# **Schneider Electric**

# **Training documentation for suppliers**

# **Orders and Goods Receipts**





# **Table of Contents**

1	About this manual	3
1.1	Intended Audience	3
1.2	Typographical and Graphical Conventions	3
1.3	Abbreviation	3
2	Introduction	4
3	Setup in SupplyOn WebEDI	5
3.1	Roles and Rights	5
3.2	Dashboard	8
3.3	Creating default view	9
3.4	Creating Search Profiles	10
3.5	Creating customized Alerts	11
3.6	Disabling alerts	13
3.7	Download Template Manager and formats	15
4	Purchase Orders	17
4.1	New Purchase Order	17
4.1.1	Accessing New Purchase Order	17
4.1.2	Confirmation of New Purchase Order	22
4.2	Changed Purchase Order	28
4.2.1	Accessing changed Purchase Order	28
4.2.2	Confirmation of changed Purchase Order	29
5	Goods Receipts	29
5.1	Access to Good Receipts	29
5.2	Download of Goods Receipts	30
6	FAQs and SupplyOn Contact	31





# 1 About this manual

This handout shall help suppliers of Schneider Electric to understand newly introduced supplier portal, SSP SCM 2.0, in regards to Orders and Goods Receipts.

### **1.1 Intended Audience**

Schneider Electric suppliers

### **1.2 Typographical and Graphical Conventions**

The following typographical conventions are used throughout this manual:

Example	Meaning
Screen Text	Text visible in the user interface becomes <b>bold</b> .
Reference	References are displayed in <i>italics.</i>

The graphical convention is used throughout the manual:

Supplier Response		
O No Response	Supplier Reference:	Test
○ Confirm as-is	Supplier Material Number:	19-877
Respond with changes	Supplier Material Description:	
O Decline Order Line	Price per price unit:	10628
	Price unit:	10000
	Comment:	

Figure: Red borders are used to indicate special areas. Yellow numbers are used to indicate steps. Those are not part of the UI.

# 1.3 Abbreviation

Abbreviation	Meaning
ASN	Advanced Shipping Notification
EDI	Electronic data interchange
DESADV	Despatch Advice
DTM	Download Template Manager
GR	Goods Receipt
LI	Line item(s)
PO	Purchase Order
SE	Schneider Electric
SO	SupplyOn



SUPPLYON

# 2 Introduction

The electronic ordering process via SupplyOn is efficient, transparent and quick. It replaces the traditional, at times paper-intensive transactions. There data had to be manually entered at numerous places and the current processing status of the individual transactions was not always identifiable. With SupplyOn that process is supported by the system throughout - in a central system, to which all parties involved have access.

With this new order process via SupplyOn, you can receive, check and confirm purchase orders.

How do you benefit from the new ordering process via SupplyOn?

- No more manual input of orders
- All processes run via a central cockpit, offering a complete overview at any time as well as a single view on the specific status of any process individually
- Simple creation of order confirmations thanks to preassigned fields and electronic dispatch at just a mouse click



Figure 1: SSP SCM 2.0 process

You as a supplier and your customer SE will collaborate along the purchasing process according to these steps:

Step 1 - SE sends out a new Purchase Order (PO) from their ERP to SO

- Step 2 Supplier can review new PO in SO
- Step 3 Supplier confirms the PO, which is sent back to SE.

Step 4 – In case of re-scheduling, supplier gets a changed PO from SE, which he then confirms.

Step 5 – Subsequent processes (e.g. creating Invoice) can be started as soon as first confirmation is sent.

Step 6 – Receipt status will be shown via the Goods Receipt (GR) screen.



# 3 Setup in SupplyOn WebEDI

# 3.1 Roles and Rights

Basic information about your user account, its roles and rights are visible under Administration – My User Account.

Services 🔻	Administration <b>v</b>	News
	My User Account	
	My Substitutes	
	Customer Responsible	

As soon as you click here, you will see basic information like your username, email address etc.

My SupplyOn > My us	er: My master data		
My master data	My Areas of Responsibility	My service settings	My user administrators
Contact data			
User ID*:	SE Ann and a		
First name*:	Tamar		
Last name*:	Taulian		
Salutation*:	Mr.	~	
E-mail*:	t @supplyon.com		
Phone*:	1		
Language*:	English	•	
Change Password			

Of course, you can correct this information if there is something wrong here.

Figure 2: My User Account overview



Under the tab My Areas of Responsibility you can see what actions your user is authorized to do.

	My SupplyOn	SupplyC	on Services 🔻	Administration <b>v</b>	News				
My SupplyOn > My user: My Areas of Responsibility									
My master data	My Areas of Resp	onsibility	My service setting	My user administr	ators				
Expand the areas of res	sponsibility for a more pre	cise roles assig	nment.						
🖉 Company Admi	inistration (assigned): Co	ompany master	data, users and permiss	sions.					
Order Fulfillme	nt, Finance Processes (a	assigned): Sup	oly Chain Management.						
Quality Manage	ement (not assigned): Sup	oplier Quality M	anagement (QM).						
Sales (not assign	ned): Sourcing to Contrac	t, Progress to (	Order and Supplier Man	agement.					
Shipping, Good	Shipping, Goods Receipts, Warehouse Management (assigned): Shipping, goods receipts, warehouse management.								
Supply Chain A	dministration (not assign	ned): Demand,	logistics and finance pro	ocesses.					
Other Roles									

Figure 3: Areas of responsibility

Which areas of responsibility you will be unlocked and which roles you will receive depends on your user administrator. Only this administrator is capable of creating users or manage roles and rights.



#### Note

By clicking on Administration – My user administrators you are informed about your company admins.

Services 🔻	Administration <b>v</b>	News
	My User Account	
	My Substitutes	
	Customer Responsible	
	My user administrators	

These admins will get an interactive tour about the functionalities of user management.

To be able to commit the actions of this guide, at least the following roles in the areas of responsibility (marked in grey) are required:

#### Order Fulfillment, Finance Processes

WebEDISellerPO:

✓ Access to purchase orders.

WebEDISellerPO\_OR:

 $\checkmark$  Access purchase orders and order confirmations.

WebEDISellerDTM:

 $\checkmark$  Access to DTM UI for configuration of downloads.

#### Shipping, Goods Receipts, Warehouse Management

WebEDISellerGRRead:

 $\checkmark$  Read access to the Goods Receipt screen.

At least one of the suppliers users should have the following role:

#### Supply Chain Administration

WebEDISellerAdmin

 $\checkmark$  Extensive authorities over the WebEDI and various, unlocked applications



# 3.2 Dashboard

**WebEDI / VMI** is the SupplyOn service, which enables you to process orders and other processes (Advanced Shipping Notification, Invoicing, ...) efficiently and easily.

