



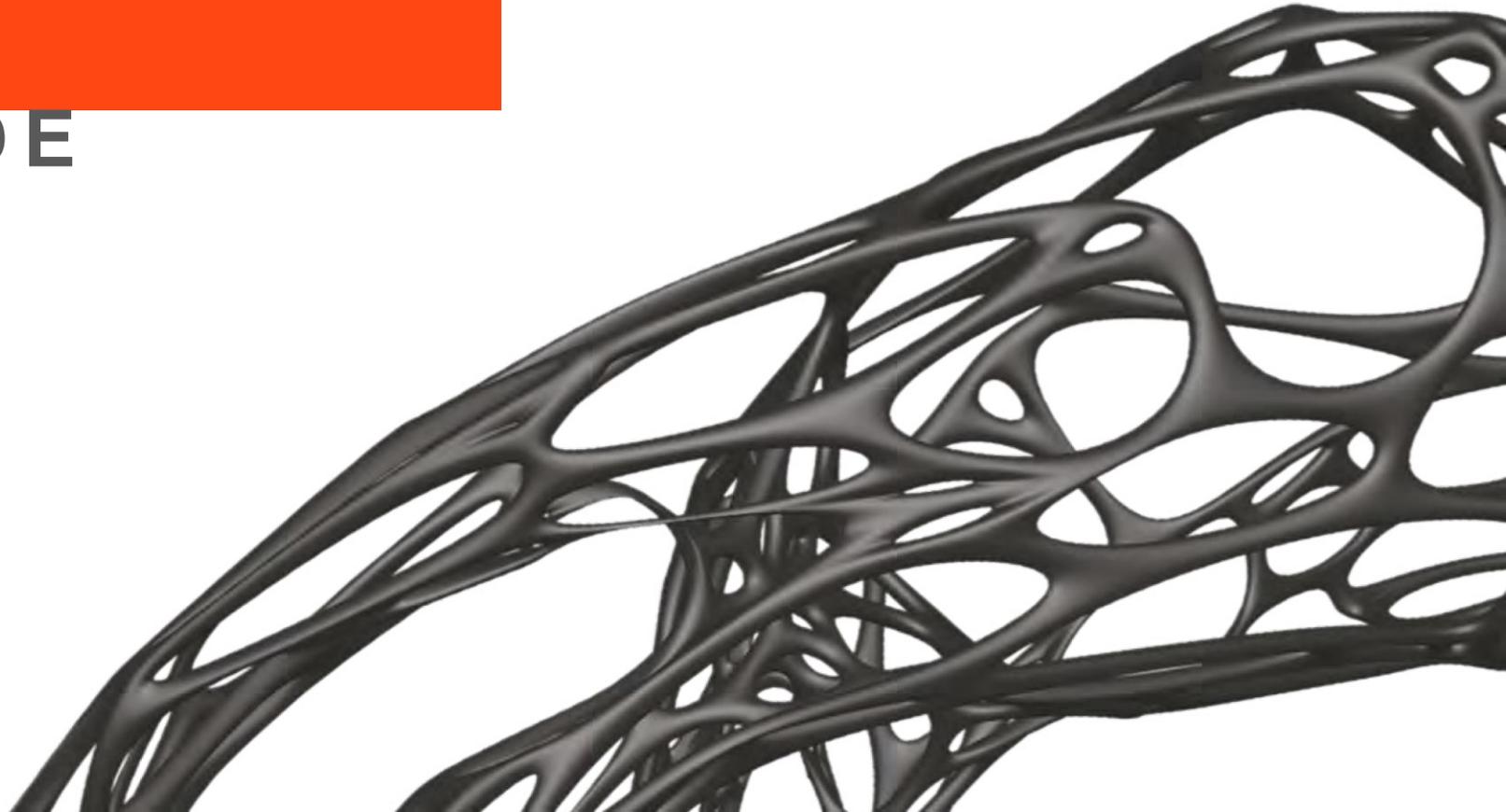
E-VENDOR

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 ADVANCE SHIPPING
NOTIFICATION



