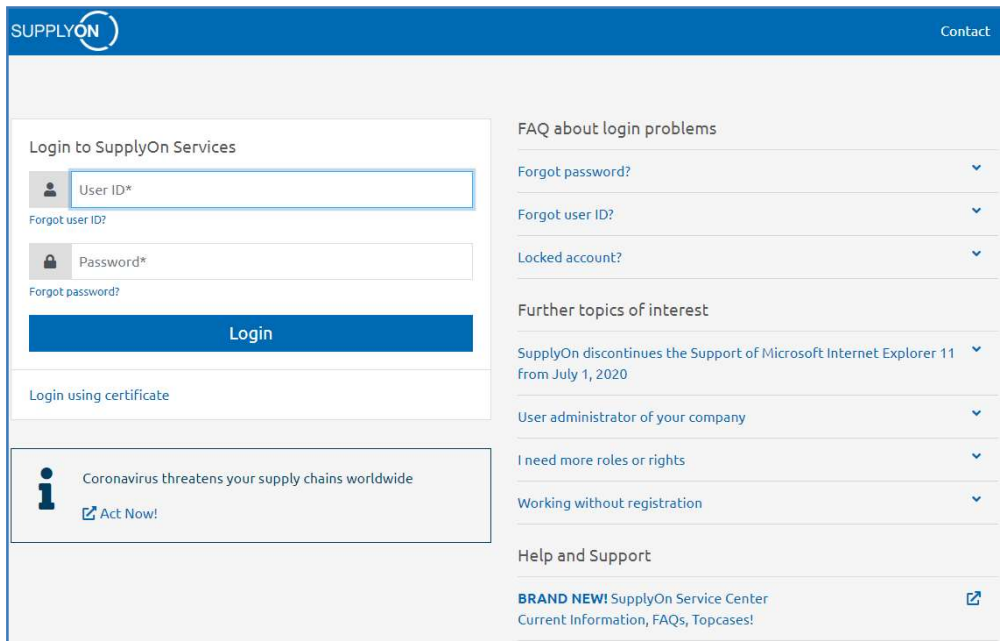# Quick Guide – Supply Chain Collaboration – Order line item overview

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.
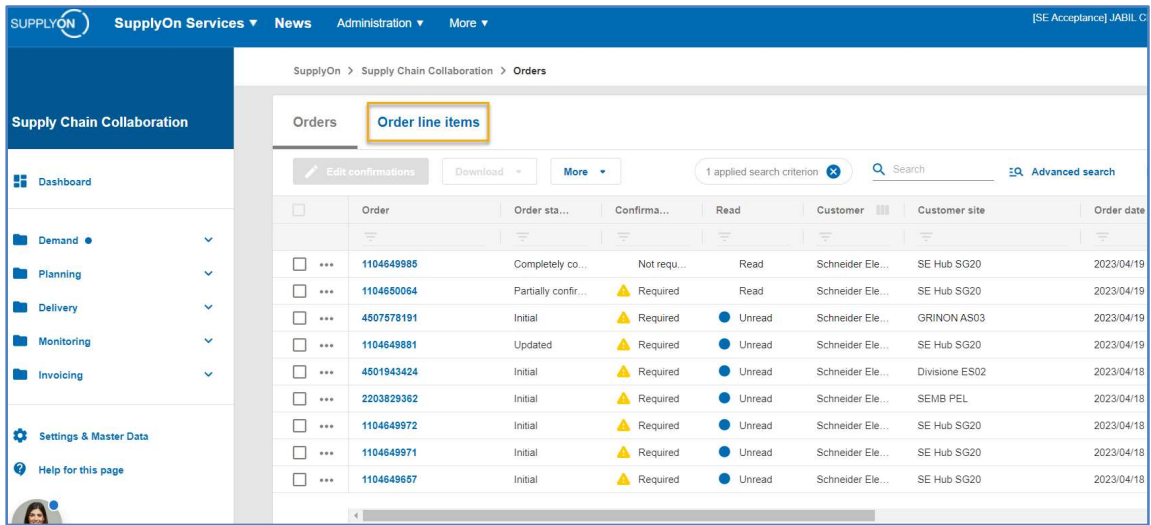
1. How to get there

