



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 only for actual Quantity and/or Date collaboration. General email correspondence should be conducted outside the application.

Capabilities include

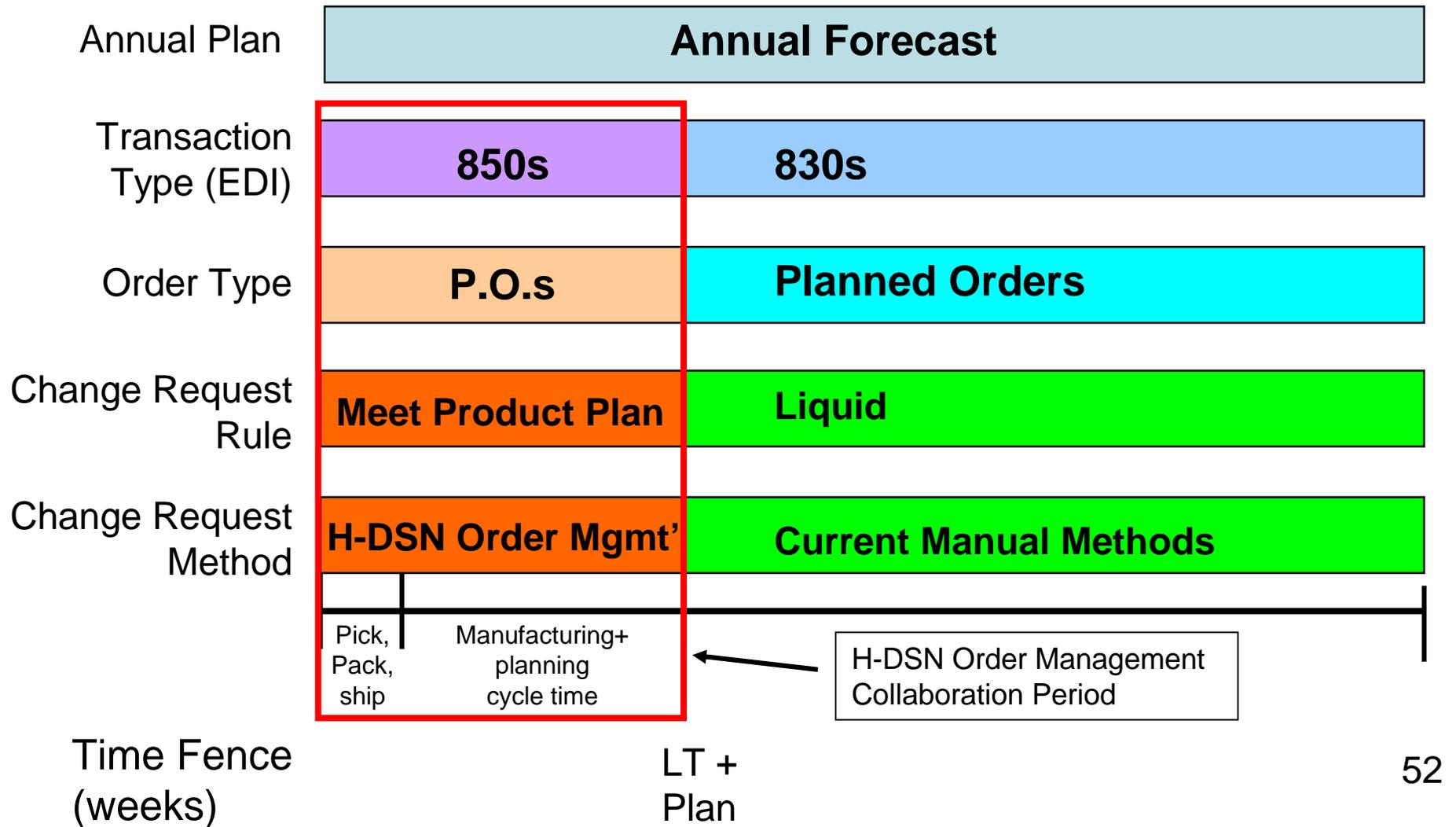
- Collaboration on firm order quantity and/or due date
- Improves process and system integration for the requests
- Email notification of collaboration status
- Order Management Dashboard display of open requests
- Integrated with Harley-Davidson purchasing systems
- Collaboration history

