

VISA CARD PAYMENTS

Supplier's Guide
December 2020

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Wabtec Transportation iSupplier Portal

VIEW VIRTUAL CARDS

This user's guide is intended for Wabtec's suppliers who use virtual credit cards to collect their funds. Virtual credit cards are made available from credit card brand - Visa.

Visit <https://www.wabteccorp.com/isupplier> to access link to iSupplier Portal

iSupplier Portal Login

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, 475025768# United States, Philadelphia

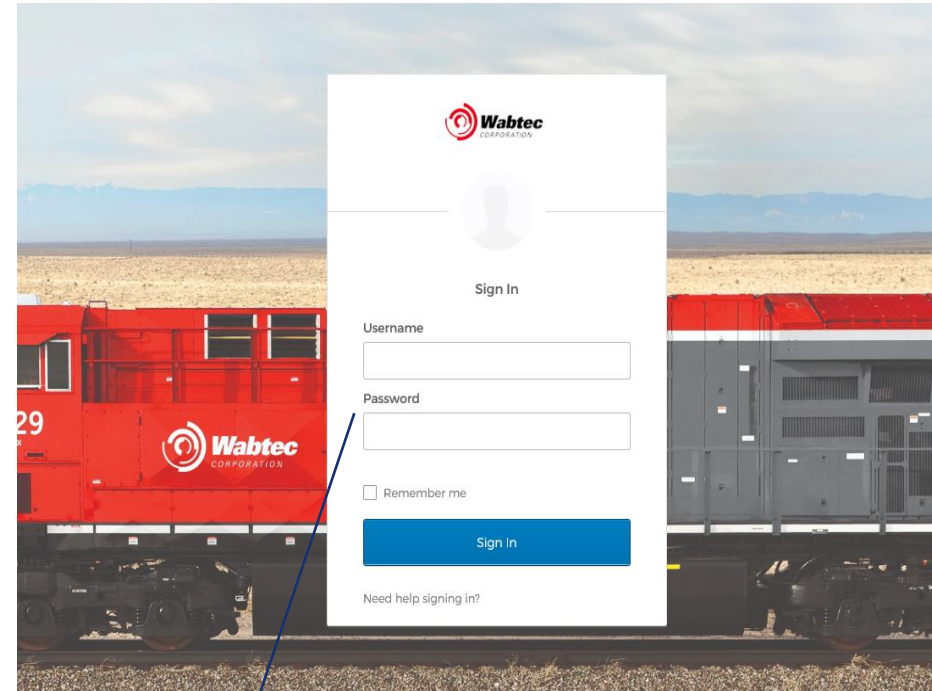
Phone Conference ID: 475 025 768#

Notifications

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

Training Documents

- [Credit card reveal.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](#)
- [Supplier Portal Training Guide/Web Invoicing Training](#)



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

iSupplier Purchase Order Card Payment

After logging in, click on **Wabtec iSupplier Portal**
Click on **PURCHASE ORDER CARD PAYMENT**

The screenshot shows the Oracle E-Business Suite interface. At the top, there is a dark blue header with the text "ORACLE E-Business Suite" and links for "Favorites" and "Setting". Below the header is a search bar with "Enterprise Search" and a dropdown menu set to "Contract Documents". A "Go" button is to the right of the search bar. To the right of the search bar is a "Search Results Display Preference" dropdown menu set to "Standard".

The main content area is titled "Home" and is divided into two columns: "Navigator" and "Worklist".

In the "Navigator" column, there is a "Personalize" button. Below it, there is a folder icon for "Wabtec iSupplier Portal". Under this folder, there are two links: "Home Page" and "Purchase Order Card Payment". The "Purchase Order Card Payment" link is circled in red.

In the "Worklist" column, there is a "Full List" button. Below it, there is a table with the following structure:

From	Type	Subject	Sent	Due
There are no notifications in this view.				

Below the table, there is a link for "TIP Vacation Rules - Redirect or auto-respond to notifications."



iSupplier Purchase Order Card Payment

Simple Search

The Simple Search feature occurs on many pages and allows you to specify multiple search fields and enter criteria for each. The system displays only those results that match all the criteria you entered.

