



Supplier Information Portal User Guide

Table of Contents

1	Introduction to Supplier Information Portal	1
2	Web Browser Selection	1
2.1	Recommended Web Browsers	1
3	How to Disable Pop-Up Blockers	2
3.1	Browsers	2
3.1.1	Internet Explorer	2
3.1.2	Other Browsers	2
4	Registration	3
5	How to Log In	4
5.1	Supplier Information Portal URL	4
5.2	Log In	4
6	Homepage Navigation	5
7	Master Data	6
8	Orders	7
9	Acknowledge Orders	9
9.1	Splitting of Purchase Order Lines	10
9.1.1	Creating a Split PO Line	10
10	Action Required	11
11	Export to Excel	12
12	ASN's	13
12.1	Creating an ASN	13
12.2	Adding Lines to an ASN	16
12.3	Amending the ASN Reference	17
12.4	Confirm ASN Despatch	18
13	Document Library	20
14	Admin Tab	21
14.1	Supplier Maintenance	21
14.2	Change Password	22
14.3	User Details & Preferences	22

1 INTRODUCTION TO SUPPLIER INFORMATION PORTAL

Supplier Information Portal - SIP is designed to manage the communication between a Procurement Team and its Supplier base.

This document is a high level introduction to SIP showing the basic functionality in place to ensure the most efficient management of information.

2 WEB BROWSER SELECTION

2.1 Recommended Web Browsers

The recommended web browsers are:



Internet Explorer (must be versions 9 or above).



Google Chrome.



Mozilla Firefox.

Caution:

The use of other browsers may affect the user experience and SIP functionality.

3 HOW TO DISABLE POP-UP BLOCKERS

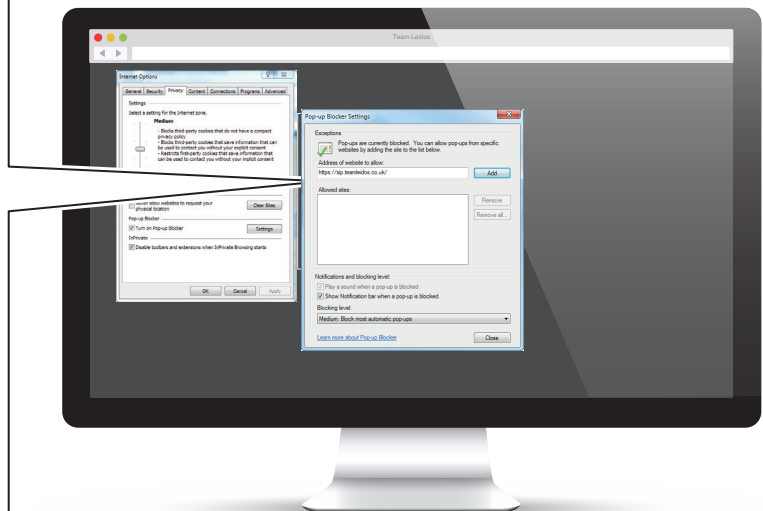
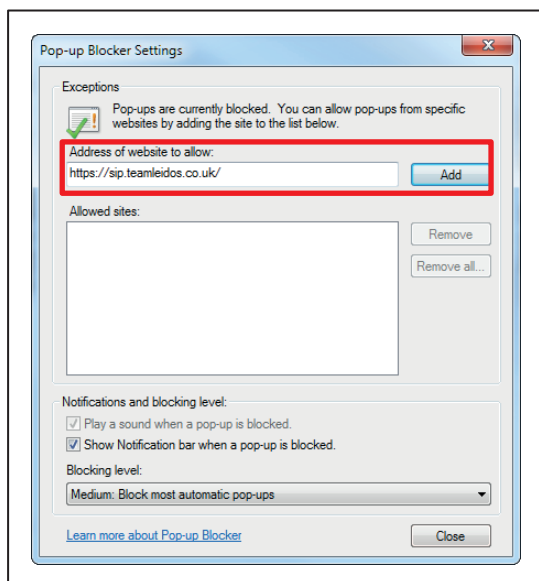
3.1 Browsers

Certain modern browsers such as Internet Explorer are supplied with a built-in pop-up blocker which can prevent the display of certain windows in SIP.

3.1.1 Internet Explorer

To disable the Internet Explorer pop-up blocker on the SIP website:

1. Select **'Tools'**.
2. Select **'Pop-up Blocker'**.
3. Select **'Pop-up Blocker Settings'**.
4. Add **<https://sip.teamleidos.co.uk/>** as an exception by first typing in the SIP website URL, and then click **'Add'**.



3.1.2 Other Browsers

Whether a pop-up blocker is supplied or can be disabled will depend upon both the browser and/or computer security software policies. Where problems are encountered, an exception should be added to relevant software in a similar fashion to the method outlined in section 3.1.1.

If unsure, please ask a member of your organisation's IT department for assistance or send a technical support request to us.

4 REGISTRATION

User accounts will be managed by Team Leidos and set up as part of the Authorised Supplier Registration Process.

An email (example below) will be received to complete the registration process:

“Dear XXXX

Please click the link below to provide a password and gain access to the Supplier Portal.

If you have any problems using this site or gaining access then please contact your Supply Chain Co-Ordinator. Standard password restrictions apply, your password must have at least 1 uppercase and 1 numeric character and be at least 8 characters in length.

Link: <https://sip.teamleidos.co.uk/XXXXXX>”

Once the link is followed and password accepted, registration is complete. If the link does not click through to the change password screen, please copy and paste the link into your browser.

Suppliers can have multiple users for audit purposes, however, only one email can be used for notifications and so this should be a group email address if possible.

5 HOW TO LOG IN

5.1 Supplier Information Portal URL

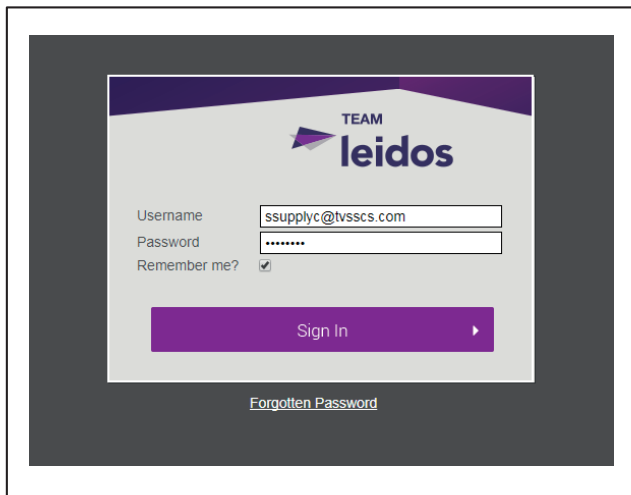
<https://sip.teamleidos.co.uk/>

5.2 Log In

Enter the appropriate sign on details and click '**Login**'.

Username: Email address.

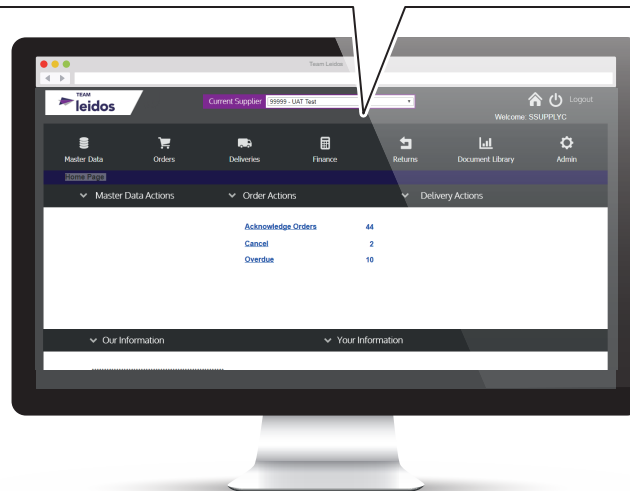
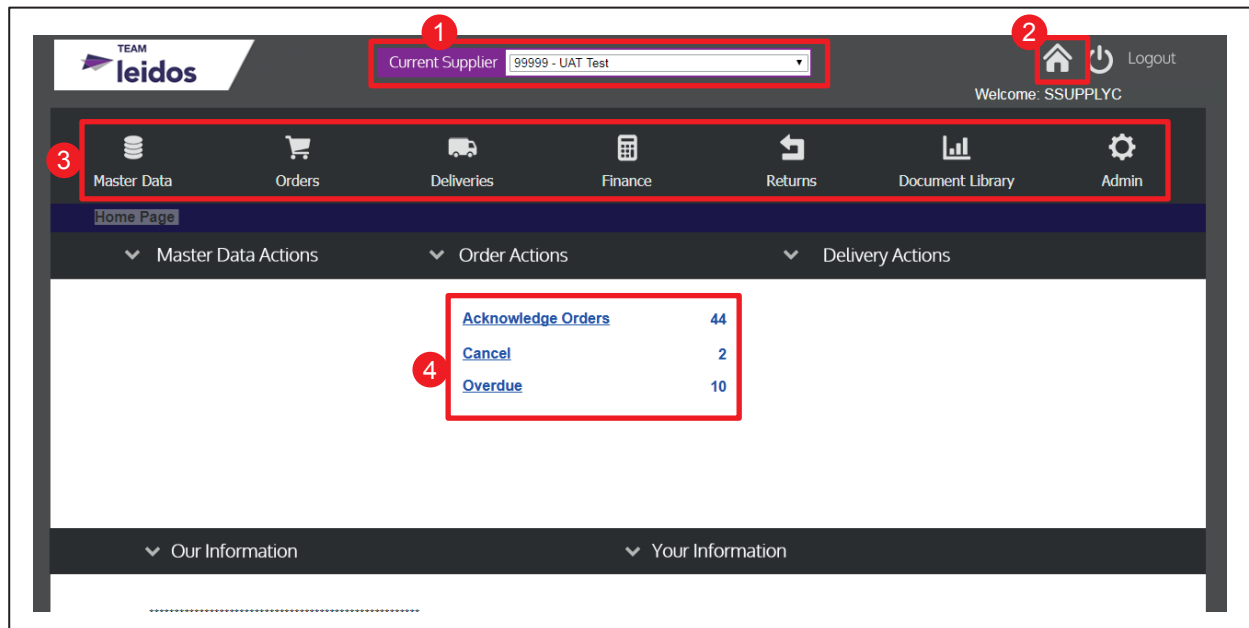
Password: As registered.



