

Services Procurement: Order Management

Supplier Standard Training

- Welcome to the Services Procurement: Order Management Supplier Standard Training
- This training session will cover the following topics:
- Introduction
 - ✓ Session Objectives
 - ✓ Overview
- Login and Overview
- Reviewing, Accepting or Rejecting a Purchase Order
- Creating a Service Entry Sheet
- Invoicing
- Additional Resources and Information

Session Objectives

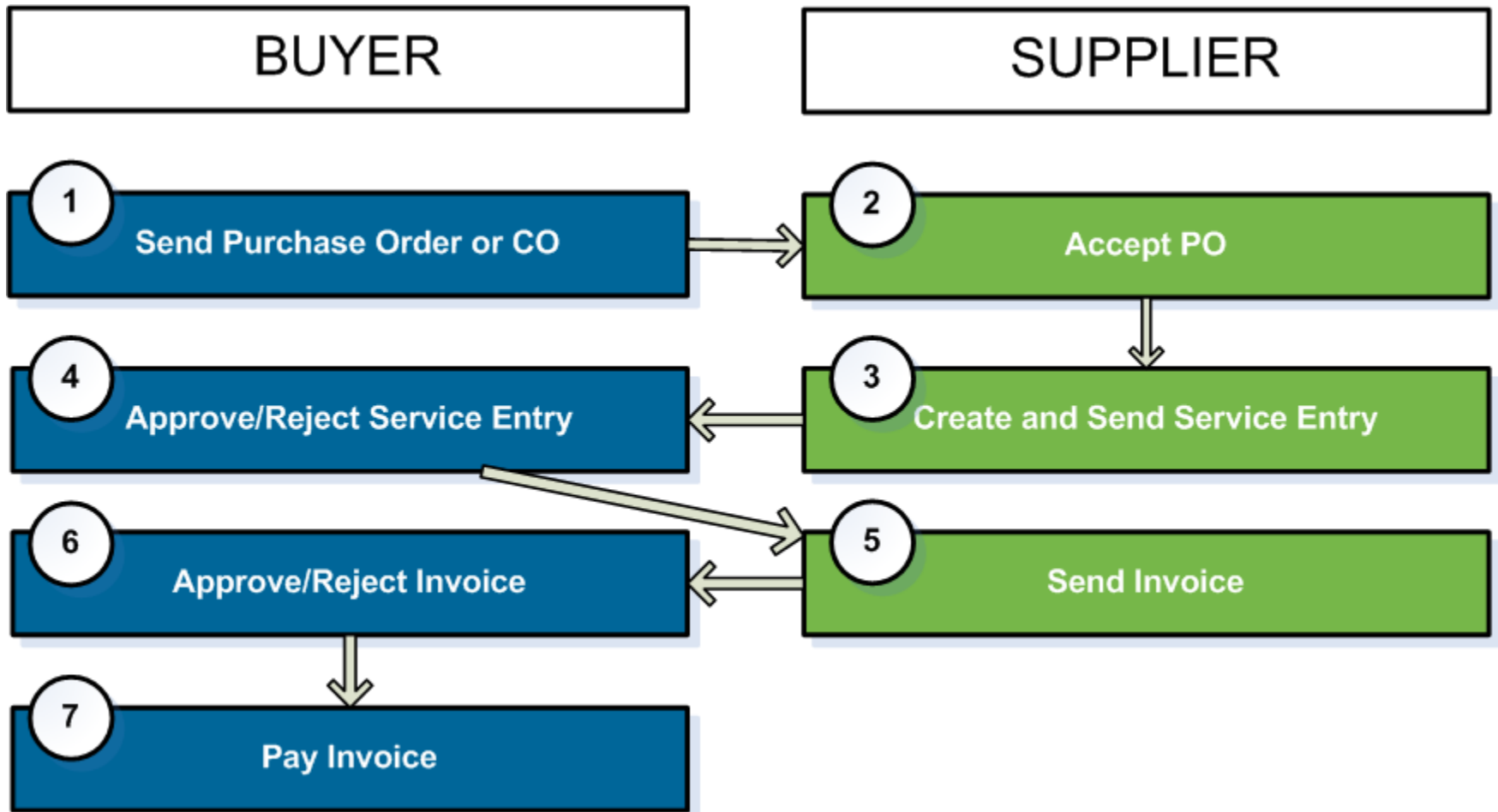
This session will cover some features and functionalities of the Order Management system for a standard Services Procurement cycle

It will provide you with step-by-step instructions on processing Purchase Orders, Service Entry Sheets and Invoices

At the end of this Training tutorial, you will be able to retrieve, review, and respond to Purchase Orders via the Order Management tool.

- Hubwoo provides The Business Network to help you and your customers to automate the ordering and invoicing business processes to decrease your days sales outstanding.
- For all transactions from Buyer received through the Hubwoo Portal, the responses and subsequent transactions must also be through the Hubwoo Portal.
- Order Management is a dynamic tool that is compatible to many business processes. This training will cover the Services Procurement cycle using Order Management to illustrate its functionality in action.
- Please note: Hubwoo's Order Management system is dynamic and has been configured to support a Buyer's individual requirements, as well as, regional order management regulatory requirements. Your interaction with Order Management may differ between clients and/or regions.

Document Workflow



3-step process

1. Review, Accept, or Reject
PO



2. Create Service Entry
Sheet (SES)



3. Submit electronic invoice
(e-invoice)

Step 1: After the Buyer sends an Order to the Supplier's Order Management Tool, the Supplier responds by sending a POR (Accept or Reject). *POR is not mandatory for Limit Orders. This is a buyer dependent setting.*

Step 2: The supplier then creates a Service Entry Sheet (SES) from a PO. Suppliers can create more than one SES from a single PO.

Step 3: The supplier then submits an Invoice from the approved SES to the Buyer via the Order Management tool.

SES is created based on the PO or the latest CO. If SES configuration is enabled, all PO/CO are flipped into SES first and go through a predefined work flow before the Invoice creation.

Document Route



Login and Overview

- You will receive an e-mail from customercare@hubwoo.com with your Login credentials. Make sure you are connected to the internet, and click on the link provided in the email, or go to <https://portal.hubwoo.com>
- Then enter your User Name and Password, and click on Login.

Login

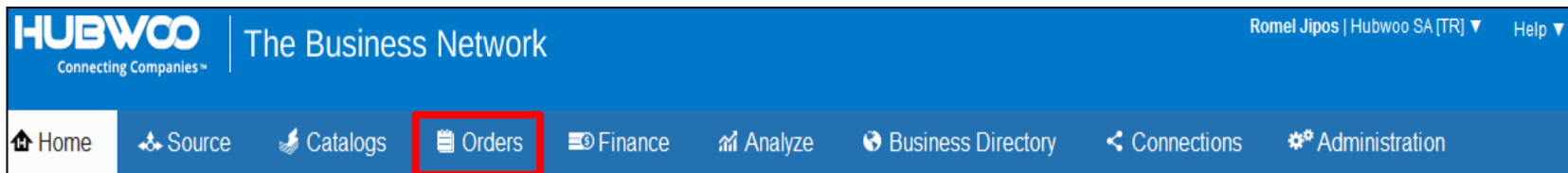
[Forgot User Name?](#)

[Forgot Password?](#)

[Need Help?](#)

Landing Page

- To use the Order Management tool you can click on Orders Tab from the Menu Bar.



- After you have Clicked on Orders from either option the following screen will appear.

The screenshot displays the HUBWOO 'The Business Network' interface. The top navigation bar includes 'Home', 'Opportunities', 'Catalogs', 'Orders', 'Finance', 'Analyze', 'Business Directory', 'Connections', and 'Administration'. Below this, a secondary navigation bar shows 'Overview', 'Orders', 'Change Orders', 'Shipment Notices', 'Goods Receipts', and 'Cart'. The main content area features a 'Home' header and a 'Company: Demo Supplier' indicator with the date '06-May-2014'. A central navigation menu includes 'Orders', 'Change Orders', 'ASNs', 'Goods Receipts', 'Entry Sheets', 'Invoices', 'Credit Advices', and 'Remittance Advices'. The 'Orders' section is highlighted with a red box, showing a list of order statuses: 'New (29083)', 'Accepted (2446)', 'Accepted With Changes (605)', 'Rejected (14)', and 'Processing (116)'. Below this, an 'Advanced Search' section is also highlighted with a red box, containing input fields for 'PO Number', 'Buyer Name', 'Supplier Ref No.', and 'Account Code', along with 'Start Date' and 'End Date' date pickers, and dropdown menus for 'Order Status' and 'Order Type'. A 'Search' button is located at the bottom of the search section.

- Search provides the capability to look for a particular PO, by PO number, Supplier Reference number, Start and End Date, Status, or Account Code.

- As New Orders are delivered, they are posted in the New Order folder. Click on New Orders to view these orders.

The screenshot displays the Hubwoo interface for managing orders. At the top, there is a navigation bar with tabs for 'Orders', 'Change Orders', 'ASNs', 'Goods Receipts', 'Entry Sheets', 'Invoices', 'Credit Advices', and 'Remittance Advices'. Below this, a list of folders is shown: 'New (29198)', 'Accepted (2529)', 'Accepted With Changes (641)', 'Rejected (14)', and 'Processing (143)'. Each folder is represented by a folder icon and a link. Below the folder list is an 'Advanced Search' section with several input fields and dropdown menus. The fields include 'PO Number', 'Buyer Name', 'Supplier Ref No.', 'Account Code', and 'Plant ID'. The date fields are 'Start Date' and 'End Date', each with a calendar icon. The 'Order Status' and 'Order Type' are dropdown menus, both currently set to 'All'. A 'Search' button is located at the bottom left of the search section.

Orders | Change Orders | ASNs | Goods Receipts | Entry Sheets | Invoices | Credit Advices | Remittance Advices

- [New \(29198\)](#)
- [Accepted \(2529\)](#)
- [Accepted With Changes \(641\)](#)
- [Rejected \(14\)](#)
- [Processing \(143\)](#)

Advanced Search

PO Number: Start Date:

Buyer Name: End Date:

Supplier Ref No. Order Status: All

Account Code: Order Type: All

Plant ID:

Search Orders

- Various search criteria may be entered at the top of the page to locate a specific PO. Page numbers or arrows at the bottom of the page may also be used to scroll or select pages.

