



## Getting Started

December 3, 2009

Screenshots are for general illustrative purposes only and may vary depending on several factors.

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## System Requirements



- Network Bandwidth:
  - 256 Kbps minimum, or greater

- Hardware:



- OS: Windows 2000, XP, or greater
- Macintosh is not supported
- CPU: 1.5 Ghz (or greater) Pentium 4 or Pentium Mobile (M)
- Ram: 512 MB, or greater

- Software:



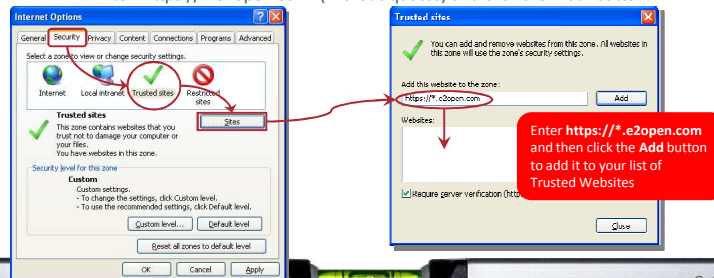
- Microsoft IE 5.5 SP2, 6.0 SP1 & SP2, 7 or higher
- Firefox, Opera, Safari, etc., are not supported
- Note: If you see the Error message: *defaultbrowserNotSupported*, verify your browser version by clicking on Help → About Internet Explorer
- Adobe Acrobat Reader 6.0 or higher to view and print POs, Ship Notices, PDF training documents, and more



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## Pop-Up Blocker Software

1. Pop-up blocker software can prevent certain functions from occurring
2. Temporarily disable Pop up Blocker software:
  - A. Press the **Alt** key while clicking - for Windows
  - B. Press the **Ctrl** key while clicking - for many third party applications
3. Permanent fix:
  - A. Either configure your browser to allow all pop-ups from **e2open.com**
    1. Tools -> Internet Options -> Privacy tab -> Pop-up Blocker Settings...
    2. Enter '\*.e2open.com' (without quotes) and click the 'Add' button
  - B. Or configure your browser to indicate **e2open.com** is a safe site zone
    1. Tools -> Internet Options -> Security tab -> Trusted Sites...
    2. Enter 'https://\*.e2open.com' (without quotes) and click the 'Add' button

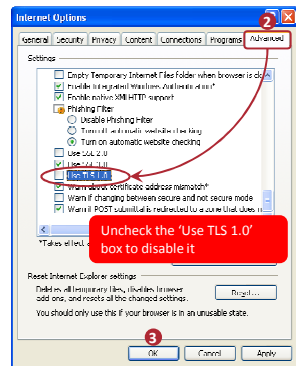


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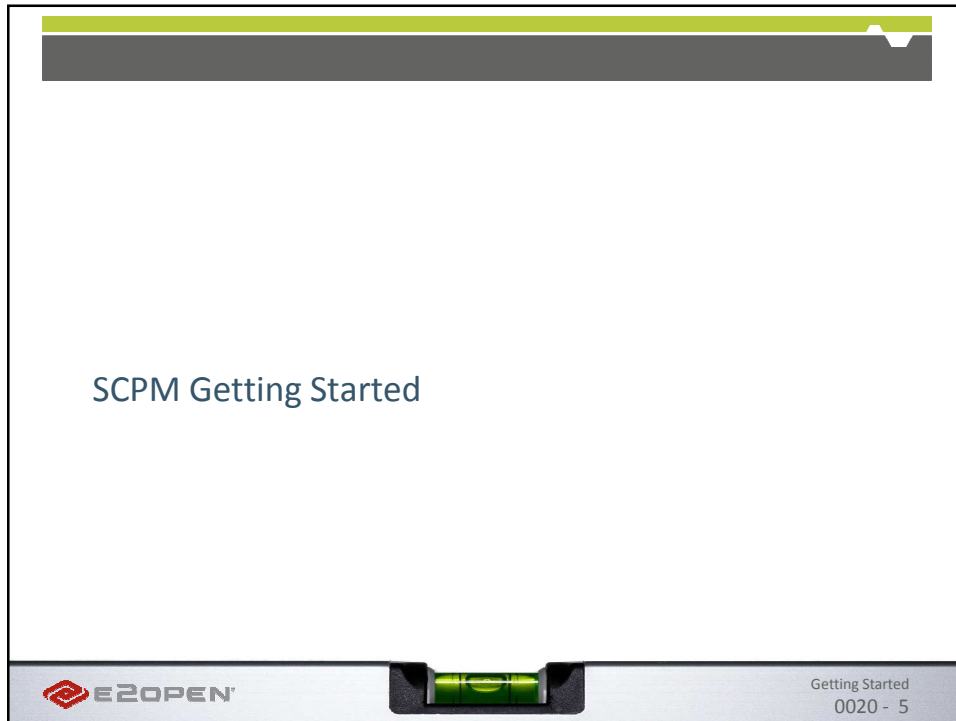
## Configuring Your Internet Explorer Settings

