

Purchase Order Management on Endress+Hauser Supplier Portal Provided by JAGGAER



People for Process Automation

Version: 3.3 Date: 2021-10-12



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1 General information

Please note that the English version is considered as the master document.



2 Endress+Hauser Platform

Endress+Hauser is using the Jaggaer platform with its suppliers as a supplier relationship management tool, for document exchange purposes, automatic purchase order management, request for quotations and much more.

The link for the platform is:

https://app11.jaggaer.com/portal/eh

The portal is available in English, German and Chinese (only main functions), you can select the language on the top left.

We suggest you use Google Chrome as a browser for the platform; our experience shows Chrome is faster and some functions are easier.



3 E-mail from Jaggaer portal – order is available

If a customer has placed an order, an e-mail with the notification will be sent. These e-mails are sent twice a day. For changed orders you will receive a separate e-mail.

M mail@pool4tool.com
E+H: New Order (1017518584) available / E+H: Neue Bestellung (1017518584) verfügbar
An 🔷 Stefanie Klingele
Dear Sir or Madam,
a new order is available for you in the supplier portal.
Order number: 1017518584
Please process the order soon.
Link: https://ehdemo.pool4tool.com/portal/eh
Username: stefanie.klingele.eh
If you have any questions please do not hesitate to contact us.
Kind regards,
Endress+Hauser

Included in this e-mail: Username, order number, link to the supplier portal. By subsequently logging in to Jaggaer you can view and edit your order.

To log in on the Endress+Hauser supplier portal, please use the following link after creating a new password:

https://app11.jaggaer.com/portal/eh



4 Portal Dashboard

Endress + Hauser				
	中文 English Deutsch Home	Logout Privacy Policy		
Navigation @	Portal Dashboard			
	Default 🐇			
1.	Blackboard			Welcome
Supplierportal	Most recent messages:			Welcome to the Endress + Hauser supplier portal!
Contact people	Subject	Note	Last changed	
Categories	Downtime	2018-11-20 15:10		
Company profile	Orders (not opened yet, last 20)		Standard documents
Request for Quotation	Number	Purchasing Organisation	Date	Description
Tickets	1017744460_3	Endress+Hauser SE+Co. KG, Maulburg, Germany	2019-10-24	Registration NDA DE
	1017744460_2	Endress+Hauser SE+Co. KG, Maulburg, Germany	2019-10-24	Registration NDA EN
	1017744460_1	Endress+Hauser SE+Co. KG, Maulburg, Germany	2019-10-24	Documentation for sumpliers
	1017744460	Endress+Hauser SE+Co. KG, Maulburg, Germany	2019-10-23	Polymentation for Juppings
	1017744453	Endress+Hauser SE+Co. KG, Maulburg, Germany	2019-10-18	Dokumentation für Lieferanten
	1017744452	Endress+Hauser SE+Co. KG, Maulburg, Germany	2019-10-18	EH RFQ from EH for suppliers provided by JAGGAER
	1017744450	Endress+Hauser SE+Co. KG, Maulburg, Germany	2019-10-17	EH RFQ von EH für Lieferanten von JAGGAER
	1017744451	Endress+Hauser SE+Co. KG, Maulburg, Germany	2019-10-17	
	1017744361	Endress+Hauser SE+Co. KG, Maulburg, Germany	2019-09-26	My RFQs
	1017744324	Endress+Hauser SE+Co. KG, Maulburg, Germany	2019-09-12	
	1017744323	Endress+Hauser SE+Co. KG, Maulburg, Germany	2019-09-12	

After logging in, the Dashboard will open. In the box "Orders (not opened yet, last 20)" the unopened orders are listed. Clicking on the order number takes you to the order. To confirm the order, proceed as described in point 4 below. The Dashboard is available in German, English and Chinese.



5 Navigation

Within the navigation folder "Received orders", you will find the fields "Head level company wide" and "Position level company wide".

Navigation
Supplierportal
Administration
Contact people
Categories
E Received orders
Head level company wide
E Position level company wide
E Request for Quotation
Tickets

The difference between "Head level" and "Position level": At the "Head level", you can see the individual orders. Under "Position level", you can see the individual items of the purchase orders.

As soon as you click on one of the folders, further sub-items open, such as "Quick view", "Not confirmed", etc.

In the navigation you can also view your company profile, your categories, your contacts, and the administration. You can change these details if necessary. The instruction material "Registration on the Endress+Hauser Supplier Portal by JAGGAER" explains how to make initial entries and how to make changes.



6 Order overview and some important functions

Under "Received orders" you will find your orders:



Please click on "All"

Here you find an overview of all the orders from Endress+Hauser Group. The latest order is always listed at the top.

