



How to Manage Orders & Schedules in Supplier Portal

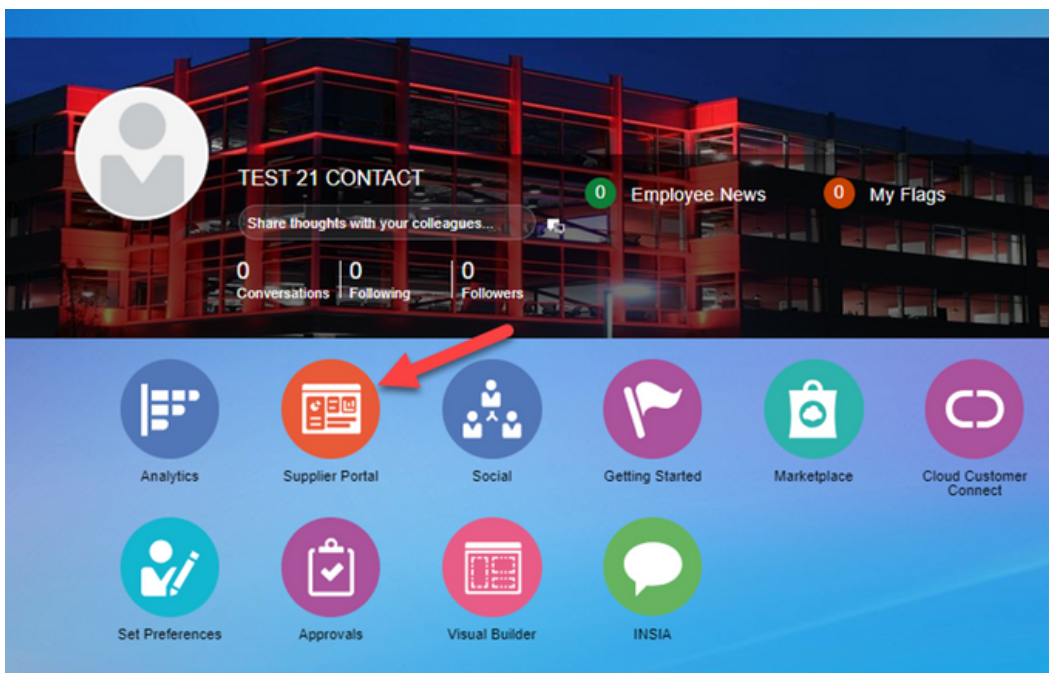
The supplier portal is used to manage orders and schedules. These orders are linked to POs in our system. Any changes will need to be reviewed and approved by our scheduling and planning groups prior to be agreed on or implemented.

Manage orders and schedules are linked together.

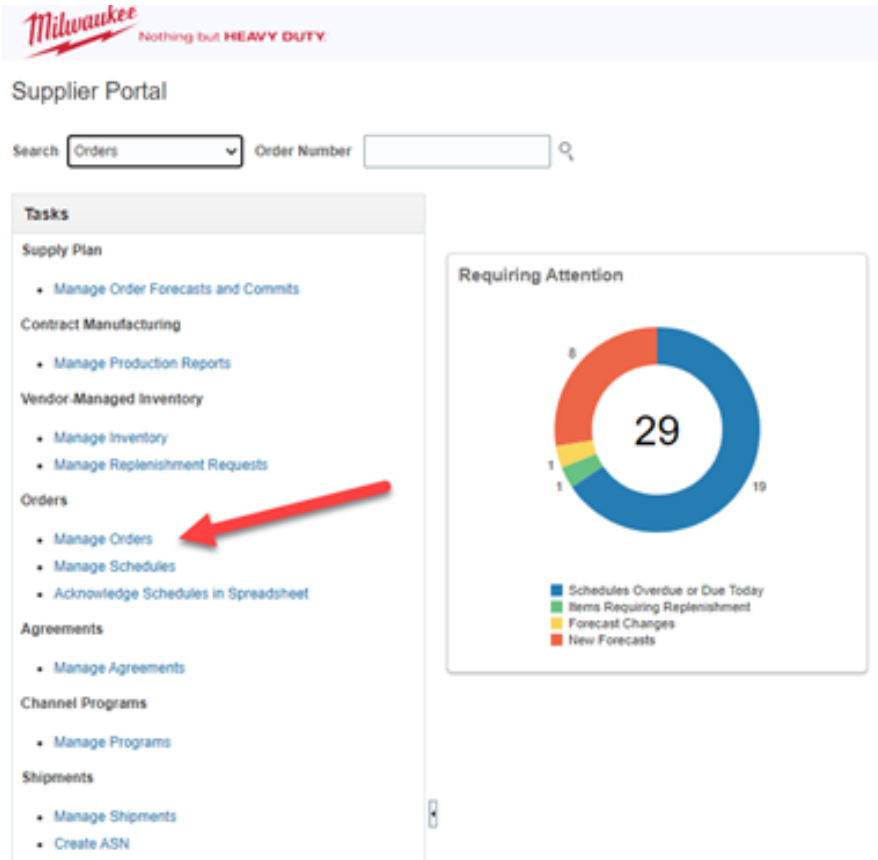
The manage order view or header view is a way to manage the order itself.

