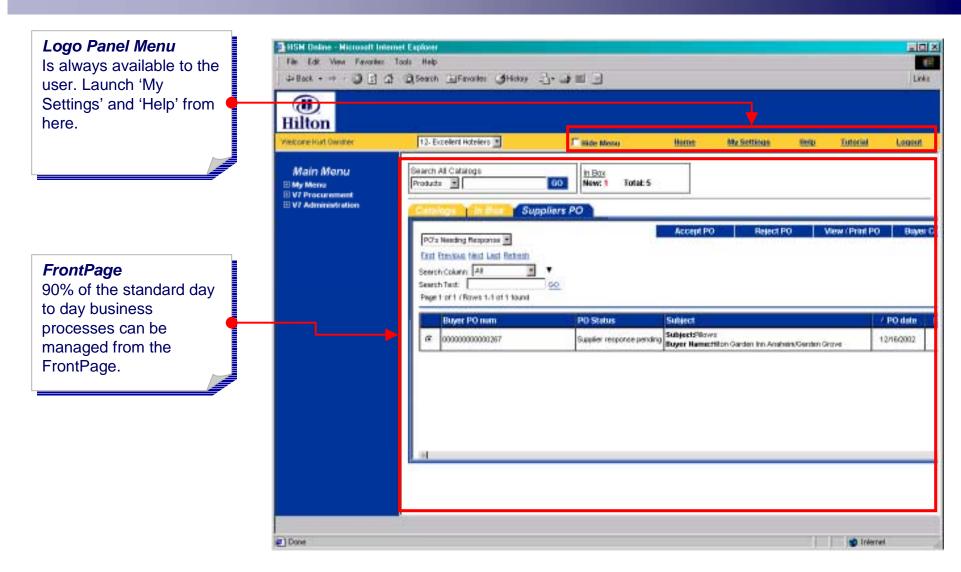




Chapter 6 – Supplier Acceptance Process

- The Supplier Home Page
- Review & Print Purchase Orders
- Notes and Attachments
- Transfering Purchase Orders
- Accept / Reject Purchase Orders
- Supplier InBox
- My Settings

Supplier Process > The Supplier Home Page

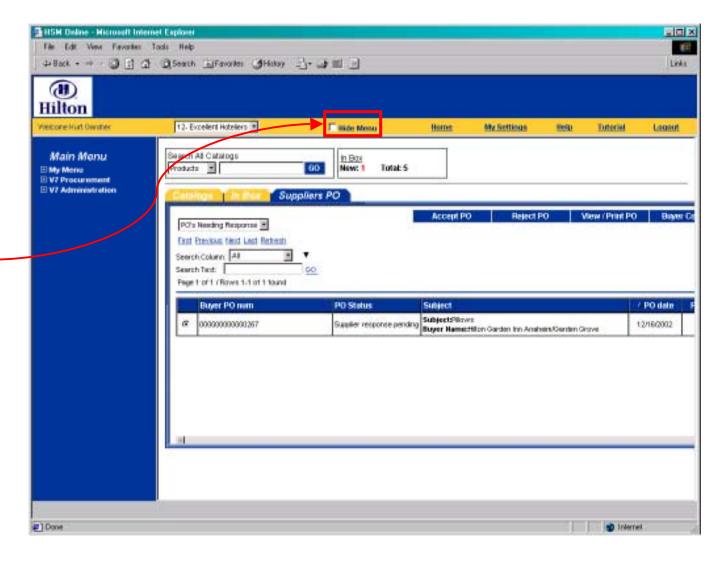






Supplier Process > The Supplier Home Page

Hide Menu Check the Hide Menu box to close the Menu Panel. Set your preference in 'My Settings.'







Supplier Process > The PO list

PO Number

This is the system generated Number that identifies the PO.

