

CONNECT MANAGER

SUPPLY ORDER MANAGEMENT TOOL 3.5

MANUAL

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What is the Supply Order?

Supplier Order Management is a hosted, secure, Web-based e-commerce management application. It enables suppliers and service providers to conduct a wide variety of transactions online. Suppliers can manage purchase orders, accounts, and shipping for multiple buyers.

How to begin

After the buyer invites you to register with Perfect Commerce and your registration is completed, you will receive a personal login ID and password. Once you have the ID and password, you can proceed with receiving orders through Supply Order. If you choose to receive email notifications on orders, you will need to use the preferences section of this manual.

How to Get Started?

Open your internet browser. Type <u>www.perfect.com</u> in the address line of your browser and click Go.

Home Solutions	COMMERCE Buyers Suppliers News & Events	C	Contective Login On-Demand SRM Solutions Commerce Management Solutions
Delivering leadin On-Demand SR the Open Suppli Delivering Pure Hear leading CEOs and C class supply management	A solutions and er Network. TM Profit Click Here for your THEE CD		Perfect Commerce delivers world class On- Demand Suppler Relationship Management solutions that integrate in to existing ERP and procurement systems. Perfect Commerce helps clerts reduce costs, compress cycle time and enhance the buyer-suppler relationship. The Open Supplier Network and our On-Demand model deliver immediate results. Perfect Commerce solutions integrate easily into and support strategic sourcing and effocurement intelatives accelerating ROI on eProcurement Investments. • <u>Open Supplier Network</u> • <u>PerfectSource</u> • <u>PerfectProcure</u>
120 Global 2000 CI	ients 8,000 Suppliers 160,00	0 Users	PerfectFinance
Customers	News & Events		White Paper
syngenta	Perfect Commerce ¹⁰ Adds Strength To Leas John Jung Joins Firm As Chief Operating Offic Kansas City, Mo. April 27, 2004 Perfect Commerce, Inc., a leading provider of world Relationship Management (SRM) solutions, today an John Jung will join the company as Chief Operating brings an extensive background in the strategy, stru- performance of commercial and technology operating companies offering procurement, sourcing and setti and services.	class Supplier nounced that Officer. Jung icture and ins of	Advancing the Strategic Sourcing Process through Online Reverse Auctions Analyst Reviews Forrester Perfect Scout: eScout and Perfect Commerce Merce David Metcaile The Aberdeen Group Perfect, Scout Merger Harkens Trends for
🔶 ITT Industries	"John brings high-caliber experience and operations	leadership to	Supply Management Sector Tim Minahan

Click the Login link in the upper right hand corner of the page.



Select the Perfect Commerce Log In link.

		Contact Us Login
PERFECT C	OMMERCE	On-Demand SRM Solutions
Home Solutions Bu	yers Suppliers News & Events Cor	Commerce Management Solutions
	Perfect Commerce Log In	
Support and Log In	trading partners! The migration of these platforms for easy access.	urchasePro, CommerceOne.net and legacy Perfect is underway. Login as usual and bookmark this screen
	Perfect Compress Ce Procurement Ma	anager
	Perfect Commerce Log In ConnectScout	
	Purchase Pro	
	Purchase Pro Log In Customer Support - Purchase Pro	
	Perfect Customers	
	and standardize sourcing processes for all parts	nificantly reduce purchasing costs as well as enhance of the organization. We believe that outstanding service tionship. Please click on the Perfect Customers link to tools.

Type your username and password into the specified text boxes, click the word Proceed. If you forgot your password, enter your user ID and click Forgot Password? link.

Authorization Required. User ID: Password: Proceed Foroct Dassword? Foroct	
Enter your User ID and click here.	



Click on the OSN link or tab to access the Supply Order portion of the tool. Note: You can click the words Personalize Links and choose the quick links that you would like on the menu for your Home page.

	RCE			7			
Home	Procurement Invoice Manager Manager	OSN	OSN	Admin	Support	About Perfect Commerce	
LOG OUT							
Welcome to Perfec Commerce Perfect Commerce is focused on maximizing		Hemminger	New! Perfec		ouncements Upgrade		
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relationships and has enabled immediate and	Admin		Commerce brandi				
sustainable results for it	S OSN Procurement Manager					ing Smart and Selling Smart esses. Buying Smart is now	
clients. Delivering On- Demand Supplier	Supplier Directory	Go	called Procuremen	nt Manager while		ab is now identified as	
Relationship Managemen	t Inuoico Managor	Go	Connect Manager				
(SRM) solutions and The Open Supplier Network®		Go					
(GSN), Perfect Commen hosts the largest independent suppler network in the world with thousands of supplers, millions of balans of spend a year. <u>click harge</u> for more information	e One stop online Tr hotel and car rese day, 7 days a wee	avel Service for air, rvations 24 hours a					
						Privacy Policy	Antitrust Policy

There are links to various tools on this page. Click the word Go, next to the words Check Your Sales to access the Supply Order Management Tool.

PERFECT COMM	IERCE						
Home	Procurement Manager	Invoice Manager	OSN	OSN	Admin	Support	About Perfect Commerce
LOG OUT							
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Viewing Orders

This is the Home Page for Supplier Order Management. From the Home Page, there are numerous ways to find and view orders (which include blanket orders and change orders) and other documents. To view all New Orders, from the Statistics section of your workspace, click the New Orders link.

Home Log Out		
Friday, May 7, 2004 Or	der Invoice Supply Order Home Help	
Create	Welcome so_user!	
New	Select Document Type: Order	
Invoice	Search	
From Document	Order Number: Start Date: End Date:	
Invoice	Statu Account Code:	Search Reset
View		
Orders Change Orders	Statist	
Invoice	14 New Orders 19 Processing Orders 15 Changed Orders 45 Completed Orders	584 Accepted Orders 517 Not Accepted Orders
	17 Accepted with Changes Orders 10 Cancelled Orders	0 Other Orders
Settings		

The Order Management page appears. It displays: Status of New Order with basic header information for each order: Order Number, Sender, Account Code, Status, Order Date, and Total Cost and Currency. There is also an Action box with icons to:

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- View
- Export
- Print
- History*

*(If you're looking at an order that was already processed)

