

SRM SUPPLIER SELF SERVICE (SUS) V 3.0 USER GUIDE

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1. Purpose of this Document

This User Guide serves to provide Borouge Suppliers, guidelines on the following:

- Access and Use the SUS Portal
- Collect and process Purchase Orders
- Respond to Purchase Orders (**Purchase Order Response – POR**)
- Communicate using “Message to Purchaser” function in the POR
- Create **Advance Shipment Note**

2. Prerequisites to Suppliers

Supplier must be registered onto the Borouge SRM as a SUS supplier, and have a **User ID*** and **Password** to access the SUS Portal

** Borouge shall send an e-mail with their SUS **User ID** and **Password**.*

3. Minimum System Requirements for SRM SUS

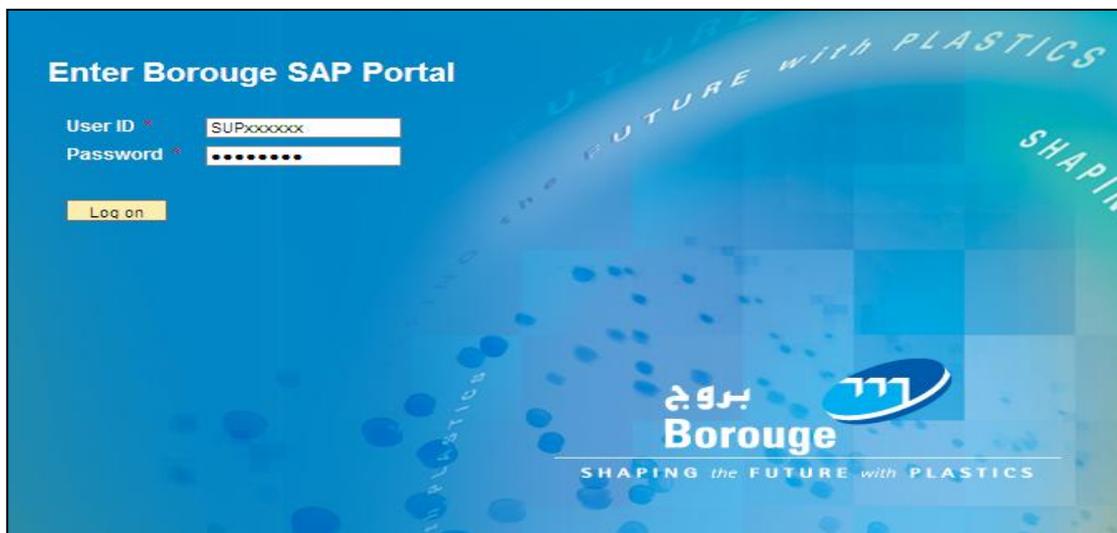
Suppliers are recommended to use Internet Explorer (IE) 7.0.

4. Menu Path to access SRM SUS Portal

SUS can be accessed through the provided link: <http://aduxnwp1.borouge.corp.co:55700/irj/portal>

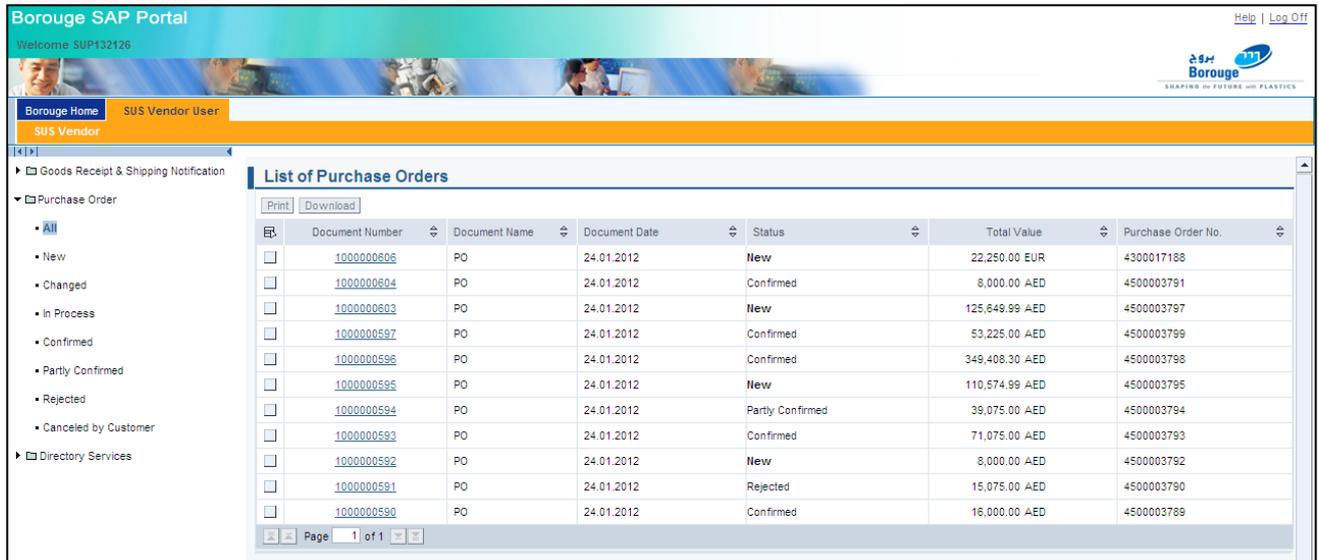
Logon to the SUS Portal, Enter User Name and the password as received in the mail from Borouge