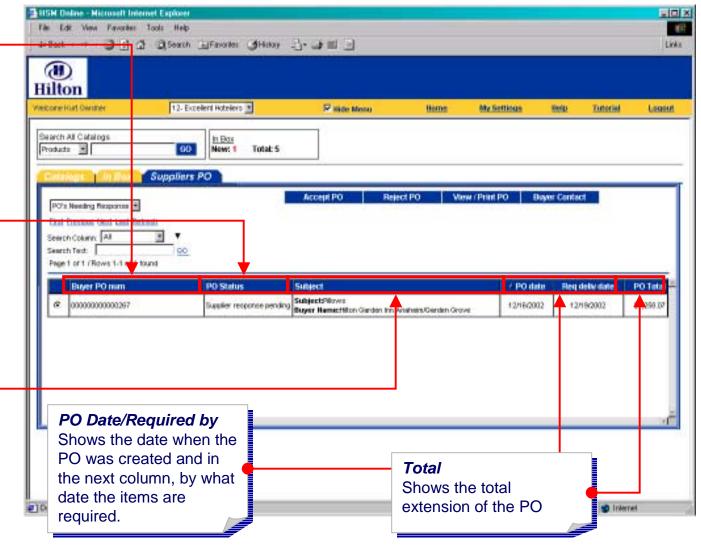
Status

Depending on what stage the PO is in, it can have 4 supplier related statuses:

- Supplier Response Pending
- Viewed by Supplier
- Accepted or
- Rejected

Subject/Buyer

Shows the PO subject line and the name of the buying property.



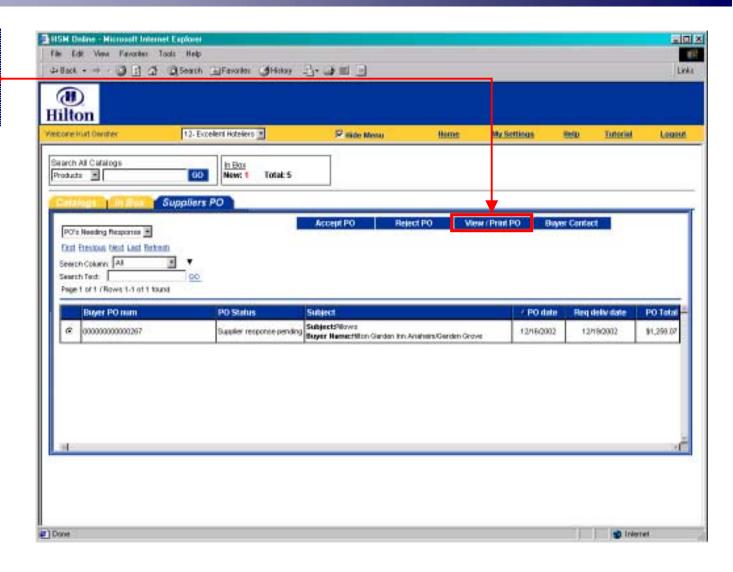




Supplier Process > Review and Print PO

View/Print PO

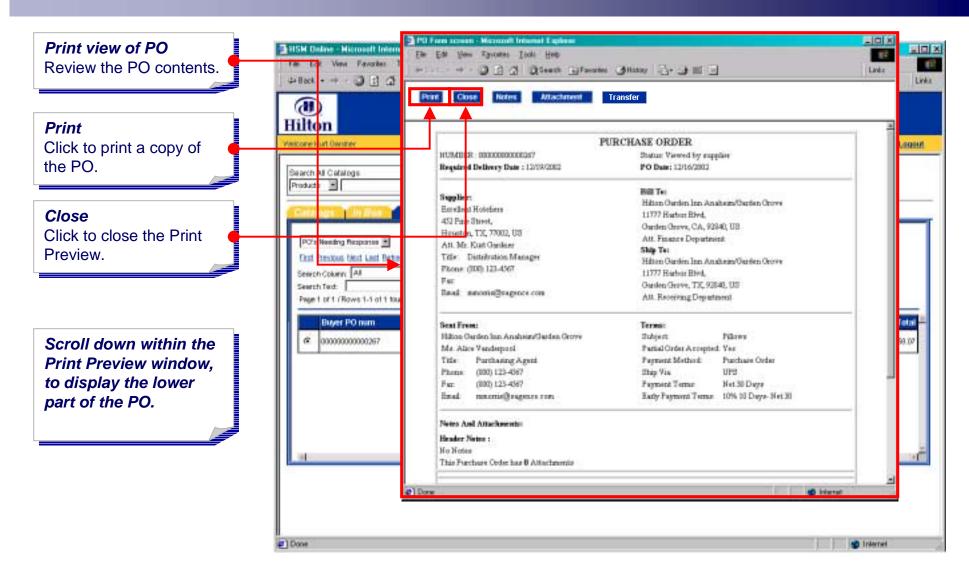
Select a PO by clicking the radio button and then click this button to view the PO.