Home > Search Orders 25-Aug-2014

Search Options

i Search Options are combined using AND operation

PO Number:

Buyer Name:

Supplier Reference Number:

Account Code:

Order Status:

Start Date:

End Date:

Order Type:

Search Results

[Select All](#) | [Clear All](#) | [Add to Basket](#) | [Print Selected to PDF](#) | [Build ASN](#) | [Build Invoice](#)





	PO Number	Buyer	Account Code	Status	Order Date	Total Cost	Currency	Action
<input type="checkbox"/>	2000005837	Global Corp DEMO Paris	P142V0004-888888436	New	11-Aug-2014 06:00:00 PM	50.00	EUR	
<input type="checkbox"/>	2000005835	Global Corp DEMO Paris	P142V0004-888888436	New	11-Aug-2014 06:00:00 PM	50.00	EUR	
<input type="checkbox"/>	2000005850	Global Corp DEMO Paris	P142V0004-888888436	New	11-Aug-2014 06:00:00 PM	50.00	EUR	
<input type="checkbox"/>	2000005840	Global Corp DEMO Paris	P142V0004-888888436	New	11-Aug-2014 06:00:00 PM	50.00	EUR	
<input type="checkbox"/>	2000005834	Global Corp DEMO Paris	P142V0004-888888436	New	11-Aug-2014 06:00:00 PM	50.00	EUR	
<input type="checkbox"/>	2000005833	Global Corp DEMO Paris	P142V0004-888888436	New	11-Aug-2014 06:00:00 PM	50.00	EUR	
<input type="checkbox"/>	2000005815	Global Corp DEMO Paris	P142V0004-888888436	New	11-Aug-2014 06:00:00 PM	50.00	EUR	
<input type="checkbox"/>	2000005828	Global Corp DEMO Paris	P142V0004-888888436	New	08-Aug-2014 06:00:00 PM	90.00	EUR	
<input type="checkbox"/>	2000005827	Global Corp DEMO Paris	P142V0004-888888436	New	08-Aug-2014 06:00:00 PM	90.00	EUR	
<input type="checkbox"/>	2000005775	Global Corp DEMO Paris	P142V0004-888888436	New	02-Aug-2014 06:00:00 PM	50.00	EUR	










Records: 29148, pages: < < 1 / 2915 > >

[Select All](#) | [Clear All](#) | [Add to Basket](#) | [Print Selected to PDF](#) | [Build ASN](#) | [Build Invoice](#)

- POs can be identified by the PO number, Buyer, Account Code and Order Date. To the right are the Action icons which are related to the PO and will be reviewed in detail in this presentation.

Search Results

[Select All](#) |
 [Clear All](#) |
  [Add to Basket](#) |
  [Print Selected to PDF](#) |
  [Build ASN](#) |
  [Build Invoice](#) ▾

	<u>PO Number</u>	<u>Buyer</u>	<u>Account Code</u>	<u>Status</u>	<u>Order Date</u>	<u>Total Cost</u>	<u>Currency</u>	<u>Action</u>
<input type="checkbox"/>	2000005837	Global Corp DEMO Paris	P142V0004-888888436	New	11-Aug-2014 06:00:00 PM	50.00	EUR	
<input type="checkbox"/>	2000005835	Global Corp DEMO Paris	P142V0004-888888436	New	11-Aug-2014 06:00:00 PM	50.00	EUR	
<input type="checkbox"/>	2000005850	Global Corp DEMO Paris	P142V0004-888888436	New	11-Aug-2014 06:00:00 PM	50.00	EUR	
<input type="checkbox"/>	2000005840	Global Corp DEMO Paris	P142V0004-888888436	New	11-Aug-2014 06:00:00 PM	50.00	EUR	
<input type="checkbox"/>	2000005834	Global Corp DEMO Paris	P142V0004-888888436	New	11-Aug-2014 06:00:00 PM	50.00	EUR	
<input type="checkbox"/>	2000005833	Global Corp DEMO Paris	P142V0004-888888436	New	11-Aug-2014 06:00:00 PM	50.00	EUR	
<input type="checkbox"/>	2000005815	Global Corp DEMO Paris	P142V0004-888888436	New	11-Aug-2014 06:00:00 PM	50.00	EUR	
<input type="checkbox"/>	2000005828	Global Corp DEMO Paris	P142V0004-888888436	New	08-Aug-2014 06:00:00 PM	90.00	EUR	
<input type="checkbox"/>	2000005827	Global Corp DEMO Paris	P142V0004-888888436	New	08-Aug-2014 06:00:00 PM	90.00	EUR	

Review and Accept a PO

3 Main Steps for the Supplier

1

Accept or Reject the
Purchase Order



2

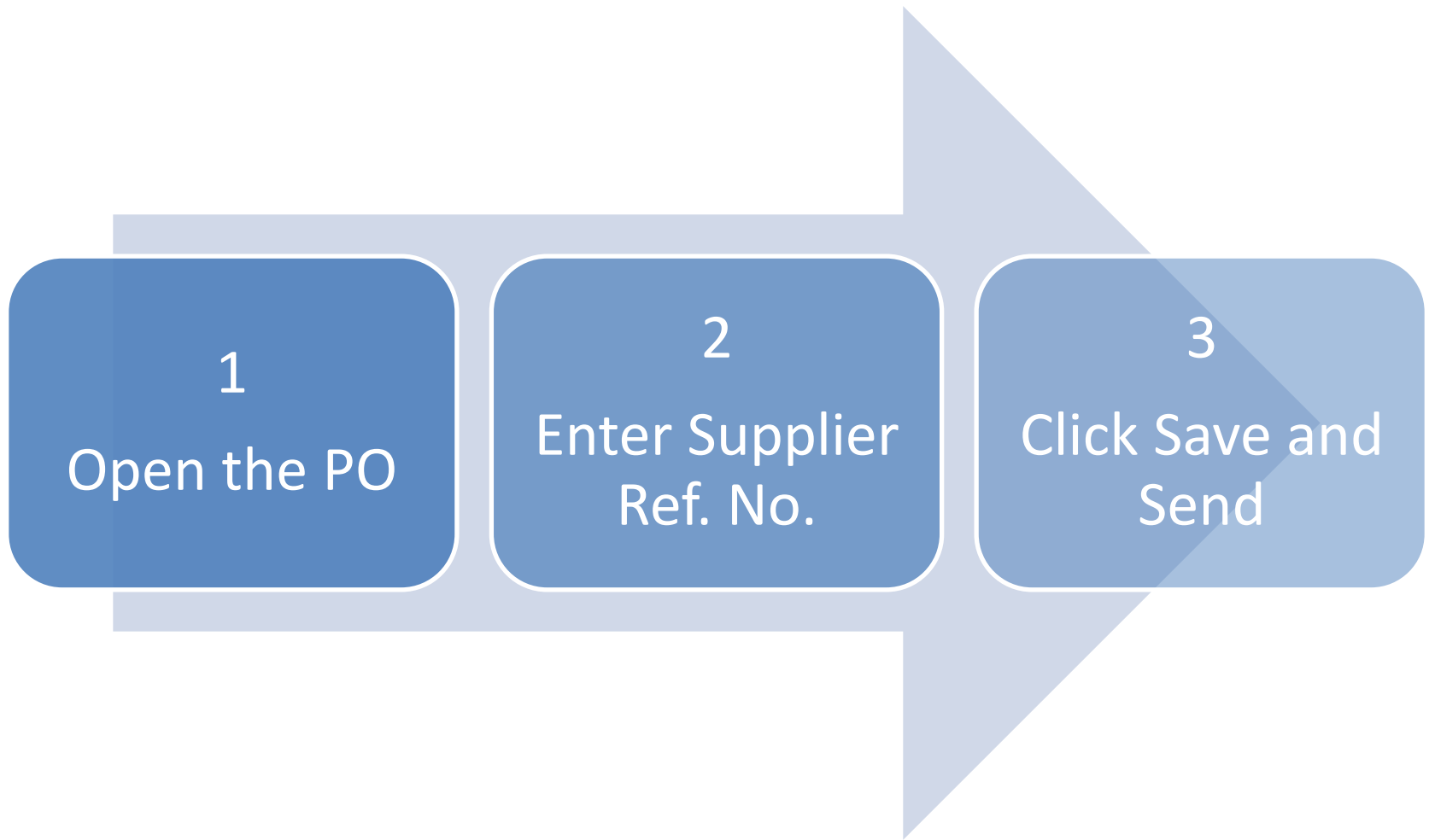
Create Service Entry
Sheet (SES)



3

Submit e-invoice

Quick Steps – Review and Accept PO





Review and Accept PO

1. Open the PO
 - On Orders Tab click on the New Folder.

The screenshot displays the Hubwoo interface. At the top, there is a navigation bar with several tabs: **Orders**, **Change Orders**, **ASNs**, **Goods Receipts**, **Entry Sheets**, **Invoices**, **Credit Advices**, and **Remittance Advices**. The **Orders** tab is highlighted with a red box. Below the navigation bar, a folder list is shown, with the **New (29198)** folder highlighted by a red box. Other folders include **Accepted (2529)**, **Accepted With Changes (641)**, **Rejected (14)**, and **Processing (143)**. Below the folder list is an **Advanced Search** section with the following fields: **PO Number:** , **Buyer Name:** , **Supplier Ref No.:** , **Account Code:** , **Plant ID:** , **Start Date:** , **End Date:** , **Order Status:** , and **Order Type:** . A **Search** button is located at the bottom of the search section.





Review and Accept PO


























































  : Icons to identify Services PO. The second icon suggests that a **Service Entry Sheet** can be created.

