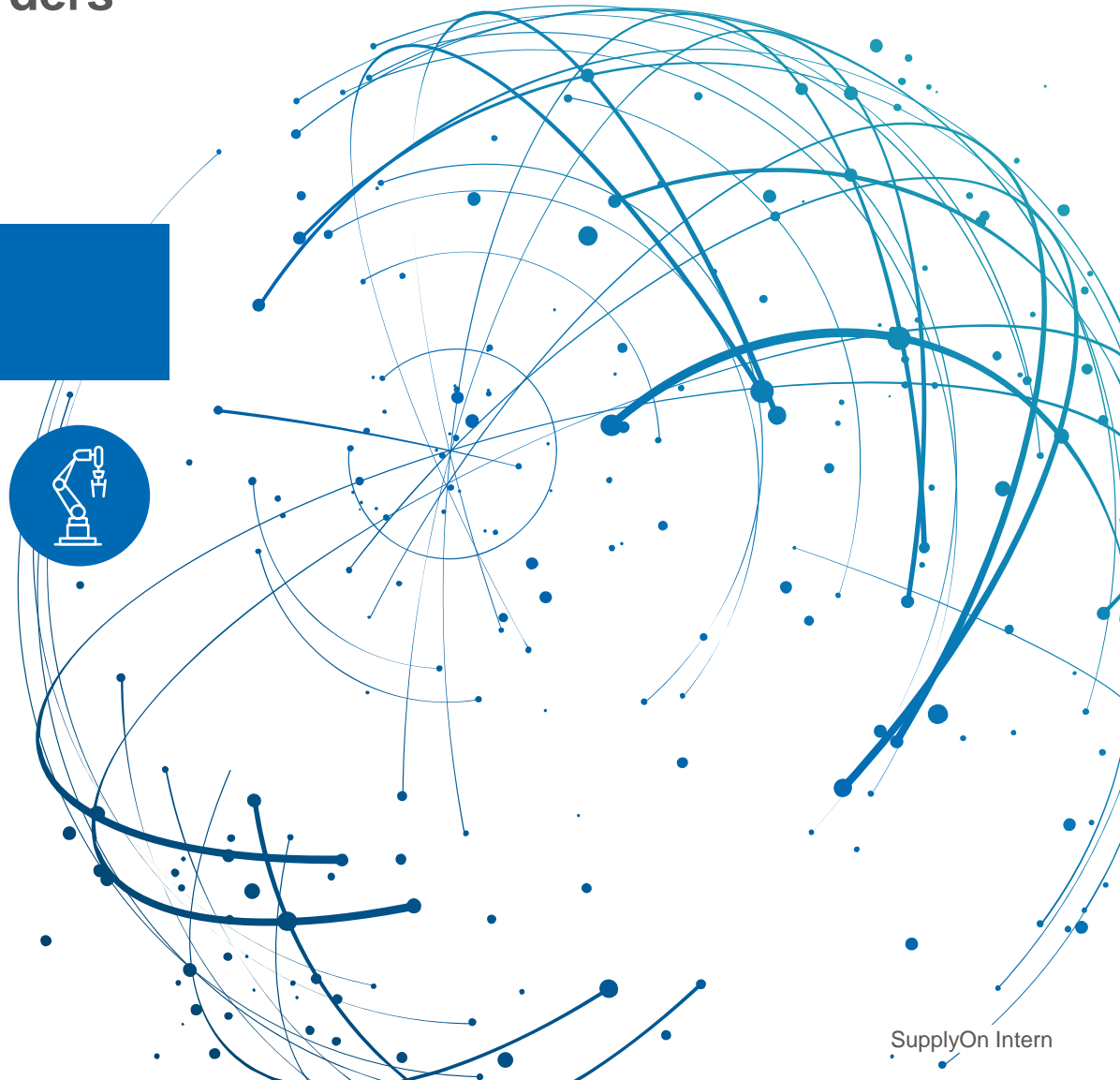


Supplier Quick Guide: How to Confirm Purchase Orders

INNIO SupplyOn Implementation

SupplyOn – the Supply Chain Business Network

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Version 2.0



Agenda

- › Step 1: Selection of services – How to open Supply Chain Collaboration (SCC)
- › Step 2: How to access orders
- › Step 3: Orders overview
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- › Step 5: How to check orders per line item
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- › Step 8: Successful PO-response
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- › Important – Step 10: How to process order changes