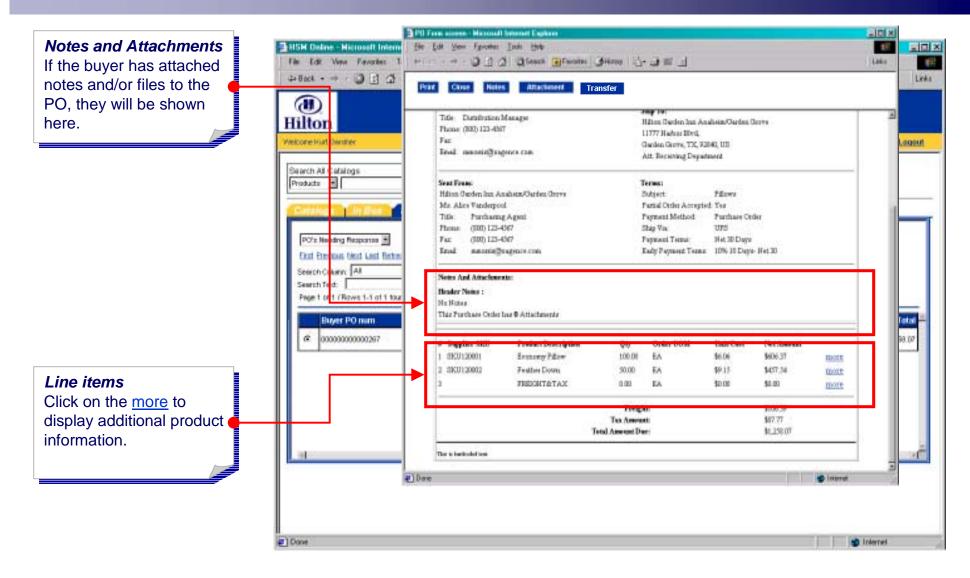
Supplier Process > Review and Print PO







Supplier Process > Review and Print PO





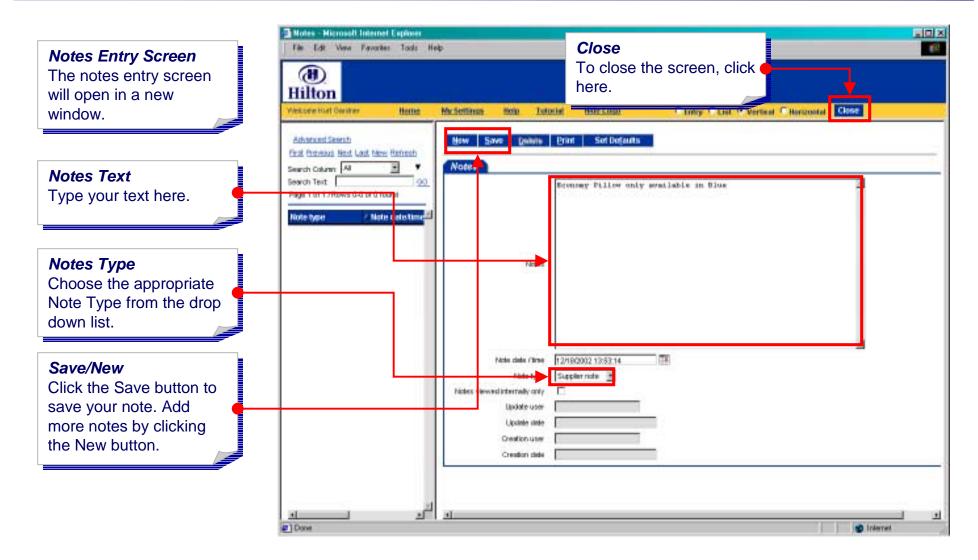


₽ Done

BISH Deline - Hisropolt Interr 되다 X File Edit View Favorites 1 Notes DE A Cheen Effenne Glitter To- JE . 4-Back - + - 3 13 4 Links Click here to add a note **(III)** to the PO. Hilton PURCHASE ORDER Welcome Hurt Ownther NIPPO HUMBER: 000000000000000 Status: Viewed by supplies Required Delivery Date: 12/19/2002 PO Date: 12/16/2002 Search All Catalogs Products * Supplier: Hilton Oarden Inn Anahem/Oarden Orove Excellent Hoteliers 11777 Harbor Blvd. 452 Pine Street, Oarden Grove, CA, 92840, US Heuston, TX, 77002, US Att. Finance Department PO's Needing Response * Att. Mr. Kust Gerder Title: Distribution Manager First Pressous Next Last Betre Hilton Gurden Inn Anahean/Gurden Grove Phone: (30th 123-4567 Search Column: All 11777 Hurbar Blvd. Par Ourdon Grave, TJC, 92840, US Search Text: Real moonin@regence.com Att. Receiving Department Page 1 of 1 (Rows 