



DIGITAL SHIP MANAGER



User Guide

SupplyNET User Guide

Instructions for users

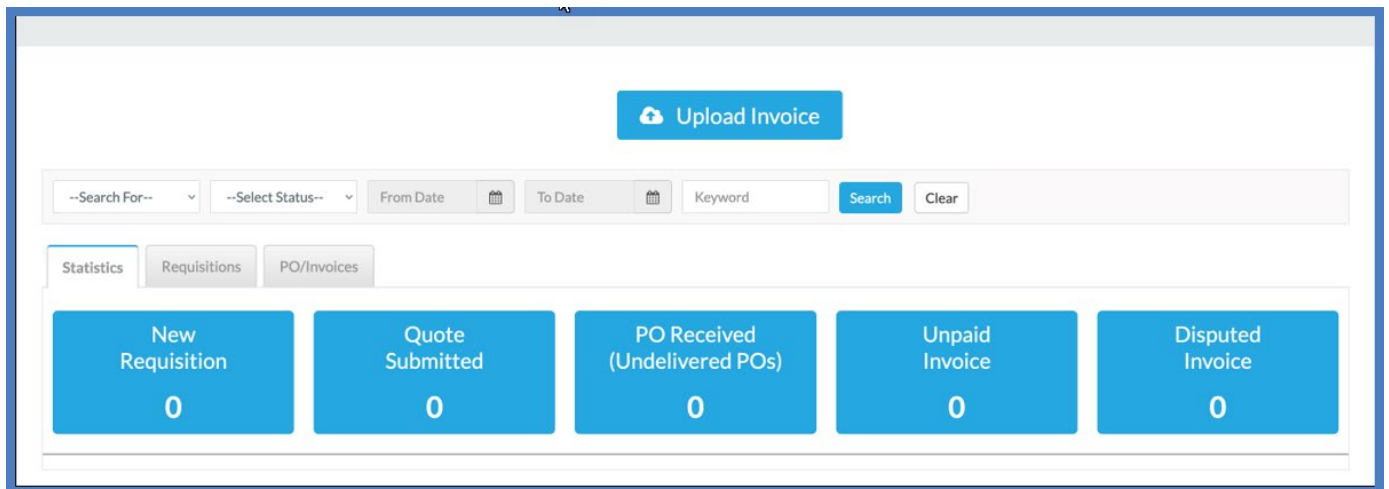
Instructions

A new supplier is registered (added into the system) by Ship Management Company using another counterparty onboarding process. On successful activation of the supplier in Digital Ship Manager, the supplier receives a welcome email (on registered email IDs) with the Supplier ID and instructions to set the initial password.

Registered suppliers use the web-based application SupplyNET®:
<https://supplynet.app-dsm.com> Through which all suppliers can log in using a specific *SupplierID* and *password* to perform add/upload invoices/credit notes, view RFQs, send quotes, view PO, etc.

SupplyNET- DASHBOARD

When the supplier logs in to SupplyNET®, a personalized dashboard is displayed.



The screenshot displays the SupplyNET dashboard interface. At the top, there is a blue button labeled "Upload Invoice" with a cloud icon. Below this is a search bar containing several fields: "--Search For--" (a dropdown), "--Select Status--" (a dropdown), "From Date" (with a calendar icon), "To Date" (with a calendar icon), a "Keyword" input field, a blue "Search" button, and a "Clear" button. Under the search bar are three tabs: "Statistics" (which is active), "Requisitions", and "PO/Invoices". The "Statistics" tab shows five blue boxes, each representing a different metric with a value of 0: "New Requisition", "Quote Submitted", "PO Received (Undelivered POs)", "Unpaid Invoice", and "Disputed Invoice".

Metric	Value
New Requisition	0
Quote Submitted	0
PO Received (Undelivered POs)	0
Unpaid Invoice	0
Disputed Invoice	0

Search/Filter

--Search For--



--Select Status--



From Date



To Date



Keyword

Search

Clear

Statistics



New Requisition: Number of RFQs sent for quotes. On click of #count – the system will display a list of all new requisitions

Quote Submitted: Number of RFQs for which the supplier has submitted quotes. On click of #count – the system will display a list of all quotes submitted. The supplier can edit the quote till it is approved by the purchaser.

PO Received (Undelivered POs): Once the quote is approved by the purchaser, PO is sent to the supplier – which can be viewed by clicking on #count.

Unpaid Invoice: Number of Invoices that were sent/uploaded by supplier but not paid.

Disputed Invoice: Number of invoices that were disputed (or sent back to supplier to update) by the purchaser and ask the supplier to update/fix information mentioned in dispute notes.

Requisitions

Statistics

Requisitions

PO/Invoices

RFQ Number	Vessel Name	Priority	Requisition For	Quotation Ref. No	Status	Action
No Record Found						

Displays all the requisitions with status and applicable actions

PO/Invoices

Statistics

Requisitions

PO/Invoices

PO #	Quotation Ref. No	PO Amount	Invoice #	Invoice Amount	Status	Action
ASM/029/19		400.00 USD	193402	540.00 USD	INVOICE SENT	
Total Number of Records : 1		Records Per Page : 20				

Displays all the Purchase Orders and Invoices with status and applicable actions