iSupplier Overview

This data is internal to Brunswick.

iSupplier Portal

Purpose:
The intention of this document is to give a general overview of the iSupplier Portal. In depth on-line training documents are available on the iSupplier Welcome page under Training.

The iSupplier portal provides inquiry capabilities, but also allows our suppliers access to submit requests for purchase order changes (indirect/tool crib at this time only), view and submit (non-ERS) invoices, and submit changes to your own supplier information. All change requests require approval from Mercury personnel before they are processed.

Supplier Invitation

Mercury's Suppliers must be registered to gain access to the iSupplier portal. This is an example of the Registration email.

For Your Information: Supplier Collaboration Network: Confirmation of Registration

Reply | Reply All | Forward

A APPTEST Workflow Mailer <apptest@mercmarine.com>
To Regina Beyer

Thu 8/31/2023 1:31 PM

Notification Detail.html
708 bytes

To **GINA BEYER**
Sent **10-AUG-2023 15:34:05**
ID **41461636**

You have been registered for access to Mercury Marine 's iSupplier Portal, a supplier collaboration network. Your access will allow you to view information we have in our system for your company such as your address and contact information, purchase orders, invoices and payment status. We hope you will find this network to be a beneficial communication tool between our organizations. To access our iSupplier Portal, go to our Mercury Supplier Portal at https://uat-www.supplier.mercurymarine.com. Within the iSupplier Resources tab, select the iSupplier Portal Login button and enter the username SUPPORT_ and the password Bv9(A63C817A3E6E191AF and then click the Login Button. When you first log on, you will be required to change your password for security purposes.

Technical questions
For technical questions (log-in issues, password reset, etc.), contact the iSupplier administrator for additional information.

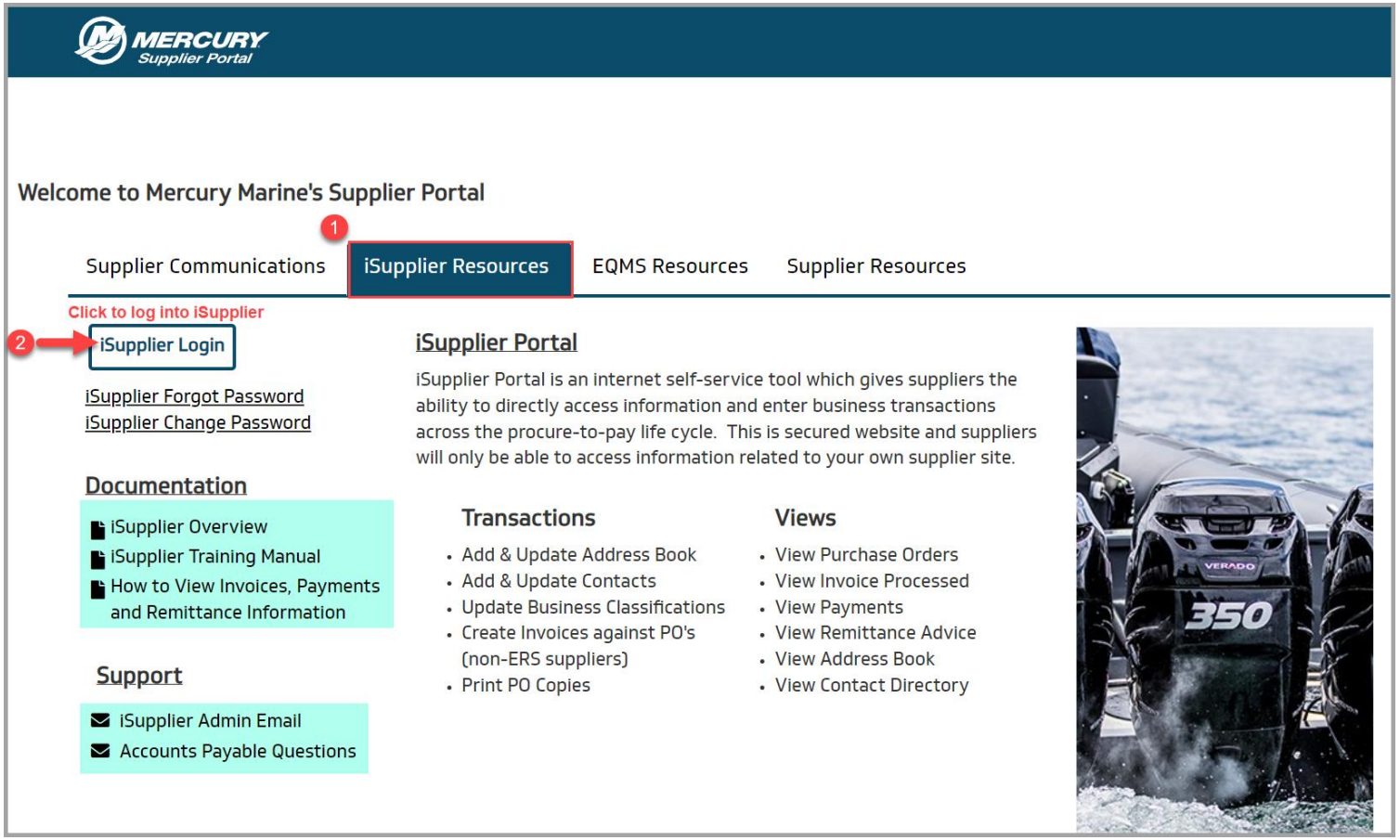
Invoice or Accounts Payable questions
We require all suppliers to use the iSupplier portal to reconcile our account. If you have any questions, please contact AP via email at apinvoices@mercmarine.com.

Purchase Orders and all other iSupplier non-technical questions
Please contact the buyer. If you are unsure of the buyer, please refer to the PO. You can click on the buyer's name, it will link you to a page that has the contact information (phone and e-mail) for the buyer.

Thank you.

iSupplier Resources

iSupplier Resources contains the link to our iSupplier portal, an iSupplier overview and other iSupplier training documentation.

