









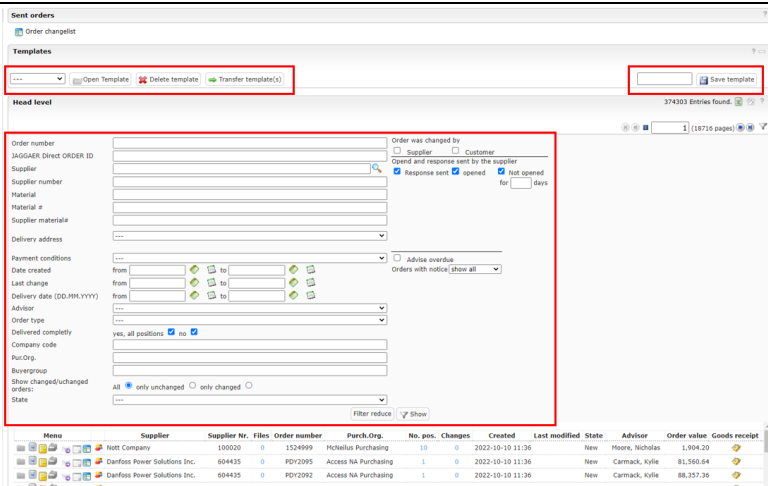
Creating Filter Templates

Instructions																																																																																																																																																																																																																	
<p>How to sort and create filters for POs from the order page</p>																																																																																																																																																																																																																	
<p>1. To view all Purchase Orders, or view a specific PO, log in to the Oshkosh supplier portal, and navigate to SCM > Purchase Orders > Order List to see an overview of all unconfirmed Purchase Orders.</p>																																																																																																																																																																																																																	
<p>2. Click the  icon in the upper right corner to filter purchase orders.</p> <p>a. Some standard views are available in the upper left corner.</p> <ul style="list-style-type: none">  Fast View: shows all orders within the last 30 days  All View: shows all orders, regardless of confirmation status.  Not Confirmed View: shows orders initially sent from Oshkosh. Once an order has been confirmed or has a proposed change, it will not show up in this view again.  Not Complete Confirmed View: shows orders that have been partially confirmed. 	<table border="1"> <thead> <tr> <th>Menu</th> <th>Order number</th> <th>Created</th> <th>Changes</th> <th>Files</th> <th>Advisor</th> <th>Order Type</th> <th>State</th> <th>No. pos.</th> <th>Goods receipt</th> <th>Purch.Org.</th> <th>Pur.Org.</th> <th>Confirmation Number</th> </tr> </thead> <tbody> <tr><td></td><td>390820-MD26</td><td>08/29/2022 18:39</td><td>0</td><td>0</td><td>DeFilippo, Molly</td><td>CP</td><td>Sent</td><td>3</td><td></td><td>Access Leon Purchasing</td><td>H01</td><td></td></tr> <tr><td></td><td>390820-MD25</td><td>08/29/2022 18:38</td><td>0</td><td>0</td><td>DeFilippo, Molly</td><td>CP</td><td>Sent</td><td>3</td><td></td><td>Access Leon Purchasing</td><td>H01</td><td></td></tr> <tr><td></td><td>390820-MD24</td><td>08/29/2022 18:37</td><td>0</td><td>0</td><td>DeFilippo, Molly</td><td>CP</td><td>Sent</td><td>3</td><td></td><td>Access Leon Purchasing</td><td>H01</td><td></td></tr> <tr><td></td><td>390820-MD23</td><td>08/29/2022 18:31</td><td>0</td><td>0</td><td>DeFilippo, Molly</td><td>CP</td><td>Sent</td><td>3</td><td></td><td>Access Leon Purchasing</td><td>H01</td><td></td></tr> <tr><td></td><td>390820-MD21</td><td>08/29/2022 18:28</td><td>0</td><td>0</td><td>DeFilippo, Molly</td><td>CP</td><td>Sent</td><td>3</td><td></td><td>Access Leon Purchasing</td><td>H01</td><td></td></tr> <tr><td></td><td>390820-MD22</td><td>08/29/2022 18:28</td><td>0</td><td>0</td><td>DeFilippo, Molly</td><td>CP</td><td>Sent</td><td>3</td><td></td><td>Access Leon Purchasing</td><td>H01</td><td></td></tr> <tr><td></td><td>390820-MD20</td><td>08/29/2022 18:25</td><td>0</td><td>0</td><td>DeFilippo, Molly</td><td>CP</td><td>Sent</td><td>3</td><td></td><td>Access Leon Purchasing</td><td>H01</td><td></td></tr> <tr><td></td><td>390820-MD17</td><td>08/24/2022 23:49</td><td>0</td><td>0</td><td>DeFilippo, Molly</td><td>CP</td><td>Sent</td><td>3</td><td></td><td>Access Leon Purchasing</td><td>H01</td><td></td></tr> <tr><td></td><td>390820-MD16</td><td>08/24/2022 23:48</td><td>0</td><td>0</td><td>DeFilippo, Molly</td><td>CP</td><td>Sent</td><td>3</td><td></td><td>Access Leon Purchasing</td><td>H01</td><td></td></tr> <tr><td></td><td>390820-MD8</td><td>08/15/2022 17:32</td><td>0</td><td>0</td><td>McNally, Kevin</td><td>CP</td><td>Sent</td><td>3</td><td></td><td>Access Leon Purchasing</td><td>H01</td><td></td></tr> <tr><td></td><td>390820-MD7</td><td>08/15/2022 17:31</td><td>0</td><td>0</td><td>McNally, Kevin</td><td>CP</td><td>Sent</td><td>3</td><td></td><td>Access Leon Purchasing</td><td>H01</td><td></td></tr> <tr><td></td><td>390820-MD6</td><td>08/15/2022 17:30</td><td>0</td><td>0</td><td>McNally, Kevin</td><td>CP</td><td>Sent</td><td>3</td><td></td><td>Access Leon Purchasing</td><td>H01</td><td></td></tr> <tr><td></td><td>390820-MD5</td><td>08/15/2022 17:26</td><td>0</td><td>0</td><td>McNally, Kevin</td><td>CP</td><td>Sent</td><td>3</td><td></td><td>Access Leon Purchasing</td><td>H01</td><td></td></tr> <tr><td></td><td>390820-MD4</td><td>08/15/2022 17:25</td><td>0</td><td>0</td><td>McNally, Kevin</td><td>CP</td><td>Sent</td><td>3</td><td></td><td>Access Leon Purchasing</td><td>H01</td><td></td></tr> <tr><td></td><td>390820-MD3</td><td>08/15/2022 17:23</td><td>0</td><td>0</td><td>McNally, Kevin</td><td>CP</td><td>Sent</td><td>3</td><td></td><td>Access Leon Purchasing</td><td>H01</td><td></td></tr> </tbody> </table>	Menu	Order number	Created	Changes	Files	Advisor	Order Type	State	No. pos.	Goods receipt	Purch.Org.	Pur.Org.	