1-1 of 1 tour Buyer PO num Sent From: Terms: Hilton Gerden Inn Anshein/Gerden Grove Bubject Pilores 0000000000000267 Partial Order Accepted: Yes Mr. Alice Venderpool Purchase Order Purthaging Agent Payment Method: (100) 123-4367 Ship Vis. UPS (800) 123-4567 Nat 30 Days Fax Payment Terms menmellengenes con-Early Payment Terms 10% 10 Days- Net 30 Notes And Attackments: Header Notes: No Notes This Furchase Order has 8 Attachments Done |

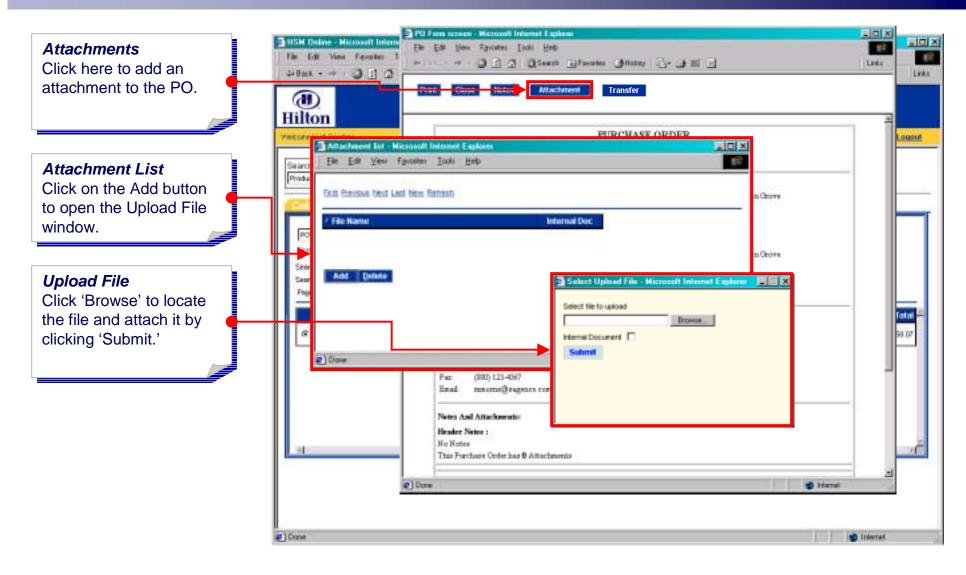
















Done |

BISH Deline - Hisropolt Interr File Edit View Feverier T 4-Back - - - 3 13 2 Links (11) Hilton PURCHASE ORDER Nego, Attachment list - Microsoft Internet Explorer 20 File Edit View Favorites Tools Help Search The selected file has Produc been added to the PO. th Orions Play Specifications id to Orowe Sent Sent Ant Dente Order Done · Irdaeust (800) 123-4567 Payment Terms Nat 30 Days menmellengenes con-Early Payment Terms: 10% 10 Days-Net 30 Notes And Attackments: Header Notes: No Notes This Furchese Order has 8 Attachments Done |