A close-up of the login form. It features the TEAM leidos logo at the top. Below the logo, there are three input fields: 'Username' with the value 'ssupplyc@tvsscs.com', 'Password' with masked characters '*****', and 'Remember me?' with a checked checkbox. A purple 'Sign In' button with a right-pointing arrow is positioned below the password field. At the bottom, there is a link for 'Forgotten Password'.



6 HOMEPAGE NAVIGATION



- 1 Drop down menu to select Supplier account.
- 2 Navigate back to this home page from anywhere within the Portal.
- 3 Header bar with drop down lists to navigate to other pages within SIP.
- 4 Summary of tasks requiring action. To action, click underlined text.

7 MASTER DATA



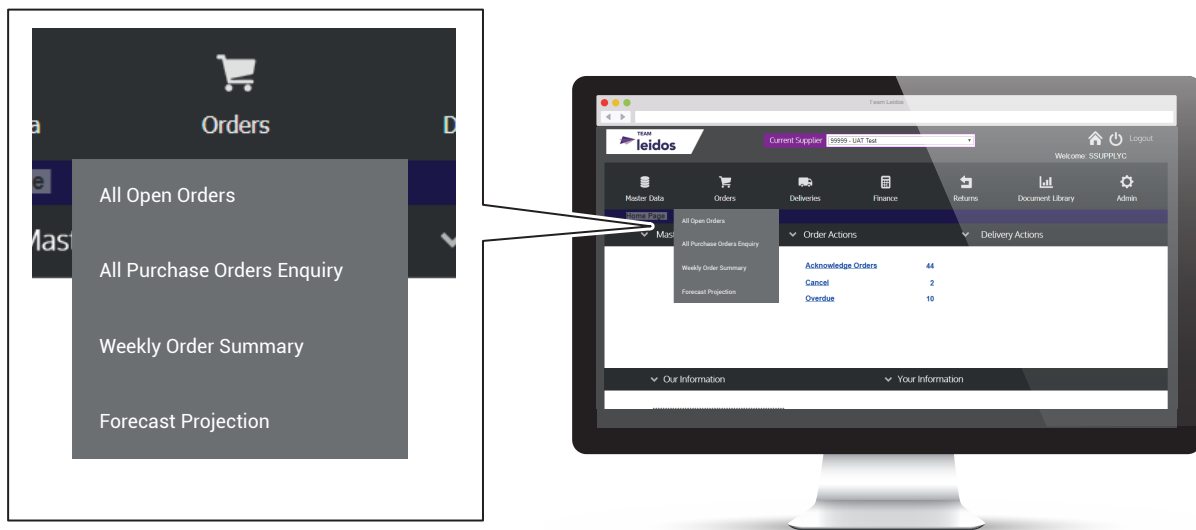
Item Master Enquiry

Lists out all items registered against the selected Supplier Account and all the detail held for each item.

Quote Enquiry

Lists all items registered against the selected Supplier Account and the current Quote start date and expiry date.

8 ORDERS



All Open Orders

Lists all current PO lines not receipted. Also allows searches by item, purchase order number and date range etc.

All Purchase Order Enquiry

Provides a lookup function for all PO detail.

Weekly Order Summary

List of PO lines due for delivery that week.

Forecast Projection

Planned schedule of projected volume over the next 12 months. Please note this is without commitment.

TEAM leidos Current Supplier: 99999 - UAT Test Logout

Master Data Orders Deliveries Finance Returns Document Library Admin

All Open Purchase Orders

All Open Orders Orders to Acknowledge Action Required Current Weekly Orders

Date From: Date To: Order Date Due Date Direct Only ☐ Refine

Order Number: Item Number: Order Date Due Date Item Number Supplier Item Number

Set Promise Date Add Note Save

Edit	Direct	Order Date	Order Number	Order Line	Notes	Add Note	Qty Due	Promised Date	Promised Qty	Required Date	Due Date	Item Number	Description	Supplier Item Number	NATO Stock Number	U Pr
<input type="checkbox"/>		26/04/2018	121063	1	View	<input type="checkbox"/>	1	04/05/2018	1		04/05/2018	TL1000733	APPLICATOR,TELESCOPIC	47/95113	4210997398610	1.5
<input type="checkbox"/>		26/04/2018	121063	2	View	<input type="checkbox"/>	1		1		04/05/2018	TL1000457	ROPE,FIBROUS	ELIOTT MPN	4020991250235	1.7
<input checked="" type="checkbox"/>		20/04/2018	119828	1	View	<input checked="" type="checkbox"/>	5		5		28/04/2018	TL1010608	BATTERY,NONRECHARGEABLE	TC MPN	6135991099428	7.0
<input type="checkbox"/>		17/04/2018	118900	1	View	<input type="checkbox"/>	10	25/04/2018	10		25/04/2018	TL1000561	TWINE,FIBROUS	ALT 8	4020999791168	5.0
<input type="checkbox"/>		27/03/2018	113859	1	Add	<input type="checkbox"/>	10		0		04/04/2018	TL1000561	TWINE,FIBROUS	ALT 3	4020999791168	1.2

Selecting multiple orders to edit will allow you to add a set promise date.

TEAM leidos Current Supplier: 99999 - UAT Test Logout

Master Data Orders Deliveries Finance Returns Document Library Admin

All Open Purchase Orders

All Open Orders Orders to Acknowledge Action Required Current Weekly Orders

Date From: Date To: Order Date Due Date Direct Only ☐ Refine

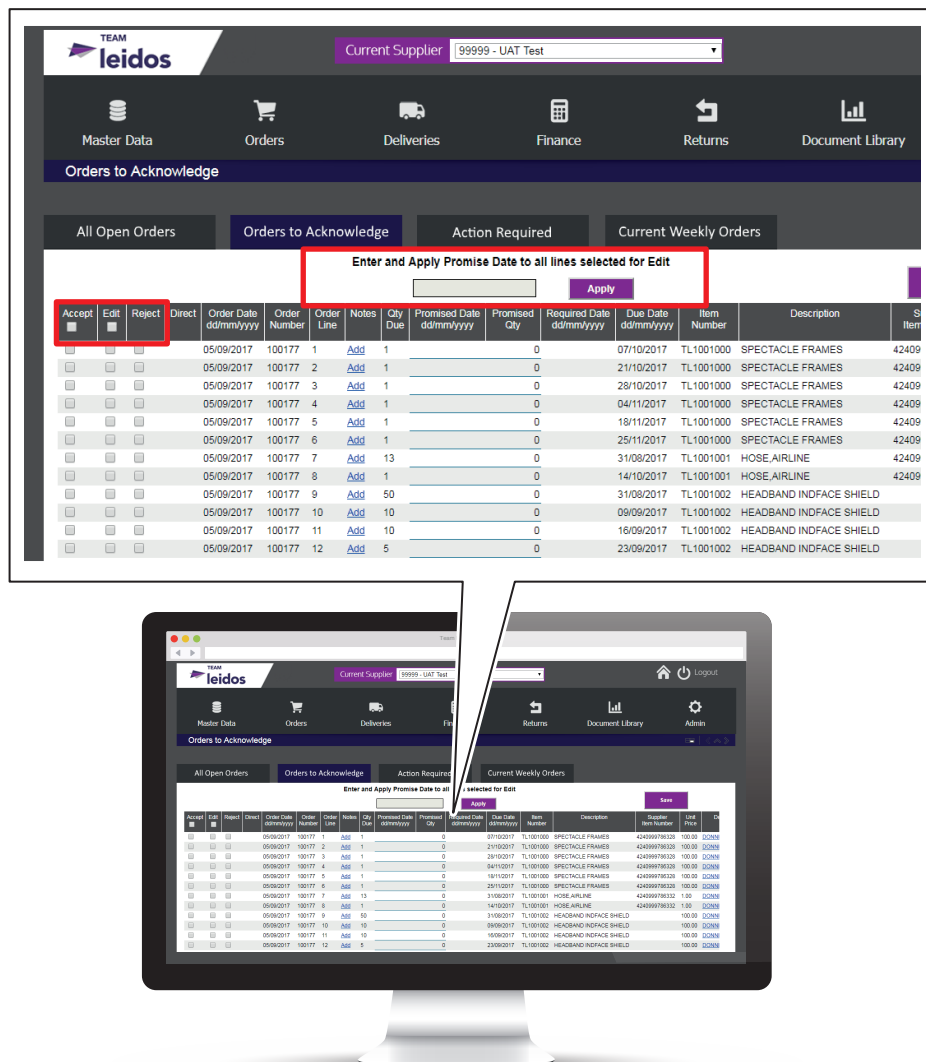
Order Number: Item Number: Order Date Due Date Item Number Supplier Item Number

