

Supplier Portal Training guide

December 2020

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Wabtec Transportation Supplier Portal

Visit <https://www.wabteccorp.com/isupplier> to access link to iSupplier & Supplier Master File portals, Training documents, & Contact details.



Home >

Wabtec iSupplier and Supplier Master File

iSupplier 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 iSupplier Portal (ISP) and Supplier Master File (SMF).

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

Sessions:

- June Training is on 6/02/21, 6/16/21, and 6/30/21
- July Training is on 7/14/21 and 7/28/21
- August Training is on 8/11/21 and 8/25/21

ISP Teams Training Link

Join on your computer or mobile app

[Click here to join the meeting](#)

+1 267-368-7428, 475025768# United States, Philadelphia

Phone Conference ID: 475 025 768#

SMF Training Sessions

Wabtec conducts bi-weekly training on how to use the Supplier Master File. This training is every other Tuesday at 10AM EST. US Holidays may affect this schedule. Please watch for updates

Sessions:

- July Training is on 7/06/21 and 7/20/21
- August Training is on 8/03/21, 8/17/21, and 8/31/21
- September Training is on 9/14/21 and 9/28/21

SMF Teams Training Link

Join on your computer or mobile app

[Click here to join the meeting](#)

+1 267-368-7428, 890119100# United States, Philadelphia

Phone Conference ID: 890 119 100#

Training Documents

- [iSupplier Portal User Guide \(PDF\)](#)
- [Virtual Credit Card User Guide \(PDF\)](#)
- [Supplier Master File \(SMF\) Supplier Training \(PDF\)](#)
- [Old PO Number to New PO Number GETS.xls](#)
- [Old PO Number to New PO Number CANADA.xls](#)

Wabtec Transportation Supplier Portal

Wabtec iSupplier and Supplier Master File

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

Supplier Portals ISP and SMF:

To log into ISP and/or SMF, click this link

Wabtec iSupplier 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.

Access to ISP and SMF:

To get access to supplier portals open a ticket <http://wabtec.custhelp.com>. Please specify if the access is for ISP or SMF.

ISP Training Sessions

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

Sessions:

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ISP Teams Training Link

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Click [here](#) to join the meeting

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Phone Conference ID: 475 025 768#

Live Training Details

SMF Training Sessions

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Sessions:

- July Training is on 7/06/21 and 7/20/21
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SMF Teams Training Link

Join on your computer or mobile app

Click [here](#) to join the meeting

+1 267-368-7428, 890119100# United States, Philadelphia

Phone Conference ID: 890 119 100#

Training documents:

Refer training documents section for all Portal related training documents.

Training Documents

- [iSupplier Portal User Guide \(PDF\)](#)
- [Virtual Credit Card User Guide \(PDF\)](#)
- [Supplier Master File \(SMF\) Supplier Training \(PDF\)](#)
- [Old PO Number to New PO Number GETS.xls](#)
- [Old PO Number to New PO Number CANADA.xls](#)

iSupplier Portal Login

Click on the [click here](#) link as shown in screenshot. It will redirect you to Login page.

