



Sterling Web Forms™

Sterling Commerce
An AT&T Company

**View and Acknowledge
Planning Schedules and
Orders
Sterling Web Forms**

January 2010

View and Acknowledge Planning Schedules and Orders Sterling Web Forms

This user guide covers the following topics:

- Access the Inbox
- Form Name
- View and Acknowledge Planning Schedules and Orders
- Planning Schedule
- Ship Schedule
- Replacement Ship Schedules
- Notification of Received Documents
- Sterling Commerce Customer Support

Access the Inbox

Click on the Inbox link.



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[Inbox](#) | [Outbox](#) | [Create Forms](#) | [Drafts](#) | [Archive](#) | [Trash](#) | [Options](#) | [Help](#)

Mailbox Summary

Inbox	
Unread:	7
Read:	5
Total:	12

Outbox	
Acknowledged:	1
Unacknowledged:	0
Total:	1

System Information

[What's New in Web Forms](#)

Check out new enhancements that have been added to Web Forms.

Important Settings

Email SPAM: To ensure you receive Notifications from Sterling Web Forms please make sure to allow emails from the following address(es):

webforms_support@stercomm.com
webforms_notifications@stercomm.com

NOTE: Sterling Web Forms uses pop ups. If necessary, make sure any pop-up blocker software is set to allow for pop-ups on the Sterling Web Forms site. Please click [here](#) for important browser settings.

Alerts

Sponsor Announcements

Welcome! There are no messages from your sponsor(s) at this time.

Forms Search

Please select and enter the search criteria for the forms.

Folder:

Form Name:

Ignore Leading Zeros!

Date Range:

From: (MM/DD/YYYY)

To: (MM/DD/YYYY)

Status:

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Form Name

The Form Name of each document type reflects different information. The Form Name of a:

- Planning Schedule is the Release Number
- Purchase Order is the Purchase Order Number
- Ship Schedule is a combination of four pieces of information:

1. Shipping Schedule Issuer Code
2. Ship To Code
3. Ship Date (CCYYMMDD format)
4. Release Number

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This is your Sterling Web Forms **Inbox**. Forms received from your business partners are displayed below. Click the individual links under **Form Name** to open, read and/or print the selected documents. You can also move forms to your **Trash** folder for deletion by selecting the **Delete forms** button or to your **Archive** folder for filing by selecting the **Archive forms** button.

Click on the column header to sort.

Inbox				
Form Name	Company	Form Type	Date Received	Status
7178521878-062629324-20100114-01270047	Harley Davidson	Ship Schedule	1/14/2010 3:05:12 PM	Read
7178521878-062629324-20100114-01270046	Harley Davidson	Ship Schedule	1/14/2010 3:05:08 PM	Unread
7178521878-062629324-20100114-01270045	Harley Davidson	Ship Schedule	1/14/2010 2:47:12 PM	Unread
HT657695	Harley Davidson	Purchase Order	11/2/2009 8:33:11 AM	Read
2775139	Harley Davidson	Ship Schedule	9/22/2009 2:17:50 PM	Read

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To interpret the Schedule Issuer Code and Ship To codes:

- open the document and reference the Issuer / Buying and Ship To fields; or
- reference Appendix A, Plant – Ship To Location Codes posted in the EDI Standard section on the Electronic Commerce web page on www.h-dsn.com.

Form Name	
7178521878-	
062629324-	
20100114-	
01270047	

- ← Shipping Schedule Issuer Code
- ← Ship To Code
- ← Ship Date
- ← Release Number

View and Acknowledge Planning Schedules and Orders

Click on the Form Name associated with the document that you want to view.

The selected document will display and an acknowledgement will automatically be sent to H-D.

An order is a Ship Schedule or Purchase Order. Manufacturing plants will send Ship Schedules. P&A and General Merchandise will send Purchase Orders.

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Click on the column header to sort.

Inbox

Delete Forms Archive Forms Check All Clear All Turn Forms Refresh

Form Name	Company	Form Type	Date Received	Status
<input type="checkbox"/> 7178521878-062629324-20100114-01270047	Harley Davidson	Ship Schedule	1/14/2010 3:05:12 PM	Read
<input type="checkbox"/> 7178521878-062629324-20100114-01270046	Harley Davidson	Ship Schedule	1/14/2010 3:05:08 PM	Unread
<input type="checkbox"/> 7178521878-062629324-20100114-01270046	Harley Davidson	Ship Schedule	1/14/2010 2:47:12 PM	Unread
<input type="checkbox"/> HT657695	Harley Davidson	Purchase Order	11/2/2009 8:33:11 AM	Read
<input type="checkbox"/> 2775139	Harley Davidson	Ship Schedule	9/22/2009 2:17:50 PM	Read

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To determine the document type, reference the Form Type column.

To determine which documents have been read and unread reference the Status column.

Planning Schedule

Manufacturing plants, P&A, and General Merchandise send Planning Schedules to communicate future quantities planned for ordering.

The first time the document displays, Sterling Web Forms will automatically send an acknowledgement to H-D.

If the Material Release issuer is P&A or General Merchandise, the H-D P.O. # field will be blank. The business will issue a Purchase Order prior to when material is needed.



Planning/Release Schedule

Release 046112 for Release Date 03/27/2000

Set Purpose: Original Material Release
 Schedule Type: Delivery Based Material Release
 Schedule Quantity: Actual
 Horizon Start: 03/27/2000
 Material Release Issuer: 062629324 York
 Ship to: 062629324 York
 Supplier #: A2009 Supplier Code
 Horizon End: 03/26/2001

Item 1
 HD Part # Drawing Rev. Level H-D P.O. #/UM
 72902-01BK6 R-0000006439EA
 Deliver to Receiving Dock: NE
 Line/Cell Location: NEWPTS CAGE
 Scheduler: DEREK ZIMMERMAN

Fast Due	This Week	Next Week	Firm Schedule							
03/25 0	03/27 0	04/03 100	04/10 0	04/17 0	04/24 0	05/01 0	05/08 0			
05/15 0	05/22 0	05/29 0	06/05 0	06/12 1200	06/19 2200	06/26 1000	07/03 800	07/10 1500	07/17 1300	07/24 500
16-Week 8500	52-Week 42127									

This Week:
 03/27 0 04/10 0
 03/28 0 04/11 0
 03/29 0 04/12 0
 03/30 0 04/13 0
 03/31 0 04/14 0
Week of 04/10:
 04/10 0 04/11 0
 04/12 0 04/13 0
 04/14 0 04/15 0
 04/16 0 04/17 0
 04/18 0 04/19 0
 04/20 0 04/21 0
 04/22 0 04/23 0
 04/24 0 04/25 0
 04/26 0 04/27 0
 04/28 0 04/29 0
 04/30 0 04/31 0

Next Week:
 04/03 0 04/17 0
 04/04 0 04/18 0
 04/05 0 04/19 0
 04/06 0 04/20 0
 04/07 100 04/21 0

Week of 04/24:
 04/24 0
 04/25 0
 04/26 0
 04/27 0
 04/28 0

Cumulative Total ALL Prior Releases: 200
 Cumulative Received To Date: 100
 Based on Last Receipt Date of 02/25/00 Qty: 100 ASN#: 00331616

Total Number of Line Items: 5
 Total Scheduled Quantity: 463036

Create Ship Notice from this Planning Schedule

An ASN can be created by clicking on the **Create Ship Notice from this Planning Schedule** button.

Purchase Order

A Purchase Order will be sent when P&A, General Merchandise or MRO requires material to be shipped.

The first time the document displays, Sterling Web Forms will automatically send an acknowledgement to H-D. If the quantity ordered can not be fulfilled, please contact the purchasing representative to discuss.

To determine when the material is needed at the facility, reference the Required Date column.



Purchase Order

PO Number: P-0000198804 **PO Date:** 09/07/2004
PO Type: Stand-alone Order **Release Number:** 000
Purpose: Original **Contract Number:**
Supplier #: A0000
Buying Party: 4143438416 P & A **Buying Party Currency:** U. S. Dollars
Ship To: 4143438744 Franklin Distribution Center
 HARLEY-DAVIDSON MOTOR CO. INC.
 FRANKLIN, WI

Contacts:
 Buyer Name Or Department: KATE TAYLOR, 343-4185

F.O.B. Information:
 Method of Payment: Prepaid (by Seller)
 Location: Origin (shipping Point)

Carrier Details:
 Mutually Defined: HD

Message:
 REQUESTED DELIVERIES ON THIS PO REFLECT IN-HOUSE DATES, NOT SHIPPING DATES. ACKNOWLEDGE PO TO CONFIRM RECEIPT: SIGN/ RETURN BLUE COPY TO BUYER WITHIN 15 DAYS IF PAPER PO; SEND EDI FUNCTIONAL ACKNOWLEDGMENT WITHIN 7 DAYS IF ELECTRONIC PO. "COMPARE YOUR PART REVISION LEVEL, GES, AND OTHER CORPORATE SPECIFICATIONS FOR THE LATEST REVISIONS." PLEASE CALL PLANNER KATE TAYLOR AT (414) 343-4185, IF UNABLE TO DELIVER AS SCHEDULED.
 ***** ALL MATL MUST MEET "PACKAGING & LABELING FOR INBOUND PARTS & ACCESSORIES" SPEC. NONCOMPLIANCE MAY RESULT IN CHARGEBACKS. *****

Line Items:

H-D Part #	Drawing Rev. Level	Quantity	UM	Unit Price	Price Basis	Mfr Part #	Supplier Part #	Required Date	Tax Exempt?
1	56027-05DH	50	EA	10	Quoted			11/05/04	Yes

Item Description: BLACK RISER, VRSCA/B
Tax Information: Tax Number: 21193 State/Province: WI

Summary:
 Number of Line Items: 1
 Total Quantity: 50
 Total Transaction Amount: 500



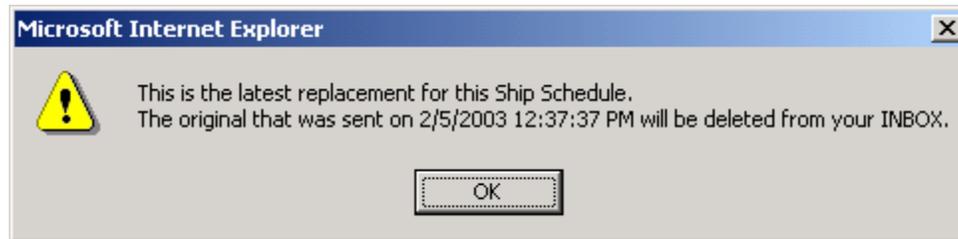
An ASN can be created by clicking on the **Create Ship Notice from this Purchase Order** button.

Replacement Ship Schedules

A replacement ship schedule replaces a previously sent ship schedule. A replacement ship schedule is sent when there is a change (i.e. ordered quantity, ship date, etc.) to the original ship schedule. The replacement ship schedule should always be used to fulfill the order or to create the ASN.

Sterling Web Forms manages the replacement process effectively.

- If the previously sent (Original) ship schedule was not opened or has a status of Unread, Web Forms will automatically delete the original ship schedule and save the replacement ship schedule in the Inbox to be opened/read. The user will be unaware of this process
- If the previously sent (Original) ship schedule was opened or has a status of Read, Web Forms will accept the replacement ship schedule. When the replacement ship schedule is opened or read, the below dialog box displays.



Press the Ok button and Web Forms will automatically delete the previously sent (Original) ship schedule and save and display the replacement ship schedule.

Notification of Received Documents

Sterling Web Forms has the capability of sending email notifications to specific contacts when documents are added to the Web Forms Inbox. To set this functionality up, reference the blue Web Forms menu bar and mouse-over Options and then click on Change Notification Email.

Sterling Commerce Customer Support

For questions about the Sterling Web Forms product, please call telephone number 1-877-432-4300 or email customer_support@stercomm.com.