Confirmation Number		390820-MD26	08/29/2022 18:39	0	0	DeFilippo, Molly	CP	Sent	3		Access Leon Purchasing	H01			390820-MD25	08/29/2022 18:38	0	0	DeFilippo, Molly	CP	Sent	3		Access Leon Purchasing	H01			390820-MD24	08/29/2022 18:37	0	0	DeFilippo, Molly	CP	Sent	3		Access Leon Purchasing	H01			390820-MD23	08/29/2022 18:31	0	0	DeFilippo, Molly	CP	Sent	3		Access Leon Purchasing	H01			390820-MD21	08/29/2022 18:28	0	0	DeFilippo, Molly	CP	Sent	3		Access Leon Purchasing	H01			390820-MD22	08/29/2022 18:28	0	0	DeFilippo, Molly	CP	Sent	3		Access Leon Purchasing	H01			390820-MD20	08/29/2022 18:25	0	0	DeFilippo, Molly	CP	Sent	3		Access Leon Purchasing	H01			390820-MD17	08/24/2022 23:49	0	0	DeFilippo, Molly	CP	Sent	3		Access Leon Purchasing	H01			390820-MD16	08/24/2022 23:48	0	0	DeFilippo, Molly	CP	Sent	3		Access Leon Purchasing	H01			390820-MD8	08/15/2022 17:32	0	0	McNally, Kevin	CP	Sent	3		Access Leon Purchasing	H01			390820-MD7	08/15/2022 17:31	0	0	McNally, Kevin	CP	Sent	3		Access Leon Purchasing	H01			390820-MD6	08/15/2022 17:30	0	0	McNally, Kevin	CP	Sent	3		Access Leon Purchasing	H01			390820-MD5	08/15/2022 17:26	0	0	McNally, Kevin	CP	Sent	3		Access Leon Purchasing	H01			390820-MD4	08/15/2022 17:25	0	0	McNally, Kevin	CP	Sent	3		Access Leon Purchasing	H01			390820-MD3	08/15/2022 17:23	0	0	McNally, Kevin	CP	Sent	3		Access Leon Purchasing	H01	
Menu	Order number	Created	Changes	Files	Advisor	Order Type	State	No. pos.	Goods receipt	Purch.Org.	Pur.Org.	Confirmation Number																																																																																																																																																																																																					
	390820-MD26	08/29/2022 18:39	0	0	DeFilippo, Molly	CP	Sent	3		Access Leon Purchasing	H01																																																																																																																																																																																																						
	390820-MD25	08/29/2022 18:38	0	0	DeFilippo, Molly	CP	Sent	3		Access Leon Purchasing	H01																																																																																																																																																																																																						
	390820-MD24	08/29/2022 18:37	0	0	DeFilippo, Molly	CP	Sent	3		Access Leon Purchasing	H01																																																																																																																																																																																																						
	390820-MD23	08/29/2022 18:31	0	0	DeFilippo, Molly	CP	Sent	3		Access Leon Purchasing	H01																																																																																																																																																																																																						
	390820-MD21	08/29/2022 18:28	0	0	DeFilippo, Molly	CP	Sent	3		Access Leon Purchasing	H01																																																																																																																																																																																																						
	390820-MD22	08/29/2022 18:28	0	0	DeFilippo, Molly	CP	Sent	3		Access Leon Purchasing	H01																																																																																																																																																																																																						
	390820-MD20	08/29/2022 18:25	0	0	DeFilippo, Molly	CP	Sent	3		Access Leon Purchasing	H01																																																																																																																																																																																																						
	390820-MD17	08/24/2022 23:49	0	0	DeFilippo, Molly	CP	Sent	3		Access Leon Purchasing	H01																																																																																																																																																																																																						
	390820-MD16	08/24/2022 23:48	0	0	DeFilippo, Molly	CP	Sent	3		Access Leon Purchasing	H01																																																																																																																																																																																																						
	390820-MD8	08/15/2022 17:32	0	0	McNally, Kevin	CP	Sent	3		Access Leon Purchasing	H01																																																																																																																																																																																																						
	390820-MD7	08/15/2022 17:31	0	0	McNally, Kevin	CP	Sent	3		Access Leon Purchasing	H01																																																																																																																																																																																																						
	390820-MD6	08/15/2022 17:30	0	0	McNally, Kevin	CP	Sent	3		Access Leon Purchasing	H01																																																																																																																																																																																																						
	390820-MD5	08/15/2022 17:26	0	0	McNally, Kevin	CP	Sent	3		Access Leon Purchasing	H01																																																																																																																																																																																																						
	390820-MD4	08/15/2022 17:25	0	0	McNally, Kevin	CP	Sent	3		Access Leon Purchasing	H01																																																																																																																																																																																																						
	390820-MD3	08/15/2022 17:23	0	0	McNally, Kevin	CP	Sent	3		Access Leon Purchasing	H01																																																																																																																																																																																																						

