

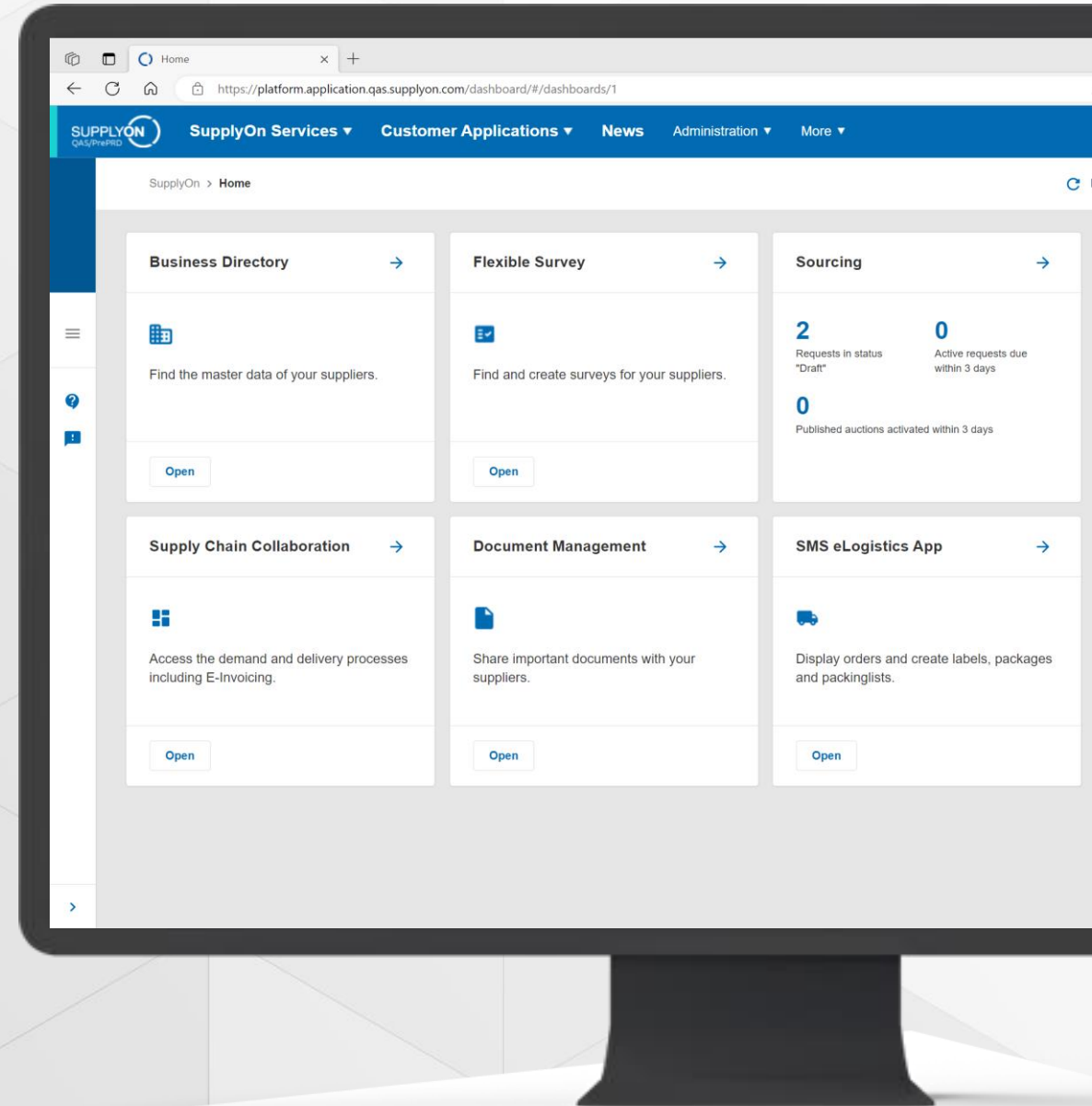


CLICK-GUIDE

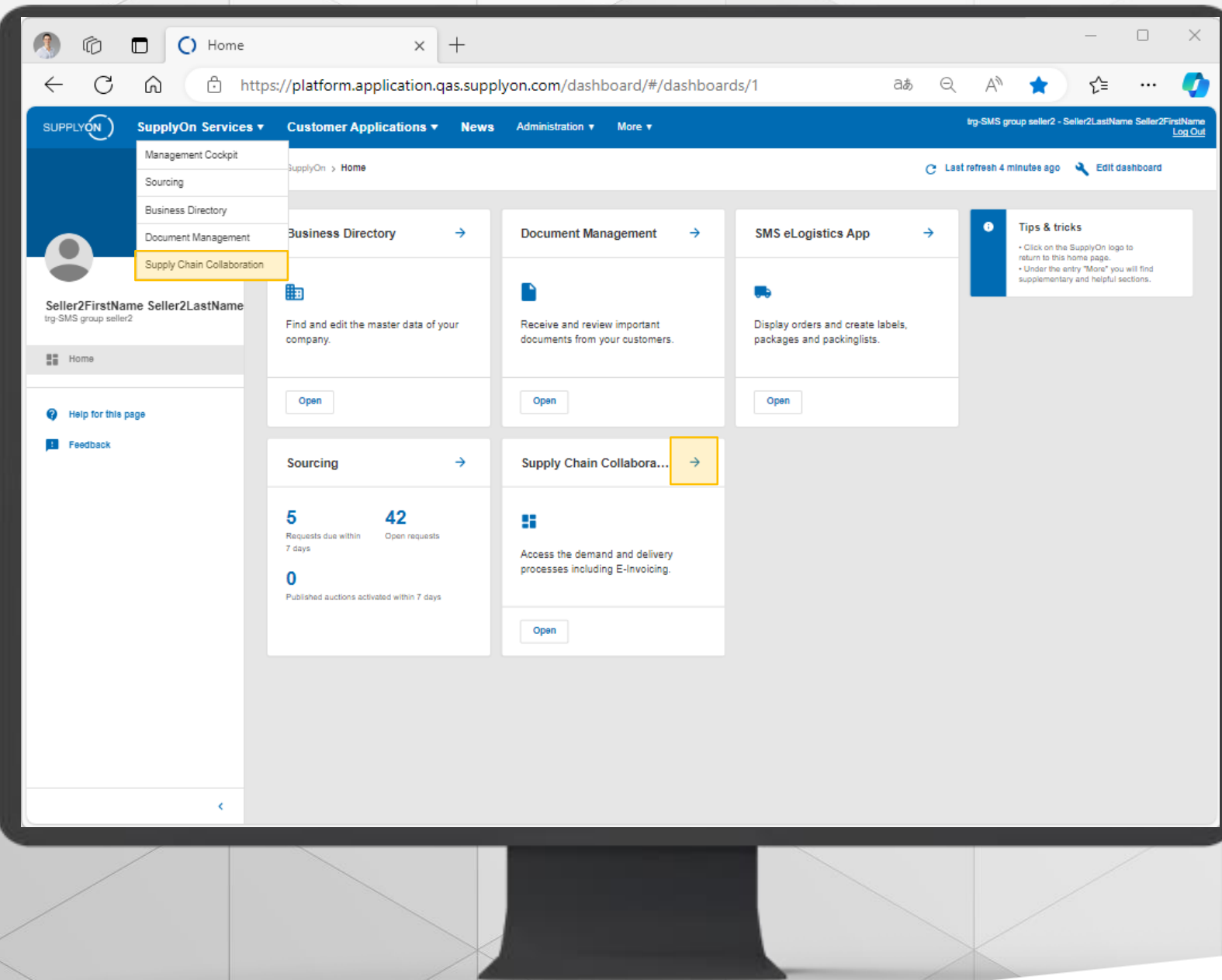


Please click on the orange boxes to navigate through the application.

