

Supplier Manual

WebEDI – PipeChain

2018 Rev.2

**Dynapac Compaction
Equipment AB**



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1 GENERAL INFORMATION

Welcome to Dynapac WEB-EDI Portal - PIPECHAIN!

In PIPECHAIN you will handle all transactions for Purchase Orders and Delivery Schedules for Dynapac Compaction Equipment AB.

- * Monitor and collect Delivery Schedules and Purchase Orders
- * Create and send Purchase Order Confirmation.
- * Create and send Dispatch Advices.
- * Create and send Invoices.

This document is aimed to be used by the suppliers to Dynapac. It should be used to understand the whole daily working process and the way that you work with PipeChain web portal to confirm, ship and invoice your purchase orders. Functionalities for searching and printing are also described.

The document could also be used to get a quick overview of the menus and where you can find the information you are looking for.

1.1 Support

If you are in need of support in the WEB-EDI system, then contact

PIPECHAIN Support email: support@pipechain.com

phone: +46 31 727 8610

If you have questions regarding the Purchase Orders or the Delivery Schedules, please contact the Call-Off team at Dynapac.

1.2 Login

1. Login at: <https://hosting.pipechain.com/dynapac/login>
2. Type login information.
3. Click the **Login** button.

A screenshot of the PipeChain login interface. At the top, it says "PipeChain Compaction". Below that, there are two input fields: "User Id" with the text "superuser" entered, and "Password" with a series of dots. A "Login" button is positioned below the password field.

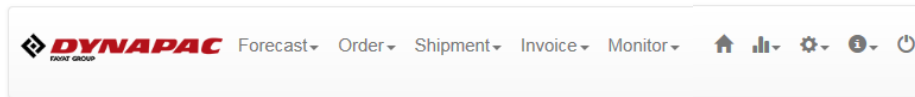
This software is protected by patent owned by PipeChain Group AB.
PipeChain, Duration Meter, Market Meter, the Duration Meter symbol
and the Market Meter symbol are registered trademarks of PipeChain Group AB.
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Version: 2017 R2, SP 1.0.5.

2 INFORMATION ABOUT MENUS

In this section the general menus and functions are described. More information about each heading are found in separate chapters.

2.1 Menu headings



In the main menu you will see the following headings: click on the drop menu to get fully access to all screens.

Forecast

Here you will find your delivery schedules from Dynapac.

- Forecast - Here you can see forecasts sorted by dates and product id.
- Forecast Delivery Period – Here you see the forecast sorted by customer product ids.
- Forecast History – Here you can find historical forecast.
 - Item Forecast History can be viewed from all forecast screens by clicking on the customer/supplier product id (blue link)

Order

Here you can see all information about orders from Dynapac.

- Orders to Confirm – Orders that you can confirm.
- Orders to Reconfirm – Orders that you can reconfirm after first confirmation.
- All Orders – Here you can find all orders independent order status.
- All Order Lines – Here you can find all order lines independent order status.
- Finished Order - Here you can see all orders that are fully “Invoiced” but only with receipt time that is passed todays date.
- Finished Order Line - Here you can see all orders lines that are fully “Invoiced” but only with receipt time that is past todays date.

Shipment

Here you can see all confirmed orders that are ready to be shipped and all despatches.

- Order Lines to Ship – Here you can find all confirmed order lines that are ready to be shipped. It is shipment of individual order lines. See more information in chapter 5.
- Order to Ship- Here you can find all confirmed orders that are ready to be shipped. It is shipment of complete orders.
- All Shipped Orders - Display all orders that are shipped.
- All Dispatches – Display all shipments (dispatch advices sent to Dynapac)

Invoice





This is where you will create and send an invoice to Dynapac. And display all invoices that been invoiced.

- Dispatches to Invoices – Here you can see all dispatches to be invoiced. See more information in chapter 6.
- All Invoices – here you can see all dispatches that are invoiced and/or Paid

Monitor

In the Monitor screen, you have full control of your supply situation.

- Monitor Supplier Overview – Here you can monitor your supply chain aggregated on supplier number, or site level. So if your company have different supplier number at Dynapac you can switch between them without logging out and using different username and password.
- Deviation – Here you can the detailed information about your delivery situation. Red marks means a broken promise and you need to take care of it right away. Yellow mark means that there are deliveries that you need to take care of today but it is not too late. You can click on the bubble to get directly to the specific screen.

Monitor Supplier Overview									
<input type="checkbox"/> Aggregate Sites <input checked="" type="checkbox"/> Aggregate Suppliers <input type="checkbox"/> Aggregate All Show Dashboard									
Tasks	Customer Id	Customer Name	 Orders to Confirm	 Orders to Ship	 Despatches to Invoice	 Late Receptions	Information		
1	5560686577	Dynapac CE AB	0 17	0 12	7	0 63			

2.1.1 Icons



If you press this icon it takes you back to your start page.



Click here to open the KPI's Follow up screens.



Here you can see and change the settings on user and supplier.



Here you can find information and visit PipeChain website, contact PipeChain support, download the User Manual for WebEDI process or other logistic documents.



Click here to Logout the web portal.


2.1.2 Action button

In all screens you can use the action button for confirmation, ship and invoice for open an dialog where you can handle the order instead of open the detail screen and do the same action. In this action button you can print an order and reject order, if you have the right access.

1	☰	5560686577	Dynapac CE AB
2		👍 Confirm Order...	B
3		👎 Reject Order...	B
4		📦 Ship Order...	B
5		🖨️ Print Order...	B
6		🖨️ Print Order Confirmation...	B
7	☰	5560686577	Dvnapac CE AB

2.1.3 Expendables

In most screen you will find expendables that you can unhide to view more information about your order. Click on the Text and a view will be open. Click on the text again to hide it. The system will remember your last settings.


Forecast▼ Order▼ Shipment▼ Invoice▼ Monitor▼

Order to Ship

Order References

Purchase Order Id 1041934 Order Date 18/06/12
Sales Order Id

Delivery Date

Shipment Time 05/07/12

Order Type

Delivery Type Purchase Order
Process Subtype TOM
Delivery Subtype Label Purchase Order

Supplier

Id 114092
Name NOMO

👍 Confirm Order... 👎 Reject Order... 📦 Ship Order... 🖨️ Print Order... 🖨️ Print Order Confirmation...

