

معادن للألمنيوم
MA'ADEN ALUMINIUM

ALCOA | MA'ADEN معادن

OTM Supplier User Manual

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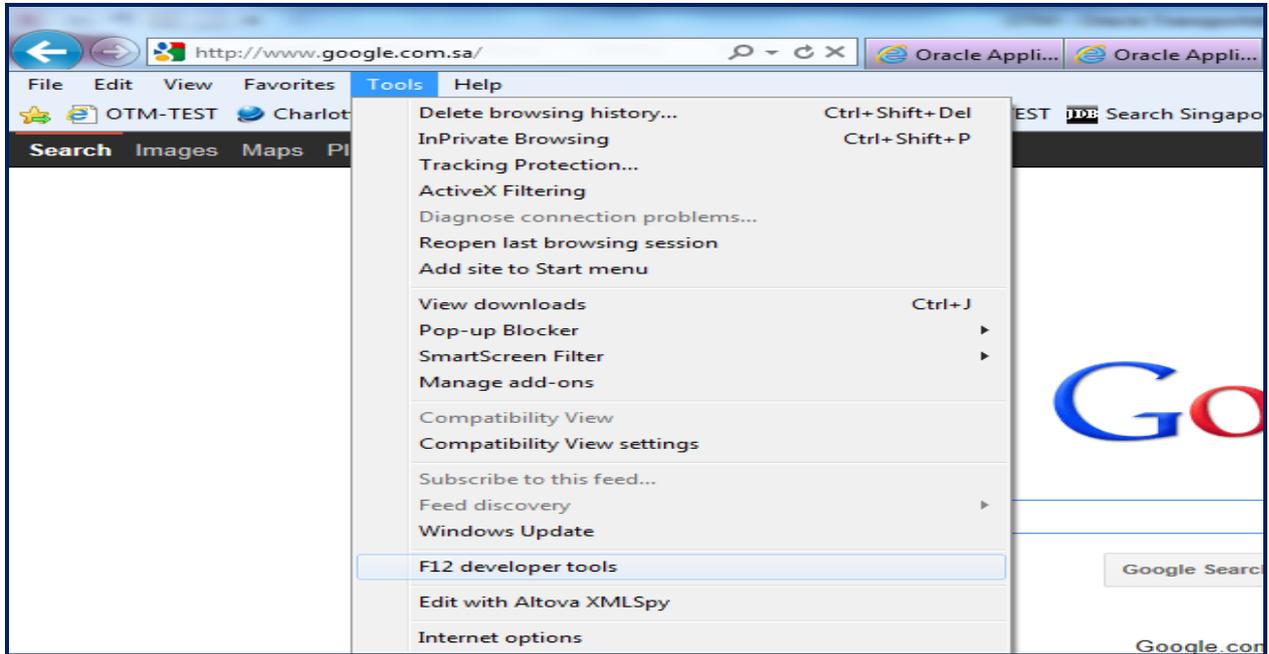
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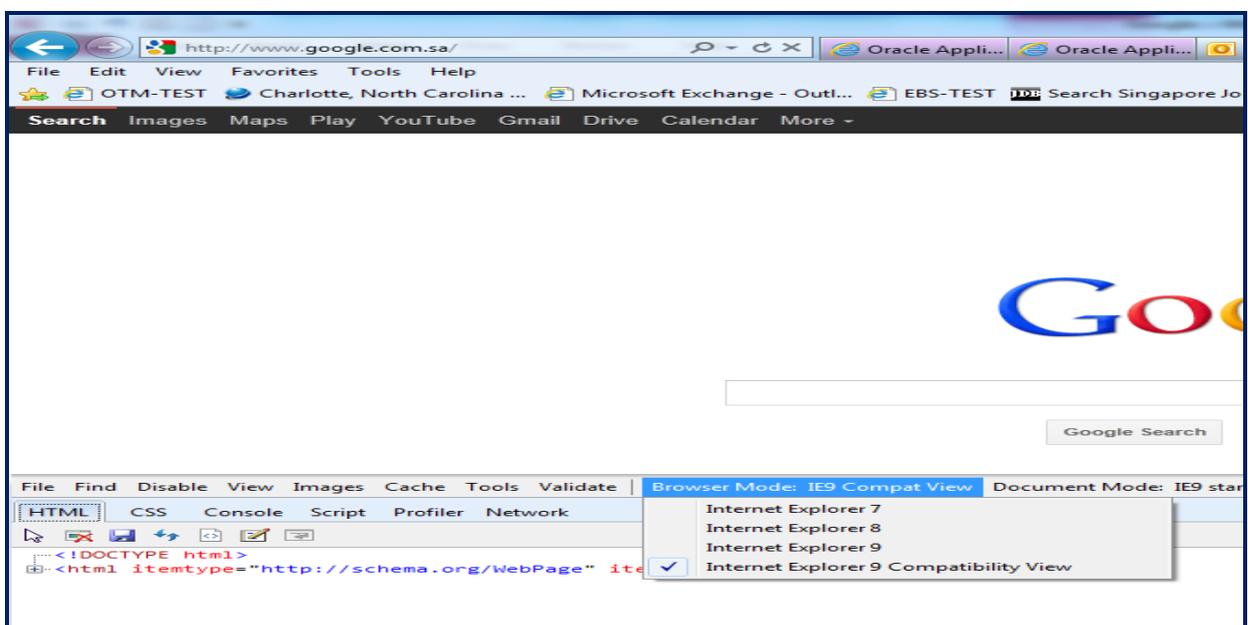
1 Compatibility Setting-To Access OTM in IE9

To access OTM in the IE9 browser, please follow the below settings to avoid compatibility issue.

Open the Browser and Navigate to **Tools > click on F12 Developer Tools**



- Below screen can be viewable
- Then Click on Browser Mode: IE9 Compat View
- And Select Internet



2 Supplier – Order Acknowledgement

Whenever a new PO is created, an e-mail notification is triggered to the supplier (first time login) with login credentials to access OTM (See Fig OTM 2.1) (eg: User Name: MAC.SUPPLIER_5 PASSWORD: CHANGEME).

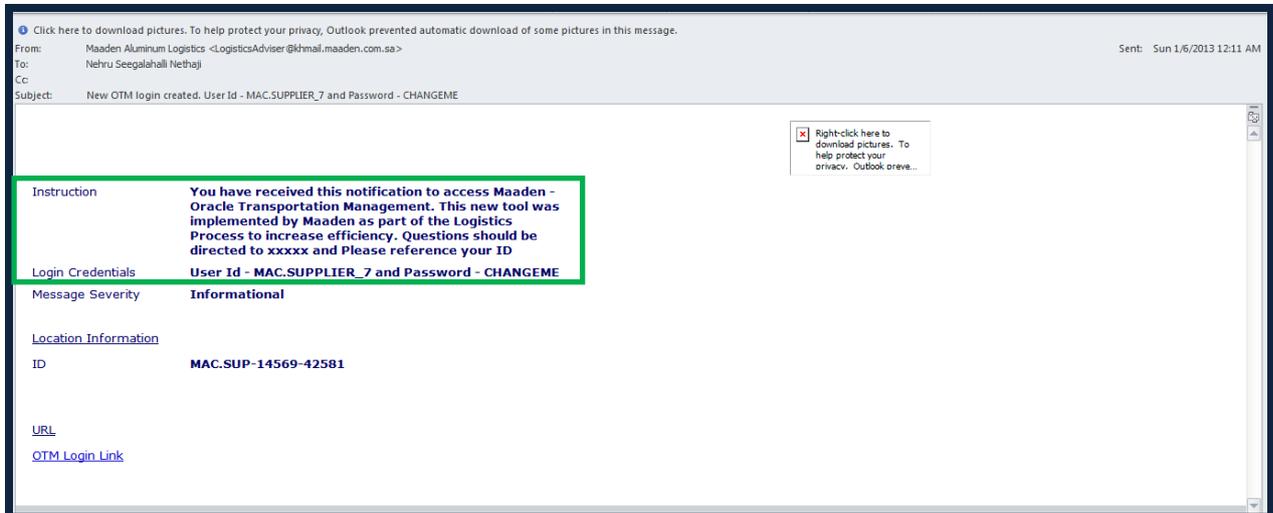


Fig OTM 2.1 Email Notification with Login Details

One more e-mail notification (See Fig OTM 2.2) is triggered to the supplier for acknowledgement of the PO details. By clicking on the link (See Fig OTM 2.3) which is available with the PO details, supplier will be redirected OTM login Page.

