Meritor
iSupplier Portal

User Instruction Manual

May 2020

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1. Introduction

The **iSupplier Portal** is an internet based web portal that provides Meritor's Supplier's with real-time visibility to the Oracle Production environment, wherein Purchase Orders, Releases, Receipts Schedules, Invoices and Payments can be viewed. Additionally, the portal provides interactive capabilities allowing suppliers to create Advanced Shipment Notices (ASNs) and download supplier schedules.

The iSupplier Portal embodies a "zero-training" paradigm, wherein navigation and use of this type of model is self-explanatory. The portal has an enhanced user interface, which allows first time, untrained users to easily access information. In applying this theory, the portal is laid out in such a way as to offer immediate access to all purchase-to-pay processes directly from the home page.

Meritor will register suppliers to use the portal. The supplier will receive an e-mail from 'Workflow Mailer' containing a link to the portal, along with their user ID and password. After logging in for the first time, you will be asked to change your password. Make sure the new password is a combination of letters and numbers, at least 6 characters long and does not contain repeating characters. Passwords cannot be re-used within a 365-day period and cannot be the same as the user ID.

Although navigation and use of the iSupplier portal is designed to be self-explanatory, questions may arise. If so, please contact your Meritor representative – a planner at one of the manufacturing facilities, or a buyer at the World Headquarters.

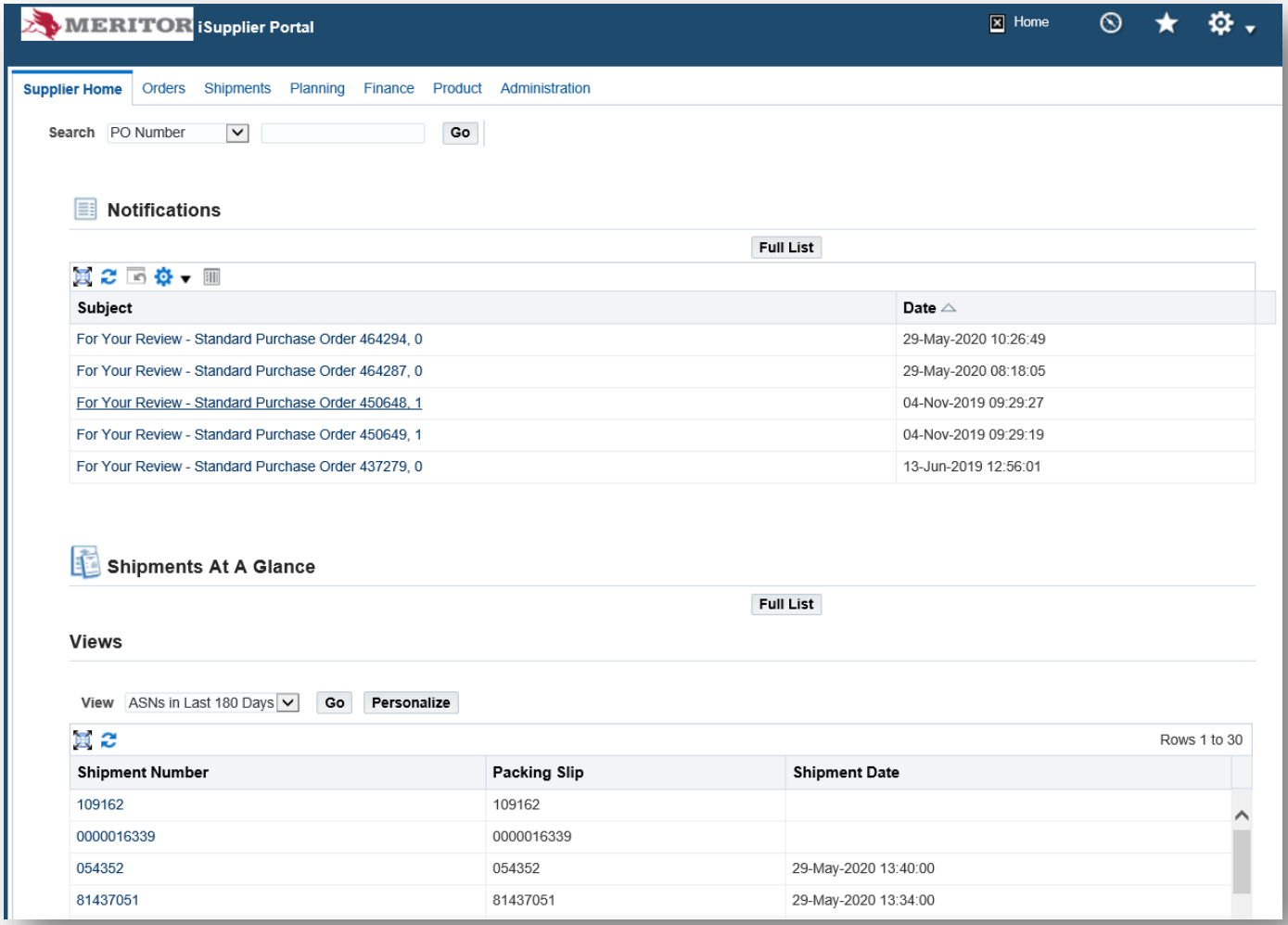
2. Getting Started

The iSupplier Home Page is laid out to help you find the information you need quickly and easily. A good way to start is by using the tabs along the upper right hand section of the home page. Under each tabbed region are additional functions, which correspond to the links located on the right hand side of the home page.

You can click on the “Orders” tab to see Purchase Orders and Releases. Click on the “Planning” tab to see Supplier Schedules, and click on the “Product” tab to see POC Inventory/Usage data. To create ASN’s, click on the “Advanced Shipment Notices” hyperlink.

On the upper left side of the home page you will find the quick search box. A drop-down list allows the portal to be searched for specific information such as Purchase Order, Shipment, Invoice or Payment number. To do a quick search for such information, select the appropriate option from the drop-down list, enter the number and click the “Go” button.

iSupplier Home Page

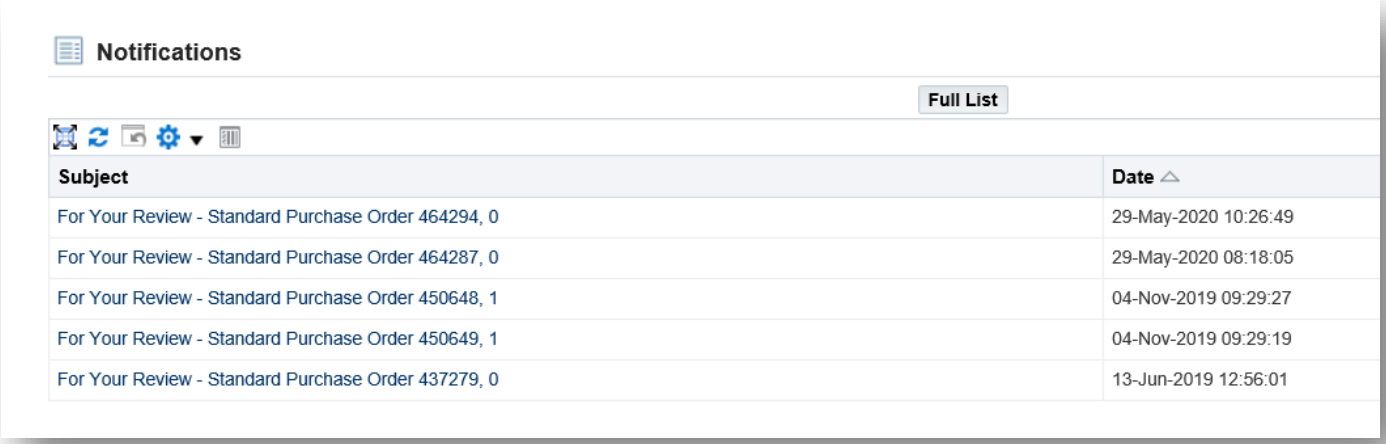


3. Reviewing Notifications

Notifications are informative messages sent to Suppliers to let them know when new purchase orders, purchase order change notices, or releases have been issued, and what action may be required on their part. Notices will also be sent when a password has been reset. A summary of notifications will appear on the home page. To see a complete list of notifications, click on the “Full List” button found just above the notifications section.

