SCP-MOD Discrete Orders – Supplier Quick Reference Guide

April 2021

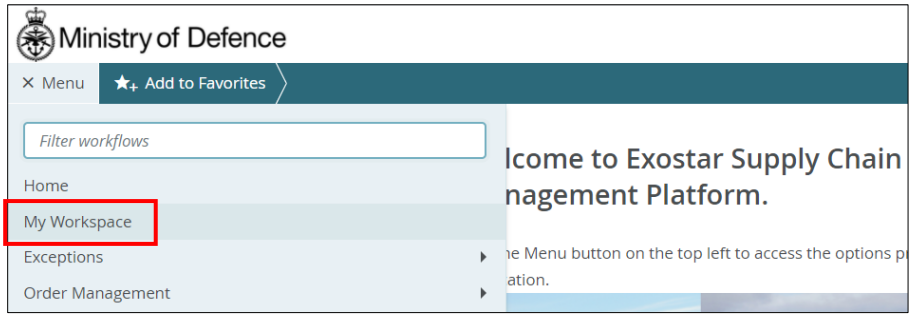
Copyright ©2021 Exostar LLC. All rights reserved.

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.

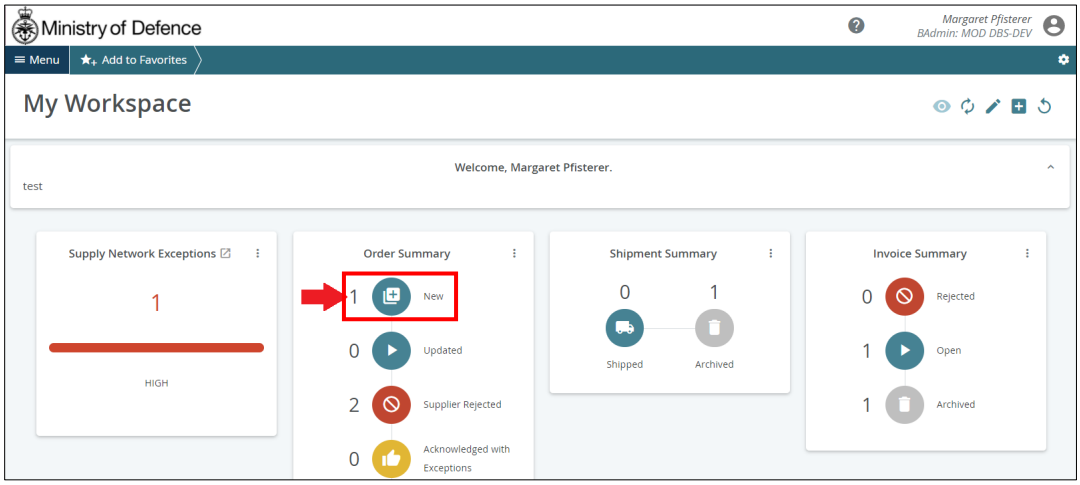
Step 1: Locate an Order

Option 1 – Locate Order by Status

1. Click on **My Workspace**.

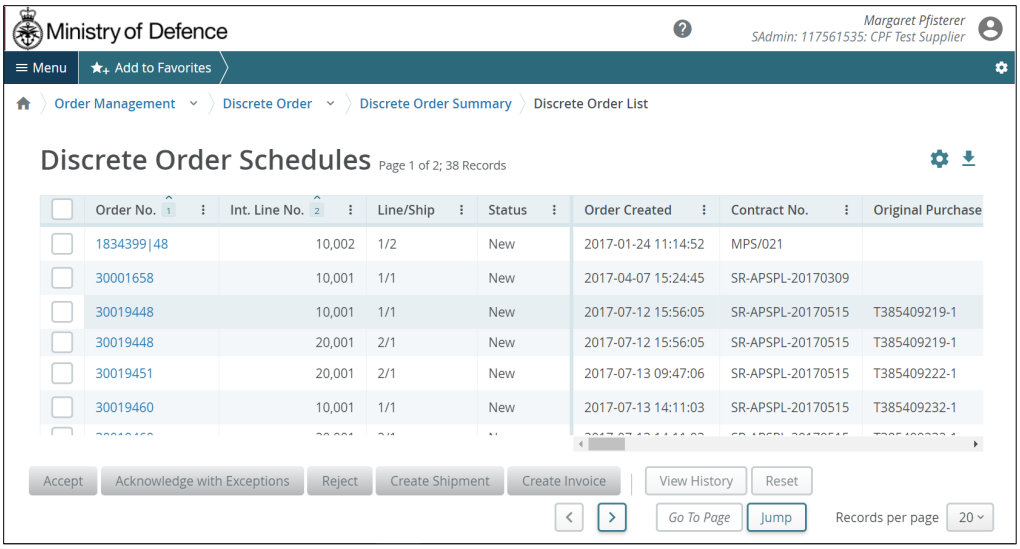


2. In the **Order Summary** field, click the grey number link for an order state.



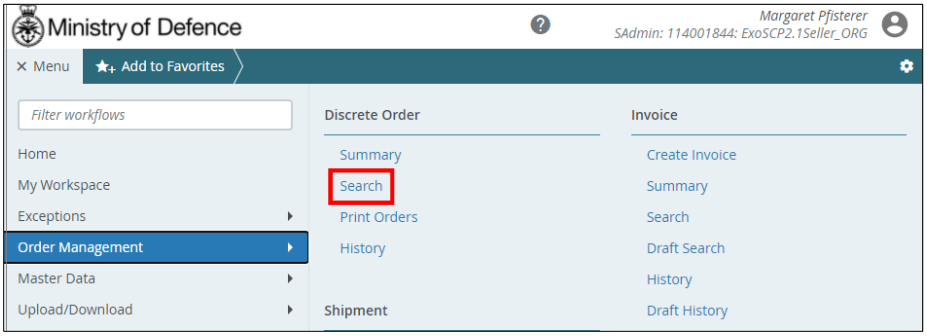
3. The **Discrete Order List** page opens.

