

Order Management

Standard Supplier Training

Reminders



This is a standard training session and open to the public. We are looking forward to have everyone to connect with you!

We recommend having these instructions handy before we start the session.

- 🕒 **Mute:** All participants are on listen-only mode to guarantee client confidentiality.
- 🕒 **Chat:** Please use the chat feature on the lower righthand side of your screen if like to raise questions anytime during the session.
- 🕒 **Questions:** All questions will be discussed at the end of the presentation.

Support Contact Information

If you have questions about the training or in need for specific client support, please contact Proactis International Customer Support:

- 📞 US: +1 866 446 8203 (Toll Free)
- 📞 US: +1 281 404 2095
- 📞 France: +33 1 77 62 56 20
- 📞 Deutschland: +49 308 967 794 11
- 📞 España: +34 911 88 00 64
- 📞 UK: +44 203 355 50 21

Or, email suppliersupport@proactisservicedesk.com

Topics

Welcome to the **Order Management Standard Supplier Training**.

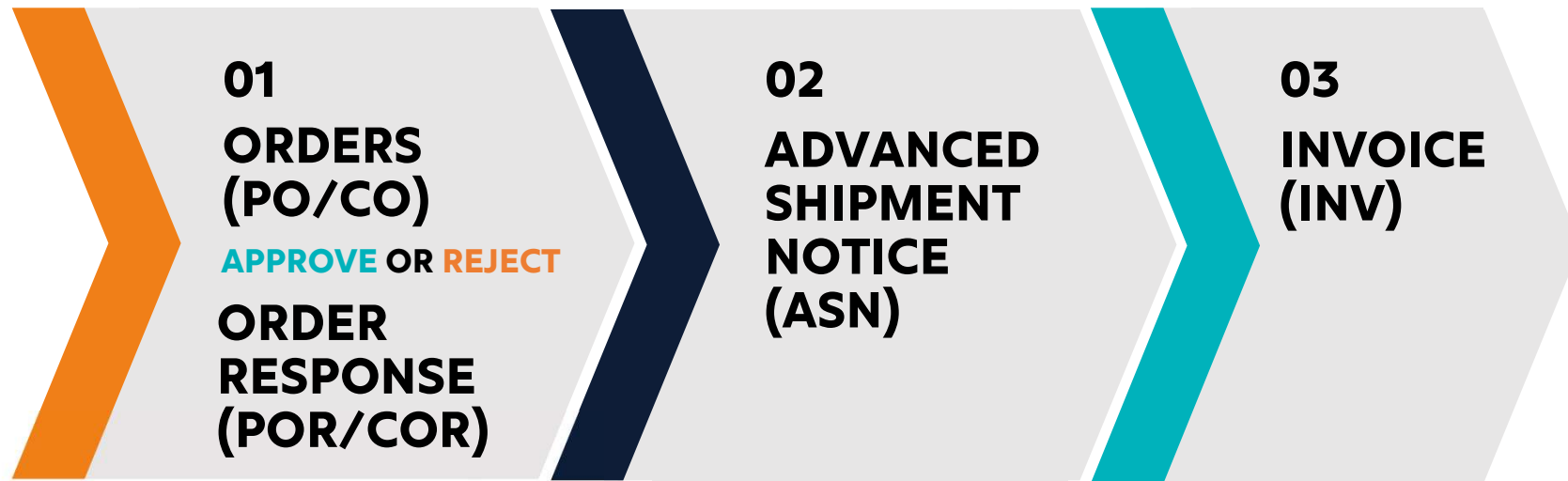
During this presentation you will learn:

- 🌀 Overview
- 🌀 Access to Order Management
- 🌀 Working with Documents:
 - 🌀 Purchase Orders (PO) / Purchase Order Response (POR)
 - 🌀 Change Orders (CO) / Change Order Response (COR)
 - 🌀 Advanced Shipment Notices (ASN)
 - 🌀 Invoices (INV)

Overview

BUYER

- 🛒 Search Catalog
- 🛒 Transfer to Shopping Cart
- 🛒 Approval
- 🛒 PO Creation



ORDER MANAGEMENT | BASIC DOCUMENTS

Login Page




The screenshot shows a web browser window with the address bar containing <https://portal.hubwoo.com>. The page layout includes a search bar at the top left, a main heading "The Business Network" in orange, and a "Sign In" button. Below the heading are two input fields: one for the username (containing "TRAINSUPGCS4") and one for the password (masked with dots). To the right of the password field are links for "Forgot User Name?", "Forgot Password?", and "Need Help?". A "Sign In" button is located below these links. On the left side of the page, there is a promotional section titled "It is free to join" with a sub-heading "The Network In Action" and a list of recent activity items, each with a country flag and a timestamp. A dark blue callout box points to the address bar with the text "Go to portal.hubwoo.com". Another dark blue callout box points to the password field with the text "Enter you Username and Password". A third dark blue callout box points to the "Sign In" button with the text "Click Sign in.". The bottom right corner features the "ictis" logo and the "proactis" logo.

Go to portal.hubwoo.com

It is free to join

Set up a listing for your business, putting your products and services in front of qualified buyers with hundreds of billions of dollars in spend.

The Network In Action

-  A company in Italy has added a certification. Click [here](#) to view their profile. - 20 Jan 2022 5:47:46 PM
-  Zaetric Business Solutions, LLC's banner ad was viewed in The Business Directory. Click [here](#) to view their profile. - 14 Aug 2017 5:10:59 PM
-  A Quote was sent from a supplier in France to a buyer in France. - 27 Jan 2022 1:55:32

The Business Network

Sign In

TRAINSUPGCS4

.....

[Forgot User Name?](#)
[Forgot Password?](#)
[Need Help?](#)

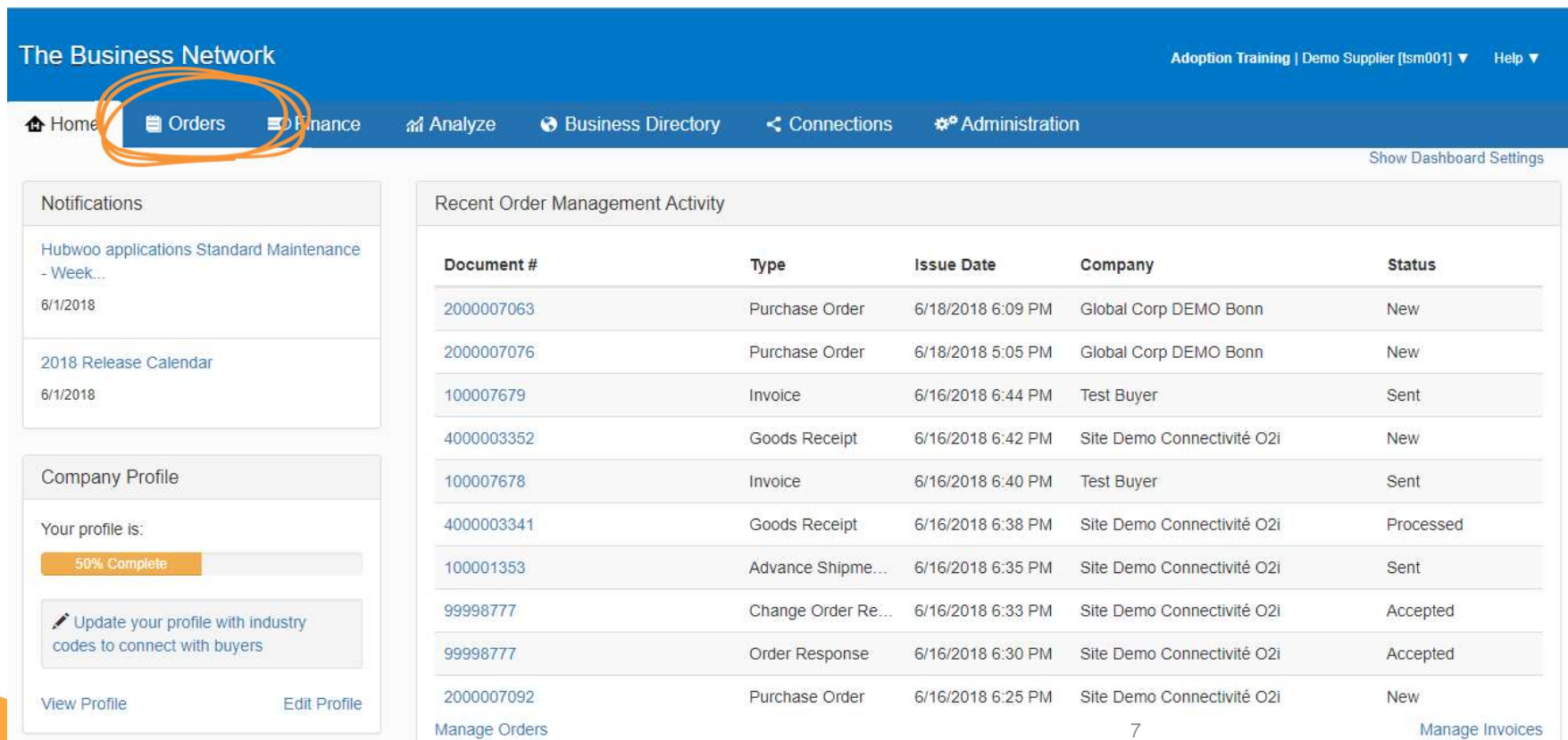
Sign In

Click Sign in.

ictis proactis

Orders Tab

To use the Order Management tool, click **Orders** tab from the top menu.



