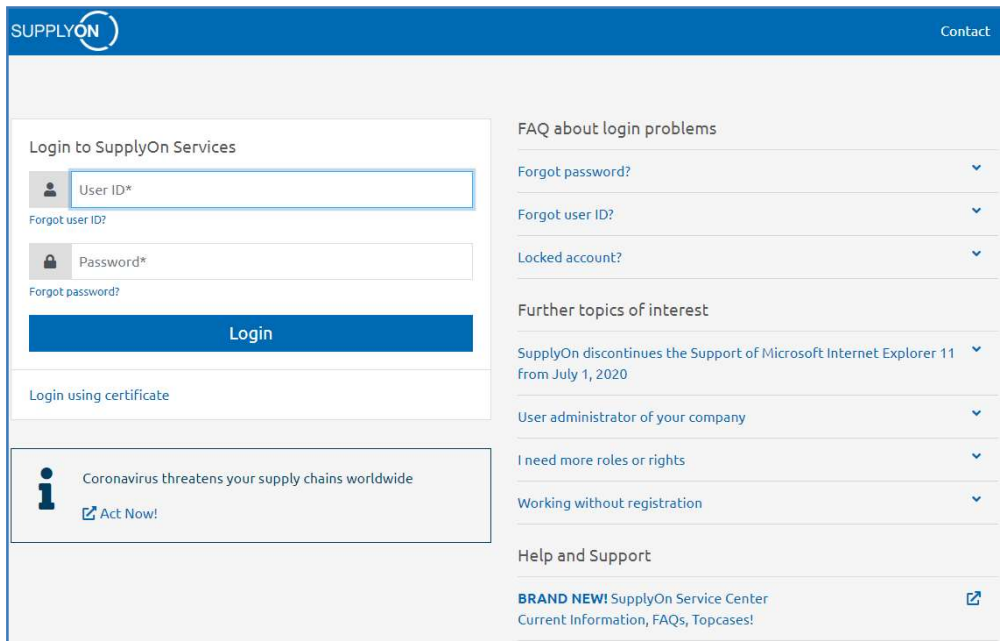


Quick Guide – Supply Chain Collaboration – Order line item overview

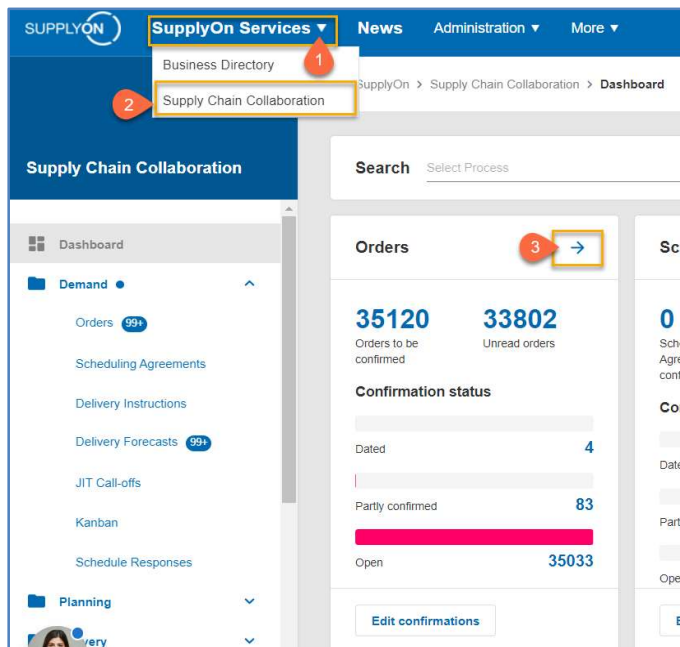
The aim of this quick guide is to give you a basic understanding about the Supply Chain Collaboration Order line items overview, to explain how you can work with the new User Interface and easily respond to your customers' requests. This guide focuses on the Order line item overview only. To see how to work in the default Orders application see the detailed [training guide](#).

