

iSupplier Portal Instruction manual

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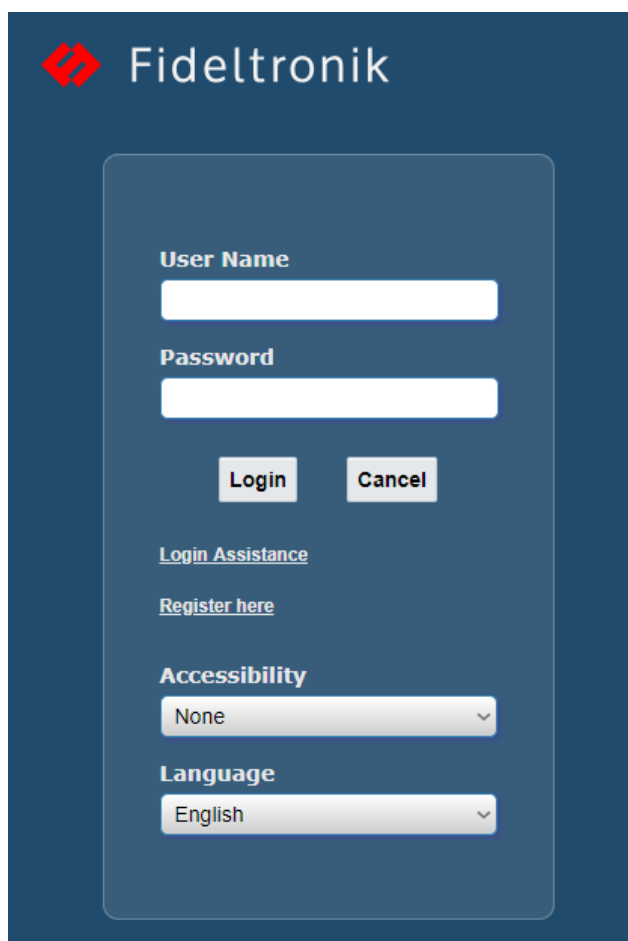
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1. Basic functionalities

1.1. Logging in

Go to the page <https://partners.fideltronik.com.pl> to log in to iSupplier portal. The following page should appear:

The image shows the login page of the Fideltronik iSupplier portal. The page has a dark blue background. At the top left is the Fideltronik logo, which consists of a red stylized 'F' icon followed by the word 'Fideltronik' in white. Below the logo is a white rounded rectangle containing the login form. Inside this rectangle, there are two input fields: 'User Name' and 'Password'. Below these fields are two buttons: 'Login' and 'Cancel'. Further down, there are three links: 'Login Assistance', 'Register here', and 'Accessibility'. At the bottom of the form, there are two dropdown menus: 'Accessibility' (currently set to 'None') and 'Language' (currently set to 'English').

Enter your credentials and click on Login button.

1.2. Restarting password

In case of forgetting your password **Login Assistance** option is available. Enter your username and then click on **Forgot Password** button. The new password will be sent to your email address

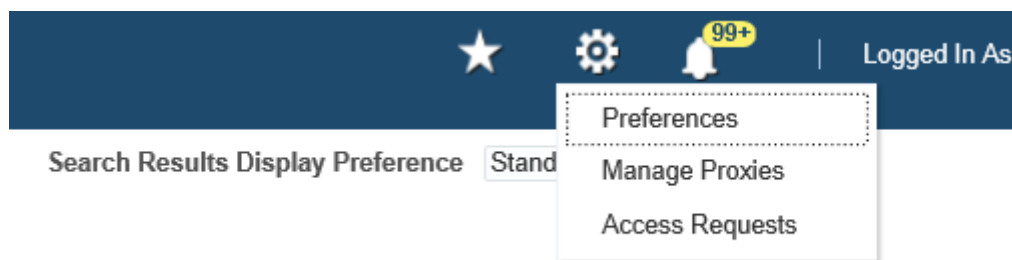
Forgot Password

Enter your user name, instructions for how to reset your password will be emailed to you.

User Name

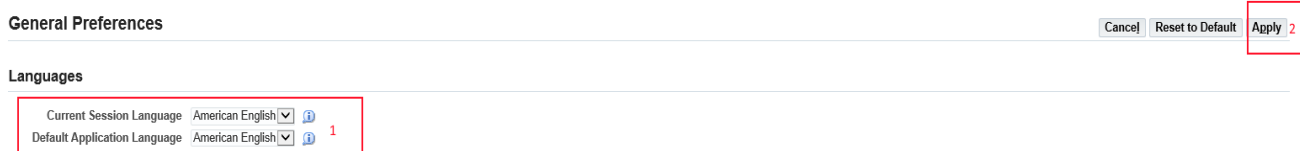
1.3. Preferences setting

To change the preferences click on the settings icon in the top right of the screen and then select **Preferences**



ations.

In order to change the language select the right one from the list of values and then click on **Apply** button



1.3.1.Disabled EBS email notifications

In order to disable email notifications go to the Notifications section, from the **Email Style** list of values choose **Disabled** and click on **Apply** button.

Notifications

Email Style **Disabled** 1
Notifications will be sent in your current default language, American English.

[Cancel](#) [Reset to Default](#) [Apply](#) 2

1.4. Worklist

Worklist is available on the home page. You can use it to **accept** or **reject** purchase orders. Also, you can notice updated information about **the orders** etc.

To see notification details click on **Subject** in the following table:

Navigator

Personalize

iSupplier Portal Full Access

Preferences SSWA

Sourcing Supplier

Worklist

Full List (2908)

Rows 1 to 75

| From | Type | Subject | Sent | Due |
|----------------------|-------------|--|-------------|-----|
| MIKOCKA, MAŁGORZATA | PO Approval | FIDELTRONIK POLAND SP. Z O.O. - Blanket Purchase Agreement 153747-8,1 requires your acceptance | 23-Feb-2015 | |
| MIKOCKA, MAŁGORZATA | PO Approval | FIDELTRONIK POLAND SP. Z O.O. - Blanket Purchase Agreement 127007-149,1 requires your acceptance | 23-Feb-2015 | |
| PIOTR KUDŁACIK | PO Approval | FIDELTRONIK POLAND SP. Z O.O. - Blanket Purchase Agreement 106283,6 requires your acceptance | 03-Jan-2014 | |
| | PO Approval | FIDELTRONIK POLAND SP. Z O.O. - Blanket Purchase Agreement 87558-11,1 requires your acceptance | 23-Dec-2013 | |
| KATARZYNA ELŻBIĘCIAK | PO Approval | FIDELTRONIK POLAND SP. Z O.O. - Blanket Purchase Agreement 112166,14 requires your acceptance | 02-Jan-2014 | |

To take an action on the notification click on **action buttons (Accept/Reject)** in the top right of the screen. It is also possible to **download** the document in .PDF format.

[Home](#) >
FIDELTRONIK POLAND SP. Z O.O. - Blanket Purchase Agreement 153747-8,1 requires your acceptance

[Accept](#)
[Reject](#)

From MIKOCKA, MAŁGORZATA
 To AVNET EUROPE COMM.VA
 Sent 23-Feb-2015 07:56:13
 ID 35867422
 Please review the purchase order and any other document attached to this message.

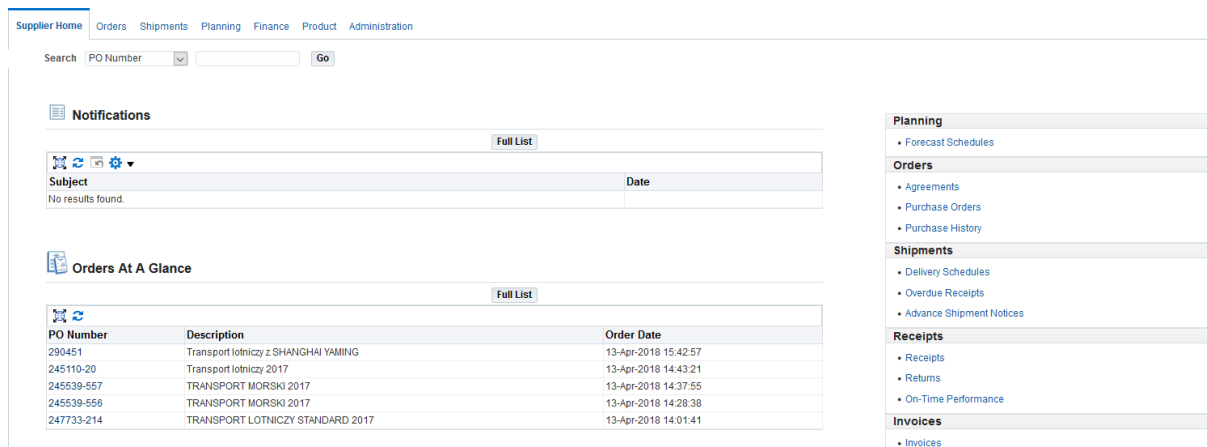
References

[PDF Document](#)

[Return to Worklist](#)

1.5. Navigation on the home page

If you have only one responsibility (iSupplier Portal Full Access) you will be redirected to iSupplier Portal Home Page automatically after logging in.



