iSupplier User Training
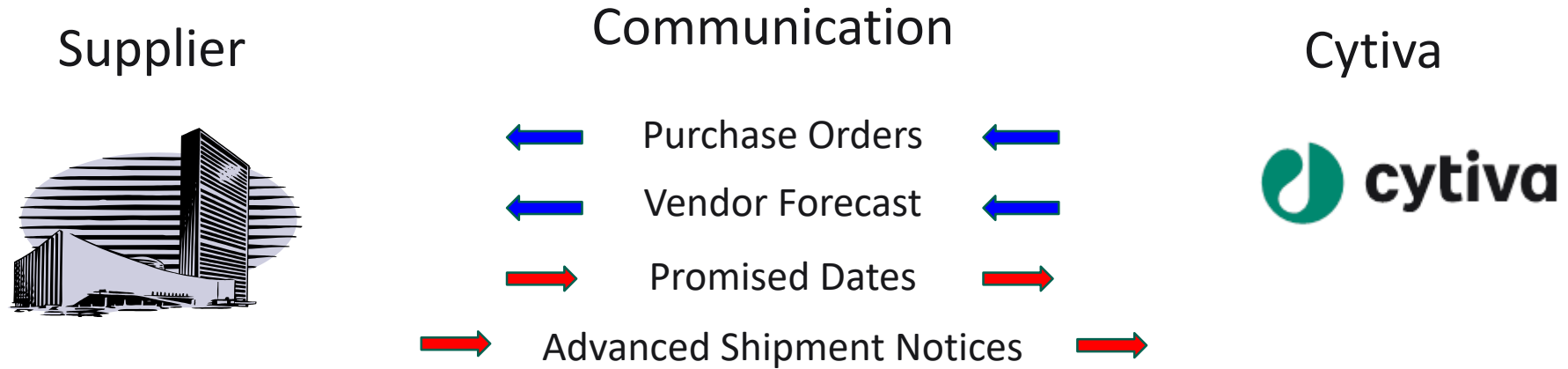
For suppliers | Effective November 9, 2020

Agenda

➢ What is iSupplier Portal (iSP) & Benifits

➢ How do I obtain access to iSP?

➢ Supplier Connect Overview

➢ iSP Home Page

➢ View New & Change Orders

➢ PO Print

➢ Enter Promise Dates

➢ View PO History

➢ Support

➢ Questions

iSupplier Portal (iSP)

Supplier   Communication   Cytiva

← Purchase Orders ←

← Vendor Forecast ←

→ Promised Dates →

→ Advanced Shipment Notices →

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

cytiva   iSupplier Portal

Navigator ▼   Favorites ▼   Home Logout Preferences Help

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

Search PO Number ☐ Go

Notifications   Full List

Subject	Date
Blanket Release 2021019-269 has been approved	16-Dec-2014 18:20:20
Blanket Release 2021019-268 has been approved	16-Dec-2014 18:12:14
Blanket Purchase Agreement 2021019 has been approved	16-Dec-2014 18:08:15

② **Orders At A Glance**   Full List

PO Number	Description	Order Date
2021019-269		16-Dec-2014 17:20:20
2021019-268		16-Dec-2014 17:12:04
2021019		16-Dec-2014 17:08:15
2021019-266		11-Dec-2014 14:54:14
2021019-267		11-Dec-2014 11:46:19

③ **Shipments At A Glance**   Full List

Shipment Number	Packing Slip	Shipment Date
No results found.		