Copyright ©2021 Exostar LLC. All rights reserved.



Option 2 – Locate Order Using Search Criteria

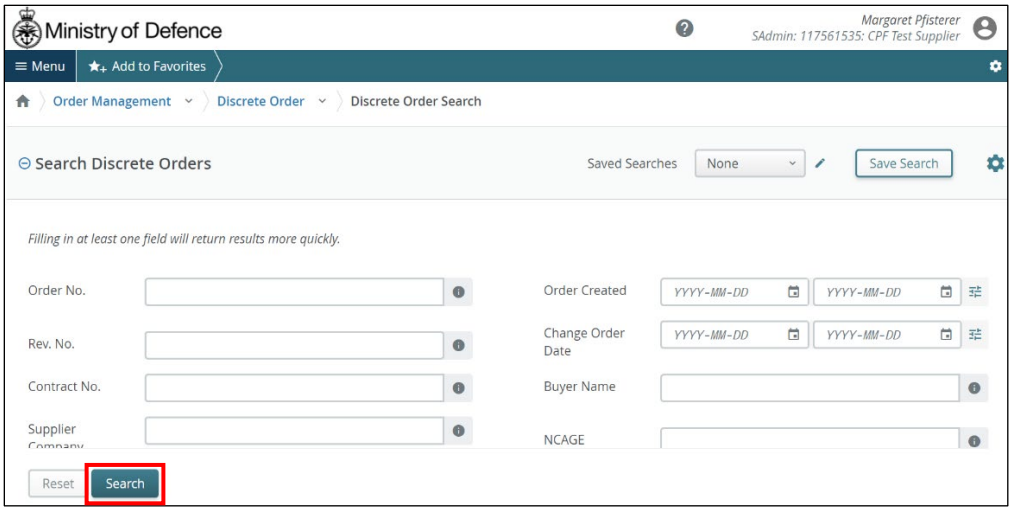
1. On the **Menu**, hover over **Order Management** to display the sub-menu. Under the **Discrete Order** section, click **Search**.



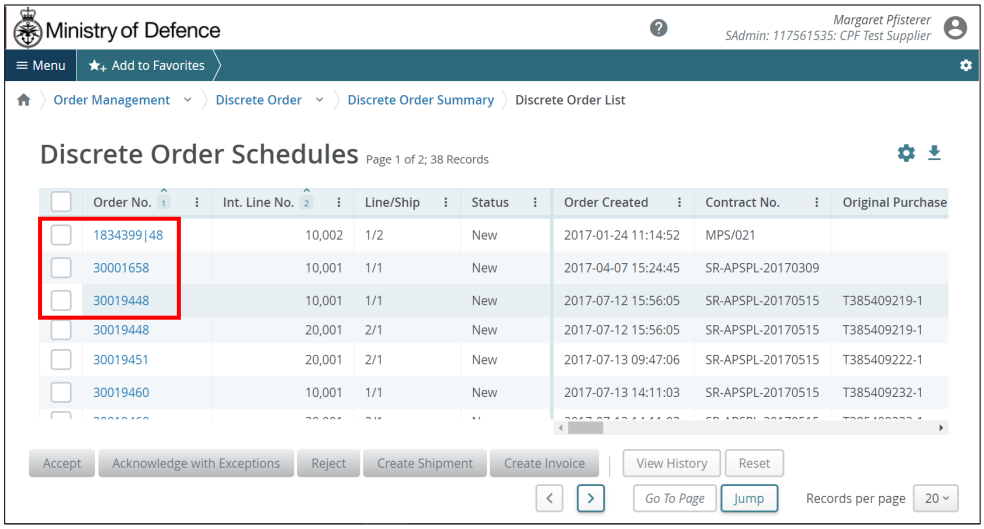
2. Enter key words to search (use * as wildcard).

NOTE: Search terms are case sensitive.

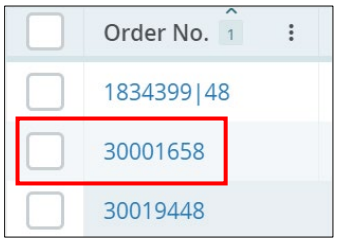
Copyright ©2021 Exostar LLC. All rights reserved.



