

Purpose

Use this procedure to setup your alerts.

Trigger

Perform this procedure when you wish to receive various alerts.

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

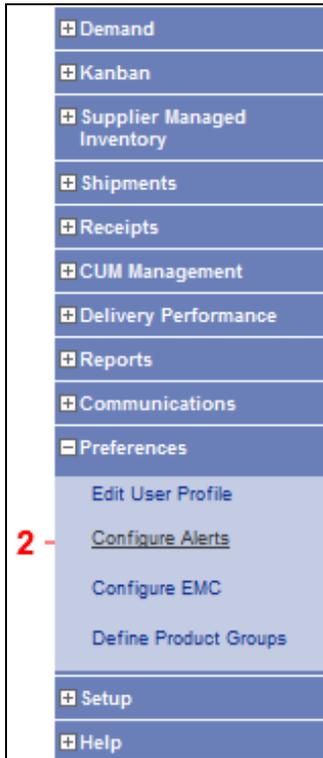
- Save the above URL to your browser's favorites
- Instead of using the navigation tools of your browser, use the navigation tools provided by SupplyWEB

Procedure



1. To setup your alerts click on the Preferences menu item





2. Select the Configure Alerts menu item .

3 - Demand Alerts		
Edit	Alert	Send
	Requirement Manually Deleted	<input type="checkbox"/>
	Requirement Rejected	<input type="checkbox"/>
	Requirement Manually Added/Changed	<input type="checkbox"/>
	Supplier Net Change Threshold Exceeded	<input type="checkbox"/>
	Shipment with Cancelled Schedules	<input type="checkbox"/>
	Shippers Adjusted with Fulfillment	<input type="checkbox"/>
	New Demand, Shipper ID Not Found	<input type="checkbox"/>
	Demand For Part Was Deleted	<input type="checkbox"/>
	New Part	<input type="checkbox"/>

PO Alerts		
Edit	Alert	Send
	Purchase Order Changed	<input type="checkbox"/>

3. The Alerts list opens up displaying all possible alerts such as Demand Alerts, PO Alerts...

	Purchase Order Changed	<input type="checkbox"/>
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4 - AETC Alerts		
Edit	Alert	Send
	Customer Accepted AETC Request	<input type="checkbox"/>

Kanban Alerts		
Edit	Alert	Send
	Emergency Signal Sent	<input type="checkbox"/>

DPR Alerts		
Edit	Alert	Send
	DPR Published	<input type="checkbox"/>
	DPR Response Accepted	<input type="checkbox"/>
	DPR Response Rejected	<input type="checkbox"/>
	DPR Response Past Due	<input type="checkbox"/>
	DPR Response Required	<input type="checkbox"/>

4. AETC Alerts, Kanban Alerts, DPR Alerts...

5 - SMI Alerts

Edit	Alert	Send
	SMI Part Below Minimum Level	<input type="checkbox"/>
	SMI Part Above Maximum Level	<input type="checkbox"/>

Receipt Alerts

Edit	Alert	Send
	Receipt Published	<input type="checkbox"/>
	Receipt Without Matching ASN	<input type="checkbox"/>
	Receipt with Discrepancies	<input type="checkbox"/>

Blanket PO Alerts

Edit	Alert	Send
	Blanket PO Published	<input type="checkbox"/>
	Blanket PO Changed	<input type="checkbox"/>

5. SMI Alerts, Receipt Alerts, and Blanket PO Alerts.

Demand Alerts

Edit	Alert	Send
	Requirement Manually Deleted	<input checked="" type="checkbox"/>
	Requirement Rejected	<input checked="" type="checkbox"/>
	Requirement Manually Added/Changed	<input type="checkbox"/>
	Supplier Net Change Threshold Exceeded	<input type="checkbox"/>
	Shipment with Cancelled Schedules	<input type="checkbox"/>
	Shippers Adjusted with Fulfillment	<input type="checkbox"/>
	New Demand, Shipper ID Not Found	<input type="checkbox"/>
	Demand For Part Was Deleted	<input type="checkbox"/>
	New Part	<input type="checkbox"/>

PO Alerts

Edit	Alert	Send
	Purchase Order Changed	<input type="checkbox"/>

6. You can select to receive any of the alerts by making sure there is a check in the Send column. If

you no longer wish to receive a certain alert, uncheck the box under the Send column

