

Handout for the SupplyOn Service Logistics & Finance

Working with orders and the related confirmation



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1 About this Manual

The content of this manual shows you how to work with purchase orders sent by your customer from their ERP system to the SupplyOn application.

1.1 Abbreviations

Abbreviation	Meaning
CSV	Comma Separated Values
EDI	Electronic Data Interchange
ERP	Enterprise-Resource-Planning
MS	Microsoft
VMI	Vendor Managed Inventory
WebEDI	Web based EDI
XLSX	Excel 2010

2 How to access SupplyOn

To work with SupplyOn your company administrator needs to set-up an account and initial password for you. The administrator will assign the appropriate roles to you ([see chapter 8. Roles and Rights](#)).

As soon as your customer creates or changes an order in his ERP system, the SupplyOn application sends an automatically generated e-mail notification to the e-mail address stored in your user account.

You can log in to SupplyOn via the e-mail

1. by clicking on the details link – opens the order
2. by clicking on the WebEDI process link – opens the Dashboard

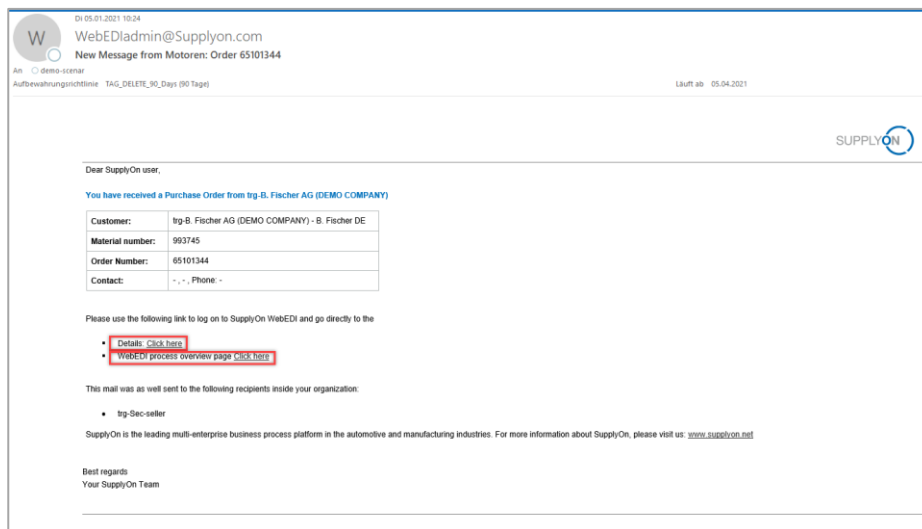


Figure: Automatically generated E-Mail notification

3. or you can open an internet-browser and log in to SupplyOn.

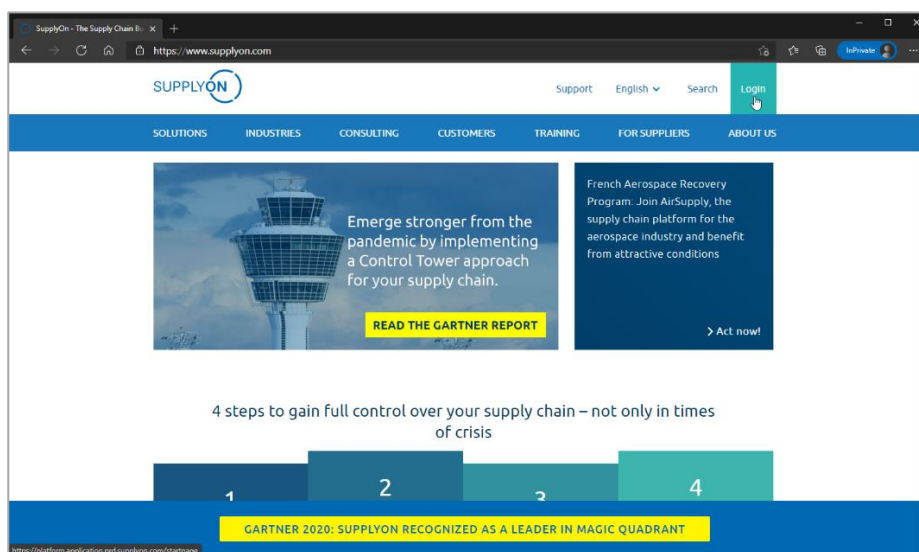


Figure: SupplyOn home page with Login button

Depending on your roles, you may see different tiles than used in the following screenshots.

4. Click the tile **Logistics & Finance**

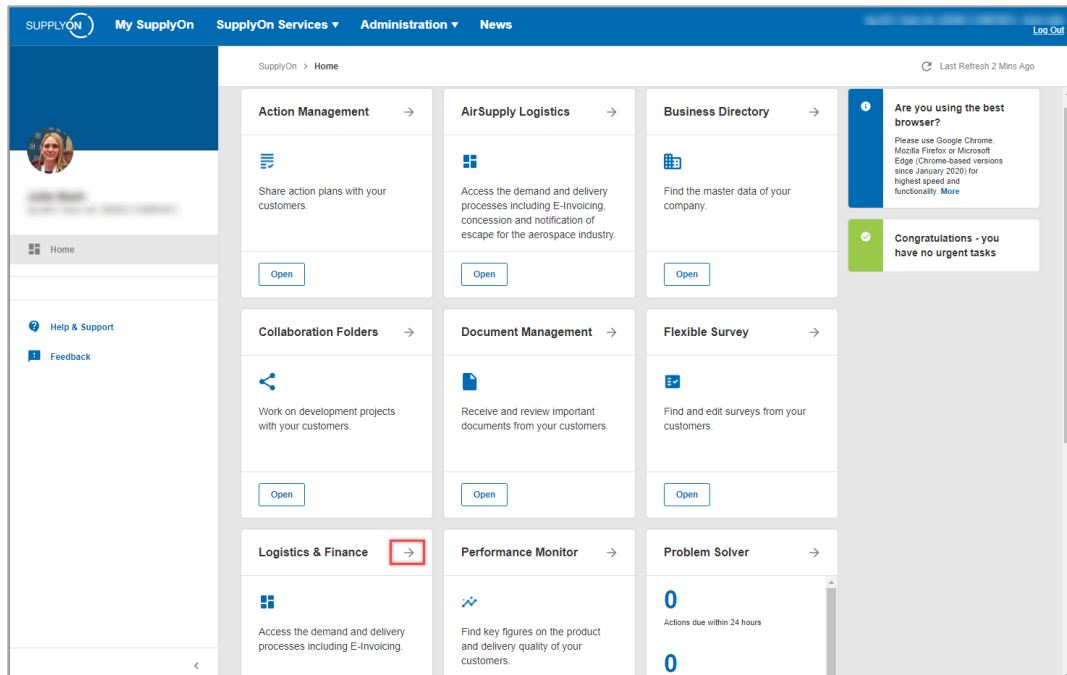


Figure: Home screen with tiles per application and actual notifications

3 How to work with the Dashboard

The **Dashboard** is displayed.

Depending on your roles, you may see different tiles than used in the following screenshots.

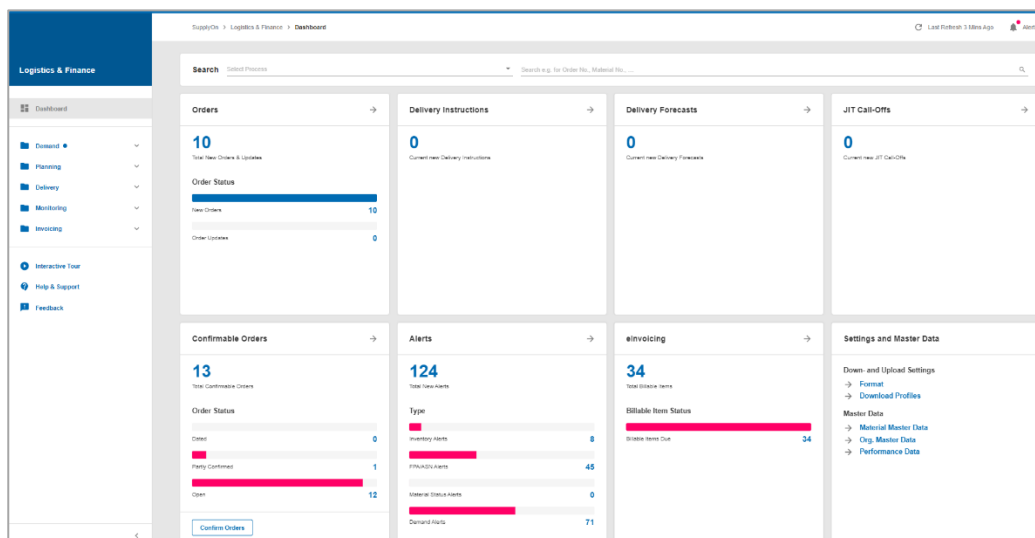


Figure: Dashboard

What can I see in the Orders tile?

