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# Order Confirmation Quick Start Guide





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# Introduction

This processing guide provides step-by-step instructions for accessing and using the Greene Tweed Vendor Portal to submit a purchase order (PO) confirmation.

Processing order (PO) confirmations via the vendor portal allows suppliers to monitor, update, and confirm a PO in real time. All POs created in SAP are transferred automatically to the portal and the supplier receives a request to confirm the order via e-mail.

Greene Tweed's vendor portal is powered by Jaggaer a leading Procure to Pay solution.

- 1 [Confirm Purchase Order – Same Quantity and Date](#)
- 2 [Confirm Purchase Order – Different Quantity and Date](#)
- 3 [Decline Line](#)
- 4 [Split Line](#)
- 5 [Order List](#)

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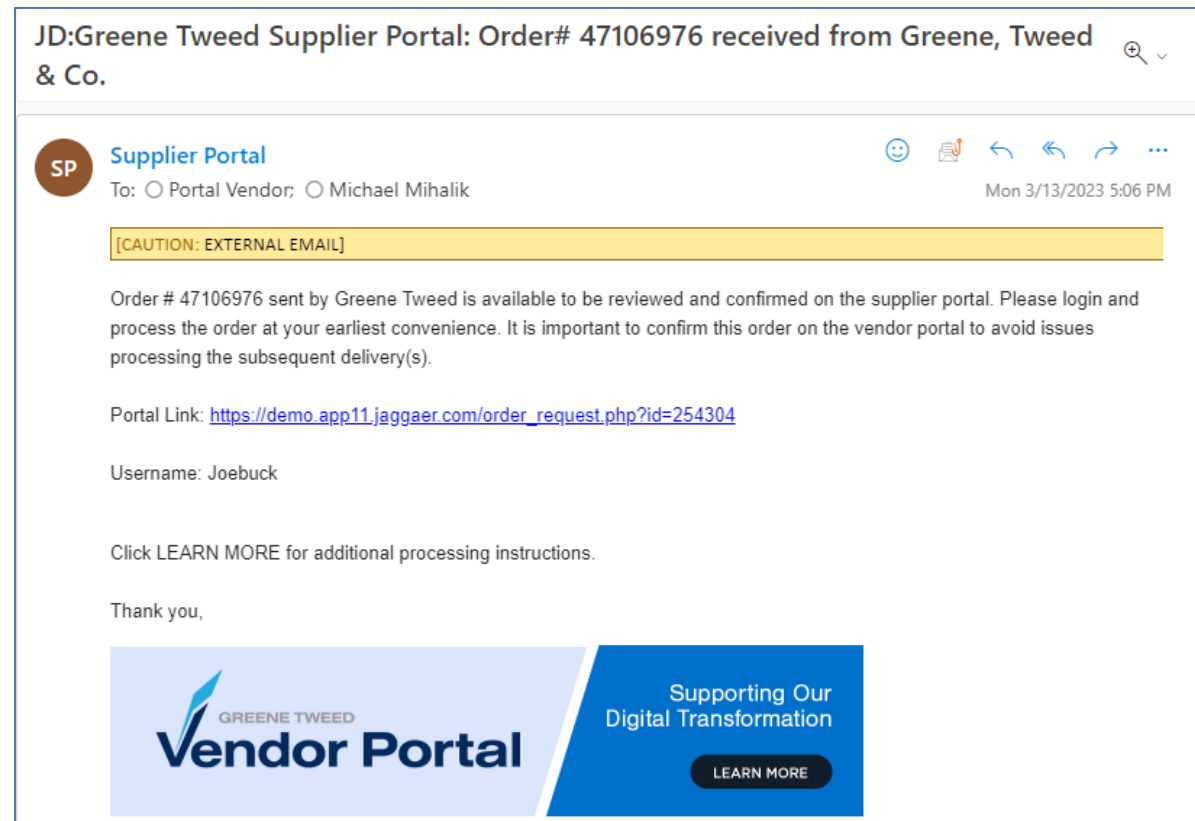
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# 1 Confirm Purchase Order

