

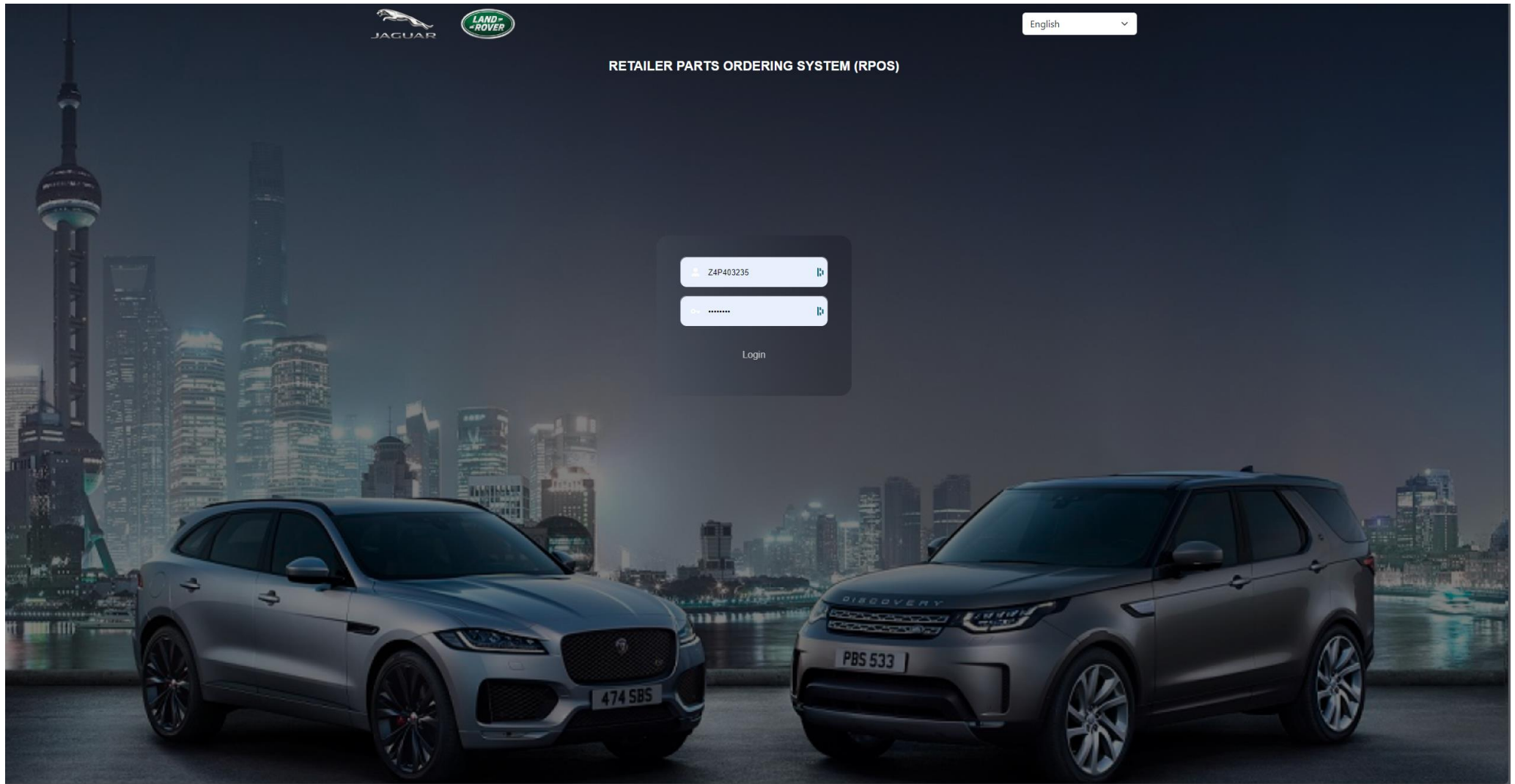
JLR Backorder Maintenance 1: JLR Aged Back Order Auto Cancellation

As of 1/9/24:

1. The 1st to the 14th of each month, you need to actively select the orders you wish to keep.
2. On the 15th of each month, any orders not “retained” will be cancelled and deleted.

Requirements: ERA access, RPOS access

1. Login to [RPOS](#) with the account information.



2. Once in the Home Screen, Access the dropdown box and select "Ordering" then "Orders"

The screenshot displays the Jaguar Land Rover Home Screen. At the top, the Jaguar and Land Rover logos are visible. Below them, a dark green navigation bar contains a hamburger menu icon and the word "HOME". A dropdown menu is open from the hamburger menu, with "Ordering" highlighted by a red circle. Other options in the dropdown include Receipts, Returns, RIM Replenishment, Financial & Shipping Documents, Utilities, Change Password, and Logout. To the right of the dropdown, a "NOTIFICATION" section lists several items with dates and descriptions, each with a downward arrow icon. Below the notifications, a "SALES" section features a bar chart titled "Parts Escalation Profile". The chart shows data for various time intervals: 0-5 Days, 6-10 Days, 11-15 Days, 16-20 Days, 21-25 Days, 26-30 Days, and 30+ Days. The y-axis represents a numerical value from 0 to 15. The 11-15 Days interval shows the highest value, exceeding 15. At the bottom left, there is a "Help" button. On the bottom right, there are three circular icons: a green one with a white arrow, a green one with a white gear, and a green one with a white exclamation mark.

