



# **Meritor iSupplier Portal User Instruction Manual**

May 2020

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# Meritor iSupplier Portal User Instruction Manual

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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.

# Meritor iSupplier Portal User Instruction Manual

## 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

**Supplier Home** | Orders | Shipments | Planning | Finance | Product | Administration

Search PO Number

### Notifications

Subject	Date
For Your Review - Standard Purchase Order 464294, 0	29-May-2020 10:26:49
For Your Review - Standard Purchase Order 464287, 0	29-May-2020 08:18:05
<a href="#">For Your Review - Standard Purchase Order 450648, 1</a>	04-Nov-2019 09:29:27
For Your Review - Standard Purchase Order 450649, 1	04-Nov-2019 09:29:19
For Your Review - Standard Purchase Order 437279, 0	13-Jun-2019 12:56:01

### Shipments At A Glance

### Views

View ASNs in Last 180 Days

Shipment Number	Packing Slip	Shipment Date
109162	109162	
0000016339	0000016339	
054352	054352	29-May-2020 13:40:00
81437051	81437051	29-May-2020 13:34:00

Rows 1 to 30

# Meritor iSupplier Portal User Instruction Manual

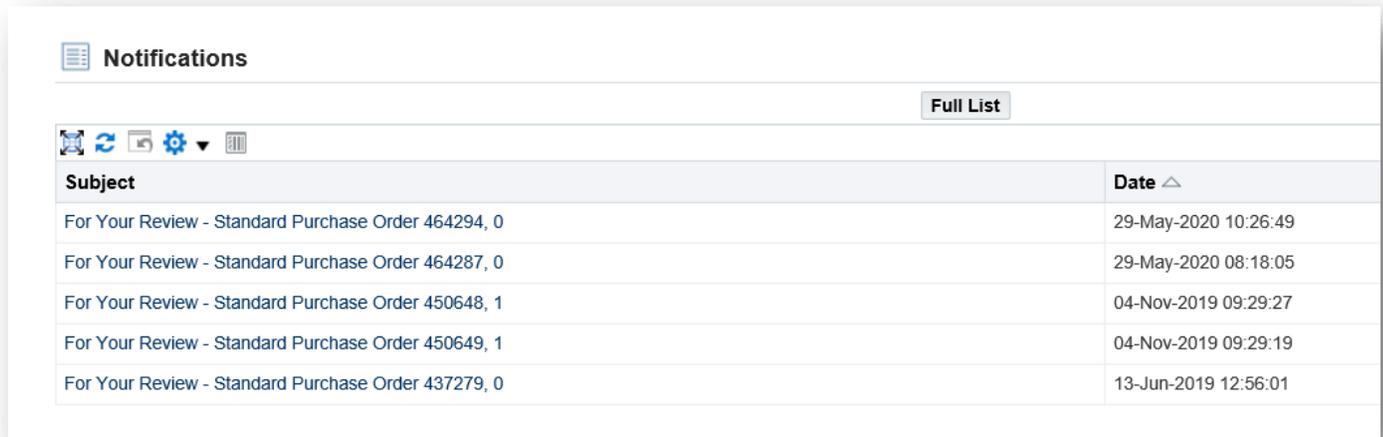
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## 3. Reviewing Notifications

**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



Subject	Date ▲
For Your Review - Standard Purchase Order 464294, 0	29-May-2020 10:26:49
For Your Review - Standard Purchase Order 464287, 0	29-May-2020 08:18:05
For Your Review - Standard Purchase Order 450648, 1	04-Nov-2019 09:29:27
For Your Review - Standard Purchase Order 450649, 1	04-Nov-2019 09:29:19
For Your Review - Standard Purchase Order 437279, 0	13-Jun-2019 12:56:01

- 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.

