

*Note: To advance from slide to slide press your **Page Down** key
Or the right button on your mouse*



Chapter 6 – Supplier Acceptance Process

- The Supplier Home Page
- Review & Print Purchase Orders
- Notes and Attachments
- Transferring Purchase Orders
- Accept / Reject Purchase Orders
- Supplier InBox
- My Settings

Supplier Process > The Supplier Home Page

Logo Panel Menu

Is always available to the user. Launch 'My Settings' and 'Help' from here.

FrontPage

90% of the standard day to day business processes can be managed from the FrontPage.

Search All Catalogs
Products In Box
New: 1 Total: 5

Catalogs In Box Suppliers PO

PO's Needing Response

Search Text:

Page 1 of 1 / Rows 1-1 of 1 found

Buyer PO num	PO Status	Subject	PO date
000000000000257	Supplier response pending	Subject: Blows Buyer Name: Hilton Garden Inn Anaheim/Garden Grove	12/16/2002

Supplier Process > The Supplier Home Page

Hide Menu
Check the Hide Menu box to close the Menu Panel.
Set your preference in 'My Settings.'

Buyer PO num	PO Status	Subject	PO date
000000000000257	Supplier response pending	Subject: Blows Buyer Name: Hilton Garden Inn Anaheim/Garden Grove	12/16/2002

Supplier Process > The PO list

PO Number

This is the system generated Number that identifies the PO.

Status

Depending on what stage the PO is in, it can have 4 supplier related statuses:

- Supplier Response Pending
- Viewed by Supplier
- Accepted or
- Rejected

Subject/Buyer

Shows the PO subject line and the name of the buying property.

PO Date/Required by

Shows the date when the PO was created and in the next column, by what date the items are required.

Total

Shows the total extension of the PO

Buyer PO num	PO Status	Subject	PO date	Req deliv date	PO Total
00000000000267	Supplier response pending	Subject#26rows Buyer Name:Hilton Garden Inn Anaheim/Garden Grove	12/16/2002	12/16/2002	199.00

Supplier Process > Review and Print PO

View/Print PO

Select a PO by clicking the radio button and then click this button to view the PO.

Buyer PO num	PO Status	Subject	PO date	Req deliv date	PO Total
000000000000267	Supplier response pending	Subject#8rows Buyer Name:Hilton Garden Inn Anaheim/Garden Grove	12/16/2002	12/16/2002	\$1,299.00

Supplier Process > Review and Print PO

Print view of PO
Review the PO contents.

Print
Click to print a copy of the PO.

Close
Click to close the Print Preview.

Scroll down within the Print Preview window, to display the lower part of the PO.

The screenshot shows a Microsoft Internet Explorer window displaying a 'PURCHASE ORDER' form. The form is titled 'PURCHASE ORDER' and contains the following information:

- NUMB001: 0000000000000007
- Status: Viewed by supplier
- Required Delivery Date: 12/09/2002
- PO Date: 12/16/2002
- Supplier: Eversled Holidays, 452 Fair Street, Houston, TX, 77002, US. Attn: Mr. Kurt Gardner, Title: Distribution Manager, Phone: (800) 123-4567, Fax: (800) 123-4567, Email: kmgardn@eagence.com
- Bill To: Hilton Garden Inn Anaheim/Garden Grove, 11777 Harbor Blvd., Garden Grove, CA, 92840, US. Attn: Finance Department
- Ship To: Hilton Garden Inn Anaheim/Garden Grove, 11777 Harbor Blvd., Garden Grove, TX, 92840, US. Attn: Receiving Department
- Sent From: Hilton Garden Inn Anaheim/Garden Grove, Ms. Alice Vandepoel, Title: Purchasing Agent, Phone: (800) 123-4567, Fax: (800) 123-4567, Email: mvandepo@eagence.com
- Terms: Subject: Follows, Partial Order Accepted: Yes, Payment Method: Purchase Order, Ship Via: UPS, Payment Terms: Net 30 Days, Early Payment Terms: 10% 10 Days-Net 30
- Notes And Attachments: Header Notes: No Notes, This Purchase Order has 0 Attachments

At the top of the form, there are buttons for 'Print', 'Close', 'Notes', 'Attachment', and 'Transfer'. The 'Print' and 'Close' buttons are highlighted with a red box. Red arrows point from the callout boxes on the left to these buttons and to the 'Print' button.

Supplier Process > Review and Print PO

Notes and Attachments

If the buyer has attached notes and/or files to the PO, they will be shown here.

Line items

Click on the [more](#) to display additional product information.

