

BlueScope Connect

Step by Step Work Instructions

How to Create a Sales Order

1. Sales Order Placement - Create Sales Orders

Creating a Sales Order is a very popular page on BlueScope Connect®. This section provides instructions for creating, editing, and submitting sales orders.

The Create Sales Order process consists of the following steps



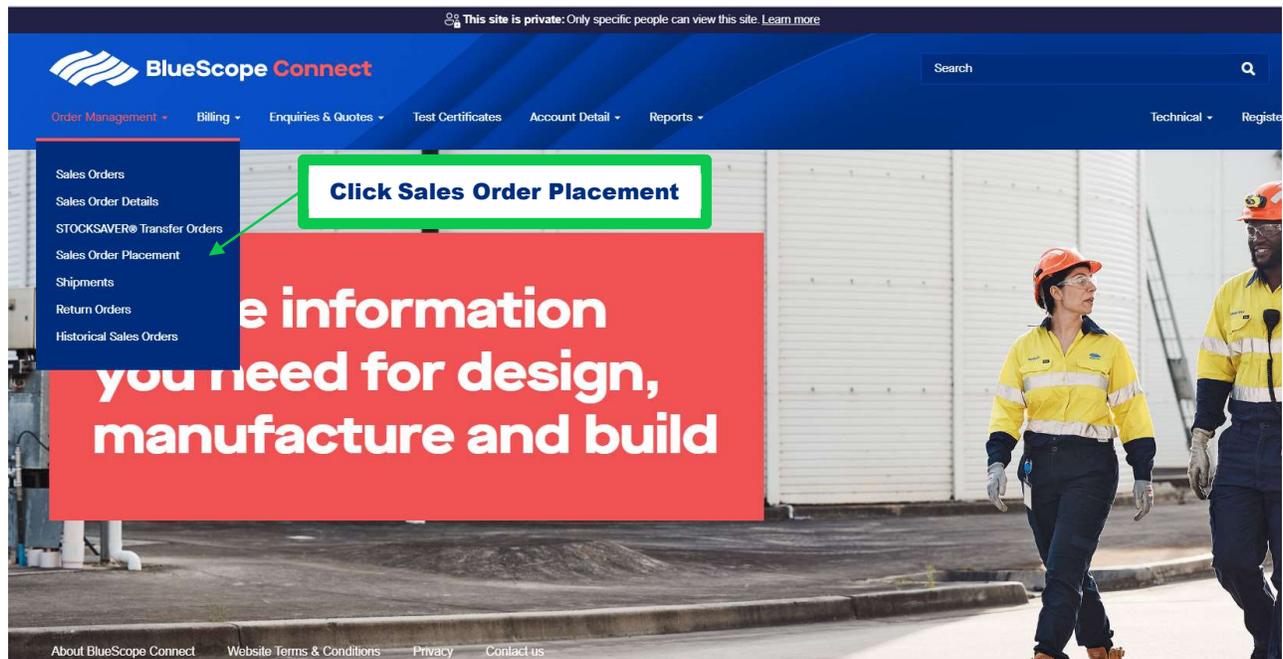
1.1. Create a Sales Order

Click on 'Order Management' and select 'Sales Order Placement'.

