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 <u>SupplyOn Login Page</u> and enter your User ID and password

SUPPLY(N)	Co	ntact
Login to SupplyOn Services	FAQ about login problems	
Luser ID*	Forgot password?	*
Forgot user ID?	Forgot user ID?	*
Password*	Locked account?	~
Forgot password?	Further topics of interest	
Login	SupplyOn discontinues the Support of Microsoft Internet Explorer 11	~
Login using certificate	From July 1, 2020	
	User administrator of your company	*
Coronavirus threatens your supply chains worldwide	I need more roles or rights	*
L CARDINGS CHECKING JOIN SUPPORT	Working without registration	*
	Help and Support	
	BRAND NEW! SupplyOn Service Center Current Information, FAQs, Topcases!	Ø

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

	Dn Services 🔻	News	Administration v	More 🔻
Business	Directory (1)			
2 Supply C	hain Collaboration	SupplyOn > S	Supply Chain Collabor	ation > Dashboard
Supply Chain Collaborat	ion	Search s	elect Process	
Dashboard		Orders	3	→ Scł
Demand •	^			
Orders 99+		35120	33802	0
Scheduling Agreements		Orders to be confirmed	Unread orders	Sche Agrei confi
Delivery Instructions		Confirmatio	on status	Cor
Delivery Forecasts 99+		Dated		4
JIT Call-offs		ſ		Date
Kanban		Partly confirmed	1	83 Parti
Schedule Responses		Open	3	35033
Planning	~	Edit confin		
r A ery	~	East confin	mations	E

1.3 Select Order Line Items

SUPPLYON Supp	lyOn Services	News Ad	Iministration More	e ▼					[SE Acceptance] JABIL
		SupplyOn	> Supply Chain Collabora	ation > Orders					
Supply Chain Collabo	oration	Orders	Order line item	s					
Dashboard		🖍 Edit	confirmations Dov	wnload * More	•	1 applied search cri	iterion 🙁 🔍 S	earch	EQ. Advanced search
			Order	Order sta	Confirma	Read	Customer	Customer site	Order da
Demand •	~								
Planning	~		1104649985	Completely co	Not requ	Read	Schneider Ele	SE Hub SG20	2023/04
			1104650064	Partially confir	A Required	Read	Schneider Ele	SE Hub SG20	2023/04
Delivery	~		4507578191	Initial	A Required	Unread	Schneider Ele	GRINON AS03	2023/04
Monitoring	~		1104649881	Updated	A Required	Unread	Schneider Ele	SE Hub SG20	2023/04
Invoicing	~		4501943424	Initial	A Required	Unread	Schneider Ele	Divisione ES02	2023/04
			2203829362	Initial	A Required	 Unread 	Schneider Ele	SEMB PEL	2023/04
Settings & Master Data			1104649972	Initial	A Required	Unread	Schneider Ele	SE Hub SG20	2023/04
			1104649971	Initial	A Required	 Unread 	Schneider Ele	SE Hub SG20	2023/04
Help for this page			1104649657	Initial	A Required	Unread	Schneider Ele	SE Hub SG20	2023/04
A			4						