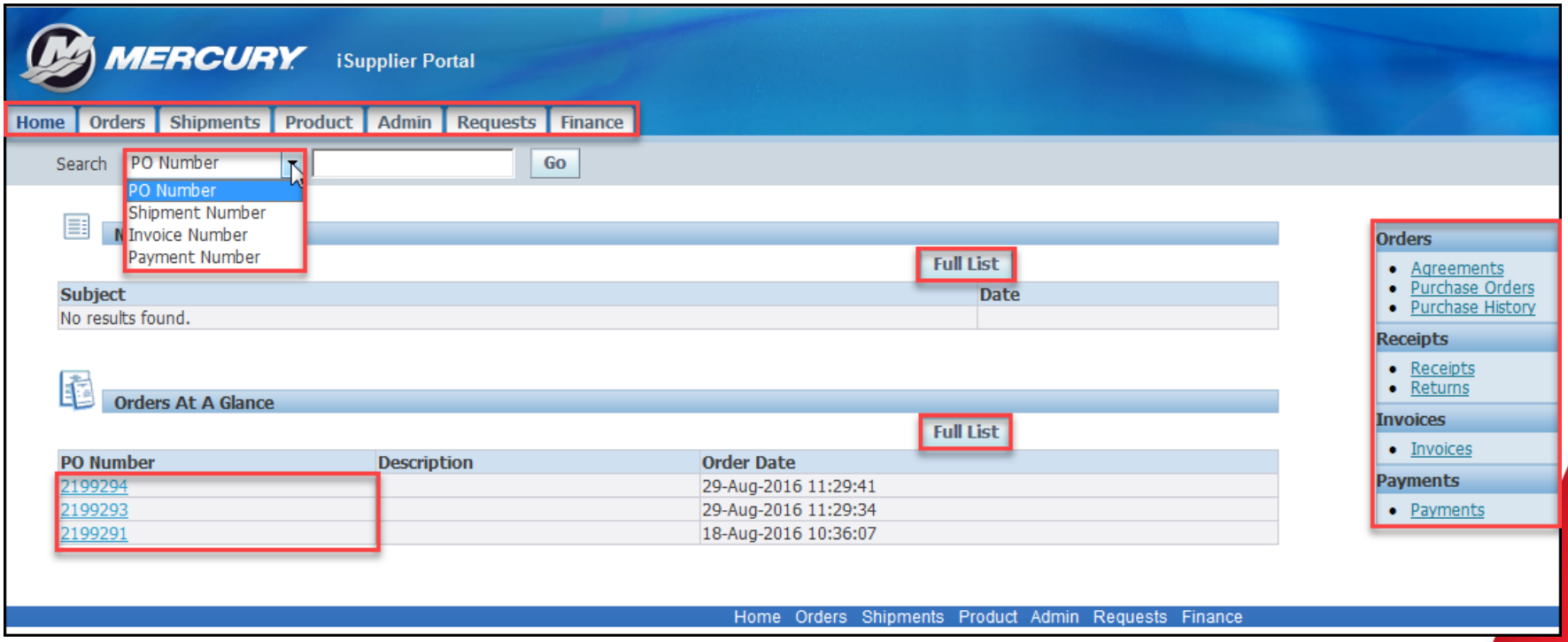


iSupplier Login Page

iSupplier Login Page: Enter you iSupplier Username and Password

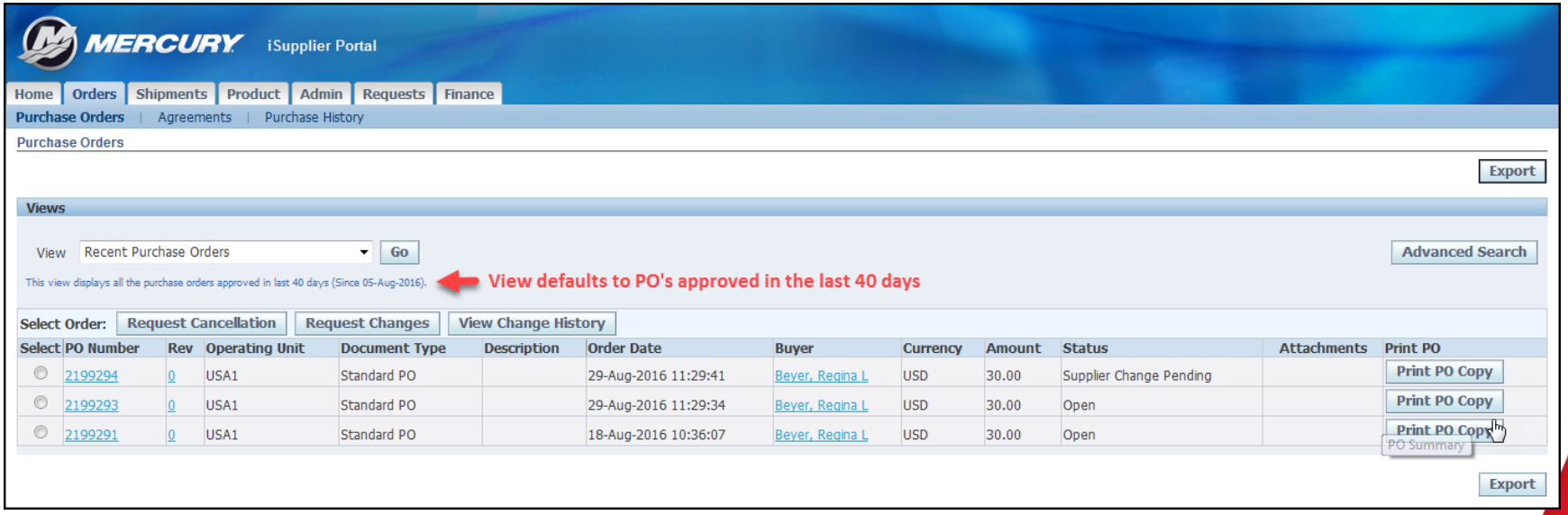
Please Note: If you copy and paste your iSupplier username and/or password, make sure not to copy any blank spaces before or after. Extra spaces will cause an error when trying to log in.

