

	950 500 140	REGAL BELOIT QUALITY STANDARD OPERATING PROCEDURE FOR ISUPPLIER EXTERNAL SUPPLIER FUNCTIONS		
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1. EXPLAINED

Regal, as an organization with global footprint, developing a strong foundation of supply chain relationship with suppliers is paramount because it leads to potential increased process efficiency and business performance. As part of continuous innovative improvement, iSupplier has been developed to thrive open communication between the Regal & valuable suppliers.

Oracle iSupplier Portal enables collaborative communication with our suppliers in terms of key procure-to-pay information. It also enables both parties to have a real-time access to purchase orders, forecast or planning details, delivery schedules. It also allows both parties to acknowledge orders and change requests.

2. PURPOSE

The purpose of this document is to define a step by step procedure on how external suppliers navigate, utilize and understand iSupplier interface.

3. SCOPE

All Regal facilities with suppliers using iSupplier portal.

4. RESPONSIBLE PARTY(s)

Regal's Sourcing Team
Regal Materials Team
Regal Suppliers

5. ASSOCIATED DOCUMENTS

- 5.1. iSupplier Internal Functions Standard Operating Procedure
- 5.2. iSupplier Help Chain User Guide

6. DEFINITIONS

- 6.1. **iSupplier** – tool used for suppliers be able to interface with Regal's Oracle ERP. Here they can view/acknowledge/change purchase orders, create/change/cancel ASN, view production schedule or forecast and view invoices and payments.
- 6.2. **PO** – purchase orders.
- 6.3. **ASN** – advance shipping notice


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7. PROCEDURE

7.1. Supplier Registration

7.1.1 For supplier to have an access, below form located on <https://www.regalbeloit.com/Suppliers> shall be filled out and sent back to isupplierregistration@regalbeloit.com.

		Rev:02
i-Supplier Registration Request		
IMPORTANT: Please read Multiple contacts from the same supplier may be registered in i-Supplier. Once the supplier contact has been registered in i-Supplier, he/she will be notified via email of the i-Supplier web site to access along with the user name and password for logging in.		
Note: To be Completed by Supplier or Regal personnel Please provide the information requested below for each person desiring their own user ID. Send this completed form, via email, to isupplierregistration@regalbeloit.com , at which time it will be processed by the Regal i-Supplier Help Desk.		
Click to email	isupplierregistration@regalbeloit.com	
Registration Type (New or Update):		
Business Unit (required)	Multiple BU >>	
Basic Supplier Information:		
Supplier Name (required)		
Alternative Supplier Name (required - "N/A" if N/A)		
Supplier Address (required)		
Contact Registration Directors:		
Supplier Primary Contact First Name (required)		
Supplier Primary Contact Last Name (required)		
Supplier Primary Contact Job Title		
Supplier Primary Contact Email Address (required)		
Supplier Primary Contact Telephone Number		
Supplier Primary Contact Fax Number		
Other Supplier Contact First Name (required)		
Other Supplier Contact Last Name (required)		
Other Supplier Contact Job Title		
Other Supplier Contact Email Address (required)		
Other Supplier Contact Telephone Number		
Other Supplier Contact Fax Number		
Other Supplier Contact First Name (required)		
Other Supplier Contact Last Name (required)		
Other Supplier Contact Job Title		
Other Supplier Contact Email Address (required)		
Other Supplier Contact Telephone Number		
Other Supplier Contact Fax Number		
Endorsed by:		
Regal Contact (Commodity Manager):		

7.1.2 Once the supplier has been registered in iSupplier, he/she will receive an email notification of iSupplier website access along with the username & password of logging in.

From: Trevor Chojnacki [<mailto:Trevor.Chojnacki@RegalBeloit.com>]
Sent: Thursday, February 21, 2019 8:34 PM
To: supplier@supplier.com
Subject: iSupplier Registration Complete

Dhirubhai,

Your iSupplier registration has been completed.

Here is your username and password:

Supplier # 63276
 Username - supplier@supplier.com
 Password - [REDACTED]

Supplier # 23214
 Username - supplier@supplier.com
 Password - [REDACTED]

iSupplier link - <http://supplier.regalbeloit.com>

Thanks,

TREVOR CHOJNACKI
 IT Security Compliance Administrator Sr., CISSP

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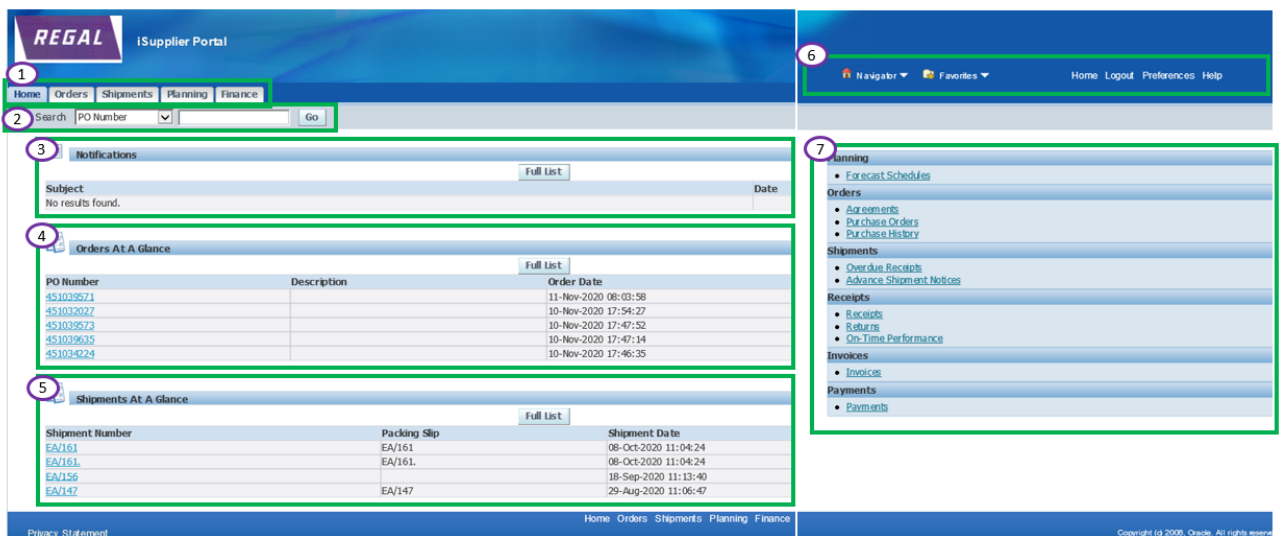
7.1.3 User Log-in Details

Login	Username**
Password	User's password**
iSupplier Portal Site	https://isupplier.regalbeloit.com/

**unique per user

7.2. iSupplier Portal Navigation

7.2.1 iSupplier Homepage Navigation



The screenshot shows the Oracle iSupplier Portal homepage. The interface includes a top navigation bar with the REGAL logo and 'iSupplier Portal' text. Below this is a main menu with tabs for Home, Orders, Shipments, Planning, and Finance. A search bar is located below the menu, with a 'Go' button. The main content area is divided into several sections: Notifications, Orders At A Glance, Shipments At A Glance, and a right-hand sidebar with links for Planning, Orders, Shipments, Receipts, Invoices, and Payments. The footer contains a Privacy Statement link and copyright information for Oracle.

- (1) Oracle iSupplier Portal Home page displays. It displays the four main functions of iSupplier portal.
- (2) Search section. Allows user to retrieve information needed from main portal.
- (3) Notifications section. Notifications are messages either waiting for your review, view-only or requires an action.
- (4) Orders at a Glance section. This displays the five most recent purchase orders. Click a PO number to view details.
- (5) Shipments at a Glance section. This displays recent shipments. Click a shipment number to view a list of your recent shipments.
- (6) Home Page Links Button.
 - Home – returns to main portal where you can select other functions

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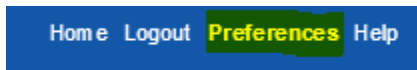
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- Logout – logs you out from application
- Preferences – brings you to user preferences setting
- Help – accesses to help index page

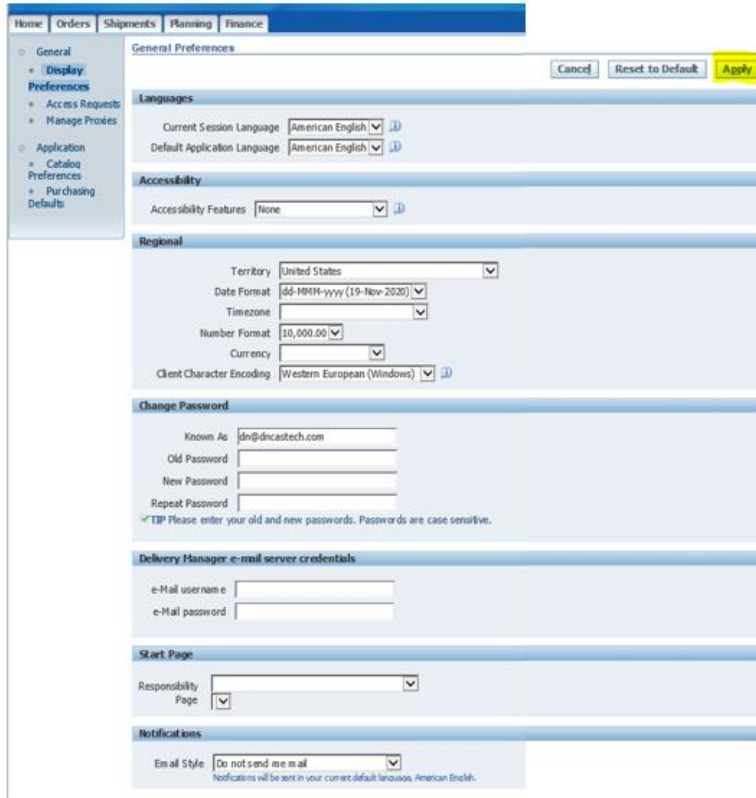
(7) Quick Links. Provides a high level hierarchy of the procure-to-pay functions through the iSupplier portal application.

7.2.2 Setting Up User Preferences

7.2.2.1 Click **Preferences** in the top right of the Home Page window.



7.2.2.2 Supplier may change the default settings in General tab and click Apply.



The screenshot shows the 'General Preferences' page with the following sections:

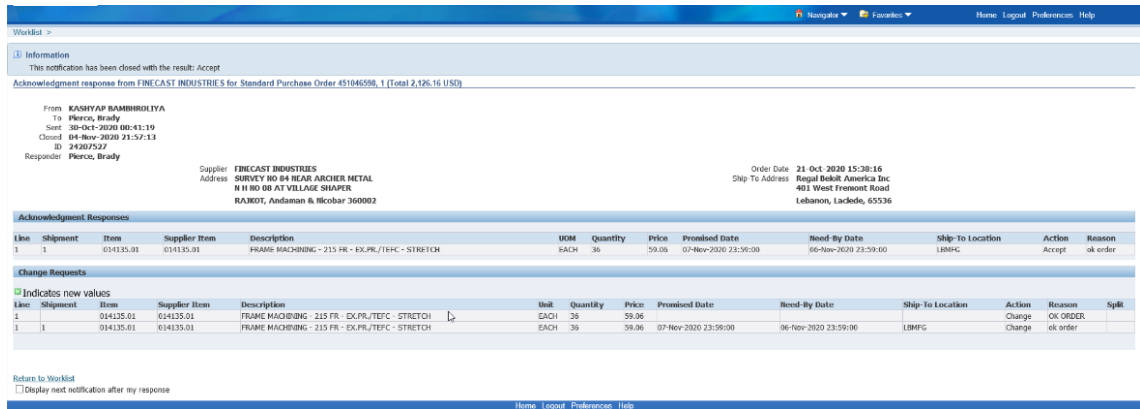
- Languages:** Current Session Language: American English, Default Application Language: American English.
- Accessibility:** Accessibility Features: None.
- Regional:** Territory: United States, Date Format: dd-MMM-yyyy (19-Nov-2020), Timezone, Number Format: 10,000.00, Currency, Client Character Encoding: Western European (Windows).
- Change Password:** Known As: jdn@dsccastech.com, Old Password, New Password, Repeat Password. A note states: "Please enter your old and new passwords. Passwords are case sensitive."
- Delivery Manager e-mail server credentials:** e-Mail username, e-Mail password.
- Start Page:** Responsibility, Page.
- Notifications:** E-mail style: Do not send me mail. A note states: "Notifications will be sent in your current default language, American English."

7.2.3 Notifications Section

7.2.3.1 In notifications list, supplier may click the link to expand and see the details.

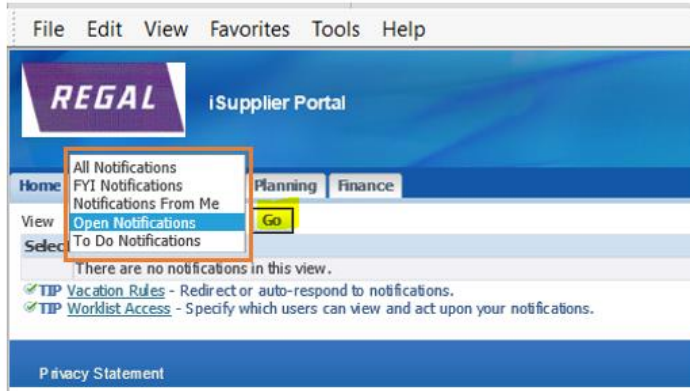
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7.2.3.2 To manage the notifications, click **Full List** to redirect to view options.

7.2.3.3 Select the desired view option and tick **Go**. Displayed result varies on the selected type of view.



7.2.4 Search Engine

Quick Search

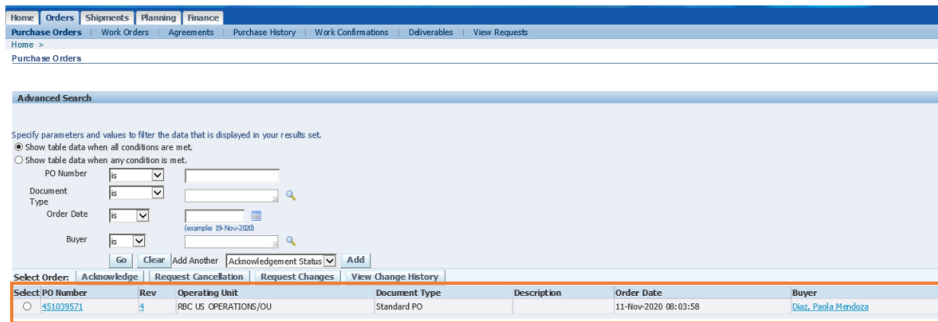
7.2.4.1 A dropdown allows to look on a certain criteria. Select the desired criteria & enter the search value and click Go. User may opt to use percent sign (%) for generic items.



