

Supplier SMF Training Guide

January 28, 2020

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Registration for SMF

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.

If you are a current supplier that needs access to SMF, please contact the eBusiness Helpdesk with the below details.

Portal (SCC, ISP, SMF):

First Name:

Last Name:

Email Address:

Your Supplier Number or Recent Wabtec Purchase Order Number:

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:

Wabtec
Sign In
Username
Password
 Remember me
Sign In
Need help signing in?

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

For Current Suppliers- Viewing and Updating your Supplier Record

Supplier Landing Page

Upon first log-in to SMF, you will be taken to a page that displays your Supplier Name and a Wabtec Supplier ID (GSL). You can use the Left Menu to navigate different sections of your Supplier Information. A summary of your current sites will display at the bottom of this page. You can view the details associated with any site through selecting "View Site".

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

Related Information

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

Suppliers :Quick Update

Supplier :

Supplier Name Publish 2
Supplier Gsl A W00222
Supplier Url
Vendor Name Alt1

Duns 928343942
Tax Id 11.198.988/0001-61

Supplier Sites :

Simple Search

Note that the search is case insensitive

Site Name OU Code
Site GSL Address Code
Site Request ID Address Name

Go Clear

ReqId	Site Gsl	Site Type	Site Name	OU Code	Country	Purchasing Flag	Tax Rep Flag	Pay Site Flag	Address Code	View Site
11627	101		101	GETS	BR	Y	Y	Y	001	

Viewing Site Details

Useful information available on the Manage Sites page is highlighted below. Site details will apply to all Purchase Orders issued to this site:

Related Information

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

Manage Sites : Site Address

Back

Supplier :

Supplier Name	Publish 27	Supplier GSL	W00222
Address Name	001	Address Line 4	
Address Code	001	City	Bicas
Address Line 1	Av Engenheiro Pedro Drumond 32 Loja Santana	State	MG
Address Line 2		Postal code	36600
Address Line 3		Country	BR

Manage Sites

Site Gsl	101
* Site Name	101
Site Name Alt	
Start Date	02-Jun-2020
Inactive Date	
Status	INTERFACED
<input checked="" type="checkbox"/> Pay Site Flag	
<input checked="" type="checkbox"/> Purchasing Flag	
<input checked="" type="checkbox"/> TaxRepFlag	
Org Name	GETS
Po Email	po@test.com
Remittance Email	remit@test.com
Incoterms	FCA
Bank Assignment	56!

Payment Information

Will Standard Payment Terms apply? (Net 150 Quarterly Settlement)	Yes
Settlement Process	ISP

Address Details

Site Details:

- Identification as Purchasing and/or Payment Site
- PO & Remittance contacts
- Incoterms
- Bank Account associated with Site

Settlement Details:

- Payment Terms
- Settlement/Invoicing Process

Managing Addresses

All current Addresses can be viewed on the Address Book page. New addresses can be added through the "Create Address" button. If you are adding an address that is required for Purchase Orders or Shipping, notify your Commodity Leader or Buyer once the address is added so that they can convert it into a site to support these transactions.

If an Address needs to be Edited or Deleted, reach out to the Supply Chain Support Team.

ORACLE Supplier Master File - Profile User Home Favorites Settings Worklist(0)

Related Information

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

Create Address: Confirm Details

Supplier Name Supplier ISP Supplier GSL W00173

Search

Note that the search is case insensitive

Address code

| ...

Details	Address code	Address Type	Address Line 1	Country	Status	View Address
▶	001	LEGAL,MANUFACTURING,ORDER_FULFILLMENT,REMITTANCE	Address Line 1	US	SUBMITTED	

Adding a New 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

* Address Line 1

Address Line 2

Address Line 3

Address Line 4

County

* City

* Postal Code

* Address Code 006

* Address Type Order Fulfillment Remittance Legal Manufacturing Alternate Ship From

Below information required if the address country is Brazil

CNPJ

State Inscription

City Inscription

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

Managing Diversity Classification

The Supplier Questionnaire will show any Diversity Classifications that you have identified for your business. These can be updated at any time. **Hit "Save" after making your elections.**

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 main content area is titled 'Supplier' and contains a 'Diversity' section with the instruction: '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 left 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"/>

Managing Certifications

If you will be supplying goods that will go on a Wabtec product, any manufacturing Certifications can also be managed here. Answers as well as Certificates can be updated at any time.