① **Planning**
   • Forecast Schedules
Orders
   • Purchase Orders
   • Purchase History
Shipments
   • Delivery Schedules
   • Overdue Receipts
   • Advance Shipment Notices
Receipts
   • Receipts
   • Returns
Invoices
   • Invoices
Payments
   • Payments

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

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iSP BIOPROD Tutorial

STOP! Set your preferances 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
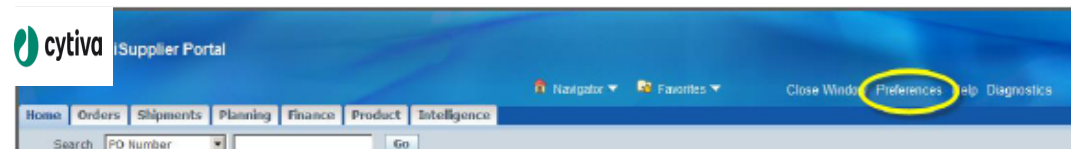
Under General > Display Preferences

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

Click **Apply**.

iSP BIOPROD Tutorial

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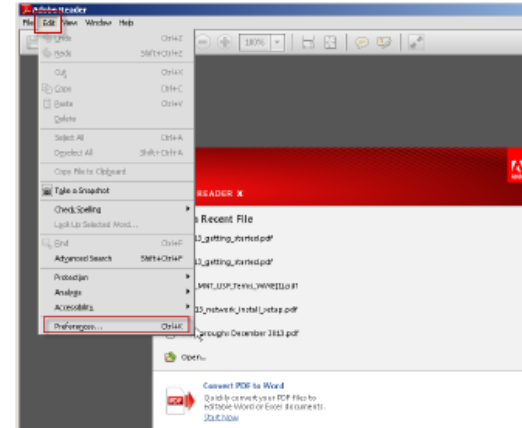
Scroll to **Internet** and assure that "Display in Read Mode by default" is checked.
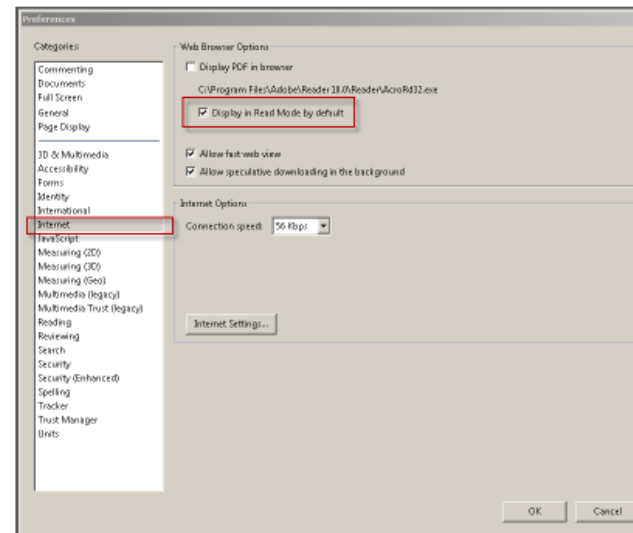
View Orders

How to View Orders (New & Change): Option 1
Navigation: Orders>Purchase Orders>Global Promise>BIO Export>Export to Excel

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.

BIO Export example

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

Order Summary Report

Export to Excel

- Quicker navigation
- Additional order information
  - Item Rev, Promised (Y/N), Action Needed, Change, etc…

- Review orders off line, then enter promise dates in iSP.

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

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

See tutorial regarding
confidentiality disclosures.

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

Planning

Planning Tab

Planning Tab>Forecast: reflects information about planned future requirements.
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: 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

Finance

Finance Tab

Invoice, Receipt and Payment information
1) Search and Advanced Search
2) Hyperlinks to drill down and obtain further information

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

Summary

Review New & Change Orders
(BioExport or Report Summary)

Due Date (on Cytiva's dock)

Date order was created (does not change)

Suppliers promise to deliver (on Cytiva's dock)

| 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

Approved Date is the date of the last revision to the order

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Support

Obtaining Proper Support
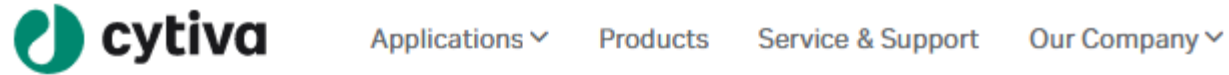
iSupplier Support