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

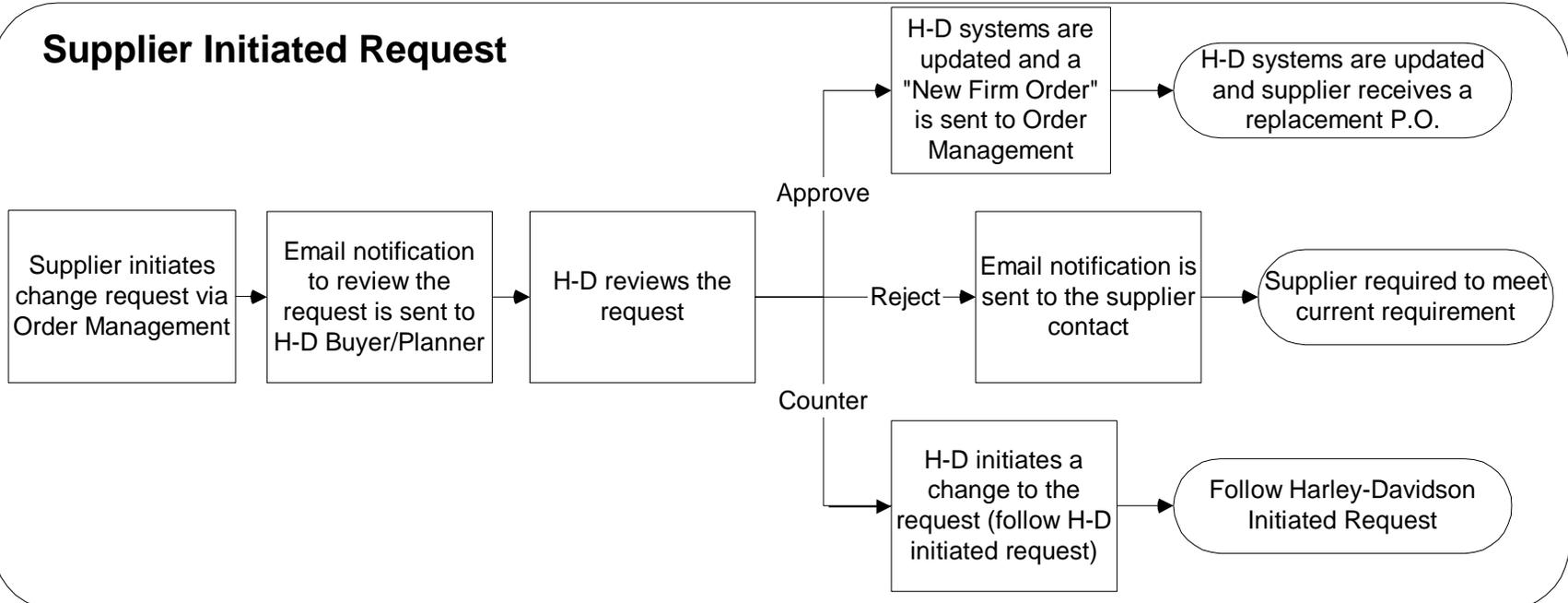
Harley-Davidson Planning Strategy

Collaboration will allow H-D and its suppliers the ability to remove non-value added activities that take place for PO change requests.

