



IBM Web EDI Portal Training

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Training Overview

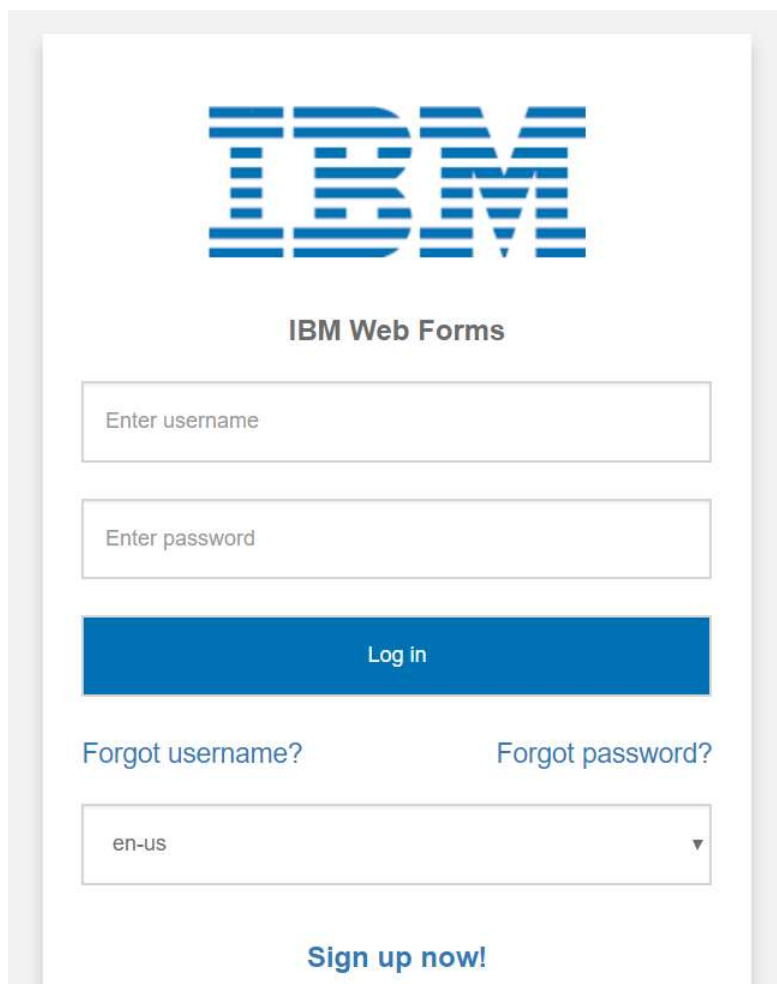
Welcome to IBM Web EDI Portal, the next generation of EDI / B2B Web Portals. This portal elevates the communication and visibility between Plastic Omnium Lighting and its Suppliers through every step of the document flow. With flexibility to incorporate any business rules, it ensures that we Improved Compliance from our Supply Chain and the Suppliers have confidence that their products are getting to the right place at the right time.

Login Screen

Follow these steps by going to <https://webforms.b2b.ibmcloud.com/Login/ibmlogin.aspx>

Log in with your Username and your Password.

