



# iSupplier User Training

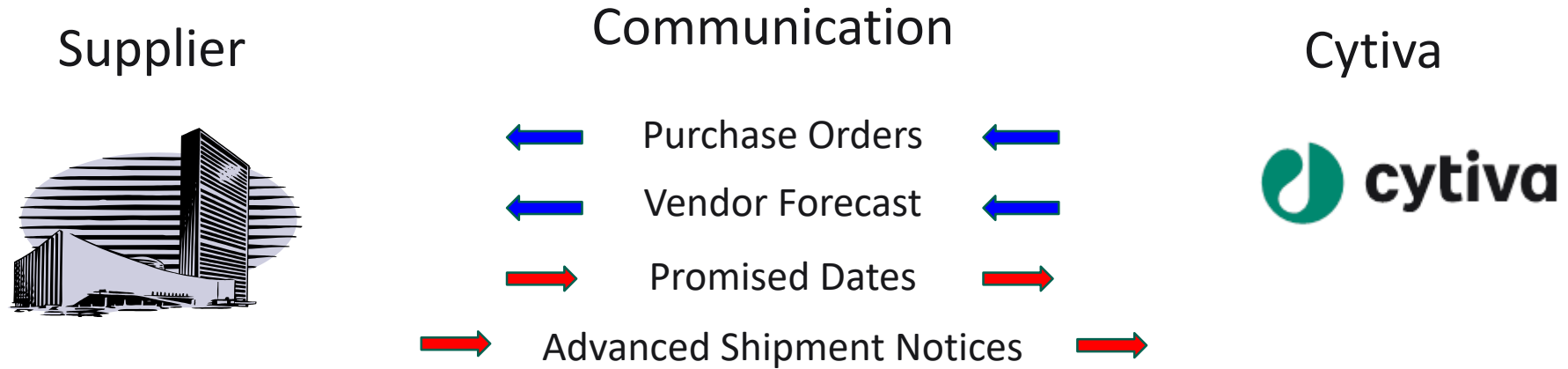
**For suppliers | Effective November 9, 2020**

# 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)



*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

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

Search PO Number  Go

**Notifications** [Full List](#)

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

**2** **Orders At A Glance** [Full List](#)

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

**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

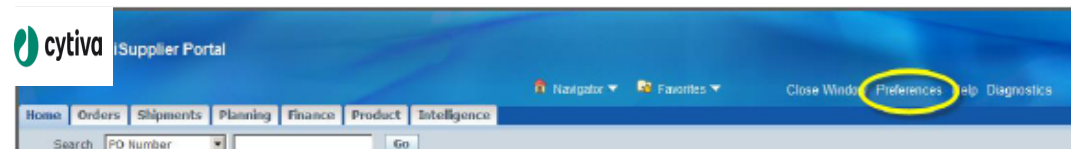
**STOP!** Set your preferences first! See the appendix of the tutorial and take actions as per the iSP preferences and Preferred Adobe Acrobat Settings.

## 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**.

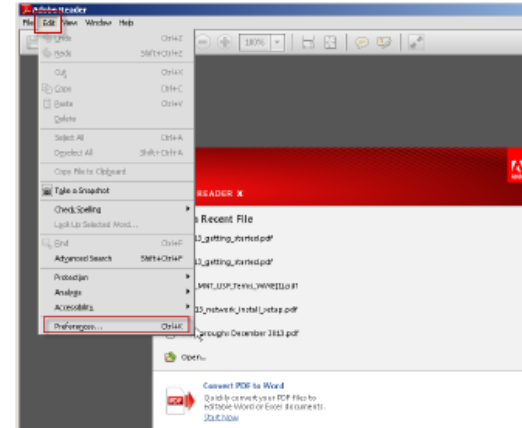
# iSP BIOPROD Tutorial

## Preferred Adobe Acrobat Setting

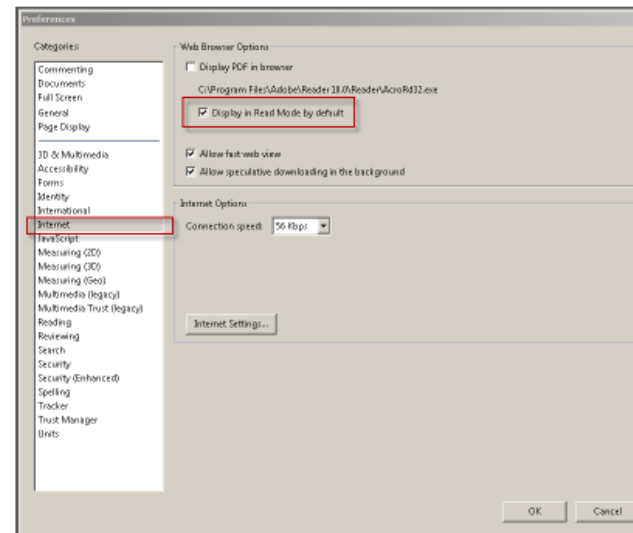
To assure that the PO pdf files open as independent documents, as opposed to opening within the internet browser, check that this Adobe Acrobat preference is set:

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 top navigation bar includes links for Home, Orders, Shipments, Planning, Finance, Product, Intelligence, and Report Summary. Below this, a sub-menu for Purchase Orders is visible. Callout 1 points to the 'Orders' link in the top bar. Callout 2 points to the 'Global Promise/Re-Promise' button. Callout 3 points to the 'View' dropdown menu, which is currently set to 'All Shipments'. Callout 4 points to the 'BIO EXPORT' button.

