

## Information sheet for the new SupplyOn orders overview

What is going to change:

Starting 22<sup>nd</sup> March, the new version of the Orders Overview will replace the existing overview. It provides an updated user interface, easier order overview, and an optimized way to confirm orders.

With the updated orders view you will now have two forms available:

- I. „Orders“
- II. „Order line items“

### Ad I. Orders:

Here you get, similar to the previous view, information about the order header. In addition to the familiar information, this also includes the new "**Confirmation**" column, which uses a yellow warning triangle to highlight orders that still require confirmation. Via the link "**View**" further columns can be shown or also hidden.

### Ad II. Bestellpositionen:

The list view is new and offers as main advantage the possibility to confirm several orders/order positions at the same time and still specify different supplier references but also changed delivery dates.

Via the button "**Edit confirmations**" the confirmation can be triggered from the view "Orders" as well as via "Order line items".

The order itself can still be opened via the order number marked in blue and is available with the usual information.

Orders can be printed or downloaded as a **PDF document**. This works for single orders via the three-dot menu or for multiple marked orders via the "Download" button.

The familiar **history** can also be accessed under the three-point menu in the "Orders" view.

For further details please refer to the INNIO training document "Order Confirmation" or to the SupplyOn Info page under <https://service.supplyon.com/scm/?lang=en&articleId=4491>