



Document Information

Document Title:	Corcentric User Guide
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Version:	1.0



First Steps

Once your signed Subscriber Agreement/Registration Form is received at Corcentric, an

Implementation Specialist will register you as a member of the Solventum Cor360 Purchase Order Supplier Portal community. The Implementation Specialist will then email you when you can begin receiving purchase orders and sending invoices.

When you receive your first Solventum purchase order, you will be notified via an automated email. Additionally, a Corcentric representative will call you to walk you through the Cor360

Purchase Order Supplier Portal application and answer any questions that you may have.

Browser Requirements

Corcentric supports the latest version of these listed browsers for Cor360 Purchase Order Supplier and Customer Portals.

- Microsoft Edge - 89.0.774.48
- Chrome - 89.0.4389.72
- Firefox – 86.0
- Safari – 5.1.7

PopUp Blocker Settings

To view your documents, you must allow popups for the website. Locate your browser type from the list below and follow the instructions.

MICROSOFT EDGE

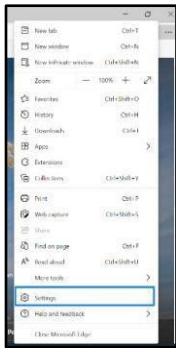
Microsoft Edge will block all popups unless you make the necessary adjustments.

1. Open the login page using Edge. Click the ellipses ... (3 dots) on the top right corner of the Edge browser. Select **Settings**.

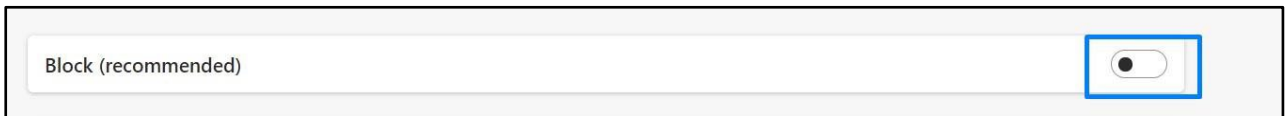
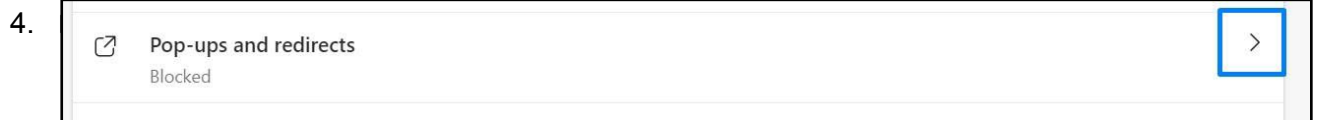




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3. Scroll to **Cookies and Site Permissions** and locate **Popups and redirects**.



CHROME

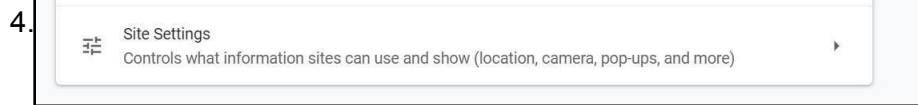
1. Open Chrome. Click on the icon with dots, then select **Settings**.



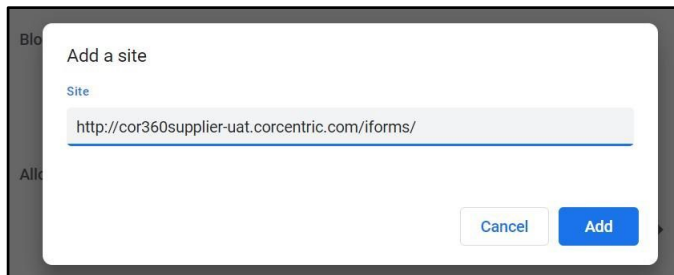


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3. Next, under Privacy and Security, select **Site Settings**.