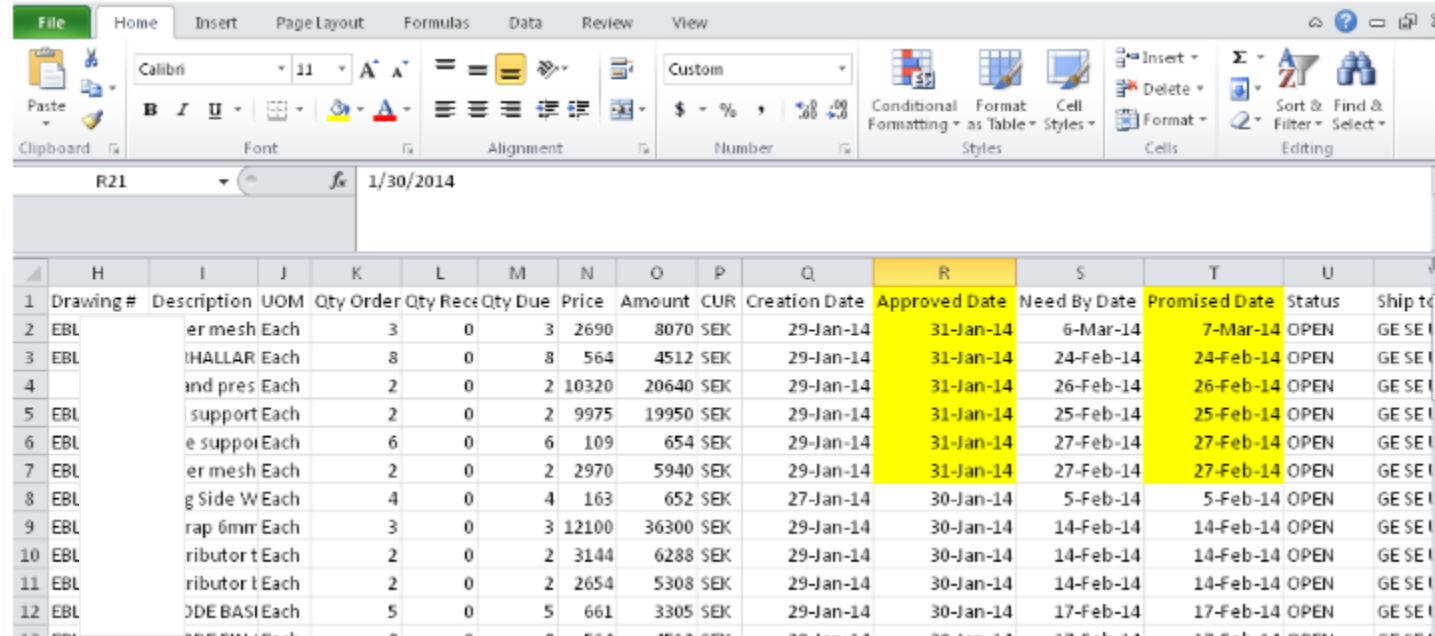
BIO Export: is a static screen with PO shipment details. Orders are sorted by Approved Date (most recent new and change orders at the top).

*Export and review off line.*

The screenshot displays the BIO Export screen, which contains a table of purchase order shipment details. The table has 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. Callout 5 points to the 'Export' button 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 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_SWIE_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_SWIE_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_SWIE_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_SWIE_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_SWIE_BIO Ruiz, Tania		Goods

# BIO Export example




	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 SEI
2	EBL	HALLAR	Each	8	0	8	564	4512 SEK		29-Jan-14	31-Jan-14	24-Feb-14	24-Feb-14	OPEN	GE SEI
3		and pres	Each	2	0	2	10320	20640 SEK		29-Jan-14	31-Jan-14	26-Feb-14	26-Feb-14	OPEN	GE SEI
4	EBL	support	Each	2	0	2	9975	19950 SEK		29-Jan-14	31-Jan-14	25-Feb-14	25-Feb-14	OPEN	GE SEI
5	EBL	e suppor	Each	6	0	6	109	654 SEK		29-Jan-14	31-Jan-14	27-Feb-14	27-Feb-14	OPEN	GE SEI
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 SEI
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 SEI
8	EBL	rap 6mm	Each	3	0	3	12100	36300 SEK		29-Jan-14	30-Jan-14	14-Feb-14	14-Feb-14	OPEN	GE SEI
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 SEI
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 SEI
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 SEI
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 SEI

**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

 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

PO Release

Item Number

Purchase Order Status Open

Promised PO

Action Needed

Need-By-Date From

Need-By-Date To

Creation-Date From

Creation-Date To

Approved-Date From

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

# Order Summary Report

## Export to Excel

[illegible]

- 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

**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	Status	Attachments	Split	Reason	Actions
<input checked="" type="checkbox"/>	2021019-269	22	1	16-Dec-2014 17:20:20	Goods	123	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	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	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	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	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 the action [isupplier.support@cytiva.com](mailto:isupplier.support@cytiva.com)

# 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 top navigation bar includes links for Home, Orders (highlighted with a red box), Shipments, Planning, Finance, Product, Intelligence, and Report Summary. Below this, the 'Purchase Orders' section shows a 'Blanket Release: 2021019-269, 0 (Total SEK 67.00)' and a 'Currency=SEK'. The 'Actions' menu includes 'Request Changes', 'Go', 'Export', and 'View PO Report' (highlighted with a red circle).