Navigation @ \diamondsuit	Received orde	ers															
	Templates																
Supplierportal	T	Open Template 🗱 🕻	Delete template	🛥 Transfer ten	iplate(s)											15	Save ten
Categories Company profile Company profile Company Profile Company Mide Company Wide	Menu	Order number	No. pos	State	Onen	Confirmation	Order value Currency	files	Confirmation Number	Delivery complete	Rescied	Channes	Customer	Buyeraroup	Last modified	(Freated) ® 8 1/8 ¥
Past view		1017744460 3		Confirmed	2		187.46 EUR	0	1234			3	Endress+Hauser	011/134	2019-11-04 09:25	2019-10-24 14:57	3
Net confirmed		1017744460_2		Sent	1		187,46 EUR	0				0	Endress+Hauser	011/134		2019-10-24 14:51	1
Not complete confirmed		1017744460_1		Sent	0		187,46 EUR	0				0	Endress+Hauser	011/134		2019-10-24 14:47	3
E. Changed (Quarter)		1017744460	1	Confirmed	2		187,46 EUR	1	1234			3	Endress+Hauser	011/134	2019-11-04 09:25	2019-10-23 11:01	1
E Added (Quarter)		1017744453	1	Confirmed			\$18,90 EUR		1			2	Endress+Hauser	011/134	2019-10-18 09:47	2019-10-18 09:37	7
All New report		1017744452	1	Confirmed			382,95 EUR		1233			0	Endress+Hauser	011/134	2019-10-18 09:21	2019-10-18 09:15	5
Position level company wide		1017744450	1	Confirmed			3.921,85 EUR		171019			3	Endress+Hauser	011/136	2019-10-17 10:44	2019-10-17 10:19	9
- Request for Quotation		1017744451	1	Confirmed	8		358,80 EUR		171019-2			4	Endress+Hauser	011/134	2019-10-17 10:29	2019-10-17 10:14	4
- III Tickets		1017744361		Sent		•••	187,46 EUR					0	Endress+Hauser	011/134		2019-09-26 05:43	3
		1017744774		Confirmed	8		140.07 810		122				Redence Himsels	011/1126	2010/00/12 18:38	2010 00 12 18:17	0



Icon	Description
	Open order (order template)
	Show position levels
E	Schedule line level
	Changed order overview
2	Transfer the order to another user

Icon	Description
	Order has not been opened yet.
Ċ	Order has been opened.
	Order has been confirmed.
	The order has not been confirmed yet.
	The order has been partially confirmed.
	The order has been completely confirmed.
	The order has been declined.
2	Changes (double-click - details)
\mathbf{A}	Open search filter



6.1 Create confirmation without deviation

As soon as you want to edit an order confirmation, you must complete the following steps:

Menu	Order number
	1017200257
- III 📰 🔛	1017200255
🖿 🗟 📴	1017200254

Click on the folder to edit the order.

