



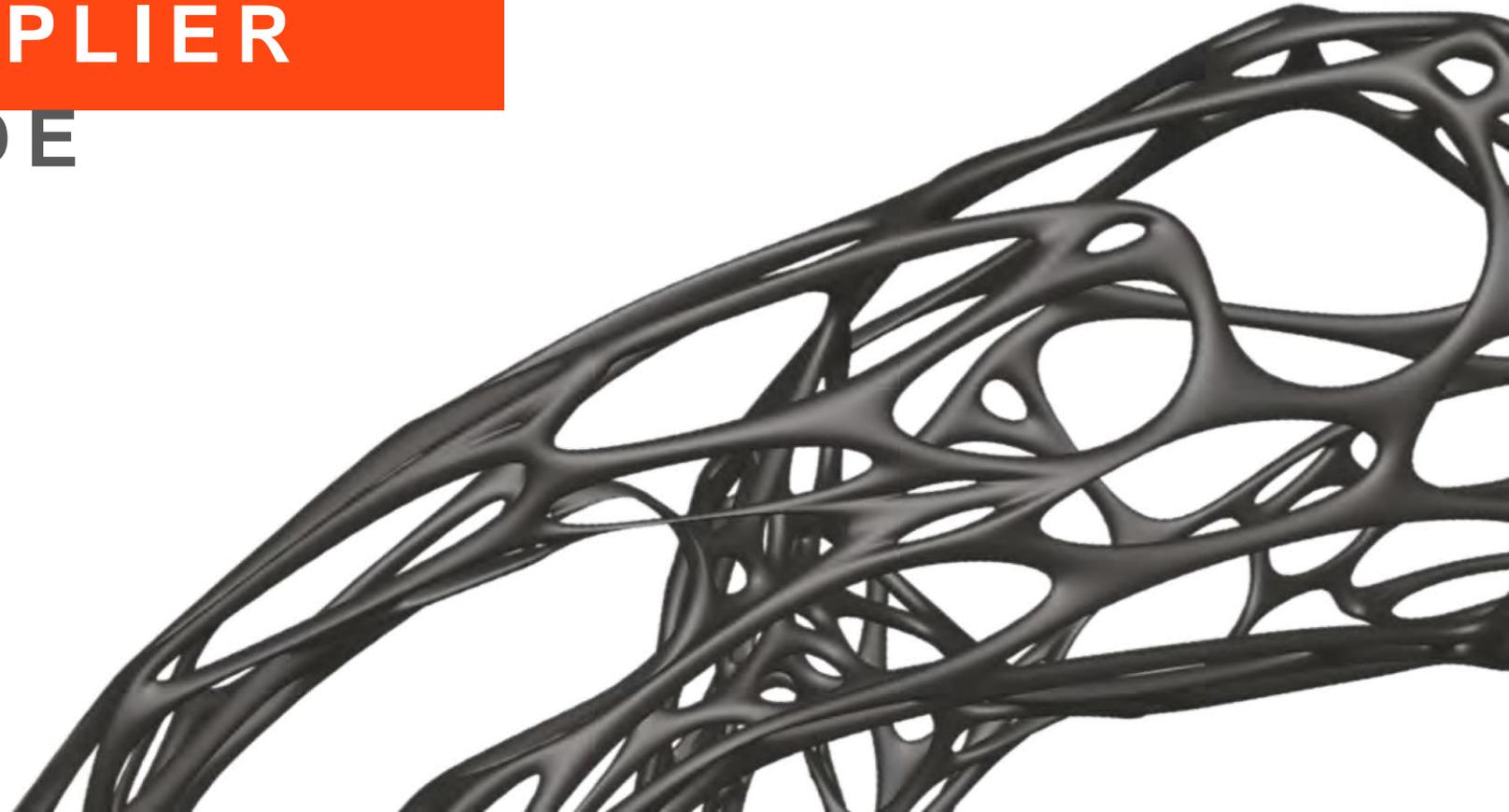
E-VENDOR

EXISTING SUPPLIER

TRAINING GUIDE



March 2022



■ What is E-Vendor

E-Vendor is an user friendly, intuitive and self serve supplier portal that helps Suppliers and Buyers communicate with each other; it covers the end to end supplier lifecycle relationship from Supplier On-boarding, Purchase Order to Invoice collaboration and reporting for both EDGE Buyers and our Suppliers

■ Benefits of adopting the E-Vendor Portal for the Supplier & Procurement Function

E-Vendor helps suppliers stay up to date with EDGE's requirements, purchase orders, and receivables leading to better planning and reduced need for voice and email communications. Similarly, it helps our Procurement team to be aware of order confirmation, dispatch plans, shipment details and delivery dates.

■ How E-Vendor will impact our Suppliers

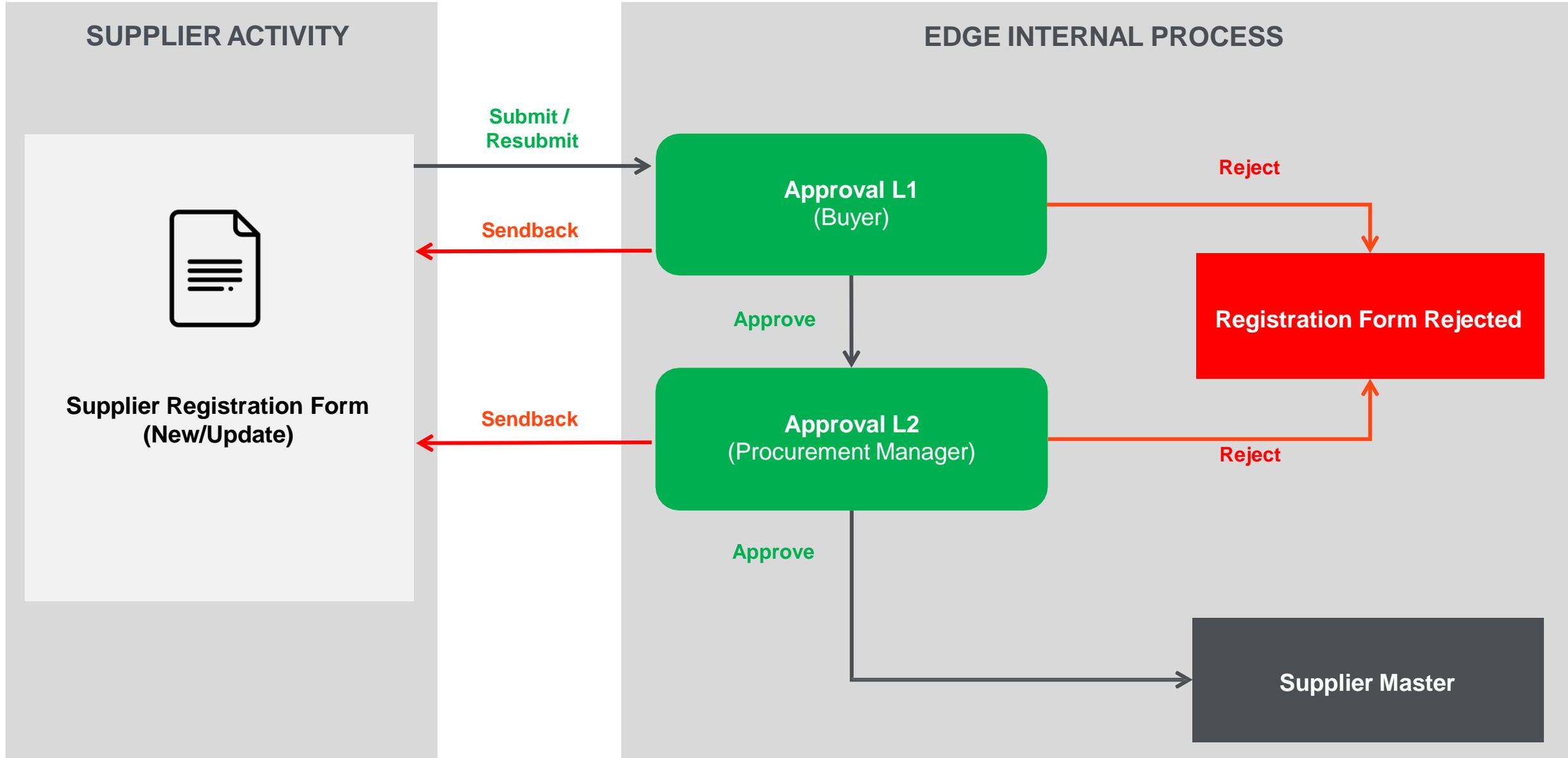
All EDGE Buyer & Supplier communication, supplier profile registration and updates will be conducted and managed through the E-Vendor Portal



EDGE EXISTING SUPPLIER
REGISTRATION PROCESS



SUPPLIER REGISTRATION PROCESS



EDGE EXISTING REGISTRATION PROCESS WALKTHROUGH

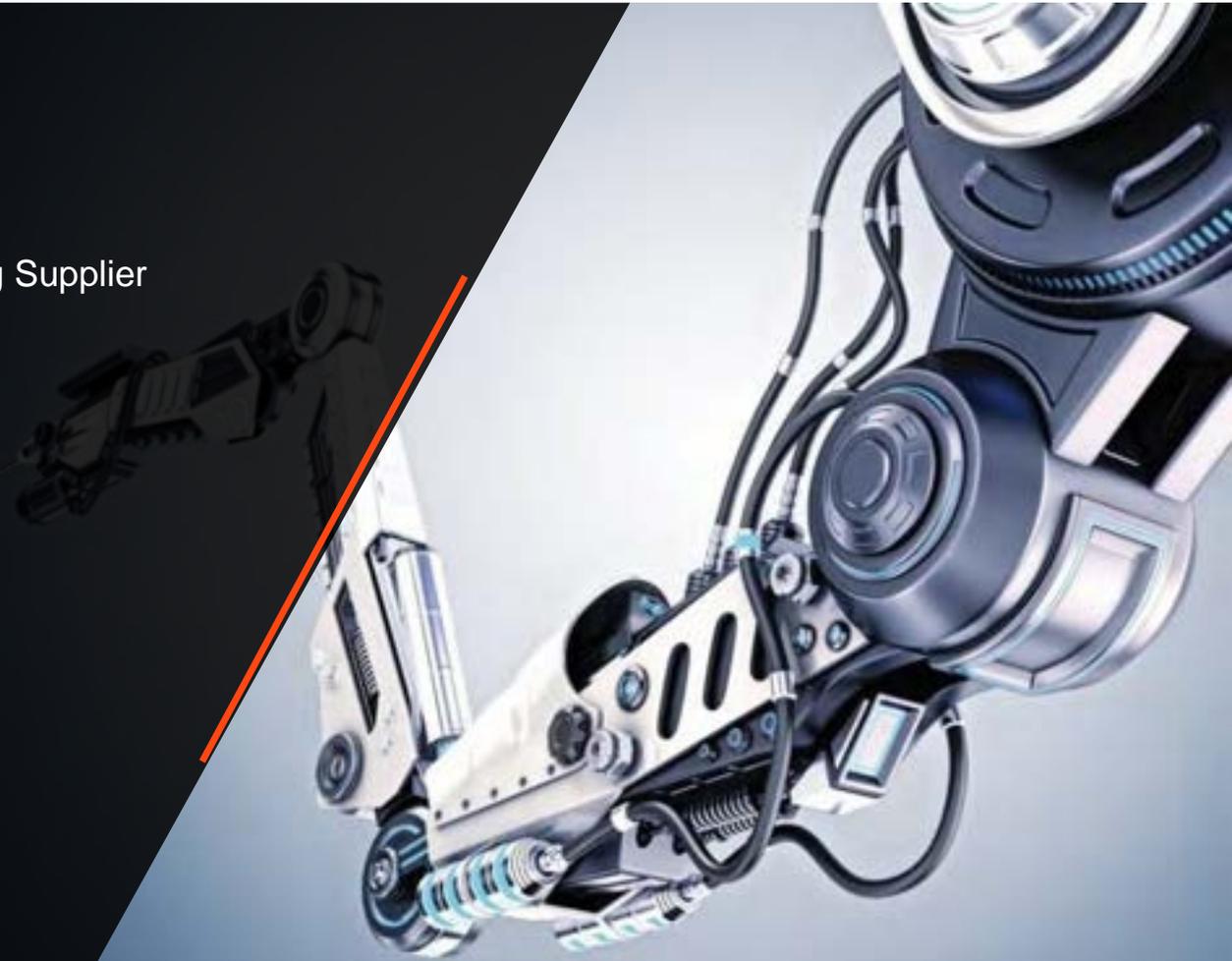


S



This walkthrough consists of:

- EDGE E - Vendor Credential Creation Process - Existing Supplier
- EDGE Supplier Registration Update Process
- EDGE Purchase Order Process
- EDGE Purchase Order Confirmation
- EDGE Advanced Shipping Notification
- EDGE Service Entry Sheet



EDGE E-VENDOR CREDENTIAL CREATION PROCESS - EXISTING SUPPLIER

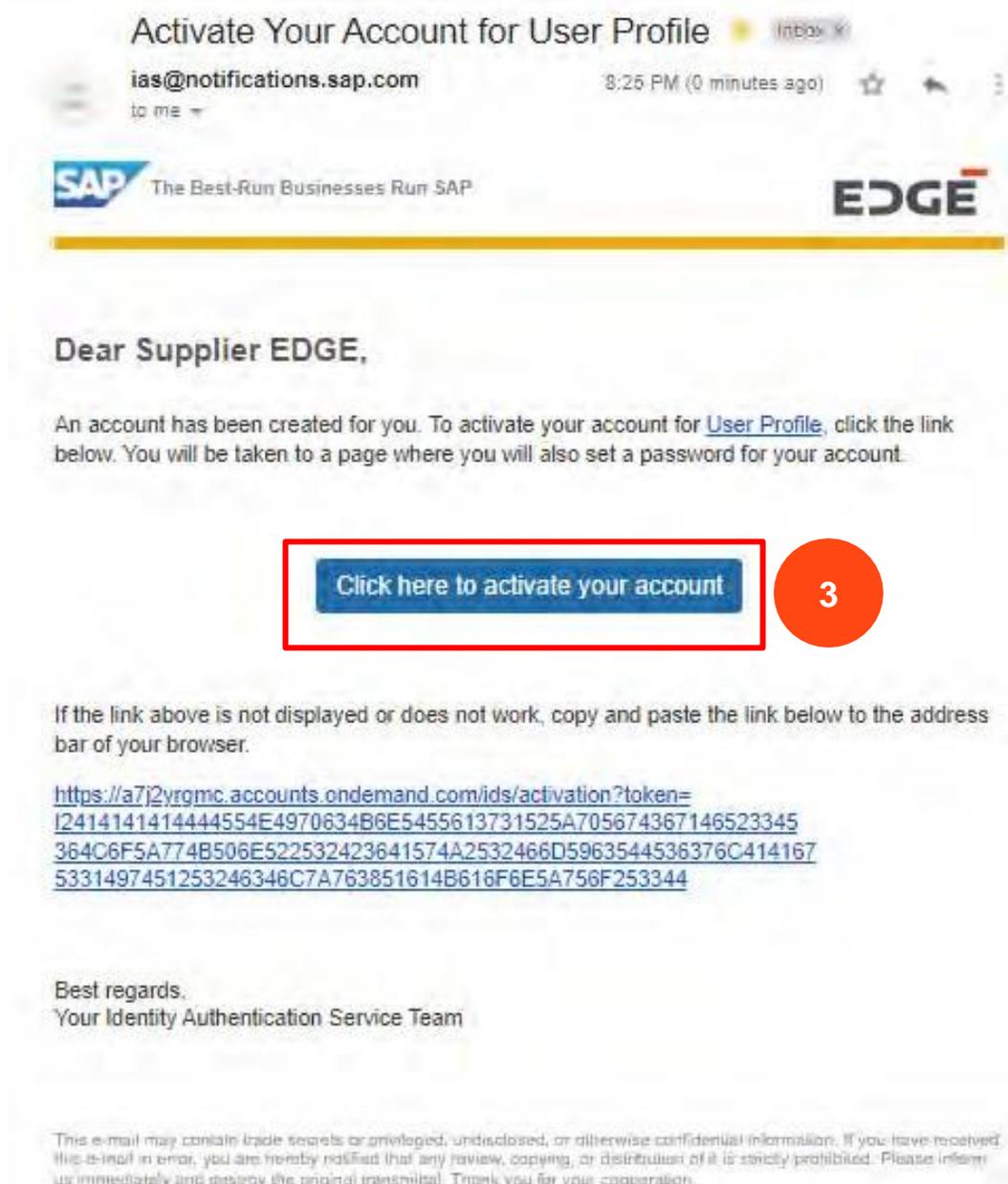


CREDENTIAL ACTIVATION EMAIL NOTIFICATION



Credential Activation Notification only for Existing Suppliers

1. This is the starting point for existing suppliers to begin the update process.
2. The existing supplier will receive an email with credential activation link.
3. Click on the '*Click here to activate your account*' button
4. Once activated the a page will open up in the browser for credentials reset.



Credential Setup

5. The credentials reset consists of the fields First Name, Last Name and Set Password fields.

6. The supplier can change First Name & Last name.

7. The supplier can create a password for the credentials provided

8. Click on the 'Save' button

Note: The supplier email id will be the same as used as registration email id for request creation & registration form login.

Activate Your Account

An account has been created for you with Identity Authentication for use with User Profile. The account information we already have for you is below.

To begin using your account for User Profile, set a password below.

Tell Us About Yourself

First Name

Supplier

Last Name *

EDGE

E-Mail *

darsh2269@gmail.com

6

Set Password

Password *

Re-Enter Password *

7

8

Save

CREDENTIAL RESET PROCESS

Credential Reset

1. Using the portal link, open the login screen
2. Click on '*Forget Password*'



Log On

E-Mail or User Name

demo_supplier@test.com

Password

Password

Remember me

Log On

Forgot password?

2

Credential Reset

3. Enter your registered email id
4. Click on 'Send'

Forgot My Password

Enter your credentials below and click Send. An e-mail with a link to a page where you can reset your password will be sent. Note that the e-mail might take a few minutes to reach your inbox.

E-Mail or User Name *

3

*Required

4



Credential Reset

5. A Confirmation will be displayed on the screen and an email will be sent to you with a link. The link will expire in 2 hours.

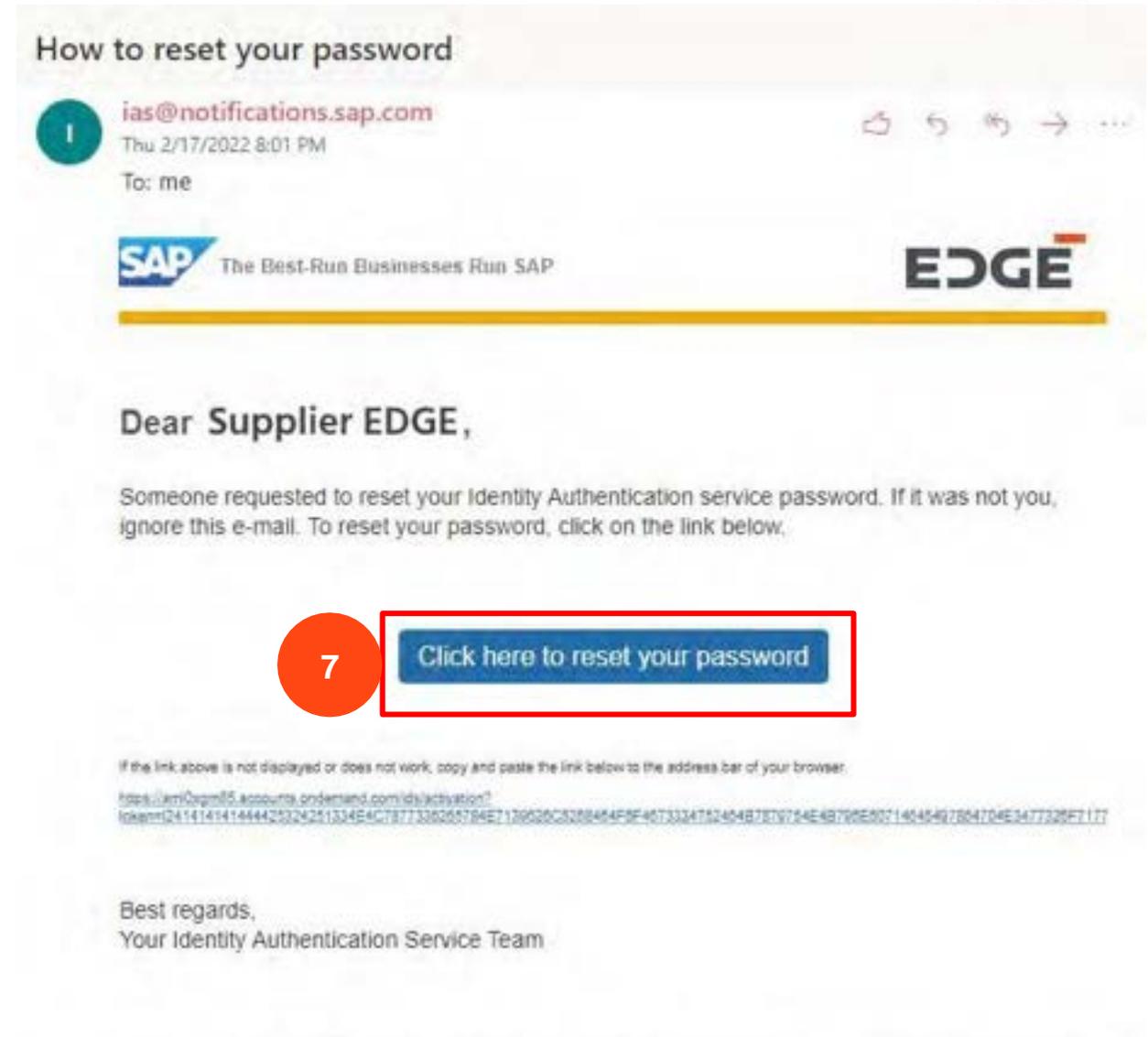
Forgot My Password

 If an account exists, an e-mail with a link to reset your password has been sent.

Click the link contained in the e-mail. You will be forwarded to a page where you can reset your password. The link in the e-mail will expire in 2 hours from now.

Credential Reset

6. You will receive an email to reset password
7. Click on '*Click here to reset your password*'



This e-mail may contain trade secrets or privileged, undisclosed, or otherwise confidential information. If you have received this e-mail in error, you are hereby notified that any review, copying, or distribution of it is strictly prohibited. Please inform us immediately and destroy the original transmittal. Thank you for your cooperation.

Credential Reset

8. Reset your password screen is displayed. Enter your new password here.
9. Click on 'Save'.

Reset Your Password

Reset the password for your account siddhesh.d@intellectbizware.com:

New Password *

Re-enter New Password *

*Required

Save

EDGE SUPPLIER REGISTRATION UPDATE PROCESS



The Supplier Registration Update process starts with the Supplier receiving an invite email from EDGE.

Reply Reply All Forward

 iven.supplierdev@edgegroup.ae Yogendra VijayBha (Contractor) 9:54 PM

Invitation to update registration on the EDGE GROUP PJSC supplier database

 If there are problems with how this message is displayed, click here to view it in a web browser.

[CAUTION: EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Dear Valued Recipient,

Your company, TRAINING SUPPLIER 2 is invited to update registration with EDGE GROUP PJSC (part of EDGE Group) as a supplier.

In order to perform any business with EDGE entities, you need to complete this registration in full. Please complete the registration form update, using the link [here](#).

Upon submission, your registration request will be reviewed and approved by relevant teams. We may seek additional information as part of this process.

Once approved, you may be invited to future procurement processes by EDGE GROUP PJSC
Your approved registration does not entitle you to be invited to any/all procurement processes. EDGE GROUP PJSC reserve the right to select the participants based on their discretion.

Should you have any questions, please do not hesitate to reach out to us via email at Vendor.Registration@EDGEGROUP.AE

Regards,
Vendor Management Team

SUPPLIER REGISTRATION PROCESS - UPDATE



Let's have a look at the steps for filling Supplier Registration Form Update process.