The screenshot displays the 'The Business Network' dashboard. The top navigation bar includes 'Home', 'Orders', 'Finance', 'Analyze', 'Business Directory', 'Connections', and 'Administration'. The 'Orders' tab is highlighted with an orange circle. Below the navigation bar, the dashboard is divided into several sections:

- Notifications:** Includes 'Hubwoo applications Standard Maintenance - Week...' dated 6/1/2018 and '2018 Release Calendar' dated 6/1/2018.
- Company Profile:** Shows 'Your profile is: 50% Complete' with a progress bar and a button to 'Update your profile with industry codes to connect with buyers'. Links for 'View Profile' and 'Edit Profile' are also present.
- Recent Order Management Activity:** A table listing recent orders with columns for Document #, Type, Issue Date, Company, and Status.

Document #	Type	Issue Date	Company	Status
2000007063	Purchase Order	6/18/2018 6:09 PM	Global Corp DEMO Bonn	New
2000007076	Purchase Order	6/18/2018 5:05 PM	Global Corp DEMO Bonn	New
100007679	Invoice	6/16/2018 6:44 PM	Test Buyer	Sent
4000003352	Goods Receipt	6/16/2018 6:42 PM	Site Demo Connectivité O2i	New
100007678	Invoice	6/16/2018 6:40 PM	Test Buyer	Sent
4000003341	Goods Receipt	6/16/2018 6:38 PM	Site Demo Connectivité O2i	Processed
100001353	Advance Shipme...	6/16/2018 6:35 PM	Site Demo Connectivité O2i	Sent
99998777	Change Order Re...	6/16/2018 6:33 PM	Site Demo Connectivité O2i	Accepted
99998777	Order Response	6/16/2018 6:30 PM	Site Demo Connectivité O2i	Accepted
2000007092	Purchase Order	6/16/2018 6:25 PM	Site Demo Connectivité O2i	New

At the bottom of the activity table, there are links for 'Manage Orders' and 'Manage Invoices'. The page number '7' is centered at the bottom.



Order Page

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

The Business Network Adoption Training | Demo Supplier [tsm001] Help

Home Orders Finance Analyze Business Directory Connections Administration

Overview Orders Change Orders Shipment Notices Goods Receipts Cart

Home

Alerts

- Alerts Inbox
- Messages Inbox
- Favorites

Orders Change Orders ASNs Goods Receipts Entry Sheets Invoices Cred

- New (29387)
- Accepted (2622)
- Accepted With Changes (654)
- Rejected (21)
- Processing (212)

Advanced Search

PO Number: Start Date:

Buyer Name: End Date:

Supplier Ref No. Order Status:

Account Code: Order Type:

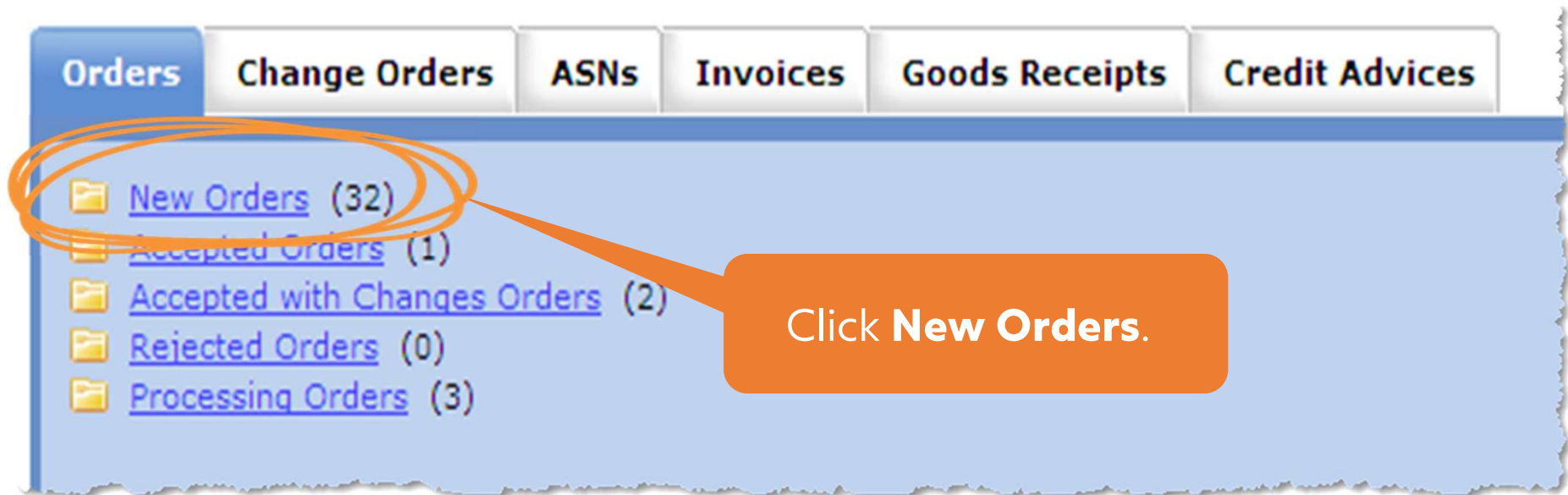
Plant ID:

Contract Number:

Advanced Search allows you to refine the criteria when you're looking for a specific document(s).

Documents Tab and Folders

Folder lists are available in each Document tab. Folders come in handy when reviewing documents according to their status.



Search Page

Search Orders

Company: Demo Supplier

06-Feb-2022

Search Options

i Search Options are combined using AND operation

PO Number: Exact match
Buyer Name: Exact match
Supplier Reference Number:
Account Code:
Plant ID:
Contract Number:

Order Status: All
Order Receipt Status: All
Start Date:
End Date:
Order Type: All

Search Results

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

	PO Number	Buyer	Account Code	Status	Order Date	Total Cost	Invoiced Amount	Action
<input type="checkbox"/>	2000007960	Global Corp DEMO Paris	P142V0004-888888436	New	22-Jan-2022 07:00:00 PM	600.00 EUR		<input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="pdf"/> <input type="button" value="html"/>
<input type="checkbox"/>	2000007950	Global Corp DEMO Paris	P142V0004-888888436	New	11-Dec-2021 07:00:00 PM	600.00 EUR		<input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="pdf"/> <input type="button" value="html"/>
<input type="checkbox"/>	2000007940	Global Corp DEMO Paris	P142V0004-888888436	New	23-Oct-2021 06:00:00 PM	600.00 EUR		<input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="pdf"/> <input type="button" value="html"/>
<input type="checkbox"/>	2000007900	Global Corp DEMO Paris	P142V0004-888888436	New	14-Aug-2021 06:00:00 PM	600.00 EUR		<input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="pdf"/> <input type="button" value="html"/>
<input type="checkbox"/>	2000007860	Global Corp DEMO Paris	P142V0004-888888436	New	24-Apr-2021 06:00:00 PM	100.00 EUR		<input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="pdf"/> <input type="button" value="html"/>
<input type="checkbox"/>	2000007590	Global Corp DEMO Paris	P142V0004-888888436	New	07-Mar-2020 07:00:00 PM	1.00 EUR		<input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="pdf"/> <input type="button" value="html"/>
<input type="checkbox"/>	2000007600	Global Corp DEMO Paris	P142V0004-888888436	New	07-Mar-2020 07:00:00 PM	1.00 EUR		<input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="pdf"/> <input type="button" value="html"/>
<input type="checkbox"/>	2000007453	Global Corp DEMO Paris	P142V0004-888888436	New	05-Oct-2019 06:00:00 PM	1.00 EUR		<input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="pdf"/> <input type="button" value="html"/>

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

Search Options:
can be defined to
filter documents in
Search Results.





