

- **Web Information:**
- Click here: <http://www.intercall.com/genesys/go/>
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- 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.**
- **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

Purchase Order Management for Suppliers

Purchase Orders, Acknowledgments, Promise Dates, ASNs

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 Purchase Order Management



- 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 Purchase Order Management in the Direct Ship iSupplier Portal
 - Navigation
 - Purchase Order Viewing & Printing
 - Purchase Order Acknowledgments and Promise Dates
 - Purchase Order Change History
 - Requesting Purchase Order Changes
 - Advance Shipment Notices

- 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 also an effective tool to compliment 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

View and Print
Purchase Orders
(Screen or PDF)

Acknowledge PO
and Provide
Promise Dates

Receive or Request
PO Changes
(Revisions)

View PO Status
and Search PO for
PO's

Submit Advance
Shipping Notice
Information

View and Search
for ASN
Information

Submit Electronic
Invoices

View Invoice
Approval Status

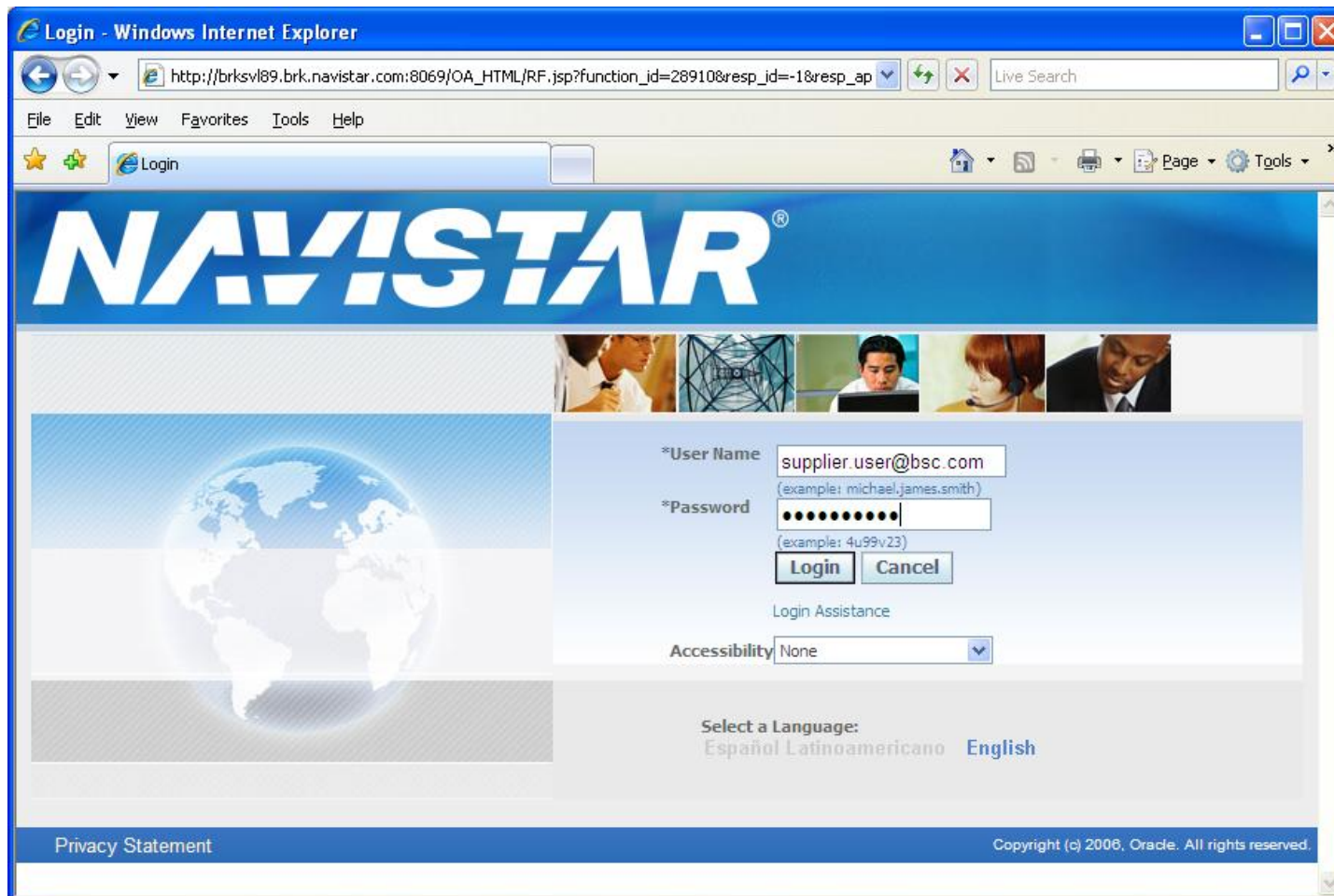
Supplier Administrator Functionality

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

Accessing iSupplier

After receiving your Administrator or Other Login

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



- General Navigation Review
- Layout of the Different Tabs / Functions / Preferences
- Tabs
 - Orders Tab (PO Mgmt - Viewing / Printing / Acknowledging / Change History)
 - Shipments Tab (ASNs – Submit / View)
 - Finance Tab (Invoice Mgmt – Submit / View)
 - Product Tab (Part Inquiry / Reference)

Watch an Oracle UPK (User Productivity Kit) Tool which provides an overview of the navigation and functions available in the Navistar Direct Ship iSupplier Portal

- Follow steps to display a single or list of Purchase Orders
- Understand the process of viewing, printing, and exporting Purchase Orders
- Search Options
- Viewing PO Change History

Watch an Oracle UPK (User Productivity Kit) Tool which demonstrates how to search for PO's, view PO's, print PO's, and view PO Change History in the Navistar Direct Ship iSupplier Portal

Module 3 – PO Acknowledgment and Promise Date

- ❑ Direct Ship Purchase Orders should be Acknowledged and Updated with a Promise Ship Date within 24 hours of PO receipt by the supplier
- ❑ The Promise Date is defined to be the date the supplier plans to ship the order such that the specified ordered quantity is completely fulfilled (i.e. the ‘last’ shipment date if a PO line will be shipped in more than one shipment). PO lines cannot be ‘split’ at the time of Acknowledgment