Hit "Save" after making your elections.

The screenshot shows the Oracle GETS SMF Admin interface. The top navigation bar includes 'Home', 'Favorites', 'Settings', 'Worklist(236)', and 'Logged In As 210048559 Logout'. The main content area is titled 'Supplier' and contains a 'Search Supplier' section. On the left, a 'Related Information' sidebar lists 'Quick Update', 'Address Book', 'Supplier Questionnaire' (highlighted with a red box), 'Supplier Contacts', 'Tax Information', and 'Banking Details'. The main content area features a 'Certifications' section with a table of questions and answers. The table has columns for 'Question No', 'Question', and 'Answer'. The 'Answer' column contains dropdown menus with 'No' selected. A red box highlights the 'Answer' column. Below the table is an 'Attached Certifications' section with an 'Attach File' button (highlighted with a red box) and a table with columns for 'File Name', 'File Type', 'Upload Date', 'Expiration Date', and 'Document Category'. A 'Save' button is highlighted with a red box in the top right corner of the main content area.

* 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

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

Managing Contacts

All current Contacts can be viewed on the Supplier Contacts page. New Contacts can be added through the "Create Contact" button. Existing Contacts can also be Updated or Deleted. Contacts will be used as a reference only for Wabtec Communications. Your PO and Remittance e-mail addresses can be viewed and managed through the Manage Sites page.

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 Contact' and contains a form with fields for 'Contact Type', 'First Name', and 'Last Name', along with a 'Search' button. Below the form is a 'Supplier Contact Details' section with a 'Create Contact' button and a table of contacts. The table has columns for 'ContactType', 'Title', 'FirstName', 'LastName', 'Email', 'PhoneNumber', 'Mobile Number', and 'Company URL'. The 'Update' and 'Delete' icons for the first contact are highlighted with a red box. The 'Supplier Contacts' link in the left sidebar is also highlighted with a red box.

