Purpose

Use this procedure to access SupplyWEB Help.

Prerequisites

• Access to SupplyWEB as customer or as supplier.

Menu Path

Use the following menu path(s) to begin this transaction:

• <u>https://supplyweb.tenneco.com/supplyWeb/account/login</u>

Helpful Hints

- Save the URL above to your browser's favorites.
- Do not use your browser's back button. Instead, use the navigation tools that SupplyWEB provides.

Procedure

1. Start the transaction using the menu path or transaction code.

-	
	±Demand
	⊞Kanban
	Supplier Managed Inventory
	€Shipments
	⊡Receipts
	Delivery Performance
	€Security
	∃Setup
2 ·	• <u>Help</u>
2.	Click on the Help menu item ^{Help}



3. Select the Launch Help menu item

Launch Help

[6] Infor10 Supplier Exchange(SupplyWEB)	🖲 11.2.2 Help - Microsoft Internet Explorer p 💶 💷 🗾		
ואלסף Infor10 Supplier Exchange(SupplyWEB)® 11.2.2 Help 🏾 🏾 🚔			
Infor10 Supplier Exchange (Supply/WEB)	Event Management Console (EMC)	<u> </u>	4
 (SupplyVEB) Event Management Demand Shipments Billing Problem Reporting Supplier Performance Reports Communications 	The Event Management Console (EMC) acts as Infor10 Supplier Exchange (SupplyWEB)'s homepage. Through the EMC you can quickly view critical exceptions and the status of your company account. On the EMC, both customers and suppliers can quickly view shipment, release, purchase order, and other statistics and exceptions. You can then click on statistic hyperlinks to view detailed information.		•
E Security	Customization	=	
 	Each user can customize the EMC display. From a list based on purchased modules and the role assigned by the security administrator, users select which events display. Events can be also be selected to display as priority items. If a user has established product groups, the event must then be turned on by product group. Some events also have a tolerance setting. For each product group assigned to an event with a tolerance setting, users select the tolerance permitted before the event displays. Statistics		
	The statistics on the EMC are grouped by data categories: Releases, Purchase Orders, Shipments, Receipts, Problem Reporting, and Billing. The default category is the user-defined Priority Items. Users can select a different category by clicking on the category's tab. • Copyright ©Copyright © 2009 Infor. All rights reserved. The word and design marks set forth herein are trademarks and/or registered trademarks of Infor and/or related affiliates and subsidiaries. All rights reserved. All other trademarks listed herein are the property of their respective owners. www.infor.com.	Ŧ	

4. The Help tool opens up. From here you can choose the appropriate List Item depending on what it is you are seeking help with.

 $\ensuremath{\textcircled{}}\xspace^{-1}$ Printed copies of this document are considered to be UNCONTROLLED copies.

Infor10 Supplier Exchange(SupplyWEB)® 11.2.2 Help - Microsoft Internet Explorer p
ואלסה ⁻ Infor10 Supplier Exchange(SupplyWEB)® 11.2.2 Help 🏾 🖨 🚔
 Inforto Supplier Exchange (SupplyWEB) Event Management EMC Definitions Event Management Console (EMC) Demand Shipments Billing Problem Reporting Supplier Performance Reports Communications Security User Preferences Personal Account Setup Alert Definitions Alerts Product Groups Application Setup Receipts Global Track and Trace Outside Processing Proposed Purchase Orders Kequirement Hanually Added/Changed If selected, an alert is sent when your customer manually adds a requirement from an existing schedule without publishing a new release. Requirement Ranually Added/Changed If selected, an alert is sent when your customer manually adds a requirement from an existing schedule without publishing a new release. Requirement Ranually Added/Changed If selected, an alert is sent when your customer manually adds a requirement from an existing schedule or changes the quantity due without publishing a new release. Requirement Reported If selected, an alert is sent when your customer manually adds a requirement to an existing demand schedule or changes the quantity due without publishing a new release. Requirement Rejected If selected, an alert is sent when your customer manually adds a requirement to an existing demand schedule or changes the quantity due without publishing a new release. Requirement Rejected If selected, an alert is sent when your customer manually adds a requirement to an existing demand schedule or changes the quantity due without publishing a new release.

5. For examples, EMC Definitions are available under the Even Management list item, and the Alert Definitions are available under the User Preferences list item. When you are finished you can click on the

 $\ensuremath{\textcircled{}}\xspace^{-1}$ Printed copies of this document are considered to be UNCONTROLLED copies.

Close button to close the Help tool and return to SupplyWEB

Result

You have viewed the SupplyWEB Help tool.