

Supplier SMF Training Guide

March 12, 2021

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Registration for SMF

Registration for SMF- NEW SUPPLIERS

If you are a New Supplier accessing SMF for the first time, you will receive a registration email from Wabtec with a Username and Temporary Password.

Follow the instructions provided in this message for successful account set-up.

SMF Log-in

Once you have received confirmation of successful registration for SMF, go to the Wabtec iSupplier Portal (www.Wabtec.com/iSupplier) to access the link to SMF.

Click on the **click here** link as shown in screenshot. It will redirect you to Login page.

Wabtec Transportation

Supplier Portal (ISP): Provides suppliers the ability to log into a secured environment and enter real time business transactions. The portal provides order inquiry, invoicing, and payment information.

Supplier Master File (SMF): Provides suppliers with the ability to log into a secured environment, and update their business details. This portal allows you to update contacts, addresses, and EFT/ACH payment details.

Click here to log into Wabtec Transportation iSupplier Portal (ISP) and Supplier Master File (SMF).

Wabtec Transportation Supplier Helpdesk Details

If you do not have access or are experiencing issues, please log a ticket at <https://wabtec.custhelp.com> with your supplier name and supporting details.

ISP Training sessions

Wabtec Transportation conducts bi-weekly training on how to use the iSupplier Portal. This training is every other Wednesday at 10AM EST, and starts on December 16, 2020. US Holidays may affect this schedule. Please watch for updates

Microsoft Teams meeting

Join on your computer or mobile app
Click here to join the meeting
+1 267-368-7428, 479025768# United States, Philadelphia
Phone Conference ID: 475 025 768#

Training Documents

- [Credit card reveal.pdf](#)
- [Supplier Master File \(SMF\) Supplier Training.pdf](#)
- [Old PO Number to New PO Number OETS.xls](#)
- [Old PO Number to New PO Number CANADA.xls](#)
- [Supplier Portal Training Guide/Web Invoicing Training](#)

Notifications
Wabtec Transportation iSupplier Portal will not be available on the following times and dates for Outage:

Enter your username and password and click on Sign In button.

For New Suppliers- Completing your Supplier Profile

Supplier Landing Page

Upon first log-in to SMF, you will be taken to a Welcome Page. You will use the Left Menu to navigate different sections of your Supplier Information. Once all information is provided, you will hit "Submit" to Submit your information for Wabtec Review.

The screenshot displays the Oracle Supplier Master File - Profile User interface. The top navigation bar includes the Oracle logo, the page title "Supplier Master File - Profile User", and links for "Home" and "Favo". The main content area is titled "Supplier Welcome Page" and contains the following text:

Welcome to Wabtec's Supplier Master File (SMF) Application!

If you are a new Supplier to Wabtec, please use the left-hand navigation bar to input your business information. Each page must be completed and Saved before your request can be processed.

Once you have provided all information, click Submit to advance this request.

If you are an existing Supplier, use the left-hand menu to view and make changes to your current supplier record.

Support:
FAQs
SMF Training Guide
For further assistance please log a ticket: <https://wabtec.custhelp.com/>

The left-hand navigation menu, titled "Related Information", lists the following options:

- Welcome Page
- Quick Update
- Address Book
- Supplier Questionnaire
- Supplier Contacts
- Tax Information
- Banking Details

Below the menu, there is a red text prompt: "Once all sections have been completed, please click here to Submit your record for review:" followed by a "SUBMIT" button.

Quick Update

The Quick Update page initially will show only your Supplier Name and Supplier GSL. Once your application is approved, you can come back to this page to view a quick summary of all Active Sites that you have set-up for Wabtec.

ORACLE Supplier Master File - Profile User Home Favorites Settings Worklist(1)

Suppliers :Quick Update

Supplier :

Supplier Name	Test1	Duns
Supplier Gsl A	W00211	Tax Id
Supplier Uri		
Vendor Name Alt1		

Supplier Sites :

Simple Search

Note that the search is case insensitive

Site Name	<input type="text"/>	OU Code	<input type="text"/>
Site GSL	<input type="text"/>	Address Code	<input type="text"/>
Site Request ID	<input type="text"/>	Address Name	<input type="text"/>

ReqId	Site Gsl	Site Type	Site Name	OU Code	Country	Purchasing Flag	Tax Rep Flag	Pay Site Flag	Address Code	View Site
No results found.										

Related Information

- Quick Update
- Address Book
- Supplier Questionnaire
- Supplier Contacts
- Tax Information
- Banking Details

Once all sections have been completed, please click here to Submit your record for review:

Address Book

Use "Create Address" to add all applicable addresses to your Supplier Record. You will be required to provide 1 Legal Address and at least 1 Order Fulfillment Address. All addresses that will be used to support Wabtec orders, including Order Fulfillment, Manufacturing, and Alternate Ship From locations should be added here.