							Order Manager
Search							
Account Co All Order Numb	er All	: Match 💌	Star • May	t Date	End Date • 2002 • May • 1	14 🔹 2002 💌	Search Reset
Displaying	11-15/15			Page 2 /2	Go		
! Atta	h <u>Order Number</u>	Sender	Account Code	<u>Status</u>	Order Date	Total Cost	Currency Action
	07COR.370000tst8	hou001	esc001	New Order	May 12, 2002 4:00 PM	4.440	USD 🔍 🖪 🖨
	2243-test-146-4	esc001	eScout2000	Completed	May 8, 2002 7:08 AM	1.000	USD 🔍 🖳 📇 🍏
	2243-test-147-4	esc001	eScout2000	New Order	May 13, 2002 12:46 PM	0.000	USD 🔍 📑 🚑
	2243-test-148-4	esc001	eScout2000	New Order	May 14, 2002 5:56 AM	0.000	USD 🔍 🖪 🗃
	2243-test-149-4	esc001	eScout2000	New Order	May 14, 2002 5:56 AM	0.000	USD 🔍 📑 🖨
Check All	<u>Clear All</u>						
Export chec	ked to: Invoice						Export All Print A
Displaying	11-15/15			Page 2 /2	Go		



You can further refine your search by entering search criteria in the *Search* section of the page. In the Start Date field, select June 01, 2004 and in the End Date field, select June 1, 2004. Click on the drop down arrow to the right of the Status field. Select All, to find all orders for the period of June 1, 2004. Click the Search button to run the query.

nday, May 10	0, 2004 Order	Invoice	Supply Order Home	Help			0	Cer Managem
earch								/
ccount Code				rt Date	End Date			
All Inder Numbe	I	w Order	·	•			Search	Reset
		act Match 👱						
isplaving	11-20/613			Page 2 /6	2 G0			
! Attach		Sender	Account Code	Status	Order Date	Total Cost	Currency	Action
	1-11-55	esc001	escout	New Order	Jul 25, 2003 5:55 AM	11.000	USD	9, 🖪 🎒
	1-12-55	esc001	escout	New Order	Jul 25, 2003 7:08 AM	4.000	USD	a 🖪 🎒
	1-2-55	esc001	escout	New Order	Jul 24, 2003 2:22 PM	4.000	USD	9, 🖪 🏉
	1-3-55	esc001	escout	New Order	Jul 24, 2003 2:31 PM	4.000	USD	0, 🖪 🎒
	1-3-55	esc001	escout	New Order	Jul 25, 2003 6:32 PM	121.000	USD	۹ 🖻 🖨
	1-4-55	esc001	escout	New Order	Jul 25, 2003 6:34 PM	121.000	USD	् 🗟 🎒
	1-5	esc001	escout	New Order	Jul 25, 2003 11:46 AM	44.000	USD	۹ 🖻 🖨
	1-5-55	esc001	escout	New Order	Jul 24, 2003 2:45 PM	4.000	USD	
	1-6-55	esc001	escout	New Order	Jul 24, 2003 2:53 PM	4.000	USD	
	1-7-55	esc001	escout	New Order	Jul 24, 2003 3:00 PM	4.000	USD	
Check All -	Clear All							
xport check	ed to: Invoice						Export	All Print All
isplaying	11-20/613			Page 2 /6	2 Go			

The search results are now sorted by status. In the column header the sort triangle represents the order (▲ Ascending Order マ Descending Order). To view the details of any given order, select the View icon www.icon the Action box. The screen will refresh and display the details of that order.

onday	, May 10	D, 2004 Order	Invoice	Supply Order Home	e Help				
								Ore	ler Manageme
Sear	ch								
	unt Code		atus		art Date	End Date			
All Order	Numbe		ew Order	•	•			Search	Reset
	Nombe		act Match 🔄]					
						-			
		11-20/613				2 <u>Go</u>		-	
	Attach	Order Number △ 1-11-55	Sender esc001	Account Code escout	<u>Status</u> New Order	<u>Order Date</u> Jul 25, 2003 5:55 AM	Total Cost 11.000	Currency USD	Action
		1-12-55	esc001	escout	New Order	Jul 25, 2003 7:08 AM	4.000		
		1-2-55	esc001	escout	New Order	Jul 24, 2003 2:22 PM	4.000		< ₽ < ₽ <i>₿</i>
		1-3-55	esc001	escout	New Order	Jul 24, 2003 2:31 PM	4.000		4 3 6
		1-3-55	esc001	escout	New Order	Jul 25, 2003 6:32 PM	121.000		
		1-4-55	esc001	escout	New Order	Jul 25, 2003 6:34 PM	121.000		
		1-5	esc001	escout	New Order	Jul 25, 2003 11:46 AM			< ₽ ₽
		1-5-55	esc001	escout	New Order	Jul 24, 2003 2:45 PM	4.000		
		1-6-55	esc001	escout	New Order	Jul 24, 2003 2:53 PM	4.000		
		1-7-55	esc001	escout	New Order	Jul 24, 2003 3:00 PM	4.000	USD	
	k All -	Clear All							
		ed to: Invoice						Export A	I Print All
Disn	laving	11-20/613			Page 2 /6	2 Go			



There are many details available to you on the Purchase Order page for each order. Additional details can be viewed by clicking the roll-down icon * for each section of the Purchase Order.

Home Log Out					
Monday, May 10, 2004 Order Im	roice Supply Order Home Help				
					Order Management
Print Export Send Document	Save Header				
Purchase Order : 1-11-55					
BILL to / SHIP to / BUYER Info					
Buyer: Party ID:N/A Enterprise Admin Organization GE CORP CARD SERVICES - MPCO P O BOX 410406 MPCO SALT LAKE CITY, UT 84141-0406	Bill To: Party ID:N/A GE CORP CARD SERVI P O BOX 410406 MPCC SALT LAKE CITY, UT 8 US)		Ship To: Party ID:N/A APC - Barry Steam Plant 15300 Highway 43 North Bucks, AL 36512 US	
US Buyer Order Contact:	Billing Order Contact:			Shipping Order Contact:	
General Information Order Date Jul 25, 2003 5:55 AM AllowPartial Shipment: No	Account Code escout Requested Delivery Date: Aug 9, 2003 5:55 AM		i p By Date: 003 5:55 AM	Currency: U.S. Dollar	
Supplier Ref. No.	Supplier Ship By Date: 2003 ¥ July 25 ¥ Payment Choice Not Applicable Payment Choice Other	Shipmen Not App Shipmen		1	
Dipaying 1-1/1	Page	1 /1 Go			
	Code Description	Unit	Quantity	Unit Price	Amount Action
Seller: 1 Buyer: N/A Manufacture	11 r: N/A	Unknown	1.000	11.000 U.S. Dollar	11.000
Export checked to: ASN Invoice				Sub Total : Tax Total: Total Amount:	11.000 U.S. Dollar 0.000 U.S. Dollar 11.000 U.S. Dollar
Displaying 1-1/1	Page 1	/1 Go			
Tax Information					
Payment Information					
★ Terms of Delivery					
Transport Information					
Notes General Notes:					