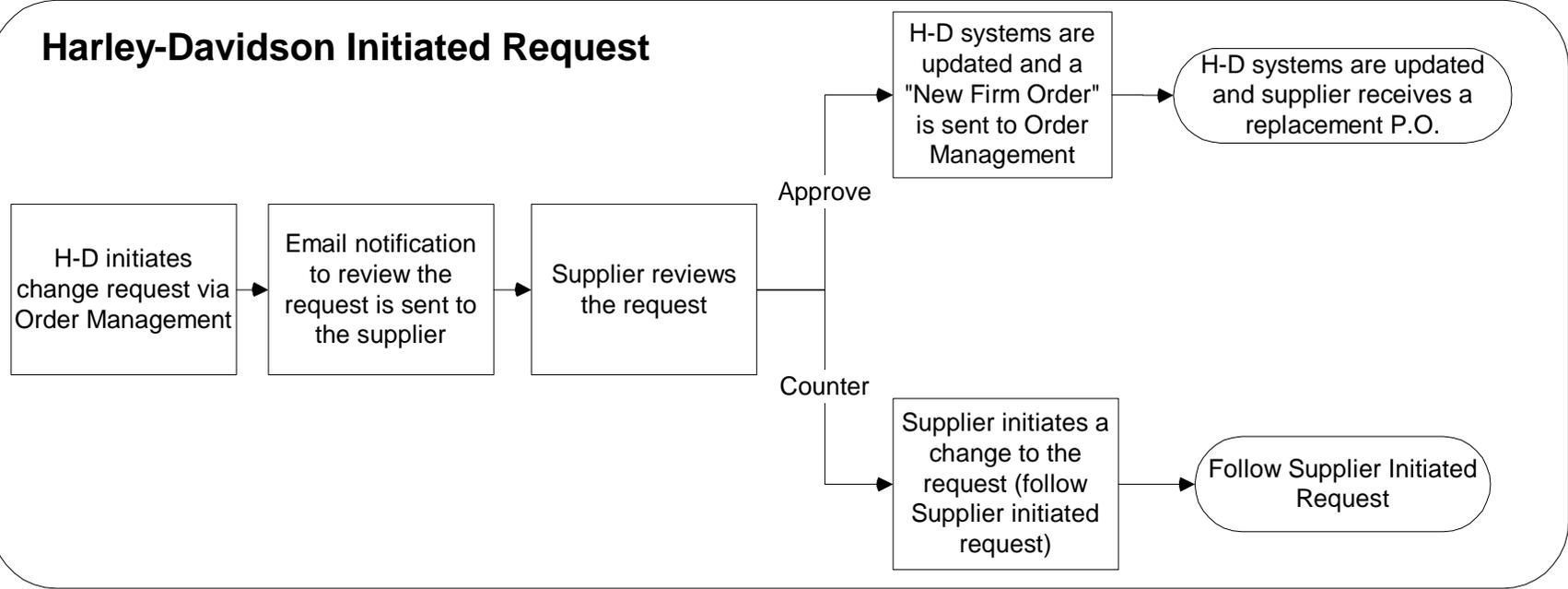


Steps of Collaboration

Supplier Initiated Request



Harley-Davidson Initiated Request



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.



The screenshot displays the Harley-Davidson Supplier Network website interface. At the top, the logo "Harley-Davidson Supplier Network" is visible, along with the Harley-Davidson logo on the right. Below the logo, a "MENU" dropdown is open, listing various options: General Business Information, Supplier Profile Manager, Supplier Performance, Order Management (Supplier), Administration, Harley-Davidson News, What's New Page, Tutorials & User Guides, Registration, and Planning Schedules. The "Order Management (Supplier)" option is highlighted in orange. To the left of the menu, there are buttons for "Contact Us", "Links", and "Log-Out". The main content area features a heading "Harley-Davidson Supplier Network" and a sub-heading "Implementation September 15th". Below this, there is a paragraph of text mentioning "UPS Flex Global View to improve visibility and" and "DE shipments must include Standardized Carrier" and "ers. Supplier compliance is critical to the benefits & success of the program." Further down, there is a section titled "Supply Chain Impacts of Hurricane Katrina" with a paragraph of text and two blue "click here" links. Below that is a section titled "Attention International Suppliers" with a paragraph of text and three "click here" links. At the bottom right, there is a "Secure Site" logo and the text "Updated September 14 2005".

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 Supplier Network

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.

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

Supplier ID: Z9993	Supplier Name: XYZ Company	Line Status: All Cancelled Draft Open Partial
Issuer: Kansas City Kansas City Powertrain Parts & Accessories Supplier Direct Product Development Center	Ship To: All York Other - Special Instructions Calibre A-1 Creative Pkg	Acknowledge Status: All
H-D Part #: <input type="text"/>	Buyer: All - 193 AMBER SLACK - 201 AMY COHICK - 43 AMY MONTRY - 151	Purpose: All
PO #: <input type="text"/>	Release #: <input type="text"/>	Order Type Desc: All
Display: Line Level Line Level PO/Release Level	Req Date Start: 11/30/2005	Req Date End: 12/14/2005
<input type="button" value="Save Filter"/>	<input type="button" value="Save"/>	<input type="button" value="GO"/>

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.

A screenshot of the 'Firm Order Visibility' page in an 'ORDER MANAGEMENT' system. The 'Display' dropdown is set to 'Line Level'. The page shows a table of purchase order lines with columns for Select, P.O or Release Ref #, H-D Part #, Qty, Line Req. Date, Purpose, Collab Status, ASN Status, Issuer, and Ship To. The table contains three rows of data.

Select (All)	P.O or Release Ref #	H-D Part #	Qty	Line Req. Date	Purpose	Collab Status	ASN Status	Issuer	Ship To
<input type="checkbox"/>	P-0000272039	51512-02	56	12/07/05	Replacement		OPEN	Parts & Accessories	4143438
<input type="checkbox"/>	P-0000275187	52933-97B	528	12/07/05	Original		OPEN	Parts & Accessories	4143438
<input type="checkbox"/>	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.

A screenshot of the 'Firm Order Visibility' page in an 'ORDER MANAGEMENT' system. The 'Display' dropdown is set to 'PO/Release Level'. The page shows a table of purchase order lines with columns for Select, P.O or Release Ref #, Header Req. Date, Purpose, Collab Status, Issuer, and Ship To. The table contains two rows of data.