Example: SUPXXXXXX, Password: XXXXXXXX



After logging on to the system the home page will be uploaded. The menu elements are as per what's displayed in the screen shot below:

- **Purchase Orders** (& sub elements; All, New, In process etc) and **Shipping Notifications**



The screenshot shows the Borouge SAP Portal interface. The main content area displays a table titled "List of Purchase Orders". The table has columns for Document Number, Document Name, Document Date, Status, Total Value, and Purchase Order No. The table contains 10 rows of data, each representing a purchase order with its respective details.

Document Number	Document Name	Document Date	Status	Total Value	Purchase Order No.
1000000606	PO	24.01.2012	New	22,250.00 EUR	4300017188
1000000604	PO	24.01.2012	Confirmed	8,000.00 AED	4500003791
1000000603	PO	24.01.2012	New	125,649.99 AED	4500003797
1000000597	PO	24.01.2012	Confirmed	53,225.00 AED	4500003799
1000000596	PO	24.01.2012	Confirmed	349,408.30 AED	4500003798
1000000595	PO	24.01.2012	New	110,574.99 AED	4500003795
1000000594	PO	24.01.2012	Partly Confirmed	39,075.00 AED	4500003794
1000000593	PO	24.01.2012	Confirmed	71,075.00 AED	4500003793
1000000592	PO	24.01.2012	New	8,000.00 AED	4500003792
1000000591	PO	24.01.2012	Rejected	15,075.00 AED	4500003790
1000000590	PO	24.01.2012	Confirmed	16,000.00 AED	4500003789

5. Display Purchase Order

Suppliers have the following options for selecting purchase orders:

- All purchase orders
- According to status (as shown in the table below)

Supplier can select purchase orders by means of *status* as follows:

Status	Details
<i>All</i>	This status displays PO's of all status
<i>New</i>	This status is set automatically in SUS when a purchase order is received from the procurement system.
<i>Changed</i>	PO's that have been changed by the purchaser/buyer
<i>In Process</i>	Supplier set this status to show that the purchase order is being processed. This status is not displayed in the purchaser's system.
<i>Confirmed</i>	This status is set automatically when supplier confirms all of the items in a purchase order.
<i>Partially Confirmed</i>	This status is set automatically when supplier confirms some, but not all, of the items in a purchase order.

<i>Rejected</i>	This status is set automatically when supplier rejects all of the items in a purchase order.
<i>Cancelled by Customer</i>	This status is set automatically if the purchaser cancels a purchase order

 Note

The status of a purchase order is shown in bold type if the customer (Borouge) has made changes to the purchase order and Suppliers have not opened it yet.

☞ *Select the Purchase Order by clicking on the PO Number to display the Purchase Order details*

List of Purchase Orders							
<input type="checkbox"/>	Document Number	Document Name	Document Date	Status	Total Value	Purchase Order No.	
<input type="checkbox"/>	1000000606	PO	24.01.2012	New	22,250.00 EUR	4300017188	
<input type="checkbox"/>	1000000604	PO	24.01.2012	Confirmed	8,000.00 AED	4500003791	
<input type="checkbox"/>	1000000603	PO	24.01.2012	New	125,649.99 AED	4500003797	
<input type="checkbox"/>	1000000597	PO	24.01.2012	Confirmed	53,225.00 AED	4500003799	
<input type="checkbox"/>	1000000596	PO	24.01.2012	Confirmed	349,408.30 AED	4500003798	
<input type="checkbox"/>	1000000595	PO	24.01.2012	New	110,574.99 AED	4500003795	
<input type="checkbox"/>	1000000594	PO	24.01.2012	Partly Confirmed	39,075.00 AED	4500003794	
<input type="checkbox"/>	1000000593	PO	24.01.2012	Confirmed	71,075.00 AED	4500003793	
<input type="checkbox"/>	1000000592	PO	24.01.2012	New	8,000.00 AED	4500003792	
<input type="checkbox"/>	1000000591	PO	24.01.2012	Rejected	15,075.00 AED	4500003790	
<input type="checkbox"/>	1000000590	PO	24.01.2012	Confirmed	16,000.00 AED	4500003789	

