

# Documents – Supplier portal

Jan Stabl

February 2025, version 0.1

Atlas Copco  
Group



# Agenda

1. [Navigation](#)
2. [Documents Overview](#)
3. [Standard Document](#)
4. [Multi Document](#)
5. [Document Confirmation](#)
6. [Document Request](#)
7. [Document Exchange](#)



# Navigation

# Navigation

## Documents Pure

- To navigate to the Documents Overview, go to Documents -> Documents Pure.
- Another way to access the Documents Overview is to click on the icon that appears after hovering over the Documents box in the Dashboard.

The screenshot shows the Atlas Copco Supplier Portal Dashboard. The left sidebar contains navigation options: Home, Primary data, Documents, Requests, SCM, and Quality. The 'Documents' menu is expanded, showing sub-options: Documents, Document Approval Exchange, Tickets, and Documents Pure. A red box highlights the 'Documents Overview' text, with an arrow pointing to the 'Documents Pure' option in the sidebar. The main content area displays a 'Supplier Portal Dashboard - Welcome, New contact Contact from DRUCK LIMITED | Partner no. 100759'. Below this, there is a 'Dashboard' section with a table of documents. The table has columns for Name, Document type, Status, Validity, and Owner. The table contains several rows, including 'Test 121212', 'SP Multi Document', 'SP Standard Docu...', and 'Test document by ...'. A 'Go to Documents' button is visible in the top right corner of the dashboard area.

Name	Document type	Status	Validity	Owner
Test 121212	Document Request	ACTIVE	-	Atlas Copco VT_c...
SP Multi Document	Multi Document	ACTIVE	-	Stabl1, Jan
SP Standard Docu...	Standard document	ACTIVE	2025-02-01 -	Stabl1, Jan
Test document by ...	Document Confir...	ACTIVE	2025-01-15 -	Stabl1, Jan

# Navigation

## Documents Overview

- In the Documents Overview, you can see the list of documents.
- On the right side, you can click on the icon to view or open the document according to its type.
- By clicking the arrow in the upper right corner, you can go back to the Supplier Portal Dashboard.

Documents Overview 6 Results

Document Type	Feature type	Document	Status	Owner	Validity	Files	Task Required
Standard docum...	Document	SP Standard Doc...	Active	JS Stabl, ... jan.sta...	2025-02-01 -	jaggaer-vector-lo...	View
Document Excha...	Document Excha...	Test document e...	Accepted	JS Stabl, ... jan.sta...	2025-01-28 - 202...	jaggaer-vector-lo...	Open
Document Confir...	Document Confir...	Test Document T...	Accepted	AA Atlas ... afroehli...	2025-01-15 - 202...	Audit_Protocol_1...	
Document Confir...	Document Confir...	Test 12121	New	AA Atlas ... afroehli...	-	Audit_Protocol_1...	Yes



# Documents Overview

# Document types

## Overview

- **Standard document** – The buyer can upload the documents into the system or share them with you without requesting any action.
- **Multi document** – This type of document is designed for sharing with multiple suppliers. The buyer can see if the document was downloaded, but no action is required.
- **Document confirmation** – The buyer requests that you accept or reject the document.
- **Document Request** – The buyer requests that you upload the document.
- **Document Exchange** – Document exchange between the buyer and you.



# Standard Document

# Standard Document

## Documents Overview

- When a Standard document is shared by the customer, no notification is sent, and no action is required from your side.
- The document can be downloaded directly from the overview by clicking on the file name.

Document Type	Feature type	Document	Status	Owner	Validity	Files	Task Required
Standard docum...	Document	SP Standard Doc...	Active	JS Stabl, ... jan.sta...	2025-02-01 -	jaggaer-vector-lo... jaggaer-vector-logo.png	
Document Excha...	Document Excha...	Test document e...	Accepted	JS Stabl, ... jan.sta...	2025-01-28 - 202...	jaggaer-vector-lo...	
Document Confir...	Document Confir...	Test Document T...	Accepted	AA Atlas ... afroehli...	2025-01-15 - 202...	Audit_Protocol_1...	
Document Confir...	Document Confir...	Test 12121	New	AA Atlas ... afroehli...	-	Audit_Protocol_1...	Yes

# Standard Document

## Show Document

- The details of the document can be displayed by clicking on its name or the eye icon on the right side.

Documents Overview 6 Results

Document Type	Feature type	Document	Status	Owner	Validity	Files	Task Required
Standard docum...	Document	<a href="#">SP Standard Doc...</a> SP Standard Document	Active	JS Stabl, ... jan.sta...	2025-02-01 -	jaggaer-vector-lo...	
Document Excha...	Document Excha...	<a href="#">Test document e...</a>	Accepted	JS Stabl, ... jan.sta...	2025-01-28 - 202...	jaggaer-vector-lo...	
Document Confir...	Document Confir...	<a href="#">Test Document T...</a>	Accepted	AA Atlas ... afroehli...	2025-01-15 - 202...	Audit_Protocol_1...	
Document Confir...	Document Confir...	<a href="#">Test 12121</a>	New	AA Atlas ... afroehli...	-	Audit_Protocol_1...	Yes

# Standard Document

## Base Data

- In the Detail of the document, you can find base data, which contains basic information about the document and its related location.

The screenshot displays a web browser window with the URL `acvtdemo.app11.jaggaer.com/portals/acvt/#document/general/40481`. The page title is "Document - SP Standard Docu...". The main content area shows the "SP Standard Document" details, including a status indicator "Active" and a "BASE DATA" section. The "BASE DATA" section contains the following fields:

- Name\*: SP Standard Document
- Files: jaggaer-vector-logo.png
- Custom ID: (empty)
- Keywords: Keyword
- Purchasing organization: (empty)
- Plant: (empty)
- Purchasing group: (empty)

On the right side of the page, there is a "Quick Navigation" sidebar with a "Base Data" section and a "Document Fields" section.

# Standard Document

## Document Fields

- The document fields contain other settings such as the owner, who has signed the document, and its validity.

The screenshot shows a web browser window displaying the 'SP Standard Document' configuration page in the Atlas Copco Group system. The page is titled 'SP Standard Document' and is marked as 'Active'. The main content area is divided into two columns. The left column contains the 'DOCUMENT FIELDS' section, which includes the following fields:

Field Name	Value
Owner	Stabl, Jan
Signed (internal)	Stabl, Jan
Signed (external)	100759 - Contact, New contact
Permanent document	<input checked="" type="checkbox"/>
Valid from	2025-02-01
Document Status	Active

The right column contains a 'Quick Navigation' sidebar with the following options:

- Base Data
- Document Fields (selected)



# Multi Document

# Multi Document Documents Overview

- When a Multi document is shared by the customer, no action is required from your side.
- Open the document by clicking its name or the pen icon on the right side of the line.

Documents Overview 9 Results

Document Type	Feature type	Document	Status	Owner	Validity	Files	Task Required
Multi Document	Multi Document	SP Multi Document	New	JS Stabl1, ... jan.stabl...	-	jaggaer-vector-log...	Yes
Standard docume...	Document	SP Standard Docu...	Active	JS Stabl1, ... jan.stabl...	2025-02-01 -	jaggaer-vector-log...	
Document Excha...	Document Excha...	Test document ex...	Accepted	JS Stabl1, ... jan.stabl...	2025-01-28 - 202...	jaggaer-vector-log...	
Document Confir...	Document Confir...	Test Document T...	Accepted	AA Atlas C... afroehlic...	2025-01-15 - 202...	Audit_Protocol_1...	
Document Confir...	Document Confir...	Test 12121	New	AA Atlas C... afroehlic...	-	Audit_Protocol_1...	Yes

# Multi Document

## Base Data

- In the Detail of the document, you can find base data, which contains basic information about the document and its related location.