▼ Payment and Delivery

Terms of Payment 060 Total Amount 9,790.00 Currency EUR
Terms of Payment Code 060 Price List Number

▶ Addresses
▶ Contacts
▶ Order Change
▼ Order Lines

2.1.4 Order changes

If you as a supplier or customer has changed the order it is possible to see it with a Supplier Change or Customer Change flag depending on who's did the last changes.

Supplier Change	Customer Change
<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>

In the detail screen you will find the Order Changes as an expandable view.

▼ Order Change

Order Changes	
Order Change Date	2015-12-17 13:05
The supplier has changed the order	<input checked="" type="checkbox"/>
Last Update	2015-12-17 13:34

2.1.5 Column sortable

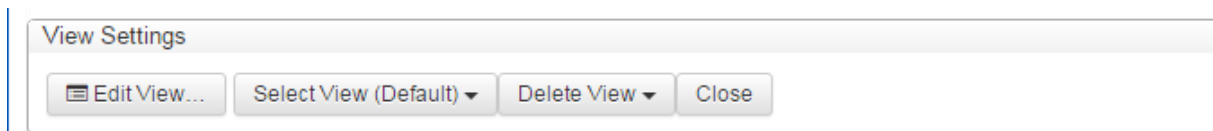
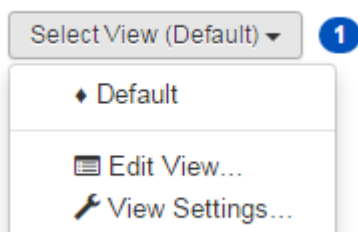
In all screens it is possible to sort the columns just by click on the column and it appears a small arrow above the headline so you easily can see what you sorted last time.

☰	Tasks	Customer Id	Customer Name	Supplier Id	Supplier Name	Delivery Type	Purchase Order Id	Replen Order Id	Sales Order Id	Contract No	Process Subtype	Delivery Subtype
---	-------	-------------	---------------	-------------	---------------	---------------	-------------------	-----------------	----------------	-------------	-----------------	------------------

2.1.6 Edit View

By using the **Edit View** button, you can choose which columns you want to appear on the screen.

Click on the **Edit View** button in the Select View menu or View Settings to handle your view settings. The View Settings you will find in all screens and be found to the right of the screen or above the Row No.



- **Edit View** - will display all hidden columns and visible columns. Select the columns you want to be visible or hidden by click on the columns, it is also possible to multi select more columns. After this move the column(s) to the other field. After you done add a name for this view in the Setting Name. click Ok to save and close.
- **Select View** – will show all views that you can choose.

- **Delete View** – give you right to delete a view.
- **Close** –If you change your mind, click on the **Close** button.

Edit View

Hidden Columns

Filter

Tasks (Task Buttons)

Division Id

Facility Id

Warehouse Id

Attachment

Order Revision No

Container No

Buyer Contact

Contact User Phone

Contact User Mobile

Contact User Email

Contact User Fax

Alt. Buyer Contact

Alt Contact User Phone

Alt Contact User Mobile

Alt Contact User Email

Alt Contact User Fax

Currency

Total Amount

Price List Number

Add

Remove

Sort:

Default

Visible Columns

Filter

Row (Row number in result)

Tasks (Task Menu)

Customer Id (Unique identifier of t...

Customer Name (Verbal descripti...

Supplier Id

(Address Id)

Supplier Name

Delivery Type

Purchase Order Id

Replen Order Id (Replenishment ...

Sales Order Id

Contract No

Process Subtype (Also know as O...

Delivery Subtype (Delivery Subtyp...

Status (Order Status)

Invoice Status

Order Date

Shipment Time

Receipt Time

Y.A.I. (Yellow Alerts)

Move Up

Move Down

Setting Name

My view

Available to all Users

Available in Current Site Only

OK

Cancel

2.1.7 Search

In almost all screens you have possible to use the “speed search” or / and the Advanced search.

Purchase Order Id or Sales Order Id

Q

Q Advanced...

In this above open field you can put your Purchase Order Id and Sales Order Id and click Enter or press the magnifying glass. You will find this search functionality in all screens and it will display in the field what you are able to search.

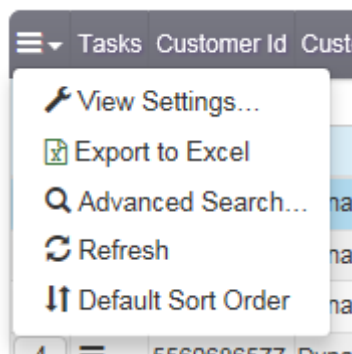
Click on the **Advanced** button. The different fields for searching will appear.

The screenshot shows the 'Advanced Search' interface. At the top, there are 'Search' and 'Close' buttons. Below is a table of search criteria with columns: Tasks, Customer Id, Customer Name, Supplier Id, Supplier Name, Delivery Type, Purchase Order Id, Replen Order Id, Sales Order Id, Contract No, Delivery Subtype, Status, Invoice Status, Order Date, Shipment Time, and Rec. The table has 'From' and 'To' rows for each column. Below the table, there are 'Search' and 'Close' buttons.

- Type your search criteria. Please note that if you wish to search for orders with the same first numbers you can type the number and %. For example, if you type 362536% you will see all the orders with the order number beginning on 362536(3625360001, 3625360002).
- When you are ready, click on the **Search** button.
- The order/s you choose will appear.
- If you want to make a new search, click the **Search** button again.
- If you want to erase the search criteria, click the **Close** button.

2.1.8 Excel Friendly

To transfer the data from the screen to Microsoft Excel, press the Action button and choose **Export to Excel**. If you have problems with date format in your excel you can be needed to change the date format in the user settings screen. See chapter Change password and other user changes.

