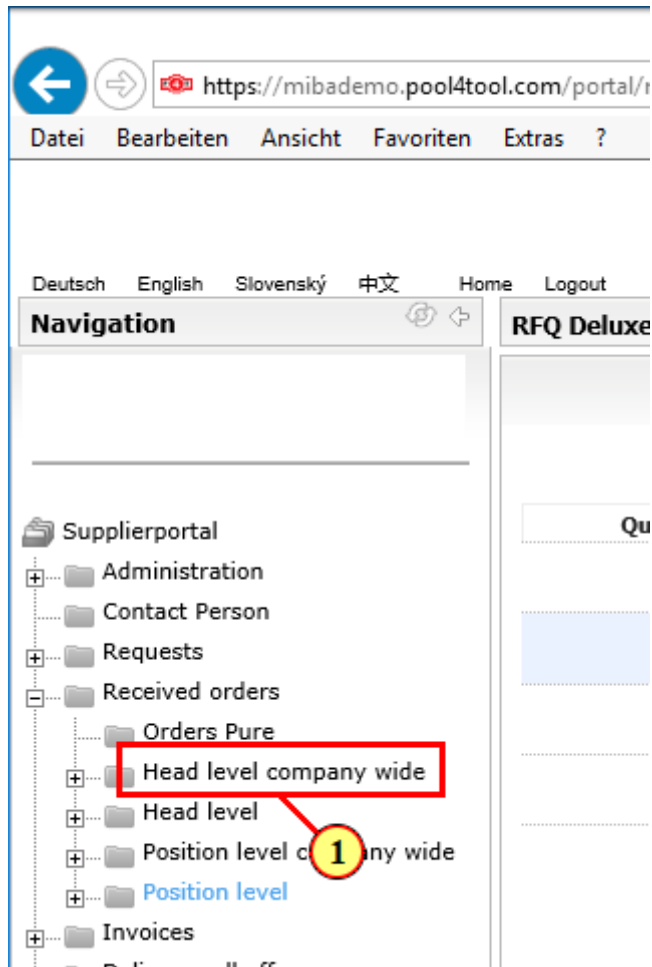


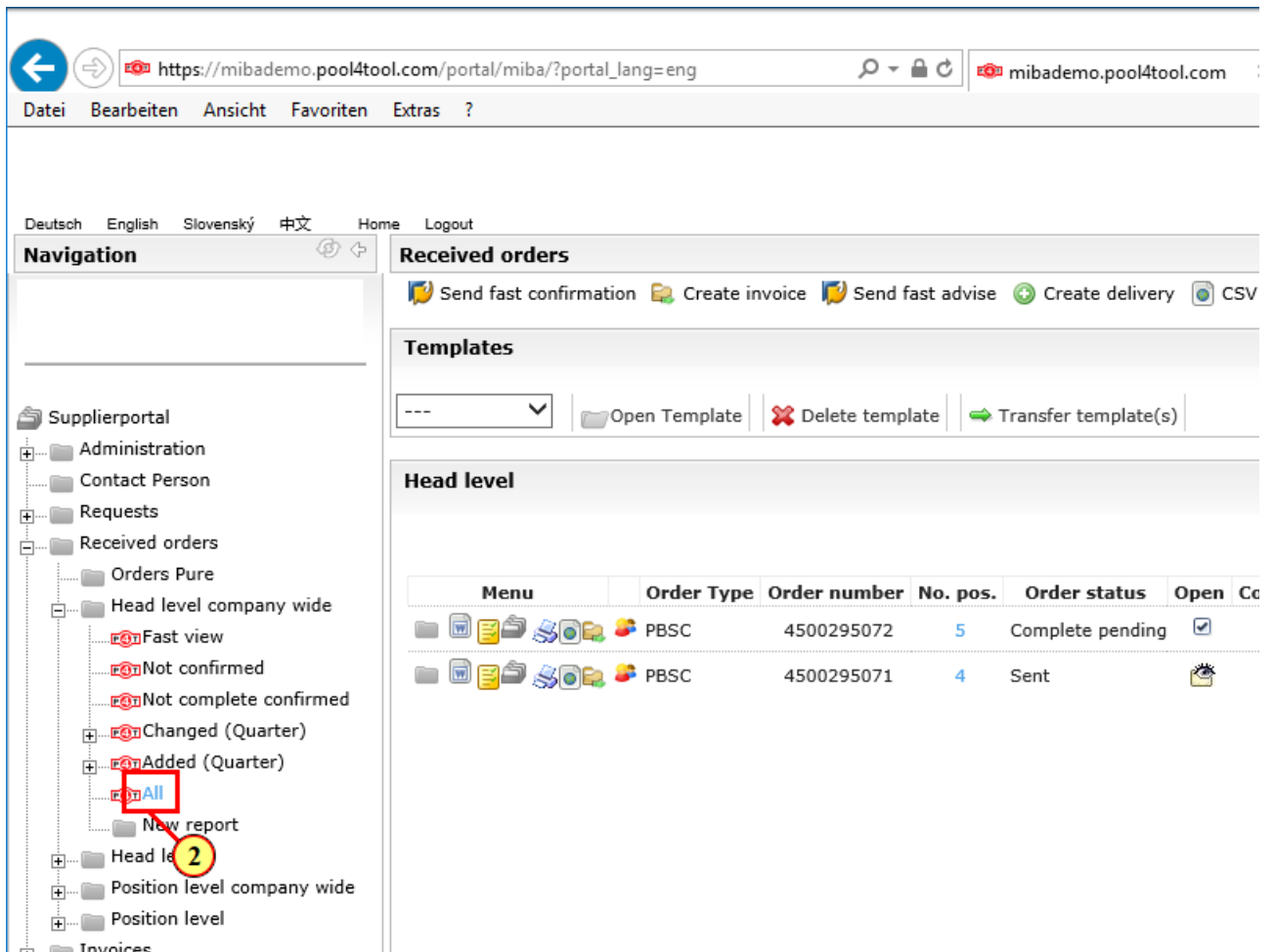
1 How to see my orders



(1) "Head level company wide" provides an overview of all Miba orders and all order positions.

You will also receive a separate e-mail for every order. Follow the link to get directly to the respective order.

Training Library - How to see my orders



