



## **Supplier Collaboration Hub (SCH) Milestone Management (Supplier Guide)**

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## Supplier Collaboration Hub (SCH) Milestone Management (Supplier Guide)

### Supplier Collaboration Hub Milestone Management, Introduction

This quick reference guide explores the Supplier Collaboration Hub Milestone Management Module

The Milestone Management Module is a secure, easy-to-use, web-based application enabling buyers and suppliers to collaborate po item detailed planning for tasks with in a Milestone. Eliminating Word and Excel documents exchange via email buyers and suppliers can now collaborate within a tool to track detailed cost and delivery items tasks depending on Milestone type.

- From the top navigation panel of the LMP2P Portal, click **Supplier Collaboration Hub** to access the SCH Launchpad



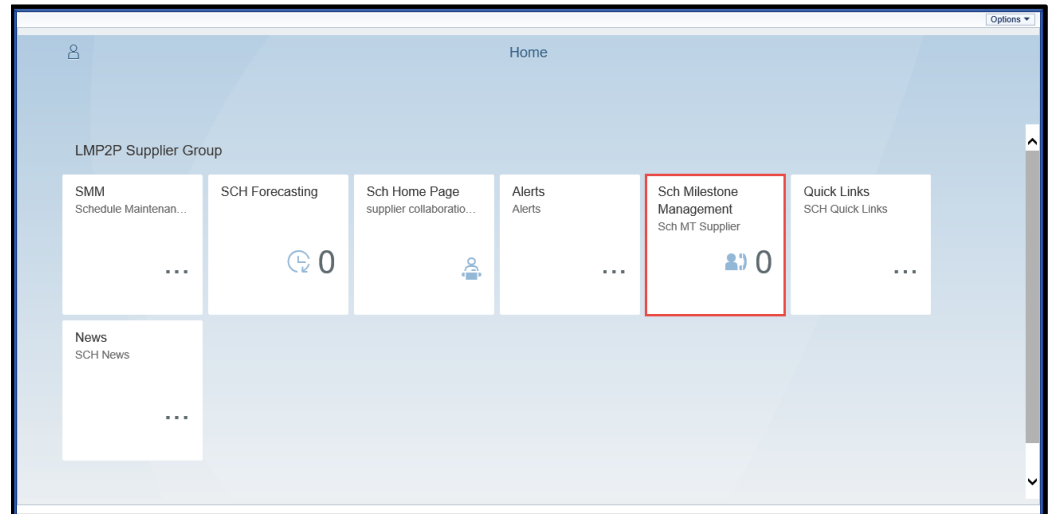


## Supplier Collaboration Hub (SCH) Milestone Management (Supplier Guide)

### Navigating to SCH Milestone Management

- From the SCH launchpad, click the **SCH Milestone Management** tile to access the Milestone Module

**Note:** The number described in the SCH Milestone tile refers to the number of Open milestones in process.

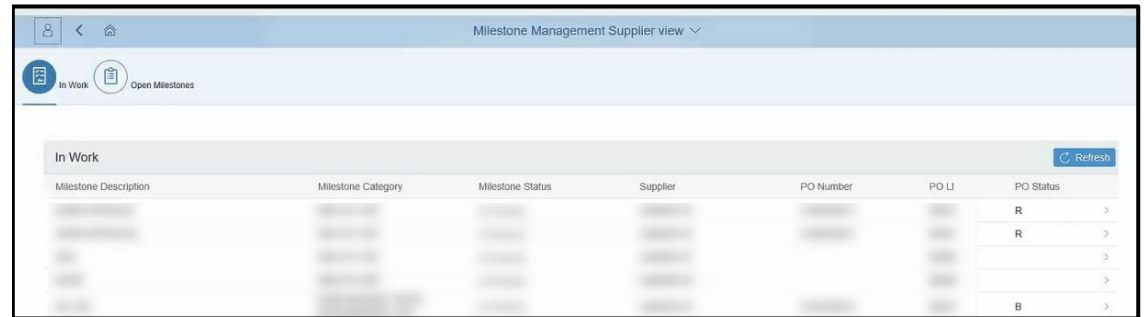




## Supplier Collaboration Hub (SCH) Milestone Management (Supplier Guide)

### Navigating Milestone Management

The Milestone Module (Supplier View) will open.



