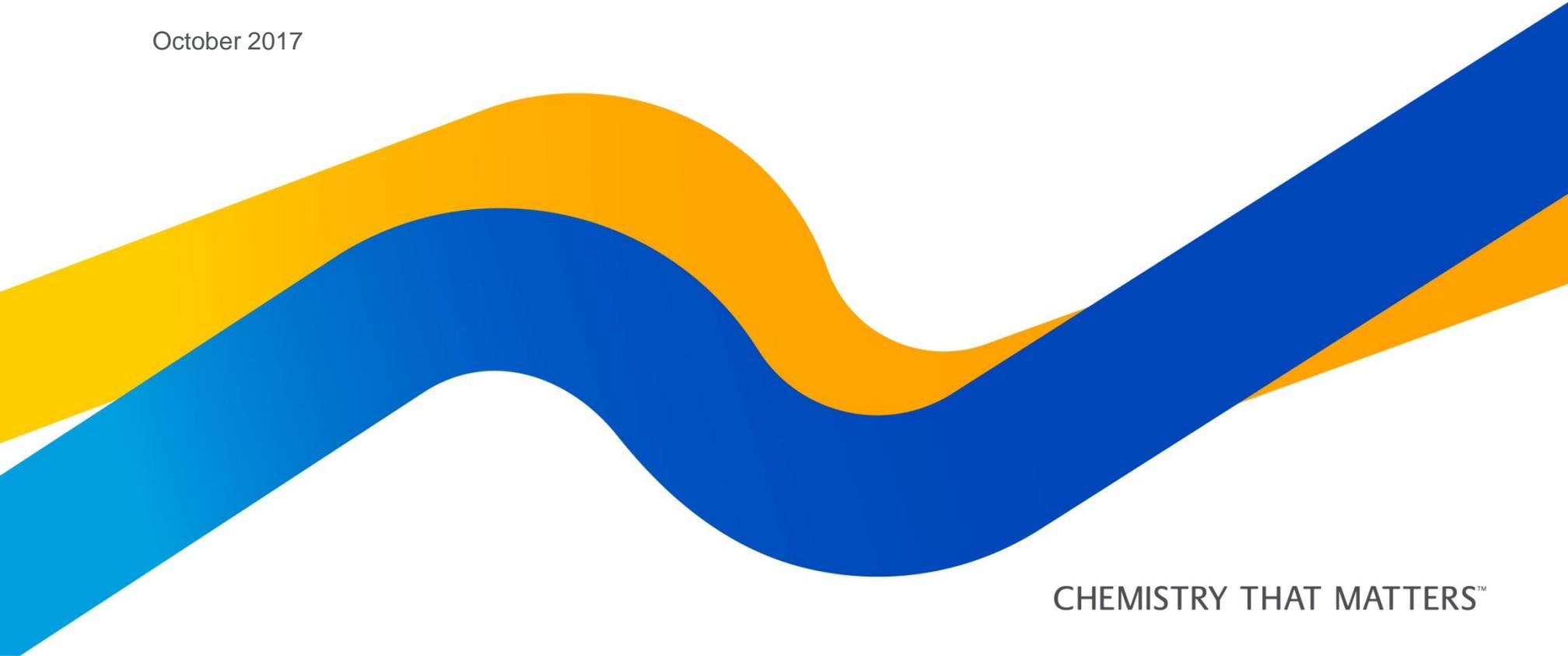




SABIC WEB PORTAL TRAINING

VERSION 2.0

October 2017

A decorative graphic at the bottom of the page features two overlapping, wavy lines. The top line is orange and the bottom line is blue, both curving across the width of the page.

CHEMISTRY THAT MATTERS™

CONTENT WEB PORTAL TRAINING

1. Logging into the Web Portal

- 1.1 Logging into the web portal– page 2
- 1.2 An overview of the menu bar – page 3

2. Create Sales Order

- 2.1 Create Sales Order – page 6
- 2.2 Copy a previous order – page 24
- 2.3 Create a Consignment Fill-up Order – page 25
- 2.4 Create a Consignment Issue Order – page 26
- 2.5 Manage Orders – page 27

3. Manage Invoices

- 3.1 Open invoices – page 36
- 3.2 Invoices history – page 37

4. My Profile

- 4.1 My Profile – page 39
-

WEB PORTAL TRAINING

LOGGING INTO THE WEB PORTAL

1.1 LOGGING IN TO THE WEB PORTAL

To create an order, login to the web portal using the account username and password supplied by your SABIC contact.

The URL for the SABIC web portal is: <https://ebusiness.sabic.com>

The web portal is compatible with the following web browsers: Apple Safari, Microsoft Internet Explorer and Firefox

(Apple Safari and google chrome are currently unsupported by SABIC IT)

- A. Fill in your **Username**
- B. Fill in your **Password**
- C. Click **SUBMIT** to enter the homepage of the portal



1.2 AN OVERVIEW OF THE MENU BAR FOR NAVIGATION ON THE HOMEPAGE

Home Orders Invoices Complaints My Profile

SABIC | Dashboard | FAQ and Help | Messages

CONNECT+ INSPIRE

Building long-term customer value through innovation is what we call 'Chemistry that Matters™'.

SABIC GLOBAL WEBSITE

EBUSINESS TRAINING



WEB PORTAL TRAINING

CREATE SALES ORDER

2.1 CREATE SALES ORDER

Fully Configured

Some of the materials you order are set up in our system with our grade, color and packaging along with possible quality variants and dimensions (in the case of FF).

These are “fully configured” items and the material numbers start with 22 (22017671 = C2950-701-OCT-00-00-00).

Configured

Other materials only consist of our grade and color and have to be “configured” with packaging and dimensions (in the case of Functional Forms products).

These materials start with 29 (290013151 = GTX810-BK1444). When you order this type of product, you will get a screen asking you to select your packaging.

 Order entry is the same for both materials except for Step 3 where the product is selected.

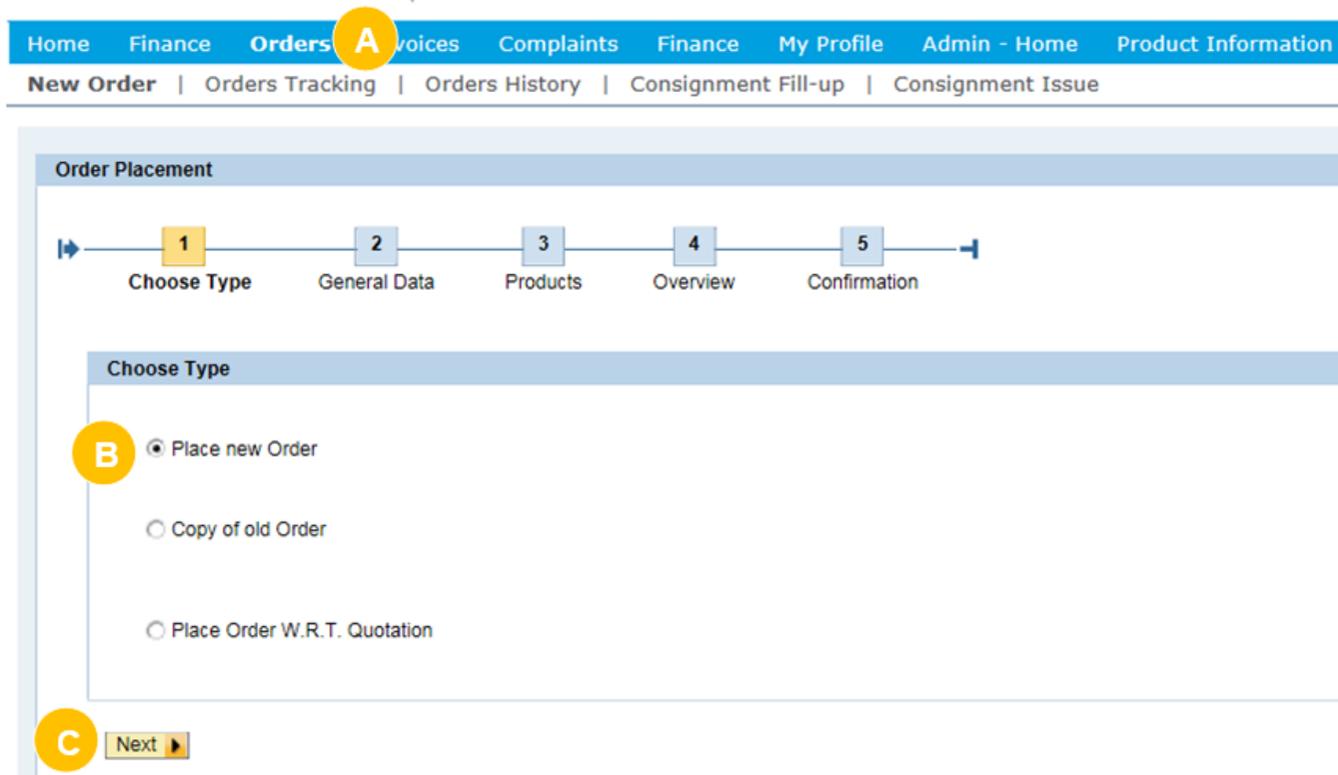
STEPS TO CREATE A SALES ORDER



CREATE SALES ORDER

Select **Place New Order** (please note sample orders cannot be placed thru web)

- A. Click on the **Orders** menu tab
- B. Select **Place new Order**
- C. Click **Next** to proceed



Home Finance **Orders** Invoices Complaints Finance My Profile Admin - Home Product Information

New Order | Orders Tracking | Orders History | Consignment Fill-up | Consignment Issue

Order Placement

1 Choose Type 2 General Data 3 Products 4 Overview 5 Confirmation

Choose Type

Place new Order

Copy of old Order

Place Order W.R.T. Quotation

Next

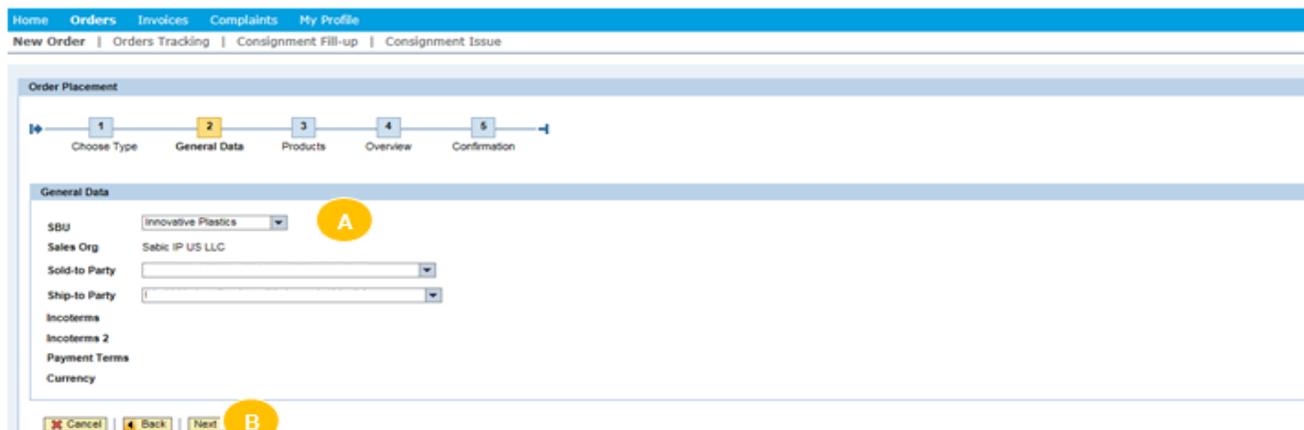
SELECT CUSTOMER GENERAL DATA

The next step of the Order Placement process, is to select **General Data**

A. Select the correct data from the dropdowns that appear. If there are multiple options, dropdown lists will appear to select the applicable information.