# Meritor iSupplier Portal User Instruction Manual

## Notification Detail

**Information**  
This notification does not require a response.

**For Your Review - Standard Purchase Order 464294, 0** OK

<p>From: Simon, Jennifer To: DECATUR FOUNDRY INC Sent: 29-May-2020 10:26:49 ID: 56006272</p> <p><b>ArvinMeritor LE</b> 2130 West Maple Road Troy, MI 48064 United States</p>	<p>Ship To: Meritor Livonia 12623 Newburgh Road Livonia, MI 48150 United States</p>	<table border="1" style="margin: auto;"> <tr><th colspan="2">Purchase Order</th></tr> <tr><td>Purchase Order No. 464294</td><td>Revision 0</td></tr> </table>	Purchase Order		Purchase Order No. 464294	Revision 0	<table border="1" style="margin: auto;"> <tr><td>Date Of Order 29-MAY-2020</td><td>Buyer Simon, Jennifer</td></tr> <tr><td>Date Of Revision</td><td>Buyer</td></tr> </table>	Date Of Order 29-MAY-2020	Buyer Simon, Jennifer	Date Of Revision	Buyer
Purchase Order											
Purchase Order No. 464294	Revision 0										
Date Of Order 29-MAY-2020	Buyer Simon, Jennifer										
Date Of Revision	Buyer										
<p>Supplier: DECATUR FOUNDRY INC 1745 NORTH ILLINOIS ST DECATUR, IL 62526-4952 United States</p>	<p>Bill To: Meritor Livonia 12623 Newburgh Road Livonia, MI 48150 United States</p>										

Customer Acct. No.	Supplier No. 75029	Payment Terms 30 DAYS NET	Freight Terms FOB	FOB	Ship Via 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
<b>Total</b>							(USD)320.00

[Return to Worklist](#)

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

# Meritor iSupplier Portal User Instruction Manual

## 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.)

The screenshot shows the 'Purchase Orders' view in the Meritor iSupplier Portal. The 'View' dropdown is set to 'Purchase Orders to Acknowledge'. The table below lists 10 purchase orders.

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
<input type="checkbox"/>	464294	0	ArvinMeritor OU	Standard PO		29-May-2020 10:26:46	Simon, Jennifer	USD	320.00	Open			
<input type="checkbox"/>	464287	0	ArvinMeritor OU	Standard PO		29-May-2020 08:18:04	Simon, Jennifer	USD	2,522.50	Open			
<input type="checkbox"/>	400672-47	3	ArvinMeritor OU	Blanket Release	DECATUR FOUNDRY INC - LIVONIA POCN. REV 7 TO ADD AIMEE HADLEY AS BUYER	19-May-2020 15:38:53	Hadley, Aimee	USD	10,829.28	Closed			
<input type="checkbox"/>	463354	0	ArvinMeritor OU	Standard PO		11-May-2020 11:13:51	Simon, Jennifer	USD	1,985.00	Closed			
<input type="checkbox"/>	462433	1	ArvinMeritor OU	Standard PO		24-Apr-2020 09:28:41	Simon, Jennifer	USD	2,273.46	Open			
<input type="checkbox"/>	462319	0	ArvinMeritor OU	Standard PO	c/62-10-1 pattern costs	20-Apr-2020 10:26:26	Boisvert, Jeremy	USD	263.00	Closed			
<input type="checkbox"/>	400672-89	1	ArvinMeritor OU	Blanket Release	DECATUR FOUNDRY INC - LIVONIA POCN. REV 7 TO ADD AIMEE HADLEY AS BUYER	12-Mar-2020 08:36:48	Simon, Jennifer	USD	9,101.60	Closed			
<input type="checkbox"/>	459635	0	ArvinMeritor OU	Standard PO		03-Mar-2020 08:59:32	Simon, Jennifer	USD	1,145.00	Closed			

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

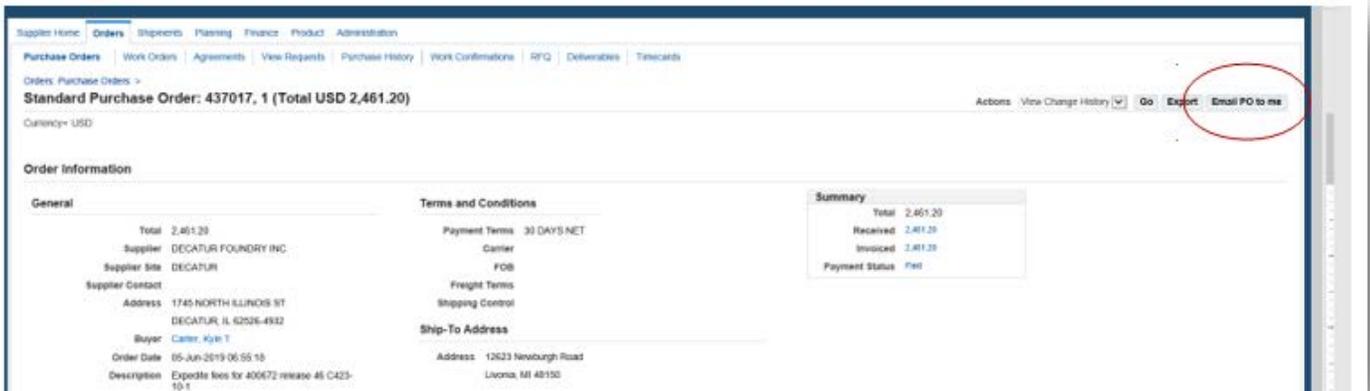
- Select the PO you would like to view/acknowledge by clicking on the PO number. You will be routed to a page where you can view the PO header and line item detail.
- After reviewing the PO, click on the “Go” button to Acknowledge.