Step 1: Selection of services – How to open Supply Chain Collaboration (SCC)

The screenshot displays the SupplyOn dashboard interface. At the top, the navigation bar includes the SupplyOn logo, a dropdown menu for 'SupplyOn Services' (with 'Supply Chain Collaboration' highlighted), and other menu items like 'News', 'Administration', and 'More'. The user profile 'INNIO TRG Acceptance' is visible on the left. The main dashboard area features three tiles: 'Business Directory', 'Flexible Survey', and 'Sourcing'. A fourth tile, 'Supply Chain Collaboration', is highlighted with a yellow border and has an arrow icon. Below the 'Supply Chain Collaboration' tile is an 'Open' button, also highlighted with a yellow border. A 'Tips & tricks' section on the right provides instructions on how to return to the home page and find supplementary sections.

› There are two options to access Supply Chain Collaboration:

- Hover your mouse over “SupplyOn Services” and click on “Supply Chain Collaboration” in the drop-down menu.
- Click on the arrow or "Open" button that appear on the "Supply Chain Collaboration" tile in the dashboard.

Step 2: How to access orders

The screenshot shows the SupplyOn dashboard interface. The top navigation bar includes 'SupplyOn Services', 'News', 'Administration', and 'More'. The main dashboard area is titled 'Supply Chain Collaboration' and contains a search bar and several data tiles. The 'Orders' tile is highlighted with a yellow box in the navigation bar and a blue box in the dashboard grid. The 'Orders' tile displays the following data:

Category	Value
Orders to be confirmed	950
Unread orders	617

The 'Confirmation status' for Orders is shown as a bar chart with the following values:

Status	Count
Dated	120
Partly confirmed	13
Open	817

The dashboard also includes tiles for 'Scheduling Agreements', 'Delivery Instructions', 'Delivery Forecasts', 'JIT Call-Offs', 'Alerts', 'Invoicing', and 'Advance Shipping Notice'. The 'Alerts' tile shows 2606 alerts.

› There are different ways to open your Demands:

- On the navigation bar on the left-hand side, click on the arrow next to "Demands" to open the drop-down list, then select "Orders".
- Click on the arrow in the "Orders" tile that appears in the Supply Chain Collaboration dashboard.
- Click on any of the options within the "Orders" tile (Dated, Partially confirmed, Open, Unread orders or Orders to be confirmed) to see a prefiltered overview of the orders.

Step 3: Orders overview

The screenshot displays the 'Orders overview' interface. At the top, there are tabs for 'Orders' and 'Order line items'. Below the tabs are buttons for 'Edit confirmations', 'Download', and 'More'. A search bar and 'Advanced search' link are also present. The main table lists orders with columns: Order, Order status, Confirmation, Read, Customer, Customer site, and Order date. A 'Your profiles for the table view' sidebar is open on the right, showing a 'Default Profile' with columns: Order, Order status, Confirmation, Read, Confirmation status, Customer Approval Status, and Delivery status. Annotations include: 1. A hand icon over the 'Read' column header in the table. 2. A dashed arrow pointing from the 'Read' column header to the 'Read' column in the table. 3. A pin icon next to the 'Order' column in the profile menu. 4. A 'Default Profile' toggle and 'Create profile' button in the profile menu.

