

# Managing Agreements User Guide

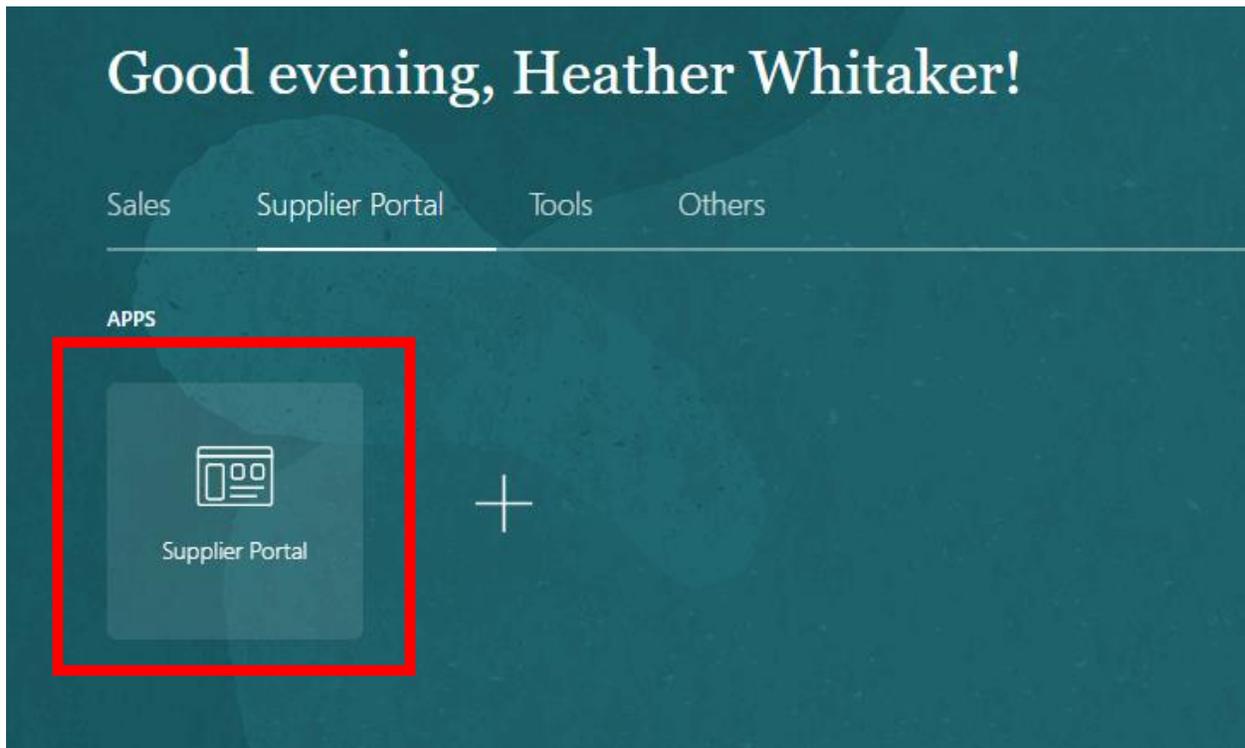


## Managing Agreements

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.

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](#)

