Guideline
Supplier Processes

Order Processing
Technical Connection
Bid Submitting
Requests for Information
Submitting Bids at Auctions
Document Retrieval

Version 4.5.0

August 2010

Table of contents

1 General Functions

1.1 Standard toolbar

The standard toolbar is available to you if you can create, save and edit records such as orders and customers.

Explanation of the functions:

- **Close window**: Closes the current window without saving the record (for example, an order). Displays the parent page, such as an overview of all orders or the user cockpit.
- **Save and close**: Saves the current record and closes the window. The record is also saved with every new login.
- **Create new record**: Creates a new record. This record will be saved only by changing tabs or by clicking on *Save and Close*.
- **Copy record**: Copies the current record and creates an identical new record. Only the title is changed.
- **Delete record**: Deletes the record. It may not be reproduced later.
- **Resubmission**: Creates a resubmission. This is where you can send an e-mail with a link to the record to yourself or another user. You will then find this e-mail, until it is sent, under *Administration -> Resubmissions*. A resubmission is sent the next day at the earliest.
- **Track status**: Shows you which user created the record on which date and when it was last amended by which user.
- **Print**: Creates a PDF file of the record and opens it in a new browser window. These can then be printed out or saved. **Warning:** The window will not open if the popup blocker is activated.
- **Record navigation**: You can navigate through the existing records with this arrow symbol. The first arrow loads the first record in the overview. The middle arrows open the previous or next record. The last arrow loads the last record in the overview.

1.2 General navigation:

The toolbar on the top right edge of the browser window can be used for navigation and information.

Explanation of the functions:

- **User Cockpit**: Loads the user cockpit that gives you an overview of your current transactions and the facility to easily create new records.
- **Contact and service**: Opens the contact and service area that displays contact data of the provider and the current version.
- **Show / Hide menu bar**: Shows or hides the menu bar on the left side of the browser window.
- **Log out**: Ends your current session after asking for confirmation
- **Your user name**: By clicking on the link, you can easily call up your user details from the user administration.

2 Administration

2.1 Login and language selection

If your client has created an access to the ONVENTIS Software for you, the system will automatically mail you your access data.

Go to the internet site given in the e-mail and login with the access data provided.

In addition to that you also have a variety of languages to select from for logging on to the system. Select the desired system language in the *Language* selection menu.

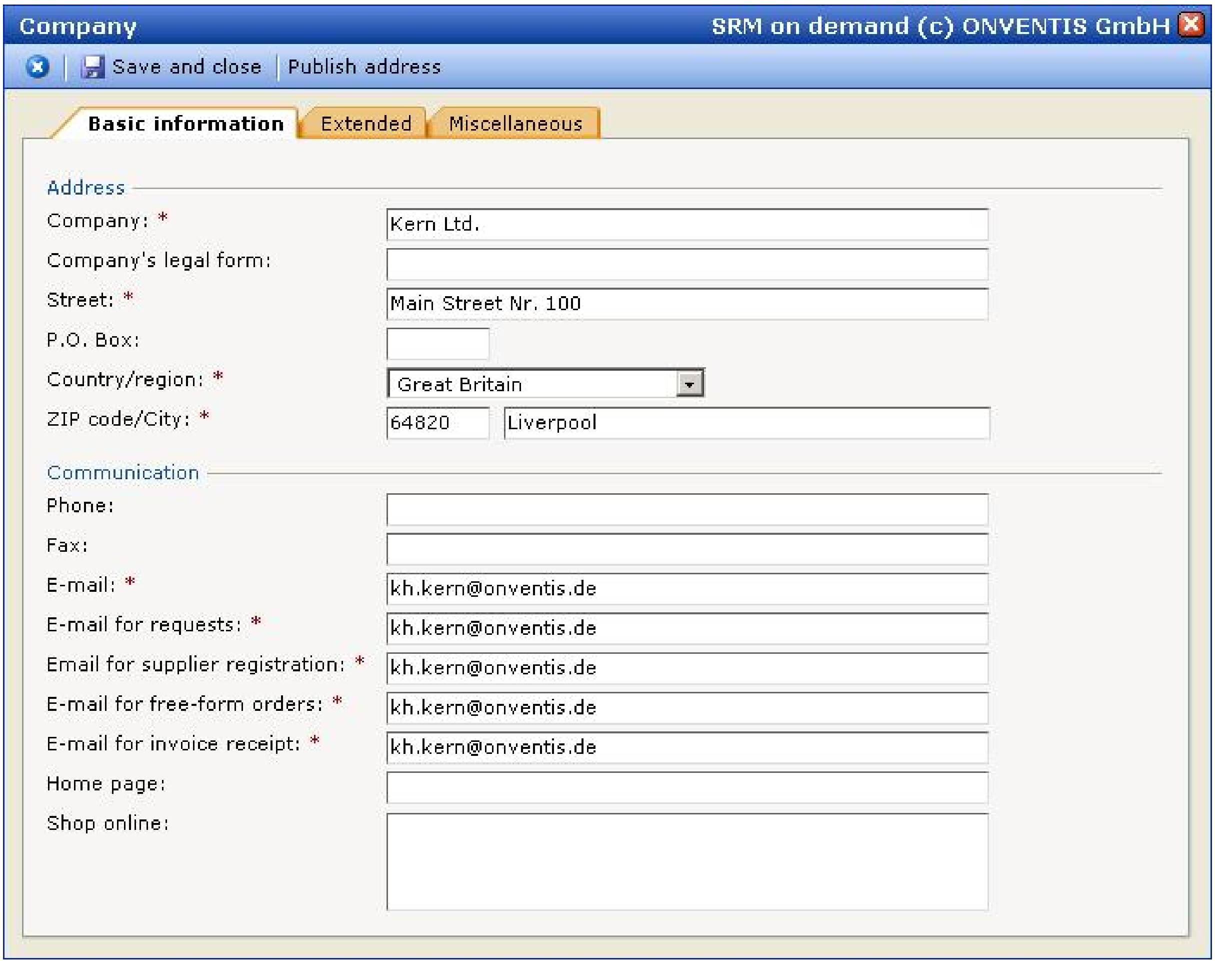
If you have forgotten your password, click on *Forgotten?* to request your access data again. You will be prompted to enter your user name or the e-mail address saved in the system. Your access data is then sent to you via e-mail.

When you login for the first time, you will be prompted to set a new password and confirm it.

2.2 Change the master data

You can change all relevant master data in the *Administration, Internal Organization, Company data* area.

You have the possibility to save different e-mail recipients for different areas here. You can save several e-mail recipients by separating them with a semicolon (;).

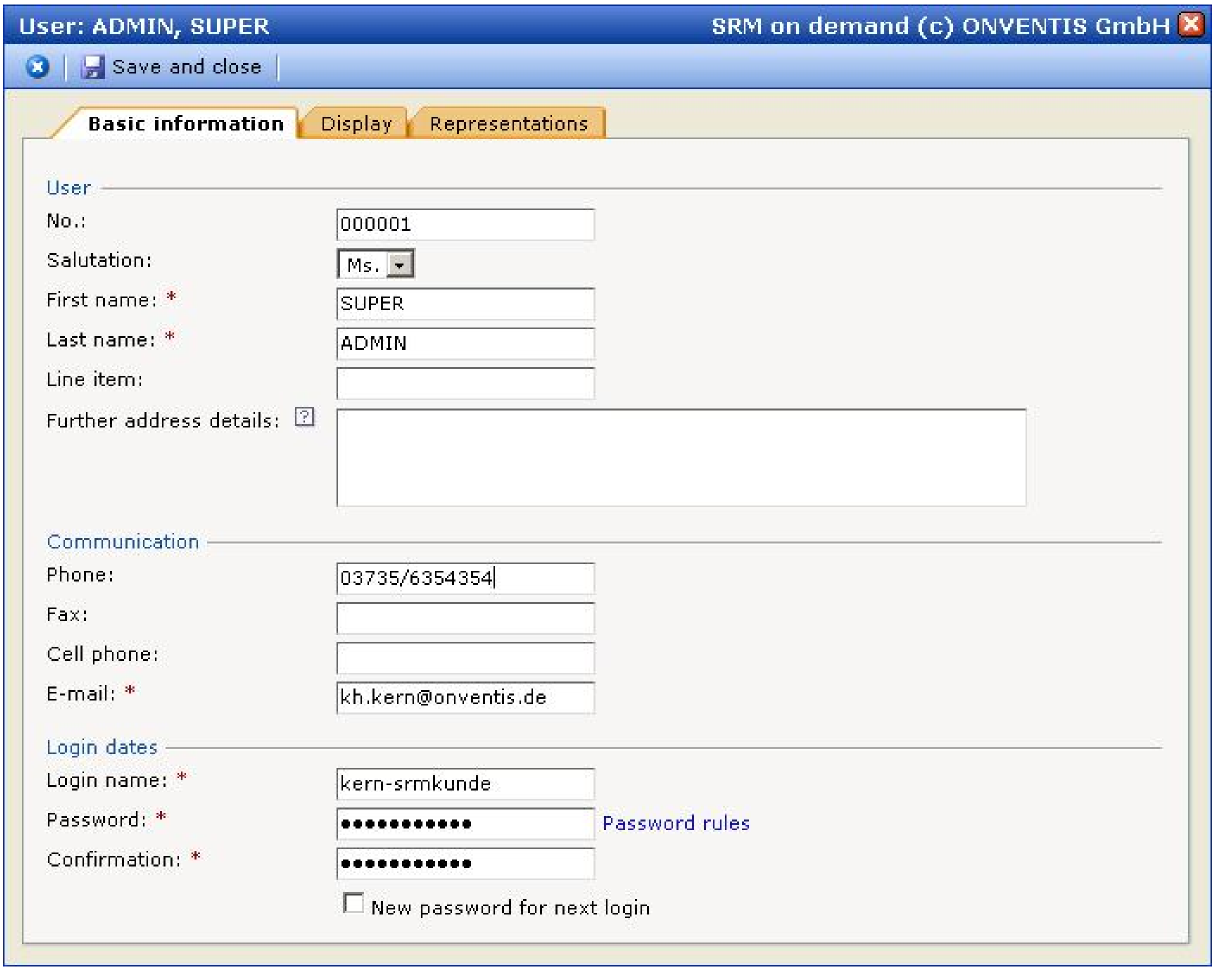


Click on *Publish address* to save changes. The changes will be transferred to your customer only if you click on this button.

2.3 Change the login data / user data

Click your user name on the top right side to change your user and login data.

This will take you to the following screen:



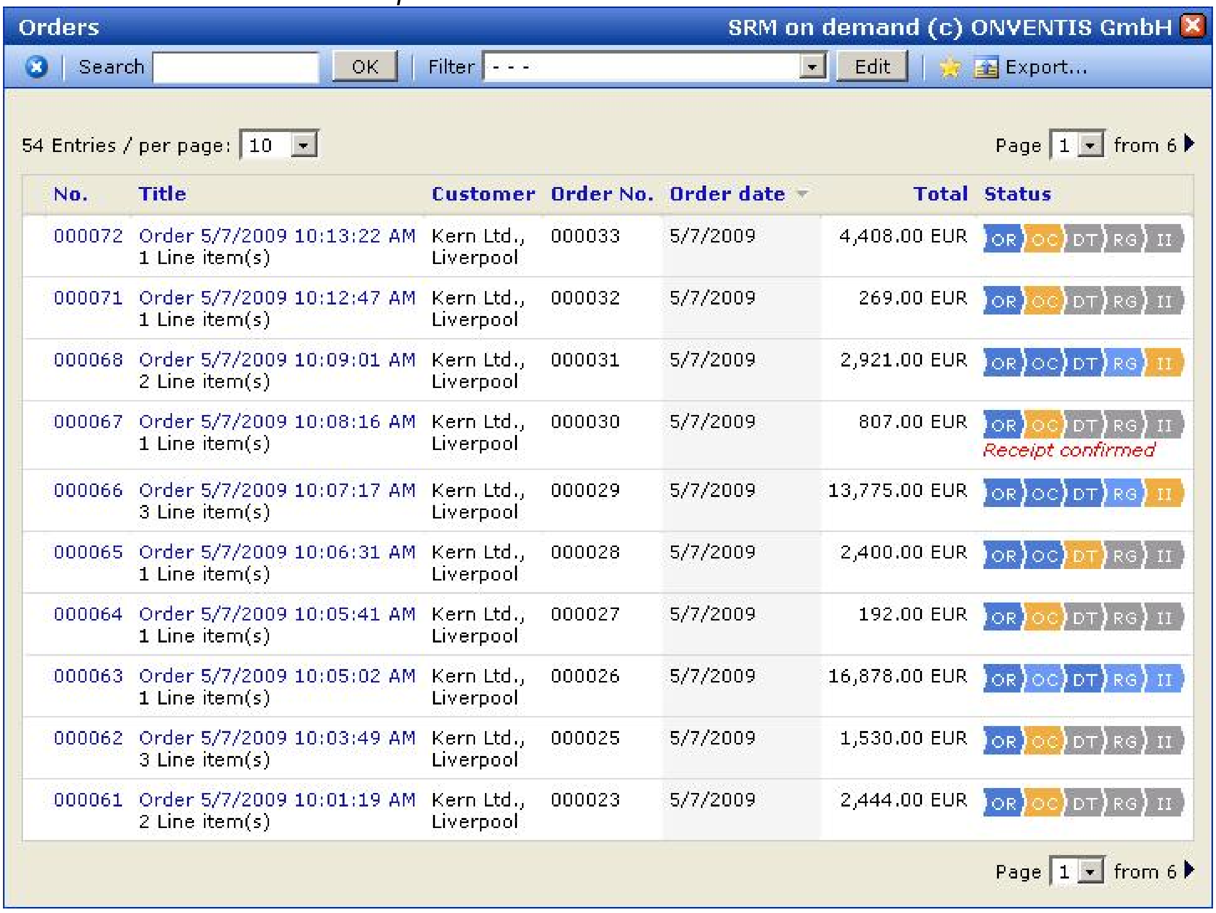
You may change your user data here. Confirm the changes by clicking on the button *Save and close.*

3 Order processing

The following section gives you an overview of the individual order processing steps: creation and sending of an order confirmation, a delivery ticket information and a invoice information.

3.1 *Overview of orders*

Sales, Orders will display an overview of all orders. You can open every order here and create an order list with the *Export* button.



No.	Title	Customer	Order No.	Order date	Total	Status
000072	Order 5/7/2009 10:13:22 AM 1 Line item(s)	Kern Ltd., Liverpool	000033	5/7/2009	4,408.00 EUR	OR OC DT RG II
000071	Order 5/7/2009 10:12:47 AM 1 Line item(s)	Kern Ltd., Liverpool	000032	5/7/2009	269.00 EUR	OR OC DT RG II
000068	Order 5/7/2009 10:09:01 AM 2 Line item(s)	Kern Ltd., Liverpool	000031	5/7/2009	2,921.00 EUR	OR OC DT RG II
000067	Order 5/7/2009 10:08:16 AM 1 Line item(s)	Kern Ltd., Liverpool	000030	5/7/2009	807.00 EUR	OR OC DT RG II Receipt confirmed
000066	Order 5/7/2009 10:07:17 AM 3 Line item(s)	Kern Ltd., Liverpool	000029	5/7/2009	13,775.00 EUR	OR OC DT RG II
000065	Order 5/7/2009 10:06:31 AM 1 Line item(s)	Kern Ltd., Liverpool	000028	5/7/2009	2,400.00 EUR	OR OC DT RG II
000064	Order 5/7/2009 10:05:41 AM 1 Line item(s)	Kern Ltd., Liverpool	000027	5/7/2009	192.00 EUR	OR OC DT RG II
000063	Order 5/7/2009 10:05:02 AM 1 Line item(s)	Kern Ltd., Liverpool	000026	5/7/2009	16,878.00 EUR	OR OC DT RG II
000062	Order 5/7/2009 10:03:49 AM 3 Line item(s)	Kern Ltd., Liverpool	000025	5/7/2009	1,530.00 EUR	OR OC DT RG II
000061	Order 5/7/2009 10:01:19 AM 2 Line item(s)	Kern Ltd., Liverpool	000023	5/7/2009	2,444.00 EUR	OR OC DT RG II

Page 1 from 6

The order processing between you and your customer can include various process steps. The "Status" column displays these steps. Depending on the individually defined order processing, only the individual process steps are displayed. Following process steps are possible:

OR:	Order
OC:	Order confirmation
DT:	Delivery ticket
RG:	Receipt of goods
II:	Invoice information
CA:	Credit advice

Every process step can take a special status:

Dark blue:	Process step completed
Light blue:	Process step must be completed by the customer
Orange:	Process step must be completed by you

Clicking on the title of the relevant order or order number takes you to the detailed view of an order.