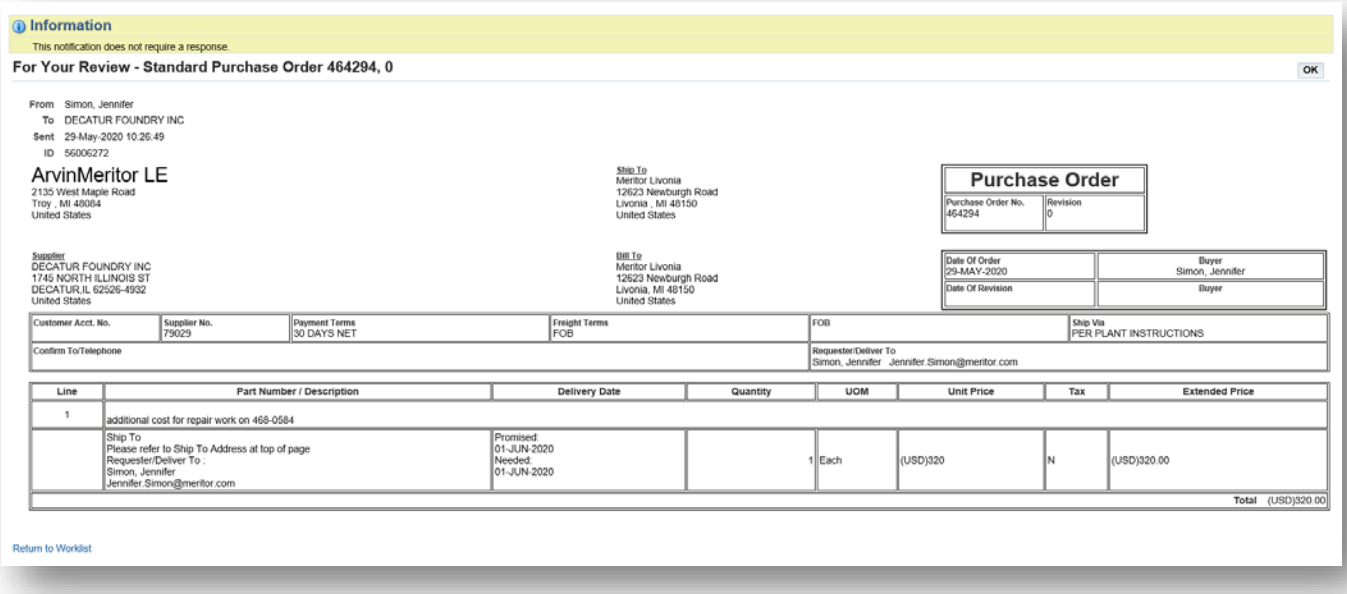
Purchase Order numbers such as T00053431 or 3452 will identify the purchase orders. A purchase order release is signified by a dash at the end of the purchase order number followed by another number – which is the actual release number. For example, T00053431-4 signifies this is the fourth release against the purchase order T00053431.

Notifications



- Notifications will include additional information. By clicking on the notification subject hyperlink, you are directed to the **Notification Detail** page (shown on the next page) where you can accept/acknowledge the order.

Notification Detail



Information

This notification does not require a response.

For Your Review - Standard Purchase Order 464294, 0

OK

From Simon, Jennifer
To DECATUR FOUNDRY INC
Sent 29-May-2020 10:26:49
ID 56006272

ArvinMeritor LE
2135 West Maple Road
Troy , MI 48084
United States

Ship To
Meritor Livonia
12623 Newburgh Road
Livonia , MI 48150
United States

Purchase Order

Purchase Order No.	Revision
464294	0

Supplier
DECATUR FOUNDRY INC
1745 NORTH ILLINOIS ST
DECATUR,IL 62526-4932
United States

Bill To
Meritor Livonia
12623 Newburgh Road
Livonia, MI 48150
United States

Date Of Order	Buyer
29-MAY-2020	Simon, Jennifer
Date Of Revision	Buyer

Customer Acct. No.	Supplier No.	Payment Terms	Freight Terms	FOB	Ship Via
	79029	30 DAYS NET	FOB		PER PLANT INSTRUCTIONS

Confirm To/Telephone	Requester/Deliver To
	Simon, Jennifer Jennifer.Simon@meritor.com

Line	Part Number / Description	Delivery Date	Quantity	UOM	Unit Price	Tax	Extended Price
1	additional cost for repair work on 468-0584						
	Ship To Please refer to Ship To Address at top of page Requester/Deliver To : Simon, Jennifer Jennifer.Simon@meritor.com	Promised: 01-JUN-2020 Needed: 01-JUN-2020	1	Each	(USD)320	N	(USD)320.00
						Total	(USD)320.00

