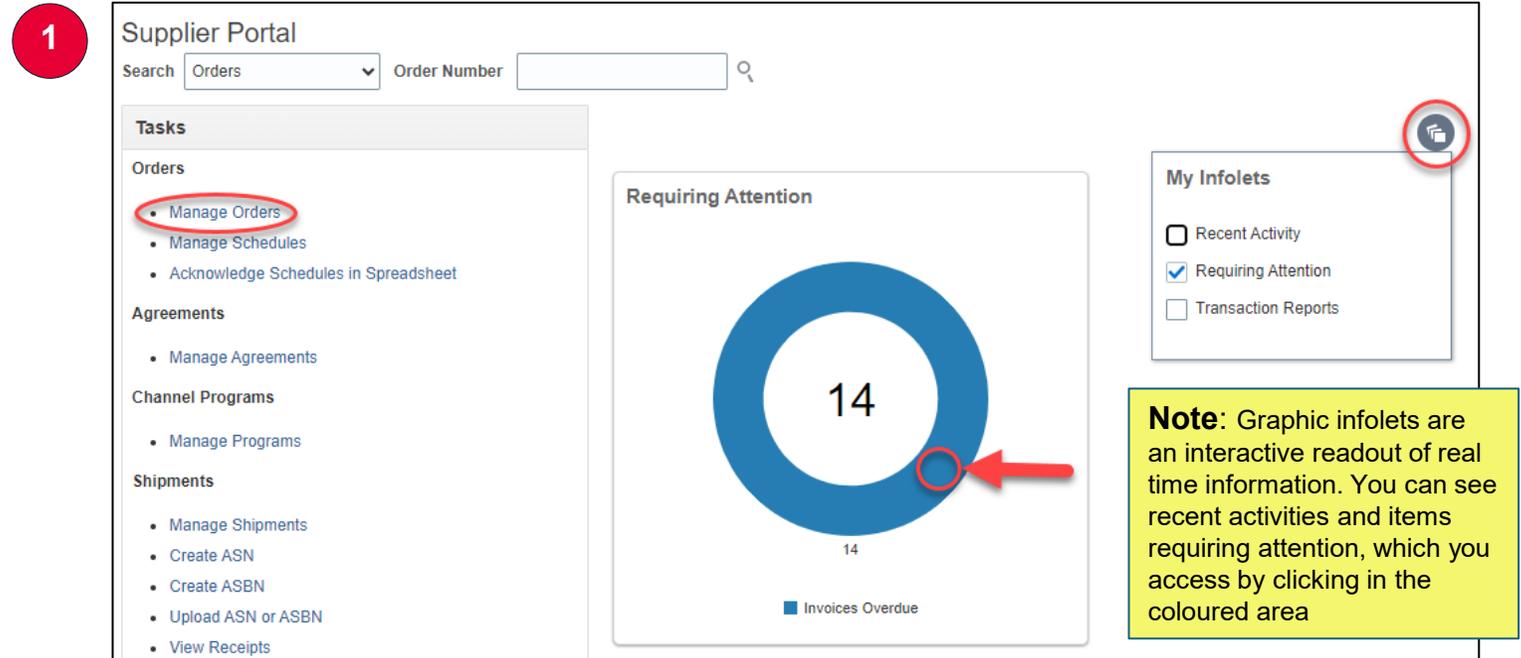


Manage Orders

1. Open the supplier portal and select Manage Orders,
 - a. You can manage your infolets
 - b. You can quickly access items that require attention
2. Headers (returns PO number list)
 - a. Select the Redpath Entity
 - b. Choose to include closed documents
 - c. Search
3. Schedules (returns line items)
 - a. Follow search criteria as applicable

1



Supplier Portal

Search Orders Order Number

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Channel Programs
 - Manage Programs
- Shipments
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts

Requiring Attention

14

14

Invoices Overdue

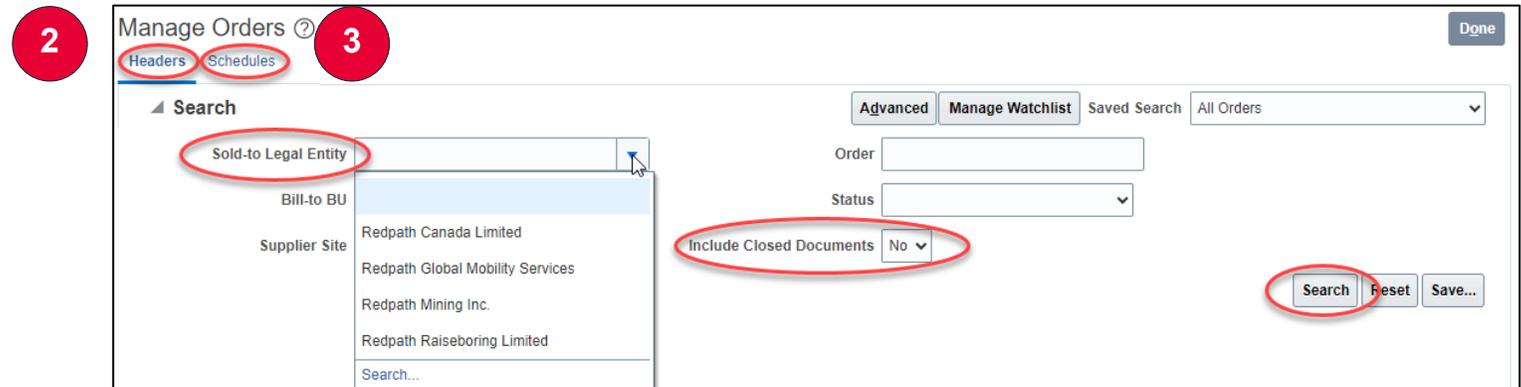
My Infolets

- Recent Activity
- Requiring Attention
- Transaction Reports

Note: Graphic infolets are an interactive readout of real time information. You can see recent activities and items requiring attention, which you access by clicking in the coloured area

2

3



Manage Orders

Headers Schedules

Advanced Manage Watchlist Saved Search All Orders

Sold-to Legal Entity

Bill-to BU

Supplier Site

Redpath Canada Limited

Redpath Global Mobility Services

Redpath Mining Inc.

Redpath Raiseboring Limited

Search...

Order

Status

Include Closed Documents No

Search Reset Save...

Manage Orders

4. In the search results you will see the PO Status.
 - a. Open (may require your acknowledgement)
 - b. Closed for Receiving (goods are received by Redpath OR it is a Service PO with no receiving required)
 - c. Closed for Invoicing (Your invoices are submitted)
 - d. Closed (all receipts and invoices are completed)
5. Icons to know:
 - a. Notes exist 
 - b. Acknowledgement is due 
 - c. Attachment 
 - d. Schedule is past due or has invoices on hold 
 - e. Order Life Cycle  (see next page)

4

5

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
22105-357	9/20/23				2,500.00	CAD	Closed for R...		9/19/23
22105-37	7/3/23				838,900.00	CAD	Closed for R...		7/3/23
22105-24	7/1/23				95,250.00	CAD	Closed for R...		7/1/23

Manage Orders

6. To acknowledge an order, click Acknowledge and in the pop up you can add your SO number, notes or simply Accept.

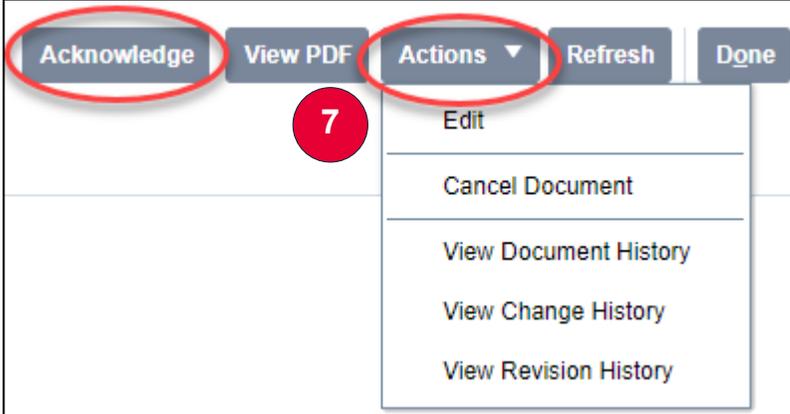
7. Other Actions

- Avoid Edit and Cancel – reach out to your Buyer for assistance, but you can select any of the following:
- View Document History
- View Change History
- View Revision History

8. Order Life Cycle

- Ordered vs. Invoiced
- In-Transit Shipments
- Receipts (from Redpath side)
- Invoices (from Supplier side)

6



7

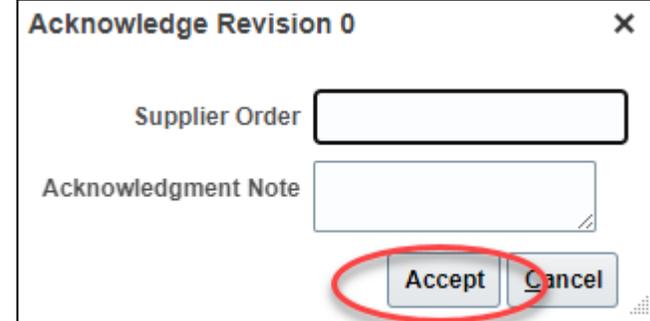
The screenshot shows a toolbar with buttons: Acknowledge, View PDF, Actions, Refresh, and Done. The 'Actions' dropdown menu is open, showing options: Edit, Cancel Document, View Document History, View Change History, and View Revision History. Red circles highlight the 'Acknowledge' button and the 'Actions' dropdown.