		Endress+Hauser SE+Co. KG, Hau	ptstrasse 1, 79689 Maulburg, 0	Germany		
		-				
			Purchase order			
			Order number/Date			
			Contact person			
Deliver	y address:		Marina Thoma Telephone			
Endress Warena	s+Hauser SE+Co. KG annahme 2		Fax			
79689	italstrasse 2 Maulburg		eMail Address			
German	ny		marina.thoma@endress.com Purchase Group			
			011/134 - N.N.			
			Thorben Bregler			
Deliver	y conditions: DAP Maulburg (Delivered at Place)					
Payme	ent conditions: within 30 days due net					
Docum	nents:					
valid v	versions of our documents and specifications. The su	pplier is responsible to have these documents available to	ensure a proper execution of the	his purchase order. In case the	documents and specifications are n	eeded they can be
ZMMC	OPURCHA_1017744460 0028472792.pdf (2	010 10 22 11:01:52)				
		(019-10-25 11:01:52)				
Pos.	Mat.No/Details	Quantity	Delivery date	Price/Unit	Confirmation number	Net value (EUR)
Pos. 10	Mat.No/Details 71265157 Housing GT20"Z"(thru)+clw+PAL+DAE_BU/A	Quantity 11,000 Piece	Delivery date 2019-11-07	Price/Unit 1.562,17 EUR/100,00 Piece	Confirmation number	Net value (EUR) 187,46
Pos. 10	Mat.No/Details 71265157 Housing GT20"2"(thru)+clw+PAL+DAE_BU/Al	Quantity 11,000 Piece	Delivery date 2019-11-07	Price/Unit 1.562,17 EUR/100,00 Piece	Confirmation number 1234 Date: 2019-11-04 Item state: Changed	Net value (EUR) 187,46
Pos. 10	Mat.No/Details 71265157 Housing GT20"2"(thru)+clw+PAL+DAE_BU/Al Document: 211002812 Vers: H	Quantity 11,000 Piece	Delivery date 2019-11-07	Price/Unit 1.562,17 EUR/100,00 Piece	Confirmation number	Net value (EUR) 187,46
Pos. 10	Mat.No/Details 71265157 Housing GT20"2"(thru)+clw+PAL+DAE_BU/Al Document: 211002812 Vers: H	Quantity 11,000 Piece	Delivery date 2019-11-07 Condition Gross Price:	Price/Unit 1.562,17 EUR/100,00 Piece	Confirmation number	Net value (EUR) 187,46
Pos. 10	Mat.No/Details 71265157 Housing GT20"2"(thru)+clw+PAL+DAE_BU/Al Document: 211002812 Vers: H	Quantity 11,000 Piece	Delivery date 2019-11-07 Condition Gross Price: Condition prec. metal surcharg	Price/Unit 1.562,17 EUR/100,00 Piece 1.341,39 EUR / 100 PCE 2,31 EUR / 1 KGM	Confirmation number 1234 Date: 2019-11-04 Item state: Changed Ackn. Req. : Yes Est. price : No	Net value (EUR) 187,46
Pos. 10	Mat.No/Details 71265157 Housing GT20"2"(thru)+clw+PAL+DAE_BU/AI Document: 211002812 Vers: H Documents: 322354-0000f.tif 322354-0000f.pdf	Quantity 11,000 Piece	Delivery date 2019-11-07 Condition Gross Price: Condition prec. metal surcharg:	Price/Unit 1.562,17 EUR/100.00 Piece 1.341,39 EUR / 100 PCE 2,31 EUR / 1 KGM	Confirmation number	Net value (EUR) 187,46
Pos. 10	Mat.No/Details 71265157 Housing GT20'2"(thru)+clw+PAL+DAE_BU/AI Document: 211002812 Vers: H Documents: 322354-0000ftif 322354-0000f.pdf	Quantity 11,000 Piece	Delivery date 2019-11-07 Condition Gross Price: Condition prec. metal surcharg:	Price/Unit 1.562,17 EUR/100,00 Piece 1.341,39 EUR / 100 PCE 2,31 EUR / 1 KGM	Confirmation number	Net value (EUR) 187,46
Pos. 10	Mat.No/Details 71265157 Housing GT20'2"(thru)+clw+PAL+DAE_BU/AI Document: 211002812 Vers: H Documents: 322354-0000f.tif 322354-0000f.pdf	Quantity 11,000 Piece Net total without	Delivery date 2019-11-07 Condition Gross Price: Condition prec. metal surcharg: VAT EUR	Price/Unit 1.562,17 EUR/100,00 Piece 1.341,39 EUR / 100 PCE 2,31 EUR / 1 KGM	Confirmation number	Net value (EUR) 187,46 187,46
Pos. 10	Mat.No/Details 71265157 Housing GT20"2"(thru)+clw+PAL+DAE_BU/AI Document: 211002812 Vers: H Documents: 322354-0000f.tif 322354-0000f.pdf	Quantity 11,000 Piece Net total without	Delivery date 2019-11-07 Condition Gross Price: Condition prec. metal surcharg: VAT EUR	Price/Unit 1.562,17 EUR/100,00 Piece 1.341,39 EUR / 100 PCE 2,31 EUR / 100 PCE	Confirmation number	Net value (EUR) 187,46 187,46
Pos. 10	Mat.No/Details 71265157 Housing GT20"2"(thru)+clw+PAL+DAE_BU/AI Document: 211002812 Vers: H Documents: 322354-0000f.tif 322354-0000f.pdf	Quantity 11,000 Piece Net total without	Delivery date 2019-11-07 Condition Gross Price: Condition prec. metal surcharg: VAT EUR	Price/Unit 1.562,17 EUR/100,00 Piece 1.341,39 EUR / 100 PCE 2,31 EUR / 1 KGM	Confirmation number	Net value (EUR) 187,46 187,46
Pos. 10	Mat.No/Details 71265157 Housing GT20'2"(thru)+clw+PAL+DAE_BU/AI Document: 211002812 Vers: H Documents: 322354-0000f.tif 322354-0000f.pdf	Quantity 11,000 Piece Net total without Supplier confirmation number: 1234	Delivery date 2019-11-07 Condition Gross Price: Condition prec. metal surcharg: VAT EUR	Price/Unit 1.562,17 EUR/100,00 Piece 1.341,39 EUR / 100 PCE 2.31 EUR / 1 KGM and send back	Confirmation number	Net value (EUR) 187,46 187,46
Pos. 10	Mat.No/Details 71265157 Housing GT20"2"(thru)+clw+PAL+DAE_BU/AI Document: 211002812 Vers: H Documents: 322354-0000f.tif 322354-0000f.pdf	Quantity I1,000 Piece Net total without Supplier confirmation number: 1234 Remark of deci	Delivery date 2019-11-07 Condition Gross Price: Condition prec. metal surcharg: VAT EUR Save re (copy to all positions)	Price/Unit 1.562,17 EUR/100,00 Piece 1.361,39 EUR / 100 PCE 2,31 EUR / 1 KGM and send back	Confirmation number	Net value (EUR) 187,46 187,46
Pos. 10	Mat.No/Details 71265157 Housing GT20"2"(thru)+clw+PAL+DAE_BU/AI Document: 211002812 Vers: H Documents: 322354-0000f.tif 322354-0000f.pdf	Quantity I1,000 Piece Net total without Supplier confirmation number: 1234 Remark of deci	Delivery date 2019-11-07 Condition Gross Price: Condition prec. metal surcharg: VAT EUR Save re (copy to all positions)	Price/Unit 1.562,17 EUR/100,00 Piece 1.341,39 EUR / 100 PCE 2.31 EUR / 1 KGM and send back	Confirmation number	Net value (EUR) 187,46 187,46
Pos. 10	Mat.No/Details 71265157 Housing GT20"2"(thru)+clw+PAL+DAE_BU/AI Document: 211002812 Vers: H Documents: 322354-0000fitif 322354-0000fpdf	Quantity I1,000 Piece Net total without Suppler confirmation number: 1234 Remark of decl	Delivery date 2019-11-07 Condition Gross Price: Condition prec. metal surcharg: VAT EUR Save Ine (copy to all positions)	Price/Unit 1.562,17 EUR/100,00 Piece 1.341,39 EUR / 100 PCE 2,31 EUR / 1 KGM and send back	Confirmation number	Net value (EUR) 187,46 187,46
Pos. 10	Mat.No/Details 71265157 Housing GT20'2'(thru)+clw+PAL+DAE_BU/AI Document: 211002812 Vers: H Documents: 322354-0000fxif 322354-0000f.pdf	Quantity I1,000 Piece Net total without Supplier confirmation number: 1234 Remark of deci	Delivery date 2019-11-07 Condition Gross Price: Condition prec. metal surcharg: VAT EUR Save ne (copy to all positions) Conditions	Price/Unit 1.562,17 EUR/100,00 Piece 1.341,39 EUR / 100 PCE 2,31 EUR / 1 KGM and send back	Confirmation number	Net value (EUR) 187,46 187,46

