Managing Outstanding Purchase Orders - Suppliers

Buyers are using various methods to send their purchase orders to suppliers for example email, normal mail or faxes. And quite often the purchase orders don't reach their destinations, which can have serious repercussions for both buyer and supplier. Fortunately you can now view and manage your outstanding purchase orders on www.webportunities.net. There is no more need to wait for emails or faxes. Once a buyer places an order with your company it will be listed here almost instantly. You will have to be registered on the website. You will also need to be registered with the relevant Buyer Organisation(s) on the same website. If required, download this document for instructions on the registration process on www.webportunities.net.

Once logged in on the website, click the Outstanding orders button on the left side of your screen. This is where you will manage all your outstanding orders. From here you can do the following:

1. Accept or reject the order
2. Send feedback to the buyer
3. Add a revised delivery date
4. Download your official Purchase Order
5. Download a summary of your Purchase Orders
6. View the value and number of Purchase Orders you have and how many currently appear to be late
7. Apply various data filters

Once you have clicked on Outstanding orders you will need to select the buyer for which you want to manage your purchase orders. This can be done by selecting form the dropdown box as per the image below.

Select the buyer by clicking on their name in the list

Once you have selected a buyer you will see a screen resembling the one below. Please note that the numbered callouts correspond to the steps below. If you are not familiar with filters a more detailed explanation will follow.

Select the format for your download here

Apply filters where ever you see this icon

1. At the top you will see a Purchase Order Summary where you can at a glance see the amount of purchase orders you have along with the value as well as how many appear to be late over different time intervals. You can also see the amount of orders that you have already accepted, on how many you have given feedback as well as how many you have received feedback on from the buyers. You can easily filter out any of these groups by simply clicking on the filter icons. So if for instance you want to view all the purchase orders that appear to be 31-60 days late simply click on the filter icon. Doing this will display these items in the data grid below it.

2. You can download your official purchase orders either in Excel or PDF format from here as well. To do this, apply a filter to the Purchase Order column to show only the items for which you still need an official order. If no filter was applied you will download Purchase Orders for all visible items. Now select the format that you want from the dropdown, either Excel or PDF, and click on the Purchase Orders button.
3. To download a summary of your purchase orders follow the above steps and instead of clicking on the Purchase Orders button click on PO Summary.
4. To accept your orders, check or uncheck the box to the right of Accept All to accept or reject all orders on this page. Alternatively individual boxes can be checked or unchecked.
5. To add comments to an order simply type it into the comment box for that line item and click on save. This can be feedback on questions asked by the buyer, explaining a late delivery or anything else.
6. If an order is going to be late, add a revised delivery date by selecting it from the date picker in the Revised Delivery Date column.
7. After you have added any comments or new delivery dates click on the Send Notifications icon to notify the buyer of your feedback.
8. Buyers can also send you feedback and you will be notified via email that you have a notification. When you login to the site you will see an alert on

the Notifications button indicating that you have notifications and it will look like this . If you then click on it you will see a list of all the notifications that you have. Below is an image of one such a notification.

Filtering

Filters can be applied where ever you see this icon and there are various different types of filters as per the examples below.

1. Just click the filter button and the filtered result will appear after a few seconds in the data grid.

		Purchase Order Summary						Order Accepted		Supplier Feedback		Buyer Feedback	
Days Late	Not Late	1-30	31-60	61-90	>91	Total		Yes	No	Yes	No	Yes	No
Order Lines	21	26	2	0	0	49		0	49	0	49	47	2
Value	147 420	18 781	4 692	0	0	170 893		0	170 893				

2. In the Purchase Order column, click on the filter icon - see image below. Here you have the option to sort ascending or descending, clear a filter that had already been applied to the column, search for a text string that you can type into a text box or to check only the purchase order numbers that
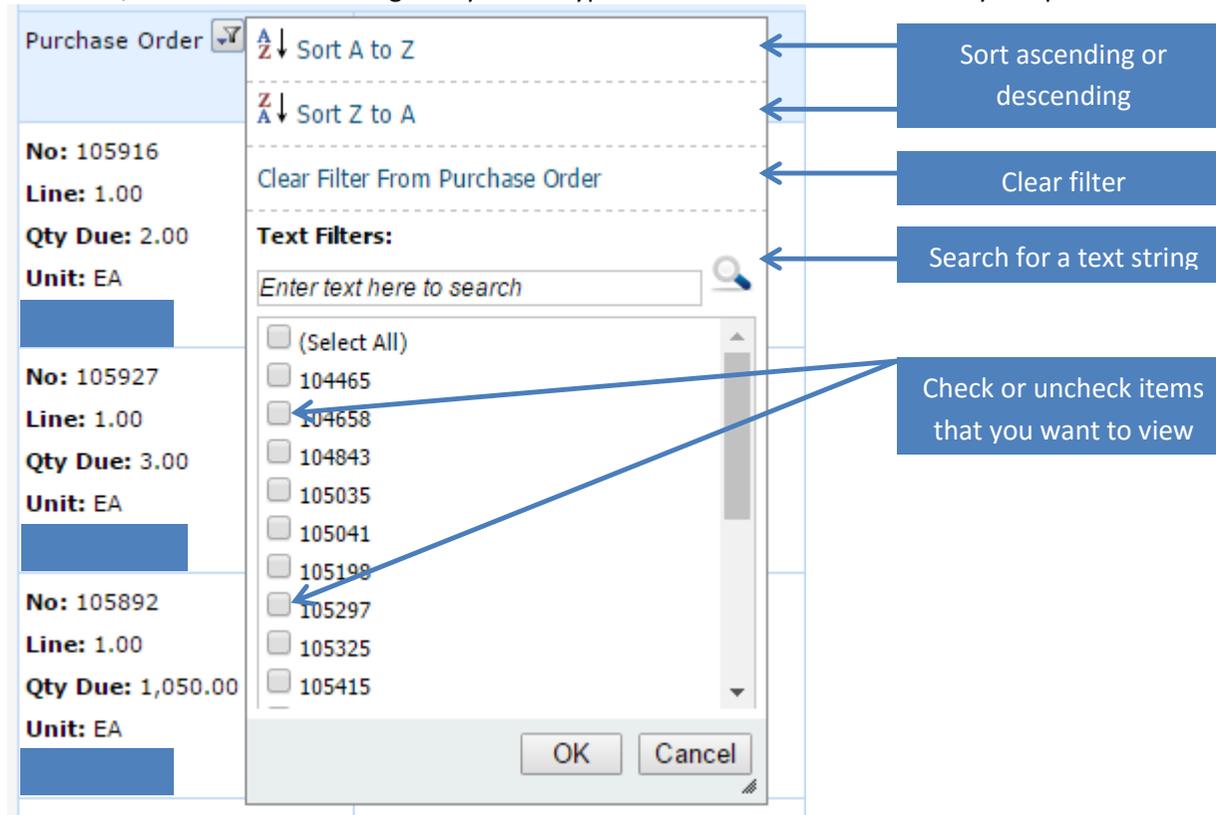
you want see and click on OK.

3. Another type of filter is a date filter as per the image below. Here you can sort ascending or descending, clear a filter that had already been applied to the column. You can also pick three default dates or you can apply a custom date filter by selecting custom and picking the From and To dates from the date picker.

4. To clear all filters simply click on the Remove Filters button

   End…