# Meritor iSupplier Portal User Instruction Manual

## 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 48064

**Purchase Order** 437017  
 Revision Level 1  
 Revision Date 05-JUN-2019  
 Currency 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 by 41 CFR 60-1.3.

**SELLER**

**TOTAL** 2,461.20

By \_\_\_\_\_  
 Buyer/Representative  
 Supplier Copy

# Meritor iSupplier Portal User Instruction Manual

## 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.

Supplier Home Orders Shipments **Planning** Finance Product Administration

Forecast

**Planning Schedule Summary** Export

**Simple Search**

Note that the search is case insensitive Advanced Search

Schedule Number

Revision

Forecast/Release Type

Schedule Horizon Start  (example: 29-May-2020)

Schedule Horizon End  (example: 29-May-2020)

Schedule Number	Revision	Creation Date	Forecast/Release Type	Schedule Horizon Start	Schedule Horizon End	Ship-To Organization	Status	Schedule Type	Supplier	Supplier Site	Supplier Organisation ID	Schedule Type	Summarized View
No search conducted													

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

Supplier Home Orders Shipments **Planning** Finance Product Administration

Forecast

Planning Forecast >

**ARM Horizontal Schedule(Summarized View)** Export

SupplierName	SupplierSite	ScheduleNum	HorizonStartDate	PlanCode	ShipToOrganization	Agreement	Buyer
		20200525-23467653	25-May-2020	CVS_AS...	ARM Livonia IO	400672	Boswert, Jeremy

Item	RevLevel	Uom	SupplierItem	Description	Last Receipt-3		Last Receipt-2		Last Receipt-1		Cumulatives	Most Future Firm	PAST_DUE	DAY	DAY	DAY	DAY	DAY
					Shipment	Qty	Shipment	Qty	Shipment	Qty								
2	I	--A	Each	CARRIER, REAR CASTING	PK/37604	11	37695	15	PK/37839	13	01-JAN-2020	0		0	0	0	0	0
4	I	--A	Each	CASTING, HOUSING, PRIME PAINT...	PK/30255	16	PK/30483	4	PK/30279	4	01-JAN-2020	0		0	0	0	0	0
4	I	--B	Each	HOUSING, MAIN, CASTING	PK/38615	7	PK/38614	1	PK/38719	8	01-JAN-2020	0		0	0	0	0	0
4	F	--A	Each	HOUSING, INPUT CASTING	PK/39627	10	PK/39688	7	PK/39800	3	02-MAR-20...	20		0	0	0	0	0
C		--A	Each	HOUSING CASTING	PK/29673	1	PK/30556	5	PK/30369	5	01-JAN-2020	0		0	0	0	0	0
C		--A	Each	CASTING - HOUSING - MAIN	37562	4	37580	1	37654	1	01-JAN-2020	0		0	0	0	0	0
C		--A	Each	CASTING - HOUSING - COVER	PK/37329	8	PK/37375	4	PK/37387	4	01-JAN-2020	0		0	0	0	0	0
C		--D	Each	CASTING - MAIN HOUSING	37376	3	37388	2	PK/37441	1	01-JAN-2020	0		0	0	0	0	0
C		--A	Each	CASTING-FRONT HOUSING	37813	2	37952	3	38197	1	01-JAN-2020	0		0	0	0	0	0
C		--A	Each	CASTING - HOUSING	IN031976	4	PK/29565	1	PK/29673	5	01-JAN-2020	0		0	0	0	0	0