3.2 Order confirmation

If your customer sends a new order, you will be informed about this new order receipt via e-mail. This e-mail will give you a short overview of the new order. You can also log in directly to this order by clicking on a link in this e-mail.

Depending on the settings of your customer a PDF-File, a XML-file or an Excel-file can be attached to the incoming order e-mail. If you wish to receive the attachments listed above contact your customer.

Dear Sir/Madam,

Your customer Kern SRM Kunde (Customer Service) has sent you the order listed below.

==
Order No.: 09-B-000039
Title: Order 3/3/2009 9:14:20 AM
Total (net): 842.93 EUR
Customer: Kern SRM Kunde (Customer Service), Musterstraße 100, 70569 Stuttgart
Comment: -
==

To view all details, simply click on the following link:
Link to order

This e-mail was automatically generated. Therefore you cannot reply to it.
-

SRM on demand (c) ONVENTIS GmbH - www.onventis.de

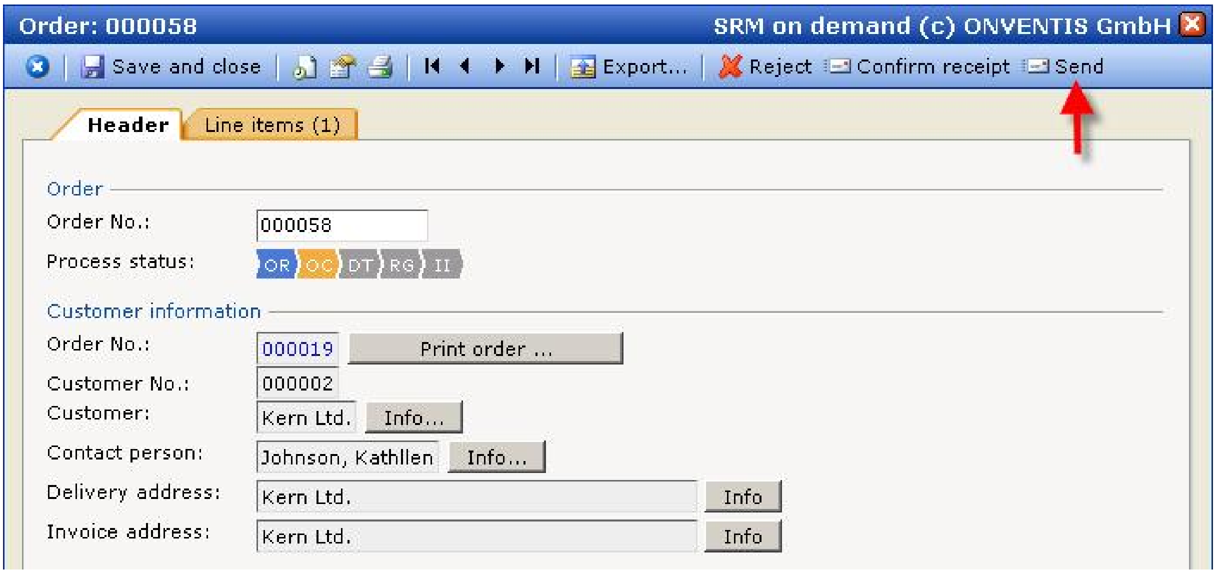
You have the following options once you log in and open the order:

Export... | Reject | Confirm receipt | Send

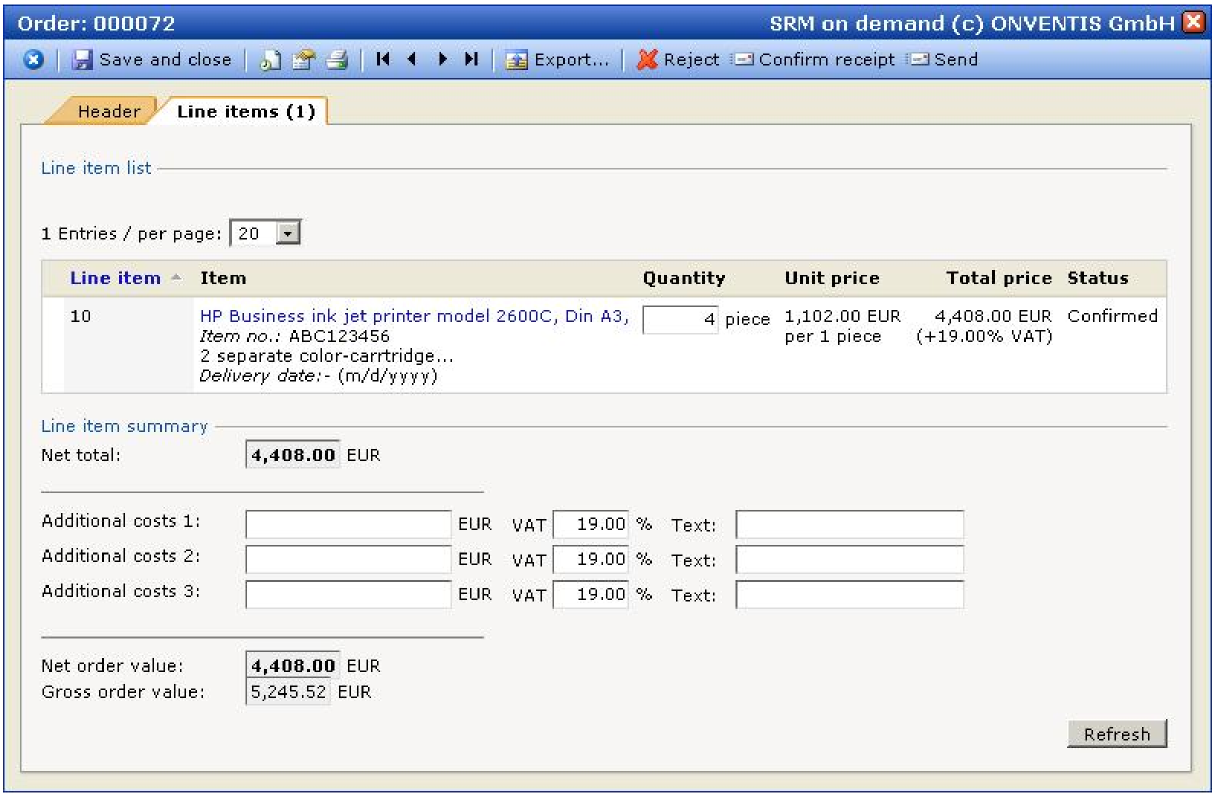
- *Send*: This sends the order confirmation to your customer. The customer will be informed by e-mail.
- *Confirm receipt*: If you wish to confirm the receipt of the order to your customer before the order confirmation, click on the button *Confirm receipt*. This is especially useful if the creation of the order confirmation requires a long time.
- *Reject*: The order can be rejected with this button. The customer will be informed by e-mail.
- *Export*: You can export an XML file with OpenTrans 1.0 of the order that then can be imported in your ERP system.

 © 2010, ONVENTIS GmbH

You can see the most important order data in the Header tab if you open the order.



The Line items tab displays a list of individual order line items.

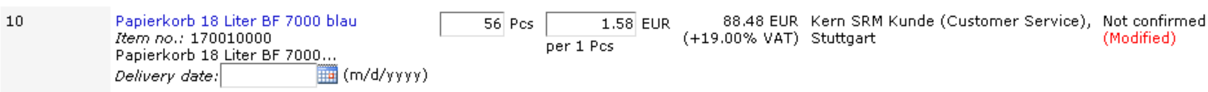


If you want to confirm this order, click on the *Send* button. You may have the option to change delivery date, order quantity and price of the individual line items. If you do not want to confirm a line item in this order confirmation, click on the item name of the corresponding line item.

The screen that opens now gives you the following possibilities:

- not to confirm the line item
- decline the line item
- deposit an delivery date with an line item and transfer it to other line items

The *Save and close* button takes you back to the line item list of the order where you will be able to see the changed status of the line item:



Click on the *Send* button now to send the order confirmation to your customer.

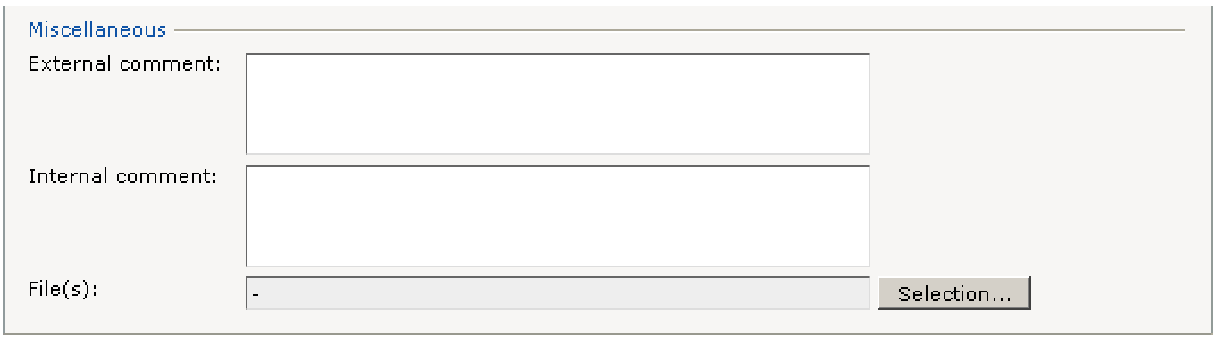
3.3 Order printing

After opening you can print the order or you have the possibility to print the data that have been created by the customer. In both cases a PDF file will be generated that can be printed.

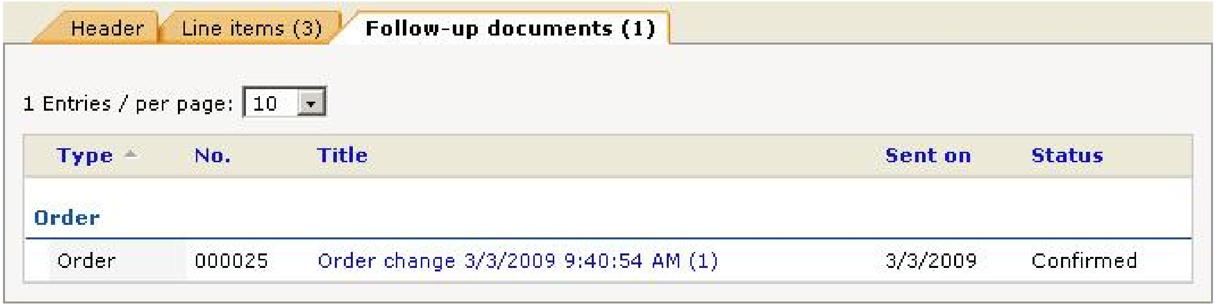
3.4 Order change

If you want to make a change after the order confirmation has been sent, you can do so through an order change. Open the desired order and click on the *New order change* button. Once you confirm this with OK, the system takes you to the order change facility where you can change the header and the line item data.

If you want add a comment to an order change you can do this in the therefore designated fields. Thereby you have the possibility to add comments or files related to the order in the Header tab or related to line items.

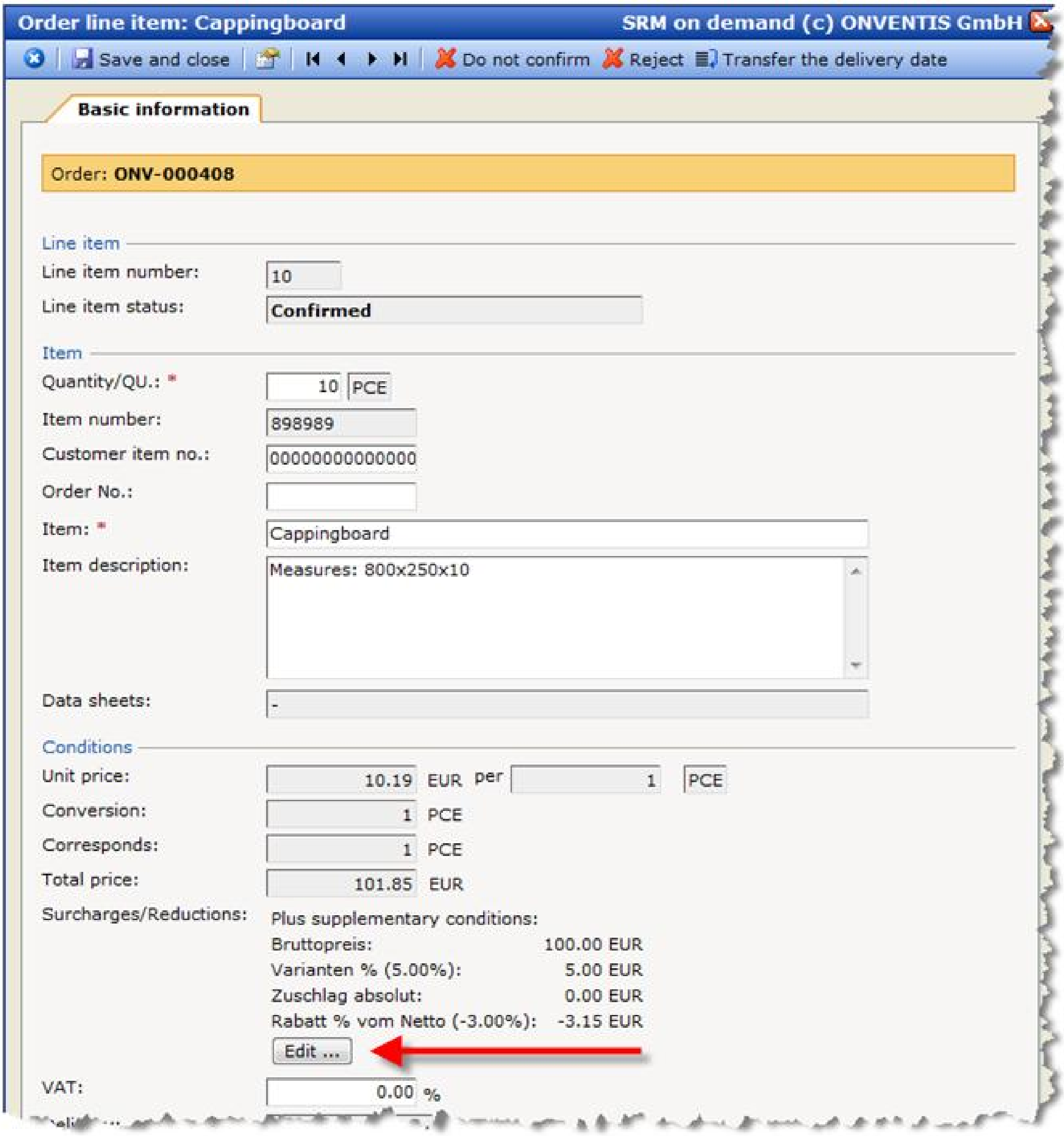


You can send the order change to the customer with a click on the *Send* button. The customer then can confirm or reject the order change.