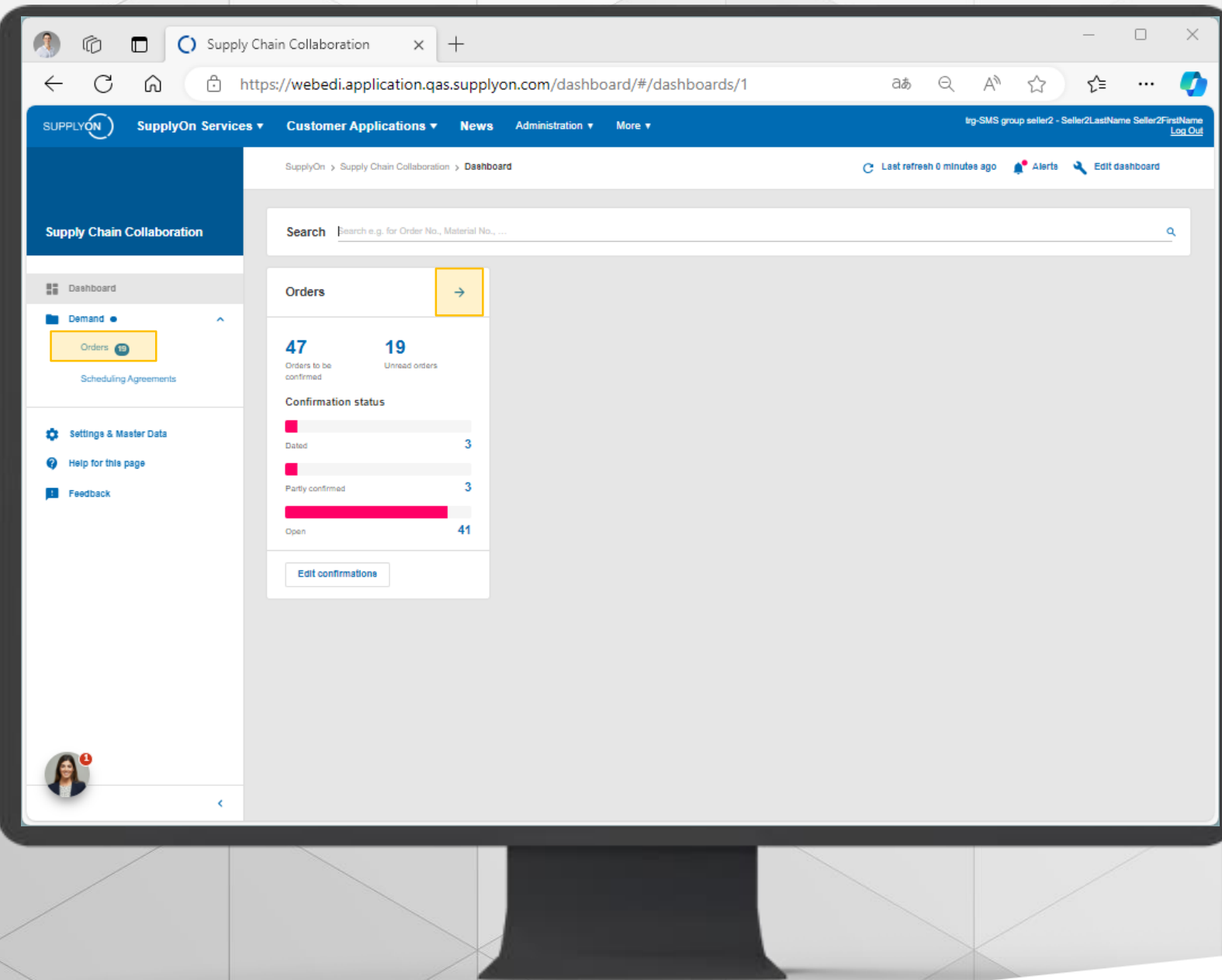
How to
**check purchase orders
and confirm with or
without changes**



Overview of Supply Chain Collaboration



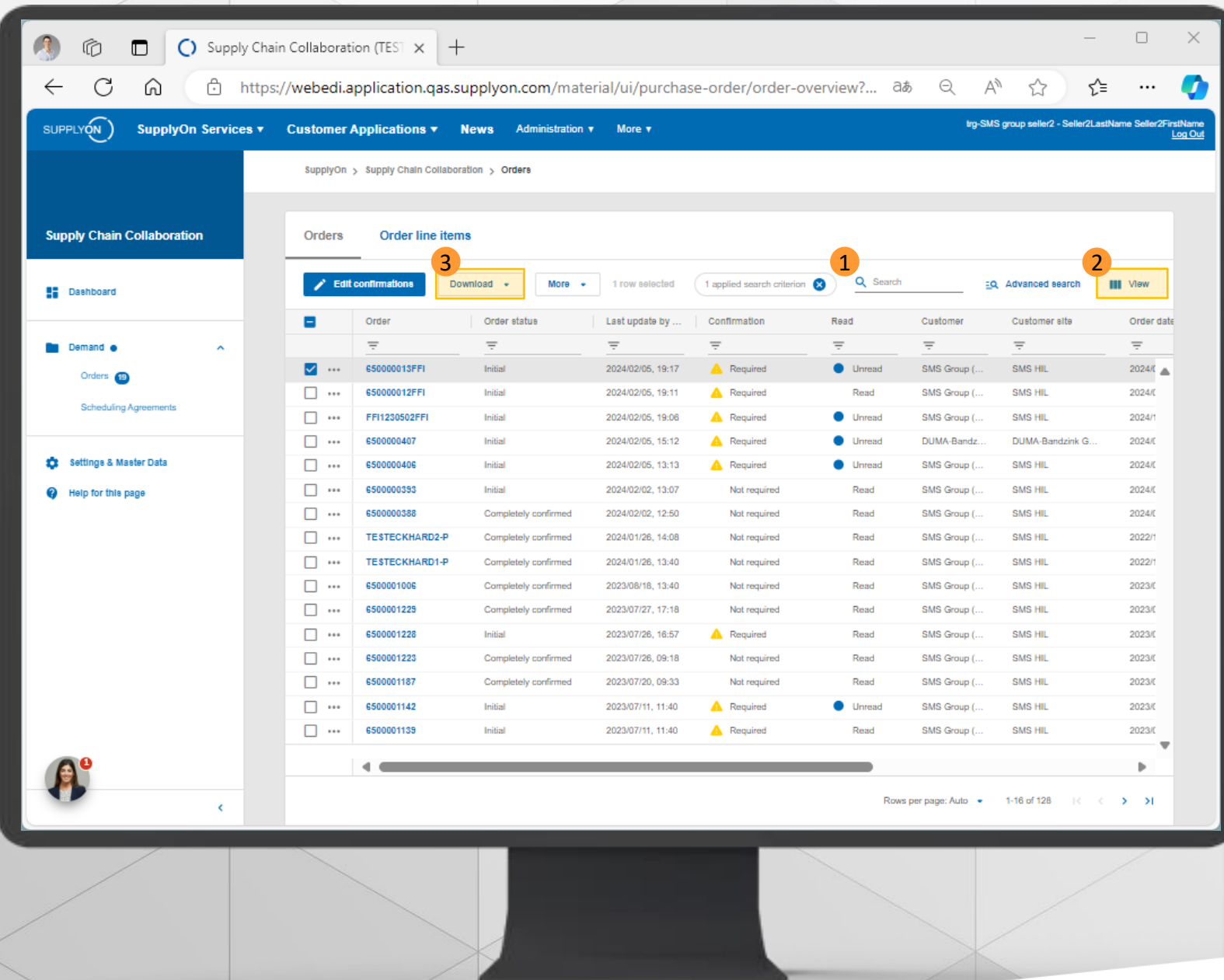
After you log-in to SupplyOn, you are on the homescreen. Click here to go to the Supply Chain Collaboration module.



The Dashboard of Supply Chain Collaboration allows access to all available functionalities and processes.

To access the orders overview click either on the Orders button at the sidebar or on the Orders tile.

Orders Overview & Configuration



The orders overview provides an overview of all available orders on SupplyOn.

1. You can search for the order number
2. The view can be adjusted by clicking on the “View” button.
3. Orders can be downloaded on the “Download” button.

Supply Chain Collaboration (TEST) x

https://webedi.application.qas.supplyon.com/material/ui/purchase-order/order-overview?...

SUPPLYON SupplyOn Services Customer Applications News Administration More

trg-SMS group seller2 - Seller2LastName Seller2FirstName Log Out

SupplyOn > Supply Chain Collaboration > Orders

Orders Order line items

Edit confirmations Download More 1 applied search criterion Search Advanced search View

	Order	Order status	Last update by ...	Confirmation	Read
<input type="checkbox"/>	650000013FFI	Initial	2024/02/05, 19:17	Required	<input checked="" type="checkbox"/>
<input type="checkbox"/>	650000012FFI	Initial	2024/02/05, 19:11	Required	<input type="checkbox"/>
<input type="checkbox"/>	FFI1230502FFI	Initial	2024/02/05, 19:06	Required	<input checked="" type="checkbox"/>
<input type="checkbox"/>	6500000407	Initial	2024/02/05, 15:12	Required	<input checked="" type="checkbox"/>
<input type="checkbox"/>	6500000406	Initial	2024/02/05, 13:13	Required	<input checked="" type="checkbox"/>
<input type="checkbox"/>	6500000393	Initial	2024/02/02, 13:07	Not required	<input type="checkbox"/>
<input type="checkbox"/>	6500000388	Completely confirmed	2024/02/02, 12:50	Not required	<input type="checkbox"/>
<input type="checkbox"/>	TESTECKHARD2-P	Completely confirmed	2024/01/26, 14:08	Not required	<input type="checkbox"/>
<input type="checkbox"/>	TESTECKHARD1-P	Completely confirmed	2024/01/26, 13:40	Not required	<input type="checkbox"/>
<input type="checkbox"/>	6500001006	Completely confirmed	2023/08/18, 13:40	Not required	<input type="checkbox"/>
<input type="checkbox"/>	6500001229	Completely confirmed	2023/07/27, 17:18	Not required	<input type="checkbox"/>
<input type="checkbox"/>	6500001228	Initial	2023/07/26, 16:57	Required	<input type="checkbox"/>
<input type="checkbox"/>	6500001223	Completely confirmed	2023/07/26, 09:18	Not required	<input type="checkbox"/>
<input type="checkbox"/>	6500001187	Completely confirmed	2023/07/20, 09:33	Not required	<input type="checkbox"/>
<input type="checkbox"/>	6500001142	Initial	2023/07/11, 11:40	Required	<input checked="" type="checkbox"/>
<input type="checkbox"/>	6500001139	Initial	2023/07/11, 11:40	Required	<input type="checkbox"/>

