

Procurement Instruction Manual

English version

2021-02-02 v5

Instruction CUSTOMER XXX Marketplace

Contents

1. Navigation in Marketplace	4
Login CUSTOMER XXX Market Place	4
Start page	4
Shop-menu	5
Your Favorites	6
Your Requests	7
Your Approvals	8
2. Create a Purchase Request	9
PUNCH-OUT Supplier Catalog: Internet WEB-shop	9
STATIC CATALOG – Purchase Request directly in CUSTOMER XXX Market Place	13
PROFESSIONAL SERVICES (CAR-TEMPLATE)	14
ADHOC-order (Free text)	19
AD HOC Order with several lines to one supplier	21
3. Variants of a Purchase Request	22
Request on behalf of	22
Delegate authority	23
Request a “Hide Price”	25
Pre-payment	25
Request Hedge	27
Purchase Request for Network (N), Internal order (F), Project (P)	27
CUSTOMER XXX-MATERIAL NUMBER - KARLSKRONA SITE	29
Set another Delivery Address	29
Massupdate details in Check Out	31
Suppressed Order (Do not send PO to supplier)	32
4. Change a Purchase Request	33
Update Request	33
Cancel a Purchase Request	33
Update a purchase order	34
Close Purchase Order Line (s)	34
5. Approve or Deny a Purchase Request	36
6. Goods Receiving	39
Receiving in MarketPlace	39
Reverse the Goods Receiving in Market Place	40
Reverse a completed Goods Reception	42
7. REVISION HISTORY	43

1. Navigation in Marketplace

Login CUSTOMER XXX Market Place

Clic on the symbol on LiCUSTOMER XXX.

Start page

After login you will be directed to the start page.

There are in total 4 tiles:

Shop	Shopmeny
Your Favorites	Your favorites (templates or parts)
Your Requests	List of all your purchase requests You can find Status for your requests and do the Goods receiving
Your Approvals	List of Purchase Requests waiting for your approval.

I the right upper corner you find 3 symbols



Reminder of actions you need to do in the CUSTOMER XXX Market Place.



Shopping Cart.



Administration and LOGOUT from Marketplace

Shop-menu

In this menu you will initiate the Purchase Request.

- 1. Purchase categories** Choose suitable category for your request.
- 2. Adhoc (Freertext order)** Purchase of parts that does not appear in a catalog
- 3. Buy on behalf of** You can place a purchase request for a colleague with this button.
- 4. Recent requests** List of your latest requests

The screenshot shows the 'Shop' menu interface. At the top, there are navigation tabs: 'Shop', 'Your Favorites', 'Your Requests', and 'Your Approvals'. The 'Shop' tab is active. Below the tabs, there is a grid of six categories, each with an image and a title. A red circle highlights the first three categories: 'Production related materials an...', 'IT & telekommunikation', and 'Professionella tjänster'. A red circle with the number '1' is placed over the first category. To the right of the grid, there are three buttons: 'Request ad hoc item', 'Request on behalf of', and 'Recent requests'. A red circle with the number '2' is placed over the first button, a red circle with the number '3' is placed over the second button, and a red circle with the number '4' is placed over the third button. Below the buttons, there is a list of recent requests. The list shows three requests: PR3755 (Denied), PR3922 (Composing), and PR3921 (Composing). The first request, PR3755, is titled 'RETURPALLAR' and has a value of 20 000,00 SEK, requested 3 days ago. The second request, PR3922, is titled 'the' and has a value of 6,00 SEK, requested 0 days ago. The third request, PR3921, is titled 'h' and has a value of 6,00 SEK, requested 0 days ago. The interface is in Swedish.

Shop Your Favorites Your Requests Your Approvals Admin

1

2

3

4

Production related materials an...

IT & telekommunikation

Professionella tjänster

Request ad hoc item

Request on behalf of

Recent requests

PR3755 Denied

RETURPALLAR

20 000,00 SEK

Requested 3 days ago

PR3922 Composing

the

6,00 SEK

Requested 0 days ago

PR3921 Composing

h

Your Favorites

You are able to save your frequent parts och templates.

To create a Favorite List, press "Create new list" and enter a title to the list



In Market Place you will find a link beside the parts called "Add to favorites" to send the part or template into your favorite list.

METERST59-2-10 TOOLS

[Från Tools Sverige AB](#)
METERST59-2-10 TOOLS

83,00 SEK / styck

Tillgänglig om **5 dagar**

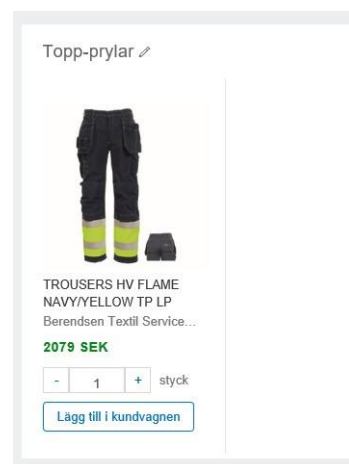
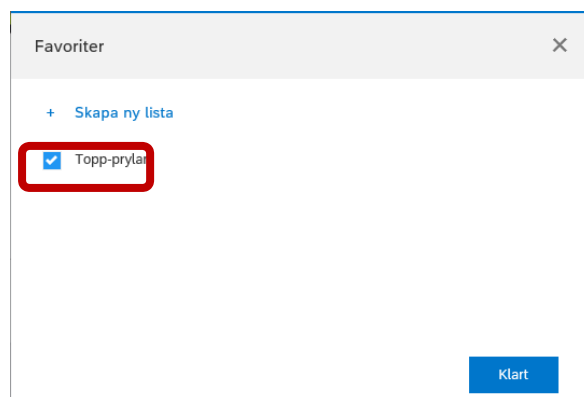
Kvantitet

- 1 + styck

Minsta kvantitet per beställning: 1
Du måste beställa i multipler av: 1

Lägg i kundvagnen

Lägg till i favoriter



Your Requests

In this menu you can find all your requests stated in Market Place. There is also a search function to find what you are searching for.

1. Menu "All"

Summary and status of all your requests.

By clicking on the rows you will get a more detailed information.

Your Requests

All (38)	Quotes (0)	To receive (3)	Custom forms (0)
Last 3 months▼ Request ID▼ Find a request 🔍			
Requested 2020-03-12		Amount: 20 000,00 SEK	Denied
PR3755 RETURPALLAR			
Requested		Amount: 6,00 SEK	Composing
PR3922 the			
Demanded		Amount: 6,00 SEK	Composing

Status description

Submitted

Purchase Request waiting for approval

Receiving

Order partially delivered

Received

The Purchase Order is ordered and received

Denied

The Purchase Request is not approved

Composing

The Purchase Request is not send for approval. Just in saved mode (still in cart)

Ordering

PR in error mode – contact support

Ordered

Your Purchase Request is approved. A Purchase Order is automatically created and send to the supplier

2. Menu "To receive"

A list of all open purchase orders, waiting for a goods receiving.


In the box under the title "Accepted" you enter the received quantity and press "Submit"


More detailed information regarding to receive, see further below in the manual.

Alla (22) Offerter (0) Att registrera mottagning av (2) Anpassade formulär (0)

Senaste 3 månaderna▼ Beställnings-ID▼ Sök efter en beställning 🔍

Om du vill registrera mottagningen av en artikel anger du den kvantitet eller det belopp som du tar emot i fältet **Registrera mottagning**. Klicka sedan på **Skicka** för att bekräfta mottagningen. Om du vill registrera mottagningen av en tjänst ska du klicka på **Registrera mottagning**. Du kan hitta valfri beställning, inklusive helt mottagna beställningar, genom att ange beställningsnumret i sökfältet **Sök efter en beställning**.





2600000045	Leverantör: Atea Sverige AB	Material			
	We need to patch the entire network	Nr 1	Kvantitet 1	Föreg. accepterat 0	Accepterat 0,00
Registrera allt ⓘ					
Skicka					

2600000022	Leverantör: Ahlsell Sverige AB	Material			
	BORRSKRUVDRAG MAKITA DDF482RTJ 18V 2X5,0AH MAKPAC	Nr 1	Kvantitet 1	Föreg. accepterat 0	Accepterat 0,00
Registrera allt ⓘ					

Your Approvals

This manu contains all purchase request waiting for your approval.

The approver can choose to do an "express-approval" by click "Approve" button or press "See details" to get more detailed information of the request.

To approve (7) To watch (0) Recent approvals (29) Custom forms (0)			
Filter by	Type ▼	Last 3 months ▼	Find a request 🔍
PR3223 TROUSERS HV FLAME NAVY/YELLOW TP LP ARAMIDE	 Donatas Zavtrikovas Requested 2020-02-24	€878.25 EUR	Approve See details
PR3220 testing cancellation	 Donatas Zavtrikovas Requested 2020-02-24	€528.05 EUR	Approve See details
PR3148 AhlSELL Sverige PunchOut	 Tobias Back Requested 2020-02-12	€3,912.22 EUR	Approve See details
PR3149 AhlSELL Sverige PunchOut	 Tobias Back Requested 2020-02-12	€83.54 EUR	Approve See details

More detailed information regarding to approval process, see further below in the manual.

2. Create a Purchase Request

All purchase in Market Place is defined in three different groups

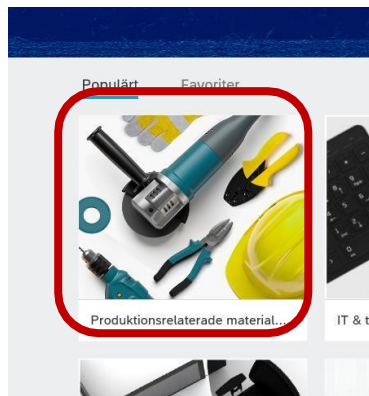
- Catalog (Punch Out and Static)
- CAR (Consultant Approval Request)
- Freetext orders (adhoc)

The catalogs are defined per supplier and this is nothing the users can change. Within the "CUSTOMER XXX catalogs", all requests are handled in CUSTOMER XXX Marketplace.