The screenshot displays the Oracle GETS SMF Editor interface. The top navigation bar includes 'Home', 'Favorites', 'Settings', 'Worklist(235)', and 'Log'. The main content area is titled 'Create Address: Confirm Details' and shows 'Supplier Name Test1' and 'Supplier GSL W00211'. A 'Simple Search' section contains a search bar and 'Go'/'Clear' buttons. A table below the search bar has a 'Create Address' button highlighted with a red box. The table has columns for 'Details', 'Address code', 'Address Type', 'Address Line 1', 'Country', 'Status', and 'Update'. The 'Details' column contains the text 'No results found.'

Create Address

Mandatory fields required when adding an Address are identified with a *. If an Address Type is identified as Order Fulfillment or Remittance you will be required to provide a PO and Remittance contact. These are the individuals that will receive Purchase Order and Payment-related information. **Hit "Save" to save the Address.**

Supplier: [Search Supplier >](#)

Create Address: Confirm Details

Address Details

* Country	<input type="text"/>
* Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
Address Line 4	<input type="text"/>
County	<input type="text"/>
* City	<input type="text"/>
* Postal Code	<input type="text"/>
* Address Code	006
* Address Type	<input type="checkbox"/> Order Fulfillment
	<input type="checkbox"/> Remittance
	<input type="checkbox"/> Legal

Manufacturing
 Alternate Ship From

Below information required if the address country is Brazil

CNPJ	<input type="text"/>
State Inscription	<input type="text"/>
City Inscription	<input type="text"/>

Once all sections have been completed, please [click here to Submit your record for review:](#)

Address Types:

- Legal = Legal Address
- Order Fulfillment = Address to which Purchase Orders are sent
- Manufacturing = Address where goods are produced
- Alt Ship From = Address used for Shipping goods- this will only need to be identified if different than the Order Fulfillment and/or Manufacturing address
- Remittance = Address where Payment will be sent if NOT electing for Electronic Payment

Viewing Address

As Addresses are added, they can be viewed and updated from the Address Book screen. After Publishing your information, you will be able to Add new addresses but you will not be able to Edit existing addresses.

The screenshot shows the Oracle GETS SMF Editor interface. The top navigation bar includes 'Home', 'Favorites', 'Settings', and 'Worklist(235)'. The main content area is titled 'Create Address: Confirm Details' and displays 'Supplier Name Test1' and 'Supplier GSL W00211'. A 'Simple Search' section includes a note that the search is case insensitive and a search box with 'Go' and 'Clear' buttons. Below this is a table of address details with columns for 'Details', 'Address code', 'Address Type', 'Address Line 1', 'Country', 'Status', and 'Update'. The 'Update' column contains a pencil icon for each row. The 'Address Book' link in the sidebar and the 'Update' button in the table are highlighted with red boxes.

Supplier Name Test1 **Supplier GSL** W00211

Simple Search
Note that the search is case insensitive
Address Code **Go** **Clear**

Details	Address code	Address Type	Address Line 1	Country	Status	Update
▶	001	LEGAL,MANUFACTURING,ORDER_FULFILLMENT	123 Main St.	US	SUBMITTED	
▶	002	SHIP_FROM_ALT	456 Broadway Ave.	US	SUBMITTED	
▶	003	ORDER_FULFILLMENT	111 State St	US	SUBMITTED	

Supplier Questionnaire

The Supplier Questionnaire will differ based on the type of goods/services you will be supplying to Wabtec. All suppliers can use this section to notify Wabtec if you identify with any of the below listed Diversity Classifications. **Hit "Save" after making your elections.**

The screenshot displays the Oracle GETS SMF Editor interface for the Supplier Questionnaire. The top navigation bar includes 'Home', 'Favorites', 'Settings', 'Worklist(235)', and 'Logged In As 210048559'. The left sidebar shows 'Request' and 'Supplier' tabs, with 'Supplier' selected. Under 'Supplier', there are links for 'Search Supplier', 'Related Information', 'Quick Update', 'Address Book', 'Supplier Questionnaire' (highlighted), 'Supplier Contacts', 'Tax Information', and 'Banking Details'. The main content area is titled 'Diversity' and contains a question: 'Please select all Diversity Classifications that apply.' Below this is a table with two columns: 'Question' and 'Answer'. The table lists various diversity classifications, each with an unchecked checkbox in the 'Answer' column. A red box highlights the 'Supplier Questionnaire' link in the sidebar and the 'Save' button in the top right corner.

