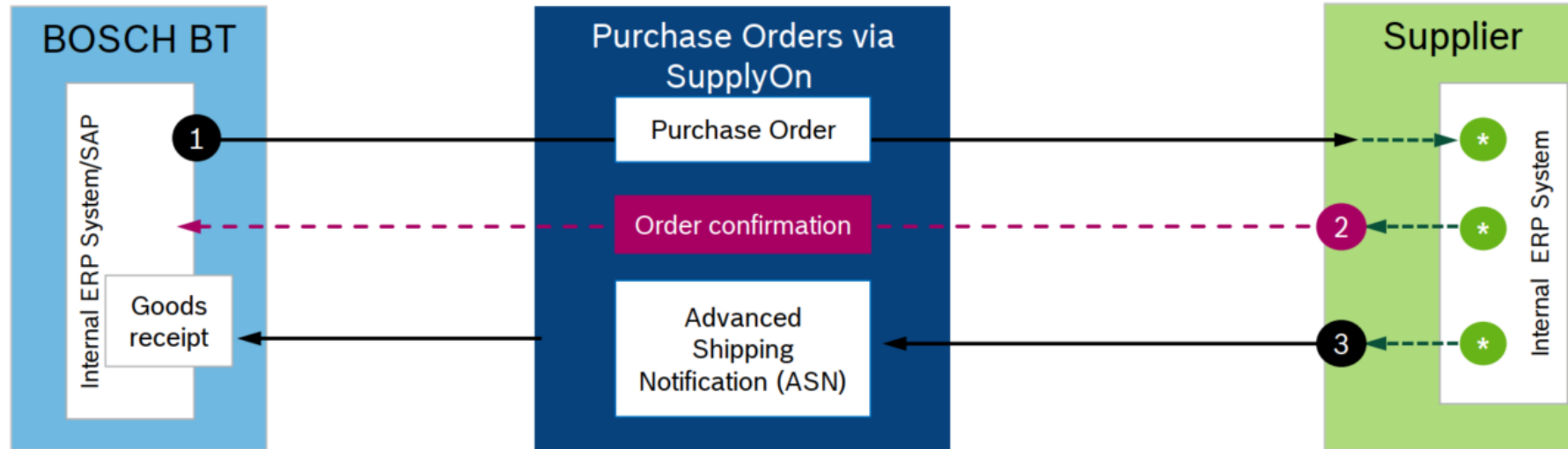# PURCHASE ORDER (PO) VIA SCC SUPPLYON

Basic Version

BOSCH

Purchase Order (PO) via SCC SupplyOn
Process Overview

1 Purchase Order is sent from the Bosch-ERP system to the SCC SupplyOn platform (Supplier receives SupplyOn generated e-mail when there is a new purchase order)

2 Supplier confirms the Purchase Order via SupplyOn electronically with one click

3 Supplier initiates the delivery and creates the ASN via SupplyOn

BOSCH

Purchase Order (PO) via SCC SupplyOn
Step 1 - SupplyOn Dashboard "Orders"

▶ Login to SupplyOn

▶ Access the Orders overview by clicking on the arrow next to "Orders" or by choosing the option "Orders" in the navigation bar on the left/hand side

▶ Click on any of the options within the "Orders" tile (Dated, Partially confirmed, Open, Unread orders or Orders to be confirmed) to see a prefiltered overview of the orders.

BOSCH

Purchase Order (PO) via SCC SupplyOn
Step 2 – Orders overview

▶ You are guided to the order overview screen where each column provides details about each PO. Customize your own personal view by managing the columns:

1. Show or hide columns by setting the eye icon to visible or not visible.
2. Reorganize columns by drag and drop in the overview or by dragging and dropping the icon in the view menu.
3. Click on the pin icon to freeze a column and keep it visible when scrolling.
4. Save customized overviews by saving the changes to the Default Profile or by creating a new profile.

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Purchase Order (PO) via SCC SupplyOn
Step 3 – Check PO per line item

- ▶ Click on the tab "Order line items" to see details per line item as listed in each Purchase Order.
- ▶ Every column provides relevant information about each line item, such as Material number, Requested delivery date, Requested quantity, etc.
- ▶ If there are any details that are not visible in the current view, create a customized view with additional columns (See Step 2).

BOSCH

Purchase Order (PO) via SCC SupplyOn
Step 4 – Confirm PO (Single line item)

▶ Select the order you want to confirm (**1**) and click on "Edit confirmations" (**2**).

▶ Check the requested quantity, price and date, adjust them if necessary (Mandatory fields are highlighted in yellow) (**3**).

▶ Add supplier reference (**4**) and click on "Send confirmations" (**5**).

BOSCH

Purchase Order (PO) via SCC SupplyOn
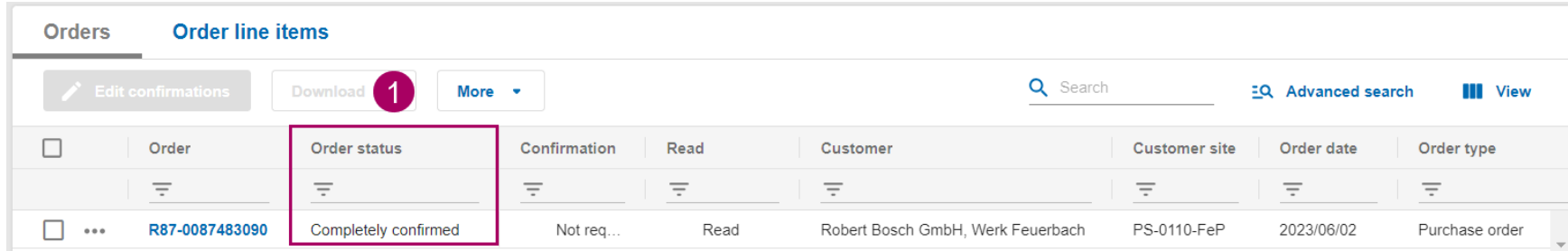## Step 4 – Confirm PO (Multiple line items)

▶ Select the orders you want to confirm (**1**), click on "More" (**2**) and then select "Set supplier reference" (**3**)

▶ A pop-up window will appear. Type in the supplier reference (**4**) and then click on "Apply" to add the reference to all orders (**5**). Check the order details and adjust them if necessary (**6**), click on "Send confirmations" (**7**)

BOSCH

Purchase Order (PO) via SCC SupplyOn
Step 5 – Successful PO response

▶ The PO-response was successfully transmitted if the status "Completely confirmed" appears in the column "Order status" (**1**).

BOSCH

Purchase Order (PO) via SCC SupplyOn
Step 6 – Identifying order changes

▶ Order updates can be identified by looking into the column "History available" and observing the status indicated as "Yes" (**1**).

▶ To see the details of what has been modified, click on the three dots next to the order you are interested in and then click on "View history" (**2**).

BOSCH

Purchase Order (PO) via SCC SupplyOn
Step 6 – Reviewing order changes

▶ The number of versions available for this order is shown (3).

▶ Click on any of the listed versions of the order to see detailed information on the modifications made on each update (4).