

Supplier Manual Order Processing

for Hochland SE

For:

Hochland SE

Kemptener Str. 17

88178 Heimenkirch

- hereinafter referred to as Hochland -



version

V 1.0

Created by

Onventis Ltd.

Created on

28.12.2018

Updated

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1. General Information

1.1. Purpose of this document

The purpose of this document is to describe the entire area of order processing in Onventis.

1.2. Document information

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1.3. Version history

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1.0	05.02.2019	Onventis	Initial Version

1.4. Prerequisites

Before you can start processing an order, some basic prerequisites must be fulfilled. You require the following for order processing:

- Access to the Onventis Supplier Portal: The Onventis Supplier Portal gives you access to your customer's supplier account. Via the Onventis Supplier Portal you centrally maintain your organization master data, manage your users and can create additional supplier accounts for new customers. You log into the Onventis Supplier Portal with a central login (e-mail address) and can open all linked supplier accounts from there. If you do not yet have access to the Onventis Supplier Portal or do not yet have a supplier account, please contact your customer so that he can register for you.
- Supplier account: You can open your supplier account via the Onventis Supplier Portal. This is your own section in Onventis Buyer, which allows you to process orders and upload catalogs.
- Access data: In order to log in to the Onventis Supplier Portal and open your supplier account, you need the corresponding login data. If you do not have these, you can have them sent to you (again) by your customer at any time. See chapter [1.5](#) Registration in the Onventis Supplier Portal.

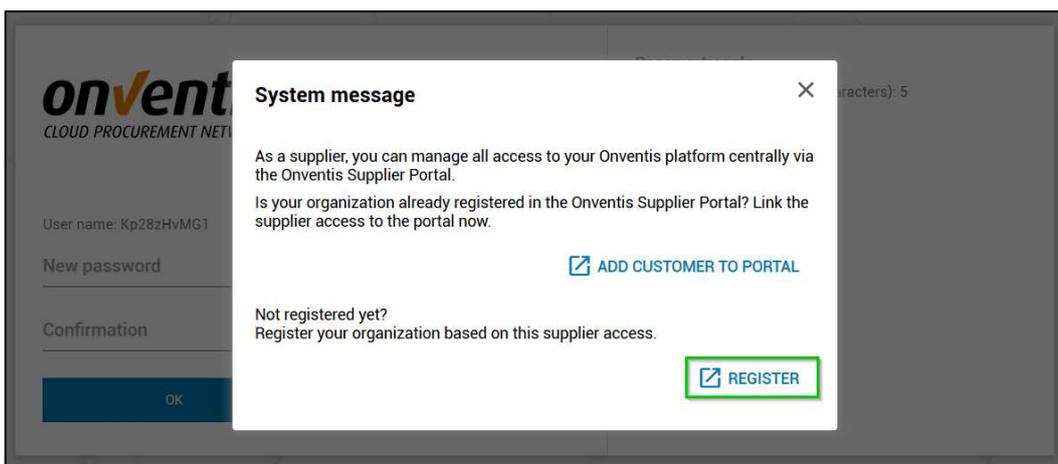
In addition, you can also use the "Reset password" function, which you can access directly via the login screen. Enter your e-mail address there. You will then receive an email with a link to reset your password.

1.5. Registration in the Onventis Supplier Portal

After your customer has created a supplier account, you will receive an e-mail containing a link to set back your password. To add a customer to your portal account or to register your organization in the portal, select the link "Click here". This link will take you to the Onventis Buyer Login. A system message appears initially, which you can use to register in the Onventis Supplier Portal.



The system message on the Onventis Buyer Login page appears:



If you create a new access to the portal (button <Register>), you will be automatically identified (registration step 1 "Identification") and forwarded to step 2. In step 2 of the registration, "Personal data", enter all relevant data for creating a personal user account. Mandatory fields are marked with an asterisk (*).

1 Identification — 2 Personal Data — 3 Email Validation — 4 Company Data

Your Onventis account as "Demo Vendor Catalogmanagement" has been identified. Please complete your new Onventis Supplier Portal user profile if necessary and choose a new password:

i The registration is free of charge. You can add further users to your company account after the registration.

Gender: Male

First Name*: Carl

Last Name*: Catalogmanager

Position: E-Procurement Manager

Email*: catalogmanager-01@demovendor.com

New Password*: ●●●●●●

Repeat Password*: ●●●●●●

I accept the [Privacy Statement](#)*

We will send you an email in order to validate your address. Please click on the link within 24 hours in order to proceed with the registration of your company

[← BACK](#)
CREATE NEW ACCOUNT

After sending the form data via the button <Create new account> you will receive an e-mail to the address entered in the E-mail (Login) field.

1 Identification — 2 Personal Data — 3 Email Validation — 4 Company Data

Thank you for registering your personal account. We have sent an email to catalogmanager-01@mailinator.com, please click on the link within 24 hours in order to continue your company registration.

Call up the mail in your mailbox and confirm your e-mail address by clicking the corresponding text link <Confirm e-mail> in the e-mail.

Activate your Onventis account
noreply@onventis.de [noreply@onventis.de]

Dear Carl Catalogmanager,

We are sending you this email because you have registered your Onventis user account.
Please click on the following link to verify your email address, activate your account and proceed with your company registration:

[Confirm email](#)

Best regards,
Your Onventis Team

After you have clicked the "Confirm email address" link in the confirmation email, step 3 of the "Email Validation" registration process will automatically appear in your browser. You will receive confirmation that the e-mail address has been validated. Click the <Next> button to proceed to the next step of the registration process.

In an intermediate step, they are asked to authenticate themselves with the previously validated e-mail address and the password specified in step 1.

In step 4, "Company data", enter the company name, address and other data about your company. When the VAT identification number is entered, a check is made as to whether this number is already registered and an automatic duplicate check of the users registered in the portal is carried out. If a company with this number has already registered in the Onventis network, the company cannot be added. A note appears in the input field:

If you still want to continue the registration by clicking the button <Complete registration>, the following dialog allows you to contact the administrator of the existing company account by message:

Confirm the General Terms and Conditions of Use and complete the registration by clicking the corresponding button.