1. Open your Email in Inbox and Click on the Registration Form link 'here'

The screenshot shows an email interface with the following elements:

- At the top, there are action buttons: Reply, Reply All, and Forward.
- The sender is identified as **iven.supplierdev@edgegroup.ae** with a profile picture icon.
- The recipient is **Yogendra VijayBha (Contractor)**.
- The subject line is **Invitation to update registration on the EDGE GROUP PJSC supplier database**.
- A blue information icon with the text: "If there are problems with how this message is displayed, click here to view it in a web browser."
- A yellow warning banner reads: "[CAUTION: EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe."
- The main body of the email starts with "Dear Valued Recipient,"
- The text continues: "Your company, TRAINING SUPPLIER 2 is invited to update registration with EDGE GROUP PJSC (part of EDGE Group) as a supplier."
- The next paragraph states: "In order to perform any business with EDGE entities, you need to complete this registration in full. Please complete the registration form update, using the link [here](#)." The word "here" is highlighted with a red box and a red circle containing the number "1".
- The following paragraph says: "Upon submission, your registration request will be reviewed and approved by relevant teams. We may seek additional information as part of this process."
- The next paragraph reads: "Once approved, you may be invited to future procurement processes by EDGE GROUP PJSC. Your approved registration does not entitle you to be invited to any/all procurement processes. EDGE GROUP PJSC reserve the right to select the participants based on their discretion."
- The final paragraph in the body says: "Should you have any questions, please do not hesitate to reach out to us via email at Vendor.Registration@EDGEGROUP.AE"
- The email concludes with "Regards, Vendor Management Team"

2. Enter your credentials in the login page



Log On

E-Mail or User Name

demo_supplier@test.com

Password

Password

Remember me

Log On

2

[Forgot password?](#)

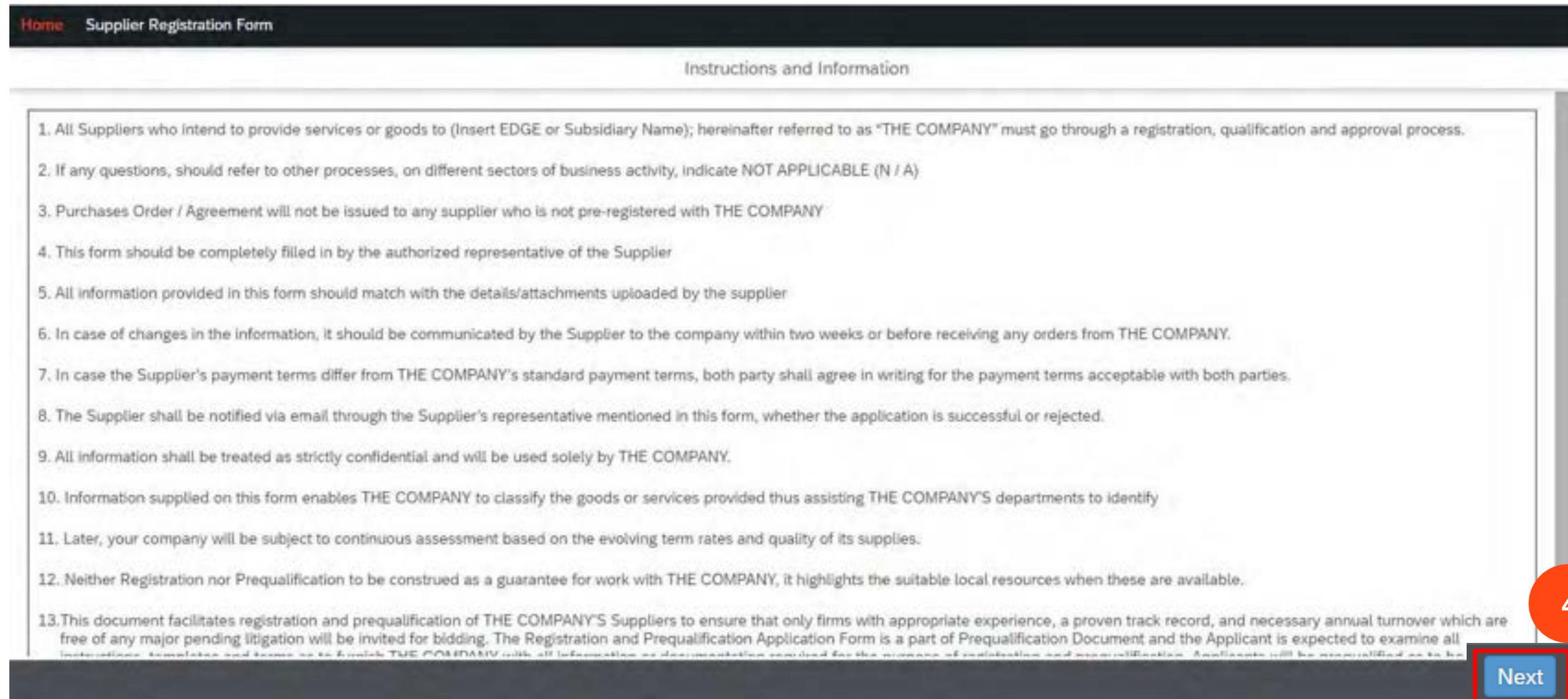
Portal Launchpad

2. On click the link in the email Edge Portal launchpad will open in the browser. Please enter your email and click 'Continue'



Instruction and Information Page

4. Once you click on *Supplier Registration Form*, the Instruction and information page will be displayed with all the details. Click on 'Next'



The screenshot shows a web page titled "Supplier Registration Form" with a sub-header "Instructions and Information". The page contains a list of 13 numbered instructions. A red circle with the number "4" is overlaid on the right side of the page, and a blue button labeled "Next" is located at the bottom right corner.

Home Supplier Registration Form

Instructions and Information

1. All Suppliers who intend to provide services or goods to (Insert EDGE or Subsidiary Name); hereinafter referred to as "THE COMPANY" must go through a registration, qualification and approval process.
2. If any questions, should refer to other processes, on different sectors of business activity, indicate NOT APPLICABLE (N / A)
3. Purchases Order / Agreement will not be issued to any supplier who is not pre-registered with THE COMPANY
4. This form should be completely filled in by the authorized representative of the Supplier
5. All information provided in this form should match with the details/attachments uploaded by the supplier
6. In case of changes in the information, it should be communicated by the Supplier to the company within two weeks or before receiving any orders from THE COMPANY.
7. In case the Supplier's payment terms differ from THE COMPANY's standard payment terms, both party shall agree in writing for the payment terms acceptable with both parties.
8. The Supplier shall be notified via email through the Supplier's representative mentioned in this form, whether the application is successful or rejected.
9. All information shall be treated as strictly confidential and will be used solely by THE COMPANY.
10. Information supplied on this form enables THE COMPANY to classify the goods or services provided thus assisting THE COMPANY'S departments to identify
11. Later, your company will be subject to continuous assessment based on the evolving term rates and quality of its supplies.
12. Neither Registration nor Prequalification to be construed as a guarantee for work with THE COMPANY, it highlights the suitable local resources when these are available.
13. This document facilitates registration and prequalification of THE COMPANY'S Suppliers to ensure that only firms with appropriate experience, a proven track record, and necessary annual turnover which are free of any major pending litigation will be invited for bidding. The Registration and Prequalification Application Form is a part of Prequalification Document and the Applicant is expected to examine all instructions, templates and terms to furnish THE COMPANY with all information and documentation required for the purpose of registration and prequalification. Applicants will be prequalified as to be

4

Next

SUPPLIER REGISTRATION FORM - UPDATE



All Pre-filled Sections displayed in editable form

5. The Registration Form gets displayed, all sections with pre-filled data will be displayed as per the data filled during registration process. The Supplier can update any field in any section. Detailed explanation of sub-section can be found in supplier creation process.

1 General Information — 2 Financial Information — 3 Operational Information — 4 Disclosures — 5 Attachments — 6 Submission Page

1. General Information

Company Name(English):* TRAINING SUPPLIER 2 Company Name(Arabic): Enter Company Name (Arabic) Website: Enter Website

Head Office Address

Street No.:* P-45 Street 1.:* Lane 1 Street 2.: Lane 2
Street 3: Enter Street 3 Street 4: Enter Street 4 Email:* c-yogendra.vijaybha@edgegroup.ae
Country:* Utd.Arab Emir. Region:* Abu Dhabi City:* Abu Dhabi
Contact Number:* +54 9787888788 Pincode/PO Box:* 987678 Fax No: Enter Fax No

Register/Other Office Address

[Add Office Address](#)

Address Type	Street 1.*	Street 2	Street 3	Street 4	Email*	Country*	Region*
Register Office	Lane 1	Lane 2	Enter Street3	Enter Street4	airbusdefencespac...	Utd.Arab Emir. 📄	Abu Dhabi 📄

5

Submission Page

6. In this Section the supplier needs to provide details like completed by and designation.
7. Once the supplier click on the tick box, the submit button gets displayed.
8. Click on the 'Submit' button to proceed with submission of the form.



6. Submission Page

Completed by: * Rashid

Designation: * Regional Manager

Date: 15.02.2022



I declare that all the information given in this registration form is, to the best of my knowledge, accurate and complete. if any false information is given, the application is deemed to be invalid and i shall forfeit my right to submit quotation and tender.

7

8

Messenger

Save Draft

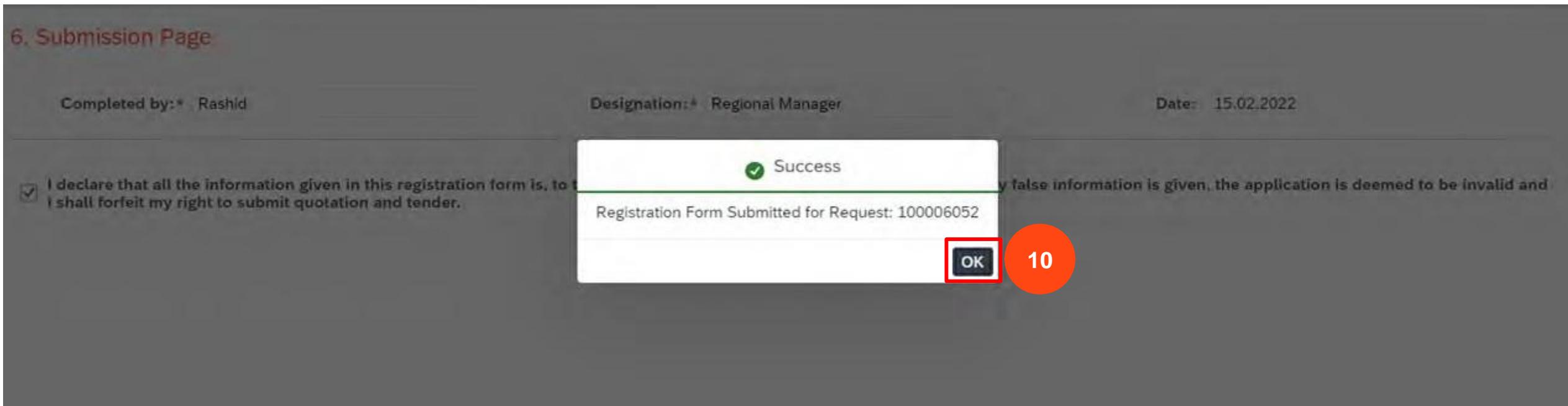
Submit

Submission Page: Success message.

9. Upon submission of registration form, a success message is displayed to supplier.

10. Click on 'OK'. The form navigates to login page.

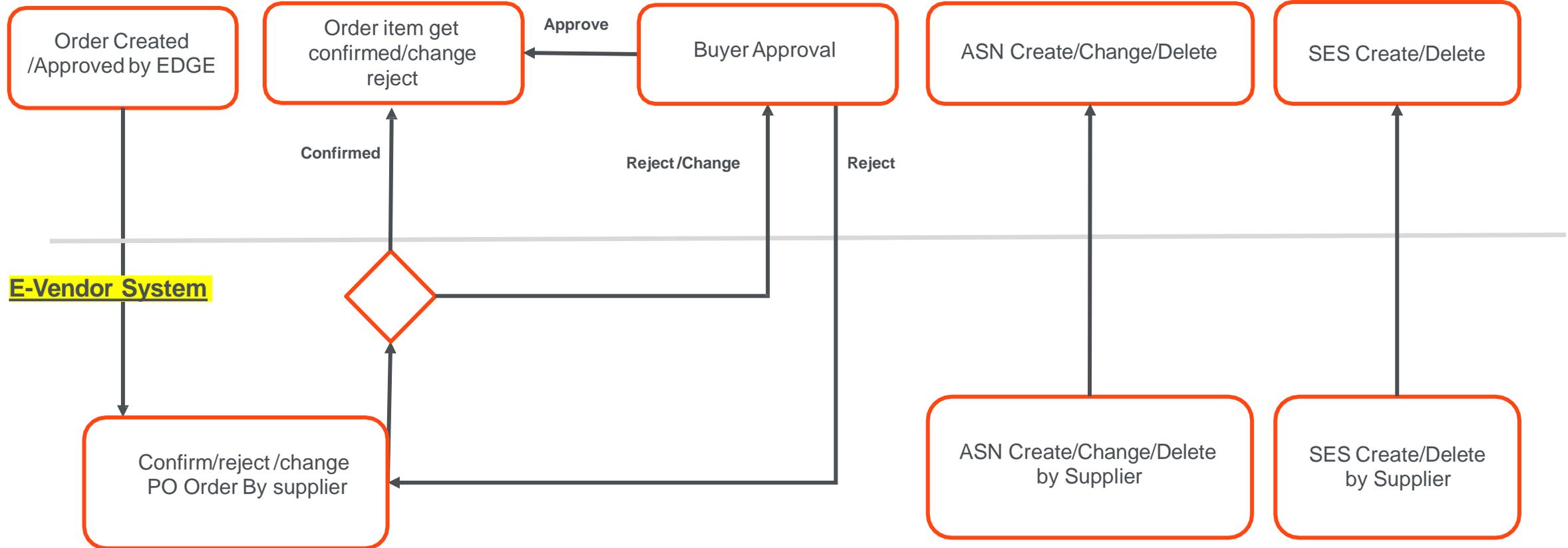
11. The form internally goes through an approval process on the edge system. The approver can approve, sendback or reject the form, similar to the Registration form explained for supplier creation process in the previous slides.



