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Guide for Purchasers

THE BEST RUN

Content

1 Introduction

About This Document

This documentation describes how to use the Track PO Fulfillment (TPOF) app.

→ Recommendation

Before you start working your way through this document, ensure you have the most recent version of this document that is available from:

http://help.sap.com/gtt

Target Audience

The target audience for this document are purchasers.

Prerequisite

You are able to log on to SAP Business Network Global Track and Trace as a purchaser.

2 About the Track PO Fulfillment App

The Track PO Fulfillment (TPOF) app allows you to monitor the fulfillment status of purchase orders, including stock transport orders (a special type of purchase order for requesting material transfer between plants within a company). The app:

- displays a list of all the available purchase orders and purchase order items
- monitors the OTIF delivery status, execution status and delay status of purchase orders and purchase order items
- monitors the milestone fulfillment status of purchase order items
- supports navigation to the Monitor Outbound Deliveries (MOD) app to check the real-time location of stock transport orders
- supports navigation to the Monitor Inbound ASNs (MIA) app to check the real-time location and status of the inbound deliveries related to purchase orders.
- supports navigation to the Track Shipments (TS) app to check the shipment / freight order and freight unit details related to the purchase orders
- supports navigation to the Track SO Fulfillment (TSOF) app.

TPOF app is for version 2 of SAP Business Network Global Track and Trace.

> **i Note**
>
> For one purchase order, you can only use either LE-TRA or SAP TM to manage its transportation. That means you cannot assign one delivery of this purchase order to the LE-TRA shipment and then have another delivery created based on freight units.

2.1 In-app Help

When you launch the TPOF app, you can turn on in-app help that provides on-screen explanations of key fields and areas on the screen.

To turn on in-app help:

- On the top right on the screen, click the *?* button
- the *Help Topics* Panel appears on the right

Once in-app help is turned on, you can:

- search the displayed Help topics for text you type
- click hot spots or bubbles to see help text on that topic
- hide the *Help Topics* Panel by clicking the Hide (*>>*) button on the bottom right
- toggle Help off

2.2 Filters

You can apply one or more filters to reduce the number of purchase orders and purchase order items displayed. By default, the following filters are shown:

- *Purchase Order No.*: an identifier for the purchase order. Click in the field to display the *Define Conditions* popup where you can set the operators to specify a fuzzy search and/or multiple conditions.
- *Supplier*: an identifier for the supplier. Click in the field to display a popup where you can filter the location by *External ID*, *Location Description*, *Logical System*, *Object Type* and archived status. To filter the location by archived status, select one of the following values in the dropdown lists of the *Archived* filter:
  - *Yes*: only the archived locations are displayed in the result.
  - *No*: the default value. All locations, except the archived ones, are displayed in the result.
  - Blank: all locations, either archived or not, are displayed in the result.

  In the *Define Conditions* tab, you can search for purchase orders and purchase order items using the external ID. You can set the operators to specify a fuzzy search and/or multiple conditions.
- *Receiving Location*: an identifier for the receiving plant. Click in the field to display a popup where you can filter the location by *External ID*, *Location Description*, *Logical System*, *Object Type* and archived status. To filter the location by archived status, select one of the following values in the dropdown lists of the *Archived* filter:
  - *Yes*: only the archived locations are displayed in the result.
  - *No*: the default value. All locations, except the archived ones, are displayed in the result.
  - Blank: all locations, either archived or not, are displayed in the result.

  In the *Define Conditions* tab, you can search for purchase orders and purchase order items using the external ID. You can set the operators to specify a fuzzy search and/or multiple conditions.
- *Planned Delivery Date*: the date when the order is planned to be delivered. Click in the field to display the *Time Period* popup where you can choose the date range that you want to filter.
- *Material ID*: an identifier for the materials. Click in the field to display the *Define Conditions* popup where you can set the operators to specify a fuzzy search and/or multiple conditions.
  Please note that you cannot apply the “Exclude” logic and the “empty” condition in the “Include” logic because they are not supported.
- *Material Description*: the description of materials. Click in the field to display the *Define Conditions* popup where you can set the operators to specify a fuzzy search and/or multiple conditions.
  Please note that you cannot apply the “Exclude” logic and the “empty” condition in the “Include” logic because they are not supported.
- *Delivery No.*: an identifier for the inbound delivery or outbound delivery. Click in the field to display the *Define Conditions* popup where you can set the operators to specify a fuzzy search and/or multiple conditions.
  Please note that you cannot apply the “Exclude” logic and the “empty” condition in the “Include” logic because they are not supported.
- *Shipment No.*: an identifier for the shipment. Click in the field to display the *Define Conditions* popup where you can set the operators to specify a fuzzy search and/or multiple conditions.
- *OTIF Delivery Status*: shows if the purchase order or the purchase order item is fully and timely delivered. Select in the dropdown list one or more of:
  - *Perfect*: the purchase order or the purchase order item is delivered on time and in full
  - *Late*: the purchase order or the purchase order item is delivered in full but late

- *Partial*: the purchase order or the purchase order itemis delivered on time but partially
- *Late and Partial*: the purchase order or the purchase order item is delivered late and partially
- *None*: the delivery of the purchase order or the purchase order item is not completed, or the relevant data is not provided.
- *Execution Status*: the execution progress of a purchase order. Select in the dropdown list more of *Completed*, *In Execution*, and *Not Started*.
- *Delay Status*: shows if the purchase order or the purchase order item is delayed. In the drop-down list, select "Yes" to filter out the purchase orders and the purchase order items that are delayed, and "No" to filter out the purchase orders and the purchase order items that are not delayed. Purchases orders and purchase order items with *Delayed* status are highlighted with a color-coded bar on the left for the entry in the worklist.

> **i Note**
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> In the *Define Conditions* popup of filters, the case insensitive search is supported for the following conditions:
>
> - "contains"
> - "starts with"
> - "ends with".

