

















Supplier Web Form Manuals

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Sign into Web Forms

		Sterling Web Forms
> English > Français > Deutsch > Italiano	IBM® Sterling Web Forms is an to conduct business securely over Sterling Web Forms and process business partners with a user namaccess to your personal mailbox. New documents arrive. more>>	usiness documents from your e and password that give you
> Portuguës	Existing User	First Time User
,Español ,中文(简体)	username password	If you are a first time user to Sterling Web Forms, please select Register to subscribe to the Sterling Web Forms service.
		register
	login	Forgot your password?
	Password Security Upgrade Notice	
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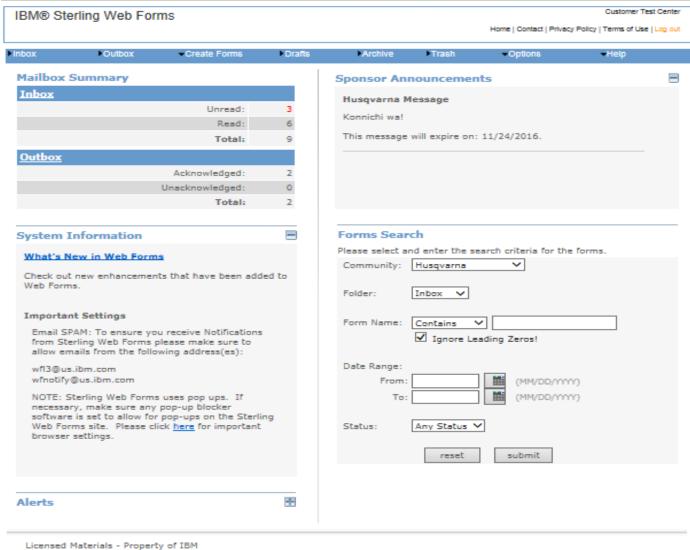
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IBM Web Forms Home Page



Sponsor Announcements are general messages from Husqvarna Group.

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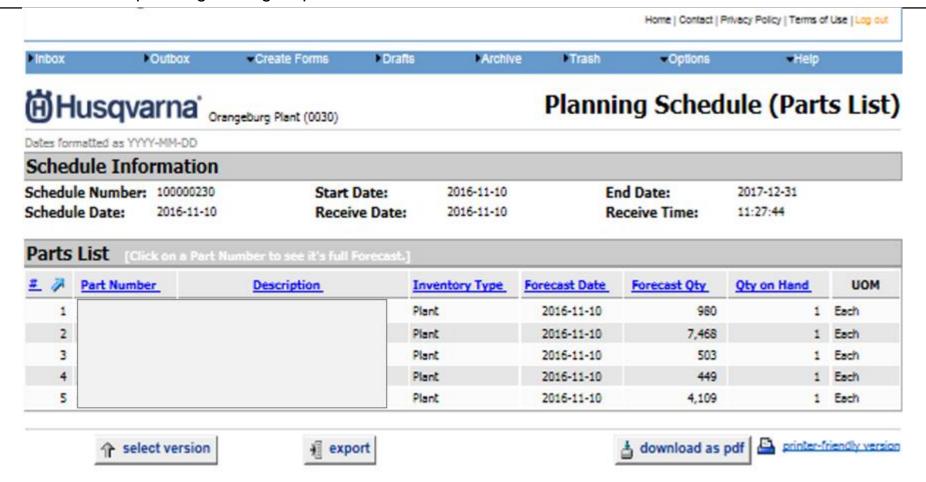


Inbox will display all messages submitted by Husqvarna: Planning Schedule (830), Inventory Advice (846) Purchase Orders (850), Purchase Order Changes (860), and Receiving Advice (861)

Inbox				
Delete Forms	Archive Forms Check All	Clear All	Turn Forms	Refresh
<u>Form Name</u>	<u>Company</u>	Form Type	<u>Date Received</u>	<u>Status</u>
∂ □ 100000224	Husqvarna	Receiving Advice	11/10/2016 2:35:18 PM	Unread
<i>i</i> □ 100000224	Husqvarna	Receiving Advice	11/10/2016 3:12:30 PM	Unread
∂ □ 100000441	Husqvarna	Receiving Advice	12/7/2016 10:41:48 AM	Unread
<i>i</i> □ 100000442	Husqvarna	Receiving Advice	12/7/2016 10:41:53 AM	Unread
∂ □ <u>455555</u>	Husqvarna	Purchase Order	1/6/2017 8:41:41 AM	Unread
∂ □ <u>456655</u>	Husqvarna	Purchase Order	1/16/2017 9:41:50 AM	Unread
∂ □ <u>456656</u>	Husqvarna	Purchase Order	1/16/2017 9:41:50 AM	Unread
<i>i</i> ∂ □ <u>456676</u>	Husqvarna	Purchase Order	2/8/2017 10:41:22 AM	Unread
∂ □ <u>456677</u>	Husqvarna	Purchase Order	2/8/2017 10:41:23 AM	Unread
<i>ъ</i> □ <u>100000229</u>	Husqvarna	Planning Schedule	11/10/2016 11:27:44 AM	Read
∂ □ 100000225	Husqvarna	Receiving Advice	11/10/2016 2:35:06 PM	Read
<i>ъ</i> □ <u>100000225</u>	Husqvarna	Receiving Advice	11/10/2016 3:12:43 PM	Read
∂ □ 100000260	Husqvarna	Receiving Advice	11/10/2016 3:27:42 PM	Read
<i>i</i> ∂ □ <u>100000259</u>	Husqvarna	Receiving Advice	11/10/2016 3:27:45 PM	Read
∂ □ <u>442912</u>	Husqvarna	Purchase Order Change	12/7/2016 10:41:53 AM	Read
<i>ಎ</i> □ <u>100000398</u>	Husqvarna	Planning Schedule	12/7/2016 10:42:03 AM	Read
∂ □ <u>453322</u>	Husqvarna	Purchase Order	12/9/2016 10:41:24 AM	Read
∂ □ <u>100000407</u>	Husqvarna	Inventory Advice	12/12/2016 4:56:42 PM	Read
∂ □ <u>449100</u>	Husqvarna	Purchase Order Change	12/15/2016 1:24:30 PM	Read
<i>i</i> ∂ □ <u>455553</u>	Husqvarna	Purchase Order	1/6/2017 8:41:41 AM	Read
∂ □ <u>455554</u>	Husqvarna	Purchase Order	1/6/2017 8:41:41 AM	Read
<i>i</i> ∂ □ <u>456591</u>	Husqvarna	Purchase Order	1/9/2017 4:11:54 PM	Read
∂ □ <u>456592</u>	Husqvarna	Purchase Order	1/9/2017 4:11:55 PM	Read
<i>i</i> ∂ □ <u>456593</u>	Husqvarna	Purchase Order	1/9/2017 4:11:55 PM	Read
∂ □ <u>456654</u>	Husqvarna	Purchase Order	1/16/2017 9:41:50 AM	Read

