# 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

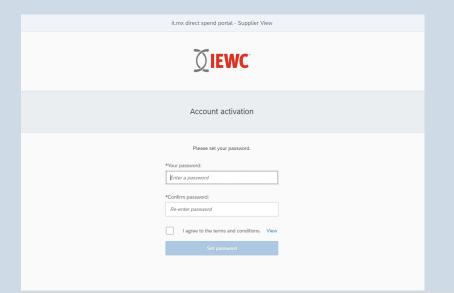
If you are unable to access this link, please copy and paste the following URL into your browser:

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.

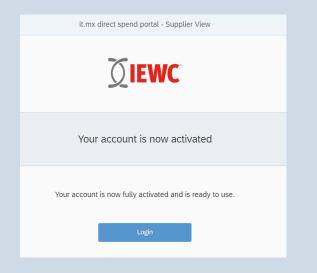
Should you have any	questions please	contact	<b>IEWCPortalSuppo</b>	rt@iewc.com f	or
support.					

Thank you.

Select the link on the email to take you to the application.



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

	10	
	User	
	Password	
		안범 전 사람 관계 문서
	Log On	
	Change Password	
		Man in
		MILL Ma
SAP		Copylight @ 2023 SAP SE At rights received

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

=	IEWC Supplier Portal					
📽 Dashboard						
Company details	Dashboard					
Purchase orders	Dashboard					
Purchase order lines	Orders to be Goods to be Goods to be delivered					
🖗 Invoicing 🔷	confirmed         delivered         Purchase order lines           Purchase order lines         Purchase order lines         Purchase order lines					
③ Material Prices	3 21 Vietuweek 5 This week 5 11					
Request for quotation	0 overdue 5 overdue Future 0					
() Price Sheet Upload	Display purchase order RFOs for review Requests for quotation Required Contacts No Action Required 27 0					
DIEWC Powered by it.mx	TMS Portal IEWC PIM webUI IEWC Supplier Portal User Guide					
	ING THE WORKSPACE					

1

2

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

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

3

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

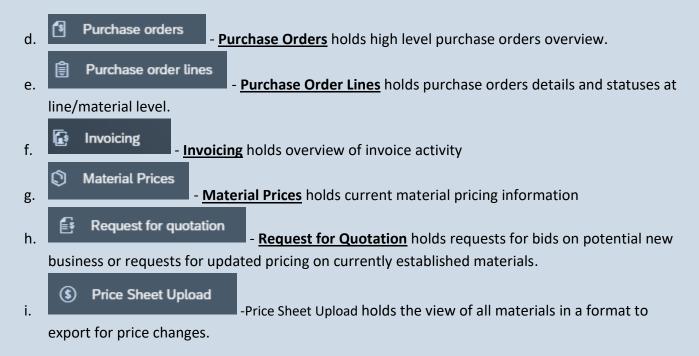
- Page Menu a.
- 뗦 Dashboard b.

- Dashboard holds an overview of activities that need action

Company details c.

- Company Details holds company information, users, and contact

information.



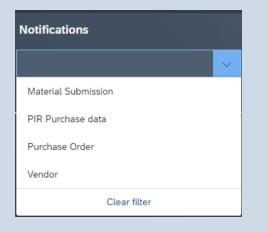
# **Notification Button**

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

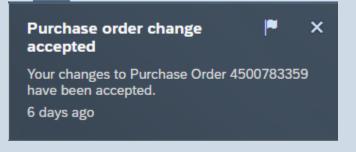
If you have unread notifications, you will see a number within a green circle on the icon showing you the number of unread notifications you have. Selecting the icon will open the notification window along the right side of the screen. Select the icon again to close the notification window.

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

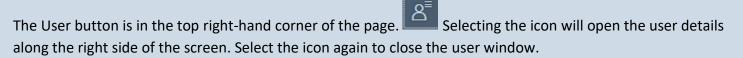
Along the top of the notification window is a filter to view notifications for a specific topic. Select the down arrow to select topic and filter messages.

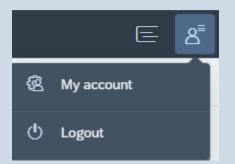


Within each notification you can flag the message for importance  $\square$ , delete the notification  $\times$ , or click on the notification to navigate to the page impacted by the notification.



