PeopleSoft eSupplier Portal



Shaw Industries Group, Inc.





Comprehensive Supplier Portal Table of Contents

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Link to Supplier Portal

The link to the supplier portal can be located on shawinc.com. Click "Suppliers" at the bottom of the page. Click the "Current Supplier Resources" link. Then click the "Sign into the Supplier Portal" link.

Supplier Public Home Page

Upon logging in, you will come to the Supplier Public Home Page. Click on the Welcome tile for the welcome message. Click on the FAQs/Contact Us tile for information on whom to contact for any questions.



Supplier Secure Home Page

Click the drop down arrow on the Supplier Public Home Page Header and choose Supplier Secure Home Page.



From the Supplier Secure Home Page you can access your transactional data.



Click the Manage Profile tile to change your forgotten password challenge question or change your email address. It is very important that you set this information!



Receipts

Click the receipts tile to access receipt information. 3 days of transactions are automatically displayed after clicking the tile.



Click the filter icon () on the top left to search for a specific receipt by PO number, receipt number or date range. NOTE: Keep date ranges short to avoid long search times.

Cancel	Filters		
POID	٩		
Receipt ID	٩		
Receipt Date Range	01/15/2018	02/04/2019	
Supplier Location	٩		
Ship To Location	٩		
Item Category	٩		
Item ID	٩		
Item Description			
Supplier Item ID	٩	.]	
Receipt Line Status	All		
	Reset		

Click on the arrow on the left to see further receipt details.





PO ID	Receipt ID / Line Nbr	Receipt Date	Shipment Number / Ship to Location	Supplier Item ID	Item ID / Description	Received Quantity / UOM	Accepted Quantity / UOM	Rejected Quantity / UOM	Receipt Status	Receipt Details
0002481612	0004484769 1	11/05/2018	12-CARTERSVILLE CPT MFG	32-QC-AL-B200	0000064338 COUPLING HOSE 2 IN HOSE CAM AND GROOVE PT COUPLING P/N B200	1.0000 Each	1.0000 Each		Received	>
0002481612	0004484769 2	11/05/2018	12-CARTERSVILLE CPT MFG	32-QC-AL-E200	0000064343 COUPLING HOSE 2 IN HOSE CAM AND GROOVE PT COUPLING P/N E200	1.0000 Each	1.0000 Each		Received	>
0002478227	0004485017 1	11/05/2018	06-DALTON SPUN YARN		0000018637 STRAINER Y-TYPE PIPE STEAM 1/2 IN CI FNW VALVE CO PIN 283700230	1.0000 Each	1.0000 Each		Received	>

Receipt Details

				Review	teccipto			
1	tem ID 0000	064338						
Supplier I	tem ID 32-Q	C-AL-B200						
Quantity Re	ceived	1.0000 Each						
Quantity Insp	pected	0.0000 Each						
Quantity Acc	cepted	1.0000 Each						
Quantity Re	turned	0.0000 Each						
Quantity Re	jected	0.0000 Each						
Net Receipt Qu	uantity	1.0000 Each						
Reason for Rej	ection							
RMA N	umber			RMA Line				
r Schedule								
							14 4	1-1 of 1 🔹
Due Date	Quantity	Ship To	Ship Via	Freight Trm		Price	Merchandise Amt	
11/02/2018	1.0000	12-CARTERSVILLE CPT MFG	COMMON	FOB DEST, FRTS	SELLER,CHARGEBAC	к		USD
						14 A	1-1 of 1 🔹 🕨	b.
								6. L
	Quantity Ins Quantity Ac Quantity Re Quantity Re Quantity Re Net Receipt Qu Reason for Rej RMA N r Schedule	Quantity Inspected Quantity Accepted Quantity Returned Quantity Rejected Net Receipt Quantity Reason for Rejection RMA Number r Schedule Due Date Quantity 11/02/2018 1.0000	Quantity Inspected 0.0000 Each Quantity Accepted 1.0000 Each Quantity Returned 0.0000 Each Reason for Rejection RMA Number Notes Each Pue Date Quantity Ship To 11/02/2018 1.0000 12-CARTERSVILLE CPT MFG	Quantity Inspected 0.0000 Each Quantity Accepted 1.0000 Each Quantity Returned 0.0000 Each Quantity Reterned 0.0000 Each Reason for Rejection 1.0000 Each RMA Number Ship Yia Ship Yia Introduction of the second	Quantity Inspected 1,0000 Each Quantity Accepted 1,0000 Each Quantity Returned 0,0000 Each Quantity Returned 0,0000 Each Quantity Reterned 0,0000 Each Reason for Rejection RMA Number RMA Line r Schedule Due Date Quantity Ship To Ship Via Freight Trm 11/02/2018 1,0000 12-CARTERSVILLE CPT MFG COMMON CARRIER FOB DEST, FRT	Quantity Inspected 0.0000 Each Quantity Accepted 1.0000 Each Quantity Returned 0.0000 Each Quantity Returned 0.0000 Each Quantity Returned 0.0000 Each Quantity Returned 0.0000 Each Quantity Reterned 0.0000 Each Quantity Reterned 0.0000 Each Quantity Reterned 0.0000 Each RMA Number RMA Number RMA Line	Quantity Inspected 0.0000 Each Quantity Accepted 1.0000 Each Quantity Returned 0.0000 Each Quantity Returned 0.0000 Each Quantity Returned 0.0000 Each Quantity Retered 0.0000 Each Quantity Retered 0.0000 Each Quantity Retered 0.0000 Each Quantity Retered 0.0000 Each Net Receipt Quantity 1.0000 Each RMA Number RMA Number RMA Line	Quantity Inspected 0.0000 Each Quantity Returned 0.0000 Each RMA Number

