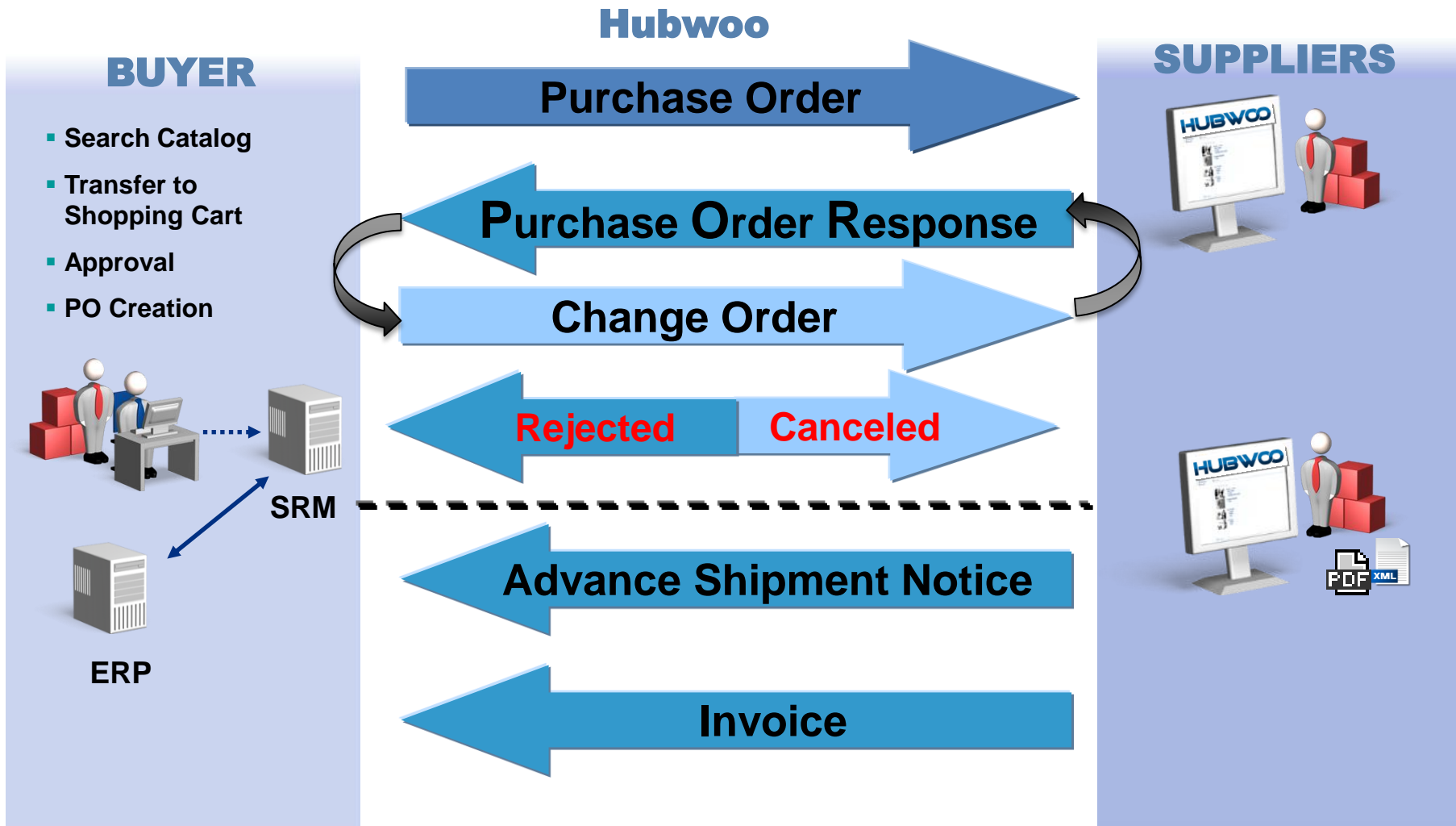


Order Management

Supplier Standard Training

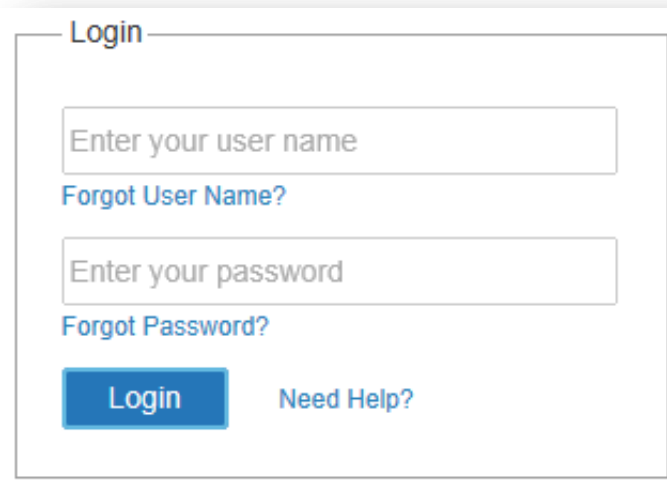
- Welcome to the **Order Management Supplier Standard Training**
- During this presentation you will learn:
 - Order Management Overview
 - Login to Portal and Overview
 - How to retrieve and review Purchase Orders
 - How to respond to the PO (POR) - Accept
 - How to reject a Purchase Order
 - Change Orders
 - Invoicing

Order Management 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>

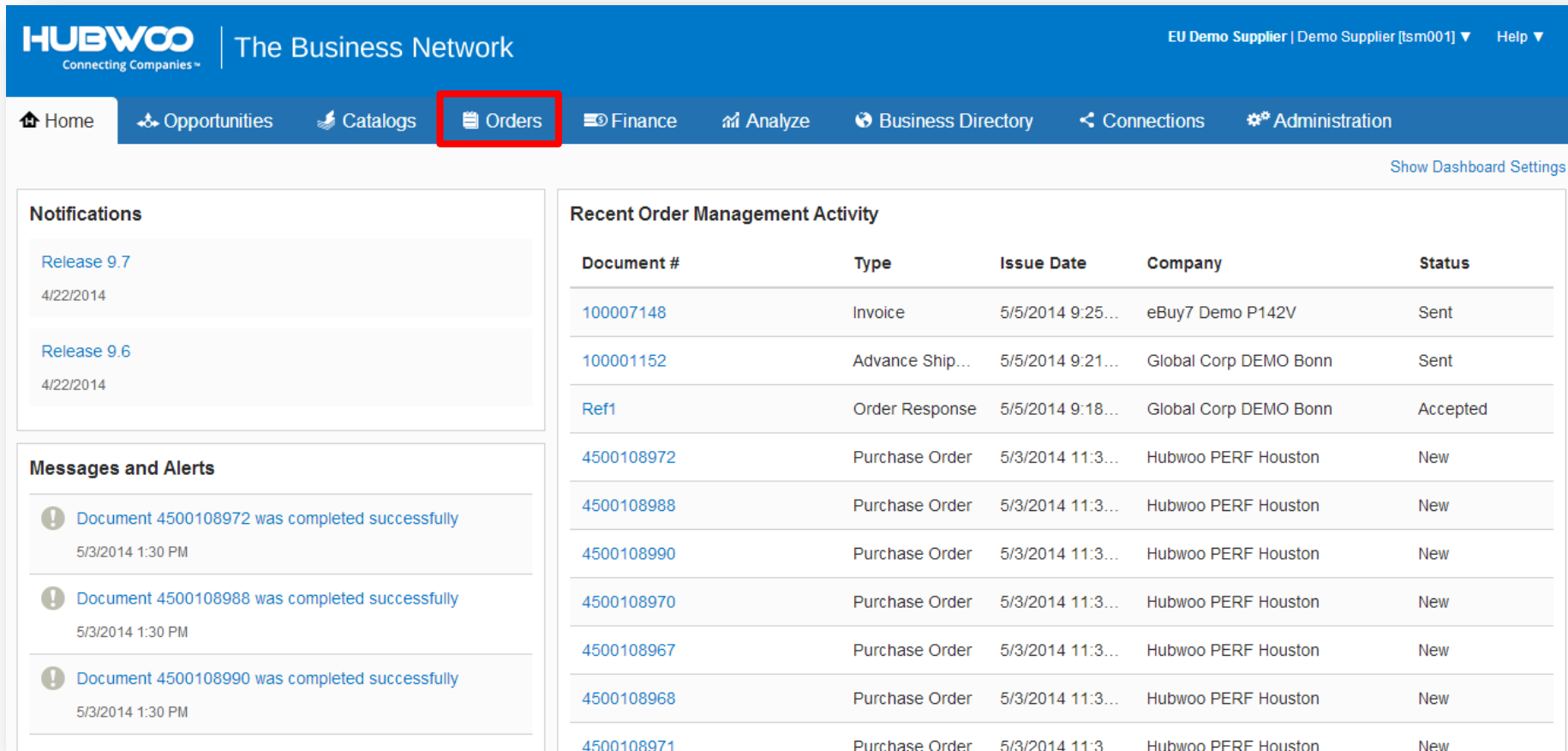
Then enter your User Name and Password, and click on **Login**.