To confirm the order, you must first open the PDF. The Order-PDF takes precedence over all other documents.

Once the order has been opened, the symbol ^{CM} appears behind the PDF.

In the confirmation number field, enter your order number. Each item must be confirmed individually by pressing the icon next to the confirmation number field.



Confirmation numbe	er
	\checkmark
Item state: Sent	
Ackn. Req. : Yes	

The confirmation number can be assigned separately for each position. Alternatively, an overarching confirmation number for all the positions can be given at the end of the order. In this case, the number will be transferred to all positions where confirmation is obligatory. All the positions must also be confirmed separately. If you do not confirm all the positions of the order, the customer will only receive a partial confirmation.

Confirm the order with

Are you sure to send the order co	onfirmation back to the customer?
	OK Abbrechen

If this message appears the confirmation has been sent to the customer.

Successfully saved

6.2 Create confirmation with deviation

The following deviations can be confirmed:

Delivery date

Delivery date can be changed using the calendar button.

	Delivery	/ date
2019-11-29	0	

Quantity

If necessary, the quantity can be changed as far as the pre-set tolerances of the customer allow this.



		Quantity
24,000	Piece	

Quantity split

It is possible to "split" the order quantity. Some parts of the quantity can be delivered on another date. Press the button "splitting". A new line will appear where you can enter the subset and delivery date.



i Please make sure that the sum of the split quantities is equivalent to the original order quantity.

