Supplier Training

Replenishment Orders

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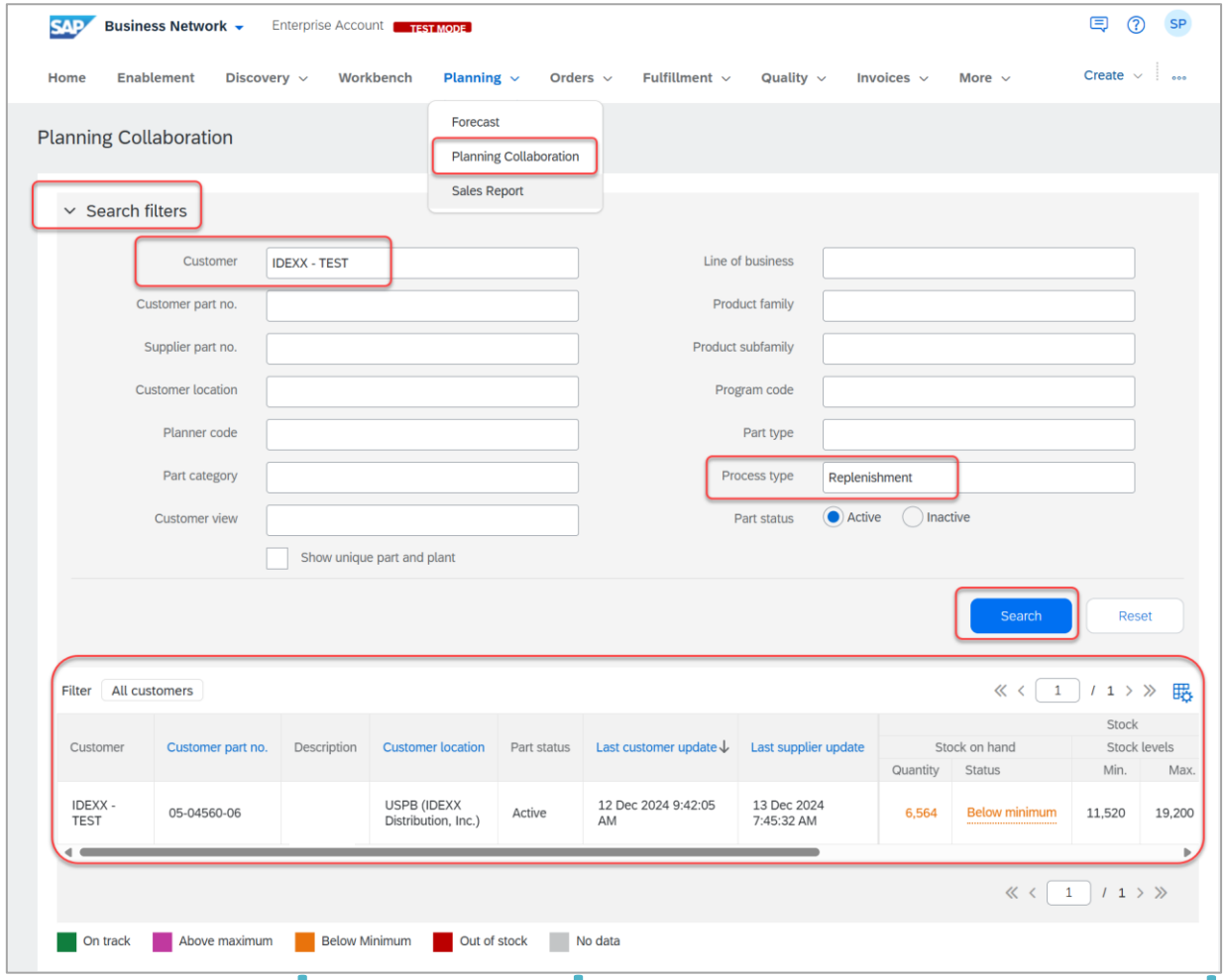
How to have an overview of the parts on the Ariba Portal?