 : Icon to identify a Material PO





 : Icon to indicate attachments are available in the PO

Search Results

Select All Clear All  Add to Basket  Print Selected to PDF  Build ASN  Build Invoice ▾

	PO Number	Buyer	Account Code	Status	Order Date	Total Cost	Invoiced Amount	Action
<input type="checkbox"/>	  4500034042			Accepted	10-Nov-2014 07:00:00 PM	1,100.00 USD		   
<input type="checkbox"/>	  4500034041			Accepted	10-Nov-2014 07:00:00 PM	2,500.00 USD		   
<input type="checkbox"/>	  4500034040			Accepted	10-Nov-2014 07:00:00 PM	2,500.00 USD		   
<input type="checkbox"/>	  4500034039			Accepted	10-Nov-2014 07:00:00 PM	2,500.00 USD		   
<input type="checkbox"/>	  DM93000101			Accepted	03-Jul-2013 07:00:00 PM	100,000.00 USD		   
<input type="checkbox"/>	  DM93000100			Accepted	03-Jul-2013 07:00:00 PM	100,000.00 USD		   
<input type="checkbox"/>	 _2011#1			Rejected	30-May-2014 07:00:00 PM	0.00 USD		   
<input type="checkbox"/>	 4500034038			Accepted	20-Oct-2014 07:00:00 PM	200.00 USD	33.33 USD	   
<input type="checkbox"/>	  4500034036			Accepted	20-Oct-2014 07:00:00 PM	3,500.00 USD	2.00 USD	   
<input type="checkbox"/>	 4500034029			New	08-Oct-2014 07:00:00 PM	200.00 USD		   

Records: 341, pages: | << 1 / 35 >> |

Select All Clear All  Add to Basket  Print Selected to PDF  Build ASN  Build Invoice ▾

- On 'Action' column, Click  to 'Open PO'

Quick Steps – Review and Accept PO

2. Enter 'Supplier Ref. No'

- “Supplier-Determined” internal control number (e.g. job number, quotation number, etc.)

[Home](#) > [Search Orders](#) > View Order

[Save and Send](#) [Save](#) [Add to Basket](#) [Reject](#) [Build ASN](#) [Build Invoice](#) [Build SES](#) [Build TES](#)

[XML](#) [PDF](#) [Related Docs.](#) [Qty. Tracking](#)

Buyer Info

Ident:	172030921	Buyer Order Contact:	
Company Name:			
Street:			
City:	Houston, TX		
Region:	United States-Louisiana		
Zip/Postal Code:	77002		
Country:	United States		

Order Header

Order No.:	Phase2 #8	Plant ID:	172030921
Supplier Ref. No.:	JOB ORDER# 1234	Status:	New
Supplier Delivery Date:		Requested Delivery Date:	

Quick Steps – Review and Accept PO

3. Click  [Save and Send](#)



[Home](#) > [Search Orders](#) > View Order

 [Save and Send](#) |  [Save](#) |  [Add to Basket](#) |  [Reject](#) |  [Build ASN](#) |  [Build Invoice](#) |  [Build SES](#) |  [Build TES](#)

 [XML](#) |  [PDF](#) |  [Related Docs.](#) |  [Qty. Tracking](#)

Order was successfully sent with 'Accepted' status.

Buyer Info

Ident: 172030921
Company Name: 
Street: 
City: Houston, TX
Region: United States-Louisiana
Zip/Postal Code: 77002
Country: United States

Buyer Order Contact:

Quick Steps – Review and Reject PO

- Click  **Reject** if PO cannot be accepted (e.g. amount not enough, cannot fulfill requested service)

Home > Search Orders > View Order Company: DEMO Supplier
22-Aug-2014

[Save and Send](#) [Save](#) [Unreject](#) [Build ASN](#) [Build Invoice](#) [Build SES](#) [Build TES](#)
[XML](#) [PDF](#) [Related Docs.](#) [Qty. Tracking](#)

Order was successfully rejected with 'Rejected' status. The document will not be sent out until 'Save and Send' is clicked.

Buyer Info

Ident:	P142V0004	Buyer Order Contact:	
Company Name:	Global Corp DEMO Paris	Contact name:	A. AUTOTEST
Name 2:	GC_FR1	Telephone:	N/A
Street:	11-15, rue Saint-Georges	Fax:	N/A
City:	Paris	Email:	AUTOTEST@HUBWOO.COM
Region:	Other		
Zip/Postal Code:	75009		
Country:	France		

Order Header

Order No.:	2000005817	Plant ID:	000000013
Supplier Ref. No.:	<input type="text" value="test1234"/>	Status:	<input type="text" value="Rejected"/>
Supplier Delivery Date:	<input type="text"/>	Requested Delivery Date:	

Order Lines

Expand All [Select All](#) [Clear All](#) [Add to Basket](#) [Build ASN](#) [Build Invoice](#) [Build SES](#) [Build TES](#)

No.	Part No.	Description	Status	Requested Delivery Date	Supplier Delivery Date	UOM	Quantity	Unit Price	Currency	Amount	Action
<input type="checkbox"/>	000000001	Seller: Limit_Item_3f991ee6	Rejected			Each	<input type="text" value="40.00"/>	<input type="text" value="1.00"/>	EUR	0.00	

Records: 1, pages: |< < 1 / 1 > >|


[Select All](#) [Clear All](#) [Add to Basket](#) [Build ASN](#) [Build Invoice](#) [Build SES](#) [Build TES](#)

General	Tax	Bill To/Ship To/Seller	Attachments	Payment	Terms of Delivery	Transport	Notes
---------	-----	------------------------	-------------	---------	-------------------	-----------	--------------

Sub Total for the Order: 0.00 EUR
Tax Total for the Order: 0.00 EUR
Total Amount for the Order: 0.00 EUR

Note to Buyer:

- In case of rejection the reason must be entered in the “Note to Buyer” fields (tab “Notes”).

- **PO: Purchase Order**
 - The request for goods or services (Some buyer might call the Service PO: “Call-Off”)
 - Created by buyer and sent to supplier through Hubwoo
- **Supplier Reference Number:**
 - “Supplier-Determined” internal control number (e.g. job number, quotation number, etc.)
- Service should be performed within PO validity period
- Requested services should be within the contract provisions
- Contact your Buyer Representative for any PO issues (e.g. insufficient funds, validity period incorrect, need additional information about the PO, etc).
- Attachments can be sent by Buyer & are available in the PO (Attachments tab )
- Note To Buyer visible in the Notes tab.

Creating a Service Entry Sheet

3-step process

1

Accept or Reject the
Purchase Order



2

Create Service Entry
Sheet (SES)




3

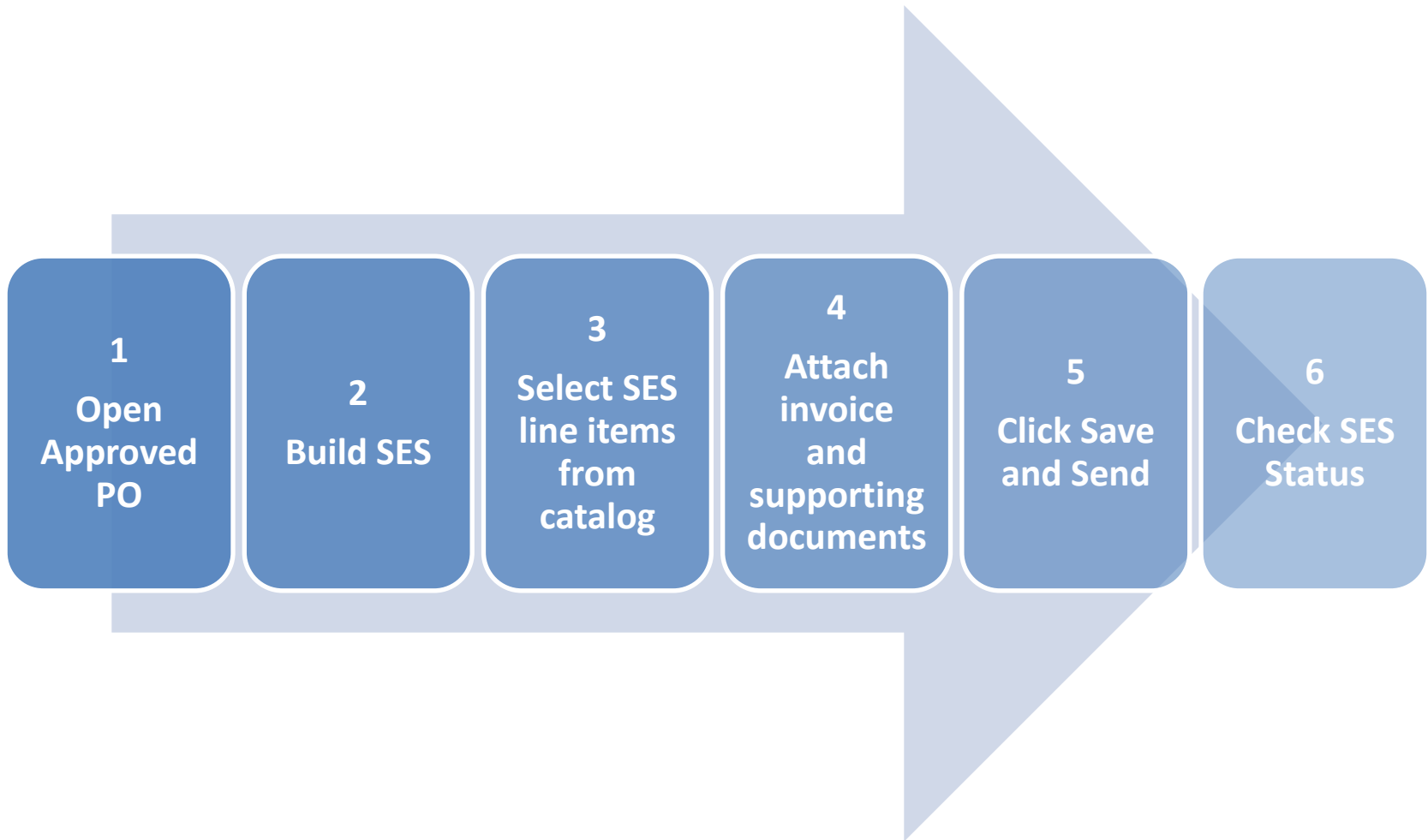
Submit invoice

- A Service Entry Sheet or Field Ticket is a detailed description of the services performed based on a Purchase Order. Those documents are used to get an approval from the customer on the performed services, so that those can be invoiced.
- SES stands for Service entry sheet
- Customers use the SES to break down the cost of sales into several components (i.e. raw materials, labor costs) of the PO Amount




- Create an SES for Orders marked with the () icon
- SES is created from a single PO. If the PO line contains sub-lines then sub-lines are also flipped into the ES
- Supplier Company needs to be setup to be able to use SES. All requests from the Buyer company will be sent to the Onboarding Team.