Header
Line items (3)
Follow-up documents (1)
1 Entries / per page: 10
Type
No.
Title
Sent on
Status
Order
Order
000025
Order change 3/3/2009 9:40:54 AM (1)
3/3/2009
Confirmed

3.5 Additional conditions (only with SAP Integration) and change

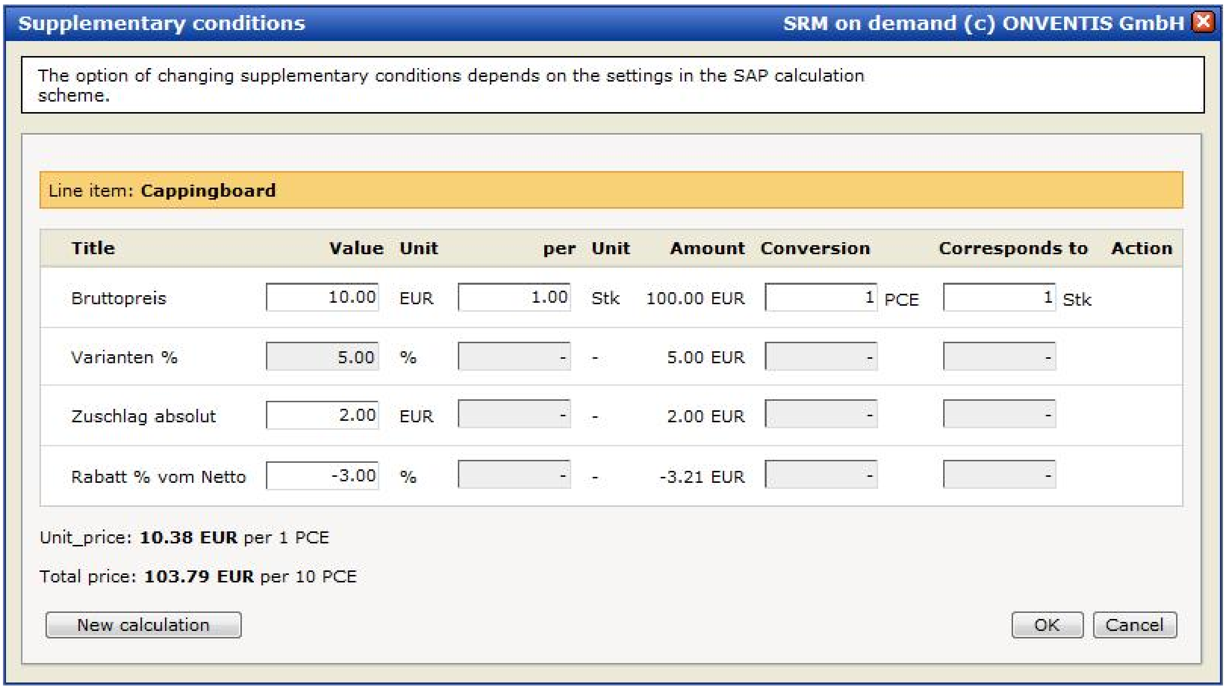
If the customer hands over additional conditions (discount, bonus) these conditions will be transferred to the supplier. Only the additional conditions that have been approved by the customer will be transferred.



To change the additional conditions click on the desired article and in the article details on Edit.

A new window opens in which the changes can be carried out. If differing price units are deposited this can be displayed and edited accordingly.

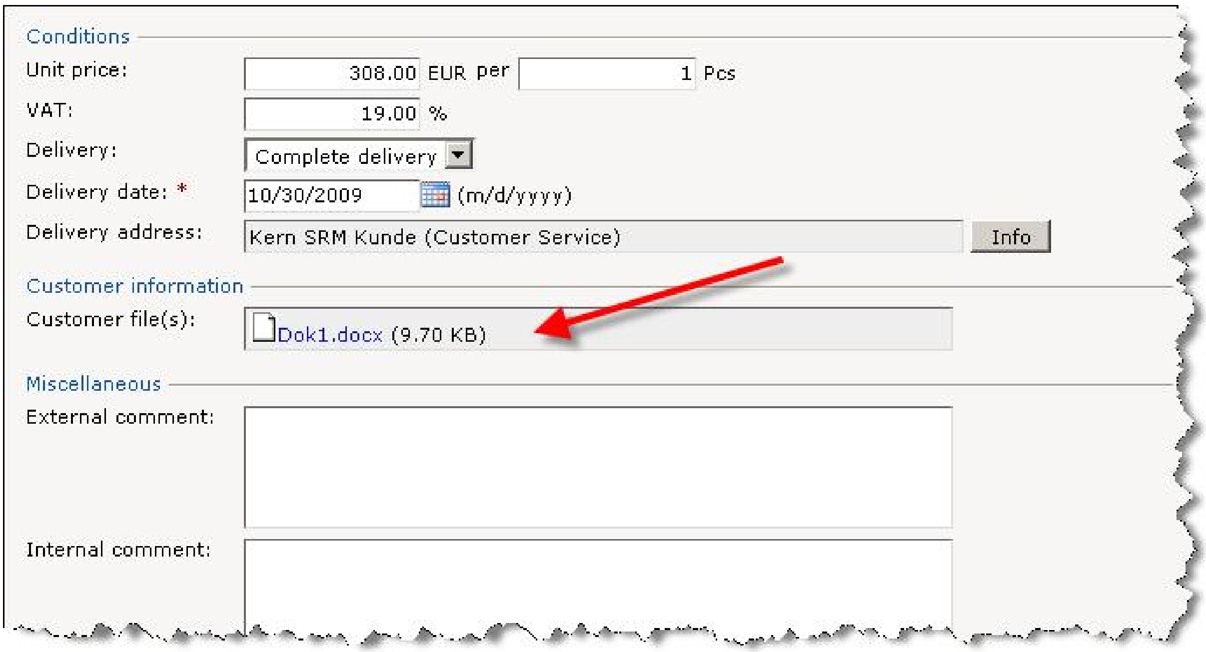
Fields that have been blocked from the customer already with handover can not be edited.



3.6 *Allocation of drawings/documents*

If the customer has attached drawings or documents to the order you can access them via the software solution by clicking on the desired file in the details on the line item level.

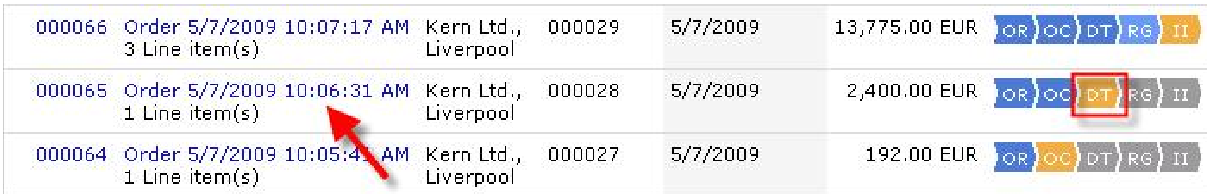
Documents are attached on line item level.



By clicking on the file can open and/or save the document.

3.7 Delivery ticket

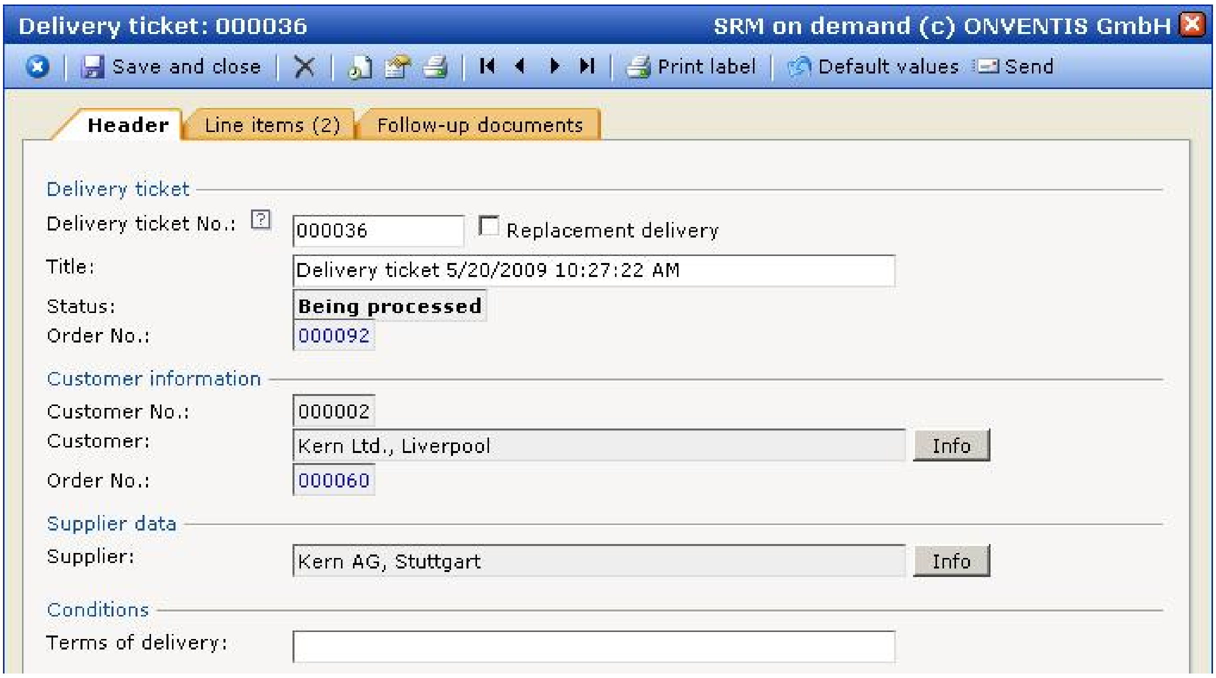
After sending an order confirmation, you have the possibility, depending on the agreed order processing, to send a delivery ticket. If you wish to send a delivery ticket, click on the corresponding order again in the *Order overview*:



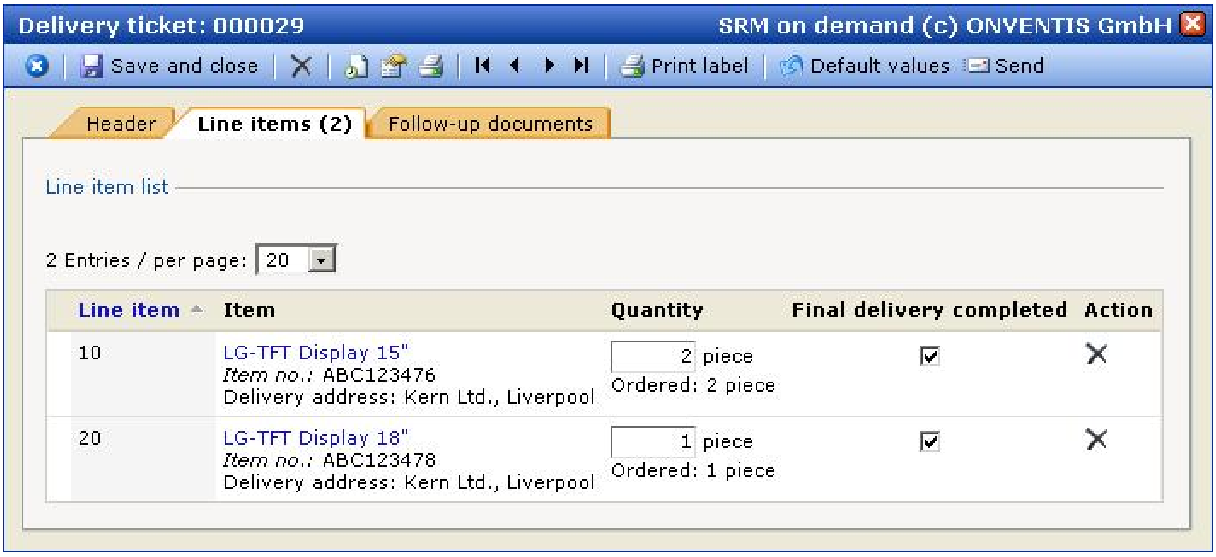
The system then displays the detailed view of the order.

A new delivery ticket can be created with the *New delivery ticket* button. The system then automatically displays the detailed view of the newly created delivery ticket:

The relevant data of this delivery ticket can be saved in the *Header*. You can save the delivery terms and the delivery date here. If a delivery date is entered here, it is automatically transferred for all line items within this delivery ticket by default.

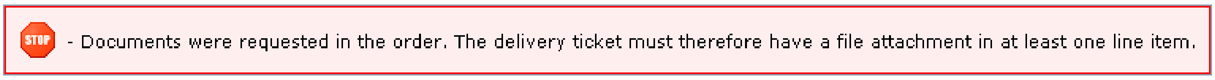


The *Line items* tab displays a detailed overview of the delivery ticket line items.



Quantity:	Change here the delivery quantity of the corresponding line item.
Final delivery completed:	Set a final delivery indicator for the line item here. If this indicator is set, the system assumes that no delivery is to be expected for this line item any more.
Action:	You can remove individual line items from this supplier information using the symbol ✕.

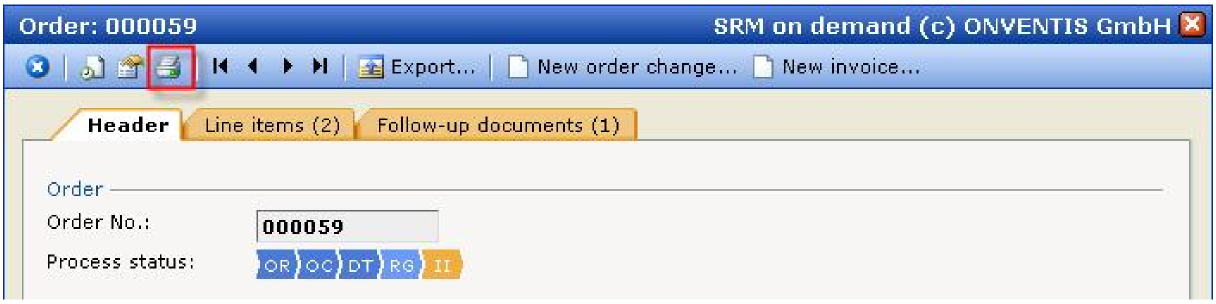
If you have edited all line items you can now send this delivery ticket to your customer. Click on the *Send* button for this purpose. If the customer wants a **Quality verification** as a document for specific line items, you will be informed accordingly when sending the delivery ticket.



You can see the order line items for which quality verifications have been requested in the order in the "Header" area.

3.7.1 Delivery ticket including barcode

Use the *printer icon* in the menu bar if you want to print a delivery ticket.



A PDF document is automatically created including a barcode if the barcode has been entered by your customer.

Kern AG, Teststraße 22, DE-70569 Stuttgart

Kern Ltd.
Main Street Nr. 100
64820 Liverpool (Great Britain)

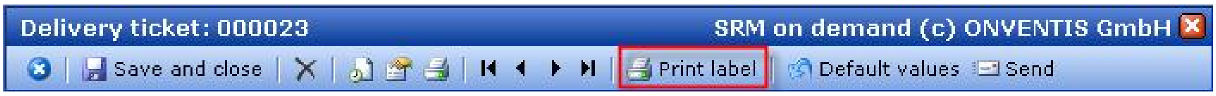
5/12/2009

Delivery ticket no.: 000033

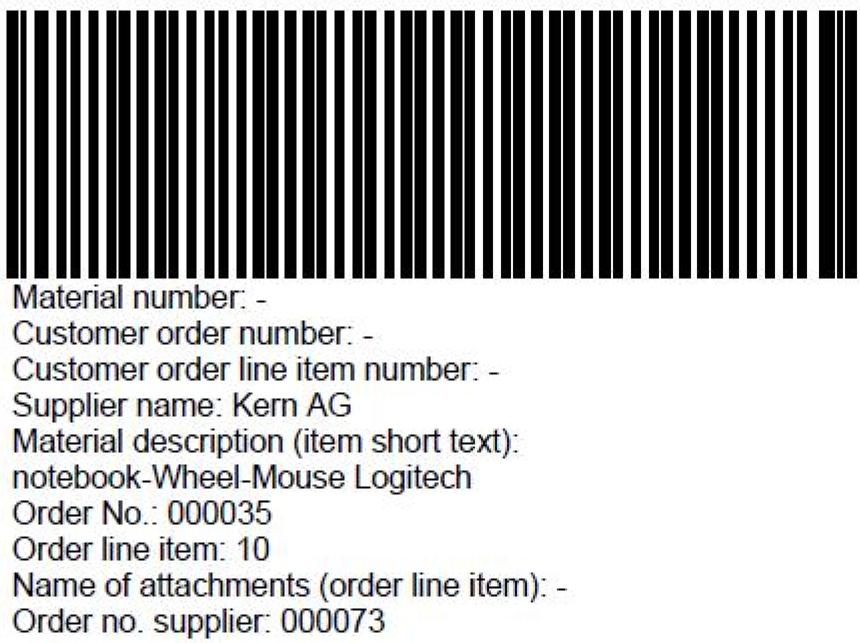
Order no.:	000073
Order No. (Customer):	000035
Customer:	Kern Ltd. Main Street Nr. 100 64820 Liverpool (Great Britain)
Ordered by:	Mr. Default User Default User

Line item	Quantity	Item no.	Item
10	1 piece	ABC12348 9	**notebook-Wheel-Mouse Logitech** Delivery address: Kern Ltd., Main Street Nr. 100, GB-64820 Liverpool

It is also possible to generate labels for individual items directly from the delivery ticket area. Use the following method for this purpose:



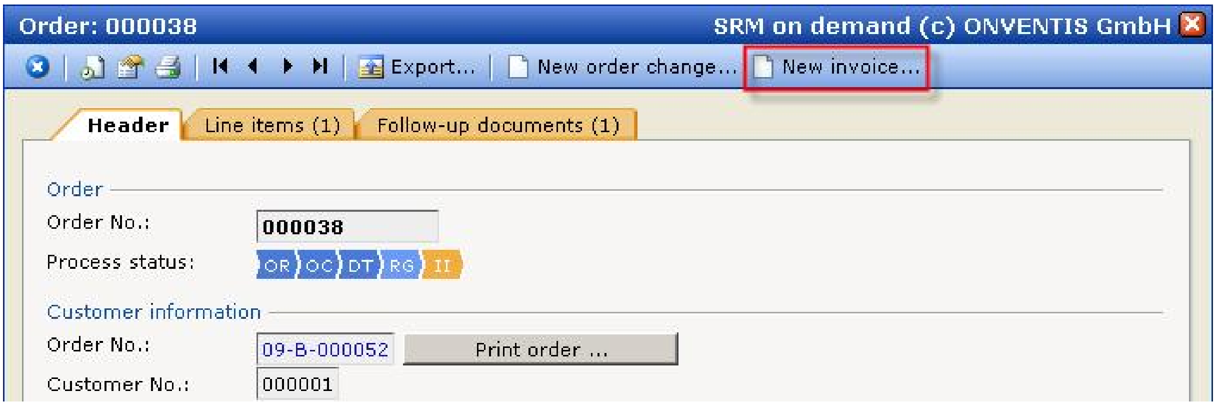
Click on the "Print label" button in the desired delivery ticket. You receive a query whether you want to open the file now or download it for printing it later.