Buyers use Attachments to provide additional information with an order. An Attachment may be a document or multimedia file. When a Purchase Order contains an attachment, the licon will display in the Attach field, next to the Order Number. In this example, Order Number 11974-4-2 has an attachment file that pertains to the entire Purchase Order.

londay, May	10, 2004 Order	Invoice	Supply Order Hon	ne Help			0	rder Managemei
Search							0	der Hanageme
Account Co				tart Date	End Date			
All Order Num		w Order	•	•			Search	Reset
		act Match 💌]					
Displayin	21-30/613			Page 3 /	52 Go			
I AN	h Order Number	Sender	Account Code	Status	Order Date	Total Cost	Currency	Action
	1-8-55	esc001	escout	New Order	Jul 25, 2003 3:04 AM	1.000	USD	Q B 🔗
	11974-4-2	esc001	eScout2000	New Order	Jan 18, 2003 7:44 AM	6.300	USD	् 🖪 🎒
	1802-2-11	esc001	escout2000	New Order	Sep 28, 2001 5:16 PM	5,500.000	USD	Q 🖪 🎒
	1869-TEST-13-4	esc001	eScout2000	New Order	Jan 10, 2001 2:26 PM	0.000	USD	a 🖪 🎒
	1869-TEST-14-4	esc001	eScout2000	New Order	Jan 10, 2001 2:28 PM	0.000	USD	a 🖪 🎒
	1948-3-39	esc001	87651	New Order	Dec 28, 2001 11:44 AM	0.500	USD	् 🖪 🎒
	1949-2-39	esc001	87651	New Order	Dec 31, 2001 8:58 AM	11.000	USD	् 🖪 🎒
□ ! D	2-1-46	esc001	eScout	New Order	Mar 25, 2004 5:55 AM	4.000	USD	् 🖪 🎒
	2-10-TEST	esc001	Citizens	New Order	Feb 12, 2001 9:09 AM	2,295.043	USD	् 🖪 🎒
	2-11-TEST	esc001	Citizens	New Order	Feb 12, 2001 11:52 AM	2,295.043	USD	a 🖪 🖨
	- <u>Clear All</u>							
Export che	cked to: Invoice						Export	All Print All



In the order details, there is an Attachments section. Click the roll-down * icon to view attachment details.

Home Log Out				
Monday, May 10, 2004 Order Ir	woice Supply Order Home Help			
				Order Management
Print Export Send Document	Save Header			
Purchase Order : 11974-4-2				
BILL to / SHIP to / BUYER Info	Bill To:		Ship To:	
Buyer: Party ID:N/A 963-7993 eScout 963 8209 NW Everton, Apt. B Kansas City, MO 64152 US Buyer Order Contact:	Bill 10: Party ID:N/A eScout 963 8209 NW Everton, Apt. B Kansas City, MO 64152 US Billing Order Contact:		Smp 10: Party ID:N/A eScout 963 8209 NW Everton, Apt. B Kansas City, MO 64152 US Shipping Order Contact:	
General Information	bining order contact.		shipping order contact.	
General Information Order Date Jan 18, 2003 7:44 AM AllowPartial Shipment: No	Account Code eScout2000 Requested Delivery Date: Feb 2, 2003 7:43 AM	Buyer Ship By Date: Jan 18, 2003 7:44 AM	Currency: U.S. Dollar	
Supplier Ref. No. Status New Order Status Other Note Topbyyer:	Supplier Ship By Date: 2003 January 18 Payment Choice Not Applicable Payment Choice Other	Shipment Choice Not Applicable Shipment Choice Other		
Dia sying 1-1/1	Page 1	1 Go		
Tax Information				
Attachments				
Payment Information				
+> Terms of Delivery				
Transport Information				
Notes General Notes:				
General Notes.				

In the Attachments section, under the Filename section, a list of files that are attached is displayed. There is a download link to download and view the attachment file. Click the Download link to view the attachment.

Feb 2, 2003 7:43 ÅM pplier Ref. No. Supplier Ship By Date: 2003 []anuary] []8 x Payment Choice Word ar Payment Choice Other Not Applicable] Payment Choice Other splaying 1-1/1 Page [] /1 ©0 ExportNumber Code Description Unit Quantity Unit Code Seller: 6:300 U.S. Dollar 6:300 U.S. Dollar Total Amount 6:300 U.S. Dollar Total Amount 0 Dellvery Transport Information Transport Information Transport Information							
pplier Ref. No. Supplier Ship By Date: 2003 January 18 Payment Choice Not Applicable Shipment Choice Not Applicable Shipment Choice Other Payment Choice Other splaying 1-1/1 Page 1 /1 Go Seller: 6204-2XL Buyer: N/A Payment Information Tars for All Choice Sub Total: 6.300 U.S. Dollar Tars of Delivery Transport Information Tars port Information Tars splaying 1-1/1 Page 1 /1 Go Sub Total: 6.300 U.S. Dollar Tars for All Choice Sub Total: 6.300 U.S. Dollar Sub Total: 6.300 U.S. Dollar Sub Total: 6.300 U.S. Dollar Tars for All Choice Sub Total Sub Total: 6.300 U.S. Dollar Tars for All Choice Sub Total Sub Total Sub Total: 6.300 U.S. Dollar Tars for All Choice Sub Total Sub Total	AllowPartial Shipment:						
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Tax Information Attachments rpose: Title: Language: Filename: test.wps Pownload Payment Information Terms of Delivery Transport Information otes				-	Fotal Amount:	6.300 U.S.	Dollar
Attachments rpose: Title: Language: Filename: test.wps Pownload Payment Information Terms of Delivery Transport Information otes	Displaying 1-1/1	Page 1 /1 Go				K 🔇	DN
rpose: Title: Language: Filename: test.wps Download Payment Information Terms of Delivery Transport Information otes	★ Tax Information						7/5
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Payment Information Terms of Delivery Transport Information otes	Purpose: Title:	Language:	ilenam	e:			ا خ
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Terms of Delivery Transport Information otes	Payment Information						
otes	Terms of Delivery						
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	Notes						
	General Notes:						



A File Download box displays. You can select Open to open this file from its current location to view the attachment contents, or select Save to save this file to disk to save the file locally.