Quick Steps – Create Service Entry Sheet



Create Service Entry Sheets

1. Open Accepted PO
 - Go to 'Orders' tab,
 - Click 'Accepted' folder




The screenshot displays the Hubwoo interface. At the top, there is a navigation bar with several tabs: 'Orders', 'Change Orders', 'ASNs', 'Goods Receipts', 'Entry Sheets', 'Invoices', 'Credit Advices', and 'Remittance Advices'. The 'Orders' tab is highlighted with a red box. Below the navigation bar, there is a list of folders: 'New (29198)', 'Accepted (2529)', 'Accepted with Changes (641)', 'Rejected (14)', and 'Processing (143)'. The 'Accepted' folder is highlighted with a red box. Below the folder list, there is an 'Advanced Search' section with several input fields and dropdown menus. The fields are: PO Number, Buyer Name, Supplier Ref No., Account Code, Plant ID, Start Date, End Date, Order Status, and Order Type. The 'Order Status' and 'Order Type' dropdown menus are set to 'All'. A 'Search' button is located at the bottom of the search section.

Orders Change Orders ASNs Goods Receipts Entry Sheets Invoices Credit Advices Remittance Advices

📁 [New](#) (29198)
📁 [Accepted](#) (2529)
📁 [Accepted with Changes](#) (641)
📁 [Rejected](#) (14)
📁 [Processing](#) (143)

Advanced Search

PO Number: Start Date: 

Buyer Name: End Date: 

Supplier Ref No. Order Status: [All](#) 

Account Code: Order Type: [All](#) 





Plant ID:










































[Search](#)

Create Service Entry Sheets





- Click  to 'Open PO'

Search Results

[Select All](#) [Clear All](#)  [Add to Basket](#)  [Print Selected to PDF](#)  [Build ASN](#)  [Build Invoice](#) ▾


	PO Number	Buyer	Account Code	Status	Order Date	Total Cost	Invoiced Amount	Action
<input type="checkbox"/>	4500034042			Accepted	10-Nov-2014 07:00:00 PM	1,100.00 USD		   
<input type="checkbox"/>	4500034041			Accepted	10-Nov-2014 07:00:00 PM	2,500.00 USD		   
<input type="checkbox"/>	4500034040			Accepted	10-Nov-2014 07:00:00 PM	2,500.00 USD		   
<input type="checkbox"/>	4500034039			Accepted	10-Nov-2014 07:00:00 PM	2,500.00 USD		   
<input type="checkbox"/>	DM93000101			Accepted	03-Jul-2013 07:00:00 PM	100,000.00 USD		   
<input type="checkbox"/>	DM93000100			Accepted	03-Jul-2013 07:00:00 PM	100,000.00 USD		   
	_2011#1			Rejected	30-May-2014 07:00:00 PM	0.00 USD		   
<input type="checkbox"/>	4500034038			Accepted	20-Oct-2014 07:00:00 PM	200.00 USD	33.33 USD	   
<input type="checkbox"/>	4500034036			Accepted	20-Oct-2014 07:00:00 PM	3,500.00 USD	2.00 USD	   
<input type="checkbox"/>	4500034029			New	08-Oct-2014 07:00:00 PM	200.00 USD		   

Records: 341, pages: | < < 1 / 35 > > |

[Select All](#) [Clear All](#)  [Add to Basket](#)  [Print Selected to PDF](#)  [Build ASN](#)  [Build Invoice](#) ▾

Create Service Entry Sheets

2. Build SES

- Tick PO Item checkbox
- Click 

Order Header

Order No.:	4500033590	Plant ID:	172030921
Supplier Ref. No.:	<input type="text" value="fintam ora"/>	Status:	<input type="text" value="Accepted"/>
Supplier Delivery Date:	<input type="text"/>	Requested Delivery Date:	<input type="text"/>

Order Lines

Expand All [Select All](#) [Clear All](#)  [Add to Basket](#)  [Build ASN](#)  [Build Invoice](#)  [Build SES](#)  [Build TES](#)

No.	Part No.	Description	Status	Requested Delivery Date	Supplier Delivery Date	UOM	Quantity	Unit Price	C
<input checked="" type="checkbox"/>	10	Seller: - Buyer: -	Coilde Tubing	Accepted		Lite	<input type="text" value="1.00"/>	<input type="text" value="100.00"/>	US

Records: 1, pages: | << 1 / 1 >> |


[Select All](#) [Clear All](#)  [Add to Basket](#)  [Build ASN](#)  [Build Invoice](#)  [Build SES](#)  [Build TES](#)

Service PO can have several Items :

Select only one item to create the SES.


Multi PO item SES will be automatically rejected by Buyer


Create Service Entry Sheets

- Enter “SES Number” (Internal Field ticket Number)
- Enter “Issue Date” (Field Ticket Issue Date) – click on  Calendar
- If the SES you are entering will be the last one related to the scope of work covered by the particular PO, please mark as “Final Entry Sheet”

Service Entry Sheet Header

Work Order: **8000006095** **US - UAT [ENT123]** Account Code: **8000006095**

SES Number: * **ES for 123** Issue Date: * **16-Jan-2014 11:59:59** 

 Final Entry Sheet

Additional Information ▶

Service Entry Sheet Lines

Line No.	Work Details	Unit Price	Quantity	UOM	Tax Percent	Tax
10	Description: Coiled Tubing Part Number: -	100.00	1.00	Lite		

Records: 1, pages: << 1 / 1 >>



January 2014

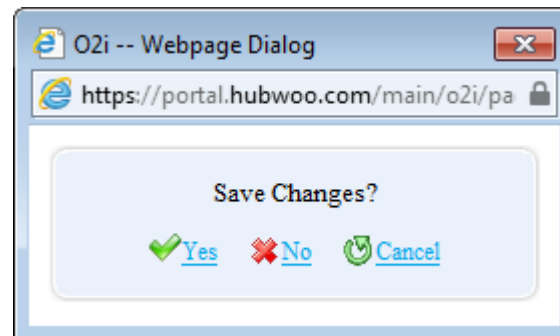
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Create Service Entry Sheets

- Click  'View Entry Sheet Line'
- Save Changes – click 

Service Entry Sheet Lines

Line No.	Work Details	Unit Price	Quantity	UOM	Tax Percent	Tax Total	Amount	Available Amount	Action
10	Description: Demo Service HW Part Number: -	100,000.00	1.00	Lite		0.00	1.00	99,999.00	 



Create Service Entry Sheets

3. Select SES items from catalog



- Enter Supplier Start and End Date (click on  Calendar) – date range services are provided

- Click  [Search Catalog](#)

Home > Search Orders > View Order > View Entry Sheet > View Entry Sheet Line


[Save](#) [Return to Entry Sheet](#) [Delete](#)

Line Number: **10**
PO Number: **4500033590**
Supplier Part Number: -
Service Description: *

Supplier Dates:
Start Date: * 
End Date: * 
 Apply to new sub-items

Service Item Details

Line No.	Work Details	Service Dates	Unit price *	Quantity *	U
Records: 0, pages: << 1 / 1 >>					

 [Search Catalog](#)

January 2014

Sun	Mon	Tue	Wed	Thu	Fri
29	30	31	1	2	3
5	6	7	8	9	10
12	13	14	15	16	17
19	20	21	22	23	24
26	27	28	29	30	31
2	3	4	5	6	7

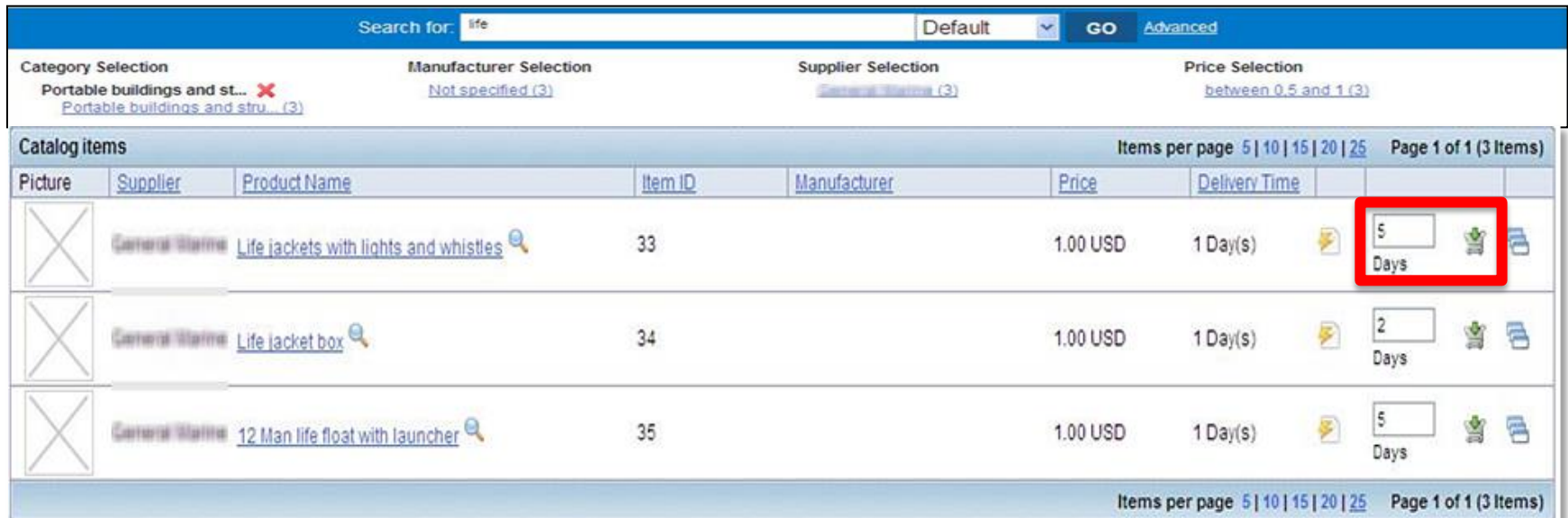
Create Service Entry Sheets

- Select item(s) from the ‘Category Selection’ or use Search function


The screenshot displays the Hubwoo website's search interface. At the top left is the Hubwoo logo with the tagline 'Connecting Companies™'. To the right of the logo are navigation links for 'Product Groups', 'Suppliers', and 'Shopping Lists'. Further right are two buttons: 'Shopping Cart' (noted as 'is empty') and 'Item Compare' (noted as 'is empty'). Below this is a search bar with the text 'Search for: life'. To the right of the search bar is a dropdown menu set to 'Default' and a 'GO' button. A link for 'Advanced' search is also visible. The search results are presented in two columns. The left column is under the heading 'Land and Buildings and Structures and Thoroughfares' and features a thumbnail image of portable buildings with the text 'Portable buildings and st... (65)'. The right column is under the heading 'Management and Business Professionals and Administrative Services' and features a thumbnail image of two men in business attire looking at a tablet, with the text 'Human resources services (15)'.