3.8 *Invoice information*

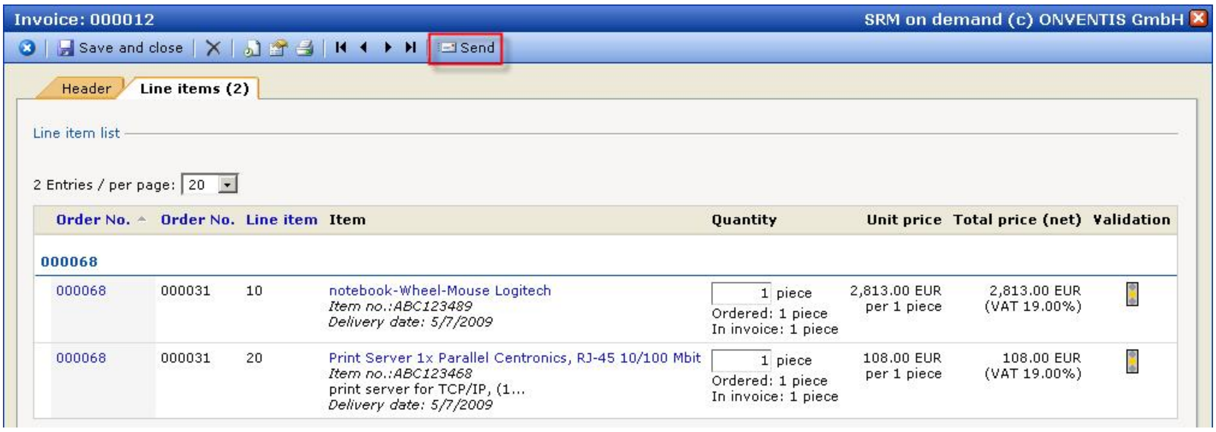
After sending a delivery ticket, you have the possibility, depending on the agreed order processing, to send an invoice information. If you wish to send an invoice information, open the desired order in the Order overview.

This will take you to the following screen:



You can now create a new invoice information with the *New invoice* button. Like order confirmations and delivery tickets, the *Header* tab here will give you all relevant data for this invoice information.

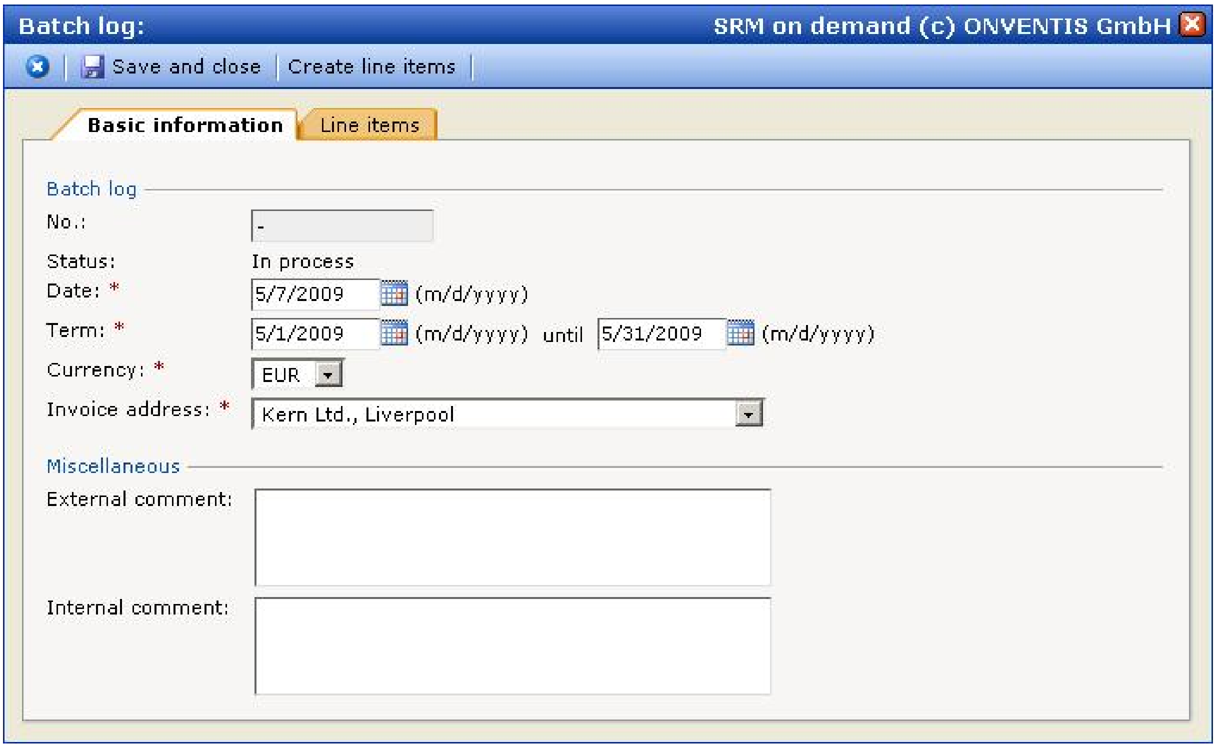
You can edit the individual line items of this invoice under the *Line items* tab.



Click on the *Send* button to send this invoice information to your customer.

3.9 Creation of batch logs

Depending on the functional scope of your customer, it is possible for the customer to request from you batch logs of the software solution. Open *Sales, Batch logs* and create a new summary invoice by clicking on the *New* button.



Save the date to be printed on the batch log and select the duration in the "Date" field. A batch log is created automatically for the created invoices in the set duration through the "Create line items" function.

After this summary invoice is created, you can print it and send it to the customer after signing it.

4 Technical connection

4.1 Handover of order documents – order

The following possibilities of an hand over of orders are feasible:

- Mail + PDF-attachment (standard)
- Mail + XML-attachment (standard)
- Mail + XLS-attachment (standard)
- XML on FTP-Server (additional costs)
- XML on http-address (additional costs)

Via an XML interface we offer the possibility to you to send the created order data directly to the supplier. The order data (ORDER.xml) will be taken over directly into the ERP-system of the supplier. By default we use the openTrans ™ 1.0 format.

Please take the detailed specifications from addendum 1.

4.2 Handover of order documents – order change

The order change can also be handed over via openTrans ™ 1.0 format (ORDERCHANGE.XML).

Please take the detailed specifications from addendum 1.

4.3 Handover of order documents – order confirmation

The order confirmations can be operated within the software solution (see also 3.2.)

Furthermore it is possible to handle order confirmations in the form XML opentrans in ONVENTIS. Here we expect the record (ORDERRESPONSE.xml) on a FTP-Server that has to be defined. From there the record will be picked up from ONVENTIS and processed accordingly.

Please take the detailed specifications from addendum 1.

5 Bid Submitting

The request module gives you customer the possibility to request a bid from you. You will be informed via e-mail if a new request has been received.

Von: Default User Default User [noreply@onventis.com]
An: Katja-Henriette Kern
Cc:
Betreff: Request no. 000015 from Kern Ltd.

Anlagen: Request no 000015.pdf (8 KB)

Dear Sir/Madam,

Your customer Kern Ltd. has sent you the request listed below.

===
Request no.: 000015
Title: Request 5/20/2009 10:58:40 AM
Customer: Kern Ltd., Main Street Nr. 100, 64820 Liverpool
Comment: This is an external comment
===

To view all details, simply click on the following link:
Link to request

For submitting a bid, you can log in to the relevant request directly by clicking on the link sent in the e-mail or navigating to the *Sales*, *Bids* area after logging in. You get an overview of all bids here. The filter is set to *Not completed* by default.

000012	Bids to: Request 2/25/2009 8:58:57 AM (NEW) Request no.: 09-A-000012 1 Line item(s)	Kern SRM Kunde (Customer Service), Stuttgart	4/30/2009	-	0.00 EUR	Being processed (New request version being created)	PU PC BS AL
000010	Bids to: Request 3/3/2009 2:19:21 PM Request no.: 09-A-000029 3 Line item(s) 4 Question(s)	Kern SRM Kunde (Customer Service), Stuttgart	7/1/2009 (13 days remaining)	-	1,044,404.00 EUR	Being processed	PU PC BS AL
000009	Bids to: Request 3/3/2009 2:09:15 PM Request no.: 09-A-000027 3 Line item(s) 4 Question(s)	Kern SRM Kunde (Customer Service), Stuttgart	9/1/2009 (75 days remaining)	5/21/2009	29.80 EUR	Sent	PU PC BS AL
000008	Bids to: Request 3/3/2009 2:00:36 PM Request no.: 09-A-000026 1 Line item(s)	Kern SRM Kunde (Customer Service), Stuttgart	5/1/2009	5/20/2009	115.57 EUR	Being processed	PU PC BS AL
000007	Bids to: Request 3/3/2009 1:45:33 PM Request no.: 09-A-000025 1 Line item(s)	Kern SRM Kunde (Customer Service), Stuttgart	6/1/2009	-	0.00 EUR	Being processed	PU PC BS AL

The request process between you and your customer includes various process steps. The "Status" column displays these steps. Following process steps take place in a request:

PU:	Publication
PC:	Confirmation of publication
BS:	Bid submission
AL:	Allocation

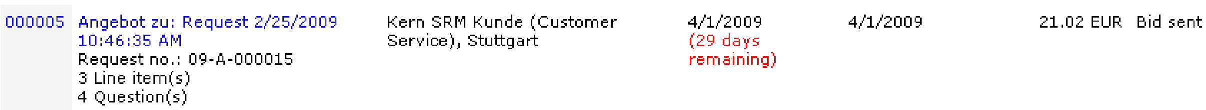
Every process step can have a special status:

Dark blue:	Process step completed
Light blue:	Process step must be completed by the customer
Orange:	Process step must be completed by you

Every bid has various process steps:

5.1 Confirmation of participation

To create a bid open the desired request by clicking on the request title or number.



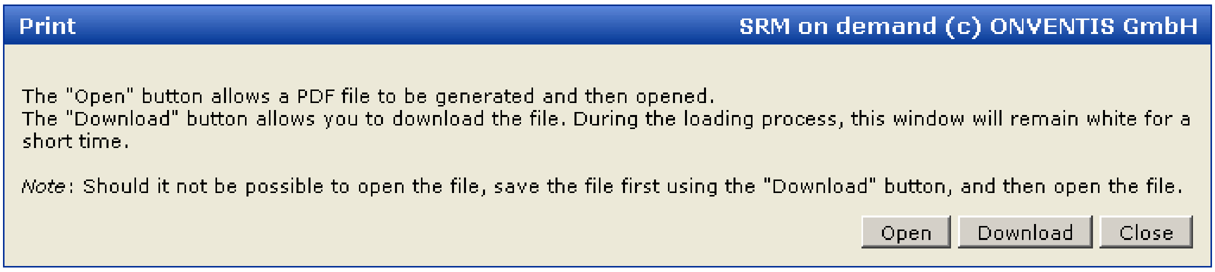
Now you can view the details of the request by opening the tab. Depending on the software licensing of your customer, the Texts/Requests tabs are displayed or hidden.

You must now decide whether you want to *Confirm participation* and create a bid for the customer or whether you are going to *Decline participation*. Click on the desired button.

The customer is informed accordingly via e-mail. If you have confirmed participation, you can save the data and send the bid.

5.2 Printing a request

If you want to print a request, proceed as follows. Click on the print symbol and choose in the window that opens the desired option.

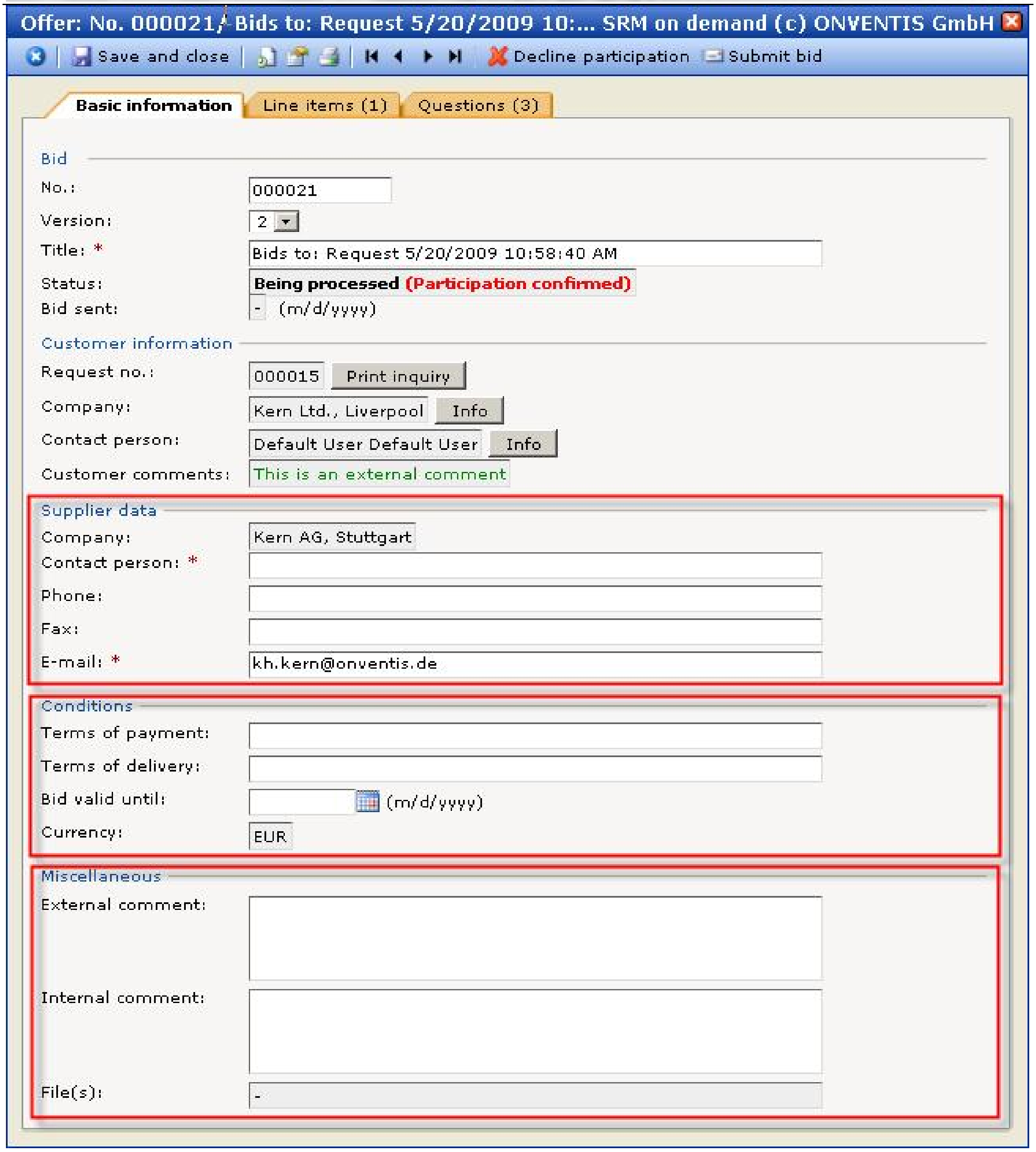


5.3 Create a bid

You will get an overview of all relevant data of the customer's request in the basic data.