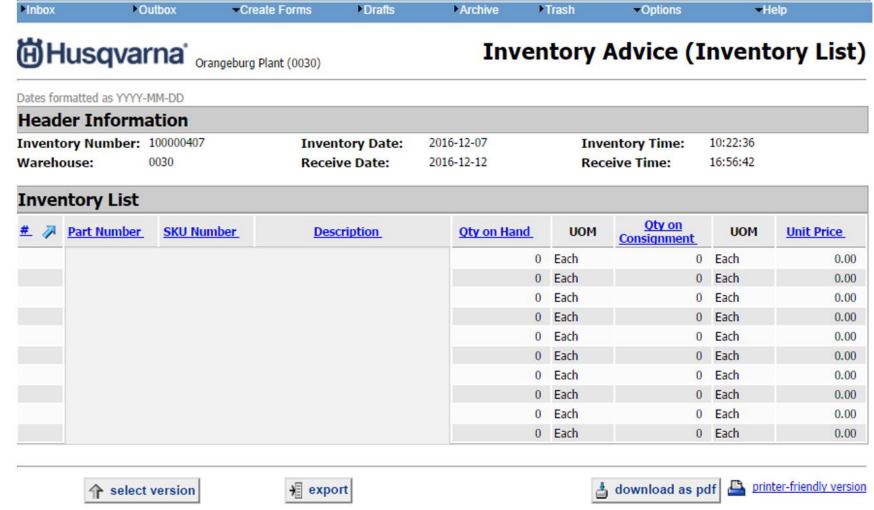
Page 1 of 2: <u>1</u> <u>2</u> Show All **Planning Schedule (830)** screen will provide the forecast by part number to see detail information click on the part number hyperlink.

- The purpose of the long-term forecast by plant and by line item, provides visibility of planned purchase requirements beyond supplier lead-time over Husqvarna's planning schedule horizon
- This forecast will facilitate for long-range planning requirements, but is not to be construed as a firm commitment on Husqvarna's behalf
- The Forecast should also be used to identify constraints associated with raw material availability, capacity, logistics and resource planning to mitigate potential risks.



Inventory Advice (846) screen will display the current inventory level types (not all Husqvarna locations will provide inventory advice)

- For VMI Suppliers, perpetual records of on hand inventory balances and information can be provided per special request and authorization to help facilitate planning requirements for respected supplier(s).
- This option does not exist for non-VMI suppliers



Discrete Purchase Order (850)

- The purchase order is considered a contract between the buyer and supplying entities. It is a firm commitment to purchase materials and/or services based on negotiated and agreed to terms and conditions.
- The purchase order document will include the official buyer and selling institutions, otherwise referred to as the Husqvarna Plants, Service Operations, Licensed Agents, and Supplier.
- The content of the purchase order agreement is line item specific, and will include the part number identification, quantity, specified delivery date, suggested ship date, expected delivery date, unit of measure, price, shipping terms, payment terms, desired transportation carrier, item and/or part revision level; there are also the capability to add special comments for special and particular reference.
- The procurement buyer and the supplier customer service contact names will also be included along with specific e-mail addresses and phone numbers to facilitate effective communications.
- Upon receipt of the firm purchase order, the supplier commits to review each line item to ensure that it meets agreed to terms and conditions for acceptance.
- o If there are requested changes to purchase order line items, terms and conditions, or delivery promises, the supplier representative agrees to submit a Purchase Order Acknowledgement (Transaction Code #855) to the Husqvarna Buyer to officially request changes.
- It is the Buyer responsibility to acknowledge change(s) and respond on Husqvarna's behalf to issue an acceptance or rejection of change request.
- Upon the authorization of a Change Order Request, it is the responsibility the Husqvarna Buyer to revise respected purchase order by entering desired modifications by specific line item(s), and resubmit corrected purchase order to supplier to ensure compliance.
- o Purchase commitments are subject to overall terms and conditions as set forth in Husqvarna's general terms and conditions.



Purchase Order

Dates formatted as YYYY-MM-DD

*** Accepted with Changes ***

Header Information

PO Number: 456704 PO Date: 2017-03-08 PO Type: New Order Receive Date: 2017-03-08 Receive Time: 15:56:37 PO Purpose: Original

Payment Method: 30 DAY(S)

Acknowledgment Type: Acknowledge - With Detail and Change

Shipping Information

Ship From	Ship To			
Name:	Name:	HUSQVARNA MAIN WAREHOUSE		
Address:	Address:	172 OLD ELLOREE ROAD SC 29115		
Contact:	Contact:	S4		