✓ Identification
✓ Personal Data
✓ Email Validation
4 Company Data

Please complete your company data:

Company name*	Demo Vendor Catalogmanagement		
Company name 2	<input type="text"/>		
Address line 1*	Gropiusplatz 10		
Address line 2	<input type="text"/>		
Postal code*, City*	70563	Stuttgart	<input type="text"/>
Country*	Germany		▼
Region	Baden-Württemberg		▼
Main contact email*	catalogmanager-01@demovendor.com		
Main contact phone*	+49711 123456789		
Fax	+49 711 68687512		
Homepage	https://www.onventis.de/		
VAT ID*	DE128936602		
DUNS	<input type="text"/>		
Tax ID	<input type="text"/>		
Currency*	EUR		
Management	<input type="text"/>		
Register	<input type="text"/>		
Register Number	<input type="text"/>		

I accept [General Terms and Conditions](#)*

i The registration is free of charge.

COMPLETE REGISTRATION

After completion of the registration, you will receive a confirmation by e-mail. You are now officially part of the Onventis Network. In the next steps, you can create additional users in your company and give them access to the Supplier Portal. You can link vendor accounts of other existing customers via customer management and

assign them to your employees. In addition, you can now start maintaining your supplier profile and enrich it with interesting information about your company.

Your Onventis Supplier Portal Registration - Next Steps

Dear Carl Catalogmanager,

Thank you for registering your company for the Onventis Supplier Portal. From now on you will be able to access your Onventis customers on <https://supplier-beta.onventis.com>.

Your next steps:

1. [Complete and publish your Supplier Profile](#) and be found by more than 550 buying organizations on the Onventis Platform.
2. [Create user accounts for your coworkers](#), in order to grant them access to your Onventis customers and the Supplier Profile.
3. [Add your company's existing Onventis customer accounts](#) and assign the right users to their accounts, so that you and your coworkers are able to access and manage all your Onventis customers through the Onventis Supplier Portal.

Best regards
Your Onventis team

1.6. Login to the Onventis Supplier Portal and open your supplier account

The login to the Onventis Supplier Portal takes place for all users of the platform via a central entry page:

<https://supplier.onventis.com/>

Tip: Save this link in your favorites list so that you can reach the account quickly at any time for processing orders or catalogues.

By logging in with an e-mail address and the corresponding password, each user access is unique and assigned to a supplier organization. After successful authentication, the user accesses the dashboard of his supplier account.

Please log in to the Onventis Supplier Portal using your email address and your password.

Email
catalogmanager-01@demovendor.com

Password
●●●●●●●●

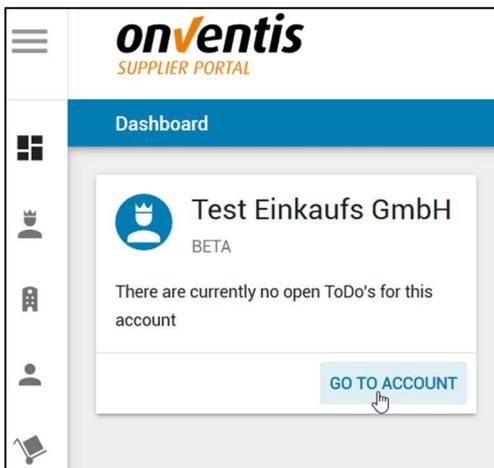
[LOGIN](#)

[RESET PASSWORD](#)

Is your company not yet registered in the Onventis Supplier Portal?

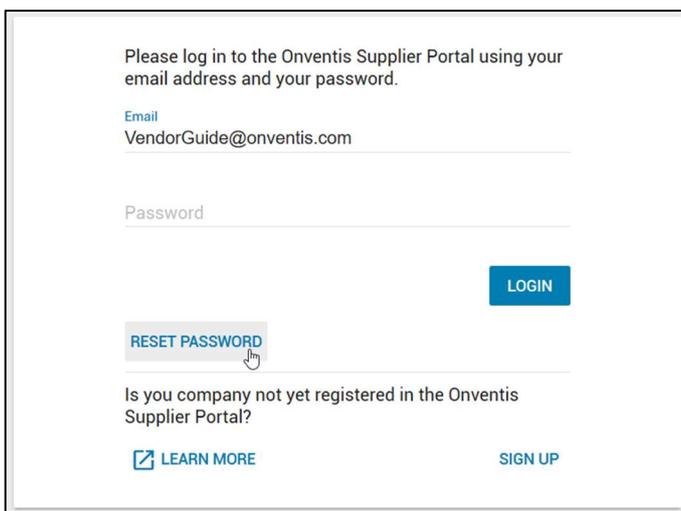
[LEARN MORE](#) [SIGN UP](#)

After logging in to the OSP, the user is taken to the portal home page, the dashboard. On this dashboard, each user receives an overview of all customers assigned to his user. Users can use these "customer tiles" to jump into the supplier account. The user is automatically authenticated and forwarded to the start page of the respective supplier account without an additional login.

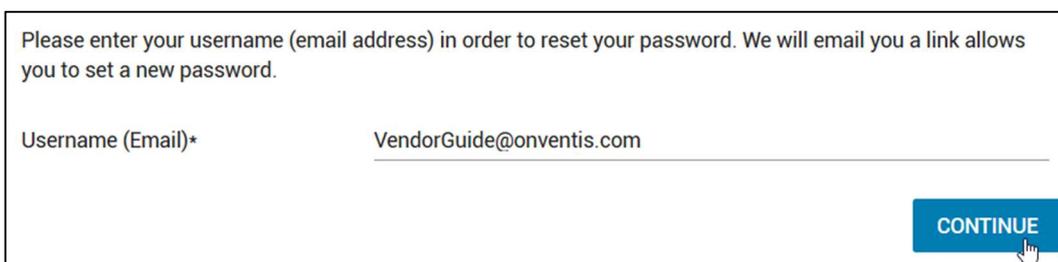


1.7. Password reset

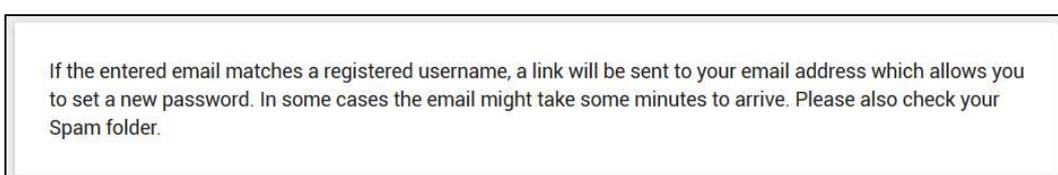
If the password of the access data is no longer known, it can be reset at any time by clicking on the button <Reset password> in the login window.



In the following dialog you can enter the e-mail address with which you would like to log in to the portal.



