



SCP-MOD Discrete Orders – Supplier Quick Reference Guide

April 2021

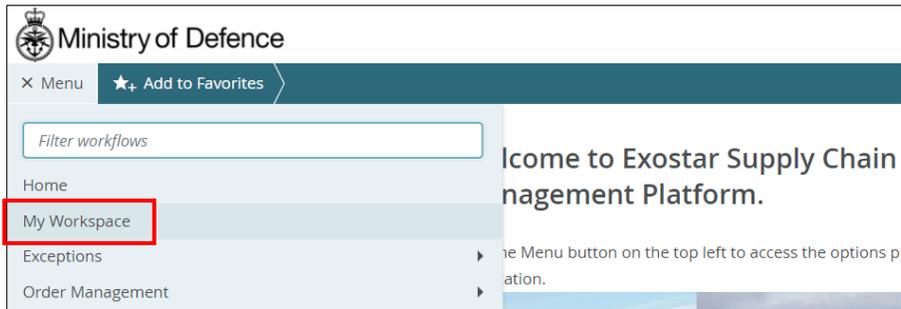


Discrete orders are created in CP&F and then automatically sent to SCP for review and response by the supplier. The supplier receives an email notification that there are new or updated discrete orders in SCP-MOD. When the supplier creates a response in SCP-MOD, that response is sent to CP&F.