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

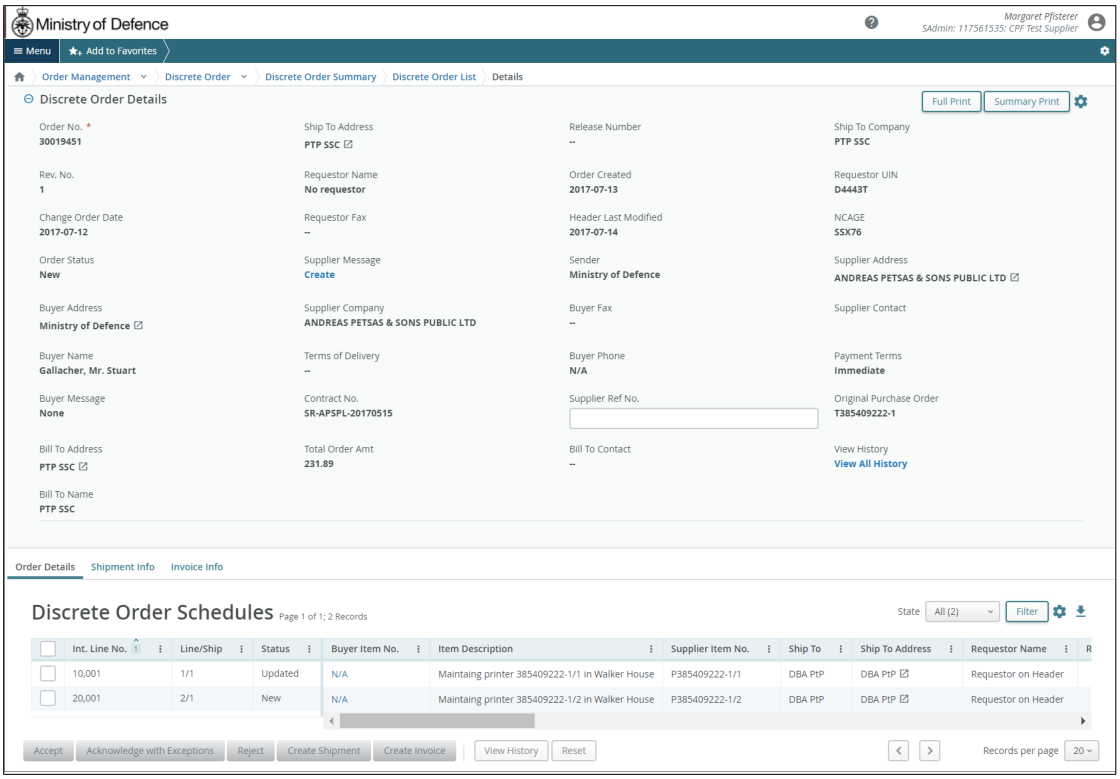


4. Check the box next to the **Order Number** or click the blue **hyperlink**.



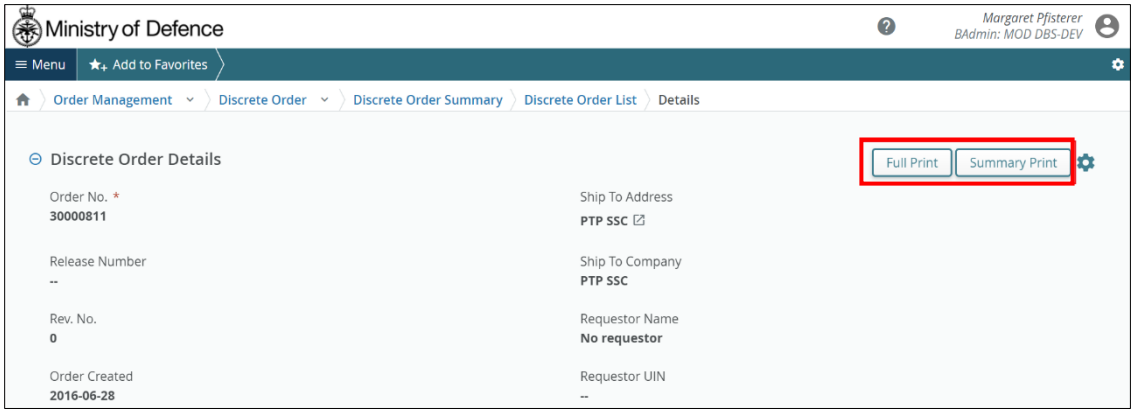
5. The **Discrete Order Details** page opens, providing the details of an individual order.

Copyright ©2021 Exostar LLC. All rights reserved.



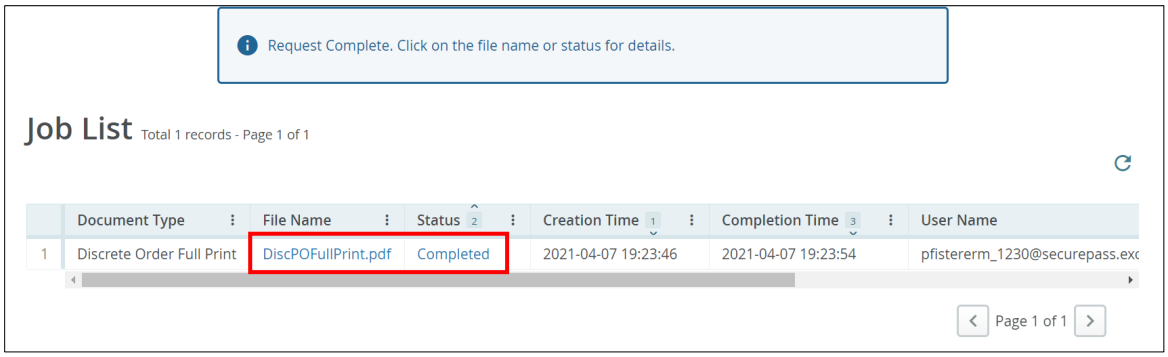
Step 2: Print Orders (Optional) – Print a Single Order

