

Supplier Web Form Manuals

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Sign into Web Forms

› English

› Français

› Deutsch

› Italiano

› Português

› Español

› 中文 (简体)

Sterling Web Forms

IBM® Sterling Web Forms is an innovative solution that allows you to conduct business securely over the Internet. You can access Sterling Web Forms and process business documents from your business partners with a user name and password that give you access to your personal mailbox. You will be notified by email when new documents arrive. [more>>](#)

Existing User

username

password

login

First Time User

If you are a first time user to Sterling Web Forms, please select Register to subscribe to the Sterling Web Forms service.

register

[Forgot your password?](#)

[Password Security Upgrade Notice](#)

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InboxOutboxCreate FormsDraftsArchiveTrashOptionsHelp

Mailbox Summary

Inbox

Unread:	3
Read:	6
Total:	9

Outbox

Acknowledged:	2
Unacknowledged:	0
Total:	2

System Information

What's New in Web Forms

Check out new enhancements that have been added to Web Forms.

Important Settings

Email SPAM: To ensure you receive Notifications from Sterling Web Forms please make sure to allow emails from the following address(es):

wf13@us.ibm.com
wfnotify@us.ibm.com

NOTE: Sterling Web Forms uses pop ups. If necessary, make sure any pop-up blocker software is set to allow for pop-ups on the Sterling Web Forms site. Please click [here](#) for important browser settings.

Alerts

Sponsor Announcements

Husqvarna Message

Konnichi wa!

This message will expire on: 11/24/2016.

Forms Search

Please select and enter the search criteria for the forms.

Community:

Husqvarna

Folder:

Inbox

Form Name:

Contains

☒ Ignore Leading Zeros!

Date Range:

From:

(MM/DD/YYYY)

To:

(MM/DD/YYYY)

Status:

Any Status

reset

submit

Sponsor Announcements are general messages from Husqvarna Group.
































Form Search is a simple way to research from the home page.

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

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.

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Orangeburg Plant (0030)

Planning Schedule (Parts List)

Dates formatted as YYYY-MM-DD

Schedule Information

Schedule Number: 100000230Start Date: 2016-11-10End Date: 2017-12-31

Schedule Date: 2016-11-10Receive Date: 2016-11-10Receive Time: 11:27:44

Parts List

[Click on a Part Number to see it's full Forecast.]

#	Part Number	Description	Inventory Type	Forecast Date	Forecast Qty	Qty on Hand	UOM
1			Plant	2016-11-10	980	1	Each
2			Plant	2016-11-10	7,468	1	Each
3			Plant	2016-11-10	503	1	Each
4			Plant	2016-11-10	449	1	Each
5			Plant	2016-11-10	4,109	1	Each

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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

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 Orangeburg Plant (0030)**Inventory Advice (Inventory List)**

Dates formatted as YYYY-MM-DD

Header Information

Inventory Number: 100000407

Inventory Date: 2016-12-07

Inventory Time: 10:22:36

Warehouse: 0030

Receive Date: 2016-12-12

Receive Time: 16:56:42

Inventory List

#	Part Number	SKU Number	Description	Qty on Hand	UOM	Qty on Consignment	UOM	Unit Price
				0	Each	0	Each	0.00
				0	Each	0	Each	0.00
				0	Each	0	Each	0.00
				0	Each	0	Each	0.00
				0	Each	0	Each	0.00
				0	Each	0	Each	0.00
				0	Each	0	Each	0.00
				0	Each	0	Each	0.00
				0	Each	0	Each	0.00
				0	Each	0	Each	0.00

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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.
- 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.
- Purchase commitments are subject to overall terms and conditions as set forth in Husqvarna's general terms and conditions.

Purchase Order (850) screen will display purchase orders

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Husqvarna

Orangeburg Plant (0030)

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

Name:

Address:

Contact:

Ship To

Name:

Address:

Contact:

References

Internal Reference #:


000

Line 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.
- 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.