Wabtec iSupplier and Supplier Master File

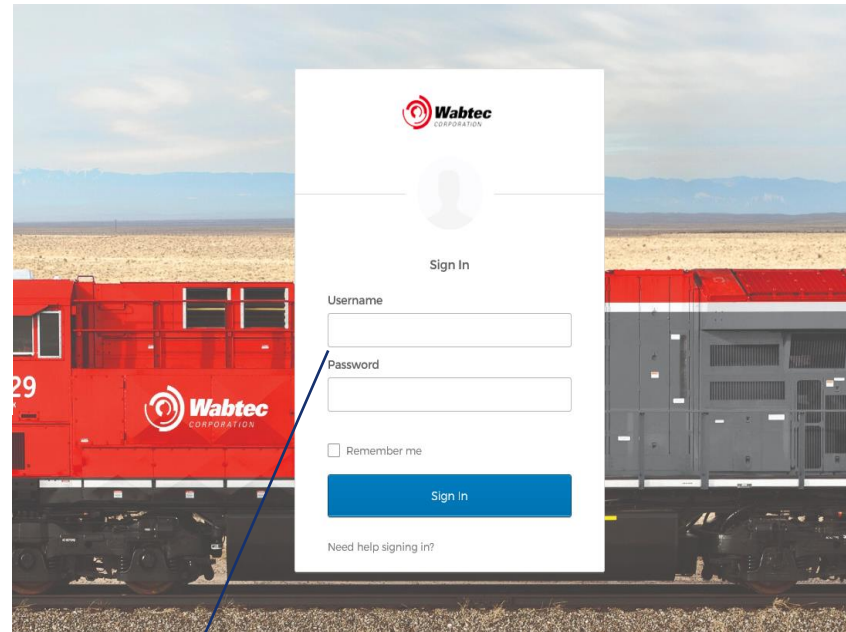
iSupplier Portal (ISP): Provides suppliers the ability to log into a secured environment and enter real time business transactions. The portal provides order inquiry, invoicing, and payment information.

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

Wabtec iSupplier 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.



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

iSupplier Home Page

After you successfully logged in, click on [Wabtec iSupplier Portal](#).

Home Page: Click on [Home Page](#) to access below features.

Supplier Home

Access to Notifications regarding your purchase orders, Invoices etc.

Purchase orders

PO Review

View Change History

Shipments

Receipts – view PO receipts

Returns – view PO returns.

Overdue receipts.

Finance

Create Invoices – if you are setup for web invoice.

View Invoices.

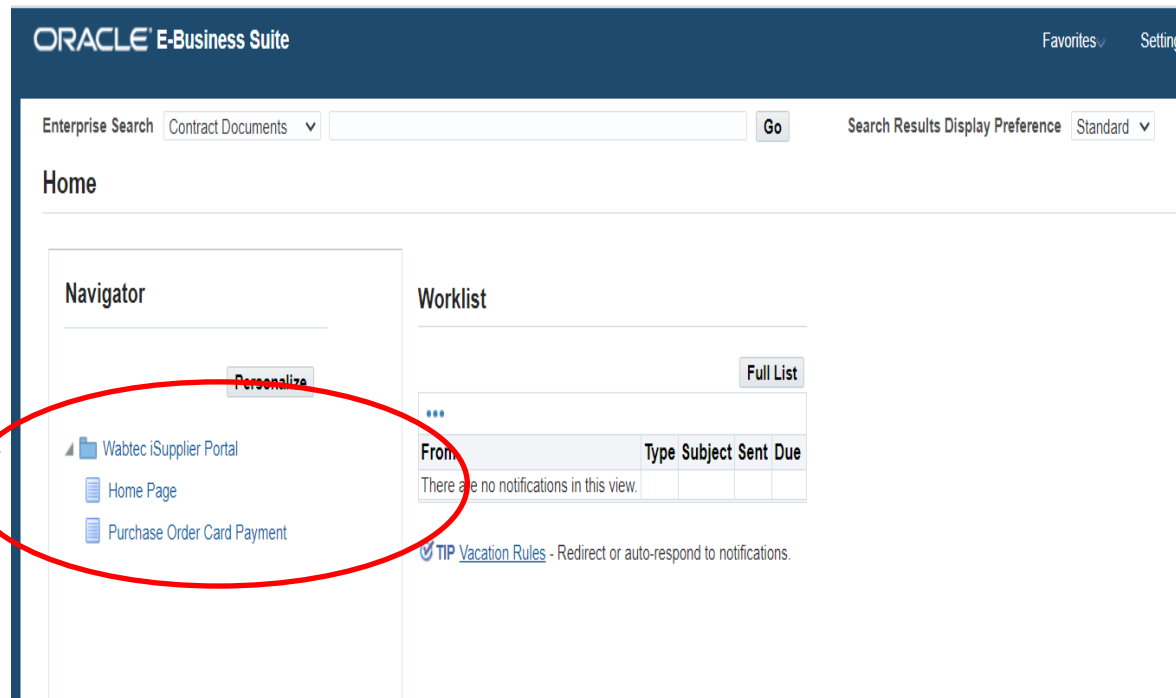
View Payments.