Page navigation:
is available at the
bottom of the
Search Results.


























Action Icons

POs can be identified by the PO number, Buyer, Account Code and Order Date.

Action icons are options to manage a document. These 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](#) ▾

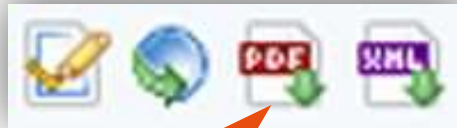
	PO Number	Buyer	Account Code	Status	Order Date	Total Cost	Invoiced Amount	Action
<input type="checkbox"/>	 4500128720	Hubwoo PERF Houston	P042V0013-888888436	New	02-Dec-2014 07:00:00 PM	50.00 USD		   
<input type="checkbox"/>	 PM20000050001	Global Corp DEMO Paris	P142V0004-888888436	New	02-Dec-2014 06:00:00 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		   



Download PDF

Let's review an order.

To print an order, click **Download PDF** icon in the **Actions** column. This allows you to view the details of the order in PDF format.



Click **Download PDF** icon

File Download Box

The PDF copy will appear at the bottom of the page. This gives you an option to **Open** or **Save** the document.

The Business Network

Adoption Training | Demo Supplier [ism001] Help

Home Orders Finance Analyze Business Directory Connections Administration

Overview Orders Change Orders Shipment Notices Goods Receipts Cart

Home > Search Orders Company: Demo Supplier 03-Aug-2018

Search Options

Search Options are combined using AND operation

PO Number: Exact match

Buyer Name: Exact match

Supplier Reference Number:

Account Code:

Plant ID:

Contract Number:

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	Invoiced Amount	Action
PurchaseOrder.PDF							Show all



PDF Format

If you will choose to open the file with **Adobe Acrobat**, choose **Print** from the menu.

Purchase Order															
<table border="1"><tr><td>Order No.</td><td>3500001108</td></tr><tr><td>Order Date</td><td>22-Jun-2013 08:10:03 PM</td></tr><tr><td>Invoice Code</td><td>P156W004</td></tr><tr><td>Supplier</td><td>61965666</td></tr><tr><td>Supplier Number</td><td>61965666</td></tr><tr><td>Customer</td><td>T-USER 501</td></tr><tr><td>Customer Number</td><td>P-156W004</td></tr></table>		Order No.	3500001108	Order Date	22-Jun-2013 08:10:03 PM	Invoice Code	P156W004	Supplier	61965666	Supplier Number	61965666	Customer	T-USER 501	Customer Number	P-156W004
Order No.	3500001108														
Order Date	22-Jun-2013 08:10:03 PM														
Invoice Code	P156W004														
Supplier	61965666														
Supplier Number	61965666														
Customer	T-USER 501														
Customer Number	P-156W004														
Buyer Party: Ident: F165W008 Company Name: Non Inv Mail Additional Ident: 000001108-0 Name 2: DE 12001 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 501 Telephone: 01 01 01 01 Fax: 01 01 01 01 Email: ruh@hubwoo.com														
Supplier Party: Ident: 61965666 Company Name: P-S Demo Supplier 2 Additional Ident: 000001108-0 Name 2: 261965666 Street: 10275 Philadelphia Court City: Santa Cucamonga Region: Other Zip/Postal Code: 91730 Country: United States	Seller Order Contact: Contact Name: C- Person Telephone: 909 960 4434 Fax: +1 111 111 111 111 111 Email: test@hubwoo.com														
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: N/A Telephone: N/A Fax: N/A Email: N/A														
Ship To: Ident: 000000114 Company Name: Sigma-Aldrich Chemie GmbH Additional Ident: 1460 Name 2: Eschenstrasse 5 Street: Eschenstrasse 5 City: Taufkirchen Region: Other Zip/Postal Code: 82024 Country: Germany, Federal Republic of	Shipping Order Contact: Contact Name: Test USER 501 Telephone: 111111 Fax: N/A Email: ap-st@stl.com														
Transport Information: Transport Mode: Other															
Payment Other: Payment Mean Code: Instrument Not Defined Payment Terms Code: Other Payment Terms Code Other: A430															
Order No: 3500001108 Date of Print: 10.Sep.2013 11:46:57 PM Buyer: Non Inv Mail Seller: P-S Demo Supplier 2															

Purchase Order															
<table border="1"><tr><td>Order No.</td><td>3500001108</td></tr><tr><td>Order Date</td><td>22-Jun-2013 08:10:03 PM</td></tr><tr><td>Invoice Code</td><td>P156W004</td></tr><tr><td>Supplier</td><td>61965666</td></tr><tr><td>Supplier Number</td><td>61965666</td></tr><tr><td>Customer</td><td>T-USER 501</td></tr><tr><td>Customer Number</td><td>P-156W004</td></tr></table>		Order No.	3500001108	Order Date	22-Jun-2013 08:10:03 PM	Invoice Code	P156W004	Supplier	61965666	Supplier Number	61965666	Customer	T-USER 501	Customer Number	P-156W004
Order No.	3500001108														
Order Date	22-Jun-2013 08:10:03 PM														
Invoice Code	P156W004														
Supplier	61965666														
Supplier Number	61965666														
Customer	T-USER 501														
Customer Number	P-156W004														
Buyer Party: Ident: F165W008 Company Name: Non Inv Mail Additional Ident: 000001108-0 Name 2: DE 12001 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 501 Telephone: 01 01 01 01 Fax: 01 01 01 01 Email: ruh@hubwoo.com														
Supplier Party: Ident: 61965666 Company Name: P-S Demo Supplier 2 Additional Ident: 000001108-0 Name 2: 261965666 Street: 10275 Philadelphia Court City: Santa Cucamonga Region: Other Zip/Postal Code: 91730 Country: United States	Seller Order Contact: Contact Name: C- Person Telephone: 909 960 4434 Fax: +1 111 111 111 111 111 Email: test@hubwoo.com														
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: N/A Telephone: N/A Fax: N/A Email: N/A														
Ship To: Ident: 000000114 Company Name: Sigma-Aldrich Chemie GmbH Additional Ident: 1460 Name 2: Eschenstrasse 5 Street: Eschenstrasse 5 City: Taufkirchen Region: Other Zip/Postal Code: 82024 Country: Germany, Federal Republic of	Shipping Order Contact: Contact Name: Test USER 501 Telephone: 111111 Fax: N/A Email: ap-st@stl.com														
Transport Information: Transport Mode: Other															
Payment Other: Payment Mean Code: Instrument Not Defined Payment Terms Code: Other Payment Terms Code Other: A430															
Order No: 3500001108 Date of Print: 10.Sep.2013 11:46:57 PM Buyer: Non Inv Mail Seller: P-S Demo Supplier 2															

Quantity Tracking

This feature is used to:

- compare the PO quantity with the invoiced quantity
- track the remaining quantity (unbilled invoice)

[Home](#) > [Search Invoices](#) > [Related Documents](#) > [View Invoice](#) > View Quantity Tracking

Company: Demo Supplier
07-Feb-2022

[Return](#)

1 . Purchase Order Number: 2000007680_T

Line No	Item Description	Ordered		Changed		Sent		Total Sent	Total Sent	Quantity	Total Shipped	Total	Total Received
		Quantity	Price	Quantity	Price	Quantity	Price	Quantity	Quantity		Quantity	Cancelled/Returned	Quantity
0000000001	TEST RELEASE 19.3	1.00	5.00			1.00	5.00		1.00			0.00	0.00

Orders and Change Orders

- 🌀 Access Orders and Change Orders modules
- 🌀 Review/Modify an Order
- 🌀 Send an Order Response
- 🌀 Reject the entire Order
- 🌀 Reject an Order Line Item(s) only

Orders

There are 2 ways to view Purchase Orders:

- From the top menu, go to Orders > **Orders**
- Orders > Overview > **Orders**

The screenshot displays a software interface with a blue navigation bar at the top. The bar contains several menu items: Home, Catalogs, Orders, Finance, Analyze, and Business Directory. Below this bar, there is a secondary navigation area with options: Overview, Orders, Change Orders, Shipment Notices, and Goods Receipts. The 'Orders' option in this secondary area is circled in orange. Below the navigation bar, there is a 'Home' section. To the right of the 'Home' section, there is a sub-menu with options: Requests for Quote, Quotes, Orders, Change Orders, ASNs, and Goods Receipts. The 'Orders' option in this sub-menu is also circled in orange. Below the sub-menu, there is a list of folders: New (29428), Accepted (2656), and Accepted With Changes (655). On the left side of the interface, there is an 'Alerts' section with a link to 'Alerts Inbox'.