Question	Answer
Black-owned, managed & controlled supplier certification	<input type="checkbox"/>
Historically black colleges & universities/minority institutions	<input type="checkbox"/>
Historically underutilized business zones (HUB zone business)	<input type="checkbox"/>
Lesbian, gay, bisexual, transgender business enterprise	<input type="checkbox"/>
Minority business enterprise/Minority owned business	<input type="checkbox"/>
Service disabled Veteran-owned small business	<input type="checkbox"/>
Small disadvantaged business	<input type="checkbox"/>
Women-owned small business	<input type="checkbox"/>
Alaska Native Corporations (ANCs) and India Tribes	<input type="checkbox"/>

Supplier Questionnaire Cont'd

If you will be supplying goods that will go on a Wabtec product, you will also have the opportunity to notify Wabtec of any manufacturing certifications that your company has as well as attach supporting documentation. **Hit "Save" after making your elections.**

ORACLE GETS SMF Admin

Home Favorites Settings Worklist(236) | Logged In As 210048559 Logout

Request **Supplier** Interface Administration Notifications

Search Supplier

Related Information

- Quick Update
- Address Book
- Supplier Questionnaire**
- Supplier Contacts
- Tax Information
- Banking Details

Certifications

* Question No	Question	* Answer
1*	Do you have any other Certifications that you wish to provide?	No ▾
2	Are you AAR Certified?	No ▾
3*	Do you have any ISO Certifications?	No ▾
4*	Are you a member of a government operated Supply Chain Security Certification program? Examples include CTPAT, Canada PIP, and AEO.	No ▾

Attached Certifications

Attach File ...

File Name	File Type	Upload Date	Expiration Date	Document Category
No results found.				

Save

Supply Chain Security Questions

If you will be supplying goods that will go on a Wabtec product from outside of the United States, you will also be prompted to complete a Supply Chain Security Survey. All questions are Mandatory and Comments are required for any negative answers.

Supply Chain Security Questions

Question Identify which elements you have in your supplier program. If identified as "Do Not Have", please what comparable practice you have in place or why you have not implemented this practice:

...

Answer No	Practices	* Have/Do Not Have	Comment
1*	Procedures to control the issuance and removal of employee and visitor badges, keys, key cards, access controls and IT access	Have <input type="checkbox"/>	<input type="text"/>
2*	Procedures to positively identify government issued photo IDs of all visitors to site personnel. Visitors include customers, truck drivers, government officials, contractors, etc.	Have <input type="checkbox"/>	<input type="text"/>
3*	Training on security awareness to all employees addressing access control and reporting of suspicious behavior	Have <input type="checkbox"/>	<input type="text"/>
4*	Training to employees involved in supply chain on identifying suspicious cargo, access control and breach reporting. This includes employees involved in shipping and receiving area personnel.	Have <input type="checkbox"/>	<input type="text"/>
5*	Policies on Information Technology security policy requiring controls to prevent unauthorized access to computer systems and disciplinary actions that address improper use. Examples include user passwords requirement, password resets, system firewalls, virus protection, security services, etc.	Have <input type="checkbox"/>	<input type="text"/>
6*	Procedures to verify and document physical integrity of the container/trailer and locking mechanisms before stuffing (including checking for smuggling and human concealment)	Have <input type="checkbox"/>	<input type="text"/>
7*	Containers/trailers sealed with a high-security seal that meets or exceeds PAS ISO 17712 for high-security bolt seals	Have <input type="checkbox"/>	<input type="text"/>
8*	Company inspection procedures include a 7 point process for containers (front, left side, right side, floor, ceiling/roof, inside/outside doors, outside undercarriage) and a 10 point process for trailers (checking--fifth wheel area-check natural compartment/skid plate, outside/undercarriage, exterior-front/sides, rear-bumper/doors, front wall, left side, right side, floor, ceiling/roof, inside/outside doors)	Have <input type="checkbox"/>	<input type="text"/>
9*	Documented seal management procedures with process to replace and document a seal that is broke and stipulates the seals are kept in a secure place accessed only by authorized employees	Have <input type="checkbox"/>	<input type="text"/>
10*	Procedures to ensure all information used in the customs clearance of merchandise/cargo, is legible, complete, accurate, and protected against the exchange, loss or introduction of erroneous information	Have <input type="checkbox"/>	<input type="text"/>
11*	Ship and receiving procedures require employees to validate the item(s) and quantity of a shipment compared to the order and require any shortages and/or extraneous material to be reported	Have <input type="checkbox"/>	<input type="text"/>
12*	Program to monitor the movement of all cargo that is controlled by the supplier for shipments en route to United State carrying Wabtec material	Have <input type="checkbox"/>	<input type="text"/>
13*	Procedures on the selection of business partners that includes the capability of meeting contractual security requirements	Have <input type="checkbox"/>	<input type="text"/>
14*	Contracts include minimum security requirements (i.e. CTPAT requirements) where transportation suppliers and other services providers for shipping, handling or storing of exports to the US are used	Have <input type="checkbox"/>	<input type="text"/>
15*	Policies and procedures for pre-employment background checks (hover over: this includes criminal checks and investigations conducted consistent with foreign regulations)	Have <input type="checkbox"/>	<input type="text"/>
16*	Policies & procedures to notify law enforcement or your routing center upon the discovery of an identified breach	Have <input type="checkbox"/>	<input type="text"/>

Supply Chain Security Questions Cont'd

Hit "Save" after making your elections.

