SUPPLIER PORTAL USER GUIDE

A guide for the IEWC Supplier Portal - a digital tool that provides a secure, user-friendly, real-time platform to manage purchase order, RFQ's and pricing information to support quick and informed strategic business decisions efficiently and effectively.

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INTRODUCTION

The IEWC Supplier Portal is a web-based application that allows users to view and manage purchase orders, quotes, and pricing in a real-time, secure central location. This provides an avenue to streamline workflows, increase communication and collaboration, minimize errors, and overall enhances efficiencies to allow for quick informed strategic business decisions.

STARTING UP

You will receive an email from a member of the portal team with a link to the supplier portal.

Hello Brad Turner,

Congratulations on joining the IEWC Supplier Portal! The IEWC Supplier Portal provides a secure, user-friendly, and real-time platform to manage purchase orders, RFQs and pricing information to support your strategic business decisions efficiently and effectively.

Your User Name for this account is: BTURNER
To complete activation of your account, please click the link to set-up your password

If you are unable to access this link, please copy and paste the following URL into your browser:

Shortly, you will be receiving an IEWC Supplier Portal user guide that provides in-depth instructions to familiarize yourself with-the portal's layout and functions.

Should you have any questions please contact IEWCPortalSupport@iewc.com for support.

Thank you.

Select the link on the email to take you to the application.
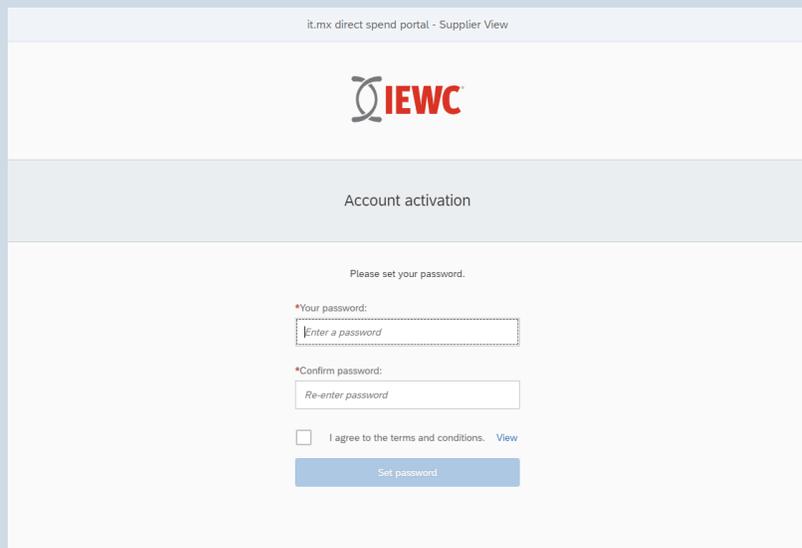
it.mx direct spend portal - Supplier View

IEWC

Account activation

Please set your password.

*Your password:
Enter a password

*Confirm password:
Re-enter password

☐ I agree to the terms and conditions.   View

Set password

This will prompt you to create a password and confirm it. Once Terms of Use are read and reviewed, check mark the box for Terms of Use and select the "Set Password". When successful you will receive this message and can select the log in button to continue to the portal.
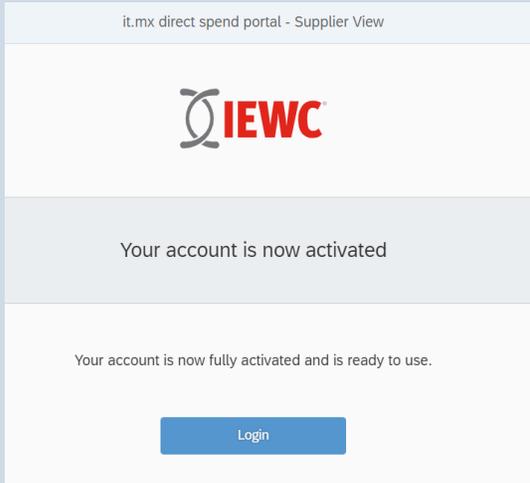
FURTURE LOG -IN PATH

Use the link below for entry into the portal.

https://supplier.iewc.com/portal
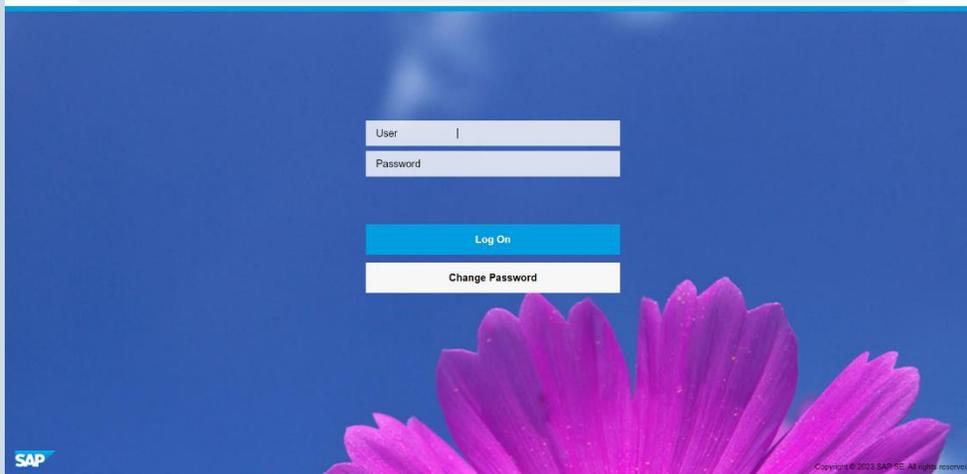
Log in using your Username provided in the email and the new password you created. Once you enter you will see a dashboard specific to your account with a quick overview of actionable items.