Demand Alerts		
Edit	Alert	Send
	Requirement Manually Deleted	<input checked="" type="checkbox"/>
	Requirement Rejected	<input checked="" type="checkbox"/>
	Requirement Manually Added/Changed	<input type="checkbox"/>
	Supplier Net Change Threshold Exceeded	<input checked="" type="checkbox"/>
	Shipment with Cancelled Schedules	<input type="checkbox"/>
	Shippers Adjusted with Fulfillment	<input type="checkbox"/>
	New Demand, Shipper ID Not Found	<input type="checkbox"/>
	Demand For Part Was Deleted	<input type="checkbox"/>
	New Part	<input type="checkbox"/>

PO Alerts		
Edit	Alert	Send
	Purchase Order Changed	<input type="checkbox"/>

7. Many of the Alerts can be edited for specific "groups" that can be created (steps [10](#) through [15](#)), or certain tolerances can be allowed before alerts are raised, such as in Supplier Net Change Threshold Exceeded

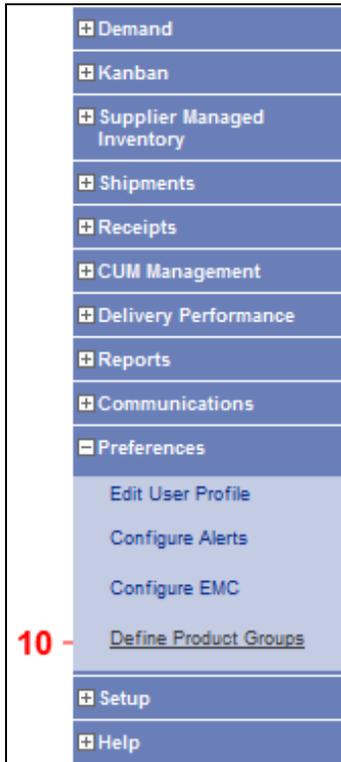
Product Groups (Supplier Net Change Threshold Exceeded)		
Assign	Group Name	Tolerance
<input checked="" type="checkbox"/>	Available Parts	<input type="text"/> %

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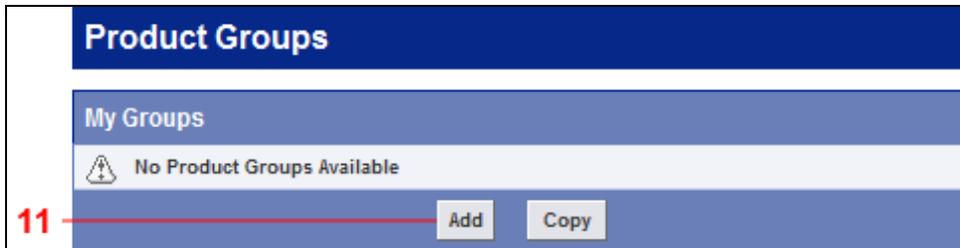
8. As required, complete/review the following fields:

Field	R/O/C	Description
Tolerance	Conditional	You can enter a specific Tolerance level, such as 30%.

9. Click on the Save button to save your edits to this alert



10. To create a new product group for your alerts, go to Preferences and select Define Product Groups [Define Product Groups](#).



11. Click on the Add button, or if you want to copy a group already created and include additional part numbers, click Copy [Add](#).

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

Field	R/O/C	Description
Group Name	Required	The Group Name box needs to be filled out. This is the name that will appear when editing your Alerts. Example: Test Product Group

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

Field	R/O/C	Description
Description	Optional	Description Example: Test product group for demonstration

14. All available parts for your company are listed to the left. Highlight a part number by clicking on it, or highlight multiple at one time by holding down the Ctrl button and clicking on all desired part numbers.

Then use the  button to assign them to the new Product Group.

15. Click on the Save button when you are done .

Demand Alerts		
Edit	Alert	Send
	Requirement Manually Deleted	<input checked="" type="checkbox"/>
	Requirement Rejected	<input checked="" type="checkbox"/>
16 -	Requirement Manually Added/Changed	<input type="checkbox"/>
	Supplier Net Change Threshold Exceeded	<input checked="" type="checkbox"/>
	Shipment with Cancelled Schedules	<input type="checkbox"/>
	Shippers Adjusted with Fulfillment	<input type="checkbox"/>
	New Demand, Shipper ID Not Found	<input type="checkbox"/>
	Demand For Part Was Deleted	<input type="checkbox"/>
	New Part	<input type="checkbox"/>

PO Alerts		
Edit	Alert	Send
	Purchase Order Changed	<input type="checkbox"/>

16. You can now edit an alert by clicking on the pencil icon / edit button

Product Groups (Shipment with Cancelled Schedules)	
Assign	Group Name
<input type="checkbox"/>	Available Parts
17 - <input type="checkbox"/>	Test Product Group

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17. ... and clicking the new Product Group check box Test Product Group

NOTE: When there are multiple product groups available, it is required that you specify which product group(s) you want the alert to apply to (in most cases).