The screenshot shows the iSupplier Portal Home Page. At the top, there is a navigation bar with links: Supplier Home, Orders, Shipments, Planning, Finance, Product, and Administration. Below the navigation bar is a search section with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area is divided into several sections. On the left, there is a 'Notifications' section with a 'Full List' link and a table with columns 'Subject' and 'Date'. Below this is an 'Orders At A Glance' section with a 'Full List' link and a table with columns 'PO Number', 'Description', and 'Order Date'. On the right, there is a sidebar with links for Planning, Orders, Shipments, Receipts, and Invoices. The 'Orders' section is expanded, showing links for Agreements, Purchase Orders, and Purchase History. The 'Shipments' section is expanded, showing links for Delivery Schedules, Overdue Receipts, and Advance Shipment Notices. The 'Receipts' section is expanded, showing links for Receipts, Returns, and On-Time Performance. The 'Invoices' section is expanded, showing a link for Invoices.

| PO Number | Description | Order Date |
|------------|--------------------------------------|----------------------|
| 290451 | Transport lotniczy z SHANGHAI YAMING | 13-Apr-2018 15:42:57 |
| 245110-20 | Transport lotniczy 2017 | 13-Apr-2018 14:43:21 |
| 245539-557 | TRANSPORT MORSKI 2017 | 13-Apr-2018 14:37:55 |
| 245539-556 | TRANSPORT MORSKI 2017 | 13-Apr-2018 14:28:38 |
| 247733-214 | TRANSPORT LOTNICZY STANDARD 2017 | 13-Apr-2018 14:01:41 |

However, if you have more than one responsibility you will have to select iSupplier Portal Access authorization from the list on the left and then click on Home Page link to redirect you to iSupplier Portal Home Page:



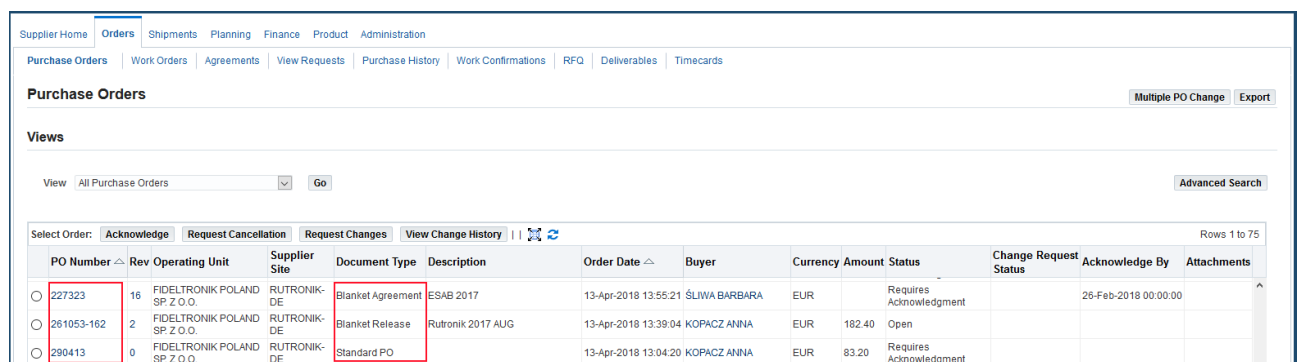
The screenshot shows the Navigator sidebar. At the top, there is a 'Personalize' button. Below it, there is a list of responsibilities: iSupplier Portal Full Access, Home Page, Preferences SSWA, and Sourcing Supplier. The 'Home Page' link is highlighted with a red rectangle.

2. Purchase Orders

2.1. Types of Purchase Orders

There are three types of purchase orders in our system:

- **Blanket Purchase Agreement (BPA)** – is a source of Blanket Release. BPA is not an actual PO, but it is a contract which includes a list of prices and terms for the elements, which are incorporated later on **Blanket Release**.
- **Blanket Release** – this type of purchase order specifies the requested delivery dates and quantities, and uses the prices and terms specified in the agreement, which means that you cannot change the prices on the Blanket Release except the delivery dates. It is possible to change Promised Date of shipment, whereas the price of the element is defined on Blanket Purchase Agreement
- **Standard Purchase Order (Standard PO)** – is a purchase order which is not tied to BPA (e.g. the one-time PO), therefore, you can change the prices as well as the delivery dates.

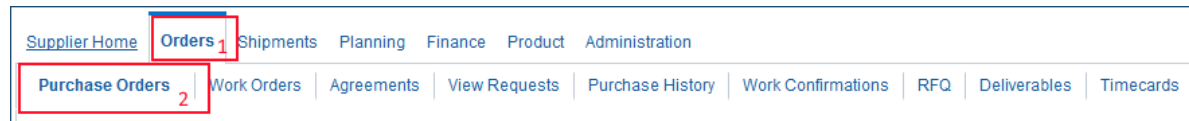


| PO Number | Rev | Operating Unit | Supplier Site | Document Type | Description | Order Date | Buyer | Currency | Amount | Status | Change Request Status | Acknowledge By | Attachments |
|------------|-----|-------------------------------|---------------|-------------------|-------------------|----------------------|---------------|----------|--------|-------------------------|-----------------------|----------------------|-------------|
| 227323 | 16 | FIDELTRONIK POLAND SP. Z O.O. | RUTRONIK-DE | Blanket Agreement | ESAB 2017 | 13-Apr-2018 13:55:21 | ŚLIWA BARBARA | EUR | | Requires Acknowledgment | | 26-Feb-2018 00:00:00 | |
| 261053-162 | 2 | FIDELTRONIK POLAND SP. Z O.O. | RUTRONIK-DE | Blanket Release | Rutronik 2017 AUG | 13-Apr-2018 13:39:04 | KOPACZ ANNA | EUR | 182.40 | Open | | | |
| 290413 | 0 | FIDELTRONIK POLAND SP. Z O.O. | RUTRONIK-DE | Standard PO | | 13-Apr-2018 13:04:20 | KOPACZ ANNA | EUR | 83.20 | Requires Acknowledgment | | | |

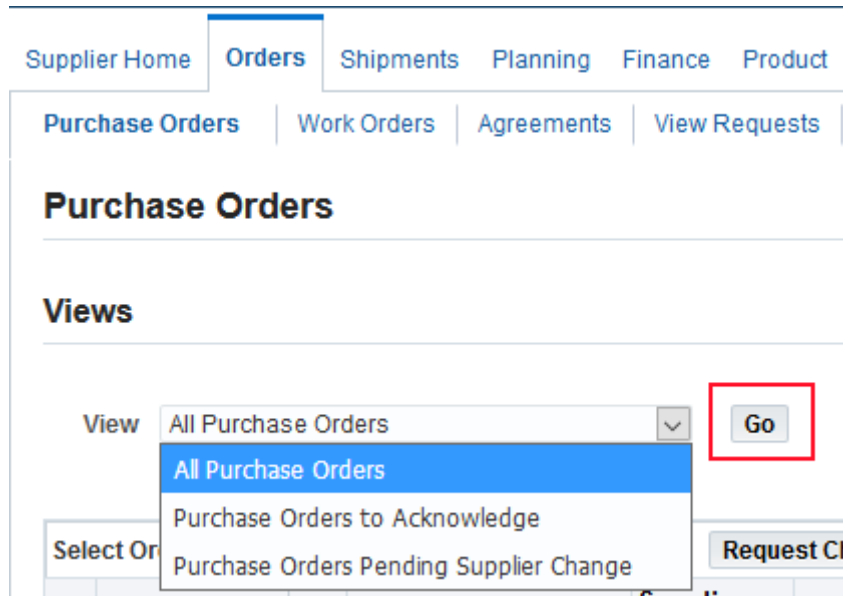
2.2. Viewing orders

Path: Orders -> Purchase Orders

Once you are in the iSupplier Portal Home Page, click on **Orders** tab. You will be forwarded to **View Purchase Orders** page. A view like the following should appear:



The default list of all purchase orders will appear. In order to change the view, select the correct one from the list of values and click on **Go** button.



2.2.1. Description of columns in Purchase Order table

Path: Orders -> Purchase Orders

| Select Order: Knowledge Request Cancellation Request Changes View Change History 1 2 | | | | | | | | | | | | | Rows 1 to 75 |
|--|-----|-------------------------------|---------------|-----------------|---------------|----------------------|-------------|----------|--------|-------------------------|-------------------------|----------------------|--------------|
| PO Number | Rev | Operating Unit | Supplier Site | Document Type | Description | Order Date | Buyer | Currency | Amount | Status | Change Request Status | Acknowledge By | Attachments |
| 259949-127 | 6 | FIDELTRONIK POLAND SP. Z O.O. | RUTRONIK-DE | Blanket Release | RUTRONIK 2017 | 13-Apr-2018 15:25:38 | KOPACZ ANNA | EUR | 561.30 | Requires Acknowledgment | | 17-Apr-2018 00:00:00 | |
| 259949-134 | 0 | FIDELTRONIK POLAND SP. Z O.O. | RUTRONIK-DE | Blanket Release | RUTRONIK 2017 | 13-Apr-2018 15:07:53 | KOPACZ ANNA | EUR | 13.60 | Requires Acknowledgment | Supplier Change Pending | 17-Apr-2018 00:00:00 | |

- **PO Number**– the unique number of purchase order
- **Rev** – revision of purchase order, namely, every time a given PO will be modified, e.g. price or quantity, the revision will be higher
- **Operating Unit** – Fideltronik's organization from which a given PO was created
- **Supplier Site** – Supplier's location
- **Document Type** – PO type, all of PO types are described in point 2.1.
- **Description** – additional PO's information provided by Fideltronik's buyer
- **Order Date** – PO's date of issue.

- **Buyer** – a person in Fideltronik responsible for the order
- **Currency** – currency in which PO is created
- **Amount** – the total amount of the order
- **Status** – the actual PO status:
 - **Accepted or Open** – the PO does not need to be confirmed by the supplier
 - **Requires Acknowledgment** – the PO needs to be confirmed by the supplier (check out point 2.4.1.)
 - **Cancelled** – the PO has been cancelled by Fideltronik
 - **Buyer Change Pending** – the PO has to be confirmed by Fideltronik
 - **Closed** – the PO is closed, an advanced shipment notice cannot be created
 - **Partially Acknowledged** – the supplier has not performed an action on all lines/shipments of the PO and has to complete the acknowledgement
- **Change Request Status** – it concerns the changes made by the supplier
 - **Supplier Change Pending** – a supplier has changed the PO and that change has to be accepted by Fideltronik
 - **Rejected** – a change entered by a supplier has been rejected by Fideltronik
 - **Supplier Cancellation Pending** – a supplier has cancelled the PO, this cancellation has to be accepted or rejected by Fideltronik
 - **Empty (lack of status)** – it means that there is no change on the PO or the change was accepted

2.2.2. Description of the order

Path: Orders -> Purchase Orders

To view the given purchase order, click on its number. You will be forwarded to **View Order Details** page. A view like the following should appear:

Orders: Purchase Orders > View Order Details >

Request Changes for Standard Purchase Order : 290126,3 (Total EUR 404,00)

[Cancel](#) [Save](#) [Submit](#) [Export](#) [Actions](#) [Cancel Entire Order](#) [Go](#)

Currency=EUR

Order Information

General Information

Total 404.00
Supplier FARNELL ELECTRONIC COMPONENTS LTD
Supplier Site FARNELL_GB
Address CANAL ROAD
LEEDS, LS12 2TU
Buyer PAWLUS-SZCZOTKA AGNIESZKA
Order Date 27-Apr-2018 10:56:30
Description
Status Open
Note to Supplier
Sourcing Document
Organization FIDELTRONIK POLAND SP. Z O.O.
Supplier Order Number
Attachments None

Terms and Conditions

Payment Terms 90 days from end of month net
Carrier
FOB
Freight Terms DDU
Shipping Control

Ship-To Address

Address ul. Beniowskiego 1
Sucha Beskidzka, 34200

Bill-To Address


Address ul. Beniowskiego 1
Sucha Beskidzka, 34200

Related Information


[Receipts](#)
[Invoices](#)
[Payments](#)

Use **Show All** link to show PO shipment details (need-by date, promised date, quantities, acknowledgement status). You can also review the attachments to the PO shipments (if they exist) by clicking on the icon in the **Attachments** column.