Mat.No/Details		Quantity		Delivery date	Price/Unit	Confirmation number	Net value (EUR)
65157	12	PLLM	2010 11 20	0	1.562.08 EUR/100.00 Piece	8	374,90
using GT20"2"(thru)+clw+PAL+DAE_BU/Al						Item state: Sent	[0.50]
						Ackn. Reg. : Ves	0.00
ument: 211002812						Can price of the	
S M			_	*			
	12		2019-12-05	·			H Delete
				Condition Gross Prices	1 1.341,39 EUR / 100 PCE		
				Condition prec. metal surcharge	2,31 EUR / 1 KGM		
cuments: 322354-0000f.tif 322354-0000f.pdf							
narka							
							1
		Net total with out VAT CUR					274.00
	517 917 1917 - T(Hon) = du = PAL_EBUIX meno: 31903912 H amante: 322354-0000fof 322334-0000fpd wis	517 917 917 207 (Polin) = dis-MAL-GAE_BU/A H H 200 2012 2014-0000 of 2012 5+0000 pdf eta	517 00 TDTTT(from)=6u=54L=55E_BU(A) memo: 31805012 H 2255-40001af 32235-40001 gdf with The total webces VAT FUR	517 197 (197 (197 - 194	5137 pro 07 227 (You) + Gu-HAL + DAL [UUN] meno: 31302012 (H amanda: 22254-0000 of 22254-0000 pdf of an of a striked without VAT EUR.	5137 en gr DT2T2*(hou)=du=F4L=54E_BUXH en en 511505013 H en en 511505013 Condition draw Prese Condition pres. medi surdary 2.151-0000 pdf els Het tekal without VAT EUK	517 017271/01-01-541-542_58_01/01 H 017271/01-01-541_582_8U/01 H 02 0175721/01-01-541_582_8U/01 D 0175721/01-01-541_582_

Remarks

Please use the fields "quantity", "delivery date", as well as "quantity split" for any changes. It is not necessary to specify the reasons in the field "remark". Additionally, please do not use the field "remark" for general communication.

Remark of decline (copy to all positions)	
X Decline	

Price & conditions:

The total price as well as the conditions can be changed according to the quantity and the delivery date. Please note that altering the conditions does not update the total net worth of the order. A deviant confirmed price will be checked by Endress+Hauser and can be accepted or rejected.

LINOTON	cuv=10111444102-00104110000/bul (1013-11-13-10120120) 🗂					
Pos.	Mat.No/Details	Quantity	Delivery date	Price/Unit	Confirmation number	Net value (EUR)
10	71265157 Houng GT20'Z'(thru)+chu+9AL+DAE_BU(A) Dekumen: 21102812 Verz H	12 Piece	2019-11-29	1.562.08 EUR/100.00 Piece	R Dem state: Sent Ackn. Reg. : Ves Est. price : No	374,90 © 5pitt
		12	2019-12-05			X Delete
			Condition Gross Pri Condition prec. metal surcha	ce: 1.341,39 EUR / 100 PCE rg1 2,31 EUR / 1 KGM		
	Documents: 322354-0000f.clf 322354-0000f.pdf					
	Remarks					
		Net total without VAT EUR				374,90

If changes have been made, Endress+Hauser will receive a notification with an overview of the changes. Endress+Hauser now has the option of either accepting or rejecting the order confirmation with modified content (possibly with an alternative proposal). The supplier will be notified by e-mail in this case.



An order can be repeatedly edited and confirmed until the actual delivery takes place. This keeps the ordering process flexible for making changes to the order and delivery conditions.

Important! In the event of a subsequent delivery date shift, a reason must always be given.

6.3 Orders without order confirmations

If the customer waives the requirement for an order confirmation, the acknowledgement requirement under the confirmation number field is set to "No". In this case, a confirmation of the order is not necessary.

Confirmation number	
	\checkmark
Item state: Sent	
Ackn. Req. : No	

6.4 Document attachment in the Purchase Order

Document attachments are divided into two levels: Head level and position level. Sending documents at head level is optional. These can be found next to the order-PDF. Open the document to process the order.

Documents at position level can be found under the material number or description. Here the relevant documents for each order (example: current drawings or TLBs) will be sent to you.

Delive	ry conditions: DAP Maulburg (Delivered at Place)					
Payme	ant conditions: within 30 days due net					
Decen	nonte.					
Please	e be aware that all relevant information for a proper execution of the purchase order can be found	I in the attached purchase order pdf. This purchase order refers	to our general terms and conditions of purchase	as well as to the current valid version	s of our documents and specifications. The supplier is res	ponsible to have these
docur	nents available to ensure a proper execution of this purchase order. In case the documents and sp	pecifications are needed they can be requested by your responsi	ble Endress + Hauser purchaser!			
ZMM	OPORCHA_1017744753 0028472888.pdf (2019-11-19 10:33:38)					
Po	s. Mat.No/Details	Quantity	Delivery date	Price/Unit	Confirmation number	Net value (EUR)
10	71265157	12 Piece	2019-11-29	1.562,08 EUR/100,00 Piece	8	374,90
	Housing GT20"Z"(thru)+clw+PAL+DAE_BU/Al				Item state: Sent	O Split
	Dolument: 211002812				Ackn. Req. : Yes	
	Vers: H				Est. price : No	
		12	2019-12-05			🗱 Delete
			Condition Gross Pr	ice: 1.341,39 EUR / 100 PCE		
			Condition prec. metal surcha	arg: 2,31 EUR / 1 KGM		
	Documents 322354-0000f.tif 322354-0000f.pdf					
	Remarks					
		Net total without VAT	EUR			374,90

13/21



7 Order change from Endress+Hauser

If a customer has changed the order, you will receive a notification by e-mail. The subject of the e-mail will indicate whether it is a "changed order".