Select (All)	P.O or Release Ref #	Header Req. Date	Purpose	Collab Status	Issuer	Ship To
<input type="checkbox"/>	P-0000272039	11/16/05	Replacement		Parts & Accessories	4143438744
<input type="checkbox"/>	P-0000275187	12/07/05	Original		Parts & Accessories	4143438744

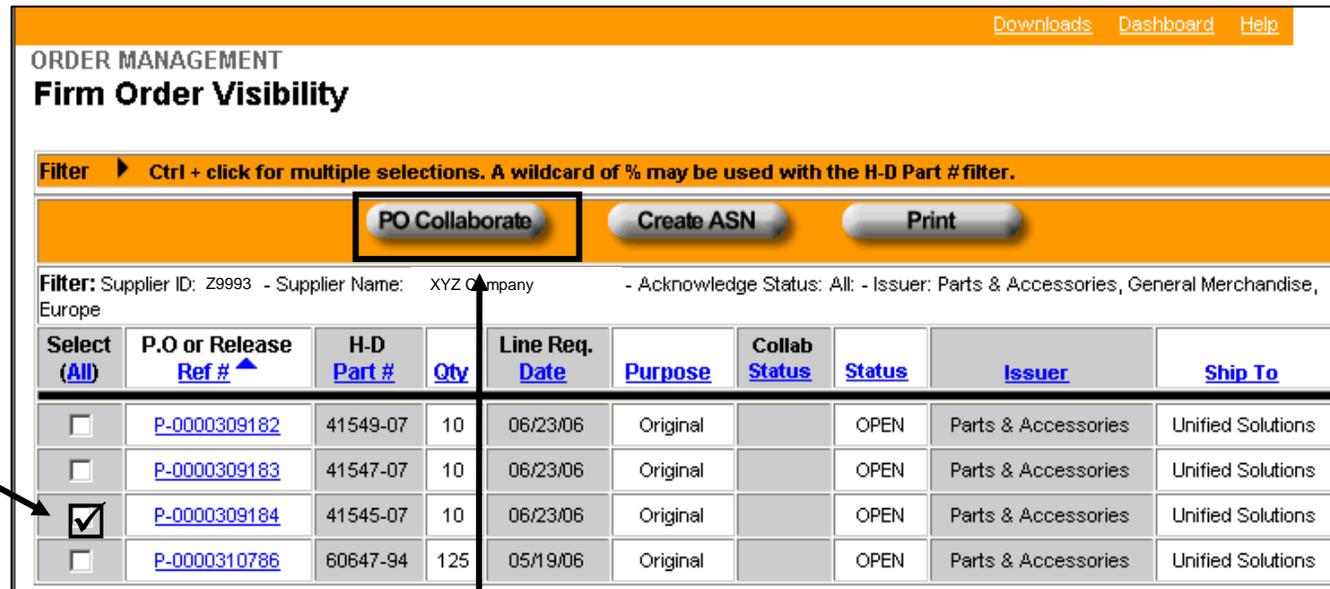
Collaboration - Line Level Example

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
<input type="checkbox"/>	P-0000309182	41549-07	10	06/23/06	Original		OPEN	Parts & Accessories	Unified Solutions
<input type="checkbox"/>	P-0000309183	41547-07	10	06/23/06	Original		OPEN	Parts & Accessories	Unified Solutions
<input checked="" type="checkbox"/>	P-0000309184	41545-07	10	06/23/06	Original		OPEN	Parts & Accessories	Unified Solutions
<input type="checkbox"/>	P-0000310786	60647-94	125	05/19/06	Original		OPEN	Parts & Accessories	Unified Solutions

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.

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

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.

The screenshot shows the 'Firm Order Visibility' interface. At the top, there are links for 'Downloads', 'Dashboard', and 'Help'. Below that, the title 'ORDER MANAGEMENT Firm Order Visibility' is displayed. A filter bar contains the text: 'Filter: Ctrl + click for multiple selections. A wildcard of % may be used with the H-D Part # filter.' Below the filter bar are three buttons: 'PO Collaborate', 'Create ASN', and 'Print'. The 'PO Collaborate' button is highlighted with a black box. Below the buttons, there is a filter summary: 'Filter: Supplier ID: Z9993 - Supplier Name: XYZ Company - Acknowledge Status: All - Issuer: Parts & Accessories - Start Date: 06/23/2006 - End Date: 06/23/2006'. A table follows with columns: 'Select (All)', 'P.O or Release Ref #', 'Issue Date', 'Header Req. Date', 'Purpose', 'Collab Status', 'Issuer', and 'Ship To'. The table contains three rows of data. The first two rows have unchecked checkboxes, and the third row has a checked checkbox. An arrow points from the 'PO Collaborate' button to the checked checkbox in the third row.