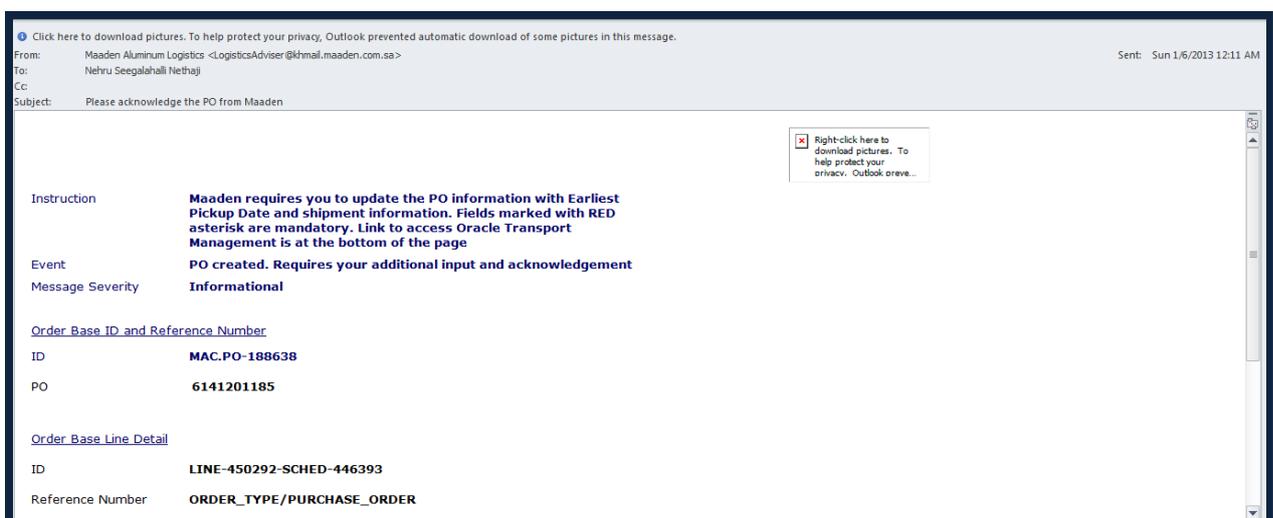


Fig OTM 2.2 Email Notification with PO Details

Order Base Line Detail

ID **LINE-450292-SCHED-446393**

Reference Number **ORDER_TYPE/PURCHASE_ORDER**

Origin Name **DAMMAM**

Origin Location **DAMMAM, EASTERN 31411 SAU**

Dest Name **ALKHOBAR**

Dest Location **KBR, ALKHOBAR & DAMMAM HIGHWAY, AL
KHOBAR 31952 SAU**

Weight And Volume Weight
 Volume

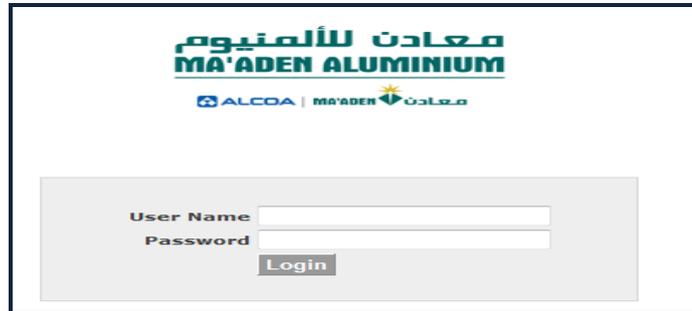
URI

[OTM Order Base Manager](#)

Fig OTM 2.3 Link to access PO Details

To acknowledge the order

- Click on the link available in Order details
- Enter User Name & Password
- Click Login



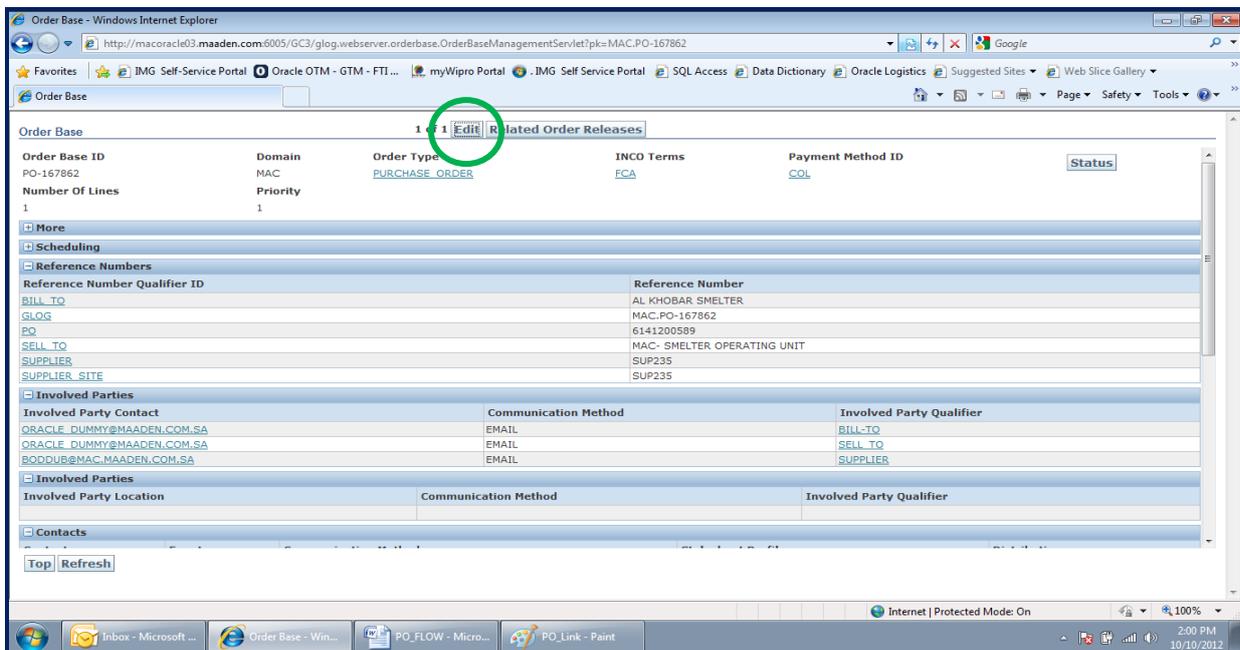
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User Name

Password

Login

- Click on Edit



Order Base - Windows Internet Explorer

http://macoracle03.maaden.com:6005/GC3/glog/webserver/orderbase.OrderBaseManagementServlet?pk=MAC-PO-167862