If this e-mail address is known, an e-mail containing a link will be sent to this address. The password can then be reset by clicking on the link in the corresponding e-mail.



2. order processing

The following chapter provides an overview of the individual steps in order processing: creating and sending an order confirmation, a delivery note and / or creating a performance record.

The order processing process can include various process steps. These are displayed in the "Status" column in the order overview. Depending on the individually defined order processing process, only individual process steps can occur here. The following process steps are possible:

- **OR:** Order
- **OC:** Order confirmation
- **DT:** Delivery ticket
- **LN:** Performance record
- **RG:** Receipt goods
- **II:** Invoice information
- **CA:** credit advice

Each 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 done by yourself

2.1. Overview of orders

In your dashboard you will find the different widgets. Among other things, the to-do list. If you do not see these widgets, please add them using the <+> button at the bottom right of the screen.

Onventis recommends that all users create their own dashboards. Each user must make the settings individually.

The following overview shows the possibilities of the individual widgets of the dashboard:

- News and announcements
 - Internal messages to users with relevance to the platform or other internal organizational processes or events.
 - Integration of guidelines for internal users and suppliers
 - Integration of further important information such as terms of purchase, terms of use, etc.
- to-do list
 - Shortcuts to important procedural processes such as approvals, conditions to be released, and confirmation of order changes or goods receipts, etc.
 - Increased efficiency as the processes can be processed faster and restricted to the processes to be processed and reduced to a minimum
- Dates and deadlines
 - Quick overview of all overdue processes
- Recently opened documents
 - Shortcut to the tasks and configurations you last edited
 - Increase efficiency by quickly finding your way back to the topics you worked on last
- RSS feeds
 - Possibility of integrating external information sources for a quick market analysis
- reports
 - Possibility of a quick overview of purchasing relevant key figures
 - Can be integrated multiple times with different reports each time

In the "to-do list" you will find all filtered orders from the respective customer that require confirmation, information or offers that need to be processed. Another widget also shows dates and deadlines.

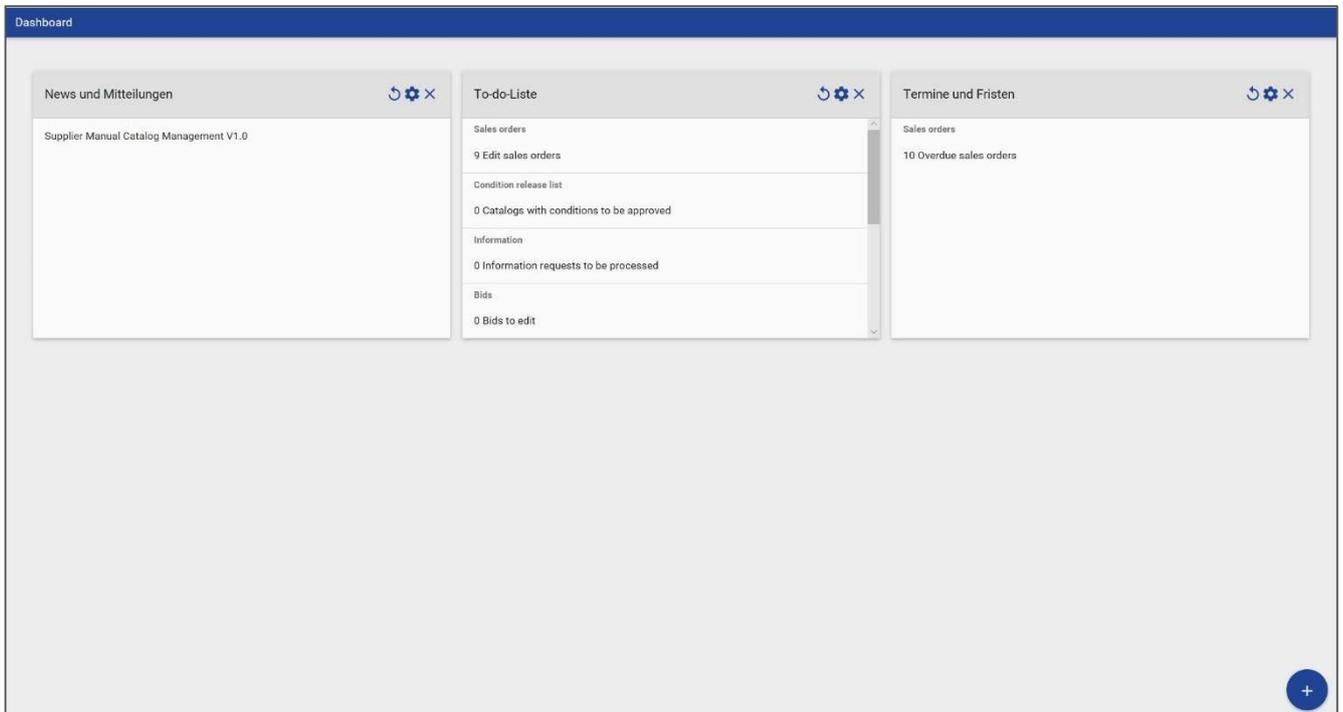


Abb. 1: Dashboard - Widgets

To edit the orders, go to the "Orders" via the "To-do List". By clicking on the link of the Sales orders to be processed you will be forwarded to the order list. All Sales orders to be processed are displayed prefiltered.

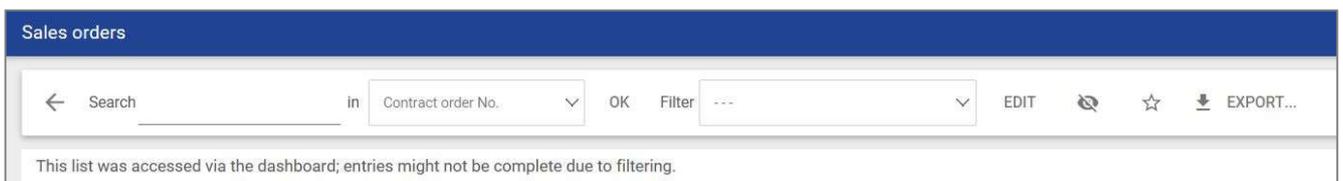


Abb. 2: Filter orders to be processed

To call up the complete order list, go alternatively to "Order processing / Sales orders".



Abb. 3: order processing

In the "Order list", a dropdown list can be used to select the field to be searched in; the order number is preset. In addition, the < Filter> option can be used to filter according to various criteria.

Sales orders

← Search _____ in Contract order No. ▾ OK Filter **...** EDIT EXPORT...