Select (All)	P.O or Release Ref #	Issue Date	Header Req. Date	Purpose	Collab Status	Issuer	Ship To
<input type="checkbox"/>	P-0000309182	04/08/06	06/23/06	Original		Parts & Accessories	Unified Solutions
<input type="checkbox"/>	P-0000309183	04/08/06	06/23/06	Original		Parts & Accessories	Unified Solutions
<input checked="" type="checkbox"/>	P-0000309184	04/08/06	06/23/06	Original		Parts & Accessories	Unified Solutions

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.

The screenshot shows the 'P.O. Collaboration' interface. At the top, there are links for 'Downloads', 'Dashboard', and 'Help'. Below that, the title 'ORDER MANAGEMENT P.O. Collaboration' is displayed, along with a 'Return to Firm Order Visibility' link. The main form contains fields for 'PO #', 'H-D Buyer', 'Supplier ID', 'Supplier Name', and 'cc Other'. The 'cc Other' field contains three email addresses separated by semicolons. Below the form is a table with columns: 'Line #', 'Part #', 'Required Date', 'Collab Date', 'P.O. Qty', 'Shipped Qty', 'Collab Qty', 'CPQ', 'CCFG', and 'Split'. The first row of the table shows 'Line # 1', 'Part # 41545-07', 'Required Date 06/23/06', 'P.O. Qty 10', 'Shipped Qty 0', 'Collab Qty', 'CPQ 1', 'CCFG 0', and a 'Split' button. At the bottom of the screen are 'Send' and 'Cancel' buttons.

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

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	<input type="text"/>	<input type="button" value="Update All"/>
Supplier ID:	Z9993	Supplier Name:	XYZ Company	<input type="text"/>	
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	<input type="text"/>	10	0	<input style="border: 2px solid black;" type="text" value="5"/>	1	0	<input style="border: 1px solid black;" type="button" value="+"/>

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	<input type="text"/>	<input type="button" value="Update All"/>
Supplier ID:	Z9993	Supplier Name:	XYZ Company	<input type="text"/>	
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	<input style="border: 2px solid black;" type="text" value="06/26/2006"/>	10	0	<input type="text"/>	1	0	<input style="border: 1px solid black;" type="button" value="+"/>

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	<input type="text"/>	<input type="button" value="Update All"/>
Supplier ID:	Z9993	Supplier Name:	XYZ Company	<input type="text"/>	
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	<input style="border: 2px solid black;" type="text" value="06/26/2006"/>	10	0	<input style="border: 2px solid black;" type="text" value="5"/>	1	0	<input style="border: 1px solid black;" type="button" value="+"/>

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

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.

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.

Line #	Part #	Required Date	Collab Date	P.O. Qty	Shipped Qty	Collab Qty	CPQ	CCFG	Split
1	41545-07	06/23/06	<input type="text"/>	10	0	<input type="text"/>	1	0	+

To Split a line:

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

Line #	Part #	Required Date	Collab Date	P.O. Qty	Shipped Qty	Collab Qty	CPQ	CCFG	Split
1	41545-07	06/23/06	<input type="text"/>	10	0	<input type="text"/>	1	0	
Split	41545-07	<input type="text"/>							

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.

ORDER MANAGEMENT
P.O. Collaboration

[Return to Firm Order Visibility](#)

PO #: P-0000309184	H-D Buyer: H-D Buyer	<input type="text"/>	<input type="button" value="Update All"/>
Supplier ID: Z9993	Supplier Name: XYZ Company	<input type="text"/>	
cc Other: <input type="text"/>			

Line #	Part #	Required Date	Collab Date	P.O. Qty	Shipped Qty	Collab Qty	CPQ	CCFG	Split
1	41545-07	06/23/06	<input type="text" value="06/26/2006"/>	10	0	<input type="text" value="5"/>	1	0	
Split	41545-07		<input type="text" value="06/30/2006"/>			<input type="text" value="5"/>			

Message:

Collaboration - Email Notification

ORDER MANAGEMENT Downloads Dashboard Help

P.O. Collaboration [Return to Firm Order Visibility](#)

PO #: P-0000309184 **H-D Buyer:** H-D Buyer

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.

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

Downloads Dashboard Help

ORDER MANAGEMENT
P.O. Collaboration

[Return to Firm Order Visibility](#)

PO #:	P-0000309184	H-D Buyer:	H-D Buyer		<input type="button" value="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.

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

The screenshot displays the Harley-Davidson Supplier Network interface. At the top, the logo and navigation links (Links, Search, Contact Us, Log-out) are visible. The main content area is titled "ORDER MANAGEMENT Order Dashboard". A red notification box states: "Your entry has been submitted. Please select an application view or return back to the main dashboard." Below this, the user "Joe Buyer" is identified, and a list of application options is shown: Plan Visibility (create new), Firm Order Visibility (create new), Advance Ship Notice Visibility (create new), and Collaboration Visibility (create new). A "Return to Dashboard" button is located at the bottom left. Arrows from external text boxes point to the notification and the application options.