Question Please select which practices occur at your supplier site. If identified as "No", please what comparable practice you have in place or why you have not implemented this practice:

Answer No	Practices	Yes/No	Comment
1*	Employee identification system to positively identify individuals and for access control purposes	Yes <input type="checkbox"/>	<input type="text"/>
2*	Internal reviews conducted of all security operations of shipping, receiving, manufacturing and cargo storage	Yes <input type="checkbox"/>	<input type="text"/>
3*	Steps to prevent unauthorized individuals from entering the facility (i.e. shipping and receiving docks; cargo areas, trailers, trucks and containers). Examples include: are entrances manned or otherwise controlled by employees or covered by electronic access or with Closed Circuit Television)	Yes <input type="checkbox"/>	<input type="text"/>
4*	Secured perimeter fencing around cargo handling and storage facilities with periodic inspection to ensure perimeter integrity	Yes <input type="checkbox"/>	<input type="text"/>
5*	Building constructed of materials that are resistant to unlawful entry and building is periodically inspected	Yes <input type="checkbox"/>	<input type="text"/>
6*	Locks in good and working condition around all external and appropriate internal doors, gates and fences. This includes any sensitive internal areas such as human resources, information technology, shipping and receiving, etc.	Yes <input type="checkbox"/>	<input type="text"/>
7*	Exterior of facility is adequately lit with lights in good & working condition	Yes <input type="checkbox"/>	<input type="text"/>
8*	Functioning Closed Circuit Television or similar monitor of exterior building with records and recordings kept for a minimum of 30 days. This includes personnel entrances, interior and exterior of the docks, and yards where trailers and containers are loaded/unloaded and stored	Yes <input type="checkbox"/>	<input type="text"/>
9*	Containers (hover over: loaded or empty) in a secure location controlled by your company. Security assumes all requirements for physical security meet CTPAT requirements which may include fencing, security officers/guards, secured entrances, gates and gate houses, electronic access control devices, Closed Circuit Television, etc.	Yes <input type="checkbox"/>	<input type="text"/>

Save

Supplier Contacts

Use "Create Contacts" to add contacts to your supplier record. Contacts will be used for reference on Wabtec Supplier communications. Multiple Contacts can be added for each supplier.

The screenshot displays the Oracle GETS SMF Editor interface. The top navigation bar includes 'Home', 'Favorites', 'Settings', and 'Worklist(235)'. The main content area is divided into a sidebar and a main panel. The sidebar, under the 'Supplier' tab, lists 'Related Information' items: 'Quick Update', 'Address Book', 'Supplier Questionnaire', 'Supplier Contacts' (highlighted with a red box), 'Tax Information', and 'Banking Details'. The main panel, titled 'Supplier Contact', contains a form with fields for 'Contact Type' (a dropdown menu), 'First Name', and 'Last Name', followed by a 'Search' button. Below the form is a section titled 'Supplier Contact Details' which includes a 'Create Contact' button (highlighted with a red box) and a table. The table has columns for 'ContactType', 'Title', 'FirstName', 'LastName', 'Email', 'PhoneNumber', 'Mobile Number', 'Company URL', 'Update', and 'Delete'. The table currently shows 'No results found.'

Create a Contact

Mandatory fields required when adding a Contact are identified with a *. If the contact will require access to Wabtec systems to view PO or Payment information that can also be identified here.

Hit "Save" to save the Contact.

ORACLE GETS SMF Editor

Home Favorites Settings Worklist(235) | Logged In As 210048559 Logout

Request **Supplier** Interface Notifications

Search Supplier

Supplier Contacts Save Back

* Contact Type Sales

Title

* First Name John

* Last Name Supplier

* Email Address john@supplier.com

* Phone Number 4121234567

Mobile Phone Number

Company URL

Question Will this contact require access to Wabtec applications?

+ | ...

Supplier Portal (Invoicing & Payment Inquiries)

Supply Chain Connect (Purchase Orders & Shipments)

Addresses for Contact

+ | ...

Address Name

123 Main St

Associating a Contact with an Address

If you have multiple Contacts and multiple Addresses, you can associate your contacts to the appropriate address(es) by selecting the green “+” sign. This is not a required step, but can serve as a useful reference.

