

PLEASE NOTE – THE WEB AND AUDIO MEETING NUMBERS FOR THIS CALL ARE NOT THE SAME

- **Web Information:**
- Click here: <http://www.intercall.com/genesys/go/>
- In the upper-right hand, click to join as a **Participant**.
- Enter Meeting Number - *6307533155*
- **IMPORTANT: Please select “Already Dialed In” when prompted. You will need to dial-in separately at the number below (see Dial-in Information). The web link should be used for viewing the web portion of the training course only. The web portion is not equipped to handle audio for this course.**

- **AUDIO INFORMATION!**
- **PLEASE INSURE YOU ARE DIALED INTO THIS INFORMATION BELOW TO HEAR THE AUDIO FOR THE CALL -**
- **Dial-in Information:**
- Participant dial in (toll-free): 866-961-7940
- Participant dial in (International):703-639-2052
- Event ID: 1589136



Navistar Direct Ship iSupplier Portal

Invoice Management for Suppliers

Welcome to Direct Ship iSupplier Portal Training

- iSupplier Portal – Overview & Administration
- iSupplier Portal – Purchase Order Management
 - Purchase Orders
 - Purchase Order Acknowledgment
 - Advance Ship Notice

- iSupplier Portal – Invoice Management

Training Schedule (All Times CST)

- ***iSupplier Portal Overview & Admin***
 - *Mon 8/27* 1:00PM
 - *Tue 8/28* 9:00AM
 - *Fri 8/31* 8:30AM
- ***iSupplier Portal – PO Mgmt***
 - *Tue 8/28* 10:30AM
 - *Wed 8/29* 1:00PM
 - *Fri 8/31* 10:00AM
- ***iSupplier Portal – Invoice Mgmt***
 - *Wed 8/29* 3:00PM
 - *Thu 8/30* 10:00AM
 - *Fri 8/31* 12:00PM

Course Objectives: iSupplier Portal Invoicing

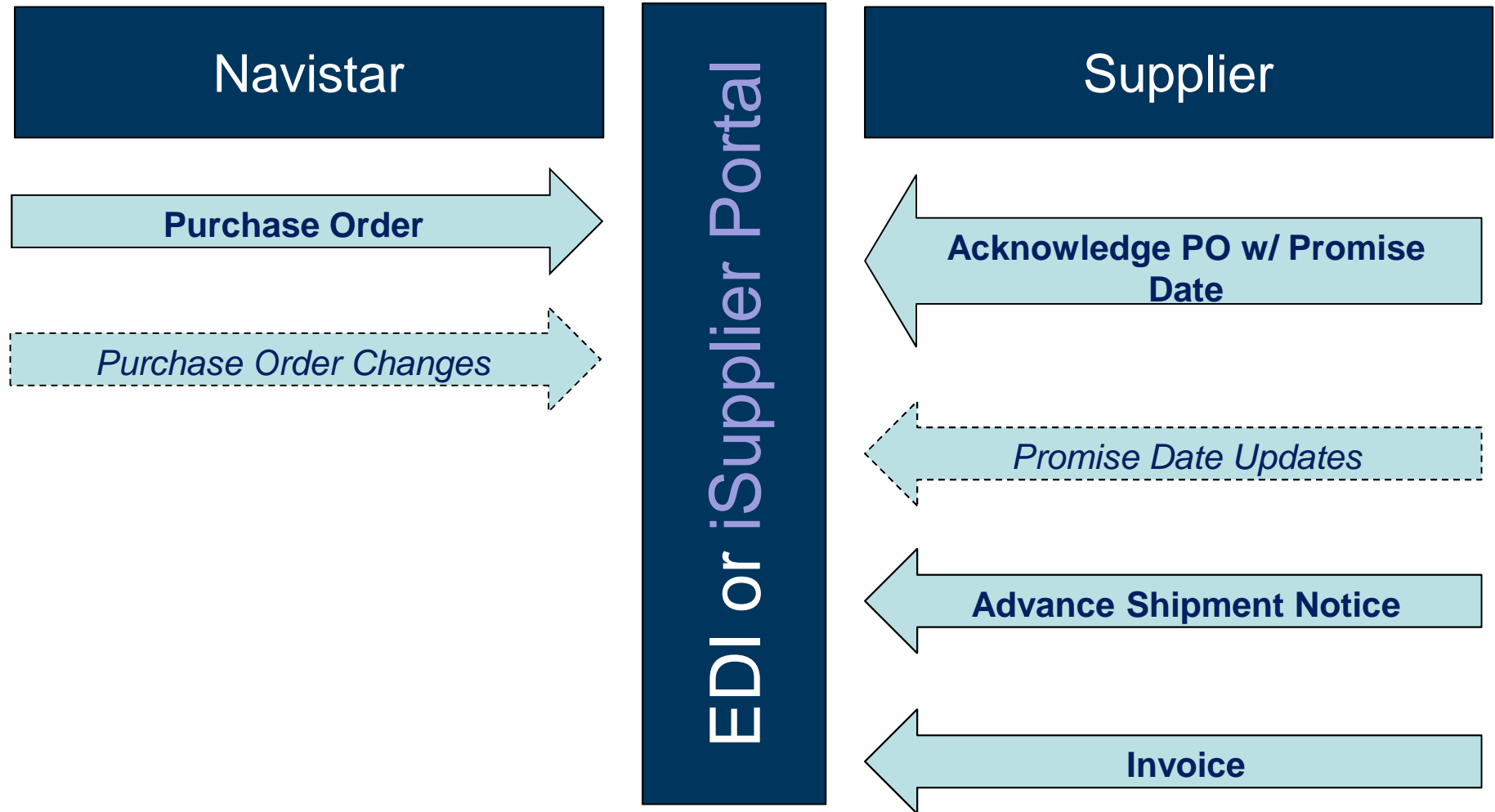
- Overview the Direct Ship ERP System
- Understand the functionality of the Direct Ship iSupplier Portal
- Understand how to log on to the Direct Ship iSupplier Portal
- Understand Invoice Management in the Direct Ship iSupplier Portal
 - Creating an Invoice
 - Viewing Invoices & Invoice Status