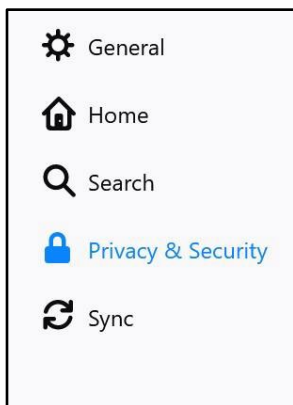


5. Enter <http://cor360supplier.corcentric.com/iforms/> and click **Add**.



FIREFOX

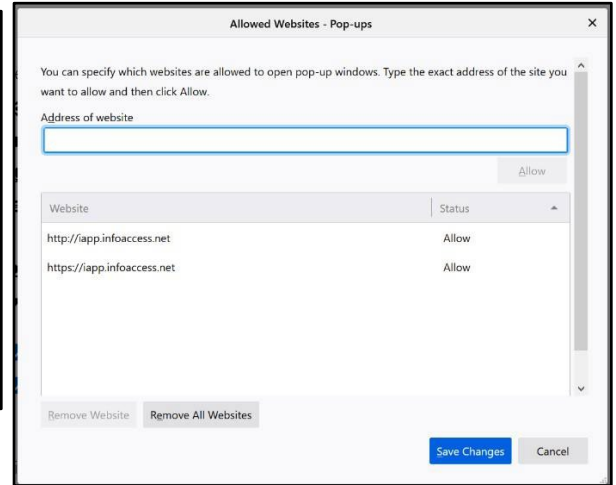
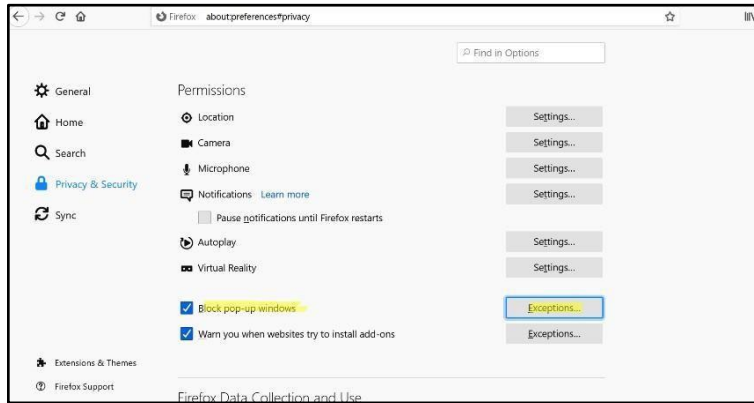
1. Open Firefox. Click the Hamburger icon  (usually in upper right corner) and select **Options**, then **Privacy & security**.





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2. Scroll down to **Permissions** section and locate **Block popup windows**. Click **Exceptions**. In *Address of website*, type <http://cor360supplier.corcentric.com/iforms/>, click **Allow**, then **Save changes**.

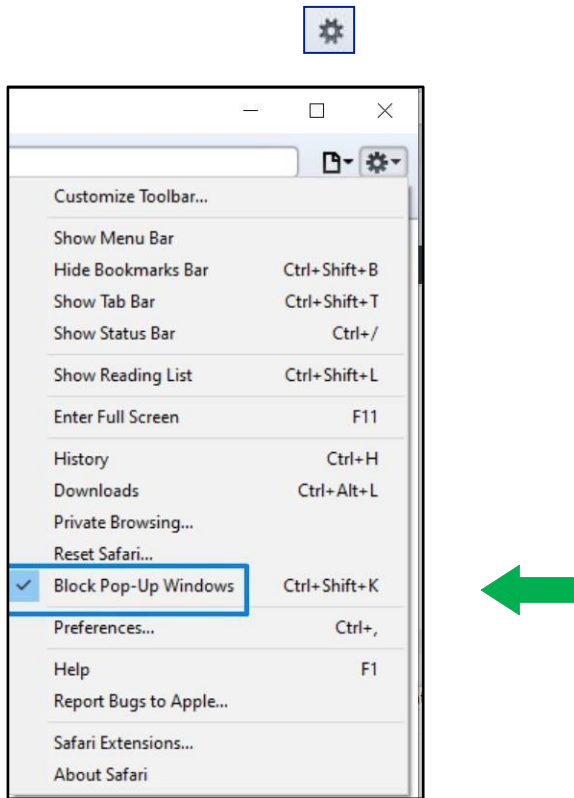



SAFARI

1. Open Safari and go to the website for the Cor360 Purchase Order Supplier or Customer Portal.



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2. Click the Tool icon  and **uncheck** *Block PopUp Windows*.

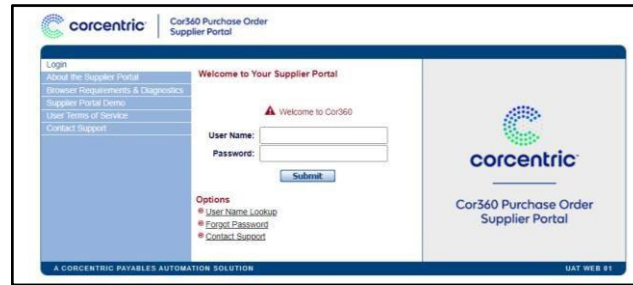
Login to Supplier Portal

1. To access Corcentric's Cor360 Purchase Order Supplier Portal from your web browser, go to www.corcentric.com.
2. Enter your User Name and Password, then click the *Submit* button. Please note that your password is casesensitive.

