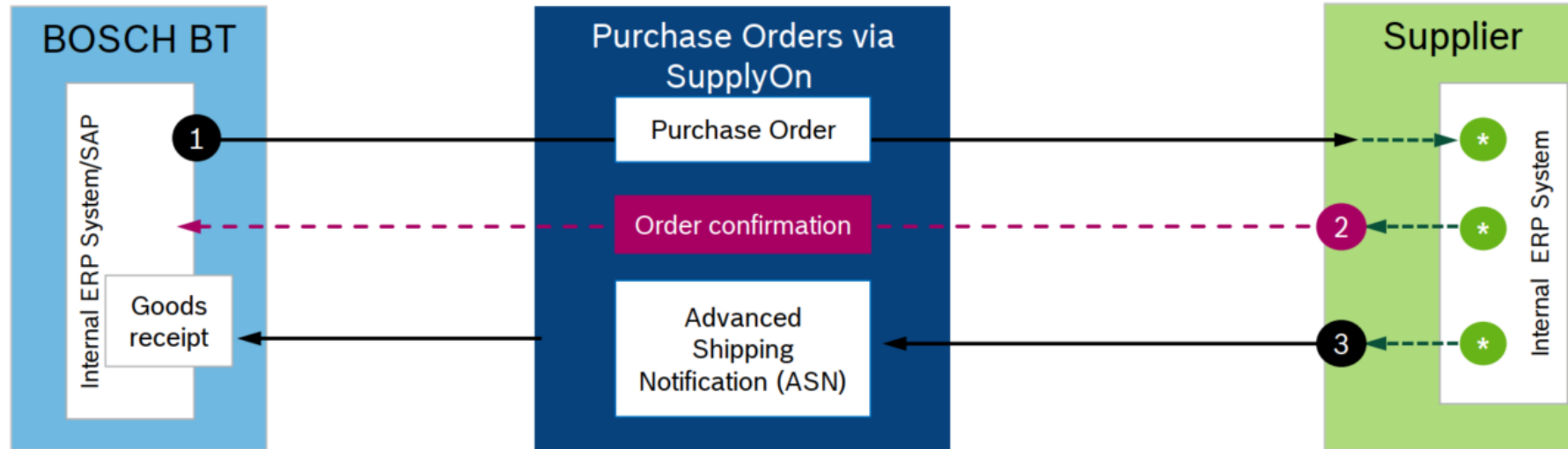


PURCHASE ORDER (PO) VIA SCC SUPPLYON

Basic Version

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

Purchase Order (PO) via SCC SupplyOn

Step 1 - SupplyOn Dashboard “Orders”

► Login to SupplyOn

The screenshot displays the SupplyOn dashboard interface. The top navigation bar includes the SupplyOn logo, 'SupplyOn Services', 'News', 'Administration', and 'More'. The main content area is titled 'Supply Chain Collaboration' and features a search bar and a navigation menu on the left. The 'Orders' tile is highlighted with a red box and an arrow, indicating the next step in the process. The dashboard shows four main sections: Orders, Scheduling Agreements, Alerts, and Invoicing. The 'Orders' section displays 1743 confirmed orders and 1008 unread orders, with a confirmation status bar showing 410 Dated, 68 Partly confirmed, and 1265 Open orders. The 'Scheduling Agreements' section shows 0 confirmed and 0 unread agreements. The 'Alerts' section shows 4013 total new alerts, categorized by type: Inventory Alerts (0), FPA/ASN Alerts (0), and Material Status Alerts (0). The 'Invoicing' section shows 1038 total billable items, with 1038 billable items due.

- 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.

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:

The screenshot shows the 'Orders' overview screen in SCC SupplyOn. The table displays columns for Order, Order status, Confirmation, Read, Customer, Customer site, Order date, and Order type. Annotations 1-4 highlight key features for customizing the view:

- 1: Eye icon in the 'Read' column header to toggle visibility.
- 2: Drag-and-drop icon in the 'Customer' column header to reorder columns.
- 3: Pin icon in the 'Order' row of the 'Your profiles for the table view' menu to freeze a column.
- 4: 'Default Profile' and '+ Create profile' buttons in the 'Your profiles for the table view' menu to save customizations.