Navigation Options



Order Tab: Purchase Orders

This view displays all the purchase orders approved in the last 40 days.



Shipment Tab: Receipts and Returns

MERCURY iSupplier Portal

Home | Orders | Shipments | Product | Admin | Requests | Finance

Receipts | Returns

View Receipts

Export

Simple Search

Advanced Search

Receipt Number
PO Number
(example : 1234)
Release Number
(example : 1234-2)
Shipment Number
Shipped Date
(example: 19-Jan-2018)
Go Clear

Inventory Organization
Item Number
Supplier Item
Item Description

Receipt	Receipt Date	Inventory Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
No search conducted.												

MERCURY iSupplier Portal

Home | Orders | Shipments | Product | Admin | Requests | Finance

Receipts | Returns

Returns Summary

Export

Simple Search

Note that the search is case insensitive

Advanced Search

Operating Unit
PO Number
Receipt Number
Shipment Number
Go Clear

RMA Number
Item
Supplier Item
Item Description

Operating Unit	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
No search conducted.														

Export

Home Orders Shipments Product Admin Requests Finance

Product Tab: Supplier Items

MERCURY iSupplier Portal

Home | Orders | Shipments | Product | Admin | Requests | Finance

Supplier Items

Supplier Items

Simple Search

Note that the search is case insensitive

Advanced Search

Supplier Item

Item

Item Description

Go Clear

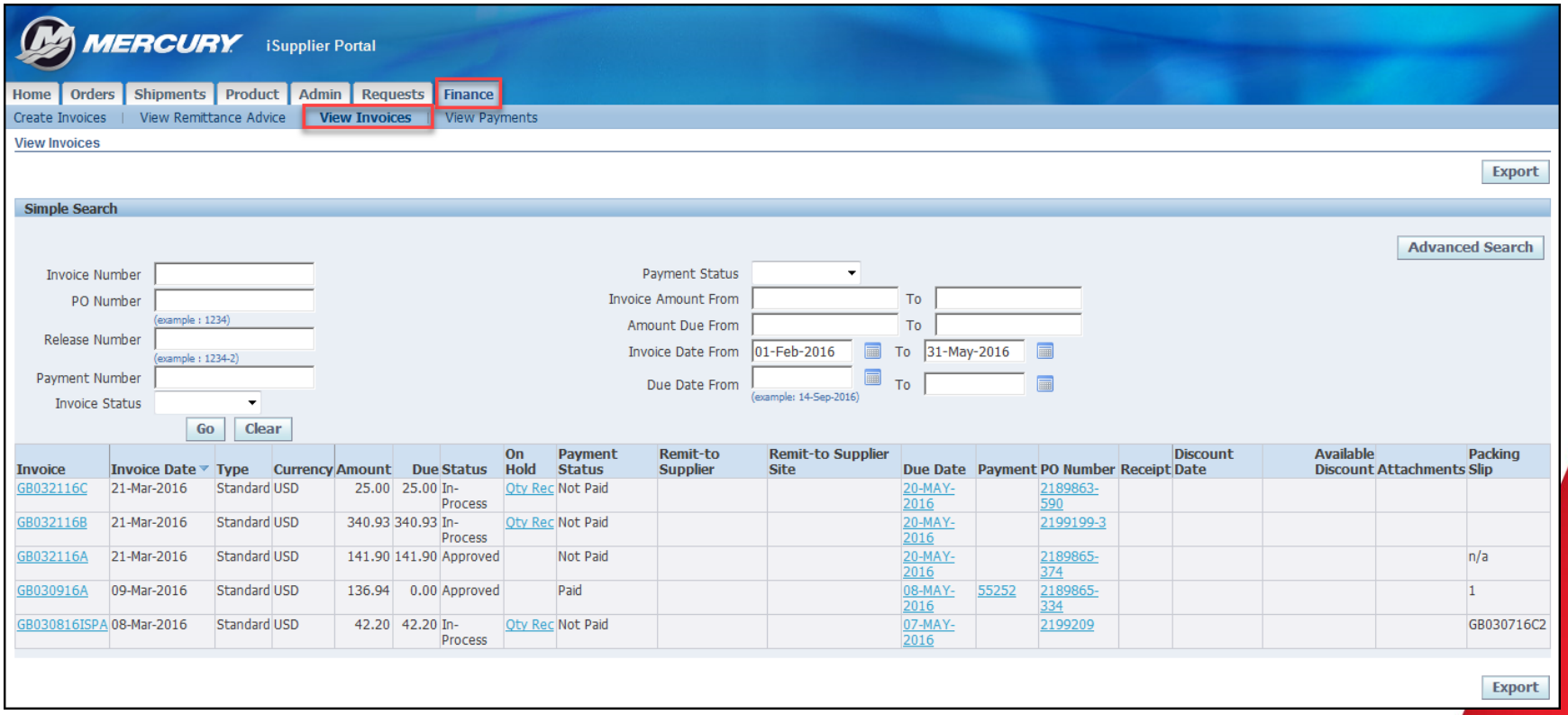
For Production Suppliers: As your orders originate from PIMS, at this time you will not be able to search by Supplier Item.

Organization	Supplier Item	Item	Item Description	UOM	Orders	Receipt History	Returns	Inventory	VMI	Consigned Inventory
No search conducted.										

Home Orders Shipments Product Admin Requests Finance

Finance Tab : View Invoices

Suppliers can search by PO, Invoice Dates, Invoice Amounts, Payment Status, etc.

