Managing Agreements User Guide





Managing Agreements

You will learn how to manage agreements for your company that have been created between your company and ODL. The agreement is a agreed upon list of part numbers and prices. All Orders generated will be against this agreement for pricing.

Step 1

From the landing page, select the Supplier Portal Button.



Step 2

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



ORACLE	
Supplier Portal	
Search Orders V Order Number	Q
Tasks	
Contract Manufacturing	
Manage Production Reports	Requiring Attention
Orders	
Manage Orders	
Manage Schedules	
Acknowledge Schedules in Spreadsheet	
Agreements	1
Manage Agreements	
Channel Programs	
Manage Programs	
Shipments	
Manage Shipments	Schedules Overdue or Due Today
Create ASN	
Create ASBN	
Upload ASN or ASBN	Supplier News
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	

Building Value Into Building Products*

Step 3

From this page, enter the parameters that would help you search for a specific agreement. Then, click search to find the agreement. Or you can leave it blank to see all available agreements.

ORACLE	습 부 수 🔤
Manage Agreements 🗇	[gee
Headers Lines	
A Search Procurement BU OOL USD Business Unit Agreement	Advanced Manage Watchlist Saved Search All Agreements
Search Results Actions • View • Format • 7 Freze Freeze Detach al Wrap	
Agreement Description	Supplier Site Buyer Agreement Released Currency Status End Date Change Creation Amount Amount Currency Status End Date
No search conducted. Columns Hidden 29	

Step 4

Once you find your agreement, click on the agreement number highlighted in blue.

Manage	Agreements	0								Done
Headers L	ines									
Search Manage Watchlist Saved Search All Agreements						~				
Search Re	esults									
Actions 🔻	View - Format	🕶 🥓 ৃ Til Err 🔝 Freeze 🔛 Detach 🚽 Wrap								
	· · · ·	Description	Supplier Site	Buyer	Agreement Amount	Released Amount Currency	Status	End Date	Change Order	Creation Date
	503865	*** 2023 VDO PO Blanket for Alimetal Dallas *****	VDO	Bowman, M		0.00 USD	Open			7/17/23
		*****2023 VDO All Metal Blanket PO For Color and size Mutin ****	ALL METAL	Bowman, M		0.00 USD	Open			7/17/23
	503869	xxxx2023 Zeeland Blanket PO xxxxx	ALL METAL	Bowman, M		0.00 USD	Open			7/17/23
	503946	**** 2023 VDO Blanket Order *****	VDO	Bowman, M		0.00 USD	Open			7/17/23
Columns	Columns Hidden 29									

Step 4

This will navigate you to the agreement in detail. All part numbers and the agreed upon price will be listed. You can see what has been released and the status of each line as well. If you would like to view it as a PDF, you may do so as well.



Blanket Pu	rchase Agreement:	503865 🗇			Acknowledge View PD	F Actions •	Dgne
ain							
General							
	Procurement BU Agreement Status Buyer Creation Date	ODL USD Business Unit 503865 Open Mark Sovman 7/17/23	Supplier ALL METAL Supplier Site VDO Supplier Contact Supplier Agreement Communication Method None	Start Date End Date Agreement Annount Minimum Release Annount Release Annount Description	Co USD *** 2023 VDO PO Blanket for Alter	setal Dallas ****	
Terms Notes and Attachments Required Acknowledgment Nove Shipping Method			Buyer Managed Transportation Pay on receipt Confirming order				
Addition	nal Information		Context Prompt				
Actions 🔻	Line Item	Description		Category Name UOM	Price Released Expiration Amount Date	Status D	etails
	6 20424006	Muntin Bar, 0.315x0.709x7.200, White, Countour	id, 0 Notch, No Crimp, H or V	Alum Spacers/Key Each	0.1973 0.00	Open	R
	7 20424007 11 20424106	Muntin Bar, 0.315x0.709x6.200, White, Countour Muntin Bar, 0.315x0.709x7.200, Champagne/Clay	id, 0 Notch, No Crimp, H or V r, Countoured, 0 Notch, No Crimp, H or V	Alum Spacers/Key Each	0.1699 0.00 0.1973 0.00	Open Open	12

Step 5

When complete, select the done button.

Purchase Order: 504542	2			Acknowledge	View PDF Actions View PDF	Done	
Main							
▲ General							
Sold-to Legal Entity	VDO US	Supplier	ALL METAL	Ordered	344.74 USD		
Bill-to BU	ODL USD Business Unit	Supplier Site	CARROLLTON	Description			
Order	504542	Supplier Contact		Source Agreement			
Status	Open	Bill-to Location	ZEELAND CORP.OFFICE	Supplier Order			
Buyer	Jehieli Ithzadi Del Angel Francisco	Ship-to Location	VDO-US				
Creation Date	7/19/23						
Terms Notes and Attachments							
Required Acknowledgmen	t No	Shipping Method	lethod		Duwar Managad Transportation		
Payment Terms	1/10 NET 30	Freight Terms	Collect	-	 Buyer Managed Transportation 		
		FOB	Origin	-	 Pay on receipt 		
				-	Confirming order		



