

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.

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	000094338 COUPLING HOSE 2 IN HOSE CAM AND GROOVE PT COUPLING PIN B200	1.0000 Each	1.0000 Each		Received	>
0002481612	0004484769 2	11/05/2018	12-CARTERSVILLE CPT MFG	32-QC-AL-E200	000094343 COUPLING HOSE 2 IN HOSE CAM AND GROOVE PT COUPLING PIN E200	1.0000 Each	1.0000 Each		Received	>
0002478227	0004485017 1	11/05/2018	06-DALTON SPUN YARN		000019837 STRAINER Y-TYPE PIPE STEAM 1/2 IN CI FNW VALVE CO PIN 283700230	1.0000 Each	1.0000 Each		Received	>

Receipt Details

Review Receipts

Item ID 000064338
Supplier Item ID 32-QC-AL-B200

Quantity Received 1.0000 Each
Quantity Inspected 0.0000 Each
Quantity Accepted 1.0000 Each
Quantity Returned 0.0000 Each
Quantity Rejected 0.0000 Each
Net Receipt Quantity 1.0000 Each
Reason for Rejection
RMA Number RMA Line

Purchase Order Schedule

PO Number	Due Date	Quantity	Ship To	Ship Via	Freight Trm	Price	Merchandise Amt	
0002481612	11/02/2018	1.0000	12-CARTERSVILLE CPT MFG	COMMON CARRIER	FOB DEST, FRTSELLER, CHARGEBACK			USD

Invoice Lines

Invoice	Description	Statistic Amount	Unit Price	Merchandise Amt
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.

POs



View POs

Purchase Orders



View PO Information

You can click the

Download PO Information

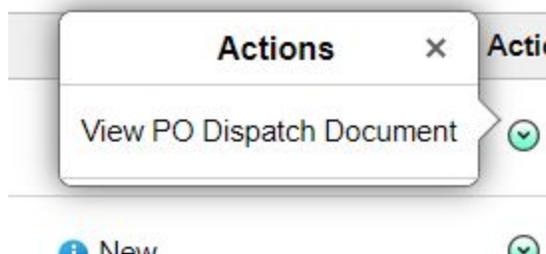
button on the top left to download your search results to Excel.

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. 0002543141	CORPORATE	02/04/2019	Dispatched	02/04/2019 9:11:24AM	Daniel, Jacqueline D	USD	NET 90	Buyer Accepted		
SHAW INDUSTRIES GROUP, INC. 0002543453	DIRECT CONNECT	02/04/2019	Dispatched	02/04/2019 11:13:34AM	DirectConnect	USD	NET 90	New		
SHAW INDUSTRIES GROUP, INC. 0002543457	DIRECT CONNECT	02/04/2019	Dispatched	02/04/2019 11:13:34AM	DirectConnect	USD	NET 90	New		
SHAW INDUSTRIES GROUP, INC. 0002543633	DIRECT CONNECT	02/04/2019	Dispatched	02/04/2019 1:04:51PM	DirectConnect	USD	NET 90	New		
SHAW INDUSTRIES GROUP, INC. 0002543644	DIRECT CONNECT	02/04/2019	Dispatched	02/04/2019 1:04:51PM	DirectConnect	USD	NET 90	New		
SHAW INDUSTRIES GROUP, INC. 0002543777	DIRECT CONNECT	02/04/2019	Dispatched	02/04/2019 3:05:09PM	DirectConnect	USD	NET 90	New		
SHAW INDUSTRIES GROUP, INC. 0002543930	CORPORATE	02/04/2019	Dispatched	02/04/2019 4:51:25PM	Weeks, Alan	USD	NET 90	New		

