269</a>		16-Dec-2014 17:20:20
<a href="#">2021019-268</a>		16-Dec-2014 17:12:04
<a href="#">2021019</a>		16-Dec-2014 17:08:15
<a href="#">2021019-266</a>		11-Dec-2014 14:54:14
<a href="#">2021019-267</a>		11-Dec-2014 11:46:19

**Shipments At A Glance**

Shipment Number	Packing Slip	Shipment Date
No results found.		

**Right-hand Navigation Menu:**

- Planning**
  - Forecast Schedules
- Orders**
  - Purchase Orders
  - Purchase History
- Shipments**
  - Delivery Schedules
  - Overdue Receipts
  - Advance Shipment Notices
- Receipts**
  - Receipts
  - Returns
- Invoices**
  - Invoices
- Payments**
  - Payments

# iSP BIOPROD Tutorial

**STOP!** Set your preferences first! See the appendix of the tutorial and take actions as per the iSP preferences and Preferred Adobe Acrobat Settings.

## iSP Preferences

Using Preferences you can set attributes to personalize iSP.

Navigation: Home>Preferences

Click the **Preferences** link in the upper right part of the screen



Under General > Display Preferences

Set Regional settings, and Notifications preferences. Other items may be visible; however, they should not be updated.

Click **Apply**.

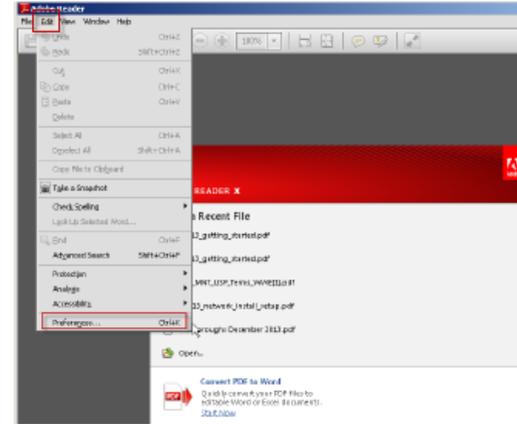
# iSP BIOPROD Tutorial

## Preferred Adobe Acrobat Setting

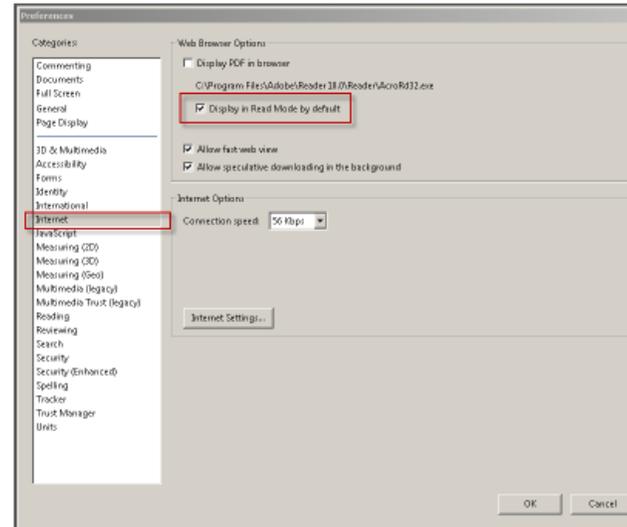
To assure that the PO pdf files open as independent documents, as opposed to opening within the internet browser, check that this Adobe Acrobat preference is set:

Open Adobe Reader

Go to **Edit > Preferences**



Scroll to **Internet** and assure that "Display in Read Mode by default" is checked.



# View Orders

# How to View Orders (New & Change): Option 1

Navigation: Orders>Purchase Orders>Global Promise>BIO Export>Export to Excel

The screenshot shows the iSupplier Portal interface. The navigation path is: Home > Orders > Purchase Orders > Global Promise/Re-Promise > BIO EXPORT. Red circles 1, 2, 3, and 4 highlight the 'Orders' menu, the 'Global Promise/Re-Promise' button, the 'View' dropdown menu, and the 'BIO EXPORT' button respectively.

BIO Export: is a static screen with PO shipment details. Orders are sorted by Approved Date (most recent new and change orders at the top).  
*Export and review off line.*

The screenshot shows the BIO Export screen with a table of purchase order shipment details. Red circles 5 and 6 highlight the 'Approved Date' column and the 'Export' button respectively.

PO Number	Rel#	Line#	Shipment#	PO Revision#	Item	Supplier	Drawing #	Description	UOM	Qty Ordered	Qty Received	Qty Due	Price	Amount	CUR	Creation Date	Approved Date	Need By Date	Promised Date	Status	Ship to Location	Location	Buyer	Type
2021019	269	22	1	0	123	EBL AC	123	Kabel 124 Kpl	Each	100	0	100	0.1	10	SEK	16-Dec-2014	16-Dec-2014	16-Jan-2014		OPEN	GE SE UME	GEEU_OU_SEK_PSDS_SWE_BIO Ruiz, Tania		Goods
2021019	269	24	2	0	123	EBL AD	123	Cable 400 cpl	Each	120	0	120	0.1	12	SEK	16-Dec-2014	16-Dec-2014	16-Jan-2014		OPEN	GE SE UME	GEEU_OU_SEK_PSDS_SWE_BIO Ruiz, Tania		Goods
2021019	269	26	3	0	123	EBL AE	123	Kabel 402 Kpl	Each	200	0	200	0.1	20	SEK	16-Dec-2014	16-Dec-2014	16-Jan-2014		OPEN	GE SE UME	GEEU_OU_SEK_PSDS_SWE_BIO Ruiz, Tania		Goods
2021019	269	28	4	0	123	EBL AD	123	Cable 404 cpl	Each	250	0	250	0.1	25	SEK	16-Dec-2014	16-Dec-2014	16-Jan-2014		OPEN	GE SE UME	GEEU_OU_SEK_PSDS_SWE_BIO Ruiz, Tania		Goods
2021019	268	5	1	0	123	EBL AD	123	Kabel 109 Kpl	Each	10	0	10	0.1	1	SEK	16-Dec-2014	16-Dec-2014	08-Jan-2014		OPEN	GE SE UME	GEEU_OU_SEK_PSDS_SWE_BIO Ruiz, Tania		Goods

# BIO Export example

The screenshot shows an Excel spreadsheet with the following data:

	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	
	Drawing #	Description	UOM	Qty Order	Qty Recd	Qty Due	Price	Amount	CUR	Creation Date	Approved Date	Need By Date	Promised Date	Status	Ship to
1	EBL	er mesh	Each	3	0	3	2690	8070 SEK		29-Jan-14	31-Jan-14	6-Mar-14	7-Mar-14	OPEN	GE SE I
2	EBL	HALLAR	Each	8	0	8	564	4512 SEK		29-Jan-14	31-Jan-14	24-Feb-14	24-Feb-14	OPEN	GE SE I
3		and pres	Each	2	0	2	10320	20640 SEK		29-Jan-14	31-Jan-14	26-Feb-14	26-Feb-14	OPEN	GE SE I
4	EBL	support	Each	2	0	2	9975	19950 SEK		29-Jan-14	31-Jan-14	25-Feb-14	25-Feb-14	OPEN	GE SE I
5	EBL	e suppoi	Each	6	0	6	109	654 SEK		29-Jan-14	31-Jan-14	27-Feb-14	27-Feb-14	OPEN	GE SE I
6	EBL	er mesh	Each	2	0	2	2970	5940 SEK		29-Jan-14	31-Jan-14	27-Feb-14	27-Feb-14	OPEN	GE SE I
7	EBL	g Side W	Each	4	0	4	163	652 SEK		27-Jan-14	30-Jan-14	5-Feb-14	5-Feb-14	OPEN	GE SE I
8	EBL	rap ômm	Each	3	0	3	12100	36300 SEK		29-Jan-14	30-Jan-14	14-Feb-14	14-Feb-14	OPEN	GE SE I
9	EBL	ributor t	Each	2	0	2	3144	6288 SEK		29-Jan-14	30-Jan-14	14-Feb-14	14-Feb-14	OPEN	GE SE I
10	EBL	ributor t	Each	2	0	2	2654	5308 SEK		29-Jan-14	30-Jan-14	14-Feb-14	14-Feb-14	OPEN	GE SE I
11	EBL	ODE BASI	Each	5	0	5	661	3305 SEK		29-Jan-14	30-Jan-14	17-Feb-14	17-Feb-14	OPEN	GE SE I
12	EBL	ODE BASI	Each	5	0	5	661	3305 SEK		29-Jan-14	30-Jan-14	17-Feb-14	17-Feb-14	OPEN	GE SE I

**Note:** To return to the Global Promise/Re-Promise screen it is necessary to use the back arrow on the browser. Clicking the “Close Window” link in this screen will close iSupplier.