No Invoices Found

Purchase Orders

Click on the POs tile, then click the Purchase Orders tile to view purchase order details. The

default search results will show all POs issued in the last 4 days. Click the filter icon() icon on the top left to search for a specific PO, or to change the date range. NOTE: Keep date ranges short to avoid long search times.







You can click the results to Excel.

Download PO Information

button on the top left to download your search

Ds				Purcl	hase Orders					Â
T Download PO Information										3
Business Unit / Purchase Order	Supplier Location	PO Date	PO Status	Last Dispatched Date/Time	Buyer	PO Total Amount / Currency	Payment Terms	Acknowledgement Status	Actions	PO Detai
SHAW INDUSTRIES GROUP, INC. 0002543141	CORPORATE	02/04/2019	Dispatched	02/04/2019 9:11:24AM	Daniel, Jacqueline D	US	D NET 90	Buyer Accepted	\odot	>
SHAW INDUSTRIES GROUP, INC. 0002543453	DIRECT CONNECT	02/04/2019	Dispatched	02/04/2019 11:13:34AM	DirectConnect	US	D NET 90	() New	\odot	>
SHAW INDUSTRIES GROUP, INC. 0002543457	DIRECT CONNECT	02/04/2019	Dispatched	02/04/2019 11:13:34AM	DirectConnect	US	D NET 90	New	\odot	>
SHAW INDUSTRIES GROUP, INC. 0002543633	DIRECT CONNECT	02/04/2019	Dispatched	02/04/2019 1:04:51PM	DirectConnect	U	D NET 90	() New	\odot	>
SHAW INDUSTRIES GROUP, INC. 0002543644	DIRECT CONNECT	02/04/2019	Dispatched	02/04/2019 1:04:51PM	DirectConnect	US	D NET 90	New	\odot	>
SHAW INDUSTRIES GROUP, INC. 0002543777	DIRECT CONNECT	02/04/2019	Dispatched	02/04/2019 3:05:08PM	DirectConnect	Us	D NET 90	New	\odot	>
SHAW INDUSTRIES GROUP, INC. 0002543930	CORPORATE	02/04/2019	Dispatched	02/04/2019 4:51:25PM	Weeks,Alan	Us	NET 90	1 New	\odot	>

From this page you can see PO details. Any PO with "New" as the acknowledgement status has not been acknowledged. Once a PO has been acknowledged, the acknowledgement status will change to "Buyer Accepted". Click on the arrow to the left of each line to see additional PO details.

Printing Purchase Orders



icon under the action column, click on "View PO Dispatch Document".



Once the Purchase Order List comes up, click on "View PDF" at the far right.







Once you click "View PDF" you will get a pop up message. Click "OK"

		Process to generate PO output	file, is taking longer than e	xpected. (7026,186)	
List	o allow your session to continue	e, this job will finish in the background. Pl	ease wait a minute or so a	nd then press the button again to bring up the	PO for printing.
				the second to be second with all h	
	(You must stay within this component, or p	pressing the button will cau	se the report to be resubmitted.)	
He	(You must stay within this component, or p		se the report to be resubmitted.)	

Wait a minute to give the process time to run and click "View PDF" again. NOTE: Be sure your Pop-up Blocker is turned off.

If the PDF is not yet available you will get the following message. Click OK, give it a minute and try again.

	Process	is still running	g. (7026,187)	
PO is not a	available yet	t for printing.	T <mark>ry ag</mark> ain in a	a few seconds.
		OK		

Once the process has completed you will get a PDF copy of the purchase order when you click on "View PDF".

From this page you can also see any purchase order that has been changed or cancelled. If a purchase order has been changed the PO Status will show "Change Order-1". The number will also change according to how many times it has been updated or changed.



