

Purchase Orders for Suppliers

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Atlas Copco
Group



Agenda

1. [Navigation](#)
2. [New PO](#)
3. [PO Confirmation](#)
4. [PO Decline](#)
5. [Delivery Note](#)



Navigation

Navigation

Navigation to Order list

- To navigate to the Order list, click on the truck icon on the left side of the screen.
- To expand another level of the menu, click on 'Purchase Orders (New)' and select 'Order List'.

The screenshot shows the Atlas Copco Supplier Portal Dashboard. The left sidebar contains a menu with the following items: Home, Primary data, Documents, Requests, SCM (highlighted with a truck icon), and Quality. The SCM menu is expanded, showing sub-items: Purchase Orders, Accounts Payable, Purchase Orders (New) (highlighted), Delivery Call Off, and ASN. The 'Purchase Orders (New)' sub-menu is further expanded, showing 'Order List' (highlighted with a red box and an arrow) and 'Worklist'. The main content area displays a 'Supplier Portal Dashboard - Welcome, test test user from DRUCK LIMITED | Partner no. 100759' with a notification banner. Below the notification, there are sections for 'RFQS' and 'BLACKBOARD'. The 'RFQS' section contains a table with the following data:

RFQS ID	Quantity	Creation Date	Status
6000785862	1	2024-11-27 10:56	Sent
6000785856	1	2024-11-26 16:45	Confirmed
6000785855	1	2024-11-26 16:06	Sent
6000785853	1	2024-11-26 15:52	Sent

Navigation

Filter

- In the Order list, you can see all orders created and their details.
- To filter the orders, click on the Filter icon and select either the Quick or Advanced filter.

The screenshot displays the Atlas Copco Group Purchase Order Management interface. The page title is "Purchase Order Management • Default". The interface includes a sidebar with navigation icons, a search bar, and an "Export Excel" button. A dropdown menu is open, showing "Quick Filters" and "Advanced Filters", both with a count of 0. The main content area shows a table of orders with columns for "ORDER NO.", "ORDER TYPE", "ORDER STATUS", "NO. ITEMS", and "PO CREATION DATE". The table contains 8 rows of order data.

ORDER NO.	ORDER TYPE	ORDER STATUS	NO. ITEMS	PO CREATION DATE
6000785887	NB	Sent	1	2024-12-05 13:10
6000785885	NB	Sent	1	2024-12-04 15:55
6000785869	NB	Partly Confirmed	3	2024-11-28 10:31
6000785862	NB	Sent	1	2024-11-27 10:56
6000785856	NB	Confirmed	1	2024-11-26 16:45
6000785855	NB	Sent	1	2024-11-26 16:06
6000785853	NB	Sent	1	2024-11-26 15:52
6000785850	NB	Confirmed	1	2024-11-26 15:25

Navigation

Quick Filter

- The Quick filter will expand on the left side of the screen, allowing you to search by selected criteria quickly.

The screenshot displays the Atlas Copco Group Purchase Order Management interface. On the left, a sidebar contains navigation icons. A 'Quick Filters' panel is expanded, showing 'Active Filters' (0) and 'Order Status' options: New, Advised, Sent, Changed, Partly Advised, Confirmed, Partly Confirmed, Delivery Prepared, and Partly Delivered. The main content area shows a table of orders with columns for 'ORDER NO.', 'ORDER TYPE', and 'ORDER STATUS'. The table contains 10 rows of data, with the 'ORDER STATUS' column displaying status labels like 'Sent', 'Partly Confirmed', and 'Confirmed'.

	ORDER NO.	ORDER TYPE	ORDER STATUS	
<input type="checkbox"/>	6000785887	NB	Sent	...
<input type="checkbox"/>	6000785885	NB	Sent	...
<input type="checkbox"/>	6000785869	NB	Partly Confirmed	...
<input type="checkbox"/>	6000785862	NB	Sent	...
<input type="checkbox"/>	6000785856	NB	Confirmed	...
<input type="checkbox"/>	6000785855	NB	Sent	...
<input type="checkbox"/>	6000785853	NB	Sent	...
<input type="checkbox"/>	6000785850	NB	Confirmed	...

Navigation

Advanced filter

- The Advanced filter combines multiple conditions to find exactly what you need.
- Confirm the filter by clicking the Apply button.

The screenshot displays the Atlas Copco Group Purchase Order Management interface. The main content area is titled "Purchase Order Management • Default" and shows a table of orders. An "Advanced Filters" dialog box is open, allowing users to filter the data. The dialog box contains a search bar with the text "Enter Value" and a dropdown menu for "Select Operator". Below the search bar, there is a list of filterable fields: "Order No.", "Jaggaer Direct Order ID", "PO Creation Date", and "Last Modified". The "Order No." field is currently selected, and its dropdown menu is open, showing the same list of fields. At the bottom of the dialog box, there are three buttons: "Cancel", "Clear All", and "Apply". An orange box highlights the "Apply Filter" text, and an orange arrow points from this box to the "Apply" button. The background interface shows a sidebar with navigation icons and a table of orders with columns for "Order No.", "Jaggaer Direct Order ID", "PO Creation Date", and "Last Modified". The table contains one row with the value "6000785850" in the "Order No." column and "NB" in the "Jaggaer Direct Order ID" column. The status of the order is "(Confirmed)".

Navigation

View

- Use the slider to move through the list and view other details of the orders.

Purchase Order Management • Default

Orders Items

Showing Results 1 – 29 of 29 Display 100

ORDER NO.	ORDER TYPE	ORDER STATUS	NO. ITEMS	PO CREATION DATE
<input type="checkbox"/> 6000785887	NB	Sent	1	2024-12-05 13:10
<input type="checkbox"/> 6000785885	NB	Sent	1	2024-12-04 15:55
<input type="checkbox"/> 6000785869	NB	Partly Confirmed	3	2024-11-28 10:31
<input type="checkbox"/> 6000785862	NB	Sent	1	2024-11-27 10:56
<input type="checkbox"/> 6000785856	NB	Confirmed	1	2024-11-26 16:45
<input type="checkbox"/> 6000785855	NB	Sent	1	2024-11-26 16:06
<input type="checkbox"/> 6000785853	NB	Slider	1	2024-11-26 15:52
<input type="checkbox"/> 6000785850	NB	Confirmed	1	2024-11-26 15:25

Navigation

View

- After hovering your mouse over the column title, the three-line icon will appear, allowing you to expand the column menu.
- This menu allows you to adjust the view settings according to your needs.

The screenshot displays the Atlas Copco Group Purchase Order Management interface. The page title is "Purchase Order Management • Default". The interface includes a search bar, an "Export Excel" button, and a table with columns: "ORDER NO.", "ORDER TYPE", "ORDER STATUS", "NO. ITEMS", and "PO CREATION DATE". A column menu is open over the "ORDER STATUS" header, showing options: "Pin Columns", "Autosize This Column", "Autosize All Columns", and "Custom Reset Columns". The "Pin Columns" option is expanded, showing sub-options: "Pin Left", "Pin Right", and "No Pin".

ORDER NO.	ORDER TYPE	ORDER STATUS	NO. ITEMS	PO CREATION DATE
<input type="checkbox"/> 6000785887	NB	Sent		2024-12-05 13:10
<input type="checkbox"/> 6000785885	NB	Sent		2024-12-04 15:55
<input type="checkbox"/> 6000785869	NB	Partly Confirmed		2024-11-28 10:31
<input type="checkbox"/> 6000785862	NB	Sent	1	2024-11-27 10:56
<input type="checkbox"/> 6000785856	NB	Confirmed	1	2024-11-26 16:45
<input type="checkbox"/> 6000785855	NB	Sent	1	2024-11-26 16:06
<input type="checkbox"/> 6000785853	NB	Sent	1	2024-11-26 15:52
<input type="checkbox"/> 6000785850	NB	Confirmed	1	2024-11-26 15:25

Navigation

Export

- The list can be exported to an Excel file by clicking the 'Export Excel' button.
- To export a CSV file, expand the roll-out menu under the small arrow on the right side.

