



SUPPLIER PORTAL

This document contains information about the Supplier Portal functionality in TRIMIT

Version: 2018.1
Date: 06-06-2018

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INTRODUCTION

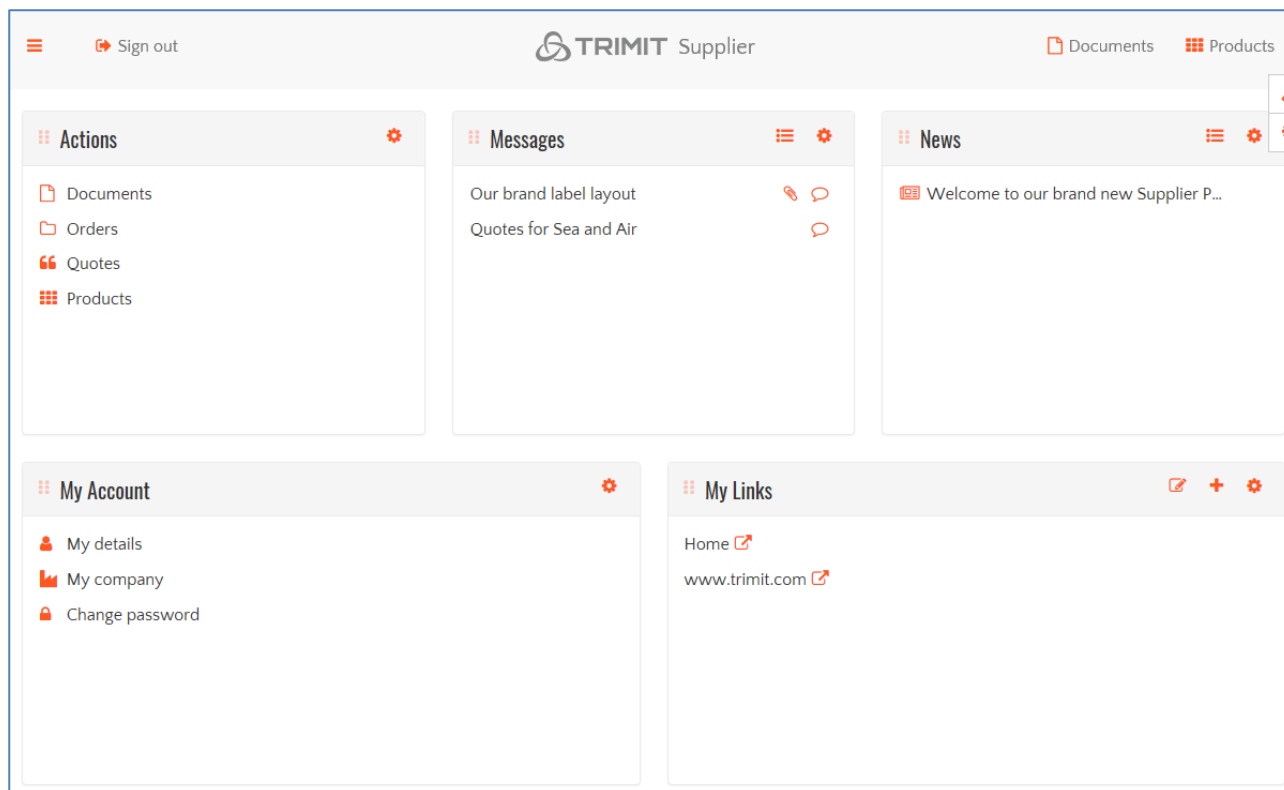
The main purpose of TRIMIT Supplier portal is to handle purchase orders and giving the supplier the ability to feedback on the purchase order. By using supplier portal, it is also possible to send messages from the company to the supplier, view the PDM information from TRIMIT, download pictures and make both PDM and workflow comments.

The functionality described is the functionality in **TRIMIT 2018 W1**

The pictures in this White Paper are based on the demo database for **TRIMIT 2018 W1** (based on Microsoft Dynamics NAV 2018) in the demo company **CRONUS TRIMIT W1 Ltd.** (based on CRONUS International Ltd. from Microsoft Dynamics NAV 2018).

SUPPLIER PORTAL DASHBOARD

The first page the logged in user can see is the dashboard. The supplier portal dashboard gives a possibility to open all important areas by a single click.



The dashboard has the following docks: *Actions*, *Messages*, *News*, *My account* and *My links*.

DESCRIPTION OF THE DOCKS

ACTIONS

Contains the links to documents (quotes and orders all together), orders, quotes and products

MESSAGES

Contains the messages from TRIMIT. Messages are added via **Departments/Portals/Message/Messages** in TRIMIT

NEWS

Contains supplier related news. Managed by supplier portal administrator

MY ACCOUNT

Contains links to areas related to a supplier, such as *My details*, *My company* and *Change password*

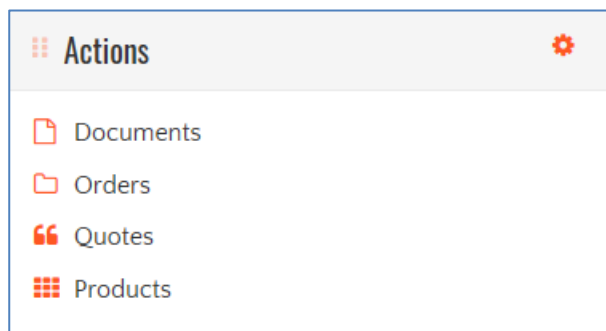
MY LINKS

Can contain useful links to websites.

SUPPLIER PORTAL DOCKS

DOCK ACTIONS

This dock contains links to purchase documents and products which are on purchase documents.



Clicking on **Documents** link opens a list page **Documents** which shows purchase orders and quotes

Documents Show all ▾								
No.	Checked Out	Order Type	Collection No.	Purchaser Code	Requested Rec...	Promised Recei...	Shipment Meth...	Transport Meth...
	☐							
1001 (Quote)				Annette Hill	10.02.2019		Ex Warehouse	
1002 (Quote)				Annette Hill	20.02.2019		Ex Warehouse	
1003 (Order)				Annette Hill	01.02.2019		Ex Warehouse	
1004 (Order)				Annette Hill	24.03.2019		Ex Warehouse	
1005 (Order)				Annette Hill	03.02.2019		Ex Warehouse	
Checked out to me								

Clicking **Orders** or **Quotes** link opens the same list page **Documents** but with a filter on corresponding purchase document type:

Documents Orders ▾								
No.	Checked Out	Order Type	Collection No.	Purchaser Code	Requested Rec...	Promised Recei...	Shipment Meth...	Transport Meth...
	☐							
1003 (Order)				Annette Hill	01.02.2019		Ex Warehouse	
1004 (Order)				Annette Hill	24.03.2019		Ex Warehouse	
1005 (Order)				Annette Hill	03.02.2019		Ex Warehouse	
Checked out to me								

It is possible to use filter fields in the page header to filter the purchase documents – for this, enter a value in the field and click **Enter**. It is also possible to sort the document list by clicking on the column name.