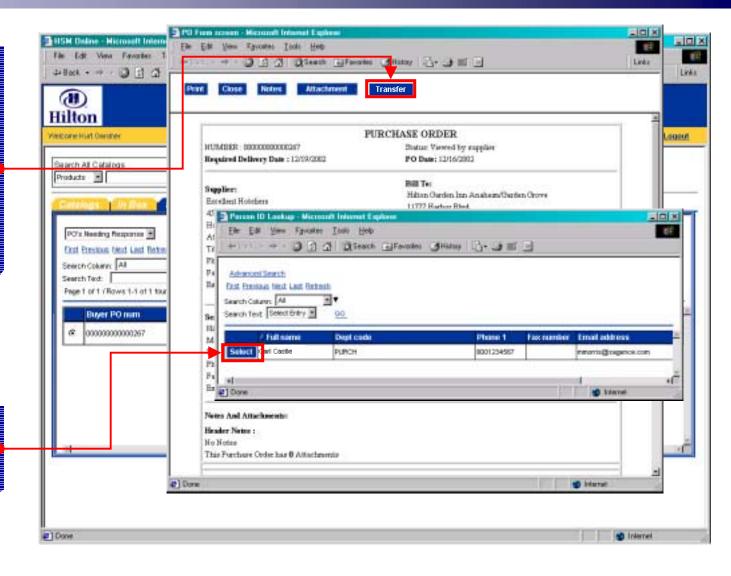
Supplier Process > Transfering POs

Transfer

A Purchase Order is always sent to a default contact person within the supplier comany. This contact person can transfer the PO to a different person within the supplier organization.

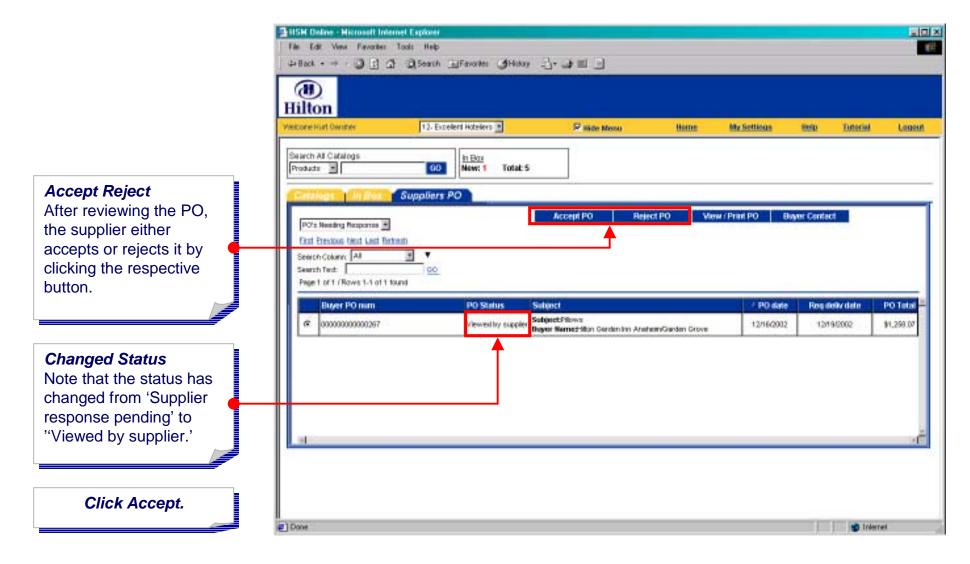
Click Transfer.

Select the person you want to transfer the PO to by clicking the 'Select button'.



