



Pulling Open Order Report

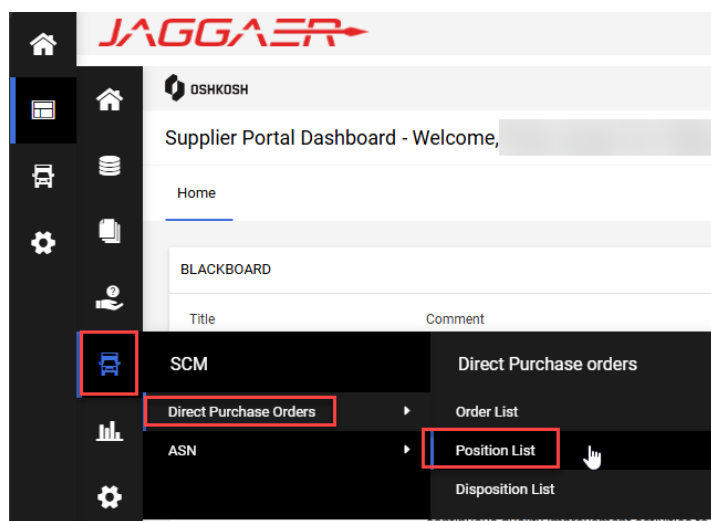
Introduction

This job aid is intended to guide Oshkosh suppliers through the standardized process for accessing and exporting open Purchase Order (PO) reports from the Jaggaer portal. Accurate PO visibility is essential for maintaining schedule alignment, enabling proactive communication, and ensuring timely deliveries across the supply chain. The steps outlined here focus on using the "Position Level Report" to extract relevant, up-to-date data while filtering out completed or canceled orders.

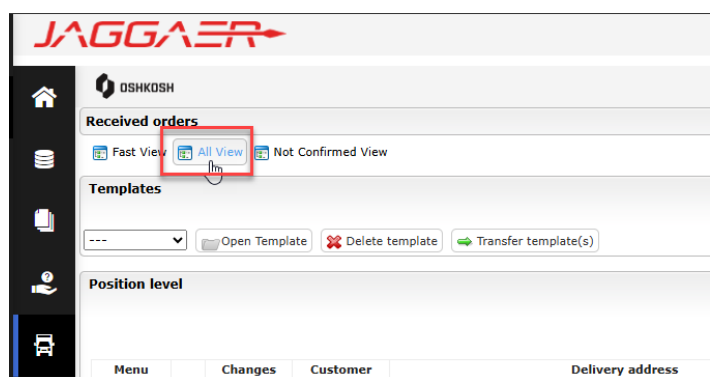
- You must have access to the Jaggaer Supplier Portal and Direct Purchase Orders.
- These steps are for viewing open POs using the Position Level Report.
- Use a desktop browser for best results.
- Make sure you're in the Oshkosh Corporation account if you work with other customers.

Process Steps

1. Navigate to the Position List
 - a. From the Supplier Portal Dashboard, click the SCM icon. Then go to 'Direct Purchase Orders' > 'Position List'.



2. Select 'All View'
 - a. Choose the 'All View' tab to ensure visibility into all current PO statuses, regardless of confirmation level.

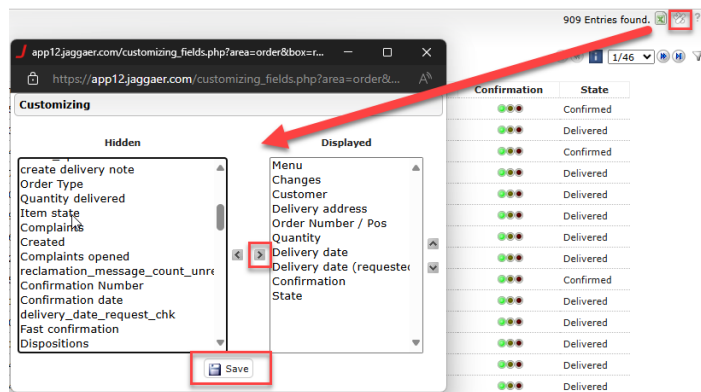




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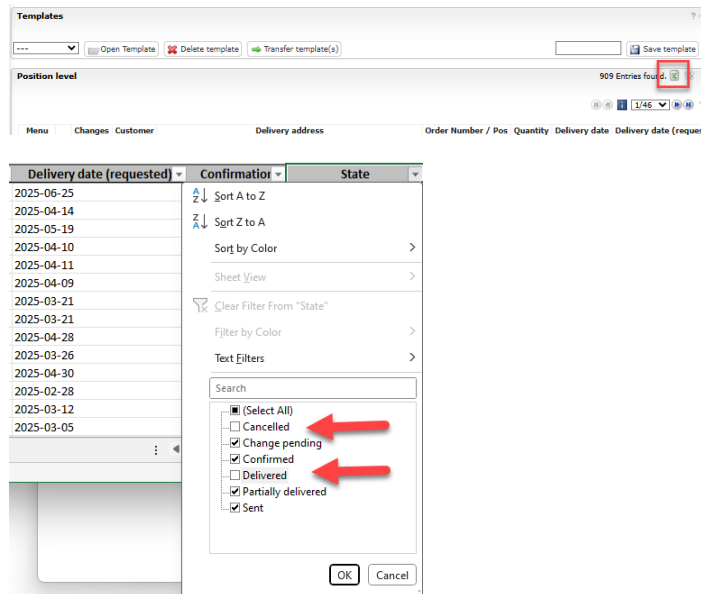
3. Customize Visible Fields

- a. Click the gear icon to add necessary fields such as Delivery Date, Quantity, and PO Status. These details are crucial to assess the timing and completeness of each PO.



4. Export and Filter

- a. Click the Excel icon to export the report. In Excel, filter out any rows where the status is 'Delivered' or 'Cancelled'. This will leave only actionable, open POs in your report.



5. Job Aid Complete

Final Notes

This workflow is the current best practice endorsed by the Supply Chain Systems team. It helps standardize supplier reporting and ensures prompt issue resolution. Contact your Oshkosh representative with any questions.