Note

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

1.4 Configure the view according to your own needs.

	Downle	ood ×	ore -			C	2 <mark>5 n =</mark>	Q Advanced search 🔛 View
	Order number 🔸	Line item	Confirmation status	status	Delivery status	3 hation	Confirmed date	Customer
-	Ŧ	$\overline{\tau}$		-	Ŧ	Ŧ	Ŧ	
] … ~	4501943543	00001	Confirmed with changes	Undefined	Not shipped	Not required	2023/05/24	Schneid Actric EUROPE
] v	4501943543	00002	No response	Undefined	Not shipped	A Required		Schneid Schrie EUROPE
] ··· v	2203829379	00001	Confirmed as requested	Undefined	Partially shipped	Not required	2023/04/25	Schneider Electric EAJP
] ··· v	2203829379	00002	Confirmed as requested	Undefined	Not shipped	Not required	2023/04/25	Schneider Electric EAJP
] ··· v	2203829379	00003	Confirmed as requested	Undefined	Completely shipped	Not required	2023/04/25	Schneider Electric EAJP
- ··· v	2203829379	00004 🕕	Confirmed with changes	Undefined	Completely shipped	Not required	2023/04/25	Schneider Electric EAJP
] ··· v	2203829379	00005	No response	Undefined	Not shipped	A Required		Schneider Electric EAJP
] ··· v	2203829379	00006	No response	Undefined	Not ship 6 Con	firmation required		Schneider Electric EAJP
] … ~	2203829379	00007	No response	Undefined	Not shipped	A Required		Schneider Electric EAJP
] ··· v	2203829379	00008	No response	Undefined	Not shipped	A Required		Schneider Electric EAJP
] ··· v	2203829379	00009	No response	Undefined	Not shipped	A Required		Schneider Electric EAJP
] ··· v	2203829379	00012	No response	Undefined	Not shipped	A Required		Schneider Electric EAJP
_ ··· ~	2203829379	00013	No response	Undefined	Not shipped	A Required		Schneider Electric EAJP
] v	2203829379	00014	Confirmed as requested	Undefined	Not shipped	Not required	2023/04/25	Schneider Electric EAJP

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	\Xi (1) No response	= (1) Required
Select All	Select All	Select All
Added	Confirmed with shanses	Required
Cancelled	Confirmed with changes	Not required
Changed	Confirmed as requested	
Unchanged	Declined	Reset Filter
Undefined	No response	
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.

🖋 Edit conf	irmations Do	wnload -	More 2 rows selected			
	Order nu	Line item	Confirmation status	Change status	Confirmation	Customer
2	T					
] ~	2203829379	00001	No response	Undefined	A Required	Schneider El
] … ~	2203829379	00004	No response	Undefined	A Required	Schneider El
2	2203829379	00005	Confirmed (draft) 🧪	Undefined	A Required	Schneider El
	2203829379	00006	Confirmed (draft) 🧪	Undefined	A Required	Schneider El
] ~	2203829379	00007	No response	Undefined	A Required	Schneider El

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

🧨 Edit con	firmations	Download •	More • 1 row selected						
2	Order nu	Line item	Confirmation status	Change status	Confirmation	Confirmed date	CU	istomer	
] ~	2203829379	00001	No response	Undefined	A Required	3	Sc	hneider E	Electric
] ~	2203829379	00004	No response	Undefined	🔥 Required	V	Sc	hneider E	ectric
	2203829379	00005	Confirmed (draft)	Undefined	A Required	2023/04/27	6	> 🗖	ctric
] ~	2203829379	00006	No response	Undefined	A Required				<
] … ~	2203829379	00007	No response	Undefined	A Required	S M	тw	т	F
] ~	2203829379	00008	No response	Undefined	A Required	5 M			
] ~	2203829379	00009	No response	Undefined	A Required				
] ~	2203829379	00010	No response	Undefined	A Required	2 3	4 5	6	7
] ~	2203829379	00011	No response	Undefined	A Required	9 10	11 12	13	14
] … ~	2203829379	00012	No response	Undefined	A Required	16 17	18 19	20	21
] ~	2203829379	00013	No response	Undefined	A Required	23 24	25 26	27	28
] ~	2203829379	00014	Confirmed as requested	Undefined	Not required	30			
] ~	2203829379	00015	Confirmed as requested	Undefined	Not required	30			
] ~	2203829379	00016	Confirmed with changes	Undefined	Not required	2023/04/24	50	nneider E	ectric

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

2	Order nu	Line item	Confirmation status	Change status	Confirmation	Confirmed date
6						
··· v	2203829379	00001	No response	Undefined	A Required	
··· v	2203829379	00004	No response	Undefined	A Required	
^	2203829379	00005	Confirmed (draft) 🧪	Undefined	A Required	2023/04/25
Split del	ivery 4					
Supplie	r comment					
Close						

