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3D Systems – Oracle iSupplier

iSupplier User Guide

TU1103_LOGIN INTO ISUPPLIER PORTAL USING REGISTERED SUPPLIER USER FOR THE FIRST TIME.

Author:	Eknath Deshmukh
Creation Date:	Mar 01, 2024
Last Updated:	Mar 01, 2024
Document Ref:	TE.040_iSupplier
Version:	0.1

Document Control

Change Record

Date	Author	Version	Change Reference
01-Mar-2024	Eknath Deshmukh	0.1	Initial Version - No previous version available

Reviewers

Name	Position
Harun Prasath	Project Lead-LTIM
SatyendraNath Barma	Project Manager - LTIM
	Project Manager - 3D Systems

Distribution

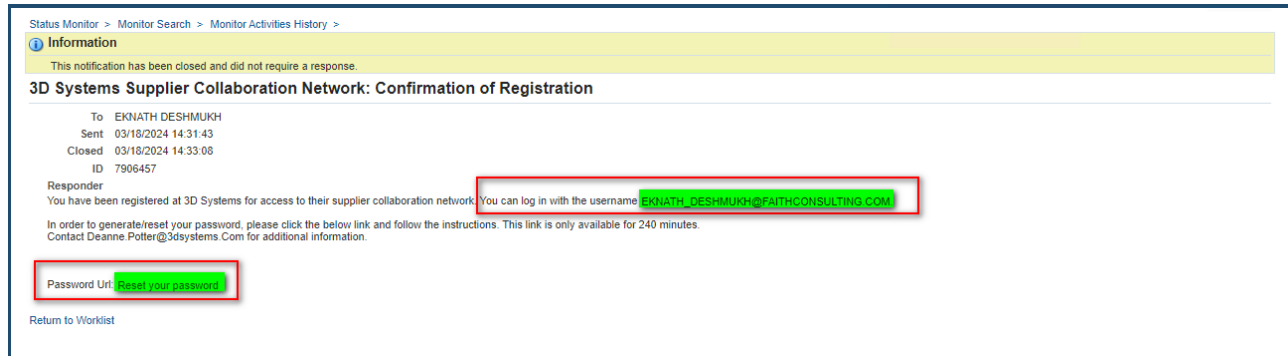
Copy No.	Name	Location
1		Project Library
2		
3		

Notes

TU1103_Login into iSupplier Portal using Registered Supplier User for the first time.

File Procedure Name	TU1103_Login into iSupplier Portal using Registered Supplier User for the first time.
Description	Login into iSupplier Portal for the first-time post registration request approval.
Prerequisites for Procedure	✓ "Confirmation of Registration Email received from Buying company along with user name.

As soon as Prospective Supplier Registration Request gets approved by Supplier Onboarding approver of buying company, Supplier will get email as "3D Systems Supplier Collaboration Network: Confirmation of Registration".



Status Monitor > Monitor Search > Monitor Activities History >

Information
This notification has been closed and did not require a response.

3D Systems Supplier Collaboration Network: Confirmation of Registration

To: EKNATH DESHMUKH
Sent: 03/18/2024 14:31:43
Closed: 03/18/2024 14:33:08
ID: 7906457

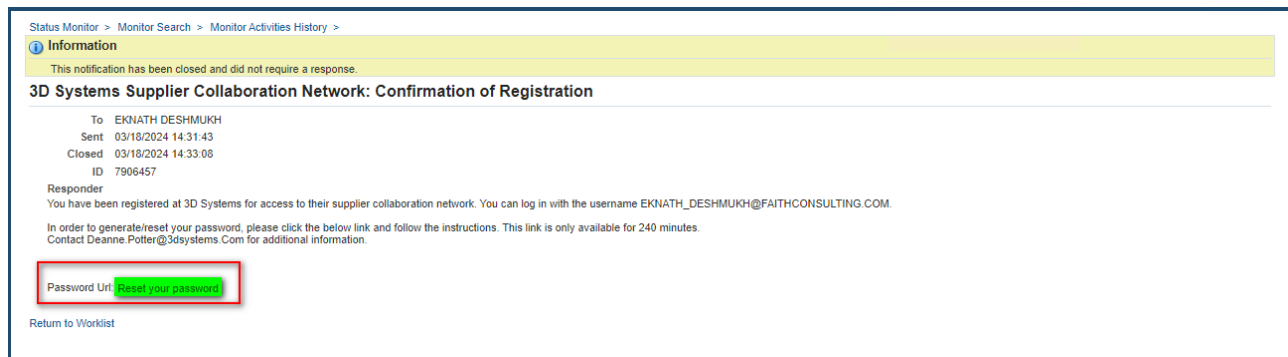
Responder
You have been registered at 3D Systems for access to their supplier collaboration network. You can log in with the username EKNATH_DESHMUKH@FAITHCONSULTING.COM

In order to generate/reset your password, please click the below link and follow the instructions. This link is only available for 240 minutes.
Contact Deanne.Potter@3dsystems.Com for additional information.

Password Url: [Reset your password](#)

[Return to Worklist](#)

Copy the username EKNATH_DESHMUKH@FAITHCONSULTING.COM and Click on the "Reset your password" URL.



Status Monitor > Monitor Search > Monitor Activities History >

Information
This notification has been closed and did not require a response.

3D Systems Supplier Collaboration Network: Confirmation of Registration

To: EKNATH DESHMUKH
Sent: 03/18/2024 14:31:43
Closed: 03/18/2024 14:33:08
ID: 7906457

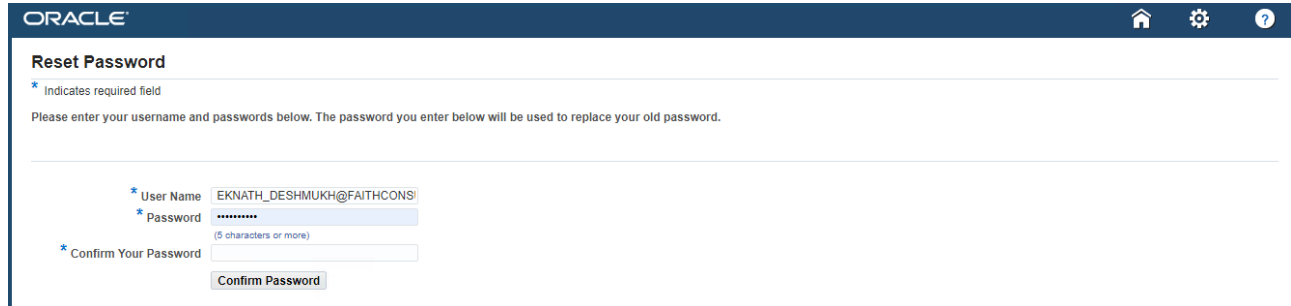
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You have been registered at 3D Systems for access to their supplier collaboration network. You can log in with the username EKNATH_DESHMUKH@FAITHCONSULTING.COM

In order to generate/reset your password, please click the below link and follow the instructions. This link is only available for 240 minutes.
Contact Deanne.Potter@3dsystems.Com for additional information.

Password Url: [Reset your password](#)

[Return to Worklist](#)

Reset Password Page opens:



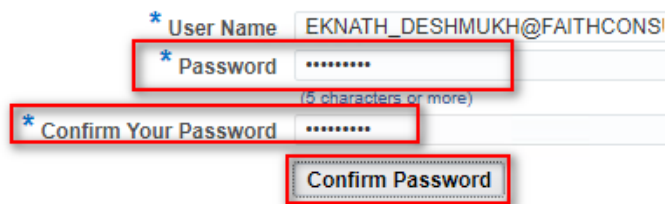
Enter your username and passwords in the reset password page to generate a new password. The password you enter below will be used to replace your old password created automatically by system post registration request approval.

One 'Password' and 'Confirm Your Password' is entered then click on 'Confirm Password' button.

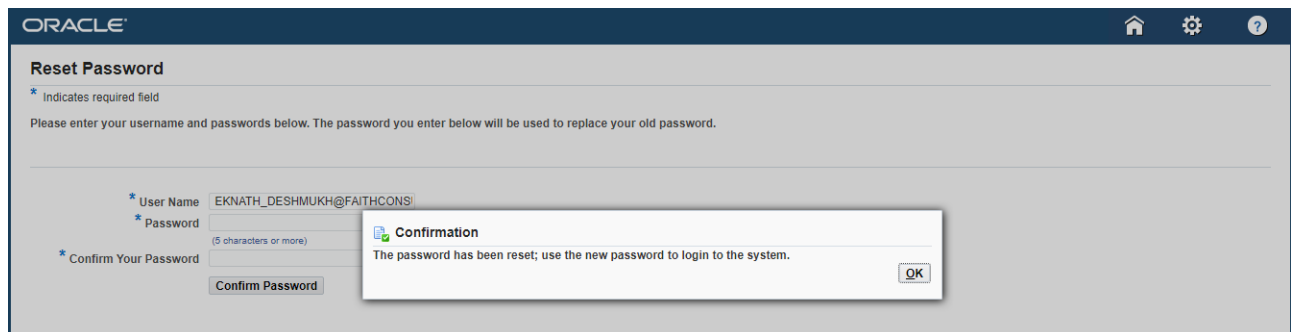
Reset Password

* Indicates required field

Please enter your username and passwords below. The password you enter below will be used to replace your old password.



System displays message as “The password has been reset; use the new password to login to the system”.



Click on Ok button to Proceed, System will navigate to Oracle Log In Page.

ORACLE

Reset Password

* Indicates required field

Please enter your username and passwords below. The password you enter below will be used to replace your old password.

* User Name: EKNATH_DESHMUKH@FAITHCONS

* Password: (5 characters or more)

* Confirm Your Password: Confirm Password

Confirmation

The password has been reset; use the new password to login to the system.

OK

Enter username and password and click on Log in Button,

ORACLE

Login

oracledevr12-d.3dsystems.com/OA_HTML/AppsLocalLogin.jsp

New Tab Home DE1 PSR 3D US INC 3D DE1 3DS DEV US OU 3DS DEV

User Name

EKNATH_DESHMUKH@FAITHCON

Password

.....

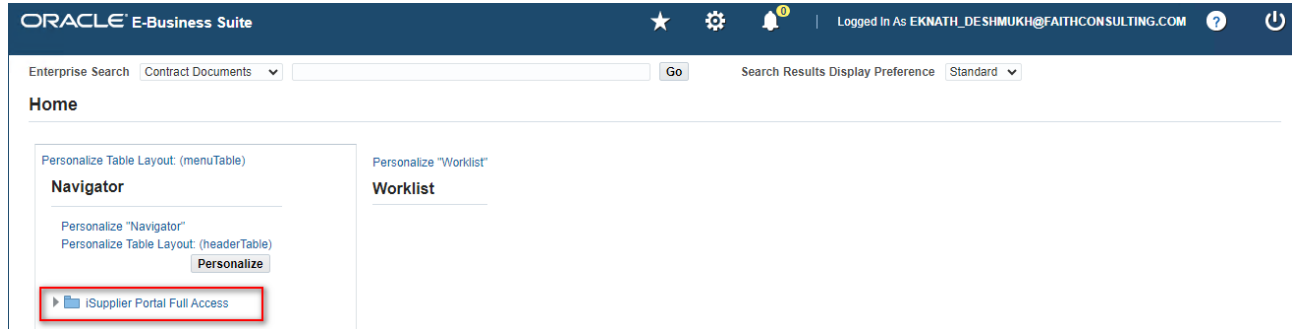
Log In Cancel

[Login Assistance](#)

[Register Here](#)

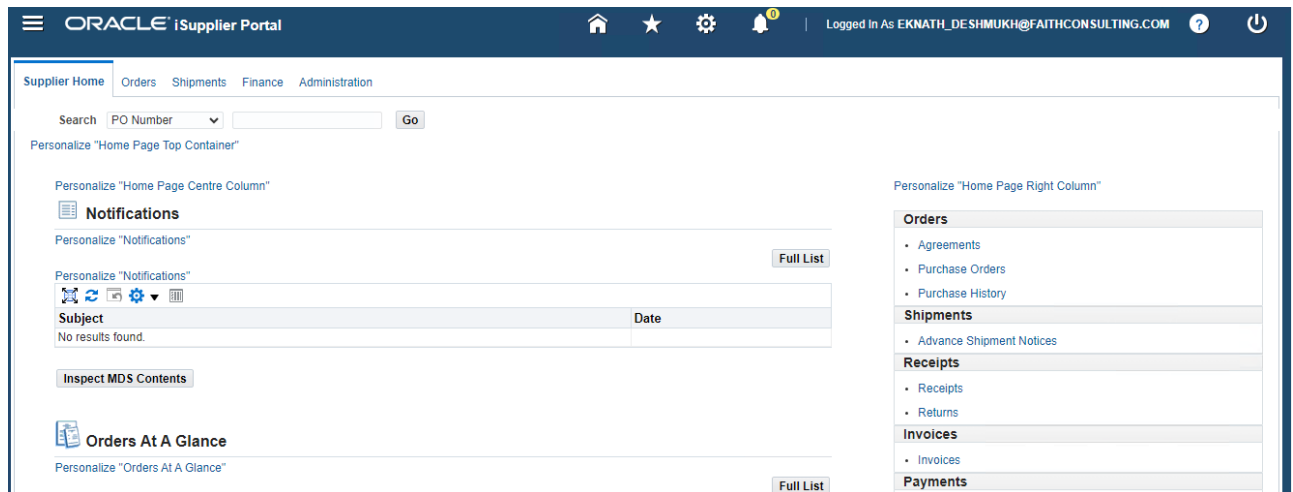
Accessibility

None



The screenshot shows the Oracle E-Business Suite Home page. At the top, there is a navigation bar with the Oracle logo, a star icon, a gear icon, a notification bell icon, and the text "Logged In As EKNATH_DESHMUKH@FAITHCONSULTING.COM". Below this, there is a search bar with "Enterprise Search" and "Contract Documents" dropdowns, a "Go" button, and "Search Results Display Preference" set to "Standard". The main content area is titled "Home" and contains two columns. The left column is titled "Navigator" and includes "Personalize Table Layout: (menuTable)", "Personalize 'Navigator'", "Personalize Table Layout: (headerTable)", and a "Personalize" button. A red box highlights a link labeled "iSupplier Portal Full Access". The right column is titled "Worklist" and includes "Personalize 'Worklist'" and "Worklist".

iSupplier Portal Opens:



The screenshot shows the Oracle iSupplier Portal interface. At the top, there is a navigation bar with the Oracle logo, a home icon, a star icon, a gear icon, a notification bell icon, and the text "Logged In As EKNATH_DESHMUKH@FAITHCONSULTING.COM". Below this, there is a search bar with "Search PO Number" and a "Go" button. The main content area is titled "Supplier Home" and includes "Orders", "Shipments", "Finance", and "Administration" tabs. The page is divided into three columns. The left column is titled "Notifications" and includes "Personalize 'Notifications'", "Full List", "Personalize 'Notifications'", "Subject", "Date", "No results found.", "Inspect MDS Contents", "Orders At A Glance", and "Full List". The right column is titled "Orders" and includes "Orders", "Shipments", "Receipts", "Invoices", and "Payments".

End of Procedure.

3D Systems – Oracle iSupplier

iSupplier User Guide

TU1104_VIEWING PURCHASE ORDER INFORMATION

Author:	Eknath Deshmukh
Creation Date:	Mar 01, 2024
Last Updated:	Mar 01, 2024
Document Ref:	TE.040_iSupplier
Version:	0.1

Document Control

Change Record

Date	Author	Version	Change Reference
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	Project Manager - 3D Systems

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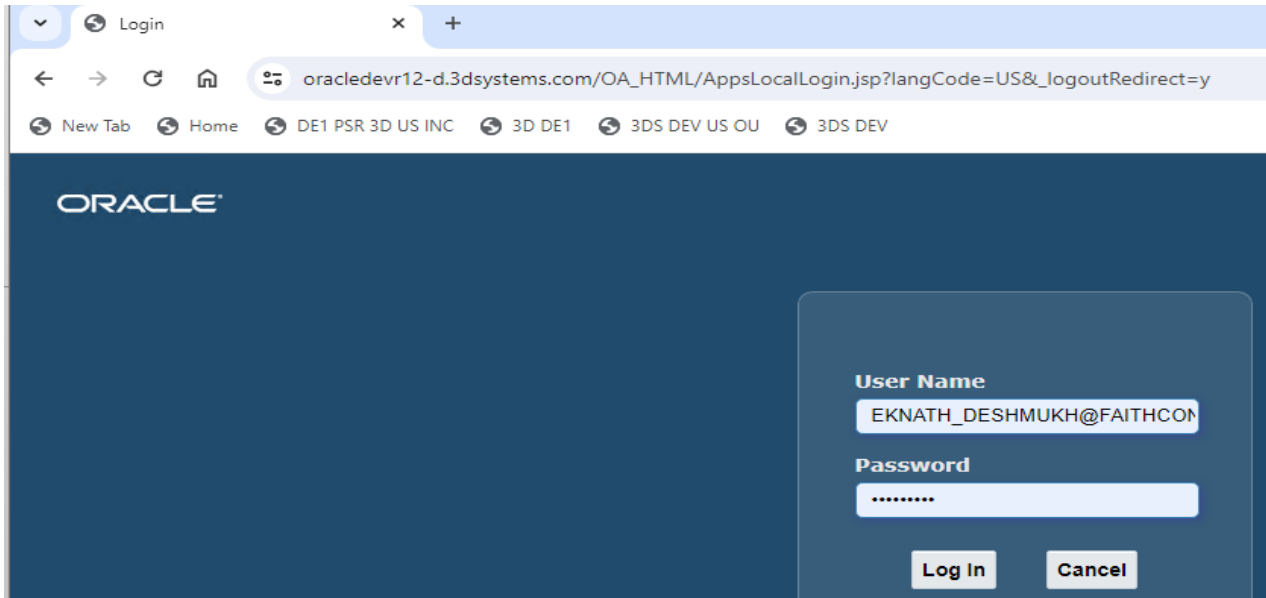
Notes

TU1104_ Viewing Purchase Order Information

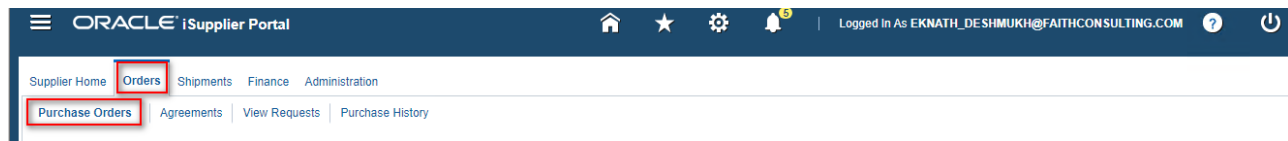
File Procedure Name	TU1104_ Viewing Purchase Order Information
Description	View PO details in iSupplier Portal for PO created by buying company. User can view details of a purchase order such as terms and conditions, lines, shipments, and attachments from the Purchase Order Details page.
Prerequisites for Procedure	<ul style="list-style-type: none"> ✓ Valid Credentials to access iSupplier Portal. ✓ Purchase Order Number received from Buying Company

When the buying company creates a purchase order and an email / a notification received in Supplier Portal. Before sending PO acknowledgement to the buying company a supplier can navigate to the orders tab to view the details of the Purchase Order created. For example, you have received Purchase Order 256538.

Navigate to iSupplier Portal using valid username and password.

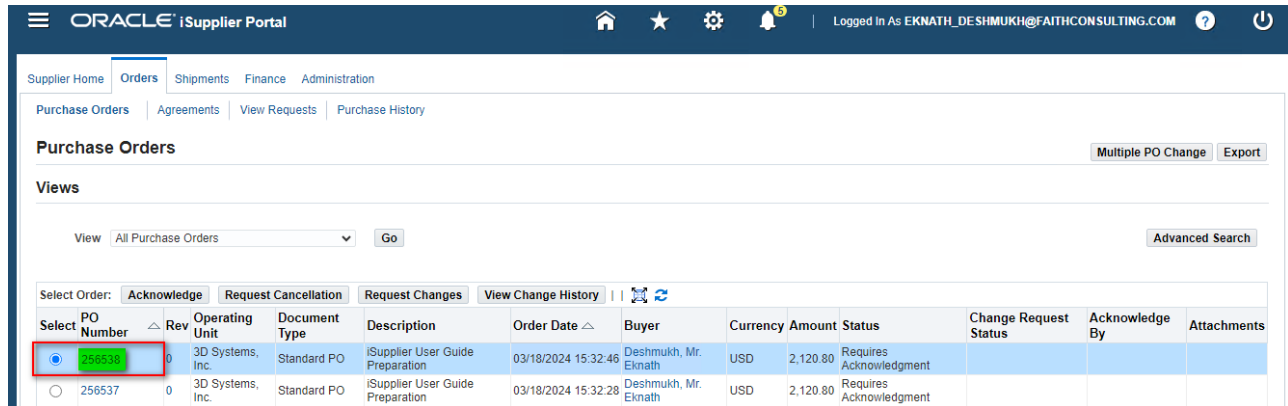


Go to Orders Tab > Purchase Orders



List of Purchase orders page will be displayed in Orders tab.

