

### **iSupplier Quality**

#### **Overview:**

Videojet is replacing the Supplier Quality Portal with Oracle iSupplier on June 24, 2017. iSupplier is a standard Oracle tool that is used by companies all over the globe. Please check with your local Finance and/or Customer Service team to find out if your company is already using Videojet iSupplier.

### I. Request Login to Videojet iSupplier

If you company doesn't currently have a Videojet iSupplier login, please send a request to <u>vti.quality@videojet.com</u>. Your login is setup as the company name shared by all users at your company (ex. ABC\_COMPANY). After a Videojet associate sets up the account, you will receive an email from vjprod.alerts@videojet.com with a link to login to iSupplier to complete the setup.

### II. Login to Videojet iSupplier

#### III. Create Quality contacts

It is the supplier's responsibility to create Quality contact information if it differs from existing contacts in Videojet iSupplier. This contact will receive emails for RMA and Corrective Action Requests

#### IV. Add RMA and/or Corrective Action data

V. For more detailed information and troubleshooting, refer to supplier\_guide\_ISP\_v7.docx (iSupplier Portal Manual V7) or contact <u>vti.quality@videojet.com</u>.



## **II. LOGIN TO VIDEOJET iSUPPLIER**

Step #	Navigation / Description	
1	www.videojet.com	
2	Click on Login > Supplier Gateway	Products ▼       Applications ▼       Industries ▼       Resources ▼       Check Order Status Order Online         Distributor Portal       Supplier Gateway       Bistoriera       Password Generator       Password Generator
3	Click on Videojet iSuppiler Login	Log In Videojet i Supplier Login Click here to access Videojet's iSupplier Portal and review purchase order information to your company.
4	Confirm shipping to US Destination	If you are <b>supplier shipping to US Destination,</b> Click here ; otherwise Click here
5	Read and accept the terms	I accept the terms above and would like to enter Videojet's Supplier Portal.
6	Enter username and password and click Login	Username: supplierusername Password: •••••• Login

# **III. CREATE QUALITY CONTACT(S)**

Step	Navigation / Description	
#		
PRE	Login to Videojet iSupplier	
1	Click on Admin	<b>VIDEOJET</b> iSupplier Portal Home Orders Shipments Planning Product Admin Profile Management



2	Click on Contact Directory	Profile Management	
		<ul> <li>General</li> <li>Company Profile</li> <li>Organization</li> <li>Address Book</li> <li>Contact</li> <li>Directory</li> <li>Business</li> <li>Classifications</li> </ul>	
3	Click on Create	Contact Directory : Active Contacts Create First Name Last Name	Supplier Name 🔺 Phone Number
4	Enter new Quality contact information > Click Apply	Admin: Profile Management: Contact Directory > Add Contact * Indicates required field First Name Middle Name Job Title Department Email Address Ut User Account Create User	r.  Phone Area Code Phone Number S55-5555 Phone Extension Alternate Phone Area Code Alternate Phone Area Code Alternate Phone Number Fax Area Code Fax Number Fax Area Code Complex 24May-2027 1945:00 Account for this Contact
5	User will now appear in Contact Directory		

# IV. ADD RMA AND/OR CORRECTIVE ACTION DATA

Step	Navigation / Description	
#		
PRE	Supplier Quality Contact will receive an email from Videojet Quality requesting feedback on a rejected part. The CAR#, item, and PO in the email are required for a response	
PRE	Login to Videojet iSupplier	
1	Click on Shipments	VIDEOJET iSupplier Portal Home Orders Shipments Planning Product Admin



2	Click on Quality		🔒 Na	vigator 🗸		
		On-Time	Performance	Quality		
3	Enter PO # > click Go	Quality Shipme	ents			
		Note that the se	<b>n</b> arch is case insensitiv	/e		
			PO Number Shipment Number	555555-1	×	
			Supplier Item Item			
				Go	Clear	
4	Click on Available under Quality	UOM Qua	ntity Ordered		lanc	
		Each 5		Available		
5	Click on the pencil icon to enter	Collection Plan		Description	Type E	inter Quality Results
	quality results	SUPPLIER CAR RES	FUNSE	Supplier CAR Response	Audits	
6	Enter rows = 1 > Click Continue	Enter Quality Plans: Select Rows				
		* Indicates re	equired field			
		* Number of	l est Result rows t	o de Entered	1	
7	Enter CAR# from email received	*CAR#	RMA		Corrective Action	*Send Email
	Enter RMA (if required)	125	1234:	007	CAR details	Y
	Enter Corrective Action (if required)					
8	Send Email = Y To add an attachment (if	Attachmen	tş			
	required): Click on add attachment icon >	+5	Add Attachmy	t		
	Attachment Type = File		Attachment	File 🗸		
	Browse to attachment > Save (or	min Finance	Type Title	item 12312 image	9	
	Add Another)		Category File	Miscellaneous C:\Users\Johnson	Robb\D Browse	
				Save Add	Another Cance	1



9	Click Finish	Finish
10	Email will be sent to Videojet Quality department.	Confirmation You have successfully added data to this quality plan. A notification has been sent
	**disregard confirmation message where it states that the notification was sent to the buyer. The confirmation is re-directed to Videojet Quality	
11	Click OK and Logout (or close browser)	