Rows per page: Auto 1-16 of 128

More Save

Your profiles for the table view

Additional view 1

Default Profile

Create profile

Filter columns

Order

Order status

Last update by customer

Confirmation

Read

Confirmation status

Customer Approval Status

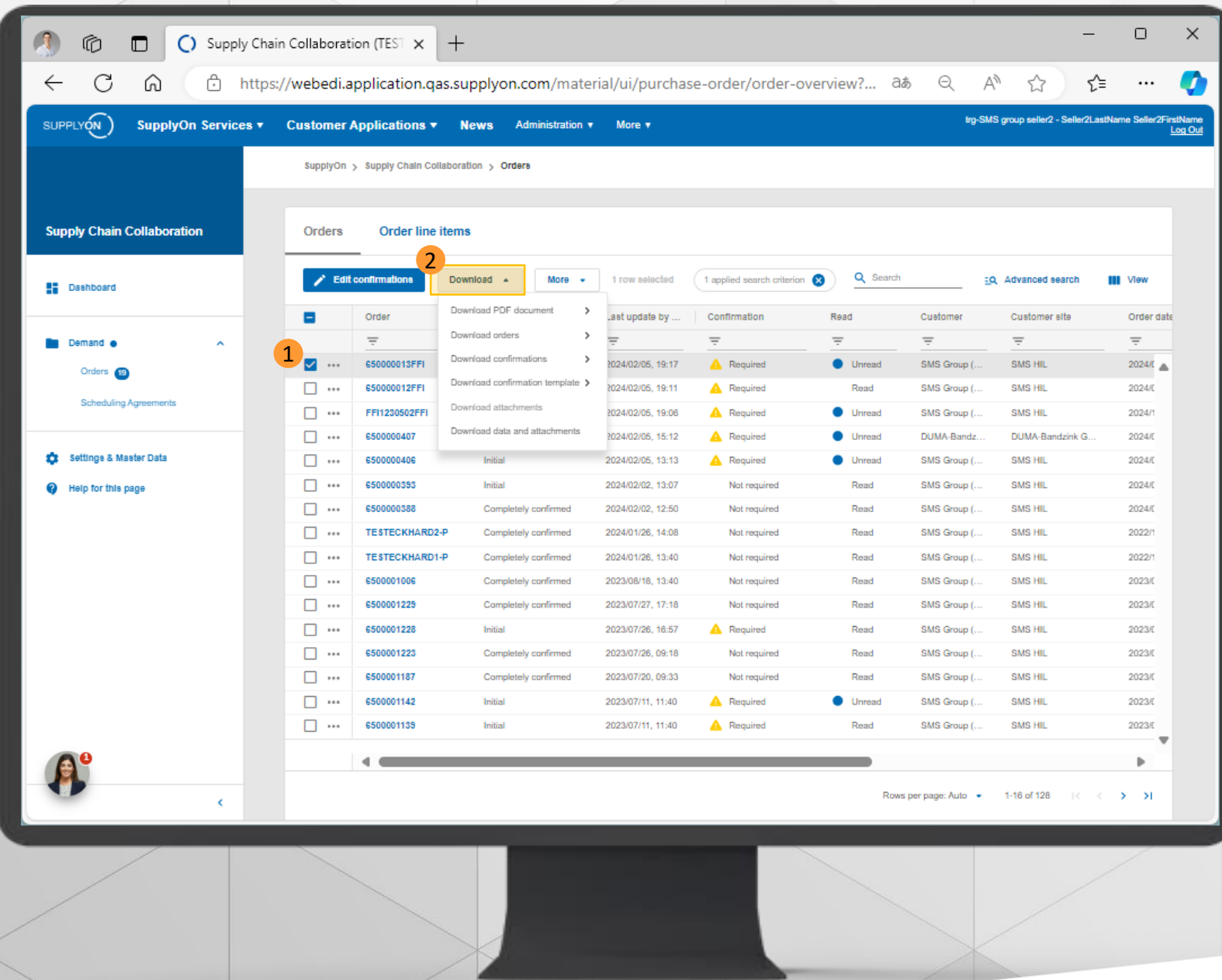
Delivery status

Invoice status

Customer group

You can configure the order overview and line items overview

1. Click on the "View" button
2. move the items on the overview to the left or to the right
3. display or hide fields
4. save your configuration



You have the choice to download the order as the following overviews.

1. Mark the order number
2. Click on the “Download” button and choose the download type

Supply Chain Collaboration (TEST) x

https://webedi.application.qas.supplyon.com/material/ui/purchase-order/order-overview?...

SUPPLYON SupplyOn Services Customer Applications News Administration More

SupplyOn > Supply Chain Collaboration > Orders

Orders Order line items

Edit confirmations Download More 1 row selected 1 applied search criterion Search Advanced search View

Order	Order status	Last update by ...	Confirmation
650000013FFI	Initial	2024/02/05, 19:17	Required
650000012FFI	Initial	2024/02/05, 19:11	Required
FFI1230502FFI	Initial	2024/02/05, 19:06	Required
6500000407	Initial	2024/02/05, 15:12	Required
6500000406	Initial	2024/02/05, 13:13	Required
6500000393	Initial	2024/02/02, 13:07	Not required
6500000388	Completely confirmed	2024/02/02, 12:50	Not required
TESTECKHARD2-P	Completely confirmed	2024/01/26, 14:08	Not required
TESTECKHARD1-P	Completely confirmed	2024/01/26, 13:40	Not required
6500001006	Completely confirmed	2023/08/18, 13:40	Not required
6500001229	Completely confirmed	2023/07/27, 17:18	Not required
6500001228	Initial	2023/07/26, 16:57	Required
6500001223	Completely confirmed	2023/07/26, 09:18	Not required
6500001187	Completely confirmed	2023/07/20, 09:33	Not required
6500001142	Initial	2023/07/11, 11:40	Required
6500001139	Initial	2023/07/11, 11:40	Required

Order details for 650000013FFI

Order 06.02.24 Page 1

Customer

Name and Address	References	Contact Information
SMS GROUP GMBH Oskarweg 66 41069 Mönchengladbach DE	Partner No.: S1010 Site code (Customer): S1010 Organization: S1010	Contact: HOGEXLEN IC Phone: +4921613502125 E-Mail: lennart.hogex@sms-group.com

Ship-to

Name and Address	References	Contact Information
SMS group GmbH - HL Wiesenstr. 30 57271 Hückelhagen DE	Partner No.: S1010 Unloading Pt.: Wiesenstr. 30	

Supplier

Name and Address	References	Contact Information
Christoph Bornebusch GmbH & Co KG Wellerstraße 57072 Siegen DE	Partner No.: 0200015140	Contact: Max Muster IC Phone: +4921613502125 E-Mail: max.muster@supplier.de

Document Data

Dates	References and Instructions
Order Date: 30.01.24 Last Change: 05.02.24 Message Date: 30.01.24 Order change information: Original	Message Number: 12 Order Number: 650000013FFI Order Type: Purchase Orders Order Subtype: NB

Rows per page: Auto 1-16 of 128

View details View history Close

1. Select the order you want to see more details of
2. Click on the "View details" button

Overview of Order details

Supply Chain Collaboration (TEST) x

https://webedi.application.qas.supplyon.com/general/main?loadFramePage=true&stn=52...

SUPPLYON SupplyOn Services Customer Applications News Administration More

My SupplyOn > Supply Chain Collaboration > Orders > Order details

Order: 6500000137 Customer: SMS (Global) S1010 (Customer): S1010

View order changes by customer

Line items Header Details Parties Attachments

LI	Material	Material Description	Unloading Point	Net value	First Delivery Date	UoM	Qty.	Respond by ...	Response Date	Response ...	Delivery Status	Responded by
00010	10004873	Gewindestift	Wiesenstr. 30	8,00 EUR	09.04.26	PCE	4			no response	Open	
00020	11347221	Passschraube	Wiesenstr. 30	60,00 EUR	09.09.24	PCE	30			no response	Open	
00030	11196808	Gewindebuchse	Wiesenstr. 30	1.000,00 EUR	24.01.24	PCE	500			no response	Open	
00040	10009521	Passfeder	Wiesenstr. 30	1.762,00 EUR	24.04.23	PCE	881			no response	Open	
00050	10037321	Passschraube	Wiesenstr. 30	16,00 EUR	17.05.24	PCE	8			no response	Open	
00060	15364864	Scheibe	Wiesenstr. 30	8,00 EUR	17.05.24	PCE	4			no response	Open	

Pos. 00010: 10004873 - Gewindestift

Unloading Point: Wiesenstr. 30 Price Unit: 1

Ordered Quantity: 4 PCE Action code: Added

Price per price unit: 2,00 EUR

Qty in Price unit: 1 PCE

Net Value: 8,00 EUR

Line item Details

Country of Origin: DE

Schedule Lines

Customer Information				Supplier Information			
Commit	Requ. Del. Date	Requ. Qty.	Cum. Dev.	PSID	Del. Date	Del. Qty.	Last Resp.
Fix	09.04.26	4	0		09.04.26	4	Split Delivery
Total planned		4				4	
Total shipped						0	
Total pending ASN quantity						0	

Supplier Response

Within the next months the confirmation of orders here in the order details will be deactivated. Pls. use the [Line Items Overview](#) instead.