1. Navigate in the menu to Planning/Planning Collaboration
2. Edit Search Filter for IDEXX as Customer and Replenishment as Process type
3. Click Search, and see the color-coded list overview below



Replenishment Orders

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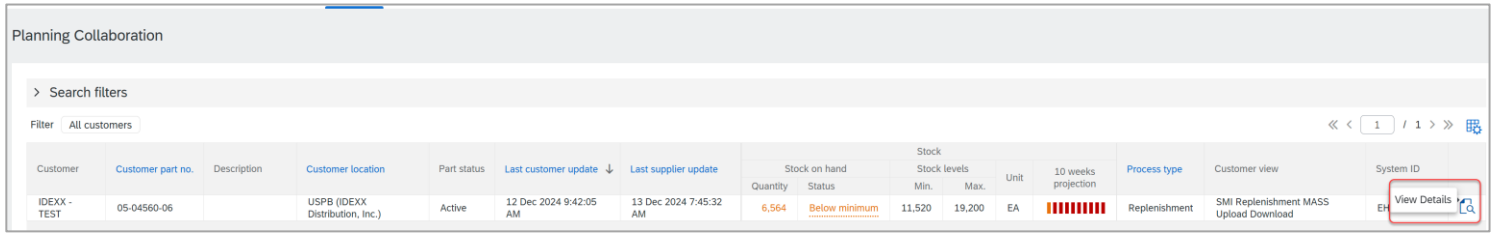
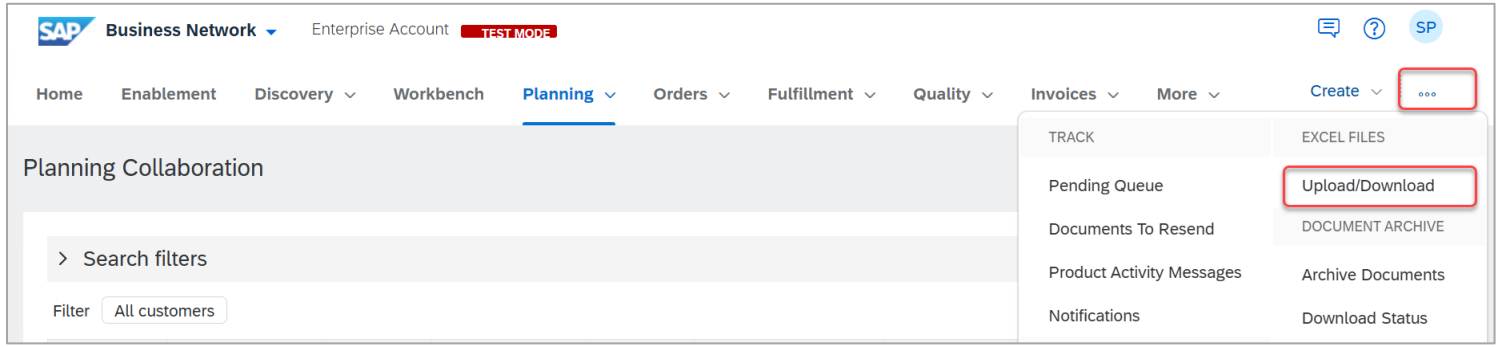
How to create planned replenishment?

To create Replenishment Orders, you have two options:

1. Enter the planned Replenishment quantities through the Ariba Portal one by one
2. Use the Upload/Download function for replenishing multiple parts on one sales order / IDEXX PO