Order Base

Order Base ID Domain Order Type INCO Terms Payment Method ID Status

PO-167862 MAC PURCHASE ORDER ECA COL

Number Of Lines Priority

1 1

Edit | Related Order Releases

More

Scheduling

Reference Numbers

Reference Number Qualifier ID	Reference Number
BILL_TO	AL KHOBAR SMELTER
GLOG	MAC-PO-167862
PO	6141200589
SELL_TO	MAC- SMELTER OPERATING UNIT
SUPPLIER	SUP235
SUPPLIER_SITE	SUP235

Involved Parties

Involved Party Contact	Communication Method	Involved Party Qualifier
ORACLE_DUMMY@MAADEN.COM.SA	EMAIL	BILL_TO
ORACLE_DUMMY@MAADEN.COM.SA	EMAIL	SELL_TO
BODDUB@MAC.MAADEN.COM.SA	EMAIL	SUPPLIER

Involved Parties

Involved Party Location	Communication Method	Involved Party Qualifier
-------------------------	----------------------	--------------------------

Contacts

Top Refresh

Internet | Protected Mode: On

2:00 PM 10/10/2012

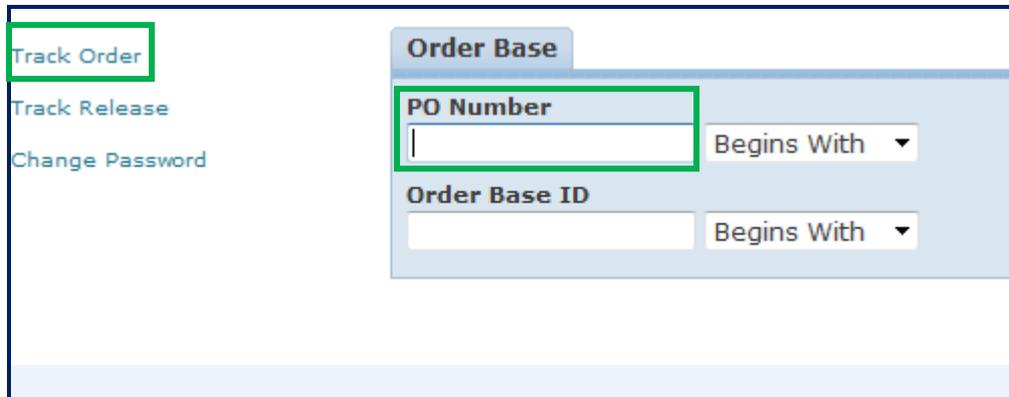
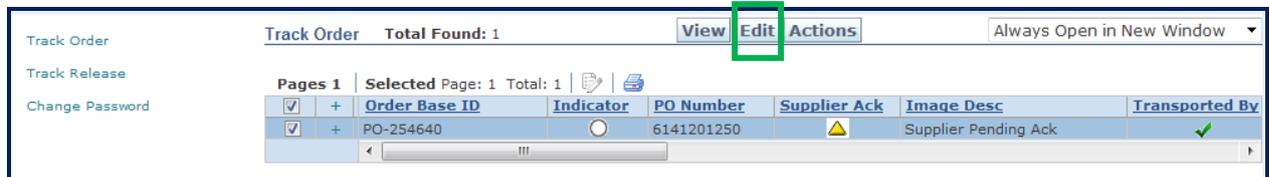
Fig OTM 2.4 Edit PO information

Or

Directly Login to OTM application using the below link

<https://logistics.maaden.com.sa>

- Enter User ID and PW.
- Click Track Order and then Enter PO Number to Search.

Order Base ID	Indicator	PO Number	Supplier Ack	Image Desc	Transported By
PO-254640		6141201250	⚠	Supplier Pending Ack	✓

- Click on Edit
- Supplier has to fill INCO Term Location (if applicable) (See Fig OTM 2.5) under below conditions.
 - If supplier is shipping the material other than the source location mentioned in OTM.
 - If incoterm other than FCA, Incoterm location has to be filled by clicking “new” button with all mandatory fields.
- Fill the Latitude and Longitude details
- Click Line Item.

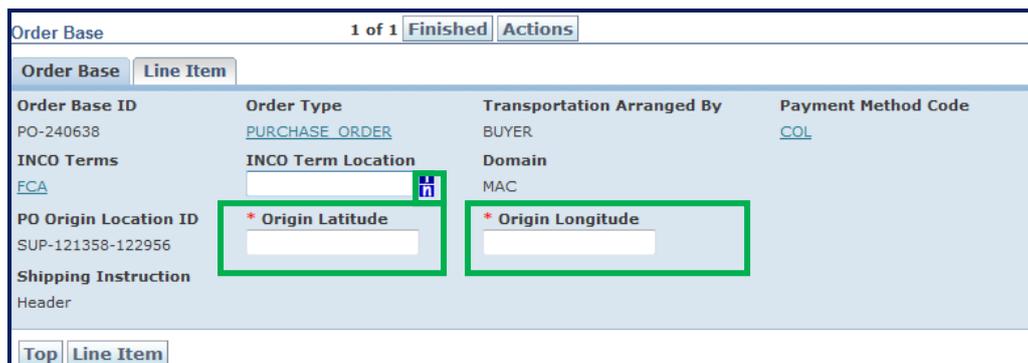


Fig OTM 2.5 INCO Term Location

- Click Pencil Icon

Order Base		1 of 2		Next	Finished	Actions		
Order Base	Line Item							
Packaged Item ID	Source Location ID	Destination Location ID	Early Pickup Date	Total Weight	Total Volume	Total Package Count	Released Count	
SILICON-KG	SUP-73264-82757	ORG-1830-658	2012/11/20 15:34 America/Denver	KG	CUFT	10000	10000	

[Top](#)

Fig OTM 2.6 Edit Line Details

- Specify the Early Pickup Date (Early Pickup Date <= Promised Date) (See Fig OTM 2.7) which is the mandatory information in the Line Item tab and save button has to be clicked.

Line Item			
Packaged Item ID 21000006-EA	Source Location ID SUP-121358-122956	Destination Location ID ORG-1830-658	
Total Order Line Quantity 20	UOM EACH	Splittable <input checked="" type="checkbox"/>	
Promise Date 22-JAN-13	* Early Pickup Date <input type="text"/>		
Status			
Released Count	Quantity Remaining	Released Weight	Released Volume
Top Save Cancel			

Order Base		1 of 1		Finished	Actions		
Order Base	Line Item						
Packaged Item ID	Source Location ID	Destination Location ID	Early Pickup Date	Total Weight	Total Volume	Total Package Count	Released Count
COPPER-KG	SUP-71265-80758	ORG-1830-658	2012/11/20 15:51	KG	CUFT	100	

[Top](#)

- Click Finished when done.

2.1 Mass Update of Pick-up Date

If Multiple Lines are available in PO and need to enter the same Pickup date for all lines then use Mass update option

- Select the Order
- Click the actions button

- Add Order Base Event.