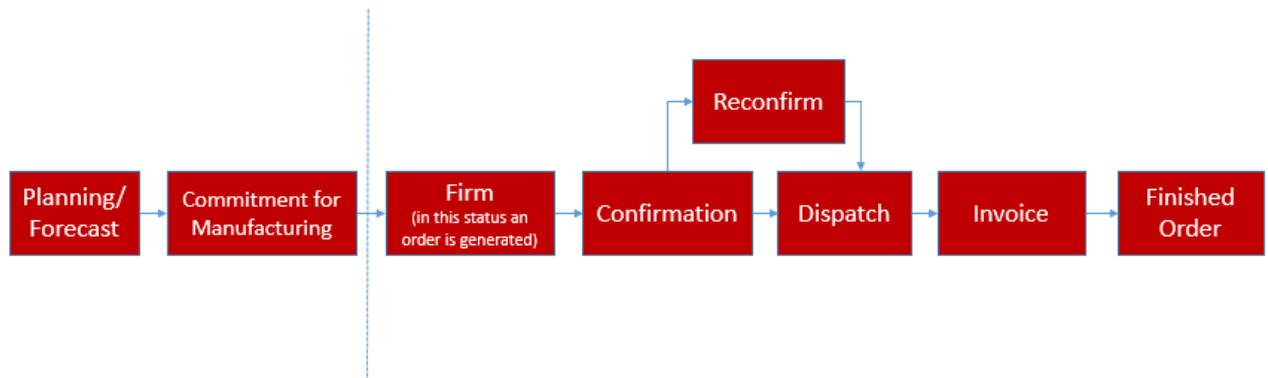


3 ORDER LIFE CYCLE IN PIPECHAIN

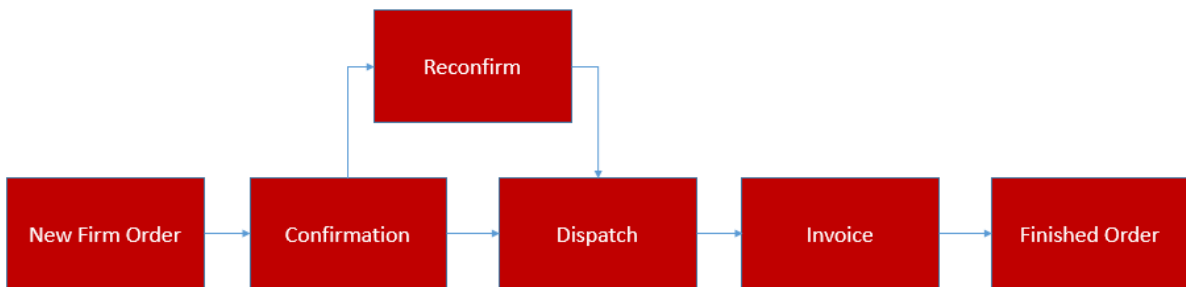
Dynapac works with three different order types; Delivery Plan, Kanban and purchase order. The two first ones generates a forecast, you can read more about our forecasts in our supplier manual.

Please note that the previous step must be made in PipeChain in order to make a dispatch or an invoice. For example, if you can't find an order in the invoice tab, check if the dispatch is made.

3.1 Delivery plan/ Kanban



3.2 Purchase Order



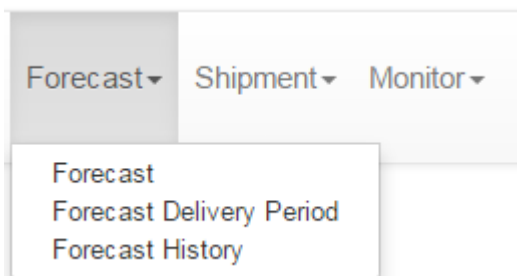
4 FORECAST/DELIVERY SCHEDULE

Dynapac will send delivery schedule on a weekly basis (normally). A new delivery schedule replaces the previous one.

Forecasts can have three different status; *Firm*, the line is converted to a Purchase Order line. *Commitment for manufacturing*, commitment of the Quantity within the period to be purchased by Dynapac. *Planning/Forecast*, forecast period. The length of these periods varies so please contact your purchaser if you have questions about this.

4.1 View delivery schedules

In the main menu, choose **Forecast**. You can either choose to view your delivery schedules in a list or view them by shipping period. Choose either **Forecast** or **Forecast Delivery Period**.



4.1.1 Forecast

In Forecast Overview you find all the delivery schedule lines in a list sorted by shipment time. If you wish to change sort order, please click the column header you wish to sort by. You can search for a specified product id by using the Search function.

Dmd Qty (Demanded quantity) can be marked with two different colors. If it's marked with blue, the demand has increased since previous demand. If it's marked with yellow, the demand has decreased. It is also possible to confirm the order here by clicking "mark line".

Forecast

Confirm

Shipment Time From

12/10/17

Search

Timestamp

Shipment Time

Customer's Product Id, Supplier's Product Id or F

Advanced

Select View (default)

	Tasks	Mark Line	Customer Id	Supplier Id	Supplier Name	Forecast No	Forecast Date	Forecast Status	Supplier's Product Id	Customer's Product Id	Description	Dmd Qty	Prev Dmd Qty	Quantity
1			5560686577	119379	Sundquist Components	170361650	21/01/17	Firm		4812116834	GASKET Rev.; Packaging code - R,	100	100	100
2			5560686577	119379	Sundquist Components	170361650	21/01/17	Firm		4812116834	GASKET Rev.; Packaging code - R,	100	100	100
3			5560686577	119379	Sundquist Components	170361650	21/01/17	Commitment for manufacturing		4812116834	GASKET Rev.; Packaging code - R,	100	100	100
4			5560686577	119379	Sundquist Components	170361650	21/01/17	Planning/Forecast		4812116834	GASKET Rev.; Packaging code - R,	100	100	100
5			5560686577	102272	AB Bröderma Bourghardt	171350004	31/03/17	Firm		4812114548	BRACKET Rev.A, Packaging code - A,	200	500	500
6			5560686577	119379	Sundquist Components	170361650	21/01/17	Planning/Forecast		4812116834	GASKET Rev.; Packaging code - R,	100	100	100
7			5560686577	119379	Sundquist Components	170361650	21/01/17	Planning/Forecast		4812116834	GASKET Rev.; Packaging code - R,	100	100	100
8			5560686577	102272	AB Bröderma Bourghardt	171350004	31/03/17	Commitment for manufacturing		4812114548	BRACKET Rev.A, Packaging code - A,	16	16	16
9			5560686577	119379	Sundquist Components	170361650	21/01/17	Planning/Forecast		4812116834	GASKET Rev.; Packaging code - R,	100	100	100
10			5560686577	119379	Sundquist Components	170361650	21/01/17	Planning/Forecast		4812116834	GASKET Rev.; Packaging code - R,	100	100	100
11			5560686577	102272	AB Bröderma Bourghardt	171350004	31/03/17	Planning/Forecast		4812114548	BRACKET Rev.A, Packaging code - A,	16	16	16
12			5560686577	119379	Sundquist Components	170361650	21/01/17	Planning/Forecast		4812116834	GASKET Rev.; Packaging code - R,	100	100	100
13			5560686577	119379	Sundquist Components	170361650	21/01/17	Planning/Forecast		4812116834	GASKET Rev.; Packaging code - R,	100	100	100
14			5560686577	119379	Sundquist Components	170361650	21/01/17	Planning/Forecast		4812116834	GASKET Rev.; Packaging code - R,	100	100	100

4.1.2 Forecast Delivery Period

In Forecast Delivery Period Overview you can choose to view the delivery schedule in a specified period.