7.2.4.2 Output will be displayed at the bottom of the window.

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The screenshot shows the 'Advanced Search' section of the REGAL iSupplier Portal. It includes a navigation bar with 'Home', 'Orders', 'Shipments', 'Planning', and 'Finance'. Below the navigation bar, there are tabs for 'Purchase Orders', 'Work Orders', 'Agreements', 'Purchase History', 'Work Confirmations', 'Deliverables', and 'View Requests'. The 'Advanced Search' section has a heading and instructions: 'Specify parameters and values to filter the data that is displayed in your results set.' There are two radio buttons: 'Show table data when all conditions are met.' (selected) and 'Show table data when any condition is met.' Below this, there are search criteria for 'PO Number', 'Document Type', 'Order Date', and 'Buyer'. The 'PO Number' dropdown is set to 'is'. Below the search criteria, there are buttons for 'Go', 'Clear', 'Add Another', 'Acknowledgement Status', and 'Add'. At the bottom, there is a table with columns: 'Select PO Number', 'Rev', 'Operating Unit', 'Document Type', 'Description', 'Order Date', and 'Buyer'. The table contains one row with the following data: PO Number: 451039571, Rev: 4, Operating Unit: RBC US OPERATIONS/OU, Document Type: Standard PO, Order Date: 11-Nov-2020 08:03:58, Buyer: Disc. Paola Mendoca.

Advanced Search

7.2.4.3 Supplier can build complex search queries containing multiply criteria by selecting the fields wish to search. Select from different operators that enables to match the conditions for search.



The screenshot shows the 'Advanced Search' section of the REGAL iSupplier Portal. It includes a navigation bar with 'Home', 'Orders', 'Shipments', 'Planning', and 'Finance'. Below the navigation bar, there are tabs for 'Purchase Orders', 'Work Orders', 'Agreements', 'Purchase History', 'Work Confirmations', 'Deliverables', and 'View Requests'. The 'Advanced Search' section has a heading and instructions: 'Specify parameters and values to filter the data that is displayed in your results set.' There are two radio buttons: 'Show table data when all conditions are met.' (selected) and 'Show table data when any condition is met.' Below this, there are search criteria for 'PO Number', 'Document Type', 'Order Date', and 'Buyer'. The 'PO Number' dropdown is open, showing a list of operators: 'is', 'is not', 'contains', 'starts with', and 'ends with'. Below the search criteria, there are buttons for 'Go', 'Clear', 'Add Another', 'Acknowledgement Status', and 'Add'.

Search Operators Use:

- is – use this operator for an exact match
- is not – use this operator to exclude a specific match
- contains – use this operator to find a partial match
- starts with – use this operator to find a partial match only at the beginning
- ends with – use this operator to find a partial match that ends with criteria

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7.3. Purchase Order



Types of PO Status:

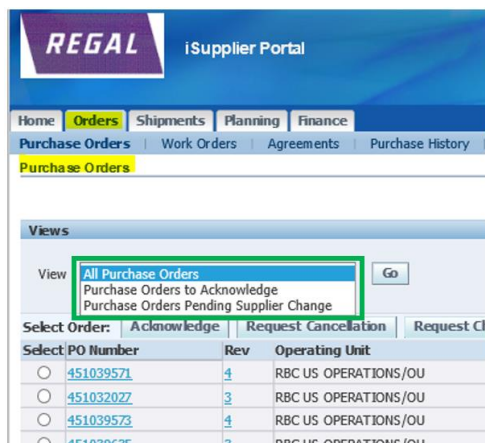
1. **Accepted** – all details in the PO has been accepted by Regal and the supplier.
2. **Rejected** – PO has been rejected.
3. **Cancelled** – cancelled PO.
4. **Closed** – closed PO.
5. **Requires Acknowledgement** -Regal asking for confirmation for the PO from the supplier.
6. **Supplier Change Pending** – Supplier asked for changes in the PO where the buyer needs to confirm.
7. **Open** – pre-iSupplier status where PO does not need any confirmation from the supplier.

7.3.1 Viewing Purchase Order

Supplier can view details of purchase order such as lines, shipments and attachments.

7.3.1.1 To view & access PO for further processing, click the **Orders** tab from iSupplier Portal Home.

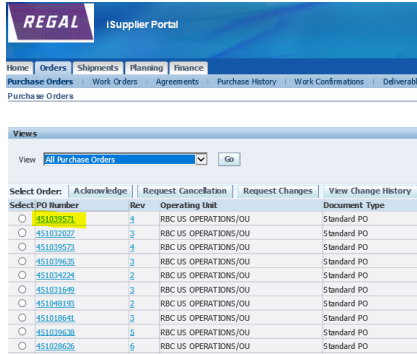
7.3.1.2 From the view menu, choose which purchase orders to display.



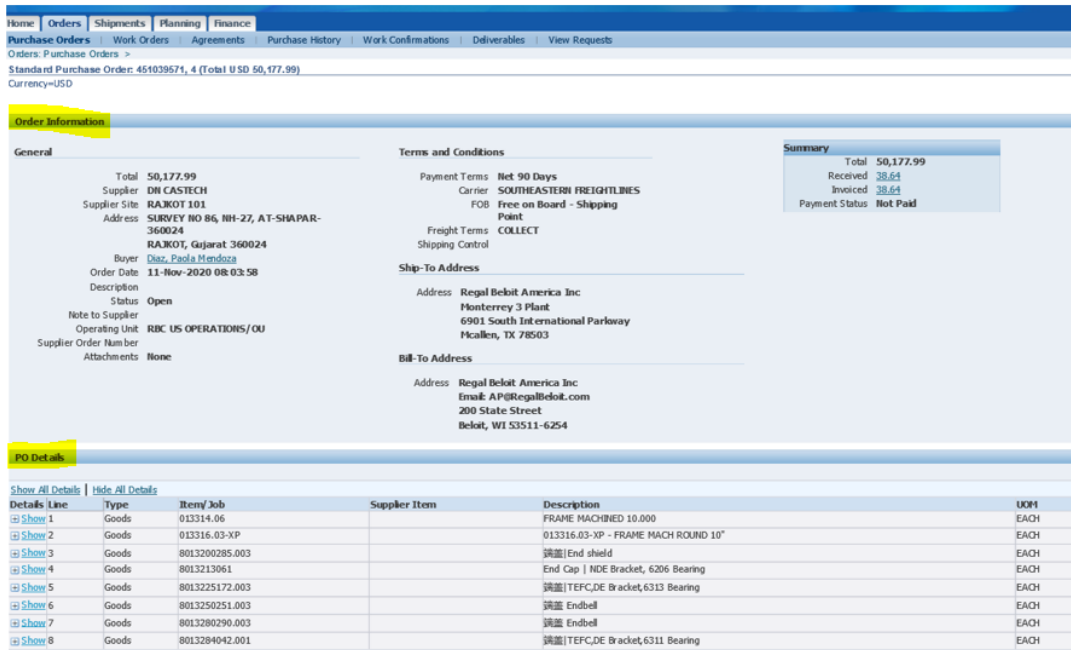
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7.3.1.3 To access the specific PO number you wish to view, click its PO number link.



7.3.1.4 Upon clicking the link, detailed information of PO shall display. **Order Information** section shows general information, terms and conditions, ship to address and bill to address. **PO Details** section shows line specification information.



7.3.1.5 By clicking **Show** link, shipment summary will show below the line.

PO Details										
Show All Details Hide All Details										
Details Line	Type	Item/Job	Supplier Item	Description	UDM	Qty	Price	Amount	Status	
1	Goods	013314.06		FRAME MACHINED 10.000	EACH	36	30.15	1,085.40	Open	
Shipments										
Shipment	Ship-To Location	Ordered	Qty Received	Amount Invoiced	Ordered	Amount Received	Invoiced Promised Date	Need-By Date	Payment Status	Status
1	MT3NFG	36			1,085.40		14-Jan-2021 23:59:00	04-Nov-2020 23:59:00		Open

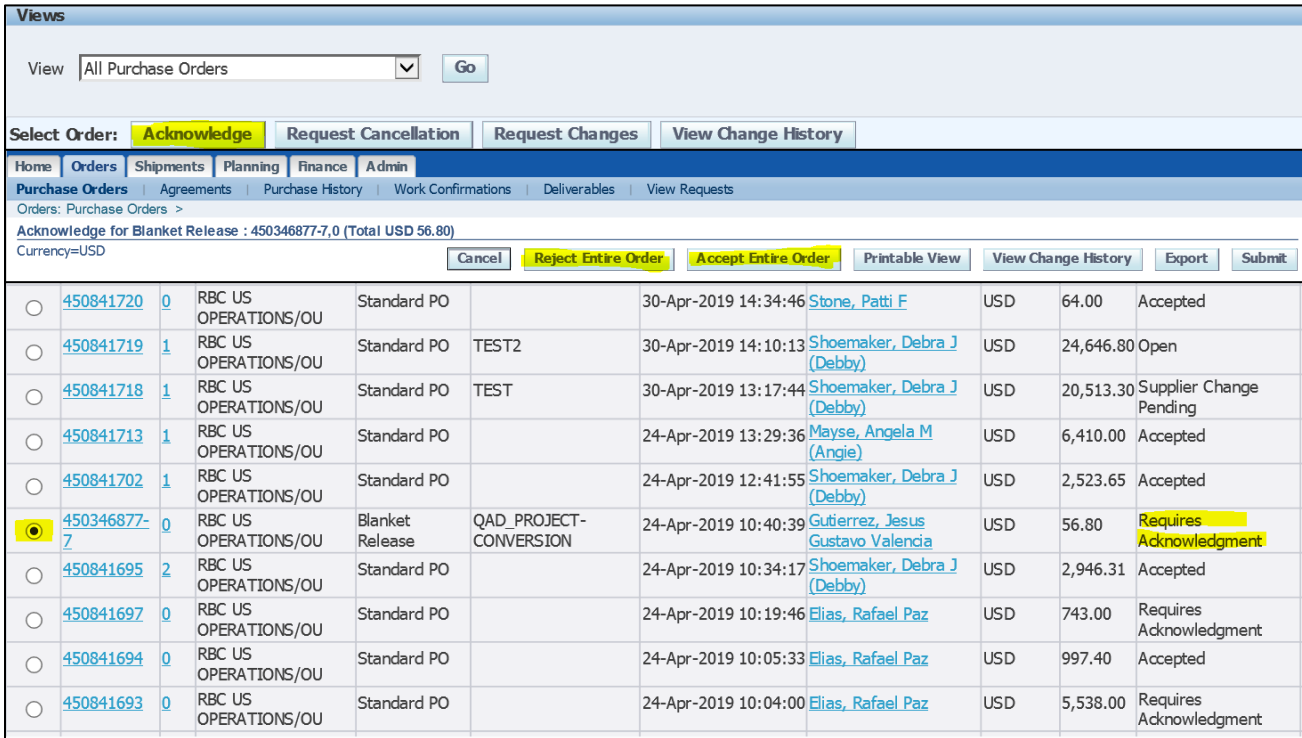
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7.3.2 PO Acknowledgement (Header/Line)

This is required by the business for the supplier to acknowledge important information within the PO. This maybe that we require a specific delivery date, change in quantity etc. The supplier can either “Accept”, “Change” or “Reject” the PO.

7.3.2.1 Select PO with “Requires Acknowledgement” status and click on “**Acknowledge**”.



PO Number	Quantity	Material	PO Type	Plant	Creation Date/Time	Created By	Currency	Amount	Status
450841720	0	RBC US OPERATIONS/OU	Standard PO		30-Apr-2019 14:34:46	Stone, Patti F	USD	64.00	Accepted
450841719	1	RBC US OPERATIONS/OU	Standard PO	TEST2	30-Apr-2019 14:10:13	Shoemaker, Debra J (Debby)	USD	24,646.80	Open
450841718	1	RBC US OPERATIONS/OU	Standard PO	TEST	30-Apr-2019 13:17:44	Shoemaker, Debra J (Debby)	USD	20,513.30	Supplier Change Pending
450841713	1	RBC US OPERATIONS/OU	Standard PO		24-Apr-2019 13:29:36	Mayse, Angela M (Angie)	USD	6,410.00	Accepted
450841702	1	RBC US OPERATIONS/OU	Standard PO		24-Apr-2019 12:41:55	Shoemaker, Debra J (Debby)	USD	2,523.65	Accepted
450346877-7	0	RBC US OPERATIONS/OU	Blanket Release	QAD_PROJECT-CONVERSION	24-Apr-2019 10:40:39	Gutierrez, Jesus Gustavo Valencia	USD	56.80	Requires Acknowledgment
450841695	2	RBC US OPERATIONS/OU	Standard PO		24-Apr-2019 10:34:17	Shoemaker, Debra J (Debby)	USD	2,946.31	Accepted
450841697	0	RBC US OPERATIONS/OU	Standard PO		24-Apr-2019 10:19:46	Elias, Rafael Paz	USD	743.00	Requires Acknowledgment
450841694	0	RBC US OPERATIONS/OU	Standard PO		24-Apr-2019 10:05:33	Elias, Rafael Paz	USD	997.40	Accepted
450841693	0	RBC US OPERATIONS/OU	Standard PO		24-Apr-2019 10:04:00	Elias, Rafael Paz	USD	5,538.00	Requires Acknowledgment

7.3.2.2 Supplier can accept the whole order at header level (all lines) by clicking on “**Accept Entire Order**” button. They can also reject the whole order by clicking on “**Reject Entire Order**” button.

7.3.2.3 Supplier can also accept/reject specific line items going into detail by clicking the **Show** link > **Shipments** table, go to action tab and selecting “Accept”, “Change”, “Reject” on the drop down and click “Submit”. The supplier is encouraged to put comments on the comments section.