Orangeburg Plant (0030)

Purchase Order Change

Dates formatted as YYYY-MM-DD

*** Changed Order ***

Header Information

PO Number:456704

PO Date:2017-03-08

PO Type:Change to Purchase Order

Receive Date:2017-03-09

Receive Time:15:26:43

PO Purpose:Change

Acknowledgment Type: Acknowledge - With Detail and Change

Shipping Information

Ship From

Name:

Address:

Contact:0.0

References

Internal Reference #:000

Line Items

#	Part Number	Description	HazMat	Change	Quantity	UOM	Unit Price	Ship By	Deliver By
10	197514			Quantity Decrease	1,000	Each		2017-04-12	2017-04-13

Comments: TEST TEST OBURG

This Purchase Order Change is subject to the Husqvarna General Terms and Conditions for Sourcing, which are incorporated by reference herein and found at <http://corporate.husqvarna.com/purchase/en/direct-material-general-terms-and-conditions>.

↑ view po with changes

↻ create po acknowledgment

↑ view po history

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

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Orangeburg Plant (0030)

Receiving Advice

Dates formatted as YYYY-MM-DD

*** Shipped PO Changed ***

Header Information

Receiving Number: 100000259

PO Requested Date: 2016-11-10

Receiving Purpose: Original

PO Number: 442912

Receive Date: 2016-11-10

Receive Time: 15:27:45



Receiving Location


Name: 0030


Selling Party


Name: 312355


Receiving List

 	Part Number	Description	Received Date	Quantity Received	UOM
2			2016-11-10	72	Each

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

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This is your Sterling Web Forms Outbox. The forms you have sent to your business partners are displayed below. Click the individual links under **Form Name** to open, read and/or print the selected documents. You can also move forms to your **Trash** folder for deletion by selecting the **Delete Forms** button or to your **Archive** folder for filing by selecting the **Archive Forms** button.

Click on the column header to sort.

Outbox

Delete Forms

Archive Forms

Check All

Clear All

Refresh

Form Name	Company	Form Type	Date Sent	Status
<input type="checkbox"/> 0030-10000005	Husqvarna	Advance Ship Notice	11/8/2016 4:10:52 PM	Received
<input type="checkbox"/> 442912	Husqvarna	PO Acknowledgment	11/8/2016 3:30:02 PM	Received

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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*.



Orangeburg Plant (0030)

PO Acknowledgment

Dates formatted as YYYY-MM-DD

*** Accepted with Changes ***

* = mandatory item

Header Information

PO Number:456704

PO Date:2017-03-08

PO Resp. Purpose:Replace

Payment Method:30 DAY(S)

Shipping Information

Ship From

Name:

Address:

Contact:

Ship To

Name:HUSQVARNA MAIN WAREHOUSE

Address:172 OLD ELLOREE ROAD
SC 29115

Contact:S4

References

Internal Reference #:

000

Acknowledgment Information

Acknowledgment Type*:Accept with Detail, No Changes

Line Items

#	Part Number	Description	HazMat	Quantity	UOM	Unit Price	Ship By	Deliver By
10				1,248	Each	15.64	2017-04-12	2017-04-13
#	Part Number	Description	HazMat	Quantity	UOM	Unit Price	Ship By	Deliver By
20				672	Each	13.31	2017-04-12	2017-04-13
#	Part Number	Description	HazMat	Quantity	UOM	Unit Price	Ship By	Deliver By
30				208	Each	21.91	2017-04-12	2017-04-13
#	Part Number	Description	HazMat	Quantity	UOM	Unit Price	Ship By	Deliver By
40				528	Each	15.64	2017-04-12	2017-04-13
#	Part Number	Description	HazMat	Quantity	UOM	Unit Price	Ship By	Deliver By
50				840	Each	19.96	2017-04-12	2017-04-13

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.

