



01/23/2023

# Supplier Portal Instruction Package



02

# Manage Quotation Requests

# QRG: Supplier Portal – Manage Quotation Requests

## Quotation Request

- Access to quotation requests : « Négociations » → « Afficher les négociations actives »

Négociations actives Terminé

Fuseau horaire Temps universel coordonné

Rechercher

Gérer les points d'attention Recherche enregistrée Invitations ouvertes

\*\* Un élément au moins est nécessaire.

\*\* Négociation

\*\* Titre

\*\* Date de clôture de la négociation dd.mm.yyyy

\*\* Invitation reçue Oui

Réponse soumise Non

Négociation ouverte depuis le dd.mm.yyyy

Rechercher Réinitialiser Enregistrer...

Résultats de la recherche

Actions Visualiser Format Figer Détacher Renvoi à la ligne Accepter les conditions Confirmer la participation Créer une réponse

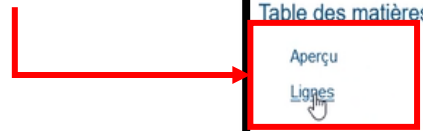
Négociation	Titre	Type de négociation	Temps restant	Date de clôture	Vos réponses	Intention de participer	Messages non lus	Afficher en PDF	Feuille de calcul de réponse
<a href="#">N6-59</a>	nego test	Demande de devis	22 heures et 4 m...	11.01.2023 11:21...	0		0		

Colonnes masquées 3

# QRG: Supplier Portal – Manage Quotation Requests

## Quotation Request

- To access the requested material, click on “Aperçu” or “Lignes”



Demande de devis: NG-59

Messages | Créer une réponse | Actions | Terminé

Devise = Euro

Fuseau horaire Temps universel coordonné

Titre nego test  
Statut Actif  
Date d'ouverture 10.01.2023 11:32 AM  
Date de clôture 11.01.2023 11:21 AM  
Temps restant 22:04:21

Table des matières

- Aperçu
- Lignes

Lignes

Synthèse

Visualiser Format Figer Détacher Renvoi à la ligne

Ligne	Article	Description	Nom de la catégorie	Quantité	UdM	Lieu	Date de livraison demandée	Prix de départ	Autoriser les lignes de remplacement	Pièces jointes
1	2489821...	SOLENOID	LS Control S...	12	EACH	Sens Plant S...	18.05.2023		Oui	

Colonnes masquées 3

# QRG: Supplier Portal – Manage Quotation Requests

## Quotation Request

- Click on “Créer une réponse” to respond to the quotation request

The screenshot displays the 'People Connect' interface for a quotation request. At the top, the 'People Connect' logo and a 'Provide Feedback' button are visible. The main header shows 'Demande de devis: NG-59'. On the right side, there is a navigation bar with buttons for 'Messages', 'Créer une réponse', 'Actions', and 'Terminé'. A red arrow points to the 'Créer une réponse' button. Below the header, the request details are shown: 'Devise = Euro', 'Titre: nego test', 'Statut: Actif', and 'Temps restant: 22:03:07'. The 'Date d'ouverture' is 10.01.2023 11:32 AM and the 'Date de clôture' is 11.01.2023 11:21 AM. The 'Fuseau horaire' is 'Temps universel coordonné'. The 'Table des matières' section includes 'Aperçu' and 'Lignes'. The 'Aperçu' section shows 'Titre: nego test', 'Synopsis', 'Acheteur: Johana Ziani', 'Résultat: Commande d'achat', and 'Pièces jointes: 248982100840.pdf'. There is a 'Développer tout' button and a list of sections: 'Général' and 'Conditions'.

# QRG: Supplier Portal – Manage Quotation Requests



## Quotation Request

- Complete the requested information

The screenshot shows the 'Créer une réponse (Devis 15001): Aperçu' page in the People Connect portal. The interface includes a top navigation bar with the People Connect logo, a 'Provide Feedback' button, and user navigation icons. A progress indicator shows three steps, with the first step active. The main content area is divided into two columns. The left column, titled 'Général', contains a table of general information: 'Titre' (nego test), 'Date de clôture' (11.01.2023 11:21 AM), 'Fournisseur', 'Devise de la négociation' (EUR), 'Devise de la réponse' (EUR), 'Précision du prix' (2 décimale maximum), and 'Réponse valide jusqu'au' (dd.mm.yyyy h:mm a). The right column contains 'Temps restant' (22:02:54), 'Numéro de référence' (input field), 'Note à l'acheteur' (input field), and 'Pièces jointes' (Aucun +). A red box highlights the 'Réponse valide jusqu'au' field, and a red arrow points from the text 'Complete the requested information' to this field. Another red box highlights the 'Numéro de référence' field, and a red arrow points from the text 'Complete the requested information' to this field. A third red box highlights the 'Note à l'acheteur' field, and a red arrow points from the text 'Complete the requested information' to this field. The bottom right corner of the page shows the last save time and time zone: 'Dernière sauvegarde 10.01.2023 1:18 PM Fuseau horaire Temps universel coordonné'.

Général	
Titre	nego test
Date de clôture	11.01.2023 11:21 AM
Fournisseur	
Devise de la négociation	EUR
Devise de la réponse	EUR
Précision du prix	2 décimale maximum
Réponse valide jusqu'au	dd.mm.yyyy h:mm a

Temps restant 22:02:54

Numéro de référence

Note à l'acheteur

Pièces jointes Aucun +

# QRG: Supplier Portal – Manage Quotation Requests

## Quotation Request

- Complete requested information (Contact the buyer if there is a problem to complete the information)

- Click here to propose a replacement product

People Connect Provide Feedback

1 2 3

Aperçu Lignes Vérifier

Créer une réponse (Devis 15001): Lignes

Messages Répondre via une feuille de calcul Actions Précédent Suivant Enregistrer Soumettre Annuler

Devise = Euro

Temps restant 22:02:13

Date de clôture 11.01.2023 11:21 AM

Dernière sauvegarde 10.01.2023 1:18 PM Fuseau horaire Temps universel coordonné

Ligne	Description	* Description de la ligne de remplacement	Créer une ligne de remplacement	Détails requis	Nom de la catégorie	Prix de départ	Prix de la réponse	Quantité de la réponse	UdM	Montant de la ligne	Date de livraison promise
1	SOLENOID		+		LS Control System...			12	EACH		dd.mm.yyyy

Colonnes masquées 7

Totaux généraux

Toutes les lignes de la réponse à l'exception des lignes de remplacement sont incluses.