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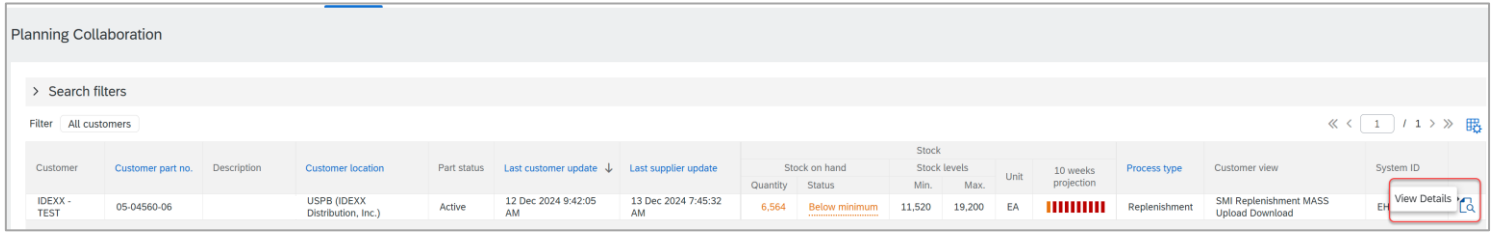
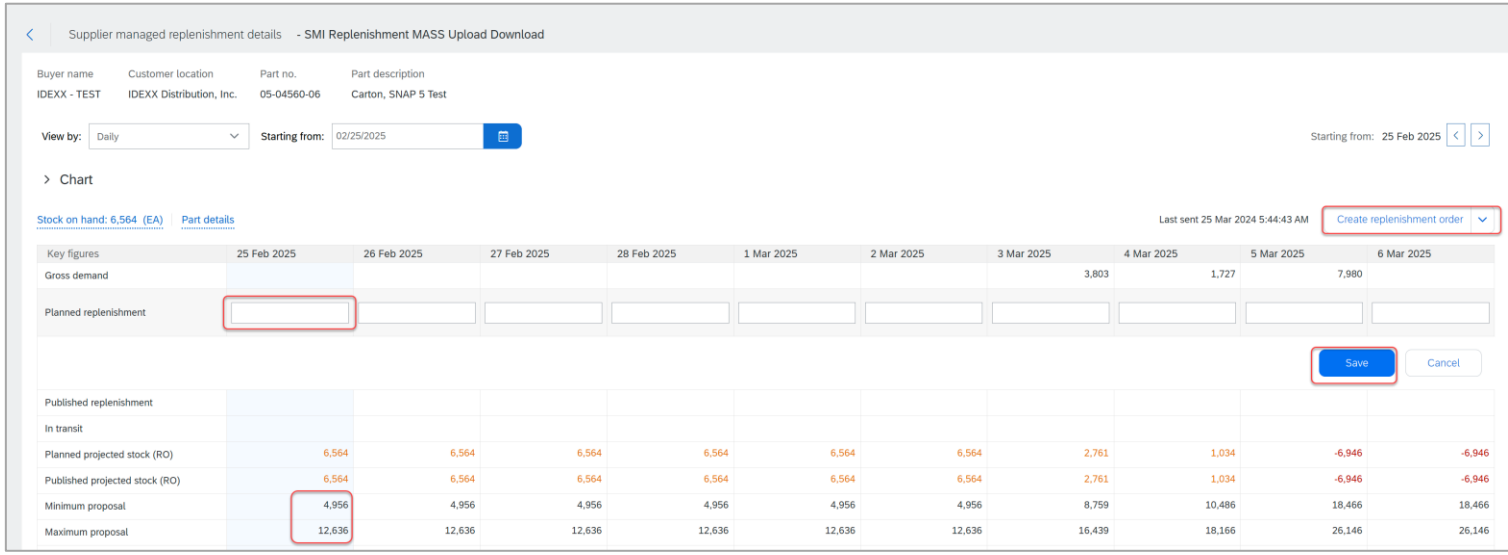
How to create planned replenishment on the Ariba Portal?

1. Click on View Details in the list of Parts
2. Click the pencil icon next to the Planned Replenishment line
3. Enter the quantity for the date the delivery will be done, respecting the rounding value and minimum/maximum proposals
4. Click Save and Create replenishment order
5. A new window will pop up to fill in the replenishment order details