Document - SP Multi Document

acvtdemo.app11.jaggaer.com/portals/acvt/#document/general/40499

Atlas Copco Group

← SP Multi Document ● New ≡ Download

Please download the provided files from the customer by activating the "Download" button.

▼ BASE DATA

Name\* SP Multi Document

Custom ID

Keywords

Purchasing organization

Plant

Purchasing group

Category

Category cluster

Quick Navigation

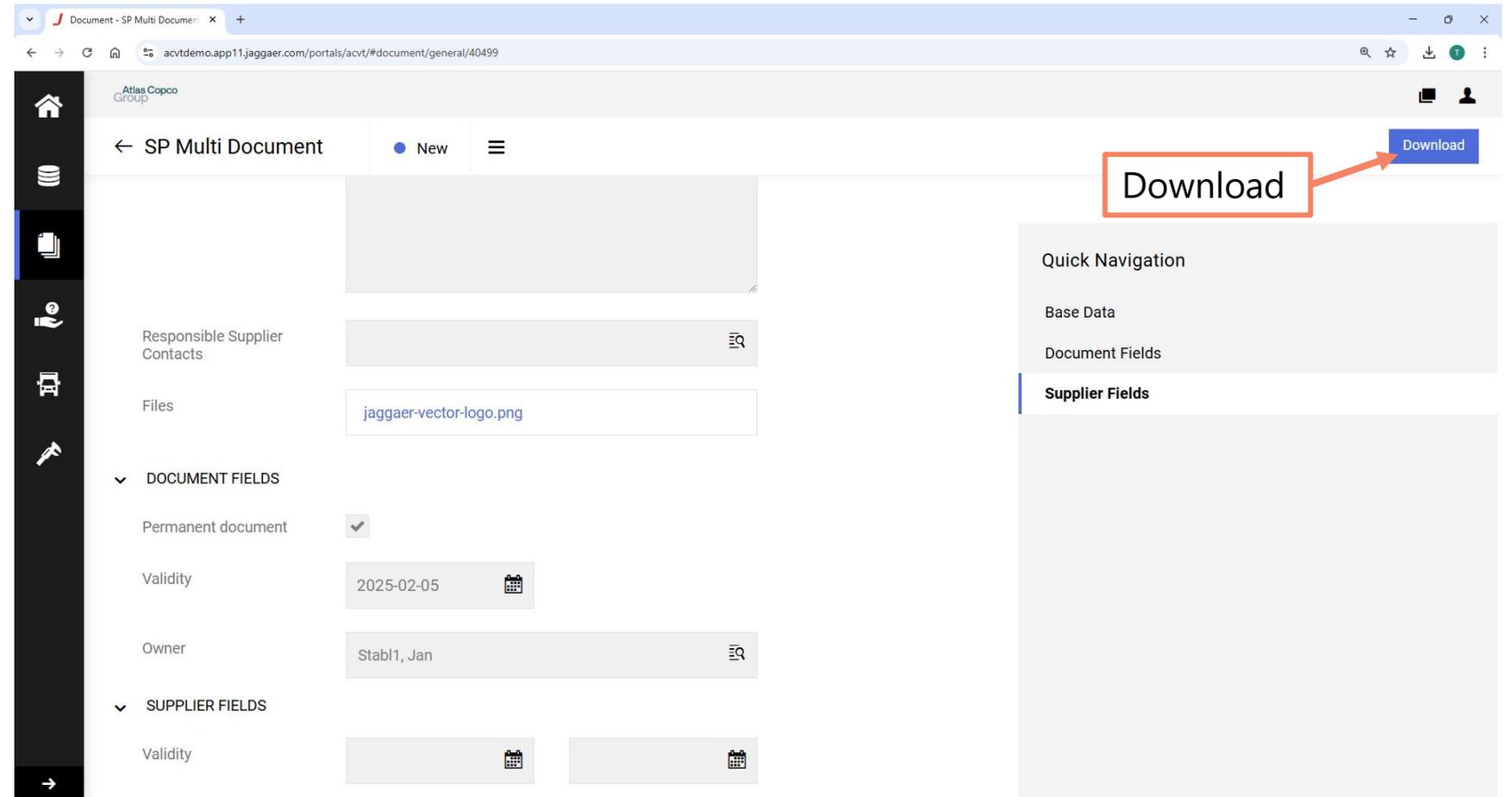
Base Data

Document Fields

Supplier Fields

# Multi Document Documents & Supplier Fields

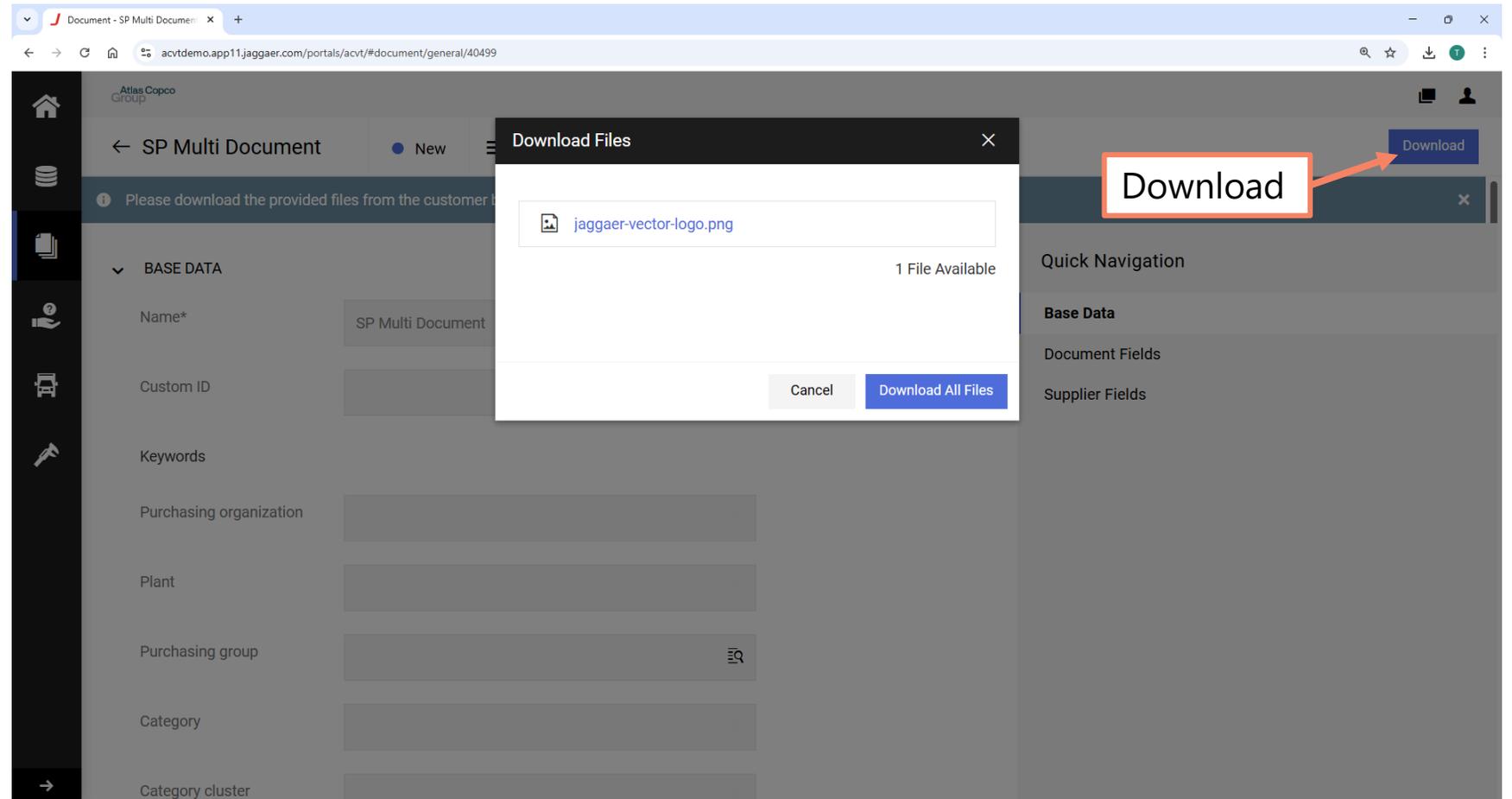
- The document fields contain other settings such as the owner, who has signed the document, and its validity.
- Download the document by clicking the Download button.