AllowPartial Shipment: R	equested Delivery Date:
	eb 2, 2003 7:43 AM
Supplier Ref. No. S Status P New Order V	Upplier Ship By Date: 2003 January 18 symmet Choice Shipment Choice Not Applicable Not Applicable symmetric field Download File Download Some files can ham your computer. If the file information below tooks supplicable, you do not hilly trust the source, do not open or save this file. File type: File type:
Displaying 1-1/1	Open Save Cancel More Info Save Cancel More Info Save Difference opening this type of file
Tax Information	
Attachments Purpose: Title:	
cc	pad
Payment Information	
+> Terms of Delivery	
Transport Information	
Notes	
General Notes:	- 😢 Done 🖉 🖉
L	

Smart Forms provide a structured format for providing specific, customized information about a product or service. These attachments are often used for such commodities and services as business cards, temporary labor and clothing. When a Smart Form pertains to a specific line item, a Smart Form hyperlink will appear in the Action box. Click on the Smart Form link to view the Smart Form. Close the window to exit the Smart Form.

Home Log Out			
Monday, May 10, 2004 Order Invoice Supply Order Home Help			
Status Payment Choice Shipment Choice New Order Not Applicable Not Applicable Note To Buyer:	•		
Displaying 1-1/1 Page 1 /1 Go			
	it Price	Amount	Action
⁺ ▶ □ 1 96773- SMART BUSINESS CARD Each 1.000 1	180.950 U.S. Dollar	180.950	Smart Form
Export checked to: ASN Invoice To	Sub Total :- Tax Total: tal Amount:		80.950 U.S. Dollar 2.260 U.S. Dollar 3.210 U.S. Dollar
Displaying 1-1/1 Page 1 /1 Go			
* Tax Information			
Payment Information			
+> Terms of Delivery			
+> Transport Information			
Notes			
General Notes: Special Handling Notes:			



If an order has been accepted, you can view the history of the order. Search for the Purchase Order from the Supply Order Home and click the 3 History icon.

									Order Man	agem
Sear	•ch									
Accor	unt Code	Status Accep	ted	Start	Date	End Date		Sea	rch Reset	-1
	r Numbe	r						364	Keser	-
		Exact	Match 💌							
Disp	laying	1-10/584		F	age 1 /5	9 Go			κ <	
	Attach	Order Number	Sender	Account Code	Status	Order Date	Total Cost	Currency	Action	
	Û	07COR.370000tst2	hou001	esc001	Accepted	May 12, 2002 4:00 PM	4.440	USD	i 🔍 🖪 🗗 🤅	3
	Û	07COR.TEST	hou001	ESCOUT	Accepted	Mar 5, 2003 4:00 PM	141.940	USD	🔍 🖪 🍐 🖗	3
		1-10-55	esc001	escout	Accepted	Jul 25, 2003 5:33 AM	4.000	USD	🔍 🖪 🔥 🤅	3
		10-2-10	esc001	citizens	Accepted	Oct 23, 2000 6:49 AM	0.000	USD	Q 🖪 🗿	
		10-2-9	esc001	citizens	Accepted	Oct 22, 2000 8:29 AM	0.000	USD	Q 🖪 🗿	
		100-2-10	esc001	Citizens	Accepted	Nov 14, 2000 7:22 AM	0.000	USD	Q 🖪 😽	
		101-2-10	esc001	Citizens	Accepted	Nov 14, 2000 7:56 AM	0.000	USD	Q 🖪 🍐	
		102-2-10	esc001	Citizens	Accepted	Jan 8, 2001 3:13 PM	0.000	USD		3
		102-2-9	esc001	Citizens	Accepted	Nov 16, 2000 1:10 PM	0.000	USD		/
		103-2-10	esc001	Citizens	Accepted	Nov 14, 2000 12:22 PM	0.000	USD	0, 🖪 🎒	
Chec	sk All -	Clear All								

History of all activity for current orders will display. You can view the original order, change orders, and order responses. To View additional details within the history of an order, click on the icon in the action column.

Ho	me Log Out										
Fri	lay, May 7, 2004		Order	Invoice	Supply Order Home He	lp					
_										Order Ma	t
	Order Histor										
	Purchase Oro									¥	
	Event Type	Sent Or		<u>Date</u> △	Change Order Number	Sender				Payment Action	
		May 13, 200					esc001	New Order	Not Applicable	Not Applicable	
	Order Response	Jul 30, 2002	7:32 AM				esc001	Accepted	Not Applicable	Not Applicable	



This will show the detail of the order and what changes were made to the order.

									Order Ma	nagement
Pr	int	Export	History		Purchase Ord	ler has encoun	tered a proble	m: Availability/Price/Co		-
Pu	ırchas	se Ordei	r : 07COR.37000	Dtst2						
BI	LL to /	/ SHIP to	o / BUYER Info							
Par 070 Hot 270	DO SAN OSPEC	i, Corpora DERS RO			Bill To: Party ID:N/A MOUNT PROSPECT 1501 FEEHANVILLE DRIVE MOUNT PROSPECT, IL 600 US	56	Shi	р То:		
		ler Conta	ct:		Billing Order Contact:		Ship	pping Order Contact:		
Ge	neral	Informa	tion							
Ma		e 002 4:00 al Shipme			code d Delivery Date: 002 4:00 PM	Buyer Ship May 12, 200		Currency: U.S. Dollar		
Sup	pplier R	tef. No.		Supplier S	hip By Date:					
	itus te To B	uver:		Payment	Choice	Shipment Cl	noice			
1400		dycr.								
Dis	splayir	ng 1-2/	2		Page 1	/1 Go			K	
	Expor	tNumbe	r Code		Description	Unit	Quantity	Unit Price	Amount	Action
+ 🕨		1.0	Seller: A26705AN- Buyer: A26705AN- Manufacturer: A26 315086	315086	Post-it Page Markers - Neon, 1	Package	1.000	2.990 U.S. Dollar	2.990	
+ 🕨		2.0	Seller: A26539YW- Buyer: A26539YW- Manufacturer: A26 357074	357074	Post-it Notes - Yellow, 100 Sh	Package	1.000	1.450 U.S. Dollar	1.450	

Processing Orders

Valid Supply Order Management order statuses are set at both the header and the line item level. The Supplier can change any status, with the exception of an order that is cancelled by the Buyer.

Valid Supplier Order Management order statuses are:

New Order	Supplier has not yet processed the order
Accepted	Supplier accepts the order or item exactly as submitted by the Buyer
Accepted with Changes	Supplier accepts order with his own changes
Not Accepted	Supplier rejects the submitted order, due to price discrepancy or unavailability
Processing	Supplier has received the order and is reviewing it
Completed	Buyer has received goods and Supplier has received payment
Cancelled	Supplier cancels order, or Buyer has cancelled the order using a Change Order request
Prepayment Required	Supplier requires payment in advance before shipping and fulfilling the order
Other	Used when supplier has created customized order statuses. The customized status displays in another field (only used when existing fields are inadequate).