- SBU: Polyolefins (Polymers) or Innovative Plastics(Specialties)
- Sales Org: SABIC organization that you're buying from
- Sold-to Party: the party that is ordering the material
- Ship-to-Party: the party that is receiving the material
- Incoterms: will be filled automatically except when there are multiple options set up
- Payment Terms: will be filled automatically except when there are multiple options set up
- Currency: will be filled automatically except when there are multiple options set up

B. Click **Next** to proceed



GOVERNMENT /MILITARY USAGE WARNING **(FOR USA ONLY!)**

Depending on the fields selected in Step A, the below screen will open.

Click on **Yes** or **No** depending on the applicable answer.

The image shows a software dialog box titled "Order Placement" with a close button (X) in the top right corner. The main text inside the dialog asks, "Is this sales order for Govt/ Military purpose?". At the bottom right of the dialog, there are two buttons: "Yes" and "No".

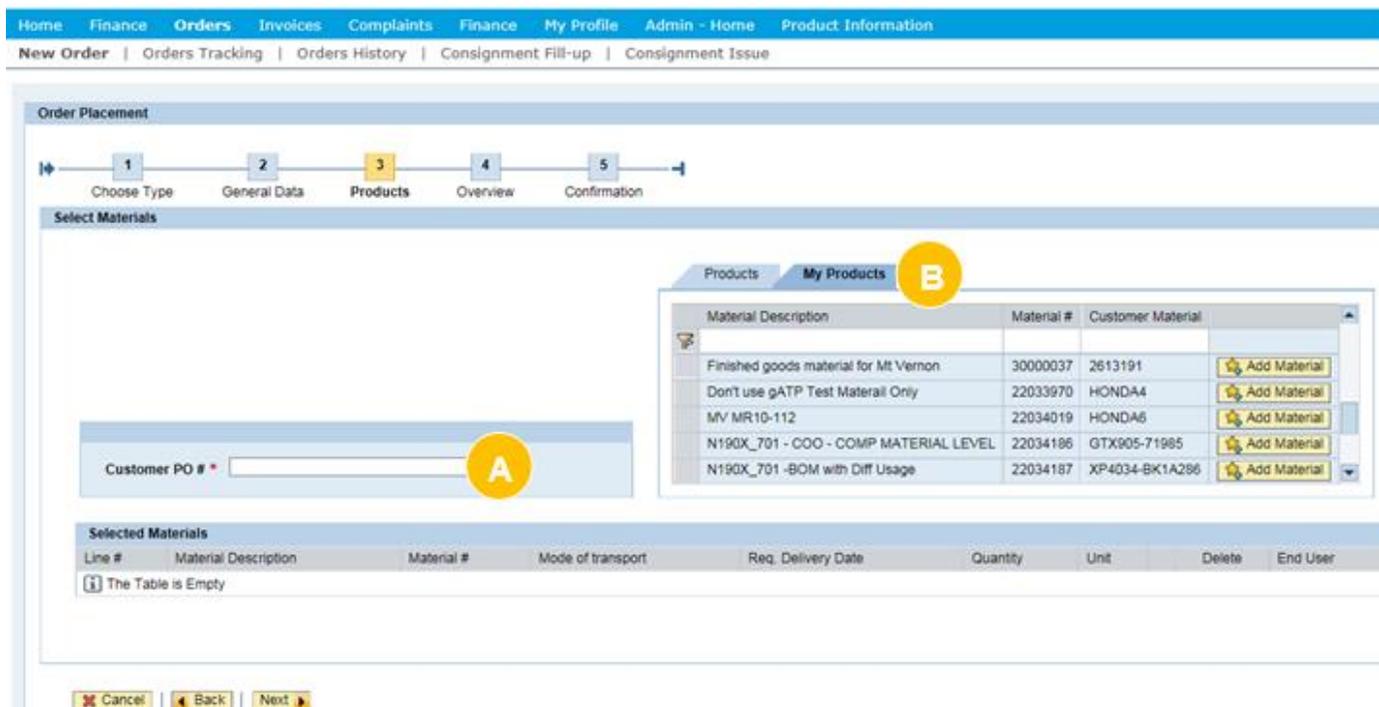
SELECT PRODUCTS

A. Fill in your order number in the field **Customer PO #**

B. Select the material either from the **My Products** or **Products** tab.

In **My Products** your part number can be found, and materials can be selected by clicking on the button **Add Material**.

If the material you want to order is not listed in the tab **My Products**, click on the **Products** tab. Here you can search for a grade/color (see steps on the next page).



Home Finance **Orders** Invoices Complaints Finance My Profile Admin - Home Product Information

New Order | Orders Tracking | Orders History | Consignment Fill-up | Consignment Issue

Order Placement

1 Choose Type → 2 General Data → **3 Products** → 4 Overview → 5 Confirmation

Select Materials

Customer PO #

Products **My Products**

Material Description	Material #	Customer Material	
Finished goods material for Mt Vernon	30000037	2613191	
Don't use gATP Test Material Only	22033970	HONDA4	
MV MR10-112	22034019	HONDA6	
N190X_701 - COO - COMP MATERIAL LEVEL	22034196	GTX905-71985	
N190X_701 -BOM with Diff Usage	22034187	XP4034-BK1A286	

Selected Materials

Line #	Material Description	Material #	Mode of transport	Req. Delivery Date	Quantity	Unit	Delete	End User
The Table is Empty								

Cancel Back Next

SEARCH FOR A PRODUCT ON THE WEB PORTAL

If the required material does not appear in the tab **My Products**, click on the **Products** tab to search for a grade/color.

Click on the **Products** tab

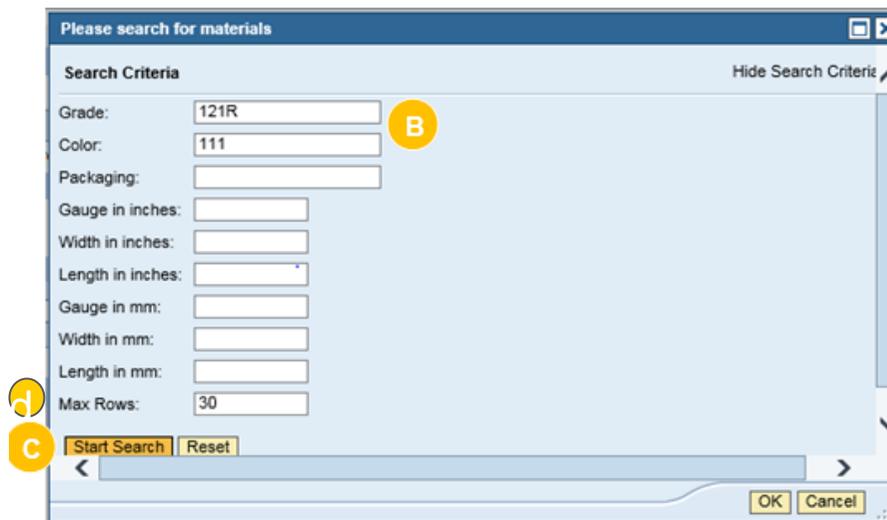


A. Click on 

B. Fill in the **Grade** and/or **Color** that you are looking for. Please note that this field is not case sensitive, you can search with capital or small letters.

C. Select the **Start Search** button

D. The Max Rows: 30 is standard filled out; it means 30 search results will be populated.



SEARCH RESULTS

A list with results will be displayed **D**

Click on the material that you would like to select

Please search for materials

Search Criteria Hide Search Criteria

Gauge in inches:

Gauge in mm:

Length in inches:

Length in mm:

Width in inches:

Width in mm:

Color:

Grade:

Packaging:

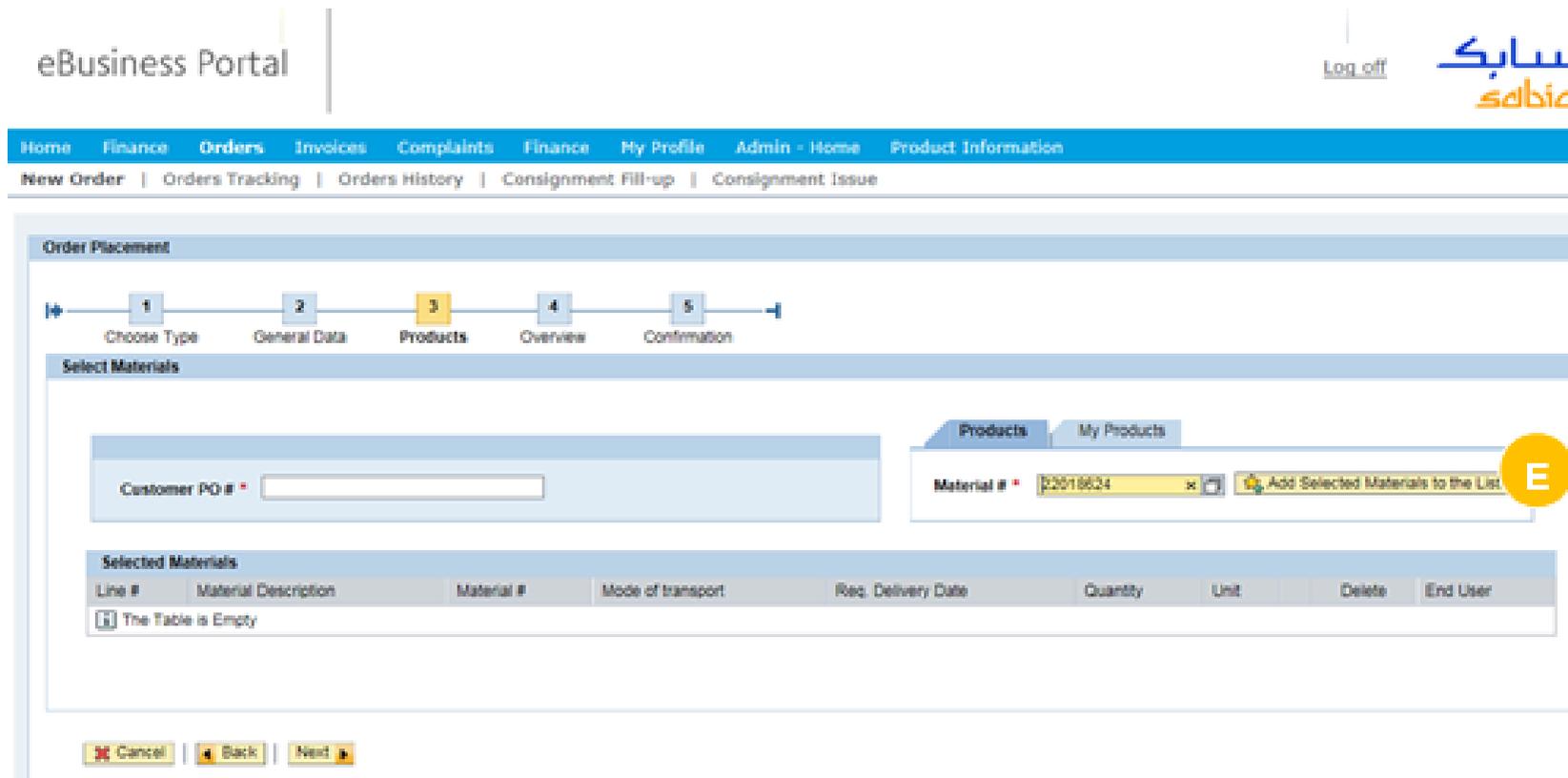
Max Rows:

Results List: 30 results found for Material #

Material	Material Description
00000000006016080	Widget (Packaging Material)
00000000006016097	HDPE AX 7584 10000 161-1.[SDS-STO TEST]
00000000022017675	C2950HF-WH8082-BAG-00-00-00 D
00000000022018225	646-111-BKS-00-00-00
00000000022018624	HIPS3190-111-BKR-00-00-00
00000000022019451	646-111-SSK-00-00-00
00000000022019707	C6200-111-BAG-00-00-00
00000000022020248	HIPS3190-111-BAG-00-00-00
00000000022020249	HIPS3190-111-SSK-00-00-00
00000000022021802	646-111-BAG-00-00-00

SELECT THE BUTTON “ADD SELECTED MATERIALS TO THE LIST”

E. Select the button **Add Selected Materials to the List**



eBusiness Portal

Log off

Home Finance **Orders** Invoices Complaints Finance My Profile Admin - Home Product Information

New Order | Orders Tracking | Orders History | Consignment Fill-up | Consignment Issue

Order Placement

1 Choose Type 2 General Data **3 Products** 4 Overview 5 Confirmation

Select Materials

Customer PO #

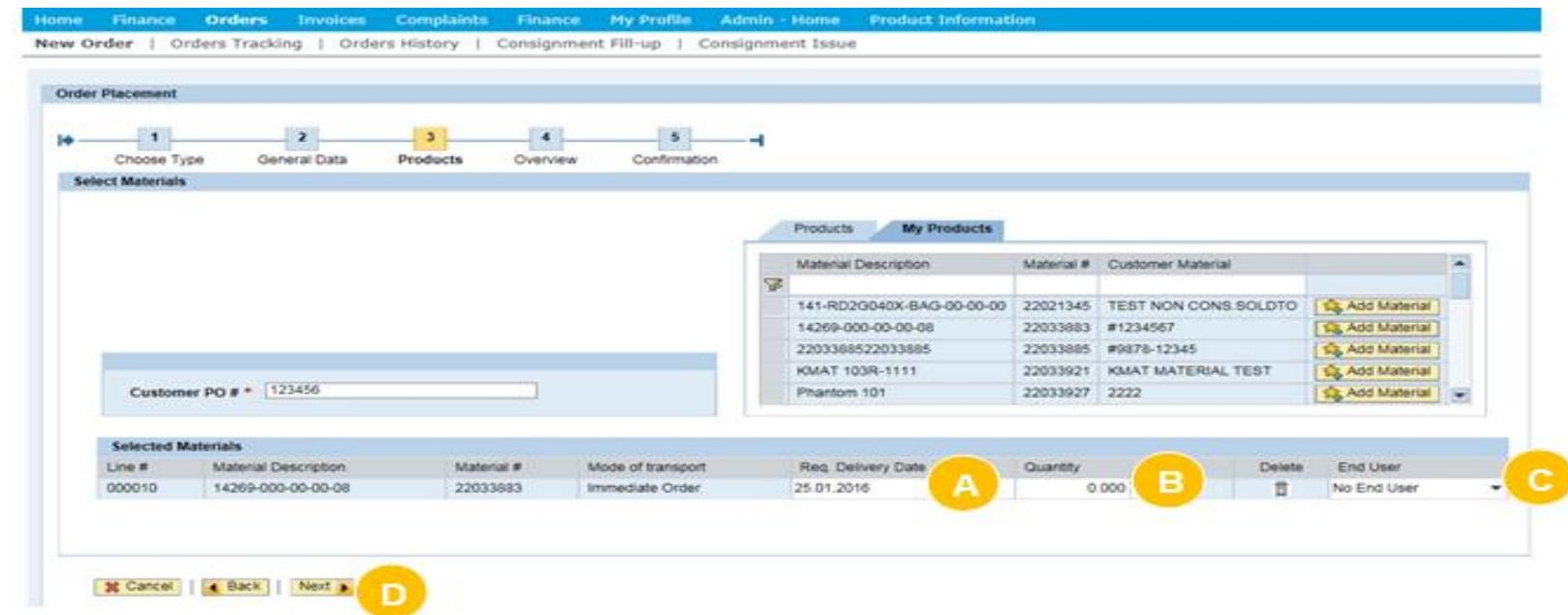
Material # **E**

Selected Materials

Line #	Material Description	Material #	Mode of transport	Req. Delivery Date	Quantity	Unit	Delete	End User
The Table is Empty								

FULLY CONFIGURED MATERIALS

- Fill in the required delivery date in the field **Req. Delivery Date** (please enter a day in the future, today's date will not be allowed.)
- Fill in the **Quantity** in **KG** for compounding products. For Sheeted products (Forms & Parts) select your correct unit in number of sheets/rolls/coils.
- If applicable, select the applicable **End User** (formerly OEM) from the dropdown
- If needed you can remove line items from the order by clicking the delete button
- Click **Next** to proceed.



Home Finance **Orders** Invoices Complaints Finance My Profile Admin - Home Product Information

New Order | Orders Tracking | Orders History | Consignment Fill-up | Consignment Issue

Order Placement

1 Choose Type 2 General Data 3 **Products** 4 Overview 5 Confirmation

Select Materials

Customer PO # * 123456

Material Description	Material #	Customer Material	
141-RD2G040X-BAG-00-00-00	22021345	TEST NON CONS.SOLDTO	Add Material
14269-000-00-00-08	22033883	#1234567	Add Material
2203388522033885	22033885	#9878-12345	Add Material
KMAT 103R-1111	22033921	KMAT MATERIAL TEST	Add Material
Phantom 101	22033927	2222	Add Material

Line #	Material Description	Material #	Mode of transport	Req. Delivery Date	Quantity	Delete	End User
000010	14269-000-00-00-08	22033883	Immediate Order	25.01.2016	0.000		No End User

Cancel | Back | Next

CONFIGURABLE MATERIALS

When a material has been selected from the tab **My Products** or **Products** and starts with 29, the below screen will open.

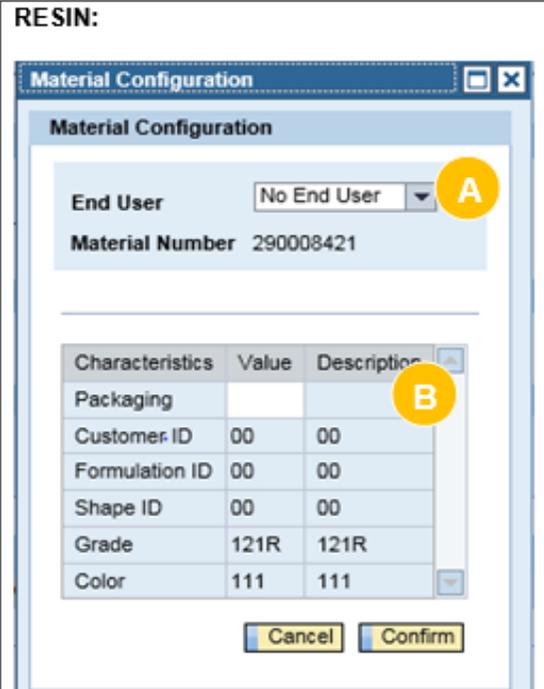
- A. If applicable, select the **End User** from the dropdown. If not applicable, please select “No End User” and the pricing from the own sold to party will be applied.
- B. For each of the below mentioned characteristics, place the cursor in the white field for **Characteristic Value**, click on the button and an overview of the available options will appear.

Characteristics to be selected:

I. **Resin:** Packaging (please never select TOT)

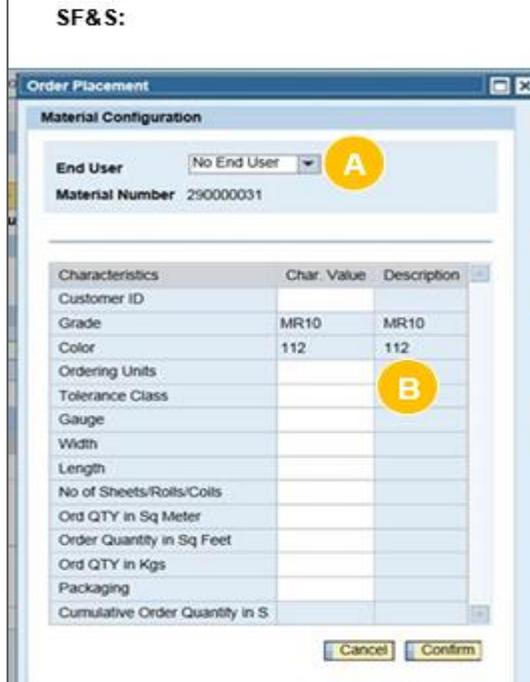
II. **FF products:** Ordering units, Tolerance Class, Gauge, Width, Length, Number of Sheets/Rolls/Coils

RESIN:



Characteristics	Value	Description
Packaging		
Customer ID	00	00
Formulation ID	00	00
Shape ID	00	00
Grade	121R	121R
Color	111	111

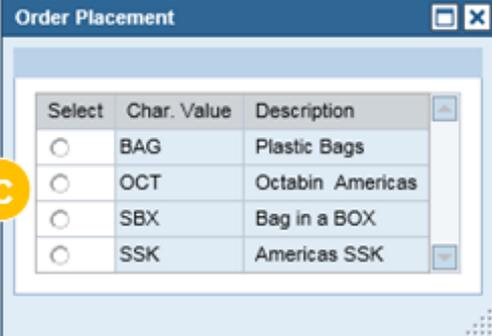
SF&S:



Characteristics	Char. Value	Description
Customer ID		
Grade	MR10	MR10
Color	112	112
Ordering Units		
Tolerance Class		
Gauge		
Width		
Length		
No of Sheets/Rolls/Coils		
Ord QTY in Sq Meter		
Order Quantity in Sq Feet		
Ord QTY in Kgs		
Packaging		
Cumulative Order Quantity in S		

RESINS / PACKAGING SELECTION

C. For each characteristic, a screen with the available options will appear. **Select** the applicable option:

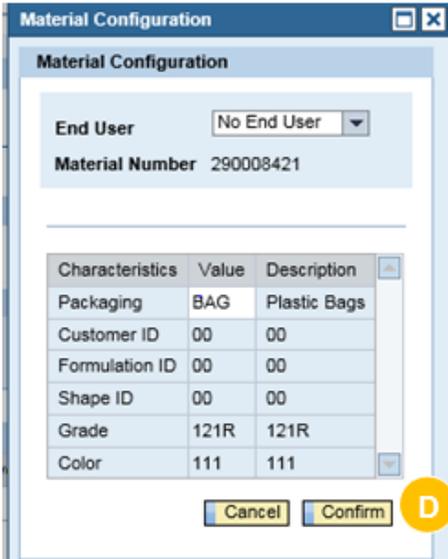


The 'Order Placement' dialog box contains a table with the following data:

Select	Char. Value	Description
<input type="radio"/>	BAG	Plastic Bags
<input type="radio"/>	OCT	Octabin Americas
<input type="radio"/>	SBX	Bag in a BOX
<input type="radio"/>	SSK	Americas SSK

A yellow circle with the letter 'C' is positioned to the left of the first row.