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

Adding a Contact

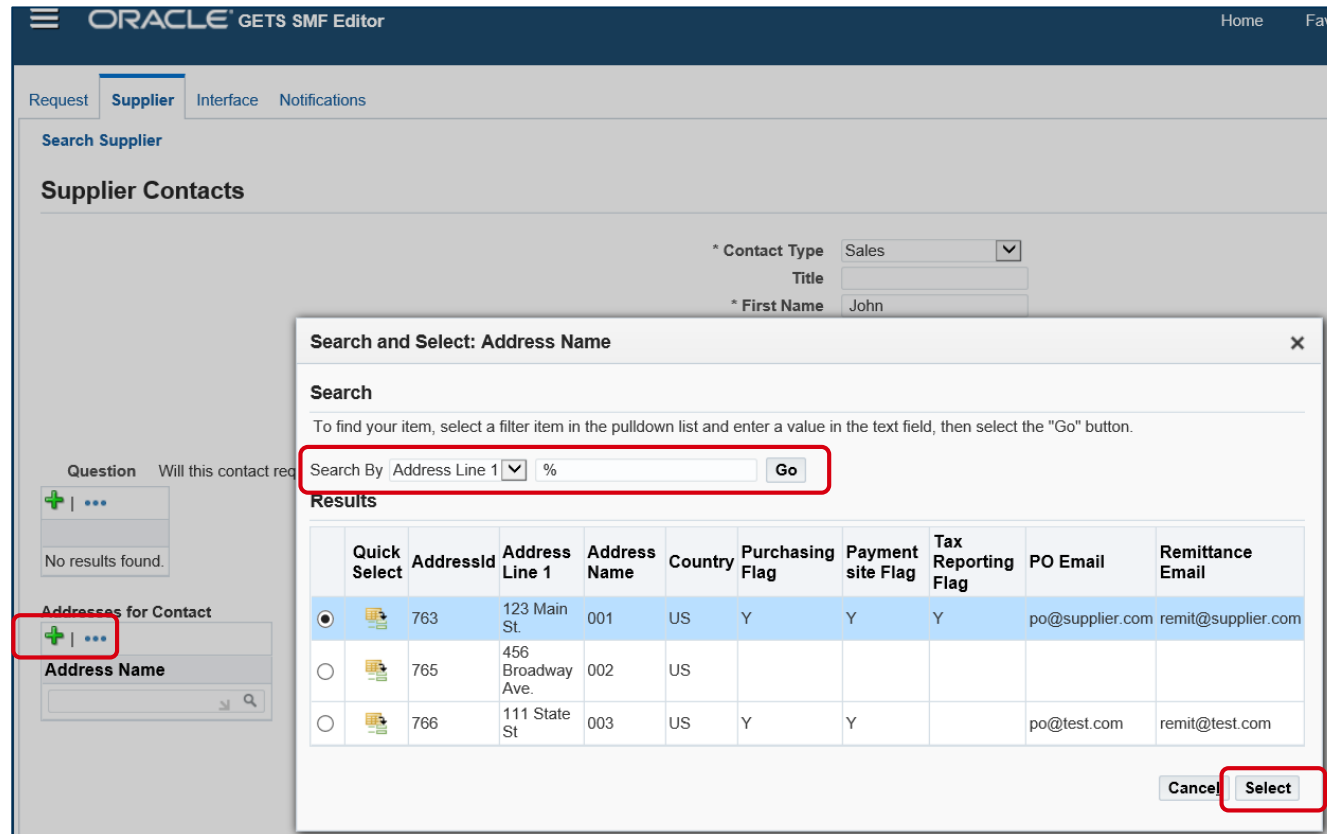
Mandatory fields required when adding a Contact are identified with a *. If the contact will require access to Wabtec systems to view PO or Payment information that can also be identified here.

Hit "Save" to save the Contact.

The screenshot shows the Oracle GETS SMF Editor interface. At the top, there is a navigation bar with 'ORACLE GETS SMF Editor' on the left and 'Home', 'Favorites', 'Settings', 'Worklist(235)', 'Logged In As 210048559', and 'Logout' on the right. Below the navigation bar, there are tabs for 'Request', 'Supplier', 'Interface', and 'Notifications'. The 'Supplier' tab is active. Underneath, there is a 'Search Supplier' section. The main content area is titled 'Supplier Contacts' and contains a form for adding a contact. The form fields are: '* Contact Type' (Sales), 'Title', '* First Name' (John), '* Last Name' (Supplier), '* Email Address' (john@supplier.com), '* Phone Number' (4121234567), 'Mobile Phone Number', and 'Company URL'. A 'Question' section asks 'Will this contact require access to Wabtec applications?' with a '+ | ...' button. Below this, there is a list of options: 'Supplier Portal (Invoicing & Payment Inquiries)' and 'Supply Chain Connect (Purchase Orders & Shipments)'. Underneath, there is an 'Addresses for Contact' section with a '+ | ...' button and an 'Address Name' field containing '123 Main St'. A red box highlights the 'Save' button in the top right corner of the form area.

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 shows the Oracle GETS SMF Editor interface. The main page is titled 'Supplier Contacts' and has a search bar. 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 has 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 row is selected.

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 Tax Information

Basic Legal Entity Tax information can be viewed on the Tax Information page. Any updates to Legal Name, Tax Classification and/or Tax ID must be sent to the Supply Chain Support Team or your Commodity Leader/Buyer along with supporting documentation. The update will be reviewed and then executed by the Wabtec team.