Navigation: Administration, Contact Person, Requests, Received orders, Orders Pure, Head level company wide, Fast view, Not confirmed, Not complete confirmed, Changed (Quarter), Added (Quarter), **All**, New report, Head level, Position level company wide, Position level, Invoices.

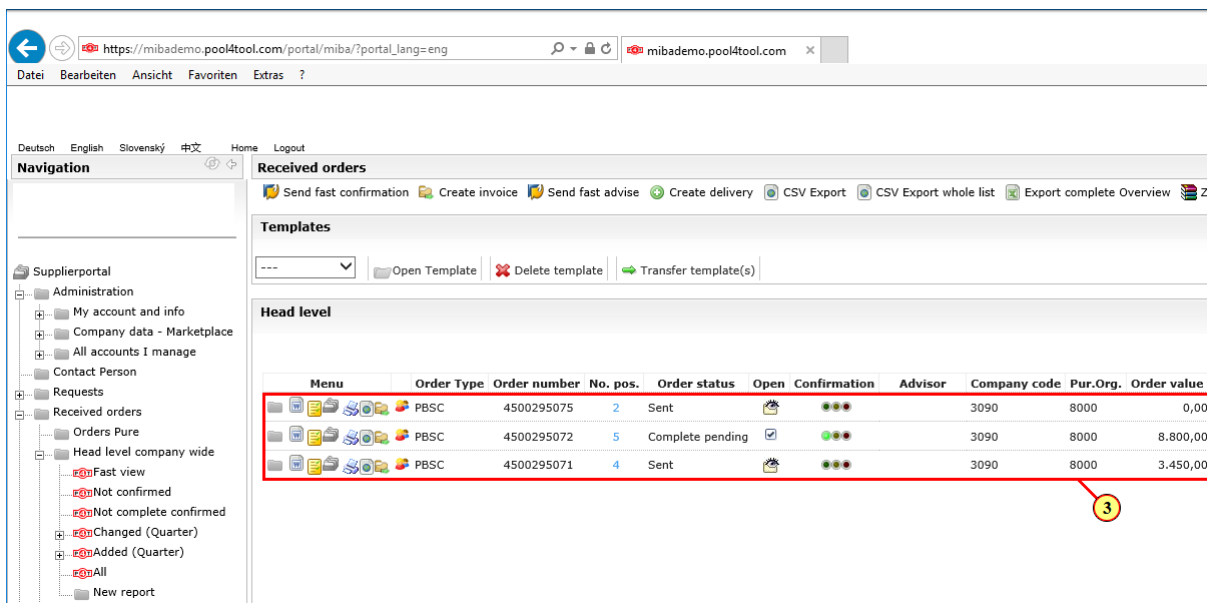
Received orders: Send fast confirmation, Create invoice, Send fast advise, Create delivery, CSV