You can change the default filters with the *Adapt Filters* button to display a popup. Here you can filter core, standard and user-defined fields that you defined in the tracked processes "PurchaseOrder" and "PurchaseOrderItem"of the GTT standard model.

2.3 Views

You can select a view, also called a variant. The view determines the filter and column settings. There are two types of view, either:

- Standard: unfiltered so displays all available purchase orders and purchase order items or
- one of the customized variants, if any have been created. These include some filters that may reduce the number of purchase orders and purchase order items displayed.

After you select your view, its name is displayed on-screen. Click *Go* to display the corresponding purchase orders and purchase order items.

An asterisk (*) is displayed after the view name whenever any additional filter selection(s) is made. You can save your selection at this time to create your own view.

To create your own view:

- Click *Adapt Filters* and the Settings icon ⚙ to personalize your filter and table settings respectively. You can also adjust the column width by dragging the column border.
- Click the arrow to the right of the view
- Click *Save As* in the view selector
- Enter a name for your view (case sensitive)

- You can also choose:
  - *Set as Default*: Activate this if you want your view to be displayed by default when you enter the app
  - *Public*: Activate this if you want your view to appear in other users' view selector
- Save your view

You can click *Manage* in the view selector to delete views and set the default view.

2.4 Save a Tile

You can save your personal settings on the worklist page as a tile on the home page of SAP Fiori Launchpad. When you click the tile, it brings you back to the same worklist you have filtered out when the tile was created, so you don't need to apply filters again.

To save your personal settings as a tile:

- Apply some filters to display the corresponding documents in the worklist. You can also click *Adapt Filters* to add or remove some filters and change the columns in the worklist with the Settings icon.
- Click the icon on the upper right corner and choose *Save as Tile*.
- In the popup, enter a title. Optionally, you can provide a subtitle and description and choose a group on which the tile is displayed on your launchpad.
- Click *Save*

To delete a saved tile, click the user icon in the upper-right corner of the home page and choose *Edit Home Page*.

2.5 Purchase Order Details Page

On the header of the *Purchase Order Details* page, the purchase order number is displayed. The execution status, delay status and OTIF delivery status of the purchase order are highlighted in color-coded boxes beside the number.

> **Note**
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> Delay status: if one of the purchase order items is delayed, it changes to *Delayed*.
>
> Execution status:
>
> - *Completed*: if all the purchase order items are completed, the execution status changes to *Completed*.
> - *In Execution*: if one of the purchase order items is in execution,, it changes to *In Execution*.
> - *Not Started*: the initial status is *Not Started*.

Below the number are details of:

- *Supplier*

- *Receiving Location*
- *Planned Delivery Date*
- *Initial Planned Delivery Date*
- *Net Value*
- *Fulfillment Rate*: the net value of all the completed purchase order item.
- *Delay Impact*: the net value of all the delayed purchase order items
- *Actual Delivery At*

A Refresh icon is displayed on the top right with the last refreshed time next to it. Click the icon to update the data shown.

The following tabs can be displayed:

1. *Information*: divided into the following selectable sections:
    - *Standard*: standard and core model fields information that is predefined in the "PurchaseOrder" tracked process of the GTT standard model.
    - *User Defined*: information that you defined in the "PurchaseOrder" tracked process of the GTT standard model. If you add a URL to these fields, you can click the corresponding field values to navigate to the linked external systems.
    - *User Defined Composition Fields*: table-type fields that you defined in the "PurchaseOrder" tracked process of the GTT standard model. You can change the default columns and sorting with the Settings icon. You can drill down further for more information.If you add a URL to the fields in the table, you can click the corresponding field values to navigate to the linked external systems.
    - *User Defined Association-to-Many Fields*: table-type fields you defined in the "PurchaseOrder" tracked process of the GTT standard model. You can change the default columns and sorting with the Settings icon. You can drill down further for more information. If you add a URL to the user-defined fields in the associated tracked process, you can click the corresponding field values to navigate to the linked external systems.
2. *Purchase Order Items*: the items of the purchase order. You can click the link to the receiving location to view location details. You can drill down for more information. If you create user models fields in the tracked process"PurchaseOrderItem" and add URLs to them, you can click the corresponding field values to navigate to the linked external systems.
3. *Events*: displays the events of the purchase order and event information in a table. By default, it is not shown, so you must display it with the flexible UI function. All the other event types can be displayed in the table except the following ones:
    - event types marked "For Internal Use Only"
    - "Delay" and "On Time" event types with reference to a planned event

    You can personalize the table settings by changing the default columns and sorting of the table, filtering, and grouping events with the ⚙ icon. Here you can also take the following actions:
    - Manage views: After you personalize the table settings, you can save the customized view as a variant of the table for later selection and set the view as default. But this only applies to the current log-on user. You cannot set the view as public to make it appear in other users' view selector. For more information on how to create views, see Views [page 7].
    - Report events: If you add the role "AppStandardTrackPOFulfillmentProcessTemplate" to your role collection, then a *Report* button is displayed on the upper right for you to report planned and unplanned events.

- View attachments: You can view attachments of the events by clicking the icon in the *Actions* column. The following attachment file types are supported for preview: jpeg, jpg, gif, png, pdf. For files of other types, they will be downloaded directly upon clicking.
- View reporting history / event details: You can view reporting history or event details of the events by clicking the icon in the *Actions* column.

→ Recommendation

When filtering events by event type in the table, it is recommended to apply the “contains” condition and enter the name (not the description) of the event type that you can find in the standard model.

This is because the backend system stores the combination of model namespace, tracked process, and event type (separated by full stops ".") as the value for event types in this table. For example, "com.lbngttapps.gtt.app.gttft1.Shipment.CheckIn" is the value for "Check In" event type in the "Shipment" process of the "gttft1" model. If you apply the "equal to" condition, you must enter the complete combination of these three elements to get the desired results, which can be time-consuming. To simplify the process, we recommend applying the "contains" condition.