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Husqvarna

Orangeburg Plant (0030)

PO Acknowledgment

Dates formatted as YYYY-MM-DD

*** Accepted with Changes ***

Header Information

PO Number:

456704

PO Date:

2017-03-08

PO Ack. Purpose:

Original

Send Date:

2017-03-09

Send Time:

13:34:39

Payment Method:

30 DAY(S)

Shipping Information

Ship From

Name:

Address:

Contact:

Ship To

Name:

Address:

Contact:

References

Internal Reference #:

000

Acknowledgment Information

Acknowledgment Type:

Accept with Detail and Changes

Change Comments:

capacity constrain


Line Items

#	Part Number	Description	HazMat	Quantity	UOM	Unit Price	Ship By	Deliver By
10	197514			1,248	Each		2017-04-12	2017-04-13
<div><div><div>Acknowledgment Type:</div><div>Item Accept with changes</div><div>Acknowledged Quantity:</div><div>1,000</div><div>Acknowledged Unit Price:</div><div>15.64</div><div>Acknowledged Delivery Date:</div><div>2017-04-12</div><div>Item Change Comments:</div><div>rest in 3 weeks</div></div></div>								
20	403017	SEAT.TG090.BLK.NOLOGO.KNOBONLY		672	Each	13.31	2017-04-12	2017-04-13

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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 (**ASM**) will identify specific part number(s) and quantity shipped by purchase order number.

Orangeburg Plant (0030)

Advanced Ship Notice

Dates formatted as YYYY-MM-DD

Shipping Information

Shipment ID:0030-10000047

Ship Date:2017-01-09

Freight Terms:Collect

Send Date:2017-01-09

ASN Purpose:Original

Est. Delivery Date:2017-01-09

Packing Slip #:testst1917

Send Time:12:47:34

Ship From

Name:

Address:

Contact:

Ship To

Name:

Carrier / Transportation

Carrier SCAC:RYDD

Equipment Type:Truck, Van

Carrier Pro or A/B #:trailer abc123

Equipment Number:abc123 (Pro # of LTL)

Counts / Measurements

Pallet Count:52

Box Count:52

Coil Count:0

Gross Weight:12680 Pound

Net Weight:12680 Pound

Linear Length:53 Foot

Purchase Order Information

PO Number:449100

PO Date:2016-10-27

PO Status:Shipped Partial

Payment Method: 30 DAY(S)

Line Items

#	Part Number	Description	HazMat	Quantity	UOM	Ship By
10				240	Each	2016-12-05

#	Part Number	Description	HazMat	Quantity	UOM	Ship By
12				774	Each	2016-12-09

Transaction Totals

Total Line Items:2

Total Quantity:1,014

modify asn

view po history

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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.



This is your Sterling Web Forms **Inbox**. Forms received from your business partners are displayed below. Click the individual link under **Form Name** to open, read and/or print the selected documents. You can also move forms to your **Trash** folder for deletion by selecting the **Delete forms** button or to your **Archive** folder for filing by selecting the **Archive forms** button.

Click on the column header to sort.

Inbox					
 Delete Forms	 Archive Forms	 Check All	 Clear All	 Turn Forms	 Refresh
<u>Form Name</u>	<u>Company</u>	<u>Form Type</u>	<u>Date Received</u>	<u>Status</u>	
  100000484	Husqvarna	Receiving Advice	1/20/2017 7:26:50 AM	Unread	
  871529	Husqvarna	Purchase Order	1/19/2017 1:57:51 PM	Read	
  871497	Husqvarna	Purchase Order	1/19/2017 9:27:36 AM	Read	
  871495	Husqvarna	Purchase Order	1/19/2017 9:27:36 AM	Read	
  871494	Husqvarna	Purchase Order	1/19/2017 9:27:35 AM	Read	
  181525	Husqvarna	Purchase Order	1/17/2017 5:43:36 PM	Read	
  181523	Husqvarna	Purchase Order	1/17/2017 5:41:07 PM	Unread	

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.

