



SCP-MOD Discrete Orders – Buyer
Quick Reference Guide
April 2021

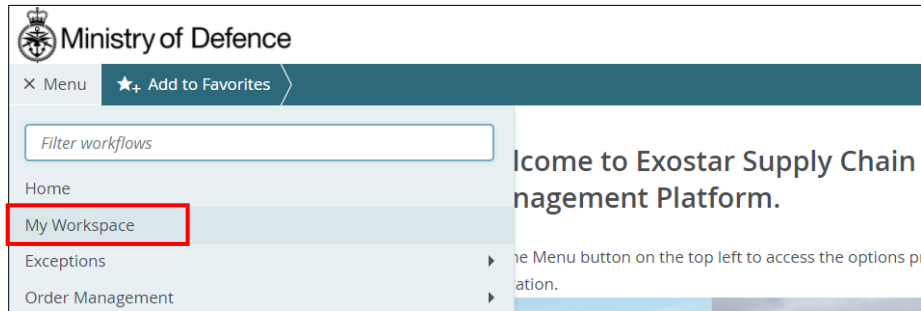


Discrete orders are created in the buyer’s backend system and then automatically sent to SCP for viewing and response by the supplier. The supplier receives an email notification that there are new or updated discrete orders in SCP-MOD. When the supplier creates a response in SCP-MOD, that response is sent to the buyer’s backend system.

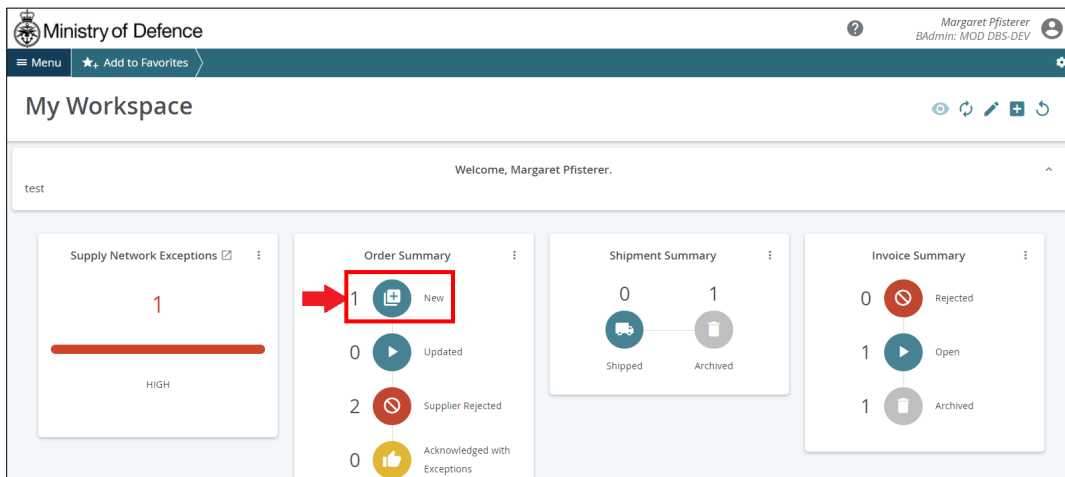
Step 1: Locate an Order

Option 1: Locate Order by Status

1. From the **Menu**, select the **My Workspace** option.



2. From the **Order Summary** box, click the number link for an Order State.



3. The **Discrete Order List** page appears.

Ministry of Defence

Margaret Pfisterer
BAdmin: MOD DBS-DEV

Menu Add to Favorites

Order Management > Discrete Order > Discrete Order Search > Discrete Order List

Discrete Order Schedules

Page 1 of 1; 1 Records, 1 Selected

<input checked="" type="checkbox"/>	Order No. 1	Int. Line No. 2	Line/Ship	Status	Order Created	Contract No.	Original Purchase Order	Header Last Modified
<input checked="" type="checkbox"/>	30000811	10,001	1/1	New	2016-06-28 17:54:22			2016-06-30 03:45:21

Hide View History

Records per page 20

Option 2: Locate Order Using Search Criteria

1. On the **Menu**, hover over **Order Management** to display the sub-menu. Under the **Discrete Order** section, click **Search**.
2. Enter key words to search (use * as wildcard, e.g., *123)

NOTE: Search terms are case sensitive.

3. Click **Search**.
4. The **Discrete Order List** page appears.

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Hide View History


Records per page 20

Step 2: View Order Details

From the **Discrete Order List** page, click the **Order Number** link for a row to see the **Details** page for that particular order.