# Multi Document

## Download All Files

- Download the document or documents by clicking the "Download All Files" button.



# Multi Document

## Document Status change

- After the document is downloaded, its status will change to **Downloaded**.
- Later, if the document's validity expires, the status will change to **Expired**.

The screenshot displays a web application interface for Atlas Copco Group. The browser address bar shows the URL: `acvtdemo.app11.jaggaer.com/portals/acvt/#document/general/40499`. The page title is "SP Multi Document". A red box highlights the word "Downloaded" in the top navigation bar, with an orange arrow pointing to a red dot next to it. A blue "Download" button is visible in the top right corner. The main content area is titled "BASE DATA" and contains several input fields: Name\* (filled with "SP Multi Document"), Custom ID, Keywords, Purchasing organization, Plant, Purchasing group, Category, and Category cluster. A sidebar on the right contains "Quick Navigation" with options for "Base Data", "Document Fields", and "Supplier Fields".

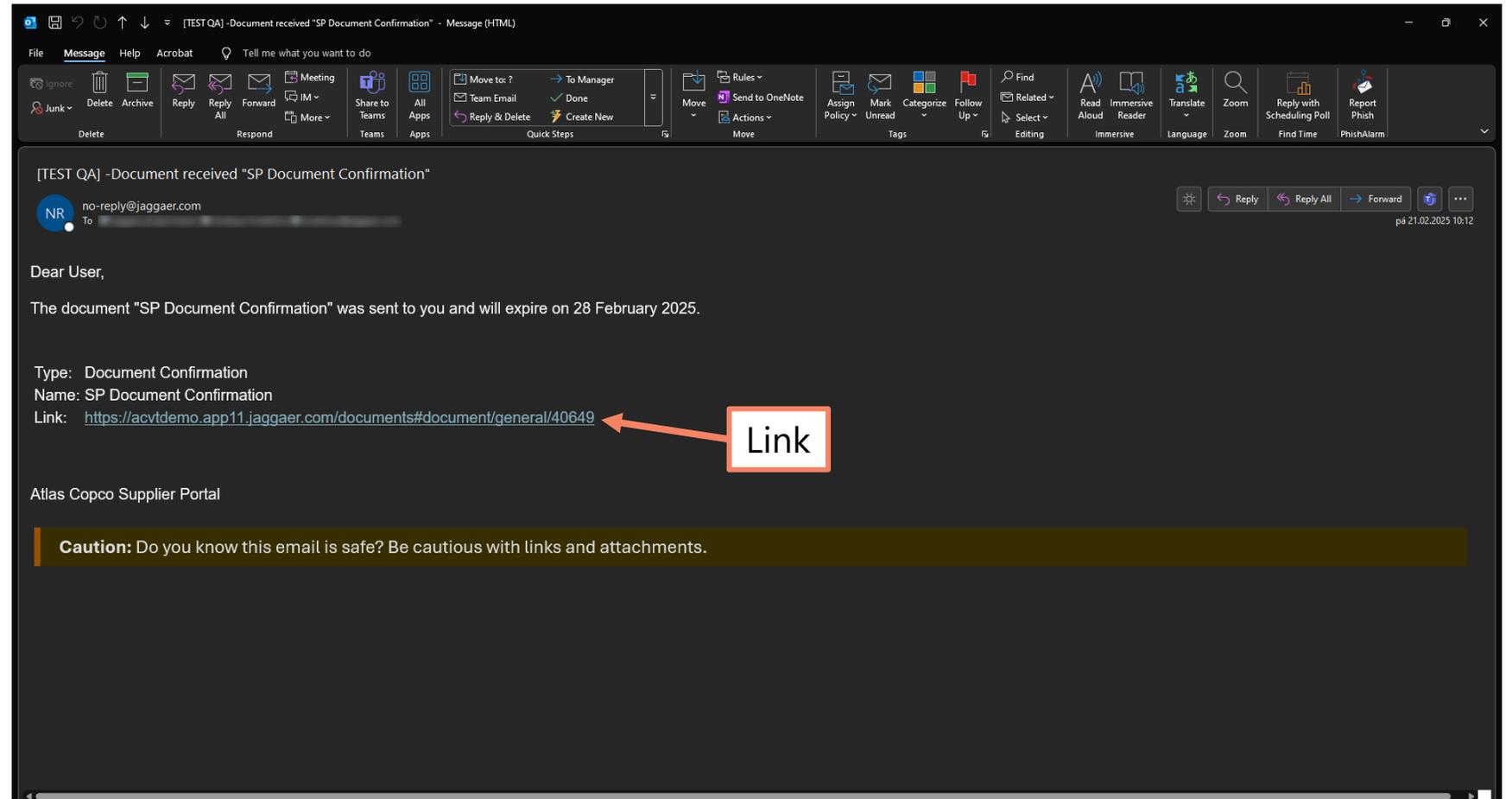


# Document Confirmation

# Document Confirmation

## Email Notification

- A notification about a new Document Confirmation will be sent via email. You can open the document directly from the email by clicking the link.



# Document Confirmation

## Documents Overview

- When a Document Confirmation is shared by the customer, your confirmation is required. This is notified in the "Task Required" column.
- Open the document by clicking its name or the pen icon on the right side of the line.

Document Type	Feature type	Document	Status	Owner	Validity	Files	Task Required
Document Confir...	Document Confir...	SP Document Co...	New	JS Stabl1, ... jan.stabl...	-	jaggaer-vector-log...	Yes
Standard docume...	Document	Jan Standard Doc...	Done	JS Stabl1, ... jan.s	-	vector-log...	
Document Request	Document Request	Test 121212	New	AA Atlas C... afroehlic...	-		Yes
Multi Document	Multi Document	SP Multi Document	Downloaded	JS Stabl1, ... jan.stabl...	2025-02-21 -	jaggaer-vector-log...	
Standard docume...	Document	SP Standard Docu...	Active	JS Stabl1, ... jan.stabl...	2025-02-01 -	jaggaer-vector-log...	