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Dates formatted as YYYY-MM-DD

Purchase Orders

	PO Number	PO Date	PO Receive Date	PO Replace Date	PO Status	Updated Date / Time	Plant Name	Ship By Date
<input type="checkbox"/>	456704 [History]	2017-03-08	2017-03-08		Accepted with Changes	2017-03-09 13:34:40	Orangeburg Plant	2017-04-12
<input type="checkbox"/>	456677 [History]	2017-02-08	2017-02-08		New Order	2017-02-08 10:41:23	Orangeburg Plant	2017-03-16
<input type="checkbox"/>	456678 [History]	2017-02-08	2017-02-08		New Order	2017-02-08 10:41:23	Orangeburg Plant	2017-03-15
<input type="checkbox"/>	456676 [History]	2017-02-08	2017-02-08		New Order	2017-02-08 10:41:22	Orangeburg Plant	2017-03-15
<input type="checkbox"/>	456654 [History]	2017-01-16	2017-01-16		New Order	2017-01-16 09:41:50	Orangeburg Plant	2017-02-22
<input type="checkbox"/>	456656 [History]	2017-01-16	2017-01-16		New Order	2017-01-16 09:41:50	Orangeburg Plant	2017-01-25
<input checked="" type="checkbox"/>	456655 [History]	2017-01-16	2017-01-16		New Order	2017-01-16 09:41:50	Orangeburg Plant	2017-02-23
<input type="checkbox"/>	456592 [History]	2017-01-09	2017-01-09		New Order	2017-01-09 16:11:55	Orangeburg Plant	2017-02-15
<input checked="" type="checkbox"/>	456593 [History]	2017-01-09	2017-01-09		New Order	2017-01-09 16:11:55	Orangeburg Plant	2017-02-08
<input type="checkbox"/>	456591 [History]	2017-01-09	2017-01-09		New Order	2017-01-09 16:11:54	Orangeburg Plant	2017-02-08
<input type="checkbox"/>	449100 [History]	2016-10-27	2016-11-21	2016-11-21	Shipped Partial	2017-01-09 12:47:34	Orangeburg Plant	2016-12-05
<input checked="" type="checkbox"/>	455554 [History]	2017-01-06	2017-01-06		Accepted with Changes	2017-01-09 12:39:29	Orangeburg Plant	2017-02-15
<input type="checkbox"/>	455553 [History]	2017-01-06	2017-01-06		Accepted	2017-01-09 12:33:47	Orangeburg Plant	2017-02-08
<input checked="" type="checkbox"/>	455555 [History]	2017-01-06	2017-01-06		New Order	2017-01-06 08:41:41	Orangeburg Plant	2017-02-15
<input type="checkbox"/>	453322 [History]	2016-12-09	2016-12-09		Shipped Complete	2016-12-09 14:12:36	Orangeburg Plant	2017-01-11
<input type="checkbox"/>	442912 [History]	2016-07-28	2016-11-03	2016-11-03	Shipped PO Changed	2016-12-07 10:41:53	Orangeburg Plant	2016-10-19

po search

turn selected po(s)

printer-friendly version

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.

Purchase Order 456725 dated 2017-03-14

Select	#	Part Number	Ship By	Item Description	UOM	Quantity Ordered	Qty Shipped To Date	Quantity To Ship
<input type="checkbox"/>	10	197514	2017-04-19		Each	648	0	<input type="text" value="648"/>
<input checked="" type="checkbox"/>	20	403017	2017-04-19		Each	640	0	<input type="text" value="640"/>
<input checked="" type="checkbox"/>	30	423644	2017-04-19		Each	1,056	0	<input type="text" value="1056"/>
<input type="checkbox"/>	40	439709	2017-04-19		Each	532	0	<input type="text" value="532"/>

☒ check all☐ clear all

Purchase Order 456726 dated 2017-03-14

Select	#	Part Number	Ship By	Item Description	UOM	Quantity Ordered	Qty Shipped To Date	Quantity To Ship
<input checked="" type="checkbox"/>	10	197511	2017-04-19		Each	476	0	<input type="text" value="476"/>

☒ check all☐ clear all

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

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PO Status Search Criteria

Dates formatted as YYYY-MM-DD?