Available On the "iSupplier" Tab on
www.Cytiva.com/suppliers

Cytiva

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

Global Promise/Re-Promise screen:

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

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

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

Advanced Shipment Notice ASN

Advanced Shipment Notice (ASN) Create and Print

Navigation: Shipments Tab>Shipment Notices>Advanced Shipment Notices
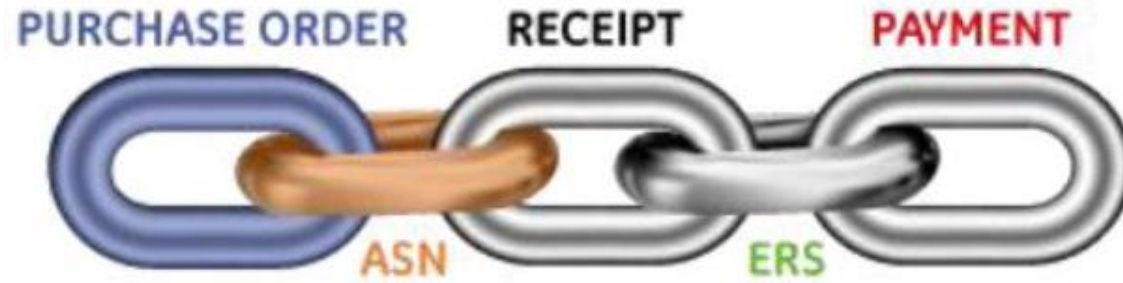
Using the *Shipment Notices* link, you can create and print deliveries (ASN's).
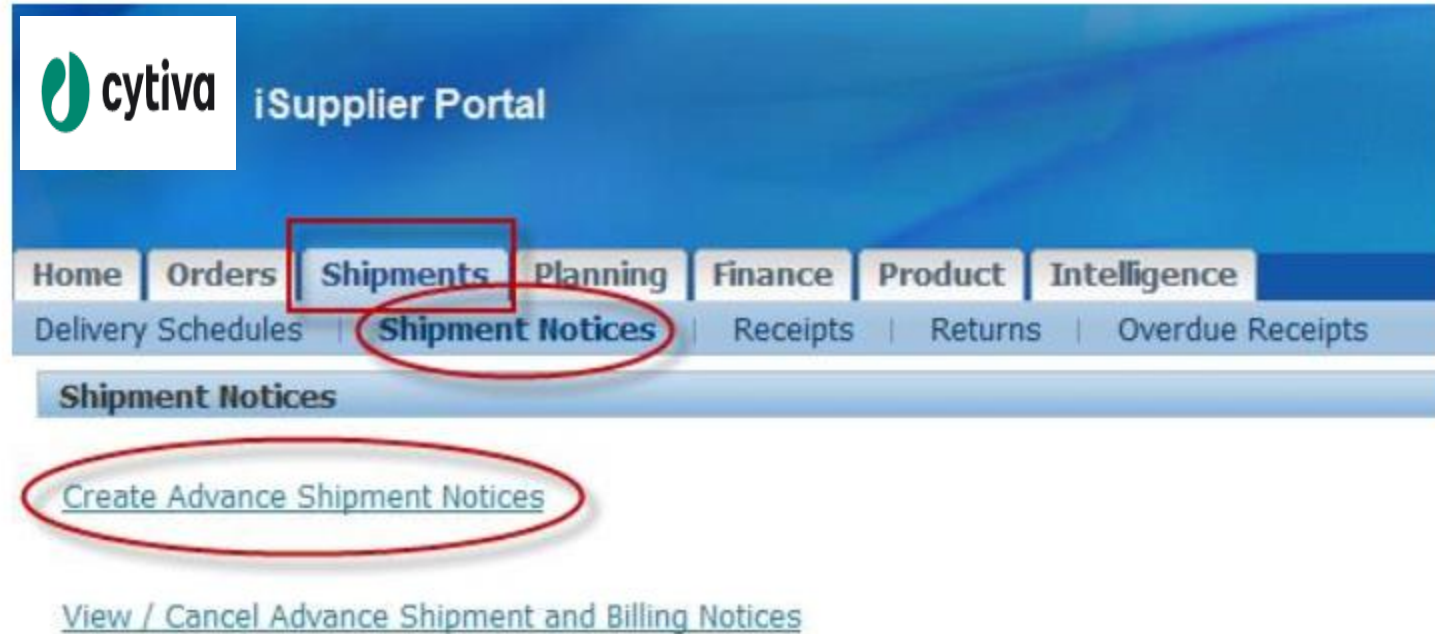
This tutorial will show you how to:
- ✓ Create Advanced Shipment Notices (ASN)
- ✓ View/Print/Cancel Advanced Shipment Notices