# **User Details**



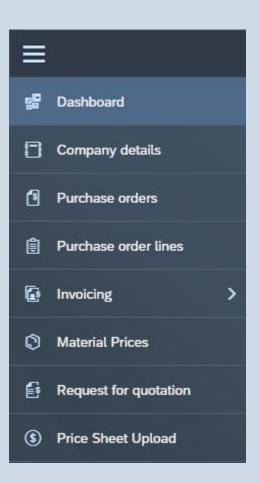


# My Account

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	U0000000048		
Change password			
Logout			
Selecting this button will l	og you from the application.	ወ	Logout

# **NAVIGATING PORTAL PAGES**



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 Communicatio	on Users	Contacts	Documents	
	Current		Pending	
House/Building number	35			
Address line 1	26000 MAI	N STREET		
Address line 2				
Town/City	NEW BERL	IN >	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.

Addres	s	Communication	Users	Contacts	Documents
Teleph	one:				
				Default	
	4148	675309		$\checkmark$	
Email:					
Email:					
				Default	
$\bowtie$	jtree(	@sample.com		$\checkmark$	

#### **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.

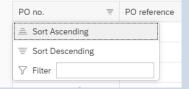
#### **Purchase Orders**

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.

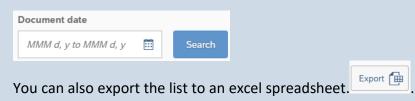


#### **Open/All Purchase Orders**

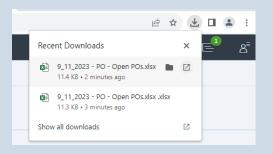
The "Open" tab displays all purchase orders that have a delivery or invoice status that are not complete. The "All" tab displays all purchase orders created regardless of status for the supplier.

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.



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.

≡			IEW	/C Supplier Portal						
🚰 Dashboard	<									
Company details										
9 Purchase orders	Purchase orders									
Purchase order lines	Open All									
invoicing >										
Material Prices								ocument date		
Request for quotation	Open (14)							MMM d, y to MM	M d, y 🛅 S	Search Export
Price Sheet Upload	PO no.	PO reference	Document date	First delivery d	Next delivery d	Created by	Value	Currency	Number of lines	Company code
	4500788818		09/15/2023	11/10/2023	11/10/2023	Amy Parker	3949.50	USD	1	IEWC Corp.
	4500788820 🛆		09/15/2023	10/26/2023	10/26/2023	Amy Parker	2437.50	USD	1	IEWC Corp.
	4500788841		09/21/2023	11/10/2023	11/10/2023	Amy Parker	1150.00	USD	1	IEWC Corp.
	4500788843 🛆		09/25/2023	11/10/2023	11/10/2023	Amy Parker	487.50	USD	1	IEWC Corp.
	4500788847 🛆		09/26/2023	11/10/2023	11/10/2023	Amy Parker	2850.00	USD	2	IEWC Corp.
	4500788817		09/15/2023	10/25/2023	10/25/2023	Amy Parker	4598.80	USD	3	IEWC Corp.
	4500788822 \Lambda		09/15/2023	11/10/2023	11/10/2023	Amy Parker	7456.00	USD	3	IEWC Corp.
	4500788845 🛆		09/26/2023	11/10/2023	11/10/2023	Amy Parker	6939.90	USD	3	IEWC Corp.
	4500788848		09/27/2023	11/10/2023	11/10/2023	Amy Parker	5400.00	USD	1	IEWC Corp.
	4500788874		10/17/2023	11/14/2023	11/14/2023	Kimberly Smaney	2525.00	USD	1	IEWC Corp.
DIEWC Powered by it.mx										

#### 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

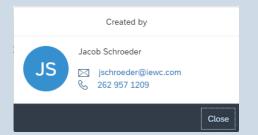
The first date the product is expected to arrive at IEWC.

#### 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.

Open (6)
PO no.
4500788817
4500788818
4500788819

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	PO reference	Payment terms	Status	Shipping address	Actions		
09/15/2023	-	Z04 i	Open	PLANT 1000-MILWAUKEE 🗓	Choose action		
Created by Amy Parker	First delivery date 11/03/2023	<b>Value</b> 4,598.80 USD	<b>Inco terms</b> 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	$\sim$					
Choose	action						
Downlo	ad purchase order						
Quick c	onfirm all items						
	rder Details section allows you to	see diffe	erent views of the	purchase order.			
Items	Confirmations	Deliv	ery schedules	Purchase order his	story	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.