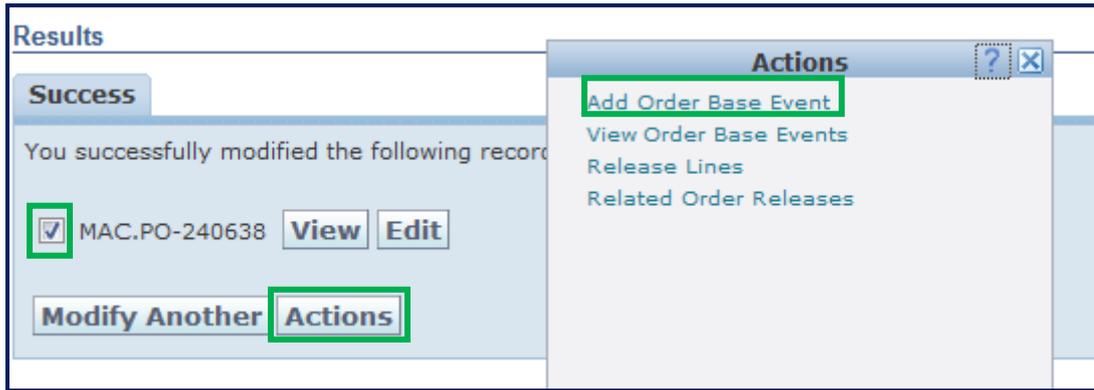
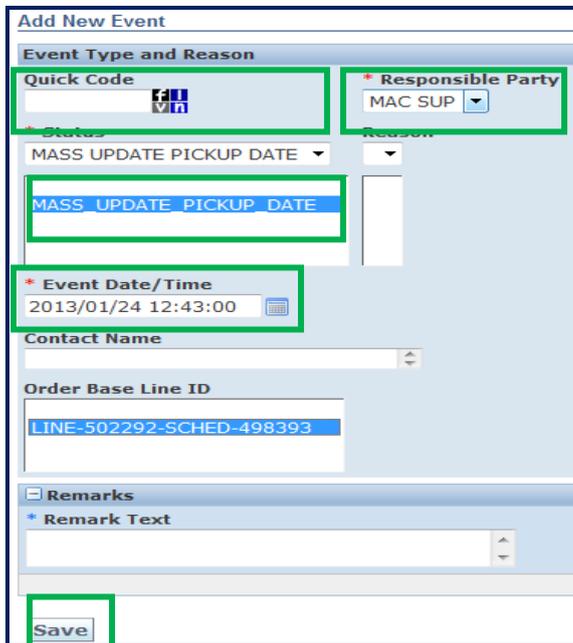


Fig OTM 2.9 Logging Event

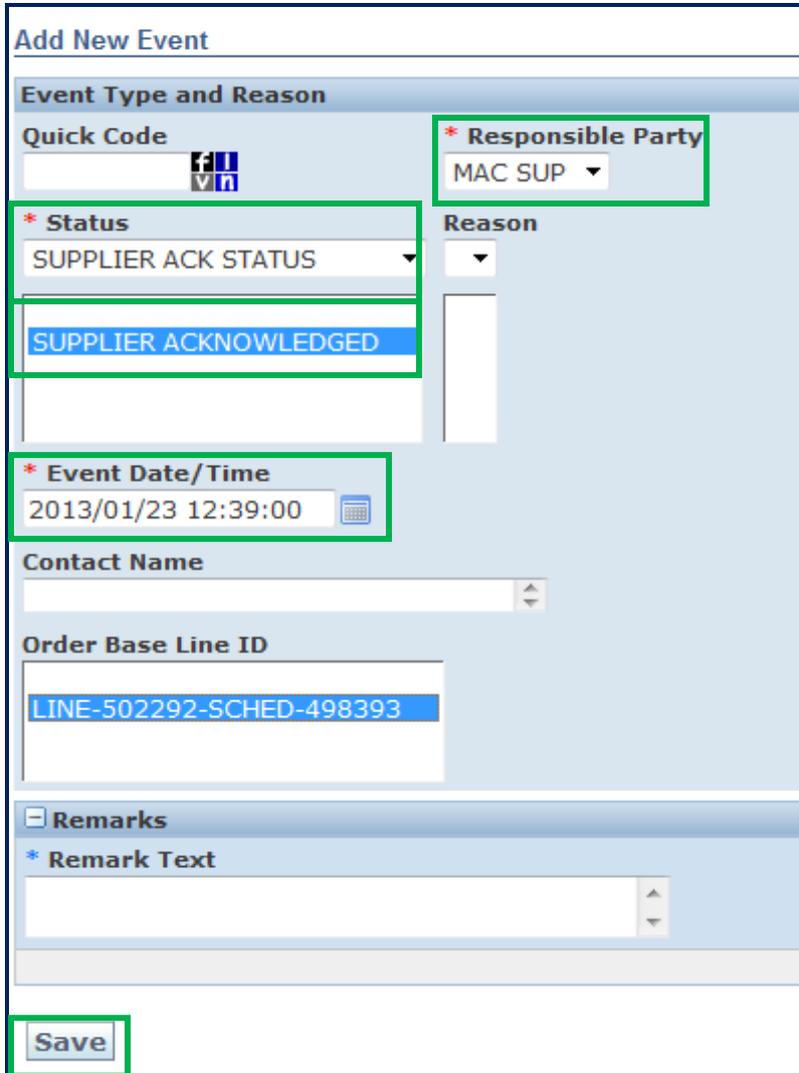
- While adding the Order Base Event; Select the Responsible Party, Status & Order base Line ID
- Specify the Responsible Party by selecting from the drop down list
- Select the status from the drop down list Supplier Ack Status
- Select Supplier Acknowledged
- Enter the Event Date/Time
- Click Save



2.2 Acknowledgement Of Purchase Order

- While adding the Order Base Event; Select the Responsible Party, Status & Order base Line ID (See Fig OTM 2.10)

- Specify the Responsible Party by selecting from the drop down list
- Select the status from the drop down list Supplier Ack Status
- Select Supplier Acknowledged
- Enter the Event Date/Time
- Click Save



Add New Event

Event Type and Reason

Quick Code  

* **Responsible Party**
MAC SUP ▼

* **Status**
SUPPLIER ACK STATUS ▼
SUPPLIER ACKNOWLEDGED

Reason
▼

* **Event Date/Time**
2013/01/23 12:39:00 

Contact Name

Order Base Line ID
LINE-502292-SCHED-498393

Remarks

* **Remark Text**

Save

Fig OTM 2.10 Event Entry

- The Event is logged after Save button is clicked and the below details are available in Event History

Order Base Events - History									
Order Base ID	Responsible Party	Status	Reason	Event Date/Time	Reporting User	Event Group	View Comments	View Remarks	View Lines
PO-225862	SUPPLIER	SUPPLIER ACKNOWLEDGED		2012/11/20 13:21:40	SUP				

Fig OTM 2.11 Event History

- The Status of PO changed to Supplier Acknowledged.

3 PO Acknowledgement Reminders:

If supplier not acknowledging the PO a reminders will be sent.

- Every 24 Hrs. continuously for 3 days a Reminder mail will be triggered to supplier.
- If Supplier not acknowledging within 3 days, 3rd day escalation mail will be sent to Buyer.