18. Click on the Save button

Demand Alerts		
Edit	Alert	Send
	Requirement Manually Deleted	<input checked="" type="checkbox"/>
	Requirement Rejected	<input checked="" type="checkbox"/>
	Requirement Manually Added/Changed	<input type="checkbox"/>
	Supplier Net Change Threshold Exceeded	<input checked="" type="checkbox"/>
	Shipment with Cancelled Schedules	<input checked="" type="checkbox"/>
	Shippers Adjusted with Fulfillment	<input type="checkbox"/>
	New Demand, Shipper ID Not Found	<input type="checkbox"/>
	Demand For Part Was Deleted	<input type="checkbox"/>
19	New Part	<input type="checkbox"/>

PO Alerts		
Edit	Alert	Send
	Purchase Order Changed	<input type="checkbox"/>

19. NOTE: New Part is the only alert that does not allow edits as the new part will not yet belong to a specific product group New Part.

DPR Alerts		
Edit	Alert	Send
	DPR Published	<input checked="" type="checkbox"/>
	DPR Response Accepted	<input checked="" type="checkbox"/>
20	DPR Response Rejected	<input checked="" type="checkbox"/>
	DPR Response Past Due	<input checked="" type="checkbox"/>
	DPR Response Required	<input checked="" type="checkbox"/>

SMI Alerts		
Edit	Alert	Send
	SMI Part Below Minimum Level	<input type="checkbox"/>
	SMI Part Above Maximum Level	<input type="checkbox"/>

Receipt Alerts		
Edit	Alert	Send
	Receipt Published	<input type="checkbox"/>

20. NOTE: DPR Alerts section is normally setup for new supplier users. Again, if you wish to not receive certain alerts, uncheck the alert and hit Save.

SMI Alerts		
Edit	Alert	Send
	SMI Part Below Minimum Level	<input type="checkbox"/>
	SMI Part Above Maximum Level	<input type="checkbox"/>

Receipt Alerts		
Edit	Alert	Send
	Receipt Published	<input type="checkbox"/>
	Receipt Without Matching ASN	<input type="checkbox"/>
	Receipt with Discrepancies	<input type="checkbox"/>

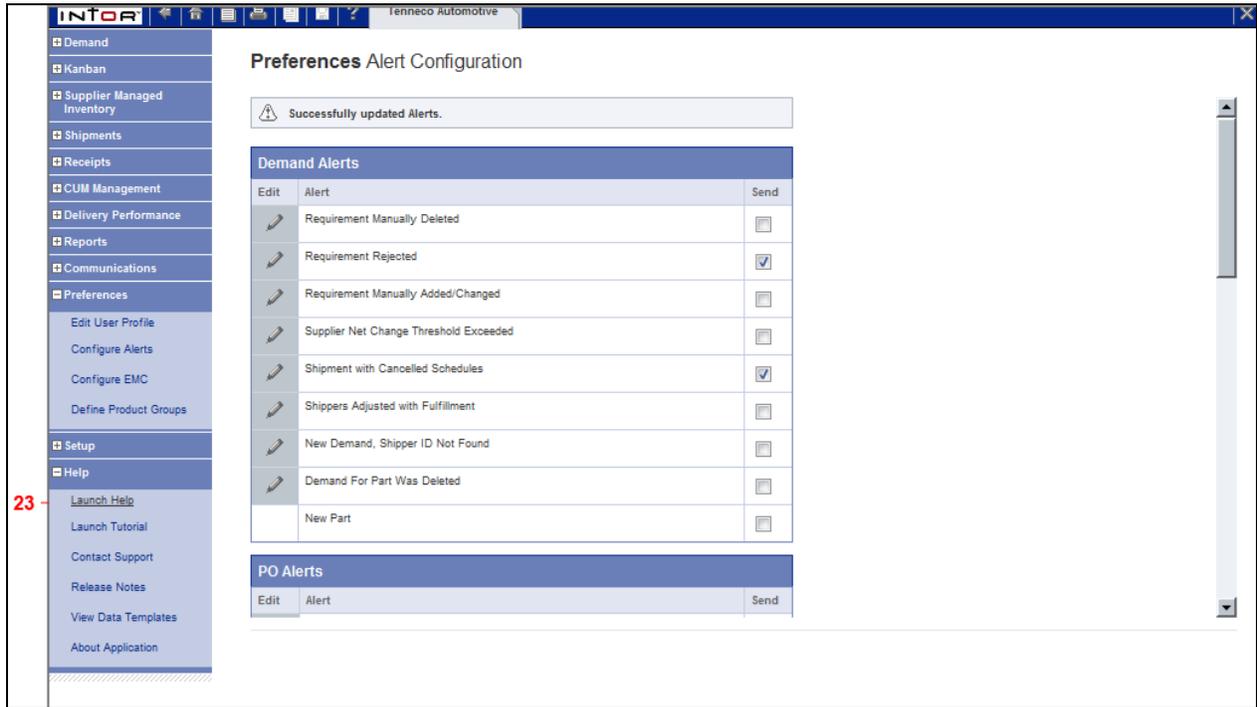
Blanket PO Alerts		
Edit	Alert	Send
	Blanket PO Published	<input type="checkbox"/>
	Blanket PO Changed	<input type="checkbox"/>