Select the purchase order you want to view by clicking its purchase order number.



Supplier Home **Orders** Shipments Finance Administration

Purchase Orders | Agreements | View Requests | Purchase History

Purchase Orders Multiple PO Change Export

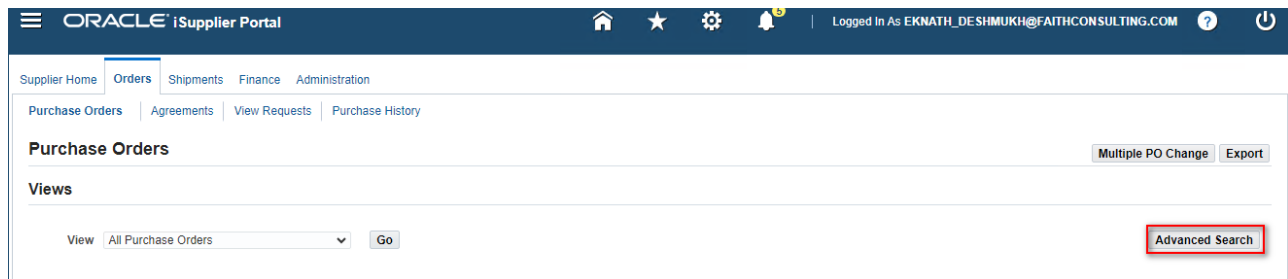
Views

View All Purchase Orders Advanced Search

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

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
<input checked="" type="radio"/>	256537	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:32:46	Deshmukh, Mr. Eknath	USD	2,120.80	Requires Acknowledgment			
<input type="radio"/>	256537	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:32:28	Deshmukh, Mr. Eknath	USD	2,120.80	Requires Acknowledgment			

Also, you can use 'Advance Search' to search for a specific Purchase Order. Click on 'Advance Search' button.



Supplier Home **Orders** Shipments Finance Administration

Purchase Orders | Agreements | View Requests | Purchase History

Purchase Orders Multiple PO Change Export

Views

View All Purchase Orders Advanced Search

Here you have multiple options to search for your desired Purchase Order.

You can search using PO Number, Document Type, Order Date, Buyer, or you can add any other search option by clicking on 'Add Another'. You can choose desired search options and click on 'Add' button.

In this example, we are searching for Purchase Order using PO Number.

Purchase Orders

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Match All Any

PO Number	is	▼	256538
Document Type	is	▼	
Order Date	is	▼	(03/19/2024)
Buyer	is	▼	

- Buyer
- Change Request Status
- Document Type
- Issuing Office Address
- Operating Unit
- Order Date
- Order Effective Date
- PO Number
- Ship-To Location
- Status
- Buyer

Enter the PO Number and Click on Go button.

Purchase Orders

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Match All Any

PO Number	is	▼	256538
Document Type	is	▼	
Order Date	is	▼	(03/19/2024)
Buyer	is	▼	

Purchase Orders

[Multiple PO Change](#) [Export](#)

Advanced Search

[Views](#)

Specify parameters and values to filter the data that is displayed in your results set.

Match All Any

PO Number	is	▼	256538
Document Type	is	▼	
Order Date	is	▼	(03/19/2024)
Buyer	is	▼	

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
<input checked="" type="radio"/>	256538	0	3D Systems, Inc.	Standard PO	Supplier User Guide Preparation	03/18/2024 15:32:46	Deshmukh, Mr. Eknath	USD	2,120.80	Requires Acknowledgment			

Order Information Page opens.

The View Order Details page shows you detailed information about the purchase order, including both header and line information.

The Order Information section shows general information, terms, and conditions, ship-to and bill-to information.

Orders: Purchase Orders >
Standard Purchase Order: 256538, 0 (Total USD 2,120.80) Actions Acknowledge Go Export

Currency= USD

Order Information

General	Terms and Conditions	Summary
Total 2,120.80 Supplier FAITH Consulting Ltd. Supplier Site SAN_F Supplier Contact Address Demo Road 4 Cross Circle 4 San Francisco, CA 94016 Buyer Deshmukh, Mr. Eknath Order Date 03/18/2024 15:32:46 Description iSupplier User Guide Preparation Status Requires Acknowledgment Note to Supplier Operating Unit 3D Systems, Inc. Supplier Order Number Attachments None	Payment Terms Net 45 days Carrier FEDEX FOB FCA Freight Terms Collect Shipping Control Ship-To Address Address 3D Systems, Inc. 333 Three D Systems Circle Rock Hill, SC 29730 Bill-To Address Address 3D Systems, Inc. 333 Three D Systems Circle Rock Hill, SC 29730	Total 2,120.80 Received 0.00 Invoiced 0.00 Payment Status Not Paid

In the PO Details section, you can view PO Line and Shipment Details where you can view Item ordered, Quantity, UOM, Price, Promise Date and Need by Date and if any attachments are added.

PO Details

Show All Details | Hide All Details

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason	
1	Goods	421402		FRU, ASM, LATCH, MCO	EACH	10	56.04	560.40	Open			
Shipments												
Shipment	Ship-To Location	Qty		Amount		Promised Date	Need-By Date	Payment Status	Status	Supplier Line	Split Reason	Attachments
1	3D Systems, ROCK HILL-HQ	Ordered	Received	Invoiced	Ordered	Received	Invoiced					
		10			0.00				03/19/2024 00:00:00	03/19/2024 00:00:00		Requires Acknowledgment
2	Goods	421402		FRU, ASM, LATCH, MCO	EACH	10	56.04	560.40	Open			
Shipments												
Shipment	Ship-To Location	Qty		Amount		Promised Date	Need-By Date	Payment Status	Status	Supplier Line	Split Reason	Attachments
1	3D Systems, ROCK HILL-HQ	Ordered	Received	Invoiced	Ordered	Received	Invoiced					
		10			0.00				03/21/2024 00:00:00	03/21/2024 00:00:00		Requires Acknowledgment
3	Goods											
				TEST	EACH	50	10	500.00	Open			

Once verified all information, you can submit your acceptance response to the buying company.

End of Procedure.

3D Systems - Oracle iSupplier

iSupplier User Guide

TU1105_SUPPLIER ACCEPTANCE TO PURCHASE ORDER USING ACKNOWLEDGEMENT NOTIFICATION

Author:	Ek Nath Deshmukh
Creation Date:	Mar 01, 2024
Last Updated:	Mar 01, 2024
Document Ref:	TE.040_iSupplier
Version:	0.1

Document Control

Change Record

Date	Author	Version	Change Reference
01-Mar-2024	Eknath Deshmukh	0.1	Initial Version - No previous version available

Reviewers

Name	Position
Harun Prasath	Project Lead-LTIM
SatyendraNath Barma	Project Manager - LTIM
	Project Manager - 3D Systems

Distribution

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Notes

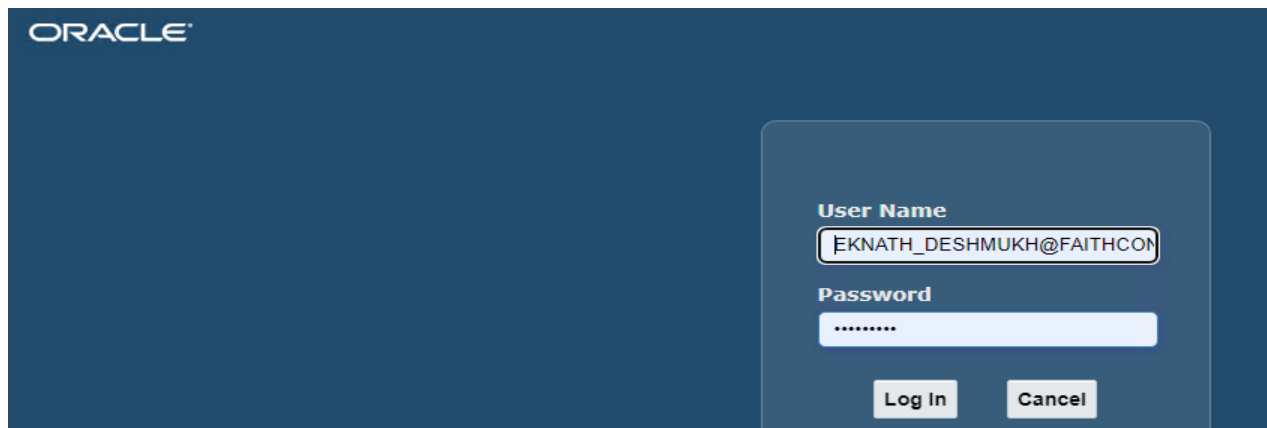
TU1105_Supplier Acceptance to Purchase Order using Acknowledgement Notification

File Procedure Name	TU1105_Supplier Acceptance to Purchase Order using Acknowledgement Notification
Description	When creating a purchase order, buying companies can request acknowledgment of the purchase order. If so, Supplier user will receive a notification requiring your response.
Prerequisites for Procedure	<ul style="list-style-type: none"> ✓ Acknowledgement Notification received from Buying Company. ✓ Valid credentials to access to iSupplier Portal.

When the buying company creates a Purchase Order for Supplier. Oracle Purchasing workflow sends PO details using an email and a worklist notification for acknowledgement with subject as “**Standard Purchase Order 256538,0 requires your acceptance**”.

Suppliers can submit acknowledgement response using the Acknowledgement Notification or using the Acknowledge Button process present under Orders sub tab. In this example, we are using the Acknowledge Notification to submit acknowledgement.

Log in to iSupplier Portal with your valid username and password.



You can view notification in ‘Supplier Home’ or in ‘Worklist Notification’.
 Navigate to iSupplier Portal > Supplier Home Tab

Worklist >

Standard Purchase Order 256538,0 requires your acceptance

From Deshmukh, Eknath
 To FAITH Consulting Ltd.
 Sent 03/18/2024 15:32:46
 ID 7906478

3D Systems, Inc.
 3D Systems, Inc.
 333 Three D Systems Circle
 Rock Hill, SC 29730
 United States

Supplier
 FAITH Consulting Ltd.
 Demo Road 4
 Cross Circle 4
 San Francisco, CA 94016
 United States

Ship To
 Rock Hill Headquarter
 3D Systems, Inc.
 333 Three D Systems Circle
 Rock Hill, SC 29730
 United States

Bill To
 Rock Hill Headquarter
 3D Systems, Inc.
 333 Three D Systems Circle
 Rock Hill, SC 29730
 United States

Purchase Order

Purchase Order No. 256538	Revision 0
------------------------------	---------------

Date Of Order 03/18/2024	Buyer Deshmukh, Mr. Eknath
Date Of Revision	Buyer

Customer Acct. No.	Supplier No. 46670	Payment Terms Net 45 days	Freight Terms Collect	FOB FCA	Ship Via FEDEX
Confirm To/Telephone				Requester/Deliver To	

Line	Part Number / Description	Delivery Date	Quantity	UOM	Unit Price	Tax	Extended Price
1	421402 FRU, ASM, LATCH, MCO						
	Ship To Please refer to Ship To Address at top of page	Promised: 03/19/2024 Needed: 03/19/2024	10	EACH	(USD)56.04	N	(USD)560.40
2	421402 FRU, ASM, LATCH, MCO						
	Ship To Please refer to Ship To Address at top of page	Promised: 03/21/2024 Needed: 03/21/2024	10	EACH	(USD)56.04	N	(USD)560.40
3	TEST						
	Ship To Please refer to Ship To Address at top of page	Promised: 03/21/2024 Needed: 03/21/2024	50	EACH	(USD)10	N	(USD)500.00
4	Printing						
	Ship To Please refer to Ship To Address at top of page	Promised: 03/21/2024 Needed: 03/21/2024	20	EACH	(USD)25	N	(USD)500.00
							Total (USD)2,120.80

The document requires acceptance by

Return to Worklist

Display next notification after my response Google Chrome

You acknowledge purchase orders to communicate to the buying company that you have received, reviewed the details of, and accepted or rejected a purchase order. You cannot communicate changes to the purchase order during acknowledgment.

Click on 'Accept' button present on the right upper or on the bottom corner to accept the Purchase Order.

Worklist >

Standard Purchase Order 256538,0 requires your acceptance

From Deshmukh, Eknath
 To FAITH Consulting Ltd.
 Sent 03/18/2024 15:32:46
 ID 7906478

3D Systems, Inc.
 3D Systems, Inc.
 333 Three D Systems Circle
 Rock Hill, SC 29730
 United States

Ship To
 Rock Hill Headquarter
 3D Systems, Inc.
 333 Three D Systems Circle
 Rock Hill, SC 29730
 United States

Purchase Order

Purchase Order No. 256538	Revision 0
------------------------------	---------------

System should accept Purchase Order. You can verify by opening the same notification where you can see the message as "This notification has been closed with the result: Accept" in the Information.

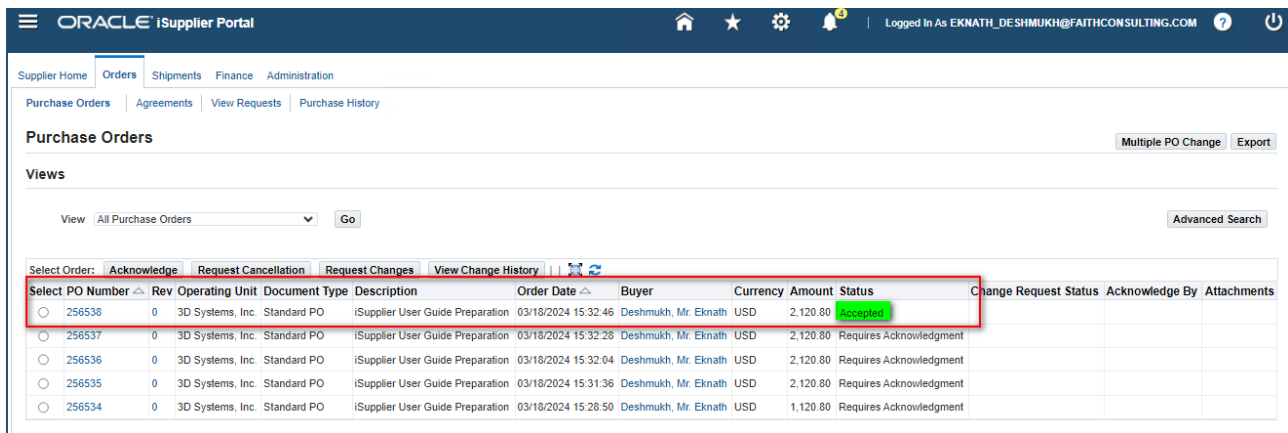
Worklist >

Information

This notification has been closed with the result: Accept

Standard Purchase Order 256538,0 requires your acceptance

Also, you can go back to Purchase Order which is just acknowledged and verify the Purchase Order Status in iSupplier Portal. The status gets updated as 'Accepted'



ORACLE iSupplier Portal

Supplier Home | Orders | Shipments | Finance | Administration

Purchase Orders | Agreements | View Requests | Purchase History

Purchase Orders Multiple PO Change Export

Views

View: All Purchase Orders Go Advanced Search

Select Order: [Acknowledge](#) | [Request Cancellation](#) | [Request Changes](#) | [View Change History](#)

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request	Status	Acknowledge By	Attachments
<input type="radio"/>	256538	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:32:46	Deshmukh, Mr. Eknath	USD	2,120.80	Accepted				
<input type="radio"/>	256537	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:32:28	Deshmukh, Mr. Eknath	USD	2,120.80	Requires Acknowledgment				
<input type="radio"/>	256536	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:32:04	Deshmukh, Mr. Eknath	USD	2,120.80	Requires Acknowledgment				
<input type="radio"/>	256535	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:31:36	Deshmukh, Mr. Eknath	USD	2,120.80	Requires Acknowledgment				
<input type="radio"/>	256534	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:28:50	Deshmukh, Mr. Eknath	USD	1,120.80	Requires Acknowledgment				

Once accepted, the buyer will receive a notification regarding the acceptance of the Purchase Order.

End of Procedure.

3D Systems - Oracle iSupplier

iSupplier User Guide

TU1106_SUPPLIER ACCEPTANCE TO
PURCHASE ORDER USING 'ORDERS' TAB
'ACKNOWLEDGE' BUTTON.

Author:	Ek Nath Deshmukh
Creation Date:	Mar 01, 2024
Last Updated:	Mar 01, 2024
Document Ref:	TE.040_iSupplier
Version:	0.1

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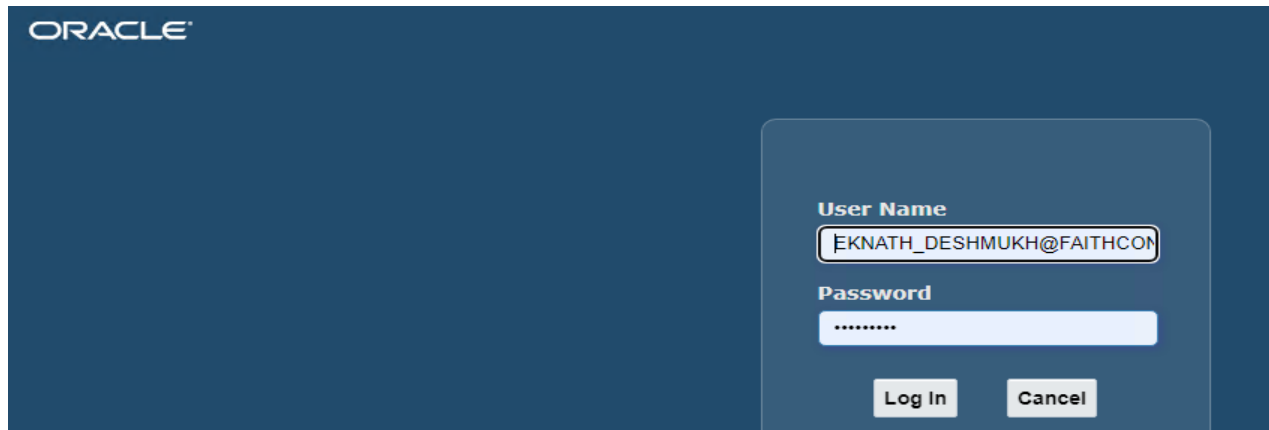
TU1106_Supplier Acceptance to Purchase Order using 'Orders' tab 'Acknowledge' button.

File Procedure Name	TU1106_Supplier Acceptance to Purchase Order using 'Orders' tab 'Acknowledge' button.
Description	When creating a purchase order, buying companies can request acknowledgment of the purchase order. If so, Supplier user will receive a notification requiring your response.
Prerequisites for Procedure	<ul style="list-style-type: none"> ✓ Acknowledgement Notification received from Buying Company. ✓ Valid credentials to access to iSupplier Portal. ✓ Purchase Order Number to be acknowledged.

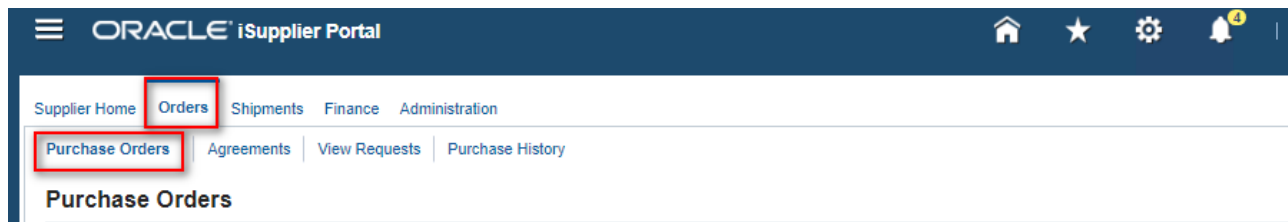
When the buying company creates a Purchase Order for Supplier. Oracle Purchasing workflow sends PO details using an email and a worklist notification for acknowledgement with subject as “**Standard Purchase Order 256537,0 requires your acceptance**”.

Suppliers can submit acknowledgement response using the Acknowledgement Notification or using the Acknowledge Button process present under Orders sub tab. In this example, we are using the Acknowledge button to submit acknowledgement.

Log in to iSupplier Portal with your valid username and password.



Click on the Orders Tab > Purchase Orders.



List of Purchase orders page will display in Orders view.

Select the purchase order you wish to acknowledge and click on the 'Acknowledge' button. Here Purchase Order States is currently updated as 'Requires Acknowledgement'.

Purchase Orders Multiple PO Change Export

Views

View All Purchase Orders Advanced Search

Select Order:	Acknowledge	Request Cancellation	Request Changes	View Change History									
Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments	
<input type="radio"/>	256538	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:32:46	Deshmukh, Mr. Eknath	USD	2,120.80	Accepted			
<input checked="" type="radio"/>	256537	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:32:28	Deshmukh, Mr. Eknath	USD	2,120.80	Requires Acknowledgment			
<input type="radio"/>	256536	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:32:04	Deshmukh, Mr. Eknath	USD	2,120.80	Requires Acknowledgment			
<input type="radio"/>	256535	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:31:36	Deshmukh, Mr. Eknath	USD	2,120.80	Requires Acknowledgment			
<input type="radio"/>	256534	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:28:50	Deshmukh, Mr. Eknath	USD	1,120.80	Requires Acknowledgment			

Application opens Page “Acknowledge for Standard Purchase Order : 256537,0 (Total USD 2,120.80)”

Verify PO Information: You can verify PO Header Details such as Name, Buyer, Ship to and Bill to Location, Terms etc.