EDGE PURCHASE ORDER - PROCESS FLOW



EDGE System



E-Vendor System

EDGE PURCHASE ORDER
CONFIRMATION



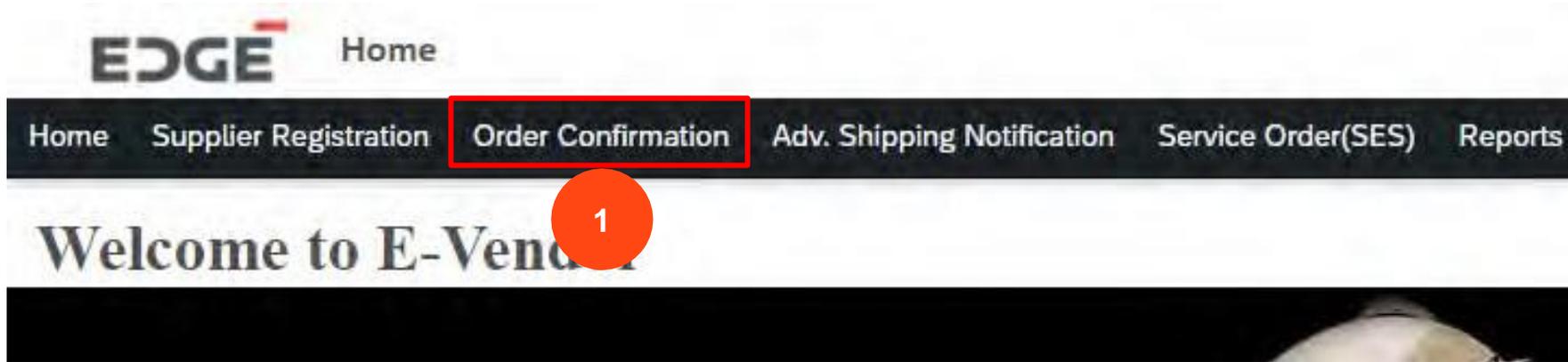
CONFIRM ORDER ITEM

CONFIRM PURCHASE ORDER

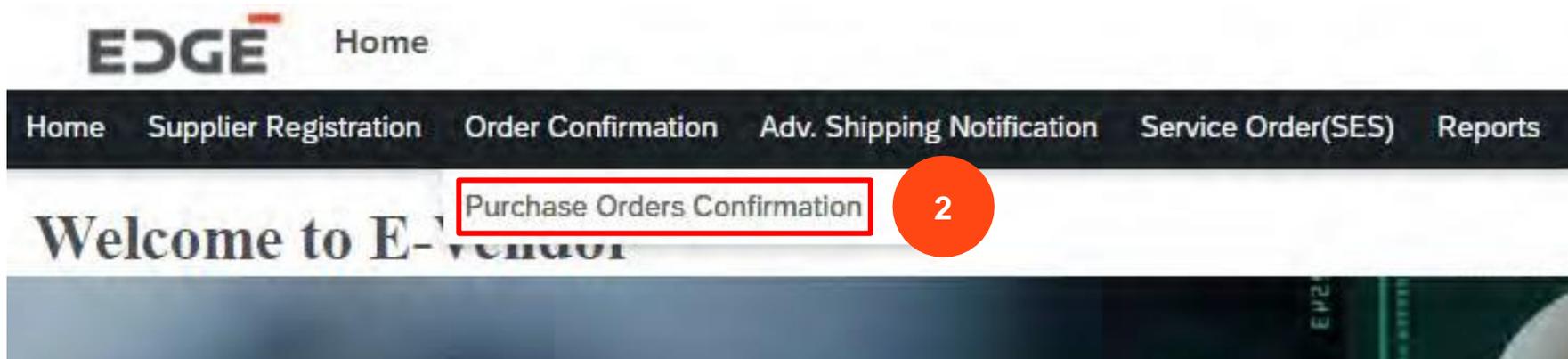


Steps for order confirmation

1. Click on Order confirmation



2. Click on the Purchase Order Confirmation



CONFIRM PURCHASE ORDER

3. Click on Purchase Order with status Pending Or Partial

4.1 Click to Select/deselect all Items

4.2 Click to select/deselect single item

5. Click on the confirm Button

3

20 PENDING 2 IN PROCESS 23 PURCHASE ORDERS

Pending Orders

PO Number	PO Date	Due Days	Amount	Buyer	Status
450000069	05.11.2021	2	410 AED	Sathish Kumar Gadihalli	Pending
450000066	05.11.2021	2	1,100 AED	Sathish Kumar Gadihalli	Pending
450000068	04.11.2021	3	690 AED	Sathish Kumar Gadihalli	Partial
450000065	04.11.2021	3	1,240 AED	Sathish Kumar Gadihalli	Partial
450000049	02.11.2021	5	29,465 AED	Prashanth Shenkeshi	Pending
450000047	01.11.2021	6	29,565 AED	STP FUT User 006	Pending
450000046	01.11.2021	6	30,065 AED	Prashanth Shenkeshi	Pending
450000032	27.10.2021	11	32,066 AED	Anand Avahad	Pending
450000031	27.10.2021	11	32,166 AED	Prashanth Shenkeshi	Pending

ITEMS

4.1

<input type="checkbox"/>	Type	Material Desc	Delivery Date	Plant	Quantity	Pending Qty	Confirmed Qty	Rate	Tax(%)	Amount	VAT	Total Amount	Status
<input checked="" type="checkbox"/>	Material	Short Text PO 06	30.11.2021	CO00	40.000 KG	40.000 KG	0.000 KG	4	0	160	0	160	Pending
<input type="checkbox"/>	Material	Short Text PO 07	30.11.2021	CO00	50.000 KG	50.000 KG	0.000 KG	5	0	250	0	250	Pending

4.2

CONFIRMATION DETAILS

(Click on the Line Item from above table for particular item data)

Item	Material	Quantity	New Quantity	Delivery Date	New Delivery Date	Status
No data available for the item						

ATTACHMENTS

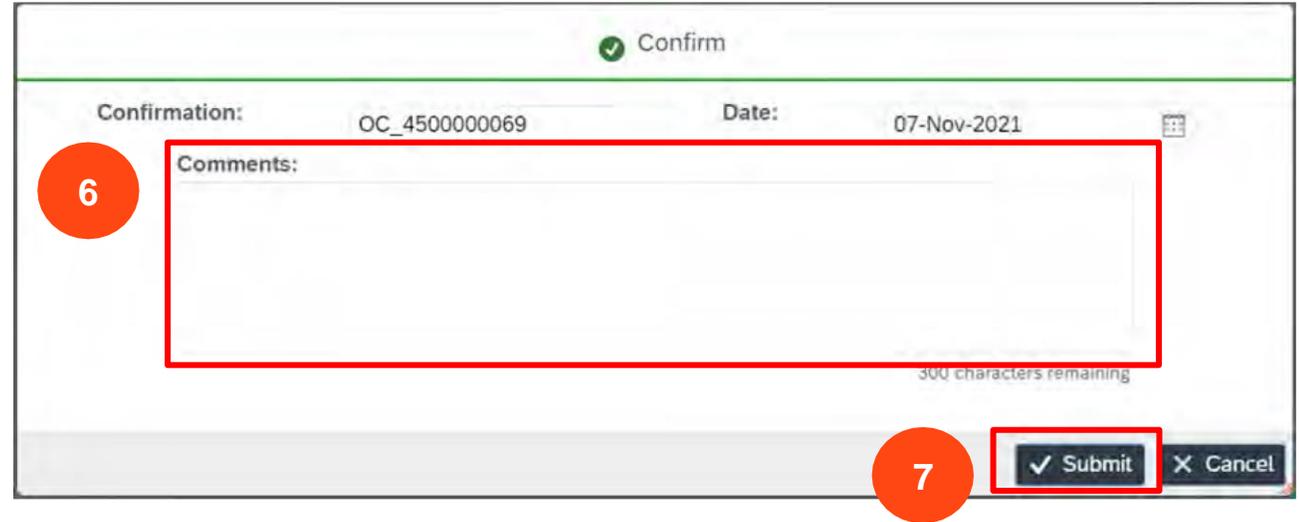
5

Back Change in PO

CONFIRM PURCHASE ORDER ITEM

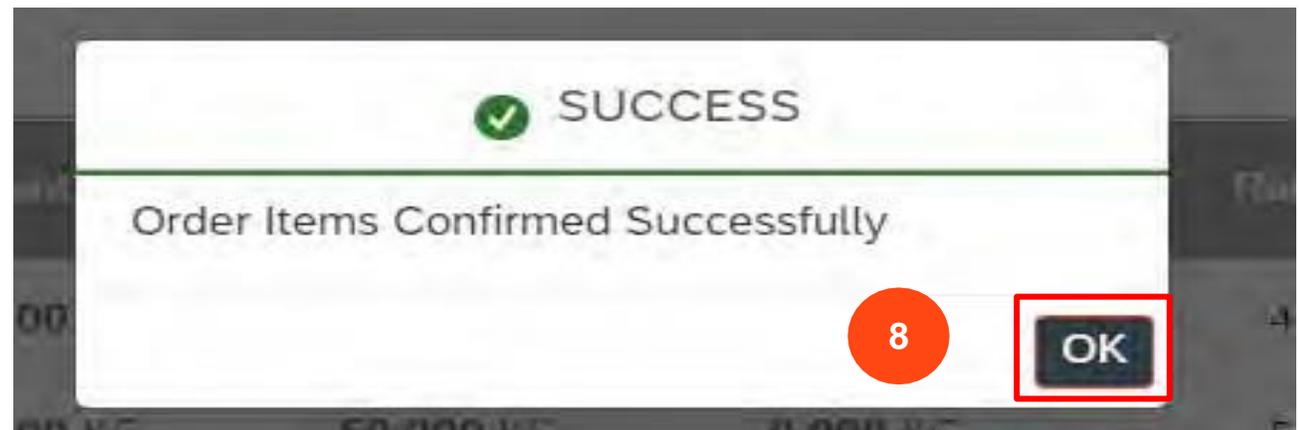
6. Enter confirmation comment.

7. Click on Submit to confirm selected order items.



The image shows a 'Confirm' dialog box with a green checkmark icon and the title 'Confirm'. It contains the following fields: 'Confirmation:' with the value 'OC_4500000069', 'Date:' with the value '07-Nov-2021', and a 'Comments:' text area. A red circle with the number '6' is positioned to the left of the comments area. At the bottom right, there are two buttons: 'Submit' (with a green checkmark icon) and 'Cancel' (with an 'X' icon). A red circle with the number '7' is positioned to the left of the 'Submit' button.