The 'Order Information' section is divided into three main areas:

- General:** Total 67.00, Supplier ASELE 101, Supplier Site ASELE 101, Address ASELE, 910 60, Buyer Ruiz, Tania, Order Date 16-Dec-2014 17:20:20, Status Open, Note to Supplier GEEU\_OU\_SEK\_PSDS\_SWE\_BIO, Operating Unit Sourcing Document, Supplier Order Number, Attachments None.
- Terms and Conditions:** Payment Terms Net 30, Carrier ACC TO ROUTING ORDER, FOB EXW, Freight Terms, Shipping Control.
- Summary:** Total 67.00, Received 0.00, Invoiced 0.00, Payment Status Not.

The 'Ship-To Address' section shows the address: MARIEHEMSVÄGEN 212, Umeå, 90650. The 'Bill-To Address' section shows the address: Accounts Payable, Uppsala, 75184.

The 'PO Details' section includes a table with columns: Details, Line, Type, Item/Job, Supplier Item, Description, UOM, Qty, Price, Amount. The table shows two lines of goods.

On the right, a preview of the 'Purchase Order' document is shown, including the GE Healthcare logo, Order Number/Release (2021019/269), Revision (0), and Page (1/3). The document text includes the supplier information, contact details, and terms and conditions.

# 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 displays the Cytiva iSupplier Portal interface. The top navigation bar includes links for Home, Orders, Shipments (highlighted with a red box), Planning, Finance, Product, Intelligence, and Report Summary. Below this, a secondary navigation bar shows Delivery Schedules, Shipment Notices (highlighted with a blue box), Receipts, Returns, and Overdue Receipts. The main content area is titled 'Shipment Notices' and contains two links: 'Create Advance Shipment Notices' (circled 1) and 'View / Print / Cancel Advance Shipment and Billing Notices' (circled 2). A 'Privacy Statement' link is also visible. The bottom section shows an 'ASN' print/report for GEM1410061512, including a barcode, ship date (06-OCT-2014), delivery date (09-OCT-2014), and a table of items.

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.

- 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

Schedule Number   
Revision   
Forecast/Release Type   
Schedule Horizon Start   
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

**Forecast**  
Planning: Forecast >  
Horizontal Schedule (Summarized View)

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

**cytiva** iSupplier Portal

Navigator ▼ Favorites ▼ Home Logout Preferences Help

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

View Invoices View Payments

View Invoices

Export

**Simple Search**

1

Invoice Number   
PO Number   
Release Number   
Payment Number   
Invoice Status

Payment Status   
Invoice Amount From  To   
Amount Due From  To   
Invoice Date From  To   
Due Date From  To

Go Clear

Advanced Search

2

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	<a href="#">Multiple</a>			
<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	<a href="#">395061</a>			
<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	<a href="#">Multiple</a>			
<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	<a href="#">394559</a>			
<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	<a href="#">393708</a>			
<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	<a href="#">Multiple</a>			
<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	<a href="#">392606</a>			
<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	<a href="#">390573</a>			
<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	<a href="#">390211</a>			
<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	<a href="#">389831</a>			

# 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

**cytiva Supplier Portal**

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

Order Summary **Invoice Summary** Account Summary

Simple Search

PO Number: 3000077 Invoice date From: Invoice date To: Payment Date From: Payment Date To: Payment Number: Payment Status: 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		1/CTN		24		17261	18-Jan-2011	83658		13-Jan-2012	USD			31703425	19-Sep-2012	Paid	

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# Summary

# Review New & Change Orders

## (BioExport or Report Summary)

HomeOrdersShipmentsPlanningFinanceProductIntelligenceReport Summary

Purchase Orders | Purchase History

Orders: Purchase Orders > Change Multiple Purchase Orders >

Bio Export Mass Promise Re-Promise PO

Date order was created (does not change)

Due Date (on Cytiva's dock)

Suppliers promise to deliver (on Cytiva's dock)

Export

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_
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_
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_

Buyer

Type

SPENCER, JIM

Goods

SPENCER, JIM

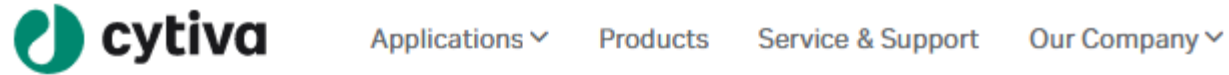
Goods

SPENCER, JIM

Goods

# Support

# Obtaining Proper Support



## iSupplier Tool

Access and support for Cytiva's PO collaboration tool

### iSupplier Support

Available On the "iSupplier" Tab on

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

# 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' (highlighted with a red box), 'Shipments', 'Planning', 'Finance', 'Product', 'Intelligence', and 'Report Summary'. Below this, the 'Purchase Orders' tab is selected. 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 a 'Global Promise/Re-Promise' button (circled 5) and an 'Export' button (circled 4). Below the 'Views' section is a 'Select Order:' dropdown with a 'View Change History' button. A table of purchase orders is displayed below, with columns for 'Select PO Number', 'Rev', 'Operating Unit', 'Document Type', 'Approved Date', 'Buyer', 'Currency', 'Amount', 'Status', and 'Attachments'. The table contains three rows of data. Callout 1 points to an 'Advanced Search' button. Callout 2 points to the 'View Change History' button. Callout 3 points to the 'Rev' column header. Callout 4 points to the 'Export' button. Callout 5 points to the 'Global Promise/Re-Promise' button.

