

# ORDER CONFIRMATION

## VIA THE SUPPLIER PORTAL

(Version 2.0 from Feb. 26, 2010)

### **Background**

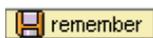
The supplier portal enables suppliers to confirm and change orders. Orders and order confirmations can be exchanged without media break.

The user interface consists of 4 main areas: an upper buttonbar, a lower buttonbar, an order's header and an area for line item details.

### **functions of the buttonbars:**



Check completeness and plausibility of all inputs.



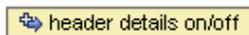
Save the inputs which have been entered to enable the data completing and sending later on.



Confirm the order and send the order confirmation to the purchaser. From this point of time the document cannot be changed anymore.



The available pdf-original document can be chosen for printing (original order, change order, order confirmation).



Fade in/ out the information in the header like addresses, additional order text or delivery text.



Fade in/ out the information like details about line items or the receiver in the area for line item details.

### **the order's header**

In the order's header you can find the following information:

- order number
- responsible purchaser + telephone number
- input field for your order confirmation number
- delivery date (if it is valid for all line items. Otherwise you will find the delivery date in the field of line item)
- terms of delivery and payment
- delivery and billing address
- additional order information, which are valid for all line items
- choice box for opening the original purchase order (pdf-format)

<b>purchase order</b> PO number / date: 9102054637 / 05.02.2010 purchaser / phone: Herr Kubina / 08677/831515 order confirmation number: <input type="text"/> delivery date: 20.02.2010 <input type="text"/> <input type="button" value="Transfer delivery date to all items"/>		<b>terms of delivery and payment</b> terms of delivery: DDP Burghausen terms of payment: within 30 days Due net
<b>delivery address</b> Wacker Chemie AG Werk Burghausen Infrastruktur Burghausen Burgkirchner Str. 1 84469 Burghausen Delivery: Gate West Railwaystation Wacker mo-fr, 7:30-12 u.13-15 o'clock		<b>billing address</b> Please send your invoices to: Wacker Chemie AG Hauptverwaltung München dept.: BIL Hanns-Seidel-Platz 4 81737 München Germany
Our order is made with our purchasing terms, previously submitted, thereby superseding your business terms Please check up the original order (pdf) for more detailed information. <input type="button" value="PDF print preview (originals)"/>		

For a better overview you can fade out the delivery and billing address, the additional order text by clicking the button

### the area for line item details

In this area you can find the following information:

- ordered goods / services
- quantity
- unite price + total price of each line item
- line item description
- delivery date + possibility to distribute delivery schedule
- button for rejecting the line item
- information about the receiver
- input field for your order confirmation number

item	material	short text	quantity	unit	price	per unit	total price
00010		Test	10,00	PC	<input type="text" value="300,00"/>	USD	<input type="text" value="1"/> PC 3.000,00 USD
Item Text							
<b>delivery schedule</b>		<b>delivery date</b>	<b>quantity</b>				
0001		<input type="text" value="05.02.2010"/>	<input type="text" value="10,00"/>	PC			
<input type="button" value="create new delivery schedule"/>							
<input type="button" value="reject item on / off"/>							
unloading point: 0219/02		room: 1.OG-108					
goods recipient: MADAN		tel: 4192					
cost center: 0000282042		requestor: dept.: tel:					
order confirmation number:		<input type="text"/>					

For a better overview you can fade out the line item description and the receiver by clicking the button



### Receiving an order via the supplier portal

As soon as there is an order for your company on the supplier portal, you receive an email automatically (the email is sent to your given email address).

The email contains a link to the supplier portal, which **is valid only for this order**. At the same time the link contains an authentication to the portal, so you do not need to register on the portal with user name and password.

- An example: if you get two orders at the same day, you will receive two single emails with two different links.

Dear Sir or Madam,

you have received a new order from Wacker Chemie AG with the order number 9102054637.

Please use the following hyperlink to open and confirm the order in the supplier portal of Wacker Chemie AG .  
[https://zportalwkg.servers.wacker.corp/irj/portal?j\\_user=suswacen01&j\\_password=XtJgv5h5&DynamicParameter=token=207D6A4B9477FC08E1000000C112E3E7](https://zportalwkg.servers.wacker.corp/irj/portal?j_user=suswacen01&j_password=XtJgv5h5&DynamicParameter=token=207D6A4B9477FC08E1000000C112E3E7)

This hyperlink includes an automatic login at the portal.

ATTENTION: The hyperlink is only valid for this specific order with the number 9102054637.

If you have any questions, don't hesitate to contact our responsible buyer Herr Kubina , phone Telefon: 08677/831515.

Best regards  
Procurement department  
Wacker Chemie AG

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The following orders at your company are still unconfirmed and must be confirmed as soon as possible:

Bestellung: 9102054637 vom 05.02.2010 Link: [https://zportalwkg.servers.wacker.corp/irj/portal?j\\_user=suswacen01&j\\_password=XtJgv5h5&DynamicParameter=token=207D6A4B9477FC08E1000000C112E3E7](https://zportalwkg.servers.wacker.corp/irj/portal?j_user=suswacen01&j_password=XtJgv5h5&DynamicParameter=token=207D6A4B9477FC08E1000000C112E3E7)

The following orders of the last 32 days, which have already been confirmed by you, can be viewed again:

Bestellung: 9102054562 von Ihnen bestätigt am 04.01.2010 Link: [https://zportalwkg.servers.wacker.corp/irj/portal?j\\_user=suswacen01&j\\_password=XtJgv5h5&DynamicParameter=token=65213D4B3467A954E1000000C112E3E7](https://zportalwkg.servers.wacker.corp/irj/portal?j_user=suswacen01&j_password=XtJgv5h5&DynamicParameter=token=65213D4B3467A954E1000000C112E3E7)

Bestellung: 9102054565 von Ihnen bestätigt am 07.01.2010 Link: [https://zportalwkg.servers.wacker.corp/irj/portal?j\\_user=suswacen01&j\\_password=XtJgv5h5&DynamicParameter=token=24F7434B718FA954E1000000C112E3E7](https://zportalwkg.servers.wacker.corp/irj/portal?j_user=suswacen01&j_password=XtJgv5h5&DynamicParameter=token=24F7434B718FA954E1000000C112E3E7)

Bestellung: 9102054564 von Ihnen bestätigt am 07.01.2010 Link: [https://zportalwkg.servers.wacker.corp/irj/portal?j\\_user=suswacen01&j\\_password=XtJgv5h5&DynamicParameter=token=6BF6434B718FA954E1000000C112E3E7](https://zportalwkg.servers.wacker.corp/irj/portal?j_user=suswacen01&j_password=XtJgv5h5&DynamicParameter=token=6BF6434B718FA954E1000000C112E3E7)

In addition each email contains a list of all received orders, which you have not confirmed yet, and a list of all orders you have already confirmed during the last 60 days.

## Confirmation of an order via the supplier portal

After receiving the above described email you can go to the supplier portal through clicking on the link, where you are registered automatically.

Now you can see all details of the order. The following fields should be checked and dealt with:

### the order's header:

- order confirmation number (required field)
- delivery date (appears in the header, if it is valid for all line items)

### area for line item details:

- order quantity
- ordered goods + description
- unit price
- delivery date + delivery date distribution
- order confirmation number



ATTENTION: ONLY complete order can be confirmed. Confirming part of the order is not possible!

Principally purchase order should be confirmed within 2 calendar days. If during this period of time it is not confirmed, you will receive reminding mail from supplier portal automatically.

After you check the order details and enter all your inputs, it is possible to check your inputs once more via the button 

If all entered data is correct and complete, please activate the button 

Now the order is confirmed and your data are sent to Wacker / Siltronic system.



### Hints for the confirmation

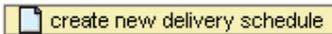
#### Order confirmation number

If you enter an order confirmation number in the header and confirm it via ENTER, your number is automatically transmitted to all line items.

If you enter different order confirmation numbers in the area of line items, but NOT in the required field of the header, your order confirmation number of the first line item is automatically transferred into the required field of the header.

#### Delivery schedule

If you cannot deliver the ordered product / service in the whole quantity at the required delivery date, there is the possibility to distribute the delivery schedule.

You can use the button  and distribute the order into different delivery dates.

If you want to delete delivery date, please use the button 

(this button appears after you have created at least one delivery date).



**ATTENTION: Already existing delivery distribution cannot be deleted!**

#### Confirmation of quantity variance

If you cannot deliver the whole order quantity, or fixed package force you to deliver more or less than the ordered quantity (e.g. 10 pieces ordered, but 6 pieces for each package), you can confirm this quantity variance by activating the button 

#### Rejecting of line items

If you have to reject a line item, you can use the button 

Furthermore you can use this button to cancel a former rejection.

#### Noticing data

If you cannot confirm an order immediately, e.g. you have to talk with your supplier, you can save the entered data via the button 

Later on you can get in the order with the link in your email.

#### Additional print-out of the original order

If you want to print out the order for your documentation, you can use the button





**ATTENTION: If there are more documents in the drop down field, the one with oldest date / time is the original purchase order.**

## Acknowledgment to your order confirmation

As soon as your order confirmation is received in our system, it will be checked according to the defined criteria. If everything is ok, you will receive an acknowledgment automatically (pdf-document) on the supplier portal.

Please note, you will NOT get an email about the acknowledgment. You can look at this acknowledgment by clicking the link in your first email and the button



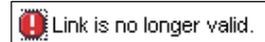
The latest document is the acknowledgment. It contains the data which you entered in your order confirmation (e.g. delivery date or your order confirmation number).

## Change order

Regarding change order there are two possible different situations:

Case 1: it might be, that you receive a change order from your responsible purchaser before you confirm the first order.

In this case you will receive a second email with the subject „changed“. This email contains a new link to the supplier portal. From that point of time the link in the first email is not valid anymore. If you click it, there the following error message would be appeared.



 Hint: If you see this message, please check your in-box about a change order!

Case 2: it is also possible that your order confirmation is not accepted by our system because of a big difference between the original order and the your order confirmation in price / delievery quantity / delievery date.

In this case you will not receive an acknowledgment on the supplier portal.

Your responsible purchaser will be informed automatically about your confirmation and will check the differing data. If your confirmation is accepted, you will receive a change order on the supplier portal. You will get a new email with the subject “changed: ...”. The email contains a new link to the changed order on the supplier portal.

Because of legal reasons it is necessary that you confirm the changed order again.

You will receive an acknowledgment from our system (pdf-document) on the supplier portal.

You can identify change orders on the supplier portal with the help of the following text.

This text will appear additionally in the header.

**changed purchase order**

You can also print out the changed order, it is available as a pdf-document on the supplier portal.