The screenshot shows a login form titled "Login" with a thin border. It contains two input fields: "Enter your user name" and "Enter your password". Below each field is a blue link: "Forgot User Name?" and "Forgot Password?". At the bottom left is a blue "Login" button, and at the bottom right is a blue link "Need Help?".

Orders Tab

- To use the Order Management tool you can click on the **Orders** tab from the blue menu bar.



The screenshot displays the Hubwoo 'The Business Network' interface. The top navigation bar is blue and contains several menu items: Home, Opportunities, Catalogs, **Orders** (highlighted with a red box), Finance, Analyze, Business Directory, Connections, and Administration. The main content area is divided into three sections: Notifications, Messages and Alerts, and Recent Order Management Activity.

Notifications

- Release 9.7
4/22/2014
- Release 9.6
4/22/2014

Messages and Alerts

- Document 4500108972 was completed successfully
5/3/2014 1:30 PM
- Document 4500108988 was completed successfully
5/3/2014 1:30 PM
- Document 4500108990 was completed successfully
5/3/2014 1:30 PM

Recent Order Management Activity

Document #	Type	Issue Date	Company	Status
100007148	Invoice	5/5/2014 9:25...	eBuy7 Demo P142V	Sent
100001152	Advance Ship...	5/5/2014 9:21...	Global Corp DEMO Bonn	Sent
Ref1	Order Response	5/5/2014 9:18...	Global Corp DEMO Bonn	Accepted
4500108972	Purchase Order	5/3/2014 11:3...	Hubwoo PERF Houston	New
4500108988	Purchase Order	5/3/2014 11:3...	Hubwoo PERF Houston	New
4500108990	Purchase Order	5/3/2014 11:3...	Hubwoo PERF Houston	New
4500108970	Purchase Order	5/3/2014 11:3...	Hubwoo PERF Houston	New
4500108967	Purchase Order	5/3/2014 11:3...	Hubwoo PERF Houston	New
4500108968	Purchase Order	5/3/2014 11:3...	Hubwoo PERF Houston	New
4500108971	Purchase Order	5/3/2014 11:3...	Hubwoo PERF Houston	New