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.

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.**

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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.

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 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

Confirmation Message Appears

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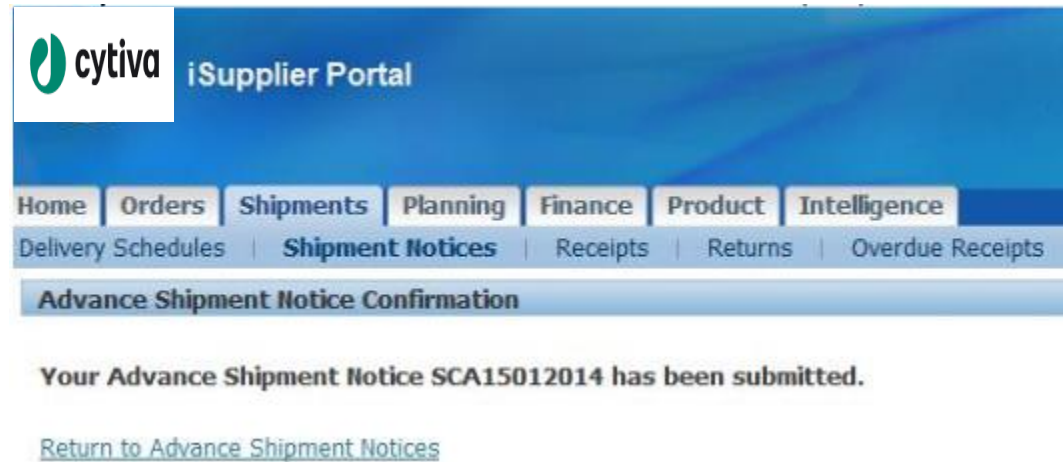
ASN Points to Remember