☒ No Response ☐ Confirm as-is

Supplier Reference:

Material (Supplier):

Back Set all to- Apply supplier reference Save & send Create FPA/ASN Print- Download-

First Prev Page 1 of 1 Next Last

You can select the views between the following tabs:

1. "Line items"
2. "Header Details"
3. "Parties"
4. "Attachments"

[←](#)
[↺](#)
[🏠](#)
[🔒 https://webedi.application.qas.supplyon.com/general/main?loadFramePage=true&stn=52...](#)

[SupplyOn Services ▾](#)
[Customer Applications ▾](#)
[News](#)
[Administration ▾](#)
[More ▾](#)
log-SMS group seller2 - Seller2LastName Seller2FirstName
[Log Out](#)

[My SupplyOn](#) > [Supply Chain Collaboration](#) > [Orders](#) > **Order details**
Contact | [Help for this page](#) | [Print](#)

Order: 650000013FFI - Customer: SMS Group (Global), Site code (Customer): S1010
☒ View order changes by customer

Line items
Header Details
Parties
Attachments

LI	Material	Material Description	Unloading Point	Net value	First Delivery Date	UoM	Qty.	Respond by ...	Response Date	Response ...	Delivery Status	Responded by
00010	10004873	Gewindestift	Wiesenstr. 30	8,00 EUR	09.04.26	PCE	4	!		no response	Open	
00020	11347221	Passschraube	Wiesenstr. 30	60,00 EUR	09.09.24	PCE	30	!		no response	Open	
00030	11196808	Gewindebuchse	Wiesenstr. 30	1.000,00 EUR	24.01.24	PCE	500	!		no response	Open	
00040	10009521	Passfeder	Wiesenstr. 30	1.762,00 EUR	24.04.23	PCE	881	!		no response	Open	
00050	10037321	Passschraube	Wiesenstr. 30	16,00 EUR	17.05.24	PCE	8	!		no response	Open	
00060	15364864	Scheibe	Wiesenstr. 30	8,00 EUR	17.05.24	PCE	4	!		no response	Open	

Pos. 00010: 10004873 - Gewindestift

[Previous Line item](#)
[Next Line item](#)

Unloading Point: Wiesenstr. 30
Ordered Quantity: 4 PCE
Price per price unit: 2,00 EUR
Qty in Price unit: 1 PCE
Net Value: 8,00 EUR

Price Unit: 1
Action code: Added

Line item Details

Country of Origin: DE

Schedule Lines

Customer Information

Commit	Requ. Del. Date	Requ. Qty.	Cum. Dev.	PSID	Del. Date	Del. Qty.	Last Resp.
Fix	09.04.26	4	0		09.04.26	4	Split Delivery
Total planned		4				4	
Total shipped						0	
Total pending ASN quantity						0	

Supplier information

Supplier Response

Within the next months the confirmation of orders here in the order details will be deactivated. Pls. use the [Line Items Overview](#) instead.

☒ No Response
☐ Confirm as-is

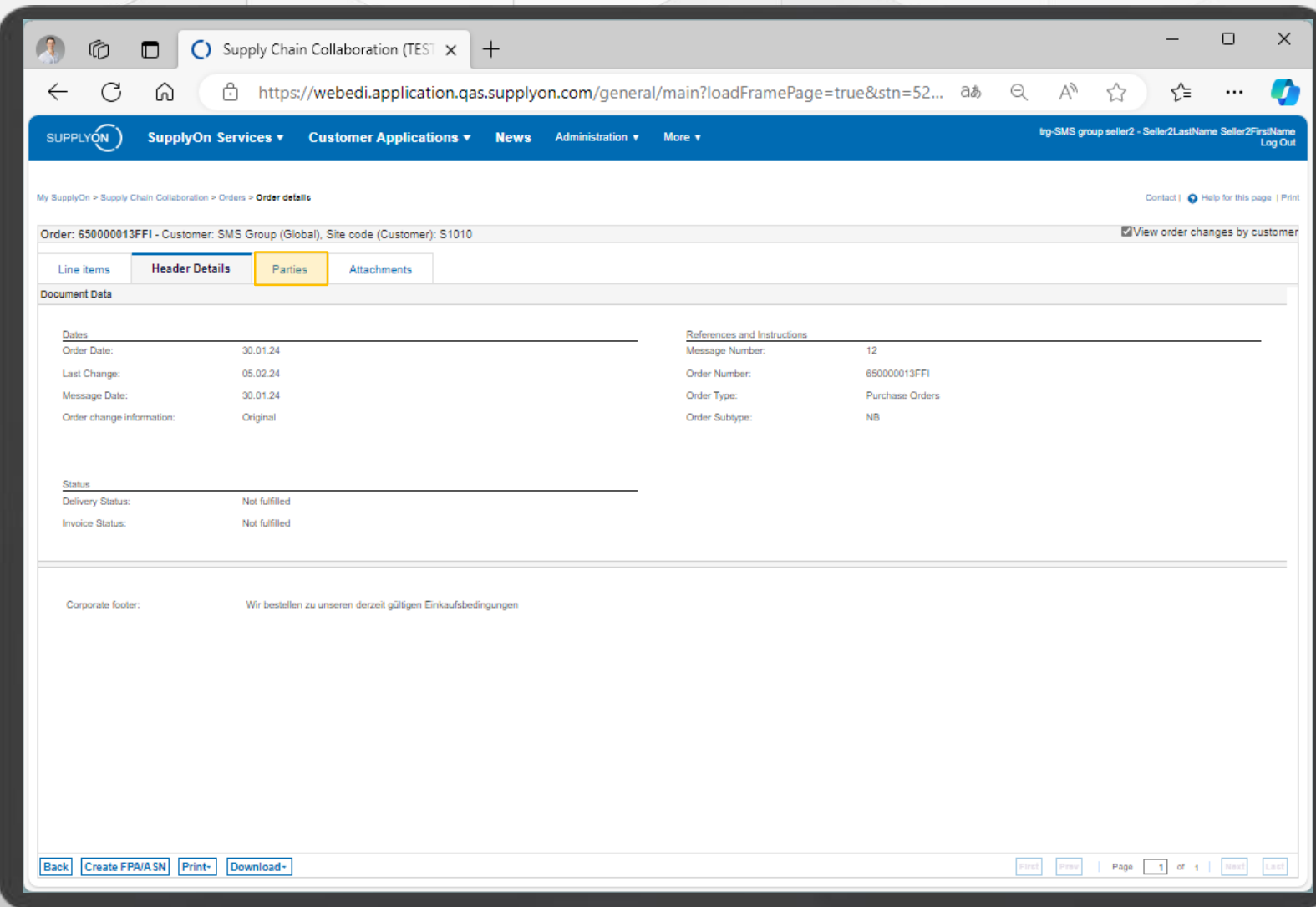
Supplier Reference:
Material (Supplier):

[Back](#)
[Set all to -](#)
[Apply supplier reference](#)
[Save & send](#)
[Create FPA/ASN](#)
[Print](#)
[Download](#)

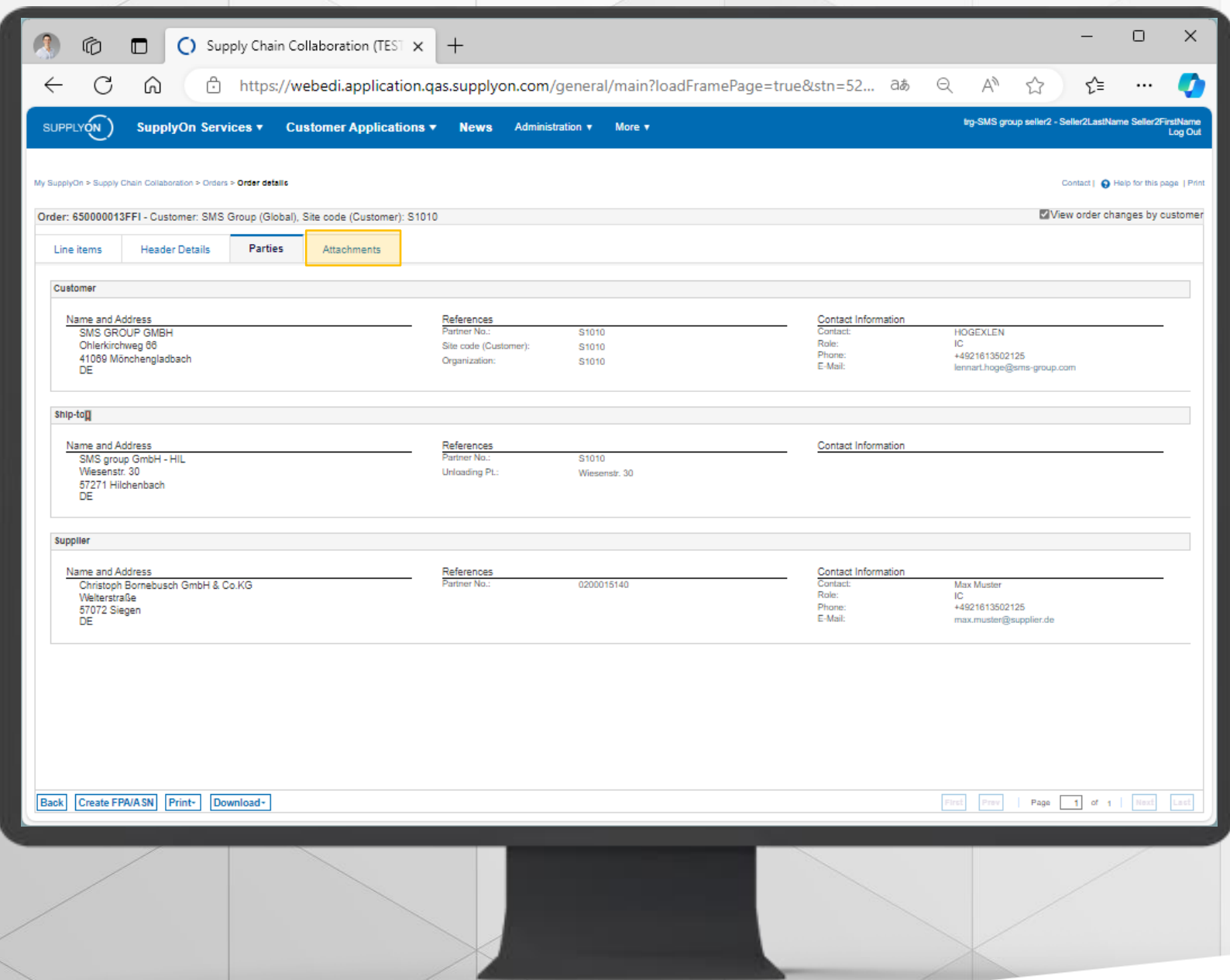
[First](#)
[Prev](#)
Page of
[Next](#)
[Last](#)

Line item details are always displayed for a selected position.