Purchase order iter	ms (3)								Choose action	on 🗸
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	$\checkmark$				20000 FT	2044.00	1	
00020	TEST 2	18 2C 3173 Black					20000 FT	975.00	1	Ľ
00030	TEST 3	2/0 10C 19BC 3196 - Test					20000 FT	1579.80	1	Ċ

#### Choose action:

This drop down

Choose action  $\sim$ 

allows for you to quick confirm for all PO lines

By selecting the C 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 s	chedules Purchase or	der history Texts Attachments							
Advanced confirmations Confirmations (2)									
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		

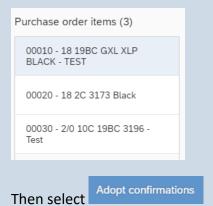
#### Advanced Confirmation

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 Purchase order: 4500788817	: Order acknowledgment					
Material: 32174535 Material descr	ription: 18 19BC GXL XLP BLACK - TEST					
Purchase order items (3) 00010 - 18 19BC GXL XLP BLACK - TEST 00020 - 18 2C 3173 Black	Order acknowledgement:	Delivery Text:				
00030 - 2/0 10C 19BC 3196 - Test	Delivery date	Delivery quantity				
	11/01/2023 Confirmed lines (0) Vendor reference	20000.000 Delivery date	Delivery quantity UoM	Change reason: Delivery number data	Adopt confirmations     Add new conf Delivery item number     Created on	irmation

#### Confirmations

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



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

Advanced confirmation	s: Order	acknowledg	ment										
Material: 32174535 Material des	cription: 18	19BC GXL XLP BLACH	K - TEST										
Purchase order items (3)													
00010 - 18 19BC GXL XLP BLACK - TEST	Order a	cknowledgement:	12345	Delivery Tex	kt: Test								
00020 - 18 2C 3173 Black	Unconfi	irmed lines (0)											
00030 - 2/0 10C 19BC 3196 - Test		Delivery o	date	Delivery qua	intity UoM								
				No data									
	Confirm	ned lines (1)					Char	nge reason: Out of	Stock 🗸	Adopt confir	mations	new confirma	tion
		Vendor reference	D	Delivery date	Delivery quantity	UoM		Delivery number	Delivery ite	m number	Created on		
	Ē	SO54321		11/02/2023 🛅	20000.000	FT							Ŵ
											Cancel change	s Save o	changes
Once the data is Delivery Date Cł			Save	e changes a	nd move	to tł	ie next	t line tha	t need	ls to be	e confir	med.	
	-												

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 confirmation Purchase order: 4500788817	s: Orde	r acknowledgmen	t						
Material: 32174535 Material des	cription: 18	19BC GXL XLP BLACK - TES	Г						
Purchase order items (3)									
00010 - 18 19BC GXL XLP BLACK - TEST	Order a	acknowledgement:	Delivery T	ext:					
00020 - 18 2C 3173 Black	Uncon	firmed lines (0)							
00030 - 2/0 10C 19BC 3196 - Test		Delivery date	Delivery qu	uantity UoM					
			No data						
	Confir	med lines (2)				Change reason: Out of St	ock 🗸 Adopt confi	rmations Add new confirm	mation
		Vendor reference	Delivery date	Delivery quantity	UoM	Delivery number	Delivery item number	Created on	
	Ē		11/02/2023 🛅	20000.000	FT				Ŵ
		SO54321	11/02/2023	20000.000	FT			10/26/2023, 13:27	

# Delivery Schedule

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

Items Confirma	tions Delivery schedules	Purchase order history Texts Attachn	nents								
										Quick confirm all it	tems
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		×	$\checkmark$		