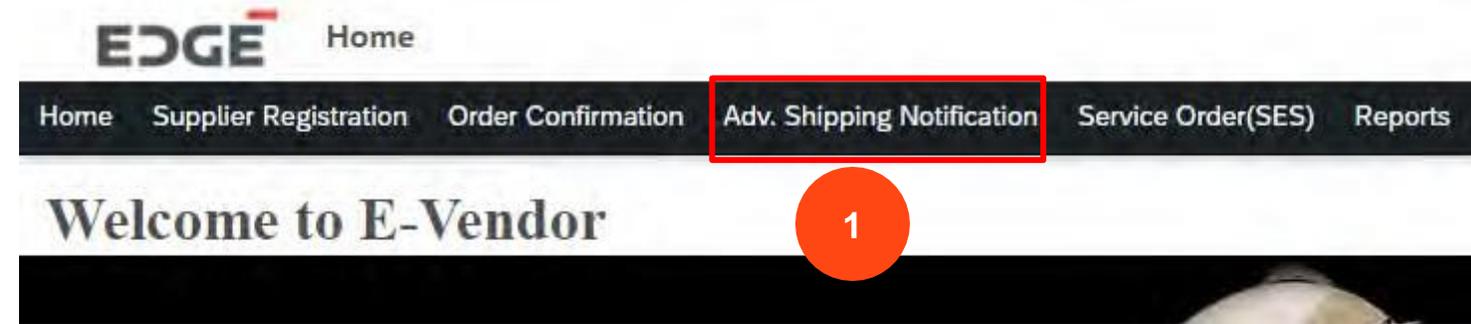
CREATE ADVANCE SHIPPING NOTIFICATION

CREATE ADVANCED SHIPPING NOTIFICATION

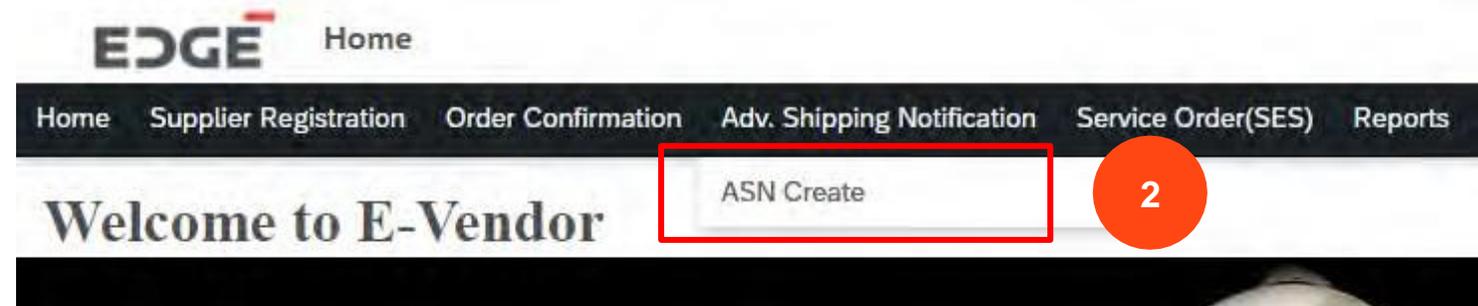


steps to create Advance Shipping Notification

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.

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

<input type="checkbox"/>	Item-Material	PO Quantity	Pending Qty	Delivery Qty	Delivery Date	Unit Price	Tax(%)	Discount	Total (Incl. Tax)	Status
<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
<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

5.1 **5.2** **6**

CREATE ADVANCED SHIPPING NOTIFICATION



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

8. Click on create button.

	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

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 area labeled "Comments" with a "300 characters remaining" indicator at the bottom right. At the bottom of the dialog, there are two buttons: "Yes" (with a checkmark icon) and "No" (with an X icon). Red circles with the numbers 9 and 10 highlight the comments field and the Yes button, respectively.

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. A red circle with the number 11 highlights 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.



OPEN



SUBMITTED

1

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

2

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)

< 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

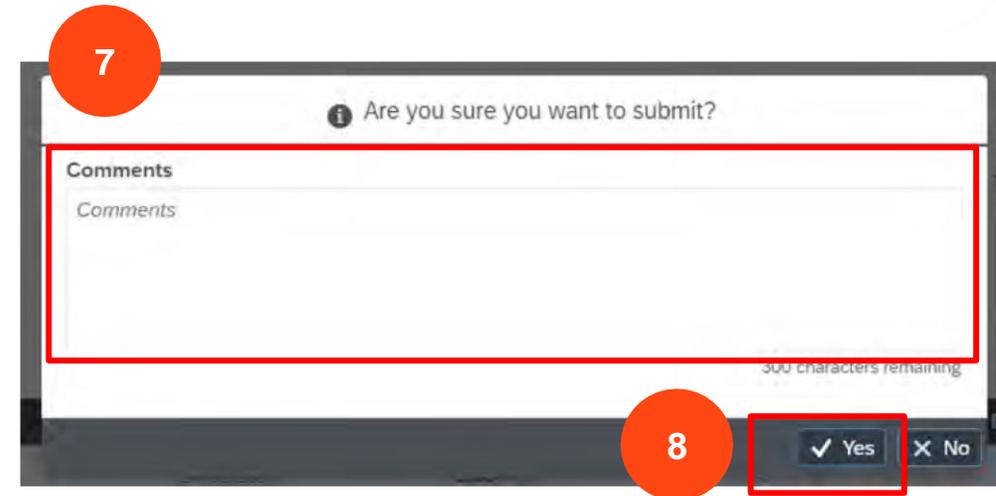
Attachments (0)