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



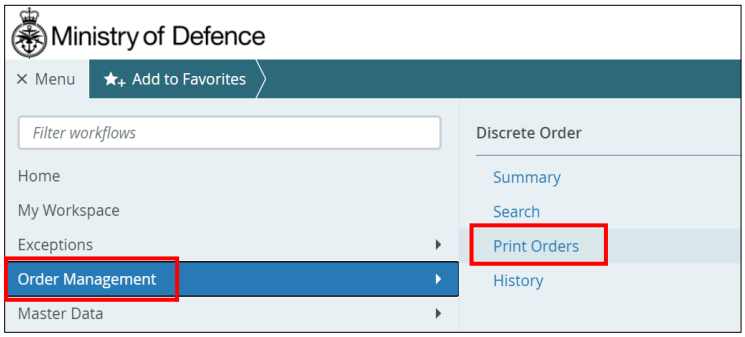
2. In the pop-up window, wait until the status changes to **Completed** and the **File Name** becomes a link. Then click the link to download the file.

Copyright ©2021 Exostar LLC. All rights reserved.

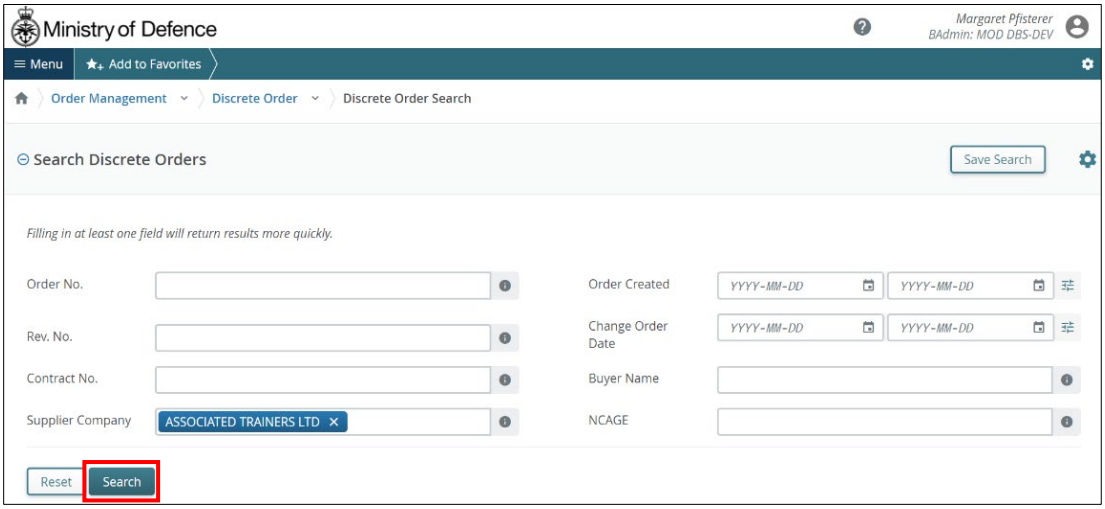


Print Multiples Orders at One Time

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

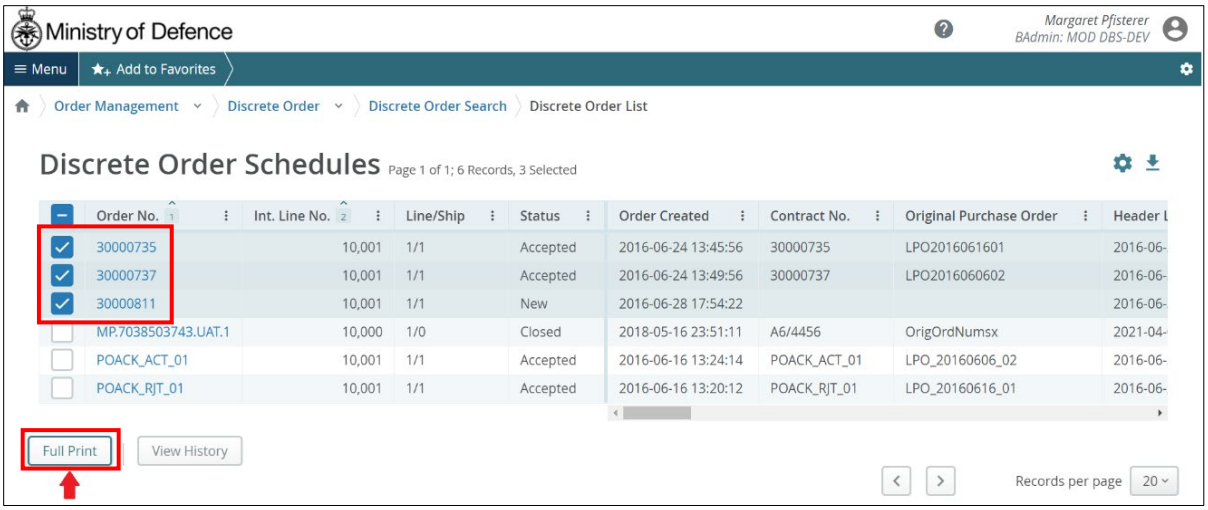


2. Enter search criteria to locate the orders to be printed (for example, an **Order Created** date range or **Supplier Company**).