ES E+H Supplier Portal <mail@pool4t< th=""><th></th><th></th><th></th><th></th></mail@pool4t<>				
ES E+H Supplier Portal <mail@pool4t< td=""><td>a al a a ser</td><td></td><td></td><td></td></mail@pool4t<>	a al a a ser			
E+H: Geänderte Bestellung (1017518673) verfüc	ool.com>			
E+H: Geanderre Restellund (101/5186/3) Vertug	here (E. H. Cherry et Orden (10	17519(72)		
	jbar / E+H: Changed Order (IC	1/5106/3) available		
An 🔮 Lukas Bregler; 🔾 Elena Bohsung				
Dear Sir or Madam,				
a changed order is available for you in the supplier portal.				
Order number: 1017518673				
Please process the order soon.				
Link https://chdomo.pool/tool.com/postal/ch				
Link: https://endemo.pool4tool.com/portal/en				
Osemanie. lukas.bregiel				
If you have any questions please do not besitate to contact us				
Kind regards,				
- '				
Endress+Hauser				
This is an automatically generated email. Please do not respond to the	his email.			
Your email will not be forwaraea.				
According to the General Data Protection Regulation, we are obliged	to inform you when collecting you	ur personal data. We co	mply with this information	on duty with
the following Data Protection Statement	to injoini you when conecting you	il personal data. We co	mpiy with this hijorhiuto	on daty with
the johowing <u>but inforced of statement</u>				
Endress+Hauser SE	+Co. KG, Hauptstrasse 1, 79689 Maulburg, German			
	Bunchassa and an			
	Purchase order			
	Purchase order Order number/Date 1017518666 / 2018-10-29			
	Purchase order Order number/Date 1017518664 / 2018-0-29 Suppler number 1319			
Delivery address: Endress Hauser SE+Co. KG	Purchase order Order number/Date 1017518664 / 2018-0-29 Suppler number 1315 Conte Service Conte Service			
Delivery.ad/ress: Endress+Hauser 55+Co. KG Hauptarses 1 79695 Maulurg	Purchase order Order number/Date 1017518668 / 2018-10-29 Suppler number 13119 Contact person Elena botnung Telephone			
Delivery.address: Endress-Heuser 55+Co. KG Hauptstrass 1 79695 Maulung Germany	Purchase order Order number/Date 101751866 / 2018-10-29 Suppler number 13119 Contact person Bena Bohsung Telephone 49/752/201942 Fax			
Delivery address: Endress Hauger 55+Co. KG Hauptarsas 1 79695 Maulurg Germany	Purchase order Order number/Date 1017518664 / 2018-10-29 Suppler number 13119 Contact person Bena Bohsung Telephone 49/752/201942 Fax E-Hall			
<u>Delvary address</u> Endress Hauser 58+€o. KG Hauburg 79669 Mauburg Germany	Purchase order Order number/Date 1017518664 / 2018-10-29 Suppler number 1319 Contact person Elena Bohsung Telephone 49/7522/201542 Fax E-Hail			
Delivery address: Endress Hauser SE≮Co. KG Hauptstrass I 79659 Mauliurg Germany	Purchase order Order number/Date 101751866 / 7018-10-29 Suppler number 1319 Contact person Elena Bohsung Telephone 49/7232/201542 Fax E-Hail Your person responsible Elena Bohsung			
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If several PDFs are attached to the order, you will notice an order change. To edit the changes, you need to reopen the PDFs. After opening the documents, you can process the order as usual.

<u>Note</u>:

You can see the date of the order change in the attached PDFs, the original order and the change order. The change order is not displayed again on the dashboard. The history of your changes can be seen in the "changes" field. Further details such as the date of your change, the changed field and the changed values can be found there.