Simple Search

Note that the search is case insensitive

PO Number	<input type="text"/>
Approved Date	<input type="text"/> 
Need By Date	<input type="text"/> 
	<input type="button" value="Go"/> <input type="button" value="Clear"/>

iSupplier Purchase Order Card Payment

PO Details

This section lists the Purchase Order/s which have active virtual card associated with them (If one PO is selected through simple search then the page will display only the searched PO). To view the virtual card, you can select one purchase order /multiple /all purchase orders on the page and get your virtual cards.

Single/Multiple Purchase Order(s)

Check the boxes against the purchase order(s)

PO Details

<input type="checkbox"/> PO Number	PO Revision	PO Amount	Approved Date	Need By Date
<input type="checkbox"/> 171867394	0	24009.7	07-Jul-2020	31-Jul-2020
<input checked="" type="checkbox"/> 171867395	0	14009.7	07-Jul-2020	31-Jul-2020
<input type="checkbox"/> 171867396	0	15009.7	07-Jul-2020	31-Jul-2020
<input checked="" type="checkbox"/> 171867397	0	12001.63	07-Jul-2020	31-Jul-2020
<input type="checkbox"/> 171867398	0	11001.63	07-Jul-2020	31-Jul-2020
<input type="checkbox"/> 171867399	0	9991.63	17-Jul-2020	31-Jul-2020
<input checked="" type="checkbox"/> 171867402	0	15991.63	07-Jul-2020	31-Jul-2020
<input type="checkbox"/> 171867403	0	16991.63	07-Jul-2020	31-Jul-2020
<input type="checkbox"/> 171867404	0	7991.63	08-Jul-2020	31-Jul-2020
<input type="checkbox"/> 171867405	0	6991.63	08-Jul-2020	31-Jul-2020

iSupplier Purchase Order Card Payment

PO Details

This section lists the Purchase Order/s which have active virtual card associated with them (If one PO is selected through simple search then the page will display only the searched PO). To view the virtual card, you can select one purchase order /multiple /all purchase orders on the page and get your virtual cards.

All Purchase Orders

Check the box against the header row to select all 10 purchase orders on the page

PO Details

<input checked="" type="checkbox"/> PO Number	PO Revision	PO Amount	Approved Date	Need By Date
<input checked="" type="checkbox"/> 171867394	0	24009.7	07-Jul-2020	31-Jul-2020
<input checked="" type="checkbox"/> 171867395	0	14009.7	07-Jul-2020	31-Jul-2020
<input checked="" type="checkbox"/> 171867396	0	15009.7	07-Jul-2020	31-Jul-2020
<input checked="" type="checkbox"/> 171867397	0	12001.63	07-Jul-2020	31-Jul-2020
<input checked="" type="checkbox"/> 171867398	0	11001.63	07-Jul-2020	31-Jul-2020
<input checked="" type="checkbox"/> 171867399	0	9991.63	17-Jul-2020	31-Jul-2020

iSupplier Purchase Order Card Payment

Show Card

Click on the **show card** button after selecting the Purchase Order(s) to view the card and details

PO Details

<input checked="" type="checkbox"/> PO Number	PO Revision	PO Amount	Approved Date	Need By Date
<input checked="" type="checkbox"/> 171922620	0	1009	22-Jul-2020	31-Jul-2020

Show Card

iSupplier Purchase Order Card Payment

Credit Card Details

The **Credit Card Details** section will display the credit card and corresponding information as below. The information related to **Name on Card** and **Billing Address** will be common for all the cards and can be used if point of sale mandatorily requires it.

Card Number, CVC, Expiry Date as displayed in the below screenshot can be used to make the purchase. **Card amount** is the upper limit of the Virtual card and **Card Usage Limited Till** is the Card validity end date after which it will no longer have the amount in it.

Credit Card Details

IMPORTANT :- Please use below if required while using the card

Name On Card	Billing Address	City	Zip	State
WABTEC VIRTUAL PAY	2901 E LAKE RD BLDG 14-4	ERIE	16531-0001	PA

PO Number	Card Number	CVC	Expiry Date	Card Amount	Card Usage Limited Till
171922620	4485140175805985	733	10/2023	1069.54	29-Oct-2020