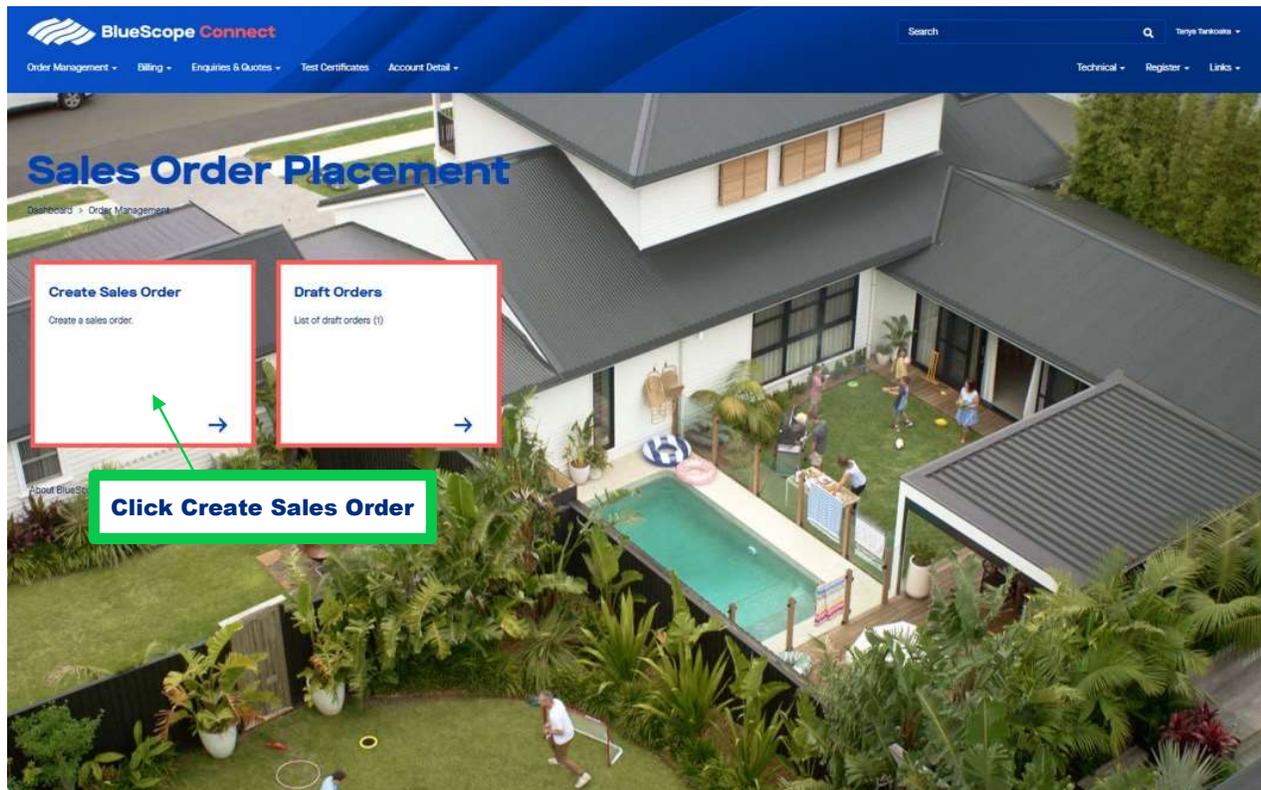
The Sales Order Placement comprises of two sub-categories:

1. Create a Sales Order	Sales order creation
2. Draft Orders	Sales orders awaiting submission

Step 1 Select 'Sales Order Placement'



Step 2 Click on 'Create Sales Order'



1.2. Populate Sales Order Details

To create a single sales order, the sales order details must first be created.

This consists of customer information linked to each sales order line within the order. All fields marked with a red Asterisk * (The Customer, Customer Req No and Delivery Address) must be populated to proceed to creating sales order lines.