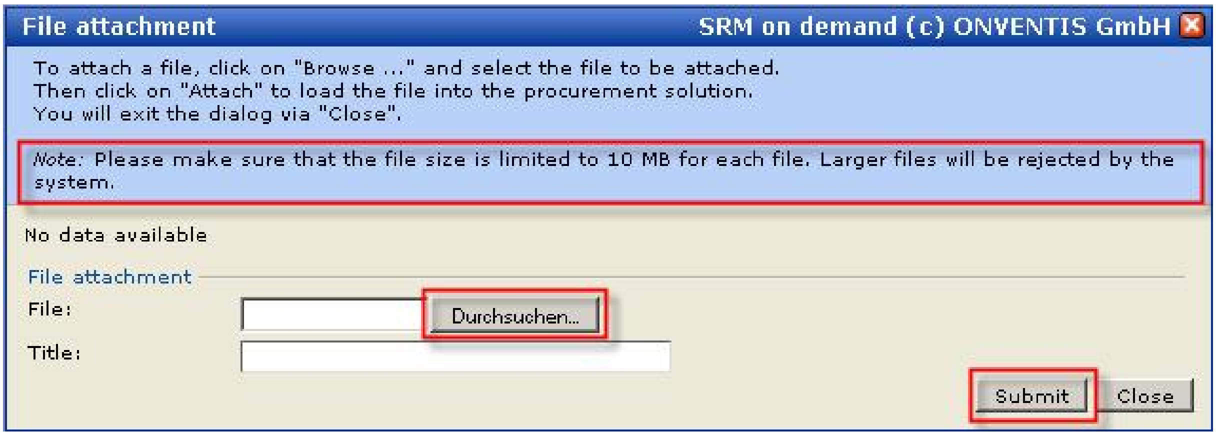
In the area *Supplier data* you can enter a contact person for this specific bid in the field *contact person.*

In the area *Conditions* you have the possibility to deposit *Terms of payment*, *Terms of delivery* and a *Bid valid until* date.



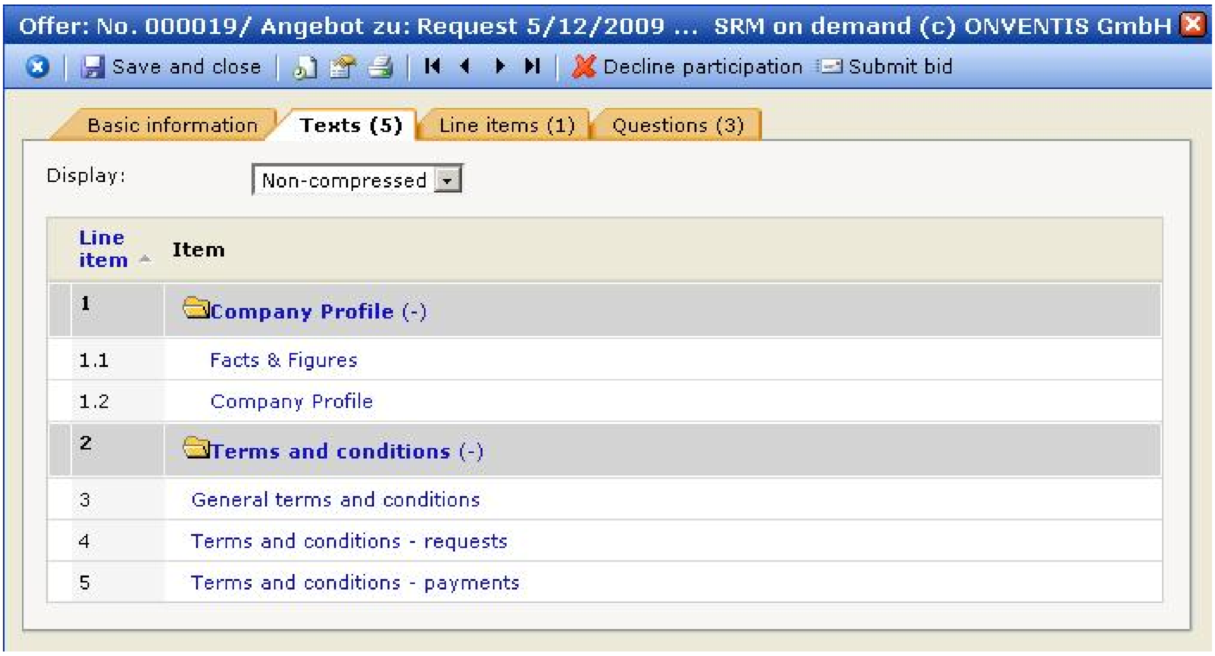
In the area Miscellaneous you can add comments referring to the whole order or attach files.

One ore more files can be attached by clicking on the button *Selection*. A new window opens where you have the possibility to choose the desired file by clicking again on the button *Selection* and then in the second step to attach the file to desired line item. By clicking on close you will come back to the overview.

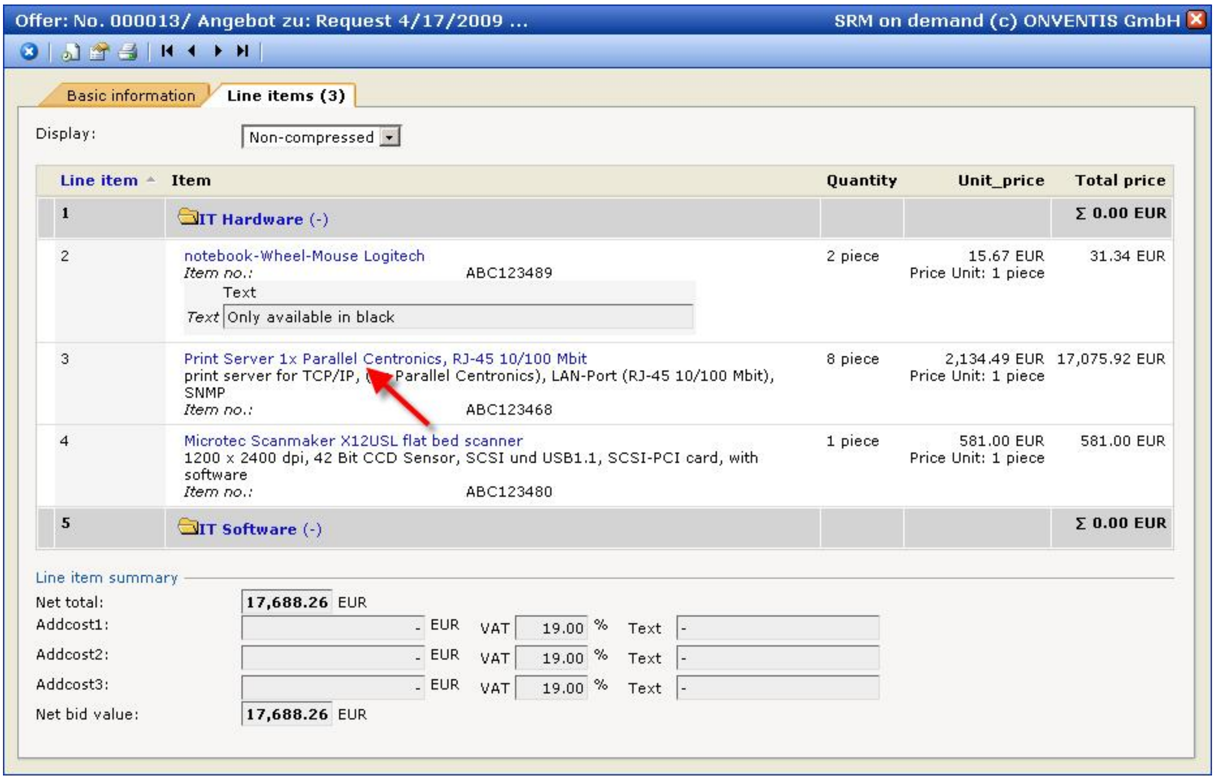


PLEASE NOTE: Files referring to requested line items can be attached in the *Line items* tab.

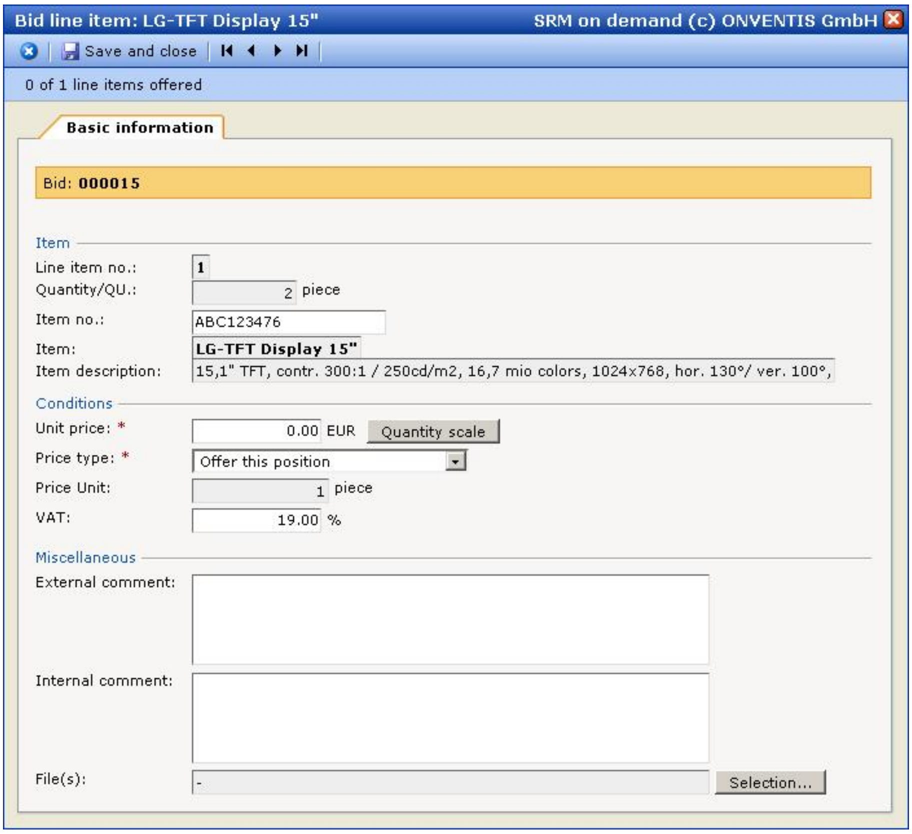
Your customer will already have linked all important texts and information such as terms of business, purchasing terms, information about the company in the *Texts* tab.



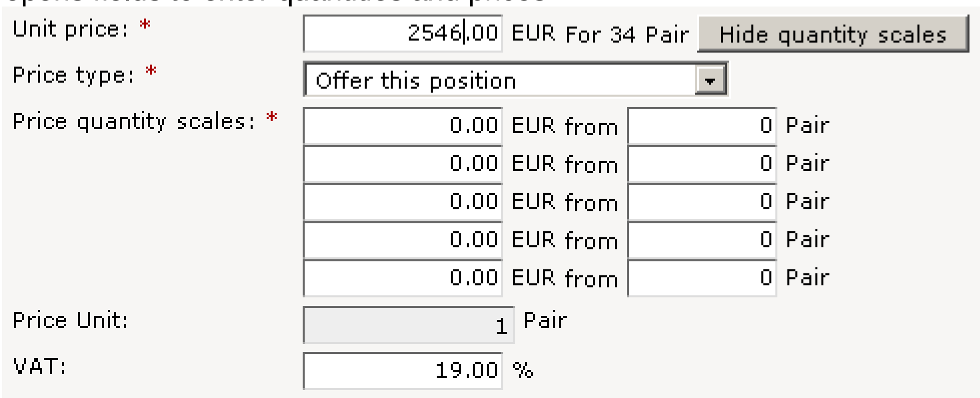
You can save the prices for the requested items in the *Line items* tab. For this you can save unit prices at the highest level. If your customer asks for quantity scales or you want to offer quantity scales you can store them within the line item by clicking on the line item description to open the line item.



Once you have opened the bid line item, you can save the following data:



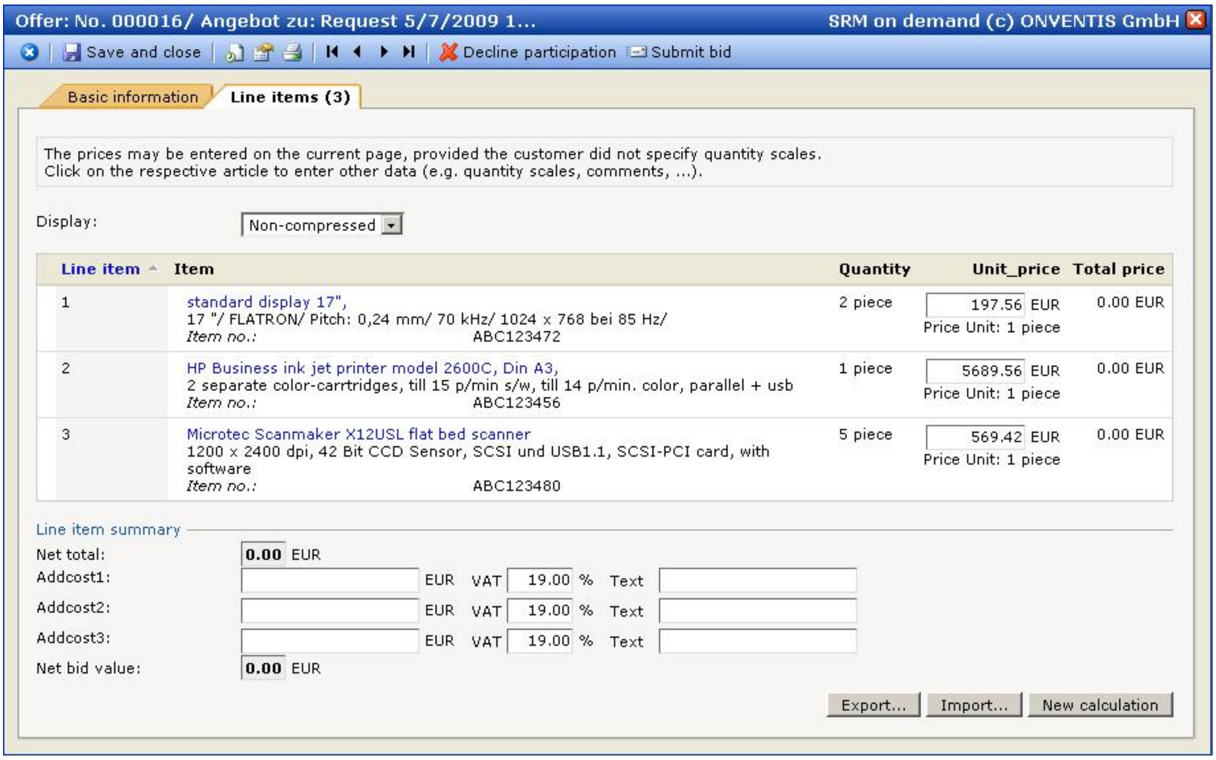
- Item no: You can possibly enter a changed item number in this field
- Unit price: Enter the unit price per price unit here
- Quantity scale: Click on the Quantity scale button to save scale prices. The system opens fields to enter quantities and prices



- Price type: This field is set to *Offer this line item* by default. You can select the following in the *Price type* field: *Do not offer this line item* or *Offer this line item free of charge*
- VAT rate: Change the VAT here, if desired
- Notes: Internal as well as external notes can be entered for each line item.
- Files: You can attach files for the customer for every line item by clicking on the button *Selection*.

