

Requests - Actions

Jan Stabl

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Atlas Copco
Group



Agenda

1. [Navigation](#)
2. [New Action](#)



Navigation

Navigation

Navigation from Dashboard

- You can access the Actions overview directly from the Dashboard by clicking the **Go to 'Actions'** icon.

The screenshot shows the Atlas Copco Supplier Portal Dashboard. The page title is "Supplier Portal Dashboard - Welcome, New contact Contact from DRUCK LIMITED | Partner no. 100759". The dashboard is divided into two main sections: "DOCUMENTS" and "ACTIONS".

DOCUMENTS Table:

Name	Document type	Status	Validity	Owner
Test Multi 12121	Multi Document	ACTIVE	2025-02-21 - 2025-0...	Atlas Copco VT_cha...
SP Document Excha...	Document Exchange	ACTIVE	2025-02-21 - 2025-0...	Stabl1, Jan
SP Document Request	Document Request	ACTIVE	2025-02-21 - 2025-0...	Stabl1, Jan
SP Document Confir...	Document Confirmat...	ACTIVE	2025-02-21 - 2025-0...	Stabl1, Jan
Test 121212	Document Request	ACTIVE	-	Atlas Copco VT_cha...

ACTIONS Table:

Action name	Owner	Assignee	Timeframe	Files	Links	Status
Second test ...	Stabl1, Jan	Contact, New...	2025-02-25 - ...	eReq banner.png	2	OPEN

A button labeled "Go to 'Actions'" is located at the bottom right of the DOCUMENTS table. An orange arrow points from a red-bordered box containing the text "Actions Overview" to this button.

Navigation

Navigation to Actions Overview

- To navigate to the Actions Overview, click on the **Requests** icon on the left side of the screen.
- Select the **Actions** button from the expanded menu.

The screenshot shows the Atlas Copco Supplier Portal Dashboard. The left sidebar contains a navigation menu with the following items: Home, Primary data, Documents, Requests, SCM, and Quality. The 'Requests' menu is expanded, showing sub-items: RFQ Pure and Actions. An orange arrow points to the 'Actions' sub-item. The main content area displays a table of requests with columns for ID, Quantity, Date, and Status. The 'Actions Overview' page is highlighted with an orange box. The right sidebar contains sections for TRAINING MATERIALS and BLACKBOARD.

ID	Quantity	Date	Status
6000786243	1	2025-02-04 14:58	Sent
6000786175	2	2025-01-17 09:28	Sent
6000786168	4	2025-01-16 12:41	Sent
6000786167	2	2025-01-16 11:04	Sent
6000786159	2	2025-01-15 14:56	Sent
6000786158	2	2025-01-15 14:52	Sent
6000786000_LJ12	1	2025-01-09 14:24	Sent
6000786000_LJ11	1	2025-01-09 14:23	Sent

Navigation

Filter

- Actions can be filtered by their status. The filter menu is in the upper right corner.

The screenshot shows a web application interface for 'Actions Overview'. The browser address bar indicates the URL is 'acvtdemo.app11.jaggaer.com/portals/acvt/#actions'. The page title is 'Actions Overview' with '1 Result' shown. A sidebar on the left contains navigation options: Home, Primary data, Documents, Requests (highlighted), SCM, and Quality. The main content area displays a table with columns: Action name, Owner, Assignees, Timeframe, Files, Status, Progress, Classification, and Priority. A single row is visible with the following data: Action name: 'Second test ...', Owner: 'JS St...', Assignees: 'Contact, Ne...', Timeframe: '2025-02-25 -...', Files: 'eReq banner...', Status: 'OPEN', Progress: '0%', Classification: 'Performance', and Priority: 'High'. In the upper right corner, a 'Filter' button is highlighted with a red box, and a dropdown menu is open, showing options: All, Open, Check, Cancelled, and Done. An arrow points from the 'Filter' button to the 'All' option in the dropdown.

<input type="checkbox"/>	Action name	Owner	Assignees	Timeframe	Files	Status	Progress	Classification	Priority
<input type="checkbox"/>	Second test ...	JS St...	Contact, Ne...	2025-02-25 -...	eReq banner...	OPEN	0%	Performance	High