D. Once all the mentioned characteristics have been selected, click on **Confirm**



The 'Material Configuration' dialog box displays the following information:

End User: No End User (dropdown menu)
 Material Number: 290008421

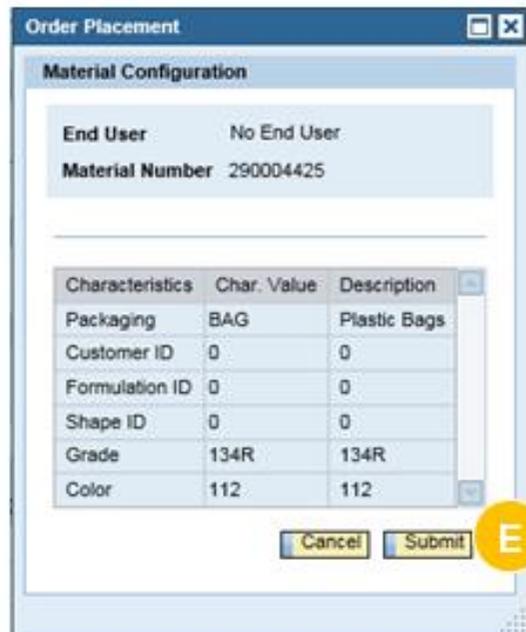
Below this is a table of characteristics:

Characteristics	Value	Description
Packaging	BAG	Plastic Bags
Customer ID	00	00
Formulation ID	00	00
Shape ID	00	00
Grade	121R	121R
Color	111	111

At the bottom of the dialog box are 'Cancel' and 'Confirm' buttons. A yellow circle with the letter 'D' is positioned to the right of the 'Confirm' button.

VALIDATE THAT CHARACTERISTICS ARE CORRECT

E. Validate that all characteristics are correct and click on **Submit**



The screenshot shows a software window titled "Order Placement" with a "Material Configuration" section. It displays the following information:

- End User: No End User
- Material Number: 290004425

Below this is a table of characteristics:

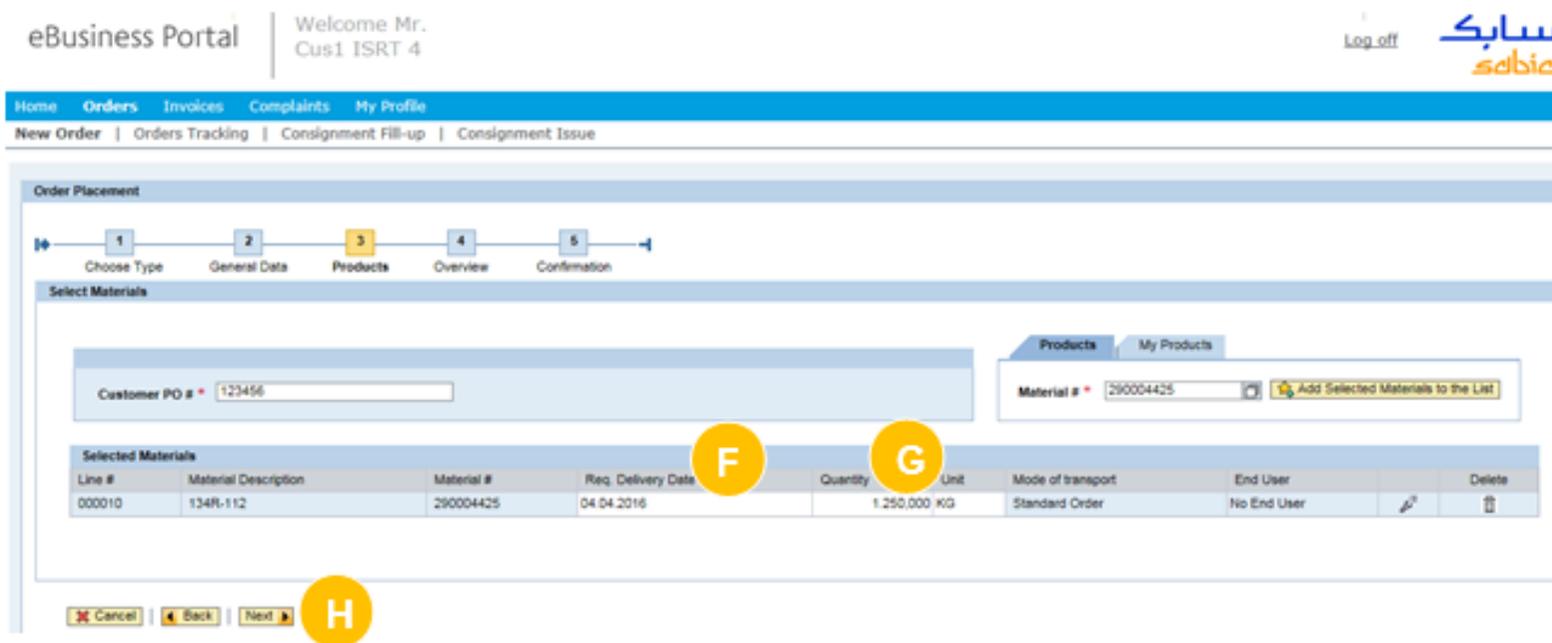
Characteristics	Char. Value	Description
Packaging	BAG	Plastic Bags
Customer ID	0	0
Formulation ID	0	0
Shape ID	0	0
Grade	134R	134R
Color	112	112

At the bottom of the window are "Cancel" and "Submit" buttons. A yellow circle with the letter "E" is overlaid on the "Submit" button.

Please do not select packaging code: TOT

PROCEED WITH ORDER ENTRY ON WEB PORTAL

- F. Fill in the **Req. Delivery Date** (must be a date in the future, please respect lead time)
- G. Enter the **Quantity*** (please note .000 decimals will show)
 - * The quantity will be rounded up to match the container weight of the material you are purchasing. In the case of FF, the quantity will automatically be filled in as it was entered in the Material Configuration field.
- H. Click on **Next**



eBusiness Portal | Welcome Mr. Cus1 ISRT 4 | Log off | 

Home | Orders | Invoices | Complaints | My Profile

New Order | Orders Tracking | Consignment Fill-up | Consignment Issue

Order Placement

1 Choose Type | 2 General Data | 3 Products | 4 Overview | 5 Confirmation

Select Materials

Customer PO # : 123456

Material # : 290004425 | Add Selected Materials to the List

Line #	Material Description	Material #	Req. Delivery Date	Quantity	Unit	Mode of transport	End User	Delete
000010	134R-112	290004425	04/04/2016	1,250,000	KG	Standard Order	No End User	

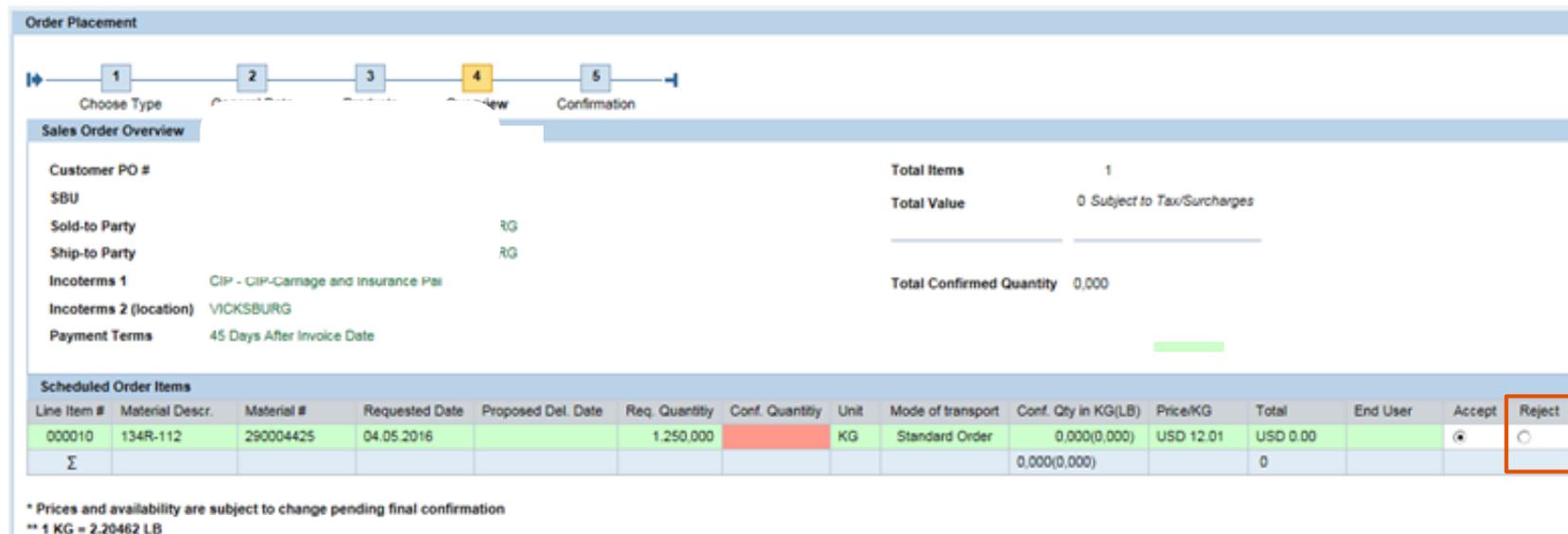
Cancel | Back | Next

SUBMIT SALES ORDER

In the **Overview** screen, the summary of the **Sales Order** is displayed.

Review the details of the sales order and make any changes if required.

If something is incorrect on your Sales Order, or if you disagree on the displayed price, displayed lead time, please click the **Reject** button (further instructions on next page). The reject button gives you the opportunity to add a message to your Customer Service representative. This does not mean the order will be cancelled.



Order Placement

1 Choose Type → 2 → 3 → 4 Review → 5 Confirmation

Sales Order Overview

Customer PO #		Total Items	1
SBU		Total Value	0 Subject to Tax/Surcharges
Sold-to Party	RG		
Ship-to Party	RG		
Incoterms 1	CIP - CIP-Carriage and Insurance Paid	Total Confirmed Quantity	0,000
Incoterms 2 (location)	VICKSBURG		
Payment Terms	45 Days After Invoice Date		

Scheduled Order Items

Line Item #	Material Descr.	Material #	Requested Date	Proposed Del. Date	Req. Quantity	Conf. Quantity	Unit	Mode of transport	Conf. Qty in KG(LB)	Price/KG	Total	End User	Accept	Reject
000010	134R-112	290004425	04.05.2016		1,250,000		KG	Standard Order	0,000(0,000)	USD 12.01	USD 0.00		<input checked="" type="radio"/>	<input type="radio"/>
Σ									0,000(0,000)		0			

* Prices and availability are subject to change pending final confirmation
 ** 1 KG = 2.20462 LB

DISAGREE ON PRICE OR LEAD TIME? FOLLOW THESE INSTRUCTIONS

If you don't agree with the price, or given lead time or anything else on your order, or if you want to leave a message, to your customer service contact person please do the following.

- A. Click **Reject**
- B. Fill in the mandatory **drop down box** for with the reason and enter a **Message** box, as to why you are rejecting (include any details provided by your account manager)

Scheduled Order Items											
Material Des cr.	Material #	Requested Date	Proposed Del. Date	Req. Quantity	Unit	Quantity in KG	Price/KG	Total	End User	Accept	Reject
141R-701-OCE-00-00-00	22027985	22.09.2017	28.09.2017	5,000,000	KG	5,000,000	EUR 10.40	EUR 52000.00		<input type="radio"/>	<input checked="" type="radio"/>

Reason for Rejection: Price Disagreement

Please enter your Message: PRICE IS INCORRECT. CORRECT PRICE IS EUR/KG.

Scheduled Order Items											
Material Des cr.	Material #	Requested Date	Proposed Del. Date	Req. Quantity	Unit	Quantity in KG	Price/KG	Total	End User	Accept	Reject
141R-701-OCE-00-00-00	22027985	22.09.2017	28.09.2017	5,000,000	KG	5,000,000	EUR 10.40	EUR 52000.00		<input type="radio"/>	<input checked="" type="radio"/>

Reason for Rejection: Leadtime Review

Please enter your Message: LEAD TIME IS TOO LONG. PLEASE CHECK.

