



BearingPoint®

POM TRAINING DOCUMENT (SUPPLIER) FOR

ASmPT

FEBRUARY 2024

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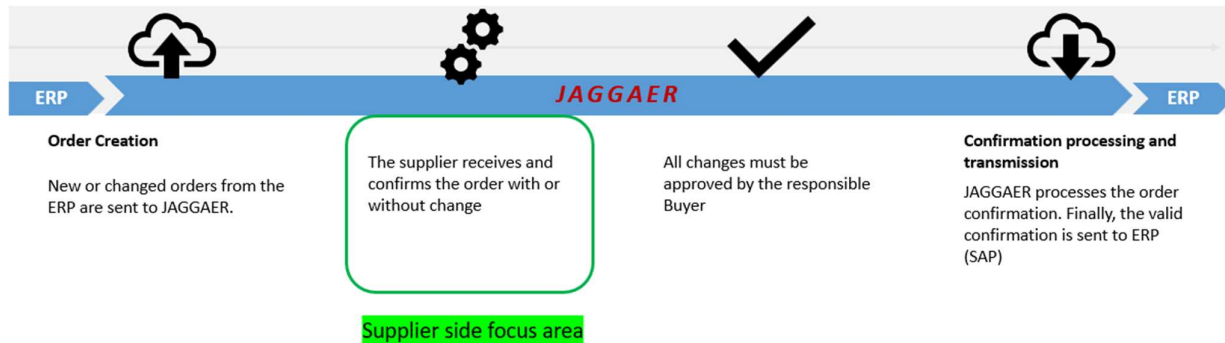
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1. Introduction

The JAGGAER Purchase Order Management process supports the distribution of purchase orders (POs) from the ERP to the supplier and requesting the Order confirmation (OC) from the supplier to be send back to the ERP.

This is the training document created for ASMPT to successfully train **Suppliers** to use POM (Purchase Order Management) Module in Jaggaer. This document has detailed description of Interface, filters, PO status and activities that suppliers can do.

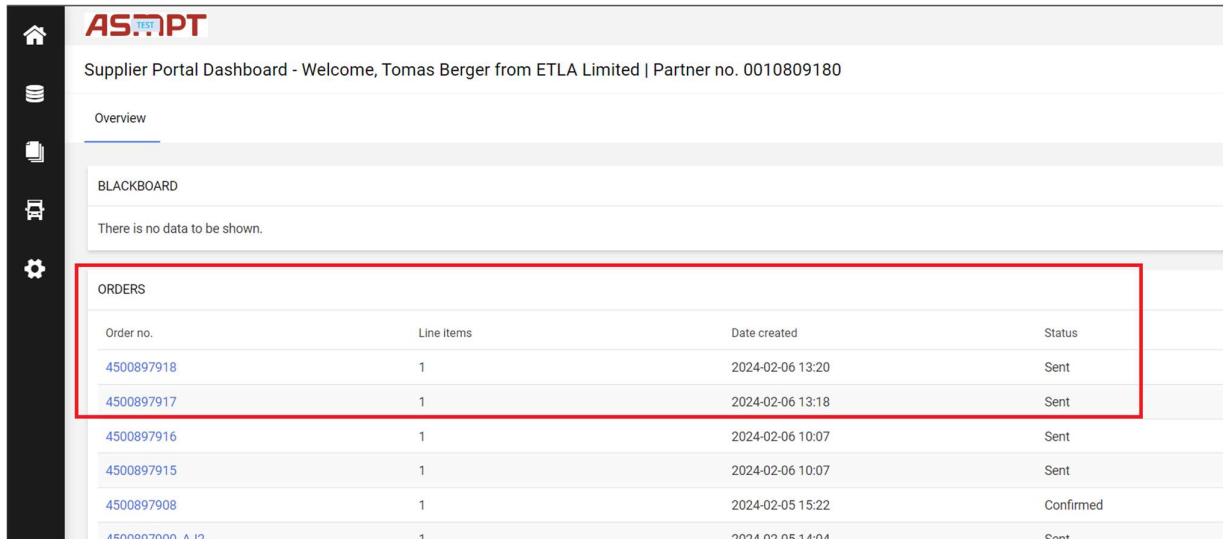
High Level Process Overview for POM on Supplier side



2. Navigate to the POM module and POM Interface

Step 1: "MY JAGGAER" is supplier's start page, where supplier can navigate to POM module by two ways,

- a. "ORDERS" Quick Link on right side



Supplier Portal Dashboard - Welcome, Tomas Berger from ETLA Limited | Partner no. 0010809180

Overview

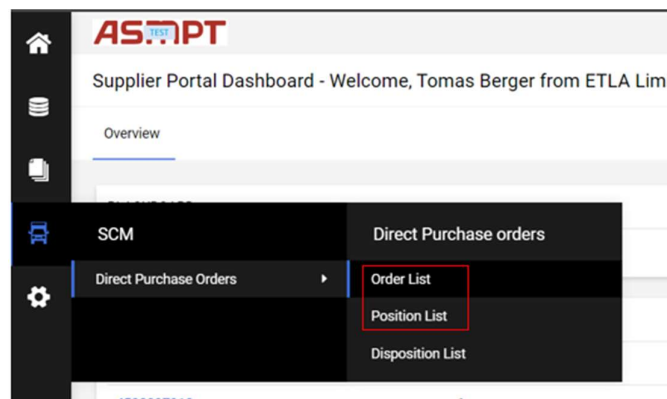
BLACKBOARD

There is no data to be shown.