The screenshot displays the Atlas Copco Group Purchase Order Management interface. The page title is "Purchase Order Management • Default". The interface includes a sidebar with navigation icons, a search bar, and a table of orders. The table has columns for "ORDER NO.", "ORDER TYPE", "ORDER STATUS", "NO. ITEMS", and "PO CREATION DATE". The "Export Excel" button is highlighted with a red box, and the "Export CSV" button is also highlighted with a red box. Red arrows point from these boxes to the respective buttons in the interface.

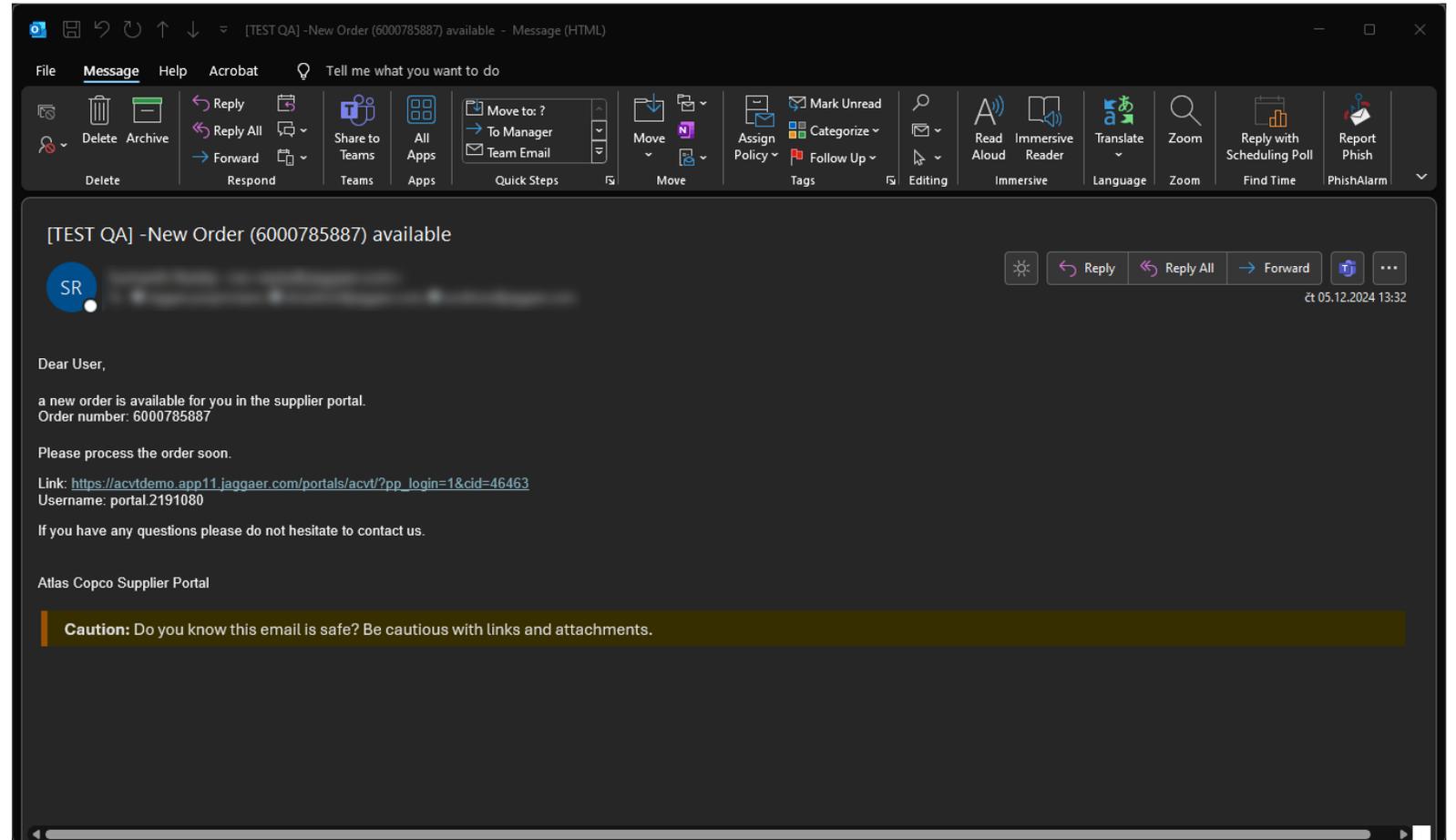
ORDER NO.	ORDER TYPE	ORDER STATUS	NO. ITEMS	PO CREATION DATE
6000785887	NB	Sent	1	2024-12-05 13:10
6000785885	NB	Sent	1	2024-12-04 15:55
6000785869	NB	Partly Confirmed	3	2024-11-28 10:31
6000785862	NB	Sent	1	2024-11-27 10:56
6000785856	NB	Confirmed	1	2024-11-26 16:45
6000785855	NB	Sent	1	2024-11-26 16:06
6000785853	NB	Sent	1	2024-11-26 15:52
6000785850	NB	Confirmed	1	2024-11-26 15:25

New Purchase Order

New Purchase Order

Email notification

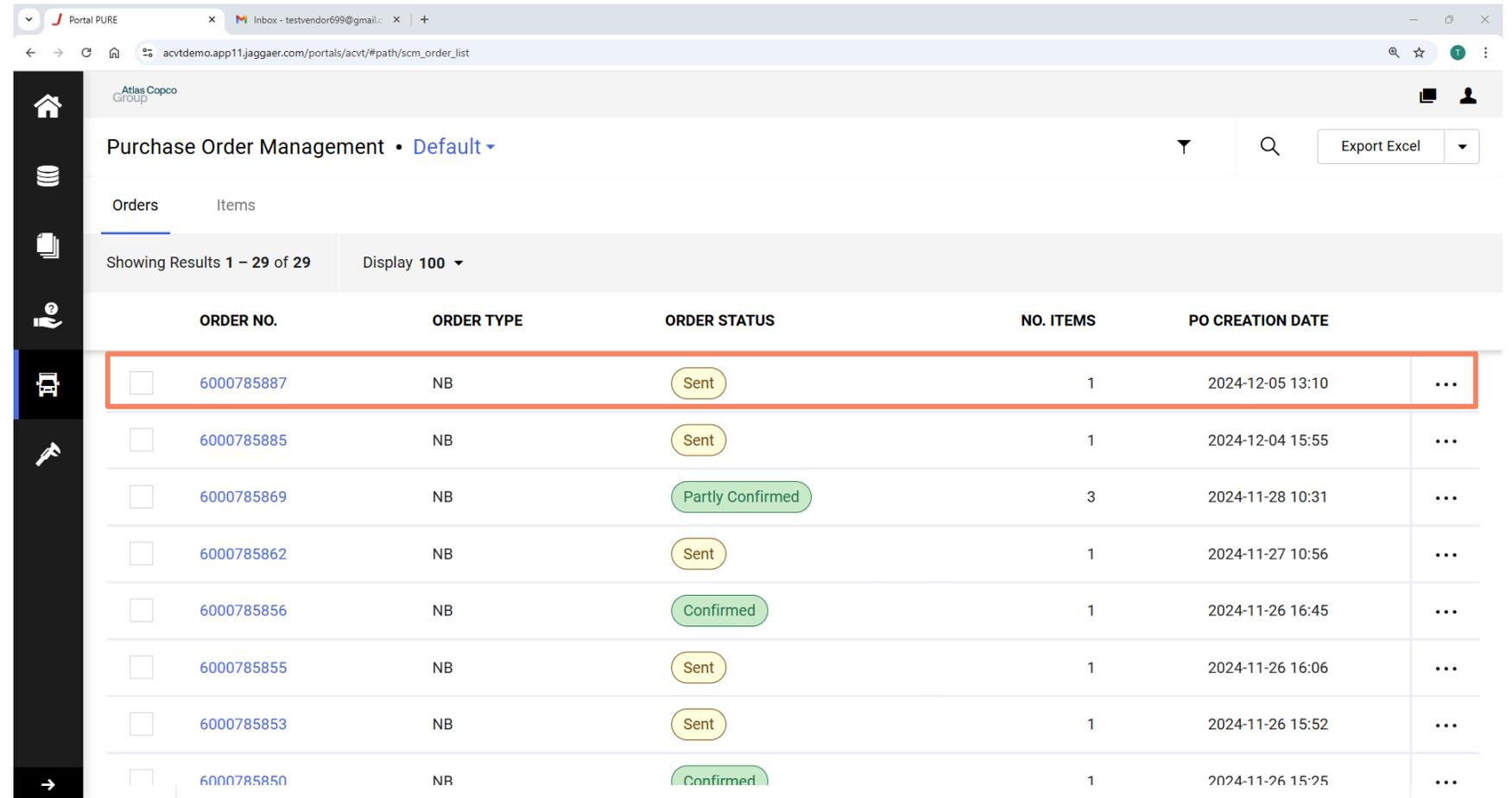
- A new purchase order is notified by email.
- You can use the link in the email to access the supplier portal.