Set Promise Date Add Note Save

Edit	Direct	Order Date	Order Number	Order Line	Notes	Add Note	Qty Due	Promised Date	Promised Qty	Required Date	Due Date	Item Number	Description	Supplier Item Number	NATO Stock Number	U Pr
<input type="checkbox"/>		26/04/2018	121063	1	View	<input type="checkbox"/>	1	04/05/2018	1		04/05/2018	TL1000733	APPLICATOR,TELESCOPIC	47/95113	4210997398610	1.5
<input type="checkbox"/>		26/04/2018	121063	2	View	<input checked="" type="checkbox"/>	1		0		04/05/2018	TL1000457	ROPE,FIBROUS	ELIOTT MPN	4020991250235	1.7
<input type="checkbox"/>		20/04/2018	119828	1	View	<input checked="" type="checkbox"/>	5		0		28/04/2018	TL1010608	BATTERY,NONRECHARGEABLE	TC MPN	6135991099428	7.0
<input type="checkbox"/>		17/04/2018	118900	1	View	<input type="checkbox"/>	10	25/04/2018	10		25/04/2018	TL1000561	TWINE,FIBROUS	ALT 8	4020999791168	5.0
<input type="checkbox"/>		27/03/2018	113859	1	Add	<input type="checkbox"/>	10		0		04/04/2018	TL1000561	TWINE,FIBROUS	ALT 3	4020999791168	1.2

To add one note to multiple lines, select 'Add Note', then press save.

9 ACKNOWLEDGE ORDERS



Accept

If stock is able to be supplied by the Due Date, ticking the Accept box will auto populate the Promise info with the next scheduled delivery date.

Edit

If the stock is required earlier than the due date, or the supplier cannot supply by the due date, ticking the Edit box will show a calendar prompt under Promised Date and the supplier can select a date from this calendar.

Reject

If the stock cannot be supplied, ticking the Reject box will prompt a pop up where a reason will be required to be inputted and the order line will be rejected.

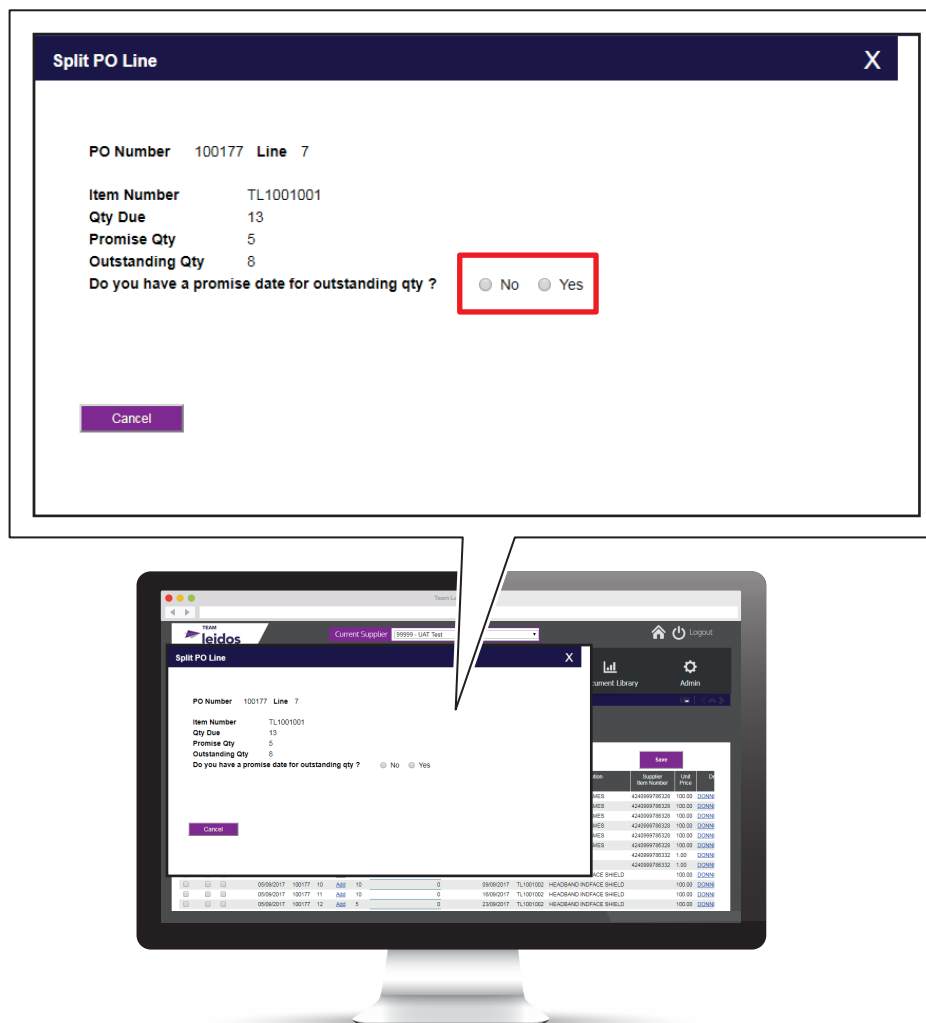
Mass Update

To update multiple lines with a specific Promise Date, tick Edit box on the selected lines, type the date into the box above the data table and click Apply.

9.1 Splitting of Purchase Order Lines

9.1.1 Creating a Split PO Line

To select two delivery dates for an order line, select Edit and input a quantity less than the required quantity. A split order line will be created. The first line will be for the quantity inputted and will be populated with the promise date on the Order Acknowledgement page. A pop-up will then appear as per below asking if a promise date is available for the remaining quantity.



No If No is selected the remaining quantity will remain as a line requiring acknowledgment.

Yes If Yes is selected a second pop-up will appear where the second date can be inputted.

[illegible]

Expediting/ De-Expediting

When Msys re-forecasts it may generate messages to request to Bring Delivery Forward, Delay Delivery or Cancel. These messages will be summarised on the Homepage under Order Actions and can be filtered on Action Required tab.

Accept


If able to accept the request, tick Accept box and input the new Promise Info.

Reject

If unable to accept the request, tick the Reject box then a pop-up box will appear and a reason will need to be inputted into the Line note field.

11 EXPORT TO EXCEL

All data tables can be exported to Excel by Clicking the icon below and following the instructions given.