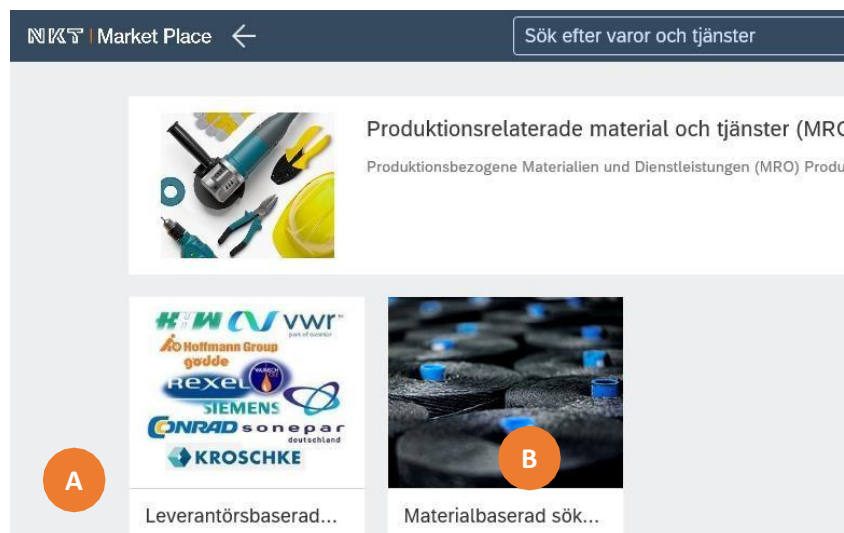
The difference with a Punch Out (Web-shop) is that your selection of parts is made in the web-shop. When you are done with your selection you will create and confirm the purchase request in Market Place.

PUNCH-OUT Supplier Catalog: Internet WEB-shop

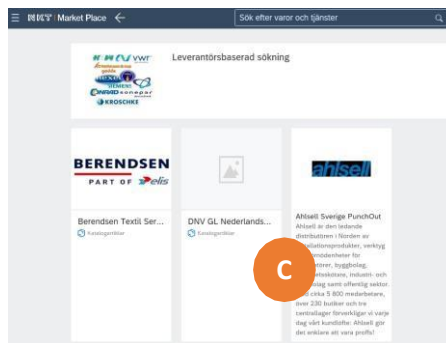
1. In the menu "Shop" choose a category for your request. Click on the category sign. In this example we have chosen "Production Related Material"



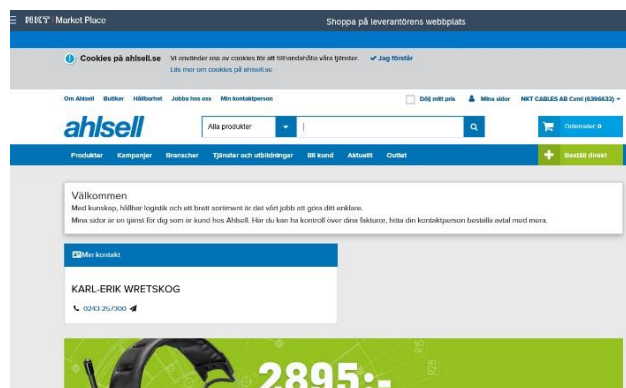
2. You can search for products via Supplier (A) or via material category (B). Click on preferred category sign. In this example we have selected "Supplier based search".



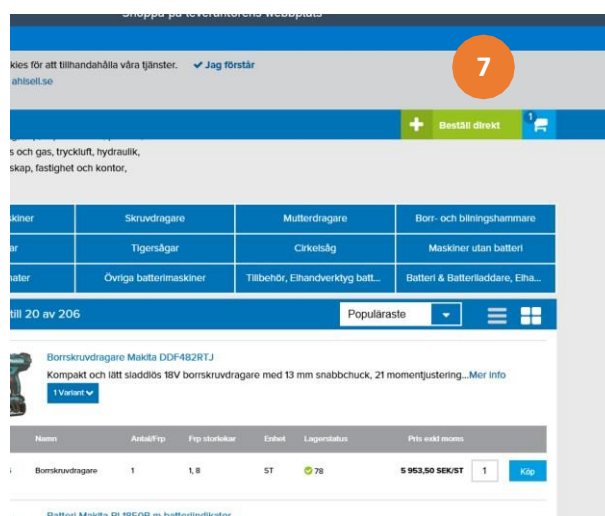
3. Select supplier in the list. Click on supplier icon.
In this example we have selected the supplier Ahlsell ©.



4. Now you will be directed to Ahlsell WEB-shop.

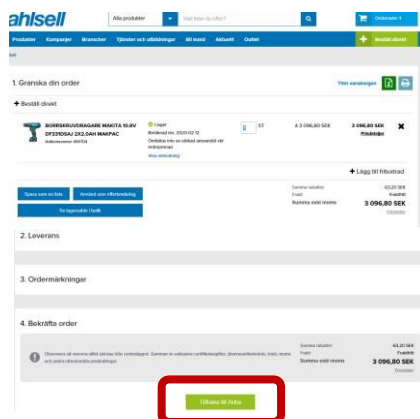


5. Start searching for your requested product and QTY in the web-shop. Add the items in the cart.
6. The cart (7) will now be updated with your selection.

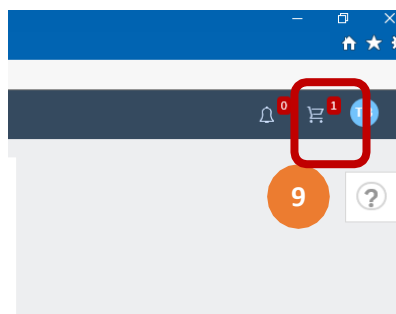


7. Click on the cart (7) when you are ready with your request.
Click "Check Out" to pre-confirm your request.

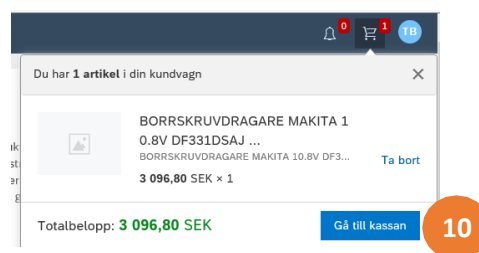
8. In the "Check Out" you will find the summary of your request.
Click "Back to Ariba" to finalize your request in MarketPlace.



9. In CUSTOMER XXX MarketPlace, your "shopping cart" is loaded with your request.
Click on the cart to finalize the Purchase Request.



10. Click "Check Out"



11. In the "Check Out", please add missing information. The missing fields are marked with a red box.
Often Demand date (E) and Unloading point (F) need to be filled in.

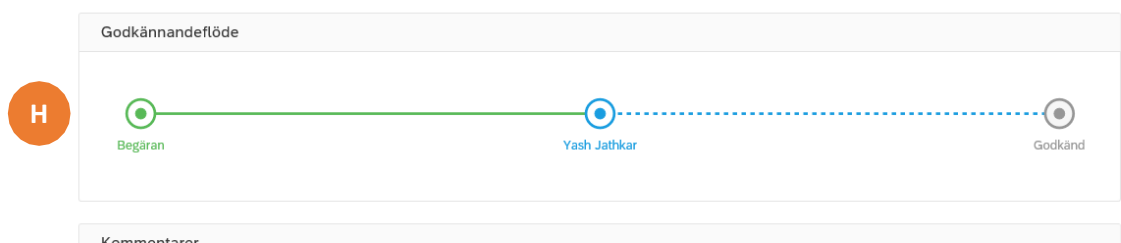
12. When all mandatory fields are filled in, the button "Send Request" will be lightening up in blue color. Click this button to send your Purchase Request for approval

Please Note!

If you press the "Save & Exit" the purchase request will be kept in the shopping cart and **not sent** for approval.

13. When you have sent the Purchase Request for approval, you will have a confirmation notice and your Purchase Request Number. (G).
The Approval Flow will show the next approver and status for the purchase request. (H)
click "Done" (J) to close the window.
In the menu "My Approvals" your Purchase Request will pop up.

Skickad



STATIC CATALOG – Purchase Request directly in CUSTOMER XXX Market Place

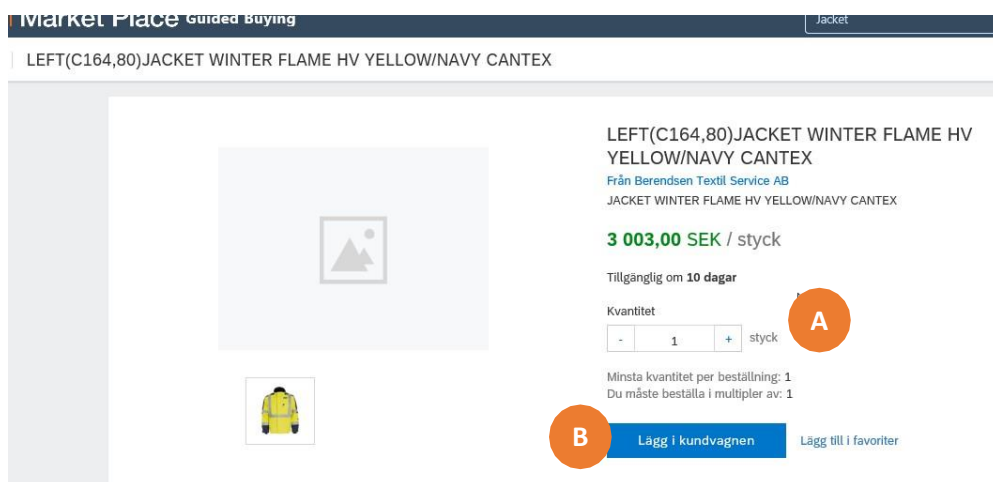
Some catalogs are static catalog. These catalogs are not linked to a web-shop since they are uploaded by the supplier to Market Place.

There is no big difference towards the punch out, except that you will do all shopping in CUSTOMER XXX Marketplace.

In the example below, we show a purchase request of a Jacket at the supplier Berendsen via "Material based search (you can also search via supplier...)"