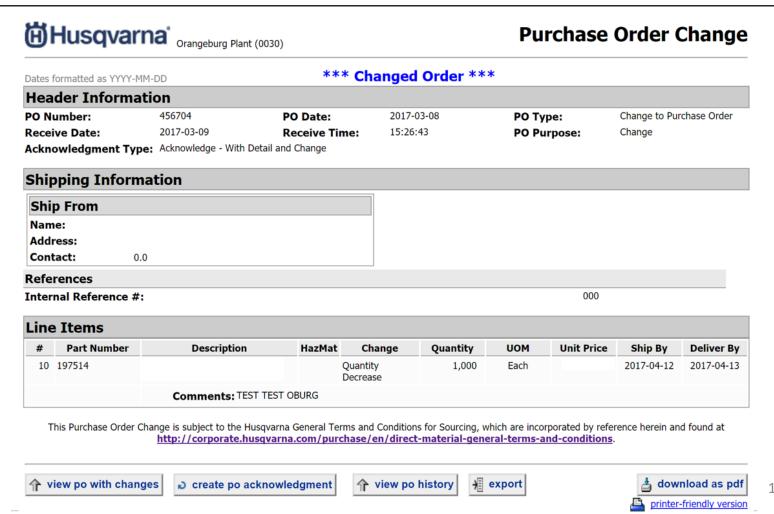
References

Internal Reference #: 000

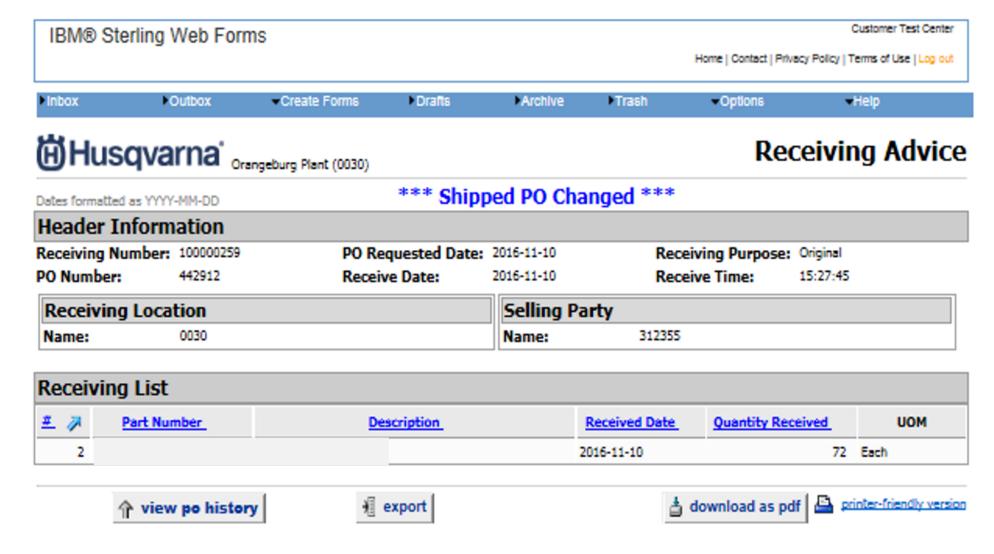
Line	ine Items								
#	Part Number	Description	HazMat	Quantity	UOM	Unit Price	Ship By	Deliver By	Line Total
10				1,248	Each	15.64	2017-04-12	2017-04-13	19,518.72
20				672	Each	13.31	2017-04-12	2017-04-13	8,944.32
30				208	Each	21.91	2017-04-12	2017-04-13	4,557.28
40				528	Each	15.64	2017-04-12	2017-04-13	8,257.92
50				840	Each	19.96	2017-04-12	2017-04-13	16,766.40
60				3,632	Each	22.70	2017-04-12	2017-04-13	82,446.40
70				600	Each	16.93	2017-04-12	2017-04-13	10,158.00
								Subtotal:	150,649.04

Purchase Order Change (860) screen will display changes accepted by Husqvarna to purchase orders.

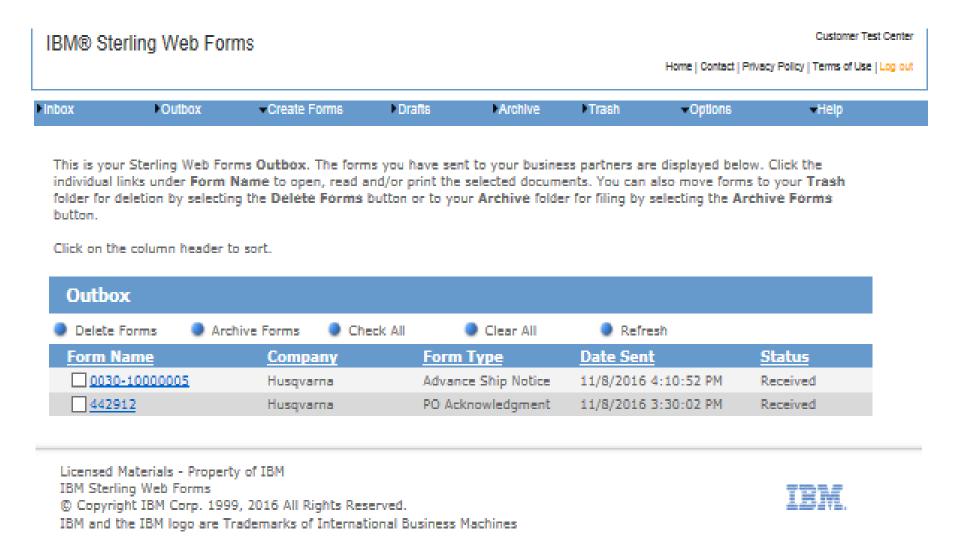
- A change request can be submitted by the supplier to Husqvarna's Authorized Agent, otherwise known as Buyer Planner, to make revisions to line item quantity, requested delivery and ship dates, pricing, and other terms and conditions as deemed necessary, to ensure compliance and to gain consensus on contractual obligations.
- o All revisions must be approved and/or rejected by the Husqvarna Buyer and/or Authorized Agent.
- Special Note: Only the Husqvarna Buyer can make official changes to a purchase order; the supplier and or representative
 can only request a change.



Receiving Advice (861) screen will display shipment receipt discrepancies, ie quantity, purchase order number mismatch, part not listed, wrong part listed



Outbox will display all messages submitted to Husqvarna by supplier: Purchase Order Acknowledgement (855) and Advance Ship Notice (856)



Purchase Order Acknowledgement (855) "accept with detail, no changes" is the confirmation that the order will be filled on time as schedule with the accurate quantity and price.

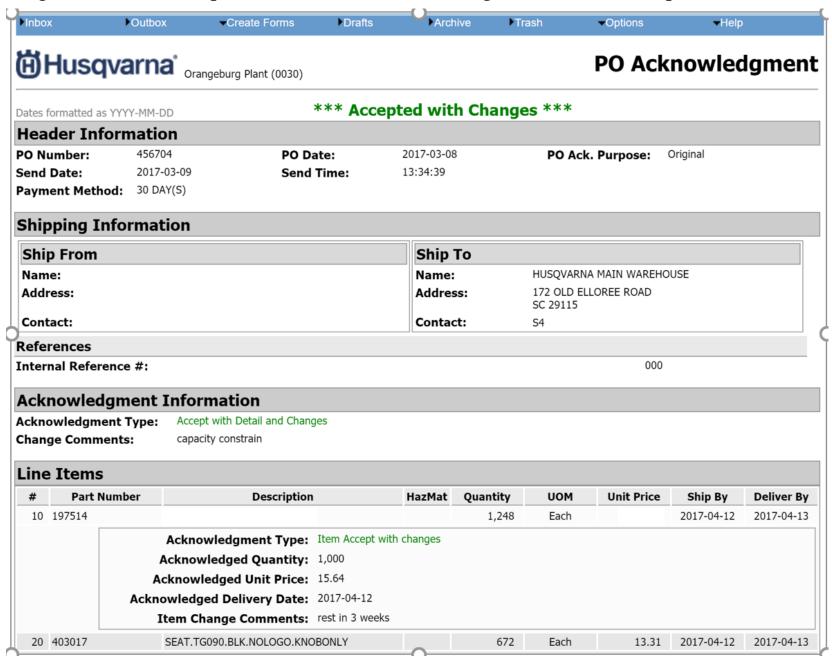
- The supplier must acknowledge receipt and acceptance of all purchase orders.
- By acknowledging respective purchase order, the supplier agrees to stated terms and conditions for acceptance as set-forth in respected purchase order agreement including confirmation of deliveries.
- Failure to acknowledge purchase orders based on stated and/or implied terms and conditions, creates a breach of contract and introducing certain business risks and a lack of commitment to terms of mutual trust and agreement to purchase. This lack of commitment and compliance can result in cost penalties as levied by Husqvarna in failure to execute according to terms of agreement(s).
- Acknowledgments and acceptance of purchase orders must be formal and transmitted electronically but never *verbal*.