Purchase order card Payment:

If you are credit card supplier

Click on [Purchase order card payment](#) link

To get access to your credit card details for Purchase order.



iSupplier Home Page

Supplier Home

Notifications – This section will display most recent notifications related to your orders.

Supplier Home | Orders | Shipments | Finance

Search PO Number 171918603 Go

Notifications

Full List

Subject	Date ▲
For Your Review - Standard Purchase Order 171918604, 0	23-Jun-2020 15:07:35
For Your Review - Standard Purchase Order 171918603, 0	23-Jun-2020 15:06:33
For Your Review - Standard Purchase Order 171917834, 0	18-Jun-2020 13:46:58
For Your Review - Standard Purchase Order 171917833, 0	18-Jun-2020 13:46:25
For Your Review - Standard Purchase Order 171917147, 0	15-Jun-2020 14:19:59

Orders At A Glance

Full List

PO Number	Description	Order Date
171918604		23-Jun-2020 15:07:35
171918603		23-Jun-2020 15:06:31
171917834		18-Jun-2020 13:46:58
171917833		18-Jun-2020 13:46:24
171917147		15-Jun-2020 14:19:58

Orders At A Glance – This section will list your most recent purchase orders.

Shipments

Shipments: click on shipments tab to review Receipts, Returns or overdue receipt details.

The screenshot displays the 'Shipments' section of a software interface. At the top, there are navigation tabs: 'Supplier Home', 'Orders', 'Shipments', 'Finance', and 'Credit Card Payment'. The 'Shipments' tab is highlighted with a red circle and an arrow. Below this, there are sub-tabs: 'Receipts', 'Returns', and 'Overdue Receipts', all of which are also circled in red. A blue arrow points from the 'Receipts' sub-tab down to the 'Receipt' column header in the table below. The main content area is titled 'View Receipts' and includes an 'Export' button. Below this is a 'Simple Search' section with an 'Advanced Search' button. The search form contains several input fields: 'Receipt Number', 'PO Number' (with an example '1234'), 'Release Number' (with an example '1234-2'), 'Shipment Number', 'Shipped Date' (with an example '13-Aug-2020' and a calendar icon), 'Organization', 'Item Number', 'Supplier Item', 'Item Description', and 'Receipt Location'. There are 'Go' and 'Clear' buttons at the bottom of the search form. Below the search form is a table with a header row containing columns: 'Receipt', 'Creation Date', 'Organization', 'Shipment', 'Shipped Date', 'Packing Slip', 'Containers', 'Waybill/Airbill', 'Freight Carrier', 'Bill of Lading', 'PO Number', 'Invoice', and 'Attachments'. The first row of the table contains the text 'No search conducted.'

Receipt: Click on receipt button to view all the receipt transactions.

Returns: Click on Returns button to view all returns transactions.

Overdue receipts: Click on overdue receipts to view all overdue receipt details.

Enter filter criteria and click on Go button to search for details.

Finance

Finance: click on Finance tab to create Web invoice, view invoices and view payments.

Supplier Home Orders Shipments **Finance** Credit Card Payment

Create Invoices | View Invoices | View Payments

Invoice Actions

Search

Note that the search is case insensitive

Supplier 3M Company

Invoice Number

Invoice Date From (13-Aug-2020)

Invoice Status

Purchase Order Number

Invoice Amount

Invoice Date To

Currency

Go Clear

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order
No search conducted.				

Finance – Create Web Invoice

Click the Go button to enter the invoice creation workflow.

Supplier Home Orders Shipments **Finance**

Create Invoices View Invoices View Payments

Invoice Actions Create Invoice With a PO **Go**

Search

Note that the search is case insensitive

Supplier 3M Company Purchase Order Number

Invoice Number Invoice Amount

Invoice Date From (23-Jun-2020) Invoice Date To

Invoice Status Currency

...