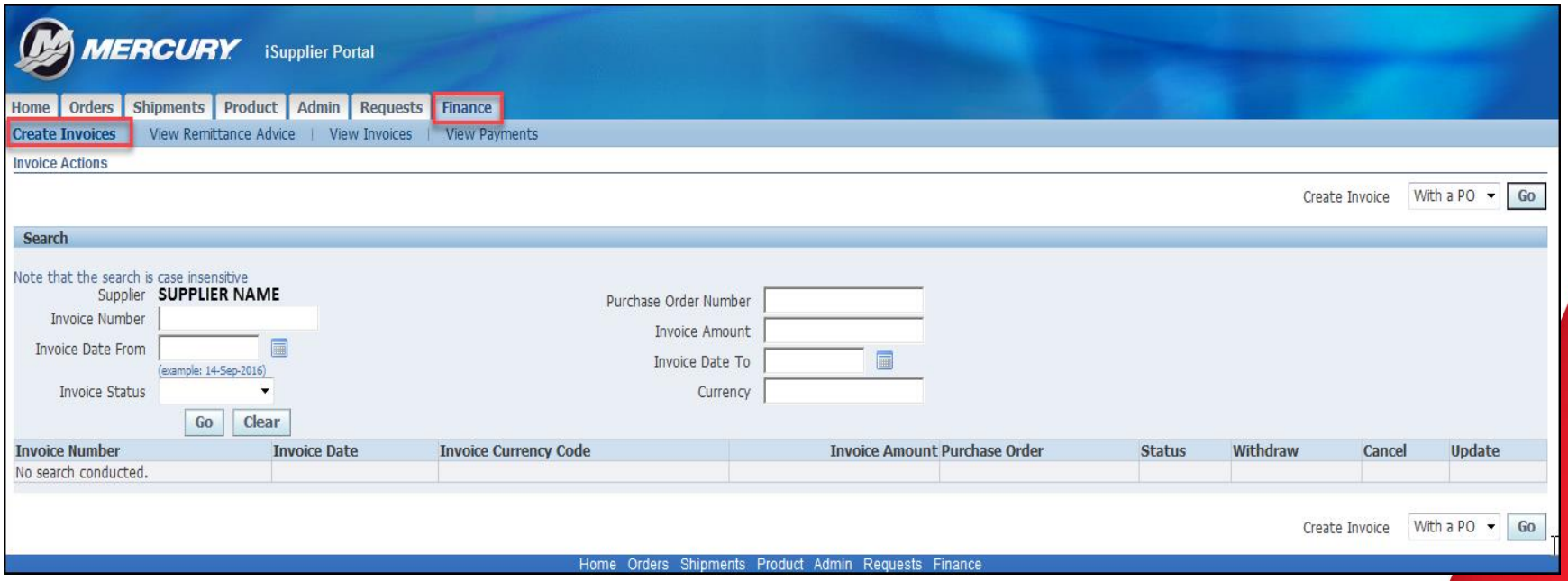


Invoice	Invoice Date	Type	Currency	Amount	Due	Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Discount Date	Available Discount	Attachments	Packing Slip
GB032116C	21-Mar-2016	Standard	USD	25.00	25.00	In-Process	Qty Rec	Not Paid			20-MAY-2016		2189863-590					
GB032116B	21-Mar-2016	Standard	USD	340.93	340.93	In-Process	Qty Rec	Not Paid			20-MAY-2016		2199199-3					
GB032116A	21-Mar-2016	Standard	USD	141.90	141.90	Approved		Not Paid			20-MAY-2016		2189865-374					n/a
GB030916A	09-Mar-2016	Standard	USD	136.94	0.00	Approved		Paid			08-MAY-2016	55252	2189865-334					1
GB030816ISPA	08-Mar-2016	Standard	USD	42.20	42.20	In-Process	Qty Rec	Not Paid			07-MAY-2016		2199209					GB030716C2

Finance Tab: Create Invoices

Non-ERS suppliers have the ability to submit invoices through iSupplier rather than submitting a paper invoice to AP. Suppliers are only able to create an invoice against a valid Purchase Order or Blanket Release.

ERS suppliers will not be able to enter invoices in iSupplier. ERS suppliers will receive an error if they try to enter an invoice.



Finance Tab : View Payments

MERCURY iSupplier Portal

Home | Orders | Shipments | Product | Admin | Requests | Finance

Create Invoices | View Remittance Advice | View Invoices | View Payments

View Payments

Export

Simple Search

Note that the search is case insensitive

Advanced Search

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

Status
Payment Amount From To
Payment Date From 01-Jan-2016 (example: 14-Sep-2016) To

Go Clear

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number
55252	SUPPLIER NAME	PRM FOND DU LAC	07-Apr-2016	USD	136.94	Electronic	Negotiable	07-Apr-2016	AP DISBURSEMENTS EFT	GB030916A	2189865-334
244128	SUPPLIER NAME	PRM FOND DU LAC	14-Jan-2016	USD	80,584.84	Electronic	Negotiable	14-Jan-2016	AP DISBURSEMENTS EFT	Multiple	Multiple
243583	SUPPLIER NAME	PRM FOND DU LAC	11-Jan-2016	USD	147,608.62	Electronic	Negotiable	11-Jan-2016	AP DISBURSEMENTS EFT	Multiple	Multiple
243080	SUPPLIER NAME	PRM FOND DU LAC	04-Jan-2016	USD	308,401.70	Electronic	Negotiable	04-Jan-2016	AP DISBURSEMENTS EFT	Multiple	Multiple

Export

MERCURY iSupplier Portal

Home | Orders | Shipments | Product | Admin | Requests | Finance

Create Invoices | View Remittance Advice | View Invoices | View Payments

Finance: View Payments >

Payment: 55252 (Total USD 136.94)

Export

Payment Date 07-Apr-2016
Method Electronic
Status Negotiable
Status Date 07-Apr-2016
Remit-to Supplier
Remit-to Supplier Site

Supplier Supplier Name
Supplier Site PRM FOND DU LAC
Address 1234 ANY STREET
FOND DU LAC, WI 54935
Bank Account AP DISBURSEMENTS EFT

Included Invoices

Invoice	Invoice Date	Type	Currency	Amount	Status	Payment Status	Payment	PO Number	Receipt	Attachments
GB030916A	09-Mar-2016	Standard	USD	136.94	Approved	Paid	136.94	2189865-334		