Within the Orders tile you see an overview of newly arrived orders.

- ✓ New Orders – these orders are not yet read
- ✓ Order Updates – Customer's changes of existing orders which have not been read yet
- ✓ →- a click here opens the overview of all orders

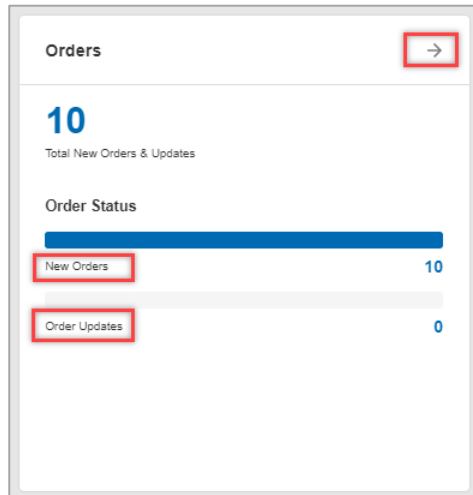


Figure: Dashboard / tile / Orders

3.1.1 How to view an order

1. To get an overview of all orders click →

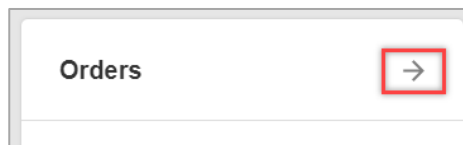


Figure: Dashboard / tile / Orders

All orders so far received are displayed.

- If you want to check the order details, open the corresponding order **by clicking on it anywhere in the line:**

My SupplyOn > Logistics & Finance > Orders

Quick Search Advanced Search

Order Type: not equal to Scheduling Agreement Add line | Delete line

Search: Reset

My Search Profiles: Manage View

Grouped by Unloading Point Grouped by Material Number Orders

Default View Manage View

Org Bu.	Plant	Customer	Plant Code	Planner	Consignee Name	Unloading Point	Order Number	Positions	Order Date	Last Change D.	Status	History	Attachments	Respond by	Confr.	Response St.	Response Date	Order Type	Incoterms Code	Incoterms
S_TRG	Siemens Training	DE	100_1000	Purch.	Trg-Acceptance Siemens	München	4561321251	2	19.01.21	23.02.21 17:37	new	✓			No	Open		Purchase Or.	EXW	Mun
S_TRG	Siemens Training	DE	100_1000	Purch.	Trg-Acceptance Siemens	München	4561321253	1	19.01.21	23.02.21 17:34	read	✓		Yes	Dated	23.02.21		Purchase Or.	EXW	Mun
S_TRG	Siemens Training	DE	100_1000	Purch.	Trg-Acceptance Siemens	München	4561321249	2	19.01.21	23.02.21 17:31	new	✓		No	Open			Purchase Or.	EXW	Mun
S_TRG	Siemens Training	DE	100_1000	Purch.	Trg-Acceptance Siemens	München	4561321247	2	19.01.21	23.02.21 17:30	read	✓		Yes	Dated	23.02.21		Purchase Or.	EXW	Mun
S_TRG	Siemens Training	DE	100_1000	Purch.	Trg-Acceptance Siemens	München	4561321255	2	19.01.21	23.02.21 17:25	new			No	Open			Purchase Or.	EXW	Mun
S_TRG	Siemens Training	DE	100_1000	Purch.	Trg-Acceptance Siemens	München	4561321252	2	19.01.21	23.02.21 17:24	new			No	Open			Purchase Or.	EXW	Mun
S_TRG	Siemens Training	DE	100_1000	Purch.	Trg-Acceptance Siemens	München	4561321254	1	19.01.21	23.02.21 17:24	new			No	Open			Purchase Or.	EXW	Mun
S_TRG	Siemens Training	DE	100_1000	Purch.	Trg-Acceptance Siemens	München	4561321250	1	19.01.21	23.02.21 17:24	new			No	Open			Purchase Or.	EXW	Mun
S_TRG	Siemens Training	DE	100_1000	Purch.	Trg-Acceptance Siemens	München	4561321248	1	19.01.21	23.02.21 17:24	new			No	Open			Purchase Or.	EXW	Mun
S_TRG	Siemens Training	DE	100_1000	Purch.	Trg-Acceptance Siemens	München	4561321246	2	19.01.21	23.02.21 17:24	new			No	Open			Purchase Or.	EXW	Mun
S_TRG	Siemens Training	DE	100_1000	Purch.	Trg-Acceptance Siemens	München	4561321245	2	19.01.21	23.02.21 17:23	read			No	Open			Purchase Or.	EXW	Mun
S_TRG	Siemens Training	DE	100_1000	Purch.	Trg-Acceptance Siemens	München	4561321244	2	19.01.21	23.02.21 17:13	new	✓		Yes	Dated	23.02.21		Purchase Or.	EXW	Mun
S_TRG	Siemens Training	DE	100_1000	Purch.	Trg-Acceptance Siemens	München	4561321243	2	19.01.21	23.02.21 17:00	read			No	Open			Purchase Or.	EXW	Mun
S_TRG	Siemens Training	DE	100_1000	Purch.	Trg-Acceptance Siemens	München	4561321242	2	19.01.21	19.01.21 11:12	read	✓		Yes	Dated	16.02.21		Purchase Or.	EXW	Mun
S_TRG	Siemens Training	DE	100_1000	Purch.	Trg-Acceptance Siemens	München	4561321241	2	19.01.21	19.01.21 11:11	read			No	Open			Purchase Or.	EXW	Mun
S_TRG	Siemens Training	DE	100_1000	Purch.	Trg-Acceptance Siemens	München	4561321240	2	19.01.21	19.01.21 11:11	read			Yes	Dated	09.02.21		Purchase Or.	EXW	Mun
S_TRG	Siemens Training	DE	100_1000	Purch.	Trg-Acceptance Siemens	München	4561321239	2	19.01.21	19.01.21 11:11	read			No	Open			Purchase Or.	EXW	Mun
S_TRG	Siemens Training	DE	100_1000	Purch.	Trg-Acceptance Siemens	München	4561321238	2	19.01.21	19.01.21 11:11	read			Yes	Partly	22.02.21		Purchase Or.	EXW	Mun
S_TRG	Siemens Training	DE	100_1000	Purch.	Trg-Acceptance Siemens	München	4561321237	2	19.01.21	19.01.21 11:10	read			No	Open			Purchase Or.	EXW	Mun
S_TRG	Siemens Training	DE	100_1000	Purch.	Trg-Acceptance Siemens	München	4561321236	2	19.01.21	19.01.21 11:10	read			No	Open			Purchase Or.	EXW	Mun
S_TRG	Siemens Training	DE	100_1000	Purch.	Trg-Acceptance Siemens	München	4561321235	2	19.01.21	19.01.21 11:10	read			No	Open			Purchase Or.	EXW	Mun
S_TRG	Siemens Training	DE	100_1000	Purch.	Trg-Acceptance Siemens	München	4561321234	2	19.01.21	19.01.21 11:10	read			No	Open			Purchase Or.	EXW	Mun
S_TRG	Siemens Training	DE	100_1000	Purch.	Trg-Acceptance Siemens	München	4561321233	2	19.01.21	19.01.21 11:10	read			No	Open			Purchase Or.	EXW	Mun
S_TRG	Siemens Training	DE	100_1000	Purch.	Trg-Acceptance Siemens	München	4561321232	2	19.01.21	19.01.21 11:10	read			No	Open			Purchase Or.	EXW	Mun
S_TRG	Siemens Training	DE	100_1000	Purch.	Trg-Acceptance Siemens	München	4561321231	2	19.01.21	19.01.21 11:10	read			No	Open			Purchase Or.	EXW	Mun
S_TRG	Siemens Training	DE	100_1000	Purch.	Trg-Acceptance Siemens	München	4561321230	2	19.01.21	19.01.21 11:09	read			No	Open			Purchase Or.	EXW	Mun
S_TRG	Siemens Training	DE	100_1000	Purch.	Trg-Acceptance Siemens	München	4561321229	2	19.01.21	19.01.21 11:09	read			Yes	Dated	26.01.21		Purchase Or.	EXW	Mun
S_TRG	Siemens Training	DE	100_1000	Purch.	Trg-Acceptance Siemens	München	4561321228	2	19.01.21	19.01.21 11:08	read			Yes	Dated	09.03.21		Purchase Or.	EXW	Mun

44 matches of 45 entries: Select all matches Clear selection Entries per page: 50

Figure: Orders / Overview

The order details screen is opened. In this example, the order consists of two line items, each with a different material number.

