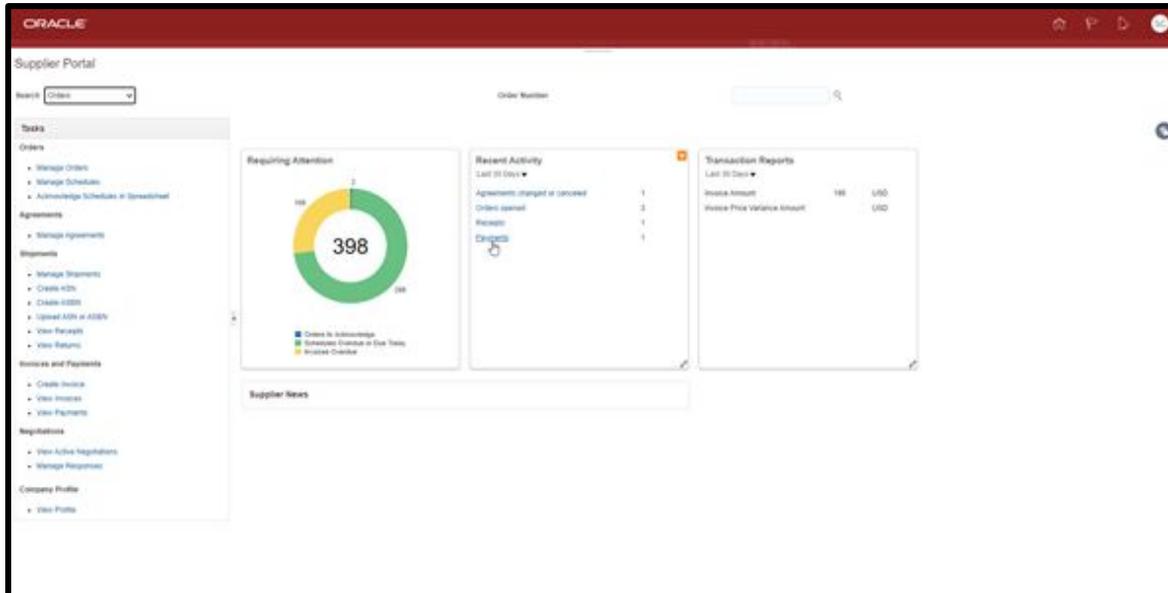


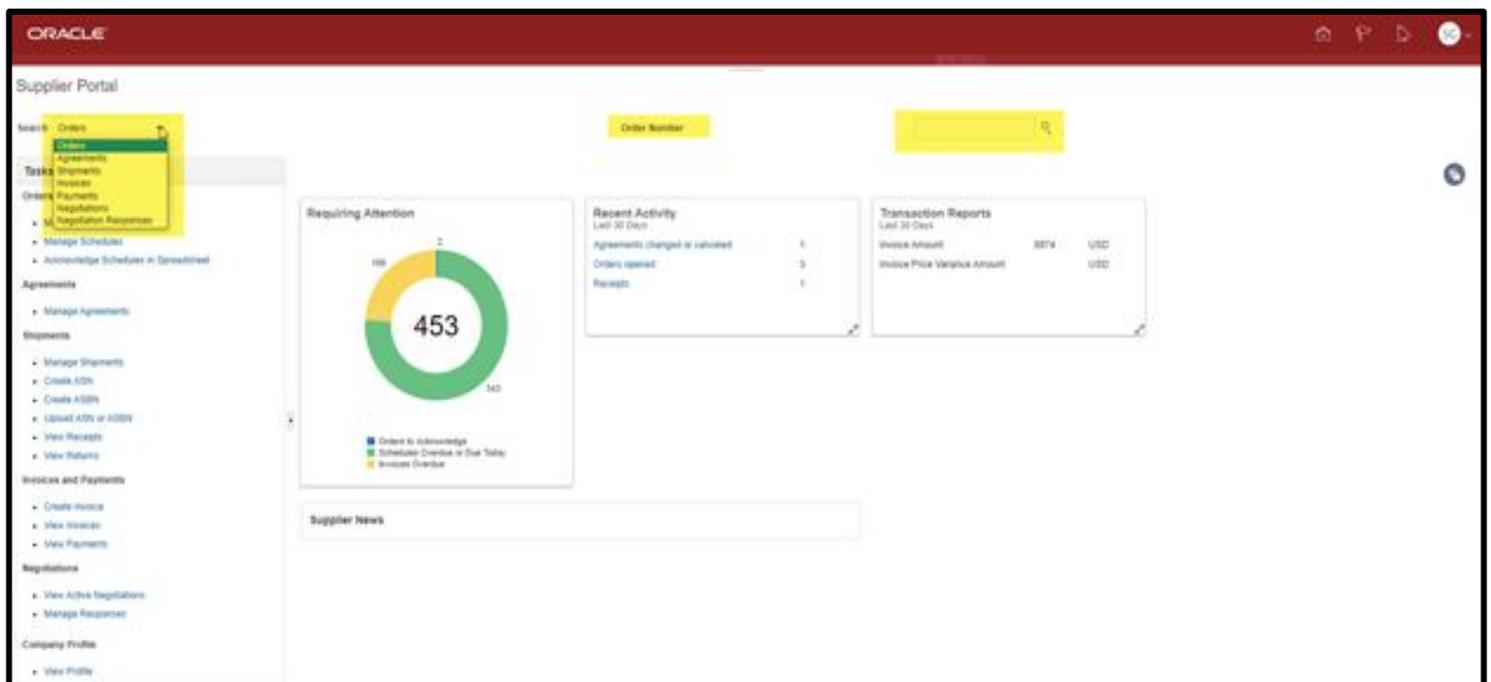
Supplier Portal Dashboard Tips and Tricks