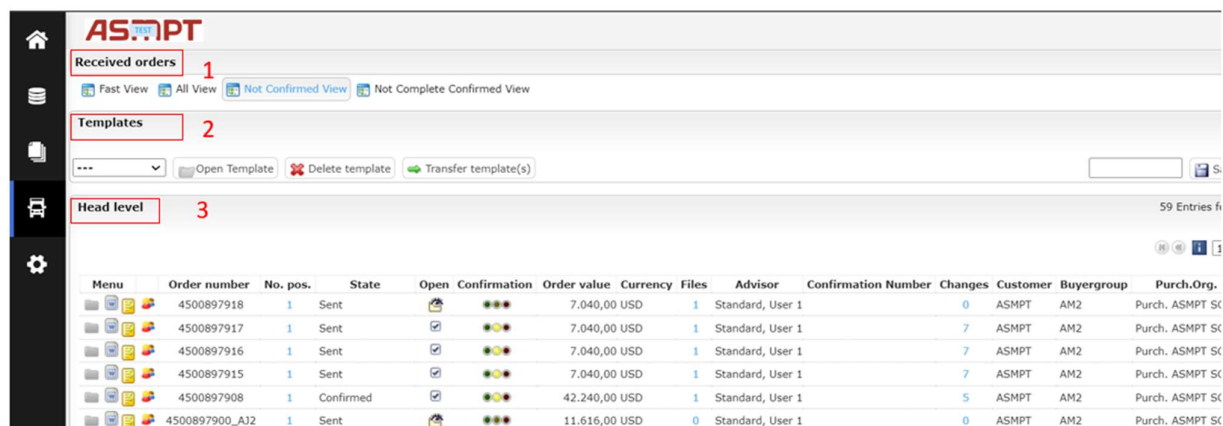
ORDERS

Order no.	Line Items	Date created	Status
4500897918	1	2024-02-06 13:20	Sent
4500897917	1	2024-02-06 13:18	Sent
4500897916	1	2024-02-06 10:07	Sent
4500897915	1	2024-02-06 10:07	Sent
4500897908	1	2024-02-05 15:22	Confirmed
4500897900_AJ2	1	2024-02-05 14:04	Sent

- b. Via SCM→ Direct Purchase Orders → Order list/Position List



This opens the working area on the right-hand side with the following structure:



Received orders

Fast View All View Not Confirmed View Not Complete Confirmed View

Templates

Open Template Delete template Transfer template(s)





Head level

59 Entries found

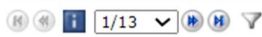
Menu	Order number	No. pos.	State	Open	Confirmation	Order value	Currency	Files	Advisor	Confirmation Number	Changes	Customer	Buyergroup	Purch.Org.
	4500897918	1	Sent		***	7.040,00 USD	1	Standard, User 1			0	ASMP	AM2	Purch. ASMP SC
	4500897917	1	Sent		***	7.040,00 USD	1	Standard, User 1			7	ASMP	AM2	Purch. ASMP SC
	4500897916	1	Sent		***	7.040,00 USD	1	Standard, User 1			7	ASMP	AM2	Purch. ASMP SC
	4500897915	1	Sent		***	7.040,00 USD	1	Standard, User 1			7	ASMP	AM2	Purch. ASMP SC
	4500897908	1	Confirmed		***	42.240,00 USD	1	Standard, User 1			5	ASMP	AM2	Purch. ASMP SC
	4500897900_AJ2	1	Sent		***	11.616,00 USD	0	Standard, User 1			0	ASMP	AM2	Purch. ASMP SC

1. At Top - Received orders, with Standard filter functionalities i.e.,


Received orders

 Fast View  All View  Not Confirmed View  Not Complete Confirmed View

- **Fast view** - Here you can see the orders of the current month.
 - **All View** - Here you can see All the Orders in All status.
 - **Not confirmed view** - Here you can see all not confirmed orders which are in sent status.
 - **Not Complete confirmed view** - Not completely confirmed orders (not available on position level).
2. Middle – Templates: could be used by the supplier to create an own template with the list of columns to be visible/hidden. That template can be transferred to other supplier contacts.
 3. Bottom - Predefined structure levels, such as Head, Position, or Disposition level.



