Supplier Training

Replenishment Orders – Create and Run Jobs

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What is a Job?

A Job is a program that generates the replenishment template based on certain filter criteria. Using this template, the Supplier can replenish multiple parts on one Sales Order / IDEXX PO.

ATTENTION!

- The Supplier needs to set up the filters for one location and one Buyer, and have templates for every combination possible.

- Do not combine multiple deliveries / dates on one Replenishment order.

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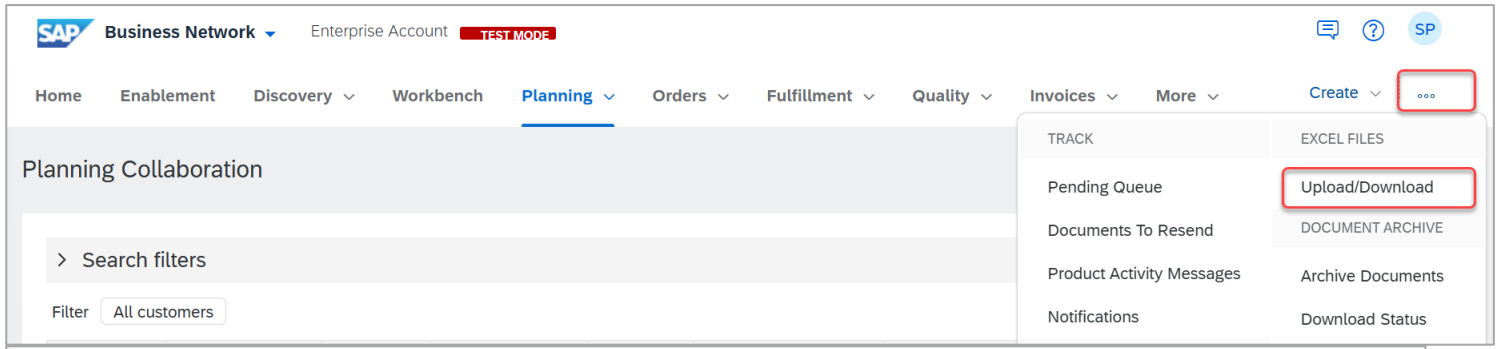
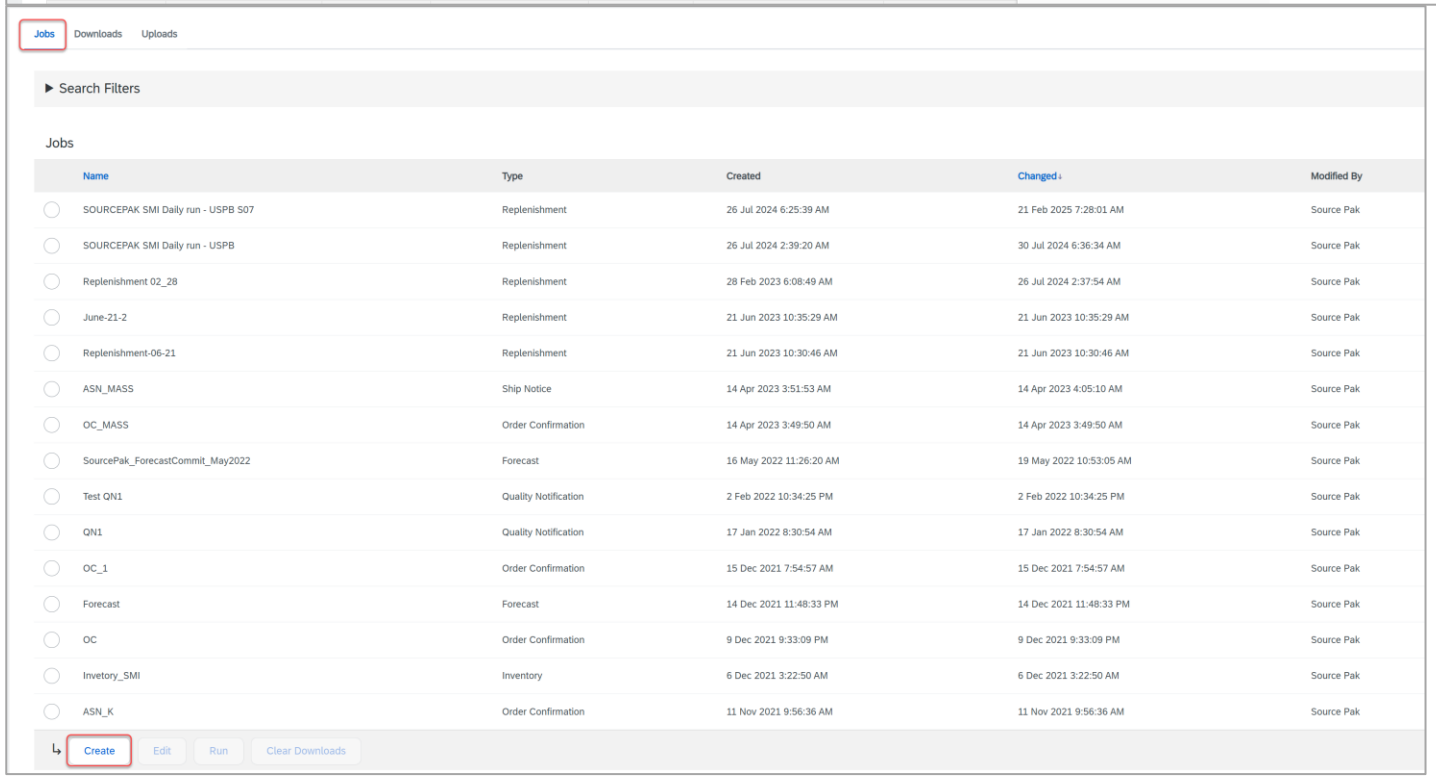
How to navigate to Jobs?

