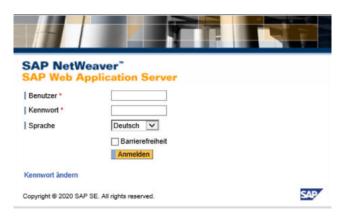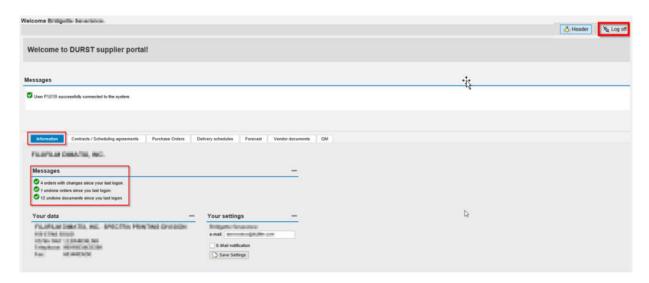Introduction:

DURST SUPPLIERS PORTAL

https://portal.durst-group.com
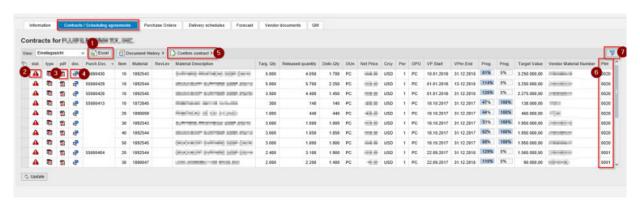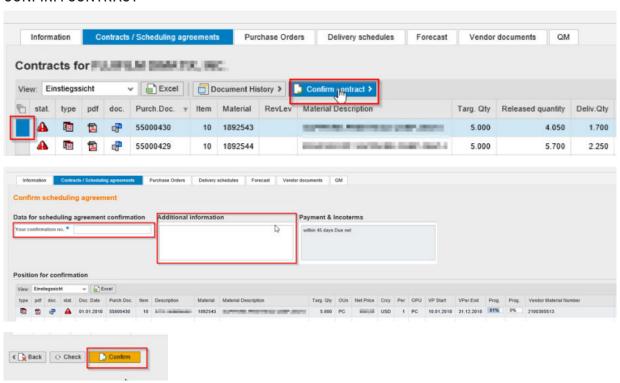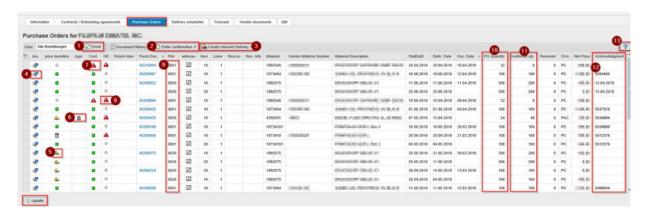

1. INFORMATION

2. CONTRACT/SCHEDULING AGREEMENT

1. Excel export
2. You can see if the contract is confirmed from the supplier (green) or not (red)
3. You can open the contract/scheduling agreement as PDF
4. Additional documents can be viewed (technical drawing...)
5. You can confirm the contract
6. The plant: 0001= DURST Brixen/0020 = DURST Lienz
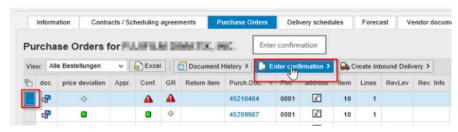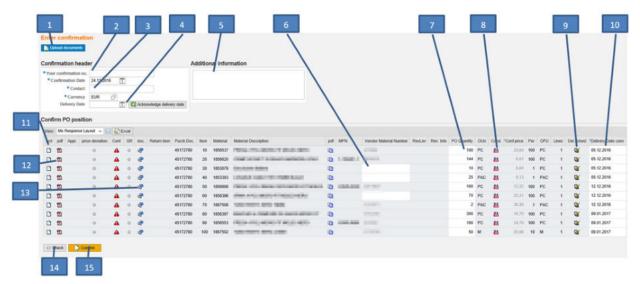7. Filter