Pie chart – PO status

Blue colored words are links to exactly what the word defines. You can either use the links in the **Menu list** on the left hand side of the screen, or you can use the links in the 3 separate boxes across the middle of your screen. Selecting a slice of the pie chart will take you to just those items requiring attention at the time of your review.



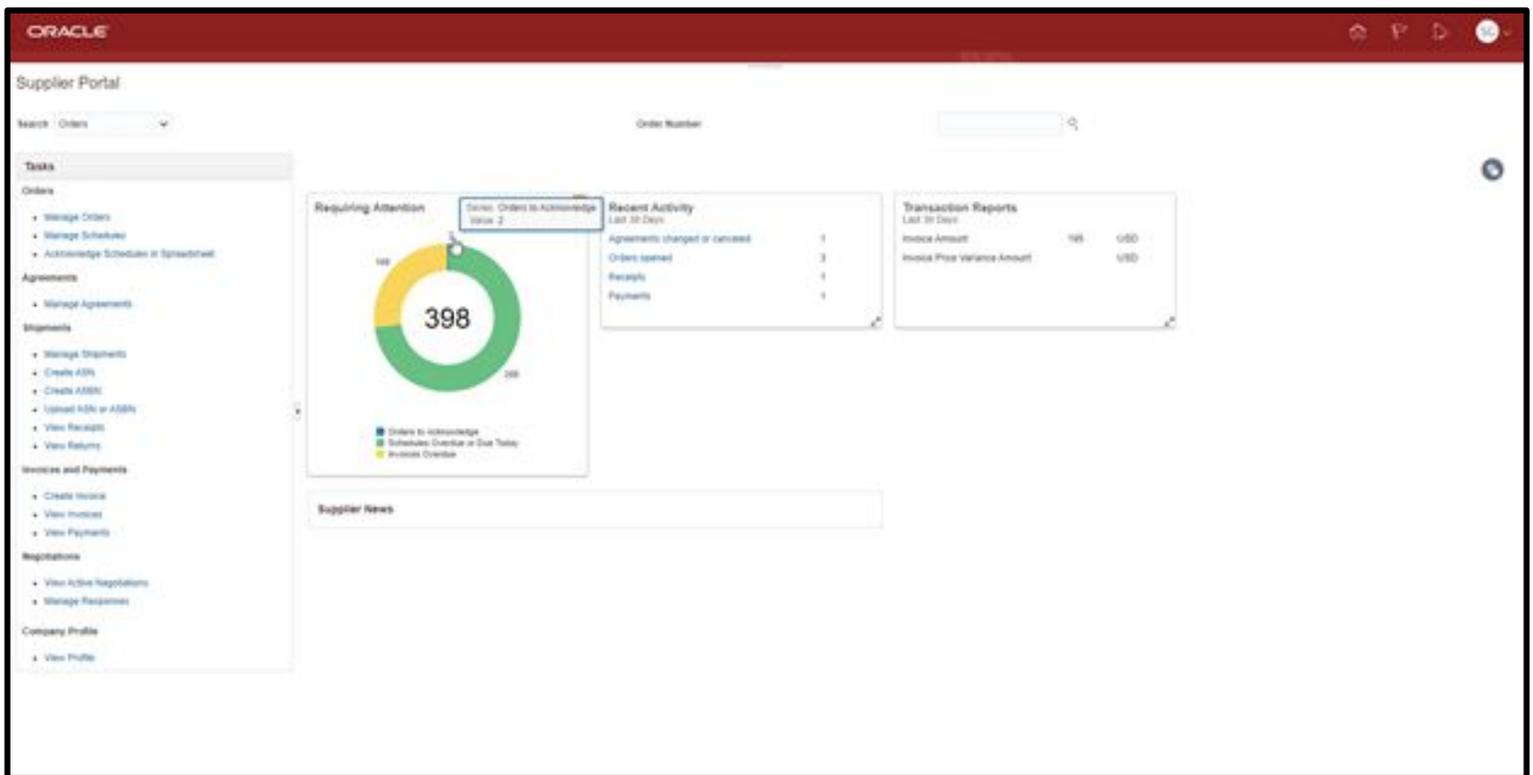
There is a quick search option at the top of the screen that allows you to search by PO number, Invoice number, Shipment number, etc. by selecting the type of item you need to search from the dropdown menu in the upper left corner of the dashboard screen and entering the correlating number in the search field as highlighted in yellow.