1. Find the three dots in the top right corner
2. Click on Upload / Download
3. Click on the first tab called Jobs
4. Scroll down to the bottom of the page and click Create
5. New window opens to enter more details





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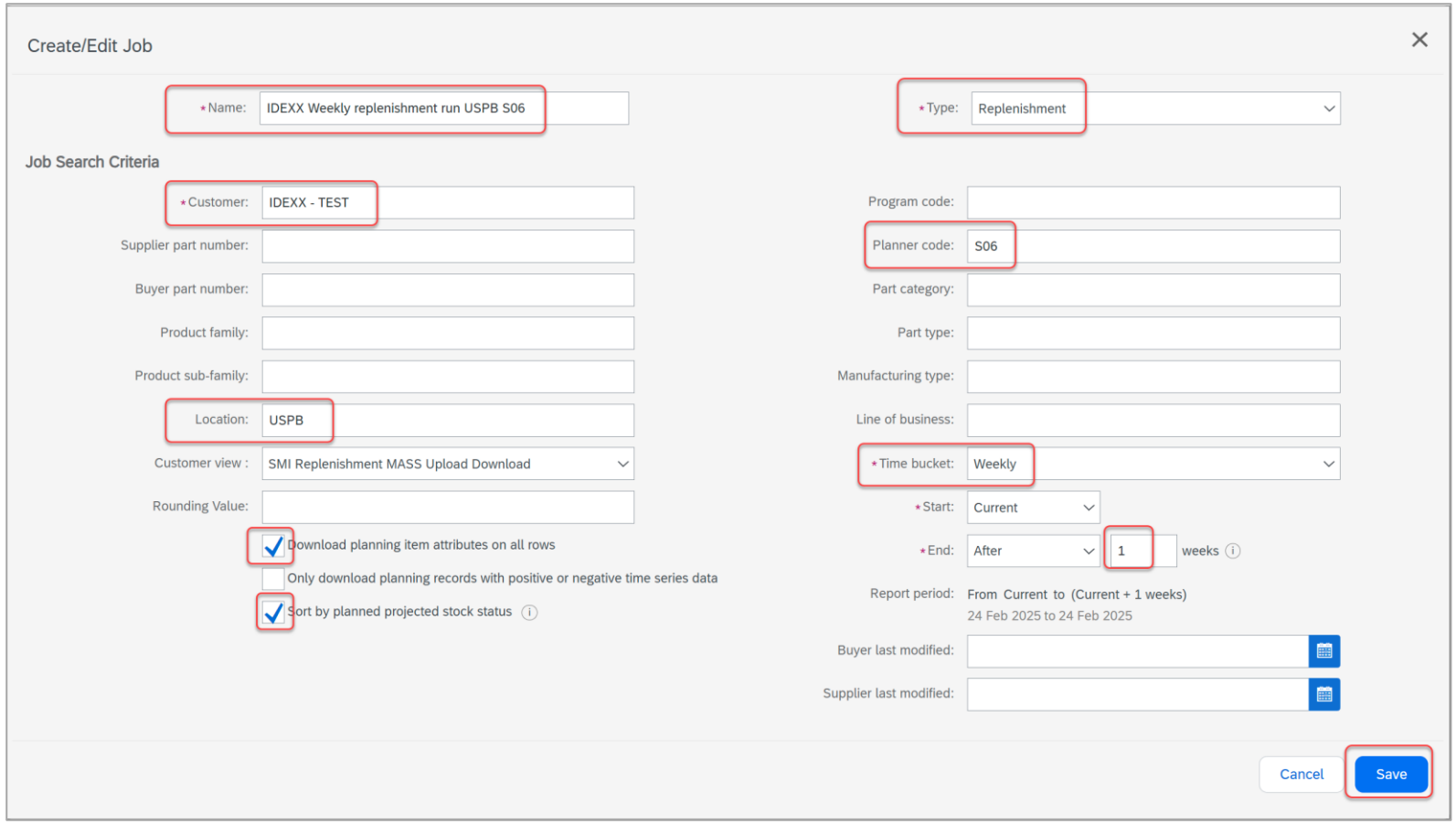
How to Create/Edit a new Job?

