



## Managing Outstanding Orders on [www.webportunities.net](http://www.webportunities.net)

The management of outstanding orders, or expediting as some of us may call it, is a task not liked by too many people because it is:

- Very time consuming
- Highly repetitive
- Extremely boring

And because of the above, outstanding orders are quite often neglected which could result in very costly production interruptions.

Fortunately this unpleasant task has now become a “breeze” in Tara Nawa. You can now virtually with a few mouse clicks and totally paperless:

- Communicate with all suppliers simultaneously
- View suppliers’ feedback and performance profiles
- Provide feedback to suppliers without cluttering your own email server
- View an “age analysis” of outstanding orders by buyer or supplier

It is recommended that you check suppliers’ feedback on a regular basis as in some cases action or feedback by the buyer may be needed.



**Where is my stuff?**

**Managing Outstanding Orders on [www.webportunities.net](http://www.webportunities.net)**

To manage Outstanding Orders, login and hover your mouse over the Suppliers Icon



and click Outstanding Orders.

**FormView Mode**

The Outstanding Orders Detail page will by default open in “FormView”, displaying only 1 order line per page. On this page a limited number of fields (columns) can be sorted and filtered. You can

enter a comment by clicking this icon , or send an email to the supplier with the option to attach the purchase order by clicking this icon . A comment is immediately visible to the relevant supplier. To just view the purchase order, click this icon .

**Outstanding Orders**

Detail **Summary By Buyer** Summary By Supplier

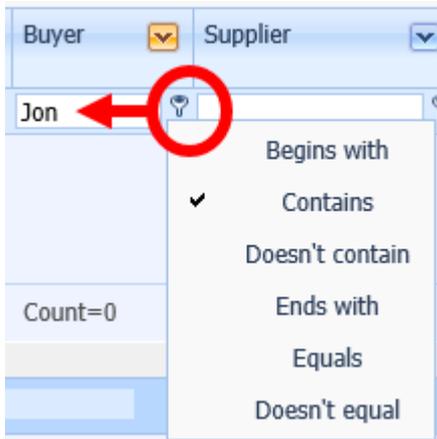
<input checked="" type="radio"/> FormView Mode <input type="radio"/> GridView Mode		 Export to Excel		
Buyer	Supplier	Purchase Order Number	Supplier Comments	Buyer Comments

  	<b>Buyer:</b> Jon <b>Purchase Order Number:</b> 10004 OS <b>Purchase Order Line:</b> 1 <b>Unit Of Measure:</b> EA <b>Price:</b> 0 <b>Order Date:</b> 20 August 2014 12:00:00 AM <b>Days Late:</b> 373 <b>Acceptance Date:</b> <b>Revised Delivery Date:</b>	<b>Supplier:</b> ABC Pty Ltd <b>Supplier Code:</b> 13731 <b>Quantity Ordered:</b> 0 <b>Quantity Due:</b> 0 <b>Description:</b> Paint & Varnish Palfos A14 <b>Delivery Date:</b> 21 August 2014 12:00:00 AM <b>Order Accepted:</b> 0 <b>Accept Reject Date:</b> <b>RDD Update Date:</b>
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Click the small filter icon to the right of the filter window. “Contains” is selected by default, but the choice is yours. Then insert the text to search for in the filter window – see image below, and press enter.



The Supplier and Buyer Comments columns are best search by inserting the word “comment” in the filter window because all comments will contain that word (Comments By).

Supplier Comments	Buyer Comments
comment	
Awaiting amended order <b>Comments By:</b> Jon Jackson <b>On:</b> 02/26/2015 07:27:23 AM <a href="#">Show More</a>	

To remove a filter temporarily, uncheck the checkbox or check it to filter again. To remove all filters permanently, click “Clear” – see image below.



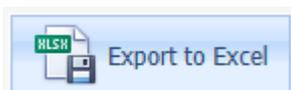
## Sorting

Simply click a column header to sort it in ascending or descending order.

## Column size and position

Columns can be resized by simply dragging the column left or right border. Click and hold/drag a column to a new position if needed.

## Exporting to Excel



Clicking will export all filtered records to MS Excel.

## Sending emails - record level

On record level click this icon  . An email form as below will open. You have the following options:

- Change the email address of the main recipient (To Email Address).
- All other contacts for the relevant supplier are CC'd. You can uncheck here if needed.
- A copy of the relevant purchase order line in PDF format can be attached. You have the option to uncheck this.
- The Subject contains a default subject which can be changed if needed.
- The Message Body contains a default message with the logged in user's name at the bottom. This message can be changed if needed. **It is recommended not to remove the sentence "Don't reply to this system generated email."**
- When done, click on Send email. Alternatively just close the window by clicking  .
- Note that you can also send an email to suppliers not registered on [www.webportunities.net](http://www.webportunities.net).

Send Email ✕

Fields with \* indicates required field.

**\* To Email Address:**

**CC Email Address:**  Connie van Basten (foskor@bmgworld.net)  
 Robert Pieterse (phalaborwa@bmgworld.net)

**\* Subject:**

**Attachment:**  OutstandingOrders.pdf

**Send With Attachment:**

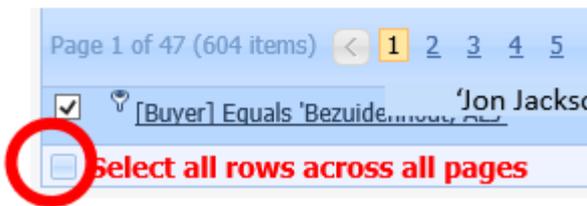
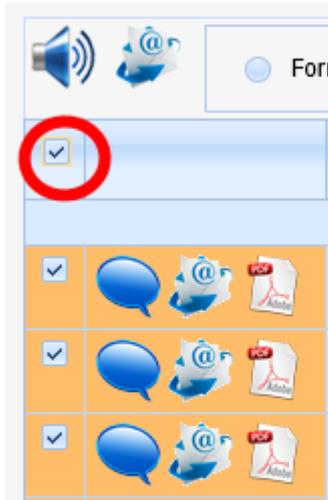
**\* Message Body:**

Please provide feedback on the above order on our website at [www.webportunities.net](http://www.webportunities.net) .  
  