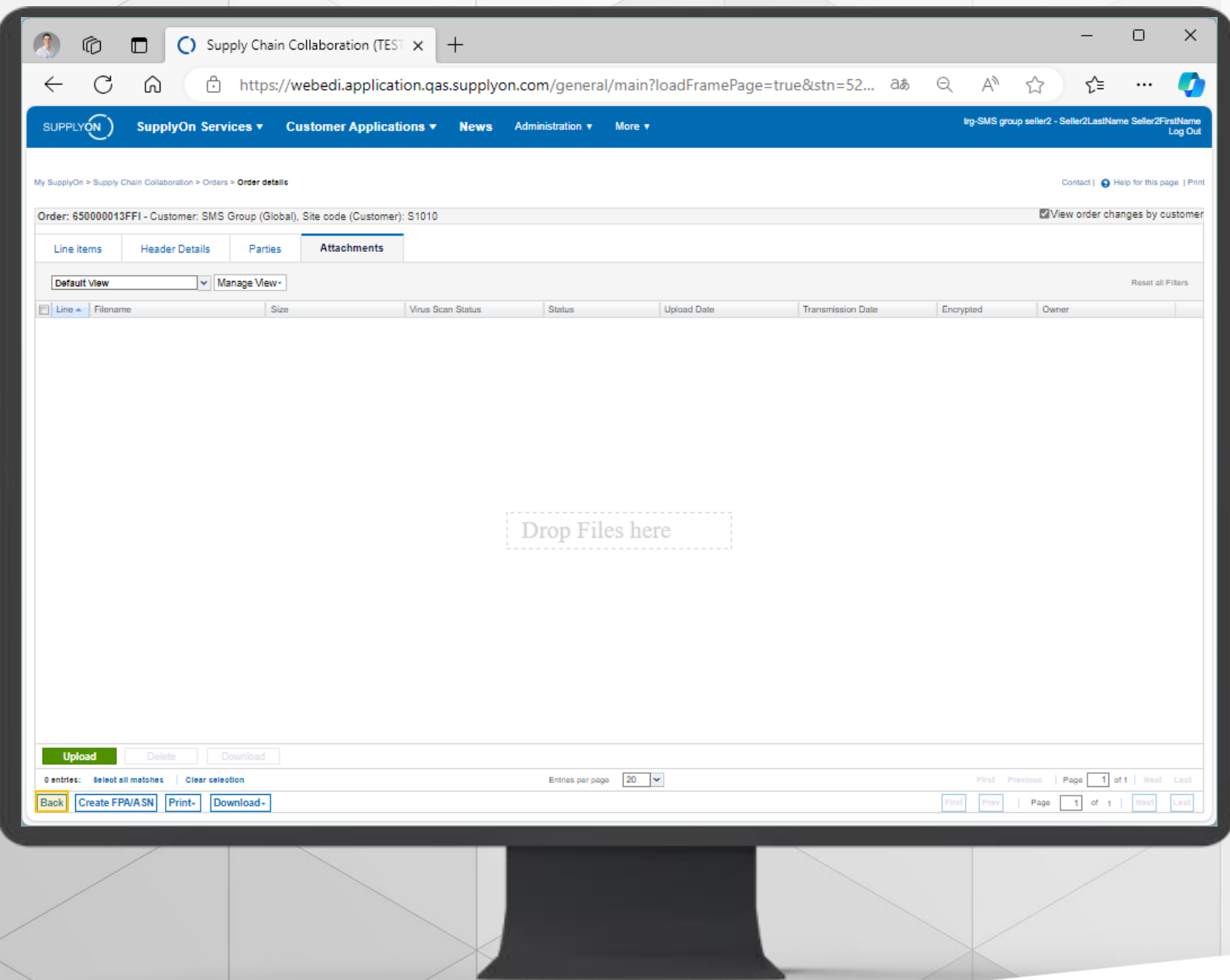
You can view the details of the position by clicking on the right line. Here you can see the position details, line item details, schedule lines and the supplier response.



The header details shows all information of an order available on header level like the document data, references & instructions or the status.

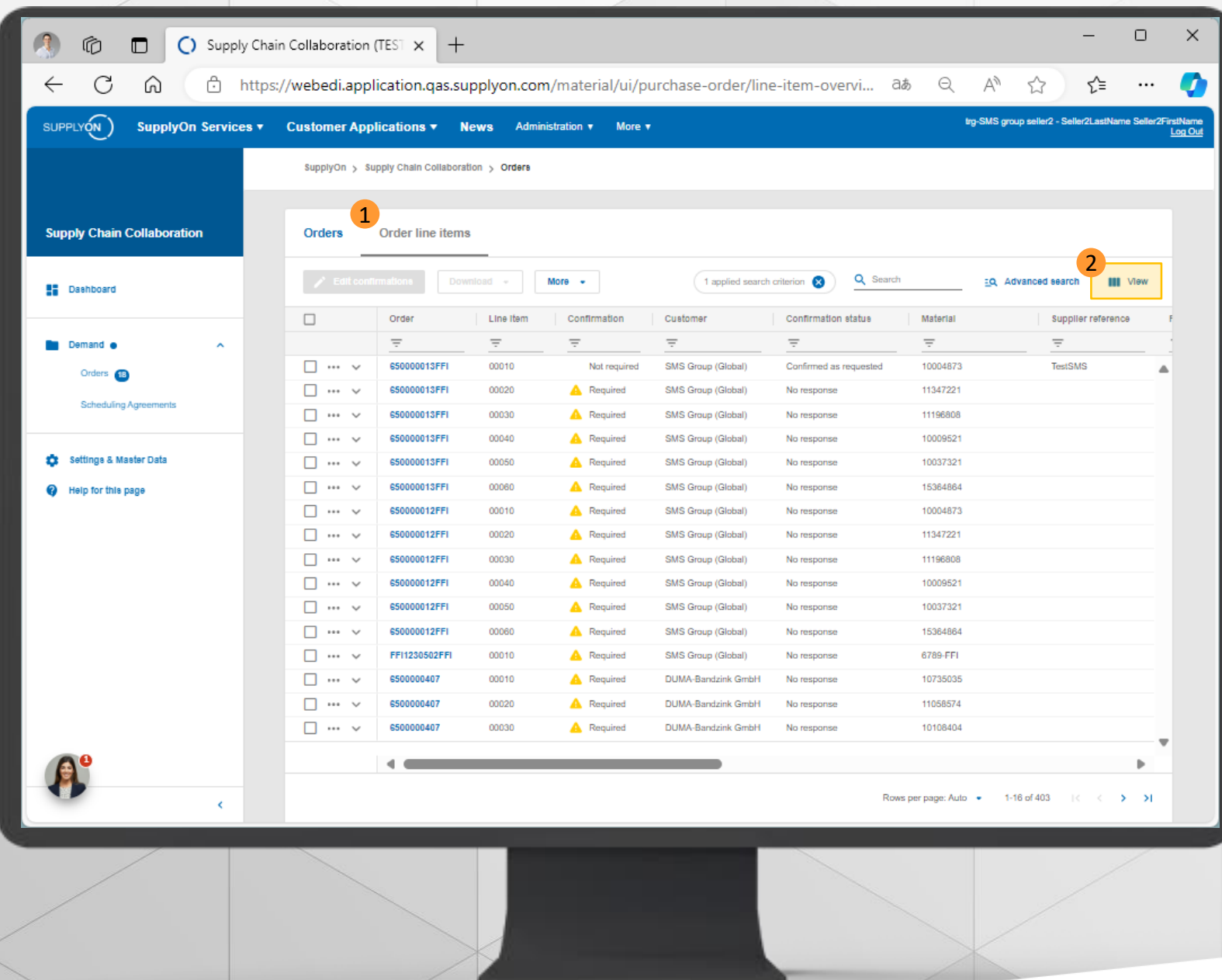


The parties details shows all parties concerned by the order. Here you can see the customer details, details for shipping or the supplier data.



In the attachments you can add more documents for this order.

Overview of Order line items



The Order Line Items View provides an overview of order positions. A search function is available to search for line items.

The view can be adjusted by clicking on the View button.

