SRM

Attestation Andritz

Supplier's manual

Content

Revision Tracking

Date	Comment	Responsibility
15.03.2013	Dokument erstellt	Xaver Brandauer
19.03.2013	Dokument überarbeitet	Xaver Brandauer
20.03.2013	Erklärung Filter hinzugefügt	Xaver Brandauer
25.03.2013	Finale Anpassungen	Xaver Brandauer
18.03.2014	Zusatzinfo/Survival Script, V6 German	Nina Riemer
09.07.2014	Adaptions and English Version translated from, V7 English	Nina Riemer
17.01.2024	General updates, V8	Schlagradl Kerstin

Survival Script – how to handle the system on one page

Basic functionality:

All Purchase Order items, which require quality documentation, are uploaded to the SRM page.

The traffic light tells if the uploaded document was accepted, rejected or not yet checked.

Order number	Position	Created	Modified	Entry status	
4500595293	00020	2013-07-01 12:12	2013-07-22 09:45	●●●	Document(s) rejected
4500595293	00030	2013-07-01 12:12	2013-07-22 09:36	●●●	Decision (Andritz) pending
4500595300	00010	2013-07-02 10:05	2013-07-02 13:30	●●●	accepted
4500590633	00040	2013-03-18 11:22	2013-03-18 11:22	?	line item untouched
4500596286	00070	2013-11-13 08:55	2013-11-21 08:47	●●●	document(s) saved but not transferred to

Enter the purchase order item via double click on the number – now you have the chance to enter the amount of delivered pieces (especially relevant for partial delivery), delivery note number, a comment. Then one or more documents may be uploaded and sent to Andritz.

As we do not know your Server landscape, we propose to upload 20MB max.

In case your documents have been rejected, you will receive an e-mail. Please find the reason for the rejection highlighted in red on the platform/in the specific purchase order item.

In case you have delivered the goods but did not deliver the required quality documentation, you will receive a dunning notification (e-mail).

All e-mail notifications will be sent to the contact you have maintained in the system (as QM contact).

Note: in rare cases it could happen that you see an extra purchase order item on the SRM platform (meaning you never really received the purchase order). Please ignore such cases.

Questions concerning specific cases and organizational issues: please contact Mrs. Schlagradl (+43 316 6902 2323) or Mrs. Alkier (+43 316 6902 1016); or via e-mail: srm-qc@andritz.com

Technical issues (e.g. document not transferred, error messages, web-page not given correctly, missing authorizations): JAGGAER Support

Support Portal:	**https://www.jaggaer.com/jd/**
Email Contact:	jdsupport@jaggaer.com
Support Hotlines:	NA & SA: +1-800-233-1121 OR +1-248-434-1268
	EUROPE & AFRICA: +43-1-80 410 50
	ASIA & AUSTRALIA: +65-656 280 60

Buttons and Symbols

Traffic lights (=status of processing)	
?	**Purchase order item line is unprocessed (new)**
○○●	**Documents have been saved but not yet sent to Andritz.**
●○●	**Documents have been sent and are waiting for approval by Andritz.**
●●●	**Documents have been accepted by Andritz (Purchase order item line is completed)**
●●●	Documents and/or goods have been rejected, you have to upload corrected documents.
Symbols above and to the very right of overview list	
🗀	Open purchase order item for processing (you may also do this via a double click on the purchase order number)
■	Change amount of line items in overview list
▽	Filter
🗐	Export overview list to excel
☆	Save and apply templates (filter templates)
Buttons in detail screen	
◉ Back	Go back to overview list
🖫 Save	Save uploaded documents
🗐 Send to Customer	Send to customer (= Andritz)
⊕ Add entry	Add entry
✖ Remove entry	Delete entry
⊕ Add file	Add file to entry
Browse...	Select file from hard disc/local drive/server…
✖ Delete	Delete file

Login

Go to https://app11.jaggaer.com/login.php?cid=30663 and login. As your company is already boarded on the SRM system, username and password should be known. In case you need additional user, please contact your SRM administrator.
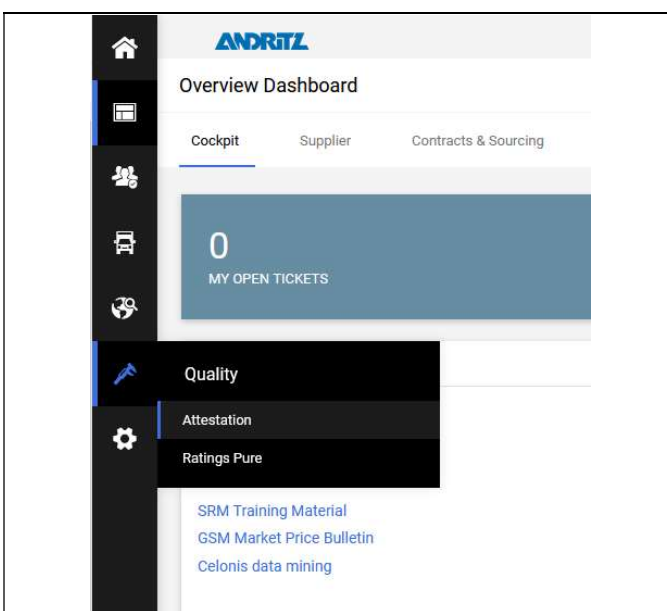

Attestation

As soon as logged in, you may go to "Quality" and then "Attestation"

All purchase order items which require quality documentation are listed.
(You may exclude those which are completed from the list via filtering – please refer to later).