CONFIRM CONTRACT

3. PURCHASE ORDERS

❶ Excel Export
❷ Enter order confirmation
❸ Create inbound delivery
❹ Open the PO in PDF
❺ Something was confirmed different as ordered
❻ The deviation between order and confirmation
   (price, delivery date, quantity, additional information) has not yet been released
❼ Red: Confirmation is missing
❽ Red: Goods receipt is overdue
❾ The plant: 0001= DURST Brixen / 0020 = DURST Lienz
❿ PO Qunatity
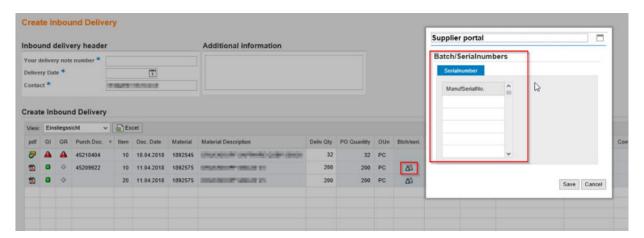⓫ Confirmed quantity
⓬ Acknowledgment
⓭ Filter

ENTER ORDER CONFIRMATION

1 Upload the order confirmation in PDF format → not obligatory
2 Enter the order confirmation number
3 Enter the contact person
4 Enter the delivery date → Only if the same delivery date applies for all delivery items
5 Additional information concerning the entire order
6 If not yet entered, the vendor number can be entered
7 In exeptional cases quantities can be adjusted
8 If a price is no longer up-to-date, this can be changed
9 In exceptional cases, delivery schedules can be made
10 Enter the delivery date for delivery item
11 Additional information on the delivery item can be entered
12 Open the PO in PDF
13 Additional documents can be viewed (technical drawings…)
14 Check
15 Confirm

CREATE INBOUND DELIVERY

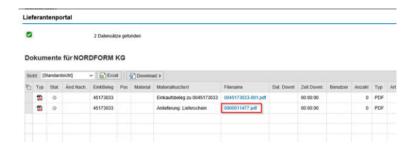**1** Enter Serialnumbers

After confirming the following Popup pops up.

Delivery Note:	██████ 1		Delivery adress:
Avis:	900011480		Durst Phototechnik AG
Ship date:	13.03.2018		Vittorio Veneto 59
Delivery date:	25.04.2018		I-39042 BRIXEN BZ

Avis: 900011480

PO 45173035			
Pos 10	██████ DRUCKKOPF DSHOR ██████	Rev	5,000 ST
Serial: 12345/12346/12347/12348/12349			
Pos 20	██████ HEAD DRIVER ELEKTRONIK OSR	Rev 01	3,000 ST
Serial: no Serial needed			
Pos 30	██████ DRUCKKOPF QSHOR ██████	Rev	5,000 ST
Serial: 23456/23457/23458/23459/23460			
Pos 40	██████ FLACHBANDKABEL ██████	Rev	6,000 ST
Serial: no Serial needed			

Additional information:
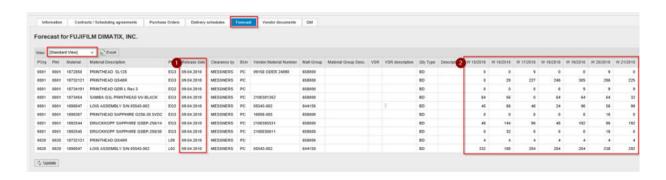Zusatzinfo

Print and attach to the delivery note

4. DELIVERY SCHEDULES

❶ Excel Exports → Highly recommended because you get a very good overview
❷ Create inbound delivery (same procedure PO)
❸ Date of change (last time when the delivery schedule was submitted)
❹ The plant: 0001= DURST Brixen/0020 = DURST Lienz
❺ Delivery schedule as PDF
❻ Fixed delivery = order, not fixed = forecast
❼ Delivery date
❽ Filter

5. FORECAST

❶ Date when the forecast was released
❷ Forecast = Quantity that we think to use in this week in our production!