If you still need to apply the "equal to" condition, you can find the necessary information in the standard model “gttft1” of the Manage Models app:

- Model Namespace: you can find the namespace (example: com.lbngttapps.gtt.app.gttft1) on the model card.
- Tracked Process: you can find the name of each tracked process (example: Shipment) in the Tracked Process tab.
- Event Type: you can find the name of each event type (example: CheckIn) under the corresponding tracked process in the Event Type Pool tab.

i Note

The explanation for the following fields are provided for your understanding:

- Event Nature: the nature of an event is either “Planned” or “Unplanned”.
- Actual/Planned Time (Used for Sorting): actual or planned business timestamp of events. For any event, the actual business timestamp is used as the value. If it doesn’t have the actual business timestamp, then its planed business timestamp is used instead. The field is provided for sorting purpose.

4. *Tracking Timeline*: displays all the planned and unplanned events of the purchase order horizontally. The default sorting logic of events is as follows:
   - Planned events are sorted by planned sequence in ascending order. The sequence is calculated by the system and decided by the configuration of the *Sort Planned Events By* setting of the *PurchaseOrder* tracked process in the GTT standard model.
   - Unplanned events are sorted by the actual business timestamp in ascending order.
   - Planned events are displayed before unplanned events.

i Note

Beside the following event types, all the other admissible event types of the “ PurchaseOrder” tracked process in the standard model “gttft1” can be displayed in the timeline:

- "Location Update" event type
- "Technical Use" event type

- "Estimated Time Update" event type
- event types marked "For Internal Use Only"
- "Delay" and "On Time" event types with reference to a planned event
- GTT Tracking Request Error Event

For the meaning of each event type, you can refer to section 4.10 in *Guide for Model Administrators*.

Here you can view the folloing information relevant to an event:

- **Reporting History**: If a planned event is reported early, reported on time, reported late or delayed, a *Reporting History* button appears for you to check the details.
- **Event Details**: For planned events, you can click the event in the *Reporting History* dialog to navigate to the *Event Details* page. If an unplanned event is reported, a *Show Details* button appears for you to navigate to the *Event Details* page.
- **Attachments**: If an attachment is uploaded when reporting an event, an *Attachments* button appears for you to view the attachment. The following attachment file types are supported for preview: jpeg, jpg, gif, png, pdf. For files of other types, they will be downloaded directly upon clicking.
- **Estimated Status**: You can view the following estimated status for the unreported planned events with both planned and estimated business timestamps:
    - *Running Early*: the estimated time is earlier than the earliest planned business time
    - *Running On Time*: the estimated time is between the earliest and the latest planned business time
    - *Running Late*: the estimated time is later than the latest planned business time

Here you can take the following actions:

Filter Events

In the *View Settings* popup, you can filter the events by *Event Status* and *Planned/Actual Event*:

- For *Event Status*, you can select one of the following statuses, and the filtered results are sorted according to the default logic:
    - *As Planned*
    - *Delayed*
    - *Overdue*
    - *Reported*
    - *Reported Early*
    - *Reported On Time*
    - *Reported Late*.
- For *Planned/Actual Event*, you can select:
    - *Planned Event*: if you filter the events by planned event, the planned events are displayed and sorted by planned sequence in ascending order.
    - *Actual Event*: if you filter the events by actual event, the actual events are displayed and sorted by the actual business timestamp in ascending order.
    - If you select both, the filtered results are sorted according to the default logic.

Sort Events

In the *View Settings* popup, you can sort events by the following fields in ascending or descending order: After you specify filters, you can save the customized view as a variant for later selection and set the view as default. But this only applies to the current log-on user. You cannot set the view as public to make it appear in other users' view selector.

- *Planned Sequence*: It is the default setting.

- *Planned Time*: After you specify filters, you can save the customized view as a: the planned business timestamp of events. Events with an empty value are displayed in the front if sorted in ascending order or displayed at last if sorted in descending order.
- *Actual Time*: the actual business timestamp of events. Events with an empty value are displayed in the front if sorted in ascending order or displayed at last if sorted in descending order.
- *Actual/Planned Time (Using Actual Time First)*: actual or planned business timestamp of events. For any event, the actual business timestamp is used as the value. If it doesn't have the actual business timestamp, then its planed business timestamp is used instead. Events with an empty value are displayed in the front if sorted in ascending order or displayed at last if sorted in descending order.

Manage Views
After you specify filters, you can save the customized view as a variant for later selection and set the view as default. But this only applies to the current log-on user. You cannot set the view as public to make it appear in other users' view selector.
Report Events
If you add the role "AppStandardTrackPOFulfillmentProcessTemplate" to your role collection, then a *Report* button is displayed above the timeline for you to report the planned and unplanned events.

5. *Document Flow*: a flow chart of the documents relevant to this purchase order. It gives you an overview of how far the purchase order progresses. You can manage the chart with the buttons on its upper right corner. The following document types are displayed from left to right, with each type in one group:
   - For the LE-TRA shipment scenario: purchase order, purchase order item, outbound delivery item (displayed only for the stock transport order), inbound delivery item, shipment.
   - For the TM scenario: purchase order, purchase order item, outbound delivery item (displayed only for the stock transport order), inbound delivery item, freight unit item, shipment.

   For each group, you can view the group details, expand, or collapse the group with the buttons on its upper right corner.
   For each document in a group, the document number and key information are displayed in a card with arrows to link it with its preceding and follow-on documents. You can click the document card to show the buttons on its right side for more actions.
   The color of the document changes according to its execution status and delay status. If it is not started, it's gray. If it is in execution, it changes to blue. If it is completed, it changes to green. If it is delayed, it changes to red.

