Supplier Portal Guidance for Suppliers

LAST DATE MODIFIED: 10/13/2026

JOB AID

Supplier Portal Guidance for Suppliers

Purpose
The “Supplier Portal Guidance for Suppliers” job aid provides detailed guidance and instructions for suppliers on Supplier Reviews Purchase Order PDF, Supplier Creates Advanced Shipment Notice, Create Purchase Order Invoice through Supplier Portal and Suppliers Acknowledge Purchase Orders.

Key Terms	Description
Supplier Portal	An online platform where suppliers can manage their interactions with Panduit, including viewing purchase orders, creating invoices, and submitting shipment notices.
Procurement BU	Specific division within Panduit, responsible for managing procurement activities.
Blanket Purchase Agreement (BPA)	Type of agreement used for repetitive purchases of items or services. It simplifies the procurement process by establishing terms and conditions in advance.
Purchase Order (PO)	A commercial document issued by Panduit to a supplier, indicating types, quantities, and agreed prices for products or services.
Change Order	A document used to make changes to an existing purchase order, such as modifying the delivery date or item description.
Advanced Shipment Notice (ASN)	A notification sent by the supplier to Panduit indicating that a shipment has been made and providing details about the shipment.
Supplier Initiative	The process of evaluating and approving suppliers based on specific criteria to ensure they meet the required standards.
Initiative Outcome	The result of the supplier initiative process, indicating whether the supplier meets the required standards

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- 1.7 Suppliers Acknowledge Purchase Orders
- 1.8 Printing Labels for OSP (Outside Suppliers)
- 1.9 Installing Loftware Print Agent Software (Outside Suppliers)

Other Relevant Resources

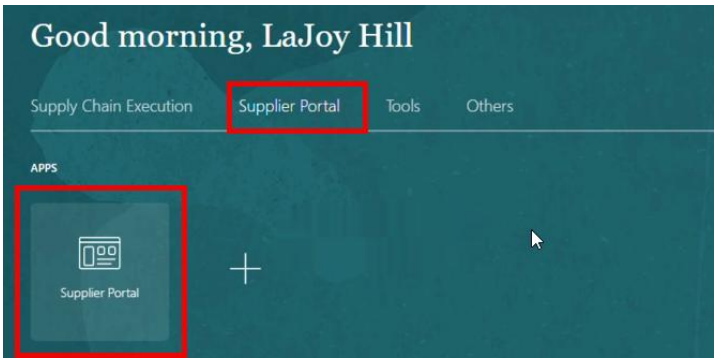
PROCESS & GUIDANCE



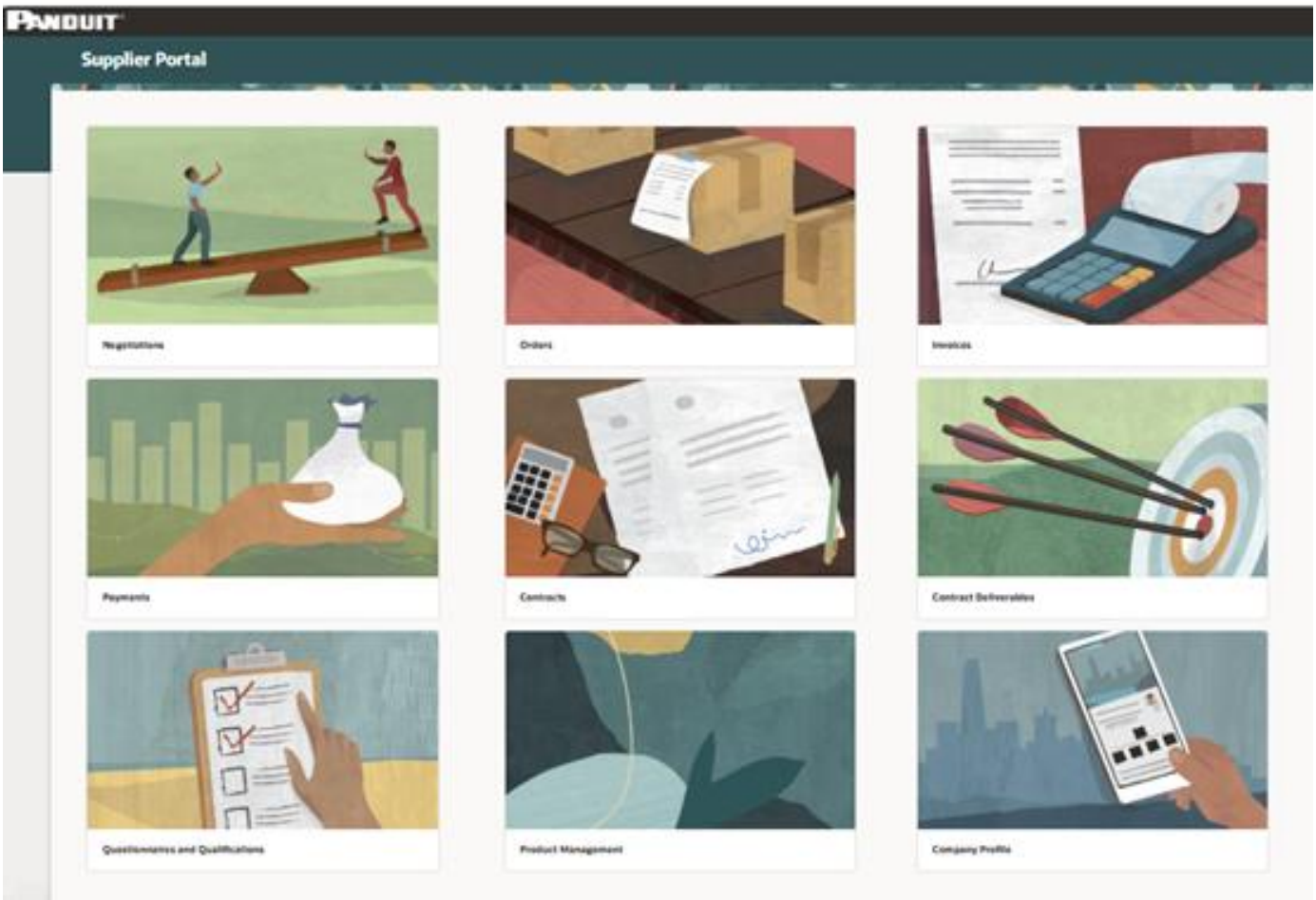
Supplier Portal Guidance for Suppliers

1.1 Accessing the Supplier Portal Homepage

1. Select the **Supplier Portal** tab and select **Supplier Portal**.



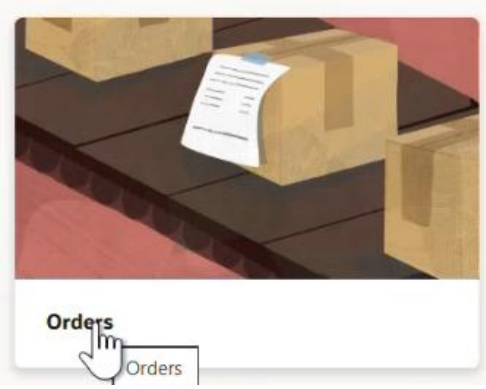
2. The available applications are displayed on the Supplier Portal homepage.



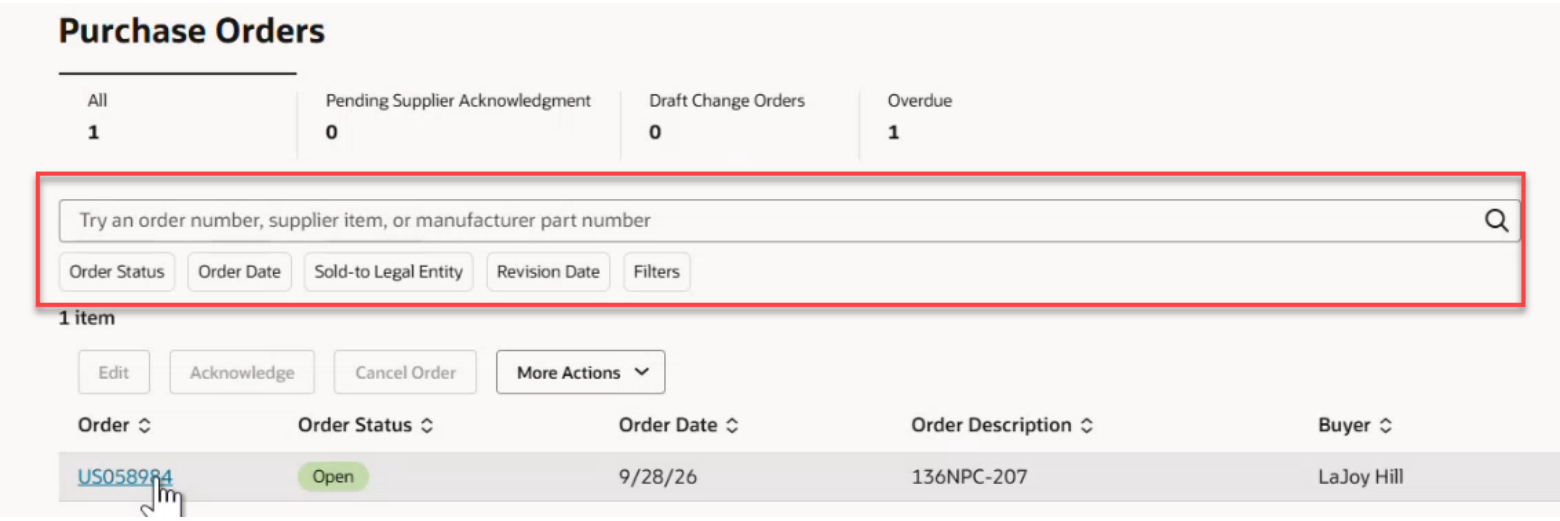
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1.2 Supplier Reviews Purchase Order PDF

1. From the Supplier Portal homepage, click **Orders**.

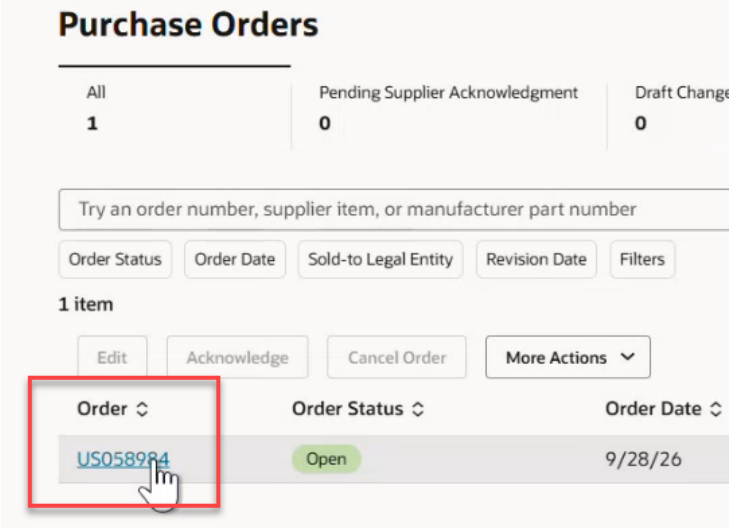


2. Use **search and filters** to find the purchase order.

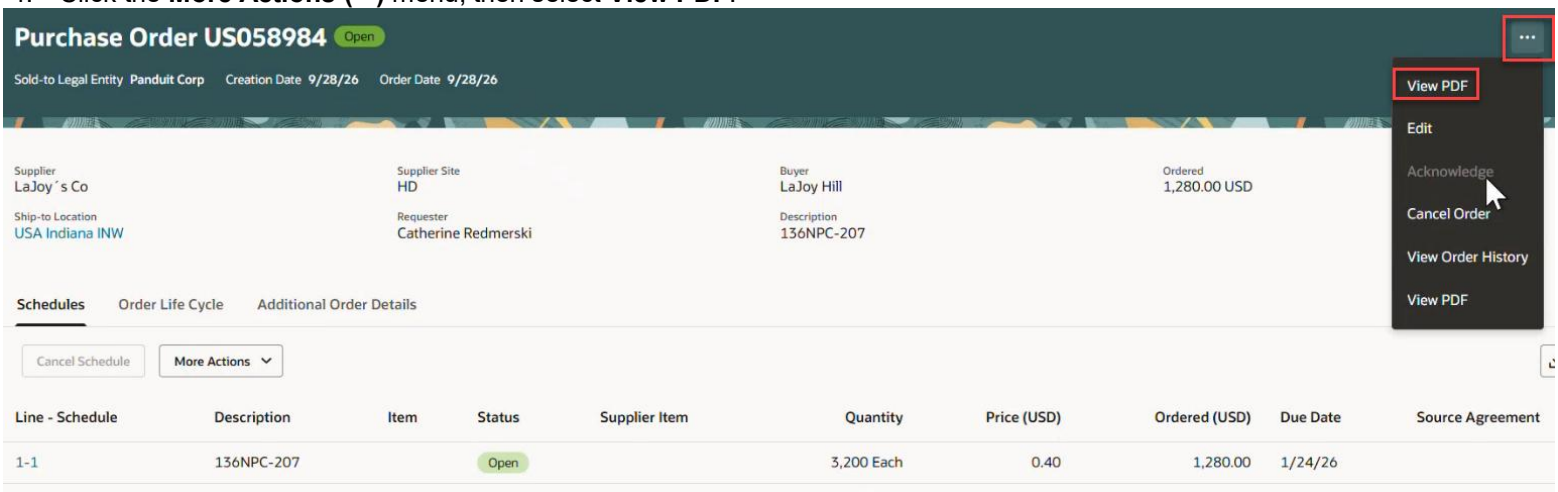


1.2 Supplier Reviews Purchase Order PDF

3. Click the **Purchase Order Number** link to view the purchase order details.



4. Click the **More Actions (···)** menu, then select **View PDF**.

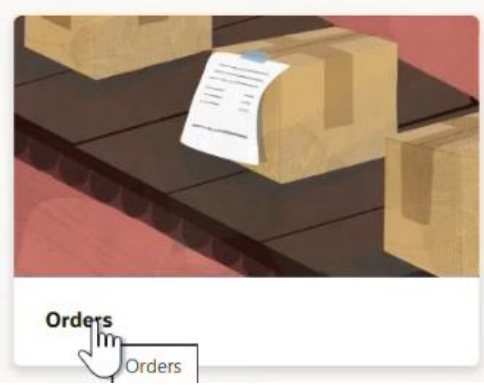


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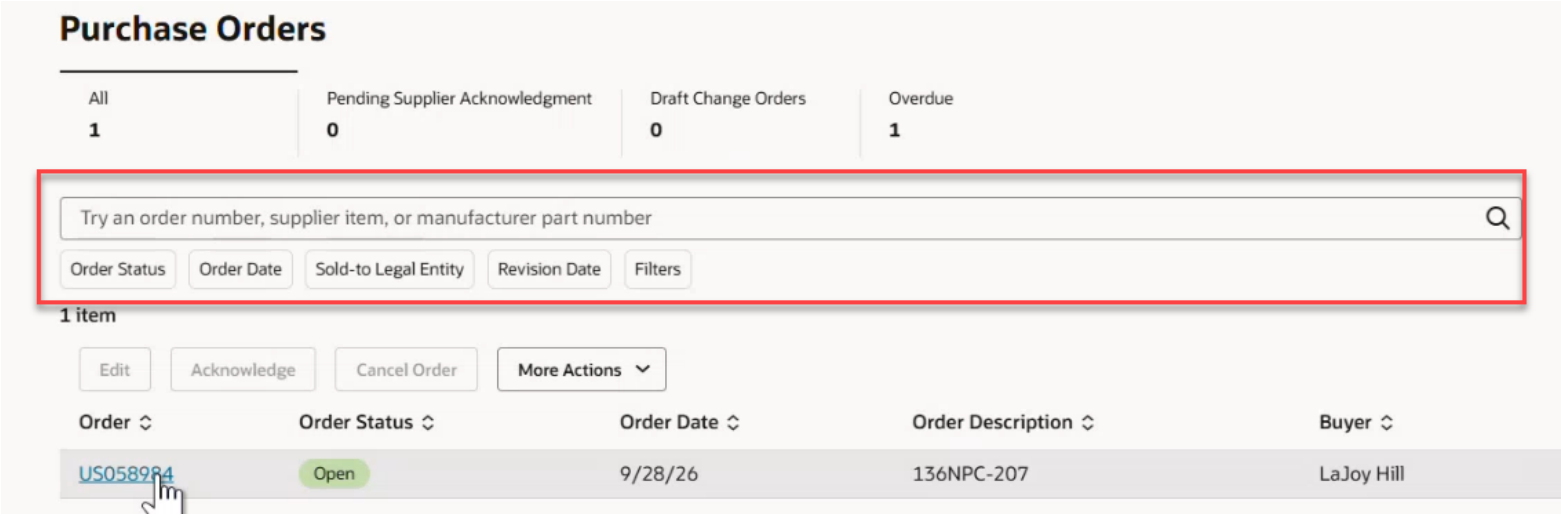
1.3 Supplier Manages Purchase Orders and Creates a Change Order