VIEWING WORKSPACE

UNDERSTANDING THE WORKSPACE

1 Notification Button ▤ - Advisement of activities/events related to a vendor account.

2 User information/Logout button 🖳 - contains user details, password reset and log out selections.

3 Dashboard Tiles - a collection of tiles to show an overview of pending activities.

4 Page Navigation Bar - This is the collection of pages that are accessible to you. By simply selecting one, you directed to that page.

    a. ☰ - Page Menu

    b. 📇 Dashboard - **Dashboard** holds an overview of activities that need action

    c. 🗐 Company details - **Company Details** holds company information, users, and contact information.

d. ![Purchase orders icon] - **Purchase Orders** holds high level purchase orders overview.

e. ![Purchase order lines icon] - **Purchase Order Lines** holds purchase orders details and statuses at line/material level.

f. ![Invoicing icon] - **Invoicing** holds overview of invoice activity

g. ![Material Prices icon] - **Material Prices** holds current material pricing information

h. ![Request for quotation icon] - **Request for Quotation** holds requests for bids on potential new business or requests for updated pricing on currently established materials.

i. ![Price Sheet Upload icon] -Price Sheet Upload holds the view of all materials in a format to export for price changes.

Notification Button

The notification button is in the top right corner on the menu bar. This icon is visible on all pages.

If you have unread notifications, you will see a number within a green circle on the icon showing you the number of unread notifications you have. Selecting the icon will open the notification window along the right side of the screen. Select the icon again to close the notification window.
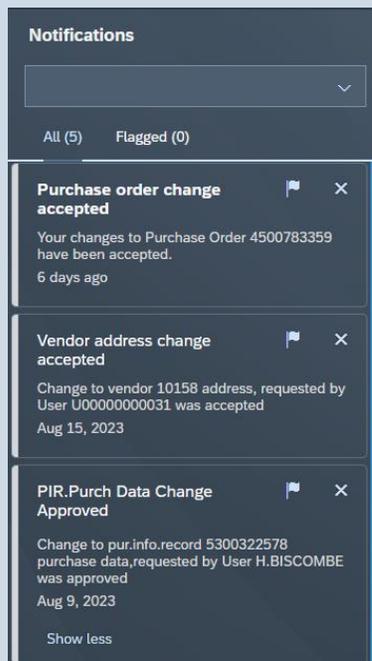
Notifications

All (5)   Flagged (0)

Purchase order change accepted
Your changes to Purchase Order 4500783359 have been accepted.
6 days ago

Vendor address change accepted
Change to vendor 10158 address, requested by User U00000000031 was accepted
Aug 15, 2023

PIR.Purch Data Change Approved
Change to pur.info.record 5300322578 purchase data,requested by User H.BISCOMBE was approved
Aug 9, 2023

Show less

Along the top of the notification window is a filter to view notifications for a specific topic. Select the down arrow to select topic and filter messages.
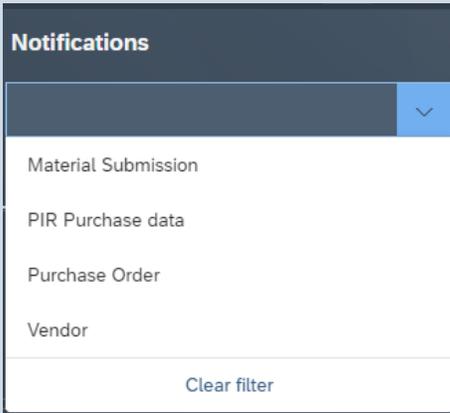
Within each notification you can flag the message for importance , delete the notification , or click on the notification to navigate to the page impacted by the notification.
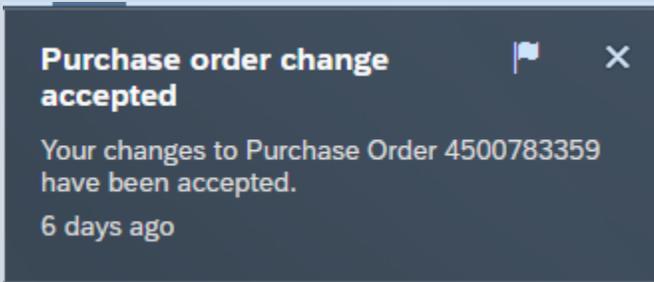
User Details

The User button is in the top right-hand corner of the page. Selecting the icon will open the user details along the right side of the screen. Select the icon again to close the user window.
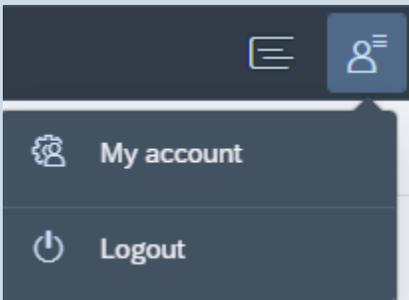

My Account
Selecting My Account will take you to your user details. This will show your information as well as a button to change your password.

User details

Name	Joshua Tree
Telephone	4148675309
Email address	Jtree@sample.com
User name	U00000000048

[Change password]

Logout

Selecting this button will log you from the application. [⏻ Logout]