1. Open WebEDI /VMI

SUPPLYON My	SupplyOn	SupplyOn Services <b>-</b>	Administration <b>v</b>	News 🤒
My SupplyO	n 🗦 User Administr	Business Directory		
my suppryor	1 / User Auminisu	WebEDI / VMI		

Figure 4 : Access WebEDI / VMI

#### 2. The Logistic & Finance Dashboard is displayed

		SupplyOn > Logistics & Finance > Day	shboard				C	Last Refresh 0 Mins Ago 🕺 Ålerts	Old Dashboard
Logistics & Finance		Search Select Process		▼ Sea	rch e.g. for Order No., I	falerial No.,			Q
Dashboard		Orders	÷	Confirmable Orders	÷	Alerts	÷	elnvoicing	÷
Demand	v	<b>O</b> Total New Orders & Llocates		9 Total Confirmable Orders		12 Total New Alerts		0 Total Billable Items	
<ul> <li>Planning</li> <li>Delivery</li> </ul>	v	Order Status		Order Status		Type		Billable Item Status	
Invoicing	v	New Orders	0	Dated	0	Inventory Alerts	0	Billable Items Due	0
Interactive Tour		Order Updales	0	Partly Confirmed	0	FPA/ASN Alerts	0		
Help & Support				Open	9	Material Status Alerts	0		
E Feedback				Confirm Orders		Demand Alerts	12		

Figure 5 : Logistic & Finance Dashboard

The Dashboard shows at a glance all relevant information for you and is the central point of orientation for your processes. Here you see your open tasks. The tiles are only displayed if the related user rights have been assigned.

#### Note

By clicking on **Interactive Tour** on the lower left side of the dashboard, you will be guided through the User Interface (UI). At initial login this will be opened automatically as a pop up.



### 3.3 Creating default view

In order to personalize your view on various overviews like for PO or GR, you have different options:

- 1. Columns can be re-arranged in their order. To do so, left-click and hold the desired column and draw it to the new spot. By releasing the left-click, the column will be re-arranged to the new spot.
- 2. It is also possible to add or remove different columns from your current view. To add new columns, click on the drop-down arrow next to a random column and move your mouse cursor over to **Columns**. You can now tick the boxes in front of the columns which should be added to your view.
- 3. The same is possible for setting filters within the displayed columns.
- 4. In order to save your personalized view, type in a fitting name for your view and then click on **Create new** in the drop-down menu for **Manage view**. After that, you will be able to select the saved view from the drop-down menu as **Default View** for your next login.

-	ogistics & Finance > Ore Advanced Search	lers							Contact   😧 Help for thi	
Search	Reset	•			Add line   Delete line		My Sear	ch Profiles	✓ Manage	
	y Unloading Point	Grouped by N	4	mber Orders						
Default Vi Org. Bu	Plant Customer	Manage View     Plant Code	Planner	Consignee, Name	Unloading Point	Order Number	<ul> <li>Positions</li> </ul>	Order Date	Last Change D	all Filter
-	C	S	AC	SCHNEIDER		4402424072			20-9-4 11:36 am	new
SEBAP					. 5	1103431873	A	1000	20-9-4 11.30 am	
SEBAP	c	S	AC	SCHNEIDER	. 5	1103431873	A Sort Asce	-	20-9-4 11.30 am	read
SEBAP			AC			1103432700	AZ↓ Sort Ascer A↓ Sort Desc	-	20-9-4 8:43 am	read
	С	S		SCHNEIDER	. 8		Z Sort Desc	-	20-9-4 8:43 am 20-9-3 4:00 pm	
SEBAP SEBEU	C A	S	AC EL	SCHNEIDER Schneider Ele	. S F	1103432700 LMI7121633410	Z Sort Desc	ending	20-9-4 8:43 am	read read
SEBAP SEBEU SEBEU SEBAP	C A A	S F F	AC EL EL	SCHNEIDER Schneider Ele Schneider Ele	. S F F	1103432700 LMI7121633410 1121633410JAK	Z Sort Desc	ending	20-9-4 8:43 am 20-9-3 4:00 pm 20-9-3 3:57 pm	read read read
SEBAP SEBEU SEBEU SEBAP SEBEU	C A A C	S F F S	AC EL EL AC	SCHNEIDER Schneider Ele Schneider Ele SCHNEIDER	. S F . S	1103432700 LMI7121633410 1121633410JAK LMI5103432700	Z Sort Desc	ending	20-9-4 8:43 am 20-9-3 4:00 pm 20-9-3 3:57 pm 20-9-3 3:26 pm	read read read read
SEBAP SEBEU SEBEU SEBAP SEBEU SEBEU	C A A C A	S F S F	AC EL EL AC EL	SCHNEIDER Schneider Ele Schneider Ele SCHNEIDER Schneider Ele	. S F . S F	1103432700 LMI7121633410 1121633410JAK LMI5103432700 1121633910JAK	Z Sort Desc	ending       2     >       3     >	20-9-4 8:43 am 20-9-3 4:00 pm 20-9-3 3:57 pm 20-9-3 3:26 pm 20-9-1 4:43 pm	read read read read read
SEBAP SEBEU SEBEU	C A A C A A	S F S F F	AC EL EL AC EL EL	SCHNEIDER Schneider Ele Schneider Ele SCHNEIDER Schneider Ele Schneider Ele	. S F . S F F	1103432700 LMI7121633410 1121633410JAK LMI5103432700 1121633910JAK 1121633412JAK	Z Sort Desc Columns Filters	ending 2 3 20-8-21	20-9-4 8:43 am 20-9-3 4:00 pm 20-9-3 3:57 pm 20-9-3 3:26 pm 20-9-1 4:43 pm 20-9-1 4:24 pm	read read read read read read
SEBAP SEBEU SEBEU SEBAP SEBEU SEBEU SEBEU SEBAP	C A A C A A A A	S F S F F F	AC EL AC EL EL EL	SCHNEIDER Schneider Ele Schneider Ele SCHNEIDER Schneider Ele Schneider Ele	. S F . S F F F	1103432700 LMI7121633410 1121633410JAK LMI5103432700 1121633910JAK 1121633412JAK 1121633411JAK	X↓ X↓ Sort Desc Columns Filters 3 3	ending 2 3 20-8-21 20-8-21	20-9-4 8:43 am 20-9-3 4:00 pm 20-9-3 3:57 pm 20-9-3 3:26 pm 20-9-1 4:43 pm 20-9-1 4:24 pm 20-9-1 4:08 pm	read read read read read read read
SEBAP SEBEU SEBEU SEBEU SEBEU SEBEU SEBAP SEBAP	C A A C A A A C	S F S F F F S	AC EL AC EL EL EL AC	SCHNEIDER Schneider Ele Schneider Ele SCHNEIDER Schneider Ele Schneider Ele Schneider Ele SCHNEIDER	. S F . S F F F . S	1103432700 LMI7121633410 1121633410JAK LMI5103432700 1121633910JAK 1121633412JAK 1121633411JAK 1103240224JAK	X Sort Desc Columns Filters 3 3 3	ending 2 3 20-8-21 20-8-21 20-8-18	20-9-4 8:43 am 20-9-3 4:00 pm 20-9-3 3:57 pm 20-9-3 3:26 pm 20-9-1 4:43 pm 20-9-1 4:24 pm 20-9-1 4:08 pm 20-9-1 2:52 pm	read read read read read read read
SEBAP SEBEU SEBEU SEBEU SEBEU SEBEU SEBAP SEBAP SEBAP	C A C A A A C C C	S F S F F F S S S	AC EL AC EL EL EL AC AC	SCHNEIDER Schneider Ele Schneider Ele SCHNEIDER Schneider Ele Schneider Ele Schneider Ele SCHNEIDER SCHNEIDER	. S F F F F F F S S	1103432700 LMI7121633410 1121633410JAK LMI5103432700 1121633910JAK 1121633412JAK 1121633411JAK 1103240224JAK 1103240223JAK	X Sort Desc Columns Filters 3 3 3 3 3 3	20-8-21 20-8-21 20-8-18 20-8-18	20-9-4 8:43 am 20-9-3 4:00 pm 20-9-3 3:57 pm 20-9-3 3:26 pm 20-9-1 4:43 pm 20-9-1 4:24 pm 20-9-1 4:08 pm 20-9-1 2:52 pm 20-9-1 2:52 pm	read read read read read read read read
SEBAP SEBEU SEBEU SEBAP SEBEU SEBEU SEBEU	C A C A A A C C C C	S F S F F F S S S S	AC EL EL EL EL EL AC AC AC	SCHNEIDER Schneider Ele Schneider Ele SCHNEIDER Schneider Ele Schneider Ele SCHNEIDER SCHNEIDER SCHNEIDER SCHNEIDER	. S F F F F F F . S . S	1103432700 LMI7121633410 1121633410JAK LMI5103432700 1121633910JAK 1121633412JAK 1121633411JAK 1103240224JAK 1103240223JAK 1103240222JAK	X Sort Desc Columns Filters 3 3 3 3 3 3 3 3 3 3 3 3	ending 2 3 20-8-21 20-8-21 20-8-18 20-8-18 20-8-18	20-9-4 8:43 am 20-9-3 4:00 pm 20-9-3 3:57 pm 20-9-3 3:26 pm 20-9-1 4:43 pm 20-9-1 4:24 pm 20-9-1 4:08 pm 20-9-1 2:52 pm 20-9-1 2:43 pm 20-9-1 1:45 pm	read read read read read read read read