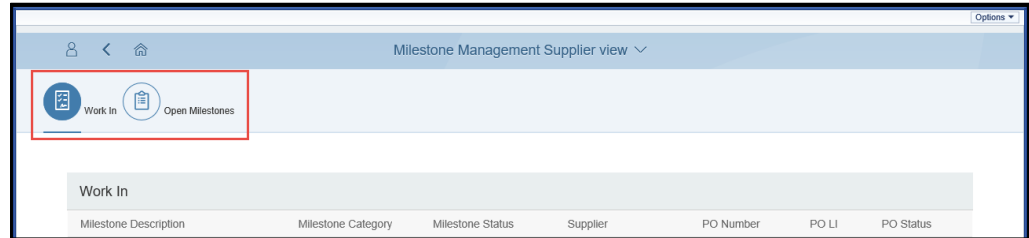


## Supplier Collaboration Hub (SCH) Milestone Management (Supplier Guide)

### Navigating Milestone Management, continued

The top section of the screen will display the current page you are on.

- **Work In:** The default page when opening the Milestone Management Module (Supplier view). This page displays buyer proposed milestones yet to be reviewed
- **Open Milestones:** This page is used to view in process milestones that have gone through supplier/buyer screening and approval





## Supplier Collaboration Hub (SCH) Milestone Management (Supplier Guide)

### Reviewing a Buyer Proposed Milestone

- From the *Work In* page, click a Milestone line item to open for review

Milestone Management Supplier view

In Work Open Milestones Refresh

Milestone Description	Milestone Category	Milestone Status	Supplier	PO Number	PO LI	PO Status
						R >
						R >
						>
						B >
TEST	END OF LIFE	In Process			00000	>
						>
						R >
						R >



## Supplier Collaboration Hub (SCH) Milestone Management (Supplier Guide)

### Reviewing a Buyer Proposed Milestone, continued

- Review the **Milestone Details** on the top section of the screen

**Note:** You can click the **Back** button to navigate back to the *Work In* page

Task Description	LM Proposed Comp Date	Supplier Comp Date	LM Prop Value	Supplier Prop Value	Special Instructions	Attachments	Last Updated
EVALUATE EOL PART	10/30/2018	10/30/2018	1,000	10,000	Additional Comments(0)	+ (0)	
UPGRADE EOL PART	10/31/2018	10/31/2018	2,000	2,000	Additional Comments(0)	+ (0)	



## Supplier Collaboration Hub (SCH) Milestone Management (Supplier Guide)

### Reviewing a Buyer Proposed Milestone, continued

From the bottom section of the screen, you can view *Task Descriptions*, view or change *Proposed Completion Dates (Buyer and Supplier)*, *Proposed Values (Buyer and Supplier)*, *Special Instructions/comments* and add or view *Attachments*.

The screenshot displays the 'Milestone Management Supplier view' interface. At the top, there is a navigation bar with a 'Back' button and the title 'Milestone Management Supplier view'. Below this, the 'Milestone Details' section contains several fields: Milestone Description, Milestone Category, PO / PO LI, Quote Number, Supplier, Buyer, and Reminder. The main part of the screen is a table with the following columns: Task Description, LM Proposed Comp Date, Supplier Comp Date, LM Prop Value, Supplier Prop Value, Special Instructions, Attachments, and Last Updated. Two rows of milestones are visible, both highlighted with a red border. The first row is for 'EVALUATE EOL PART' with a proposed completion date of 10/30/2018, a supplier completion date of 10/30/2018, an LM proposed value of 1,000, and a supplier proposed value of 10,000. The second row is for 'UPGRADE EOL PART' with a proposed completion date of 10/31/2018, a supplier completion date of 10/31/2018, an LM proposed value of 2,000, and a supplier proposed value of 2,000. Both rows have 'Additional Comments(0)' and a '+ (0)' button for attachments. At the bottom right, there are 'Save' and 'Submit' buttons.

Task Description	LM Proposed Comp Date	Supplier Comp Date	LM Prop Value	Supplier Prop Value	Special Instructions	Attachments	Last Updated
EVALUATE EOL PART	10/30/2018	10/30/2018	1,000	10,000	Additional Comments(0)	+ (0)	
UPGRADE EOL PART	10/31/2018	10/31/2018	2,000	2,000	Additional Comments(0)	+ (0)	



## Supplier Collaboration Hub (SCH) Milestone Management (Supplier Guide)

### Reviewing a Buyer Proposed Milestone, Supplier Completion Date

You can use the **Supplier Comp Date** column and fields to alter supplier proposed dates for each of the milestone task items.