Notes and Attachments

Header Note :
No Notes
This Purchase Order has 0 Attachments

Supplier Item	Product Description	Qty	Order Unit	Unit Cost	Net Amount	
1	SKU120001 Economy Pillow	100.00	EA	\$6.06	\$606.37	More
2	SKU120002 Feather Down	50.00	EA	\$9.15	\$457.54	More
3	FREIGHT&TAX	0.00	EA	\$0.00	\$0.00	More

Program: \$00.00
Tax Amount: \$07.77
Total Amount Due: \$1,159.07



Supplier Process > Notes and Attachments

Notes

Click here to add a note to the PO.

The screenshot displays the Hilton Supplier Process interface in a Microsoft Internet Explorer browser window. The main content area shows a 'PURCHASE ORDER' form. At the top of the form, there are several buttons: 'Print', 'Close', 'Notes', 'Attachment', and 'Transfer'. The 'Notes' button is highlighted with a red box, and a red arrow points from a callout box on the left to this button. The form contains the following information:

PURCHASE ORDER
NUMBER: 00000000000267 Status: Viewed by supplier
Required Delivery Date: 12/09/2002 PO Date: 12/16/2002

Supplier:
Excellent Holidays
452 Faze Street,
Houston, TX, 77002, US
Attn: Mr. East Gardner
Title: Distribution Manager
Phone: (800) 123-4567
Fax:
Email: amorris@sagecon.com

Bill To:
Hilton Garden Inn Anaheim/Garden Grove
1177 Harbor Blvd.
Garden Grove, CA, 92840, US
Attn: Finance Department

Ship To:
Hilton Garden Inn Anaheim/Garden Grove
1177 Harbor Blvd.
Garden Grove, TX, 92840, US
Attn: Receiving Department

Sent From:
Hilton Garden Inn Anaheim/Garden Grove
Ms. Alice Vandepoel
Title: Purchasing Agent
Phone: (800) 123-4567
Fax: (800) 123-4567
Email: amorris@sagecon.com

Terms:
Subject: Follows
Partial Order Accepted: Yes
Payment Method: Purchase Order
Ship Via: UPS
Payment Terms: Net 30 Days
Early Payment Term: 10% 10 Days-Net 30

Notes And Attachments:
Header Notes :
No Notes
This Purchase Order has 0 Attachments

On the left side of the browser window, there is a sidebar with the Hilton logo, a search bar, and a table titled 'Buyer PO num' with one row containing the value '00000000000267'.

Supplier Process > Notes and Attachments

Notes Entry Screen

The notes entry screen will open in a new window.

Notes Text

Type your text here.

Notes Type

Choose the appropriate Note Type from the drop down list.

Save/New

Click the Save button to save your note. Add more notes by clicking the New button.

Close
To close the screen, click here.

New **Save** **Delete** **Print** **Set Defaults**

Notes

Economy Pillow only available in Blue

Note date / time: 12/16/2002 13:53:14

Note type: **Supplier note**

Notes viewed internally only:

Update user:

Update state:

Creation user:

Creation date:

Supplier Process > Notes and Attachments

Attachments

Click here to add an attachment to the PO.

Attachment List

Click on the Add button to open the Upload File window.

Upload File

Click 'Browse' to locate the file and attach it by clicking 'Submit.'

The screenshot displays the Hilton Supplier Process interface in Microsoft Internet Explorer. The main window is titled "PO Form screen" and shows a "PURCHASE ORDER" form. A red box highlights the "Attachment" button in the top navigation bar. A second window, titled "Attachment list", is open, showing a table with a "File Name" column containing "Internal Doc." and "Add" and "Delete" buttons. A third window, titled "Select Upload File", is open, showing a "Select file to upload" field with a "Browse" button, an "Internal Document" checkbox, and a "Submit" button. Red arrows point from the text boxes on the left to these specific elements in the interface.

Supplier Process > Notes and Attachments

The selected file has been added to the PO.

The screenshot displays the Hilton Supplier Process interface in Microsoft Internet Explorer. The main window shows a 'PURCHASE ORDER' form with fields for 'File Name' and 'Internal Doc.'. A red box highlights the 'File Name' field, which contains the text 'Internal Doc.'. A red arrow points from a callout box to this field. Below the form, there are buttons for 'Add' and 'Delete'. The interface also shows contact information for the supplier, including a phone number, email address, and payment terms. The status of the purchase order is 'No Notes' and 'This Purchase Order has 0 Attachments'.

File Name	Internal Doc.
Internal Doc.	No

Supplier Contact Information:
Fax: (800) 123-4567
Email: rmcortis@sugens.com
Payment Terms: Net 30 Days
Early Payment Terms: 10% 10 Days-Net 30

Notes And Attachments:
Header Notes :
No Notes
This Purchase Order has 0 Attachments

Supplier Process > Transferring POs

Transfer

A Purchase Order is always sent to a default contact person within the supplier company. This contact person can transfer the PO to a different person within the supplier organization.