Return to Finance: View Payments

Export

Finance Tab: View Remittance Advice

MERCURY iSupplier Portal

Home | Orders | Shipments | Product | Admin | Requests | Finance

Create Invoices | View Remittance Advice | View Invoices | View Payments

Remittance Search

Export

Simple Search

Note that the search is case insensitive

Payment Number

Payment Date From 01-Apr-2019

Payment Date To 31-Oct-2019

Go Clear

Previous 10 91-100 Next 10

Vendor Name	Payment Number	Payment Date	Payment Amount	Currency	Invoice Number	Invoice Type	Invoice Date	Invoice Amount	Discount	PO Number	Line Num	Rel	Item	Item Desc	UOM	Qty Recd / Rtrnd	Recpt / Rtrn Date	Packing Slip# / RMA#	Qty Invoiced	Plant	Unit Price	Amount
SUPPLIER NAME (12345)	912376	23-Aug-2019		USD	203285-67493	DEBIT	22-Aug-2019		0	2273546	3				Each		22-Aug-2019	1771508-00	-12	010		-21.6
SUPPLIER NAME (12345)	912376	23-Aug-2019		USD	176100000	STANDARD	21-May-2019		0	2189866	127	1366			Each		21-Aug-2019		6	015		804.12
SUPPLIER NAME (12345)	912376	23-Aug-2019		USD	176086806	STANDARD	21-May-2019		0	2189870	597	2578			Each		21-Aug-2019		2	015		19.98
SUPPLIER NAME (12345)	912376	23-Aug-2019		USD	175665500	STANDARD	17-May-2019		0	2189869	376	3197			Each		21-Aug-2019		1	015		134.98
SUPPLIER NAME (12345)	912376	23-Aug-2019		USD	176086400	STANDARD	15-May-2019		0	2189867	275	1795			Each		21-Aug-2019		2	015		16.44