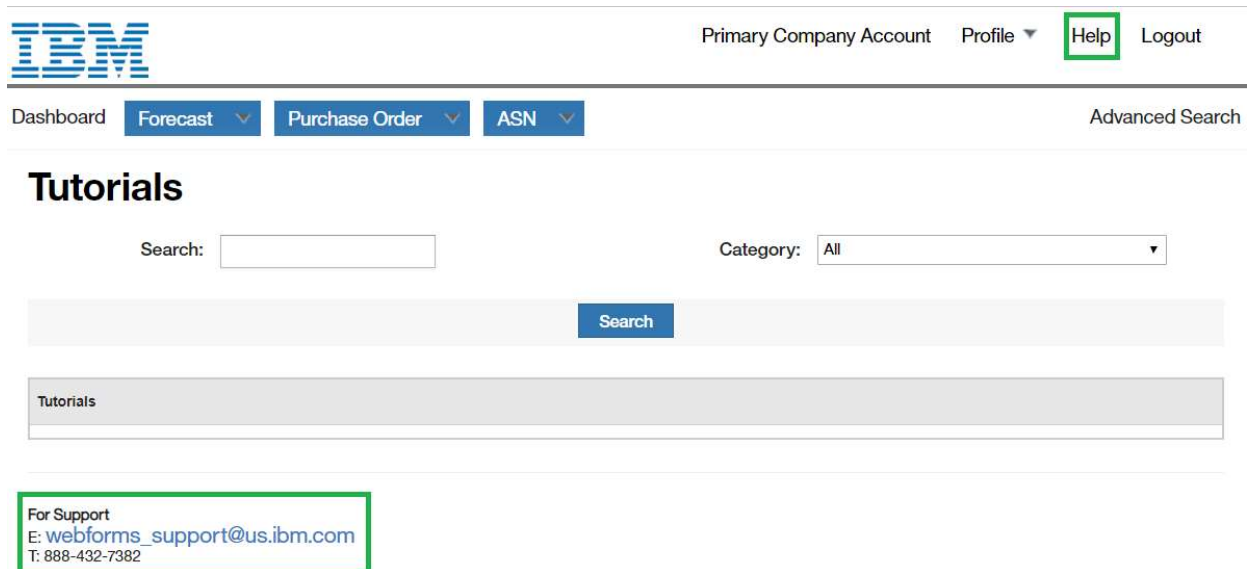
If you forget your Username or Password, you can click on the links and follow the instructions to recover your login information.



The screenshot shows the IBM Web Forms login interface. At the top is the IBM logo, followed by the text "IBM Web Forms". Below this are two input fields: "Enter username" and "Enter password". A blue "Log in" button is positioned below the password field. Underneath the button are two links: "Forgot username?" and "Forgot password?". At the bottom of the form is a dropdown menu currently showing "en-us". Below the entire form area is a blue link that says "Sign up now!".

Getting Help

Clicking the “Help” link at the top of any screen will bring up any tutorials that have been posted for your community.



The screenshot shows the top navigation bar of the IBM webforms interface. The IBM logo is on the left. On the right, there are links for 'Primary Company Account', 'Profile' (with a dropdown arrow), 'Help' (highlighted with a green box), and 'Logout'. Below the navigation bar, there is a row of buttons: 'Dashboard', 'Forecast' (with a dropdown arrow), 'Purchase Order' (with a dropdown arrow), and 'ASN' (with a dropdown arrow). To the right of these buttons is a link for 'Advanced Search'. Below this row, the heading 'Tutorials' is displayed. Under 'Tutorials', there is a search form with a 'Search:' label, a text input field, a 'Category:' label, a dropdown menu currently set to 'All', and a 'Search' button. Below the search form is a box labeled 'Tutorials'. At the bottom left, there is a contact support box with the text: 'For Support', 'E: webforms_support@us.ibm.com', and 'T: 888-432-7382'. This box is also highlighted with a green border.

IBM Support is open 8:00 AM to 11:00 PM Eastern Time, Monday to Friday (excluding holidays) and can be reached at 1-888-432-7382 or webforms_support@us.ibm.com.

Common Error Scenarios and Resolution Steps

Problem: I can't log in

Solution: Chose Forgot Username or Forgot Password from the login screen.

Problem: My account is locked

Solution: You attempted too many unsuccessful logins, please contact IBM support.

Problem: No email notifications

Solution: Check Profile > Email Subscriptions.

Problem: Why do I see the Forecast Folder when I only use Shipping Schedules (or vice versa).

Solution: There may be some suppliers that use both the Forecast and the Shipping Schedule depending on which regions of Plastic Omnium Lighting they do business with. Both folders will always appear.

Problem: If system is down, how should ASN be sent?