The screenshot displays the 'Ministry of Defence' Exostar interface. At the top, the user is identified as Margaret Pfisterer (BAdmin: MOD DBS-DEV). The navigation menu includes 'Order Management', 'Discrete Order', 'Discrete Order Summary', 'Discrete Order List', and 'Details'. The main content area is titled 'Discrete Order Details' and shows a summary of order information for Order No. 30000811. Below this, there are tabs for 'Order Details', 'Shipment Info', and 'Invoice Info'. The 'Order Details' tab is active, showing a table of 'Discrete Order Schedules' with one record selected.

Int. Line No.	Line/Ship	Status	Buyer Item No.	Item Description	Supplier Item No.	Ship To	Ship To Address	Requestor Name	Requestor Phone	Requestor Fax
10,001	1/1	New	N/A	TESTylyy		MOD Inventory Master	MOD Inventory Master			

On the Order Details page, the header details are shown on the top half of the screen. The lines and schedule lines are presented on the bottom half of the screen. You can click on the **Details** icon  next to an address to see the full address details. Items with blue font are also links to additional information or actions.

If there are shipments or invoices that have been created for an order, the details are linked to the order on the Shipment Info and Invoice Info tabs that are located behind the Order Details tab.

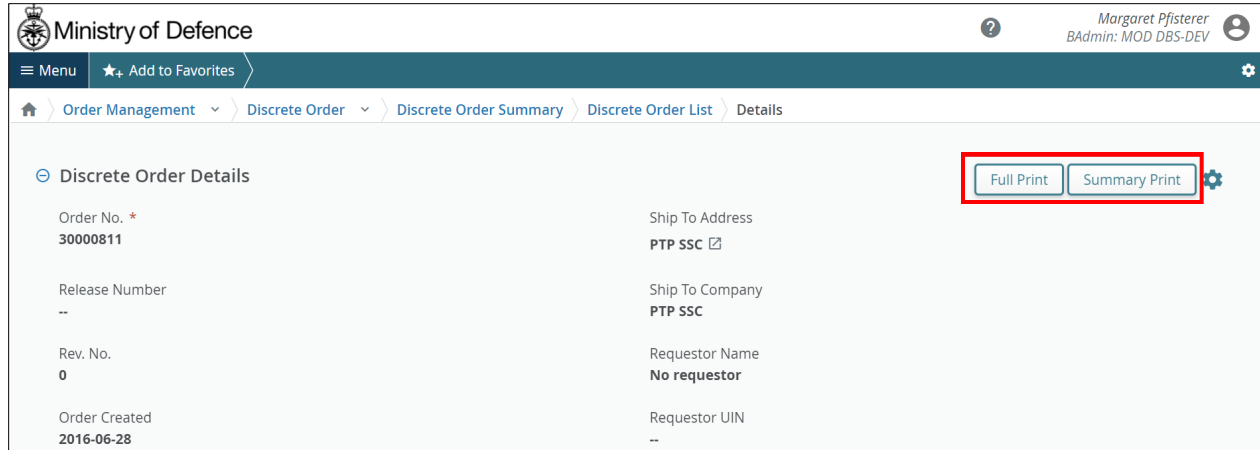
This screenshot is similar to the first one but highlights the navigation tabs. The 'Order Details', 'Shipment Info', and 'Invoice Info' tabs are enclosed in a red rectangular box. The 'Discrete Order Schedules' table below shows the same data as the first screenshot.

Int. Line No.	Line/Ship	Status	Buyer Item No.	Item Description	Supplier Item No.	Ship
10,001	1/1	New	N/A	TESTylyy		MOD

