



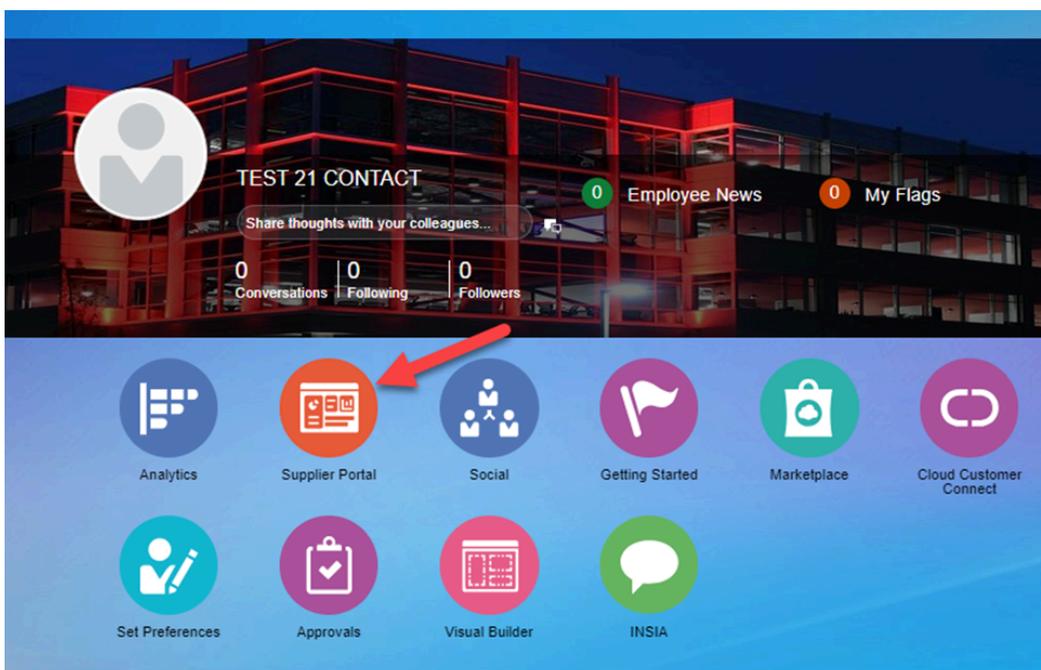
How to Manage Orders & Schedules in Supplier Portal

The supplier portal is used to manage orders and schedules. These orders are linked to POs in our system. Any changes will need to be reviewed and approved by our scheduling and planning groups prior to be agreed on or implemented.

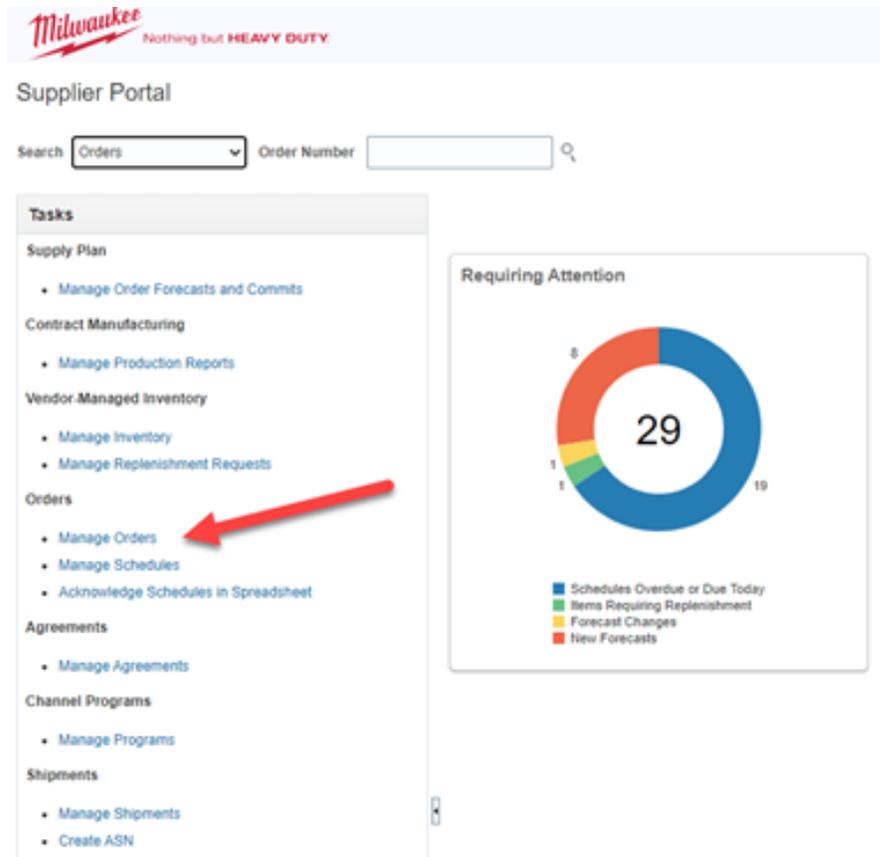
Manage orders and schedules are linked together. The manage order view or header view is a way to manage the order itself.