2.6 Purchase Order Item Details Page

On the header of the *Purchase Order Item Details* page, the purchase order and item number are displayed. The execution status, delay status and OTIF delivery stauts of the purchase order item are highlighted in color-coded boxes beside the numbers.

> **i Note**
>
> Delay status: if one of the inbound or outbound delivery item is delayed, it changes to *Delayed*.
>
> Execution status:
>
> - *Completed*: if all the inbound delivery items or outbound delivery items are completed, the execution status changes to *Completed*. If the purchase order item does not have any deliveries, when the planned Goods Receipt event of the purchase order item is reported, it also changed to *Completed*.

- *In Execution*: if one of the inbound or outbound delivery items is in execution or a planned event is reported for the purchase order item, it changes to *In Execution*.
- *Not Started*: the initial status is *Not Started*.

Below the numbers are details of:

- *Receiving Location*
- *Planned Delivery Date*
- *Initial Planned Delivery Date*
- *Material Description*
- *Order Quantity*
- *Fulfillment Rate*: the order quantity of all the completed inbound delivery items.
- *Delay Impact*: the order quantity of the delayed inbound delivery items.
- *Actual Delivery At*

A Refresh icon is displayed on the top right with the last refreshed time next to it. Click the icon to update the data shown.

The following tabs can be displayed:

1. *Information*: divided into the following selectable sections:
    - *Standard*: standard and core model fields information that is predefined in the “PurchaseOrderItem” tracked process of the GTT standard model.
    - *User Defined*: information that you defined in the “PurchaseOrderItem” tracked process of the GTT standard model. If you add a URL to these fields, you can click the corresponding field values to navigate to the linked external systems.
    - *User Defined Composition Fields*: table-type fields that you defined in the “PurchaseOrderItem” tracked process of the GTT standard model. You can change the default columns and sorting with the Settings icon. You can drill down further for more information. If you add a URL to the fields in the table, you can click the corresponding field values to navigate to the linked external systems.
    - *User Defined Association-to-Many Fields*: table-type fields that you defined in the “PurchaseOrderItem” tracked process of the GTT standard model. You can change the default columns and sorting with the Settings icon. You can drill down further for more information. If you add a URL to the user-defined fields in the associated tracked process, you can click the corresponding field values to navigate to the linked external systems.
2. *Outbound Delivery Items*: the outbound delivery items related to the purchase order item in a stock transport order. You can click an outbound delivery item to navigate to the *Outbound Delivery Details* page for more information. If you create user models fields in the tracked process “OutboundDeliveryItem” and add URLs to them, you can click the corresponding field values to navigate to the linked external systems.
3. *Inbound Delivery Items*: the inbound delivery items of the inbound delivery related to the purchase order item. You can drill down for more information. If you create user models fields in the tracked process"InboundDeliveryItem“ and add URLs to them, you can click the corresponding field values to navigate to the linked external systems.
4. *Schedule Lines*: specifies the quantity and date of the item to be delivered.
5. *Milestone Fulfillment Process*: a flow diagram that displays the milestone information of the purchase order item. The flow starts from the left and typically involves some of the following stages:
    - *Purchase Order Item Created*
    - *Purchase Order Item Deleted*

- *Purchase Order Item Confirmed*
- *Delivery Created*
- *Goods Receipt*
- *Delivery Completed*

For the stock transport order, the following two milestones can also be displayed:

- *Outbound Delivery Created*
- *Outbound Delivery Completed*

6. *Events*: displays the events of the purchase order item and event information in a table. By default, it is not shown, so you must display it with the flexible UI function All the other event types can be displayed in the table except the following ones:
   - event types marked “For Internal Use Only”
   - “Delay” and “On Time” event types with reference to a planned event

   You can personalize the table settings by changing the default columns and sorting of the table, filtering, and grouping events with the icon. Here you can also take the following actions:
   - Manage views: After you personalize the table settings, you can save the customized view as a variant of the table for later selection and set the view as default. But this only applies to the current log-on user. You cannot set the view as public to make it appear in other users' view selector. For more information on how to create views, see Views [page 7].
   - Report events: If you add the role “AppStandardTrackPOFulfillmentProcessTemplate” to your role collection, then a *Report* button is displayed on the upper right for you to report planned and unplanned events.
   - View attachments: You can view attachments of the events by clicking the icon in the *Actions* column. The following attachment file types are supported for preview: jpeg, jpg, gif, png, pdf. For files of other types, they will be downloaded directly upon clicking.
   - View reporting history / event details: You can view reporting history or event details of the events by clicking the icon in the *Actions* column.

> → Recommendation
>
> When filtering events by event type in the table, it is recommended to apply the “contains” condition and enter the name (not the description) of the event type that you can find in the standard model.
>
> This is because the backend system stores the combination of model namespace, tracked process, and event type (separated by full stops ".") as the value for event types in this table. For example, "com.lbngttapps.gtt.app.gttft1.Shipment.CheckIn" is the value for "Check In" event type in the "Shipment" process of the "gttft1" model. If you apply the "equal to" condition, you must enter the complete combination of these three elements to get the desired results, which can be time-consuming. To simplify the process, we recommend applying the "contains" condition.
>
> If you still need to apply the "equal to" condition, you can find the necessary information in the standard model “gttft1” of the Manage Models app:
>
> - Model Namespace: you can find the namespace (example: com.lbngttapps.gtt.app.gttft1) on the model card.
> - Tracked Process: you can find the name of each tracked process (example: Shipment) in the Tracked Process tab.
> - Event Type: you can find the name of each event type (example: CheckIn) under the corresponding tracked process in the Event Type Pool tab.