This list was accessed via the dashboard; entries might not be complete due to filtering.

9 Entries / per page: 10 **20** 30 50 80 100

No.	Title	Customer	Order No.	Order date	Total	Status
000043	Order 22 3 Line Item(s)	Hochland SE, Heimenkirch (Hochland Deutschland GmbH, Heimenkirch)	4700050023	2/15/2019	216.00 EUR	
000042	New order 1 Line Item(s)	Hochland SE, Heimenkirch (Hochland Deutschland GmbH, Heimenkirch)	4200000016	2/15/2019	2,400.00 EUR	

Abb. 4: Filter order search

If the customer has executed a new order, you will be notified by e-mail and system message. It is possible to log in directly to the order via a link within this e-mail or to access the order via your registration in your respective account via the above-mentioned channels.

Purchase Order No4200000018.pdf
290 KB

Dear Sir/Madam,

Your customer Hochland Deutschland GmbH has sent to you the following order.

=====

Order no.: 4200000018
Your order no.: 000046
Title: Purchase order 3

Sum total (net): 3,200.00 EUR
Customer: Hochland Deutschland GmbH, Kemptener Str. 17, 88178 Heimenkirch
Ordering organizational unit: Hochland D-GmbH, Heimenkirch
Comment: -

=====

To view the details in full, please click the following link:
[To the order](#)

Diese eMail stammt aus dem Hochland TESTSYSTEM(eProcurement)
You are receiving this email as a user from organization Katalog GmbH with system no. 43223
(psp40.onventis.com).

Abb. 5: Order by e-mail

Depending on the customer's settings, a PDF file, an XML file or an Excel file can be attached to the incoming order e-mail. If attachments listed above are desired, please inform the customer! If you want a direct integration via EDI, you will find further information under 3. Technical connections

2.2. Confirm Sales Order

To confirm the order, click on the order number or title of the order you wish to process. This takes you to order processing. If the order is open, the tab <Basic data> shows the most important data for the order. The <Items> tab contains a list of the individual order items. It is possible to change the delivery date, the order quantity and the price (for user-defined text items) of the individual items. You can add additional positions via the button <Free text positions>, if your customer allows this.

Line item	Item	Quantity	Unit price	Total price	Delivery address	Delivery date	Status
10	Size 42 (short description of the variant) Item no.: 123456.3 This is the article variant...	3 Pair	42.00 EUR per 1 Pair	126.00 EUR (+19.00% VAT)	Hochland Deutschland GmbH, Heimenkirch	2/18/2019 (m/d/yyyy)	Not confirmed
20	Size 41 (short description of the variant) Item no.: 123456.2 This is the article variant...	4 Pair	41.00 EUR per 1 Pair	164.00 EUR (+19.00% VAT)	Hochland Deutschland GmbH, Heimenkirch	2/18/2019 (m/d/yyyy)	Not confirmed
30	Size 40 (short description of the variant) Item no.: 123456.1 This is the article variant...	2 Pair	40.00 EUR per 1 Pair	80.00 EUR (+19.00% VAT)	Hochland Deutschland GmbH, Heimenkirch	2/18/2019 (m/d/yyyy)	Not confirmed

Abb. 6: Purchase order items

Confirm your order via "Action/ Confirm sales order" if you want to confirm the sales order without any changes. The order confirmation will then be sent to the customer.

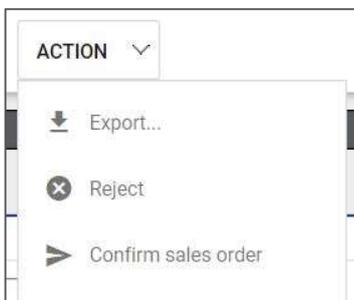


Abb. 7: "Action/Confirm sales order"

If you have entered the order list via the to-do-list widget, this order is no longer in the view at first because this list is prefiltered. To see all orders,

The "AB" step now becomes blue in the order overview. The WE remains in light blue until the customer has booked. This is the pending step on the customer side.

000045	Purchase order 3 1 Line Item(s)	Hochland SE, Heimenkirch (Hochland Deutschland GmbH, Heimenkirch)	420000017	2/15/2019	3,200.00 EUR	OH 00 10	New sales order change... New service note...
--------	------------------------------------	---	-----------	-----------	--------------	----------	--

Abb. 8: Order Status

The customer can now post the goods receipt in the system after the items have been received. The status of the order is then marked with a tick in the overview. Marked as "completed".

2.3. Order Change

If you wish to make a change after the order confirmation has been sent, this can be done by changing the order. If you want to adjust items for the order confirmation you will find a description under [2.5 Processing items in the order](#). Open the orders via <Order Processing> or via the widget <To-do-List> in your dashboard. In the order list, you can click <new order change> on the right under Action and enter the order change.



Abb. 9: New order change via order list

Alternatively, you can change the order in the order itself via "Action/New sales order change". After this has been confirmed with < OK>, the order change screen appears where both the basic data and the item data can be changed.

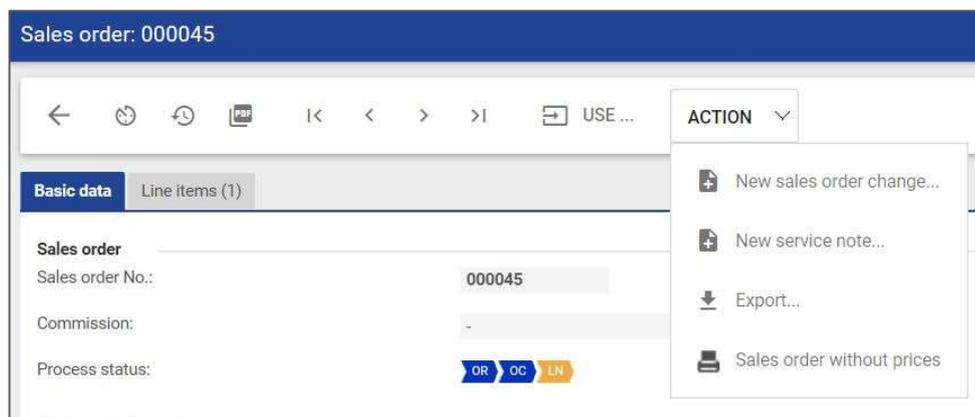


Abb. 10: New sales order change via the order

If comments on the order change are to be stored, these can be entered in the <Basic data> of the order under "Miscellaneous" as "External comment" or "Internal comment". The customer cannot view internal remarks. The customer has access to external comments.



