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Best choice.

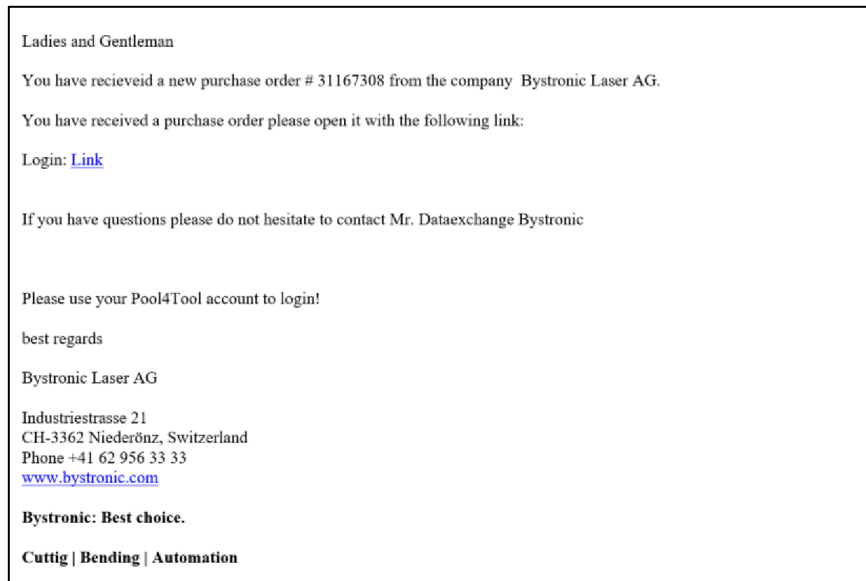
Purchase Order Management

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Variant 1 – Access via E-Mail

1. With every new Bystronic-Order you receive an email with the link to the order document. By clicking on the link, you can directly open the order.



2. Please use the already existing login that you are able to confirm the purchase order.



→ **If you have forgotten your password, please click on «I forgot my password» to create a new one**

→ If you are not registered yet, you can use the "one-time login" in the email or contact einkauf.laser@bystronic.com to receive the registration invitation.

3. Before an order can be confirmed, the enclosed pdf must be opened.

Bystronic Laser AG, Industriestrasse 21, 3362 Niederönz, Switzerland

Jaggaer Test Portals Pure Englisch
teststreet
12345 testcity
Switzerland

Delivery address:
Bystronic Laser AG
Industriestrasse 21
3362 Niederönz
Switzerland

Delivery conditions: DDP Niederönz (Delivered Duty Paid)

Payment conditions: within 10 days due net

Documents:
Please open the order PDF!!
0031167308.PDF (2022-04-25 11:54:11)

Purchase order

Order number / Date
31167308 / 2022-04-25

Contact person
Bystronic, Dataexchange

Telephone
Fax

eMail Address
martin.hogg@bystronic.com

Your person responsible
Test Testfrau

Pos.	Mat.No/Details	Quantity	Delivery date	Price/Unit	Confirmation number	Net value (CHF)
10	Test	2,00 PCE	2022-05-04	100,00 CHF/ 1,00 PCE		200,00

4. In order to confirm the order, please fill out the field «confirmation number» and click «save and send back» afterwards.

Documents:
Please open the order PDF!!
0031167308.PDF (2022-04-25 11:54:11)

Pos.	Mat.No/Details	Quantity	Delivery date	Price/Unit	Confirmation number	Net value (CHF)
10	Test	2 PCE	2022-05-04	100,00 CHF/ 1,00 PCE	123456 <input checked="" type="checkbox"/>	200,00

Comment of the Order Contact

Net total without VAT CHF **200,00**

Confirmation Number:

Please enter your confirmation number to fill in all PO positions at once.

Remark of decline (copy to all positions)

➔ If you enter the confirmation number in the field below, the number will be transferred to all positions at once.

5. If you want to adjust the delivery date or the price, please change the content of the marked fields.

Documents:
Please open the order PDF!!
 0031167308.PDF (2022-04-25 11:54:11) 📄

Pos.	Mat.No/Details	Quantity	Delivery date	Price/Unit	Confirmation number	Net value (CHF)
10	Test	2 PCE	2022-05-04	100,00 CHF/ 1,00 PCE	123456	200,00
						Split
						Decline
Comment of the Order Contact						
Net total without VAT CHF						200,00

Confirmation Number: Save and send back
 Please enter your confirmation number to fill in all PO positions at once.

Remark of decline (copy to all positions)

Decline

Print

Please keep in mind, that in case of change on your side, an additional comment is required (e.g. reason)

6. Please «split» the position if the full amount cannot be delivered at once.

Documents:
Please open the order PDF!!
 0031167308.PDF (2022-04-25 11:54:11) 📄

Pos.	Mat.No/Details	Quantity	Delivery date	Price/Unit	Confirmation number	Net value (CHF)
10	Test	1 PCE	2022-05-04	100,00 CHF/ 1,00 PCE	123456	200,00
						Split
						Decline
						Delete
Comment of the Order Contact						
Partly Delivery Possible :: Test Testfrau (26.04.2022 8:27)						
Net total without VAT CHF						200,00

Variant 2 – Show and confirm orders via the portal

You always have the possibility to and show and confirm all orders from Bystronic in the portal.



Via the menu on the left side, all orders can be showed:

The screenshot shows the Bystronic Supplier Portal Dashboard. The left sidebar contains a navigation menu with icons for Home, Database, Documents, Help, SCM, and a key icon. The main content area displays the 'Purchase orders' section, which is highlighted with a red box. Below this, a table shows an overview of purchase orders with columns for 'Date created' and 'Order no.'. The table contains one entry: '2022-04-25 11:50' and '0031167308'.

Date created	Order no.
2022-04-25 11:50	0031167308

An overview with all orders pops up. With the grey folder an order can be opened and confirmed (see variant 1, "point 3")

The screenshot shows a table titled 'Head level - Orders not confirmed' with 13 columns: Menu, Order number, No. pos., Confirmation, State, Created, Last modified, Changes, Delivery complete, Attachment, Order value, and Currency. The table contains one entry for order number 31167308. The 'Confirmation' column shows a traffic light icon with three red lights, indicating that the order has not been confirmed. The 'Menu' column has a folder icon, which is highlighted with a red box.

Menu	Order number	No. pos.	Confirmation	State	Created	Last modified	Changes	Delivery complete	Attachment	Order value	Currency
	31167308	1		Sent	2022-04-25 11:50		0			200,00	CHF

In addition to that, you can see whether there have been changes or if you have already confirmed the order. (Traffic light in the row "confirmation")

Additionally the main page shows you all orders that have not been confirmed yet in the box:

The screenshot displays the Bystronic Supplier Portal Dashboard. At the top, there is a navigation bar with a home icon and the text "Bystronic". Below this, the page title "Supplier Portal Dashboard" is visible. A prominent blue notification banner states: "Your registration is currently being reviewed". Underneath, the "Dashboard" section is active. The main content area is divided into three sections: "NEWS & INFORMATION" with a "Comment" field and a "Welcome" message; "PURCHASE ORDERS - NOT CONFIRMED" which contains a table with one entry; and "RFQS" with a "No entries found." message. A sidebar on the left contains several icons for navigation.

Date created	Order no.
2022-04-25 11:50	0031167308