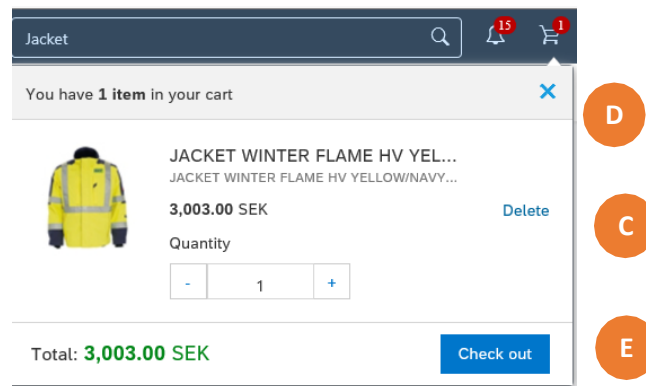


When you have chosen your product, define quantity (A) and then press "Add to chart" (B)



Now, the shopping cart will have a notification, showing number of items in the cart.

- If you don't want the jacket, click "Delete" (C).
- If you want to continue shopping, then click on the "X" (D). You will be directed to the start page.
- If you are done with shopping click "Check Out" (E)



Next steps, please follow the process of a PUNCH-OUT catalog.

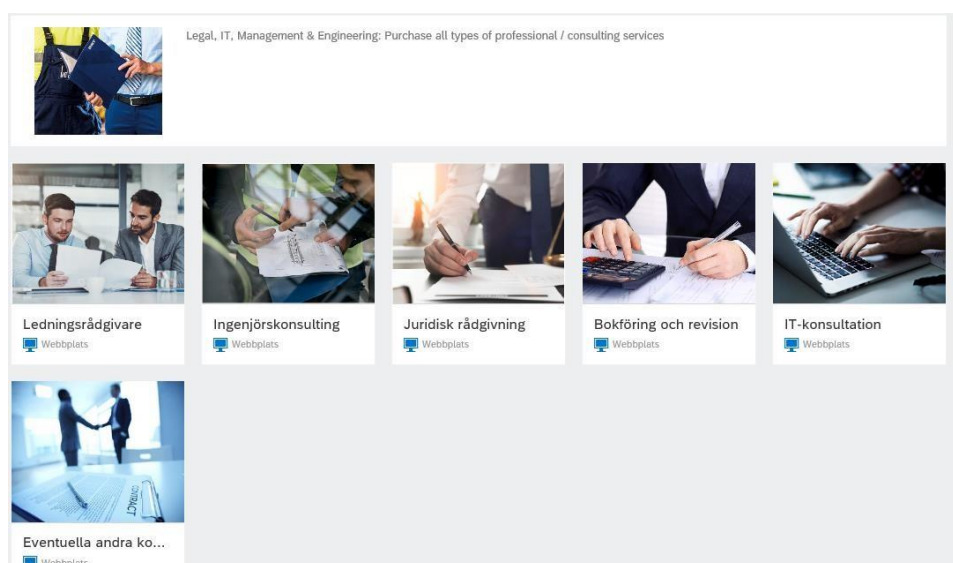
PROFESSIONAL SERVICES (CAR-TEMPLATE)

To request for a consultant, then click "Professional Services"



Professional Services

In the next page, Choose consultant area



Now the CAR-template will pop up.

Please Note! The CAR-template must be filled in English!

The car form consists of different section which will adapt depending on your selection. In general guidance as to how to fill in the can be found by hovering over the little ⓘ symbols.

All fields with asterisk (*) needs to be filled in.

Refer the below descriptions when filling in the first section of the CAR form
Product name = Exact name of consultancy requirement
Description = Elaborate your consultancy requirement

Product name *

Description *

Shortly elaborate on the consulting requirement – further details will be given below

Quantity *

-

+

Unit of measure *

Each

Unit price *

EUR

Type of Consultancy needed *

Choose one

Department

Business Line

Select

Select the Organizational Business Line the request

Drop-down selections	Choose if
Consultant for temporary FTE replacement	You request a resource which will fill an FTE position temporarily
Consultancy for customer facing projects only	You request resources where cost will fully be allocated to a customer project such as Sud Ost Link, Moray East etc.
Consultancy request for spend less than 25.000 EUR per year	You request consulting or contingent labour resources for less than 25.000 EUR in total per year/or project length (including anticipated prolongations)
Consultancy request for spend more than 25.000 EUR per year	You request consulting or contingent labour resources for more than 25.000 EUR in total per year/or project length (including anticipated prolongations)

Project specifics

Project Name * ⓘ

Project scope and actions * ⓘ

Project results/benefits and risks * ⓘ

Hover over the ⓘ symbol to get more info

This section should draw the overall picture of the project for which you are requesting external resources for. Be as short and precise as possible – additional info can be added as attachments

Specifics for external support

Hover over the ⓘ symbol to get more info

Reason why external support is needed and description of the support needs* ⓘ

Estimated time-frame of support needed (Start date)*

Estimated time-frame of support needed (End date)*

Do you have a preferred external partner?* ⓘ

Preferred External Company Name*

Preferred Potential Resource/Individual at Company

Justification of external partner/suppliers if a preferred partner exists* ⓘ

In this section focus is on the external support needed for the project, i.e. why we can't fulfill the project/tasks by CUSTOMER XXX resources etc.

Further state the time period in which you need the resources from and to.

If you have a preferred external partner for the request – following fields will be added for you to fill in:

- State the name of the company
- Potential resource if any
- And the reason why you prefer this partner

Estimated Financial Benefits

Hover over the ⓘ symbol to get more info

Explain the financial impact the project will have for NKT and estimated amount* ⓘ

E.g. lower staff cost or increased top-line in Area XXX and the estimated financial benefit/impact. Additional information can be attached in separate documents*

- ☐ Solutions Karlskrona
☐ Accessories
☐ Finance
☐ Strategy

- ☐ Solutions Cologne
☐ Service
☐ HR

- ☐ Applications
☐ Technology
☐ Group Excellence

Split between Business Lines (if more than 1 BL is selected)

if more than one BL - stat as XX%/XX%

In this section you should shortly explain the anticipated positive impact expected by the project and where this will be shown (financially) e.g. lower staff cost or increased topline in Area XXX and the estimated financial

Estimated Cost

Estimated cost of external resources *

 Choose one 

If known: Estimated no. man days of support need and day rates

In this section you should give as precise financial information as possible on the expected cost for external support.

Select the TOM area that will be paying the consulting cost - if more use both drop-downs *

<input type="checkbox"/> Solutions Karlskrona	<input type="checkbox"/> Solutions Cologne	<input type="checkbox"/> Applications
<input type="checkbox"/> Accessories	<input type="checkbox"/> Service	<input type="checkbox"/> Technology
<input type="checkbox"/> Finance	<input type="checkbox"/> HR	<input type="checkbox"/> Group Excellence
<input type="checkbox"/> Strategy		

Split between Business Lines (if more than 1 BL is selected)

Select the Business Line ultimately liable for the cost: *

 Choose one 

For questions around Business Line ultimately liable for the cost - Please ask your financial business partner if in doubt

Are the cost for the resource requested already in the latest approved Forecast/Budget? *

 Choose one 

the 2020 budget or latest forecast – you will need to specify where cost is budgeted as in account and location and/or department

Please specify where the cost has been forecasted/budgeted (Account: e.g. CAPEX or consulting) *

Please specify where the cost has been forecasted/budgeted (Location/department, e.g. Applications Asnæs) *

Before "CHECK OUT", select to upload a file and then select a supplier. If no supplier exists, then contact Procurement.

Any supporting attachments

Attachment

Ladda upp fil

Reference documents

Leverantör

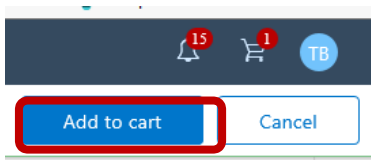
[Visa alla leverantörer](#)

Inga rekommenderade leverantörer

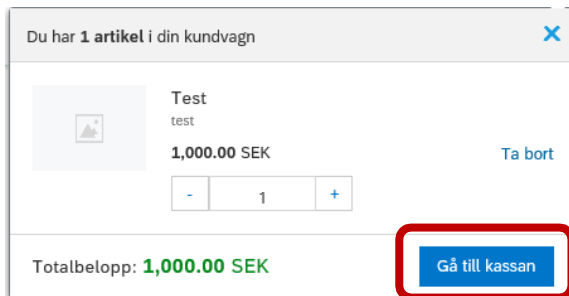
Välj en leverantör

Sök efter leverantör						
Leverantörs-ID	Namn	Adress	Stad	Stat	Land	
0000000278	DNV GL Netherlands B.V.	P.O. Box 9035	NL-6800 ET ARNHEM	0	NL	Välj
0000000278-NICK	DNV GL Netherlands_SUFFIXTEST	P.O. Box 9035	NL-6800 ET ARNHEM		NL	Välj
0000014369	Ahtell Sverige AB	Gullbernavägen 4	KARLSKRONA	0	SE	Välj
0000014393	Primo Sverige AB	Box 4073	LIMMARED	0	SE	Välj
0000014967	Greif Sweden AB	Box 203	FALKENBERG	0	SE	Välj

When ready click on the button "Add to cart"



In next page click "Check Out"



In the "Check Out" page, add missing or incorrect information in required fields (marked with a red frame)

Before you send Request for approval, please add requested attachment.

Please note! Max 10 MB for all attached files can be handled.

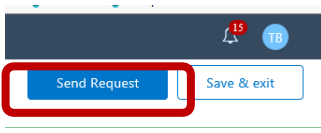
Also if you are using Supplier Part Number in the PR, please note that max 35 characters is allowed.

When all mandatory fields are filled in, the button "Send Request" will be lightening up in blue color.

Click this button to send your Purchase Request for approval

Please Note!

If you press the "Save & Exit" the purchase request will be kept in the shopping cart and **not sent** for approval.



On LiCUSTOMER XXX (Consulting Services) you can find a detailed instruction how to use and fill in the CAR-template

ADHOC-order (Free text)

If you don't find a catalog for your supplier, then click on "Request ad hoc item" in Shop-menu to create a free text order.