JAGUAR LAND ROVER

HOME

Ordering

Receipts

Returns

RIM Replenishment

Financial & Shipping Documents

Utilities

Change Password

Logout

NOTIFICATION

03/10/2024 - 4P403235 - RIM Review Details

03/10/2024 - 4P403235 - Upcoming RIM Review

02/10/2024 - Please Review Download Files

02/10/2024 - Please Review General Items

02/10/2024 - Please Review Shipping Notes

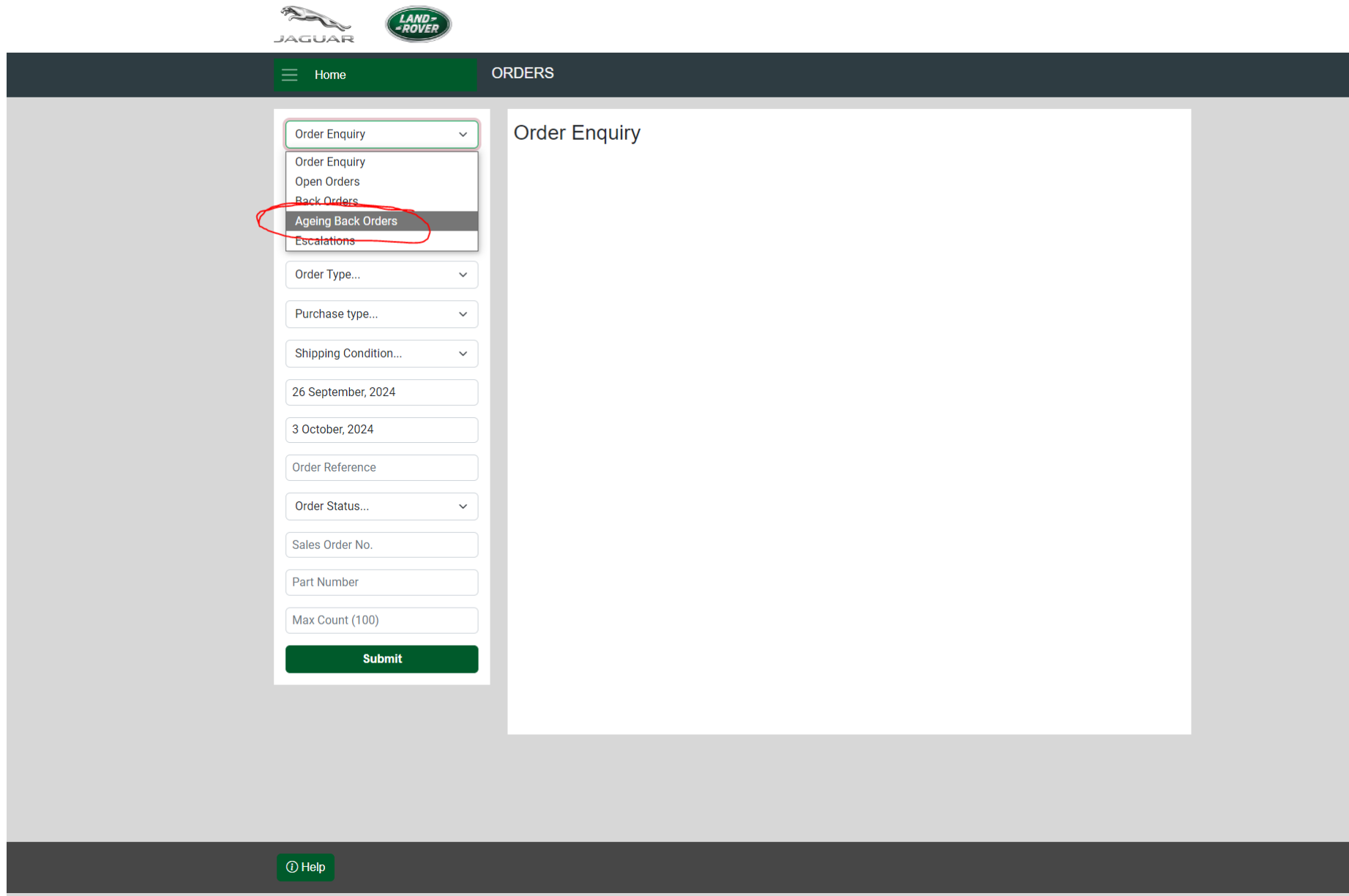
SALES

Parts Escalation Profile

0-5 Days 6-10 Days 11-15 Days 16-20 Days 21-25 Days 26-30 Days 30+ Days

Help

3. In the Orders screen, select the dropdown box and select "Ageing Back Orders"



The screenshot displays the Jaguar Land Rover 'ORDERS' screen. At the top, the Jaguar and Land Rover logos are visible. Below them is a navigation bar with a 'Home' link and the 'ORDERS' title. The main content area is divided into two sections. On the left, there is a form titled 'Order Enquiry' with several dropdown menus and input fields. The first dropdown menu, labeled 'Order Enquiry', is open, showing a list of options: 'Order Enquiry', 'Open Orders', 'Back Orders', 'Ageing Back Orders', and 'Escalations'. The 'Ageing Back Orders' option is highlighted with a red circle. Below this dropdown are fields for 'Order Type...', 'Purchase type...', 'Shipping Condition...', and two date pickers (26 September, 2024 and 3 October, 2024). There are also input fields for 'Order Reference', 'Order Status...', 'Sales Order No.', 'Part Number', and 'Max Count (100)'. A green 'Submit' button is at the bottom of the form. On the right, there is a large empty box labeled 'Order Enquiry'. At the bottom of the screen, there is a 'Help' button.

JAGUAR LAND ROVER

Home ORDERS

Order Enquiry

Order Enquiry

Open Orders

Back Orders

Ageing Back Orders

Escalations

Order Type...

Purchase type...

Shipping Condition...

26 September, 2024

3 October, 2024

Order Reference

Order Status...

Sales Order No.

Part Number

Max Count (100)






Submit










Order Enquiry







Help

4. Open a Parts Inquiry Screen in ERA (2022)

FileEditSetupRunHelp







03 OCT 2024 P285Parts Master EnquirySTORE08 2022

Make : RO

Part# :

PL

Desc

Price

Prc+Tax

1. Description :

Long Description:

Old Part Number :

New Part Number :

2. Other Details

Sales

Help: Enter the part number or ? to display part number search options

5. Open each line up in the "Ageing Back Orders" Screen via the arrow