Templates: ---, Open Template, Delete template, Transfer template(s)

Head level

Menu	Order Type	Order number	No. pos.	Order status	Open	Co
	PBSC	4500295072	5	Complete pending	<input checked="" type="checkbox"/>	
	PBSC	4500295071	4	Sent	<input type="checkbox"/>	

(2) Select "All".



Navigation: Administration, My account and info, Company data - Marketplace, All accounts I manage, Contact Person, Requests, Received orders, Orders Pure, Head level company wide, Fast view, Not confirmed, Not complete confirmed, Changed (Quarter), Added (Quarter), All, New report.

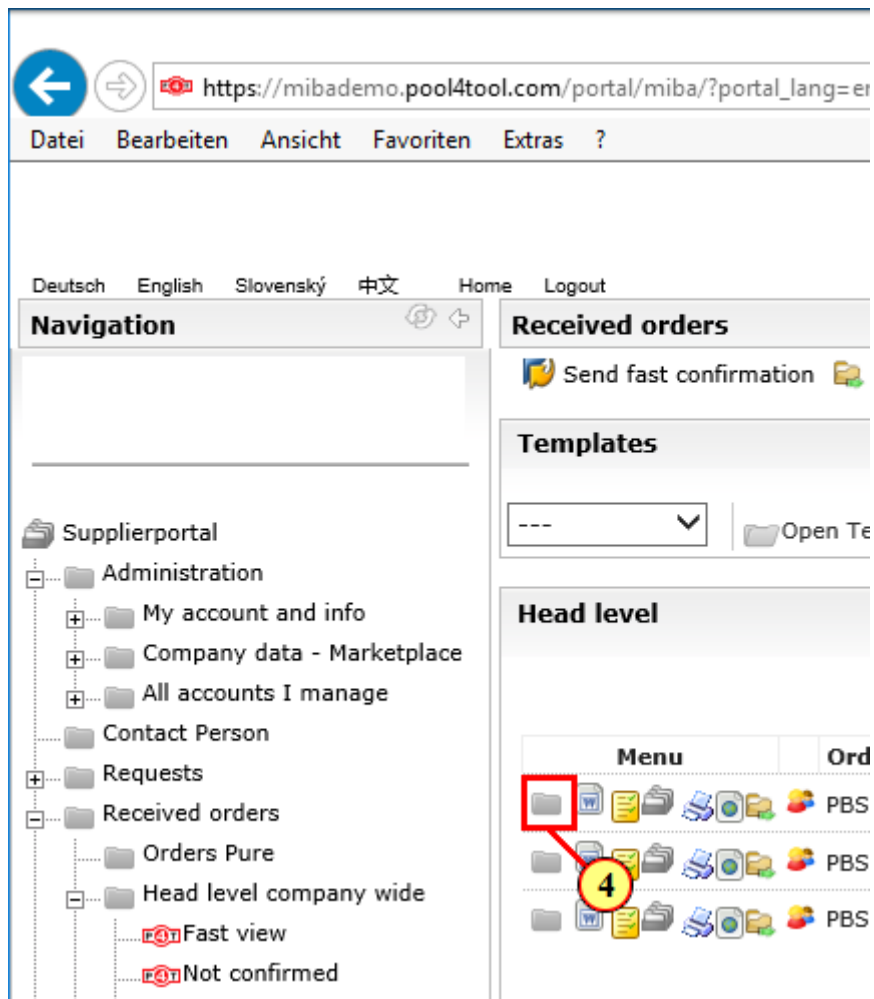
Received orders: Send fast confirmation, Create invoice, Send fast advise, Create delivery, CSV Export, CSV Export whole list, Export complete Overview

Templates: ---, Open Template, Delete template, Transfer template(s)







Head level

Menu	Order Type	Order number	No. pos.	Order status	Open	Confirmation	Advisor	Company code	Pur.Org.	Order value
	PBSC	4500295075	2	Sent	<input type="checkbox"/>	●●●		3090	8000	0,00
	PBSC	4500295072	5	Complete pending	<input checked="" type="checkbox"/>	●●●		3090	8000	8.800,00
	PBSC	4500295071	4	Sent	<input type="checkbox"/>	●●●		3090	8000	3.450,00

(3) Find here a list of all orders from Miba, with the most recent order on top of the list.