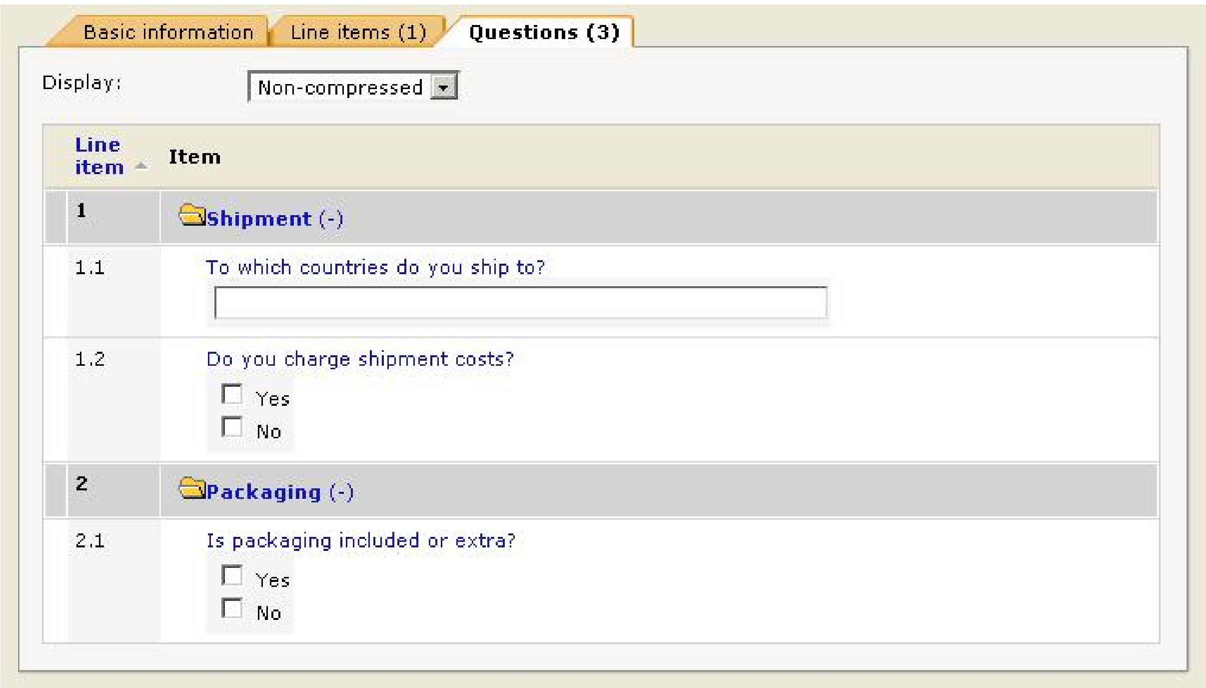
Once you have entered a price for this line item, you can navigate to other line items of this bid through the following symbols.

If you have saved the prices for the items the screenshot could for example look like this:



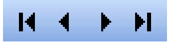
Besides entering the bid in the web interface, you can also use the *Export* and *Import* button to first create an Excel file, save the prices there and then import the data again. This procedure is especially helpful with requests with a lot of line items.

General and specific questions by your customer are linked in the *Questions* tab. The questions can be answered on top level.



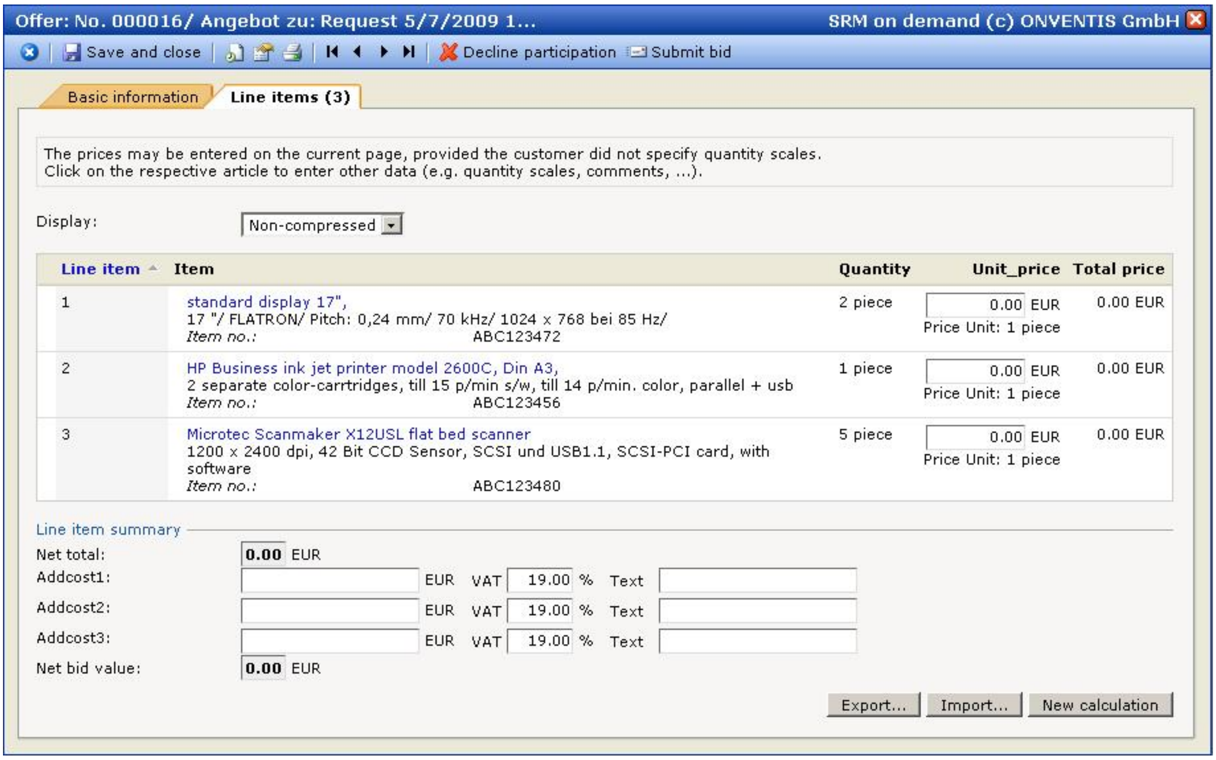
Of course you can click on single questions to deposit a comment or to store a file there.

Once you have entered an answer to this question, you can navigate to other questions of this bid through the following symbols.



5.4 Submit a bid

To send a binding bid to your customer, click on the Submit bid *button.* Your customer will be informed about the bid submission by e-mail



After the submission of your bid, this bid remains in your overview in the *Bid sent status.*

6 Request for information

Via the request for information module the customer has the possibility to invite you submit a request for information. You will be informed by e-mail about the receipt.


Von: SUPER ADMIN [noreply@onventis.com]
An: Katja-Henriette Kern
Cc:
Betreff: Information request number 09-A-000063 from Kern SRM Kunde (Customer Service)

Nachricht | Request no 09-A-000063.pdf (7 KB)

To whom it may concern,

Your customer {Buyer_name} has sent the following information request to you.

==
Information request number: {Request_No}
Title: Copy Kopie Informationsanfrage 02.06.2009 10:30:45
Customer: Kern SRM Kunde (Customer Service), Musterstraße 100, 70569 Stuttgart
Note: [Reason for the cancellation: sdfsdf]
==

In order to view the complete data, please click on the following link:

To submit an information you have the possibility to log in directly to the corresponding request for information via the link in the e-mail or to navigate after logging in to the area *Sales, Information*. There you have an overview of all request for information.


Information — SRM on demand (c) ONVENTIS GmbH

Search | OK | Filter - - - | Edit

10 Entries / per page: 10

No.	Title	Customer	Information deadline	Status
000021	Information about: Copy Kopie Informationsanfrage 02.06.2009 10:30:45 (NEW) Request no.: 09-A-000063 3 Line item(s) 3 Question(s)	Kern SRM Kunde (Customer Service), Stuttgart	-	Being processed PU CP SI
000020	Informatie over: Copy Kopie Informationsanfrage 02.06.2009 10:30:45 (NEW) Request no.: 09-A-000062 3 Line item(s) 3 Question(s)	Kern SRM Kunde (Customer Service), Stuttgart	-	Being processed PU CP SI
000017	Informatie over: Copy Informationsanfrage 02.06.2009 10:30:45 Request no.: 09-A-000052 3 Line item(s)	Kern SRM Kunde (Customer Service), Stuttgart	-	Being processed (New request version being created) PU CP SI

The process between you and your customer contains several process steps. You see them in the column "Status". An information runs through the following process steps:

PU:	Publication
CP:	Confirmation of participation
SI:	Submission of information

Every process step can take a special status:

Dark blue:	Process step done
Light blue:	Process step has to be carried out by the opposite site
Orange:	Process step has to be carried out by you

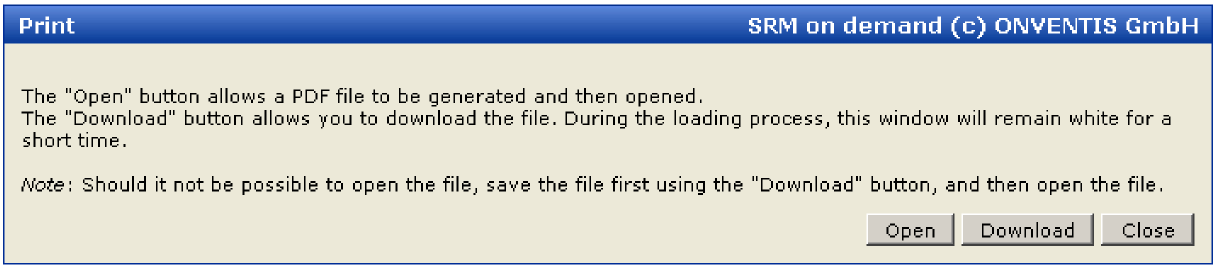
6.1 Confirmation of participation

To deposit an information open the desired request for information by clicking on the title or the number of the request.

Now you can have a look at the details of the request by opening the tabs. You can decide now if you want to deposit an information and *Confirm participation* or if you *Decline participation*. For this click on the desired button.

6.2 Printing of an request for information

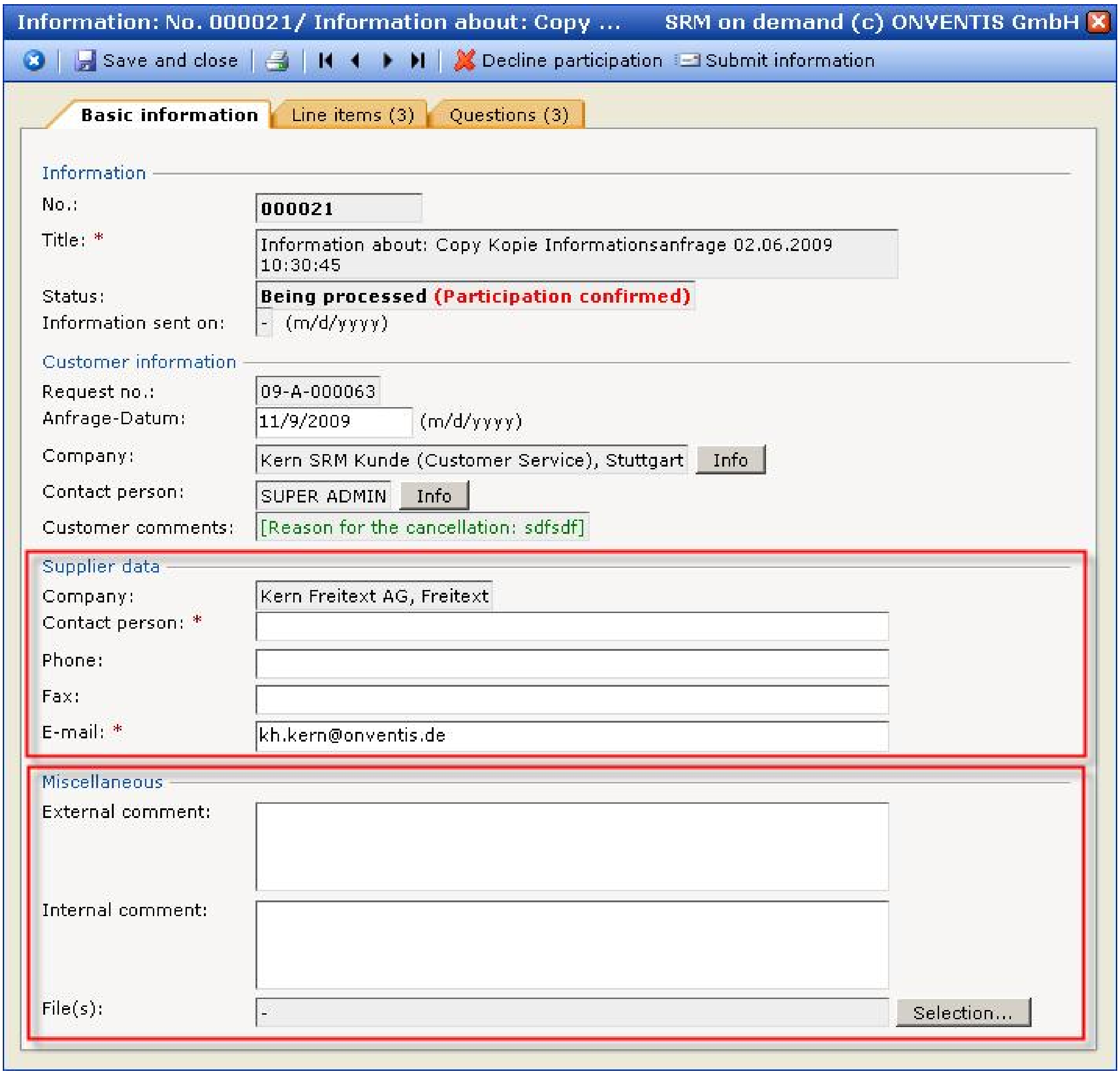
If you want to print an request for information proceed as follows. Click on the symbol *Print* and choose in the window that opens the desired option.



6.3 Creating an information

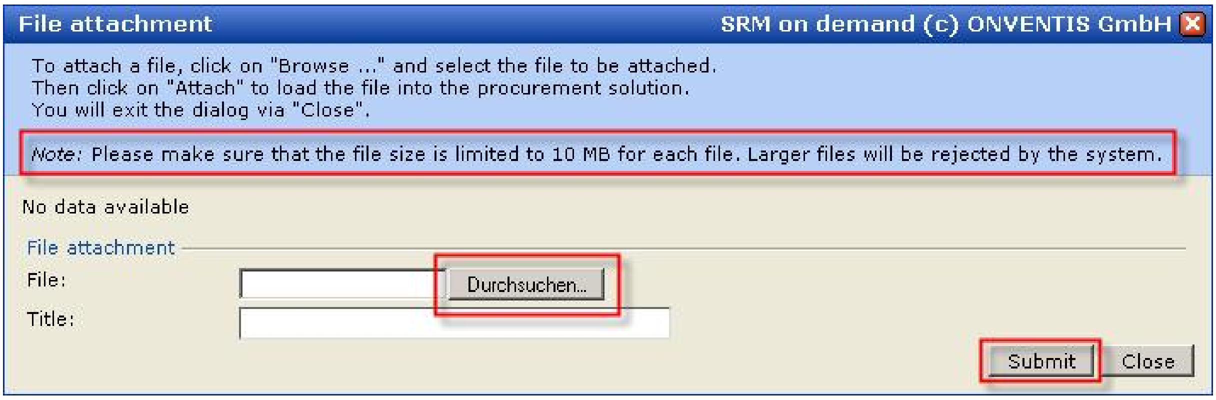
In the Basic information tab you get an overview of all relevant data of the request for information of you customer.