Menu	Order number	No. pos.	State	Open	Confirmation	Order value	Currency	Files	Confirmation Number	Delivery complete	Rescind	Changes	Customer	Buyergroup	Last mod	lified	Created
📟 🖻 📴	1017744754	1	Sent			374,90	DEUR	1				0	Endress+Hauser	011/134			2019-11-19 10:37
💷 🗟 📔	1017744753	1	Sent	<u> </u>	•••	374,90) EUR	1		٦		0	Endress+Hauser	011/134			2019-11-19 10:32
· · · · · · · · · · · · · · · · · · ·	1017744460_3	1	Confirmed			187,40	5 EUR	0 1	234			3	Endress+Hauser	011/134	2019-11-04	09:25	2019-10-24 14:53
💷 🗟 📔	1017744460_2	1	Sent	<u> </u>		187,46	5 EUR	0			-	0	Endress+Hauser	011/134			2019-10-24 14:51
iiii 🗟 📴	1017744460_1	1	Sent		•••	187,46	5 EUR	1									2019-10-24 14:43
-	1017744460	1	Confirmed	2		187,46	5 EUR	1	Urder Changes - Google Chro	ome					- U	×	2019-10-23 11:01
iiii 🗟 📴	1017744453	1	Confirmed	V	088	518,90	DEUR	÷ 🔒	ehdemo.pool4tool.com	/order show history.php	o?order id=	157715				Q	2019-10-18 09:37
-	1017744452	1	Confirmed	2		382,95	5 EUR	-			_						2019-10-18 09:15
	1017744450	1	Confirmed			3.921,85	S EUR	0	Close window								2019-10-17 10:19
	1017744451	1	Confirmed	2		358,80) EUR	Cha	nges in Order number: 10177	44460_3							2019-10-17 10:14
	1017744361	1	Sent		***	187,46	S EUR	1									2019-09-26 08:43
	1017744324	1	Confirmed	2		160,97	7 EUR	Po	s. Changes	Order was changed by	/	Level	Changed item	Old value	New value		2019-09-12 18:10
	1017744323	1	Confirmed			187,46	S EUR	000	10 2019-11-04 09:22:10	Supplier		Disposition	Quantity	12,00	11,00		2019-09-12 18:10
	1017744322	1	Confirmed	2		107.228,33	3 EUR	000	10 2019-11-04 09:22:10	Supplier		Disposition	Delivery date	2019-10-25	2019-11-07		2019-09-12 13:08
	1017744315	1	Confirmed			219.65	S EUR		2019-11-04 09:22:10	suppref		Posición	quanuty	12,00	11,00		2019-09-12 09:36



8 Rejection of orders

By pressing the *Content and the customer receives a notification.*

Reasons for rejection can be entered in the remark of decline field (below).

Remark of decline (copy to all positions)	
	^
	~
🗱 Decline	

The "Reject" button may only be used if the order cannot be accepted.



9 Reminder

9.1 OC reminder

With this function, an OC reminder will be sent via e-mail from the portal, in case you have not yet confirmed the order. This happens only when the acknowledgment requirement is set to "Yes". The e-mails will be sent to the contact persons with the responsibility for "orders". Further information on entering and updating contact persons and roles is outlined in the instruction material "Registration on the Endress+Hauser Supplier Portal by JAGGAER".

- 1. OC reminder 2 days after receipt of the order
- 2. OC reminder 4 days after receipt of the order
- 3. OC reminder 7 days after receipt of the order

This applies also to change orders.

Mi 17.10.2018 14:55
M mail@pool4tool.com
E+H: Erinnerung für Bestellung (1002182989) - nicht bestätigt / E+H: Reminder for order (1002182989) - not confirmed
An O Andreas Schall
CC O Wan.fontanyi@pool#tool.com
Sehr geehrte Damen und Herren,
eine Bestellung wurde bisher noch nicht komplett bestätigt. Bestellnummer: 1002182989
Bitte bearbeiten Sie die Bestellung dringend.
Link: https://ehdemo.pool4tool.com/portal/eh Username: ahschall01
Für weitere Fragen stehen wir Ihnen gerne zur Verfügung. Mit freundlichen Grüßen,
I
- Endress+Hauser
Dies ist eine automatisch generierte Email, bitte antworten Sie nicht auf diese. Ihre Email wird nicht weiteraeleitet.
· · · · · · · · · · · · · · · · · · ·
Gemäss der Datenschutzgrundverordnung (EU-DSGVO) sind wir verpflichtet, Sie zu informieren, wenn wir personenbezogene Daten vin Ihnen erheben. Dieser Informationsplficht kommen wir mit folgendem Datenschutzhinweis nach.
Dear Sir or Madam,
an order has not been completely confirmed yet. Order number: 1002182989
Please process the order as soon as possible.
Link: https://ehdemo.pool4tool.com/portal/eh Username: ahschall01
If you have any questions please do not hesitate to contact us.