The screenshot shows a web browser window with the URL https://mibademo.pool4tool.com/portal/miba/?portal_lang=er. The page has a navigation menu on the left and a main content area on the right. The main content area is divided into several sections: 'Received orders' with a 'Send fast confirmation' button, 'Templates' with a dropdown menu and an 'Open Te' button, and 'Head level' which contains a table of orders.

Menu	Ord
	 PBS
	 PBS
	 PBS

(4) Click  to see the details and confirm the order.

<https://mibademo.pool4tool.com/?id=117690&print=-> - POOL4TOOL order request 4500295075 - Internet Explorer

Delivery address:
Miba Precision Components (China) Co., L
530 Xinglong Street
215024 Suzhou Industrial Park

Terms of delivery: DAP Suzhou
Payment conditions: within 90 days due net

Our purchasing conditions shall apply exclusively!
www.miba.com/purchasing
Please state purchase order no. on delivery notes and invoices!

Documents: [4500295075.pdf](#)

Pos.	Material # Quantity	Unit	Description
00010			Test order 1
	<input type="text" value="8,00"/>	ST	
	<input type="text" value="0,00"/>	ST	
00020			Test order item 2
	<input type="text" value="1,00"/>	ST	
Net total without VAT CNY			

This document is valid without signature.

Customer files
4500295075.pdf (2017-08-28)

Supplier confirmation number:

(5) Open the order document.

Innovation in Motion



Miba Precision Components (China) Co. Ltd. · No.530, Xinglong Street · 215024 Suzhou · Industrial Park · Jiangsu Province · P. R. China

Purchase Order (采购订单)

Order no. 4500295072
 Date 25.08.2017
 Your account 5018575
 Your sales person
 Your telephone number
 Your fax number

Ship to:
 苏州工业园区星龙街530号
 米巴精密零部件(中国)有限公司2号仓库

Bill to:
 苏州工业园区星龙街530号
 米巴精密零部件(中国)有限公司

Responsible
 Telephone
 Fax
 E-Mail
 Currency CNY

Delivery date: 01.09.2017
 Requester:
 Costcenter/order: 93051

Our purchasing conditions shall apply exclusively! 本采购订单仅受米巴通用采购条款约束。
http://www.miba.com/purchasing/china/purchasing_conditions_miba_cn.pdf
 Please state purchase order no. on delivery notes and invoices! 请务必在贵公司开具的发票和送货单上注明订单号码!

Item	Material	Description	Order qty.	Price per unit	Discount/Additional Charge	Net value
010		Sonstige Leistungen / Material DLB...	1 PC	5,300.00	1 PC	5,300.00

10 - POOL4TOOL order request 4500295075 - Internet Explorer



Order PO Number / Date 4500295075 / 2017-08-28 Our VAT registr. no.

.. L

.. L

due net

exclusively!

ivery notes and invoices!