View an Order

View and process an order (PO / CO) by clicking on the Open PO icon in the Action column.

To Open a document

Search Results

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

	PO Number	Buyer	Account Code	Status	Order Date	Total Cost	Invoiced Amount	Action
<input type="checkbox"/>	2000007960	Global Corp DEMO Paris	P142V0004-888888436	New	22-Jan-2022 07:00:00 PM	600.00 EUR		
<input type="checkbox"/>	2000007950	Global Corp DEMO Paris	P142V0004-888888436	New	11-Dec-2021 07:00:00 PM	600.00 EUR		
<input type="checkbox"/>	2000007940	Global Corp DEMO Paris	P142V0004-888888436	New	23-Oct-2021 06:00:00 PM	600.00 EUR		
<input type="checkbox"/>	2000007920	Global Corp DEMO Paris	P142V0004-888888436	Accepted	11-Sep-2021 06:00:00 PM	600.00 EUR		
<input type="checkbox"/>	2000007900	Global Corp DEMO Paris	P142V0004-888888436	New	14-Aug-2021 06:00:00 PM	600.00 EUR		
<input type="checkbox"/>	2000007870	Global Corp DEMO Paris	P142V0004-888888436	Accepted	12-Jun-2021 06:00:00 PM	100.00 EUR		



practis

Order Details

The **Order Details** page presents the **buyer details** and **contact information**; and the **Order Lines** 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

Buyer Order Contact:

Contact name: J. ROWE
Telephone: 01 01 01 01
Fax: 01 01 01 01
Email: diane.pekunka@scotts.com

Order Header

Order No.: 8100000448
Supplier Ref. No.:
Supplier Delivery Date:

Plant ID: 0000000117
Status:
Requested Delivery Date:

Order Lines

Expand All Select All Clear All

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

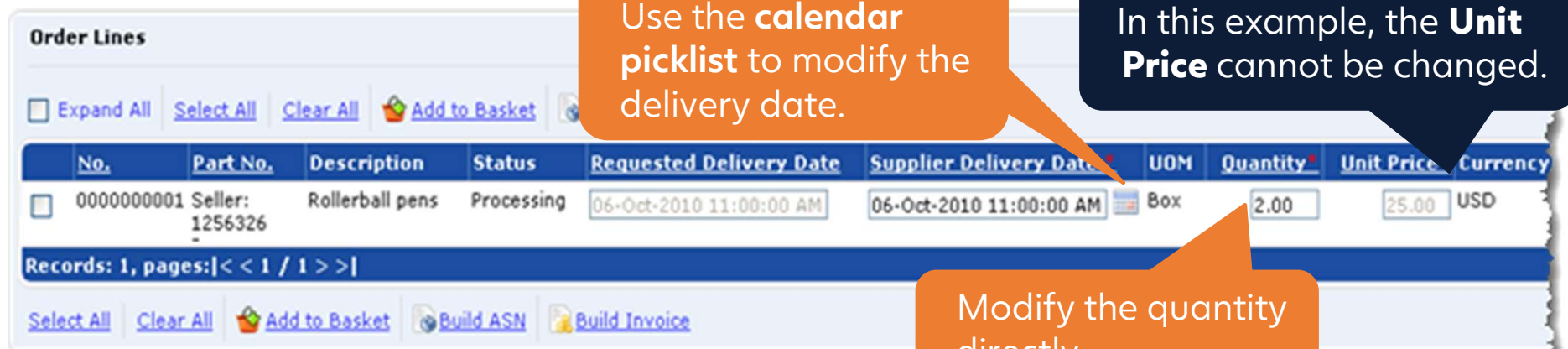
Records: 1, pages: << 1 / 1 >>

Select All Clear All

Order Lines

Some buyers allow their suppliers to change the **Delivery Date**, **Quantity**, and **Unit Price**.

If these fields are greyed out, reach out to your buyer directly. Buyers may opt to send a Change Order to have the values updated.



The screenshot shows a table with the following columns: No., Part No., Description, Status, Requested Delivery Date, Supplier Delivery Date, UOM, Quantity, Unit Price, and Currency. The first row contains the following data: No. 0000000001, Part No. Seller: 1256326, Description Rollerball pens, Status Processing, Requested Delivery Date 06-Oct-2010 11:00:00 AM, Supplier Delivery Date 06-Oct-2010 11:00:00 AM, UOM Box, Quantity 2.00, Unit Price 25.00, and Currency USD. The Quantity field is highlighted with an orange callout: 'Modify the quantity directly.' The Supplier Delivery Date field is highlighted with an orange callout: 'Use the calendar picklist to modify the delivery date.' The Unit Price field is highlighted with a dark blue callout: 'In this example, the Unit Price cannot be changed.'

No.	Part No.	Description	Status	Requested Delivery Date	Supplier Delivery Date	UOM	Quantity	Unit Price	Currency
0000000001	Seller: 1256326	Rollerball pens	Processing	06-Oct-2010 11:00:00 AM	06-Oct-2010 11:00:00 AM	Box	2.00	25.00	USD

Sub Total for the
Tax Total for the
Amount for M

productis

Supplier Reference Number

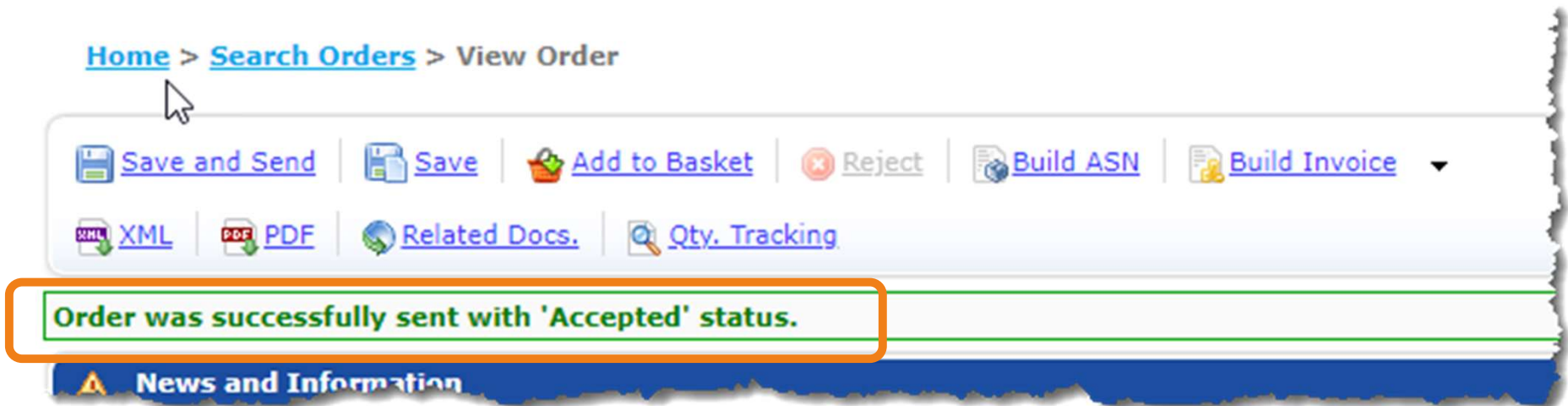
Send an order response (POR / COR) to the buyer after going through the order. It is mandatory to fill the **Supplier Reference Number** in the **Order Header** section.

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

Save and Send

If no changes are needed, click **Save and Send**.