Montant de la réponse 0.00

# QRG: Supplier Portal – Manage Quotation Requests

## Quotation Request

- Complete the following information to propose a replacement product.

- Click "Attachments" to attach documents

People Connect Provide Feedback

Lignes: Modifier la ligne de remplacement: 1-1 (Devis 15001)

Devise = Euro

Ligne de négociation 1

Description SOLENOID

\* Description de la ligne de remplacement

Nom de la catégorie LS Control Systems Hydraulic OEM

\* Prix de la réponse

Quantité cible 12

\* Quantité de la réponse

\* UdM EACH

Date de clôture 11.01.2023 11:21 AM

Lieu Sens Plant SAVL

Date de livraison demandée 18.05.2023

Date de livraison promise dd.mm.yyyy

Note à l'acheteur

Messages 1-1 Enregistrer Enregistrer et fermer Annuler

Dernière sauvegarde 10.01.2023 1:18 PM

Pièces jointes Aucun +





01/23/2023

# Supplier Portal Quick Reference Guide

**01**

# QRG: Supplier Portal – Manage Purchase Orders

# QRG: Supplier Portal – Manage Purchase Orders

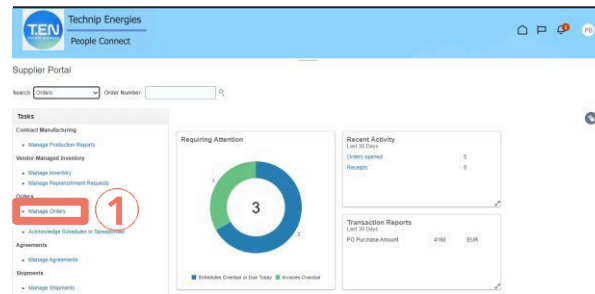
## MANAGE PURCHASE ORDERS

This guide will take you through the functionality available on the Supplier Portal in respect of Manage Orders Section. The below lists the different types of information that you can access as a Supplier.

- a) **Notifications** - Receive and view notifications via email and on portal via bell when a PO has been submitted.
- b) **Manage Orders** - Access all Purchase Orders and search for a specific PO number or by status e.g., Open, Closed.
- c) **PDF** - You can download a PDF copy of PO.
- d) **View Lifecycle** – Receipt details and invoice payments for example.
- e) View purchase order history with revision details. Importance of viewing “Notes and attachments” at PO header and line level.
- f) **View Receipts** – enables you to explore a historical view of all receipts that have been recorded in relation to PO’s.
- g) **View Returns** – enables you to view the return history, and the causes for goods returned. The search summary results include basic information along with details about the return, such as quantities and a reason for return.

This example will show you how to view a Purchase Order and navigation through the different functionalities of the Manage Orders Section:

1. From the **Oracle Homepage**, select the **Supplier** icon.  
The **Supplier Portal** page is displayed.



2. Click on the **Manage Orders** hyperlink under the **Tasks** sub-section.  
The **Manage Orders** page is displayed.



3. Click in the **Order** field and enter in the Purchase Order.
4. Click **Search**.

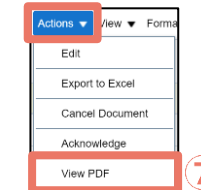
The search results are displayed.



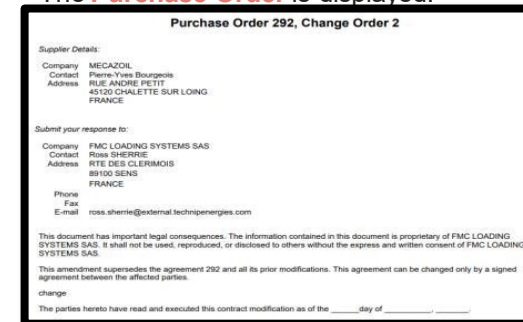
5. Highlight the line.

### Scenario 1: PDF Option

1. Click on the **Actions** drop-down arrow.
2. Select **View PDF**.



The **Purchase Order** is displayed.



# QRG: Supplier Portal – Manage Purchase Orders

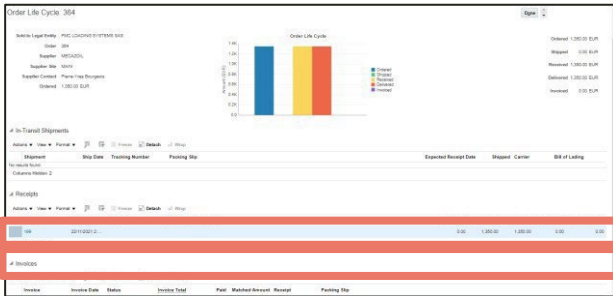
## MANAGE PURCHASE ORDERS

### Scenario 2: View Lifecycle



1. Click on **Life Cycle** icon.

The **Order Life Cycle** page is displayed.



2. Click on the **Receipt** hyperlink to access the **Receipt Summary** page.

**Note:** Within the **Receipts** section, enables you to explore a historical view of all receipts that have been recorded in relation to Purchase Orders but also View Returns, the history and causes for goods returned.

3. Click on the **Done** button to return to return to the **Order Life Cycle** page.

4. Click on the **Invoice** hyperlink to access **Invoice Lines** and **Payment Information**.

5. Click in the **Done** button to return to the **Order Life Cycle** page and then

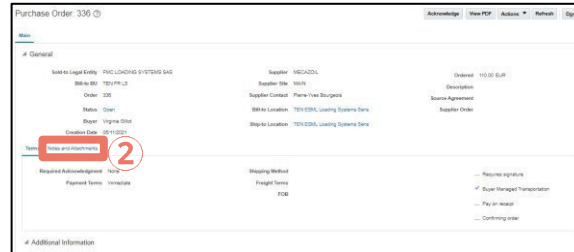
6. Click on the **Done** button to return to the **Manage Orders** page.

### Scenario 3: Access the PO to view Notes & Attachments

1. From the **Manage Orders** page, click on the PO hyperlink.



The **Purchase Order** is displayed.

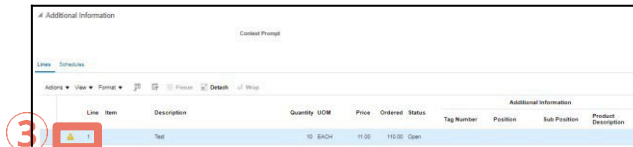


**Note:** It is important at this stage to access and view any notes and attachments that have been added at Purchase Order header level as well as line level.

2. Click on the **Notes and Attachments** hyperlink to view any notes or attachments linked to the PO header. In this example a **Note to Supplier** has been added.