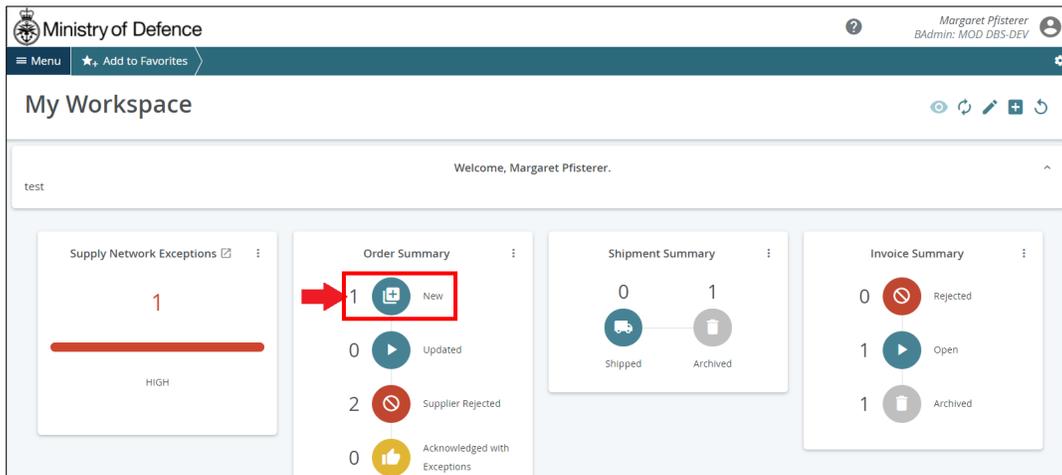
Step 1: Locate an Order

Option 1 – Locate Order by Status

1. Click on **My Workspace**.



2. In the **Order Summary** field, click the grey number link for an order state.

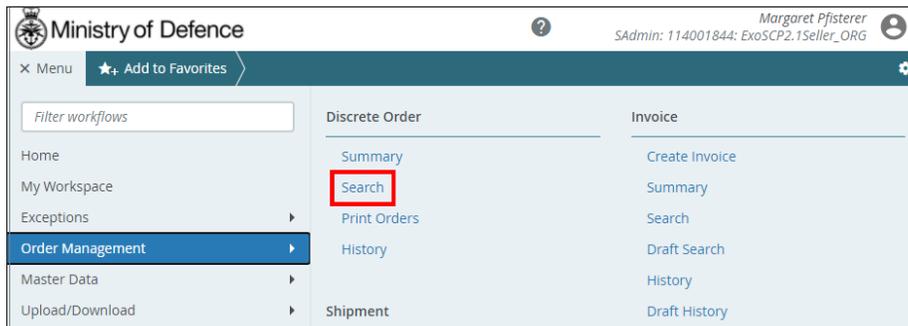


3. The **Discrete Order List** page opens.

Order No.	Int. Line No.	Line/Ship	Status	Order Created	Contract No.	Original Purchase
1834399148	10,002	1/2	New	2017-01-24 11:14:52	MPS/021	
30001658	10,001	1/1	New	2017-04-07 15:24:45	SR-APSPL-20170309	
30019448	10,001	1/1	New	2017-07-12 15:56:05	SR-APSPL-20170515	T385409219-1
30019448	20,001	2/1	New	2017-07-12 15:56:05	SR-APSPL-20170515	T385409219-1
30019451	20,001	2/1	New	2017-07-13 09:47:06	SR-APSPL-20170515	T385409222-1
30019460	10,001	1/1	New	2017-07-13 14:11:03	SR-APSPL-20170515	T385409232-1

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).

NOTE: Search terms are case sensitive.

3. Click Search. The Discrete Order List page opens.

Order No.	Int. Line No.	Line/Ship	Status	Order Created	Contract No.	Original Purchase
1834399 48	10,002	1/2	New	2017-01-24 11:14:52	MPS/021	
30001658	10,001	1/1	New	2017-04-07 15:24:45	SR-APSPL-20170309	
30019448	10,001	1/1	New	2017-07-12 15:56:05	SR-APSPL-20170515	T385409219-1
30019448	20,001	2/1	New	2017-07-12 15:56:05	SR-APSPL-20170515	T385409219-1
30019451	20,001	2/1	New	2017-07-13 09:47:06	SR-APSPL-20170515	T385409222-1
30019460	10,001	1/1	New	2017-07-13 14:11:03	SR-APSPL-20170515	T385409232-1

4. Check the box next to the Order Number or click the blue hyperlink.

Order No.
1834399 48
30001658
30019448

5. The Discrete Order Details page opens, providing the details of an individual order.

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Admin: 117561535: CPF Test Supplier

Order Management > Discrete Order > Discrete Order Summary > Discrete Order List > Details

Discrete Order Details

Order No. *
30019451

Ship To Address
PTP SSC

Release Number
--

Ship To Company
PTP SSC

Rev. No.
1

Requestor Name
No requestor

Order Created
2017-07-13

Requestor UIN
D4443T

Change Order Date
2017-07-12

Requestor Fax
--

Header Last Modified
2017-07-14

NCAGE
SSX76

Order Status
New

Supplier Message
Create

Sender
Ministry of Defence

Supplier Address
ANDREAS PETSAS & SONS PUBLIC LTD

Buyer Address
Ministry of Defence

Supplier Company
ANDREAS PETSAS & SONS PUBLIC LTD

Buyer Fax
--

Supplier Contact

Buyer Name
Gallacher, Mr. Stuart

Terms of Delivery
--

Buyer Phone
N/A

Payment Terms
Immediate

Buyer Message
None

Contract No.
SR-APSPL-20170515

Supplier Ref No.
[Input Field]

Original Purchase Order
T385409222-1

Bill To Address
PTP SSC

Total Order Amt
231.89

Bill To Contact
--

View History
View All History

Bill To Name
PTP SSC

Order Details | Shipment Info | Invoice Info

Discrete Order Schedules Page 1 of 1; 2 Records

Int. Line No.	Line/Ship	Status	Buyer Item No.	Item Description	Supplier Item No.	Ship To	Ship To Address	Requestor Name
10,001	1/1	Updated	N/A	Maintaing printer 385409222-1/1 in Walker House	P385409222-1/1	DBA PTP	DBA PTP	Requestor on Header
20,001	2/1	New	N/A	Maintaing printer 385409222-1/2 in Walker House	P385409222-1/2	DBA PTP	DBA PTP	Requestor on Header

Accept Acknowledge with Exceptions Reject Create Shipment Create Invoice View History Reset

Records per page 20

Step 2: Print Orders (Optional) – Print a Single Order

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

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Order Management > Discrete Order > Discrete Order Summary > Discrete Order List > Details