Solution: Please contact your Buyer to inform them of delay, and support to have the issue resolved.

Dashboard

Upon entering the Web EDI Portal, a Dashboard is displayed. This main Dashboard shows a snapshot of activity for the account. Here, the Plastic Omnium Lighting Suppliers can easily see which Documents are next to be actioned and which Documents are overdue based on the Plastic Omnium Lighting business rules.



Scheduled Due Pie Chart shows all items that to be sent and have an ASN created for them. Use the drop down to view different time periods. Click on the pie chart to be taken to a list of all documents that need an ASN.

Schedules Due and Overdue - Due Tomorrow

Customer:

Material Number:

Date From: 

Date To: 

Search

1-7 of 7 Records ◀ Page 1 of 1 ▶

Customer	Agreement #	Sequence #	Buyer's Material #	Schedule Date	Schedule Quantity	Open Quantity
Varroc Lighting	5500000289		00135516-01-0000	21-Feb-2019	785	785
Varroc Lighting	5500001234		00121860-01-0000	21-Feb-2019	340	140
Varroc Lighting	5500000289		00135516-01-0000	21-Feb-2019	628	628

Advanced Search

At any point in the process, going into Advanced Search can help you find documents.

Dashboard

Purchase Order ▼

POA ▼

Invoice ▼

Advanced Search

In the Advanced Search you can look for documents via many search criteria:

Search Documents

Document Number: 

Trading Partner: Varroc Lighting

Document Type: 

Folder: 

Start Date:  

Start Ship Date:  

Serial Number: 

Sales Order Number: 

Product Number: 

PO Status:

POA Status:

ASN Status:

INV Status:

End Date:  

Lot Number: 

Search

Document Folders & Document Summary

Plastic Omnium Lighting will send either a Forecast or a Shipping Schedule. In some cases, they may send both. Please navigate to the document inbox that applies to your business.

The Supplier can open any documents from the Inbox, In Process, Sent or History folders.

PO Inbox

This folder is used to store the new documents that have not been processed.

In Progress

The In Progress folder will show documents that have been partially or fully ASN.

History

The history folder will hold all ASN documents that have been completed. A Schedule will automatically move to the History folder once all open quantities have been shipped.

Forecast/Shipping Schedule

You will notice that the screens have Export View, Export, and Print Options.

Forecast - Inbox

Document Number: PO Number:

Product Number: Customer:

[Filter](#)

[Export View](#) [Export](#) [Print](#) [Tutorials](#)

<input type="checkbox"/>	Forecast Number	Sequence Number	Customer	Date Posted	Status
<input checked="" type="checkbox"/>	5500000289		Varroc Lighting	19-Feb-2019 09:05 PM	Viewed
<input type="checkbox"/>	5500001234		Varroc Lighting	19-Feb-2019 09:05 PM	Viewed
<input type="checkbox"/>	5500000288		Varroc Lighting	19-Feb-2019 09:04 PM	Viewed

Using the check boxes on the left-hand side will dictate which Schedules will be actioned. This Export will give you a quick view of which orders need to be worked on in the portal. By opening the document, you will be able to export the entire Schedule.

Suppliers are also able to search by Document Number, PO Number and Product Number.

Click anywhere on the line to open the Schedule.

Forecast - Summary

[Create ASN](#) [Print](#) [Save as PDF](#)

Schedule Number:	5500000289	Start Date:	14-Feb-2019
Schedule Date:	14-Feb-2019	End Date:	09-Feb-2020
Date Posted:	19-Feb-2019 09:05 PM		

Ship To:		Ship From:	
Plant Code:	0374D		

Parts List (1)

1-1 of 1 Records ◀ Page 1 of 1 ▶

Line Id	Buyer's Material Number	Description	Start Date	End Date	Total Scheduled	Received Quantity	Last Cumulative Quantity	UOM
00020	00135516-01-0000	5500000289	2019-01-01	2019-02-12	33,127	1,256	6,751	KG

Click the Line Number to view the scheduled dates and Forecast Details for that item.