My SupplyOn > Logistics & Finance > Orders > Order details

Order: 4561321251 - Customer: Trg_Siemens Training Buyer, Customer Plant Code: 100_1000

View Buyers Order Changes

Line Items	Header Details	Parties
LI	Material Number	Material Description
00010	A01C0001632-1	Training-Article-1632-1
00020	A02C0001632-2	Training-Article-1632-2
Pos. 00010: A01C0001632-1 - Training-Article-1632-1	Unloading Point	Net value
Supplier Material Number: A01S0001632-1	München	30.01.21
Unloading Point: München	First Delivery Date	UoM
Ordered Quantity: 500 PCE	30.01.21	PCE
Price per price unit: 1.475.00 EUR		Qty: 500
		Respond-b...: 1
		Response...: 1
		Responses...: no respo...
		Delivery Status: Open
		Responded by: —
		Invoice Status: —
Line Item Details		
Place of Consumption: 100_1000	Country of Origin: DE	
Free Text: Training-Article-1632-1		
Cust. Remarks:		
Tax code: NT (APIGL - Not Taxable - US)		
Basic Material Number:		
Material Classification Information:		
Tech Mat Spec: 85252100		
Hash: 7PCE0D05ED092B517B54927D0F07247		
Serialization Required: NO		
Serialization Inherit: NO		
X-client status: 40		
All Documents Linked to Material:		
501D05-TBB10-092-D01(DWG0000B)(Alt.ID:501D05-TBB10-092-D01)(B)		
Purchase Specification = 103542		
Purchase specification ECN = 75859		
Customs Clearance Instructions:		
AL: 1		
ECCN: 2		
Siemens SAP Plant:		
DP01		
Postal number:		
CN: 5666-1		

Back Set all to Apply supplier reference Save & Send Create Invoice Create FPA/ASN Print Download

Page 1 of 1

Figure: Orders details / Order with 2 lines

Order updates are marked with a green !

3. To view the details of a change, click the green !

This example shows that the customer has increased the quantity from 500 to 600 pieces.

4. To close the details, click the x.

Figure: Orders details / with change from customer related to quantity

You can either print or download (as CSV or XSLX) each order separately with a click on the buttons at the bottom.

Figure: Orders details / with action buttons at the bottom of the screen

Or by going back (button “Back” at the bottom of the screen) you select multiple orders in one go to print or download them.

My SupplyOn > Logistics & Finance > Orders

Contact | Help for this page | Print

Quick Search Advanced Search

Order Type not equal to Scheduling Agreement Add line | Delete line

Search Reset

My Search Profiles Manage View

Grouped by Unloading Point Grouped by Material Number Orders

Default View Manage View

Org. Bu.	Plant Customer	Plant Code	Planner	Consignee, Name	Unloading Point	Order Number	Positions	Order Date	Last Change D.	Status	History	Attachments	Respond-by	Confir.	Respon
S_TRG	Siemens Training, DE	100_1000	Purch...	trg-Acceptance Siemens...	München	4561321251	2	19.01.21	23.02.21 17:37	read	✓		No		
S_TRG	Siemens Training, DE	100_1000	Purch...	trg-Acceptance Siemens...	München	4561321253	1	19.01.21	23.02.21 17:34	read	✓		No	Yes	
S_TRG	Siemens Training, DE	100_1000	Purch...	trg-Acceptance Siemens...	München	4561321249	2	19.01.21	23.02.21 17:31	new	✓		No		
S_TRG	Siemens Training, DE	100_1000	Purch...	trg-Acceptance Siemens...	München	4561321247	2	19.01.21	23.02.21 17:30	read	✓		Yes		
S_TRG	Siemens Training, DE	100_1000	Purch...	trg-Acceptance Siemens...	München	4561321255	2	19.01.21	23.02.21 17:25	new			No		
S_TRG	Siemens Training, DE	100_1000	Purch...	trg-Acceptance Siemens...	München	4561321252	2	19.01.21	23.02.21 17:24	new			No		
S_TRG	Siemens Training, DE	100_1000	Purch...	trg-Acceptance Siemens...	München	4561321254	1	19.01.21	23.02.21 17:24	new			No		
S_TRG	Siemens Training, DE	100_1000	Purch...	trg-Acceptance Siemens...	München	4561321250	1	19.01.21	23.02.21 17:24	new			No		
S_TRG	Siemens Training, DE	100_1000	Purch...	trg-Acceptance Siemens...	München	4561321248	1	19.01.21	23.02.21 17:24	new			No		
S_TRG	Siemens Training, DE	100_1000	Purch...	trg-Acceptance Siemens...	München	4561321246	2	19.01.21	23.02.21 17:24	new			No		
S_TRG	Siemens Training, DE	100_1000	Purch...	trg-Acceptance Siemens...	München	4561321245	2	19.01.21	23.02.21 17:23	read			No		
S_TRG	Siemens Training, DE	100_1000	Purch...	trg-Acceptance Siemens...	München	4561321244	2	19.01.21	23.02.21 17:13	new	✓		Yes		
S_TRG	Siemens Training, DE	100_1000	Purch...	trg-Acceptance Siemens...	München	4561321243	2	19.01.21	23.02.21 17:00	read			No		
S_TRG	Siemens Training, DE	100_1000	Purch...	trg-Acceptance Siemens...	München	4561321242	2	19.01.21	19.01.21 11:12	read	✓		Yes		
S_TRG	Siemens Training, DE	100_1000	Purch...	trg-Acceptance Siemens...	München	4561321241	2	19.01.21	19.01.21 11:11	read			No		
S_TRG	Siemens Training, DE	100_1000	Purch...	trg-Acceptance Siemens...	München	4561321240	2	19.01.21	19.01.21 11:11	read			Yes		
S_TRG	Siemens Training, DE	100_1000	Purch...	trg-Acceptance Siemens...	München	4561321239	2	19.01.21	19.01.21 11:11	read			No		
S_TRG	Siemens Training, DE	100_1000	Purch...	trg-Acceptance Siemens...	München	4561321238	2	19.01.21	19.01.21 11:11	read			No		

44 matches of 45 entries: Select all matches Clear selection

Entries per page 50

First Previous Page 1 of 1 Next Last

Upload Details Confirm selected History Download Print Create Invoice Create FPV/ASN

Figure: Orders / Order Overview screen with action buttons at the bottom of the screen

3.2 What can I see in the Confirmable Orders tile?

Within the Confirmable Orders tile you see your workload.

- ✓ Dated – these orders have been confirmed as-is or with changes by you already and the customer has sent an update which requires your re-confirmation
- ✓ Partly Confirmed – At least one line item has already been confirmed by you, whereas one or more line items in the same purchase order are awaiting your confirmation
- ✓ Open – the order has been not yet confirmed
- ✓ → - a click here opens the overview of all orders

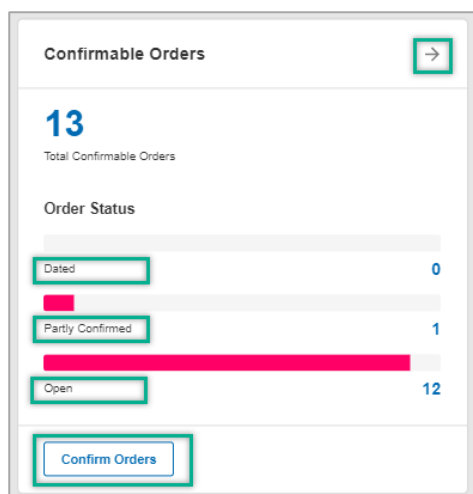


Figure: Dashboard / tile / Confirmable Orders

4 How to confirm an order

As already shown there are different ways of accessing unconfirmed orders. You may want to check the order first before you confirm.