PO Details



Show All Details



Hide All Details

| Details Line | Type | Item/Job | Item Revision | Supplier Item | Description | UOM | Qty | Price | Linked Attributes | Amount | Status | Attachments | Reason | Status Informations | Qty | Cancellation Window | Mf Lead Time | Manufacturer | Supplier Internal PN | Tariff No | Price Type | JIRA Project | Shipping Cost |
|--------------|----------|-----------|---------------|---------------|---------------------------------------|-------|-----|-------|-------------------|--------|--------|---|--------|---------------------|-----|---------------------|--------------|--------------|----------------------|-----------|------------|--------------|--------------------------|
| 1 | Material | M1AB10211 | 0 | 223886718229 | CAPACITOR - SMT 22PF 1% 50V CASE 0603 | PIECE | 0.0 | 23529 | | 0.00 | Closed |  | | STD STD | 0 | 0 | | | 8532 2400 | FT FT | 0 | | Percent Covered by the C |

Shipments

| Shipment | Ship-To Location | Ordered | Qty Received | Invoiced | Amount Received | Promised Date | Need By Date | Payment Status | Status | Supplier Line | Split | Reason | Attachments | Work Cen |
|----------|--------------------------------|---------|--------------|----------|-----------------|----------------------|----------------------|----------------|-----------|---------------|-------|--------|-------------|----------|
| 1 | Fideltronik POLAND - Produkcja | 12 | | | 0.00 | 09-May-2018 23:59:00 | 09-May-2018 23:59:00 | | Cancelled | | | xxx | | |

Return to Orders: Purchase Orders

Actions View Change History Go Export

[Return to Orders: Purchase Orders](#)

[Actions](#) [View Change History](#) [Go](#) [Export](#)

2.3. Advanced Search

Path: Orders -> Purchase Orders

In order to use advanced search option choose **Purchase Orders** tab and then click on **Advanced Search** button.

Supplier Home | **Orders** | Shipments | Planning | Finance | Product | Administration

Purchase Orders | Work Orders | Agreements | View Requests | Purchase History | Work Confirmations | RFQ | Deliverables | Timecards

Purchase Orders Multiple PO Change Export

Views

View: All Purchase Orders Advanced Search

You may specify parameters and values to filter the data of a given PO. For example, by choosing the right buyer or entering the order date:

Supplier Home | **Orders** | Shipments | Planning | Finance | Product | Administration

Purchase Orders | Work Orders | Agreements | View Requests | Purchase History | Work Confirmations | RFQ | Deliverables | Timecards

Purchase Orders Multiple PO Change Export

Advanced Search Views

Specify parameters and values to filter the data that is displayed in your results set.

Match: ☒ All ☐ Any

PO Number is
 Document Type is
 Order Date is
 Buyer is

| Select Order | Acknowledge | Request Cancellation | Request Changes | View Change History | PO Number | Rev | Operating Unit | Document Type | Description | Order Date | Buyer | Currency | Amount | Status | Change Request Status | Acknowledge By | Attachments |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|------------|-----|-----------------------------|-----------------|----------------|----------------------|---------------------------|----------|--------|----------|-----------------------|----------------|-------------|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 192181-211 | 0 | FIDELTRONIK POLAND SP Z O O | Blanket Release | MPE GARRY 2016 | 07-May-2018 10:32:36 | PAWLUS-SZCZOTKA AGNIESZKA | EUR | 11.99 | Accepted | | | |

2.4. Changes in Purchase Order

2.4.1. Acknowledgement or rejection of the order

Path: Orders -> Purchase Orders

To acknowledge the PO click on the radio button in Select column and click on **Acknowledge**:

WARNING! When you use **Acknowledge** button you are not able to make any changes on the PO. It means that you submit the entire Purchase Order. In addition, PO has to be in Requires Acknowledgement or Partially Acknowledged status.

Supplier Home | **Orders** | Shipments | Planning | Finance | Product | Administration

Purchase Orders | Work Orders | Agreements | View Requests | Purchase History | Work Confirmations | RFQ | Deliverables | Timecards

Purchase Orders Multiple PO Change Export

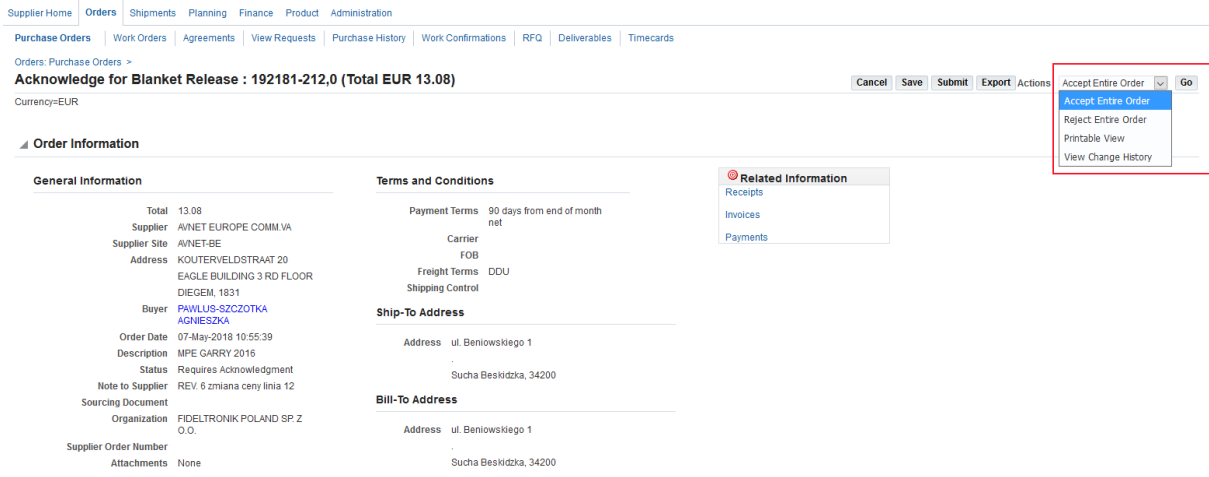
Views

View: All Purchase Orders Advanced Search

Select Order: ☒ Acknowledge ☐ Request Cancellation ☐ Request Changes ☐ View Change History

| PO Number | Rev | Operating Unit | Supplier Site | Document Type | Description | Order Date | Buyer | Currency | Amount | Status | Change Request Status | Acknowledge By | Attachments |
|---|-----|-----------------------------|---------------|-----------------|----------------|----------------------|---------------------------|----------|--------|-------------------------|-----------------------|----------------|-------------|
| <input checked="" type="radio"/> 192181-212 | 0 | FIDELTRONIK POLAND SP Z O O | ANET-RE | Blanket Release | MPE GARRY 2016 | 07-May-2018 10:55:39 | PAWLUS-SZCZOTKA AGNIESZKA | EUR | 13.08 | Requires Acknowledgment | | | |
| <input type="radio"/> 192181-211 | 0 | FIDELTRONIK POLAND SP Z O O | ANET-RE | Blanket Release | MPE GARRY 2016 | 07-May-2018 10:32:36 | PAWLUS-SZCZOTKA AGNIESZKA | EUR | 11.99 | Accepted | | | |

You have to select the action from the list of values (Acceptance or Rejection) and then click on **Go** button.



Supplier Home **Orders** Shipments Planning Finance Product Administration

Purchase Orders Work Orders Agreements View Requests Purchase History Work Confirmations RFQ Deliverables Timecards

Orders: Purchase Orders >

Acknowledge for Blanket Release : 192181-212,0 (Total EUR 13.08)

Cancel Save Submit Export Actions

Accept Entire Order
Accept Entire Order
Reject Entire Order
Printable View
View Change History

Order Information

General Information

| | |
|-----------------------|--|
| Total | 13.08 |
| Supplier | AVNET EUROPE COMM.VA |
| Supplier Site | AVNET-BE |
| Address | KOUTERVELDSTRAAT 20 EAGLE BUILDING 3 RD FLOOR DIEGEM, 1831 |
| Buyer | PAWLUS-SZCZOTKA AGNIESZKA |
| Order Date | 07-May-2018 10:55:39 |
| Description | MPE GARRY 2016 |
| Status | Requires Acknowledgment |
| Note to Supplier | REV. 6 zmiana ceny linia 12 |
| Sourcing Document | |
| Organization | FIDELTRONIK POLAND SP Z O.O. |
| Supplier Order Number | |
| Attachments | None |

Terms and Conditions

| | |
|------------------|----------------------------------|
| Payment Terms | 90 days from end of month net |
| Carrier | FOB |
| Freight Terms | DDU |
| Shipping Control | |

Ship-To Address

| | |
|---------|--|
| Address | ul. Beniowskiego 1 Sucha Beskidzka, 34200 |
|---------|--|

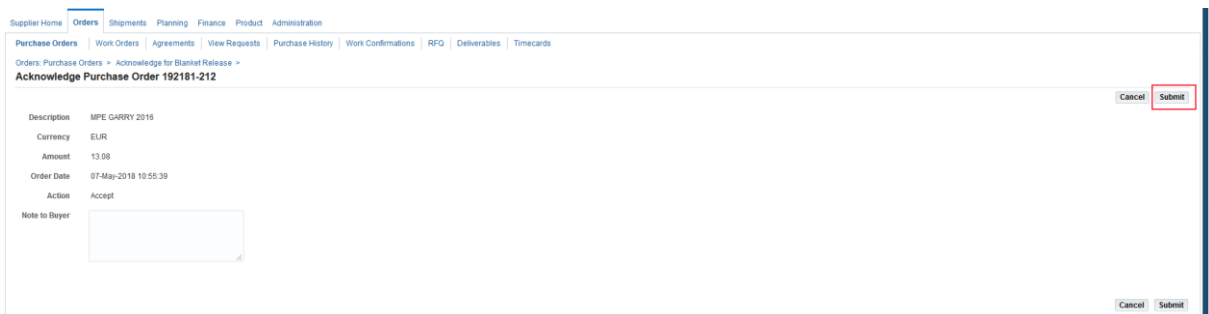
Bill-To Address

| | |
|---------|--|
| Address | ul. Beniowskiego 1 Sucha Beskidzka, 34200 |
|---------|--|

Related Information

- Receipts
- Invoices
- Payments

A view like the following will appear, click on **Submit** button and, as a result, the whole order will be acknowledged or rejected.



