

SETTING UP ALERTS

USER BASICS

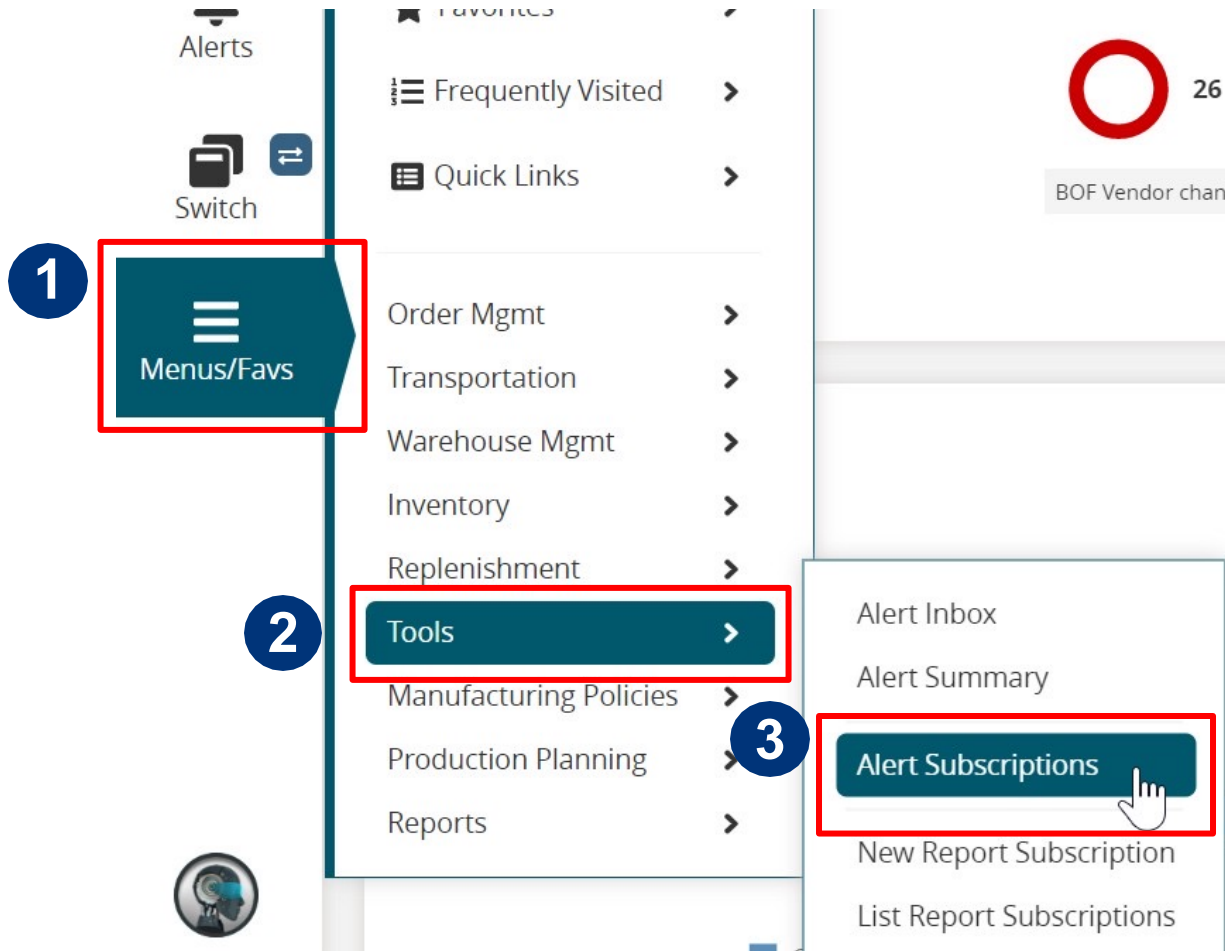
DISCLAIMER

“This User Interface (UI) Training Manual is for informational and training purposes only. Nothing contained in this Training Manual shall be construed to amend, modify, alter, change, or supersede the terms and provisions of any applicable supply agreement, quality agreement, or other agreement or document between One Network (or any of its customers) and supplier partners or any of its carrier partners; and, if there is a conflict between the content of this Training Manual and the terms and provisions of any such agreement or document, then the terms of the applicable document(s) shall control.”

Subscribing to an Alert

Creating an Alert Subscription

1. Go to 1. **Menus** -> 2. **Tools** -> 3. **Alert Subscriptions**
4. Click on "**New Subscriptions**"



Creating an Alert Subscription

1. Fill in the **mandatory fields** as identified in One Network with an **asterisk (*)** but also highlighted here within each section.

1

Vendor Dashboard Vendor Dashboard Custom 1 Alert Subscriptions New Subs

New Subscription

Alert Information

* Subscription Name: New Order Alert

* Category: Order

Neo Dashboard Category Name:

* Alert Type: New Order

Publish:

When Published, other users in your enterprise can "join" this subscription to receive alerts.

