KNORR-BREMSE

# DCO – Delivery Call-Off
# Training Document

- DCO – Delivery Call-Off

# Training document: Structure & Overview

## What is it?

This document will guide users through general information and specific topics and serves as a handbook for further functionalities by using “Use Cases” as guidance.

## What is a Use Case?

A use case illustrates possible functionalities and provides step-by-step guidance.

## How are Use Cases structured?

Use Cases include one slide with main information as overview, followed by a detailed click guide.

| | |
|---|---|
| **Use Case Overview** | Overview of the use case content including description, content, notes, and screenshot |
| **Headline** | A brief introduction to the use case |
| **System View** | Shows screenshots for the related step |
| **Click Guide** | Detailed guidance through the functionalities |
| **Note** | Relevant information to the use case |

## Example for: Structure, Use Cases and Click Guide

*Visible functions/buttons may differ depending on the roles & rights assigned

# DCO Training Document Content & Use Cases

| Supplier Portal Access | Open & Understand DCOs | Comparison of DCOs | Monitoring of DCOs | Worklist for DCOs |
|---|---|---|---|---|
| Supplier Portal Access | Disposition Level & List | DCO Selection & Comparison | Monitor Delivery Call-Offs | Worklist Navigation & Functions |
| ▪ Access the Supplier Portal to manage DCOs | ▪ Navigate to the disposition list<br>▪ Filter the disposition list and export it<br>▪ Navigate the page and understand the buttons | ▪ Navigate to the comparison list<br>▪ Select two DCOs to use them for comparison<br>▪ Compare the details of two DCOs | ▪ Navigate to the monitor list<br>▪ Understand what to do in the Monitor / Cockpit<br>▪ Create a delivery note for overdue or upcoming positions | ▪ Navigate to the worklist |

# Supplier Portal Access

## In this chapter we will see…

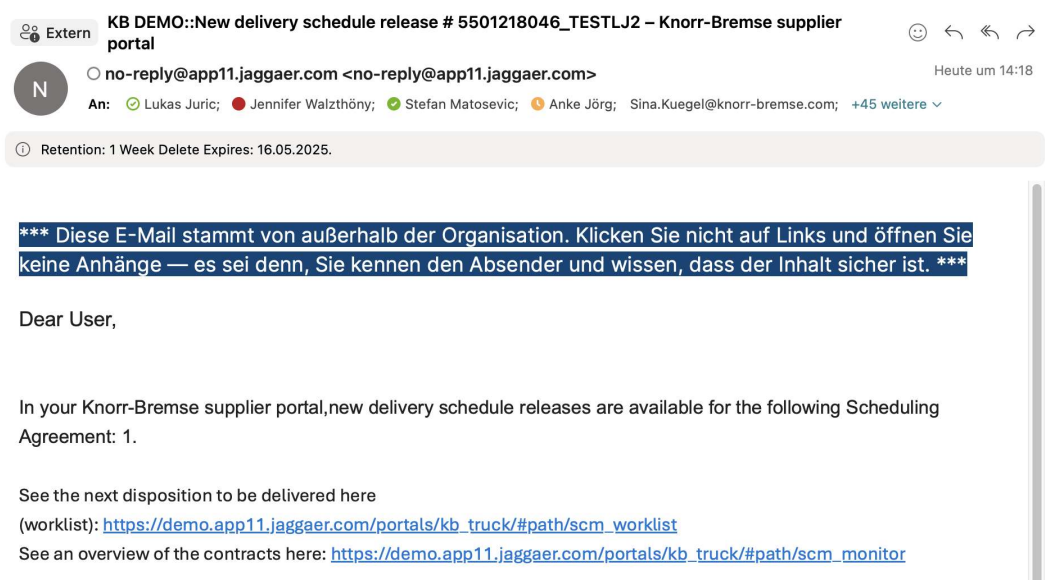
- Supplier Portal Access

- DCO – Delivery Call-Off

# Supplier Portal Access

Use Case Overview

## Overview




## Use Case Description

Learn how to login to the Supplier Portal to view the Delivery Call-Offs.

- Email notification to supplier
- Login to Supplier Portal

## Notes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Supplier Portal Access
Open & Understand DCOs
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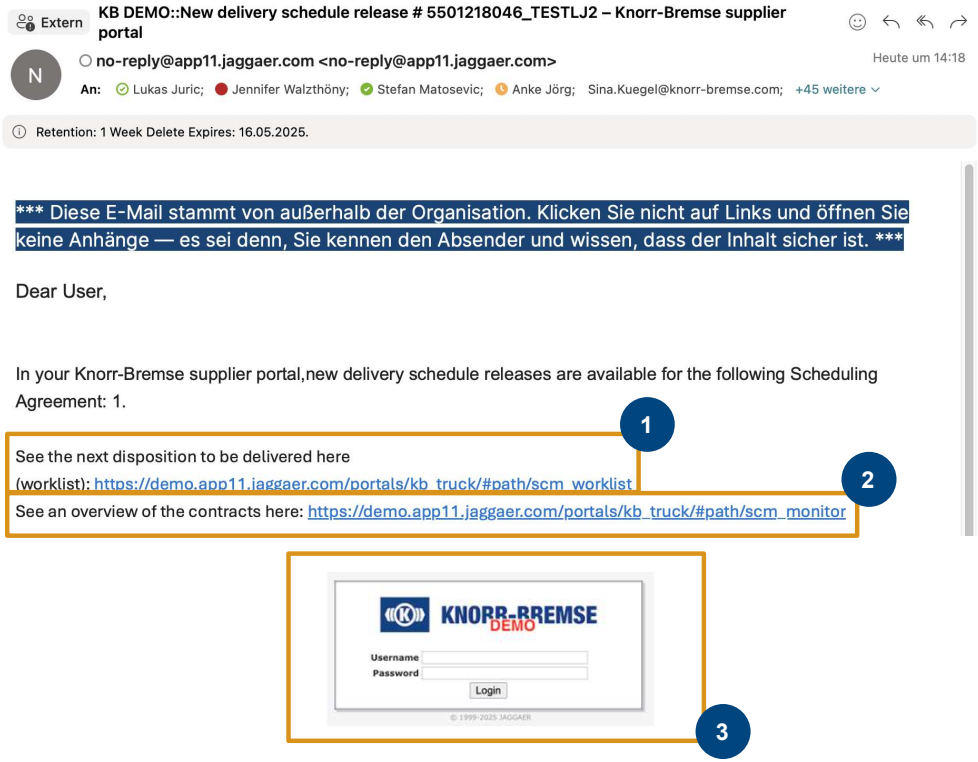
# Supplier Portal Access

How to login to the supplier portal

Supplier View




**How to login to the supplier portal:**

1. If a Delivery Call-Off was initiated, the supplier will receive an email with a link to the “worklist”
2. And a link to the “monitor cockpit”
3. Login to the “supplier portal” using this link: https://app11.jaggaer.com/portals/kb_truck/#home/dashboard/1145031

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# Open & Understand Delivery Call-Offs

