

Guideline for SupplyOn WebEDI Collaboration for Stabilus Suppliers

Orders in Supply Chain Collaboration – LIGHT

24.02.2023

V. 3.0



# Purchase Orders in Supply Chain Collaboration

Purchase Orders will be transmitted from your customer to SupplyOn and displayed in the Supply Chain Collaboration afterwards.

## Navigating to the Orders

Enter www.supplyon.com in your browser and click on “Login” and log in with your account credentials.

* Enter your User-ID. (1)
* Enter your password. (2)
* Click the button “Login”. (3)

Graphical user interface, application

Description automatically generated

Go to “SupplyOn Services” (1) and navigate to “Supply Chain Collaboration” (2).

Graphical user interface, application

Description automatically generated

Navigate to the card “Orders” and click on the blue arrow in the upper right corner.

Graphical user interface, application

Description automatically generated

## **Overview Orders**

You are directed to an overview of all orders. Click on “Order Line Items Overview”.

Graphical user interface, application, email

Description automatically generated