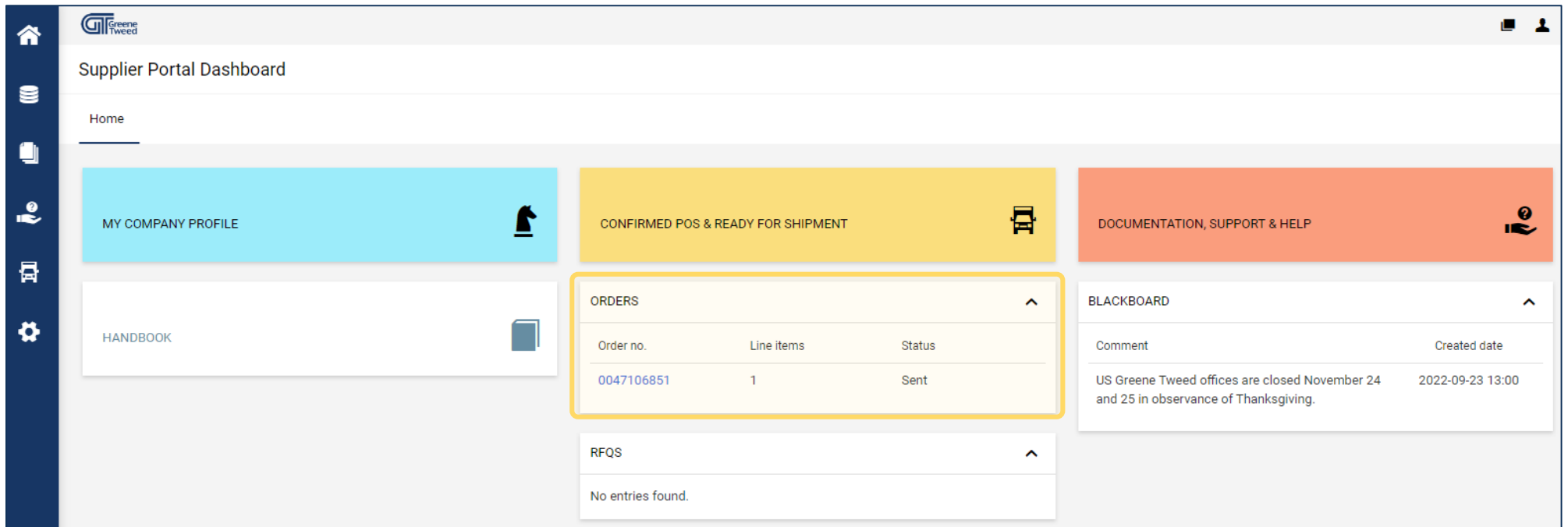




- 1 • Your initial notification of a PO (purchase order) will be sent via email.
  - Log into the portal to confirm the PO exactly as requested or you can confirm with a different quantity, price, or delivery date.



- 2 • On the **Supplier Portal Dashboard**, review the **Orders** section. This is where you will find a list of partially or unconfirmed POs.
- Click the PO noted in the email.




The screenshot shows the Supplier Portal Dashboard with a sidebar on the left containing navigation icons for Home, Orders, Profile, Help, RFQs, and Settings. The main content area includes several widgets: 'MY COMPANY PROFILE', 'CONFIRMED POS & READY FOR SHIPMENT', 'DOCUMENTATION, SUPPORT & HELP', 'HANDBOOK', 'ORDERS', 'BLACKBOARD', and 'RFQS'. The 'ORDERS' widget is highlighted with a yellow border and contains a table with one entry.

Order no.	Line items	Status
0047106851	1	Sent

The 'BLACKBOARD' widget contains a comment: "US Greene Tweed offices are closed November 24 and 25 in observance of Thanksgiving." with a created date of "2022-09-23 13:00".