Supplier Home **Orders** Shipments Finance Administration

Purchase Orders | Agreements | View Requests | Purchase History

Orders: Purchase Orders >

Acknowledge for Standard Purchase Order : 256537,0 (Total USD 2,120.80) Cancel Export Actions Reject Entire Order Go

Currency=USD

Order Information

<p>General Information</p> <p>Total 2,120.80</p> <p>Supplier FAITH Consulting Ltd.</p> <p>Supplier Site SAN_F</p> <p>Address Demo Road 4 Cross Circle 4 San Francisco, CA 94016</p> <p>Buyer Deshmukh, Mr. Eknath</p> <p>Order Date 03/18/2024 15:32:28</p> <p>Description iSupplier User Guide Preparation</p> <p>Status Requires Acknowledgment</p> <p>Note to Supplier</p> <p>Organization 3D Systems, Inc.</p>	<p>Terms and Conditions</p> <p>Payment Terms Net 45 days</p> <p>Carrier FEDEX</p> <p>FOB FCA</p> <p>Freight Terms Collect</p> <p>Shipping Control</p> <p>Ship-To Address</p> <p>Address 3D Systems, Inc. 333 Three D Systems Circle Rock Hill, SC 29730</p> <p>Bill-To Address</p> <p>Address 3D Systems, Inc.</p>	<p>Related Information</p> <p>Receipts</p> <p>Invoices</p> <p>Payments</p>
--	---	---

Verify Order Information: Here you can verify PO line details and shipment details.

PO Details

[TIP](#) Click on the Show link to view shipment details of a line.
[Show All](#) [Hide All](#)

Details Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
1	Goods	421402			FRU, ASM, LATCH, MCO	EACH	10	56.04	560.40			Open				

Shipments

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
1	3D Systems, ROCK HILL-HQ	10	56.04			0.00	03/19/2024 00:00:00	03/19/2024 00:00:00					Requires Acknowledgment			

2	Goods	421402			FRU, ASM, LATCH, MCO	EACH	10	56.04	560.40			Open				
---	-------	--------	--	--	----------------------	------	----	-------	--------	--	--	------	--	--	--	--

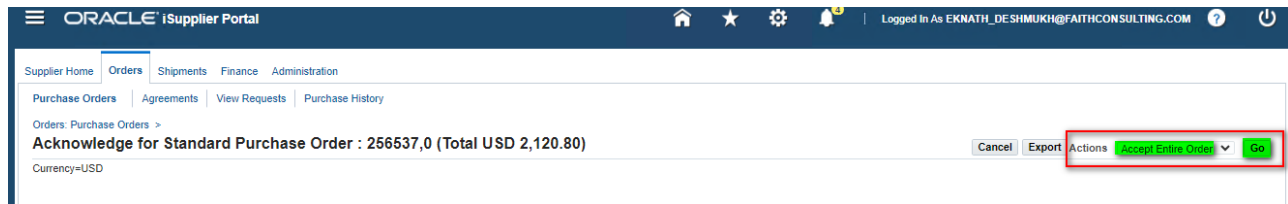
Shipments

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
1	3D Systems, ROCK HILL-HQ	10	56.04			0.00	03/21/2024 00:00:00	03/21/2024 00:00:00					Requires Acknowledgment			

3	Goods				TEST	EACH	50	10	500.00			Open				
---	-------	--	--	--	------	------	----	----	--------	--	--	------	--	--	--	--

You acknowledge purchase orders to communicate to the buying company that you have received, reviewed the details of, and accepted or rejected a purchase order. You cannot communicate changes to the purchase order during acknowledgment.

After viewing purchase order details on the Acknowledge page, select 'Accept Entire Order' from Action drop down list and click on 'Go' button.



ORACLE iSupplier Portal

Supplier Home **Orders** Shipments Finance Administration

Purchase Orders | Agreements | View Requests | Purchase History

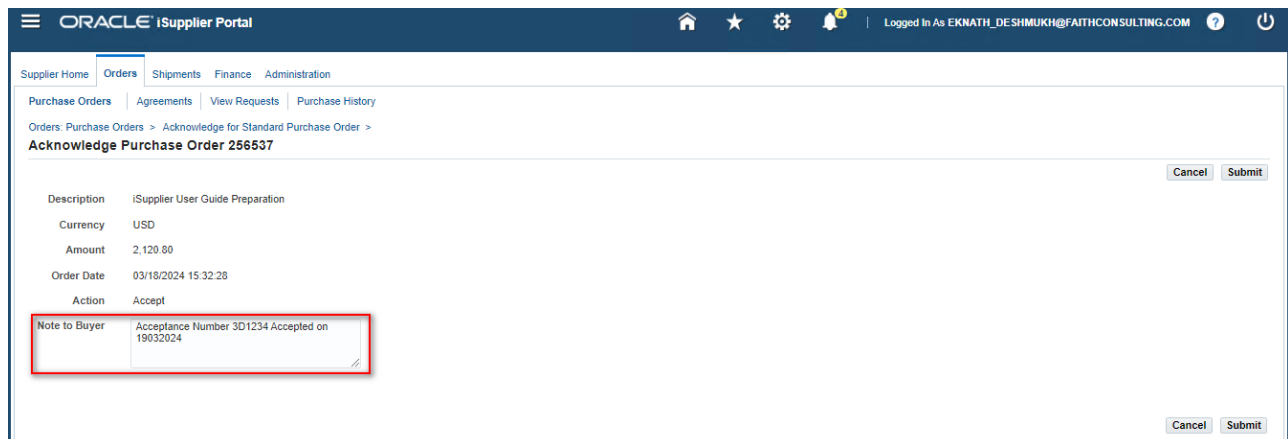
Orders: Purchase Orders >

Acknowledge for Standard Purchase Order : 256537,0 (Total USD 2,120.80)

Currency=USD

Cancel Export **Actions** **Accept Entire Order** **Go**

Acknowledge Purchase Order 256537 page opens. If required only, enter the 'Acceptance Number', 'Acceptance date' or any other details in 'Note to Buyer' field.



ORACLE iSupplier Portal

Supplier Home **Orders** Shipments Finance Administration

Purchase Orders | Agreements | View Requests | Purchase History

Orders: Purchase Orders > Acknowledge for Standard Purchase Order >

Acknowledge Purchase Order 256537

Cancel Submit

Description iSupplier User Guide Preparation

Currency USD

Amount 2,120.80

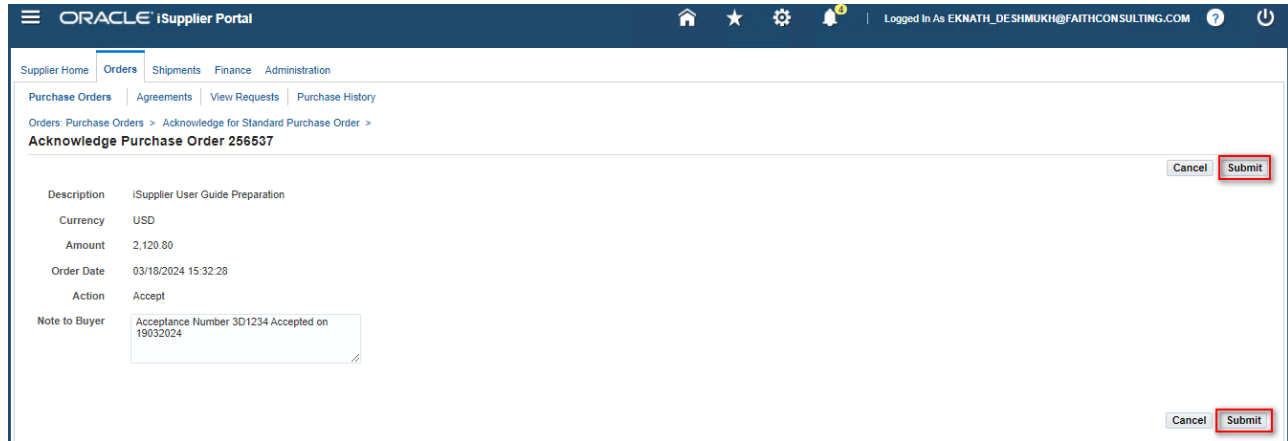
Order Date 03/18/2024 15:32:28

Action Accept

Note to Buyer **Acceptance Number 3D1234 Accepted on 19032024**

Cancel Submit

Click on 'Submit' button to submit the acknowledgement.

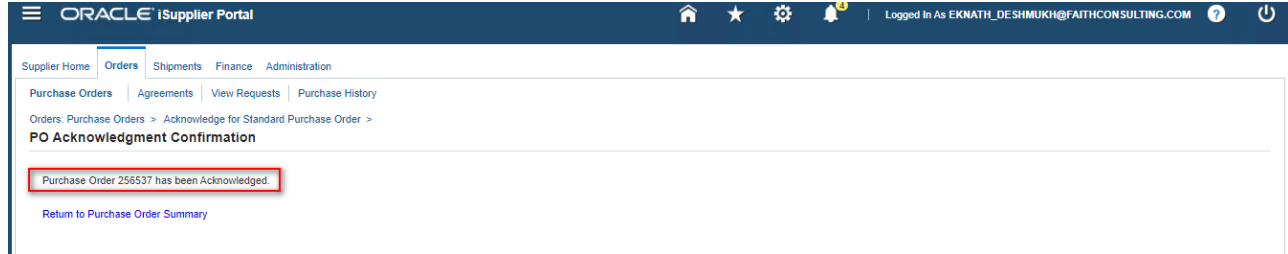


The screenshot shows the Oracle iSupplier Portal interface. The user is logged in as EKNATH_DESHMUKH@FAITHCONSULTING.COM. The page title is "Acknowledge Purchase Order 256537". The main content area displays the following details:

Description	iSupplier User Guide Preparation
Currency	USD
Amount	2,120.80
Order Date	03/18/2024 15:32:28
Action	Accept
Note to Buyer	Acceptance Number 3D1234 Accepted on 19032024

At the top right and bottom right of the main content area, there are "Cancel" and "Submit" buttons. The "Submit" buttons are highlighted with a red box.

PO Acknowledgment Confirmation page opens up with message as 'Purchase Order 256537 has been Acknowledged.'

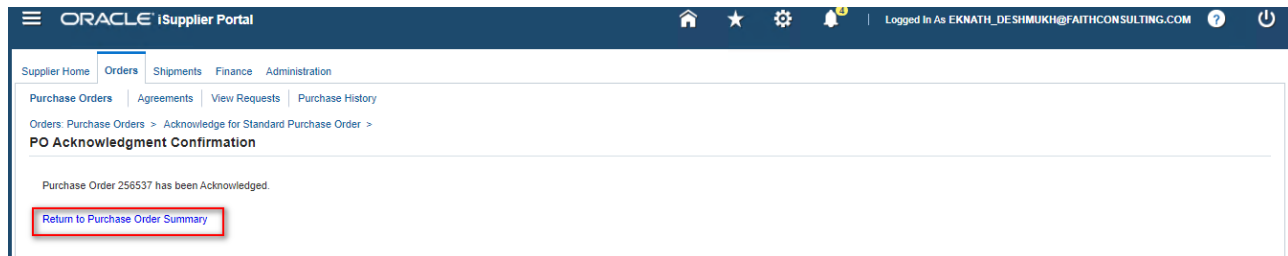


The screenshot shows the Oracle iSupplier Portal interface. The user is logged in as EKNATH_DESHMUKH@FAITHCONSULTING.COM. The page title is "PO Acknowledgment Confirmation". The main content area displays the following message:

Purchase Order 256537 has been Acknowledged.

Below the message, there is a link: [Return to Purchase Order Summary](#). The message and the link are highlighted with a red box.

Click on the 'Return to Purchase Order Summary' to go back to Purchase Order which is just acknowledged and verify the Purchase Order Status in iSupplier Portal.



The screenshot shows the Oracle iSupplier Portal interface. The user is logged in as EKNATH_DESHMUKH@FAITHCONSULTING.COM. The page title is "PO Acknowledgment Confirmation". The main content area displays the following message:

Purchase Order 256537 has been Acknowledged.

Below the message, there is a link: [Return to Purchase Order Summary](#). The link is highlighted with a red box.

You can see that for Purchase Order 256537 status updated to 'Accepted'.

ORACLE iSupplier Portal

Supplier Home | Orders | Shipments | Finance | Administration

Purchase Orders | Agreements | View Requests | Purchase History

Purchase Orders Multiple PO Change Export

Views

View All Purchase Orders Go Advanced Search

Select Order:	Acknowledge	Request Cancellation	Request Changes	View Change History															
Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments							
<input type="radio"/> 256538	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:32:46	Deshmukh, Mr. Eknath	USD	2,120.80	Accepted										
<input type="radio"/> 256537	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:32:28	Deshmukh, Mr. Eknath	USD	2,120.80	Accepted										
<input type="radio"/> 256536	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:32:04	Deshmukh, Mr. Eknath	USD	2,120.80	Requires Acknowledgment										
<input type="radio"/> 256535	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:31:36	Deshmukh, Mr. Eknath	USD	2,120.80	Requires Acknowledgment										
<input type="radio"/> 256534	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:28:50	Deshmukh, Mr. Eknath	USD	1,120.80	Requires Acknowledgment										

Post acceptance, buyer will receive email related to above acceptance.

End of Procedure.

3D Systems - Oracle iSupplier

iSupplier User Guide

TU1107_SUPPLIER CHANGE REQUEST

Author:	Eknath Deshmukh
Creation Date:	Mar 01, 2024
Last Updated:	Mar 01, 2024
Document Ref:	TE.040_iSupplier
Version:	0.1

Document Control

Change Record

Date	Author	Version	Change Reference
01-Mar-2024	Eknath Deshmukh	0.1	Initial Version - No previous version available

Reviewers

Name	Position
Harun Prasath	Project Lead-LTIM
SatyendraNath Barma	Project Manager - LTIM
	Project Manager - 3D Systems

Distribution

Copy No.	Name	Location
1		Project Library
2		
3		

Notes

TU1107_Supplier Change Request

File Procedure Name	TU1107_Supplier Change Request.
Description	Oracle iSupplier Portal enables Supplier user to request changes to purchase orders when modifications are needed to fulfill an order. Supplier user can change a single purchase order, or, depending on the change need to make, user can update multiple change orders at the same time.
Prerequisites for Procedure	<ul style="list-style-type: none"> ✓ Valid credentials to access iSupplier Portal. ✓ Purchase Order Number in 'Accepted' status on which change request needs to be created.

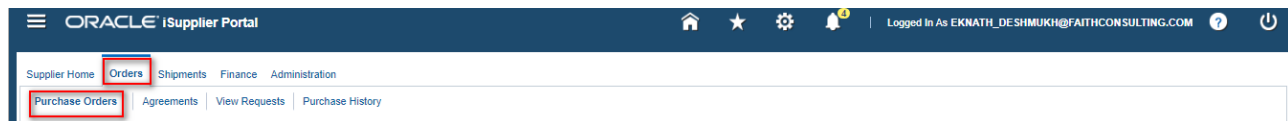
As a Supplier, if you wish to create a change request on any Purchase Order, follow the procedure.

To submit a single change request:

Navigate to iSupplier Portal using valid username and password.



Click the Orders tab, and then click Purchase Orders in the task bar below the tabs.



On the View Purchase Orders page, search for and select the purchase order for which you wish to request changes.

Select the purchase order and Click 'Request Changes' button on taskbar.

Purchase Orders Multiple PO Change | Export

Views

View All Purchase Orders

Select Order:

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
<input checked="" type="radio"/>	256538	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:32:46	Deshmukh, Mr. Eknath	USD	2,120.80	Accepted			
<input type="radio"/>	256537	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:32:28	Deshmukh, Mr. Eknath	USD	2,120.80	Accepted			
<input type="radio"/>	256536	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:32:04	Deshmukh, Mr. Eknath	USD	2,120.80	Requires Acknowledgment			
<input type="radio"/>	256535	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:31:36	Deshmukh, Mr. Eknath	USD	2,120.80	Requires Acknowledgment			
<input type="radio"/>	256534	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:28:50	Deshmukh, Mr. Eknath	USD	1,120.80	Requires Acknowledgment			

Request Changes for Standard Purchase Order : 256538,0 (Total USD 2,120.80) page displays.

Supplier Home | **Orders** | Shipments | Finance | Administration

Purchase Orders | Agreements | View Requests | Purchase History

Orders: Purchase Orders >

Request Changes for Standard Purchase Order : 256538,0 (Total USD 2,120.80) Actions

Currency=USD

Order Information

General Information	Terms and Conditions	Related Information
<p>Total 2,120.80</p> <p>Supplier FAITH Consulting Ltd.</p> <p>Supplier Site SAN_F</p> <p>Address Demo Road 4 Cross Circle 4 San Francisco, CA 94016</p> <p>Buyer Deshmukh, Mr. Eknath</p> <p>Order Date 03/18/2024 15:32:46</p> <p>Description iSupplier User Guide Preparation</p> <p>Status Accepted</p> <p>Reason</p> <p>Note to Supplier</p> <p>Organization 3D Systems, Inc.</p> <p>Supplier Order Number <input type="text"/></p> <p>Attachments None</p>	<p>Payment Terms Net 45 days</p> <p>Carrier FEDEX</p> <p>FOB FCA</p> <p>Freight Terms Collect</p> <p>Shipping Control</p> <p>Ship-To Address</p> <p>Address 3D Systems, Inc. 333 Three D Systems Circle Rock Hill, SC 29730</p> <p>Bill-To Address</p> <p>Address 3D Systems, Inc. 333 Three D Systems Circle Rock Hill, SC 29730</p>	<p><input type="button" value="Receipts"/></p> <p><input type="button" value="Invoices"/></p> <p><input type="button" value="Payments"/></p>

PO Details

TIP You can cancel the entire order or specific lines.

TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

Details	Line Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
<input type="button" value="Show"/>	1	Goods	421402		FRU, ASM, LATCH, MCO	EACH	10	56.04	560.40			Open				
<input type="button" value="Show"/>	2	Goods	421402		FRU, ASM, LATCH, MCO	EACH	10	56.04	560.40			Open				
<input type="button" value="Show"/>	3	Goods			TEST	EACH	50	10	500.00			Open				
<input type="button" value="Show"/>	4	Goods			Printing	EACH	20	25	500.00			Open				

Additional Change Requests

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Additional Changes

Actions

You may request changes to the following values in PO Details lines:

- Price/Price Breaks in case of Blanket Agreements
- Supplier Item

If you wish to request changes to shipments or pay items, click Show. You can request changes to

- Quantity Ordered
- **Promised Date** (Required as a confirmation of delivery commitment)
- Supplier Order Line

PO Details

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

Show All Hide All

Details Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
1	Goods	421402			FRU, ASM, LATCH, MCO	EACH	10	56.04	560.40			Open				

Shipments

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
1	3D Systems, ROCK HILL-HQ	10	56.04		0.00		03/19/2024 00:00:00	03/19/2024 00:00:00					Accepted				
2	Goods	421402											Open				
3	Goods												Open				
4	Goods												Open				

Note that you can also enter change request information in the Additional Change Request text box.

Additional Change Requests

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Additional Changes

In this example, we are submitting changes to Price and Promise Date both. Changes made on PO Line 1 and Shipment 1 in Price and Promise Date.

Price Changed from 56.04 to 60 on PO Line 1

In the reason text box, enter a reason for your change request.

Promise Date changed from 03/19/2024 to 03/25/2024.

In the reason text box, enter a reason for your change request.

Select the appropriate action from drop down list, in this case it should be 'Change'.

PO Details

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

Show All Hide All

Details Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
1	Goods	421402			FRU, ASM, LATCH, MCO	EACH	10	60	560.40			Open				Price Change

Shipments

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
1	3D Systems, ROCK HILL- HQ	10	56.04			0.00	03/25/2024 09:33:48	03/19/2024 00:00:00					Accepted			Promise Date C	Change

Click on 'Submit' button to submit the change request for approval.

Return to Orders: Purchase Orders

Cancel Save **Submit** Export Actions Cancel Entire Order Go

Change Order Confirmation page displays with message as 'Change Request for Purchase Order 256538 has been submitted for approval.'

ORACLE iSupplier Portal

Supplier Home Orders Shipments Finance Administration

Purchase Orders Agreements View Requests Purchase History

Orders: Purchase Orders >

Change Order Confirmation

Change Request for Purchase Order 256538 has been submitted for approval.

[Return to Purchase Order Summary](#)

Click on "Return to Purchase Order Summary" to see the 'Change Request Status'.

ORACLE iSupplier Portal

Supplier Home Orders Shipments Finance Administration

Purchase Orders Agreements View Requests Purchase History

Orders: Purchase Orders >

Change Order Confirmation

Change Request for Purchase Order 256538 has been submitted for approval.