Reminder Mail Sample:

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

From: Maaden Aluminum Logistics <PreprodLogisticsAdviser@riymail.maden.com>
To: Nehru Seegalahalli Nethaj
Cc:
Subject: Remainder Notification 2 - PO (6141300439) not Acknowledged

Sent: Sun 3/10/2013 5:24 PM

Right-click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Instruction **Maaden requires you to update the PO information with Earliest Pickup Date and shipment information. Fields marked with RED asterisk are mandatory. Link to access Oracle Transport Management is at the bottom of the page**

Event **PO requires your additional input and acknowledgement**

Message Severity **Reminder**

Order Base ID and Reference Number

ID **MAC.PO-219482**

PO Number **6141300439**

Order Base Line Detail

ID **LINE-503148-SCHED-494032**

Escalation Mail:

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

From: Maaden Aluminum Logistics <PreprodLogisticsAdviser@riymail.maden.com>
To: Nehru Seegalahalli Nethaj
Cc:
Subject: Remainder Notification Final - PO (6141300441) not Acknowledged

Sent: Mon 3/11/2013 2:59 PM

Right-click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Instruction **Maaden requires you to update the PO information with Earliest Pickup Date and shipment information. Fields marked with RED asterisk are mandatory. Link to access Oracle Transport Management is at the bottom of the page**

Event **PO requires your additional input and acknowledgement**

Message Severity **Reminder**

Order Base ID and Reference Number

ID **MAC.PO-221479**

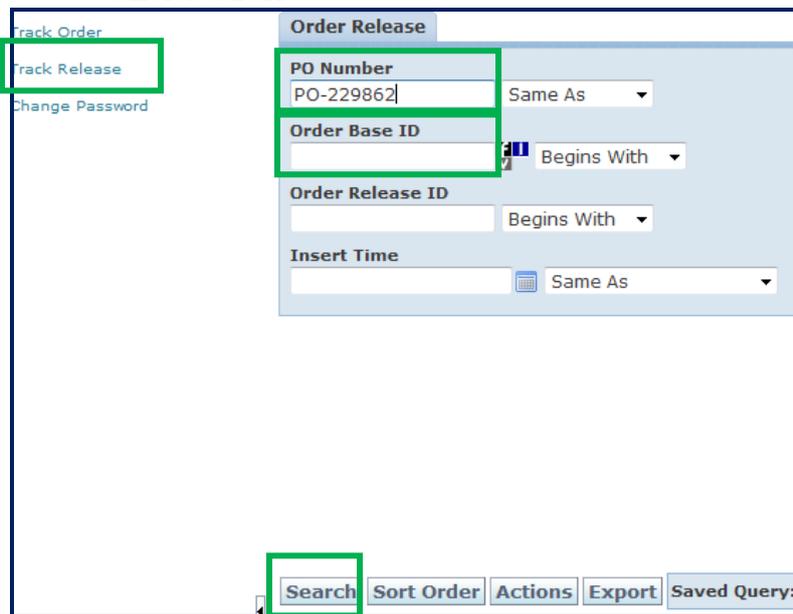
PO Number **6141300441**

4 Supplier - Release Acknowledgement

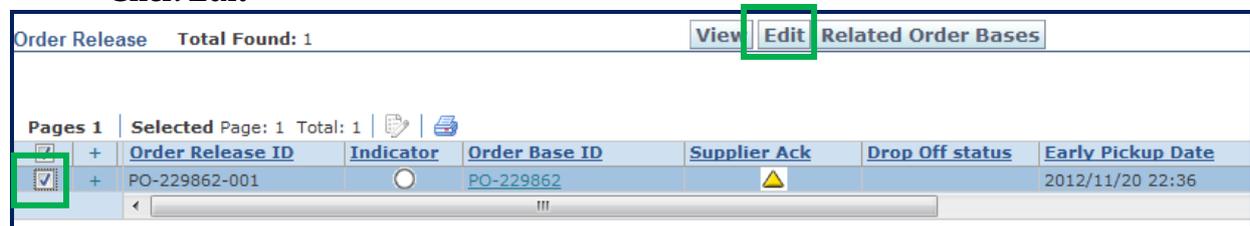
After acknowledgement of PO the OTM Order Release gets created with the status of “Supplier pending” release confirmation.

The release screen will be used to enter the cargo details like (weight, volume, flags etc)

- Click Track Release
- Enter PO Number or Order Base ID
- Click Search



- Select the Release
- Click Edit



Order Release ID	Indicator	Order Base ID	Supplier Ack	Drop Off status	Early Pickup Date
PO-229862-001	○	PO-229862	⚠		2012/11/20 22:36

- If the supplier wants to drop off the material with agreed cost at an intermediate location or the final destination, he checks the new drop off location (See Fig OTM 2.12).

Order Release 1 of 1 **Finished** Related Order Bases

Order Release Ship Unit

Order Release ID: PO-171859-001
 Order Type: PURCHASE_ORDER
 Source Location ID: SUP-69267-78759
 Destination Location ID: ORG-1830-658

New Drop Off Location

* Pickup Location Contact Name
 * Pickup Location Contact Email
 * Pickup Location Contact Phone

Ship Unit

Fig OTM 2.12 Check Drop off Location

- When Supplier selects new drop off location, Drop off location ID and Drop off Cost are enabled. Supplier has to select a location that is already available by clicking on L.

Order Release 1 of 1 **Finished** Related Order Bases

Order Release Ship Unit

Order Release ID: PO-171859-001
 Order Type: PURCHASE_ORDER
 Source Location ID: SUP-69267-78759
 Destination Location ID: ORG-1830-658

New Drop Off Location

* Drop Off Location Id: USHOU
 * Drop Off Cost (in USD): 15

* Pickup Location Contact Name
 * Pickup Location Contact Email
 * Pickup Location Contact Phone

Ship Unit

Fig OTM 2.13 Drop off Location & Cost

- If the specified drop-off location approved by control tower after the release confirmation than the plan from location will be the drop-off location, else or rejected by the control tower then actual location mentioned in the order release will be considered as ship from location.

Both the case mail will be triggered to supplier, find below is sample mail.

Rejected Mail:

From: Maaden Aluminum Logistics <LogisticsAdviser@macmail.maaden.com.sa> Sent: Mon 3/11/2013 5:11 PM
 To: Vignaesh Soundararajan
 CC:
 Subject: Order Release PO-277647-001 - Drop Off rejected by MAC Control Tower

Instruction  You are registered to receive notifications regarding order status information. This email contains order information and the current status update.

Event Order Release PO-277647-001 - Drop Off rejected by MAC Control Tower
 Message Severity Informational

Order ID and Reference Number

ID MAC.PO-277647-001

Reference Number	MAC.PICKUP_LOC_CONTACT_EMAIL	SIS	Reference Number Value
	MAC.PICKUP_LOC_CONTACT_PHONE	9898797	
	MAC.PICKUP_LOC_CONTACT_NAME	SIS	
PO		6141201362	
SELL_TO		MAC- SMELTER OPERATING UNIT	
Reference Number	SUPPLIER	OXBOW CALCINING INTERNATIONAL	

Approved Mail:



If drop-off option is not applicable than leave the check box blank and follow the below the steps.