T Download PO Information		-								
Business Unit / Purchase Order	Supplier Location	PO Date	PO Status	Last Dispatched Date/Time	Buyer	PO Total Amount / Currency	Payment Terms	Acknowledgement Status	Actions	PO Deta
SHAW INDUSTRIES GROUP, INC. 0002549281	CORPORATE	02/12/2019	Change Order -1	92/13/2019 10:08:41AM	Daniel, Jacqueline D	1,565.14 USD	NET 90	1 New	\odot	>
SHAW INDUSTRIES GROUP, INC. 0002544513	DIRECT CONNECT	02/05/2019	Change Order -2	2/14/2019 9.09:39AM	DirectConnect	80.56 USD	IET 90	1 New	۲	>

When you have acknowledged a purchase order, the Acknowledgement Status will change to "Buyer Accepted".

T Download PO Information											î↓
Business Unit / Purchase Order	Supplier Location	PO Date	PO Status	Last Dispatched Date/Time	Buyer	PO Total Amount / Currency	Payment Terms	Acknowledgement Status	Actions	PO Details	
SHAW INDUSTRIES GROUP, INC. 0002548215	CORPORATE	02/11/2019	Dispatched	02/11/2019 9:12:21AM	Daniel, Jacqueline D	71.6 USI	NET 90	Buyer Accepted	\odot	>	

If a change order is done after acknowledgment the status will change back to "New".

T Download PO formation										↑↓
Business Unit / Purchase Order	Supplier Location	PO Date	PO Status	Last Dispatched Date/Time	Buyer	PO Total Amount / Currency	Payment Terms	Acknowledgement Status	Actions	PO Details
SHAW INDUSTRIES GROUP, INC. 0002548215	CORPORATE	02/11/2019	Change Order -1	02/14/2019 9:18:44AM	Daniel, Jacqueline D	143.22 USD	NET 90	1 New	\odot	>

To see what changes have been made click the icon to the far right in the PO Details column.

PO Details



Click "View PO Changes" under Change Order.





is page shows the differences between th I appear stating "New" or "Canceled" for the or value and new value are displayed for e	prior PO and this PO revision. For new or can at line/schedule, since there is nothing to comp ach field that changed.	nceled lines/schedules only one row pare too. For all other changes, the
ine &Details	Q	1 of 1 🔹 🕨 🕨 View All
Line Number 1	Change Order Number 1	
Item ID 61CLAZ9169803F		
CLA VAL DIAPHRA	GM ASSEMBLY	
Schedule Changes	Q (1-2	of 2 🔻 🕨 🕴 View All
Schedule Value Changed	Prior Value New Val	lue
a second de la seconda de la sec	151.140 302.280	000
1 Merchandise Amt		

When a purchase order has been cancelled the PO Total Amount / Currency will not show an amount.

Business Unit / Purchase Order	Supplier Location	PO Date	PO Status	Last Dispatched Date/Time	Buyer	PO Total Amount / Currency	Payment Terms	Acknowledgement Status	Actions	PO Details
SHAW INDUSTRIES GROUP, INC. 0002549281	CORPORATE	02/12/2019	Change Order -1	02/13/2019 10:08:41AM	Daniel, Jacqueline D	1,565.14 USD	NET 90	1 New	\odot	>
SHAW INDUSTRIES GROUP, INC. 0002549494	DIRECT CONNECT	02/12/2019	Change Order -1	02/13/2019 10:20:42AM	DirectConnect	USD	NET 90		\odot	>
SHAW INDUSTRIES GROUP, INC.			· · · ·			146 00	NET OD	12	~	

You can click on the PO Details to see that it is cancelled.





				Rev	iew Purchase Or	ders		
Purchase	e Order Deta	ils						
	PO Number	0002550772	Purchase Order Date	02/13/2019		Change Order Number	1	
	PO Status	Canceled	Last Dispatch	02/14/19 9:48:12AM	View PO Change	History		
	Buyer	DirectConnect			Purchase Order	Total		
E	Billing Location	BILL_CORP			Mercha	ndise Amount		0.000
1	Payment Terms	NET 90			Fre	ight/Tax/Misc.		0.000
	View	All lines	•			Total Amount		0.000 USD
urchase	Order Lines							
■ Q							14	1-1 of 1 🔹 🕨 🕨 🛛 View Al
Line In	formation	Extension	ine Details Contract Info					

Purchase Order Acknowledgment

Click on the Purchase Order Acknowledgment tile to acknowledge a purchase order.



From this page you can search for purchase orders by a date range or by purchase order.

When searching by date range the search will bring back any purchase order that needs to be acknowledged that was created within the date range.