## In this chapter we will see…

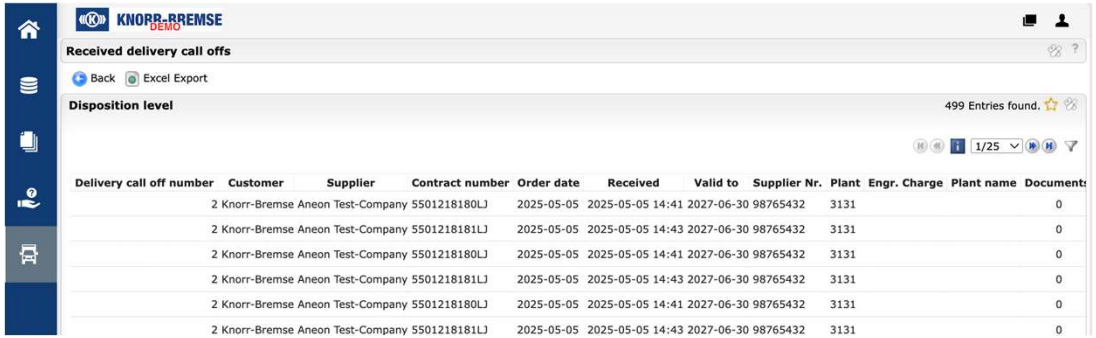
- Disposition Level & List

# Open Delivery Call-Off – Disposition Level

Use Case Overview

Supplier View

## Overview




## Use Case Description

Learn how to open the Delivery Call-Offs and view their details.

- View Delivery Call-Offs on disposition level
- Filter disposition list
- Export disposition list
- Navigate the disposition list

## Notes

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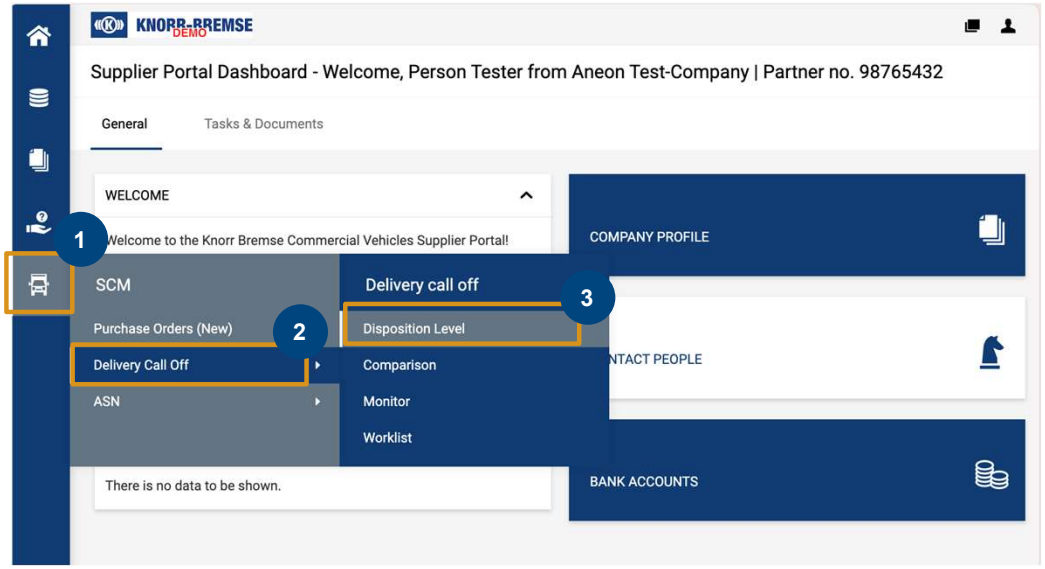
# Open Delivery Call-Off – Disposition Level

How to view Delivery Call-Offs on disposition level

Supplier View




**How to view Delivery Call-Offs on disposition level:**

The supplier must be logged in to Supplier Portal.

1. Click on the icon for ”SCM”
2. Click on “Delivery Call-Off”
3. Click on “Disposition Level”

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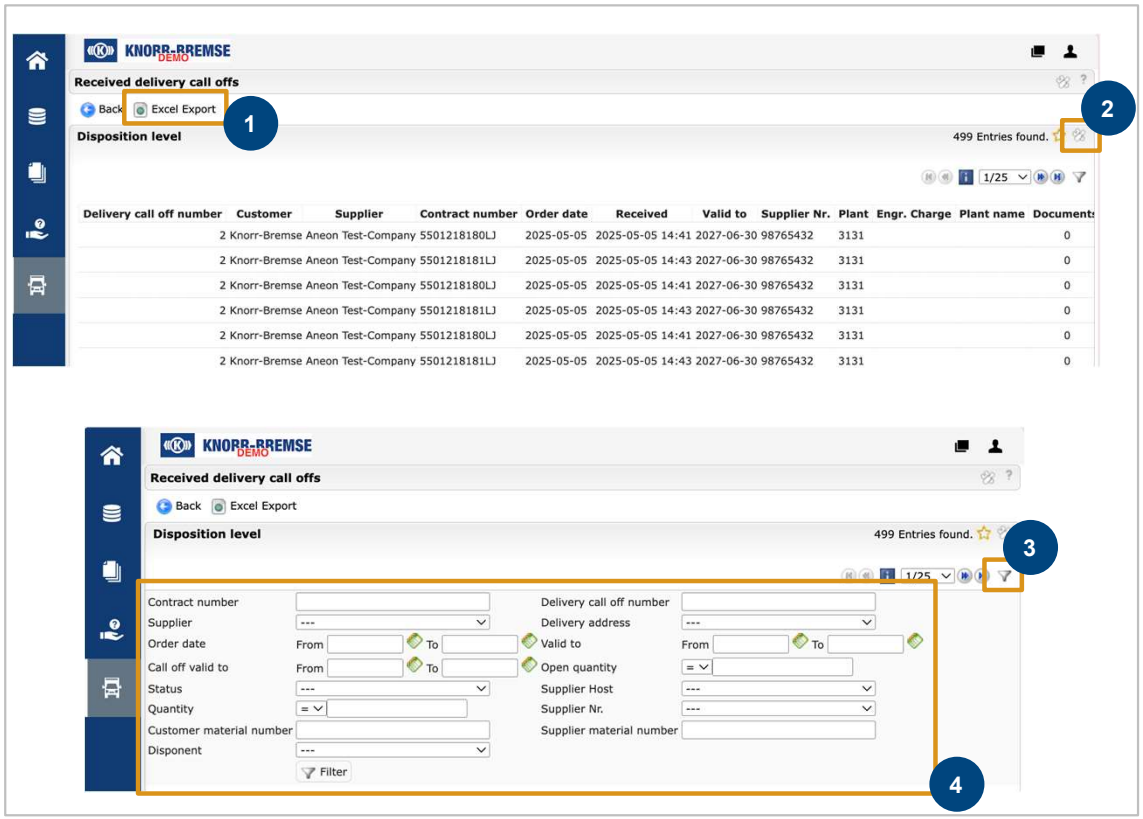
# Open Delivery Call-Off – Disposition Level

How to export and filter the DCO - Disposition List

Supplier View




**How to export and filter the DCO - Disposition List:**

1. Click here to export the list as an Excel file
2. Click on the tool icon to customize the columns of the table

Filter functionality:

3. Click filter icon to view the filter criteria
4. Set the required criteria to filter the list before clicking the button “Filter” on the bottom

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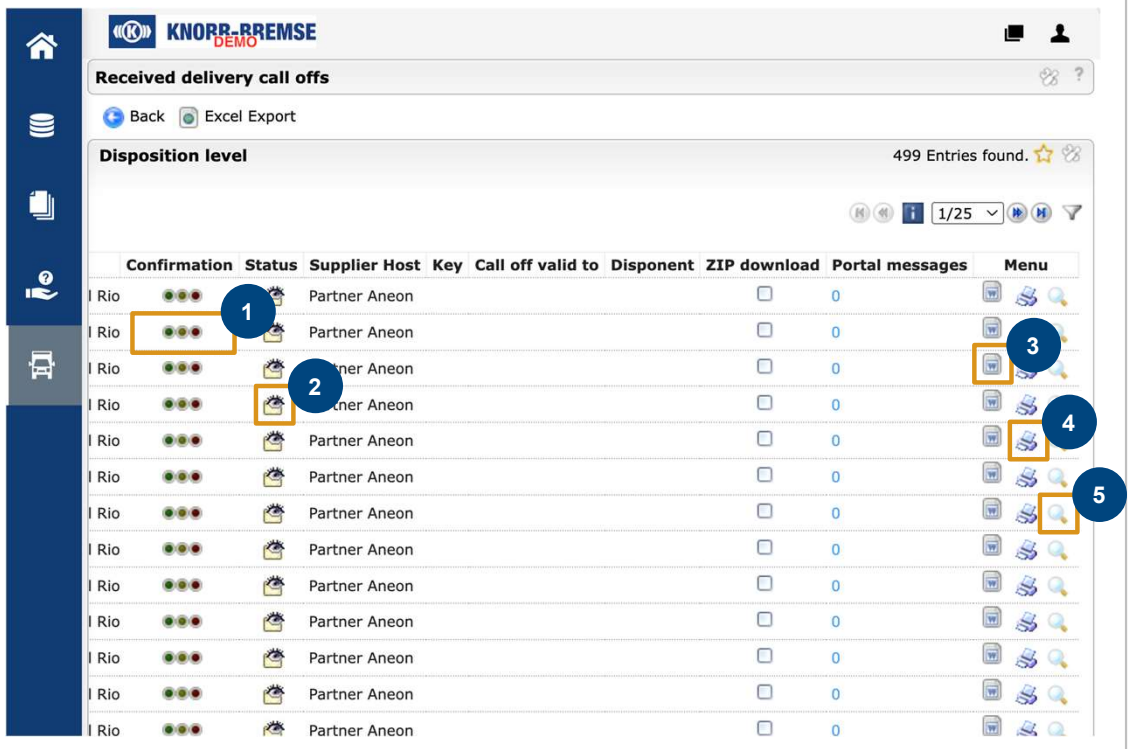
# Open Delivery Call-Off – Disposition Level

How to navigate the page

Supplier View




**How to navigate the page:**

1. Confirmation
   - Red: Delivery date is in the past and not advised
   - Green: Delivery date is in the future, but not yet advised
2. Status
   - Eye: opened, but not advised yet
   - Red square: new, but not advised yet
   - Green check: done and advised
3. Material Level: Click here to see additional info regarding disposition level
4. Print: Click here to print the Delivery Call-Off, including all dispositions
5. Details: Click here to view the details of this particular Delivery Call-Off, including all dispositions

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# Comparison of DCOs

## In this chapter we will see…

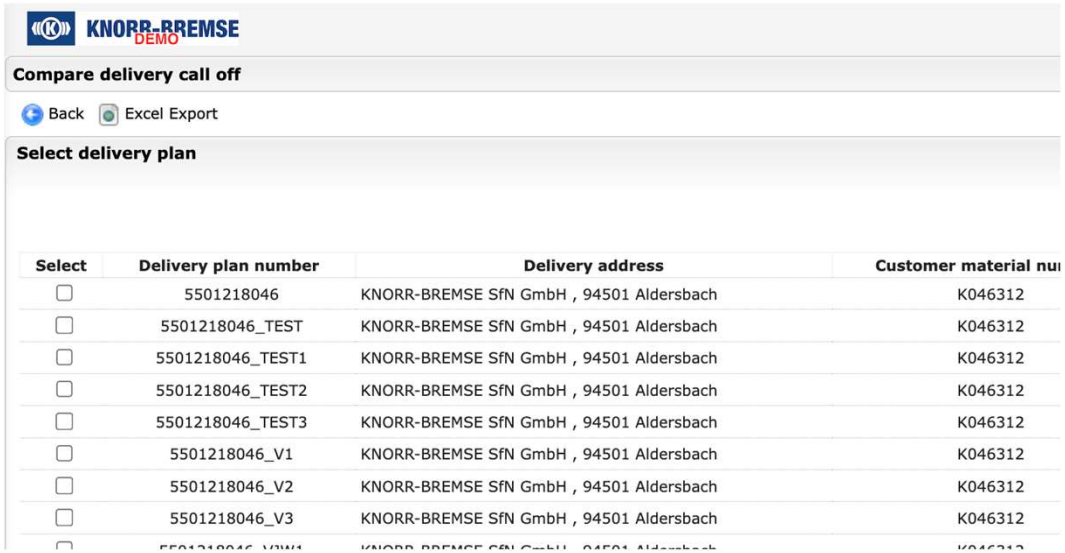
- DCO Selection & Comparison

# Compare Delivery Call-Offs – Comparison

Use Case Overview

Supplier View

## Overview




## Use Case Description

Learn how to open the Delivery Call-Offs and compare them.

- Select Delivery Call-Offs and compare them.

## Notes

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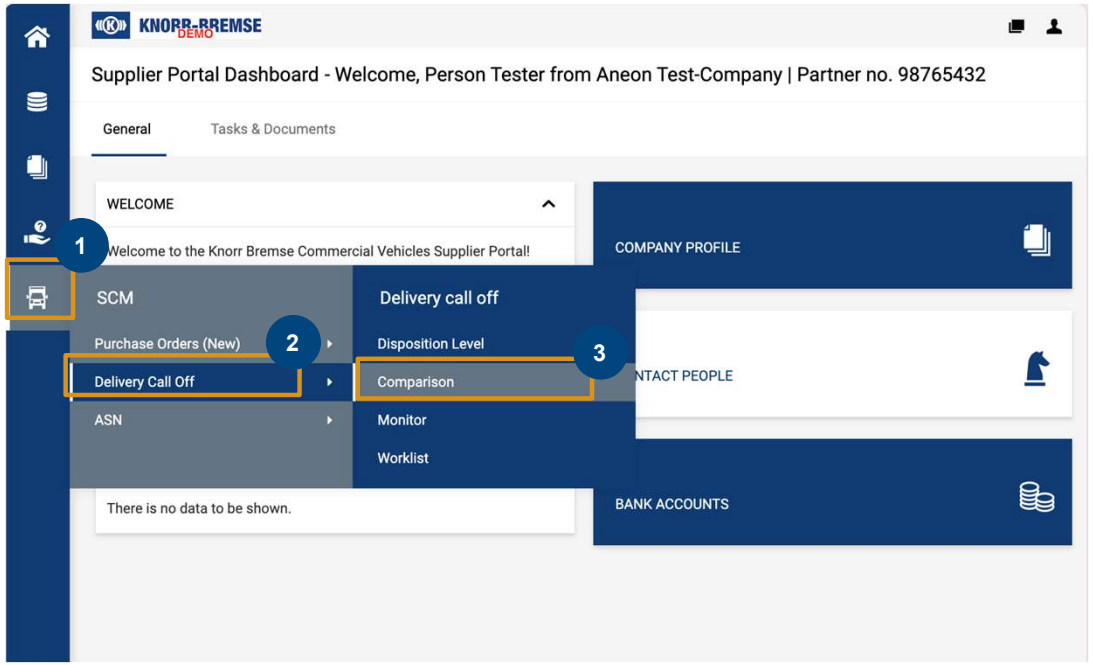
# Compare Delivery Call-Offs – Comparison

How to compare Delivery Call-Offs

Supplier View




**How to compare Delivery Call-Offs:**

First, the supplier must be logged in to Supplier Portal.