NAVIGATING PORTAL PAGES

- Dashboard
- Company details
- Purchase orders
- Purchase order lines
- Invoicing ›
- Material Prices
- Request for quotation
- Price Sheet Upload
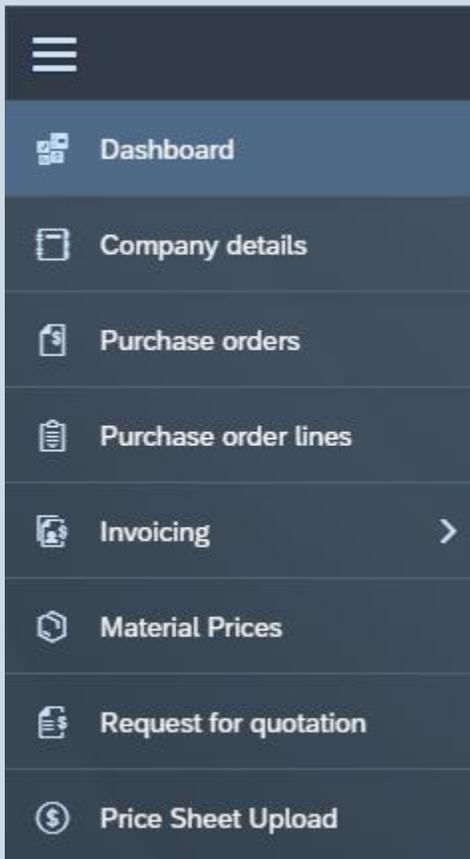
The Solid three lines at the top of the Menu Bar in the upper left-hand corner is the menu button containing application pages along the left side of the screen. When minimized, only the icon shows the various pages of the application. When expanded the icon and description are visible for each page.

Dashboard
The dashboard is a collection of category structured tiles that provide a visual representation of various activities for easy navigation to required pages.

Orders to be Confirmed.
This tile shows the status breakdown of goods that are unconfirmed. Selecting this tile will navigate to the Purchase Order Items page with the "Unconfirmed" tab pre-selected.

Goods to be Delivered.
This tile shows the status breakdown of goods to be delivered. Selecting this tile will navigate to the Purchase Order Items page with the "To be delivered" tab pre-selected.

This bar chart represents the number of lines within the following status brackets: overdue, (due) this week, (due) next week, future (due beyond next week) which have not yet been delivered.

Display Purchase Order
This is an input field tile for entering a purchase order number. Using this will navigate directly to the Purchase Order Page with the "Items" tab pre-selected for the entered purchase order number.

RFQ for Review
This tile shows the status breakdown of Requests for Quotation (RFQs). Selecting this tile will navigate to the RFQ page with the "With us" tab preselected. This allows the supplier user to view RFQs that are with them for review, or they can click on the "With client" tab to view RFQ's that are back with the client for review.

Contacts
This tile shows the status breakdown of Contacts established within our system. Selecting this tile will navigate to the Company Detail page with the "Contacts" tab pre-selected.

TMS Portal Link
This tile is the link to IEWC/Redwood TMS shipment routing portal. IEWC/Redwood TMS needs to be utilized for carrier determination and shipping Bill of Lading (BL) for all shipments being routed at IEWC expense.

IEWC PIM web UI Link
This tile is the link to our Product Information Management System. Selecting this tile will navigate to the application to manage material images and specs.

IEWC Supplier Portal User Guide Link
This tile is the link to our Portal User Guide. Selecting this tile will navigate to the pdf file for the user guide on navigating the portal.

Company Details

The Company details page allows for viewing and editing of specific company data. Any changes you request, are sent to our team that will review and action them. You will receive a message in your notification queue when the action is complete. There are five different tabs to view within the Company Details. To propose any changes to the data, look for and select the ⌗ button in the upper right-hand corner of the Tab. If the edit button does not appear this information is viewable only.

Company Address

The company address details available for viewing/editing are Building #, Address, Town/City, Postal Code, Region, and Country. Current view on the left side – pending changes on the right until approved.

Address	Communication	Users	Contacts	Documents

	Current		Pending
House/Building number	35		
Address line 1	26000 MAIN STREET		
Address line 2			
Town/City	NEW BERLIN	>	waukesha
Region	Wisconsin		
Postal code	53151	>	53186
Country	USA		

Company Communication

The communication tab lists telephone numbers and email addresses established in the system. The default checkmark shows the main contact and email.

Address	Communication	Users	Contacts	Documents

Telephone:

	Default
📇 4148675309	✓

Email:

	Default
✉ jtree@sample.com	✓

Company Users

The Company User tab is a view of users and associated data, who have or are pending approval, to access the portal.

Company Contacts

This tab will display all contacts established in our system for the master account.: Name, Telephone, Email address, Department, Role, and Business title. A user can add new contacts as needed.

Company Documents

The Tab will display and allow for the upload of company information W-9, ISO documents etc. Please keep upload to PDF files, Microsoft Word, or Excel files.

Purchase Orders

This page provides a list of purchase orders for suppliers' account. There are two tabs on this page: Open purchase orders and all purchase orders. From either of these tabs, you can navigate to the purchase order details by selecting the PO No. in blue.

PO no.

4500788817

You can also do a PO sort or filter by clicking on the PO number.

PO no.   PO reference
≜ Sort Ascending
≡ Sort Descending
▽ Filter

Open/All Purchase Orders

The "Open" tab displays all purchase orders that have a delivery or invoice status that are not complete. The "All" tab displays all purchase orders created regardless of status for the supplier.

With both tabs, you will be able to see the IEWC Purchase order #, a PO reference if it exists, Document Date, First Delivery Date, Next Delivery Date, Created by, Value, Currency, Number of Lines and Company Code

Near the right edge of this screen, you will be able to apply a filter by document date. On the All tab there is a preset filter for the previous 12 months to prevent performance issues. You can extend this period but may experience brief delay in capturing the data set.

Document date

MMM d, y to MMM d, y   [Search]

Export

You can also export the list to an excel spreadsheet.

When selecting Export, once the file is ready on the address bar you will see an icon Selecting the icon, you will see the export in the list of recent downloads. By selecting the file, the excel spreadsheet will open.
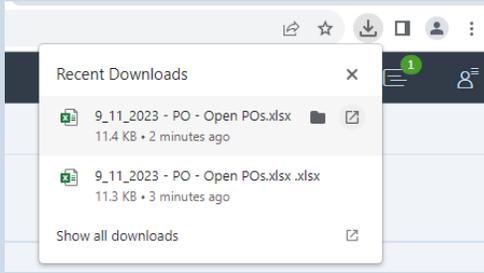
Purchase Order Overview

The Purchase Order overview provides you with a quick snapshot of key information from the purchase order.