- Navistar's new ERP System for Direct Ship Service Parts is scheduled to launch September 4, 2012
- This ERP implementation is a further step in our ongoing initiatives to update and upgrade our existing Parts Systems
- A primary goal of this Direct Ship ERP System implementation is to increase the level electronic communication between Navistar and our customers and suppliers
 - EDI is the preferred method of information exchange (EDI installation or Third Party provider such as Liaison Inc's Athena Product)
 - iSupplier Portal is a functional alternative to EDI for some suppliers and is also an effective tool to complement EDI
 - New information requested from suppliers is being conveyed to the end customer
- **Navistar will no longer fax Direct Ship PO's to suppliers upon launch of the Direct Ship ERP System**

Project Overview – The role of iSupplier Portal

- Currently two instances of iSupplier used by Navistar Parts
 - Direct Ship and PDC (Note: PDC will move to the Direct Ship iSupplier instance in the future)
 - Suppliers will have separate sign-ons for each iSupplier instance
- Differences between PDC and Direct Ship
 - New Features for Direct Ship:
 - Supplier PO Acknowledgment and Promise Date update
 - Supplier provides ASN which will be passed back to the Dealers from Navistar, providing greater order visibility
 - Suppliers can input notes that are visible to Navistar eliminating the need for manual phone calls today
 - Invoicing
 - Similarities between PDC and Direct Ship
 - Purchase Orders functionality (viewing, printing, acknowledging) remains the same

Supplier Information Exchange



View and Print
Purchase Orders
(Screen or PDF)

Receive PO
Changes
(Revisions)

Submit Advance
Shipping Notice
Information

Submit
Electronic
Invoices

Acknowledge PO
and Provide
Promise Dates

View PO Status
and Search PO
for PO's

View and Search
for ASN
Information

View Invoice
Approval Status

Supplier Administrator Functionality

- Create and Manage Additional User ID's for different roles and responsibilities
- Users can set their own preferences
 - Language Preference
 - **Email Notification Options**