Supplier Home **Orders** Shipments Planning Finance Product Administration

Purchase Orders Work Orders Agreements View Requests Purchase History Work Confirmations RFQ Deliverables Timecards

Orders: Purchase Orders > Acknowledge for Blanket Release >

Acknowledge Purchase Order 192181-212

Cancel Submit

Description: MPE GARRY 2016

Currency: EUR

Amount: 13.08

Order Date: 07-May-2018 10:55:39

Action: Accept

Note to Buyer

Cancel Submit

2.4.2.Entering changes on the order

Path: Orders -> Purchase Orders

In order to enter the changes on the PO you have to click on the radio button in Select column and then click on **Request Changes**:

Use the **Show All** link or **triangle icon** in the PO Details section to show delivery details for all the shipments:

PO Details

TIP You can cancel the entire order or specific lines.

TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All

Hide All

| Details | Line | Type | Item/Job | Item Revision | Supplier Item | Description | UOM | Qty | Price | Amount | Note to Supplier | Contractor Name | Linked Attributes | Status | Global Agreement | Supplier Config ID | Status Information | Qty | Cancellation Window | MT Lead Time | Manufacturer | Supplier Internal PN | Tariff No | Price Type | Attachments | Reason |
|------------------------|------|------|----------|----------------|---------------------|---|-------|-----|-------|--------|------------------|-----------------|-------------------|--------|------------------|--------------------|--------------------|-----|---------------------|--------------|--------------|----------------------|-----------|------------|------------------------|--------|
| <div><div></div></div> | 2 | | Material | MTWVW03680-001 | 165-2-040-0-STF-L30 | ZLACZE - FEDERLEISTE 40 POL. ZWIERHEING, RM | PIECE | | | 13.08 | | | | | | | SPC SPC | 0 | 11 | 13 13 | MPE GARRY | | 8536 9010 | FT FT | <div><div></div></div> | |

When you want to change the data on the order, e.g. **Amount** or **Promised Date**, you have to enter the changes on the specific shipment. Then you have to enter a **Reason** for the change and choose **Change** from the Action list.

| Details | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------|-----------------------------|------------------|----------------|---------------------|--|--------|-------------------|----------------------|----------------------------------|----------------------|--------------------|-------------------|-------------|------------------|--------------------|--------------------|-----|---------------------|-------------|--------------|----------------------|-----------|------------|-------------|--------|
| Line | Type | Item/Job | Item Revision | Supplier Item | Description | UOM | Qty | Price | Amount | Note to Supplier | Contractor Name | Linked Attributes | Status | Global Agreement | Supplier Config ID | Status Information | Qty | Cancellation Window | M Lead Time | Manufacturer | Supplier Internal PN | Tariff No | Price Type | Attachments | Reason |
| ✓ | 2 | Material | M11W003580 001 | 155-2-040-0-STF-L50 | ZACDE - FEDERLISTE 40 POL_ZWEIREIHM, RM | PIECE | | | 13.08 | | | | | | | SPC SPC | 0 | 11 | 13 | MPE GARRY | 8536 9010 | FT | | | |
| Shipments | | | | | | | | | | | | | | | | | | | | | | | | | |
| Shipment | Ship-To Location | Quantity Ordered | Price | Quantity Received | Amount Received | Amount | Promised Date | Need By Date | Supplier Order Line Discount (%) | Start Effective Date | End Effective Date | Status | Attachments | Split | Reason | Action | | | | | | | | | |
| 1 | Fideltron POLAND - Produkta | 12 | 1.09 | | | 13.08 | 07-May-2019 23:11 | 07-May-2018 23:59:00 | | | | Accepted | | | | | | | | | | | | | |

Click on **Submit** button to confirm the order.

Cancel Save **Submit** Export Actions Accept Entire Order Go

2.4.3.Cancellation of the entire order

Path: Orders -> Purchase Orders

In order to cancel the entire PO you have to click on the radio button in Select column and then click on **Request Cancellation** button.

Views

View

All Purchase Orders

Go

Advanced Search

Select Order:

Acknowledge

Request Cancellation

Request Changes

View Change History

PO Number

Rev.

Operating Unit

Supplier Site

Order Date

Buyer

Description

Document Type

Currency

Amount

Status

Change Request Status

Acknowledge By

Attachments

192181-212

1

FIDELTRONIK POLAND SP. Z O.O.

AUNET-BE

07-May-2016 10:55:39

PAWILUS-SZCZOTKA AGNIESZKA

Blanket Release

EUR

0.00

Closed

192181-211

0

FIDELTRONIK POLAND SP. Z O.O.

AUNET-BE

07-May-2016 10:32:36

PAWILUS-SZCZOTKA AGNIESZKA

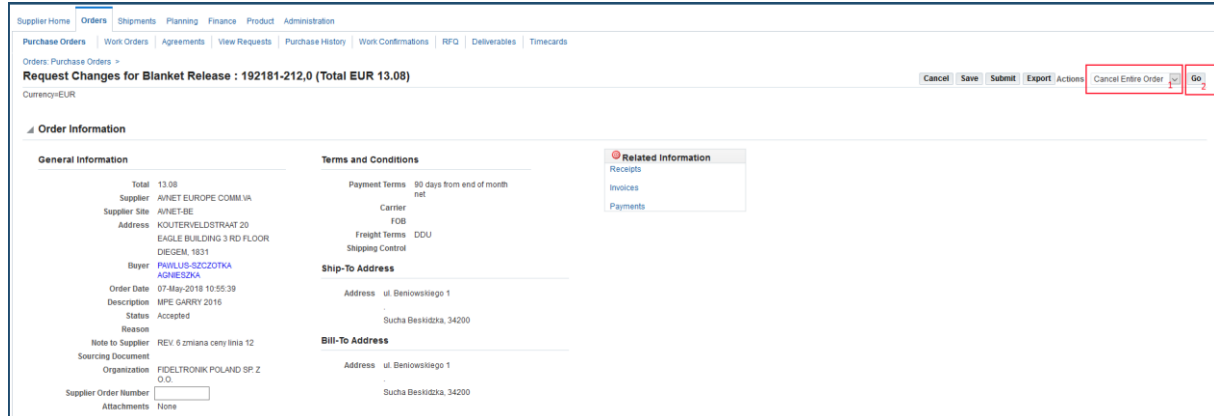
Blanket Release

EUR

11.99

Accepted

After that, from the **Actions** list of values, choose **Cancel Entire Order** and click on **Go** button.



Supplier Home | **Orders** | Shipments | Planning | Finance | Product | Administration

Purchase Orders | Work Orders | Agreements | View Requests | Purchase History | Work Confirmations | RFQ | Deliverables | Timecards

Orders: Purchase Orders > **Request Changes for Blanket Release : 192181-212.0 (Total EUR 13.08)**

Currency: EUR

Cancel Save Submit Export Actions **Cancel Entire Order** **Go**

Order Information

General Information

Total 13.08
Supplier ARNET EUROPE COMM UA
Supplier Site ARNET-BE
Address KOUTERVELDSTRAAT 20
EAGLE BUILDING 3 RD FLOOR
DIEGEM 1831
Buyer PWILLUS-SZCZOTKA AGNIESZKA
Order Date 07-May-2018 10:55:39
Description MPE GARRY 2016
Status Accepted
Reason REV: 5 zmiana ceny linia 12
Note to Supplier
Sourcing Document
Organization FIDELTRONIK POLAND SP. Z O.O.
Supplier Order Number
Attachments None

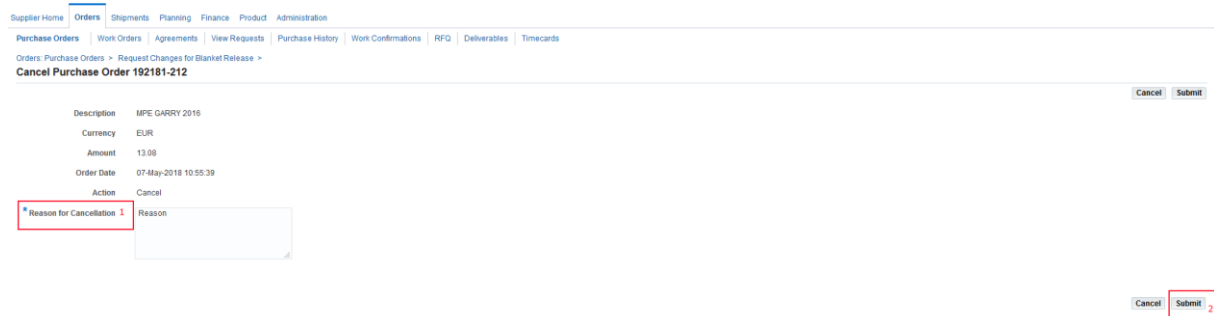
Terms and Conditions

Payment Terms 90 days from end of month net
Carrier
Freight Terms FOB
Shipping Control
Ship-To Address
Address ul. Beniowskiego 1
Sucha Beskidzka, 34200
Bill-To Address
Address ul. Beniowskiego 1
Sucha Beskidzka, 34200

Related Information

Receipts
Invoices
Payments

Next, you have to enter **Reason for Cancellation** and click on **Submit** button.