8. A Success message will display that order items are confirmed, Click on 'Ok' to close the pop-up.



REJECT ORDER ITEM

REJECT PO ITEM

1. Click on order with status pending or partial

2.1 Select/deselect all order item.

2.2 Select/deselect single order item.

3. Click on 'REJECT' button



20 23 PURCHASE ORDERS

PENDING IN PROCESS

Pending Orders

PO Number	PO Date	Due Days	Amount	Buyer	Status
4500000069	05.11.2021	2	410 AED	Sathish Kumar Gadihalil	Pending
4500000068	04.11.2021	3	690 AED	Sathish Kumar Gadihalil	Partial
4500000065	04.11.2021	3	1,240 AED	Sathish Kumar Gadihalil	Partial
4500000049	02.11.2021	5	29,465 AED	Prashanth Shenkeshi	Pending
4500000047	01.11.2021	6	29,565 AED	STP FUT User 006	Pending
4500000046	01.11.2021	6	30,065 AED	Prashanth Shenkeshi	Pending
4500000032	27.10.2021	11	32,066 AED	Anand Avahad	Pending
4500000031	27.10.2021	11	32,166 AED	Prashanth Shenkeshi	Pending

ITEMS

2.1

<input type="checkbox"/>	Type	Material Desc	Delivery Date	Plant	Quantity	Pending Qty	Confirmed Qty	Rate	Tax(%)	Amount	VAT	Total Amount	Status
<input checked="" type="checkbox"/>	Material	Short Text PO 06	30.11.2021	CO00	40.000 KG	40.000 KG	0.000 KG	4	0	160	0	160	Pending
<input type="checkbox"/>	Material	Short Text PO 07	30.11.2021	CO00	50.000 KG	50.000 KG	0.000 KG	5	0	250	0	250	Pending

2.2

CONFIRMATION DETAILS

(Click on the Line Item from above table for particular item data)

Item	Material	Quantity	New Quantity	Delivery Date	New Delivery Date	Status
No data available for the item						

ATTACHMENTS

3

Confirm Reject

REJECT PURCHASE ORDER

4. Enter reason for rejection comment.
5. Click on 'Submit' button to reject order item



Reject

8

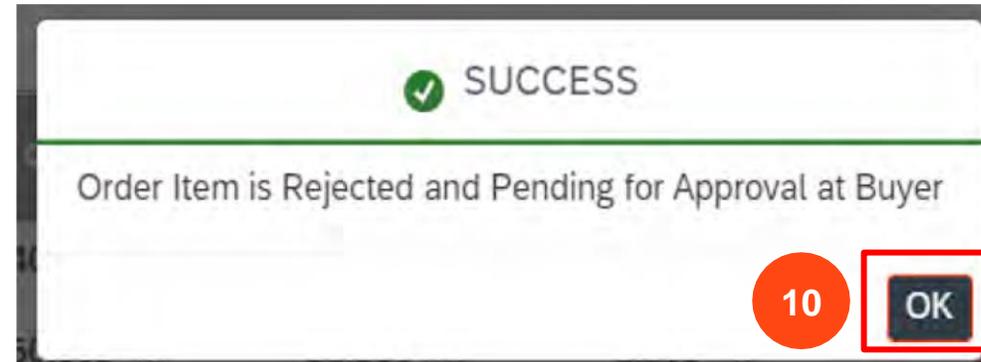
Comments:
Reject Item

289 characters remaining

9

Submit Cancel

6. Success message will display that item is rejected and sent to buyer for approval, Click on ok to close pop-up.



CHANGE ORDER ITEM CONFIRMATION

CHANGE PURCHASE ORDER CONFIRMATION

1. Click on order with status Pending or Partial
2. Select order Item
3. Click on Change for PO Button

23 PURCHASE ORDERS

PENDING IN PROCESS

Pending Orders

PO Number	PO Date	Due Days	Amount	Buyer	Status
4500000069	05.11.2021	✓ 2	410 AED	Sathish Kumar Gadihalil	Pending
4500000066	05.11.2021	✓ 2	1,100 AED	Sathish Kumar Gadihalil	Pending
4500000068	04.11.2021	✓ 3	690 AED	Sathish Kumar Gadihalil	Partial
4500000065	04.11.2021	✓ 3	1,240 AED	Sathish Kumar Gadihalil	Partial
4500000049	02.11.2021	⚠ 5	29,465 AED	Prashanth Shenkeshi	Pending
4500000047	01.11.2021	⚠ 6	29,565 AED	STP FUT User 006	Pending
4500000046	01.11.2021	⚠ 6	30,065 AED	Prashanth Shenkeshi	Pending
4500000032	27.10.2021	⚠ 11	32,066 AED	Anand Avahad	Pending
4500000031	27.10.2021	⚠ 11	32,166 AED	Prashanth Shenkeshi	Pending

1

ITEMS

<input type="checkbox"/>	Type	Item-Material Desc	Delivery Date	Plant	Quantity	Pending Qty	Confirmed Qty	Rate	Amount	Tax%	Tax Amt.	Discount	Total (Incl.Tax)	Status
<input type="checkbox"/>	Material	00010-Test 1	14.02.2022	CO00	50.000 KG	0.000 KG	50.000 KG	1	50	0	0	0	50	Confirmed
<input checked="" type="checkbox"/>	Material	00020-Test 2	14.02.2022	CO00	50.000 KG	50.000 KG	0.000 KG	1	50	0	0	0	50	Pending
<input type="checkbox"/>	Material	00030-Test 3	14.02.2022	CO00	50.000 KG	50.000 KG	0.000 KG	1	50	0	0	0	50	Rejected

2

CONFIRMATION DETAILS

(Click on the Line Item from above table for particular item data)

Item	Material	Quantity	New Quantity	Delivery Date	New Delivery Date	Status
00010	Test 1	50.000	0.000	14.02.2022		Acknowledged

ATTACHMENTS

3

CHANGE PURCHASE ORDER CONFIRMATION

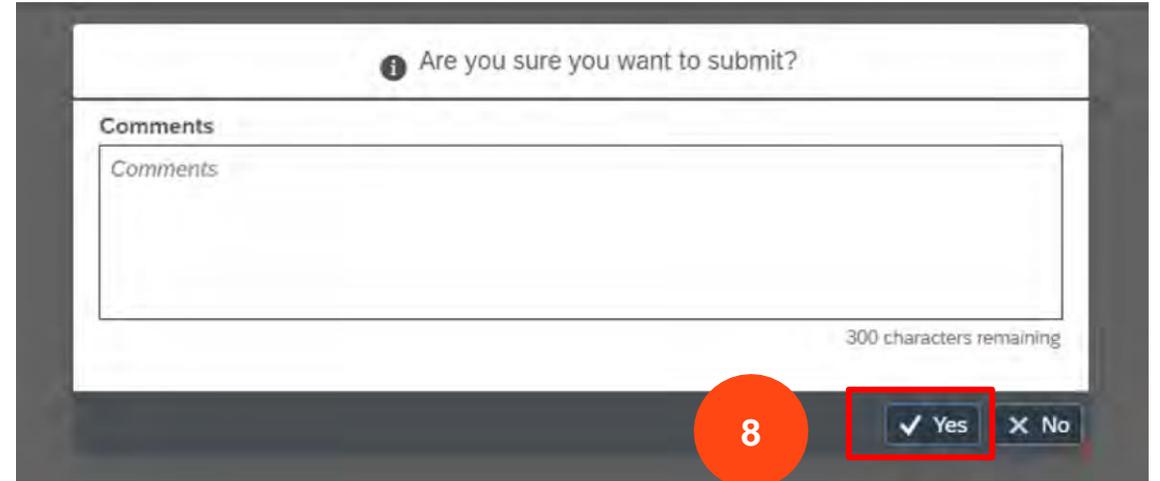


4. by clicking confirmation item can add or remove.
5. Add new proposed quantity(split proposed confirmation quantity should be match with total order quantity).
6. Add new proposed Confirmation date(split confirmation date should be different from then other item)
7. Click on Submit button

Change Order Items										
PO Num...	Item	Material Description	Delivery ...	Plant	Quantity	Pending Qty	Confirmed Qty	New Proposed Qty	New Proposed Date	
45000005 01	00020	Test 2	14.02.2022	CO00	50.000 KG	50.000 KG	0.000 KG	<input type="text" value="30"/>	<input type="text" value="16-Feb-2..."/>	<input type="button" value="+"/> <input type="button" value="-"/>
45000005 01	00020	Test 2	14.02.2022	CO00	50.000 KG	50.000 KG	0.000 KG	<input type="text" value="20"/>	<input type="text" value="17-Feb-2..."/>	<input type="button" value="+"/> <input type="button" value="-"/>

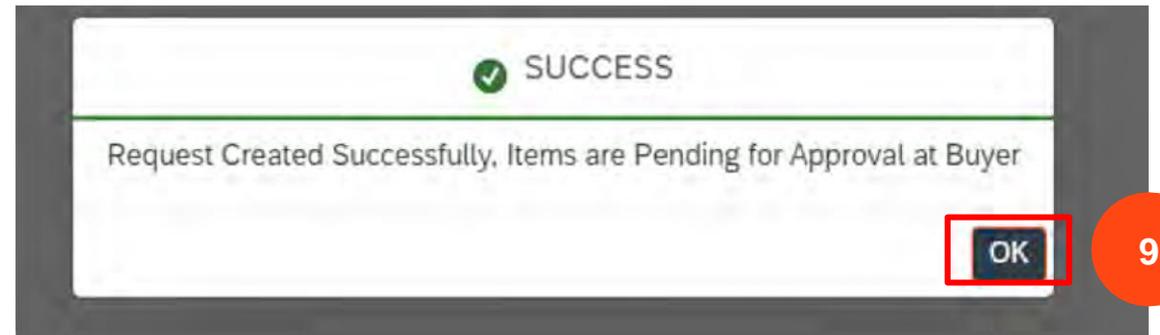
[← Back](#)

8. Add comment and click on yes button.



The screenshot shows a confirmation dialog box with the title "Are you sure you want to submit?". Below the title is a "Comments" section with a text input field. The input field contains the placeholder text "Comments" and has a character count of "300 characters remaining". At the bottom right of the dialog, there are two buttons: "Yes" (with a checkmark icon) and "No" (with an 'X' icon). A red circle with the number "8" is positioned to the left of the "Yes" button, and a red rectangle highlights the "Yes" button.

9. Success message will display Request Submitted successfully and pending for approval , click on OK to close pop-up.



The screenshot shows a success message dialog box with a green checkmark icon and the word "SUCCESS". Below this, the message reads "Request Created Successfully, Items are Pending for Approval at Buyer". At the bottom right of the dialog, there is an "OK" button. A red circle with the number "9" is positioned to the right of the "OK" button, and a red rectangle highlights the "OK" button.

1. Click on Messenger button for events and history of action logs and communicated messages.
2. Supplier can clarify doubts with Buyer using message functionality, type your query.
3. Click on send button to post your query/messages, system will notify buyer about your query.
4. Click to close message box.

The screenshot shows the EDGE communication interface. At the top left, a red circle with the number '1' highlights the 'Messenger' button. Below it is a table with columns 'Total' and 'Status'. To the right, an 'Events' panel shows a list of messages from 'TEST supplier 1'. At the bottom, a red circle with '2' highlights the 'Enter comments' input field, a red circle with '3' highlights the send button (a right-pointing arrow), and a red circle with '4' highlights the 'Close' button in the top right corner of the events panel.

Total	Status
10	Confirmed
40	Confirmed
90	Cont. Key Missing
140	Confirmed

Events

- TEST supplier 1 Accept
07-Nov-2021, 9:00:53 am
- TEST supplier 1 Accept
08-Nov-2021, 12:46:38 pm
- TEST supplier 1 Accept
08-Nov-2021, 1:31:50 pm
confirm

Enter comments

Back Confirm Reject Change for PO

1. Order attachments are visible in attachment tab.
2. To download clicking on attachment name.

CONFIRMATION DETAILS

(Click on the Line Item from above table for particular item data)

Item	Material	Quantity
00010	Short Text PO 03	10.000

ATTACHMENTS 1

Attachments (1)