- 3
  - The screen will update and the PO will appear.
  - Open and view each attachment. An example of an attachment is highlighted below. When this icon  appears, the attachment has been viewed.

Greene, Tweed & Co., Limited, Ruddington Fields, NG11 6JS Nottingham, United Kingdom of Great Britain and Northern Ireland

Engle Synthetics  
Unit 9, Cedar Court, Halesfield 17  
TF7 4PF TELFORD  
United Kingdom of Great Britain and Northern Ireland

Delivery address:  
Greene, Tweed & Co., Ltd.  
Mere Way  
Ruddington Fields  
NG11 6JS Nottingham  
United Kingdom of Great Britain and Northern Ireland

Delivery conditions: EXW (Ex Works)

Payment conditions: within 60 days due net

**Documents:**  
This order is subject to our supplier manual, our terms and conditions and our delivery conditions (as appropriate in the current version). The supplier is responsible for the existence of these documents, so that a proper implementation of this assignment is ensured. On demand, these documents can be requested from the responsible purchaser.  
[0047106851.pdf \(2022-11-29 17:09:14\)](#)

**Purchase order**

Order number/Date  
47106851 / 2022-11-29

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Supplier number  
2026111

Contact person  
Exchange, Data

Telephone  
Fax

eMail Address  
[michael.mihalik@aneon.at](mailto:michael.mihalik@aneon.at)

Your person responsible  
Steve Engle

**Attachment**

Pos.	Mat.No/Details	Quantity	Delivery date	Price/Unit	Confirmation number	Net value (GBP)
10	26-1200-1000TS030 4095, TUBE, 12.000 X 10.000 x 3.00	201.00 IN	2023-01-03	35.00 GBP/1.00 IN	Item state: Sent Ackn. Req. : No	7,035.00
<b>Net total without VAT GBP</b>						<b>7,035.00</b>



### 3 To confirm as requested, add a confirmation number and click **Accept and Confirm**.

**NOTE:**

Each attachment must be opened and viewed, in order for the confirmation boxes to appear.

Engle Synthetics  
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United Kingdom of Great Britain and Northern Ireland

Delivery address:  
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[0047106851.pdf \(2022-11-29 17:09:14\)](#)

Pos.	Mat.No/Details	Quantity	Delivery date	Price/Unit	Confirmation number	Net value (GBP)
10	26-1200-1000TS030 4095, TUBE, 12.000 X 10.000 x 3.00	201 IN	2023-01-03	35.00 GBP/1.00 IN	<input type="text"/> <input checked="" type="checkbox"/>	7,035.00
Remarks						<input type="button" value="Split"/>
						<input type="button" value="Decline"/>
<b>Net total without VAT GBP</b>						<b>7,035.00</b>

Supplier confirmation number:

Remark of decline (copy to all positions)



- 4 The message Successfully saved will appear in the upper left corner. This serves as the seller's order confirmation to GT that the PO has been accepted.

Confirmation / decline via the portal is sufficient. Please refrain from sending us any additional order confirmation relating to the order via email.

✔ Successfully saved

Greene, Tweed & Co., Limited, Ruddington Fields, NG11 6JS Nottingham, United Kingdom of Great Britain and Northern Ireland

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Greene, Tweed & Co., Ltd.  
Mere Way  
Ruddington Fields  
NG11 6JS Nottingham  
United Kingdom of Great Britain and Northern Ireland

Delivery conditions: EXW (Ex Works)

Payment conditions: within 60 days due net

**Documents:**  
This order is subject to our supplier manual, our terms and delivery conditions (as appropriate in the current version). The supplier is responsible for the existence of these documents, so that a proper implementation of this assignment is ensured. On demand, these documents can be requested from the responsible purchaser.  
[0047106851.pdf \(2022-11-29 17:09:14\)](#)

**Purchase order**

Order number/Date  
47106851 / 2022-11-29

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Supplier number  
2026111

Contact person  
Exchange, Data

Telephone

Fax

eMail Address  
[michael.milhalik@aneon.at](mailto:michael.milhalik@aneon.at)