Figure 6 : Orders Overview screen



# 3.4 Creating Search Profiles

Which profile is recommended for my use case and how do I save profiles?

Click on **Advanced Search** on the PO Overview screen. This is the starting point to create new profiles for your specific use cases.

	N)	My S	upplyOn
My SupplyOn >	Logistics	& Finance :	> Orders
Quick Search	Advance	ed Search	

Following profiles are recommended:

1. For downloading POs, that have been changed by your customer (change of requested delivery date or quantity), you can save following profile:

#### Response Status = Dated

Quick Search	Advanced Search					
Response S	itatus	~	equal to	~	Dated	~
Search	Reset					

Once filtered, insert a name for this search profile, e.g. "All changed POs" and click on Create new.

		Tide Search Area
My Search Profiles		
All changed POs	~	Manage View -
		Create new
		Update
		Delete
		Set as/unset default

A Profile created message will pop-up. If desired, this profile can be set as default.

2. For downloading POs, which have not yet been fully confirmed, apply these filters:

#### Response Status = Open Response Status = Partly

Quick Search	Advanced Search						
Response S	itatus	~	equal to	~	Open	~	Delete line
Response S	itatus	~	equal to	~	Partly	✓ Add line	Delete line
Search	Reset						

Note: By clicking on Add line, your search profile gets more accurate by adding more filters!



### 3.5 Creating customized Alerts

General speaking, in the Dashboard you receive an overview of all alerts generated by the system. To receive an overview of all messages for which an overdue or deviating alert has been created, click on the arrow at the **Alerts** tile.

SupplyOn > Logist Dashboard	ics & Finance >	G	Last Refresh 0 Mins Ago	Alerts 🕀	Old Dashboard
Search Select F	Process	▼ Sear	rch e.g. for Order No	o., Material No.,	۹.
Orders	>	Confirmable Orders	>	Alerts	$\rightarrow$
403 Total New Orders & Up	odates	912 Total Confirmable Or	ders	1728 Total New Alerts	
Order Status	_	Order Status		Туре	
New Orders	402	Dated	4	Inventory Alerts	0
Order Updates	1	Partly Confirmed	2	FPA/ASN Alerts	5
		Open	906	Material Status Alerts	0
		Confirm Orders	s	Demand Alerts	1723

Figure 7: Access to alerts screen

Choose the desired tab, for which you would like to set alerts (**Demand alerts** in the context of the purchasing process). Now you can enter your desired criteria for the search function under **Advanced Search**.

In order to save your chosen search criteria, type in a fitting name on the right-hand side of the page, **My Search Profiles**. You can save it by selecting **Create new** from the drop-down menu for **Manage View** (exactly as described at <u>creating new profiles</u>)

	a Search Ac	dvanced Search								н	lido Search Area
C	eation date		▼ davs	back (incl. future)	× 7			Add line   Delete line	My Search Profiles		
		Reset							Test_Search_Profile	✓ N	Manage View •
3	earcii	teset							E-mail Notification	Cn	eate new
											odate
				Material Ot		and Alarta	(445)				
In	ventory Ale	ens (0)	PA/ASN Alerts (2)	Material St	atus (0) Den	nand Alerts	5 (445)				elete
ſ	Default Viev	N	✓ Manage Vie	w.						Se	t as/unset defau
5	Buyer	Plant Code	e Plant Buyer	Planner	Order Number	Order	Document Type	Material	Material Desc.		Status
1	SEBAP	S	E	A	110343	00010	ASN	Н	-1. Para 11: 14		Due Deliver
1	SEBAP	S	E	A	110343	00010	ASN	H	Asso PC 42 PA		Due Deliver
	SEBAP	S	E	A	110343	00010	ASN	H	Real PC 42-Pa		. Due Deliver
	SEBAM	U	E	G	110311	00010	ASN	8(	4.480/1944.8		Due Deliver
1	SEBEU	F	A	E	112160	00010	ASN	G	To PORt Pro-		Due Deliver
1	SEBAP	S	E	A	110343	00010	ASN	H	Manha of part		Due Deliver
	SEBAP	S	E		110343	00030	ASN				Due Deliver
	SEBAP	S	E		110343	00030	ASN				Due Deliver
	SEBEU	F	С	E	112163	00020	Order	35	and show that		Status Cont
	SEBEU	F	С	E	112147	00010	Order	20	Exception of		Status Cont
11.	JEDEU						Order	C			Status Conf
	SEBED	Р	P	A	110343	00010	Order				Status Com

Figure 8: Alerts screen



Which alert profile is recommended for me and how do I save it?

In order to receive alerts for order positions, where order confirmation is overdue, you have to apply a filter for Status Confirmation = Confirmation Status Overdue in the Demand Alerts tab. Afterwards insert a name for that specific filter in the My Search Profile field and click on Create New.

	Quick Search Advanced Se	arch					Hide Search Area
	Status Confirmation	▼ equal	to 🗸 Co	nfirmation Status Overdue	Add line   Delete line	My Search Profiles Confirmation overdue	▼ Manage View▼
	Search Reset					E-mail Notification	✓ Manage View ✓
							Create new
ľ							Update
	Inventory Alerts (0)	FPA/ASN Alerts (0)	Material Status (0)	Demand Alerts (120)			Delete
	Default View	V Manage View					Set as/unset default

If you click on "E-Mail Notification" underneath the recently-created view, you can set up notifications for your customized search. After choosing "Active" and clicking on "Save", the e-mail function is activated according to your chosen criteria.