# Document Confirmation

## Base Data

- In the Detail of the document, you can find base data, which contains basic information about the document and its related location.

Document - SP Document Conf | +

acvtdemo.app11.jaggaer.com/portals/acvt/#document/general/40649

Atlas Copco Group

← SP Document Confirmation • New ☰

Check Download

Please accept or decline the provided files from the customer by activating the "Check" button.

▼ BASE DATA

Name\* SP Document Confirmation

Custom ID

Keywords Supplier Portal Test Training

Purchasing organization CZ01 (CZ - Lutin)

Plant

Purchasing group

Category

Quick Navigation

Base Data

Document Fields

Supplier Fields

Comments

# Document Confirmation

## Documents & Supplier Fields

- The document fields contain other settings such as the owner, who has signed the document, and its validity.
- Proceed to accept or decline the document by clicking the "Check" button.

The screenshot displays the 'SP Document Confirmation' page in a web browser. The browser address bar shows 'acvtdemo.app11.jaggaer.com/portals/acvt/#document/general/40649'. The page header includes the Atlas Copco Group logo and a 'New' button. The main content area is divided into several sections:

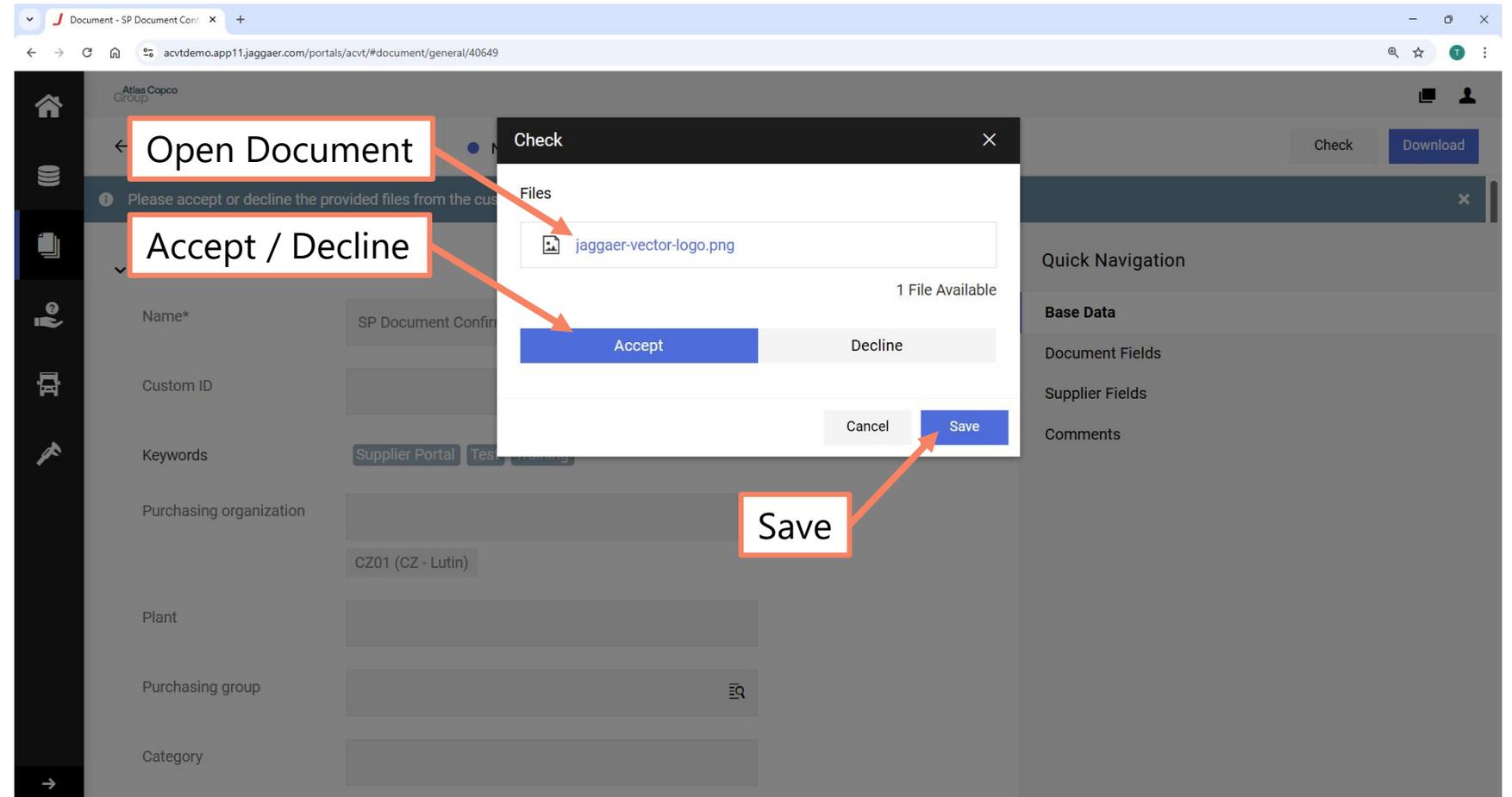
- Responsible Supplier Contacts:** A search bar with a magnifying glass icon.
- Files:** A text input field containing 'jaggaer-vector-logo.png'.
- DOCUMENT FIELDS:**
  - Permanent document:** A checkbox.
  - Validity:** Two date pickers showing '2025-02-21' and '2025-02-28'.
  - Owner:** A text input field containing 'Stabl1, Jan'.
- SUPPLIER FIELDS:**
  - Validity:** Two date pickers labeled 'Valid from' and 'Valid to'.
- COMMENTS:** A section for adding comments.

On the right side of the page, there is a 'Quick Navigation' sidebar with links for 'Base Data', 'Document Fields', 'Supplier Fields', and 'Comments'. At the top right of the main content area, there are two buttons: 'Check' (highlighted with a red box and an arrow) and 'Download'.

# Document Confirmation

## Download All Files

- You can open the document by clicking its name in the list.
- Select whether you would like to accept or decline the document.
- Confirm your selection by clicking the "Save" button.



# Document Confirmation

## Document Status change

- After the document is approved, its status will change to **Accepted**.
- Later, if the document's validity expires, the status will change to **Expired**.

The screenshot displays the Atlas Copco Group SP Document Confirmation interface. The browser address bar shows the URL: `acvtdemo.app11.jaggaer.com/portals/acvt/#document/general/40649`. The page title is "SP Document Confirmation" and the status is "Accepted", which is highlighted with a red box and an arrow. The interface includes a sidebar with navigation icons, a main content area with form fields, and a right-hand sidebar with "Quick Navigation" options.