# 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 Q 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.

Cancel changes

Items Confirmations Deliver	y schedules Purchase order histo	ory Texts Attachments		
Texts (7)			Purchase order	Purchase order items
Header text	Description *******UNTIL FURTHER NOTICE***** THE ITEMS BELOW ARE TO SHIP FRE FHC1802-PGX-RA (TOR18X001Z4000			
Header note	HC-T218-1-19-RA (TOR18F001-CF01			
Vendor memo (general)				
Inspection Notes (internal)				
Items Confirmations Delivery	schedules Purchase order histo	ry Texts Attachments		
Texts (9)			Purchase order	Purchase order items
00010: 14 7TC 200C 600V 3071/SF-2 BLACK	Item text 🗸	Description 01/10/202304:27BATCH Sent 3rd Request Past Due. To abartucci@radix-wire.com		
00020: 14 7TC 200C 600V 3071/SF-2 RED	Info record PO text	01/06/202304:21BATCH Sent 2nd Request Past Due. To abartuccl@radix-wire.com		
00030: 14 7TC 200C 600V 3071/SF-2 WHITE	Material PO text	01/04/202304:22BATCH Sent 1st Request Past Due. To abartucci@radix-wire.com Date: 01-03-23 , JHALLETT Submitted a Past Due/Expedite Request to PURCHASING		
	Delivery text 🗸	Date: 11-21-22, JHALLETT Submitted a Expedite Request to CZAGORSKI 07/11/202210:36JSCHROEDER ZPOMCON AB Acknowledgment Entered.		
	Info record note	Delivery Date Changed From: 09/07/2022 to 12/27/2022 Confirmed Oty: 10,000 FT 711 WF 12/16 IS		

## Attachments

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

Created Amy Park	by Firs	hase order: 4500788 t delivery date 26/2023	320 Value 2,437.50 USD	Inco terms FOB	
	10/2	.02023	2,407.00	Origin/Collect -	
Items	Confirmations	Delivery schedule	s Purchase order h	istory Texts	Attachments
Header	attachments (	(0)			
					No files found.
					Drop files to upload, or use the "+" button.
Item 00	010 (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 - 450000002				~	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 Dow	nload Con	firm selected	l items Expor	rt f
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	C
You can do a	a quick d	confirm be sel	ecting the 🖸 ar	nd then	Confirm							
ou can also confirm all lines by checking the box next to the Purchase Order												
	Su can also commit an intes by checking the box next to the Furchase 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.

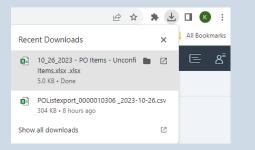
Unconfirmed To be o	delivered All										
Items (5)							L	Ipload Dowr	nload Cor	ifirm selected	d items
Purchase order	Item number	Vendor Material Number	Description	Confirmation status	Delivery status	Invoice status	Your acknowledgement reference	Quantity	Net value	Currency	Schedule lines
4500788821	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.

?	Confirmation		
Are you sure you wa	nt to confirm the sele	ected iter	ms?
		Yes	No

Additionally, you can 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.



# 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.

	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	L [
4500788818 00010	TEST 3	2/0 10C 19BC 3196 - Test					50000 FT	3949.50	USD	1	L
4500788817 00010	TEST 1	18 19BC GXL XLP BLACK - TEST	$\checkmark$				20000 FT	2044.00	USD	1	
4500788817 00020	TEST 2	18 2C 3173 Black	$\checkmark$				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	$\checkmark$				100000 FT	10220.00	USD	1	
4500788820 00010	TEST 2	18 2C 3173 Black	$\checkmark$			1234154	50000 FT	2437.50	USD	1	

and then click the Confirm Selected Items button.

10\_27\_2023 - PO Items - To Be 💼 🛛 🛛

Delivered PO Items.xlsx

4.7 KB • Done

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

Unconfirmed To be	delivered All										
Items (21)									Cont	irm 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	$\checkmark$				20000 FT	2044.00	USD	1
4500788817	00020	TEST 2	18 2C 3173 Black	$\checkmark$				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	$\checkmark$				100000 FT	10220.00	USD	1

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

	Confirmation	
Are y	you sure you want to confirm the selected items?	
	Yes No	
Whe	en selecting Export once th	he list to an excel spreadsheet. the file is ready on the address bar you will see an icon Selecting the icon, you for the file, the excel spreadsheet will open.
3	Recent Downloads	× All Book