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

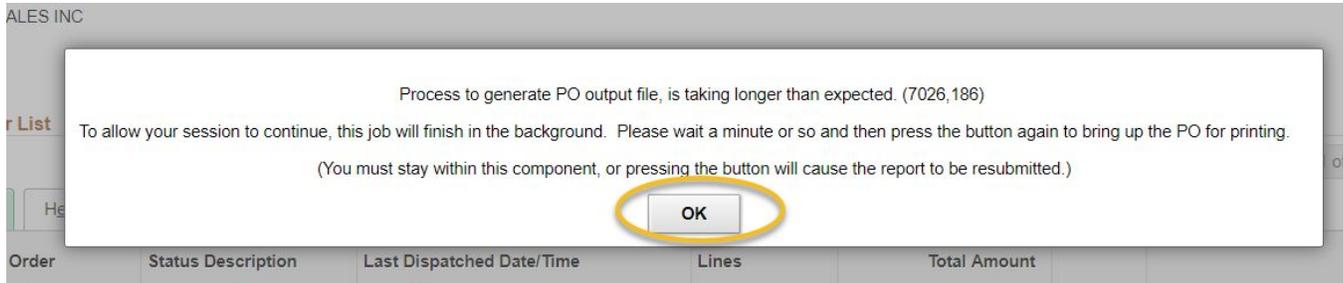
Click the icon under the action column, click on “View PO Dispatch Document”.



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

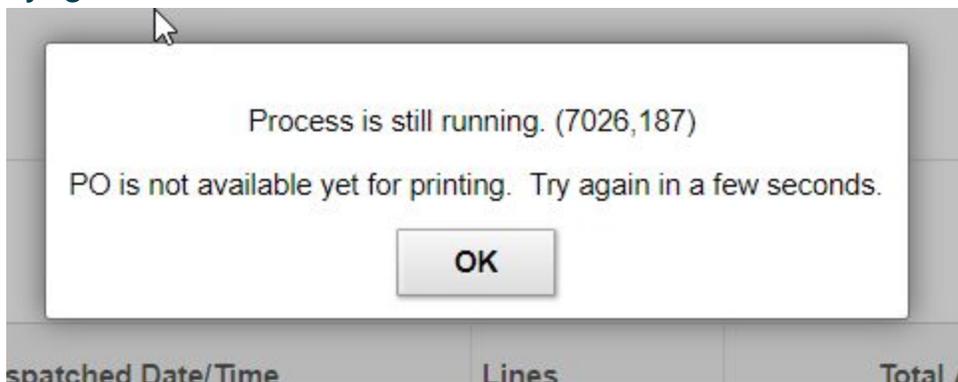
View PDF

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



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.



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.

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 Details
SHAW INDUSTRIES GROUP, INC. 0002548281	CORPORATE	02/12/2019	Change Order -1	02/13/2019 10:08:41AM	Daniel, Jacqueline D	1,565.14 USD	NET 90	New		>
SHAW INDUSTRIES GROUP, INC. 0002544513	DIRECT CONNECT	02/05/2019	Change Order -2	02/14/2019 9:09:39AM	DirectConnect	80.56 USD	NET 90	New		>

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

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 Details
SHAW INDUSTRIES GROUP, INC. 0002548215	CORPORATE	02/11/2019	Dispatched	02/11/2019 9:12:21AM	Daniel, Jacqueline D	71.61 USD	NET 90	Buyer Accepted		>

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

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 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	New		>

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.

Review Purchase Orders

Purchase Order Details

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		
Billing Location BILL_CORP		
Payment Terms NET 90		
View <input type="text" value="All lines"/>		

Purchase Order Total

Merchandise Amount	0.000
Freight/Tax/Misc.	0.000
Total Amount	0.000 USD

Purchase Order Lines

Line Information | Extension | Line Details | Contract Info

Line	Status	Item ID	Description	Quantity	Merchandise Amt	Change Order
1-1 of 1 View All						

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

Search/Filter Acknowledgements

From PO ID To PO ID

From Date 02/01/2019 To Date 02/14/2019

Buyer

Supplier Location

Current Acknowledgements
 New/Supplier Review Supplier Respond/Buyer Accept

View History

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 To PO ID 0002551598

From Date 01/14/2019 To Date 02/14/2019

Buyer

Supplier Location

Current Acknowledgements
 New/Supplier Review Supplier Respond/Buyer Accept

View History

Orders Per Page

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

PO Acknowledgement List

Purchase Order	Dispatched Date/Time	PO Status	Acknowledgement Status	Acknowledge Date	Source of Acknowledgement	POA Required
0002548215	02/14/2019 9:18:44AM	Change Order -1	New			No
0002544513	02/14/2019 9:09:39AM	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.