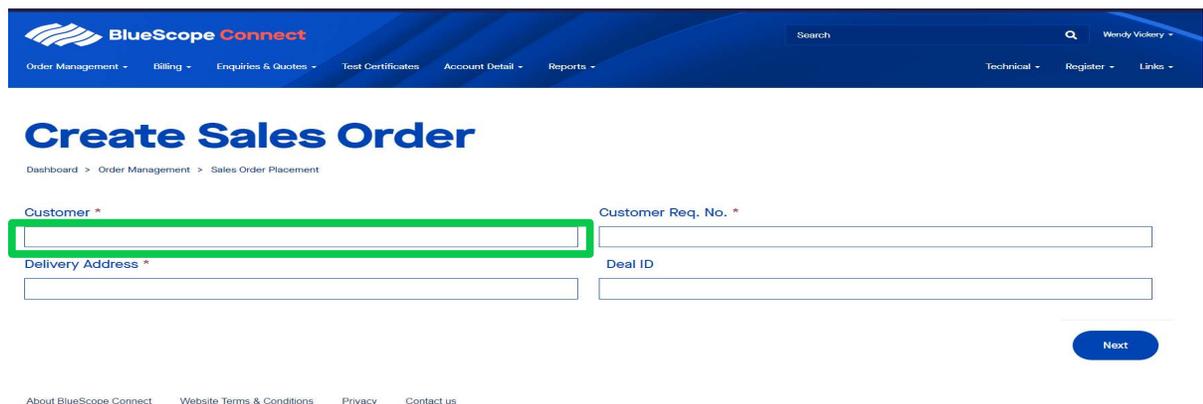
Create Sales Order

Dashboard > Order Management > Sales Order Placement

Customer *	Customer Req. No. *
Delivery Address *	Deal ID

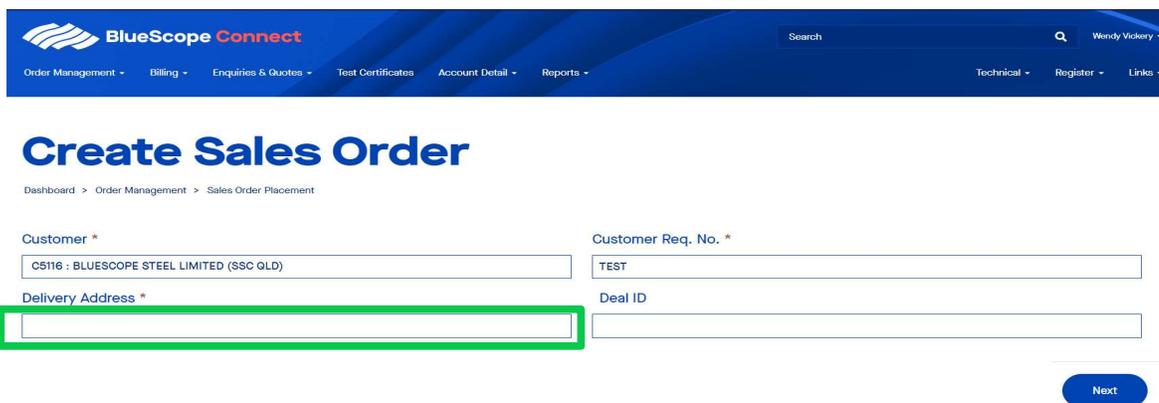
Field Name	Description
Customer*	This field contains the Customer Name, Customer Code, City & State
Customer Requisition No.*	This is the customers' purchase order number.
Delivery Address*	Destination the order will be delivered
Deal ID	Deal ID is a reference number provided by BlueScope for specific offers. If an offer has a Deal ID, this must be entered to ensure the order has the correct lead-time, MOQ and price assigned.

Step 1 Populate **Customer** by clicking in the box below Customer. This will display all applicable records. Highlight the required detail and click to populate the customer details. *(This section may be pre-populated if the user has completed the default customer code)*



Step 2 Populate **Customer Requisition No.** by referencing customer purchase order.

Step 3 Populate **Delivery Address**. Click in the box below Delivery Address to display the corresponding delivery address(s). Highlight the required address and click to populate the Delivery address



The screenshot shows the 'Create Sales Order' page in the BlueScope Connect system. The navigation bar at the top includes the BlueScope Connect logo, a search bar, and user information 'Wendy Vickery'. The main heading is 'Create Sales Order' with a breadcrumb trail: 'Dashboard > Order Management > Sales Order Placement'. The form contains four input fields: 'Customer *' with the value 'C5116 : BLUESCOPE STEEL LIMITED (SSC QLD)', 'Customer Req. No. *' with the value 'TEST', 'Delivery Address *' which is highlighted with a green border, and 'Deal ID'. A blue 'Next' button is located at the bottom right of the form.