1.1 Open the SupplyOn Login Page and enter your User ID and password

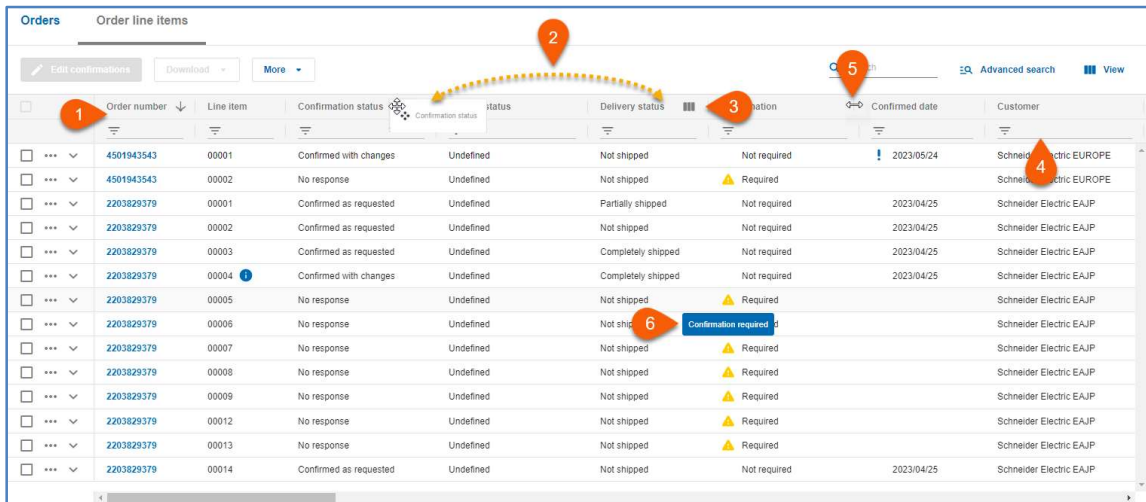### 1.2 Select Supply Chain Collaboration from SupplyOn Services and access the Orders module
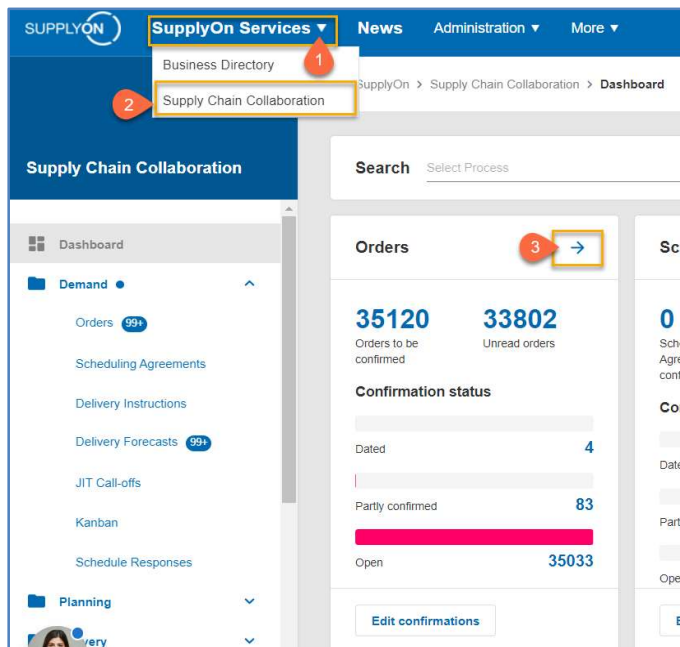
1.3 Select Order Line Items