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

Options available:

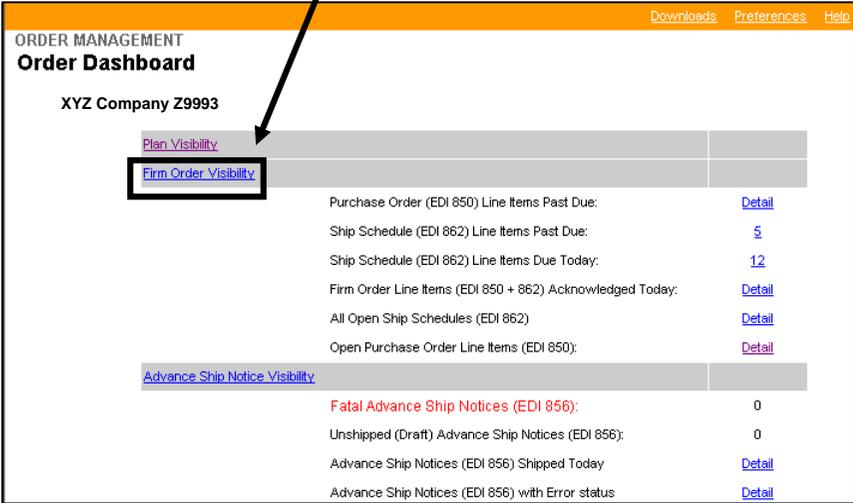
- Select an application
- or
- Return to the Dashboard.

Error Messages

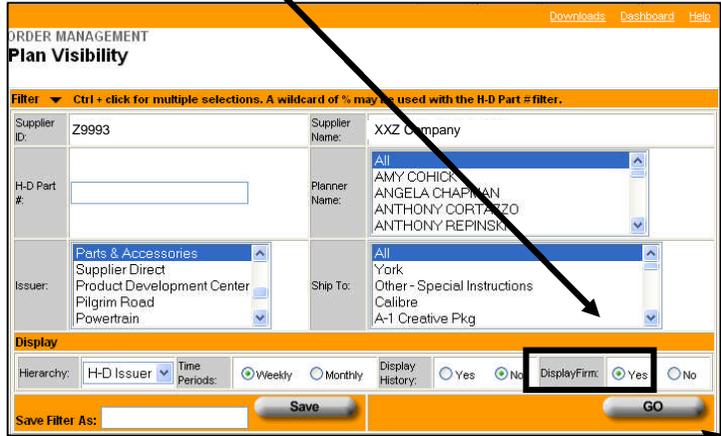
- Do not use the browser "Back" button if you receive an error message.
- Please contact your Harley-Davidson Buyer/Planner if you receive an error that you are unable to resolve.

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.

ORDER MANAGEMENT
Plan Visibility

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

Filter: Supplier ID: Z9993 - Supplier Name: XYZ Company - Issuer: Parts & Accessories

Print

Select (All)	Part #	Past Due	16 Week	52 Week	04/24/06	05/01/06	05/08/06	05/15/06	05/22/06	05/29/06	06/05/06	06/12/06	06/19/06	06/26/06	07/03/06	07/10/06
<input type="checkbox"/>	40923-06	Past Due	16 Week	52 Week	04/24/06	05/01/06	05/08/06	05/15/06	05/22/06	05/29/06	06/05/06	06/12/06	06/19/06	06/26/06	07/03/06	07/10/06
	Firm Req	0														
	Firm Req	0	50													
<input type="checkbox"/>	41545-07	Past Due	16 Week	52 Week	04/24/06	05/01/06	05/08/06	05/15/06	05/22/06	05/29/06	06/05/06	06/12/06	06/19/06	06/26/06	07/03/06	07/10/06
	Firm Req	0											<u>10</u>			
	Firm Req	0	0													
<input type="checkbox"/>	41547-07	Past Due	16 Week	52 Week	04/24/06	05/01/06	05/08/06	05/15/06	05/22/06	05/29/06	06/05/06	06/12/06	06/19/06	06/26/06	07/03/06	07/10/06
	Firm Req	0											<u>10</u>			
	Firm Req	0	0													

Initiate Collaboration from Plan Visibility (Cont.)

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.

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
<input type="checkbox"/>	P-0000309182	41549-07	10	06/23/06	Original		OPEN	Parts & Accessories	Unified Solutions
<input checked="" type="checkbox"/>	P-0000309183	41547-07	10	06/23/06	Original		OPEN	Parts & Accessories	Unified Solutions
<input type="checkbox"/>	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.