Step 4 If applicable, populate **Deal ID**.

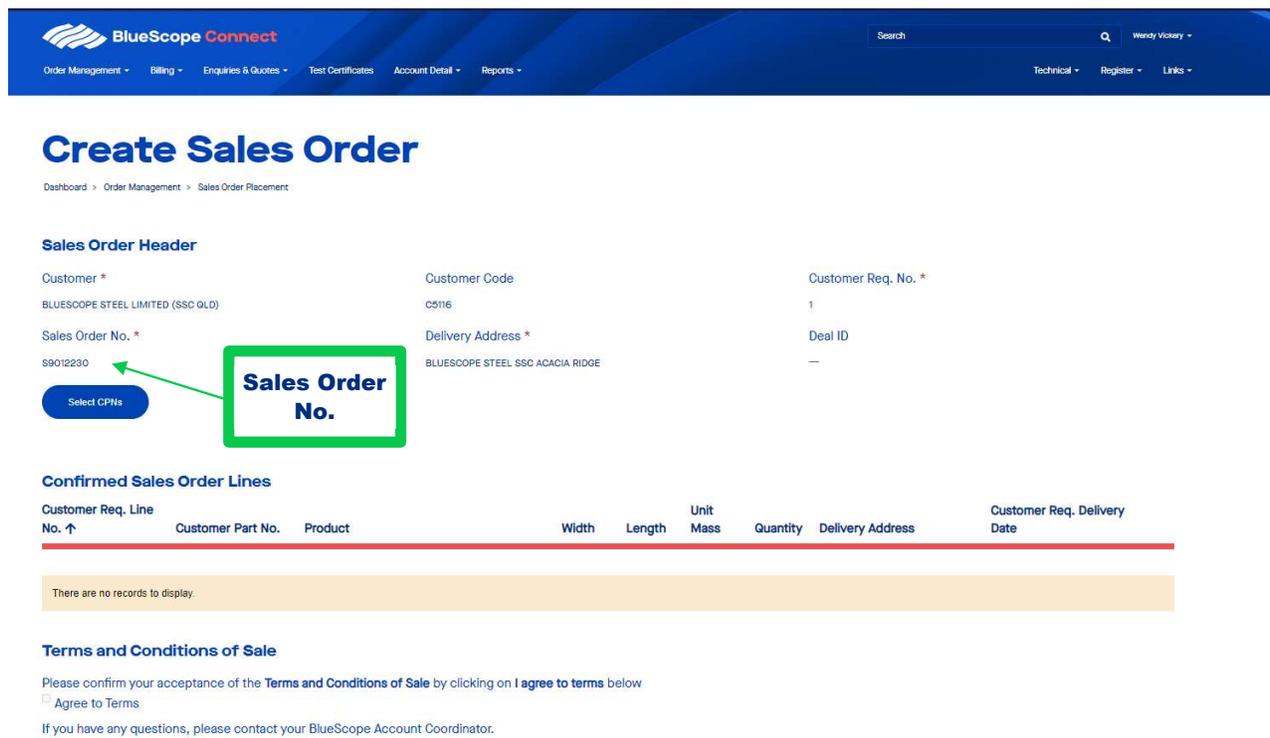
Step 5 If all required fields have been populated, select 'Next' to proceed.

If Customer name or Delivery address details are not visible in the respective drop-down lists, contact your BlueScope customer service representative.

Once the user clicks to the next screen, they can select Previous to revert to the Sales Order Header screen at any time. However, the Customer selected cannot be changed.