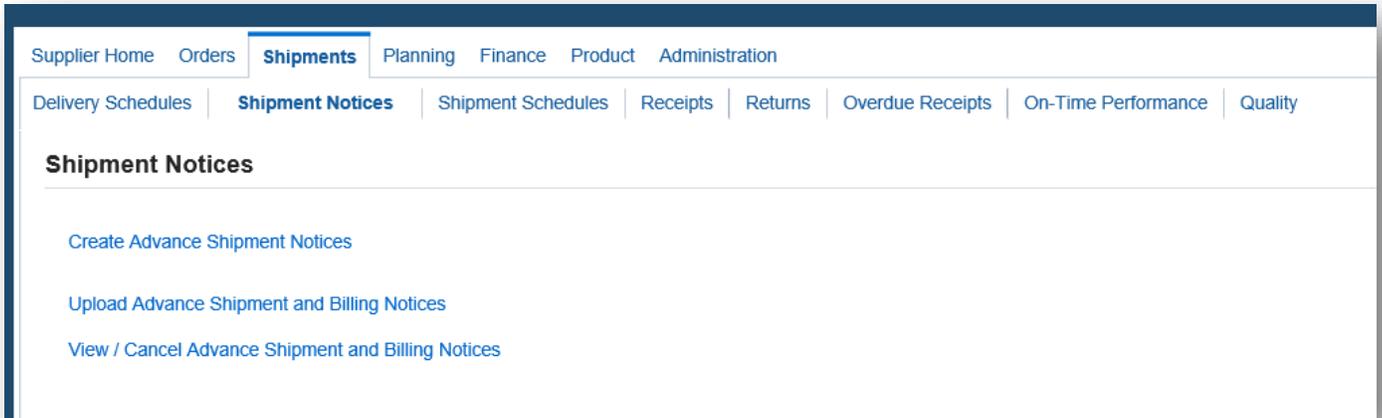
**TIP** The Most Future Firm order is indicated by the Due Date and Quantity in the column Most Future Firm. Any quantities beyond that date are forecast. Anything before can be considered as Firm.

# Meritor iSupplier Portal User Instruction Manual

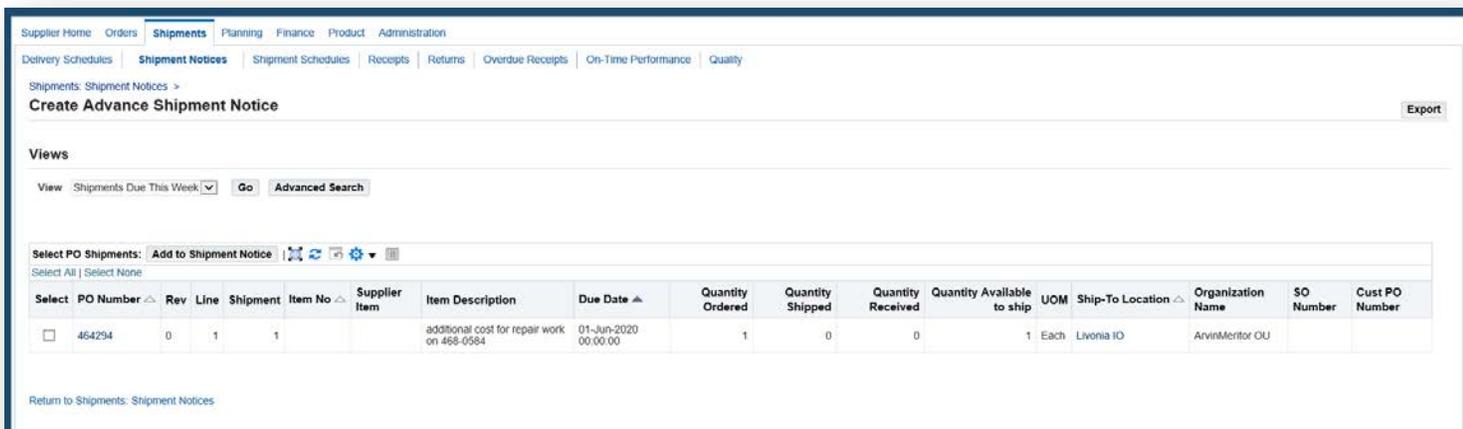
## 7. Creating Advanced Shipment Notices

- 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.