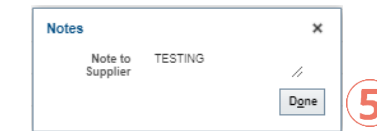


3. Scroll down to the **Additional Information** section.



4. Click on the **Attachments** icon to view attachments that are entered at line level of the Purchase Order.

**Note:** If you hover over the **Notes** icon and it displays **Note exists**, by clicking on the icon you will be able to see the **Note to Supplier**.



5. Click on the **Done** button to return to the **Purchase Order** page.

6. Click on the **Done** button to return to the **Manage Orders** page.

# Gérer les bons de commande / Purchase Orders



## Acknowledging order

1. Click on "manage orders" to view all your orders

The screenshot shows the 'Supplier Portal' interface. On the left is a navigation menu with categories: Orders (containing 'Manage Orders', 'Manage Schedules', and 'Acknowledge Schedules in Spreadsheet'), Agreements (containing 'Manage Agreements'), Channel Programs (containing 'Manage Programs'), and Shipments (containing 'Manage Shipments', 'Create ASN', and 'Create ASBN'). The main area features a search bar with a dropdown set to 'Orders' and an 'Order Number' input field. Below this is a 'Tasks' section. The central dashboard includes a 'Requiring Attention' donut chart with a total of 122 items, broken down into: Orders to Acknowledge (5), Schedules Overdue or Due Today (96), and Invoices Overdue (21). To the right, there are two summary boxes: 'Recent Activity' showing 1 'Orders opened' in the last 30 days, and 'Transaction Reports' showing a 'PO Purchase Amount' of 2.19K EUR in the last 30 days. A blue button labeled 'Your step-by-step navigation guide' is located in the bottom right corner of the dashboard area.



# Gérer les bons de commande / Purchase Orders



2. Click on "Search" to view all your orders

Ability to filter orders by status

3. Choose the order you want to process, and click on the PO number to open it

The screenshot shows the 'Manage Orders' interface in People Connect. It features a search section with filters for 'Sold-to Legal Entity', 'Bill-to BU', 'Supplier Site', 'Order', 'Status', and 'Include Closed Documents'. A red box highlights the 'Search' button, and a red arrow points from the text 'Ability to filter orders by status' to the 'Status' dropdown menu. Below the search section is a table of search results with columns: Sold-to Legal Entity, Order, Order Date, Description, Supplier Site, Supplier Contact, Buyer, Ordered, and Credit. The first row is highlighted, and a red box highlights the 'PO-14397' value in the 'Order' column. A 'Your step-by-step navigation guide' tooltip is visible in the bottom right corner of the table area.



# Gérer les bons de commande / Purchase Orders



4. Click on "Acknowledge"

People Connect

Purchase Order: PO-14198

[Acknowledge](#) [View PDF](#) [Actions](#) [Refresh](#) [Done](#)

**Main**

Location

<b>Sold-to Legal Entity</b>	T.EN Loading Systems SAS	<b>Supplier</b>		<b>Ordered</b>	12,797.98 EUR
<b>Bill-to BU</b>	LSFR_BU	<b>Supplier Site</b>	MAIN	<b>Description</b>	
<b>Order</b>	PO-14198	<b>Supplier Contact</b>		<b>Source Agreement</b>	
<b>Status</b>	Open	<b>Bill-to Location</b>	Sens Plant ESML	<b>Negotiation</b>	
<b>Buyer</b>	Davik	<b>Ship-to Location</b>	Sens Plant ESML	<b>Supplier Order</b>	3053919
<b>Creation Date</b>	03.06.2024				

**Terms** Notes and Attachments

<b>Required Acknowledgment</b>	Document and Schedule	<b>Shipping Method</b>	— Buyer Managed Transportation
<b>Payment Terms</b>	30 DAYS EOM 10th	<b>Freight Terms</b>	— Pay on receipt
		<b>Incoterm</b>	— Confirming order

**Order Life Cycle**

Ordered	12,797.98
Received	~10,000
Delivered	~1,000

View Details

Your step-by-step navigation guide



# QRG: Supplier Portal – Manage Purchase Orders

## Manage P.O Acknowledgement

- Accept the entire P.O

- Accept All the items (line by line or use accept near of response).

- Do NOT reject, accept and if needed, propose a change order

Required Acknowledgment: Document and Schedule  
Acknowledgment Due Date: 18.06.2024  
Acknowledgment Response: **Accept** ▼  
Acknowledgment Note:

Payment Term: 'S EOM 10th  
Shipping Method: — Buyer managed transportation  
Freight Terms: — Pay on receipt  
FOB: — Confirming order

**Additional Information**

GSP Code: \_\_\_\_\_  
Agreement BU: \_\_\_\_\_  
Agreement Project: \_\_\_\_\_  
TEN Document Number: \_\_\_\_\_  
Adobe Signature Required?: \_\_\_\_\_

TEN First Signatory: \_\_\_\_\_  
TEN Second Signatory: \_\_\_\_\_  
Supplier Signatory: \_\_\_\_\_  
Skip Internal Approvers: \_\_\_\_\_  
Adobe Sign Message Body: \_\_\_\_\_

Price Change Option: \_\_\_\_\_  
TRN for BSV: \_\_\_\_\_  
Legacy Revision No.: \_\_\_\_\_  
Legacy Last Revision Date: \_\_\_\_\_  
Context Prompt: \_\_\_\_\_

**Schedules**

Actions: View Format Freeze Detach Wrap **Accept** **Reject** Response: **All** ▼

Line	Description	Supplier Item	Quantity	UOM	Price	Requested Delivery Date	Promised Delivery Date	Response	Rejection Reason	Location
1	SERFLEX COLLAR 107 TO 127MM		6	EACH	2.39	17.06.2024		<b>All</b> ▼		<a href="#">Your step-by-step navigation guide</a>



# Change Orders/ Purchase Orders



- 7. Click "Submit"
- 8. If you don't want to change anything, the operation **ends** here.
- If you want to **change something**, a change order is necessary

Slide below

People Connect

Acknowledge Document (Purchase Order): PO-14376

Home Star Flag Bell AC

Edit View PDF Submit Cancel

Main

Location

Sold-to Legal Entity	T.EN Loading Systems SAS	Supplier	Ordered	1,839.66 EUR
Order	PO-14376	Supplier Site	MAIN	Description
Status	Pending Supplier Acknowledgment	Supplier Contact	Source Agreement	
Buyer	David	Bill-to Location	Sens Plant ESML	Supplier Order
Creation Date	11.06.2024	Ship-to Location	Multiple	Communication Method
				E-Mail
				Communication Email