ORDER MANAGEMENT
P.O. Collaboration

[Return to Firm Order Visibility](#)

PO #: H-D Buyer:
 Supplier ID: Supplier Name:
 cc Other:

Line #	Part #	Required Date	Collab Date	P.O. Qty	Shipped Qty	Collab Qty	CPQ	CCFG	Split
1	41547-07	06/23/06	<input type="text"/>	10	0	<input type="text"/>	1	0	<input type="button" value="+"/>

Message:

Step 6:

Proceed with collaboration as previously instructed.

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).

Harley-Davidson Supplier Network

ORDER MANAGEMENT
Order Dashboard

XXZ 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)
- 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

Step 2:

Check the Select box for the part or PO selected for collaboration.

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
<input type="checkbox"/>	P-0000309182	41549-07	10	06/23/06	Original		OPEN	Parts & Accessories	Unified Solutions
<input type="checkbox"/>	P-0000309183	41547-07	10	06/23/06	Original		OPEN	Parts & Accessories	Unified Solutions
<input checked="" type="checkbox"/>	P-0000309184	41545-07	10	06/23/06	Original		OPEN	Parts & Accessories	Unified Solutions
<input type="checkbox"/>	P-0000310786	60647-94	125	05/19/06	Original		OPEN	Parts & Accessories	Unified Solutions

Step 3:

Click the **PO Collaborate** button.

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

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:

Line #	Part #	Required Date	Collab Date	P.O. Qty	Shipped Qty	Collab Qty	CPQ	CCFG	Split
1	41545-07	06/23/06	<input type="text"/>	10	0	<input type="text"/>	1	0	<input type="button" value="+"/>

Message:

[Send](#) [Cancel](#)

Step 4:

Proceed with collaboration as previously instructed.

Review the Request

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

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

An e-mail notification
or
the Order Dashboard alert
will indicate if a request
waits for review.

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
Collaboration Visibility

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

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
<input checked="" type="checkbox"/>	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)

[Downloads](#) [Dashboard](#) [Help](#)

ORDER MANAGEMENT
P.O. Collaboration

[Return to Firm Order Visibility](#)

PO #: P-0000309184	H-D Buyer: H-D Buyer	<input type="text"/>		Update All
Supplier ID: Z9993	Supplier Name: XYZ Company	<input type="text"/>		
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 <input type="text"/>	1	0	
Split	41545-07		06/30/2006			5 <input type="text"/>			

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.

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.

Date	Name	Message
08/19/05	Charles Wartgow	push out to next week please!!!

Message:

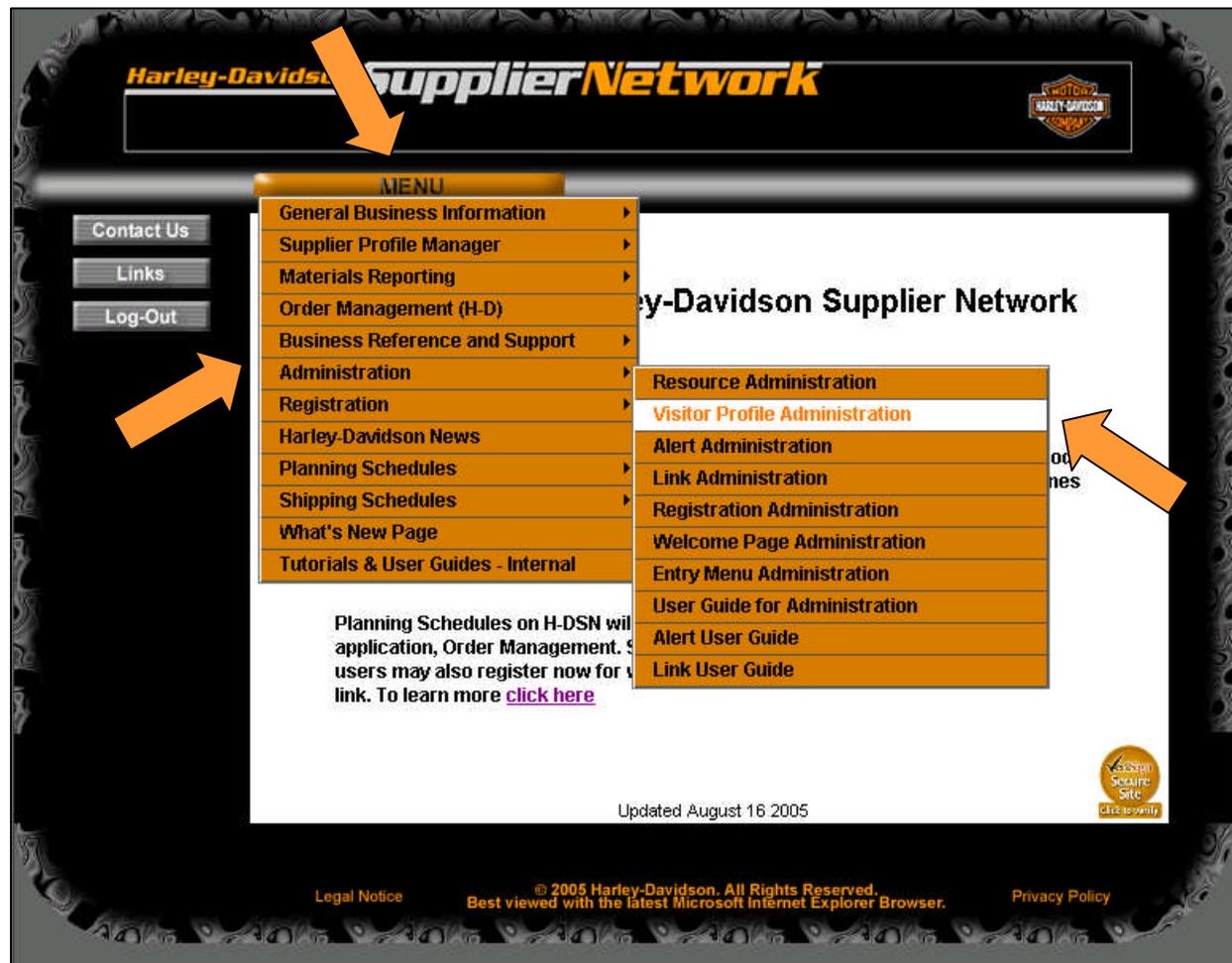
Send To: (All) **Note: Supplier users must have been granted permissions by their site administrator to collaborate.**