1. From the Supplier Portal homepage, click **Orders** to manage purchase orders and create change orders.

New Term!
See Key Terms section on Page 3

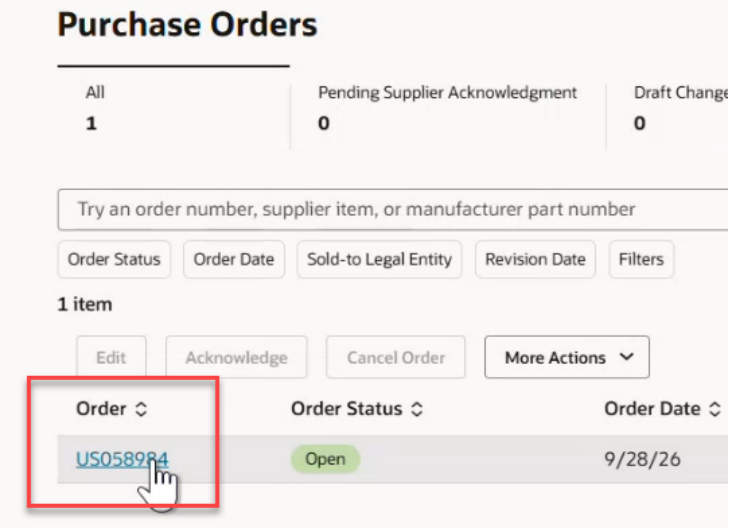


2. Use the **search and filters** to find the purchase order.

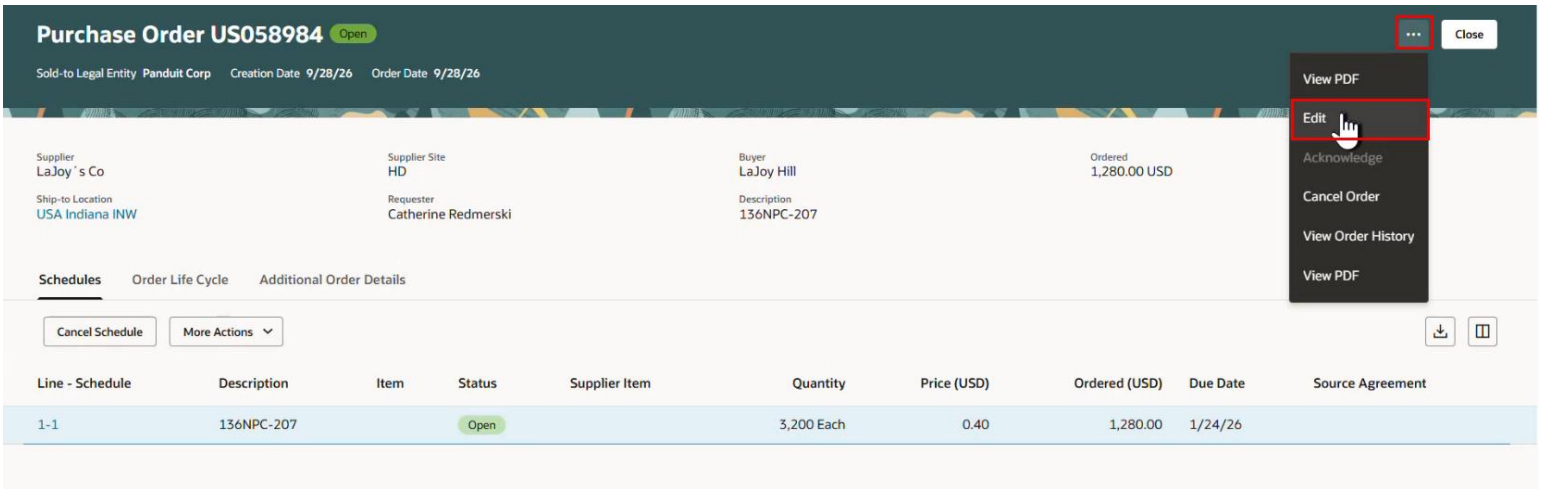


1.3 Supplier Manages Purchase Orders and Creates a Change Order

3. Click the **Purchase Order Number** link to view the purchase order details.

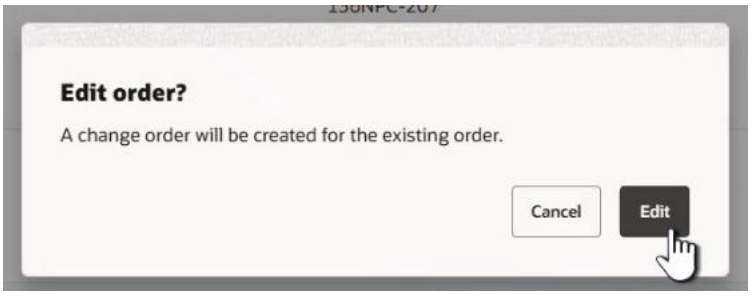


4. Review the purchase order details, then click **More Actions (···)** menu and select **Edit** to make changes.

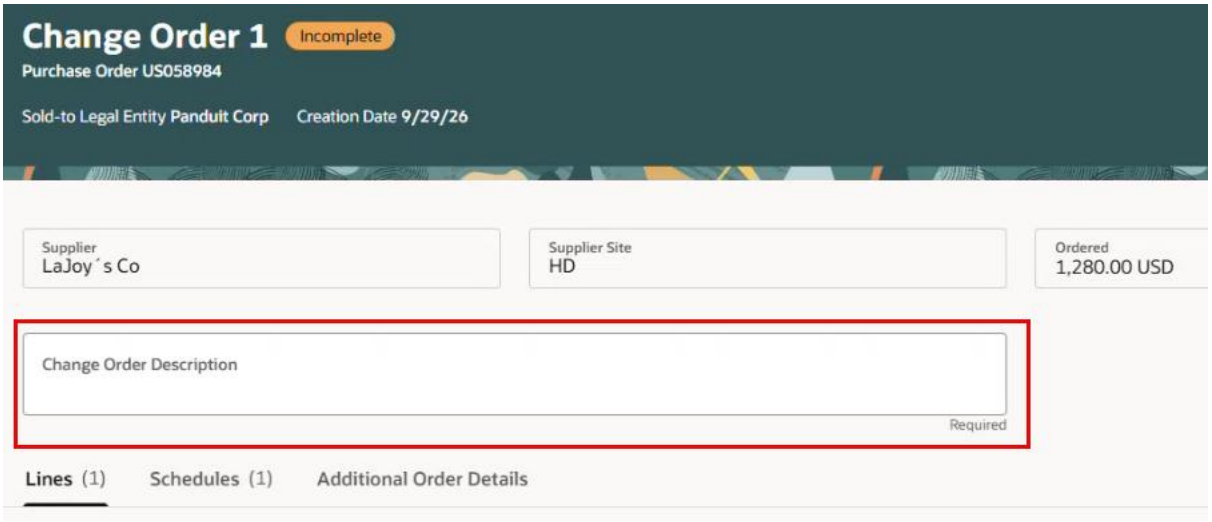


1.3 Supplier Manages Purchase Orders and Creates a Change Order

5. Click **Edit** to create a change order.

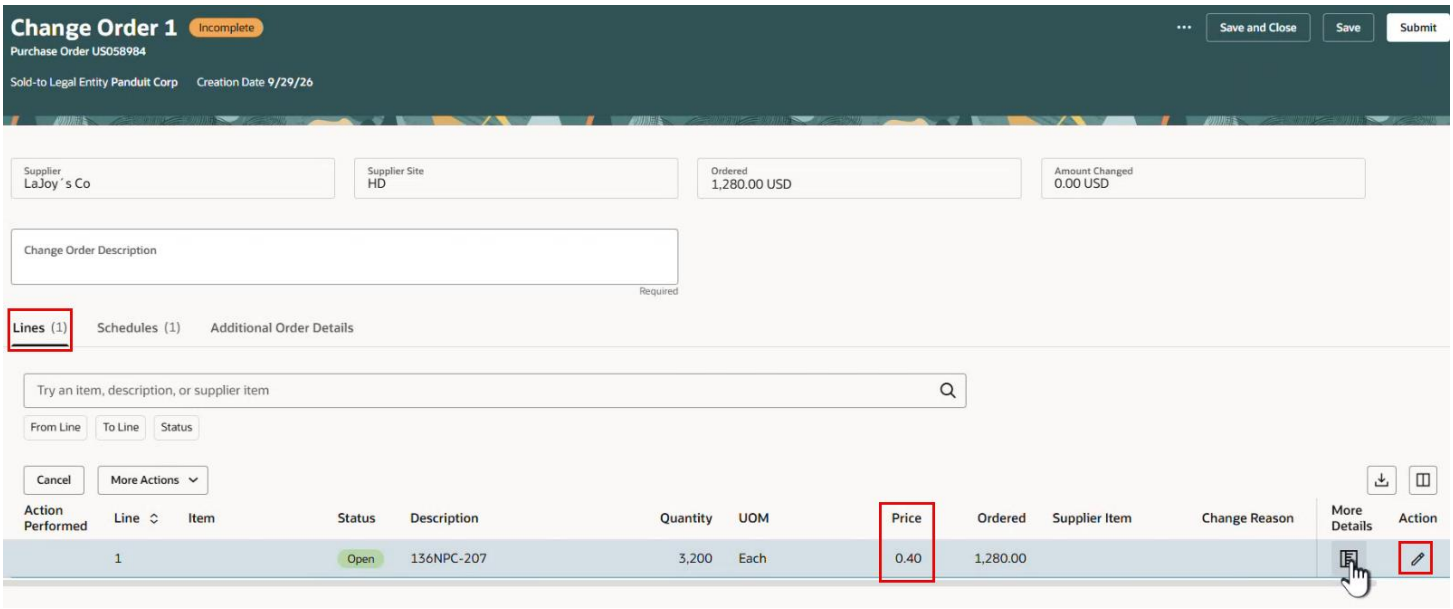


6. Enter the **Change Order Description.**

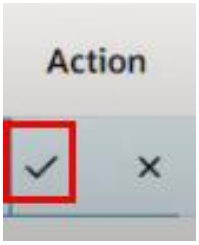


1.3 Supplier Manages Purchase Orders and Creates a Change Order

7. To update the price, click the **Lines** tab, select the **Edit** (pencil) icon, and enter the new price.



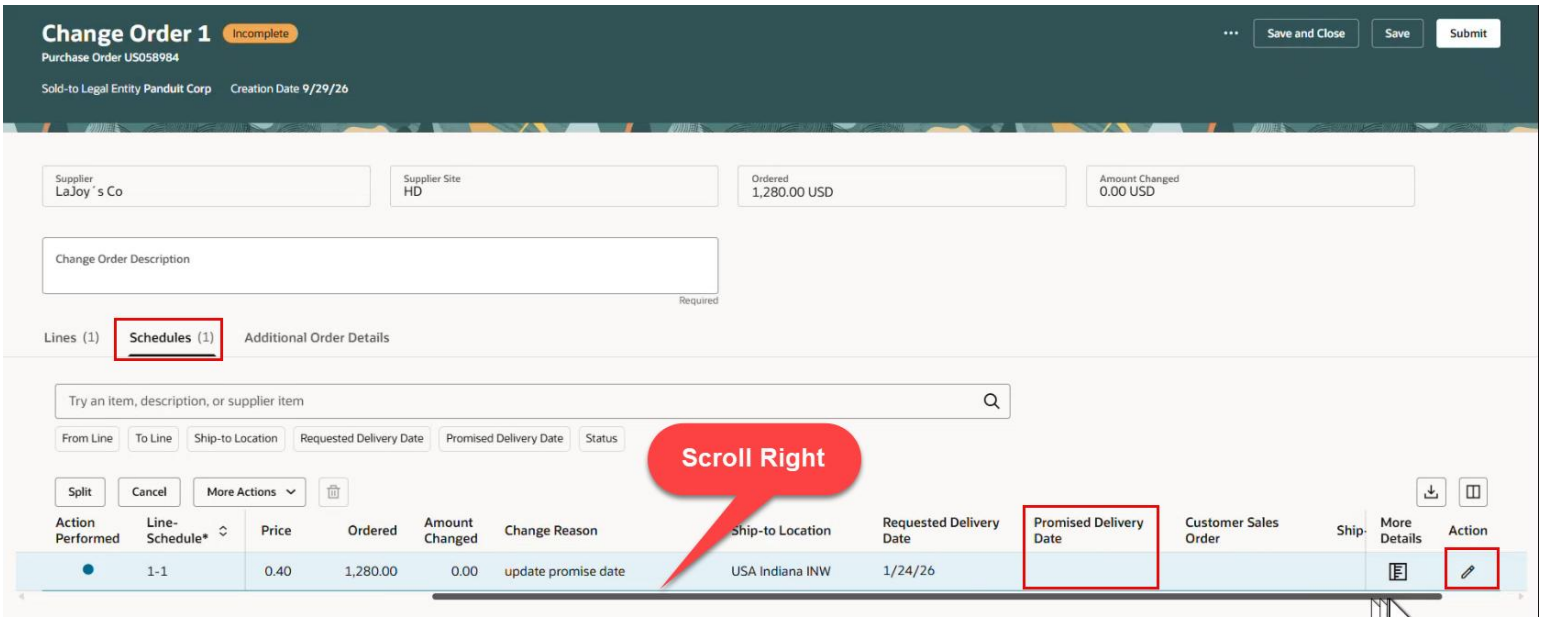
8. Click the **checkmark** to save.



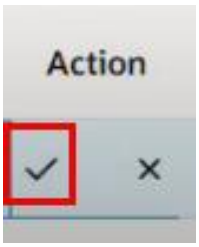
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1.3 Supplier Manages Purchase Orders and Creates a Change Order

9. To update the Promise Delivery Date, click the **Schedules** tab, scroll to the right to find the **Promised Delivery Date** field, select the **Edit** (pencil) icon, and enter the date.



