Purpose

Use this procedure to create, maintain and delete a communication profile.

Trigger

Perform this procedure when you need to setup a new communication, add or remove recipients of this notification, and when you need to delete a communication profile.

Prerequisites

- Access to SupplyWEB
- Internet access and Internet Explorer 6 or higher

Menu Path

Use the following menu path(s) to begin this transaction:

https://supplyweb.tenneco.com/supplyWeb/account/login

Helpful Hints

- Save the above URL to your browser's favorites
- Instead of using your browser's navigation tools, use those provided by SupplyWEB

Procedure

	 Demand
	🛨 Kanban
	Supplier Managed Inventory
	Shipments
	 Receipts
	CUM Management
	Delivery Performance
	⊞ Reports
1 -	+ <u>Communications</u>
	Preferences
	🖶 Setup
	± Help

1. To maintain a communication profile, click on the Communications menu item

+Communications

	Demand	
	 ∎ Kanban	
	Supplier Managed Inventory	
	 ∎ Receipts	
	CUM Management	
	Delivery Performance	
	 ∎ Reports	
	Communications	
	Send Now	
	Receive Now	
	File Status	
	Messages	
	Define Hosts	
2 -	Define Documents	
	Define Processes	
	Define Transfer Schedule	
	Trading Partners	
	Preferences	
	🖶 Setup	
	 Help	

2. And select the Define Documents menu item

Define Documents

	Document Profiles							
	Document List							
	Edit Delete Host Name Document Type Document Format Contact Attach File E-Mail Notification Effective Date							
3 -	Add							

3. The Documents Profiles open. To Add a document profile, click on the Add button Add

	Document F	Profile	
	Document Profi	le Details	
	Host	None 👻	
	Document Type	ASN 🗸	
4 -	File Format	ASN Material Release	
	Attach File	Purchase Order Receipt Mail	
	E-Mail Notification Effective Date (MM-dd-yyyy)	Shipping Schedule eKanban Signal Application Advice Acknowledgement	
	Contact Name1	Remittance Advice SelfBilling Invoice	
		Blanket Purchase Order Work Order	Cancel
		Production Invoice Proposed PO PO Acknowledgment	

4. The Host field should be left a None, and the Document Type field should be set so that the appropriate type of document is chosen.

	Document	Profile						
	Document Prof	Document Profile Details						
	Host	None 👻						
	Document Type	Material Release 👻						
	File Format	CSV 🔻						
	Attach File	CSV XML						
5	E-Mail Notification	EDIFACT						
9	Effective Date (MM-dd-yyyy)	PXML VDA						
	Contact Name1	ODETTE tact >> 💌						
		Submit Cancel						

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5. Under the File Format field select the type of document you wish to receive.

PDF is recommended.

	Document Profile					
	Document Prof	ïle Details				
	Host	None 🔻				
	Document Type	Material Release -				
	File Format	PDF 🗸				
6 -	Attach File	-				
	E-Mail Notification Effective Date (MM-dd-yyyy)					
	Contact Name1	<< Select contact >> 💌				
		Submit Cancel				

6. Click on the Attach File check box so that PDF versions of the document are attached to the email notifications sent out .

	Document	Document Profile				
	Document Profile Details					
	Host	None 🔻				
	Document Type	Material Release 👻				
	File Format	PDF 👻				
	Attach File					
7 -	E-Mail Notification Effective Date (MM-dd-yyyy)					
	Contact Name1	<< Select contact >> 💌				
		Submit Cancel				

7. As required, complete/review the following fields:

Field	R/O/C	Description
E-Mail Notification Effective Date(MM- dd-yyyy)	Optional	It is recommended to enter the date in the E- Mail Notification Effective Date field for future reference as to when the document profile was setup.
		Example: 3/14/2014

	Document Profile						
	Document Prof	ïle Details					
	Host	None -					
	Document Type	Material Release	•				
	File Format	PDF 👻					
	Attach File						
	E-Mail Notification Effective Date (MM-dd-yyyy)	3/14/2014					
	Contact Name1	<< Select contact >> 👻					
~		<< Select contact >>					
8 -		Alex Thum	Cancel				
		Becky Tobias					
		Ben Husby Dave Meeks					
		Greg Horacek					
		Jim Gale					