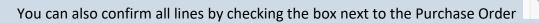
All

X

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 orde	r lines													
Purchase order	Supplier mater	ial Mat	erial number		Material de	scription	Rec	eiving entity	Del	livery date				
e.g - 4500000002									~ A	Apr 27, 2023 to Oct 27,	. 🗰 S	earch		
Unconfirmed To be a	delivered All													
											_			
Items (2)											Cor	nfirm selected	l items Exp	port 🛗
									Your					
Purchase order	Item number	Vendor Material N	umber Desc	cription		Confirmation status	Delivery status	Invoice status	acknowledgeme reference	ent Quantity	Net value	Currency	Schedule lin	es
4500788818	00010	TEST 3	2/0 1	LOC 19BC 3196 - T	fest					50000 FT	3949.50	USD		1 🖸
4500788820	00010	TEST 2	18 2	C 3173 Black		$\checkmark$			1234154	50000 FT	2437.50	USD		1

You can do a quick confirm be selecting the ${}^{{\scriptscriptstyle \mathbb Z}}$	[2]	and then	Confirm
---	-----	----------	---------



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 (2)									Con	firm selected	items Export	
Purchase order	ltem 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	C
4500788820	00010	TEST 2	18 2C 3173 Black	$\checkmark$			1234154	50000 FT	2437.50	USD	1	

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

⑦ Confirmation		
Are you sure you want to confirm the selected items?		
Yes No		
Additionally you can export t	the list to an excel spreadshe	Export

Additionally, you can 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.

	🖻 🖈 🚖 🖸
٢	Recent Downloads 🗙 🖁 🗸
	10_27_2023 - PO Items - All PO Items. All PO Items.vlsx 4.7 KB + Done
	<ul> <li>10_27_2023 - PO Items - To Be</li> <li>Delivered PO Items.xlsx</li> <li>4.7 KB • 5 minutes ago</li> </ul>

# 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.

		IEWC	Supplier Portal						<b>ØIEW</b> (	E	8
<											
Material Price	25										
Material number	Vendor material number	Material description							Search	Export	: <b>(</b>
Info record number	Material number	Vendor material number	Purchasing organisation	Plant	Info record category	Net price	Price per	Price unit		Planned deliver	
5300397541	32174535	TEST 1	IEWC-US Purchasing		Standard	\$108.00	1	FT	US	99	>
5300397542	32174536	TEST 2	IEWC-US Purchasing		Standard	\$400.00	1000	FT	US	49	>
5300397543	32174537	TEST 3	IEWC-US Purchasing		Standard	\$200.00	1000	FT	US	60	>

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.

EWC-US Purchasing							
Info record number: 5300397541		Minimum quantity: 25000		Underdelivered tolerance: 10.0		Price per: 1 FT	
Info record category: Standard		Standard quantity: 1		Net price: \$10.00		Planned delivery time: 99	
Plant:		Overdelivered tolerance: 50.0					
				~			
Request changes Change log							
ditable fields							Edit
	Net price: \$10.00 Price per: 1 Price unit: FT Planned delivery time: 99						
	Price per: 1 Price unit: FT						
	Price per: 1 Price unit: FT	Price per Attor	Price unit Attor	Planned delivery line Atter	Created time	Creeked by	Last changed by
Change log	Price per: 1 Price unit: PT Planned delivery time: 99 Net price			Planned delivery time After	Created time 10/17/2023, 16:39	Created by Joshua Tree	Last changed by Weekly Broullard
Change log Status	Price per: 1 Price unit: FT Planned delivery time: 99 Net price Atter	After	After	After			
Change log Status	Price per: 1 Price unit: PT Planned delivery time: 99 Net price Atter \$100.00	After -	After -	After -	10/17/2023, 16:39	Joshua Tree	Wesley Brouillard
Change log Status V	Price per: 1 Price unit: PT Planned detivery time: 99 Net price After 510.00	After -	After - -	Atter - 100	10/17/2023, 16:39 10/17/2023, 16:48	Joshua Tree Joshua Tree	Wesley Brouillard Wesley Brouillard
Change log Status V	Price per: 1 Price unit: PT PPlaned delivery time: 99 Net price After \$100.00	After - -	After - -	After - 100 80	10/17/2023, 16:39 10/17/2023, 16:48 10/18/2023, 13:59	Joshua Tree Joshua Tree Joshua Tree	Wesley Brouillard Wesley Brouillard Wesley Brouillard