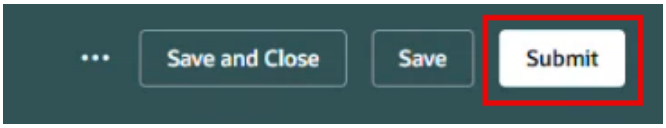
10. Click the **checkmark** to save.



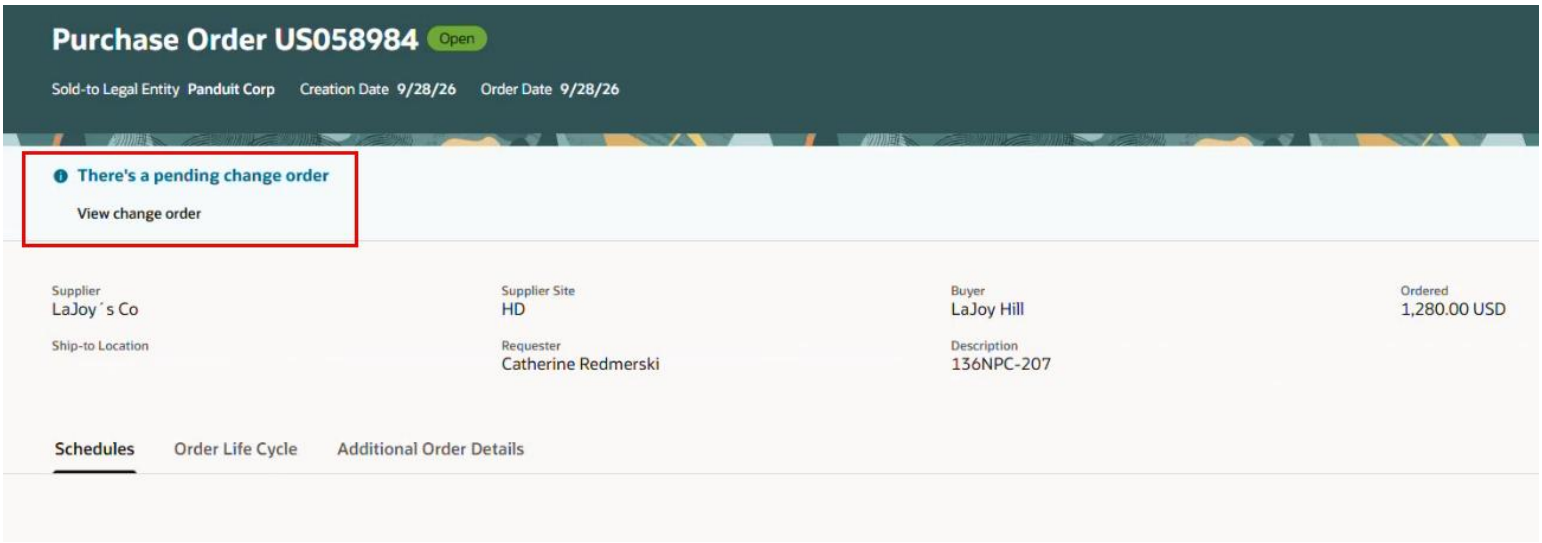
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1.3 Supplier Manages Purchase Orders and Creates a Change Order

11. Click **Submit** to finalize the change order.



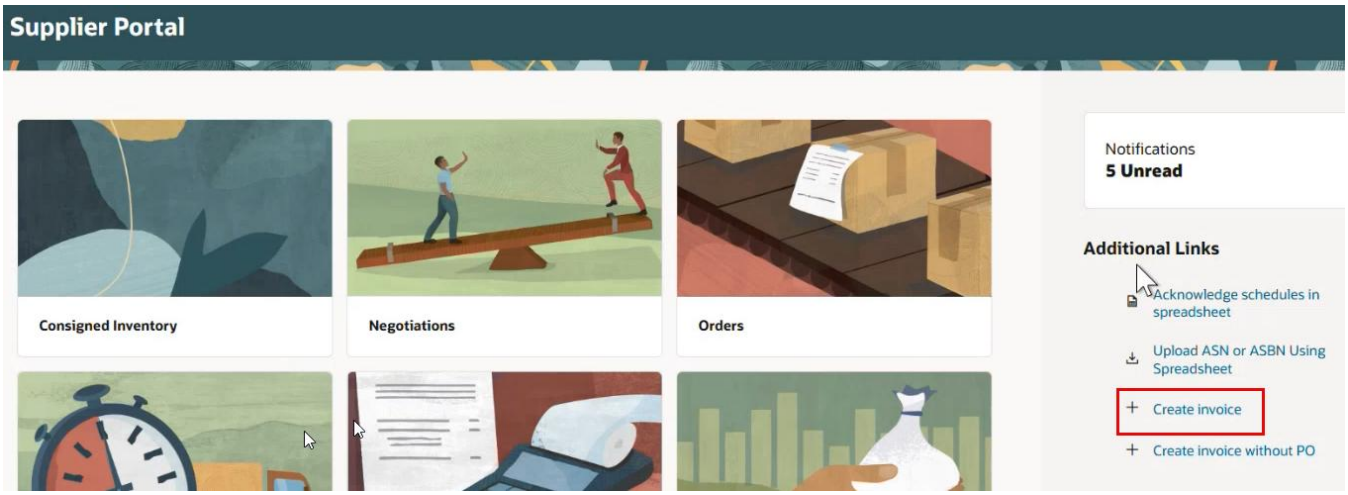
12. The system returns you to the purchase order and displays a **pending change order** callout.



Supplier Portal Guidance for Suppliers

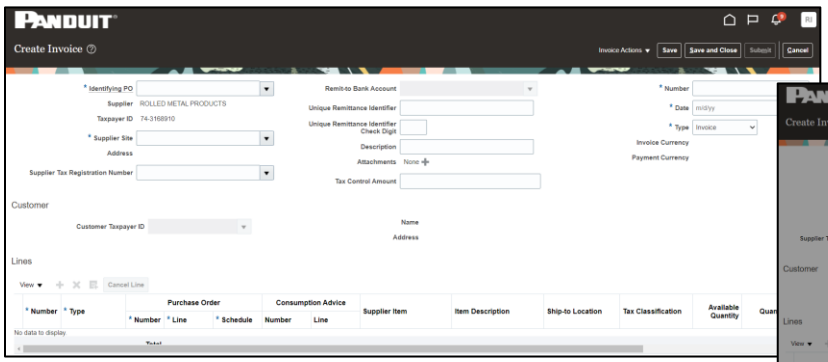
1.4 Create Purchase Order Invoice Through Supplier Portal

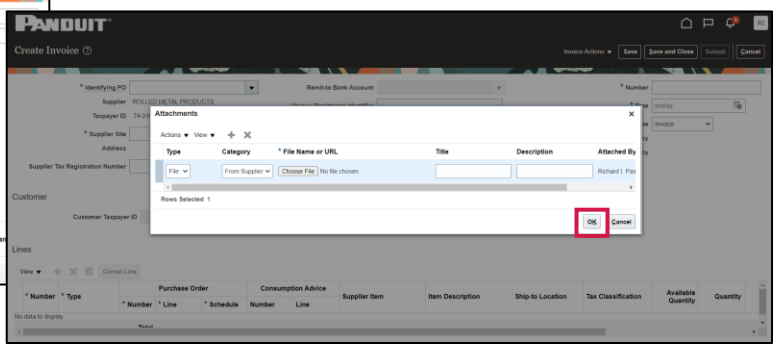
1. From your Supplier Portal homepage , click **Create Invoice** under Additional Links.



2. Enter the data for the following fields:
   Identifying PO = Enter the PO number for which the invoice is to be created,
   Supplier = Defaulted,
   Supplier Site = Defaulted, but can be overridden,
   Number = Invoice Number,
   Date = Invoice Date,
   Type = Invoice

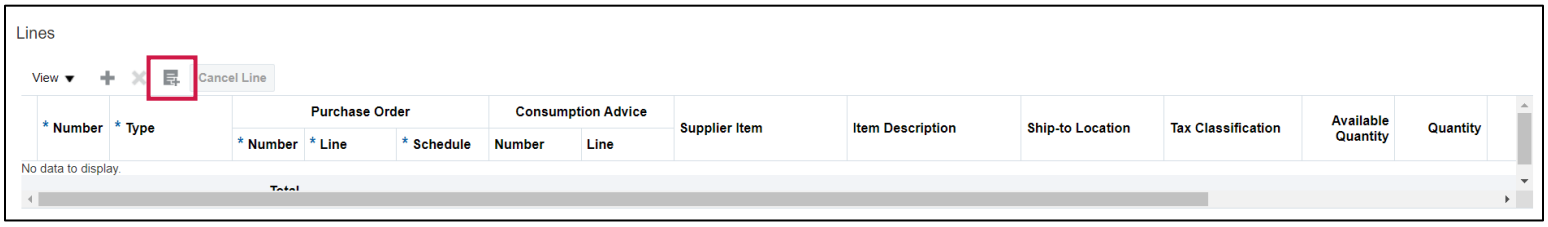
3. To add an attachment, **click +.**
   Next, select **Payables Supporting Document** in Category from the drop down or choose any one from the drop down.
   Then, click **Choose File** under file name section to add files.
   Click **OK.**



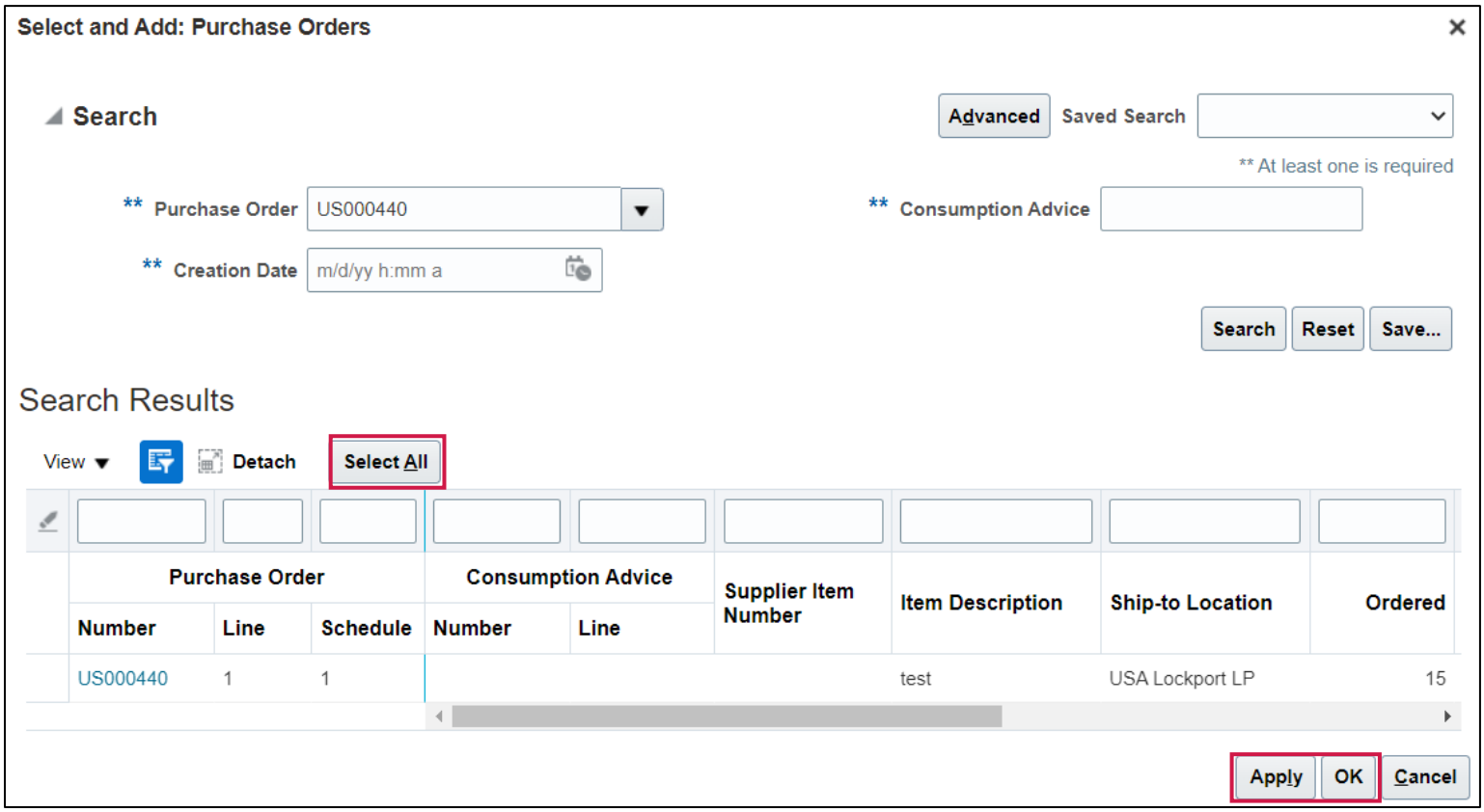


1.4 Create Purchase Order Invoice Through Supplier Portal

4. Under the Lines section, click the document icon with a + to select and add a row. A search window will appear, and the Purchase Order is defaulted. Click **Search** if PO line results are not visible.

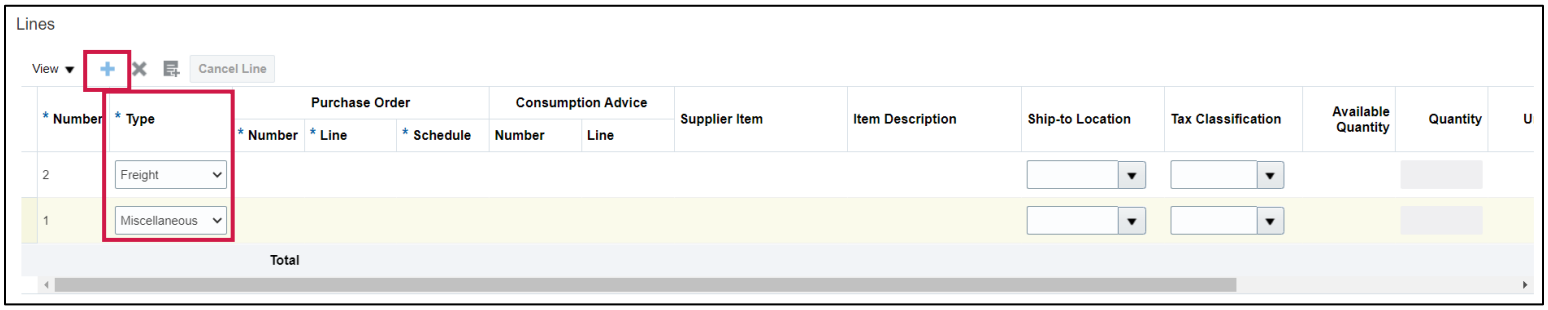


5. Click **Select All** under search results then click **Apply** and then click **OK** to add the PO lines. Once PO lines are added, update the **Quantity** field as needed.