- Supplier also has to specify the Pickup location Contact Name, Pick up location Contact E-mail, Pick up Location Contact Phone & Equipment GroupID (See Fig OTM 2.14)
- If equipment group id field is left blank then the order will be considered as LCL(Less than container load)
- Click on ship unit

Order Release 1 of 1 Finished Actions

Order Release ID: PO-240638-001
 Order Type: PURCHASE ORDER
 PO Number: 6141201234

Source Location ID: SUP-121358-122956
 Source Location Name: 1002
 Early Pickup Date: 2013/01/20 12:38 America/Chicago

Destination Location ID: ORG-1830-658
 Destination Location Name: AL KHOBAR SMELTER

Drop Off Location:

INCO Terms: FCA
 INCO Term Location:

* Pickup Location Contact Name
 * Pickup Location Contact Email
 * Pickup Location Contact Phone
 Equipment Group ID

Total Weight: 0.00 KG
 Total Volume: 0.00 CUMTR

Ship Unit

Fig OTM 2.14 Pickup Location Contact details

- Click on Pencil Icon

Order Release 1 of 1 Finished Actions

ID	Package Type	Package Count	Total Gross Weight	Total Gross Volume	Gross Weight per Ship Unit	Gross Volume per Ship Unit	Net Weight per Ship Unit	Net Volume per Ship Unit	Length per Ship Unit	Width per Ship Unit	Height per Ship Unit
PO-240638-001-001		1	0.00 KG	0.00 CUMTR	0.00 KG	0.00 CUMTR	0.00 KG	0.00 CUMTR	KG	CUMTR	KG

Top

- Supplier has to specify
 - Package Type
 - Length Per Ship Unit
 - Width Per Ship Unit
 - Height Per Ship Unit
- Click Pencil Icon

Ship Unit

Ship Unit ID: PO-240638-001-001

Package Type: [Dropdown]

Package Count: 1

Length per Ship Unit: [Dropdown]

Width per Ship Unit: [Dropdown]

Height per Ship Unit: [Dropdown]

ID	Packaged Item ID	Gross Weight	Gross Volume	Total Order Line Quantity
PO-240638-001-001	21000006-EA	0.00 KG	0.00 CUMTR	20

Buttons: Top, Save, Cancel

Supplier has to specify

- Total Order Line Quantity
- Gross Weight
- Gross Volume
- Hazardous (Y/N)
- Hazardous Classification Code
- UN Page Number
- Marine Pollutant
- Stackable
- Temperature Control
- Temperature Range

Click Save

Ship Unit Line

Order Base Line ID: LINE-502292-SCHED-498393

Packaged Item ID: 21000006-EA

* Total Order Line Quantity: 20

UOM: EACH

* Gross Weight: 0.00 KG

* Gross Volume: 0.00 CU M

Details

* Hazardous: [Dropdown]

Hazardous Classification Code (Mandatory if Hazardous): [Dropdown]

UN Page Number (Mar): [Text]

* Marine Pollutant: No

* Stackable: [Dropdown]

* Temperature Controlled: [Dropdown]

Temperature Range in Celsius (Mandatory if Temperature Controlled): [Text]

Buttons: Top, Save, Cancel

- Click Save

Ship Unit

Ship Unit ID: PO-240638-001-001 Package Type: [v] Package Count: 1

Length per Ship Unit: [] M Width per Ship Unit: [] M Height per Ship Unit: [] M

ID	Packaged Item ID	Gross Weight	Gross Volume	Total Order Line Quantity
PO-240638-001-001	21000006-EA	0.00 KG	0.00 CUMTR	20

Top Save Cancel

- Click Finished

Order Release 1 of 1 **Finished** Actions

ID	Package Type	Package Count	Total Gross Weight	Total Gross Volume	Gross Weight per Ship Unit	Gross Volume per Ship Unit	Net Weight per Ship Unit	Net Volume per Ship Unit	Length per Ship Unit	Width per Ship Unit	Height per Ship Unit
PO-240638-001-001		1	0.00 KG	0.00 CUMTR	0.00 KG	0.00 CUMTR	0.00 KG	0.00 CUMTR	M	M	M

Top

If supplier is not entering the line level details like Weight, volume, hazardous Flag, temperature etc. OTM will not allow to do release confirm and an error will be pop-up saying **“Mandatory Line details missing. Please update all mandatory data and Confirm Release again”**.

- On the Supplier Release Screen the Status of the Order is updated to Acknowledged and Drop off Status is displayed (if drop off information provided in the order release).

Order Release Total Found: 5 View Edit Related Order Bases

Pages 1 Selected Page: 0 Total: 0

	Order Release ID	Indicator	Order Base ID	Supplier Ack	Drop Off status	Early Pickup Dat
<input type="checkbox"/>	PO-220862-001	○	PO-220862	⚠		
<input type="checkbox"/>	PO-221862-002	○	PO-221862	⚠		2012/11/18 11:15
<input type="checkbox"/>	PO-222862-001	○	PO-222862	⚠		2012/11/20 17:24
<input type="checkbox"/>	PO-223862-001	○	PO-223862	⚠		2012/11/21 18:25
<input type="checkbox"/>	PO-229862-001	○	PO-229862	⚠	🚚	2012/11/20 22:36

5 Material Readiness Confirmation

After the Release Confirmation by supplier, 3 mails will be triggered with below intervals.

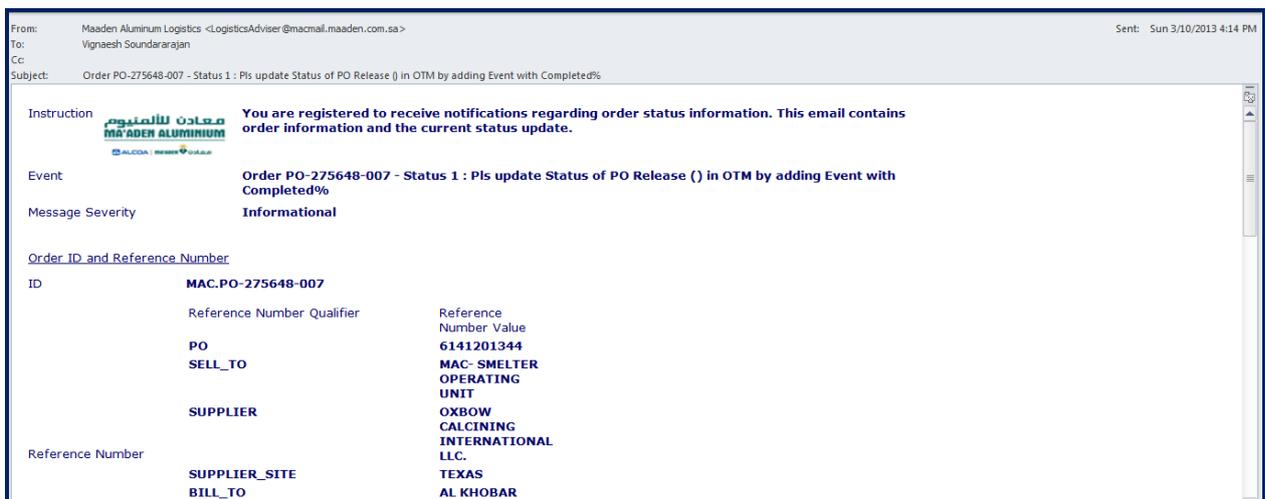
1st e-mail will be sent to supplier - 30% of Pickup Date- Release Confirmed Date

2nd e-mail will be sent to supplier - 60% of Pickup Date- Release Confirmed Date

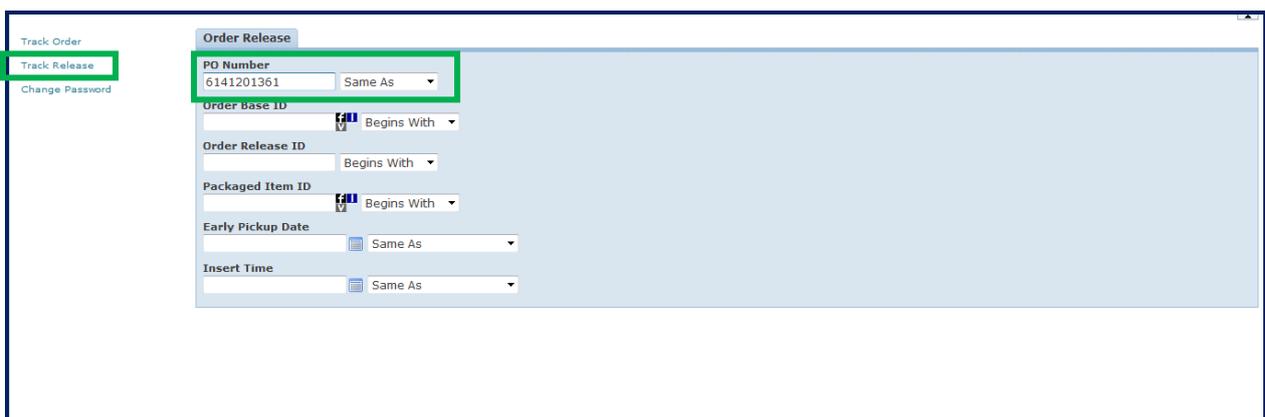
3rd e-mail will be sent to supplier - 90% of Pickup Date- Release Confirmed Date

Whenever supplier receives a mail, supplier can login in to OTM applications and provide the readiness details for the PO.