The schedules view is a way to look at the requested date and promised date of the orders but will land at the same end destination when drilled into.

1. Log into the supplier portal and on the homepage select supplier portal



2. Go to manage orders



Milwaukee
Nothing but **HEAVY DUTY**

Supplier Portal

Search Order Number

Tasks

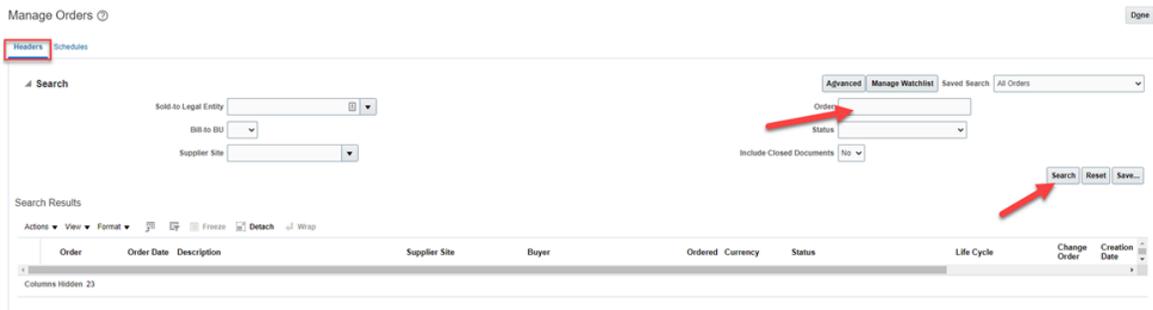
- Supply Plan
 - Manage Order Forecasts and Commits
- Contract Manufacturing
 - Manage Production Reports
- Vendor-Managed Inventory
 - Manage Inventory
 - Manage Replenishment Requests
- Orders**
 - Manage Orders**
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Channel Programs
 - Manage Programs
- Shipments
 - Manage Shipments
 - Create ASN

Requiring Attention

29

- Schedules Overdue or Due Today: 19
- Items Requiring Replenishment: 1
- Forecast Changes: 1
- New Forecasts: 8

3. At the manage order screen you will get sent to the Headers level. You can search your order number that you wish to manage and click search. Otherwise, you can leave everything blank and get all orders.



Manage Orders Done

Headers Schedules

Search

Sold to Legal Entity

Bill to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order

Status

Include Closed Documents

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date
Columns Hidden 23										

4. Once you have the order that you'd like to manage click on the order number.

Manage Orders

Search

Advanced Manage Watchlist Saved Search All Orders

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date
380000969	2/15/24		RIDGELAND	Krishnamurthy, Sharath	4,745.73	USD	On Hold			2/15/24
380000336	1/12/24	200000172315758	RIDGELAND	Jenich, Kelly	447.41	USD	Open		1	1/17/24
380000822	1/12/24	36 PROTRACTOR SCREW	RIDGELAND	Edwards, Michelle	2.00	USD	Open		1	1/12/24

5. If you wish to edit the order click actions and edit.

Purchase Order: 380000374

Acknowledge View PDF Actions Refresh Done

Edit

Cancel Document

View Document History

View Change History

View Revision History

Main

General

Sold-to Legal Entity Milwaukee Electric Tool Corporation

Supplier Milwaukee Electric Tool Corporation

Supplier Site RIDGELAND

Ordered Description BATTERY, COIN

6. Once in the edit view you need to enter a description. The description can be anything you wish but it will be recorded and could be referenced in the future. Best practices is to use your initials, date, and a short description of the change.

Edit Change Order: 1

Change Order 1

Description editing QTY and ship date

Status Incomplete

Amount Changed 0.00 USD

Initiating Party Supplier

Initiator VMI CONTACT

Creation Date 12/20/23

Main

General

Sold-to Legal Entity Milwaukee Electric Tool Corporation

Supplier Milwaukee Electric Tool Corporation

Supplier Site RIDGELAND

Order 380000374

Supplier Contact

Ordered Description BATTERY, COIN

Status Open

Buyer Jenich, Kelly

Bill-to Location MET HQ

Agreement PA-300490

Creation Date 9/18/23

Default Ship-to Location 1916 Greenwood Mfg - BLD02

Terms Notes and Attachments

Payment Terms

Shipping Method

Freight Terms None

FOB Free on Board

Buyer managed transportation

Pay on receipt

Confirming order

Additional Information

Context Prompt

Lines Schedules

Actions View Format Freeze Detach Wrap

Line	Description	Quantity	UOM	Price	Supplier Item	Ordered	Location	Note to Supplier	Change Reason	Estimated Flag
1	HOSE, FLEXCOIL, POLYURETHANE, AIR, 1/4 X 25'	3	Each	11424-02384			1916 Greenwood Mfg - BLD02			

7. On the Lines view you can edit the desired quantity to adjust to, if the quantity on the purchase order cannot be honored. NOTE - changes always default on the schedules tab, not lines tab, so ensure you select "Lines" when making these changes.