The total number of available pages are shown, and you can navigate to the following page or last page.

The **Filter**  icon allows you to use the Filter functionality, and therefore view or hide filter options. By using this function, you can define the filter functionality by order number, material, plant, etc.,

Head level

Order number

JAGGAER Direct ORDER ID

Customer

State

Filter expand

Show

Alternatively, a more detailed filter criteria can be set:

1. Click the Filter expand button.
2. Enter the appropriate filter criteria.
3. Click the Show button to display the result list

3. Some Important Columns Under Head Level

1. Menu Function Header level for Order action and confirmation status:

Head level

134 Entries found.

Order Actions			Confirmation Status			Files attached			Changes						
Menu	Order number	No. pos.	State	Open	Confirmation	Order value	Currency	Files	Advisor	Confirmation Number	Changes	Customer	Buyergroup	Purch.Org.	Last modified
	4500897918	1	Sent			7.040,00 USD		1	Standard, User 1		0	ASMPT	AM2	Purch. ASMPT SG PF	2024-02-06 13:21
	4500897917	1	Sent			7.040,00 USD		1	Standard, User 1		7	ASMPT	AM2	Purch. ASMPT SG PF	2024-02-06 13:27
	4500897916	1	Sent			7.040,00 USD		1	Standard, User 1		7	ASMPT	AM2	Purch. ASMPT SG PF	2024-02-06 11:02
	4500897915	1	Sent			7.040,00 USD		1	Standard, User 1		7	ASMPT	AM2	Purch. ASMPT SG PF	2024-02-06 10:17
	500897888_TB25	1	Confirmed			6.912,00 USD		0	Standard, User 1	OC4500897888_TB25	4	ASMPT	AM2	Purch. ASMPT SG PF	2024-02-05 16:38
	4500897908	1	Confirmed			42.240,00 USD		1	Standard, User 1		5	ASMPT	AM2	Purch. ASMPT SG PF	2024-02-05 15:27
	4500897900_AJ2	1	Sent			11.616,00 USD		0	Standard, User 1		0	ASMPT	AM2	Purch. ASMPT SG PF	2024-02-05 14:05
	4500897900_AJ	1	Confirmed			11.616,00 USD		0	Standard, User 1	OC4500897900_AJ	3	ASMPT	AM2	Purch. ASMPT SG PF	2024-02-05 14:06
	4500897900	1	Sent			11.616,00 USD		1	Standard, User 1		8	ASMPT	AM2	Purch. ASMPT SG PF	2024-02-02 13:46

Supplier can perform following actions from Menu Order Actions:

Open - Open the purchase order template in another window.

Position Level - Change to purchase order view on position level.

Disposition Level - Change to purchase order view on disposition level.

Forward to another user - Allows you to forward the purchase order to another user. Choose the user to forward the purchase order to (first name and last name) and enter a comment. Click Forward. The history of forwarding actions is available with the fields as changed by, user, to user, date, and type.

2. The "State" column shows the current state of PO from following:

- Sent - Order sent to supplier.
- Confirmed - Supplier confirmed the whole PO.
- Partially confirmed - Supplier confirmed only specific items in the PO.
- Declined - PO was declined by supplier / buyer.
- Cancelled - PO was deleted by buyer.

3. **Order Number:** It is PO number which is coming from SAP.

4. **Supplier Name and Supplier Nr:** Name of supplier and supplier number is also coming from SAP

5. **Open:** Indicates if the supplier has opened the order on the supplier portal.

Supplier last visit + date and time stamp - Supplier has opened / read the purchase order.

☐ Not opened - Purchase order has not been opened / read.

☒ Response sent - Purchase order was edited / confirmation was sent.

6. Following are the confirmation status of an order with a traffic light:



Not confirmed - Purchaser order is not confirmed / open.



Confirmed - Purchaser order is confirmed.



Partially Confirmed - Purchaser order is partially (at least one item) confirmed.



Declined - Purchaser order is declined.

7. **Changes:** The number of changes done for this purchase order (including all details as a change log). By clicking on the Changes number, the details of the change log pop-up:

- Pos. - Indicates the position number (e.g. 0010).
- Changes - Date and time stamp.
- Order was changed by - Supplier or customer.
- Level – Position / Disposition.
- Changed item - Field (quantity, delivery date, costs as price, or comments) was changed.
- Old value - The initial value before the change was done.
- New value - The new inserted and saved value after the change was done.

4. Supplier activities in JAGGAER Portal

Step 1: GO to Purchase Order via,

- a. SCM→ Direct Purchase Orders → Order list/Position List → Use filter functionality to find your PO as shown below

Head level

1. Enter PO number

Order number: 4500897918

JAGGAER Direct ORDER ID


Customer

State

Filter expand Show 2. Click on show

Menu	Order number	No. pos.	State	Open	Confirmation	Order value	Currency	Files	Advisor	Confirmation Number	Changes	Customer	Buyer group	Purch. Org.	Last modified	Created
	4500897918	1	Sent			7,040,00 USD		1	Standard, User 1		0	ASMT	AM2	Purch, ASMT SG PF	2024-02-06 13:21	2024-02-06 13:21

- b. Click on the link you received in email notification.