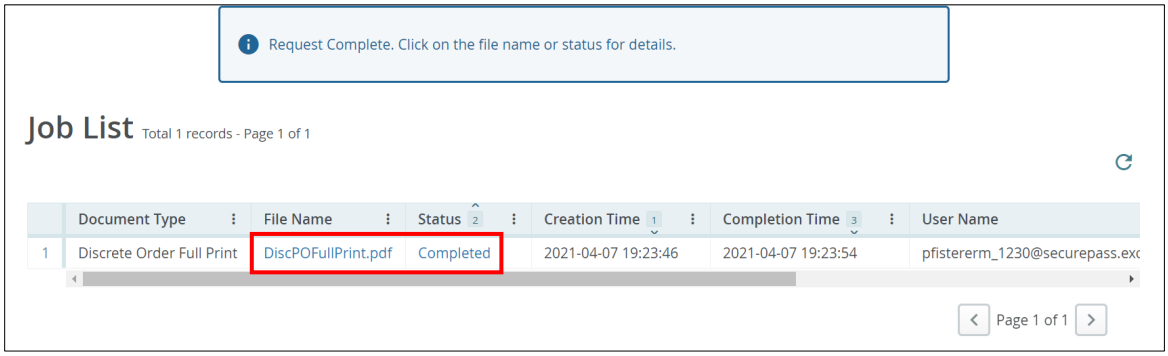


3. Click **Search**. The list of orders will appear on a list page.

Copyright ©2021 Exostar LLC. All rights reserved.



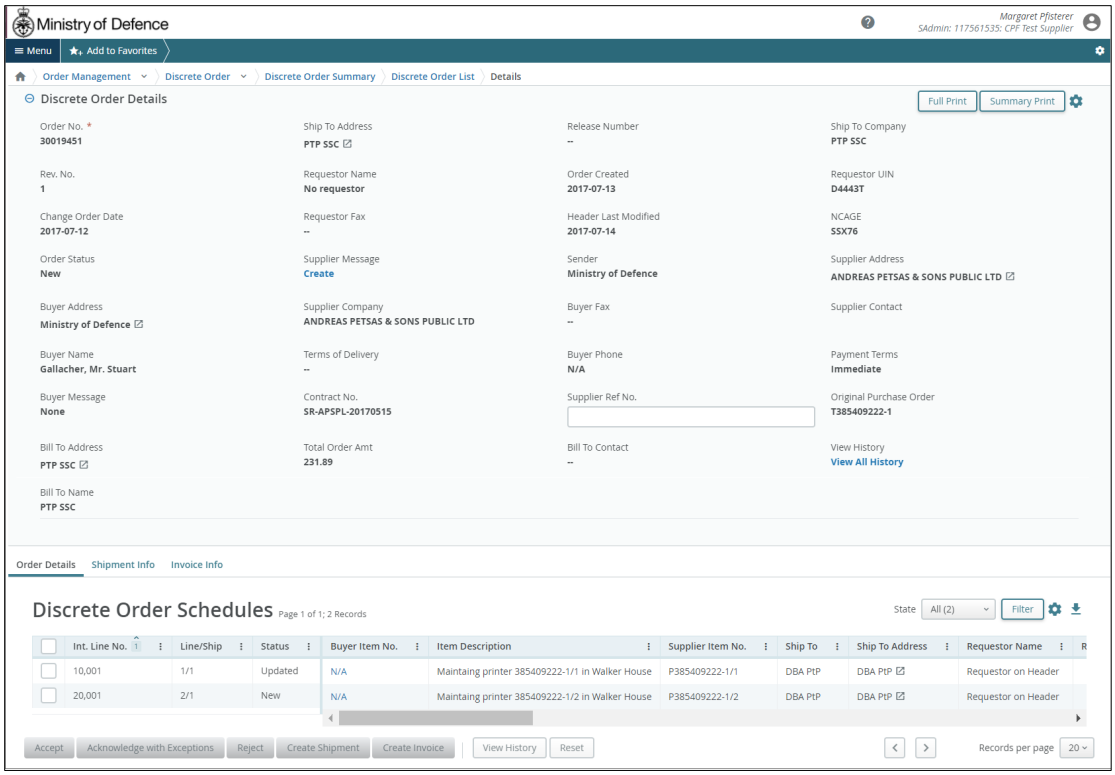
4. Use the checkboxes on the left side of the screen to select the orders, and then click **Full Print**.
5. In the pop-up window, wait until the status changes to **Completed** and the **File Name** becomes a link. Then click the link to download the file.