Page 1 of 1

Suppliers are supposed to view and respond to the Purchase Orders by creating a Purchase Order Response.

☞ Click on the Purchase Order and display the details. Each PO sections are explained below

☞ Click on the item number in the PO to display the item level details

Display Purchase Order

Process | Display History | Display Document Flow | Print | Download

Basic Data

Document Number: 1000000606

Document Name: PO

Document Date: 24.01.2012

Purchase Order No.: 4300017188

Requested Follow-On Documents: Purchase Order Response, Shipping Notif., Invoice

Status: **New**

Item Overview

Number	Status	Product	Short Text	Order quantity	Purchase Order Value	Confirmed Quantity	Required on	Confirmed for
10	New	250440	OP137PEL2	5 t	22,250.00 EUR	0 t	01.08.2012	

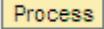
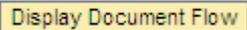
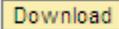
Page 1 of 1

Messages

Description	Preview
Message from Purchaser	

Page 1 of 1

5.1. Description/Function of Fields/Links

Buttons	Description
	The Process button is used to begin processing the Purchase Order. During processing, the status of the Purchase Order will change from New to In Process
	The Display history button will show previous versions of the Purchase Order, if any. If the events that change have been made to the Purchase Order, suppliers will be able to view the previous versions.
	The Display Document Flow button is used to display information about the Purchase Order and how far it has been processed. Suppliers will be able to view the current status of the Purchase Order.
	The Print button is used to open up a PDF version of the Purchase Order in order to print the document.
	The Download button is used to save the Purchase Order as a zip file to suppliers PC. This will allow suppliers to have a comma delimited file on the information of the Purchase Order. Suppliers will have the option to upload the file to suppliers own system if needed.

5.2. Basic Data

Basic Data	
Document Number	1000000606
Document Name	PO
Document Date	24.01.2012
Purchase Order No.	4300017188
Requested Follow-On Documents	Purchase Order Response, Shipping Notif., Invoice
Status	New

Under *Basic Data*, fields like Document Number, Document Date, and Purchase Order Number are defaulted.

Basic Data gives the details of Required Follow-on Documents for the PO.
Example: Purchase Order Response, Shipment Notification, Invoice.

Further, it also gives the Present Status of the Document.

5.3.Item Overview

Number	Status	Product	Short Text	Order quantity	Purchase Order Value	Confirmed Quantity	Required on	Confirmed for
10	New	250440	OP137PEL2	5 t	22,250.00 EUR	0 t	01.08.2012	

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The Item Overview section contains information on the materials / services required from the supplier. Details of items include:

- Product – material / service number
- Short text – description of the material / service
- Order quantity – quantity of items required
- Purchase Order Value – value of items
- Required on – expected delivery date of items

5.4.Messages (Header & Item level)

Description	Preview
Message from Purchaser	Please respond to this PO ASAP

Message from Purchaser
Please respond to this PO ASAP

Page 1 of 1

This section displays the messages by the Purchaser / Buyer (**Borouge**).

5.5.Partner Information (Header & Item level)

Partner	Number	Name	Street	House No.	PostCode	Location
Sold-to Party	169	Borouge Company	009001		989989	ABU DHABI
Ship-To Address	169	MATRIX. W/H ABU DHABI				

This section contains system defaulted information on:

- Sold-to-Party
- Ship-To Address

5.6.Price Information (Header & Item level)

Price Information	
Condition	Value
Net Value (Unconfirmed Items)	0.00 EUR
Net Value (Confirmed Items)	0.00 EUR
Net Value (Total of all Items)	22,250.00 EUR

This section displays the total Net Value of all items in the Purchase Order.

5.7.Terms of Payment / Delivery

Terms of Payment and Delivery			
Terms of Payment		Terms of Delivery	
Payment in Days	Discount in %	Incoterm	Location
60	0.000	CFR	Mina Zayed, Abu Dhabi
0	0.000		
0			

This section displays the terms of payment and delivery, if any, which is defined in the Purchase Order for the supplier.