POA Lines

Line	Item ID	Description	PO Qty	Acknowledge Quantity	UOM	POA Response	Change Order
1	1156430000	REGULATOR ASSY OILER PARKER HANNIFIN CORP P/N F07R313AB	2.0000	2.0000	EA	Accepted	View PO Changes

Comments

PO Changes - Details Help

This page shows the differences between the prior PO and this PO revision. For new or canceled lines/schedules only one row will appear stating "New" or "Canceled" for that line/schedule, since there is nothing to compare too. For all other changes, the prior value and new value are displayed for each field that changed.

Line & Details

Line Number 1 Change Order Number 1

Item ID 1156430000

REGULATOR ASSY OILER PARKER HANNIFIN CORP P/N F07R313AB

Schedule Changes

Schedule	Value Changed	Prior Value	New Value
1	Merchandise Amt	71.610	143.22000
1	Purchase Order Quantity	1.000	2.00000

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 sourcing.mro@shawinc.com mailbox.**

Acknowledge Purchase Orders
Acknowledgement Summary

PO Number 0002551598 PO Date 02/13/2019
 Acknowledgement Status New Acknowledge Date
 POA Response Accepted

[Reset to PO Values](#) [Reject All](#)

PO Header Detail

Click on the purchase order line number to see more details and to make any modifications.

POA Lines

1-2 of 2 | View All

Line	Item ID	Description	PO Qty	Acknowledge Quantity	UOM	POA Response
1	11STCS150150011	TUBE SQUARE WELDED CS (BLUE) 1-1/2" X 11 GA WALL 20'	120.0000	120.0000	FOT	Accepted
2	11FBHR025150	FLAT A36 HR BAR 1/4 X 1-1/2" 20'	3.0000	3.0000	EA	Accepted

Comments

[Save](#) [Save & Send Acknowledgement](#)

[Return to Search Acknowledgement](#) [Send E-mail](#)

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

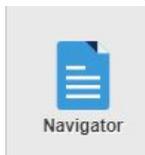


Manual Navigation

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



Click Navigator



Click "Maintain Supplier Information".

NavBar: Navigator

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

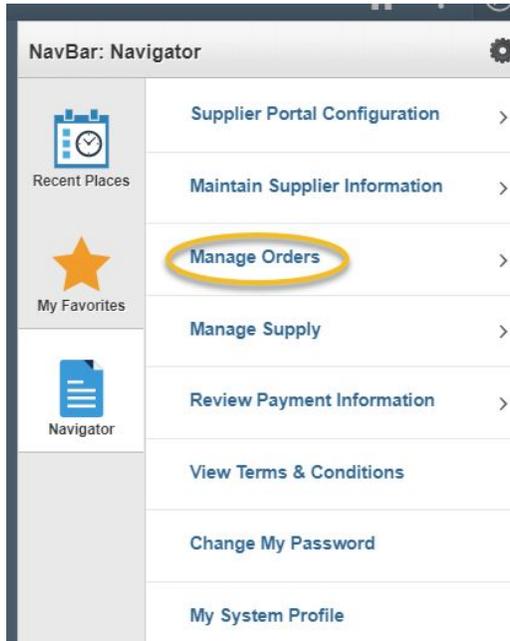
If you click "Addresses" you can see the address information set up for your company in our system.

NavBar: Navigator

← Maintain Supplier Infor...

- Recent Places
 - Supplier Change Request >
 - Addresses**
 - Contacts

Click "Manage Orders"/"Purchase Orders"



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

PO's Waiting Acknowledgement

From Date (example: 01/31/2000)

To Date (example: 01/31/2000)

Search

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.

Purchase Orders

Purchase Order List

POs Returned 1

Default View for Change Orders All lines

Set filter options

Orders Per Page ALL First 1 to 1 of 1 Last

Purchase Order List

1-1 of 1 | View All

Purchase Order	Status	Last Dispatched Date/Time	Lines	Total Amount	Acknowledge Status	
<input type="checkbox"/> 0002551597	Dispatched	02/13/2019 5:04:46PM	1	3,572.000 USD	New	<input type="button" value="Create ASN"/> <input type="button" value="View PDF"/>

Select All
 Clear All

The View PDF button allows you to generate a printable version of the purchase order. Using the Default View for Change Orders options you can control if the report generated shows all lines or only the latest changes. (This same option is also used to control the online view of the PO.)

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.