Your person responsible  
Steve Engle

Pos.	Mat.No/Details	Quantity	Delivery date	Price/Unit	Confirmation number	Net value (GBP)
10	26-1200-1000TS030 409S, TUBE, 12.000 X 10.000 x 3.00	201 IN	2023-01-03	35.00 GBP/1.00 IN	123 <input checked="" type="checkbox"/> Date: 2022-11-29 Item state: Sent Ackn. Req. : No	7,035.00 <a href="#">Split</a>



To confirm with a different quantity, date, or price, modify the open fields, add a confirmation number and click **Accept and Confirm**.

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Delivery address:  
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Mere Way  
Ruddington Fields  
NG11 6JS Nottingham  
United Kingdom of Great Britain and Northern Ireland

Delivery conditions: EXW (Ex Works)  
Payment conditions: within 60 days due net

**Documents:**  
This order is subject to our supplier manual, our terms and delivery conditions (as appropriate in the current version). The supplier is responsible for the existence of these documents, so that a proper implementation of this assignment is ensured. On demand, these documents can be requested from the responsible purchaser.  
[0047106851.pdf \(2022-11-29 17:09:14\)](#)

Pos.	Mat.No/Details	Quantity	Delivery date	Price/Unit	Confirmation number	Net value (GBP)
10	26-1200-1000TS030 4095, TUBE, 12.000 X 10.000 x 3.00	<input type="text" value="201"/> IN	<input type="text" value="2023-01-03"/>	<input type="text" value="35.00"/> GBP/1.00 IN	<input type="text"/> <input checked="" type="checkbox"/>	7,035.00
<small>Item state: Sent Ackn. Req. : No</small>						<input type="button" value="Split"/>
Remarks						<input type="button" value="Decline"/>
<b>Net total without VAT GBP</b>						<b>7,035.00</b>

Supplier confirmation number:

Remark of decline (copy to all positions)



## To decline an item on an order:

1. Select the line
2. Deselect lines that are not being declined
3. Add a comment
4. Click **Decline**

If you need to decline only one of multiple items on the order, decline the line item first and then confirm the remaining items as a second step.

Delivery conditions: EXW EX WORKS (DOMESTIC SOURCING) (Ex Works)  
 Payment conditions: within 30 days due net

Documents:  
 This order is subject to our supplier manual, our terms and delivery conditions (as appropriate in the current version). The supplier is responsible for the existence of these documents, so that a proper implementation of this assignment is ensured. On demand, these documents can be requested from the responsible purchaser.  
[0047106932.pdf \(2023-02-14 21:24:08\)](#)

Pos.	Mat.No/Details	Quantity	Delivery date	Price/Unit	Confirmation number	Net value (USD)
10	102290714 BLANKING PLUG, ,875 HOLE, 316	50 Each	03.01.2023	45.00 USD/1.00 Each	<input checked="" type="checkbox"/> 1	2,250.00
Remarks No longer make this part. :: Joe Buck (14.02.2023 15:29) 3						4
20	102197796 WASHER SELF-SEALING	13 Each	03.01.2023	1,002.00 USD/1.00 Each	<input type="checkbox"/> 2	13,026.00
Remarks						Decline

Net total without VAT USD 15,376.00



## To split an item on an order:

1. Select the line
2. Click **Split**. Two lines will appear.
3. Adjust the quantity on the first and second line and update the delivery dates as needed.
4. Add a confirmation number and click **Accept and Confirm**.