# View Orders: Option 2

Navigation: Report Summary Tab>Order Summary

**cytiva** iSupplier Portal

Home Orders Shipments Planning Finance Product Intelligence **Report Summary**

**Order Summary** Invoice Summary

View Order Summary

Export

Run Report Clear All

PO Number  Need-By-Date From

PO Release  Need-By-Date To

Item Number  Creation-Date From

**Purchase Order Status** Open Creation-Date To

Promised PO  Approved-Date From

Action Needed  Approved-Date To

PO Number	Release No	Line No	Ship No	Rev No	Item Number	Supplier Item	Drawing No	Item Rev	Item Description	Quantity Ordered	Quantity Received	Quantity Due	UOM	Price	Amount	Currency	Creation Date	Approved Date	Need-By-Date	Promise Date	Promised	Action Needed	Type of Change	PO Status	In Transit	Inv Org	Ship To Location
3009949	2	1	1	0	test	test	test		test	150	0	150	Each			USD	09-Jan-2015	09-Jan-2015	06-Feb-2015	06-Feb-2015	Yes	New	NBD, ;Qty, ;Price, ;Amount, ;	OPEN		GEAM_IN_LS_US_WBM	GE US WBM
3009068	7	1	1	0	test	test	test		test	48	0	48	Each			USD	07-Jan-2015	07-Jan-2015	06-Feb-2015	06-Feb-2015	Yes	New	NBD, ;Qty, ;Price, ;Amount, ;	OPEN		GEAM_IN_LS_US_WBM	GE US WBM
3008973	3	1	1	0	test	test	test		test	48	0	48	Each			USD	05-Jan-2015	05-Jan-2015	06-Feb-2015	06-Feb-2015	Yes	New	NBD, ;Qty, ;Price, ;Amount, ;	OPEN		GEAM_IN_LS_US_WBM	GE US WBM
3009442	8	1	1	0	test	test	test		test	72	0	72	Each			USD	05-Jan-2015	05-Jan-2015	06-Feb-2015	06-Feb-2015	Yes	New	NBD, ;Qty, ;Price, ;Amount, ;	OPEN		GEAM_IN_LS_US_WBM	GE US WBM



# Promise Dates

# How to Enter Promise Dates

Navigation: Orders>Purchase Orders>Global Promise/Re-Promise

**Global Promise/Re-Promise** allows users to review and enter multiple promise dates at once

- 1) **Search** using All Shipments, or use the Advanced Search functionality to find a specific order, item#, etc...
- 2) **Enter Promise Dates** and/or Promise Date updates
- 3) **Check** the Select Box for all PO lines you are entering/updating promise dates
- 4) **Enter Default Values** to quickly populate the Reason and Action for all selected lines then click Apply Default Values button
- 5) **Submit** by clicking the Submit Promises button

**1** View: All Shipments

**4** **TIP** You can apply default values to selected rows

Promised Date: 16-Jan-2015 11:57:03  
 Reason: Update  
 Action: Change

**5**

**3**

Select	PO Number	Line	Shipment	Approved Date	Type	Item/Job	Description	Location	Promised Date	Need-By Date	UOM	Ordered	Received	Price	Amount	Supplier Order	Status	Attachments	Split	Reason	Actions
<input checked="" type="checkbox"/>	2021019-269	22	1	16-Dec-2014 17:20:20	Goods	123		GE SE UME	16-Jan-2015 01:00	16-Jan-2014 01:00:00	Each	100		0.1	10.00		Open			Updated	Change
<input checked="" type="checkbox"/>	2021019-269	24	2	16-Dec-2014 17:20:20	Goods	123		GE SE UME	16-Jan-2015 01:00	16-Jan-2014 01:00:00	Each	120		0.1	12.00		Open			Updated	Change
<input checked="" type="checkbox"/>	2021019-269	26	3	16-Dec-2014 17:20:20	Goods	123		GE SE UME	16-Jan-2015 01:00	16-Jan-2014 01:00:00	Each	200		0.1	20.00		Open			Updated	Change
<input type="checkbox"/>	2021019-269	28	4	16-Dec-2014 17:20:20	Goods	123		GE SE UME		16-Jan-2014 01:00:00	Each	250		0.1	25.00		Open				
<input type="checkbox"/>	2021019-268	5	1	16-Dec-2014 17:12:04	Goods	123		GE SE UME		08-Jan-2014 01:00:00	Each	10		0.1	1.00		Open				

**Note:** Be careful NOT to select Cancel, ONLY use Change in the Action field. If you do accidentally select Cancel please contact support to correct

# PO Print

# Order Details & PO Print

**PO hyperlinks** will drill down to order details (Header and Shipment/Line level)

**View PO Report** opens a .pdf file to print

The screenshot displays the Cytiva iSupplier Portal interface. The 'Orders' tab is selected in the navigation bar. The main content area shows 'Order Information' with details for a purchase order. A 'View PO Report' button is circled in red. An inset window shows a PDF printout of the purchase order.

**Order Information Summary:**

- General:** Total 67.00, Supplier ASELE 101, Buyer Ruiz, Tania, Order Date 16-Dec-2014 17:20:20, Status Open.
- Terms and Conditions:** Payment Terms Net 30, Carrier ACC TO ROUTING ORDER, FOB EXW, Freight Terms Shipping Control.
- Ship-To Address:** Address MARIEHEMSVÄGEN 212, Umeå, 90650.
- Bill-To Address:** Address Accounts Payable, Uppsala, 75184.
- Summary:** Total 67.00, Received 0.00, Invoiced 0.00, Payment Status Not E.

**PO Printout Details:**

Line No	Item No	Description	UOM	Qty	Price	Amount	Delivery Date
1	22062944	Kabel 124 kpl	Each	100	0.1000	10.00	16 JAN 2014
		Drawing No: EBL 22062944 AC					

# Shipments

# Shipments Tab: Advanced Shipment Notices (ASN)

**Shipments tab** has several sub-tabs

- 1) Shipment Notices>Create Advance Shipment Notices, is used to create ASNs
- 2) Shipment Notices>View/Print/Cancel , provides view, print and cancel options for ASNs
- 3) ASN print/report shown below, to be sent along with shipping documents for each shipment.
- 4) Receipts screen allows you to view receipt status and information
- 5) Returns screen reflects information about returns
- 6) Overdue Receipts screen reflects receipts that for any reason are overdue

The screenshot shows the Cytiva iSupplier Portal interface. The 'Shipments' tab is highlighted in the main navigation bar. Below it, a sub-menu contains 'Shipment Notices', 'Receipts', 'Returns', and 'Overdue Receipts'. The 'Shipment Notices' sub-tab is selected, showing two options: 'Create Advance Shipment Notices' (circled 1) and 'View / Print / Cancel Advance Shipment and Billing Notices' (circled 2). The 'View / Print / Cancel' option is selected, leading to an ASN print/report page. This page displays a table with ASN details, including a barcode, supplier information, and a table of items with columns for PO-Rel, Rev, Line, Shpt, Item, Qty, Need-By-Date, Promised-Date, Lot / Serial, Exp Date, Packing Slip, and Origin. The 'Shipment Notices' sub-tab is circled 4, 'Receipts' is circled 5, and 'Overdue Receipts' is circled 6. A 'Privacy Statement' link is visible on the left side of the page.