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attache
No search conducted.									

Finance – Create Web Invoice

1. In the Purchase order number field, capture the PO for which you will be creating the invoice. Then click the “Go” Button
2. You will get the PO Lines that are available to be invoiced, select the invoice line and Click “Add to Invoice” Button
3. Once you get the Items Added to Invoice screen and verify the needed PO lines are included, click “Next”.

Create Invoices | View Invoices | View Payments

Purchase Orders | Details | Manage Tax | Review and Submit

Create Invoice: Purchase Orders Cancel Step 1 of 4 **Next**

Search Advanced Search

Note that the search is case insensitive

Purchase Order Number: 171918603
 Purchase Order Date: 12/30/2020
 Buyer:
 Organization:
 Advances and Financing: Excluded
 Go Clear

Select Items: Add to Invoice | ...

PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/>	171918603	1	1	<input type="checkbox"/>	iSupplier - 3M - Test 2 - PA		100	100	0	Each	49	USD	WABTEC_ERI_Bld. 42_7_INDIRECT	GETS Operating Unit		

Purchase Order Items Added to Invoice

Select Items: Remove from Invoice | ...

PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization
<input type="checkbox"/>	171918603	1	1	iSupplier - 3M - Test 2 - PA		100	100	0	Each	49	USD	WABTEC_ERI_Bld. 42_7_INDIRECT	GETS Operating Unit

Finance – Create Web Invoice

1. Go to Invoice Details on the right side of the screen and capture the Invoice Number and Invoice Date fields.
 - Invoice terms will start based off Invoice Creation Date.
2. Supplier Invoice Number is mandatory, and Supplier Invoice Date and Invoice Description fields are optional.
3. Attach a hard copy of your invoice
4. Review QUANTITY. This is the quantity you are going to invoice. You can do partial amounts.
5. Always review your supplier information for correctness.
6. Once you reviewed all details, click “Next”.

Create Invoices | View Invoices | View Payments

Purchase Orders | **Details** | Manage Tax | Review and Submit

Cancel Back Step 2 of 4 **Next**

Create Invoice: Details
* Indicates required field

Supplier

* Supplier 3M Company
Tax Payer ID 41-0417775
* Remit To 101
Address General Offices 3M Center Saint Paul MN 55144-1000
Remit To Bank Account
Unique Remittance Identifier
Remittance Check Digit

Invoice

* Invoice Number TEST-3M
* Invoice Date 23-Jun-2020
Invoice Type Invoice
Currency USD
Invoice Description
Context Value
Supplier Invoice Number
Supplier Invoice Date
Attachment +

Customer

* Customer Tax Payer ID SYS12059
Customer Name Wabtec Transportation Legal Entity
Address 2901 East Lake Road Erie 16531 US

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	* Quantity	Unit Price	UOM	Amount
171918603	1	1		iSupplier - 3M - Test 2 - PA		WABTEC_ERL_Bld_42_7_INDIRECT	100	100	\$9	Each	4900

Shipping and Handling

Charge Type	Amount	Description
No results found		

Finance – Create Web Invoice

Do not change ANYTHING on this page. Tax is calculated once your invoice pushes to our payment system.

Create Invoices | View Invoices | View Payments

Purchase Orders | Details | Manage Tax | Review and Submit

Cancel Save Back Step 3 of 4 Next Submit

Create Invoice: Manage Tax

Supplier

* Supplier 3M Company
 * Tax Payer ID 41-0417775
 * Remit To 101
 Address General Offices 3M Center Saint Paul MN 55144-1000
 Remit To Bank Account 777180753
 Unique Remittance Identifier
 Remittance Check Digit

Invoice

* Invoice Number TEST-3M
 * Invoice Date 23-Jun-2020
 Invoice Type Standard
 * Currency USD
 Invoice Description
 Supplier Invoice Number
 Supplier Invoice Date
 Attachment None

Customer

* Customer Tax Payer ID SYS12059
 Customer Name Wabtec Transportation Legal Entity
 Address 2901 East Lake Road Erie 16531 US