Acknowledge Purchase Orders

Search/Filter Acknowledgements

From PO ID To PO ID

From Date To Date

Buyer

Supplier Location

Current Acknowledgements
 New/Supplier Review
 View History

Supplier Respond/Buyer Accept

Orders Per Page: ALL First 1 to 35 of 35 Last

PO Acknowledgement List

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
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

Acknowledge Purchase Orders

Acknowledgement Summary

PO Number: 0002551598 PO Date: 02/13/2019

Acknowledgement Status: New Acknowledge Date:

POA Response: Accepted

PO Header Detail

Click on the purchase order line number to see more details and to make any modifications.

POA Lines

Line	Item ID	Description	PO Qty	Acknowledge Quantity	UOM	POA Response
1	11STCS150150011	TUBE SQUARE WELDED CS (BLUE) 1-1/2" X 11 GA WALL 20'	120.0000	120.0000	FOT	Accepted
2	11FBHR025150	FLAT A36 HR BAR 1/4 X 1-1/2" 20'	3.0000	3.0000	EA	Accepted

Comments

[Return to Search Acknowledgement](#) [Send E-mail](#)

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

NavBar: Navigator

- Manage Orders
- Purchase Orders
- Acknowledge Purchase Orders
- View Order Summary
- Create ASNs
- View ASN History
- View Receipts**

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

Review Receipts

Filter Options

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

Search Criteria

From Receipt Date (example: 12/31/2000)

To Receipt Date (example: 12/31/2000)

From PO ID

To PO ID

Shipment Number

Item ID

Supplier Item ID

Receipt Status

Search

Click on the Receipt Number to view receipt details.

Review Receipts

Receipt Lines

Set filter options

Receipt Lines

Receipt Number	Received Date	PO Number	Ship No	Item ID	Description	Received	UOM	Status
0004579720	01/31/2019	0002494369		11STCS300100011	3 X 1 X 11GA X 24FT RECT. TUBING	192.0000	FT	Received
0004579720	01/31/2019	0002494369		11STCS100100011	1 X 1 X 11GA SQ TUBING	360.0000	FT	Received
0004579720	01/31/2019	0002494369		11ANGHR100100012	1 X 1 X 1/8 HR ANGLE	159.0000	EA	Received
0004579721	01/31/2019	0002494369		11ANGHR100100012	1 X 1 X 1/8 HR ANGLI F	11.0000	FA	Received

Review Receipts

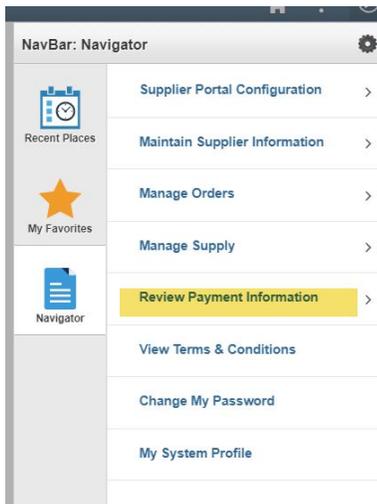
Receipt Details

Receipt Number 0004579720 Packing Slip Number 382796
 Receipt Datetime 01/31/2019 9:05AM Pro Number
 Receipt Status Fully Received
 Item ID
 Supplier Item ID 11STCS300100011
 Quantity Received 192.0000 Feet
 Quantity Inspected 0.0000 Feet
 Quantity Accepted 192.0000 Feet
 Quantity Returned 0.0000 Feet
 Quantity Rejected 0.0000 Feet
 Net Receipt Quantity 192.0000 Feet
 Reason for Rejection
 RMA Number RMA Line

Purchase Order Schedule

PO Number	Due Date	Quantity	Ship To	Ship Via	Freight Tm	Price	Merchandise Amt
0002494369	11/23/2018	192.0000	81-DALTON SPRINGDALE CPT MFG	COMMON CARRIER	FOB DEST, FRTSELLER,CHARGEBACK	2.57000	\$493.440 USD

Click on "Review Payment Information".



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

Review Invoices

Filter Options

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

Search Criteria

From Invoice Number	<input type="text"/>
To Invoice Number	<input type="text"/>
Item ID	<input type="text"/>
Supplier Item ID	<input type="text"/>
From Date	<input type="text" value="01/14/2019"/> (example: 01/31/2000)
To Date	<input type="text" value="02/14/2019"/> (example: 01/31/2000)
From Amount	<input type="text"/>
To Amount	<input type="text"/>
Approval Status	<input type="text"/>

Search

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.

