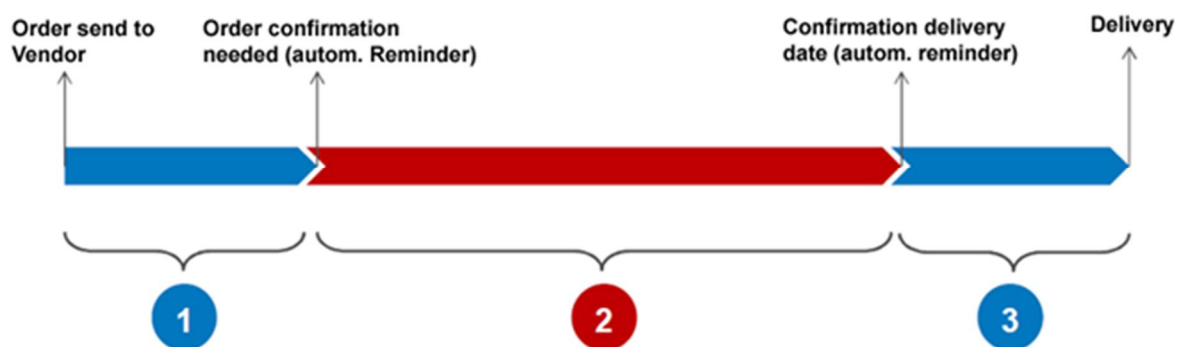


## Overview

In order to reduce communication errors and increase the quality of the delivery dates, we have implemented a new "Tool" in our supplier workplace supporting following processes:

- Acknowledge of order confirmations
- Acknowledge of delivery confirmations
- Early information if a delivery not in the expected time frame, a reason can be submitted

Process view:



- (1) Order confirmation expected – If an order confirmation is not given in the expected time frame, a reminder will be sent out
- (2) Production time frame – If any change for the delivery time needed then we expect a notification with a reason. A catalogue is available with different reasons (Paul Wurth related or vendor related)
- (3) Delivery confirmation expected – If delivery confirmation is not given in the expected time frame, a reminder will be sent out

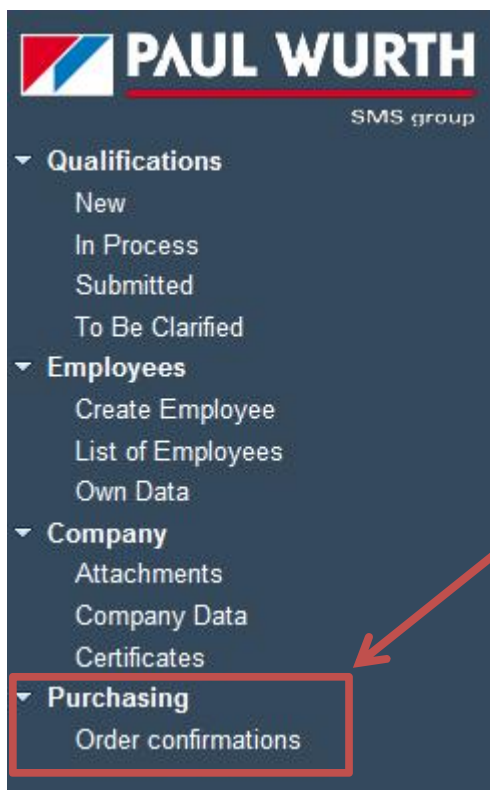
## How-To-Do: Login / Menu

Login in the SLC Database by your known Username and Password.

To be able to use the Supplier Confirmation Tool, it is mandatory to register your company in the Paul Wurth Supplier Data Base.

In case you have already registered your company in the Paul Wurth Supplier Data Base, please use your log-in-data and password for utilization. A new registration is not necessary.

At the left please click on “Order Confirmations”



A menu will open with a list of all your Purchase Orders items which need to be treated:

Start Page > Purchase details

Purchase orders

Filter criteria: Purch. doc.  Filter

Refresh Save Acknowledgment Cancel

S.	Ack.	Purchase Order	Item	Doc. Date	Req. div date	Description	Unit	Ord. qty	GR qty	Ack. qty
	<input checked="" type="checkbox"/>	1090719	00010	19.10.2015	13.03.2014	JEU JOINTS MIDHLSV COMMANDE	Piece	2	0	0
	<input type="checkbox"/>	1090720	00010	30.03.2016	30.04.2016	JEU JOINTS MIDHLSV COMMANDE	Piece	5	0	0
	<input checked="" type="checkbox"/>	1090721	00010	11.04.2016	30.05.2016	JEU JOINTS MIDHLSV COMMANDE	Piece	20	0	0
	<input checked="" type="checkbox"/>	1090721	00020	11.04.2016	01.08.2016	JEU JOINTS MIDHLSV COMMANDE	Piece	10	0	10
	<input checked="" type="checkbox"/>	1090722	00010	26.04.2016	27.05.2016	JEU JOINTS MIDHLSV COMMANDE	Piece	4	0	4
	<input checked="" type="checkbox"/>	1090724	00010	12.05.2016	27.05.2016	JEU JOINTS MIDHLSV COMMANDE	Piece	3	0	3

Shipment notifications

Purchase Order	Item	Unit	Quantity	Conf. Div. Date	Reason	Comment
No result found						

The screen is splitted in two parts. The first table includes all of your purchase orders. Here you can see:

- Orders without order confirmation ("Ack" = blank, Status yellow)
- Orders with order confirmation – ("Ack" filled out, Status green)

Orders which have already been delivered are not in the list.

The second table is for the delivery confirmation. The maintenance is only possible if an order confirmation given.

