

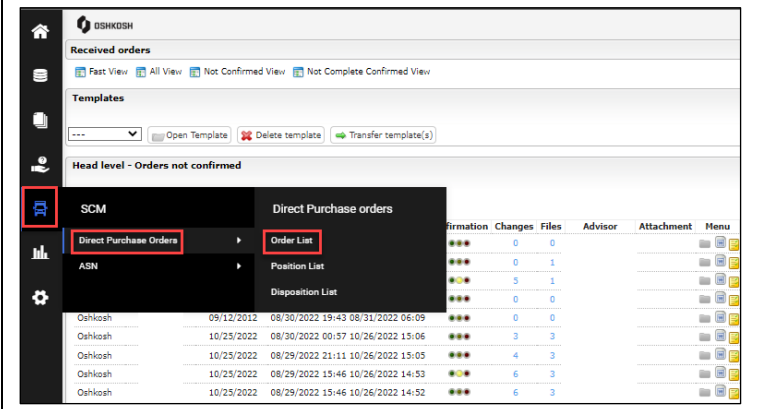
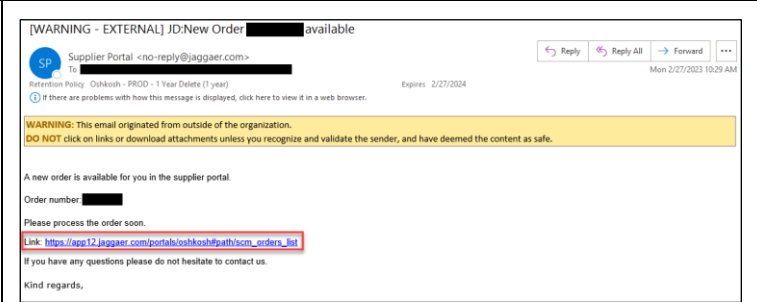


Purchase Orders and PO Maintenance

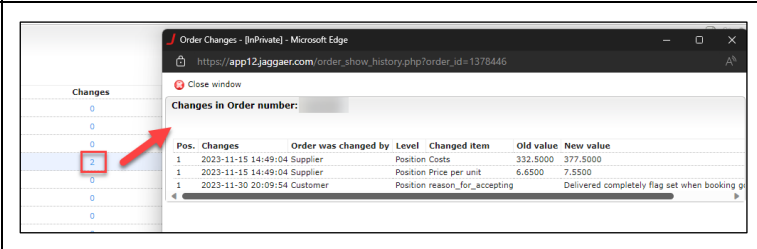
Instructions

Supplier will use these instructions to view and respond to Oshkosh Corporation purchase orders (new and change) in the Jaggaer Supplier Portal. Purchase orders are generated within Oshkosh's respective ERP systems and transmitted electronically into the Jaggaer supplier portal. Suppliers are expected to respond to all orders (accept/change/reject).

1. Jaggaer will send an automated email notification anytime a new purchase order is transmitted. Clicking on the link will first take you to Jaggaer login and then to the order summary page.
 - a. You can also get to the order summary by selecting the **SCM** icon from the left menu, **Direct Purchase Orders**, and then **Order List**.



2. To view the log of changes to an order you can select the number in the changes column (if present) to view the details.





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<p>3. To view and respond to a Purchase Order; on the desired purchase order in the list, select the folder icon in the Menu column</p> <ol style="list-style-type: none"> This applies for both new PO's and Change orders 	
<p>4. The Purchase Order will open up in a new window</p>	
<p>5. Quantity - You can input a quantity that is different from the quantity on the PO. This will be limited to a tolerance set by Oshkosh. Any proposed quantity that is greater than a 999% increase from the original quantity will require an updated PO to be sent from your buyer.</p> <ol style="list-style-type: none"> A line quantity can be split multiple times by selecting the icon located under Net value column If multiple lines require a split, click for each line before entering new quantities If need to remove an added split line you can select the icon on the line 	



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<p>d. <i>Note: Clicking split doesn't change quantities of each line, you will have to manually enter the desired quantity of each line</i></p>	
<p>6. Delivery Date and Price/Unit can be edited but if there is a significant change to either one the buyer should be notified, they will receive a change notification as well A calendar view can be used for inputting date if you select calendar icon next to the date</p>	<p>The screenshot shows a table with three columns: Quantity, Delivery date, and Price/Unit. The first row has a quantity of 75, a delivery date of 03/23/2023, and a price/unit of 94.1800 USD/1.0000. Below the table, there are fields for 'Stat. Delivery Date', 'Ship Date(requested)', and '03/23/2023'. There are also input fields for quantity and date for two other rows.</p>
<p>7. Supplier Confirmation Number is designated by the supplier and only needs to be entered on the bottom line</p> <p>a. The confirmation number row will default to this number as long as the box next to it is checked</p> <ul style="list-style-type: none"> This box must be checked to confirm the line Please refrain from using the remarks section unless an actual change is being submitted on the Purchase Order. <p><i>Note:</i> Unconfirmed order lines will cause reminder emails until either confirmed or buyer notified to remove from order</p>	<p>The screenshot shows a summary of the PO with columns for Pos., Net No/Details, Quantity, Delivery date, Price/Unit, and Confirmation number. At the bottom, there is a field for 'Supplier confirmation number' with the value 'SUPPLIER DESIGNATED' and a 'Save and send back' button. A red box highlights this field and button. A warning message below reads: 'Please contact the Buyer if this PO needs to be declined either in part or in full'.</p>
<p>8. Once all changes/confirmations are made select Save and send back at the bottom of the order. You will get a warning window asking you to confirm you would like to send the order</p>	<p>The screenshot shows a 'Supplier confirmation number' field with the value 'TEST2.28.23' and a 'Save and send back' button. Below it is a confirmation dialog box with the text: 'demo.app12.jaggaer.com says Are you sure to send the order confirmation back to the customer?' with 'OK' and 'Cancel' buttons.</p>
<p>End Job Aid</p>	