The screenshot displays the Oracle GETS SMF Editor interface. The main window shows the 'Supplier Contacts' section with search filters for Contact Type (Sales), Title, and First Name (John). A dialog box titled 'Search and Select: Address Name' is open, showing search criteria and a table of results. The search criteria are 'Address Line 1' and '%'. The table lists three addresses with columns for Quick Select, AddressId, Address Line 1, Address Name, Country, Purchasing Flag, Payment site Flag, Tax Reporting Flag, PO Email, and Remittance Email. The first address (AddressId 763) is selected. The 'Select' button in the dialog box is highlighted.

Quick Select	AddressId	Address Line 1	Address Name	Country	Purchasing Flag	Payment site Flag	Tax Reporting Flag	PO Email	Remittance Email
<input checked="" type="radio"/>	763	123 Main St.	001	US	Y	Y	Y	po@supplier.com	remit@supplier.com
<input type="radio"/>	765	456 Broadway Ave.	002	US					
<input type="radio"/>	766	111 State St	003	US	Y	Y		po@test.com	remit@test.com

Note that a “%” can be used as a wildcard character when completing Searches

Viewing Contacts

As Contacts are added, they can be viewed and updated from the Supplier Contacts screen. After Publishing your information, you will be able to Add, Edit, and Delete Contacts.

The screenshot displays the Oracle GETS SMF Editor interface. At the top, there is a navigation bar with the Oracle logo and 'GETS SMF Editor' text. On the right side of the navigation bar, there are links for 'Home', 'Favorites', 'Settings', and 'Worklist(235)'. Below the navigation bar, there are tabs for 'Request', 'Supplier', 'Interface', and 'Notifications'. The 'Supplier' tab is selected.

On the left side, there is a 'Search Supplier' section and a 'Related Information' section. The 'Related Information' section contains a list of links: 'Quick Update', 'Address Book', 'Supplier Questionnaire', 'Supplier Contacts' (highlighted with a red box), 'Tax Information', and 'Banking Details'.

The main content area is titled 'Supplier Contact'. It contains a search form with fields for 'Contact Type', 'First Name', and 'Last Name', and a 'Search' button. Below the search form is a 'Supplier Contact Details' section with a 'Create Contact' button and a menu icon (three dots).

The 'Supplier Contact Details' section contains a table with the following columns: 'ContactType', 'Title', 'FirstName', 'LastName', 'Email', 'PhoneNumber', 'Mobile Number', 'Company URL', 'Update', and 'Delete'. The table has one row of data:

ContactType	Title	FirstName	LastName	Email	PhoneNumber	Mobile Number	Company URL	Update	Delete
Sales		John	Supplier	john@supplier.com	4121234567				

The 'Update' and 'Delete' icons in the table are highlighted with a red box.

Tax Information

Basic Legal Entity Tax information is required for all suppliers. The Legal Name provided here must match the Legal Entity that is named on your Tax Registration Document. If your Legal Name contains non-English characters, please include an English Translation in the "Doing Business As Name" field. **Hit "Save" after all Tax Information is completed.**

Supplier Tax Information Save Cancel

LEGAL INFORMATION

Legal Name(Local Language) Doing Business As Name

Are You a Manufacturer,Disributor,Sales Agent or Service Provider? DUNS Number

Distributor
 Manufacturer
 Sales Agent
 Service Provider

LEGAL ENTITY TAX INFORMATION

Country of Incorporation * Tax Classification *

Tax Id *

Attach Tax Reg Doc *

Examples of Applicable Tax IDs:

Country	Tax ID
Australia	Australian Business Number
Brazil	CNPJ
China	Tax Residency Certificate
India	Permanent Account Number
Mexico	Federal Taxpayer Registry Code
United States	Tax Identification Number

Supplier Cancel Submit

Supplier ID 31441
 File ID 242
 File Name

Tax Information Cont'd

If your Country of Incorporation is outside of the United States, additional Tax questions will appear and will need to be answered with supporting documentation provided (if applicable).

Request **Supplier** Interface Notifications

Search Supplier

Related Information

- Quick Update
- Address Book
- Supplier Questionnaire
- Supplier Contacts
- **Tax Information**
- Banking Details

Supplier Tax Information Save

LEGAL INFORMATION

Legal Name(Local Language) Doing Business As Name

Are You a Manufacturer,Disributor,Sales Agent or Service Provider? Distributor Manufacturer Sales Agent Service Provider

DUNS Number

LEGAL ENTITY TAX INFORMATION

Country of Incorporation * Tax Classification *

Tax Id * Tax Registration Document * [View](#) [Clear](#) [Delete](#)

Are you providing non-tangible goods and/or services that will be performed in the United States?

Yes No

Are you exempt from or subject to reduced rate of withholding tax in this country?

Yes No

Tax Information- MSME Details

If your Country of Incorporation is India, you will need to select if you identify as an MSME business. If selecting "Yes", additional details including an MSME Certificate are required.