Below Mail will be received by supplier.

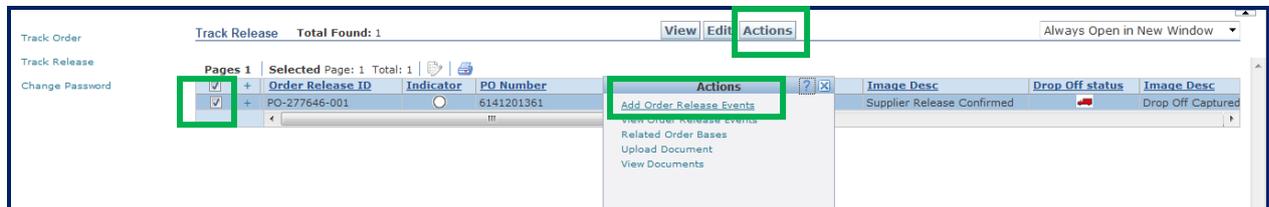


- Login to OTM
- Select Track Order Release
- Enter PO Number to Search



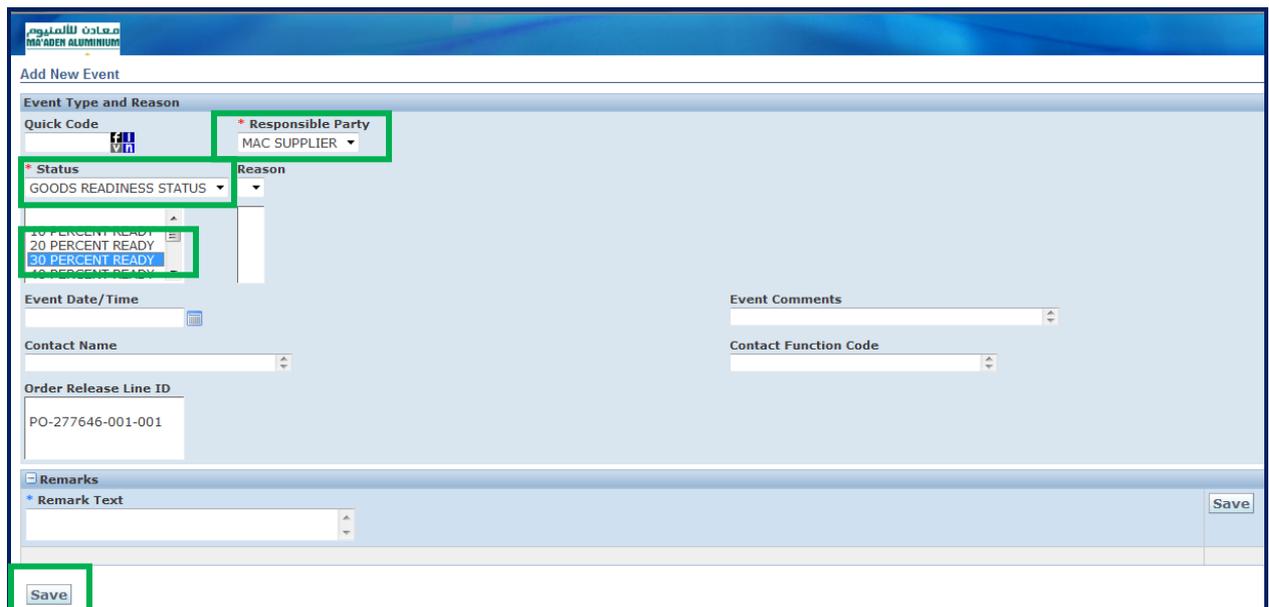
Order Release Result Screen appears

- Select Order
- Click Action and Select
- Add Order Release Events



Event Logging window will appear

- Select Responsible Party as MAC Supplier
- Status-Select Goods Readiness Status
- Select appropriate value from the list (depends on the material readiness select this option)
- Save

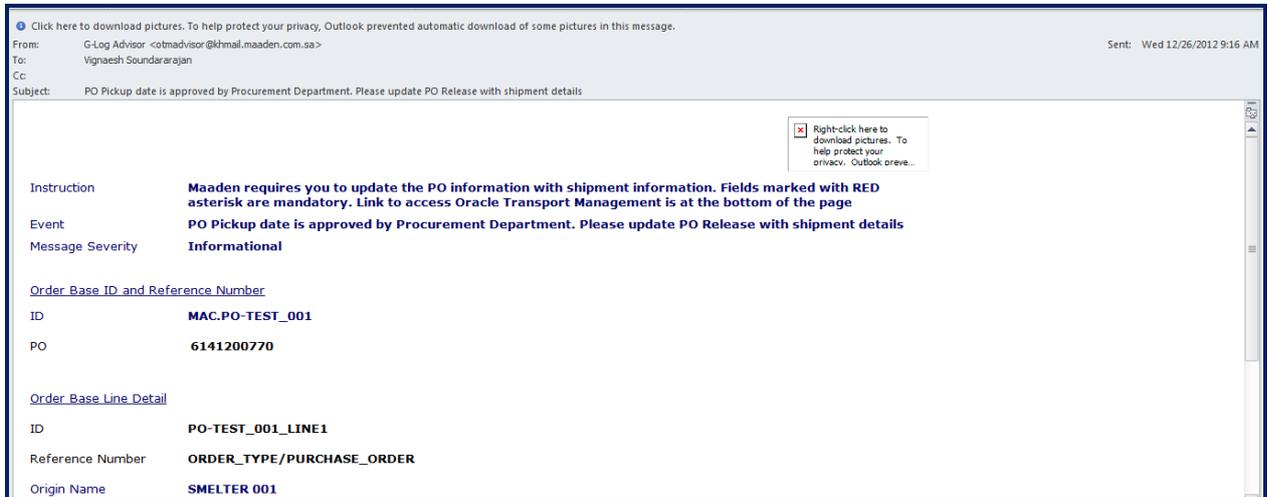


Likewise provide the material Readiness status whenever receive a mail against the PO.

6 Pick-Up Date Greater than the Promise Date:

If PO Pick-Up date is greater than the Promise date then a mail notification will be triggered to Buyer to approve the Pick-up date.

- Upon Buyer Approves/Rejects the Pickup date a Mail notification will be triggered to Supplier.



- Approved- If it's approved then supplier will enter the Release details and confirm the release.
- Rejected- If it's rejected the supplier changes pick-up date as per agreed terms and acknowledge PO.

7 Partial Release Acknowledgement:

Use this option if required and advised by buyer.

To perform partial release follow the below steps.