The order will be saved with a **Price Disagreement Block** (hold) or **Lead Time Review** (hold) along with your comments. Your Customer Service Representative and/or Account Manager will follow up with you.

Please note that your order line will be displayed in **red**, if **SABIC cannot meet your requested delivery date**. A field with the **proposed delivery date** will be shown with the date that SABIC can meet. When the requested delivery date cannot be made the total confirmed quantity (for price) will be 0.00.

SUBMIT YOUR SALES ORDER VIA THE WEB PORTAL

- A. Read the terms and conditions by clicking on the link **GENERAL TERMS AND CONDITION OF SALE** and then click the **Terms and Conditions** checkbox
- B. Click on **Submit Sales Order**

Customer PO # 123456

SBU

Sold-to Party

Ship-to Party

Incoterms 1 si

Incoterms 2 (location)

Payment Terms

Total Items 1

Total Value 0 Subject to Tax/Surcharges

Total Confirmed Quantity 0,000

Scheduled Order Items														
Line Item #	Material Descr.	Material #	Requested Date	Proposed Del. Date	Req. Quantity	Conf. Quantity	Unit	Mode of transport	Conf. Qty in KG(LB)	Price/KG	Total	End User	Accept	Reject
000010	134R-112	290004425	04.05.2016		1,250,000		KG	Standard Order	0,000(0,000)		USD 0 00		<input checked="" type="radio"/>	<input type="radio"/>
Σ									0,000(0,000)		0			

Prices and availability are subject to change pending final confirmation
 * 1 KG = 2.20462 LB

Terms & Conditions A

I accept the General Conditions of Sale [\[GENERAL TERMS AND CONDITIONS OF SALE\]](#)

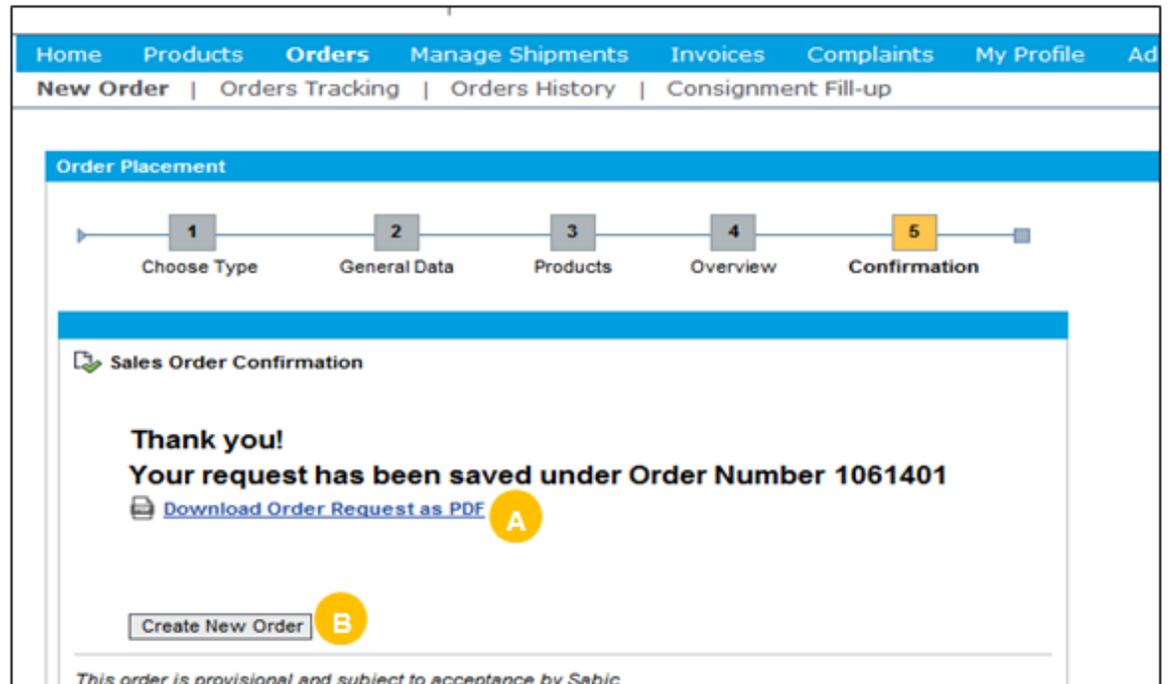
✖ Cancel
⏪ Back
Submit Sales Order
B

VIEW WEB PORTAL ACKNOWLEDGEMENT

The Sales Order acknowledgement and the **Order Number** are displayed on the Confirmation screen.

A. You can download the order request using the link **Download Order Request as PDF**. Please **do not regard this as an order confirmation** as that will be communicated to you via regular channels at a later stage. **Please NOTE: This PDF document (Acknowledgement) is only displayed this ONE TIME. Once you click off of this page, you will no longer be able to access this PDF/document.**

B. A new order can be created by clicking on **Create New Order**



Home Products **Orders** Manage Shipments Invoices Complaints My Profile Ad

New Order | Orders Tracking | Orders History | Consignment Fill-up

Order Placement

1 Choose Type 2 General Data 3 Products 4 Overview 5 Confirmation

Sales Order Confirmation

Thank you!
Your request has been saved under Order Number 1061401

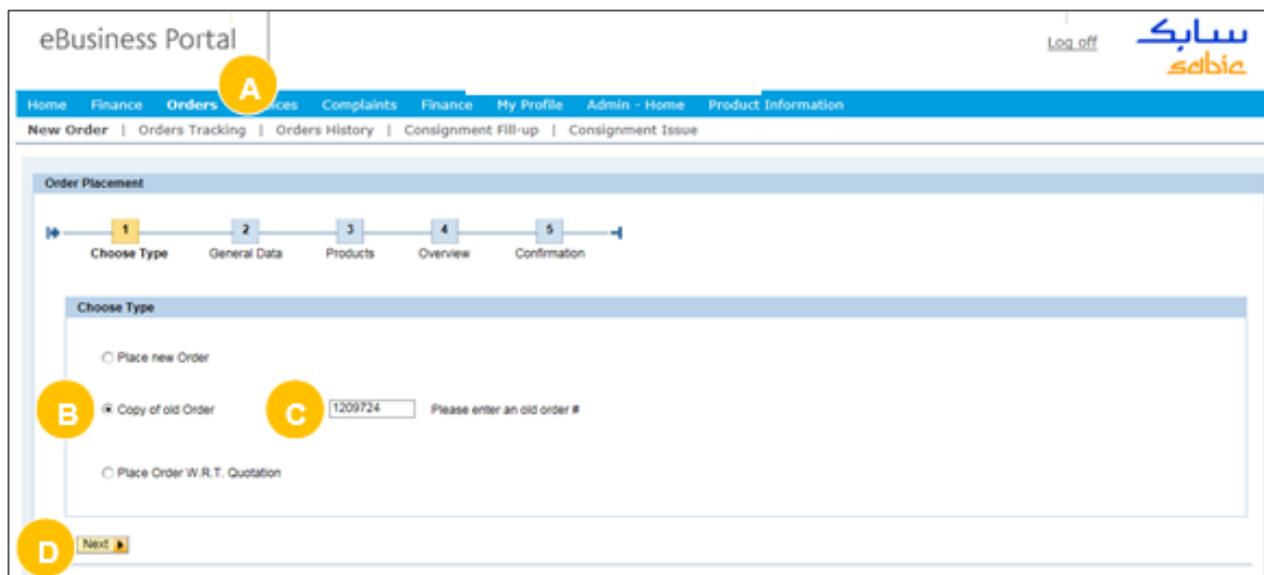
[Download Order Request as PDF](#) **A**

Create New Order **B**

This order is provisional and subject to acceptance by Sabic

2.2 COPY FROM PREVIOUS ORDER

- A. Click on **Orders** in the menu tab
- B. Select **Copy of old Order**
- C. Enter the previous SABIC **Order Number** that you want to copy
- D. Click **Next**



The system copies data from the previous order into the **General Data** and the **Products** sections

General Data includes: sold to, ship to, payer, bill to party, incoterms, payment terms and currency

Products includes: customer PO number, materials and packaging

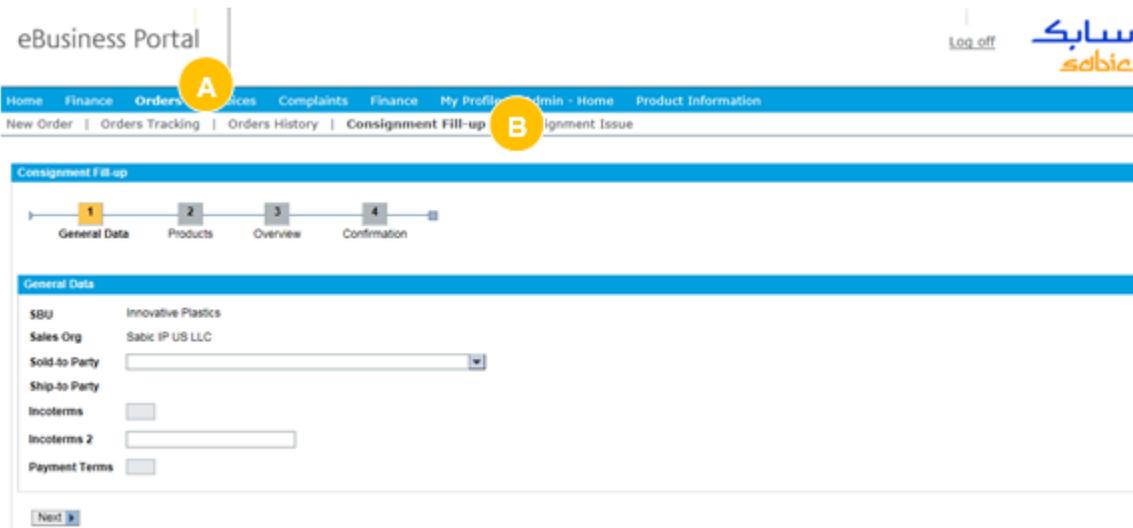
A new order will be created as a copy from the previous order. You can adjust the relevant fields and submit according to the instructions provided on the previous pages.

2.3 CREATE A CONSIGNMENT FILL-UP ORDER

If you have a consignment arrangement with SABIC, you can create a Consignment Fill-up order in the web portal.

Select **Place New Order**

- A. Select **Orders** from the menu bar
- B. Click on the tab **Consignment Fill-up**



The screenshot shows the SABIC eBusiness Portal interface. At the top right, there is a 'Log off' link and the SABIC logo. A navigation menu bar contains 'Home', 'Finance', 'Orders', 'Invoices', 'Complaints', 'Finance', 'My Profile', 'Admin - Home', and 'Product Information'. Below this, a secondary menu bar includes 'New Order', 'Orders Tracking', 'Orders History', 'Consignment Fill-up', and 'Consignment Issue'. The 'Consignment Fill-up' section is active, showing a progress bar with four steps: 1. General Data (highlighted in yellow), 2. Products, 3. Overview, and 4. Confirmation. Below the progress bar, the 'General Data' section contains the following fields:

- SBU: Innovative Plastics
- Sales Org: Sabic IP US LLC
- Sold-to Party:
- Ship-to Party:
- Incoterms:
- Incoterms 2:
- Payment Terms:

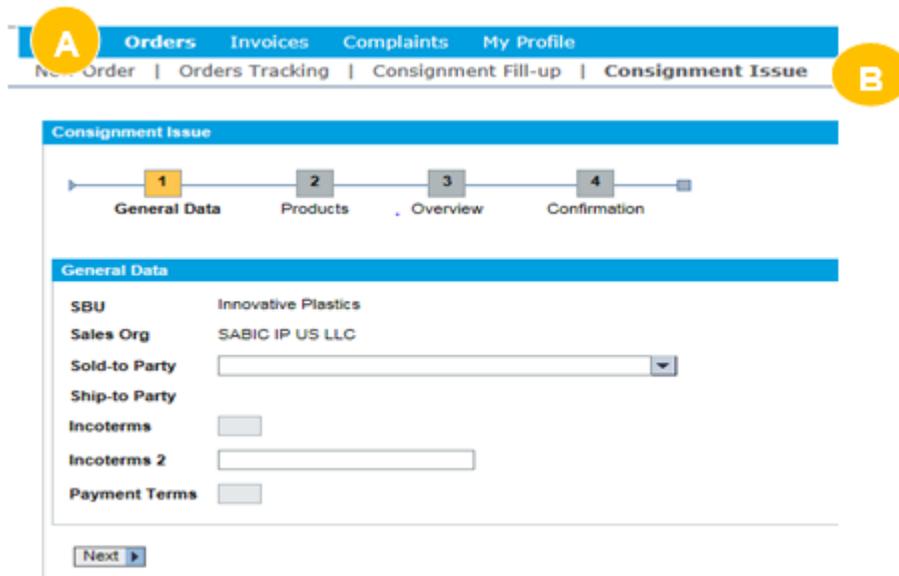
A 'Next' button is located at the bottom left of the form.