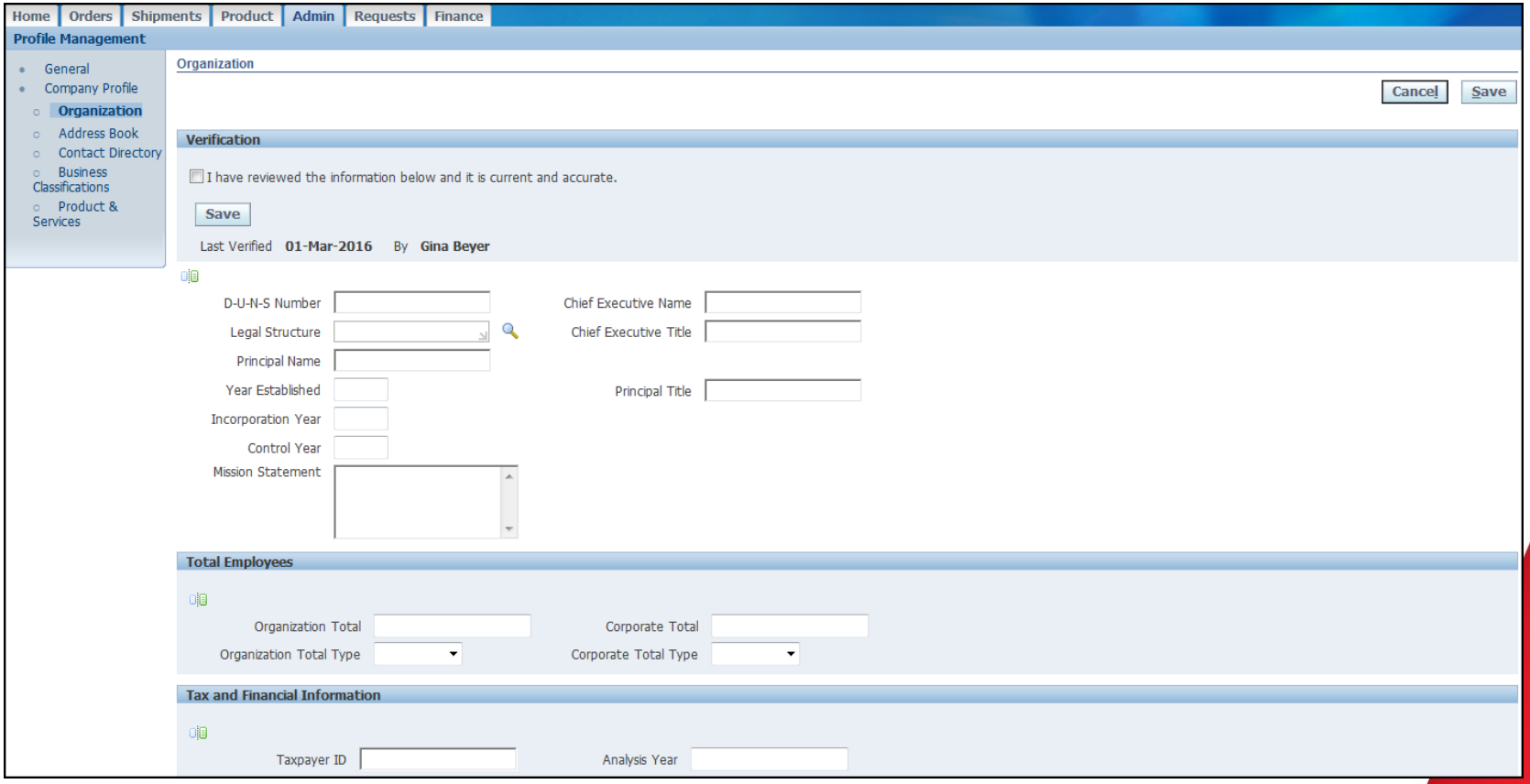
Example of Remittance Advice Report

Vendor Name	Payment Number	Payment Date	Payment A	Currency	Invoice Nu	Invoice Type	Invoice Date	Invoice Am	Discount	PO Numbe
SUPPLIER NAME (12345)	150156	11-Apr-11	379677.2	USD	246560	STANDARD	25-Feb-11	171.25	0	2102291
SUPPLIER NAME (12345)	150156	11-Apr-11	379677.2	USD	24500	STANDARD	3-Feb-11	20000	0	2102805
SUPPLIER NAME (12345)	150156	11-Apr-11	379677.2	USD	24501	STANDARD	3-Feb-11	10000	0	2102805
SUPPLIER NAME (12345)	150156	11-Apr-11	379677.2	USD	24502	STANDARD	3-Feb-11	87000	0	2102805
SUPPLIER NAME (12345)	150156	11-Apr-11	379677.2	USD	24765	STANDARD	28-Feb-11	10000	0	2102805
SUPPLIER NAME (12345)	150156	11-Apr-11	379677.2	USD	24767	STANDARD	28-Feb-11	10000	0	2102805
SUPPLIER NAME (12345)	150156	11-Apr-11	379677.2	USD	24499	STANDARD	3-Feb-11	17106.25	0	2102805
SUPPLIER NAME (12345)	150156	11-Apr-11	379677.2	USD	24766	STANDARD	28-Feb-11	135750	0	2102805
SUPPLIER NAME (12345)	150156	11-Apr-11	379677.2	USD	24764	STANDARD	28-Feb-11	10000	0	2102805
SUPPLIER NAME (12345)	150156	11-Apr-11	379677.2	USD	24763	STANDARD	28-Feb-11	14662.5	0	2102805
SUPPLIER NAME (12345)	150156	11-Apr-11	379677.2	USD	246580	STANDARD	25-Feb-11	57357.19	0	2103474
SUPPLIER NAME (12345)	150156	11-Apr-11	379677.2	USD	244950	STANDARD	3-Feb-11	7630	0	2103475

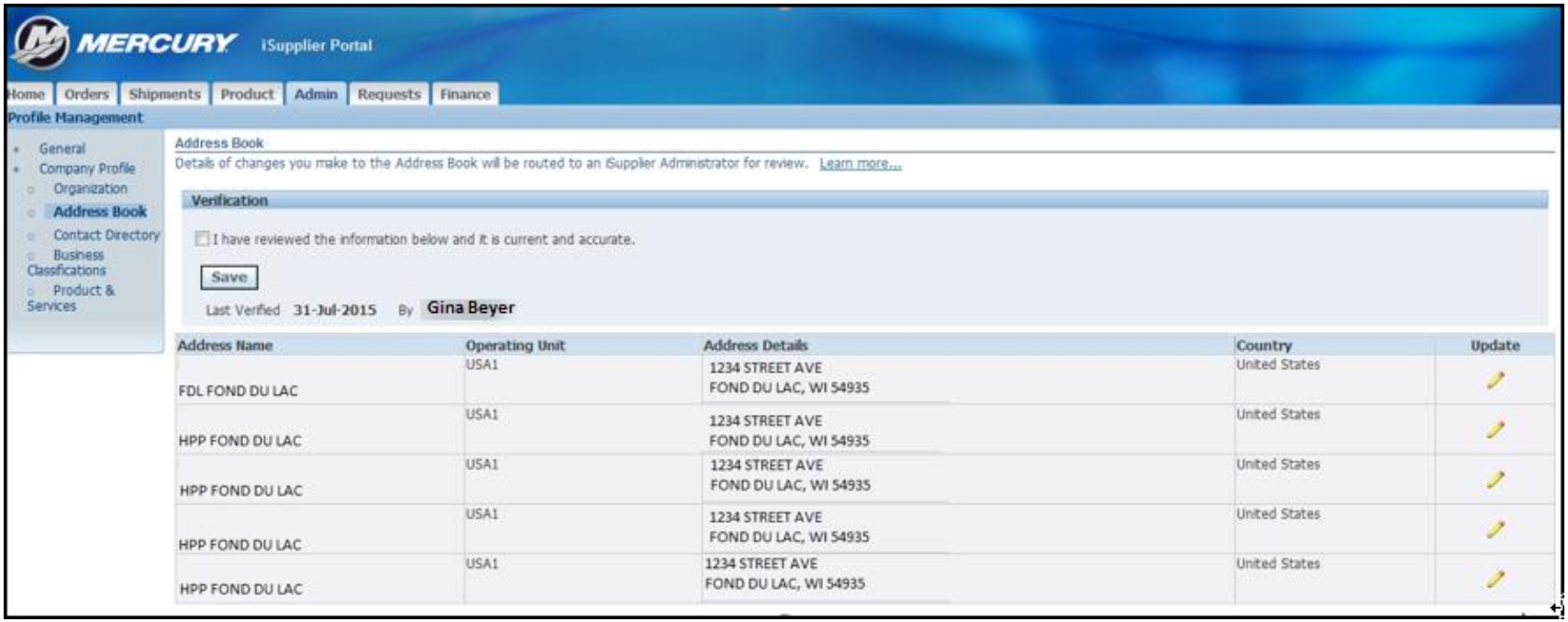
Admin Tab: General Information

Admin Tab: Organization

- Update information regarding your company.
- Once verified, please select Verification checkbox and Save!