Home Log Out	
Friday, May 7, 2004	Order Invoice Supply Order Home Help
Create	Welcome so user!
New	
	Select Document Type: Order
 Invoice 	Search
	Search
From Document	Order Number: Start Date: End Date:
Invoice	Search Reset
• 11110108	Status: Account Code:
View	
Orders	Statistics
 Change Orders 	44 New Orders 19 Processing Orders 584 Accepted Orders
Invoice	15 Changes Orders 45 Completed Orders 517 Not Accepted Orders
0-111	17 Accepted with Changes Orders 10 Cancelled Orders 0 Other Orders
Settings	

To update the status of an order, click on the words New Orders.

For the order number that you would like to use, click the View a icon on the right of that line item to view the order details.

onday, May 1	0, 2004 Order	Invoice S	upply Order Home	Help				Order Managem
Search								or dor i hand goin
Account Code	e Statu	s	Start	Date	End Date			
	- All		•			• •	Sear	rch Reset
Order Numbe		t Match 💌						
Displauing	11-20/1806			age 2 /181	Go			
I Attacl		Sender	Account Code	age 2 /18	Order Date	Total Cost	Currency	Action
	07COR.370000tst8	hou001	esc001	New Order	May 12, 2002 4:00 PM	4.440	USD	
	07COR.TEST	hou001	ESCOUT	Accepted	Mar 5, 2003 4:00 PM	141.940	USD	Q 🗟 🖨 🎯
	1-1	esc001	escout	New Order	Jul 24, 2003 1:58 PM	1.000	USC	Q 🕹 🎒
	1-10-55	esc001	escout	Accepted	Jul 25, 2003 5:33 AM	4.000	USC	ه 🛃 🕹 🔍
	1-11-55	esc001	escout	New Order	Jul 25, 2003 5:55 AM	11.000	USC	Q 🕹 🖨
	1-12-55	esc001	escout	New Order	Jul 25, 2003 7:08 AM	4.000	USC	Q 🔒 🎒
	1-2-55	esc001	escout	New Order	Jul 24, 2003 2:22 PM	4.000	USC	Q 🕹 🎒
	1-3-55	esc001	escout	New Order	Jul 24, 2003 2:31 PM	4.000	USE	Q 3 6
	1-3-55	esc001	escout	New Order	Jul 25, 2003 6:32 PM	121.000	USD	< ≥ 6
	1-4-55	esc001	escout	New Order	Jul 25, 2003 6:34 PM	121.000	USD	°B⊕
Check All -								
-	ed to: Invoice						Expo	
Displaying	11-20/1806		P	age 2 /181	Go			



Open Supplier Networksm Connect Manager

After viewing the details and determining that the order is correct, enter the Supplier Reference Number in the Supplier Reference No. field, change the status in the dropdown to Accepted, and click the Send Document button. After the screen refreshes you will see a message that states:" Your order has been updated and an Order Response sent to the customer", at the top of the page.

Home Log Out							
-							
Monday, May 10, 2004 Order	Invoice Supply Ord	er Horne Help					
						Order Ma	nagement
Print Export Send Documer	nt Save Header	-					
Purchase Order : 1-8-55							
	\sim						
BILL to / SHIP to / BUYER In Buyer:	(3) Bill T				Ship To:		
Party ID:N/A		ID:N/A			Party ID:N/A		
Enterprise Admin Organization		ORP CARD SERVICE	S - MPCO		APC - Barry Steam Plant		
GE CORP CARD SERVICES - MPCO		30X 410406 MPCO			15300 Highway 43 North		
P O BOX 410406 MPCO SALT LAKE CITY, UT 84141-0406	SALT	LAKE CITY, UT 841	41-0406		Bucks, AL 36512 US		
US	05				03		
Buyer Order Contact:	Billin	g Order Contact:			Shipping Order Contact:		
General Information 1							
Order Date	Account Code		Buyer Ship	By Date:	Currency:		_
Jul 25, 2003 3:04 AM	escout		Jul 25, 200		U.S. Dollar		
AllowPartial Shipment:	Requested Delive	ry Date:					
No	Aug 9, 2003 3:04	AM					
Supplier Ref. No.	Supplier Ship By	Dista					
	2003 July	• 25 •					
		• 25 •					
Status	Payment Choice		Shipment				
New Order	Not Applicable	•	Not Applic				
Accepted Accepted With Changes	Payment Choice	Other	Shipment	Choice Other			
Cancelled							
Completed							
New Order							
Not Accepted Other							
Prepayment Required		Page 1	/1 Go			K	
Processing Export Number	Code	Description	Unit	Quantity	Unit Price	Amount	Action

On the Order List page, notice that some orders have an exclamation point (!) in the Special Attention (!) column. Click the View a icon to view the order details for the desired order number.

							/ (Drder Managem
Search								
Account Code	Status		Start	Date 🔹	End Date		0	h Reset
Order Numbe	_ ,		•	·		• •	Searc	h Keset
		Match 💌						
Displaying	11-20/1806			age 2 /18	1 Go			
Attach		Sender	Account Code	age 2 718 Status	Order Date	Total Cost	Currency	Action
	07COR.370000tst8	hou001	esc001	New Order	May 12, 2002 4:00 PM	4.440		
	07COR.TEST	hou001	ESCOUT	Accepted	Mar 5, 2003 4:00 PM	141.940		
	1-1	esc001	escout	New Order	Jul 24, 2003 1:58 PM	1.000		
	1-10-55	esc001	escout	Accepted	Jul 25, 2003 5:33 AM	4.000		
	1-11-55	esc001	escout	New Order	Jul 25, 2003 5:55 AM	11.000		
	1-12-55	esc001	escout	New Order	Jul 25, 2003 7:08 AM	4.000		
	1-2-55	esc001	escout	New Order	Jul 24, 2003 2:22 PM	4.000	USE	₹ ₿₿
	1-3-55	esc001	escout	New Order	Jul 24, 2003 2:31 PM	4.000	USE	∖ 3∂
	1-3-55	esc001	escout	New Order	Jul 25, 2003 6:32 PM	121.000	USD (. ∎∌
	1-4-55	esc001	escout	New Order	Jul 25, 2003 6:34 PM	121.000	USD (B 🕹
Check All -	Clear All							
Export check	ed to: Invoice						Expor	t All Print All

You will notice the message at the top of the page – "Purchase Order has encountered a problem: Availability/Price". This means that the price submitted by the Buyer does not match the price stored by the Supplier. This message can also include Quantity and Contract (for Blanket Orders) issues as



well. In this example, the Supplier has turned on the Auto Validation feature which pre-populated the Supplier Price and flagged the Purchase Order as needing attention when the two fields were out of synch. Scroll down to the Line Item Summary section of this Purchase Order and click the Edit icon to view the line item details.

