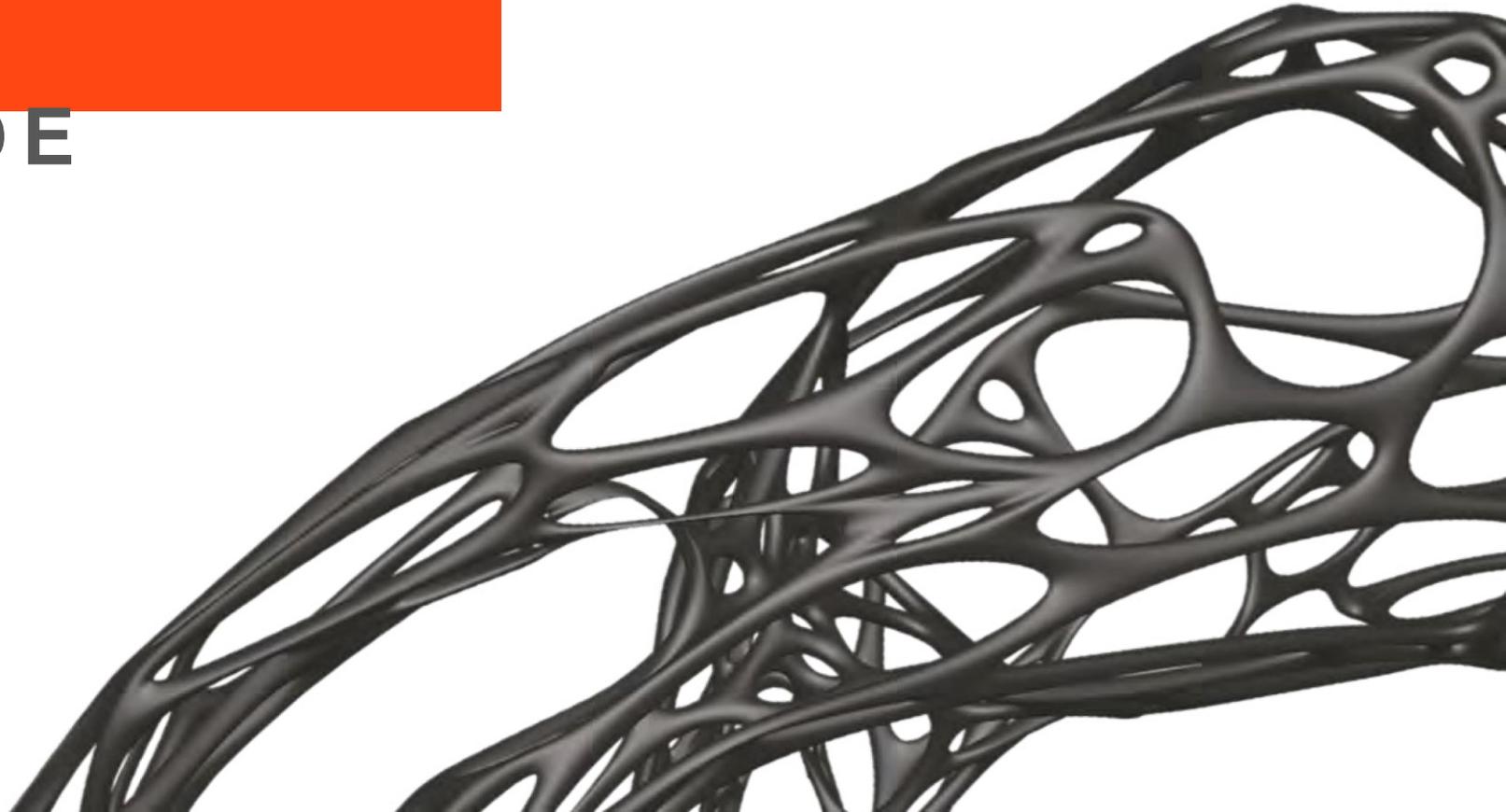




# E-VENDOR SUPPLIER TRAINING GUIDE



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

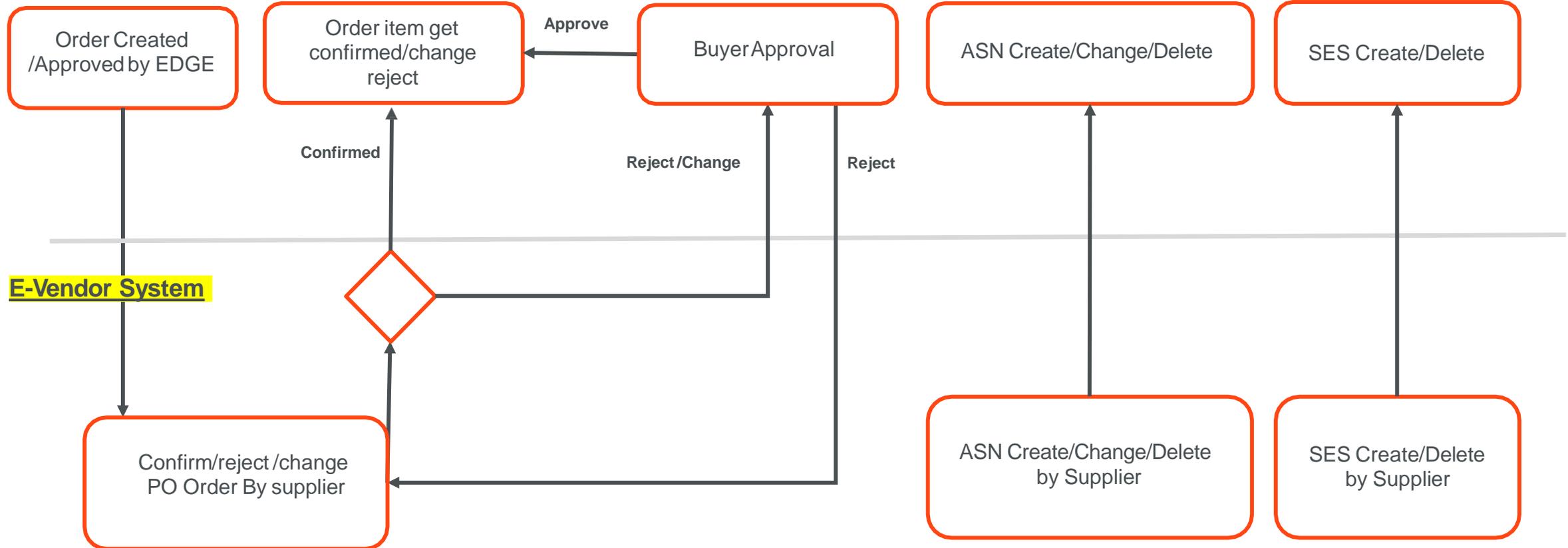
All EDGE Buyer & Supplier communication, supplier profile registration and updates will be conducted and managed through the E-Vendor Portal