Abb. 11: basic data

Miscellaneous	
External comment:	<input type="text"/>
Customer footer text:	<input type="text" value="Tekst stopki"/>
Internal comment:	<input type="text"/>
File(s):	- <input type="button" value="Selection..."/>

Abb. 12: External and Internal comments

You also have the option of adding attachments to the order. You will also find file(s) as the last item under "Other". Via <Selection> you can add an attachment to the order.

File(s):	- <input type="button" value="Selection..."/>
----------	---

Abb. 13: Add File(s)

When you go to item processing, you can add external remarks and also internal remarks for each item.

Line item-related information and annexes should be added to the corresponding order item. Via the <Line items> tab you can see the positions belonging to the order and by clicking on the corresponding position to which you want to add comments or file(s), this is possible under "Other" at the end of the position.

Order line item: Service articles with graduated price

← SAVE AND CLOSE ↻ ⏪ < > ⏩ ✖ DO NOT CONFIRM ✖ REJECT ⌂ TRANSFER THE DELIVERY DATE

Service articles with graduated price **not committed by customer**

Item

Quantity/QU.: * HUR

Item number:

Customer item no.:

Manufacturer no.:

Manufacturer:

Sales order No.:

Image:

Item: * **Service articles with graduated price**

Item description: This is a service that can be ordered via the catalogue. The scale prices are defined in the condition file.

Data sheets: -

Conditions

Unit price: EUR per HUR

Conversion: HUR

Corresponds: HUR

VAT: %

Delivery:

Delivery date: * (m/d/yyyy)

Delivery address:

Weight: g

Country of origin:

Miscellaneous

External comment:

Internal comment:

File(s):

Abb. 14: Order item Remarks and file(s)

The order change can be sent to the customer via "Action/Confirm sales order". The latter can then confirm or reject the order change. If the customer releases the order change, you must send a new order confirmation (see also chapter [2.2Confirm Sales Order](#)).

2.4. Order Change from customer

If the customer has changed the order, you will receive an e-mail with the information order change. In this e-mail, you will see the changes made by the customer.

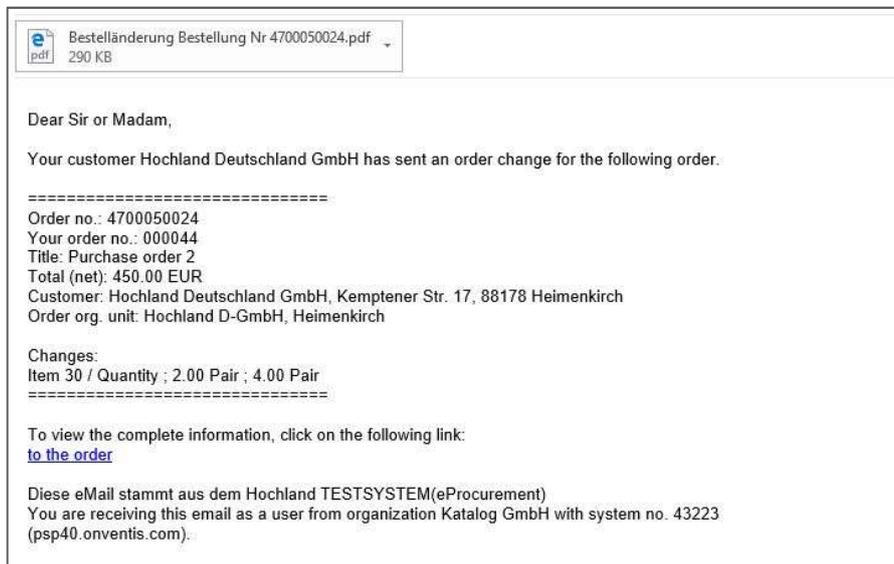


Abb. 15: E-mail order change

If you open the order via "Order processing/Orders" or go directly to the order via the link in the e-mail, you will only see the changes in the order itself via the further tab <follow-up documents>. In the follow-up documents, you see that the customer has made a purchase order change.

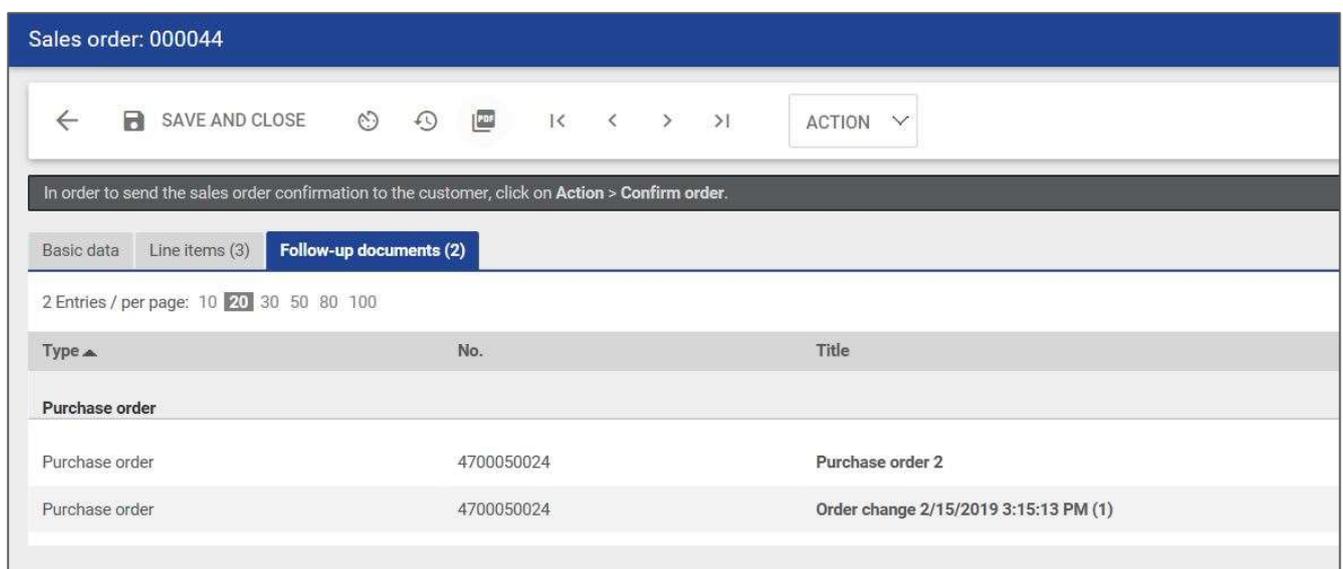


Abb. 16: Purchase order change for follow-on documents

You can confirm the sales order via "Action/Confirm sales order".