PO Acknowledgment

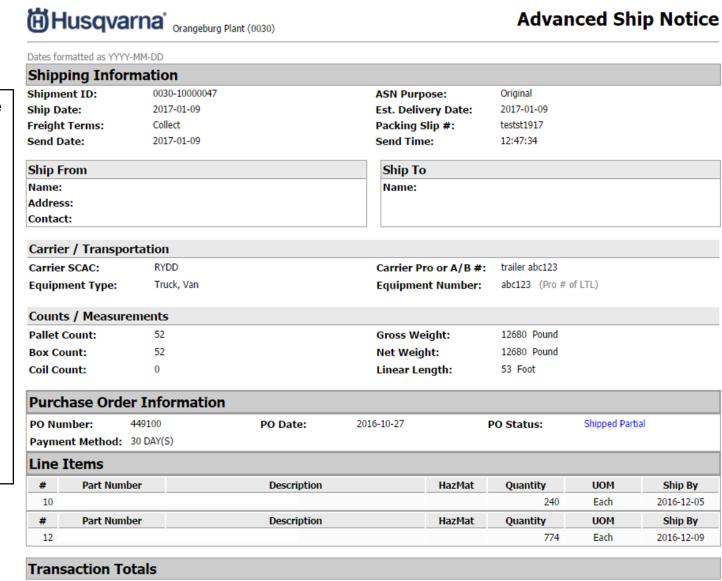
	ormatted as YYY	Y-MM-DD	*** Ac	cepted witl	n Change	es ***		* = m	andatory item
Head	der Inforn	nation							
PO Nu	ımber:	456704	PO Date:	2017-03-08	3	PO Res	p. Purpose:	Replace	
Payme	ent Method:	30 DAY(S)							
Ship	ping Info	rmation							
Ship	From			Ship	То				
Name	e:			Name:		HUSQVARN	A MAIN WAREHO	USE	
Addre	ess:			Addres	ss:	172 OLD EL SC 29115	LOREE ROAD		
Conta	act:			Contac	t:	S4			
Refer	ences								
Intern	al Reference	#:					000		
		T E							
		ent Inform							
	wledgment T		with Detail, No Changes						
Ackno									
Ackno	wledgment T	'ype*: Accept		HazMat	Quantity	иом	Unit Price	Ship By	Deliver By
Ackno Line	wledgment T	'ype*: Accept	with Detail, No Changes ▼	HazMat	Quantity 1,248	UOM Each	Unit Price	Ship By 2017-04-12	Deliver By 2017-04-13
Ackno Line #	wledgment T	'ype*: Accept	with Detail, No Changes ▼	HazMat HazMat	• •				
Line # 10	Wledgment T Items Part Numb	'ype*: Accept	with Detail, No Changes ▼ Description		1,248	Each	15.64	2017-04-12	2017-04-13
Line # 10	Wledgment T Items Part Numb	er Accept	with Detail, No Changes ▼ Description		1,248 Quantity	Each UOM	15.64 Unit Price	2017-04-12 Ship By	2017-04-13 Deliver By
Line # 10 # 20	Items Part Numb	er Accept	with Detail, No Changes ▼ Description Description	HazMat	1,248 Quantity 672	Each UOM Each	15.64 Unit Price 13.31	2017-04-12 Ship By 2017-04-12	2017-04-13 Deliver By 2017-04-13
# 10 # 20 #	Items Part Numb	er er	with Detail, No Changes ▼ Description Description	HazMat	1,248 Quantity 672 Quantity	Each UOM Each UOM	15.64 Unit Price 13.31 Unit Price	2017-04-12 Ship By 2017-04-12 Ship By	2017-04-13 Deliver By 2017-04-13 Deliver By
# 10 # 20 # 30	Items Part Numb Part Numb	er er	Description Description Description	HazMat HazMat	1,248 Quantity 672 Quantity 208	Each UOM Each UOM Each	15.64 Unit Price 13.31 Unit Price 21.91	2017-04-12 Ship By 2017-04-12 Ship By 2017-04-12	2017-04-13 Deliver By 2017-04-13 Deliver By 2017-04-13
# 10 # 20 # 30 # #	Items Part Numb Part Numb	er er er	Description Description Description	HazMat HazMat	1,248 Quantity 672 Quantity 208 Quantity	Each UOM Each UOM Each UOM	15.64 Unit Price 13.31 Unit Price 21.91 Unit Price	2017-04-12 Ship By 2017-04-12 Ship By 2017-04-12 Ship By	2017-04-13 Deliver By 2017-04-13 Deliver By 2017-04-13 Deliver By

Purchase Order Acknowledgement (855) "accept with detail and changes" is a request from the supplier for the expected date, quantity or price to be changed which will require a Purchase Order Change (860) from Husqvarna.



Advance Ship Notice(856) is notification of a shipment made to Husqvarna

- At the point of shipment, the supplier commits to create an advance shipping notice for each respected load summarizing shipment content
- There will be only one advance shipment notice per trailer load of parts, products and purchase orders.
- The itemized shipping document (ASN) will identify specific part number(s) and quantity shipped by purchase order number.