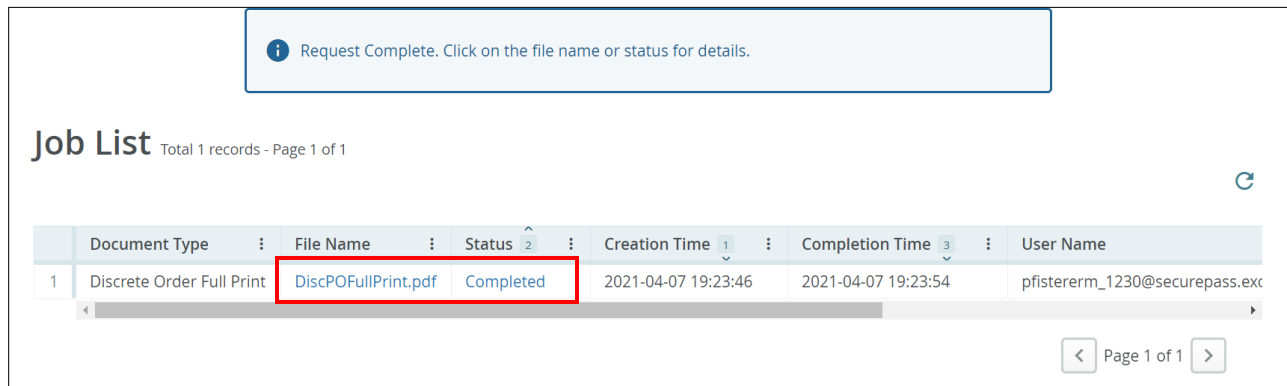
Step 3: (Optional) Print Orders

Print a Single Order

1. To print one order, go to the Order Details page and click the **Full Print** or **Summary Print** button.

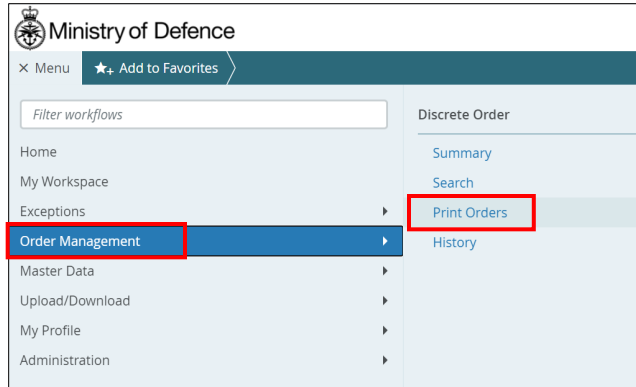


2. In the pop-up window, wait until the status changes to **Completed** and the **File Name** becomes a link. Then click the hyperlink to download the file.

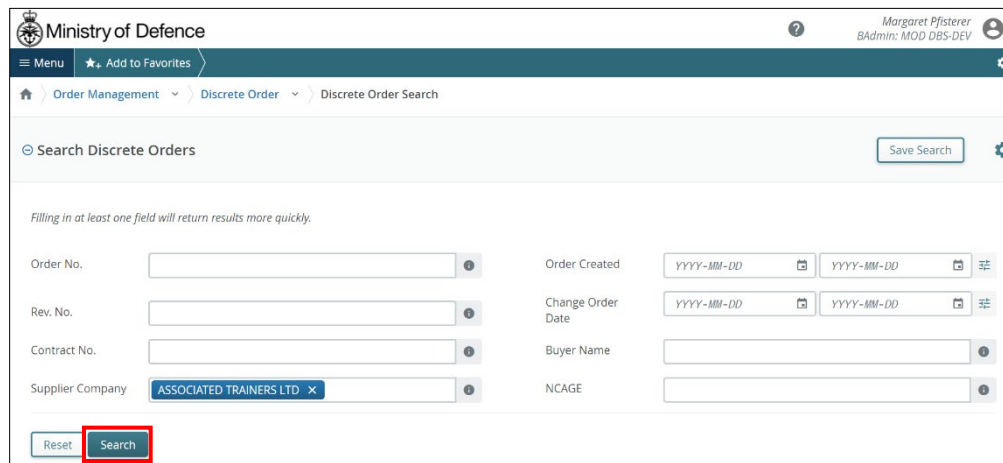


Print Multiples Orders at One Time

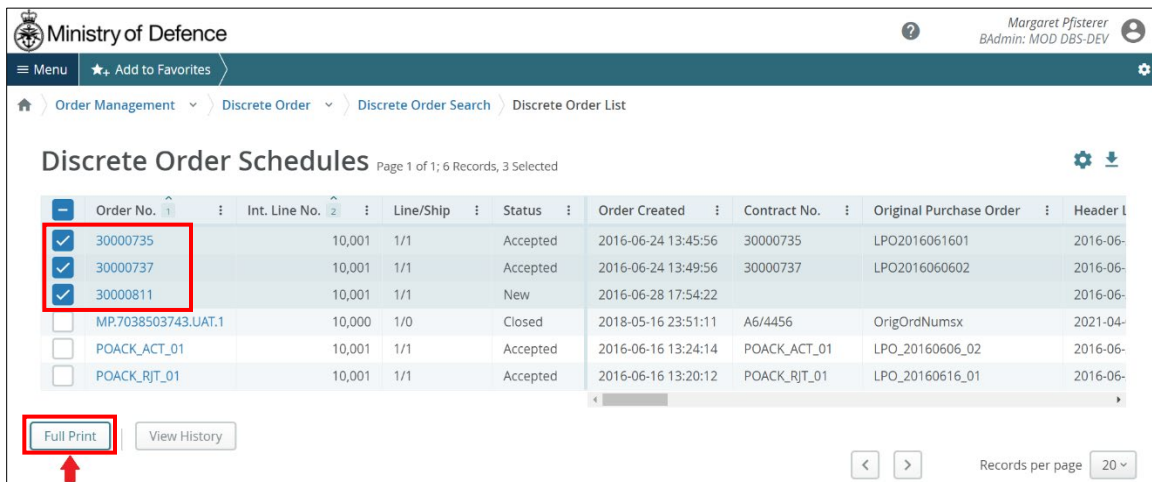
1. To print multiple orders, go to **Order Management > Discrete Order**, and then to **Print Orders** on the menu.