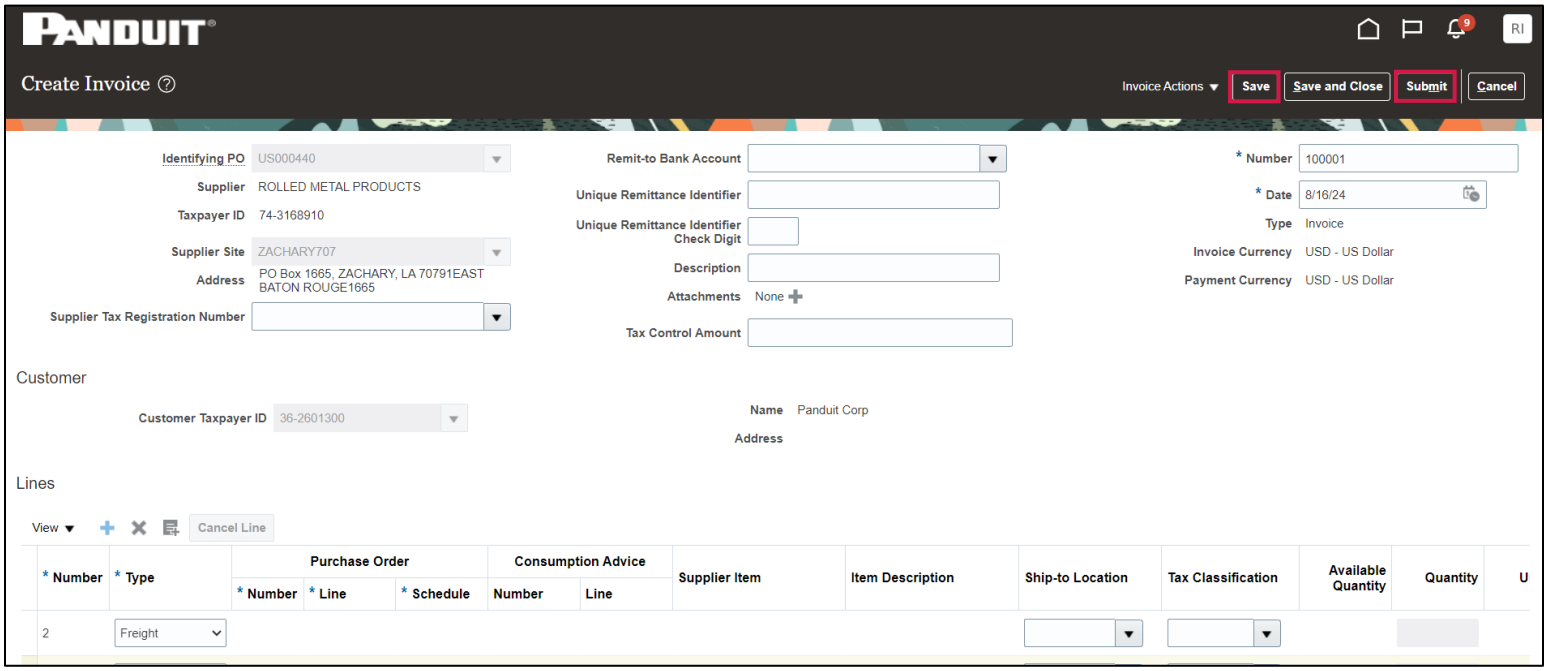


1.4 Create Purchase Order Invoice Through Supplier Portal

6. To add an additional line, click the **+** icon. Select **Type** from the list of values and enter the **Amount**.



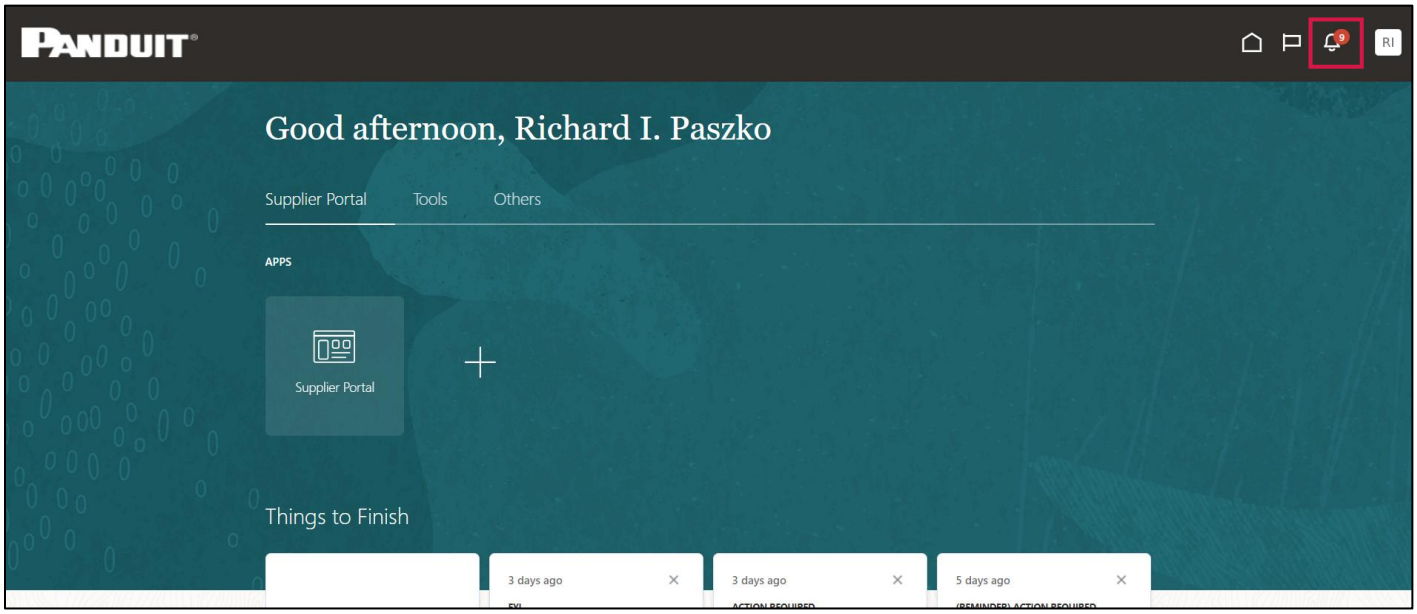
7. Click **Save** and then **Submit** at the top of the Invoice Page.



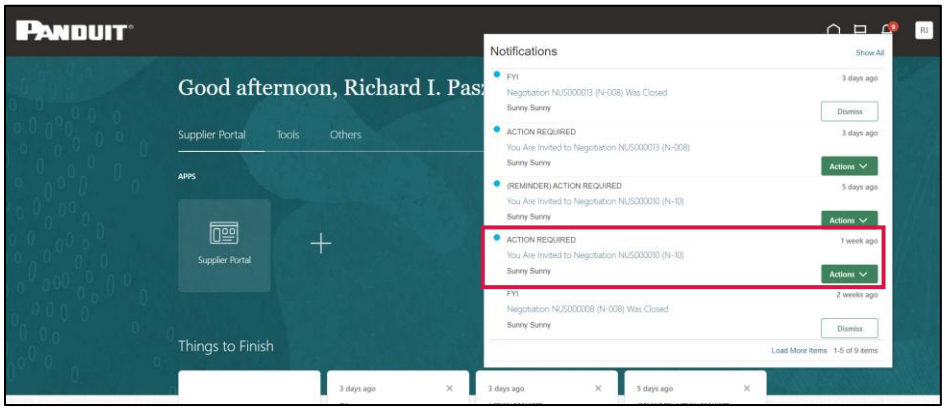
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1.5 Supplier Reviews and Responds to the Negotiation Through Spreadsheet

1. Click on the **Bell Icon** on the top right corner of the home screen.



2. Click on the notification that reads '**Action Required: You Are Invited to Negotiation'** or log into the supplier portal and click on **Accept Invitation**.



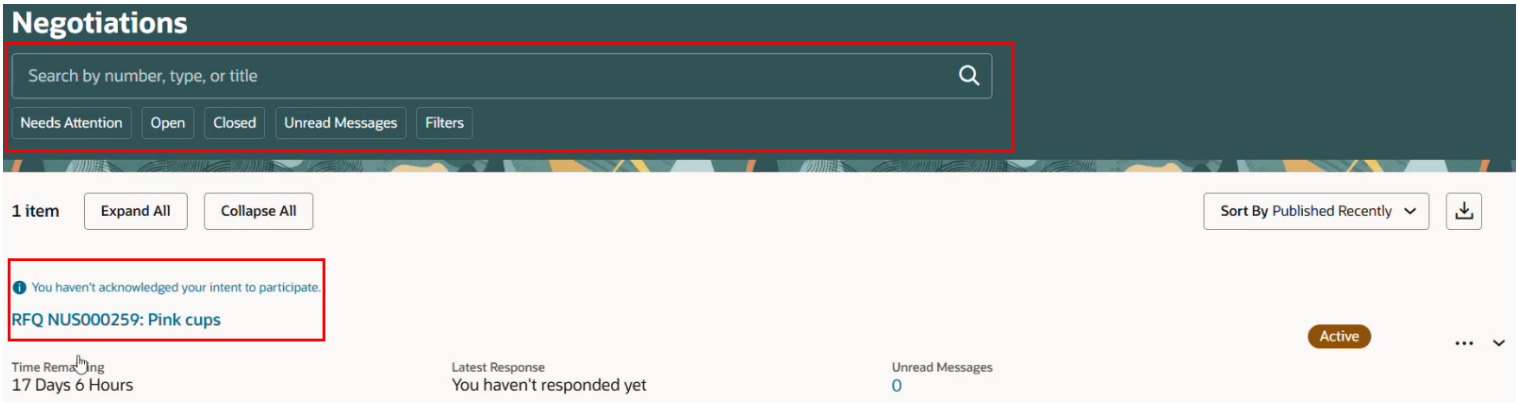
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1.5 Supplier Reviews and Responds to the Negotiation Through Spreadsheet

3. From the Supplier Portal homepage, click **Negations**.

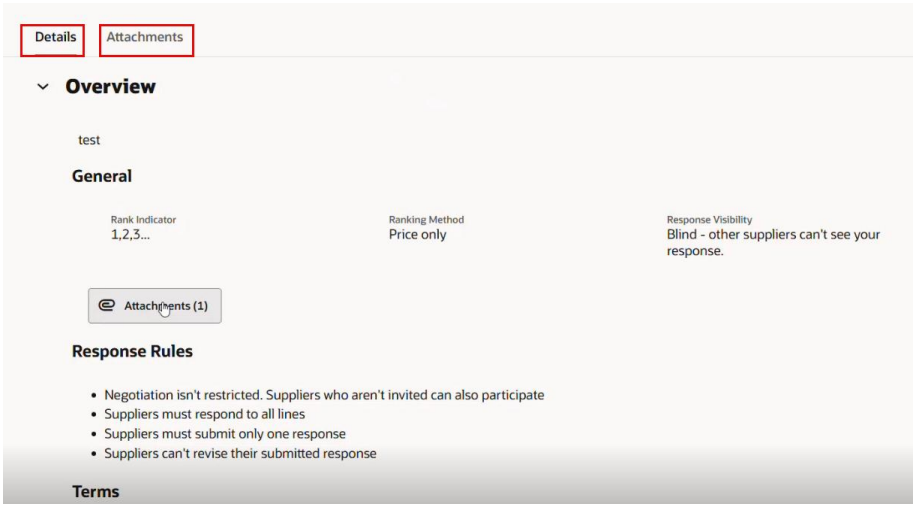


4. Use **search and filter** to find the negotiation and **click the link** to view details.

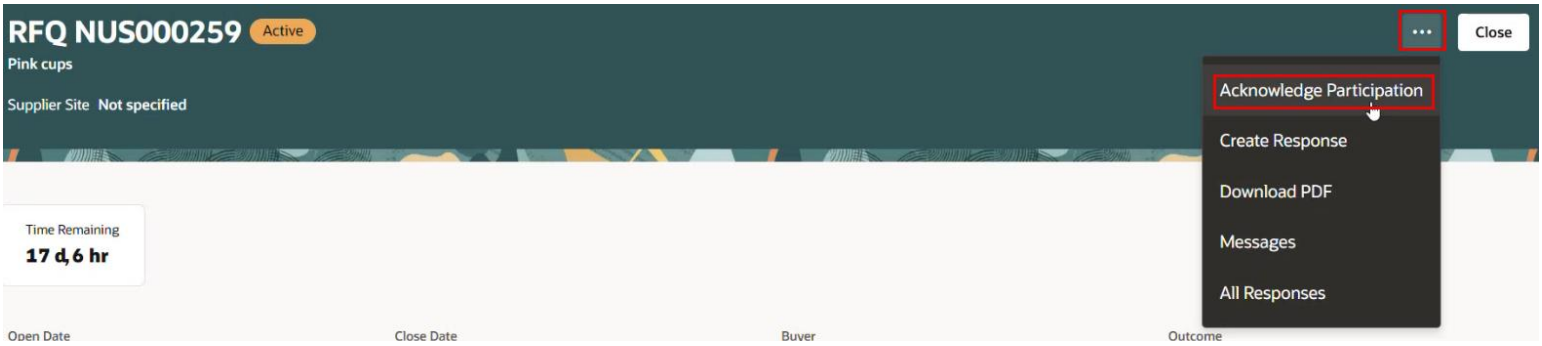


1.5 Supplier Reviews and Responds to the Negotiation Through Spreadsheet

5. Review the **Details** and **Attachments** of the negation.

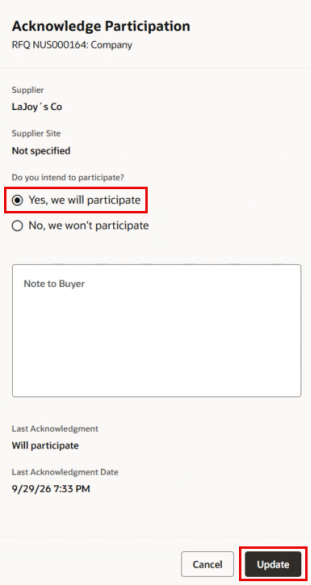


6. To participate, click on the **More Actions (···)** menu and click **Acknowledge Participation**.

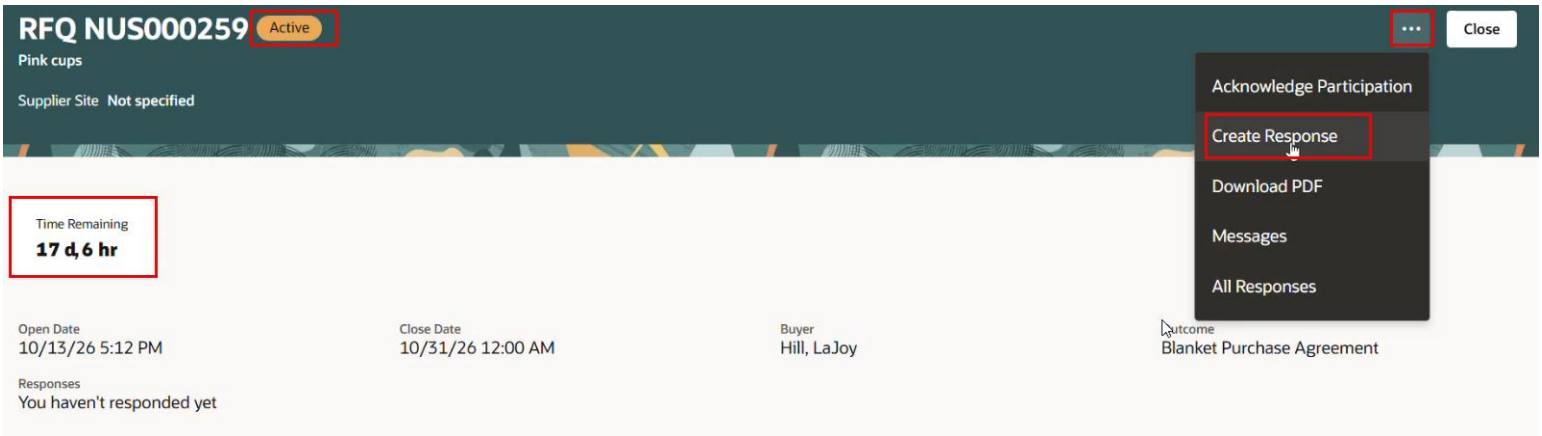


1.5 Supplier Reviews and Responds to the Negotiation Through Spreadsheet

6. Click on **Yes, we will participate** and click **Update**.



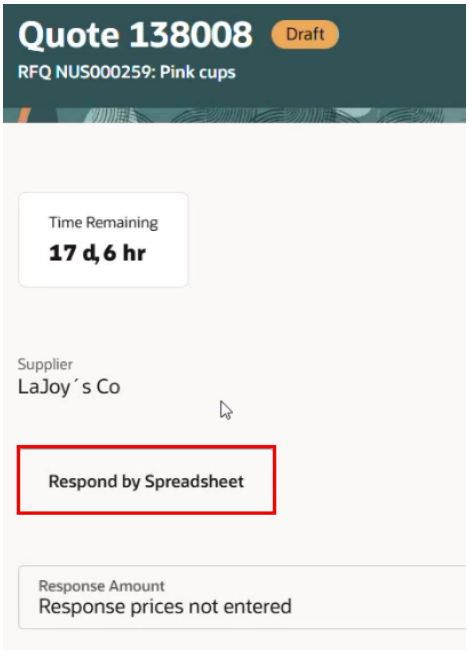
7. The contract will change from a pending to active status and will display the time remaining.
8. To responds, click the **More Actions (⋯)** menu and click **Create Response**.