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


**Supplier Portal**

[Home](#)
[Orders](#)
[Shipments](#)
[Planning](#)
[Finance](#)
[Product](#)
[Intelligence](#)
[Report Summary](#)

[Purchase Orders](#)
[Purchase History](#)

[Orders: Purchase Orders >](#)

[Change Multiple Purchase Orders](#)

[BIO EXPORT](#)
[Submit Promises](#)
[Export](#)

[Lines](#)
[Shipments](#)

**Views**

View:  [Go](#) [Advanced Search](#)

**Default Values**

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

Promised Date

Reason

Action

Select Shipments: [Apply Default Values](#)

[Select All](#) | [Select None](#)

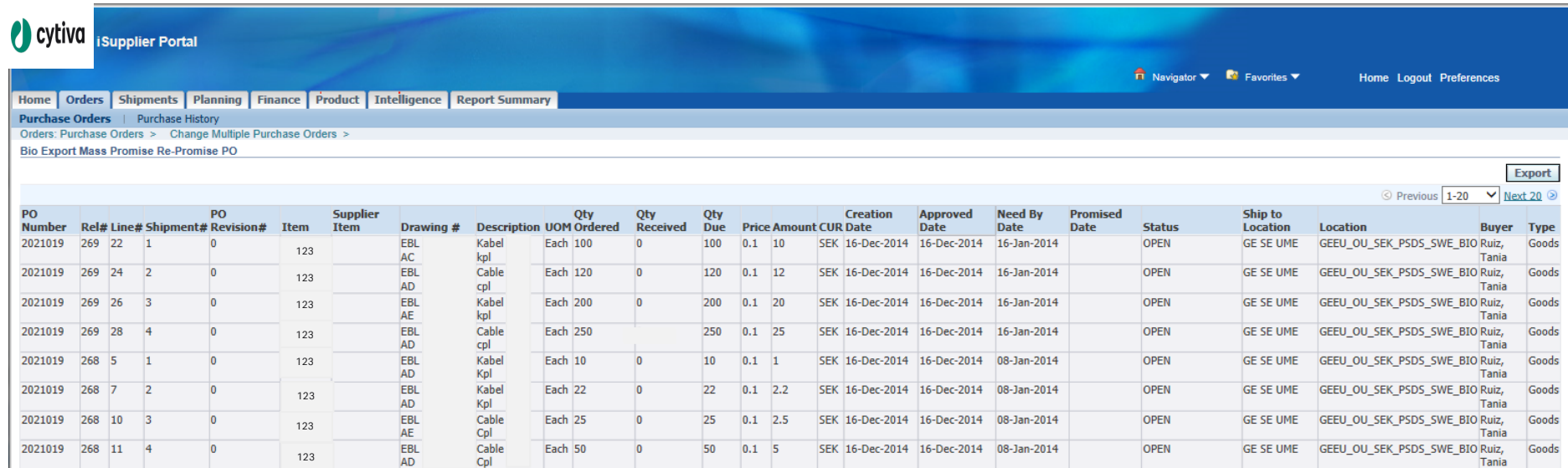
PO Number	Line	Shipment	Approved Date	Type	Item/Job Description	Location	Promised Date	Need-By Date	UOM	Ordered	Received	Price	Amount	Supplier Order Line	Status	Attachments	Split	Reason	Actions
<input checked="" type="checkbox"/> <a href="#">2021019-269</a>	22	1	16-Dec-2014 17:20:20	Goods	123	test	<a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

# 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



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		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

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

**Purchase Orders** | Purchase History

Orders: Purchase Orders >

Change Multiple Purchase Orders

BIO EXPORT | Submit Promises | Export

Lines | Shipments

Views

View: All Shipments [Go]

Advanced Search

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 All | Select None

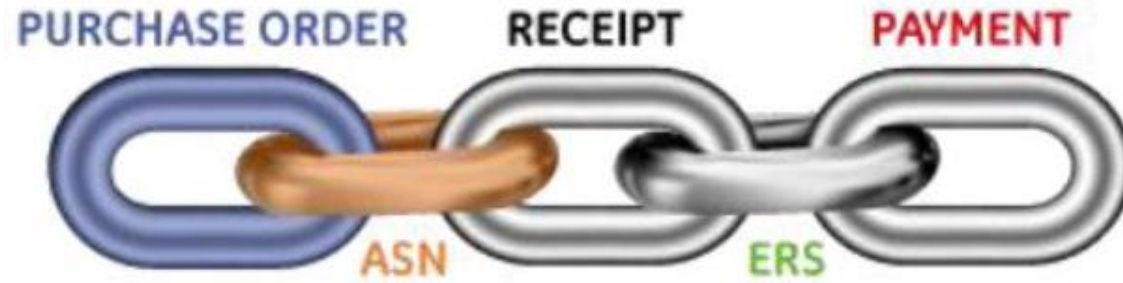
Select	PO Number	Line	Shipment	Approved Date	Type	Item/Job	Description	Location	Promised Date	Need-By Date	UOM	Ordered	Received	Price	Amount	Line	Supplier Order	Status	Attachments	Split	Reason	Actions
<input checked="" type="checkbox"/>	2021019-269	22	1	16-Dec-2014 17:20:20	Goods	123	Kabel 124 kpl	GE 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 to correct the action [isupplier.support@cytiva.com](mailto:isupplier.support@cytiva.com)