Terms Notes and Attachments

Required Acknowledgment	Document and Schedule	Payment Terms	30 DAYS EOM 10th	— Buyer managed transportation
Acknowledgment Due Date	18.06.2024	Shipping Method		— Pay on r
Acknowledgment	Accept	Freight Terms		— Confirming order

Your step-by-step navigation guide



# Change Orders/ Purchase Orders



9. Click on "Actions" and then "Edit" to change the delivery time and proceed with a change order

Purchase Order: PO-14376

Actions: Acknowledge, View PDF, Actions, Refresh, Done

Main

Location

Sold-to Legal Entity	T.EN Loading Systems SAS	Supplier	
Bill-to BU	LSFR_BU	Supplier Site	MAIN
Order	PO-14376	Supplier Contact	
Status	Pending Supplier Acknowledgment	Bill-to Location	Sens Plant ESML
Buyer	Dav	Ship-to Location	Multiple
Creation Date	11.06.2024		

Terms

Required Acknowledgment	Document and Schedule	Shipping Method	Buyer Managed Transportation
Acknowledgment Due Date		Freight Terms	Pay on r
Payment Terms	30 DAYS EOM 10th	Incoterm	Confirming order

Your step-by-step navigation guide

Warning

This action will create a change order on the document. Do you want to continue? (PO-2055113)

Yes No

10. Click on "yes"



# Change Orders/ Purchase Orders

## Manage Purchase Orders

- Click on "Schedule" to modify the delivery date

Additional Information

TEN Document Number Legacy Revision No. Context Prompt

Price Change Option Legacy Last Revision Date

Lines **Schedules**

Actions View Format Freeze Detach Wrap

Line	Description	* Location	Quantity	UOM	Requested Delivery Date	Promised Delivery Date	Change Reason
3	SERFLEX COLLAR 107 TO 127MM	Sens Plant SAVL	4	EACH	17.06.2024	17.06.2024	
4	PLUG EEX"E" M 16	Sens Plant SAVL	4	EACH	17.06.2024	17.06.2024	
5	PLUG EEX"E" M 16	Sens Plant ESML	10	EACH	17.06.2024	17.06.2024	
6	SST COLLAR 10MM	Sens Plant ESML	100	METER	17.06.2024	17.06.2024	
7	SST CLIP COLLAR 10MM	Sens Plant ESML	200	EACH	17.06.2024	17.06.2024	
8	PROTECTION COLLAR 10M X 10MM	Sens Plant ESML	100	METER	17.06.2024	17.06.2024	
9	PROTECTION FOR CABLE TRAY	Sens Plant ESML	4	EACH	17.06.2024	17.06.2024	
10	PROTECTION FOR CABLE TRAY	Sens Plant ESML	4	EACH	17.06.2024	17.06.2024	

# Purchase Orders / Change Orders



Click on "Lines" to change the price or quantity

Lines Schedules

Actions View Format Freeze Detach Wrap

* Line	* Description	Quantity	UOM	* Base Price	Price	Ordered	* Location	Change Reason	Item Revision	Start Date	End
1	SERFLEX COLLAR	10;	6 EACH	2.39	2.39	14.34	Sens Plant ESML			dd.mm.yyyy	dd
2	PLUG EEX"E" M 16	4	EACH	0.8441	0.8441	3.38	Sens Plant SAVL				

- Then click on "Submit"



# Change Orders/ Purchase Orders



View change orders for all orders

To view **active change orders** and respond, return to the main menu.

Then click on **"manage orders"**

**People Connect**  
Supplier Portal

Search  Order Number

**Tasks**

- Orders
  - Manage Orders**
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Agreements
  - Manage Agreements
- Channel Programs
  - Manage Programs
- Shipments
  - Manage Shipments
  - Create ASN
  - Create ASRM

**Requiring Attention**

122

- Orders to Acknowledge: 5
- Schedules Overdue or Due Today: 96
- Invoices Overdue: 21

**Recent Activity**  
Last 30 Days

Orders opened	1
---------------	---

**Transaction Reports**  
Last 30 Days

PO Purchase Amount	2.19K EUR
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[Your step-by-step navigation guide](#)



# QRG: Supplier Portal – Manage Change Orders



## View change orders for all orders

To view active change orders in POs:

Click on "View"/  
"Columns"/"Show all".

The screenshot shows the 'Manage Orders' interface. At the top right, there is a 'Done' button. Below it, there are tabs for 'Advanced', 'Manage Watchlist', and 'Saved Search', along with a dropdown menu set to 'All My Orders'. A note says '\*\* At least one is required'. Search filters include: \*\* Keywords, Procurement BU (LSFR\_BU), \*\* Supplier (BAUDRY-135951), \*\* Buyer, \*\* Order, \*\* Requisition, Status, and Include Closed Documents (No). There are 'Search', 'Reset', and 'Save...' buttons.

The 'Search Results' section shows a table with columns: Description, Supplier, On, Cr, Dis, Cu, Status, Lif, Ch, Creation, Cy, On, Date, Supplier Site, Supplier Contact, and Acknc Due D. The table contains four rows of data:

Description	Supplier	On	Cr	Dis	Cu	Status	Lif	Ch	Creation	Cy	On	Date	Supplier Site	Supplier Contact	Acknc Due D
	AUTOMATISMES DU CENTRE EST-135929	1...				E.. Open	⌂		07/05/24				MAIN	Stéphanie BOI...	
215026C001 OMAN LNG ...	AUTOMATISMES DU CENTRE EST-135929	3...				E.. Open	⌂		30/04/24				MAIN	Stéphanie BOI...	
RC21-2649 ENAGAS AC...	AUTOMATISMES DU CENTRE EST-135929	1...				E.. Open	⌂		30/04/24				MAIN	Stéphanie BOI...	
216609C001 Technip CO...	AUTOMATISMES DU CENTRE EST-135929	1...				E.. Open	⌂		30/04/24				MAIN	Stéphanie BOI...	