Login Screen



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- If you forget your password, click the **Forget Password** link from the login screen. Enter your username and email address and click *Submit*. If the provided username and password exist in the system a temporary password will be emailed to you. If you forget your username, click on the **Username Lookup** link from the login screen. Enter your email address and click *Submit*. **Please note: Temporary Password will expire in 2 days.**

MAIN MENU

Using Cor360 Purchase Order Supplier Portal: Main Menu

Upon logging into Cor360 Purchase Order Supplier Portal, you are at the Main Menu. The Main Menu provides direct access to your Inbox and Outbox, as well as several User Management functions including *Change Password*. For quick access to your various document types, such as Unread or Unacknowledged, click directly on the hyperlinks.

To access the online Help files, click on *Help* in the upper right corner. You may also click the *Contact Support* link to complete an email form with questions or issues. Click on the *Log Out* button in the upper right corner to exit Cor360 Purchase Order Supplier Portal at any time.



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Cor360 Purchase Order Supplier Portal Main Menu

corcentric | Cor360 Purchase Order Supplier Portal

21 GLOBAL DEMO CO | Help | Contact Support | Logout

Main | Inbox | Outbox | Draft | Archive | User Management

Main Page

- About the Supplier Portal
- FAQs
- Use A Form
- Archived Messages
- Define Document Upload Formats
- Upload Documents
- Document Upload Documentation

Welcome to Your Supplier Portal

Inbox

Unread:	0
Read:	3
Total:	3

Outbox

Unacknowledged:	116
Acknowledged:	0
Total:	116

Tips
If you are a first-time Supplier Portal user, please take a minute to look through the online help. To access the online HELP, [click here](#) or click help above at any time. The [HELP](#) section provides details and instructions to assist you in using the Supplier Portal.

User Management

- Change Password
- Change Contact Info
- Change Email Address

Links

- Download Acrobat Reader

A CORCENTRIC PAYABLES AUTOMATION SOLUTION



Using Cor360 Purchase Order Supplier Portal: Inbox and Outbox

Inbox: You will receive an email each time you receive a purchase order, purchase order change, remittance advice or planning schedule from Solventum. (Planning schedules may be sent by Solventum to indicate the quantity and dates for shipment of blanket purchase orders.) The email contains a hyper-link that you can click on to log into Cor360 Purchase Order Supplier Portal. The new document will be in your Inbox. You can view it from the Inbox by clicking on the icon in the Options column next to the corresponding document.

Outbox: You Outbox stores all of your outgoing documents including invoices, purchase order acknowledgments (POAs) and advance ship notices (ASNs). Once you have submitted a document to Solventum using Cor360 Purchase Order Supplier Portal, you can view the document and its status by clicking on the icon in the Options column next to the corresponding document.

Cor360 Purchase Order Supplier Portal Inbox

SOLVENTUM UAT WEB TEST							Change Vendor Help Contact Support Logout	
Main	Inbox	Outbox	Draft	Archive	User Management			
Inbox Filter Read Unread View All	Options Check New Documents View All Documents	Key Read Document Unread Document Parent PO's	Restored Document Remittance Information Admin Status Change	Original PO PO Acknowledgement Detail Invoices/ASNs				
Page 1 of 1 Total 18 records.		All Document Types		Search by Document Name:			Search	
Options	Trading Partner	Document Name	Status	Document Type	Date Received	None		
<input checked="" type="checkbox"/>	Solventum (Canada, Cherry Hill)	12345POBS	Unread	Purchase Order Change	12/17/2024 4:08 AM	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	Solventum (Canada, Cherry Hill)	12345POBS	Unread	Purchase Order Change	12/17/2024 3:52 AM	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	Solventum (Canada, Cherry Hill)	12345POBS	Unread	Purchase Order Change	12/3/2024 10:40 AM	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	Solventum (Canada, Cherry Hill)	12345POBS	Unread	Purchase Order Change	12/3/2024 10:32 AM	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	Solventum	I4377095800	Unread	Remittance Advice	11/18/2024 3:32 AM	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	Solventum	2000523670	Unread	Remittance Advice	9/4/2024 4:12 PM	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	Solventum	7824POAAW	Unread	Planning Schedule	9/4/2024 3:56 PM	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	Solventum (United States, GREENVILLE)	7824POAAW	Unread	Purchase Order (Acknowledged) (ASN)	8/29/2024 2:30 AM	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	Solventum (Canada, GREENVILLE)	7824POME08272	Unread	Purchase Order (Acknowledged) (ASN)	8/27/2024 9:56 AM	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	Solventum (Canada, GREENVILLE)	7824POAAWeb	Unread	Purchase Order (Acknowledged) (ASN)	8/27/2024 9:30 AM	<input type="checkbox"/>		