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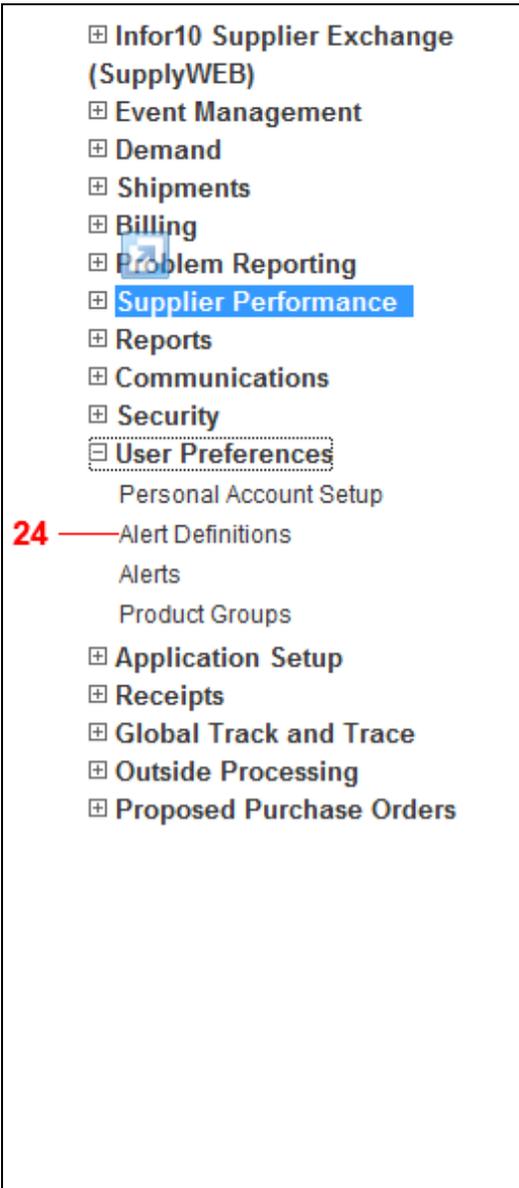
21. When you are completely satisfied with your alerts, click on the Save button at the bottom of the page .

22 **Successfully updated Alerts.**

22. You should receive a similar message.



23. If you have any questions regarding an Alert, and its definition is needed you can go to Help on the menu list and select [Launch Help](#).



24. Select the Alert Definitions under the User Preferences menu item.

Alert Definitions

25 - Alert Definitions

Supplier users can choose to be alerted of the following events. If you choose to be alerted, an email message is sent to the email address (entered in your User Profile) when the event occurs.

You will be notified of events for only the customers, facilities, Ship To locations, and Ship From locations your admin user has allowed for your restriction group. If the admin has not assigned you a restriction group, you will get notifications of events for every customer, facility, Ship To, and Ship From.

You can further restrict alerts to notify you only of certain parts by assigning product groups.

Demand Alerts

Requirement Manually Deleted

If selected, an alert is sent when your customer manually removes a requirement from an existing schedule without publishing a new release.

Requirement Manually Added/Changed

If selected, an alert is sent when your customer manually adds a requirement to an existing demand schedule or changes the quantity due without publishing a new release.

Requirement Rejected

If selected, an alert is sent when a user at your supplier company rejects one or more requirements. (This option displays only if your

25. ... and you will be given a list of all the Alerts and their definitions.



Result

You have successfully setup your alerts.