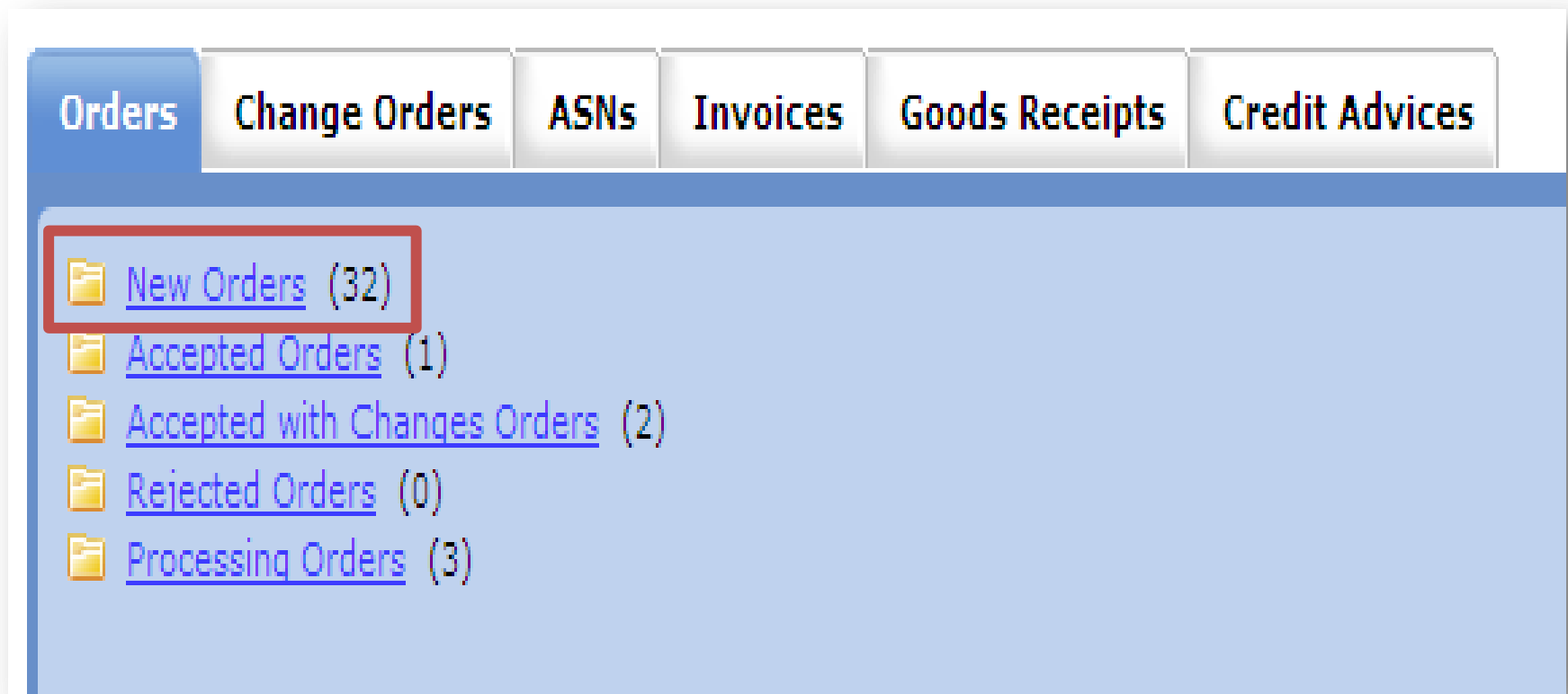
Order Page

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

The screenshot displays the Hubwoo interface for the 'Orders' section. At the top, the Hubwoo logo and 'The Business Network' are visible, along with user information 'EU Demo Supplier | Demo Supplier [tsm001]' and a 'Help' dropdown. A navigation bar includes 'Home', 'Opportunities', 'Catalogs', 'Orders' (selected), 'Finance', 'Analyze', 'Business Directory', 'Connections', and 'Administration'. Below this, a secondary navigation bar lists 'Overview', 'Orders', 'Change Orders', 'Shipment Notices', 'Goods Receipts', and 'Cart'. The main content area features a 'Home' link and an 'Alerts' sidebar with 'Alerts Inbox', 'Messages Inbox', and 'Favorites'. The central 'Orders' section has tabs for 'Orders', 'Change Orders', 'ASNs', 'Goods Receipts', 'Entry Sheets', 'Invoices', 'Credit Advices', and 'Remit'. A list of order statuses is shown: 'New (29083)', 'Accepted (2446)', 'Accepted With Changes (605)', 'Rejected (14)', and 'Processing (116)'. Below the list is an 'Advanced Search' form with fields for 'PO Number', 'Buyer Name', 'Supplier Ref No.', 'Account Code', 'Start Date', 'End Date', 'Order Status' (set to 'All'), and 'Order Type' (set to 'All'). A 'Search' button is located at the bottom of the form. A callout box on the right explains the search functionality.

Search: provides the capability to search for a particular PO, by PO number, Supplier Reference Number Start or End Date, Status, or Account Code

- As New Orders are delivered, they are posted in the **New Orders** folder. Click on **New Orders** to view those 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.

Search Options

i Search Options are combined using AND operation

PO Number:	<input type="text"/>	Contains	<input type="text"/>	Order Status:	All
Buyer Name:	<input type="text"/>	Contains	<input type="text"/>	Start Date:	<input type="text"/>
Supplier Reference Number:	<input type="text"/>			End Date:	<input type="text"/>
Account Code:	<input type="text"/>			Order Type:	All

[Search](#)

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"/>	000015	Contoso Asia	A35102987	New	19-Nov-2012 02:00:00 PM	347.00	USD	
<input type="checkbox"/>	000017	Contoso Asia	A35102987	New	19-Nov-2012 02:00:00 PM	347.00	USD	
<input type="checkbox"/>	000028-test2	Contoso Asia	A35102987	New	30-May-2013 02:00:00 PM	1,440.00	USD	
<input type="checkbox"/>	3000001355MG4	Dutch Non Inv	A35102987	New	19-Apr-2013 06:00:00 PM	120.00	USD	
<input type="checkbox"/>	3000001355MG2	Dutch Non Inv	A35102987	New	19-Apr-2013 06:00:00 PM	120.00	USD	
<input type="checkbox"/>	3000001355MG1	Dutch Non Inv	A35102987	New	19-Apr-2013 06:00:00 PM	120.00	USD	
<input type="checkbox"/>	3000001356KR	Dutch Non Inv	A35102987	New	19-Apr-2013 06:00:00 PM	120.00	USD	
<input type="checkbox"/>	8400000343	Information Services - Corp	P164W115-619666666	New	13-Mar-2013 07:00:00 PM	2,000.00	USD	
<input type="checkbox"/>	8400000342	SLS-Baton Rouge	P164W343-619666666	New	30-Jan-2013 07:00:00 PM	0.00	USD	
<input type="checkbox"/>	8400000340	Information Services - Corp	P164W115-619666666	New	22-Jan-2013 07:00:00 PM	1,000.00	USD	

Records: 747, pages: | << 1 / 75 >> |

[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](#) ▼

	PO Number	Buyer	Account Code	Status	Order Date	Total Cost	Invoiced Amount	Action
<input type="checkbox"/>	4500128720	Hubwoo PERF Houston	P042V0013-888888436	New	02-Dec-2014 07:00:00 PM	50.00 USD		
<input type="checkbox"/>	PM20000050001	Global Corp DEMO Paris	P142V0004-888888436	New	02-Dec-2014 06:00:00 PM	3,938.00 EUR		
<input type="checkbox"/>	2000006054	Site Demo Connectivité O2i	P142V0013-888888436	New	27-Nov-2014 07:00:00 PM	50.00 EUR		
<input type="checkbox"/>	2000006053	Site Demo Connectivité O2i	P142V0013-888888436	New	27-Nov-2014 07:00:00 PM	50.00 EUR		
<input type="checkbox"/>	2000006070	Site Demo Connectivité O2i	P142V0013-888888436	New	27-Nov-2014 07:00:00 PM	90.00 EUR		

Reviewing and Accepting Order

- Let's review an order. You can choose to print the order first by clicking on the **Download PDF** icon located under the **Action** column. This allows you to view the details of this order in a PDF format.



Click on the
"Download
PDF" icon

File Download Box

- A File Download Box will appear. It gives you the option to **Open** or **Save** the document.

The screenshot shows the Hubwoo 'Orders' section. At the top, there's a navigation bar with 'Home', 'Opportunities', 'Catalogs', 'Orders', 'Finance', 'Analyze', 'Business Directory', 'Connections', and 'Administration'. Below this is a sub-navigation bar with 'Overview', 'Orders', 'Change Orders', 'Shipment Notices', 'Goods Receipts', and 'Cart'. The main content area is titled 'Search Orders' and includes a 'Search Options' section with input fields for PO Number, Buyer Name, Supplier Reference Number, and Account Code, along with dropdown menus for 'Contains' and 'Order Status'. A 'Search' button is present. Below the search options is a 'Search Results' section with a table of results. The table has columns for PO Number, Buyer, Account Code, Status, Order Date, Total Cost, Currency, and Action. One result is shown for PO Number 8400000304, Buyer SLS-Philadelphia/Whitehall, Account Code P164W335-619666666, Status Accepted, Order Date 30-Oct-2012 07:00:00 PM, Total Cost 1.00 USD. At the bottom of the screenshot, a file download dialog box is open, asking 'Do you want to open or save PurchaseOrderResponse.PDF (27.3 KB) from portal.uat.hubwoo.com?'. The dialog has 'Open', 'Save', and 'Cancel' buttons.

Company: PS Demo Supplier 2
20-Nov-2012

Search Options

Search Options are combined using AND operation

PO Number: Contains

Buyer Name: Contains

Supplier Reference Number:

Account Code:

Order Status: All

Start Date:

End Date:

Order Type: All

Search

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
8400000304	SLS-Philadelphia/Whitehall	P164W335-619666666	Accepted	30-Oct-2012 07:00:00 PM	1.00	USD	

Do you want to open or save PurchaseOrderResponse.PDF (27.3 KB) from portal.uat.hubwoo.com?

Open Save Cancel

PO in PDF Format

- If you choose to open the file, Adobe Acrobat will pop up, and you can see the details of the purchase order. From Adobe you can choose to print the order.