Request **Supplier** Interface Notifications

Search Supplier

Related Information

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

Supplier Tax Information

Save Cancel

LEGAL INFORMATION

Legal Name(Local Language) Test1 Doing Business As Name

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

Distributor
 Manufacturer
 Sales Agent
 Service Provider

LEGAL ENTITY TAX INFORMATION

Country of Incorporation * United States Tax Classification * C Corporation

Tax Id * 12-3456789 x Attach Tax Reg Doc *

Updating MSME Details- India Businesses Only

If your Country of Incorporation is India, MSME information is required. You can view your current MSME identification as well as update your information at any time from the Tax Details Page. **Hit "Save" after making any updates.**

All MSME changes require supporting documentation and will be reviewed by Wabtec before the update is accepted.

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

Updating Sales Tax Information by Address

For countries where VAT or GST are applicable, VAT or GST details can be viewed and updated from the Tax Details page. Select "Update Tax" to change the VAT/GST details associated with a given 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 updated here along with a supporting Tax Document. **Hit "Save" to save the VAT/GST details.**

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	123ABC45678		SUBMITTED
002	456 Broadway Ave.	US	TX			SUBMITTED
003	111 State St	US	PA			

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 * Browse...

VAT Authority x

Save

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 * Browse...

Save

Managing Bank Accounts

All current Banks can be viewed on the Banking Details page. New Banks can be added through the “Create Bank” button. **Please note that adding a Bank Account here will not update the account that is currently being used for payment. You will need to notify your Commodity Leader or Buyer once the bank account is added so that they can update the appropriate purchasing sites with the new account details.**

If a Bank Account needs to be Edited or Deleted, reach out to the Supply Chain Support Team.

The screenshot shows the Oracle Supplier Master File - Profile User interface. The top navigation bar includes 'Home', 'Favorites', 'Settings', 'Worklist(0)', and 'Logged In As W00173@SMF2.C'. The main content area is divided into sections: 'Bank Details', 'Bank Account and Assignment Details' (with a 'PAY BY CHECK' checkbox), and 'Payment Details'. The 'Payment Details' section contains a table with one row of data.

Account Number	Account Name	IBAN	Currency	Branch Name	Bank Name	View Bank
1233	Test 4		USD	WATERWORKS	PNC BANK, N.A.	

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)

* Branch Name (English)

Branch Number

SWIFT/BIC

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 along with associated 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), "Bank Country" (United States), and "Supplier GSL" (W00211). A search modal titled "Search and Select: Bank Name (English)" is open, showing a search filter set to "BankName" with the value "PNC" and a "Go" button. The search 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 displays the 'Banking Details' section of the software. The 'Bank' section is active, showing 'Select Existing Bank' and 'Bank Name (English)' set to 'PNC BANK, N.A.'. The 'Branch' section is also visible, with 'Select Existing Branch' selected and 'Branch Name (English)' set to 'PNC BANK, N.A.'. A search dialog box is open, titled 'Search and Select: Branch Name (English)'. The dialog shows search criteria and a table of results. The 'Quick Select' column is highlighted with a red box. The 'Go' button is also highlighted with a red box. The search results table is as follows:

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 Crating 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 form is titled "Create Bank Account" and includes a "Supplier Name" field set to "Test1" and a "Supplier GSL" field set to "W00211". The "Bank Country" is set to "United States". The form is divided into two main sections: "Bank" and "Branch". In the "Bank" section, the "Create New Bank" option is selected, and the "Bank Name (English)" field is populated with "Key Bank". In the "Branch" section, the "Create New Branch" option is selected, and the "Branch Name (English)" field is populated with "Pittsburgh", the "ABA Routing Number" is "0011223", and the "SWIFT/BIC" is "KBA123456". Both the "Create New Bank" and "Create New Branch" radio buttons are highlighted with red boxes. The form also includes sections for "Details" (Institution Type, Bank Name (Local Language)) and "Address" (Address Line 1, 2, 3, City, State, Zip Code) for both the bank and the branch. The interface includes a top navigation bar with "Home", "Favorites", "Settings", "Worklist(235)", "Logged In As 210048559", and "Logout". A left sidebar contains "Search Supplier", "Related Information", and "Banking Details".

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.

Next Steps & Additional Support

Some Supplier Record updates may require Wabtec review & approval before becoming visible. Please reach out to your Commodity Leader or Buyer with any questions regarding the status of a change request.

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.