Return to Purchase Order Summary

PO 'Change Request Status' should be updated as 'Supplier Change Pending'. It means that change request has been submitted and pending for approval with Buyer.

Select Order: Acknowledge Request Cancellation Request Changes View Change History

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
<input type="radio"/>	256538	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:32:46	Deshmukh, Mr. Eknath	USD	2,120.80	Accepted	Supplier Change Pending		
<input type="radio"/>	256537	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:32:28	Deshmukh, Mr. Eknath	USD	2,120.80	Accepted			
<input type="radio"/>	256536	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:32:04	Deshmukh, Mr. Eknath	USD	2,120.80	Requires Acknowledgment			
<input type="radio"/>	256535	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:31:36	Deshmukh, Mr. Eknath	USD	2,120.80	Requires Acknowledgment			
<input type="radio"/>	256534	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:28:50	Deshmukh, Mr. Eknath	USD	1,120.80	Requires Acknowledgment			

You can verify the changes by clicking on Purchase Order Number.

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
<input type="radio"/> 256538	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:32:46	Deshmukh, Mr. Eknath	USD	2,120.80	Accepted	Supplier Change Pending		
<input type="radio"/> 256537	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:32:28	Deshmukh, Mr. Eknath	USD	2,120.80	Accepted			
<input type="radio"/> 256536	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:32:04	Deshmukh, Mr. Eknath	USD	2,120.80	Requires Acknowledgment			
<input type="radio"/> 256535	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:31:36	Deshmukh, Mr. Eknath	USD	2,120.80	Requires Acknowledgment			
<input type="radio"/> 256534	0	3D Systems, Inc.	Standard PO	iSupplier User Guide Preparation	03/18/2024 15:28:50	Deshmukh, Mr. Eknath	USD	1,120.80	Requires Acknowledgment			

PO Details

+ Indicates new values
- Indicates cancellation request

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
1	Goods	421402		FRU, ASM, LATCH, MCO	EACH	10	56.04 60.00	560.40 600.00	Supplier Change Pending		Price Change

Shipments

Shipment	Ship-To Location	Qty			Amount			Promised Date	Need-By Date	Payment Status	Status	Supplier Line	Split Reason	Attachments
		Ordered	Received	Invoiced	Ordered	Received	Invoiced							
1	3D Systems, ROCK HILL-HQ	10			0.00			03/19/2024 00:00:00 03/25/2024 09:33:48	03/19/2024 00:00:00		Supplier Change Pending		Promise Date Change	
2	Goods	421402								56.04	560.40	Open		
3	Goods									10	500.00	Open		
4	Goods									25	500.00	Open		

When buyer receives this change request and post the buyer’s approval on the changes. The purchase order will be sent again to the supplier for acknowledgement.

Important Notes:

When the supplier clicks the Save button, the order is saved in an intermittent (Draft) state and supplier is allowed to work on it later. The supplier can save an order without selecting a value in the Actions dropdown for all the shipments.



Later when the supplier returns to this order to work on it, he can modify all the responses that he has entered earlier for the shipments, and also to enter the response for those shipments which he didn't acknowledge/change the previous time.

Please note that buyer cannot take any action on an order that has been saved by the supplier, until the supplier submits the order.

End of Procedure.

3D Systems - Oracle iSupplier

iSupplier User Guide

TU1108_CREATE ADVANCE SHIPMENTS NOTICE

Author:	Eknath Deshmukh
Creation Date:	Mar 01, 2024
Last Updated:	Mar 01, 2024
Document Ref:	TE.040_iSupplier
Version:	0.1

Document Control

Change Record

Date	Author	Version	Change Reference
01-Mar-2024	Eknath Deshmukh	0.1	Initial Version - No previous version available

Reviewers

Name	Position
Harun Prasath	Project Lead-LTIM
SatyendraNath Barma	Project Manager - LTIM
	Project Manager - 3D Systems

Distribution

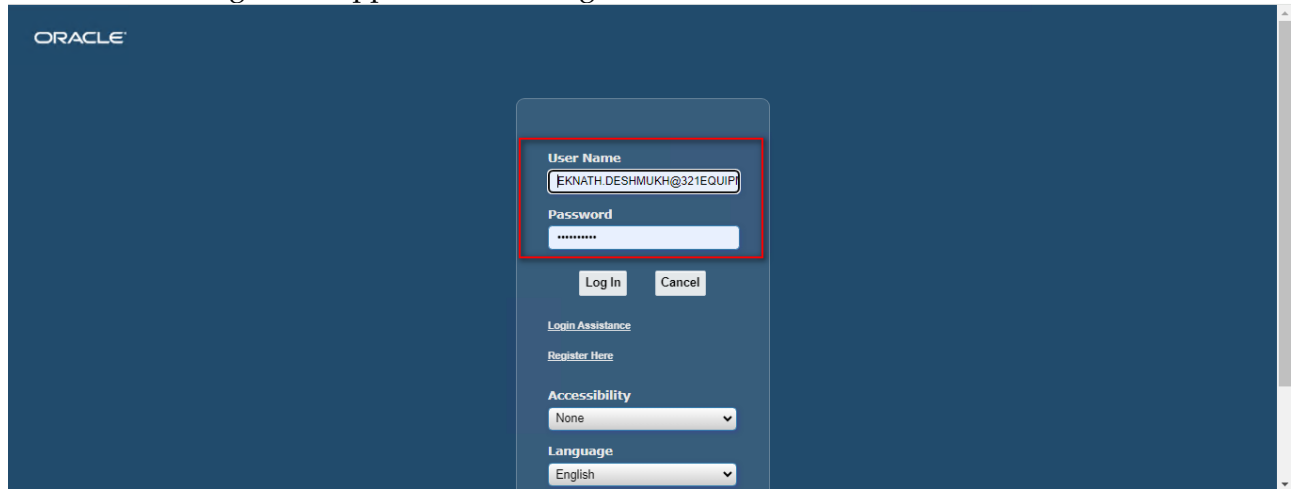
Copy No.	Name	Location
1		Project Library
2		
3		

Notes

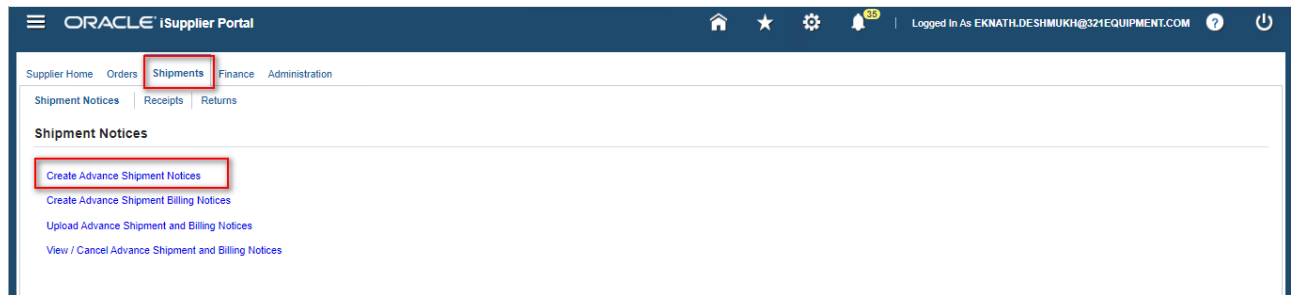
TU1108_Create Advance Shipments Notice

File Procedure Name	TU1108_Create Advance Shipments Notice
Description	An Advance Shipment Notice (ASN) created to alert the buying company of upcoming shipment deliveries.
Prerequisites for Procedure	<ul style="list-style-type: none"> ✓ Valid User Credentials Access to iSupplier Portal ✓ Purchase Order Number for which ASN need to be created

To create ASN login to iSupplier Portal using valid user credentials.



Navigate to 'Shipment' Tab > Shipment Notices > and click on "Create Advance Shipment Notice".



Create Advance Shipment Notice Page opens. This page displays the shipments which are due for the said date.

You can select the PO from the list to create ASN Number or you can use 'Advance Search' option to search your desired PO.

Supplier Home Orders Shipments Finance Administration

Shipment Notices Receipts Returns

Shipments: Shipment Notices >

Create Advance Shipment Notice Export

Views

View Shipments Due This Week Go Advanced Search

PO Number	Line	Shipment	Supplier	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Shipped	Quantity Received	UOM	Ship-To Location	Organization Name	Ship-To Organization	Currency
<input type="checkbox"/> 256528	1	1	321 EQUIPMENT COMPANY		TEST Line 1	03/18/2024 00:42:26	1	0	0	EACH	3D Systems, RH-MARINE DRIVE	3D Systems, Inc.	3D Systems, US	USD
<input type="checkbox"/> 256528	2	1	321 EQUIPMENT COMPANY		TEST Line 2	03/18/2024 00:42:27	1	0	0	EACH	3D Systems, RH-MARINE DRIVE	3D Systems, Inc.	3D Systems, US	USD
<input type="checkbox"/> 256528	3	1	321 EQUIPMENT COMPANY		TEST Line 3	03/18/2024 00:42:27	1	0	0	EACH	3D Systems, RH-MARINE DRIVE	3D Systems, Inc.	3D Systems, US	USD

Inspect MDS Contents

[Return to Shipments: Shipment Notices](#)

Search and select the desired PO for which ASN needs to be created and click on 'Add to Shipment Notice'.

Option 1: From the available list shown on page – Application displays the PO number with lines eligible for shipment. Select the desired shipment line and click on the Add to Shipment Notice button.

Supplier Home Orders Shipments Finance Administration

Shipment Notices Receipts Returns

Shipments: Shipment Notices >

Create Advance Shipment Notice Export

Views

View Shipments Due This Week Go Advanced Search

PO Number	Line	Shipment	Supplier	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Shipped	Quantity Received	UOM	Ship-To Location	Organization Name	Ship-To Organization	ASN Shipment Results
<input checked="" type="checkbox"/> 256528	1	1	321 EQUIPMENT COMPANY		TEST Line 1	03/18/2024 00:42:26	1	0	0	EACH	3D Systems, RH-MARINE DRIVE	3D Systems, Inc.	3D Systems, US	USD
<input type="checkbox"/> 256528	2	1	321 EQUIPMENT COMPANY		TEST Line 2	03/18/2024 00:42:27	1	0	0	EACH	3D Systems, RH-MARINE DRIVE	3D Systems, Inc.	3D Systems, US	USD
<input type="checkbox"/> 256528	3	1	321 EQUIPMENT COMPANY		TEST Line 3	03/18/2024 00:42:27	1	0	0	EACH	3D Systems, RH-MARINE DRIVE	3D Systems, Inc.	3D Systems, US	USD

Inspect MDS Contents

[Return to Shipments: Shipment Notices](#)

Option 2: Using Advance Search Option - Enter the PO number in PO Number field and click on GO Button.

Application displays the PO number with lines eligible for shipment. Select the desired shipment line and click on the Add to Shipment Notice button.

PO Number	Line	Shipment	Supplier	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Shipped	Quantity Received	UOM	Ship-To Location	Organization Name	Ship-To Organization	Currency
<input checked="" type="checkbox"/>	256528	1	1	321 EQUIPMENT COMPANY	TEST Line 1	03/18/2024 00:42:26	1	0	0	EACH	3D Systems, RH-MARINE DRIVE	3D Systems, Inc.	3D Systems, US	USD
<input type="checkbox"/>	256528	3	1	321 EQUIPMENT COMPANY	TEST Line 3	03/18/2024 00:42:27	1	0	0	EACH	3D Systems, RH-MARINE DRIVE	3D Systems, Inc.	3D Systems, US	USD
<input type="checkbox"/>	256528	2	1	321 EQUIPMENT COMPANY	TEST Line 2	03/18/2024 00:42:27	1	0	0	EACH	3D Systems, RH-MARINE DRIVE	3D Systems, Inc.	3D Systems, US	USD

Under Create Advance Shipment Notice Page, enter the 'Shipment Lines' Information mentioned below.

Enter:

- Packing Slip
- Country of Origin
- Bar Code Label
- Container Number
- Truck Number

You can click on "Default to All Lines" button if you are shipping all PO lines in same shipment. In this case Shipment Line Information entered above will be defaulted to all PO Shipment Lines.

Create Advance Shipment Notice Cancel Add Shipments Preview Submit

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	PSL180301	Container Number	MEARSK267381
Country Of Origin	United States	Truck Number	MH12QJ3086
Bar Code Label	XBNMSHJDE9	Comments	HANDEL WITH CARE

Default to All Lines

Shipments in Advance Shipment Notice

Show All Details | Hide All Details

Details	PO Number	Line	Line Shipment	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	LPN/Lot/Serial	Add Attachments	Split	Remove
	256528	1	1		TEST Line 1	03/18/2024 00:42:26	1	0	EACH	1	3D Systems, RH-MARINE DRIVE		+		

[Inspect MDS Contents](#)

Click on 'Shipment Headers' sub tab and enter the Header Shipment and 'Freight Information'.

Enter Shipment Information:

Shipment Number: Shipment Number, against will buying company will receive Goods.

Shipment Date: Date of Shipment when goods are being shipped by Supplier.

Expected Receipt Date: Date on which Buying Company will receive goods or services.

Create Advance Shipment Notice Cancel Add Shipments Preview Submit

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	PSL180301	Container Number	MEARSK267381
Country Of Origin	United States	Truck Number	MH12QJ3086
Bar Code Label	XBNMSHJDE9	Comments	HANDEL WITH CARE

Default to All Lines

Shipments in Advance Shipment Notice

Show All Details | Hide All Details

Details	PO Number	Line	Line Shipment	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	LPN/Lot/Serial	Add Attachments	Split	Remove
	256528	1	1		TEST Line 1	03/18/2024 00:42:26	1	0	EACH	1	3D Systems, RH-MARINE DRIVE		+		

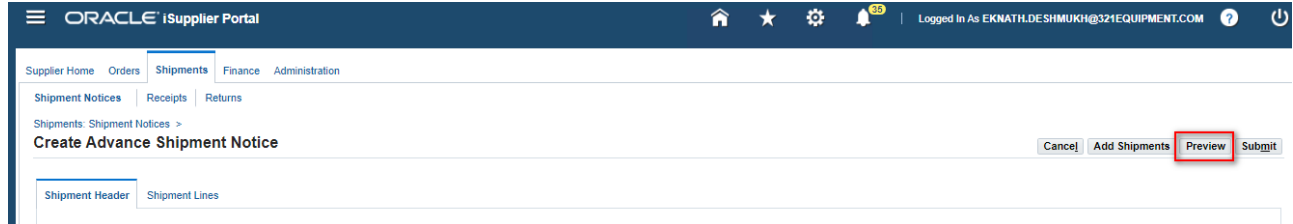
[Inspect MDS Contents](#)

Enter Freight Information: Enter the Freight Information as applicable.

Freight Information

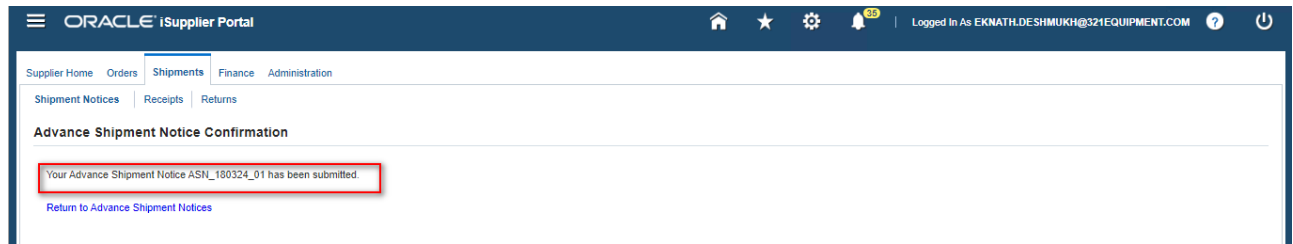
Freight Terms		Freight Carrier	
Number of Containers	1	Bill of Lading	TEYOSH87
Waybill/Airbill Number	PYO738	Packing Slip	PSL240312
Packaging Code	232	Special Handling Code	CE
Tar Weight	830	Tar Weight UOM	839
Net Weight	800	Net Weight UOM	800
Comments	WOOD PACKAGING		

Once Shipment Lines and Header Information's entered then click on 'Preview' Button to view the details entered one more time before submitting the shipment.



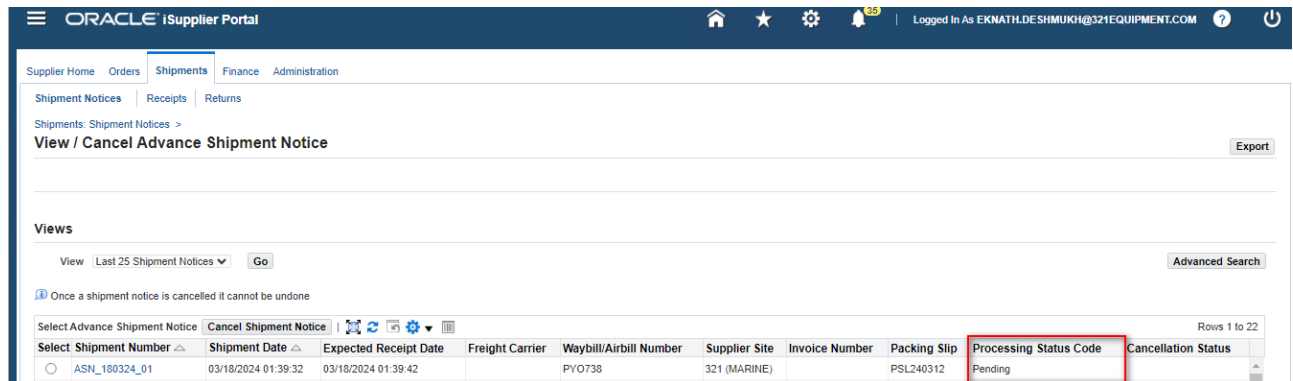
Verify the details entered again and once all looks good, click on 'Submit' Button.

Application displays the confirmation message as "Your Advance Shipment Notice ASN_180324_01 has been submitted."



Once submitted, an email/notification will be sent to the respective buyer of the purchase order with the details of the ASN. Using the same buyer can receive the goods once goods are physically arrived at delivery to location.

ASN line status will be 'Pending' if the PO Receipt is not generated against the 'ASN Number'. This will be 'Null' once PO receipt is generated. Once receipt is generated, you can view the receipt using 'Receipt' Sub tab > View Receipt.



End of Procedure.

3D Systems - Oracle iSupplier

iSupplier User Guide

TU1109_VIEW OR CANCEL ADVANCE SHIPMENT NOTICE

Author:	Eknath Deshmukh
Creation Date:	Mar 01, 2024
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Document Ref:	TE.040_iSupplier
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Document Control

Change Record

Date	Author	Version	Change Reference
01-Mar-2024	Eknath Deshmukh	0.1	Initial Version - No previous version available

Reviewers

Name	Position
Harun Prasath	Project Lead-LTIM
SatyendraNath Barma	Project Manager - LTIM
	Project Manager - 3D Systems

Distribution

Copy No.	Name	Location
1		Project Library
2		
3		

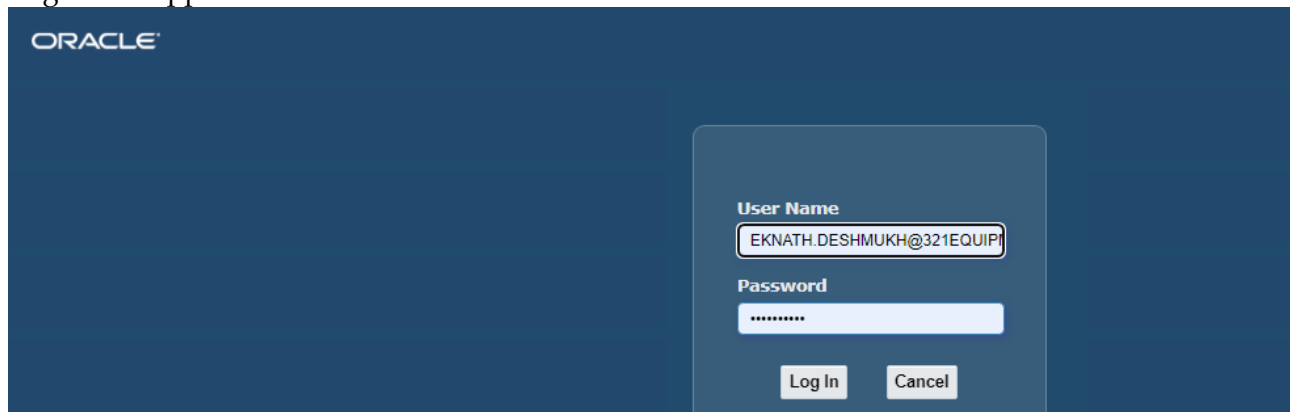
Notes

TU1109_View or Cancel Advance Shipment Notice

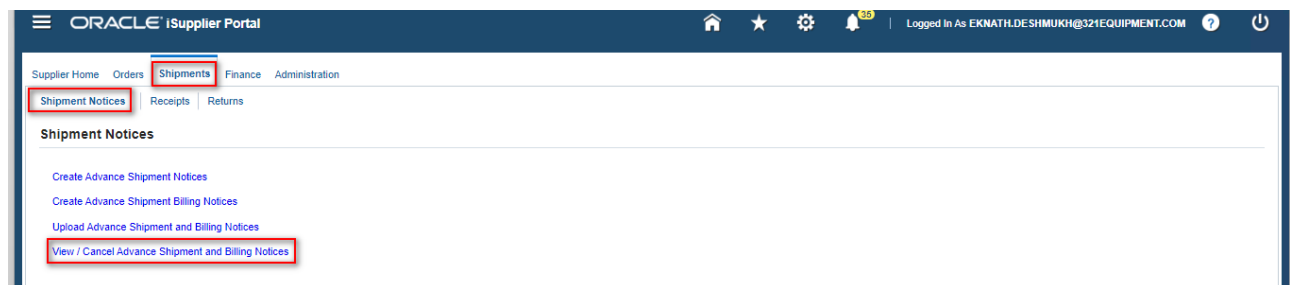
File Procedure Name	TU1109_View or Cancel Advance Shipment Notice
Description	Once ASN is created by Supplier, Supplier User can still View or Cancel ASN and take appropriate actions if required any.
Prerequisites for Procedure	<ul style="list-style-type: none"> ✓ Valid User credentials to access Oracle iSupplier. ✓ ASN Number created for a PO/PO Shipment Line which needs to be cancelled. ✓

To view and cancel the ASN Number, follow the below navigation.