If your Country of Incorporation is outside of India, you do not need to complete this section.

MSME DETAILS

Are you a Micro, Small or Medium Enterprise?

Yes
 No

Micro, Small or Medium

Sales Tax Information by Address




For countries where VAT or GST are applicable, VAT or GST details must be provided and associated with each Address under the Sales Tax Information by Address section. Select "Update Tax" to enter this information.

Sales Tax Information by Address

Address Code **GO**

Supplier Address Details

...

Address Code	Address Line 1	Country	State	VAT/GST	Update Tax	Status
001	123 Main St.	US	PA			SUBMITTED
002	456 Broadway Ave.	US	TX			SUBMITTED
003	111 State St	US	PA			SUBMITTED

Adding Sales Tax Information by Address

Based on your Country of Incorporation, one of the below boxes will appear when you select "Update Tax". VAT/GST Numbers and Authority can be entered here along with a supporting Tax Document. **Hit "Save" to save the VAT/GST details.** All VAT/GST details will then be visible under the VAT/GST Column and can be updated in the future.

ORACLE GETS SMF Editor

Request **Supplier** Interface Notifications

Search Supplier

VAT & GST TAX INFORMATION

Are you registered for VAT or other Sales Tax in your country of incorporation?

Yes
 No

VAT Number VAT Document *

VAT Authority

ORACLE GETS SMF Admin

Request **Supplier** Interface Administration Notifications

Search Supplier

VAT & GST TAX INFORMATION

Are you registered for GST?

Yes
 No

Have you opted for the composition scheme?

Yes
 No

GST Number GST Authority

GST Document *

Sales Tax Information by Address

Address Code

Supplier Address Details

...

Address Code	Address Line 1	Country	State	VAT/GST	Update Tax	Status
001	123 Main St.	US	PA	123ABC45678	<input type="button" value="Update"/>	SUBMITTED
002	456 Broadway Ave.	US	TX		<input type="button" value="Update"/>	SUBMITTED
003	111 State St	US	PA		<input type="button" value="Update"/>	SUBMITTED

Banking Details

Use "Create" to add all applicable Bank Accounts to your Supplier Record. If you will have multiple Bank Accounts that will be used for different Wabtec purchases, include all of those Bank Accounts here. You will be prompted later to associate a Bank Account to each Order Fulfillment Address.

If you are unable to receive Electronic Payment and require Payment by Check, select the "PAY BY CHECK" box then hit "Save". Please note that Check Payments can only be made within the United States and must be approved by Wabtec's Finance Team before proceeding.

The screenshot displays the Oracle GETS SMF Editor interface. The top navigation bar includes 'Home', 'Favorites', 'Settings', 'Worklist(235)', and 'Logged In As 210048559'. The left sidebar shows 'Request' and 'Supplier' tabs, with 'Supplier' selected. Below the tabs are 'Search Supplier', 'Related Information', and a list of links: 'Quick Update', 'Address Book', 'Supplier Questionnaire', 'Supplier Contacts', 'Tax Information', and 'Banking Details' (highlighted with a red box). The main content area is divided into three sections: 'Bank Details', 'Bank Account and Assignment Details', and 'Payment Details'. In the 'Bank Account and Assignment Details' section, there is a checkbox labeled 'PAY BY CHECK' and a 'Save' button, both highlighted with a red box. In the 'Payment Details' section, there is a 'Create' button and a table with columns: 'Account Number', 'Account Name', 'IBAN', 'Currency', 'Branch Name', 'Bank Name', and 'Update Bank'. The table currently shows 'No results found.'

Creating a Bank Account

All Mandatory Fields when creating a Bank Account are identified with a “*”. Begin by identifying the Bank Country first as Mandatory Fields will be identified based on Bank Country

Supplier: Search Supplier >

Create Bank Account

Supplier Name Test1 Supplier GSL W00211

Bank

Select Existing Bank
 Create New Bank

* Bank Country United States

TerritoryShortName	TerritoryCode	Bank Identification
United States	US	ABA Routing Number

* Bank Name (English) []
▶ Show Bank Details

Create New Branch

* Branch Name (English) []
Branch Number []
SWIFT/BIC []
▶ Show Branch Details

Bank Account

* Account Number []
Check Digits []
IBAN []

* Account Name (English) []
Account Name (Local Language) []
* Currency []

Identifying the Bank

Search for your Bank Name by typing the name in the Bank Name box and selecting the Look-up icon. This will open a box with all matches on Bank Name. A search can also be completed on Bank Number from within this Box to identify the correct Bank Institution.

If you are unable to find the correct Bank, proceed to the "Creating a Bank and Branch" slide for further direction.