It is possible that you do not have to confirm the order change made by the customer by clicking on "Action / Confirm order".

As a rule, however, you will still be informed by e-mail about the order change made.

2.5. Processing items in the order

To edit an order item before sending the order confirmation, open the order. You can then make individual adjustments in the "Position data" tab. In this case, the quantity and the delivery date.

Line item	Item	Quantity	Unit price	Total price	Delivery address	Delivery date	Status
10	Size 42 (short description of the variant) Item no.: 123456.3 This is the article variant...	3 Pair	42.00 EUR per 1 Pair	126.00 EUR (+19.00% VAT)	Hochland Deutschland GmbH, Heimenkirch	2/18/2019 (m/d/yyyy)	Not confirmed
20	Size 41 (short description of the variant) Item no.: 123456.2 This is the article variant...	4 Pair	41.00 EUR per 1 Pair	164.00 EUR (+19.00% VAT)	Hochland Deutschland GmbH, Heimenkirch	2/18/2019 (m/d/yyyy)	Not confirmed
30	Size 40 (short description of the variant) Item no.: 123456.1 This is the article variant...	4 Pair	40.00 EUR per 1 Pair	160.00 EUR (+19.00% VAT)	Hochland Deutschland GmbH, Heimenkirch	2/18/2019 (m/d/yyyy)	Not confirmed

Abb. 17: Changing the positions

If you click on the individual article, the following options exist in the opening mask:

Order line item: Size 42 (short description of the variant)

← SAVE AND CLOSE ↻ ⏪ < > ⏩ ✖ DO NOT CONFIRM ✖ REJECT ⚙️ TRANSFER THE DELIVERY DATE

Sales order: 000044

Line item

Line item number: 10

Line item status: Not confirmed

Item

Quantity/QU.:* 3 Pair

Item number: 123456.3

Customer item no.: -

Manufacturer no.:

Manufacturer:

Sales order No.:

Item:* Size 42 (short description of the variant)

Item description: This is the article variant that can be ordered in size 42.

Abb. 18: line item processing

Do not confirm: if you can't deliver this item, click "Don't confirm" in the item. If you then confirm this complete order, the corresponding item is displayed as not confirmed in the order overview when you have sent your order confirmation.

Reject: If you want to reject this order altogether, click on "Reject" in the position. However, a reason for the rejection must first be entered in the item, which is also sent to the customer via the "Other / External comment" field. The item then receives the status "Rejected by vendor".

Transfer the delivery date: With this function, an adjusted delivery date for an item can be passed on to all other items in the purchase order.

Via the function <Save and Close> you return to the position list of the order and see the changed status of this position:

Line item	Item	Quantity	Unit price	Total price	Delivery address	Delivery date	Status
10	Size 42 (short description of the variant) Item no.: 123456.3 This is the article variant...	2 Pair Ordered: 3 Pair	42.00 EUR per 1 Pair	84.00 EUR (+19.00% VAT)	Hochland Deutschland GmbH, Heimenkirch	2/26/2019 (m/d/yyyy) Ordered: 2/18/2019	Not confirmed (Modified)
20	Size 41 (short description of the variant) Item no.: 123456.2 This is the article variant...	3 Pair Ordered: 4 Pair	41.00 EUR per 1 Pair	123.00 EUR (+19.00% VAT)	Hochland Deutschland GmbH, Heimenkirch	2/25/2019 (m/d/yyyy) Ordered: 2/18/2019	Not confirmed (Modified)
30	Size 40 (short description of the variant) Item no.: 123456.1 This is the article variant...	4 Pair	40.00 EUR per 1 Pair	160.00 EUR (+19.00% VAT)	Hochland Deutschland GmbH, Heimenkirch	2/18/2019 (m/d/yyyy)	Not confirmed

Abb. 19: Status of changed Items

Via the menu item "Action" you also have further options available:

Export: This can be used to export an XML file to OpenTrans 1.0 of the order, which can then be imported into the ERP system.

Decline: This rejects an order. The customer will be informed by e-mail

Sales order without prices: a PDF position list can be generated, which lists all positions of the order without prices.

Abb. 20: Confirm sales order

Confirm your sales order via "Action/ Confirm sales order" if you want to confirm the sales order without any changes. The order confirmation will then be sent to the customer. The customer must release your change to this order. You must then either click in the order overview <new order change>, or you go into the order and then go to "Action/new sales order change".

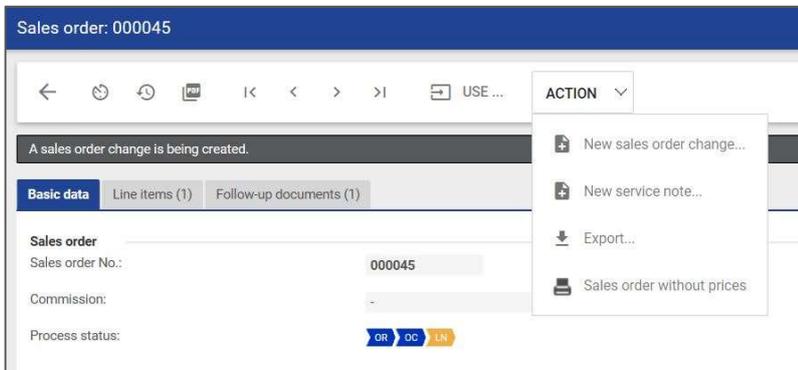


Abb. 21: New sales order change

In the new sales order change, go to "Action/Confirm sales order".

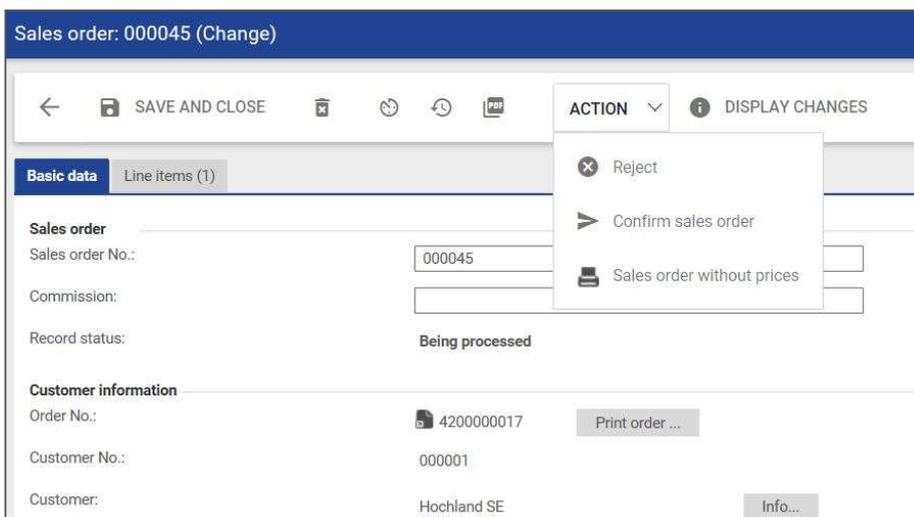


Abb. 22: Confirm sales order

2.6. Creating a service note

For service orders, a service note must be created. You can recognize orders that require a service note by their status in the order overview.