5.8.Attachments

Attachments	
Attachments from Purchaser	
Name	
Header Attachment.doc	

This section displays the attachments, if any, which has been uploaded by the Purchaser / Buyer (Borouge) in the Purchase Order.

6. Create Purchase Order Response

Purchase Order Response (POR) is a document which Suppliers send back to the Borouge purchaser / buyer acknowledging the receipt of the Purchase Order.

Suppliers are bound to the terms and agreement of the purchase order, However if there are any changes in the PO Qty / Delivery date, Suppliers can request the change while creating the POR by updating the confirmed quantity or the delivery date which ever applicable.

6.1.Process Purchase Order Response

Click “ **Process** ” Button on the Purchase Order Display Screen to Process and create the PO Response

Display Purchase Order

Basic Data

Document Number: 1000000606
 Document Name: PO
 Document Date: 24.01.2012
 Purchase Order No.: 4300017188
 Requested Follow-On Documents: Purchase Order Response, Shipping Notif., Invoice
 Status: **New**

Item Overview

Number	Status	Product	Short Text	Order quantity	Purchase Order Value	Confirmed Quantity	Required on	Confirmed for
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Process Purchase Order

Basic Data

Document Number: 1000000606
 Document Name: PO
 Document Date: 24.01.2012
 Purchase Order No.: 4300017188
 Requested Follow-On Documents: Purchase Order Response, Shipping Notif., Invoice
 Status: **In Process**

Item Overview

Number	Status	Product	Short Text	Order quantity	Purchase Order Value	Confirmed Quantity	Required on	Confirmed for
10	<input checked="" type="checkbox"/> <input type="checkbox"/> In Process	250440	OP137PEL2	10 t	44,500.00 EUR	10 t	01.08.2012	01.08.2012

Messages

Description	Preview
<input checked="" type="checkbox"/> Message from Purchaser	Please respond to this PO ASAP Thanks
<input type="checkbox"/> Message to Purchaser	

Message from Purchaser
Please respond to this PO ASAP
Thanks

6.1.1. Item Overview

Number	Status	Product	Short Text	Order quantity	Purchase Order Value	Confirmed Quantity	Required on	Confirmed for
10	<input checked="" type="checkbox"/> <input type="checkbox"/> In Process	250440	OP137PEL2	5 t	22,250.00 EUR	5 t	01.08.2012	01.08.2012

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Confirm All Items | Reject all items | Deselect All Items

Here suppliers can change the Quantity for responses in confirmed Quantity field which is initially defaulted with reference to the Purchase Order.

In the Item Overview supplier can confirm or reject items individually by clicking the Icon or or confirm or reject all items by using “ Confirm All Items ” or “ Reject All Items ” button.

The item Overview section gives the overview of the items ordered. Supplier has the flexibility to confirm the items either in the Item overview screen or the Item detail screen

Enter the Quantity in “Confirmed Quantity” field and select the appropriate confirmation Icon.

On clicking the item No (Say No 10) in the item overview screen supplier can enter the Item Detail Screen.

Number	Status	Product	Short Text	Order quantity
10	<input checked="" type="checkbox"/> <input type="checkbox"/> In Process	250440	OP137PEL2	5 t

Page 1 of 1

Confirm All Items | Reject all items | Deselect All Items

6.1.2. Item Details

Item Detail Screen

Purchase Order - Change Item Details

Purch.Ord.

Document Name

Requested Follow-On Documents for Item Purchase Order Response, Shipping Notif., Invoice

[Back to Item Overview](#)

Basic Data

Item	Status	Product	Product Type	Short Text	Order quantity	Purchase Order Value	Confirmed Quantity	Required on	Confirmed for
10	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> In Process	250440	Material	OP137PEL2	5 t	22,250.00 EUR	<input type="text" value="5"/> t	01.08.2012	<input type="text" value="01.08.2012"/>

Enter Delivery Times

Delivery Date Order quantity Confirmed Quantity

No schedule lines exist

Price Information

Condition	Price	Per	Value
Net Value (Ordered)	4,450.00 EUR	1 t	22,250.00 EUR
Net Value (Confirmed)	4,450.00 EUR	1 t	22,250.00 EUR

Messages

Description	Preview
<input checked="" type="checkbox"/> Message from Purchaser	Message from Purchaser
<input type="checkbox"/> Message to Purchaser	

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6.1.2.1. Basic Data in Item Detail Screen