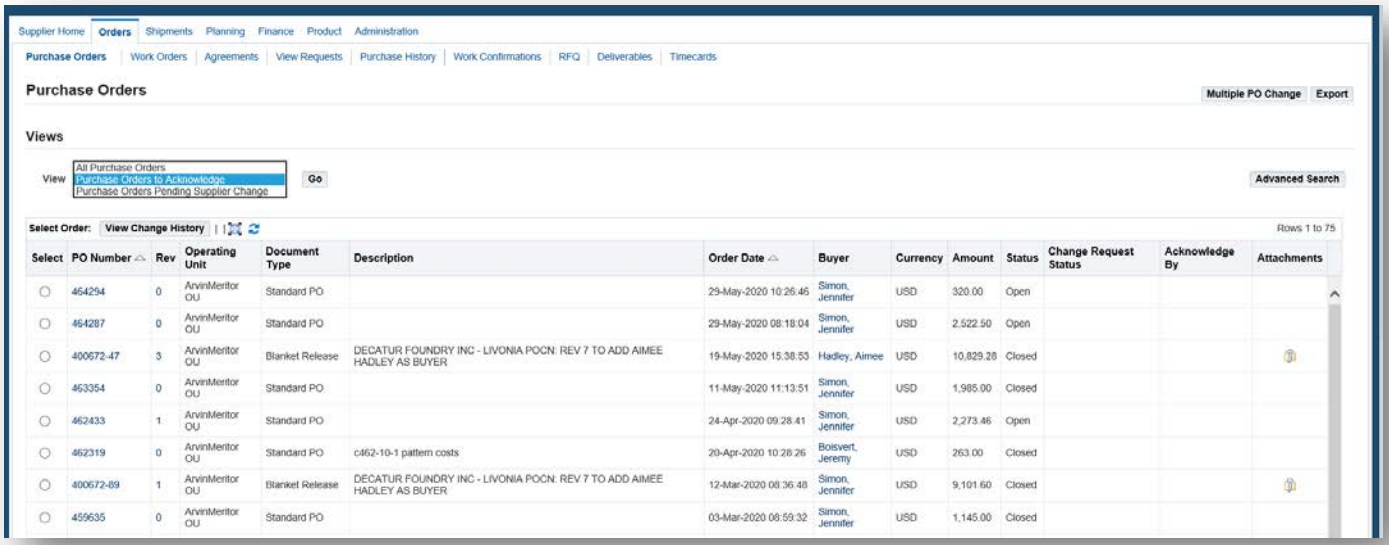
Return to Worklist

<u>NOTE</u>: The “Reassign” function is not available currently. Notifications are sent/assigned to all registered users.

4. Acknowledging a Purchase Order

- Click on the **Orders** Tab.

- Under View, select **Purchase Orders to Acknowledge** from the drop-down list. This will filter your list of PO's by those that require acknowledgment. (You may opt to keep the default list format which displays your latest 25 orders.)



NOTE: Basic information about the PO will be displayed in this view. This information can be exported to excel as needed.

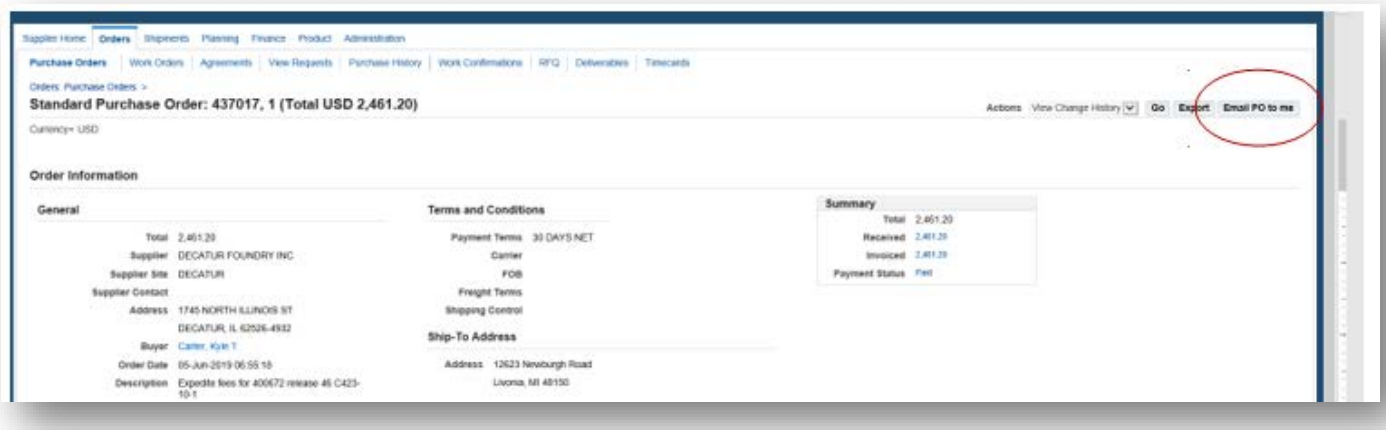
- Select the PO you would like to view/acknowledge by clicking on the PO number. You will be routed to a page where you can view the PO header and line item detail.

- After reviewing the PO, click on the "Go" button to Acknowledge.

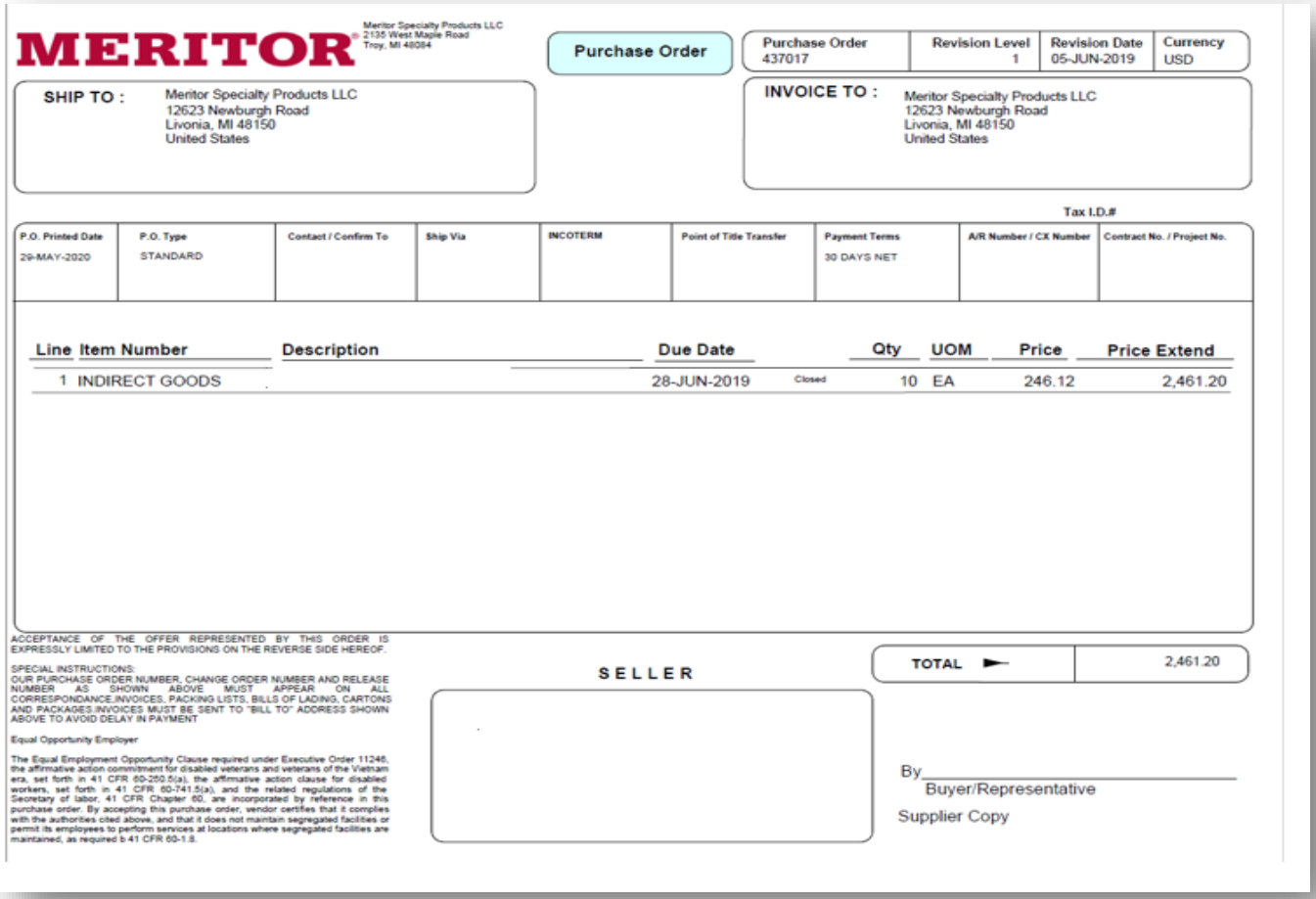
5. Printing a Purchase Order

- Review the order details, notes, status and attachments; then select “Email PO to me”.