1. Click on the icon for ”SCM”
2. Click on “Delivery Call-Off”
3. Click on “Comparison”

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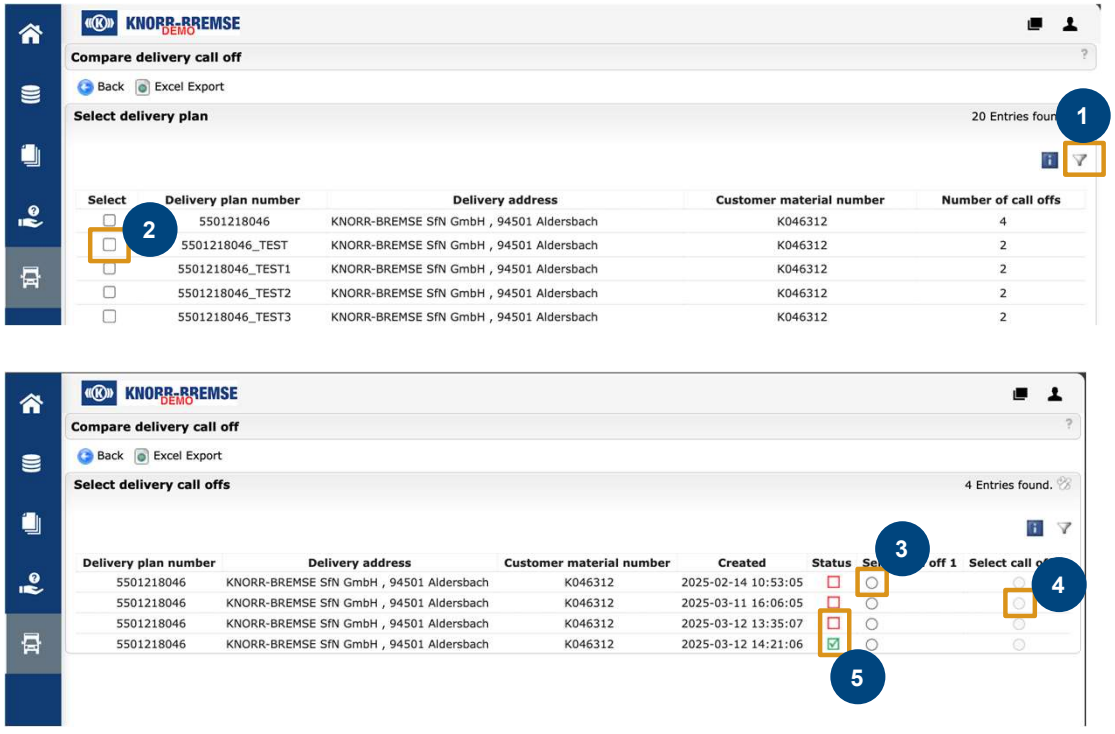
# Compare Delivery Call-Offs – Comparison

How to select Delivery Call-Offs for comparison

Supplier View




**How to select Delivery Call-Offs for comparison:**

1. Click here to filter the delivery plans
2. Select the delivery plan you want to investigate
3. Select the first Delivery Call-Off you want to use for comparison
4. Select the second Delivery Call-Off you want to use for comparison
5. Status:
   - Eye: opened
   - Green: opened and confirmed
   - Red: not opened nor confirmed

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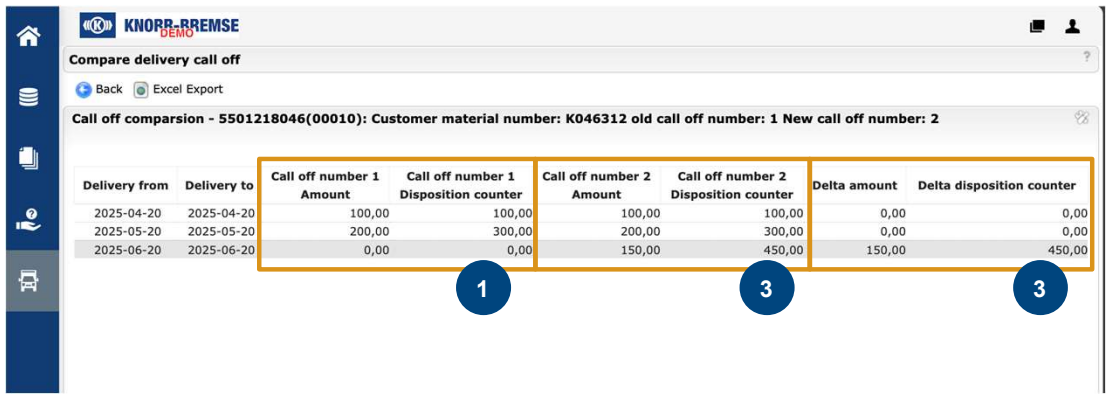
# Compare Delivery Call-Offs – Comparison

How to compare Delivery Call-Offs

Supplier View




| Delivery from | Delivery to | Call off number 1 Amount | Call off number 1 Disposition counter | Call off number 2 Amount | Call off number 2 Disposition counter | Delta amount | Delta disposition counter |
|---|---|---|---|---|---|---|---|
| 2025-04-20 | 2025-04-20 | 100,00 | 100,00 | 100,00 | 100,00 | 0,00 | 0,00 |
| 2025-05-20 | 2025-05-20 | 200,00 | 300,00 | 200,00 | 300,00 | 0,00 | 0,00 |
| 2025-06-20 | 2025-06-20 | 0,00 | 0,00 | 150,00 | 450,00 | 150,00 | 450,00 |

**How to compare Delivery Call-Offs:**

1. Those columns represent the first selected Delivery Call-Off
2. Those columns represent the second selected Delivery Call-Off
3. Those columns represent the difference (delta deviation)

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# Monitoring of Delivery Call-Offs

## In this chapter we will see…

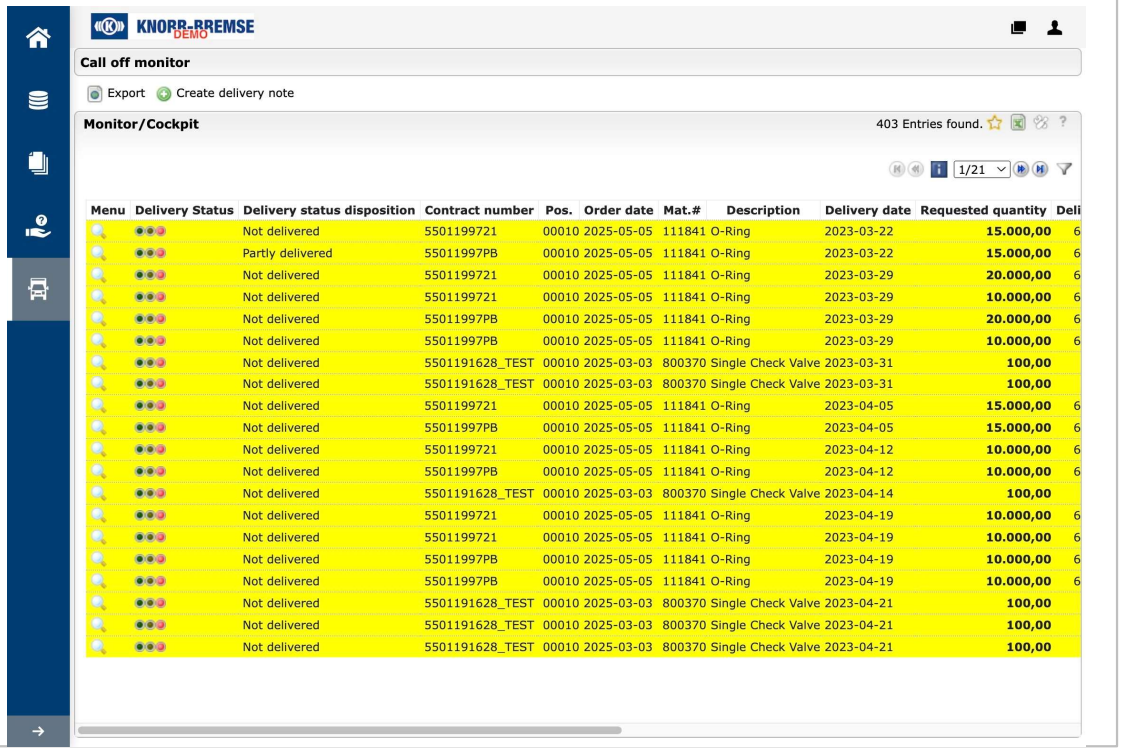
- Monitor Delivery Call-Offs

# Monitor Delivery Call-Offs

Use Case Overview

Supplier View

## Overview




| Menu | Delivery Status | Delivery status disposition | Contract number | Pos. | Order date | Mat.# | Description | Delivery date | Requested quantity | Deli |
|---|---|---|---|---|---|---|---|---|---|---|
| | | Not delivered | 5501199721 | 00010 | 2025-05-05 | 111841 | O-Ring | 2023-03-22 | 15.000,00 | 6 |
| | | Partly delivered | 55011997PB | 00010 | 2025-05-05 | 111841 | O-Ring | 2023-03-22 | 15.000,00 | 6 |
| | | Not delivered | 5501199721 | 00010 | 2025-05-05 | 111841 | O-Ring | 2023-03-29 | 20.000,00 | 6 |
| | | Not delivered | 5501199721 | 00010 | 2025-05-05 | 111841 | O-Ring | 2023-03-29 | 10.000,00 | 6 |
| | | Not delivered | 55011997PB | 00010 | 2025-05-05 | 111841 | O-Ring | 2023-03-29 | 20.000,00 | 6 |
| | | Not delivered | 55011997PB | 00010 | 2025-05-05 | 111841 | O-Ring | 2023-03-29 | 10.000,00 | 6 |
| | | Not delivered | 5501191628_TEST | 00010 | 2025-03-03 | 800370 | Single Check Valve | 2023-03-31 | 100,00 | |
| | | Not delivered | 5501191628_TEST | 00010 | 2025-03-03 | 800370 | Single Check Valve | 2023-03-31 | 100,00 | |
| | | Not delivered | 5501199721 | 00010 | 2025-05-05 | 111841 | O-Ring | 2023-04-05 | 15.000,00 | 6 |
| | | Not delivered | 55011997PB | 00010 | 2025-05-05 | 111841 | O-Ring | 2023-04-05 | 15.000,00 | 6 |
| | | Not delivered | 5501199721 | 00010 | 2025-05-05 | 111841 | O-Ring | 2023-04-12 | 10.000,00 | 6 |
| | | Not delivered | 55011997PB | 00010 | 2025-05-05 | 111841 | O-Ring | 2023-04-12 | 10.000,00 | 6 |
| | | Not delivered | 5501191628_TEST | 00010 | 2025-03-03 | 800370 | Single Check Valve | 2023-04-14 | 100,00 | |
| | | Not delivered | 5501199721 | 00010 | 2025-05-05 | 111841 | O-Ring | 2023-04-19 | 10.000,00 | 6 |
| | | Not delivered | 5501199721 | 00010 | 2025-05-05 | 111841 | O-Ring | 2023-04-19 | 10.000,00 | 6 |
| | | Not delivered | 55011997PB | 00010 | 2025-05-05 | 111841 | O-Ring | 2023-04-19 | 10.000,00 | 6 |
| | | Not delivered | 55011997PB | 00010 | 2025-05-05 | 111841 | O-Ring | 2023-04-19 | 10.000,00 | 6 |
| | | Not delivered | 5501191628_TEST | 00010 | 2025-03-03 | 800370 | Single Check Valve | 2023-04-21 | 100,00 | |
| | | Not delivered | 5501191628_TEST | 00010 | 2025-03-03 | 800370 | Single Check Valve | 2023-04-21 | 100,00 | |
| | | Not delivered | 5501191628_TEST | 00010 | 2025-03-03 | 800370 | Single Check Valve | 2023-04-21 | 100,00 | |

## Use Case Description

Learn how to open the Delivery Call-Offs and monitor them. The Monitor shows you all DCO from all contacts that are overdue or due soon.

- View Delivery Call-Offs and monitor them.
- Create a new delivery note

## Notes

- The link to this page (Monitor/Cockpit) is included in the email notification for suppliers.
- It is suggested to use this link to access the Delivery Call-Offs.