1. How to get there

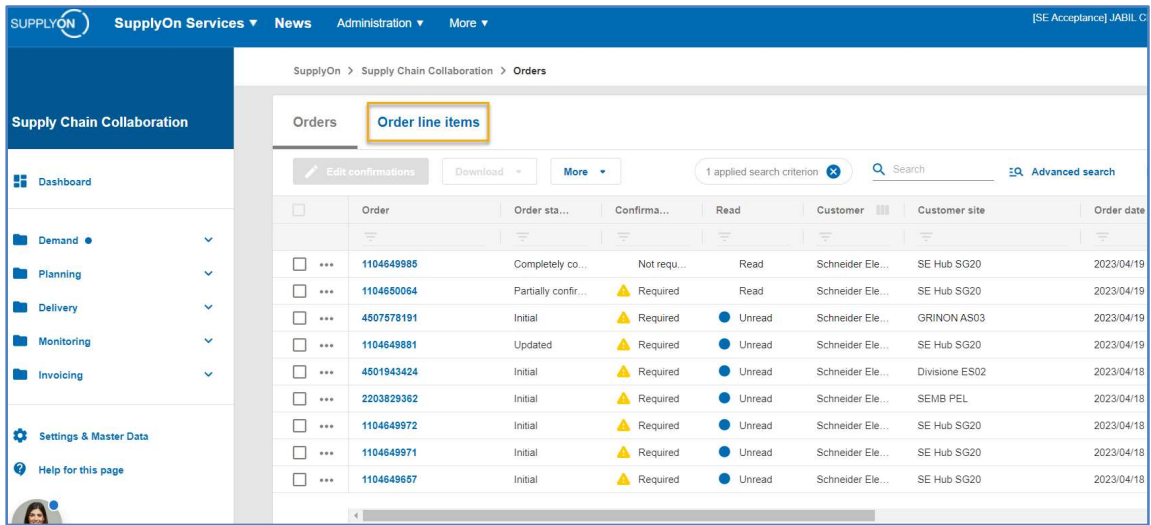
1.1 Open the [SupplyOn Login Page](#) and enter your User ID and password



1.2 Select Supply Chain Collaboration from SupplyOn Services and access the Orders module



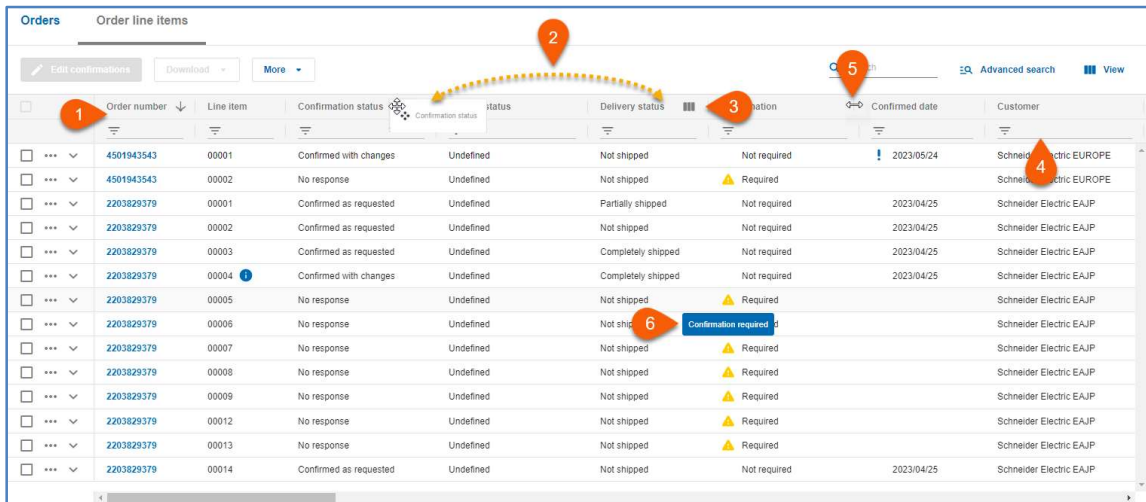
1.3 Select Order Line Items



Note


Order line items view will show an overview of order positions.