Current Supplier 99999 - UAT Test

Logout

Master Data

Orders

Deliveries

Finance

Returns

Document Library

Admin

Orders to Acknowledge

All Open Orders

Orders to Acknowledge

Action Required

Current Weekly Orders

Enter and Apply Promise Date to all lines selected for Edit

Save

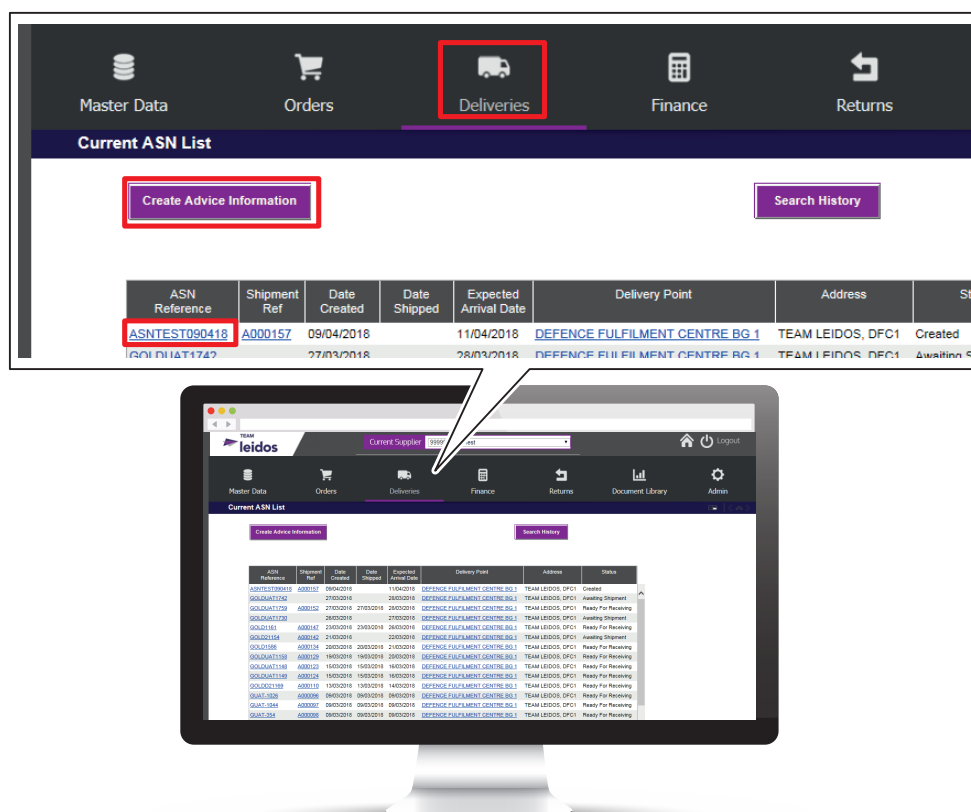
Apply

Accept	Edit	Reject	Direct	Order Date dd/mm/yyyy	Order Number	Order Line	Notes	Qty Due	Promised Date dd/mm/yyyy	Promised Qty	Required Date dd/mm/yyyy	Due Date dd/mm/yyyy	Item Number	Description	Supplier Item Number	Unit Price	De
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		05/09/2017	100177	1	Add	1		0		07/10/2017	TL1001000	SPECTACLE FRAMES	4240999786328	100.00	DONNI
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		05/09/2017	100177	2	Add	1		0		21/10/2017	TL1001000	SPECTACLE FRAMES	4240999786328	100.00	DONNI
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		05/09/2017	100177	3	Add	1		0		28/10/2017	TL1001000	SPECTACLE FRAMES	4240999786328	100.00	DONNI
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		05/09/2017	100177	4	Add	1		0		04/11/2017	TL1001000	SPECTACLE FRAMES	4240999786328	100.00	DONNI
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		05/09/2017	100177	5	Add	1		0		18/11/2017	TL1001000	SPECTACLE FRAMES	4240999786328	100.00	DONNI
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		05/09/2017	100177	6	Add	1		0		25/11/2017	TL1001000	SPECTACLE FRAMES	4240999786328	100.00	DONNI
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		05/09/2017	100177	7	Add	13		0		31/08/2017	TL1001001	HOSE,AIRLINE	4240999786332	1.00	DONNI
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		05/09/2017	100177	8	Add	1		0		14/10/2017	TL1001001	HOSE,AIRLINE	4240999786332	1.00	DONNI
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		05/09/2017	100177	9	Add	50		0		31/08/2017	TL1001002	HEADBAND INDFACE SHIELD	100.00	DONNI	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		05/09/2017	100177	10	Add	10		0		09/09/2017	TL1001002	HEADBAND INDFACE SHIELD	100.00	DONNI	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		05/09/2017	100177	11	Add	10		0		16/09/2017	TL1001002	HEADBAND INDFACE SHIELD	100.00	DONNI	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		05/09/2017	100177	12	Add	5		0		23/09/2017	TL1001002	HEADBAND INDFACE SHIELD	100.00	DONNI	

12 ASN'S

12.1 Creating an ASN

Your Advance Shipment Notification (ASN) is your way of telling the warehouse what you'll be delivering and you will need to quote your ASN reference when booking a delivery slot. You can create an ASN header at any time and add the purchase order lines and shipment details later.

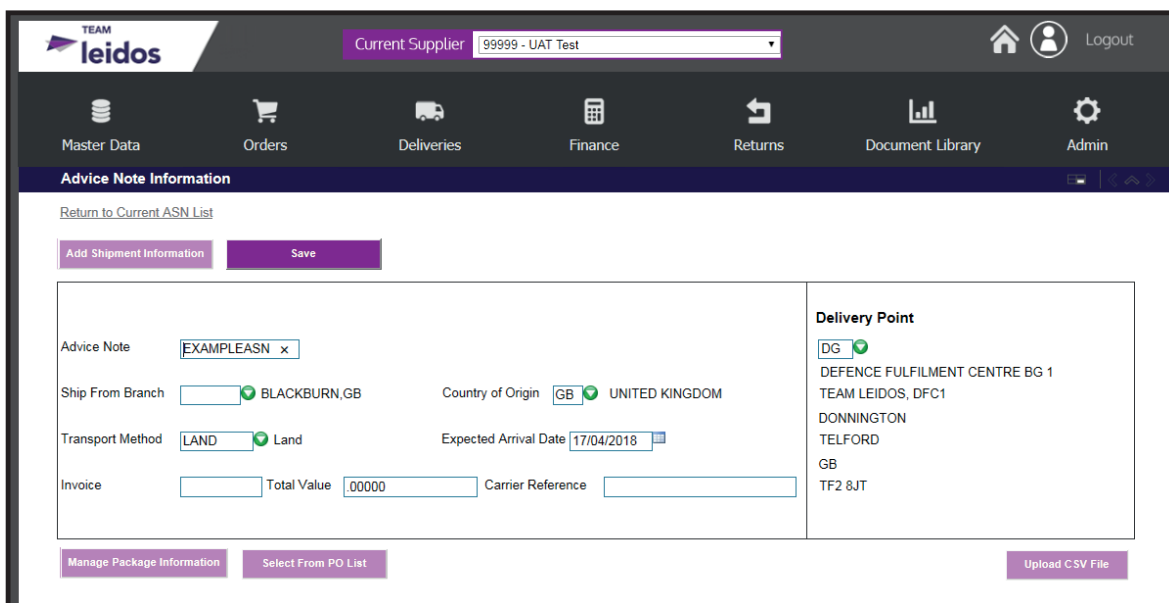


To start creating an ASN, select 'Deliveries' from the menu, then select 'ASN Maintenance'. You will then see the screen above.

To create a new ASN/header click on 'create advice note'.

To view already created ASN/header click on the hyperlink advice note reference on the list displayed.

This screen shows all previous ASNs that have been created, but not receipted yet.



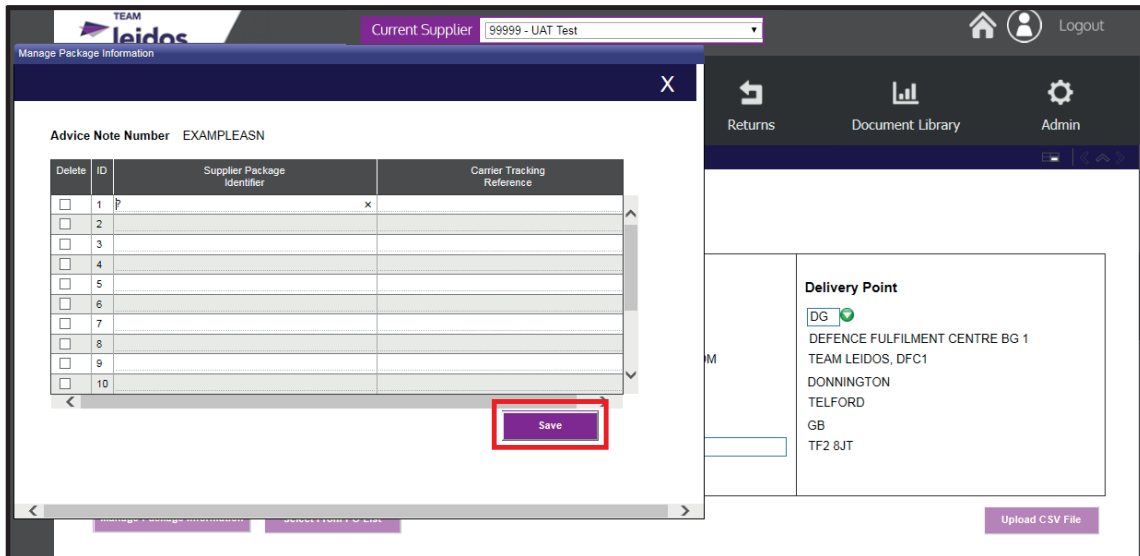
The screenshot shows the 'TEAM leidos' web application interface. At the top, there's a navigation bar with icons for Master Data, Orders, Deliveries, Finance, Returns, Document Library, and Admin. The 'Current Supplier' is set to '99999 - UAT Test'. The main section is titled 'Advice Note Information' and includes a 'Return to Current ASN List' link. Below this, there are buttons for 'Add Shipment Information' and 'Save'. The form contains several fields: 'Advice Note' (with a value 'EXAMPLEASN' and a close button), 'Ship From Branch' (with a dropdown showing 'BLACKBURN, GB'), 'Country of Origin' (with a dropdown showing 'GB' and 'UNITED KINGDOM'), 'Transport Method' (with a dropdown showing 'LAND' and 'Land'), 'Expected Arrival Date' (with a date picker set to '17/04/2018'), 'Invoice' (with a dropdown), 'Total Value' (with a text input showing '0.00000'), and 'Carrier Reference' (with a text input). To the right of the form is a 'Delivery Point' section with a dropdown showing 'DG' and a list of addresses: 'DEFENCE FULFILMENT CENTRE BG 1', 'TEAM LEIDOS, DFC1', 'DONNINGTON', 'TELFORD', 'GB', and 'TF2 8JT'. At the bottom, there are buttons for 'Manage Package Information', 'Select From PO List', and 'Upload CSV File'.