Acknowledge Purchase Orders

earch/Filter Ackno	wledgements				
From PO	ID	Q	To PO ID		Q
From Da	ate 02/01/2019		To Date	02/14/2019	
Buy	/er		Q		
Supplier Locati	on	•]		
Current Acknowledgen	nents				
New/Supplier Revi	ew	Supplier Respon	d/Buyer A	ccept	
View History					
Search					

To search by a specific purchase order number enter your PO# in the From PO ID and To PO ID fields and then click "Search".

Acknowledge Purchase Orders Search/Filter Acknowledgements

From PO ID	0002551598	Q	To PO ID	0002551598	Q	
From Date	01/14/2019		To Date	02/14/2019		
Buyer			Q			
Supplier Location			•			
Current Acknowledgement	s					
New/Supplier Review		Suppli	er Respond/Buyer Ad	ccept		
O View History						
Search						Orders Per Page

Once the list of purchase orders comes up you can click on a purchase order number.

Schedule Changes

1

Return

Schedule Value Changed

Merchandise Amt

Purchase Order Quantity

PO Acknowledgement Li	st							
₽ Q							1-134 o	of 134 🔹
Acknowledgements	Buyer	IÞ						
Purchase Order	Dispato	ched Date/Time	PO Status	Acknowledgement Status	Acknowledge Date	Source of Acknowledgement	POA Required	
0002548215	02/14/2	019 9:18:44AM	Change Order -1	New			No	Í
0002544513	02/14/2	019 9·09·39∆M	Change Order -2	New			No	

If the purchase order has changes you can click "View PO Changes" under the Change Order column to view those changes.

~							
ine Details	<u>Extens</u>	on III					
e I	tem ID	Description	PO Qty	Acknowledge Quantity	UOM	POA Response	Change Order
	1156430000	REGULATOR ASSY OILER PARKE HANNIFIN CORP P/N F07R313AB	R 2.0000	2.0000	EA	Accepted	View PO Changes
omments							
Save		Save & Send Acknowledgement					
							×
							X
PO Cha	inges - D	tails					× Help
PO Cha	inges - Do	etails	PQ revision. For new or ca	anceled lines/schedules only (one row		× Help
PO Cha This page will appear prior value	shows the dir stating "New and new val	e tails erences between the prior PO and this " or "Canceled" for that line/schedule, si e are displayed for each field that chan	PO revision. For new or ca ince there is nothing to con ged.	nnceled lines/schedules only on pare too. For all other chang	one row les, the		× Help
PO Cha This page will appear prior value Line &D	shows the di stating "New and new val	etails erences between the prior PO and this " or "Canceled" for that line/schedule, si ie are displayed for each field that chan	PO revision. For new or ca ince there is nothing to con ged.	nceled lines/schedules only on pare too. For all other chang	one row les, the View All		Help
PO Cha This page will appear prior value Line & Du	anges - Do shows the dir stating "New and new val etails ne Number	etails erences between the prior PO and this " or "Canceled" for that line/schedule, si le are displayed for each field that chan 1 Ch	PO revision. For new or ca ince there is nothing to con ged.	Inceled lines/schedules only on pare too. For all other chang	one row les, the View All		× Help
PO Cha This page will appear prior value Line &D	anges - Do shows the dit stating "New and new val etails ne Number Item ID	etails lerences between the prior PO and this " or "Canceled" for that line/schedule, si le are displayed for each field that chan 1 Ch 1156430000	PO revision. For new or ca ince there is nothing to con ged.	Inceled lines/schedules only on pare too. For all other chang	one row les, the View All		Help

To Acknowledge the purchase order just click "Save & Send Acknowledgement" at the bottom of the page. NOTE: You are just acknowledging receipt of the PO. If the price or qty needs to be updated, you will need to send an email to the <u>sourcing.mro@shawinc.com</u> mailbox.

1-2 of 2 🔻

New Value

143 22000

2.00000

4

Q | |4

Prior Value

71 610

1.000

View All

Acknowledge Purchase Orders

	PO Number Acknowledgement Status	0002551598 New		Acknowledge Date	2/13/2019	9	
	POA Response	Accepted	Reset to	o PO Values	Reject All		
PO He	eader Detail						
c <mark>k on t</mark> h	he purchase order line number to see more	details and to make any modifications.					
DA Lin	es						
₽ (2			14 4	1-2 of 2	▼ ▶ ▶ View	
Line	Details Extension III						
ine	Item ID	Description	PO Qty	Acknowledge Quantity	UOM	POA Response	
		TUBE SQUARE WELDED CS	120.0000		FOT	Accepted	
	11STCS150150011	(BLUE) 1-1/2" X 11 GA WALL 20'		120.0000			
	11STCS150150011 11FBHR025150	(BLUE) 1-1/2" X 11 GA WALL 20' FLAT A36 HR BAR 1/4 X 1-1/2" 20'	3.0000	3.0000	EA	Accepted	

You will get a confirmation that the acknowledgement was successful. Just click "OK".