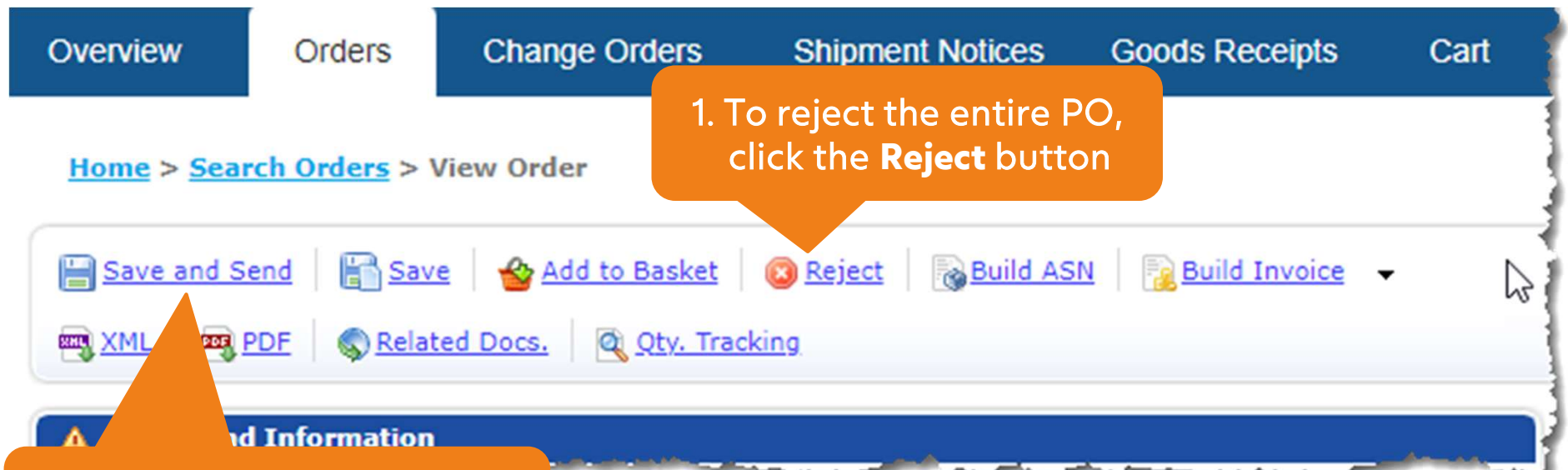
A confirmation message will appear at the top of the page when the document has been sent to the buyer.



The screenshot shows a web interface with a breadcrumb trail: [Home](#) > [Search Orders](#) > [View Order](#). Below the breadcrumb is a toolbar with several buttons: [Save and Send](#), [Save](#), [Add to Basket](#), [Reject](#), [Build ASN](#), and [Build Invoice](#). Below the toolbar are links for [XML](#), [PDF](#), [Related Docs.](#), and [Qty. Tracking](#). A green-bordered box highlights a confirmation message: **Order was successfully sent with 'Accepted' status.** Below the message is a blue bar with a warning icon and the text **News and Information**.

Reject 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.

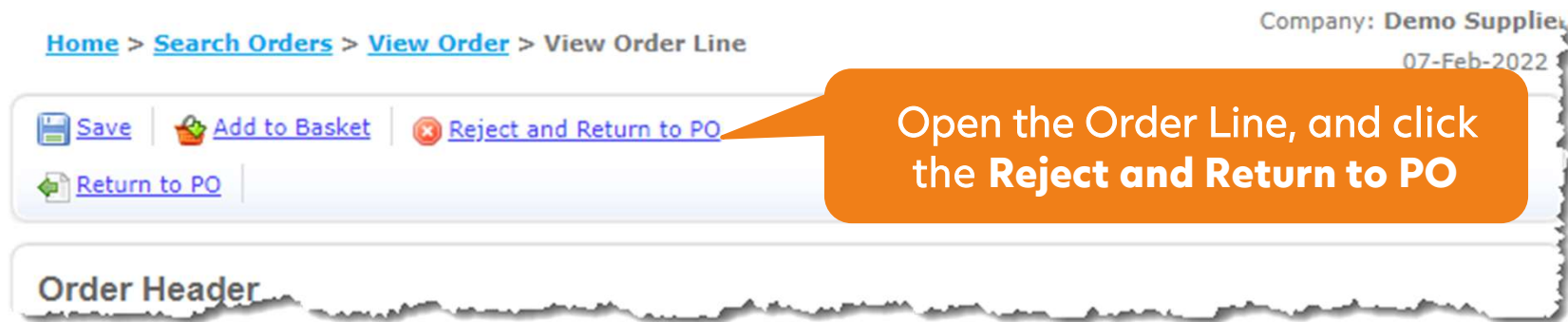


1. To reject the entire PO, click the **Reject** button

2. Click **Save and Send**.

Reject an Order Line Only

Open the Order and the Order Line Item you want to reject.



Home > Search Orders > View Order > View Order Line

Company: Demo Supplier
07-Feb-2022

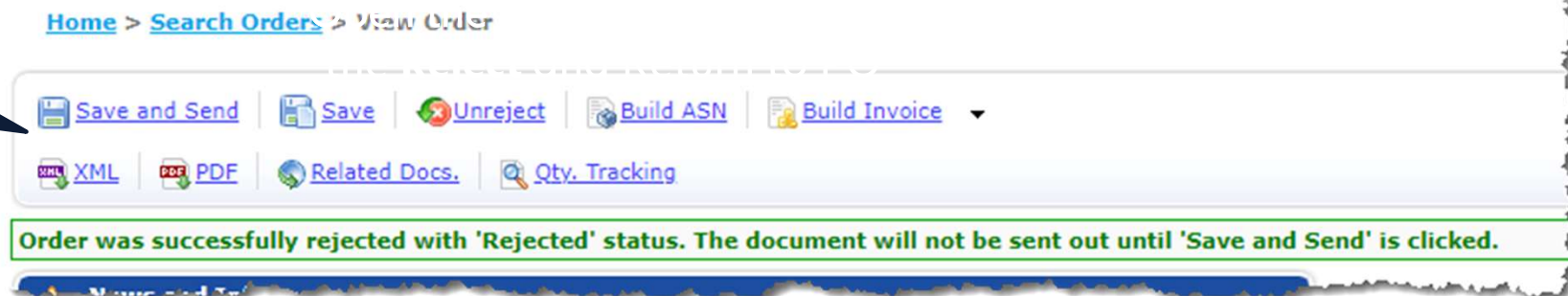
Save | Add to Basket | **Reject and Return to PO** | Return to PO

Order Header

Open the Order Line, and click the **Reject and Return to PO**

To send the document to the buyer, don't forget to click **Save and Send**.

Click Save and Send.



Home > Search Orders > View Order

Save and Send | Save | Unreject | Build ASN | Build Invoice

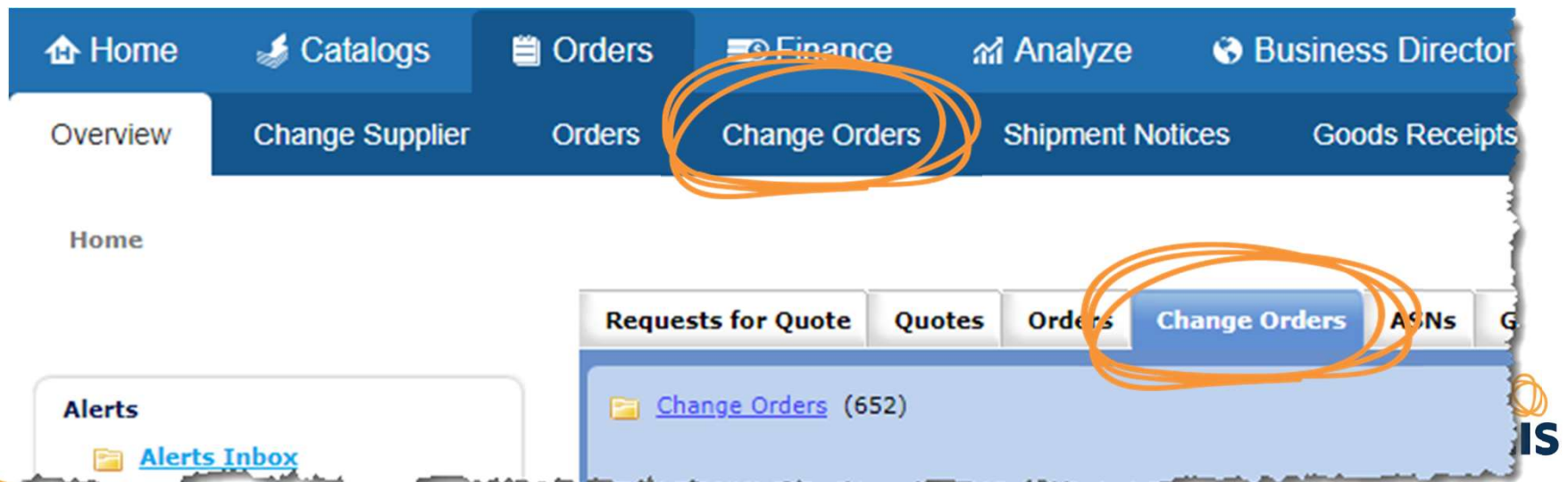
XML | PDF | Related Docs. | Qty. Tracking

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

Change Orders

There are 2 ways to view Change Orders:

- From the top menu, go to Orders > **Change Orders**
- Orders > Overview > **Change Orders**



CO Changes

Change Order Lines are color-coded to show changes from the original PO or previous CO.