2. Sales Order Header

Once you have completed the details, selecting “Next” will take you to the Sales Order Header. This page will display your Order number and associated details



BlueScope Connect

Order Management - Billing - Enquiries & Quotes - Test Certificates - Account Detail - Reports - Search - Wendy Vickery - Technical - Register - Links

Create Sales Order

Dashboard > Order Management > Sales Order Placement

Sales Order Header

Customer *
BLUESCOPE STEEL LIMITED (SSC QLD)

Customer Code
C5116

Customer Req. No. *
1

Sales Order No. *
S9012230

Delivery Address *
BLUESCOPE STEEL SSC ACACIA RIDGE

Deal ID
—

Select CPNs

Confirmed Sales Order Lines

Customer Req. Line No. ↑	Customer Part No.	Product	Width	Length	Unit Mass	Quantity	Delivery Address	Customer Req. Delivery Date
There are no records to display.								

Terms and Conditions of Sale

Please confirm your acceptance of the **Terms and Conditions of Sale** by clicking on **I agree to terms** below

Agree to Terms

If you have any questions, please contact your BlueScope Account Coordinator.

Field Name	Description
Customer	Customer Name
Customer Code	Customer Code
Customer Requisition Numbers	Customer Req Number / Purchase Order Number
Sales Order Number	The Sales Order number for the order you are about to place
Delivery Address	Delivery Address each item will be sent to – this can be changed on the following page if required

3. Select Customer Part Numbers (Select CPN's)

Once all fields contain the correct information, it is time to add the Customer Part Numbers.

Customer Part Numbers refers to each line item within a purchase order.

Step 1 Click 'Select CPN's'



Create Sales Order

Dashboard > Order Management > Sales Order Placement

Sales Order Header

Customer *	Customer Code	Customer Req. No. *
BLUESCOPE STEEL LIMITED (SSC QLD)	C5116	1
Sales Order No. *	Delivery Address *	Deal ID
S9012230	BLUESCOPE STEEL SSC ACACIA RIDGE	—



Confirmed Sales Order Lines

Customer Req. Line No. ↑	Customer Part No.	Product	Width	Length	Unit Mass	Quantity	Delivery Address	Customer Req. Delivery Date
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There are no records to display.

Terms and Conditions of Sale

Please confirm your acceptance of the **Terms and Conditions of Sale** by clicking on **I agree to terms** below

Agree to Terms

If you have any questions, please contact your BlueScope Account Coordinator.

Step 2 A list of CPN's will display

To search on partial text, use the asterisk(*) wildcard character.

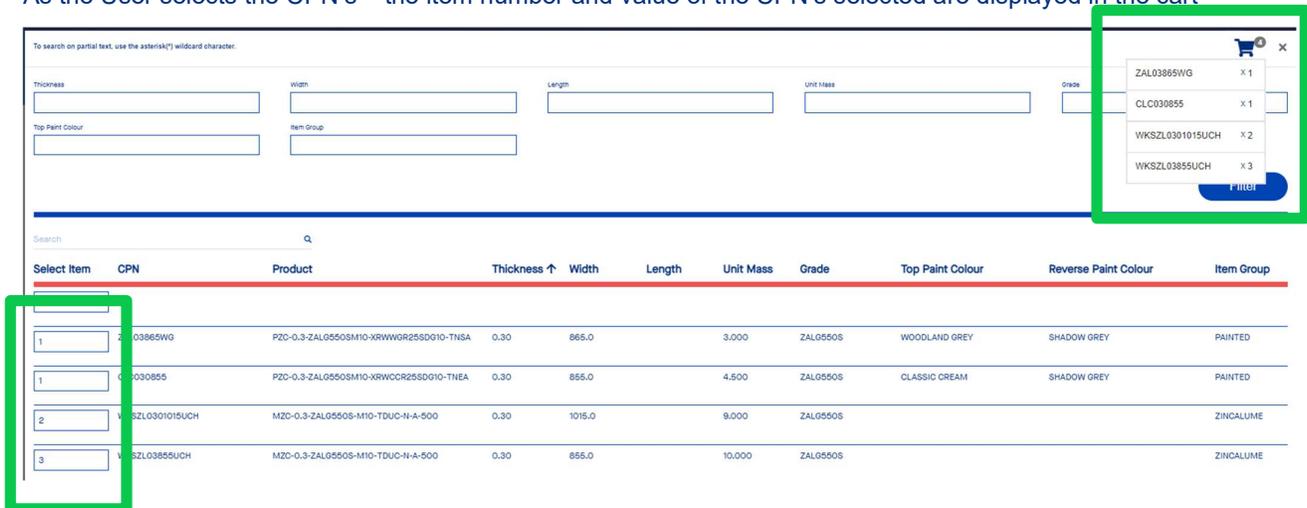
Thickness	Width	Length	Unit Mass	Grade
<input type="text"/>				
Top Paint Colour	Item Group			
<input type="text"/>	<input type="text"/>			