New Purchase Order

Order List

- At the same time, the new PO becomes visible in the Order list.
- Its initial status is 'Sent' as no action has been taken yet.



The screenshot displays the 'Purchase Order Management' interface for Atlas Copco Group. The page title is 'Purchase Order Management • Default'. The interface includes a search bar, an 'Export Excel' button, and a table of orders. The table has columns for 'ORDER NO.', 'ORDER TYPE', 'ORDER STATUS', 'NO. ITEMS', and 'PO CREATION DATE'. The first row, with order number 6000785887, is highlighted with a red border and shows a status of 'Sent'. Other rows show various statuses like 'Partly Confirmed', 'Confirmed', and 'Sent'.

ORDER NO.	ORDER TYPE	ORDER STATUS	NO. ITEMS	PO CREATION DATE
6000785887	NB	Sent	1	2024-12-05 13:10
6000785885	NB	Sent	1	2024-12-04 15:55
6000785869	NB	Partly Confirmed	3	2024-11-28 10:31
6000785862	NB	Sent	1	2024-11-27 10:56
6000785856	NB	Confirmed	1	2024-11-26 16:45
6000785855	NB	Sent	1	2024-11-26 16:06
6000785853	NB	Sent	1	2024-11-26 15:52
6000785850	NR	Confirmed	1	2024-11-26 15:25

New Purchase Order

Open PO

- To open an order, click on its Order No. or expand the menu hidden under the three dots on the right side of the line.
- The order can also be accessed directly from the 'Orders' box in the Dashboard.

The screenshot displays the 'Purchase Order Management' interface for Atlas Copco Group. The page title is 'Purchase Order Management • Default'. The interface includes a search bar, an 'Export Excel' button, and a table of orders. The table has the following columns: ORDER NO., ORDER TYPE, ORDER STATUS, NO. ITEMS, and PO CREATION DATE. The first order, 6000785887, is highlighted with a red box labeled 'Open Order'. A red arrow points from this box to the 'Open' button in the dropdown menu of the first order. The table data is as follows:

ORDER NO.	ORDER TYPE	ORDER STATUS	NO. ITEMS	PO CREATION DATE
6000785887	NB	Sent	1	2024-12-05 13:10
6000785885	NB	Sent	1	2024-12-04 15:55
6000785869	NB	Partly Confirmed	3	2024-11-28 10:31
6000785862	NB	Sent	1	2024-11-27 10:56
6000785856	NB	Confirmed	1	2024-11-26 16:45
6000785855	NB	Sent	1	2024-11-26 16:06
6000785853	NB	Sent	1	2024-11-26 15:52
6000785850	NR	Confirmed	1	2024-11-26 15:25

New Purchase Order

Open PO

- The PO will open in a new window.

Atlas Copco

Print

Edwards, s.r.o
Czechia

Purchase order
Order number: 6000785887
Date: 2024-12-05
State: Sent

SUPPLIER		DELIVERY ADDRESS		
DRUCK LIMITED FIR TREE LANE LE6 0FH LEICESTER United Kingdom of Great Britain and Northern Ireland NO. 100759		EDW Czech STD Manufacturing LUTIN MANUFACTURING Jana Sigmunda, 300 783 49 Lutin Czechia		
CONTACT	TELEPHONE	FAX	EMAIL ADDRESS	PERSON RESPONSIBLE
Reddy, Sumanth			sumanth.reddy@external.atlascopco.com	test test user

New Purchase Order

Download PDF Document

- Scroll down, and below the delivery conditions, you will see the note 'Please open the order PDF!!'
- Downloading the document is a required step to proceed with accepting or declining the order.

The screenshot shows a web browser window with the URL `acvtdemo.app11.jaggaer.com/modules/order/order/?id=313165&check_supplier=1`. The page title is "DELIVERY CONDITIONS".

DELIVERY CONDITIONS

CPT Lutin (Carriage paid to)

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.

Order versions:
00000000

Documents:
Please open the order PDF!!
[6000785887.pdf \(2024-12-05 13:15:52\)](#)

An orange box labeled "Download document" points to the document link.

POS.	MAT.NO/DETAILS	QUANTITY	DELIVERY DATE	PRICE/UNIT	CONFIRMATION NUMBER	VALUE (GBP)
10	C10512401 NW10/16 Clamping Ring Stainless Steel	200,00 each	2024-12-05	199,00 GBP / 100,00 each	<input type="text"/> Item state: Sent Ackn. Req.: No Advising Req.: Yes	398,00

Drawing:C10512401/B/

PO confirmation

PO confirmation

Confirmation (Option 1)

- If the PO is fully accepted, the easiest way is to add the supplier confirmation number and click the 'Save and send back' button.

Portal PURE

acvtdemo.app11.jaggaer.com/

Inbox - testvendor699@gmail.c

acvtdemo.app11.jaggaer.com/modules/order/order/?id=313165&check_supplier=1

Drawing:C10512401/B/

N

Documents: [6000785887.pdf](#)

Remarks

Net total without VAT GBP 398,00 GBP

Supplier confirmation number: Save and send back

upload

Remark of decline (copy to all positions)

Decline

Last sent back: 0000-00-00 00:00:00

PO confirmation

Split (Option 2)

- If the whole ordered amount cannot be delivered at once, you can split the **quantity** and set different **delivery dates**.
- The order can be split multiple times.
- To remove a split line, click the '**Delete**' button on the right side of the line.