8. On the schedules view you can edit the promised delivery date. This is the committed date to delivery the quantity shown to Milwaukee Tool's facility.

The screenshot displays the 'Schedules' view of an order. At the top, there are fields for Description (editing QTY and ship date), Amount Changed (0.00 USD), and Initiator (VM CONTACT). Below this is a 'Main' section with tabs for General, Terms, and Additional Information. The 'Schedules' tab is active, showing a table with the following data:

Line	Description	Location	Quantity	UOM	Requested Delivery Date	Promised Delivery Date	Change Reason	Additional Information
1	HOSE, FLEXCOIL, POLYURETHANE, AIR, 1/4 X 25'	1016 Greenwood M	3	Each	8/25/23	8/25/23		B2B Final Acknowledgment

At the bottom right of the interface, there are buttons for 'View PDF', 'Actions', 'Save', 'Submit', and 'Cancel'. A red arrow points to the 'Submit' button.

9. Once done making changes, click submit.

The screenshot shows the 'Edit Change Order: 1' screen. At the top right, there are buttons for 'View PDF', 'Actions', 'Save', 'Submit', and 'Cancel'. A red arrow points to the 'Submit' button. Below the buttons, there are fields for Change Order (1), Status (Incomplete), Initiating Party (Supplier), and Initiator (VM CONTACT).

10. Go to the manage schedules screen.

The screenshot displays the Milwaukee Supplier Portal. At the top, there is the Milwaukee logo with the tagline 'Nothing but HEAVY DUTY'. Below the logo is the 'Supplier Portal' header. A search bar is present with a dropdown menu set to 'Orders' and an 'Order Number' field. On the left side, there is a 'Tasks' section with a list of tasks: 'Manage Order Forecasts and Commits', 'Manage Production Reports', 'Manage Inventory', 'Manage Replenishment Requests', 'Manage Orders', 'Manage Schedules', and 'Acknowledge Schedules in Spreadsheet'. A red arrow points to the 'Manage Schedules' task. On the right side, there is a 'Requiring Attention' section with a donut chart showing 29 items requiring attention. The chart is divided into three segments: Schedules Overdue or Due Today (19), Items Requiring Replenishment (1), and Forecast Changes (8).

11. Search on this screen by the ship to location, or the PO number; or, as in step 3, leave this blank to search all of the orders. Select Search.

The screenshot shows a search form with the following fields: Sold to Legal Entity, Supplier Site, Order, Line Description, Supplier Item, Ship-to Location, and Status. Two red arrows point to the 'Order' and 'Ship-to Location' fields. Below the form are buttons for 'Search', 'Reset', and 'Save...'. The search results table is empty, with the text 'No search conducted' and 'Columns Hidden: 50'.

This view is better for managing dates, but serves no difference compared to manage orders when drilled into.

Headers Schedules

Search

Search Results

Order	Supplier Site	Line	Line Description	Supplier Item	Schedule	Ordered Quantity	UOM	Pricing UOM	Price	Ordered	Currency	Status	Ship-to Location	Requested Action	Requested Date	Promised Date	Life Cycle	Creation Date
380000999	RIDGELAND	1	4-1/8" PRINTED BIM HS		1	1,000	Each	Each			USD	On Hold	1016 Greenwood M.	Deliver	2/15/24	2/15/24		2/15/24
380000836	RIDGELAND	1	BELT, SANDING, 2 X 72, 80 GRIT	0829624	1	49	Each	Each			USD	Open	1016 Greenwood M.	Deliver	1/17/24	1/17/24		1/17/24
380000836	RIDGELAND	2	HOSE, FLEXCOIL, POLYURETHANE, 11424-02384	11424-02384	1	3	Each	Each			USD	Open	1016 Greenwood M.	Deliver	1/17/24	1/17/24		1/17/24
380000836	RIDGELAND	3	STAINLESS STEEL SCREW	M92540020	1	48	Each	Each			USD	Open	1016 Greenwood M.	Deliver	1/17/24	1/17/24		1/17/24
380000822	RIDGELAND	1	36 PROTRACTOR SCREW		1	100	Each	Each			USD	Open	1014 Mukuronago Mfg	Deliver	1/12/24	1/12/24		1/12/24