# Meritor iSupplier Portal User Instruction Manual

- 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’.

Select PO Shipments: Add to Shipment Notice

Select All | Select None

Select	PO Number	Rev	Line	Shipment	Item No	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Shipped	Quantity Received	Quantity Available to ship	UOM	Ship-To Location	Organization Name	SO Number	Cust PO Number
<input checked="" type="checkbox"/>	464294	0	1	1			additional cost for repair work on 468-0584	01-Jun-2020 00:00:00	1	0	0	1	Each	Livonia IO	ArvinMeritor OU		

Return to Shipments: Shipment Notices

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

Supplier Home | Orders | **Shipments** | Planning | Finance | Product | Administration

Delivery Schedules | **Shipment Notices** | Shipment Schedules | Receipts | Returns | Overdue Receipts | On-Time Performance | Quality

Shipments: Shipment Notices >

**Create Advance Shipment Notice** Cancel | Add Shipments | Preview | Submit

Shipment Header | **Shipment Lines**

**Shipment Line Defaults**

Enter Shipment Line Defaults and click Default to All Lines to copy to all shipment lines.

Packing Slip  Container Number   
 Country Of Origin  Truck Number   
 Bar Code Label  Comments

**Shipments in Advance Shipment Notice**

Show All Details | Hide All Details

Details	PO Number	Line	Line	Shipment	Item Number	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	LPN/Lot/Serial	Add Attachments	Split	Remove
<input type="checkbox"/>	464294	1	1	1			additional cost for repair work on 468-0584	01-Jun-2020 00:00:00	1	0	Each	1	Livonia IO		<input type="button" value="Add"/>	<input type="button" value="Split"/>	<input type="button" value="Remove"/>

Return to Shipments: Shipment Notices

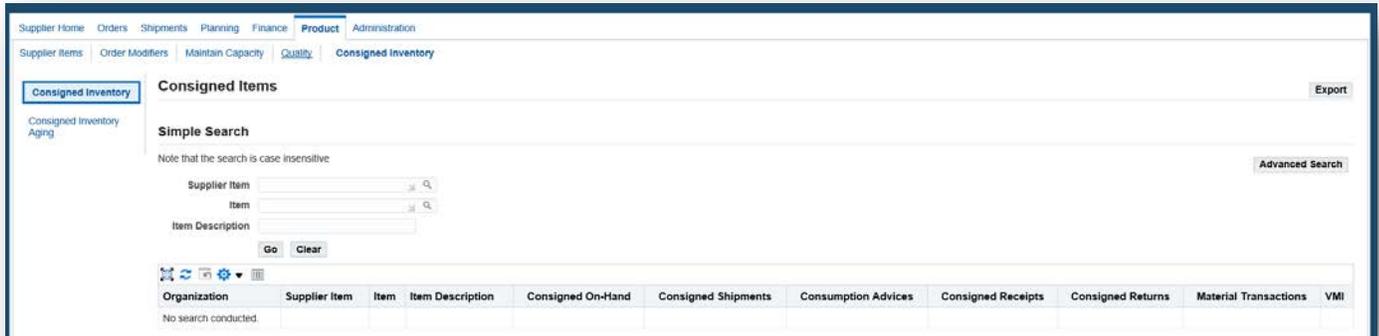
- Select “Shipment Header”, as shown below.
- Enter required information and either click the ‘submit’ button to finish, or ‘preview’ to view the ASN prior to submission.

**NOTE:** Required fields are noted by an asterisk ( \* ) next to the field.

# Meritor iSupplier Portal User Instruction Manual

## 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.



# Meritor iSupplier Portal User Instruction Manual

## 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.

Supplier Home Orders Shipments Planning **Finance** Product Administration

View Invoices View Payments

View Invoices Export Document Hold Invoices Export Details

Simple Search Advanced Search

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

Payment Status   
Invoice Amount From  To   
Amount Due From  To   
Invoice Date From  To   
Due Date From  To  (example: 29-May-2020)

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	Attachments	Discount Date	Available Discount
No search conducted.																	

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”.