You will need to provide the following details:

1. Advice reference (suppliers advice/despatch note reference). Once entered, this advice note reference must not be changed as it provides the link within Team Leidos systems between the ASN and the Booking Reference that will be provided to you by SD+F when confirming your booking slot. Any change to this reference will break that link and lead to a failed delivery.
2. Delivery point (the warehouse the delivery is for). For direct to customer deliveries select DS, you will then be prompted to select the address you are delivering to.
3. Country of Origin – this will default to the country where you're based.
4. Transport Method.
5. Expected Arrival Date.

Please note: The ASN must match the paperwork and physical shipment exactly.

When you've filled in this information, click on 'Save'. You will now see the Package Information window. You have the option to complete this later, if required. Click save to return to the header.



Current Supplier: 99999 - UAT Test

Manage Package Information

Advice Note Number: EXAMPLEASN

Delete	ID	Supplier Package Identifier	Carrier Tracking Reference
<input type="checkbox"/>	1		
<input type="checkbox"/>	2		
<input type="checkbox"/>	3		
<input type="checkbox"/>	4		
<input type="checkbox"/>	5		
<input type="checkbox"/>	6		
<input type="checkbox"/>	7		
<input type="checkbox"/>	8		
<input type="checkbox"/>	9		
<input type="checkbox"/>	10		

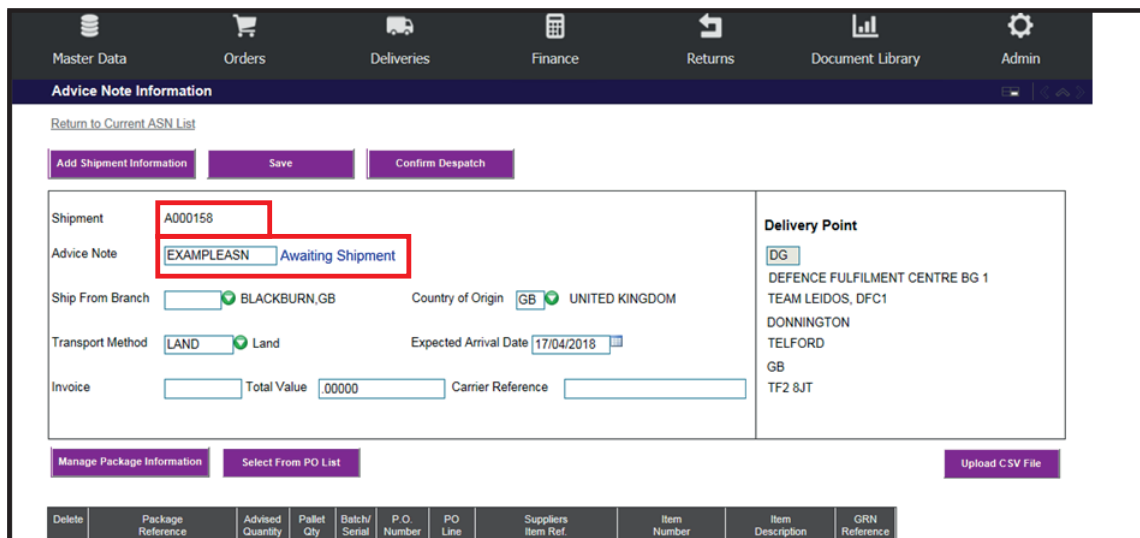
Save

Delivery Point

DG

DEFENCE FULFILMENT CENTRE BG 1
TEAM LEIDOS, DFC1
DONNINGTON
TELFORD
GB
TF2 8JT

Upload CSV File



Master Data | Orders | Deliveries | Finance | Returns | Document Library | Admin

Advice Note Information

Return to Current ASN List

Add Shipment Information | Save | Confirm Despatch

Shipment: A000158

Advice Note: EXAMPLEASN Awaiting Shipment

Ship From Branch: BLACKBURN, GB | Country of Origin: GB UNITED KINGDOM

Transport Method: LAND Land | Expected Arrival Date: 17/04/2018

Invoice: Total Value: .00000 | Carrier Reference:

Delivery Point

DG

DEFENCE FULFILMENT CENTRE BG 1
TEAM LEIDOS, DFC1
DONNINGTON
TELFORD
GB
TF2 8JT

Manage Package Information | Select From PO List | Upload CSV File

Delete	Package Reference	Advised Quantity	Pallet Qty	Batch/Serial	P.O. Number	PO Line	Suppliers Item Ref.	Item Number	Item Description	GRN Reference
--------	-------------------	------------------	------------	--------------	-------------	---------	---------------------	-------------	------------------	---------------

12.2 Adding Lines to an ASN

To add items/lines to the ASN header click 'select' from PO list. All available purchases orders for delivery to the chosen warehouse, that are not already assigned to other ASNs, will be listed.

TEAM

Select from Open Purchase Orders

ASN Advice Reference

EXAMPLEASN

Shipment Ref

A000158

Facility

KN

Delivery Point

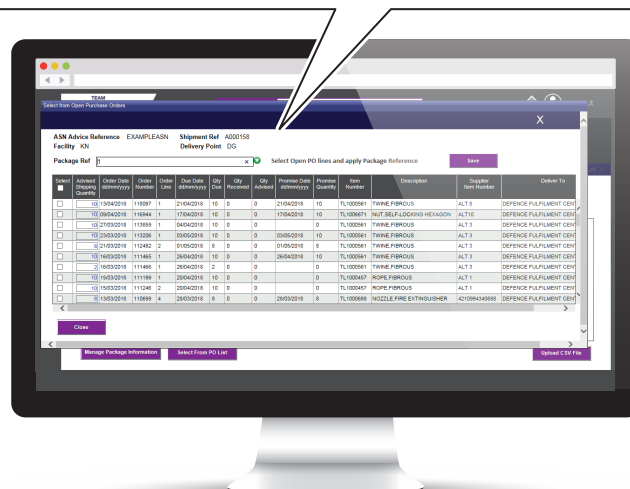
DG

Package Ref

1

Select Open PO lines and apply Package Reference

Select	Advised Shipping Quantity	Order Date dd/mm/yyyy	Order Number	Order Line	Due Date dd/mm/yyyy	Qty Due	Qty Received	Qty Advised	Promise Date dd/mm/yyyy	Promise Quantity	Item Number	Description
<input type="checkbox"/>	10	13/04/2018	118097	1	21/04/2018	10	0	0	21/04/2018	10	TL1000561	TWINE,FIBROUS
<input type="checkbox"/>	10	09/04/2018	116944	1	17/04/2018	10	0	0	17/04/2018	10	TL1006671	NUT,SELF-LOCKING H
<input type="checkbox"/>	10	27/03/2018	113859	1	04/04/2018	10	0	0		0	TL1000561	TWINE,FIBROUS
<input type="checkbox"/>	10	23/03/2018	113206	1	03/05/2018	10	0	0	03/05/2018	10	TL1000561	TWINE,FIBROUS
<input type="checkbox"/>	8	21/03/2018	112492	2	01/05/2018	8	0	0	01/05/2018	8	TL1000561	TWINE,FIBROUS

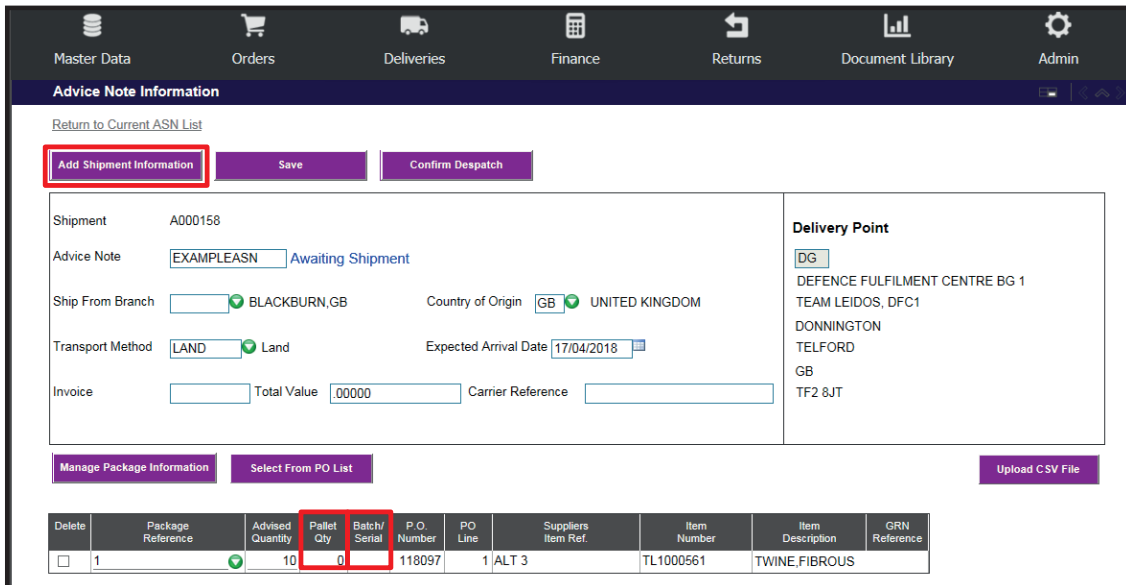


This window will show the outstanding quantity to ship (in blue) against each open PO line.