Request a non-catalog item +

In the next page, please fill in the Adhoc Template

- | | |
|-----------------------------|---|
| 1. Product name | A short description of your request |
| 2. Description | Detailed description of the request max 132 signs |
| 3. Define QTY and Price | |
| 4. Define material category | Select Material category. Use "Browse" for a detailed list.
You must select a category with 6 digits (3 levels)
See picture below |
| 5. Select supplier | Click on the link and select from list |
| 6. Add to cart | |

Market Place Guided Buying

Ad hoc request

Product name * Cable to IT hall

Description * We need to renovate the IT hall

Quantity * 1 Unit of measure * Each Unit price * 25000 SEK

Category * Composite Insulators

Supplier [View all suppliers](#)

Category selection dropdown:

- Accessories - 19
- Insulators - 1904
- Cast resin G15 - 190404
- Composite Insulators - 190402
- Other cast resin molded parts - 190405
- Outdoor cast resin - 190403
- Outdoor porcelain - 190401

7. Select "Check Out"

You have 1 item in your cart

Cable to IT hall
We need to renovate the IT hall
25,000.00 SEK
Quantity: 1
Delete

Total: 25,000.00 SEK

Check out

8. In the "Check Out" menu, check warnings and add missing or adjust information. Often you need to define Unloading point and Need-by date and Title of the request

The screenshot shows the NKT Market Place Guided Buying interface. At the top, there is a header with the NKT logo and the text "Market Place Guided Buying". Below the header, there is a search bar with a red border and a warning icon. To the right of the search bar are two buttons: "Send request" and "Save and exit". Below the search bar, there is a section titled "Items (1)". Inside this section, there is a red warning box that says "This item contains missing or incorrect information." Below the warning box, there is a section titled "Shipping" with a dropdown menu showing "ShipTo(Plant) (0740 (NKT HV Cables AB))". Below this, there are two columns of form fields. The left column has a "ShipTo(Plant) *" field with a dropdown menu showing "0740 (NKT HV Cables AB)" and the address "Rombvägen 4 Lyckeby, 01 SE-371 65 Sweden". Below this is a "Need-by Date" field with a calendar icon and a warning icon that says "Need-by-Date must be set." The right column has an "Unloading Point *" field with a red border and a warning icon that says "Unloading Point must be set and must not exceed...". Below this is a "Purchase Group" field with a dropdown menu showing "311 (ARIBA)". At the bottom of the form, there is a "Comments" section with a plus icon.

9. When all mandatory fields are filled in, the button "Send Request" will be lightening up in blue color. Click this button to send your Purchase Request for approval

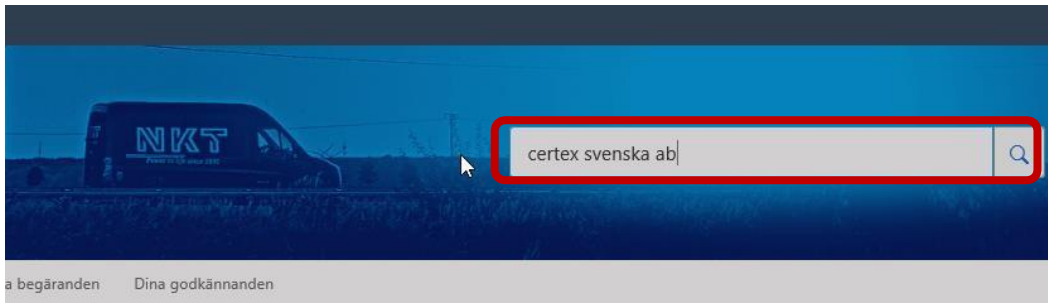
Please Note!

If you press the "Save & Exit" the purchase request will be kept in the shopping cart and **not sent** for approval.

The screenshot shows the bottom part of the NKT Market Place Guided Buying interface. There are two buttons: "Send Request" and "Save & exit". The "Send Request" button is highlighted with a red border and is in a light blue color, indicating it is ready to be clicked. The "Save & exit" button is in a light gray color. Above the buttons, there is a dark blue header bar with a bell icon and a red circle with the number "15", and a blue circle with the letters "TB".

AD HOC Order with several lines to one supplier

If you want to add several order lines in the ADHOC request, in Main Page, enter the supplier name in the Search field:

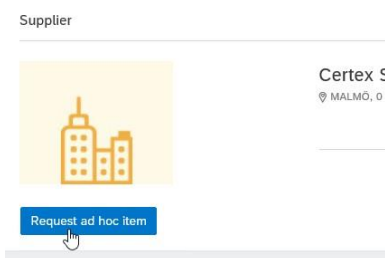


Scroll down in next page to “Shop by Supplier” and click on the icon.

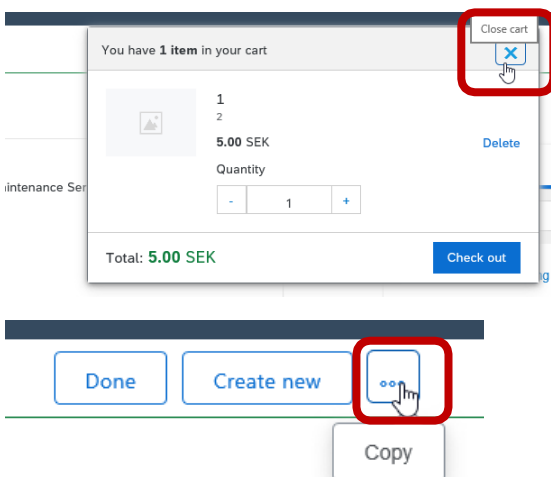


Now click on “Request ad hoc item”.

In next step you will be directed to the ADHOC page, but when add a line, the selected supplier will be predefined...



Another solution. When you have created the first line via “normal ADHOC”. Then close the “Chart window” and then click on the “...”-button and create a copy of the existing PR line

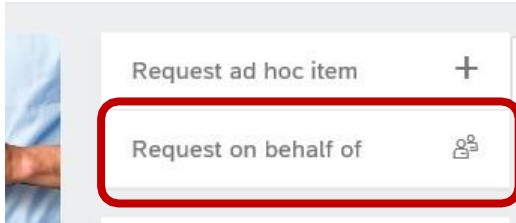


3. Variants of a Purchase Request

Request on behalf of

If needed you can place a Purchase Request for a colleague.

In the start page "Shop", click on the button "Request on behalf of



In next page, search for your colleague. The easiest way is to search by "Name".

A screenshot of the 'Request on behalf of' search interface. At the top, there is a search bar with a dropdown menu labeled 'Email Address' and a text input field labeled 'Search for'. Below the search bar, there is a table with columns 'Name' and 'ID'. The first row shows 'FNiklasson' and '10010704'. The second row shows 'Aaron Pektas' and '10010704'. A red box highlights the 'Search for' input field. Another red box highlights the 'Name' dropdown menu in the table header. A third red box highlights the 'Choose' button next to the second row.

Type the name in the "Search for" field and then click on the magnifying glass or <ENTER>. Select the person and click "Choose"

A screenshot of the 'Request on behalf of' search interface. The search bar now contains the text 'bo lundell'. The table below shows a single row with 'Bo Lundell' and 'BLundell'. A red box highlights the 'Choose' button next to this row. The 'Name' dropdown menu is also highlighted with a red box.

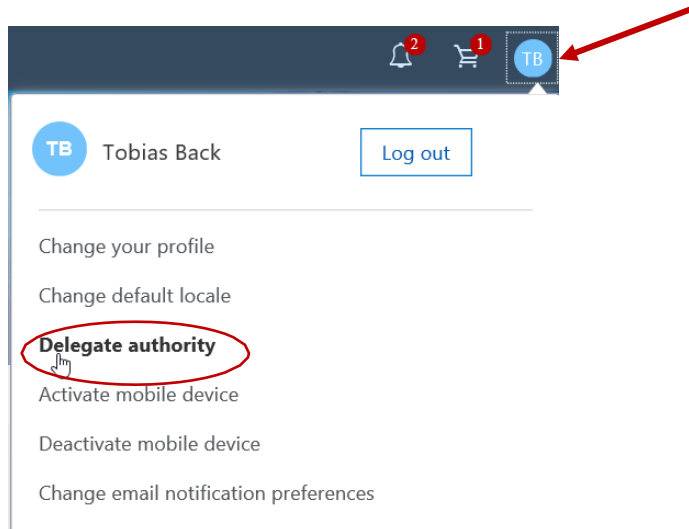
Now you can start shopping as normal, but for your colleague and the defined approval flow for the defined person. You will be responsible for all handling of the request/order, but your colleague will be a viewer of the flow.

In top of the Market Place banner you will be notified that you work "on behalf of".

To end this activity you need to click "Stop" or log out from Market Place.

Delegate authority

IN Marketplace click on your initial in the right upper corner. And select "Delegate authority!"



1. Enter the name of the delegate and click "Search"
2. Click Select for the user
3. Click Done

Choose Value for Delegation

The screenshot shows the 'Choose Value for Delegation' dialog. At the top, there is a search bar with a dropdown menu set to 'Name'. The search input contains 'Jens f' (1). To the right of the search bar is a 'Search' button. Below the search bar is a table with two columns: 'Name' and 'PasswordAdapter'. The table has a header row with 'Name' and an upward arrow, and 'PasswordAdapter'. Below the header, there is a row with '(no value)' and a 'Select' button. Below that, there are five rows, each with a user name and 'Enterprise User' as the password adapter. The first row, 'Jens Faxhag', is highlighted in blue (2), and its 'Select' button is also highlighted in blue. A tooltip 'Select this value for the field' is visible over the 'Select' button. Below the table is a 'Done' button (3).

Name	PasswordAdapter
(no value)	
Jens Faxhag	Enterprise User
Jens Faxhag	Enterprise User
Jens Faxhag	Enterprise User
Jens Foldager	Enterprise User
Jens Foldager	Enterprise User

4. Define Start and End date
5. Press <Next>

Tobias Back Next

Delegatee: * Jens Faxhag

Delegation Start Date: * 6/8/2020 4

Delegation End Date: * 6/9/2020 4

Delegation Reason:

Notification: ☐ Continue to notify me by email of approval requests

5 Next

6. Make sure that the user have the same or higher authority as your self. If not then press <Prev> and select another person.