Discrete Order Details

Order No. *
30000811

Ship To Address
PTP SSC

Release Number
--

Ship To Company
PTP SSC

Rev. No.
0

Requestor Name
No requestor

Order Created
2016-06-28

Requestor UIN
--

Full Print Summary Print

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

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

Job List

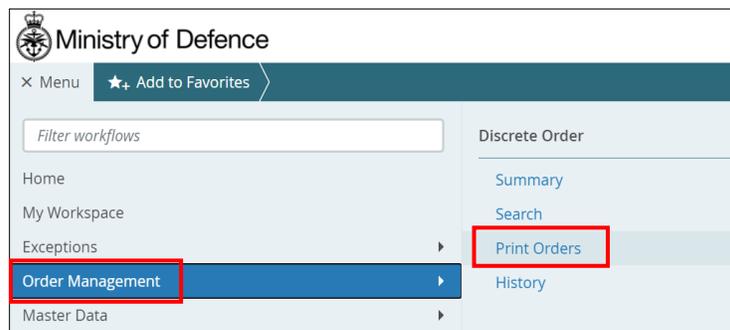
Total 1 records - Page 1 of 1

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

Page 1 of 1

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**).

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Menu Add to Favorites

Order Management Discrete Order Discrete Order Search

Search Discrete Orders Save Search

Filling in at least one field will return results more quickly.

Order No. [] Order Created [YYYY-MM-DD] [YYYY-MM-DD]

Rev. No. [] Change Order Date [YYYY-MM-DD] [YYYY-MM-DD]

Contract No. [] Buyer Name []

Supplier Company [ASSOCIATED TRAINERS LTD] NCAGE []

Reset Search

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

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Menu Add to Favorites

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

Discrete Order Schedules

Page 1 of 1; 6 Records, 3 Selected

Order No.	Int. Line No.	Line/Ship	Status	Order Created	Contract No.	Original Purchase Order	Header
<input checked="" type="checkbox"/> 30000735	10,001	1/1	Accepted	2016-06-24 13:45:56	30000735	LPO2016061601	2016-06-
<input checked="" type="checkbox"/> 30000737	10,001	1/1	Accepted	2016-06-24 13:49:56	30000737	LPO2016060602	2016-06-
<input checked="" type="checkbox"/> 30000811	10,001	1/1	New	2016-06-28 17:54:22			2016-06-
<input type="checkbox"/> MP.7038503743.UAT.1	10,000	1/0	Closed	2018-05-16 23:51:11	A6/4456	OrigOrdNumsx	2021-04-
<input type="checkbox"/> POACK_ACT_01	10,001	1/1	Accepted	2016-06-16 13:24:14	POACK_ACT_01	LPO_20160606_02	2016-06-
<input type="checkbox"/> POACK_RJT_01	10,001	1/1	Accepted	2016-06-16 13:20:12	POACK_RJT_01	LPO_20160616_01	2016-06-

Full Print

Records per page 20

- Use the checkboxes on the left side of the screen to select the orders, and then click **Full Print**.
- In the pop-up window, wait until the status changes to **Completed** and the **File Name** becomes a link. Then click the link 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
Discrete Order Full Print	DiscPOFullPrint.pdf	Completed	2021-04-07 19:23:46	2021-04-07 19:23:54	pfistererm_1230@securepass.exc

Page 1 of 1

Respond to Orders: Responding to a Single Order

- Go to the **Order Details** page.

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Order Management > Discrete Order > Discrete Order Summary > Discrete Order List > Details

Discrete Order Details

Order No. 30019451

Ship To Address: PTP SSC

Release Number: --

Ship To Company: PTP SSC

Rev. No. 1

Requestor Name: No requestor

Order Created: 2017-07-13

Requestor UIN: D4443T

Change Order Date: 2017-07-12

Requestor Fax: --

Header Last Modified: 2017-07-14

NCAGE: 55X76

Order Status: New

Supplier Message: Create

Sender: Ministry of Defence

Supplier Address: ANDREAS PETSAS & SONS PUBLIC LTD

Buyer Address: Ministry of Defence

Supplier Company: ANDREAS PETSAS & SONS PUBLIC LTD

Buyer Fax: --

Supplier Contact: --

Buyer Name: Gallacher, Mr. Stuart

Terms of Delivery: --

Buyer Phone: N/A

Payment Terms: Immediate

Buyer Message: None

Contract No. SR-APSPL-20170515

Supplier Ref No. [input field]