Joe Admin5:	<input type="checkbox"/>	Joe Buyer1:	<input type="checkbox"/>	Joe Buyer10:	<input type="checkbox"/>	Joe Buyer2:	<input type="checkbox"/>
Joe Buyer3:	<input type="checkbox"/>	Joe Buyer4:	<input type="checkbox"/>	Joe Buyer5:	<input type="checkbox"/>	Joe Buyer6:	<input type="checkbox"/>
Joe Buyer6:	<input type="checkbox"/>	Joe Buyer7:	<input type="checkbox"/>	Joe Buyer7:	<input type="checkbox"/>	Joe Buyer8:	<input type="checkbox"/>
Joe Buyer9:	<input type="checkbox"/>	Blaine Webster:	<input type="checkbox"/>				
Other:	<input type="text"/>						

Cancel

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

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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

<input type="checkbox"/>	<input type="radio"/> Group	<input type="radio"/> User Name	<input type="radio"/> Last Name	<input type="radio"/> First Name
<input type="checkbox"/>	XYZ Company	demo@xyz.com	Buyer	Joe
<input type="checkbox"/>	XYZ Company	demo1@xyz.com	Buyer	Jane
<input type="checkbox"/>	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.

Collaboration Access – Modify a User/Add Email Address

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

Result:
The Modify Profile screen displays.

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

2. Type in the Email address.

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

Visitor Profiles
Modify Profile

Page 2:

Fields with a ● are REQUIRED.

● First Name

● Last Name

Phone

● E-mail

3. Click the **Save** button.

Collaboration Access – Edit Resources

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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: 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.



Collaboration Access – Edit Resources (Cont.)

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Resource List

Modify Resources

- Select checkboxes for all resources to be added to a visitor's profile. Validate role where applicable.
- Default visitor resources are pre-selected.

	Resource	Role	Role Definition
<input checked="" type="checkbox"/>	Visitor Profile Administration (Supplier)	<input checked="" type="radio"/> General <input type="radio"/> Site Administrator	Able to reset own profile password and modify personal info. Able to create, modify or remove Visitor Profiles
<input checked="" type="checkbox"/>	H-D Contacts (Supplier)		
<input checked="" type="checkbox"/>	Qualification, Performance & Status (Supplier)		
<input checked="" type="checkbox"/>	Relationship (Supplier)		
<input checked="" type="checkbox"/>	Supplier Profile (Supplier)		
<input type="checkbox"/>	Financial Profile (Supplier)		
<input checked="" type="checkbox"/>	Order Management (Supplier)		
<input type="checkbox"/>	Order Management Advance Ship Notice (Supplier)		
<input checked="" type="checkbox"/>	Order Management Collaboration (Supplier)		
<input checked="" type="checkbox"/>	Part Drawings (Supplier)		
<input checked="" type="checkbox"/>	Payables (Supplier)		
<input checked="" type="checkbox"/>	Supplier Performance (Supplier)		

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

3. Click the **Save** button.

Additional Assistance

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).