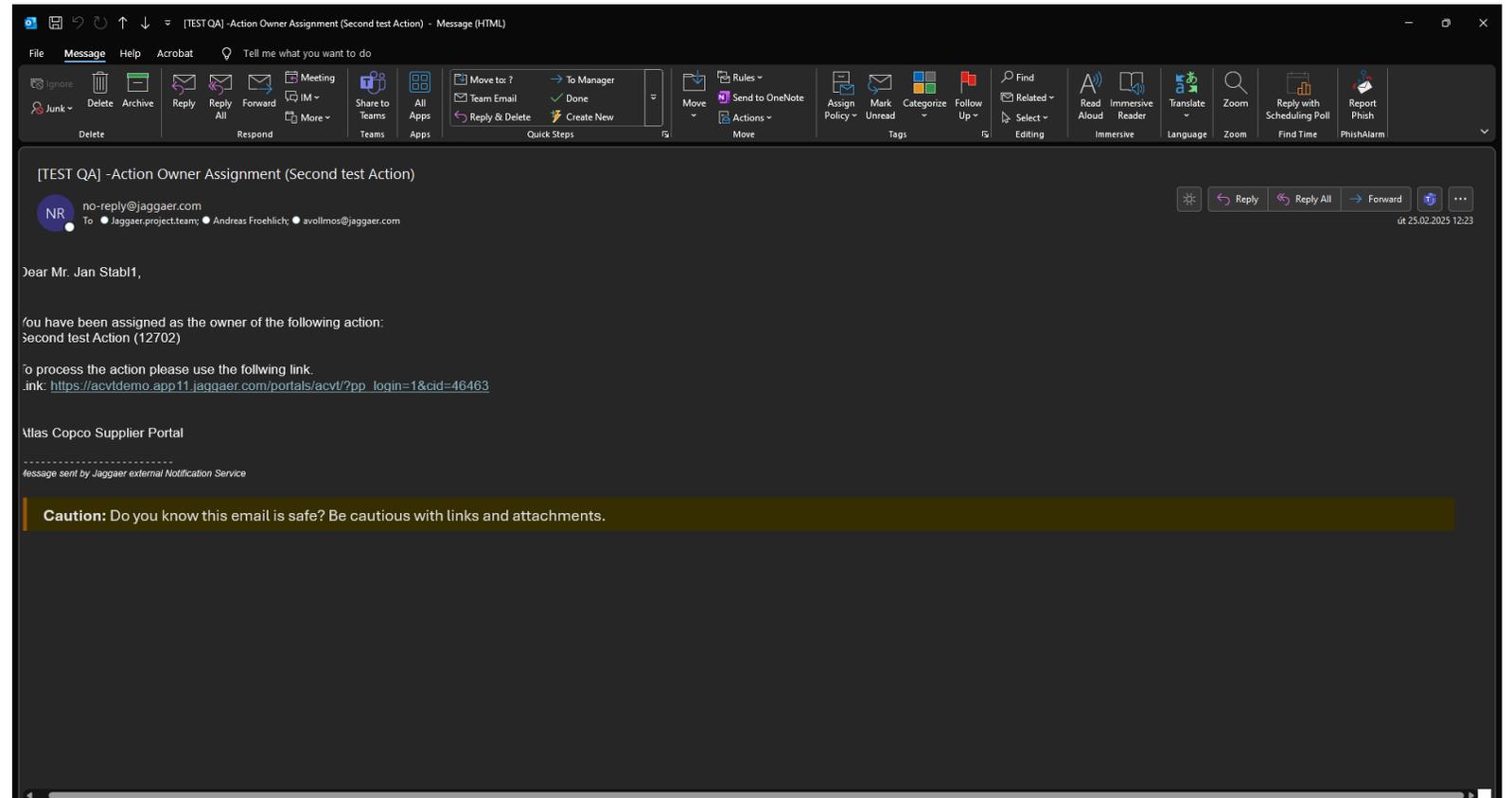


New Action

New Action

Email notification

- A new Action is notified by email.
- You can use the link in the email to access the supplier portal.



New Action

Actions Overview

- At the same time, the new Action becomes visible in the Actions Overview.
- Its initial status is **Open** as no action has been taken yet.
- Click on the Pen icon to open the details of the action.

The screenshot displays the 'Actions Overview' page in a web browser. The browser address bar shows the URL: `acvtdemo.app11.jaggaer.com/portals/acvt/#actions/refresh/12702`. The page header includes the Atlas Copco Group logo and the text 'Actions Overview 1 Result'. A navigation sidebar on the left contains menu items: Home, Primary data, Documents, Requests (highlighted), SCM, and Quality. The main content area features a table with the following columns: Action name, Owner, Assignees, Timeframe, Files, Status, Progress, Classification, and Priority. A single row is visible with the following data: Action name: 'Second test ...', Owner: 'JS', Assignees: 'St...', Contact: 'Contact, Ne...', Timeframe: '2025-02-25 - ...', Files: 'eReq banner...', Status: 'OPEN', Progress: '0%', Classification: 'Performance', and Priority: 'High'. An 'Edit' button with a pen icon is located at the end of the row. A red box highlights the 'Edit' button, and an orange arrow points from the box to the button.

Action name	Owner	Assignees	Timeframe	Files	Status	Progress	Classification	Priority	
Second test ...	JS	St...	Contact, Ne...	2025-02-25 - ...	eReq banner...	OPEN	0%	Performance	High

New Action

Action Task

- In the Action Task section, you can see the details of the action set up by the buyer.