Meaning of the main columns:

- Order number: Purchase Order (Andritz)

- Position: item (purchase order item/line item/Andritz)

- Created: creation date of line item in SRM (date of transfer to platform, this usually equals to the data of PO creation + one day.)

- Modified: Date of last change to the item (either purchase order change or document upload).

Each purchase order item may have several status:

- Question Mark: new purchase order item (not processed yet)

- grey / no column: new purchase order, document(s) uploaded but not sent to Andritz yet

- green: the documents have been accepted by Andritz – payment is released

- yellow: document was sent to Andritz but have not yet been released (pending)

- red: Andritz has rejected the documents (and/or the material). You have to upload corrected documents. **Please note that the whole package must be uploaded again (in case it contains more than one files).**

- Note: the traffic light will also be red in case the material itself was rejected. You will also receive an e-mail and the rejection text will contain a specific note telling that the material was rejected. The documents have to be uploaded again as well.

1.1 Adapt the screen to your needs – browse specific amount of lines

1.2 Adapt the screen to your needs - Filter function

You may search for specific entries with the filter. Use this button to change to selection screen.

It is recommended to select the required purchase order item via "Order number" and "Position" filter in daily business. Click Filter or just press enter to apply selection.

Please find additional information in the last section of the document.

1.3 Upload documents and send to Andritz

Open and process a purchase order item by double-click on the purchase order number or use the button to the right.

Information such as quantity and delivery date are given. Click on "add entry" to process purchase order.

Enter amount, delivery note and eventually a comment and browse for document. You may upload more than one file (use "add file") button.

An entry in the „Quantity" field is mandatory. You may as well enter delivery note number (important in case of partial delivery) and a note, which will be transferred with the document.
Click "add file" to upload document – please note that *.pdf and *.tif is allowed only.
The maximum size per file is 40MB).

**As we do not know your system landscape, we recommend to limit the file size to 20MB.
In case your data package exceeds this limit, and you do not have any technical chance to
reduce it, please contact srm-qc@andritz.com**

In case the delivered quantity exceeds the purchase order quantity, you have to enter the quantity ordered (the system will not except a quantity higher than that in the purchase order). You may make a note in this case.

In case of a partial delivery, you have to make one entry per partial delivery. Use "add entry" to add the next partial delivery. Please make sure you enter the delivery note number in this case as well. You may ad das many entries as necessary, as long as the entered quantity does not exceed the quantity ordered.

You may use the delete buttons to delete specific uploaded files or a complete entry.
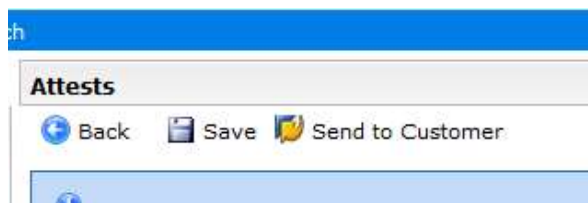
Use save to "save" uploaded documents (you may add more documents at any time), use "send to customer" to send the document package to Andritz (you cannot make any chances, e.g. upload additional documents afterwards, the documents are transferred immediately after you have pressed this button.)
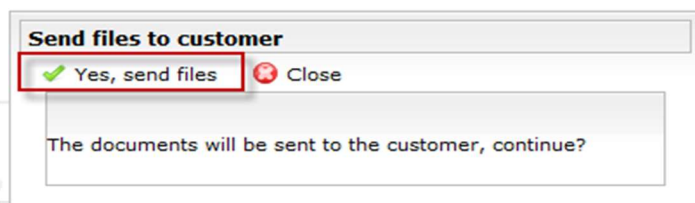
When sending the documents to Andritz, the system asks for confirmation.

After successful transmission, this message will appear for some seconds.
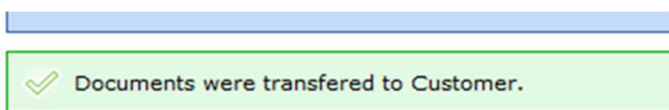
And the status of the purchase order item line will change to "pending" (yellow traffic light)

As full amount was given for this entry, there is no more chance to change the entry – you may browse it only.

In case of partial deliveries you still may add entries.

1.4 Documents accepted

One day after Andritz has accepted the documents, the traffic light will be green/the status is accepted. You may de-select all accepted purchase order lines via the active filter, but please note that this will not work for partial deliveries.