Order	Order status	Confirmation	Read	Customer	Customer site	Order date	Order type
X87-0083500834	Initial	Required	Unread	Robert Bosch GmbH, Werk Feuerbach	PS-0110-FeP	2023/06/23	Limit Order
X87-0083500833	Initial	Required	Unread	Robert Bosch GmbH, Werk Feuerbach	PS-0110-FeP	2023/06/23	Limit Order
X87-0083500831	Updated	Required	Unread	Robert Bosch GmbH, Werk Feuerbach	PS-0110-FeP	2023/06/22	Limit Order
X87-0083500832	Updated	Required	Unread	Robert Bosch GmbH, Werk Feuerbach	PS-0110-FeP	2023/06/22	Limit Order
X87-0083500830	Initial	Required	Unread	Robert Bosch GmbH, Werk Feuerbach	PS-0110-FeP	2023/06/22	Limit Order
X87-0083500829	Initial	Required	Unread	Robert Bosch GmbH, Werk Feuerbach	PS-0110-FeP	2023/06/22	Limit Order
X87-0087483458	Updated	Required	Unread	Robert Bosch GmbH, Werk Feuerbach	PS-0110-FeP	2023/06/22	Purchase order
X87-0087483459	Initial	Required	Unread	Robert Bosch GmbH, Werk Feuerbach	PS-0110-FeP	2023/06/22	Purchase order
R87-0082330151	Updated	Required	Read	Robert Bosch GmbH, Werk Feuerbach	PS-0110-FeP	2023/06/16	Purchase order
R87-0082330150	Updated	Required	Unread	Robert Bosch GmbH, Werk Feuerbach	PS-0110-FeP	2023/06/16	Purchase order
R87-0082330149	Initial	Required	Read	Robert Bosch GmbH, Werk Feuerbach	PS-0110-FeP	2023/06/14	Purchase order
R87-0087483095	Updated	Required	Unread	Robert Bosch GmbH, Werk Feuerbach	PS-0110-FeP	2023/06/13	Purchase order

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.

Purchase Order (PO) via SCC SupplyOn

Step 3 – Check PO per line item

<input type="checkbox"/>	Order number	Line item	Material number	Confirmation	Confirmed date	Requested qty.	Requested del. date	Requested price per unit	Customer	Con
<input type="checkbox"/>	X87-0083500...	1		⚠ Required		12,000 PCE		0.01 EUR / 1 -	Robert Bosch GmbH, We...	N ^
<input type="checkbox"/>	X87-0083500...	1		⚠ Required		20,000 PCE		0.01 EUR / 1 -	Robert Bosch GmbH, We...	N
<input type="checkbox"/>	X87-0083500...	1		⚠ Required		11,000 PCE		0.10 EUR / 1 -	Robert Bosch GmbH, We...	N
<input type="checkbox"/>	X87-0083500...	1		⚠ Required		15,000 PCE		0.10 EUR / 1 -	Robert Bosch GmbH, We...	N
<input type="checkbox"/>	X87-0083500...	1		⚠ Required		11,000 PCE		0.10 EUR / 1 -	Robert Bosch GmbH, We...	N

- ▶ 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](#)).

Purchase Order (PO) via SCC SupplyOn

Step 4 – Confirm PO (Single line item)

The screenshot displays the 'Orders' section with 'Order line items' selected. The table shows three items, with the first item selected. The 'Edit confirmations' button is highlighted with a red box and a circled '2'. The first item's row is highlighted with a red box and a circled '1'. The second screenshot shows the 'Confirmed' status for the first item, with the 'Confirmed qty.', 'Confirmed price per unit', and 'Confirmed date' fields highlighted in yellow and circled '3'. The 'Supplier reference' field is highlighted in yellow and circled '4'. The 'Send confirmations' button is highlighted with a red box and a circled '5'.

Order number	Line item	Material number	Customer	Requested qty.	Confirmation	Requested del. date	Requested price per unit	Confirmed
X87-0087483458	1		Robert Bosch GmbH, Werk Feuerbach	5 PCE	Required	2023/06/30	500.00 EUR / 1 -	
X87-0087483458	2		Robert Bosch GmbH, Werk Feuerbach	5 PCE	Required	2023/06/30	500.00 EUR / 1 -	
X87-0087483458	3		Robert Bosch GmbH, Werk Feuerbach	5 PCE	Required	2023/06/30	500.00 EUR / 1 -	

Order number	Line item	Confirmation status	Customer	Confirmed qty.	Confirmed price per unit	Confirmed date	Supplier reference	Material number
X87-0087483458	1	Confirmed (draft)	Robert Bosch GmbH	5 PCE	500.00 EUR	2023/06/30		
X87-0087483458	2	No response	Robert Bosch GmbH					

- ▶ 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).