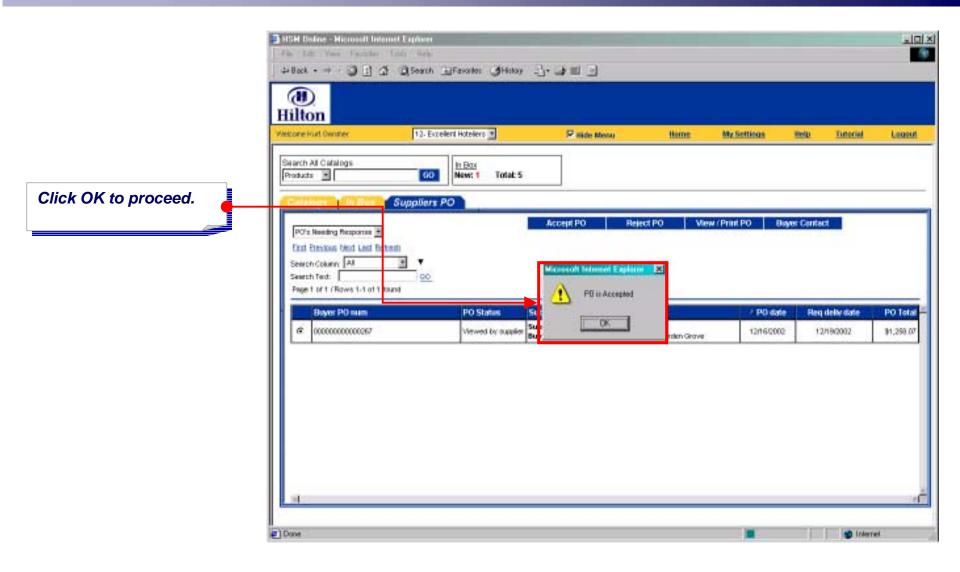










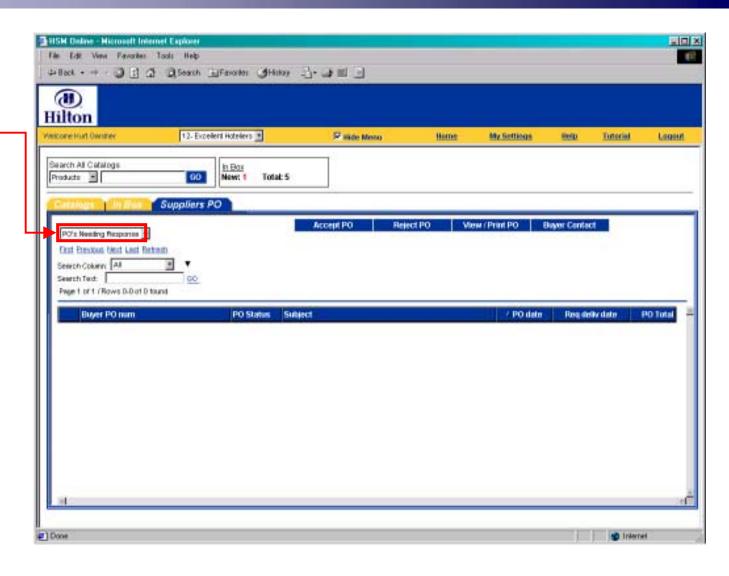






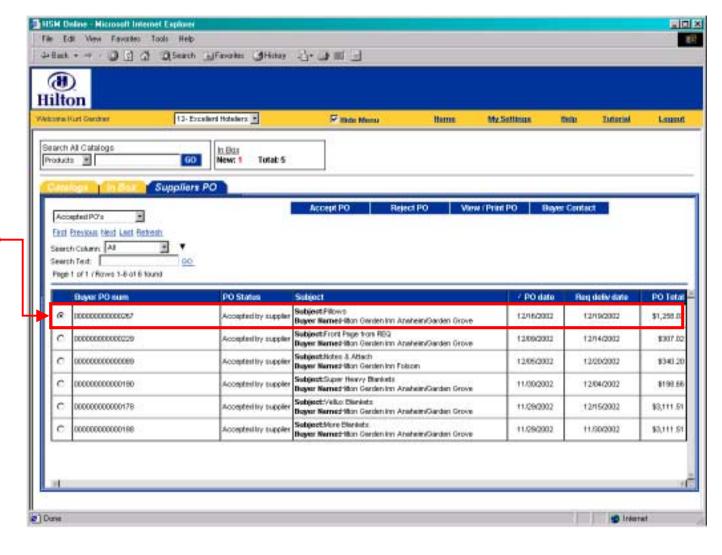
The list of PO's is filtered using this drop down list. Since the PO has been accepted, it has been moved from the 'PO's Needing Response' and 'My PO's Needing Response' list.

Choose 'Accepted PO's' from the drop down list.







