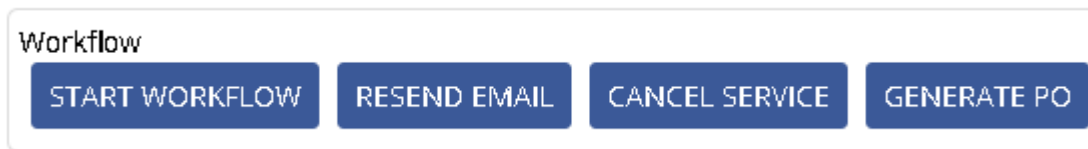


Vendor Service Workflows



Each Vendor has been preset for one of four Workflow Types:

1. Don't Send Service Request & Don't Send Purchase Order
2. Don't Send Service Request & Send Purchase Order
3. Send Service Request (No Vendor Reply) & Send Purchase Order
4. Send Service Request (With Vendor Reply) & Send Purchase Order

Service Request – An Email to the Vendor that includes the Port Call Information along with the Service Item(s) and Estimated Amounts of the Service Items.

Purchase Order – An Email to the Vendor with a PDF attachment that includes the Service Item(s), Line Item Details, & Amounts for each.

No Vendor Reply – The Vendor is not required to Accept/Decline providing the Service(s) for the Port Call.

With Vendor Reply – The Vendor is required to Accept/Decline providing the Service(s) for the Port Call.

The Service Items Workflow buttons function as follows:

Start Workflow – For the Selected Service Items this initiates the Workflow based on Workflow Type set for that Vendor.

Cancel Service – For the Selected Service Items, after Workflow has been initiated, this button will allow you to Cancel the Service. Based on the Workflow Type set for the Vendor this will send an Email to the Vendor notifying them of the cancellation.

Resend Email – For the Selected Service Items, after the Workflow has been initiated, this re-sends the current Workflow Status Email to the Vendor.

Generate PO – This opens a Pop up window that allows you to select which Vendors to Generate PO's. **ALL Service Items get Purchase Orders assigned to them (Generated) regardless of if the Vendor receives the PO via Email.**

Sent Emails, along with their attachments, are stored on the Emails Tab of the Port Call and may be viewed at any time.