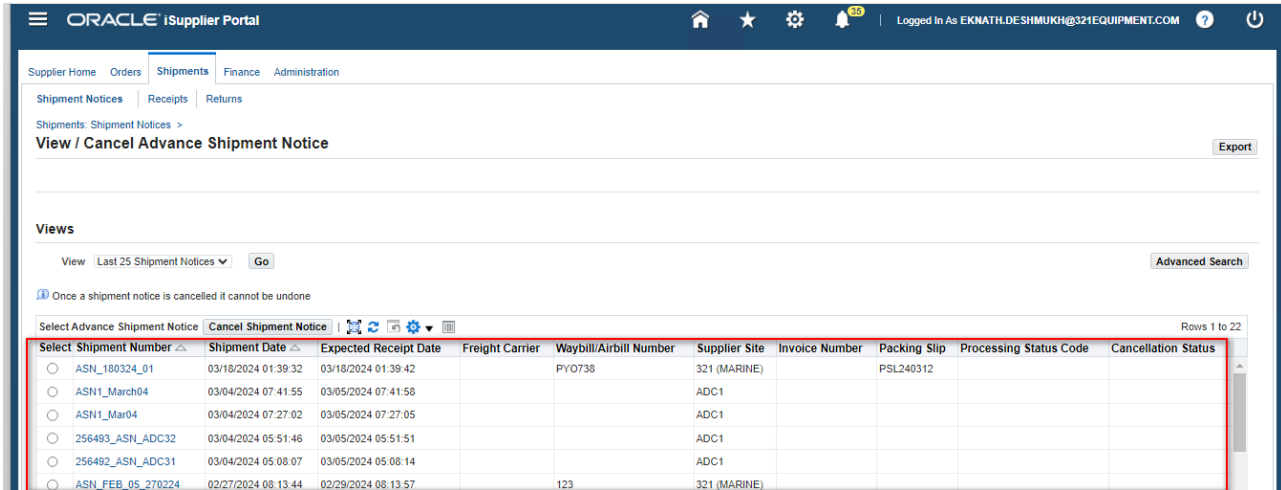
Login to iSupplier Portal.



Navigate to 'Shipments' sub tab > Shipment Notices > Click on link "View / Cancel Advance Shipment and Billing Notices".



View / Cancel Advance Shipment Notice page opens. It displays the list of ASN Number.



Supplier Home Orders **Shipments** Finance Administration

Shipment Notices Receipts Returns

Shipments: Shipment Notices >

View / Cancel Advance Shipment Notice Export

Views

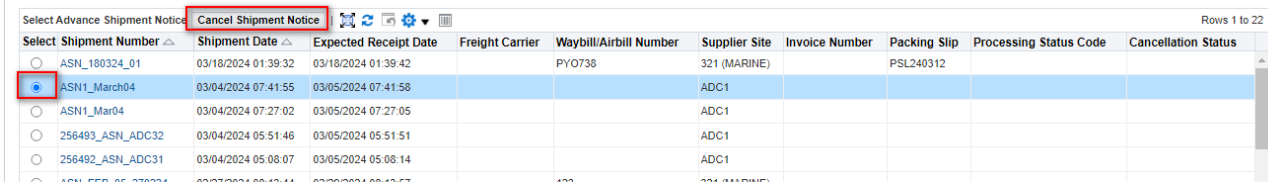
View **Last 25 Shipment Notices** Go Advanced Search

Once a shipment notice is cancelled it cannot be undone

Select Advance Shipment Notice **Cancel Shipment Notice** Refresh Settings Filter Rows 1 to 22

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 type="radio"/>	ASN_180324_01	03/18/2024 01:39:32	03/18/2024 01:39:42		PY0738	321 (MARINE)		PSL240312		
<input type="radio"/>	ASN1_March04	03/04/2024 07:41:55	03/05/2024 07:41:58			ADC1				
<input type="radio"/>	ASN1_Mar04	03/04/2024 07:27:02	03/05/2024 07:27:05			ADC1				
<input type="radio"/>	256493_ASN_ADC32	03/04/2024 05:51:46	03/05/2024 05:51:51			ADC1				
<input type="radio"/>	256492_ASN_ADC31	03/04/2024 05:08:07	03/05/2024 05:08:14			ADC1				
<input type="radio"/>	ASN_FEB_05_270224	02/27/2024 08:13:44	02/29/2024 08:13:57		123	321 (MARINE)				

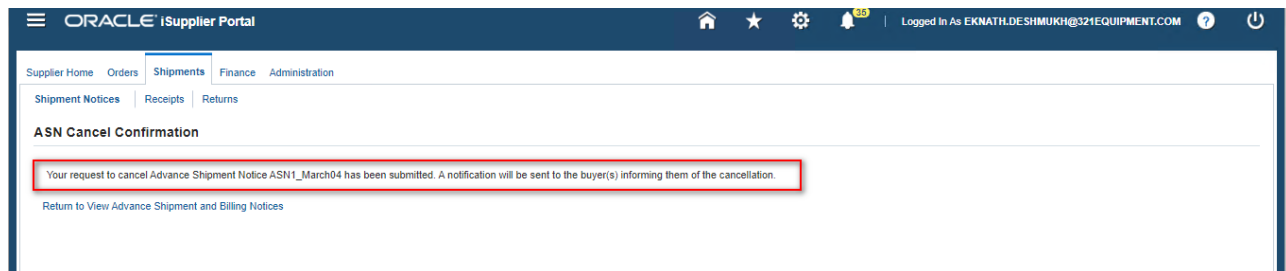
Select the desired 'ASN Number' which needs to be cancelled and click on 'Cancel Shipment Notice' Button.



Select Advance Shipment Notice **Cancel Shipment Notice** Refresh Settings Filter Rows 1 to 22

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 type="radio"/>	ASN_180324_01	03/18/2024 01:39:32	03/18/2024 01:39:42		PY0738	321 (MARINE)		PSL240312		
<input checked="" type="radio"/>	ASN1_March04	03/04/2024 07:41:55	03/05/2024 07:41:58			ADC1				
<input type="radio"/>	ASN1_Mar04	03/04/2024 07:27:02	03/05/2024 07:27:05			ADC1				
<input type="radio"/>	256493_ASN_ADC32	03/04/2024 05:51:46	03/05/2024 05:51:51			ADC1				
<input type="radio"/>	256492_ASN_ADC31	03/04/2024 05:08:07	03/05/2024 05:08:14			ADC1				
<input type="radio"/>	ASN_FEB_05_270224	02/27/2024 08:13:44	02/29/2024 08:13:57		123	321 (MARINE)				

ASN Cancel Confirmation message appears as "Your request to cancel Advance Shipment Notice ASN1_March04 has been submitted. A notification will be sent to the buyer(s) informing them of the cancellation."



Supplier Home Orders **Shipments** Finance Administration

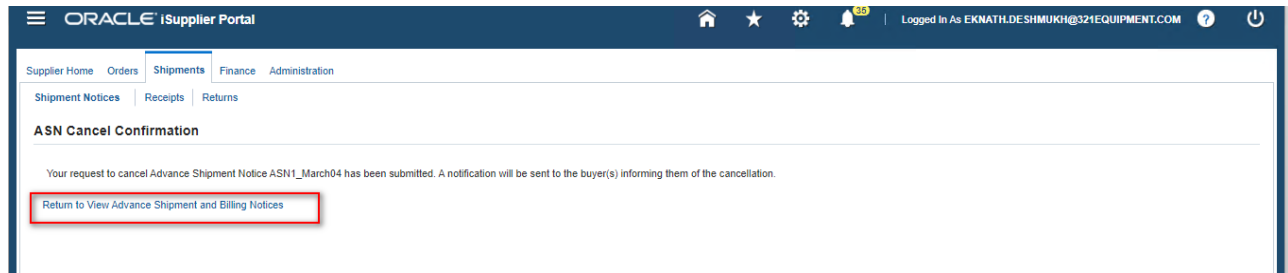
Shipment Notices Receipts Returns

ASN Cancel Confirmation

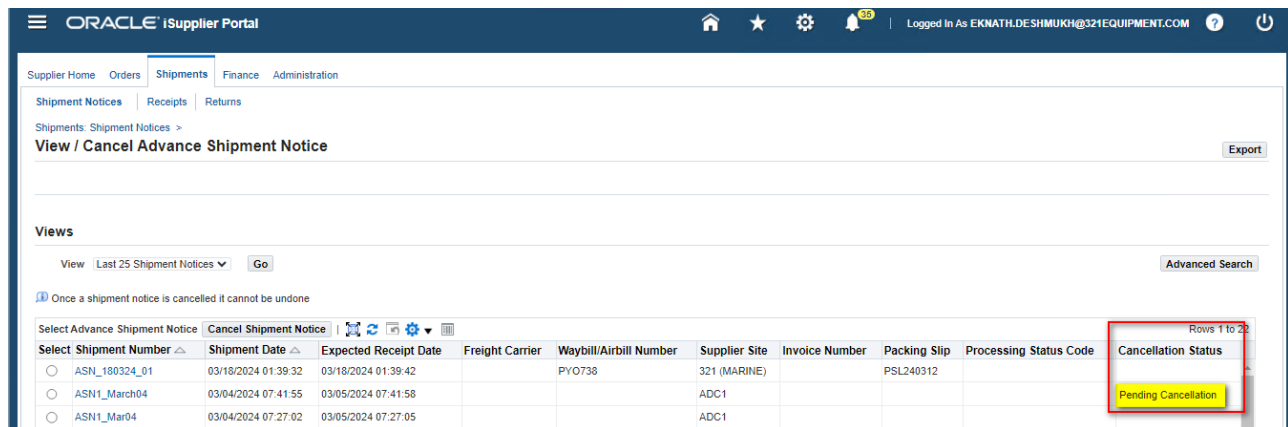
Your request to cancel Advance Shipment Notice ASN1_March04 has been submitted. A notification will be sent to the buyer(s) informing them of the cancellation.

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

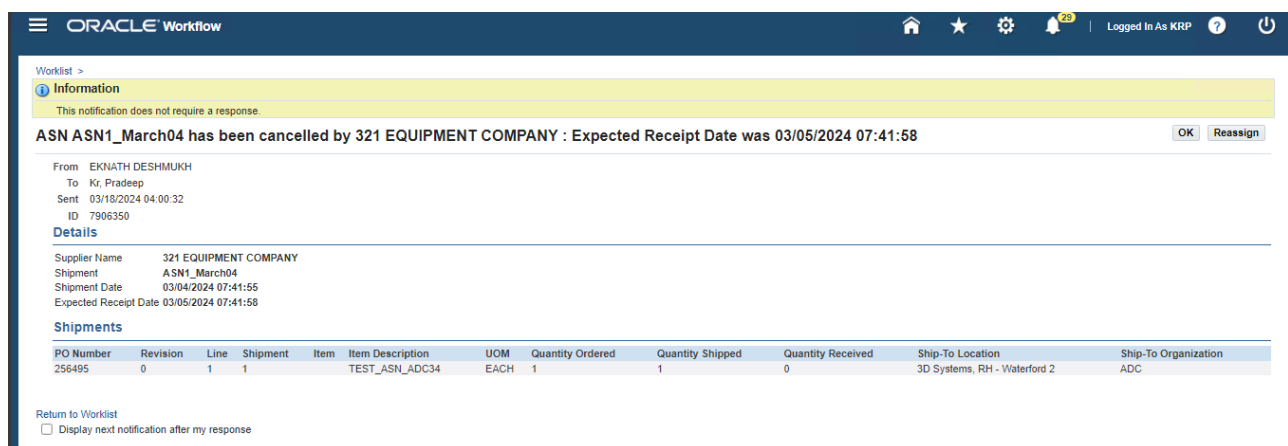
To view ASN status, click on 'Return to View Advance Shipment and Billing Notices' link.



You can see that for the ASN which is cancelled, status will be updated as “Pending Cancellation”.



A Notification / Email will be sent to Buyer regarding the ASN Cancellation. This notification is just FYI notification for Buyer to alert them about cancellation of ASN.



End of Procedure.

3D Systems - Oracle iSupplier

iSupplier User Guide

TU1110_VIEWING RECEIPTS INFORMATION

Author:	Eknath Deshmukh
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Date	Author	Version	Change Reference
01-Mar-2024	Eknath Deshmukh	0.1	Initial Version - No previous version available

Reviewers

Name	Position
Harun Prasath	Project Lead-LTIM
SatyendraNath Barma	Project Manager - LTIM
	Project Manager - 3D Systems

Distribution

Copy No.	Name	Location
1		Project Library
2		
3		

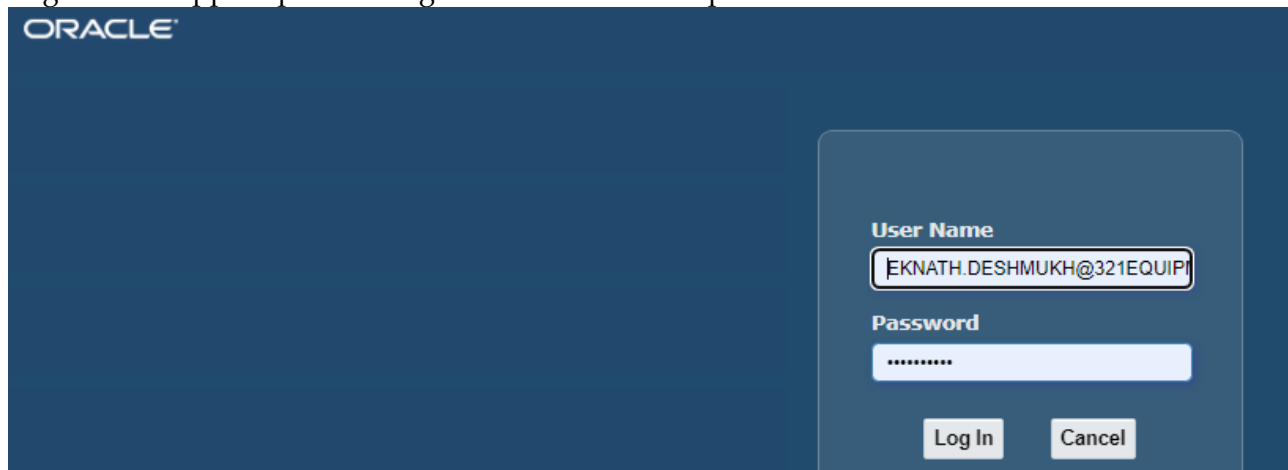
Notes

TU1110_Viewing Receipts Information

File Procedure Name	TU1110_Viewing Receipts Information
Description	Supplier User can View Receipts created by 3D Systems against the Shipment sent for Approved Purchase Order by Supplier. Also, The View Receipts page enables you to explore a historical view of all receipts that have been recorded for your shipped goods.
Prerequisites for Procedure	<ul style="list-style-type: none"> ✓ Valid username and password to access iSupplier Portal. ✓ Purchase order number / ASN Number details to view receipt.

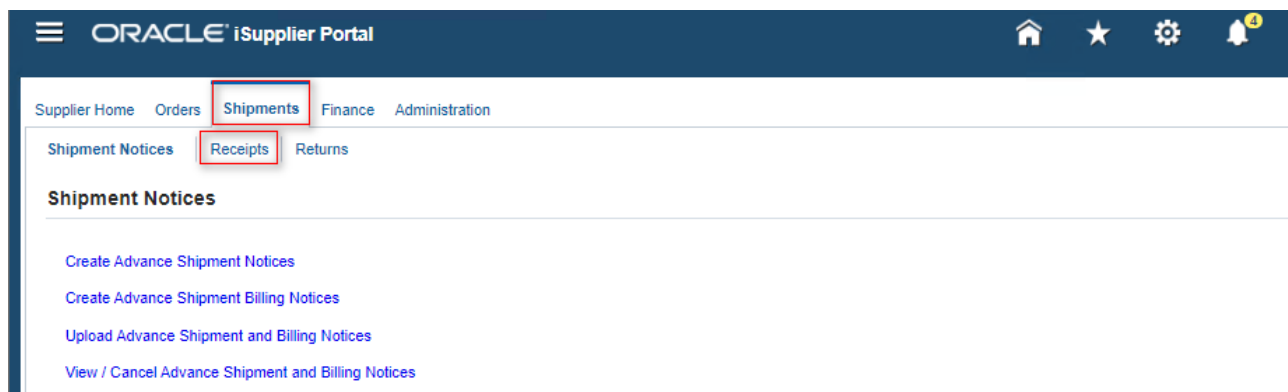
As a supplier user, you can view the receipt information created by the buying company (3DS) for the shipped goods using an ASN Shipment or PO Number.

Login into iSupplier portal using valid username and password.



iSupplier Portal opens.

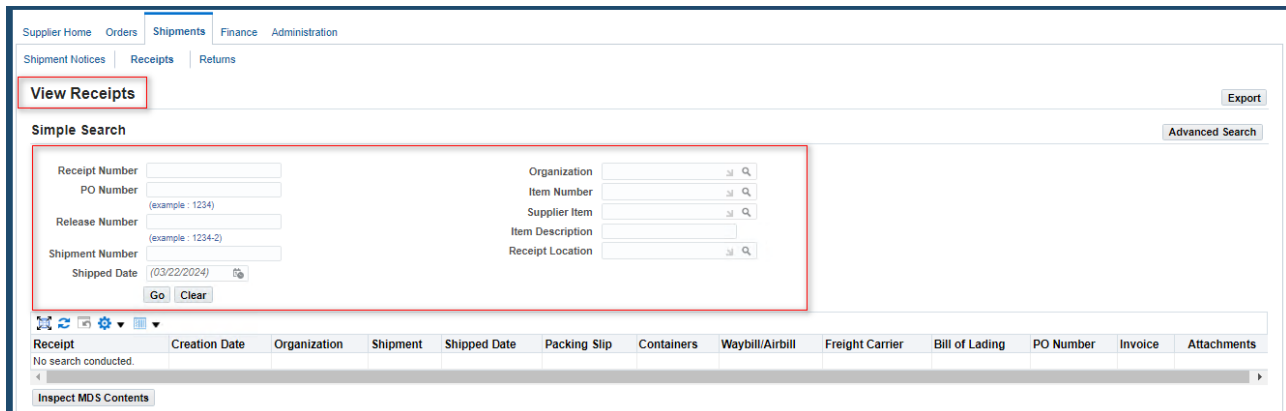
To view the receipt information, navigate to 'Shipment' Tab > click on 'Receipt' sub tab.



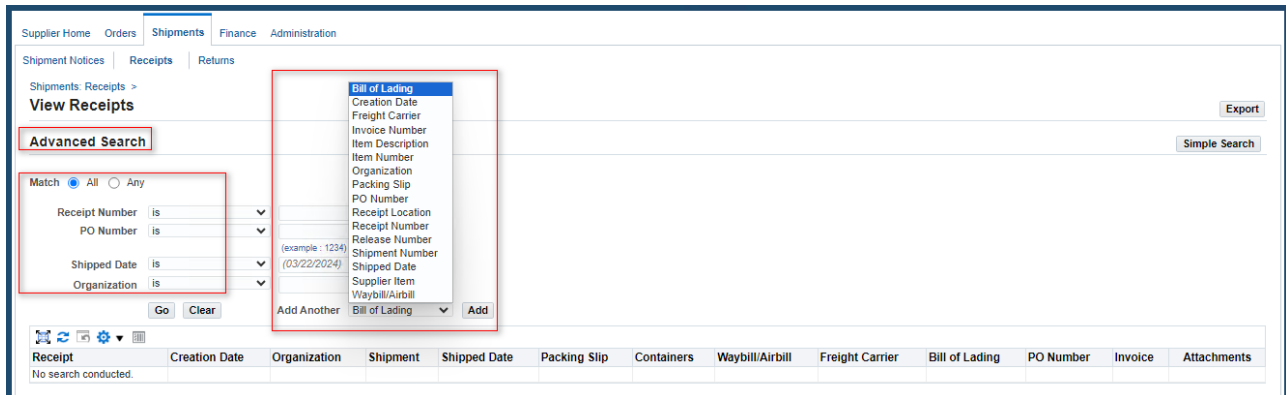
View Receipts page opens:

In this page 'Simple Search' you can search for the receipts using,

- Receipt Number
- PO Number
- Shipment Number
- Release Number
- Shipped Date
- Organization
- Item Number
- Supplier Item
- Item Description
- Receipt Location



Or you can use 'Advance Search' option you can search using given alternative options:
Advance Search:



In this example, we are using the below PO Number. Using PO Number, you can verify whether

receipt is created against this PO or not.