> **i Note**
>
> The explanation for the following fields are provided for your understanding:
>
> - Event Nature: the nature of an event is either "Planned" or "Unplanned".
> - Actual/Planned Time (Used for Sorting): actual or planned business timestamp of events. For any event, the actual business timestamp is used as the value. If it doesn't have the actual business timestamp, then its planed business timestamp is used instead. The field is provided for sorting purpose.

7. *Tracking Timeline*: displays all the planned and unplanned events of the purchase order item horizontally. The default sorting logic of events is as follows:
   - Planned events are sorted by planned sequence in ascending order. The sequence is calculated by the system and decided by the configuration of the *Sort Planned Events By* setting of the *PurchaseOrderItem* tracked process in the GTT standard model.
   - Unplanned events are sorted by the actual business timestamp in ascending order.
   - Planned events are displayed before unplanned events.

   > **i Note**
   >
   > Beside the following event types, all the other admissible event types of the " PurchaseOrderItem" tracked process in the standard model "gttft1" can be displayed in the timeline:
   >
   > - "Location Update" event type
   > - "Technical Use" event type
   > - "Estimated Time Update" event type
   > - event types marked "For Internal Use Only"
   > - "Delay" and "On Time" event types with reference to a planned event
   > - GTT Tracking Request Error Event
   >
   > For the meaning of each event type, you can refer to section 4.10 in *Guide for Model Administrators*.

   Here you can view the folloing information relevant to an event:
   - **Reporting History**: If a planned event is reported early, reported on time, reported late or delayed, a *Reporting History* button appears for you to check the details.
   - **Event Details**: For planned events, you can click the event in the *Reporting History* dialog to navigate to the *Event Details* page. If an unplanned event is reported, a *Show Details* button appears for you to navigate to the *Event Details* page.
   - **Attachments**: If an attachment is uploaded when reporting an event, an *Attachments* button appears for you to view the attachment. The following attachment file types are supported for preview: jpeg, jpg, gif, png, pdf. For files of other types, they will be downloaded directly upon clicking.
   - **Estimated Status**: You can view the following estimated status for the unreported planned events with both planned and estimated business timestamps:
     - *Running Early*: the estimated time is earlier than the earliest planned business time
     - *Running On Time*: the estimated time is between the earliest and the latest planned business time
     - *Running Late*: the estimated time is later than the latest planned business time

   Here you can take the following actions:
   Filter Events
   In the *View Settings* popup, you can filter the events by *Event Status* and *Planned/Actual Event*:

- For *Event Status*, you can select one of the following statuses, and the filtered results are sorted according to the default logic:
  - *As Planned*
  - *Delayed*
  - *Overdue*
  - *Reported*
  - *Reported Early*
  - *Reported On Time*
  - *Reported Late*.
- For *Planned/Actual Event*, you can select:
  - *Planned Event*: if you filter the events by planned event, the planned events are displayed and sorted by planned sequence in ascending order.
  - *Actual Event*: if you filter the events by actual event, the actual events are displayed and sorted by the actual business timestamp in ascending order.
  - If you select both, the filtered results are sorted according to the default logic.

Sort Events

In the *View Settings* popup, you can sort events by the following fields in ascending or descending order: After you specify filters, you can save the customized view as a variant for later selection and set the view as default. But this only applies to the current log-on user. You cannot set the view as public to make it appear in other users' view selector.

- *Planned Sequence*: It is the default setting.
- *Planned Time*: After you specify filters, you can save the customized view as a: the planned business timestamp of events. Events with an empty value are displayed in the front if sorted in ascending order or displayed at last if sorted in descending order.
- *Actual Time*: the actual business timestamp of events. Events with an empty value are displayed in the front if sorted in ascending order or displayed at last if sorted in descending order.
- *Actual/Planned Time (Using Actual Time First)*: actual or planned business timestamp of events. For any event, the actual business timestamp is used as the value. If it doesn't have the actual business timestamp, then its planed business timestamp is used instead. Events with an empty value are displayed in the front if sorted in ascending order or displayed at last if sorted in descending order.

Manage Views

After you specify filters, you can save the customized view as a variant for later selection and set the view as default. But this only applies to the current log-on user. You cannot set the view as public to make it appear in other users' view selector.

Report Events

If you add the role "AppStandardTrackPOFulfillmentProcessTemplate" to your role collection, then a *Report* button is displayed above the timeline for you to report the planned and unplanned events.

8. *Document Flow*: a flow chart of the documents relevant to this purchase order item. It gives you an overview of how far the purchase order item progresses. You can manage the chart with the buttons in its upper right corner. The following document types are displayed from left to right, with each type in one group:
   - For the LE-TRA shipment scenario: purchase order, purchase order item, outbound delivery item (displayed only for the stock transport order), inbound delivery item, shipment.
   - For the TM scenario: purchase order, purchase order item, outbound delivery item (displayed only for the stock transport order), inbound delivery item, freight unit item, shipment.

For each group, you can view the group details, expand, or collapse the group with the buttons on its upper right corner.
For each document in a group, the document number and key information are displayed in a card with arrows to link it with its preceding and follow-on documents. You can click the document card to show the buttons on its right side for more actions.
The color of the document changes according to its execution status and delay status. If it is not started, it's gray. If it is in execution, it changes to blue. If it is completed, it changes to green. If it is delayed, it changes to red.

2.7 Event Details Page

On the header of the *Event Details* page, the event type of this actual event is displayed. Below it are details of the tracked process, the tracking ID, *Actual Business Time* and *Location*.