4.1 How to check the order details

1. Open the **Dashboard**
2. In the **Orders** tile, click **New Orders**
3. **Click** into one line

The Order details screen is opened. To check all information the customer gave you, select each order line separately and scroll down to see further details. In this example order line 00010 is selected.

My SupplyOn > Logistics & Finance > Orders > Order details Contact | Help for this page | Print

Order: 4561321241 - Customer: trg_Siemens Training Buyer, Customer Plant Code: 100_1000 View Buyers Order Changes

Line items	Header Details	Parties
LI	Material Number	Material Description
00010	A01C0001632-1	Training-Article-1632-1
00020	A02C0001632-2	Training-Article-1632-2

Pos. 00010: A01C0001632-1 - Training-Article-1632-1

Supplier Material Number: A01S0001632-1 Price Unit: 1

Unloading Point: München

Ordered Quantity: 500 PCE

Price per price unit: 1.475,00 EUR

Line Item Details

Place of Consumption: 100_1000 Country of Origin: DE

Free Text: Training-Article-1632-1

Cust. Remarks: Tax code: NT (APIGL - Not Taxable - US)
Basic Material Number:
Material Classification Information:
Tech Mat Spec: 35252100
Hash: 7PCE8D05ED892B517B54927DDFD7247
Serialization Required: NO
Serialization Inherit: NO
X-plant status: 40
All Documents Linked to Material:
501D05-TBB10-092-D01DVG0000B(AI.ID:501D05-TBB10-092-D011B)
Purchase Specification = 1035542
Purchase specification ECN = 75859

Customs Clearance Instructions: AL: 1
ECCN: 2

Siemens SAP Plant: DP01

Printed on: 09.04.2018 14:00:00

Back Set all to Apply supplier reference Save & Send Create Invoice Create FPA/ASN Print Download

Page 1 of 1

Figure: Orders details / Line Items tab with 2 order lines

4. Scroll down to the area **Schedule Lines**

On the left side in the **Buyer Information** section you can see that the customer wants the material delivered in two batches.

My SupplyOn > Logistics & Finance > Orders > Order details Contact | Help for this page | Print

Order: 4561321251 - Customer: trg_Siemens Training Buyer, Customer Plant Code: 100_1000 View Buyers Order Changes

LI	Material Number	Material Description	Unloading Point	Net value	First Delivery Date	UoM	Qty	Respond by ...	Response ...	Response ...	Delivery Status	Responded by	Invoice Status
00010	A01C0001632-1	Training-Article-1632-1	München		05.02.21	PCE	500	✓	13.04.21	changed	Completely s...	onur.uzun@su...	
00020	A02C0001632-2	Training-Article-1632-2	München		10.02.21	PCE	600	✓	13.04.21	changed	Completely s...	onur.uzun@su...	

Pos. 00010: A01C0001632-1 - Training-Article-1632-1 Previous Line Item Next Line Item

Schedule Lines

Commit	Requ. Del.	Requ. Qty	Cum. Dev.	PSID	Del. Date	Del. Qty	Comment	Last Resp.
Fix	30.01.21	400	-400		30.01.21	400		Split Delivery
		0	100		05.02.21	100		Split Delivery
Fix	05.02.21	100	0		05.02.21	100		Split Delivery
Total planned			500				500	
Total shipped							500	
Total pending ASN quantity							0	

Supplier Information

Supplier Reference: 94132021

Supplier Material Number: A01S0001632-1

Supplier Material Description:

Price per price unit: 1475

Price unit: 1

Comment:

Back Set all to - Apply supplier reference Save & Send Create Invoice Create FPA/ASN Print Download
Print Print Page 1 of 1 Next Last

Figure: Orders details / Line Items tab / Buyer Information for first order line

After checking the line details, you can confirm the order – the following options are available:

4.2 Confirm as ordered (“Confirm as-is”)

My SupplyOn > Logistics & Finance > Orders > Order details Contact | Help for this page | Print

Order: 4561321241 - Customer: trg_Siemens Training Buyer, Customer Plant Code: 100_1000 View Buyers Order Changes

LI	Material Number	Material Description	Unloading Point	Net value	First Delivery Date	UoM	Qty	Respond by ...	Response ...	Response ...	Delivery Status	Responded by	Invoice Status
00010	A01C0001632-1	Training-Article-1632-1	München		30.01.21	PCE	500				no response	Open	
00020	A02C0001632-2	Training-Article-1632-2	München		30.01.21	PCE	500				no response	Open	

Pos. 00010: A01C0001632-1 - Training-Article-1632-1 Previous Line Item Next Line Item

Supplier Material Number: A01S0001632-1

Unloading Point: München

Ordered Quantity: 500 PCE

Price per price unit: 1,475.00 EUR

Line Item Details

Place of Consumption: 100_1000

Country of Origin: DE

Free Text: Training-Article-1632-1

Cust. Remarks:

Tax code: NT (APIGL - Not Taxable - US)

Basic Material Number:

Material Classification Information:

Tech Mat Spec: 85252100

Hash: 7PCEB006ED929517B54927DDFD7247

Serialization Required: NO

Serialization Inherent: NO

X-plant status: 40

All Documents Linked to Material:

801005-TBB10-092-D01(DWG0000)(All ID 501005-TBB10-092-D01(0))

Purchase Specification: 1038452

Purchase specification ECN: 75859

Customs Clearance Instructions:

AL: 1

ECCN: 2

Siemens SAP Plant: DIP01

Serial number: SN-1656-1

Back Set all to - Apply supplier reference Save & Send Create Invoice Create FPA/ASN Print Download
Print Print Page 1 of 1 Next Last

Figure: Orders details / Line Items tab

1. Check the requested **delivery date**, corresponding **quantity** as well as the **price per unit**.
2. Select the entry **Confirm as-is**
3. Fill-in required mandatory fields which are marked in yellow, e. g. enter your internal **reference** number for this order
4. Click **Save & Send**

Figure: Orders details / Line Items tab / Supplier Response area / Confirm as-is

4.3 Confirm deviating (“Respond with changes”)

You want to confirm deviating, e.g. delivery date and / or quantity need to be changed.

1. Check the requested **delivery date**, corresponding **quantity** as well as the **price per unit**.

Figure: Orders details / Line Items tab

2. Select the entry **Respond with changes**
3. Change, for example, the **delivery quantity**
4. Click **Split Delivery**
5. Enter a new **delivery date** and the remaining **quantity**
6. Fill in required mandatory fields which are marked in yellow, e.g. enter your internal **reference** number for this order
7. Click **Save & Send**

The screenshot shows the 'Supplier Response' section for order 4561321228. The 'Respond with changes' radio button is selected. The 'Supplier Reference' field is highlighted in yellow and contains the value '25210122_93'. The 'Del. Date' field is set to '16.01.21' and the 'Del. Qty' is '300'. The 'Split Delivery' button is visible. The 'Save & Send' button is at the bottom.

Figure: Orders details / Line Items tab / Supplier Response area / Respond with changes

4.4 Why do I have to reconfirm an already confirmed order?

If you have confirmed an order with deviations, the customer will send an update to the order. This update ensures that both parties agree and that the finally agreed parameters (quantity, price) are available for invoicing at the end of the process.

The Dashboard supports you in identifying the updated orders. The number of 'Dated' orders indicates these changes.

8. Open the **Dashboard**
9. Click on **Dated**

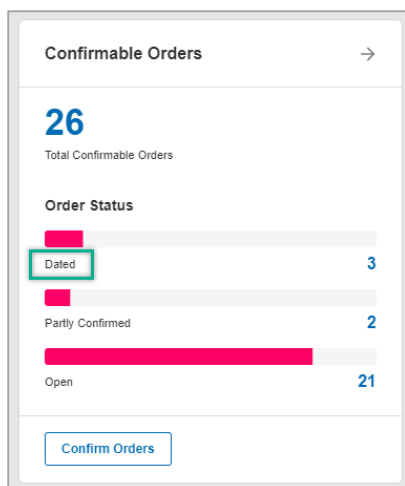


Figure: Dashboard / tile / Confirmable Orders / Dated

You get to the orders overview screen with your dated orders (in the example below 3 dated orders are displayed).
Please note: the check mark in the **History** column will always help you to easily see which orders have been changed by your customer.