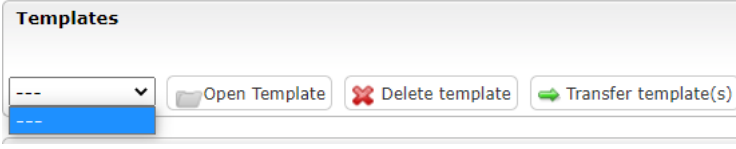


Creating Filter Templates

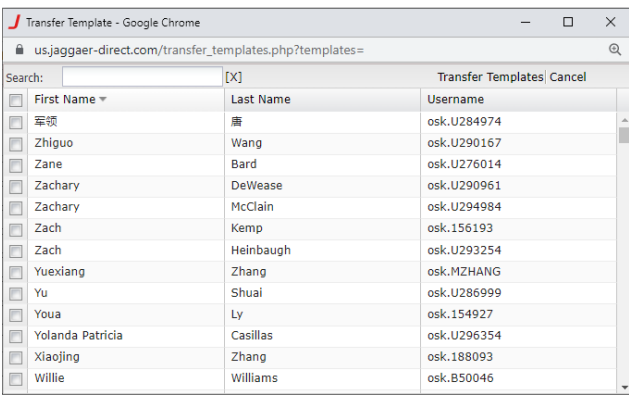
3. By clicking the  in the upper right-hand corner, you can filter on individual head level criteria
4. To save this filter for future use, type a name in the blank box and click **Save template**
5. This template will now be shown from the drop-down menu on the left-hand side of the screen
6. To open a template, select one from the drop-down menu and click **Open template**
7. Users can also transfer templates to other users in their company by clicking **Transfer template(s)** and searching their name in the pop-up window



The screenshot shows the 'Sent orders' application interface. At the top, there are buttons for 'Open Template', 'Delete template', and 'Transfer template(s)'. A 'Save template' button is also visible in the upper right corner. The main area contains a 'Head level' filter form with various fields such as 'Order number', 'Supplier', 'Material', 'Delivery address', 'Payment conditions', 'Date created', 'Last change', 'Delivery date', 'Advertiser', 'Order type', 'Delivered completely', 'Company code', 'Inc. Corp.', 'Buyergroup', 'Show changed/unchanged orders', and 'State'. Below the filter form is a table with columns: Menu, Supplier, Supplier No., Files, Order number, Purch. Org., No. pos., Changes, Created, Last modified, State, Advertiser, Order value, and Goods receipt.



The 'Templates' section shows a dropdown menu with three options: a blank space, 'Open Template', 'Delete template', and 'Transfer template(s)'. The 'Transfer template(s)' button is highlighted in blue.



The 'Transfer Template' pop-up window displays a search interface with a search bar containing '[X]'. Below the search bar is a table with columns: First Name, Last Name, and Username. The table lists several users with their respective last names and usernames.

First Name	Last Name	Username
宗强	唐	osk.U284974
Zhiguo	Wang	osk.U290167
Zane	Bard	osk.U276014
Zachary	DeWease	osk.U290961
Zachary	McClain	osk.U294984
Zach	Kemp	osk.156193
Zach	Heinbaugh	osk.U293254
Yuexiang	Zhang	osk.MZHANG
Yu	Shuai	osk.U286999
Youa	Ly	osk.154927
Yolanda Patricia	Casillas	osk.U296354
Xiaojing	Zhang	osk.188093
Willie	Williams	osk.B50046