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PO Details

TIP: Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

Details Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason	
1	Goods	22P54-1	000		NUT	EACH			56.80										

Shipments

Shipment Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount Promised	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
ELP_FOM	8000	0.0071			56.80	29-May-2019 23:59	29-May-2019 23:59:00					Requires Acknowledgment			Accept

Additional Change Requests

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Additional Changes

Return to Orders: Purchase Orders

Cancel Reject Entire Order Accept Entire Order Printable View View Change History Export Submit

7.3.2.4 If the supplier rejects the PO, the next screen will appear and they will need to put the reason and then click submit. Once submitted the status will show "Rejected".

Acknowledge Purchase Order 450841693

Description

Currency USD

Amount 5,538.00

Order Date 24-Apr-2019 10:04:00

Action Reject

* Note to Buyer

Test comment

Cancel Submit

450841693 0 RBC US OPERATIONS/OU Standard PO 24-Apr-2019 10:04:00 Elias, Rafael Paz USD 5,538.00 Rejected

7.3.3 PO Change Request (Header/Line)

Single Change Request




7.3.3.1 Supplier can request changes by selecting the radio button for desired PO and then clicking the "Request Changes" button.

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status
<input type="radio"/>	450841722	1	RBC US OPERATIONS/OU	Standard PO	TEST 3	30-Apr-2019 15:39:56	Shoemaker, Debra J (Debby)	USD	5,320.20	Open
<input type="radio"/>	450841721	1	RBC US OPERATIONS/OU	Standard PO		30-Apr-2019 15:10:45	Stone, Patti F	USD	64.00	Open
<input type="radio"/>	450841720	0	RBC US OPERATIONS/OU	Standard PO		30-Apr-2019 14:34:46	Stone, Patti F	USD	64.00	Accepted
<input type="radio"/>	450841719	1	RBC US OPERATIONS/OU	Standard PO	TEST2	30-Apr-2019 14:10:13	Shoemaker, Debra J (Debby)	USD	24,646.80	Open
<input type="radio"/>	450841718	1	RBC US OPERATIONS/OU	Standard PO	TEST	30-Apr-2019 13:17:44	Shoemaker, Debra J (Debby)	USD	20,513.30	Supplier Change Pending
<input checked="" type="radio"/>	450841713	1	RBC US OPERATIONS/OU	Standard PO		24-Apr-2019 13:29:36	Mayse, Anqeda M (Angie)	USD	6,410.00	Accepted
<input type="radio"/>	450841702	1	RBC US OPERATIONS/OU	Standard PO		24-Apr-2019 12:41:55	Shoemaker, Debra J (Debby)	USD	2,523.65	Accepted









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7.3.3.2 Supplier can then change QTY or Promised Date and then indicate reason, select “Change” on the dropdown menu, add comments and then click the submit button.

Details	Line Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason	
	Goods	9108176	010		A-7745-5 GREASE FITTING -1/8 NPT (RELIEF)	EACH	25000	0.2564	6,410.00					Open					
Shipments																			
Ship-To	Shipments Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action			
1	LBMG	25000	0.2564		6,410.00	10-May-2019 23:59	01-May-2019 23:59:00					Accepted			Cannot deliver				
Additional Change Requests																			
If you need to submit more changes in addition to those that have been submitted above, you can specify them here																			
Additional Changes: <input type="text" value="Cannot deliver on May 10, we can deliver on Jun 20th."/>																			
Return to Orders: Purchase Orders												<input type="button" value="Cancel"/> <input type="button" value="Cancel Entire Order"/> <input type="button" value="Printable View"/> <input type="button" value="View Change History"/> <input type="button" value="Export"/> <input type="button" value="Submit"/>							

7.3.3.3 Supplier can split orders by expanding the line details and clicking on the “split” icon. This will create another line within the PO. *Main reason to do this is when doing partial shipments and updating the promise date field.* Once submitted the status will change to “Supplier Change Pending”. Buyer must approve the request to change.

Details	Line Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason	
	Goods	52A103478P1	0		CLAMP (TEFC FAN)	EACH	5000	0.0594	297.00					Open					
Shipments																			
Ship-To	Shipments Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action			
1	JZMEG	5000	0.0594		297.00	07-May-2019 23:59	07-May-2019 23:59:00					Requires Acknowledgment							
	Goods	74345-3	002		A-74345-3 STUD,SELF CLINCH,10 24X1.25	EACH	10000	0.0446	446.00					Open					
Shipments																			
Ship-To	Shipments Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action			
1	JZMEG	5000	0.0446		446.00	07-May-2019 23:59	07-May-2019 23:59:00					Requires Acknowledgment							
2	JZMEG	5000				31-May-2019 13:41	07-May-2019 23:59:00												
Additional Change Requests																			
If you need to submit more changes in addition to those that have been submitted above, you can specify them here																			
Additional Changes: <input type="text" value="5000 pcs on May 7 and another 5000pcs on May 31."/>																			
Return to Orders: Purchase Orders												<input type="button" value="Cancel"/> <input type="button" value="Reject Entire Order"/> <input type="button" value="Accept Entire Order"/> <input type="button" value="Printable View"/> <input type="button" value="View Change History"/> <input type="button" value="Export"/> <input type="button" value="Submit"/>							
	45084169Z	0	RBC US OPERATIONS/OU	Standard PO					24-Apr-2019 10:19:46	Elias, Rafael Paz	USD	743.00	Supplier Change Pending						

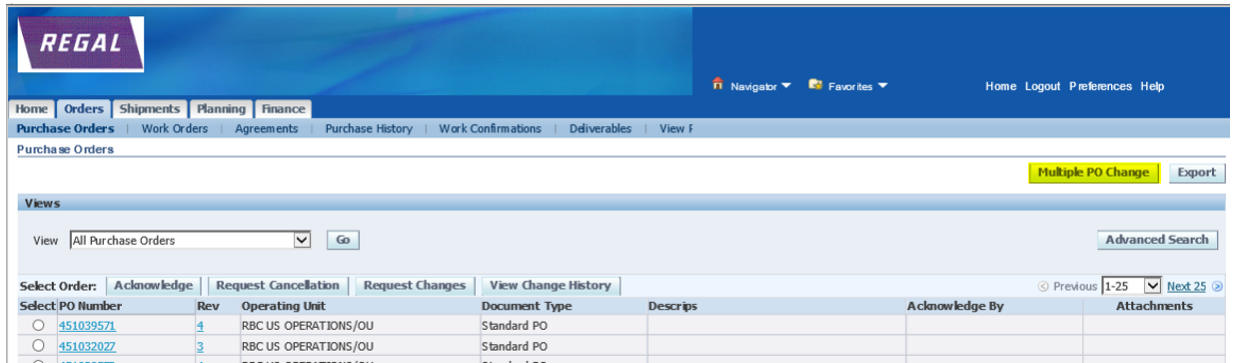
Multiple Change Request

Suppliers can update multiple orders simultaneously depending on the type of change needs to make. Multiple changes can be done to standard POs.

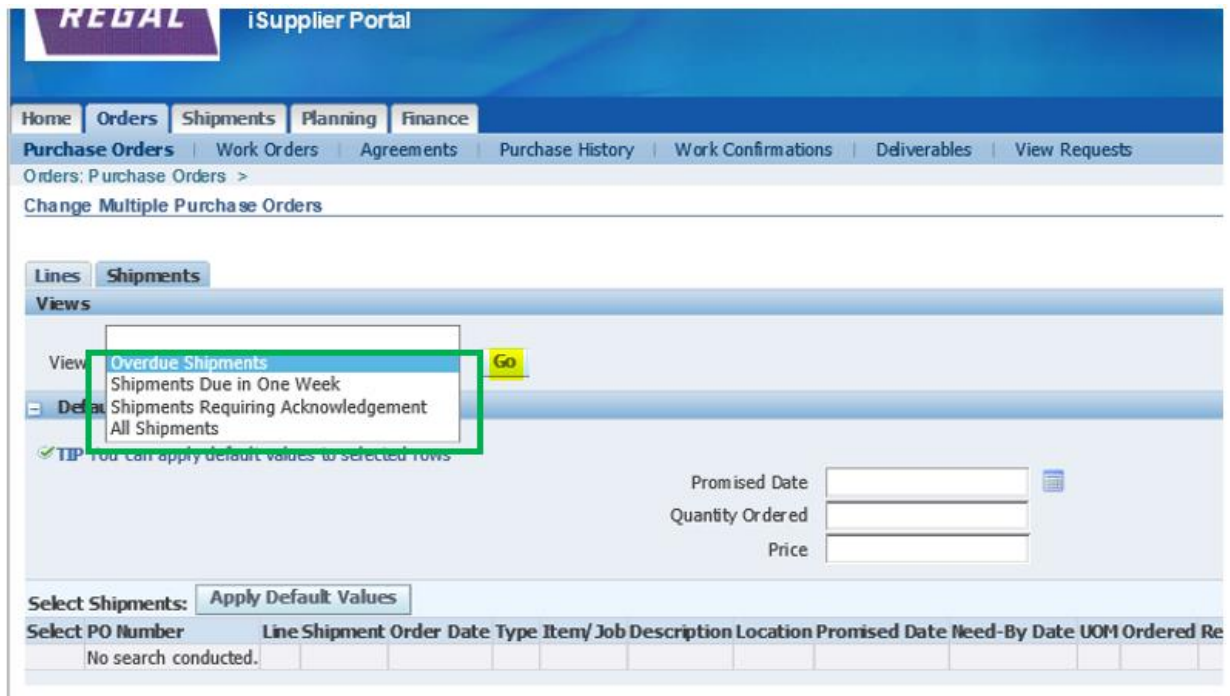
	950 500 140	REGAL BELOIT QUALITY STANDARD OPERATING PROCEDURE FOR ISUPPLIER EXTERNAL SUPPLIER FUNCTIONS		
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7.3.3.4 To update multiple POs, on the **Purchase Orders** page, click “**Multiple PO Change**”.



7.3.3.5 Select desired group from shipments View dropdown and click Go.



7.3.3.6 If you wish to change the same attribute (Promise Date, Quantity Ordered) for multiple PO to the same value, enter the new value in the default value fields.

7.3.3.7 Select the appropriate POs by ticking the select box.

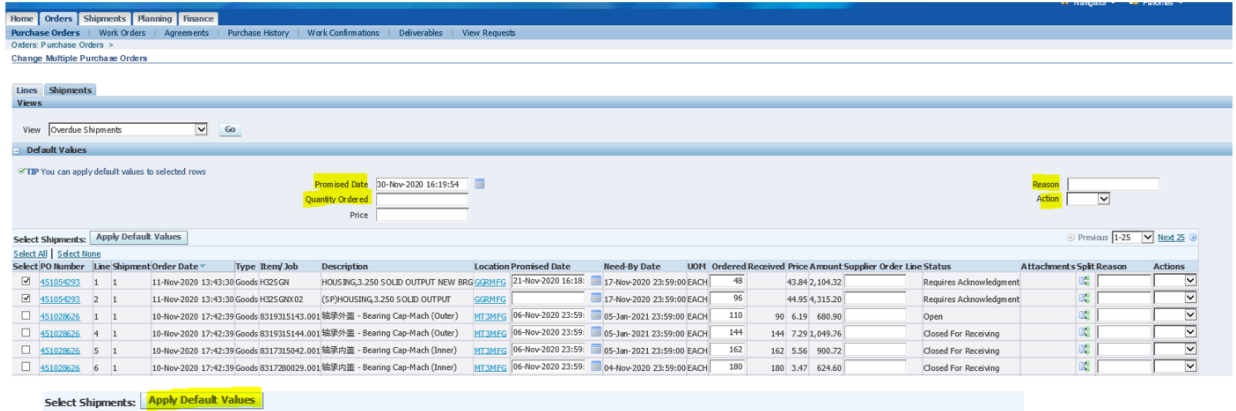
7.3.3.8 Enter a short text explanation in the **Reason** field

7.3.3.9 Select “Change” from Action dropdown.

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7.3.3.10 Click "Apply Default Values".

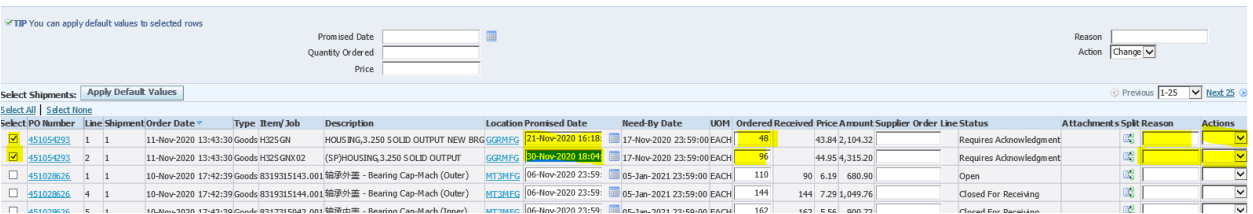


The screenshot shows the SAP PO Line Item table. The 'Apply Default Values' button is highlighted in yellow. The table contains the following data:

Select PO Number	Line	Shipment Order Date	Type	Item/Job	Description	Location	Promised Date	Need-By Date	UOM	Ordered	Received	Price	Amount	Supplier Order	Line Status	Attachments	Split Reason	Actions
451054293	1	11-Nov-2020	13:43:30	Goods	H25GN HOUSING,3.250 SOLID OUTPUT NEW BRG	GRMMEG	21-Nov-2020 16:18	17-Nov-2020 23:59:00	EACH	48		43.84	2,104.32		Requires Acknowledgment			
451054293	2	11-Nov-2020	13:43:30	Goods	H25GN02 (SP)HOUSING,3.250 SOLID OUTPUT	GRMMEG	21-Nov-2020 16:18	17-Nov-2020 23:59:00	EACH	96		44.95	4,315.20		Requires Acknowledgment			
451028626	1	10-Nov-2020	17:42:39	Goods	8319315143.001 轴承外盖 - Bearing Cap-Mach (Outer)	MT3MEG	06-Nov-2020 23:59	05-Jan-2021 23:59:00	EACH	110	90	6.19	680.90		Open			
451028626	4	10-Nov-2020	17:42:39	Goods	8319315143.001 轴承外盖 - Bearing Cap-Mach (Outer)	MT3MEG	06-Nov-2020 23:59	05-Jan-2021 23:59:00	EACH	144	144	7.29	1,049.76		Closed For Receiving			
451028626	5	10-Nov-2020	17:42:39	Goods	8317315942.001 轴承内盖 - Bearing Cap-Mach (Inner)	MT3MEG	06-Nov-2020 23:59	05-Jan-2021 23:59:00	EACH	162	162	5.56	900.72		Closed For Receiving			
451028626	6	10-Nov-2020	17:42:39	Goods	831728029.001 轴承内盖 - Bearing Cap-Mach (Inner)	MT3MEG	06-Nov-2020 23:59	04-Nov-2020 23:59:00	EACH	180	180	3.47	624.60		Closed For Receiving			

7.3.3.11 If you wish to update multiple PO attributes to different values, enter the new values directly into the fields of selected PO line table.