Approval Flow - User Profile

The approval flow cannot be displayed because the Ariba system found the following errors or missing fields. 6

! Details: Delegatee's approval limit must be greater than or equal to Delegator's approval limit

7. When everything is set correctly, the Press <Next>.

Delegate Authority UP252: Tobias Back Prev Next Exit

Review the approvers assigned to review the request. Add and delete approvers as necessary, depending on your permissions.

Approval Flow - User Profile

There are no approvals required.

Submitted

Add Initial Approver

Approved

7

Prev Next Exit

8. Check the summary and press “submit” to activate the delegation.

Review your request and then submit it for approval.

Change	From	To
Delegatee	(no value)	Jens Faxhag
Delegation Start Date		6/8/2020
Delegation End Date		6/9/2020

8

Prev Submit Exit

During the period for your delegation, below pop up window will be shown when you login to MarketPlace.

9. Select “Continue” to keep the delegation.
10. Select “Stop” to cancel the delegation.



Test Site

Active Delegation of Authority

You have logged in while a delegation on your behalf is still in effect. You can continue or cancel the delegation.

Tobias Back has delegated your authority to **Jens Faxhag**, from 6/8/2020 12:00 AM to 6/9/2020 11:59 PM.

What would you like to do?

[Continue](#) using the delegation of authority

9

[Stop](#) using the delegation of authority

10

The user that is the defined user to act as you will have the follow message when enter Marketplace:



Act as User

You have the permission to act as the users listed below. You can log in as yourself or as the other user.

Log in as:

[Simon Tetens](#) - 25 requests require action

[Jens Faxhag](#) - 43 requests require action

The user can only Approve request. It is not possible to do a purchase request on your account

Request a "Hide Price"

When request an ADHOC or a PROFESSIONAL SERVICE you can choose to hide the price for the supplier. When you enter the Check-Out menu, then open the subfolder, "Others"

Please click "Yes" under the title "Hide Item Price from Supplier"

ETA (days)

0

Hide Item Price from Supplier ⓘ

☒ Yes ☐ No

Pre-payment

When you need to setup a Pre-payment order you can set this feature under the "Check Out" menu (after select the requested items).

In the header, click on "Show advanced options"

Market Place Guided Buying

<

d

Checkout / PR3956

Ship to

Manage locations

Rombvägen 4
Lyckeby, 01 SE-371 65
Sweden

Charge to

Manage details

GL Account (0000514001 (Consultation Externally))

▼ Show advanced options

Click “Yes” under the title “Is this for PrePayment

Need-by Date ⓘ

Purchasing Unit

NKT Karlskrona

Company Code

0750 (NKT HV Cables AB) ▼

Is this for Hedging?

☐ Yes ☒ No

Deliver To

On Behalf Of

Tobias Back

Is this for PrePayment?

☒ Yes ☐ No

Hedge Value

Related information to the prepayment will be insert as a comment further down.

Then continue to fill in the remaining document in Check Out Menu as for a normal Purchase Request.

Request Hedge

When you need to setup a Hedge order you can set this feature under the "Check Out" menu (after select the requested items).

In the header, click on "Show advanced options"

A. Click "Yes" under the title "Is This Hedged?"

B. Enter the defined hedge rate

Then continue to fill in the remaining document in Check Out Menu as for a normal Purchase Request.

The screenshot shows the 'Check Out' menu with various fields. The 'Behovsdatum' field is at the top left. Below it is the 'Inköpsenhet' field with the value 'NKT Karlskrona'. To the right is the 'Mottagare' field. Below 'Inköpsenhet' is the 'Företagskod' field with the value '0750 (NKT HV Cables AB)'. To the right is the 'Som ombud för' field with the value 'Bo Lundell'. Below 'Företagskod' is the 'Is This Hedged?' field with radio buttons for 'Ja' (selected) and 'Nej'. To the right is the 'Hedge Rate' field with a text input box and a warning message: 'Valutakurs måste anges i formatet 1234.12345'. At the bottom, there is a link 'Dölj avancerade alternativ'.

Purchase Request for Network (N), Internal order (F), Project (P)

In the "Check Out" menu you can set a Purchase Request to a Project or Internal Order:

C. Open the subfolder "Accounting"

D. Select an Account Assignment (use Browse all if no option is shown in the drop down list)

N (Network) – Project

F(Order) – Internal Order

The screenshot shows the 'Check Out' menu with the 'Accounting' subfolder selected. The 'GL Account' field is at the top with the value '0000435001 (Consumption tools / tools for the workshop)'. Below it is the 'Account Type' field with the value 'Expense_0750'. To the right is the 'Bill To' field with the value '0740 (NKT HV Cables AB)' and the address 'Rombvägen 4 Lyckeby, 01 SE-371 65 Sweden'. Below 'Account Type' is the 'Account Assignment' dropdown list with options: 'K (Cost center)', 'N (Network)', 'F (Order)', 'K (Cost center)', 'P (Project)', and 'Browse all'. To the right is the 'GL Account' field with the value '0000435001 (Consumption tools / tools...)'. At the bottom, there is a link 'Split accounting' and a field 'Unloading Point'.

For Project (Network) you need to add the following information:

1. Project number (Drop down list)
2. Activity number (Drop down list)
3. Project leader (Drop down list)

Kontotilldelning *
N (Network) ▼

Bokföringskonto
0000421011 (Purchase of materials and...▼

Network
Network måste anges. 1

Activity Number
Activity Number måste anges. 2

Delad kontering

> Frakt
Leveransadress (0740 (NKT HV Cables AB))

> Kommentarer

> Bifogade filer

Andra

Leveranstid (dagar)
0

Dölj artikelpriset för leverantören ⓘ
☐ Ja ☒ Nej

Varugrups kod
Off shore special parts ▼

IncoTerms
(Inget värde)

IncoTerm ort
Ej angiven

Inköpsorganisation
0740 (Power Systems HVC) ▼

Orderradstext

Projektleddare
(Inget värde) ▼ 3
Projektleddare måste anges.

Import Code Number For Foreign Trade
(Inget värde) ▼

For Internal Order you need to add the following information:

- Internal order (Scroll list)
- Projektleddare (Scroll list)

Account Assignment *
F (Order) ▼

Internal Order
(no value) ▼
Internal Order is not acceptable

Project Manager
(no value) ▼
Project Manager must be set.

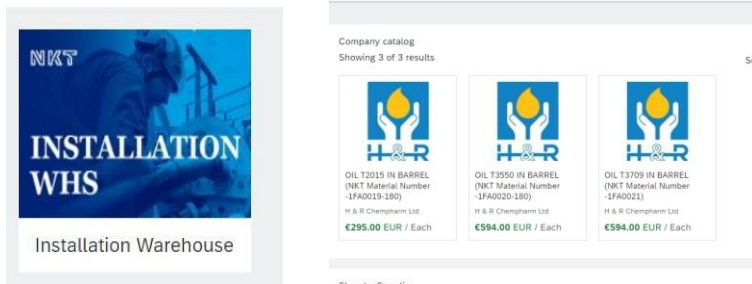
Now the approval flow will be adjusted, and you can continue to finalize the request.



CUSTOMER XXX-MATERIAL NUMBER - ABCD SITE

For users with access to order CUSTOMER XXX Material Number, select the tile

“Installation WHS”. Select parts from the catalog selection and then “CHECK OUT”.



In the “CHECK OUT”, please adjust the Account Assignment to W in the subtitle “Accounting”.

This screenshot shows the 'Accounting' section of a checkout process. At the top, there is a dropdown menu labeled 'Accounting' with a blue arrow, which is highlighted with a red rectangle. To its right is the text 'GL Account (0000431056 (Consumables))'. Below this is a field for 'Account type' with the value 'Expense_0750' and a dropdown arrow. Further down is a field for 'Account Assignment *' with the value 'W (Test for Material Number)' and a dropdown arrow; this field is also highlighted with a red rectangle. Below that is a 'Cost Center' field with the value '0000450740 (OPS Service & Maint)' and a dropdown arrow. At the bottom left of the section is a link that says 'Split accounting'.

Then follow the normal steps to create a PR

Please Note!

When the goods arrive the Goods Receiving must be handled in SAP

Set another Delivery Address

Custom ship-to addresses in CUSTOMER XXX Market Place give you the possibility to order items to address outside of the in-built ship-to addresses. You can create these at any time when creating a PR in Market Place and they will be saved to your profile once you have created them, thereby making it easier to do subsequent purchases to these addresses following the initial requisition.

In the “Check Out”, open the Folder “Shipping” and in the field “Ship to (Plant)” Select. “Browse all”.

> Accounting GL Account (0000444100 (small repairs of buildings))

✓ Shipping ShipTo(Plant) (0200 (NKT GmbH & Co. KG))

ShipTo(Plant) *

0200 (NKT GmbH & Co. KG)

Clear selection

Browse all

2020-04-08

Unloading Point *

lp

Purchase Group

038 (Ariba / SimpleSystem)

> Comments

> Attachments

> Others

In next page, if you don't find your address in the list click "New"

ShipTo(Plant)

ID Search for ShipTo(Plant)

New

ID	Name	Street	City	State	Postal Code	Country	
0200	NKT GmbH & Co. KG	Düsseldorfer Straße 400	Köln	NRW	51061	DE	Choose
0202	NKT Mülheim	Schanzenstr. 6 - 20	Köln	NRW	51063	DE	Choose

Fill in the mandatory delivery information

1. Name
2. Street
3. City
4. State/Province (**Important to use existing codes, see table below**)
5. Postal code
6. Country
7. When ready press "Save"

ShipTo(Plant)

Name* 1

Consignment Stock AB

Street 1* 2

Supply Street 1

Street 2

Street 3

City* 3

Malmö

State/Province/Region* 4

11

Postal Code* 5

214 59

Country/region* 6

Sweden

Phone

+46 40306250

Fax

Email

|

Cancel Save 7

List of regions in Cologne ERP

Description	ERP region
Schleswig-Holstein	01
Hamburg	02
Lower Saxony	03
Bremen	04
North Rhine Westfalia	05
Hesse	06
Rhineland Palatinate	07
Baden-Wuerttemberg	08
Bavaria	09
Saarland	10
Berlin	11
Brandenburg	12
Sachsen-Anhalt	13
Thueringen	14
Sachsen-Anhalt	15
Thüringen	16