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



The screenshot shows the Milwaukee Supplier Portal interface. At the top is the Milwaukee logo with the tagline "Nothing but HEAVY DUTY". Below the logo is the "Supplier Portal" heading. A search bar is present with a dropdown menu set to "Orders" and an "Order Number" input field. On the left, a "Tasks" sidebar lists various functions: Supply Plan, Contract Manufacturing, Vendor-Managed Inventory, Orders, Agreements, Channel Programs, and Shipments. A red arrow points to the "Manage Orders" link under the "Orders" section. On the right, a "Requiring Attention" donut chart displays a total of 29 items, broken down into four categories: Schedules Overdue or Due Today (blue, 19), Items Requiring Replenishment (green, 1), Forecast Changes (yellow, 1), and New Forecasts (orange, 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.



The screenshot shows the "Manage Orders" screen, specifically the "Headers" tab. The "Headers" tab is highlighted with a red box. The search area includes fields for "Sold to Legal Entity", "Billed to BUI", and "Supplier Site". On the right, there are filters for "Order" and "Status", and a checkbox for "Include Closed Documents". A red arrow points to the "Search" button. Below the search area, a table displays search results with columns: Order, Order Date, Description, Supplier Site, Buyer, Ordered, Currency, Status, Life Cycle, Change Order, and Creation Date. The table is currently empty, and a message "Columns Hidden: 23" is visible at the bottom left.

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

Manage Orders ⓘ

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
380000889	2/15/24		RIDGELAND	Krishnamurthy, Sharath	4,745.73	USD	On Hold			2/15/24
380000836	5/1/24	20000172315758	RIDGELAND	Jenich, Kelly	447.41	USD	Open		1	5/1/24
380000822	5/1/24	36 PROTRACTOR SCREW	RIDGELAND	Edwards, Michelle	2.00	USD	Open		1	5/1/24

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

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.

7. On the Lines view you can edit the desired quantity to adjust to, if the quantity on the purchase order cannot be honored

Edit Change Order: 1 ⓘ

Actions Save Submit Cancel

Change Order 1

Status Incomplete

Initiating Party Supplier

* Description editing QTY and ship date

Amount Changed 0.00 USD

Initiator VM CONTACT

Creation Date 12/29/23

Main

General

Sold to Legal Entity Milwaukee Electric Tool Corporation

Supplier

Supplier Site RIDGELAND

Ordered

Description BATTERY, COIN

Bill to BU MET

Supplier Contact

Agreement PA-300490

Order 380000374

Status Open

Buyer Jenich, Kelly

Bill to Location MET HQ

Creation Date 5/1/23

Default Ship to Location 1016 Greenwood Mfg - BL002

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			1016 Greenwood Mfg - BL002			

Columns Hidden 14

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.

* Description: editing QTY and ship date
Amount Changed: 0.00 USD
Initiator: VM CONTACT
Creation Date: 12/20/23

Main

General

Sold-to Legal Entity: Milwaukee Electric Tool Corporation
Bill-to BU: MET
Order: 350000374
Status: Open
Buyer: Jenich, Kelly
Creation Date: 8/15/23

Supplier: RIDEELAND
Supplier Site: RIDEELAND
Supplier Contact: MET HQ
Bill-to Location: MET HQ
Default Ship-to Location: 1016 Greenwood Mfg - BLDG2

Ordered Description: BATTERY COIN
Agreement: PA-300490

Terms Notes and Attachments

Payment Terms: ... Buyer managed transportation
Shipping Method: ... Pay on receipt
Freight Terms: None
FOB: Free on Board
... Confirming order

Additional Information

Context Prompt: [v]

Schedules

Actions View Format X [v] [v] [v] Freeze Detach [v] Wrap

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	[v]	B2B Final Acknowledgment

Columns Hidden: 21

9. Once done making changes, click submit.

Edit Change Order: 1

Change Order: 1
* Description: editing QTY and ship date
Creation Date: 12/20/23

Status: Incomplete
Amount Changed: 0.00 USD

Initiating Party: Supplier
Initiator: VM CONTACT

View PDF Actions Save Submit Cancel

10. Go to the manage schedules screen.

Milwaukee Nothing but **HEAVY DUTY**

Supplier Portal

Search: Orders Order Number [v]

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

Requiring Attention

29

8
1
1
19

Schedules Overdue or Due Today
 Items Requiring Replenishment
 Forecast Changes

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.

Search

Sold to Legal Entity

Supplier Site

Order

Line Description

Supplier Item

Ship to Location

Status

Advanced **Manage Watchlist** Saved Search All Schedules

Search **Reset** **Save...**

Search Results

Actions View Format Freeze Detach Wrap

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
No search conducted.																		
Columns Hidden: 50																		

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

Headers Schedules

Search

Advanced **Manage Watchlist** Saved Search All Schedules

Search Results

Actions View Format Freeze Detach Wrap

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
380000989	RIDGELAND	1	4-1/8" PRINTED BM HS		1	1,000	Each	Each			USD	On Hold	1016 Greenwood M.	Deliver	2/15/24	2/15/24		2/15/24
380000936	RIDGELAND	1	BELT, SANDING, 2 X 72, 80 GRIT	0523624	1	49	Each	Each			USD	Open	1016 Greenwood M.	Deliver	1/17/24	1/17/24		1/17/24
380000936	RIDGELAND	2	HOSE, FLEXICOL, POLYURETHANE, 1/4" X 1/2"	11424-02384	1	3	Each	Each			USD	Open	1016 Greenwood M.	Deliver	1/17/24	1/17/24		1/17/24
380000936	RIDGELAND	3	STAINLESS STEEL SCREW	M52540020	1	40	Each	Each			USD	Open	1016 Greenwood M.	Deliver	1/17/24	1/17/24		1/17/24
380000922	RIDGELAND	1	36 PROTRACTOR SCREW		1	100	Each	Each			USD	Open	1014 Makinaga Mfg	Deliver	1/12/24	1/12/24		1/12/24