

Managing Schedules User Guide

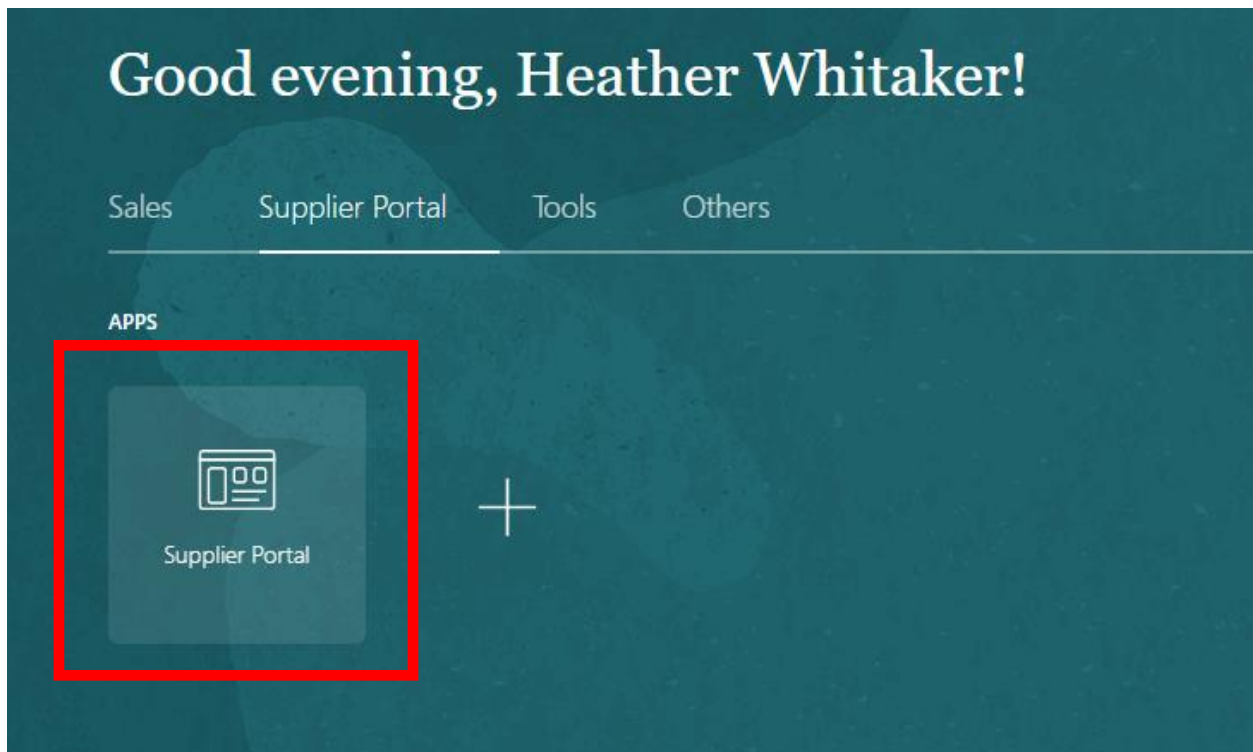


Managing Schedules

You will learn how to manage Purchase Orders line level details (due dates and quantities) for your company that have been sent to you by ODL. From here you will be able view the PO with parts, quantities and due dates as well as print or export the PO into excel.

Step 1

From the landing page, select the Supplier Portal Button.



Step 2

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

Note: You can also view the schedules in the Manage Orders function by clicking on the schedules tab.