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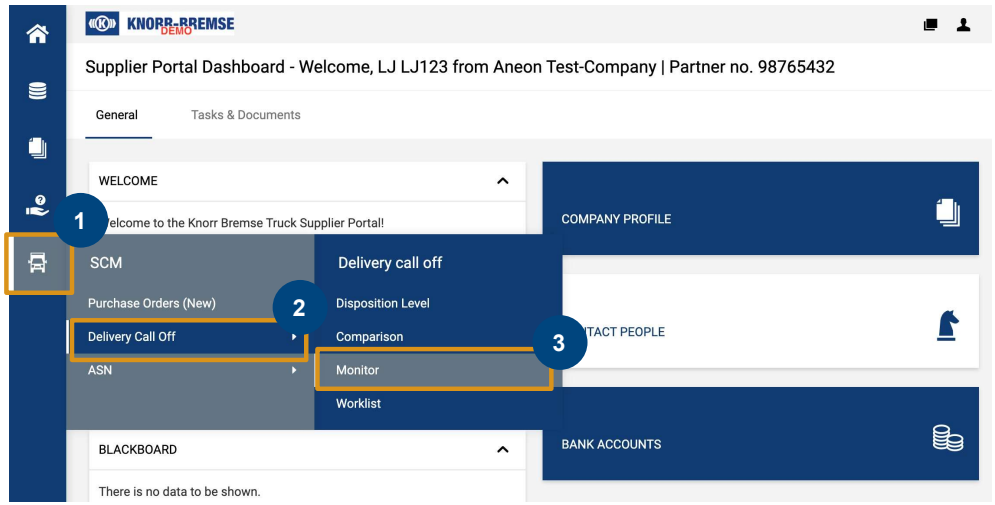
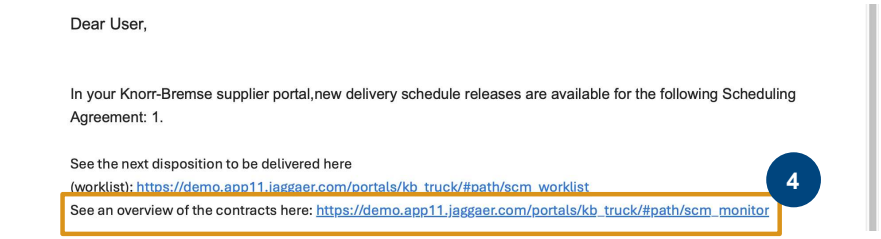
# Monitor Delivery Call-Offs

How to monitor Delivery Call-Offs

Supplier View




**How to monitor Delivery Call-Offs:**

1. Click on the icon for ”SCM”
2. Click on “Delivery Call-Off”
3. Click on “Monitor”

Alternatively:

4. Use this link in the email notification

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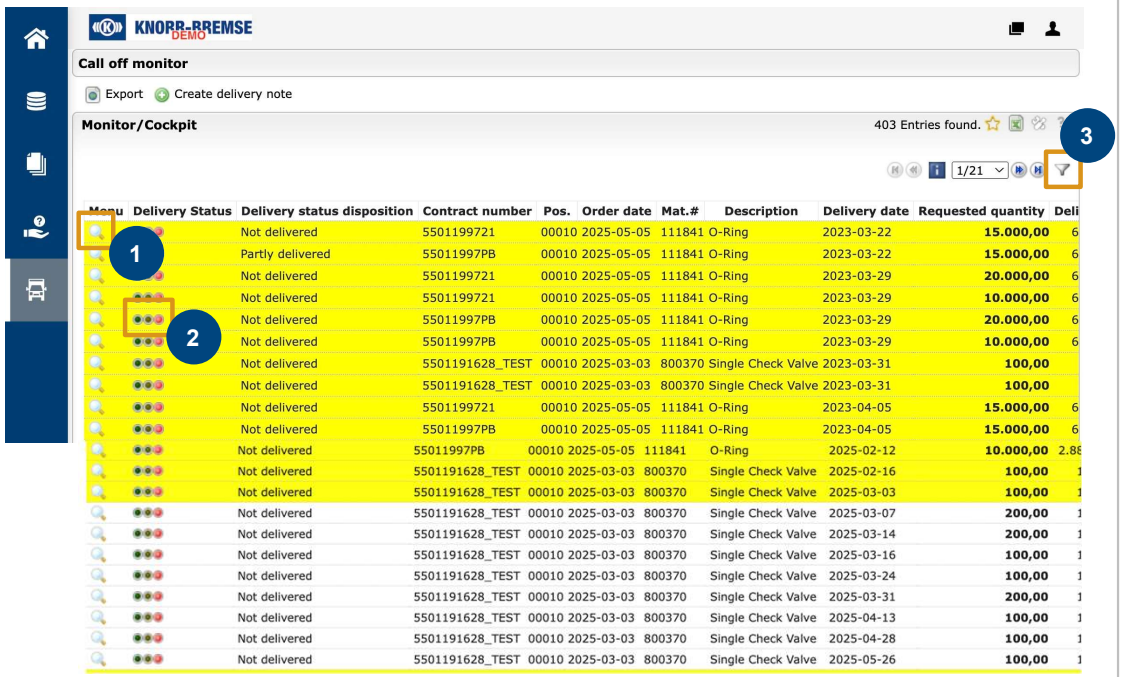
# Monitor Delivery Call-Offs

How to monitor Delivery Call-Offs

Supplier View




| Menu | Delivery Status | Delivery status disposition | Contract number | Pos. | Order date | Mat.# | Description | Delivery date | Requested quantity | Deli |
|---|---|---|---|---|---|---|---|---|---|---|
| | | Not delivered | 5501199721 | 00010 | 2025-05-05 | 111841 | O-Ring | 2023-03-22 | 15.000,00 | 6 |
| | | Partly delivered | 55011997PB | 00010 | 2025-05-05 | 111841 | O-Ring | 2023-03-22 | 15.000,00 | 6 |
| | | Not delivered | 5501199721 | 00010 | 2025-05-05 | 111841 | O-Ring | 2023-03-29 | 20.000,00 | 6 |
| | | Not delivered | 5501199721 | 00010 | 2025-05-05 | 111841 | O-Ring | 2023-03-29 | 10.000,00 | 6 |
| | | Not delivered | 55011997PB | 00010 | 2025-05-05 | 111841 | O-Ring | 2023-03-29 | 20.000,00 | 6 |
| | | Not delivered | 55011997PB | 00010 | 2025-05-05 | 111841 | O-Ring | 2023-03-29 | 10.000,00 | 6 |
| | | Not delivered | 5501191628_TEST | 00010 | 2025-03-03 | 800370 | Single Check Valve | 2023-03-31 | 100,00 | |
| | | Not delivered | 5501191628_TEST | 00010 | 2025-03-03 | 800370 | Single Check Valve | 2023-03-31 | 100,00 | |
| | | Not delivered | 5501199721 | 00010 | 2025-05-05 | 111841 | O-Ring | 2023-04-05 | 15.000,00 | 6 |
| | | Not delivered | 55011997PB | 00010 | 2025-05-05 | 111841 | O-Ring | 2023-04-05 | 15.000,00 | 6 |
| | | Not delivered | 55011997PB | 00010 | 2025-05-05 | 111841 | O-Ring | 2025-02-12 | 10.000,00 | 2.88 |
| | | Not delivered | 5501191628_TEST | 00010 | 2025-03-03 | 800370 | Single Check Valve | 2025-02-16 | 100,00 | 1 |
| | | Not delivered | 5501191628_TEST | 00010 | 2025-03-03 | 800370 | Single Check Valve | 2025-03-03 | 100,00 | 1 |
| | | Not delivered | 5501191628_TEST | 00010 | 2025-03-03 | 800370 | Single Check Valve | 2025-03-07 | 200,00 | 1 |
| | | Not delivered | 5501191628_TEST | 00010 | 2025-03-03 | 800370 | Single Check Valve | 2025-03-14 | 200,00 | 1 |
| | | Not delivered | 5501191628_TEST | 00010 | 2025-03-03 | 800370 | Single Check Valve | 2025-03-16 | 100,00 | 1 |
| | | Not delivered | 5501191628_TEST | 00010 | 2025-03-03 | 800370 | Single Check Valve | 2025-03-24 | 100,00 | 1 |
| | | Not delivered | 5501191628_TEST | 00010 | 2025-03-03 | 800370 | Single Check Valve | 2025-03-31 | 200,00 | 1 |
| | | Not delivered | 5501191628_TEST | 00010 | 2025-03-03 | 800370 | Single Check Valve | 2025-04-13 | 100,00 | 1 |
| | | Not delivered | 5501191628_TEST | 00010 | 2025-03-03 | 800370 | Single Check Valve | 2025-04-28 | 100,00 | 1 |
| | | Not delivered | 5501191628_TEST | 00010 | 2025-03-03 | 800370 | Single Check Valve | 2025-05-26 | 100,00 | 1 |