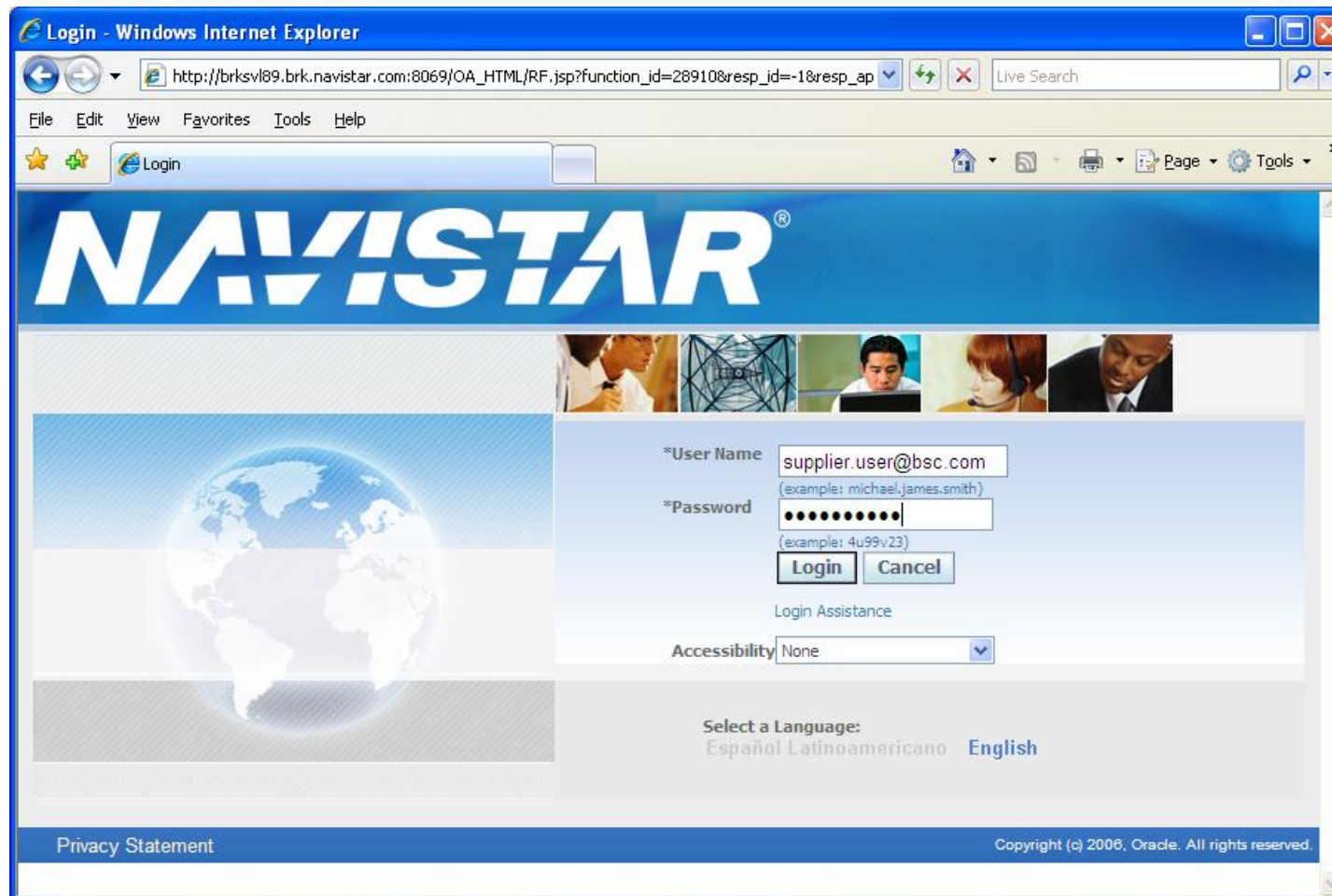
At the end of this course, participants are able to:

- Navigate the iSupplier Portal
- Describe the process of entering invoices
- Understand how to view invoices

Accessing iSupplier

After receiving your Administrator or Other Login

iSupplier URL: https://dhp.navistar.com/OA_HTML/AppsLogin



- Invoice Submission restrictions in iSupplier Portal**
 - All Invoices must be based on valid Purchase Order Line Items;
No miscellaneous or non-PO invoices are allowed**
 - No Duplicate Invoice Numbers**
 - No Lower Case Alphas in Invoice Numbers**
 - No Negative Amounts / Credit Memos**
 - No Adjusting or Supplemental Invoices (Original Invoice Submissions Only)**