Purchase Order	
Order No.: 3500001108	
Order Date:	22-Jun-2013 06:00:00 PM
Account Code:	F168W098-61966666
Plant ID:	000000114
Currency:	EUR
Supplier Number: 61966666	
Customer:	T. USER 601
Customer number:	P168W098
<hr/>	
Buyer Party:	
Ident:	P168W098
Company Name:	Non Inv Mat
Additional Ident:	0000010849
Name 2:	DE120001
Street:	SIGMA-ALDRICH CHEMIE GmbH
Street Supplement 1:	Eschenstrasse 5
City:	Taufkirchen
Region:	09
Zip/Postal Code:	82024
Country:	Germany, Federal Republic of
Buyer Order Contact:	
Contact name:	T. USER 601
Telephone:	01 01 01 01
Fax:	01 01 01 01
Email:	rkuhn@hubwoo.com
<hr/>	
Supplier Party:	
Ident:	61966666
Company Name:	PS Demo Supplier 2
Additional Ident:	0000011189
Name 2:	Z619666666
Street:	10275 Philadelphia Court
City:	Rancho Cucamonga
Region:	Other
Zip/Postal Code:	91730
Country:	United States
Seller Order Contact:	
Contact name:	C. Person
Telephone:	909 980 4434
Fax:	+1 1111111111111111
Email:	test@hubwoo.com
<hr/>	
Bill To:	
Ident:	1460
Company Name:	Sigma-Aldrich Chemie GmbH
Street:	Eschenstrasse 5
City:	Taufkirchen
Region:	Other
Zip/Postal Code:	82024
Country:	Germany, Federal Republic of
Billing Order Contact:	
Contact name:	.
Telephone:	N/A
Fax:	N/A
Email:	N/A
<hr/>	
Ship To:	
Ident:	000000114
Company Name:	Sigma-Aldrich Chemie GmbH
Name 2:	1460
Street:	Eschenstrasse 5
City:	Taufkirchen
Region:	Other
Zip/Postal Code:	82024
Country:	Germany, Federal Republic of
Shipping Order Contact:	
Contact name:	Test USER 601
Telephone:	111111
Fax:	N/A
Email:	ap-stl@sial.com
<hr/>	
Transport Information:	
Transport Mode:	Other
<hr/>	
Payment Other:	
Payment Mean Code:	Instrument Not Defined
Payment Terms Code:	Other
Payment Terms Code Other:	AA30
<hr/>	
Order No.: 3500001108	Buyer: Non Inv Mat
Date Of Print: 10-Sep-2013 11:46:57 PM	Seller: PS Demo Supplier 2





















View Purchase Order

- You can also view and process the purchase order by clicking on the **Open PO** icon located under the **Action** column. Click on this icon.



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"/>	2000005838	Global Corp DEMO Paris	P142V0004-888888436	New	12-Aug-2014 06:00:00 PM	50.00	EUR	   
<input type="checkbox"/>	2000005817	Global Corp DEMO Paris	P142V0004-888888436	New	11-Aug-2014 06:00:00 PM	50.00	EUR	   
<input type="checkbox"/>	2000005851	Global Corp DEMO Paris	P142V0004-888888436	New	11-Aug-2014 06:00:00 PM	50.00	EUR	   
<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	   

Order Details

- This will bring you to the **Order Details** page. At the top of the page we have the buyer details and contact information; and below you will find the line items.

Buyer Info

Ident: P164W017 Company Name: Imlay City, MI Name 2: 1014001 Street: 332 Graham Road City: Imlay City Region: MI Zip/Postal Code: 48444 Country: United States	<div style="border: 2px solid red; padding: 5px; margin-bottom: 5px;">Buyer Order Contact:</div> Contact name: J. ROWE Telephone: 01 01 01 01 Fax: 01 01 01 01 Email: diane.pekunka@scotts.com
---	--

Order Header

Order No.: 8100000448	Plant ID: 0000000117
Supplier Ref. No.: * <input type="text"/>	Status: <input type="text" value="New"/>
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](#)

No.	Part No.	Description	Status	Requested Delivery Date	Supplier Delivery Date *	UOM	Quantity *	Unit Price *	Currency	Amount	Action
<input type="checkbox"/>	0000000001 Seller: 1256326	Rollerball pens	Processing	06-Oct-2010 11:00:00 AM	06-Oct-2010 11:00:00 AM	Box	<input type="text" value="2.00"/>	<input type="text" value="25.00"/>	USD	50.00	

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

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

	Sub Total for the Order:	50.00 USD
	Tax Total for the Order:	0.00 USD
	Total Amount for the Order:	50.00 USD

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14

Order Lines

- Each individual line item may be reviewed. Some Buyers will allow changes to the **Delivery Date**, **Quantity**, or **Unit Price** while others have restricted this functionality. The changes can be made by clicking in the appropriate box and modifying the data or by clicking on the calendar.

Use the calendar to modify the delivery date.

You can click in the Quantity and Price box to modify the amount.

Order Lines

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


No.	Part No.	Description	Status	Requested Delivery Date	Supplier Delivery Date	UOM	Quantity*	Unit Price*	Ordered Amount	Invoiced Amount	Action
<input type="checkbox"/>	0000000001	Seller: Item_Desc_e055ce0b	Processing	26-Sep-2014 06:00:00 PM	26-Sep-2014 06:00:00 PM	Each	5.00	10.00	50.00 EUR		
<input type="checkbox"/>	0000000002	Seller: Item_Desc_21500472	Processing	26-Sep-2014 06:00:00 PM	26-Sep-2014 06:00:00 PM	Each	8.00	5.00	40.00 EUR		

Records: 2, pages: | << 1 / 1 >> |

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

Supplier Reference Number

- Once the order is reviewed and modified if necessary, you can send it back to the Buyer. Start by adding the **Supplier Reference Number**. This is a mandatory field.

Buyer Info Ident: 888881001 Company Name: Test Buyer Street: 10777 Westheimer City: Houston Region: TX Zip/Postal Code: 77042 Country: US	Enter Supplier Reference Number to no more than 16 characters.	Buyer Order Contact: Contact Identifier: Contact name: Perry, Darryl Telephone: Email: dperry@hubwoo.com Fax:
Order Header Order No.: 00069 Supplier Ref. No.: * <input type="text"/> Supplier Delivery Date: <input type="text"/> 	Plant ID: 0034001 Status: <input type="text" value="New"/> Requested Delivery Date: 25-Dec-2008 11:59:59 PM	

Save and Send

- Next, click the **Save and Send** button to send the response back to the buyer. The status of the order will change depending on the modifications to the order.

The screenshot displays the Hubwoo user interface. At the top, there is a navigation bar with several buttons: 'Save and Send', 'Save', 'Add to Basket', 'Reject', 'Build ASN', 'Build Invoice', 'Build SES', and 'Build TES'. Below this, there are links for 'XML', 'PDF', 'Related Docs.', and 'Qty. Tracking'. A blue banner labeled 'News and Information' contains a red heading 'Buyer Terms and Co' and a sub-heading 'Please read Terms and Conditions to Process the Purchase Orders'. A green callout box with a white background and a green border points to the 'Save and Send' button, containing the text 'Click Save and Send'. Below the banner, the 'Buyer Info' section is displayed in a table format. To the right, the 'Buyer Order Contact' information is listed. At the bottom, the 'Order Header' section contains several input fields for order details.

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

Order Header			
Order No.:	2000005838	Plant ID:	0000000013
Supplier Ref. No.:	<input type="text" value="test1234"/>	Status:	<input type="text" value="New"/>
Supplier Delivery Date:	<input type="text"/>	Requested Delivery Date:	

- If you did not make any changes, you will then get the confirmation that the order was sent successfully as **Accepted.**

[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 With Changes' status.

Rejecting an Order

- Rejecting an order can happen for many reasons. The buyer may no longer need the part or maybe you don't carry that particular part anymore. Start by opening the order.

