

Purpose

Use this procedure to create, maintain and delete a communication profile.

Trigger

Perform this procedure when you need to setup a new communication, add or remove recipients of this notification, and when you need to delete a communication profile.

Prerequisites

- Access to SupplyWEB
- Internet access and Internet Explorer 6 or higher

Menu Path

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

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

Helpful Hints

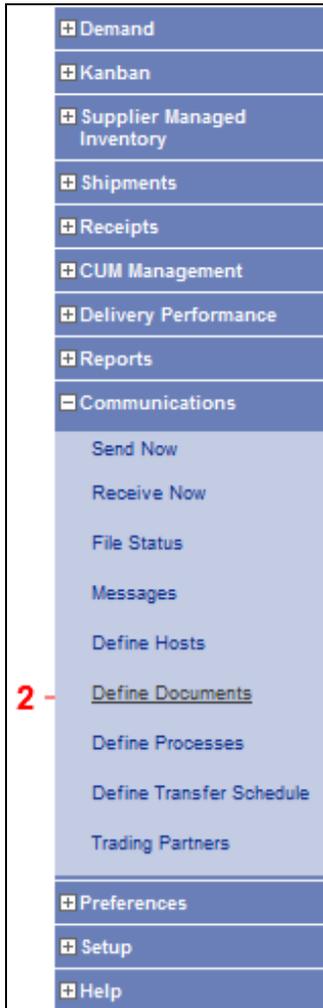
- Save the above URL to your browser's favorites
- Instead of using your browser's navigation tools, use those provided by SupplyWEB

Procedure

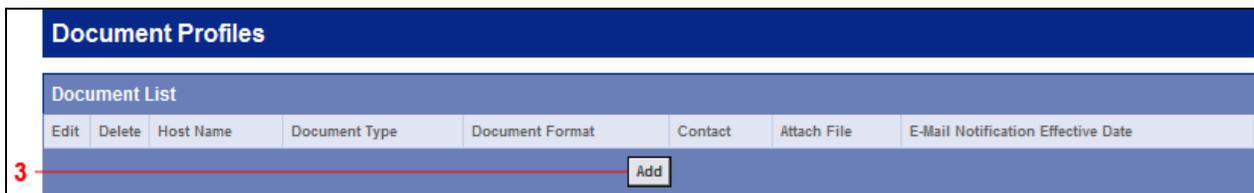


1. To maintain a communication profile, click on the Communications menu item





2. And select the Define Documents menu item .



3. The Documents Profiles open. To Add a document profile, click on the Add button .

Document Profile

Document Profile Details

Host	None
Document Type	ASN
File Format	<ul style="list-style-type: none"> ASN Material Release Purchase Order Receipt Mail Shipping Schedule eKanban Signal Application Advice Acknowledgement Remittance Advice SelfBilling Invoice Blanket Purchase Order Work Order Production Invoice Proposed PO PO Acknowledgment
Attach File	
E-Mail Notification Effective Date (MM-dd-yyyy)	
Contact Name1	

Cancel

4. The Host field should be left a None, and the Document Type field should be set so that the appropriate type of document is chosen.

Document Profile

Document Profile Details

Host	None
Document Type	Material Release
File Format	<ul style="list-style-type: none"> CSV CSV XML X12 EDIFACT PDF PXML VDA ODETTE
Attach File	
E-Mail Notification Effective Date (MM-dd-yyyy)	
Contact Name1	

Submit Cancel

5. Under the File Format field select the type of document you wish to receive.

PDF is recommended.

Document Profile	
Document Profile Details	
Host	None ▾
Document Type	Material Release ▾
File Format	PDF ▾
6 Attach File	<input type="checkbox"/>
E-Mail Notification Effective Date (MM-dd-yyyy)	<input type="text"/>
Contact Name1	<< Select contact >> ▾
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

6. Click on the Attach File check box so that PDF versions of the document are attached to the email notifications sent out .

Document Profile

Document Profile Details

Host	<input type="text" value="None"/>
Document Type	<input type="text" value="Material Release"/>
File Format	<input type="text" value="PDF"/>
Attach File	<input checked="" type="checkbox"/>
7 E-Mail Notification Effective Date (MM-dd-yyyy)	<input type="text"/>
Contact Name1	<input type="text" value=" << Select contact >>"/>

7. As required, complete/review the following fields:

Field	R/O/C	Description
E-Mail Notification Effective Date(MM-dd-yyyy)	Optional	It is recommended to enter the date in the E-Mail Notification Effective Date field for future reference as to when the document profile was setup. Example: 3/14/2014

Document Profile	
Document Profile Details	
Host	None ▾
Document Type	Material Release ▾
File Format	PDF ▾
Attach File	<input checked="" type="checkbox"/>
E-Mail Notification Effective Date (MM-dd-yyyy)	3/14/2014
Contact Name1	<< Select contact >> ▾
	<< Select contact >> Alex Thum Becky Tobias Ben Husby Dave Meeks Greg Horacek Jim Gale
	Cancel

8. Click on the Contact Name1 drop box and select the first person that should receive this notification.

Document Profile

Document Profile Details

Host	None ▾
Document Type	Material Release ▾
File Format	PDF ▾
Attach File	<input checked="" type="checkbox"/>
E-Mail Notification Effective Date (MM-dd-yyyy)	3/14/2014
Contact Name1	Alex Thum ▾
Contact Name 2	<< Select contact >> ▾

9 Submit Cancel

9. Click on the Submit button

Document Profiles

The document profile was successfully added.