The screenshot shows the Oracle GETS SMF Editor interface. The main window is titled "Create Bank Account" and includes fields for "Supplier Name" (Test1) and "Bank Country" (United States). A search modal titled "Search and Select: Bank Name (English)" is open, showing search results for PNC Bank, N.A. The modal includes a search bar with "BankName" selected and "PNC" entered, and a "Go" button. The results table is as follows:

Quick Select	BankId	BankName	Bank Number
<input type="radio"/>	8428	PNC BANK, N.A.	
<input type="radio"/>	8486	PNC Bank, National Association	
<input type="radio"/>	8395	PNC BANK, N.A.	043000096

Identifying the Bank Branch

A Bank must first be selected before identifying a Bank Branch.

Search for your Branch Name by typing the name in the Branch Name box and selecting the Look-up icon. This will open a box with all matches on Branch Name for the given Bank. A search can also be completed on Branch Number or SWIFT/BIC code to identify the correct Branch.

If you are unable to find the correct Bank, proceed to the "Creating a Bank and Branch" slide for further direction.

The screenshot shows the 'Banking Details' section of the Wabtec system. The 'Bank' section is active, and the 'Branch' section is also visible. A search modal is open, displaying search results for 'Branch Name (English)'. The search results table shows two entries for 'Bank Branch Name' with 'Branch Number' and 'Bank Number' columns. The 'Quick Select' button is highlighted in red.

Quick Select	BankId	BranchId	BankBranchName	Branch Number	Bank Number	BIC
<input type="radio"/>	3395	23	Unknown	043000096	043000096	PNCCUS33
<input type="radio"/>	3395	1	WATERWORKS	043000096	043000096	PNCCUS33

Creating a Bank and Branch

If you are unable to find the correct Bank and/or Branch, you can select "Create New Bank" or "Create New Branch" to manually input Bank and/or Branch details.

When Creating a Bank, Bank Name in both English and Local Language (if applicable) are required. Bank address is highly recommended but not mandatory.

When Creating a Branch, Branch Name in both English and Local Language (if applicable), as well as Routing Number and SWIFT/BIC code are required. Branch address is highly recommended but not mandatory.

The screenshot displays the Oracle GETS SMF Editor interface for creating a bank account. The main title is "Create Bank Account". The form is divided into two main sections: "Bank" and "Branch".

Bank Section:

- Radio button: Select Existing Bank
- Radio button: Create New Bank
- Field: Bank Name (English) Key Bank
- Field: Bank Name (Local Language)
- Field: Institution Type
- Section: Address
 - Address Line 1
 - Address Line 2
 - Address Line 3
 - City
 - State
 - Zip Code

Branch Section:

- Radio button: Create New Branch
- Field: Branch Name (English) Pittsburgh
- Field: ABA Routing Number 0011223
- Field: SWIFT/BIC KBA123456
- Field: Branch Name (Local Language)
- Section: Address
 - Address Line 1
 - Address Line 2
 - Address Line 3
 - City
 - State
 - Zip Code

Left Sidebar:

- Search Supplier
- Related Information
 - Quick Update
 - Address Book
 - Supplier Questionnaire
 - Supplier Contacts
 - Tax Information
 - Banking Details (highlighted with a red box)

Top Navigation: Oracle GETS SMF Editor, Home, Favorites, Settings, Worklist(235), Logged In As 210048559, Logout

Adding Bank Account Details

Bank Account details can be added at the bottom of the Create Bank screen. All Mandatory Fields are identified with a "*" and non-applicable fields can be left blank.

If your Bank Account Name includes non-English characters, both your Account Local Language Name as well as English Translation must be provided to ensure successful payment. **Hit "Save" once all Bank Account Details are entered.**

The screenshot shows a 'Bank Account' form with the following fields and values:

- Account Number: 123456789
- Check Digits: (empty)
- IBAN: (empty)
- Account Name (English): Test1 Account
- Account Name (Local Language): (empty)
- Currency: USD

A dropdown menu for the Currency field is open, showing the following options:

CurrencyCode	Name
USD	US dollar

The 'Save' button is highlighted with a red box.

Viewing Banks

As Banks are added, they can be viewed and updated from the Banking Details screen. After Publishing your information, you will be able to Add new banks but you will not be able to Edit existing banks.

The screenshot displays the Oracle GETS SMF Editor interface. The top navigation bar includes 'ORACLE GETS SMF Editor', 'Home', 'Favorites', 'Settings', 'Worklist(235)', and 'Logged In As 210048559 Logout'. The main content area is titled 'Banking Details' and is divided into three sections: 'Bank Details', 'Bank Account and Assignment Details', and 'Payment Details'. The 'Payment Details' section contains a table with two rows of bank account information. A red box highlights the 'Update Bank' button in the rightmost column of the table.

