

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



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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.

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Filter workflows Home My Workspace	lcome to Exostar Supply Chain nagement Platform.
Exceptions Order Management	 e Menu button on the top left to access the options p ation.

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

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My Workspace				o Ø 🖊 🗄	5
test	Welcome, Margare	t Pfisterer.			^
Supply Network Exceptions 🖾 🛛 🗄	Order Summary :	Shipment Summary :	Invoi	ce Summary :	
1	1 E New		0	Rejected	
нідн	0 Updated	Shipped Archived	1	Open	
	2 Supplier Rejected 0 Acknowledged with Exceptions		1	Archived	

3. The Discrete Order List page appears.



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Dis	Discrete Order Schedules Page 1 of 1; 1 Records, 1 Selected												
	Order No. 1	Int. Line No. 2	Line/Ship	: Status	:	Order Created :	Contract No.	÷	Original Purchase Order	÷	Header Last Modifie	d	
	30000811	10,001	1/1	New		2016-06-28 17:54:22					2016-06-30 03:45:21		
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Hide	View History												
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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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	Disc	crete Orde	r Schedules	Page 1 of 1; 1	l Records, 1 Selecto	:d	-						¢ 4	Ŀ
		Order No. 1	Int. Line No. 2	Line/Ship	: Status	: Orde	r Created	8	Contract No.	÷	Original Purchase Order	÷	Header Last Modifie	d
		30000811	10,001	1/1	New	2016	06-28 17:54	:22					2016-06-30 03:45:21	
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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.



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Order Management 👻 Discrete Order 👻 Discrete Or	der Summary) Discrete Order List) Details		
Discrete Order Details			Full Print Summary Print
Order No. *	Ship To Address	Release Number	Ship To Company
30000811	PTP SSC 🛛	-	PTP SSC
Rev. No.	Requestor Name	Order Created	Requestor UIN
0	No requestor	2016-06-28	-
Change Order Date	Requestor Fax	Header Last Modified	NCAGE
2016-05-28	-	2016-06-30	NCAGE_5632456
Order Status	Supplier Message	Sender	Supplier Address
New	None	For CP&F Security Hierarchy Testing Only INACTIVE	ASSOCIATED TRAINERS LTD
Buyer Address	Supplier Company	Buyer Fax	Supplier Contact
For CP&F Security Hierarchy Testing Only INACTIVE 🗹	ASSOCIATED TRAINERS LTD	-	
Buyer Name	Terms of Delivery	Buyer Phone	Payment Terms
Richards Sian	-	N/A	Immediate
Buyer Message	Contract No.	Supplier Ref No.	Original Purchase Order
None	-		-
Bill To Address	Total Order Amt	Bill To Contact	View History
PTP SSC 🗵	1,000.00	-	View All History
Bill To Name			
PTP SSC			
r Details Shipment Info Invoice Info			
Discrete Order Schedules Page 1 of	1; 1 Records, 1 Selected		State All (1) v Filter
🖌 Int. Line No. î I Line/Ship I Status I	Buyer Item No. I Item Description I Supplier	Item No. I Ship To I Ship To Address I	Requestor Name I Requestor Phone I Requestor Fax
10,001 1/1 New	N/A TESTyryty	MOD Inventory Master MOD Inventory Master 2	
	4		

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 \square 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.

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Menu	\bigstar_+ Add to Favorites										
Crder	r Management 👻 🎽 D	iscrete Order	ightarrow Discret	e Ord	er Summary $ ight angle$ Dis	crete	Order List $ ight angle$ Detail	s			
🕀 Discr	rete Order Details							Fu	Il Print Summary Print	\$ [
order Detai	ils Shipment Info	Invoice Info									
Discrete Order Schedules Page 1 of 1; 1 Records, 1 Selected State All (1) - Filter 🌣 🔮											
	Int. Line No. 📋 📑	Line/Ship	: Status	:	Buyer Item No.	÷	Item Description	÷	Supplier Item No.	Ship	
	10,001	1/1	New		N/A		TESTyiyiy			MOD	
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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.

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≡ Menu	★+ Add to Favorites				۵
igarhletherapide	der Management 💉 $ angle$ Discrete Order $ ightarrow$ $ angle$ Discrete Order Summary $ angle$ Discret	e Order List 🖉 Details			
⊖ Dis	screte Order Details		Full Print	Summary Print	x
	der No. *	Ship To Address			
300	000811	PTP SSC 🖸			
Rele	ease Number	Ship To Company			
		PTP SSC			
Rev	/. No.	Requestor Name			
0		No requestor			
	ier Created 16-06-28	Requestor UIN 			

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.