Order	Order status	Confirmation	Read	Customer	Customer site	Order date
2301812	Completely confirmed	Not required	Unread	INNIO Jenbac...	INNIO Jenbacher	2023/06/19
2301813	Initial	Required	Unread	INNIO Jenbac...	INNIO Jenbacher	2023/06/19
2294168_AON	Initial	Required	Read	INNIO Jenbac...	INNIO Jenbacher	2023/06/15
2294167_AON	Initial	Required	Read	INNIO Jenbac...	INNIO Jenbacher	2023/06/15
2301809	Initial	Required	Unread	INNIO Jenbac...	INNIO Jenbacher	2023/06/15
2294166_AON	Initial	Required	Read	INNIO Jenbac...	INNIO Jenbacher	2023/06/14
2301808	Initial	Required	Unread	INNIO Jenbac...	INNIO Jenbacher	2023/06/14
2301807	Initial	Required	Unread	INNIO Jenbac...	INNIO Jenbacher	2023/06/14
2301805	Completely confirmed	Not required	Read	INNIO Jenbac...	INNIO Jenbacher	2023/06/13
2301804	Completely confirmed	Not required	Unread	INNIO Jenbac...	INNIO Jenbacher	2023/06/13
2301803	Completely confirmed	Not required	Read	INNIO Jenbac...	INNIO Jenbacher	2023/06/13
2294165_AON	Initial	Required	Read	INNIO Jenbac...	INNIO Jenbacher	2023/06/09

- › You are automatically guided into the orders overview screen. Each column provides relevant information regarding each individual order.
- › You can customize your own personal view by managing the columns:
 1. You can show and hide columns by setting the eye icon to visible or not visible.
 2. You can reorganize the columns by drag and drop in the overview or by dragging and dropping the icon in the view menu.
 3. Click on the pin icon to freeze a column and keep it visible when you scroll.
 4. You can save your customized overview for your next login by saving the changes to the Default Profile or by creating your own profile.

Step 4: How to download purchase orders

Order	Order status	Confirmation status	Customer	Customer site	Order date	Order type
2268824	Unread	Completely confirmed	INNIO Jenbac...	INNIO Jenbacher	2023/04/17	Purchase order
2268385	Unread	Initial	INNIO Jenbac...	INNIO Jenbacher	2023/01/19	Purchase order
2268825	Read	Initial	INNIO Jenbac...	INNIO Jenbacher	2023/04/17	Purchase order
2134337	Unread	Initial	INNIO Jenbac...	INNIO Jenbacher	2021/09/15	Purchase order
2268822	Read	Initial	INNIO Jenbac...	INNIO Jenbacher	2023/04/13	Purchase order
2268821	Unread	Initial	INNIO Jenbac...	INNIO Jenbacher	2023/04/13	Purchase order
1063337	Read	Initial	Distributed Po...	Distributed Power	2023/03/31	Purchase order
2268810	Read	Completely confirmed	INNIO Jenbac...	INNIO Jenbacher	2023/03/30	Purchase order
1063335	Unread	Completely confirmed	Distributed Po...	Distributed Power	2023/03/30	Purchase order

› You can also create printouts of orders and order confirmations (if available):

- It is possible to do it for a single order as well as for multiple at a time.
- Tick the box on the left side of the overview in order to select the order(s) you are interested in.
- Click on the “Download” button, hover over “Download PDF Document” and choose “Orders” or “Confirmations” (as needed).
- Download will start in the background.

Step 5: How to check orders per line item

	Order number	Line item	Material number	Confirmation	Customer	Confirmation status	Requested qty.	Requested del. date	Confirmed date	Req
<input type="checkbox"/> ... ▾	2301812	1	493913 --	Not required	INNIO Jenbacher...	Confirmed as requested	2 EA	2023/06/23	2023/06/23	
<input type="checkbox"/> ... ▾	2301812	2	493913 --	Not required	INNIO Jenbacher...	Confirmed as requested	2 EA	2023/06/26	2023/06/26	
<input type="checkbox"/> ... ▾	2301813	1	493913 --	⚠ Required	INNIO Jenbacher...	No response	2 EA	2023/06/23		
<input type="checkbox"/> ... ▾	2301813	2	493913 --	⚠ Required	INNIO Jenbacher...	No response	2 EA	2023/06/26		
<input type="checkbox"/> ... ▾	2301809	1	493913 --	⚠ Required	INNIO Jenbacher...	No response	1 EA	2023/06/23		
<input type="checkbox"/> ... ▾	2301808	1	21064887 -A	⚠ Required	INNIO Jenbacher...	No response	7 EA	2023/10/18		
<input type="checkbox"/> ... ▾	2301807	1	21064887 -A	⚠ Required	INNIO Jenbacher...	No response	5 EA	2023/10/18		

1. Click on the tab “Order line items” to see details per line item as listed in each Purchase Order.
2. Every column provides relevant information about each line item, such as Material number, Requested delivery date, Requested quantity, etc.
3. If there are any details that are not visible in your current view you can create a customized view with additional columns (See [Step 3](#)).