# 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).

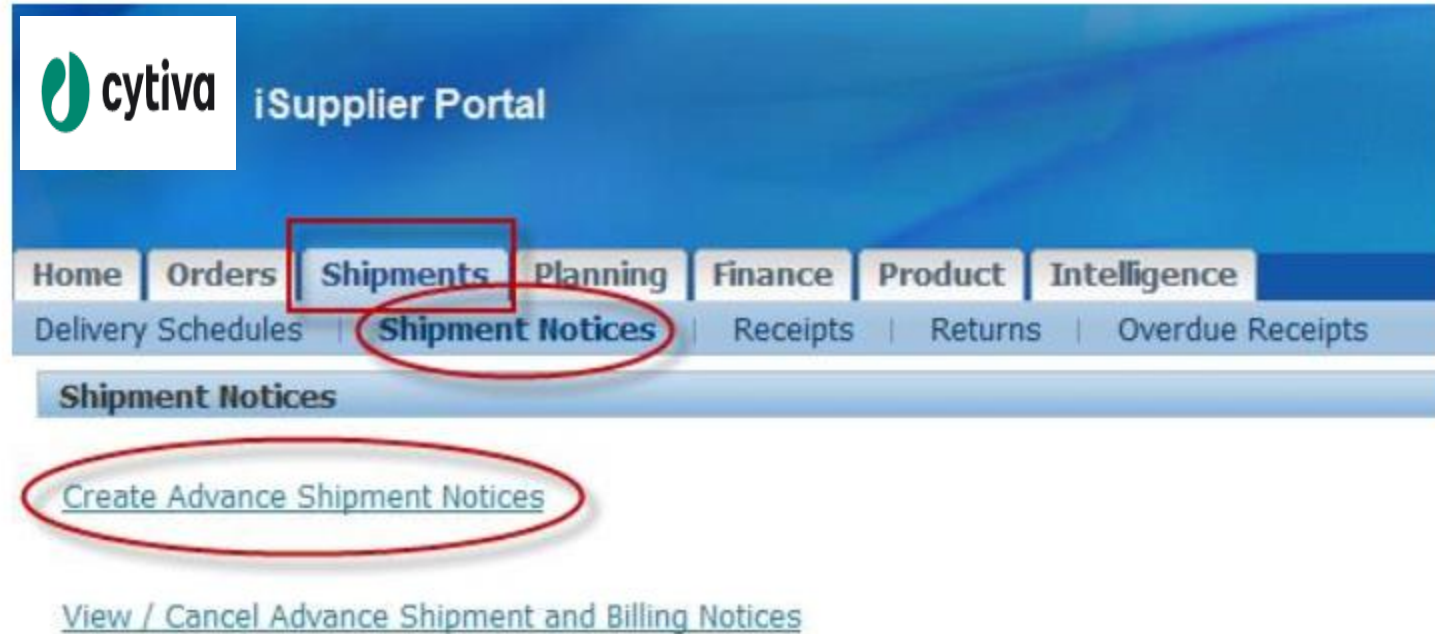
This tutorial will show you how to:

- ✓ 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"/>	007943-	1	1	64/CTN	HOUSING, MACHINED SIZE 9 - 1335	15-Jan-2014 00:00:00	5	0 Each
<input checked="" type="checkbox"/>	007943-	1	1	64/CTN	HOUSING, MACHINED SIZE 9 - 1335	16-Jan-2014 00:00:00	5	0 Each
<input checked="" type="checkbox"/>	007943-	1	1	64/CTN	HOUSING, MACHINED SIZE 9 - 1335	16-Jan-2014 12:49:54	6	0 Each
<input type="checkbox"/>	007560-	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"/>	007256-	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"/>	007202-	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.

**cytiva iSupplier Portal**

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

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

Shipment Notices >

**Create Advance Shipment Notice**

**Shipment Header** | Shipment Lines

Shipment Line Defaults

Enter Shipment Line Defaults and click Default to All Lines to copy to all shipment lines.

Packing Slip

Country Of Origin:

Container Number

Truck Number

Bar Code Label

Comments

**Shipments in Advance Shipment Notice**

Show All Details | Hide All Details

PO Number	Line	Shipment Number	Item Number	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received
<a href="#">Show</a> 3007943-2	1	1	123	8 64/CTN	HOUSING, MACHINED SIZE 9 - 1335	16-Jan-2014 00:00:00	5	0
<a href="#">Show</a> 3007943-1	1	1	123	8 64/CTN	HOUSING, MACHINED SIZE 9 - 1335	16-Jan-2014 12:49:54	6	

**Not Utilized**

LPN/Lot/Serial	Add Attachments	Split	Remove

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	Shipment Item	Supplier	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

**Cytiva 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 90A19012014 \* Shipment Date 15-Jan-2014 11:21:40

\* Expected Receipt Date 16-Jan-2014 11:21:45 Note: Shipment Date cannot be later than today