Delivery conditions: EXW EX WORKS (DOMESTIC SOURCING) (Ex Works)  
 Payment conditions: within 30 days due net

**Documents:**  
 This order is subject to our supplier manual, our terms and delivery conditions (as appropriate in the current version). The supplier is responsible for the existence of these documents, so that a proper implementation of this assignment is ensured. On demand, these documents can be requested from the responsible purchaser.  
[0047106949.pdf \(2023-02-27 17:29:06\)](#)

Pos.	Mat.No/Details	Quantity	Delivery date	Price/Unit	Confirmation number	Net value (USD)
10	102290714 BLANKING PLUG, .875 HOLE, 316	13 Each	03.29.2023	45.00 USD/1.00 Each	<input type="checkbox"/>	1,035.00
		10 Each	03.31.2023		<input checked="" type="checkbox"/>	1,035.00
Remarks						
20	102197796 WASHER SELF-SEALING	13 Each	03.31.2023	1,002.00 USD/1.00 Each	<input type="checkbox"/>	13,026.00
Remarks						
<b>Net total without VAT USD</b>						<b>14,061.00</b>

Supplier confirmation number:

Remark of decline (copy to all positions)





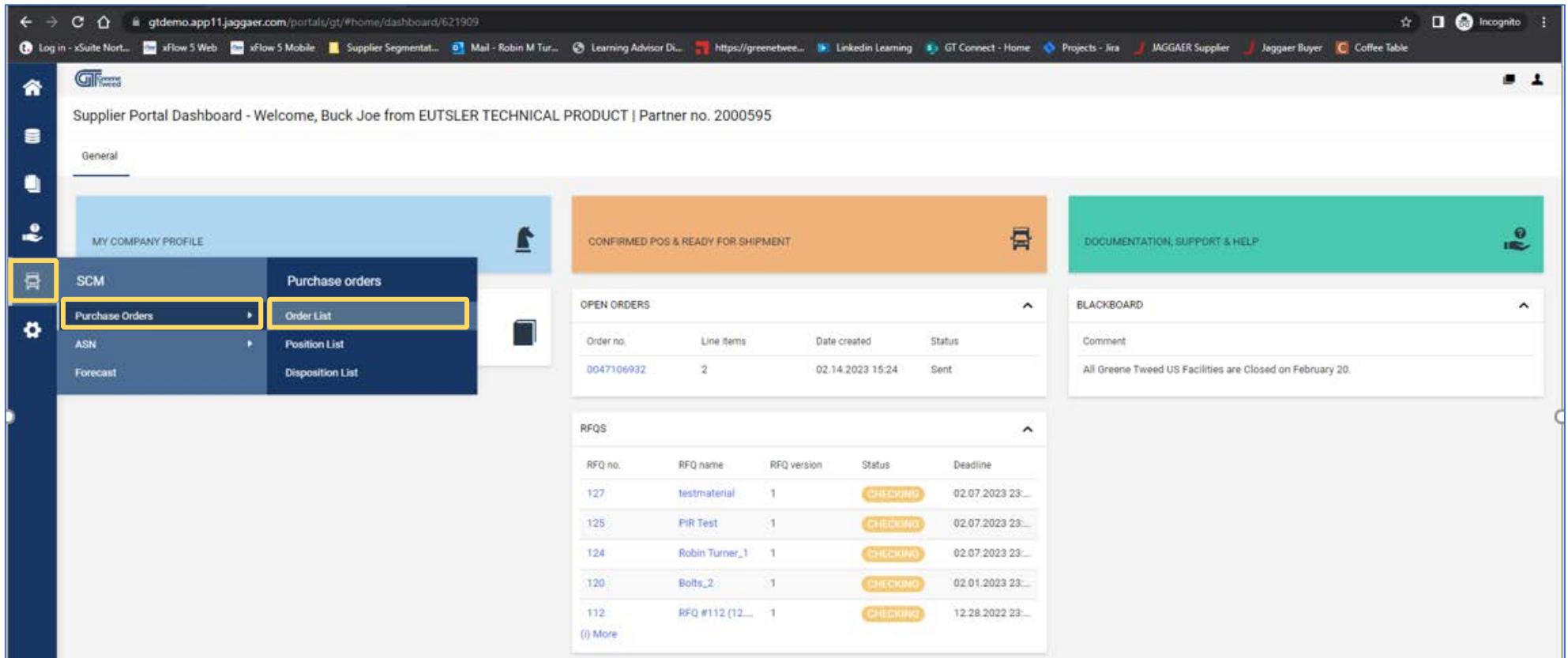
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## 2 Order List

Use the Order List to access a previously confirmed purchase order. From this list you can view the order, check the status, and make change requests.