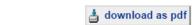


Total Quantity:

view po history

1,014

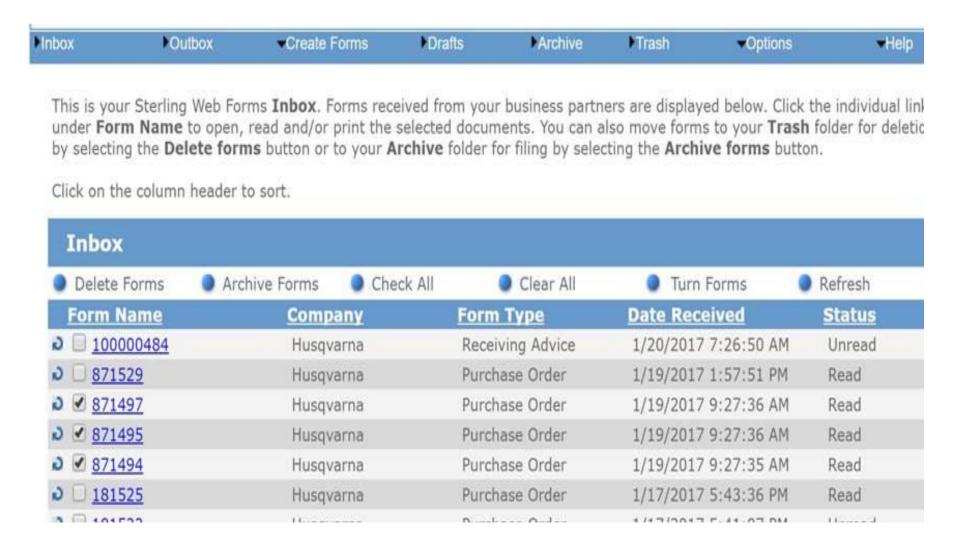
Total Line Items: 2



printer-friendly version

Instruction on how to create an ASN (the supplier is required to issue one ASN per shipment)

1. When creating the ASN from the Inbox the supplier must select the box listed under the Form Name column of the purchase orders that will be shipped and click on the Turn Forms button.



2. When creating an ASN from the PO Status screen select the box in front of the purchase order number that will be shipped then click the "turn selected po(s)" button.

►lnb	ох	Outbox	Create Forms	Drafts	Archive	Trash	→Options	-	Help
Date	s formatted as YY	YY-MM-DD							
Pu	rchase Ord	lers							
	PO Number	PO Date	PO Receive Date	PO Replace Date	PO Status	<u>Updated Date / Ti</u>	me 🖠	Plant Name	Ship By Date
	456704 [History]	2017-03-08	2017-03-08		Accepted with Changes	2017-03-09 13:34:4	0	Orangeburg Plant	2017-04-12
	456677 [History]	2017-02-08	2017-02-08		New Order	2017-02-08 10:41:2	3	Orangeburg Plant	2017-03-16
	456678 [History]	2017-02-08	2017-02-08		New Order	2017-02-08 10:41:2	3	Orangeburg Plant	2017-03-15
	456676 [History]	2017-02-08	2017-02-08		New Order	2017-02-08 10:41:2	2	Orangeburg Plant	2017-03-15
	456654 [History]	2017-01-16	2017-01-16		New Order	2017-01-16 09:41:5	0	Orangeburg Plant	2017-02-22
	456656 [History]	2017-01-16	2017-01-16		New Order	2017-01-16 09:41:5	0	Orangeburg Plant	2017-01-25
✓	456655 [History]	2017-01-16	2017-01-16		New Order	2017-01-16 09:41:5	0	Orangeburg Plant	2017-02-23
	456592 [History]	2017-01-09	2017-01-09		New Order	2017-01-09 16:11:5	5	Orangeburg Plant	2017-02-15
✓	456593 [History]	2017-01-09	2017-01-09		New Order	2017-01-09 16:11:5	5	Orangeburg Plant	2017-02-08
	456591 [History]	2017-01-09	2017-01-09		New Order	2017-01-09 16:11:5	4	Orangeburg Plant	2017-02-08
	449100 [History]	2016-10-27	2016-11-21	2016-11-21	Shipped Partial	2017-01-09 12:47:3	4	Orangeburg Plant	2016-12-05
✓	455554 [History]	2017-01-06	2017-01-06		Accepted with Changes	2017-01-09 12:39:2	9	Orangeburg Plant	2017-02-15
	455553 [History]	2017-01-06	2017-01-06		Accepted	2017-01-09 12:33:4	7	Orangeburg Plant	2017-02-08
✓	455555 [History]	2017-01-06	2017-01-06		New Order	2017-01-06 08:41:4	1	Orangeburg Plant	2017-02-15
	453322 [History]	2016-12-09	2016-12-09		Shipped Complete	2016-12-09 14:12:3	6	Orangeburg Plant	2017-01-11
	442912 [History]	2016-07-28	2016-11-03	2016-11-03	Shipped PO Changed	2016-12-07 10:41:5	3	Orangeburg Plant	2016-10-19
								ED.	



Select items for Advance Ship Notice

Notes:

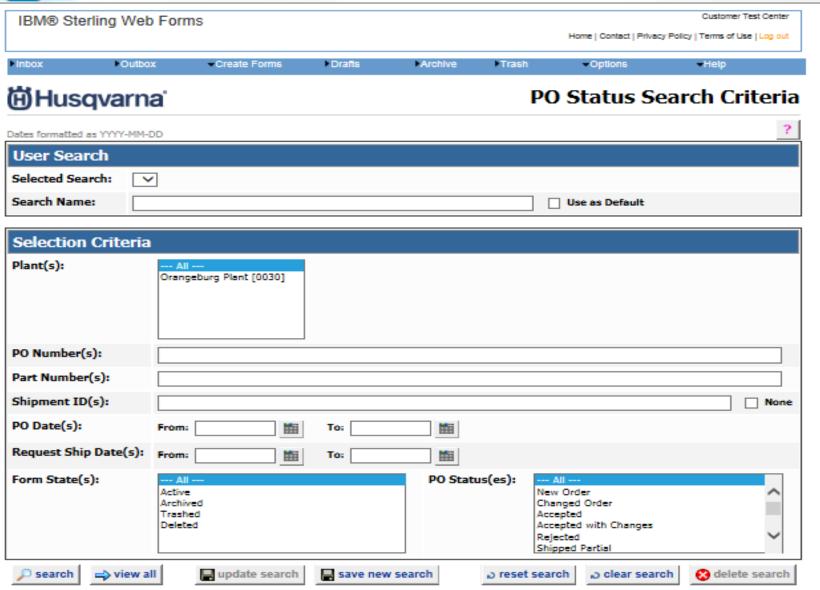
You must enter a Quantity To Ship for each Line Item you check.