Purchase Order Detail



- The printable version of the purchase order will be sent to your email address.



MERITOR

Meritor Specialty Products LLC
2135 West Maple Road
Troy, MI 48084

Purchase Order

Purchase Order	Revision Level	Revision Date	Currency
437017	1	05-JUN-2019	USD

SHIP TO : Meritor Specialty Products LLC
12623 Newburgh Road
Livonia, MI 48150
United States

INVOICE TO : Meritor Specialty Products LLC
12623 Newburgh Road
Livonia, MI 48150
United States

Tax I.D.#

P.O. Printed Date	P.O. Type	Contact / Confirm To	Ship Via	INCOTERM	Point of Title Transfer	Payment Terms	A/R Number / CX Number	Contract No. / Project No.
29-MAY-2020	STANDARD					30 DAYS NET		

Line	Item Number	Description	Due Date		Qty	UOM	Price	Price Extend
1	INDIRECT GOODS		28-JUN-2019	Closed	10	EA	246.12	2,461.20

ACCEPTANCE OF THE OFFER REPRESENTED BY THIS ORDER IS EXPRESSLY LIMITED TO THE PROVISIONS ON THE REVERSE SIDE HEREOF.

SPECIAL INSTRUCTIONS:
OUR PURCHASE ORDER NUMBER, CHANGE ORDER NUMBER AND RELEASE NUMBER AS SHOWN ABOVE MUST APPEAR ON ALL CORRESPONDANCE,INVOICES, PACKING LISTS, BILLS OF LADING, CARTONS AND PACKAGES.INVOICES MUST BE SENT TO "BILL TO" ADDRESS SHOWN ABOVE TO AVOID DELAY IN PAYMENT

Equal Opportunity Employer

The Equal Employment Opportunity Clause required under Executive Order 11246, the affirmative action commitment for disabled veterans and veterans of the Vietnam era, set forth in 41 CFR 60-250.5(a), the affirmative action clause for disabled workers, set forth in 41 CFR 60-741.5(a), and the related regulations of the Secretary of labor, 41 CFR Chapter 60, are incorporated by reference in this purchase order. By accepting this purchase order, vendor certifies that it complies with the authorities cited above, and that it does not maintain segregated facilities or permit its employees to perform services at locations where segregated facilities are maintained, as required b 41 CFR 60-1.8.