1. Tick the box for each line you want to ship or select all if applicable.
2. Amend the quantity if you are not shipping the full amount, this will create a split line for shipping of the outstanding quantity at a later date.
3. Change the package reference if required (not a mandatory field).
4. Click 'save' to confirm.

Once saved you will return to the header of the ASN and all the purchase orders and package references attached to this will be displayed as below.

Shipment information is not currently required to be completed by CSS suppliers.

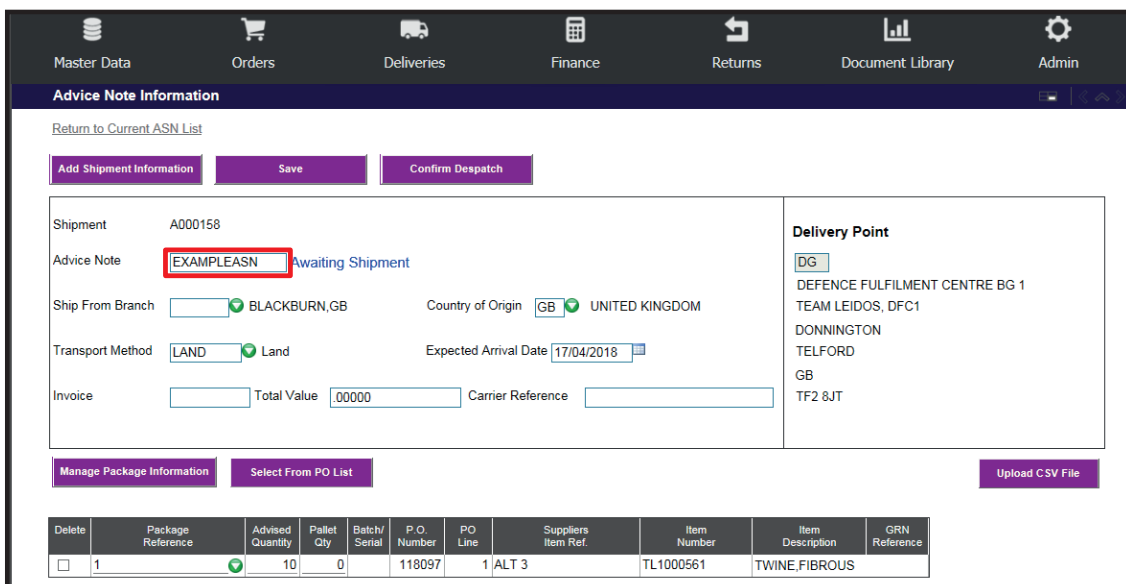


If the item being added is Batch or Serial controlled a link will be available to select. This will then display a window to allow this information to be added.

Pallet quantity denotes the actual number of an item per pallet.

12.3 Amending the ASN Reference

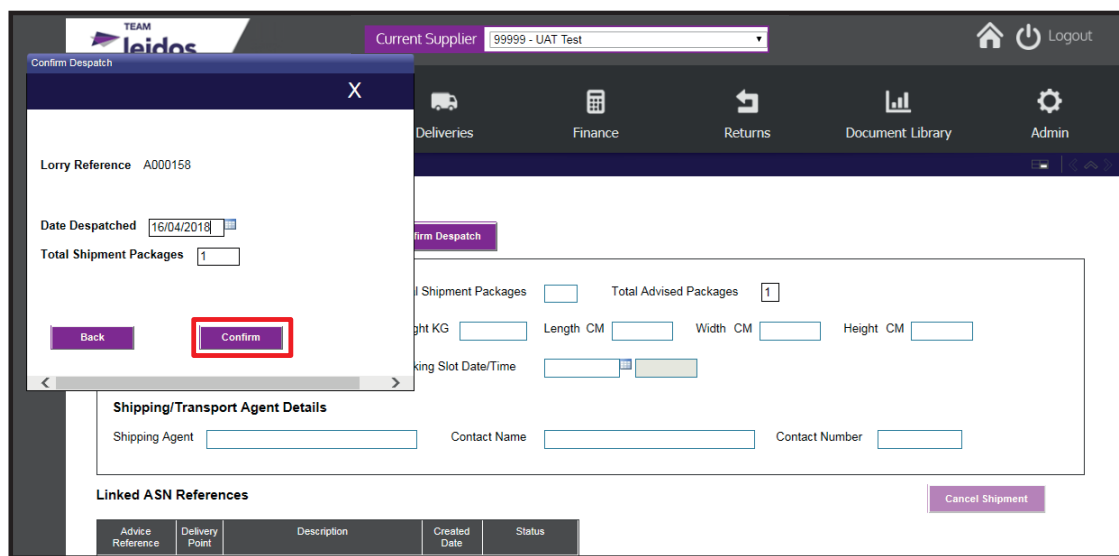
You can at this point, update the Advice Note number to reflect the consignment paperwork.



12.4 Confirm ASN Despatch

Once the goods are leaving for delivery the next step is to confirm the despatch.

Clicking 'confirm despatch', the following window appears with the current date as the despatch date and the total shipment packages accumulated from the linked advice reference list.



Confirm Despatch

Lorry Reference: A000158

Date Despatched: 16/04/2018

Total Shipment Packages: 1

Confirm

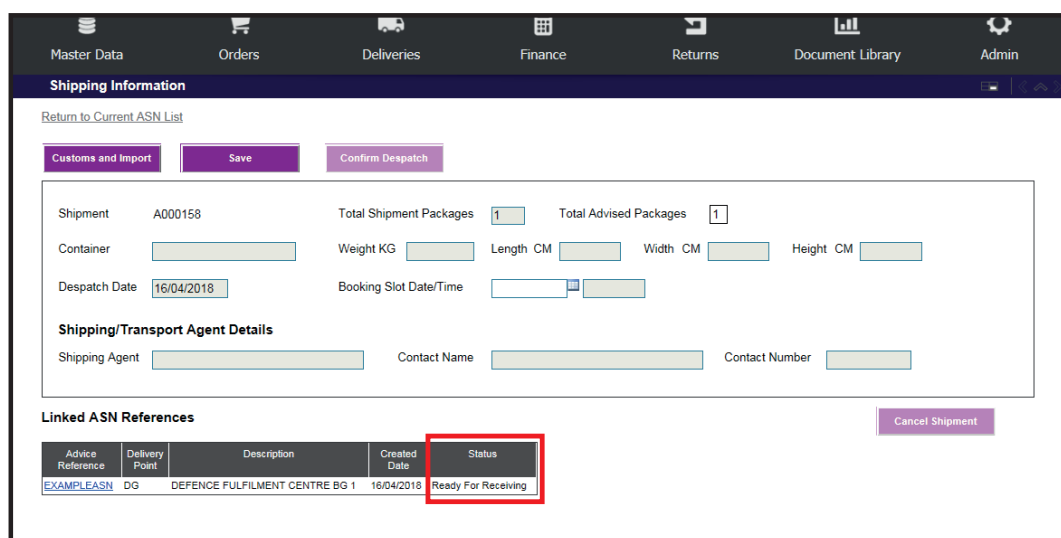
Shipping/Transport Agent Details

Shipping Agent: Contact Name: Contact Number:

Linked ASN References

Advice Reference	Delivery Point	Description	Created Date	Status
EXAMPLE ASN	DG	DEFENCE FULFILMENT CENTRE BG 1	16/04/2018	Ready For Receiving

The despatch can be amended to a future date if required. Selecting 'confirm' will complete the process and allow no further changes or amendments to be made. This will also change the status to 'ready for receiving'.



Shipping Information

Return to Current ASN List

Customs and Import **Save** **Confirm Despatch**

Shipment: A000158 Total Shipment Packages: 1 Total Advised Packages: 1

Container: Weight KG: Length CM: Width CM: Height CM:

Despatch Date: 16/04/2018 Booking Slot Date/Time:

Shipping/Transport Agent Details

Shipping Agent: Contact Name: Contact Number:

Linked ASN References

Advice Reference	Delivery Point	Description	Created Date	Status
EXAMPLE ASN	DG	DEFENCE FULFILMENT CENTRE BG 1	16/04/2018	Ready For Receiving

Please note once despatch is confirmed all fields will now be locked allowing no further changes.