7.3.3.12 Enter a short explanation in Reason field & select action.



The screenshot shows the SAP PO Line Item table with the 'Reason' and 'Action' fields highlighted in yellow. The table contains the following data:

Select PO Number	Line	Shipment Order Date	Type	Item/Job	Description	Location	Promised Date	Need-By Date	UOM	Ordered	Received	Price	Amount	Supplier Order	Line Status	Attachments	Split Reason	Actions
451054293	1	11-Nov-2020	13:43:30	Goods	H25GN HOUSING,3.250 SOLID OUTPUT NEW BRG	GRMMEG	21-Nov-2020 16:18	17-Nov-2020 23:59:00	EACH	48		43.84	2,104.32		Requires Acknowledgment			
451054293	2	11-Nov-2020	13:43:30	Goods	H25GN02 (SP)HOUSING,3.250 SOLID OUTPUT	GRMMEG	21-Nov-2020 16:18	17-Nov-2020 23:59:00	EACH	96		44.95	4,315.20		Requires Acknowledgment			
451028626	1	10-Nov-2020	17:42:39	Goods	8319315143.001 轴承外盖 - Bearing Cap-Mach (Outer)	MT3MEG	06-Nov-2020 23:59	05-Jan-2021 23:59:00	EACH	110	90	6.19	680.90		Open			
451028626	4	10-Nov-2020	17:42:39	Goods	8319315144.001 轴承外盖 - Bearing Cap-Mach (Outer)	MT3MEG	06-Nov-2020 23:59	05-Jan-2021 23:59:00	EACH	144	144	7.29	1,049.76		Closed For Receiving			
451028626	5	10-Nov-2020	17:42:39	Goods	8317315942.001 轴承内盖 - Bearing Cap-Mach (Inner)	MT3MEG	06-Nov-2020 23:59	05-Jan-2021 23:59:00	EACH	162	162	5.56	900.72		Closed For Receiving			
451028626	6	10-Nov-2020	17:42:39	Goods	831728029.001 轴承内盖 - Bearing Cap-Mach (Inner)	MT3MEG	06-Nov-2020 23:59	04-Nov-2020 23:59:00	EACH	180	180	3.47	624.60		Closed For Receiving			

7.3.4 PO Cancellation Request (Header/Line)

7.3.4.1 Select the PO that needs to be cancelled and click on "Request Cancellation".

Select Order	Acknowledge	Request Cancellation	Request Changes	View Change History	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
450841722	1				30-Apr-2019 15:39:56	Shoemaker, Debra J (Debby)	USD	5,320.20	Open		
450841721	1				30-Apr-2019 15:10:45	Stone, Patti E	USD	64.00	Open		
450841720	0				30-Apr-2019 14:34:46	Stone, Patti E	USD	64.00	Accepted		
450841719	1				30-Apr-2019 14:10:13	Shoemaker, Debra J (Debby)	USD	24,646.80	Open		
450841718	1				30-Apr-2019 13:17:44	Shoemaker, Debra J (Debby)	USD	20,513.30	Supplier Change Pending		
450841713	1				24-Apr-2019 13:28:36	Mayer, Anndra H (Anndra)	USD	6,410.00	Accepted		
450841702	1				24-Apr-2019 12:41:55	Shoemaker, Debra J (Debby)	USD	2,523.65	Accepted		

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7.3.4.2 Cancel the whole order by clicking the on “**Cancel Entire Order**”. Enter reason and click on “**Submit**”.

Details Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
Show 1	Goods	006028.02	006	4853A	LEAD HOLE BUSH .938	EACH	50	1.28	64.00					Open				

Cancel Purchase Order 450841720

Description

Currency **USD**

Amount **64.00**

Order Date **30-Apr-2019 14:34:46**

Action **Cancel**

* Reason for Cancellation **Reason**

7.3.4.3 Cancel a specific line by going into the line detail and select “**Cancel**” on the dropdown menu, note the reason and click on the “**Submit**” button.

Details Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
Show 1	Goods	9108012	002		3A270 GREASE RELIEF PLUG	EACH	500	0.9776	488.80					Open				
Show 2	Goods	9108170	010		A-7745-2 GREASE FITTING -1/8 NPT (ALEMITE)	EACH	1000	0.1116	111.60					Open				
Show 3	Goods	9108176	010		A-7745-5 GREASE FITTING -1/8 NPT (RELIEF)	EACH	2000	0.2564	512.80					Open				
Hide 4	Goods	9126337	032		A-7661-50 L-SPRING 210/309 BRG	EACH	500	2.8209	1,410.45					Open				

Shipments

Ship-To	Shipments Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount Promised	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
1	LBFG	500	2.8209			1,410.45	10-May-2019 23:59:00	10-May-2019 23:59:00				Accepted		manufacture	<input type="button" value="Cancel"/>

7.3.5 Viewing Purchase Order History Revision

Supplier can get the summarized list of purchase orders that has been revised. You may compare each revised PO to the original PO.

7.3.5.1 From Orders Tab, click Purchase History sub-tab.

7.3.5.2 Enter search criteria to identify the purchase order(s) you wish to inspect. Click Go.

Home | Orders | Shipments | Planning | Finance

Purchase Orders | Work Orders | Agreements | **Purchase History** | Work Confirmations | Deliverables | View Requests

Purchase Order Revision History

Simple Search

Note that the search is case insensitive

PO Number

Release Number

Rev

Document Type

Creation Date

Revised Date

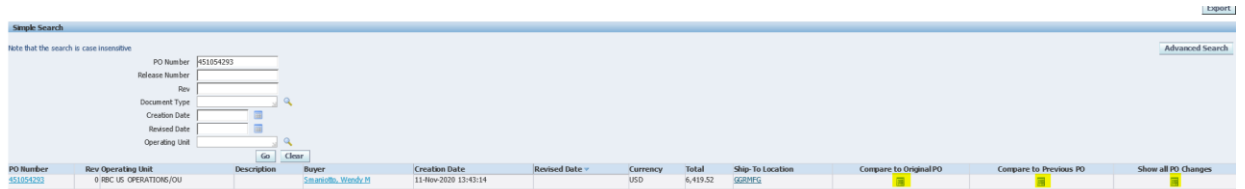
Operating Unit

PO Number	Rev	Operating Unit	Description	Buyer	Creation Date	Revised Date
-----------	-----	----------------	-------------	-------	---------------	--------------

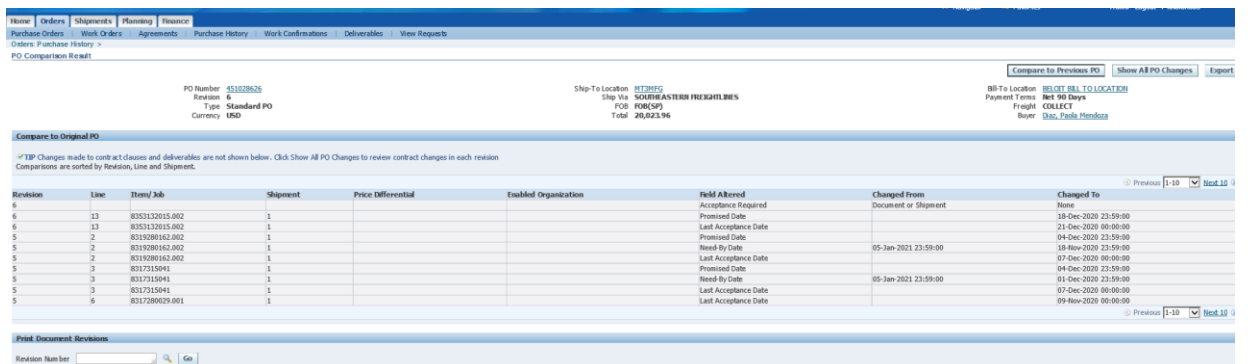
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7.3.5.3 Click the desired history to inspect. You can choose “Compare to Original PO”, “Compare to Previous PO” or “Show all PO Changes”.



7.3.5.4 Each option will show the detailed history of the selected PO.



7.4 Shipments

Suppliers enable to view existing shipments. iSupplier portal enables to create, cancel and view other shipment information.

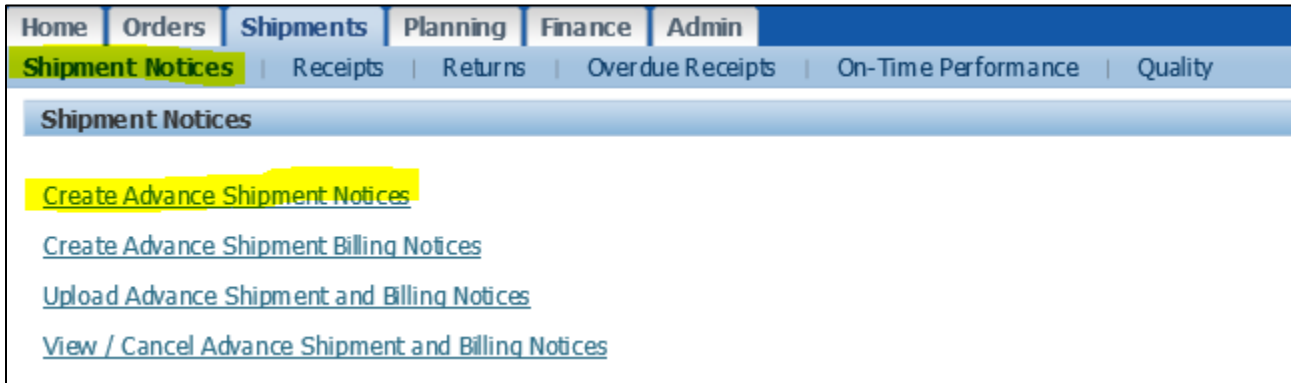


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7.4.1 Creating ASN

7.4.1.1 Click on “Create Advance Shipping Notices”

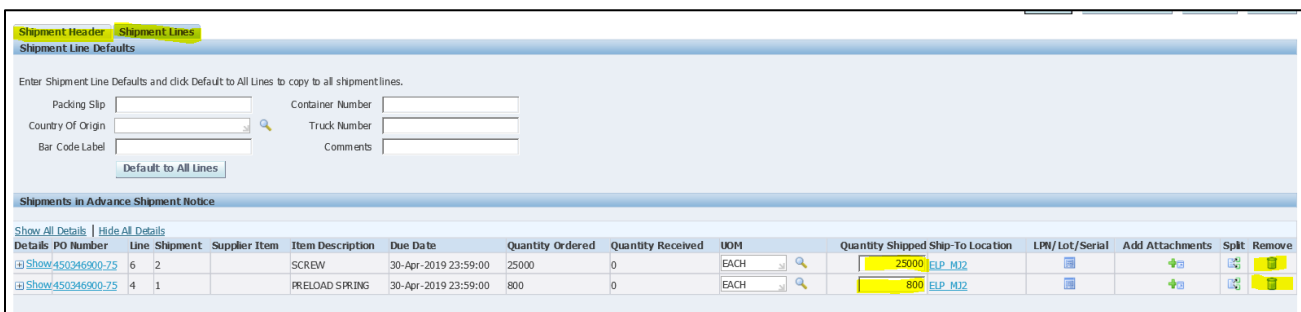


7.4.1.2 Select the PO which are shipping and then click on “Add to Shipment Notice”.

Important Note! Only PO shipping to the same location can be included in 1 ASN.

Select	PO Number	Line	Shipment	Supplier	Item	Item Description	Due Date -	Quantity Ordered	Quantity Shipped	Quantity Received	UOM	Ship-To Location	Organization Name	Ship-To Organization	Currency	Supplier Site
<input checked="" type="checkbox"/>	450346900	6	2			SCREW	30-Apr-2019 23:59:00	25000	0	0	EACH	ELP_MJ2	RBC US OPERATIONS/OU	ME22 MANUFACTURING FACILITY	USD	MCALLEN 103
<input checked="" type="checkbox"/>	450346900	4	1			PRELOAD SPRING	30-Apr-2019 23:59:00	800	0	0	EACH	ELP_MJ2	RBC US OPERATIONS/OU	ME22 MANUFACTURING FACILITY	USD	MCALLEN 103
<input type="checkbox"/>	450834678	1	1			LOCK WASHER	01-May-2019 18:30:00	50000	0	0	EACH	RYZMEG	RBC US OPERATIONS/OU	REYNOSA 2 MANUFACTURING	USD	MCALLEN 103
<input type="checkbox"/>	450841693	2	1	Old Item #10006264		NUT, STAINLESS STEEL, HEX, 10-32, NONE	03-May-2019 23:59:00	25000	0	0	EACH	RZMEG	RBC US OPERATIONS/OU	JZ CASA II	USD	EL PASO 101
<input type="checkbox"/>	450841719	4	1			A-9935-1A90 EYE BOLT-SHOULDER (1/2-13	05-May-2019	5000	0	0	EACH	LRMEG	RBC US	LEBANON MEG PLANT	USD	MCALLEN

7.4.1.3 On the shipment lines, you can edit the QTY or the lines shipping (click “remove” button). Then click on “Shipment Header”.