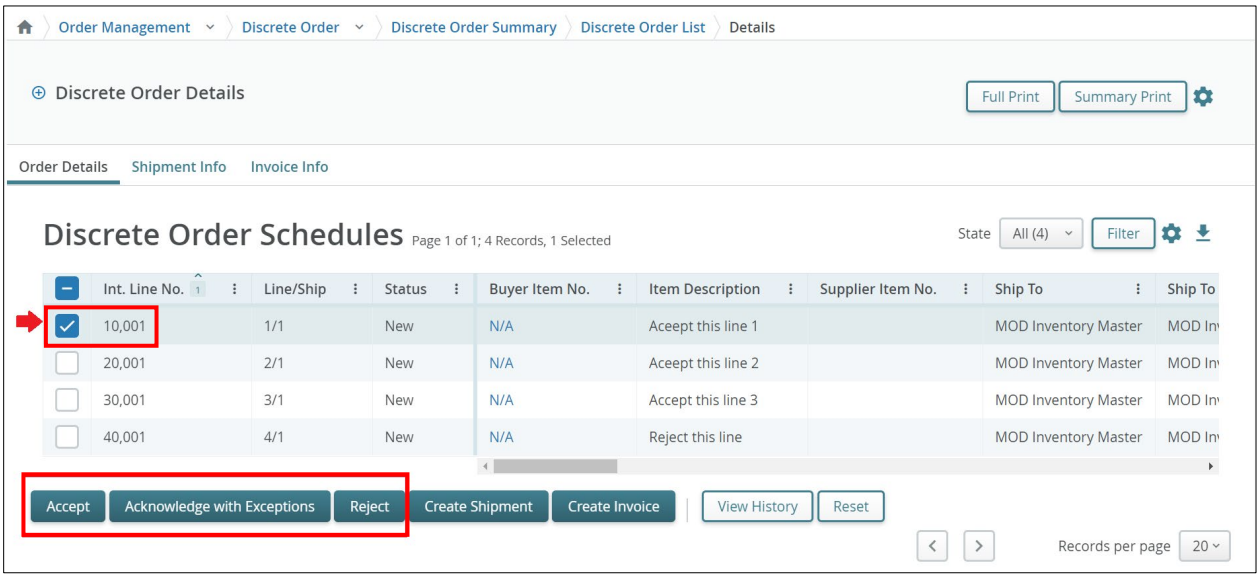
Respond to Orders: Responding to a Single Order

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

Copyright ©2021 Exostar LLC. All rights reserved.



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



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

Copyright ©2021 Exostar LLC. All rights reserved.

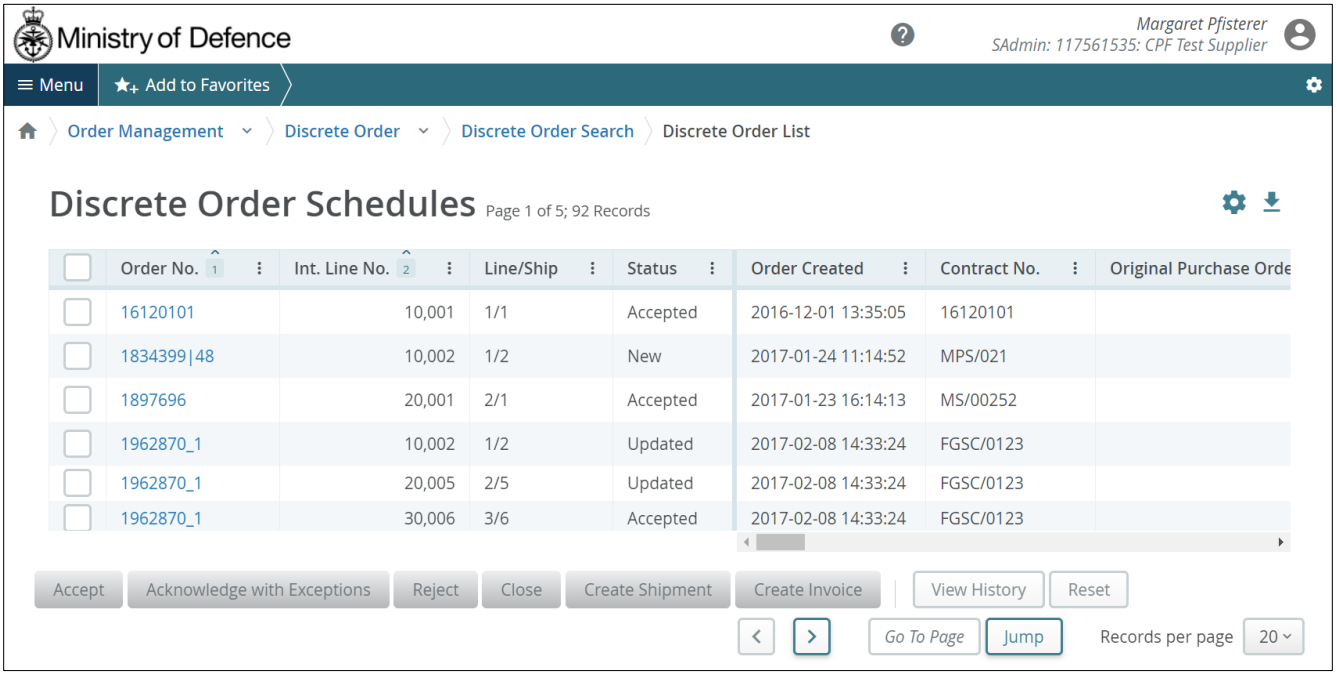
suggest some changes to it before accepting. The buyer must agree to the changes before the order can be processed.