Supplier Home | **Orders** | Shipments | Planning | Finance | Product | Administration

Purchase Orders | Work Orders | Agreements | View Requests | Purchase History | Work Confirmations | RFQ | Deliverables | Timecards

Orders: Purchase Orders > Request Changes for Blanket Release > **Cancel Purchase Order 192181-212**

Cancel Submit

Description MPE GARRY 2016
Currency EUR
Amount 13.08
Order Date 07-May-2018 10:55:39
Action Cancel
Reason for Cancellation: 1 Reason

Cancel **Submit**

2.4.4. Cancellation of the order line

Path: Orders -> Purchase Orders

In order to cancel a single PO line you have to click on the radio button in **Select** column and then click on **Request Changes** button.

View

All Purchase Orders

Go

Advanced Search

Select Order:

Acknowledge

Request Cancellation

Request Changes

View Change History

| PO Number | Rev | Operating Unit | Supplier Site | Document Type | Description | Order Date | Buyer | Currency | Amount | Status | Change Request Status | Acknowledge By | Attachments |
|------------|-----|-------------------------------|---------------|-----------------|----------------|----------------------|----------------------------|----------|--------|----------|-----------------------|----------------|-------------|
| 192181-212 | 1 | FIDELTRONIK POLAND SP. Z O.O. | ARNET-BE | Blanket Release | MPE GARRY 2016 | 07-May-2018 10:55:39 | PWILLUS-SZCZOTKA AGNIESZKA | EUR | 0.00 | Closed | | | |
| 192181-211 | 0 | FIDELTRONIK POLAND SP. Z O.O. | ARNET-BE | Blanket Release | MPE GARRY 2016 | 07-May-2018 10:32:36 | PWILLUS-SZCZOTKA AGNIESZKA | EUR | 11.99 | Accepted | | | |

Rows 1 to 75

Use the **Show All** link or **triangle icon** in the PO Details section to show delivery details for all the shipments.

PO Details

TIP You can cancel the entire order or specific lines.
TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

| Details Line Type | Item/Job | Item Revision | Supplier Item | Description | UOM | Qty | Price | Amount | Note to Supplier | Contractor Name | Linked Attributes | Status | Global Agreement | Supplier Config ID | Status Information | Qty | Cancellation Window | MT Lead Time | Manufacturer | Supplier Internal PN | Tariff No | Price Type | Attachments | Reason |
|-------------------|-----------|---------------|---------------------|--|-------|-----|-------|--------|------------------|-----------------|-------------------|--------|------------------|--------------------|--------------------|-----|---------------------|--------------|--------------|----------------------|-----------|------------|-------------|--------|
| 2 | Materialy | M1W03680 001 | 165-2-040-0-STF-L80 | ZŁACZE - FEDERLEISTE 40 POL. ZWIERSHIG, RM 2MM | PIECE | | 11.99 | | | | | | | | SPC SPC | 0 | 11 | 13 13 | MPE GARRY | | 8536 9010 | FT | | |

Shipments

| Shipment | Ship-To Location | Quantity Ordered | Price | Quantity Received | Amount Received | Amount Promised | Date | Need By Date | Supplier Order Line Discount (%) | Start Effective Date | End Effective Date | Status | Attachments | Split Reason | Action |
|----------|--------------------------------|------------------|-------|-------------------|-----------------|-----------------|------------------------|----------------------|----------------------------------|----------------------|--------------------|----------|-------------|--------------|--------|
| 1 | Fideltronik POLAND - Produkcyj | 11 | 1.09 | | | | 11.99 16-May-2018 23:1 | 14-May-2018 23:59:00 | | | | Accepted | | | |

Then you have to enter a **Reason** and choose **Cancel** from the Action list.

| Details Line Type | Item/Job | Item Revision | Supplier Item | Description | UOM | Qty | Price | Amount | Note to Supplier | Contractor Name | Linked Attributes | Status | Global Agreement | Supplier Config ID | Status Information | Qty | Cancellation Window | MT Lead Time | Manufacturer | Supplier Internal PN | Tariff No | Price Type | Attachments | Reason |
|-------------------|-----------|---------------|---------------------|--|-------|-----|-------|--------|------------------|-----------------|-------------------|--------|------------------|--------------------|--------------------|-----|---------------------|--------------|--------------|----------------------|-----------|------------|-------------|--------|
| 2 | Materialy | M1W03680 001 | 165-2-040-0-STF-L80 | ZŁACZE - FEDERLEISTE 40 POL. ZWIERSHIG, RM 2MM | PIECE | | 11.99 | | | | | | | | SPC SPC | 0 | 11 | 13 13 | MPE GARRY | | 8536 9010 | FT | | |

Shipments

| Shipment | Ship-To Location | Quantity Ordered | Price | Quantity Received | Amount Received | Amount Promised | Date | Need By Date | Supplier Order Line Discount (%) | Start Effective Date | End Effective Date | Status | Attachments | Split Reason | Action |
|----------|--------------------------------|------------------|-------|-------------------|-----------------|-----------------|------------------------|----------------------|----------------------------------|----------------------|--------------------|----------|-------------|--------------|--------|
| 1 | Fideltronik POLAND - Produkcyj | 11 | 1.09 | | | | 11.99 16-May-2018 23:1 | 14-May-2018 23:59:00 | | | | Accepted | | | Cancel |

Next, click on **Submit** button.

Cancel Save **Submit** Export Actions Cancel Entire Order Go

2.4.5.Split of the lines

Path: Orders -> Purchase Orders

To split the order line you have to click on the radio button in **Select** column and then click on **Request Changes** button.

Purchase Orders Multiple PO Change Export

Views

View All Purchase Orders Go Advanced Search

| Select Order | Acknowledge | Request Cancellation | Request Changes | View Change History | PO Number | Rev | Operating Unit | Supplier Site | Document Type | Description | Order Date | Buyer | Currency | Amount | Status | Change Request Status | Acknowledge By | Attachments |
|-----------------------|-------------|----------------------|--------------------------|---------------------|------------|-----|-------------------------------|---------------|-----------------|----------------|----------------------|--------------------------|----------|--------|----------|-----------------------|----------------|-------------|
| <input type="radio"/> | | | <input type="checkbox"/> | | 192181-213 | 0 | FIDELTRONIK POLAND SP. Z O.O. | AINET-BE | Blanket Release | MPE GARRY 2015 | 10-May-2018 00:22:27 | PAWLUS-SZCZOTKA AGNESZKA | EUR | 13.06 | Accepted | | | |

Use the **Show All** link or **triangle icon** in the PO Details section to show delivery details for all the shipments:

Show All Hide All

| Details | Line Type | Item/Job | Item Revision | Supplier Item | Description | UOM | Qty | Price | Amount | Note to Supplier | Contractor Name | Linked Attributes | Status | Global Agreement | Supplier Config ID | Status Information | Qty | Cancellation Window | MF Lead Time | Manufacturer | Supplier Internal PN | Tariff No | Price Type | Attachments | Reason |
|---------|-----------|-----------|---------------|---------------------|--|-------|-----|-------|--------|------------------|-----------------|-------------------|--------|------------------|--------------------|--------------------|-----|---------------------|--------------|--------------|----------------------|-----------|------------|-------------|--------|
| 2 | Material | M1WW03680 | 001 | 165-2-040-0-STF-L50 | ZŁACZE - FEDERLEISTE 40 POL. ZWIERZNIK, RM 2MM | PIECE | | 13.08 | | | | | | | | SPC SPC | 0 | 11 | 13 13 | MPE GARRY | | 8536 9010 | FT PT | | |

Shipments

| Shipment | Ship-To Location | Quantity Ordered | Price | Quantity Received | Amount Received | Amount Promised | Date | Need-By Date | Supplier Order Line | Discount (%) | Start Effective Date | End Effective Date | Status | Attachments | Split Reason | Action |
|----------|--------------------------------|------------------|-------|-------------------|-----------------|-----------------|----------------------|----------------------|---------------------|--------------|----------------------|--------------------|----------|-------------|--------------|--------|
| 1 | Fideltronik POLAND - Produkcja | 12 | 1.09 | | | 13.08 | 24-May-2018 23:59:00 | 24-May-2018 23:59:00 | | | | | Accepted | | | |

Next, you have to click on **Split** button in the **Shipments** section:

Shipments

| Shipment | Ship-To Location | Quantity Ordered | Price | Quantity Received | Amount Received | Amount Promised | Date | Need-By Date | Supplier Order Line | Discount (%) | Start Effective Date | End Effective Date | Status | Attachments | Split Reason | Action |
|----------|--------------------------------|------------------|-------|-------------------|-----------------|-----------------|----------------------|----------------------|---------------------|--------------|----------------------|--------------------|----------|-------------|--------------|--------|
| 1 | Fideltronik POLAND - Produkcja | 12 | 1.09 | | | 13.08 | 24-May-2018 23:59:00 | 24-May-2018 23:59:00 | | | | | Accepted | | | |

Enter the quantities and delivery dates for the new shipment. Remember to decrease the quantity on the first shipment, check if the quantity of both shipments is equal. Then you have to enter a **Reason** for the change and choose **Change** from the Action list

Shipments

| Shipment | Ship-To Location | Quantity Ordered | Price | Quantity Received | Amount Received | Amount Promised | Date | Need-By Date | Supplier Order Line | Discount (%) | Start Effective Date | End Effective Date | Status | Attachments | Split Reason | Action |
|----------|--------------------------------|------------------|-------|-------------------|-----------------|-----------------|----------------------|----------------------|---------------------|--------------|----------------------|--------------------|----------|-------------|--------------|--------|
| 1 | Fideltronik POLAND - Produkcja | 12 | 1.09 | | | 13.08 | 24-May-2018 23:59:00 | 24-May-2018 23:59:00 | | | | | Accepted | | | Change |
| 20 | Fideltronik POLAND - Produkcja | 0 | | | | | 24-May-2018 23:59:00 | 24-May-2018 23:59:00 | | | | | | | | |

Next, click on **Submit** button.