Supplier Portal Dashboard Tips and Tricks

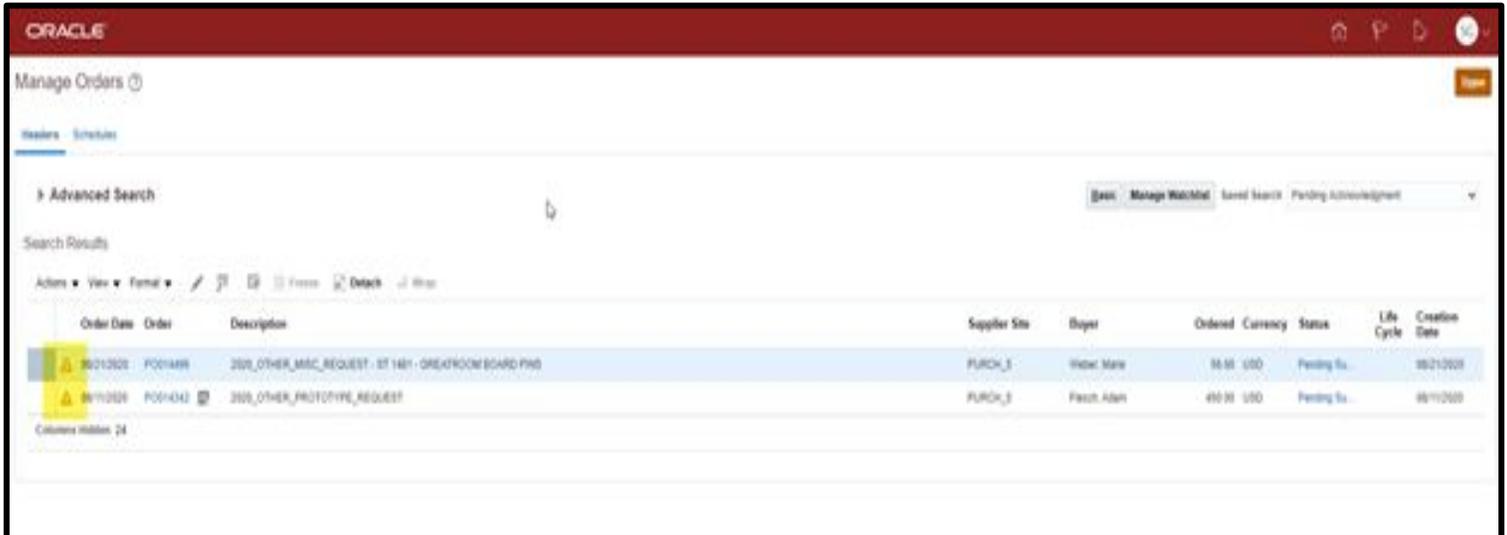
Pending Supplier Acknowledgement required

