

# Introduction the Supplier Portal

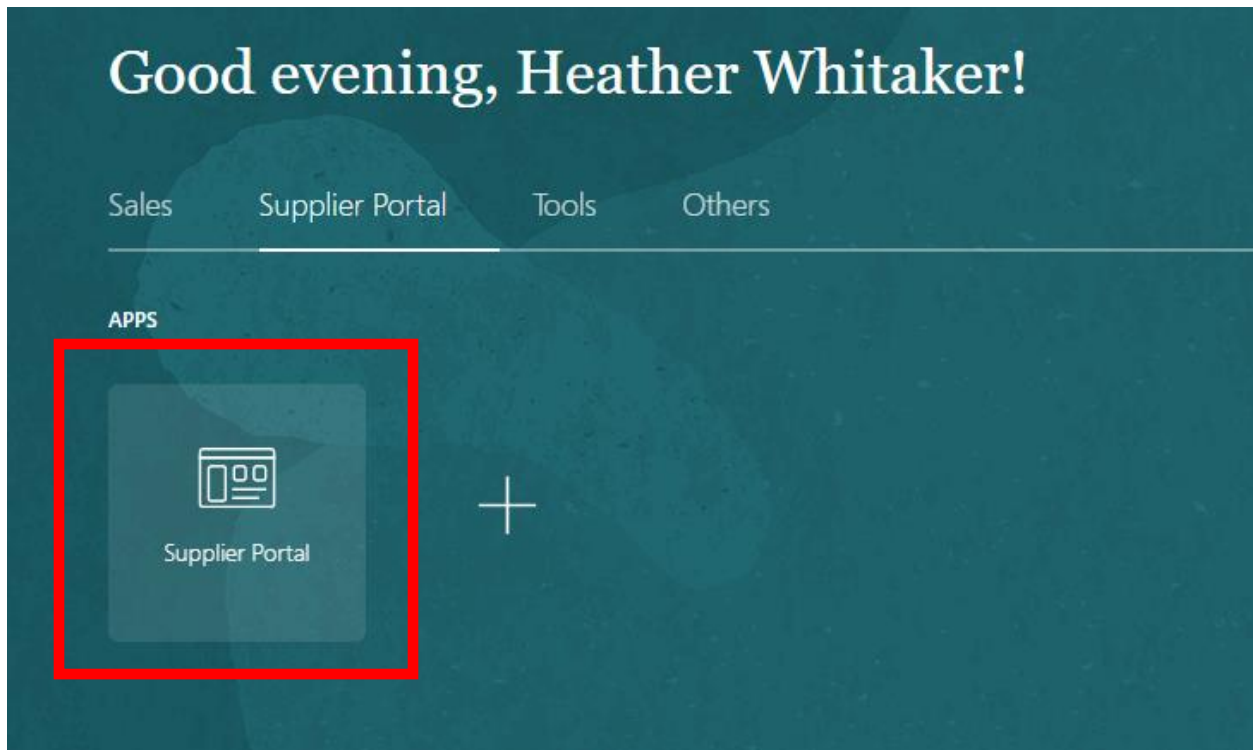


# Introduction to the Supplier Portal

You will learn how to log into the portal, navigate to the available functions and gain an understanding of what each function can be used for.

## Step 1

From the landing page, select the Supplier Portal Button.



## Step 2

Once on the dashboard, select the Manage Orders link in the task list on the left side of the screen.

Search Orders Order Number

Tasks

Contract Manufacturing

- [Manage Production Reports](#)

Orders

- [Manage Orders](#)
- [Manage Schedules](#)
- [Acknowledge Schedules in Spreadsheet](#)

Agreements

- [Manage Agreements](#)

Channel Programs

- [Manage Programs](#)

Shipments

- [Manage Shipments](#)
- [Create ASN](#)
- [Create ASBN](#)
- [Upload ASN or ASBN](#)
- [View Receipts](#)
- [View Returns](#)

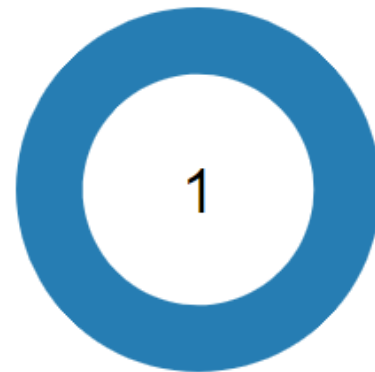
Consigned Inventory

- [Review Consumption Advices](#)
- [Review Consigned Inventory](#)
- [Review Consigned Inventory Transactions](#)

Invoices and Payments

- [Create Invoice](#)
- [Create Invoice Without PO](#)
- [View Invoices](#)
- [View Payments](#)

Requiring Attention



1

■ Schedules Overdue or Due Today

Supplier News

# What are the critical functions available in the Supplier Portal?

## Manage Orders

ODL will no longer send a release against a Blanket Agreement. We will be sending a PO with a separate number each week. The Manage Orders function is where you can review and manage open orders. This is the header level detail of an order.

## Manage Schedules

The schedules are the Line level detail of the Order. This is where you will see the Requested delivery or ship date.

## Manage Agreements

The agreement is the overall master agreement for parts and pricing that ODL will purchase. The Order will pull pricing from the agreement (as well as reference the agreement).

## Manage Shipments

Manage shipments allows the supplier to see what they have shipped against a PO. You can also see this information in the Manage Order.

## Create ASN

ODL now requires ASN's to be sent for all shipments. An ASN (Advanced Shipping Notice) is an electronic version of your packing slip. It allows ODL to see in advance what was shipped and use scanning to compare the shipment against the ASN.

## Upload ASN

You can manually enter the ASN in create ASN or you can use an excel document to upload the information into the portal via upload ASN.

## View Receipts

As ODL receives shipments, the supplier can see those receipts in the view receipt function.

## **View Returns**

When ODL makes a return against a PO/Receipt for receiving errors or a return for a quality issue, the supplier can see the details in the view returns function. The supplier can then make the proper entries in their system.

## **Create Invoice**

Invoices can be created in the Portal, but it is recommended to send your PDF Invoice to the ODL email box for us to process that way.

## **View Invoices**

The view invoices function can be used to assure that an invoice that was sent by the supplier to assure it was received, and check the status including payment number.

## **View Payments**

The view payments function will show the supplier that status of a payment for a particular invoice.