➢ 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

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
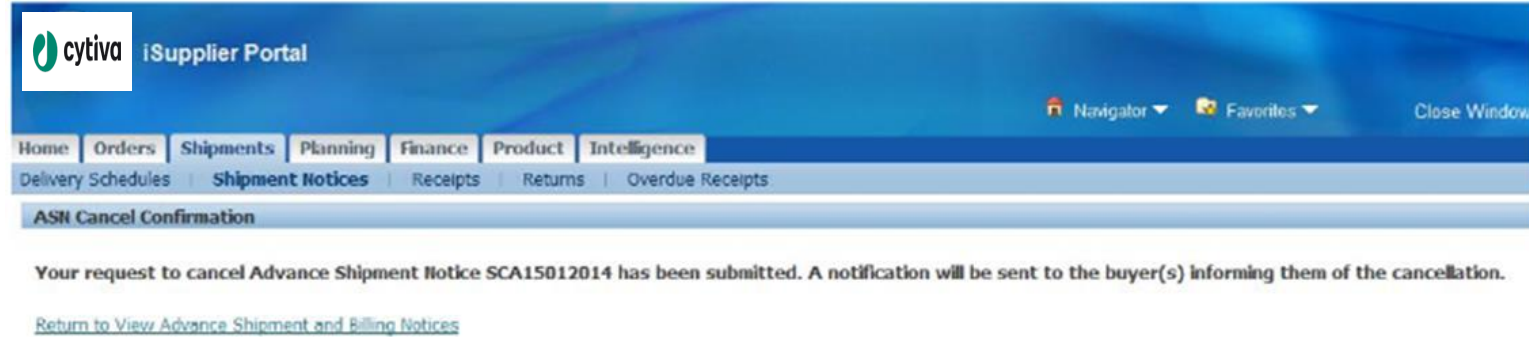
Note: Batch processes every 10 min's.
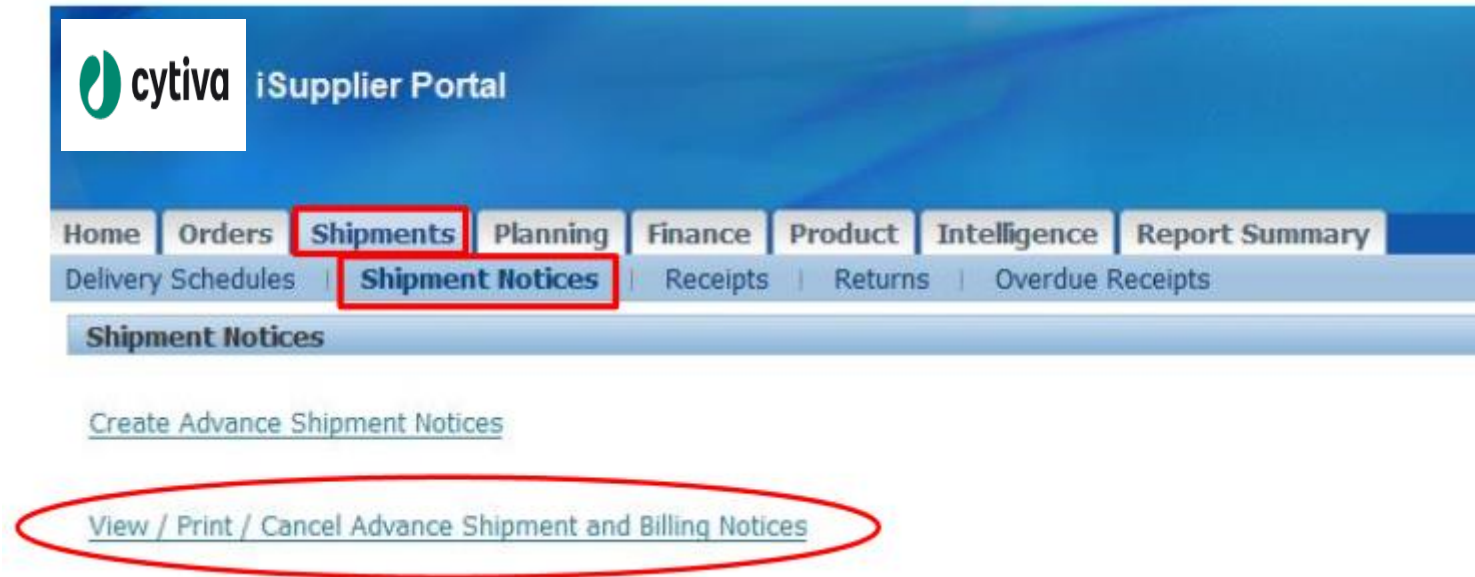
ASN cancel confirmation message:

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.
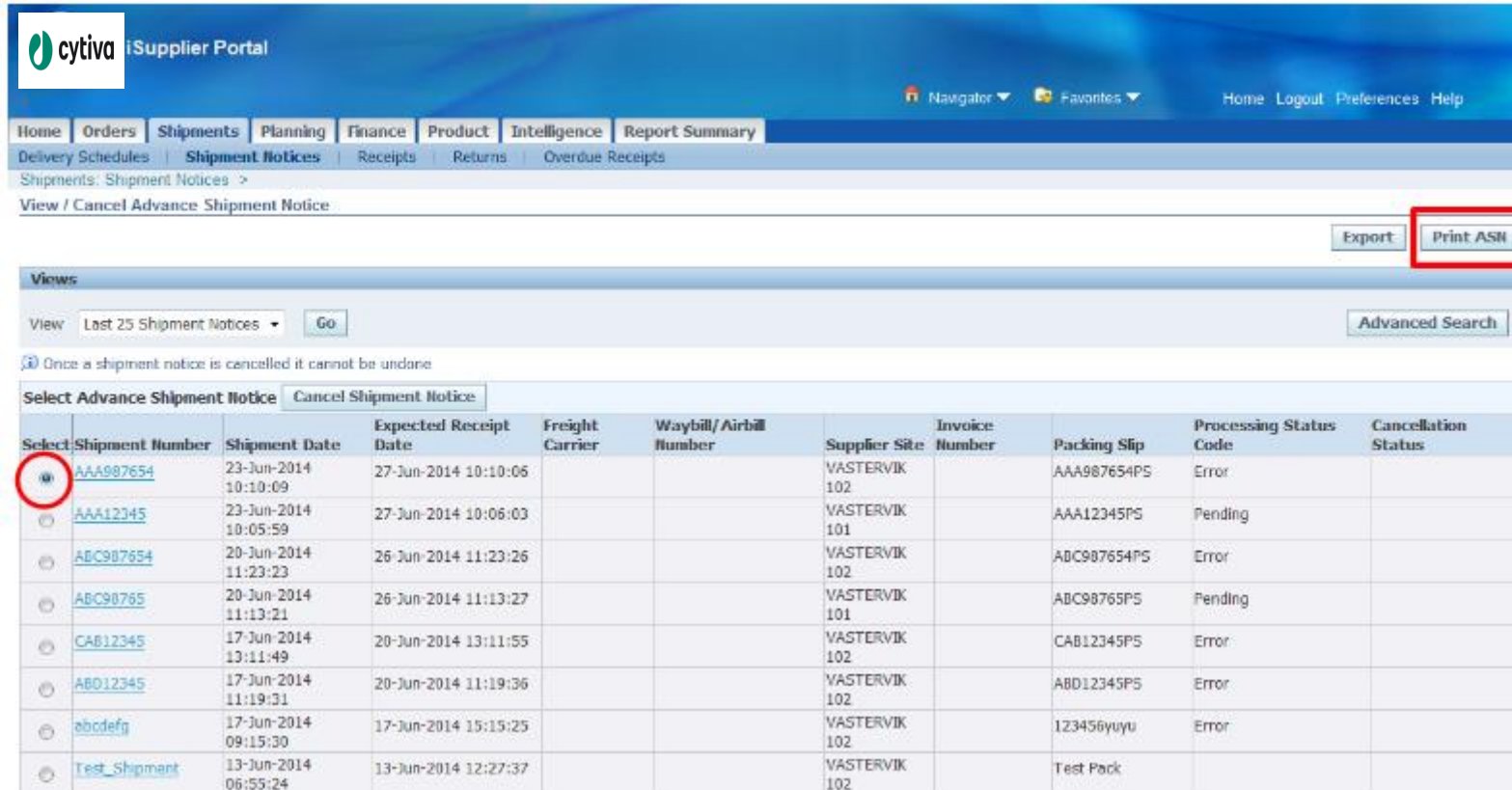
ASN Print