Manual Navigation

To manually navigate to a page, click on the Nav Bar at the top right.

Click Navigator

Click "Maintain Supplier Information".

Shaw

NavBar: Nav	igator	0
\odot	Supplier Portal Configuration	>
Recent Places	Maintain Supplier Information	>
*	Manage Orders	>
My Favorites	Manage Supply	>
Navigator	Review Payment Information	>
	View Terms & Conditions	
	Change My Password	
	My System Profile	

If you click "Addresses" you can see the address information set up for your company in our system.

ddress List		14	1-1 of 1 • •
Addresses Address	s Use		
Description	Address Type		
CORPORATE	Business	Edit	Inactive

Add a New Address

		5	Supplier Address	•		×
						Help
Maintain Addresses						
Address Informatio	n					
C						
Descrip	tion COF	RPORATE				
Address	Type Busi	ness				
Cour	ntry USA	United	States			
Addr	ess 1 PO	BOX 4659				
Addr	ess 2					
Addr	ess 3					
	City DAI					
Co	ounty will			Postal 3071	9	
	State GA	Ge	orgia			
Ema		d whatten @al				
Lina	uavi	u.wiieaton@si	nawine.com			
Telephone Information						
₽F Q				14 4	1-1 of 1 🔻	
Туре		Prefix	Phone		Ext	
FAX			80			
Date Change Will Ta	ke Effect:	11/13/2012				
Return to Current Addresse	s					

Click "Manage Orders" / "Purchase Orders"

NavBar: Navig	gator	0
0	Supplier Portal Configuration	>
Recent Places	Maintain Supplier Information	>
*	Manage Orders	>
My Favorites	Manage Supply	>
Navigator	Review Payment Information	>
850	View Terms & Conditions	
	Change My Password	
	My System Profile	

You can search by date range to show a list of purchase orders or you can search by a specific purchase order.

Purchase Orders

Filter Options

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

ng Acknowledger	🗆 PO's Waiting	Q	From PO ID
		۹	To PO ID
	Q		Item ID
Q			Supplier Item ID
	(example: 01/31/2000)	1/14/2019	From Date
	(example: 01/31/2000)	2/14/2019	To Date
	Q		Buyer
	Q		Contract ID
			Contract Version
			Release

From this page you can view a PDF version of the purchase order by clicking on "View PDF".. The Create ASN button is not being used at this time.

Pure	chase Orders											
Pur	chase Order	List										
	277 273											
	POs Retu	rned 1					Default View for Cha	ange Orders	All lines	>	•	
Set fi	Iter options					Ord	ers Per Page ALL	•	First	1 to 1 of 1	ÞÞ	Last
Purch	nase Order List											
₽	Q									1-1 c	of 1 🔻 🗌 V	iew All
P	O Details He	eader Details										
	Purchase Order	Status	Last Dispatched Date/Time	Lines	Total Amount		Acknowledge Status					
	0002551597	Dispatched	02/13/2019 5:04:46PM	1	3,572.000	USD	New	Crea	ate ASN	vi	iew PDF	
~	Select All Clear All				OF button allows you to g	enerate a	a printable version of th	ne purchase				
	View Sel	ected POs in Downloa	adable Format	order. Using report gener	the Default View for Cha ated shows all lines or or	ange Ordenly the lat	ers options you can con est changes. (This sar	ntrol if the me option is				
Select All Clear All View Selected POs in Downloadable Format				The View Pl order. Using report gener also used to	DF button allows you to g the Default View for Cha rated shows all lines or or control the online view of	enerate ange Ordenly the lat	a printable version of th ers options you can co est changes. (This sar)	ne purchase ntrol if the me option is				

Click on "Acknowledge Purchase Orders" to acknowledge a PO#. You can search by a specific purchase order number or by a date range.

Click on the purchase order to bring the Acknowledgement page up.