Overview | **Orders** | Change Orders | Shipment Notices | Goods Receipts | Cart

Home > Search Orders > View Order

Company: Demo Supplier
03-Dec-2014

Save and Send | Save | Add to Basket | **Reject** |

XML | PDF | Related Docs. | Qty. Tracking

News and Information

Buyer Terms and Conditions!

Please read Terms and Conditions to Process the Purchase Orders

Buyer Info

Ident:	P142V0013	Buyer Order Contact:	
Company Name:	Site Demo Connectivité Q2I	Contact name:	A. AUTOTEST
Name 2:	DEMO-O2I	Telephone:	N/A
Street:	11-15, rue Saint-Georges	Fax:	N/A
City:	Paris	Email:	N/A
Region:	Other		
Zip/Postal Code:	75009		
Country:	France		

Order Header

Order No.:	2000005936	Plant ID:	0000000013
Supplier Ref. No.:	<input type="text"/>	Status:	<input type="text" value="New"/>
Supplier Delivery Date:	<input type="text"/>	Requested Delivery Date:	

- If you reject the entire Order you will receive the confirmation Order was successfully rejected with “Rejected” status. The document will not be sent out until “Save and Send is clicked. After you have clicked “save and send” you will receive the message “Order was successfully sent with Rejected status”

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

[Save and Send](#) | [Save](#) | [Unreject](#) | [Build ASN](#) | [Build Invoice](#) ▾

[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:	P168W038	Buyer Order Contact:	
Company Name:	Dutch Non Inv	Contact name:	J. Sigma
Name 2:	IPA20002	Telephone:	01 01 01 01
Street:	SAFC BIOSCIENCES, INC.	Fax:	01 01 01 01
Street Supplement 1:	5 DUTCH COURT	Email:	rkuhn@hubwoo.com
Building/Floor/RoomNo:	Cherokee / 2 / 216		
City:	READING		
Region:	PA		
Zip/Postal Code:	19608		
Country:	United States		

Order Header

Order No.:	3000001317	Plant ID:	0000000113
Supplier Ref. No.: *	<input type="text" value="Test123"/>	Status:	<input type="text" value="Rejected"/>
Supplier Delivery Date:	<input type="text"/>	Requested Delivery Date:	

- Don't forget to add notes explaining why you are rejecting the order.

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
000000001	Seller:	Limit_Item_312b72da	Rejected			Each	50.00	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

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

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

Note to Buyer:

Header Note:

Structured Notes:

Add note on why you rejected order here.

- Click the **Save and Send** button and you will get confirmation the order was sent with the **Rejected** status.

Home > Search Orders > View Order

[Save and Send](#)
[Save](#)
[Unreject](#)
[Build ASN](#)
[Build Invoice](#)
[Build SES](#)
[Build TES](#)

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

Order was successfully sent with 'Rejected' status.

News and Information

Buyer Terms and Conditions!

Please read Terms and Conditions to Process the Purchase Orders

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.:	2000005838	Plant ID:	0000000013
Supplier Ref. No.:	<input type="text" value="test1234"/>	Status:	<input type="text" value="Rejected"/>

Change Order

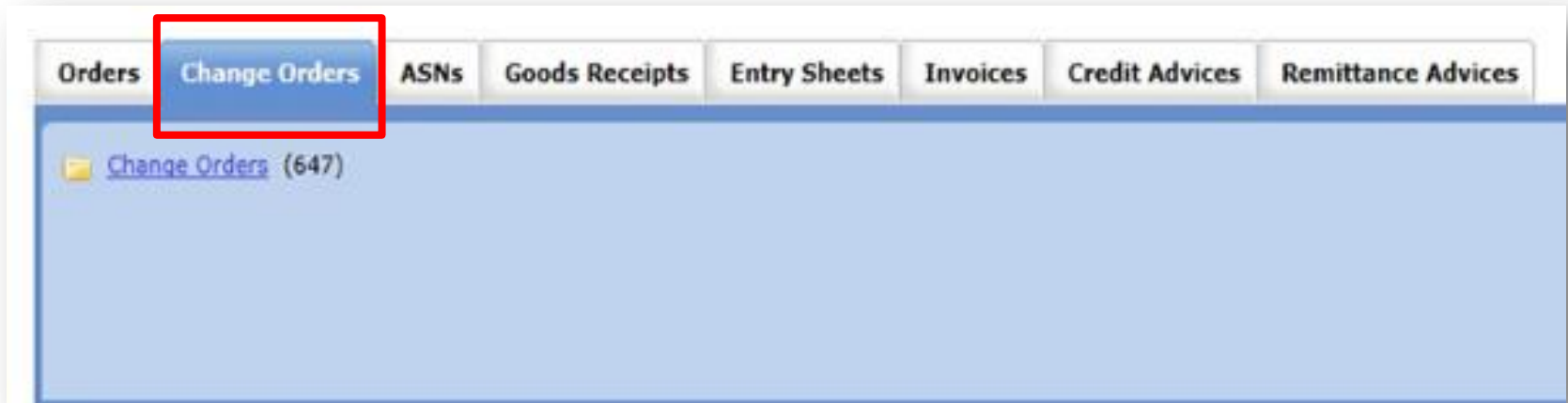
- To search for Change Orders:
Click **Orders > Change Orders** on the main menu

The screenshot displays the Hubwoo interface. At the top, the navigation bar includes 'Home', 'Opportunities', 'Catalogs', 'Orders', 'Finance', 'Analyze', 'Business Directory', 'Connections', and 'Administration'. Below this, a secondary menu shows 'Overview', 'Orders', 'Change Orders' (highlighted with a red box), 'Shipment Notices', 'Goods Receipts', and 'Cart'. The main content area is titled 'Orders' and contains sub-tabs for 'Change Orders', 'ASNs', 'Goods Receipts', 'Entry Sheets', 'Invoices', 'Credit Advices', and 'Remittance Advices'. The 'Change Orders' tab is active, showing a search bar with '(647)' results. Below the search bar is an 'Advanced Search' section with input fields for 'PO Number', 'Buyer Name', 'Account Code', 'Start Date', and 'End Date', along with a 'Search' button. On the left side, there is an 'Alerts' sidebar with links for 'Alerts Inbox', 'Messages Inbox', and 'Favorites'. The top right corner shows 'EU Demo Supplier | Demo Supplier [tsm001] | Help' and 'Company: Demo Supplier 01-Sep-2014'.

Change Order

- To search for Change Orders:

Click **Change Orders** (CO) Tab under the Order Management section in the homepage or the Change Orders tab in the Order Management Overview page.



- To search for Change Orders:

Use **Advanced Search** in the Change Order Tab in the Main Menu

The screenshot displays the Hubwoo software interface. At the top, there is a navigation menu with tabs for 'Orders', 'Change Orders', 'ASNs', 'Goods Receipts', 'Entry Sheet', 'Invoices', 'Credit Advices', and 'Remittance Advices'. The 'Change Orders' tab is currently selected. Below the navigation menu, there is a header area with a folder icon and the text 'Change Orders (193)'. A yellow callout box with a black border points to the 'Advanced Search' section, containing the text: 'You can also search for a specific CO using the Advanced Search.' The 'Advanced Search' section is a blue-bordered area containing several input fields: 'PO Number:', 'Buyer Name:', and 'Account Code:' on the left; and 'Start Date:' and 'End Date:' on the right. Each date field has a small calendar icon to its right. A blue 'Search' button is located at the bottom center of the search area.