In the area Supplier data you can add an contact person for this specific request in the field *Contact person*.



In the area *Miscellaneous* you can add remarks relevant for the entire request or attach files.

One or more file(s) can be attached by clicking on the button *Selection*. In the window opening now you have the possibility to select the desired files. In a second step via the button *Submit* the file will be attached to the desired line item. With Close you get back to the overview.

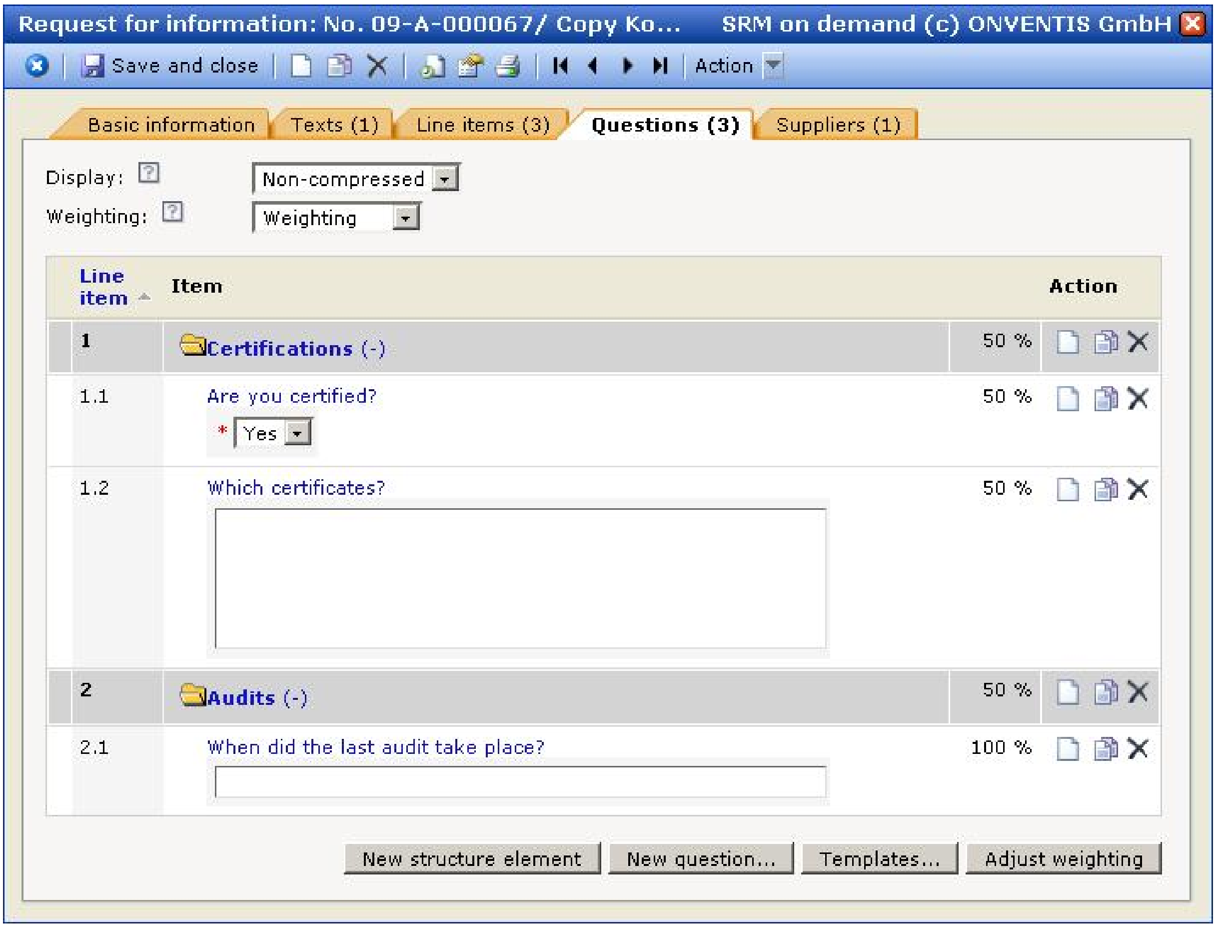


Please note: Attachents to requested line items will be added to the tab *Line items*.

In the tab *Texts* you customer included all important texts and information like e.g. terms and conditions, information respecting the enterprise and the like. (see 5.3).

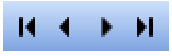
In the tab *Line items* you can deposit the prices for the requested articles. (see 5.3)

In the tab *Questions* you customer embedded general and specific questions. The questions can be answered at highest level.



Of course you can click on a individual question and there deposit external comments or attach files.

After having entered an answer for this question you can navigate to the further questions with the following symbols.



If you have in the past already answered questions of a request for information of this customer and if the new questions are identical with the previous questions you can take over the last answers.

Please note: The new questions have to be identical to the previous questions.

6.4 Submit information

To submit the information to your customer click on the button *Submit information*.

Your customer will be informed by e-mail about the submission of your information.

After submission of the information this information will have the status *Sent* in the overview.

© 2010, ONVENTIS GmbH

7 Auctions

Via the ONVENTIS solution your customer has the possibility to invite you to an auction. You will be notified on the receipt by e-mail.

Dear Sir or Madam,

Your customer Kern SRM Kunde (Customer Service) has invited you to the following auction.

==
Auction no.: 000001
Title: Auction 6/9/2010 10:36:24 AM
Auction start time: 6/9/2010 2:00 PM
Auction end time: 6/10/2010 2:00 PM
Customer: Kern SRM Kunde (Customer Service), Musterstraße 100, 70569 Stuttgart
Comment: -
==

To view the complete data, please click on the following link:
To auction

If you want to participate in the auction and submit an bit you can log in directly into the auction by means of the link in the e-mail or after logging in you navigate to the area *Purchasing, Auctions.* There you have an overview of all auctions.

Auctions SRM on demand (c) ONVENTIS GmbH

New | Search [ ] OK | Filter - - - | Edit | Export...

4 Entries / per page: 10

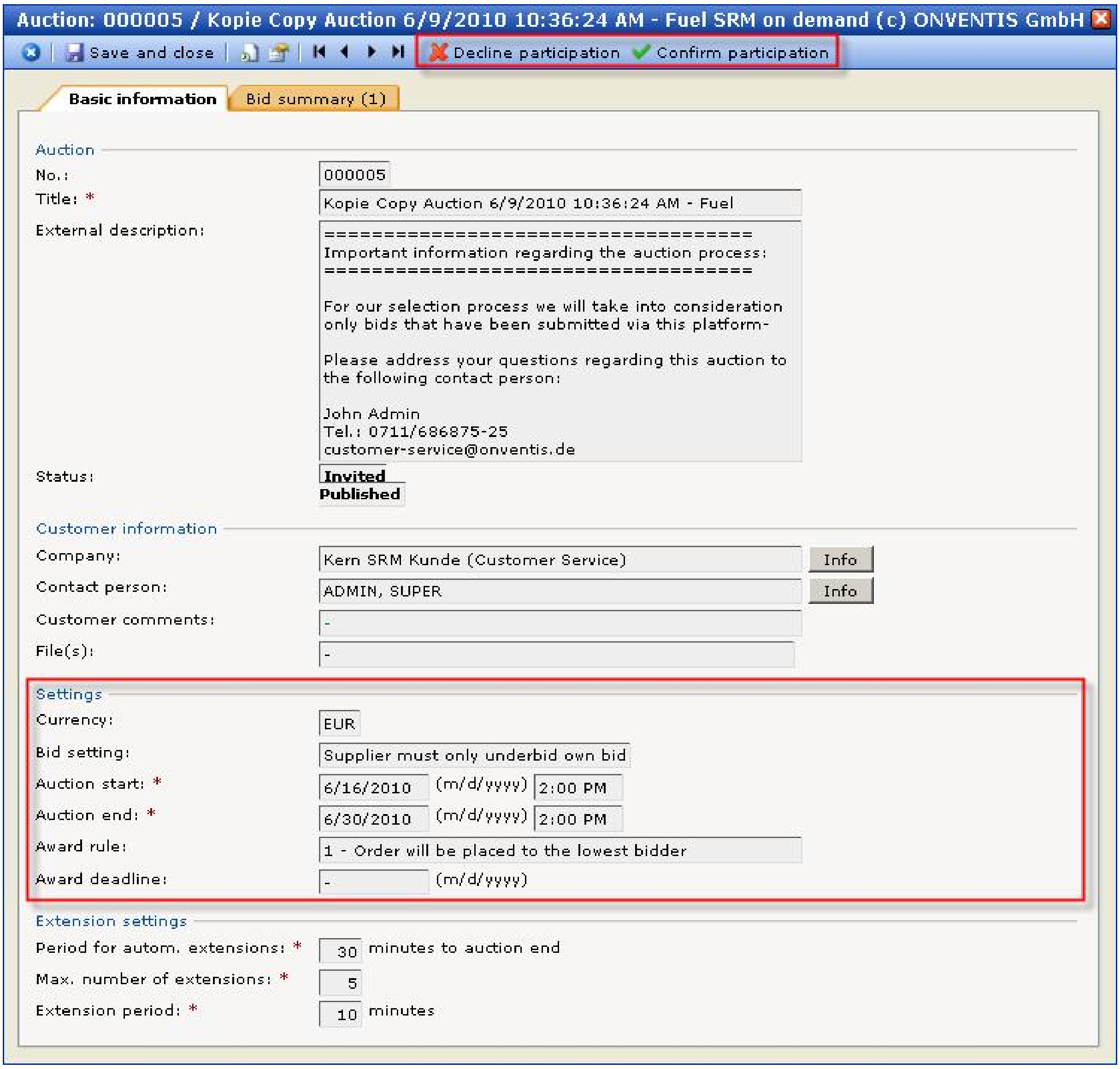
No.	Title	Organizational unit	Auction start	Auction end	Status
000004	Copy Auction 6/9/2010 10:36:24 AM - Fuel User: SUPER ADMIN 1 Line item(s) 1 Supplier(s) 0 Confirmation(s)	Kern SRM Kunde (Customer Service), Stuttgart	6/9/2010 2:00 PM	6/10/2010 2:00 PM	Being processed
000003	Auction 6/9/2010 10:36:24 AM - Copying Paper User: SUPER ADMIN 1 Line item(s) 1 Supplier(s) 0 Confirmation(s)	Kern SRM Kunde (Customer Service), Stuttgart	6/9/2010 2:00 PM	6/10/2010 2:00 PM	Published
000002	Auction 6/9/2010 10:36:24 AM - Packaging Material User: SUPER ADMIN 1 Line item(s) 1 Supplier(s) 0 Confirmation(s)	Kern SRM Kunde (Customer Service), Stuttgart	6/9/2010 2:00 PM	6/10/2010 2:00 PM	Being processed
000001	Auction 6/9/2010 10:36:24 AM User: SUPER ADMIN 1 Line item(s) 1 Supplier(s) 0 Confirmation(s)	Kern SRM Kunde (Customer Service), Stuttgart	6/9/2010 2:00 PM	6/10/2010 2:00 PM	Published

7.1 Confirmation of Participation

To submit a bit open the desired auction by clicking on the auction title or the number.

No.	Title	Organizational unit	Auction start	Auction end	Status
000004	Copy Auction 6/9/2010 10:36:24 AM - Fuel	Kern SRM Kunde (Customer Service), Stuttgart	6/9/2010 2:00 PM	6/10/2010 2:00 PM	Being processed

Now you can view the details of the auction (start, end) by opening the tabs.



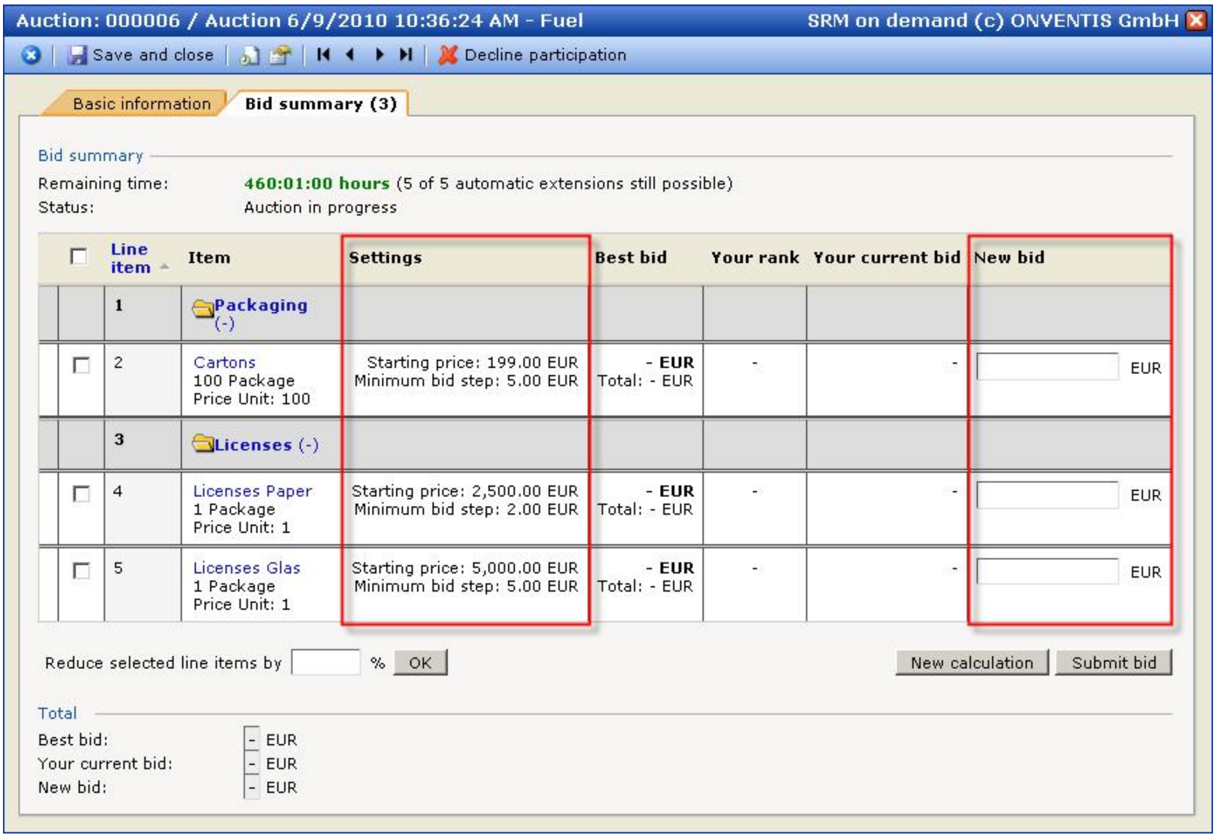
You have to decide now if you want to deposit a bit and if you want to *Confirm participation* or *Decline participation*. Therefore click on the desired button.

The customer will be informed by e-mail and after having confirmed participation you can place and submit a bit if the auction has started already.