Filter

Select Item	CPN	Product	Thickness ↑	Width	Length	Unit Mass	Grade	Top Paint Colour	Reverse Paint Colour	Item Group
<input type="text"/>	ZAL03866W0	PZ0-0.3-ZAL0660GM10-XRWWR026SD010-TNEA	0.30	865.0		3.000	ZAL0660	WOODLAND GREY	SHADOW GREY	PAINTED
<input type="text"/>	CLC030855	PZ0-0.3-ZAL0550SM10-XRWCCR25SD010-TNEA	0.30	865.0		4.500	ZAL0550S	CLASSIC CREAM	SHADOW GREY	PAINTED
<input type="text"/>	WKSZL0301015UCH	MZ0-0.3-ZAL0550S-M10-TDUC-N-A-500	0.30	1015.0		9.000	ZAL0550S			ZINCALUME
<input type="text"/>	WKSZL03855UCH	MZ0-0.3-ZAL0550S-M10-TDUC-N-A-500	0.30	865.0		10.000	ZAL0550S			ZINCALUME
<input type="text"/>	03910ZALUMEG300	MZ0-0.3-ZALUMEG300-M15-TDN-S-A-500	0.30	910.0		9.000	ZALUMEG300			ZINCALUME
<input type="text"/>	WKSZL03855	MZ0-0.3-ZALUMEG0550-M12-TDN-E-A-500	0.30	865.0		6.100	ZALUMEG0550			ZINCALUME
<input type="text"/>	0.3x8550500SMON	PZ0-0.3-ZAL0550SM10-XRWMMT25SD010-TNEA	0.30	865.0		4.500	ZAL0550S	MONUMENT	SHADOW GREY	PAINTED
<input type="text"/>	0.3x8550500SPEC	PZ0-0.3-ZAL0550SM10-XRWPEU25SD010-TNEA	0.30	865.0		4.500	ZAL0550S	PALE EUCALYPT	SHADOW GREY	PAINTED

Field Name	Description
Thickness	Search by Thickness of Product
Width	Search by Width of Product
Length	Search by Length of Product
Unit Mass	Search by Unit Mass
Grade	Search by Grade
Top Paint Colour	Search by Top Paint Colour
Item Group	Search by Item Group
Select Item	<p>Numbers can be placed in the Select Item Box <input type="checkbox"/></p> <p>This number translates to the line item. E.g. if the same product is to be delivered on two different dates, place 2 in the Select item box. This will translate to two different line items on the order which can either be delivered to two different Delivery addresses or can be delivered on different dates.</p>

As the User selects the CPN's – the item number and value of the CPN's selected are displayed in the cart



The screenshot shows a search interface with filters for Thickness, Width, Length, Unit Mass, Grade, Top Paint Colour, and Item Group. Below the filters is a table of search results. A shopping cart overlay is visible in the top right corner, showing the items selected in the cart.