CO Search Result List

- After triggering a query, the search results will be displayed below the **Search Options**

Home > Search Change Orders

Company: A02I001
23-Nov-2010

Search Options

Search Options are combined using AND operation

PO Number: Contains
Buyer Name: Contains

Account Code:
Start Date:

Search Results

Select All Clear All Print Selected to PDF

Actions

PO Number	CO Number	Buyer	Issue Date	Purpose	Action
<input type="checkbox"/> PO_2010-11-15_01-39-47-44641888883332_1line	COPO_2010-11-15_01-39-47-44641888883332_1line_Dis	Martinez		Change	
<input type="checkbox"/> PO_2010-11-15_01-00-51-32404	CO_2010-11-15_01-00-51-32404	Martinez	11-15-2010 02:00:00 PM	Change	
<input type="checkbox"/> PO_2010-11-15_11-40-43-59041	CO_2010-11-15_11-40-43-59041	Martinez	11-15-2010 02:00:00 PM	Change	
<input type="checkbox"/> PO_2010-11-12_07-37-30-08578	CO_2010-11-12_07-37-30-08578	Martinez Refinery	28-Oct-2004 02:00:00 PM	Change	
<input type="checkbox"/> PO_2010-11-12_05-15-03-16332888883335	COPO_2010-11-12_05-15-03-16332888883335New	Martinez Refinery	28-Oct-2004 02:00:00 PM	Change	
<input type="checkbox"/> PO_2010-10-26_07-48-19-39274	COPO_2010-10-26_07-48-19-39274	Martinez Refinery	28-Oct-2004 02:00:00 PM	Change	
<input type="checkbox"/> PO_2010-10-21_07-08-04-83785	CO_2010-10-21_07-08-04-83785	Martinez Refinery	28-Oct-2004 02:00:00 PM	Change	
<input type="checkbox"/> PO_2010-10-21_02-03-39-83042	CO_2010-10-21_02-03-39-83042	Martinez Refinery	28-Oct-2004 02:00:00 PM	Change	
<input type="checkbox"/> PO_2010-10-21_01-58-37-02967	CO_2010-10-21_01-58-37-02967	Martinez Refinery	28-Oct-2004 02:00:00 PM	Change	
<input type="checkbox"/> PO-COissue14_2010-10-15_04-49-51-72983	CO3issue14PO-COissue14_2010-10-15_04-49-51-72983	Martinez Refinery		Change	

Records: 3782, pages: << 1 / 379 >>

Select All Clear All Print Selected to PDF

Action Buttons

Export to .PDF file

Export to .xml file

Display related documents

Open PO

Change Order Details

Search Options

i Search Options are combined using AND operation

PO Number: Exact match
Buyer Name: Exact match

Account Code:
Start Date:
End Date:

Search Results

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

	PO Number	CO Number	Buyer	Issue Date	Purpose	Action
<input type="checkbox"/>	2000005872	2000005872	Global Corp DEMO Paris	18-Aug-2014 06:00:00 PM	Change	
<input type="checkbox"/>	2000005871	2000005871	Global Corp DEMO Paris	18-Aug-2014 06:00:00 PM	Change	
<input type="checkbox"/>	2000005830	2000005830	Global Corp DEMO Paris	08-Aug-2014 06:00:00 PM	Change	
<input type="checkbox"/>	2000005810	2000005810	Global Corp DEMO Paris	31-Jul-2014 06:00:00 PM	Change	
<input type="checkbox"/>	2000005658	2000005658	Global Corp DEMO Paris	27-May-2014 06:00:00 PM	Change	
<input type="checkbox"/>	2000005368	2000005368	Global Corp DEMO Paris	15-Mar-2014 07:00:00 PM	Change	
<input type="checkbox"/>	2000005393	2000005393	Global Corp DEMO Paris	15-Mar-2014 07:00:00 PM	Change	

Click to view the Change Order details

Change Order Details Page

News and Information

Buyer Terms and Conditions!

Please read Terms and Conditions to Process the Purchase Orders

Buyer Info

Ident: P142V0004
Company Name: Global Corp DEMO Paris
Name 2: GC_FR1
Street: 11-15, rue Saint-Georges
City: Paris
Region: Other
Zip/Postal Code: 75009
Country: France

Buyer Order Contact:

Contact name: A, AUTOTEST
Telephone: N/A
Fax: N/A
Email: AUTOTEST@HUBWOO.COM

If necessary, edit delivery date

Order Header

Change Order No.: 2000005854
Order No.: 2000005854
Status: CO Pending

Supplier Ref. No.:
Supplier Delivery Date:
Requested Delivery Date:

Order Lines

Expand All [Select All](#) [Clear All](#) Reject selected

No.	Part No.	Description	Status	Requested Delivery Date	Delivery Date				Amount	Action	
<input type="checkbox"/>	0000000001	Seller: Item_Desc_6bf8289b	Processing	18-Aug-2014 06:00:00 PM	18-Aug-2014 06:00:00 PM					<input type="checkbox"/>	
<input type="checkbox"/>	0000000002	Seller: Item_Desc_4865f0be	Processing	18-Aug-2014 06:00:00 PM	18-Aug-2014 06:00:00 PM	Each	0.00	5.00	EUR	0.00	<input type="checkbox"/>
<input type="checkbox"/>	0000000003	Seller: Item_Desc_9aa29c09	Processing	18-Aug-2014 06:00:00 PM	18-Aug-2014 06:00:00 PM	Bottle	3.00	5.00	EUR	15.00	<input checked="" type="checkbox"/>

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

Click to view detailed description of order line

Click to reject order line

Modifying a CO

- Select an order line and modify the following values:
Delivery Date, Quantity and Unit Price

Order Lines

Expand All [Select All](#) [Clear All](#) [Reject selected](#)

No.	Part No.	Description	Status	Requested Delivery Date	Delivery Date	UOM	Quantity	Unit Price	Currency	Amount	Action
<input type="checkbox"/> 0000000001	Seller: -	Item_Desc_6bf8289b	Processing	18-Aug-2014 06:00:00 PM	18-Aug-2014 06:00:00 PM	Each	6.00	8.00	EUR	48.00	
<input type="checkbox"/> 0000000002	Seller: -	Item_Desc_4865f0be	Processing	18-Aug-2014 06:00:00 PM	18-Aug-2014 06:00:00 PM	Each	0.00	5.00	EUR	0.00	
<input type="checkbox"/> 0000000003	Seller: -	Item_Desc_9aa29c09	Processing	18-Aug-2014 06:00:00 PM	18-Aug-2014 06:00:00 PM	Bottle	3.00	5.00	EUR	15.00	

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

Change Order line details are color coded to show changes compared to the original PO

- **Red** – indicates that a change has been made.
- **Red with a strikethrough** – indicates that the line item has been deleted.
- **Green** – indicates that no changes have been made.
- **Yellow** – indicates that the line item has been added.