E-mail Notification
Based on Search Profile Confirmation due
Alert Notification Type
as Attachment O as Pure Text
Frequency
Periodic (according to your timezone: (GMT+01:00) Europe/Berlin)
🗆 Monday 🗆 Tuesday 🗹 Wednesday 🗆 Thursday 🗆 Friday 🗔 Saturday 🗋 Sunday
Daily at 15 : 08
O Hourly from 8:00 v to 17:00 v every 4 v hour(s)
Save Back

Figure 9: Setting up a mail notification for a specific alert



The mail you will receive looks as follows, e.g.:

SupplyOn_SCM_ASN_Alerts_25.09.2020_103606.csv SupplyOn_SCM_Overdue_Dev_Conf_Alerts_25.09.2020_103606.csv SupplyOn_SCM_Overdue_Dev_Conf_Alerts_25.09.2020_103606.csv
Dear I,
this email lists alerts based on your notification profile configured for SupplyOn Logistics & Finance:
Show Alert Overview For details about the alert situation(s) please follow the link above, which will lead you directly to the alert overview screen.
Please note:
Only the first 1000 alerts are included. If you would like to access more than 1000 alerts please use the alert overview within SupplyOn Logistics & Finance.
To change or deactivate email notification settings for this profile please click here.
Best regards,
Your SupplyOn Team
Please do not reply to this automatically created e-mail. If you have any questions, please contact our customer support:
Tel. (free of charge):
Germany: 0800. 78 77 59 66
International: +800. 78 77 59 66
USA/Canada: 1.866. 787.7596 China: 4001 203 357
Mexico: 01.800, 123.3231
Mailto:Customer-Support@SupplyOn.com
http://www.SupplyOn.com

Figure 10: Example for alert-mail

### 3.6 Disabling alerts (for new and changed Purchase Orders)

There are also standard alerts outside of this Alert Manager (see <u>Mail notification for new PO</u> and <u>Mail notification for changed PO</u>) which only the user administrator can turn on and off as follows:

1) Once logged in as user administrator click on Administration > Logistics Settings.

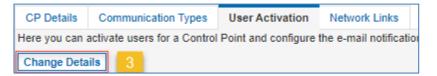
Administration <b>v</b>	New
My User Account	
User Management	
Customer Responsible	
Company	
Logistics Settings	1
Contract & Invoice	
My user administrators	



2) Click on the **Control Point Name** in the table.

Search Control Points of Organiz	ation Ir	-				
Here you can search for your existing control	points or create net	w ones.				
Please choose the criteria for your control point search. More criteria entered will give more precise search results. You may use the wildcards "*" and "?".						
Please choose the chiena for your control por	ni search, more chi	iena entereu wi	r give more precise se	arch results. Tou may us	e the whiceards and r.	
Control Point ID						
Control Point Name						
Control Point Short Name						
DUNS Suffix		5				
Search						
Results from 1 to 1 of 1						
Control Point ID	Control Point Na	me		DUNS Suffix		
10	In					

 In the User activation tab you can now see all users activated in this Control Point. Click on Change details.



 Now you can set to set the type of e-mail notification. You can choose between no notification, once notification and message level notification.

E-mail Notification Settings	_	
Message level	4	~
No notification		
Once		
Message level		

#### Note:

No notification: Although new messages arrive, you will not receive an e-mail notification.

Once: Once you log on to SO the notification will be sent (only once during login time).

Notification at message level: As soon as a new message is received, you will be informed by e-mail.



### 3.7 Download Template Manager and formats

The Download Template Manager enables the user to configure his download template with the relevant information for various applications according to his wishes.

Via the dashboard you access the Down- and Upload Settings:

Settings and Master Data
Down- and Upload Settings
→ Format
$\rightarrow$ Download Profiles

This can be done as follows:

- 1. Select Download Profile to modify
- 2. Additional fields to be added to your customized template
- 3. Current content of your selected Download profile
- 4. Buttons to change Download profile (Add/Remove)
- 5. Functionality buttons to e.g. delete or save a download profile

occess: Orders Vige: Documents	- Download	Name: Default Profile CSV e profile for Orders All Downlos	d	<b>*</b>	Format: DxLs	1
Search 2			F		Search 3	
rders - Documents - Download —	^			Pos.	Path	Field Name
Order Date				1	Customer address   Partner No	customer i.d
CustomerTransmissionDate				2	Supplier address   Partner No	supplier i.d
]Expiry Date  Value of Goods					Document no	document no
_value of Goods ]Agio/Disagio					Transmission date	transmission date
]Net Value					Order Category	order type
Tax					Customer address   Org ID	buyer org i.d.
Monetary Limit					Customer address   Address 2	
ValueOfGoodsCurrency		4				buyer organisation
Agio/Disagio Currency					Customer address   Plant code	buyer plant i.d.
Tax Currency		Add all >>			Order position   Consignee address	unloading point
]Monetary Limit Currency ]Project Number		Add selected >		10	Order position   Consignee address	warehouse
Status				11	Order position   Consignee address	point of consumption
Org Code Buyer		Remove selected		12	Order No.	order no
Seller Network Link		<< Remove all		13	Order position   Order Item	order item
Plant Code				14	Order position   Buyer Article   Buyer A	buyer part no
Planner				15	Order position   Supplier Article Number	seller part no
Customer Plant Name				16	Order position   Article Description	buyer part description
Customer address + Response Result				17	Order position   Engineering Change	engineering change level
Header Note				18	Order position   Schedule line   Delive	delivery date
Supplier address +				19	Order position   Schedule line   Quantity	quantity
Customer Org Name				20	Order position   Unit of measure	unit of measure
Receiving Timestamp				21	Order position   Usage	usage
Insurance Instructions Special Instructions					Order position   Price per unit	price per unit
					Larger hannen Li mee her enn	huna harang

Figure 11: DTM Profiles

Via the Dashboard you receive the Format settings:

Settings and Master Data
Down- and Upload Settings
→ Format
→ Download Profiles

Depending on your preferences or local circumstances, formats can be adjusted here, for example the date format:

My SupplyOn > Logistics & Finance > Downlo	oad and upload format				
Download and upload format	DTM Profiles				
Download and upload format settings:	Legacy defaults				
Date:	Module dependent	~			
Short time:	Module dependent d. M. yyyy				
Long time:	d.M.yyyy				
	d.MM.yyyy d/M/yyyy	- 1			
	d/MM/yyyy				

Figure 12: Adjusting the date format



# 4 Purchase Orders

The focus of following pages is on the purchasing process.

If you want to view and confirm orders, the following user roles are required.

Area of responsibility: Order Fulfillment, Finance Processes

WebEDISellerPO:

✓ Access to purchase orders.

WebEDISellerPO\_OR:

 $\checkmark$  Access purchase orders and order confirmations.

### 4.1 New Purchase Order

### 4.1.1 Accessing New Purchase Order

As soon as you receive a new order from your customer, a real-time message will be sent to your email address. Starting from here the new PO can be registered from you as a supplier.