If you do not check an item, it will not be included on this Advance Ship Notice.

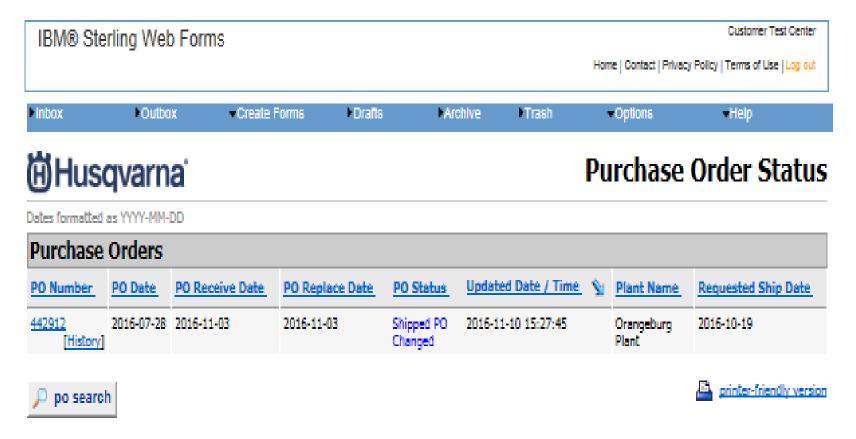


Create Forms Drop Down Menu

PO Search screen displays purchase order status for open purchase orders(850) which can be searched by Plant, Purchase Order Number, Shipment ID, Purchase Order Date, Request Ship Date. Form State. or Purchase Order Status



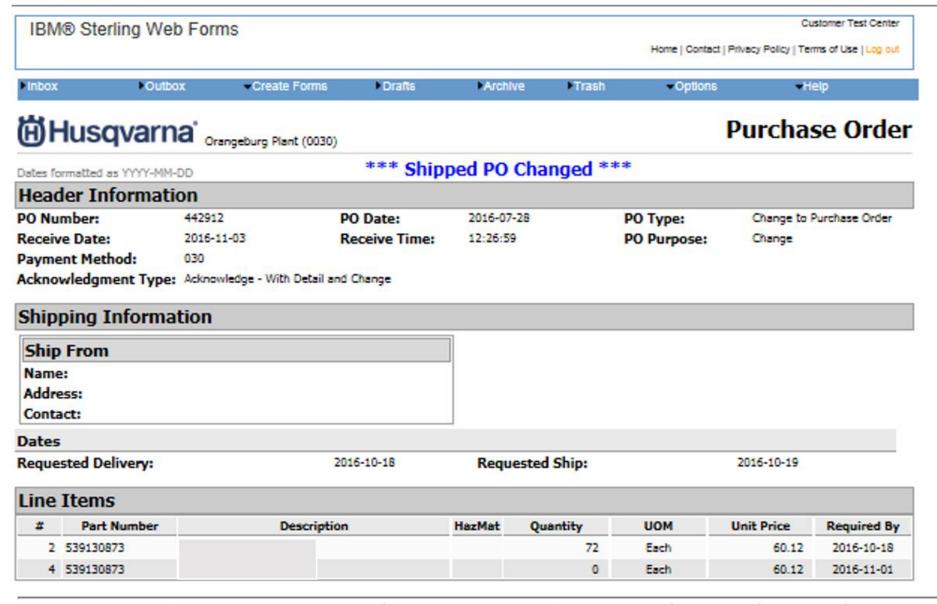
Purchase Order Status displays the current status of a purchase order which can be a new order, changed order, accepted, accepted with changes, or shipped partially. To review line item details select the purchase order number (see examples below) and to review the purchase order history select History button.



View of Purchase Order (850)

n view po change

create po acknowledgment



View of Purchase Order History

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Husqvarna Orangeburg Plant (0030)

Purchase Order History

Dates formatted as YYYY-MM-DD *** Shipped PO Changed ***

Header Information

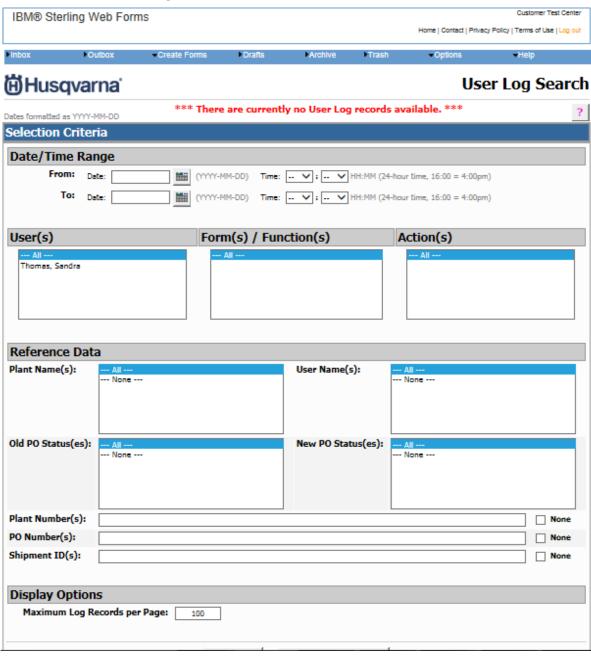
PO Number: 442912 PO Date: 2016-07-28 Form State: Active

Plant Name: Orangeburg Plant (0030) Requested Ship Date: 2016-10-19 Requested Delivery Date: 2016-10-18

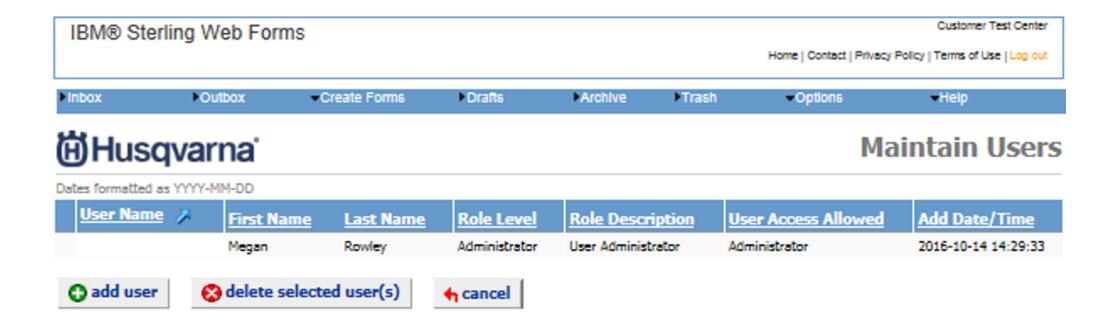
ine Item Information								
#	Part Number	Item Description	Required By	иом	Quantity Ordered	Quantity Accepted	Quantity Shipped	Item Status
2	539130873		2016-10-18	Each	72	72	72	Changed
4	539130873		2016-11-01	Each	0	0	0	Cancelled