<b>ASN</b> GEM1410061512 		<b>Ship Date</b> 06-OCT-2014	<b>Carton</b> 1 of 1								
		<b>Delivery Date</b> 09-OCT-2014									
<b>Supplier Name:</b> Cytiva		<b>Ship To Address:</b> MARIEHEMSVÄGEN 212 Umeå, 90650 SE									
<b>Carrier:</b> UME											
<b>ORG Name:</b> UME											
PO-Rel	Rev	Line	Shpt	Item	Qty	Need-By-Date	Promised-Date	Lot / Serial	Exp Date	Packing Slip	Origin
2000342-1367	1	129	2	03010226 	12	23-OCT-14	23-OCT-14			1410061512	

# Planning

# Planning Tab

**Planning Tab>Forecast:** reflects information about planned future requirements. **This is only used if in agreement with Cytiva site. There are additional setups required internally to enable sending forecast to iSupplier.**

- 1) Click Go to bring up all created schedules, latest or specific schedule can be selected.
- 2) Click the Schedule Number to view details for items in the schedule
- 3) Click the Summarized View icon to view items and future requirements in timely buckets

**Forecast**  
 Planning: Forecast >  
 Planning Schedule Summary

Export

**Simple Search**  
 Note that the search is case insensitive  
 Advanced Search

Schedule Number   
 Revision   
 Forecast/Release Type   
 Schedule Horizon Start  (example: 17-Dec-2014)  
 Schedule Horizon End  (example: 17-Dec-2014)  
 Go Clear

Previous 1-25 Next 25

Schedule Number	Revision	Creation Date	Forecast/Release Type	Schedule Horizon Start	Schedule Horizon End	Ship-To Organization	Status	Schedule Type	Supplier	Supplier Site	Supplier Organisation ID	Schedule Type	Summarized View
<a href="#">20141211-517220</a>	0	11-Dec-2014	Material Release	11-Dec-2014	31-Dec-2015	GEEU_IN_SE_HH_UME	Confirmed	Planning	123	AB	ASELE 101 64081	PLAN_SCHEDULE	
<a href="#">20141204-516280</a>	0	04-Dec-2014	Material Release	04-Dec-2014	31-Dec-2015	GEEU_IN_SE_HH_UME	Confirmed	Planning	123	AB	ASELE 101 64081	PLAN_SCHEDULE	
<a href="#">20141127-515240</a>	0	27-Nov-2014	Material Release	27-Nov-2014	30-Nov-2015	GEEU_IN_SE_HH_UME	Confirmed	Planning	123	AB	ASELE 101 64081	PLAN_SCHEDULE	

# Forecast: Summarized View

**Planning Summarized View:** reflects the planned requirements in buckets for each item in the schedule.

- 1) Click the item number for additional details/drill down
- 2) Export option

Screenshot of the Cytiva iSupplier Portal showing a forecast summarized view. The interface includes a navigation bar with 'Planning' highlighted, a 'Forecast' section, and a table of weekly buckets for various items. A blue circle '1' highlights the item number '123' in the first row, and another blue circle '2' highlights the 'Export' button.

Schedule Number: 20141211-517220  
 Horizon Start Date: 11-Dec-2014  
 Horizon End Date: 31-Dec-2015  
 Ship-To Organization: GEEU\_IN\_SE\_HH\_UME

Item	Supplier Item	Description	Bucket 1	Bucket 2	Bucket 3	Bucket 4	Bucket 5	Bucket 6	Bucket 7	Bucket 8	Bucket 9	Bucket 10	Bucket 11	Bucket 12	Bucket 13	Bucket 14	Bucket 15	Bucket 16	Bucket 17	Bucket 18	Bucket 19	Bucket 20	Bucket 21	Bucket 22	Bucket 23	Bucket 24	Bucket 25
			Past Due	Buffer 11-DEC-2014	Week 15-DEC-2014	Week 22-DEC-2014	Week 29-DEC-2014	Week 05-JAN-2015	Week 12-JAN-2015	Week 19-JAN-2015	Week 26-JAN-2015	Week 02-FEB-2015	Week 09-FEB-2015	Week 16-FEB-2015	Week 23-FEB-2015	Week 02-MAR-2015	Week 09-MAR-2015	Week 16-MAR-2015	Week 23-MAR-2015	Week 30-MAR-2015	Week 06-APR-2015	Week 13-APR-2015	Week 20-APR-2015	Week 27-APR-2015	Week 04-MAY-2015	Week 11-MAY-2015	Week 18-MAY-2015
123		Cable Cpl	0	0	0	0	0	0	0	0	0	0	13	0	0	0	25	0	0	0	0	16	0	0	0	0	11
123		Cable Cpl	0	0	0	0	0	0	0	0	0	0	0	20	0	0	0	34	0	0	0	0	0	22	0	0	0
123		Cable Cpl	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
123		Cable	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

# Finance

# Finance Tab

## Invoice, Receipt and Payment information

- 1) Search and Advanced Search
- 2) Hyperlinks to drill down and obtain further information

The screenshot shows the Cytiva Supplier Portal interface. The 'Finance' tab is highlighted in the navigation menu. Below the navigation, there are links for 'View Invoices' and 'View Payments'. An 'Export' button is located on the right. The 'Simple Search' section contains several input fields for filtering invoices: Invoice Number, PO Number (with an example '1234'), Release Number (with an example '1234-2'), Payment Number, and Invoice Status. There are also date and amount filters for Payment Status, Invoice Amount, Amount Due, Invoice Date, and Due Date. A 'Go' button and a 'Clear' button are at the bottom of the search filters. An 'Advanced Search' button is on the right. A table of invoices is displayed below, with columns for Invoice, Invoice Date, Type, Currency, Amount, Due Status, On Hold, Payment Status, Due Date, Payment, PO Number, Receipt, Discount Date, Available Discount, and Attachments. A red arrow points from the 'Payment Status' dropdown in the search filters to the 'Payment Status' column in the table. Another red arrow points from the 'Go' button to the first row of the table. Blue circles with the number '1' are placed around the search filters and the 'Advanced Search' button. A blue circle with the number '2' is placed around the 'Go' button.

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Due Date	Payment	PO Number	Receipt	Discount Date	Available Discount	Attachments
<a href="#">12140298</a>	19-Nov-2014	Standard	SEK	6476.00	6476.00	Approved	Not Paid	<a href="#">19-DEC-2014</a>		2021019-263	Multiple			
<a href="#">12140293</a>	14-Nov-2014	Standard	SEK	950.00	0.00	Approved	Paid	<a href="#">14-DEC-2014</a>	<a href="#">168379</a>	2021019-262	395061			
<a href="#">12140291</a>	14-Nov-2014	Standard	SEK	4044.00	0.00	Approved	Paid	<a href="#">14-DEC-2014</a>	<a href="#">168379</a>	2021019-261	Multiple			
<a href="#">12140290</a>	12-Nov-2014	Standard	SEK	4469.00	0.00	Approved	Paid	<a href="#">12-DEC-2014</a>	<a href="#">168379</a>	2021019-262	394559			
<a href="#">12140280</a>	07-Nov-2014	Standard	SEK	624.00	0.00	Approved	Paid	<a href="#">07-DEC-2014</a>	<a href="#">167233</a>	2021019-261	393708			
<a href="#">12140279</a>	06-Nov-2014	Standard	SEK	7227.00	0.00	Approved	Paid	<a href="#">06-DEC-2014</a>	<a href="#">167233</a>	2021019-261	Multiple			
<a href="#">12140274</a>	03-Nov-2014	Standard	SEK	5294.00	0.00	Approved	Paid	<a href="#">03-DEC-2014</a>	<a href="#">167233</a>	2021019-260	392606			
<a href="#">12140269</a>	24-Oct-2014	Credit Memo	SEK	-4856.00	0.00	Approved	Paid	<a href="#">24-OCT-2014</a>	<a href="#">167233</a>					
<a href="#">12140262</a>	22-Oct-2014	Standard	SEK	1363.00	0.00	Approved	Paid	<a href="#">21-NOV-2014</a>	<a href="#">164535</a>	2021019-258	390573			
<a href="#">12140261</a>	21-Oct-2014	Standard	SEK	1649.00	0.00	Approved	Paid	<a href="#">20-NOV-2014</a>	<a href="#">164535</a>	2021019-257	390211			
<a href="#">12140256</a>	17-Oct-2014	Standard	SEK	999.00	0.00	Approved	Paid	<a href="#">16-NOV-2014</a>	<a href="#">163231</a>	2021019-259	389831			

# Reports

# Report Summary

- 1) Report Summary Tab>Order Summary or Invoice Summary reports
- 2) Select search criteria (blank searches are not supported)
- 3) Export data

**1** Home Orders Shipments Planning Finance Product Intelligence **Report Summary**

Order Summary **Invoice Summary** Account Summary

**3** Export

**2** Simple Search

PO Number: 3000077  
 Rel Number: 128  
 Invoice date From:   
 Invoice date To:   
 Payment Date From:   
 Payment Date To:   
 Payment Number:

Run Report Clear

Organization Name	PO Number	Rel Number	PO Line	PO Shipment	Item Number	Supplier Item Number	Item Rev	Matched Qty	ASN Number	Receipt Number	Receipt Date	Invoice Number	Invoice Amount	Invoice Date	Invoice Currency	Net Amount	Scheduled Payment Date	Payment Number	Payment Date	Payment Status	RMA Number
GEAM_OU_USD_LS_US_BIO_WBO	3000077	128	2	1		}/CTN		24		17261	18-Jan-2011	83658		13-Jan-2012	USD			31703425	19-Sep-2012	Paid	

Export

Home Orders Shipments Planning Finance Product Intelligence Report Summary Home Logout Preferences

Privacy Statement Copyright (c) 2008, Oracle. All rights reserved

# Review New & Change Orders (BioExport or Report Summary)

Home | Orders | Shipments | Planning | Finance | Product | Intelligence | Report Summary

Purchase Orders | Purchase History

Orders: Purchase Orders > Change Multiple Purchase Orders >

Bio Export Mass Promise Re-Promise PO

Export

Previous 1-20 Next 20

PO Number	Rel#	Line#	Shipment#	PO Revision#	Item	Supplier Item	Drawing #	Description	UOM	Qty Ordered	Qty Received	Qty Due	Price	Amount	CUR	Creation Date	Approved Date	Need By Date	Promised Date	Status	Ship to Location	Location
3009442	8	1	1	1					Each	72	0	72			USD	05-Jan-2015	14-Jan-2015	23-Jan-2015	23-Jan-2015	OPEN	GE US WBM	GEAM_OU_USD_LS_US_E
3009442	9	1	1	0					Each	24	0	24			USD	14-Jan-2015	14-Jan-2015	06-Feb-2015	06-Feb-2015	OPEN	GE US WBM	GEAM_OU_USD_LS_US_E
3000077	199	36	1	1					Each	240	0	240			USD	12-Jan-2015	12-Jan-2015	13-Feb-2015	13-Feb-2015	OPEN	GE US WBM	GEAM_OU_USD_LS_US_E

Buyer Type

SPENCER, JIM	Goods
SPENCER, JIM	Goods
SPENCER, JIM	Goods

Annotations:

- Date order was created (does not change)
- Due Date (on Cytiva's dock)
- Suppliers promise to deliver (on Cytiva's dock)
- Approved Date is the date of the last revision to the order

# Orders Screens Review

# Purchase Orders screen

Navigation: Orders Tab>Purchase Orders

**Note:** Orders appear in Approved Date order (last revision date) with most recent at the top.

- 1) Search** using the View dropdown to select "All Purchase Orders" or use the "Advanced Search" button to find a specific order/selections.
- 2) Purchase History/View Change History** can be used to view revision changes. Revision changes may also be seen by clicking on the **revision # link**.
- 3) PO hyperlink** can be used to view order details & PO print functionality
- 4) Export** data
- 5) Global Promise/Re-Promise:** enter/update promised dates

The screenshot shows the Cytiva iSupplier Portal interface. The top navigation bar includes 'Home', 'Orders', 'Shipments', 'Planning', 'Finance', 'Product Intelligence', and 'Report Summary'. The 'Orders' tab is selected, and the 'Purchase Orders' sub-tab is active. The main content area features a 'Views' section with a dropdown menu set to 'All Purchase Orders' and a 'Go' button. To the right of the dropdown is an 'Advanced Search' button (callout 1). Below the dropdown is a 'Select Order:' section with a 'View Change History' button (callout 2). A table of purchase orders is displayed with columns: Select PO Number, Rev, Operating Unit, Document Type, Approved Date, Buyer, Currency, Amount, Status, and Attachments. The table contains three rows of data. The first row has a 'Rev' of 0 and a PO number of 2021019-269. The second row has a 'Rev' of 0 and a PO number of 2021019-268. The third row has a 'Rev' of 17 and a PO number of 2021019. Red arrows point from callout 2 to the 'View Change History' button and from callout 3 to the 'Rev' column header. To the right of the table are 'Global Promise/Re-Promise' (callout 5) and 'Export' (callout 4) buttons. The page also shows 'Previous' and 'Next 25' navigation options.

Select PO Number	Rev	Operating Unit	Document Type	Approved Date	Buyer	Currency	Amount	Status	Attachments
<a href="#">2021019-269</a>	<a href="#">0</a>	GEEU_OU_SEK_PSDS_SWE_BIO	Blanket Release	16-Dec-2014 17:20:20	<a href="#">Ruiz, Tania</a>	SEK	67.00	Open	
<a href="#">2021019-268</a>	<a href="#">0</a>	GEEU_OU_SEK_PSDS_SWE_BIO	Blanket Release	16-Dec-2014 17:12:04	<a href="#">Ruiz, Tania</a>	SEK	10.70	Open	
<a href="#">2021019</a>	<a href="#">17</a>	GEEU_OU_SEK_PSDS_SWE_BIO	Blanket Agreement	16-Dec-2014 17:08:15	<a href="#">Ruiz, Tania</a>	SEK		Open	

# Global Promise/Re-Promise screen:

Navigation: Orders Tab>Purchase Orders>Global Promise/Re-Promise

**Default Values**

TIP You can apply default values to selected rows

Promised Date: 16-Jan-2015 11:57:03

Reason: Updated

Action: Change

Select Shipments:

Select	PO Number	Line	Shipment	Approved Date	Type	Item/Job Description	Location	Promised Date	Need-By Date	UOM	Ordered	Received	Price	Amount	Supplier Order Line	Status	Attachments	Split	Reason	Actions
<input checked="" type="checkbox"/>	2021019-269	22	1	16-Dec-2014 17:20:20	Goods	123	GE SE UME	16-Jan-2015 01:00	16-Jan-2014 01:00:00	Each	100		0.1	10.00		Open			Updated	Change
<input checked="" type="checkbox"/>	2021019-269	24	2	16-Dec-2014 17:20:20	Goods	123	GE SE UME	16-Jan-2015 01:00	16-Jan-2014 01:00:00	Each	120		0.1	12.00		Open			Updated	Change
<input checked="" type="checkbox"/>	2021019-269	26	3	16-Dec-2014 17:20:20	Goods	123	GE SE UME	16-Jan-2015 01:00	16-Jan-2014 01:00:00	Each	200		0.1	20.00		Open			Updated	Change
<input type="checkbox"/>	2021019-269	28	4	16-Dec-2014 17:20:20	Goods	123	GE SE UME		16-Jan-2014 01:00:00	Each	250		0.1	25.00		Open				
<input type="checkbox"/>	2021019-268	5	1	16-Dec-2014 17:12:04	Goods	123	GE SE UME		08-Jan-2014 01:00:00	Each	10		0.1	1.00		Open				

# BIO Export screen:

Navigation: Orders Tab>Purchase Orders>Global Promise>BIO Export

**BIO EXPORT** static screen, provides order details & export functionality.

- Review new and change orders
- Enter Promise Dates in the Global Promise/Re-Promise screen

The screenshot shows the Cytiva Supplier Portal interface. The top navigation bar includes the Cytiva logo, 'Supplier Portal', and links for 'Home', 'Orders', 'Shipments', 'Planning', 'Finance', 'Product', 'Intelligence', and 'Report Summary'. Below this, there are tabs for 'Purchase Orders' and 'Purchase History'. The main content area displays a table of purchase order items with columns for PO Number, Rel#, Line#, Shipment#, PO Revision#, Item, Supplier Item, Drawing #, Description, UOM, Qty Ordered, Qty Received, Qty Due, Price, Amount, CUR, Date, Creation Date, Approved Date, Need By Date, Promised Date, Status, Ship to Location, Location, Buyer, and Type. The table contains 10 rows of data for PO 2021019, with items 22 through 11. An 'Export' button is visible in the top right corner of the table area.