2. Enter search criteria to locate the orders to be printed (for example, an **Order Created** date range or **Supplier Company**).



3. Click **Search**. The list of orders will appear on a list page.



4. Use the checkboxes on the left side of the screen to select the orders, and then click **Full Print**.
5. In the pop-up window, wait until the status changes to **Completed** and the **File Name** becomes a hyperlink. Then click the hyperlink to download the file.

Request Complete. Click on the file name or status for details.

Job List Total 1 records - Page 1 of 1

Document Type	File Name	Status	Creation Time	Completion Time	User Name
1 Discrete Order Full Print	DiscPOFullPrint.pdf	Completed	2021-04-07 19:23:46	2021-04-07 19:23:54	pfistererm_1230@securepass.exc

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Step 4: Supplier Response Options

Suppliers can use the following states to respond to an order in SCP-MOD:

- **Accept:** Supplier has reviewed the order and it is accurate and he can fulfill it according to the buyer's requirements without any changes required.
- **Acknowledge with Exceptions:** Supplier is unable to fulfill the order as it stands, and needs to suggest some changes to it before accepting. The buyer must agree to the changes before the order can be processed.

NOTE: If using **Acknowledge with Exceptions, Supplier Message** (header level field) is required.

- **Reject:** Supplier is unwilling or unable to fulfill the order and does not wish to suggest changes.

Step 5: Response is sent to MOD

Order responses are automatically sent to MOD once all PO lines are moved from **New** and **Updated** states by the supplier. The system checks every thirty minutes for responses that are ready to be sent.

Work with Change Orders

When the buyer sends a change to an order or PO schedule line, the state will change to **Updated** in SCP-MOD.

Results		Results	
Status	Total	Status	Total
New	1	Archived	0
Updated	1	Closed	1
Supplier Rejected	2	Cancelled	0
Acknowledged with Exceptions	0	Maintenance	0
Accepted	8		

The **Revision Number** will increase for each change sent from MOD. The **Change Order Date** is also posted at the header section.

Changes to the **Request Deliver Date**, **Quantity** or **Unit Price** are highlighted in yellow within SCP on both the **Discrete Order List** page and the **Details** page.

Order No.	Int. Line No.	Line/Ship	Status	Request Deliver Date	Quantity	Unit Price	Order Created
2016071803	10,001	1/1	Updated	2016-07-28	10	11.00	2016-07-18 15:16:36
30500155	10,001	1/1	Updated	2016-10-27	2	20.00	2016-10-31 14:47:27
30500156	10,001	1/1	Updated	2016-10-31	1	100.00	2016-11-01 15:15:52
40001136	10,001	1/1	Updated	2016-11-06	3	10.00	2016-11-01 18:30:17
40001138	10,001	1/1	Updated	2016-11-06	2	10.00	2016-11-01 17:32:13
40001147	10,001	1/1	Updated	2016-11-07	1	10.00	2016-11-02 11:36:36
30500185	10,001	1/1	Updated	2016-11-08	2	300,000.00	2016-11-09 11:39:43

To view what has changed in more detail, use the **Full Print** button. Changes since the supplier’s last response are shown with red asterisks on the PO full printout. You can also click the **View All History** link (header – scroll to view) or the **View History** button (lower section) to see who made changes and when.

Bill To Address
PTP SSC

Bill To Contact
--

Bill To Name
PTP SSC

Total Order Amt
12.00

[View History](#)
[View All History](#)

Order Details Shipment Info Invoice Info

Discrete Order Schedules

Page 1 of 1; 1 Records, 1 Selected State: All (1)

Int. Line No.	Line/Ship	Status	Buyer Item No.	Item Description	Supplier Item No.	Ship To	Ship To Address
10,001	1/1	Updated	1450000331299	BIMS Drill 1.5mm		PTP SSC	PTP SSC <input type="checkbox"/>

[View History](#)

Records per page: 20

The supplier is expected to create a response to updated orders. The action options and steps required are the same as for the original order. The responses to change orders are also sent to MOD.