List of Swedish regions in Karlskrona ERP *

ERP region	Description	ERP region	Description
01	Blekinge Lan	12	Stockholms Lan
02	Dalarnas Lan	13	Sodermanlands Lan
03	Gotlands Lan	14	Uppsala Lan
04	Gavleborgs Lan	15	Varmlands Lan
05	Hallands Lan	16	Vasterbottens Lan
06	Jamtlands Lan	17	Vasternorrlands Lan
07	Jonkopings Lan	18	Vastmanlands Lan
08	Kalmar Lan	19	Vastra Gotalands Lan
09	Kronobergs Lan	20	Orebro Lan
10	Norrbottns Lan	21	Ostergotlands Lan
11	Skane Lan	CEE	Export CEE

Now the address is added into your PR and in your personal "Address List"

Shipping ShipTo(Plant) (ADBuyer58318467 (Consignment Stock AB))

ShipTo(Plant) *
 ADBuyer58318467 (Consignment Stock...
 Supply Street 1 Malmö, 11 214 59 Sweden

Unloading Point
 lp

ShipTo(Plant)

ID Search for ShipTo(Plant) New

ID	Name	Street	City	State	Postal Code	Country	
ADBuyer58318467	Consignment Stock AB	Supply Street 1	Malmö	11	214 59	SE	Choose
0200	NKT GmbH & Co. KG	Düsseldorfer Straße 400	Köln	NRW	51061	DE	Choose
0202	NKT Mülheim	Schanzenstr. 6 - 20	Köln	NRW	51063	DE	Choose

Massupdate details in Check Out

If you have several lines in the PR, you can mass update the fields. Instead of define the details per row level, then in top of the "Check Out" click:

A: To update Unloading point and Delivery Date

B: To update Network, Cost Center, Frame Work, Projects, etc.

/ 1

Checkout / PR4340

Ship to Rombvägen 4 Lyckeby, 01 SE-371 65 Sweden	Manage locations A	Charge to GL Account (0000553023 (Repair and maintenance of buildings inside))	Manage details B	Total Co
Show advanced options				

Items (2)

This item contains missing or incorrect information.

Manage locations

Charge to

Manage details

Total Cost

GL Account (0000553023 (Repair and maintenance of

Manage locations

The changes that you make here apply to every item in the shopping cart. Please note that when changing the value of a field, the change is automatically saved.

Shipping

ShipTo(Plan) *

0740 (NKT HV Cables AB)

Rombvägen 4 Lyckeby, 01 SE-371 65 Sweden

Unloading Point *

Unloading Point must be set and must not exceed...

Need-by Date ⓘ

Need-by Date must be set.

Purchase Group

311 (ARIBA)

Shipping items to different locations?

Done

Manage details

The changes that you make here apply to every item in the shopping cart. Please note that when changing the value of a field, the change is automatically saved.

Accounting

Account Type

Expense_0750

Bill To *

0740 (NKT HV Cables AB)

Rombvägen 4 Lyckeby, 01 SE-371 65 Sweden

Account Assignment *

K (Cost center)

GL Account

0000553023 (Repair and maintenance o...)

Cost Center

0000450740 (OPS Service & Maint)

Network HelpTip

Changing accounting details for specific item(s)?

Done

Suppressed Order (Do not send PO to supplier)

If you don't want to send the Purchase Order to the supplier, then select the function "suppressed order" in the Check Out Box.

Click "Show additional details"

Then set "Suppress Order" to "Yes"

See below

Intern titel

Submit

Checkout / PR5644

Ship to	Manage locations	Charge to	Manage details	Total cost
Rombvägen 4 Lyckeby, 01 SE-371 65 Sweden		GL Account (0000431058 (Work clothes and protective materials))		163.400 SEK
<div>Show additional details</div>				

Need-by Date ⓘ

Deliver To

Purchasing Unit

NKT Karlskrona

On Behalf Of

Tobias Back

Company Code

0750 (NKT HV Cables AB)

Suppress Order ⓘ

☒ Yes
 ☐ No

Is this for PrePayment?

☐ Yes
 ☒ No

Is this for Hedging?

☐ Yes
 ☒ No

EmployeeSupplierID

Karlskrona

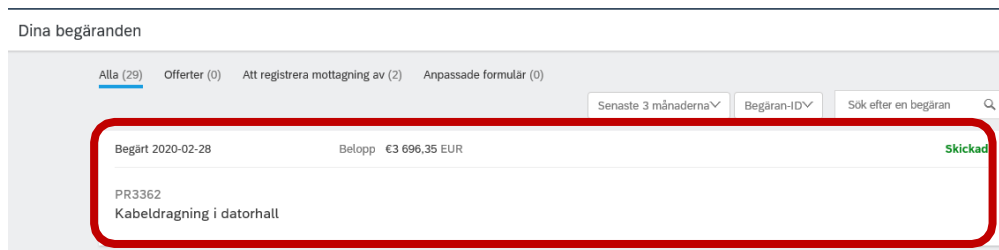
4. Change a Purchase Request

Before you do a change of a Purchase Request/Purchase Order, please make sure that existing position is still open and that no Goods Receiving or Invoice has been booked to this position.

Update Request

Open the folder "Your Requests" from the start page.

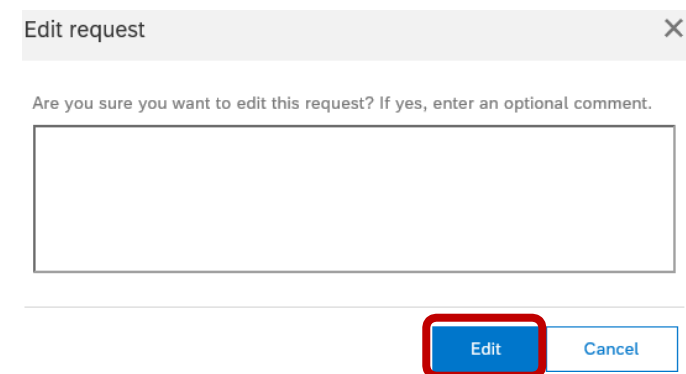
In the folder "All", click on the Purchase Request you would like to edit.



In the next page, click "Edit" up in the right corner.

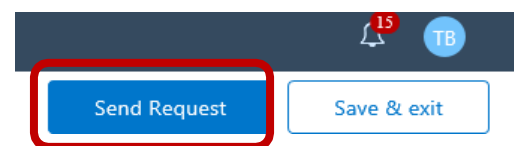


In the pop window, press "Edit". It is optional to add a comment why you want to edit the request.



Now, the Purchase Request" is removed from your approver and back in "edit-mode".

Adjust the request and when ready press "Send request"

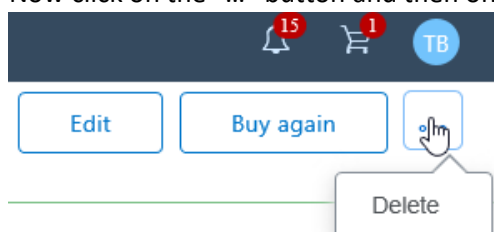


Cancel a Purchase Request

If you want to cancel the Purchase Request, open the folder "Your Requests"

Click on the Purchase Request you want to cancel (see picture on previous page)

Now click on the "..." button and then on the "Delete-pop up"



In the next pop-up window, press "Delete". It is optional to add a comment why you want to cancel the request

Delete request

Explain to approvers why you want to delete this request.

Delete
Cancel

Now the Purchase Request is deleted and no longer appear in "Your Approvals".

Update a purchase order

If you want to update a Purchase Order, then go to you "Your approvals and choose the Purchase Order you want to update.

Click on "Change Request" up in the right corner.

Buy again
Change request

Now you can update the Purchase Order with QTY.

If you need to add a line then please go to the bottom of the page and click "Continue shopping"

Continue shopping

Now you will come to the "Shop" and can add a line by "normal shopping"

Market Place Guided Buying

You are editing request: PR4222 - Poly Blackwire 7225 - hea

Check out
Exit

Find goods and services

Shop
Your favorites
Your requests
Your approvals
Admin

Request a non-catalog item +

When ready press "Send Request" and your change will go thru the approval flow once again.

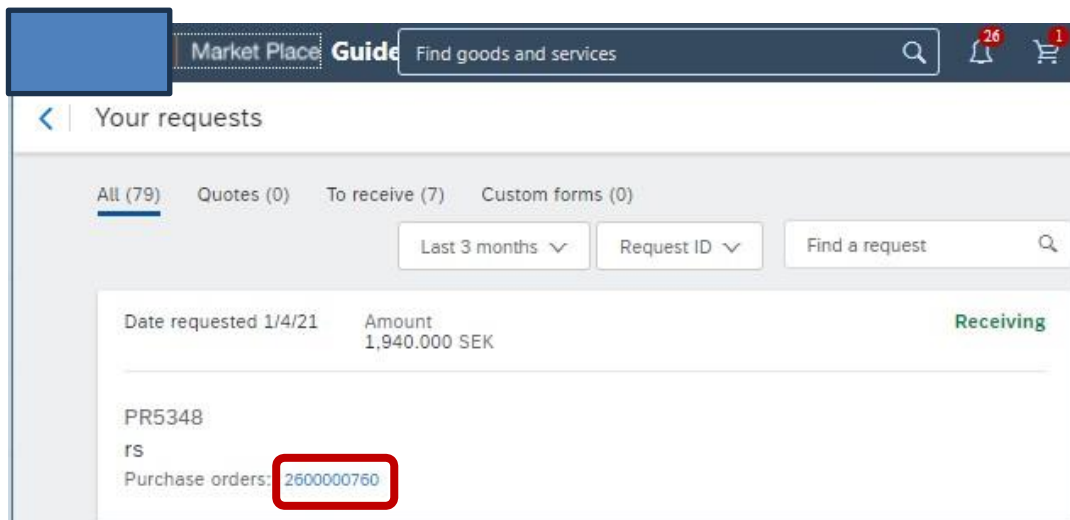
15
TB

Send Request
Save & exit

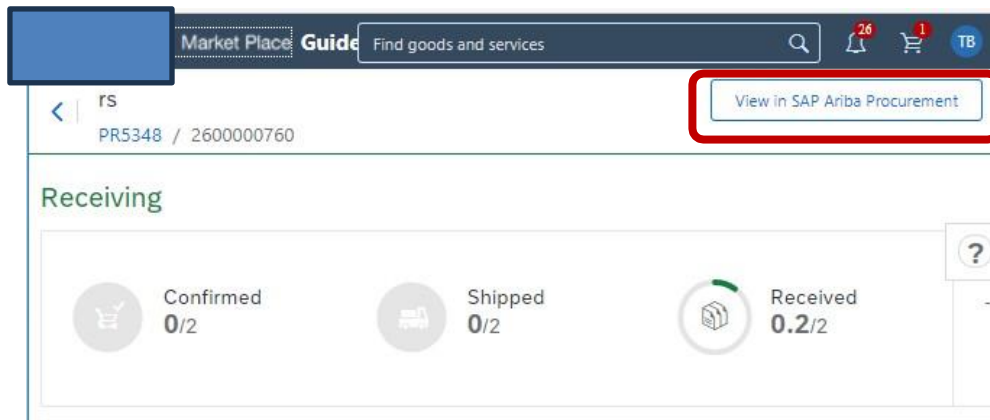
Close Purchase Order Line (s)

In "Your Requests" folder, search for the actual PO number.