A always and a Durachas	- Orders						
Search/Filter Acknow	e orders						
Content Intel Acknow	neugements						
5 00.00	0	7 00 0	0				
From PO ID	4	IS POID	ų				
From Date	02/12/2019	To Date 02/	14/2019				
Buyer		Q					
Supplier Location		•					
Current Acknowledgemen	its						
New/Supplier Review	suppli	er Respond/Buver Accep	t				
View History							
PO Acknowledgement Lis	t		Ore	ders Per Page ALL	First M 1 to 35	of 35 🙌 L	ast -35 of 35 🔻
Acknowledgements	<u>B</u> uyer II▶						
Purchase Order	Dispatched Date/Time	PO Status	Acknowledgement Status	Acknowledge Date	Source of Acknowledgement	POA Required	
0002544513	02/14/2019 9:09:39AM	Change Order -2	New			No	Ì
0002551598	02/13/2019 5:04:46PM	Dispatched	New			No	
0002551597	02/13/2019 5:04:46PM	Dispatched	New			No	
0002551591	02/13/2019 5:04:46PM	Dispatched	New			No	

Click on Save & Send Acknowledgement

in the the test	dgement Summary					
	· -					
	PO Number	0002551598		PO Date	02/13/2019	9
	Acknowledgement Status	New		Acknowledge Date		
	POA Response	Accepted		Reset to PO Values	Reje	ct All
PO Header	r Detail					
k on the pur	rchase order line number to see more o	letails and to make any modifications.				
A Lines						
, Q				14 4	1-2 of 2	▼ ▶ ▶ View
Line Detai	ils Extension II)					
ne	Item ID	Description	PO Qty	Acknowledge Quantity	UOM	POA Response
	11STCS150150011	TUBE SQUARE WELDED CS (BLUE) 1-1/2" X 11 GA WALL 20'	120.0000	120.00	00 FOT	Accepted
	11FBHR025150	FLAT A36 HR BAR 1/4 X 1-1/2" 20'	3.0000	3.00	00 EA	Accepted

Click "View Receipts" to view receipts on purchase orders.

	4 Manage Orders
cent Places	Purchase Orders
+	Acknowledge Purchase Orders
y Favorites	View Order Summary
	Create ASNs
Navigator	View ASN History

You can search by date range or a specific purchase order number.

Shaw

Review Receipts		
Filter Options		
enter search criteria and click on Search	th. Leave blank for all values.	
From Receipt Date	01/31/2019 (example: 12/31/2000)	
i toni Kecelpi bate	(overple: 12/21/2000)	
To Receipt Date	02/14/2019 (example: 12/31/2000)	
From PO ID	۹	
To PO ID	Q	
Shipment Number	Q	
Item ID	Q	
Supplier Item ID		Q
Receipt Status	T	

Click on the Receipt Number to view receipt details.

eceipt Li	nes									
filter option	s									
ceipt Line	s .									
Γ, Q	3						14	1-100	of 337	I View
eceipt umber	Received Date	PO Number	Ship No	Item ID		Description		Received	UOM	Status
04579720	01/31/2019	0002494369		11STCS300100011		3 X 1 X 11GA X 24FT RECT. TU	BING	192.0000	FT	Received
104579720	01/31/2019	0002494369		11STCS100100011		1 X 1 X 11GA SQ TUBING		360.0000	FT	Received
04579720	01/31/2019	0002494369		11ANGHR1001000	12	1 X 1 X 1/8 HR ANGLE		159.0000	EA	Received
104579721	01/31/2019	0002494369		11ANGHR1001000	12	1 X 1 X 1/8 HR ANGI F		11 0000	FA	Received
eview Re	eceipts									
eceipt D	etails									
		Receipt Number	0004579720		Packi	ng Slip Number 382796				
		Receipt Datetime	01/31/2019 9:09AM			Pro Number				
		Receipt Status	Fully Received							
		Item ID								
		Supplier Item ID	11STCS300100011							
	G	uantity Received	192.00	00 Feet						
	Q	uantity Inspected	0.00	00 Feet						
	Q	uantity Accepted	192.00	00 Feet						
	G	uantity Returned	0.00	00 Feet						
	(Quantity Rejected	0.00	00 Feet						
	Net	Receipt Quantity	192.00	00 Feet						
	Rea	son for Rejection								
		RMA Number				RMA Line				
urchase O	rder Schedu	le								
ling Q								14	- (1-1 of 1 🔹 🕨
O Number	Due Date	Qua	ntity Ship To		Ship Via	Freight Trm	Price	Merchandi	se Amt	
0002494369	11/23/201	8 192	2.0000 81-DALTON SPI	RINGDALE CPT	COMMON	FOB DEST, FRTSELLER, CHARGEBACK	2.57000	:	6493.440	USD

Click on "Review Payment Information".

Enter search criteria and click on Search. Leave blank for all values.

Click on "Invoices" to view invoice status". You can search by a specific invoice number or by date range.