Purchase Order Number

The document number within IEWC SAP system details items, quantities, and prices to be purchased. By selecting the PO Number – you navigate to the purchase order details. (Explained below)

PO Reference

The reference information for the IEWC purchase order in your system. (If provided)

Document Date

The creation date of the Purchase order in IEWC SAP system.

First Delivery Date

The first date the product is expected to arrive at IEWC.

Next Delivery Date

If the line is not completely delivered this is the subsequent delivery date for the remaining quantity.

Created by

Name of contact who created the document. By Selecting the name in blue – you can see email and telephone information for that contact.
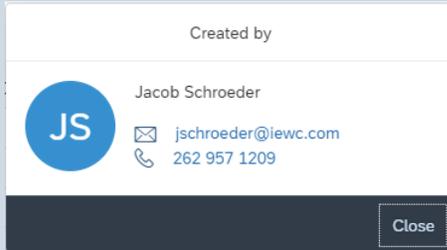
Value

The total net value of the complete purchase order.

Currency

The currency that applies to this purchase order.

Number of Lines

Total number of active line(s) connected to the purchase order.

Company Code

 The company within IEWC SAP System

Purchase Order Details

The Purchase order details can be accessed through the Purchase Order or Purchase Order lines Pages by selecting a blue purchase order number.
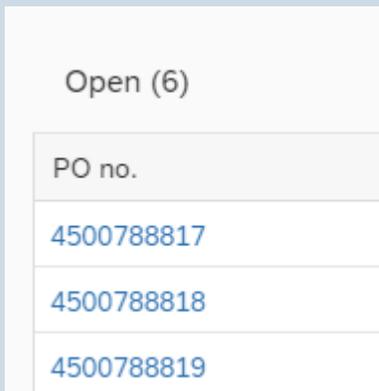
This sub-page contains specific details pertaining to the individual purchase order as well as allowing for actions to be taken directly from this screen.

Purchase Order Header

Purchase order: 4500788817

Created date 09/15/2023	**PO reference** -	**Payment terms** Z04 ⓘ	**Status** Open	**Shipping address** PLANT 1000-MILWAUKEE ⓘ	**Actions** Choose action ⌄
Created by Amy Parker	**First delivery date** 11/03/2023	**Value** 4,598.80 USD	**Inco terms** FOB Origin/Collect -		

The Purchase Order header allows visibility to key fields including Creation date, first delivery date, payment terms, Inco Terms, PO value and the shipping address.

Actions:

This drop down allows for you to download the purchase order as well as a quick confirmation for all PO lines.

Actions

Choose action ⌄

Choose action

Download purchase order

Quick confirm all items

Purchase Order Details

The details section allows you to see different views of the purchase order.

Items	Confirmations	Delivery schedules	Purchase order history	Texts	Attachments

Items

The items tab displays all purchase order lines with key fields including item number, vendor material number, description, confirmation status, delivery status, invoice status, your acknowledgment reference, quantity, net value, and schedule lines.

Choose action ⌄

Purchase order items (3)

Item number	Vendor Material Number	Description	Confirmation status	Delivery status	Invoice status	Your acknowledgement reference	Quantity	Net value (USD)	Schedule lines	
00010	TEST 1	18 19BC GXL XLP BLACK - TEST	✓				20000 FT	2044.00	1	
00020	TEST 2	18 2C 3173 Black					20000 FT	975.00	1	⎘
00030	TEST 3	2/0 10C 19BC 3196 - Test					20000 FT	1579.80	1	⎘

Choose action:

This drop down Choose action ⌄ allows for you to quick confirm for all PO lines

By selecting the ⎘ at the line level you can individually quick confirm the line by selecting the confirm button.

Confirmations

The confirmations section displays all purchase order lines that have been confirmed. Key fields displayed include confirmation type, vendor reference, delivery date/time, delivery quantity, UOM, delivery number, delivery item number, created on, and batch number.

Items	Confirmations	Delivery schedules	Purchase order history	Texts	Attachments

Advanced confirmations

Confirmations (2)

Confirmation type	Vendor reference	Delivery date / time	Delivery quantity	UOM	Delivery number	Delivery item number	Created on	Batch number
Item 00010								
Order acknowledgment		08/28/2023, 23:00	50000	FT			09/15/2023, 14:14	
Order acknowledgment		09/26/2023, 05:00	50000	FT			09/26/2023, 14:46	

Advanced Confirmation

Advanced confirmations allow for confirmations with a delivery date different from the requested delivery date as well as for delivery date changes needed after being confirmed. Optional fields include order acknowledgement, delivery text, and change reason.

Advanced confirmations: Order acknowledgment

Purchase order: 4500788817

Material: 32174535   Material description: 18 19BC GXL XLP BLACK - TEST

Purchase order items (3)

| 00010 - 18 19BC GXL XLP BLACK - TEST |
| 00020 - 18 2C 3173 Black |
| 00030 - 2/0 10C 19BC 3196 - Test |

Order acknowledgement: [   ]   Delivery Text: [   ]

Unconfirmed lines (1)

Delivery date	Delivery quantity	UoM
11/01/2023	20000.000	FT

Confirmed lines (0)   Change reason: [   ]   Adopt confirmations   Add new confirmation

Vendor reference	Delivery date	Delivery quantity	UoM	Delivery number	Delivery item number	Created on	
			No data				

Confirmations

To confirm a purchase order item, select the purchase order line under the purchase order item section.

Then select

By selecting the adopt confirmations this will allow you to enter a vendor reference, delivery date, and delivery quantity.

Once the data is entered, select and move to the next line that needs to be confirmed.