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](#)

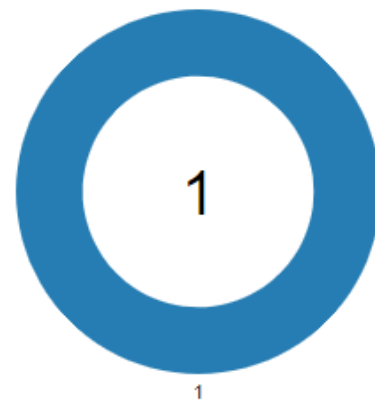
Consigned Inventory

- [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

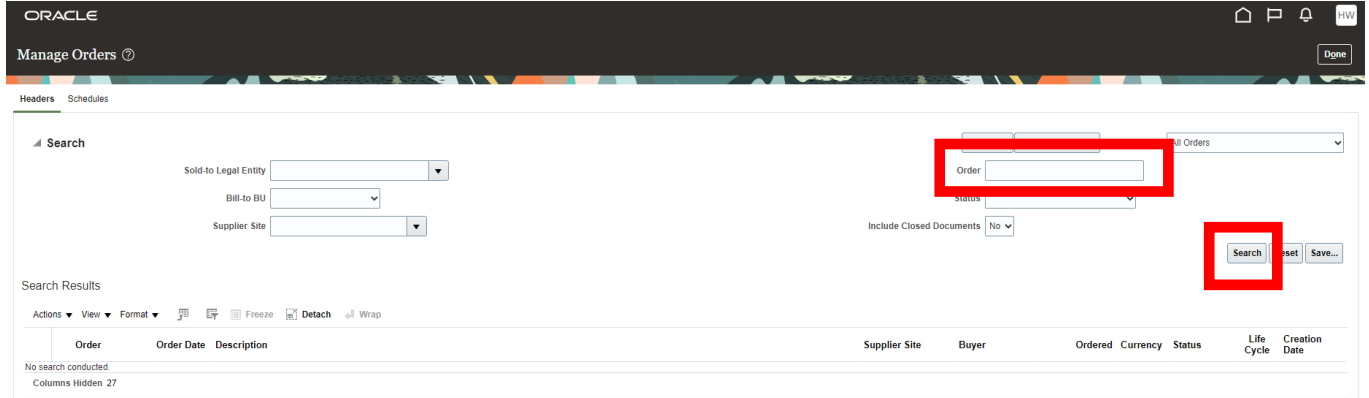


■ Schedules Overdue or Due Today

Supplier News

Step 3

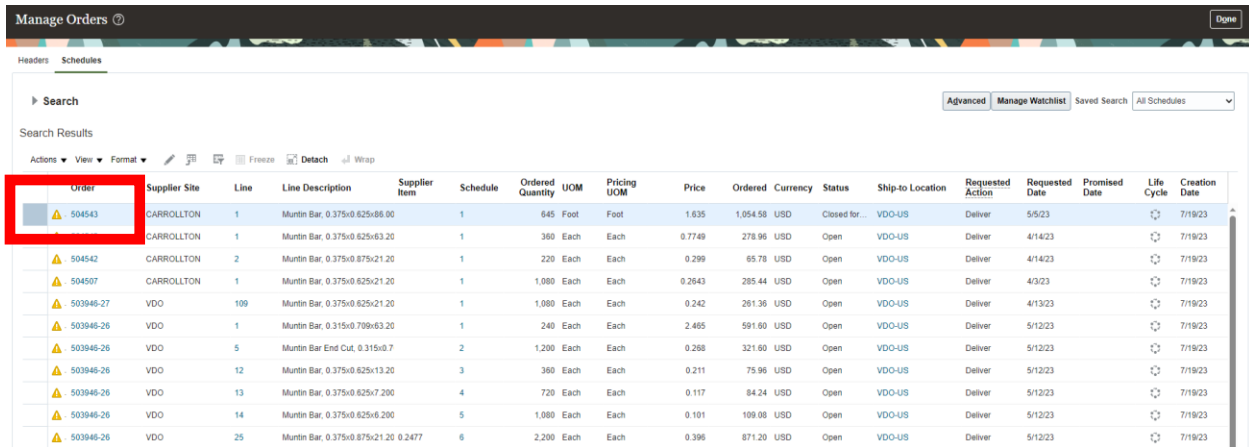
Click on the search button to display a list of the open Purchase Orders for your organization.