Purchase Order (PO) via SCC SupplyOn

Step 4 – Confirm PO (Multiple line items)

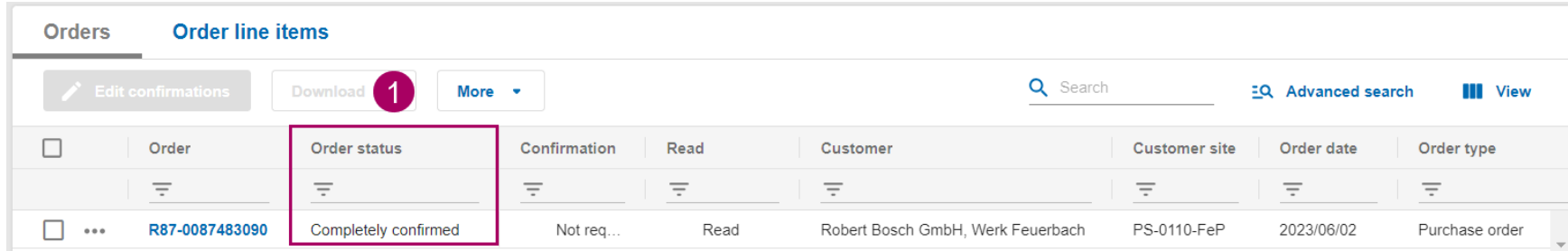
The screenshot displays the 'Orders' section with 'Order line items' selected. A table lists three line items for order X87-0087483458. A 'More' dropdown menu is open, showing options like 'Set supplier reference', 'Reset to requested values', and 'Decline'. A 'Set supplier reference' dialog box is shown with the supplier reference '12345' entered. The 'Send confirmations' button is highlighted.

Order number	Line item	Confirmation status	Customer	Confirmed qty.	Confirmed price per unit	Confirmed date	Supplier reference	Material number
X87-0087483458	1	Confirmed (draft)	Robert Bosch GmbH...	5 PCE	500.00 EUR	2023/06/30	12345	
X87-0087483458	2	Confirmed (draft)	Robert Bosch GmbH...	5 PCE	500.00 EUR	2023/06/30	12345	
X87-0087483458	3	Confirmed (draft)	Robert Bosch GmbH...	5 PCE	500.00 EUR	2023/06/30	12345	

- ▶ 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)

Purchase Order (PO) via SCC SupplyOn

Step 5 – Successful PO response



Orders		Order line items							
Edit confirmations		Download 1	More ▾		Search	Advanced search	View		
<input type="checkbox"/>	Order	Order status	Confirmation	Read	Customer	Customer site	Order date	Order type	
<input type="checkbox"/>	...	R87-0087483090	Completely confirmed	Not req...	Read	Robert Bosch GmbH, Werk Feuerbach	PS-0110-FeP	2023/06/02	Purchase order

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

Purchase Order (PO) via SCC SupplyOn

Step 6 – Identifying order changes

The screenshot displays two views of the 'Orders' table in the SCC SupplyOn system. The table columns include Order, Order status, Confirmation, Read, History available, Customer, Order date, Order type, and Material. In the first view, the 'History available' column for order R87-0087483127 is highlighted with a red box and a circled '1'. In the second view, the 'View history' option is selected in the dropdown menu for the same order, highlighted with a red box and a circled '2'.

Order	Order status	Confirmation	Read	History available	Customer	Order date	Order type	Material	Cus
R87-0087483127	Updated	Required	Unread	Yes	Bosch Diesel spol.	2023/07/31	Purchase order		
R87-0087483121	Updated	Required	Unread	Yes	Robert Bosch GmbH	2023/07/25	Purchase order		
X87-0087483486	Initial	Required	Read	No	Robert Bosch GmbH	2023/07/31	Purchase order		

Order	Order status	Confirmation	Read	History available	Customer	Order date	Order type	Material	C
R87-0087483127	Updated	Required	Unread	Yes	Bosch Diesel spol.	2023/07/31	Purchase order		
R87-0087483121	Updated	Required	Unread	Yes	Robert Bosch GmbH	2023/07/25	Purchase order		
		Required	Read	No	Robert Bosch GmbH	2023/07/31	Purchase order		
		Required	Unread	Yes	Robert Bosch GmbH	2023/07/27	Purchase order		
		Required	Unread	No	Robert Bosch GmbH	2023/07/27	Purchase order		

- ▶ 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).

Purchase Order (PO) via SCC SupplyOn

Step 6 – Reviewing order changes

My SupplyOn > Supply Chain Collaboration > Orders > **Order history** Contact | Help for this page | Print

Order History

Order
Customer BOSCH GROUP 0110 Robert Bosch GmbH **3** Number of versions: 2
Order Number R87-0087483121
Order Date 25.07.23

Pos.	Change Date	Material	Description	Requested Del. Date	Order Qty.	Comment
1			test	03.08.23	1	

All Versions:
25.07.23 14:38:00 (Original) **4**
31.07.23 15:38:00

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- ▶ 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)**.