Example: 15-Jan-2014 10:30:55

**Freight Information**

Freight Terms Freight Carrier

\* Number of Containers 2 Bill of Lading

Waybill/Airbill Number \* Packing Slip 15012014

Packaging Code Special Handling Code

Tar Weight Tar Weight UOM

Net Weight Net Weight UOM

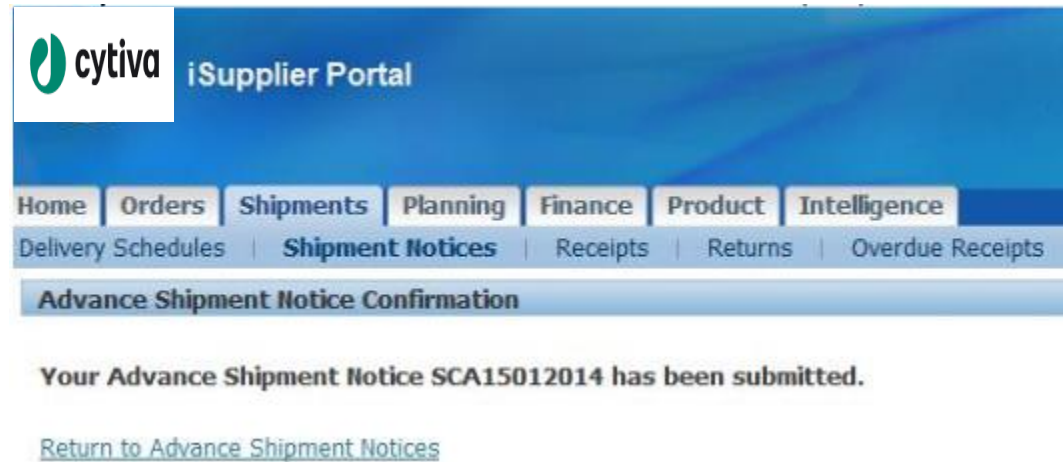
Comments

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 your 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

 iSupplier Portal

[Home](#) | [Orders](#) | [Shipments](#) | [Planning](#) | [Finance](#) | [Product](#) | [Intelligence](#)

[Delivery Schedules](#) | [Shipment Notices](#) | [Receipts](#) | [Returns](#) | [Overdue Receipts](#)

[Shipments: Shipment Notices >](#)

[View / Cancel Advance Shipment Notice](#)

Views

View 

Last 25 Shipment Notices

Go

?

 Once a shipment notice is cancelled it cannot be undone

Select Advance Shipment Notice

Cancel Shipment Notice

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	

[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.