Header View:

Forecast - Details

Print		Save as PDF			
Schedule Information					
Schedule Number:	5500000289	Schedule Date:	14-Feb-2019		
Item Information					
Line	UOM	Buyer's Material #	Description	Agreement #	
00020	KG	00135516-01-0000	5500000289	296	
Received Quantity:		1,256	Last Cumulative Quantity:		6,751
Cumulative Sent ASN Quantity:		6751	Quantity in Transit:		0
Start Date:		2019-01-01	End Date:		2019-02-12
Dispatch Date:		12-Feb-2019			

Schedule View:

Forecast Information (1)						
1-52 of 52 Records ◀ Page 1 of 1 ▶						
Line Id	Buyer's Material Number	Description	Date	Schedule Quantity	Cumulative Quantity	Open Quantity
00020	00135516-01-0000	5500000289	14-Feb-2019	157	6,908	157
00020	00135516-01-0000	5500000289	18-Feb-2019	785	7,693	785
00020	00135516-01-0000	5500000289	25-Feb-2019	942	8,635	942
00020	00135516-01-0000	5500000289	04-Mar-2019	785	9,420	785
00020	00135516-01-0000	5500000289	11-Mar-2019	942	10,362	942
00020	00135516-01-0000	5500000289	18-Mar-2019	785	11,147	785
00020	00135516-01-0000	5500000289	25-Mar-2019	785	11,932	785
00020	00135516-01-0000	5500000289	01-Apr-2019	785	12,717	785
00020	00135516-01-0000	5500000289	08-Apr-2019	942	13,659	942
00020	00135516-01-0000	5500000289	15-Apr-2019	628	14,287	628
00020	00135516-01-0000	5500000289	22-Apr-2019	785	15,072	785
00020	00135516-01-0000	5500000289	29-Apr-2019	785	15,857	785
00020	00135516-01-0000	5500000289	06-May-2019	942	16,799	942


Schedule Corrections

There may be times when the ASN quantity (the quantity that the Supplier has confirmed they have shipped) was incorrect. If that is the case, Suppliers need to update the schedule to reflect this discrepancy. Plastic Omnium Admins also have the ability to complete this update on behalf of the Supplier.

For example, Plastic Omnium Lighting has reported that 100 pieces arrived damaged. Add the ASN Number, QuantityChanged (in this case -100) and the Reason.

Apply New Shipped Quantity Correction			
ASN Number:	<input type="text" value="ASN000001194"/>	Quantity Change:*	<input type="text" value="-100"/>
Reason:*	<input type="text" value="Damaged Product"/>	<input type="button" value="Apply"/>	

Confirm the change:

 **Warning**

You are about to change The Cumulative Shipped Quantity from 1140 to 1040. This will affect the open quantity for this item.
Please click 'Yes' to proceed.

The quantity change has been logged and the Cumulative Shipped Quantity has been updated:

Shipped Quantity Correction (1)					
1-1 of 1 Records ◀ Page 1 of 1 ▶					
Date	ASN Number	Quantity Changed	Previously Shipped Quantity	New Shipped Quantity	Reason
February 20, 2019 03:42 PM	ASN000001194	-100	1,140	1,040	Damaged Product

This update also needs to be applied when Plastic Omnium Lighting reports an over shipment of an item:

Apply New Shipped Quantity Correction			
ASN Number:	<input type="text" value="ASN000001194"/>	Quantity Change:*	<input type="text" value="75"/>
Reason:*	<input type="text" value="Overshipment"/>	<input type="button" value="Apply"/>	

Shipped Quantity Correction (2)					
1-2 of 2 Records ◀ Page 1 of 1 ▶					
Date	ASN Number	Quantity Changed	Previously Shipped Quantity	New Shipped Quantity	Reason
February 20, 2019 03:49 PM	ASN000001194	75	1,040	1,115	Overshipment
February 20, 2019 03:42 PM	ASN000001194	-100	1,140	1,040	Damaged Product

Advanced Shipping Notice (ASN)

When you ship items an ASN is required to be sent. Open the Schedule and click “Create ASN”:

Forecast - Summary

[Create ASN](#) [Print](#) [Save as PDF](#)

The next screen will allow you to search by part number and/or specific date ranges.