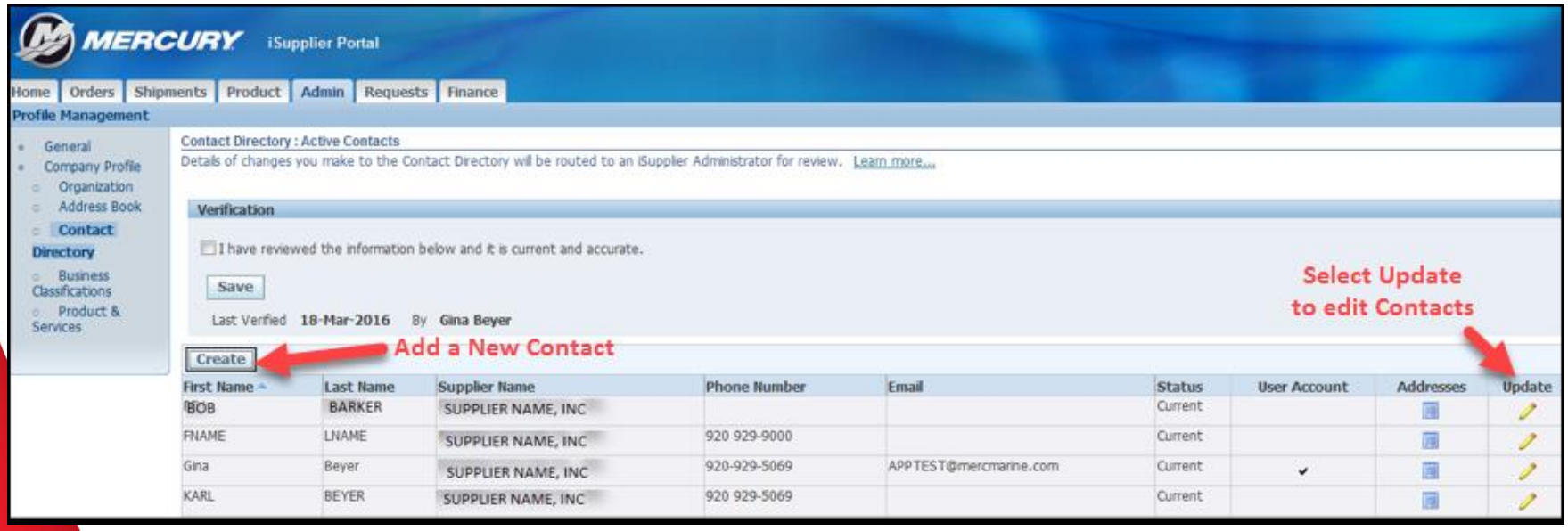
Admin Tab – Address Book



- **The Address Book lists only active Purchasing Sites. All Purchasing Sites must have the same address.**
- **Suppliers are not able to view or update Pay or Primary Pay Sites. Any requests to change Pay or Primary Pay Sites must continue to be submitted through Accounts Payable.**

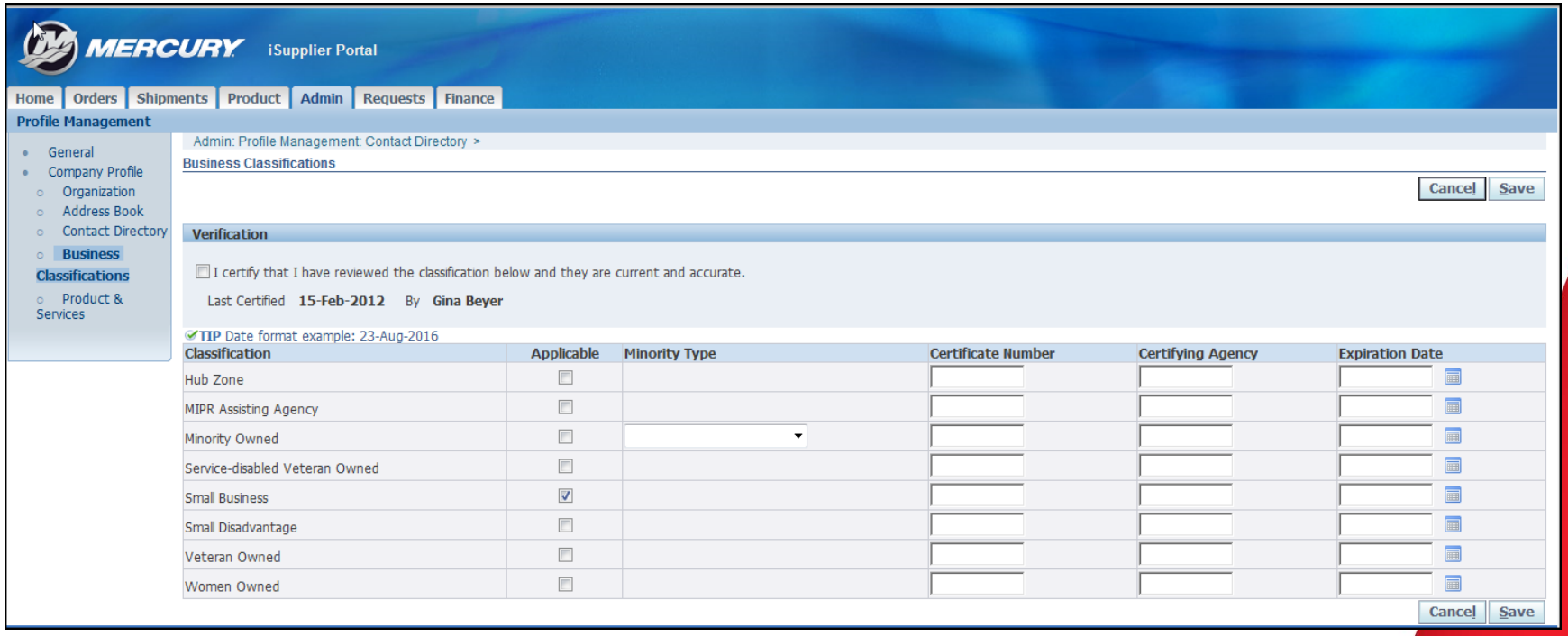
Admin Tab – Contact Data

- To add a New Contact select Create button
- To Edit an Existing Contact, select Update
- Once your contacts have been verified, select Verification and Save.