Delivery Date Changes

If the original confirmed delivery date will not be met, the delivery date can be updated by selecting

Update the delivery date with the revised delivery date and enter the delivery quantity and

Advanced confirmations: Order acknowledgment

Purchase order: 4500788817

Material: 32174535 **Material description:** 18 19BC GXL XLP BLACK - TEST

Purchase order items (3)

| 00010 - 18 19BC GXL XLP BLACK - TEST |
| 00020 - 18 2C 3173 Black |
| 00030 - 2/0 10C 19BC 3196 - Test |

Order acknowledgement: [ ]   **Delivery Text:** [ ]

Unconfirmed lines (0)

Delivery date	Delivery quantity	UoM
	No data	

Confirmed lines (2)   **Change reason:** Out of Stock ⌄   [Adopt confirmations] [Add new confirmation]

	Vendor reference	Delivery date	Delivery quantity	UoM	Delivery number	Delivery item number	Created on	
⎘		11/02/2023 📅	20000.000	FT				🗑
	SO54321	11/02/2023 📅	20000.000	FT			10/26/2023, 13:27	

[Cancel changes] [Save changes]

Delivery Schedule

The delivery schedules tab will display advanced shipping notifications for EDI vendors.

Items	Confirmations	Delivery schedules	Purchase order history	Texts	Attachments

[Quick confirm all items]

Scheduled lines (1)

Item number	Material number	Description	Delivered quantity	UoM	Original delivery date	Delivery date	Proposed delivery date	Change reason	Confirmation status	Delivery status	
00010	TEST 3	2/0 10C 19BC 3196 - Test	0 of 50000	FT	11/14/2023	11/14/2023	📅	⌄	✓		

Purchase Order History

The purchase order history tab will display all goods receipt and invoice receipt at the item level.

Items	Confirmations	Delivery schedules	Purchase order history	Texts	Attachments

[Search by reference 🔍]

Purchase order items (2)

Movement type	Quantity	Unit	Posting date	Reference
Item 00030, Material number 32166398				
GR goods receipt	10000.000	FT	12/20/2022	1801376127
Invoice receipt	10000.000	FT	12/22/2022	1801376127

Texts

The texts tab will display header level text under the Purchase Order and individual item text under the Purchase order Items.

| Items | Confirmations | Delivery schedules | Purchase order history | Texts | Attachments |

Texts (7)

<div style="float:right">Purchase order | Purchase order items</div>

| Header text |
| Header note |
| Vendor memo (general) ✓ |
| Vendor memo (general) |
| Vendor memo (general) |
| Vendor memo (general) |
| Inspection Notes (internal) |

Description
********UNTIL FURTHER NOTICE*******************
THE ITEMS BELOW ARE TO SHIP FREIGHT COLLECT. ALL OTHERS PREPAID UNLESS NOTED.
THC1802-PGX-RA (TOR18X001Z4000)
THC-T218-1-19-RA (TOR18F001-CF01-F3000)- ADDED 10/31/2011

| Items | Confirmations | Delivery schedules | Purchase order history | Texts | Attachments |

Texts (9)

Purchase order | Purchase order items

| 00010: 14 7TC 200C 600V 3071/SF-2 BLACK |
| 00020: 14 7TC 200C 600V 3071/SF-2 RED |
| 00030: 14 7TC 200C 600V 3071/SF-2 WHITE |

| Item text ✓ |
| Info record PO text |
| Material PO text |
| Delivery text ✓ |
| Info record note |

Description
01/10/2023...04:27...BATCH
Sent 3rd Request Past Due. To abartucci@radix-wire.com

01/06/2023...04:21...BATCH
Sent 2nd Request Past Due. To abartucci@radix-wire.com

01/04/2023...04:22...BATCH
Sent 1st Request Past Due. To abartucci@radix-wire.com

Date: 01-03-23 , JHALLETT Submitted a Past Due/Expedite Request to PURCHASING
Date: 11-21-22 , JHALLETT Submitted a Expedite Request to CZAGORSKI
07/11/2022...10:36...JSCHROEDER
ZPOMCON AB Acknowledgment Entered.
Delivery Date Changed From: 09/07/2022 to 12/27/2022
Confirmed Qty: 10,000 FT
7/11 WS 12/16 JS

Attachments

The Tab will display and allow for the upload of vendor sales order confirmations. Please keep files to PDF files.

Purchase orders / Purchase order: 4500788820

| Created by | First delivery date | Value | Inco terms |
| Amy Parker | 10/26/2023 | 2,437.50 USD | FOB Origin/Collect - |

| Items | Confirmations | Delivery schedules | Purchase order history | Texts | Attachments |

Header attachments (0)

No files found.

Drop files to upload, or use the "+" button.

Item 00010 (0)

No files found.

Drop files to upload, or use the "+" button.

Purchase Order Lines

The Purchase order lines overview provides you with detailed information at the line level of the purchase order. This page has functionality to search on the purchase order, supplier material, material number, material description, receiving entity and delivery date range.

Purchase order lines

Purchase order	Supplier material	Material number	Material description	Receiving entity	Delivery date	
e.g - 4500000002				⌄	MMM d, y to MMM d, y 📅	Search

Unconfirmed

The unconfirmed tab will display all unconfirmed purchase order lines. Navigation to the Purchase order details can be done selecting a blue purchase order number. You can access the Material Prices details by selecting the blue vendor material number. The material price tab allows you to view pricing information at an IEWC material level.

Unconfirmed   To be delivered   All

Items (1)   Upload   Download   Confirm selected items   Export 🗇

☐ Purchase order	Item number	Vendor Material Number	Description	Confirmation status	Delivery status	Invoice status	Your acknowledgement reference	Quantity	Net value	Currency	Schedule lines	
4500788821	00010	TEST 2	18 2C 3173 Black					10000 FT	487.50	USD	1	↗

You can do a quick confirm be selecting the ↗ and then **Confirm**

You can also confirm all lines by checking the box next to the Purchase Order

☐ Purchase order	Item number

and then click the Confirm Selected Items button.