The screenshot shows a web application interface for PO confirmation. At the top, there is a yellow banner that says "Please open the order PDF!!" with a link to "6000785895.pdf (2024-12-06 10:28:12)". Below this is a table with the following columns: POS., MAT.NO/DETAILS, QUANTITY, DELIVERY DATE, PRICE/UNIT, CONFIRMATION NUMBER, and VALUE (GBP). The table contains one row for POS. 10, MAT.NO/DETAILS C10512401 NW10/16 Clamping Ring Stainless Steel, QUANTITY 80 each, DELIVERY DATE 2025-01-07, PRICE/UNIT 40,00 GBP / 100,00 each, CONFIRMATION NUMBER (empty), and VALUE (GBP) 80,00. The table is annotated with red boxes and arrows: "Quantity" points to the quantity input field (80) and the unit (each); "Delivery dates" points to the delivery date input field (2025-01-07) and the unit (each); "Split" points to the "Split" button; and "Delete" points to the "Delete" button. Below the table, there is a "Drawing" field with the value "C10512401/B/", a "N" field, a "Documents" field with the value "6000785895.pdf", and a "Remarks" field.

POS.	MAT.NO/DETAILS	QUANTITY	DELIVERY DATE	PRICE/UNIT	CONFIRMATION NUMBER	VALUE (GBP)
10	C10512401 NW10/16 Clamping Ring Stainless Steel	80 each	2025-01-07	40,00 GBP / 100,00 each	<input type="checkbox"/>	80,00

Item state: Sent
Ackn. Req.: No
Advising Req.: Yes

Buttons: Split, Decline, Delete

Drawing: C10512401/B/
N
Documents: 6000785895.pdf
Remarks

PO confirmation

Split (Option 2)

- Only lines with the box under the confirmation number ticked will be confirmed to the customer.

Please open the order PDF!!
6000785895.pdf (2024-12-06 10:28:12)

POS.	MAT.NO/DETAILS	QUANTITY	DELIVERY DATE	PRICE/UNIT	CONFIRMATION NUMBER	VALUE (GBP)
10	C10512401 NW10/16 Clamping Ring Stainless Steel	80 each	2025-01-07	40,00 GBP / 100,00 each	<input checked="" type="checkbox"/>	80,00
		120 EA	2025-01-22			

Item state: Sent
Ackn. Req. : No
Advising Req.: Yes

Confirmation Number

Drawing: C10512401/B/
N
Documents: [6000785895.pdf](#)
Remarks

PO confirmation

Split (Option 2)

- Add the supplier confirmation number and click the 'Save and send back' button.
- After approval, the PO will go into 'Pending' status for a buyer's approval.

Portal PURE

acvtdemo.app11.jaggaer.com/

Verification code for supplier a...

acvtdemo.app11.jaggaer.com/modules/order/order/?id=313261/items&check_supplier=1#

Drawing:C10512401/B/

N

Documents: [6000785895.pdf](#)

Remarks

Net total without VAT GBP 80,00 GBP

Supplier confirmation number: Save and send back

upload

Remark of decline (copy to all positions)

Decline

PO confirmation

Split (Option 2)

- When the buyer confirms the changes, the status will change to 'Confirmed.'

Purchase Order Management • Default

Orders Items

Showing Results 1 – 30 of 30 Display 100

ORDER NO.	ORDER TYPE	ORDER STATUS	NO. ITEMS	PO CREATION DATE
<input type="checkbox"/> 6000785895	NB	Confirmed	1	2024-12-06 10:21
<input type="checkbox"/> 6000785887	NB	Partly Advised	1	2024-12-05 13:10
<input type="checkbox"/> 6000785885	NB	Sent	1	2024-12-04 15:55
<input type="checkbox"/> 6000785869	NB	Partly Confirmed	3	2024-11-28 10:31
<input type="checkbox"/> 6000785862	NB	Sent	1	2024-11-27 10:56
<input type="checkbox"/> 6000785856	NB	Confirmed	1	2024-11-26 16:45
<input type="checkbox"/> 6000785855	NB	Sent	1	2024-11-26 16:06
<input type="checkbox"/> 6000785853	NR	Sent	1	2024-11-26 15:52

PO confirmation

Document upload

- To upload the document, click the 'Upload' button.

Drawing:C10512401/B/

N

Documents: [6000785895.pdf](#)

Remarks

Net total without VAT GBP 80,00 GBP

Supplier confirmation number: Save and send back

Upload document

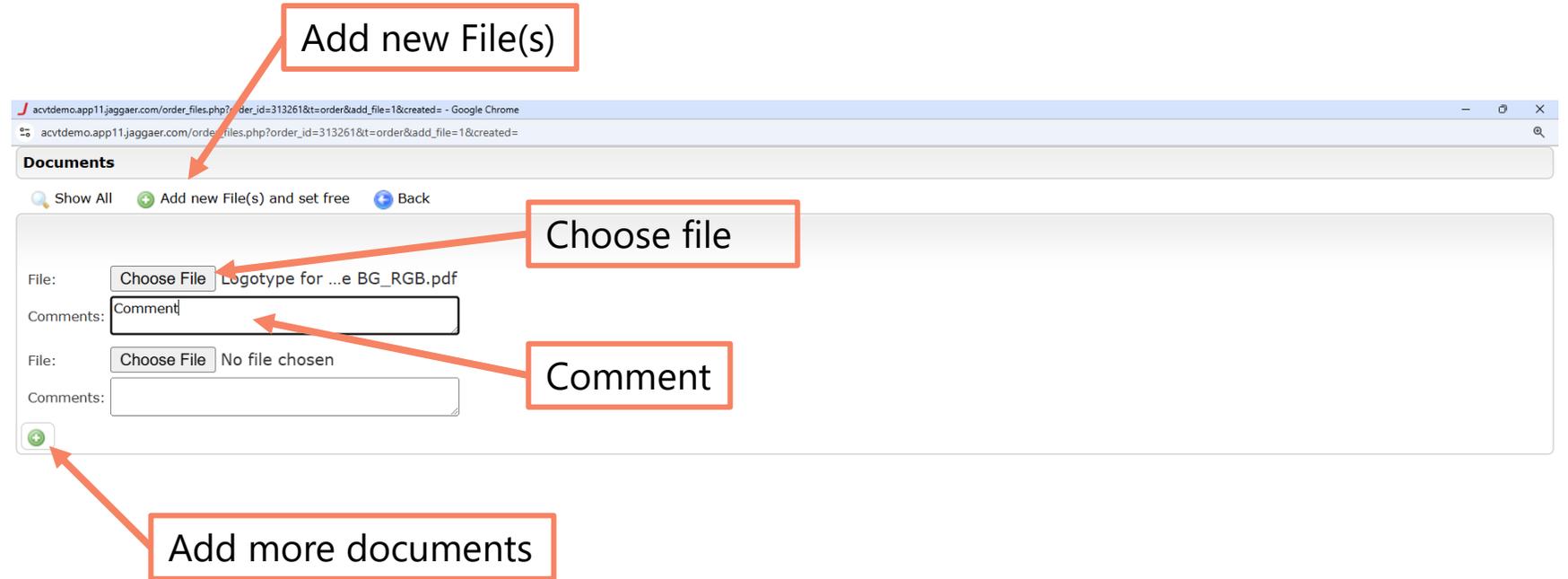
Remark of decline (copy to all positions)