Requester Email
 Requester First Name
 Requester Last Name

Summary Tax Lines

Calculate

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
1	SBX_REGIME_US	USTAX_P2P_18446	USTAX_P2P_184...	VENDORTAX	USTAX_P2P_184...	6	245	Active

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
171918003	1	1	Supplier - 3M - Test 2 - PA		WABTEC_ERI_Bld_42_7_INDIRECT	100	100	Each	49	4,900.00

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Invoice Summary

Items	4,900.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	245.00
Recalculate Total	Total (USD) 5,145.00



Finance – Create Web Invoice

1. Review Invoice Line Details, if no changes are needed click “Submit”.
 - In case you need to perform a change in any of the previous steps, click “Back” button

Purchase Orders
Details
Manage Tax
Review and Submit

Step 4 of 4

Create Invoice: Review and Submit

Supplier

* Supplier 3M Company
 Tax Payer ID 41-0417775
 * Remit To 101
 Address General Offices 3M Center Saint Paul MN 55144-1000
 Remit To Bank Account 777180753
 Unique Remittance Identifier
 Remittance Check Digit

Invoice

* Invoice Number TEST-3M
 * Invoice Date 23-Jun-2020
 Invoice Type Standard
 * Currency USD
 Invoice Description

Supplier Invoice Number
 Supplier Invoice Date
 Attachment None

Customer

* Customer Tax Payer ID SYS12059
 Customer Name Wabtec Transportation Legal Entity
 Address 2901 East Lake Road Erie 16531 US

Requester Email
 Requester First Name
 Requester Last Name

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
171918803	1	1	iSupplier - 3M - Test 2 - PA		WABTEC_ERI_Bld_42_7_INDIRECT	100	100	Each	49	4,900.00

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Summary Tax Lines

Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount
SBX_REGIME_US	USTAX_P2P_18446	USTAX_P2P_18446	VENDORTAX	USTAX_P2P_18446	5	245

Invoice Summary

Items	4,900.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	245.00
Total (USD)	5,145.00

Finance – Create Web Invoice

You will get a confirmation message that your invoice has been created successfully.

Create Invoices | View Invoices | View Payments

Purchase Orders | Details | Manage Tax | Review and Submit

Confirmation

Invoice TEST-3M was submitted to our Accounts Payable department on 23-Jun-2020. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

Invoice: **TEST-3M** Printable Page Create Another

Supplier	Invoice
* Supplier 3M Company	* Invoice Number TEST-3M

Finance – View Invoices

1. Click on Finance then Click on View Invoices
2. Click GO to pull up a list of ALL invoices, or Search the PO that is linked to the invoice you are trying to review
3. The invoices, POs, Receipt, Payment, and Scheduled Payments are hyperlinks
4. Click on each hyperlink to drill down to see details
5. If the invoice is NOT paid, you can click on Scheduled Payments to see

Supplier Home Orders Shipments **Finance**

View Invoices View Payments

View Invoices Export

Simple Search Advanced Search

To search, please enter at least one of the following search criteria: Invoice Number, Supplier

Invoice Number
 Supplier
 PO Number
 Release Number
 Invoice Status
 Payment Number
 Payment Status
 Go Clear

Supplier Site
 Receipt Number
 Amount Due From To
 Invoice Amount From To
 Invoice Date From To
 Due Date From To