PO Number	Rel#	Line#	Shipment#	PO Revision#	Item	Supplier Item	Drawing #	Description	UOM	Qty Ordered	Qty Received	Qty Due	Price	Amount	CUR	Date	Creation Date	Approved Date	Need By Date	Promised Date	Status	Ship to Location	Location	Buyer	Type
2021019	269	22	1	0	123	EBL AC		Kabel kpl	Each	100	0	100	0.1	10	SEK	16-Dec-2014	16-Dec-2014	16-Jan-2014			OPEN	GE SE UME	GEEU_OU_SEK_PSDS_SWE_BIO	Ruiz, Tania	Goods
2021019	269	24	2	0	123	EBL AD		Cable cpl	Each	120	0	120	0.1	12	SEK	16-Dec-2014	16-Dec-2014	16-Jan-2014			OPEN	GE SE UME	GEEU_OU_SEK_PSDS_SWE_BIO	Ruiz, Tania	Goods
2021019	269	26	3	0	123	EBL AE		Kabel kpl	Each	200	0	200	0.1	20	SEK	16-Dec-2014	16-Dec-2014	16-Jan-2014			OPEN	GE SE UME	GEEU_OU_SEK_PSDS_SWE_BIO	Ruiz, Tania	Goods
2021019	269	28	4	0	123	EBL AD		Cable cpl	Each	250	0	250	0.1	25	SEK	16-Dec-2014	16-Dec-2014	16-Jan-2014			OPEN	GE SE UME	GEEU_OU_SEK_PSDS_SWE_BIO	Ruiz, Tania	Goods
2021019	268	5	1	0	123	EBL AD		Kabel Kpl	Each	10	0	10	0.1	1	SEK	16-Dec-2014	16-Dec-2014	08-Jan-2014			OPEN	GE SE UME	GEEU_OU_SEK_PSDS_SWE_BIO	Ruiz, Tania	Goods
2021019	268	7	2	0	123	EBL AD		Kabel Kpl	Each	22	0	22	0.1	2.2	SEK	16-Dec-2014	16-Dec-2014	08-Jan-2014			OPEN	GE SE UME	GEEU_OU_SEK_PSDS_SWE_BIO	Ruiz, Tania	Goods
2021019	268	10	3	0	123	EBL AE		Cable Cpl	Each	25	0	25	0.1	2.5	SEK	16-Dec-2014	16-Dec-2014	08-Jan-2014			OPEN	GE SE UME	GEEU_OU_SEK_PSDS_SWE_BIO	Ruiz, Tania	Goods
2021019	268	11	4	0	123	EBL AD		Cable Cpl	Each	50	0	50	0.1	5	SEK	16-Dec-2014	16-Dec-2014	08-Jan-2014			OPEN	GE SE UME	GEEU_OU_SEK_PSDS_SWE_BIO	Ruiz, Tania	Goods

# Review Promise Dates

Navigation: Orders>Purchase Orders>Global Promise/Re-Promise

**Global Promise/Re-Promise** allows users to review and enter multiple promise dates at once

- 1) **Search** using All Shipments, or use the Advanced Search functionality to find a specific order, item#, etc...
- 2) **Enter Promise Dates** and/or Promise Date updates
- 3) **Check** the Select Box for all PO lines you are entering/updating promise dates
- 4) **Enter Default Values** to quickly populate the Reason and Action for all selected lines then click Apply Default Values button
- 5) **Submit** by clicking the Submit Promises button

**Default Values**

TIP You can apply default values to selected rows

Promised Date: 16-Jan-2015 11:57:03  
 Reason: Updateu  
 Action: Change

Select Shipments: **Apply Default Values**

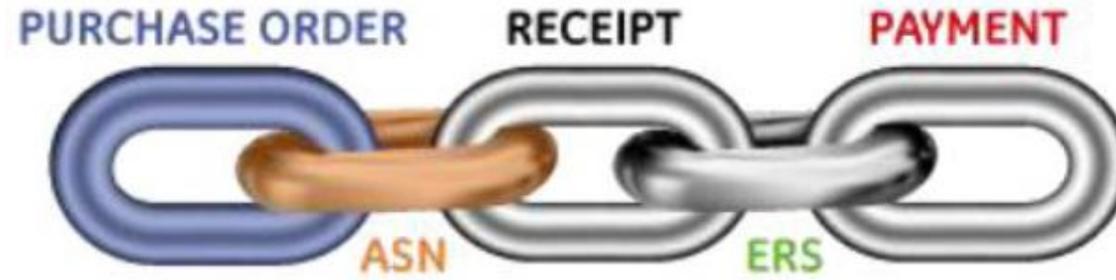
Select	PO Number	Line	Shipment	Approved Date	Type	Item/Job	Description	Location	Promised Date	Need-By Date	UOM	Ordered	Received	Price	Amount	Line	Supplier Order	Status	Attachments Split	Reason	Actions
<input checked="" type="checkbox"/>	2021019-269	22	1	16-Dec-2014 17:20:20	Goods	123	Kabel 124 kpl	GE SE UME	16-Jan-2015 01:00	16-Jan-2014 01:00:00	Each	100		0.1	10.00			Open		Updated	Change
<input checked="" type="checkbox"/>	2021019-269	24	2	16-Dec-2014 17:20:20	Goods	123	Cable 400 cpl	GE SE UME	16-Jan-2015 01:00	16-Jan-2014 01:00:00	Each	120		0.1	12.00			Open		Updated	Change
<input checked="" type="checkbox"/>	2021019-269	26	3	16-Dec-2014 17:20:20	Goods	123	Kabel 402 kpl	GE SE UME	16-Jan-2015 01:00	16-Jan-2014 01:00:00	Each	200		0.1	20.00			Open		Updated	Change
<input type="checkbox"/>	2021019-269	28	4	16-Dec-2014 17:20:20	Goods	123	Cable 404 cpl	GE SE UME		16-Jan-2014 01:00:00	Each	250		0.1	25.00			Open			
<input type="checkbox"/>	2021019-268	5	1	16-Dec-2014 17:12:04	Goods	123	Kabel 109 Kpl	GE SE UME		08-Jan-2014 01:00:00	Each	10		0.1	1.00			Open			

*Note: Be careful NOT to select Cancel, ONLY use Change in the Action field. If you do accidentally select Cancel please contact support*

# Advanced Shipment Notice ASN

# Advanced Shipment Notice (ASN) Create and Print

Navigation: Shipments Tab>Shipment Notices>Advanced Shipment Notices



Using the *Shipment Notices* link, you can create and print deliveries (ASN's).

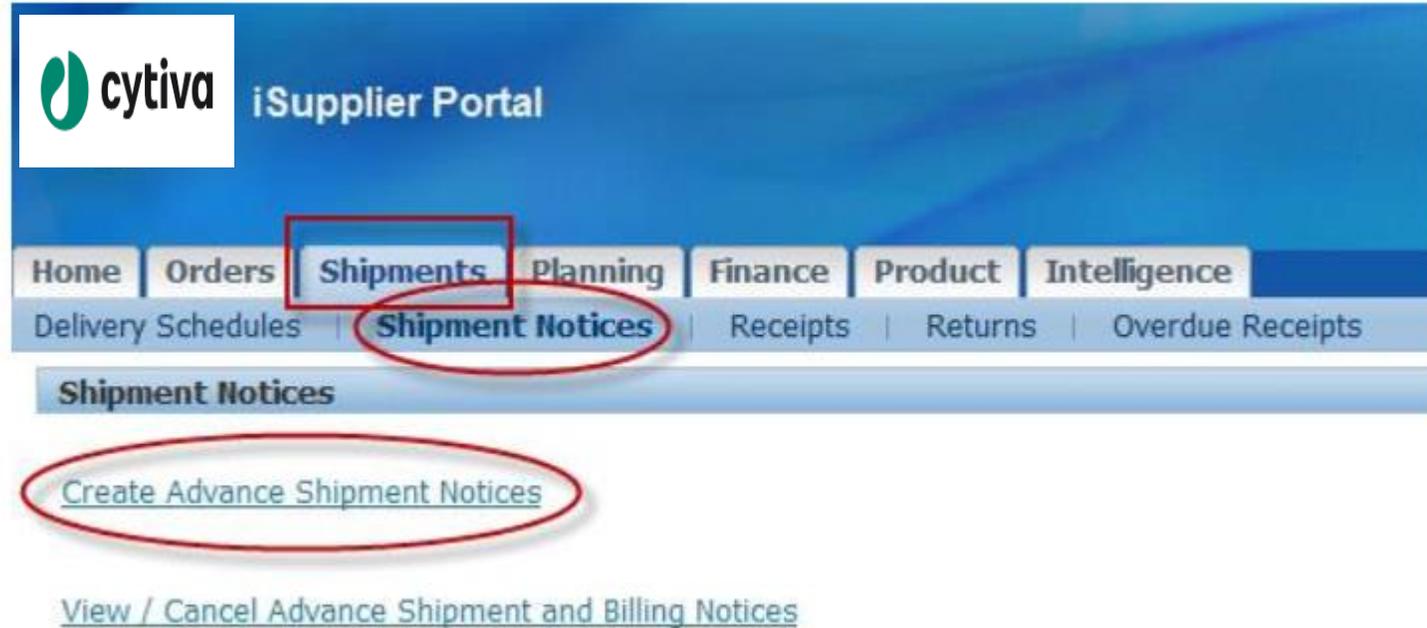
This tutorial will show you how to:

- ✓ Create Advanced Shipment Notices (ASN)
- ✓ View/Print/Cancel Advanced Shipment Notices

# Create ASN

# Create ASN

Shipments tab>Shipment Notices>Create Advanced Shipment Notices:



# Create ASN

Click Add to Shipment Notice button to begin creating the ASN.