My SupplyOn > Logistics & Finance > Orders

Quick Search | Advanced Search

Response Status: equal to | Dated | Delete line
Order Type: not equal to | Scheduling Agreement | Add line | Delete line
Search | Reset

My Search Profiles | Manage View

Grouped by Unloading Point | Grouped by Material Number | **Orders**

Default View | Manage View

Org. Bu.	Plant Customer	Plant Code	Planner	Consignee Name	Unloading Point	Order Number	Positions	Order Date	Last Change D.	Status	History	Attachments	Respond-by	Confr.	Response St.	Response Date
S_TRG	Siemens Training, DE	100_1000	Purch.	trg-Acceptance Siemens...	München	4561321244	1	19.01.21	23.02.21 17:34	new	✓			Yes	Dated	23.02.21
S_TRG	Siemens Training, DE	100_1000	Purch.	trg-Acceptance Siemens...	München	4561321247	2	19.01.21	23.02.21 17:30	new	✓			Yes	Dated	23.02.21
S_TRG	Siemens Training, DE	100_1000	Purch.	trg-Acceptance Siemens...	München	4561321244	2	19.01.21	23.02.21 17:13	new	✓			Yes	Dated	23.02.21

Upload | Details | Confirm selected | History | Download | Print | Create Invoice | Create FPA/ASN

3 matches of 45 entries: Select all matches | Clear selection

Entries per page: 50

Page 1 of 1

Figure: Orders / Dated Orders

10. Click in one **line**
11. Check the entries marked with a **green !**
12. Select the entry **Confirm as-is**
13. Enter your internal **reference** number for this order
14. Click **Save & Send**

My SupplyOn > Logistics & Finance > Orders > Order details

Order: 4561321247 - Customer: trg_Siemens Training Buyer, Customer Plant Code: 100_1000

View Buyers Order Changes

LI	Material Number	Material Description	Unloading Point	Net value	First Delivery Date	UoM	Qty	Respond-by	Response Date	Response	Delivery Status	Responded by	Invoice Status
00010	A01C0001632-1	Training-Article-1632-1	München		30.01.21	PCE	500	✓	23.02.21	confirmed	Open	alan.brunetta@...	---
00020	A02C0001632-2	Training-Article-1632-2	München		30.01.21	PCE	500	✓	23.02.21	confirmed	Open	alan.brunetta@...	---

Pos. 00020: A02C0001632-2 - Training-Article-1632-2

Total planned: 600
Total shipped: 0
Total pending ASN quantity: 0

Supplier Response

☐ No Response
☒ **Confirm as-is**
☐ Respond with changes
☐ Decline Order Line

Supplier Reference: **rsn_00**

Supplier Material Number: A0250001632-1

Supplier Material Description:

Price per price unit: 1475

Price unit: 1

Comment:

Country of Origin (Supplier):

Export Control Classification Number:

Export Liel Number:

Statistical Material Number:

Back | Set all to - | Apply supplier reference | **Save & Send** | Create Invoice | Create FPA/ASN | Print | Download

Page 1 of 1

Figure: Order details / Changed Order

5 How to download a confirmation template and upload order confirmations

Instead of confirming the orders one by one you can use the down- and upload function to confirm different orders in one step.

There are two ways:

- ✓ working with MS Excel XLSX
- ✓ or with the csv format.

In this guide we explain how to work with MS Excel.

5.1 How can I use the XLSX confirmation template?

If you want to confirm more than one order in the web application you can work with MS Excel.

1. Open the **Dashboard**
2. Click on **New Orders** in the tile **Orders**
3. Select all the orders you want to confirm by ticking the box on the left; you can also confirm all open orders at once via **Select all matches**
4. Click **Download, Confirmation Template** and **XLSX**

The screenshot shows the SupplyOn interface for managing orders. A table displays a list of orders with columns for Org. Bu., Plant Customer, Plant Code, Planner, Consignee, Name, Unloading Point, Order Number, Positions, Order Date, Last Change D., Status, Hist..., Attachments, Respond-by..., Confir..., and Respon... Each row has a checkbox in the first column. A context menu is open over the table, showing options: All Attachments, Documents, Confirmation Template, CSV, and XLSX. The 'XLSX' option is highlighted. Below the table, there are buttons for 'Download', 'Print', 'Create Invoice', and 'Create FPA/ASN'. The 'Download' button is also highlighted. At the bottom, there is a status bar showing '10 matches of 32 entries', 'Select all matches', 'Clear selection', 'Entries per page: 50', and pagination information.

Figure: **Orders / Download / Confirmation Template / XLSX**

5. Open the **XLSX** file
6. Check the **Order Number(s)**
7. Decide if you leave or change the **Price per unit, Delivery date(s)** and **Delivery quantity**
8. Enter your **Internal Supplier Number**
9. **Save** your XSLX file

Order Number	position no.	Buyer Material Number	Supplier Material Number	Delivery date	Delivery quantity	Quantity unit	Price per unit	Price Unit	Currency	Internal Supplier Number
4561321239	00010	A01C0001632-1	A0150001632-1	30.01.2021	300	PCE	1475	1 EUR		
4561321239	00010	A01C0001632-1	A0150001632-1	30.01.2021	200	PCE	1475	1 EUR		
4561321239	00020	A02C0001632-2	A0250001632-1	30.01.2021	300	PCE	1475	1 EUR		
4561321239	00020	A02C0001632-2	A0250001632-1	30.01.2021	200	PCE	1475	1 EUR		
4561321238	00010	A01C0001632-1	A0150001632-1	30.01.2021	300	PCE	1475	1 EUR		
4561321238	00010	A01C0001632-1	A0150001632-1	30.01.2021	200	PCE	1475	1 EUR		
4561321238	00020	A02C0001632-2	A0250001632-1	30.01.2021	300	PCE	1475	1 EUR		
4561321238	00020	A02C0001632-2	A0250001632-1	30.01.2021	200	PCE	1475	1 EUR		
4561321237	00010	A01C0001632-1	A0150001632-1	30.01.2021	300	PCE	1475	1 EUR		
4561321237	00010	A01C0001632-1	A0150001632-1	30.01.2021	200	PCE	1475	1 EUR		
4561321237	00020	A02C0001632-2	A0250001632-1	30.01.2021	300	PCE	1475	1 EUR		
4561321237	00020	A02C0001632-2	A0250001632-1	30.01.2021	200	PCE	1475	1 EUR		
4561321236	00010	A01C0001632-1	A0150001632-1	30.01.2021	300	PCE	1475	1 EUR		
4561321236	00010	A01C0001632-1	A0150001632-1	30.01.2021	200	PCE	1475	1 EUR		
4561321236	00020	A02C0001632-2	A0250001632-1	30.01.2021	300	PCE	1475	1 EUR		
4561321236	00020	A02C0001632-2	A0250001632-1	30.01.2021	200	PCE	1475	1 EUR		
4561321235	00010	A01C0001632-1	A0150001632-1	30.01.2021	300	PCE	1475	1 EUR		
4561321235	00010	A01C0001632-1	A0150001632-1	30.01.2021	200	PCE	1475	1 EUR		
4561321235	00020	A02C0001632-2	A0250001632-1	30.01.2021	300	PCE	1475	1 EUR		
4561321235	00020	A02C0001632-2	A0250001632-1	30.01.2021	200	PCE	1475	1 EUR		
4561321234	00010	A01C0001632-1	A0150001632-1	30.01.2021	300	PCE	1475	1 EUR		
4561321234	00010	A01C0001632-1	A0150001632-1	30.01.2021	200	PCE	1475	1 EUR		
4561321234	00020	A02C0001632-2	A0250001632-1	30.01.2021	300	PCE	1475	1 EUR		
4561321234	00020	A02C0001632-2	A0250001632-1	30.01.2021	200	PCE	1475	1 EUR		

