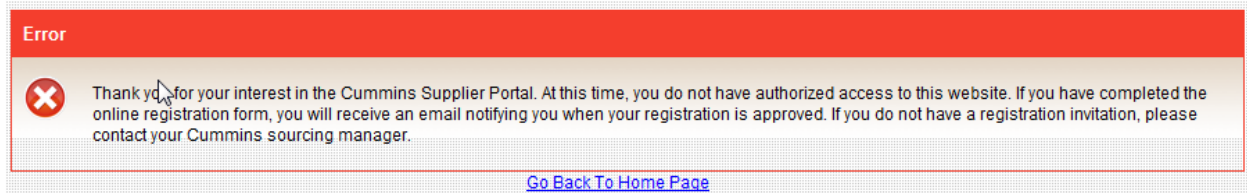




Frequently Asked Questions – Supplier Portfolio

1. When I try signing into the Supplier Portal, I get the following screen. What is the issue?



- If you receive this screen, your registration has not been approved or there may be a log on issue. You may contact supplier.portfolio@cummins.com for assistance. *(Please do NOT use this email address if you are not currently a Cummins supplier.)*

2. I already have registered for an account but I can't remember my password. How do I get my password?

- To access Supplier Portfolio, you will need two IDs and two passwords, the LDAP password and the Oracle password.
- You can start by clicking on "Sign In" on supplier.cummins.com. You will get a screen requesting your LDAP user name and password. Click on the "Forgot Password" link on the left side of the screen. When you receive your new LDAP password, you may sign in to Supplier Portal.

3. I have forgotten my Oracle iSupplier password. How do I get a new password?

- If you've recently registered, the Oracle password would have been received from "Cummins Business Services (Workflow Mailer)" or cbs.finance.call.center@cummins.com.
- To get a new Oracle password, send an email to supplier.portfolio@cummins.com, requesting a new Oracle password. The Supplier Portfolio Administrator will reset your password in Oracle. The system will generate a new password and send this password in an email to you.

4. I have my ID and password, but am still struggling to log into Cummins systems. What am I doing wrong?

- First, make sure that you are using the correct User ID and Password. To log into the Supplier Portal (supplier.cummins.com), you must use your LDAP ID and Password (received from user-registration@mail.cummins.com).
- To log into Supplier Portfolio (Oracle iSupplier), you must use the ID and password provided by Oracle, originally sent by cbs.finance.call.center@cummins.com.
- See Login steps on the Supplier Portfolio Introduction on the Supplier Payments tab at supplier.cummins.com.

5. I am already registered on Supplier Portal and have access to another Cummins application (ex. CQMS or PPAP). How do I get access to Supplier Portfolio?

- Log into supplier.cummins.com and select "My Profile" from the top of the page. From here, you can request access to Supplier Portfolio and edit sections such as business applications and user details.



6. I have logged into Supplier Portfolio for the first time and I can view some of my invoices, but not all invoices. Why not? What can I do to understand why not?

There are several reasons why an invoice may not show up in Supplier Portfolio.

1. If you are missing all invoices for a particular Cummins facility, the invoice may be for a Cummins facility which does not utilize the Core Finance system to pay suppliers.
 - Ask your Accounts Payable or Purchasing contact if the Cummins facility pays suppliers via “Core Finance.”
2. If you are missing all invoices for a Cummins facility (or multiple facilities), it is possible that the supplier site may not be linked correctly. This is particularly true if you are a long term supplier with many sites in the Cummins systems.
 - Send an email to supplier.portfolio@cummins.com and provide a sample PO number and invoice number that is missing.
3. The invoice may not be approved for payment. Only invoices approved for payment will show in this iSupplier application. Cummins may use other systems to input invoices and route for approval (ex. Ariba for Indirect invoices, an Error Reconciliation system for US invoices, etc.) Typically, an invoice should be in the iSupplier system within 5 days for electronic invoices, more if paper invoices are mailed and must be manually input.
 - If you do not see your invoice within 7-10 days, ask your Accounts Payable contact.

7. Which Cummins facilities utilize the Core Finance system?

- Most of our manufacturing and distribution sites are connected in 10 countries: Belgium, Brazil, Canada, China, Japan, Korea, Mexico, South Africa, Singapore, UK, US, South Africa, Turkey, India, France, Spain, Germany, and Australia. Most Cummins distributors or Joint Ventures do not currently use the Core Finance system.

8. What do we mean by “linking” supplier sites?

- Cummins may have your supplier company set up multiple times in different countries. Cummins must link together all of your sites correctly – we utilize a Parent / Child linkage.
 - We may ask you for help in making sure that we have included all the correct sites.
- Once you gain access to view, you will be able to see ALL Cummins data across all countries.

9. Who do I contact if I have a question about using Supplier Portfolio?

- First, please try using the Supplier Portfolio training that is located on the left side of the Oracle screen. If you have more questions, contact Cummins at supplier.portfolio@cummins.com. The Supplier Portfolio contact will not be able to help you with specific payment or invoicing issues – you will need to contact Accounts Payable.



10. Who do I contact if I have a question about a missing invoice or payment schedule?

- You must contact your Accounts Payable contact. Accounts Payable contacts are organized at Cummins regionally. If you do not have contact information for Cummins AP, go to Contact Accounts Payable on the Supplier Portal, at supplier.cummins.com, under the Supplier Payments tab.
 - <http://supplier.cummins.com/wps/portal/SupplierPortal/SupplierHome/SupplierPayments/ContactAccountsPayable>

11. I am currently a Cummins supplier & I would like to start using the Supplier Portfolio. How do I get registered for this application?

- Please contact supplier.cummins.com or your Cummins Sourcing Manager.