Home Log Out Monday, May 10, 2004 Order I	nvoice Supply Order Home Help		
Monuay, May 10, 2004	полсе зарру от чет потте пер	Order Man	nagement
Print Export Send Document	Save Header	Purchase Order has encountered a problem: Availabi	ility,Price
Purchase Order : 2243-test-80	10-4		
BILL to / SHIP to / BUYER Info			
Buyer: Party ID:123445 963.7993 Test Order Borg1 7993 850 NW Chipman Lees Summit, MO 64063 US Buyer Order Contact: Order Contact: Plunkett,Doug-29541 Contact ID: Telephone: 8164484307 Email: doug.plunkett@perfect.com Fax: 8164484307	Bill To: Party ID:123445 Test Order Borg1 7993 850 NW Chipman Lees Summit, MO 64063 US Billing Order Contact: Order Contact: @ Contact ID: Telephone: Email: Fax:	Ship To: Party ID:1234 Test Order Borg2 7993 850 NW Chipman Lees Summit, MO 64063 US Shipping Order Contact: Order Contact ID: Telephone: 8154484307 Telephone: 8154484307 Email: doug.plunketttgerfect.com Fax: 816448407	
General Information			
Order Date May 6, 2004 5:23 PM AllowPartial Shipment: No	Account Code 87651 Requested Delivery Date: May 21, 2004 8:59 PM	Buyer Ship By Date: Currency: May 6, 2004 5:23 PM U.S. Dollar	
Supplier Ref. No. Status New Order Status Other Note To Buyer:	Supplier Ship By Date: 2004 May V 06 V Payment Choice Not Applicable V Payment Choice Other	Shipment Choice Not Applicable 💌 Shipment Choice Other	

Notice for line item 1, the Price being used by the Buyer does not match the Supplier Price. The Supplier has at least two choices:

- 1. You can accept the Buyer's price by marking the Purchase Order 'Accepted' and submitting a Purchase Order Response to the Buyer, or;
- You can accept the Purchase Order contingent upon the Buyer agreeing to the Supplier Price. You would do this by leaving the Supplier Price fields populated with the desired price, changing the Purchase Order status to Accepted with Changes and submitting a Purchase Order Response to the Buyer. Click the Save (1) button to continue. The information will be saved. Click the Back to PO (2) button to continue.

Save B.	ack To PO		Description	Ur	nit Quantity	Price:	Total
1	Seller: AM 906 PAR Buyer: N/A Manufacturer: N/A		Golf tee pack with printed eScout logo	Packa		0.500 U.S. Dollar	0.5
Status: New Order Status Other Supplier Pric 0.450	8:	No	rment: t Applicable (MENT OTHER				
[Add Shipm Available Qu Notes		Ship By		Shipment: Not Applicable	¥	Shipment Other:	

To accept this order, change the Status from New Order to Accepted (1). Supplier Reference Number is a required field. Suppliers typically use this field for a sales order number, or some other unique



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purchase order identifier. After entering the Supplier Reference Number (2), click Send Document (3) to send the Purchase Order Response document. A message: "Your order has been updated and an Order Response sent to the customer" is displayed at the top of the details screen. To correct the Price problem, either the buyer needs to update their pricing, or the supplier needs to update their pricing for the account in the catalog/price templates and submit through the CCM Tool.

Home Log Out				
Monday, May 10, 2004 Order In	nvoice Supply Order Home Help			
				Order Management
Print Export Send Coursent	Save Header			
Princ Export Send Exament	Save Heauer			
Purchase Order : 1-8-55	_			
BILL to / SHIP to / BUYER In				
Buyer:	3 Bill To:		Ship To:	
Party ID:N/A Enterprise Admin Organization	Party ID:N/A GE CORP CARD SERVICE	S - MPCO	Party ID:N/A APC - Barry Steam Plant	
GE CORP CARD SERVICES - MPCO	P O BOX 410406 MPCO		15300 Highway 43 North	
P O BOX 410406 MPCO SALT LAKE CITY, UT 84141-0406	SALT LAKE CITY, UT 8414 US	1-0406	Bucks, AL 36512 US	
US	03			
Buyer Order Contact:	Billing Order Contact:		Shipping Order Contact:	
General Informatio				
Order Date	Account Code	Buyer Ship By Date:	Currency:	
Jul 25, 2003 3:04 AM AllowPartial Shipment:	escout Requested Delivery Date:	Jul 25, 2003 3:04 AM	U.S. Dollar	
No	Aug 9, 2003 3:04 AM			
Supplier Ref. No.	Supplier Ship By Date:			
	2003 • July • 25 •			
Status	Payment Choice	Shipment Choice	7	
New Order	Not Applicable	Not Applicable	-	
Accepted With Changes	Payment Choice Other	Shipment Choice Othe	r	
Cancelled				
Completed New Order				
Not Accepted				
Other Prepayment Required	Page 1	/1 Go		
Processing Export Number	Code Description	Unit Quantit	v Unit Price	Amount Action

Exporting Orders

From the Supply Order Home Page, search for the Purchase Order you wish to Export. The file can be exported in XML 3.5 format. The file displays in the browser from which you can save or copy the page. Click the Export 🗟 icon located within the Actions column.

								Orde	r Managemei
Search									
Account Code	Status New O	rder	Start I		End Date		Sear	ch	Reset
Order Number Exact Match -									
Displaying 1	-10/614		Р	age 1 /62	Go				
! Attach	<u>Order Number</u>	Sender	Account Code	<u>Status</u>	Order Date	Total Cost			ction
- : N)7COR.370000tst20	hou001	esc001	New Order	May 12, 2002 4:00 PM	4.440	USD	_	3 3
)7COR.370000tst22	hou001	esc001	New Order	May 12, 2002 4:00 PM	4.440	USD	9	
🗆 I 🛛 🖓	07COR.370000tst24	hou001	esc001	New Order	May 12, 2002 4:00 PM	4.440	USD		
🗆 i 🚺 🛛 🗘	07COR.370000tst25	hou001	esc001	New Order	May 12, 2002 4:00 PM	4.440	USD	۹ 🖪	3 <mark>-</mark> 3
🗆 ! 🕅 🛛 🗘	07COR.370000tst3	hou001	esc001	New Order	May 12, 2002 4:00 PM	4.440	USD	۵ 🖪	3
🗆 i 🛛 🛛 🗘	07COR.370000tst4	hou001	esc001	New Order	May 12, 2002 4:00 PM	4.440	USD	< 🖪	3
🗆 ! 🕕 🛛 🗘)7COR.370000tst5	hou001	esc001	New Order	May 12, 2002 4:00 PM	4.440	USD	< E	3
🗆 ! 🕅 🔍	7COR.370000tst6	hou001	esc001	New Order	May 12, 2002 4:00 PM	4.440	USD	. 🖻	3
🗆 I 🕕 🔍	7COR.370000tst8	hou001	esc001	New Order	May 12, 2002 4:00 PM	4.440	USD	٦.	3
	l-1	esc001	escout	New Order	Jul 24, 2003 1:58 PM	1.000	USD	0	3
<u>Check All</u> - <u>C</u>	lear All								