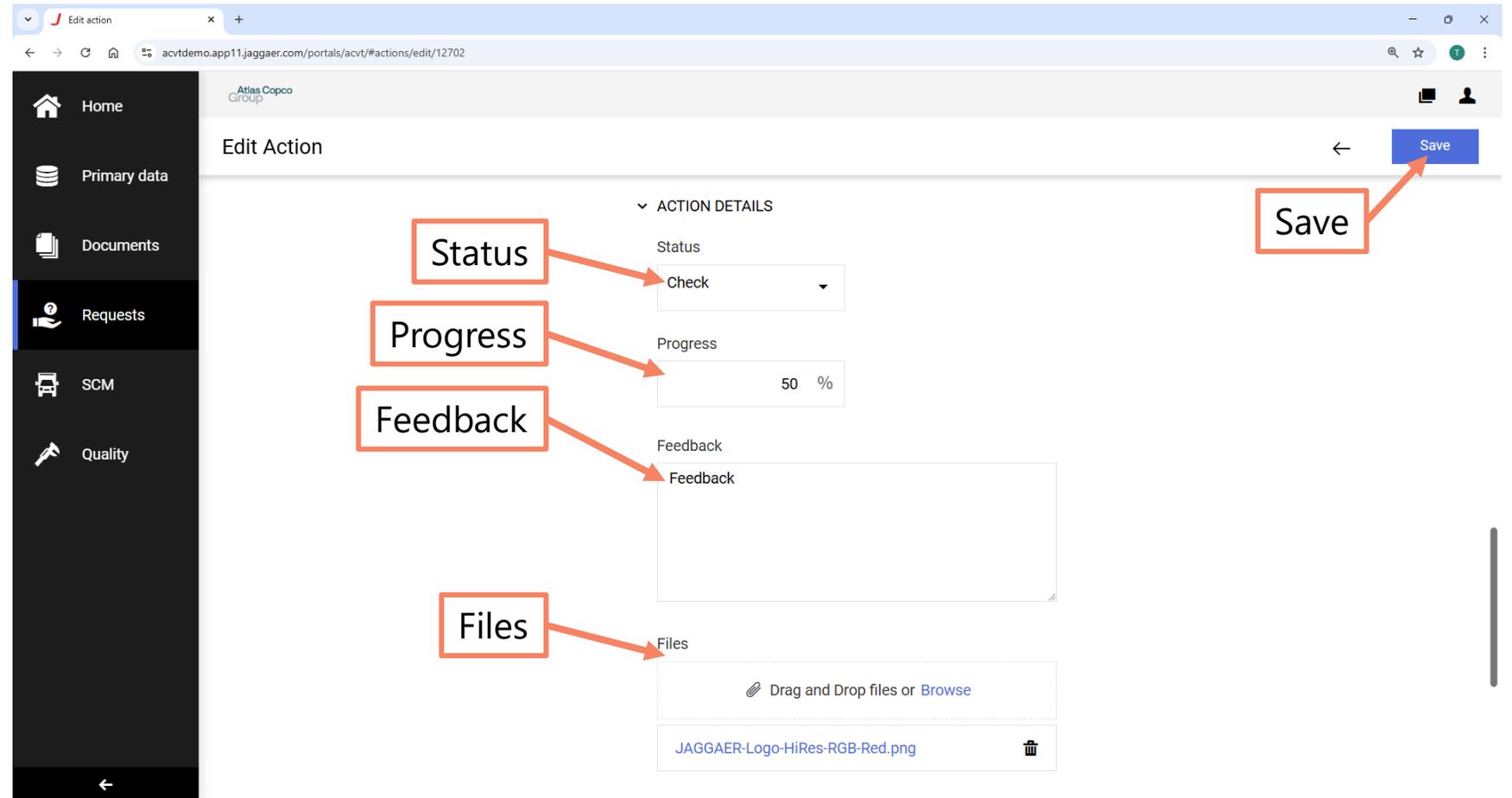
The screenshot displays the 'Edit Action' interface. On the left, a dark sidebar contains navigation icons and labels: Home, Primary data, Documents, Requests (highlighted with a blue bar), SCM, and Quality. The main content area has a header 'Atlas Copco Group' and 'Edit Action'. A 'Save' button is in the top right. The form is titled 'ACTION TASK' and includes the following fields:

- Name***: Second test Action
- Description**: (Empty text area)
- Owner***: Stabl1, Jan
- Assignee***: Contact, New contact
- Timeframe***: from to

New Action

Action Details

- In the Action Details section, you can change the status, add progress updates, and leave feedback.
- Files can also be uploaded.
- Save the details by clicking the **Save** button.



New Action

Status changed

- After saving, the status of the actions is changed and the progress is displayed in the Actions Overview.

The screenshot shows a web browser window displaying the 'Actions Overview' page. The page title is 'Actions Overview' and it shows '1 Result'. The table below has columns for Action name, Owner, Assignees, Timeframe, Files, Status, Progress, Classification, and Priority. The single row shows an action named 'Second test ...' with owner 'JS', assignee 'St...', timeframe '2025-02-25 ...', file 'eReq banner...', status 'CHECK', progress '50%', classification 'Performance', and priority 'High'. Red boxes and arrows highlight the 'Status' and 'Progress' columns.

Action name	Owner	Assignees	Timeframe	Files	Status	Progress	Classification	Priority	
Second test ...	JS	St...	Contact, Ne...	2025-02-25 ...	eReq banner...	CHECK	50%	Performance	High

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