Item	Status	Product	Product Type	Short Text	Order quantity	Purchase Order Value	Confirmed Quantity	Required on	Confirmed for
10	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> In Process	250440	Material	OP137PEL2	5 t	22,250.00 EUR	<input type="text" value="5"/> t	01.08.2012	<input type="text" value="01.08.2012"/>

Under Basic Data, supplier can enter the confirmed quantity. Confirmed Quantity is usually defaulted from the PO order quantity. The system allows the Supplier to enter the quantity if different than PO. **However, the Supplier has to comply with the quantity affirmed in the bid to ensure business continuity with Borouge.**

In the confirmed for field, Date for the delivery of the item could also be entered

 *Enter the Quantity and the Date for delivery as per Purchase Order*

6.1.2.2. Creating Schedule Lines

Enter Delivery Times			
Delivery Date	Order quantity	Confirmed Quantity	DELETE
01.08.2012	0.000	5.000	
02.08.2012	0.000	1.000	
03.08.2012	0.000	2.000	
New Row			

Under Enter Delivery Times, Suppliers can enter the delivery dates for a new schedule line, as well as separate confirmed quantities for each delivery date if required.

This could be done by clicking on the “**New Row**” button and adding the Delivery date and Confirmed Quantity.

Click on the icon  to confirm the item in the Basic Data view

6.1.2.3. Price Information (Item Detail Screen)

Price Information			
Condition	Price	Per	Value
Net Value (Ordered)	4,450.00 EUR	1 t	22,250.00 EUR
Net Value (Confirmed)	4,450.00 EUR	1 t	35,600.00 EUR

Under Price information Net Value ordered is displayed and the Net Value confirmed is usually defaulted with reference to Net Value Ordered.

6.1.2.4. Adding Messages to Supplier (Item Detail Screen)

Messages	
Description	Preview
Message from Purchaser	Sample Item test for testing only
Message to Purchaser	This is a sample item level message to the purch...

Message to Purchaser

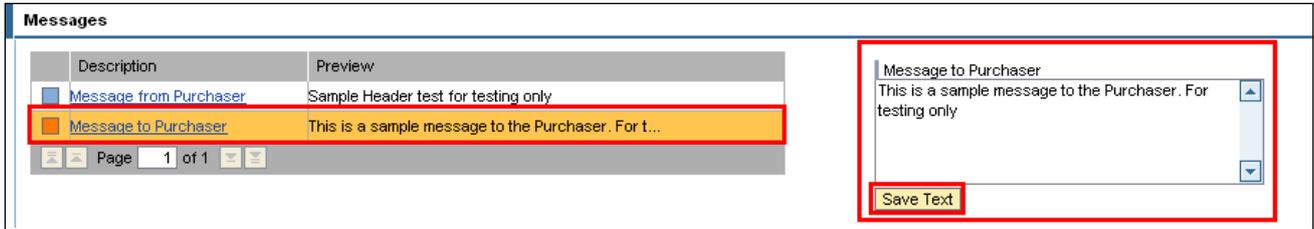
This is a sample item level message to the purchaser
For testing only

Save Text

Under Messages, supplier can enter messages to the purchaser and view any message from purchaser. (This Message is Item Level Message and will not be displayed in the Header)

- ☞ *Message from Purchaser: This could be viewed by clicking on the Message from purchaser link.*
- ☞ *Message to Purchaser: To Create a Message to Purchaser, Click on the link Message to Purchaser (1) and in the text box (2) displayed enter the required text and save the text by clicking the “**Save Text**” button*
- ☞ *Enter a Message to the Purchaser (Optional)*

6.1.3. Adding Messages to Supplier (Header Level)



The screenshot shows a web interface titled "Messages". On the left, there is a table with two columns: "Description" and "Preview". The first row has a blue link "Message from Purchaser" and a preview "Sample Header test for testing only". The second row has an orange link "Message to Purchaser" and a preview "This is a sample message to the Purchaser. For t...". Below the table is a pagination control showing "Page 1 of 1". On the right side, there is a preview window for the selected "Message to Purchaser" with the text "This is a sample message to the Purchaser. For testing only" and a "Save Text" button at the bottom.

Under Messages, Supplier can enter messages to the purchaser and view any message from purchaser.