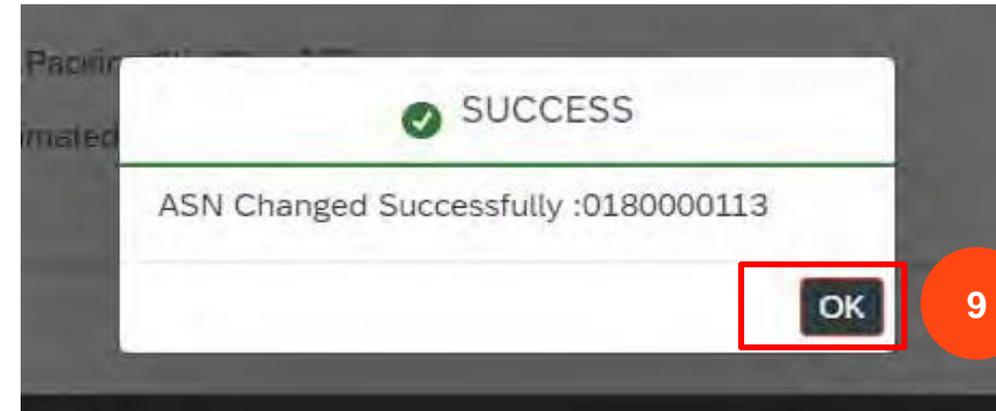
Back

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.



1

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

2

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	<input type="text" value="50"/>	14.02.2022	1.00 AED	0	0	50.00 AED

ATTACHMENTS

Attachments (0)

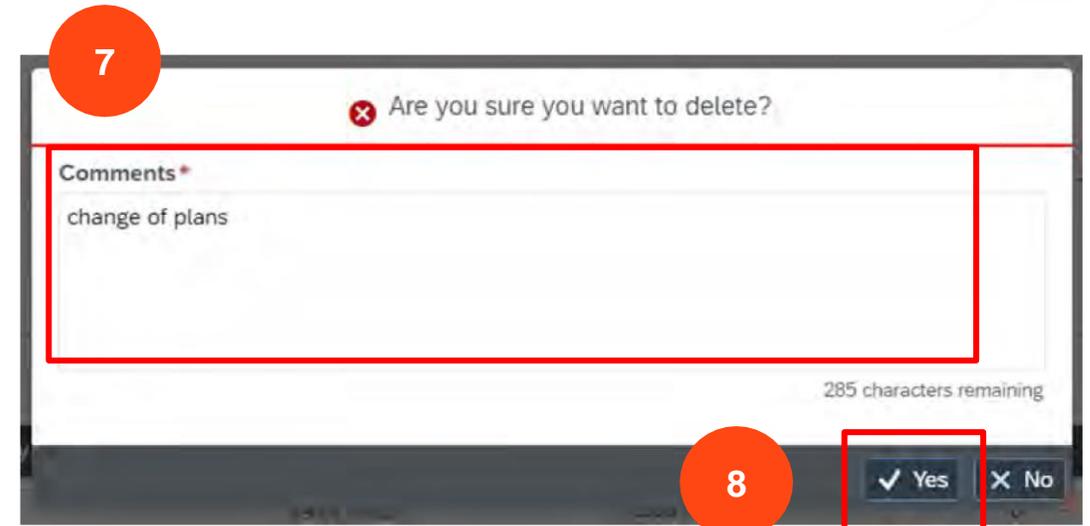
Back Change **Delete**

3

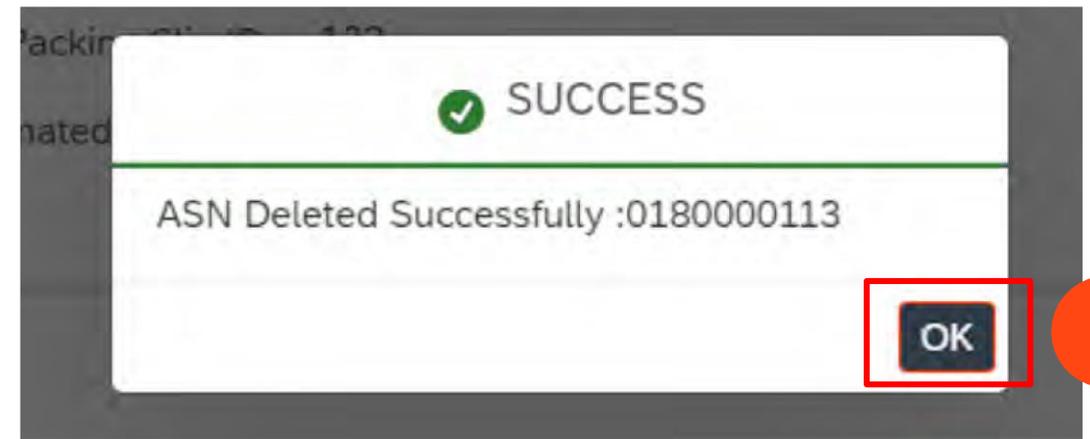
DELETE ADVANCE SHIPPING NOTIFICATION

7. Enter Comments .

8. Click on Yes button.



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



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

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edgegroup.ae