You have received a	Purchase Order from Schneider Electric NAM
Customer:	Schneider Electric NAM
Material number:	8(
Order Number:	1104116502
Contact:	Rc
Please use the follow	ing link to log on to SupplyOn WebEDI and go directly to
<ul> <li>Details: <u>Click</u></li> <li>WebEDI procession</li> </ul>	
<ul> <li>Details: <u>Click</u></li> <li>WebEDI procession</li> </ul>	<u>chere</u> cess overview page <u>Click here</u>
<ul> <li>Details: <u>Click</u></li> <li>WebEDI prod</li> </ul>	<u>chere</u> cess overview page <u>Click here</u>

Figure 13: Mail notification for new PO



There are several ways to access the new PO.

You have to logon to SO upfront (https://platform.application.prd.supplyon.com/logon/logonServlet)

Please enter your user credentials. Once logged in you have several possibilities to access the new PO:

- By clicking on the link in the mail.
- If you click on **New Orders**, you will directly see the orders which are new. (Filters applied: **Status = New**; **History = False**)

Search Select Process	
Orders	$\rightarrow$
6	
Total New Orders & Updates	
Order Status	
New Orders	5
Order Updates	2

Figure 14 : Access New Purchase Order

You will automatically be directed to the orders overview screen.

In the overview, you can display all orders, grouped by material number or grouped by unloading point.



	SupplyOn > L	ogistics & Finance > Or	ders						Contact   🧿 He	elp for this page	P
Qui	ck Search	Advanced Search								lide Search Area	a —
			~			Add lir	ne   Delete line	My Search Profiles			_
\$	Search	Reset							× 1	Manage View	•
1	Default Vie	y Unloading Point	Grouped by Ma     Manage View	]	mber Orders					Reset all Filte	rs
1	Org. Bu	Plant Customer	Plant Code	Planner	Consignee, Name		Unloading Po	int Order Number	Positions	Order Date	
1	SEBAM	EI	U	G	va		U	L	4	2020/9/2	
1	SEBAM	EI	U	G	va		U	1	4	2020/9/2	
1	SEBAP	EA	S	A	SE		S	1	1	2020/9/3	
1	SEBAP	EA	S	A	SE		S	1	1	2020/9/3	
1	SEBEU	Са	F	E	SC	-	. F	1	2	2020/9/3	
1	SEBAP	PZ	P	A	Au		A	1	1	2020/9/3	
	SEBAP	PZ	P	A	QN		A	1	1	2020/9/3	
	SEBAP	PZ	P	A	So		A	1	1	2020/9/3	
	SEBAP	PZ	P	A	BE		A	1	1	2020/9/3	
		EI	U	G	El	1.0	U	1	1	2020/8/28	
1	SEBAM	<b>F</b> 4	S	A	SE		S	1	1	2020/9/2	
] ] ] ]	SEBAM SEBAP	EA	0		er.		0	4	4	2020/0/10	

Figure 15 : Orders Overview Screen

If you are only interested in new POs you can click on **New Orders** on the Dashboard or filter for those in the **status** column in the overview screen.

#### PO Overview prefiltered for status new and History false:

Default View		✓ Manage	e View▼					
Order Number 🔺	Positions	Order Date	Last Change D	Status	History	Attachments	Respond-by	Confir
T5103431580	1	2020/8/12	2020/8/18 2:18	new				No
1103338734	10	2020/2/28	2020/8/26 6:29	new				No
1103338873	6	2020/2/28	2020/8/27 9:51	new				No
1103340481	2	2020/2/28	2020/8/26 6:20	new				No
1103345387	1	2020/3/3	2020/8/26 6:58	new				No
1103345390	1	2020/3/3	2020/8/26 6:58	new				No
1103354778	1	2020/3/10	2020/8/26 7:33	new				No
1103354780	1	2020/3/10	2020/8/26 7:33	new				No
4400050070		000010140	000000007.00				_	••

Figure 16: Prefiltering for new POs



Once done, you have these options for opening a new PO:

- 1. open an order with a single click on the order line
- 2. open an order by checking it and clicking on the **Details** button.
- 3. You can also create a printout by clicking on the **Print** button.

Quic	k Search	Advanced	d Search								
R	esponse Sta	atus			✓ equal to		~	Open		✓ Add line   De	lete line
S	earch	Reset									
G	rouped b	y Unloa	ading Point	Gro	ouped by Ma	aterial Nur	mber	Orders			
	Default Vi	ew		✓ Ma	nage View •	]					
	Org. Bu	Plant	Customer	P	lant Code	Planner	Consig	nee, Name	U	nloading Point	Order Numbe
7	SEBAP	E/		S			SEL.	and the second second	S		1103431125J
	SEBAP	E	ring Party	S			SEL	C Import	S		1103431124J
(m)	SEBAP	E.	max Tacks	S			SEL	C Strapping	S		1103431124
	SEBAP	E.	ring Facilit	S	0.10		SEL	C impaire 1	S	ere .	1103431129
pers.	SEBAP	E	na fate	S		1	SEL	C Segment	S	610 L	1103428813
	SEBAP	E.	mag Packs	S			SEL	C Branners	S	10-10 C	1103428679
	SEBAP	E	ring Factor	S		<u> </u>	SEL	C Braganera	S		1103431127
	SEBAP	E	the Party	S			SEL	C Bransson	S		1103428697
1	SEBAP	E	magi Factor	S	100 M		Schr	the local data in the	. S		1102129919

Figure 17 : Enter Purchase Order Details



Once you have clicked on a PO as described earlier, you will see its details:

- 1. The order items are listed in the **Line Items** (LI) tab. You can open an LI by clicking on the respective item number.
- 2. This section shows basic information about the line item, e.g. Unloading Point, etc.
- This section shows further SE specific information, e.g. MRP Controller Code or Notes for RDD.
- 4. This section displays both the **Requested Delivery Date** (RDD) and the **Requested Delivery Quantity**.
- 5. The tab pages Header details and Parties contain general information about the order.

	My SupplyOr	n SupplyOn	Services <b>v</b>	Administ	ration ▼	News	SE	Accepta	nce ADVAN1	TECH CO., L	TD Tastan 1 Log	Tane g Oi
ly SupplyOn > Logistics	& Finance > Orders > C	order details							Con	tact   😧 Hel	o for this page	Pr
Order: 110343357	0 - Customer: Schn	eider Electric EAJ	P, Customer Plan	t Code: SG05					V	ïew Buyers	Order Cha	inge
Line items	Header Details	Parties	5									
I Material Num	ber Material Descri	Unloading Point	Net value	First Deliver	U Qty. 🔺	Respo	Respo	Resp	Deliver	Respon	Invoice	
00010 HM	S-I		4.	08.09.20	P 6	ļ		no re	Open			
os. 00010: HMIPSO	\$552D1801 - S-Panel	PC Optimized SSD	W10 DC Win 8.1			2	Prev			Next Lin		
Supplier Material Nu			ice per price unit:		7	-						
Supplier Material De		AE Q1	ty in Price unit:		6 PCE							
Unloading Point:		N	et Value:		4							
Ordered Quantity:			ice Unit:		1							
	_					_		_				
Line Item Details	3											
Warehouse:		4000		Terms	of Delivery:		FC/					
Pos-Type:		Standard		Locatio	n for TOD:		Fac	tory				
Shipping Instruction	1S:	Int'l Quick Transport										
QA Control key:		ZC000										
MRP Controller Cod	de:	H41										
Notes for RDD:		R.D.D is the pickup d	ate based on Incote	rms								
Schedule Lines		4										
	Buyer Information	-			Supplier In	formation						
Commit	Requ. D	Requ. Qty.	Cum. Dev. PSID	Del. I	Date Del.	Qty.	Comment		Last Resp.			
Fix	08.09.20	6	0		9.20	6				Split Deli	very	
Total planned		6				6						
		0					,					

Figure 18 : Order details screen



### 4.1.2 Confirmation of New Purchase Order

PO confirmation can be done either via an up- and download template or via the Orders Overview Screen on the UI.