Active:

Priority:

Alert Type

* Subscription Type: Regular Subscription

Email Delivery Option: None

Secondary Delivery Option: None

System Delivery:

Alert Digest Delivery Schedule:

Custom Email Template:

2

Alert Filters

* Order Type: Purchase Order Sales Order Unselect All

Deployment Order Return Order

Buyer Code:

To Site Group Level:

From Site Group Level:

Ship To Site:

Ship From Site:

Ship To Country:

Ship From Country:

Item:

Item Type:

Item Category:

Product Group Level:

Customer:

Fulfillment Org:

Source Order Number:

Emergency Order:

Expedite Order:

Order Sub Type:

3

Additional Information

Display Fields:

- Promise Status
- Total Amount
- Total Volume
- Trans Mode Name
- Volume Uom
- Line Cancel Collaboration Status
- Line Volume Amount
- Line Weight Amount
- Orig Request Delivery Date
- Orig Request Ship Date
- Ship-To
- Actual Receipt Date
- Canceled Qty
- Received Qty
- Promise Price Per
- Select All
- State
- Total Quantity
- Total Weight
- Vendor
- Weight Uom
- Price Per
- Line Volume UOM
- Line Weight UOM
- Orig Request Quantity
- Original Request Quantity UOM
- Actual Delivery Date
- Back Order Quantity
- Ds Promise Status
- Vendor Reject Reason Code
- Request Price Per

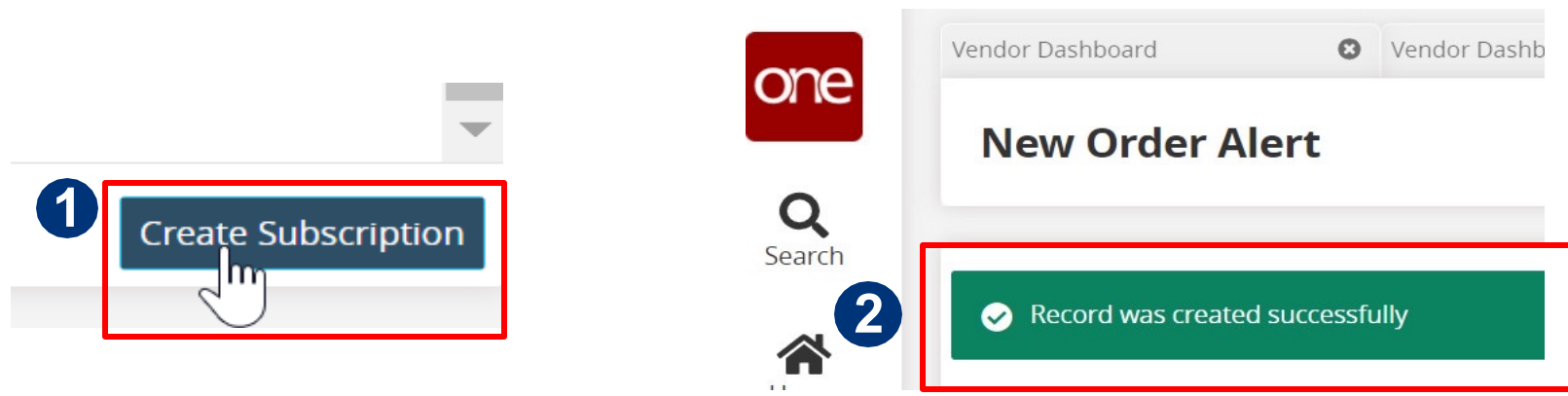
Note: You can customize and filter your Alert Subscriptions within the various fields shown here. Within One Network, you will scroll down from sections 1 to 3.

1: Alert Information and Alert Type, 2: Alert Filters, 3: Additional Information

You can give each Alert a **personalized *Subscription name** to help identify that alert easily

Creating an Alert Subscription

1. To finalize the creation of the Subscription, click on "**Create Subscription**"
2. A pop-up will appear to confirm the creation of your Subscription
3. Return to the Alert Subscriptionstab and Refresh the page to see the newly added Alert



The image shows a screenshot of the "Alert Subscriptions" table in a web application. The table has several columns and rows of data. A blue circle with the number "3" and a red box highlights a "Refresh" button in the top right corner of the table area.

Subscription Name	Alert Type	Subscription Type	Partner Types	Priority	System Delivery	Email Delivery	Mobile Delivery	Author/Organization	Generates Problems	Assi
Shipment Event	Shipment Event Alert	Regular Subscription			Yes			jsmit3@its.jnj.com		
Shipment Event Alert	Shipment Event Alert	Regular Subscription			Yes			jsmit3@its.jnj.com		
EDI Issue	EDI Issue	Regular Subscription			Yes			jsmit3@its.jnj.com		
Vendor Requested PO Change	Vendor Requested Purchase Order Change	Regular Subscription			Yes			jsmit3@its.jnj.com		
Vendor Accepted Order	Vendor Accepted Order	Regular Subscription			Yes			jsmit3@its.jnj.com		
BOF Vendor Change Request	BOF Vendor Change Request	Regular Subscription			Yes			jsmit3@its.jnj.com		
BOF Vendor Confirmed With Changes To Promise Quantiv	BOF Vendor Confirmed With Changes To Promise Quantiv	Regular Subscription			Yes			jsmit3@its.jni.com		

Alert Headings Overview

Please take note of the headings below for the following slides:

1. * Category: Order

2. * Alert Type: New Order

3. Alert Type

1. Category

2. Alert Type

3. Alert Type

4. Alert Filters

5. Additional Information

4. Alert Filters

5. Additional Information

Display Fields:

- Promise Status
- Total Amount
- Total Volume
- Trans Mode Name
- Volume Uom
- Line Cancel Collaboration Status
- Line Volume Amount
- Line Weight Amount
- Orig Request Delivery Date
- Orig Request Ship Date
- Ship-To
- Actual Receipt Date
- Canceled Qty
- Received Qty
- Promise Price Per
- Select All
- State
- Total Quantity
- Total Weight
- Vendor
- Weight Uom
- Price Per
- Line Volume UOM
- Line Weight UOM
- Orig Request Quantity
- Original Request Quantity UOM
- Actual Delivery Date
- Back Order Quantity
- Ds Promise Status
- Vendor Reject Reason Code
- Request Price Per

Thank You!