SupplyOn > Supply Chain Collaboration > Orders

Order line items

1 applied search criterion

Order	Line item	Confirmation	Customer	Confirmation status
650000013FFI	00010	Not required	SMS Group (Global)	Confirmed as rec
650000013FFI	00020	Required	SMS Group (Global)	No response
650000013FFI	00030	Required	SMS Group (Global)	No response
650000013FFI	00040	Required	SMS Group (Global)	No response
650000013FFI	00050	Required	SMS Group (Global)	No response
650000013FFI	00060	Required	SMS Group (Global)	No response
650000012FFI	00010	Required	SMS Group (Global)	No response
650000012FFI	00020	Required	SMS Group (Global)	No response
650000012FFI	00030	Required	SMS Group (Global)	No response
650000012FFI	00040	Required	SMS Group (Global)	No response
650000012FFI	00050	Required	SMS Group (Global)	No response
650000012FFI	00060	Required	SMS Group (Global)	No response
FF11230502FFI	00010	Required	SMS Group (Global)	No response
6500000407	00010	Required	DUMA-Bandzink GmbH	No response
6500000407	00020	Required	DUMA-Bandzink GmbH	No response
6500000407	00030	Required	DUMA-Bandzink GmbH	No response

Rows per page: Auto 1-16 of 403

1. Click on the "View" button

2. move the items on the overview to the left or to the right

3. display or hide fields

4. save your configuration

The view can be adjusted by clicking on the View button.

1. Click on the "View" button
2. move the items on the overview to the left or to the right
3. display or hide fields
4. save your configuration

Download of provided documents

Supply Chain Collaboration (TEST) x

https://webedi.application.qas.supplyon.com/material/ui/purchase-...

SUPPLYON QAS/PrePRD

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trg-SMS group seller2 - Seller2LastName Seller2FirstName Log Out

SupplyOn > Supply Chain Collaboration > Orders

Orders Order line items

Edit confirmations Download More

1 applied search criterion Search Advanced search View

Order	Order status	Last update by cu...	Re...
6500000696	Initial	2024/04/20, 18:53	
6500000690	Completely confirmed	2024/04/17, 13:15	
10111213FFI	Initial	2024/04/12, 15:55	
6500000668	Initial	2024/04/08, 16:49	
6500000669	Initial	2024/04/08, 16:49	
6500000667	Initial	2024/04/08, 16:49	
6500000665	Initial	2024/04/08, 16:49	
12345678910FFI	Completely confirmed	2024/04/08, 16:23	
1234567890FFI	Completely confirmed	2024/04/08, 16:19	
4123456789FFI	Completely confirmed	2024/04/08, 16:14	
4012345678FFI	Completely confirmed	2024/04/08, 16:09	

Rows per page: Auto 1-11 of 191

View details View history Close

Order 6500000696

Customer

Name and Address: SMS GROUP GmbH, Osterkuchweg 66, 41069 Mönchengladbach, DE

References: Partner No.: S1010, Site code (Customer): 1010, Organization: S1010

Contact Information: Contact: GIERLIES, IC: +492161302000, Phone: jessica.gierling@sms-group.com

Ship-to

Name and Address: SMS group GmbH - MG, Osterkuchweg 66, 41069 Mönchengladbach, DE

References: Partner No.: 1010, Unloading Pt.: Osterkuchweg 66

Document Data

Order Date: 20.04.24, Last Change: 20.04.24, Message Date: 20.04.24, Order change information: Original

References and Instructions

Message Number: 116, Order Number: 6500000696, Order Type: Purchase Orders, Order Subtype: NB

Text Information

Order Instruction: This purchase order is only valid in combination with the original PDF version of the purchase order provided by SMS Group.

Download the documents provided

1. Click on the Order Number
2. View details

Supply Chain Collaboration (TEST) x

https://webedi.appl...

SUPPLYON QAS/PrePRD **SupplyOn Services** News 99 Administration More SMS Group (Global) - Name3 Dummy3 Log Out

My SupplyOn > Supply Chain Collaboration > Orders > Order details Contact | Help for this page | Print

Order: 6500000696 - Customer: SMS Group (Global), Site code (Customer): 1010 ☒ View order changes by customer

Line items	Header Details	Parties										
LI	Material	Material Descri...	Unloading Point	Net value	First Delivery...	UoM	Qty.	Respo...	Respo...	Respo...	Delivery...	Respo...
00010	11961675	ROLLE	Ohlerkirchweg...	550,00 EUR	28.04.23	P...	11				no re...	Open

Pos. 00010: 11961675 - ROLLE Previous Line Item Next Line Item

Unloading Point: Ohlerkirchweg 66 Price Unit: 1

Ordered Quantity: 11 PCE Action code: Added

Price per price unit: 50,00 EUR

Qty in Price unit: 1 PCE

Net Value: 550,00 EUR

Line Item Details

Links: <https://platform.application.qas.supplyon.com/dms/faces/index.jsf?crtdmsedi1=txt;dv;leadingBold;like;6500000696>

Schedule Lines

Back Set all to Apply supplier reference Save & send Print Download First Prev Page 1 of 1 Next Last

Download the documents provided

1. Go to Line Item Details
2. Click on the link

You will find all documents assigned to you here. Download attachments as a ZIP file using the download function. Click on a document name to download single attachments directly in the document details.

Open/new

Responded

Subscribed

All

Sent documents

Act as substitute

6500000596

Search

Reset search

Request document

☐ Hierarchical view

Advanced search

Table profiles: SupplyOn default

Type	Name/no.	Version	Title	Status	Sent by	Release date	Date of rSort	Due d	Response s
<input type="checkbox"/> Standard	6500000596_A001159	00	6500000596_A001159...	Published	SMS Group ...		4/5/2024 10:...		-