Cor360 Purchase Order Supplier Portal Outbox

SOLVENTUM UAT WEB TEST								Change Vendor Help Contact Support Logout	
Main	Inbox	Outbox	Draft	Archive	User Management				
Outbox Filter Acknowledged Unacknowledged View All	Options Check New Documents View All Documents	Key Document Restored Document Payment Acceleration	Remittance Information Advance Ship Notice Labels Change Payment Acceleration	Detail view of 3 Way Match Admin Status Change					
Page 1 of 1 Total 15 records.		Search by Document Name				Search			
Options	Trading Partner	Document Name	Document Reference	Status	Document Type	Date Submitted	None		
	Solventum (Canada)	7876564	7824POAAWeb	Waiting	Invoice	12/3/2024 8:33 AM	<input type="checkbox"/>		
	Solventum (Canada)	NSITESTASN1	7824POAAWeb	UnAck Sent	Advance Ship Notice	12/3/2024 8:29 AM	<input type="checkbox"/>		
	Solventum (Canada)	7824POAAWeb	7824POAAWeb	UnAck Sent	P. O. Acknowledgement	12/3/2024 8:25 AM	<input type="checkbox"/>		
	Solventum (United States)	Inv4Sep	7824POAAW	UnAck Sent	Invoice	9/6/2024 9:06 AM	<input type="checkbox"/>		
	Solventum (United States)	Asn01	7824POAAW	UnAck Sent	Advance Ship Notice	9/6/2024 9:05 AM	<input type="checkbox"/>		
	Solventum (United States)	7824POAAW	7824POAAW	UnAck Sent	P. O. Acknowledgement	9/6/2024 9:03 AM	<input type="checkbox"/>		
	Solventum (Canada)	TESTASN82724	7824POME08272	Ack Received Advance Ship Notice	8/27/2024 10:10 AM		<input type="checkbox"/>		
	Solventum (Canada)	7824POME08272	7824POME08272	Ack Received	P. O. Acknowledgement	8/27/2024 10:09 AM	<input type="checkbox"/>		
	Solventum (United States)	711WebPOIn2	711WebPO	UnAck Sent	Invoice (Payment:09/04/2024)	7/11/2024 4:47 PM	<input type="checkbox"/>		
	Solventum (United States)	711WebPOINV	711WebPO	UnAck Sent	Invoice (Payment:10/09/2023)	7/11/2024 4:45 PM	<input type="checkbox"/>		

Content

The Inbox and Outbox contain the following columns of information:

- **Options:** Clicking on the icon in this column allows you to view the formatted document. A red flag indicates that this document has been restored from the Archives section. **(INBOX ONLY):** If applicable, a coin icon will display a list of invoices associated to that purchase order.
- **Trading Partner:** The name of your Trading Partner is Solventum. The country of origin and party to receive city will follow in parenthesis. For example, Solventum (United States, Charlotte).
- **Document Name:** The document name or number, such as PO number or invoice number, is listed here.
- **Document Reference (OUTBOX):** The Purchase Order associated to that document.
- **Status (INBOX):** The status of each document will be Read or Unread. The status changes to Read once you have viewed the document.
- **Status (OUTBOX):** The status of your document is reflected in the Status column of the Outbox. Standard status descriptions are:
- **Waiting:** Your document is being sent to Solventum. All necessary processing, including data transformation, is taking place.



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- **Ack Received:** Your document has been successfully sent to Solventum, and Solventum has acknowledged the receipt of it.
- **Document Type (INBOX):** The type of document, such as purchase order, purchase order change, is listed in this column. The documents processed against them, if any, will be in parenthesis. For example, Purchase Order (Acknowledged) (ASN).
- **Document Type (OUTBOX):** The type of document, such as invoice, PO acknowledgement or Advance Ship Notice that was processed.
- **Date Received (INBOX):** The Date Received column lists the date and time your purchase order, purchase order change, remittance or planning schedule were received in your Inbox.
- **Date Submitted (OUTBOX):** The date and time your POA, ASN or invoice was submitted to Solventum through Corcentric is listed in this column.
- **Archive:** To Archive a document, click the corresponding check box, then click on the *Archive* button at the top or bottom of the column. You may archive multiple documents at once by checking multiple boxes. Note: If you accidentally Archive an Cor360 Purchase Order Supplier Portal document, you may restore it from the Archive section.