- Some users of Windows Vista and Internet Explorer 7 or 8 may see an **'Error on Page'** message. To resolve this, you may need to configure your IE settings.
  1. On your Internet Explorer, go to **Tools** → **Internet Options**.
  2. In the **'Advanced'** tab, under **'Security'**, **uncheck the 'Use TLS 1.0'** box to disable it.
  3. Click the **OK** button to save your settings.
  4. Exit all your Internet Explorer windows and open a new IE browser window to login.





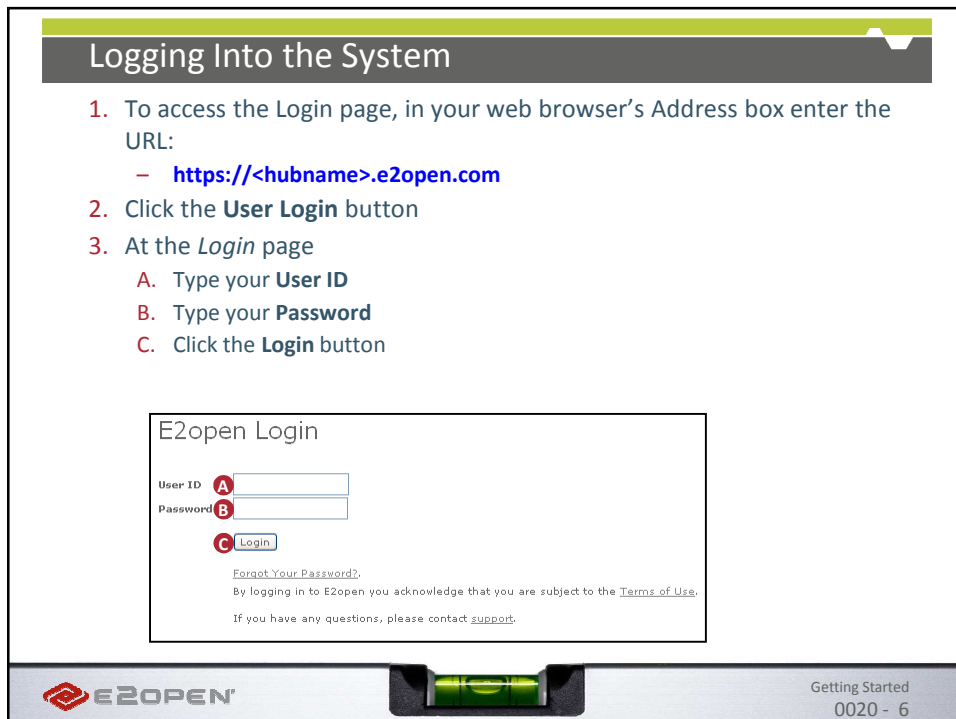
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## SCPM Getting Started

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## Logging Into the System

1. To access the Login page, in your web browser's Address box enter the URL:
  - <https://<hubname>.e2open.com>
2. Click the **User Login** button
3. At the *Login* page
  - A. Type your **User ID**
  - B. Type your **Password**
  - C. Click the **Login** button

E2open Login

User ID **A**



Password **B**

**C**

[Forgot Your Password?](#)

By logging in to E2open you acknowledge that you are subject to the [Terms of Use](#).

If you have any questions, please contact [support](#).