\sim						
Review In	voices					
Filter Opt	ions					
8						

		From Invoice Number
		To Invoice Number
	Q	Item ID
Q		Supplier Item ID
	01/14/2019 (example: 01/31/2000)	From Date
	02/14/2019 (example: 01/31/2000)	To Date
		From Amount
		To Amount
	•	Approval Status

Click on the Invoice Number to see the invoice details. From here you can see the Payment Status, Terms, Gross Amount, and Method of payment.

voice Deta									
	ails								
	Invoice Numbe	r 00438056			nvoice Total				
								0445	500 LIOD
	Invoice Dat	e 02/12/2019			Gro	Discount		5115.	000 USD
	Due Dat	e 05/13/2019				Net Amount		\$115	560 USD
Di	scount End Dat	e							
	Approval Statu	s Approved							
	Term	s NET 90							
Invoice Line	Details								
■, Q						14	1-1 of	1 • •	View All
tem ID	Descrip	tion	Statistic	UOM	Unit Price		Merchandise	Amt	
			Amoun						
	91ESP2	01L-404F		EA	38.52000		\$1	15.560 USD	
Payment Sc	hedule								
III Q							14 4	1-1 of 1 🔹	▶
Scheduled to Pay	Payment Number	Gros	s Amt	Discount		Method	Status	On Hold	Wthd Hold
5/13/2019		S	115 560 USD	\$0.00	USD	Wells ACH	Unselected	No	No
05/13/2019		S	115.560 USD	\$0.00	0 USD	Wells ACH	Unselected	No	No
25/13/2019 r Payments I ■ Q	Made	S	USD	\$0.00	0 USD	Wells ACH	Unselected	-1 of 1 •	No I View
 Payments I Q 	Made	\$	115.560 USD	\$0.00	0 USD	Wells ACH	Unselected	-1 of 1 🔹 🕨	No
 Payments I Q Reference 	Made	S	115.560 USD	\$0.00	0 USD	Wells ACH	Unselected	No -1 of 1 v	No
 Payments I Q Reference 	Made	S	USD	50.00	0 USD	Wells ACH	Unselected	-1 of 1 • • • • • • • • • • • • • • • • • •	No View
Payments I Q Reference	Made	S	115.500 USD	\$0.00	0 USD	Wells ACH	Unselected	-1 of 1 • • Amount \$0.000	No View
Payments I Payments I Q Reference lo Payments M	Made	S	115.560 USD	\$0.00	0 USD	Wells ACH	Unselected	No -1 of 1 • • • Amount \$0.000	No View
Payments I Q Reference Io Payments M Purchase C	Made lade Drders	Date	115.560 USD	\$0.00	0 USD	Wells ACH	Unselected	No -1 of 1 • • • Amount \$0.000	No View
	Made lade Drders	Date	115.560 USD	50.00	0 USD	Wells ACH	Unselected	-1 of 1 ▼ ► Amount \$0.000	No
Payments I Payments I Q Reference Vo Payments IM Purchase C Q Purchase Order	Made ade Drders	Date PO Date	115.560 USD	50 00	0 USD	Wells ACH	Unselected	No -1 of 1 • Amount \$0 000 1 of 1 • \$ Status	No View
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✓ Payments I	Made Jade Drders	Date PO Date 02/08/2019	115.560 USD	50.00	USD	Wells ACH	Unselected	No -1 of 1 •	No No
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Click on "Payments" to view payment information. You can search by invoice number or date range.

-liter Options		
Enter search criteria and click on Search	Leave blank for all	values.
Search Criteria		
Invoice Number		
Payment Reference		
	01/31/2019	(example: 12/31/2000)
From Payment Date		

Click on the Reference number to see all invoices that were paid on that Reference ID Number.

Review Payn	nents			
Payments M Set filter options	lade I≩			
■ Q			III IIII	8 of 148 🔹 🕨 🕨
Reference	Invoice Number	Payment Date	Amount	
3000127138	00428596	02/04/2019	\$6,634.020	USD
3000127138	00428597	02/04/2019	\$6,634.020	USD
3000127138	00428599	02/04/2019	\$6,634.020	USD
3000127138	00428600	02/04/2019	\$6,634.020	USD
3000127138	00428602	02/04/2019	\$6,634.020	USD
3000127138	00428604	02/04/2019	\$6,634.020	USD

This page will give you the amount of the payment, the date the payment was made, and a list of invoices that payment was for.