Click Transfer.

Select the person you want to transfer the PO to by clicking the 'Select button'.

The screenshot displays the Hilton BSM Online interface. The main window is titled "PO Form screen - Microsoft Internet Explorer" and shows a "PURCHASE ORDER" form. The form includes fields for "PURCHORD: 00000000000007", "Status: Viewed by supplier", "Required Delivery Date: 12/09/2002", and "PO Date: 12/16/2002". The supplier information is "Excellent Holidays", "Hilton Garden Inn Anaheim/Garden Grove", and "11777 Harbor Blvd". A "Transfer" button is highlighted with a red box. A "Person ID Lookup" window is open in the foreground, showing a search result for "Select Entry" with columns for "Full name", "Dept code", "Phone 1", "Fax number", and "Email address". The "Select" button in the lookup window is also highlighted with a red box. Red arrows point from the text boxes to the "Transfer" button and the "Select" button.

Full name	Dept code	Phone 1	Fax number	Email address
Select Entry	PURCH	8001234567		net@ms@sigence.com

Supplier Process > Accept/Reject PO

Accept Reject

After reviewing the PO, the supplier either accepts or rejects it by clicking the respective button.

Changed Status

Note that the status has changed from 'Supplier response pending' to 'Viewed by supplier.'

Click Accept.

Buyer PO num	PO Status	Subject	PO date	Req. date	PO Total
00000000000267	Viewed by supplier	Subject:Flows Buyer Name: Hilton Garden Inn Anaheim/Garden Grove	12/16/2002	12/19/2002	\$1,299.00

Supplier Process > Accept/Reject PO

Click OK to proceed.

The screenshot shows the Hilton Supplier PO interface in Microsoft Internet Explorer. The page header includes the Hilton logo and navigation links: Home, My Settings, Help, Tutorial, and Logout. A search bar is visible with 'In Rqs New: 1' and 'Total: 5'. The main content area is titled 'Suppliers PO' and contains a table of pending purchase orders. A dialog box with a yellow warning icon is overlaid on the table, displaying 'PO is Accepted' and an 'OK' button. A red box highlights this dialog box. A red arrow points from the dialog box to the 'PO Status' column of the table. A callout box on the left points to the 'OK' button with the text 'Click OK to proceed.'.

Buyer PO num	PO Status	Supplier	PO date	Req date	PO Total
000000000000267	Viewed by supplier	Supplier	12/16/2002	12/18/2002	\$1,299.00

Supplier Process > Accept/Reject PO

The list of PO's is filtered using this drop down list. Since the PO has been accepted, it has been moved from the 'PO's Needing Response' and 'My PO's Needing Response' list.

Choose 'Accepted PO's' from the drop down list.

The screenshot displays the Hilton Supplier PO interface. At the top, there is a search bar with 'Search All Catalogs' and 'Products' dropdown, and a 'GO' button. Below the search bar, there is a 'Suppliers PO' section with a dropdown menu currently set to 'PO's Needing Responses'. To the right of the dropdown are buttons for 'Accept PO', 'Reject PO', 'View / Print PO', and 'Buyer Contact'. Below the dropdown is a search area with 'Search Column: All' and 'Search Text:' fields, and a 'GO' button. The page indicates 'Page 1 of 1 / Rows 0-0 of 0 found'. At the bottom, there is a table with the following columns: Buyer PO num, PO Status, Subject, PO date, Reg. entry date, and PO Total.

Supplier Process > Accept/Reject PO

The PO has been added to the list and the status has changed to 'Accepted by Supplier'

The screenshot displays the Hilton Supplier PO interface. The page title is "Hilton" and the user is logged in as "Kurt Gardner". The page shows a search bar and a list of POs. The first row of the list is highlighted with a red box, indicating the PO that has been added and its status changed to 'Accepted by Supplier'.

Buyer PO num	PO Status	Subject	PO date	Req date date	PO Total
0000000000000207	Accepted by supplier	Subject:Films Buyer Name:Bon Garden Inn Anaheim/Garden Grove	12/16/2002	12/19/2002	\$1,250.00
0000000000000209	Accepted by supplier	Subject:Front Page Iron REG Buyer Name:Bon Garden Inn Anaheim/Garden Grove	12/09/2002	12/14/2002	\$307.02
0000000000000089	Accepted by supplier	Subject:Notes & Attach Buyer Name:Bon Garden Inn Folsom	12/05/2002	12/06/2002	\$340.20
0000000000000180	Accepted by supplier	Subject:Super Heavy Blankets Buyer Name:Bon Garden Inn Anaheim/Garden Grove	11/30/2002	12/04/2002	\$198.66
0000000000000178	Accepted by supplier	Subject:Yellow Blankets Buyer Name:Bon Garden Inn Anaheim/Garden Grove	11/29/2002	12/15/2002	\$3,111.51
0000000000000188	Accepted by supplier	Subject:More Blankets Buyer Name:Bon Garden Inn Anaheim/Garden Grove	11/29/2002	11/30/2002	\$3,111.51

Supplier Process > In Box

Click on the In Box tab.