#### 4.1.2.1 Download of Purchase Orders

You have the possibility to download all orders at once:

- 1. Click on the box
- 2. Click on **Download > Confirmation template**
- 3. Click on **Basic Confirmation Template** (3).

Grouped by Unloading Point		int Grouped by Ma	terial Number	Orders			
1	Default View	1	✓ Manage View •				
7	Plant Code	Planner	Supplier Name	Supplier No.	Consignee,	Name	Unloading Point
1	2	340	Ir	00	PT		2020
1	2	AQU	lr	00	var		2020
V	2	AQU	Ir	00	var		2020
V	2	AQU	Ir	00	var		2020
V	2	AQU	lr	00	var		2020
V	2	340	lr	00	PT		2020
V	2	340	lr	00	PT		2020
V	2		Ir	00	PT		2020
V	2		Ir	00	PT		2020
V	2		Ir	00	PT		2020
V	S		Ir	00	PT		2020
V	S		Ir	00	PT		2020
1	S		lr	00	PT		2020
V	S		S	00	PT		2020
V	S		S	00	Pla		01_ASC_1
V	S		S	00	Pla		01_ASC_1
V	S		S	00	Pla		01_ASC_1
V	S		S	00	Pla		01_ASC_1
1	S		S	00 All			01_ASC_1
V	S		S	00			01_ASC_1
V	S		S	00 Attachme	nts		01_ASC_1
V	S		S	00 2 Documen	ts 🕨		01_ASC_1
V	S		S	00 Confirmat	ion Template 👂	Standard Cor	firmation Template
1	ç	4901	9	Confirmat	ions 🕨		nation Template
ι	Ipload - D	etails Con	firm selected History	Download -	Print-		

Figure 19 : PO Down- and Upload

NOT included in the download are following Line Items:

- Demand qty. minus received quantity (from GRs) <= 0 OR
- Order item is cancelled by customer SE
- item is marked as fully received

The file can also be created by yourself. However, it is important to follow these rules:

- Format of file should be: XLS
- file consists of 16 columns, starting from Organization of your customer until the consignee name. The template must not be changed, only the four relevant columns for confirmation of order(s), which are marked in green, can be adjusted:

	Confirmed Delivery Date	Confirmed Delivery Quantity	Internal Supplier Number	Comments Schedule Line
--	-------------------------	-----------------------------	--------------------------	------------------------

- Confirmed quantity should not be more or less than the requested quantity from the PO.
- Confirmed Delivery Date should not be in the past.

Attached file below shows you a sample order in the Up/Download template format.



4.1.2.2 How to confirm an order As-Is via the template?

In order to confirm a new PO As-is, your customer expects you to enter your acknowledgment document number into the field **internal supplier number** and comments can be entered in the column **Comments schedule line**.

	K	L	M	N
1	Confirmed Delivery Date	Confirmed Delivery Quantity	Internal Supplier Number	Comments Schedule Line
2	18.08.2020	25		

Once the confirmation template is finished, save it locally and upload it on the orders overview screen by clicking on **Upload** > **Basic confirmation fomat** > Select your locally saved file

SEMB SE Plant BATAM	SEMB	PT Schneider Electric Ma
Standard confirmation format	SEMB	PT Schneider Electric Ma
Basic confirmation format	SEMB	PT Schneider Electric Ma
Jii	SEMB	PT Schneider Electric Ma
Upload - Details Confirm se	elected History	Download - Print-

Note



If you want to upload only certain PO line items, you can delete the irrelevant line items. However, do not execute the command with the delete button on your keyboard, but rather delete the whole row in the XLS sheet.

	1	Cust#	в	
	3		*	Cu <u>t</u>
	5			
	8			<u>C</u> opy
	9		ß	Paste Options:
Delete	10			LA
	11			Paste <u>S</u> pecial
	12			Insert Row
	13		-	Delete Row
	14			Class Contants

### 4.1.2.3 How to confirm a PO with changes via the template?

In order to confirm a new PO with changes, you can change the **confirmed delivery date** (CDD). Then add information into the field's **internal supplier number** and **comments schedule line** (if necessary).

In following case the CDD (18.08.2020) is replaced by a new value, which is 30.08.2020.

	К	L	М	N
1	Confirmed Delivery Date	Confirmed Delivery Quantity	Internal Supplier Number	Comments Schedule Line
2	30.08.2020	25		

Once you have replaced the old value, save the file and upload it on SO

Once the template is uploaded, you will see the changed CDD on the UI in the orders details.

In order to confirm a new PO as a Split-delivery, you have to copy the schedule line, which is being splitted and adjust the **delivery date** and **quantity**. In following example, the 5000 pcs (RDD = 01.07.2020) are splitted in two schedule lines:

- 3000 pcs on 09.07.2020
- Remaining 2000 pcs on 30.07.2020
- 1. Copy the whole line (STRG + C) of the order position, which is going to be splitted.

A	В	С	D	E	F	G	H		J	K	L	М	N
Org	Plant	Plant Name	Order Number	Order Position	Customer Material Number	Supplier Material Number	Order Date	Requested Delivery Quantity	Requested Delivery Date	Confirmed Delivery Date			Comments Schedule Line
SEMB	2020	SE Plant BATAM	1234	00001	M65	19-877	25.08.2020	5000	25.06.2020	01.07.2020	5000		



2. Paste copied order position one line below.

	A	В	С	D	E	F	G	Н		J	K	L	М	N
1	Org	Plant	Plant Name	Order Number	Order Position	Customer Material Number	Supplier Material Number	Order Date	Requested Delivery Quantity	Requested Delivery Date	Confirmed Delivery Date	Confirmed Delivery Quantity	Internal Supplier Number	Comments Schedule Line
2	SEMB	2020	SE Plant BATAM	1234	00001	M65	19-877	25.08.2020	5000	25.06.2020	01.07.2020	5000		
3	SEMB	2020	SE Plant BATAM	1234	00001	M65	19-877	25.08.2020	5000	25.06.2020	01.07.2020	5000		

3. Split your delivery by adjusting the values in the fields "Confirmed delivery date" and "Confirmed Delivery Quantity". Afterwards add your Acknowledgment Document Number.