- Fill in the shipment time period you wish to view.
- Choose the level of detail. You can choose either day, week or month.
- Click on the **OK** button.

Forecast Delivery Period

Shipment Time From - To: 13/03/17 13/09/17 Search Viewstate Week Timestamp Shipment Time Showing Grand Total for all Sites

All the delivery schedule lines matching your criteria will be displayed.

timestamp Shipment Time Select View (default)

Forecast Date	Forecast Status	Total Quantity	First Demand Date	2017 w17	w18	w19	w20	w21	w22	w23	w24	w25	w26	2017 w27	w28	w29	w30	w31	w32	w33
16-10-21	Planning/Forecast	40	2017-05-03		20						20									
16-09-09	Planning/Forecast	144	2017-04-28	24		24	24		24	24		24								

4.2 Forecast History Detail

In the Forecast Overview screen you can click on the customer product id to come to see the forecast history of that specific product. Increased demand is marked with blue background. Decreased demand is marked with yellow background. Besides the day level the quantities can be shown on week and month level as well.

Product Forecast History

Product

Supplier's Product Id

Customer's Product Id

Customer's Product Name

Last Adjusted

Unit

EAN/GTIN

Supplier

Id

Name

▼ History

Forecast Date From

2018-02-14

To

2018-02-28

Search

Viewstate

Week

Tasks	Forecast Date	Forecast No	2018 w7	w8	w9	w10	w11	w12	w13	w14	w15	w16	2018 w17	w18	w19	w20	w21	w22	w23	w24	w25	w26
1	2018-02-16	180750210	12	14	25	25	29	12	19	21	26	22	17	20	23	25	15	15	15	20	8	9
2	2018-02-17	180762768		14	25	25	29	12	19	21	26	22	17	20	23	25	15	15	15	20	8	9
3	2018-02-18	180770024		14	23	19	25	11	19	21	26	22	17	20	23	25	15	15	15	20	8	9
4	2018-02-21	180830218			23	17	27	11	19	21	26	22	17	20	23	25	15	15	15	20	8	9
5	2018-02-23	180850210			23	14	27	11	19	21	26	22	17	20	23	25	15	15	15	20	8	9
6	2018-02-24	180862728			23	14	27	11	19	21	26	22	17	20	23	25	15	15	15	20	8	9
7	2018-02-28	180930163			8	15	22	11	19	21	26	22	17	20	23	25	15	15	15	20	8	9

In the second tab the current forecast number is shown and below the cumulated quantities for some sites are shown (what sites depends on what input PipeChain gets).

5 ORDER CONFIRMATION

You as a supplier will always get a notification every time you receive a new order or changed order from Dynapac in the web portal.

To display the order in the web portal click on the blue link in the mail.

All the orders with status Requested or Change Requested are displayed in the Orders to Confirm screen. Requested = new purchase order from Dynapac, Change Requested = already existing purchase order that are changed by Dynapac.

5.1 View the order or confirm the order directly from the Orders to Confirm screen

In the main menu, choose **Order and Orders to Confirm**.

In the list you will find all orders that need an Order Confirmation.

Orders to Confirm												
Purchase Order Id or Sales Order Id				<input type="checkbox"/> Advanced...								
Tasks	Purchase Order Id	Sales Order Id	Status	Invoice Status	Supplier Change	Customer Change	Shipment Time	Order Date	Receipt Time	Order Change Date	Last Update	Supplier Id
1	1027119		Requested	Not Invoiced	<input type="checkbox"/>	<input type="checkbox"/>	01/02/12	23/01/12			26/01/12 13:08	14092
2	1027120		Requested	Not Invoiced	<input type="checkbox"/>	<input type="checkbox"/>	01/02/12	23/01/12			26/01/12 13:08	14092
3	1027121		Requested	Not Invoiced	<input type="checkbox"/>	<input type="checkbox"/>	01/02/12	23/01/12			26/01/12 13:08	14092
4	1027170		Requested	Not Invoiced	<input type="checkbox"/>	<input type="checkbox"/>	01/03/12	24/02/12		27/02/12 09:25	27/02/12 09:25	14092
5	1027233		Requested	Not Invoiced	<input type="checkbox"/>	<input type="checkbox"/>	20/05/12	16/05/12			16/05/12 07:58	14092
6	1027234		Requested	Not Invoiced	<input type="checkbox"/>	<input type="checkbox"/>	20/05/12	16/05/12			16/05/12 08:08	14092
7	1027237	samma pn	Change Requested	Partially Invoiced	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	21/05/12	21/05/12		22/05/12 08:01	22/05/12 08:01	14092

Open an order by clicking on the row number to the left.

Order References
Purchase Order Id 1027119 Order Date 23/01/12
Sales Order Id

Delivery Date
Shipment Time 01/02/12

Order Status
Order Status Requested
Invoice Status Not Invoiced

Order Type
Delivery Type Purchase Order
Process Subtype TOM
Delivery Subtype Label Purchase Order

Supplier
Id 14092
Name JO KULLAGER AB

Customer
Id 5560686577
Name Dynapac CE AB

Confirm Order... Reject Order... Ship Order... Print Order...

Payment and Delivery

Addresses

Contacts

Order Change


Order Lines

Select View (Fanny) 1

Tasks	Purchase Order Id	Customer's Product Id	Description	Description Information	Dmd Shipment Time	Shipment Time	Dmd Qty	Dmd Price	Confirmed Price	Status	Supplier Change	Cut
1	1027119	4700100040	ANG.CONTACT SPHER. PLAIN BEARI Rev:A	ANG.CONTACT SPHER. PLAIN BEARI Rev:A	63,5 GACZ63S	01/02/12	01/02/12	100	10.92	Requested	<input type="checkbox"/>	


If you want to see additional information for an order line, you have to click on the row number on the order line.