Create Service Entry Sheets

- Enter item Quantity and click  'Add to Cart'
- Do not enter fractional quantity at this point, see previous slide.



Search for: life Default GO Advanced













Category Selection: Portable buildings and st... 
Portable buildings and stru... (3)

Manufacturer Selection: Not specified (3)

Supplier Selection: General Service (3)

Price Selection: between 0.5 and 1 (3)

Catalog items Items per page 5 | 10 | 15 | 20 | 25 Page 1 of 1 (3 Items)

Picture	Supplier	Product Name	Item ID	Manufacturer	Price	Delivery Time	Quantity	Actions
	General Service	Life jackets with lights and whistles 	33		1.00 USD	1 Day(s)	<input type="text" value="5"/> Days	 
	General Service	Life jacket box 	34		1.00 USD	1 Day(s)	<input type="text" value="2"/> Days	 
	General Service	12 Man life float with launcher 	35		1.00 USD	1 Day(s)	<input type="text" value="5"/> Days	 

Items per page 5 | 10 | 15 | 20 | 25 Page 1 of 1 (3 Items)

- Use “Misc Services” primarily for tax, transportation and miscellaneous 3rd party charges
- Use “Misc Goods” for minor items associated with primary goods/services acquired
- If item is missing in the catalog or price is incorrect, please contact your buyer

Create Service Entry Sheets

- When done entering all invoice items, hover mouse to 'Shopping Cart'
- Validate Sub Total Amount is correct
- Click 'Transfer Shopping Cart'


The screenshot shows the Hubwoo interface with a shopping cart overlay. The cart contains three items:

Item	Price	Quantity	Lead Time
Life jackets with lights and whistles	1.00 USD	1	1 Day(s)
Life jacket box	1.00 USD	1	1 Day(s)
12 Man life float with launcher	1.00 USD	1	1 Day(s)
Sub Total:	7.00 USD		


The 'Transfer Shopping Cart' button is highlighted in a red box. The main interface shows a search for 'life' and a catalog of items with columns for Picture, Supplier, Product Name, Item ID, and Man.

Note: User can create shopping lists to create favorites for future use, especially if the same service is provided for multiple PO's within months. For more details see section *Shopping Lists*

Create Service Entry Sheets

- Validate line items, enter item notes, and change quantity if necessary
- Limit fractional quantity to 2 decimal places
- Click  Save

Home > Search Entry Sheets > View Entry Sheet > View Entry Sheet Line 24-Jan-2014

 Save [Return to Entry Sheet](#) [Delete](#)

Line Number: **10** **Supplier Dates:**
PO Number: **4500033590** Start Date:
Supplier Part Number: - End Date:
Service Description: **Apply to new sub-items**

Service Item Details

Line No.	Work Details	Service Dates	Unit price *	Quantity *	UOM*	Tax Total	Amount	Action
Records: 0, pages: << 1 / 1 >>								
							Sub Total Amount: 0.00 USD	
							Available Amount: 98.00 USD	

[Search Catalog](#)

New Sub-Items Hide




[Clear All](#)



Add	PO Number *	Line No. *	Service Dates	Work Details	Notes	Quantity *	UOM*	Unit price *
<input checked="" type="checkbox"/>	<input type="text" value="4500033590"/>	<input type="text" value="1001"/>	Start: <input type="text" value="15-Jan-2014 11:59:59 AM"/> End: <input type="text" value="16-Jan-2014 11:59:59 AM"/>	Description: <input type="text" value="Life jackets with high"/> Part number: <input type="text" value="33"/>	<input type="text" value="half day add"/>	<input type="text" value="5.50"/>	<input type="text" value="Day"/>	<input type="text" value="1.00"/>
<input checked="" type="checkbox"/>	<input type="text" value="4500033590"/>	<input type="text" value="1002"/>	Start: <input type="text" value="15-Jan-2014 11:59:59 AM"/> End: <input type="text" value="16-Jan-2014 11:59:59 AM"/>	Description: <input type="text" value="Life jacket box"/> Part number: <input type="text" value="34"/>	<input type="text"/>	<input type="text" value="1.00"/>	<input type="text" value="Day"/>	<input type="text" value="1.00"/>
<input checked="" type="checkbox"/>	<input type="text" value="4500033590"/>	<input type="text" value="1003"/>	Start: <input type="text" value="15-Jan-2014 11:59:59 AM"/> End: <input type="text" value="16-Jan-2014 11:59:59 AM"/>	Description: <input type="text" value="12 Man life float with"/> Part number: <input type="text" value="35"/>	<input type="text"/>	<input type="text" value="1.00"/>	<input type="text" value="Day"/>	<input type="text" value="1.00"/>

Create Service Entry Sheets

- Click  [Return to Entry Sheet](#)

[Home](#) > [Search Orders](#) > [View Order](#) > [View Entry Sheet](#) > View Entry Sheet Line

 Save  [Return to Entry Sheet](#)  Delete

Line Number:	10	Supplier Dates:	
PO Number:	4500033590	Start Date: *	01-Dec-2013 11:59:59 AM 
Supplier Part Number:	-	End Date: *	31-Dec-2013 11:59:59 AM 
Service Description :*	<input type="text" value="Coilde Tubing"/>	<input type="checkbox"/> Apply to new sub-items	

Create Service Entry Sheets

4. Attach Invoice and supporting documents

- Click “Attachments” tab. Limit of attachment size is 25MB
- Click “Upload”
- Click “Add File(s)”

The screenshot displays the Hubwoo interface for creating service entry sheets. At the top, there is a navigation bar with tabs: Tax, Payment Details, Buyer, Seller, Bill To, Ship To, Remit To, and Attachments. The Attachments tab is highlighted with a red box. Below the navigation bar, there is an Upload button, also highlighted with a red box. The main content area is titled 'Upload Attachment' and contains a warning message: 'Please ensure that combined size of all attachments does not exceed 100 MBytes otherwise document delivery could fail.' Below the warning, there is a table with the following columns: Purpose*, Attachment Title, Description, and File Name. The File Name column contains an Add File(s) button, which is highlighted with a red box.

Purpose	Title	File Name



Purpose*	Attachment Title	Description	File Name
			Add File(s)



Create Service Entry Sheets

- Enter text in “Purpose” field
- Click 

Upload Attachment

Please ensure that combined size of all attachments does not exceed 10 MBytes otherwise document delivery could fail.

Purpose ¹	Attachment Title	Description	File Name
Invoice for WO 2200000028198	WO 22-28198 invoice	invoice copy	Work Order 220000028198.pdf 
			

Create Service Entry Sheets

- Click



Please ensure that combined size of all attachments does not exceed 10 MBytes otherwise document delivery could fail.

Purpose [*]	Attachment Title	Description	File Name
WO 2200000028198	WO 22-28198	Invoice copy	Work Order 220000028198.pdf Completed 100%

Upload more files



Create Service Entry Sheets

5. Click  [Save and Send](#)

[Home](#) > [Search Entry Sheets](#) > [View Entry Sheet](#)

 [Save and Send](#)  [Save Draft](#)  [Delete](#)

 [XML](#)  [PDF](#)  [Related Docs.](#)

Entry Sheet was successfully sent.

Service Entry Sheet Header

Buyer Name:	 - US - UAT [ P2P]	Account Code:	8000006095
SES Number: *	<input type="text" value="ES for 123"/>	Issue Date:	<input type="text" value="16-Jan-2014 11:59:59"/>
		 <input type="checkbox"/> Final Entry Sheet	

Create Service Entry Sheets

6. Check SES status

- Click 'Entry Sheets' tab
- SES are grouped per status

The screenshot displays the Hubwoo web application interface. At the top, a navigation bar includes 'Home', 'Source', 'Catalogs', 'Orders' (highlighted with a red box), 'Finance', 'Analyze', 'Business Directory', 'Connections', and 'Administration'. Below this, a secondary navigation bar shows 'Overview', 'Change Supplier', 'Orders', 'Change Orders', 'Shipment Notices', 'Goods Receipts', 'Cart', and 'Administration'. The main content area features a 'Home' header and a 'Company:' field. A sub-navigation bar includes 'Orders', 'Change Orders', 'ASNs', 'Goods Receipts', 'Entry Sheets' (highlighted with a red box), 'Invoices', 'Credit Advices', and 'Remittance Advices'. Below the 'Entry Sheets' tab, a list of SES statuses is displayed, each with a folder icon and a count: 'Pending (6)', 'Sent (38)', 'Approved (12)', 'Rejected (16)', 'Invoice Created (1)', and 'Invoice Sent (11)'. This list is also highlighted with a red box. Below the list is an 'Advanced Search' section with input fields for 'ES Number:', 'PO Number:', 'Buyer Name:', and 'ES Type:'. There are also dropdown menus for 'ES Status:' (set to 'All') and 'ES Type:' (set to 'All'). Date pickers for 'Start Date:' and 'End Date:' are present, along with a checkbox for 'Show Entry Sheets with Response' and a 'Search' button.