# QRG: Supplier Portal – Manage Change Orders



## Manage change Orders

- The change order is now visible in the column « change order »

Manage Orders

Search

Advanced Manage Watchlist Saved Search

\*\* Keywords

Procurement BU LSFN\_BU

\*\* Supplier BAUDRY-135951

\*\* Buyer

\*\* Order

\*\* Requisition

Status

Include Closed Documents No

Search Results

Actions View Format + - Freeze Detach Wrap

Sold-to Legal Entity	Order	Description	Supplier	Ordered	Cri	Dis	Cu	Status	Lif Cy	Change Order	Creation Date	Sup Site	Supplier Contact	Acknowledgment Due Date	Bill-to Location	Buyer
T.EN Loading Systems SAS	PO-13724		AUTOMATISMES DU CENTRE EST-135929	19 950,00	E...			Open			07/05/24		Stéphanie BOI...		Sens Plant ESML	Lefort, David
T.EN Loading Systems SAS	PO-13861	215028C001 OMAN LNG ...	AUTOMATISMES DU CENTRE EST-135929	314,00	E...			Open			30/04/24		Stéphanie BOI...		Sens Plant ESML	Rozier, Laurent
T.EN Loading Systems SAS	PO-13641	RC21-2649 ENAGAS AC...	AUTOMATISMES DU CENTRE EST-135929	15 735,00	E...			Open			30/04/24		Stéphanie BOI...		Sens Plant ESML	Rozier, Laurent
T.EN Loading Systems SAS	PO-13833	216609C001 Technip CO...	AUTOMATISMES DU CENTRE EST-135929	1 167 315,...	E...			Open			30/04/24		Stéphanie BOI...		Sens Plant ESML	Rozier, Laurent
T.EN Loading Systems SAS	PO-13610		AUTOMATISMES DU CENTRE EST-135929	43 526,35	E...			Open		1	29/04/24		Stéphanie BOI...		Sens Plant ESML	Lefort, David
T.EN Loading Systems SAS	PO-13615	RC19-9319 SVA ABIME A...	AUTOMATISMES DU CENTRE EST-135929	670,00	E...			Closed for Receiving			29/04/24		Stéphanie BOI...		Sens Plant ESML	Rozier, Laurent
T.EN Loading Systems SAS	PO-13584		AUTOMATISMES DU CENTRE EST-135929	6 774,90	E...			Open			25/04/24		Stéphanie BOI...		Sens Plant ESML	Ziani, Johana
T.EN Loading Systems SAS	PO-13428		AUTOMATISMES DU CENTRE EST-135929	11 077,00	E...			Open			19/04/24		Stéphanie BOI...		Sens Plant ESML	Rozier, Laurent

- Click on the number to access to the change order



# QRG: Supplier Portal – Manage Change Orders



You can **acknowledge** or **edit**

The screenshot displays the 'People Connect' interface for managing a Change Order. At the top, the 'People Connect' logo is on the left, and navigation icons (home, star, flag, bell) and a user profile 'AC' are on the right. The main content area shows 'Change Order: 0-1' with a status of 'Incomplete'. Below this, a 'Main' section is titled 'Location' and contains two columns of details:

Location	
<b>Sold-to Legal Entity</b>	T.EN Loading Systems SAS
<b>Bill-to BU</b>	LSFR_BU
<b>Order</b>	PO-14397
<b>Status</b>	Pending Supplier Acknowledgment
<b>Buyer</b>	Dav.
<b>Creation Date</b>	13.06.2024

Supplier	
<b>Supplier Site</b>	MAIN
<b>Supplier Contact</b>	
<b>Bill-to Location</b>	Sens Plant ESML
<b>Ship-to Location</b>	Sens Plant ESML

At the bottom of the main section, there are tabs for 'Terms' and 'Notes and Attachments'. On the right side, an 'Actions' dropdown menu is open, listing the following options: 'Payment Milestones', 'Adobe Sign', 'Edit' (highlighted in yellow), 'Delete', 'Acknowledge', 'Withdraw', 'Cancel Change Order', 'Review Changes', and 'View Change Order History'. A 'Done' button is located to the right of the dropdown. A blue button at the bottom right of the page reads 'Your step-by-step navigation guide'.





# QRG: Supplier Portal – Manage Purchase Orders

## Lifecycle – View Invoices

- To search for all submitted invoices, on the Task Menu, select “Afficher les factures”

The screenshot displays the Supplier Portal interface. On the left is a task menu with the following sections:

- Accords**
  - Gérer les accords
- Programmes de canal**
  - Gérer les programmes
- Expéditions**
  - Gérer les expéditions
  - Créer un préavis d'expédition
  - Créer un préavis d'expédition et de facturation
  - Charger un préavis d'expédition (ASN) ou un préavis d'expédition et de facturation (ASBN)
  - Afficher les réceptions
  - Afficher les retours
- Stock de consignation**
  - Vérifier les avis de consommation
  - Vérifier le stock de consignation
  - Vérifier les transactions du stock de consignation
- Factures et paiements**
  - Créer une facture
  - Créer une facture sans commande d'achat
  - Afficher les factures
  - Afficher les paiements

A red arrow points from the text in the list above to the "Afficher les factures" option in the task menu.

The main dashboard area contains:

- A donut chart with the number 58 in the center. The legend below it is:
  - Commandes en attente d'accusé de réception
  - Echéanciers en retard et échus ce jour
  - Réponses à la négociation
  - Négociations avec clôture proche
  - Factures échues
- Summary cards for "Commandes ouvertes" (15) and "Règlements" (29).
- A card for "Montant de l'écart sur prix facturé" (0 EUR).
- A section titled "Actualités fournisseur".

# QRG: Supplier Portal – Manage Purchase Orders

## Lifecycle – View Invoices

- Select your “Supplier” name and hit search. You can use the fields to narrow your search. You can see the Invoice Status, as well as a Payment Number to confirm that a payment has been made against your invoice.

**View Invoices** Done

**Search** Advanced Saved Search All Invoices ▼

\*\* At least one is required

\*\* Invoice Number

\*\* Supplier  ▼

Supplier Site  ▼

\*\* Purchase Order

Consumption Advice

Invoice Status  ▼

Paid Status  ▼

Payment Number

Search Reset Save...