Modifying an Order Line

[Home](#) > Change Order Item Details

Company: **Supplier 4.0 USA**
29-Nov-2010

 Save  [Return to CO](#)

Enter price and quantity correspondingly

Order Line Details

Line item:	0000000001	Seller Part No.:	N/A
Description:	Please purchase 1 off 1" male NPT - fema	Buyer Part No.:	7000000463
Service Number:	76AAAA		
Supplier Price: *	<input type="text" value="23.02"/>	Quantity Unit:	<input type="text" value="Each"/>
Quantity: *	<input type="text" value="545.00"/>	PBQ UOM:	<input type="text" value="Each"/>
PBQ:	<input type="text" value="1.00"/>		
Requested Delivery Date:	24-Apr-2008 02:00:00 PM		

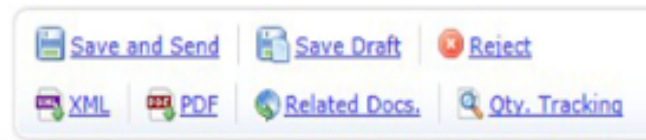
Shipment Details | [Attachments](#) | [Final Recipient](#) | [Transport](#) | [Notes](#) | [Tax](#) | [Terms of Delivery](#)






[Add Shipment Detail](#)

Available Quantity*	Supplier Delivery Date*	Requested Delivery Date	Notes	Action
<input type="text" value="545.00"/>	<input type="text" value="24-Apr-2008 02:00:00 PM"/> 	24-Apr-2008 02:00:00 PM	<input type="text"/>	

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

Change Order



Actions	Descriptions
 Save and Send	Saves the Change Order and sends a Change Order Response with the Accepted status.
 Save Draft	Saves the Change Order with the Accepted status.
 Reject	Rejects the selected Change Order.
 XML	Exports to XML.
 PDF	Exports to PDF.
 Related Docs.	Opens the Related Documents page.
 Qty. Tracking	Opens the View Quantity Tracking page to enable viewing of the list of items in the purchase order. In addition, the <i>Quantity Tracking</i> page displays the estimated total cost of the Purchase Order.

- To begin invoicing from the POR, suppliers will need to go to the Order Management Home page and click on the **“Accepted”** folder.



- There are 2 ways to create the invoice. The first way is to find the PO you want to invoice. Then click the box to the left of the PO number and click on the Build Invoice link located above or below the PO's.


























Search Results

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

Build Debit Invoice
Build Credit Invoice

2. Click on the Build Invoice link

1. Tick the box to select the PO you want to create into an invoice

	Account	Status	Order Date	Total Cost	Currency	Action
<input checked="" type="checkbox"/>	P164W1152-619666666	Accepted	02-Nov-2011 07:00:00 PM	500.00	USD	  
<input type="checkbox"/>	P168W098-619666666	Accepted	26-Jul-2011 06:00:00 PM	40.00	EUR	  
<input type="checkbox"/>	P168W038-619666666	Accepted	21-Jul-2011 06:00:00 PM	60.00	USD	  
<input type="checkbox"/>	3000001314 Dutch Non Inv	Accepted	19-Jul-2011 06:00:00 PM	0.00	USD	  
<input type="checkbox"/>	3000000809 Dutch Non Inv	Accepted	07-Jun-2011 08:00:00 AM	1,520.00	USD	  
<input type="checkbox"/>	3500001162 Non Inv Matl	Accepted	15-Jul-2011 06:00:00 PM	40.00	EUR	  
<input type="checkbox"/>	3000001262 Dutch Non Inv	Accepted	14-Jul-2011 06:00:00 PM	121.00	USD	  
<input type="checkbox"/>	3000001215 Sigma Aldrich Co	Accepted	06-Jul-2011 06:00:00 PM	5.00	USD	  
<input type="checkbox"/>	3000001214 Sigma Aldrich Co	Accepted	06-Jul-2011 06:00:00 PM	5.00	USD	  
<input type="checkbox"/>	3000001213 Dutch Non Inv	Accepted	06-Jul-2011 06:00:00 PM	110.00	USD	  

Records: 242, pages: | < < 4 / 25 >> |

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

- The purchase order is created into an invoice and the invoice screen will appear.

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

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

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

Buyer Info

Buyer Name: _____
Buyer Short Name: **SIAL002** Account Code: P168W098-619666666

Invoice Header

Invoice Number: *	<input type="text" value=""/>	Payment Terms:	
Issue Date: *	<input type="text" value="11-Sep-2013 11:40:38 PM"/>	Payment Term: *	<input type="text" value="Other"/>
PO Number:	<input type="text" value="3500001168"/>	Net Days Due: *	<input type="text" value="0"/> Due Date: 11-Sep-2013 11:40:39 PM
Invoice Type:	<input type="text" value="Debit Invoice"/> ▼	Discount Days Due: *	<input type="text" value="0"/> Discount Rate: * <input type="text" value="0.000"/>
Currency:	<input type="text" value="Euro"/>		
Bill of Lading:	<input type="text" value=""/>		
Note:	<input type="text"/>		

- The second option is to open 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	Currency	Action
<input type="checkbox"/> 4900000393	Corporate	36-354-6698-37656792682	Accepted	22-Sep-2008 05:00:00 AM	404.00	USD	
<input type="checkbox"/> 1025	Emigsville	P153W017-37656792682	Accepted	25-Sep-2008 05:00:00 AM	1,940.85	USD	

Records: 2, pages: | << 1 / 1 >> |

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

Business process: Demoproc-based process

Click icon to open the PO.

- From the **View Invoice** page choose the lines to be invoiced and then click on the **Create Invoice** link.

Order Header

Order No.: Demo_test190 Plant ID: 888881001
Supplier Ref. No.: * Demo052909 Status: Accepted
Supplier Delivery Date: Requested Delivery Date:

Order Lines

Expand all Select All Clear All Add to Basket Build ASN Build Invoice

No.	Part No.	Description	Status	Requested Delivery Date	Supplier Delivery Date	UOM	Quantity	Unit Price	Currency	Amount	Action
<input type="checkbox"/> 0000000001	Seller: 123456	A New Thing	Accepted	06-Jun-2006 06:00:00 AM	06-Jun-2006 06:00:00 AM	Each	4.00	100.00	USD	400.00	

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

Select All Clear All Add to Basket Build ASN Build Invoice

2. Click on Build Invoice

1. Tick the box to select the lines to invoice.

- Start by changing the invoice number and date. You will want this to match any internal invoicing system you may have.

Home > Search Orders > View Invoice Company: Demo Supplier
19-Aug-2014

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

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

Buyer Info

Buyer Name: **eBuy7 Demo P142V** Code: P142V0004-888888436
Buyer Short Name: **EDP142V**

Invoice Header

Invoice Number: *	<input type="text" value="100007273"/>	GST/Goods Origin:	<input type="text" value="Singapore"/>
Issue Date: *	<input type="text" value="19-Aug-2014 09:04:27 PM"/>	GST/Goods Destination:	<input type="text" value="Singapore"/>
PO Number:	<input type="text" value="2000005829"/>	Payment Terms:	
Invoice Type:	<input type="text" value="Debit Invoice"/>	Payment Term: *	<input type="text" value="Other"/>
Currency:	<input type="text" value="Euro"/>	Net Days Due: *	<input type="text" value="0"/> Due Date: 19-Aug-2014 09:04:28 PM
Bill of Lading:	<input type="text"/>	Discount Days Due: *	<input type="text" value="0"/> Discount Rate: * <input type="text" value="0.00"/>
Note:		<input type="checkbox"/> Final Invoice	

1. Change the Invoice Number.

- Below, you will find the invoice lines, their details and the total value of the invoice. Freight, Charge and Allowance *may be modified*.