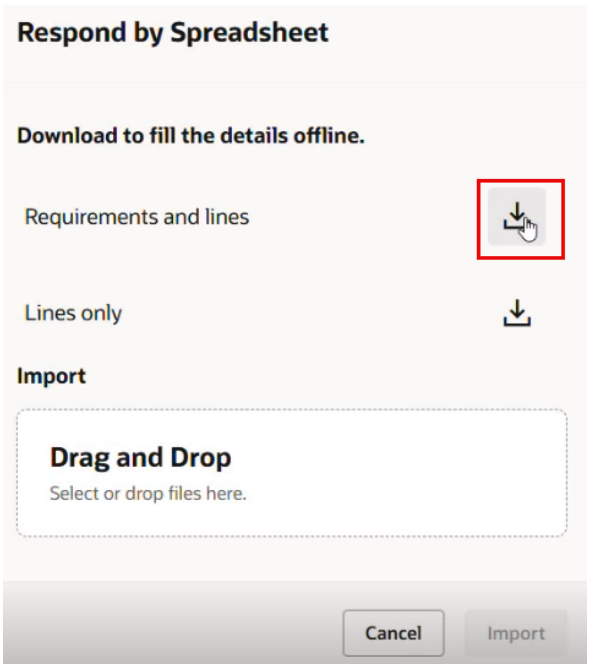
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1.5 Supplier Reviews and Responds to the Negotiation Through Spreadsheet

8. Click **Respond by Spreadsheet**.



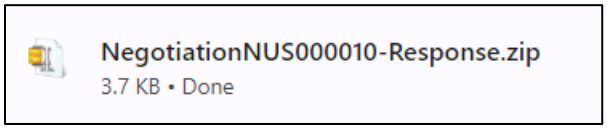
9. Download the **Requirement and lines.**



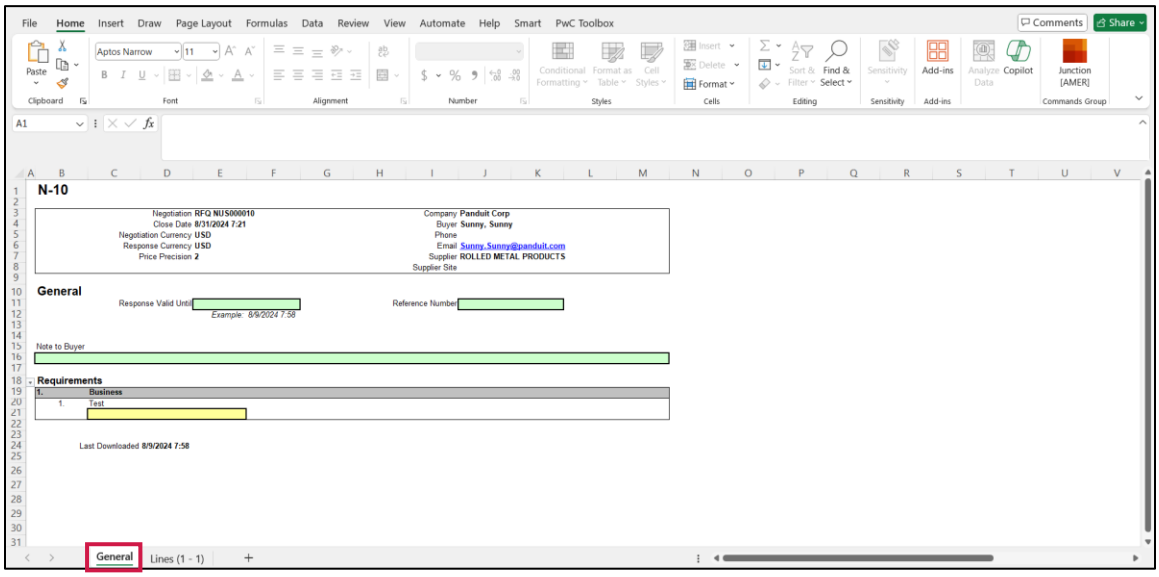
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1.5 Supplier Reviews and Responds to the Negotiation Through Spreadsheet

12. Extract the zip file. Open the file in excel format.



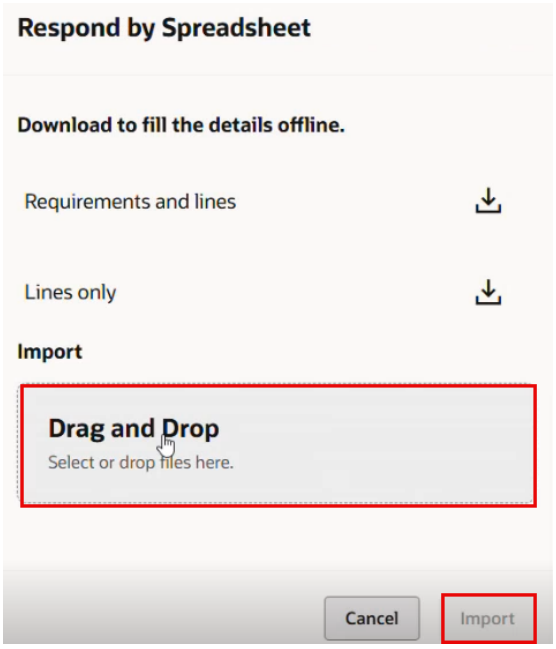
13. Populate the **General tab** and **Lines**. Save the excel file.



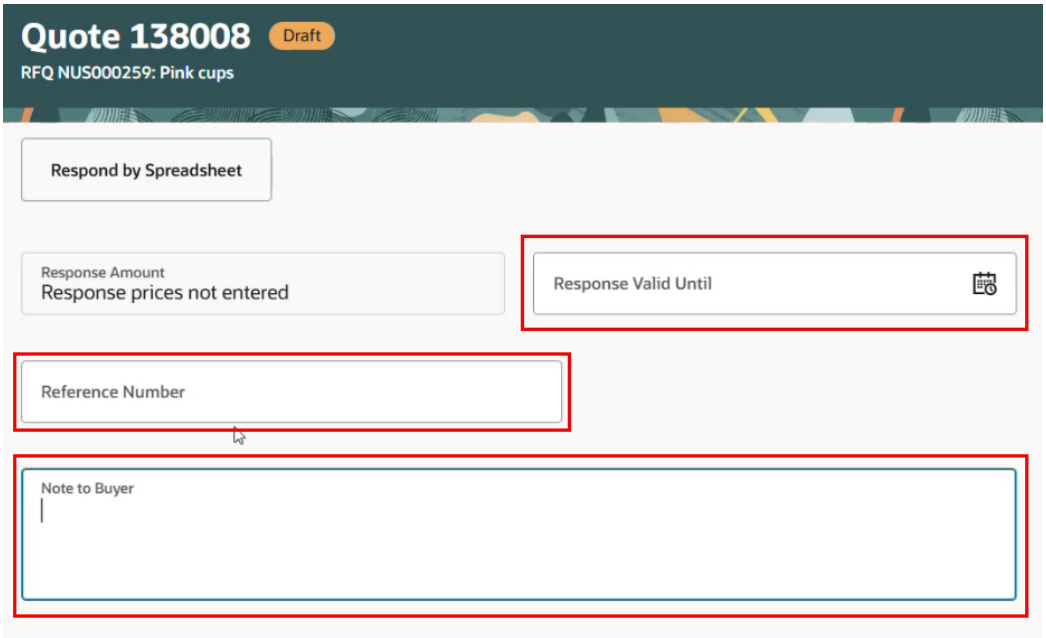


1.5 Supplier Reviews and Responds to the Negotiation Through Spreadsheet

14. Click **Drag and Drop** and upload the spreadsheet. Then click **Import**.

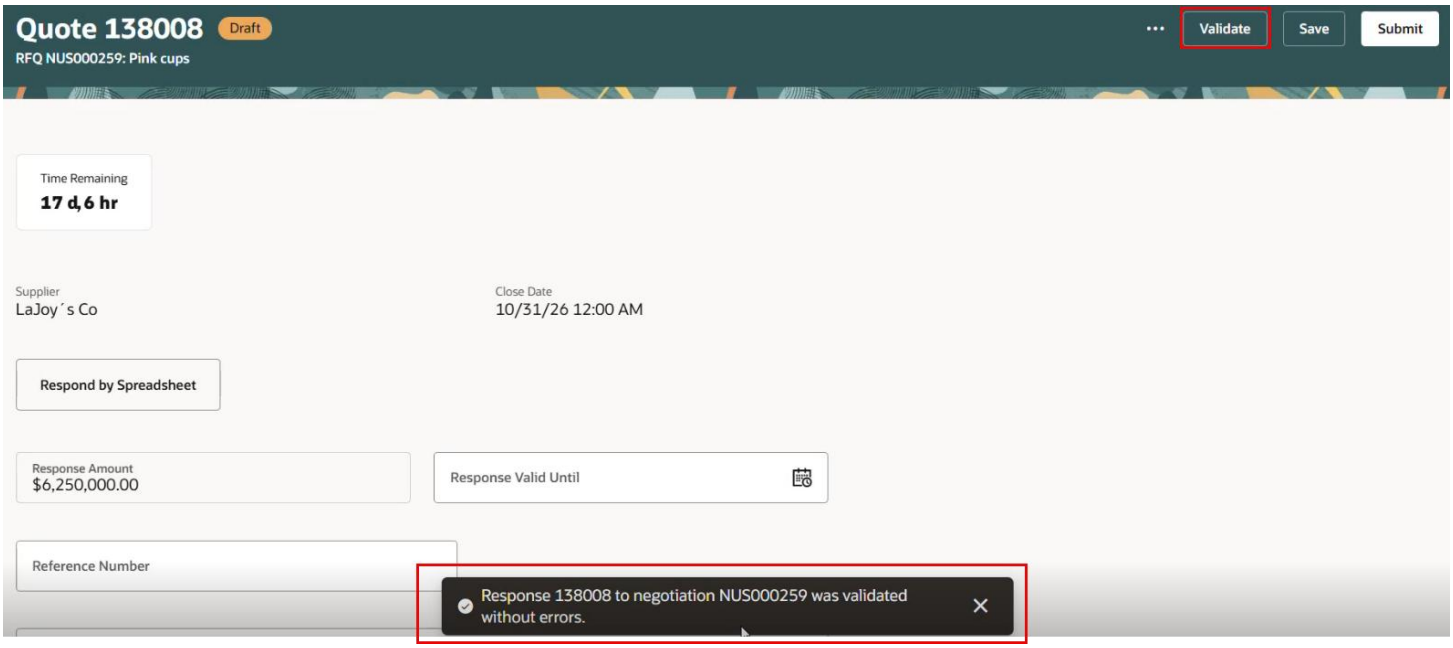


15. Optional: Enter a **Response Valid Until** date, **Reference Number**, and **Note to Buyer** as needed.

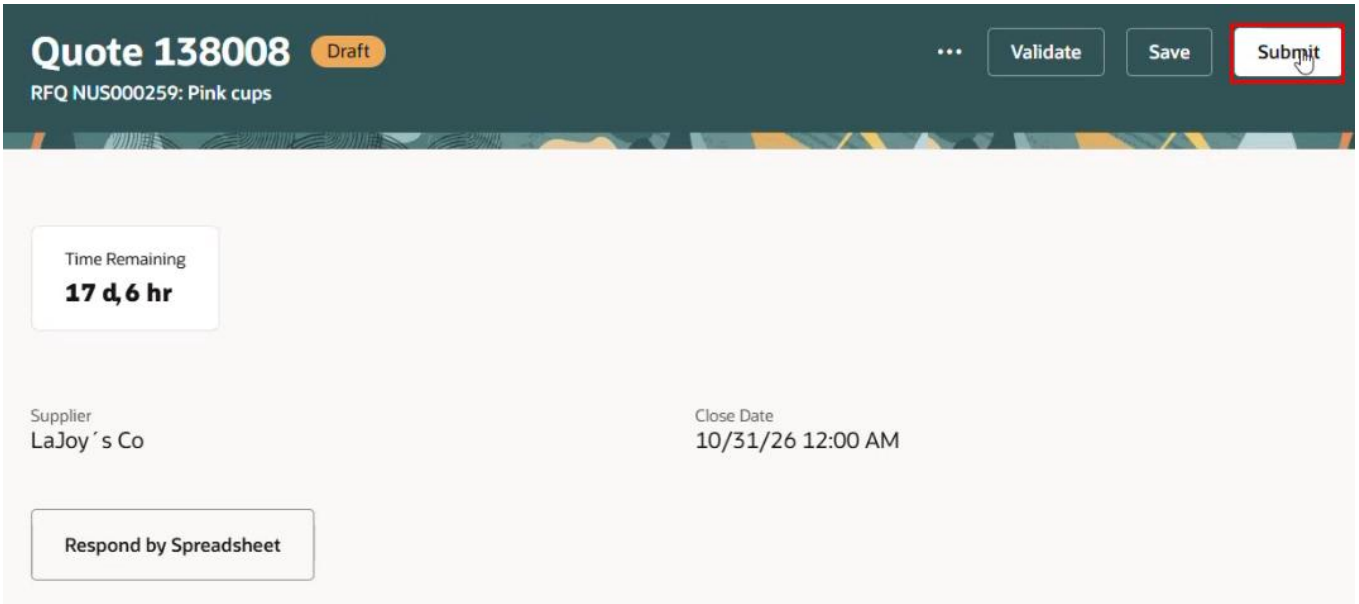


1.5 Supplier Reviews and Responds to the Negotiation Through Spreadsheet

16. Select **Validate**. The system displays either a validation success message or an error message identifying the updates required.