The screenshot shows the 'Milestone Management Supplier view' interface. It includes a 'Milestone Details' section with fields for Milestone Description, Milestone Category, PO / PO LI, Quote Number, Supplier, Buyer, and Reminder. Below this is a table of milestone tasks. The table has columns for Task Description, LM Proposed Comp Date, Supplier Comp Date, LM Prop Value, Supplier Prop Value, Special Instructions, Attachments, and Last Updated. Two rows are visible: 'EVALUATEEOL PART' and 'UPGRADE EOL PART'. The 'Supplier Comp Date' field for both rows is highlighted with a red box.

Task Description	LM Proposed Comp Date	Supplier Comp Date	LM Prop Value	Supplier Prop Value	Special Instructions	Attachments	Last Updated
EVALUATEEOL PART	10/30/2018	10/30/2018	1,000	10,000	Additional Comments(0)	+ (0)	
UPGRADE EOL PART	10/31/2018	10/31/2018	2,000	2,000	Additional Comments(0)	+ (0)	



## Supplier Collaboration Hub (SCH) Milestone Management (Supplier Guide)

### Reviewing a Buyer Proposed Milestone, Supplier Proposal Date

You can use the **Supplier Prop Value** column and fields to alter supplier proposed values for each of the milestone task items

The screenshot displays the 'Milestone Management Supplier view' interface. It includes a 'Milestone Details' section with fields for Milestone Description, Milestone Category, PO / PO U, Quote Number, Supplier, Buyer, and Reminder. Below this is a table of milestone tasks with the following columns: Task Description, LM Proposed Comp Date, Supplier Comp Date, LM Prop Value, Supplier Prop Value, Special Instructions, Attachments, and Last Updated. The 'Supplier Prop Value' column contains input fields with red borders, showing values of 10,000 and 2,000 for the first two tasks.

Task Description	LM Proposed Comp Date	Supplier Comp Date	LM Prop Value	Supplier Prop Value	Special Instructions	Attachments	Last Updated
EVALUATEEOL PART	10/30/2018	10/30/2018	1,000	10,000	Additional Comments(0)	+ (0)	
UPGRADE EOL PART	10/31/2018	10/31/2018	2,000	2,000	Additional Comments(0)	+ (0)	



## Supplier Collaboration Hub (SCH) Milestone Management (Supplier Guide)

### Reviewing a Buyer Proposed Milestone, Special Instructions & Comments

You can also add or view special instructions of comments for each of the task items.

- Click the **Additional Comments** link underneath the *Special Instructions* column

**Note:** Additional comments allow for buyer / supplier collaboration as comments are stored and tracked in a log.

Task Description	LM Proposed Comp Date	Supplier Comp Date	LM Prop Value	Supplier Prop Value	Special Instructions	Attachments	Last Updated
EVALUATEEOL PART	10/30/2018	10/30/2018	1,000	10,000	Additional Comments(0)	+ (0)	
UPGRADE EOL PART	10/31/2018	10/31/2018	2,000	2,000	Additional Comments(0)	+ (0)	

The Special Instructions pop-up will open.

- Enter your Special Instructions or comments, then click **Submit** to save

**Special Instructions**

Create New View List

Author	Date	Instructions
ZSCH_BUY1_MF	20180821	Please look at it and let us know

OK Cancel

---

**Special Instructions**

Enter your Special Instructions and then click 'Submit' to save.

Submit

**Special Instructions**

Author	Date	Instructions
No data		

OK Cancel



## Supplier Collaboration Hub (SCH) Milestone Management (Supplier Guide)

### Reviewing a Buyer Proposed Milestone, Special Instructions & Comments continued

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- Click **OK** or **Cancel** to navigate out of the *Special Instructions* pop-up





## Supplier Collaboration Hub (SCH) Milestone Management (Supplier Guide)

### Reviewing a Buyer Proposed Milestone, Attachments

You can also add or view *Attachments* for each task item.

- Click the plus (+) icon underneath the *Attachments* column

Task Description	LM Proposed Comp Date	Supplier Comp Date	LM Prop Value	Supplier Prop Value	Special Instructions	Attachments	Last Updated
EVALUATEEOL PART	10/30/2018	10/30/2018	1,000	10,000	Additional Comments(0)	+ (0)	
UPGRADE EOL PART	10/31/2018	10/31/2018	2,000	2,000	Additional Comments(0)	+ (0)	

An attachments screen will open.