Step 2: Open PO by clicking on  Open in Menu section.

Step 3: Now the PO will open in new window, and it looks like following. And In order to take further action, supplier needs to open the document by clicking on it.

asmptdemo.app11.jaggaer.com/modules/order/order/?id=289191&check_supplier=1

ASMT SMT Singapore Pte. Ltd., 535 Yishun Industrial Park A, ASM T, 768775 Singapore, Singapore

XYZ Supplier
Example Street 1
498809 Singapore
Singapore

Delivery address:
ASMT SMT Singapore Pte. Ltd.
c/o YCH Group Pte Ltd
8 Bulin Avenue Level 3
648166 Singapore
Singapore

Purchase order

Order number/Date
4500897918 / 2024-02-06

Supplier number
0010809180

Contact person
Standard, User 1

Telephone

Fax

eMail Address

Your person responsible
Max Huettemann

Delivery conditions: DAP Singapore (DAP delivered at place)

Payment conditions: within 60 days due net

Documents:
This order is subject to our supplier manual, our terms and delivery conditions (as appropriate in the current version). The supplier is responsible for the existence of these documents, so that a proper implementation of this assignment is ensured. On demand, these documents can be requested from the responsible purchaser.
[ZGLMEKBEI_4500897918.PDF \(2024-02-06 13:21:15\)](#)

Pos.	Mat.No/Details	Quantity	Delivery date	Price/Unit	Confirmation number	Net value (USD)
10	88300174-01 COVER_FRONT_UPPER_	128,00 ST	2024-03-31	55,00 USD/1,00 ST	Item state: Sent Ackn. Req.: No	7,040,00

Step 4: Once the document is open now supplier has following Options:

1. Confirm the PO without any changes: We need to add Confirmation Number and directly clicking on "save and send back".

www.asht.sg
Singapore

Delivery Address:
ASHT SMT Singapore Pte. Ltd.
c/o YCH Group Pte Ltd
8 Bulim Avenue Level 3
648166 Singapore
Singapore

Order number/Date
4500897918 / 2024-02-06

Supplier number
0010809180

Contact person
Standard, User 1

Telephone

Fax

eMail Address

Your person responsible
Max Mustermann

Delivery conditions: DAP Singapore (DAP delivered at place)

Payment conditions: within 60 days due net

Documents:
This order is subject to our supplier manual, our terms and delivery conditions (as appropriate in the current version). The supplier is responsible for the existence of these documents, so that a proper implementation of this assignment is ensured. On demand, these documents can be requested from the responsible purchaser.
ZGLMEKBEL_4500897918.PDF (2024-02-06 13:21:15)

Pos.	Mat.No/Details	Quantity	Delivery date	Price/Unit	Confirmation number	Net value (USD)
10	88300174-01 COVER_FRONT_UPPER_	128 ST	2024-03-31	55.00 USD/1,00 ST	CONF_4500897918 Item state: Sent Ackn. Req.: No	7.040,00
Remarks						
Net total without VAT USD						7.040,00

Supplier confirmation number:

Remark of decline (copy to all positions)

Step1. Enter confirmation number

Step2. Click here to confirm PO

Then you will get following pop up, click ok to confirm.

Auf demo.app11.jaggaer.com wird Folgendes angezeigt:
Are you sure to send the order confirmation back to the customer?

Click Ok to conform

Now the order confirmation is successfully saved.

demo.app11.jaggaer.com/modules/order/order/?id=289191&check_supplier=1

Successfully saved

ASHT SMT Singapore Pte. Ltd., 510 Viahun Industrial Park A, ASH T, 768775 Sing

XYZ Supplier
Example Street 1
498809 Singapore
Singapore

Delivery Address:
ASHT SMT Singapore Pte. Ltd.
c/o YCH Group Pte Ltd
8 Bulim Avenue Level 3
648166 Singapore
Singapore

Delivery conditions: DAP Singapore (DAP delivered at place)

Payment conditions: within 60 days due net

Documents:
This order is subject to our supplier manual, our terms and delivery conditions (as appropriate in the current version). The supplier is responsible for the existence of these documents from the responsible purchaser.

Purchase order

Order number/Date
4500897918 / 2024-02-06

Supplier number
0010809180

Contact person
Standard, User 1

Telephone

Fax

eMail Address

Your person responsible
Max Mustermann

Once the PO is confirmed the state of PO is changed to "Confirmed".