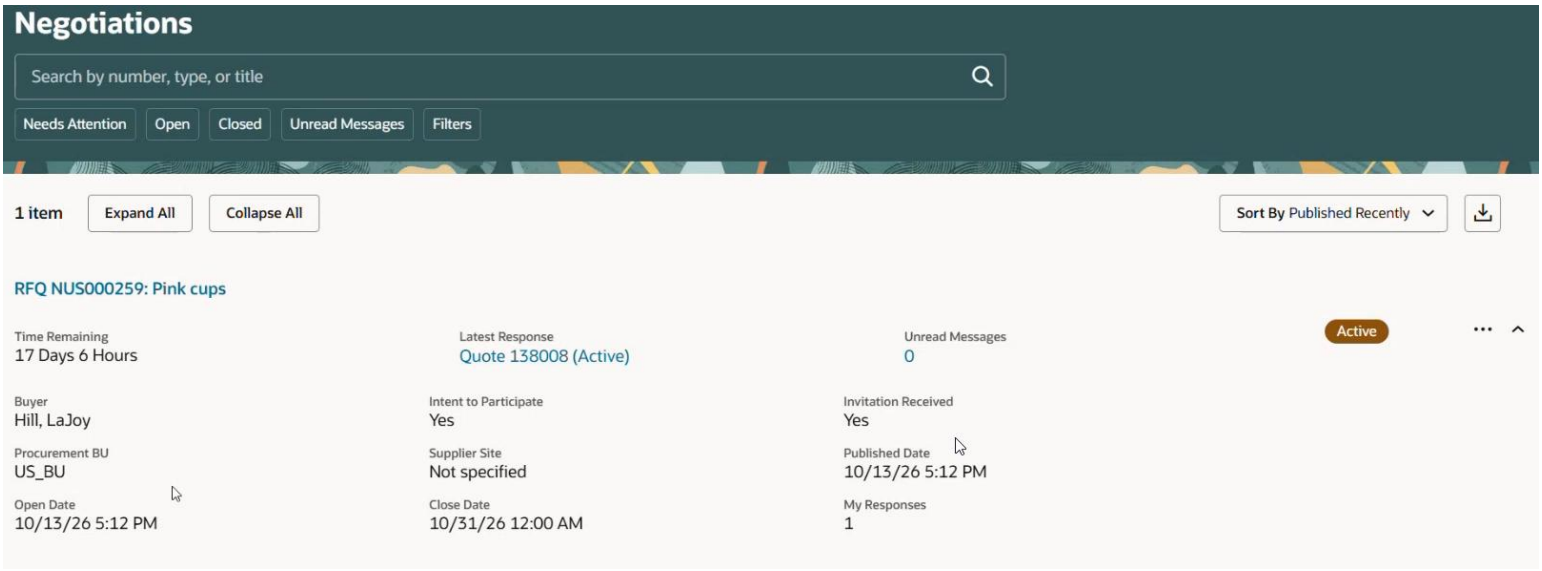


17. Click **Submit**.



1.5 Supplier Reviews and Responds to the Negotiation Through Spreadsheet

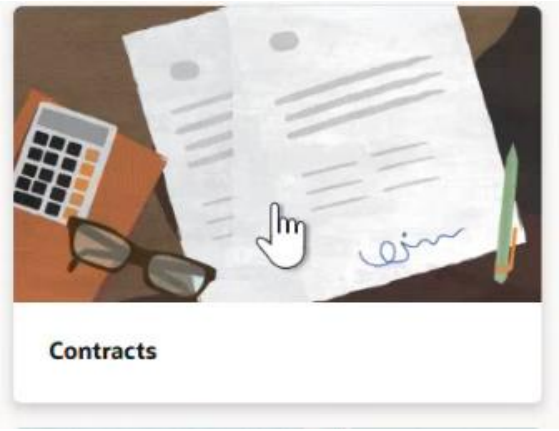
18. Return to the **Negotiations** page to review the updates.



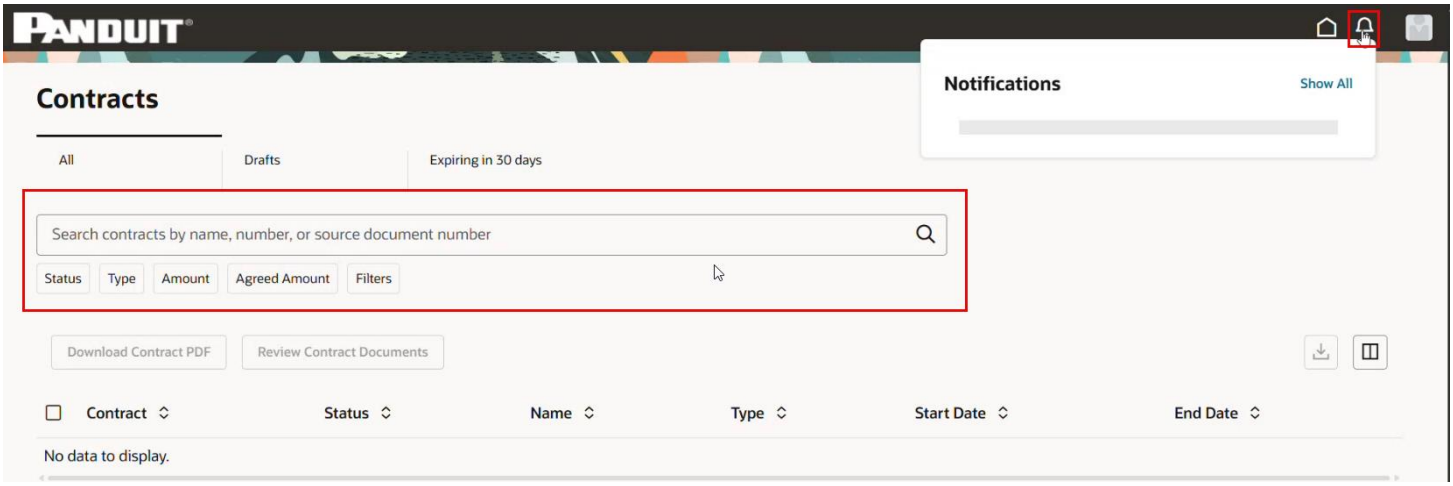
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1.6 Supplier Reviews and Red Lines Contract

1. From the **Supplier Portal** homepage, click **Contracts**.

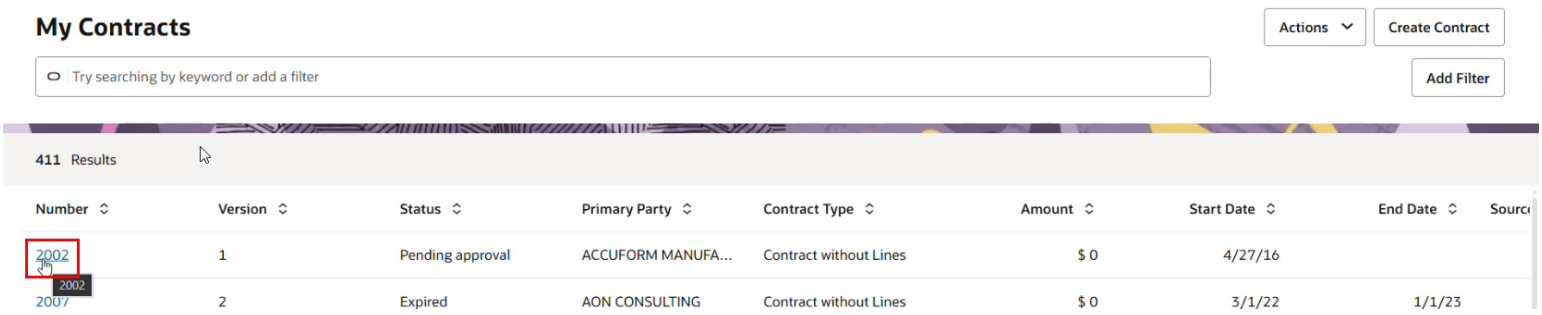


2. Use **search and filters** or click the **notifications bell** to find the contract

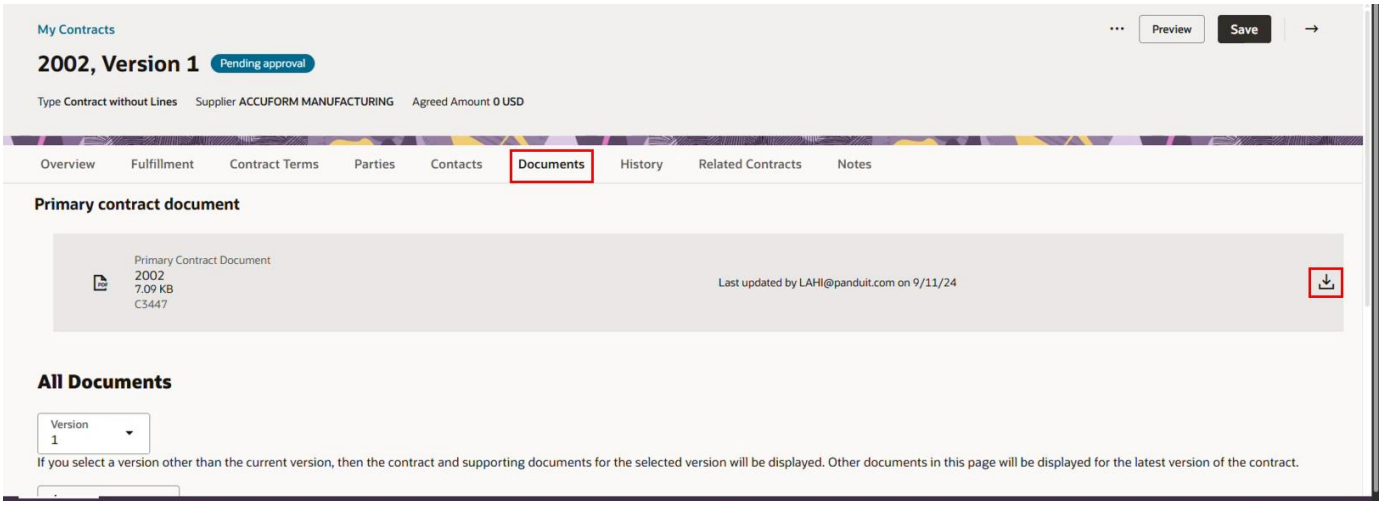


1.6 Supplier Reviews and Red Lines Contract

3. Click the **hyperlink** under the Number column or in the notifications.



4. Click on the **Documents** tab and **Download** the contract.

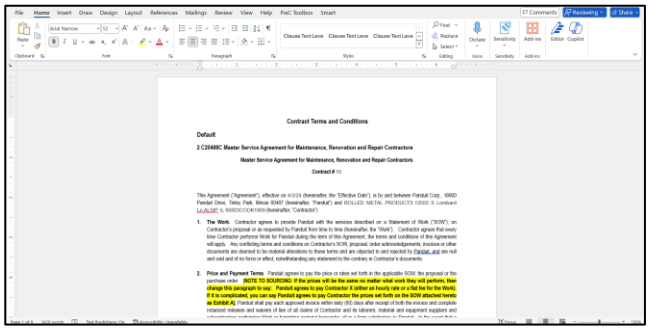


Supplier Portal Guidance for Suppliers

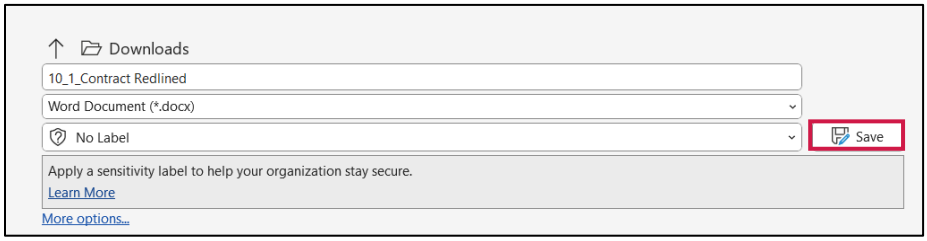
1.6 Supplier Reviews and Red Lines Contract

5. Open the document. Review and redline the contract. Save the redlined work document with a different name (e.g. Contract Redlined)





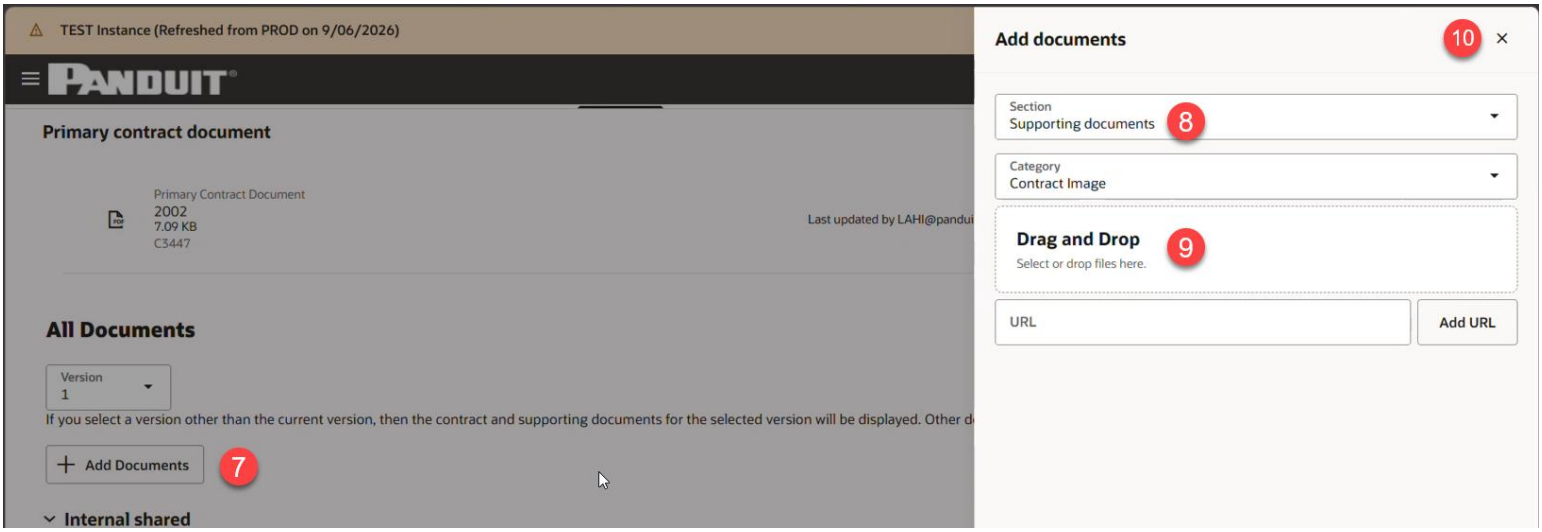




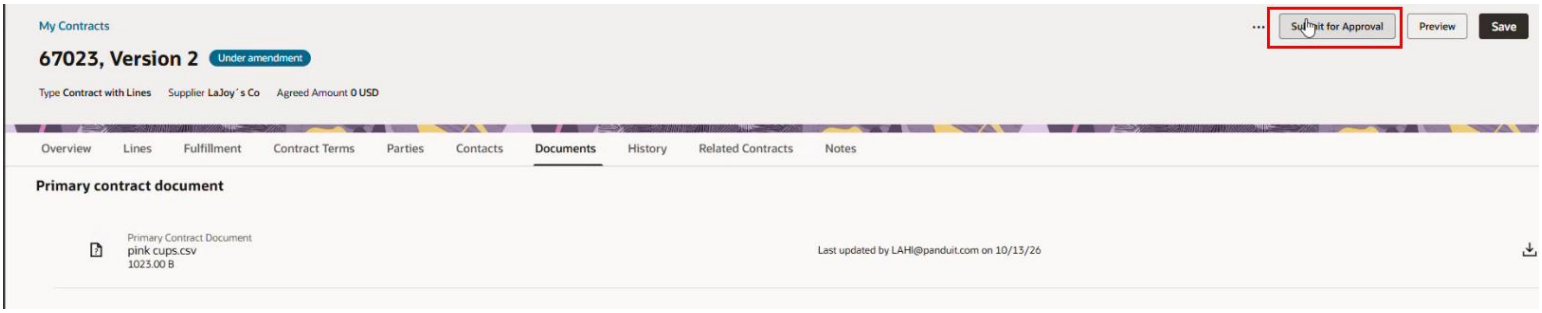
Supplier Portal Guidance for Suppliers

1.6 Supplier Reviews and Red Lines Contract

6. Navigate back to the Supplier Portal. Under the **Documents** tab, click the **+ Add Documents**.
7. Select **Supporting documents** under Section.
8. Click **Drag and Drop** and then add the redlined contract. Click the **X** to close.