3. Shipments (Advance Shipment Notice)

3.1. View Advance Shipment Notices

Path: Shipments -> Shipment Notices

Once you are in the iSupplier Portal Home Page, click on **Shipments** tab, then click on **Shipment Notices** link below. You will be forwarded to **iSupplier Portal: Shipment Notices** page. A view like the following should appear:

Supplier Home Orders **Shipments** Planning Finance Product Administration

Delivery Schedules **Shipment Notices** Shipment Schedules Receipts Returns Overdue Receipts On-Time Performance Quality

Shipment Notices

Create Advance Shipment Notices

Create Advance Shipment Billing Notices

Upload Advance Shipment and Billing Notices

View / Cancel Advance Shipment and Billing Notices

By default, you will be redirected to **Last 25 Shipment Notices** view, which shows the status of the shipments. You have to choose the right view and click on **Go** button:

Shipments: Shipment Notices >


View / Cancel Advance Shipment Notice

Views

View **Last 25 Shipment Notices**

Last 25 Shipment Notices

All Shipment Notices

 Once it cannot be undone

3.1.1. Description of the Shipment

Path: Shipments -> Shipment Notices -> View/Cancel Advance Shipment and Billing Notices

| Shipment Number | Shipment Date | Expected Receipt Date | Freight Carrier | Waybill/Airbill Number | Supplier Site | Invoice Number | Packing Slip | Processing Status Code | Cancellation Status |
|-----------------|----------------------|-----------------------|-----------------|------------------------|---------------|----------------|--------------|------------------------|---------------------|
| 3818663512 | 02-May-2018 00:00:00 | 08-May-2018 00:00:00 | | | A/NET-BE | | | | |
| 3818651538 | 30-Apr-2018 00:00:00 | 09-May-2018 00:00:00 | | | A/NET-GB | | | | |

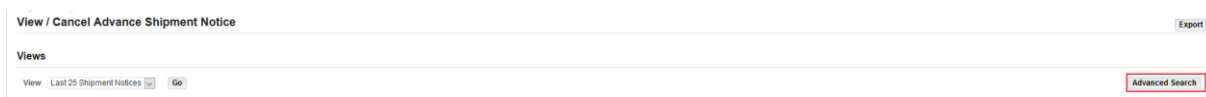
- **Shipment number** – (ASN) the unique notification number given by the supplier
- **Shipment Date** – the date when the goods were sent
- **Expected Receipt Date** – the date when the goods will be delivered to Fideltronik
- **Freight Carrier** – the carrier entered by the supplier when creating the shipment
- **Waybill/Airbill Number** – the number of the waybill entered by the supplier
- **Supplier Site**– the site of the supplier for whom the order was created
- **Invoice Number** – invoice number if it already exists
- **Processing Status Code** – following statuses of shipment notices
 - **Empty** –indicates that the notice has been successfully processed

- Pending – means that the ASN has not been processed yet
- Error - means that the ASN processing has returned an error and the buyer needs to be contacted to resolve the issue
- Cancellation Status
 - Pending cancellation – means that cancellation has not been processed yet
 - Cancelled – means that ASN has been cancelled

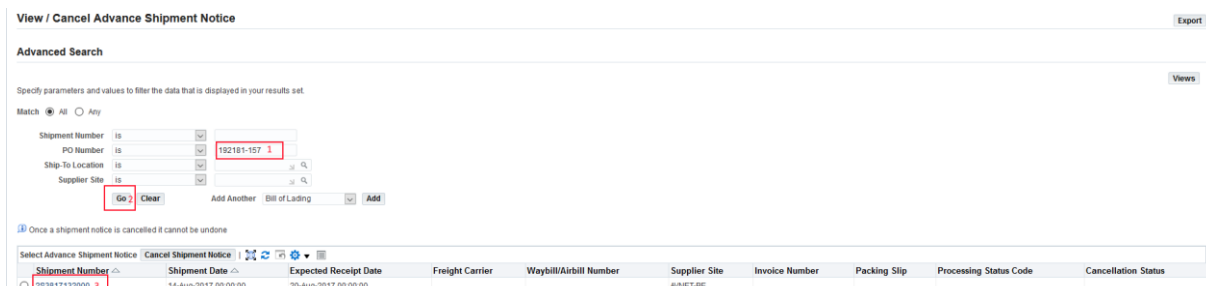
3.2. Advanced Search

Path: Shipments -> Shipment Notices -> View/Cancel Advance Shipment and Billing Notices

In order to use advanced search option you have to click on **Shipment Notices** and then choose **Advanced Search**:



You can simply search for ASN by using available filters (e.g. PO number, shipment number) and then click on **Go** button:



| Shipment Number | Shipment Date | Expected Receipt Date | Freight Carrier | Waybill/Airbill Number | Supplier Site | Invoice Number | Packing Slip | Processing Status Code | Cancellation Status |
|-----------------|----------------------|-----------------------|-----------------|------------------------|---------------|----------------|--------------|------------------------|---------------------|
| 253817132005 3 | 14-Aug-2017 00:00:00 | 20-Aug-2017 00:00:00 | | | AI/NET-BE | | | | |

3.3. Creation of Advance Shipment Notice

Path: Shipments -> Shipment Notices -> Create Advance Shipment Notices

In order to create a shipment notice you have to click on **Shipment Notices** and then **Create Advance Shipment Notices**:

[Supplier Home](#) [Orders](#) **[Shipments](#)** [Planning](#) [Finance](#) [Product](#) [Administration](#)

[Delivery Schedules](#) **[Shipment Notices](#)** [Shipment Schedules](#) [Receipts](#) [Returns](#) [Overdue Receipts](#) [On-Time Performance](#) [Quality](#)

Shipment Notices

[Create Advance Shipment Notices](#)

[Create Advance Shipment Billing Notices](#)

[Upload Advance Shipment and Billing Notices](#)

[View / Cancel Advance Shipment and Billing Notices](#)

Next, you have to select the right **PO Number** and click on **Add to Shipment Notice** button.

Shipments: Shipment Notices >
Create Advance Shipment Notice Export

Views
View [Shipments Due This Week](#) [Go](#) [Advanced Search](#)

Select PO Shipments: [Add to Shipment Notice](#) [Refresh](#) [Filter](#) [Settings](#) [Help](#)

| PO Number | Release Number | Line | Shipment Item No | Supplier Item | Item Description | Due Date | Quantity Ordered | Quantity Received | Outstanding Quantity | UOM | Ship-To Location | Organization Name | Ship-To Organization | Currency | Supplier Site | Quantity Shipped |
|--|----------------|------|------------------|--------------------|---|----------------------|------------------|-------------------|----------------------|--------|--------------------------------|-------------------------------|--------------------------------|----------|---------------|------------------|
| <input checked="" type="checkbox"/> 280243-5 | 5 | 2 | 1 M1L01109 | RAPC712X | DC POWER JACK 2.5MM RAPC712X | 10-May-2018 23:59:00 | 5000 | 0 | 5000 | SZTUKA | Fideltronik POLAND - Produkcia | FIDELTRONIK POLAND SP. Z O.O. | Fideltronik POLAND - Produkcia | USD | AINET-BE | 0 |
| <input type="checkbox"/> 280244-56 | 56 | 15 | 1 M1WW05141 | 101-4-024-0-F.L.S0 | ZLACZE - MESSERLEISTE 24 POL.ZWIEREDH0.907 RM 20M | 10-May-2018 23:59:00 | 500 | 0 | 500 | SZTUKA | Fideltronik POLAND - Produkcia | FIDELTRONIK POLAND SP. Z O.O. | Fideltronik POLAND - Produkcia | EUR | AINET-BE | 0 |

Enter mandatory data on the **Shipment Lines**:

[Shipments: Shipment Notices >](#)

Create Advance Shipment Notice

[Shipment Header](#)

[Shipment Lines](#)

Shipment Line Defaults

Enter Shipment Line Defaults and click **Default to All Lines** to copy to all shipment lines.

| | | | |
|---|----------------------|-------------------------|----------------------|
| Packing Slip | <input type="text"/> | Container Number | <input type="text"/> |
| Country Of Origin | <input type="text"/> | Truck Number | <input type="text"/> |
| Bar Code Label | <input type="text"/> | Comments | <input type="text"/> |
| <input type="button" value="Default to All Lines"/> | | | |

Once all the order lines have been added to the shipment notice, click on the **Shipment Header** tab and fill in all the required fields. Next, click on **Submit** button:

Create Advance Shipment Notice Cancel Add Shipments Preview Submit

Shipment Header 1 Shipment Lines

Shipment Information

Indicates required field

Shipment Number 1234 Shipment Date 11-May-2018 07:19:29 2
Expected Receipt Date 12-May-2018 07:19:36
Example: 11-May-2018 07:13:09
Note: Shipment Date cannot be later than today

3.3.1. Searching for the Orders for ASN

Path: Shipments -> Shipment Notices -> Create Advance Shipment Notices

Click on **Create Advance Shipment Notices** link. By default, you will be redirected to **Shipments Due This Week** view, which shows the shipments that have been confirmed by the supplier for the current week. You can also choose **Shipments Due Any Time** view. Then click on **Go** button.

Supplier Home Orders **Shipments** Planning Finance Product Admin

Delivery Schedules | **Shipment Notices** | Shipment Schedules | Receipt

Shipments: Shipment Notices >

Create Advance Shipment Notice

Views

View Shipments Due Any Time Go Advanced Search

Shipments Due Any Time

Shipments Due This Week

You can also choose **Advanced Search** option where you can find a specific purchase order.

Shipments: Shipment Notices >

Create Advance Shipment Notice Export

Advanced Search

To search, please enter at least one search criteria.
Specify parameters and values to filter the data that is displayed in your results set.