Download

Generate report

1 Document

Select all

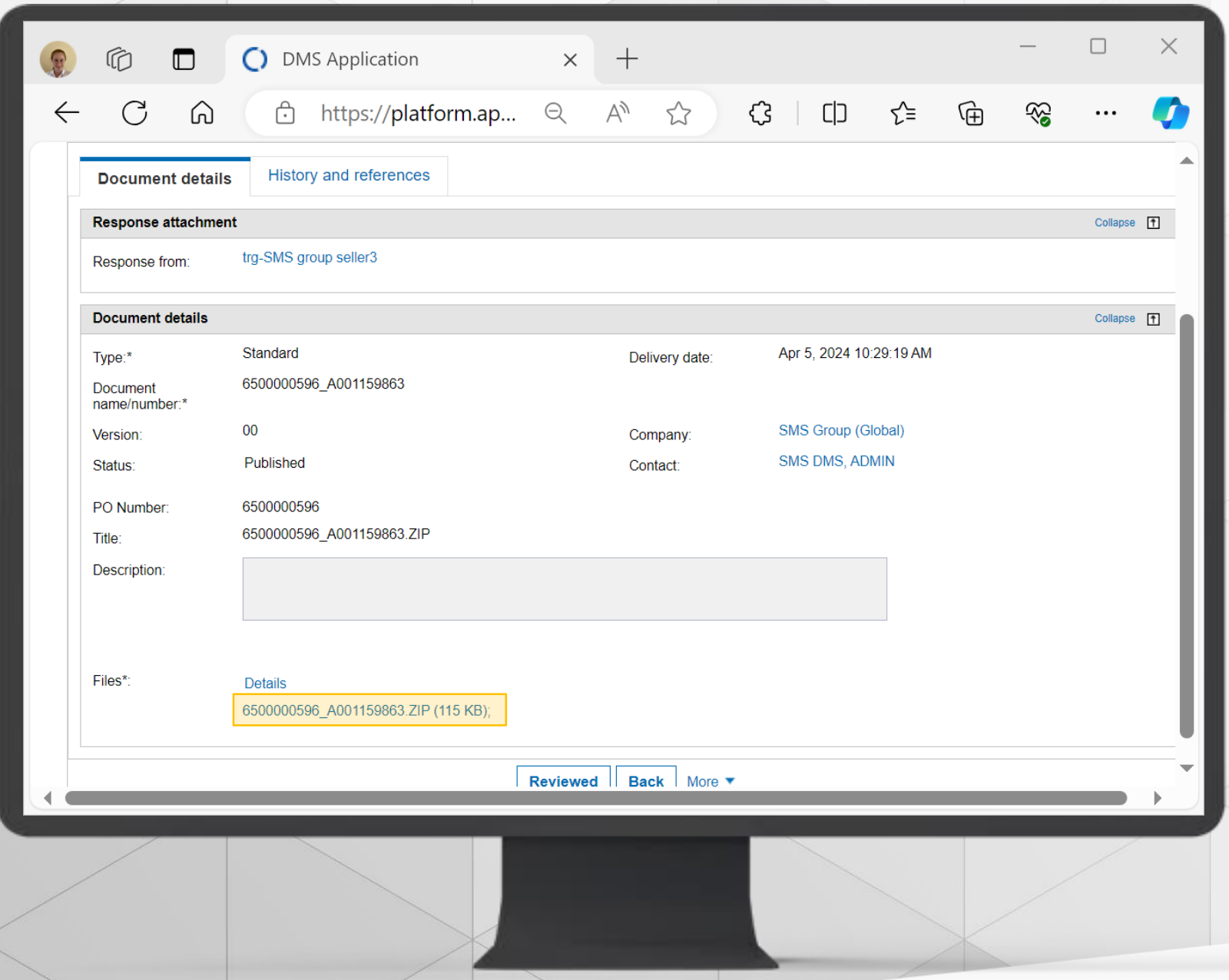
Deselect all

Rows per page 20

First Previous | Page 1 of 1 | Next La

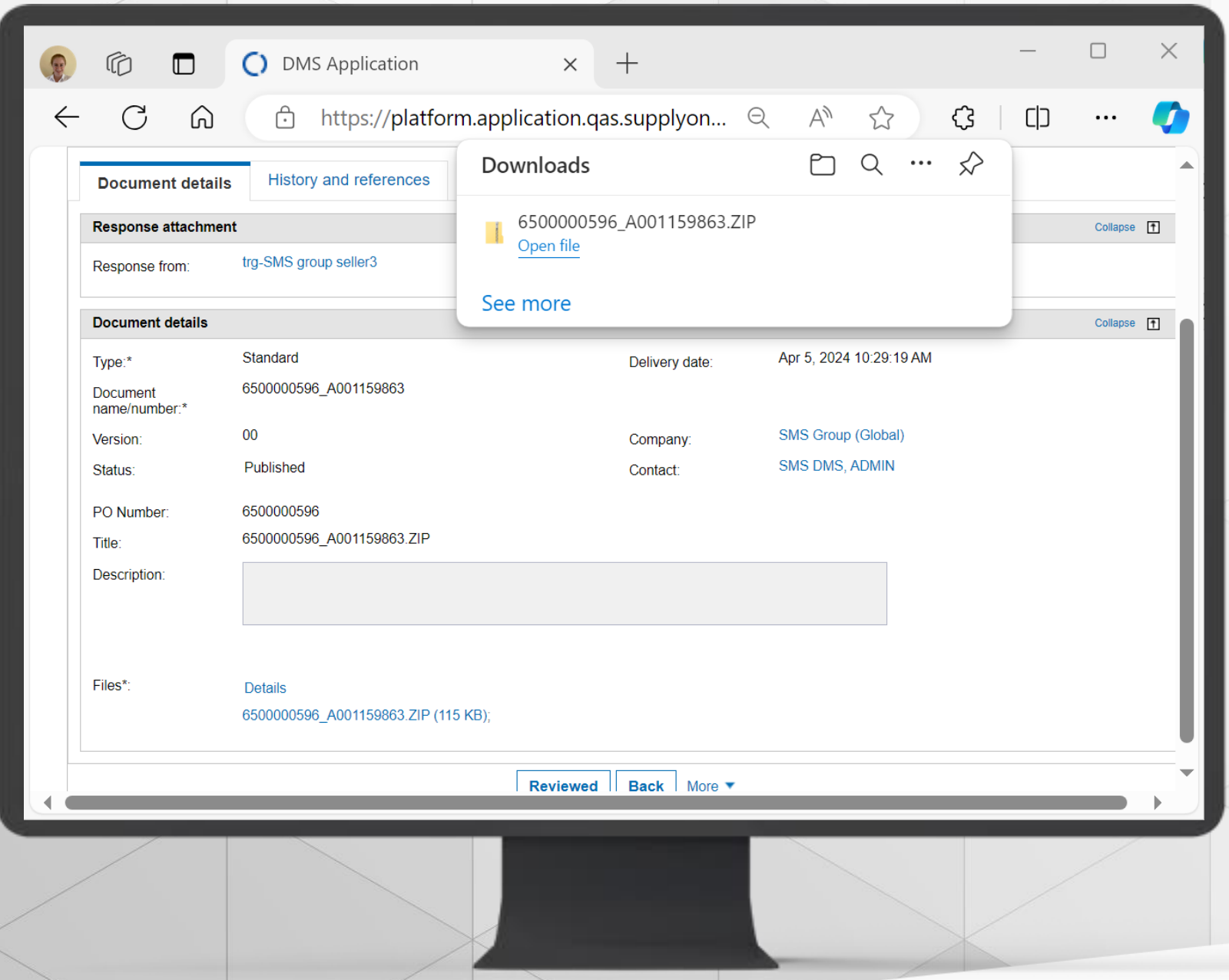
Download the documents provided

- 1. You will be forwarded to the DMS system
- 2. Click on the document




Download the documents provided

1. Click on the zip file stored under files



Downloads

 6500000596_A001159863.ZIP

[Open file](#)

[See more](#)

Document details History and references

Response attachment

Response from: [trg-SMS group seller3](#)

Document details

Type.*	Standard	Delivery date:	Apr 5, 2024 10:29:19 AM
Document name/number.*	6500000596_A001159863		
Version:	00	Company:	SMS Group (Global)
Status:	Published	Contact:	SMS DMS, ADMIN
PO Number:	6500000596		
Title:	6500000596_A001159863.ZIP		
Description:	<div></div>		
Files*:	Details 6500000596_A001159863.ZIP (115 KB);		

[Reviewed](#) [Back](#) [More](#) ▾

Download the documents provided

1. The zip file will now be downloaded to your download folder

Overview of Order confirmations

Supply Chain Collaboration (TEST) x

https://webedi.application.qas.supplyon.com/material/ui/purchase-order/order-overview