Features & Functionality

Additionally, there are several features to help you maneuver throughout your Inbox and Outbox:

- **Filter (INBOX):** On the left part of the screen, you can filter the Inbox by clicking on [Read](#), [Unread](#), or [View All](#). For example, to view only Unread documents, click on [Unread](#).
- **Filter (OUTBOX):** On the left part of the screen, you can filter your Outbox by clicking on one of the links: [Acknowledged](#), [Unacknowledged](#), or [View All](#). For example, to view only Unacknowledged documents, click on [Unacknowledged](#).
- **Check New Documents:** At any time, you may click on this link to update your Inbox or Outbox with any new documents received or submitted.
- **View All Documents:** To view older documents not showing in your Inbox or Outbox, click [View All Documents](#). **Tip:** You can change the length of time documents display in your Inbox and Outbox. Go to User Management and enter the number of months you would like to see.
- **Search by Document Name:** To locate a specific document, enter the document name (such as PO number or invoice number) in the designated field. Then click the *Search* button.



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- **Sort:** You can sort by any column by clicking on the column header. Click once to sort your Inbox or Outbox in descending order. Click twice to sort in
- **First/Next/Previous/Last:** First takes you to the first page. Previous takes you to the previous page documents. Next takes you to the next page of documents, and Last takes you to the last page.
- **Page:** Choose a page number from the dropdown menu to quickly access another page.

Using Cor360 Purchase Order Supplier Portal: Drafts

When creating an invoice, POA or ASN, you have the option to submit the document or to save it as a draft. When you click on the link, *Save as Draft*, you will be prompted to provide a name for the draft. It is suggested that you use the document name, for example, the invoice number.

Once you have named your draft, it is stored in the 'Draft' section.

Cor360 Purchase Order Supplier Portal Draft Section

SOLVENTUM UAT WEB TEST							Change Vendor	Help	Contact Support	Logout
Main	Inbox	Outbox	Draft	Archive	User Management					
	Options View All Documents	Key Document		Restored Document						
Page 1 of 1 Total 1 record.		Search by Document Name:		<input type="text"/>	<input type="button" value="Search"/>					
Options	Trading Partner	Document Name	Status	Document Type	Date Saved	None				
	Solventum (Canada)	Test	Draft	P. O. Acknowledgement	7/10/2024 2:18 PM	<input type="checkbox"/>				
Page 1 of 1 Total 1 record.		Search by Document Name:		<input type="text"/>	<input type="button" value="Search"/>					

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Using Cor360 Purchase Order Supplier Portal: Archive

The Archive section stores all archived documents. To access or restore an archived document, go to the Archive section.



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Cor360 Purchase Order Supplier Portal Archive Section

SOLVENTUM UAT WEB TEST Change Vendor | Help | Contact Support | Logout

Main	Inbox	Outbox	Draft	Archive	User Management		
Archive Filter Inbox Outbox Draft	Options View All Documents	Key Read Document Unread Document Original PO	Parent PO's PO Acknowledgement Detail	Services/ASNs			
Page 1 of 1 Total 1 record.		Search by Document Name: <input type="text"/> <input type="button" value="Search"/>					
Options	Trading Partner	Document Name	Xref Number	Status	Document Type	Date Received	<input type="checkbox"/>
<input type="checkbox"/>	Solventum (Canada, Cherry Hill)	12345POBS		Unread	Purchase Order Change	12/3/2024 10:32 AM	<input type="checkbox"/>
Page 1 of 1 Total 1 record.		Search by Document Name: <input type="text"/> <input type="button" value="Search"/>					

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Content

The Draft and Archive sections contain the following columns of information:

- **Option:** Clicking on the icon in this column allows you to view the formatted document that you saved as a draft. A red flag in the View column indicates that this document has been restored from the Archive section.
- **Trading Partner:** The name of your Trading Partner is Solventum. The country of origin will follow in parenthesis. For example, Solventum (Canada).
- **Document Name:** The document name or number, such as invoice number, is listed here.
- **PO (OUTBOX):** The Purchase Order associated to that document.
- **Status:** The status of the document such as 'Draft'.
- **Document Type:** The type of document, such as purchase order, is listed in this column.
- **Date Saved (DRAFT) or Date Received (ARCHIVE):** This column lists the date and time the document was saved as a draft or the date and time the document was received.
- **(DRAFT MENU ONLY) Archive:** If you no longer need the draft, you may Archive it by clicking the corresponding check box, then clicking on the *Archive* button at the top of the column. You may archive multiple documents at once by checking multiple boxes.
 - **(ARCHIVE MENU ONLY) Restore:** To restore a document to its original section (Inbox, Outbox, or Draft), click the corresponding check box, then click on the *Restore* button at the top of the column. You may restore multiple documents at once by checking multiple boxes.