Views

View: Shipments Due This Week

Select PO Shipments:

Select	PO Number	Line	Shipment	Item No	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received UOM
<input type="checkbox"/>	3007560-2	1	1	123	7 12/CTN	HOUSING, MACHINED SIZE XFP-XXX-X-152M, TEMPLATE II	17-Jan-2014 00:00:00	24	
<input type="checkbox"/>	3007256-3	1	1	123	4 20/CTN	HOUSING, MACHINED SIZE XXX-X-X-55, PS - 1327	17-Jan-2014 00:00:00	40	
<input type="checkbox"/>	3007202-3	1	1	123	2 48/CTN	HOUSING, MACHINED SIZE 65 - 1341	17-Jan-2014 00:00:00	48	

[Return to Shipments: Shipment Notices](#)

By default, Shipments Due This Week will be shown. Use the View drop down menu to select Shipments Due Anytime, click Go.

Select lines to be shipped by checking the box on the far left. Then click **Add to Shipment Notice** button to begin creating the ASN. **Note:** You can create **one** ASN for **multiple** PO shipment lines to **one** Ship to Location.

Views

View: Shipments Due This Week

Select PO Shipments:

Select	PO Number	Line	Shipment	Item No	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received UOM
<input type="checkbox"/>	3007943-	1	1		64/CTN	HOUSING, MACHINED SIZE 9 - 1335	15-Jan-2014 00:00:00	5	0 Each
<input checked="" type="checkbox"/>	3007943-	1	1		64/CTN	HOUSING, MACHINED SIZE 9 - 1335	16-Jan-2014 00:00:00	5	0 Each
<input checked="" type="checkbox"/>	3007943-	1	1		64/CTN	HOUSING, MACHINED SIZE 9 - 1335	16-Jan-2014 12:49:54	6	0 Each
<input type="checkbox"/>	3007560-	1	1		12/CTN	HOUSING, MACHINED SIZE XFP-XXX-X-152M, TEMPLATE II	17-Jan-2014 00:00:00	24	0 Each
<input type="checkbox"/>	3007256-	1	1		20/CTN	HOUSING, MACHINED SIZE XXX-X-X-55, PS - 1327	17-Jan-2014 00:00:00	40	0 Each
<input type="checkbox"/>	3007202-	1	1		48/CTN	HOUSING, MACHINED SIZE 65 - 1341	17-Jan-2014 00:00:00	48	0 Each

When the Create Advanced Shipment Notice screen appears, Enter the Country of Origin. Use the magnifier icon to find the correct spelling and select it.

The screenshot shows the 'Create Advance Shipment Notice' screen in the Cytiva iSupplier Portal. The 'Shipment Header' tab is selected. The 'Country Of Origin' dropdown menu is open, showing 'United States' with a magnifier icon. A red box highlights the 'Country Of Origin' field and the magnifier icon. Another red box highlights the 'Not Utilized' text in the table below.

PD Details	Number	Line	Shipment Number	Item Number	Supplier Item	Item Description	Due Date	Quantity Ordered	Qu. Rec
Show	3007943-2	1	1	123	8 64/CTN	HOUSING, MACHINED SIZE 9 - 1335	16-Jan-2014 00:00:00	5	0
Show	3007943-1	1	1	123	8 64/CTN	HOUSING, MACHINED SIZE 9 - 1335	16-Jan-2014 12:49:54	6	

Click the **Shipment Header** tab.

# Unique Pack Slip Numbers

**Note:** If each shipment has a unique pack slip number they can be entered on the Shipment Lines tab. Click **Show All** details and enter unique pack slip number for each line shipping.

Shipments in Advance Shipment Notice							
Details	PO Number ^	Line	Supplier Shipment Item	Item Description	Due Date	Quantity Ordered	
<input type="checkbox"/> Hide	<a href="#">3007943-1</a>	1	1 64/CTN	HOUSING, MACHINED SIZE 9 - 1335	16-Jan-2014 12:49:54	6	
			Packing Slip <input type="text"/>	Container Number	Country of Origin		
			Truck Number	Bar Code Label	Comments		
<input type="checkbox"/> Hide	<a href="#">3007943-2</a>	1	1 64/CTN	HOUSING, MACHINED SIZE 9 - 1335	16-Jan-2014 00:00:00	5	
			Packing Slip <input type="text"/>	Container Number	Country of Origin		
			Truck Number	Bar Code Label	Comments		

[Return to View / Cancel Advance Shipment Notice](#) **Enter unique Pack Slip #s**

# Shipments Header Tab (Note: \* Required Fields)

## Required Fields:

1. Shipment Number (ASN)\*
2. Shipment Date (Today's Date)\*
3. Expected Receipt Date \*
4. Packing Slip Number \*
5. Number of Containers \*

Click Submit

**Supplier Portal**

Home | Orders | Shipments | Planning | Finance | Product | Intelligence

Delivery Schedules | Shipment Notices | Receipts | Returns | Overdue Receipts

Shipments: Shipment Notices >

Create Advance Shipment Notice

Cancel Add Shipments Preview Submit

Shipment Header | Shipment Lines

Shipment Information

\* Includes required field

\* Shipment Number: 30A15012014

\* Shipment Date: 15-Jan-2014 11:21:43

\* Expected Receipt Date: 16-Jan-2014 11:21:45

Note: Shipment Date cannot be later than today.

Example: 15-Jan-2014 10:20:25

Freight Information

Freight Terms: [Dropdown]

Freight Carrier: [Dropdown]

\* Number of Containers: 2

Waybill/Airbill Number: [Text]

Packaging Code: [Text]

Tar Weight: [Text]

Net Weight: [Text]

Comments: [Text]

Bill of Lading: [Text]

\* Packing Slip: 15012014

Special Handling Code: [Text]

Tar Weight UOM: [Text]

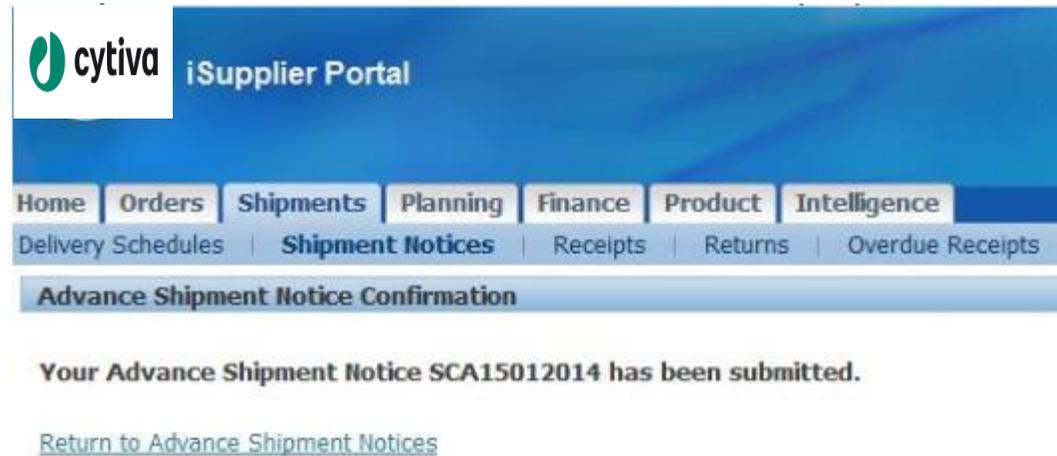
Net Weight UOM: [Text]

Return to Shipments | Shipment Notices

Cancel Add Shipments Preview Submit

# Confirmation Message Appears

(ASN's are batch processed every 10 min's. However you can print your ASN immediately.)