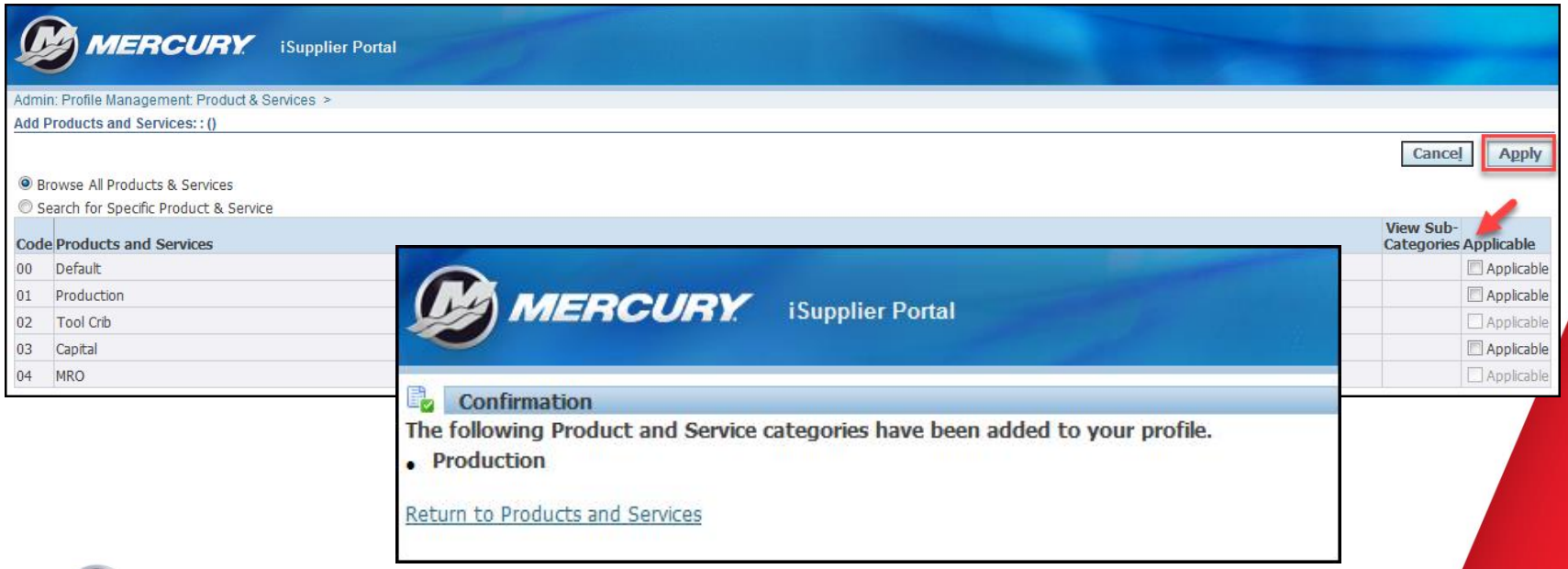
Admin Tab – Business Classifications

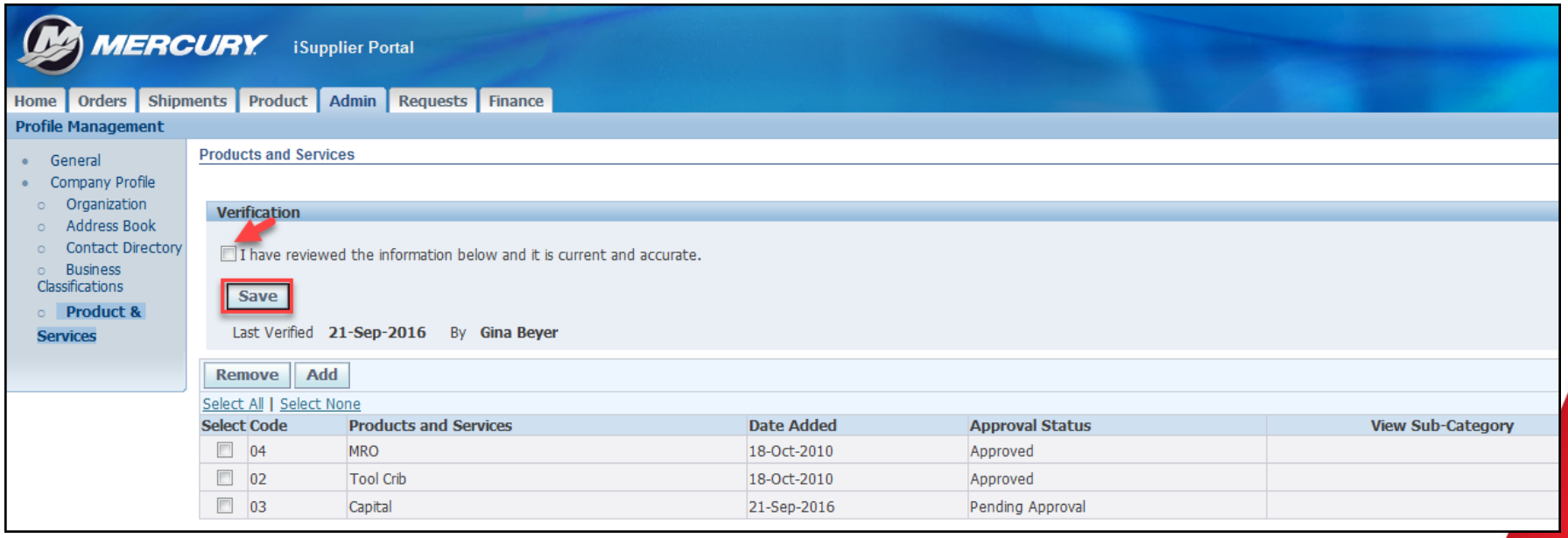
- Please review and verify your Business Classifications
- Once verified, please select Verification checkbox and Save.
  - If nothing above applies to your company, please verify that you have reviewed the information.



Admin Tab – Product & Services

- Please select the Products and Services your company provides. You can select more than one.
  - Select Add
  - Select all applicable(Production, Tool Crib, Capital, MRO)
  - Select Apply
- After selecting Apply, you will receive a Confirmation.
  - Select Return to Products and Services link to Verify



Admin Tab – Product & Services

- Once verified, please select Verification checkbox and Save.