Home

ORDERS

Ageing Back Orders

Search Options

Z4P403235

Z4P403235

Order Reference

Sales Order No.

Part Number

Submit

Ageing Back Orders

Print Ageing Back Orders Report

	Sales Order No.	Order Type	Order Date	Part Number	O/S	
<input type="checkbox"/>	0216557740	VOR Order	16/01/2023	LR101234	1	<div></div>
<div><div>Description</div><div>Ordered Qty 1</div><div>Cust Data (4264068P)</div><div>Order Ref. LBC114305</div><div><div>Cancel Back Order</div><div>Retain Back Order</div></div></div> <div><div>Sub. Part No.</div><div>Sub. Qty</div><div>Plant</div><div>Delivered Qty</div></div>						
<input type="checkbox"/>	0220773374	VOR Order	28/03/2024	LR101234	1	<div></div>
<input type="checkbox"/>	0220860131	VOR Order	08/04/2024	DQE500040	1	<div></div>
<input type="checkbox"/>	0221453598	VOR Order	07/06/2024	LR131380	1	<div></div>
<input type="checkbox"/>	0221469453	VOR Order	10/06/2024	DQE500040	1	<div></div>
<input type="checkbox"/>	0221988345	VOR Order	31/07/2024	LR131380	1	<div></div>
<input type="checkbox"/>	0222054893	VOR Order	07/08/2024	ASJ710060	1	<div></div>
<input type="checkbox"/>	0222125590	VOR Order	15/08/2024	LR122802	1	<div></div>

6. In the Parts Enquiry screen on ERA, type in the part number and hit "P"

03 OCT 2024 P285

Parts Master Enquiry

STORE200 2022

Part Info : LR101234

PANEL - CONSOLE -

PO#.....	PO Date.	QPR.	OT.	QArr	PO Due..	Rcv Dets..	Cust Name...	Inv#/SO#...
LBC158256	28/03/24	1	NO	0	28/03/24		(Pag) Shipst	4264068P

1 / 1

Command: Enter Custorders Order-summ eXit

Help: Exit from this window

7. For this first one we can see that we have an Invoice number of "4264068P" and that links up to our first ageing back order as it states the same invoice number under "Cust. Data" in the RPOS screen.

<input type="checkbox"/>	0216557740	VOR Order	16/01/2023	LR101234	1	▼
Description			Sub. Part No.			
Ordered Qty 1			Sub. Qty			
Cust. Data (4264068P)			Plant			
Order Ref. LBC114305			Delivered Qty			
<input type="button" value="Cancel Back Order"/> <input type="button" value="Retain Back Order"/>						

****If nothing shows up in the ERA screen after pressing "P" it means it is not your back order to worry about.**

8. Click on "Retain Back Order" if it is still required. Then continue through the list and either retain or cancel your stores' back orders. Ignore the ones that do not apply to your store as mentioned above.