Note: If you know the Purchase Order number you want to review, you can enter that number in the order number field.

Step 4

Click on the order number you want to review to get to the PO details.



Step 5

Once in the PO, you can review the details (Item, Qty, Price, Ship-to location, etc).

NOTE. There is a tab for lines (this can be a line for one or many part numbers), but also schedules where you can see the delivery due dates and quantities if there are more then one.

Note: The order life cycle box shows the different status of an order – Ordered, Shipped, Received, etc.

Purchase Order: 504542

Order Life Cycle: Ordered (Amount USD)

General Information:

- 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:
- Status: Open
- Bill-to Location: ZEELAND CORP OFFICE
- Source Agreement:
- Buyer: Jehiel Ithzadi Del Angel Francisco
- Ship-to Location: VDO-US
- Supplier Order:
- Creation Date: 7/19/23

Terms:

- Required Acknowledgment: No
- Shipping Method: Buyer Managed Transportation
- Payment Terms: 1/10 NET 30
- Freight Terms: Collect
- FOB: Origin
- Confirming order

Additional Information:

Context Prompt

Lines: Schedules

Line	Description	Location	Requested Delivery Date	Promised Delivery Date	Quantity	UOM	Name	Status	Life Cycle
1	Muntin Bar, 0.375x0.625x63.200, Black, Flat, 0 Notch, No Crimp, H or V	VDO-US	4/14/23		360	Each		Open	
2	Muntin Bar, 0.375x0.875x21.200, Black, Flat, 0 Notch, No Crimp, H or V	VDO-US	4/14/23		220	Each		Open	

Step 6

Select the Schedule button to view detail dates and quantities due per date.

Schedules

Line	Description	Location	Delivery Date	Quantity	Name	Status	Cycle
1	Muntin Bar, 0.375x0.625x63.200, Black, Flat, 0 Notch, No Crimp, H or V	VDO-US	4/14/23	360	Each	Open	
2	Muntin Bar, 0.375x0.875x21.200, Black, Flat, 0 Notch, No Crimp, H or V	VDO-US	4/14/23	220	Each	Open	

Step 7

From the order, you can export to Excel or Print a PDF.

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	Jehiell 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	Pay on receipt
		FOB	Origin
			Confirming order

Additional Information

Context Prompt

Actions	View	Format	Print	Freeze	Detach	Wrap	Description	Location	Requested Delivery Date	Promised Delivery Date	Quantity	UOM Name	Status	Life Cycle
Export to Excel							In Bar, 0.375x0.625x63.200, Black, Flat, 0 Notch, No Crimp, H or V	VDO-US	4/14/23		360	Each	Open	🔄
Edit							In Bar, 0.375x0.875x21.200, Black, Flat, 0 Notch, No Crimp, H or V	VDO-US	4/14/23		220	Each	Open	🔄
Cancel Schedule														

Step 8

There are several other tasks you can complete on the order.

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

Additional Information

Context Prompt

Lines Schedules

Actions View Format Freeze Detach Wrap

Line	Description	Location	Requested Delivery Date	Promised Delivery Date	Quantity	UOM Name	Status	Life Cycle
1	Muntin Bar, 0.375x0.625x63.200, Black, Flat, 0 Notch, No Crimp, H or V	VDO-US	4/14/23		360	Each	Open	⌵
2	Muntin Bar, 0.375x0.875x21.200, Black, Flat, 0 Notch, No Crimp, H or V	VDO-US	4/14/23		220	Each	Open	⌵

1. You can view the document history, change history or revision history, but you will not be able to make changes to the PO
2. You can acknowledge the PO

Step 9

When complete, select the done button.

Purchase Order: 504542 ⌵

Acknowledge **View PDF** **Actions** **Refresh** **Done**

Main

General

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