Last sent back: 0000-00-00 00:00:00

PO confirmation

Add new file

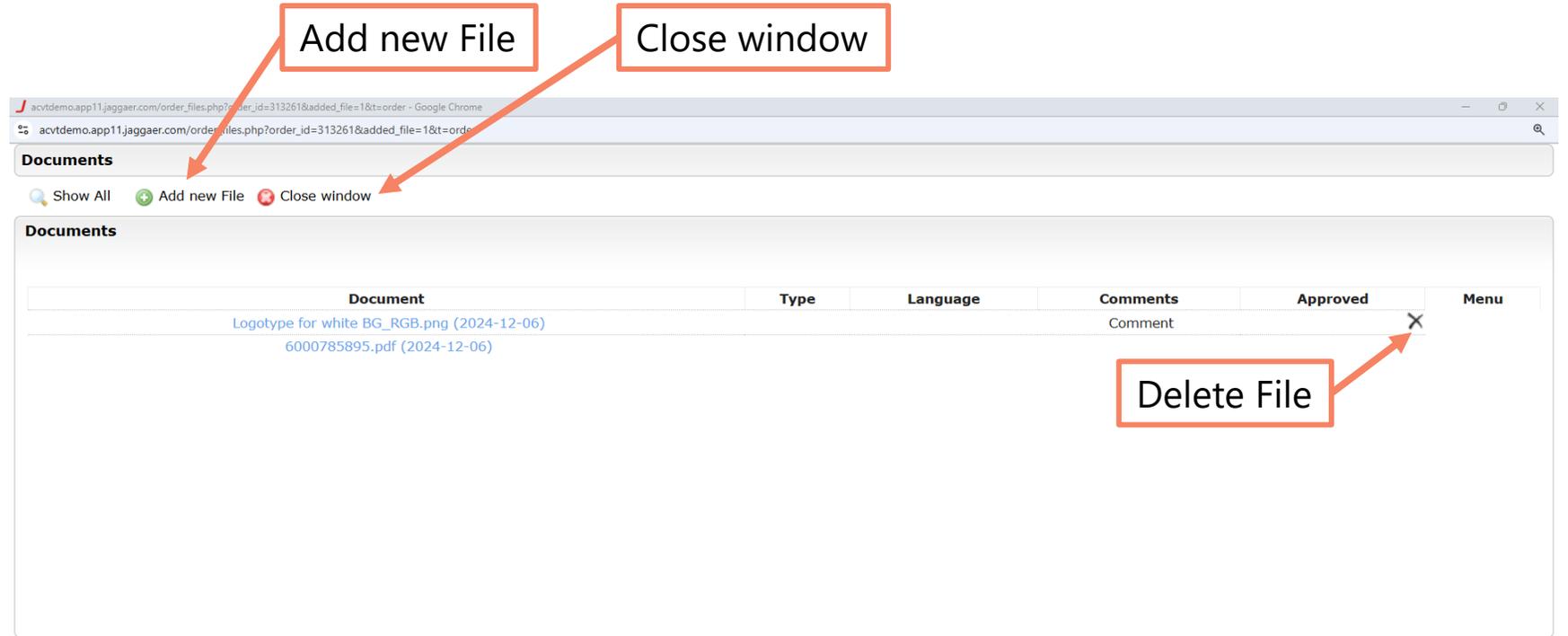
- To upload a new file, click the 'Choose File' button and select the file from your computer.
- Multiple documents can be added in this window. A new line will appear after clicking the plus icon in the lower left corner.
- When all files are selected, click the 'Add New File(s)' button.
- The maximum file size is 128 MB.



PO confirmation

Document upload

- To upload a new file or multiple files, click the 'Add New File' button.
- To delete an uploaded document, click the cross icon next to it.
- When all documents are uploaded, you can close the window by clicking the 'Close Window' button.





PO Decline

PO Decline

Wrong price

- When the price does not fit or is changed during the PO creation process, but you can still deliver the item in the PO, there is no need to decline the PO.
- Add the correct price into the remarks and click "Save and send back." This will automatically notify the buyer.
- The buyer will either accept the change and update the PO or decline the change and cancel the PO.

The screenshot shows a web browser window with the URL `acvtdemo.app11.jaggaer.com/modules/order/order/?id=317615&check_supplier=1`. The page content includes:

- Drawing: C10512401/B/
- N
- Documents: [6000786154.pdf](#)
- Remarks:
- Net total without VAT GBP: 80,00 GBP
- Supplier confirmation number: Save and send back
- upload
- Remark of decline (copy to all positions):
- Decline
- Last sent back: 0000-00-00 00:00:00

Annotations in red boxes with arrows point to the following elements:

- Remarks - item**: Points to the Remarks text input field.
- Remarks - PO**: Points to the Remark of decline text input field.
- Save and send back**: Points to the Save and send back button.

PO Decline

Wrong price



The screenshot shows a web browser window with the URL `acvtdemo.app11.jaggaer.com/modules/order/order/?id=317615&check_supplier=1`. The page content includes:

- Drawing: C10512401/B/
- N
- Documents: [6000786154.pdf](#)
- Remarks:
- Supplier confirmation number: Save and send back
- upload
- Remark of decline (copy to all positions):
- Decline
- Net total without VAT GBP: 80,00 GBP
- Last sent back: 0000-00-00 00:00:00

Annotations with red boxes and arrows point to:

- Remarks - item**: points to the Remarks text input field.
- Remarks - PO**: points to the Remark of decline (copy to all positions) text input field.
- Save and send back**: points to the Save and send back button.

PO Decline

Decline the position

- If some of the positions cannot be delivered, the position can be declined after adding remarks by clicking the 'Decline' button.
- When all positions are declined, the entire PO is declined as well.
- Note that there is no confirmation button after clicking 'Decline'.

Documents:
Please open the order PDF!!
6000786154.pdf (2025-01-14 14:18:25)

POS.	MAT.NO/DETAILS	QUANTITY	DELIVERY DATE	PRICE/UNIT	CONFIRMATION NUMBER	VALUE (GBP)
10	C10512401 NW10/16 Clamping Ring Stainless Steel	200 each	2025-01-31	40,00 GBP / 100,00 each	<input type="checkbox"/> <input checked="" type="checkbox"/>	80,00

Item state: Sent
Ackn. Req. : No
Advising Req.: No

Split

Decline

Decline position

Remarks

Remarks

PO Decline

Decline whole PO

- When none of the positions can be delivered, the entire PO can be declined after adding a remark by clicking the 'Decline' button at the bottom of the PO.
- Note that there is no confirmation button after clicking 'Decline'.

The screenshot shows a web application interface for declining a PO. The interface includes a 'Remarks' field, a 'Decline' button, and a 'Save and send back' button. A 'Supplier confirmation number' field and an 'upload' button are also visible. The bottom right corner displays 'Net total without VAT GBP 80,00 GBP'. The URL in the browser is 'acvtdemo.app11.jaggaer.com/modules/order/order/?id=317615&check_supplier=1'. The page content includes 'Drawing:C10512401/B/' and 'N'. A document link 'Documents: 6000786154.pdf' is present. The 'Remarks' field is empty. The 'Supplier confirmation number' field is empty. The 'Save and send back' button is visible. The 'upload' button is visible. The 'Remark of decline (copy to all positions)' field is empty. The 'Decline' button is visible. The 'Last sent back: 0000-00-00 00:00:00' is displayed.

PO Decline

Decline whole PO

- After declining, you will see a notification that the PO has been declined.

acvtdemo.app11.jaggaer.com/...