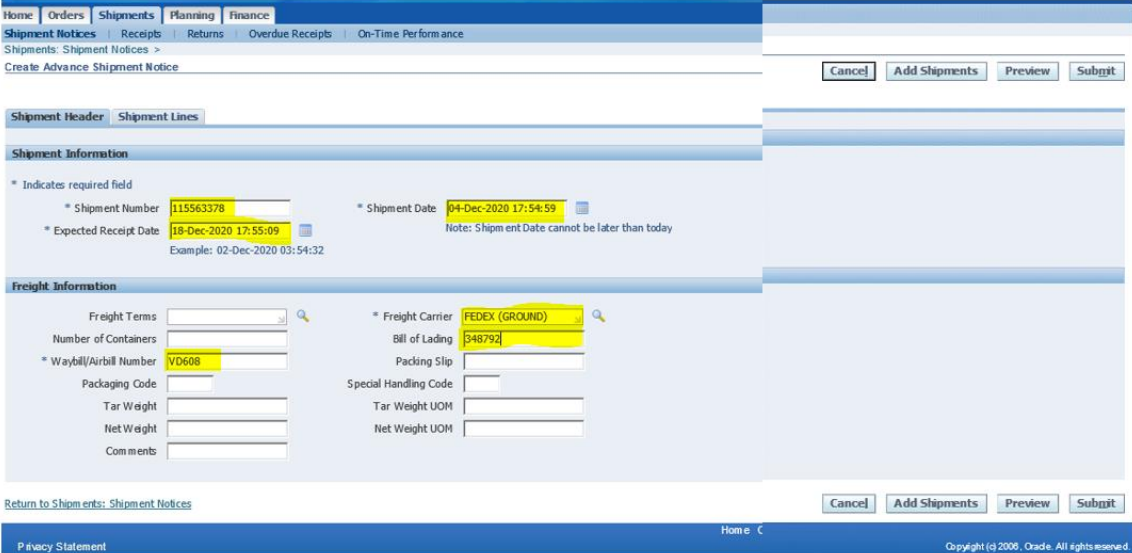


7.4.1.4 Enter the following required field:

- 7.4.1.4.1 Shipment Number/Invoice Number
- 7.4.1.4.2 Shipment Date
- 7.4.1.4.3 Expected Receipt Date
- 7.4.1.4.4 Freight Carrier
- 7.4.1.4.5 Waybill/Airbill Number
- 7.4.1.4.6 Bill of Lading (*mandatory for International Suppliers only*)

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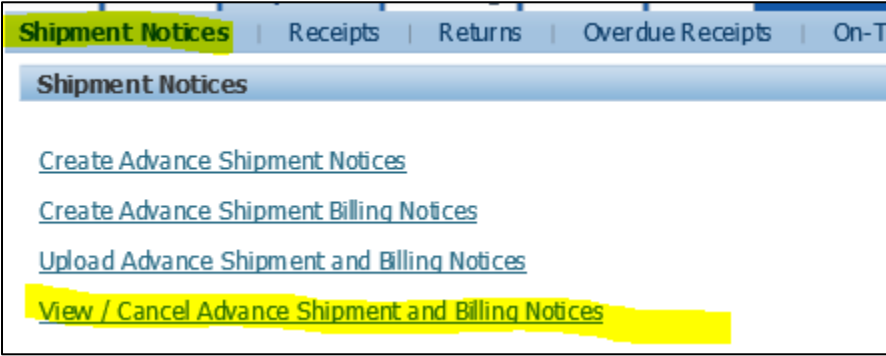
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7.4.1.5 Click "Submit"

7.4.2 View/Print/Modify/Cancel ASN

7.4.2.1 In Shipment Notices sub tab, click on "View/Cancel Advance Shipment and Billing Notices".



7.4.2.2 On the next screen, you can view/cancel ASNs.

7.4.2.3 To cancel an ASN, tick the corresponding ASN number and then click on "Cancel Shipment Notice".

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Views

View Advanced Search

Once a shipment notice is cancelled it cannot be undone

Select Advance Shipment Notice

Select	Shipment Number	Shipment Date	Expected Receipt Date	Freight Carrier	Waybill/ Airbill Number	Supplier Site	Invoice Number	Packing Slip	Processing Status Code	Cancellation Status
<input checked="" type="radio"/>	TEST1123	01-May-2019 12:42:37	10-May-2019 14:40:42	FEDEX EXPRESS	TEST123	MCALLEN 103			Pending	
<input type="radio"/>	TEST16010	29-Apr-2019 14:33:29	07-May-2019 14:33:53			EL PASO 101			Pending	
<input type="radio"/>	450841713	01-Apr-2019 13:38:46	10-Apr-2019 13:38:42			EL PASO 101				
<input type="radio"/>	test1	01-Apr-2019 13:59:16	26-Apr-2019 13:59:20			MCALLEN 103				
<input type="radio"/>	450841695	01-Apr-2019 11:39:39	03-May-2019 11:38:53			MCALLEN 103				
<input type="radio"/>	ASN123TEST	24-Apr-2019 09:35:18	30-Apr-2019 09:35:30	FEDEX FREIGHT PRIORITY		EL PASO 101		TEST#2		
<input type="radio"/>	ASN123456	24-Apr-2019 08:07:11	30-Apr-2019 08:07:28	FEDEX EXPRESS	123456	EL PASO 101				
<input type="radio"/>	450841684	24-Apr-2019 07:09:39	08-May-2019 07:04:26	PROTRANS INTERNATIONAL	123456-78910-111213	EL PASO 101				
<input type="radio"/>	789	23-Apr-2019 15:27:53	30-Apr-2019 15:27:19			EL PASO 101				
<input type="radio"/>	006747.01	23-Apr-2019 15:24:55	30-Apr-2019 15:25:03			EL PASO 101		warth525		

Select Advance Shipment Notice Previous 1-10 Next 10

7.4.2.4 To print an ASN, click the shipment number link to redirect the window of details of ASN.

REGAL

Home Orders Shipments Planning Finance

Shipment Notices Receipts Returns Overdue Receipts On-Time Performance

Shipments: Shipment Notices >

View / Cancel Advance Shipment Notice

Views

View

Once a shipment notice is cancelled it cannot be undone

Select Advance Shipment Notice

Select	Shipment Number	Shipment Date	Expected Receipt Date	Freight Carrier	Waybill/ Airbill Number	Supplier Site	Invoice Number	Packing Slip
<input checked="" type="radio"/>	EA/161	08-Oct-2020 11:04:24	30-Nov-2020 10:49:51	QB Logistics	NA	RAJKOT 101		EA/161.
<input type="radio"/>	EA/156	18-Sep-2020 11:13:40	15-Nov-2020 11:12:01	QB Logistics	TCLU273690	RAJKOT 101		
<input type="radio"/>	EA/147	29-Aug-2020 11:06:47	15-Oct-2020 11:06:55	QB Logistics	BHOU1298289	RAJKOT 101		EA/147
<input type="radio"/>	EA/161	08-Oct-2020 11:04:24	15-Dec-2020 11:04:06	QB Logistics	NA	RAJKOT 101		EA/161

[Return to Shipments: Shipment Notices](#)

Home Orders Shipments Planning Finance Home Logout Preferences Help

Privacy Statement

7.4.2.5 Click "Print ASN" to view the summary. Output is in pdf format and can be saved in local drive for reference.

REGAL

Home Orders Shipments Planning Finance

Shipment Notices Receipts Returns Overdue Receipts On-Time Performance

Shipments: Shipment Notices > View / Cancel Advance Shipment Notice >

Advance Shipment Notice: EA161

Shipment Information

Shipment Number: EA/161, Supplier: BH CAS/OH, Supplier Site: RAJKOT 101, Shipment Date: 08-Oct-2020 11:04:24, Expected Receipt Date: 30-Nov-2020 10:49:51

Freight Information

Freight Terms: COLLECT, Bill of Lading, Packing Code, Special Handling Code, Freight Carrier: QB Logistics, Waybill/Airbill Number: NA, Tar Weight UOM, Net Weight UOM, Comments, Number of Containers: EA/161, Packing Slip, Tar Weight, Net Weight

Shipments in Advance Shipment Notice







Details	PO Number	Line	Shipment	Supplier	Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOH	Quantity Shipped	Ship-To Location	LIN/Lot	Serial	View	Attachments	Cancellation Status
Show	451017232	1	4			END FRAME-MACHINED	31-Dec-2020 18:28:25	1000	0	EACH	1000	IT123FG					
Show	451017232	2	4			END FRAME-MACHINED	31-Dec-2020 18:29:31	1000	0	EACH	1000	IT123FG					

[Return to View / Cancel Advance Shipment Notice](#)

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RBC ASN Report

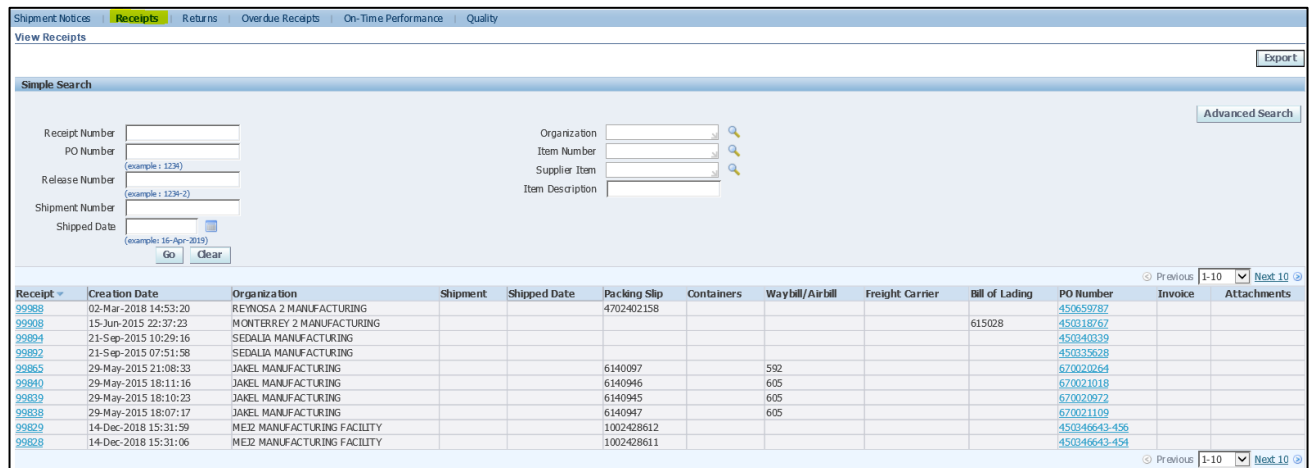
Shipment Number	Shipped Date	Expected Receipt Date	Freight Carrier	Waybill	Packing Slip	Supplier Name	Supplier Site
EA/161.	2020-10-08 11:04:24.0	2020-11-30 10:49:51.0	CKB Logistics	NA	EA/161.	DN CASTECH	RAJKOT 101
							
PO /Blanket Release Num	Line No	Item	Shipment No	Qty Shipped	LPN Num	Lot/Serial Num	Lot Qty
451017712	2	1011113-002	4	1080			
	Item			Qty Shipped			
			Lot/Serial Num			Lot Qty	
451017712	1	1011107-002	4	1080			
	Item			Qty Shipped			
			Lot/Serial Num			Lot Qty	

End of Report

7.4.3 Viewing Receipts

Supplier can explore a historical view of all receipts that have been recorded for shipped goods.

7.4.3.1 Here the supplier can view their corresponding receipts in Regal plants and their details.



The screenshot shows the 'Receipts' tab in the Regal system. It includes a search form with fields for Receipt Number, PO Number, Release Number, Shipment Number, Shipped Date, Organization, Item Number, Supplier Item, and Item Description. Below the search form is a table of receipt data with columns: Receipt #, Creation Date, Organization, Shipment, Shipped Date, Packing Slip, Containers, Waybill/Airbill, Freight Carrier, Bill of Lading, PO Number, Invoice, and Attachments.

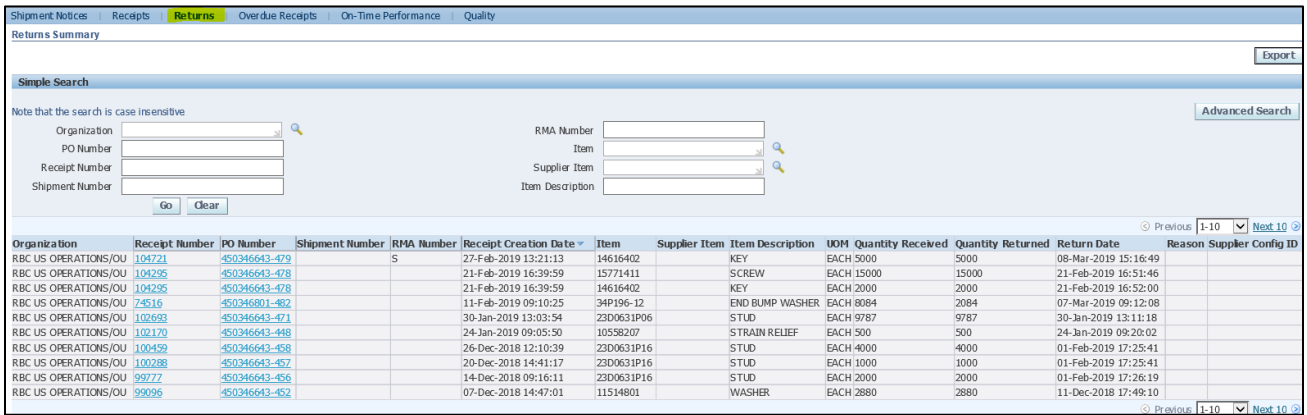
Receipt #	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
99988	02-Mar-2018 14:53:20	REYNOSA 2 MANUFACTURING			4702402158					450659787		
99908	15-Jun-2015 22:37:23	MONTERREY 2 MANUFACTURING							615028	450318767		
99894	21-Sep-2015 10:29:16	SEDALIA MANUFACTURING								450340339		
99892	21-Sep-2015 07:51:58	SEDALIA MANUFACTURING								450335628		
99865	29-May-2015 21:08:33	JAKEL MANUFACTURING			6140097		592			670020264		
99840	29-May-2015 18:11:16	JAKEL MANUFACTURING			6140946		605			670021018		
99839	29-May-2015 18:10:23	JAKEL MANUFACTURING			6140945		605			670020972		
99838	29-May-2015 18:07:17	JAKEL MANUFACTURING			6140947		605			670021109		
99829	14-Dec-2018 15:31:59	MEZ MANUFACTURING FACILITY			1002428612					450346643-456		
99828	14-Dec-2018 15:31:06	MEZ MANUFACTURING FACILITY			1002428611					450346643-454		