To view the receipt information for PO number 138222, enter the receipt number in 'PO Number' field and click on 'Go' button.

Receipt Summary with Receipt Number, Creation Date, PO Number and Organization name should open. You can see that Receipt Number 161191 is displayed. To View Receipt details, click Receipt Number hyperlink.

Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
161191	05/31/2017 12:31:34	3D Systems, US								138222		

Receipt: 161191, page should open with all receipt details against PO 138222.

The Receipt: details page displays information on that receipt.

Receipt Date	Promised Date	Need-By Date	Performance	PO Number	Line	Shipment	Item/Job	Description	UOM	Ordered	Returned	Net Received	Accepted Defects	Location	Attachments	LPN/Lot/Serial	Invoice
05/31/2017 12:31:02	05/08/2014 00:00:00	05/08/2015 00:00:00	Late	138222	1	1		Delivery Charge each container - 1 time fee	EACH	6		6	0.0	3D Systems, ROCK HILL-HQ			
05/31/2017 12:31:02	05/08/2014 00:00:00	05/08/2015 00:00:00	Late	138222	3	1		Pickup Charge each - 1 time fee	EACH	6		6	0.0	3D Systems, RH-MARINE DRIVE			
05/31/2017 12:31:02	05/08/2014 00:00:00	05/08/2015 00:00:00	Late	138222	2	1		45' Container Rental	EACH	6		6	0.0	3D Systems, RH-MARINE DRIVE			

In the Receipt Header Information and Transaction Information you can view more detailed information regarding the PO Receipt. Information Like, against which line receipts has been created, Orders, Received, Accepted and Returned quantity etc.,

End of Procedure.

3D Systems - Oracle iSupplier

iSupplier User Guide

TU1111_VIEWING INVOICE INFORMATION

Author:	Eknath Deshmukh
Creation Date:	Mar 01, 2024
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	Project Manager - 3D Systems

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Copy No.	Name	Location
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3		

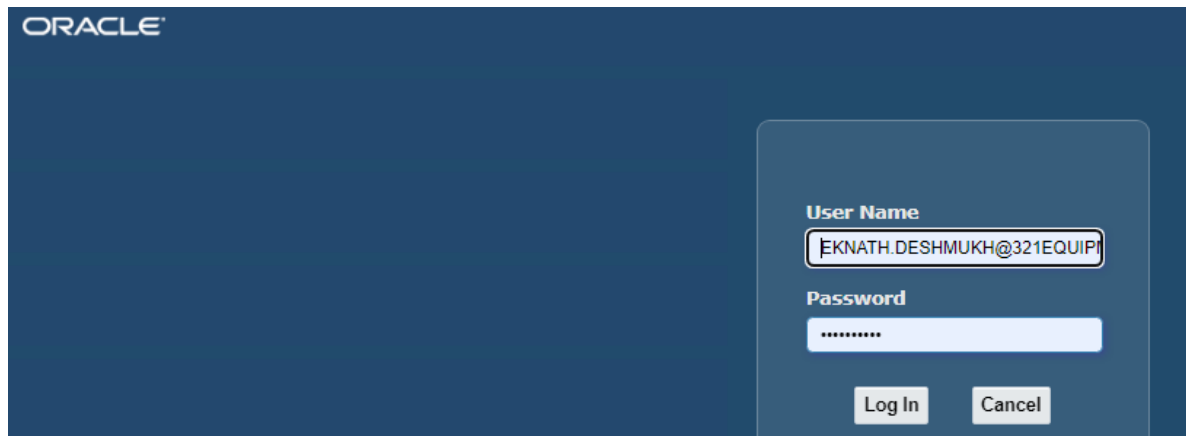
Notes

TU1111_ Viewing Invoice Information

File Procedure Name	TU1111_ Viewing Invoice Information
Description	The View Invoices page enables you to search for and view details of an invoice recorded for your shipped goods. You can search using various search criteria on the page such as: PO Number, Invoice Number, Invoice Date, Payment Number/Status etc.
Prerequisites for Procedure	<ul style="list-style-type: none"> ✓ Valid username and password to access iSupplier Portal. ✓ PO Number to view invoice created. ✓

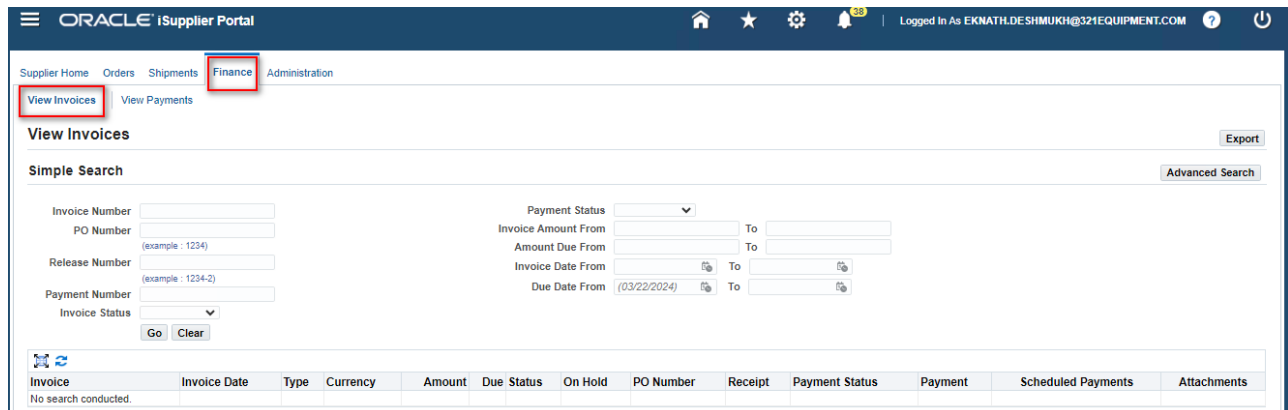
As a supplier user you can view Invoice Information created by buying company 3D Systems for the goods you shipped.

Log into iSupplier Portal with valid username and password.



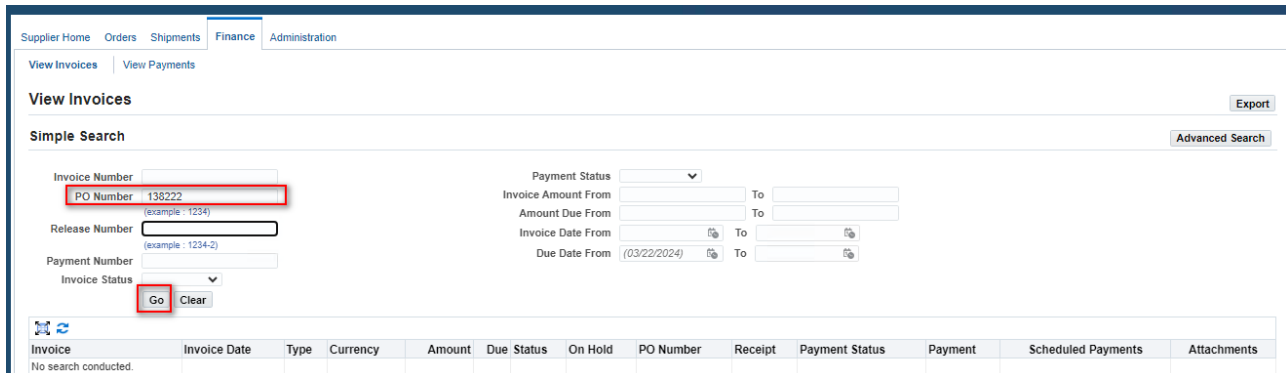
iSupplier Portal opens.

Click on the Finance Tab > View Invoices sub tab.



View Invoice > Simple Search Page opens.

To verify Invoice information against PO, enter the PO Number in PO number field and click on 'Go' button.



Supplier Home Orders Shipments **Finance** Administration

View Invoices View Payments

View Invoices Export

Simple Search Advanced Search

Invoice Number
PO Number
(example : 1234)

Release Number
(example : 1234-2)

Payment Number
 Invoice Status

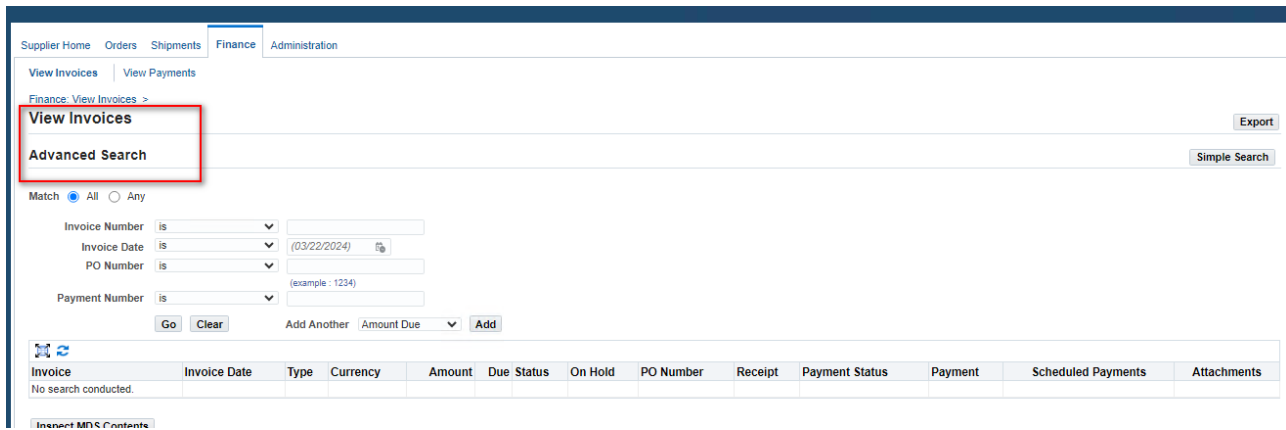
Payment Status

Invoice Amount From To
 Amount Due From To
 Invoice Date From To
 Due Date From To

Go **Clear**

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	On Hold	PO Number	Receipt	Payment Status	Payment	Scheduled Payments	Attachments
No search conducted.													

Or you can use Advance Search to search for Invoice where you can multiple options to search for Invoice.



Supplier Home Orders Shipments **Finance** Administration

View Invoices View Payments

Finance: View Invoices >

View Invoices Export

Advanced Search Simple Search

Match All Any

Invoice Number is

Invoice Date is

PO Number is
(example : 1234)

Payment Number is

Go **Clear** Add Another Amount Due **Add**

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	On Hold	PO Number	Receipt	Payment Status	Payment	Scheduled Payments	Attachments
No search conducted.													

[Inspect MDS Contents](#)

In search result Invoice details should open.

Such as:

Invoice/Number/Date

Invoice Amount

Status

Payment Number/Status

To view invoice details, click on Invoice Number hyperlink.

Supplier Home Orders Shipments Finance Administration

View Invoices View Payments

View Invoices Export

Simple Search Advanced Search

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

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	PO Number	Receipt	Payment Status	Payment	Scheduled Payments	Attachments
91256	05/13/2015	Standard	USD	3,210.00	0.00 Approved		138222		Paid	374470		

Insert MDS Contents

Invoice Details should open.
 You can view details such as

- General Information:
- Amount Summary
- Invoice Lines
- Scheduled Payments
- Hold Reasons
- Payment Summary
- etc..

Supplier Home Orders Shipments Finance Administration

View Invoices View Payments

Finance View Invoices >

Standard Invoice: 91256 (Total USD 3,210.00) Export

Currency= USD

General

Invoice Date: 05/13/2015
 Status: Approved
 On Hold:
 Batch:
 Attachments: None
 Supplier: 321 EQUIPMENT COMPANY
 Supplier Site: 321-REMIT
 Address: P.O. Box 2105
 Gastonia, NC 28053

Amount Summary

Item	3,210.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Prepayment	0.00
Retainage	0.00
Withholding Tax	0.00
Total	3,210.00

Payment Information

Paid	3,210.00
Discount Taken	0.00
Due	0.00
Status	Paid
Payment Date	07/01/2015 00:00:00
Payment	374470
Term	Net 30 days

Invoice Lines Scheduled Payments Hold Reasons

Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt	Par Number	P Card or Plastic Card
1	Item	Delivery Charge each container - 1 time fee	6	EACH	200		1,200.00	0.00	Approved	138222	1	1	Hoech, Lee W			
2	Item	45' Container Rental	6	EACH	135		810.00	0.00	Approved	138222	2	1	Hoech, Lee W			
3	Item	Pickup Charge each - 1 time fee	6	EACH	200		1,200.00	0.00	Approved	138222	3	1	Hoech, Lee W			

In 'Scheduled Payments' you can verify if any payment is scheduled against this invoice.

Supplier Home Orders Shipments **Finance** Administration

View Invoices View Payments

Finance: View Invoices >

Standard Invoice: 91256 (Total USD 3,210.00) Export

Currency= USD

General		Amount Summary		Payment Information	
Invoice Date	05/13/2015	Item	3,210.00	Paid	3,210.00
Status	Approved	Freight	0.00	Discount Taken	0.00
On Hold		Miscellaneous	0.00	Due	0.00
Batch		Tax	0.00	Status	Paid
Attachments	None	Prepayment	0.00	Payment Date	07/01/2015 00:00:00
Supplier	321 EQUIPMENT COMPANY	Retainage	0.00	Payment	374470
Supplier Site	321-REMIT	Withholding Tax	0.00	Term	Net 30 days
Address	P.O. Box 2105 Gastonia, NC 28053	Total	3,210.00		

Invoice Lines **Scheduled Payments** Hold Reasons

Due Date	Amount	Remaining Amount	Remit-to Supplier	Remit-to Supplier Site	Status	Method	First Discount Date	First Discount Amount	Second Discount Date	Second Discount Amount	Third Discount Date	Third Discount Amount
06/12/2015	3,210.00	0.00			Fully Paid	Check						

In 'Hold Reasons', you can view if any payment is on hold.

Supplier Home Orders Shipments **Finance** Administration

View Invoices View Payments

Finance: View Invoices >

Standard Invoice: 91256 (Total USD 3,210.00) Export

Currency= USD

General		Amount Summary		Payment Information	
Invoice Date	05/13/2015	Item	3,210.00	Paid	3,210.00
Status	Approved	Freight	0.00	Discount Taken	0.00
On Hold		Miscellaneous	0.00	Due	0.00
Batch		Tax	0.00	Status	Paid
Attachments	None	Prepayment	0.00	Payment Date	07/01/2015 00:00:00
Supplier	321 EQUIPMENT COMPANY	Retainage	0.00	Payment	374470
Supplier Site	321-REMIT	Withholding Tax	0.00	Term	Net 30 days
Address	P.O. Box 2105 Gastonia, NC 28053	Total	3,210.00		

Invoice Lines Scheduled Payments **Hold Reasons**

Hold Name	Hold Reason	Hold Date	Release Name	Release Reason	Release Date
DIST VARIANCE	Total of invoice distributions does not equal invoice amount	05/28/2015	Invoice variance corrected	Invoice variance corrected	06/30/2015

Using 'Export' button, you can export the Invoice Details in excel.csv format if required.

Supplier Home Orders Shipments **Finance** Administration

View Invoices View Payments

Finance: View Invoices >

Standard Invoice: 91256 (Total USD 3,210.00) Export

Currency= USD

General		Amount Summary		Payment Information	
Invoice Date	05/13/2015	Item	3,210.00	Paid	3,210.00
Status	Approved	Freight	0.00	Discount Taken	0.00
On Hold		Miscellaneous	0.00	Due	0.00
Batch		Tax	0.00	Status	Paid
Attachments	None	Prepayment	0.00	Payment Date	07/01/2015 00:00:00
Supplier	321 EQUIPMENT COMPANY	Retainage	0.00	Payment	374470
Supplier Site	321-REMIT	Withholding Tax	0.00	Term	Net 30 days
Address	P.O. Box 2105 Gastonia, NC 28053	Total	3,210.00		

Invoice Lines Scheduled Payments Hold Reasons

Hold Name	Hold Reason	Hold Date	Release Name	Release Reason	Release Date
DIST VARIANCE	Total of invoice distributions does not equal invoice amount	05/28/2015	Invoice variance corrected	Invoice variance corrected	06/30/2015

Today

export (1).csv

✕

<https://oracledevr12-d.3dsystems.com>

[Show in folder](#)

The screenshot shows an Excel spreadsheet with the following data:

Invoice Date	Status	On Hold	Batch	Supplier	Supplier S Address	City	State	Item	Freight	Miscellani	Tax	Prepayme	Retainage	Withholdi	Total	Paid	Discount	1Due	Status	Pay
#####	Approved			321 EQUIP	321-REM I P.O. Box 2	Gastonia,		3,210.00	0	0	0	0	0	0	3,210.00	3,210.00	0	0	Paid	###
5	Hold Nam	Hold Reas	Hold Date	Release N	Release R	Release Date														
6	DIST VARI Total of in ##### Invoice va Invoice va #####																			

End of Procedure.

3D Systems - Oracle iSupplier

iSupplier User Guide

TU1112_VIEWING PAYMENT INFORMATION

Author:	Eknath Deshmukh
Creation Date:	Mar 01, 2024
Last Updated:	Mar 01, 2024
Document Ref:	TE.040_iSupplier
Version:	0.1

Document Control

Change Record

Date	Author	Version	Change Reference
01-Mar-2024	Eknath Deshmukh	0.1	Initial Version - No previous version available

Reviewers

Name	Position
Harun Prasath	Project Lead-LTIM
SatyendraNath Barma	Project Manager - LTIM
	Project Manager - 3D Systems

Distribution

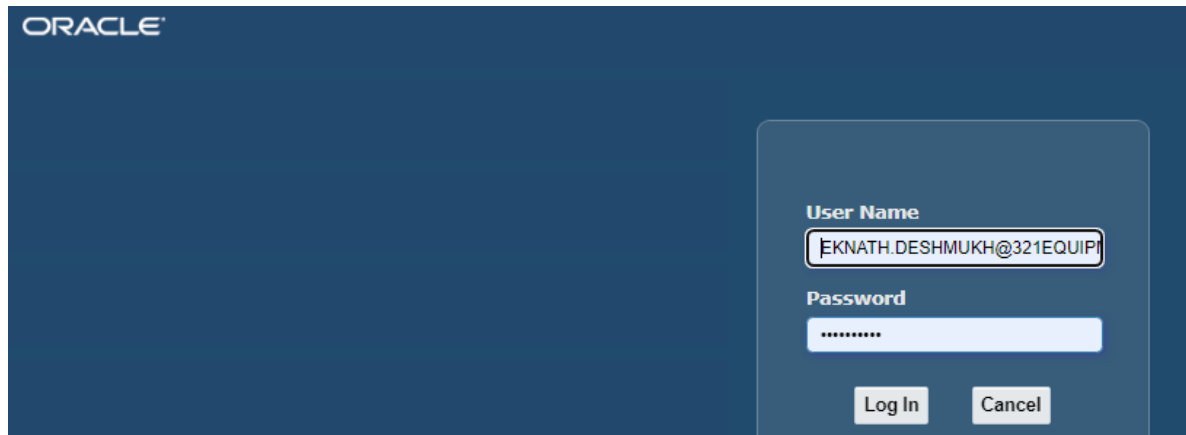
Copy No.	Name	Location
1		Project Library
2		
3		

Notes

TU1112_ Viewing Payment Information

File Procedure Name	TU1112_ Viewing Payment Information
Description	<p>Payment inquiry enables you to view the history of all the payments to your invoices completed by the buying company. You can use the View Payments page to search using various search criteria, including:</p> <ul style="list-style-type: none"> • Payment number • Invoice number • Payment date • Purchase order number
Prerequisites for Procedure	<ul style="list-style-type: none"> ✓ Invoice Number or Payment Number or Purchase Order Number to View Payments details. ✓ Valid credentials to access to iSupplier Portal.

As a supplier user you can verify the payments made by the buying company 3D Systems against the Payable Invoice for the goods you shipped.



iSupplier Portal opens.

Click on 'Finance' tab. To View Invoice for any PO, click on 'View Payments'.

Supplier Home Orders Shipments **Finance** Administration

View Invoices | **View Payments**

View Payments Export

Simple Search Advanced Search

Note that the search is case insensitive

Payment Number

Invoice Number

PO Number (example : 1234)

Release Number (example : 1234-2)

Status

Payment Amount From To

Payment Date From (03/22/2024) To

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount Method	Status	Status Date	Bank Account	Invoice	PO Number
No search conducted.										