Match ☒ All ☐ Any

Ship-To Location is Go Clear Add Another Item Add

Supplier Site is

Item is

PO Number is 279952

Select PO Shipments: Add to Shipment Notice Go Clear Add Another Item Add

| PO Number | Release Number | Line | Shipment Item No | Supplier Item | Item Description | Due Date | Quantity Ordered | Quantity Received | UOM | Ship-To Location | Organization Name | Ship-To Organization | Currency | Supplier Site | Supplier | Quantity Shipped |
|-----------|----------------|------|------------------|--------------------------|---------------------------------------|----------------------|------------------|-------------------|----------|--------------------------------|-------------------------------|--------------------------------|----------|---------------|-----------------------|------------------|
| 279952 | | 1 | 1 | M1AB20737 UCDOJ152MHL108 | ALUM. ELECTR. CAP 1500UF 0.3V 20% SMD | 11-May-2018 00:00:00 | 2000 | | 0 SZTUKA | Fideltronik POLAND - Produkcja | FIDELTRONIK POLAND SP. Z O.O. | Fideltronik POLAND - Produkcja | EUR | AVNET-BE | AVNET EUROPE COMM. VA | 0 |

3.4. Cancellation of the shipment

Path: Shipments -> Shipment Notices -> View/Cancel Advance Shipment and Billing Notices






In order to cancel the shipment you have to click on the radio button in Select column and then click on **Cancel Shipment Notice**:



Shipments: Shipment Notices >
View / Cancel Advance Shipment Notice

Views

View

Once a shipment notice is cancelled it cannot be undone

Select Advance Shipment Notice **Cancel Shipment Notice**     

| Shipment Number  | Shipment Date  | Expected Receipt Date | Freight Carrier | Waybill/Airbill Number | Supplier Site |
|---|---|-----------------------|-----------------|------------------------|---------------|
| <input checked="" type="radio"/> 1234 | 11-May-2018 08:13:35 | 12-May-2018 08:13:39 | | | AVNET-BE |

3.5. Labels with 2D code

The choice of authorization and functionality for generating 2D labels

Path: Shipments -> Shipment Notices -> View/Cancel Advance Shipment and Billing Notices

Thanks to this functionality it is possible to generate .PDF file with the labels.

- one file with all the labels for a given shipment (1,2 or 8 labels on one a4 card)
- separate files for every line on the shipment

The functionality is available in **iSupplier Portal Full Access** authorization:

Supplier Home Orders **Shipments** Planning Finance Product Administration
Delivery Schedules **Shipment Notices** Shipment Schedules Receipts Returns

Shipment Notices

[Create Advance Shipment Notices](#)

[Create Advance Shipment Billing Notices](#)

[Upload Advance Shipment and Billing Notices](#)

[View / Cancel Advance Shipment and Billing Notices](#)

This functionality can be used only on Advance Shipment Notice (Shipment Number/ASN) that has been already created.

Click on **Shipment Number** in order to generate the label with 2D code:

Views

View Last 25 Shipment Notices Go Advanced Search

Once a shipment notice is cancelled it cannot be undone

| Select | Shipment Number | Shipment Date | Expected Receipt Date | Freight Carrier | Waybill/Airbill Number | Supplier Site | Invoice Number | Packing Slip | Processing Status Code | Cancellation Status |
|-----------------------|-----------------|----------------------|-----------------------|-----------------|------------------------|---------------|----------------|--------------|------------------------|---------------------|
| <input type="radio"/> | 105/18P | 30-Apr-2018 07:07:59 | 30-Apr-2018 14:07:55 | | | OPAKOWANIA | | | | |

Rows 1 to 25

Generating the single labels with 2D code for the shipment

Click on **Labels Generator** button:

Shipments: Shipment Notices > View / Cancel Advance Shipment Notice >
Advance Shipment Notice: 105/18P Print Cancel Shipment Notice Export **Labels Generator** Packages Quantity: 1 Generate ASN Label

Shipment Information

| | |
|--|---|
| Shipment Number: 105/18P | Shipment Date: 30-Apr-2018 07:07:59 |
| Supplier: OPAKOWANIA-JOHANA-KULIGOWSKA | Expected Receipt Date: 30-Apr-2018 14:07:55 |
| Supplier Site: OPAKOWANIA | |

All the lines of the given ASN will be shown:

In order to generate the label for a given line click on **Generate label** button  :


Printing item labels

Choose label count per page: 1 ☐ Generate merged labels

Lines set for generating labels

| Shipment number | STD / BPA | Release number | Line number | PO Shipment number | Item | Item revision | MPN | Supplier site | Supplier | Country of origin | Manufacturer | Quantity | Remove row | Divide row | Insert row | Generate label |
|-----------------|-----------|----------------|-------------|--------------------|-----------|---------------|-----------|---------------|------------------------------|-------------------|---------------------------|----------|------------|------------|------------|----------------|
| 10518P | 277898 | 18 | 2 | 1 | M1LM00015 | 0 | M1LM00015 | OPAKOWANIA | OPAKOWANIA JOANNA KULIGOWSKA | PL | OPAKOWANIA JOANNA FIDELUS | 400 | | | | |
| 10518P | 277898 | 18 | 4 | 2 | M1LM00014 | 0 | M1LM00014 | OPAKOWANIA | OPAKOWANIA JOANNA KULIGOWSKA | PL | OPAKOWANIA JOANNA FIDELUS | 200 | | | | |
| 10518P | 281760 | 23 | 6 | 1 | M1PP80659 | 0 | M1PP80659 | OPAKOWANIA | OPAKOWANIA JOANNA KULIGOWSKA | PL | OPAKOWANIA JOANNA FIDELUS | 500 | | | | |

Additional functionalities:


Divide row  - it divides lines into several equal lines according to a given aliquot (e.g. a line per 400 pcs will be divided into 4 single lines per 100 pcs):

[Shipments: Shipment Notices >](#)

Row division

Please enter value

Division number: *

Insert row  - it splits the line into two separate lines according to a given quantity (e.g. if we have a line per 400 pcs and we want to enter a new row per 100 pcs. As a result, we will have 2 lines per 300pcs and 100pcs)

[Shipments: Shipment Notices >](#)

Adding new row

Please enter value

Quantity to add: *

Remove row  - it removes lines. We can remove only these lines which were already divided.






Generating a consolidated label – several on one card

It is possible to generate consolidated labels for all the lines (1, 2 or 8 labels on one a4 card). Click on **Generate merged labels** button:

Printing item labels

Choose label count per page **Generate merged labels**

Lines set for generating labels

| Shipment number | STD / BPA | Release number | Line number |
|-----------------|-----------|----------------|-------------|
| 105/18/P | 277898 | 18 | 2 |

The status of the data can be checked by clicking on **Refresh status** button:

[Shipments: Shipment Notices >](#)






Printing item labels

Choose label count per page **Generate merged labels**

Status: Click "Refresh status" to check progress

Refresh status

Lines set for generating labels

| Shipment number | STD / BPA | Release number | Line number |
|-----------------|-----------|----------------|-------------|
| 105/18/P | 277898 | 18 | 2 |

Consolidated labels can be downloaded in **Download label** column. Click on **Download label** icon:

generated labels history table

| Shipment number | STD / BPA | Line number | Trace | Item | Item revision | MPN | Country of origin | Manufacturer | Quantity | Creation date | Download label |
|-----------------|-----------|-------------|---------------|-----------|---------------|-----------|-------------------|---------------------------|----------|----------------------|---|
| 105/18P | 277898-18 | 002001 | 8000000015107 | MTLM00015 | 0 | MTLM00015 | PL | OPAKOWANIA JOANNA FIDELUS | 400 | 11-May-2018 10:09:21 |  |

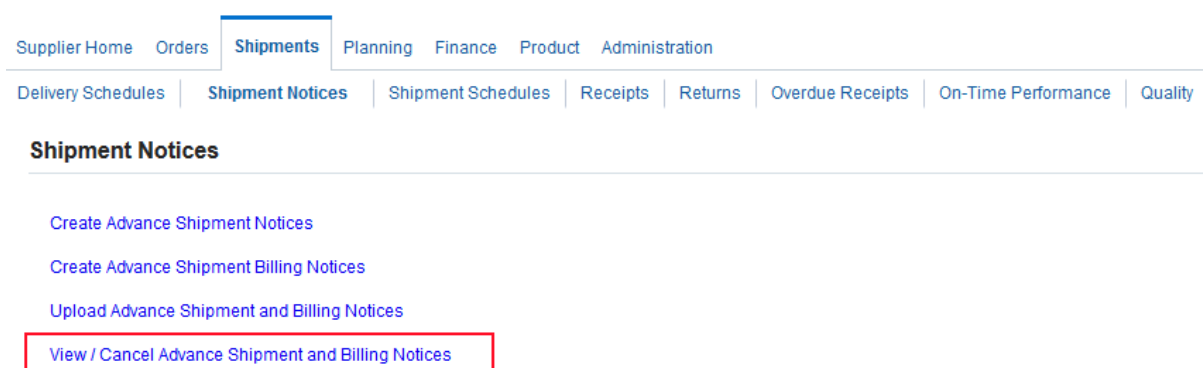
After downloading the file, 2D code label has to be printed and put on the package in visible place.

3.6. Generating ASN label

Path: Shipments -> Shipment Notices -> View/Cancel Advance Shipment and Billing Notices

After creating Advance Shipment Notice:

Click on View/Cancel Advance Shipment and Billing Notices:




Choose the proper ASN number and click on it:









[Shipments: Shipment Notices](#) >

View / Cancel Advance Shipment Notice

Views

View

 Once a shipment notice is cancelled it cannot be undone

| Select Advance Shipment Notice <input type="button" value="Cancel Shipment Notice"/>       | | | |
|---|---|---|-----------------------|
| | Shipment Number  | Shipment Date  | Expected Receipt Date |
| <input type="radio"/> | 105/18/P | 30-Apr-2018 07:07:59 | 30-Apr-2018 14:07:55 |
| <input type="radio"/> | 105/18/B8 | 30-Apr-2018 07:02:18 | 30-Apr-2018 14:02:13 |
| <input type="radio"/> | 103/18/B8 | 28-Apr-2018 08:19:59 | 28-Apr-2018 09:19:55 |

Enter the number of packages of a given ASN (e.g. if there are 2 multipack enter number 2 and click on **Generate ASN Label** button:

Shipments: Shipment Notices > View / Cancel Advance Shipment Notice >
Advance Shipment Notice: 105/18/B8

Shipment Information

| | |
|--|---|
| Shipment Number: 105/18/B8 | Shipment Date: 30-Apr-2018 07:02:18 |
| Supplier: OPAKOWANIA JOANNA KULIGOWSKA | Expected Receipt Date: 30-Apr-2018 14:02:13 |
| Supplier Site: OPAKOWANIA | |

When .PDF file will be generated, open it and print in A4-sized paper. The number of pages will be equal to the number of packages.