**Views**


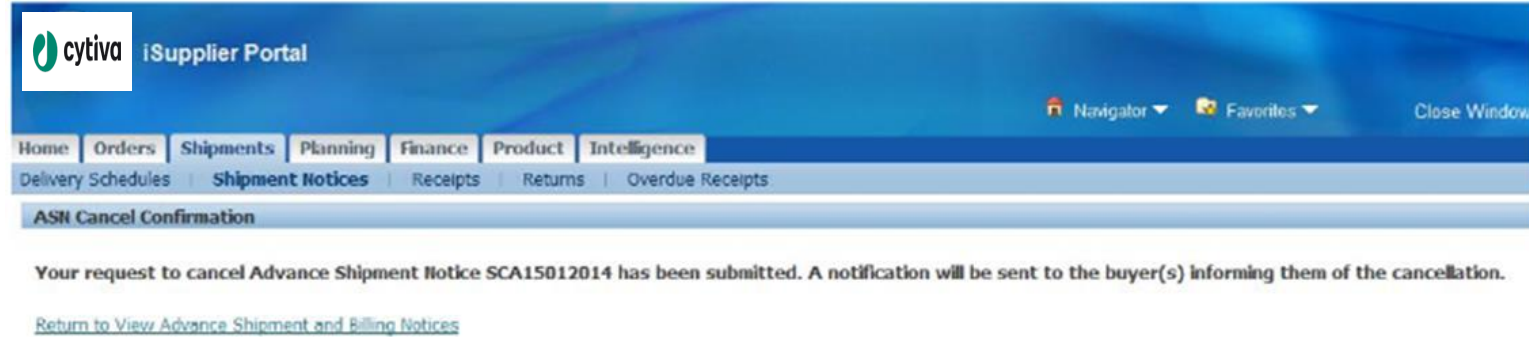
View Last 25 Shipment Notices Go

Once a shipment notice is cancelled it cannot be undone

Select Advance Shipment Notice Cancel Shipment Notice

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	

# ASN cancel confirmation message:



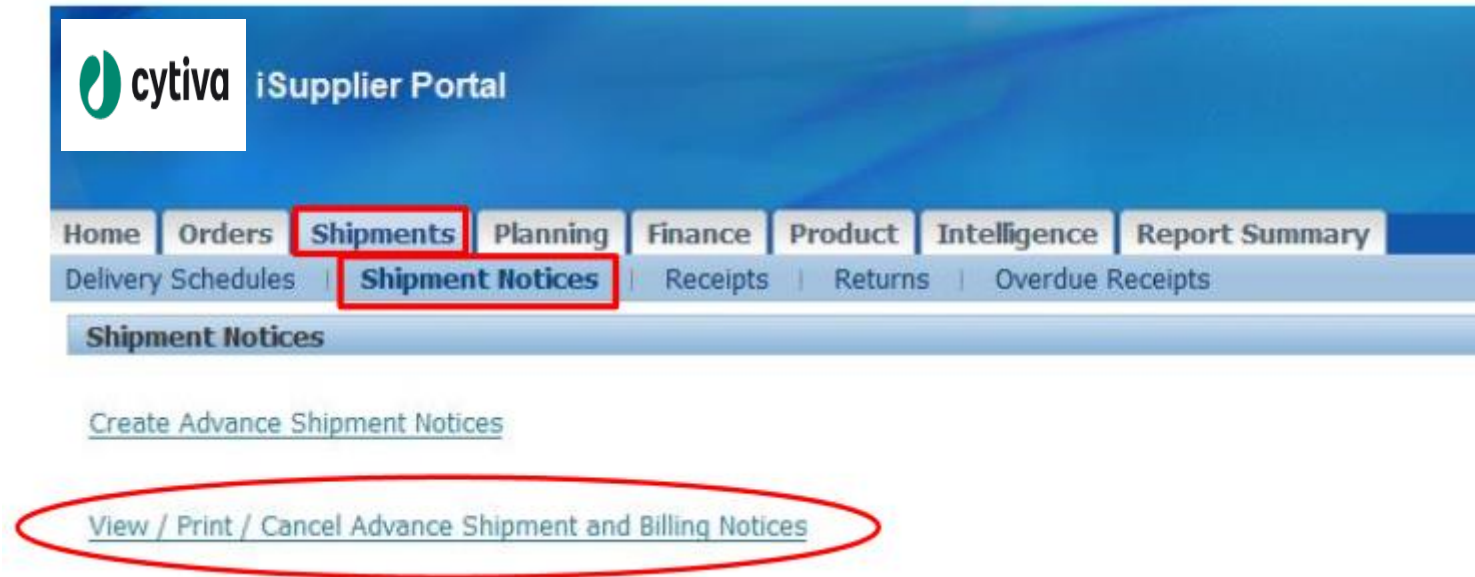
## Create ASN timely

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.