Review Invoices

Invoice Details

Invoice Number 00438056
 Invoice Date 02/12/2019
 Due Date 05/13/2019

Invoice Total

Gross Amount	\$115,560 USD
Discount	\$0,000 USD
Net Amount	\$115,560 USD

Discount End Date
 Approval Status Approved
 Payment Status To be Paid
 Terms NET 90

Invoice Line Details

Item ID	Description	Statistic Amount	UOM	Unit Price	Merchandise Amt
	91ESP201L-404F		EA	38.52000	\$115,560 USD

Payment Schedule

Scheduled to Pay	Payment Number	Gross Amt	Discount	Method	Status	On Hold	Withd Hold
05/13/2019		\$115,560 USD	\$0,000 USD	Wells ACH	Unselected	No	No

Payments Made

Reference	Date	Amount
		\$0,000

No Payments Made

Purchase Orders

Purchase Order	PO Date	Status
0002547763	02/08/2019	Dispatched

Receipts

Received Date	Receipt Number	Bill of Lading	Packing Slip

Click on "Payments" to view payment information. You can search by invoice number or date range.

Review Payments

Filter Options

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

Search Criteria

Invoice Number

Payment Reference

From Payment Date (example: 12/31/2000)

To Payment Date (example: 12/31/2000)

Search

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

Review Payments

Payments Made

Set filter options

Payments Made

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.

Review Payments

Payment Details

3000127138

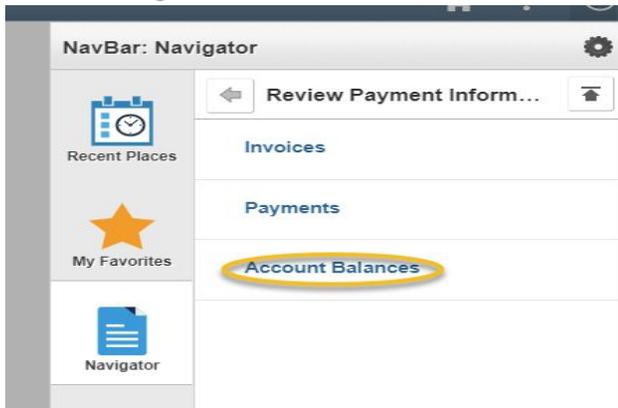
Invoice Number 00428596 Payment Date 02/04/2019
 Method Wells ACH Pay Status Paid
 Amount \$6,634.020 Currency USD
 Paid To

Country USA United States
 Address 1 PO BOX 4659
 Address 2
 Address 3
 City DALTON
 Country WHITFIELD
 State GA Georgia Postal 30719
 From Wells Fargo Bank, N.A.

Payment Advice

Invoice	Gross Amount	Discount	Discount Taken	Paid Amount
00428516	12,000 USD	0.000 USD	0.000 USD	12,000 USD
00428611	31,000 USD	0.000 USD	0.000 USD	31,000 USD
00428630	84,480 USD	0.000 USD	0.000 USD	84,480 USD
00428624	167,760 USD	0.000 USD	0.000 USD	167,760 USD

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



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.

Account Balances

Invoice List

Amount \$336,562.130 USD

Invoice List

1-882 of 882

Invoice Number	Invoice Date	Amount	Due Date	Status	Voucher
00438057	02/12/2019	\$15.780 USD	05/13/2019	Pending	10022225
00438045	02/12/2019	\$174.700 USD	05/13/2019	Approved	10022075
00438062	02/12/2019	\$62.930 USD	05/13/2019	Approved	10022074
00438048	02/12/2019	\$254.190 USD	05/13/2019	Pending	10022073

Account Balances

Invoice Details

Invoice Number 00438045
Gross Invoice Amount \$174.700

Invoice Date 02/12/2019
Due Date 05/13/2019

Invoice Lines

1-2 of 2 | View All

Item ID	Description	Statistic Amount	Unit Price	Merchandise Amount
	11FB HR-050-200		EA 34.00000	\$34.000 USD
	31BPE300-40BARE		FOT 6.70000	\$140.700 USD