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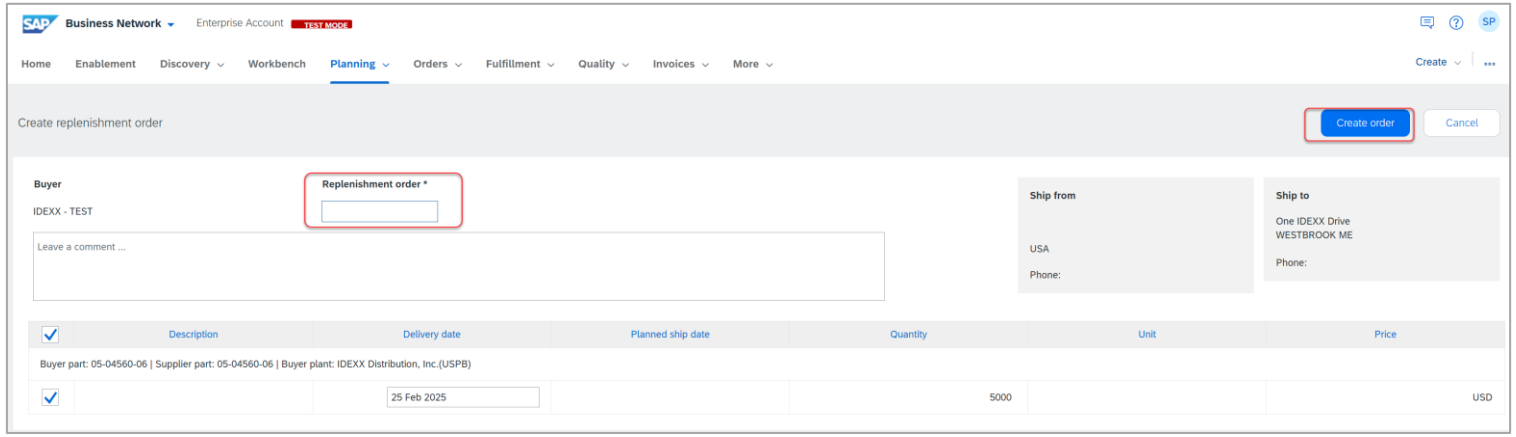
How to create replenishment order on the Ariba Portal?

1. In the Create replenishment order window enter your Supplier reference / Sales Order number
2. Modify the delivery date if necessary (for weekly deliveries the system pick Monday, you can change this is necessary to another day of the week)
3. Click on Create order
4. Go to Fulfillment → Sales Orders to check the IDEXX PO created