You can see the status of all POs quickly by using the key of colors under the pie chart and then selecting the color in the pie chart. It will take you to only those POs in that are in the chosen status. Be patient, it may take a moment to bring up the list depending on the number requiring attention. This is very helpful when needing to address a specific PO status, ie Pending Supplier Acknowledgement.



Supplier Portal Dashboard Tips and Tricks

At any time you see a yellow triangle out to the left of a PO, the system is telling you that an action is required. In this instant it's overdue Supplier Acknowledgement on POs and need to be acknowledged immediately.



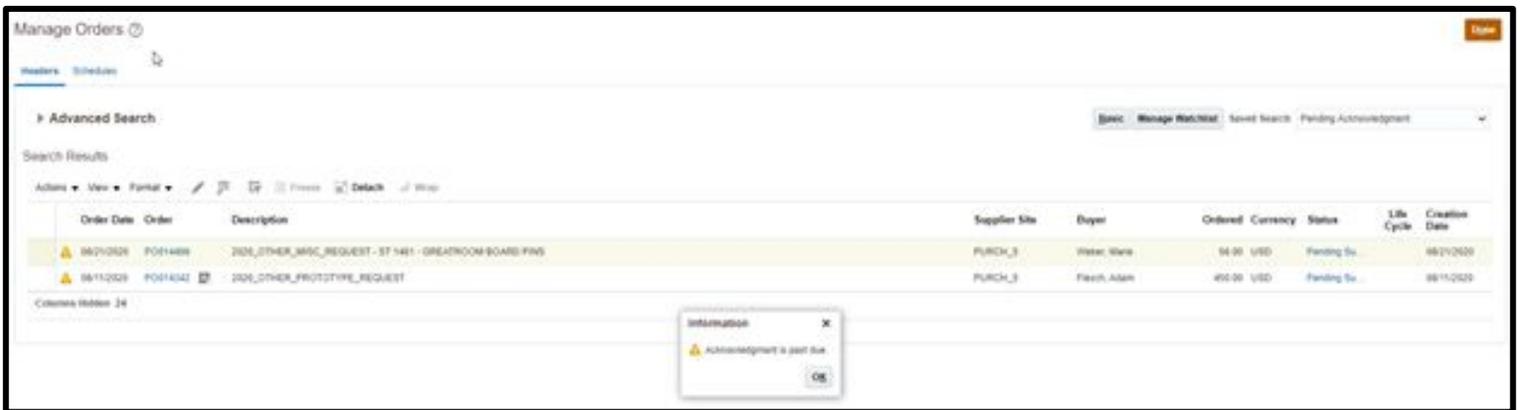
You can hover over it to view the required action as shown below