Select Item	CPN	Product	Thickness ↑	Width	Length	Unit Mass	Grade	Top Paint Colour	Reverse Paint Colour	Item Group
<input type="text" value="1"/>	ZAL03865WG	PZC-0.3-ZALG550SM10-XRWWGR25SDG10-TNSA	0.30	865.0		3.000	ZALG550S	WOODLAND GREY	SHADOW GREY	PAINTED
<input type="text" value="1"/>	CLC030855	PZC-0.3-ZALG550SM10-XRWCCR25SDG10-TNEA	0.30	855.0		4.500	ZALG550S	CLASSIC CREAM	SHADOW GREY	PAINTED
<input type="text" value="2"/>	WKSZL0301015UCH	MZC-0.3-ZALG550S-M10-TDUC-N-A-500	0.30	1015.0		9.000	ZALG550S			ZINGALUME
<input type="text" value="3"/>	WKSZL03855UCH	MZC-0.3-ZALG550S-M10-TDUC-N-A-500	0.30	855.0		10.000	ZALG550S			ZINGALUME

The shopping cart overlay shows the following items:

- ZAL03865WG x 1
- CLC030855 x 1
- WKSZL0301015UCH x 2
- WKSZL03855UCH x 3

Step 3 Once all CPN's have been selected – select “Add to Order”

<input type="text"/>	ZL0035940	MZC-0.35-ZALUME0550-M12-TDN-E-A-500	0.35	940.0	5.000	ZALUME0550			ZINCALUME
<input type="text"/>	WKSZL035940SBRAND	MZC-0.35-ZALUME0550-M12-TDN-S-A-500	0.35	940.0	5.000	ZALUME0550			ZINCALUME
<input type="text"/>	035940JASPERDS	PZC-0.35-ZAL0550SM10-XFUPR25JPR25-TNCA	0.35	940.0	5.000	ZAL0550S	JASPER	JASPER	PAINTED
<input type="text"/>	0350940DEEPOCEANDS	PZC-0.35-ZAL0550SM10-XFPD0N25D0N25-TNCA	0.35	940.0	3.500	ZAL0550S	DEEP OCEAN	DEEP OCEAN	PAINTED
<input type="text"/>	0350940BUSHLANDDS	PZC-0.35-ZAL0550SM10-XFPBLD25BLD25-TNCA	0.35	940.0	3.500	ZAL0550S	BUSHLAND	BUSHLAND	PAINTED
<input type="text"/>	035940DUNEDS	PZC-0.35-ZAL0550SM10-XFPD0N25DUN25-TNCA	0.35	940.0	5.000	ZAL0550S	DUNE	DUNE	PAINTED
<input type="text"/>	0350940MANORREDDS	PZC-0.35-ZAL0550SM10-XFPMDR25MDR25-TNCA	0.35	940.0	3.500	ZAL0550S	MANOR RED	MANOR RED	PAINTED
<input type="text"/>	03509400505ESTATEDS	PZC-0.35-ZAL0550SM10-XFPEST25EST25-TNCA	0.35	940.0	5.000	ZAL0550S	ESTATE	ESTATE	PAINTED
<input type="text"/>	0350940EVENINGHAZEDS	PZC-0.35-ZAL0550SM10-XFPEH25EH25-TNCA	0.35	940.0	5.000	ZAL0550S	EVENING HAZE	EVENING HAZE	PAINTED

Click Add to Order

Step 4. Add the following details per line:

- i. Cust Req. Line No
- ii. Quantity – Amount of product required
- iii. Delivery Address – This will be pre-populated as per details entered in the Order Header (Step 3.2). This can be changed, per line, by selecting an alternative address from the pre-populated drop-down box.
- iv. Delivery Date – Date the Product is required. This date can be different for each line item.
- v. Select “Save” after the completion of each line.