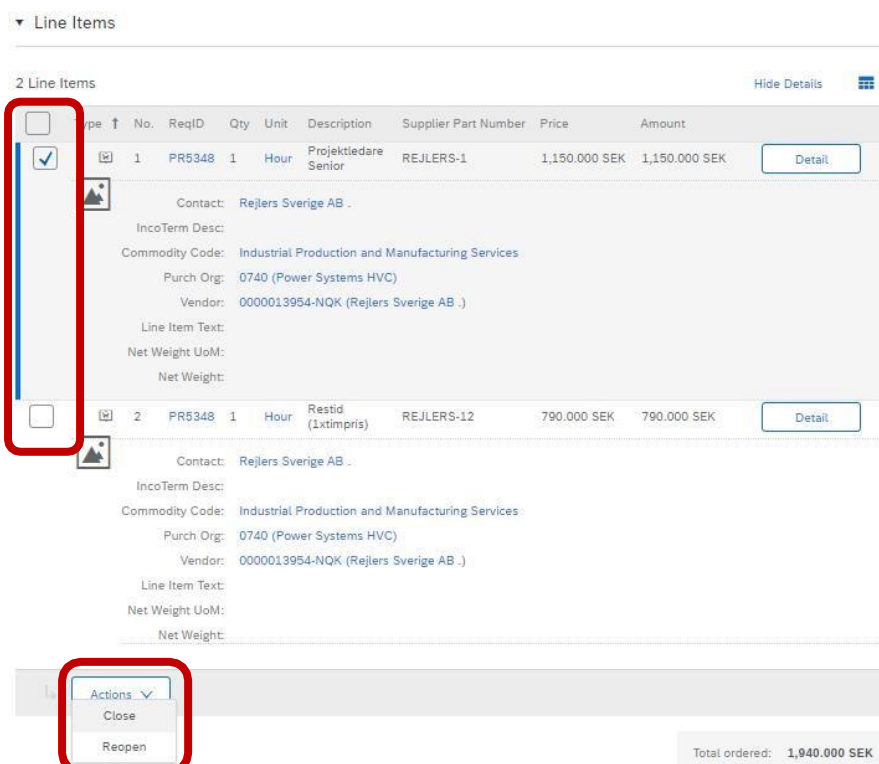
Click on the Purchase Order number



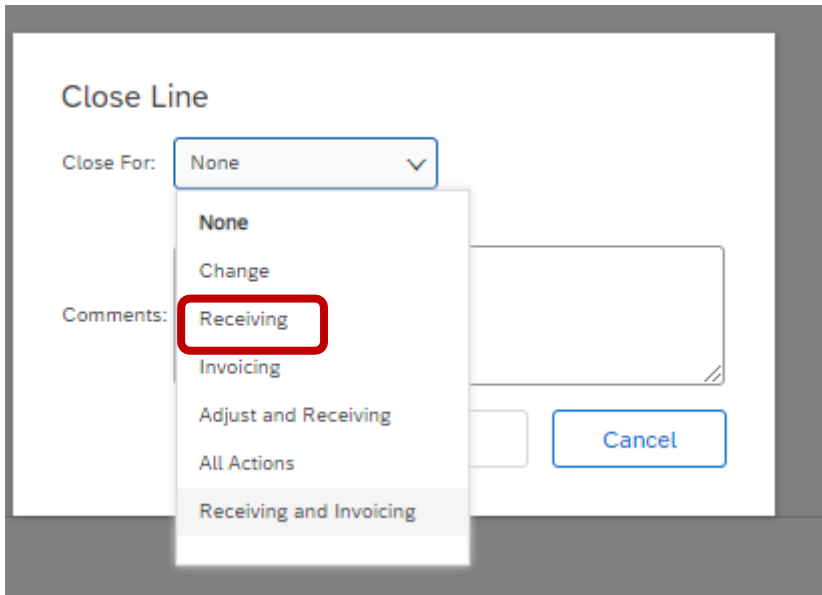
In next page click "View in SAP Ariba Procurement"



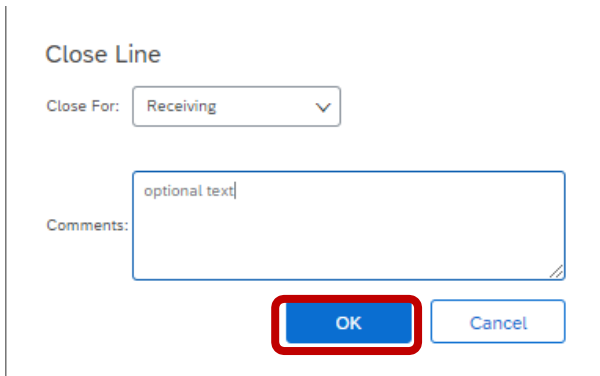
In "SAP Ariba Procurement", scroll down to the "Line Item" and select the line(s) you want to close. Then press "Actions" button. And select "Close"



Now select “receiving” and then press OK.



The image shows a 'Close Line' dialog box. The 'Close For:' dropdown menu is open, showing options: None, Change, Receiving (highlighted with a red rectangle), Invoicing, Adjust and Receiving, All Actions, and Receiving and Invoicing. There is a 'Comments:' text area and a 'Cancel' button.

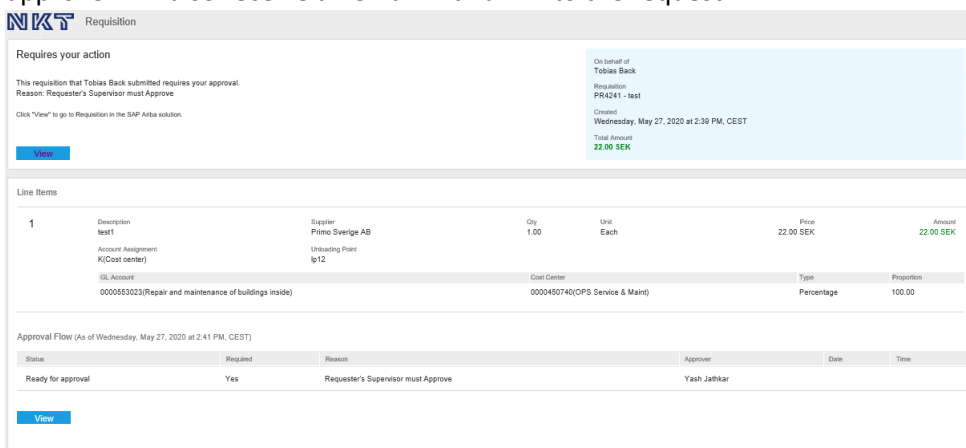


The image shows the 'Close Line' dialog box with 'Receiving' selected in the 'Close For:' dropdown. The 'Comments:' text area contains 'optional text'. The 'OK' button is highlighted with a red rectangle, and the 'Cancel' button is also visible.

Now SAP will be updated!

5. Approve or Deny a Purchase Request

When a Purchase request is send to the approver, the request pop up in the folder “Your Approvals”. The approver will also receive an email with a link to the request:

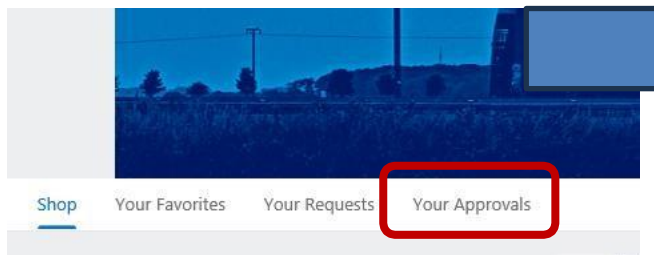


The image shows a screenshot of the SAP Requisition 'Requires your action' screen. It includes a 'View' button, a table of line items, and an approval flow table.

Line Items	Description	Supplier	Qty	Unit	Price	Amount
1	test1	Primo Sverige AB	1.00	Each	22.00 SEK	22.00 SEK

Status	Required	Reason	Approver	Date	Time
Ready for approval	Yes	Requester's Supervisor must Approve	Yash Jathkar		

From start page enter “Your Approvals”



In next page you come the folder "To approve"
 You can approve in two different ways.

- A. **Express-approval** Clic on "Approve" (A)
 - B. **Detailed-Approval** Clic "See details" (B).
- If you choose details approval you will see the complete purchase request.

To **Deny** a Purchase Request you must click "See details" to come to this function (B)

 A screenshot of the 'Approve requests' interface. At the top, there are tabs: 'To approve (8)' (highlighted with a red box), 'To watch (0)', 'Recent approvals (0)', and 'Custom forms (0)'. Below the tabs are filters for 'Type' and 'Last 3 months'. A search bar labeled 'Find a request' is on the right. The main area displays a list of five purchase requests. Each request row includes a request ID, description, requester name, date, amount, and two buttons: 'Approve' (labeled with an orange circle 'A') and 'See details' (labeled with an orange circle 'B').