Account Number	Account Name	IBAN	Currency	Branch Name	Bank Name	Update Bank
00011	Test1 Account		USD	WATERWORKS	PNC BANK, N.A.	
00022	Test1 Account2		USD	Pittsburgh	Key Bank	

Publishing Supplier Record

Once all information has been completed on your Supplier Record, select the "Submit" button. You will be able to view a summary of all Addresses and be prompted to assign a Bank to these addresses. All Order Fulfillment or Remittance Addresses require a Bank Assignment. Only 1 bank can be assigned per address. If you require multiple banks for a single address, this can be completed after initial Supplier Set-up.

The screenshot shows the Oracle GETS SMF Editor interface. The top navigation bar includes 'Home', 'Favorites', 'Settings', and 'Worklist(235)'. The main content area is titled 'Associate Bank to Address' and contains a table with the following data:

Address Code	Address Name	Address Line 1	Country	Status	Bank Assignment
001	001	123 Main St.	US	SUBMITTED	<input type="text"/>
002	002	456 Broadway Ave.	US	SUBMITTED	<input type="text"/>
003	003	111 State St	US	SUBMITTED	<input type="text"/>

Below the table, there is a 'SUBMIT' button highlighted with a red box. The sidebar on the left contains 'Related Information' links: Quick Update, Address Book, Supplier Questionnaire, Supplier Contacts, Tax Information, and Banking Details. A red message at the bottom of the sidebar reads: 'Once all sections have been completed, please click here to Submit your record for review:'. The 'SUBMIT' button is located at the bottom of this message.

Assigning a Bank to an Address

For each address requiring a Bank Assignment, select the Look-up Icon to prompt the Search and Select screen. You can search by Account Number or use “%” as a wildcard character to search and return all Bank Accounts. Select the appropriate Bank Account for the given address.

ORACLE GETS SMF Editor

Home Favorites Settings Worklist(235) Logged In As 210048559

Request **Supplier** Interface Notifications

Search Supplier

Related Information

- Quick Update
- Address Book
- Supplier Questionnaire
- Supplier Contacts
- Tax Information
- Banking Details
- Publish

Associate Bank to Address

Submit | ...

Address Code	Address Name	Address Line 1	Country	Status	Bank Assignment
001	001	123 Main St.	US	SUBMITTED	
002	002	456 Broadway Ave.	US	SUBMITTED	
003	003	111 State St	US	SUBMITTED	

Search and Select: Bank Assignment

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: Account Number % Go

Results

Quick Select	Account Number	Bank Name	Branch Name	Currency Code	Bank Address	Account Id
<input type="radio"/>	>XXXXX011	PNC BANK, N.A.	WATERWORKS	USD	EASTWICK,8800 TINICUM BOULEVARD,,,PHILADELPHIA,PA	382
<input type="radio"/>	>XXXXX022	Key Bank	Pittsburgh	USD	384

Cancel Select

Final Submission of Supplier Record

Once all Bank Assignments are complete, select the "Submit" button. A validation will be performed to ensure that all Mandatory Fields have been completed. Once the validation is complete, you will receive a Confirmation message such as below and the Publish button will no longer be active.

If your Supplier Records is missing Mandatory information, a detailed Error Message will display here. You must update your information then select the "Submit" button again once complete.

The screenshot shows the Oracle GETS SMF Editor interface. The top navigation bar includes 'Home', 'Favorites', 'Settings', and 'Worklist(235)'. The main content area is titled 'Supplier' and contains a 'Confirmation' message: 'Supplier Data Submitted Successfully'. Below this is a section titled 'Associate Bank to Address' with a table of bank assignments. A 'Submit' button is highlighted with a red box. The table has the following data:

Address Code	Address Name	Address Line 1	Country	Status	Bank Assignment
001	001	123 Main St.	US	SUBMITTED	XXXXXXXX011
002	002	456 Broadway Ave.	US	SUBMITTED	
003	003	111 State St	US	SUBMITTED	XXXXXXXX022

Next Steps

Based on the information that has been provided, an Account Verification and Supplier Screening will be completed by Wabtec after the Final Submission of your Supplier Record. If you have any questions regarding the status of your submission, please reach out to the Requestor that initiated the request or the Commodity Leader/Buyer that you have been working with.

Once the Supplier Screening is complete, you will receive an e-mail notification alerting you of the disposition (Approved or Rejected). If Approved, pay attention to the details in this message as they will notify you if any next steps are required to register for other Wabtec applications.

After your record is Approved, you may log in to SMF at any time to view or update your Supplier Record.

Help & Support

If Support is required throughout the process and the Requestor or your Commodity Leader/Buyer is unable to assist, please reach out to our Supply Chain Support team through one of the below options:

- E-mail: ebusiness.helpdesk@Wabtec.com
- Phone: 1-877-249-8848

The Supply Chain Support Team operates Monday – Friday from 8 am to 5 pm EST. Please allow 48 hrs for a response.