9. Click **Submit for Approval**.

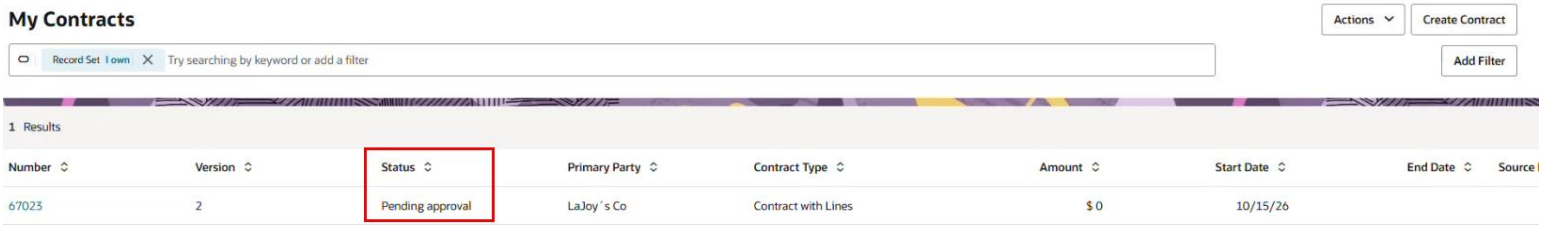


1.6 Supplier Reviews and Red Lines Contract

10. Enter a **Note to Approver** and click **Submit**.



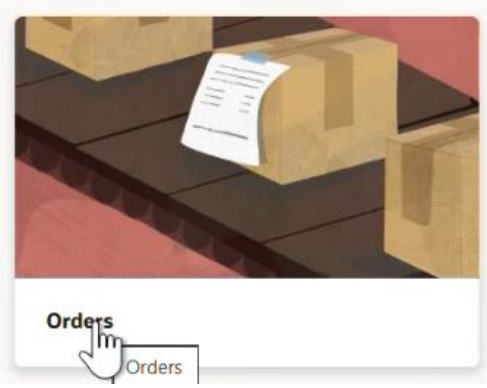
11. The contract status will update to Pending approval from Panduit.



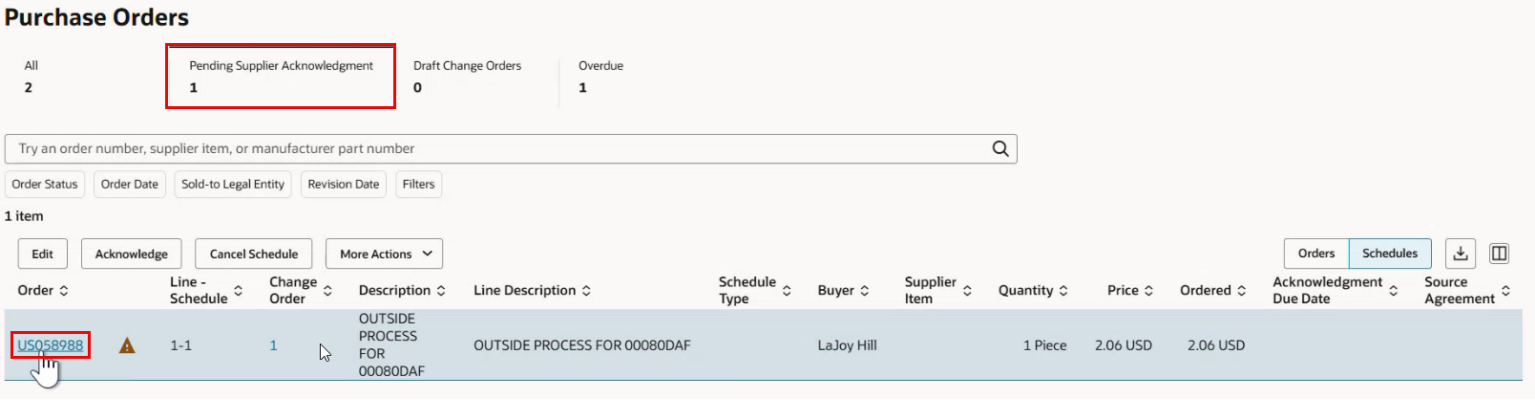
Supplier Portal Guidance for Suppliers

1.7 Suppliers Acknowledge Purchase Orders

1. From the **Supplier Portal** homepage, click **Orders**.

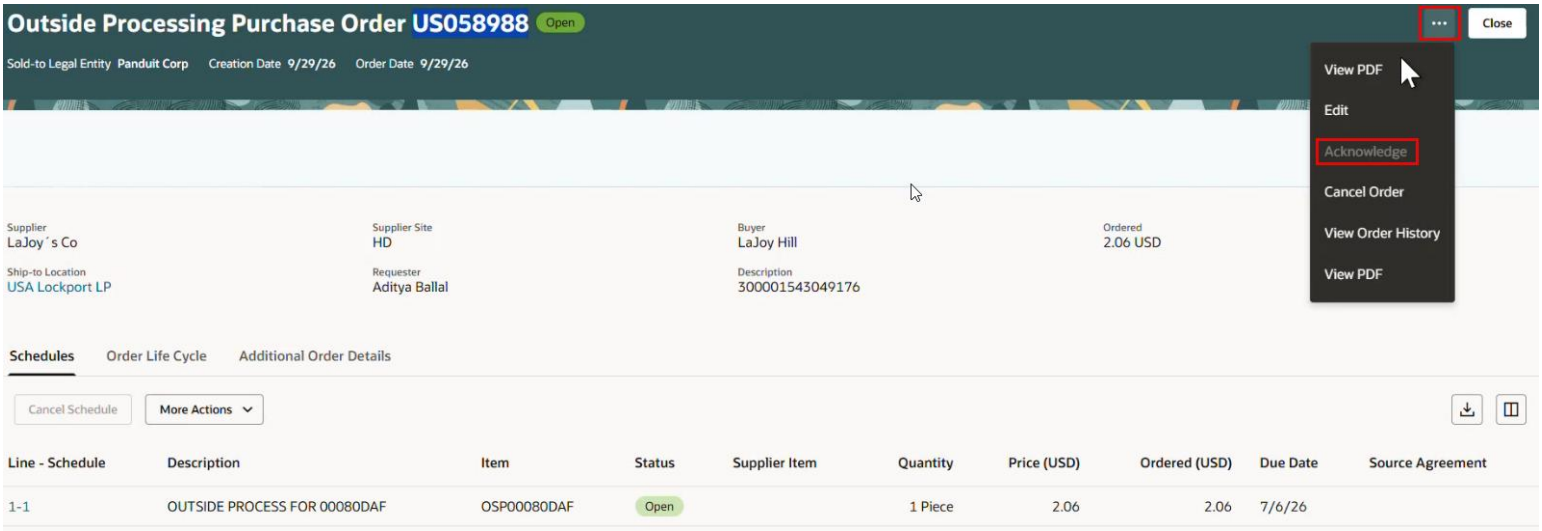


2. Select the **Pending Supplier Acknowledgement** summary tile and click the **hyperlink** under the Order column.

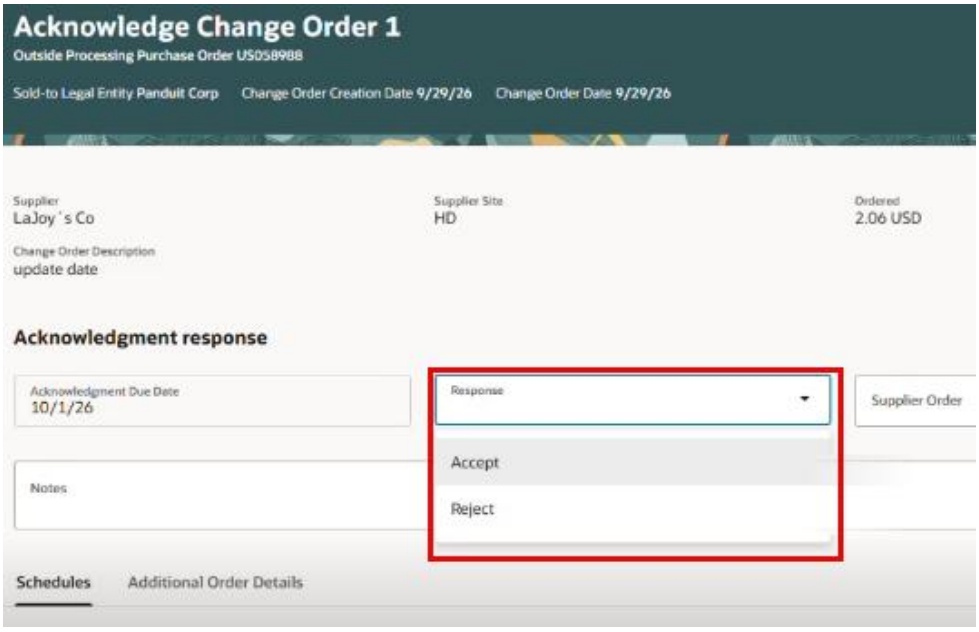


1.7 Suppliers Acknowledge Purchase Orders

4. Review the Purchase Order details. Click the **More Actions (···)** menu and click **Acknowledge.** By clicking the Acknowledge button, you are confirming that you have reviewed the details of the purchase order and acknowledging understanding of it.



5. Click the Response dropdown and choose **Accept** or **Reject**. By clicking the Accept button, you are indicating your agreement and acceptance of the purchase order. On the other hand, by clicking the "Reject" button, you are expressing your refusal or disagreement with the purchase order.



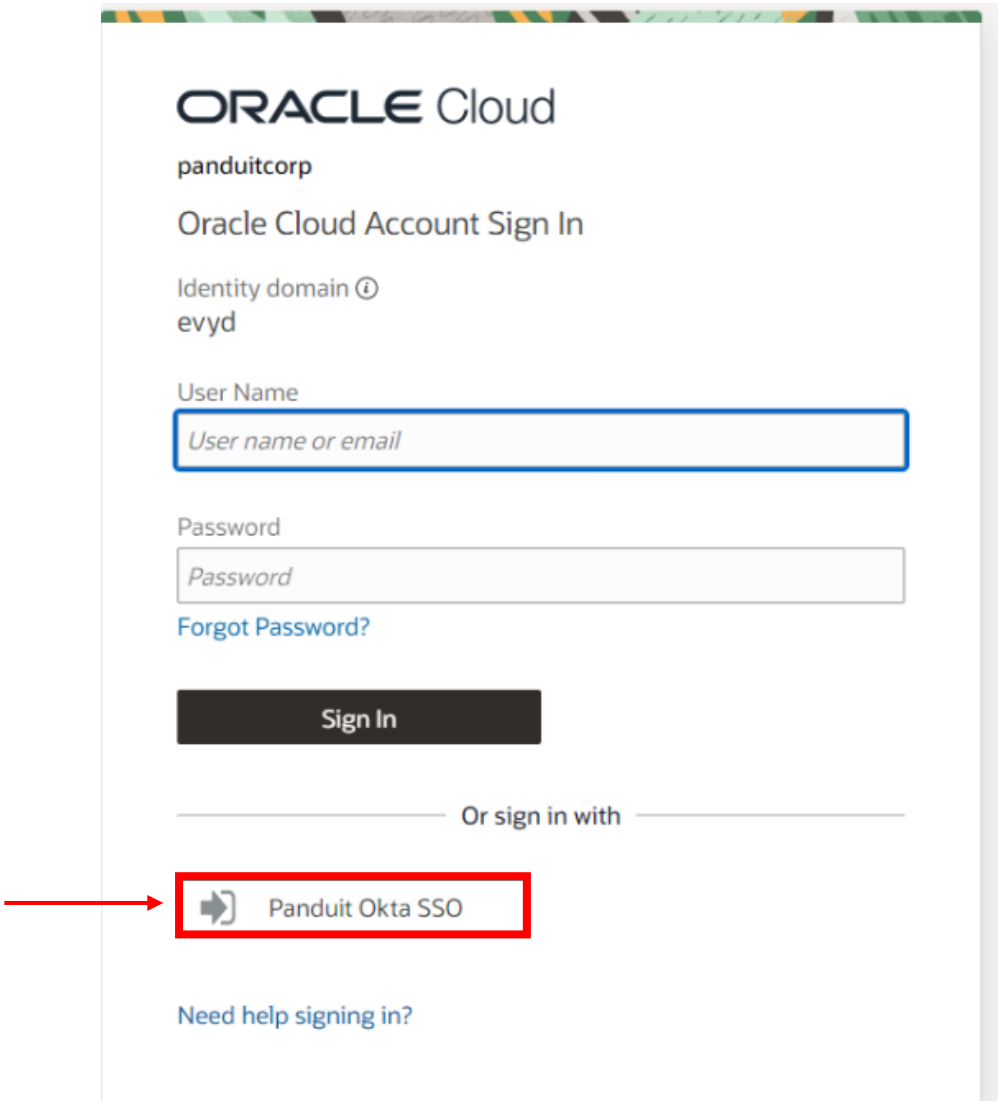
1.7 Suppliers Acknowledge Purchase Orders