Order Line				
Product Supplier's Product Id Customer's Product Id 4700100040 Customer's Product Name EAN/GTIN		Delivery Date Shipment Time 01/02/12 Demand Shipment Time 01/02/12 Originally Demanded Shipment Time 01/02/12		Quantity Quantity 100 ST Demand Quantity 100 Originally Demanded Quantity 100 Last Confirmed Quantity
Supplier Id 14092 Name JO KULLAGER AB	Customer Id 5560686577 Name Dynapac CE AB	Order References Purchase Order Id 1027119 1000 Sales Order Id Replenishment Order Id 1027119 1000 Delivery Id DO103179	Order Type Delivery Type Purchase Order Status Requested ▲	Place References Gate Centralförrådet
Information Description Information ANG.CONTACT SPHER. PLAIN BEARI Rev:A 63,5 GACZ63S				
▶ Price ▶ Description ▶ Documents ▶ Shipments ▶ Order Line Change ▶ Deviations				

To get back to the order detail screen you must click the “back” button  on the web browser menu.

Before the order is confirmed in PipeChain you should handle the order according to your internal routines (for example, register the sales order in your own order handling systems and check the stock status).

5.1.1 Initiate the confirmation of the order

When you are ready to confirm the order click on the  button to open the order into edit mode.

An alternative way is to press the “Confirm” button in the action list in the task column.

Orders to Confirm		
Purchase Order Id, Sales Order Id or		
Tasks	Customer Id	Customer Name
1	5560686577	Dynapac CE
2		
3		
4		
5		
6	5560686577	Dynapac CE

- Confirm Order...
- Reject Order...
- Ship Order...
- Print Order...

5.2 Edit the order head before confirmation

Fields that can be changed is Sales Order Id (and it's mandatory) and Shipment time.

Supplier's Product Id	Customer's Product Id	Customer's Product Name	Status	Shipment Time	Quantity	Unit	Acc Qty	Dmd Qty	Dmd Shipment Time	Originally Confirmed Quantity	Originally Confirmed Shipment Time	Last Confirmed Qty
1	4700100040		Requested	2012-02-01	100	ST	100	100	2012-02-01	100	2012-02-01	100

- **Sales Order Id** - Your internal order number from your order system
- **Shipment time** –The date you will ship from your supplier site.

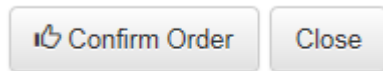
5.2.1 Edit order lines

When the information on the order header is complete, the information on order line needs to be checked. Changes can be made in the following fields:

- **Reception / Shipment Time** – The date when the order line will be shipped from supplier site. Could be different dates for different order lines.
- **Acc Qty** – The Accepted Quantity is the quantity that you confirm for delivery. Change the Dynapac demand quantity if needed. **Reject** – If the you have to reject (no delivery at all) an order line, you have to confirm Accepted quantity = zero (0). Please contact your call-off contact at Dynapac if you reject an order.
- **Deviation Code** –Deviation Code should be added if you confirm another date or quantity according to Dynapac demand. Choose deviation code from the drop-down list.
- **Text information** – This field is used for the supplier to give some information back to Dynapac at confirmation of an order line. This only optional information.

5.2.2 Confirm the order

When you are ready, you can press:




- **Confirm Order** – To Confirm the order, click on the Confirm Order button. When this is done, the order confirmation message will be send to Dynapac.
- **Close** – If you change your mind and want to erase what has been entered (before Confirm Order), click on the Close button in the registration box.

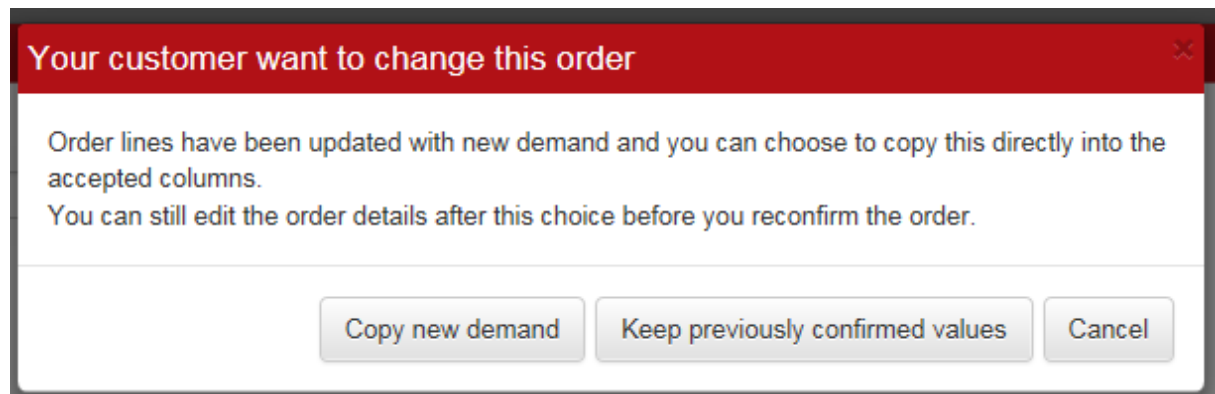
NOTE!

If Dynapac change an order, they can change “Shipment Time”, “Reception Time” and “Quantity” The result will be seen in the “Dmd” (Demanded) fields.

5.3 Initiate the confirmation of an order with status Change Requested

The changed order lines in an order with status “Change Requested” needs to be confirmed again. Not changed order lines will keep previous statuses. The new demanded values are shown in the (Dmd) columns. As a supplier you can decide if you want to copy the customer changes into the editable (Acc) columns or if you want to keep the previous confirmed values in the editable (Acc)

columns and do a manual change if needed. When you click on the  button you will get following popup.



After you have decided if you want to copy the new values or keep previous confirmed values you should continue with next step.

5.4 Reconfirm an order

If the ability to deliver what previously has been confirmed is changed it's important to reconfirm the order before dispatch is performed and this is done under “order” and “orders to reconfirm”. It's very important that the date you deliver match the latest confirmation in order to keep a good delivery performance but also to maintain updated dates in Movex.

6 SHIPMENT

When an order is confirmed and ready to be shipped it should be dispatched in PipeChain. The information will be transferred to Dynapac and the call-off department will know that the order have been shipped.

6.1 Order Lines to Ship

In the main menu, choose **Shipment and Order Lines to Ship**.

In this screen you can select order lines related to different orders, if you would like to ship order lines from different orders with the same Delivery Note identity. Select the order lines you want to ship as joint shipment by ticking the Mark Line boxes on the lines and then click the button “Ship”.

One shipment = one invoice.

You can only ship orders in the same box (same address) together.