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7.4.4 Viewing Returns

7.4.4.1 Here the supplier can view the returned shipments and their details.

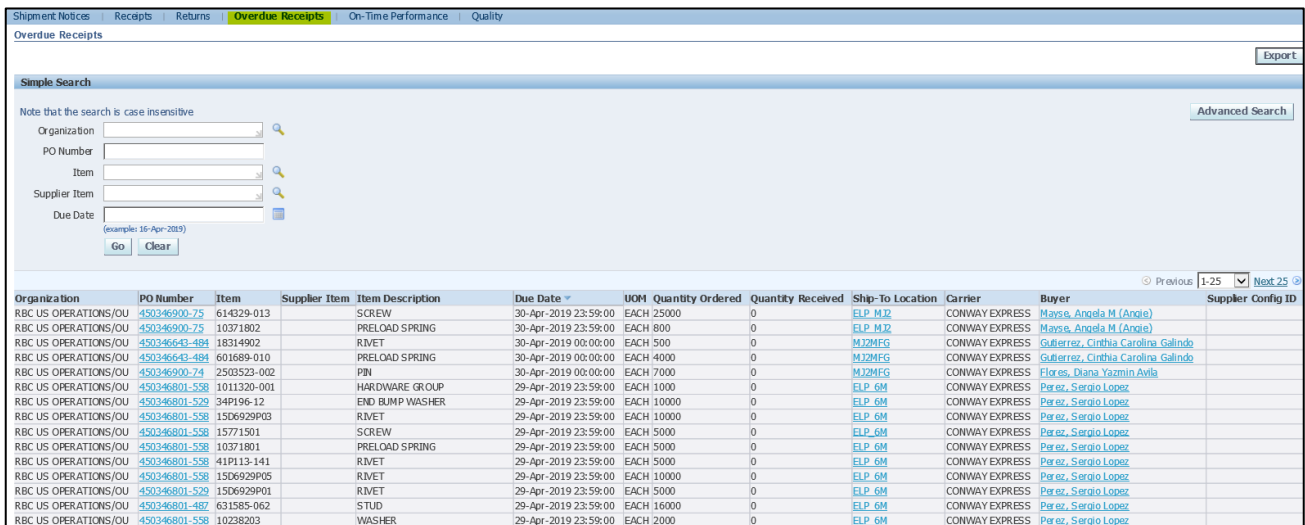


The screenshot shows the SAP Returns Summary interface. At the top, there are navigation tabs: Shipment Notices, Receipts, Returns (highlighted), Overdue Receipts, On-Time Performance, and Quality. Below the tabs is a 'Returns Summary' header with an 'Export' button. A 'Simple Search' section contains a note that the search is case insensitive and several input fields: Organization, PO Number, Receipt Number, Shipment Number, RMA Number, Item, Supplier Item, and Item Description. There are 'Go' and 'Clear' buttons. Below the search fields is a table with the following columns: Organization, Receipt Number, PO Number, Shipment Number, RMA Number, Receipt Creation Date, Item, Supplier Item, Item Description, UOM, Quantity Received, Quantity Returned, Return Date, Reason, and Supplier Config ID. The table contains 12 rows of data.

Organization	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Item	Supplier Item	Item Description	UOM	Quantity Received	Quantity Returned	Return Date	Reason	Supplier Config ID
RBC US OPERATIONS/OU	104721	450346643-479		S	27-Feb-2019 13:21:13	14616402		KEY	EACH 5000	5000		08-Mar-2019 15:16:49		
RBC US OPERATIONS/OU	104295	450346643-478			21-Feb-2019 16:39:59	15771411		SCREW	EACH 15000	15000		21-Feb-2019 16:51:46		
RBC US OPERATIONS/OU	104295	450346643-478			21-Feb-2019 16:39:59	14616402		KEY	EACH 2000	2000		21-Feb-2019 16:52:00		
RBC US OPERATIONS/OU	74516	450346801-482			11-Feb-2019 09:10:25	34P196-12		END BUMP WASHER	EACH 8084	2084		07-Mar-2019 09:12:08		
RBC US OPERATIONS/OU	102693	450346643-471			30-Jan-2019 13:03:54	23D0631P06		STUD	EACH 9787	9787		30-Jan-2019 13:11:18		
RBC US OPERATIONS/OU	102170	450346643-448			24-Jan-2019 09:05:50	10558207		STRAIN RELIEF	EACH 500	500		24-Jan-2019 09:20:02		
RBC US OPERATIONS/OU	100459	450346643-458			26-Dec-2018 12:10:39	23D0631P16		STUD	EACH 4000	4000		01-Feb-2019 17:25:41		
RBC US OPERATIONS/OU	100288	450346643-457			20-Dec-2018 14:41:17	23D0631P16		STUD	EACH 1000	1000		01-Feb-2019 17:25:41		
RBC US OPERATIONS/OU	99277	450346643-456			14-Dec-2018 09:16:11	23D0631P16		STUD	EACH 2000	2000		01-Feb-2019 17:26:19		
RBC US OPERATIONS/OU	99099	450346643-452			07-Dec-2018 14:47:01	11514801		WASHER	EACH 2880	2880		11-Dec-2018 17:49:10		

7.4.5 Viewing Overdue Receipts

7.4.4.2 Here the supplier can view the overdue PO. This is based on the "Promised Date" parameter.



The screenshot shows the SAP Overdue Receipts interface. At the top, there are navigation tabs: Shipment Notices, Receipts, Returns, Overdue Receipts (highlighted), On-Time Performance, and Quality. Below the tabs is an 'Overdue Receipts' header with an 'Export' button. A 'Simple Search' section contains a note that the search is case insensitive and several input fields: Organization, PO Number, Item, Supplier Item, and Due Date (with an example: 16-Apr-2019). There are 'Go' and 'Clear' buttons. Below the search fields is a table with the following columns: Organization, PO Number, Item, Supplier Item, Item Description, Due Date, UOM, Quantity Ordered, Quantity Received, Ship-To Location, Carrier, Buyer, and Supplier Config ID. The table contains 18 rows of data.

Organization	PO Number	Item	Supplier Item	Item Description	Due Date	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Buyer	Supplier Config ID
RBC US OPERATIONS/OU	450346900-75	614329-013		SCREW	30-Apr-2019 23:59:00	EACH 25000	0	0	ELP_M12	CONWAY EXPRESS	Mayas, Angela M (Angie)	
RBC US OPERATIONS/OU	450346900-75	10371802		PRELOAD SPRING	30-Apr-2019 23:59:00	EACH 800	0	0	ELP_M12	CONWAY EXPRESS	Mayas, Angela M (Angie)	
RBC US OPERATIONS/OU	450346643-484	18314902		RIVET	30-Apr-2019 00:00:00	EACH 500	0	0	MJ2MEG	CONWAY EXPRESS	Gutierrez, Cinthia Carolina Galindo	
RBC US OPERATIONS/OU	450346643-484	601689-010		PRELOAD SPRING	30-Apr-2019 00:00:00	EACH 4000	0	0	MJ2MEG	CONWAY EXPRESS	Gutierrez, Cinthia Carolina Galindo	
RBC US OPERATIONS/OU	450346900-74	2503523-002		PIN	30-Apr-2019 00:00:00	EACH 7000	0	0	MJ2MEG	CONWAY EXPRESS	Flores, Diana Yazmin Avila	
RBC US OPERATIONS/OU	450346801-538	1011320-001		HARDWARE GROUP	29-Apr-2019 23:59:00	EACH 10000	0	0	ELP_6M	CONWAY EXPRESS	Perex, Sergio Lopez	
RBC US OPERATIONS/OU	450346801-529	34P196-12		END BUMP WASHER	29-Apr-2019 23:59:00	EACH 10000	0	0	ELP_6M	CONWAY EXPRESS	Perex, Sergio Lopez	
RBC US OPERATIONS/OU	450346801-538	15D6929P03		RIVET	29-Apr-2019 23:59:00	EACH 10000	0	0	ELP_6M	CONWAY EXPRESS	Perex, Sergio Lopez	
RBC US OPERATIONS/OU	450346801-538	15771501		SCREW	29-Apr-2019 23:59:00	EACH 5000	0	0	ELP_6M	CONWAY EXPRESS	Perex, Sergio Lopez	
RBC US OPERATIONS/OU	450346801-538	10371801		PRELOAD SPRING	29-Apr-2019 23:59:00	EACH 5000	0	0	ELP_6M	CONWAY EXPRESS	Perex, Sergio Lopez	
RBC US OPERATIONS/OU	450346801-538	41P113-141		RIVET	29-Apr-2019 23:59:00	EACH 5000	0	0	ELP_6M	CONWAY EXPRESS	Perex, Sergio Lopez	
RBC US OPERATIONS/OU	450346801-538	15D6929P05		RIVET	29-Apr-2019 23:59:00	EACH 10000	0	0	ELP_6M	CONWAY EXPRESS	Perex, Sergio Lopez	
RBC US OPERATIONS/OU	450346801-529	15D6929P01		RIVET	29-Apr-2019 23:59:00	EACH 5000	0	0	ELP_6M	CONWAY EXPRESS	Perex, Sergio Lopez	
RBC US OPERATIONS/OU	450346801-487	631585-062		STUD	29-Apr-2019 23:59:00	EACH 16000	0	0	ELP_6M	CONWAY EXPRESS	Perex, Sergio Lopez	
RBC US OPERATIONS/OU	450346801-538	10238203		WASHER	29-Apr-2019 23:59:00	EACH 2000	0	0	ELP_6M	CONWAY EXPRESS	Perex, Sergio Lopez	

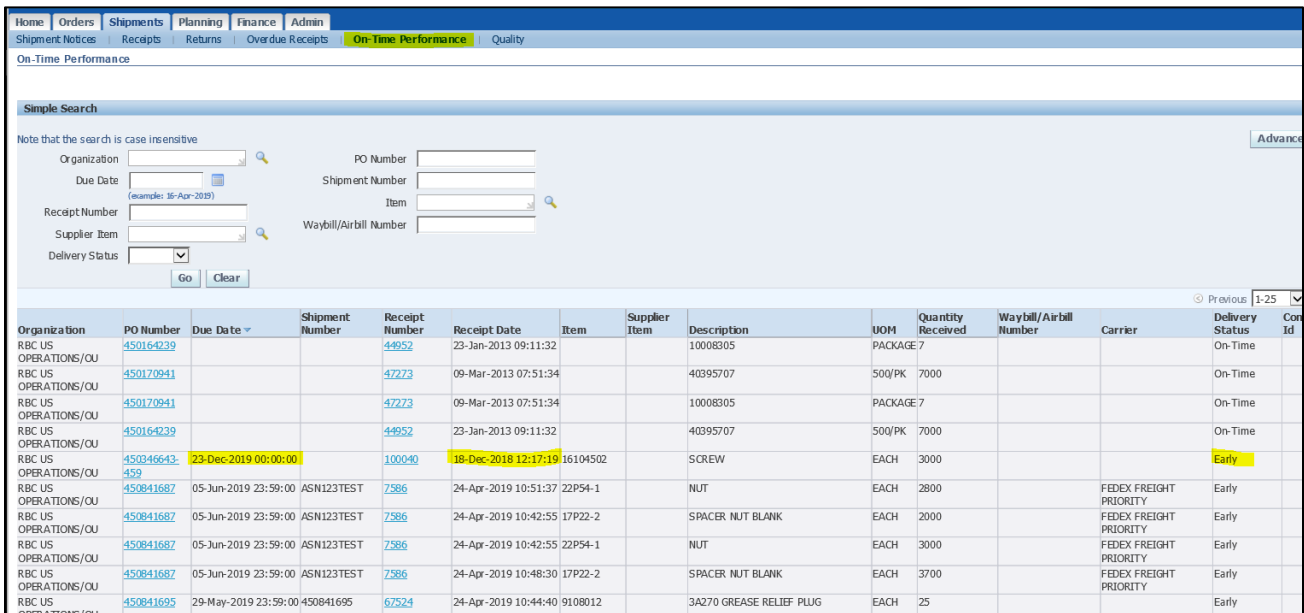
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7.4.6 Viewing On Time Performance

On-Time Performance page provides the delivery status of shipments suppliers made against purchase orders.

7.4.6.1 On time performance is based on "Receipt Date" vs "Due Date". Due date refers to promise date. For Regal, 3 days early and 0 days late is considered "On Time".



The screenshot shows the 'On-Time Performance' page in the iSupplier Portal. The page has a navigation bar with tabs: Home, Orders, Shipments, Planning, Finance, Admin. The 'On-Time Performance' tab is selected. Below the navigation bar is a search section with fields for Organization, Due Date, Receipt Number, Supplier Item, PO Number, Shipment Number, Item, and Waybill/Airbill Number. Below the search section is a table with the following columns: Organization, PO Number, Due Date, Shipment Number, Receipt Number, Receipt Date, Item, Supplier, Description, UOM, Quantity Received, Waybill/Airbill Number, Carrier, Delivery Status, and Con Id. The table contains several rows of data, including entries for RBC US OPERATIONS/OU and RBC US OPERATIONS/OU with various PO numbers and receipt dates. The 'Delivery Status' column shows 'On-Time' for most entries and 'Early' for some.

7.4.6.2 Click the PO number or receipt number to view further details.

7.5 Planning

Planning function in the main tab enables supplier to view demand forecasts from Regal.