# Meritor iSupplier Portal User Instruction Manual

## Step 2:

The 'Search Invoice Summary' screen will now appear

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	Attachments	Discount Date	Available Discount
IN045199	18-May-2020	Standard	USD	1,985.00	1,985.00	Approved		Not Paid			17-JUN-2020		463354	20820			
IN044779	20-Apr-2020	Standard	USD	263.00	0.00	Approved		Paid			20-MAY-2020	60372715	462319	20379			
IN044506	03-Apr-2020	Standard	USD	18,925.38	0.00	Approved		Paid			03-MAY-2020	60371648	458853	20255			

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.

# Meritor iSupplier Portal User Instruction Manual

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## **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:

# Meritor iSupplier Portal User Instruction Manual

## 10. Reviewing Payments

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

Supplier Home Orders Shipments Planning Finance Product Administration

View Invoices View Payments

View Payments Export

Simple Search

Note that the search is case insensitive Advanced Search

Payment Number

Invoice Number

PO Number

Release Number

Status

Payment Amount From  To

Payment Date From  To

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number
No search conducted.											

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.

# Meritor iSupplier Portal User Instruction Manual

## Step 2:

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

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number
60373686			28-May-2020	USD	4,382.94	Electronic	Negotiable	28-May-2020	BANK OF AMERICA	Multiple	Multiple
60373206			21-May-2020	USD	5,552.00	Electronic	Negotiable	21-May-2020	BANK OF AMERICA	Multiple	Multiple

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.

# Meritor iSupplier Portal User Instruction Manual

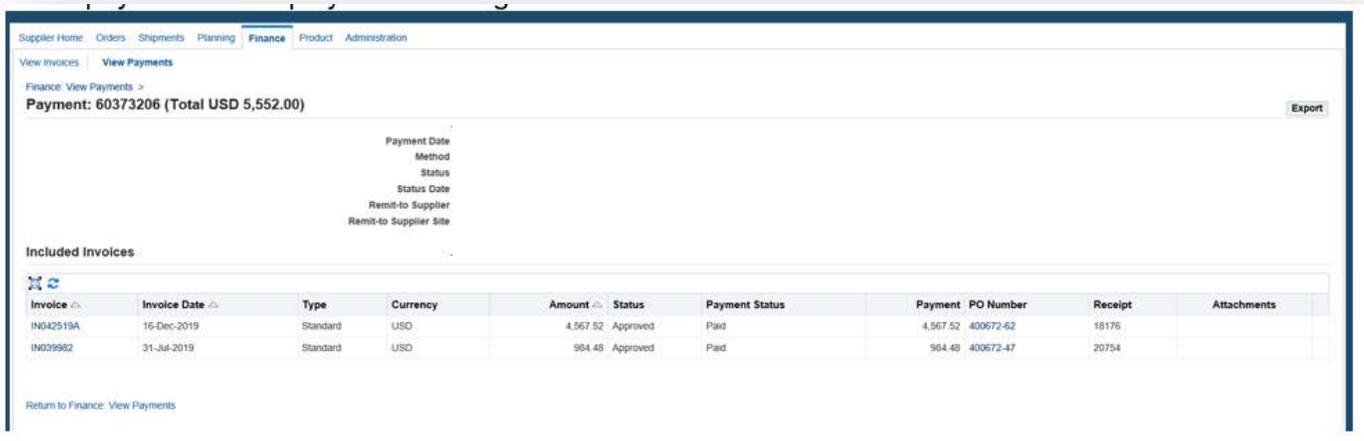
## Step 3:

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:



Supplier Home | Orders | Shipments | Planning | Finance | Product | Administration

View Invoices | View Payments

Finance: View Payments >

Payment: 60373206 (Total USD 5,552.00) Export

Payment Date  
Method  
Status  
Status Date  
Remit-to Supplier  
Remit-to Supplier Site

Included Invoices

Invoice	Invoice Date	Type	Currency	Amount	Status	Payment Status	Payment PO Number	Receipt	Attachments
IN042519A	16-Dec-2019	Standard	USD	4,567.52	Approved	Paid	4,567.52 400672-62	18175	
IN039982	31-Jul-2019	Standard	USD	984.48	Approved	Paid	984.48 400672-47	20754	

[Return to Finance: View Payments](#)

**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.**

# Meritor iSupplier Portal User Instruction Manual

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## 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](mailto: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](http://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](mailto:VendorMaintenance@Meritor.com).