6. Click **Submit** in the upper-right corner of the page.



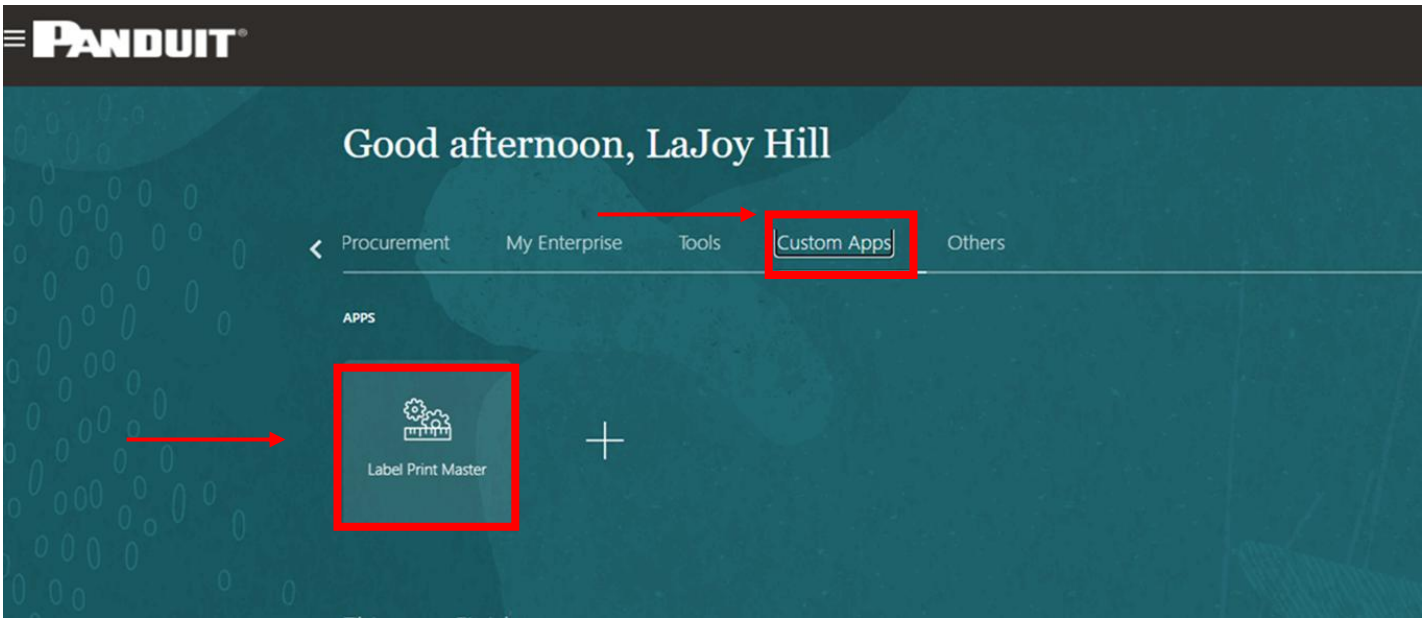
1.8 Printing Labels for OSP Suppliers

1. For suppliers who print Panduit labels at their site, you will have access to a separate Custom App. Login as you typically would to the Supplier Portal in Oracle Cloud. **Sign in using Panduit Okta SSO.**



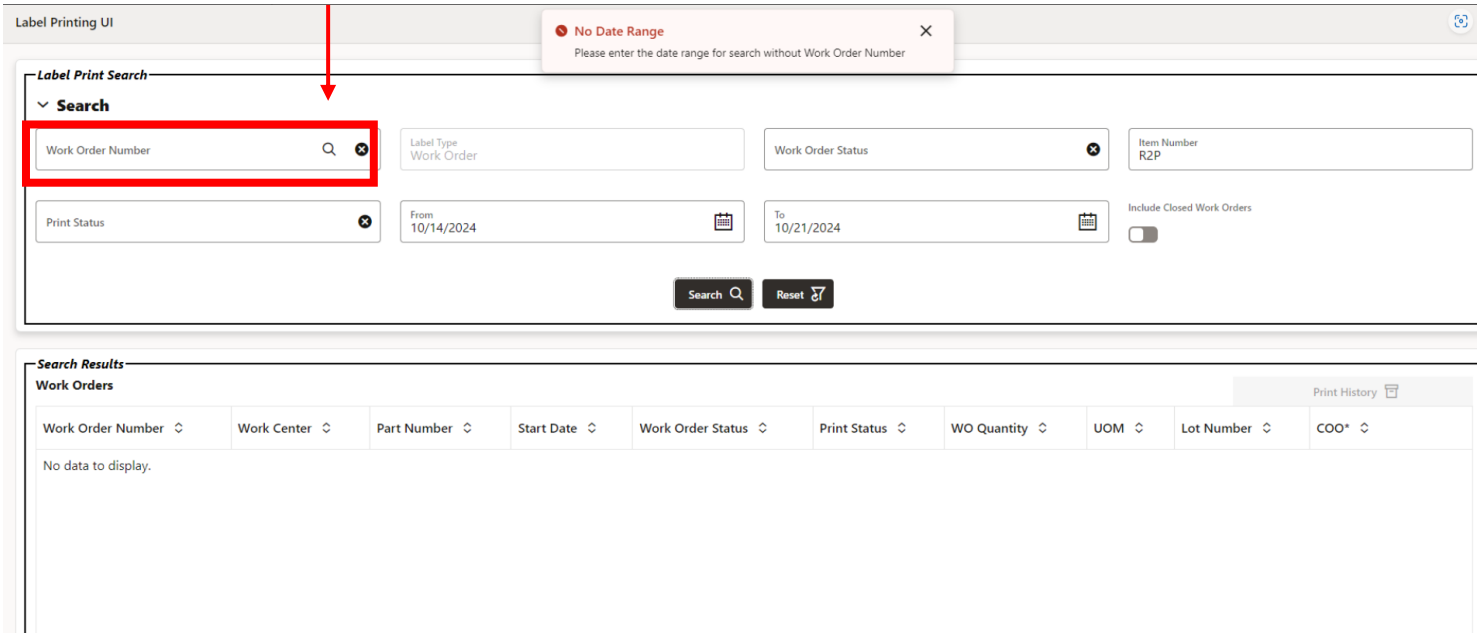
1.8 Printing Labels for OSP Suppliers

2. Navigate to Custom Apps and Label Print Master. ☝ Note! You may have to sign in again once you enter the application.



1.8 Printing Labels for OSP Suppliers

3. Search by Work Order, noting the required fields like Type and Date Range.



Alert!

Both the PO numbers and the Work Order numbers have changed!

- ❑ PO numbers generated after October 9, 2024 start with the two-character region indicator. (e.g. US).
- ❑ Work Order numbers start with a Panduit location ID followed by a dash and numeric value, (e.g. LP-, OP-, or GAI-).

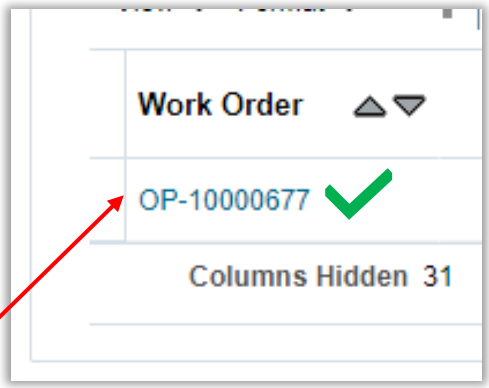
1.8 Printing Labels for OSP Suppliers

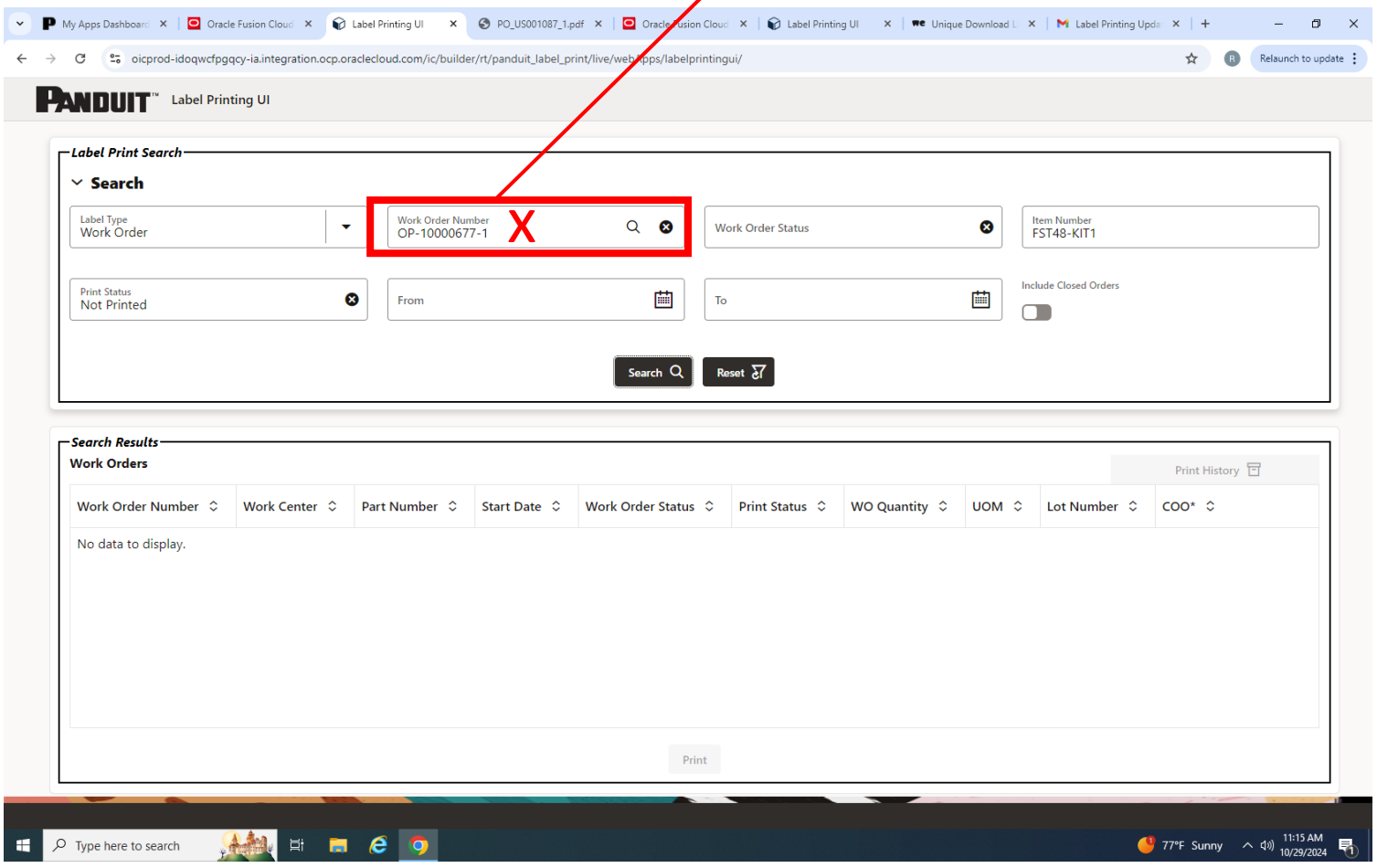
4. Proceed with Printing Labels.

5. For troubleshooting assistance, reach out to the Panduit Helpdesk at hq-servicedesk@panduit.com

Alert!

Work Order Numbers now contain a "-1" at the end, however when inputting into the Supplier Portal you must leave the "-1" off in order to find the Work Order.



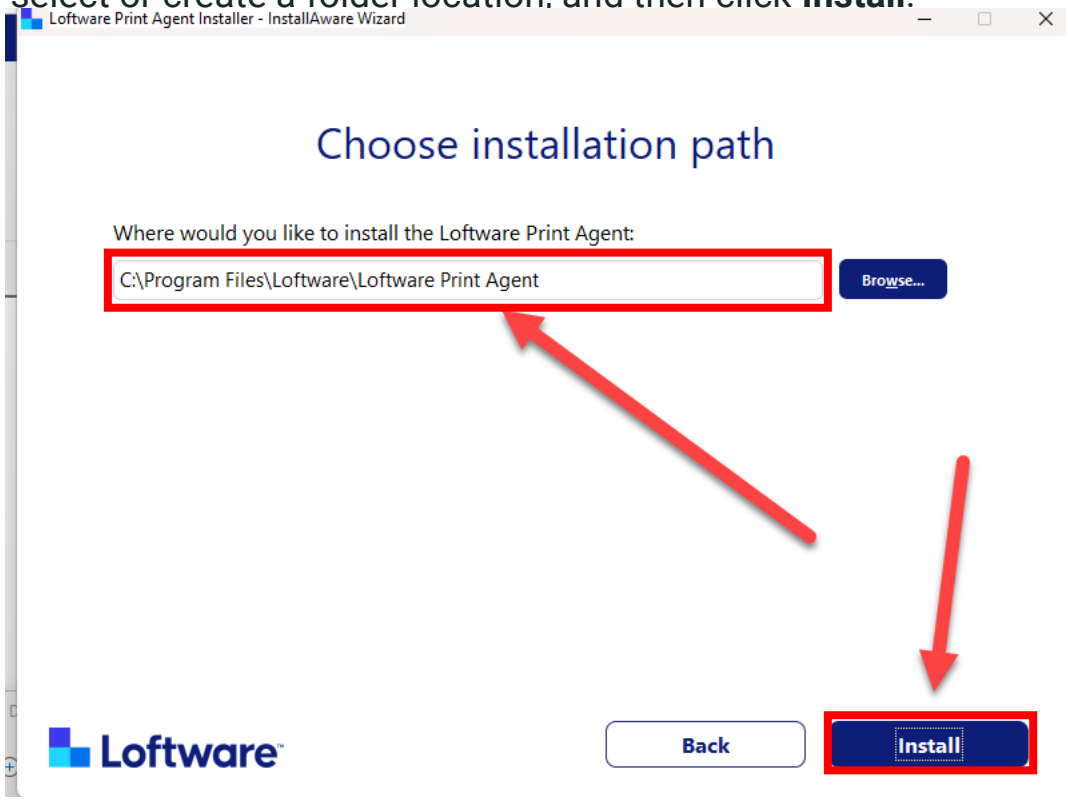


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1.9 Installing Loftware Print Agent Software

Important: Use a single Remote Site per local network.

1. On the Remote Site computer, double-click the installer file and respond to the following prompts. To download Loftware Print Agent to the Remote Site computer, click on this link → **https://we.tl/t-L0CeZdWmsh**
2. Read the *End User License Agreement*, and then click **Accept**.
   a. Install the Loftware Print Agent in the default location, or click **Browse** to select or create a folder location. and then click **Install**.



1.9 Installing Loftware Print Agent Software

c. For Application Server using the following format:

http(s)://*<SpectrumApplicationServer>*/

https://clientname.dev.loftwarecloud.com/

Example
A typical non-secured access port:
http://www.example.com

A typical secured access port:
https://www.example.com

d. For **Site Token**, enter the **Token** associated with the Remote Site that you obtained form the Remote Site in **Devices**

e. For **Remote Site Name**, enter the name of the Remote Site in **Devices**

f. If your Loftware Spectrum Remote Print will be running behind a proxy server, select the **Enable Proxy Server** check box and then complete the following fields.

- For **IP Address**, enter the IP address of your proxy server.
- For **Port**, enter the port of your proxy server.
- If your proxy server requires authentication, select the **Authentication** check box and then complete **Username** and **Password** fields that Spectrum should use for authentication of your proxy server.

g. Click **Connect**.

2. If your computer has antivirus software, allow access to port **8080** to enable successful communication between Spectrum and the Loftware Print Agent. For more information, refer to your antivirus software documentation.

3. In Windows Server, start the Loftware Spectrum Remote Print service (Loftware Proxy Service) if it has not started automatically.

OTHER RELEVANT RESOURCES

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Additional SPARK Learning Resources

Link	Description
Oracle Cloud Navigation Video	Learn how to navigate the basics of Oracle Cloud's intuitive interface
Oracle Cloud Common Icons Video	Become familiar with Oracle Cloud's standard icons and features, and learn about basic module navigation
Oracle Support Website	Search the Oracle Cloud knowledge base and access resources for issue resolution

1.3 Purchase Order Workbench

Revision Date	Updated By	Section(s) Updated	Change Description
10/13/2026	LaJoy Hill & Michael Driese	All	Redwood Upgrade