User Search

Selected Search:

Search Name: ☐ Use as Default

Selection Criteria

Plant(s):

--- All ---

Orangeburg Plant [0030]

PO Number(s):

Part Number(s):

Shipment ID(s):

☐ None

PO Date(s):

From:

To:

Request Ship Date(s):

From:

To:

Form State(s):

--- All ---

Active

Archived

Trashed

Deleted

PO Status(es):

--- All ---

New Order

Changed Order

Accepted

Accepted with Changes

Rejected

Shipped Partial

search

view all

update search

save new search

reset search

clear search

delete search

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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.

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Purchase Order Status

Dates formatted as YYYY-MM-DD

Purchase Orders

PO Number	PO Date	PO Receive Date	PO Replace Date	PO Status	Updated Date / Time	Plant Name	Requested Ship Date
442912 [History]	2016-07-28	2016-11-03	2016-11-03	Shipped PO Changed	2016-11-10 15:27:45	Orangeburg Plant	2016-10-19

 po search

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View of Purchase Order (850)

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 Orangeburg Plant (0030)

Purchase Order

Dates formatted as YYYY-MM-DD

*** Shipped PO Changed ***

Header Information

PO Number: 442912

PO Date: 2016-07-28

PO Type: Change to Purchase Order

Receive Date: 2016-11-03

Receive Time: 12:26:59

PO Purpose: Change

Payment Method: 030

Acknowledgment Type: Acknowledge - With Detail and Change

Shipping Information

Ship From

Name:

Address:

Contact:

Dates

Requested Delivery: 2016-10-18

Requested Ship: 2016-10-19

Line Items

↑ view po change

↻ create po acknowledgment

↑ view po history

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↷ next po

📄 export

📄 download as pdf

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View of Purchase Order History

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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

Line Item Information

#	Part Number	Item Description	Required By	UOM	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	Type	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

↓ view po

← previous po

↑ view po statuses

⇒ next po

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

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User Log Search

*** There are currently no User Log records available. ***

?

Selection Criteria

Date/Time Range

From:

Date:

(YYYY-MM-DD)

Time:

--

:

--

HH:MM (24-hour time, 16:00 = 4:00pm)

To:

Date:

(YYYY-MM-DD)

Time:

--

:

--

HH:MM (24-hour time, 16:00 = 4:00pm)

User(s)

Form(s) / Function(s)

Action(s)

--- All ---

Thomas, Sandra

--- All ---

--- All ---

Reference Data

Plant Name(s):

--- All ---

--- None ---

User Name(s):

--- All ---

--- None ---

Old PO Status(es):

--- All ---

--- None ---

New PO Status(es):

--- All ---

--- None ---

Plant Number(s):

☐ None

PO Number(s):

☐ None

Shipment ID(s):

☐ None

Display Options

Maximum Log Records per Page:

100

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

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Maintain Users

Dates formatted as YYYY-MM-DD

User Name 	First Name	Last Name	Role Level	Role Description	User Access Allowed	Add Date/Time
	Megan	Rowley	Administrator	User Administrator	Administrator	2016-10-14 14:29:33

 add user

 delete selected user(s)

 cancel

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

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Edit User

Maintain User Access

* = mandatory item

User Information

User Name*:

User Email*:

First Name*:

Megan

Last Name*:

Rowley

Role Description:

User Administrator

User Access Allowed*:

☐ None

☐ View Self

☐ View All

☒ Administrator

User Email Address

Type	Functionality	Access Level *	Access Options / Selections
Inbound Form	Inventory Advice	View	<input checked="" type="checkbox"/> Allow Permanent Delete
Inbound Form	Planning Schedule	View	<input checked="" type="checkbox"/> Allow Permanent Delete
Inbound Form	Purchase Order	View	<input checked="" type="checkbox"/> Allow Permanent Delete
Inbound Form	Receiving Advice	View	<input checked="" type="checkbox"/> Allow Permanent Delete
Outbound Form	Advance Ship Notice	View/Create/Send	<input checked="" type="checkbox"/> Allow Permanent Delete
Outbound Form	PO Acknowledgment	View/Create/Send	<input checked="" type="checkbox"/> Allow Permanent Delete
Report Function	View PO Status	View	
Report Function	View Supplier Profile	View	
Report Function	View User Log	View	
Select Multiple Options	Send to Selected Plants	Select All	

save

cancel

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



Supplier Profile

Supplier Information			
Supplier EDI ID:		ART000030428	
Customer Phone:		1-517-787 3650	
Customer Fax:		United States	
Supplier Name:			
Customer Address:			
Plant Information (1)			
Plant Number:		0030	
Supplier Number:		312355	
Plant Name:		Orangeburg Plant	
Processing Control Questions			
Is this a VMI/Consignment Supplier?		No	
Require Supplier to send PO Acknowledgments?		Yes	
Allow creating ASN without requested PO Change?		Yes	
Show Supplier the Quantity on Hand?		Yes	
Show Supplier the Inventory Advice?		Yes	
Contact Information			
Supplier Support Contact		Plant Support Contact	
Name:		sinziana anitiu	
Phone:		7044497907	
Fax:			
Email:		sinziana.manitiu@hisqvarnagroup.com	
Name:		SyVonne Haynes	
Phone:		7044497907	
Fax:			
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.

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This is your Sterling Web Forms **Drafts** folder. It contains a list of documents you have saved. Click the individual links under **Form Name** to edit and/or send these forms. Once you are ready, you can either Send This Form or Save This Form as Draft by selecting either option at the bottom of the page. Once you return to the **Drafts** box, you can move forms to your **Trash** folder for deletion by selecting the **Delete Forms** button or to your **Archive** folder for filing by selecting the **Archive Forms** button.

Click on the column header to sort.

Drafts

☐ Delete Forms

☐ Archive Forms

☐ Check All

☐ Clear All

☐ Refresh

Form Name	Company	Form Type	Date Saved
There are no forms currently in your DraftBox.			

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

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This is your Sterling Web Forms **Archive** folder. Forms that were selected for archive have been moved to this folder. You can choose to **Restore forms** and move them back to their original folder or **Delete forms** that will move the forms to your **Trash** folder for deletion.

Click on the column header to sort.

Archive

☐ Delete Forms

☐ Restore Forms


☐ Check All

☐ Clear All

☐ Refresh

Form Name	Company	Form Type	Date	Status
<input type="checkbox"/> 100000248	Husqvarna	Inventory Advice	11/10/2016 3:27:43 PM	Unread
<input type="checkbox"/> 100000229	Husqvarna	Planning Schedule	11/10/2016 11:27:44 AM	Unread
<input type="checkbox"/> 100000192	Husqvarna	Planning Schedule	11/9/2016 7:42:06 AM	Read
<input type="checkbox"/> 442912	Husqvarna	Purchase Order Change	11/8/2016 12:12:47 PM	Read
<input type="checkbox"/> 442912	Husqvarna	PO Acknowledgment	11/8/2016 11:53:22 AM	Received
<input type="checkbox"/> 100000151	Husqvarna	Planning Schedule	11/7/2016 12:56:59 PM	Read
<input type="checkbox"/> 100000151	Husqvarna	Planning Schedule	11/7/2016 12:56:57 PM	Unread
<input type="checkbox"/> 442912	Husqvarna	Purchase Order Change	11/4/2016 12:12:18 PM	Read
<input type="checkbox"/> 442912	Husqvarna	Purchase Order	11/3/2016 12:26:59 PM	Read

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

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

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Edit your personal information here for your account. The role level assigned to you depends on your company requirement. Please contact your company administrator if your role level needs to be updated.