Step 6: How to confirm a single line item

Orders Order line items

Edit confirmations Download More 1 row selected 1 applied search criterion Search Advanced search View

	Order number	Line item	Material number	Confirmation	Customer	Confirmation status	Requested qty.	Requested del. date	Confirmed date	Req
<input type="checkbox"/>	2301812	2	493913 --	Not required	INNIO Jenbacher...	Confirmed as requested	2 EA	2023/06/26	2023/06/26	
<input checked="" type="checkbox"/> 1	2301813	1	493913 --	Required	INNIO Jenbacher...	No response	2 EA	2023/06/23		
<input type="checkbox"/>	2301813	2	493913 --	Required	INNIO Jenbacher...	No response	2 EA	2023/06/26		

Orders Order line items

Edit confirmations Download More 1 row selected View

	Order number	Confirmation	Customer	Requested del. date	Confirmed date	Confirmation status	Requested qty.	Confirmed qty.	Supplier reference	R
<input checked="" type="checkbox"/>	2301807	Required	INNIO Jenbacher GmbH...	2023/10/18	2023/10/18	Confirmed (draft)	5 EA	5 EA		

Cancel Send confirmations 5

Rows per page: Auto 1-1 of 1

1. Select the order you want to confirm.
2. Click on “Edit confirmations”
3. Add supplier reference (Mandatory fields are highlighted in yellow).
4. Verify that the delivery date and delivery quantity are correct. If necessary, modify the data by overwriting the respective fields (Highlighted in yellow).
5. Click on “Send confirmations”.

Optional – Step 7: How to confirm multiple items at once

The screenshot shows a table with columns: Order number, Confirmation, Requested del. date, Confirmed date, Confirmation status, Requested qty., Confirmed qty., and Supplier reference. Three rows are selected, indicated by blue checkmarks in the first column. A 'More' menu is open over the first row, showing options: 'Set supplier reference', 'Reset to requested values', 'Decline', and 'Upload confirmations >'. The 'Set supplier reference' option is highlighted with a blue circle '3'. The 'More' button is highlighted with a blue circle '2'. The first row's 'Confirmed date' and 'Confirmed qty.' are highlighted with a yellow box.

	Order number	Confirmation	Requested del. date	Confirmed date	Confirmation status	Requested qty.	Confirmed qty.	Supplier reference
<input checked="" type="checkbox"/>	2301813	Required	2023/06/23	2023/06/23	Confirmed (draft)	2 EA	2 EA	
<input checked="" type="checkbox"/>	2301813	Required	2023/06/26	2023/06/26	Confirmed (draft)	2 EA	2 EA	
<input checked="" type="checkbox"/>	2301809	Required	2023/06/23	2023/06/23	Confirmed (draft)	1 EA	1 EA	

The pop-up window has a title bar 'Set supplier reference' and a close button. Below the title bar, there is an information icon and the text: "'Supplier reference' will be set for 3 selected line items". A text input field contains 'Supplier reference 12345' and is highlighted with a blue circle '4'. At the bottom, there are 'Cancel' and 'Apply' buttons, with 'Apply' highlighted by a blue circle '5'. A character count '5 / 20' is shown at the bottom right.

The screenshot shows the same table as before, but now with 3 rows selected. The 'Confirmed date' and 'Confirmed qty.' columns for all three rows are highlighted with yellow boxes, with a blue circle '6' next to each. The 'Supplier reference' column now contains '12345' for all three rows. At the bottom, there are 'Cancel' and 'Send confirmations' buttons, with 'Send confirmations' highlighted by a blue circle '7'. The table footer shows 'Rows per page: Auto' and '1-3 of 3'.