Abb. 23: Create new service note

To create new service not, use <New service note> in the line of the corresponding order.

Or go to the order form and click on "Action/New service note". In the window that opens, you will see two tabs < Basic data> and <Line items>. In the < Basic data> tab, you can adjust the title for the performance record and specify the performance period and the performance location.

Service note: 000020

← SAVE AND CLOSE [X] [Clock] [Refresh] |< < > >| [Default Values] ► SEND

Basic data Line items (1)

Service note

Service report No.: 000020

Title: Service note

Status: Being entered

Sales order no.: 000045

Term: 2/18/2019 (m/d/yyyy) to 2/18/2019 (m/d/yyyy)

Place of performance:

Customer information

Customer No.: 000001

Customer: Hochland Deutschland GmbH, Heimenkirch Info

Order No.: 4200000017

Supplier data

Supplier: Katalog GmbH, Wuppertal Info

Contact person: -

Conditions

Terms of delivery: -

Abb. 24: Title and performance period

You can also store internal and external comments and add an attachment.

Conditions

Terms of delivery: -

Miscellaneous

External comment:

Internal comment:

File(s): - Selection...

Abb. 25: Comments and File(s) in the service note

In the <items> please mark the items from the order with a check mark and set this to completed when the service has been completed.

Attention, the positions are automatically marked as completed. If this service has not been completed and has not been performed completely, please remove the check mark!

The supplier can mark a service as completed if the customer permits this. If this option is not available, the customer must do this in the release.

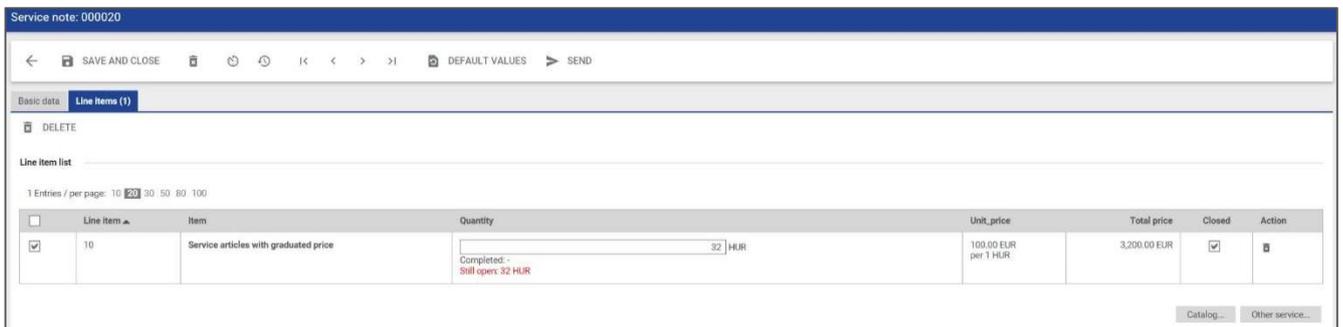


Abb. 26: Completed

Services that may have been completed in less than the ordered time and have been fully performed should be marked as completed. If a service has not been completed or has been fully performed, it should not be marked as completed when the proof of service is created. You have the option of making the corresponding entry for the quantity to show how much was performed.

If the option "Add further services" is activated in the customer's order processing workflow, the supplier can add further services as an item < further services> or from his own catalog, e.g. travel expenses, consumables, etc...

Prerequisite for adding further services:

- Catalog: Service articles with a condition released for the customer
- Additional service: Item must be flagged as a *service*.

These must then be supplemented by the customer with account assignment data etc. during release.



Abb. 27: Add further service in the service note

Now add the corresponding information to the mask.

Service	
Quantity/QU: *	<input type="text" value="1"/> Activity unit <input type="button" value="v"/>
Supplier service no.:	<input type="text"/>
Service: *	<input type="text" value="travel expenses"/>
Service description:	<input type="text" value="0,30 € per Kilometer
40 Kilometer in total"/>
Conditions	
Unit price:	<input type="text" value="12"/> EUR
Price Unit:	<input type="text" value="1"/> per MU
Total price:	EUR
VAT:	<input type="text" value="19"/> %
Delivery date: *	<input type="text" value="2/11/2019"/> (m/d/yyyy)
Miscellaneous	
External comment:	<input type="text"/>
External file(s):	- <input type="button" value="Selection..."/>

Abb. 28: Enter the service

In addition to services, you can also add consumable materials to the service note. Go via <Catalogue>. The consumable material must be flagged as an article category as a service. Otherwise, it cannot be added to the proof of performance.

If you create an activity record for a user-defined text item, you must specify the quantity, service, unit price, and so on in the item, as you do for services.

In the catalogue, click on the desired article you wish to add and add it in the desired quantity.

	Service articles with graduated price <small>Internal item No.: 333444 Supplier: Hochland SE (Testsystem) Manufacturer: Service Ltd. This is a service that can be ordered via the catalogue. The scale prices are defined in the condition file.</small>	150.00 EUR <small>per 1 HUR</small>
	<small>Scale prices</small> <input type="button" value="v"/>	<small>Service</small> Availability: Available Delivery time: 3 day(s)
<input type="text" value="8"/> <input type="button" value="-"/> <input type="button" value="+"/> <input type="button" value="→"/>		<small>HUR (1 HUR = 1 HUR)</small>

Abb. 29: Select and add items

After adding <further service> in the form of consumable material or service, you see the corresponding items in the overview of the service proof in the tab <Items>.