2. Confirm PO with changes: Supplier can change Quantity, Delivery date or Price and add remark as per requirement and then click on "Save and Send back" the Order confirmation.

demo.app11.jaggaer.com/modules/order/order/?id=289191&check_supplier=1

ASHT SMT Singapore Pte. Ltd., 535 Vishnu Industrial Park A, ASH T, 768775 Singapore, Singapore

XYZ Supplier
Example Street 1
498809 Singapore
Singapore

Delivery address:
ASHT SMT Singapore Pte. Ltd.,
430 VCH Group Pte Ltd
8 Bulevar Avenue Level 3
648166 Singapore
Singapore

Purchase order

Order number/Date
4500897918 / 2024-02-06

Supplier number
001000100

Contact person
Standard, User 1

Telephone

Fax

eMail Address

Your person responsible
Max Mustermann

Delivery conditions: DAP Singapore (DAP delivered at place)

Payment conditions: within 60 days due net

Documents:
This order is subject to our supplier manual, our terms and delivery conditions (as appropriate in the current version). The supplier is responsible for the existence of these documents, so that a proper implementation of this assignment is ensured. On demand, these documents can be requested from the responsible purchase.
ZGLMEKBEI_4500897918.PDF (2024-02-06 13:21:15)

Pos.	Mat.No/Details	Quantity	Delivery date	Price/Unit	Confirmation number	Net value (USD)
10	88300174-01 COVER_FRONT_UPPER_	1.00 ST	2025-04-18	60.00 USD/1.00 ST	CONF 4500897918	7.800,00

Item state: Sent
Adm. Req.: No

Net total without VAT USD 7.800,00

Supplier confirmation number: [] [Save and send back]

Remark of decline (copy to all positions)

[Decline]

(Last sent back: 0000-00-00 00:00:00)

Step 1: Edit Quantity / Delivery date / Price and add remark

Step 2: Click here to save and sent back the Order Confirmation

Then you will get following pop up, click ok to confirm.

Auf demo.app11.jaggaer.com wird Folgendes angezeigt:
Are you sure to send the order confirmation back to the customer?

Ok Abbrechen

Click Ok to conform

Now the order confirmation is successfully saved.

demo.app11.jaggaer.com/modules/order/order/?id=289191&check_supplier=1 - Google Chrome

demo.app11.jaggaer.com/modules/order/order/?id=289191&check_supplier=1

Successfully saved

ASHT SMT Singapore Pte. Ltd., 535 Vishnu Industrial Park A, ASH T, 768775 Singapore, Singapore

XYZ Supplier
Example Street 1
498809 Singapore
Singapore

Delivery address:
ASHT SMT Singapore Pte. Ltd.,
430 VCH Group Pte Ltd
8 Bulevar Avenue Level 3
648166 Singapore
Singapore

Purchase order

Order number/Date
4500897918 / 2024-02-06

Supplier number
001000100

Contact person
Standard, User 1

Telephone

Fax

eMail Address

Your person responsible
Max Mustermann

Delivery conditions: DAP Singapore (DAP delivered at place)

Payment conditions: within 60 days due net

After making changes to PO and sending Order confirmation, buyer will receive the notification via email regarding the changes and remark. Then he could log in and approve/decline the changes.

3. Split the position.

If you want to split the position first you must click on Split option, then you can add the quantity and delivery date to split position.

The screenshot shows the 'Purchase order' form in the JAGGAER system. The URL is `demo.app11.jaggaer.com/modules/order/order/?id=289191&check_supplier=1#10`. The form displays supplier information (XYZ Supplier), delivery address, and order details. A table lists items with columns for position, material number, quantity, delivery date, price/unit, and net value. Red annotations highlight the following steps:

- Step 1:** Enter confirmation number (in the 'Confirmation number' field).
- Step 2:** click on Split (the 'Split' button).
- Step 3:** Add quantity and delivery date (in the 'Quantity' and 'Delivery date' columns).
- Step 4:** Click here to save and sent back the Order Confirmation (the 'Save and send back' button).

Other visible elements include 'Delivery conditions: DAP Singapore', 'Payment conditions: within 60 days due net', and a 'Documents' section with a PDF link.

Then you will get following pop up, click ok to confirm.

A confirmation dialog box with the text: 'Auf demo.app11.jaggaer.com wird Folgendes angezeigt: Are you sure to send the order confirmation back to the customer?'. It features two buttons: 'Ok' (highlighted with a red box) and 'Abbrechen'.

Click Ok to confirm

Now the order confirmation is successfully saved

The screenshot shows the same 'Purchase order' form as before, but with a green success message at the top: 'Successfully saved'. The URL is `demo.app11.jaggaer.com/modules/order/order/?id=289191&check_supplier=1 - Google Chrome`. The form content remains the same, including supplier information and order details.

After making changes and sent PO back, buyer will receive the notification and he needs to approve the changes to Confirm the PO.