The following tabs are displayed:

1. *Information*: divided into the following sections:
    - *Standard*: core and standard model fields information that is predefined in the GTT standard model. It is divided further into the following groups: *Locations*, *Transportation*, and *Administration*.
    - *User Defined*: information you defined in the GTT standard model. If you add a URL to these fields, you can click the corresponding field values to navigate to the linked external systems.
    - *User-defined Composition Names*: table-type fields you defined in the GTT standard model. You can change the default columns and sorting with the Settings icon. You can drill down further for composition details. If you add a URL to the fields in the table, you can click the corresponding field values to navigate to the linked external systems.
2. *Estimated Time*: displays the estimated timestamps of other planned events.
3. *Tracked Objects*: the tracked resource of the event such as flight number, license plate, container ID.
4. *Attachments*: displays the files of the current actual event you uploaded when reporting the event. You can click the file names to have a preview of them. The following attachment file types are supported for preview: jpeg, jpg, gif, png, pdf. For files of other types, they will be downloaded directly upon clicking.

3 View Purchase Orders / Purchase Order Items Worklist

Context

To view the *Purchase Orders* / *Purchase Order Items* worklist, do the following:

Procedure

1. Launch the TPOF app.
2. Click the *Purchase Orders* / *Purchase Order Items* tab
3. The worklist page displays a worklist of purchase orders / purchase order items with high-level information about each. The list contains up to 20 purchase orders / purchase order items. The count is displayed at the bottom. For example: (20/64) indicates that 20 purchase orders / purchase order items are displayed of a total of 64.
4. If there are more than 20 purchase orders / purchase order items, click *More* to see the next 20.
5. As previously explained, you can set one or more filters or apply a view to reduce the number of purchase orders / purchase order items displayed.

Results

Columns

For the *Purchase Orders* worklist, the following columns are shown by default:

- Purchase Order No.
- Supplier
- Receiving Location
- Planned Delivery Date
- Net Value
- Fulfillment Rate
- Execution Status
- Delay Impact
- OTIF Delivery Status.

For the *Purchase Order Items* worklist, the following columns are shown by default:

- Item No.
- Supplier
- Receiving Location
- Planned Delivery Date
- Material Description
- Order Quantity
- Fulfillment Rate
- Execution Status
- OTIF Delivery Status
- Delay Impact

If you add the location information in the Manage Locations app, you can click the fields of *Supplier* and *Receiving Location* to see the location details.

If you add user-defined fields in the standard tracked processes “PurchaseOrder” and “PurchaseOrderItem” of the GTT standard model, the fields are displayed as columns here except the composition, Association to Many and attachment field types. If you add a URL to these fields, you can click the corresponding field values to navigate to the linked external systems.

You can change the default columns with the Settings icon to display the *View Settings* popup.

Sort Order

The worklist is sorted by the date and time when purchase orders or purchase order items are last changed in descending order, with the latest purchase order or purchase order item shown first.

4 View Purchase Order Details

Context

To view the details of a purchase order, do the following:

Procedure

1. Launch the TPOF app.
2. Click the *Purchase Orders* tab.
3. Click one of the purchase orders displayed to drill down for more information. The *Purchase Order Details* page appears.

Results

There are four tabs on the Purchase Order Details Page [page 8]: *Information*, *Purchase Order Items*, *Tracking Timeline*, and *Document Flow*.

5 View Purchase Order Item Details

Context

To view the details of a purchase order item, do the following:

Procedure

1. Launch the TPOF app.
2. On the worklist page, you can either:
    - Click the *Purchase Order Items* tab. Click one of the purchase order items to drill down for more information.
    - Or click one of the purchase orders displayed to drill down for more information. On the *Purchase Order Details* page, you have two options:
        - In the *Purchase Order Items* tab, click one of the items to drill down for more information.
        - In the *Document Flow* tab, click one of the purchase order item cards to show the buttons on its right side, then click the button to drill down for more information.

    The *Purchase Order Item Details* page appears.

Results

There are seven tabs on the Purchase Order Item Details Page [page 12]: *Information*, *Outbound Delivery Items* *Inbound Delivery Items*, *Schedule Lines*, *Milestone Fulfillment Status*, *Tracking Timeline* and *Document Flow*.

6 View Tracking Timeline

6.1 View Tracking Timeline of a Purchase Order

Context

To view the tracking timeline of a purchase order, do the following:

Procedure

1. Launch the TPOF app.
2. From the worklist page, click the *Purchase Orders* tab.
3. Click one of the purchase orders displayed to drill down for more information. The *Purchase Order Details* page appears.
4. Click the *Tracking Timeline* tab. You can see a timeline of planned and unplanned events of the purchase order.

Related Information

Purchase Order Details Page [page 8]

6.2 View Tracking Timeline of a Purchase Order Item

Context

To view the tracking timeline of a purchase order item, do the following:

Procedure

1. Launch the TPOF app.
2. Click the *Purchase Order Items* tab, then click one of the purchaser order items to drill down for more information. The *Purchase Order Item Details* page appears.
3. Click the *Tracking Timeline* tab. You can see a timeline of planned and unplanned events of the purchase order item.

Related Information

Purchase Order Item Details Page [page 12]

7 View Actual Event Details

7.1 View Actual Event Details of a Purchase Order

Context

To view actual event details of a purchase order, do the following:

Procedure

1. Launch the TPOF app.
2. From the worklist page, click the *Purchase Orders* tab.
3. Click one of the purchase orders displayed to drill down for more information. The *Purchase Order Details* page appears.
4. In the *Tracking Timeline* tab, there is a timeline of all the planned and unplanned events of the purchase order. You can click the *Reporting History* button or the *Show Details* button to navigate to the *Event Details* page to view the actual event details:
    - For planned events, click the *Reporting History* button. In the *Reporting History* table, click one of the actual events.
    - For unplanned events, click the *Show Details* button.

    On the *Event Details* page, you can click the items in the table under the user-defined composition sections to drill down for more details.