# EDGE PURCHASE ORDER - PROCESS FLOW



## EDGE System



## E-Vendor System

EDGE PURCHASE ORDER  
CONFIRMATION



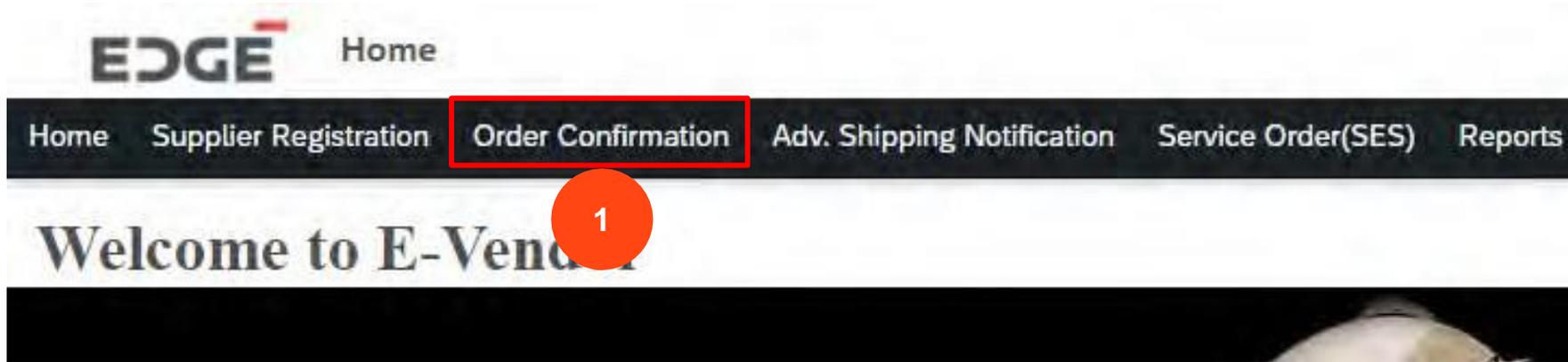
## CONFIRM ORDER ITEM

# CONFIRM PURCHASE ORDER

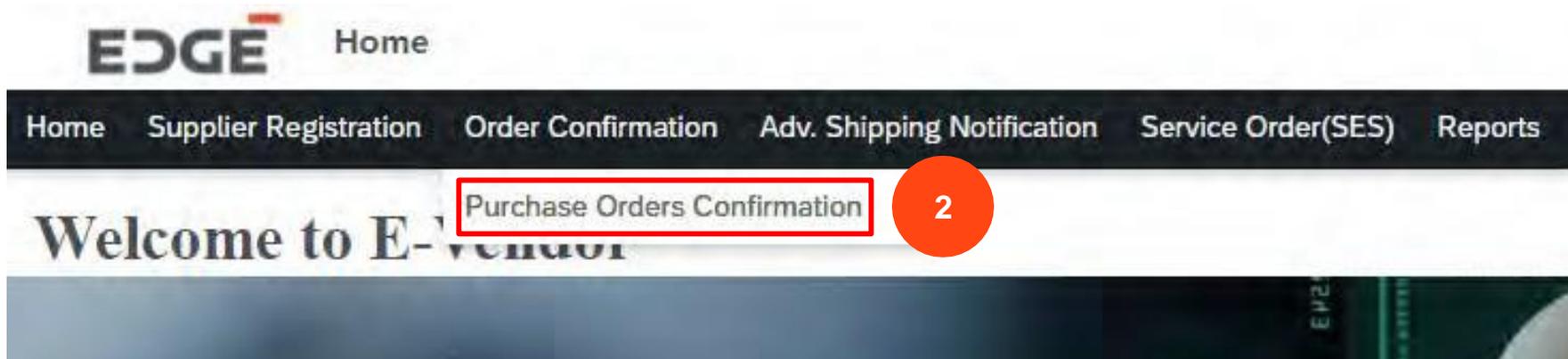


## Steps for order confirmation

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

1. Click to Select/deselect all Items
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.

Confirm

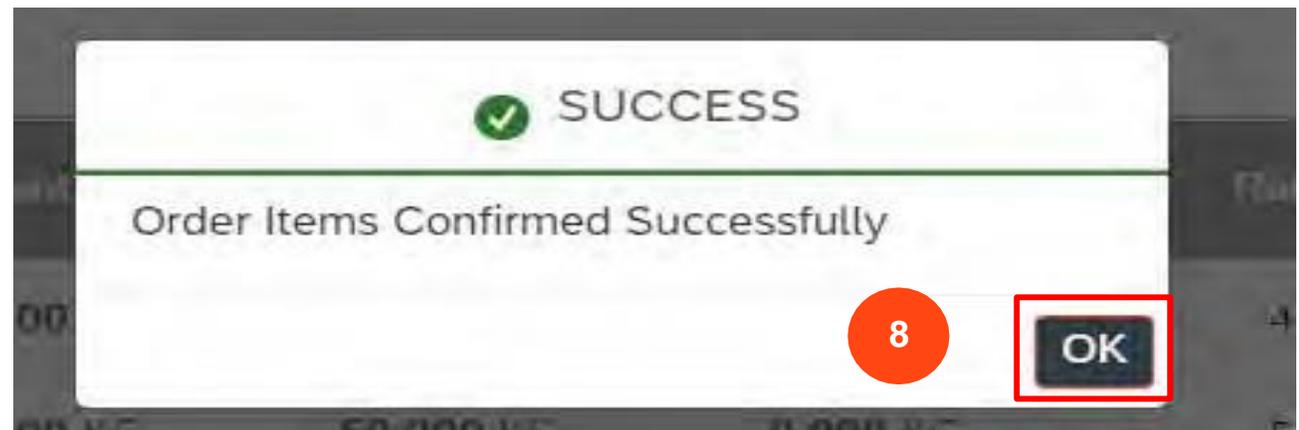
Confirmation: OC\_4500000069 Date: 07-Nov-2021

Comments:

300 characters remaining

Submit Cancel

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

1. Select/deselect all order item.

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
4500000068	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