**Search Results**

View ▼ Grid Detail

Invoice Number	Invoice Date	Purchase Order	Due Date	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Supplier
1087	4/6/18	2001087	5/6/18	0.00 USD	800.00 USD	Approved	1000028	DIGITAL PRINTING SOLUTIONS, INC.
1069	3/29/18	2001069	4/28/18	0.00 USD	1,500.00 USD	Approved	3000141	DIGITAL PRINTING SOLUTIONS, INC.
nk-2001066	3/29/18	2001066	4/28/18	0.00 USD	100.00 USD	Approved	3000142	DIGITAL PRINTING SOLUTIONS, INC.
1065	3/28/18	2001065	4/27/18	0.00 USD	2,000.00 USD	Approved	3000140	DIGITAL PRINTING SOLUTIONS, INC.
inv-1061	3/28/18	2001061	4/27/18	0.00 USD	100.00 USD	Approved	3000139	DIGITAL PRINTING SOLUTIONS, INC.
1057	3/26/18	2001057	4/25/18	8,250.00 USD	8,250.00 USD	Approved		DIGITAL PRINTING SOLUTIONS, INC.
INV-20136	3/13/18	2001036	4/12/18	5,306.00 USD	5,306.00 USD	Approved		DIGITAL PRINTING SOLUTIONS, INC.
INV-2037	3/13/18	2001037	4/12/18	3,025.80 USD	3,025.80 USD	Approved		DIGITAL PRINTING SOLUTIONS, INC.

# QRG: Supplier Portal – Manage Purchase Orders

## Lifecycle – View Payments

- To search for invoice payments status, on the Task Menu, select “Afficher les paiements”

The screenshot displays the Supplier Portal interface. On the left is a task menu with the following sections:

- Accords**
  - Gérer les accords
- Programmes de canal**
  - Gérer les programmes
- Expéditions**
  - Gérer les expéditions
  - Créer un préavis d'expédition
  - Créer un préavis d'expédition et de facturation
  - Charger un préavis d'expédition (ASN) ou un préavis d'expédition et de facturation (ASBN)
  - Afficher les réceptions
  - Afficher les retours
- Stock de consignation**
  - Vérifier les avis de consommation
  - Vérifier le stock de consignation
  - Vérifier les transactions du stock de consignation
- Factures et paiements**
  - Créer une facture
  - Créer une facture sans commande d'achat
  - Afficher les factures
  - Afficher les paiements

A red arrow points from the text in the previous block to the "Afficher les paiements" option in the task menu.

The main dashboard area contains:

- A donut chart with the number 58 in the center. The legend below it is:
  - Commandes en attente d'accusé de réception
  - Echéanciers en retard et échus ce jour
  - Réponses à la négociation
  - Négociations avec clôture proche
  - Factures échues
- Summary cards on the right:
  - Commandes ouvertes: 15
  - Règlements: 29
  - Montant de l'écart sur prix facturé: 0 EUR
- A section titled "Actualités fournisseur" (Supplier News).

# QRG: Supplier Portal – Manage Purchase Orders



## Lifecycle – View Payments

- Select your “Supplier” name and click search. You can use the fields to narrow your search. You can also see the payment status to confirm that a payment has been made. Select a “Payment Number” to see the complete details of the payment.

**View Invoices** Done

**Search** Advanced Saved Search All Invoices ▼

\*\* At least one is required

**Search Filters:**

- Invoice Number:
- Supplier:
- Supplier Site:
- Purchase Order:
- Consumption Advice:
- Invoice Status:
- Paid Status:
- Payment Number:

Search Reset Save...

**Search Results**

View ▼ Grid Detail

Invoice Number	Invoice Date	Purchase Order	Due Date	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Supplier
1087	4/6/18	2001087	5/6/18	0.00 USD	800.00 USD	Approved	1000028	DIGITAL PRINTING SOLUTIONS, INC.
1069	3/29/18	2001069	4/28/18	0.00 USD	1,500.00 USD	Approved	3000141	DIGITAL PRINTING SOLUTIONS, INC.
nk-2001066	3/29/18	2001066	4/28/18	0.00 USD	100.00 USD	Approved	3000142	DIGITAL PRINTING SOLUTIONS, INC.
1065	3/28/18	2001065	4/27/18	0.00 USD	2,000.00 USD	Approved	3000140	DIGITAL PRINTING SOLUTIONS, INC.
inv-1061	3/28/18	2001061	4/27/18	0.00 USD	100.00 USD	Approved	3000139	DIGITAL PRINTING SOLUTIONS, INC.
1057	3/26/18	2001057	4/25/18	8,250.00 USD	8,250.00 USD	Approved		DIGITAL PRINTING SOLUTIONS, INC.
INV-20136	3/13/18	2001036	4/12/18	5,306.00 USD	5,306.00 USD	Approved		DIGITAL PRINTING SOLUTIONS, INC.
INV-2037	3/13/18	2001037	4/12/18	3,025.80 USD	3,025.80 USD	Approved		DIGITAL PRINTING SOLUTIONS, INC.



# How to attach Supplier documentation?

## Supplier Portal face

- Supplier to Create ASN (i.e. « Gérer un préavis d'expédition »)

People Connect Provide Feedback

Portail fournisseurs

Rechercher Commandes Numéro de commande

**Tâches**

Commandes

- Gérer les commandes
- Gérer les échéanciers
- Accuser réception des échéanciers dans la feuille de calcul

Accords

- Gérer les accords

Programmes de canal

- Gérer les programmes

Expéditions

- Gérer les expéditions
- Créer un préavis d'expédition**
- Créer un preavis d'expédition et de facturation
- Charger un préavis d'expédition (ASN) ou un préavis d'expédition et de facturation (ASBN)
- Afficher les réceptions
- Afficher les retours

Négociations

- Afficher les négociations actives
- Gérer les réponses

Qualifications

- Gérer les questionnaires
- Afficher les qualifications

Profil de la société

- Gérer le profil

**Attention requise**

117

115

1 1

■ Commandes en attente d'accusé de réception  
■ Echéanciers en retard et échus ce jour  
■ Négociations avec clôture proche

**Activité récente**  
30 derniers jours

Réponses à une négociation adjugées ou re...	1
Commandes modifiées ou annulées	16
Commandes ouvertes	23
Règlements	97

**Actualités fournisseur**

# How to attach Supplier documentation?

## Supplier Portal face

- Select **line** or **lines** that will be shipped (with or without the documentation)

Créer un ASN

Rechercher

Résultats de la recherche

Visualiser **Créer un ASN**

Article	Description de l'article	Article fournisseur	Commande d'achat	Ligne de commande d'achat	Echéancier de la commande d'achat	Date d'échéance	Quantité commandée
	ITEM 10 CONT		4500620730	10	1	08.02.2022	3
	ITEM 20 POWE...		4500620730	11	1	14.02.2022	2
	ITEM 40 CABL...		4500620730	12	1	26.01.2022	1
	ITEM 70 PILOT ...		4500620730	13	1	08.02.2022	1
	ITEM 80 REDU...		4500620730	14	1	14.02.2022	1
	ITEM 90 AUXIL...		4500620730	15	1	08.02.2022	1
	ITEM 170 POW...		4500620730	16	1	08.02.2022	1
	ITEM 180 KIT O...		4500620730	17	1	25.03.2022	2
24592080044DL	JACK'S GUSS...		PO-2373	1	1	11.01.2023	13
24899C21461604	ALLEN BRADL...		PO-2724	1	1	27.06.2023	1
24899C21461603	ALLEN BRADL...		PO-2724	2	1	27.06.2023	1