**How to monitor Delivery Call-Offs:**

This list monitors all positions of all contracts. **All items marked in yellow are overdue.**

1. Click on the icon to open more details about the position. *See next slide*
2. Delivery Status:
   - Green: Delivered completely
   - Orange: Partly delivered
   - Red: Not delivered
3. Click here to filter the list

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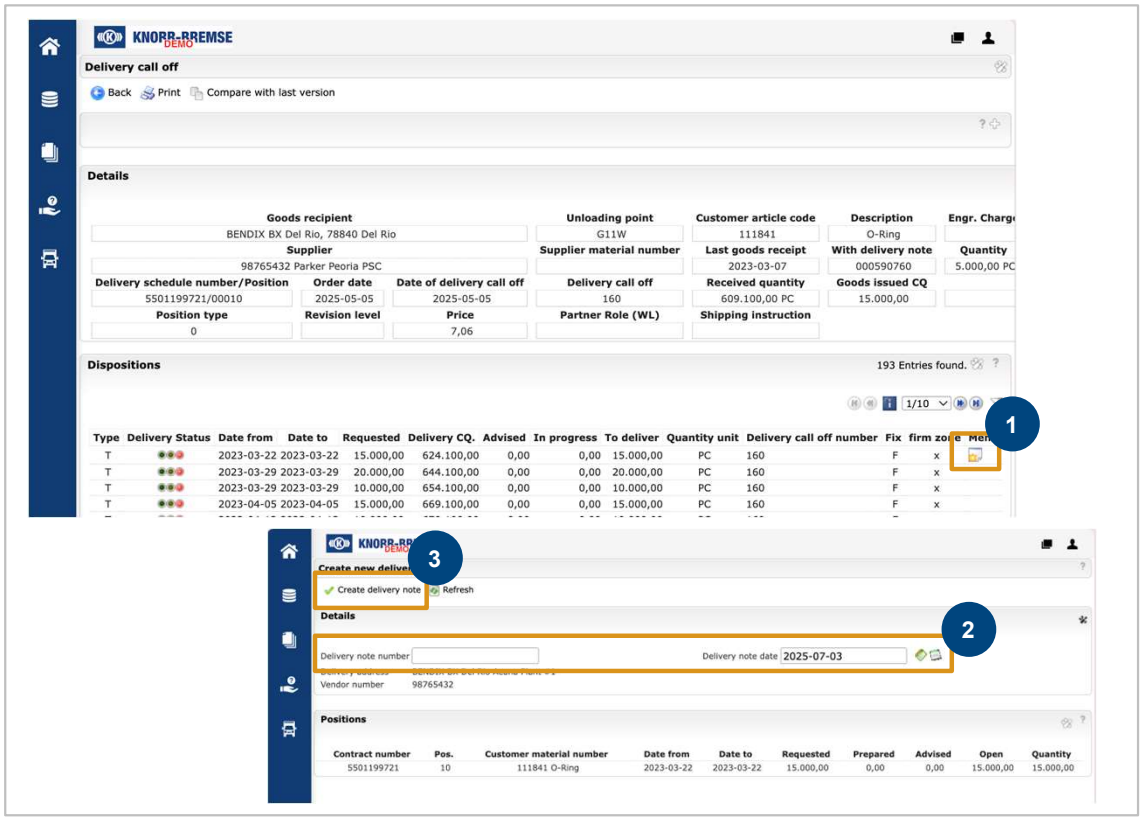
# Monitor Delivery Call-Offs

How to monitor Delivery Call-Offs

Supplier View




**How to create a Delivery Call-Off from the monitor list:**

After clicking on the detail's icon *(step 1 from previous slide)* you will see this page with with all dispositions.

1. Click on the icon create a new delivery note
2. Enter the required information
3. Click here to create the delivery note

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# Worklist for Delivery Call-Offs

## In this chapter we will see…

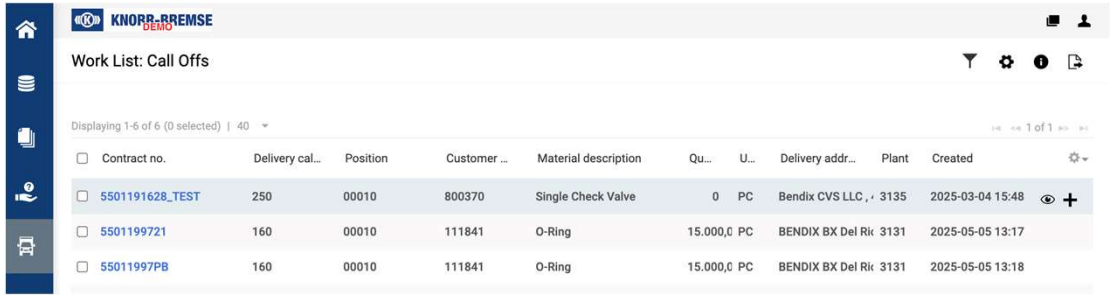
- Worklist Navigation & Functions

# Worklist Navigation & Functions

Use Case Overview

Supplier View

## Overview




## Use Case Description

Learn how to open the worklist and how to create delivery notes from upcoming Delivery Call-Offs.