9.2 Delivery dunning

If the order is not delivered on the specified delivery date, you will receive a notification via e-mail. The e-mails will be sent to the contact persons with the responsibility for "orders". Further information on entering and updating contact persons and roles is outlined in the instruction material "Registration on the Endress+Hauser Supplier Portal by JAGGAER".

	Di 16.10.2018 14:56
M	mail@pool4tool.com
Ó	E+H: Mahnung für Bestellung (1002182955) - nicht geliefert / E+H: Dunning for order (1002182955) - not delivered
An O Andreas	Schall
Sahr gaghrter He	srr Andreas Schall
i n . u	
eine Bestellung v Bestellnummer:	urude angemahnt. 1002182955
Bitte bearbeiten	Sie die Bestellung dringend.
Link: <u>https://ehd</u> Username: ahsch	iemo.pool4tool.com/portal/eh vall01
Für weitere Frag Mit freundlichen	en stehen wir Ihnen gerne zur Verfügung. Grüfen,
Endress+Hauser	
Dies ist eine auto Ihre Email wird n	imatisch generierte Emoli, bitte antworten Sie nicht auf diese. icht weitergeleitet.
Gemöss der Date Dieser Informatie	nschutzgrundverordnung (EU-DSGVO) sind wir vergflichtet, Sie zu informieren, wenn wir personenbezogene Daten vin Ihnen erheben. onspflicht kommen wir mit folgendem Datenschutzhinweis nach.
Dear Mr. Andrea	s Schall,
an order was dur	nned.
Order number: 1	002192322
Please process th	he order as soon as possible.
Link: <u>https://ehd</u>	iemo.pool4tool.com/portal/eh
Username: anscr	anui
If you have any q	uestions please do not hesitate to contact us.
Kind regards,	
Endress+Hauser	
This is an autom Your email will n	atically generated email. Please do not respond to this email. at be farwarded.

The dunning letter for the associated order can be viewed in the portal.





10 Order status

There are different order statuses in received orders:							
Sent	The customer has submitted the order.						
Confirmed	The supplier has confirmed the order and sent it to the customer.						
Partially confirmed	The supplier has only partially confirmed the order or there has been a changed order from the customer.						
Sent	If the order has been canceled, it will be crossed out.						
Delivered	The order has arrived at Endress+Hauser.						

Completely delivered orders will be archived 30 days after Endress+Hauser has set the "Completed order mark" and will be removed from the overview of incoming orders.



11 Reports

The order overview will provide you with all information about an order at head and position level. In the standard overview, you can identify the Endress+Hauser group production center by looking at the buyer group displayed.

- 011 PC Maulburg
- 020 PC Flowtec
- 004 PC Wetzer
- 005 PC Conducta

Head le	evel																68 Entries f	ound. 🕱 🛞 ?
																	8 🖲 🔳 🗓	4 . 8 . 7
Men	u	Order number	No. pos.	State	Open	Confirmation	Order value	Currency	Files	Confirmation Number	Delivery complete	Rescind	Changes	Customer	Buyergroup	Last modified	Created	
	E	1017744754	1	Sent			374,90	EUR	1				0	Endress+Hauser	011/134	20	19-11-19 10:37	
	2	1017744753	1	Sent	(374,90	EUR	1				0	Endress+Hauser	011/134	20	19-11-19 10:32	
	2	1017744460_2	1	Sent	(187,46	EUR	0				0	Endress+Hauser	011/134	20	019-10-24 14:51	
	2	1017744460_1	1	Sent			187,46	EUR	0				0	Endress+Hauser	011/134	20	19-10-24 14:43	
	2	1017744361	1	Sent			187,46	EUR	1				0	Endress+Hauser	011/134	20	19-09-26 08:43	

The delivery address is shown on position level.

If you use the filter function arphi	you can search for specific order numbers or other filter criteria. The
report can be downloaded with	

Head leve	ł	68 Entries found. 🕱 🖇 ?
		(8) (8) 🔳 🚺 📝 🛞 (8) 💙
Order numb	er	
JAGGAER Di	rect ORDER ID	
Customer		Q_
State		_
		Filter expand

The selected filter criteria can be set as a report and saved for future requests. To do this, click on "new report", enter your filter criteria, and save the template.

Navigation	Received orders	
	Templates	1
Supplierportal	Transfer template	E+H Orders 🔚 Save templat
Contact people Categories	Head level	Ŕ
Received orders Read level company wide Fast view Not confirmed Changed (Quarter) Added (Quarter)	Order number JAGGAER Direct ORDER ID Customer Endress +Hauser State Filter expand Filter expand Filter expand	
All New report		



The generated template will be integrated in the tab of the order income.