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## Select an Application

4. On the *Select an Application* page, click **Process Manager** or another application
  - You can also:
    - A. Change your Password by clicking the “Profile” tab
    - B. Contact Customer Support by clicking the “Support” tab



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## Changing Your Password

- The system will automatically prompt you to change your password the first time you login and every 90 days thereafter.
- To change your password:
  1. Enter your old password in the **Input old password** box
  2. Type your new password in the **Input new password** box
    - A. Your new password must follow these guidelines
  3. Re-enter your new password in the **Confirm new password** box
  4. Click the **Change Password** button

### Change Password

User: Dorothy Gale

Input old password **1**

Input new password **2**

Confirm new password **3**

**4**

Click [here](#) to go back to Applications Page.

**Your new password must follow these guidelines:**

- Passwords must contain a minimum of eight characters. At least two of these characters must be numbers or symbols, and at least four of these characters must be letters.
- Passwords cannot contain more than two repeated characters.
- The system retains a password history of your past 12 passwords, and an updated password cannot match any within your password history list.

**Under these guidelines, your password is valid for 90 days. When your password expires, the system will require you to change your password.**



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## System Display

- The system display is divided into three sections.

**1. Header**

**2. Navigation Tree**

**3. Page Display**

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## Header

**User ID**

**Role**

1 2 3 4

- The Header displays your *User ID* and the *Role* that you are using
- In addition, from the Header you can:
  1. Click **Exit** to leave the application
  2. Click **Bookmark** to save a link to a frequently accessed page
  3. Click **Help** to review training material documents
  4. Click **About** to see the software version

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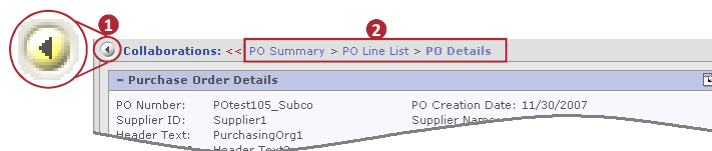
## Navigation Tree



- You conduct most of your movement throughout the system via the Navigation Tree
  - Access to specific functionality is role-dependent
1. Click the **[+]** button to expand the menu and view the grouping of related commands
  2. Click the **[-]** button to collapse the menu structure
  3. Click **My Home** to return to the first page that you landed on when you initially entered the system

## Navigation Features

1. Click the **Show/Hide Navigation Tree** button to expand or contract the page Display Area
2. Navigation History Path
  - As you navigate the system, it displays your navigation history as a clickable pathway
  - Click any page name in the history path to return to that page
  - Click the right most name to refresh the current page
  - For best results, use the history path names instead of your browser's *Back* button



## Locating Items

- **Search** is best used when you know something particular about the item, such as number, name or description, that can be typed into the search fields
- **Filter** is best used when items or names are unknown, because Filter displays a list of choices from which you can select, instead of manually typing search criteria
- **Summary** is best used when you want to access items grouped by Category and Status, and further refine the results based on particular parameters
- **My Workspace** is best used when you want to access items grouped by Category and Status

- Search <b>1</b>		Filter Parameters <b>2</b>	Category <b>3</b>	Total
Search Tip: Enter data values in one or more of the search fields to view all collaborations which match that criteria. Note that the search is case sensitive.		Select a filter parameter to configure.	New	19
Supplier:	<input type="text"/>	1. Supplier	Open	4
Customer:	<input type="text"/>	2. Customer Item	Accepted	34
Customer Item:	<input type="text"/>	3. Customer Site	Accepted with Changes	12
Customer Site:	<input type="text"/>		Cancelled	7
			Closed	2



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## Search

1. Search boxes ARE case sensitive.
2. Use the **asterisk (\*)** as a wildcard for unknown characters
  - For example, to search for parts having "12" any where in the number, enter **"\*12\*"** (without the quotes)
3. Use the **comma (,)** with *no spaces* to separate multiple items.
  - For example, to search for 2 Suppliers enter **"Supplier1,Supplier2"**

- Search	
Search Tip: Enter data values in one or more of the search fields to view all collaborations which match that criteria. Note that the search is case sensitive.	
Supplier: <b>3</b>	Selectmaker_Topgate
Customer:	
Supplier Item: <b>2</b>	*12*
Item:	
Site:	
Global Supplier Id:	
Critical Item (Y/N):	
Supplier Description:	
Customer Desc:	
Supplier Item Description:	
Item Description:	
Site Description:	
Commodity Code:	