- Create a new Delivery Note

## Notes

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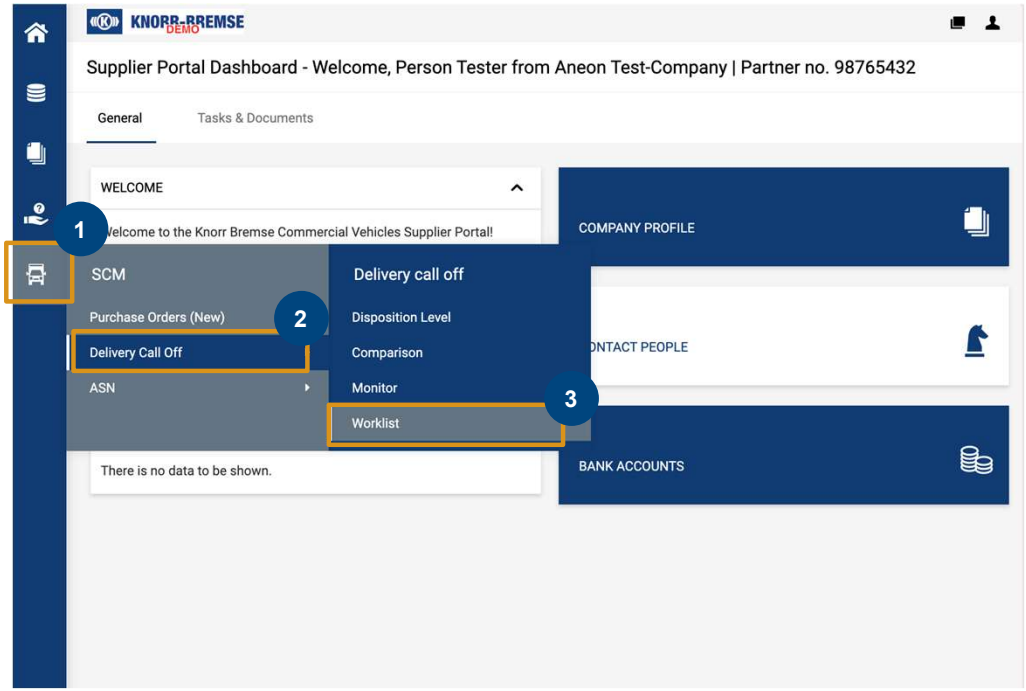
# Worklist Navigation & Functions

How to open Delivery Call-Offs in the worklist

Supplier View




**How to view Delivery Call-Offs in the worklist:**

1. Click on the icon for ”SCM”
2. Click on “Delivery Call-Off”
3. Click on “Worklist”

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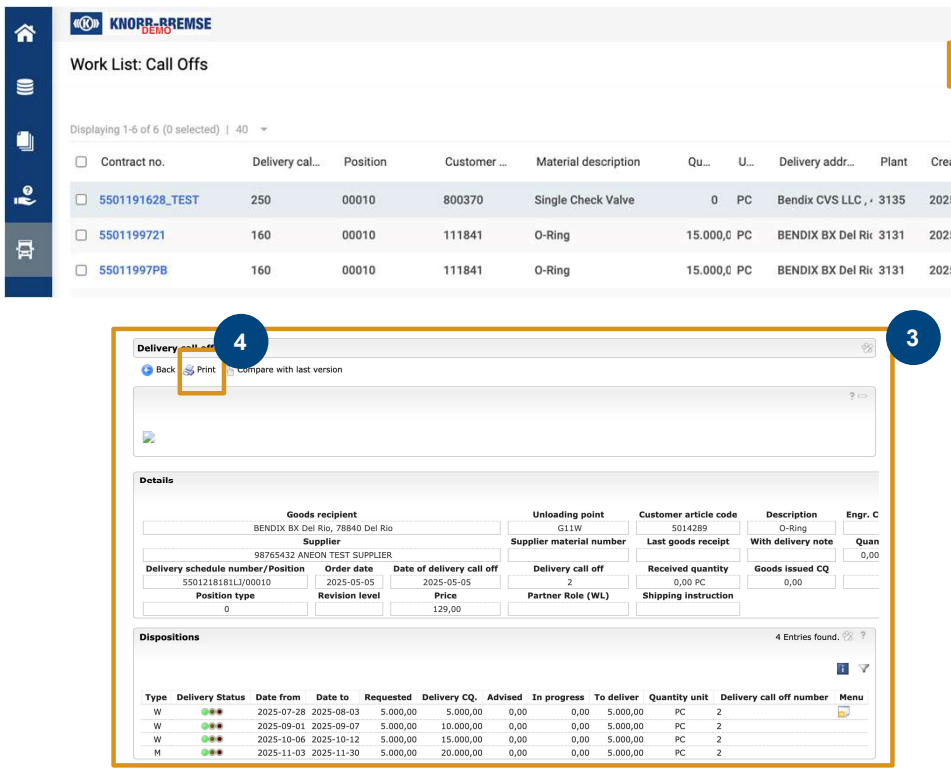
# Worklist Navigation & Functions

How to open Delivery Call-Offs in the worklist

Supplier View




**How to open Delivery Call-Offs in the worklist:**

This list displays the next dispositions to be delivered per contract.

1. Click here to filter the list
2. Click on the icon to open more details about the Delivery Call-Off
3. The Delivery Call-Off and all dispositions are displayed here
4. Click the print icon to print the Delivery Call-Off

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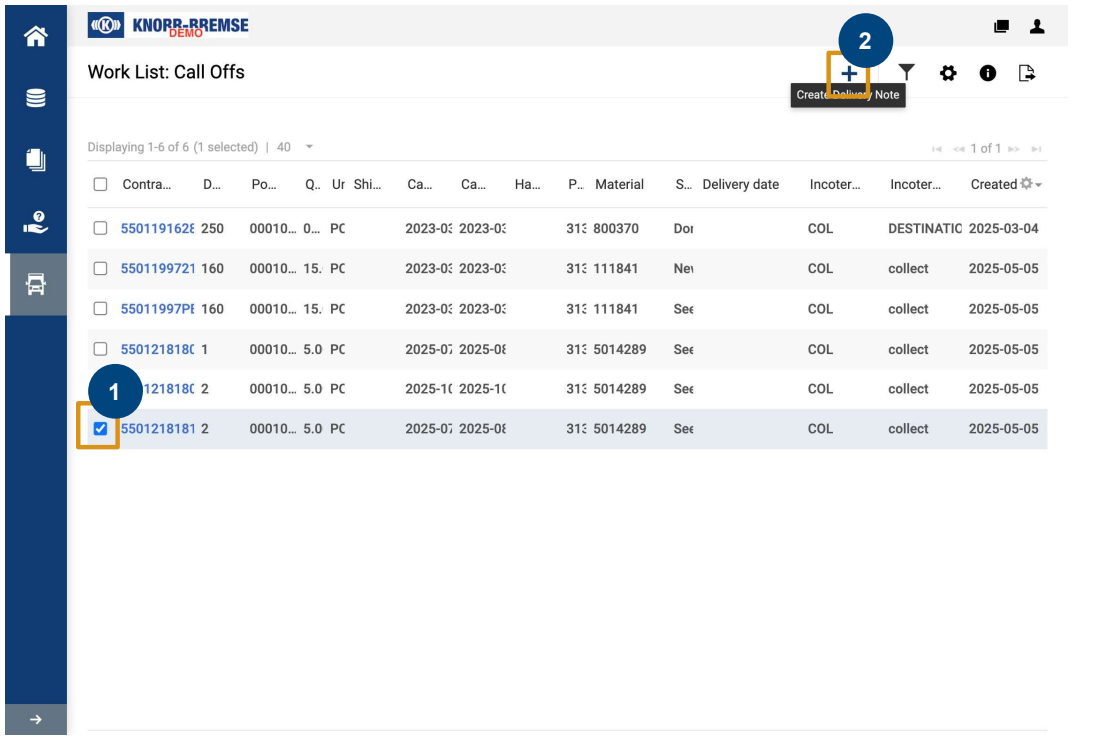
# Worklist Navigation & Functions

How to open Delivery Call-Offs in the worklist

Supplier View




**How to create a new delivery note:**

1. Select one or multiple lines
2. Click on the + icon to create a new delivery note and follow the process described as “ASN”

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