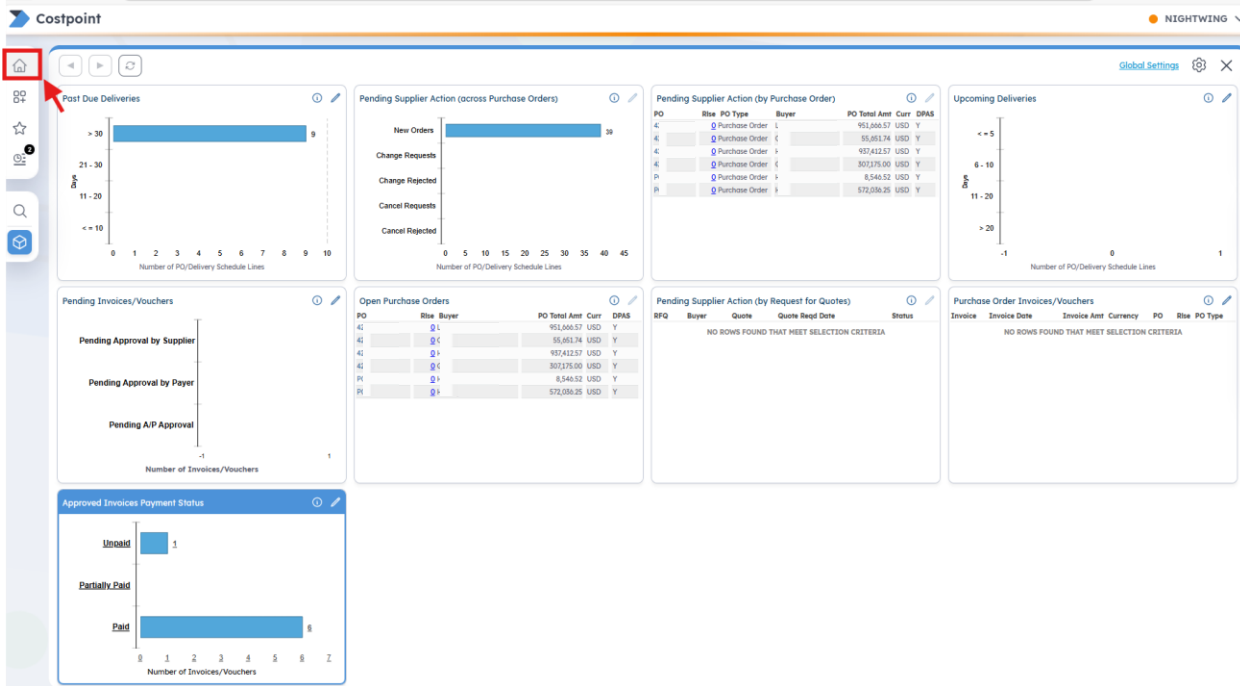


This aid is a guide on Managing Shipping Information within the Supplier Portal and assumes you have the proper system privileges to access the Supplier Portal.