- ☞ *Message from Purchaser: This could be viewed by clicking on the Message from purchaser link.*
- ☞ *Message to Purchaser: To Create a Message to the Purchaser, Click on the link Message to Purchaser and in the text box displayed enter the required text and save the text by clicking the "Save Text" Button*
- ☞ *Enter a Header Level Message to Purchaser (Optional)*

Note

Suppliers can enter "Message to Purchaser" at header as well as Item level. Any PO header correspondence/information can be entered at header level and item specific information can be entered at Item level

6.2. Posting the Purchase Order Response

Process Purchase Order

Basic Data

Document Number: 1000000606
 Document Name: PO
 Document Date: 24.01.2012
 Purchase Order No.: 4300017188
 Requested Follow-On Documents: Purchase Order Response, Shipping Notif., Invoice
 Status: In Process

Item Overview

Number	Status	Product	Short Text	Order quantity	Purchase Order Value	Confirmed Quantity	Required on	Confirmed for
10	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> In Process	250440	OP137PEL2	5 t	22,250.00 EUR	2 t	01.08.2012	03.08.2012

Messages

Description	Preview
<input type="checkbox"/> Message from Purchaser	Please respond to this PO ASAP
<input checked="" type="checkbox"/> Message to Purchaser	Will deliver as per the terms agreed

To Post the Response Click on “ ” Button on the top half of the Header Screen

Messages

Success: Your changes have been adopted successfully

Display Purchase Order

Basic Data

Document Number: 1000000606
 Document Name: PO
 Document Date: 24.01.2012
 Purchase Order No.: 4300017188
 Requested Follow-On Documents: Purchase Order Response, Shipping Notif., Invoice
 Status: Confirmed

Item Overview

Number	Status	Product	Short Text	Order quantity	Purchase Order Value	Confirmed Quantity	Required on	Confirmed for
10	Confirmed	250440	OP137PEL2	5 t	22,250.00 EUR	5 t	01.08.2012	03.08.2012

A Message “Success: your changes have been adopted successfully” is displayed and the status will change from New to Confirmed

 Key notes:

Every time a POR is created and saved, Borouge Buyer will enter a note in the PO to acknowledge that they have received your POR. The acknowledgement note would be displayed in the Header text of PO.

For any change in the PO, which may addition of note, change in quantity etc, you as a supplier will receive an email intimation informing that the PO has been updated/changed

7. Create Advanced Shipment Note (ASN)

This function enables suppliers to create and edit Shipment Notifications in Supplier Self-Services (SUS), and send them to customer (Borouge).

Supplier can create ASN's for purchase orders with the statuses

- *In Process or*
- *Confirmed*

Note

Suppliers can create an ASN only if the PO and the POR are in synch, meaning the PO Qty and the delivery date are same as the latest POR.

Create ASN button only appears if the PO and POR are in synch

7.1.Purchase Order Selection

From the user menu choose Purchase Order > New/In process/Confirmed (Purchase Orders for which Responses have been posted will be available under the menu Purchase Order > Confirmed)

 *Select the Menu Purchase Order > Confirmed*

Goods Receipt & Shipping Notification		List of Confirmed Purchase Orders					
Purchase Order		Document Number	Document Name	Document Date	Status	Total Value	Purchase Order No.
<input type="checkbox"/>	All	1000000606	PO	24.01.2012	Confirmed	22,250.00 EUR	4300017188
<input type="checkbox"/>	New	1000000604	PO	24.01.2012	Confirmed	8,000.00 AED	4500003791
<input type="checkbox"/>	Changed	1000000603	PO	24.01.2012	Confirmed	125,649.99 AED	4500003797
<input type="checkbox"/>	In Process	1000000597	PO	24.01.2012	Confirmed	53,225.00 AED	4500003799
<input type="checkbox"/>	Confirmed	1000000598	PO	24.01.2012	Confirmed	349,408.30 AED	4500003798
<input type="checkbox"/>	Partly Confirmed	1000000593	PO	24.01.2012	Confirmed	71,075.00 AED	4500003793
<input type="checkbox"/>	Rejected	1000000590	PO	24.01.2012	Confirmed	16,000.00 AED	4500003789
<input type="checkbox"/>	Canceled by Customer						