Jo	b List Total 1 records	; - Page 1 of 1					C
	Document Type	: File Name :	Status 2	Creation Time	Completion Time	: Us	er Name
1	Discrete Order Full Prin	nt DiscPOFullPrint.pdf	Completed	2021-04-07 19:23:46	2021-04-07 19:23:54	pfi	istererm_1230@securepass.exc
	٢						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.



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× Menu \bigstar_+ Add to Favorites \rangle	
Filter workflows	Discrete Order
Home	Summary
My Workspace	Search
Exceptions	Print Orders
Order Management	History
Master Data	•
Upload/Download	•
My Profile	•
Administration	•

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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\equiv Menu \bigstar Add to Favorites						٠
$ightarrow$ Order Management $\ \ ightarrow$ Discrete Order $\ \ \ ightarrow$ Discrete Order S	earch					
⊖ Search Discrete Orders					Save Search	\$
Filling in at least one field will return results more quickly.						
Order No.	0	Order Created	YYYY-MM-DD	۵	YYYY-MM-DD	3Ĕ
Rev. No.	0	Change Order Date	YYYY-MM-DD		YYYY-MM-DD	辈
Contract No.	0	Buyer Name				0
Supplier Company ASSOCIATED TRAINERS LTD ×	0	NCAGE				0
Reset Search						

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

Orde	er Management 👻 👌 Di	screte Order 👻 👌 Disc	crete Order Search	Discrete Ore	der List			
Dis	crete Order	Schedules	Page 1 of 1; 6 Record	s, 3 Selected				¢±
-	Order No. 1	Int. Line No. 2	Line/Ship :	Status :	Order Created	Contract No.	Original Purchase Order	Header
	30000735	10,001	1/1	Accepted	2016-06-24 13:45:56	30000735	LPO2016061601	2016-06-
	30000737	10,001	1/1	Accepted	2016-06-24 13:49:56	30000737	LPO2016060602	2016-06-
	30000811	10,001	1/1	New	2016-06-28 17:54:22			2016-06-
	MP.7038503743.UAT.1	10,000	1/0	Closed	2018-05-16 23:51:11	A6/4456	OrigOrdNumsx	2021-04-
	POACK_ACT_01	10,001	1/1	Accepted	2016-06-16 13:24:14	POACK_ACT_01	LPO_20160606_02	2016-06-
	POACK_RJT_01	10,001	1/1	Accepted	2016-06-16 13:20:12	POACK_RJT_01	LPO_20160616_01	2016-06-
					<			•

- 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.



Jo	b List Total 1 recor	ds - P	age 1 of 1						C
	Document Type	:	File Name :	Status 2	:	Creation Time 1	Completion Time 3	:	User Name
1	Discrete Order Full Pr	rint	DiscPOFullPrint.pdf	Completed		2021-04-07 19:23:46	2021-04-07 19:23:54		pfistererm_1230@securepass.exc
									•
									< Page 1 of 1 >

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 accordingto 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			
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.

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♠ > Order Management → > Discrete Order → > Discrete Order Summary >	Discrete Order List Details					
Discrete Order Details						
Order No. *	Ship To Address					
16091303	PTP SSC 🛛					
Release Number	Ship To Company					
**	PTP SSC					
Rev. No.	Requestor Name					
1	No requestor					
Order Created	Requestor UIN					
2016-09-13						
Change Order Date	Requestor Fax					
2016-09-13						

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.

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🕈 👌 Orde	r Management 🗸	Discrete Order	 Discrete Ord 	er Summary 👌	Discrete Order List				
Discrete Order Schedules Page 1 of 14; 267 Records									
	Order No.	Int. Line No. 🛛 🗄	Line/Ship :	Status :	Request Deliver Date 1	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 🛛				Total Order Amt 12.00			
	Bill To Contact 				View History View All History			
	Bill To Name PTP SSC							
Orde	er Details Shipment I	nfo Invoice In	fo					
I	Discrete Or	der Sche	edules Pag	e 1 of 1; 1 Records, 1 Selected	1		State All (1)	✓ Filter ♦ ±
	Int. Line No.	: Line/Ship	: Status	Buyer Item No.	Item Description	: Supplier Item No	. : Ship To	Ship To Address
	0 10,0	01 1/1	Updated	1450000331299	BIMS Drill 1.5mm		PTP SSC	PTP SSC 🛛
5				<				*
	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.