Order Lines to Ship

Search

Tasks	Replen Order Id	Purchase Order Id	Sales Order Id	Shipment Time	Receipt Time	Supplier's Product Id	Customer's Product Id	Cust Prod Name
				From	From			
				To	To			

Supplier

Supplier Id: 14092
Supplier Name: JO KULLAGER AB

Customer

Customer Id: 5560686577
Customer Name: Dynapac CE AB
Gate: Centralförrådet

Delivery Address

Dynapac Compaction Equipment AB
Industrivägen 2
Karlskrona
Sweden

Goods Recipient

Dynapac Compaction Equipment AB
Centralförrådet
Karlskrona
Sweden

Terms of Delivery

Terms of Delivery Code: FCA
Terms of Delivery: FCA ACC OUR INSTRUCTION

Tasks	Mark Line	Purchase Order Id	Line	Sales Order Id	Shipment Time	Originally Demanded Shipment Time	Receipt Time	Customer's Product Id	Description Information	Dmd Qty	Shipped Qty	Not Shipped Qty
1	<input checked="" type="checkbox"/>	3502393	2		26/06/12	20/05/12		K6801002	Prototype Material non-BOM Rev.	2		

Ship...

After click the “Ship” button you will end up in the Create Dispatch screen.

The **Create Dispatch** screen:

Create Dispatch

Delivery Note Id: Waybill No: Forwarding Agent: Shipment Time: 12/10/17

Order Information

Addresses

Delivery Recipient

Dynapac Compaction Equipment AB
Industrivägen 2
Karlskrona
Sweden

Goods Recipient

Dynapac Compaction Equipment AB
Centralförrådet
Karlskrona
Sweden

Invoice Recipient

Dynapac Compaction Equipment AB
Box 504
SE-371 23 Karlskrona
Sweden

Select View (Fanny)

Mark Line	Purchase Order Id	Sales Order Id	Shipment Time	Customer's Product Id	Description Information	Dmd Qty	Shipped Qty	Qty to Ship	Qty per Package	Order Line Complete
<input checked="" type="checkbox"/>	3502393		26/06/12	K6801002	Prototype Material non-BOM Rev.	2	0	2	0	<input type="checkbox"/>

Ship Dispatch Close

- **Delivery Note Id** - The delivery note number has to be unique for every shipment, and should normally be the same number as on the delivery note.
- **Waybill No** – Enter the Way bill No here, it could be a tracking number or a shipment number.
- **Forwarding Agent** – The freight forwarder for this shipment. Use the dropdown list or enter a text directly in the field.
- **Shipment Time** – This is the real date when you physical ship the goods
- **Qty to Ship** - Quantity to ship (deliver).
- **Qty per package** – Enter the number items in each package. This field is mandatory and do not fill in with 0.
- **Order line complete** – If you want to close the order on a lower qty, click the box “order line complete”. If you want to dispatch the remaining qty at a later time please leave the box unchecked.

When you are ready, press the Ship Dispatch button. A Dispatch Advice transaction will also be send to Dynapac.

6.2 Delivery note and Odette Label

When you press the “Ship Dispatch” button two new windows will open with the shipping documents. Please print these and apply to the goods according to instructions found in the “Supplier Manual”.

Delivery note:

ÖSTRAS STÅLPRODUKTER AB

Delivery Recipient
Dynapac Compaction Equipment AB
Box 504
SE-371 23 Karlskrona
Sweden

Gata
Centraltrafikrådet

Total No of Packages
1

Delivery Note

Delivery Note Id
12377
Delivery Date
2017-04-18
Forwarding Agent
DHL
Waybill No
Delivery Terms
FCA

Line No	Order No	Buyer Part No Buyer Part Description	Qty	Qty Deviation	No of Packages
1	1210117	4700391296 BRACKET Rev., Packaging code - R, Package Type: Smallbox	40	0,00	1

Odette Label:

Dynapac Compaction Equipment AB Karlskrona		Centralförrådet	
Address Note No (9) 12377 		Supplier ÖSTRAS STÅLPRODUKTER AB	
		Net Weight (kg) 0,00	Gross Weight (kg) 0,00
		No. of Boxes 1	
Part Number (9) 4700391296 			
Quantity (9) 40 		Description BRACKET Rev.: Packaging code - R,	
Supplier (9) 128014 		Supplier Ref No	
		Date 2017-04-27	Expiry Date
Part Number (9) 162140 		Order No (9) 1210117 	

6.2.1 Reprint the shipping documents

To reprint the shipping documents go to “Invoice” and “Dispatches to Invoice”. Look for the right order/dispatch, click on the small arrow to the left under “Tasks” and click on “Print Delivery Note” and/or “Print Odette Label”.

Dispatches to Invoice

Delivery Note Id

≡	Tasks	Delivery Note Id	Despatch Status	Invoice Status	\$
1	≡	1800447	Shipped	Not Invoiced	2
2	🗑️			Not Invoiced	
3	📄			Not Invoiced	J
4	📄			Not Invoiced	J
5	🖨️			Not Invoiced	J
6	🖨️			Not Invoiced	J
7	≡	1800431	Shipped	Not Invoiced	J

6.3 Delete a Despatch

If you want to delete or redo a despatch you have to contact Dynapac or PipeChain support!

The order/orders will be back to “Shipment” and “Orders/order lines to ship” and you are able to redo the shipment.

6.4 Partially Delivery

In PipeChain you can't split an order when you do the confirmation. Partially delivery can be done in two ways:

- Confirm a part of the order – For example if the order is on 10 pcs but you can only ship 5 pcs the current shipment day you can confirm only 5 by changing the qty in the confirmation or reconfirmation stage. The remaining 5 will vanish.
- Partially deliver in the dispatch stage – If you have confirmed 10 pcs but the day of shipment you can only deliver 5. You can change the delivered qty when doing the shipment, the remaining qty will be left to ship another time. If you don't want to ship the remaining qty please check the box "Order Line Complete".

Please note you must contact the call-off department if you want to partially deliver an order since this information don't go automatically to our system Movex.

7 INVOICING

All orders in PipeChain should also be invoiced there. Please do not send the invoice outside of PipeChain if not instructed to do so, with two exceptions, if you invoice packaging on a separate invoice or if the order hasn't by some reason been sent through PipeChain these invoices should be sent in an email to accountspayable.sft@dynapac.com

Remember, one dispatch – one invoice!

7.1 Invoice

Go to **Invoice and Dispatches to Invoice** in the main menu. A list of all shipments that are not yet invoiced will show in the screen.