TEAM leidos

Current Supplier: 99999 - UAT Test

Logout

Master Data Orders Deliveries Finance Returns Document Library Admin

Current ASN List

Create Advice Information Search History

ASN Reference	Shipment Ref	Date Created	Date Shipped	Expected Arrival Date	Delivery Point	Address	Status
EXAMPLEASN	A000158	16/04/2018	16/04/2018	17/04/2018	DEFENCE FULFILMENT CENTRE BG 1	TEAM LEIDOS, DFC1	Ready For Receiving
EXAMPLEASN	A000158	16/04/2018	16/04/2018	17/04/2018	DEFENCE FULFILMENT CENTRE BG 1	TEAM LEIDOS, DFC1	Created
GOLDUAT1742	A000152	27/03/2018	27/03/2018	28/03/2018	DEFENCE FULFILMENT CENTRE BG 1	TEAM LEIDOS, DFC1	Awaiting Shipment
GOLDUAT1759	A000152	27/03/2018	27/03/2018	28/03/2018	DEFENCE FULFILMENT CENTRE BG 1	TEAM LEIDOS, DFC1	Ready For Receiving
GOLDUAT1730	A000152	26/03/2018	26/03/2018	27/03/2018	DEFENCE FULFILMENT CENTRE BG 1	TEAM LEIDOS, DFC1	Awaiting Shipment
GOLD1161	A000147	23/03/2018	23/03/2018	26/03/2018	DEFENCE FULFILMENT CENTRE BG 1	TEAM LEIDOS, DFC1	Ready For Receiving
GOLD21154	A000142	21/03/2018	21/03/2018	22/03/2018	DEFENCE FULFILMENT CENTRE BG 1	TEAM LEIDOS, DFC1	Awaiting Shipment
GOLD1586	A000134	20/03/2018	20/03/2018	21/03/2018	DEFENCE FULFILMENT CENTRE BG 1	TEAM LEIDOS, DFC1	Ready For Receiving
GOLDUAT1158	A000129	19/03/2018	19/03/2018	20/03/2018	DEFENCE FULFILMENT CENTRE BG 1	TEAM LEIDOS, DFC1	Ready For Receiving
GOLDUAT1148	A000123	15/03/2018	15/03/2018	16/03/2018	DEFENCE FULFILMENT CENTRE BG 1	TEAM LEIDOS, DFC1	Ready For Receiving
GOLDUAT1149	A000124	15/03/2018	15/03/2018	16/03/2018	DEFENCE FULFILMENT CENTRE BG 1	TEAM LEIDOS, DFC1	Ready For Receiving
GOLDD21169	A000110	13/03/2018	13/03/2018	14/03/2018	DEFENCE FULFILMENT CENTRE BG 1	TEAM LEIDOS, DFC1	Ready For Receiving
GUAT-1026	A000096	09/03/2018	09/03/2018	09/03/2018	DEFENCE FULFILMENT CENTRE BG 1	TEAM LEIDOS, DFC1	Ready For Receiving
GUAT-1044	A000097	09/03/2018	09/03/2018	09/03/2018	DEFENCE FULFILMENT CENTRE BG 1	TEAM LEIDOS, DFC1	Ready For Receiving

The advice reference and shipment can then be selected to view until it is receipted.

The 'search history' button can be selected which will provide a date range search facility as shown below. This will also display put away/received ASNs.

TEAM leidos

Current Supplier: 99999 - UAT Test

Logout

Master Data Orders Deliveries Finance Returns Document Library Admin

Current ASN List

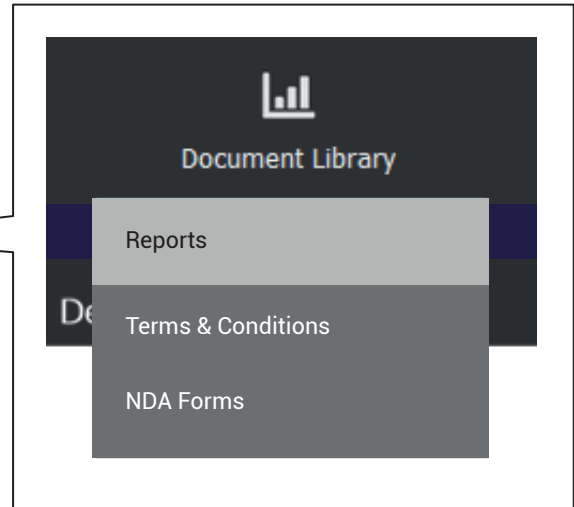
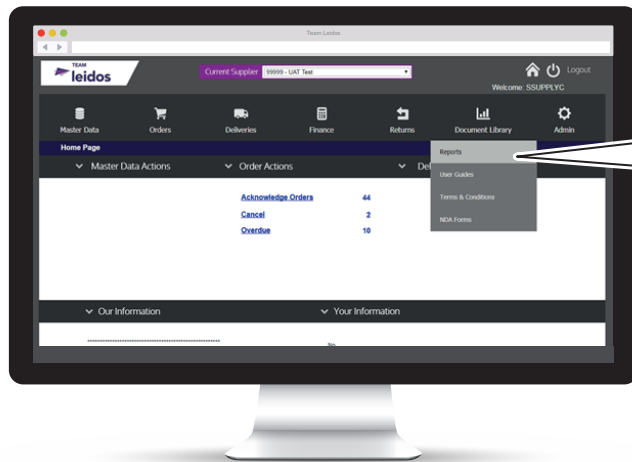
Create Advice Information

Date Range: To ☒ Date Created ☐ Date Shipped

Search Close

ASN Reference	Shipment Ref	Date Created	Date Shipped	Expected Arrival Date	Delivery Point	Address	Status
DDTEST200418	neil	20/04/2018	20/04/2018	27/04/2018	DEFENCE FULFILMENT CENTRE BG 1	TEAM LEIDOS, DFC1	Ready For Receiving
GIWA001	A000162	19/04/2018		23/04/2018	DEFENCE FULFILMENT CENTRE BG 1	TEAM LEIDOS, DFC1	Created
EXAMPLEASN3	A000161	18/04/2018	18/04/2018	19/04/2018	DEFENCE FULFILMENT CENTRE BG 1	TEAM LEIDOS, DFC1	Putaway
HEADER TEST	A000160	18/04/2018		19/04/2018	DEFENCE FULFILMENT CENTRE BG 1	TEAM LEIDOS, DFC1	Awaiting Shipment
EXAMPLEASN	A000158	17/04/2018	16/04/2018	17/04/2018	DEFENCE FULFILMENT CENTRE BG 1	TEAM LEIDOS, DFC1	Putaway
EXAMPLEASN2	A000159	17/04/2018	17/04/2018	18/04/2018	DEFENCE FULFILMENT CENTRE BG 1	TEAM LEIDOS, DFC1	Putaway
ASNTST090418	A000157	09/04/2018		11/04/2018	DEFENCE FULFILMENT CENTRE BG 1	TEAM LEIDOS, DFC1	Created
GOLDUAT1767	A000153	28/03/2018	27/03/2018	28/03/2018	DEFENCE FULFILMENT CENTRE BG 1	TEAM LEIDOS, DFC1	Putaway
GOLDUAT1783	A000155	28/03/2018	28/03/2018	29/03/2018	DEFENCE FULFILMENT CENTRE BG 1	TEAM LEIDOS, DFC1	Putaway
GOLDUAT1800	A000156	28/03/2018	28/03/2018	29/03/2018	DEFENCE FULFILMENT CENTRE BG 1	TEAM LEIDOS, DFC1	Putaway
GOLDUAT21730	A000154	28/03/2018	28/03/2018	29/03/2018	DEFENCE FULFILMENT CENTRE BG 1	TEAM LEIDOS, DFC1	Putaway
GOLDUAT1714	A000150	27/03/2018	27/03/2018	27/03/2018	DEFENCE FULFILMENT CENTRE BG 1	TEAM LEIDOS, DFC1	Received

13 DOCUMENT LIBRARY



Reports

Team Leidos supplier Performance Reports will be uploaded on an agreed frequency. Other documentation can be located here where required. This function is currently in development.

Terms & Conditions

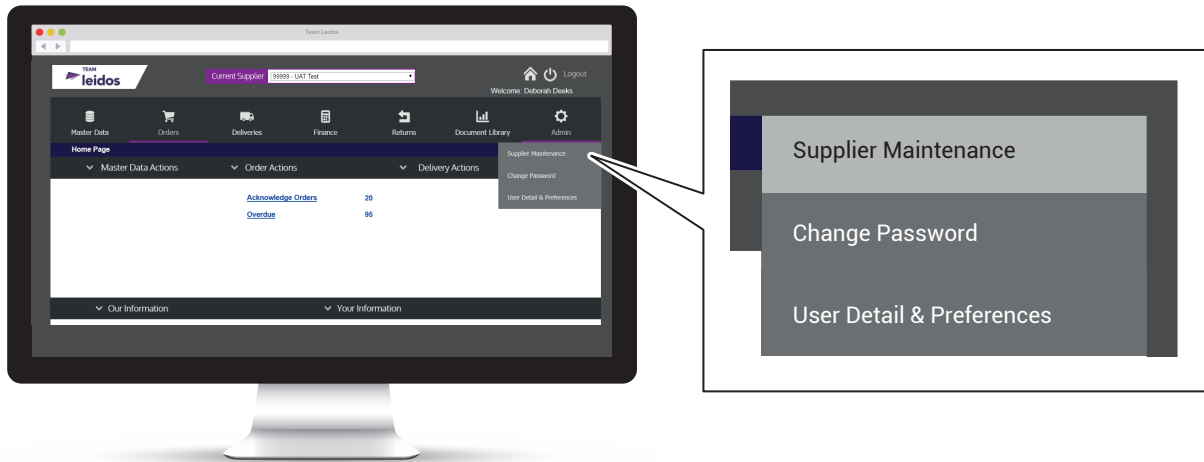
Location of agreed Terms & Conditions of trade.