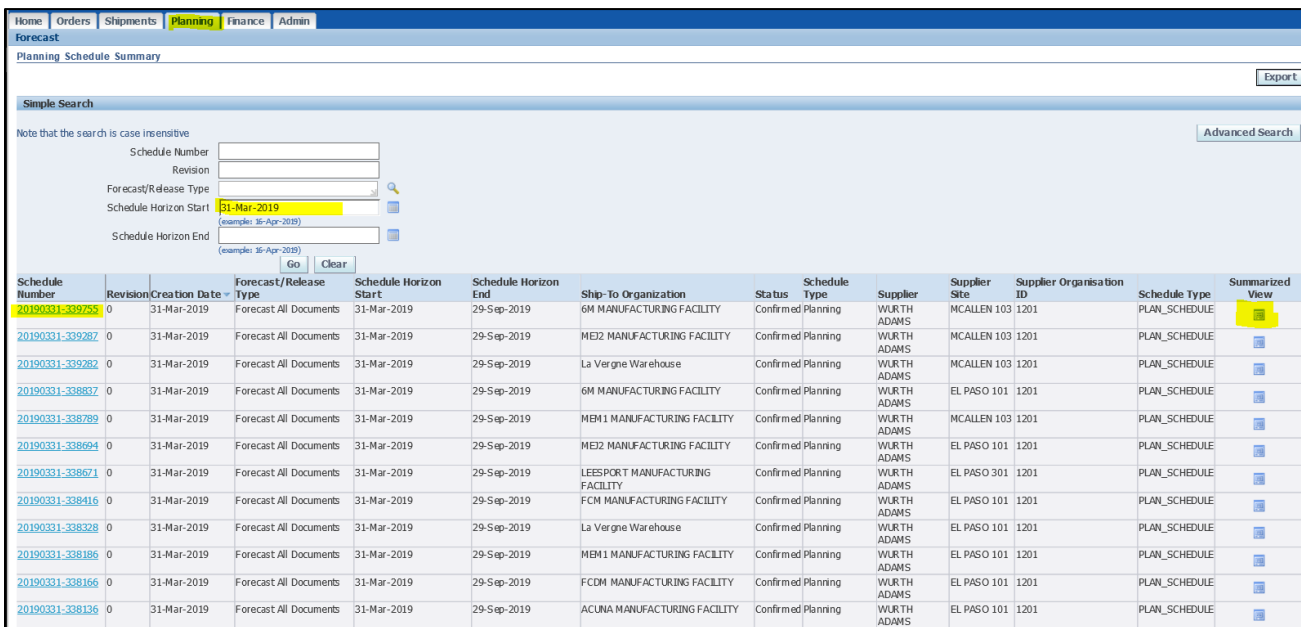


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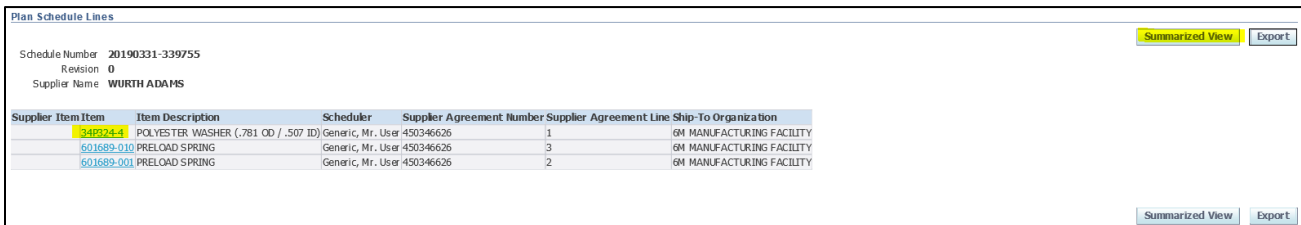
7.5.1 Supplier Schedules/Forecasts

7.5.1.1 To view a schedule, click the “Planning” tab and enter a “Schedule Horizon Start” (last day of the previous month). To view a specific schedule, click on the “Schedule Number” or the “Summarized View” button.



The screenshot shows the 'Forecast' application interface. At the top, there are navigation tabs: Home, Orders, Shipments, **Planning**, Finance, and Admin. Below the tabs is a 'Forecast' header and a 'Planning Schedule Summary' section with an 'Export' button. A 'Simple Search' section contains a note that the search is case insensitive and several input fields: Schedule Number, Revision, Forecast/Release Type, Schedule Horizon Start (with a dropdown menu showing '31-Mar-2019' and an example '16-Apr-2019'), and Schedule Horizon End (with an example '16-Apr-2019'). There are 'Go' and 'Clear' buttons below the search fields. Below the search section is a table with the following columns: Schedule Number, Revision, Creation Date, Forecast/Release Type, Schedule Horizon Start, Schedule Horizon End, Ship-To Organization, Status, Schedule Type, Supplier, Supplier Site, Supplier ID, Supplier Organisation, Schedule Type, and Summarized View. The table contains 14 rows of data, with the first row highlighted in yellow. The 'Summarized View' column for the first row has a yellow button.

7.5.1.2 Clicking on the “Schedule Number” will land you to the high level page.



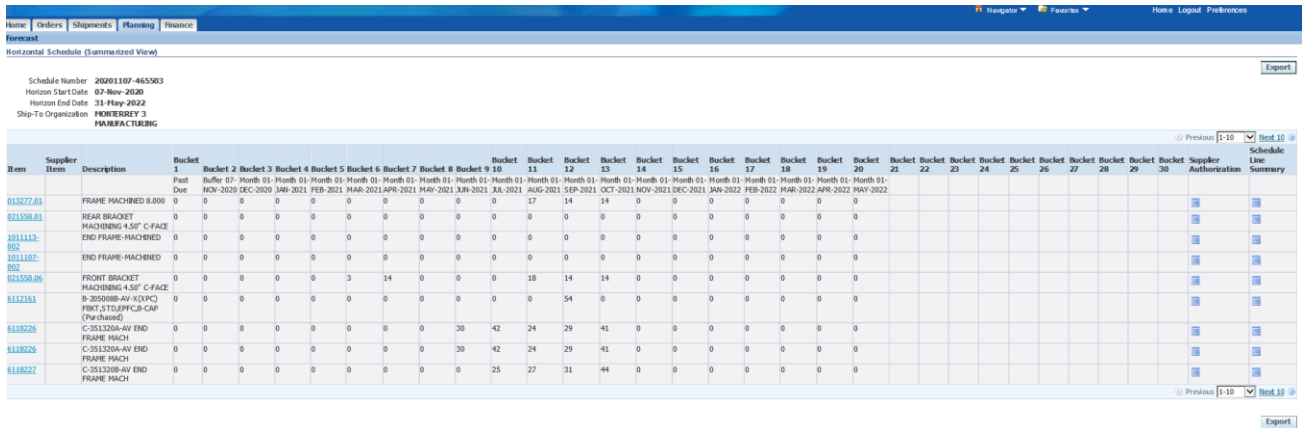
The screenshot shows the 'Plan Schedule Lines' application interface. At the top, there are buttons for 'Summarized View' and 'Export'. Below the buttons, the following information is displayed: Schedule Number: 20190331-339755, Revision: 0, and Supplier Name: WURTH ADAMS. Below this is a table with the following columns: Supplier, Item, Item Description, Scheduler, Supplier Agreement Number, and Ship-To Organization. The table contains 3 rows of data. The first row is highlighted in yellow. The 'Summarized View' and 'Export' buttons are also present at the bottom right of the table.

7.5.1.3 From the high level page, the supplier can click on:

7.5.1.3.1 “Summarized View” showing the list of item numbers’ forecast covered within the horizon dates.

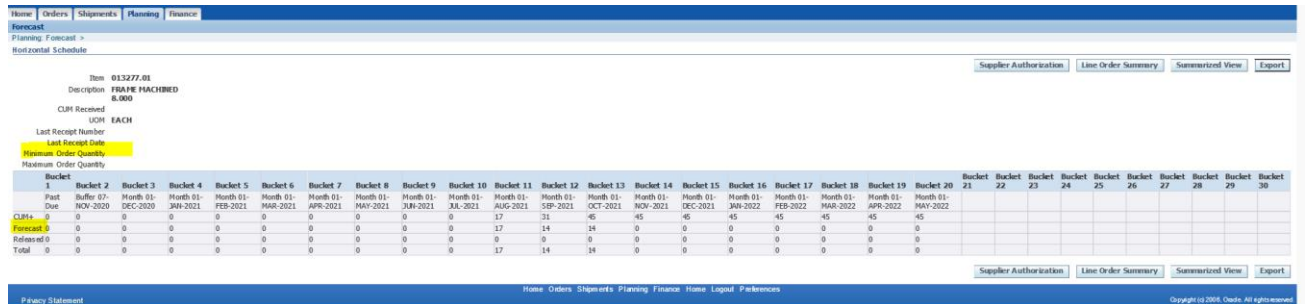
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Item	Supplier Item	Description	Bucket 1	Bucket 2	Bucket 3	Bucket 4	Bucket 5	Bucket 6	Bucket 7	Bucket 8	Bucket 9	Bucket 10	Bucket 11	Bucket 12	Bucket 13	Bucket 14	Bucket 15	Bucket 16	Bucket 17	Bucket 18	Bucket 19	Bucket 20	Bucket 21	Bucket 22	Bucket 23	Bucket 24	Bucket 25	Bucket 26	Bucket 27	Bucket 28	Bucket 29	Bucket 30	Supplier Authorization	Schedule Line Summary
013277.01		FRAME MACHINED 8.000	0	0	0	0	0	0	0	0	0	0	17	14	14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
013558.01		REAR BRACKET MACHINING 4.50" C-FACE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
1011113.002		END FRAME-MACHINED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
1011107.002		END FRAME-MACHINED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
013558.06		FRONT BRACKET MACHINING 4.50" C-FACE	0	0	0	0	0	3	14	0	0	0	0	18	14	14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
6112161		B-205008-AV-C(DPC) PWB CTTOEPK-CAP (Purchased)	0	0	0	0	0	0	0	0	0	0	0	54	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
6118226		C-3513208-AV END FRAME MACH	0	0	0	0	0	0	0	0	30	42	24	29	41	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
6118226		C-3513208-AV END FRAME MACH	0	0	0	0	0	0	0	0	30	42	24	29	41	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
6118227		C-3513208-AV END FRAME MACH	0	0	0	0	0	0	0	0	0	25	27	31	44	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		

7.5.1.3.2 Click Item number link to access the “Item View” of detailed forecast information. Item view provides guide of minimum order quantity, forecast quantity, released quantity.



Item	Supplier Item	Description	Bucket 1	Bucket 2	Bucket 3	Bucket 4	Bucket 5	Bucket 6	Bucket 7	Bucket 8	Bucket 9	Bucket 10	Bucket 11	Bucket 12	Bucket 13	Bucket 14	Bucket 15	Bucket 16	Bucket 17	Bucket 18	Bucket 19	Bucket 20	Bucket 21	Bucket 22	Bucket 23	Bucket 24	Bucket 25	Bucket 26	Bucket 27	Bucket 28	Bucket 29	Bucket 30
013277.01		FRAME MACHINED 8.000	0	0	0	0	0	0	0	0	0	0	17	14	14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
CLM1	0	0	0	0	0	0	0	0	0	0	0	17	14	14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Forecast	0	0	0	0	0	0	0	0	0	0	0	17	14	14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Released	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total	0	0	0	0	0	0	0	0	0	0	0	17	14	14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

7.5.1.3.3 If the MOQ (Minimum Order Quantity) is empty, contact the commodity manager to update the setting. Refer to Help Chain Guide document for further details.

7.6 Finance

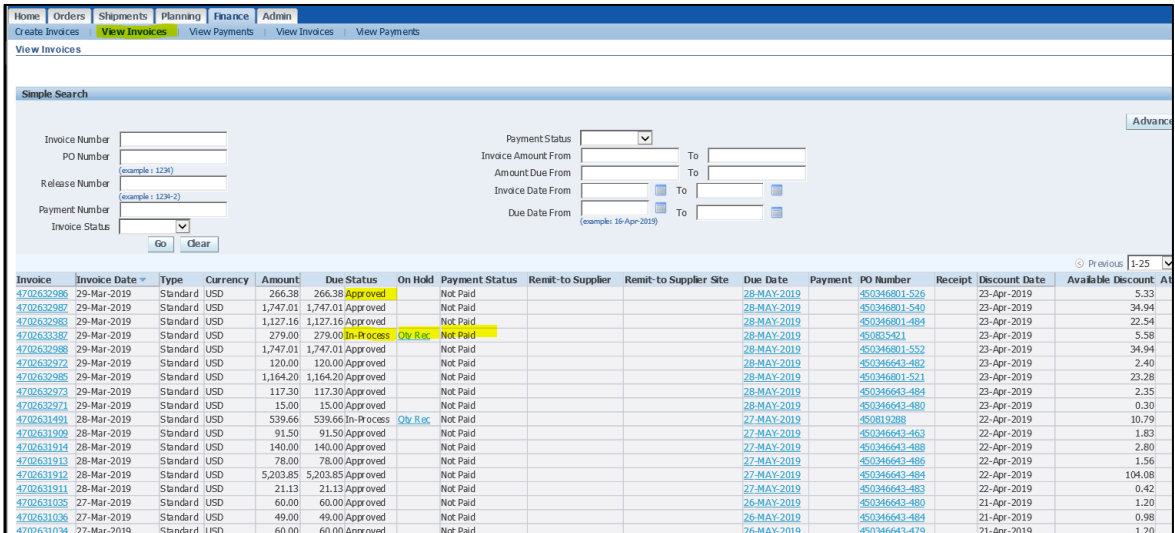


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		FOR I SUPPLIER EXTERNAL SUPPLIER FUNCTIONS		
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7.6.1 Viewing Invoices

7.6.1.1 On the “View Invoices” tab, suppliers can see the status of their invoices. They may also be able to click on the specific invoices to know the details.