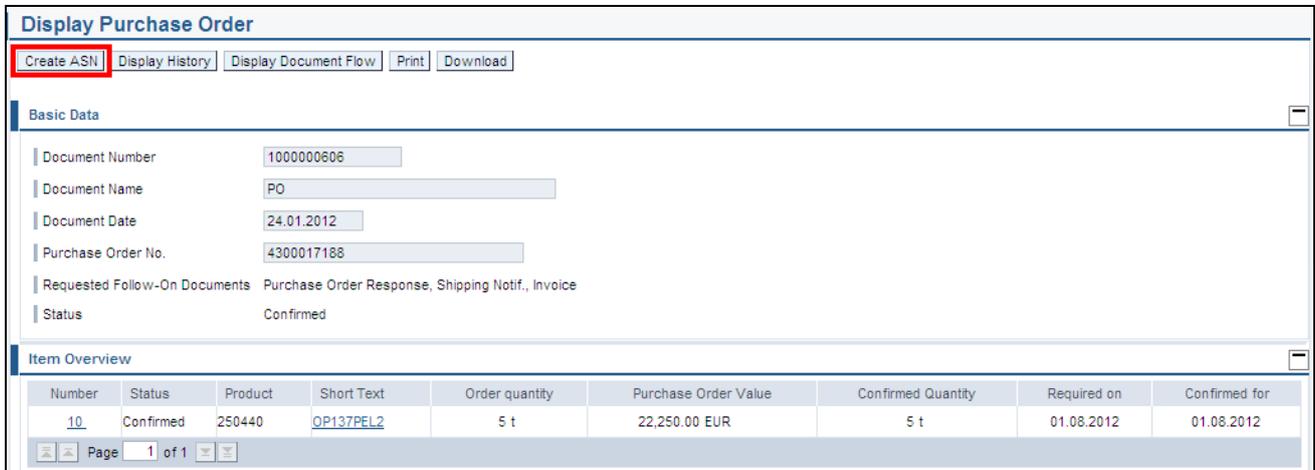
Purchase Order Overview

Choose the Purchase Order from the Displayed List to view the ASN Screen

 *Select the Purchase Order by clicking the Document Number for the corresponding PO*

7.2.ASN Processing

In the Purchase Order, you can click on the “Create ASN” button to create an Advance Shipment Notification (ASN)



Display Purchase Order

Buttons: **Create ASN**, Display History, Display Document Flow, Print, Download

Basic Data

Document Number: 1000000606
 Document Name: PO
 Document Date: 24.01.2012
 Purchase Order No.: 4300017188
 Requested Follow-On Documents: Purchase Order Response, Shipping Notif., Invoice
 Status: Confirmed

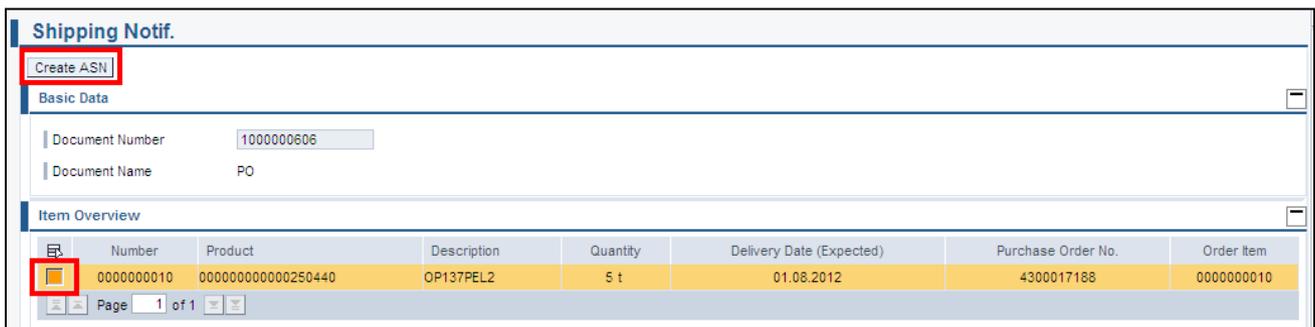
Item Overview

Number	Status	Product	Short Text	Order quantity	Purchase Order Value	Confirmed Quantity	Required on	Confirmed for
10	Confirmed	250440	OP137PEL2	5 t	22,250.00 EUR	5 t	01.08.2012	01.08.2012

Page 1 of 1

Click on Button **Create ASN** to start processing the Advanced Shipment Note.

On click of this button screen for processing Shipment Notification is displayed.



Shipping Notif.

Buttons: **Create ASN**

Basic Data

Document Number: 1000000606
 Document Name: PO

Item Overview

Number	Product	Description	Quantity	Delivery Date (Expected)	Purchase Order No.	Order Item
0000000010	000000000000250440	OP137PEL2	5 t	01.08.2012	4300017188	0000000010

Page 1 of 1

Select the line item from the item overview and click on Button **Create ASN** to further process the ASN.

Note

In the above screen, suppliers can select the item for which they are creating an ASN.