Features & Functionality

Additionally, the Draft and Archive sections have several features:

- **(ARCHIVE MENU ONLY) Archive Filter:** You can filter your Archived documents by the original document location: Inbox, Outbox, or Draft. Click on the appropriate hyperlink in the upper left section of the page.
- **Options: View All Documents:** Click View All Documents to display older documents not shown.
- **Search by Document Name:** To locate a specific document, enter the document name (such as PO number) in the designated field. Then click the *Search* button.
- **Sort:** You can sort by any column by clicking on the column header. Click once to sort by in descending order. Click twice to sort in ascending order.
- **First/Next/Previous/Last:** First takes you to the first page. Previous takes you to the previous page documents. Next takes you to the next page of documents, and Last takes you to the last page.
- **Page:** Choose from the dropdown menu to quickly access another page.



Using Cor360 Purchase Order Supplier Portal: User Management

The User Management tab is designed to allow you to maintain your user information. The following functionality is available:

Contact Info: This link displays the name, phone, and fax associated with your username. If you make any changes, click on the Submit button to update the system. Additionally, you may limit the number of documents stored in your Inbox, Outbox, Archive and Draft folder by entering the number of months that you would like to appear. For example, to always see the last year, enter 12 months. You will still be able to view the older documents within each tab by clicking [View All Documents](#).

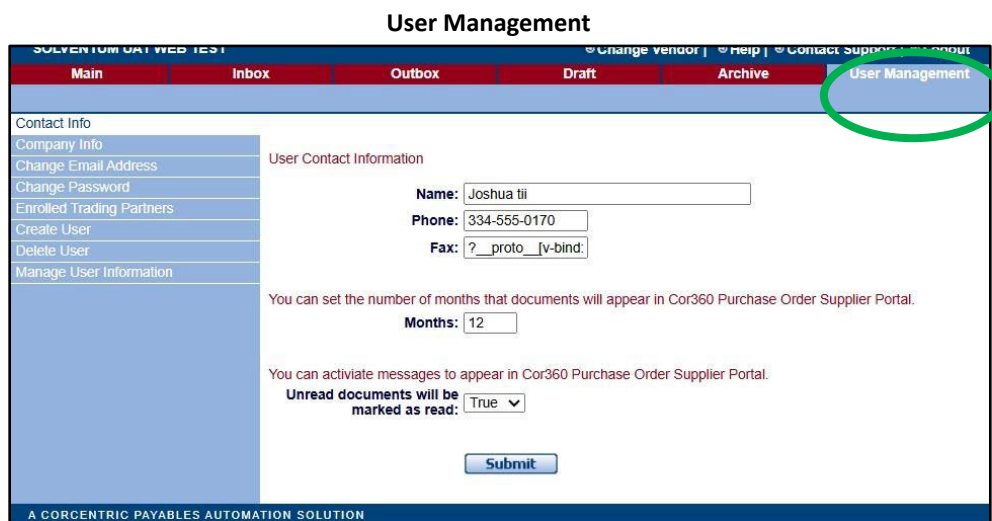
Company Info (Read Only): This link displays your company information. It is informational only; the users cannot make changes.

Change Email Address: To change the email address associated with your username, click on this link and enter the appropriate information. If you would like to receive email notifications each time a new document is received in your Inbox, be sure to check the corresponding box.

Change Security Question & Answer: If you would like to make changes to the security question and answer associated with you username, use this link. The security question and answer are used if you forget your password. (There is a Password Lookup link on the login page.)

Change Password: To change your password, click on the Change Password link and fill in the appropriate information.

Enrolled Trading Partners: This link displays the list of Corcentric’s Cor360 Purchase Order Supplier Portal communities. There is a green check next to the communities to which you are currently assigned.





I. Revision History

Date	Version	Description	Author
12.2025	1.0	Corcentric User Guide	Amir Rahman