Figure: MS Excel / Confirmation Template / with mandatory fields to check

10. Go back into the **Application**
11. Click **Upload** and select **Order Confirmation (xlsx)**

Org Bu	Plant Customer	Plant Code	Planner	Consignee Name	Unloading Point	Order Number	Positions	Order Date	Last Change D	Status	Hist...	Attachments	Respond-by	Confir...	Respon
✓ S_TRG	Siemens Training DE	100_1000	Purch...	trg-Acceptance Siemens	München	4561321239	2	19.01.21	19.01.21 11:11	new			No	Oc	
✓ S_TRG	Siemens Training DE	100_1000	Purch...	trg-Acceptance Siemens	München	4561321238	2	19.01.21	19.01.21 11:11	new			No	Oc	
✓ S_TRG	Siemens Training DE	100_1000	Purch...	trg-Acceptance Siemens	München	4561321237	2	19.01.21	19.01.21 11:10	new			No	Oc	
✓ S_TRG	Siemens Training DE	100_1000	Purch...	trg-Acceptance Siemens	München	4561321236	2	19.01.21	19.01.21 11:10	new			No	Oc	
✓ S_TRG	Siemens Training DE	100_1000	Purch...	trg-Acceptance Siemens	München	4561321235	2	19.01.21	19.01.21 11:10	new			No	Oc	
✓ S_TRG	Siemens Training DE	100_1000	Purch...	trg-Acceptance Siemens	München	4561321234	2	19.01.21	19.01.21 11:10	new			No	Oc	
✓ S_TRG	Siemens Training DE	100_1000	Purch...	trg-Acceptance Siemens	München	4561321233	2	19.01.21	19.01.21 11:10	new			No	Oc	
✓ S_TRG	Siemens Training DE	100_1000	Purch...	trg-Acceptance Siemens	München	4561321232	2	19.01.21	19.01.21 11:10	new			No	Oc	
✓ S_TRG	Siemens Training DE	100_1000	Purch...	trg-Acceptance Siemens	München	4561321231	2	19.01.21	19.01.21 11:10	new			No	Oc	
✓ S_TRG	Siemens Training DE	100_1000	Purch...	trg-Acceptance Siemens	München	4561321230	2	19.01.21	19.01.21 11:09	new			No	Oc	

Figure: Orders / Upload / Order Confirmation (xlsx)

12. Click **Choose File**

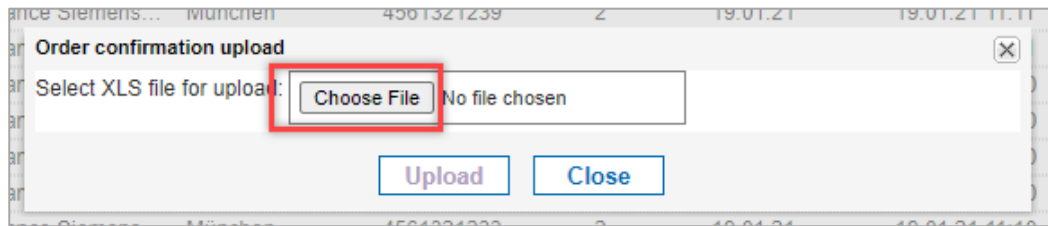


Figure: Orders confirmation upload / Choose file from Desktop

13. Open the folder **Downloads**, select the **XLSX** file and click **Open**

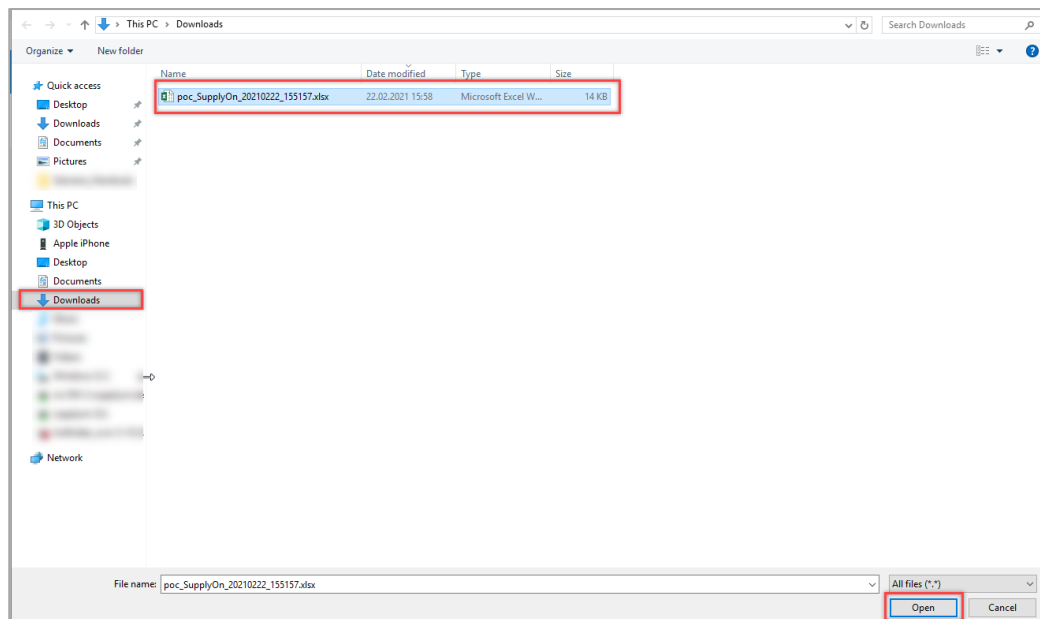


Figure: Select template

14. **Upload** the confirmation template

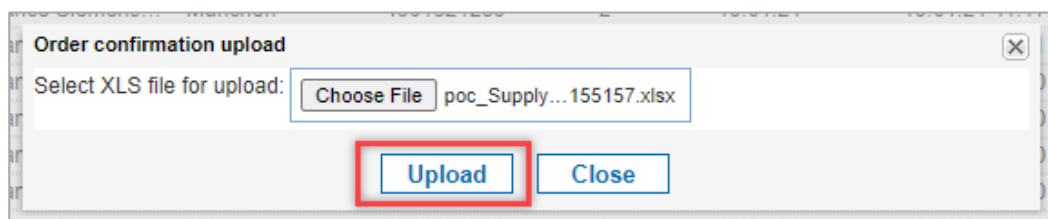


Figure: Upload template

This way you are able to confirm as many orders as you want to in one step.

You can find a technical format description of the upload template here:

[file format descriptions](#)

6 Configure my view

To facilitate your work in SupplyOn, you have the option of setting up personal views. We recommend to use this in the Orders screen.

The screenshot shows the SupplyOn interface for the 'Orders' screen. At the top, there's a navigation bar with 'My SupplyOn > Logistics & Finance > Orders'. Below it, there's a search bar with 'Quick Search' and 'Advanced Search' tabs. The main content area is titled 'Orders' and has a 'Grouped by Unloading Point' and 'Grouped by Material Number' dropdown menu. A red box highlights the 'Default View' and 'Manage View' options. The 'Manage View' dropdown menu is open, showing options: 'Create new', 'Update', 'Delete', and 'Set as/unset default'. Below this, there's a table of orders with columns: Org. Bu., Plant Customer, Unloading Point, Order Number, Positions, Order Date, Last Change D., Status, History, Attachments, Respond-by, Confir., and Respon. The table contains 31 matches of 32 entries. At the bottom, there's a footer with '31 matches of 32 entries: Select all matches Clear selection' and 'Entries per page 50'.

Figure: Orders screen / Default View and Manage View

For details how to configure a screen please open the [media library](#) and search for the tutorial **Tips for search and configure my view.**

7 How to create a process-based alert

SupplyOn supports you in complying with the logistics KPIs. As explained [here](#), you can see your current to-dos in the dashboard in the different order tiles. Additionally, you can set up an individual email alert for specific situations. This ensures that confirmation due or other dates are no longer overlooked and logistics KPIs can be better met.