NDA Forms

Location of agreed NDA forms.

14 ADMIN TAB

14.1 Supplier Maintenance



Master Data	Orders	Deliveries	Finance	Returns	Document Library	Admin												
Supplier Maintenance																		
<div>  Our Contact Details </div> <table> <tr> <td>Planner Name</td> <td>Dummy Planner H</td> <td>Planner Telephone Number</td> <td>01772 123456</td> </tr> <tr> <td>Planner Email</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Buyer Name</td> <td>Dummy Buyer H</td> <td>Buyer Telephone Number</td> <td>01772 123456</td> </tr> </table>							Planner Name	Dummy Planner H	Planner Telephone Number	01772 123456	Planner Email				Buyer Name	Dummy Buyer H	Buyer Telephone Number	01772 123456
Planner Name	Dummy Planner H	Planner Telephone Number	01772 123456															
Planner Email																		
Buyer Name	Dummy Buyer H	Buyer Telephone Number	01772 123456															
<div>  Delivery Days </div> <p>Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/></p>																		
<div>  PO Order Notification Contact Details </div> <table> <tr> <td>Contact Name</td> <td><input type="text" value="Nick Howell"/></td> <td>Telephone Number</td> <td><input type="text"/></td> </tr> <tr> <td>Mobile Number</td> <td><input type="text"/></td> <td>Fax Number</td> <td><input type="text"/></td> </tr> <tr> <td>Notification Email</td> <td colspan="3"><input type="text"/></td> </tr> </table> <p>Save</p>							Contact Name	<input type="text" value="Nick Howell"/>	Telephone Number	<input type="text"/>	Mobile Number	<input type="text"/>	Fax Number	<input type="text"/>	Notification Email	<input type="text"/>		
Contact Name	<input type="text" value="Nick Howell"/>	Telephone Number	<input type="text"/>															
Mobile Number	<input type="text"/>	Fax Number	<input type="text"/>															
Notification Email	<input type="text"/>																	

Our Contact Details

These will be the Leidos contacts for any issues with orders.

Delivery Days

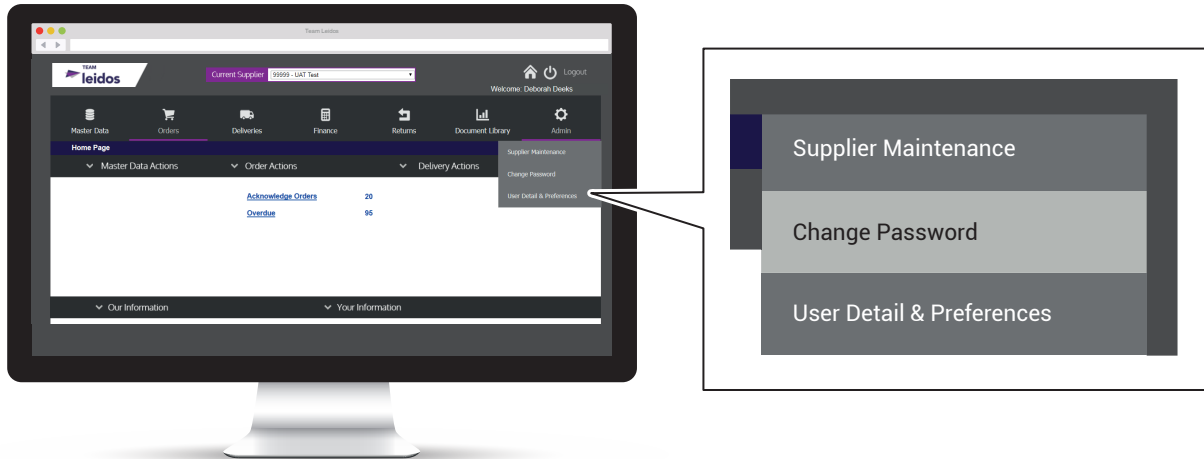
Tick the day or days of the week that deliveries will be made. This will assist in the correct dates being auto populated on other screens.

Supplier Contact Details

Supplier can update and save.

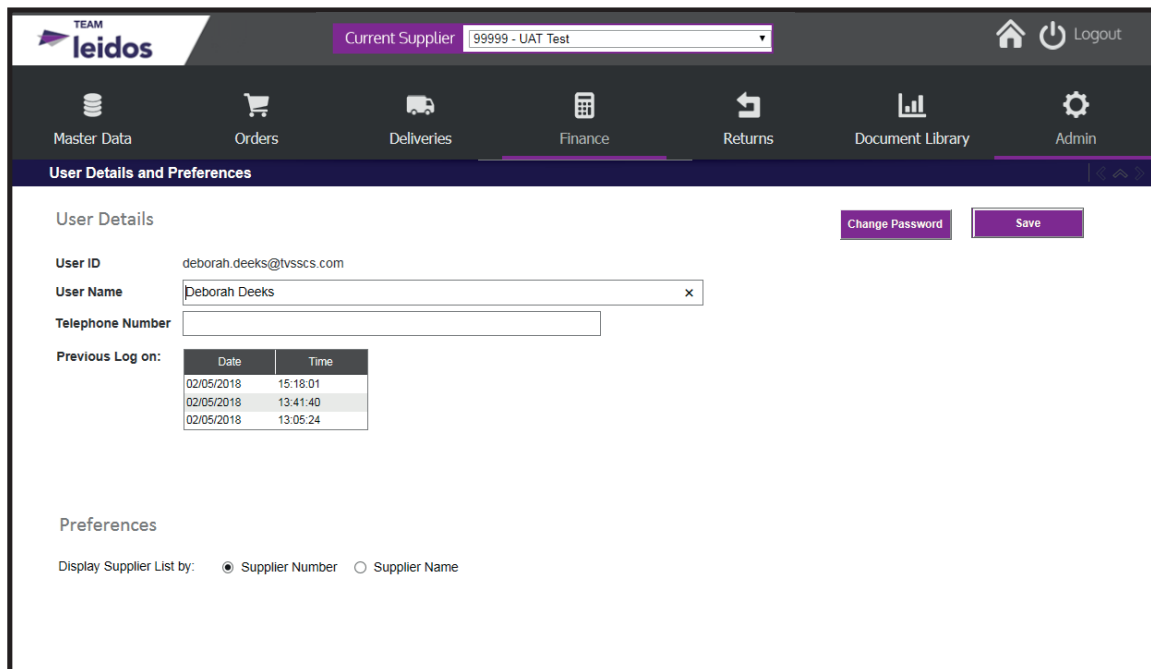
14.2 Change Password

Click on 'Change Password' and input existing password, then new password twice, then save the changes.



Passwords must have at least 1 uppercase and 1 numeric character and be at least 8 characters in length.

14.3 User Details & Preferences



The screenshot shows the 'User Details and Preferences' page in the leidos system. The page includes the following sections:

- User Details:**
 - User ID: deborah.deeks@tvsscs.com
 - User Name: Deborah Deeks
 - Telephone Number: (empty field)
 - Previous Log on:

Date	Time
02/05/2018	15:18:01
02/05/2018	13:41:40
02/05/2018	13:05:24
- Preferences:**
 - Display Supplier List by: ☒ Supplier Number ☐ Supplier Name

Buttons for 'Change Password' and 'Save' are located in the top right corner of the User Details section.

This will allow the user to update their details, change password and shows previous log on details.

INDEX

A

- Acknowledge Orders **9**
 - Splitting of Purchase Order Lines **10**
 - Creating a Split PO Line **10**
- Action Required **11**
- Admin Tab **21**
 - Change Password **22**
 - Supplier Maintenance **21**
 - User Details & Preferences **22**
- ASN's **13**
 - Adding Lines to an ASN **16**
 - Amending the ASN Reference **17**
 - Confirm ASN Despatch **18**
 - Creating an ASN **13**

D

- Document Library **20**

E

- Export to Excel **12**

H

- Homepage Navigation **5**
- How to Disable Pop-Up Blockers **2**
 - Browsers **2**
 - Internet Explorer **2**
 - Other Browsers **2**
- How to Log In **4**
 - Log In **4**
 - Supplier Information Portal URL **4**

I

- Introduction to Supplier Information Portal **1**

M

- Master Data **6**

O

- Orders **7**

R

- Registration **3**