	A	В	C	D	E	F	G	H			K	L	M	N
1	Org	Plant	Plant Name	Order Number	Order Position	Customer Material Number	Supplier Material Number	Order Date	Requested Delivery Quantity	Requested Delivery Date	Confirmed Delivery Date	Confirmed Delivery Quantity	Internal Supplier Number	Comments Schedule Line
2	SEMB	2020	SE Plant BATAM	1234	00001	M65	19-877	25.08.2020	5000	25.06.2020	09.07.2020	3000	Ackn-1	
3	SEMB	2020	SE Plant BATAM	1234	00001	M65	19-877	25.08.2020	5000	25.06.2020	30.07.2020	2000	Ackn-2	

4. Once the confirmation template is finished, save it locally and upload it on SO.

#### 4.1.2.4 How to confirm a PO on the UI?

- 1. Select one or several POs.
- 2. Click "Confirm selected"

Search	Reset	*			Add line   Delete line	My Search Profile
Grouped b	y Unloading Point	Grouped by	Material Numbe	Orders		
Default Vi	ew	Manage Vi	ew •			
Org. Bu	Plant Customer	Plant Code	Planner Co	nsignee, Name	Unloading Poi	nt Order Numb
SEMB	SE	2(	PT	Course Taxo	2	2
SEMB	SE	2(	PT	Antonia David	2	2
SEMB	SE	2(	PT	Antonio Carlo	2	2
SEMB	SE	S	PT	Internet Care	2	Te
SEMB	SE	S	PT	Internet Sector	2	Te
SEMB	SE	S	PT	Annual Carl	2	T
SEMB	SE	S	PT	Annual Carls	2	2
SEMB	SE	S	SE	l	S	1

Figure 20 : Confirm as-is 1



### 4.1.2.5 How to confirm the PO As-Is on the UI?

Enter Order details:

- 1. Check the delivery date (1) and the delivered quantity.
- 2. If you agree, click on Confirm as-is and
- 3. The customer expects in this field Acknowledgment Document Number
- 4. To finalize your confirmation of this LI, click on **Save and send**.

		> Order details										00	ntact   😧 Help	for this page	
der: 112163826	1 - Customer: So	hneider Elec	tric EUROPE	E, Customer	Plant Co	de: FRD5							/iew Buyers	Order Cha	an
Line items	Header Deta	ils P	arties				1								
Material Nu	mber Material D	escrip Unio	ading Point	Net value	Fi	rst Delivery	UoM	Qty.	Respon	Respon	Resp	Delivery	Respond	Invoice S	
010 3	M	F		2,	2	020/10/30	P	800	1	2020/9/2	chang	Final del	asha.kini	_	
020 3	M	F		2	2	020/10/28	P	1,728	1		no re	Open		_	
030 3	M	F		2	2	020/9/12	P	1,728	1.00		no re	Open		_	
040 3	M	F		2	2	020/9/24	P	1,728	1	2020/9/3	chang	Open	asha.kini	_	
050 3	M	F		2	2	020/9/7	P	1,728			no re	Cancelled		_	
060 3	M	F		1,	2	020/9/12	P	1,800	1.00		no re	Open		-	
070 3	M	F		1,	2	020/9/20	P	1,800	1.00		no re	Open		—	
000 0	8.8-			4		020/0/42	n	1 000			00.00	0000			
s. 00010: 3 otai pianned			800						800				Next Line	Item	
otal shipped			800							-					
										0					
otal pending ASN	quantity								(	0					
upplier Response	e														*
		Supplier Ref	erence: 3	<b>T</b>	t12345	<b>-</b>							_		
O No Response				les	\$12345	_							-		
Confirm as-is	<u> </u>	Supplier Mat													
	changes	Supplier Mat	erial Description	n:											
Respond with a		Price per price	e unit:												
Respond with of Decline Order I	Line														
0 .	Line	Price unit:		10	00										

Figure 21 : Confirmation as-is 2

#### Note

By clicking on **Set all to** you can confirm all LI at once.

Your order confirmation has been successfully transmitted when the notification **Confirmation** successfully sent! appears. Moreover, the **Response Result** will change into confirmed and the response date will be shown.



	) My SupplyOn	SupplyOn	Services 🔻 Adm	ninistration <del>•</del>				
	istics & Finance > Orders > Orde	- data ila						
		uetans						
Confirmation :	successfully sent!							
Order: TestOrd	der-03 - Customer: z!POC	Schneider Fle	ctric - Plant S. Customer	Plant Code: SEMB				
	_		1					
Line items	Header Details	Parties						
u	Material Number	Mater	rial Description	Unloading Point	Net value	First Delivery Date	Response Date	Response Resu
00001	M	S.		2020	5	25/06/20	07/08/20	confirmed
	W	A		2020	3	25/06/20		and the second s
00002	VV							no response

Figure 22 : Order response sent

4.1.2.6 How to confirm the PO with changes on the UI?

- 1. Check the **delivery date** and the **delivered quantity**. If you are not able to deliver the required quantity at the desired time, click on **Respond with changes**.
- 2. The delivery date can be changed or
- 3. The quantity can be split into different delivery dates (described below)
- 4. Your customer SE awaits your Acknowledgment Document number.
- 5. To finalize your confirmation of this Line item, click on **Save and send**.

	istics & Finance > C	Orders > Order details									Contact   😡	Help for this page
der: TestOr	der-0004T - Cu	stomer: zIPOCI S	chneider Electric - Plan	t S, Customer Plant C	ode: SEMB						View Buy	ers Order Cha
Line items	Header	Details P	arties									
Mate	rial Number	Material Description	on Unloading Point	Net value	First Delivery Date	UoM	Qty.	Respond	Response	Respon	Delivery St	Responded by
001 M			2020	5,	25/06/20	PCE	5,000	1		no resp	Open	
002 W			2020	3!	25/06/20	PCE	150	1.00		no resp	Open	
003 M		1000	2020	3(	12/06/20	PCE	200	1		no resp	Open	
. 00001: M65		- S/A EMC plate s5	-7								n Next	Line Item
cheddie Enie		Information			Sup	plier Info	rmation					
ommit	-	Regu. Del	Regu. Qty.	Cum. Dev. PSID	Del. Date	2 Del.	Qty.	Comment		Last Resp.		
ix.		25/06/20	5000	0	25/06/20			5000		1	Split Deli	very 3
otal planned			5000			( Street Street		5000				
otal shipped								0				
Fotal pending A	SN quantity							0				
Supplier Resp	onse		4									P
No Respor	ISP	Supplie	er Reference:	Test								
<ul> <li>Confirm as</li> </ul>		Supplie	er Material Number:	-								
Respond v			er Material Description:									
		_	er price unit:									
<ul> <li>Decline Or</li> </ul>												

Figure 23 : Respond with Changes

In case of a split delivery, click on the button Split Delivery and add lines for the planned deliveries. In following example the delivery of 2500 pieces of a good with Requested delivery date 23.09.2020 is splitted into two shipments. That's why the Split Delivery button needs to be clicked on twice.

• 2000 PCE on 21.10.2020; 500 PCE on 28.10.2020

Del. Date	Del. Qty.	Comment	Last Resp.	
2020/9/23		2500		Split Delivery



Sup	plier Information			
Del. Date	Del. Qty.	Comment	Last Resp.	
2020/9/23		2500		Split Deliver
2020/10/21		2000		Delete
2020/10/28		500		Delete

Figure 24 : PO split

#### Note

In order to split your delivery, the SE plant to be supplied must be activated for this function. You can see this if the Split Delivery button is grayed out or if you are able to click on it alternatively.