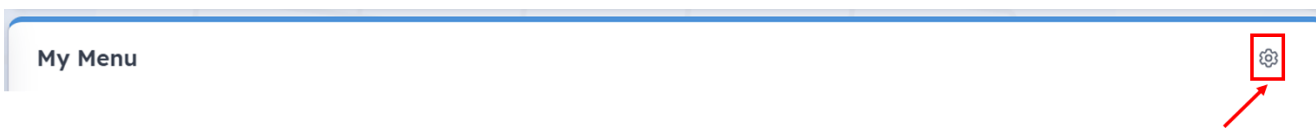
Managing Shipping Information

Getting Started

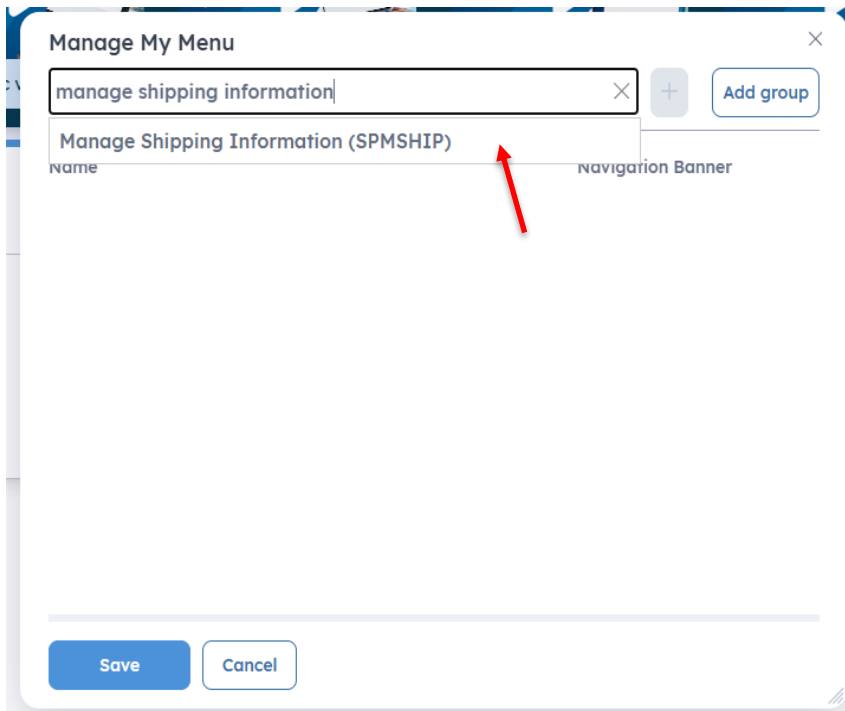
Step 1: Dashboard is the default screen. Click on the Welcome Screen



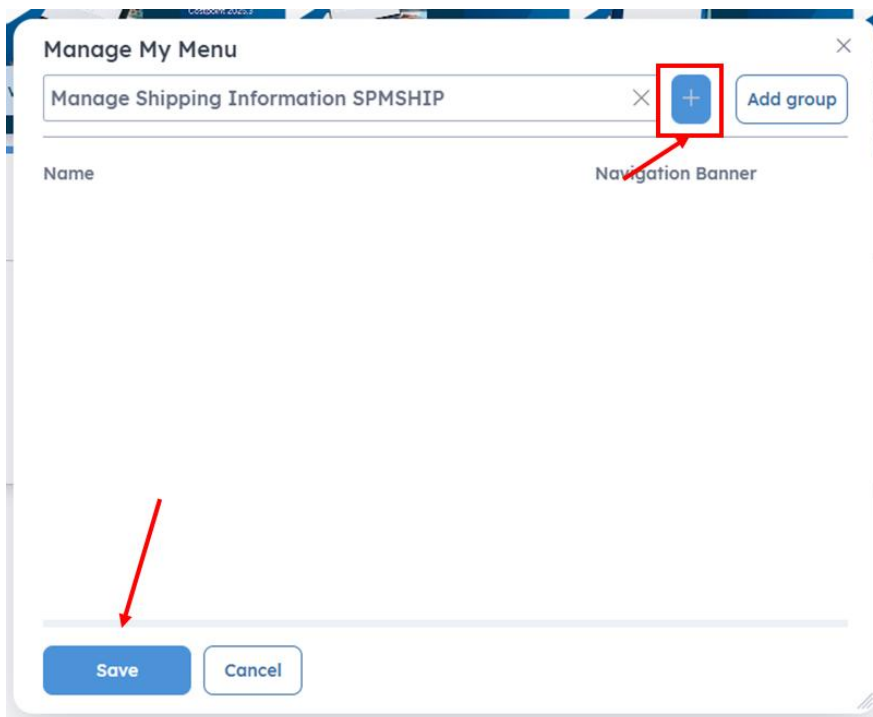
Step 2: If this is your first time accessing this, you will need to add Manage Shipping Information to your “My Menu.” Click the gear icon.