1 | On the **Supplier Portal Dashboard**, select  **SCM >> Purchase Orders >> Order List.**



The screenshot shows the Supplier Portal Dashboard for a user named Buck Joe from EUTSLER TECHNICAL PRODUCT. The dashboard includes a navigation menu on the left with the following items:

- SCM (highlighted with a yellow box)
- Purchase Orders (highlighted with a yellow box)
- Order List (highlighted with a yellow box)
- ASN
- Forecast
- Position List
- Disposition List

The main content area displays several sections:

- MY COMPANY PROFILE** (blue header)
- CONFIRMED POS & READY FOR SHIPMENT** (orange header)
- DOCUMENTATION, SUPPORT & HELP** (green header)
- OPEN ORDERS** table:

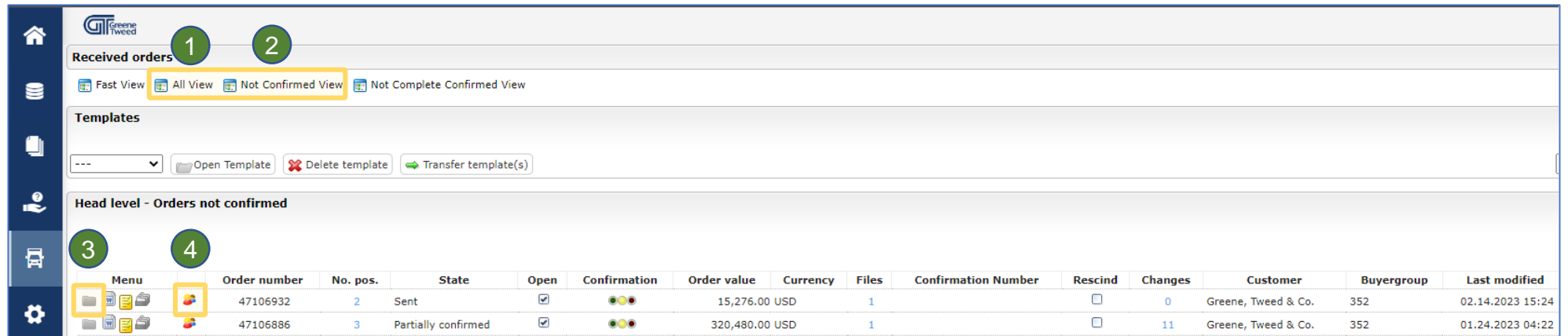
Order no.	Line items	Date created	Status
0047106932	2	02.14.2023 15:24	Sent

- RFQS** table:

RFQ no.	RFQ name	RFQ version	Status	Deadline
127	testmaterial	1	CHECKING	02.07.2023 23:...
125	PIR Test	1	CHECKING	02.07.2023 23:...
124	Robin Turner_1	1	CHECKING	02.07.2023 23:...
120	Bolts_2	1	CHECKING	02.01.2023 23:...
112	RFQ #112 (12...	1	CHECKING	12.28.2022 23:...

The dashboard also includes a **BLACKBOARD** section with a comment: "All Greene Tweed US Facilities are Closed on February 20."

2 | The **Received Orders** screen will appear. The system defaults to a list of orders that have not been confirmed.



1	All View	A comprehensive list of all Greene Tweed purchase orders confirmed via the supplier portal.
2	Not Confirmed View	A list of purchase orders sent, and not yet confirmed. It is important to confirm all order to avoid issues with deliveries.
3	Open	Use to open and view the purchase order.
4	Forward	Use to forward the purchase order to a different user in your organization.



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Thank You