SELLER

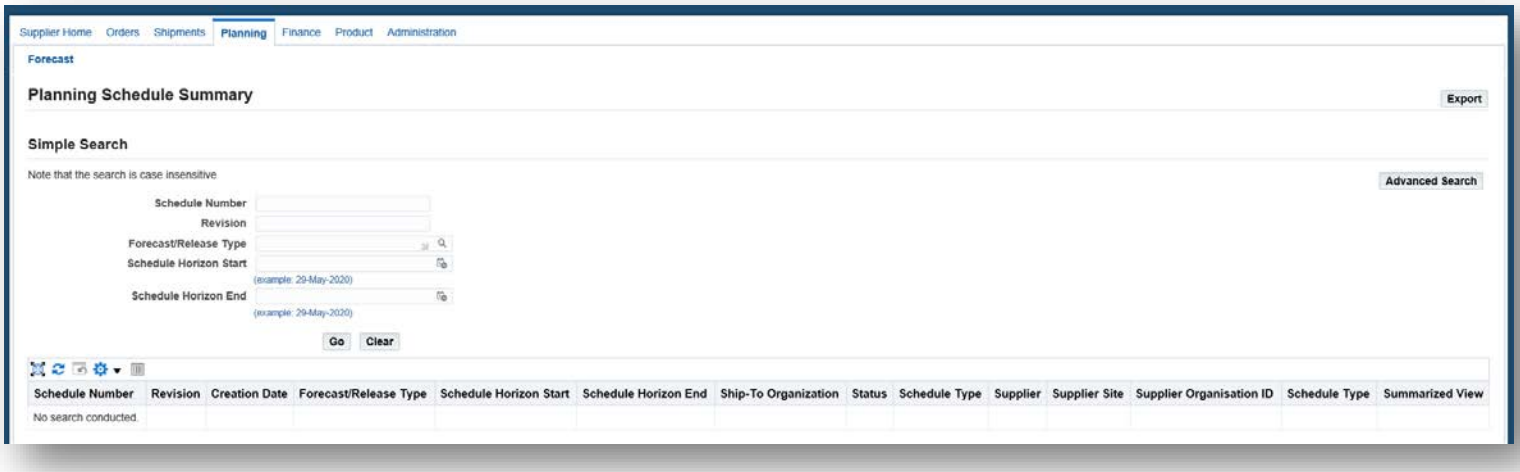
TOTAL 2,461.20

By_____
Buyer/Representative

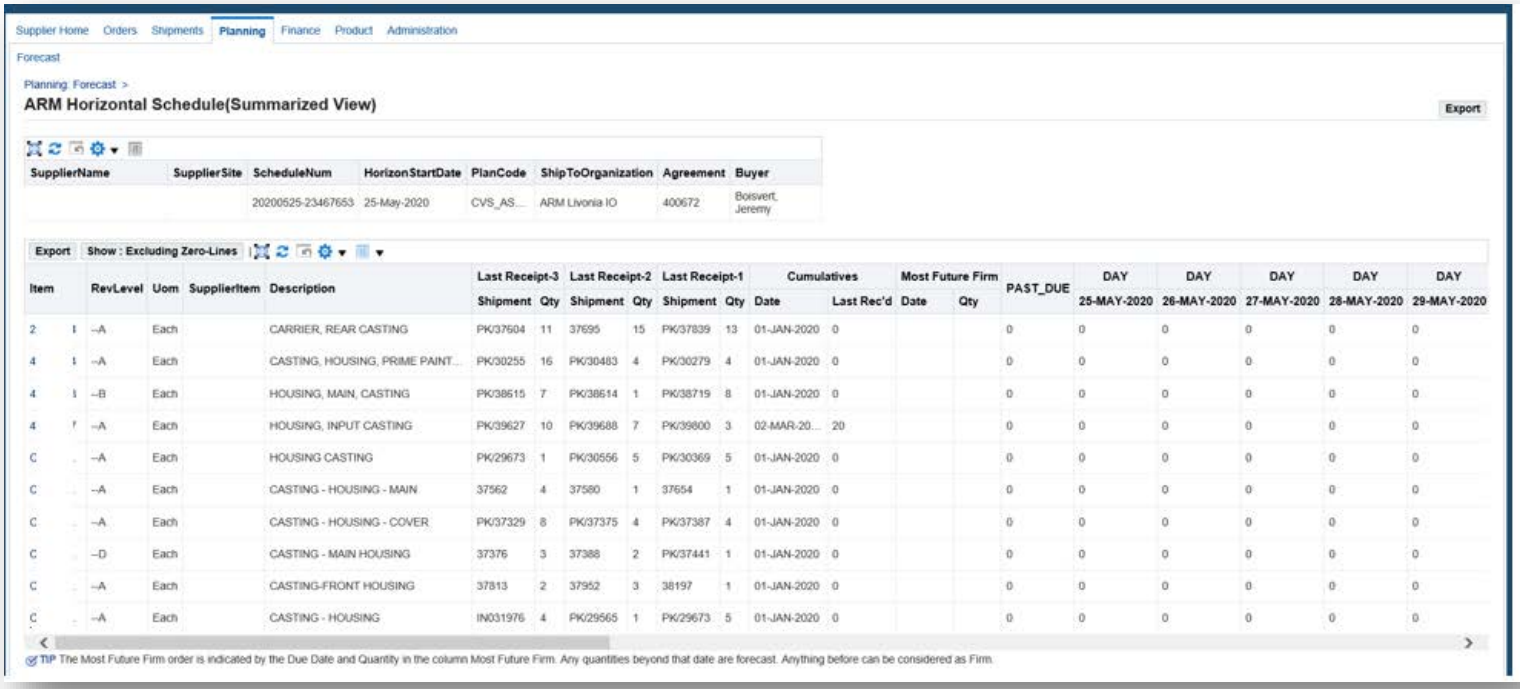
Supplier Copy

6. Viewing and Exporting Supplier Schedules

- Click on the Planning Tab and query the schedule number using the current date in the format YYYYMMDD [20100430%], followed by a percent sign [%], which is the wildcard symbol used in Oracle. Schedules will be displayed per ARM facility. Click Summarized view to see the schedule.



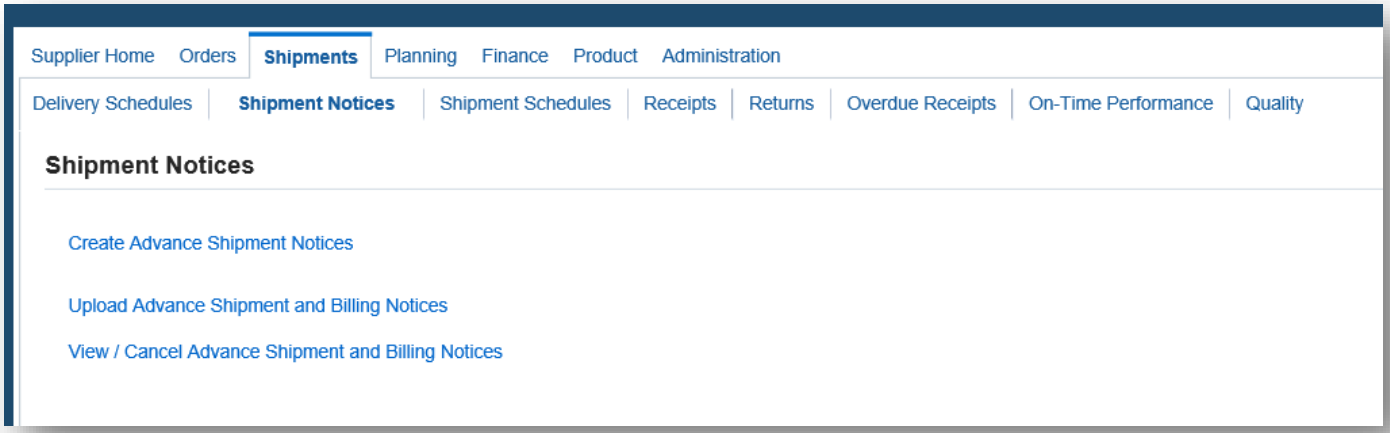
- The summarized view appears on the next screen. Click the “Export” button to download in Excel format.



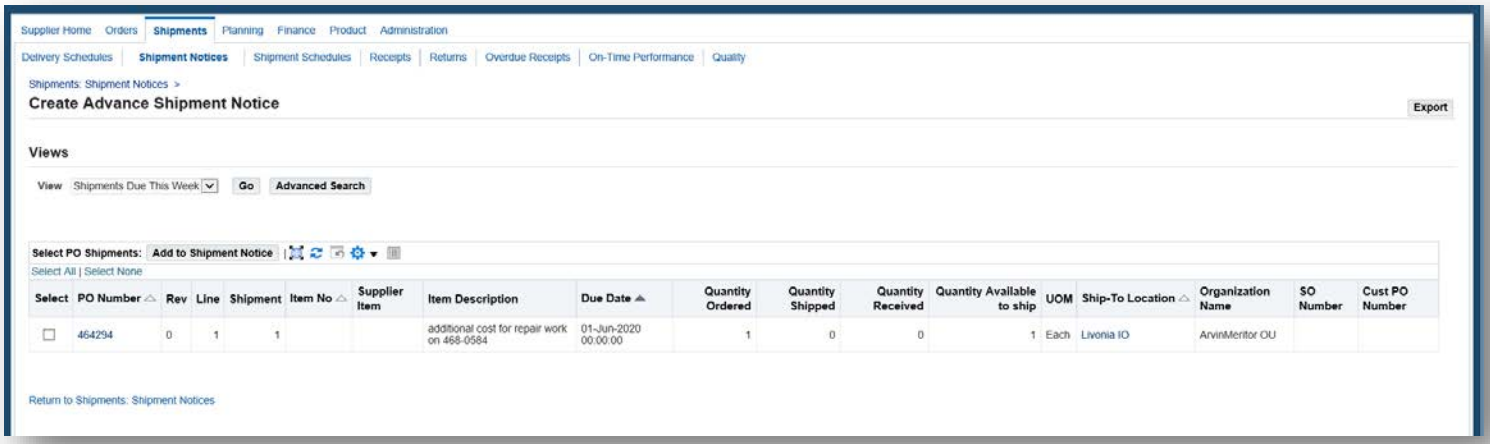
7. Creating Advanced Shipment Notices

- Click on Advanced Shipment Notices hyperlink on the Home page.
- Then select “Create Advanced Shipment Notices”.

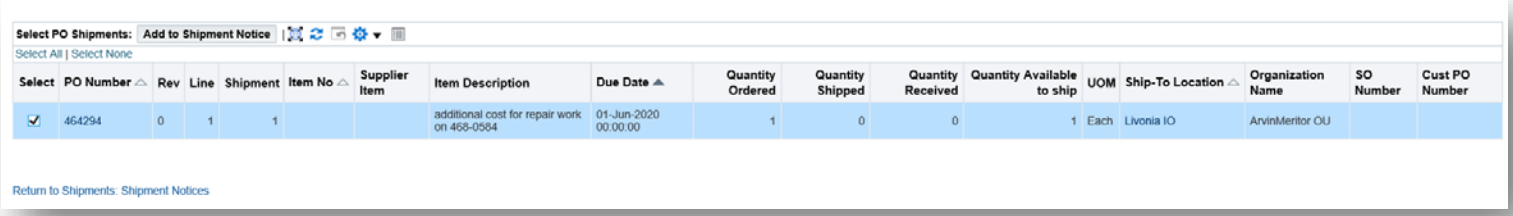
NOTE: The “View/Cancel Advanced Shipment and Billing Notices” link allows you to cancel incorrect or erroneous ASNs.