OR

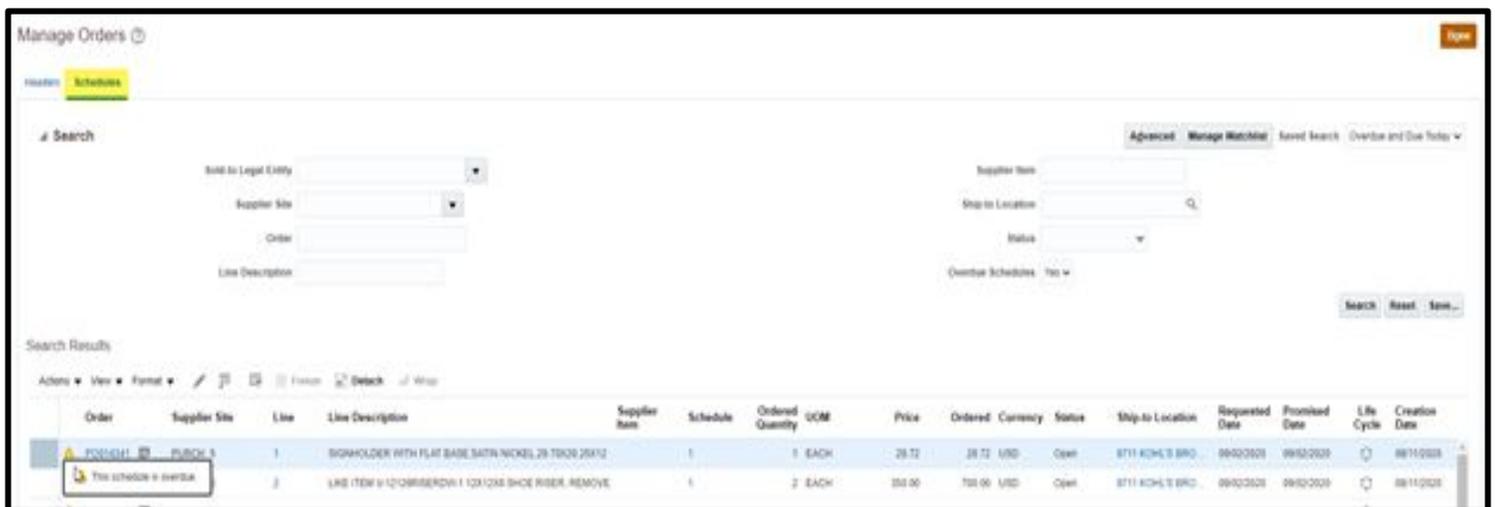
Supplier Portal Dashboard Tips and Tricks

You can click on the yellow triangle and the below message will pop up. You can select ok or the X to close the pop up.



Schedules overdue

This means you have not submitted your ASN and you should do so IMMEDIATELY. It's extremely important so that Logistics can have enough time to properly get routing set up.