Field	Value
Name*	SP Document Confirmation
Custom ID	
Keywords	Supplier Portal, Test, Training
Purchasing organization	CZ01 (CZ - Lutin)
Plant	
Purchasing group	
Category	
Category cluster	

Quick Navigation:

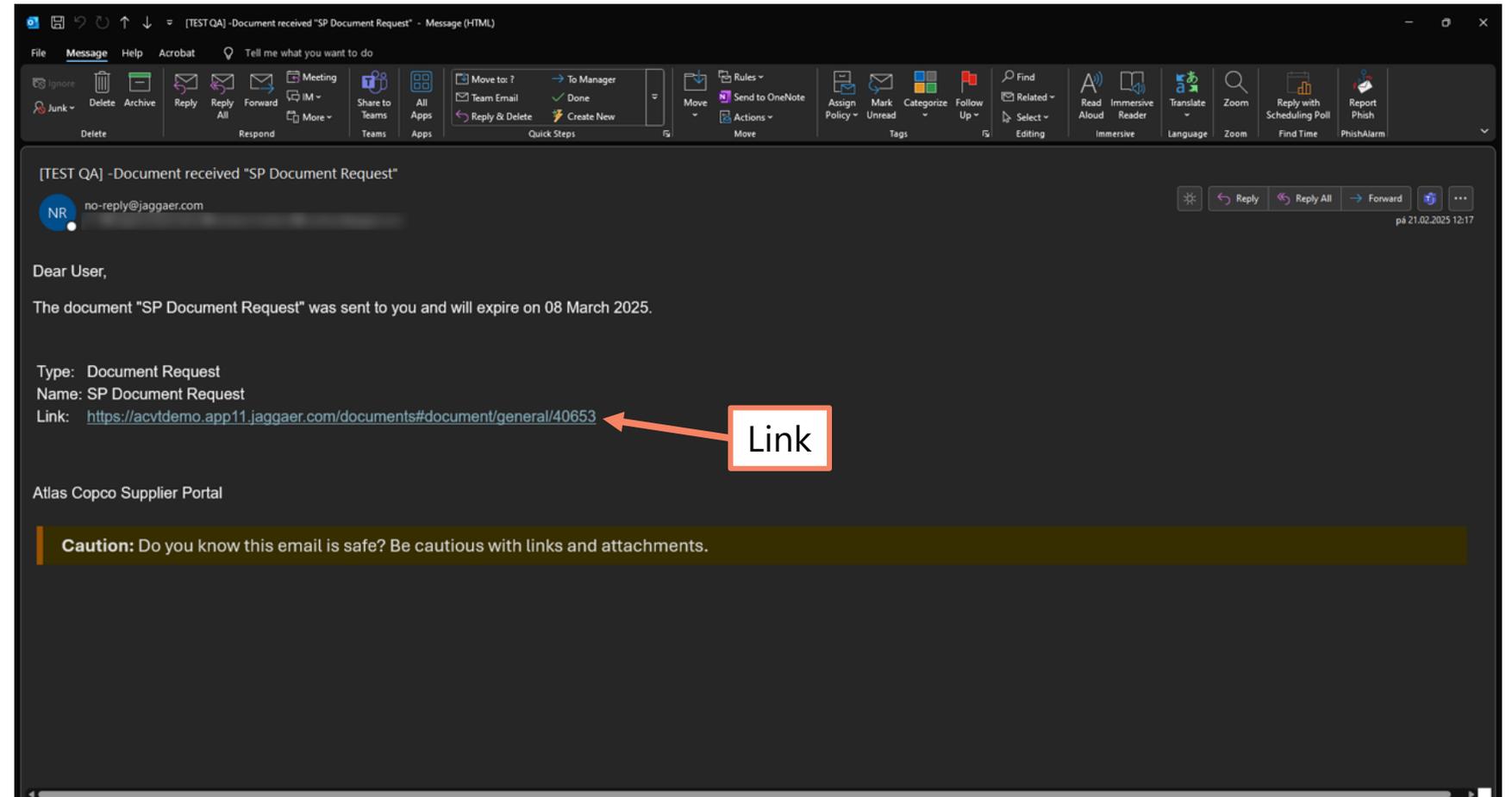
- Base Data
- Document Fields
- Supplier Fields
- Comments

# Document Request

# Document Request

## Email Notification

- A notification about a new Document Request will be sent via email. You can open the document directly from the email by clicking the link.



# Document Request

## Documents Overview

- When a Document Request is sent by the customer, your action is required. This is notified in the "Task Required" column.
- Open the document by clicking its name or the pen icon on the right side of the line.

Document Type	Feature type	Document	Status	Owner	Validity	Files	Task Required
Document Request	Document Request	<a href="#">SP Document Req...</a>	New	JS Stabl1, ... jan.stabl...	-		Yes
Document Confir...	Document Confir...	<a href="#">SP Document Co...</a>	Accepted	JS Stabl1, ... jan.s...		<a href="#">-vector-log...</a>	
Standard docume...	Document	<a href="#">Jan Standard Doc...</a>	Done	JS Stabl1, ... jan.stabl...	2025-02-11 - 202...	<a href="#">jaggaer-vector-log...</a>	
Document Request	Document Request	<a href="#">Test 121212</a>	New	AA Atlas C... afroehlic...	-		Yes
Multi Document	Multi Document	<a href="#">SP Multi Document</a>	Downloaded	JS Stabl1, ... jan.stabl...	2025-02-21 -	<a href="#">jaggaer-vector-log...</a>	

# Document Request

## Base Data

- In the Detail section of the document, you can find base data, supplier fields, and comments. This information describes what document is requested from you.
- To upload the document, click the **Upload** button.
- The request can be declined by clicking the **Decline** button.

Document - SP Document Req. x +

acvtdemo.app11.jaggaer.com/portals/acvt/#document/general/40653

Atlas Copco Group

← SP Document Request • New ☰

Please upload the requested files with a validity date by activating the "Upload" button or decline the request by activating the "Decline" button.