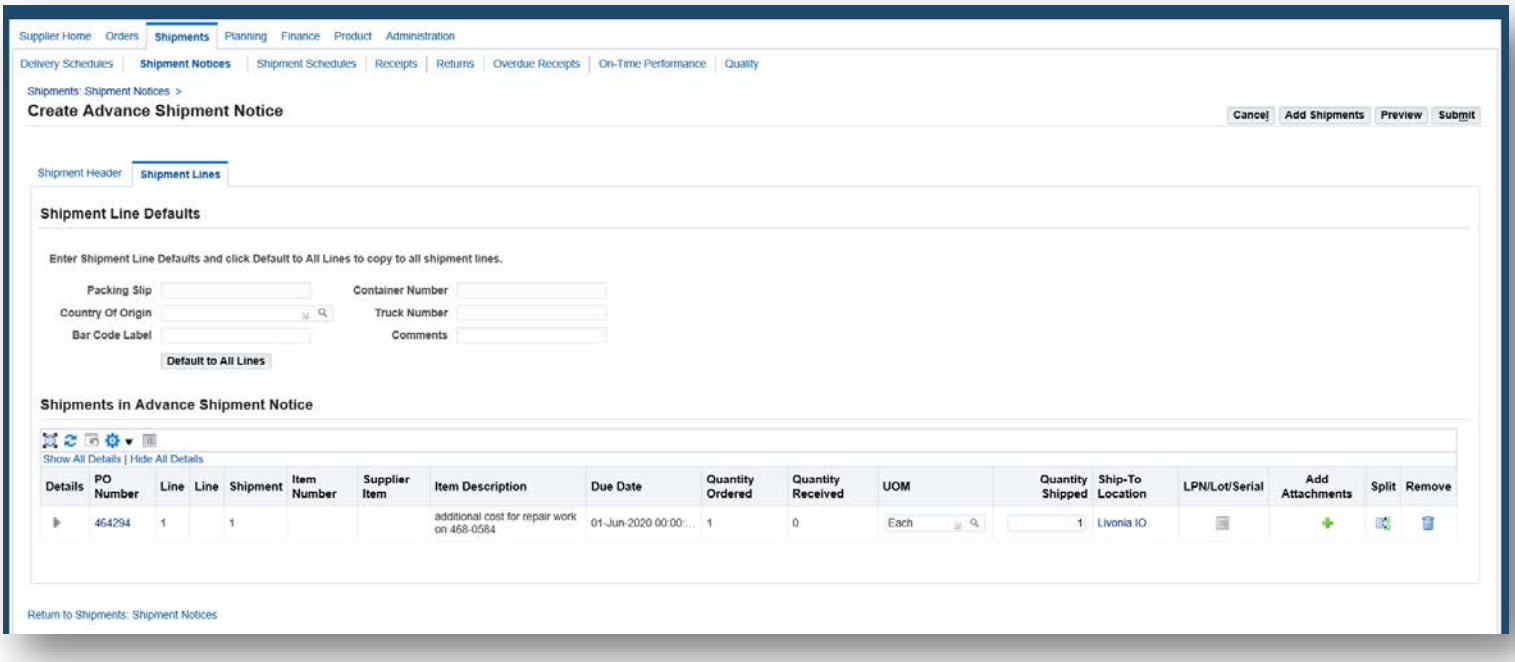
- Click the “Advanced Search” button to query by part number, PO, ship to location, etc.



- Query by part number or ship to location and then click “Go”.
- Place a check mark next to the shipment line and select ‘Add to Shipment Notice’.



- Adjust Shipped Quantity if necessary.
- Click the “Add Shipments” button to add part numbers or additional lines to shipment, repeat process as necessary.

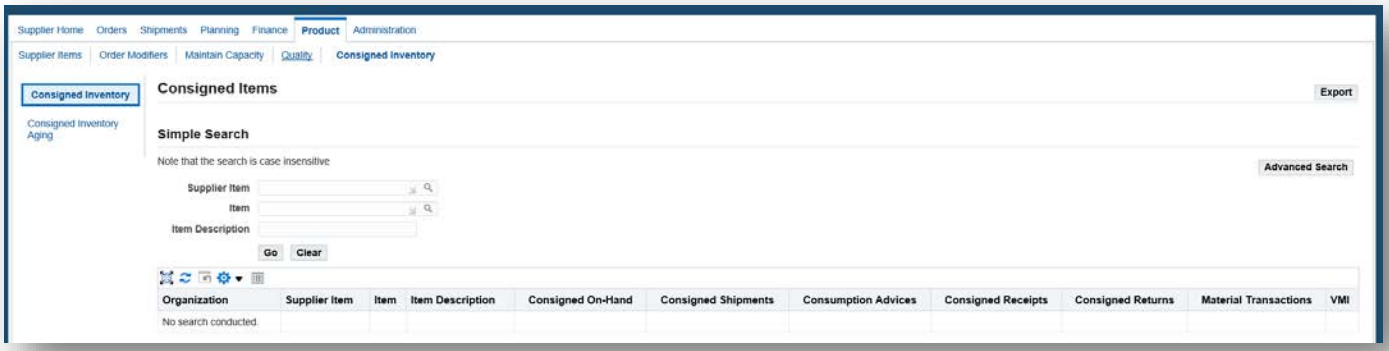


- Select “Shipment Header”, as shown below.
- Enter required information and either click the ‘submit’ button to finish, or ‘preview’ to view the ASN prior to submission.

<u>NOTE</u>: Required fields are noted by an asterisk **(*)** next to the field.

8. Viewing Vendors Pay on Consumption (POC) Inventory and Usage

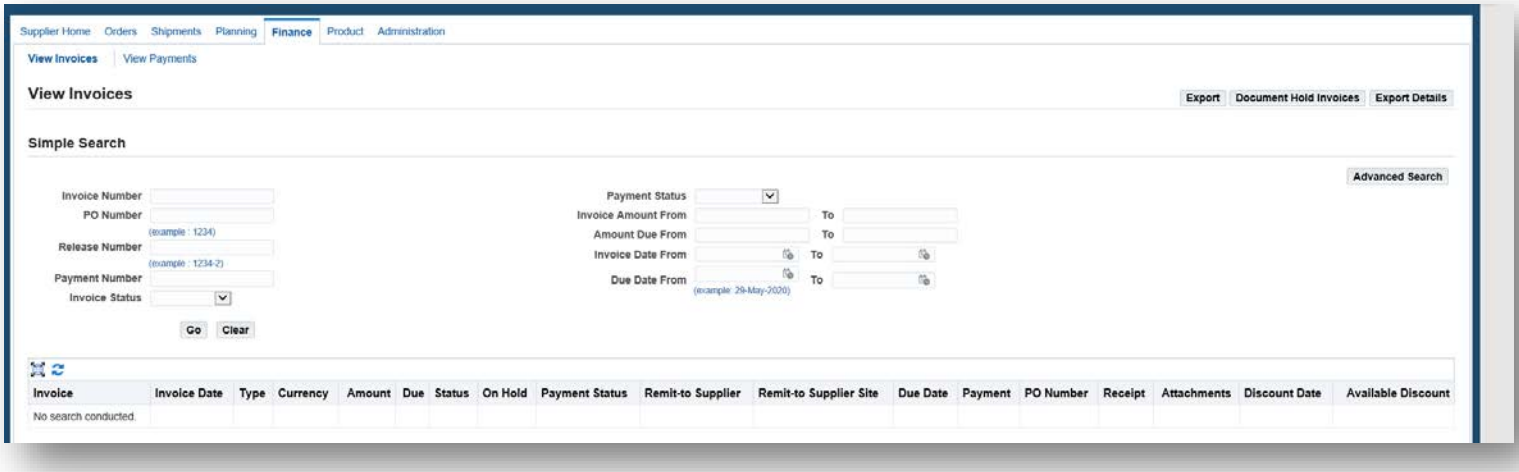
- POC Vendors can access their current On-Hand, Consumption Advices and Transaction Data through the 'Product' tab in the iSupplier portal. Click the 'Consigned Inventory' link. Query by item or leave blank and click 'Go' to query all items.