User Role:Company Administrator

Firstname:Megan

Lastname:Rowley

User Email Address:

UserName (email format):

New Password:

Confirm Password:

update

Password Requirements:

- Password must be at least 8 characters and must not exceed 20 characters in length.
- Password may not contain any of the following: apostrophe ('), quotation marks ("), ampersand (&), less than sign (<), or greater than sign (>).
- Password may not contain a space.
- Password may not contain four or more digits or characters in a row. For example, aZny is invalid.
- Password may not repeat the same character or digit three or more times in a row. For example, zzz is invalid.
- Password may not contain four or more special characters in a row. For example, @#\$% is invalid.
- Password may not repeat the same special character three or more times in a row. For example, \$\$\$ is invalid.
- Password may not contain the username.
- Password may not be the same as the previous 8 passwords.
- Once the Password is updated, you may not update it again within 1 day(s).

Change Notification Email is used to update email addresses and language preference

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Web Forms sends out a notification email to the Notification Email List below every time a new document is received in the Inbox. Use this area to manage the email addresses to be notified. If you are a company user and would like to receive those notification emails, please send a request to your company admin to have your contact email address added to the list.

Language Preferred
English

English

Update

Notification Email List
syvonne.haynes-jones@husqvarnagroup.com

Primary
Yes

☐ Primary Contact

Add

Note: If IBM cannot send you emails, you will see Verify next to an email address listed above. Please verify that this email address is valid. If it is not valid and is the Primary email address, it cannot be removed until another valid email address is added and the "Make Primary" link is chosen. Then, the invalid email address can be removed.

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

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Time Zone

Please select how you would like Sterling Web Forms to adjust the time display within the system:

☒ Have Sterling Web Forms adjust the display automatically based on the clock on your computer. (Recommended)

☐ Select a specific time zone from the following options:

(GMT -05:00) Eastern Time (US & Canada) ▼

☐ Do not adjust times. Leave as system default.

System time: 11/15/2016 3:41:44 PM

Your display time: 11/15/2016 10:41:44 AM

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

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Current Document Count Selection

The Current Document Count generates the total documents sent and received based upon criteria you select. By default, From Date is set to the date 90 days before the current date and To Date is set to the current date.

Note: The Current Document Count generates documents that are less than 90 days old from the current date only.

Community Member
Husqvarna

Date
From: (YYYY/MM/DD) **To:** (YYYY/MM/DD)

generate

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Support and escalation

	Contact Method	How to Access	Services Include:
IBM Tehnical qustions / issues with the Web Platform	Phone	Americas: +1 866-269-1113 +1 303-354-2981 Europe: France: +33 1 6453 8420 Germany: +49 696640 4320 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	<ul style="list-style-type: none"> • Recommended for production down situations. • A Client Services team member will respond during your call by setting up a case, to enable proper tracking and reporting. • A case number will be given for future reference. • These hotlines are shared with other clients using the same offering, calls are answered as “IBM”
	E-Mail	webforms_support@us.ibm.com	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • IBM assigns a severity level of 3 or 4 to all cases initiated via e-mail.
Husqvarna Group Processes and procedures	E-Mail	Suppliersupport@husqvarnagroup.com	<ul style="list-style-type: none"> • Contact with Husqvarna Group Demand planners • Centralized mail data base for questions around pocesses and integration for each of the locations

QUIZ

Use your mobile phones individually

WWW.KAHOOT.IT

PIN : *to be provided*

Read questions on main Skype screen

Answer via your phone