Quick Navigation

- Base Data
- Supplier Fields
- Comments

▼ BASE DATA

Name\* SP Document Request

Notice

Responsible Supplier Contacts

▼ SUPPLIER FIELDS

Validity

Files

▼ COMMENTS

Decline Upload

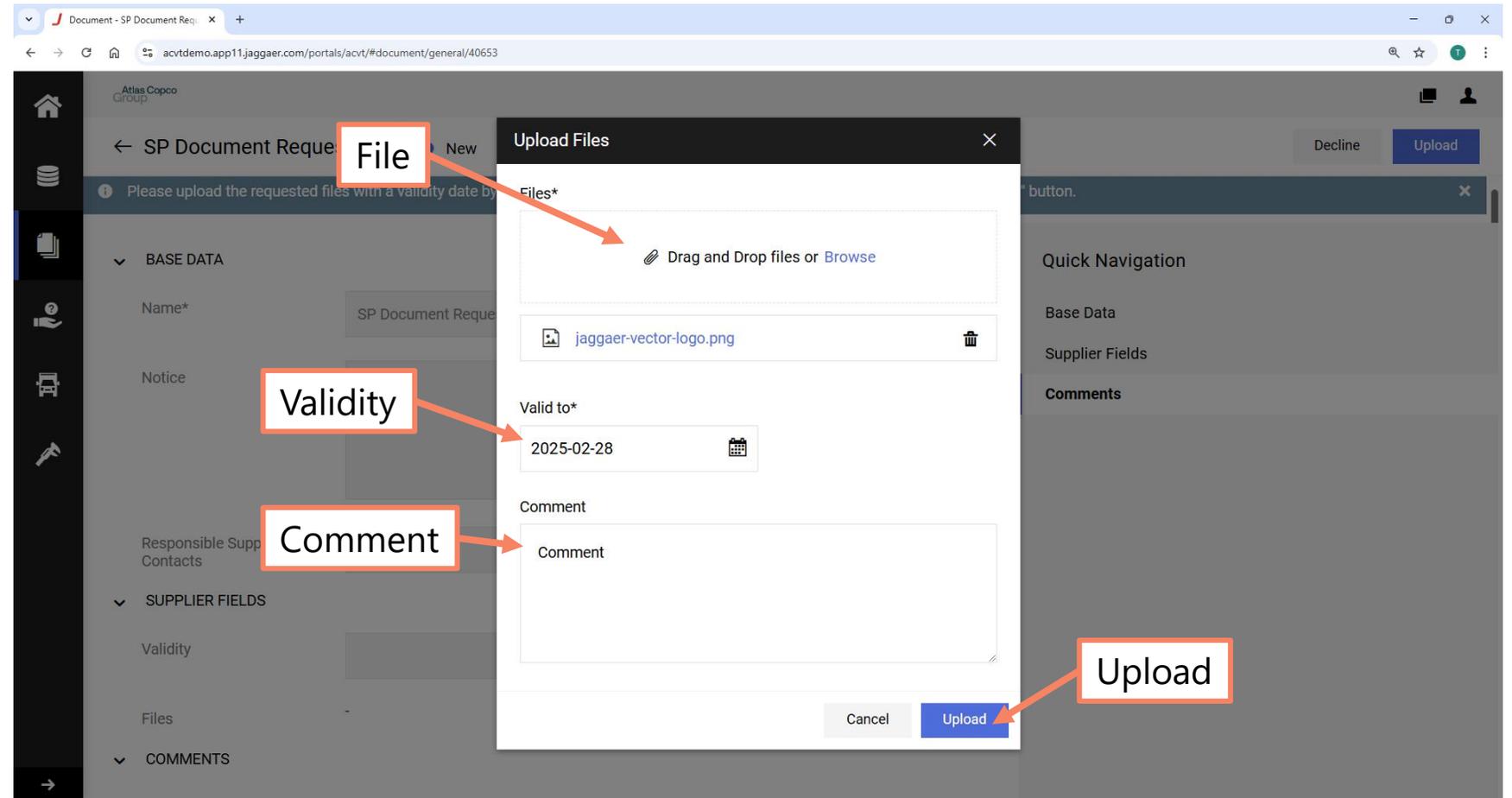
Upload

Decline

# Document Request

## Upload Document

- When uploading a new document, you can either drag and drop the file or browse your folders to locate it.
- Set up the document's validity, which is a mandatory field.
- Add a comment and upload the document by clicking the **Upload** button.



# Document Request

## Document Status change

- After the document is uploaded, its status will change to **Verification** and will be waiting for confirmation by the buyer.

The screenshot displays the Atlas Copco Group web application interface for an 'SP Document Request'. The browser address bar shows the URL: `acvtdemo.app11.jaggaer.com/portals/acvt/#document/general/40653`. The page title is 'SP Document Request' and the status is 'Verification', which is highlighted by a red box and an arrow. The interface is divided into several sections:

- BASE DATA:**
  - Name\*: SP Document Request
  - Notice: (Empty text area)
  - Responsible Supplier Contacts: (Searchable field)
- SUPPLIER FIELDS:**
  - Validity: 2025-02-28
  - Files: jaggaer-vector-logo.png
- COMMENTS:**
  - Contact: New contact
  - 2025-02-21 12:38

On the right side, there is a 'Quick Navigation' panel with the following options: Base Data, Supplier Fields, and Comments.

# Document Request

## Document Status change

- After the document is approved, its status will change to **Accepted**.
- Later, if the document's validity expires, the status will change to **Expired**.

The screenshot displays the Atlas Copco Group web application interface for an 'SP Document Request'. The browser address bar shows the URL 'acvtdemo.app11.jaggaer.com/portals/acvt/#document/general/40653'. The page title is 'SP Document Request' and the status is 'Accepted', which is highlighted with a red box and an arrow. The interface is divided into several sections:

- BASE DATA:** Includes 'Name\*' (SP Document Request), 'Notice' (empty text area), and 'Responsible Supplier Contacts' (empty field).
- SUPPLIER FIELDS:** Includes 'Validity' (2025-02-21 to 2025-02-28) and 'Files' (jaggaer-vector-logo.png).
- COMMENTS:** Shows a comment from 'Contact New contact' dated 2025-02-21 12:38.
- Quick Navigation:** Includes 'Base Data', 'Supplier Fields', and 'Comments'.

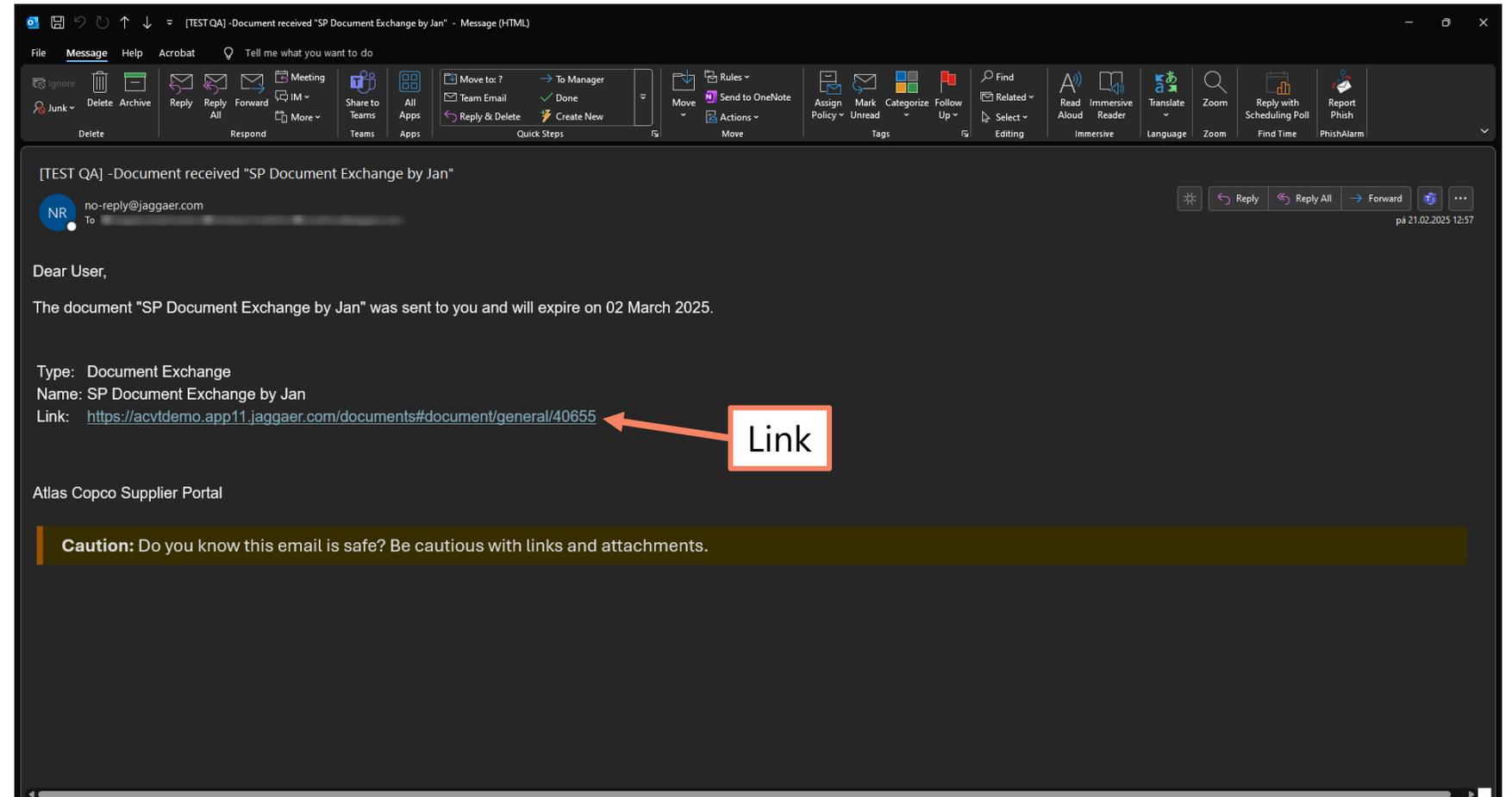


# Document Exchange

# Document Exchange

## Email Notification

- A notification about a new Document Exchange will be sent via email. You can open the document directly from the email by clicking the link.