- After selecting Consumption Advice for an item, you can find the quantities and dates of consumption. These dates can then be queried from the 'Account' tab to fine the corresponding Invoice Information.

9. Reviewing Invoices

The following process details the steps utilized to view Invoices via the Meritor iSupplier portal. Invoices can be reviewed under the Finance tab → View Invoices.



From the iSupplier home page, complete the following steps:

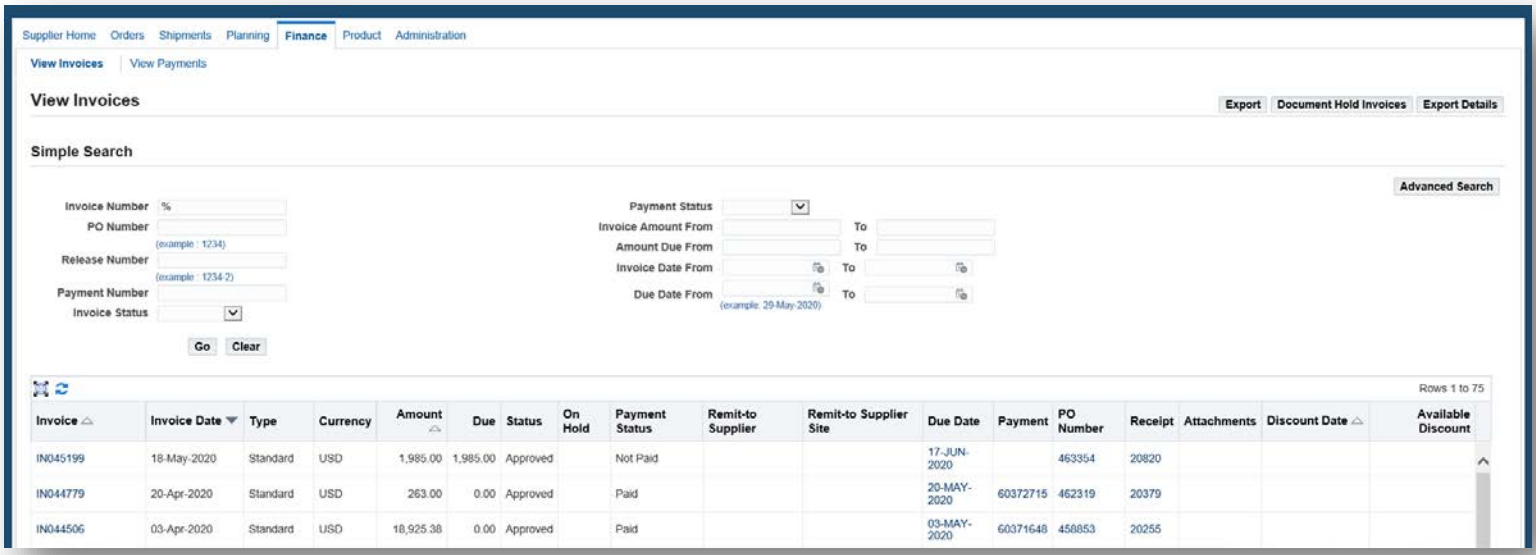
Step 1:
To minimize search options, enter any of the following pieces of information and then click the "search" button:

- **Invoice Number**
- **Invoice Creation Date**
- **PO Number**
- **Payment Number**
- **Packing Slip**
- **Payment Status (Not Paid, Partially Paid, Paid)**

NOTE: To search for all invoices click the go button with no filtered data in the aforementioned fields.

The '%' (wildcard) character can be substituted for any of a defined subset of all possible characters. For example: entering "%1234" in the invoice number field will return all invoices ending with the characters "1234".

Step 2:
The 'Search Invoice Summary' screen will now appear



In the Invoice Summary Results window, the following will be displayed for each invoice listed:

- Invoice Number
- Description of the Invoice (Typically, includes User Comments)
- Invoice Date
- PO Number/Release
- Currency
- Gross Amount
- Amount Due
- Due Date
- On Hold Status (If on Hold)
- Payment Information
- Discount Date (If Applicable)
- Available Discount (If Applicable)
- Packing Slip Number

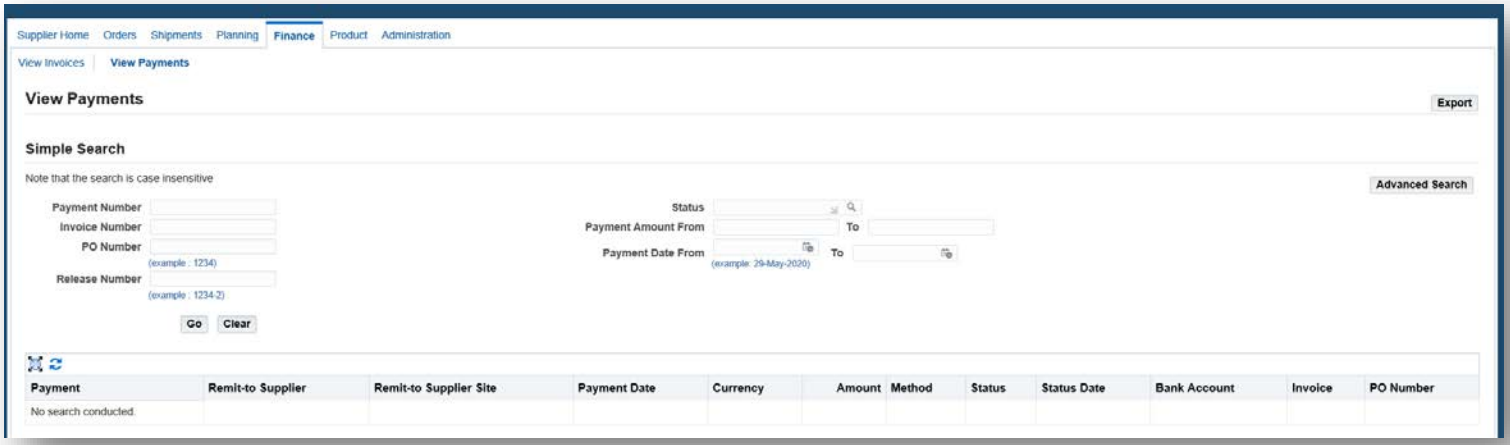
NOTE: Only 25 invoices at a time are displayed, to show the next set of 25 click the Next 25 link at the top right of the Invoice Summary Result window.
To find out whether an invoice is on-hold or unpaid, search by payment status of "not paid" and click the "search" button to return the following results.