Invoice	Invoice Date	Type	Supplier	Supplier Site	Currency	Amount	Due Status	On Hold	PO Number	Receipt	Payment Status	Payment	Scheduled Payments	Attachments
ERS-985085-1-435975	03-Aug-2021	Standard		107	USD		0.00 Approved		172083530-42	363	Paid	37482		
ERS-983494-1-434793	02-Aug-2021	Standard		107	USD		0.00 Approved		172083530-41	352	Paid	37290		
ERS-982284-1-434792	02-Aug-2021	Standard		107	USD		0.00 Approved		172083530-41	351	Paid	37290		
ERS-979157-1-434791	02-Aug-2021	Standard		107	USD		0.00 Approved		172083530-41	350	Paid	37290		
ERS-983896-1-434794	02-Aug-2021	Standard		107	USD		0.00 Approved		172083530-41	353	Paid	37290		
ERS-978269-1-432514	29-Jul-2021	Standard		107	USD		0.00 Approved		172083530-40	347	Paid	36786		
ERS-978524-1-432515	29-Jul-2021	Standard		107	USD		0.00 Approved		172083530-40	348	Paid	36786		
ERS-975352-1-427870	23-Jul-2021	Standard		107	USD		0.00 Approved		172083530-39	341	Paid	36327		
ERS-977680-1-427874	23-Jul-2021	Standard		107	USD		0.00 Approved		172083530-39	343	Paid	36327		
ERS-975875-1-427871	23-Jul-2021	Standard		107	USD		0.00 Approved		172083530-39	342	Paid	36327		
ERS-973944-1-427869	23-Jul-2021	Standard		107	USD		0.00 Approved		172083530-39	340	Paid	36327		
ERS-972215-1-426809	22-Jul-2021	Standard		107	USD		0.00 Approved		172083530-38	336	Paid	36071		

Rows 1 to 75

Finance – View Payments

1. Click on Finance then Click on View Payments
2. Click the GO button, and it will populate ALL payments, or you can filter using the search criteria.
3. The payment #, Invoice, and PO are hyperlinks
4. Click on each hyperlink to drill down to see details
5. If the invoices or PO number states MULTIPLE, click on the PAYMENT # for a list of invoices and PO numbers.

ORACLE iSupplier Portal Home Favorites Settings Worklist | Logged In As 502054259 Logout

Supplier Home Orders Shipments **Finance**

View Invoices **View Payments** Export

View Payments Advanced Search

To search, please enter at least one of the following search criteria: Payment Number, Supplier

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

Status
 Supplier Site
 Payment Amount From To
 Payment Date From (22-Jul-2021) To

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number	Supplier	Supplier Site
37741		107	06-Aug-2021	USD		Funds Transfer	Negotiable	06-Aug-2021	Wabtec Transportation Legal Entity - USD - 607863203	Multiple	Multiple		107
37482		107	04-Aug-2021	USD		Funds Transfer	Negotiable	04-Aug-2021	Wabtec Transportation Legal Entity - USD - 607863203	Multiple	Multiple		107
37290		107	03-Aug-2021	USD		Funds Transfer	Negotiable	03-Aug-2021	Wabtec Transportation Legal Entity - USD - 607863203	Multiple	172083530-41		107
36985		107	02-Aug-2021	USD		Funds Transfer	Negotiable	02-Aug-2021	Wabtec Transportation Legal Entity - USD - 607863203	Multiple	Multiple		107
36786		107	30-Jul-2021	USD		Funds Transfer	Negotiable	30-Jul-2021	Wabtec Transportation Legal Entity - USD - 607863203	Multiple	Multiple		107
36502		107	27-Jul-2021	USD		Funds Transfer	Negotiable	27-Jul-2021	Wabtec Transportation Legal Entity - USD - 607863203	ERS-7262021-428394	172079217-28		107
36327		107	26-Jul-2021	USD		Funds Transfer	Negotiable	26-Jul-2021	Wabtec Transportation Legal Entity - USD - 607863203	Multiple	Multiple		107
36071		107	23-Jul-2021	USD		Funds Transfer	Negotiable	23-Jul-2021	Wabtec Transportation Legal Entity - USD - 607863203	Multiple	Multiple		107
35884		107	22-Jul-2021	USD		Funds Transfer	Negotiable	22-Jul-2021	Wabtec Transportation Legal Entity - USD - 607863203	Multiple	Multiple		107
35773		107	21-Jul-2021	USD		Funds Transfer	Negotiable	21-Jul-2021	Wabtec Transportation Legal Entity - USD - 607863203	Multiple	Multiple		107
35687		107	20-Jul-2021	USD		Funds Transfer	Negotiable	20-Jul-2021	Wabtec Transportation Legal Entity - USD - 607863203	Multiple	Multiple		107
35546		107	19-Jul-2021	USD		Funds Transfer	Negotiable	19-Jul-2021	Wabtec Transportation Legal Entity - USD - 607863203	Multiple	Multiple		107
35119		107	15-Jul-2021	USD		Funds Transfer	Negotiable	15-Jul-2021	Wabtec Transportation Legal Entity - USD - 607863203	Multiple	Multiple		107
34978		107	14-Jul-2021	USD		Funds Transfer	Negotiable	14-Jul-2021	Wabtec Transportation Legal Entity - USD - 607863203	ERS-950102-1-418212	172083529-27		107
34827		107	13-Jul-2021	USD		Funds Transfer	Negotiable	13-Jul-2021	Wabtec Transportation Legal Entity - USD - 607863203	ERS-SRC0491256-416813	172079215-42		107