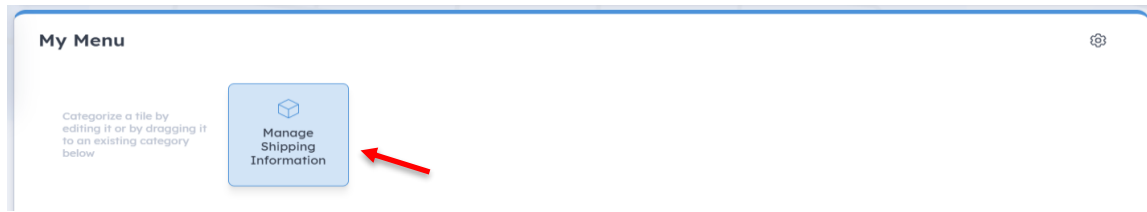
- Type “Manage Shipping Information” in the search box
- Select Manage Shipping Information (SPMSHIP) from the drop-down



- Click on the “+” box, then click “Save”



- This will load the tile to your “My Menu” screen to access



Managing Shipping Information

Step 1: Click the magnifying glass to find the PO Number

The screenshot displays the 'Manage Shipping Information' form. The 'Purchase Order' field has a magnifying glass icon highlighted with a red box and a red arrow pointing to it. Other fields include 'Shipment Number', 'Carrier', 'Ship Date' (03/11/2026), 'Tracking Number', 'Number of Containers', and 'Vendor Address'. Action buttons like 'New', 'Copy', 'Delete', and 'Attach' are at the top. An 'Autoload' button is at the bottom right.

Step 2: Select applicable Purchase Order

The screenshot shows the 'Manage Invoices' form with a 'Lookup' dialog box open. The dialog box contains a table with the following data:

PO	Rel	Vendor	Order Date	PO Total Amount	Change Order	BMA	Customer
0-0005437	0	V999999999999	03/06/2026	14,832.00	0		

A red box highlights the first row of the table, and a red arrow points to the 'Select' button. The background form shows 'Invoice Approvals' and 'Invoice Lines' sections.

Step 3: Enter the carrier, tracking information, number of containers, and specify the ship date

Manage Shipping Information

Identification
Shipment Number *
Purchase Order *
Release *
Submit

Carrier
Ship Date * 03/11/2026
Tracking Number
Number of Containers
Vendor Address
Autoload

Shipping Information Lines

PO Line *	Delivery Line	Item	Rev	Misc Type	Description	Due Date	Shipped Qty *	PO U/M	Tracking Number
-----------	---------------	------	-----	-----------	-------------	----------	---------------	--------	-----------------

Step 4: Click the Autoload button – This will load all applicable PO lines

Manage Shipping Information

Identification
Shipment Number *
Purchase Order *
Release *
Submit

Carrier
Ship Date * 03/11/2026
Tracking Number
Number of Containers
Vendor Address
Autoload

Shipping Information Lines

PO Line *	Delivery Line	Item	Rev	Misc Type	Description	Due Date	Shipped Qty *	PO U/M	Tracking Number
-----------	---------------	------	-----	-----------	-------------	----------	---------------	--------	-----------------

Step 5: Confirm shipped quantity, individual tracking numbers (as applicable), and include any additional information in the Notes field for all associated lines

Manage Shipping Information

Identification
Shipment Number *
Purchase Order * PO-0003437
Release * 0
Submit

Carrier
Ship Date * 03/11/2026
Tracking Number
Number of Containers
Vendor Address
Autoload

Shipping Information Lines

Item	Rev	Misc Type	Description	Due Date	Shipped Qty *	PO U/M	Tracking Number	Notes
02820	-		Giant Magnet	03/09/2026	0	EA		

Step 6: When complete, click the “Submit” check-box and “Save”

Costpoint

Clone Actions Save

Manage Shipping Information

Identification
Shipment Number *
Purchase Order * PO-0003437
Release * 0
Submit

Carrier
Ship Date * 03/11/2026
Tracking Number
Number of Containers
Vendor Address
Autoload

Shipping Information Lines

Item	Rev	Misc Type	Description	Due Date	Shipped Qty *	PO U/M	Tracking Number	Notes
02820	-		Giant Magnet	03/09/2026	0	EA		