POS.	MAT.NO/DETAILS	QUANTITY	DELIVERY DATE	PRICE/UNIT	CONFIRMATION NUMBER	VALUE (GBP)
10	C10512401 NW10/16 Clamping Ring Stainless Steel	0,00 each	2025-01-31	0,00 GBP / 0,00 each	Declined	0,00 GBP

Drawing:C10512401/B/
N

Documents: [6000786154.pdf](#)

Remarks
Remarks :: New contact Contact (14.01.2025 14:28)

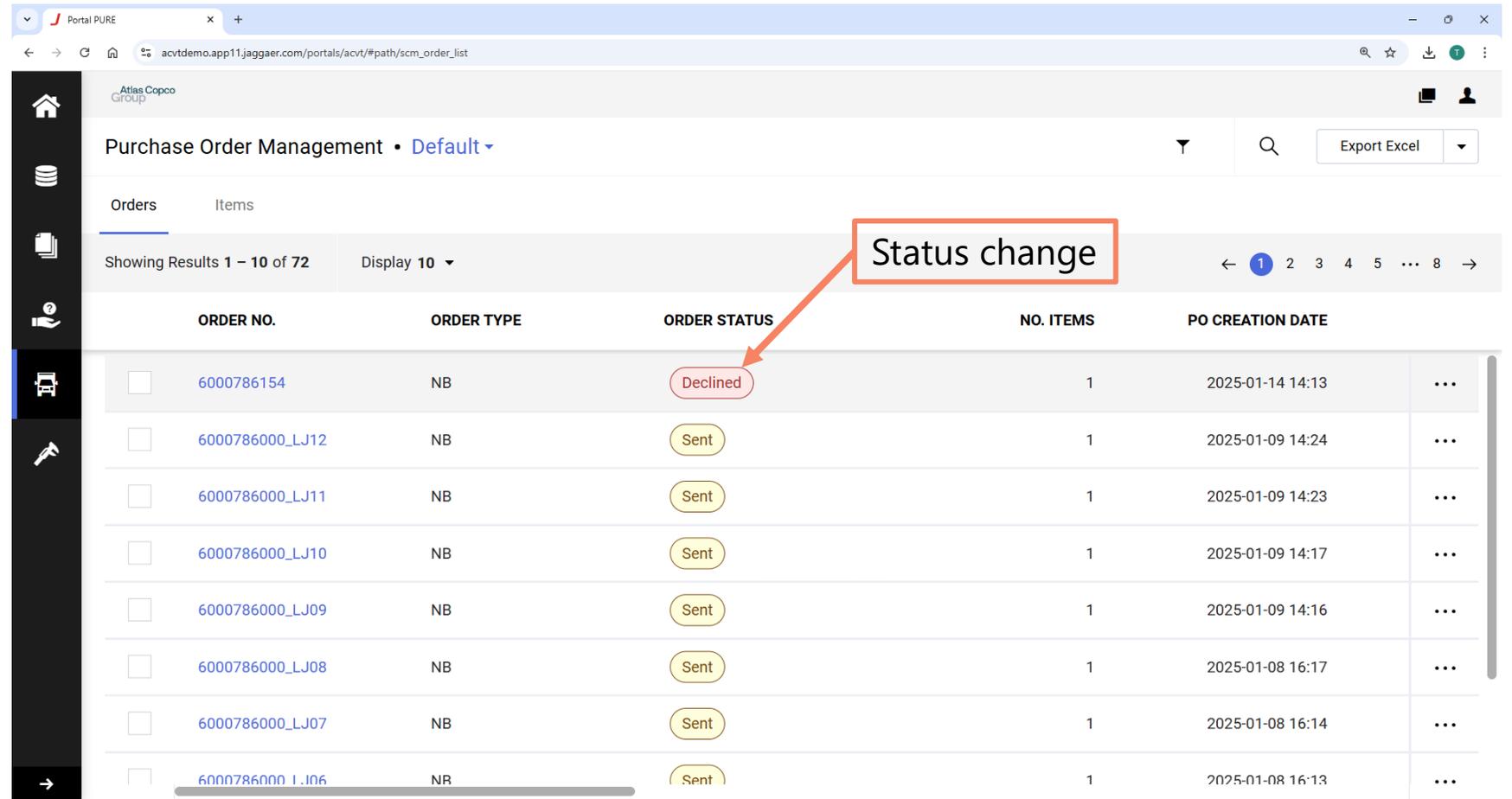
Net total without VAT GBP 0,00 GBP

Notification → Order has been declined!
Last sent back: 0000-00-00 00:00:00

PO Decline

Decline whole PO

- The status of the PO has been changed to 'Declined'.
- The information has been sent to the customer.



Purchase Order Management • Default

Orders Items

Showing Results 1 - 10 of 72 Display 10

ORDER NO.	ORDER TYPE	ORDER STATUS	NO. ITEMS	PO CREATION DATE
<input type="checkbox"/> 6000786154	NB	Declined	1	2025-01-14 14:13
<input type="checkbox"/> 6000786000_LJ12	NB	Sent	1	2025-01-09 14:24
<input type="checkbox"/> 6000786000_LJ11	NB	Sent	1	2025-01-09 14:23
<input type="checkbox"/> 6000786000_LJ10	NB	Sent	1	2025-01-09 14:17
<input type="checkbox"/> 6000786000_LJ09	NB	Sent	1	2025-01-09 14:16
<input type="checkbox"/> 6000786000_LJ08	NB	Sent	1	2025-01-08 16:17
<input type="checkbox"/> 6000786000_LJ07	NB	Sent	1	2025-01-08 16:14
<input type="checkbox"/> 6000786000_LJ06	NR	Sent	1	2025-01-08 16:13



Delivery Note

Delivery Note

Navigation to Worklist

- After confirmation, the order will appear in the Worklist.
- You can navigate to this section by clicking on SCM in the menu on the left side, then selecting Purchase Order (New) and Worklist.

Work List: Orders

Displaying 1-40 of 66 (0 selected) | 40

<input type="checkbox"/>	Ord...	Pos...	Delivery date	Mat...	Material d...	Ope...	Unit	Unit...	Delivery address	Shi...	Inc...	Inc...	Use...	Con...
<input type="checkbox"/>	6000785	00030	2025-01-21	C105124	NW10/16 Clam	110,00...	EA	EA	EDW Czech STD Manufacturir		CPT	Lutin	110,00...	
								EA	EDW Czech STD Manufacturir		CPT	Lutin	70,00	1234
								EA	EDW Czech CSG Manufacturir	Road Del	CPT	LUTIN	10,00	
								EA	EDW Czech CSG Manufacturir	Road Del	CPT	LUTIN	2,00	1234
								EA	EDW Czech CSG Manufacturir	Road Del	CPT	LUTIN	8,00	1234
								EA	EDW Czech CSG Manufacturir	Road Del	CPT	LUTIN	5,00	Delivery c
<input type="checkbox"/>	6000785	00010	2025-01-27	A712064	TRANSMITTER	5,00	EA	EA	EDW Czech CSG Manufacturir	Road Del	CPT	LUTIN	5,00	1234
<input type="checkbox"/>	6000785	00010	2024-12-05	C105124	NW10/16 Clam	100,00...	EA	EA	EDW Czech STD Manufacturir		CPT	Lutin	100,00...	123456...
<input type="checkbox"/>	6000785	00030	2025-01-23	C105124	NW10/16 Clam	90,00	EA	EA	EDW Czech STD Manufacturir		CPT	Lutin	90,00	
<input type="checkbox"/>	6000785	00010	2025-01-23	C105124	NW10/16 Clam	30,00	EA	EA	EDW Czech STD Manufacturir		CPT	Lutin	30,00	1234
<input type="checkbox"/>	6000785	00020	2025-01-09	C105124	NW10/16 Clam	100,00...	EA	EA	EDW Czech STD Manufacturir	IMP Roar	EXW	Test	100,00...	

Delivery Note

Open Order from Work List

- To see the details of the order, you can open it by clicking its number or by clicking the eye icon directly in the line, which appears when you hover your mouse over it.