 [NewMicrosoftWordDocument_20211102111558.676_X](#) 2

EDGE ADVANCE SHIPPING
NOTIFICATION



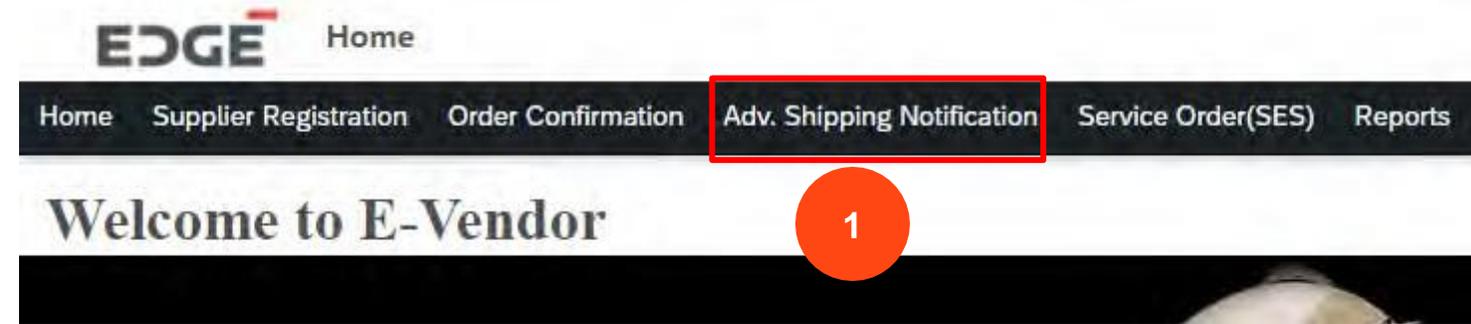
CREATE ADVANCE SHIPPING NOTIFICATION

CREATE ADVANCED SHIPPING NOTIFICATION

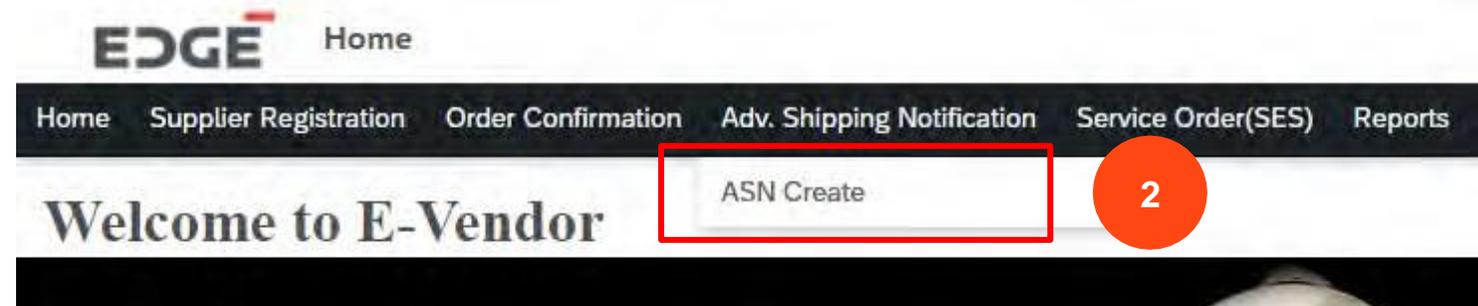


steps to create Advance Shipping Notification

1. Click on Adv. Shipping Notification



2. Click on ASN Create



CREATE ADVANCED SHIPPING NOTIFICATION



3. Click on order with status open or partial to create Adv. Shipping notification.

OPEN | SUBMITTED

Orders (42) Search PO

Order Number	Creation Date	Amount	Buyer	Header Text	Note	Status
4600000198	14.01.2022	200 AED				Pending
4500000505	15.02.2022	150,000 AED	nowman abdulsha			Pending
4500000504	15.02.2022	150,000 AED				Pending
4500000503	15.02.2022	100,000 AED				Pending
4500000501	14.02.2022	150 AED	Yogendra Vijaybha			Partial
4500000500	14.02.2022	600 AED	Yogendra Vijaybha			Pending
4500000499	11.02.2022	500 AED	Yogendra Vijaybha			Pending
4500000479	04.02.2022	1,000 AED				Pending
4500000478	04.02.2022	1,200 AED				Pending

3

CREATE ADVANCED SHIPPING NOTIFICATION



4. Fill in the required details like slip id, tracking number, Est. delivery date and shipping date.
5. **5.1** Select/deselect all Item **5.2** select /deselect single item.
6. Quantity can be change (delivery qty should be less then or equal to pending qty)

PO Number : 4500000501

Ship From: abc 123, 123 Abu Dhabi, United Arab Emirates Deliver To: Channel Street,, 43221 Abu Dhabi, UAE, United Arab Emirates

SHIP NOTICE HEADER ORDER ITEMS CONFIRMATION DETAILS ATTACHMENTS

Packing Slip ID: * Estimated Delivery Date: * dd-MMM-y Shipping Date: * 14-Feb-2022

Tracking Number: *

4

ORDER ITEMS

	Item-Material	PO Quantity	Pending Qty	Delivery Qty	Delivery Date	Unit Price	Tax(%)	Discount	Total (Incl. Tax)	Status	
5.1	<input type="checkbox"/>	00010-Test 1	50.000 KG	0.000 KG	0	14.02.2022	1.00 AED	0	0	50.00 AED	Confirmed
		00020-Test 2	50.000 KG	0.000 KG	0	14.02.2022	1.00 AED	0	0	50.00 AED	Confirmed
5.2	<input checked="" type="checkbox"/>	00030-Test 3	50.000 KG	50.000 KG	50	14.02.2022	1.00 AED	0	0	50.00 AED	Pending

6

CREATE ADVANCED SHIPPING NOTIFICATION



7. Add ASN related attachments by click on ADD button and select required attachments.

8. Click on create button.

<input type="checkbox"/>	00020-Test 2	50.000 KG	0.000 KG	0	14.02.2022	1.00 AED	0	0	50.00 AED	Confirmed
<input checked="" type="checkbox"/>	00030-Test 3	50.000 KG	50.000 KG	50	14.02.2022	1.00 AED	0	0	50.00 AED	Pending

CONFIRMATION DETAILS

(Click on the Line Item from above table for particular item data)

Item	Material	Quantity	Delivery Date	ASN Number	Status
No data available for the item					

ATTACHMENTS

Attachments (0)



7

Add

8

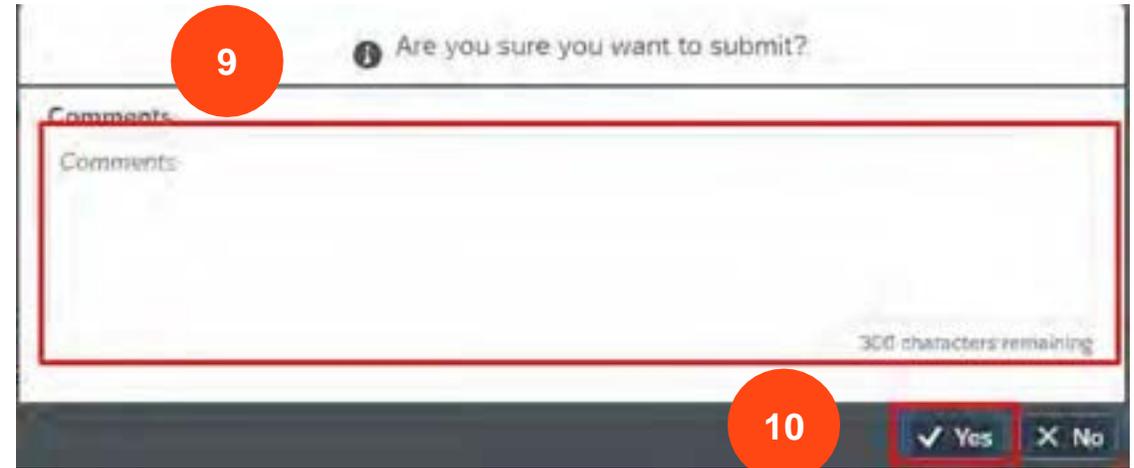
Back

CREATE ADVANCED SHIPPING NOTIFICATION

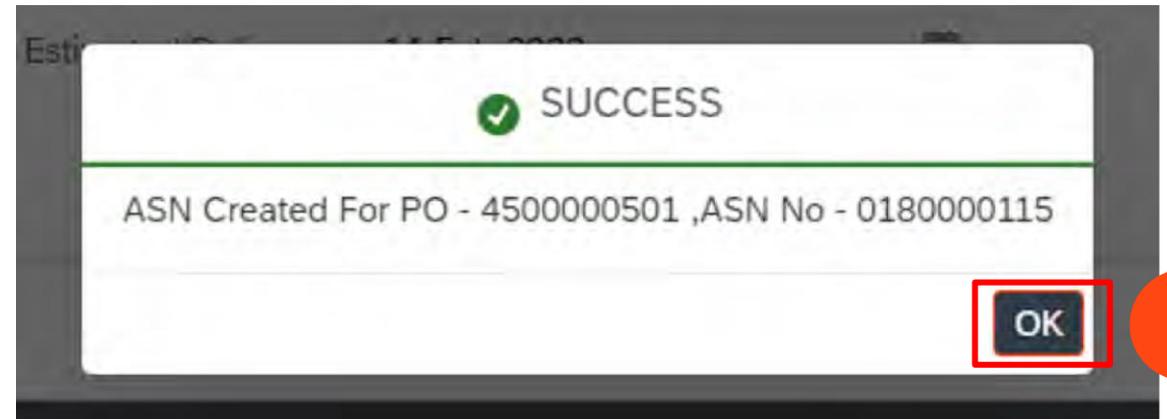
9. Enter Comments .

10. Click on Yes button.

11.Success message will display with created ASN number, Click on OK to close pop-up.



A confirmation dialog box titled "Are you sure you want to submit?". It features a text input field labeled "Comments:" with a red border. A red circle with the number "9" is positioned over the top-left corner of the input field. At the bottom right, there are two buttons: "Yes" (with a checkmark icon) and "No" (with an 'X' icon). A red circle with the number "10" is positioned over the "Yes" button.



A success message dialog box with a green checkmark icon and the word "SUCCESS". The message text reads: "ASN Created For PO - 4500000501 ,ASN No - 0180000115". At the bottom right, there is an "OK" button highlighted with a red box. A red circle with the number "11" is positioned to the right of the "OK" button.

EDIT ADVANCE SHIPPING NOTIFICATION

EDIT ADVANCE SHIPPING NOTIFICATION



1. Go to -> Adv. Shipping notification application and click on submitted tab.
2. Click on ASN number from the list with status submitted.



ASN (13)

Search PO

PO Number	ASN No.	Creation Date	Amount	Buyer	Header Text	Note	Status
4500000501	180000114	14.02.2022	150 AED	Yogendra Vijaybha			Submitted
	180000115	14.02.2022	150 AED	Yogendra Vijaybha			Submitted
	180000113	14.02.2022	150 AED	Yogendra Vijaybha			Submitted
4500000390	180000111	11.01.2022	676,930 AED	Yogendra Vijaybha	POS-3 item PO	NTS-please deliver in 1 day	Submitted
	180000112	11.01.2022	676,930 AED	Yogendra Vijaybha	POS-3 item PO	NTS-please deliver in 1 day	Submitted
4500000119	180000077	16.11.2021	22,000 AED	Yogendra Vijaybha			Submitted



EDIT ADVANCE SHIPPING NOTIFICATION



3. Click on change button.

PO Number : 450000501

Ship From: abc 123, 123 Abu Dhabi, United Arab Emirates Deliver To: Channel Street,, 43221 Abu Dhabi, UAE, United Arab Emirates

SHIP NOTICE HEADER ORDER ITEMS ATTACHMENTS

ASN Number: 180000113 Packing Slip ID: 123 Tracking Number: 12233
Shipping Date: 13.02.2022 Estimated Delivery Date: 14.02.2022

ORDER ITEMS

Item-Material	PO Quantity	Delivery Qty	Delivery Date	Unit Price	Tax(%)	Discount	Total (Incl. Tax)
00010-Test 1	50.000 KG	<input type="text" value="50"/>	14.02.2022	1.00 AED	0	0	50.00 AED

ATTACHMENTS

Attachments (0)

3

[Back](#) [Change](#) [Delete](#)

EDIT ADVANCE SHIPPING NOTIFICATION



4. Click on change button to modify delivery Qty. or delete button for delete ASN item.
5. ASN Qty. is allowed to change if you click on change button.
6. Click on Submit changes button.