Check Service Entry Sheets Statuses

- In case of rejection, the reason is displayed on the Response Note column and when clicking on “ES response history”

Search Results

Select All Clear All Print Selected to PDF

ES Number	Issue date	Buyer	Status	Response Note	Amount	Currency	Action
TKT_2_1454	11-Sep-2014 08:53:46 PM		Rejected	E-Ticket deleted due to p ...	2.00	USD	
Response History for Entry Sheet #TKT_2_1454							
	Response Number	Status	Response Date	Note			
	TKT_2_1454-1410512006645	Rejected	11-Sep-2014 08:53:46 PM	E-Ticket deleted due to previous approval of service entry with Final Flag			
tk187900	18-Jul-2014 03:00:05 PM		Rejected		2.00	USD	
tk187858	18-Jul-2014 02:57:59 PM		Rejected	WF CH WF CH-23.07.2014-21 ...	2.00	USD	
ses1071126	10-Jul-2014 05:26:45 PM		Rejected	CO28789 - Maria Lucia Adr ...	100.00	USD	
tk1801	10-Jul-2014 12:01:46 AM		Rejected	rejection text dnabfjdf j ...	2.00	USD	

Records: 40, pages: | << 1 / 4 >> |

Select All Clear All

- It's also available in the SES details

Service Entry Sheet Header

Buyer Name:

Account Code: 8000006095

SES Number: *

Issue Date:

Final Entry Sheet

Additional Information ▾

PO Number: 4500000498

Status: Rejected

Discount Percentage:

Purpose: Original

Discount Days Due:

SES Type: Debit

Net Days Due:

Currency:

Rejection reason:

Highlights of this chapter

- SES – Service Entry Sheet
 - Detail of services provided
 - Supporting documentation scanned into system & attached to SES in Hubwoo
 - Created and submitted by supplier in Hubwoo for routing to Buyer contract manager who will review, confirm & approve services provided
- SES Number
 - Same as your internal field ticket number
- SES Issue Date
 - Same as your internal field ticket date
- SES Supplier Start and End Date
 - Range of date services are provided

Points to remember on SES

- Submit SES after services/goods are delivered
- SES Number = internal field ticket number
- Issue Date = internal field ticket issue date
- If the SES you are entering will be the last one related to the scope of work covered by the particular PO, please mark as “Final Entry Sheet” (checkbox in SES screen, see slide).
- Catalog Price list is based on the price list contained in the contract
 - If item is not in the catalog or price is not correct, contact Buyer Support (reference Slide 50 for contact details)
- For some buyers tax needs to be entered under ‘Misc Services’ or ‘Tax’ item in the catalog price list and not using ‘TAX’ tab. (Contact Buyer Support)

- Your internally created “paper” invoice must match the Hubwoo SES total amount. There is no tolerance amount in the system.
 - When rounding issue occurs, enter the balance amount as ‘Misc Services’ or ‘Misc Goods’
 - To avoid rounding issue, the preferred method is to round the quantity to 2 decimal places.
 - If your internally created “paper” invoice does not match the approved SES amount, the SES and Invoice will be rejected.
- If SES is rejected, rejection reason is available in the SES details (Additional Information)
- Submit only SES linked to only one PO item, or else it will be automatically rejected.

- You may enter multiple SES's per PO with the following conditions:
 - "1" SES = "1" Invoice - Each SES entered against a PO must be converted to an Invoice and the supplier internally generated invoice must be attached and match the SES for each one.
 - Sufficient funds remain on the PO to cover the additional SES. The supplier has the ability to see the remaining funds for a PO in Hubwoo. Therefore, if you want to process an SES for \$100 but only \$75 remains on the PO, the SES should not be submitted as it will not be processed. In this case, please contact your Buyer representative so that an additional PO can be issued.
- Supplier comment/Note can be entered "Additional Information", "Note" section.

- **Depending on buyer requirement, the supplier might** have to accept PO issued by buyer **before** creating the SES
- The SES is approved or rejected by the buyer
 - If approved, the supplier can then create an invoice from the SES
 - If rejected, the supplier must create another (corrected) SES
 - Rejection reason is available to the supplier
- **DO NOT** submit hard copy invoices for work authorized via a PO created & accepted in Hubwoo; the invoice created will be electronic based on the approved SES. Supplier internally created “paper” invoice will be uploaded into Hubwoo upon converting the SES to an electronic invoice.

Invoicing

3-step process

1

Accept or Reject the
Purchase Order



2

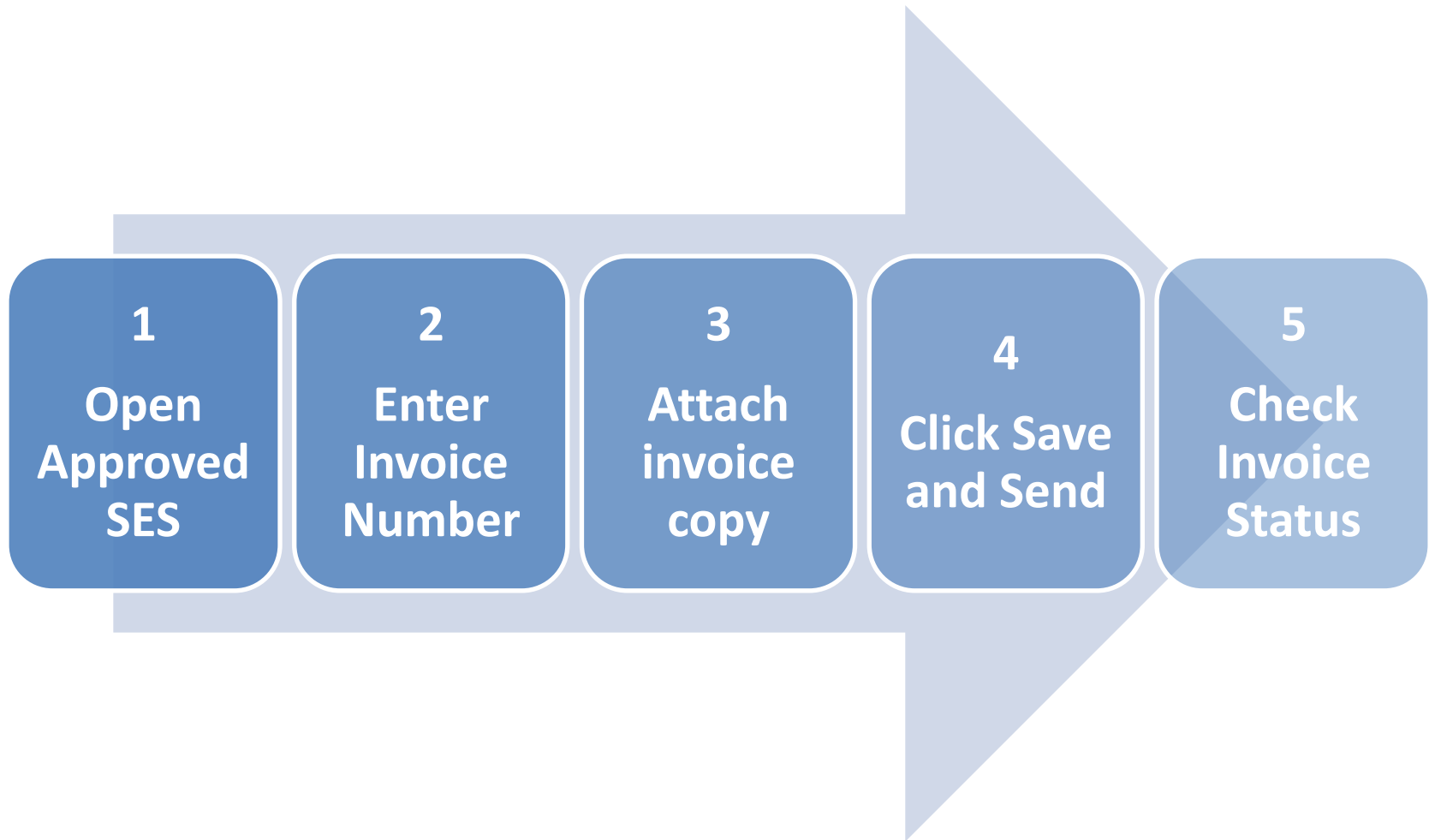
Create Service Entry
Sheet (SES)



3

Submit e-invoice

Quick Steps – Submit Invoice



Submit Invoice

1. Open Approved SES
 - Click 'Entry Sheets' tab
 - Click 'Approved' folder



















The screenshot displays the Hubwoo web application interface. At the top, a navigation bar contains several menu items: Home, Source, Catalogs, Orders, Finance, Analyze, Business Directory, Connections, and Administration. The 'Orders' menu item is highlighted with a red box. Below this, a secondary navigation bar includes Overview, Change Supplier, Orders, Change Orders, Shipment Notices, Goods Receipts, Cart, and Administration. The main content area shows a 'Home' header on the left and 'Company: Demo Supplier' with the date '22-Aug-2014' on the right. A central tabbed interface has 'Entry Sheets' selected and highlighted with a red box. Underneath, a list of folders is shown: Pending (165), Pending (165), Approved (64), Pending (99), Invoice Created (15), and Invoice Sent (303). The 'Approved (64)' folder is highlighted with a red box. Below the folder list is an 'Advanced Search' section with input fields for ES Number, PO Number, Buyer Name, and ES Type, along with dropdown menus for ES Status and Start/End Date. A 'Search' button is located at the bottom of the search section.

Submit Invoice

- Click  'Create Invoice from ES'

Search Results

[Select All](#) [Clear All](#)  [Print Selected to PDF](#)

	<u>ES Number</u>	<u>Issue date</u>	<u>Buyer</u>	<u>Status</u>	<u>Response Note</u>	<u>Amount</u>	<u>Currency</u>	<u>Action</u>
<input type="checkbox"/>	 tkt01	15-Jan-2014 02:56:15 AM		Approved		3.00	USD	   
<input type="checkbox"/>	 test14	14-Jan-2014 11:29:35 AM		Approved		1.00	USD	   
<input checked="" type="checkbox"/>	 fintamora1	14-Jan-2014 10:45:51 AM		Approved		1.00	USD	   
<input type="checkbox"/>	 50501	09-Aug-2013 03:12:34 AM		Approved		3.00	USD	   
<input type="checkbox"/>	 31100	05-Aug-2013 04:41:14 AM		Approved		1.00	USD	   
<input type="checkbox"/>	 308	30-Jul-2013 02:36:37 PM		Approved		9,225.00	USD	   



Records: 6, pages: | << 1 / 1 >> |

[Select All](#) [Clear All](#)

2. Enter Invoice number and Issue Date

- Issue Date must be entered
- “Note” field can be use to submit comment back to your Buyer.