No.	Part No.	Description	Status	Requested Delivery Date	Delivery Date	UOM	Quantity	Unit Price	Currency	Amount	Action
0000000001	Seller: Item_Desc_d90a0b1e	Accepted	27-May-2014 06:00:00 PM	27-May-2014 06:00:00 PM	EA - Each	10.00	7.00	EUR	70.00		
0000000002	Seller: Item_Desc_c01a92fe	Accepted	27-May-2014 06:00:00 PM	27-May-2014 06:00:00 PM	EA - Each	0.00	5.00	EUR	0.00		

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

Advanced Shipment Notice

- 🌀 Create an ASN from an Order
- 🌀 Create an ASN from an Order Line

1. Create an ASN From an Order

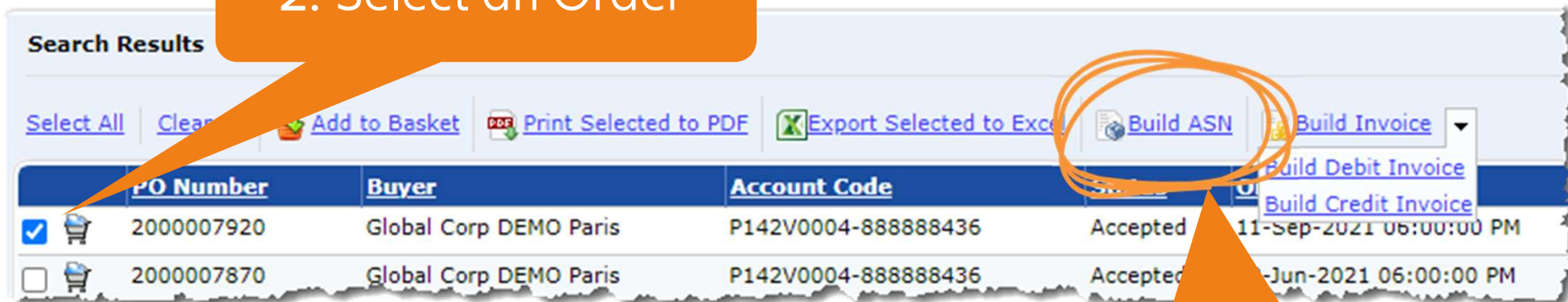
To create an invoice from a POR, go to **Orders > Overview > Orders** and click the **Accepted** folder.

The screenshot displays the Proactis software interface. The top navigation bar includes: Home, Catalogs, Orders, Finance, Analyze, and Business Directory. Below this, a secondary navigation bar shows: Overview, Orders, Change Orders, Shipment Notices, and Goods Receipts. A third navigation bar contains: Requests for Quote, Quotes, Orders, Change Orders, ASNs, and Goods Receipts. The 'Orders' tab is selected. In the main content area, there is a list of folders: New (29428), Accepted (2656), Accepted With Changes (655), and a partially visible folder. An orange callout box with the text '1. Click Accepted' points to the 'Accepted' folder.

1. Create an ASN From an Order

The Orders Search Result page has 2 Build ASN links – at the top and bottom.

2. Select an Order



	PO Number	Buyer	Account Code	Status	Created
<input checked="" type="checkbox"/>	2000007920	Global Corp DEMO Paris	P142V0004-888888436	Accepted	11-Sep-2021 06:00:00 PM
<input type="checkbox"/>	2000007870	Global Corp DEMO Paris	P142V0004-888888436	Accepted	11-Jun-2021 06:00:00 PM

3. Click **Build ASN**

2. Create an ASN From an Order Line

Open PO and then select the Order Line Item

Order Header

Order No.:
Supplier Ref. No.: *
Supplier Delivery Date:

Plant ID: 0000000013
Status: Accepted
Requested Delivery Date:

Order Lines

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

No.	Part No.	Description	Status	Requested D	Supplier Delivery Date *	UOM	Quantity*	Unit Price*
<input checked="" type="checkbox"/>	0000000001	Seller: 332-5699 Buyer: N/A VENTILATEUR TANGENTIE	Accepted	13-Jun-2021 06:00:00 PM	13-Jun-2021 06:00:00 PM	PK - Package	100.00	1.00

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

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

2. Select an Order Line

3. Click **Build ASN**

ASN Details

4. Fill out all mandatory fields. *

Home > Search Orders > View ASN Company: Demo Supplier
07-Feb-2022

[Save and Send](#) [Save Draft](#) [Delete](#)
[XML](#) [PDF](#) [Related Docs.](#) [Qty. Tracking](#)

Warning: ASN has Items that have not been associated with any package

ASN Details

Issue Date:	07-Feb-2022 07:36:20 AM	Status:	Pending
ASN Number: *	100001382	Tracking Number:	
Delivery Note Number:		Account Code:	P142V0004-888888436
Ship Date: *	07-Feb-2022 07:36:20 AM	Purpose:	Original
Delivery Date:		Term of Delivery:	Other
Earliest Delivery Date:		Buyer Name:	Global Corp DEMO Paris
Latest Delivery Date:		Seller Name: *	Demo EMEA Search
Collection Date:		Payment Method:	Other
Scheduled Delivery Date Before:		Payment Term:	Other
Scheduled Delivery Date After:		Payment Term Other: *	90E0
Plant ID:	0000000013	Payment Mean: *	Instrument Not Defined
		Payment Mean Other:	

Add a Package

Add a new package if the ASN is not associated with any packages yet

6. Fill out the Package ID, Marker and Type

5. Click Add New Package

7. Select the line item(s) and enter the amount of items you want to add to the package.

Package ID* 1
Package Marker* Package Marker
Package Type* Unit

Package Lines

Line Item Number	Order Item Number	Supplier Part Number	Order Number	Description	Total Quantity	Quantity Available to pack	Quantity in this Package	Action
<input checked="" type="checkbox"/>	0000000001	0000000032-5699	200007870	VENTILATEUR TANGENTIE	100.00	100.00	<input type="text"/>	<input type="button" value="✖"/>

Finalize and Send the ASN

9. Click **Save and Send**

8. Click **Return to ASN**

Home > Search Orders > View ASN > View ASN Package

Save | Return to ASN

Home > Search Orders > View ASN

Save and Send | Save Draft | Delete

XML | PDF | E

Home > Search Orders > View ASN

ASN Details

Save and Send | Save Draft | Delete | Copy

XML | PDF | Related Docs. | Qty. Tracking

ASN was successfully sent.

A confirmation message will appear at the top of the page when the ASN has been sent to the buyer.

Invoice

- 🌀 Create an Invoice from an Order
- 🌀 Create an Invoice from an Order Line

1. Create an Invoice From an Order

To create an invoice from a POR, go to **Orders > Overview > Orders** and click the **Accepted** folder.

The screenshot displays the Proactis software interface. At the top, a blue navigation bar contains the following menu items: Home, Catalogs, Orders, Finance, Analyze, and Business Directory. Below this, a secondary navigation bar shows Overview, Orders, Change Orders, Shipment Notices, and Goods Receipts. The 'Orders' menu item is highlighted. Below the navigation bars, there is a list of folders: Requests for Quote, Quotes, Orders, Change Orders, ASNs, and Goods Receipts. The 'Orders' folder is selected and highlighted in blue. Underneath the 'Orders' folder, there is a list of sub-folders: New (29428), Accepted (2656), Accepted With Changes (655), and a partially visible folder starting with 'P...'. An orange callout box with the text '1. Click Accepted' points to the 'Accepted' folder.

1. Create an Invoice From an Order

The Orders Search Result page has 2 Build Invoice links – at the top and bottom.

2. Select an Order

	PO Number	Buyer	Account Code	Status	Order Date
<input checked="" type="checkbox"/>	2000007920	Global Corp DEMO Paris	P142V0004-888888436	Accepted	11-Sep-2021 06:00:00 PM
<input type="checkbox"/>	2000007870	Global Corp DEMO Paris	P142V0004-888888436	Accepted	12-Jun-2021 06:00:00 PM

3. Click **Build Invoice** >
Build Debit Invoice

1. Create an Invoice From an Order

The order will flip into an invoice and the invoice screen will appear.