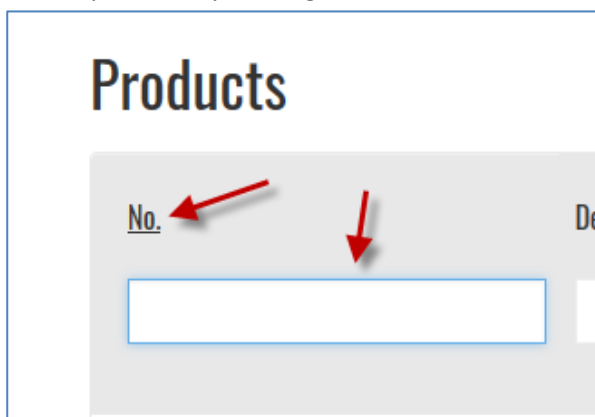
Documents Show all ▾		
No.	Checked Out	Order Type
	☐	

By clicking on document number link in column **No.** – it is possible to open **Document** page. Read more details about this page further in this document.

Clicking **Products** link, in dock **Actions**, opens a list page with all the products from all registered purchase documents:

Products				
No.	Description	Description 2	Status Code	Related Purchase Documents
2110	Sweater Long Sleeve		READY	1
2130	Polo Shirt		READY	3
2200	Ladies Coat		READY	1
2520	Coverall Color/Waist/Length			2

It is also possible to filter lines by entering values in filter fields in the header of the page. Sorting of the lines is possible by clicking on the column names:



Column **Related Purchase Documents** on **Products** list page indicates the amount of purchase orders where this product has been added.

Status Code	Related Purchase Documents
READY	1
READY	3
READY	1
	2

It is possible to click on numbers – this will open a list with related documents. It will be notified in the header of the page that you are currently viewing documents related to specific product number with a button **Clear filter**:

Documents									
Show all ▾		Clear filter		Currently viewing documents related to product no. 2130					
No.	Checked Out	Order Type	Collection No.	Purchaser Code	Requested Rec...	Promised Recei...	Shipment Meth...	Transport Meth...	
	☐								
1003 (Order)				Annette Hill	01.02.2019		Ex Warehouse		
1004 (Order)				Annette Hill	24.03.2019		Ex Warehouse		
1005 (Order)				Annette Hill	03.02.2019		Ex Warehouse		
Checked out to me									

By clicking on product number link in column **No.** – it is possible to open **Product General Info** page. Read more details about this page further in this document.

DOCK MESSAGES

This dock contains supplier messages created in TRIMIT.

Messages	
Our brand label layout	
Quotes for Sea and Air	

Header of the dock contains icon **See all messages**. Clicking this icon opens page **Messages**. Here it is possible to see a list of all existing supplier messages. This is an un-editable list and can be modified only in TRIMIT.

Messages				
Date	Message	Comment	Attachments	Mark as read
25.09.2013	Our brand label layout			☐
25.09.2013	Quotes for Sea and Air			☐
Show read messages ☐				Back Save

DESCRIPTION OF MESSAGES PAGE COLUMNS

DATE

Message creation date

MESSAGE

The subject of the message

COMMENT

Can contain icon **More** which indicates that there is a comment. Clicking this icon opens a message comment in a popup window

ATTACHMENTS

Can contain **Attachment** icon which indicates that there is a message attachment. Clicking this icon opens a page with all related attachments

MARK AS READ

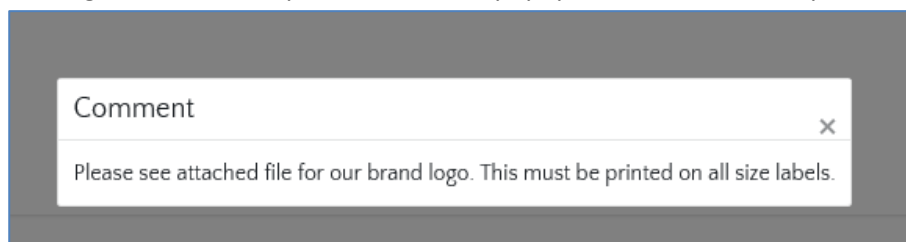
Here it is possible to set a check mark for a message that was read and out of date. Setting check mark and clicking **Save** filters out the corresponding message. Clicking **Show read messages** allows showing all the messages that have been marked as read.

Clicking **Back** button navigates to the Supplier portal dashboard.

The body of the dock **Messages** contains a list of message subjects. Each message subject can have the following related icons: **Attachments** and **More**. Clicking on **Attachments** icon opens a corresponding page where it is possible to view and download message attachments.

File	Download
TRIMIT Logo.pdf	
LogoColor_dark background.png	
LogoColor_white background.png	
logo_color_rgb.png	

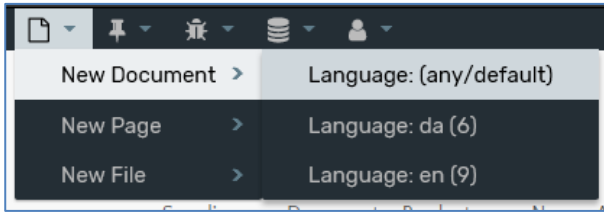
Clicking on **More** icon opens a Comment popup window where is it possible to see the full message.



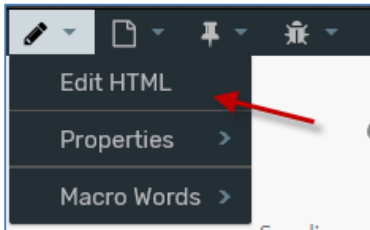
DOCK NEWS

This dock contains supplier related news. The news items are managed by supplier portal administrator. The header of the dock has a link **See all news**. Clicking this link opens a **News** list page. Each news subject is a link, clicking this link opens a page with a current news item.

To create a news item - open news list page as admin user and click **New Document / Language** in admin helper menu:



In order to modify an existing news item – open a news item page and in admin helper menu click Edit HTML:



DOCK MY ACCOUNT

This dock contains links to supplier related information. The links are **My details**, **My company** and **Change password**.

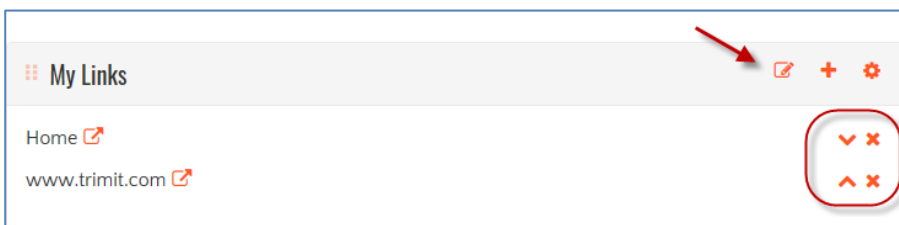
Clicking **My details** opens the supplier user details page. Here it is possible to view and modify the user information such as name, address, postcode, city and phone. Click **Update** to save modifications.

Clicking **My company** opens the supplier company details page. Here it is possible to view and modify the company information such as company number, name, address, phone, email and fax. Click **Update** to save modifications.

Clicking **Change password** opens a page where supplier portal user can change the login password. Click **Change** the save modification.

DOCK MY LINKS

This dock can contain links to specific home pages added by supplier portal user. The dock's header has the following icons: **Toggle action buttons** and **Add a link**. Clicking **Toggle action** buttons enables showing link related controls – up and down arrows and crosses. By clicking up and down arrows it is possible to move link up or down and by clicking cross – delete the link.



Clicking plus icon in the header the dock allows creating a new web page link. In field **Name** write the name of the link which will be shown in the dock and in field **URL** write the web page address, click **Add** when finished.

Add A Link

Name

URL

Close Add

HANDLING DOCUMENTS

Document list page shows the purchase documents assigned to specific vendor. If a document is modified by another user and not checked in, then this will be reflected in column **Checked Out** – hovering mouse over the icons in this column displays a tool tip with user email (user ID) who modified this document. Documents checked out to a current user will have a flag in the beginning of the row (shown with arrow on picture):

Documents
Show all

No.	Checked Out	Order Type	Collection No.	Purchaser Code	Requested Rec...	Promised Recei...	Shipment Meth...	Transport Meth...
	☐					£	£	
1001 (Quote)				Annette Hill	10.02.2019		Ex Warehouse	
1002 (Quote)				Annette Hill	20.02.2019		Ex Warehouse	

Clicking on the document number link opens a document page where it is possible to see the products on purchase document.

Order | 1003 | 24.12.2018

	Product No.	Description	Outstanding Quantity	Qty. to Receive	Currency	Purchase Price	Requested Receipt Date	Promised Receipt Date	Product	Edit
▼	2130	Polo Shirt	540		USD		01.02.2019		 	
▼	2520	Coverall Color/Waist/...	270		USD		01.02.2019		 	
	22502503	Cardigan,Navy,M	5	0	USD	15,95	01.02.2019		 	
	22502503	Cardigan,Navy,M	5	0	USD	15,95	01.02.2019		 	

Clicking on the arrow next to product number allows to expand or collapse the product variants:

Order | 1003 | 24.12.2018

	Product No.	Description	Outstanding Quantity	Qty. to Receive	Currency	Purchase Price	Requested Receipt Date	Promised Receipt Date	Product
▲	2130	Polo Shirt	540		USD		01.02.2019		 
	21300101	Polo Shirt,White,XS	20	0	USD	8,00	01.02.2019	31.05.2018	
	21300102	Polo Shirt,White,S	40	0	USD	8,00	01.02.2019		

DESCRIPTION OF DOCUMENT PAGE COLUMNS

PRODUCT NO.

The number of the product

DESCRIPTION

The description of the product

OUTSTANDING QUANTITY

The ordered and not shipped yet product quantity, cannot be changed on Supplier portal

QTY TO RECEIVE

Product quantity which can be delivered, can be changed on Supplier portal. After change is done then it is required to click **Update** button in the bottom of the page

CURRENCY

Currency of the purchase document

PURCHASE PRICE

Product purchase price

REQUESTED RECEIPT DATE

Requested receipt date, cannot be changed on Supplier portal

PROMISED RECEIPT DATE

Promised receipt date, can be changed on Supplier portal. After change is done then it is required to click **Update** button in the bottom of the page

PRODUCT

Clicking a link in this column opens a related product page

EDIT

Clicking a link in this column opens a product matrix page where it is possible to make changes to quantity to receive and promised receipt date. This is valid only for products with matrixes. Flat items do not have an icon in this column.

	XS	S	M	L	XL	XXL
240 White 01	[20]	[40]	[60]	[60]	[40]	[20]
48 Blue 20	[4]	[8]	[12]	[12]	[8]	[4]
12 Green 60		[2]	[4]	[4]	[2]	
72 Red 70	[6]	[12]	[18]	[18]	[12]	[6]
48 Grey 90	[4]	[8]	[12]	[12]	[8]	[4]
120 Black 99	[10]	[20]	[30]	[30]	[20]	[10]

[< Return to document](#)
[Quantity / Date](#)
[Save changes](#)

DESCRIPTION OF PRODUCT MATRIX

The number on the left side of the variant option name (image below) is the total quantity for this VatDim variant option (white) including all sizes. The number on the right side is VarDim variant number:



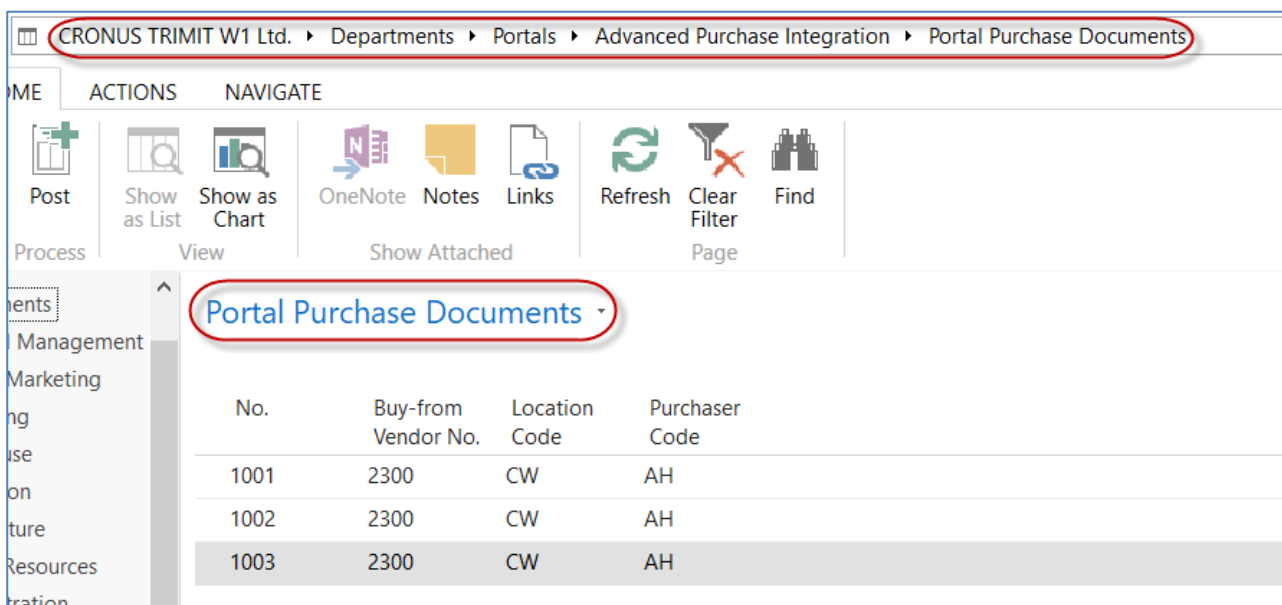
The number in cell's upper corner represents the outstanding quantity. The vendor can input corresponding number in the cell if this needs modification. In order to shift to receipt dates, it is required to click button **Quantity / Date** below the matrix. This button allows switching between "quantity – date" view on the matrix. When receipt dates are displayed in the matrix (requested receipt date is reflected in the upper corner of the cell) – it is possible to input another promised receipt date into the cell:

XS	S
[01.02.2019]	[01.02.2019]
31.05.2018	20.06.2018

When needed changes are done it is required to click **Save changes** below the matrix.

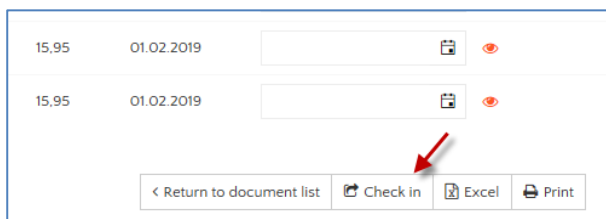
All these actions can be done on the document page – by expanding the product variants it is possible to modify **Qty. to Receive** and **Promised Receipt Date** columns.

When making a change to a document in Supplier portal and clicking a button to save changes then a copy of this document will be created in Advanced Purchase Documents within Advanced Purchase Integration area:

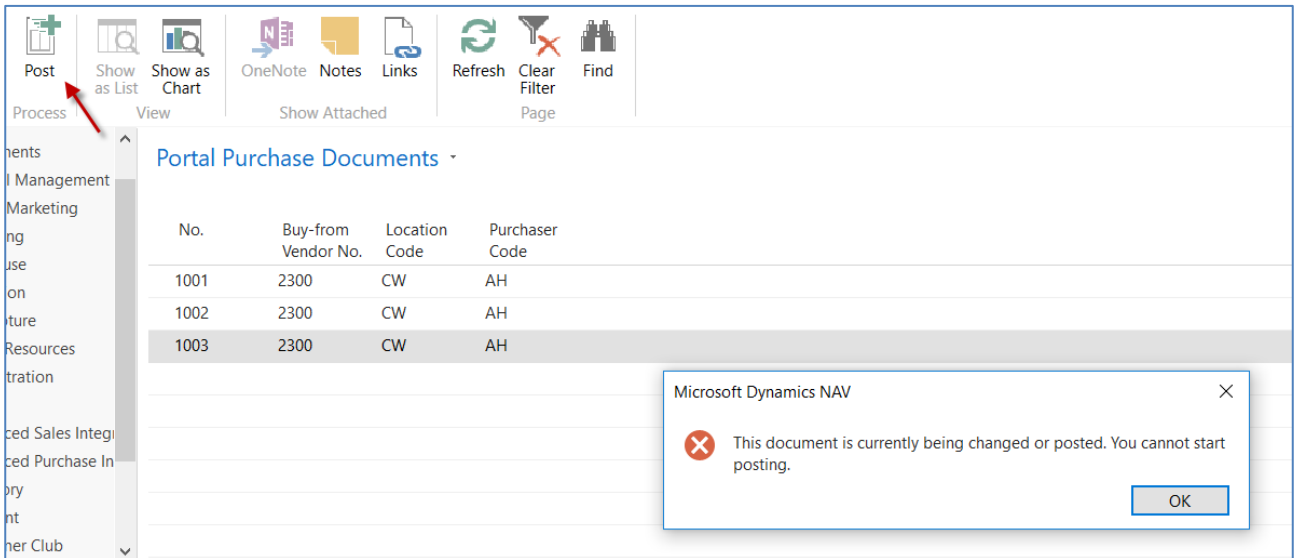


No.	Buy-from Vendor No.	Location Code	Purchaser Code
1001	2300	CW	AH
1002	2300	CW	AH
1003	2300	CW	AH

After saving a change to a purchase document on supplier portal then it is needed to check it in. Checking in a document gives a possibility to post this document from Advanced Purchase Documents further to the system, to e.g. a requisition or a purchase order. Checking in a purchase order also means that other supplier portal users can edit this document as well.



If a document has not been checked in on supplier portal but is being posted from **Portal Purchase Documents**, then there will be a following warning:



Portal Purchase Documents

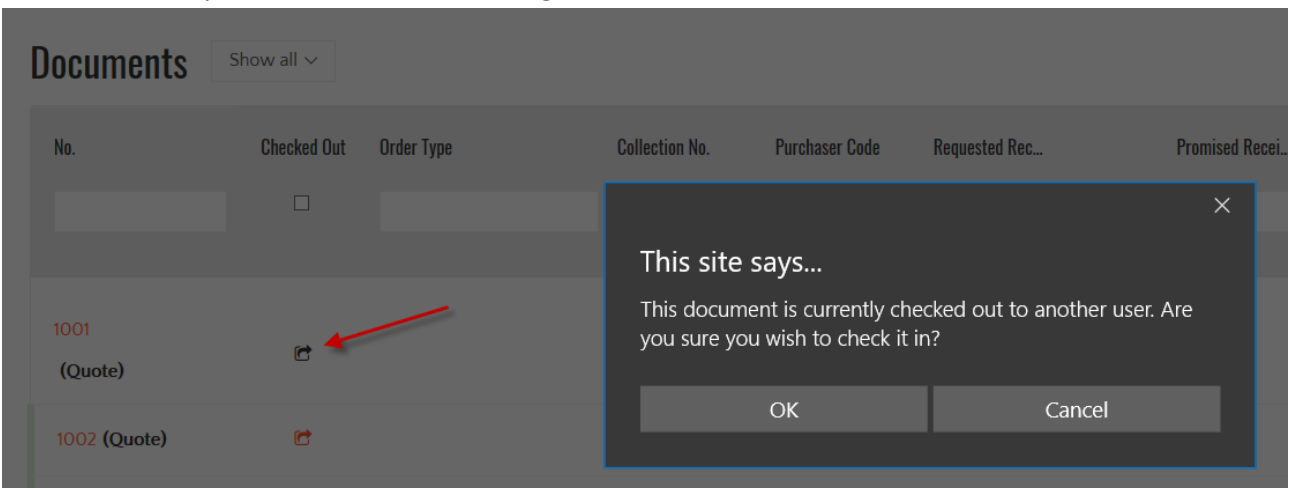
No.	Buy-from Vendor No.	Location Code	Purchaser Code
1001	2300	CW	AH
1002	2300	CW	AH
1003	2300	CW	AH

Microsoft Dynamics NAV

✖ This document is currently being changed or posted. You cannot start posting.

OK

If a purchase document has been modified on supplier portal but has not been checked in, then it is possible to force the check in by clicking **Check in** icon in **Checked Out** column on **Documents** list page. The web site will ask you for confirmation. Clicking **OK** checks in the document.



Documents

Show all

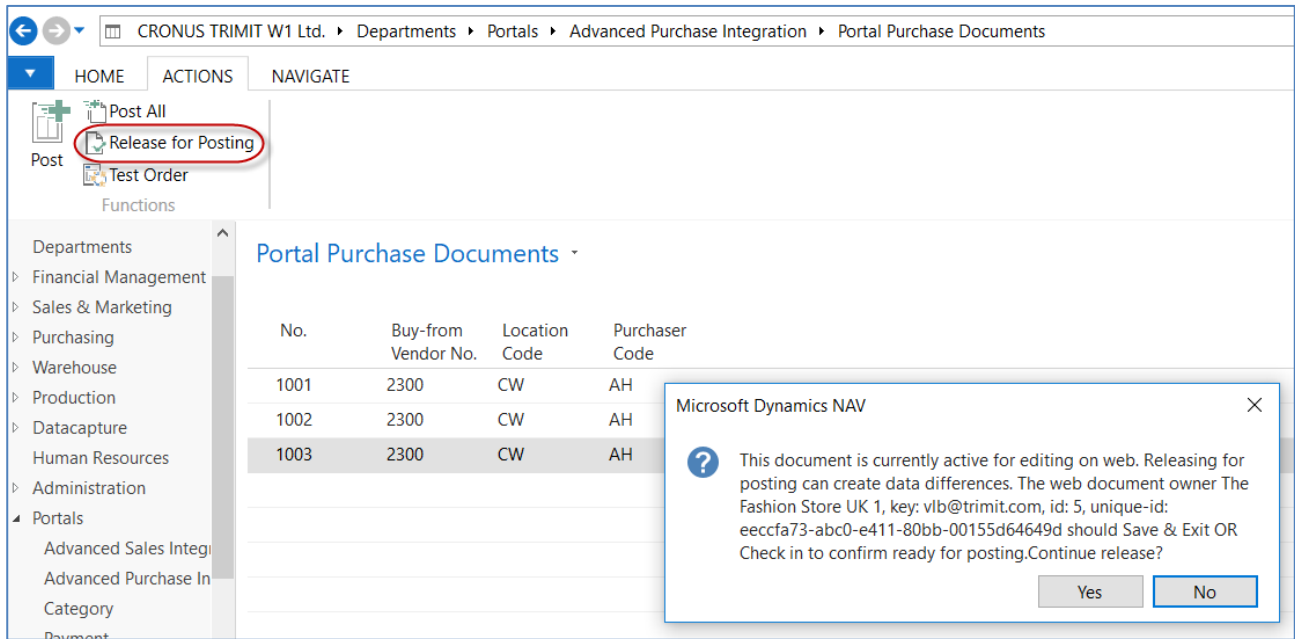
No.	Checked Out	Order Type	Collection No.	Purchaser Code	Requested Rec...	Promised Recei...
1001	☐					
1002	☐					

This site says...

This document is currently checked out to another user. Are you sure you wish to check it in?

OK Cancel

It is also possible to force check in from within TRIMIT. To do this go to **Portals Purchase Documents** list and click **Release for Posting** in ribbon **Actions**.



CRONUS TRIMIT W1 Ltd. ▶ Departments ▶ Portals ▶ Advanced Purchase Integration ▶ Portal Purchase Documents

HOME ACTIONS NAVIGATE

Post All
Post Release for Posting
Test Order

Functions

Departments

- Financial Management
- Sales & Marketing
- Purchasing
- Warehouse
- Production
- Datacapture
- Human Resources
- Administration
- Portals
 - Advanced Sales Integr
 - Advanced Purchase In
 - Category
 - Document

Portal Purchase Documents

No.	Buy-from Vendor No.	Location Code	Purchaser Code
1001	2300	CW	AH
1002	2300	CW	AH
1003	2300	CW	AH

Microsoft Dynamics NAV

This document is currently active for editing on web. Releasing for posting can create data differences. The web document owner The Fashion Store UK 1, key: vlb@trimit.com, id: 5, unique-id: eeccf73-abc0-e411-80bb-00155d64649d should Save & Exit OR Check in to confirm ready for posting. Continue release?

Yes No

NOTE:

Forcing document check in can create data differences. Therefore, it is recommended to encourage (contact) the supplier portal user who checked out the document to finish modifications and check it in again.

It is possible to view or save a purchase document in Excel or PDF format. For this, click **Excel** or **Print** buttons in the bottom of the document page.

Order | 1003 | 24.12.2018

Product No.	Description	Outstanding Quantity	Qty. to Receive	Currency	Purchase Price	Requested Receipt Date	Promised Receipt Date	Product	Edit
2130	Polo Shirt	540		USD		01.02.2019			
2520	Coverall Color/Waist/...	270		USD		01.02.2019			
22502503	Cardigan,Navy,M	5	0	USD	15,95	01.02.2019			
22502503	Cardigan,Navy,M	5	0	USD	15,95	01.02.2019			

< Return to document list Check in Excel Print

NOTE:

To post a document from Portal Purchase Documents then the status should be Open. Otherwise click Reopen

Edit - Purchase Order - 1003 · Oriental Production Services

HOME

ACTIONS

NAVIGATE

View

Post...

Post and Print...

Statistics

Reopen

Send Approval Request

Send...

Print...

OneNote

Notes

Links

Refresh

Clear Filter

Go to

Previous

Next

Manage
Process
Release
Request Approval
Print
Show Attached
Page

1003 · Oriental Production Services

General

Vendor No.: 2300

Purchaser Code: AH

Vendor Name: Oriental Production Services

No. of Archived Versions: 0

Buy-from

Order Date: 24-12-2018

Address: North Entrance 13K

Quote No.:

Address 2: Industrial Production Mansion 383

Vendor Order No.:

Post Code: CN-215011

Vendor Shipment No.:

City: Suzhou

Alternate Vendor Address Code:

Contact No.: CTT00022

Responsibility Center:

Contact: Mr. Bruce Lee

Assigned User ID:

Document Date: 24-12-2018

Status: Open

Posting Date: 24-12-2018

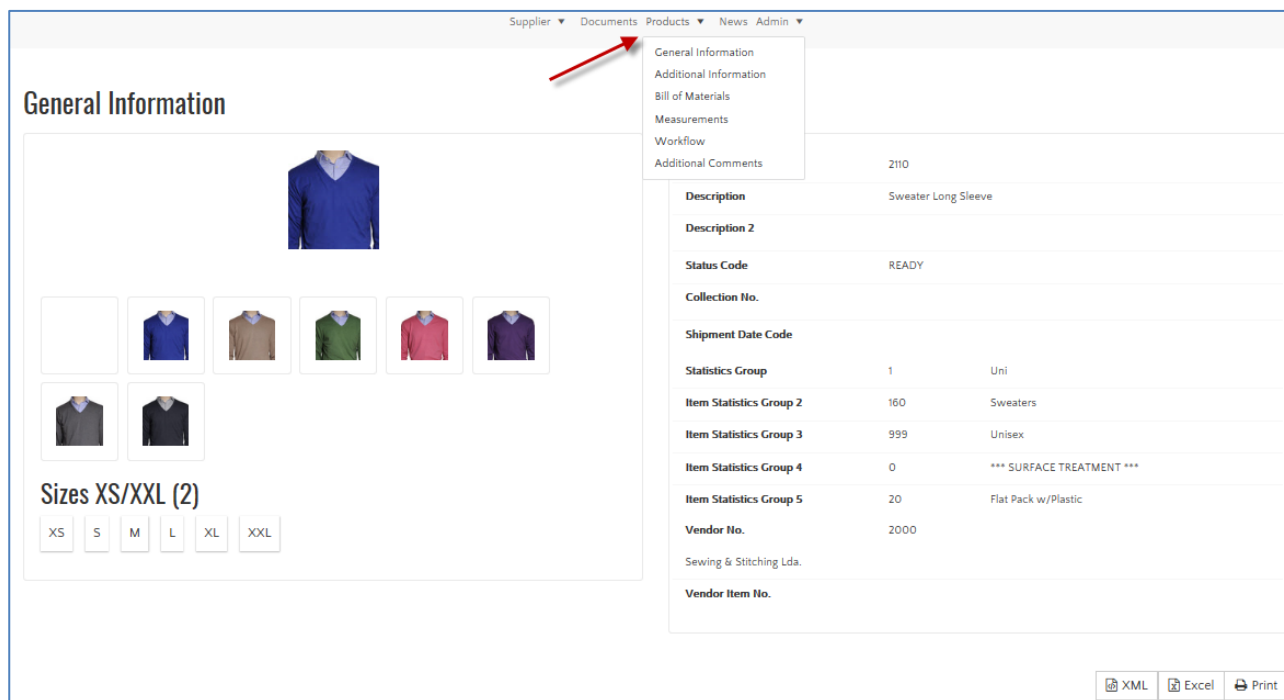
Pre-Registration No.:

Due Date: 24-12-2018

Order Type:

HANDLING PRODUCTS

Access product page is possible through **Products** list page, through purchase document page (clicking icon **View** in **Product** column) or by clicking **Products** in the top supplier portal menu.



General Information

Supplier Documents Products News Admin

General Information
Additional Information
Bill of Materials
Measurements
Workflow
Additional Comments

2110

Description Sweater Long Sleeve

Description 2

Status Code READY

Collection No.

Shipment Date Code

Statistics Group 1 Uni

Item Statistics Group 2 160 Sweaters

Item Statistics Group 3 999 Unisex

Item Statistics Group 4 0 *** SURFACE TREATMENT ***

Item Statistics Group 5 20 Flat Pack w/Plastic

Vendor No. 2000

Sewing & Stitching Lda.

Vendor Item No.

XML Excel Print

On **General Information** page, it is possible to view the product related data such as variant images and sizes on the left side and master number, descriptions, status code, collection number, shipment date code, statistic groups, vendor number and vendor item number on the right side. Related information can be viewed in XML, Excel or PDF formats by clicking the corresponding buttons in the bottom of the page.

It is also possible to open the following product related areas: Additional Information, Bill of Materials, Measurements, Workflow and Additional Comments.

NOTE: TRIMIT does not provide the reports for viewing the product information in different formats. i.e. the corresponding reports have to be developed by TRIMIT partner in accordance to customer needs. The supplier portal report setup is done in Supplier portal profile

Portal Profiles - Microsoft Dynamics NAV

CRONUS TRIMIT W1 Ltd. > Departments > Portals > Setup > Portals > Portal Profiles

HOME NAVIGATE

Edit New Edit List Delete Show as List

New Manage

Departments

- Financial Management
- Sales & Marketing
- Purchasing
- Warehouse
- Production
- Datacapture
- Human Resources
- Administration
- Portals
 - Advanced Sales Integr
 - Advanced Purchase In
 - Category
 - Payment
 - Customer Club
 - Voucher

Home Finance Sales Purchase Product Design Logistics

Portal Profiles

Profile

AGENT

AGENT_FAS

AGENT_FUR

B2B

B2B_FASH

B2B_FURN

B2C

B2C-INSTO

SUPPLIER

Edit - Supplier Portal Profile - SUPPLIER

HOME

CRONUS TRIMIT W1 Ltd. ?

View Edit New Delete Show Attached

OneNote Notes Links Refresh Clear Filter Go to Previous Next

SUPPLIER

General

Type: BusinessToSupplier Description: Supplier Basic Setup

Allow Create Additional Comment: ☒

Report

Open Documents	Bill of Materials Report No.:	6037204
Product Reports:	BOM Report No. 2:	0
Purchase Quote Report No.: 404	BOM Report No. 3:	0
Purchase Order Report No.: 6036730	Measurement Report No.:	6037206
Pending Documents:	Workflow Report No.:	0
Purchase Quote Report (API): 50012	Product Comments Report No.:	6037207
Purchase Order Report (API): 50012	XMLports:	
General Info Report No.: 6037200	XMLport No. (Product Data):	50010
Additional Info Report No.: 6037205		

OK

DESCRIPTION OF PRODUCT RELATED AREAS

ADDITIONAL INFORMATION

Shows the available product related additional information, such as Composition, Wash and Care.

Supplier > Documents > Products > News Admin >

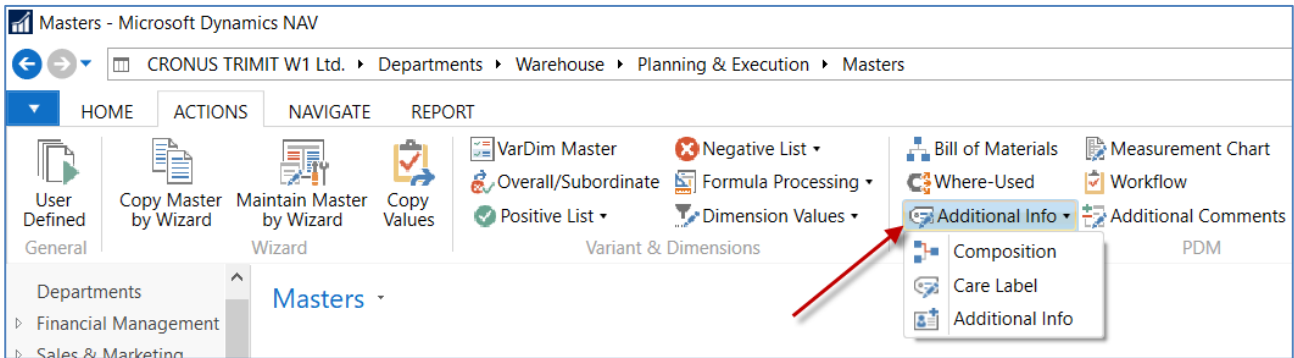
Additional Information

Composition Wash & Care

✖ ✖ ✖ ✖ ✖ ✖

Excel Print

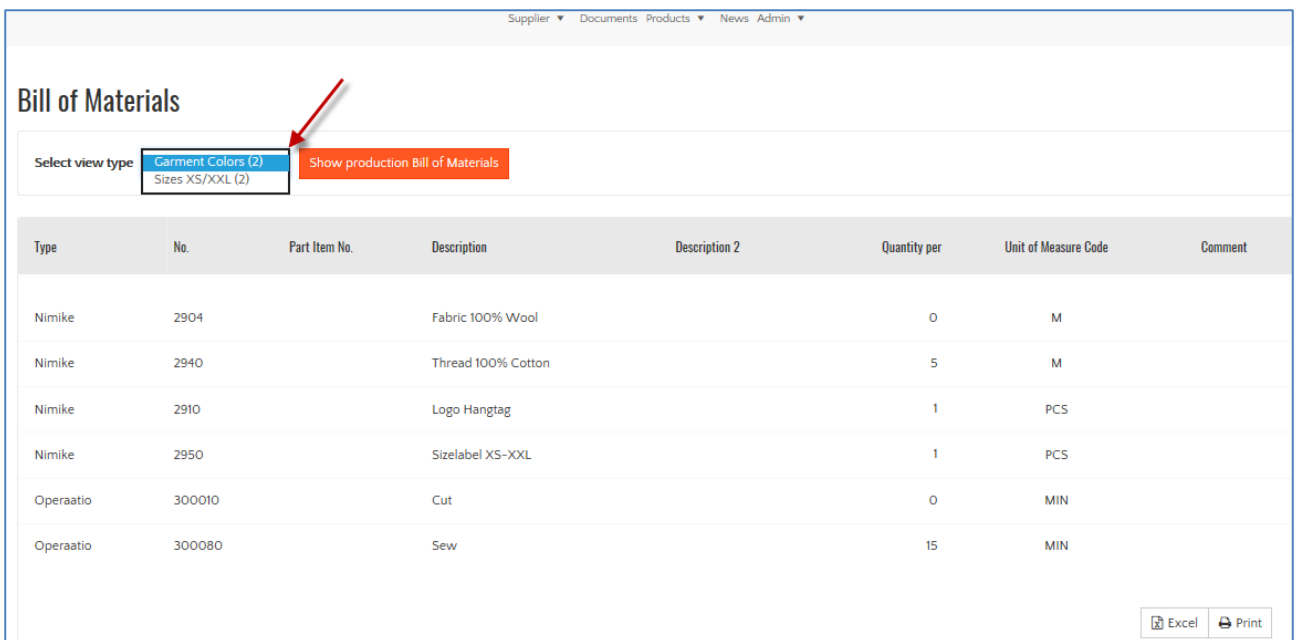
This data comes from master additional information in TRIMIT.



In order to get additional information in Excel or PDF formats – click corresponding buttons in the bottom of the page.

BILL OF MATERIALS

This page shows the product related bill of materials. Can be displayed per VarDim type, e.g. per color or per size. For this – select a view type in the header of the page and click **Show Production Bill of Materials**

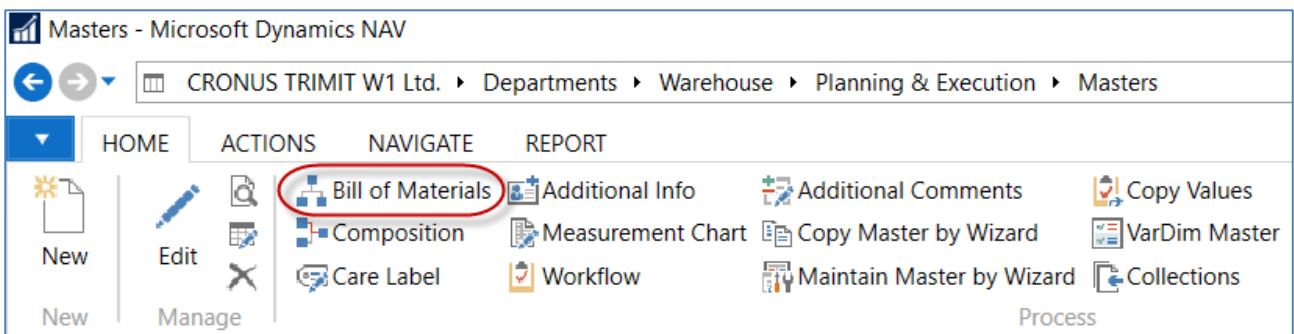


The screenshot shows the 'Bill of Materials' page. The breadcrumb trail is: Supplier > Documents > Products > News > Admin. The page title is 'Bill of Materials'. Below the title, there is a 'Select view type' dropdown menu with two options: 'Garment Colors (2)' and 'Sizes XS/XXL (2)'. A red arrow points to the 'Show production Bill of Materials' button. Below the dropdown, there is a table with the following data:

Type	No.	Part Item No.	Description	Description 2	Quantity per	Unit of Measure Code	Comment
Nimike	2904		Fabric 100% Wool		0	M	
Nimike	2940		Thread 100% Cotton		5	M	
Nimike	2910		Logo Hangtag		1	PCS	
Nimike	2950		Sizelabel XS-XXL		1	PCS	
Operaatio	300010		Cut		0	MIN	
Operaatio	300080		Sew		15	MIN	

At the bottom right of the table, there are buttons for 'Excel' and 'Print'.

The data is taken from the standard master bill of materials in TRIMIT:



MEASUREMENTS

This page shows standard product measurements from TRIMIT. The measurements cannot be modified on supplier portal.

Measurements

Measurement Version 0 : Design

Measurement Type Measurement

	XS	S	M	L	XL	XXL
TOP_A Back Length (cm)	58	60	62	64	66	68
TOP_B Chest (cm)	80	85	90	95	100	105
TOP_C Sleeve Length (cm)	18	19	20	21	22	23



Comment

No measurement comments

It is possible to view a **Measurement Version** and switch between values in **Measurement Type** field. Access to standard master measurement chart in TRIMIT:

Masters - Microsoft Dynamics NAV

CRONUS TRIMIT W1 Ltd. ▶ Departments ▶ Warehouse ▶ Planning & Execution ▶ Ma

HOME ACTIONS NAVIGATE REPORT

 New
  Edit
  Bill of Materials
  Composition
  Care Label
  Additional Info
  **Measurement Chart**
 Additional Comments
  Copy Master by Wizard
  Maintain Master by Wizard
  Workflow
  Process

The supplier portal **Measurement** page can display measurement related images and comments. Images can be added in **Measurements Chart Header** page in fast tab **Pictures**. Comments can be added to each specific measurement cell.

Edit - Measurement Chart Header - 2130 · Polo Shirt

HOME
ACTIONS

View Edit Handle Columns Copy Refresh Clear Filter Go to

Manage Process Page

2130 · Polo Shirt

General

Measurement Version: 0 Show Measurement Type: Measurement

Measurement Name: Design

Measurement Chart Lines

Comment Find

Type	Type No.	Name	XS	S	< M >
Dimension	TOP_A	Back Length (cm)	58,00	60,00	62,00
Dimension	TOP_B	Chest (cm)	80,00	85,00	
Dimension	TOP_C	Sleeve Length (cm)	18,00	19,00	

Edit - Measurem...

Comment

Prototype was 58,00

And the result on supplier portal is as follows:

Measurements

Measurement Version 0 : Design

Measurement Type Measurement

	XS	S	M	L	XL	XXL
TOP_A Back Length (cm)	58	60	62	64	66	68
TOP_B Chest (cm)	80	85	90	95	100	105
TOP_C Sleeve Length (cm)	18	19	20	21	22	23



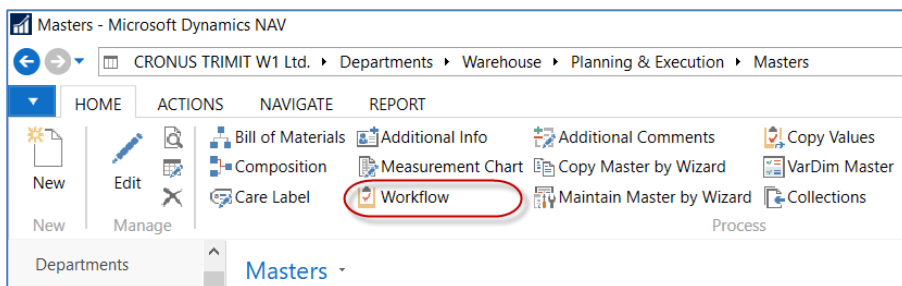
Comment

1 Prototype was 58,00

The cell comment gets a number and it will be possible to locate this number and corresponding comment in the bottom of the page.

WORKFLOW

This page displays a standard product workflow



The supplier portal user sees only the workflow steps assigned to this specific vendor.

Supplier Documents Products News Admin										
Workflow										
Step No.	Depending on Step No.	Description	Deadline	Responsible ID	Approved	Date Approved	Approved by	Assign Status Code	Comment	Edit
30	0	Production Proto Sample	4/15/2018	2300	☒	5/10/2018	2300			
40	0	Production Sales Sample	4/30/2018	2300	☒	5/20/2018	2300			
60	0	Production Material List	7/1/2018	2300	☒	6/10/2018	2300			

Here is a full list of workflow steps in TRIMIT, only highlighted steps are shown in supplier portal:

Edit - Workflow for Master: 2130										
HOME ACTIONS NAVIGATE										
New Edit Delete Create from Template Copy Comments Show as List Show as Chart OneNote Notes Links Refresh Clear Filter Find										
Workflow Activity List										
Step No.	Description	Deadline	Responsible ID	Responsible ID Type	Clos...	Closing Date	Closed by Type	Closed By	Assign Status Code	
10	Sketch	01-03-2018	User		☒	28-02-2018	User		IDEA	
20	Pattern	15-03-2018	User		☒	10-03-2018	User		APPROVED	
30	Production Proto Sample	15-04-2018	Vendor	2300	☒	10-05-2018	Vendor	2300		
35	Quality Check Proto Sample	17-04-2018	User		☒	12-05-2018	User		APPROVED	
40	Production Sales Sample	30-04-2018	Vendor	2300	☒	20-05-2018	Vendor	2300		
45	Quality Check Sales Sample	02-05-2018	User		☒	21-05-2018	User		APPROVED	
50	Size Set	01-07-2018	User		☒	01-06-2018	User		READY	
60	Production Material List	01-07-2018	Vendor	2300	☒	10-06-2018	Vendor	2300		
70	Order	01-07-2018	User		☒	20-06-2018	User			

It is possible to approve or disapprove and add a comment to a workflow step by clicking icon in column **Edit** on Workflow page in supplier portal. Clicking this icon opens Workflow detail page:

Supplier Documents Products News Admin

Workflow detail

Step No.

30

Description

Production Proto Sample

Deadline

4/15/2018

Approved

☒

Comment

Back Save

Here it is possible to create, read and delete workflow comments as well as set **Approved** to **TRUE** or **FALSE**. After changes are done – click **Save** to return to **Workflow** page.

ADDITIONAL COMMENTS

On this page it is possible to view and create product related additional comments. Comments can be related to different stages of production, such as design, prototyping, labeling, packing and so on.

Supplier Documents Products News Admin

Additional Comments

Date	Code	Description	View
03.10.2018	ACCESS	Accessories Comments	
03.10.2018	QUALITY	Quality Comments	
03.10.2018	PROTO	Prototype Comments	
03.10.2018	LABEL	Label Comments	
03.10.2018	PACKING	Packing Comments	

Excel Print New Comment

DESCRIPTION OF ADDITIONAL COMMENTS PAGE COLUMNS

DATE

Comment creation date

CODE

Comment group code

DESCRIPTION

Comment group code description

VIEW

Clicking on icon in this column opens **Additional Comments Details** page (or PDM Comments detail). Here it is possible to view existing comments related to a certain group code, e.g. ACCESSORIES, QUALITY, and input new comments or upload images.

Additional Comments Detail

Code	PROTO
Description	Prototype Comments

Date	Comment
10/4/2018	Waist 32 / Length 34 is the prototype Size

Add Comment

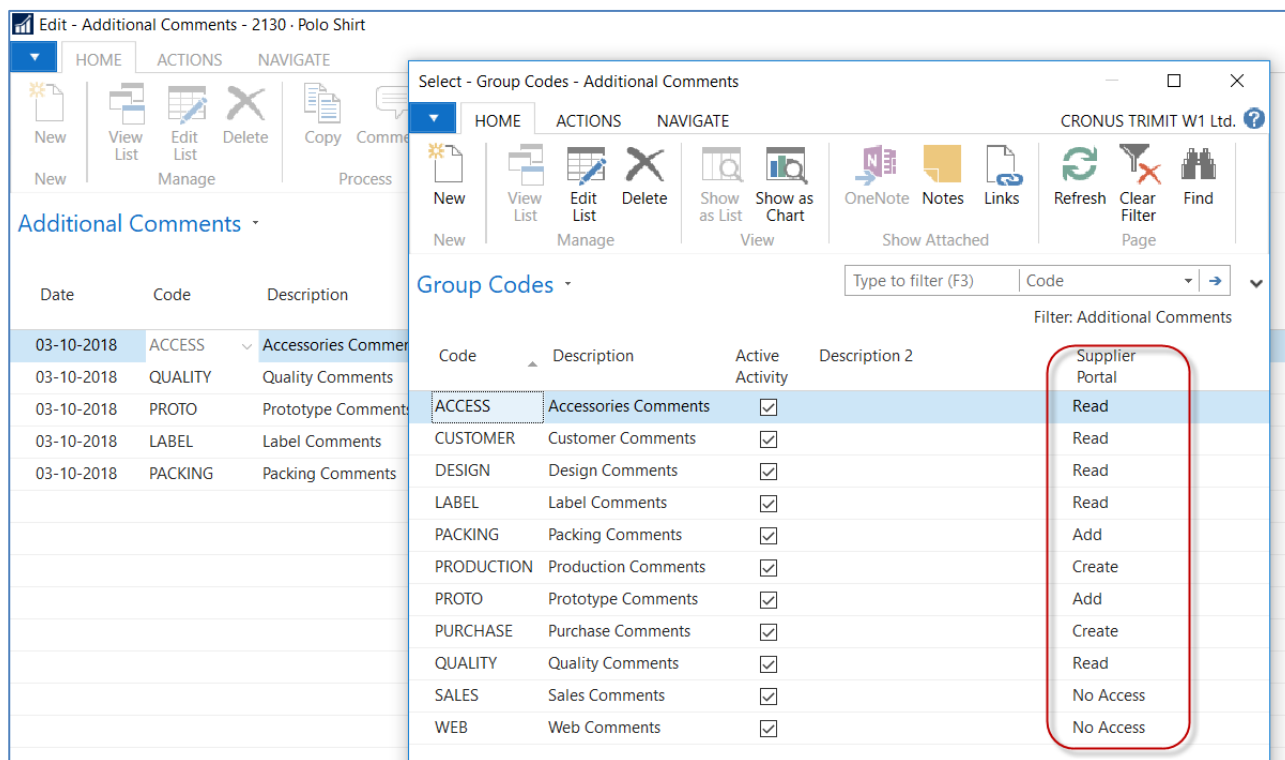
Upload image

Select

< Back

Save

In order to be able to add comments to a group code on supplier portal – this group code needs to have a value equal to *Add* or *Create* in **Supplier Portal** column in TRIMIT. To create a new comment on Additional Comments page (click button **+New Comment**) the comment group code has to have **Supplier Portal** column value set to *Create*. If value is set to *Read* then adding or creating new comment will not be possible on Supplier portal, only viewing. And if value is set to *No Access* then this comment group code will not be visible on Supplier portal:



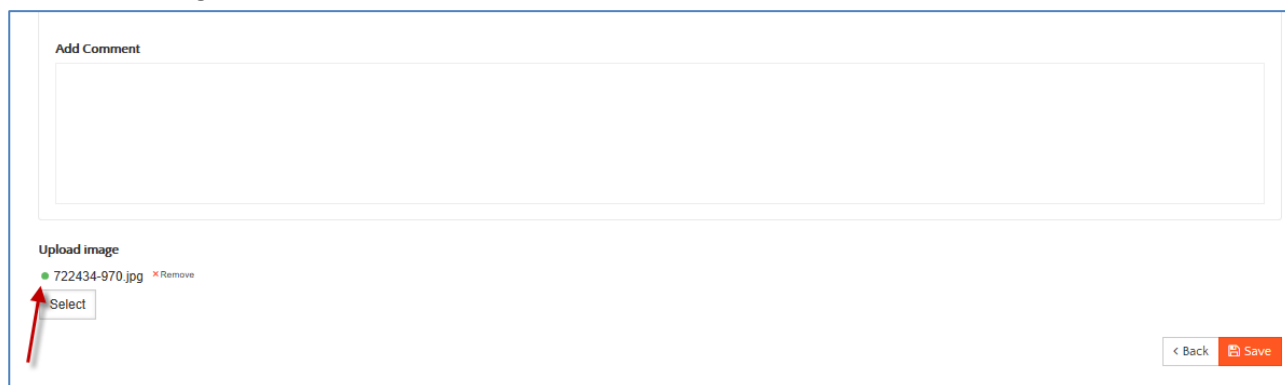
Date	Code	Description
03-10-2018	ACCESS	Accessories Comments
03-10-2018	QUALITY	Quality Comments
03-10-2018	PROTO	Prototype Comments
03-10-2018	LABEL	Label Comments
03-10-2018	PACKING	Packing Comments

Code	Description	Active Activity	Description 2
ACCESS	Accessories Comments	☒	
CUSTOMER	Customer Comments	☒	
DESIGN	Design Comments	☒	
LABEL	Label Comments	☒	
PACKING	Packing Comments	☒	
PRODUCTION	Production Comments	☒	
PROTO	Prototype Comments	☒	
PURCHASE	Purchase Comments	☒	
QUALITY	Quality Comments	☒	
SALES	Sales Comments	☒	
WEB	Web Comments	☒	

Supplier Portal

- Read
- Read
- Read
- Read
- Add
- Create
- Add
- Create
- Read
- No Access
- No Access

When uploading an image to comment details – it is important to wait until the dot in front of the image name becomes green. Then click **Save**.



Add Comment

Upload image

722434-970.jpg ☒ Remove

Select

Back Save