> **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:
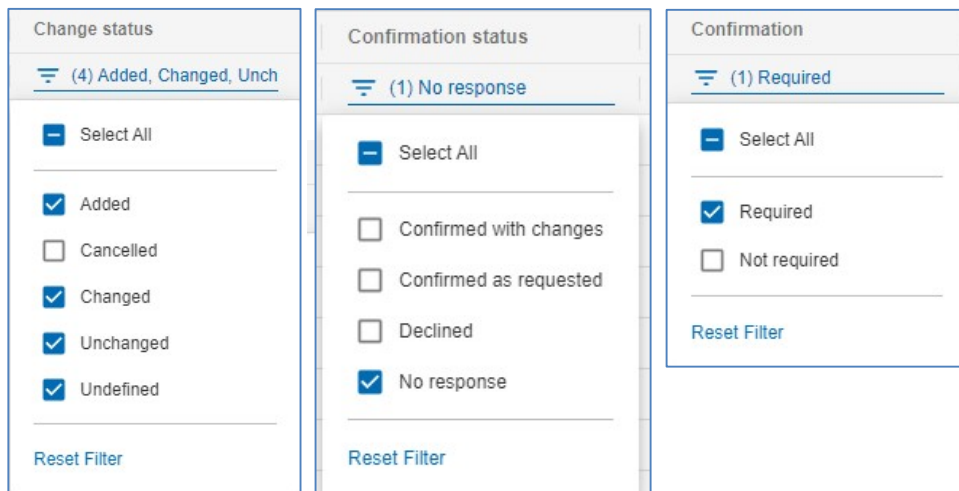
1. Sort the column content with a click on the column header.

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.
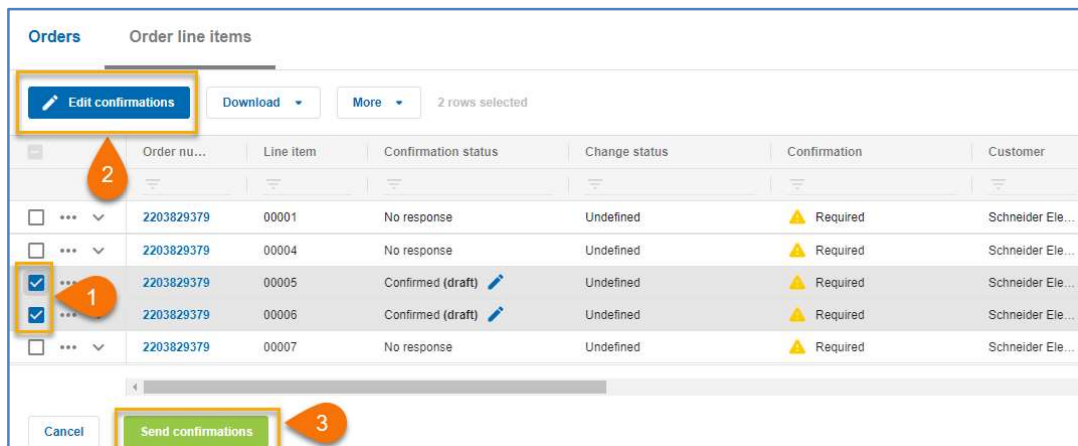
Change status	Confirmation status	Confirmation
⫶ (4) Added, Changed, Unch	⫶ (1) No response	⫶ (1) Required
▬ Select All	▬ Select All	▬ Select All
☑ Added	☐ Confirmed with changes	☑ Required
☐ Cancelled	☐ Confirmed as requested	☐ Not required
☑ Changed	☐ Declined	Reset Filter
☑ Unchanged	☑ No response	
☑ Undefined		
Reset Filter	Reset Filter	

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.

		Order nu...	Line item	Confirmation status	Change status	Confirmation	Customer
☐	⋯ ⌄	2203829379	00001	No response	Undefined	⚠ Required	Schneider Ele...
☐	⋯ ⌄	2203829379	00004	No response	Undefined	⚠ Required	Schneider Ele...
☑	⋯	2203829379	00005	Confirmed (draft) ✎	Undefined	⚠ Required	Schneider Ele...
☑	⋯	2203829379	00006	Confirmed (draft) ✎	Undefined	⚠ Required	Schneider Ele...
☐	⋯ ⌄	2203829379	00007	No response	Undefined	⚠ Required	Schneider Ele...

Orders | Order line items

✎ Edit confirmations | Download ▾ | More ▾ | 2 rows selected

Cancel | Send confirmations

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

3. What else can be done?

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

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

	Note
	To upload confirmations klick 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.

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**.