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.
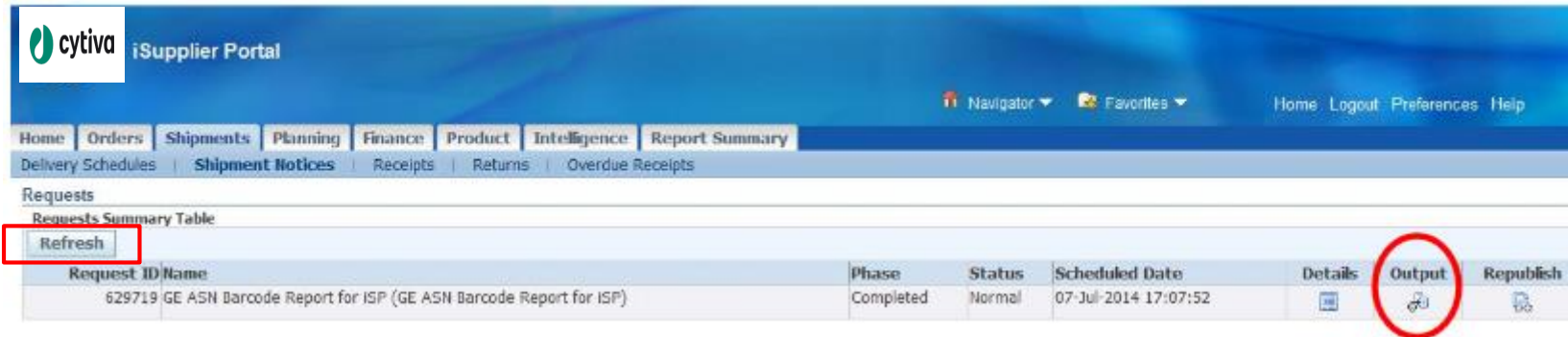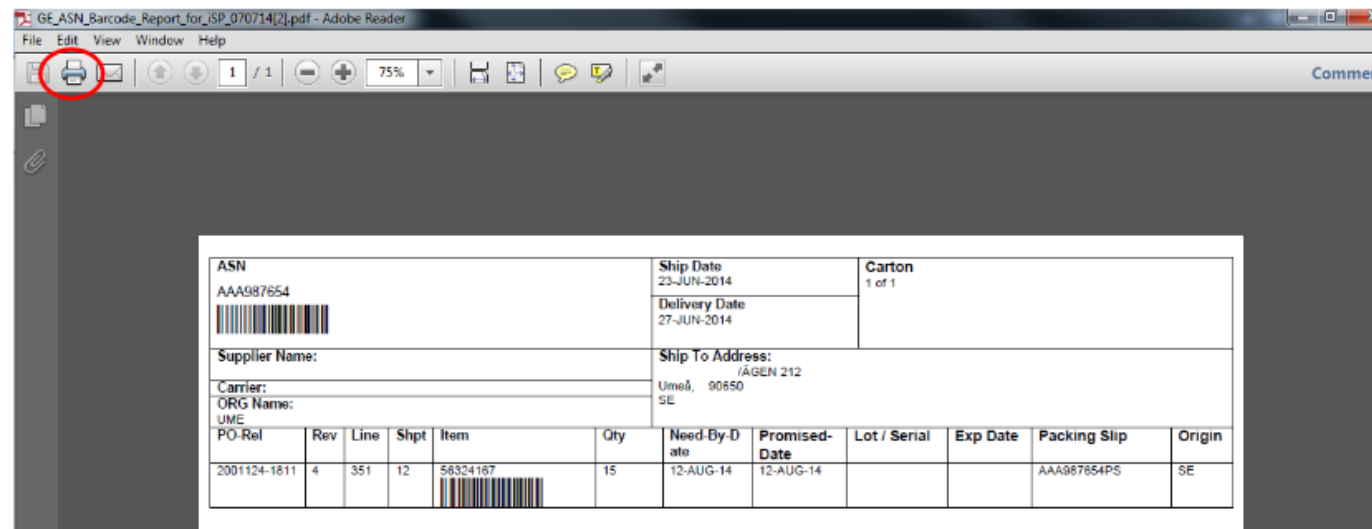

New ASNs created will be in "Pending" status until the Oracle transaction processor converts the ASN information into an expected receipt. This program runs approximately every 10 minutes.

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.

ASN AAA987654 ‖‖‖‖‖‖‖‖‖‖‖					Ship Date 23-JUN-2014		Carton 1 of 1				
					Delivery Date 27-JUN-2014						
Supplier Name: R..... AB					Ship To Address: MARIEHEMSVÄGEN 212						
Carrier:					Umeå, 90650						
ORG Name: UME					SE						
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

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