4. Decline the PO

XYZ Supplier
Example Street 1
49809 Singapore
Singapore

Customer address:
ABC Pte Ltd
100 Pte Group Pte Ltd
8 Bulevar Avenue Level 3
49809 Singapore
Singapore

Delivery conditions: DAP Singapore (DAP delivered at place)
Payment conditions: within 60 days due net

Documents:
This order is subject to our supplier manual, our terms and delivery conditions (see appropriate in the current version). The supplier is responsible for the existence of these documents, so that a proper implementation of this assignment is ensured. On demand, these documents can be requested from the responsible purchaser.
ZGLHEBEL_4500897918.PDF (2024-02-06 13:21:15)

Pos.	Mat.No/Details	Quantity	Delivery date	Price/Unit	Confirmation number	Net value (USD)
10	B8305174-01 COVER_FRONT_UPPER_	128 ST	2025-04-16	55.00 USD/1.00 ST	CC 4500897918	7.040.00
Remarks: Remark for test : open Shinde (14.02.2024 10:59)						
Net total without VAT USD						7.040.00

Supplier confirmation number:

Decline PO Text

Remark of decline (copy to all positions)

(Last sent back: 0000-00-00 00:00:00)

To Decline PO it is mandatory to write Remark of decline and click on Decline

Once the PO is declined Buyer will receive an Email Notification and can see the remark for Decline.

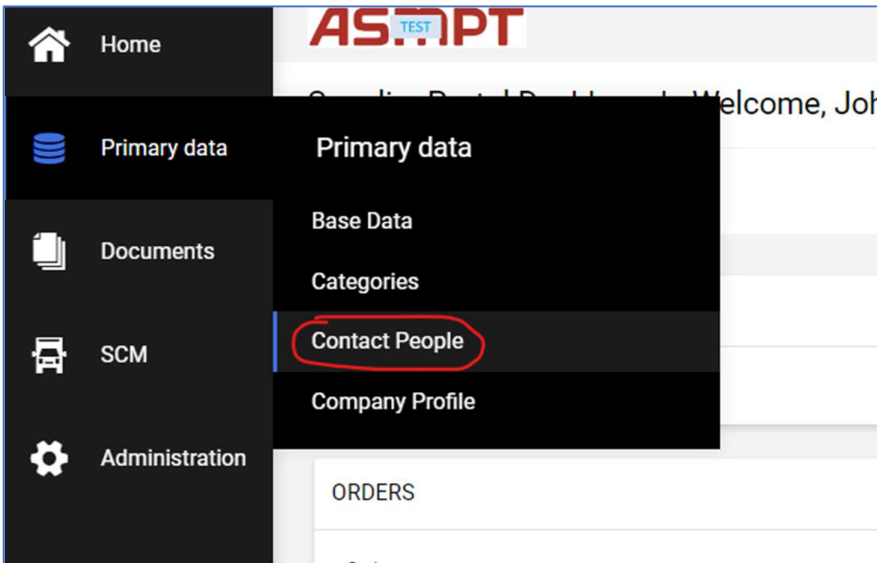
5. Supplier contacts, roles, email notifications

ASMPT invites one supplier contact to register on the supplier portal. This supplier contact is acting as the administrator who is completing the supplier registration.

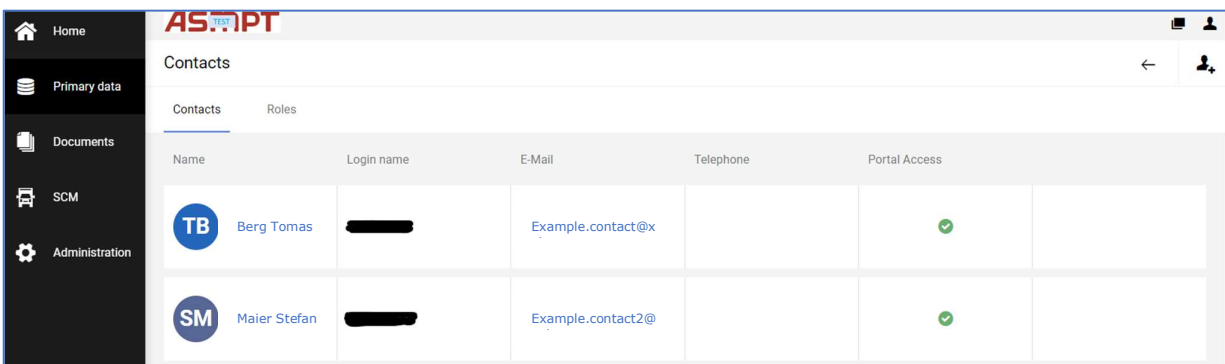
This admin supplier contact can also assign an additional supplier contact(s) who will also be able to confirm purchase orders received.

How to find supplier contacts in the portal

Click on **Primary Data → Contact People**



The list of supplier contacts will be displayed.