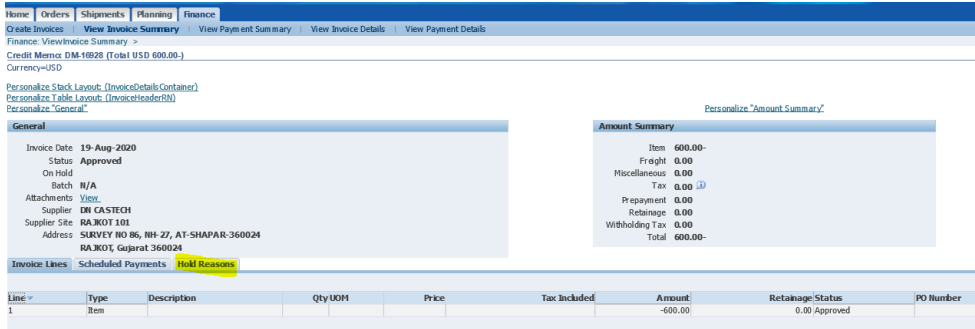
Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Discount Date	Available Discount
470263298	29-Mar-2019	Standard	USD	266.38	266.38 Approved		Not Paid			28-MAY-2019		450346801-526		23-Apr-2019	5.33
470263298	29-Mar-2019	Standard	USD	1,747.01	1,747.01 Approved		Not Paid			28-MAY-2019		450346801-540		23-Apr-2019	34.94
470263298	29-Mar-2019	Standard	USD	1,127.16	1,127.16 Approved		Not Paid			28-MAY-2019		450346801-484		23-Apr-2019	22.54
470263298	29-Mar-2019	Standard	USD	279.00	279.00 In-Process	Qty Rec	Not Paid			28-MAY-2019		450835421		23-Apr-2019	5.58
470263298	29-Mar-2019	Standard	USD	1,747.01	1,747.01 Approved		Not Paid			28-MAY-2019		450346801-552		23-Apr-2019	34.94
470263292	29-Mar-2019	Standard	USD	120.00	120.00 Approved		Not Paid			28-MAY-2019		450346643-482		23-Apr-2019	2.40
470263298	29-Mar-2019	Standard	USD	1,164.20	1,164.20 Approved		Not Paid			28-MAY-2019		450346801-521		23-Apr-2019	23.28
470263293	29-Mar-2019	Standard	USD	117.30	117.30 Approved		Not Paid			28-MAY-2019		450346643-484		23-Apr-2019	2.35
470263297	29-Mar-2019	Standard	USD	15.00	15.00 Approved		Not Paid			28-MAY-2019		450346643-489		23-Apr-2019	0.30
4702631491	28-Mar-2019	Standard	USD	539.66	539.66 In-Process	Qty Rec	Not Paid			27-MAY-2019		450819288		22-Apr-2019	10.79
4702631509	28-Mar-2019	Standard	USD	91.50	91.50 Approved		Not Paid			27-MAY-2019		450346643-463		22-Apr-2019	1.83
4702631914	28-Mar-2019	Standard	USD	140.00	140.00 Approved		Not Paid			27-MAY-2019		450346643-488		22-Apr-2019	2.80
4702631913	28-Mar-2019	Standard	USD	78.00	78.00 Approved		Not Paid			27-MAY-2019		450346643-486		22-Apr-2019	1.56
4702631912	28-Mar-2019	Standard	USD	5,203.85	5,203.85 Approved		Not Paid			27-MAY-2019		450346643-484		22-Apr-2019	104.08
4702631911	28-Mar-2019	Standard	USD	21.13	21.13 Approved		Not Paid			27-MAY-2019		450346643-483		22-Apr-2019	0.42
4702631035	27-Mar-2019	Standard	USD	60.00	60.00 Approved		Not Paid			26-MAY-2019		450346643-489		21-Apr-2019	1.20
4702631036	27-Mar-2019	Standard	USD	49.00	49.00 Approved		Not Paid			26-MAY-2019		450346643-488		21-Apr-2019	0.98
4702631034	27-Mar-2019	Standard	USD	60.00	60.00 Approved		Not Paid			26-MAY-2019		450346643-479		21-Apr-2019	1.20

7.6.1.2 Some things to note on this page are the following:

7.6.1.2.1 Status

7.6.1.2.1.1 Approved – will be paid on due date

7.6.1.2.1.2 In-Process – the invoice might be on hold, see “Hold Reasons” to see the reason.



Line #	Type	Description	Qty UOH	Price	Tax Included	Amount	Retainage/Status	PO Number
1	Item					-600.00	0.00 Approved	

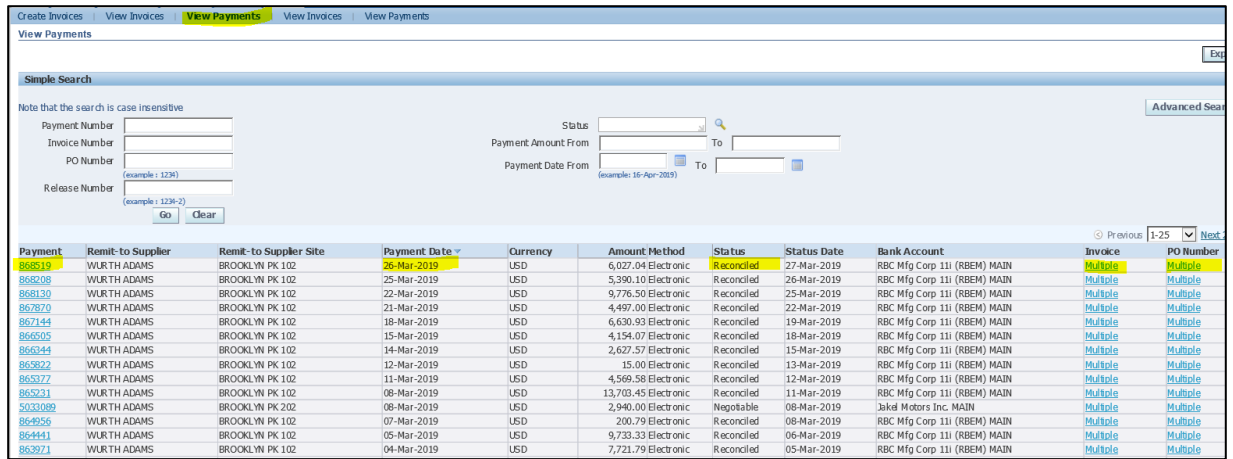
7.6.2 Viewing Payments

7.6.2.1 In View Payment Summary tab, supplier can view payments completed by Regal.

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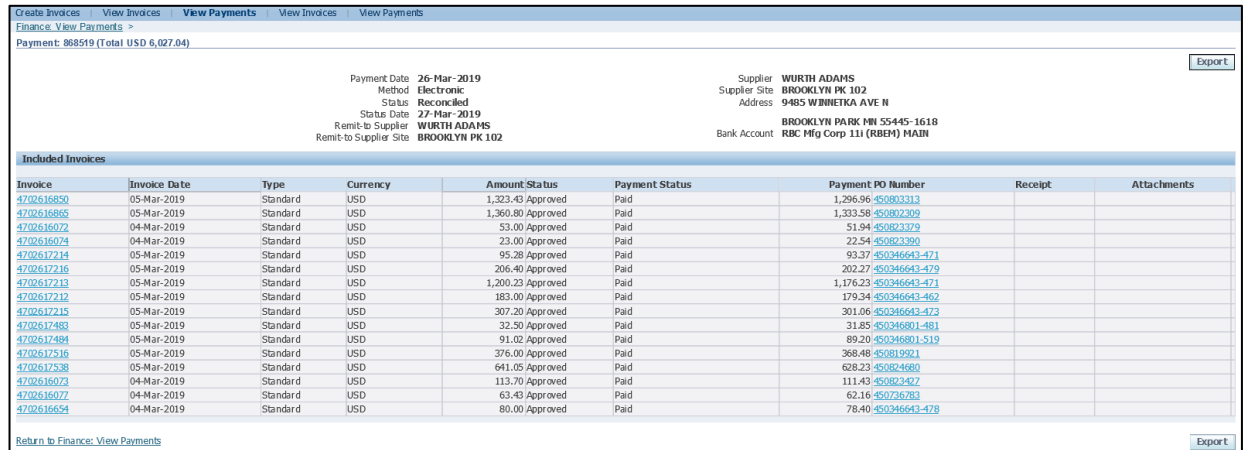
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7.6.2.2 To understand which invoice are included on the payment, click on the “Payment Number” link or the “Multiple” link below Invoice header.



Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number
868519	WURTH ADAMS	BROOKLYN PK 102	26-Mar-2019	USD	6,027.04	Electronic	Reconciled	27-Mar-2019	RBC Mfg Corp 111 (RBEH) MAIN	Multiple	Multiple
868206	WURTH ADAMS	BROOKLYN PK 102	25-Mar-2019	USD	5,390.10	Electronic	Reconciled	26-Mar-2019	RBC Mfg Corp 111 (RBEH) MAIN	Multiple	Multiple
868120	WURTH ADAMS	BROOKLYN PK 102	22-Mar-2019	USD	9,776.50	Electronic	Reconciled	25-Mar-2019	RBC Mfg Corp 111 (RBEH) MAIN	Multiple	Multiple
863870	WURTH ADAMS	BROOKLYN PK 102	21-Mar-2019	USD	4,487.00	Electronic	Reconciled	22-Mar-2019	RBC Mfg Corp 111 (RBEH) MAIN	Multiple	Multiple
862144	WURTH ADAMS	BROOKLYN PK 102	18-Mar-2019	USD	6,630.93	Electronic	Reconciled	19-Mar-2019	RBC Mfg Corp 111 (RBEH) MAIN	Multiple	Multiple
866505	WURTH ADAMS	BROOKLYN PK 102	15-Mar-2019	USD	4,154.07	Electronic	Reconciled	18-Mar-2019	RBC Mfg Corp 111 (RBEH) MAIN	Multiple	Multiple
866344	WURTH ADAMS	BROOKLYN PK 102	14-Mar-2019	USD	2,627.57	Electronic	Reconciled	15-Mar-2019	RBC Mfg Corp 111 (RBEH) MAIN	Multiple	Multiple
865822	WURTH ADAMS	BROOKLYN PK 102	12-Mar-2019	USD	15.00	Electronic	Reconciled	13-Mar-2019	RBC Mfg Corp 111 (RBEH) MAIN	Multiple	Multiple
865377	WURTH ADAMS	BROOKLYN PK 102	11-Mar-2019	USD	4,569.58	Electronic	Reconciled	12-Mar-2019	RBC Mfg Corp 111 (RBEH) MAIN	Multiple	Multiple
865231	WURTH ADAMS	BROOKLYN PK 102	08-Mar-2019	USD	13,703.45	Electronic	Reconciled	11-Mar-2019	RBC Mfg Corp 111 (RBEH) MAIN	Multiple	Multiple
5033089	WURTH ADAMS	BROOKLYN PK 202	08-Mar-2019	USD	2,940.00	Electronic	Negotiable	08-Mar-2019	Jakal Motors Inc. MAIN	Multiple	Multiple
864926	WURTH ADAMS	BROOKLYN PK 102	07-Mar-2019	USD	200.79	Electronic	Reconciled	08-Mar-2019	RBC Mfg Corp 111 (RBEH) MAIN	Multiple	Multiple
864441	WURTH ADAMS	BROOKLYN PK 102	05-Mar-2019	USD	9,733.33	Electronic	Reconciled	06-Mar-2019	RBC Mfg Corp 111 (RBEH) MAIN	Multiple	Multiple
863871	WURTH ADAMS	BROOKLYN PK 102	04-Mar-2019	USD	7,721.79	Electronic	Reconciled	05-Mar-2019	RBC Mfg Corp 111 (RBEH) MAIN	Multiple	Multiple

7.6.2.3 By clicking this link, below information will be shown.



Payment: 868519 (Total USD 6,027.04)

Supplier: WURTH ADAMS
Supplier Site: BROOKLYN PK 102
Address: 9465 WINNETKA AVE N
Bank Account: BROOKLYN PARK NH 55445-1618
RBC Mfg Corp 111 (RBEH) MAIN

Invoice	Invoice Date	Type	Currency	Amount	Status	Payment Status	Payment PO Number	Receipt	Attachments
4702618580	05-Mar-2019	Standard	USD	1,323.43	Approved	Paid	1,296.96-450833313		
4702618865	05-Mar-2019	Standard	USD	1,260.80	Approved	Paid	1,323.58-450802308		
4702616022	04-Mar-2019	Standard	USD	53.00	Approved	Paid	51.94-450823379		
4702616024	04-Mar-2019	Standard	USD	23.00	Approved	Paid	22.54-450823390		
4702617214	05-Mar-2019	Standard	USD	95.28	Approved	Paid	93.37-450346643-471		
4702617216	05-Mar-2019	Standard	USD	206.40	Approved	Paid	202.27-450346643-479		
4702617213	05-Mar-2019	Standard	USD	1,200.23	Approved	Paid	1,176.23-450346643-471		
4702617212	05-Mar-2019	Standard	USD	183.00	Approved	Paid	179.94-450346643-462		
4702617215	05-Mar-2019	Standard	USD	307.20	Approved	Paid	301.06-450346643-473		
4702617480	05-Mar-2019	Standard	USD	32.50	Approved	Paid	31.85-450346801-481		
4702617484	05-Mar-2019	Standard	USD	91.02	Approved	Paid	89.20-450346801-519		
4702617516	05-Mar-2019	Standard	USD	376.00	Approved	Paid	368.48-450819921		
4702617538	05-Mar-2019	Standard	USD	641.05	Approved	Paid	628.23-450824680		
4702616023	04-Mar-2019	Standard	USD	113.70	Approved	Paid	111.43-450823427		
4702616027	04-Mar-2019	Standard	USD	63.43	Approved	Paid	62.16-450736283		
4702616654	04-Mar-2019	Standard	USD	80.00	Approved	Paid	78.40-450346643-478		

	950 500 140	REGAL BELOIT QUALITY STANDARD OPERATING PROCEDURE FOR ISUPPLIER EXTERNAL SUPPLIER FUNCTIONS		
CORPORATE STRATEGIC SOURCING & SUPPLIER DEVELOPMENT	Document Owner:	Strategic Sourcing & Supplier Development		
	Effective Date:	Nov 25, 2020	Rev: 02	Page 26 of 26

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8. RECORDS

Policy Author(s):	Riza Puentespina, Supplier Development Engineer	Riza.Puentespina@regalbeloit.com
Function/Location:	Sourcing & Supplier Development	Review Frequency: Annual
Approvers:	<input checked="" type="checkbox"/> Oracle IT Lead <input checked="" type="checkbox"/> Strategic Sourcing / Supplier Development Lead <input type="checkbox"/> Finance <input checked="" type="checkbox"/> IndSys BU Lead <input type="checkbox"/> Commercial BU Lead <input type="checkbox"/> PTS BU Lead <input type="checkbox"/> Climate BU Lead	
Languages:	English	Doc Storage info: Regal Supplier Sourcing & Strategic Development Intranet Site Regal Supplier Site
Revision History:		
Date	Rev #	Summary of revision
4/30/19	00	Creation of SOP
11/25/20	01	SOP Refinement : Update of Supplier's Registration & Log-in Process Details; Addition of iSupplier Portal Navigation; Update of Steps in Purchase Orders, Shipments & Planning
3/22/21	02	Eliminate the capability to modify price to avoid price variance problem