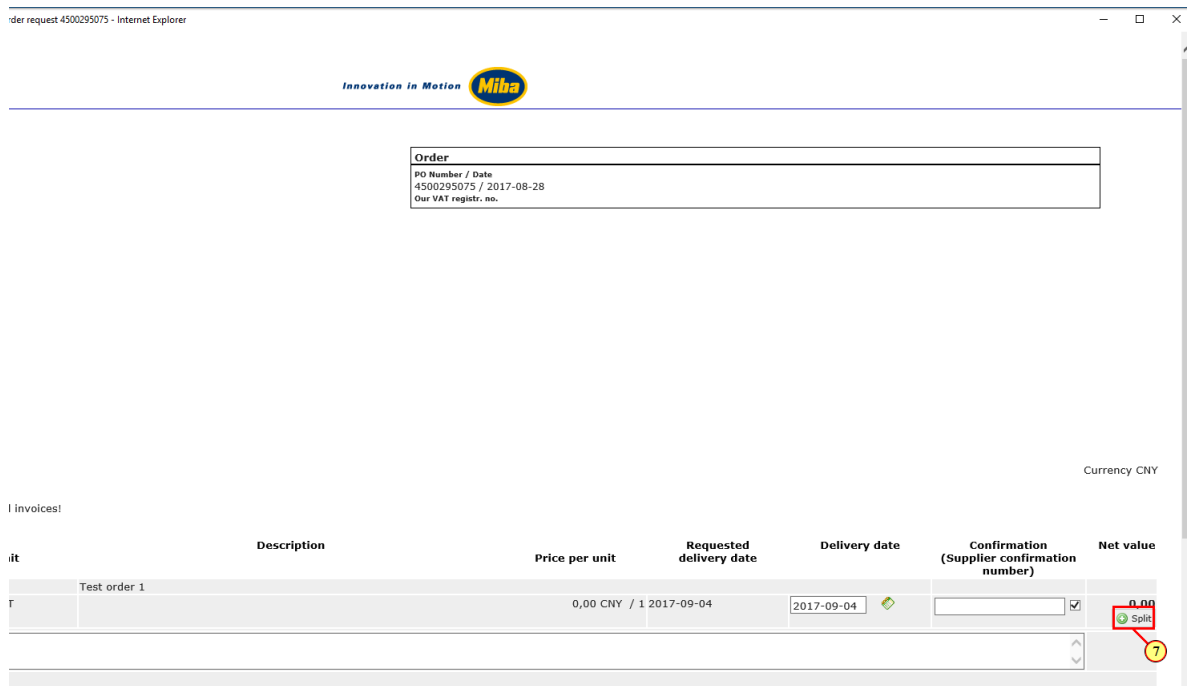
Currency

Unit	Description	Price per unit	Requested delivery date	Delivery date	Confirmation (Supplier confirmation number)	Net v
ST	Test order 1	0,00 CNY / 1	2017-09-04	2017-09-04	Test	


(6) Fill in your confirmation number.

Training Library - How to see my orders

This field is just open if Miba requires an electronic order confirmation. In that case it has to be filled mandatory.



Order request 4500295075 - Internet Explorer

Innovation in Motion 

Order
 PO Number / Date
 4500295075 / 2017-08-28
 Our VAT registr. no.

Currency CNY

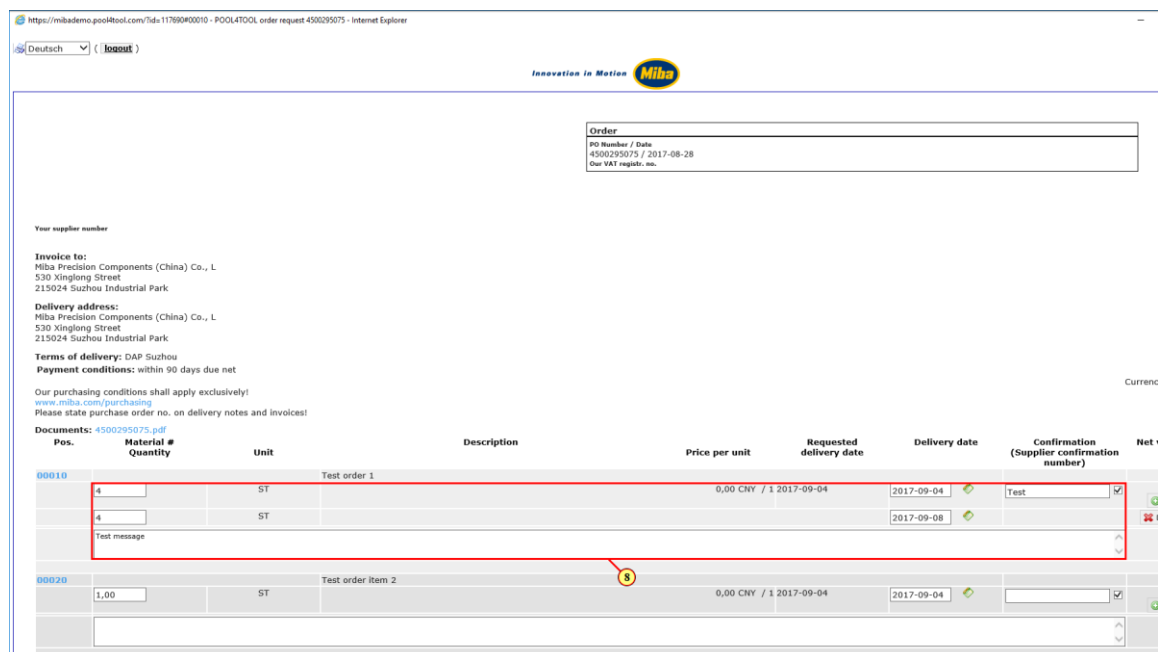
1 invoices!