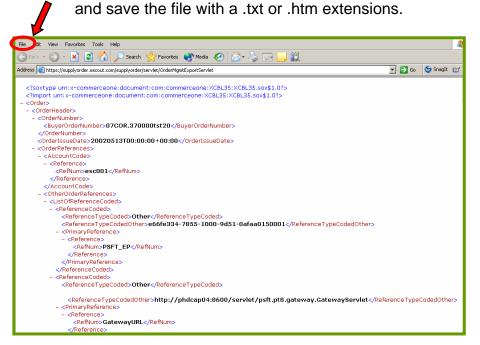
A dialog box will open with the Export format of XML. Click the Download button to continue.



Open Supplier NetworkSM Connect Manager

								Order Manager
Search								
Account Code				tart Date	End Date			
All Order Numbe	New O	rder 🙋	Download Orde	ers Web Page Dial	og	XI I	Sea	arch Reset
		Match 💌						
Displaying			Downloa	id format: XML				
! Attacl	07COR.370000tst20	Senc hou0(Fotal Cost 4,440	Currency USD	Action
				Download	Cancel			
	07COR.370000tst22	hou0(4.440	USD	Q 🖪 🎒
	07COR.370000tst24	hou0(4.440	USD	0, 🖪 🎒
	07COR.370000tst25	hou0(ps://supplyorder.	escout.com/supply(Internet	4.440	USD	् 🖪 🎒
	07COR.370000tst3	hou061	830001	New Order	May 12, 2002 4.00 PM	4.440	USD	् 🖹 🎒
	07COR.370000tst4	hou001	esc001	New Order	May 12, 2002 4:00 PM	4.440	USD	् 🖪 🖨
🗆 ! 🖟	07COR.370000tst5	hou001	esc001	New Order	May 12, 2002 4:00 PM	4.440	USD	् 🗟 🖨
	07COR.370000tst6	hou001	esc001	New Order	May 12, 2002 4:00 PM	4.440	USD	् 🗟 🎒
	07COR.370000tst8	hou001	esc001	New Order	May 12, 2002 4:00 PM	4.440	USD	Q 🖪 🎒
	1-1	esc001	escout	New Order	Jul 24, 2003 1:58 PM	1.000	USD	Q 🖪 🎒
Check All -	Clear All							_

The order details will display with the XML detail. To save the contents locally, select File, Save As,





Printing Orders

Purchase Orders can be printed from your browser to a PDF format. To print an order, search for the Purchase Order from the Supply Order Homepage. Click on the Print 🖨 icon located within the Actions.

								Order Manager
earch								
ccount Code	Status	rdor	Start	Date			Sea	rch Reset
rder Numbe	r						584	ren keset
	Exact	Match 💌						
Displaying	1-10/614		Р	age 1 /62	Go			
! Attack	0rder Number 스	Sender	Account Code	<u>Status</u>	Order Date	Total Cost	Currency	AAA
🗆 ! 🛈	07COR.370000tst20	hou001	escOO1	New Order	May 12, 2002 4:00 PM	4.440	USD	0 🖪 🗃 🎯
□ ! 0	07COR.370000tst22	hou001	esc001	New Order	May 12, 2002 4:00 PM	4.440	USD	Q B 🗃
□ ! 0	07COR.370000tst24	hou001	esc001	New Order	May 12, 2002 4:00 PM	4.440	USD	Q B B
□ ! 0	07COR.370000tst25	hou001	esc001	New Order	May 12, 2002 4:00 PM	4.440	USD	Q 🖪 🎒
□ ! ()	07COR.370000tst3	hou001	esc001	New Order	May 12, 2002 4:00 PM	4.440	USD	Q B 🚳
□ ! ()	07COR.370000tst4	hou001	esc001	New Order	May 12, 2002 4:00 PM	4.440	USD	Q 🖪 🎒
	07COR.370000tst5	hou001	esc001	New Order	May 12, 2002 4:00 PM	4.440	USD	Q B B
□ ! 0	07COR.370000tst6	hou001	esc001	New Order	May 12, 2002 4:00 PM	4.440	USD	Q B B
	07COR.370000tst8	hou001	escOO1	New Order	May 12, 2002 4:00 PM	4.440	USD	 <!--</td-->
	1-1	esc001	escout	New Order	Jul 24, 2003 1:58 PM	1.000	USD	a 🖪 🖌
Check All -	Clear All							
xport check	ed to: Invoice						Exp	ort All Print A

Click the Print button to continue.

riday, May 7, 1	2004 Order	Invoice 9	Supply Order Hom	e Help				0 J N
6 h								Order Manageme
Search								
Account Coo				art Date	End Date			
All Order Numb		Order	Print Orders '	Web Page Dialog	?		Sea	rch Reset
		t Match 💌			/			
					•			
	1-10/614			Print	Cancel			
! Attac	h <u>Order Number</u> △ 07COR.370000tst20	Senc hou0(F	Cancer	Fotal Cost 4.440	Currency USD	Action
	07COR.3700000st20	houot				4.440		<
	07COR.370000tst22	houot					USD	
	07COR.370000tst24	hou0(4.440	USD	Q B b
			ttps://supplyorder.e	scout.com/supply(🥥		4.440	USD	< ₿ @
	07COR.370000tst3	houOG		New Order	May 12, 2002 4.00 PM	4.440	USD	< ₿ 🎒
	07COR.370000tst4	hou001		New Order	May 12, 2002 4:00 PM	4.440	USD	a 🖻
	07COR.370000tst5	hou001		New Order	May 12, 2002 4:00 PM	4.440	USD	Q 🖪 🎒
🗆 ! 🛛	07COR.370000tst6	hou001		New Order	May 12, 2002 4:00 PM	4.440	USD	् 🖪
	07COR.370000tst8	hou001	esc001	New Order	May 12, 2002 4:00 PM	4.440	USD	् 🖪 🎒
	1-1	esc001	escout	New Order	Jul 24, 2003 1:58 PM	1.000	USD	a 🖪 🎒
Check All -	Clear All							



The Order will appear in PDF format in a new browser window where you can click the Printer icon button to print the order.