You can then adjust the relevant fields and submit the order according to the instructions provided on the previous pages.

2.4 CREATE CONSIGNMENT ISSUE ORDER

This option will only be available to users that have been registered and have a formal signed consignment contract with SABIC.

- A. In the menu click on **Orders**
- B. Click on the tab **Consignment Issue**



The screenshot shows the 'Consignment Issue' process flow with four steps: 1. General Data, 2. Products, 3. Overview, and 4. Confirmation. Step 1 is highlighted with a yellow circle 'A'. Below the flow is the 'General Data' form with the following fields:

General Data	
SBU	Innovative Plastics
Sales Org	SABIC IP US LLC
Sold-to Party	<input type="text"/>
Ship-to Party	<input type="text"/>
Incoterms	<input type="text"/>
Incoterms 2	<input type="text"/>
Payment Terms	<input type="text"/>

At the bottom of the form is a 'Next' button with a right-pointing arrow.

Load the products you want to invoice into your sales order and continue the order entry process.

2.5 MANAGE ORDERS

For monitoring orders, select **Order Tracking** from the **Orders** menu

You will then find a list of all your order line items with SABIC.

From the **Order Tracking** tab, you can download order confirmation and invoices and make changes / cancellations (rejections) to your open confirmed orders (see next page for an overview).

eBusiness Portal

Welcome Mr.
Cus1 ISRT 4

[Log off](#)



Home **Orders** Invoices Complaints My Profile

New Order | **Orders Tracking** | Consignment Fill-up | Consignment Issue

Order Tracking

Select Sold-To:

Filter By

Product: Ship-To:
 Period: Status:
 Grade:

	Customer PO #	Order #	Delivery #	Shipment #	Line Item #	Confirmed Quantity	Confirmed Delivery Date	Material #	Material	Delivery Block	Order Status
	test	1325789			000020			22018813	ML7470R-701-BAG-00-00-00	Restricted Products	<input type="checkbox"/> Unconfirmed
	test chrome repr	1325792			000010			22021309	123X-BK1D164-OCT-00-00-00	Restricted Products	<input type="checkbox"/> Unconfirmed
	test	1325789			000010	590.000	30.06.2016	22020697	N190X-GY2B409-OCT-00-00-00		<input checked="" type="checkbox"/> Confirmed
	test	1325789	86489715		000030	489.620	21.06.2016	22017671	C2950-701-OCT-00-00-00		<input checked="" type="checkbox"/> Confirmed

MANAGE ORDERS SCREENSHOT

This overview shows a status overview of your orders. Some key data can be found in this overview:

- A. SABIC order number
- B. Your order number
- C. SABIC material description
- D. Confirmed delivery date
- E. SABIC material number
- F. Confirmed quantity
- G. Order blocks (orders on HOLD)
- H. Order status

eBusiness Portal Log off 

Home Finance **Orders** Invoices Complaints Finance My Profile Admin - Home Product Information

New Order | **Orders Tracking** | Orders History | Consignment Fill-up | Consignment Issue

Order Tracking

Select Sold-To:

Filter By

Product: Ship-To:

Period: Status:

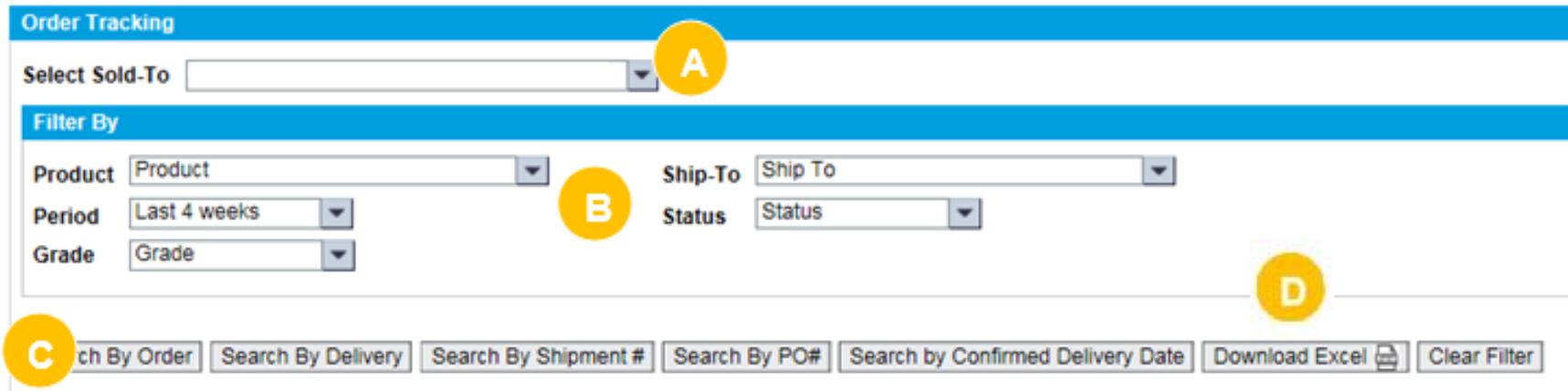
Grade:

Search by: **A** Order # **B** Customer PO # **C** Material Description **D** Delivery # **E** Shipment # **F** Search By PO# **G** Search by Confirmed Delivery **H** Download E **F** Clear Filter

Order #	Customer PO #	Material Description	Delivery #	Shipment #	Line Item #	Confirmed Delivery Date	Material #	Confirmed Quantity	Packaging	Delivery Block	Order Status
1079957	SFS_FUT_1	material HALB			000010		22035504				<input type="checkbox"/> Unconfir
1079953	Kris testing 1/7/16	9030M5 -112 Test for Variant Matching			000030		290012488				<input type="checkbox"/> Unconfir
1079954	fwf	material HALB			000020		22035504				<input type="checkbox"/> Unconfir
1079953	Kris testing 1/7/16	9030M5 -112 Test for Variant Matching			000010		290012488				<input type="checkbox"/> Unconfir
1079901	test VC rang3	9030-112 Range SFS KMAT			000010		290012484				<input type="checkbox"/> Unconfir
1079904	qwdford	9030-112 Range SFS KMAT			000010		290012484				<input type="checkbox"/> Unconfir
1079907	Variant Matching	SFS MAT Variant - 10G 500W 15000L -- MM			000010		22035128				<input type="checkbox"/> Unconfir
1079907	Variant Matching	SFS MAT Variant - 10G 500W 15000L -- MM			000020		22035128				<input type="checkbox"/> Unconfir
1079907	Variant Matching	X8409AC-YW9C020T			000030		290000031				<input type="checkbox"/> Unconfir

OPTIONS WITHIN MANAGE ORDERS

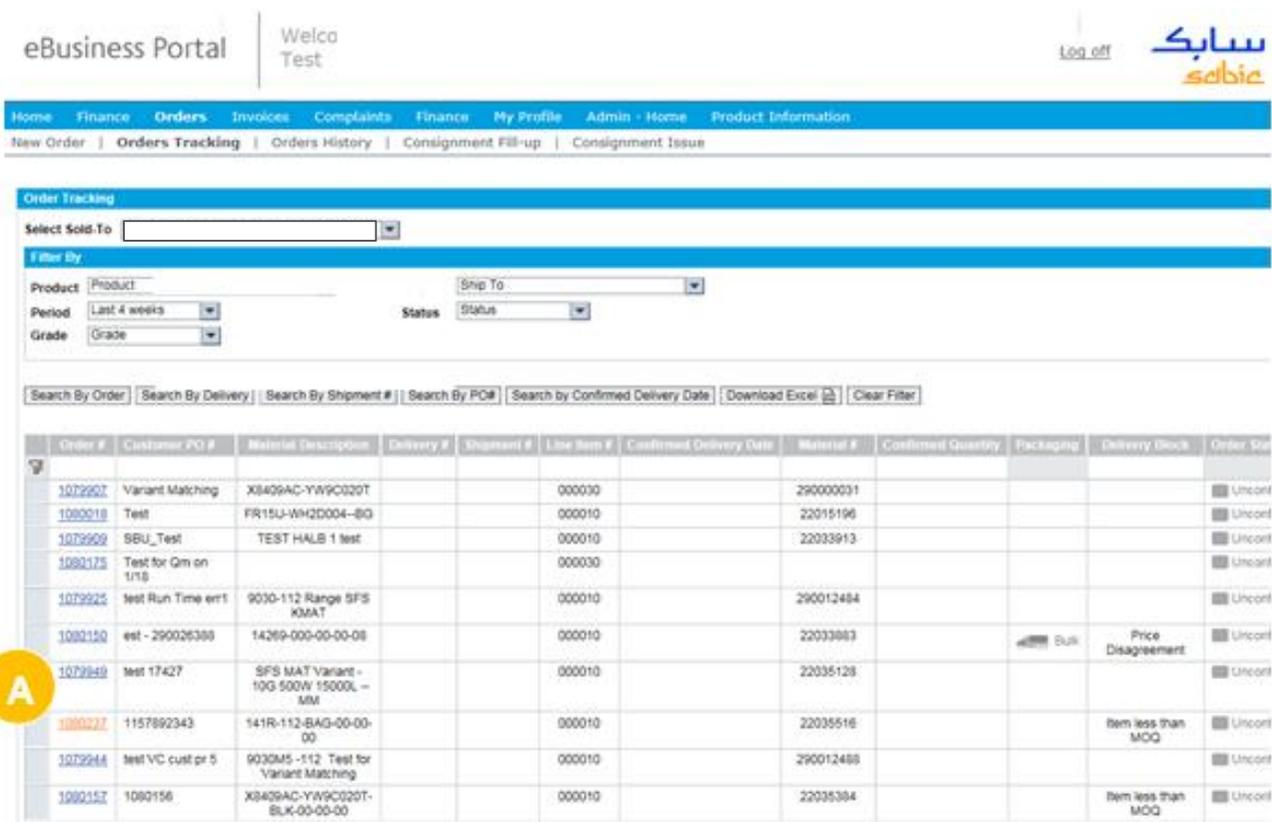
- A. In case of multiple **Sold-To's**, different Sold-To's can be selected from the dropdown
- B. The overview can also be filtered on **Product, Period, Grade, Ship-To** or **Status**
- C. To search in the overview, use one of the different **Search By** options
 - Adjust the sequence of the columns by dragging them to a new position
- D. Download the list of Order Line items displayed by clicking on **Download Excel**



The screenshot shows the 'Order Tracking' interface. At the top, there is a blue header with the text 'Order Tracking'. Below this, there is a 'Select Sold-To' dropdown menu, which is highlighted with a yellow circle labeled 'A'. Underneath, there is a 'Filter By' section with a blue header. This section contains several dropdown menus: 'Product' (with 'Product' selected), 'Period' (with 'Last 4 weeks' selected), 'Grade' (with 'Grade' selected), 'Ship-To' (with 'Ship To' selected), and 'Status' (with 'Status' selected). The 'Filter By' section is highlighted with a yellow circle labeled 'B'. Below the filter section, there is a row of buttons: 'Search By Order', 'Search By Delivery', 'Search By Shipment #', 'Search By PO#', 'Search by Confirmed Delivery Date', 'Download Excel' (with an Excel icon), and 'Clear Filter'. The 'Search By Order' button is highlighted with a yellow circle labeled 'C', and the 'Download Excel' button is highlighted with a yellow circle labeled 'D'.