Click on the person icon with the plus button on the right-hand side of the screen to add new supplier contact.

<div> <div>Home</div> <div>Primary data</div> <div>Documents</div> <div>SCM</div> <div>Administration</div> </div>		<div> <div>ASMP TEST</div> <div> <div>Contacts</div> <div> <div>Contacts</div> <div>Roles</div> </div> </div> </div>			
Name		Login name	E-Mail	Telephone	Portal Access
<div>TB</div> <div>Berg Tomas</div>			Example.contact@x		✓
<div>SM</div> <div>Maier Stefan</div>			Example.contact2@		✓

Enter the supplier contact details, enable the Portal access for him/her and tick the "JD Smart :: Supplier" tick box referring to the suppliers permission. Then click Save button.

ASMP TEST

Add New Contact

Cancel

Save

CONTACT PERSON

Salutation

Mr.

First name*

John

Last name*

Doe

Mobile

+

Area

Number

E-Mail*

email@test.com

Portal Access

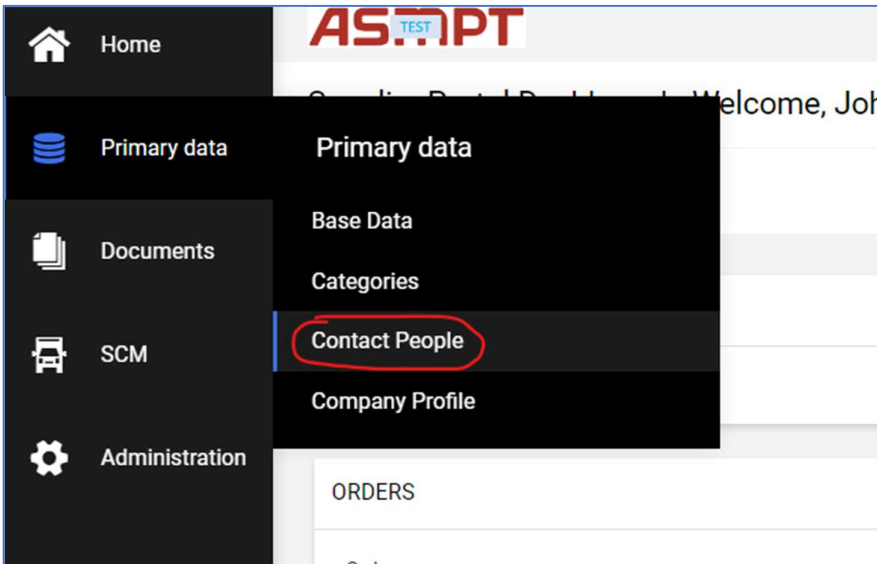
permissions*

JD Smart :: Supplier

The email notification with the login details will be triggered and sent to this new supplier contact person.

In order for this new supplier contact person to be able to receive email notifications about new orders sent by ASMP and to confirm those orders, the supplier admin needs to perform one more activity which is assigning the "Order Confirmation" role to this newly created supplier contact.

Once again click on **Primary Data → Contact People**

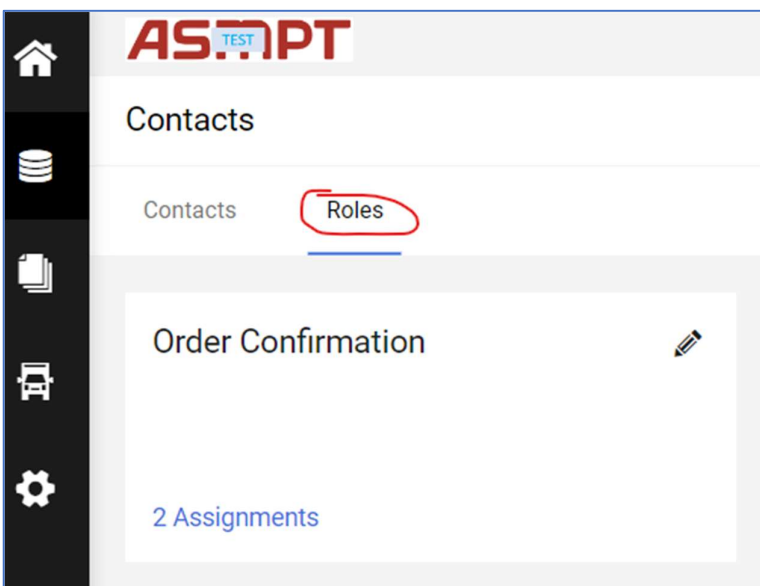


The list of supplier contacts will be displayed.

The screenshot shows the 'Contacts' page in the AS4PT application. The left sidebar is the same as in the previous image. The main content area has a 'Contacts' header with a back arrow and a user icon. Below the header are two tabs: 'Contacts' (active) and 'Roles'. A table displays the contact list with columns: Name, Login name, E-Mail, Telephone, and Portal Access.