Save a	a 🗘 ey 🚔 🚱 🙌 🕅 🕎 🕅 Select Text 🔹 🎑 🛛 🔍 🔹 🗋) 🕒 😑 118% 🔹 🖲 🕼 🔊 🔿 🗎 🗎 🔁	Preserve Web pages for in a single Adobe PD
Signatures Bookmarks	PO Number : 07COR.370000tst20 Account Code : esc001 Sales Order Number : Supplier Ref. Number : Requested Delivery Date : May 12, 2002 4:00:00 PM Ship By Date : May 12, 2002 4:00:00 PM	Customer : 07COR Order Date : May 12, 2002 4:00:00 PM Status : Original Allow Partial Shipment : false	Page- 1
Beges E Layers	Buyer Party Party ID: N/A Agency ID: Other 07COR Household Corporate 2700 SANDERS ROAD PROSPECT HEIGHTS L 60070 United States	Supplier Party Party ID: N/A Agency ID: Other BOISE CASCADE OFFICE PRODUCTS CORP 800 WEST BRYN MAWR ITASCA IL 60143 United States	
	Bill to Party ID: NIA Agency ID: Other MOUNT PROSPECT 1501 FEEHANVILLE DRIVE MOUNT PROSPECT IL 60056 United States Contact Name :	Ship to	
• 8.	5×11 in 🕑	of 2 🕨 🕅 🔘 🔘	

Setting Preferences

User Preferences are accessed under the Settings section in the quick access area on the left of your Workspace. You must have administrative privileges in your organization to access Preferences. Click on the Preferences link to continue.

Create	Welcome Company_admin!		
New Invoice Advance Ship Notice From Document	Select Document Type: Order	v	
Invoice Advance Ship Notice View Orders Change Orders Invoice Advance Ship Notice Secungs	Order Number: Start Da		Search Reset
<u>Preferences</u>	Statistics		
	21 <u>New Orders</u> 0 <u>Changed Orders</u> 1 <u>Accepted with Changes Orders</u>	0 <u>Processing Orders</u> 0 <u>Completed Orders</u> 0 <u>Cancelled Orders</u>	9 <u>Accepted Orders</u> 1 <u>Not Accepted Orders</u> 0 <u>Other Orders</u>



User Preferences allow suppliers to configure several Supplier Order Management features. General Preferences are preferences set across all modules.

Suppliers can select:

- Maximum Items Displayed based on search results
- Decimal Settings

	Preferences
Reset Submit	
General Preferences	
Maximum Items Displayed Select maximum number of list items displayed per screen (search results).	10 lines 💌
Decimal Settings Select the number of decimal places to display for Quantity and Price fields.	
Minimum Quantity Decimals	3 🗸
Maximum Quantity Decimals	3 -
Minimum Price Decimals	3 -
Maximum Price Decimals	3 -

Order Management Preferences	
Email Address	
Enter the supplier email address(es) where you want email notices sent. Required for Auto Notification and Receive Change Order (ON + Automatic Email Notice). For more than one address, separate with comma (,) or semicolon (;).	ibcweb@data-source.cd
Email Notification Regional Settings	
Country	United States
Language	English
Time Zone	Central Standard Time
Please select a Country, Language, and Time Zone to be used for email not	tices only.
Auto Notification Select ON if you want automatic email notices about incoming orders. Select a Notification Interval (the time between email notices). For fewer orders listed per email, select a shorter interval or Immediate.	⊙ on C off
Order Notification Interval Select a Notification Interval (the time between email notices). For fewer orders listed per email, select a shorter interval or Immediate.	Immediate 💌
Auto Validation Select Auto Validation ON for automatic comparison of the incoming order's price/quantity with supplier price/availability. Select Auto Process ON to automatically accept or reject orders based on Auto Validation (whether order's price/quantity matches supplier price/availability). Auto Validation must be on for Auto Process to work.	€ ON C OFF
Auto Process Select Auto Process ON to automatically accept or reject orders based on Auto Validation (whether order's price/quantity matches supplier price/availability). Auto Validation must be on for Auto Process to work.	O ON OFF
Receive Change Order Select ON to receive incoming change orders for processing. Select ON + Automatic Email Notice to receive incoming change orders and also email notices.	⊙ ON → Automatic Email Notice ○ OFF
Change Order Notification Interval Select a Notification Interval (the time between emails). For fewer change orders listed per email, select a shorter interval or Immediate. Select OFF to automatically reject all change orders.	30 minutes 💌
Auto Cancel Order Receive Change Order must also be ON. Select ON to automatically accept a buyer's cancel order if the order shipment status is set to Not Applicable or Not Yet Shipped. Select OFF to process incoming change orders manually.	CON @OFF



Email Address

Suppliers can enter an email address and choose to be automatically notified when new purchase orders or change orders have arrived.

This field is required if Auto Notification is set to ON or Receive Change Order is set to ON + Automatic email notification.

Email Notification Regional Settings

Locale settings that affect your email notifications only.

Choose a value for Country, Language and Time Zone.

Auto Notification

Supplier can enable automatic email notifications about incoming orders.

Order Notification Interval

Suppliers can also set the interval between notifications or choose to receive them immediately. For example, if you select a notification interval of **30 minutes**, you will receive an email every 30 minutes listing all purchase orders received during that time. If you choose a shorter interval, you receive more emails, with fewer purchase orders listed per email. Therefore, the Notification Interval you choose depends on:

- How many emails you want to receive
- How quickly you need to be notified of incoming orders



FAQs

1. How do I know if I have an order?

You may login to Supply Order and review your orders. The summary screen will list any new orders that have not been changed to a different status. If you would like to receive an automated notification, you can change your preferences to receive an email when an order arrives in your inbox. This feature is defaulted to not send any notification upon new set up.

2. How do I see additional orders, if it is only displaying the first ten orders?

On the upper right hand corner of the display section of your screen, there are arrows. These will take you one by one, or page by page through the orders.

3. How can obtain help on using this tool?

Contact Supplier Support for further assistance by either:

Service Desk – <u>http://servicedesk.perfect.com</u>

Phone - 866-889-8533

Email – <u>SupplierSupport@perfect.com</u>