Despatches to Invoice										
Delivery Note Id					Q		Q Advanced...			
Tasks	Delivery Note Id	Purchase Order Id	Sales Order Id	Despatch Status	Invoice Status	Joined Despatch	Forwarding Agent	Shipment Time	Supplier Id	
1	15959	15959	testpch	Shipped	Not Invoiced	<input type="checkbox"/>	DHL	31/05/17	101174	
2	1027118	1027118	20170213	Shipped	Not Invoiced	<input type="checkbox"/>	DHL	06/04/17	14092	
3	456	2135333		Shipped	Not Invoiced	<input type="checkbox"/>	DHL	31/03/17	102272	
4	testdaniel	2135333		Shipped	Not Invoiced	<input type="checkbox"/>	DHL	31/03/17	102272	
5	20170215555555	Joined despatch	Joined despatch	Shipped	Not Invoiced	<input checked="" type="checkbox"/>	DHL	13/02/17	14092	
6	123456	1055229	123456	Shipped	Not Invoiced	<input type="checkbox"/>	DHL	31/08/16	104039	
7	4545465	2080582		Shipped	Not Invoiced	<input type="checkbox"/>	DHL		108133	

Select Create Invoice in the action button menu.

Despatches to Invoice				
Delivery Note Id				
Tasks	Delivery Note Id	Despatch Status	Invoice Status	
1	1800447	Shipped	Not Invoiced	2
2				ot Invoiced
3				ot Invoiced J
4				ot Invoiced J
5				ot Invoiced J
6				ot Invoiced J
7	1800431	Shipped	Not Invoiced	J

Delete Despatch...

Create Invoice...

Externally Invoiced...

Print Delivery Note...

Print Odette Label...

7.2 Create Invoice

Create Invoice (1/1)

Invoice No * Invoice Date 12/10/17 Payment Expires 11/12/17 Terms of Payment 060 Delay Interest 0.00

Your reference Purchase Dept Dynapac CE AB (TEST) Our reference

▼ References

Supplier	Customer	Despatch	Order
Id 104039 Name Donaldson Germany	Id 5560686577 Name Dynapac CE AB	Delivery Note Id 123456 Shipment Time 31/08/16 Reception Date 31/08/16 Terms of Delivery FCA ACC OUR INSTRUCTION Mode of Delivery Forwarding Agent DHL	Purchase Order Id 1055229 Sales Order Id 123456 Order Date 25/09/13 Order Status Shipped Invoice Status Not Invoiced

▼ Addresses

Delivery Recipient	Goods Recipient	Invoice Recipient
Dynapac Compaction Equipment AB Industrivägen 2 Karlskrona Sweden	Dynapac Compaction Equipment AB Centralförrådet Karlskrona Sweden	Dynapac Compaction Equipment AB Box 504 SE-371 23 Karlskrona Sweden

▼ Invoice Lines

Select View (Fanny) 1

Customer Sales Prod Id	Description	Purchase Order Id	Shipped Qty	Price Unit	Confirmed Price	Invoiced Price	Confirmed Discount	Invoiced Discount	Tax	Add Fee
1	ANG.CONTACT SPHER. PLAIN BEARI Rev.; 63,5 GACZ63S;	1055229	1		1.00	1.00	0.00	0.00	0	Select Fee

▼ Fees and Totals

Rows Total, ex. tax	1.00
FC (Freight Cost)	0.00
PC (Packaging Cost)	0.00
Total ex. tax	1.00
Total	1.00
Round Off	0.00 None
To Pay	1.00 EUR
Rate of Exchange	1.0000
In Account Currency	1.00 EUR

Print Invoice... Invoice Close

In the Create Invoice dialog:

- **Invoice No** – Invoice number. Same number as created in you invoice system. This is compulsory. Our system takes away letters so use only numbers if possible.
- **Invoice Date** – The date when you create the invoice.
- **Payment Expires** – The due date for the payment of the invoice. Is not changeable!
- **Terms of Payment** – Cannot be changed, Agreed with Dynapac
- **Delay Interest** – Fill in, if you use this.

In the Invoice Rows:

- **Price** – Price confirmed for the order line will show. Is not changeable!
- **Confirmed Discount** – Discount confirmed for the order line will show. Possible to change.
- **Tax** – Choose the tax fee that you would like to use. (See how to add new tax rate under chapter “Taxes”)
- **Add Fee** – N/A for individual invoice line.

In the Fees And Totals:

- **FC, Freight Cost** - Normally our supplier ship on our freight contract, in that case do not add freight cost. If you have agreed with Dynapac to ship on your freight contracts please add the freight cost here.
- **PC, Packaging Cost** – Add the packaging cost here, the total sum. If you buy packaging from our packaging pool please make sure you follow our price list.

- **Rate of Exchange** – When a Swedish supplier is using another currency than SEK, then the exchange rate must be entered in the invoice menu.

If something is changed in the invoice will be calculate automatically when you leave an open field.

Press the Print Invoice button if you want to see the result of the invoice before you click on the Invoice button for sending the invoice message to Dynapac.

Then press “Invoice” button to send the invoice from PipeChain portal to Dynapac. An invoice transaction will be transmitted to Dynapac.

NOTE!

You do **NOT** need to print the invoice and send it to Dynapac as a copy. If you have any questions about paper invoices please contact Dynapac financial department.

8 DELIVERY REPORT/DELIVERY PERFORMANCE

In PipeChain we measure the delivery performance in three ways:

- DP (DMd)

The difference between our demanded delivery date and real dispatch date.

- DP (FC)

The difference between your first confirmed delivery date and the real dispatch date.

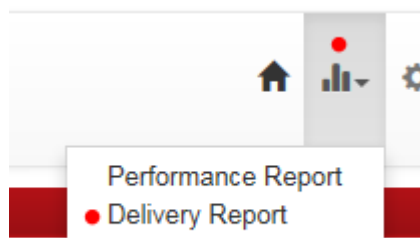
- DP (LC)

The difference between your last confirmed delivery date and real dispatch date.

Note that the orders only show under Delivery report if all steps in PipeChain is completed, confirmation to invoice. + 0 days and -5 for an on time delivery.

8.1 How to see the your Delivery report




1. Click on “Delivery Report” up in the right corner.



2. Choose what you want to see in your report. You can search for an item, a to and from date, delivery ID, purchase order etc. We recommended you to click “group by” by delivery ID, purchase order ID and date. But can of course try different type of searches. Always click Update when you have made a change to the search.