1.4 Configure the view according to your own needs.



Once visiting the Line Items Overview for the first time, a default set of table columns will be visible for the user. This can be changed:

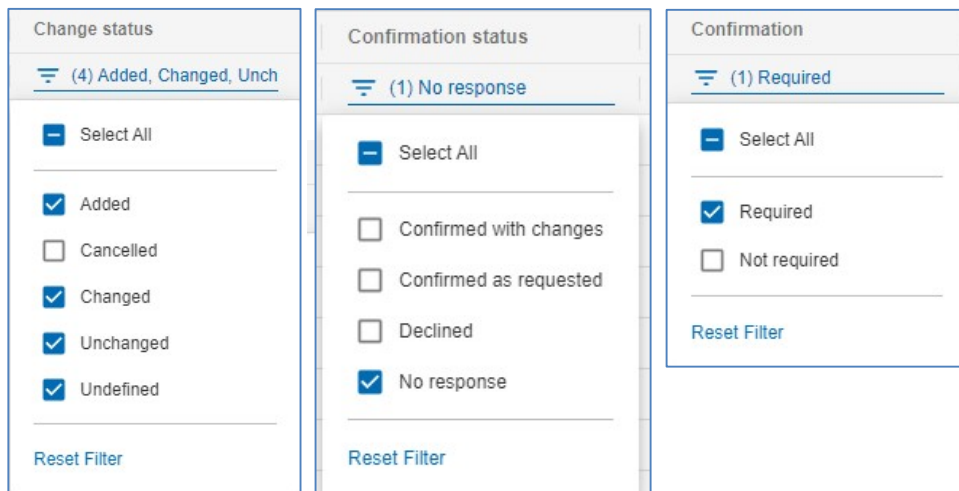
1. Sort the column content with a click on the column header.
2. Change the column position with drag and drop.

3. Hide or unhide columns by the menu  of any column header which appears by mouse over.
4. Filter for specific information. The filter options depend on the column.
5. Adjust the column width.
6. Useful information is displayed with a mouse over.

Your configured view will be saved for your user automatically. With your next access to the line items overview the same columns in the same positions will be displayed.

2. How to work in Order line items Overview

2.1 Filter for Confirmation status *No response*, deselect Status *Cancelled* and deselect Confirmation *Not Required* to see line items where your confirmation is required.



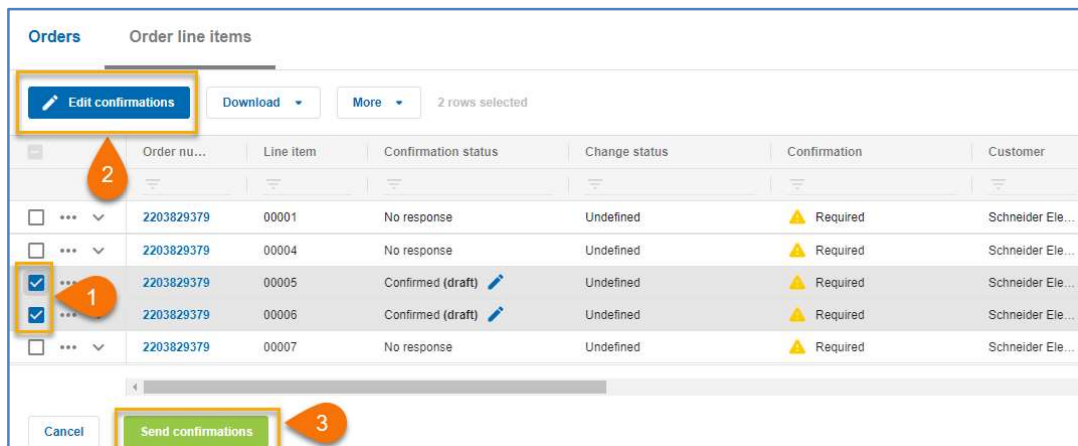
The image shows three panels of filter settings:

- Change status:** Shows a list of status options: Added, Cancelled, Changed, Unchanged, and Undefined. All are checked. A 'Reset Filter' button is at the bottom.
- Confirmation status:** Shows a list of confirmation status options: Confirmed with changes, Confirmed as requested, Declined, and No response. Only 'No response' is checked. A 'Reset Filter' button is at the bottom.
- Confirmation:** Shows a list of confirmation options: Required and Not required. Only 'Required' is checked. A 'Reset Filter' button is at the bottom.

2.2 To respond to your customer you can:

- a. Confirm as requested
- b. Confirm with changes on delivery date
- c. Confirm with changes by splitting delivery

2.3 Select one or several lines and *Edit confirmations*. For Confirm as requested click on *Send confirmations* without changing any entries.