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

Material Prices / 5300397541 / 10	00/0/											
IEWC-US Purchasing												
Info record number: 5300397541		Minimum quantity: 25000		Underdelivered tolerance: 10.0		Price per: 1 FT						
Info record category: Standard		Standard quantity: 1		Net price: \$10.00		Planned delivery time: 99						
Plant: Overdelivered tolerance: 50.0												
equest changes Change log				^								
Editable fields												
	Net price \$10.00 Price per: 1 Price unit: FT Planned dellvery time: 99											
thange log												
Status	Net price After	Price per After	Price unit After	Planned delivery time After	Created time	Created by	Last changed by					
<ul> <li>Image: A second s</li></ul>	\$100.00				10/17/2023, 16:39	Joshua Tree	Wesley Brouillard					
✓				100	10/17/2023, 16:48	Joshua Tree	Wesley Brouillard					
✓	\$50.00		-	80	10/18/2023, 13:59	Joshua Tree	Wesley Brouillard					
~	\$100.00	-			10/19/2023, 08:58	Simon Sensation	Pawan Kesari					
					10/19/2023, 09:00	Oleven Conneller	Wesley Brouillard					
~	\$110.00					Simon Sensation	westey broattand					
✓ ✓	\$110.00			99	10/17/2023, 16:48	Joshua Tree	Wesley Brouillard					

It will show you the changes you suggested and will show your change pending in the change log  $\bigcirc$ . Once approved it will get a green check  $\checkmark$ .

Request changes Change	og						
Pending changes							Edi
	*Net price: \$10.00 > \$10.00 *Price per: 1 > 1000 Price unit: FT *Planned delivery time: 99 > 38						
Change log Status	Net price	Price per	Price unit	Planned delivery time	Created time	a second day	t and also and the
Status	After	After	After	After	Created time	Created by	Last changed by
$\checkmark$	\$100.00	-			10/17/2023, 16:39	Joshua Tree	Wesley Brouillard
~				100	10/17/2023, 16:48	Joshua Tree	Wesley Brouillard
$\checkmark$	\$50.00			80	10/18/2023, 13:59	Joshua Tree	Wesley Brouillard
~	\$100.00				10/19/2023, 08:58	Simon Sensation	Pawan Kesari
<mark>©</mark>	\$11.00	1000		38	10/27/2023, 17:02	Joshua Tree	
$\checkmark$				99	10/17/2023, 16:48	Joshua Tree	Wesley Brouillard
~	\$110.00			-	10/19/2023, 09:00	Simon Sensation	Wesley Brouillard
$\checkmark$	\$100.00	1000		99	10/20/2023, 12:21	Joshua Tree	Wesley Brouillard

# **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.

<				
Request for quotation				
With us With client				
Request for quotation - with us for review (1)			Material Response ret Middygy to M	
Reference	Date requested	Response required	Response status	Created by
6000498428	10/25/2023	11/20/2023	Response required	Venkat Pinnamaneni

To respond to the quote, you will click on the Reference number <sup>6000498428</sup>. 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 repeated to RCO. Here you can also reject the whole quote by checking the *not rejected* box in the top right corner repeated a which will turn it to rejected repeated a submit response repeated 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 repeated repeated.

				Not rejected
RFQ 6000498428				
RFQ Header		🕄 References and Contacts		
Response status: Response required	Created by: So, Venkat Pinnamaneni	Our reference:	Salesperson: Johnny Cash	
Date requested: 10/25/2023	Payment terms:	Your reference:	Telephone: 608865309	
Response required: 11/20/2023	Incoterms:			
RFQ status:				
Active				
Items Texts Attachments		~		
Items Texts Attachments				
Item no.	Material	Requested delivery date	Total qty	
00010	18 19BC GXL XLP BLACK - idoc test GXL18-0	11/25/2023	1000 FT	>
				Er 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]

1. Update quotation header reference fields	
Your reference:	
Salesperson:	
Telephone:	
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. () is where you can reject at the line level. When entering in the quote, we suggest always clicking on the line.

2. Update items quo	otation response data								
i Drill into line items to	add texts and attachments to your response.								
									Update delivery date
Item no.	Material	Requested delivery date	Total qty	Supplier material	*Delivery date	*Net price	*Price per	Status	
00010	18 19BC GXL XLP BLACK - idoc test GXL18-0	11/25/2023	1000 FT	Test 1	Nov 24, 2023	0.00	0	() NO	>
Step 3									

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).