Step 3:
Should you require more detailed information on a specific invoice, you are able to conduct more research on the invoice specifics, the purchase order, the hold status, and the payment information by clicking on the link associated with the invoice.

After clicking on an invoice with an “On Hold” status, the following information will be displayed:

10. Reviewing Payments

Payments can be reviewed under the Account tab → View Payments region.



From the iSupplier Home Page, complete the following steps:

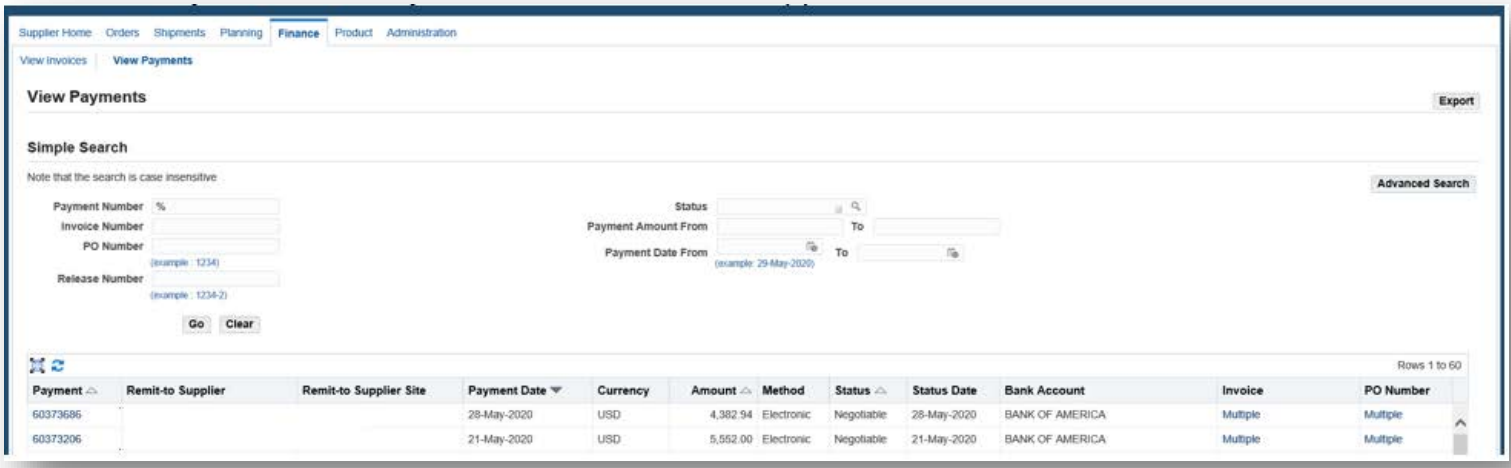
Step 1:
To minimize the search results, enter any of the following pieces of information, if known:

- Payment Number
- Payment Date
- PO Number
- Packing Slip

What satisfied with the search criteria entered, click the Search button.

NOTE: To search for all payments click the Search button with no filtered data.

Step 2:
The 'Payment-Summary Result' screen will now appear:



In the Payment Summary Results window, the following will be displayed for each payment:

- Payment Number
- Invoice Numbers included in the Payment
- PO Numbers/Releases Included in the Payment
- Payment Date
- Currency
- Amount
- If Payment was Stopped
- If Payment was Cleared
- If Payment was Voided
- Supplier Address

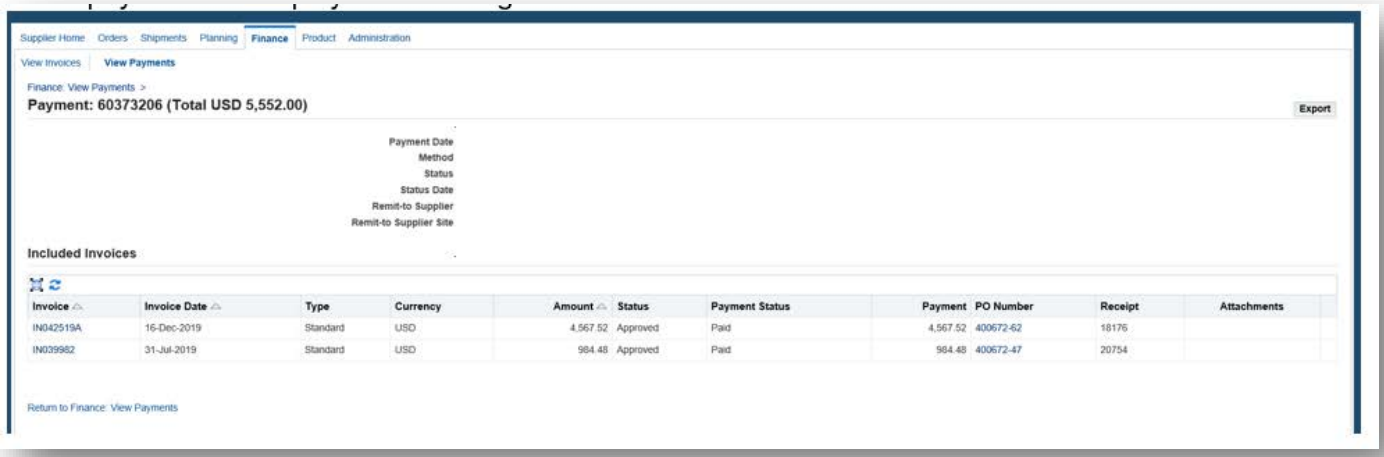
NOTE: Only 25 payments at a time are displayed, to show the next set of 25 click the Next 25 link at the top right of the Payment Summary Result window.

Step 3:
Should you require more detailed information on a specific payment, you are able to conduct more research on the payment specifics and the invoice specifics by clicking on the link associated with the payment.

Typically, vendors of Meritor conduct additional research on payment details therefore an example of this is included below:

Example of Payment Research:

In the payment summary results window, clicking on the payment number link for the first payment will display the following detailed information:



specific Note: Detailed information was intentionally removed from this slide. Should you conduct detailed payment research on your payments you would see the information associated for your specific payment.

11. Changing User Preferences

The **User Preferences** area of iSupplier can be found by clicking the **Preferences** link in the top right corner of the iSupplier home page.

Change Password – To change your password, type your existing password in the **Old Password** box. Then type your new password in the **New Password** box, and again in the **Repeat Password** box. Click the **Apply** button. A message at the top of the page will either inform you of errors in your new password, or will confirm that your new password has been set.

Notifications – Generally we use the two Notification options below:

- **Do not send me mail –** Do not receive e-mails.
- **HTML mail with attachments (Default) –** Receive iSupplier notifications via email including attachments.

12. Important Information

Banking Changes – Please be sure to inform us immediately via email if your banking has been changed and we will work with you to ensure a smooth transition. The information can be emailed to VendorMaintenance@Meritor.com.

Payment Details – We understand that questions may arise regarding your account. For support, please log onto the following website: www.meritoraphd.com and follow the instructions.

Add PO Contacts – If you would like to change and/or add additional names for access into the iSupplier portal, send an email to VendorMaintenance@Meritor.com.