- Click Track Order
- Enter PO Number to search

- Order Result Screen appears
- Select the PO and click Action Buttons

Order Base ID	Indicator	PO Number	Supplier Ack	Image Desc	Transported By	Image Desc	Status	PO St
PO-257643	○	6141201280	✓	Supplier Acknowledged	✓	MAC	NORMAL_PO	PO_Ar
PO-257644	○	6141201281	⚠	Supplier Pending Ack	✓	MAC	URGENT_PO	PO_Ar

- Select Partial Release Lines from the Action window

Order Base ID	Indicator	PO Number	Suppl	Actions	ransported By	Image Desc	Status	PO St
PO-257643	○	6141201280		Add Order Base Event	✓	MAC	NORMAL_PO	PO_Ar
PO-257644	○	6141201281		Partial Release Lines Related Order Release	✓	MAC	URGENT_PO	PO_Ar

Then Click the New Release Instructions button to provide the partial release details

Order Base Line 1 of 1 **New** **Finished** **Actions**

Line Item

Order Base Line ID	* Parent Order Base ID	Packaged Item ID	Item ID	Total Package Count
LINE-521299-SCHED-517400	PO-257644	21005564-EA		2
Packaging Unit	Packaging Unit Count	Transport Handling Unit		

Shippable

Net Weight Net Volume Total Declared Value 2000.00 USD

Released Weight Released Volume Released Count Quantity Remaining

Release Number	Release Instruction	Amount	Source Location	Destination Location	Release Date	Early Pickup	Late Pickup	Early Delivery	Late Delivery	Processed	Flagged for Delete	Allow Releasing
	New Release Instruction											

Equipment Reference Units

* Equipment Reference Unit ID	Number of Reference Units	Total Number of Reference Units	Save

- Enter Partial quantity in the Unit Amount field
- Enter the Early Pick-Up date and Save

Release Instruction

* Release Number 1

Release Instruction Unit Amount

Flagged for Delete

Allow Releasing

* Unit Amount 1

Source Location SUP-9260-31971

Destination Location ORG-1830-658

Release Date

Ship With Group

Early Pickup Date

Early Delivery Date

Late Delivery Date

Tag2 Tag3 Tag4

Remarks

* Remark Qualifier ID

* Remark Text

Save

Reference Numbers

* Reference Number Qualifier ID

* Reference Number

Save

Order Base Line 1 of 1 **New** **Finished** **Actions**

Line Item

Order Base Line ID	* Parent Order Base ID	Packaged Item ID	Item ID	Total Package Count
LINE-521299-SCHED-517400	PO-257644	21005564-EA		2
Packaging Unit	Packaging Unit Count	Transport Handling Unit		

Shippable

Net Weight Net Volume Total Declared Value 2000.00 USD

Released Weight Released Volume Released Count Quantity Remaining

Release Number	Release Instruction	Amount	Source Location	Destination Location	Release Date	Early Pickup	Late Pickup	Early Delivery	Late Delivery	Processed	Flagged for Delete	Allow Releasing
1	Unit Amount		SUP-9260-31971	ORG-1830-658	2013/02/12 11:51							

New Release Instruction

Equipment Reference Units

* Equipment Reference Unit ID	Number of Reference Units	Total Number of Reference Units	Save

Reference Numbers

* Reference Number Qualifier ID

* Reference Number

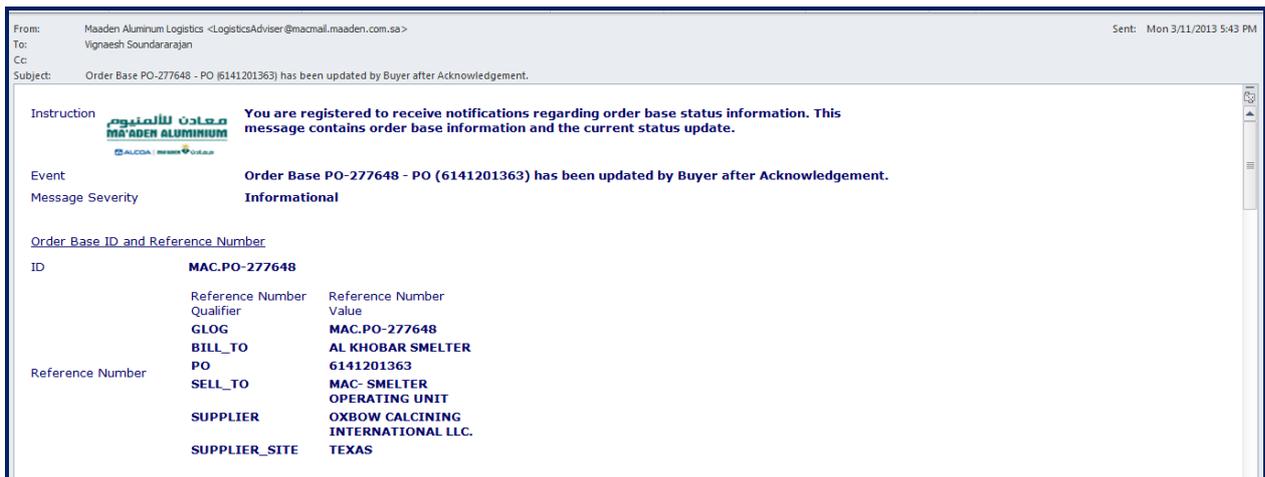
Save

Then Click Finished Button and Order gets acknowledged and release gets created.

8 PO Updating by Buyer

8.1 PO Updating by Buyer after Acknowledgement/Release confirmation:

Buyer updates the approved PO After acknowledgement of supplier then a mail will be triggered to supplier.



From: Maaden Aluminum Logistics <LogisticsAdviser@macmail.maden.com.sa>
 To: Vignaesh Soundararajan
 Cc:
 Subject: Order Base PO-277648 - PO (6141201363) has been updated by Buyer after Acknowledgement.

Sent: Mon 3/11/2013 5:43 PM

Instruction
 You are registered to receive notifications regarding order base status information. This message contains order base information and the current status update.

Event
 Order Base PO-277648 - PO (6141201363) has been updated by Buyer after Acknowledgement.

Message Severity
 Informational

Order Base ID and Reference Number

ID	Reference Number	Reference Number Value
MAC.PO-277648	GLOG	MAC.PO-277648
	BILL_TO	AL KHOBAR SMELTER
	PO	6141201363
	SELL_TO	MAC- SMELTER OPERATING UNIT
	SUPPLIER	OXBOW CALCINING INTERNATIONAL LLC.
	SUPPLIER_SITE	TEXAS

If buyer updates the purchase order quantity more than the actual ordered quantity then follow the step number 6 (partial release process) in this manual.

If buyer updates the purchase order quantity less than the actual ordered quantity then contact the support mail id to update the quantity in the release.

8.2 PO updating by Buyer after Shipment Planning:

If buyer updates the purchase order quantity after shipment planning in OTM then this will triggered a mail to both the party (Supplier and control tower team).

9 PO Canceled by Buyer

9.1 PO Canceled by Buyer after Acknowledgement:

If buyer cancels the purchase order after acknowledgement of PO a mail will be triggered to supplier and subsequently Order Release will be deleted, if release is not confirmed by supplier .

9.2 PO Line Canceled by Buyer after Acknowledgement/Release confirmation:

If buyer cancels the purchase order line after acknowledgement of PO, a mail will be triggered to supplier and subsequently a mail will be triggered to control tower to cancel the order release line.

9.3 PO Canceled by Buyer before Acknowledgement:

Status of the Order gets updated to cancelled, will not be available for supplier acknowledgement.

For Any Support Please Contact below mail id.

ghamdiwm@ma.maden.com.sa

=====X=====