Invoice Header

Invoice Number: *	<input type="text"/>	Payment Terms:	
Issue Date: *	<input type="text"/> 	Payment Term: *	<input type="text" value="Other"/>
PO Number:	<input type="text" value="4500001456"/>	Net Days Due: *	<input type="text" value="0"/> Due Date: 1-Jul-2014 04:03:15 PM
Invoice Type:	<input type="text" value="Debit Invoice"/> 	Discount Days Due: *	<input type="text" value="0"/> Discount Rate: * <input type="text" value="0.00"/>
Currency:	<input type="text" value="U.S. Dollar"/>		
Bill of Lading:	<input type="text"/>		
Note:	<input type="text"/>		

Quick Steps – Submit Invoice

2. Attach Invoice copy
 - Click 'Attachments' tab
 - Click 'Upload'
 - Click 'Add Files'

This screenshot shows the 'Attachments' tab selected in a navigation bar. The 'Upload' button is highlighted with a red box. Below the navigation bar is a table with columns for Purpose, Title, and File Name. The table is currently empty, and the status bar indicates 'Records: 0, pages: | < < 1 / 1 > > |'.

Purpose	Title	File Name
---------	-------	-----------

Records: 0, pages: | < < 1 / 1 > > |

This screenshot shows the 'Upload Attachment' form. A warning message states: 'Please ensure that combined size of all attachments does not exceed 100 MBytes otherwise document delivery could fail.' Below the message is a table with columns for Purpose, Attachment Title, Description, and File Name. The 'Add File(s)' button is highlighted with a red box.


Upload Attachment

Please ensure that combined size of all attachments does not exceed 100 MBytes otherwise document delivery could fail.

Purpose*	Attachment Title	Description	File Name
----------	------------------	-------------	-----------



Add File(s)



Quick Steps – Submit Invoice

- Enter 'Purpose' text description
- Click 

Upload Attachment

Please ensure that combined size of all attachments does not exceed 10 MBytes otherwise document delivery could fail.



Purpose	Attachment Title	Description	File Name
Invoice for WO 2200000028198	WO 22-28198 invoice	invoice copy	Work Order 220000028198.pdf 
			

Quick Steps – Submit Invoice

- Click 

Purpose*	Attachment Title	Description	File Name
WO 2200000028198	WO 22-28198	Invoice copy	Work Order 220000028198.pdf Completed 100%

Quick Steps – Submit Invoice

3. Click  [Save and Send](#)

[Home](#) > [Search Entry Sheets](#) > [View Invoice](#)

 [Save and Send](#)  [Save Draft](#)  [Delete](#)

 [XML](#)  [PDF](#)  [Related Docs.](#)  [Qty. Tracking](#)

Invoice was successfully sent.

Buyer Info

Buyer Name:	10001 10001 10001	Account Code:	8000006095
Buyer Short Name:	100011001		

Entry Sheet

Entry Sheet Number:	fintamora1	Entry Sheet Issue Date:	14-Jan-2014
		Entry Sheet Approval Date:	14-Jan-2014

Quick Steps – Submit Invoice

4. Check Invoice status

- Click 'Invoices' tab
- Invoices are grouped per status

The screenshot displays the Hubwoo interface. At the top, a navigation bar includes 'Home', 'Source', 'Catalogs', 'Orders' (highlighted with a red box), 'Finance', 'Analyze', 'Business Directory', 'Connections', and 'Administration'. Below this, a secondary navigation bar contains 'Overview', 'Change Supplier', 'Orders', 'Change Orders', 'Shipment Notices', 'Goods Receipts', 'Cart', and 'Administration'. The main content area features a sub-navigation bar with 'Orders', 'Change Orders', 'ASNs', 'Goods Receipts', 'Entry Sheets', 'Invoices' (highlighted with a red box), 'Credit Advices', and 'Remittance Advices'. Under the 'Invoices' tab, a list of invoice statuses is shown, with a red box around the list: 'Pending (29)', 'Sent (52)', 'Accepted (15)', 'Rejected (24)', and 'Accepted-Other (41)'. To the right of this list is a 'Create Scratch Invoice' button. Below the list is an 'Advanced Search' section with input fields for 'Invoice Number', 'PO Number', 'Buyer Name', and 'Account Code', and a 'Search' button. To the right of the search fields are dropdown menus for 'Invoice Status' (set to 'All'), 'Start Date', and 'End Date', along with checkboxes for 'Show Invoices with Invoice Response' and 'Show only Non-Flip Invoices'. On the left side of the page, there is an 'Alerts' sidebar with links for 'Alerts Inbox', 'Messages Inbox', and 'Favorites'. The top right corner shows 'Company:' and the date '11-Nov-2014'.

Quick Steps – Submit Invoice

- Status is updated according to Buyer approval steps and rejection reason can be displayed clicking on “Show Invoice response history”

Invoices Create Scratch Invoice

Select All Clear All Print Selected to PDF

	Invoice Number	Invoice Date	Buyer	Account Code	Status	Amount	Currency	Action
<input type="checkbox"/>	INV_1548_1	30-Jun-2014 11:59:59 AM			Sent	100.00	USD	
<input type="checkbox"/>	INV_5010	24-Jun-2014 11:59:59 AM			Accepted	260.00	USD	
<input type="checkbox"/>	INV_5002_1	25-Jun-2014 11:59:59 AM			Accepted	690.00	USD	
<input type="checkbox"/>	100000018	23-Jun-2014 11:59:59 AM			Accepted	100.00	USD	
<input type="checkbox"/>	INV_1497_2	24-Jun-2014 11:59:59 AM			Sent	200.00	USD	
<input type="checkbox"/>	INV_1497_1	23-Jun-2014 11:59:59 AM			Accepted	200.00	USD	
<input type="checkbox"/>	62536_1	18-Jun-2014 11:59:59 AM			Accepted	150.00	USD	
<input type="checkbox"/>	100000015	18-Jun-2014 11:59:59 AM			Rejected	100.00	USD	
<input type="checkbox"/>	INV_1466_1	18-Jun-2014 01:59:59 PM			Accepted	300.00	USD	
<input type="checkbox"/>	INV_1463_5	19-Jun-2014 11:59:59 AM			Sent	100.00	USD	

Records: 28, pages: | << 1 / 3 >> |

- It's also available in the Invoice details

Invoice Response ▾

Invoice Response Status:	Rejected	Invoice Response Number:	100000015-1403198251281
Invoice Response Note:	nota reject invoice da wf CO28206 - Elena Rossi 19.06.2014 - 19:17	Invoice Response Date:	18-Jun-2014 11:59:59 AM

- Hubwoo works with Internet Explorer browser **ONLY**
- **Notifications in Hubwoo** - By default, all notification flags are “enabled” for every vendor. If you should want to “disable” any of these notifications, please contact the **Hubwoo Customer Care** for assistance (reference slide for contact details)

Points to remember on Invoice

- Invoice Number is your internal field ticket number and **must be unique**
- Hubwoo invoice number and amount should match with the attached copy of the paper invoice.
- Invoice Issue date must be entered when creating the invoice.
- Pdf file name should not contain character '#’.
- Invoice is electronically received & approved by buyer Accounts Payable
- Invoice status will change to “Accepted” when approved
- Contact Buyer Accounts Payable if Invoice is “rejected”

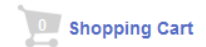
- Shopping lists enable you to save shopping carts for future purchases. Using shopping lists will help you to easily re-order items which had been previously ordered.
- Click Shopping List from the main menu to display your shopping lists.



Product Groups Quick Quote Free Text Suppliers

Shopping Lists

Item Compare
is empty



- The Shopping Lists screen is displayed.

The screenshot shows the Hubwoo Shopping Lists interface. On the left, there are two sections: "Private Shopping Lists" with a "Supplies" list and "Public Shopping Lists" with "Laptop" and "Office" lists. A yellow callout box points to the "Supplies" list with the text "Click on the list name to display its contents." The main content area is titled "CURRENT_SHOPPING_LIST_DOCU" and contains two items:

- Transport Service**: 300.00 USD. Description: "Transportation truck service". Item ID: 2. Supplier: Supplier C. Manufacturer: Transportation Inc. Rating: 5 stars. Quantity (EA): 1. Stored Quantity: 1.
- GCX Kit for Philips MP/60/70 on Tiro**: 500.00 USD. Description: "GCX包蒂罗为飞利浦MP/60/70". Item ID: 989801210034. Supplier: Supplier C. Manufacturer: Hardware. Rating: 5 stars. Quantity (EA): 1. Stored Quantity: 1.

At the bottom right, there is a "Back to Results" button.

- On the previous screen you should have seen a list of Private Shopping Lists (shopping lists created by you), and a list of Public Shopping Lists (standard shopping lists available for every user).
- The following actions are available when working with Shopping Lists:

Button	Action
Add shopping list to cart	Click on this link to add the list to the shopping cart.
Download as v	<p>Select from the drop-down list to download the shopping list to an excel file or to a text file.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Excel file (.xls)</div> <div style="border: 1px solid #ccc; padding: 5px;">Text (.txt)</div>
Create New Private Shopping List	Click on this link to create a new Private Shopping List. This feature allows you to upload shopping lists using a template.
Back to Results	Click to go back to the search results.

- Selected shopping lists display at the bottom of the screen. The name of the selected shopping list is highlighted in the list.

Private Shopping Lists

Supplies

[Create New Private Shopping List](#)


Public Shopping Lists

Laptop

Office

Supplies

[Add shopping list to cart](#) | [Download as v](#) | [Remove this shopping list](#)



Stopper (inf. or inj., rubber, PTFE coating)

Stopper (inf. or inj., rubber, PTFE coating)


Item ID : 58165

Supplier : Supplier B

Manufacturer : Zarges


Rating ★★★★★

11.11 USD

Quantity (PR) 

Stored Quantity : 1

[Remove from shopping list](#)



Electrical tape

Black PVC Electrical Tape - 60ft. Roll - 3/4" Wide. Industrial grade economy PVC black electrical tape. Good adhesion 176F (80C). weather. Conforms easily to irregular surfaces. Suitable use at maximum of 600 volts, and up to 176F (80C).


Item ID : WA-ETV-60

Supplier : Supplier B

Manufacturer : 3M


Rating ★★★★★

1.97 USD

Quantity (PCE) 

Stored Quantity : 1

[Remove from shopping list](#)



EZ-45 Pallet Loading Station.