The screenshot shows the 'Order line items' table with the following data:

	Order nu...	Line item	Confirmation status	Change status	Confirmation	Customer
<input type="checkbox"/>	2203829379	00001	No response	Undefined	Required	Schneider Ele...
<input type="checkbox"/>	2203829379	00004	No response	Undefined	Required	Schneider Ele...
<input checked="" type="checkbox"/>	2203829379	00005	Confirmed (draft)	Undefined	Required	Schneider Ele...
<input checked="" type="checkbox"/>	2203829379	00006	Confirmed (draft)	Undefined	Required	Schneider Ele...
<input type="checkbox"/>	2203829379	00007	No response	Undefined	Required	Schneider Ele...

Annotations in the image:

- 1:** Points to the checkboxes for rows 00005 and 00006.
- 2:** Points to the 'Edit confirmations' button.
- 3:** Points to the 'Send confirmations' button.

2.4 For confirmation with changes the field Confirmed date gets editable. Change the delivery date and click *send confirmations*.

Orders Order line items

Edit confirmations Download More 1 row selected

	Order nu...	Line item	Confirmation status	Change status	Confirmation	Confirmed date	Customer
<input type="checkbox"/>	2203829379	00001	No response	Undefined	Required		Schneider Electric ...
<input type="checkbox"/>	2203829379	00004	No response	Undefined	Required		Schneider Electric ...
<input checked="" type="checkbox"/>	2203829379	00005	Confirmed (draft)	Undefined	Required	2023/04/27	Schneider Electric ...
<input type="checkbox"/>	2203829379	00006	No response	Undefined	Required		Schneider Electric ...
<input type="checkbox"/>	2203829379	00007	No response	Undefined	Required		Schneider Electric ...
<input type="checkbox"/>	2203829379	00008	No response	Undefined	Required		Schneider Electric ...
<input type="checkbox"/>	2203829379	00009	No response	Undefined	Required		Schneider Electric ...
<input type="checkbox"/>	2203829379	00010	No response	Undefined	Required		Schneider Electric ...
<input type="checkbox"/>	2203829379	00011	No response	Undefined	Required		Schneider Electric ...
<input type="checkbox"/>	2203829379	00012	No response	Undefined	Required		Schneider Electric ...
<input type="checkbox"/>	2203829379	00013	No response	Undefined	Required		Schneider Electric ...
<input type="checkbox"/>	2203829379	00014	Confirmed as requested	Undefined	Not required		Schneider Electric ...
<input type="checkbox"/>	2203829379	00015	Confirmed as requested	Undefined	Not required		Schneider Electric ...
<input type="checkbox"/>	2203829379	00016	Confirmed with changes	Undefined	Not required		Schneider Electric ...

2023/04/27

2023/04/24 Schneider Electric ...

Cancel Send confirmations

2.5 For confirmation with a split of the quantity open the line and click *Split delivery*. Enter *Confirmed Delivery Dates* and split the quantity. Sum of *Confirmed Quantity* needs to remain the same

Orders Order line items

Edit confirmations Download More 1 row selected

	Order nu...	Line item	Confirmation status	Change status	Confirmation	Confirmed date
<input type="checkbox"/>	2203829379	00001	No response	Undefined	Required	
<input type="checkbox"/>	2203829379	00004	No response	Undefined	Required	
<input checked="" type="checkbox"/>	2203829379	00005	Confirmed (draft)	Undefined	Required	2023/04/25

Line item 00005

Split delivery

Supplier comment

Close

Cancel Send confirmations

3. What else can be done?

3.1 Filter for open Orders to see which Purchase Orders are still to be shipped.

Orders Order line items

Edit confirmations Download More

	Order nu...	Line item	Confirmation status	Change status	Delivery ...	Confirmation
<input type="checkbox"/>	2203829379	00001	No response	Undefined		
<input type="checkbox"/>	2203829379	00002	No response	Undefined		
<input type="checkbox"/>	2203829379	00003	No response	Undefined		
<input type="checkbox"/>	2203829379	00004	No response	Undefined		
<input type="checkbox"/>	2203829379	00005	No response	Undefined		
<input type="checkbox"/>	2203829379	00006	No response	Undefined		
<input type="checkbox"/>	2203829379	00007	No response	Undefined		
<input type="checkbox"/>	2203829379	00008	No response	Undefined		
<input type="checkbox"/>	2203829379	00009	No response	Undefined		
<input type="checkbox"/>	2203829379	00010	No response	Undefined		
<input type="checkbox"/>	2203829379	00011	No response	Undefined		