Accepted PO's

Next Previous First Last Refresh

Search Column: All

Search Text: GO

Page 1 of 1 (Rows 1-6 of 6 found)

Buyer PO num	PO Status	Subject	PO date	Req date date	PO Total
000000000000267	Accepted by supplier	Subject:Filows Buyer Name:Bon Garden Inn Anaheim/Garden Grove	12/16/2002	12/19/2002	\$1,258.07
000000000000229	Accepted by supplier	Subject:Front Page Iron REG Buyer Name:Bon Garden Inn Anaheim/Garden Grove	12/09/2002	12/14/2002	\$307.02
000000000000089	Accepted by supplier	Subject:Light & Attach Buyer Name:Bon Garden Inn Folsom	12/05/2002	12/06/2002	\$340.20
000000000000180	Accepted by supplier	Subject:Super Heavy Blankets Buyer Name:Bon Garden Inn Anaheim/Garden Grove	11/30/2002	12/04/2002	\$198.66
000000000000178	Accepted by supplier	Subject:Yellow Blankets Buyer Name:Bon Garden Inn Anaheim/Garden Grove	11/29/2002	12/15/2002	\$3,111.51
000000000000188	Accepted by supplier	Subject:More Blankets Buyer Name:Bon Garden Inn Anaheim/Garden Grove	11/29/2002	11/30/2002	\$3,111.51

Supplier Process > In Box

When a new Purchase Order is sent to the supplier, a system message will be generated.

The screenshot shows the Hilton BSM Online interface in Microsoft Internet Explorer. The page title is "BSM Online - Microsoft Internet Explorer". The header includes the Hilton logo and navigation links: "Welcome! Hi! Dealer", "12- Excellent Hoteliers", "Wide Menu", "Home", "My Settings", "Help", "Tutorial", and "Logout". Below the header is a search bar for "All Catalogs" with a "Products" dropdown and a "GO" button. To the right, it says "In Box New: 1 Total: 5".

The main content area has tabs for "Catalogs", "In Box", and "Suppliers PO". The "In Box" tab is active. A dropdown menu is open, showing "Unread in box" selected. A red arrow points from this dropdown to a callout box that says: "The filter defaults to unread messages in the In Box. To view read messages, select 'Read in box' from the drop down list."

Below the dropdown is a search section with "Search Column: All" and "Search Text:" followed by a "GO" button. It indicates "Page 1 of 1 / Rows 1-1 of 1 found".

A table of messages is displayed with the following columns: "View", "Subject", "Importance", "Msg sent on", and "Sensitivity". The first row contains the following data:

View	Subject	Importance	Msg sent on	Sensitivity
	A buyer's Purchase Order has arrived and is awaiting your response. BUYER_PO_NUMBER: 000000000000287	High	12/15/2002	Normal

Supplier Process > My Settings

Click on the My Settings link to launch the preferences screen in a separate window.

The screenshot shows the Hilton BSM Online interface. The top navigation bar includes links for 'Home', 'My Settings', 'Help', 'Tutorial', and 'Logout'. The 'My Settings' link is highlighted with a red box. A red arrow points from a callout box to this link. Below the navigation bar, there is a search area and an 'In Box' section with a table of messages.

Subject	Importance	Msg sent on	Sensitivity
View A buyer's Purchase Order has arrived and is requiring your response. BUYER_PO_NUMBER: 000000000000287	High	12/16/0002	Normal

Supplier Process > My Settings

Click on 'Save' to confirm the changes made.

Maintain your user account information and preferences such as:

- Passwords
- Message Delivery
- Contact Information

The drop down menu lets the supplier choose which tab the system should default to on startup.

If the checkbox is checked, the menu panel will be hidden by default

My Settings - Microsoft Internet Explorer

Hilton

Welcome Kurt Gardner

Home Help Tutorial Help System

Entry List Vertical Horizontal Close

Save Print

My settings

Login name: KurtG

Change password: ****

Verify password: [input]

Solution: [input]

First name: Kurt

Middle initial: [input]

Last name: Gardner

Full name: Kurt Gardner

Message delivery option: All Msg inbox and email

Phone 1 country code: [input]

Phone 1: (800) 125-4567

Ext 1: [input]

Email address: kurtg@hilton.com

Job title: Distribution Manager

Department: [input]

Default tab for front page: Supplier PO

Hide menu upon login: