Harley-Davidson *SupplierNetwork*

Collaboration
User Guide

Parts and Accessories (P&A) or
General Merchandise (GM) Requirements

October, 2010

Collaborate Overview

Order Management allows Parts & Accessories (P&A) and General Merchandise (GM) suppliers to collaborate with Harley-Davidson Buyer/Planners on Purchase Orders (EDI 850).

This User Guide describes how to utilize the collaborate functionality within Order Management.

Important Note: The Collaboration application should be used <u>only</u> for actual Quantity and/or Date collaboration. General email correspondence should be conducted outside the application.
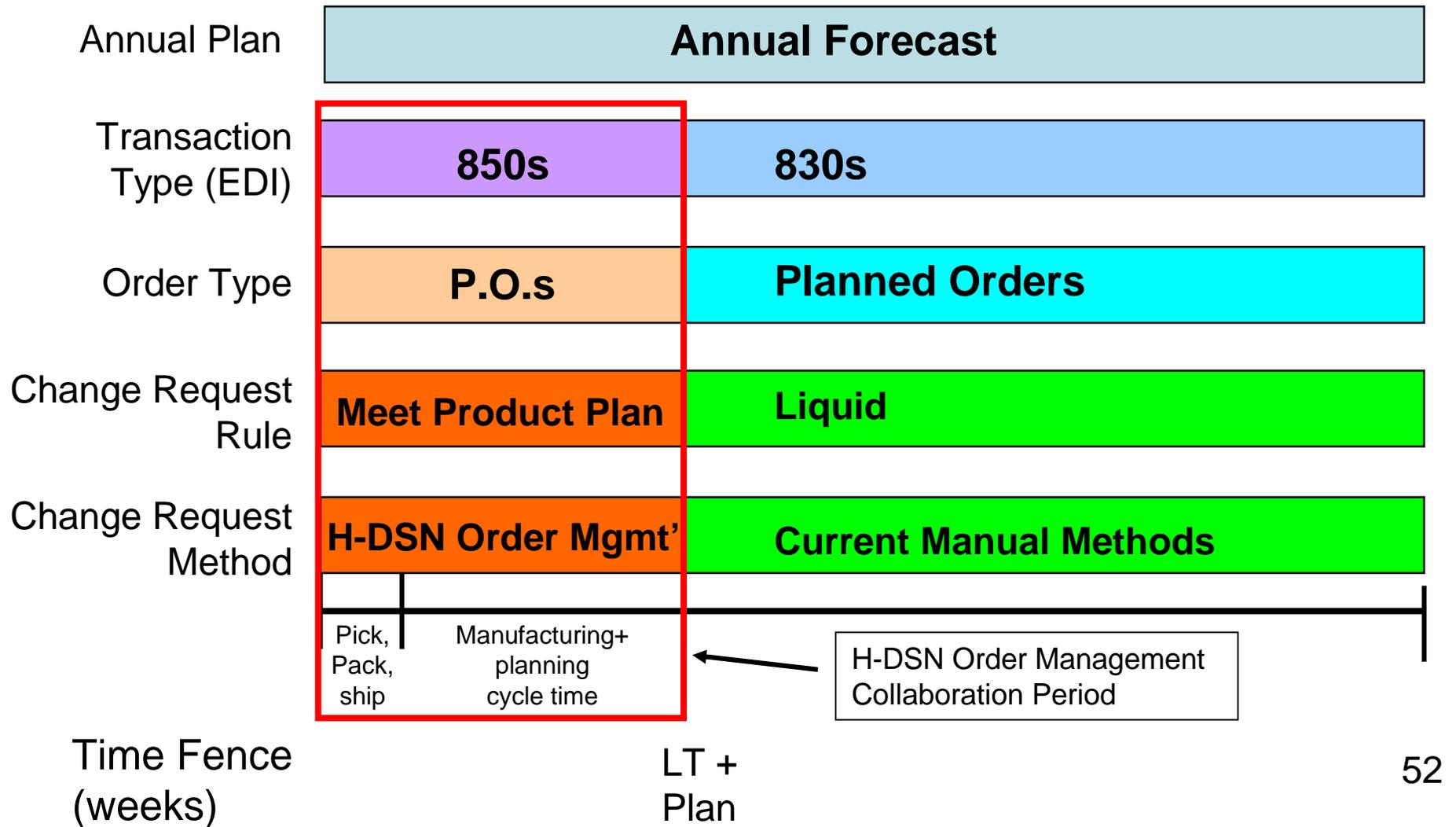
Capabilities include
- Collaboration on firm order quantity and/or due date
- Improves process and system integration for the requests
- Email notification of collaboration status
- Order Management Dashboard display of open requests
- Integrated with Harley-Davidson purchasing systems
- Collaboration history

General collaboration guidelines (H-D and Supplier)
- Suppliers and Buyer/Planners must use Order Management for purchase order changes
- Requested changes need to still meet the product plan
- Requested changes within pick, pack, and ship cycle times need to be used only in cases of small shipment overages or shortages
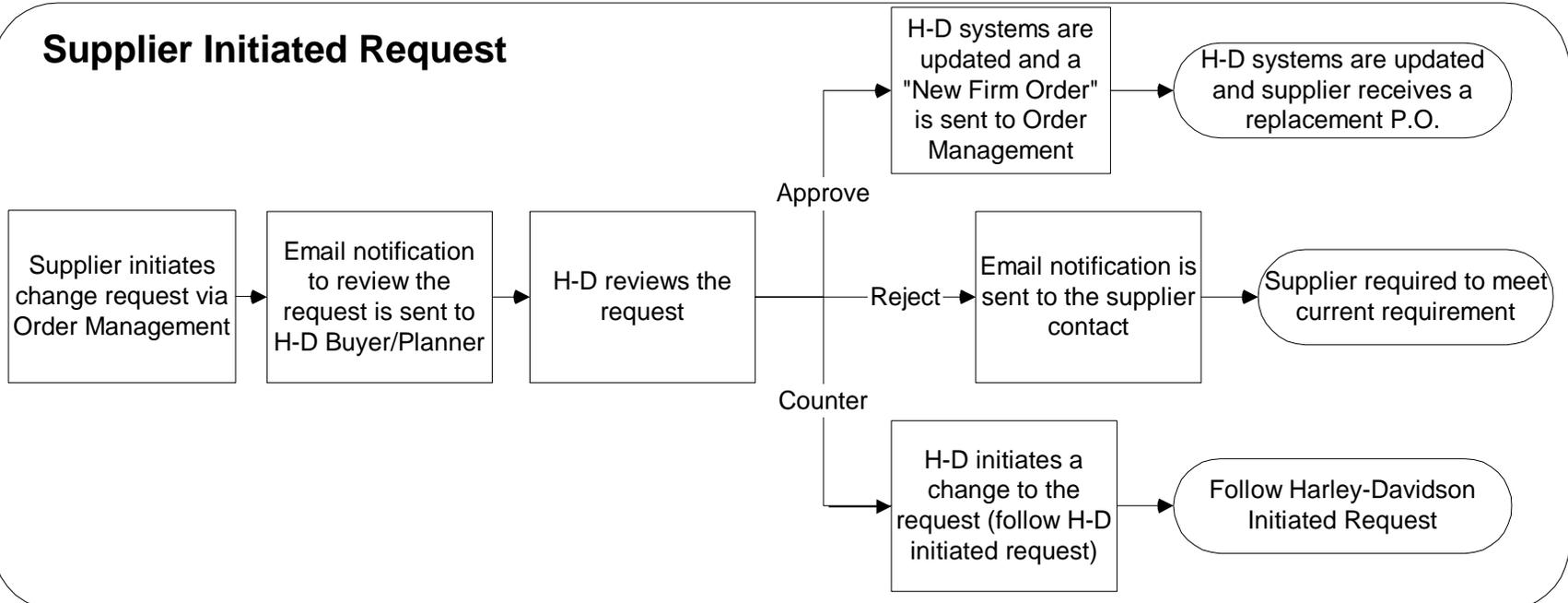
Harley-Davidson Planning Strategy

Collaboration will allow H-D and its suppliers the ability to remove non-value added activities that take place for PO change requests.
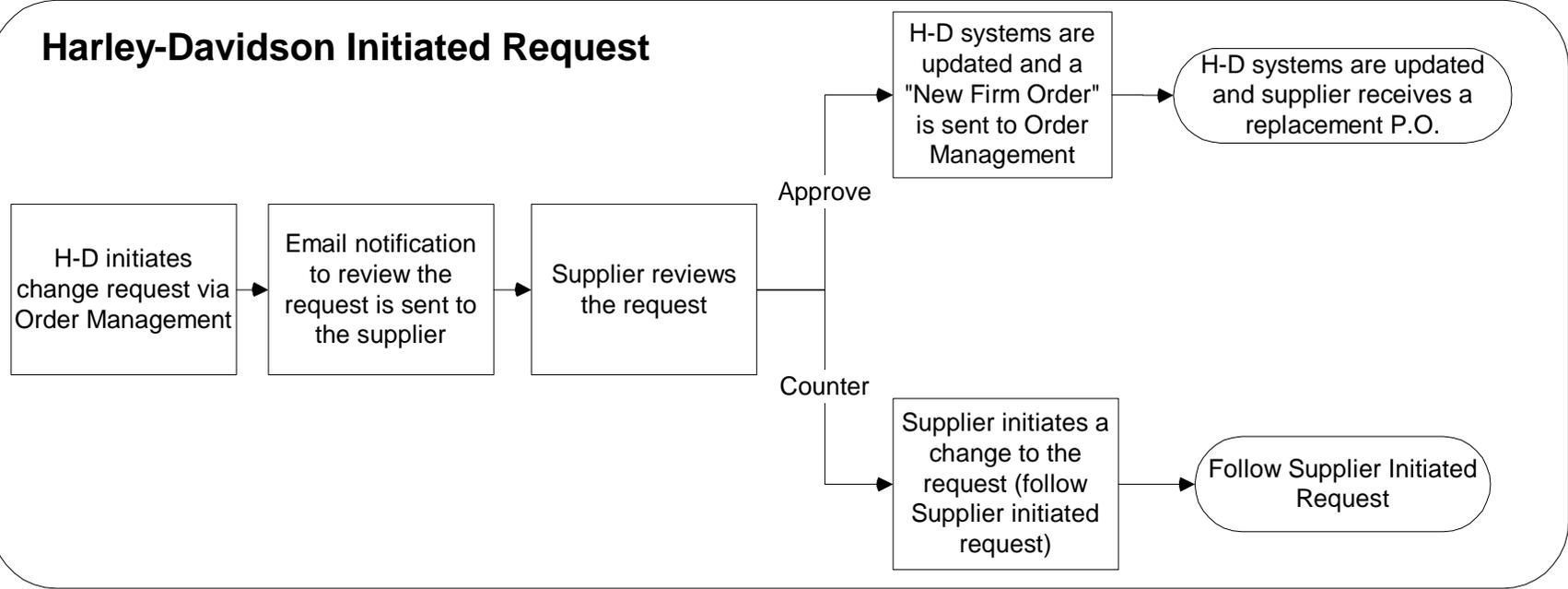
Annual Plan	**Annual Forecast**	
Transaction Type (EDI)	**850s**	**830s**
Order Type	**P.O.s**	**Planned Orders**
Change Request Rule	**Meet Product Plan**	**Liquid**
Change Request Method	**H-DSN Order Mgmt'**	**Current Manual Methods**

Pick, Pack, ship | Manufacturing+ planning cycle time

H-DSN Order Management Collaboration Period

Time Fence (weeks) LT + Plan   52

Steps of Collaboration

Supplier Initiated Request

Supplier initiates change request via Order Management → Email notification to review the request is sent to H-D Buyer/Planner → H-D reviews the request

Approve → H-D systems are updated and a "New Firm Order" is sent to Order Management → H-D systems are updated and supplier receives a replacement P.O.

Reject → Email notification is sent to the supplier contact → Supplier required to meet current requirement

Counter → H-D initiates a change to the request (follow H-D initiated request) → Follow Harley-Davidson Initiated Request

Harley-Davidson Initiated Request

H-D initiates change request via Order Management → Email notification to review the request is sent to the supplier → Supplier reviews the request

Approve → H-D systems are updated and a "New Firm Order" is sent to Order Management → H-D systems are updated and supplier receives a replacement P.O.

Counter → Supplier initiates a change to the request (follow Supplier initiated request) → Follow Supplier Initiated Request

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Open Order Management

- Log-on to www.h-dsn.com per standard procedure.

  1. Mouse over the Menu button to open the first level menu.

  2. Select Order Management to open the application.

Initiate the Collaboration Request

The process of collaboration can be initiated from various links.

- Plan Visibility
- Firm Order Visibility
- Purchase Order Quick Links
- Saved Filter Links in the Individual Section

For this example, Firm Order Visibility will be accessed to initiate collaboration.

To access Firm Order Visibility, Click on the Firm Order Visibility link**.**

Harley-Davidson SupplierNetwork

Monday, April 24, 2006 | RETURN TO HOME   **Links Search Contact Us Log-out**

Downloads   Preferences   Help

ORDER MANAGEMENT
Order Dashboard

XYZ Company Z9993

Plan Visibility		
Firm Order Visibility		
	Purchase Order (EDI 850) Line Items Past Due:	Detail
	Ship Schedule (EDI 862) Line Items Past Due:	5
	Ship Schedule (EDI 862) Line Items Due Today:	12
	Firm Order Line Items (EDI 850 + 862) Acknowledged Today:	Detail
	All Open Ship Schedules (EDI 862)	Detail
	Open Purchase Order Line Items (EDI 850):	Detail
Advance Ship Notice Visibility		
	Fatal Advance Ship Notices (EDI 856):	0
	Unshipped (Draft) Advance Ship Notices (EDI 856):	0
	Advance Ship Notices (EDI 856) Shipped Today:	Detail
	Advance Ship Notices (EDI 856) with Error status	Detail
Collaboration Visibility		
	Purchase Order Collaboration Review / Approval:	0

Test User

Plan Visibility (create new)		
Firm Order Visibility (create new)		
	Ship to KC Tomorrow	(edit) / (remove)

Collaboration Filter

The Firm Order Visibility Filter screen will appear.

Only Parts & Accessories and General Merchandise (Issuer) currently support collaboration.

Enter desired filter options.

Note: The Display option selections (Line Level and PO/Release Level) will generate different results as described on the next page.

When all options are selected, click the **GO** button to execute the filter.

Collaboration Filter – Display Options

A filter executed with the Display Option of **Line Level** will **ONLY** allow lines on the **Same Purchase Order** to be selected for collaboration.

Note: The results will include Part Number and Quantity at the line level.

ORDER MANAGEMENT
Firm Order Visibility

Downloads   Dashboard   Help

Filter ▶ Ctrl + click for multiple selections. A wildcard of % may be used with the H-D Part # filter.

[Acknowledge]   [PO Collaborate]   [Create ASN]   [Print]

Filter: Supplier ID: Z9993   Supplier Name: XYZ Company   - Acknowledge Status: All: - Issuer: Parts & Accessories - Start Date: 11/30/2005 - End Date: 12/14/2005

Select (All)	P.O or Release Ref # ▲	H-D Part #	Qty	Line Req. Date	Purpose	Collab Status	ASN Status	Issuer	Ship T
☐	P-0000272039	51512-02	56	12/07/05	Replacement		OPEN	Parts & Accessories	4143438
☐	P-0000275187	52933-97B	528	12/07/05	Original		OPEN	Parts & Accessories	4143438
☐	P-0000275187	52933-97B	528	12/14/05	Original		OPEN	Parts & Accessories	4143438

A filter executed with the Display Option of **PO/Release Level** will allow all lines of the entire PO to be selected for collaboration.

Note: The results will **not** include Part Number or Quantity at the PO level.

ORDER MANAGEMENT
Firm Order Visibility

Downloads   Dashboard   Help

Filter ▶ Ctrl + click for multiple selections. A wildcard of % may be used with the H-D Part # filter.

[Acknowledge]   [PO Collaborate]   [Create ASN]   [Print]

Filter: Supplier ID: Z9993   Supplier Name: XYZ Company   - Acknowledge Status: All: - Issuer: Parts & Accessories - Start Date: 11/30/2005 - End Date: 12/14/2005

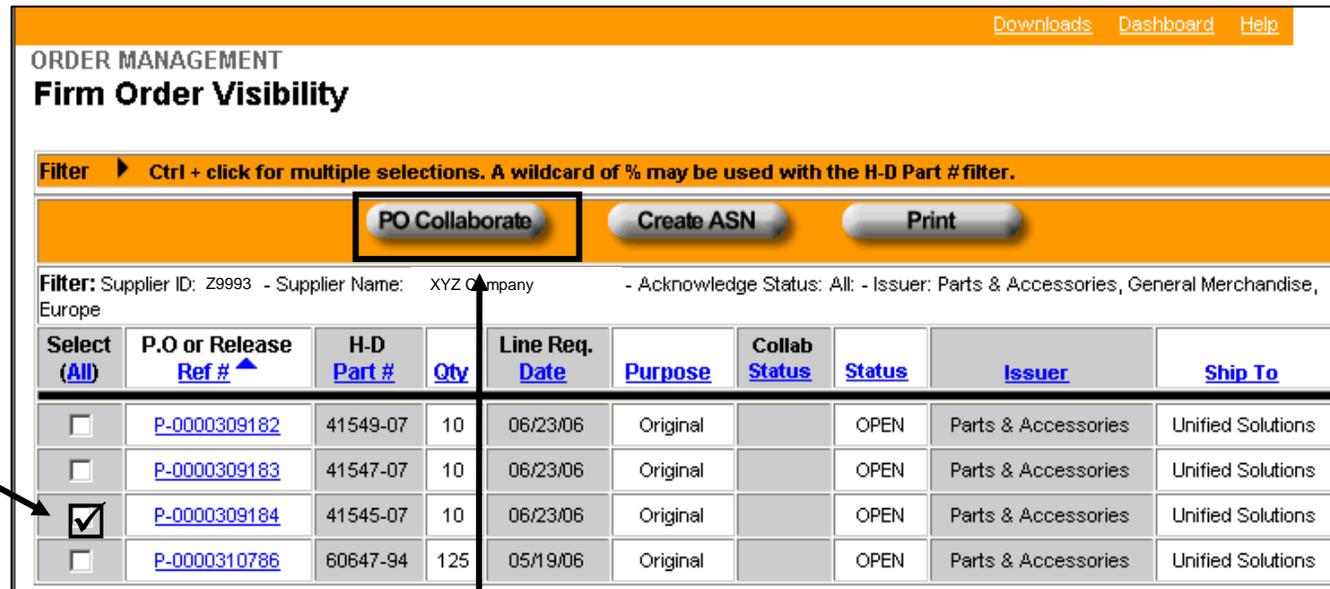| Select (All)	P.O or Release Ref # ▼	Header Req. Date	Purpose	Collab Status	Issuer	Ship To
☐	P-0000272039	11/16/05	Replacement		Parts & Accessories	4143438744
☐	P-0000275187	12/07/05	Original		Parts & Accessories	4143438744

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Collaboration - Line Level Example

The Display option of **Line Level** generates a worksheet that contains all Purchase Order (PO) lines.

Note: Some PO's contain multiple lines.

To collaborate on any line of a Purchase Order:

1. Check the Select box for any line on that PO.

ORDER MANAGEMENT
Firm Order Visibility

Downloads   Dashboard   Help

Filter ▶ **Ctrl + click for multiple selections. A wildcard of % may be used with the H-D Part # filter.**

PO Collaborate   Create ASN   Print

Filter: Supplier ID: Z9993 - Supplier Name: XYZ Company   - Acknowledge Status: All: - Issuer: Parts & Accessories, General Merchandise, Europe

Select (All)	P.O or Release Ref # ▲	H-D Part #	Qty	Line Req. Date	Purpose	Collab Status	Status	Issuer	Ship To
☐	P-0000309182	41549-07	10	06/23/06	Original		OPEN	Parts & Accessories	Unified Solutions
☐	P-0000309183	41547-07	10	06/23/06	Original		OPEN	Parts & Accessories	Unified Solutions
☑	P-0000309184	41545-07	10	06/23/06	Original		OPEN	Parts & Accessories	Unified Solutions
☐	P-0000310786	60647-94	125	05/19/06	Original		OPEN	Parts & Accessories	Unified Solutions

2. Click the **PO Collaborate** button.

Important Note:

Selecting lines from more than one PO or selecting ALL will result in an ERROR.

If an error occurs, a message displays and the selection must be modified before continuing.

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Collaboration - PO/Release Example

The Display option of **PO/Release Level** generates a worksheet that contains all Purchase Orders (PO) at the header level.

To collaborate on an entire Purchase Order:

1. Check the Select box for that PO.

Important Note:

Selecting more than one PO or selecting ALL will result in an ERROR.

If an error occurs, a message displays and the selection must be modified before continuing.

2. Click the **PO Collaborate** button.

PO Collaboration Overview

The P.O. Collaboration screen will display. All lines of the PO are displayed. This screen will be the same for both Line Level and PO/Release Level Display options.

Collaboration can be performed on an individual line, multiple lines or all lines of a Purchase Order.

Collaboration may be performed on Date and/or Quantity. Lines may be split to enter multiple quantity/date combinations.

Collaboration can be initiated by either the Supplier or the Harley-Davidson representative.

ORDER MANAGEMENT
P.O. Collaboration

Downloads   Dashboard   Help

Return to Firm Order Visibility

PO #:	P-0000309184	H-D Buyer:	H-D Buyer - - - - - -			Update All
Supplier ID:	Z9993	Supplier Name:	XYZ COMPANY			
cc Other:	john.smith@harley-davidson.com; sue.jones@harley-davidson.com; jim@XYZCompany.com					

Line #	Part #	Required Date	Collab Date	P.O. Qty	Shipped Qty	Collab Qty	CPQ	CCFG	Split
1	41545-07	06/23/06		10	0		1	0	+
		Message:							

Send   Cancel

The H-D Buyer and a name(s) in the cc Other field will receive and approve, reject, or counter the collaboration request.

Note: Multiple names in the CC Other field must be separated by a semicolon.

CPQ = Container Pack Quantity

CCFG = Container Configuration

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Collaboration - Date and/or Quantity Entry

ORDER MANAGEMENT
P.O. Collaboration

Return to Firm Order Visibility

PO #:	P-0000309184	H-D Buyer:	H-D Buyer		Update All
Supplier ID:	Z9993	Supplier Name:	XYZ Company		

cc Other: john.smith@harley-davidson.com; sue.jones@harley-davidson.com; jim@XYZCompany.com

Line #	Part #	Required Date	Collab Date	P.O. Qty	Shipped Qty	Collab Qty	CPQ	CCFG	Split
1	41545-07	06/23/06		10	0	5	1	0	+

To collaborate on a quantity, enter the new quantity in the **Collab Qty** field.

Note: The quantity must be a whole number.

ORDER MANAGEMENT
P.O. Collaboration

Return to Firm Order Visibility

PO #:	P-0000309184	H-D Buyer:	H-D Buyer		Update All
Supplier ID:	Z9993	Supplier Name:	XYZ Company		

cc Other: john.smith@harley-davidson.com; sue.jones@harley-davidson.com; jim@XYZCompany.com

Line #	Part #	Required Date	Collab Date	P.O. Qty	Shipped Qty	Collab Qty	CPQ	CCFG	Split
1	41545-07	06/23/06	06/26/2006	10	0		1	0	+

To collaborate on a date, select from the pop up calendar or enter the date in the **Collab Date** field.

Note: The date must be in the correct format – mm/dd/yyyy

ORDER MANAGEMENT
P.O. Collaboration

Return to Firm Order Visibility

PO #:	P-0000309184	H-D Buyer:	H-D Buyer		Update All
Supplier ID:	Z9993	Supplier Name:	XYZ Company		

cc Other: john.smith@harley-davidson.com; sue.jones@harley-davidson.com; jim@XYZCompany.com

Line #	Part #	Required Date	Collab Date	P.O. Qty	Shipped Qty	Collab Qty	CPQ	CCFG	Split
1	41545-07	06/23/06	06/26/2006	10	0	5	1	0	+

To collaborate on both date and quantity, enter both in the applicable fields.

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Collaboration – Update All Option

ORDER MANAGEMENT
P.O. Collaboration

Return to Firm Order Visibility

PO #:	P-0000309184	H-D Buyer:	H-D Buyer		06/30/2006		Update All
Supplier ID:	Z9993	Supplier Name:	XYZ Company				
cc Other:	john.smith@harley-davidson.com; sue.jones@harley-davidson.com; jim@XYZCompany.com						

Line #	Part #	Required Date	Collab Date	P.O. Qty	Shipped Qty	Collab Qty	CPQ	CCFG	Split
1	41545-07	06/23/06	06/30/2006	5	0		1	0	+
2	41545-07	06/30/06	07/05/2006	5	0		1	0	+

Message:

Send   Cancel

To enter the same date for all lines:

1. Select a date from the pop up calendar or enter the date.

   Note: The date must be in the correct format: mm/dd/yyyy

2. Click the **Update All** button.

   Result: The same date displays for all lines in the Collab Date column.

A single line may be changed after the Update All option has been used.

See line 2 in the example.

Note: Using the Update All button may reduce manual entry if most line dates are modified.

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Collaboration - Split Line Option

The Split Line option is used to furnish part of the quantity on one date and the remainder on another date.

To Split a line:

1. Click on the **+** button for the line to be split.

   Result:
   A new line will open directly under the selected line.

   Note:
   The **+** button will no longer appear once a line has been split.

2. Enter the dates and associated quantities for each date.

Collaboration - Email Notification

ORDER MANAGEMENT
P.O. Collaboration

Downloads   Dashboard   Help

Return to Firm Order Visibility

| PO #: | P-0000309184 | H-D Buyer: | H-D Buyer | | | Update All |
| Supplier ID: | Z9993 | Supplier Name: | XYZ Company | | | |

cc Other: | john.smith@harley-davidson.com; sue.jones@harley-davidson.com; jim@XYZCompany.com |

Line #	Part #	Required Date	Collab Date	P.O. Qty	Shipped Qty	Collab Qty	CPQ	CCFG	Split
1	41545-07	06/23/06	06/26/2006	10	0	5	1	0	
Split	41545-07		06/30/2006			5			

Message: We can provide a partial shipment on 6/26. Please approve the balance on 6/30.

Send   Cancel

The **H-D Buyer** who will receive and approve, reject, or counter the collaboration request is listed on this screen.

This **H-D Buyer** will automatically receive an email notification when collaboration has been requested.

cc: Other – Additional individual(s) (Supplier or Harley-Davidson) may be added to receive an email notification.

Note: Multiple names in the cc Other field must be separated by a semicolon.

A **Message** may be added to accompany the collaboration request. The message will appear as text within the email and also display within Order Management Collaboration as history.

Collaboration – Send Email Notification

When all collaboration entries are completed, click the **Send** button.

An email notification will be sent to the **H-D Buyer** and any addresses listed in the **cc: Other** field.

A sample email is displayed.

From: H-DSN@harley-davidson.com

Sent: Monday, April 24, 2006 1:39 PM
To: H-D Buyer

Cc: john.smith@harley-davidson.com;sue,jones@harley-davidson.com;jim@XYZCompany.com
Subject: H-DSN Purchase Order Collaboration Review Request Notice

Please review the following Purchase Order change request at **www.h-dsn.com**
PO #: P-0000309184
Supplier ID: Z9993
Author: Supplier Representative
Message: We can provide a partial shipment on 6/26. Please approve the balance on 6/30.

Collaboration – Submission Notification

A notification message will appear indicating the collaboration request (entry) has been submitted.

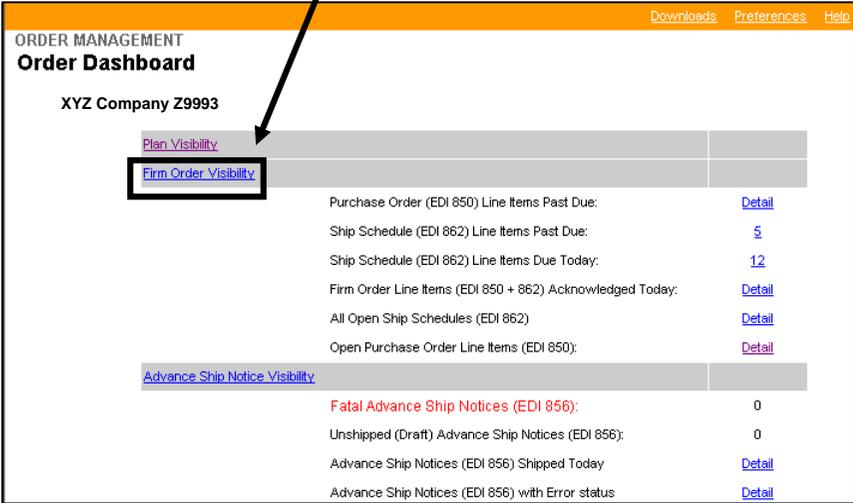**Options available:**

- Select an application

    or

- Return to the Dashboard.

Error Messages

- Do not use the browser "Back" button if you receive an error message.

- Please contact your Harley-Davidson Buyer/Planner if you receive an error that you are unable to resolve.

Initiate Collaboration from Plan Visibility

Step 1:
From the Dashboard, click the **Plan Visibility** link.

Step 2:
Select Filter Options. Be sure to select **Yes** for **Display Firm**.
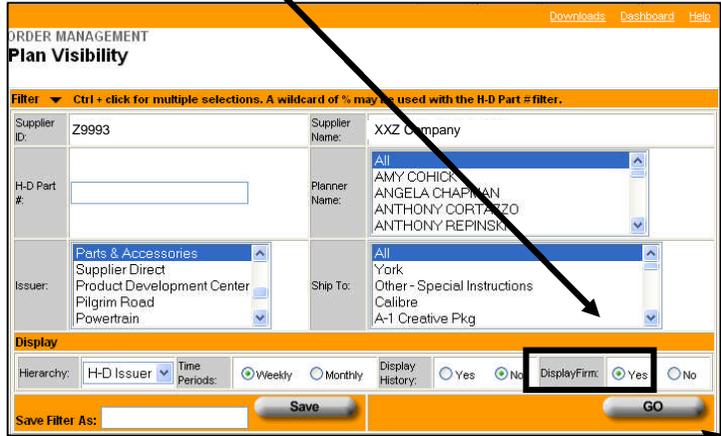
Step 3:
Click the **Go** button.

Step 4:
Click the **Firm Req** link on the part selected for collaboration or click the underlined quantity in a date field.

Step 5:
Check the Select box for the part or PO selected for collaboration.

Click the **PO Collaborate** button.

ORDER MANAGEMENT
Firm Order Visibility

Filter ▶ Ctrl + click for multiple selections. A wildcard of % may be used with the H-D Part # filter.

PO Collaborate   Create ASN   Print

Filter: Supplier ID: Z9993   Supplier Name: XYZ Company   Acknowledge Status: All: - Issuer: Parts & Accessories, General Merchandise, Europe

Select (All)	P.O or Release Ref # ▲	H-D Part #	Qty	Line Req. Date	Purpose	Collab Status	Status	Issuer	Ship To
☐	P-0000309182	41549-07	10	06/23/06	Original		OPEN	Parts & Accessories	Unified Solutions
☑	P-0000309183	41547-07	10	06/23/06	Original		OPEN	Parts & Accessories	Unified Solutions
☐	P-0000309184	41545-07	10	06/23/06	Original		OPEN	Parts & Accessories	Unified Solutions

The P.O. Collaboration screen will display.
All lines of the PO are displayed.

Step 6:
Proceed with collaboration as previously instructed.

ORDER MANAGEMENT
P.O. Collaboration

Return to Firm Order Visibility

PO #:	P-0000309183	H-D Buyer:	H-D Buyer		🔢	Update All
Supplier ID:	Z9993	Supplier Name:	XYZ Company			
cc Other:						

Line #	Part #	Required Date	Collab Date	P.O. Qty	Shipped Qty	Collab Qty	CPQ	CCFG	Split
1	41547-07	06/23/06	🔢	10	0		1	0	+

Message:	

Send   Cancel

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Initiate Collaboration from Quick Links

Step 1:
From the Dashboard, click on the Detail link displayed for a Quick Link that includes Firm Orders or Purchase Orders (EDI 850's).

Step 2:
Check the Select box for the part or PO selected for collaboration.

Step 3:
Click the **PO Collaborate** button.

The P.O. Collaboration screen will display. All lines of the PO are displayed.

Step 4:
Proceed with collaboration as previously instructed.

ORDER MANAGEMENT
Order Dashboard

XYZ Company Z9993

Plan Visibility	
Firm Order Visibility	
Purchase Order (EDI 850) Line Items Past Due:	Detail
Ship Schedule (EDI 862) Line Items Past Due:	5
Ship Schedule (EDI 862) Line Items Due Today:	12
Firm Order Line Items (EDI 850 + 862) Acknowledged Today:	Detail
All Open Ship Schedules (EDI 862)	Detail
Open Purchase Order Line Items (EDI 850):	Detail
Advance Ship Notice Visibility	
Fatal Advance Ship Notices (EDI 856):	0
Unshipped (Draft) Advance Ship Notices (EDI 856):	0
Advance Ship Notices (EDI 856) Shipped Today	Detail
Advance Ship Notices (EDI 856) with Error status	Detail
Collaboration Visibility	
Purchase Order Collaboration Review / Approval:	1

An e-mail notification

or

the Order Dashboard alert will indicate if a request waits for review.

To View any PO's that are waiting for Review/Approval, click the numbered hyperlink under the Collaboration Visibility header.

From: H-DSN@harley-davidson.com

Sent: Monday, April 24, 2006 1:39 PM
To: H-D Buyer

Cc: john.smith@harley-davidson.com;sue,jones@harley-davidson.com;jim@XYZCompany.com
Subject: H-DSN Purchase Order Collaboration Review Request Notice

Please review the following Purchase Order change request at **www.h-dsn.com**
PO #: P-0000309184
Supplier ID: Z9993
Author: Supplier Representative
Message: We can provide a partial shipment on 6/26. Please approve the balance on 6/30.

Quick Approve or View Details

To Quick Approve PO's:

1. Check the box(es) under the Select column.

2. Click the **Quick Approve** button.

   Important Note: Clicking the Quick Approve button will approve this PO number without verifying its contents.

ORDER MANAGEMENT

Downloads   Dashboard   Help

Collaboration Visibility

Filter   ▶   Ctrl + click for multiple selections. A wildcard of % may be used with the H-D Part # filter.

Quick Approve

Filter: Supplier ID Z9993   - Supplier Name XYZ Company   . - Collab Status: Splr Rvw

Select (All)	Last Activity	Supplier Name	PO # ▼	Collab Status	Issuer	ShipTo	H-D Contact	Supplier Contact
☑	12/01/05		P-0000309184	Splr Rvw	Parts & Accessories		Charles Wartgow	

To open the PO and view its details/collaborate, click on the PO number hyperlink.

Collaboration Status

-Splr Rvw (Awaits Supplier Review)

- H-D Rvw (Awaits H-D Review)

- Approved (Approved Request)

- Rjt (Rejected Request; e-mail sent)

Review the Request (Supplier Options)

ORDER MANAGEMENT
P.O. Collaboration

Return to Firm Order Visibility

PO #:	P-0000309184	H-D Buyer:	H-D Buyer			Update All
Supplier ID:	Z9993	Supplier Name:	XYZ Company			
cc Other:	john.smith@harley-davidson.com; sue.jones@harley-davidson.com; jim@XYZCompany.com					

Line #	Part #	Required Date	Collab Date	P.O. Qty	Shipped Qty	Collab Qty	CPQ	CCFG	Split
1	41545-07	06/23/06	06/26/2006	10	0	5	1	0	
Split	41545-07		06/30/2006			5			
Message:			We can provide a partial shipment on 6/26. Please approve the balance on 6/30.						

Approve   Counter   Cancel

If everything on the PO looks good and no changes have been made, click the **Approve** button.

If changes have been made, the **Counter** button needs to be selected in order to send the PO back to the HD Buyer/Planner for further review.

Note: Once either the **Approve** or **Counter** button has been clicked, the confirmation screen displays.

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Supplier User Access Set-up

Collaboration User Access

The screen below is used by a Harley-Davidson Buyer/Planner to select who at the supplier will review the request. This section guides a site administrator through the steps to provide a user with Collaboration access.

Note: Harley-Davidson users will have to select a supplier user from the "Send To" section.

If the necessary person is not in the list, the Harley-Davidson Buyer/Planner will request the supplier to provide the necessary person at the supplier with security permission to collaborate.

Open Visitor Profile Administration

- Log-on to www.h-dsn.com per standard procedure.