This is relevant in a scenario where in there are multiple line items with different delivery date and supplier can individually select the line item for which the ASN is being created.

Process Shipment Notification Screen

Process ASN

Goods Delivered to Recipient | Hold | Cancel | Print | Download

Basic Data

Shipping Notif.

Document Name

Document Date

Status

Delivery Information

Delivery Date (Expected)

Delivery Time (Expected)

Shipping Date

Shipping Time

Means of Transport

Transport ID Code

Bill of Lading

Item Overview

Number	Product	Description	Quantity	Unit of Measure	Purchase Order No.	Order Item	DELETE
10.	250440	OP137PEL2	<input type="text" value="5"/>	t	4300017188	10	<input type="button" value="🗑"/>

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Partner Information

7.2.1. Basic Data (Header Level) – Default Value

Basic Data

Shipping Notif.

Document Name

Document Date

Status

In Basic Data supplier can enter Document Name (Supplier Reference) and can View the following Details

- Shipping Notification Number
- Document Date
- Status of the Document

☞ Enter Document Name (Optional)

7.2.2. Delivery Information (Header Level)

Delivery Information	
Delivery Date (Expected)	01.08.2012
Delivery Time (Expected)	15:00
Shipping Date	24.01.2012
Shipping Time	15:00
Means of Transport	<input type="text"/>
Transport ID Code	<input type="text"/>
Bill of Lading	<input type="text"/>

In Delivery Information supplier can enter the following details:

- Delivery Date (Expected) - Defaulted
- Delivery Time (Expected) - Defaulted
- Shipping Date - Defaulted
- Shipping Time - Defaulted
- Means of Transport
- Transport ID Code
- Bill Of Lading

 Enter Delivery Information

7.2.3. Item Overview (Header Level)

Item Overview							
Number	Product	Description	Quantity	Unit of Measure	Purchase Order No.	Order Item	DELETE
10	250440	QP137PEL2	<input type="text"/> S	t	4300017188	10	

Page 1 of 1

In the Item overview, supplier can enter Delivery Quantity for items.

Supplier can edit the Delivery quantity either in the Item overview screen or in the Item detail screen

Supplier can choose to view Item details screen by choosing Item No and edit the relevant Item details data.

 Enter Delivery Quantity.

7.2.4. Item Detail Screen

ASN - Change Item Details

Shipping Notif.

Document Name

[Back to Item Overview](#)

Basic Data

Item	Product	Description	Quantity	Unit of Measure	Purchase Order No.	Order Item
10	250440	OP137PEL2	<input type="text" value="5"/>	t	4300017188	10

Mass

Net Weight

Gross Weight

Unit of Weight

Volume

Volume Unit

Partner Information

Partner	Number	Name	Street	House No.	PostCode	Location	Telephone	Fax	E-mail
Sold-to Party	21	Borouge Company Code	009001		989989	Abu Dhabi	020 0909009	0209900000	
Ship-To Address	21	RUWAIS							

Terms of Delivery

Incoterm	Location
<input type="text" value=""/>	<input type="text" value=""/>

7.2.4.1. Basic Data (Item Level) – Default Value

Basic Data

Item	Product	Description	Quantity	Unit of Measure	Purchase Order No.	Order Item
10	250440	OP137PEL2	<input type="text" value="5"/>	t	4300017188	10

Under Basic Data, supplier can add the Delivery Quantity

☞ Enter the Delivery Quantity

7.2.4.2. Partner Information (Item Level)

Partner Information

Partner	Number	Name	Street	House No.	PostCode	Location	Telephone	Fax	E-mail
Sold-to Party	2	Borouge company code				Abudhabi			
Ship-To Address	2	RUWAIS	ABC STREET		12323	Abu Dhabi	9909009099	298839982	

Information regarding Sold – to – Party, Goods Recipient and Ship-To-Address is displayed.

The Information includes Telephone, Fax and E-mail details of the respective partner. This value is system defaulted

7.2.4.3. Terms of Delivery (Item Level) – Default Value

Terms of Delivery	
Incoterm	Location
FOB	Abu Dhabi

In the Terms of Delivery supplier can view the Inco term. This is defaulted from the PO

7.3.Posting the ASN

Process ASN				
Goods Delivered to Recipient	Hold	Cancel	Print	Download

To post the Shipment Notification click on the button **Goods Delivered to Recipient** at the top half of the Process ASN screen

On Successful posting supplier will receive a Success message.

☞ Click the button **Goods Delivered to Recipient** to post the Shipment Notification

Messages
i Success:Your changes have been adopted successfully