# ASN Points to Remember

- Partial shipments are discouraged. If you feel a partial is necessary, contact the buyer listed on the iSP screen prior to shipping.
- Starred fields are mandatory. If these are not filled in, an error message will be displayed.
- The LPN/Lot/Serial, Add Attachment and Split function is not currently used. Disregard these options.
- Information in the ASN should match exactly with your Packing List
- The ASN must be <30 characters long. The ASN should be the first 3 letters of you company name plus the Packing Slip Number.
- Reference the ASN and the Packing Slip Number on Invoices. The best scenario is for your Invoice Number to be the same as your Packing Slip entry in the ASN.
- Create the ASN the same day as the shipment is planned.
- **ASN Cancellations happen automatically without a request to confirm the action and cannot be recalled!**

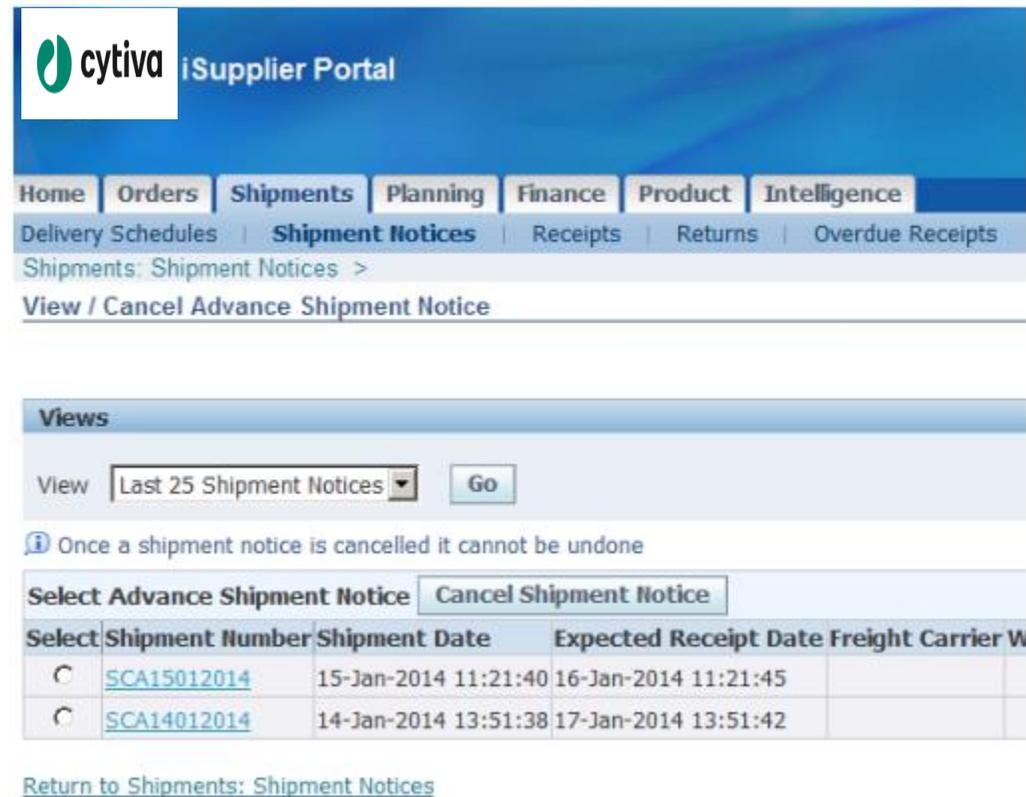
# View ASN

# View ASN

- View/Print/Cancel existing ASNs
- Navigation: Home>Shipments tab>Shipment Notices>View Print Cancel Advanced Shipment Notices



# iSP will display a list of recently generated ASNs



The screenshot displays the Cytiva iSupplier Portal interface. At the top, the Cytiva logo and 'iSupplier Portal' are visible. Below the logo is a navigation menu with tabs for Home, Orders, Shipments, Planning, Finance, Product, and Intelligence. Under the Shipments tab, there are sub-links for Delivery Schedules, Shipment Notices, Receipts, Returns, and Overdue Receipts. The current page is titled 'View / Cancel Advance Shipment Notice'.

Below the navigation, there is a 'Views' section with a dropdown menu set to 'Last 25 Shipment Notices' and a 'Go' button. A note below this section states: 'Once a shipment notice is cancelled it cannot be undone'.

The main content area features two buttons: 'Select Advance Shipment Notice' and 'Cancel Shipment Notice'. Below these buttons is a table with the following columns: 'Select', 'Shipment Number', 'Shipment Date', 'Expected Receipt Date', and 'Freight Carrier W'. The table contains two rows of data:

Select	Shipment Number	Shipment Date	Expected Receipt Date	Freight Carrier W
<input type="radio"/>	<a href="#">SCA15012014</a>	15-Jan-2014 11:21:40	16-Jan-2014 11:21:45	
<input type="radio"/>	<a href="#">SCA14012014</a>	14-Jan-2014 13:51:38	17-Jan-2014 13:51:42	

At the bottom of the screenshot, there is a link: 'Return to Shipments: Shipment Notices'.

To view the ASN, click on the ASN/Shipment Number hyperlink to open the Shipment Notice to view, cancel or export.

# Cancel ASN

# Cancel ASN

Did you make a mistake on the ASN?



No problem, simply click the cancel button ...wait 10 minutes for the system to update....and start over on the creation screen.

- 1) From the View / Cancel window, select the ASN to cancel
- 2) Click the Cancel Shipment Notice button

**Note:** Batch processes every 10 min's.

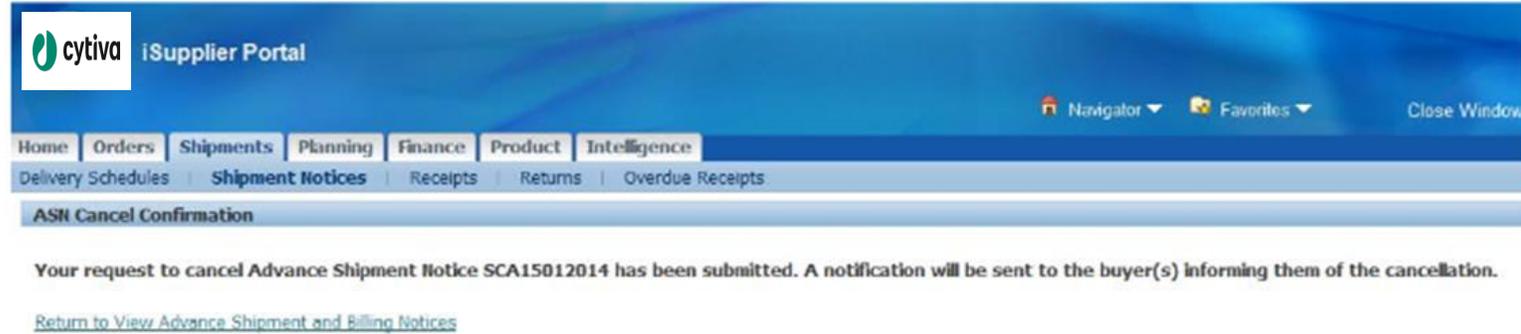
The screenshot shows the Cytiva iSupplier Portal interface. The top navigation bar includes Home, Orders, Shipments, Planning, Finance, Product, and Intelligence. Below this, there are links for Delivery Schedules, Shipment Notices, Receipts, Returns, and Overdue Receipts. The current page is titled "View / Cancel Advance Shipment Notice".

Under the "Views" section, there is a dropdown menu set to "Last 25 Shipment Notices" and a "Go" button. Below this, a warning message states: "Once a shipment notice is cancelled it cannot be undone".

The main content area features a table with columns: Select, Shipment Number, Shipment Date, Expected Receipt Date, Freight Carrier, and W. The first row of the table is highlighted, and the "Cancel Shipment Notice" button is visible next to the "Select" column for the first row.