	Order number	Confirmation	Customer	Requested del. date	Confirmed date	Confirmation status	Requested qty.	Confirmed qty.	Supplier reference
<input checked="" type="checkbox"/>	2301813	Required	INNIO Jenbacher GmbH...	2023/06/23	2023/06/23	Confirmed (draft)	2 EA	2 EA	12345
<input checked="" type="checkbox"/>	2301813	Required	INNIO Jenbacher GmbH...	2023/06/26	2023/06/26	Confirmed (draft)	2 EA	2 EA	12345
<input checked="" type="checkbox"/>	2301809	Required	INNIO Jenbacher GmbH...	2023/06/23	2023/06/23	Confirmed (draft)	1 EA	1 EA	12345

- › Select the orders you want to confirm (1), click on “More” (2) and then select “Set supplier reference” (3)
- › A pop-up window will appear. Type in the supplier reference (4) and then click on “Apply” to add the reference to all orders (5).
- › Check the delivery date and delivery quantity, modify them if necessary (6) and finally click on “Send confirmations” (7)

Step 8: Successful PO-response

Orders		Order line items							
Order		Order status	Confirmation	Customer	Read	Confirmation status	Customer site	Order date	
<input type="checkbox"/>	...	2301804	Completely confirmed	Not required	INNIO Jenbacher GmbH...	Read	Done	INNIO Jenbacher	2023/06/13

- › Your PO-response was successfully transmitted if the status “Completely confirmed” appears in the column “Order status” (1).

Important – Step 9: How to identify order changes

	Order	Order status	Confirmation	Customer	History available	Read	Confirmation status	Customer site	Order date
<input type="checkbox"/>	...	2318238	Initial	INNIO Jenbacher GmbH...	No	Unread	Open	INNIO Jenbacher	2023/07/27
<input type="checkbox"/>	...	2318236	Completely confirmed	INNIO Jenbacher GmbH...	Yes	Unread	Done	INNIO Jenbacher	2023/07/24
<input type="checkbox"/>	...	2301818	Completely confirmed	INNIO Jenbacher GmbH...	No	Read	Done	INNIO Jenbacher	2023/06/29

	Order	Order status	Confirmation	Customer	History available	Read	Confirmation status	Customer site	Order date
<input type="checkbox"/>	...	2318238	Initial	INNIO Jenbacher GmbH...	No	Unread	Open	INNIO Jenbacher	2023/07/27
<input type="checkbox"/>	...	2318236	Completely confirmed	INNIO Jenbacher GmbH...	Yes	Unread	Done	INNIO Jenbacher	2023/07/24
<input type="checkbox"/>	...	2301818	Completely confirmed	INNIO Jenbacher GmbH...	No	Read	Done	INNIO Jenbacher	2023/06/29
<input type="checkbox"/>	...	2301818	Completely confirmed	INNIO Jenbacher GmbH...	No	Read	Partly	INNIO Jenbacher	2023/06/26
<input type="checkbox"/>	...	2301818	Completely confirmed	INNIO Jenbacher GmbH...	Yes	Unread	Done	INNIO Jenbacher	2023/05/25

- View history
- Mark as unread
- Mark as read

1. Order updates can be identified by looking into the column “History available” and observing the status indicated as “Yes”
2. To see the details of what has been modified, click on the three dots next to the order you are interested in and then click on View history

Important – Step 10: How to check order changes

My SupplyOn > Supply Chain Collaboration > Orders > **Order history**

Contact | Help for this page | Print

Order History

Order
Customer: INNIO 101 INNIO Jenbacher GmbH & CO OG 3 Number of versions: 2
Order Number: 2318236
Order Date: 24.07.23

Pos.	Change Date	Material	Description	Requested Del. Date	Order Qty.	Comment
1		240420 --	Welding nut	28.07.23	500	
2		240420 --	Welding nut	28.07.23	500	

All Versions:
24.07.23 09:32:00 (Original) 4
25.07.23 08:50:00

[Back](#) [Print](#)

3. The number of versions available for this order is shown
4. Click on any of the listed versions of the order to see detailed information on the modifications made on each update



? Any Questions

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