- Click any of the attachment items to open and view

**Note:** To remove an attachment from the list, Click the (x) icon next to the attachment you wish to remove.

File Name	Created by	SIP Tags	Created Date
CERT.jpg	CRM_MIDDLEWR	1	01/09/2019



## Supplier Collaboration Hub (SCH) Milestone Management (Supplier Guide)

### Reviewing a Buyer Proposed Milestone, Attachments continued

- To remove an attachment from the list, Click the **(x)** icon next to the attachment you wish to remove
- To add an attachment to the list, click the **Browse** icon to browse your computer and select a file.
- Click **Upload File** to upload your selected file

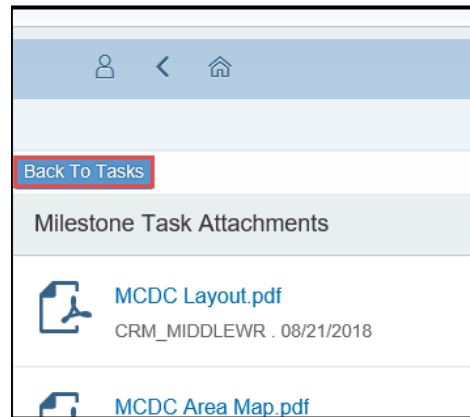




## Supplier Collaboration Hub (SCH) Milestone Management (Supplier Guide)

### Reviewing a Buyer Proposed Milestone, Attachments continued

- To navigate back to tasks, click the **Back To Tasks** button





## Supplier Collaboration Hub (SCH) Milestone Management (Supplier Guide)

### Reviewing a Buyer Proposed Milestone, Saving or Submitting

After reviewing the *Milestone Details* and reviewing the related tasks associated with the milestone, you can *Save* or *Submit* the milestone back to the buyer

- **Save:** Clicking *Save* will save a draft of this milestone. All milestones in draft status will appear back in the Supplier *In Work* Milestones list on the *Work In* page
- **Submit:** Clicking *Submit* will send the milestone (with your changes) to the buyer for acceptance
- Click **Submit** to submit the milestone back to the buyer

The screenshot displays the 'Milestone Management Supplier view' interface. At the top, there is a 'Back' button and a title 'Milestone Management Supplier view'. Below this, the 'Milestone Details' section includes fields for Milestone Description, Milestone Category, PO / PO LI, Quote Number, Supplier, Buyer, and Reminder. A second 'Milestone Details' section contains a table with the following columns: Task Description, LM Proposed Comp Date, Supplier Comp Date, LM Prop Value, Supplier Prop Value, Special Instructions, Attachments, and Last Updated. The table lists two tasks: 'EVALUATE EOL PART' and 'UPGRADE EOL PART'. At the bottom right, there are 'Save' and 'Submit' buttons.

Task Description	LM Proposed Comp Date	Supplier Comp Date	LM Prop Value	Supplier Prop Value	Special Instructions	Attachments	Last Updated
EVALUATE EOL PART	10/30/2018	10/30/2018	1,000	10,000	Additional Comments(0)	+ (0)	
UPGRADE EOL PART	10/31/2018	10/31/2018	2,000	2,000	Additional Comments(0)	+ (0)	



## Supplier Collaboration Hub (SCH) Milestone Management (Supplier Guide)

### Approved or Rejected Milestones

The submitted milestone has been sent to the buyer for deposition. If the buyer approves the milestone changes, the milestone will appear in the *Open Milestones* page with status of **Approved**.

**Note:** A LM buyer may approve a Milestone on behalf of the supplier.

Milestone Description	Milestone Cat...	Milestone Status	Supplier	PO Number	PO Item	PO Status
	SDRL	Approved				>
	SDRL	Approved				>
	SDRL	Approved				>
	SDRL	Approved				R >
	SDRL	Approved				R >
	SDRL	Approved				R >
	SDRL	Approved				R >
	SDRL	Approved				R >

If the buyer has made additional changes for your review, the milestone will appear back in the *Work In* page milestone list.

**Note:** Follow the guidance shown above to review the milestone tasks and re-submit to buyer

Milestone Description	Milestone Category	Milestone Status	Supplier	PO Number	PO LI	PO Status
						>
						>