Payment Detai	ils								
000127138									
Invoice	e Number	00428596				Payment Date	02/04/201	9	
	Method	Wells ACH				Pay Status	Paid		
	Amount	\$6,634.020				Currency	USD		
	Paid To	Section 1997							
	Country	USA United Sta	tes						
	Address 1	PO BOX 4659							
	Address 2								
	Address 3								
	City	DALTON							
	City County	DALTON			Pot	stal 30719			
	City County State	DALTON WHITFIELD GA Geor	gia		Pot	stal 30719			
	City County State From	DALTON WHITFIELD GA Geor Wells Fargo Bank,	gia N.A.		Pot	stal 30719			
nyment Advice	City County State From	DALTON WHITFIELD GA Geor Wells Fargo Bank,	gia N.A.		Pot	stal 30719		4 4 1.27	of 27 • 🕨 🕷
nyment Advice	City County State From	DALTON WHITFIELD GA Geory Wells Fargo Bank, Gross Amount	gia N.A.	Discount	Po	stal 30719 Discount Taken		Paid Amount	of 27 🔹 🕨
yment Advice 斝 Q voice V428616	City County State From	DALTON WHITFIELD GA Geor Wells Fargo Bank, Gross Amount 12.000	gia N.A. USD	Discount 0.000	VSD	Stal 30719 Discount Taken 0.000	USD	Paid Amount 12.000	of 27 V V
yment Advice 野 Q voice M28616 M28611	City County State From	DALTON WHITFIELD GA Geor Wells Fargo Bank, Gross Amount 12.000 31.000	gia N.A. USD	Discount 0.000 0.000	Por USD USD	stal 30719 Discount Taken 0.000 0.000	USD	Paid Amount 12.000 31.000	USD USD
with a state Advice Imp Q voice M28616 M28611 M28630	City County State From	DALTON WHITFIELD GA Geor Wells Fargo Bank, Gross Amount 12 000 31 000 84 480	gia N.A. USD USD USD	Discount 0.000 0.000 0.000	Por USD USD	stal 30719 Discount Taken 0.000 0.000	USD USD	4 4 1-27 Pald Amount 12.000 31.000 84.480	0f 27 • • • • • • • • • • • • • • • • • •

To see open invoices and payment dates click on "Account Balances". This will bring up any outstanding invoices.

	Review Payment Inform	•
Recent Places	Invoices	
+	Payments	
My Favorites	Account Balances	
Navigator		

Click on an Invoice Number to see the invoice date, due date, items that were on the invoice, and the date payment is scheduled to pay.

nucios Lis										
INVOICE LIS	t									
~										
Amount		\$	336,562.130	USD						
nvoice List										
■, Q								14	1-882 of 882 🔻	> >
Invoice Numb	er Invoice	e Date	,	Amount		Due Date	Status	5	Voucher	
00438057	02/12/2	2019		\$15.780	USD	05/13/2019	Pendir	ng	10022225	
00438045	02/12/2	2019	1	\$174.700	USD	05/13/2019	Appro	ved	10022075	
00438062	02/12/2	2019		\$62.930	USD	05/13/2019	Appro	ved	10022074	
00438048	02/12/2	2019	;	\$254 <mark>.1</mark> 90	USD	05/13/2019	9 Pendir	ng	10022073	
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Account Bala Invoice Deta	nces iils		00429045							
Account Bala	INCES IIIS Invoic Gross Invoic	ce Number	00438045 \$174.700				Invoic	e Date 02	/12/2019 /13/2019	
Account Bala	INCES IIIS Gross Invoid	ce Number	00438045 \$174.700				Invoid Du	e Date 02 le Date 05	/12/2019 /13/2019	
Account Bala nvoice Deta • Invoice Line © Q	Inces iils Invoid Gross Invoid	se Number	00438045 \$174.700					te Date 02 te Date 05	/12/2019 /13/2019 ▶ ▶ │ View /	All
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Account Bala Invoice Deta ■ Invoice Line ■ Q Item ID	Invoic Gross Invoic Is Descript 11FB HR	tion	00438045 \$174.700	itatistic mount	EA	Unit Price 34.00000	Invoic Du Id d (Merchandis	e Date 02 1-2 of 2 * e Amount \$34.000	/12/2019 /13/2019 IN I View /	All
Account Bala Invoice Deta 可见。 可见。	Inces iils Gross Invoid Bescript 11FB HR 31BPE30	tion	00438045 \$174.700 Д	tatistic mount	EA FOT	Unit Price 34.00000 6.70000	Invoic Du II 4 (Merchandis	e Date 02 le Date 05 1-2 of 2 * e Amount \$34.000 \$140.700	/12/2019 /13/2019 ▶ ▶ View / USD USD	
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Return to Invoice List

Click on "View Terms & Conditions" to view the Shaw Terms & Conditions

Click on "Change My Password" to change your password.

Click on "My System Profile".

NavBar: Navi	gator	0
0	Supplier Portal Configuration	>
Recent Places	Maintain Supplier Information	>
*	Manage Orders	>
My Favorites	Manage Supply	>
Navigator	Review Payment Information	>
	View Terms & Conditions	
	Change My Password	
	My System Profile	

On this page there is a link to "Change password", "Change or set up forgotten password help", and email address. If you change your email address on this page be sure to click "Save" before leaving the page.

Password									
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