Request for quotation / RFQ 8000498429 / Resource / term 00010			
HPO 9000488628 Item 00010			
Supplier material:	*Price peri	Material:	Total qty:
Test 1	0	18 19BC CXL XLP BLACK - Idoc test	1000
*Net price:	*Delivery date:	Requested delivery date: 11/20/2023	
0.00	11/25/2023		
	Status:		
	(O ND)		
		~	
Additional Data Texts ~ Attachments ~			
Standard Putup:	Minimum Quantity: 0.000	Copper Weight: 0.000	
	110003.000	5.010	
Planned Delivery Time:	Price Valid To:		
D	Nov 28, 2323	3	
28			

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

Additional Data Texts > Attachments >
Response feets
len loc
RFO Inds
Ben los
Meered Poset

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

Additional from the with a Mathematical Additional Additi
Resons auchments
Aacheets () +
No data Dap files to aplaced, or one the " <sup>1</sup> bulant.
NF) stathwrs
Asidness ()
No data

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

Please click on <sup>sep4</sup>, 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.

1		IEWC Supp	lier Portal							
Dashboard	Price Sheet Upload									Ľ
Company details	Vendor Material:	IEWC Material:								
Purchase orders		C	C							Go
Purchase order lines	Products (4) Standard V		<u>^</u> ;	\$					0	wnload Upload
Invoicing	T↓ ∇ × IEWC Material	Pricing unit Pricinj	UoM Price 01	Price 02	Price 03	Price 04	Price 05	Price 06	Scale 01	Scale 02
Material Prices		1,000 Feet (	T) 1,500.00 USD	0.00 USD	1.000 FT	0.000 FT				
Request for quotation	Scale 03: 0.000 FT Scale 04: 0.000 FT									
Price Sheet Upload	Scale 05: 0.000 FT Scale 06: 0.000 FT									
	Valid from: Sep 27, 2023 Valid to: Dec 31, 9999									

This will download an excel view for you containing your material number, IEWC material number, material description, and your last price in our system.

AutoSave 💽 🕝 🏷 - 🖓 - 🕎 prices (4)	2) - Excel	) Search			Wesley Brouillard 🌔	) <b>b</b>	- 0					
File Home Insert Page Layout Formulas Data Review View Automate Developer Help 🖓 Comments 🖄												
$ \begin{bmatrix} A & A & A & A & A & A & A & A & A & A$												
Clipboard 🖾 Font 🖾 A	lignment 🗳	Number 😼	Styles	Cells	Editing	Analysis Sens	itivity					
C16 $\rightarrow$ : $\times \checkmark f_x$												
A B C	D E	F G H	I J K L	M N	O P Q	R	S					
1 Vendor Material IEWC Material Material Description	Pricing Per Pricing UoM	Price 01 Price 02 Price 0	3 Price 04 Price 05 Price 06 Scale	01 Scale 02 Scale 03	Scale 04 Scale 05 Scale	06 Valid from	Currency					
2 TEST 1 32174535 18 19BC GXL XLP BLACK - TEST	1 FT	108 0	0 0 0 0	1 0 0	0 0	0 10.19.2023	USD					
3 TEST 2 32174536 18 2C 3173 Black	1000 FT	450 0	0 0 0 0	1 0 0	0 0 0	0 10.18.2023	USD					

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).

C1	5 -	× ✓	fx																
	A	В	С	D	E	F	G	н	I.	J	к	L	М	N	0	Р	Q	R	S
1	Vendor Material	IEWC Material	Material Description	Pricing Per	Pricing UoM	Price 01	Price 02	Price 03	Price 04	Price 05	Price 06	Scale 01	Scale 02	Scale 03	Scale 04	Scale 05	Scale 06	Valid from	Currency
2	TEST 1	32174535	18 19BC GXL XLP BLACK - TEST	1000	FT	100	0	0	0	0	0	0	0	0	0	0	C	11.01.2023	USD
3	TEST 2	32174536	18 2C 3173 Black	1000	FT	440	400	0	0	0	0	1000	10000	0	0	0	C	11.01.2023	USD
4	TEST 3			1000	FT	50	0	0	0	0	0	0	0	0	0	0	C	11.01.2023	USD
-																			

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.