Related Information

Event Details Page [page 17]

7.2 View Actual Event Details of a Purchase Order Item

Context

To view actual event details of a purchase order item, do the following:

Procedure

1. Launch the TPOF app.
2. Click the *Purchase Order Items* tab, then click one of the purchaser order items to drill down for more information. The *Purchase Order Item Details* page appears.
3. In the *Tracking Timeline* tab, there is a timeline of all the planned and unplanned events of the purchase order item. You can click the *Reporting History* button or the *Show Details* button to navigate to the *Event Details* page to view the actual event details:
   - For planned events, click the *Reporting History* button. In the *Reporting History* table, click one of the actual events.
   - For unplanned events, click the *Show Details* button.

   On the *Event Details* page, you can click the items in the table under the user-defined composition sections to drill down for more details.

Related Information

Event Details Page [page 17]

8 Report Planned or Unplanned Events

8.1 Report Planned or Unplanned Events for a Purchase Order

Context

To report an event for a purchase order, do the following:

Procedure

1. Launch the TPOF app.
2. From the worklist page, Click the *Purchase Orders* tab.
3. Click one of the purchase orders displayed to drill down for more information. The *Purchase Order Details* page appears.
4. In the *Events* tab or *Tracking Timeline* tab, click *Report* button. Then choose *Report Planned Event* or *Report Unplanned Event* to display their popups where you can select a planned or an unplanned event respectively in the list:
    - Corresponding user-defined fields are shown based on your selected event type.
    - You can also add *Estimated Time* information for certain planned or unplanned event.
    - When you report a standard admissible planned or unplanned event, you can upload attachments in the *Attachments* tab.
    - When you report a planned or an unplanned event, if you created a user model field with its type as *Attachments* for this event type in the GTT standard model, you can have a user-defined attachment tab to upload attachments.

    > **i Note**
    >
    > - Supported attachment file types are: jpeg, jpg, gif, png, pdf, doc, docx, xls, and xlsx.
    > - The total size of attachments cannot exceed 10MB.

8.2 Report Planned or Unplanned Events for a Purchase Order Item

Context

To report an event for a purchase order item, do the following:

Procedure

1. Launch the TPOF app.
2. Click the *Purchase Order Items* tab, then click one of the purchaser order items to drill down for more information. The *Purchase Order Item Details* page appears.
3. In the *Events* tab or *Tracking Timeline* tab, click the *Report* button. Then choose *Report Planned Event* or *Report Unplanned Event* to display thier popups where you can select a planned or an unplanned event respectively in the list:
   - Corresponding user-defined fields are shown based on your selected event type.
   - You can also add *Estimated Time* information for certain planned or unplanned event.
   - When you report a standard admissible planned or unplanned event, you can upload attachments in the *Attachments* tab.
   - When you report a planned or an unplanned event, if you created a user model field with its type as *Attachments* for this event type in the GTT standard model, you can have a user-defined attachment tab to upload attachments.

   > **i Note**
   >
   > - Supported attachment file types are: jpeg, jpg, gif, png, pdf, doc, docx, xls, and xlsx.
   > - The total size of attachments cannot exceed 10MB.

9 View Document Flow

9.1 View Document Flow of a Purchase Order

Context

To view the document flow of a purchase order, do the following:

Procedure

1. Launch the TPOF app.
2. From the worklist page, click the *Purchase Orders* tab.
3. Click one of the purchase orders displayed to drill down for more information. The *Purchase Order Details* page appears.
4. Click the *Document Flow* tab. The *Document Flow* chart appears.

Related Information

Purchase Order Details Page [page 8]

9.2 View Document Flow of a Purchase Order Item

Context

To view the document flow of a purchase order item, do the following:

Procedure

1. Launch the TPOF app.
2. Click the *Purchase Order Items* tab, then click one of the purchaser order items to drill down for more information. The *Purchase Order Item Details* page appears.
3. Click the *Document Flow* tab. The *Document Flow* chart appears.

Related Information

Purchase Order Item Details Page [page 12]

10 View Milestone Fulfillment Process of a Purchase Order Item

Context

To view the milestone fulfilment process of a purchase order item, do the following:

Procedure

1. Launch the TPOF app.
2. Click the *Purchase Order Items* tab, then click one of the purchaser order items to drill down for more information. The *Purchase Order Item Details* page appears.
3. Click the *Milestone Fulfillment Process* tab to view its details.

Related Information

Purchase Order Item Details Page [page 12]

11 Navigate to Other Apps

11.1 Navigate to the MIA App

11.1.1 Navigate from the Purchase Order Details Page

Context

To navigate to the MIA app from the *Purchase Order Details* page, do the following:

Procedure

1. Launch the TPOF app.
2. Click the *Purchase Orders* tab.
3. Click one of the purchase orders displayed to drill down for more information. The *Purchase Order Details* page appears. Now you can navigate to the MIA app by three ways:
   - In the *Document Flow* tab, click one of the delivery item cards to show the buttons on its right side, then click the button to navigate to the MIA app.
   - If you have created the *Association to One* field type in the standard tracked process “PurchaseOrder” of the GTT Standard model and choose “InboundDelivery” as the *Process Type* when creating, the field is displayed in the *User Defined* section in the *Information* tab. You can click the field value to navigate to the MIA app to check the details.
   - If you have created the *Association to One* field type in the standard tracked process “PurchaseOrderItem” of the GTT Standard model and choose “InboundDelivery” as the *Process Type* when creating, the field is displayed in the columns in the table of *Purchase Order Item* tab. You can click the field value to navigate to the MIA app to check the details.

11.1.2 Navigate from the Purchase Order Item Details page

Context

To navigate to the MIA app from the *Purchase Order Item Details* page, do the following:

Procedure

1. Launch the TPOF app.
2. Click the *Purchase Order Items* tab, then click one of the purchase order items to drill down for more information. The *Purchase Order Item Details* page appears.
3. Now you can navigate to the MIA app by three ways:
   - In the *Delivery Items* tab, click one of the items in the table to navigate to the MIA app.
   - In the *Document Flow* tab, click one of the delivery item cards to show the buttons on its right side, then click the button to navigate to the MIA app.
   - If you have created the *Association to One* field type in the standard tracked process "PurchaseOrderItem" of the GTT Standard model and choose "InboundDelivery" as the *Process Type* when creating, the field is displayed in the *User Defined* section in the *Information* tab. You can click the field value to navigate to the MIA app to check the details.