SEARCH WITH SABIC ORDER NUMBER

A. To open the details of an order, click on the SABIC Order number



eBusiness Portal | Welco Test | Log off | 

Home | Finance | Orders | Invoices | Complaints | Finance | My Profile | Admin - Home | Product Information

New Order | **Orders Tracking** | Orders History | Consignment Fill-up | Consignment Issue

Order Tracking

Select Sold-To:

Filter By

Product: Ship To:

Period: Last 4 weeks

Grade: Status: Status

Search By Order | Search By Delivery | Search By Shipment # | Search By PO# | Search by Confirmed Delivery Date | Download Excel | Clear Filter

Order #	Customer PO #	Material Description	Delivery #	Shipment #	Line Item #	Confirmed Delivery Date	Material #	Confirmed Quantity	Packaging	Delivery Block	Order Size
1072607	Variant Matching	X8409AC-YW90320T			000030		290000031				Uncont
1080018	Test	FR15U-WH2D004-BG			000010		22015196				Uncont
1072609	SBU_Test	TEST HALB 1 test			000010		22033913				Uncont
1080125	Test for Qm on 1/18				000030						Uncont
1072925	test Run Time err1	9030-112 Range SFS KMAT			000010		290012484				Uncont
1080150	est - 290026388	14269-000-00-00-08			000010		22033883		Bulk	Price Disagreement	Uncont
1072849	test 17427	SFS MAT Variant - 10G 500W 15000L - MM			000010		22035128				Uncont
1080227	1157892343	141R-112-BAG-00-00-00			000010		22035516			Rem less than MOQ	Uncont
1072844	test VC cust pr 5	9030M5 -112 Test for Variant Matching			000010		290012488				Uncont
1080157	1080156	X8409AC-YW90320T-BLK-00-00-00			000010		22035384			Rem less than MOQ	Uncont

ORDER DETAILS

- A. The order details can be found in the **Order Details** tab, at the bottom below the total value you can find also your customer part number.
- B. If the delivery has been created and the material is ready to ship, or has already shipped, click on the **Shipment Details** tab to find more information.

Home | Orders | Invoices | Complaints | My Profile

New Order | Orders Tracking | Consignment Fill-up | Consignment Issue

A

B

Order Details
Shipment Details

◀ ▶ 🗖

Order Information

Order Type: Order

SABIC Reference (S.O #): 1325789

Customer Reference (P.O #): test

Order Issue Date: MAY 26, 2016

Requested Delivery Date: JUN 30, 2016

Item #: 30

Product ordered (grade name): C2950-701-OCT-00-00-00

Material #: 22017671

Order Quantity: 4,080.000

Dispatched Quantity: 0.000

Remaining Quantity: 4,080.000

Planned quantity (confirmed): 489.620

Unit of Measure: Kilogram

Contact Person Name: BRAD BUTLE

Item confirmed delivery date: JUN 21, 2016

Item requested delivery date: MAY 31, 2016

End User: [Redacted], Inc.

Total Value: [Redacted]

Customer Material

Delivery Information

Ship-To city: STATESVILLE Destination Country: [Order Confirmation](#)

Ship - To entity (name): MACK MOLDING Ship-To Address: 149 WATERTANK ROAD
28677 STATESVILLE
PO Box
USA

Mode of transport: Standard Order Destination Port: NC Zip-28 Series

Delivery Item Information

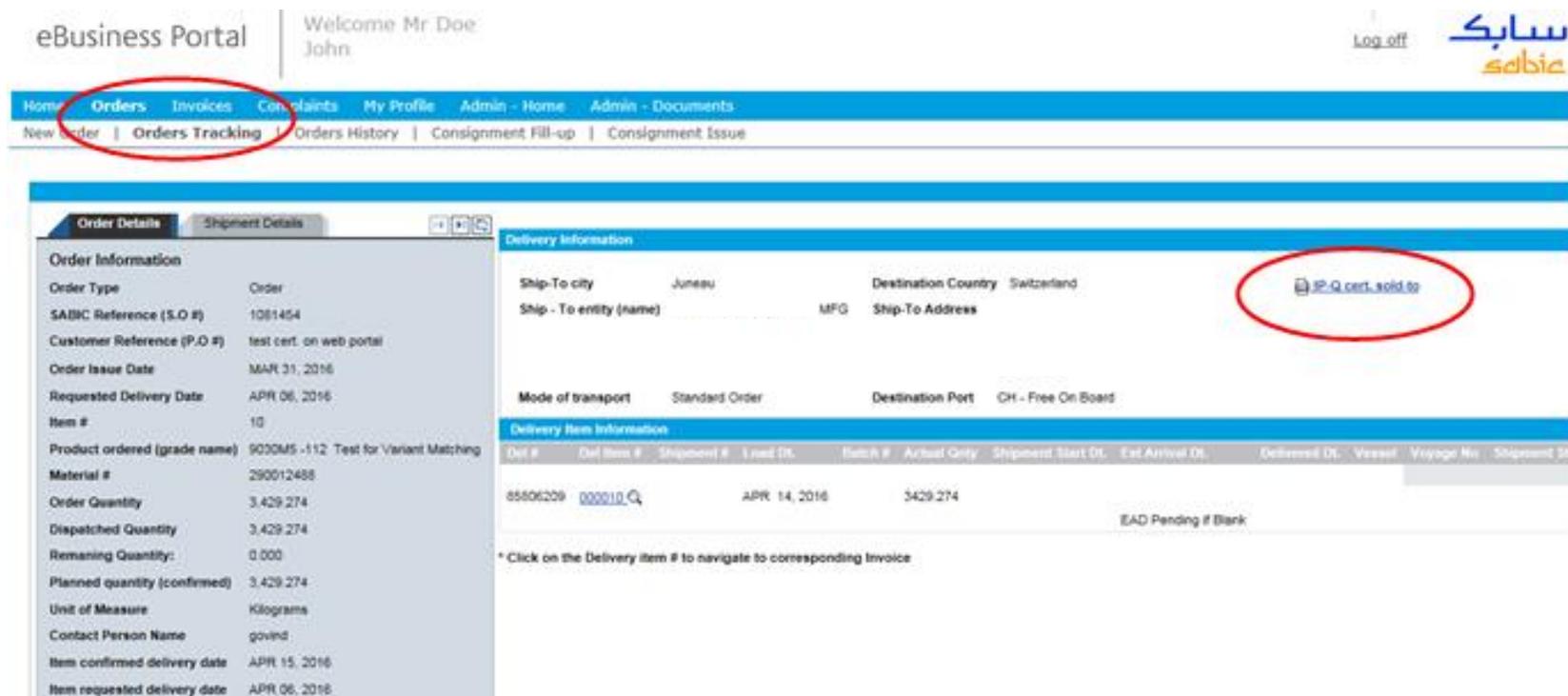
Del #	Del Item #	Shipment #	Load Dt.	Batch #	Actual Qty	Shipment Start Dt.	Est Arrival Dt.	Delivered Dt.	Vessel
86490463	000010		MAY 31, 2016		2720.000				
86490463	900001		MAY 31, 2016	0002204008	2720.000				
86489715	000010		MAY 31, 2016		870.380				
86489715	900001		MAY 31, 2016	0000LC8HLK	870.380				

EAD Pending if Blank

* Click on the Delivery item # to navigate to corresponding Invoice

DOWNLOAD DOCUMENTS FROM THE PORTAL

From the **Order Tracking** tab, you can download Order Confirmation and Certificates of Analysis; when available. If you click on the icon on the top right side (see screenshot below), you can download your document in PDF and save to your local PC.



The screenshot shows the eBusiness Portal interface. At the top, there is a navigation bar with the following items: Home, **Orders**, Invoices, Complaints, My Profile, Admin - Home, and Admin - Documents. Below this, there is a sub-navigation bar with: New Order, **Orders Tracking**, Orders History, Consignment Fill-up, and Consignment Issue. The main content area is divided into two sections: Order Details and Shipment Details. The Order Details section on the left lists various order information such as Order Type, SABIC Reference, Customer Reference, Order Issue Date, Requested Delivery Date, Item #, Product ordered, Material #, Order Quantity, Dispatched Quantity, Remaining Quantity, Planned quantity, Unit of Measure, Contact Person Name, Item confirmed delivery date, and Item requested delivery date. The Shipment Details section on the right is titled 'Delivery Information' and includes fields for Ship-To city, Destination Country, Ship-To entity (name), MFG, Ship-To Address, Mode of transport, and Destination Port. A red circle highlights a download icon and the text 'JP-Q cert. sold to' next to the Ship-To Address field. Below this, there is a 'Delivery Item Information' table with columns for Del #, Del Item #, Shipment #, Issue Dt, Batch #, Actual Qty, Shipment Start Dt, Est Arrival Dt, Delivered Dt, Vessel, Voyage No, and Shipment Stat. A single row of data is visible in the table. At the bottom of the Shipment Details section, there is a note: '* Click on the Delivery item # to navigate to corresponding Invoice'.

MANAGE ORDERS – CHANGE MTI ORDERS VIA THE PORTAL

From the **Order Tracking** tab, you can change your MTI (make to inventory/stocked) orders. If the fields show as white (as shown below), then you can update the fields below.

Fields which can be changed are: Customer Reference (Purchase Order number), Order Quantity and Requested Delivery Date.

Click on **Update** at the left bottom side of the screen to save your changes.