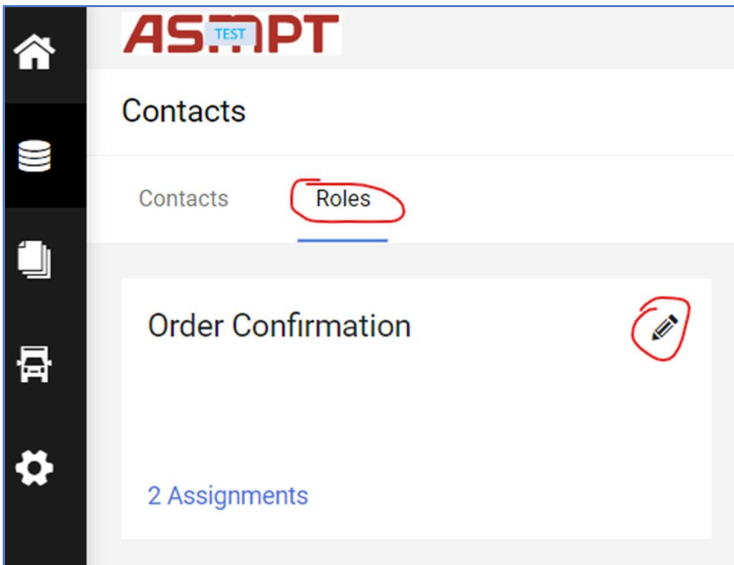
Name	Login name	E-Mail	Telephone	Portal Access
Berg Tomas	[REDACTED]	Example.contact@x		
Maier Stefan	[REDACTED]	Example.contact2@		

Click on the "Roles" tab.

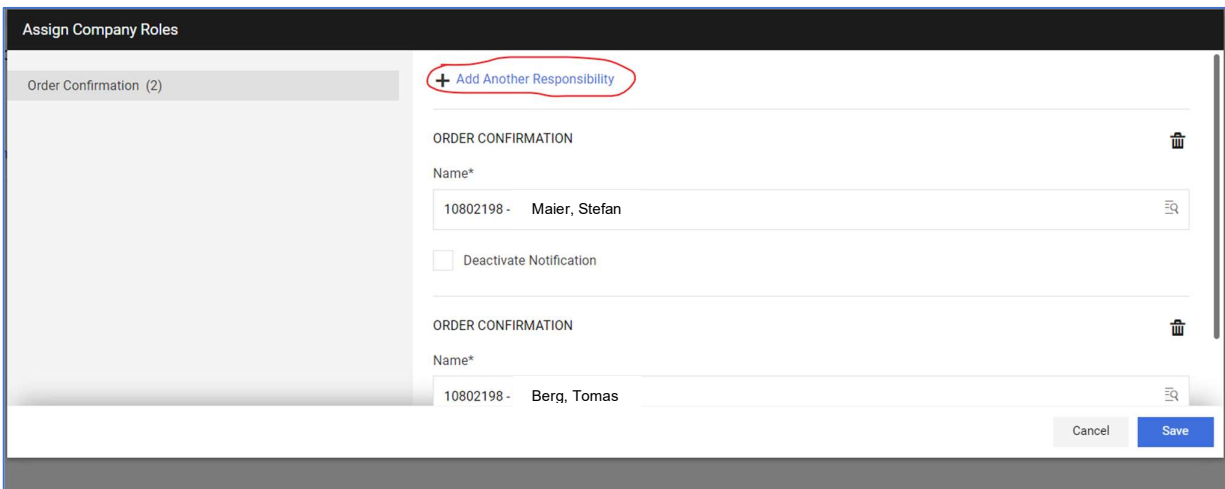


There is "Order Confirmation" role created. Every supplier contact assigned to this role is receiving all the email notifications about the POs and has a permission to confirm the order.

Click on the pencil icon on the right-hand side.



The list of supplier contacts assigned to the Order Confirmation responsibility gets displayed. Click on "Add Another Responsibility"



The new field with entering the new supplier contact with the Order Confirmation role gets populated. Select the newly created user from the dropdown list and click Save.

Assign Company Roles

Order Confirmation (2)

ORDER CONFIRMATION

Name*

10802198 - Berg, Tomas

☐ Deactivate Notification

ORDER CONFIRMATION

Name*

☐ Deactivate Notification

Cancel Save

By default all the users with the Order Confirmation role are receiving all the PO related email notifications.

However, if the supplier wants to keep his/her permission to confirm orders, but doesn't want to receive any email notifications, he/she can deactivate it in roles area by checking the "Deactivate Notification" tick box.

Assign Company Roles

Order Confirmation (2)

ORDER CONFIRMATION

Name*

10802198 - Berg, Tomas

☒ Deactivate Notification

ORDER CONFIRMATION

Name*

☐ Deactivate Notification