The screenshot displays the 'Work List: Orders' interface in the Atlas Copco Portal PURE. The table lists various orders with columns for Order no., Post..., D..., Mat..., Material d..., Ope..., Unit, Unit..., Delivery addr..., Shi..., Incote..., Ino..., U..., and Confr... The first two rows are selected, and the first row is highlighted. A red box labeled 'Open Order' points to the order number '6000785895' and the eye icon in the first row of the table.

Order no.	Post...	D...	Mat...	Material d...	Ope...	Unit	Unit...	Delivery addr...	Shi...	Incote...	Ino...	U...	Confr...
<input checked="" type="checkbox"/> 6000785895	00010	2025-0	C105124	NW10/16 Clam	120,00...	EA	EA	EDW Czech STD M:		CPT	Lutin	120,00	1234567
<input checked="" type="checkbox"/> 6000785895	00010	2025-0	C105124	NW10/16 Clam	80,00	EA	EA	EDW Czech STD M:		CPT	Lutin	80,00	1234567
<input type="checkbox"/> 6000785887	00010	2024-1	C105124	NW10/16 Clam	100,00...	EA	EA	EDW Czech STD M:		CPT	Lutin	100,00	123456
<input type="checkbox"/> 6000785869	00030	2025-0	C105124	NW10/16 Clam	90,00	EA	EA	EDW Czech STD M:		CPT	Lutin	90,00	
<input type="checkbox"/> 6000785869	00030	2025-0	C105124	NW10/16 Clam	110,00...	EA	EA	EDW Czech STD M:		CPT	Lutin	110,00	
<input type="checkbox"/> 6000785869	00020	2025-0	C105124	NW10/16 Clam	100,00...	EA	EA	EDW Czech STD M: Road T€	EXW		Test	100,00	
<input type="checkbox"/> 6000785869	00020	2025-0	C105124	NW10/16 Clam	100,00...	EA	EA	EDW Czech STD M: Road T€	EXW		Test	100,00	
<input type="checkbox"/> 6000785856	00010	2025-0	C105124	NW10/16 Clam	100,00...	EA	EA	EDW Czech STD M:		CPT	Lutin	100,00	testing split
<input type="checkbox"/> 6000785856	00010	2025-0	C105124	NW10/16 Clam	100,00...	EA	EA	EDW Czech STD M:		CPT	Lutin	100,00	testing split
<input type="checkbox"/> 6000785850	00010	2025-0	D357350	ASG2 1/8"NPT	16,00	EA	EA	Edwards Eastbourr		CPT	Eastbourr	16,00	16
<input type="checkbox"/> 6000785254	00030	2024-1	C105124	NW10/16 Clam	200,00...	EA	EA	EDW Czech STD M:		CPT	Lutin	200,00	3

Delivery Note

Create new Delivery Note

- There are two ways to create a new delivery note. The first way is by clicking the plus icon in the upper right corner, which appears after selecting the lines.
- The other way is by clicking the plus icon directly in the line when you hover the mouse over it. In this case, the delivery note will be applied to the line.

The screenshot displays the Atlas Copco Portal PURE interface. The main content area is titled 'Work List: Orders' and shows a table of orders. The table has columns for Order no., Posi..., D..., Mat..., Material d..., Ope..., Unit, Unit..., Delivery addr..., Shi..., Incote..., Inco..., U..., and Confir... The table contains 14 rows of order data. A red box highlights the text 'Create New Delivery Note' in the upper right corner of the table area. Two red arrows point from this box to a plus icon in the top right corner of the table and a plus icon in the right side of the first row of the table.

<input type="checkbox"/>	Order no.	Posi...	D...	Mat...	Material d...	Ope...	Unit	Unit...	Delivery addr...	Shi...	Incote...	Inco...	U...	Confir...
<input checked="" type="checkbox"/>	6000785895	00010	2025-0	C105124	NW10/16 Clam	120,00...	EA	EA	EDW Czech STD M:		CPT	Lutin	120,00	1234567
<input checked="" type="checkbox"/>	6000785895	00010	2025-0	C105124	NW10/16 Clam	80,00	EA	EA	EDW Czech STD M:		CPT	Lutin	80,00	1234567
<input type="checkbox"/>	6000785887	00010	2024-1	C105124	NW10/16 Clam	100,00...	EA	EA	EDW Czech STD M:		CPT	Lutin	100,00	123456
<input type="checkbox"/>	6000785869	00030	2025-0	C105124	NW10/16 Clam	90,00	EA	EA	EDW Czech STD M:		CPT	Lutin	90,00	
<input type="checkbox"/>	6000785869	00030	2025-0	C105124	NW10/16 Clam	110,00...	EA	EA	EDW Czech STD M:		CPT	Lutin	110,00	
<input type="checkbox"/>	6000785869	00020	2025-0	C105124	NW10/16 Clam	100,00...	EA	EA	EDW Czech STD M: Road T€	EXW		Test	100,00	
<input type="checkbox"/>	6000785869	00020	2025-0	C105124	NW10/16 Clam	100,00...	EA	EA	EDW Czech STD M: Road T€	EXW		Test	100,00	
<input type="checkbox"/>	6000785856	00010	2025-0	C105124	NW10/16 Clam	100,00...	EA	EA	EDW Czech STD M:		CPT	Lutin	100,00	testing split
<input type="checkbox"/>	6000785856	00010	2025-0	C105124	NW10/16 Clam	100,00...	EA	EA	EDW Czech STD M:		CPT	Lutin	100,00	testing split
<input type="checkbox"/>	6000785850	00010	2025-0	D357350	ASG2 1/8"NPT	16,00	EA	EA	Edwards Eastbourr		CPT	Eastbourr	16,00	16
<input type="checkbox"/>	6000785254	00030	2024-1	C105124	NW10/16 Clam	200,00...	EA	EA	EDW Czech STD M:		CPT	Lutin	200,00	3

Delivery Note

General Data

- The **delivery note number** is filled in automatically but can be changed according to your needs.
- If the value is not correct, adjust the **Delivery Date**.
- If **Special Care** for delivery handling is needed, enter this information in the designated box.

Portal PURE | acvtdemo.app11.jaggaer.com/portals/acvt/#path/scm_order_worklist

Atlas Copco Group

Edit Delivery Note

General | Items

BASE DATA

Delivery note no.: 1312954

Delivery address: EDW Czech STD Manufacturing LUTIN MANUFACTURING

Vendor no.: 100759 DRUCK LIMITED

Plant: 0158

Delivery date (ETA): 2024-12-10

DELIVERY HANDLING

Incoterm 1: EXW

Special Care:

Delivery Note

General Data

- In the bottom part of the General tab, you can add additional text, upload files, and add a shipping reference.

The screenshot displays the 'Edit Delivery Note' interface in the Atlas Copco Group Portal PURE. The left sidebar contains navigation options: Home, Primary data, Documents, Requests, SCM (highlighted), and Quality. The main content area is titled 'Edit Delivery Note' and has two tabs: 'General' and 'Items'. The 'General' tab is active, showing three sections:

- ADDITIONAL DATA:** Includes an 'Additional Text' field, which is highlighted by a red arrow and a box labeled 'Additional Text'.
- FILES:** Includes an 'Add files' section with a paperclip icon and the text 'Transport documents as described in purchase order, 0 Files Found'. A red arrow and box labeled 'Add file' point to the paperclip icon.
- INVOICE DATA:** Includes a 'Shipping reference' field, which is highlighted by a red arrow and a box labeled 'Shipping reference'.