***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.

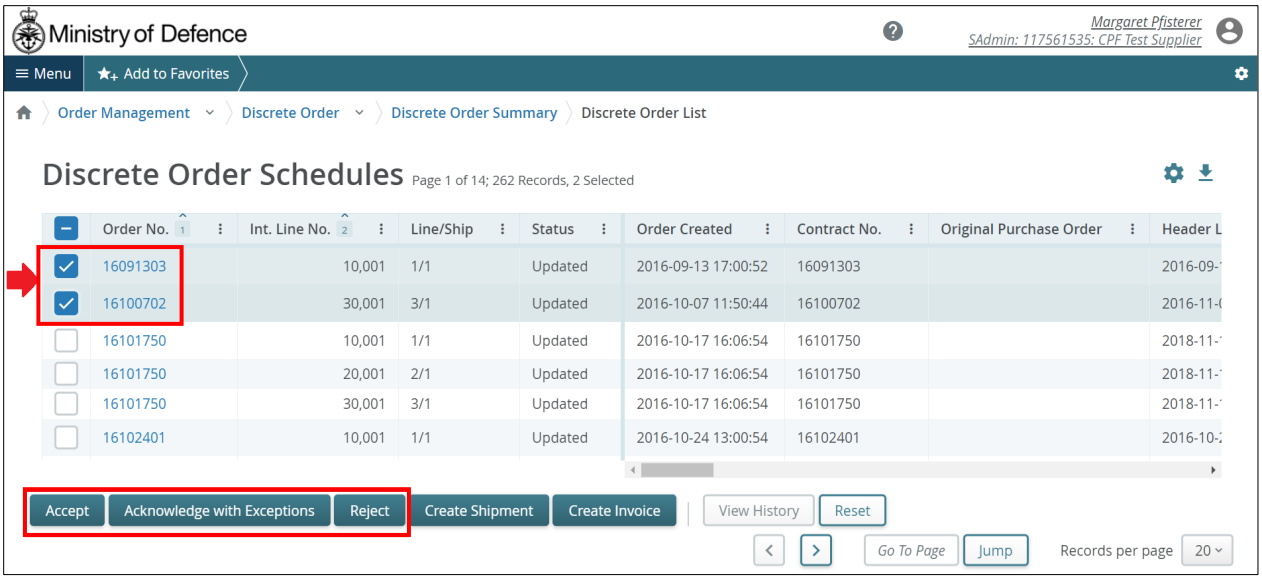
Respond to Orders: Respond to Multiple Orders at One Time

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



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.

Copyright ©2021 Exostar LLC. All rights reserved.



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.*

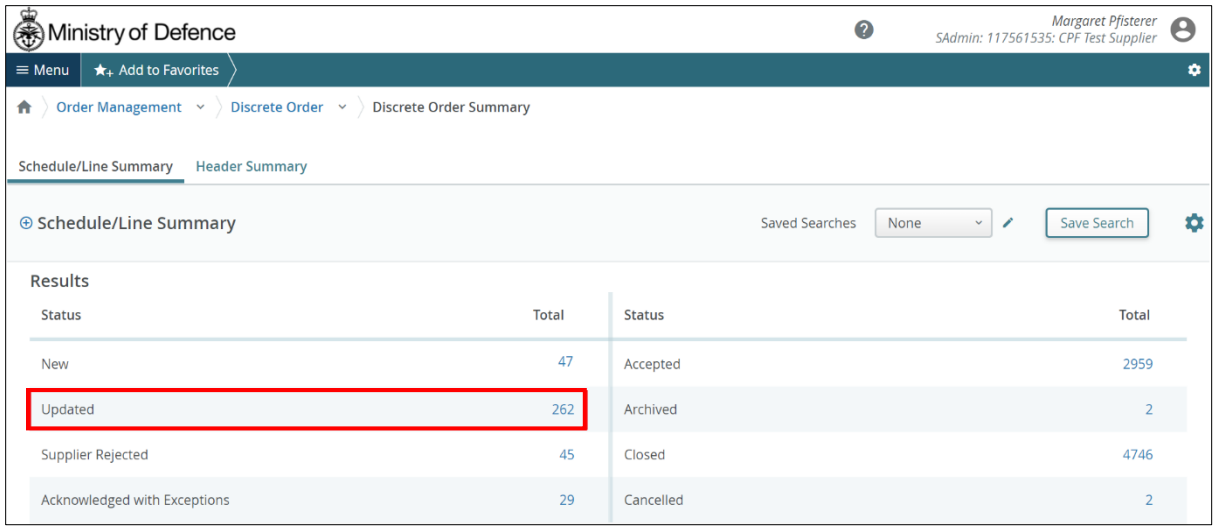
Response Sent to MOD

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.