PO Number : 4500000501

Ship From: abc 123, 123 Abu Dhabi, United Arab Emirates Deliver To: Channel Street,, 43221 Abu Dhabi, UAE, United Arab Emirates

SHIP NOTICE HEADER ORDER ITEMS ATTACHMENTS

ASN Number: 180000113 Packing Slip ID: 123 Tracking Number: 12233
Shipping Date: 13.02.2022 Estimated Delivery Date: 14.02.2022

ORDER ITEMS

Item-Material	PO Quantity	Delivery Qty	Delivery Date	Unit Price	Tax(%)	Discount	Total (Incl. Tax)	Action
00010-Test 1	50.000 KG	20	14.02.2022	1.00 AED	0	0	50.00 AED	 

ATTACHMENTS

Attachments (0)

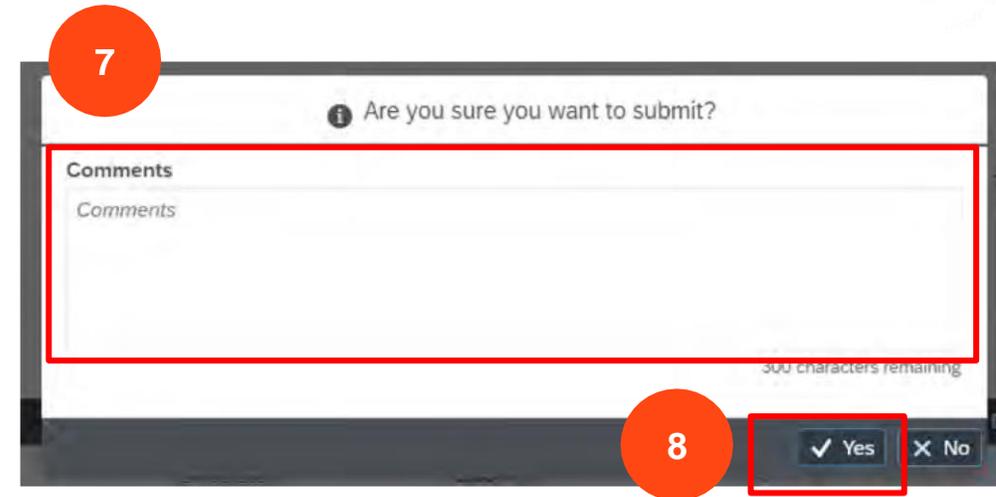


Back

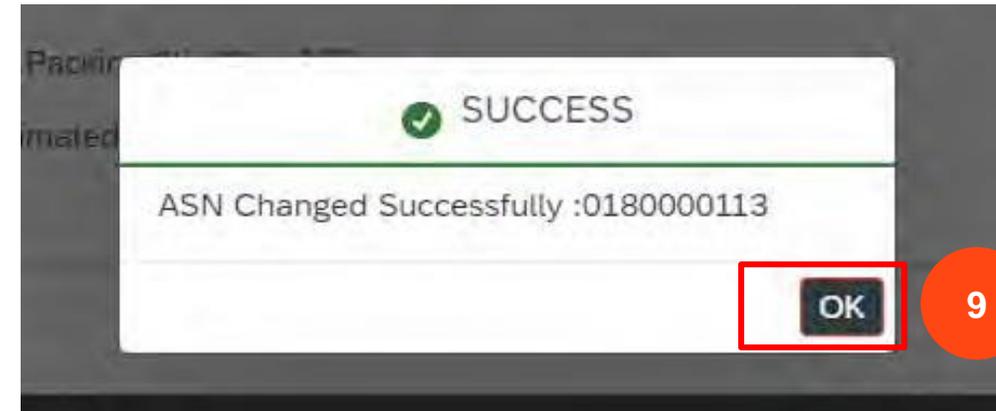
EDIT ADVANCE SHIPPING NOTIFICATION

7. Enter Comments .

8. Click on Yes button.



9. Success message will display with ASN number, Click on OK to close pop-up.



DELETE ADVANCE SHIPPING NOTIFICATION

DELETE ADVANCE SHIPPING NOTIFICATION



1. Go to ->Adv. Shipping notification application and click on submitted tab.
2. Click on ASN number from the list with status submitted.



ASN (13)

Search PO



PO Number	ASN No.	Creation Date	Amount	Buyer	Header Text	Note	Status
4500000501	180000114	14.02.2022	150 AED	Yogendra Vijaybha			Submitted
	180000115	14.02.2022	150 AED	Yogendra Vijaybha			Submitted
	180000113	14.02.2022	150 AED	Yogendra Vijaybha			Submitted
4500000390	180000111	11.01.2022	676,930 AED	Yogendra Vijaybha	POS-3 item PO	NTS-please deliver in 1 day	Submitted
	180000112	11.01.2022	676,930 AED	Yogendra Vijaybha	POS-3 item PO	NTS-please deliver in 1 day	Submitted
4500000119	180000077	16.11.2021	22,000 AED	Yogendra Vijaybha			Submitted



DELETE ADVANCE SHIPPING NOTIFICATION



3. Click on delete button.

PO Number : 450000501

Ship From: abc 123, 123 Abu Dhabi, United Arab Emirates Deliver To: Channel Street,, 43221 Abu Dhabi, UAE, United Arab Emirates

SHIP NOTICE HEADER ORDER ITEMS ATTACHMENTS

ASN Number: 180000113 Packing Slip ID: 123 Tracking Number: 12233
Shipping Date: 13.02.2022 Estimated Delivery Date: 14.02.2022

ORDER ITEMS

Item-Material	PO Quantity	Delivery Qty	Delivery Date	Unit Price	Tax(%)	Discount	Total (Incl. Tax)
00010-Test 1	50.000 KG	50	14.02.2022	1.00 AED	0	0	50.00 AED

ATTACHMENTS

Attachments (0)

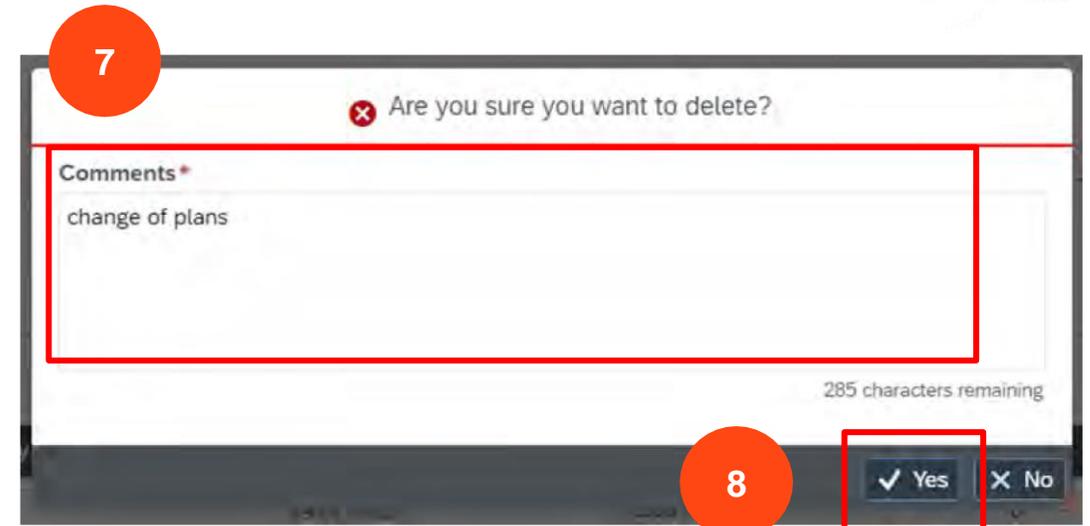
Back Change **Delete**

3

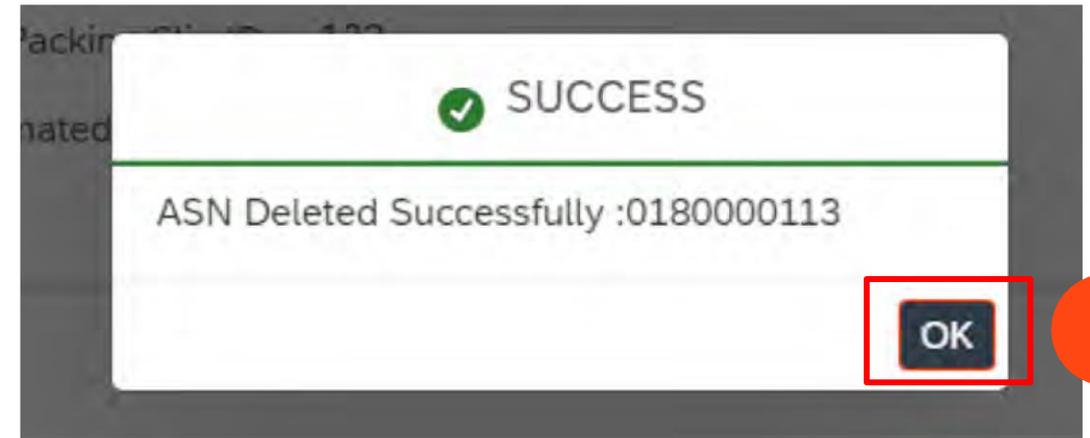
DELETE ADVANCE SHIPPING NOTIFICATION

7. Enter Comments .

8. Click on Yes button.



9. Success message will display with ASN number, Click on OK to close pop-up.



EDGE SERVICE ENTRY SHEET



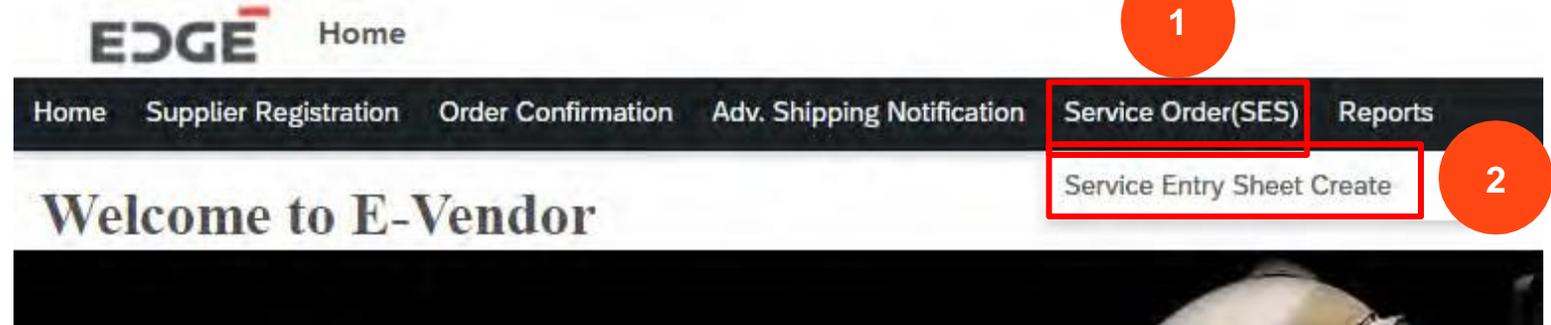
CREATE SERVICE ENTRY SHEET

CREATE SERVICE ENTRY SHEET



Steps to create service entry sheet

1. Click on service order(SES).
2. Click on service entry sheet Create.
3. Select order from pending list.



PENDING SUBMITTED

Orders (36) Search PO

Order Number	Creation Date	Amount	Buyer	Status
4600000007	03.11.2021	5,000.00 AED	Sucheta Sinharay	Pending
4500000269	03.12.2021	2,210.00 AED	Yogendra Vijaybha	Partial
4500000245	30.11.2021	10,090.00 AED	Sathish Kumar Gadihalli	Partial
4500000222	28.11.2021	1,111.00 AED	Sathish Kumar Gadihalli	Partial
4500000221	28.11.2021	1,111.00 AED	Sathish Kumar Gadihalli	Pending
4500000220	28.11.2021	1,101.00 AED	Sathish Kumar Gadihalli	Pending
4500000169	20.11.2021	28,230.00 AED	Sathish Kumar Gadihalli	Pending

CREATE SERVICE ENTRY SHEET



4. Click on select service entry icon.

PO Number : 4500000269

Ship From:
abc 123, 123 Abu Dhabi, United Arab Emirates

Deliver To:
Channel Street, 43221 Abu Dhabi, United Arab Emirates

ORDER ITEMS SERVICE ENTRY SHEET LINES ATTACHMENTS

Item Number	Material Desc	Delivery Date	Quantity	Rate	Amount	Tax(%)	VAT	Total Amount	Select/Deselect Service Entries
00010	Service PO	27.12.2021	1.000 AU	2,210.00 AED	2,210.00 AED	0.000	0.00 AED	2,210.00 AED	



SERVICE ENTRY SHEET LINES

SES Item	Short Text	Quantity	Posted Qty	Unit Price	Net Amount
No data					

ATTACHMENTS

Attachments (0)