1. Give a name to your job indicating the Customer (IDEXX), the frequency (weekly), the plant to ship the goods to, and the Buyer the parts belong to
2. Select Type: Replenishment
3. Filter for Customer = IDEXX, the location (plant), Planner code (Buyer), time bucket, and End after 1 period.
4. Check the indicated boxes
5. Click Save



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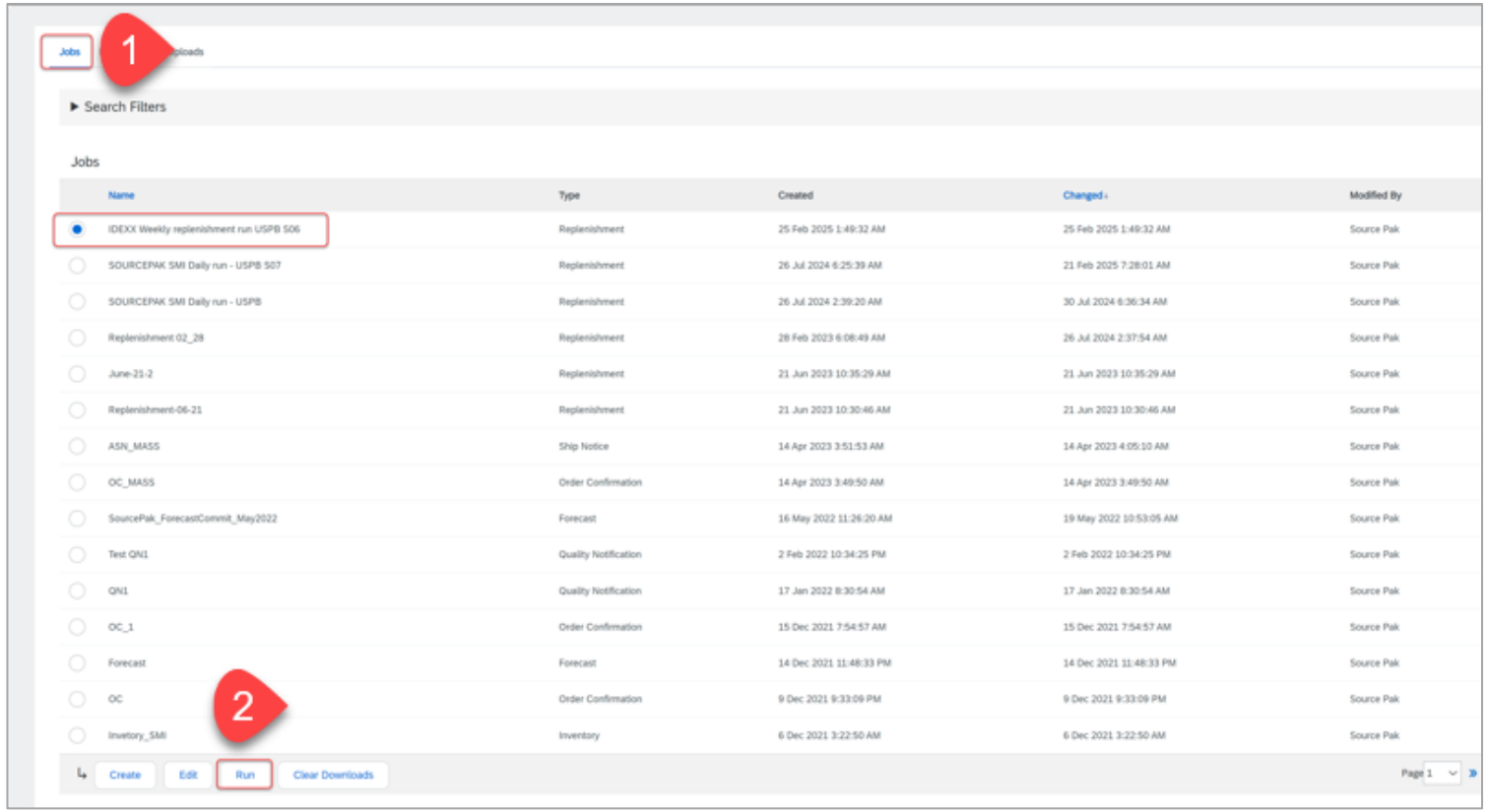
How to Run a Job?

1. On the Jobs tab select the Job you want to run to generate replenishment template
2. Click the Run button at the bottom
3. A new screen will populate, click the Refresh button at the bottom and scroll to the top to see the Status as Completed
4. Click the download icon and save where easily accessed







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