<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



## 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



Confirm Reject Change PO

# REJECT PURCHASE ORDER

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

Reject

8

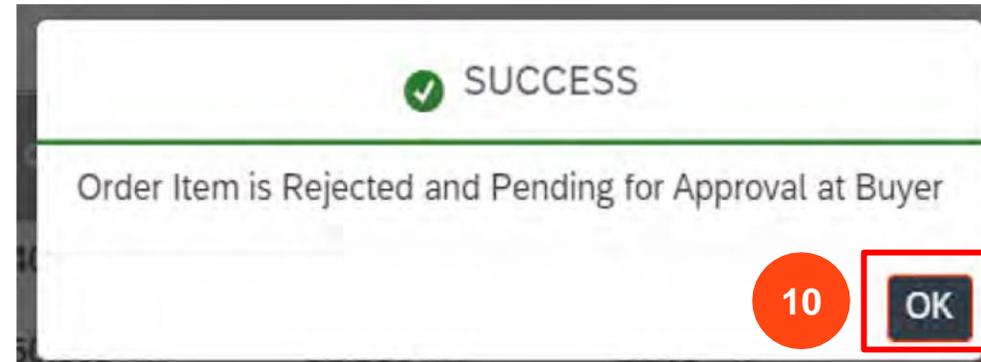
Comments:  
Reject Item

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

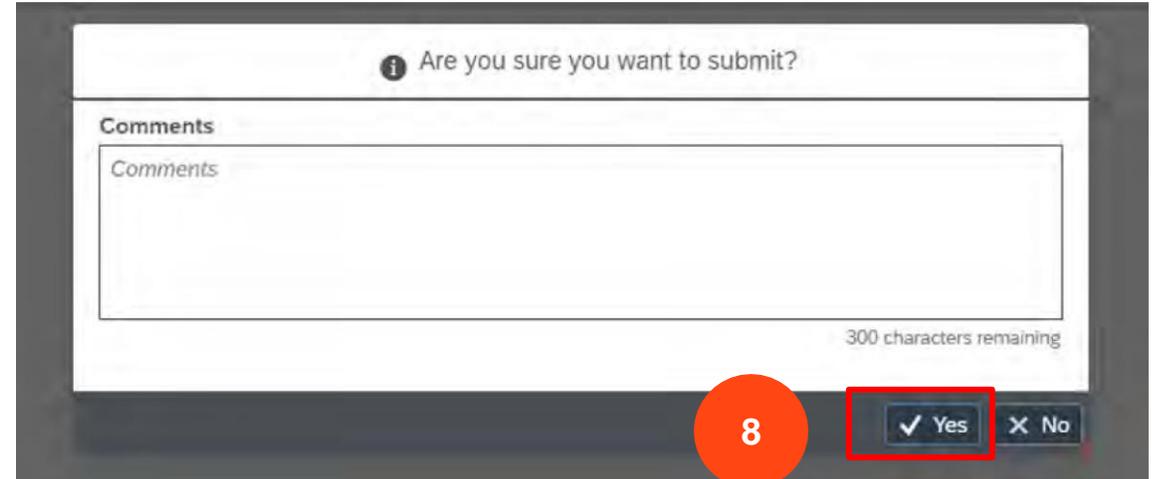


4. by clicking confirmation item can add or remove.
5. Add new proposed quantity(split proposed confirmation quantity should be match with total order quantity).
6. Add new proposed Confirmation date(split confirmation date should be different from then other item)
7. Click on Submit button

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="-"/>

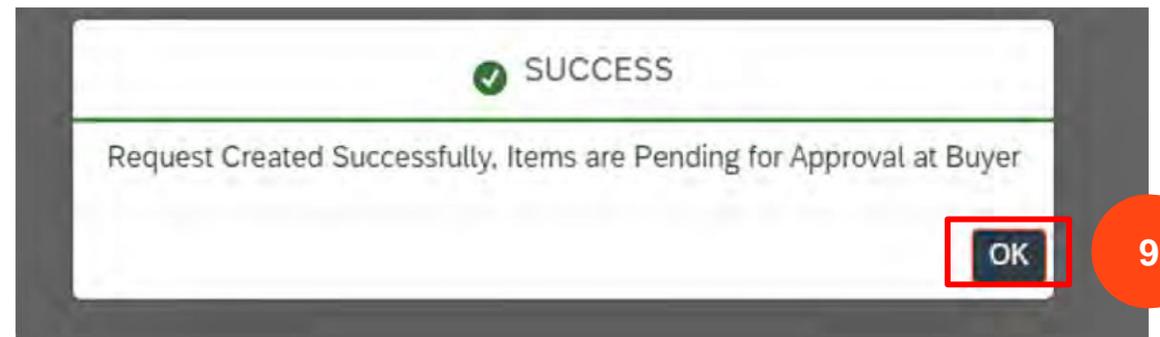
[← Back](#)

8. Add comment and click on yes button.



A confirmation dialog box with a title bar containing an information icon and the text "Are you sure you want to submit?". Below the title bar 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. At the bottom of the dialog, there are two buttons: "Yes" (with a checkmark icon) and "No" (with an 'X' icon). The "Yes" button is highlighted with a red box. A red circle with the number "8" is positioned to the left of the "Yes" button.

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



A success message dialog box with a title bar containing a green checkmark icon and the text "SUCCESS". Below the title bar is a message box containing the text "Request Created Successfully, Items are Pending for Approval at Buyer". At the bottom right of the dialog, there is an "OK" button highlighted with a red box. A red circle with the number "9" is positioned to the right of 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 a user interface for communication and action logs. On the left, there is a table with columns 'Total Count' and 'Status'. Below the table is a 'Status' dropdown menu. On the right, there is an 'Events' panel with a list of messages and a 'Close' button. At the bottom, there is a text input field for comments and a send button. A navigation bar at the very bottom contains buttons for 'Back', 'Confirm', 'Reject', and 'Change for PO'.

Total Count	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

Navigation: < 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

GET IN TOUCH



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

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[edgegroup.ae](http://edgegroup.ae)

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