Invoice Lines

Expand All

Line No.	Part No.	Description	Delivery Date	UOM	Quantity	Unit Price	Tax Percent	Tax Category	Tax Total	Amount	Action
00010	Seller:	johncranenumber2 07082013	08-Jul-2013	Each	4.00	10.00				40.00	

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

[Add New Line](#)

2. Click Apply Tax to all line items

1. Add Tax percentage or amount.

Sub Total for the Invoice: 40.00 USD

Freight : * 0.00 USD

Charge : * 0.00 USD

Allowance : * (0.00) USD

Tax Total for the Invoice: 0.00 USD

Total Amount for the Invoice: 40.00 USD

Tax | Payment Details | Buyer | Seller | Bill To | Ship To | Remit To | Attachments

Apply Tax to all line items

Tax Category: Standard Rate

Tax Percent:

Tax Amount:

Tax Type: All applicable sale taxes by autl

Reason Tax Exempt: Not Taxable

Supplier Tax Agency Coded:

Note: If you want to use amount, delete the 0.00 from the "Tax Percent" field

Lastly, add any taxes to be collected. You can add the percentage or amount. If you use amount, it will apply the same amount of tax to each line. Tax Percentage must be the total sum of all applicable taxes. When you have made the choices click the **Apply Tax to all line items button.**

For Exempt from Tax:

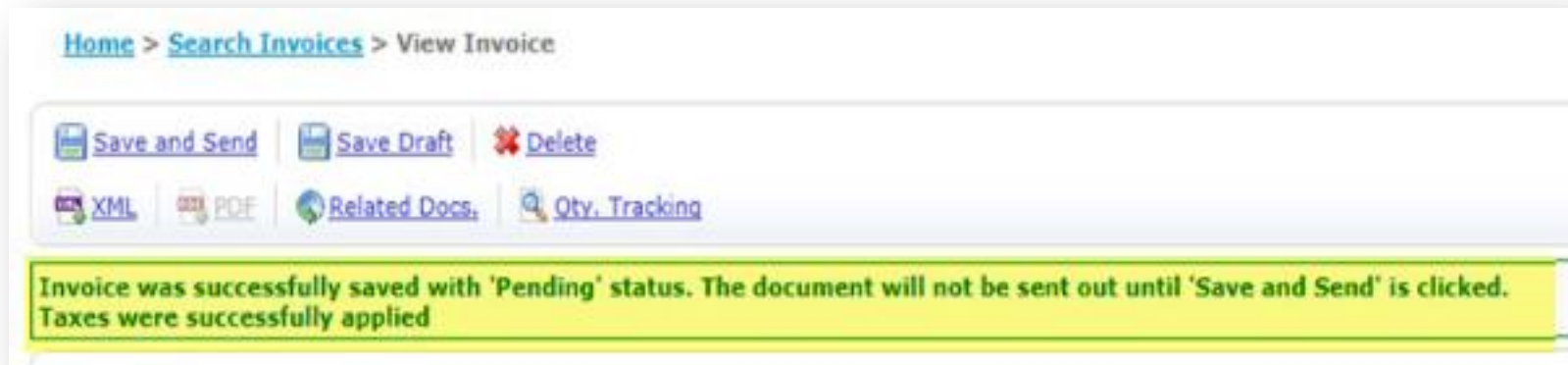
1. Tax Category must be “Exempt from Tax”
2. Reason Tax Exempt should be “Yes – Tax Exempt”
3. When you have made the choices click the **Apply Tax to all line items** button.

The screenshot shows a web interface for configuring tax settings. At the top, there are tabs for 'Tax', 'Payment terms', 'Buyer', 'Seller', 'Bill To', 'Ship To', and 'Attachments'. Below the tabs is a blue button labeled 'Apply Tax to all line items'. The main form contains several fields:

- Tax Category:** A dropdown menu set to 'Exempt From Tax'. A callout bubble points to this field with the text '1. Select Exempt from Tax'.
- Tax Percent:** A text input field containing '0.00'.
- Tax Amount:** A text input field with an asterisk (*) next to it.
- Tax Type:** A dropdown menu set to 'All applicable sale taxes by autl'. A callout bubble points to this field with the text '2. Select Yes-Tax Exempt'.
- Tax Payment Method:** A dropdown menu set to 'Buyer direct pay'.
- Reason Tax Exempt:** A dropdown menu set to 'Yes - Tax Exempt'.
- Supplier Tax Agency Coded:** A text input field with a search icon and a refresh icon to its right.
- Supplier VAT ID:** A text input field.

A callout bubble points to the 'Apply Tax to all line items' button with the text '3. Click here to apply tax details'. At the bottom of the form, there is a footer line: 'Trip: T02 Country: xCBL3Generic Business process: Response-based process'.










- You will then receive the confirmation that the invoice was saved with a **Pending** status.



- Scroll down to the tax area and you will see that each line has the added taxes and the totals have been recalculated.

Invoice Lines

Expand All

Line No.	PO Number	Part No.	Description	UOM	Quantity	Unit Price	Tax Percent	Tax Category	Tax Total	Amount	Action
1	1025	Seller: P-1016-U15 Buyer:	SEAL	Each	1.00	2.85	8.25	Standard Rate	0.24	3.09	  
2	1025	Seller: 111B-111DA Buyer:	Electrical Tape	Roll	200.00	8.59	8.25	Standard Rate	141.74	1,859.74	  
3	1025	Seller: 111B-111CA Buyer:	VLVE SOLEN. 3 PORT/2 POS 1/8 NPT 120VAC	Each	10.00	22.00	8.25	Standard Rate	18.15	238.15	  

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

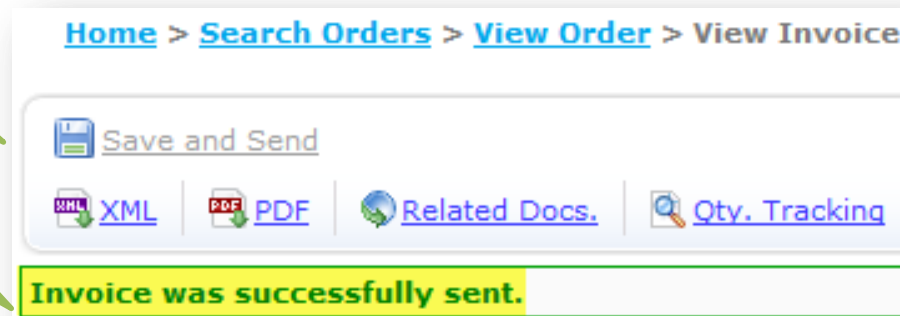
[Add New Line](#)

Sub Total for the Invoice:	1,940.85 USD
Tax Total for the Invoice:	160.12 USD
Freight: *	0.00 USD
Charge: *	0.00 USD
Allowance: *	(0.00) USD
Total Amount for the Invoice:	2,100.97 USD

- To send the invoice click on the **Save and Send** link. The system will display a message confirming the **Invoice was successfully sent.**

1. Click Save and Send

2. Confirmation message.



Quantity Tracking

[Home](#) > [Search Orders](#) > [View Order](#) > [View Invoice](#) > [View Quantity Tracking](#)

[Return](#)

1 . Purchase Order Number: 00000246)

Line No	Item Description	Purchase Order						ASN	Invoice	Credit Advice	Goods Receipt
		Ordered		Changed		Sent		Total Sent	Total Sent	Quantity	Total Shipped
		Quantity	Price	Quantity	Price	Quantity	Price	Quantity	Quantity		Quantity
1	OS: Client	25.00	169.00			25.00	169.00		50.00		

- To track line item quantity, open the related Invoice and click on “Qty. Tracking” which stands for Quantity Tracking. This feature allows you to 1) compare the PO quantity to the quantity included in the Invoice you created and 2) to track the remaining quantity left to invoice for.

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