SUPPLYON SupplyOn Services Customer Applications News Administration More

SupplyOn > Supply Chain Collaboration > Orders

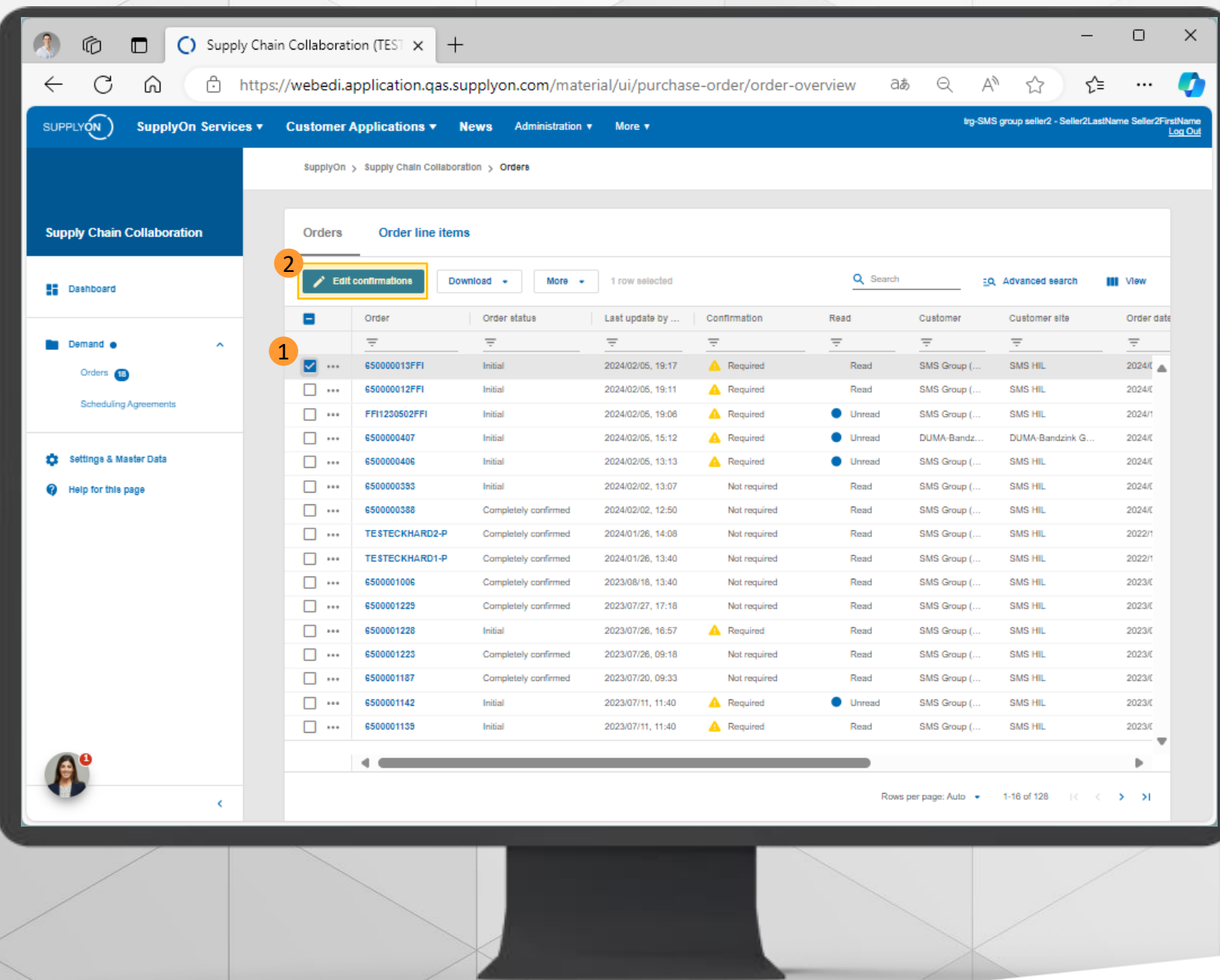
Orders Order line items

1 Edit confirmations Download More 1 row selected Search Advanced search View

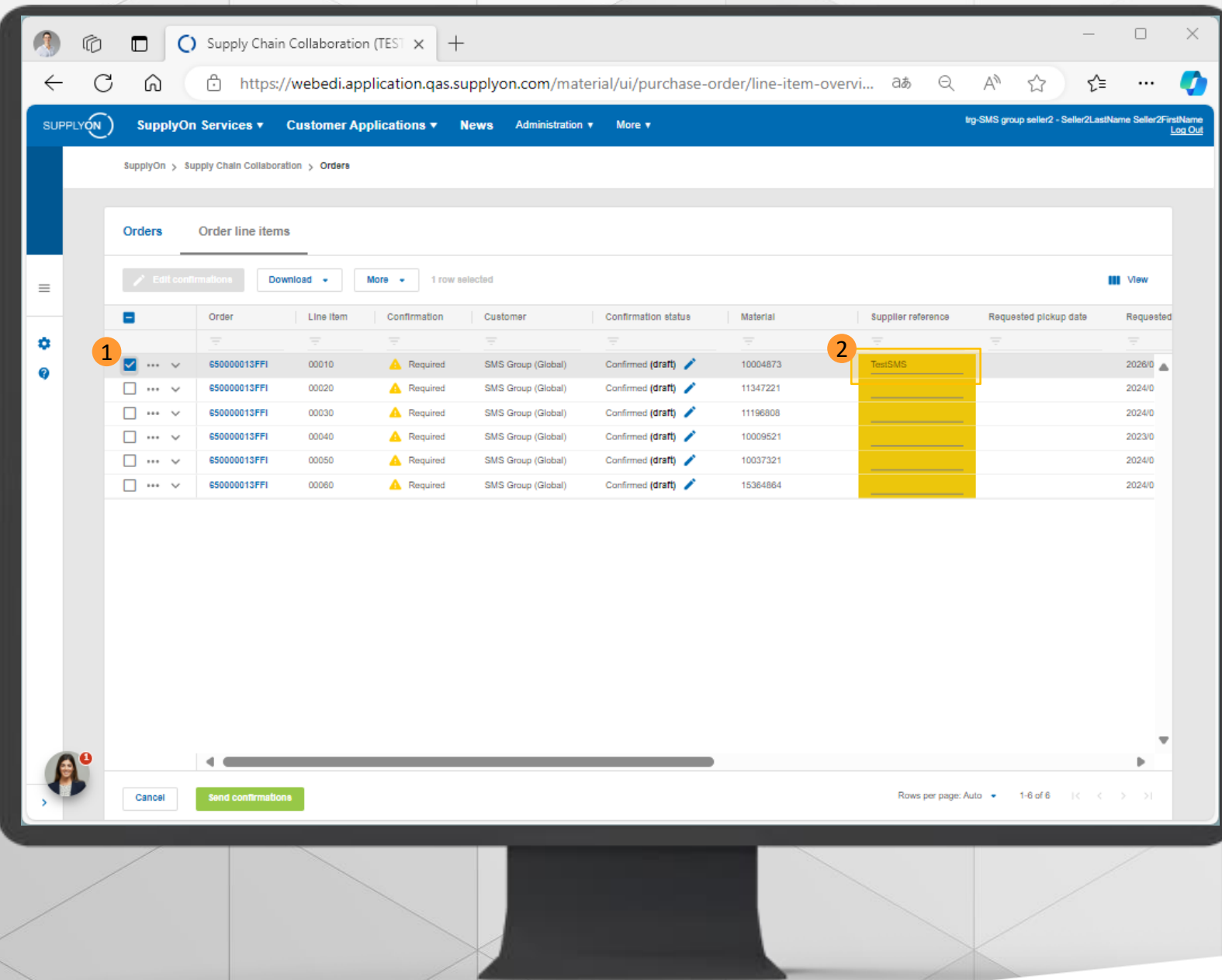
	Order	Order status	Last update by ...	Confirmation	Read	Customer	Customer site	Order date
1	650000013FFI	Initial	2024/02/05, 19:17	Required	Read	SMS Group (...)	SMS HIL	2024/...
	650000012FFI	Initial	2024/02/05, 19:11	Required	Read	SMS Group (...)	SMS HIL	2024/...
	FFI1230502FFI	Initial	2024/02/05, 19:06	Required	Unread	SMS Group (...)	SMS HIL	2024/...
	6500000407	Initial	2024/02/05, 15:12	Required	Unread	DUMA-Bandz...	DUMA-Bandzink G...	2024/...
	6500000406	Initial	2024/02/05, 13:13	Required	Unread	SMS Group (...)	SMS HIL	2024/...
	6500000393	Initial	2024/02/02, 13:07	Not required	Read	SMS Group (...)	SMS HIL	2024/...
	6500000388	Completely confirmed	2024/02/02, 12:50	Not required	Read	SMS Group (...)	SMS HIL	2024/...
	TESTECKHARD2-P	Completely confirmed	2024/01/26, 14:08	Not required	Read	SMS Group (...)	SMS HIL	2022/...
	TESTECKHARD1-P	Completely confirmed	2024/01/26, 13:40	Not required	Read	SMS Group (...)	SMS HIL	2022/...
	6500001006	Completely confirmed	2023/08/18, 13:40	Not required	Read	SMS Group (...)	SMS HIL	2023/...
	6500001229	Completely confirmed	2023/07/27, 17:18	Not required	Read	SMS Group (...)	SMS HIL	2023/...
	6500001228	Initial	2023/07/26, 16:57	Required	Read	SMS Group (...)	SMS HIL	2023/...
	6500001223	Completely confirmed	2023/07/26, 09:18	Not required	Read	SMS Group (...)	SMS HIL	2023/...
	6500001187	Completely confirmed	2023/07/20, 09:33	Not required	Read	SMS Group (...)	SMS HIL	2023/...
	6500001142	Initial	2023/07/11, 11:40	Required	Unread	SMS Group (...)	SMS HIL	2023/...
	6500001139	Initial	2023/07/11, 11:40	Required	Read	SMS Group (...)	SMS HIL	2023/...

Rows per page: Auto 1-16 of 128

To edit an confirmation you have to mark the order you want to edit and click on the “Edit confirmations” button.

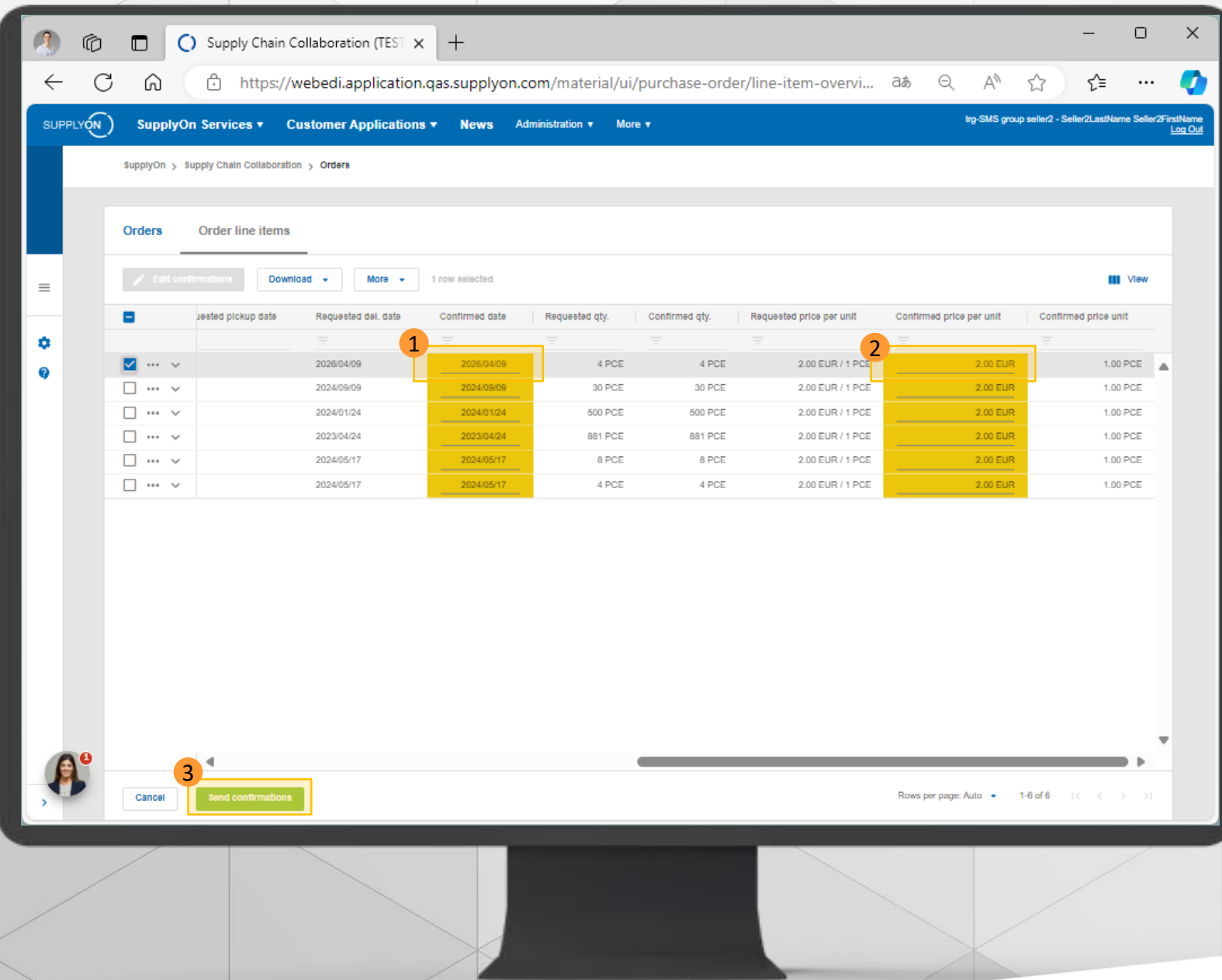


To edit an confirmation you have to mark the order you want to edit and click on the “Edit confirmations” button.



Once Edit confirmations was clicked the confirmation status changes and fields to enter deviating data on the confirmation are editable.

1. mark the Position
2. add supplier references



Enter the data for the underlined fields

1. Confirmed Date
2. Confirmed price per unit
3. Supplier Reference is mandatory and once all data has been checked and if needed adjusted click "Send confirmations".