History						
Form Ref	Form Type	Date / Time	Purpose	Туре	Form State	
442912	Purchase Order	2016-11-03 12:26:59	Original	New Order	Archived	
442912	PO Change	2016-11-04 12:12:18	Change	Change to Purchase Order	Archived	
442912	PO Acknowledgment	2016-11-08 11:53:22	Original	Accept with Detail, No Changes	Archived	
442912	PO Change	2016-11-08 12:12:47	Change	Change to Purchase Order	Archived	
442912	PO Acknowledgment	2016-11-08 15:30:02	Original	Accept with Detail, No Changes	Active	
0030-10000005	ASN	2016-11-08 16:10:53	Original		Active	
442912	PO Change	2016-11-09 07:42:11	Change	Change to Purchase Order	Active	
100000224	Receiving Advice	2016-11-10 14:35:18	Original		Active	
100000224	Receiving Advice	2016-11-10 15:12:30	Original		Active	
100000259	Receiving Advice	2016-11-10 15:27:45	Original		Active	

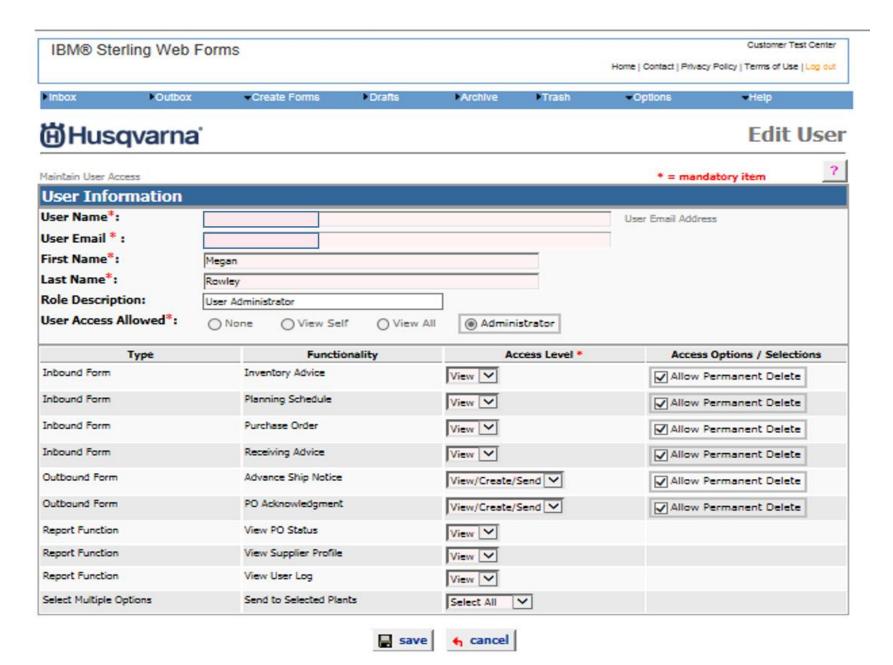
User Log functionality is a tool to review user log records.



Maintain User functionality allows the supplier to update, create and/or delete a user profile (see example below)



"Edit User" button allows changes to be made to existing user profile



Supplier Profile Functionality provides Supplier EDI Identification, Phone Number, Fax, Supplier Name and Address.



Supplier Profile

Supplier Information

Supplier EDI ID: ART000030428 Supplier Name:

Customer Phone: 1-517-787 3650 Customer Address:

Customer Fax: United States

Plant Information (1)

Plant Number:0030Plant Name:Orangeburg Plant

Supplier Number: 312355

Processing Control Questions

Is this a VMI/Consignment Supplier?

Require Supplier to send PO Acknowledgments?

Yes

Allow creating ASN without requested PO Change?

Show Supplier the Quantity on Hand?

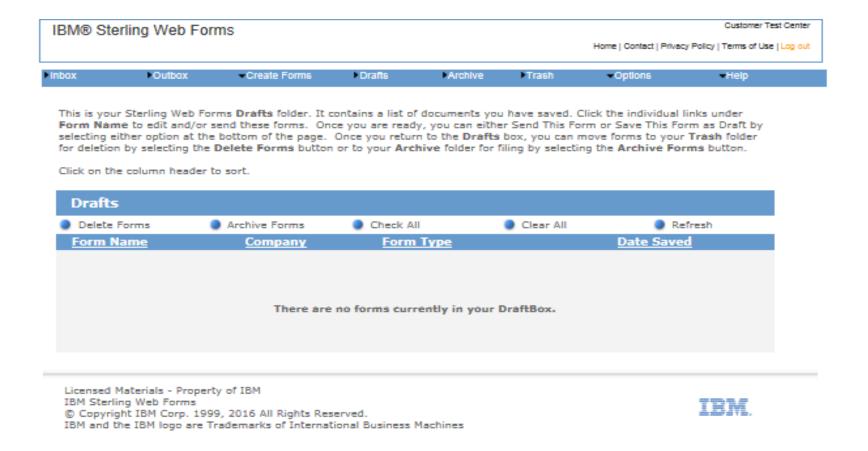
Show Supplier the Inventory Advice?

Yes

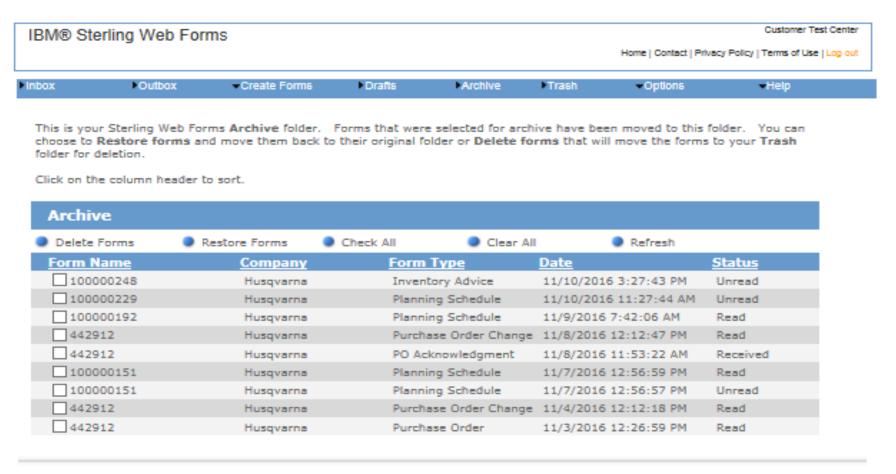
Contact Information

	Supplier Support Contact		Plant Support Contact
Name:	sinziana anitiu	Name:	SyVonne Haynes
Phone:	7044497907	Phone:	7044497907
Fax:		Fax:	
Email:	sinziana.manitiu@hisqvarnagroup.com	Email:	syvonne.haynes-jones@husqvarnagroup.com
	Supplier Traffic Contact		Plant Traffic Contact

Draft Functionality allows the supplier to save a form without submitting it to Husqvarna.