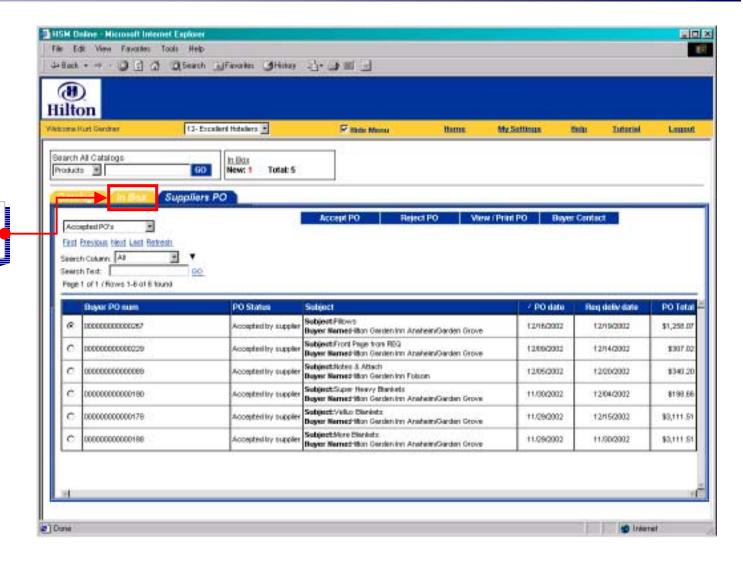


The PO has been added to the list and the status has changed to 'Accepted by Supplier'





Supplier Process > In Box

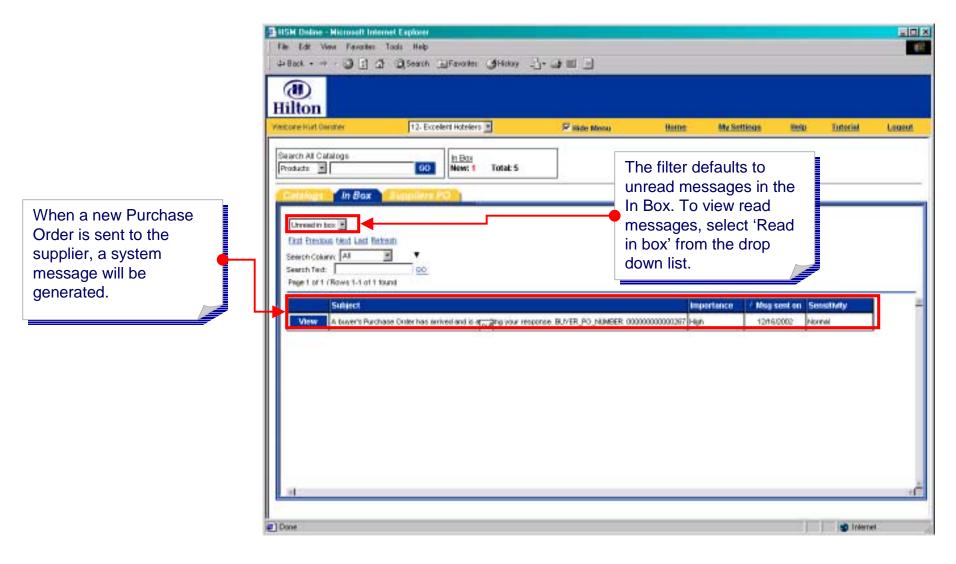




Click on the In Box tab.



Supplier Process > In Box

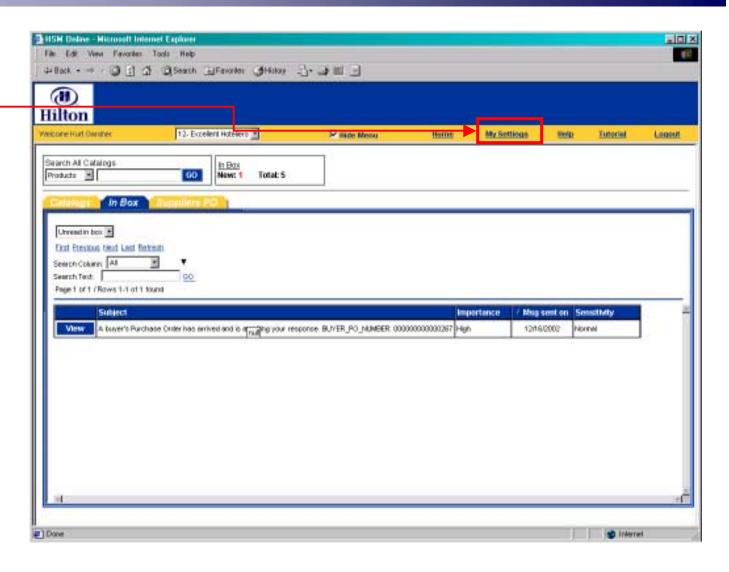






Supplier Process > My Settings

Click on the My Settings link to launch the preferences screen in a separate window.







Supplier Process > My Settings

