BlueScope Connect®

Create a sales order

Quick Reference Guide

BlueScope

How to create a sales order

1. **Click the Order Management Menu and select 'Sales Orders Placement'**

2. **Click on 'Create Sales Order'**

3. **Populate Sales Order Header details**

   Step 1 Select the Customer and Delivery Address by clicking the 'Search Icon'

   Step 2 Populate Customer Requisition No (and Deal ID if applicable)

   Step 3 Click Next to proceed

   Fields with a red Asterix (*) must be populated.

4. **Add Customer Part Numbers (CPN's)**

   Step 1 Click 'Select CPN's"

   Step 2 Search for CPNs using filter boxes at top, or scrolling through pages, or search function

   Step 3 Populate the select item field, indicating how many lines of product you would like to order per product. This will automatically add to your basket. Items will appear in Cart on top right of screen if you hover over the cart icon

   Step 4 Repeat Step 1-3 to add each new line item onto the Sales Order

   Step 5 Click 'Add to Order' at bottom of page to complete adding CPNs and return to main screen

5. **To Confirm Sales Order Lines**

   Step 1 In the Grey Section, add amount of product you wish to order (tonne or eaches) and required delivery date

   Step 2 When ready to confirm each order line, press 'Save' for each individual line one at a time

   Step 3 Once you have saved an Order Line, it will automatically move down to Confirmed Sales Order Lines

   Step 4 Complete Steps 1-3 for all Order Items

6. **Submit an order**

   Step 1 Review the Details and Sales Order Lines, at this point you can still edit or remove

   Step 2 Review the BlueScope Terms & Conditions of Sale via the hyperlink. Tick the 'Agree to Terms' box and click 'Submit'

   Step 3 Sales Order message confirmed, along with providing the newly created Sales Order Number

Hints & tips

- You can click on 'Select CPN's' box to place additional products at any time. Note: Customer cannot be changed in the header.
- The **Customer Part Number** (CPN) field will auto-populate the **Product** and applicable fields of **Width, Length** and **Unit Mass**.
- Confirmed orders can be viewed in Sales Orders under the Order Management menu bar.
- Contact your BlueScope Customer Service team for assistance with BlueScope Connect.