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 iter	ns				
🧨 Edit confi	imations De	ownload ~	More -			
	Order nu	Line item	Confirmation status	Change status	Delivery Confirm	nation
	÷	÷	Ŧ	Ŧ	-	
] ··· v	2203829379	00001	No response	Undefined	Select All	i red
- ··· v	2203829379	00002	No response	Undefined	<u> </u>	red
- ··· v	2203829379	00003	No response	Undefined	Completely shipped	red
···· ~	2203829379	00004	No response	Undefined	Cancelled	i red
- ··· v	2203829379	00005	No response	Undefined	Completely received	i red
- ··· v	2203829379	00006	No response	Undefined	Final delivery set	i red
···· ~	2203829379	00007	No response	Undefined	Not shipped	i red
- ··· v	2203829379	00008	No response	Undefined	Not requested	i red
- ··· v	2203829379	00009	No response	Undefined	Partially shipped	• I red
···· v	2203829379	00010	No response	Undefined	Reset Fitter	i red
- ··· v	2203829379	00011	No response	Undefined	NULSHIPPEU CA	uured

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

- 4			_				2	4							
1	E	dit	t confirr	matior	ıs	Download	• Mor		9 rows selected					(Q Search
	-			Ord	er nu	Download or	rders	>	on status	Change status		Delivery	Confirmation		Confirmed date
	1	9		Ŧ		Download co	onfirmations	>		÷		Ŧ	Ŧ		-
			~	220	382937	Download co	onfirmation temp	ate >	Standard cor	firmation template (.csv)		Not shipped	A Required		
			~	220	382937	Download ba	asic confirmation	template	Standard cor	firmation template (.xlsx)		Not shipped	A Required		
2	•••		~	220	3829379	0000	13	No respor	ise	Undefined	4	Not shipped	A Required		
2			~	220	3829379	0000)4	No respor	ise	Undefined		Not shipped	Required		
2 ŀ	•••		~	220	3829379	0000	15	No respor	ise	Undefined		Not shipped	Required		
2	•••		~	220	3829379	0000	16	No respor	ise	Undefined		Not shipped	🔺 Required		
2	•••		~	220	3829379	0000	7	No respor	ise	Undefined		Not shipped	🔺 Required		
2	•••		~	220	3829379	0000	8	No respon	ise	Undefined		Not shipped	🛕 Required	3	
2	•••		~	220	3829379	0000	19	No respor	ise	Undefined		Not shipped	🛕 🦕		
	4		A			В	С		D	E	F		G	н	1
_	1		Organiza SEA		Plant id SEMB-PEL	entification	Order Number 2203829379	Order ; 00001	osition number	Buyer Material Number 1L658014P003-SA	Supplier Mate	rial Number	Supplier material descr	iption Date Type DELIVERY DAT	Requested pickup d
_			SEA		SEMB-PEL		2203829379	00001		1L658014P003-SA				DELIVERY DAT	
			SEA		SEMB-PEL		2203829379	00003		1L658014P003-SA				DELIVERY_DAT	
-	5	SE	SEA		SEMB-PEL		2203829379	00004		1L658014P003-SA				DELIVERY_DAT	TE
ור			SEA		SEMB-PEL		2203829379	00005		M6589260P002-SA				DELIVERY_DAT	
- 1			SEA		SEMB-PEL		2203829379	00006		M6589260P002-SA				DELIVERY_DAT	
			SEA		SEMB-PEL		2203829379	00007		M6589260P002-SA				DELIVERY_DAT	
			SEA		SEMB-PEL SEMB-PEL		2203829379 2203829379	00008		M6589260P002-SA M6589260P002-SA				DELIVERY_DAT	

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.

Orders	Order line items					
🔪 Eslit confi	mations Dow	nload -				
	Order number	Line item				
	Ŧ	Ŧ				
□ ··· ∨	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
WebEDISellerPO_OR(Access to purchase orders)
(Access purchase orders and order confirmations)
(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 <u>SupplyOn Support</u> (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

 Order confirmation (tbd)

 Supplier Info Portal: Frequently asked questions

If you need further support please contact the SupplyOn Support.