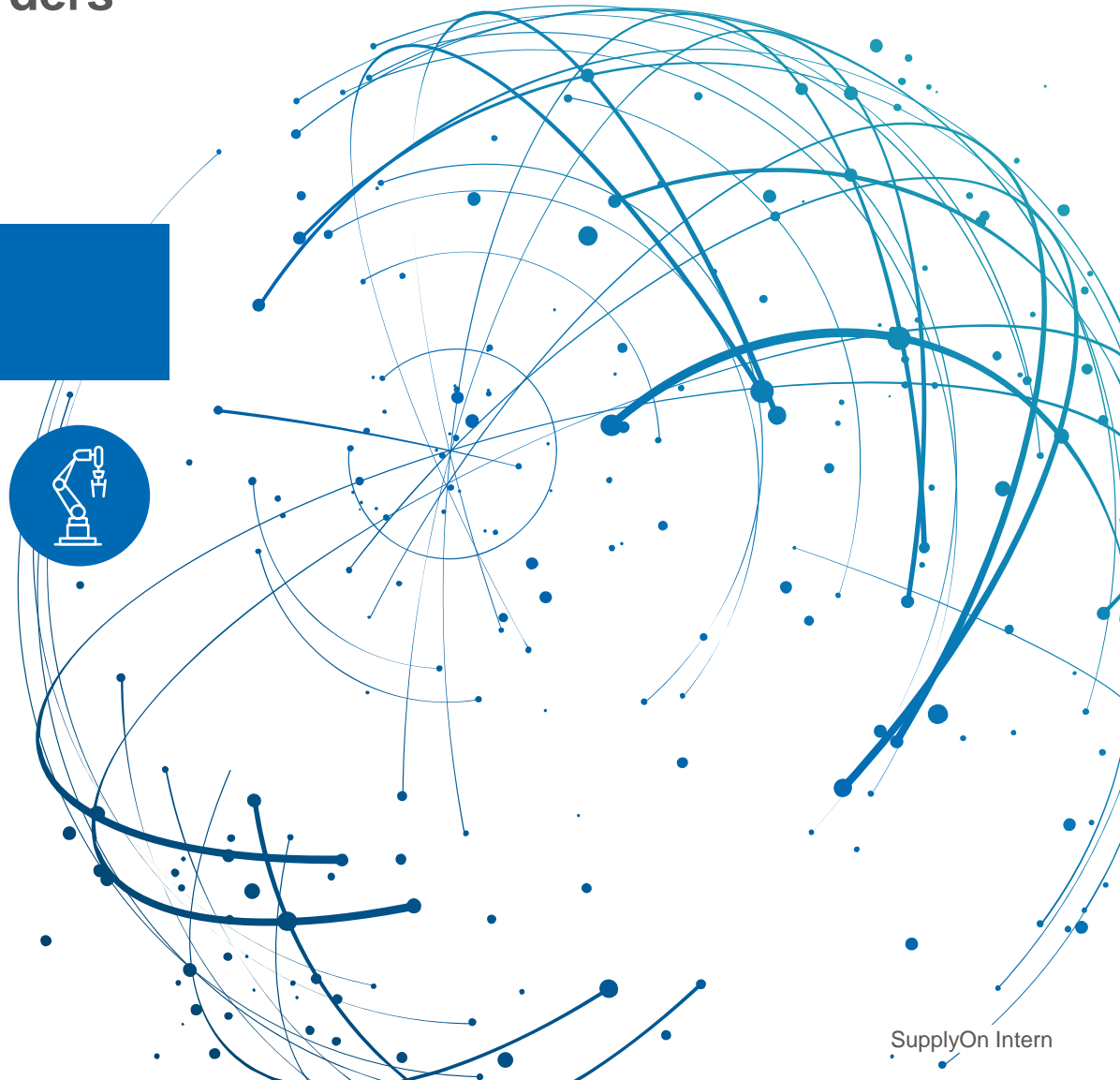# Supplier Quick Guide: How to Confirm Purchase Orders

INNIO SupplyOn Implementation

SupplyOn – the Supply Chain Business Network

June 2023
Version 2.0

SUPPLYON

Agenda

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

› Step 2: How to access orders

› Step 3: Orders overview

› Step 4: How to open and download purchase orders

› Step 5: How to check orders per line item

› Step 6: How to confirm a single line item

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› Step 8: Successful PO-response

› Important – Step 9: How to identify order changes

› Important – Step 10: How to process order changes

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

› 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

› 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

› 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

› 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

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

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

› 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

› 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

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

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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