Request ID	Description	Requester	Date	Amount	Actions
PR3131	Tuggummi	Tobias Back	Requested 2020-02-11	€0.58 EUR	Approve (A), See details (B)
PR3130	TROUSERS HV FLAME NAVY/YE	Tobias Back	Requested 2020-02-11	€1,536.94 EUR	Approve, See details
PR3128	Ahlsell Sverige PunchOut	Tobias Back	Requested 2020-02-11	€327.05 EUR	Approve, See details
PR3127	Ahlsell Sverige PunchOut	Tobias Back	Requested 2020-02-10	€148.00 EUR	Approve, See details
PR3124	Ahlsell Sverige PunchOut	Tobias Back	Requested 2020-02-10	€27.32 EUR	Approve, See details

In the **detail menu** you will find:

1. **Approval Flow:** Status of the request and next step(s) and approver(s).
2. **Comments:** Information from the Requester
 You can add a comment by Click on the "Add" button
 If you want the supplier to see the comment, then tick the box "Share with supplier".
3. **Add attachment** If needed you can add a file to the Purchase Request, max 10 MB

Request details

PR3130 TROUSERS HV FLAME NAVV/YE

1

Approval Flow

Click on the line to add approvers

Request

Yash Jadhkar

Approved

2

Comments

Perfect

Share with supplier

Add

3

Attachments

Drag and drop file here, or [browse](#) to upload

Share with supplier

Add

Ship to

Rennvägen 4
Lyckseley 01
56-371-65
Sweden

Charge to

GL Account (0000431058 (Work clothes and protective materials))

Total Cost

€1 536,84 EUR

Show advanced options

Items (3)

	Quantity	Price	Amount
BERENDSEN TROUSERS HV FLAME NAVV/YELLOW TP LP ARAMIDE 0000015855 (Berendsen Textil Service AB)	3 Each	2 079,00 SEK	6 237,00 SEK
BERENDSEN TROUSERS HV FLAME NAVV/YELLOW TP LP ARAMIDE 0000015855 (Berendsen Textil Service AB)	2 Each	2 079,00 SEK	4 158,00 SEK
BERENDSEN TROUSERS HV FLAME NAVV/YELLOW TP LP ARAMIDE 0000015855 (Berendsen Textil Service AB)	2 Each	2 079,00 SEK	4 158,00 SEK

4. When you have checked the Purchase Request you can choose to "Approve" by click on the button (C) or Deny by click on the button (D).

TROUSERS HV FLAME NAVV/YELLOW TP LP ARAMIDE

PR3223

C Approve Deny D

Submitted

Approval Flow

Click on the line to add approvers

Request

Yash Jadhkar...

Jens Fasthag

Approved

5. If you want to add a comment before sending your approval/deny you can add this in the pop-up window.

Press the blue button "Approve" or "Deny".

If you press Cancel, the request will remain in "Your Approvals" folder

Approve request

Enter an optional comment for the requester.

OK

Approve Cancel

Deny request

Explain to the requester and other approvers why you're denying this request.

Deny Cancel

6. Now the Purchase Request continue the steps in the Approval Flow.

In the folder "Recent approvals" you can see your recent approved requests and the status.

If you are the last person in the approval flow, the system automatically creates a **Purchase Order** in

Click “See details” If you want to have a closer look into the request.

7. Example of detailed information:

Approved Request

Ordering

Comments

Write your comment ...

T Yook Jester
21.1.2020
[OK](#)
[Remove](#)

Attachments

Drag and drop file here, or [browse to upload](#)

Ship to	Charge to	Total Cost
Kamagatan 1 Linnestad 10 SE-371 05 Sweden	GL Account: 000042000 (Other clothes and jewelry - insurance)	€1 536.94 EUR

[Show advanced options](#)

Items ID Purchase order: **000000064**

>	BERENDSEN <small>Berendsen</small>	TROUSERS WY FLAME NAVY/YELLOW TP-LP ABWATRIC 000000055 (Berendsen Travel Service AB)	Quantity 3 Each	Price 3 039.00 SEK	Amount € 293.00 SEK
---	---------------------------------------	--	--------------------	-----------------------	------------------------

Denied request

Market Place

Request details

PR3124 Ahlsell Sverige PunchOut

Denied

Approval Flow

Comments

☐ Share with supplier

16

Tobias Black
 2018-10-10

16

Test of HQ Tobias Black
 2018-10-10

Attachments

☐ Share with supplier

6. Goods Receiving

Receiving in MarketPlace

When the Purchase Order arrives to CUSTOMER XXX, it must be goods received.

In the notification field (the bell) you can find actions that need your attention, and open purchase orders without a goods receipt will be shown here.

ying x Låder Nordic Spirit - annika.to...
ect Travel Concur SharePoint Group Procurement - 01 ...

Aviseringar

Registrera mottagning av beställning 2...

Begär adhoc-artikel +

Begär som ombud för

- You can only report the lines with a "frame " around the figure in the "Accepted" field
If there is no Frame" around the figure, the line is already received. (B)
A : Show original quantity of the Purchase Order.
B: Show previous received Quantity.

2. When you have registered received Quantity, then press "Submit".
The information goes directly to SAP and the order is goods received.

Dina begäranden

Alla (6) Offertor (0) **Att registrera mottagning av (1)** Anpassade formulär (0)

Senaste 3 månaderna ▼ Beställnings-ID ▼ 2600000004 🔍

Om du vill registrera mottagningen av en artikel anger du den kvantitet eller det belopp som du tar emot i fältet **Registrera mottagning**. Klicka sedan på **Sök** för att bekräfta mottagningen. Om du vill registrera mottagningen av en tjänst ska du klicka på **Registrera mottagning**. Du kan hitta vilfri beställning, inklusive helt mottagna beställningar, genom att ange beställningsnumret i sökfältet **Sök efter en beställning**.

2600000004	Leverantör: Berendsen Textil Service AB				1
			A	B	Registrera mottg. (1)
BERENDSEN	TROUSERS HV FLAME NAVY/YELLOW TP LP ARAMIDE	Nr 1	Kvantitet 3	Föreg. accepterat 0	Accepterat 0.00
BERENDSEN	TROUSERS HV FLAME NAVY/YELLOW TP LP ARAMIDE	Nr 2	Kvantitet 2	Föreg. accepterat 2	Accepterat 0.00
BERENDSEN	TROUSERS HV FLAME NAVY/YELLOW TP LP ARAMIDE	Nr 3	Kvantitet 2	Föreg. accepterat 2	Accepterat 0.00

Sök 2

Confirmed receipt submission for 2600000271



OK

Enter actual order line you want to change received Quantity.


In the field "Accepted" adjust with a minus quantity to come to

If the Purchase Order is completed received, the backflush activity must be handled in SAP.

2600000265

Leverantör: Berendsen Textil Service AB

Material



TROUSERS HV FLAME
NAVY/YELLOW TP LP ARAMIDE, 100

Nr
1

Kvantitet
3

Föreg. accepterat
2

Registrera allt ⓘ

Accepterat

Skicka

Reverse a completed Goods Reception

Open the Folder "To receive" in the main folder "Your Requests"

Type in the Purchase Order Number in the search field and press <Enter>

Your Requests

All (22) Quotes (0) **To receive (1)** Custom forms (0)

Last 3 months▼ Order Id▼

If you're receiving an item, enter the quantity or amount you're receiving in the **Receive** field. Then click **Submit** to confirm receipt. If you're receiving a service, click **Receive**. You can find any order, including orders you've fully received, by entering the order number in the **Find an order** search field.

Now, the PO-line is visible and then click on the "Edit" button

2600000273 Supplier: Atea Sverige AB ✓ Received

Poly Voyager 6200 UC - he

Edit

In the next page, click on the "Reopen Order" button (up in the left corner)

ERP Order 2600000401: **Copy of Copy of C**

Select a receipt to work on or view. To sel

Reopen order to continue processing it rec

Reopen order Reopen th

A new receipt document is created (line 2 in the picture below).

Click on the new RC document

Receipts - No Approval Needed

Receipts

Receipt ID ↑	Order ID	Title
RC2190	2600000401	Copy of Copy of Copy of Copy of SHORT
RC2417	2600000401	Copy of Copy of Copy of Copy of SHORT

Order ID: 2600000401
Version: 1

Click on "Edit"

Receipt RC2417: 2600000401 - Copy of Copy of Copy of Copy of SHORT TEXT Description 123456789012:

Order ID: 2600000401
 Order Title: Copy of Copy of Copy of Copy of SHORT TEXT Description 123456789012
 My Labels: [Apply Label...](#)

Line Items - Received by Quantity

No.	Quantity	Full Description
1	1	This is the full text description 1234567890123456789

Enter the reverse QTY in the Accepted field. It must be a minus value (ex -1) and then press "Update Totals"

For a receipt, indicate the amount or quantity to accept or reject for each line item, and the date received. If you reject receipt line items, you must provide comments to explain your action.

Order ID: 2600000401
 Order Title: Copy of Copy of Copy of Copy of SHORT TEXT Description 1234567890123456789
 My Labels: [Apply Label...](#)

Date: Wed, 1
Processing Status: Receh

Line Items - Quantity Fully Received

No.	Quantity	Full Description	Unit	Supplier Part Number	Prev. Accepted	Prev. Rejected	Accepted	Rejected	Total Re
1	1	This is the full text description 1234567890123456789	Each	supplier part number filed checkout	1	0	-1	0	1

Click on "Submit" and then you have reopen the order for a new goods receiving.

Submit this receipt for approval

7. REVISION HISTORY

Ver 5 2021-03-05

- Add Suppressed Order (Page 32)
- Add Close Purchase Order Line(s) (Page 34)

Ver 4 2021-02-02.

- New CAR Template instruction (Page 13-17)
- Updated Adhoc order (Page 18-20)
- Updates Delegate Authority (Page 22)
- Update Purchase Request N, F, P (Page 26)
- NEW – CUSTOMER XXX Material Number (Page 26)
- Update Set Another Delivery Address. (Page 28)
- NEW Mass update details in Check Out (Page 33)
- Reverse a completed Goods Reception (Page 39)