You can confirm an individual line by selecting the box next to the blue purchase order number.

Unconfirmed   To be delivered   All

Items (5)   Upload   Download   Confirm selected items   Export 🗇

☑ Purchase order	Item number	Vendor Material Number	Description	Confirmation status	Delivery status	Invoice status	Your acknowledgement reference	Quantity	Net value	Currency	Schedule lines	
☑ 4500788821	00010	TEST 2	18 2C 3173 Black					10000 FT	487.50	USD	1	↗
☑ 4500788818	00010	TEST 3	2/0 10C 19BC 3196 - Test					50000 FT	3949.50	USD	1	↗
☑ 4500788817	00010	TEST 1	18 19BC GXL XLP BLACK - TEST				12345	20000 FT	2044.00	USD	1	↗
☑ 4500788817	00020	TEST 2	18 2C 3173 Black					20000 FT	975.00	USD	1	↗
☑ 4500788817	00030	TEST 3	2/0 10C 19BC 3196 - Test					20000 FT	1579.80	USD	1	↗

A popup will display confirming you want to confirm the selected items.

Select Yes [Yes] button .

Additionally, you can export the list to an excel spreadsheet. [Export] .
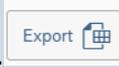
When selecting Export once the file is ready on the address bar you will see an icon [download icon] Selecting the icon, you will see the export in the list of recent downloads. By selecting the file, the excel spreadsheet will open.

To be delivered

The "To be delivered" tab will display all open purchase order lines that have not been delivered. The Purchase order details can be accessed by selecting a blue purchase order number. You can access the Material Prices details by selecting the blue vendor material number. The material price tab allows you to view pricing information at an IEWC material level.

	Unconfirmed	To be delivered	All										

Items (21)   Confirm selected items | Export

	Purchase order	Item number	Vendor Material Number	Description	Confirmation status	Delivery status	Invoice status	Your acknowledgement reference	Quantity	Net value	Currency	Schedule lines	
☐	4500788821	00010	TEST 2	18 2C 3173 Black					10000 FT	487.50	USD	1	↗
☐	4500788818	00010	TEST 3	2/0 10C 19BC 3196 - Test					50000 FT	3949.50	USD	1	↗
	4500788817	00010	TEST 1	18 19BC GXL XLP BLACK - TEST	✓				20000 FT	2044.00	USD	1	
	4500788817	00020	TEST 2	18 2C 3173 Black	✓				20000 FT	975.00	USD	1	
☐	4500788817	00030	TEST 3	2/0 10C 19BC 3196 - Test					20000 FT	1579.80	USD	1	↗
	4500788819	00010	TEST 1	18 19BC GXL XLP BLACK - TEST	✓				100000 FT	10220.00	USD	1	
	4500788820	00010	TEST 2	18 2C 3173 Black	✓			1234154	50000 FT	2437.50	USD	1	

You can do a quick confirm be selecting the [↗] and then [Confirm]

☐	Purchase order	Item number

You can also confirm all lines by checking the box next to the Purchase Order

and then click the Confirm Selected Items button.

You can confirm an individual line by selecting the box next to the blue purchase order number.

	Purchase order	Item number	Vendor Material Number	Description	Confirmation status	Delivery status	Invoice status	Your acknowledgement reference	Quantity	Net value	Currency	Schedule lines	
☑	4500788821	00010	TEST 2	18 2C 3173 Black					10000 FT	487.50	USD	1	↗
☑	4500788818	00010	TEST 3	2/0 10C 19BC 3196 - Test					50000 FT	3949.50	USD	1	↗
	4500788817	00010	TEST 1	18 19BC GXL XLP BLACK - TEST	✓				20000 FT	2044.00	USD	1	
	4500788817	00020	TEST 2	18 2C 3173 Black	✓				20000 FT	975.00	USD	1	
☑	4500788817	00030	TEST 3	2/0 10C 19BC 3196 - Test					20000 FT	1579.80	USD	1	↗
	4500788819	00010	TEST 1	18 19BC GXL XLP BLACK - TEST	✓				100000 FT	10220.00	USD	1	

Unconfirmed   To be delivered   All

Items (21)   Confirm selected items   Export

A popup will display confirming you want to confirm the selected items. Select Yes.

Confirmation

Are you sure you want to confirm the selected items?

Yes   No

Additionally, you can export the list to an excel spreadsheet. Export .

When selecting Export once the file is ready on the address bar you will see an icon ⬇ Selecting the icon, you will see the export in the list of recent downloads. By selecting the file, the excel spreadsheet will open.

Recent Downloads   ✕

10_27_2023 - PO Items - To Be Delivered PO Items.xlsx
4.7 KB • Done

All

The All tab displays all purchase orders created for the supplier. On the All tab there is a preset filter for the previous six months. You can extend this period to see all open purchase order lines. This tab also has the same functionality as the unconfirmed tab.

Purchase order lines

Purchase order	Supplier material	Material number	Material description	Receiving entity	Delivery date
e.g - 4500000002				⌄	Apr 27, 2023 to Oct 27, ... 📅	Search

Unconfirmed To be delivered **All**

Items (2)   Confirm selected items   Export ⊞

☐	Purchase order	Item number	Vendor Material Number	Description	Confirmation status	Delivery status	Invoice status	Your acknowledgement reference	Quantity	Net value	Currency	Schedule lines	
	4500788818	00010	TEST 3	2/0 10C 19BC 3196 - Test					50000 FT	3949.50	USD	1	↗
	4500788820	00010	TEST 2	18 2C 3173 Black	✓			1234154	50000 FT	2437.50	USD	1	

You can do a quick confirm be selecting the ↗ and then **Confirm**

☐	Purchase order	Item number

You can also confirm all lines by checking the box next to the Purchase Order

and then click the Confirm Selected Items button.