Original Purchase Order: T385409222-1

Bill To Address: PTP SSC

Total Order Amt: 231.89

Bill To Contact: --

View History: View All History

Order Details | Shipment Info | Invoice Info

Discrete Order Schedules Page 1 of 1; 2 Records

Int. Line No.	Line/Ship	Status	Buyer Item No.	Item Description	Supplier Item No.	Ship To	Ship To Address	Requestor Name
<input type="checkbox"/> 10,001	1/1	Updated	N/A	Maintaing printer 385409222-1/1 in Walker House	P385409222-1/1	DBA PIP	DBA PIP	Requestor on Header
<input type="checkbox"/> 20,001	2/1	New	N/A	Maintaing printer 385409222-1/2 in Walker House	P385409222-1/2	DBA PIP	DBA PIP	Requestor on Header

Accept Acknowledge with Exceptions Reject Create Shipment Create Invoice View History Reset

2. Select an order line or lines and locate the **Action** buttons in the bottom left corner of the page.

Order Management > Discrete Order > Discrete Order Summary > Discrete Order List > Details

Discrete Order Details

Order Details | Shipment Info | Invoice Info

Discrete Order Schedules Page 1 of 1; 4 Records, 1 Selected

Int. Line No.	Line/Ship	Status	Buyer Item No.	Item Description	Supplier Item No.	Ship To	Ship To Address	Requestor Name
<input checked="" type="checkbox"/> 10,001	1/1	New	N/A	Accept this line 1		MOD Inventory Master	MOD In	
<input type="checkbox"/> 20,001	2/1	New	N/A	Accept this line 2		MOD Inventory Master	MOD In	
<input type="checkbox"/> 30,001	3/1	New	N/A	Accept this line 3		MOD Inventory Master	MOD In	
<input type="checkbox"/> 40,001	4/1	New	N/A	Reject this line		MOD Inventory Master	MOD In	

Accept Acknowledge with Exceptions Reject Create Shipment Create Invoice View History Reset

The following response actions are available for suppliers:

- **Accept** – You have reviewed the order and it is accurate and you can fulfill it according to the buyer’s requirements without any changes required.
- **Acknowledge with Exceptions** – You are unable to fulfill the order as it stands, and need to

suggest some changes to it before accepting. The buyer must agree to the changes before the order can be processed.

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

- **Reject** – You are unwilling or unable to fulfill the order and do not wish to suggest changes.

Respond to Orders: Respond to Multiple Orders at One Time

1. Go to the **Discrete Order List** page.

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Menu Add to Favorites

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

Discrete Order Schedules

Page 1 of 5; 92 Records

<input type="checkbox"/>	Order No. ¹	Int. Line No. ²	Line/Ship	Status	Order Created	Contract No.	Original Purchase Order
<input type="checkbox"/>	16120101	10,001	1/1	Accepted	2016-12-01 13:35:05	16120101	
<input type="checkbox"/>	1834399 48	10,002	1/2	New	2017-01-24 11:14:52	MPS/021	
<input type="checkbox"/>	1897696	20,001	2/1	Accepted	2017-01-23 16:14:13	MS/00252	
<input type="checkbox"/>	1962870_1	10,002	1/2	Updated	2017-02-08 14:33:24	FGSC/0123	
<input type="checkbox"/>	1962870_1	20,005	2/5	Updated	2017-02-08 14:33:24	FGSC/0123	
<input type="checkbox"/>	1962870_1	30,006	3/6	Accepted	2017-02-08 14:33:24	FGSC/0123	

Accept Acknowledge with Exceptions Reject Close Create Shipment Create Invoice View History Reset

Go To Page Jump Records per page 20

2. Check the boxes on the left hand side to indicate which items you wish to select, then click one of the **Action** buttons at the bottom of the page.