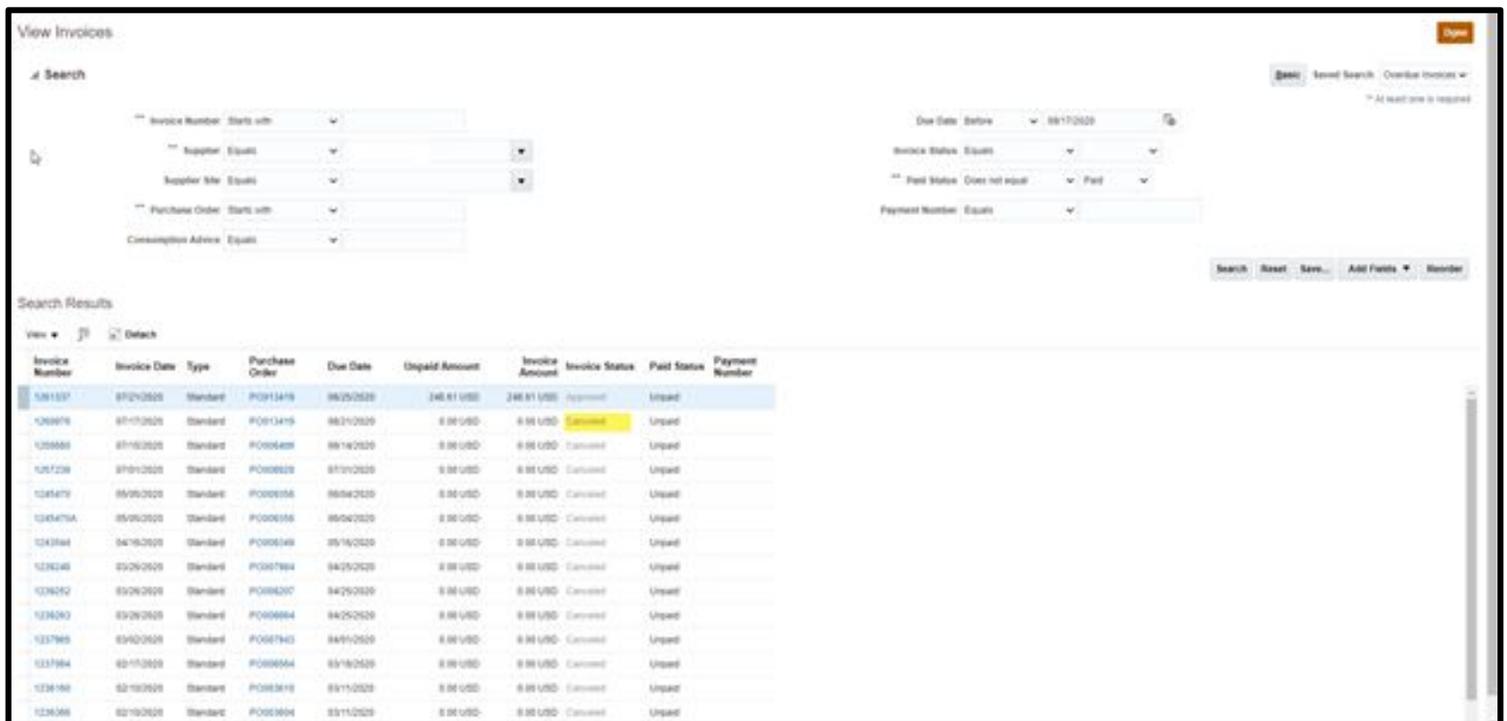


Supplier Portal Dashboard Tips and Tricks

Invoices overdue

This will show you where invoices still need to be submitted for a PO.

NOTE – currently cancelled invoices show up in this section and we are working to have this updated and are no longer flagged incorrectly. Otherwise you're able to see



The screenshot displays the 'View Invoices' interface. At the top, there are search filters for Invoice Number, Supplier, Supplier Site, Purchase Order, and Consumption Address. On the right, there are filters for Due Date (Before 09/12/2020), Invoice Status (Equals), Paid Status (Does not equal Paid), and Payment Number (Equals). Below the filters is a 'Search Results' section with a table of invoices. The table has columns for Invoice Number, Invoice Date, Type, Purchase Order, Due Date, Unpaid Amount, Invoice Amount, Invoice Status, Paid Status, and Payment Number. The first row is highlighted in blue, and the 'Cancelled' status in the second row is highlighted in yellow.

Invoice Number	Invoice Date	Type	Purchase Order	Due Date	Unpaid Amount	Invoice Amount	Invoice Status	Paid Status	Payment Number
106137	07/27/2020	Standard	PO013419	08/25/2020	246.61 USD	246.61 USD	Approved	Unpaid	
106976	07/17/2020	Standard	PO013419	08/21/2020	0.00 USD	0.00 USD	Cancelled	Unpaid	
108660	07/16/2020	Standard	PO004688	08/14/2020	0.00 USD	0.00 USD	Cancelled	Unpaid	
108728	07/01/2020	Standard	PO006219	07/01/2020	0.00 USD	0.00 USD	Cancelled	Unpaid	
124570	05/05/2020	Standard	PO000356	05/04/2020	0.00 USD	0.00 USD	Cancelled	Unpaid	
124570A	05/05/2020	Standard	PO000356	05/04/2020	0.00 USD	0.00 USD	Cancelled	Unpaid	
124394	04/16/2020	Standard	PO000349	05/16/2020	0.00 USD	0.00 USD	Cancelled	Unpaid	
123640	03/26/2020	Standard	PO007894	04/25/2020	0.00 USD	0.00 USD	Cancelled	Unpaid	
123652	03/26/2020	Standard	PO006207	04/25/2020	0.00 USD	0.00 USD	Cancelled	Unpaid	
123650	03/26/2020	Standard	PO006664	04/25/2020	0.00 USD	0.00 USD	Cancelled	Unpaid	
123789	03/02/2020	Standard	PO007943	04/01/2020	0.00 USD	0.00 USD	Cancelled	Unpaid	
123784	02/17/2020	Standard	PO006564	03/18/2020	0.00 USD	0.00 USD	Cancelled	Unpaid	
123658	02/10/2020	Standard	PO003610	03/11/2020	0.00 USD	0.00 USD	Cancelled	Unpaid	
123656	02/10/2020	Standard	PO003604	03/11/2020	0.00 USD	0.00 USD	Cancelled	Unpaid	