Item	Description	Price per unit	Requested delivery date	Delivery date	Confirmation (Supplier confirmation number)	Net value
	Test order 1	0,00 CNY / 1	2017-09-04	2017-09-04	<input type="checkbox"/>	0,00

7


(7) Click **Split** to state different delivery dates for a position with more items.

The price cannot be altered.



https://mibademo-pool4tool.com/Ida=117690400010 - POOL4TOOL_order request 4500295075 - Internet Explorer

Deutsch

Innovation in Motion 

Order
 PO Number / Date
 4500295075 / 2017-08-28
 Our VAT registr. no.

Your supplier number

Invoice to:
 Miba Precision Components (China) Co., L
 530 Xinglong Street
 215024 Suzhou Industrial Park

Delivery address:
 Miba Precision Components (China) Co., L
 530 Xinglong Street
 215024 Suzhou Industrial Park

Terms of delivery: DAP Suzhou
Payment conditions: within 90 days due net

Our purchasing conditions shall apply exclusively!
www.miba.com/purchasing
 Please state purchase order no. on delivery notes and invoices!

Documents: 4500295075.pdf

Pos.	Material #	Quantity	Unit	Description	Price per unit	Requested delivery date	Delivery date	Confirmation (Supplier confirmation number)	Net v
00010				Test order 1	0,00 CNY / 1	2017-09-04	2017-09-04	Test	
	4		ST				2017-09-08		
	Test message								
00020				Test order item 2	0,00 CNY / 1	2017-09-04	2017-09-04		
	1,00		ST						

8

(8) Insert the respective quantities and the according delivery dates. Add a notice if necessary.

Training Library - How to see my orders

https://mibademo.pool4tool.com/?id=117690#00010 - POOL4TOOL order request 4500295075 - Internet Explorer

Terms of delivery: LAF 302100
Payment conditions: within 90 days due net

Our purchasing conditions shall apply exclusively!
www.miba.com/purchasing
 Please state purchase order no. on delivery notes and invoices!

Documents: [4500295075.pdf](#)

Pos.	Material # Quantity	Unit	Description	Price per unit	Requested delivery date	Delivery date	Confirmation (Supplier confirmation number)	Net v
00010	4	ST	Test order 1	0,00 CNY / 1	2017-09-04	2017-09-04	Test	
	4	ST				2017-09-08		
	Test message							
00020	1,00	ST	Test order item 2	0,00 CNY / 1	2017-09-04	2017-09-04	Test	
	Net total without VAT CNY							

This document is valid without signature.

Customer files: [4500295075.pdf \(2017-08-28\)](#) Supplier files

upload

Supplier confirmation number:

Save and send back

Print

(Last sent back: never)

(9) Handle all other positions in the same manner.

https://mibademo.pool4tool.com/?id=117690#00010 - POOL4TOOL order request 4500295075 - Internet Explorer

Terms of delivery: LAF 302100
Payment conditions: within 90 days due net

Our purchasing conditions shall apply exclusively!
www.miba.com/purchasing
 Please state purchase order no. on delivery notes and invoices!

Documents: [4500295075.pdf](#)

Pos.	Material # Quantity	Unit	Description	Price p
00010	4	ST	Test order 1	
	4	ST		
	Test message			
00020	1,00	ST	Test order item 2	
	Net total without VAT CNY			

This document is valid without signature.

Customer files: [4500295075.pdf \(2017-08-28\)](#) Supplier files

upload

Supplier confirmation number:

Save and send back

Print 10

(Last sent back: never)

(10) Click **Save and send back**.



Should you have any additional questions that are not answered in this tutorial please watch the further tutorials or contact the Pool4Tool Support.

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- USA: +1 248 244 0851 210
- China: +65 856 280 60 (Singapore)