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Menu Add to Favorites

Order Management > Discrete Order > Discrete Order Summary > Discrete Order List

Discrete Order Schedules

Page 1 of 14; 262 Records, 2 Selected

<input type="checkbox"/>	Order No.	Int. Line No.	Line/Ship	Status	Order Created	Contract No.	Original Purchase Order	Header L
<input checked="" type="checkbox"/>	16091303	10,001	1/1	Updated	2016-09-13 17:00:52	16091303		2016-09-
<input checked="" type="checkbox"/>	16100702	30,001	3/1	Updated	2016-10-07 11:50:44	16100702		2016-11-4
<input type="checkbox"/>	16101750	10,001	1/1	Updated	2016-10-17 16:06:54	16101750		2018-11-
<input type="checkbox"/>	16101750	20,001	2/1	Updated	2016-10-17 16:06:54	16101750		2018-11-
<input type="checkbox"/>	16101750	30,001	3/1	Updated	2016-10-17 16:06:54	16101750		2018-11-
<input type="checkbox"/>	16102401	10,001	1/1	Updated	2016-10-24 13:00:54	16102401		2016-10-

Records per page

NOTE: If your search results include more than one page of line items, you should complete the actions on the current page and then go on to the next. Users cannot select multiple line items if search results include lines that have already been responded to or closed out. When using the **Search** workflow, make a selection from the **Status** menu to avoid this issue.

Response Sent to MOD

Order responses are automatically sent to MOD once all of the lines for an order are moved out of the **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**.

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Order Management > Discrete Order > Discrete Order Summary

Schedule/Line Summary Header Summary

Schedule/Line Summary Saved Searches: None Save Search

Status	Total	Status	Total
New	47	Accepted	2959
Updated	262	Archived	2
Supplier Rejected	45	Closed	4746
Acknowledged with Exceptions	29	Cancelled	2

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

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Order Management > Discrete Order > Discrete Order Summary > Discrete Order List > Details

Discrete Order Details

Order No. *	16091303	Ship To Address	PTP SSC
Release Number	--	Ship To Company	PTP SSC
Rev. No.	1	Requestor Name	No requestor
Order Created	2016-09-13	Requestor UIN	--
Change Order Date	2016-09-13	Requestor Fax	--

Changes to the **Request Deliver Date**, **Quantity**, or **Unit Price** are highlighted in yellow within SCP.

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Order Management > Discrete Order > Discrete Order Summary > Discrete Order List

Discrete Order Schedules Page 1 of 14; 267 Records

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, click on the **Order No.** and select **Full Print**. Changes since

your last response are highlighted with a red asterisk on the PO full printout. Click **View History** to see who made changes and when.

The screenshot shows a PO full printout interface. At the top right, the 'Total Order Amt' is 12.00. Below this, there are two 'View History' buttons: one labeled 'View History' and another labeled 'View All History', both highlighted with red boxes. The interface includes tabs for 'Order Details', 'Shipment Info', and 'Invoice Info'. Below the tabs, there is a section for 'Discrete Order Schedules' with a table containing one record. The record has columns for 'Int. Line No.', 'Line/Ship', 'Status', 'Buyer Item No.', 'Item Description', 'Supplier Item No.', 'Ship To', and 'Ship To Address'. The 'View History' button for this record is also highlighted with a red box.

Click the + icons to expand revision history details. The + icons revert to – icons once they’ve been selected.

The screenshot shows the 'Audit Detail' window. At the top, it says 'Total 10 records Page 1 of 1'. There is an 'Expand All' toggle and a close button. Below this is a 'History Selector' section with a 'Change Field' dropdown (showing '43 selected') and an 'Operation Type' dropdown (showing 'Update', 'Insert', and 'Delete Promise'). A 'Refresh' button is also present. The main part of the window is a table with columns: 'Transaction Date', 'User', 'Role', 'Change Field', 'Old Value', and 'New Value'. The table contains several rows of data, including transactions from 2018-11-13, 2017-05-25, and 2016-10-17. The 'Records Per Page' is set to 25.