You can confirm an individual line by selecting the box next to the blue purchase order number.

Unconfirmed To be delivered **All**

Items (2)   Confirm selected items   Export ⊞

☐	Purchase order	Item number	Vendor Material Number	Description	Confirmation status	Delivery status	Invoice status	Your acknowledgement reference	Quantity	Net value	Currency	Schedule lines	
	4500788818	00010	TEST 3	2/0 10C 19BC 3196 - Test					50000 FT	3949.50	USD	1	↗
	4500788820	00010	TEST 2	18 2C 3173 Black	✓			1234154	50000 FT	2437.50	USD	1	

A popup will display confirming you want to confirm the selected items. Select Yes.

❓ Confirmation
Are you sure you want to confirm the selected items?
Yes   No

Additionally, you can export the list to an excel spreadsheet. **Export ⊞** .

When selecting Export once the file is ready on the address bar you will see an icon ⬇ Selecting the icon, you will see the export in the list of recent downloads. By selecting the file, the excel spreadsheet will open.

🔗 ☆ ✱ ⬇
Recent Downloads ✕
📗 10_27_2023 - PO Items - All PO Items.xlsx 4.7 KB • Done
📗 10_27_2023 - PO Items - To Be Delivered PO Items.xlsx 4.7 KB • 5 minutes ago

Invoicing

The invoicing tab is an under-construction module that will allow you to see pending and paid invoices.

Invoices

This under-construction sub tab will allow you to see invoices that are currently in process.

Account Overview

This under-construction sub tab will allow you to see additional financial transactions such as processed invoices, debits, and credits.

Material Prices

The material price tab allows you to view pricing information at an IEWC material level. You can search based off the IEWC material number, Vendor material number, or material description.

By clicking on the row, you will get the below view that shows more detailed pricing information regarding the part and the current status of change requests entered in through this tab.

To suggest a new change, select the edit button on the right-hand side of your screen Edit . This will allow you to update the net price, price per, price unit, and planned delivery time. Once changes are made, select save.

It will show you the changes you suggested and will show your change pending in the change log 🕐 . Once approved it will get a green check ✓ .

Request for Quotation

The request for quotation tab is where you will respond to quote requests, as well as view quotes you have closed out in the past. The *with us* tab refers to quotes currently awaiting your reply.

To respond to the quote, you will click on the Reference number 6000498428 . This will give you a high-level overview of the quote request (material description, IEWC PN, quantity). When you are ready to respond to RFQ

you will click the button in the bottom right corner [Respond to RFQ]. Here you can also reject the whole quote by checking the *not rejected* box in the top right corner [Not rejected ✓ ○] which will turn it to rejected [Rejected ○ ✕]. Submit response [Submit response] will then show up in the bottom right corner and once you click on that the quote is closed. This will reject the whole quote, if there are multiple lines and you only wish to reject a portion of those, you will be able to do so by choosing [Respond to RFQ].
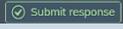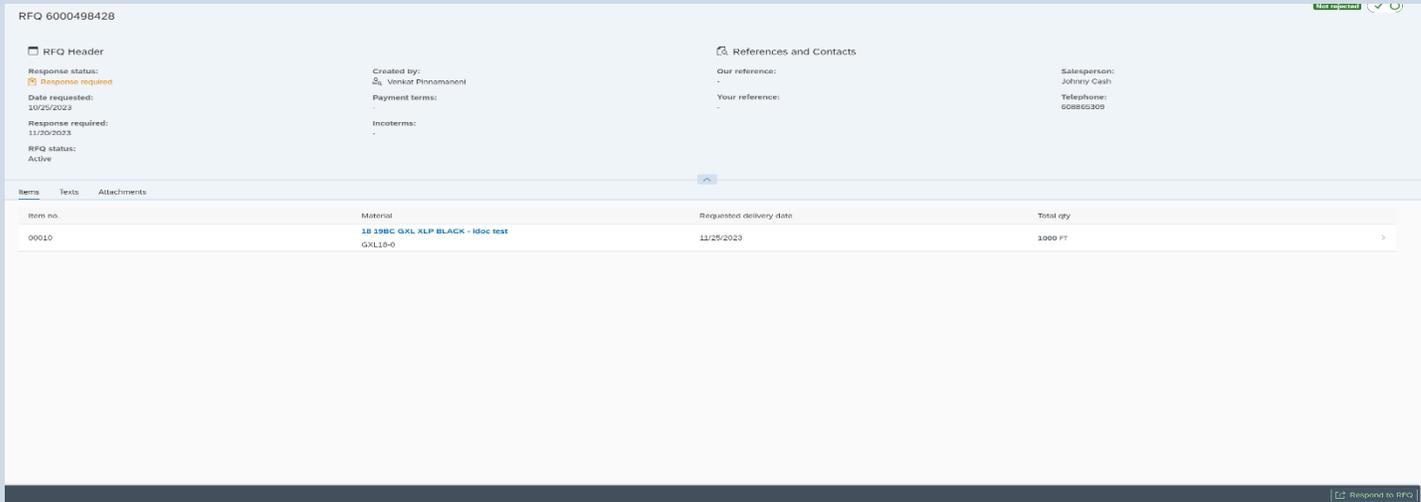
Selecting respond to RFQ will bring you to a screen where you will be able to enter your internal quote number (reference) and the salesperson entering in the quote. To move on select [Step 2]

This will bring you to a high-level quoting view where you can fill in your material number, net price, and price per. [Status ○ NO] is where you can reject at the line level. When entering in the quote, we suggest always clicking on the line.