Delivery Note

Upload File

- While adding the document leave a comment and select the file by clicking **Choose File** or by dragging and dropping the file into the box below.
- Confirm by clicking the **Save** button.

acvtdemo.app11.jaggaer.com/modules/delivery/deliveryNoteFileUpload/simple?pure_request=1&id=67163 - Google Chrome

acvtdemo.app11.jaggaer.com/modules/delivery/deliveryNoteFileUpload/simple?pure_request=1&id=67163

Upload File

DELIVERY NOTE FILE DATA

Comment:

UPLOAD

Select a file: Logotype fo...G_RGB.png

Drag'n Drop

drop files here

CHOSEN FILES

Logotype for white BG_RGB.png 31.05Kb upload finished

Save

Delivery Note

Save and proceed to the next tab

- After populating all mandatory data, click the **Save** button and proceed to the **Items** tab.

Atlas Copco Group

Edit Delivery Note

Items tab

Save

General Items

FILES

Add files: Transport documents as described in purchase order, 1 Files Found

Name	Created	Creator	Comment	Menu
Logotype for white BG_RGB.png (31,05 Kb)	2024-12-05 16:21	test test user	Comment	

INVOICE DATA

Shipping reference:

Delivery Note

Edit Item

- When you hover your mouse over the item line, icons will appear on the right side. The pencil icon allows you to edit the item.

The screenshot shows the Atlas Copco Portal PURE interface. The browser address bar indicates the URL: `acvtdemo.app11.jaggaer.com/portals/acvt/#path/scm_order_worklist`. The page title is "Edit Delivery Note". The left sidebar contains navigation options: Home, Primary data, Documents, Requests, SCM (highlighted), and Quality. The main content area shows the "Items" tab selected. Below the tab, it says "Displaying 1-1 of 1 (0 selected) | 40". A table with one item line is visible. The item line contains the following data: `1312 600C N... 200,1 1 C10 NW1 4,80. 0 1 0001 each 4,80. 4,80. 0,00. 1 Prep 20...`. On the right side of this row, there are three icons: a pencil (edit), a trash can (delete), and a document (print). A red box highlights the pencil icon, and an orange arrow points to it with the word "Edit" written next to it.

Delivery Note

Edit Item

- The **Quantity** is automatically set from the PO. If the delivery did not include the whole amount, the quantity needs to be changed.
- Also, fill in the **Gross Weight, Production Date, and Best Before Date**.
- Save the data by clicking the **Save** button.
- **Don't forget to edit all items in the list.**

The screenshot shows the 'Edit Delivery Note' interface for Atlas Copco Group. A 'Change Data' modal is open, displaying the following fields and values:

Field	Value	Unit
Used quantity*	80,00	each
Gross weight	100,00	KGM
Production date	2024-12-06	
Best Before Date	2025-07-31	

The 'Save' button is highlighted with an orange box, and a label 'Save' with an arrow points to it. Other labels with arrows point to the 'Quantity', 'Gross weight', 'Production Date', and 'Best Before Date' fields.

Delivery Note

Notify

- After saving the data, return to the **General tab** to notify your customer.
- The **Notify** button is hidden in the expansion menu under the three dots icon.

The screenshot displays the 'Atlas Copco Group' Portal PURE interface for editing a delivery note. The browser address bar shows the URL: `acvtdemo.app11.jaggaer.com/portals/acvt/#path/scm_order_worklist`. The main content area is titled 'Edit Delivery Note' and features two tabs: 'General' (selected) and 'Items'. The 'General' tab is highlighted with a red box and an arrow. Below the tabs, the form is organized into sections: 'BASE DATA' and 'DELIVERY HANDLING'. The 'BASE DATA' section includes fields for 'Delivery note no.' (1312954 number), 'Delivery address' (EDW Czech STD Manufacturing LUTIN MANUFACTURING), 'Vendor no.' (100759 DRUCK LIMITED), 'Plant' (0158), and 'Delivery date (ETA)' (2024-12-05). The 'DELIVERY HANDLING' section includes 'Incoterm 1' (CPT) and 'Special Care'. On the right side of the screen, a three-dot menu is open, showing a 'Notify' button highlighted with a red box and an arrow. The 'Notify' button is also highlighted with a red box. The dropdown menu includes options: 'Notify', 'Create own transport', 'Print', and 'Packing Slip'. A left sidebar contains navigation options: Home, Primary data, Documents, Requests, SCM (selected), and Quality.

Delivery Note

Notify

- To confirm that you want to advise this delivery note, click the 'Advise' button.

The screenshot displays the Atlas Copco Group Portal PURE interface. The browser address bar shows the URL: `acvtdemo.app11.jaggaer.com/portals/acvt/#path/scm_order_worklist`. The main content area is titled "Edit Delivery Note" and is divided into two tabs: "General" (selected) and "Items". The "General" tab contains the following information:

- BASE DATA
 - Delivery note no.:
 - Delivery address: EDW Czech STD Manufacturing LUTIN MANUFACTURING
 - Vendor no.: 100759 DRUCK LIMITED
 - Plant: 0158
 - Delivery date (ETA): 2024-12-05
- DELIVERY HANDLING
 - Incoterm 1: OPT
 - Special Care:

A modal dialog box titled "Advise delivery note" is overlaid on the screen, asking "Do you really want to advise this delivery?". The dialog contains a blue "Advise" button and a grey "Close" button. An orange arrow points from the "Advise" button in the dialog to the "Advise" button in the main content area.

Delivery Note

Notify

- To confirm that you want to advise this delivery note, click the 'Advise' button.

The screenshot displays the Atlas Copco Group Portal PURE interface. The main content area is titled 'Edit Delivery Note' and is divided into two tabs: 'General' and 'Items'. The 'General' tab is active, showing the following details:

- Delivery note no.:
- Delivery address: EDW Czech STD Manufacturing LUTIN MANUFACTURING
- Vendor no.: 100759 DRUCK LIMITED
- Plant: 0158
- Delivery date (ETA): 2024-12-05
- DELIVERY HANDLING
- Incoterm 1: OPT
- Special Care:

A confirmation dialog box titled 'Advise delivery note' is overlaid on the screen. It contains the text 'Do you really want to advise this delivery?' and two buttons: 'Advise' and 'Close'. The 'Advise' button is highlighted with a red box, and an orange arrow points to it from the word 'Advise' in the dialog box.

Delivery Note

Advised

- After notifying the customer, the status of the PO will change to 'Advised' or 'Partly Advised' depending on whether the whole order or just part of it was included in the notification.

The screenshot shows the 'Purchase Order Management' interface in the Atlas Copco Portal PURE. The 'Orders' tab is active, displaying a table of purchase orders. The 'ORDER STATUS' column shows various statuses: 'Advised', 'Partly Advised', 'Sent', 'Partly Confirmed', and 'Confirmed'. A red box highlights the 'Advised / Partly Advised' text, with an arrow pointing to the 'Advised' status of the first order (6000785895).

	ORDER NO.	ORDER TYPE	ORDER STATUS	NO. ITEMS	PO CREATION I	
<input type="checkbox"/>	6000785895	NB	Advised	1	2024-12-06	...
<input type="checkbox"/>	6000785887	NB	Partly Advised	1	2024-12-05	...
<input type="checkbox"/>	6000785885	NB	Sent	1	2024-12-04	...
<input type="checkbox"/>	6000785869	NB	Partly Confirmed	3	2024-11-28	...
<input type="checkbox"/>	6000785862	NB	Sent	1	2024-11-27	...
<input type="checkbox"/>	6000785856	NB	Confirmed	1	2024-11-26	...
<input type="checkbox"/>	6000785855	NB	Sent	1	2024-11-26	...
<input type="checkbox"/>	6000785853	NR	Sent	1	2024-11-26	...

Atlas Copco
Group

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