The EZ-45 Pallet Loading Station in every sense of the word. Raising and lowering pallets during loading or unloading without the use of mechanical springs so the worker does not have to reach or strain. As the load weight changes, the EZ Loader automatically adjusts, keeping the top of the load at a convenient operating system found only in the EZ Loader.


Item ID : EZ-45

Supplier : Supplier B

Manufacturer : Choice Bagging

Rating ★★★★★

898.99 USD

Quantity (PCE) 

Stored Quantity : 1

[Remove from shopping list](#)



[Back to Results](#)

Creating Shopping Lists

- To create a new shopping list:
 - Search for one or more products to put in the list, and transfer them to the shopping cart.
 - Go to the Shopping Cart.
 - Select “add new list” from the drop-down list
 - Type a name in the section “Save cart as private shopping list:”
 - Click on



Shopping Cart

Product	Quantity	Price	Total Price
 <p>Pallet Transport Service Pallet repatriation truck service Item ID : 2 Lead Time : 2 Day(s) Supplier : Supplier C</p> <p>Add item to Shopping List: <input type="button" value="Supplies"/> <input type="button" value="Add"/></p>	<input type="text" value="1"/> Update in cart Each	300.00 USD	300.00 USD Remove
 <p>GCX Kit for Philips MP/60/70 on Tiro GCX包蒂罗为飞利浦MP/60/70 Item ID : 989801210034 Lead Time : 10 Day(s) Supplier : Supplier C</p> <p>Add item to Shopping List: <input type="button" value="Supplies"/> <input type="button" value="Add"/></p>	<input type="text" value="1"/> Update in cart Each	500.00 USD	500.00 USD Remove

Add item by Item ID:

Save cart as private shopping list :

[Upload list of items](#) [Remove all items](#)

- Private shopping lists are only visible to the user who created it.
- If the Shopping List contains items from punch-outs, these will not be saved to the shopping list and the following warning message will be displayed:

Shopping Cart

Please note: External Items (Punchout items) are not stored in shopping lists.

Automatic Shopping List-Last Shopping Cart

- Automatic shopping list is created based on the last shopping cart that has been created and transferred.
- To access this feature click **Shopping Lists** from the main menu.



- The Shopping Lists screen opens displaying the **Last shopping cart** list. You can view/change the shopping list content.

The screenshot shows the Hubwoo Shopping Lists screen. On the left, there are two sections: 'Private Shopping Lists' with 'Last shopping cart' highlighted in a red box, and 'Public Shopping Lists' with 'Laptop' and 'Office'. The main content area is titled 'Last shopping cart' and contains two items:

- Pallet Transport Service** (300.00 USD): Includes a photo of trucks, description 'Pallet repatriation truck service', Item ID: 2, Supplier: Supplier C, Manufacturer: Transportation Inc., and a 5-star rating. It has a quantity of 1 and a 'Remove from shopping list' link.
- GCX Kit for Philips MP/60/70 on Tiro** (500.00 USD): Includes a photo of a mechanical part, description 'GCX包蒂罗为飞利浦MP/60/70', Item ID: 989801210034, Supplier: Supplier C, Manufacturer: Hardware, and a 5-star rating. It has a quantity of 1 and a 'Remove from shopping list' link.

At the bottom right, there is a 'Back to Results' button.

- The following actions are available:

Button	Action
Add shopping list to cart	Click on this link to add the list to the shopping cart.
Download as v	Select from the drop-down list to download the shopping list to an excel file or to a text file. <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> Excel file (.xls) Text (.txt) </div>
Remove this shopping list	Click on this link to remove the shopping list.
Create New Private Shopping List	Click on this link to create a new Private Shopping List. This feature allows you to upload shopping lists using a template.
Back to Results	Click to go back to the search results.

- Automatic shopping list is also created if there are items in the shopping cart at the moment you click on “Cancel” from the main menu.

Automatic Updates of Shopping Lists

- The shopping lists are automatically updated after release of a new content catalog.

Private Shopping Lists

easyorder test

EURA-20121025-01

EURA-20121025-02

EURA-PHC-20101022-01

EURA-PHC-20121022-02

EURA-PHC-20121022-03

MVO

New ShopList

[Create New Private Shopping List](#)

Public Shopping Lists

Computer

Laptop

My public test

New PshopList

Office Material


Office Material

test


EURA-20121025-01

[Add shopping list to cart](#) | [Download as v](#) | [Remove this shopping list](#)

40 B 1.4571 A 15 000 **1.00 EUR**




Blind flanges DIN 2527 PN 40, facing type B acc. to DIN 2526, 1.4571 DIN 2528/17440
Item ID : 162186
Supplier : rff Rohr Flansch Fitting
Manufacturer :
Rating ★★★★★


Quantity (C62)  Stored Quantity : 1

[Remove from shopping list](#)

635 C 28 N 168,3 4.5 **1.00 EUR**



Welding neck flanges DIN 2635 PN 40, facing type C acc. to DIN 2526, C 22.8 / 1.0460
100, DN 150 / 168,3 x 4.5
Item ID : 163763
Supplier : rff Rohr Flansch Fitting
Manufacturer :
Rating ★★★★★

Quantity (C62)  Stored Quantity : 1

[Remove from shopping list](#)

[Back to Results](#)

- Once the new catalog is released, the information on the shopping lists is automatically updated.

Private Shopping Lists

easyorder test

test

[Add shopping list to cart](#) |
 [Download as v](#) |
 [Remove this shopping list](#)

<p>test</p> <p>test1</p> <p>Training Shop List</p> <p>Create New Private Shopping List</p>	<p>633 C 28 N 323,9 7.1</p> <p>Welding neck DIN 2633 PN 16, facing type C acc. to DIN 2526,C 22.8 / 1.0460 DIN 2528 300 / 323,9 x 7.1</p> <p>Item ID : 161532</p> <p>Supplier : rff Rohr Flansch Fitting</p> <p>Manufacturer :</p> <p>Rating ★★★★★</p>	<p>1.00 EUR</p> <p>Quantity (C62) <input style="width: 50px;" type="text" value="1"/> </p> <p>Stored Quantity : 2</p> <p>Remove from shopping list</p>
--	---	---


- A warning message is also displayed for those items that are no longer available in the catalog.

Private Shopping Lists

easyorder test

[Add shopping list to cart](#) | [Download as v](#) | [Remove this shopping list](#)

- EURA-20121025-01
- EURA-20121025-02
- EURA-PHC-20101022-01
- EURA-PHC-20121022-02
- EURA-PHC-20121022-03
- MVO
- New ShopList




WARNING! This item is no longer available at the catalog.
Please remove it from the list.

COMPACT FITTING/MAINTENANCE KIT,BODY MATERIAL=PLASTIC,MANUFA
Item ID : 724-958
Supplier : RS Components

[Remove from shopping list](#)

- Click on [Remove from shopping list](#) to remove from the shopping list the item that is no longer available.



WARNING! This item is no longer available at the catalog.
Please remove it from the list.

COMPACT FITTING/MAINTENANCE KIT,BODY MATERIAL=PLASTIC,MANUFA
Item ID : 724-958
Supplier : RS Components

[Remove from shopping list](#)

- The “no longer available” items must be removed from the shopping list in order to add it to the shopping cart; otherwise a warning message will be displayed when attempting to do so.

The screenshot displays a web interface for managing shopping lists. On the left, under the heading "Private Shopping Lists", there is a list of shopping lists: "easyorder test" (highlighted), "MVO", "New ShopList", "test", and "test1". The main content area shows the details for the "easyorder test" list. At the top, there are three links: "Add shopping list to cart", "Download as v", and "Remove this shopping list". Below these links, there is a warning message: "WARNING! This item is no longer available at the catalog. Please remove it from the list." To the left of this message is a placeholder image. Below the warning, there is a table with the following visible text: "COMPACT", "Item ID : 72", and "Supplier : F". A modal dialog box titled "Message from webpage" is overlaid on the right side of the screen. The dialog contains a yellow warning icon and the text: "WARNING! Some items in the list are no longer available at the catalog. Please remove them before adding the list to cart." There is an "OK" button at the bottom right of the dialog. A loading spinner is visible at the bottom right of the main content area.

Maintaining Shopping Lists

- To manage your shopping lists, click on **Shopping Lists** from the main menu.



- By clicking the name of the shopping list its contents is displayed.

Private Shopping Lists
Last shopping cart
Supplies
Create New Private Shopping List

Public Shopping Lists
Laptop
Office

Supplies
Add shopping list to cart | Download as v | Remove this shopping list

Stopper (inf. or inj., rubber, PTFE coating) **11.11 USD**
Stopper (inf. or inj., rubber, PTFE coating)
Item ID : 58165
Supplier : Supplier B
Manufacturer : Zarges
Rating ★★★★★
Quantity (PR)
Stored Quantity : 1
[Remove from shopping list](#)

Electrical tape **1.97 USD**
Black PVC Electrical Tape - 60ft. Roll - 3/4" Wide, Industrial grade economy PVC black electrical tape. weather. Conforms easily to irregular surfaces. Suitable use at maximum of 600 volts, and up to 176F (80C).
Item ID : WA-ETV-60
Supplier : Supplier B
Manufacturer : 3M
Rating ★★★★★
Quantity (PCE)
Stored Quantity : 1
[Remove from shopping list](#)

EZ-45 Pallet Loading Station. **898.99 USD**
The EZ-45 Pallet Loading Station in every sense of the word. Raising and lowering pallets during loading so the worker does not have to reach or strain. As the load weight changes operating system found only in the EZ Loader.
Item ID : EZ-45
Supplier : Supplier B
Manufacturer : Choice Bagging
Rating ★★★★★
Quantity (PCE)
Stored Quantity : 1
[Remove from shopping list](#)

[Back to Results](#)

- To change the quantity of the items, type the number in the Cart Quantity field and click on
- To remove items from the shopping list, click on [Remove from shopping list](#) at the line item.
- Click [Back to Results](#) to close the shopping list screen and go to the landing page.

□ Hubwoo Global Customer Services, Supplier Support

- +1 866 446 8203 (US Toll Free)
- customercare@Hubwoo.com

- END -