 Don't reply to this system generated email.  
  
 Regards  
  
 Ami Hugo

Send eMail

## Sending emails - header level

If you want to send the same email to multiple suppliers, you can apply filters of choice. Once done you can select suppliers by clicking the checkboxes in the records. Alternatively you can select/unselect the checkbox in the Header (see image below) which will select/unselect all records on the current page. If you want to select all suppliers on all pages, check/uncheck the checkbox to the left of **“Select all rows across all pages”**.



Once you are done with your selections, click this icon  in the Header. Make changes in the Subject and Message body if needed. Then click Send Email or Cancel, or just close the form. The email will be sent to all selected suppliers **(even those who are not registered on [www.webportunities](http://www.webportunities.net))** and all additional contacts on the database.

Send Email X

<b>Send To:</b>	<input type="text" value="All selected suppliers"/>
<b>Subject:</b>	<input type="text" value="Foskor Phalaborwa - Feedback required for open purchase orders"/>
<b>Message Body:</b>	<div style="border: 1px solid #ccc; padding: 5px; min-height: 150px;">           Please provide feedback on all open purchase orders on our website at <a href="http://www.webportunities.net">www.webportunities.net</a> .             Don't reply to this system generated email.             Regards             Ami Hugo         </div>
<input type="button" value="Send Email"/> <input type="button" value="Cancel"/>	



## Sending notifications - header level

If you want to make double sure that suppliers will receive your communications you can send a notification by clicking this icon  in the Header. But before you do that, filter and select your suppliers as described above and then click that icon for the form below to appear. You'll get a message at the top about how many recipients are due to receive your notification. The system will select unique suppliers, so if the same supplier appears 10 times because he has 10 order lines, he'll get the notification only once. **Note that suppliers with no outstanding orders will not be available here. If you need to send email or a notification to all suppliers regardless of outstanding orders or not, then use the "Supplier Information" option by hovering on the Suppliers icon.**

A default message is inserted (see image below) which can be changed. Once done, click OK or Cancel.

### Send Notification ✕

The notification below will be posted to 288 Supplier(s). You can change the notification if needed. Click OK to continue else Cancel.

Please provide feedback on all your open purchase orders on this website!

OK

Cancel

Each supplier selected will receive:

1. An email warning him about the existence of a Notification on [www.webportunities.net](http://www.webportunities.net) with a hyperlink to take him to the website.



2. When the supplier logs in on the website, he'll see this . And when clicking that icon, he will see his notification(s) as below. That notification is hyperlinked and will take him directly to his Outstanding Orders if the supplier is registered with the Buyer on the website.
3. Notifications will only work for suppliers who are registered with the buyer on the website.

**Notifications** ✖

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**Attention:** Elmo Erasmus  
 Please provide feedback on all your open purchase orders on this website!  
 Posted: 29 Aug 2015, 15H14

Mark as read

✖

[See All](#)

## The Supplier's Experience

1. The supplier will immediately see the Buyers comments/feedback and can actually filter for all purchase order lines with buyer feedback. Unlimited comments can be captured by supplier and buyer.
2. The supplier can click this icon  to send a notification to 1 or more buyers. The buyer(s) will receive an email warning about the notification and then logging in, will be able to read the notification as described above for the supplier.
3. **Note that apart from comments, the supplier can indicate Order Acceptance (or not) or a revised delivery date.**

Order Accepted		Supplier Feedback		Buyer Feedback	
Yes	No	Yes	No	Yes	No
3	19	11	11	1	21
15 452	45 172				

 **Order Lines: 1**

Supplier's Feedback		Buyer's Feedback	
<p>▼ Comments ⓘ</p> <p>This order will be delivered on 20 Sept 2015.  <b>Comments By: John Drake</b>  <b>On: 8 Aug 2015 09:08:02</b></p>	<p>Revised Delivery Date ⓘ ▼</p> <p>Thank you for the update.  <b>Comments By: Joe Soap</b>  <b>On: 8 Aug 2015 09:30:01</b></p>		

## Summary By Buyer

The Summary By Buyer tab will display Outstanding Orders in time intervals of “lateness” as per the image below.

1. The Supplier “button” can be dragged and dropped to the right of the Buyer. In that case all suppliers will be displayed for the relevant buyer.
2. Right-clicking a header for example Grand Total, will give you the option to sort the Buyer by that column.

### Outstanding Orders

Summary By Buyer

Supplier

Lines Late  Interval Days

Buyer

	<0...Not Late	1-30	31-60	61-90	91...More	Grand Total
Mary J	44	21	8	2		75
John G	20	32	36	10	90	188
Tom W	97	48	11	3	2	161
Grand Total	161	101	55	15	92	424

Sort "Buyer" by This Column

## Summary By Supplier

The Summary By Supplier tab will display Outstanding Orders in time intervals of “lateness” as per the image below with exactly the same functionality as described above.

### Outstanding Orders

Summary By Supplier

Page 1 of 13 (310 items)         ...

Buyer

Lines Late  Interval Days

Supplier

	<0...Not Late	1-30	31-60	61-90	91...More	Grand Total
Mary's Shop			1		1	2
XYZ Pty Ltd	5				1	6

End...