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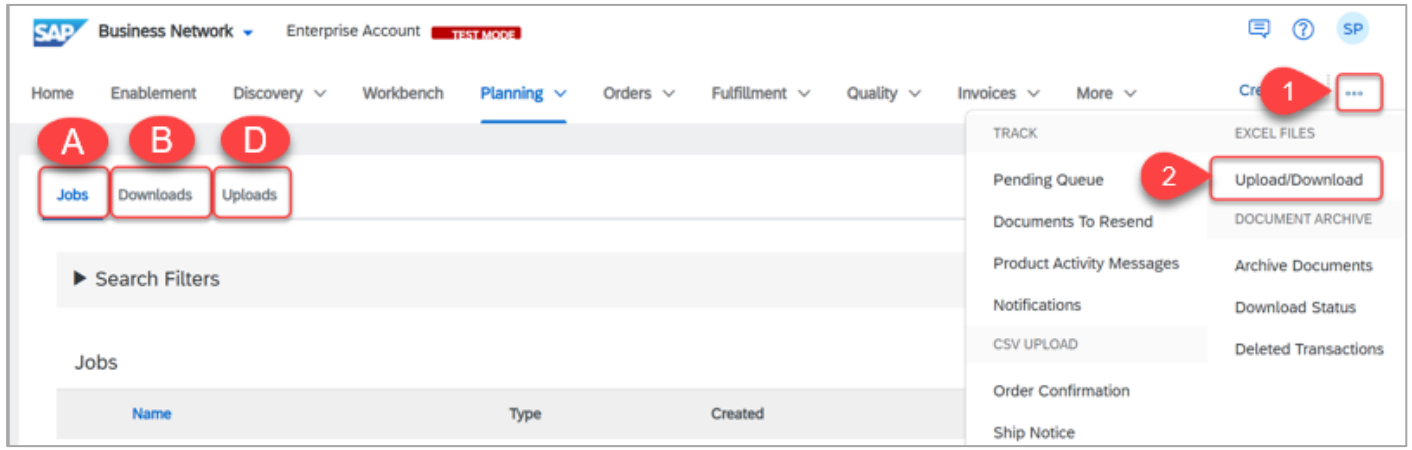
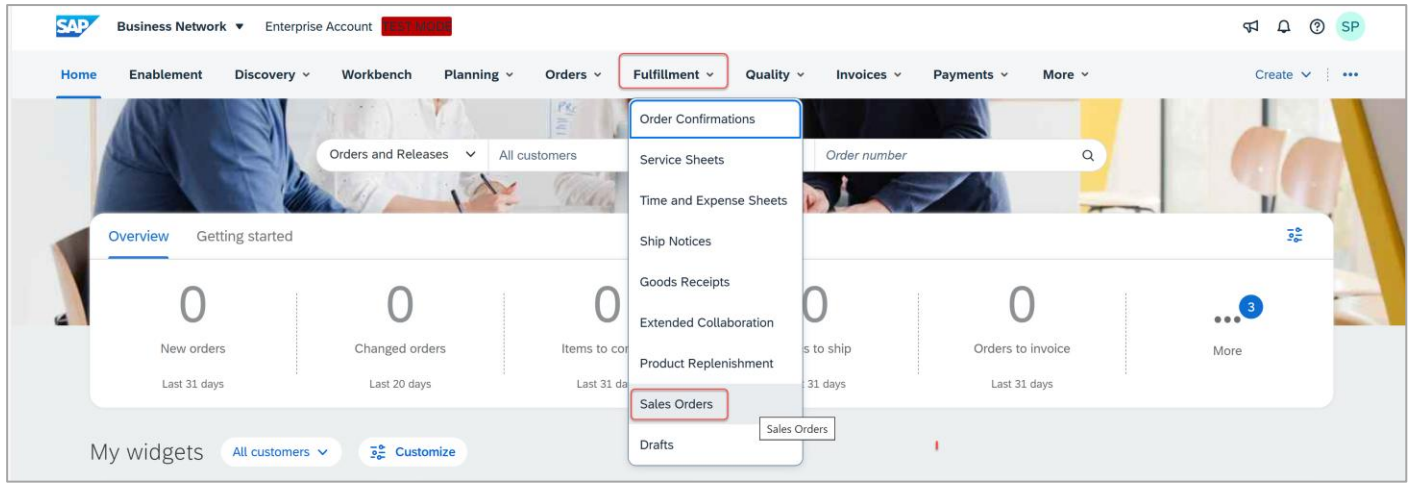
How to navigate to MASS Upload and Download the parts in Excel?

1. Find the three dots in the top right corner
2. Click on Upload/Download
3. Follow the steps on the tabs
   a) Jobs – run the Job to generate the spreadsheet with the requirements and current stock position
   b) Downloads - download the spreadsheet, click Refresh if it does not show immediately
   c) Edit the spreadsheet offline, following the guidance Editing the Spreadsheet
   d) Upload, check Log
4. Go to Fulfillment → Sales Orders to check the IDEXX PO created