1. Open the **Dashboard**
2. Click **Alerts**
3. Select **Demand Alerts**

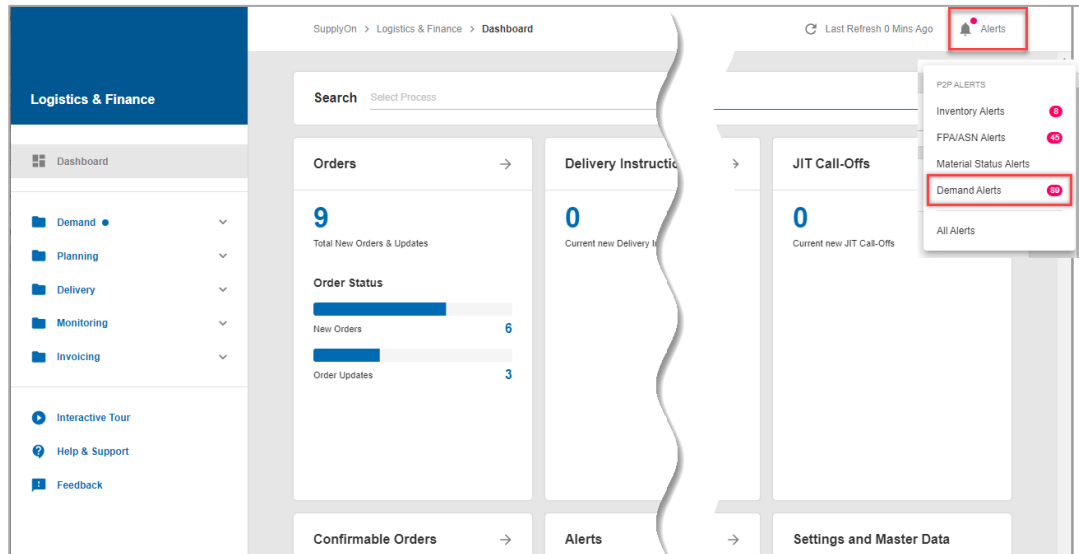


Figure: Dashboard / Alerts

Define a search profile you are interested in. In this example, find out where the confirmation status is overdue.

In this example, a view has been created ([see chapter 6](#)). The column **Days not confirmed** has been moved next to the column **Status**.

My SupplyOn > Logistics & Finance > Alert Overview

Quick Search | Advanced Search

Inactive date: [dropdown] equal to (selection of date) [dropdown] Add line | Delete line

Search [button] Reset [button]

My Search Profiles: Default View [dropdown] Manage View [button] E-mail Notification [checkbox]

Inventory Alerts (26) | FPA/ASN Alerts (45) | Material Status (0) | **Demand Alerts (89)**

[My view] [dropdown] Manage View [button]

Buyer	Plant Code	Plant Buyer	Planner	Order Number	Order	Document Type	Material	Material Desc.	Status	Days not confirmed	Flag Dev.	Dev. Qty.	De
S_TRG	100_1000	Siemens Training...	Purchaser	5500001000	00010	ASN	A02C00010001-1		Due Delivery overdue: ASN Creation overdue	2			
S_TRG	100_1000	Siemens Training...	Purchaser	5500001001	00020	ASN	A02C00010002-2		Due Delivery overdue: ASN Creation overdue	2			
S_TRG	100_1000	Siemens Training...	Purchaser	4560521688	00010	ASN	A01C0001632-1	Training-Article-1632-1	Due Delivery overdue: ASN Creation overdue	585			
S_TRG	100_1000	Siemens Training...	Purchaser	4560521651	00010	ASN	A01C0001632-1	Training-Article-1632-1	Due Delivery overdue: ASN Creation overdue	719			
S_TRG	100_1000	Siemens Training...	Andreas S.	4560520008	000020	ASN	A2V00001151889	RUNDSTAB-3	Due Delivery overdue: ASN Creation overdue	851			
S_TRG	100_1000	Siemens Training...	Purchaser	4560521297	00020	ASN	A02C0001632-2	Training-Article-1632-2	Due Delivery overdue: ASN Creation overdue	5			
S_TRG	100_1000	Siemens Training...	Purchaser	4560521297	00010	ASN	A01C0001632-1	Training-Article-1632-1	Due Delivery overdue: ASN Creation overdue	64			
S_TRG	100_1000	Siemens Training...	Purchaser	4561321238	00010	ASN	A01C0001632-1	Training-Article-1632-1	Due Delivery overdue: ASN Creation overdue	25			
S_TRG	100_1000	Siemens Training...	Purchaser	5560001637	00010	ASN	A01C0001632-1	Training-Article-1632-1	Due Delivery overdue: ASN Creation overdue	758			
S_TRG	100_1000	Siemens Training...	Purchaser	4560521299	00020	ASN	A02C0001632-2	Training-Article-1632-2	Due Delivery overdue: ASN Creation overdue	65			
S_TRG	100_1000	Siemens Training...	Purchaser	4560521299	00010	ASN	A01C0001632-1	Training-Article-1632-1	Due Delivery overdue: ASN Creation overdue	66			
S_TRG	100_1000	Siemens Training...	Purchaser	4560521716	00020	ASN	A02C0001632-2	Training-Article-1632-2	Due Delivery overdue: ASN Creation overdue	585			
S_TRG	100_1000	Siemens Training...	Purchaser	4560521716	00010	ASN	A01C0001632-1	Training-Article-1632-1	Due Delivery overdue: ASN Creation overdue	585			
S_TRG	100_1000	Siemens Training...	Andreas S.	4560520008	000010	ASN	A2V00001151888	RUNDSTAB-2	Due Delivery overdue: ASN Creation overdue	965			
S_TRG	100_1000	Siemens Training...	Purchaser	4560521916	00010	ASN	A01C0001632-1	Training-Article-1632-1	Due Delivery overdue: ASN Creation overdue	371			
S_TRG	400_4000	Siemens Training...	Purchaser	4560521675	00010	ASN	A02C0001632-2	Training-Article-1632-2	Due Delivery overdue: ASN Creation overdue	368			

89 matches of 189 entries: Select all matches | Clear selection

Entries per page: 50

Page 1 of 2 | Next | Last

Figure: Alert Overview / with personalized view

4. Build your search profile by clicking **Add a line**
5. Select the Search criteria, for this example select **Status Confirmation**
6. And select the entry **Confirmation Status Overdue**

My SupplyOn > Logistics & Finance > Alert Overview

Quick Search Advanced Search

Inactive date equal to (selection of date) Delete line

Status Confirmation equal to Confirmation Status Overdue Add line Delete line

Search Reset

My Search Profiles

Default View Manage View

E-mail Notification

Inventory Alerts (26) FPA/ASN Alerts (45) Material Status

Default View Manage View

Buyer	Plant Code	Plant Buyer	Planner	Order Number	Order	Document Type	Material	Material Desc.	Status	Flag Dev.	Dev. Qty	Deviating	Fi
S_TRG	100_1000	Siemens Training...	Purchaser	4560521299	00010	ASN	A01C0001632-1	Training-Article-1632-1	Due Delivery overdue: ASN Creation overdue				
S_TRG	100_1000	Siemens Training...	Purchaser	4560521716	00020	ASN	A02C0001632-2	Training-Article-1632-2	Due Delivery overdue: ASN Creation overdue				
S_TRG	100_1000	Siemens Training...	Purchaser	4560521716	00010	ASN	A01C0001632-1	Training-Article-1632-1	Due Delivery overdue: ASN Creation overdue				
S_TRG	100_1000	Siemens Training...	Andreas S.	4560520008	000010	ASN	A2V00001151688	RUNDSTAB-2	Due Delivery overdue: ASN Creation overdue				
S_TRG	100_1000	Siemens Training...	Purchaser	4560521916	00010	ASN	A01C0001632-1	Training-Article-1632-1	Due Delivery overdue: ASN Creation overdue				
S_TRG	100_1000	Siemens Training...	Purchaser	4560521670	00020	ASN	A02C0001632-2	Training-Article-1632-2	Due Delivery overdue: ASN Creation overdue				
S_TRG	100_1000	Siemens Training...	Purchaser	4560521297	00020	Order	A02C0001632-2	Training-Article-1632-2	Status Confirmation: Confirmed with Deviat...				
S_TRG	100_1000	Siemens Training...	Purchaser	4561321249	00010	Order	A01C0001632-1	Training-Article-1632-1	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4561321245	00020	Order	A02C0001632-2	Training-Article-1632-2	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4561321244	00020	Order	A02C0001632-2	Training-Article-1632-2	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4561321244	00010	Order	A01C0001632-1	Training-Article-1632-1	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4561321251	00010	Order	A01C0001632-1	Training-Article-1632-1	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4560521297	00010	Order	A01C0001632-1	Training-Article-1632-1	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4560521202	00010	Order	A01C0001632-1	Training-Article-1632-1	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4561321240	00020	Order	A02C0001632-2	Training-Article-1632-2	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4561321255	00020	Order	A02C0001632-2	Training-Article-1632-2	Status Confirmation: Confirmation Status ...				