### 4.2 Changed Purchase Order

### 4.2.1 Accessing changed Purchase Order

As soon as you receive a changed order, a real-time message will be sent to your email address. A change in price, quantity or RDD will trigger such an email, meaning an original order will be rescheduled.

		SUPPLY (N)
Dear SupplyOn user,		
You have received a	n Order Change from Schneider Electric	
Customer:	Schneider Electric	
Material number:	PFXPL	_
Order Number:	1103354780	_
Contact:	Ce Phone: -	
Please use the followi Details: <u>Click</u>	ng link to log on to SupplyOn WebEDI and go directly t	to the
<ul> <li>WebEDI proc</li> </ul>	cess overview page Click here	

Figure 25: Mail notification for changed PO

If the initial order has been changed by the customer, this is indicated by a green check mark in the History column and the status dated in the Response Status column.

In order to view the changes in detail, tick the box in front of the order and click on History in the menu on the bottom.



7	Plant Code	Planner	Supplier Name	Supplier No.	History
	US	G	SE Acceptance AD	0	~
]	IN	1	SE Acceptance AD	0	************************************
1	FF	E	SE Acceptance AD	0	
1	CC	<b>C</b>	SE Accontanco AD	0	
U	pload - D	etails Cor	firm selected Histor	y Download -	Print-

**Note:** If the constant mails bother you and you want to deactivate them, see the chapter <u>Creating customized Alerts</u>.

### 4.2.2 Confirmation of changed Purchase Order

Registering and confirming the changed PO works the same as for new POs.

# 5 Goods Receipts

The following chapter deals with Goods Receipts, which inform about the receivment status of goods you sent to SE.

### 5.1 Access to Good Receipts

If you want to view GR, the following user role is required:

#### Shipping, Goods Receipts, Warehouse Management

WebEDISellerGRRead:

✓ Read access to the Goods Receipt screen.

Goods Receipt process (GR) can be accessed via the menu item **Delivery > Goods Receipt**.

Logistics & Finance				
Demand •	~			
Planning	~			
Delivery	^			
Advance Shipping Notices				
Goods Receipts				
Due Deliveries				
Monitoring	~			

Figure 26 : Access Good Receipts process



You will automatically be directed to the GR overview screen.

QAS/PrePRD	New New		SupplyOn Se	rvices ▼	Administra	tion ▼		E 1	-		1
My SupplyOn	> Logistics & Financ	e > Goods Receipt						Ce	ontact   😧 Help	for this page	Print
Quick Search	Advanced Search								Hide	e Search Area	
		×			Add I	ine   Delete	ine My	Search Profiles	1100	o ocaron Arca	
Search	Reset								✓ Ma	nage View -	1
Sedicii	Resei										
Condo I	a a a int										
Goods F		✓ Manage	View •	0		5	6	7	8	Reset all Filters	5
		2	View - 3 Order Num	4 Order Posi	Customer Mat	5 Recei	6 GR State	7 GR State Desc	8 Receipt Date	Reset all Filters	
Default Consignee	View	2	3	4 Order Posi 00010	Customer Mat	5 Recei 18	GR State Accepted	7 GR State Desc Accepted	8	9	
Default Consignee	View Goods Receipt	Quantity status	Order Num					1	Receipt Date	9 Flexible1	-
Default Consignee Hc Hc	View Goods Receipt ORDERS	2 Quantity status Partial Receipt	Order Num 1	00010	2	18	Accepted	Accepted	8 Receipt Date 07.09.20 0	9 Flexible1	4
Default Consignee Hc Hc Hc	View Goods Receipt ORDERS ORDERS	2 Quantity status Partial Receipt Overshipped	3 Order Num 1 1	00010 00010	2	18 300	Accepted Accepted	Accepted Accepted	8 Receipt Date 07.09.20 0 03.09.20 0	9 Flexible1	4
Default	View Goods Receipt ORDERS ORDERS ORDERS	Quantity status Partial Receipt Overshipped Overshipped	0rder Num 1 1 1	00010 00010 00010	2/ 3/ 3/	18 300 300	Accepted Accepted Accepted	Accepted Accepted Accepted	8           Receipt Date           07.09.20 0           03.09.20 0           03.09.20 0	9 Flexible1	4
Default Consignee Ho Ho Ho Ho	View Goods Receipt ORDERS ORDERS ORDERS ORDERS	2 Quantity status Partial Receipt Overshipped Overshipped Overshipped	0rder Num 1 1 1 1 1	00010 00010 00010 00010	2( 3) 3) 3)	18 300 300 800	Accepted Accepted Accepted Accepted	Accepted Accepted Accepted Accepted	8           Receipt Date           07.09.20 0           03.09.20 0           03.09.20 0           03.09.20 0	9 Flexible1	4

Figure 27: Goods Receipts overview

- 1. **Goods Receipt Type** "ORDERS" is a link to the relating Orders Object, whereas Despatch Advice (DESADV) is a link to the relating ASN on SO.
- 2. The **Quantity status** indicates if the GR quantity corresponds to the total order quantity or only a partial quantity.
- 3. Order Number displays relating Order number
- 4. Order Position displays relating Order Position
- 5. Receipt Quantity indicates the delivered quantity to your customer.
- 6. GR State can be Accepted or Rejected
- 7. GR State Description informs you about Cancellation or Rejection of your shipped goods.
- 8. Receipt Date indicates the date of the GR
- 9. Flexible Field 1 contains remarks of SE (e.g. INV No / documents provided by supplier)

### 5.2 Download of Goods Receipts

Goods Receipts can be downloaded either as CSV or as XLS file by clicking on the Downloadbutton on the bottom of the Goods Receipts Overview.

Default	View	~	Manage V	iew •	
Consignee	Goods Receipt	Quantit	y status	Order Nu	
Ho	ORDERS	Partial	Receipt	11216388	
-lo	ORDERS	Oversh	11216383 11216383		
-lo	ORDERS	Oversh			
-lo	ORDERS	Oversh	ipped	1121638	
-lo	ORDERS	Oversh	ipped	11216383	
EL	Default Profile C	sv	1	11041160	
EL	Default Profile X	10	ped	11041159	
EL	Configure pro		ped	11041159	

Figure 28: Downloading GR



# 6 FAQs and SupplyOn Contact

#### Forgot password?

You can get a new password at any time. Therefore you need your user ID and your e-mail address. You get an e-mail including a link you have to click within the next 24 hours. Subsequently you get directed to a website to specify your new password. You can start the process here.

#### > Forgot User ID?

You can get notified about your user ID at any time. Therefore you need your first and last name and your e-mail address. You will receive an e-mail with your current user ID. Important: The e-mail address, first and last name have to be stored at SupplyOn. Your spam filter must not block the e-mail.

Get your user ID here.

Further frequently asked questions can be read here.

Detailed information regarding the SO applications and navigation on the UI is provided on the <u>SO</u> media library.

E-mail address for productive issues: https://contact.supplyon.com/en/

- Worldwide support in 9 languages (English, German, French, Spanish, Portuguese, Italian, Chinese, Japanese and Korean)
- 365 days/24 hours available