Document List

Edit	Delete	Host Name	Document Type	Document Format	Contact	Attach File	E-Mail Notification Effective Date
			Material Release	PDF	Alex Thum	Yes	03-14-2014

Edit Add

10. If you want to edit the profile, click on the pencil icon button

Document Profile

Document Profile Details

Host	None ▾
Document Type	Material Release ▾
File Format	PDF ▾
Attach File	<input checked="" type="checkbox"/>
E-Mail Notification Effective Date (MM-dd-yyyy)	03-14-2014
Contact Name1	Alex Thum ▾
Contact Name2	Ben Husby ▾
Contact Name 3	<div style="border: 1px solid black; padding: 2px;"> << Select contact >> << Select contact >> Alex Thum Becky Tobias Ben Husby Dave Meeks Greg Horacek Jim Gale </div>

11. You can add as many Contacts as needed. A new contact drop down will appear after each selection. Just click on the drop down and select the name of the contact to receive the notification.

Document Profile

Document Profile Details

Host	None ▾
Document Type	Material Release ▾
File Format	PDF ▾
Attach File	<input checked="" type="checkbox"/>
E-Mail Notification Effective Date (MM-dd-yyyy)	03-14-2014
Contact Name1	Alex Thum ▾
Contact Name2	Ben Husby ▾
Contact Name 3	Dave Meeks ▾
Contact Name 4	<< Select contact >> ▾

12. When you have added all necessary contacts and are finished with the edits, click on the Submit

button 

Document Profiles

⚠ The document profile was successfully updated.

Document List							
Edit	Delete	Host Name	Document Type	Document Format	Contact	Attach File	E-Mail Notification Effective Date
✎	✕		Material Release	PDF	Alex Thum Ben Husby Dave Meeks	Yes	03-14-2014



13. If you need to remove someone from the notifications list, click on the pencil icon button .

Document Profile

Document Profile Details

Host	None ▾
Document Type	Material Release ▾
File Format	PDF ▾
Attach File	<input checked="" type="checkbox"/>
E-Mail Notification Effective Date (MM-dd-yyyy)	03-14-2014
Contact Name1	Alex Thum ▾
Contact Name2	Ben Husby ▾
14 - Contact Name3	Dave Meeks ▾
Contact Name4	<< Select contact >> ▾

14. Click on the drop down box for the contact that shouldn't receive the notification any longer .

Document Profile	
Document Profile Details	
Host	None
Document Type	Material Release
File Format	PDF
Attach File	<input checked="" type="checkbox"/>
E-Mail Notification Effective Date (MM-dd-yyyy)	03-14-2014
Contact Name1	Alex Thum
Contact Name2	Ben Husby
Contact Name3	Dave Meeks
Contact Name4	<< Select contact >>
	Alex Thum Becky Tobias Ben Husby Dave Meeks Greg Horacek Jim Gale
	Cancel

15. And select the << Select contact >> list item << Select contact >>.

Document Profile

Document Profile Details

Host	None ▾
Document Type	Material Release ▾
File Format	PDF ▾
Attach File	<input checked="" type="checkbox"/>
E-Mail Notification Effective Date (MM-dd-yyyy)	03-14-2014
Contact Name1	Alex Thum ▾
Contact Name2	Ben Husby ▾
Contact Name3	<< Select contact >> ▾
Contact Name4	<< Select contact >> ▾

16

16. Click on the Submit button to save your changes . The contact is removed from the list.

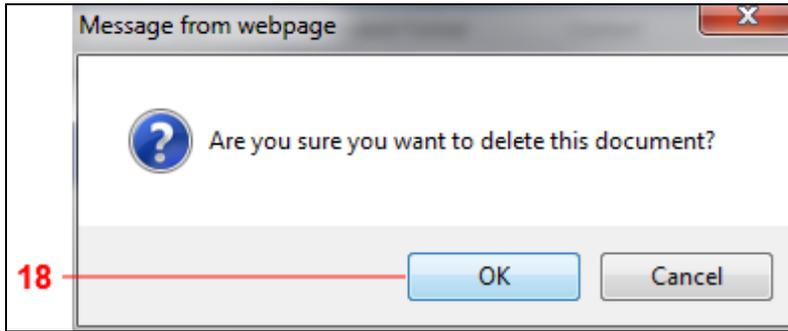
Document Profiles

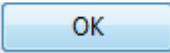
The document profile was successfully updated.

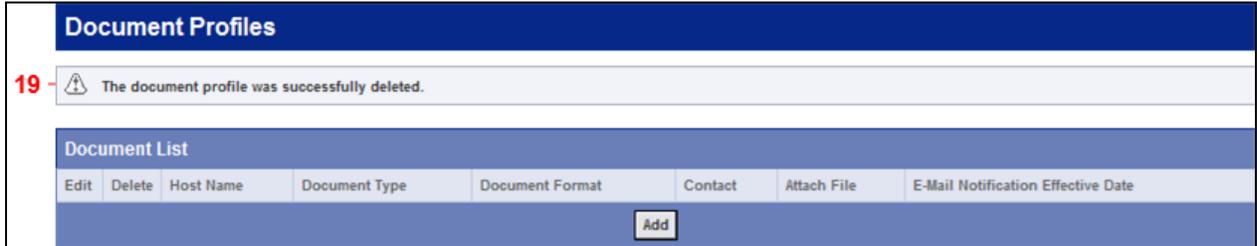
Document List

Edit	Delete	Host Name	Document Type	Document Format	Contact	Attach File	E-Mail Notification Effective Date
17			Material Release	PDF	Alex Thum Ben Husby	Yes	03-14-2014

17. Or you can delete a Document Profile altogether if you like. Click on the button.



18. Click the OK button on the message box to confirm .



19. You should receive a similar message telling you that it was successfully deleted.



Result

You have successfully created, maintained, and deleted a communication profile.