Clicking on the line will give you the view below. Here you can update your material number (it will auto populate if we have one currently in our system), net price, price per, standard put up, minimum quantity, copper weight, planned delivery time, and how long the quote is valid for. This screen will also show the value currently in our system below each box you would fill it. (Example: planned delivery time is currently 28 days for this part in our system).

The Texts ∨ tab will allow you to see any notes we have shared, as well as give you the opportunity to enter in any text.

The Attachments ∨ tab will allow you to attach the part number spec sheet and quote in a PDF formation.

Once these steps are completed select Step 3 which will bring you to the text area to review again.

Please click on Step 4 , which will allow you to review any attachments added.

To submit the quote, click Review in the bottom right corner. This allows you to review the quote one last time.

Once the review of the quote is completed, Select ✓ Submit response .

Price Sheet Upload

The price sheet tab allows you to look at the current pricing in the system, as well as download and upload price sheets. To download pricing in IEWC's system, select Download button.
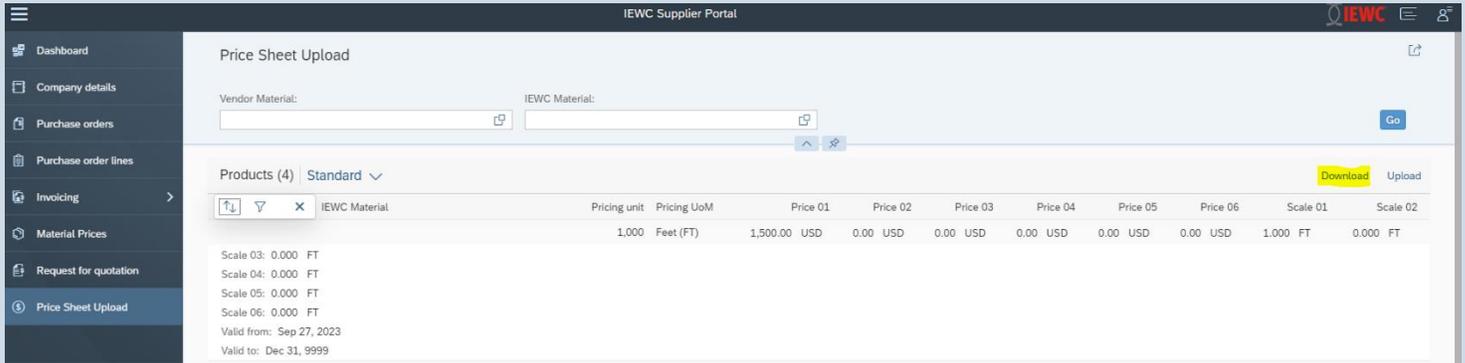
This will download an excel view for you containing your material number, IEWC material number, material description, and your last price in our system.
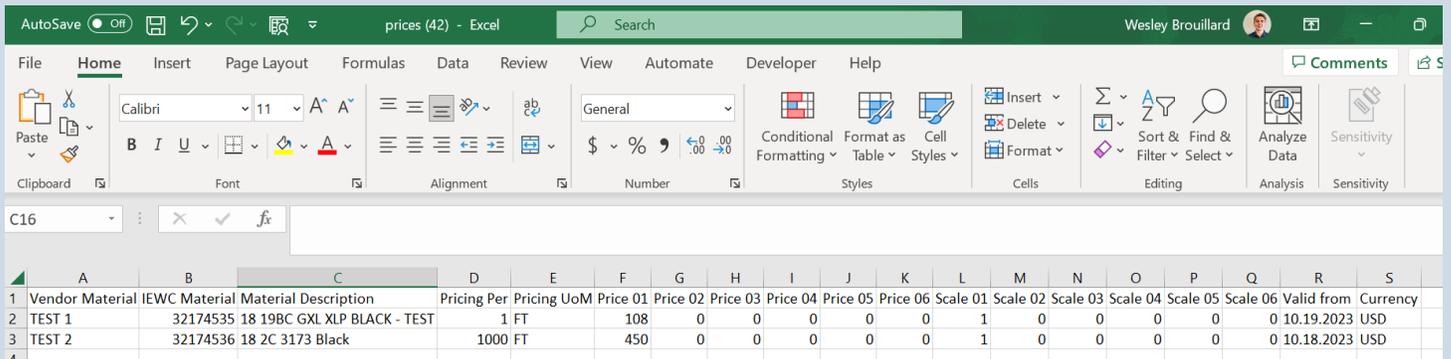
Here you can update the excel file with pricing, it will also give you the option to add scale pricing if necessary. Under the valid from date, you can input the pricing when it becomes valid. You are also able to add vendor material numbers that you know IEWC has in their system (example: row 4).
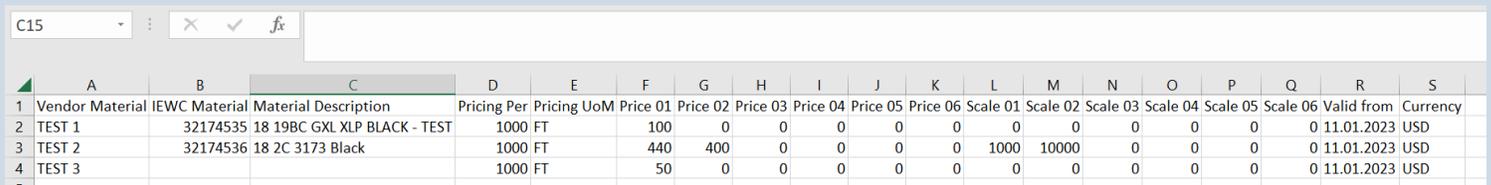
Once you have completed making changes push save and go back into the supplier portal where you will select upload under the price sheet tab and select your most recent document. Once selected, select upload one last time and it will say upload successful. Please now let IEWC know you have uploaded a price sheet.