## Confirmation process

The Confirmation Process tool requests two different kinds of confirmation:

1. Order Confirmation
2. Delivery Confirmation

## 1. Order Confirmation

For the yellow marked lines you can give the ORDER CONFIRMATION by clicking the check box and afterwards click on “Save Acknowledgment”:

<span>Refresh</span> <span>Save Acknowledgment</span> <span>Cancel</span>							
S.	Ack.	Purchase Order	Item	Doc. Date	Req. dlv date	Description	
	<input checked="" type="checkbox"/>	1090719	00010	19.10.2015	13.03.2014	JEU JOINTS MIDI-LSV COI	
	<input type="checkbox"/>	1090720	00010	30.03.2016	30.04.2016	JEU JOINTS MIDI-LSV COI	
	<input checked="" type="checkbox"/>	1090721	00010	11.04.2016	30.05.2016	JEU JOINTS MIDI-LSV COI	
	<input checked="" type="checkbox"/>	1090721	00020	11.04.2016	01.08.2016	JEU JOINTS MIDI-LSV COI	
	<input checked="" type="checkbox"/>	1090722	00010	26.04.2016	27.05.2016	JEU JOINTS MIDI-LSV COI	
	<input checked="" type="checkbox"/>	1090724	00010	12.05.2016	27.05.2016	JEU JOINTS MIDI-LSV COI	

The status icon will turn from yellow to green:

<span>Refresh</span> <span>Save Acknowledgment</span> <span>Cancel</span>							
S.	Ack.	Purchase Order	Item	Doc. Date	Req. dlv date	Description	
	<input checked="" type="checkbox"/>	1090719	00010	19.10.2015	13.03.2014	JEU JOINTS MIDI-LSV COM	
	<input checked="" type="checkbox"/>	1090720	00010	30.03.2016	30.04.2016	JEU JOINTS MIDI-LSV COM	
	<input checked="" type="checkbox"/>	1090721	00010	11.04.2016	30.05.2016	JEU JOINTS MIDI-LSV COM	
	<input checked="" type="checkbox"/>	1090721	00020	11.04.2016	01.08.2016	JEU JOINTS MIDI-LSV COM	
	<input checked="" type="checkbox"/>	1090722	00010	26.04.2016	27.05.2016	JEU JOINTS MIDI-LSV COM	
	<input checked="" type="checkbox"/>	1090724	00010	12.05.2016	27.05.2016	JEU JOINTS MIDI-LSV COM	

→ Purchase Order item CONFIRMED!

Please be aware – you can only confirm the order. Is anything is wrong (Quantity or Requested Delivery Date) please contact the purchasing department directly.

## 2. Delivery Confirmation

After having confirmed the Purchase Order Item, in a second step you can confirm the delivery date of the Item. This tab will only open when the Order Confirmation has been checked!

Select the item by clicking the entire line and underneath will open a new dialog box “Shipment notification”:

In the field “Conf. Div. Date” you can select the Delivery Date.

You have the possibility to confirm it for the requested delivery date (giving a date earlier is not possible) and save it by clicking on the little save button at the beginning of that line:

→ Delivery Date CONFIRMED!

If you cannot assume the requested Delivery date you are obliged to enter the Reason for the delay:

Select the Reason for delay given in a catalogue and specify (if necessary) with a comment which is a free text field (you have 2 kinds of reasons: one from PW side and one from SUPPLIER side).

Click on the icon to save.

→ Delivery Date CONFIRMED with DELAY!

The responsible Buyer will get in touch with you to plan further actions.

## Purchase Order Amendments

In case an amendment will be done on an item which has already been confirmed by your side (Change of delivery date or Quantity), the “Order Confirmation” and/or “Delivery Confirmation” will be set to “zero” and you have to proceed the same steps for confirming the new situation (the amended position). The purchase department will inform you and discuss the order changes.

Position will turn back to yellow meaning it needs your action:

Refresh Save Acknowledgment Cancel							
S.	Ack.	Purchase Order	Item	Doc. Date	Req. dlv date	Description	
	<input checked="" type="checkbox"/>	1090719	00010	19.10.2015	13.03.2014	JEU JOINTS MIDI-LSV COM	
	<input type="checkbox"/>	1090720	00010	30.03.2016	30.04.2016	JEU JOINTS MIDI-LSV COM	
	<input checked="" type="checkbox"/>	1090721	00010	11.04.2016	30.05.2016	JEU JOINTS MIDI-LSV COM	
	<input checked="" type="checkbox"/>	1090721	00020	11.04.2016	01.08.2016	JEU JOINTS MIDI-LSV COM	
	<input checked="" type="checkbox"/>	1090722	00010	26.04.2016	27.05.2016	JEU JOINTS MIDI-LSV COM	
	<input checked="" type="checkbox"/>	1090724	00010	12.05.2016	27.05.2016	JEU JOINTS MIDI-LSV COM	

Shipment notifications				
Purchase Order	Item	Unit	Quantity	Conf. Div. Date
No result found				

If we have a change in the quantity with a different delivery date a new position in the order will be created. You can find such changes as a separate position in the confirmation list.

## Delivery Confirmation Amendments

At any time before Delivery you can enter the System and change the Shipment notification of every item by deleting the old status and updating it afterwards:

	Purchase Order	Item	Unit	Quantity	Conf. Div. Date	Reason
	1090720	00010	Piece	7	13.05.2016	PW - Modified scope of supply after order placement

Remember: the Shipment Notification field will only be changeable after having confirmed the Purchase order by checking the box at the top!

We expect changes at the earliest time.

*Thank you very much for your collaboration!*