Acknowledge Revision 0

Supplier Order

Acknowledgment Note

Accept Cancel



The screenshot shows a pop-up window titled 'Acknowledge Revision 0'. It has a close button (X) in the top right. There are two input fields: 'Supplier Order' and 'Acknowledgment Note'. At the bottom, there are two buttons: 'Accept' and 'Cancel'. Red circles highlight the 'Accept' and 'Cancel' buttons.

8

Order Life Cycle: 22105-759

Sold-to Legal Entity: Redpath Canada Limited
Order: 22105-759
Supplier: [Redacted]
Supplier Site: [Redacted]
Supplier Contact: Primary Contact
Ordered: 977,000.00 CAD

Order Life Cycle



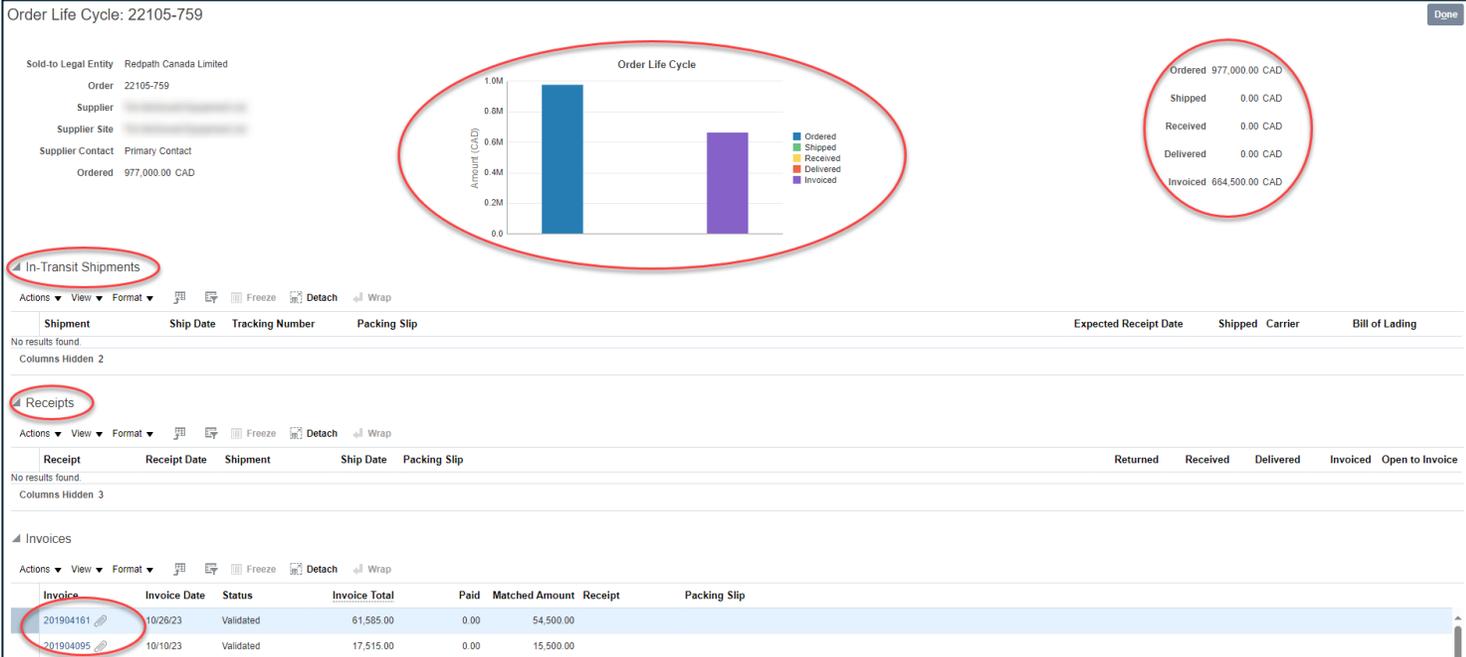
Ordered 977,000.00 CAD
Shipped 0.00 CAD
Received 0.00 CAD
Delivered 0.00 CAD
Invoiced 684,500.00 CAD

In-Transit Shipments

Receipts

Invoices

Invoice	Invoice Date	Status	Invoice Total	Paid	Matched Amount	Receipt	Packing Slip
201904161	10/29/23	Validated	61,585.00	0.00	54,500.00		
201904095	10/10/23	Validated	17,515.00	0.00	15,500.00		



The screenshot shows the 'Order Life Cycle' page for order 22105-759. It includes a summary of the order, a bar chart showing the Order Life Cycle (Ordered, Shipped, Received, Delivered, Invoiced), and three tables: In-Transit Shipments, Receipts, and Invoices. Red circles highlight the 'In-Transit Shipments', 'Receipts', and 'Invoices' sections, as well as the 'Ordered' and 'Invoiced' bars in the chart and the 'Ordered' and 'Invoiced' values in the summary.