Order number	Position	Created	Modified	DOKAR	Entry status	Dunning count
4500595300	00010	2013-07-02 10:05	2013-07-02 13:30	QMA	🟢⚫🔴	0
4500595350	00010	2013-07-10 13:39	2013-07-10 13:44	QMA	🟢⚫🔴	0

1.5 Documents declined

In case the documents have been declined by Andritz, you will receive an e-mail one day after the decision was made. The purchase order item is given in the subject.

Andritz :: Quality documents declined (4503974714 - 00020)

customer <SRM-Notification@andritz.com>
To ▮▮▮▮▮▮▮
Cc srm- qc

↩ Reply   ↩ Reply All   → Forward   ▮   ...
Di. 16.01.2024 08:02

Ladies and Gentlemen,

The provided quality documents do not comply with our specifications in the purchase order or purchase order information.

Please check rejected purchase order / position at portal: https://app11.jaggaer.com/portal/andritz

We kindly ask you, therefore, to send us the correct quality documents once again. As our system is only able to handle whole packages, we have to ask you to re-load also correct documents additionally to the corrected/completed.

With kind regards,
Andritz AG

The status of the purchase order item line is red = declined.

Bestellnummer	Position	Erstellt	Geändert	Eintrag-Status	Mahn
4500595165	00040	2013-05-28 08:48	2013-05-28 09:34	●●●	0
4500595165	00040	2013-05-28 08:48	2013-05-28 09:34	●●●	0
4500595165	00050	2013-05-28 09:05	2013-06-19 13:20	●●●	3

The purchase order item line is now active again = you may upload corrected documents (via the "add entry" button).

Purchase order number*: 4500595293
Pos.*:   00020
Amount: 10,00

Entries:

Rejected : no reason given

Status   ●●●
Amount   1,00
Delivery note # 123
Comment   Ablehntext II Versuch
Documents   📎 test Christoph.pdf

⊕ Add entry

The reason for the rejection is highlighted in red (in this text example no reason was given).

Please note that you must upload and transmit the whole file package again (in case it consists of more than one files). This includes files which have not been changed/corrected at all. Reason is that Andritz SAP processes them as package.

1.6   Goods are claimed

In case the goods as such are not okay/are rejected by Andritz, the process is similar as above described. You have to upload the documents again. Specific information is given in the note (highlighted in red/reason for rejection).

In case the goods are repaired in Andritz/by Andritz, it could be that you do not have to upload the documents again (Andritz will make notes in the documents; e.g. corrected measures). In this case you will be informed accordingly (Andritz will upload the corrected documents).

1.7   Dunning/Reminder

In case you have delivered the goods but not yet sent the documents you will receive (a) reminders via e-mail.

Note: as we cannot suppress the creation of reminders in case of claimed goods you could also receive a dunning in this case. Please consider this as irrelevant.

Additional information – how to save templates and apply filters

The shown selection will list all purchase order items which require action from you – no matter if they are untouched, if documents have already been saved but not yet sent to Andritz or if they

Mark all entries of „entry status" except the first two, leave all other filters empty.

Note: the status DIS error means that there have been troubles with uploading the document DIS = document info record. In case an error occurs, please contact:

srm-qc@andritz.com

Click on „Filter" to browse list.

You may save and open filter templates by means of (⭐). This window will pop up. Save your specific filters with meaningful names.

You may filter according to listed parameters (parameters will be conjunct)

Filter parameter	Type	Note
Supplier name	Dropdown	Choose Supplier (only relevant for Andritz users)
Created	Date from/to	Date of transmission of purchase order (not creation date of purchase order, as transmission is done one day later).
Modified	Date from/to	Date of last modification of item line (e.g. documents uploaded)
Position	Text entry	Purchase Order item (=position)
Entry Status	Dropdown [Accepted, Declined, DIS error, Pending, New, Opened]	Accepted/declined = documents have been accepted/declined by Andritz AG DIS error = there have been technical troubles when uploading the document – please contact P4T.
Transfer-Status	Dropdown [OK, Error]	Error = there have been troubles with transmission to Andritz – please contact P4T
DOKNR	Text	Number of Document (in Andritz SAP)
DOKTL	Dropdown [EN]	Language of Document (in Andritz SAP)
Active	Dropdown [yes/no]	Yes = purchase order to process; no = completed; recommended: „-„
Supplier number	Dropdown	Choose Supplier (only relevant for Andritz users)
Mode	Dropdown [Request]	Not applicable/do not use
Reference number	Text	Purchase order number
Order number	Text	Purchase order number
Status	Dropdown [new, clearance pending, declined, closed)	Please note that this status does not work for partial deliveries, hence it is recommended to use entry status only.
DOKAR	Dropdown [DRW, QMA]	Document type (in Andritz SAP)
DOKVR	Dropdown [H]	Document Version (in Andritz SAP)
Dunning count	Dropdown [2,3]	Amount of dunnings sent for this purchase order item