11.2 Navigate to the TS App

11.2.1 Navigate from the Purchase Order Details page

Context

To navigate to the TS app from the *Purchase Order Details* page, do the following:

Procedure

1. Launch the TPOF app.
2. Click the *Purchase Orders* tab.
3. Click one of the purchase orders displayed to drill down for more information. The *Purchase Order Details* page appears. Now you can navigate to the TS app by three ways:
   - In the *Document Flow* tab, click one of the freight unit item cards or shipment cards to show the buttons on its right side, then click the button to navigate to the TS app to check the details
   - If you have created the *Association to One* field type in the standard tracked process “PurchaseOrder” of the GTT Standard model and choose “Shipment” or “FreightUnit” as the *Process Type* when creating, the field is displayed in the *User Defined* section in the *Information* tab. You can click the field value to navigate to the TS app to check the details.
   - If you have created the *Association to One* field type in the standard tracked process “PurchaseOrderItem” of the GTT Standard model and choose “Shipment” or “FreightUnit” as the *Process Type* when creating, the field is displayed in the columns in the table of *Purchase Order Items* tab. You can click the field value to navigate to the TS app to check the details.

11.2.2 Navigate from the Purchase Order Item Details Page

Context

To navigate to the TS app from the *Purchase Order Item Details* page, do the following:

Procedure

1. Launch the TPOF app.
2. Click the *Purchase Order Items* tab, then click one of the purchase order items to drill down for more information. The *Purchase Order Item Details* page appears.
3. Now you can navigate to the TS app by three ways:
   - In the *Document Flow* tab, click one of the freight unit item cards or shipment cards to show the buttons on its right side, then click the button to navigate to the TS app.
   - If you have created the *Association to One* field type in the standard tracked process “PurchaseOrderItem” of the GTT Standard model and choose Shipment” or “FreightUnit” as the *Process Type* when creating, the field is displayed in the *User Defined* section in the *Information* tab. You can click the field value to navigate to the TS app to check the details.
   - If you have created the *Association to One* field type in the standard tracked process “InboundDelivery” of the GTT Standard and choose “Shipment”, “FreightUnit” as the *Process Type* when creating, the field

is displayed in the *Inbound Delivery Items* table. You can click the field value to navigate to the TS app to check the details.

11.3 Navigate to the TSOF App

11.3.1 Navigate from the Purchase Order Details Page

Context

To navigate to the TSOF app from the *Purchase Order Details* page, do the following:

Procedure

1. Launch the TPOF app.
2. Click the *Purchase Orders* tab.
3. Click one of the purchase orders displayed to drill down for more information. The *Purchase Order Details* page appears.
4. Now you can navigate to the TSOF app by two ways:
    - If you have created the *Association to One* field type in the standard tracked process “PurchaseOrder”of the GTT Standard model and choose “SalesOrder” or “SalesOrderItem” as the *Process Type* when creating, the field is displayed in the *User Defined* section in the *Information* tab. You can click the field value to navigate to the TSOF app to check the details.
    - If you have created the *Association to One* field type in the standard tracked process “PurchaseOrderItem” of the GTT Standard and choose “SalesOrder” or “SalesOrderItem” as the *Process Type* when creating, the field is displayed in the columns in the table of *Purchase Order Items* tab. You can click the field value to navigate to the TSOF app to check the details.

11.3.2 Navigate from the Purchase Order Item Details Page

Context

To navigate to the TSOF app from the *Purchase Order Item Details* page, do the following:

Procedure

1. Launch the TPOF app.
2. Click the *Purchase Order Items* tab, then click one of the purchase order items to drill down for more information. The *Purchase Order Item Details* page appears.
3. Now you can navigate to the TSOF app by two ways:
   - If you have created the *Association to One* field type in the standard tracked process "PurchaseOrderItem" of the GTT Standard and choose "SalesOrder" or "SalesOrderItem" as the *Process Type* when creating, the field is displayed in the *User Defined* section in the *Information* tab. You can click the field value to navigate to the TSOF app to check the details.
   - If you have created the *Association to One* field type in the standard tracked process "InboundDelivery" of the GTT Standard and choose "SalesOrder" or "SalesOrderItem" as the *Process Type* when creating, the field is displayed in the *Inbound Delivery Items* table. You can click the field value to navigate to the TSOF app to check the details.

11.4 Navigate to the MOD App for the Stock Transport Order Scenario

11.4.1 Navigate from the Purchase Order Details page

Context

To navigate to the MOD app from the *Purchase Order Details* page, do the following:

Procedure

1. Launch the TPOF app.
2. Click the *Purchase Orders* tab.
3. Click one of the purchase orders displayed to drill down for more information. The *Purchase Order Details* page appears.
4. In the *Document Flow* tab, click one of the outbound delivery item cards to show the buttons on its right side, then click the button to navigate to the MOD app to check the details

11.4.2 Navigate from the Purchase Order Item Details page

Context

To navigate to the MOD app from the *Purchase Order Item Details* page, do the following:

Procedure

1. Launch the TPOF app.
2. Click the *Purchase Order Items* tab, then click one of the purchase order items to drill down for more information. The *Purchase Order Item Details* page appears.
3. Now you can navigate to the MOD app by two ways:
   - In the *Document Flow* tab, click one of the outbound delivery item cards to show the buttons on its right side, then click the button to navigate to the MOD app.
   - In the *Outbound Delivery Items* table, click an outbound delivery number to navigate to the MOD app.

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