The label has to be placed in transparent foil and put on a package in visible place.

If the goods are delivered directly to Fideltronik then the label with ASN number should be placed on top of the documents attached to the delivery.

4. Finance

4.1. Creation of an invoice for the purchase order

Path: Finance -> Create Invoices

IMPORTANT: Before entering the invoice, always make sure that it is not present in the system.

In order to create an invoice you have to follow the path **Finance -> Create Invoices**. Next, select **Create Invoice with a PO** and click on **Go** button:



4.1.1. Searching for the orders and adding them to the invoice

Path: Finance -> Create Invoices

Use the search form to query the PO lines to match the invoice, e.g. enter the PO number or Organization and click on **Go** button.

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

| | |
|------------------------|--|
| Purchase Order Number | <input type="text" value="260560-54"/> |
| Purchase Order Date | <input type="text" value="(14-May-2018)"/> |
| Buyer | <input type="text" value=""/> |
| Organization | <input type="text" value="FIDELTRONIK POLAN"/> |
| Advances and Financing | <input type="text" value="Excluded"/> |
| | <input type="button" value="Go"/> <input type="button" value="Clear"/> |

Use the checkbox to select the desired PO lines and click **Add to invoice**. The lines will be added to the invoice. Use the search form once again if you want to add more lines to the

invoice from different POs. Click **Next** once all the items are added to the invoice:

Create Invoice: Purchase Orders Cancel Step 1 of 4 **Next** 3

Search Advanced Search

Note that the search is case insensitive

Purchase Order Number: 260560-54
Purchase Order Date: (14-May-2018)
Buyer: FIDELTRONIK POLAND
Organization: FIDELTRONIK POLAND
Advances and Financing: Excluded

Go Clear

Select Items: **Add to Invoice 2**

| <input type="checkbox"/> | PO Number | Line | Shipment | Advances or Financing | Item Description | Item Number | Supplier Item Number | Ordered | Received | Invoiced | UOM | Unit Price | Curr | Ship To | Organization | Packing Slip | Waybill |
|-------------------------------------|-----------|------|----------|--------------------------|-------------------------|-------------|----------------------|---------|----------|----------|--------|------------|------|--------------------------------|------------------------------|--------------|---------|
| <input checked="" type="checkbox"/> | 260560-54 | 4 | 2 | <input type="checkbox"/> | CIVILUX 10pins Male 1mm | M1LI00684 | CI1110M1VR0-LF | 5000 | 0 | 0 | SZTUKA | 0.0897 | EUR | Fideltronik POLAND - Produkcja | FIDELTRONIK POLAND SP Z O.O. | | |
| <input type="checkbox"/> | 260560-54 | 8 | 1 | <input type="checkbox"/> | KABEL BOARD TO BOARD | M1LI00429 | QH-05W00570 | 3000 | 0 | 0 | SZTUKA | 0.2915 | EUR | Fideltronik POLAND - Produkcja | FIDELTRONIK POLAND SP Z O.O. | | |

4.1.2. Entering details

Enter the necessary information. Fields marked * are required:

Create Invoice: Details Submit

* Indicates required field

Supplier

* Supplier: AVNET EUROPE COMM.VA
Tax Payer ID:
* Remit To: AVNET-BE
Address: KOUTERVELDSTRAAT 20 EAGLE BUILDING 3 RD FLOOR DIESEM 1831
Remit To Bank Account:
Unique Remittance Identifier:
Remittance Check Digit:

Invoice

* Invoice Number: 1234
* Invoice Date: 14-May-2018
Invoice Type: Invoice
Currency: EUR
Invoice Description:
Document Type: B2BMSGID
SAD Identifier:
SAD No:
STATUS:
Attachment: None **Add**
Invoice amount: 448.5

WARNING! Attachment in .PDF format is required.

In order to add the attachment you have to click on **Add** button.

* Invoice Number 1234

* Invoice Date 14-May-2018

Invoice Type Invoice

Currency EUR

Invoice Description

Document Type

B2BMSGID

SAD Identifier

SAD No

STATUS

Attachment None **Add**

Invoice amount 448.5

You have to choose .PDF file and click on **Apply** button:

Supplier Home Orders Shipments Planning **Finance** Product Administration

Create Invoices View Invoices View Payments Invalid Invoices

Finance: Create Invoices >

Add Attachment Cancel Add Another **Apply**

Attachment Summary Information

Title

Description

Category From Supplier

Define Attachment

Type ☒ File ☐ URL ☐ Short Text

Browse... PROFORMA 521.pdf 1

If you want to change the quantity on the invoice you may change it in **Items** section

Address: ul. Beniowskiego 1 34-200 Sucha Besk. PL

| PO Number | Line | Shipment | Item Number | Item Description | Supplier Item Number | Ship To | Available Quantity | Quantity | Unit Price | UOM | Amount |
|-----------|------|----------|-------------|-------------------------|----------------------|--------------------------------|--------------------|----------|------------|--------|--------|
| 260560-54 | 4 | 2 | M1L00684 | CIVILUX 10pins Male 1mm | C11110M1VR0-LF | Fideltronik POLAND - Produkcja | 5000 | 5000 | 0.0897 | SZTUKA | 448.5 |

Submit

Review the invoice and click on **Submit** button:

Items

| PO Number | Line | Shipment | Item Number | Item Description | Supplier Item Number | Ship To | Available Quantity | Quantity | Unit Price | UOM | Amount |
|-----------|------|----------|-------------|------------------------|----------------------|--------------------------------|--------------------|----------|------------|--------|--------|
| 260560-54 | 4 | 2 | M1LI00684 | CVILUX 10pins Male 1mm | CI1110M1VR0-LF | Fideltronik POLAND - Produkcja | 5000 | 5000 | 0.0897 | SZTUKA | 448.5 |

Submit

4.2. View Invoices

Path: Finance -> View Invoices

You may search for the invoices by using available filters. You may also review all the invoices which are currently in progress by clicking on **GO** button:

Supplier Home Orders Shipments Planning **Finance** Product Administration
Create Invoices View Invoices View Payments Invalid Invoices

View Invoices

Simple Search

| | | | |
|----------------|------------------------|---------------------|--|
| Invoice Number | <input type="text"/> | Payment Status | <input type="text"/> |
| PO Number | <input type="text"/> | Invoice Amount From | <input type="text"/> To <input type="text"/> |
| | (example : 1234) | Amount Due From | <input type="text"/> To <input type="text"/> |
| Release Number | <input type="text"/> | Invoice Date From | <input type="text"/> To <input type="text"/> |
| | (example : 1234-2) | Due Date From | <input type="text"/> To <input type="text"/> |
| Payment Number | <input type="text"/> | | |
| Invoice Status | <input type="text"/> | | |
| | Go Clear | | |

4.3. Additional information

4.3.1. Searching for the orders according to the organization

Path: Finance -> Create Invoices

When you are searching for the PO you would like to add to the invoice remember to choose the right organization:

Create Invoice: Purchase Orders Cancel Step 1 of 4 Next

Search Advanced Search

Note that the search is case insensitive

Purchase Order Number: 260560-54
Purchase Order Date: (14-May-2018)

Buyer:

Organization: Q

Advances and Financing: Excluded Q

Go Clear

| PO Number | Line | Shipment | Advances or Financing | Item Description | Item Number | Supplier Item Number | Ordered | Received | Invoiced | UOM | Unit Price | Curr | Ship To | Organization | Packing Slip | Waybill |
|------------------------------------|------|----------|--------------------------|------------------------|-------------|----------------------|---------|----------|----------|--------|------------|------|--------------------------------|------------------------------|--------------|---------|
| <input type="checkbox"/> 260560-54 | 4 | 2 | <input type="checkbox"/> | CVILUX 10pins Male 1mm | M1LJ00584 | CI1110M1VR0-LF | 5000 | 0 | 0 | SZTUKA | 0.0897 | EUR | Fideltronik POLAND - Produkcja | FIDELTRONIK POLAND SP Z O.O. | | |
| <input type="checkbox"/> 260560-54 | 8 | 1 | <input type="checkbox"/> | KABEL BOARD TO BOARD | M1LJ00429 | QH-05W00570 | 3000 | 0 | 0 | SZTUKA | 0.2915 | EUR | Fideltronik POLAND - Produkcja | FIDELTRONIK POLAND SP Z O.O. | | |

Fideltronik's organizations:

- FIDELTRONIK POLAND SP. Z O.O.
- Fideltronik SA
- FITECH sp. z o.o.
- Dynamic Precision Sverige AB

You may search for the given organization by entering the part of the organization's name and clicking on **Search** button:

Search

Note that the search is case insensitive

Purchase Order Number:

Purchase Order Date: (14-May-2018)

Buyer:

Organization: Q

Advances and Financing: Excluded Q

Go Clear

The new browser window will be open. Choose the right organization by clicking on **Quick Select** icon:

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field

Search By Organization Name FID%POL% Go

Results

| | Quick Select | Organization Name |
|-----------------------|---|-----------------------------------|
| <input type="radio"/> |  | FIDELTRONIK POLAND MAGAZYN GDAŃSK |
| <input type="radio"/> |  | FIDELTRONIK POLAND SP. Z O.O. |
| <input type="radio"/> |  | FIDELTRONIK POLAND SP. Z O.O._ |
| <input type="radio"/> |  | Fideltronik POLAND - Produkcja |

WARNING! A web browser may block an attempt to open the new window. You have to choose *Allow to open new windows* option.

| Wersja | Zmiana | Data | Autor |
|--------|--------|------------|---|
| 1.00 | | 15.05.2018 | Agnieszka Pawlus-Szczotka |
| | | | |