iSupplier – Notification preferences

You will see notifications in your worklist and receive notifications in your registered Email once Purchase order is created and approved by Buyer.

You can Disable or enable notification setting from preferences.

After you successfully login go to Settings → preferences on top right corner

The screenshot displays the Oracle E-Business Suite user interface. At the top left, the text "ORACLE E-Business Suite" is visible. On the right side of the top navigation bar, there are three dropdown menus: "Favorites", "Settings", and "Worklist(0)". A red circle highlights the "Settings" dropdown menu, which is open, showing a list of options: "Preferences", "Manage Proxies", and "Access Requests". Below the navigation bar, there is a search area with the text "Enterprise Search" and a dropdown menu set to "Contract Documents". To the right of the search area is a "Go" button. Further right, there is a "Search Results Display Preference" dropdown menu set to "Standard". Below the search area, the word "Home" is displayed. The main content area below "Home" is currently empty.

iSupplier – Notification preferences

After you click on preference button it will navigate you to next page. Scroll down and you will see Notifications section.

Email Style:

Disabled – you will not receive Notifications in your Email and it will not appear in your worklist as well.

Do not send me Mail – you will not receive notifications in your registered email, but it will appear in your worklist after you login to iSupplier portal. (Preferred setting if you do not wish to get emails).

Other options – select appropriate notification style if you wish to receive emails.

Change Password

Known As	<input type="text" value="VPAYTST"/>
Old Password	<input type="password"/>
New Password	<input type="password"/>
Repeat Password	<input type="password"/>

TIP Please enter your old and new passwords. Passwords are case sensitive.

Delivery Manager e-mail server credentials

e-Mail username	<input type="text"/>
e-Mail password	<input type="password"/>

Start Page

Responsibility	<input type="text" value=""/>
Page	<input type="text" value=""/>

Notifications

Email Style	<input type="text" value="Do not send me mail"/>
-------------	--------------------------------------------------

Notifications will be sent in your current default language, American English

Single Sign-On Account Settings

In the Account Settings, you can manage your accounts in the following ways.
Switch to an E-Business Suite account.
Add additional accounts.
Set the default account.
Toggle synchronization option for all accounts.

Account Settings

Cancel Reset to Default Apply

FAQ – Invoice/Payment

Why is my invoice on hold?

If your invoice is in HOLD status, please contact the requestor on the PO copy so they may work to resolve this hold.

When will my invoice pay?

Invoices pay per agreed-upon payment terms. You can check your payment date within the portal by referencing the discount date or due date.

What are my payment terms?

Your terms may vary based on your contractual obligations with us. Please note the terms listed on the hard copy of the purchase order and for further clarification contact your Wabtec buyer.

Why can't I find my invoice in the portal?

Please note that it takes one business day for invoices to be searchable in iSP after submission. If you cannot find your invoice within the portal, please contact eBusiness.helpdesk@Wabtec.com so we may investigate.

I input my invoice number in the Supplier Collaboration Portal (SCP) but can't find it on the iSupplier Portal.

Invoice numbers input from SCC by our direct material suppliers should be searched between two percentage signs, ex. "%123456A%" as this number is often contained within an ERS invoice number.