Home | Orders | Invoices | Complaints | Finance | My Profile | Admin - Home

New Order | Orders Tracking | Orders History | Consignment Fill-up

Order Details

Shipment Details

Order Information

Order Type: Order

SABIC Reference (S.O #): 1075740

Customer Reference (P.O #):

Order Issue Date: MAY 20, 2015

Requested Delivery Date: MAY 27, 2015

Item #: 20

Product ordered (grade name): HDPE AX 7584 10000 161

Material #: 22034025

Requested Quantity:

Dispatched Quantity: 0,000

Remaning Quantity: 30,000

Planned quantity (confirmed): 30,000

Unit of Measure: KG

Contact Person Name:

Item confirmed delivery date: MAY 27, 2015

Item requested delivery date:

Total Value: 300.00 USD

Cancel Order

Delivery Information

Ship-To city: WILSONVILLE Destination Country: USA

Ship - To entity (name):

Ship-To Address:

Mode of transpo: Standard Order Destination Port: USA

Delivery Item Information

Shipment #	Del #	Del Item #	Load Dt.	Batch #	Actual Qnty	Shipment Start Dt.	Est Arrival Dt.	Delivered Dt.	Vessel	Voyage No	Del Status	Transport
[i] Delivery Not created												

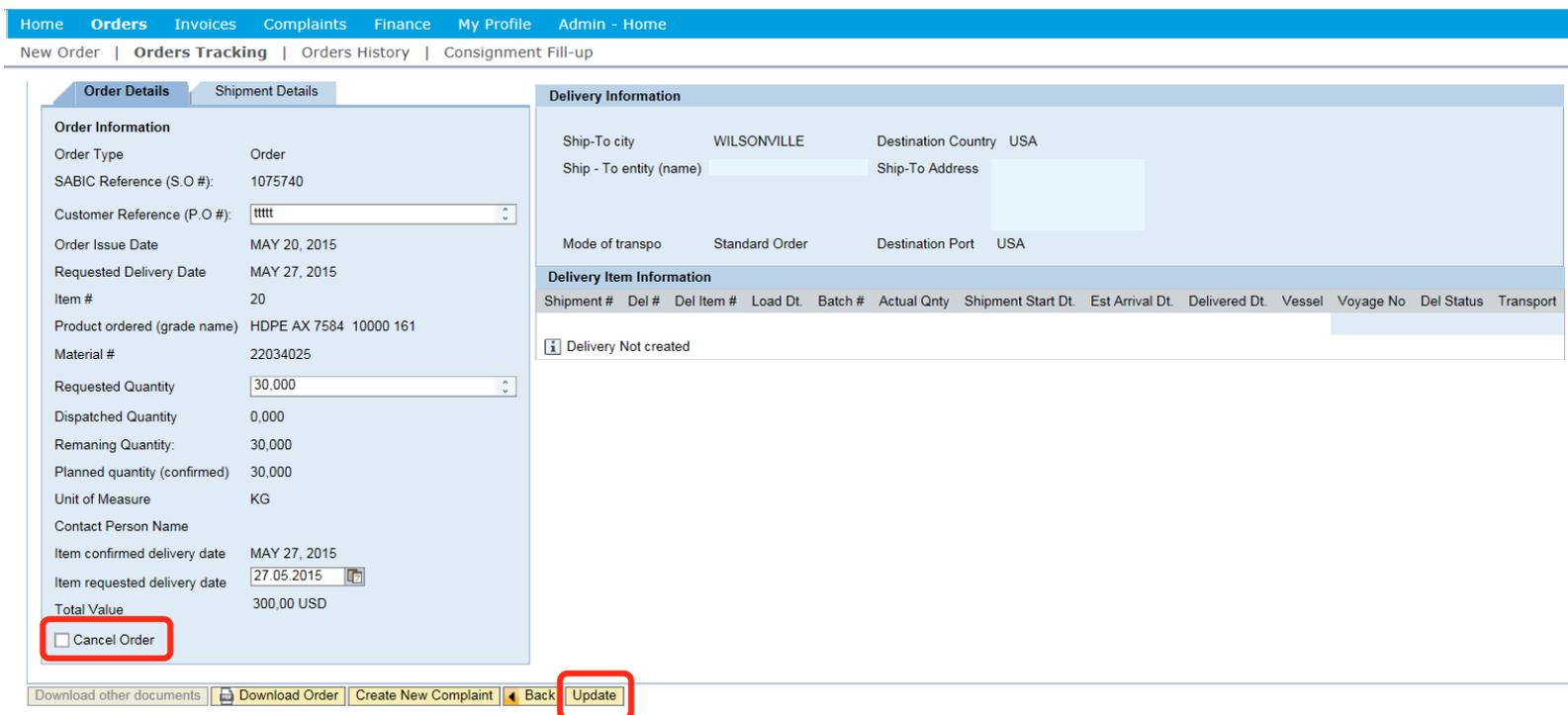
Download other documents | Download Order | Create New Complaint | Back | Update

MANAGE ORDERS – CANCEL/REJECT AN ORDER VIA THE PORTAL

From the **Order Tracking** tab, you can cancel/reject your MTI (make to inventory/stocked) orders before the they have reached the delivery status.

Check the **Cancel Order** box at the bottom left side of the screen after you have download your order.

Click on **Update** at the left bottom side of the screen to save your cancellation.



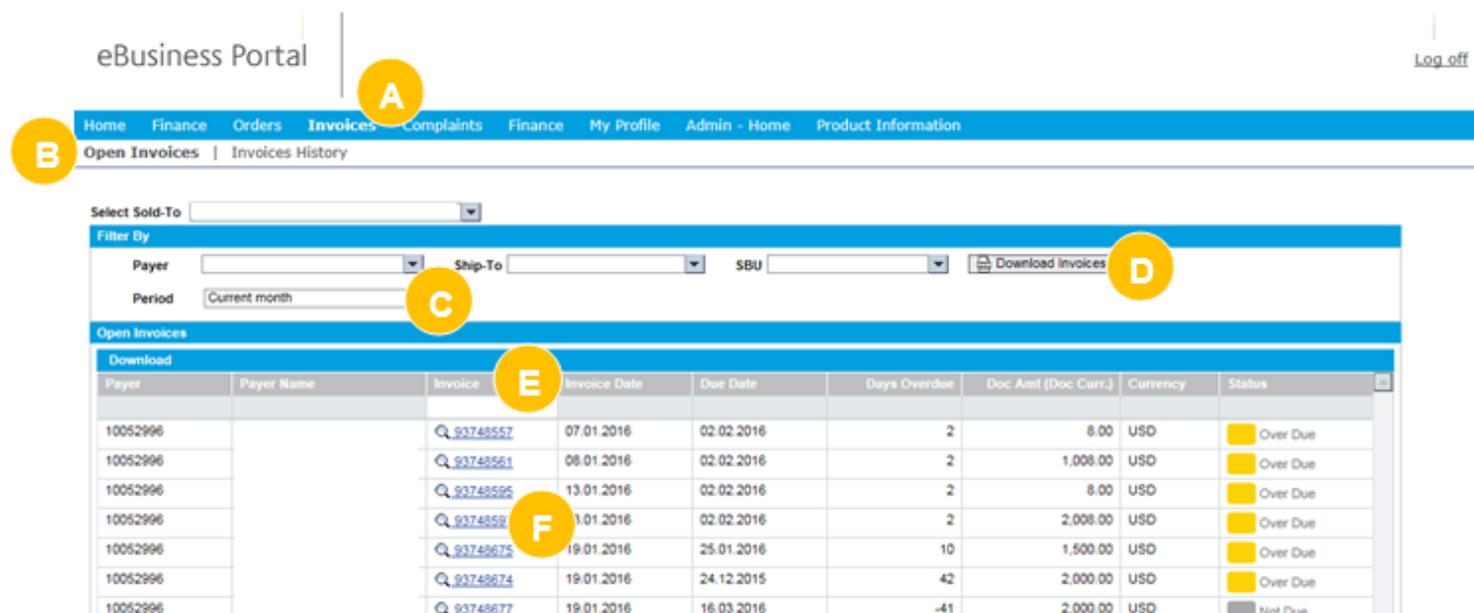
The screenshot displays the 'Order Tracking' interface. At the top, there is a navigation bar with 'Home', 'Orders', 'Invoices', 'Complaints', 'Finance', 'My Profile', and 'Admin - Home'. Below this, a sub-navigation bar shows 'New Order', 'Orders Tracking', 'Orders History', and 'Consignment Fill-up'. The main content area is divided into three sections: 'Order Details', 'Shipment Details', and 'Delivery Information'. The 'Order Details' section contains various fields such as 'Order Type', 'SABIC Reference (S.O #)', 'Customer Reference (P.O #)', 'Order Issue Date', 'Requested Delivery Date', 'Item #', 'Product ordered (grade name)', 'Material #', 'Requested Quantity', 'Dispatched Quantity', 'Remaning Quantity', 'Planned quantity (confirmed)', 'Unit of Measure', 'Contact Person Name', 'Item confirmed delivery date', 'Item requested delivery date', and 'Total Value'. A red box highlights the 'Cancel Order' checkbox at the bottom left of this section. The 'Delivery Information' section shows 'Ship-To city' as WILSONVILLE and 'Destination Country' as USA. Below this is a table for 'Delivery Item Information' with columns for Shipment #, Del #, Del Item #, Load Dt, Batch #, Actual Qty, Shipment Start Dt, Est Arrival Dt, Delivered Dt, Vessel, Voyage No, Del Status, and Transport. The table currently shows 'Delivery Not created'. At the bottom of the page, there is a toolbar with buttons for 'Download other documents', 'Download Order', 'Create New Complaint', 'Back', and 'Update'. The 'Update' button is highlighted with a red box.

WEB PORTAL TRAINING

MANAGE INVOICES

4.1 MANAGE OPEN INVOICES

- A. Select **Invoice** from the menu
- B. Click on **Open Invoices** to see the list of your Open Invoices with the details of the payer, invoice number, due date, days overdue, amount, currency and status.



The screenshot shows the 'eBusiness Portal' interface. At the top right is a 'Log off' link. A navigation menu includes 'Home', 'Finance', 'Orders', 'Invoices', 'Complaints', 'Finance', 'My Profile', 'Admin - Home', and 'Product Information'. The 'Invoices' menu is highlighted, and a sub-menu shows 'Open Invoices' and 'Invoices History'. Below the navigation is a 'Select Sold-To' dropdown. A 'Filter By' section contains 'Payer', 'Ship-To', and 'SBU' dropdowns, a 'Period' dropdown set to 'Current month', and a 'Download Invoices' button. The main area is titled 'Open Invoices' and contains a table with columns: Payer, Payer Name, Invoice, Invoice Date, Due Date, Days Overdue, Doc Amt (Doc Curr.), Currency, and Status. The table lists several invoices with various due dates and statuses (Over Due or Not Due). Callouts A-F point to specific UI elements: A (Invoices menu), B (Open Invoices link), C (Filter dropdowns), D (Download Invoices button), E (Invoice number link), and F (Invoice number link).

Payer	Payer Name	Invoice	Invoice Date	Due Date	Days Overdue	Doc Amt (Doc Curr.)	Currency	Status
10052996		93748557	07.01.2016	02.02.2016	2	8.00	USD	Over Due
10052996		93748561	08.01.2016	02.02.2016	2	1,008.00	USD	Over Due
10052996		93748595	13.01.2016	02.02.2016	2	8.00	USD	Over Due
10052996		9374859	1.01.2016	02.02.2016	2	2,008.00	USD	Over Due
10052996		93748675	19.01.2016	25.01.2016	10	1,500.00	USD	Over Due
10052996		93748674	19.01.2016	24.12.2015	42	2,000.00	USD	Over Due
10052996		93748677	19.01.2016	16.03.2016	-41	2,000.00	USD	Not Due

- C. Filter options: payer, ship to or period
- D. Download the list of invoices
- E. Search for individual invoices by entering the invoice number in the empty field
- F. Click on the invoice number to get more details on a specific invoice

4.2 INVOICE HISTORY

A. Select **Invoice** from the menu

B. Click on **Invoices History** to see the list of paid invoices with the details of the payer, invoice number, invoice date, clearing date.

eBusiness Portal

Home Finance **Invoices** Complaints Finance My Profile Admin - Home Product Information

Open Invoices | **Invoices History**

Switch Sold-To

Filter By

Payer Ship-To SBU

Issue Date 20.01.2016 04.02.2016

Due Date Display Download Invoices

Cleared Invoices

Payer	Payer Name	Invoice	Invoice Date	Doc Amt (Doc Curr.)	Currency	Clearing Date	Clearing Document

C. Filter options: payer, ship to or period

D. Download the list of invoices

E. Search for individual invoices by entering the invoice number in the empty field

F. Click on the invoice number to get more details on a specific invoice

WEB PORTAL TRAINING

MY PROFILE

MY PROFILE

A. Select **My Profile** from the menu



There are several options:

- B. Update **User Information** (if there is a change in the language setting, a popup will appear to refresh the window).
- C. Change **Password**
- D. View **Account Information** details of other Sold-to, Ship-to, Payer parties