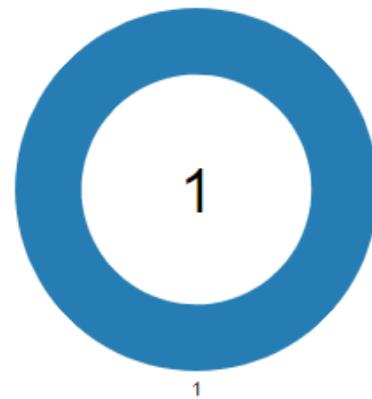
Consigned Inventory

- [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

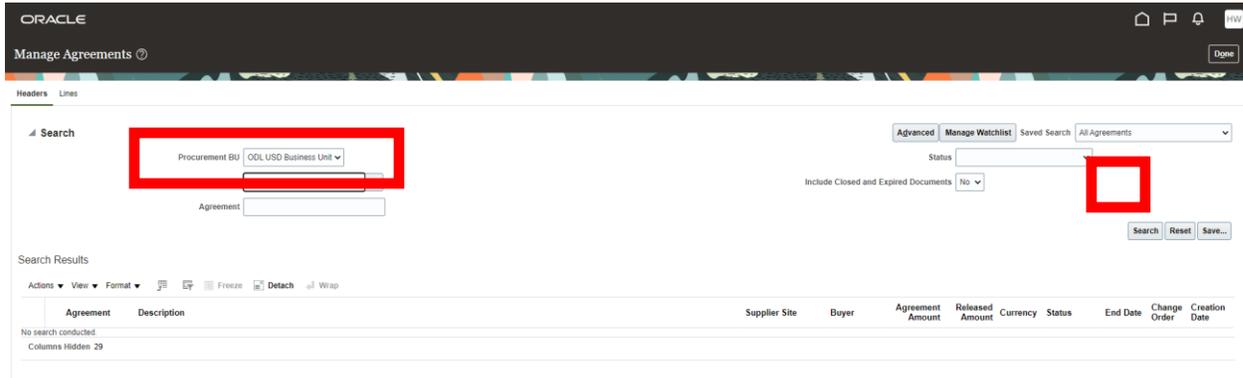


■ Schedules Overdue or Due Today

Supplier News

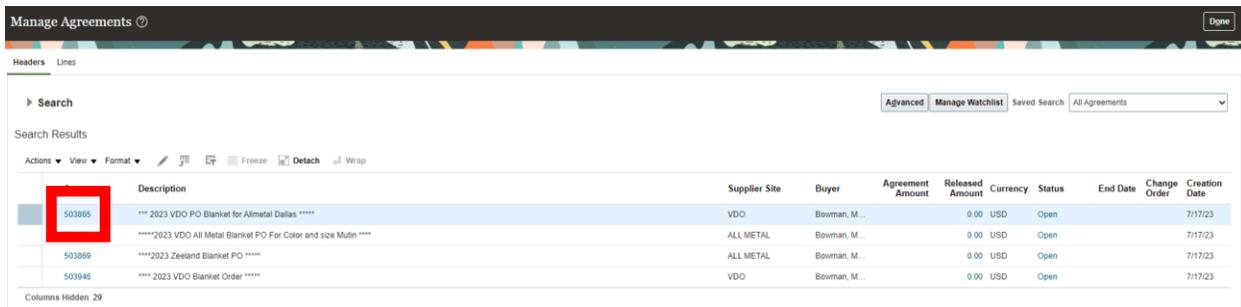
### Step 3

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.



### Step 4

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



### 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 Purchase Agreement: 503865 🔗

Acknowledge View PDF Actions Done

Main

General

Procurement BU ODL USD Business Unit Supplier ALL METAL Start Date  
 Agreement 503865 Supplier Site VDO End Date  
 Status Open Supplier Contact Agreement Amount  
 Buyer Mark Bowman Supplier Agreement Minimum Release Amount  
 Creation Date 7/17/23 Communication Method None Released Amount 0.00 USD  
 Description \*\*\* 2023 VDO PO Blanket for Allmetal Dallas \*\*\*\*

Terms Notes and Attachments

Required Acknowledgment None Shipping Method — Buyer Managed Transportation  
 Payment Terms 1/10 NET 30 Freight Terms Collect — Pay on receipt  
 FOB Origin — Confirming order

Additional Information

Context Prompt

Lines

Line	Item	Description	Category Name	UOM	Price	Released Amount	Expiration Date	Status	Details
6	20424006	Muntin Bar, 0.315x0.709x7.200, White, Countoured, 0 Notch, No Crimp, H or V	Alum Spacers/Key	Each	0.1973	0.00		Open	🔍
7	20424007	Muntin Bar, 0.315x0.709x6.200, White, Countoured, 0 Notch, No Crimp, H or V	Alum Spacers/Key	Each	0.1699	0.00		Open	🔍
11	20424106	Muntin Bar, 0.315x0.709x7.200, Champagne/Clay, Countoured, 0 Notch, No Crimp, H or V	Alum Spacers/Key	Each	0.1973	0.00		Open	🔍

## Step 5

When complete, select the done button.

Purchase Order: 504542 🔗

Acknowledge View PDF Actions Refresh 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 Acknowledgment No Shipping Method — Buyer Managed Transportation  
 Payment Terms 1/10 NET 30 Freight Terms Collect — Pay on receipt  
 FOB Origin — Confirming order