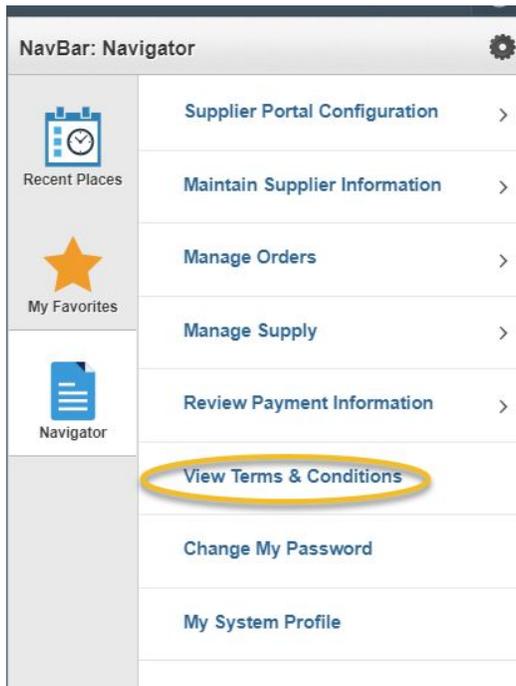
Payment Schedule

1-1 of 1 | View All

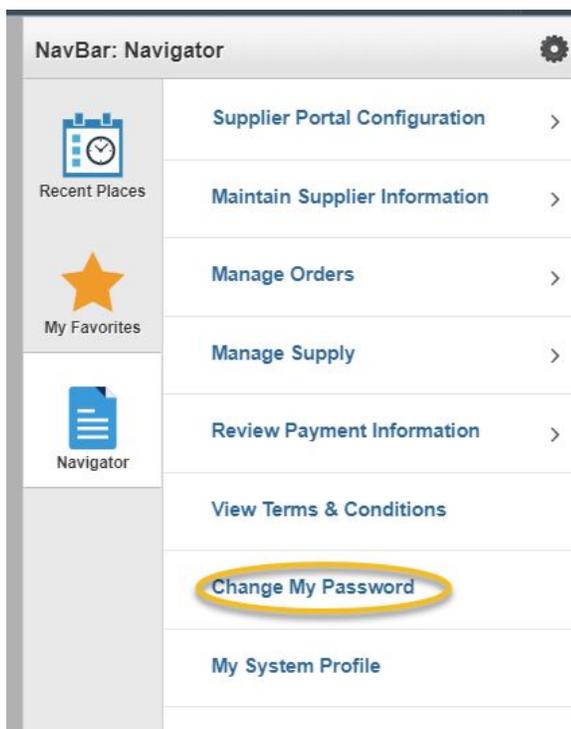
Scheduled to Pay	Payment	Amount	Discount	Method	Status	On Hold	Withd Hold
05/13/2019		\$174.700 USD	\$0.000	Wells ACH	Unselected	No	No

[Return to Invoice List](#)

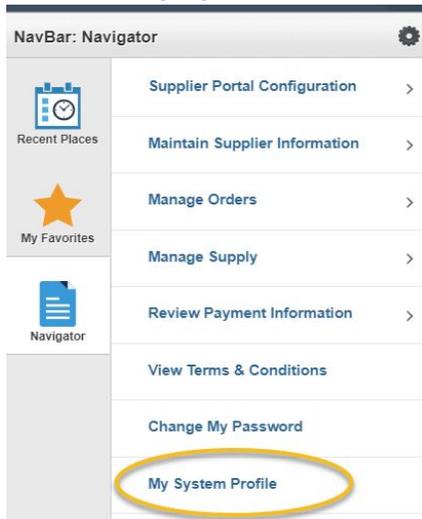
Click on "View Terms & Conditions" to view the Shaw Terms & Conditions



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



Click on "My System Profile".



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.

General Profile Information

Test

Password

- [Change password](#)
- [Change or set up forgotten password help](#)

Personalizations

My preferred language for PIA web pages is: English

My preferred language for reports and email is:

Currency Code:

Default Mobile Page:

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID:

From Date: (example: 12/31/2000)

To Date: (example: 12/31/2000)

Workflow Attributes

- Email User
- Worklist User

Miscellaneous User Links

Email

Primary Email Account	Email Type	Email Address		
<input checked="" type="checkbox"/>	Business	david.wheaton@shawinc.com	+	-

IM Information

Protocol	XMPP Domain	UserID	Password		
XMPP	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	+	-