- Select All
- Completely shipped
- Cancelled
- Completely received
- Final delivery set
- Not shipped
- Not requested
- Partially shipped

Reset Filter

3.2 Download and upload POs for quick and easy confirmation of a high number of lines.

The screenshot shows the SAP Orders interface with the 'Order line items' tab selected. A list of 9 rows is displayed, each with a checkbox, a dropdown menu, and columns for 'Order number', 'Order position number', 'Buyer Material Number', 'Supplier Material Number', 'Supplier material description', 'Date Type', and 'Requested pickup date'. A 'Download' menu is open, showing options for 'Download orders', 'Download confirmations', 'Download confirmation template', and 'Download basic confirmation template'. The 'Download confirmation template' option is selected, and a sub-menu is open showing 'Standard confirmation template (.csv)' and 'Standard confirmation template (.xlsx)'. A red callout '1' points to the 'More' button, '2' to the 'Download' menu, '3' to the 'Requested pickup date' column, and '4' to the 'Standard confirmation template (.xlsx)' option.

Organization	Plant identification	Order Number	Order position number	Buyer Material Number	Supplier Material Number	Supplier material description	Date Type	Requested pickup date
SESEA	SEMB-PEL	2203829379	00001	11658014P003-SA			DELIVERY_DATE	
SESEA	SEMB-PEL	2203829379	00002	11658014P003-SA			DELIVERY_DATE	
SESEA	SEMB-PEL	2203829379	00003	11658014P003-SA			DELIVERY_DATE	
SESEA	SEMB-PEL	2203829379	00004	11658014P003-SA			DELIVERY_DATE	
SESEA	SEMB-PEL	2203829379	00005	M6589260P002-SA			DELIVERY_DATE	
SESEA	SEMB-PEL	2203829379	00006	M6589260P002-SA			DELIVERY_DATE	
SESEA	SEMB-PEL	2203829379	00007	M6589260P002-SA			DELIVERY_DATE	
SESEA	SEMB-PEL	2203829379	00008	M6589260P002-SA			DELIVERY_DATE	
SESEA	SEMB-PEL	2203829379	00009	M6589260P002-SA			DELIVERY_DATE	

Note

To upload confirmations click on *More* and select *Upload confirmations*.

3.3 By clicking on the *Order number* you are directed to the Order details screen to review detailed information of the Order.

The screenshot shows the SAP Orders interface with the 'Order line items' tab selected. A list of 3 rows is displayed, each with a checkbox, a dropdown menu, and columns for 'Order number' and 'Line item'. A hand cursor is pointing to the 'Order number' column, which contains the value 4501943543.

Order number	Line item
4501943543	00001
4501943543	00002
2203829379	00001

3.4 In addition to ordering related information or status, you can also find information on subsequent processes like ASN, Goods receipt or Invoicing.

See for example following columns:

Delivery status to see if delivery is still required (ASN creation and/or receipt open).

Qty. open for shipping or **In-transit qty.** to see for which quantity an ASN creation is required.

Qty. open for receipt or **Received qty.** to see for which quantity the goods are not yet delivery.

Invoice status to see if invoice creation is already done.

4. Prerequisite for use

Precondition for the usage of Order line items overview is an active user account for the SupplyOn platform with the appropriate user roles for Supply Chain Collaboration Orders.

To receive an appropriate user account please contact your internal **SupplyOn CompanyAdmin** and request at least one of the following user roles:

WebEDISellerPO (Access to purchase orders)

WebEDISellerPO_OR (Access purchase orders and order confirmations)

WebEDISellerAdmin (Extensive authorities over the Supply Chain Collaboration and various, unlocked applications)

SupplyOn Company Admin

- Your SupplyOn CompanyAdmin is an employee of your company
- If you don't know your CompanyAdmin please contact the [SupplyOn Support](#) (Please provide your company name and DUNS)
- Your AirSupply CompanyAdmin is responsible for:
 - Creation of user accounts
 - Assignment of additional user roles
 - Resetting of your password
 - Unlocking your user account

5. Support for SupplyOn Supply Chain Collaboration

Further information, user guides, videos and FAQs are available on the [Supplier Info Portal](#).

Please see also the direct links:

Training documents: [Detailed User Guide](#)

Training Videos: [Order confirmation \(tbd\)](#)

Supplier Info Portal: [Frequently asked questions](#)

If you need further support please contact the [SupplyOn Support](#).