People Connect Provide Feedback

Créer un ASN

Rechercher

Résultats de la recherche

Visualiser **Créer un ASN**

Article	Description de l'article	Article fournisseur	Commande d'achat	Ligne de commande d'achat	Echéancier de la commande d'achat	Date d'échéance
	ITEM 10 CONT...		4500620730	10	1	08.02.2022
	ITEM 20 POWE...		4500620730	11	1	14.02.2022
	ITEM 40 CABL...		4500620730	12	1	26.01.2022
	ITEM 70 PILOT ...		4500620730	13	1	08.02.2022
	ITEM 80 REDU...		4500620730	14	1	14.02.2022
	ITEM 90 AUXIL...		4500620730	15	1	08.02.2022
	ITEM 170 POW...		4500620730	16	1	08.02.2022
	ITEM 180 KIT O...		4500620730	17	1	25.03.2022
24592080044DL	JACK'S GUSSE...		PO-2373	1	1	11.01.2023

# How to attach Supplier documentation?

## Supplier Portal face

- Define shipment no. (i.e. « Expédition » corresponding to « Num de Bon de Livraison »)
- Attach the Supplier doc package on the corresponding **line** or **lines**

The screenshot shows the 'People Connect' Supplier Portal interface. The main heading is 'Créer les détails de l'ASN'. The 'En-tête' (Header) section contains several input fields: '\* Expédition' (highlighted with a blue box) with value '202201023', '\* Date d'expédition' (30.11.2022 2:44 PM), '\* Date de réception prévue' (30.11.2022 2:44 PM), 'Conditions de transport', 'Mode d'expédition', 'Nombre d'unités d'emballage fournisseur', 'Connaissance', and 'Feuille de route'. On the right side, there are fields for 'Bordereau de colisage', 'Code de conditionnement', 'Code de manutention spéciale', 'Tare', 'UdM de tare', 'Poids net', 'UdM du poids net', and 'Commentaires'. The 'Lignes' (Lines) section at the bottom features a table with columns: Article, Description de l'article, Article fournisseur, Commande d'achat, \* Quantité, Nom de l'UdM, Lieu de destination, Quantité commandée, UdM de la quantité commandée, and Pièces jointes (highlighted with a blue box). The table contains one row with Article '24592080044DL', Description 'JACK'S GUSS...', Article fournisseur 'PO-2373', \* Quantité (empty), Nom de l'UdM 'EACH', Lieu de destination 'Sens Plant ESML', Quantité commandée '13', UdM de la quantité commandée 'EACH', and Pièces jointes '44030000160'. The interface includes a 'Soumettre' (Submit) button and an 'Annuler' (Cancel) button in the top right corner.

# How to attach Supplier documentation?

How to load the documentation ?

The column is on the right ,  
slide to the end of the line

The screenshot displays a software interface with two main sections. The top section is a form for shipment details, including fields for Shipped Date, Expected Receipt Date, Freight Terms, Shipping Method, Number of Supplier Packing Units, Bill of Lading, Waybill, Packaging Slip, Packaging Code, Special Handling Code, Tare Weight, Tare Weight UOM, Net Weight, Net Weight UOM, and Comments. The bottom section is a table with columns: Item, Supplier Item, Manufacturer Part Number, Manufacturer, Purchase Order, Purchase Order Line, Purchase Order Schedule, \* Quantity, UOM Name, and Second Quantit. A context menu is open over the table, showing options like 'Columns', 'Detach', 'Sort', and 'Reorder Columns...'. A red box highlights the 'Columns' option, and a red arrow points from the text 'The column is on the right, slide to the end of the line' to it.

Item	Supplier Item	Manufacturer Part Number	Manufacturer	Purchase Order	Purchase Order Line	Purchase Order Schedule	* Quantity	UOM Name	Second Quantit
24				PO-14291	1	1		EACH	

- Columns
- Detach
- Sort
- Reorder Columns...
- Attachments
- Country of Origin
- Organization
- Consignment Line



# How to attach Supplier documentation?

## Supplier Portal face

**People Connect** Provide Feedback

Créer les détails de l'ASN

**En-tête**

\* Expédition

\* Date d'expédition 30.11.2022 3:04 PM

\* Date de réception prévue 30.11.2022 3:04 PM

Conditions de transport

Mode d'expédition

Nombre d'unités d'emballage fournisseur

Connaissance

Feuille de route

Bordereau de colisage

Code de conditionnement

Code de manutention spéciale

Tare

UdM de tare

Poids net

UdM du poids net

Commentaires

**Lignes**

Actions Visualiser Retirer la ligne

Article	Description de l'article	Article fournisseur	Commande d'achat	* Quantité	Nom de l'UdM	Lieu de destination	Quantité commandée	UdM de la quantité commandée	Quantité reçue	Pièces jointes
	ITEM 40 CABL...		4500620730	<input type="text"/>	EACH	Sens Plant ESML	1	EACH	0	Aucun
	ITEM 80 REDU ...		4500620730		EACH	Sens Plant ESML	1	EACH	0	Aucun
	ITEM 170 POW...		4500620730		EACH	Sens Plant ESML	1	EACH	0	Aucun

# How to attach Supplier documentation?

## Supplier Portal face

- Extra details per shipped line (for information purpose):

**People Connect** Provide Feedback

Créer les détails de l'ASN

En-tête

\* Expédition: 202201023

\* Date d'expédition: 30.11.2022 2:44 PM

\* Date de réception prévue: 30.11.2022 2:44 PM

Conditions de transport: [dropdown]

Mode d'expédition: [dropdown]

Nombre d'unités d'emballage fournisseur: [input]

Connaissance: [input]

Feuille de route: [input]

Bordereau de colisage: [input]

Code de conditionnement: [input]

Code de manutention spéciale: [input]

Tare: [input]

UdM de tare: [dropdown]

Poids net: [input]

UDM du poids net: [dropdown]

Commentaires: [text area]

Lignes

Actions: [dropdown] Visualiser [dropdown] Retirer la ligne

Article	Description de l'article	Article fournisseur	Commande d'achat	* Quantité	Nom de l'UdM	Lieu de destination	Quantité commandée	UdM de la quantité commandée	Quantité reçue	Pièces jointes
24592080044DL	JACK'S GUSS...		PO-2373	[input]	EACH	Sens Plant ESML	13	EACH	0.44030000160	+X

Bordereau de colisage: [input] Note: [text area]

Unité d'emballage fournisseur: [input]

Véhicule: [input]

Code-barre: [input]

# How to attach Supplier documentation?

## Supplier Portal face

- Click on Submit then shipment is created.