8. Click on the Contact Name1 drop box and select the first person that should receive this notification.

Document Pro	file Details
Host	None 💌
Document Type	Material Release 👻
File Format	PDF -
Attach File	
E-Mail Notification Effective Date (MM-dd-yyyy)	3/14/2014
Contact Name1	Alex Thum
Contact Name 2	<< Select contact >> 🔻
	Submit Cancel

	Document Profiles								
	The document profile was successfully added.								
	Document List								
	Edit	Delete	Host Name	Document Type	Document Format	Contact	Attach File	E-Mail Notification Effective Date	
10 -	Ø	X		Material Release	PDF	Alex Thum	Yes	03-14-2014	
	Edit								

10. If you want to edit the profile, click on the pencil icon button

11. You can add as many Contacts as needed. A new contact drop down will appear after each selection. Just click on the drop down and select the name of the contact to receive the notification.

Document	Profile	
Document Pro	file Details	
Host	None 👻	
Document Type	Material Release 👻	
File Format	PDF -	
Attach File		
E-Mail Notification Effective Date (MM-dd-yyyy)	03-14-2014	
Contact Name1	Alex Thum 👻	
Contact Name2	Ben Husby 👻	
Contact Name 3	Dave Meeks -	
Contact Name 4	<< Select contact >>	
	Submit Cancel	

12. When you have added all necessary contacts and are finished with the edits, click on the Submit

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button Submit

	Do	Document Profiles								
	The document profile was successfully updated.									
	Doc	ument l	List							
	Edit	Delete	Host Name	Document Type	Document Format	Contact	Attach File	E-Mail Notification Effective Date		
3 -	ø	×		Material Release	PDF	Alex Thum Ben Husby Dave Meeks	Yes	03-14-2014		
	Add									

13. If you need to remove someone from the notifications list, click on the pencil icon button

	Document Profile							
	Document Prof	īle Details						
	Host	None -						
	Document Type	Material Release 👻						
	File Format PDF -							
	Attach File	ttach File						
	E-Mail Notification Effective Date (MM-dd-yyyy)	03-14-2014						
	Contact Name1	Alex Thum 👻						
	Contact Name2 Ben Husby -							
14 -	Contact Name3	- Dave Meeks						
	Contact Name4	<< Select contact >> 💌						
		Submit Cancel						

14. Click on the drop down box for the contact that shouldn't receive the notification any longer Dave Meeks

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Docum	ent Profile				
Document Profile Details					
Host	None 👻	•			
Document Ty	Material Release	•			
File Format	PDF 👻	PDF 👻			
Attach File					
E-Mail Notification Effective Dat (MM-dd-yyyy	03-14-2014	03-14-2014			
Contact Nam	Alex Thum]			
Contact Nam	Ben Husby -]			
Contact Nam	Dave Meeks -]			
Contact Nan	Alex Thum Becky Tobias Ben Husby	Cancel			
	Dave Meeks Greg Horacek Jim Gale				

15. And select the << Select contact >> list item << Select contact >>

Docume	Document Profile						
Document	Document Profile Details						
Host	None 🔻						
Document Ty	Pe Material Release						
File Format	PDF -						
Attach File							
E-Mail Notification Effective Date (MM-dd-yyyy)	03-14-2014						
Contact Name	e1 Alex Thum 👻						
Contact Name	e2 Ben Husby 👻						
Contact Name	e3 << Select contact >> -						
Contact Name	e4 << Select contact >> -						
6	Submit Cancel						

16. Click on the Submit button to save your changes **Submit**. The contact is removed from the list.

	Document Profiles										
	The document profile was successfully updated.										
	Edit	Delete	Host Name	Document Type	Document Format	Contact	Attach File	E-Mail Notification Effective Date			
17 -	1	×		Material Release	PDF	Alex Thum Ben Husby	Yes	03-14-2014			
	Add										

17. Or you can delete a Document Profile altogether if you like. Click on the

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button.



18. Click the OK button on the message box to confirm

		Document Profiles								
1	9 -	The document profile was successfully deleted.								
		Document List								
		Edit	Delete	Host Name	Document Type	Document Format	Contact	Attach File	E-Mail Notification Effective Date	
						Add]			

19. You should receive a similar message telling you that it was successfully deleted.

Result

You have successfully created, maintained, and deleted a communication profile.