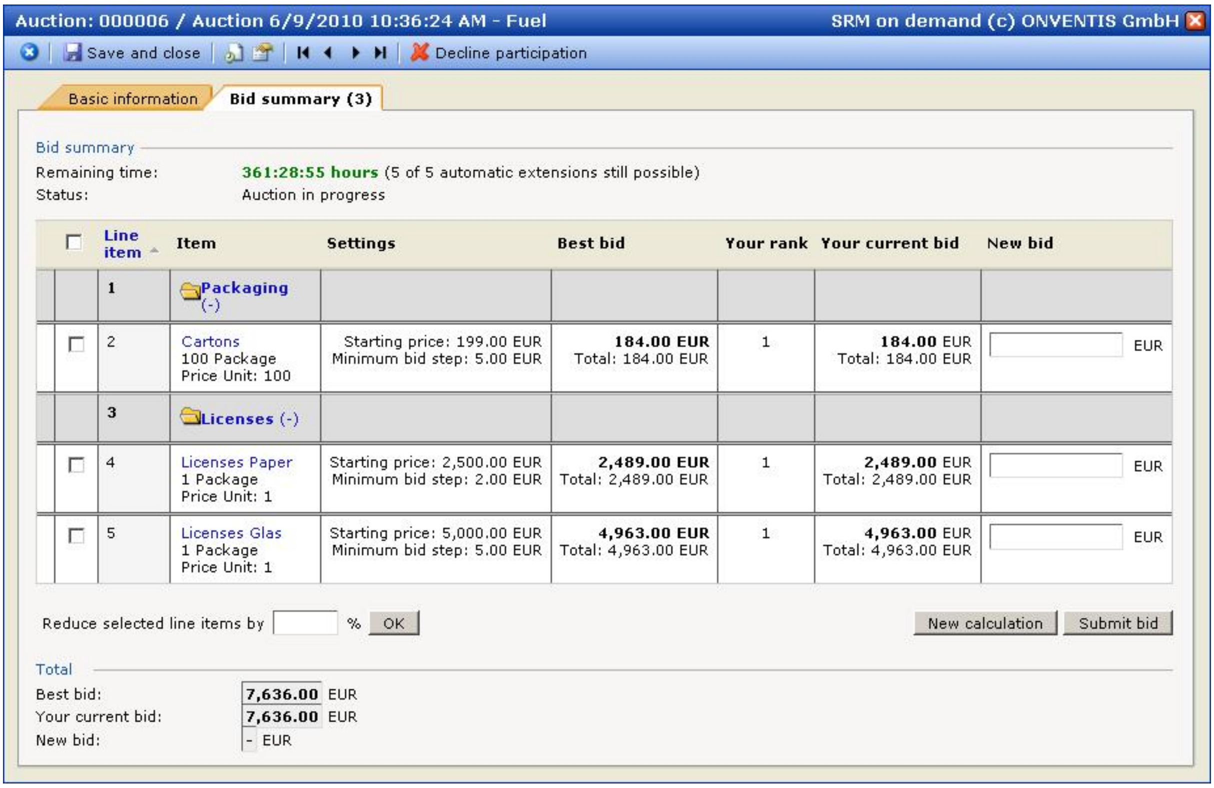
7.2 Submitting a Bid

As soon as an auction has started und you have confirmed participation you can submit an order. Open the desired auction and switch to the tab *Bid summary*.

In the column *Settings* the *Starting price* (if determined by the customer) and the *Minimum bid step* per line item will be displayed. In the column *New bid* you can deposit a bid und confirm it by clicking on the button *Submit Bid*.

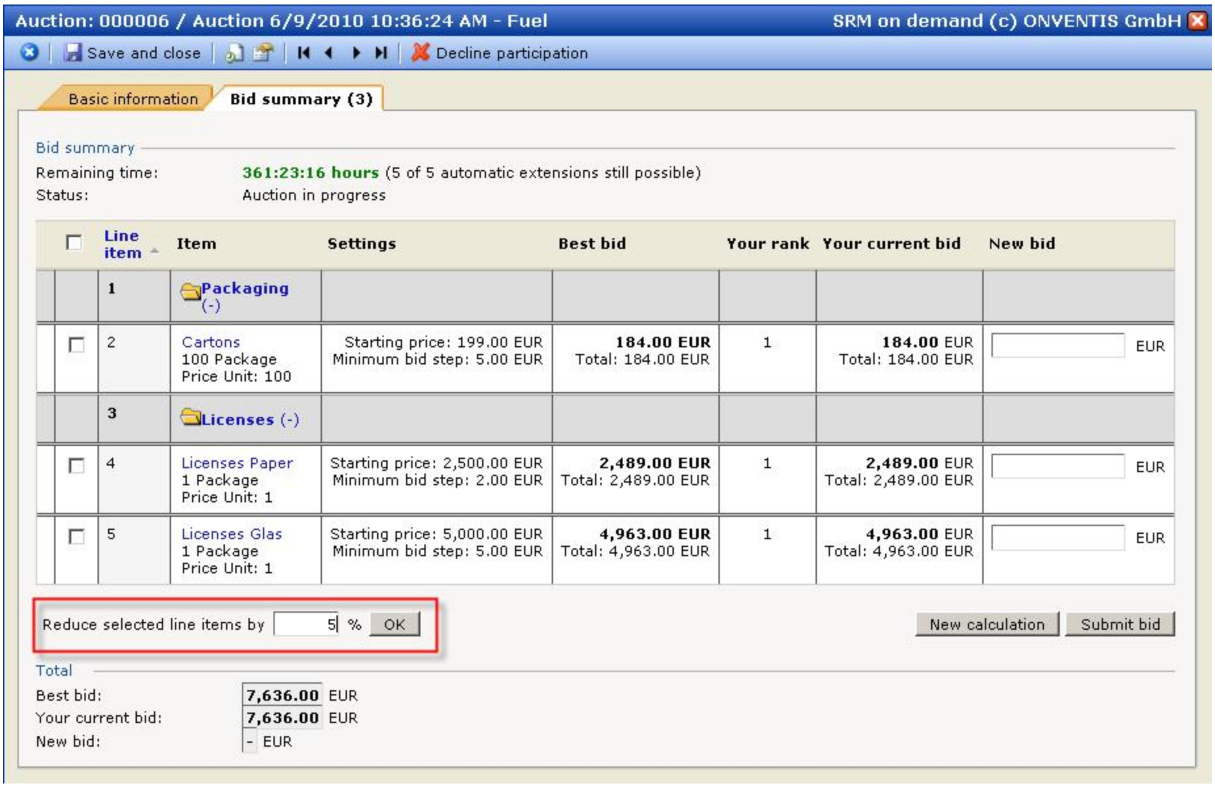


After having submitted your bid your actual bid will displayed in the column *Your current bid*.



In the bid summary you can see the remaining time and the status.

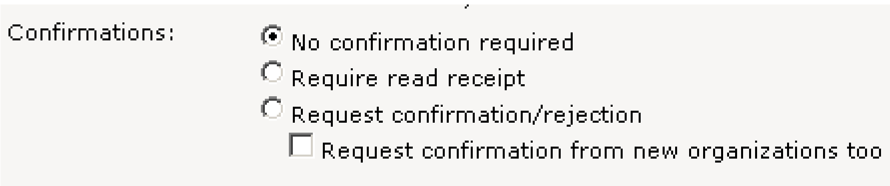
An additional possibility to submit a bid is to reduce the selected line items by x percent.



8 Document Delivery

8.1 Documents of your customer

Depending on the functional scope, your customer can make important documents online available to you (publish) and also request confirmations. When publishing a document the customer has the following possibilities:



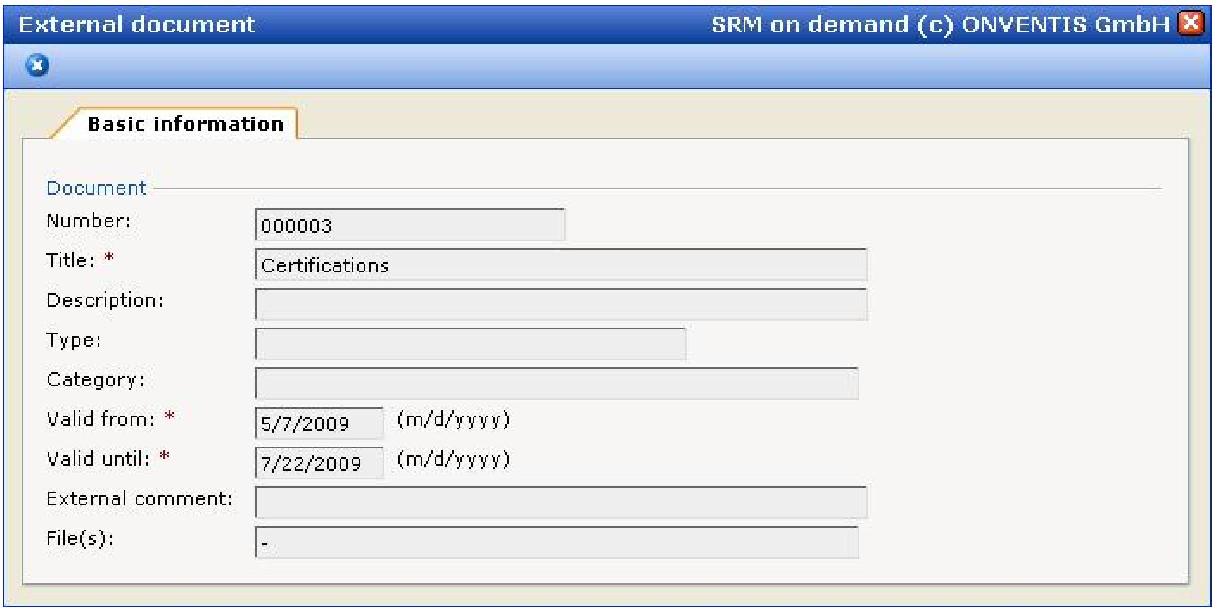
You are informed by e-mail as soon as your customer makes a document available to you.

8.2 Access to already published documents

You can view and download already published documents in the *Customer management, Customers* area. Open the desired customer by clicking on the name and switch to the *External documents* tab.

Click on the desired document title to view the document details. You can see the following details here if your customer has saved them:

- Description
- Validity
- File(s)

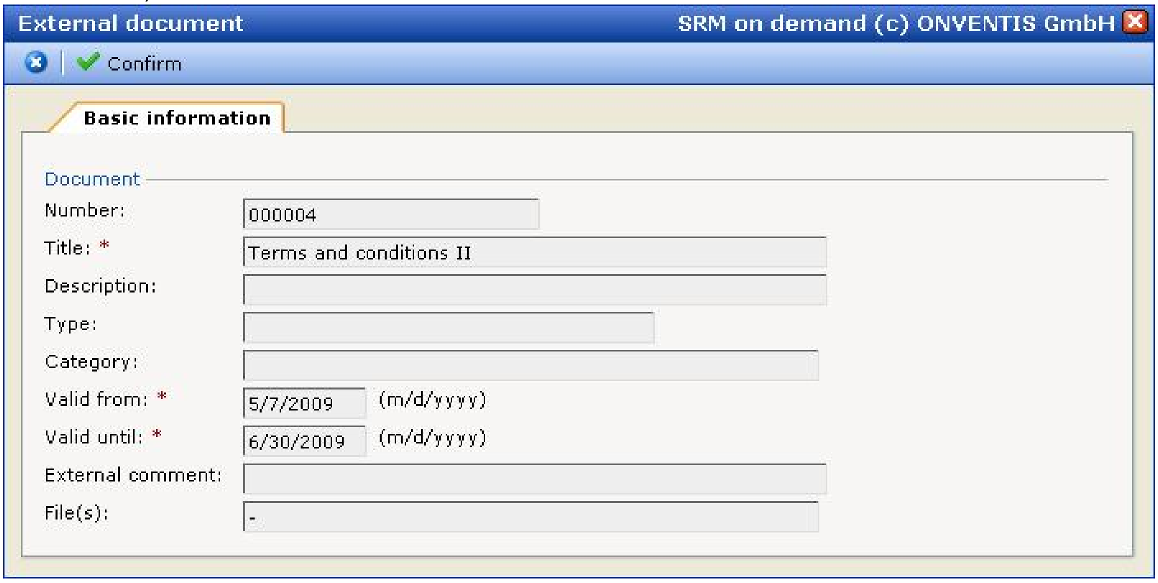


8.3 *Documents with read confirmations*

If your customer has published a document and requests a read confirmation, this read confirmation will be requested from you at the next login.

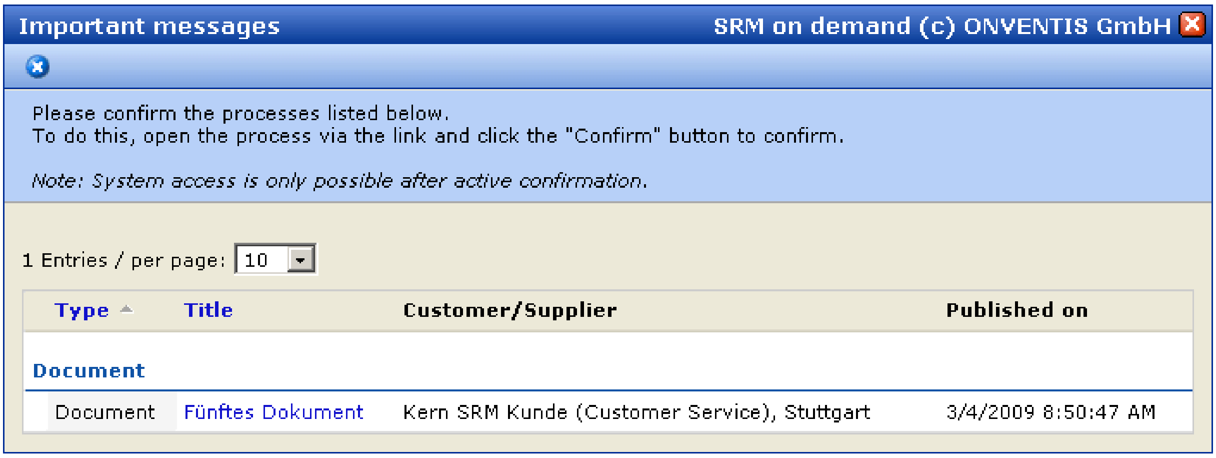
System access is possible only after active confirmation.

To confirm, click on the document title and then click on the button *Confirm*.



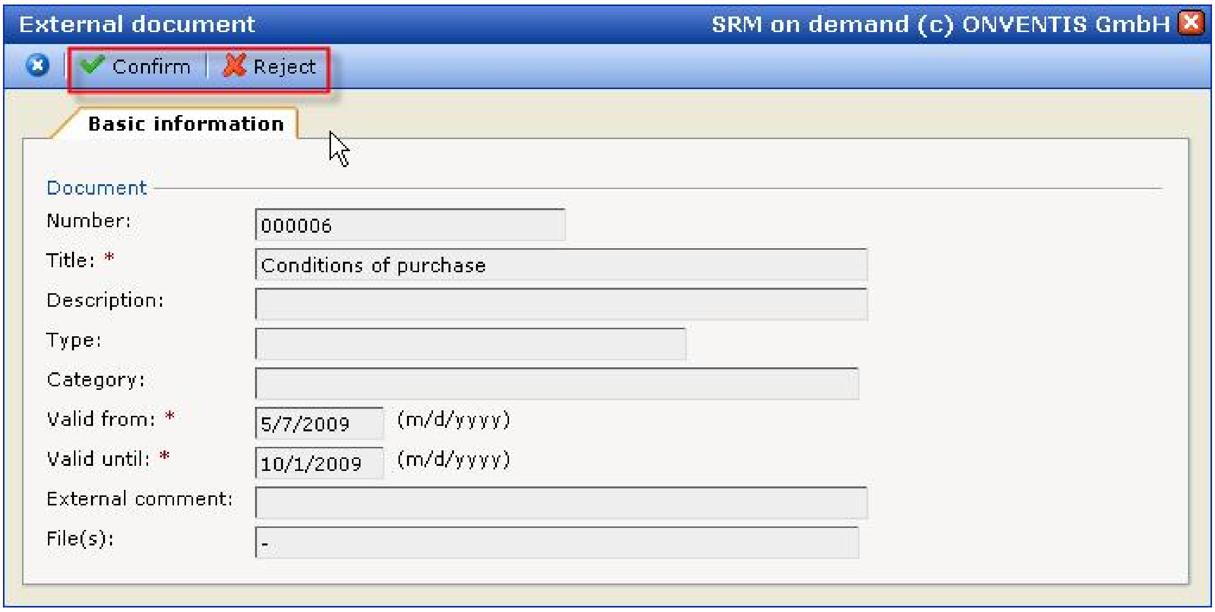
8.4 Documents with confirmation / rejection

If your customer has published a document and requests a confirmation / rejection, this action will be requested from you at the next login.



System access is possible only after active confirmation.

To confirm / reject, click on the document title and then click on the button *Confirm* or *Reject*.


External document
SRM on demand (c) ONVENTIS GmbH
Confirm
Reject
Basic information
Document
Number:
000006
Title: *
Conditions of purchase
Description:
Type:
Category:
Valid from: *
5/7/2009
(m/d/yyyy)
Valid until: *
10/1/2009
(m/d/yyyy)
External comment:
File(s):
-

Contact for further questions

If you have any further questions or need assistance with the new functions, our service hotline is there to help you:

ONVENTIS GmbH
Untere Waldplätze 21
70569 Stuttgart

Tel: 0711/686875-25
E-mail: customer-service@onventis.de