The screenshot shows a web application interface for creating an invoice. At the top, there are navigation tabs: "Service Entries", "Invoices", "Credit Advices", and "Remittance Advices". The "Invoices" tab is active. Below the tabs, there is a breadcrumb trail: "Home > Search Orders > View Invoice". On the right side, the company name "Demo Supplier" and the date "07-Feb-2022" are displayed. A toolbar contains several action buttons: "Save and Send", "Save Draft", "Delete", "XML", "PDF", "Related Docs.", "Qty. Tracking", and "Pay Me Now". The main content area is divided into sections: "Buyer Info" and "Invoice Header".

Buyer Info

Buyer Name:	Demo Buyer Services	Account Code:	P142V0004-888888436
Buyer Short Name:	EDP142V		

Invoice Header

Invoice Number: *	100007738	VAT/Goods Origin:	Australia
Issue Date: *	07-Feb-2022 05:56:51 AM	VAT/Goods Destination:	Australia
PO Number:	2000007850	Payment Terms:	
Invoice Type:	Debit Invoice	Payment Term: *	Other
Currency:	Euro	Net Days Due: *	0
Bill of Lading:		Due Date:	7-Feb-2022 05:56:52 AM
		Discount Days Due: *	0
		Discount Rate: *	0.00

Final Invoice

Note:

2. Create an Invoice From an Order Line

Open PO and then select the Order Line Item

The screenshot shows the SAP Order Header and Order Lines interface. The Order Header section includes fields for Order No., Supplier Ref. No., Supplier Delivery Date, Plant ID (0000000013), Status (Accepted), and Requested Delivery Date. The Order Lines section displays a table with columns: No., Part No., Description, Status, Requested Date, Supplier Delivery Date, UOM, Quantity, and Unit Price. A single order line is visible with a checked selection box. The 'Build Invoice' button is circled in orange, and its dropdown menu is open, showing 'Build Debit Invoice' and 'Build Credit Invoice'. An orange callout box points to the 'Build Invoice' button, and another points to the 'Build Debit Invoice' option in the dropdown.

2. Select an Order Line

No.	Part No.	Description	Status	Requested Date	Supplier Delivery Date	UOM	Quantity	Unit Price
<input checked="" type="checkbox"/>	0000000001	Seller: 332-5699 Buyer: N/A VENTILATEUR TANGENTIE	Accepted	13-Jun-21 06:00:00 PM	13-Jun-21 06:00:00 PM	PK - Package	100.00	1.00

3. Click Build Invoice > Build Debit Invoice

Invoicing

You may use the same invoice number that you use in your invoicing system.

Home > Search Orders > View Order > View Invoice

Company: Demo Supplier
07-Feb-2022

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

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

Buyer Info

Buyer Name: Demo Buyer Services
Buyer Short Name: EDP142V

Invoice Header

Invoice Number: * 100007739
Issue Date: * 07-Feb-2022 06:13:52 AM
PO Number: 2000007870
Invoice Type: Debit Invoice
Currency: Euro
Bill of Lading:

VAT/Goods Origin: Australia
VAT/Goods Destination: Australia

Payment Terms:

Payment Term: * Other
Net Days Due: * 0 Due Date: 7-Feb-2022 06:13:54 AM
Discount Days Due: * 0 Discount Rate: * 0.00

Final Invoice

Note:

4. Input the invoice number and date.

Apply Tax

Scroll down after the Invoice Lines, and then click the tab for Tax.

5. Choose either **Tax Rate** or **Tax Amount**.

The screenshot shows the 'Tax' tab in the Proactis system. At the top right, a summary box displays: 'Sub Total for the Invoice: 100.00 EUR', 'Freight (No Tax): * 0.00 EUR', 'Charge (No Tax): * 0.00 EUR', 'Allowance: * (0.00) EUR', 'Tax Total for the Invoice: 10.00 EUR', and 'Total Amount for the Invoice: 110.00 EUR'. Below this, the 'Tax' tab is active, showing a button 'Apply Tax to all line items' and a checkbox 'Use this tax percent for future Invoices'. The main form contains several fields: 'Tax Category' (Standard Rate), 'Tax Percent' (10%), 'Tax Type' (Value Added Tax), 'Reason Tax Exempt' (dropdown), 'Supplier Tax Agency Coded' (Assigned By Seller Or Sellers Agent), 'Supplier VAT ID' (12344xxxx), 'Buyer Tax Agency Coded' (Assigned by buyer or buyer's agent), and 'Buyer VAT ID' (FR09876543). There are also empty input fields for 'Category Other', 'Type Other', 'Reason Tax Exempt Other', 'Supplier Tax Agency Coded Other', and 'Buyer Tax Agency Coded Other'. Three callout boxes are present: an orange one on the left pointing to the 'Tax Category' dropdown (Step 5), an orange one in the center pointing to the 'Apply Tax to all line items' button (Step 6), and a dark blue one on the right pointing to the 'Freight', 'Charge', and 'Allowance' fields (Step 7).

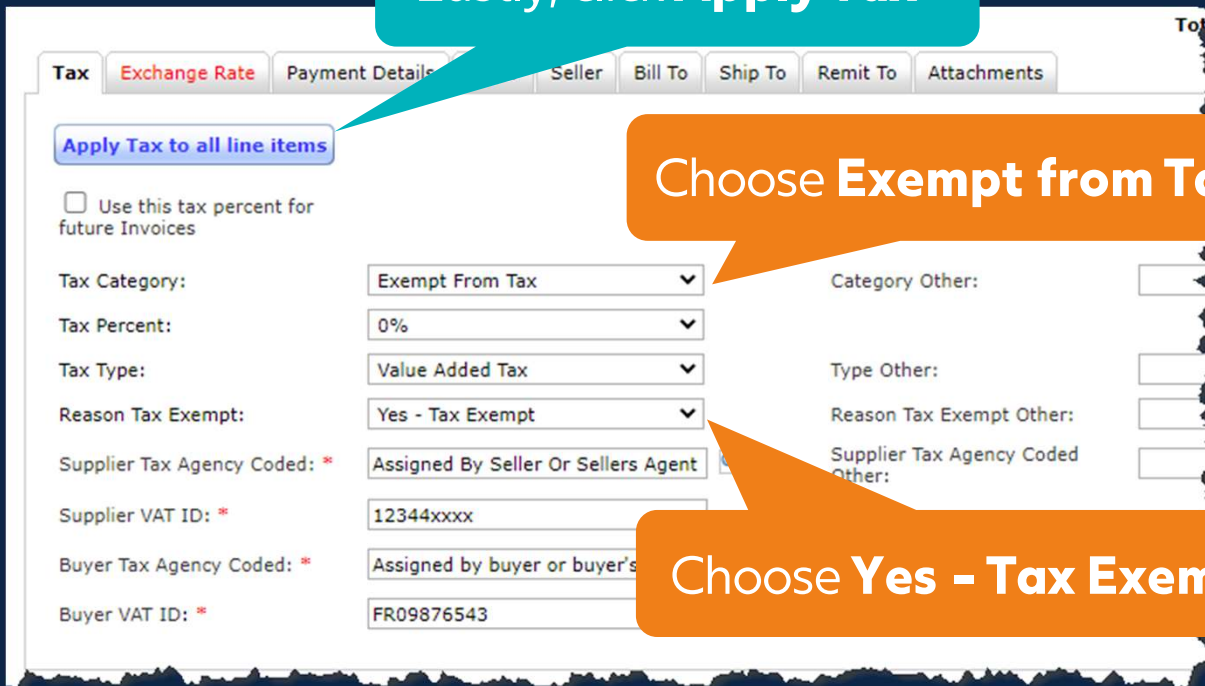
6. Click **Apply Tax**

7. Add **Freight**,
Charges and
Allowance, if
applicable.

Tax Exempt

- 🕒 Tax Category must be "Exempt from Tax"
- 🕒 Reason Tax Exempt should be "Yes - Tax Exempt"

Lastly, click **Apply Tax**



The screenshot shows a tax configuration interface with several tabs: Tax, Exchange Rate, Payment Details, Seller, Bill To, Ship To, Remit To, and Attachments. The 'Tax' tab is active. A blue callout bubble points to the 'Apply Tax to all line items' button. An orange callout bubble points to the 'Exempt From Tax' dropdown menu. Another orange callout bubble points to the 'Yes - Tax Exempt' dropdown menu. The form fields are as follows:

<input type="checkbox"/> Use this tax percent for future Invoices		
Tax Category:	Exempt From Tax	Category Other:
Tax Percent:	0%	Type Other:
Tax Type:	Value Added Tax	Reason Tax Exempt Other:
Reason Tax Exempt:	Yes - Tax Exempt	Supplier Tax Agency Coded Other:
Supplier Tax Agency Coded: *	Assigned By Seller Or Sellers Agent	
Supplier VAT ID: *	12344xxxx	
Buyer Tax Agency Coded: *	Assigned by buyer or buyer's	
Buyer VAT ID: *	FR09876543	

Choose **Exempt from Tax**








Choose **Yes - Tax Exempt**



Save Draft

Click **Save Draft** to save an invoice and send it at a later time.