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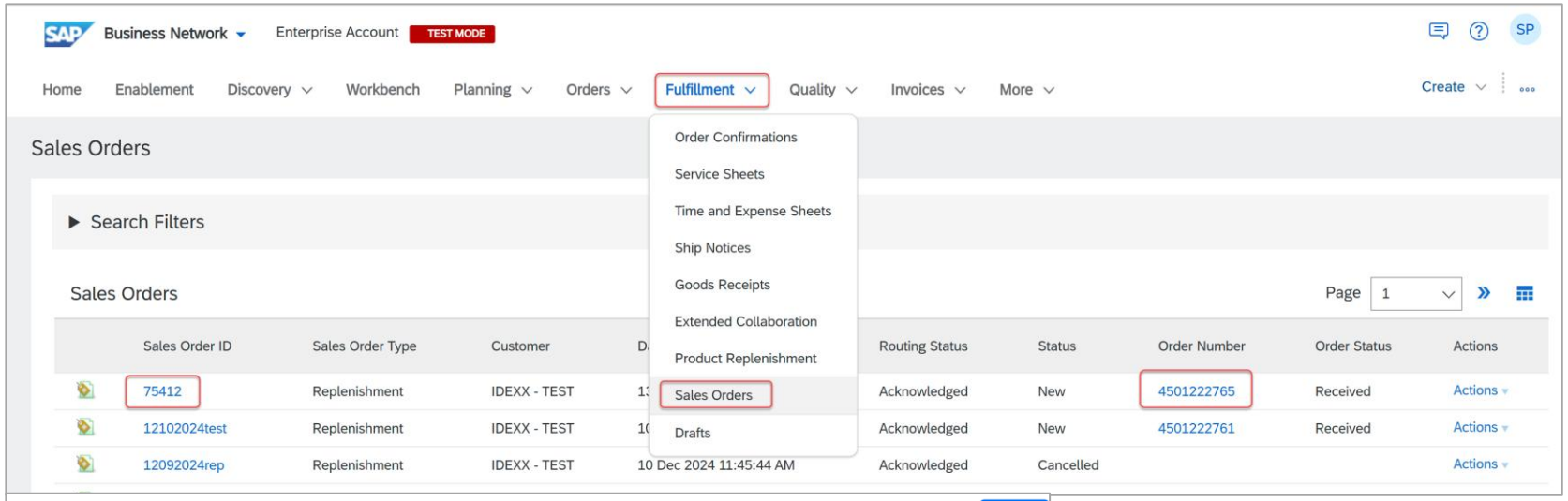
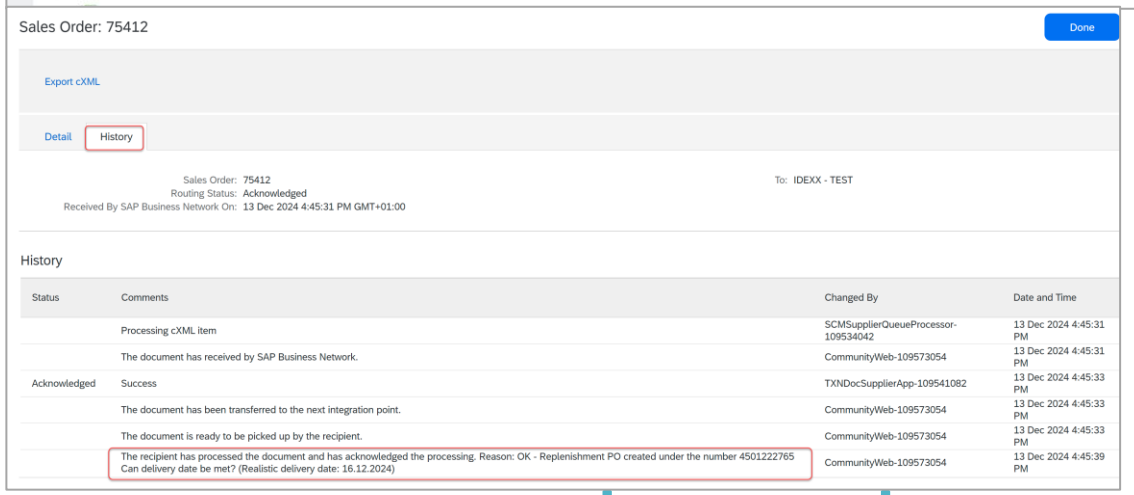
How to check the IDEXX PO status from the Sales Orders?

1. Navigate in the menu to Fulfillment / Sales Orders
2. Click on the Sales Order ID / History tab to read the Log for any issues
3. The IDEXX PO number appears under Order Number
4. Create the ASN through the Ariba Portal, and/or refer to this PO number on your shipping documents
5. For Replenishment POs there is no partial shipment, the PO will auto-close after receiving one delivery, as the Supplier creates the PO and knows the correct quantity delivered.





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