Add

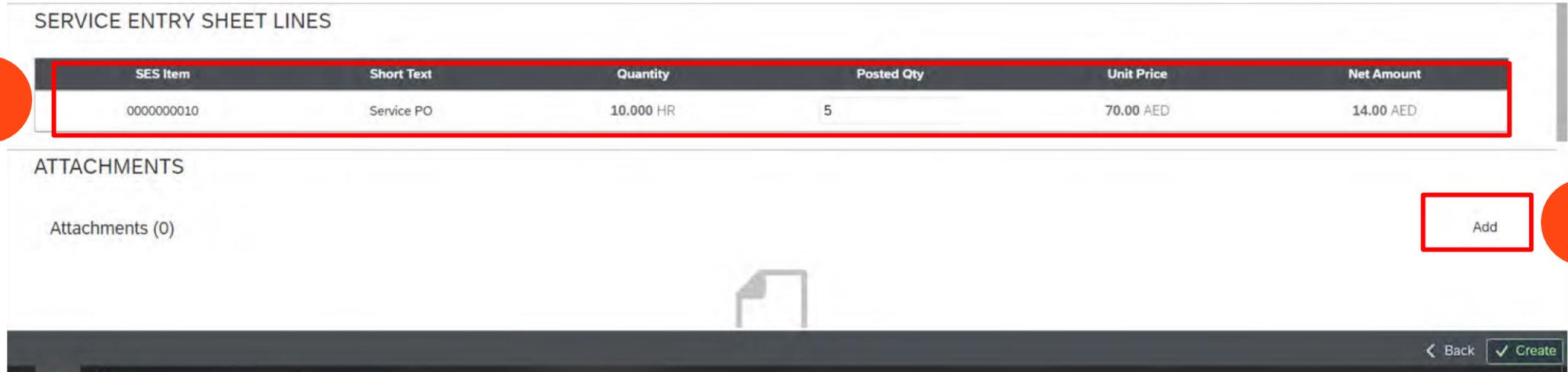
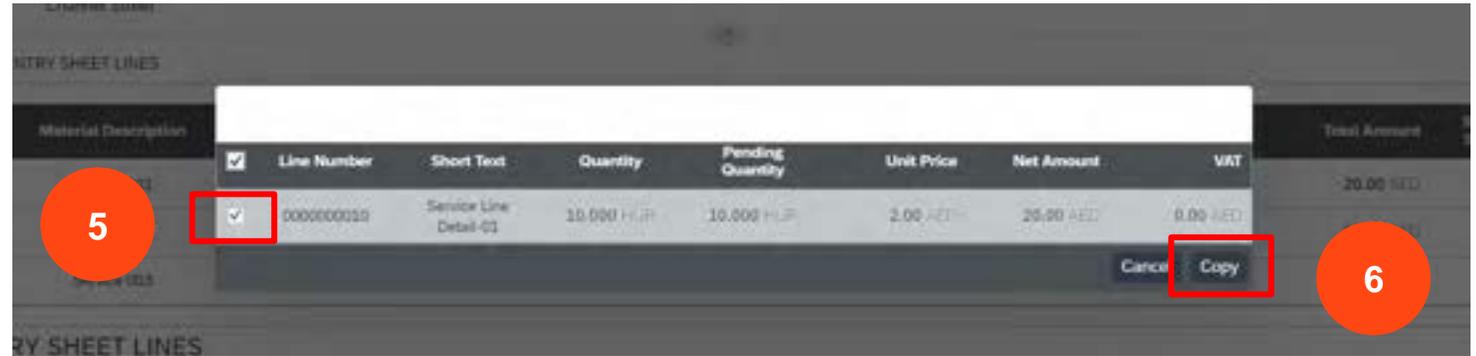
CREATE SERVICE ENTRY SHEET

5. Click on check box to select service entry item.

6. Click on Copy button.

7. Item added in SES Lines

8. Click on Add button to add attachment



CREATE SERVICE ENTRY SHEET

9. Click on Create button.

PO Number : 4500000269

Ship From: abc 123, 123 Abu Dhabi, United Arab Emirates Deliver To: Channel Street, 43221 Abu Dhabi, United Arab Emirates

ORDER ITEMS SERVICE ENTRY SHEET LINES ATTACHMENTS

Item Number	Material Desc	Delivery Date	Quantity	Rate	Amount	Tax(%)	VAT	Total Amount	Select/Deselect Service Entries
00010	Service PO	27.12.2021	1.000 AU	2,210.00 AED	2,210.00 AED	0.000	0,00 AED	2,210.00 AED	

SERVICE ENTRY SHEET LINES

SES Item	Short Text	Quantity	Posted Qty	Unit Price	Net Amount
0000000010	Service PO	10.000 HR	5	70.00 AED	14.00 AED

ATTACHMENTS

Attachments (1) Add

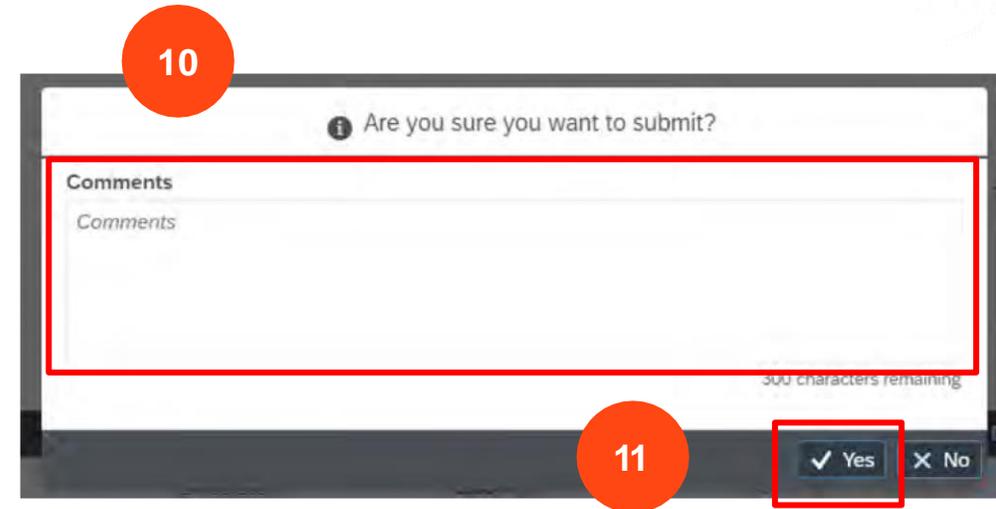
Invoice Posting proposed Scenario(iVen).pptx
855.1 KiB X

< Back ✓ Create

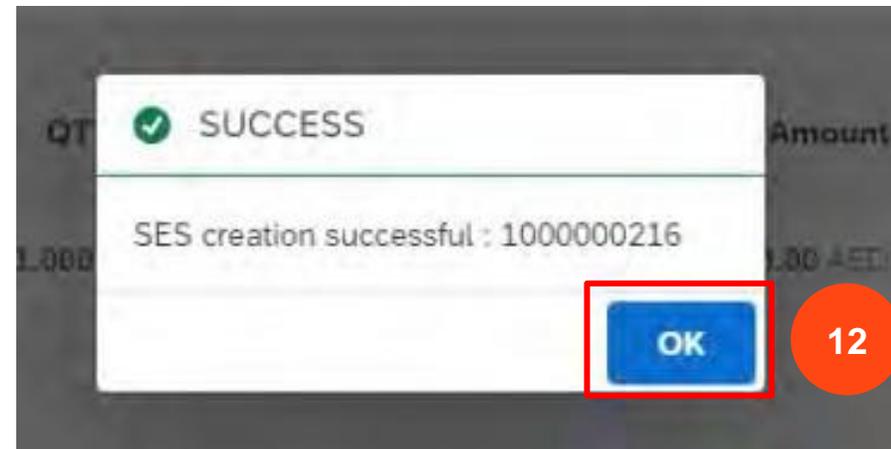
CREATE SERVICE ENTRY SHEET

10. Enter Comments .

11. Click on Yes button.



12. Success message will display with SES number,
Click on ok to close pop-up.



DELETE SERVICE ENTRY SHEET

DELETE SERVICE ENTRY SHEET



1. Go to ->Service entry sheet create application and click on submitted tab.
2. Click on SES number from the list with status submitted.

Navigation tabs: PENDING SUBMITTED

SES (85) Search PO

PO Number	SES No.	Creation Date	Amount	Buyer	Header Text	Note	Status
4600000199	1000000362	21.01.2022	100 AED				Submitted >
4500000390	1000000351	16.01.2022	157,500 AED	Yogendra Vijaybha	POS-3 item PO	NTS-please deliver in 1 day	Submitted >
	1000000355	17.01.2022	127,575 AED	Yogendra Vijaybha	POS-3 item PO	NTS-please deliver in 1 day	Submitted >
	1000000357	17.01.2022	69,825 AED	Yogendra Vijaybha	POS-3 item PO	NTS-please deliver in 1 day	Submitted >
	1000000350	16.01.2022	127,575 AED	Yogendra Vijaybha	POS-3 item PO	NTS-please deliver in 1 day	Submitted >
	1000000352	16.01.2022	157,500 AED	Yogendra Vijaybha	POS-3 item PO	NTS-please deliver in 1 day	Submitted >
4500000389	1000000359	17.01.2022	354,900 AED	Yogendra Vijaybha			Submitted >
	1000000360	17.01.2022	354,900 AED	Yogendra Vijaybha			Submitted >

DELETE SERVICE ENTRY SHEET



3. select SES item.(check box)

4. Click on DELETE button.

PO Number : 4500000390

Ship From:
abc 123, 123 Abu Dhabi, United Arab Emirates

Deliver To:
Channel Street,, 43221 Abu Dhabi, UAE, United Arab Emirates

SES No:
1000000357

Amount:
69825.000

ORDER ITEMS SERVICE ENTRY SHEET LINES ATTACHMENTS

<input type="checkbox"/>	Item No.	Material Desc	Delivery Date	Quantity	Rate	Amount	Tax(%)	Tax Amount	Discount	Total (Incl.Tax)
<input type="checkbox"/>	00020	Service 1	16.02.2022	1.000 AU	3,38,000.00	3,38,000.00	5.000	16,900.00	0.000	3,54,900.00

SERVICE ENTRY SHEET LINES

SES Item	Short Text	Quantity	Posted Qty	Unit Price	Net Amount
0000000030	Maintainance Service 3	35.000 EA	<input type="text" value="35.000"/> EA	1,900.00	66,500.00

ATTACHMENTS

Attachments (0)

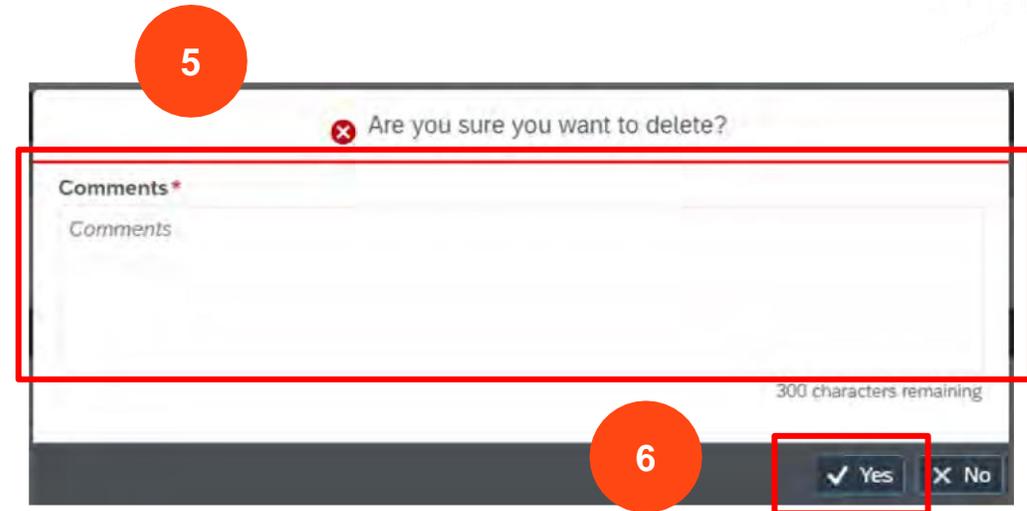


No files found

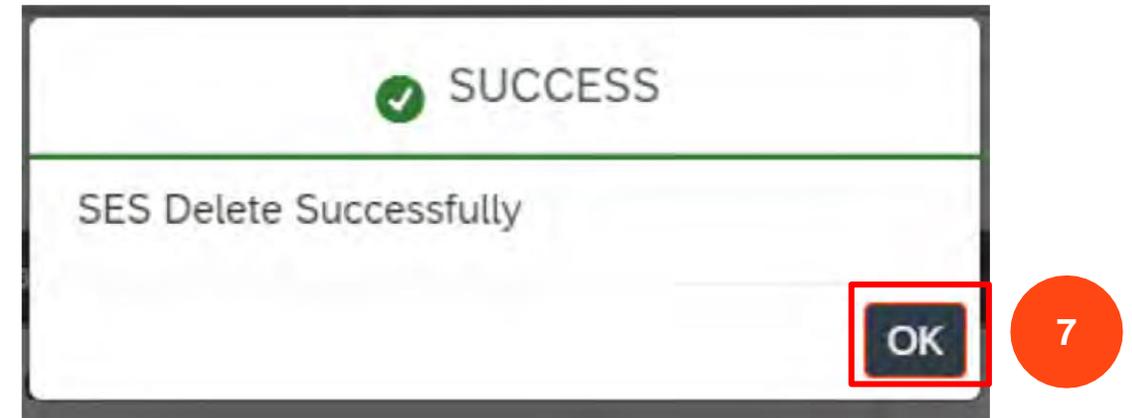
< Back

5. Enter Comments .

6. Click on Yes button.



7. Success message will display with SES deleted ,Click on OK to close pop-up.



GET IN TOUCH



CONTACT US



Should you have any questions, please do not hesitate to reach out to us via email at E-Vendor@EDGEgroup.ae

Visit our website

edgegroup.ae/e-vendor

EDGE

edgegroup.ae