Select	Shipment Number	Shipment Date	Expected Receipt Date	Freight Carrier	W
<input type="checkbox"/>	<a href="#">SCA15012014</a>	15-Jan-2014 11:21:40	16-Jan-2014 11:21:45		
<input type="checkbox"/>	<a href="#">SCA14012014</a>	14-Jan-2014 13:51:38	17-Jan-2014 13:51:42		

# ASN cancel confirmation message:



The screenshot shows the Cytiva iSupplier Portal interface. At the top left is the Cytiva logo and the text "iSupplier Portal". On the right side of the header, there are links for "Navigator", "Favorites", and "Close Window". Below the header is a navigation menu with tabs for "Home", "Orders", "Shipments", "Planning", "Finance", "Product", and "Intelligence". Underneath this is a sub-menu with "Delivery Schedules", "Shipment Notices", "Receipts", "Returns", and "Overdue Receipts". The main content area is titled "ASN Cancel Confirmation" and contains the following text:

Your request to cancel Advance Shipment Notice SCA15012014 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](#)



### Create ASN timely

Suppliers need to create an ASN in iSP prior to it being received systemically by the GEHC receiving dock. Any delays could result in a disconnect in processing the shipment as well as invoice payment. Best advice: Do it right, do it timely.

# ASN Print

# ASN Print

Navigation: Shipments Tab>Shipment Notices>View/Print/Cancel Advanced Shipment Notices and Billing Notices



Click the "Select" Radio Button of the ASN you wish to print, then Click on the "Print ASN" Button.

The screenshot shows the Cytiva iSupplier Portal interface. At the top, there is a navigation menu with options like Home, Orders, Shipments, Planning, Finance, Product, Intelligence, and Report Summary. Below this, there are sub-menus for Delivery Schedules, Shipment Notices, Receipts, Returns, and Overdue Receipts. The main content area displays a table of Advance Shipment Notices. The table has columns for Select, Shipment Number, Shipment Date, Expected Receipt Date, Freight Carrier, Waybill/Airbill Number, Supplier Site, Invoice Number, Packing Slip, Processing Status Code, and Cancellation Status. The first row, with Shipment Number AAA987654, has its 'Select' radio button highlighted with a red circle. To the right of the table, there are buttons for 'Export' and 'Print ASN', with the 'Print ASN' button highlighted with a red box. Below the table, there is a 'Views' section with a dropdown menu set to 'Last 25 Shipment Notices' and a 'Go' button. An 'Advanced Search' button is also present. A note below the table states: 'Once a shipment notice is cancelled it cannot be undone'. There are two tabs: 'Select Advance Shipment Notice' (active) and 'Cancel Shipment Notice'.

Select	Shipment Number	Shipment Date	Expected Receipt Date	Freight Carrier	Waybill/Airbill Number	Supplier Site	Invoice Number	Packing Slip	Processing Status Code	Cancellation Status
<input checked="" type="radio"/>	<a href="#">AAA987654</a>	23-Jun-2014 10:10:09	27-Jun-2014 10:10:06			VASTERVIK 102		AAA987654PS	Error	
<input type="radio"/>	<a href="#">AAA12345</a>	23-Jun-2014 10:05:59	27-Jun-2014 10:06:03			VASTERVIK 101		AAA12345PS	Pending	
<input type="radio"/>	<a href="#">ABC987654</a>	20-Jun-2014 11:23:23	26-Jun-2014 11:23:26			VASTERVIK 102		ABC987654PS	Error	
<input type="radio"/>	<a href="#">ABC98765</a>	20-Jun-2014 11:13:21	26-Jun-2014 11:13:27			VASTERVIK 101		ABC98765PS	Pending	
<input type="radio"/>	<a href="#">CAB12345</a>	17-Jun-2014 13:11:49	20-Jun-2014 13:11:55			VASTERVIK 102		CAB12345PS	Error	
<input type="radio"/>	<a href="#">ABD12345</a>	17-Jun-2014 11:19:31	20-Jun-2014 11:19:36			VASTERVIK 102		ABD12345PS	Error	
<input type="radio"/>	<a href="#">abcdefg</a>	17-Jun-2014 09:15:30	17-Jun-2014 15:15:25			VASTERVIK 102		123456yuyu	Error	
<input type="radio"/>	<a href="#">Test_Shipment</a>	13-Jun-2014 06:55:24	13-Jun-2014 12:27:37			VASTERVIK 102		Test Pack		

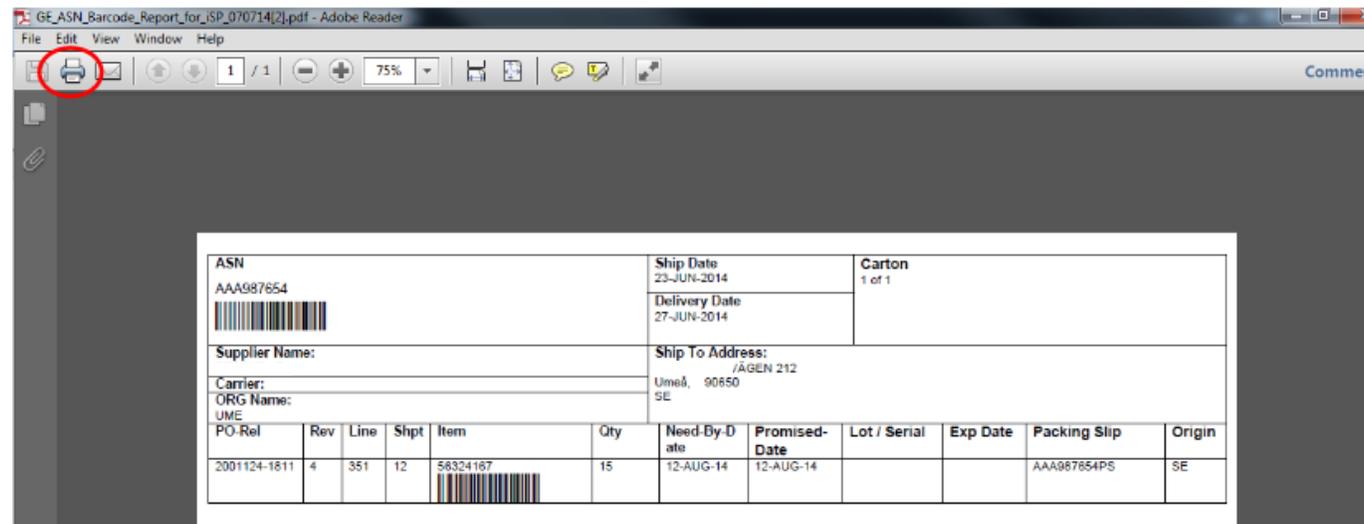
New ASNs created will be in "Pending" status until the Oracle transaction processor converts the ASN information into an expected receipt. This program runs approximately every 10 minutes.

# Click on Output

(if the Output icon doesn't appear, click on refresh until it does)



# View output and print



Print the ASN on a regular 8x11 sheet of paper (landscape). Fold it up with your pack slip and place it in a clear shipping envelope on the outside of the package shipping.

<b>ASN</b> AAA987654 				<b>Ship Date</b> 23-JUN-2014			<b>Carton</b> 1 of 1				
				<b>Delivery Date</b> 27-JUN-2014							
<b>Supplier Name:</b> R..... AB				<b>Ship To Address:</b> MARIEHEMSVÄGEN 212 Umeå, 90650 SE							
<b>Carrier:</b>											
<b>ORG Name:</b> UME											
PO-Rel	Rev	Line	Shpt	Item	Qty	Need-By-Date	Promised-Date	Lot / Serial	Exp Date	Packing Slip	Origin
2001124-1811	4	351	12	56324167 	15	12-AUG-14	12-AUG-14			AAA987654PS	SE

# Support

# Obtaining Proper Support

## iSupplier Tool

Access and support for Cytiva's PO collaboration tool

## iSupplier Support

Available On the "iSupplier" Tab under Initiatives at

[www.Cytiva.com/suppliers](http://www.Cytiva.com/suppliers)

### **iSupplier Tool**

iSupplier portal - Purchase Orders & Forecast information link (Requires registration) [Enter here](#)

Registration and the use of the tool is restricted... please reach out to your Sourcing or Purchasing contact for access.

### **iSupplier Training**

For iSupplier Training please [enter here](#)

For support with iSupplier topics only, please submit an iSupplier support ticket [here](#) (Does not work with Internet Explorer (IE))