Archive Functionality will display all documents that were selected to be archived.



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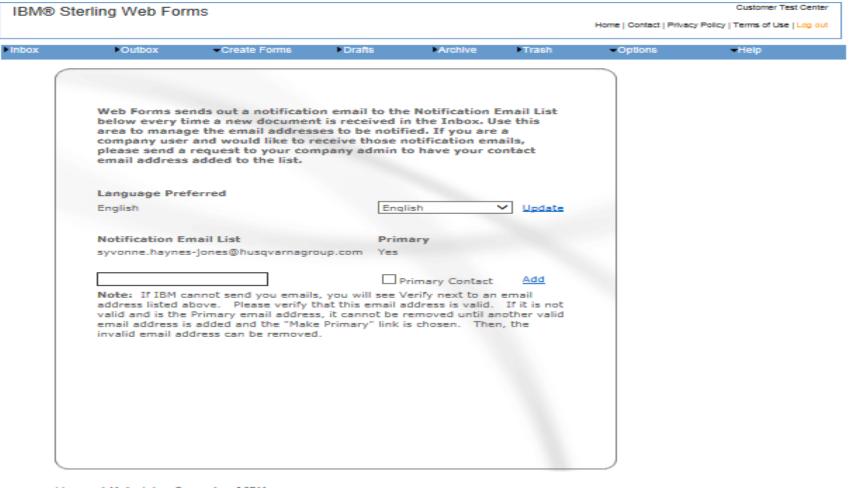
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Options Menu

Change User Name and Password functionality is used to change or update user name and password

IBM® S	terling Web Form	s				Home Contact Privac	Customer Test Center y Policy Terms of Use Log or
nbox	Outbox	Create Forms	Drafts	Archive	Trash	Options	●Help
The state of the s	Edit your person assigned to you your company a User Role: Firstname: Lastname: User Email Addre: UserName (email New Password: Confirm Password: Confirm Password characters Password quotation sign (>). Password example, Password times in a Password example,	comp Mega Rowle ss: format): irements: must be at least 8 or in length. may not contain an marks (*), ampersa may not contain for aZny is invalid. may not repeat the row. For example, imay not contain for may not contain for aZny is invalid. may not repeat the row. For example, imay not contain for may not contain for aZny is invalid.	company requirement of the following of	must not exceed in sign (<), or g	ise level use contact dated. 1 20 (1), preater than un a row. For or more a row. For	Opuons	neip
	example, Password times in a Password Password		same special cl \$\$\$ is invalid. username. ne as the previo	haracter three o	r more		



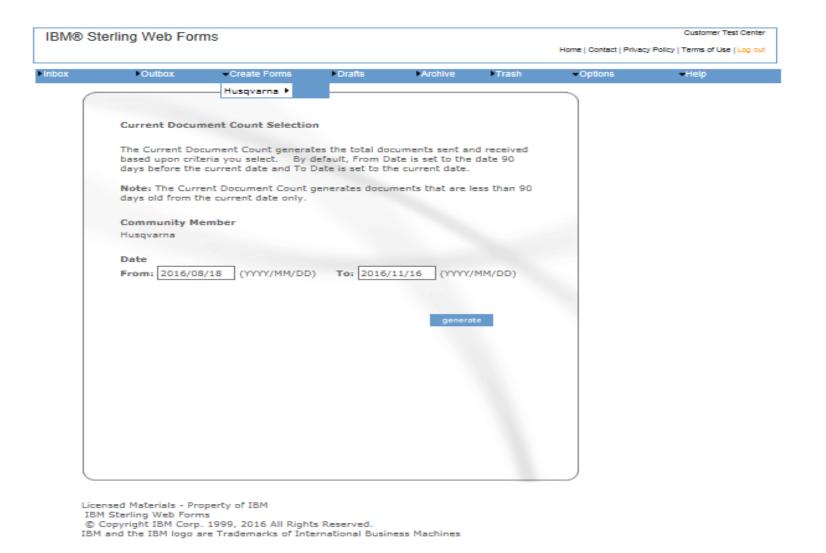
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Set Time Zone functionality allows you to personalize your time zone settings



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Current Document Count Selection functionality provides the total number of documents sent and received in the last ninety days.



Support and escalation

	Contact		
	Method	How to Access	Services Include:
IBM	Phone	Americas:	Recommended for production down situations.
		+1 866-269-1113	• A Client Services team member will respond during your call by setting up a case, to enable proper
		+1 303-354-2981	tracking and reporting.
			A case number will be given for future reference.
		Europe:	• These hotlines are shared with other clients using the same offering, calls are answered as "IBM"
Tehnical qustions		France: +33 1 6453 8420	
/ issues with the		Germany: +49 696640 4320	
Web Platform		UK: +44 2392 282 570	
		Asia Pacific:	
		+800 2436 3728 (must dial international dialing code first)	
		Australia: +61 02 9354 9367 China: +10-800-711-1149 CI/Netcom Group	
		+10-800-110-1073 C4/Telecom South	
	E-Mail	webforms_support@us.ibm.com	An alternate contact method for you and your trading partners to communicate with IBM.
			• A case number will be provided via email, as the request is reviewed, to the originator's email address.
			Service Level Warnings
			IBM assigns a severity level of 3 or 4 to all cases initiated via e-mail.
Husqvarna Group	E-Mail	Suppliersupport@husqvarnagroup.com	Contact with Husqvarna Group Demand planners
			• Centralized mail data base for questions around pocesses and integration for each of the locations
Processes and			
procedures			

QUIZ

Use your mobile phones individually WWW.KAHOOT.IT

PIN: to be provided
Read questions on main Skype screen
Answer via your phone