Use the check boxes on the left-hand side to select the items you want to include on the ASN. Use the editable quantity field to update the shipment quantity as needed.

Shipping Schedule To ASN

Material Number:

Date From:

Date To:

[Search](#)

<input type="checkbox"/>	Ship Date	Ship Time	Description	Buyer's Material #	Scheduled Quantity	Open Quantity
<input checked="" type="checkbox"/>	14-Feb-2019		5500000289	00135516-01-0000	157	<input type="text" value="157"/>
<input checked="" type="checkbox"/>	18-Feb-2019		5500000289	00135516-01-0000	785	<input type="text" value="785"/>
<input checked="" type="checkbox"/>	25-Feb-2019		5500000289	00135516-01-0000	942	<input type="text" value="942"/>

Once all of the needed items have been selected, scroll to the bottom of the page and click “Continue”. Your items will be automatically moved to the ASN.

<input checked="" type="checkbox"/>	09-Dec-2019		5500000289	00135516-01-0000	157	<input type="text" value="157"/>
<input checked="" type="checkbox"/>	23-Dec-2019		5500000289	00135516-01-0000	157	<input type="text" value="157"/>
<input checked="" type="checkbox"/>	30-Dec-2019		5500000289	00135516-01-0000	157	<input type="text" value="157"/>
<input checked="" type="checkbox"/>	06-Jan-2020		5500000289	00135516-01-0000	157	<input type="text" value="157"/>

[Continue](#) [Back](#)

Header View:

Fill in the header information. The required fields are marked:

Advanced Shipping Notice

ASN Number:*	ASN000001197	ASN Date:	20-Feb-2019 10:19 PM
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Shipping Information			
Ship Date:*	20-Feb-2019	12:00 AM	Select
Transportation:*	--Select--		
Weight:	Gross		--Select--
Deliver By:	19-Feb-2019		
Carrier Name:	Standard Carrier Alpha Code		
Bill Of Lading:*			
Packing Slip #: *			
Shipper Id #: *			
Freight Terms: *	--Select--		

Line View:

At the item level you will again have the opportunity to edit the cumulatively quantity.

Order Information					
Schedule #:	5500000289		Agreement Date:		
Sequence Number:			PlanningScheduleDate:	2/14/2019	

Line Items						
<input checked="" type="checkbox"/>	Line	Item Number	Avail	Quantity	UOM	Received QTY
<input checked="" type="checkbox"/>	1	00135516-01-0000	33,127	1884	Kilogram	0
		Description:	5500000289			
		Buyer's Material #:	00135516-01-0000			

Cancel	Save as Incomplete	Send
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Once the ASN is complete, scroll to the bottom of the screen. There are three buttons:



Cancel

This will terminate the ASN. Nothing will be sent to Plastic Omnium Lighting.

Save as Incomplete

The ASN can be saved and continued later by clicking Save. The ASN will then be moved to the Saved folder under the blue ASN drop down for completion later and not sent to Plastic Omnium Lighting.

Send

If you agree to the quantities shown for each item simply click Send. The ASN is then sent to Plastic Omnium Lighting and stored in your Sent folder.

Once the Line Items are all reviewed, the Supplier can then Send the ASN.

This will create a structured document to be sent back to Plastic Omnium Lighting EDII / ERP system. Notification will be given that the Document has been successfully sent.



ASN is the last required document for Plastic Omnium Lighting.

Thank-you for reading. You are now ready to complete all the transactions needed to do business with Plastic Omnium Lighting on the IBM WebForms!