  1. Mouse over the Menu button to open the first level menu.

  2. Mouse over Administration to open the second level menu.

  3. Click on Visitor Profile Administration.
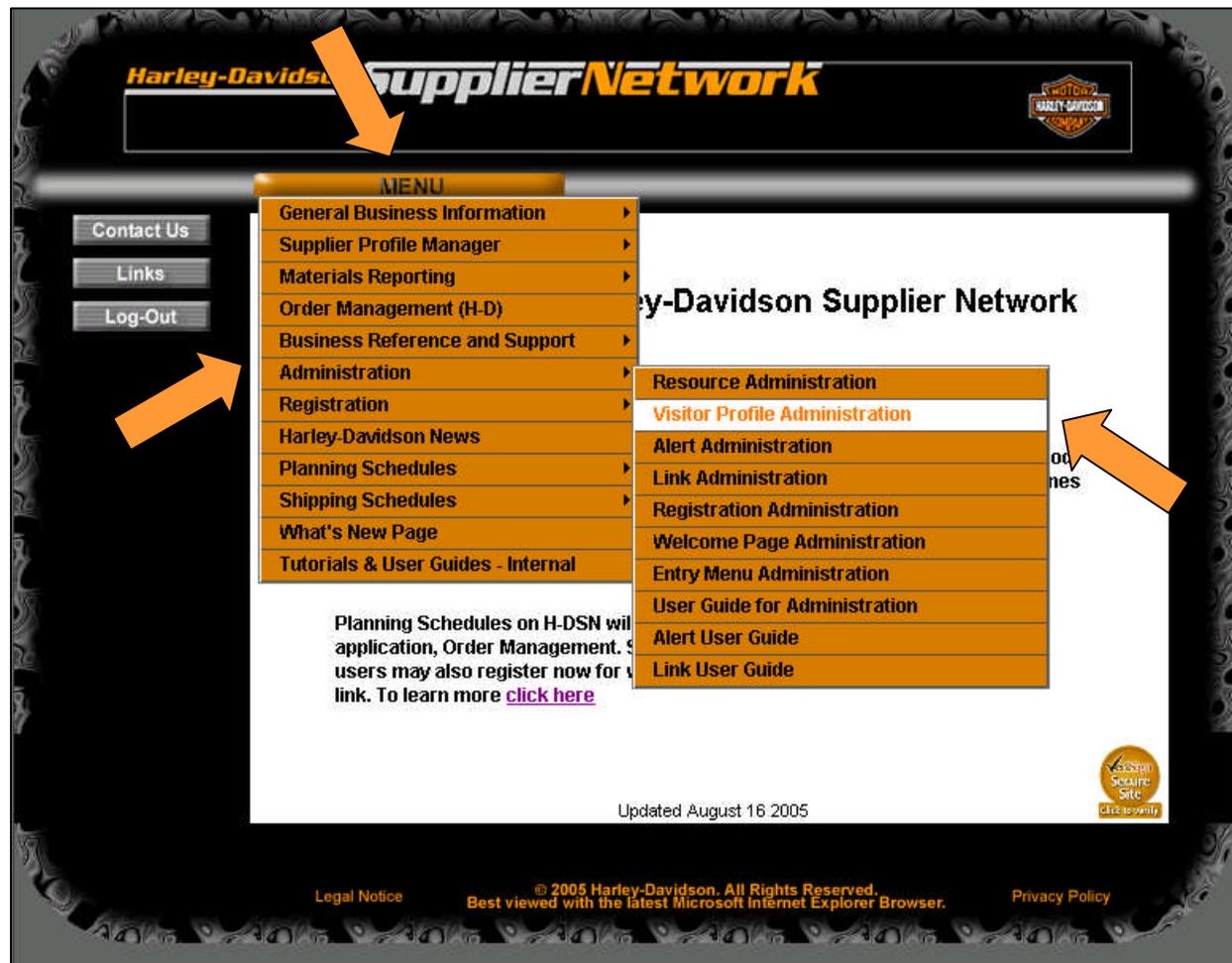
Collaboration Access

RETURN TO HOME   **Links** **Search** **Contact Us** **Log-out**

Visitors
Visitor List

- To **Add** a visitor, click the **"Add"** button.
- To **Modify** a visitor, click the underlined user name listed.
- To **Remove** visitors, click the appropriate checkbox(es), then click the **"Remove"** button.
- To sort the list, click the radio button next to a column label to sort by that category.
- To filter by group, select group from drop down menu.
- Yellow shading denotes Site Administrator

Add   **Remove**

XYZ Company ▼

	Group	User Name	Last Name	First Name
☐	XYZ Company	demo@xyz.com	Buyer	Joe
☐	XYZ Company	demo1@xyz.com	Buyer	Jane
☐	XYZ Company	demo2@xyz.com	Supplier	Demo2

To Modify an Existing User:
Click on the individual's User Name link to open the Profile Summary screen.

To Add a New User:
Click the **Add** button and enter the required information.

Important Note:
Be sure to add the email on the second screen.

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Visitor Profiles
Profile Summary

Summary about: demo2@xyz.com

Edit Account Status
Group:	XYZ Company
User Name:	demo2@xyz.com
Status:	Active

Edit Personal Info
First Name:	Demo2
Last Name:	Supplier
Phone:	
Email:	

Edit Resources
Resource:	Business Contingency Planning
Resource:	Calendar
Resource:	Contact Us Form
Resource:	Doing Business With Harley-Davidson

1. Click on the **Edit Personal Info** link to make changes.

   Result:
   The Modify Profile screen displays.

Visitor Profiles
Modify Profile

Page 2:
Fields with a ● are REQUIRED.

● First Name	Demo2
● Last Name	Supplier
Phone	
● E-mail	demo2@xyz.com

Save   **Cancel**

2. Type in the Email address.

   Important Note:
   An Email address must be entered to be able to collaborate.

3. Click the **Save** button.

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Collaboration Access – Edit Resources

Links   **Search**   **Contact Us**   **Log-out**

Visitor Profiles
Profile Summary
Summary about: demo2@xyz.com

Edit Account Status
Group:	XYZ Company
User Name:	demo2@xyz.com
Status:	Active

Edit Personal Info
First Name:	Demo2
Last Name:	Supplier
Phone:	
Email:	demo2@xyz.com

Edit Resources

Resource:	Business Contingency Planning
Resource:	Calendar
Resource:	Contact Us Form
Resource:	Doing Business With Harley-Davidson
Resource:	Electronic Commerce Information
Resource:	Electronic Commerce Status (Supplier)
Resource:	Engineering and Cosmetic Standards (Supplier)
Resource:	Facilities (Supplier)
Resource:	General Merchandise Expectation Manual
Resource:	H-D Contacts (Supplier)
Resource:	Harley-Davidson News
Resource:	Links
Resource:	Order Management (Supplier)

1. Click on the **Edit Resources** link to add Collaboration access for the user.

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Collaboration Access – Edit Resources (Cont.)

2. Check the **Order Management Collaboration** access box.

3. Click the **Save** button.

For procedural or "How To" questions or comments regarding H-DSN, please contact your H-D Supply Chain representative.

For H-DSN technical issues requiring Global Information Services (GIS) support, please contact the Global Support Desk (GSD) at 866-490-HDSN (4376).