A screenshot of the 'Delivery Report' search interface. It has a red header bar with the title 'Delivery Report'. Below the header, there is a 'Search Conditions' section with a dropdown arrow, a 'Weeks' button, a 'Days' button, and an 'Update' button. A 'KPI Filter' section shows a dropdown menu set to 'below (%)'. Below this, there are several search criteria with 'Group By' checkboxes: 'Customer Product Group', 'Customer Product Id', 'Customer Product Variant', 'Supplier Product Id', and 'Supplier Product Variant'. The 'Delivery Id' criterion has its 'Group By' checkbox checked. The 'Purchase Order Id' criterion also has its 'Group By' checkbox checked. There are also date pickers for 'Date' and 'To' with 'Group By' checkboxes checked. The interface is clean and modern with a white background and red accents.

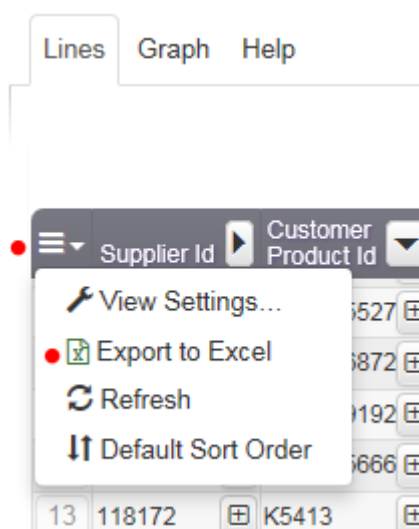
3. Under “Totals” you can see the different percentages for the measurements described above.

Totals					
Rows	36	DP (D)	52,8% 	DP (FC)	47,2% 
				DP (LC)	58,3% 

4. All details can be seen under “Lines”.

	Customer Id	Customer Name	Customer Product Id	Supplier Product Id	Date	Rows	Delivery Id	Delivery Type	Purchase Order Id	DP (D)	Dmd Shipment Time	DP (FC)	First Confirmed Shipment Time	DP (LC)	Last Confirmed Shipment Time	Dmd Qty	Shipped Qty
1	5560686577	Dynapac CE AB	4812111831		2017w50	1	DO6222779	Purchase_Order	2145032	100,0%	2017-12-18	100,0%	2017-12-18	100,0%	2017-12-18	3	3
2	5560686577	Dynapac CE AB	4812111831		2018w01	1	DO6254033	Purchase_Order	2145553	0,0%	2018-01-03	0,0%	2017-12-21	0,0%	2018-01-03	3	3
3	5560686577	Dynapac CE AB	4812111831		2018w01	1	DO6269796	Purchase_Order	2145839	100,0%	2018-01-05	100,0%	2018-01-05	100,0%	2018-01-05	3	3

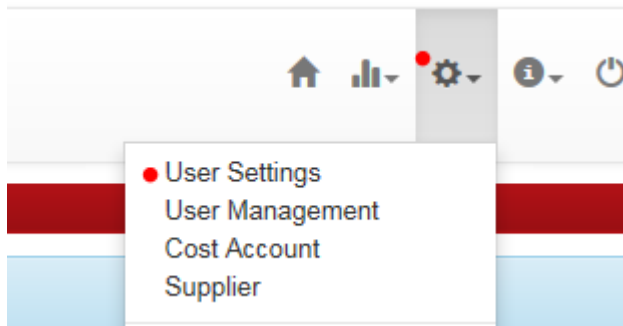
5. If you prefer you can export the result to Excel.



9 SETTINGS

9.1 Change password

Go to **Settings and User Settings**.



User Settings

You need to logout and login again for the changes to take effect.

User Name

Superuser

Nan

Su

Role

Supplier

Phc

▼ View Settings

Language

English (United Kingdom)

Dat

yy

► Supplier - Site Connections

Change Password...

Save

Press **Change Password** and type the old and the new password in the window that will appear.
Press **OK** to confirm the new password.

Please note that your password must be at least 4 characters long, but no longer than 11 characters.
Try to make a mix of capitals, small letters and figures. Minimum 8 characters with Capital letter and figures. PipeChain new pwd policy.

Language – Choose between Swedish or English for printing the order pdf file.

9.2 Change date format, time zone and start page

Go to **Settings and User Settings**.

User Settings

You need to logout and login again for the changes to take effect.

User Name: Superuser, Name: Superuser, Description: , Role: Supplier, Phone: , Mobile: , E-mail Address: fanny.steenari@dynapac.com

View Settings

Language: English (United Kingdom), Date Format: yyyy-MM-dd HH:mm (2001-03-14 13:30), Time Zone: Europe/Stockholm, Start Page: Monitor Supplier

Supplier - Site Connections

Change Password... Save

9.3 Notifications from PipeChain

The following notification and reminders will be sent to the supplier. If and to whom these emails is send is changed directly in PipeChain.

- **Order Confirmation Notification**

When an order is created in PipeChain will be sent an up notification mail out to a new order's confirmation.

The mail is always sent immediately after the order is created. An email per order sent to the appropriate supplier. You as a supplier can decide if you want the notification.

- **Order Confirmation Reminder**

Reminder emails are generated by a night job and sent out after midnight. An email containing all the reminders is sent out to the supplier.

3 days after the order is created by Dynapac a reminder email is sent out if the order has not been confirmed. This reminder email is sent daily until the order is confirmed.

- **Forecast Notifications**

The forecast/delivery schedules is normally updated every Saturday.

- **Deviation Notification**

If an order is confirmed with quantity and/or date to differ from requested values a deviation mail will be sent to the buyer contact at Dynapac.

9.3.1 Change settings for notifications

Go to **Settings – Supplier**.

Click on the number to the left.

Supplier

Supplier Id, Supplier Name or Supplier Description

Tasks

Supplier Id	Supplier Name	Supplier Description	Contact Name	Contact Phone	Contact Mail	Send Delivery Forecast Notification Emails to	Send Order Notification Emails to	Send Reminder Emails to
1	119379	Sundquist Components						

Here you can change or add Email Addresses for Receiving notifications. It is important that you add addresses if you want notifications.

Supplier		
Supplier	Main Address	Customer Contact
Supplier Id 119379 Supplier Name Sundquist Components		Name Phone Mail
Email Notifications		
● Send Delivery Forecast Notification Emails to	● Send Order Notification Emails to	
● Send Reminder Emails to	Last Updated	
	2013-02-09 00:06:06	

Click Save when ready!



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