Line item	Item	Quantity	Unit price	Total price	Closed	Action
<input checked="" type="checkbox"/>	10	Service articles with graduated price	100.00 EUR per 1 HUR Completed: - Still open: 32 HUR	3,200.00 EUR	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	20	travel expenses (NEW)	12.00 EUR per 1 Activity unit Completed: - Still open: 0 Activity unit	12.00 EUR	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	30	Service articles with graduated price (NEW)	150.00 EUR per 1 HUR Completed: - Still open: 0 HUR	1,200.00 EUR	<input checked="" type="checkbox"/>	

Abb. 30: Added services/consumables

To send the performance record to the customer, click <Send>.

If the service note has been released by your customer, you will see this in the overview of orders with the status, there the LN will now appear in light blue.

000045	Purchase order 3 1 Line item(s)	Hochland SE, Heimenkirch (Hochland Deutschland GmbH, Heimenkirch)	420000017	2/15/2019	3,200.00 EUR			
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Abb. 31: Service note sent

You can view all performance records via the "Order processing/Performance records" function.

3. Technical connections

3.1. Transfer of Purchase Order Documents

The following order transfer options are possible

Mail + PDF Attachment (Standard)

Mail + XML Attachment (default)

Mail + XLSX Attachment (default)

The customer can set up all variants of e-mail transmission in his own system. In this case the installation is free of charge.

Further possibilities:

XML on FTP server (additional effort)

XML to http address (additional effort)

There are additional costs for setting up the XML transfer. In addition, additional formats are possible, but these are also associated with additional costs. By default the format openTrans 1.0 is used.

You can request an offer from Onventis via the link below:

<https://www.onventis.de/download-angebot-onventis-supplier-integration/>

3.2. Transfer of Purchase Order Documents - Purchase Order Change

The order change can also be transmitted by e-mail or EDI. This facility also entails costs. Please also request a quotation via our homepage.

3.3. Transfer of order documents - Order confirmation

The order confirmations can be executed manually within Onventis Buyer (see [2.2 Confirm Sales Order](#)). Furthermore, it is possible to process order confirmations in the form of XML openTrans in Onventis Buyer. Here the document is expected on an FTP server to be commissioned or via HTTP(S). From there, the document is picked up by Onventis Buyer and processed accordingly.

The FTP and https variant is a chargeable facility. Please use the form for a cost inquiry:

<https://www.onventis.de/download-angebot-onventis-supplier-integration/>

4. Supplier profile and Network search

With the Supplier Portal the possibility was created for you as a supplier to design a public company appearance, the so-called **supplier profile**. This profile is automatically published in the **Onventis Cloud Procurement Network** and can therefore be found via the new supplier search in the procurement solution Onventis Buyer as well as in the new **public Onventis supplier search**.

4.1. Maintain Vendor profile

In principle, any organization registered in the Onventis Supplier Portal can create a profile and enter its company master data here. Only the user role "Administrator" can edit the supplier profile.

In addition to the settings that are available in the **basic profile**, a chargeable **plus profile** can be booked in the future. The plus profile is an upgrade of the basic profile, which can be enriched with additional interesting content (the upgrade is not yet available). In the following list all contents of the supplier professional are listed. Exclusive **Plus Profile content** is marked with an asterisk (*):

- **Title wallpaper***
- company logo
- Company name + suffix
- slogan
- Contact details and contact persons
- basic data
- Legal information

- Brief description of the company
- **Product and Service Gallery***
- Product and service categories (eCl@ss)
- Delivery and service areas
- **Customer References***
- certificates
- eProcurement Integration
- **Left**
- Public link to profile

The better and more complete this information is maintained, the better your organization can be found in the Onventis Cloud Procurement Network.

4.2. Advantages of the Supplier profile

For **suppliers**, the supplier profile serves the external presentation of their own organization and the search ability in the Onventis supplier network. For purchasing companies, it is possible to identify new suppliers in the **Onventis procurement network in** addition to searching for already added suppliers in the supplier master. A supplier can be directly contacted via the contact data as well as via a contact form and added to the customer-supplier base in Onventis Buyer at the push of a button.

4.3. Supplier Profile in the Onventis Buyer Supplier Network Search

In the procurement solution "Onventis Buyer", purchasing organizations can select the function "Search in supplier network" in the central search field. The prerequisite for using this feature is the activation of the corresponding license. This can be used to find supplier profiles that have been created.



The search results page lists all suppliers whose information in the supplier profile (e.g. name, location, description, eCl@ss product groups) returns suitable results for the search query. Here a customer can get an overview of potential new suppliers and add them to his supplier master at the push of a button.

The screenshot shows the Onventis Cloud Procurement Network interface. At the top, there is a search bar with the text "Search the supplier network...". Below the search bar, the page is titled "Supplier search". On the left side, there are several filter categories: "eCl@ss" (with sub-items like Informations-, Kommunikations-, und Medientechnik, Betriebsausstattung, etc.), "Delivery Region" (Deutschland, Spanien, Frankreich), "Location" (Deutschland), and "Certificates" (ISO 50001). The main search results area shows "Search results for: Webinar 1 GmbH" with "1 Hits". The result is for "Webinar 1 GmbH Zusatz" located in "Stuttgart, Deutschland". It includes a "Test Test Test" label and an "ISO 50001" certification icon. At the bottom right of the result card, there are two buttons: "ADD TO SUPPLIER MASTER DATA" and "DISPLAY SUPPLIER PROFILE".

4.4. Supplier profile in the Onventis Public Supplier Search

A supplier profile can also be found via the "Onventis Public Supplier Search". This public search is included on the following Onventis website: <https://network.onventis.com/>

The banner features the text "Onventis Public Supplier Search" and "Find suppliers in the network:". Below this text is a search input field with the placeholder text "Search..." and a magnifying glass icon.

The screenshot shows the Onventis Cloud Procurement Network interface for a public search. The search bar at the top contains the text "Onventis GmbH". The results section is titled "Result for: 'Onventis GmbH'" and shows "1 Hits". The result is for "Onventis GmbH" located in "Stuttgart, Germany". It includes a "PREMIUM" badge and a description: "Das Onventis Cloud Procurement Network vernetzt B2B-Geschäftsprozesse von Einkäufern und Lieferanten – einfach und sicher. Onventis ist auf ganzheitliche Einkaufsprozesse für den Mittelstand spezialisiert und steht für „Cloud Services Made in Germany“. Weltweit wickeln rund 350.000 registrierte Nutzer mehr als 5,5 Milliarden Euro Einkaufsvolumen über das Onventis Beschaffungsnetzwerk ab." At the bottom right of the result card, there is a "SHOW SUPPLIER PROFILE" button.