# Document Exchange

## Documents Overview

- When a Document Exchange is sent by the customer, your action is required. This is notified in the "Task Required" column.
- Open the document by clicking its name or the pen icon on the right side of the line.

Document Type	Feature type	Document	Status	Owner	Validity	Files	Task Required
Document Excha...	Document Excha...	SP Document Exc...	New	JS Stabl1, ... jan.stabl...	-	GTC.pdf	Yes
Document Request	Document Request	SP Document Req...	Accepted	JS Stabl1, ... jan.s			
Document Confir...	Document Confir...	SP Document Co...	Accepted	JS Stabl1, ... jan.stabl...	2025-02-21 - 202...	jaggaer-vector-log...	
Standard docume...	Document	Jan Standard Doc...	Done	JS Stabl1, ... jan.stabl...	2025-02-11 - 202...	jaggaer-vector-log...	
Document Request	Document Request	Test 121212	New	AA Atlas C... afroehlic...	-		Yes

# Document Exchange

## Base Data

- In the Detail section of the document, you can find base data.

The screenshot displays a web browser window with the URL `acvtdemo.app11.jaggaer.com/portals/acvt/#document/general/40655`. The page title is "SP Document Exchange By Jan". A blue "Download" button is visible in the top right corner. A notification banner at the top states: "Please download the provided files from the customer by activating the 'Download' button." The main content area is titled "BASE DATA" and contains the following fields:

Name*	SP Document Exchange by Jan
Custom ID	
Keywords	Keyword Training Step-by-step
Purchasing organization	2200 (Leybold France)
Plant	Leybold France SAS, PC Product
Purchasing group	
Category	

On the right side, there is a "Quick Navigation" sidebar with the following options: "Base Data" (selected), "Document Fields", "Supplier Fields", and "Comments".

# Document Exchange

## Document & Supplier Fields, Comments

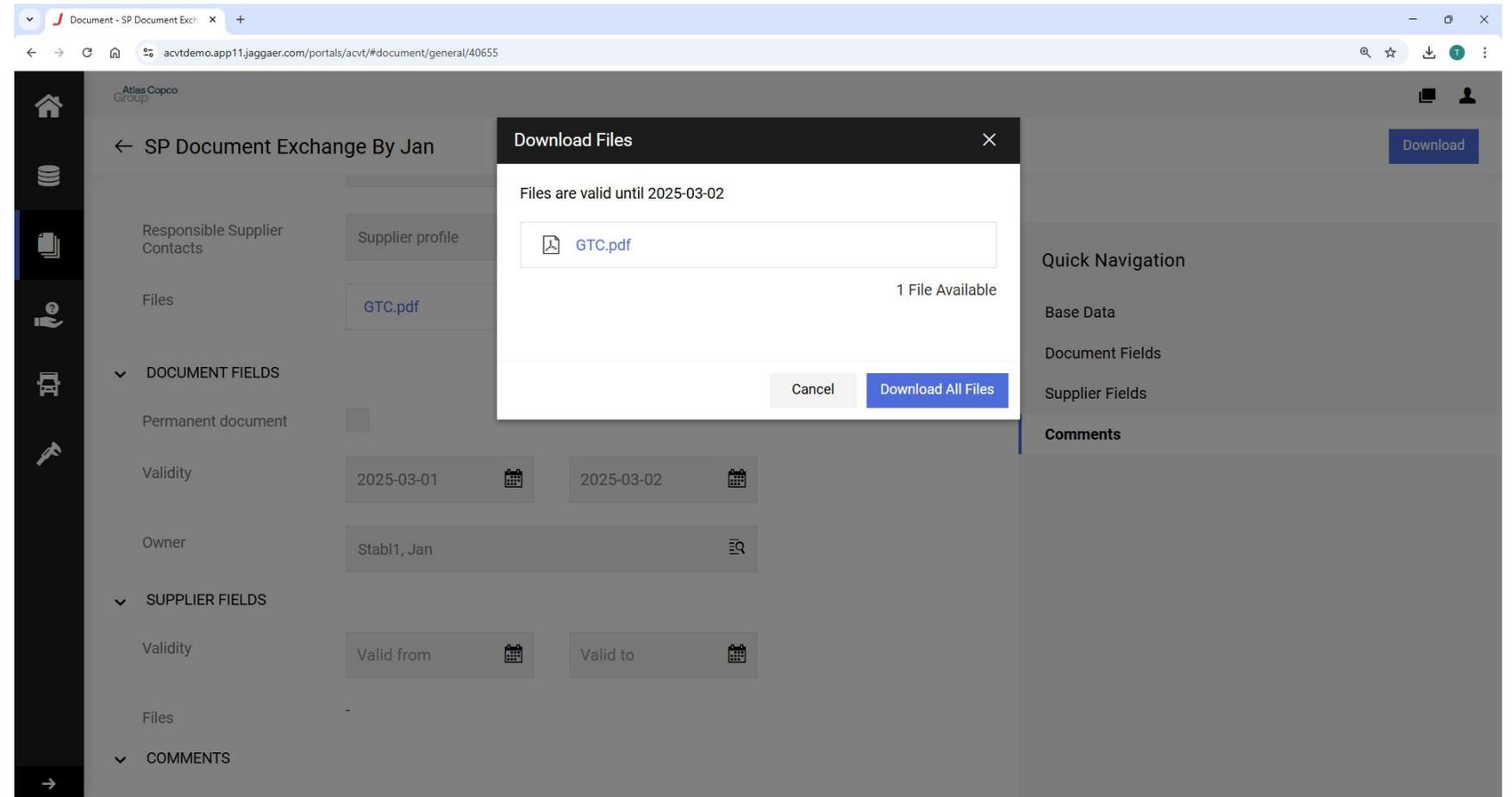
- After scrolling down, you can see the Document Fields, Supplier Fields, and comments.
- This information describes which document was shared with you and which document is requested from you.
- Start by downloading the document from the customer by clicking the **Download** button.

The screenshot displays the Atlas Copco Group SP Document Exchange interface. The browser address bar shows the URL: `acvtdemo.app11.jaggaer.com/portals/acvt/#document/general/40655`. The page title is "SP Document Exchange By Jan". A "Download" button is highlighted with a red box and an arrow. The main content area shows document details: Responsible Supplier Contacts (Supplier profile), Files (GTC.pdf), DOCUMENT FIELDS (Permanent document, Validity: 2025-03-01 to 2025-03-02, Owner: Stabl1, Jan), SUPPLIER FIELDS (Validity: Valid from, Valid to), and COMMENTS. A Quick Navigation sidebar on the right includes Base Data, Document Fields, Supplier Fields, and Comments.