89 matches of 189 entries: Select all matches Clear selection

Entries per page 50

Page 1 of 2 Next Last

Figure: Alert Overview / with search criteria

7. Test your search parameters by clicking **Search**

My SupplyOn > Logistics & Finance > Alert Overview

Quick Search Advanced Search

Inactive date equal to (selection of date) Delete line

Status Confirmation equal to Confirmation Status Overdue Add line Delete line

Search Reset

My Search Profiles

Default View Manage View

E-mail Notification

Inventory Alerts (0) FPA/ASN Alerts (0) Material Status (0) Demand Alerts (46)

Default View Manage View

Buyer	Plant Code	Plant Buyer	Planner	Order Number	Order	Document Type	Material	Material Desc.	Status	Flag Dev.	Dev. Qty	Deviating	Fi
S_TRG	100_1000	Siemens Training...	Purchaser	4561321249	00010	Order	A01C0001632-1	Training-Article-1632-1	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4561321249	00020	Order	A02C0001632-2	Training-Article-1632-2	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4561321244	00020	Order	A02C0001632-2	Training-Article-1632-2	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4561321244	00010	Order	A01C0001632-1	Training-Article-1632-1	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4561321251	00010	Order	A01C0001632-1	Training-Article-1632-1	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4561321251	00020	Order	A02C0001632-2	Training-Article-1632-2	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4561321255	00020	Order	A02C0001632-2	Training-Article-1632-2	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4561321255	00010	Order	A01C0001632-1	Training-Article-1632-1	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4561321246	00020	Order	A02C0001632-2	Training-Article-1632-2	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4561321246	00010	Order	A01C0001632-1	Training-Article-1632-1	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4561321250	00010	Order	A01C0001632-1	Training-Article-1632-1	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4561321253	00010	Order	A01C0001632-1	Training-Article-1632-1	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4561321254	00010	Order	A01C0001632-1	Training-Article-1632-1	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4561321252	00020	Order	A02C0001632-2	Training-Article-1632-2	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4561321252	00010	Order	A01C0001632-1	Training-Article-1632-1	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4561321248	00010	Order	A01C0001632-1	Training-Article-1632-1	Status Confirmation: Confirmation Status ...				

46 matches of 189 entries: Select all matches Clear selection

Entries per page 50

Page 1 of 1 Next Last

Figure: Alert Overview / Search result is displayed

You can save these search parameters as search profile and define the frequency of E-mail notifications for it. Define a name for your search parameters and save it.

8. Define a name for your **Search Profile**
9. Click on the **Drop Down** next to **Manage View**
10. and click **Create new**

My SupplyOn > Logistics & Finance > Alert Overview

Quick Search / Advanced Search

Inactive date: equal to (selection of date) Delete line

Status Confirmation: equal to Confirmation Status Overdue Add line Delete line

Search Reset

My Search Profiles
Conf Overdue

E-mail Notification

Manage View
Create new
Update
Delete
Set as/unset default

Inventory Alerts (0) FPA/ASN Alerts (0) Material Status (0) Demand Alerts (46)

Default View Manage View

Buyer	Plant Code	Plant Buyer	Planner	Order Number	Order	Document Type	Material	Material Desc.	Status	Flag Dev	Dev. Qty	Deviating	Fit
S_TRG	100_1000	Siemens Training...	Purchaser	4561321249	00010	Order	A01C0001632-1	Training-Article-1632-1	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4561321249	00020	Order	A02C0001632-2	Training-Article-1632-2	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4561321244	00020	Order	A02C0001632-2	Training-Article-1632-2	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4561321244	00010	Order	A01C0001632-1	Training-Article-1632-1	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4561321251	00010	Order	A01C0001632-1	Training-Article-1632-1	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4561321251	00020	Order	A02C0001632-2	Training-Article-1632-2	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4561321255	00020	Order	A02C0001632-2	Training-Article-1632-2	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4561321255	00010	Order	A01C0001632-1	Training-Article-1632-1	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4561321246	00020	Order	A02C0001632-2	Training-Article-1632-2	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4561321246	00010	Order	A01C0001632-1	Training-Article-1632-1	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4561321250	00010	Order	A01C0001632-1	Training-Article-1632-1	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4561321253	00010	Order	A01C0001632-1	Training-Article-1632-1	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4561321254	00010	Order	A01C0001632-1	Training-Article-1632-1	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4561321252	00020	Order	A02C0001632-2	Training-Article-1632-2	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4561321252	00010	Order	A01C0001632-1	Training-Article-1632-1	Status Confirmation: Confirmation Status ...				
S_TRG	100_1000	Siemens Training...	Purchaser	4561321248	00010	Order	A01C0001632-1	Training-Article-1632-1	Status Confirmation: Confirmation Status ...				

Back Details Ignore status

46 matches of 189 entries Select all matches Clear selection

Entries per page 50

Page 1 of 1 Next Last

Figure: Alert Overview / Define and save Search Profile

11. Click **E-mail Notification**

Hide Search Area

My Search Profiles

Conf Overdue

E-mail Notification

Manage View

Figure: Alert Overview / Define E-mail Notification for Search Profile

12. The just created search profile is automatically selected
13. Set the tick next to **Active**
14. Define the notification period, for example on a daily basis at 8.00 am in the morning
15. Click **Save**

My SupplyOn > Logistics & Finance > Alert Overview > Email Notification

E-mail Notification

Based on Search Profile Conf Overdue

☒ Active

Alert Notification Type
☒ as Attachment ☐ as Pure Text

Frequency
 Periodic (according to your timezone: (GMT+01:00) Europe/Berlin)

☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☐ Saturday ☐ Sunday

☒ Daily at 08 : 00

☐ Hourly from 8:00 to 17:00 every 4 hour(s)

Save Back

Figure: Alert Overview / E-mail Notification

In this example you will receive an e-mail notification every day.

8 Roles and Rights

The SupplyOn Company Admin is authorized to create new users or to assign roles to already existing users.

For working with the purchase order process the following area of responsibility is needed:
Order Fulfillment, Finance Processes.

Areas of responsibility			
	Name ↑	Description	More information
<input type="checkbox"/>	Company Administration	Company master data, users and permis...	More information
<input checked="" type="checkbox"/>	Order Fulfillment, Finance Processes	Supply Chain Management.	More information
<input type="checkbox"/>	Quality Management	Supplier Quality Management (QM).	More information
<input type="checkbox"/>	Sales	Sourcing to Contract, Progress to Order ...	More information
<input type="checkbox"/>	Shipping, Goods Receipts, Warehouse ...	Shipping, goods receipts, warehouse ma...	More information
<input type="checkbox"/>	Supply Chain Administration	Demand, logistics and finance processes.	More information

Figure: **User Management** with **Edit User** and **Areas of responsibility**

After clicking **More information**, the following help page is displayed. Here you can see the tasks the user can fulfill with this responsibility.

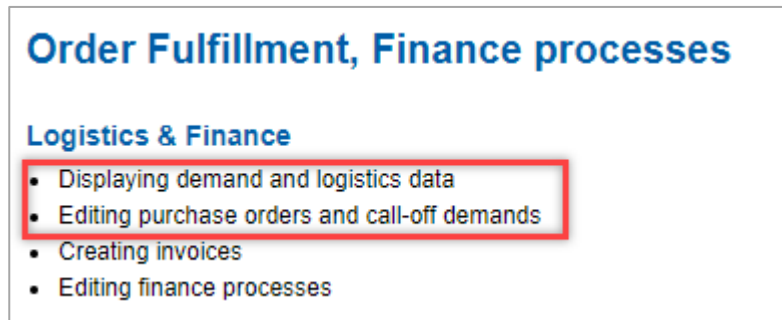


Figure: **Help page** with explanation for **Order Fulfillment, Finance processes** responsibility