People Connect Provide Feedback

Créer les détails de l'ASN

En-tête

\* Expédition: 202201023

\* Date d'expédition: 30.11.2022 2:44 PM

\* Date de réception prévue: 30.11.2022 2:44 PM

Conditions de transport

Mode d'expédition

Nombre d'unités d'emballage fournisseur

Connaissance

Feuille de route

Bordereau de colisage

Code de conditionnement

Code de manutention spéciale

Tare

UdM de tare

Poids net

UdM du poids net

Commentaires

Confirmation

L'ASN 202201023 a été créé. Nombre de lignes : 1.

OK

Actions Visualiser Retirer la ligne

Article	Description de l'article	Article fournisseur	Commande d'achat	* Quantité	Nom de l'UdM	Lieu de destination	Quantité commandée	UdM de la quantité commandée	Quantité reçue	Pièces jointes
24592080044DL	JACK'S GUSS...		PO-2373	1	EACH	Sens Plant ESML	13	EACH	0	PO 1227 ITEM20 PN244030000160. +X

# How to attach Supplier documentation?

## Supplier Portal face

- Shipment can be cancelled (under Manage Shipment) by the Supplier if any

The screenshot displays the 'People Connect' Supplier Portal interface. At the top left, the logo 'People Connect' is visible with a 'Provide Feedback' button. Below it, the text 'Gérer les expéditions' is shown. A search bar contains the word 'Rechercher'. On the right side, there are navigation icons for home, star, flag, 'AskP&C', 'iSolv', a bell, and 'FKR'. A 'Terminé' button is also present. Below the search bar, there are filters for 'Recherche avancée', 'Recherche enregistrée', and 'Toutes les expéditions'. The main section is titled 'Résultats de la recherche' and features a table with columns: 'Expédition', 'Fournisseur', 'Organisation source', 'Date de réception prévue', 'Date d'expédition', 'Feuille de route', 'Connaissance', and 'Mode d'expédition'. A red box highlights the 'Annuler l'expédition' button in the 'Actions' column. The table contains one row with the following data: '202201023', a redacted supplier name, a redacted organization source, '30.11.2022 2:44...', and '30.11.2022 2:44...'. The 'Feuille de route' and 'Connaissance' columns are empty.

Expédition	Fournisseur	Organisation source	Date de réception prévue	Date d'expédition	Feuille de route	Connaissance	Mode d'expédition
202201023	[REDACTED]	[REDACTED]	30.11.2022 2:44...	30.11.2022 2:44...			

# How to retrieve Supplier documentation?

## T.EN LS ERP face

- ASN no. (including attachments) is populated in the PO interface

**Order Life Cycle: PO-2373**

Sold-to Legal Entity: T.EN Loading Systems SAS  
Order: PO-2373  
Supplier: [REDACTED]  
Supplier Site: MAIN  
Supplier Contact: [REDACTED]  
Ordered: 5,371.60 EUR

**Order Life Cycle**

Category	Amount (EUR)
Ordered	5,371.60
Shipped	180.00
Received	3,031.60
Delivered	450.00
Invoiced	450.00

Ordered: 5,371.60 EUR  
Shipped: 180.00 EUR  
Received: 3,031.60 EUR  
Delivered: 450.00 EUR  
Invoiced: 450.00 EUR

**In-Transit Shipments**

Shipment	Ship Date	Tracking Number	Packing Slip	Expected Receipt Date	Shipped	Carrier	Bill of Lading
202201023	30.11.2022...			30.11.2022 2:44 PM	180.00		

**Receipts**

Receipt	Receipt Date	Shipmen Ship Date	Packing Slip	Returned	Received	Delivered	Invoiced	Open to Invoice
7788	30.11.2022 7:41 AM			0.00	2,581.60	0.00	0.00	0.00
7702	28.11.2022 2:01 PM			0.00	450.00	450.00	450.00	0.00

# How to retrieve Supplier documentation?

## T.EN LS ERP face

- ASN no. is available during the Goods Receipt stage,

People Connect Provide Feedback

Inventory Organization LSFR\_ESML Change Organization Done

Receive Expected Shipments

Advanced Search Saved Search All Expected Shipment Lines

Search Results View Receive

Organization	Item	Item Description	Document Type	Document Number	Document Line	Document Schedule	Due Date	Quantity	UOM Name	ASN
LSFR_ESML	24592080044DL	JACK'S GUSSET * 16" SR	Purchase order	PO-2373	1	1	30.11.2022	1	EACH	202201023

- and in the Receiving Inspection interface as well:

People Connect Provide Feedback

Inventory Organization LSFR\_ESML Change Organization Submit Cancel

Inspect Lines Organization: LSFR\_ESML

Actions View Enter Quality Results Remove Line View Details

Item	Item Description	Receipt	Document Number	ASN	Skip Quality Inspection	Inspection Status	* Quantity	* UOM Name	Inspection Quality	* Inspected By	Attachments
24592080044DL	JACK'S GUSSE...	7845	PO-2373	202201023	—		1	EACH		Coulon, S	None +

# How to retrieve Supplier documentation?

## T.EN LS ERP face

- The Supplier documentation package is attached in the shipment:



Inventory Organization LSFR\_ESML [Change Organization](#)



Shipment: 202201023

Supplier [REDACTED]  
Shipped Date 30.11.2022 2:44 PM  
Expected Receipt Date 30.11.2022 2:44 PM  
Ship-to Location Sens Plant ESML  
Shipping Method  
Freight Terms  
Bill of Lading  
Waybill  
Packaging Code  
Special Handling Code

Tare Weight  
Tare Weight UOM  
Net Weight  
Net Weight UOM  
Packing Slip  
Number of Supplier Packing Units  
Comments TEST

### Lines

Actions View

Shipment Line	Item	Item Description	Quantity		UOM Name	Line Status	Packing Slip	Reason	Routing	Attachments
			Shipped	Received						
1	24592080044DL	JACK'S GUSSE...	1	1	EACH	Fully received			Inspection requi...	PO 1227 ITEM20 PN244030000160