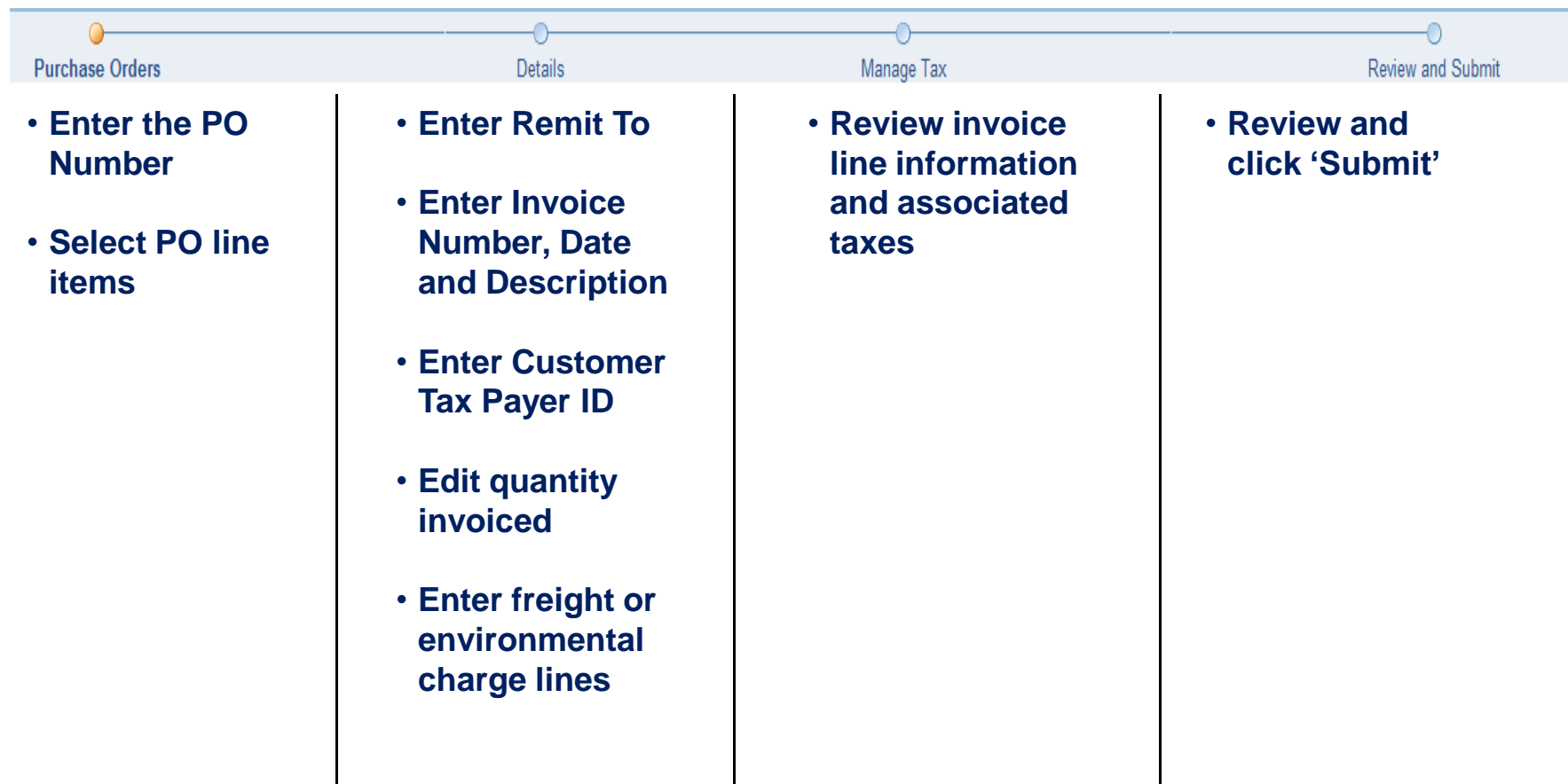
Validations

- Taxes are automatically calculated and cannot be updated
- VALID Freight Charges can be added
- Miscellaneous Charge can be added, but is **USED ONLY FOR BILLING “ENVIRONMENTAL FEES”**
- Quantities and Unit Costs can be updated, however any / all mismatches of this information between the Invoice and the Purchase Order and / or Shipment (receipt) information will cause the invoice to go **ON HOLD**
- Any failed validations will result in the invoice going **ON HOLD** rather than being automatically approved through Accounts Payable.

Watch an Oracle UPK (User Productivity Kit) Tool which provides an overview of creating an invoice

Create Invoices

- When creating invoices, the status bar will walk you through the required information:



Viewing Invoices

- ❑ iSupplier Portal allows for viewing of all previously processed invoices
 - ❑ Those Submitted through both iSupplier, EDI, and other sources
 - ❑ Includes any processed credit or debit memos (although these cannot be submitted via the iSupplier Portal)

Watch an Oracle UPK (User Productivity Kit) Tool which provides an overview of creating an invoice

- Direct Ship ERP Project Overview and the role of iSupplier Portal
- Understand the functionality of the Direct Ship iSupplier Portal
- Understand how to log on to the Direct Ship iSupplier Portal
- Understand Invoice Management in the Direct Ship iSupplier Portal
 - Creating an Invoice
 - Viewing Invoices
 - Viewing Invoice Status
- ***During the Project Launch period, please contact **xxxxxx** for any issues you encounter in utilizing the Navistar Direct Ship iSupplier Portal***

Questions



- For access to this presentation and additional training tools, please visit URL TBD
- To access any of the recorded UPK demonstrations utilized in this webinar
 - iSupplier User Creation
 - Update User Information
 - Password Maintenance
 - Setting Preferences