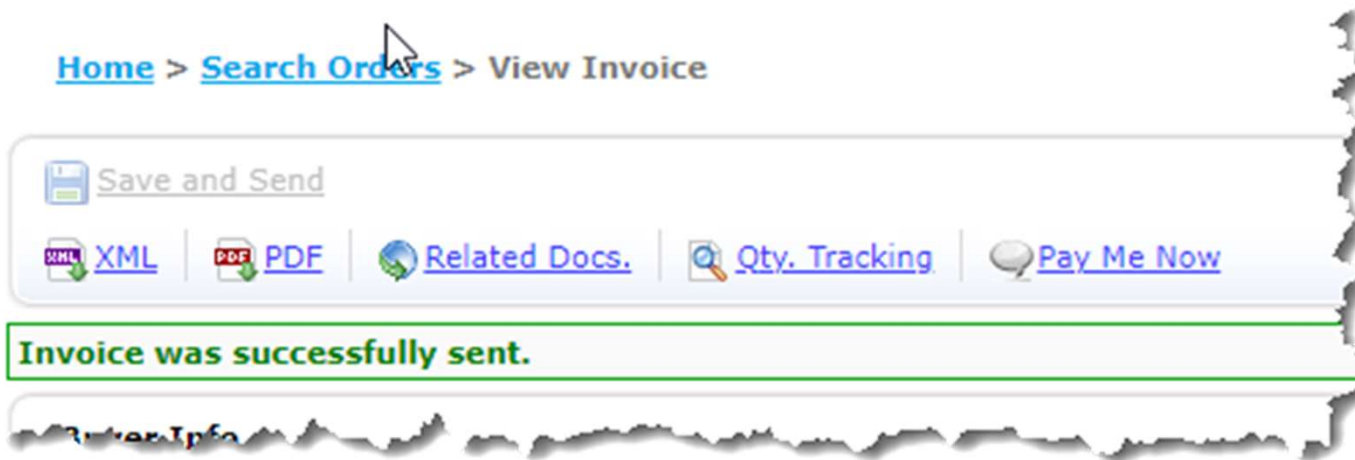
[Home](#) > [Search Orders](#) > View Invoice

 [Save and Send](#) |  [Save Draft](#) |  [Delete](#)
 [XML](#) |  [PDF](#) |  [Related Docs.](#) |  [Qty. Tracking](#) |  [Pay Me Now](#)

Invoice was successfully saved with 'Pending' status. The document will not be sent out until 'Save and Send' is clicked.
Taxes were successfully applied

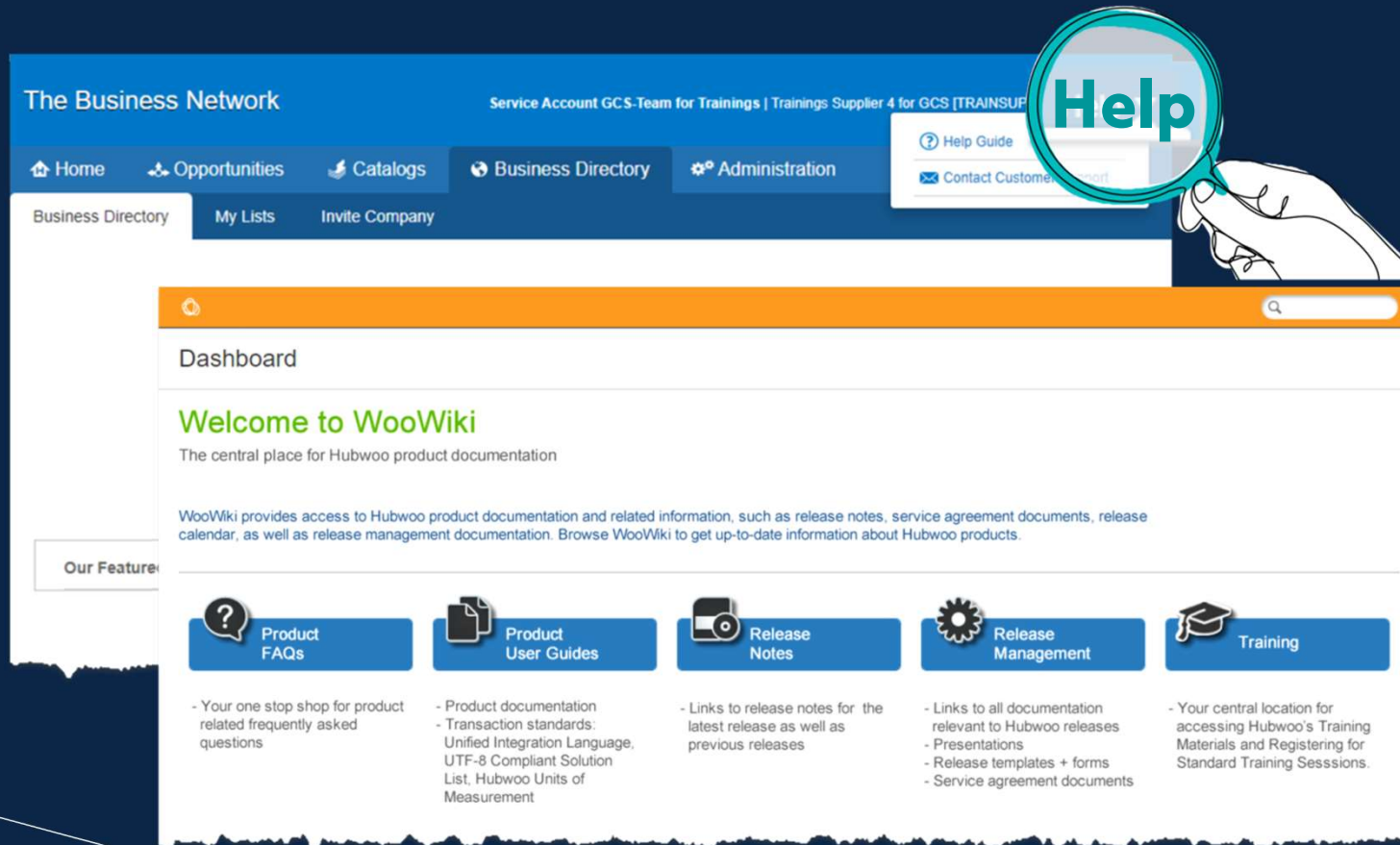
Save and Send

Click **Save and Send** to submit the invoice to the buyer.



A confirmation message will appear at the top of the page when the invoice has been sent to the buyer.

Additional Resources



The Business Network

Service Account GCS-Team for Trainings | Trainings Supplier 4 for GCS [TRAINSUP]

Home Opportunities Catalogs Business Directory Administration

Business Directory My Lists Invite Company

Help Guide

Contact Customer Support

Help

Dashboard

Welcome to WooWiki

The central place for Hubwoo product documentation

WooWiki provides access to Hubwoo product documentation and related information, such as release notes, service agreement documents, release calendar, as well as release management documentation. Browse WooWiki to get up-to-date information about Hubwoo products.

Our Features

Product FAQs	Product User Guides	Release Notes	Release Management	Training
- Your one stop shop for product related frequently asked questions	- Product documentation - Transaction standards: Unified Integration Language, UTF-8 Compliant Solution List, Hubwoo Units of Measurement	- Links to release notes for the latest release as well as previous releases	- Links to all documentation relevant to Hubwoo releases - Presentations - Release templates + forms - Service agreement documents	- Your central location for accessing Hubwoo's Training Materials and Registering for Standard Training Sessions.

Menu Path: **The Business Network** > Help > Help Guide

Check the User Guides in Wiki for more comprehensive how-to instructions.



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