# Document Exchange

## Download Document

- Download the document or multiple documents by clicking **Download All Files**.



# Document Exchange

## Download Document

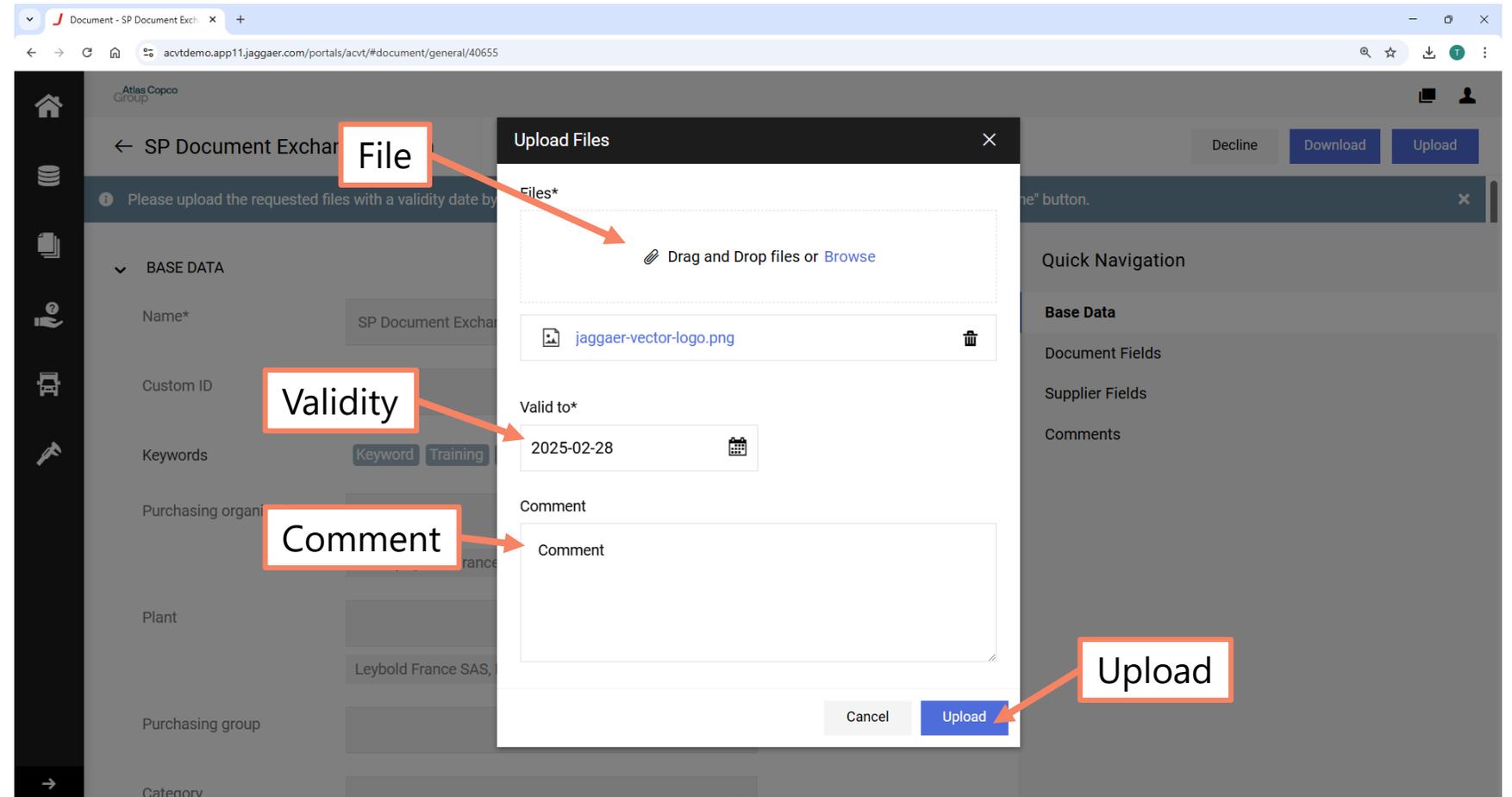
- After downloading, the status of the document will change to **Downloaded**.
- Additionally, the button for uploading your document will appear. Continue by clicking this button.
- The request can be declined by clicking the **Decline** button.

The screenshot displays the Atlas Copco Document Exchange web application. The browser address bar shows the URL: `acvtdemo.app11.jaggaer.com/portals/acvt/#document/general/40655`. The page title is "SP Document Exchange By Jan". The document status is "Downloaded", indicated by a red dot and a hamburger menu icon. A blue banner at the top of the form area contains the text: "Please upload the requested files with a validity date by activating the 'Upload' button or decline the exchange by activating the 'Decline' button". The form fields include: "Name\*" (SP Document Exchange by Jan), "Custom ID", "Keywords" (Keyword, Training, Step-by-step), "Purchasing organization" (2200 (Leybold France)), "Plant" (Leybold France SAS, PC Product), "Purchasing group", and "Category". On the right side, there are three buttons: "Decline", "Download", and "Upload". A "Quick Navigation" sidebar is visible on the right, listing "Base Data", "Document Fields", "Supplier Fields", and "Comments". Red boxes and arrows highlight the "Downloaded" status, the "Decline" button, and the "Upload" button.

# Document Exchange

## Upload Document

- When uploading a new document, you can either drag and drop the file or browse your folders to locate it.
- Set up the document's validity, which is a mandatory field.
- Add a comment and upload the document by clicking the **Upload** button.



# Document Exchange

## Document Status change

- After the document is uploaded, its status will change to **Verification** and will be waiting for confirmation by the buyer.

The screenshot displays a web application interface for document exchange. The browser address bar shows the URL: `acvtdemo.app11.jaggaer.com/portals/acvt/#document/general/40655`. The page title is "SP Document Exchange By Jan". The status "Verification" is highlighted with a red box and an arrow pointing to it. The document details are as follows:

Field	Value
Name*	SP Document Exchange by Jan
Custom ID	
Keywords	Keyword Training Step-by-step
Purchasing organization	2200 (Leybold France)
Plant	Leybold France SAS, PC Product
Purchasing group	
Category	

On the right side, there is a "Quick Navigation" menu with the following options: Base Data, Document Fields, Supplier Fields, and Comments. A "Download" button is located in the top right corner.

# Document Exchange

## Document Status change

- After the document is approved, its status will change to **Accepted**.
- Later, if the document's validity expires, the status will change to **Expired**.

The screenshot displays a web application interface for document exchange. The browser address bar shows the URL: `acvtdemo.app11.jaggaer.com/portals/acvt/#document/general/40655`. The page title is "SP Document Exchange By Jan". The status is "Accepted", highlighted by a red box and an arrow. A "Download" button is visible in the top right corner. The main content area is divided into two columns. The left column contains a vertical sidebar with icons for home, database, document, help, printer, and search. The right column contains a "Quick Navigation" menu with options for "Base Data", "Document Fields", "Supplier Fields", and "Comments". The main content area displays the following fields:

Field	Value
Name*	SP Document Exchange by Jan
Custom ID	
Keywords	Keyword Training Step-by-step
Purchasing organization	2200 (Leybold France)
Plant	Leybold France SAS, PC Product
Purchasing group	
Category	

Atlas Copco  
Group

| Technology that  
transforms the future