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## Working with Lists

1. To act on items in a list, **check** the box then click the yellow **action** button.
2. To select all the items in a list, click the **Select All** checkbox.
3. To switch between Ascending and Descending sort order for a column, click the **Sort Order** icon
  - The number indicates the order of sort by column
4. To change the column display and their sort order, click the **Table Configure** icon
5. For a list of items spread over multiple pages, use the **Previous Page** [**<**] and **Next Page** [**>**] buttons to navigate the list
  - You can select items on different pages if the action button is 'View', but you cannot select items on different pages for other action buttons

Discrete Order Schedules Total 39 records Page 1 of 2

Order Number	Order Line Id	Schedule State	Customer Name	Customer Description	Customer
<input type="checkbox"/> PO-PI-40137-001	1	New	EDNSC	E2open Customer	MFG1
<input type="checkbox"/> PO-PI-40137-001	2	New	EDNSC	E2open Customer	MFG1
<input type="checkbox"/> PO-PI-40137-003	1	New	EDNSC	E2open Customer	MFG1
<input type="checkbox"/> PO-PI-40137-003	2	New	EDNSC	E2open Customer	MFG1

View History Reset Cancel Order Close Order

## Details Page

- A Purchase Order, Ship Notice, Receipt, Invoice, or other *Details* page has a **Header** section and a **Line Items** section
1. Buttons below the Header apply to the Header and all Line Items
  2. Buttons below the Line Items apply only to the selected line items
  3. The **State** menu and **Filter** button will filter the line items
  4. Click the **blue** text link to drill down to additional information

Purchase Order Details

PO Number: PODemo1\_Goods PO Creation Date: 11/30/2007  
 Supplier ID: Supplier1 Supplier Name: Supplier1  
 Header Text: PurchasingOrg1 Header Text1: Header Text1  
 Header Text2: Header Text2 Header Text3: Header Text3  
 Header Text4: Header Text4 Currency: USD  
 Hold Flag: N Inco Terms: IncoTermsCode1  
 Payment Term: PaymentTerm1 Total PO Price: 300.00  
 Buyer Code: BuyerCode1 Buyer Contact: Buyer contact  
 Purchasing Org: Purchasing Org Buyer Email:

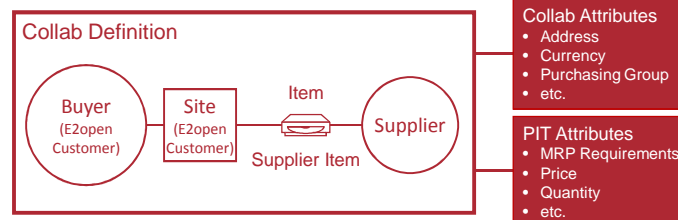
PO Schedules: Total 6 records Page 1 of 1 State: All (6) Filter

Line Item ID	Request Id	Reschedule Id	Line Type	Part Number	Part Description	Part Revision	PO Line Item text1	PO Line Item text2
<input type="checkbox"/> 1	1	1	Good	Item01	item01 Desc		PO Line Item text1	PO Line Item text2
<input type="checkbox"/> 1	2	1	Goods	Item01	Item01 Desc		PO Line Item text1	PO Line Item text2
<input type="checkbox"/> 1	3	1	Goods	Item01	Item01 Desc		PO Line Item text1	PO Line Item text2
<input type="checkbox"/> 2	1	1	Goods	Item01	Item01 Desc		PO Line Item text1	PO Line Item text2
<input type="checkbox"/> 2	2	1	Goods	Item01	Item01 Desc		PO Line Item text1	PO Line Item text2
<input type="checkbox"/> 2	3	1	Goods	Item01	Item01 Desc		PO Line Item text1	PO Line Item text2

View History

## Collab Definition – Buy Side Procurement

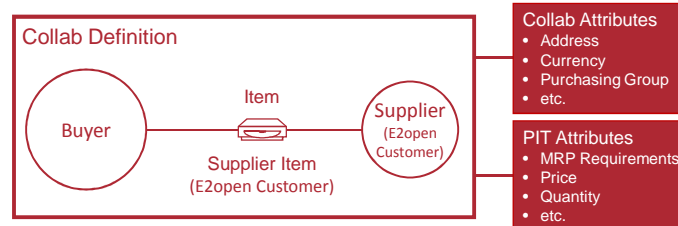
- The system organizes item data by a combination of the following:
  - **Buyer + Site + Item + Supplier**
    - This unique combination is often referred to as a “Collab”, short for Collaboration
    - Because the Supplier ID is part of the equation, two competitive suppliers are prevented from seeing each other’s data.
- There are additional supporting Attributes that relate to the Item.
  - "Collab Attributes" are irrespective of time; e.g. Buyer or Partner address, Currency, Purchasing Group, etc.
  - "PIT Attributes" can change depending on time; e.g. MRP requirements, price, delivered quantity, past due quantity, etc. (PIT = Point In Time)



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## Collab Definition – Sell Side Demand

- The system organizes item data by a combination of the following:
  - **Buyer + Item + Supplier**
    - This unique combination is often referred to as a “Collab”, short for Collaboration
    - Because the Supplier ID is part of the equation, two competitive suppliers are prevented from seeing each other’s data.
- There are additional supporting Attributes that relate to the Item.
  - "Collab Attributes" are irrespective of time; e.g. Buyer or Partner address, Currency, Purchasing Group, etc.
  - "PIT Attributes" can change depending on time; e.g. MRP requirements, price, delivered quantity, past due quantity, etc. (PIT = Point In Time)



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## Miscellaneous

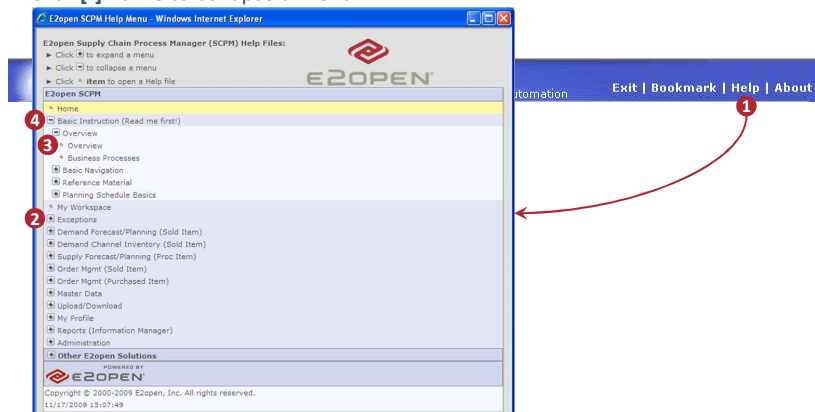
- All time stamps shall be saved in UTC (Universal Time Coordinated)
  - UTC has replaced GMT (Greenwich Mean Time)
- There is no conversion of data for:
  - Currency
  - Unit of Measure (UOM)



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## Option 1: Help via Standalone Window

1. In the Header, click **Help**
2. In the *Help* window, click the **[+]** name to expand a menu
3. Click the **option name** to view the Help file
  - A. You may not have access to all the functionality shown in Help
4. Click **[-]** name to collapse a menu



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## Option 2: Help via CM

1. In the Header, click **Help**
2. In the *Help* window, click the **[+] folder name** to view subfolders
  - A. If no [+] exists, the folder has no subfolders
3. Click a **folder or subfolder name** to view the contents
4. Click the **file name** to view the Help file
  - A. You may not have access to all the functionality shown in Help

User: supplier\_editor\_1072758  
 Role: Supplier Editor/ContentWarrior-Automation  
 Exit | Bookmark | Help | About

Collaboration Manager  
 Profile | Help | Support | About | Exit

Welcome: John Smith (US/Pacific, English)

Workspace View Refresh

E2open Multi-Enterprise Platform : Help

[Access](#) [Add Document](#) [Add New Subfolder](#) [View Folder Properties](#) [Clipboard \(0\)](#)

<input type="checkbox"/>	Name	Version	Last Version Date	Actions
<input type="checkbox"/>	[-] User Help		Oct-08-2007 09:16:01 AM PDT Smith, John	Properties
<input type="checkbox"/>	[+] User Help			
<input type="checkbox"/>	0002_Click_Me_for_Help_Using_Help.ppt (722.5 KB) READ ME	1.0	Oct-08-2007 09:45:33 AM PDT Smith, John	Details

Remove Selected Copy to Clipboard

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End - Getting Started

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