- ❑ Purchase Orders can be Acknowledged in iSupplier Portal in two ways:
 - ❑ Simple “Acknowledgment” – Best for single PO’s with limited lines
 - ❑ “Multiple PO Change” Method – Best for acknowledging and updating promise date information for multiple PO’s and / or PO’s with many lines
- ❑ Promise Dates can be updated more than once (if required)

Watch an Oracle UPK (User Productivity Kit) Tool which provides an overview of the two purchase order acknowledgment and promise date update methods

- ❑ **Suppliers may request changes to PO's during the steps to perform a Simple PO Acknowledgment, or via the 'Request Changes' function and utilizing a message box in the Direct Ship iSupplier Portal**
 - ❑ This functionality is not automatic or fully integrated, but will route your PO Change request for review within the Direct Ship ERP System
 - ❑ If your requested PO change is approved, Navistar will process the required PO Updates and the supplier should expect to receive an updated PO as confirmation
 - ❑ You may not request changes while using the 'Multiple PO Change' acknowledgment method

Watch an Oracle UPK (User Productivity Kit) Tool which provides an overview of how to request a change to a Purchase Order

Module 5 – Advance Shipment Notice

- Advance Shipment Notices should be entered as soon as possible after the actual physical shipment of goods
- The following information is **REQUIRED** on all ASN's
 - Shipment Date (not later than the date of entry)
 - Expected Delivery Date
 - Shipment Number (supplier's shipping reference)
 - Actual Freight Carrier (4 character SCAC Code)
 - Tracking Number (Waybill / Airbill Number field)
- In addition, iSupplier Portal ASNs can support additional information related to ASN's including Country of Origin
- ASNs are prepared by PO and line item and do allow for split / partial shipments
- ASNs cannot be modified after they are entered

Watch an Oracle UPK (User Productivity Kit) Tool which provides an overview of how to enter an Advance Shipment Notice

- Direct Ship ERP Project Overview and the role of iSupplier Portal
- Understand how to log on to the Direct Ship iSupplier Portal
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 - Navigation
 - Purchase Order Viewing & Printing
 - Purchase Order Acknowledgments and Promise Dates
 - Purchase Order Change History
 - Requesting Purchase Order Changes
 - Advance Shipment Notices
- ***During the Project Launch period, please contact **TBD** 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
 - Navigation
 - Purchase Order Viewing & Printing
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Supplier Information Exchange