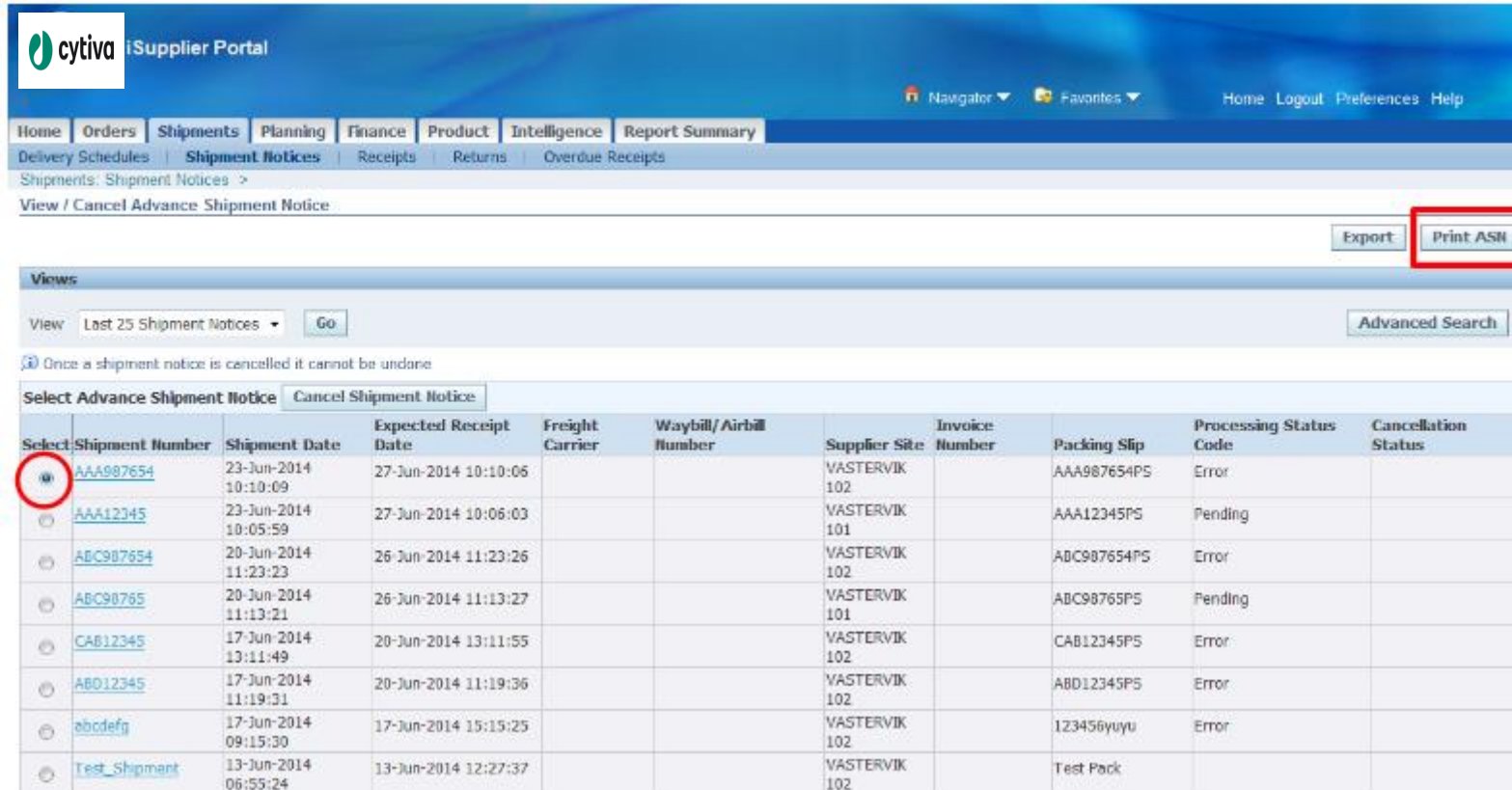
# ASN Print

# 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.



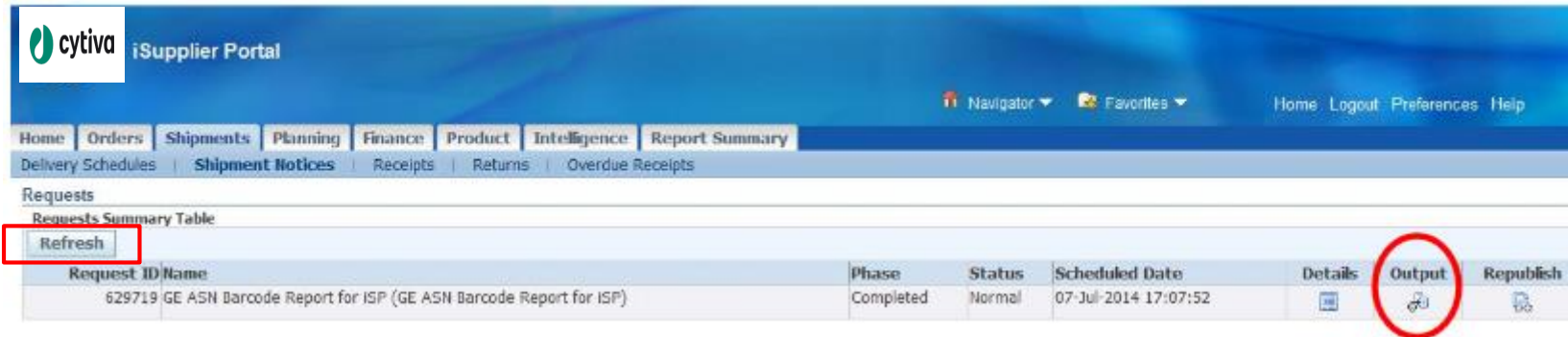
The screenshot displays the Cytiva iSupplier Portal interface. At the top, there is a navigation bar with the Cytiva logo and the text 'iSupplier Portal'. Below this, a menu bar contains links for Home, Orders, Shipments, Planning, Finance, Product, Intelligence, and Report Summary. A secondary menu bar includes links for Delivery Schedules, Shipment Notices, Receipts, Returns, and Overdue Receipts. The main content area shows a breadcrumb trail: Shipments: Shipment Notices > View / Cancel Advance Shipment Notice. On the right side of this area, there are two buttons: 'Export' and 'Print ASN', with the latter being highlighted by a red rectangular box. Below the buttons, 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 states: 'Once a shipment notice is cancelled it cannot be undone.' Below this, there are two tabs: 'Select Advance Shipment Notice' (which is active) and 'Cancel Shipment Notice'. A table follows, listing shipment notices with 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 of the table has its 'Select' radio button highlighted with a red circle. The table contains eight rows of data, including shipment numbers like AAA987654, AAA12345, ABC987654, ABC98765, CAB12345, ABD12345, abcdefg, and Test\_Shipment.

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		

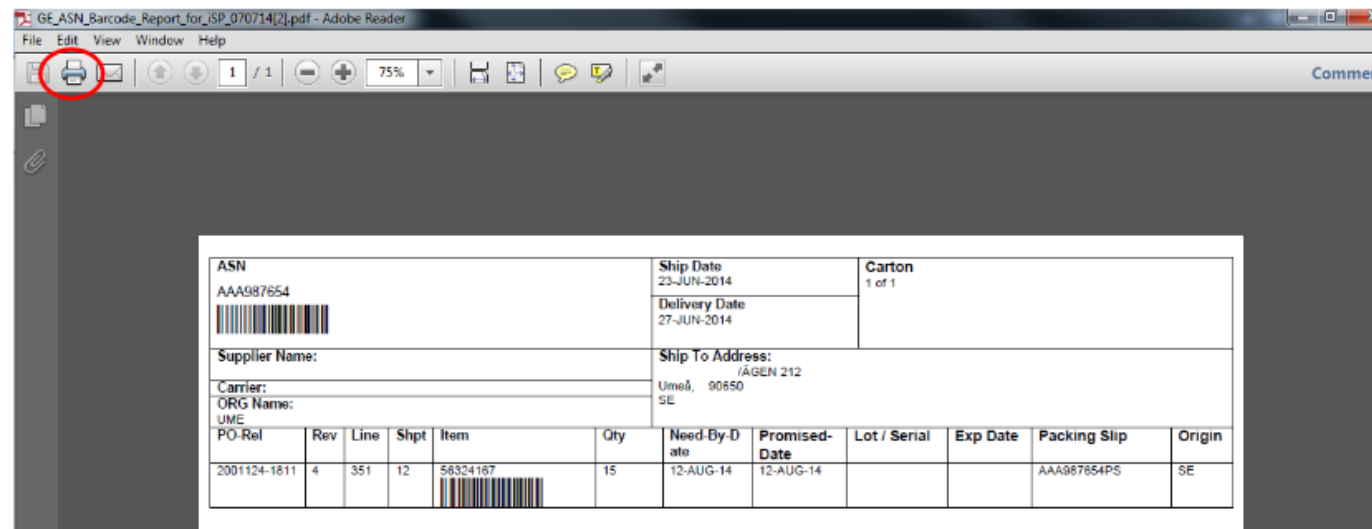
New ASNs created will be in “Pending” status until the Oracle transaction processor converts the ASN information into an expected receipt. This program runs approximately every 10 minutes.

# 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> F..... AB						<b>Ship To Address:</b> MARIEHEMSVÄGEN 212 Umeå, 90650 SE						
<b>Carrier:</b>												
<b>ORG Name:</b> UME												
<b>PO-Rel</b>	<b>Rev</b>	<b>Line</b>	<b>Shpt</b>	<b>Item</b>	<b>Qty</b>	<b>Need-By-Date</b>	<b>Promised-Date</b>	<b>Lot / Serial</b>	<b>Exp Date</b>	<b>Packing Slip</b>	<b>Origin</b>	
2001124-1811	4	351	12	56324167 	15	12-AUG-14	12-AUG-14			AAA987654PS	SE	