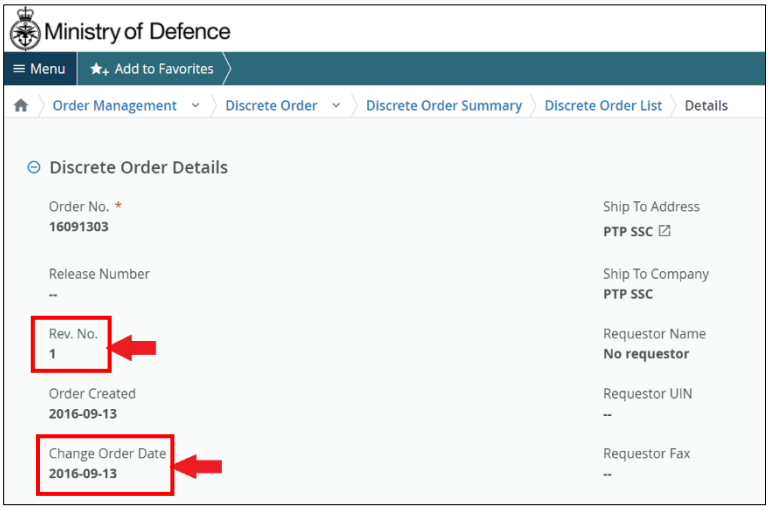
Work with Change Orders

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

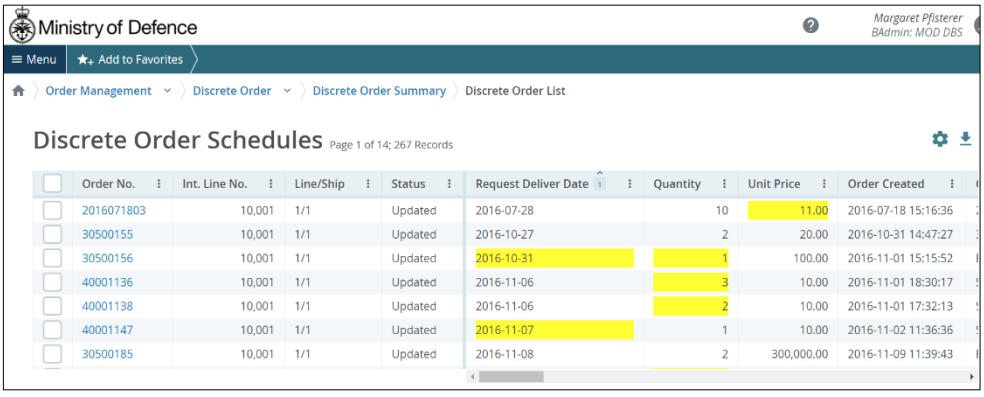
Copyright ©2021 Exostar LLC. All rights reserved.



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



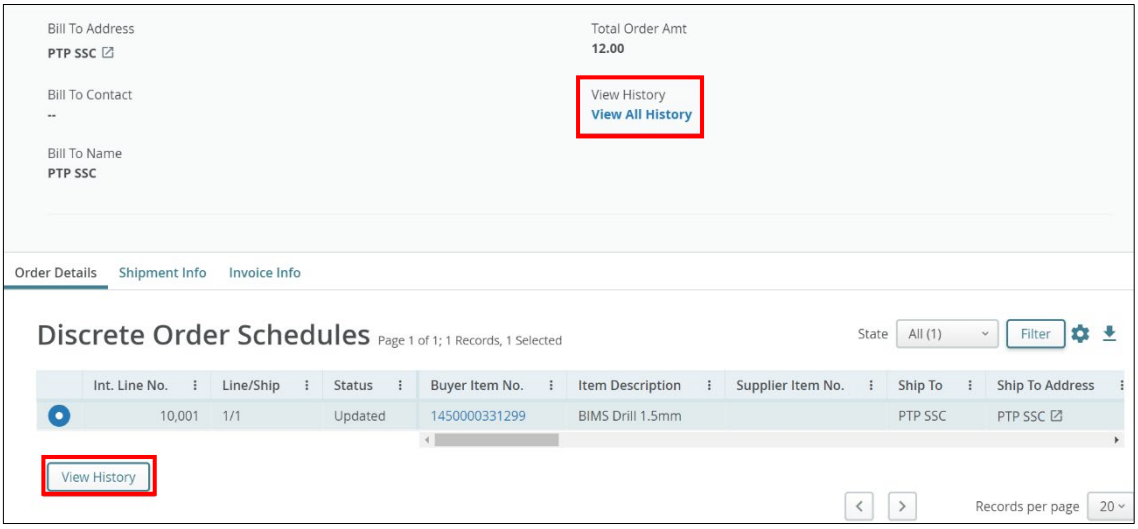
Changes to the **Request Deliver Date**, **Quantity**, or **Unit Price** are highlighted in yellow within SCP.



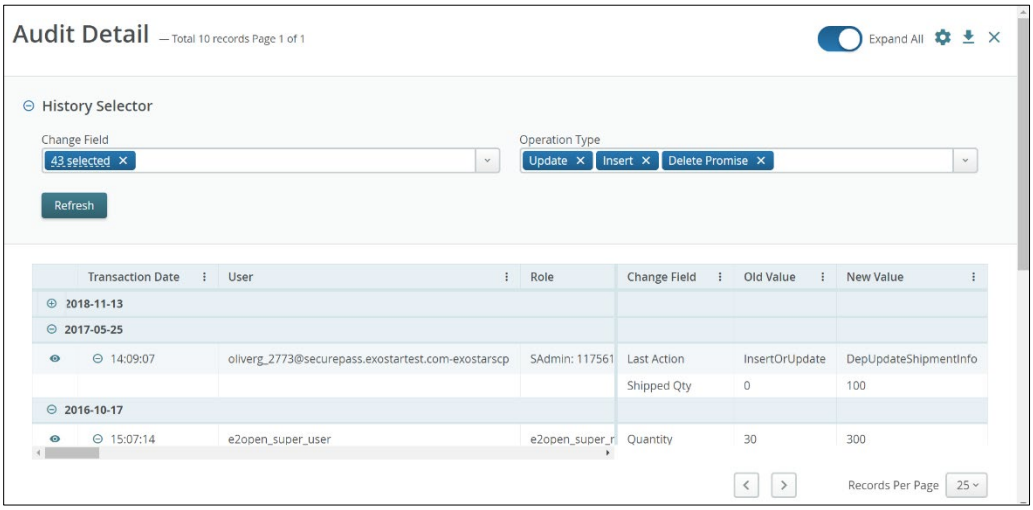
To view what has changed in more detail, click on the **Order No**. and select **Full Print**. Changes since

Copyright ©2021 Exostar LLC. All rights reserved.

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



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



Copyright ©2021 Exostar LLC. All rights reserved.