'View Payments' Simple Search page opens:

To search Payment details using PO number, enter PO number in 'PO Number' field and click on 'Go' button.

Or you can use 'Advance Search' button to search for Payment using desired options.

Supplier Home Orders Shipments **Finance** Administration

View Invoices | **View Payments**

View Payments Export

Simple Search Advanced Search

Note that the search is case insensitive

Payment Number

Invoice Number

PO Number (example : 1234)

Release Number (example : 1234-2)

Status

Payment Amount From To

Payment Date From (03/22/2024) To

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount Method	Status	Status Date	Bank Account	Invoice	PO Number
No search conducted.										

Advance Search Option:

Supplier Home Orders Shipments **Finance** Administration

View Invoices | **View Payments**

View Payments Export

Simple Search **Advanced Search**

Note that the search is case insensitive

Payment Number

Invoice Number

PO Number (example : 1234)

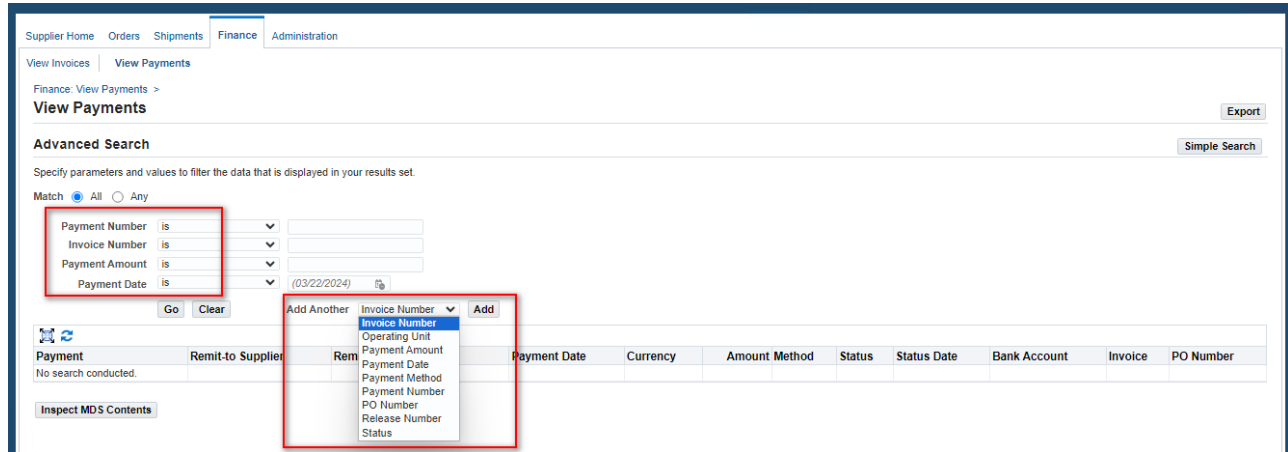
Release Number (example : 1234-2)

Status

Payment Amount From To

Payment Date From (03/22/2024) To

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount Method	Status	Status Date	Bank Account	Invoice	PO Number
No search conducted.										



Supplier Home Orders Shipments Finance Administration

View Invoices View Payments

Finance View Payments >

View Payments

Export

Advanced Search Simple Search

Specify parameters and values to filter the data that is displayed in your results set.

Match All Any

Payment Number is
 Invoice Number is
 Payment Amount is
 Payment Date is (03/22/2024)

Go Clear

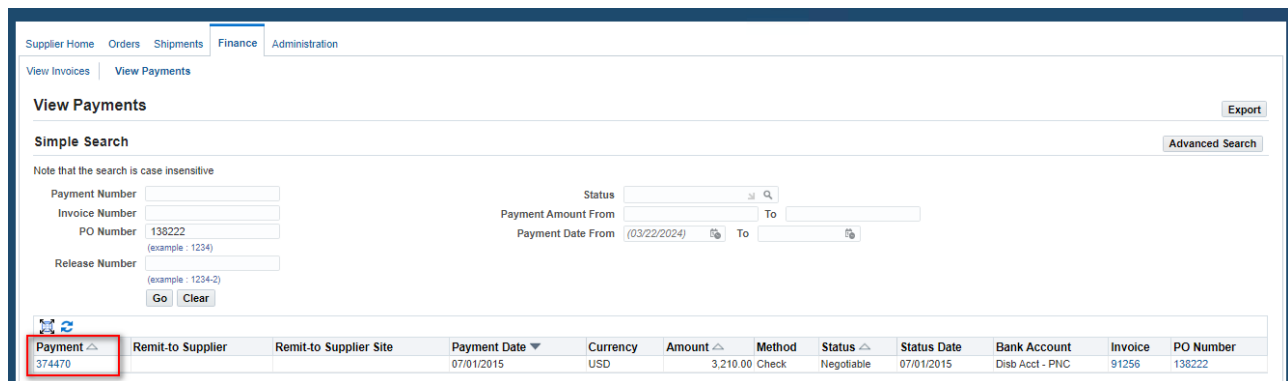
Add Another Invoice Number Add

- Invoice Number
- Operating Unit
- Payment Amount
- Payment Date
- Payment Method
- Payment Number
- PO Number
- Release Number
- Status

Payment	Remit-to Supplier	Rem	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number
No search conducted.											

Inspect MDS Contents

In search result Payment details should open. Such as
 Payment Number/Date
 Payment Amount
 Status
 Payment Method/Bank etc.



Supplier Home Orders Shipments Finance Administration

View Invoices View Payments

View Payments

Export

Simple Search Advanced Search

Note that the search is case insensitive

Payment Number
 Invoice Number
 PO Number 138222
 (example : 1234)
 Release Number
 (example : 1234-2)

Go Clear

Status
 Payment Amount From To
 Payment Date From (03/22/2024) To

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number
374470			07/01/2015	USD	3,210.00	Check	Negotiable	07/01/2015	Disb Acct - PNC	91256	138222

To view Payment details, click on Payment Number hyperlink.

You can see here more payment details including the invoices if the payment is made against multiple invoices.

Supplier Home | Orders | Shipments | **Finance** | Administration

View Invoices | **View Payments**

Finance: View Payments >

Payment: 374470 (Total USD 3,210.00) Export

Payment Date 07/01/2015 Method Check Status Negotiable Status Date 07/01/2015 Remit-to Supplier Remit-to Supplier Site	Supplier 321 EQUIPMENT COMPANY Supplier Site 321-REMIT Address P.O. Box 2105 Gastonia NC 28053 Bank Account Disb Acct - PNC
---	---

Included Invoices

Invoice	Invoice Date	Type	Currency	Amount	Status	Payment Status	Payment PO Number	Receipt	Attachments
91256	05/13/2015	Standard	USD	3,210.00	Approved	Paid	3,210.00 138222		

[Inspect MDS Contents](#)

[Return to Finance: View Payments](#)

End of Procedure.

3D Systems - Oracle iSupplier

iSupplier User Guide

TU1113_CANCELLING PURCHASE ORDER SHIPMENT LINE

Author:	Eknath Deshmukh
Creation Date:	Mar 01, 2024
Last Updated:	Mar 01, 2024
Document Ref:	TE.040_iSupplier
Version:	0.1

Document Control

Change Record

Date	Author	Version	Change Reference
01-Mar-2024	Eknath Deshmukh	0.1	Initial Version - No previous version available

Reviewers

Name	Position
Harun Prasath	Project Lead-LTIM
SatyendraNath Barma	Project Manager - LTIM
	Project Manager - 3D Systems

Distribution

Copy No.	Name	Location
1		Project Library
2		
3		

Notes

TU1113_Cancelling Purchase Order Shipment Line

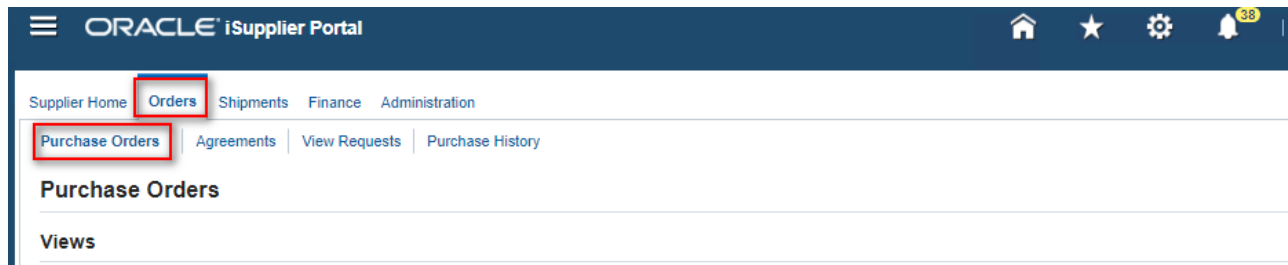
File Procedure Name	TU1113_Cancelling Purchase Order Shipment Line
Description	iSupplier Portal allow supplier user to submit cancellation requests for an entire order or a particular shipment. Supplier user can also submit changes and cancellations at the same time.
Prerequisites for Procedure	<ul style="list-style-type: none"> ✓ Valid credentials to access the iSupplier Portal. ✓ Purchase Order Number and Shipment Line Number which needs to be cancelled. ✓ Purchase Order must be in 'Accepted' status.

As a supplier user, in any case you cannot fulfill the material requirement of buying company 3D Systems, iSupplier portal allows you to cancel a Shipment Line for Purchase Order.

Navigate to iSupplier Portal using valid username and password.



Go to 'Orders' Tab > Purchase Orders.



Search for and select a desired purchase order you wish to cancel shipment line and click on click 'Request Cancellation' button.

You can select the Purchase Order from the list available.

Purchase Orders

Views: All Purchase Orders

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
<input checked="" type="radio"/>	256546	0	3D Systems, Inc.	Standard PO	iSupplier Demo 250324	03/25/2024 06:27:40	Deshmukh, Mr. Eknath	USD	3,808.12	Accepted			
<input type="radio"/>	256545	0	3D Systems, Inc.	Standard PO	iSupplier Demo 250324	03/25/2024 06:27:12	Deshmukh, Mr. Eknath	USD	3,808.12	Requires Acknowledgment			

Or you can use the 'Advance Search' Option.

Purchase Orders

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Match: All (selected) Any

PO Number is 256546

Document Type is

Order Date is 03/25/2024

Buyer is

Go Clear Add Another Buyer Add

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
<input checked="" type="radio"/>	256546	0	3D Systems, Inc.	Standard PO	iSupplier Demo 250324	03/25/2024 06:27:40	Deshmukh, Mr. Eknath	USD	3,808.12	Accepted			
<input type="radio"/>	256545	0	3D Systems, Inc.	Standard PO	iSupplier Demo 250324	03/25/2024 06:27:12	Deshmukh, Mr. Eknath	USD	3,808.12	Requires Acknowledgment			

Select the Purchase Order and click 'Request Cancellation' button.

Purchase Orders

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Match: All (selected) Any

PO Number is 256546

Document Type is

Order Date is 03/25/2024

Buyer is

Go Clear Add Another Buyer Add

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
<input checked="" type="radio"/>	256546	0	3D Systems, Inc.	Standard PO	iSupplier Demo 250324	03/25/2024 06:27:40	Deshmukh, Mr. Eknath	USD	3,808.12	Accepted			
<input type="radio"/>	256545	0	3D Systems, Inc.	Standard PO	iSupplier Demo 250324	03/25/2024 06:27:12	Deshmukh, Mr. Eknath	USD	3,808.12	Requires Acknowledgment			

Request Cancellation for Standard Purchase Order: 256546,0 (Total USD 3,808.12) page opens. You can verify the Header and Line information here.

Supplier Home **Orders** Shipments Finance Administration

Purchase Orders Agreements View Requests Purchase History

Orders: [Purchase Orders >](#)

Request Cancellation for Standard Purchase Order : 256546,0 (Total USD 3,808.12) Cancel Save Submit Export Actions Cancel Entire Order Go

Currency=USD

Order Information

General Information		Terms and Conditions		Related Information	
Total	3,808.12	Payment Terms	Net 30 days	Receipts	
Supplier	321 EQUIPMENT COMPANY	Carrier	FEDEX	Invoices	
Supplier Site	321 (MARINE)	FOB	FCA	Payments	
Address	1901 Jenkins Dairy Road Gastonia, NC 28052	Freight Terms	Collect		
Buyer	Deshmukh, Mr. Eknath	Shipping Control			
Order Date	03/25/2024 06:27:40	Ship-To Address			
Description	iSupplier Demo 250324	Address	3D Systems, Inc. 700 Marine Drive - Suite 2 Rock Hill, SC 29730		
Status	Accepted	Bill-To Address			
Reason	256546	Address	3D Systems, Inc. 333 Three D Systems Circle Rock Hill, SC 29730		
Note to Supplier					
Organization	3D Systems, Inc.				
Supplier Order Number					
Attachments	None				

PO Details

TIP You can cancel the entire order or specific lines.
 TIP Click on the Show link to view shipment details of a line.

Show All Hide All

Details Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
▶ 1	Goods				TEST Line 1	EACH	1	1120	1,120.00			Open				
▶ 2	Goods				TEST Line 2	EACH	1	1220	1,220.00			Open				
▶ 3	Goods				TEST Line 3	EACH	1	1300	1,300.00			Open				
▶ 4	Goods	421402			FRU, ASM, LATCH, MCO	EACH	1	56.04	56.04			Open				
▶ 5	Goods	421402			FRU, ASM, LATCH, MCO	EACH	2	56.04	112.08			Open				

To cancel a single shipments line, but not the entire order, click Show in the PO Details section in Line 4. In this case we are cancelling line 4 from this PO.

Shipment 4 will open inside Po line 4.

PO Details

TIP You can cancel the entire order or specific lines.
 TIP Click on the Show link to view shipment details of a line.

Show All Hide All

Details Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
▶ 1	Goods				TEST Line 1	EACH	1	1120	1,120.00			Open				
▶ 2	Goods				TEST Line 2	EACH	1	1220	1,220.00			Open				
▶ 3	Goods				TEST Line 3	EACH	1	1300	1,300.00			Open				
▶ 4	Goods	421402			FRU, ASM, LATCH, MCO	EACH	1	56.04	56.04			Open				

Shipments

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
▶ 1	3D Systems, RH-MARINE DRIVE	1	56.04			0.00	03/25/2024 06:27:26	03/25/2024 06:27:26					Accepted				
▶ 5	Goods	421402							FRU, ASM, LATCH, MCO	EACH	2	56.04	112.08				Open

To cancel shipment line 4, enter the reason in 'Reason Text' Field and select 'Cancel' action from

'Action' drop down list.

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
1	3D Systems, RH-MARINE DRIVE	1	56.04			0.00	03/25/2024 06:27:26	03/25/2024 06:27:26					Accepted			For Demo	Cancel

Click on 'Submit' button to submit cancellation request.

The screenshot shows the Oracle iSupplier Portal interface. At the bottom of the page, there is a navigation bar with buttons for 'Cancel', 'Save', 'Submit', 'Export', 'Actions', 'Cancel Entire Order', and 'Go'. The 'Submit' button is highlighted with a red box.

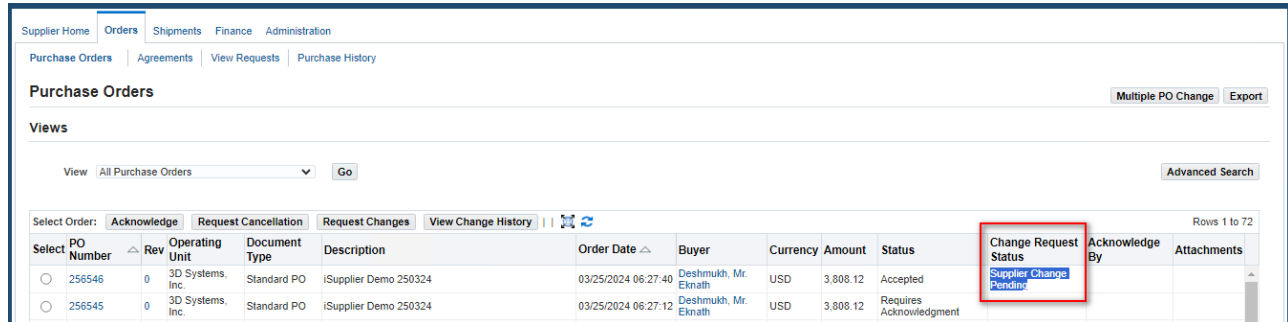
System displays 'Cancel Order Confirmation' page with message as 'Cancellation Request for Purchase Order 256546 has been submitted for approval.'

The screenshot shows the 'Cancel Order Confirmation' page in the Oracle iSupplier Portal. The page title is 'Cancel Order Confirmation' and the main message is 'Cancellation Request for Purchase Order 256546 has been submitted for approval.' Below the message is a link that says 'Return to Purchase Order Summary'.

Click on "Return to Purchase Order Summary" link and verify the line status.

This screenshot is identical to the previous one, but the 'Return to Purchase Order Summary' link is highlighted with a red box.

You can see that 'Change Request Status' gets updated to 'Supplier Change Pending'.



Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
<input type="radio"/>	256546	0	3D Systems, Inc.	Standard PO	iSupplier Demo 250324	03/25/2024 06:27:40	Deshmukh, Mr. Eknath	USD	3,808.12	Accepted	Supplier Change Pending		
<input type="radio"/>	256545	0	3D Systems, Inc.	Standard PO	iSupplier Demo 250324	03/25/2024 06:27:12	Deshmukh, Mr. Eknath	USD	3,808.12	Requires Acknowledgment			

Post submission of cancellation request, buyer will get an email or worklist notification and once approved, a shipment line will be cancelled.

You will get a response notification once the buyer acted on your cancellation request.

End of Procedure.

3D Systems – Oracle iSupplier

iSupplier User Guide

TU1115_SUBMITTING SUPPLIER PROFILE CHANGE REQUEST

Author:	Eknath Deshmukh
Creation Date:	Mar 01, 2024
Last Updated:	Mar 01, 2024
Document Ref:	TE.040_iSupplier
Version:	0.1

Document Control

Change Record

Date	Author	Version	Change Reference
01-Mar-2024	Eknath Deshmukh	0.1	Initial Version - No previous version available

Reviewers

Name	Position
Harun Prasath	Project Lead-LTIM
SatyendraNath Barma	Project Manager - LTIM
	Project Manager - 3D Systems

Distribution

Copy No.	Name	Location
1		Project Library
2		
3		

Notes

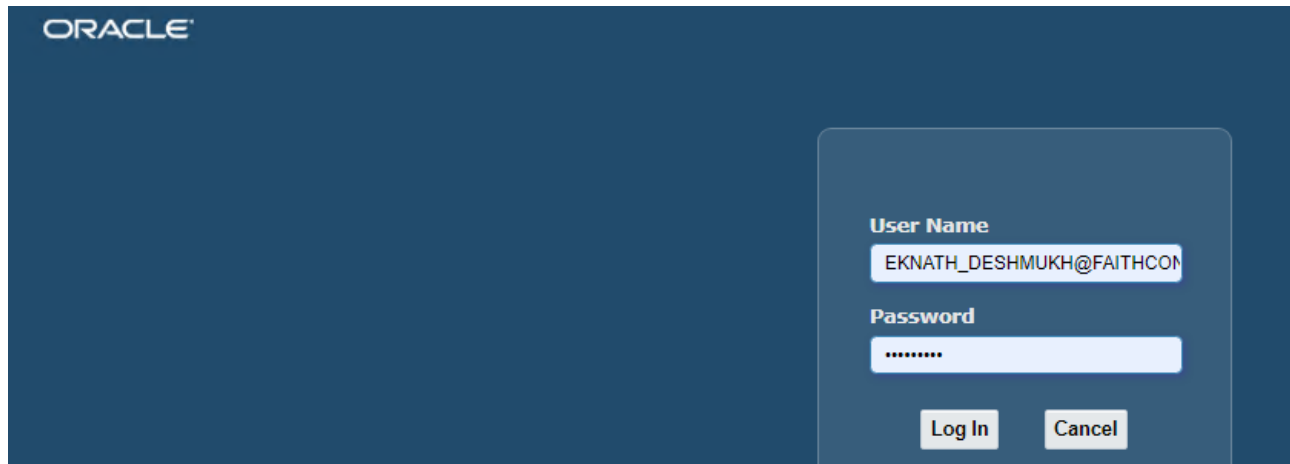
TU1115_Submitting Supplier Profile Change Request

File Procedure Name	TU1115_Submitting Supplier Profile Change Request
Description	Supplier Profile Management enables you to manage key profile details used to establish or maintain a business relationship with the buying company. Buyer administrators will review the details you provide and use them to update the appropriate records in the buyer's purchasing transaction system.
Prerequisites for Procedure	<ul style="list-style-type: none"> ✓ Valid user credentials to access the iSupplier Portal. ✓ Profile change details for which change request to be raised. Like, Bank, Contact, Address etc.

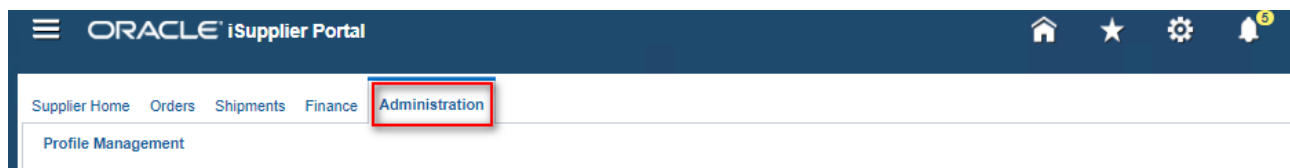
As a Supplier user, iSupplier Portal allows you to manage your Profile Information like, Bank Account, Contact Information, Business Classifications, Products and Services etc. In any case, you want to update your profile information, you can edit/change profile information navigating to iSupplier Portal Administration tab and enter the new data. When you complete updating the changes then a notification will be sent to the persons of 3D Systems who are set 'Supplier Profile Management' Subscribers.

In this demonstration, we are going to create a 'Bank Account' update information and submit it to 3D system for further approval & process.

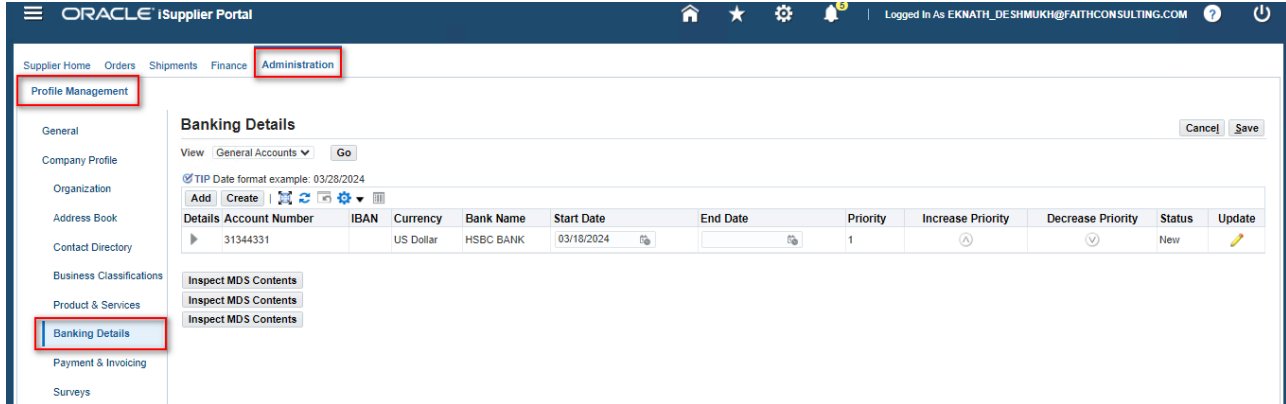
Login into iSupplier Portal with your valid username and password.



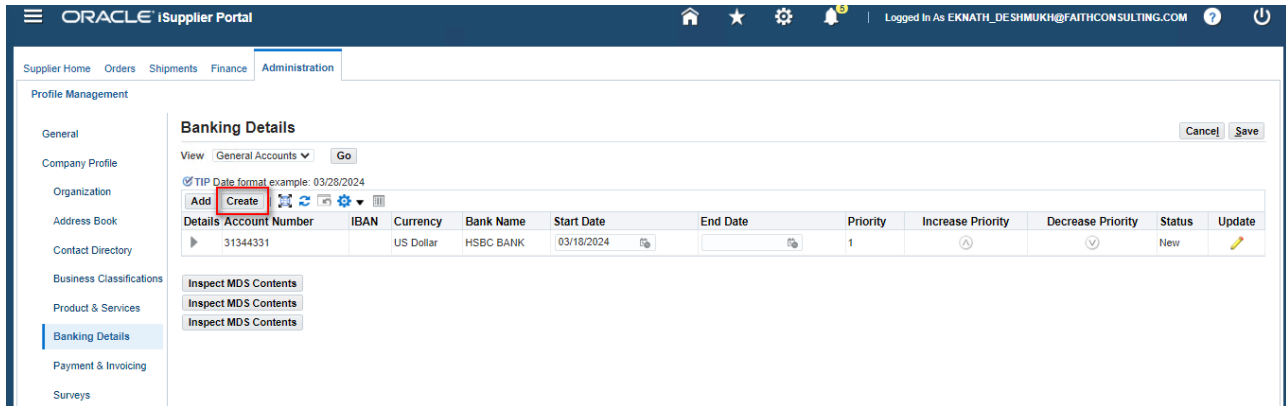
iSupplier Portal Opens. Click on 'Administration' tab.



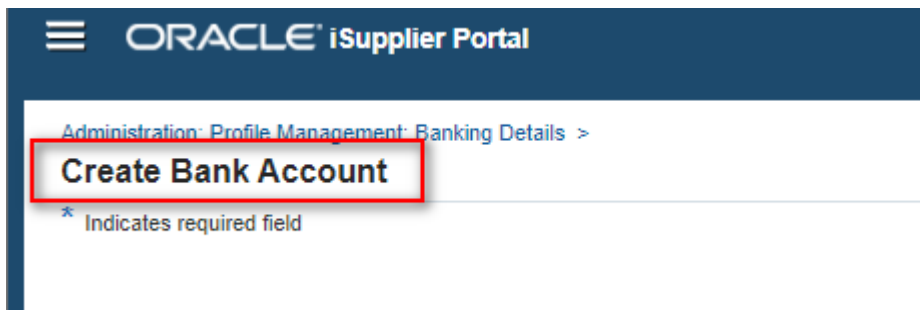
To update the banking details, click on 'Banking Details' profile section link present under 'Profile Management'.



To create new bank accounts, click on the 'Create' button present under 'Banking Details'.



'Create Bank Account' page opens.



Cancel Save

* Indicates required field

* Country

Account is used for foreign payments
Account definition must include bank and branch information.

Bank

Existing Bank
 New Bank

Bank Name
Bank Number
Tax Payer ID

▶ Show Bank Details

Branch

Existing Branch
 New Branch

Branch Name
Branch Number
BIC
Branch Type

▶ Show Branch Details

Bank Account

Account Number
Check Digits
IBAN

▶ Show Account Details

Account Name
Currency
Account Status

Comments

Note to Buyer

Cancel Save

Enter the new bank account details information with all required and relevant fields.

Enter the country name from the 'Country' drop down. Click on 'More...' to search for the country name.

Create Bank Account

* Indicates required field

* Country

Account is used for foreign payments
Account definition must include bank and branch information.

More...

Search and Select: Country page opens in separate window.

Search and Select List of Values - Google Chrome
— □ ×

oracledevr12-d.3dsystems.com/OA_HTML/cabo/jsps/a.jsp?t=fredRC&enc=UTF-8&_minWidth=750&_mi...

Search and Select: Country
Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Go

Results

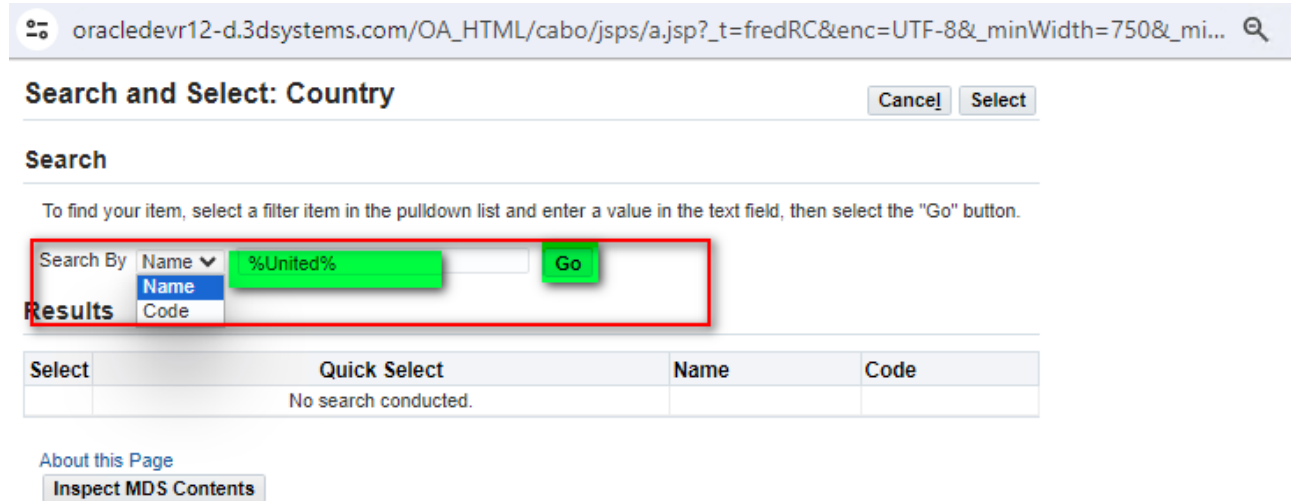
Select	Quick Select	Name	Code
	No search conducted.		

[About this Page](#)

Inspect MDS Contents

To search for the country, you can use 'Search By' where you can find two options 'Name' and 'Code'.

Here we are searching for a name. Enter the country name or with % and click on 'Go' button.



oracledevr12-d.3dsystems.com/OA_HTML/cabo/jsps/a.jsp?t=fredRC&enc=UTF-8&_minWidth=750&_mi...

Search and Select: Country

[Cancel](#) [Select](#)

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

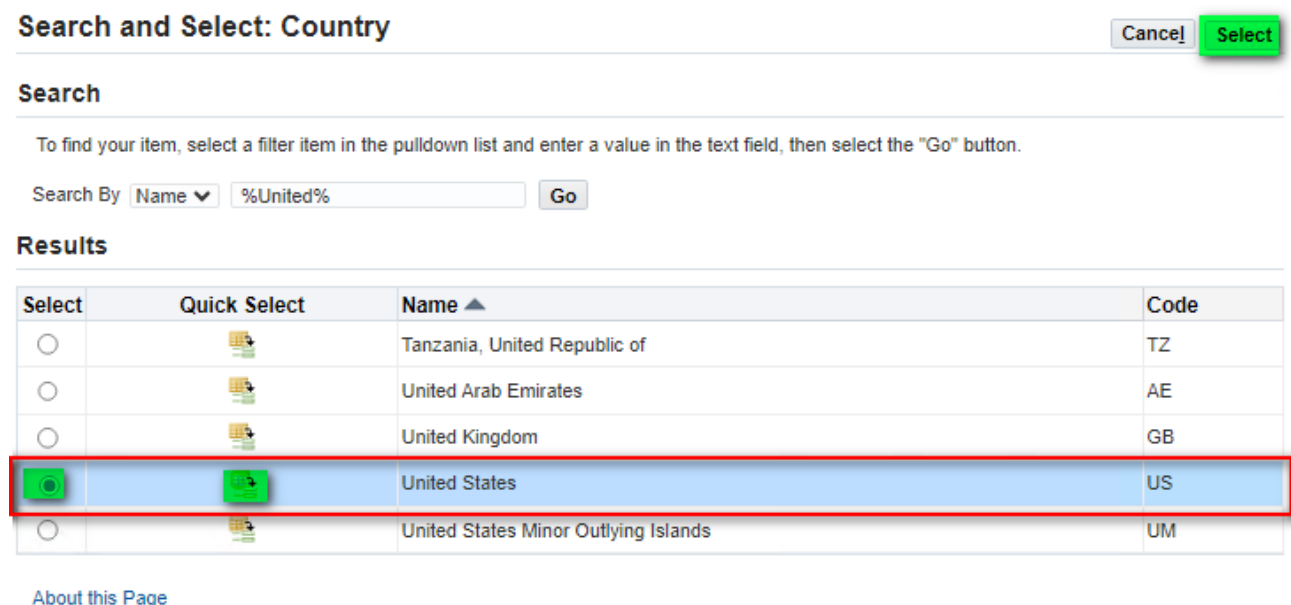
Search By: **Name** | | [Go](#)

Results

Select	Quick Select	Name	Code
	No search conducted.		

[About this Page](#)
[Inspect MDS Contents](#)

Select the desired Country name using the 'Select' radio button and click on 'Select' button or using 'Quick Select' select the desired country name.



Search and Select: Country

[Cancel](#) [Select](#)

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: **Name** | | [Go](#)

Results

Select	Quick Select	Name ▲	Code
<input type="radio"/>		Tanzania, United Republic of	TZ
<input type="radio"/>		United Arab Emirates	AE
<input type="radio"/>		United Kingdom	GB
<input checked="" type="radio"/>		United States	US
<input type="radio"/>		United States Minor Outlying Islands	UM

[About this Page](#)

In the next part you will have to enter Bank and Branch information. Here you have two choices i.e. either you can select 'Existing Bank' and 'Existing Branch' Or 'New Bank' and 'New Branch'.

You can select any one if it.

- **Existing Bank & Existing Branch:**

In any case you just want to update your 'Bank Account Number' for the Bank and Branch for information that is already present there. Here application does not allow you to enter Bank and Branch Information by typing it manually. You just have to search and select your Existing Bank' & 'Existing Branch' from the list available and enter the new 'Bank Account Number'.



Search and Select: Bank Name

Cancel Select











Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Bank Name

Results

Rows 1 to 30

Select	Quick Select	Bank Name	Bank Number
<input type="radio"/>		ANCHOR BANK	
<input type="radio"/>		ANZ BANK NEW ZEALAND LIMITED	
<input type="radio"/>		Armed Forces Bank	
<input type="radio"/>		ARVEST BANK	
<input type="radio"/>		ASB BANK LIMITED	
<input type="radio"/>		Asheville Savings Bank	
<input type="radio"/>		ATLANTIC STEWARDSHIP BANK	
<input type="radio"/>		AVANGARD BANK	
<input type="radio"/>		AMERICAN COMMERCIAL BANK AND TRUST	
<input type="radio"/>		AMERIS BANK	

Search and Select: Branch Name

[Cancel](#) [Select](#)

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Branch Name [Go](#)

Results

Select	Quick Select	Branch Name	Branch Number	Bank Name	Bank Number	BIC	Branch Type
<input type="radio"/>		Andan Jungang Branch		Industrial Bank of Korea	409-006130-56-00016		
<input type="radio"/>		City National Bank Branch		City National Bank			
<input type="radio"/>		Credit Card Branch		Credit Card Bank			
<input type="radio"/>		DONGGUAN BRANCH	BKCHCNBJ44W	BANK OF CHINA			
<input type="radio"/>		GUANGDONG BRANCH	ABOCCNBJ190	AGRICULTURAL BANK OF CHINA			
<input type="radio"/>		HK BRANCH	CMBCHKHH	CHINA MERCHANTS BANK HONG KONG BRANCH		CMBCHKHH SWIFT	
<input type="radio"/>		PALL MALL BRANCH	MIDLGB2107J	HSBC			
<input type="radio"/>		SINJHUANG BRANCH	TACBTWTP049	TAI WAN COOPERATIVE BANK			

- **New Bank & Branch:**

When your Bank & Branch information is not present there then you can create new 'Bank' & 'New Branch' details. Here application allows you to enter the Bank and Branch Information by typing it manually.

Administration: Profile Management: Banking Details >

Create Bank Account

[Cancel](#) [Save](#)

* Indicates required field

* Country United States

Account is used for foreign payments
Account definition must include bank and branch information.

Bank

Existing Bank
 New Bank

Bank Name

Bank Number

Tax Payer ID

[Show Bank Details](#)

Branch

Existing Branch
 New Branch

Branch Name

Branch Number

BIC

Branch Type ABA

[Show Branch Details](#)

In this case we are creating a "New Bank" and "New Branch". Enter the 'New Bank' and 'New Branch' account information.

Bank		Branch	
<input type="radio"/> Existing Bank		<input type="radio"/> Existing Branch	
<input checked="" type="radio"/> New Bank	Bank Name <input type="text" value="HDFC Bank Limited"/> Bank Number <input type="text" value="1238"/> Tax Payer ID <input type="text" value="121213"/>	<input checked="" type="radio"/> New Branch	Branch Name <input type="text" value="HDFC BANK Rock Hill"/> Branch Number <input type="text" value="1006"/> BIC <input type="text"/> Branch Type <input type="text" value="ABA"/>
▶ Show Bank Details		▶ Show Branch Details	

Click on 'Show Bank Details' and 'Show Branch Details' play icon to enter the Bank and Branch address. *Note - Branch Number field is labelled as 'Routing Transit Number'.*

<input type="radio"/> Existing Bank	<input checked="" type="radio"/> New Bank	Bank Name <input type="text" value="HDFC Bank Limited"/> Bank Number <input type="text" value="1238"/> Tax Payer ID <input type="text" value="121213"/>	<input type="radio"/> Existing Branch	<input checked="" type="radio"/> New Branch	Branch Name <input type="text" value="HDFC BANK Rock Hill"/> Branch Number <input type="text" value="1006"/> BIC <input type="text"/> Branch Type <input type="text" value="ABA"/>
▶ Show Bank Details			▶ Show Branch Details		

Enter the Bank and Branch address. Optionally you can enter if there is any alternative 'Bank' and 'Branch' name.

Bank	Branch
<input type="button" value="Hide Bank Details"/>	<input type="button" value="Hide Branch Details"/>
Alternate Bank Name <input type="text"/> Address Address Line 1 <input type="text" value="ROC1"/> Address Line 2 <input type="text" value="Demo Road 6"/> Address Line 3 <input type="text" value="Cross Circle 6"/> Address Line 4 <input type="text"/> City <input type="text" value="Rock Hill"/> State <input type="text" value="SC"/> Zip Code <input type="text" value="29730"/>	Alternate Branch Name <input type="text"/> RFC Identifier <input type="text"/> Address Address Line 1 <input type="text" value="ROC1"/> Address Line 2 <input type="text" value="Demo Road 6"/> Address Line 3 <input type="text" value="Cross Circle 6"/> Address Line 4 <input type="text"/> City <input type="text" value="Rock Hill"/> State <input type="text" value="SC"/> Zip Code <input type="text" value="29730"/>

In the next part 'Bank Account', enter the Bank Account details like, Account Number, Account Name, Currency, IBAN if required.

Bank Account	
Account Number <input type="text" value="31344331"/> Check Digits <input type="text"/> IBAN <input type="text"/>	Account Name <input type="text" value="Primary"/> Currency <input type="text" value="US Dollar"/> Account Status <input type="text" value="New"/>
▶ Show Account Details	

You can click on 'Show Account Details' play icon and enter the additional required and relevant details for Bank Account.

<input type="button" value="Show Account Details"/>	Account Number <input type="text" value="31344331"/> Check Digits <input type="text"/> IBAN <input type="text"/>	Account Name <input type="text" value="Primary"/> Currency <input type="text" value="US Dollar"/> Account Status <input type="text" value="New"/>
---	--	---

Bank Account

Account Number: 31344331
 Check Digits:
 IBAN:

Account Name: Primary
 Currency: US Dollar
 Account Status: New

[Hide Account Details](#)

Details

Alternate Account Name:
 Account Suffix:
 Agency Location Code:

Account Type:
 Description:
 End Date: (03/28/2024)

If you want to put any message for buyer, you can put it in the 'Note to Buyer' text box.

Comments

Note to Buyer:

Reverify all the entered details and click on 'Save' button to submit the bank account profile update request.

Comments

Note to Buyer:

As soon as you click on 'Save' button then a 'Confirmation' message will be displayed on your screen as "Bank account 31344331 has been added to your company profile. The account information will be routed to an administrator who will review the details and carry out any account verification that is required. You will be notified once the review is complete."

Also, you can see that new accounts details will be added to the 'Banking Details' with status as 'New'.

Confirmation

Bank account 31344331 has been added to your company profile. The account information will be routed to an administrator who will review the details and carry out any account verification that is required. You will be notified once the review is complete.

Banking Details

View: General Accounts

TIP Date format example: 03/28/2024

Details	Account Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Status	Update
	31344331		US Dollar	HSBC BANK	03/18/2024		1	▲	▼	New	
	31344331		US Dollar	HDFC Bank Limited	03/28/2024		2	▲	▼	New	

Click on 'Save' button. A 'Confirmation' message will have displayed as 'The general account assignments have been updated.'

Confirmation
Bank account 31344331 has been added to your company profile. The account information will be routed to an administrator who will review the details and carry out any account verification that is required. You will be notified once the review is complete.

Banking Details Cancel Save

View General Accounts Go

TIP Date format example: 03/28/2024

Add Create Refresh Settings Help

Details	Account Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Status	Update
▶	31344331		US Dollar	HSBC BANK	03/18/2024		1	⬆	⬇	New	✎
▶	31344331		US Dollar	HDFC Bank Limited	03/28/2024		2	⬆	⬇	New	✎

Confirmation
The general account assignments have been updated.

Banking Details Cancel Save

View General Accounts Go

Once request is submitted then the 3D System administrator will receive 'To Do Notification' in their worklist with subject as "". They will review the request and approve the bank account.

Once reviewed and approved by the administrator, the status of the account will be updated to 'Approved'.

In a similar way, suppliers can raise Profile change requests for other profile sections like Contact, Address, Business Classifications, Products and Services etc. and submit request to administrator to review and approve.

End of Procedure.