Search Wendy Victory ▼

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Sales Order Header

Customer * Customer Code Customer Req. No. *

BLUESCOPE STEEL LIMITED (SSC QLD) C5116

Sales Order No. * Delivery Address *

S9012230 BLUESCOPE STEEL SSC ACACIA RIDGE

Add details to each line

Cust. Part No.	Product	Width	Length	Unit Mass	Unit	Cust. Req. Line No. *	Quantity*	Delivery Address*	Delivery Date*	
WKSZL030101SUCH	MZC-0.3-ZAL0550S-M10-TDUC-N-A-500	1015.0		9.000	t	<input type="text"/>	<input type="text" value="9.000"/>	BLUESCOPE STEEL SSC ACACIA RIDGE	<input type="text" value="dd/mm/yyyy"/>	<input type="button" value="Save"/> <input type="button" value="Remove"/>
WKSZL030101SUCH	MZC-0.3-ZAL0550S-M10-TDUC-N-A-500	1015.0		9.000	t	<input type="text"/>	<input type="text" value="9.000"/>	BLUESCOPE STEEL SSC ACACIA RIDGE	<input type="text" value="dd/mm/yyyy"/>	<input type="button" value="Save"/> <input type="button" value="Remove"/>
WKSZL03855UCH	MZC-0.3-ZAL0550S-M10-TDUC-N-A-500	855.0		10.000	t	<input type="text"/>	<input type="text" value="10.000"/>	BLUESCOPE STEEL SSC ACACIA RIDGE	<input type="text" value="dd/mm/yyyy"/>	<input type="button" value="Save"/> <input type="button" value="Remove"/>
WKSZL03855UCH	MZC-0.3-ZAL0550S-M10-TDUC-N-A-500	855.0		10.000	t	<input type="text"/>	<input type="text" value="10.000"/>	BLUESCOPE STEEL SSC ACACIA RIDGE	<input type="text" value="dd/mm/yyyy"/>	<input type="button" value="Save"/> <input type="button" value="Remove"/>
WKSZL03855UCH	MZC-0.3-ZAL0550S-M10-TDUC-N-A-500	855.0		10.000	t	<input type="text"/>	<input type="text" value="10.000"/>	BLUESCOPE STEEL SSC ACACIA RIDGE	<input type="text" value="dd/mm/yyyy"/>	<input type="button" value="Save"/> <input type="button" value="Remove"/>

Confirmed Sales Order Lines

Customer Req. Line No. ↑	Customer Part No.	Product	Width	Length	Unit Mass	Quantity	Delivery Address	Customer Req. Delivery Date

Step 5. Selecting “Save” on each line will transfer the associated line to the Confirmed Sales Order Lines Line.

Confirmed Sales Order Lines

Customer Req. Line No. ↑	Customer Part No.	Product	Width	Length	Unit Mass	Quantity	Delivery Address	Customer Req. Delivery Date
1	WKSZL0301015UCH	MZC-0.3-ZALG550S-M10-TDUC-N-A-500	1015.0		9.000	9.000	BLUESCOPE STEEL SSC ACACIA RIDGE	27/7/2023
2	CLC030855	PZC-0.3-ZALG550SM10-XRWCCR25SDG10-TNEA	855.0		4.500	4.500	BLUESCOPE STEEL SSC ACACIA RIDGE	29/7/2023
2	WKSZL0301015UCH	MZC-0.3-ZALG550S-M10-TDUC-N-A-500	1015.0		9.000	9.000	BLUESCOPE STEEL SSC ERSKINE PARK	3/8/2023
3	WKSZL03855UCH	MZC-0.3-ZALG550S-M10-TDUC-N-A-500	855.0		10.000	10.000	BLUESCOPE STEEL SSC ACACIA RIDGE	31/8/2023
4	WKSZL03855UCH	MZC-0.3-ZALG550S-M10-TDUC-N-A-500	855.0		10.000	10.000	BLUESCOPE STEEL SSC FORRESTFIELD	24/7/2023
5	WKSZL03855UCH	MZC-0.3-ZALG550S-M10-TDUC-N-A-500	855.0		10.000	10.000	BLUESCOPE STEEL SSC ACACIA RIDGE	28/7/2023
8	ZAL03865WG	PZC-0.3-ZALG550SM10-XRWWR25SDG10-TNSA	865.0		3.000	3.000	BLUESCOPE STEEL SSC ACACIA RIDGE	3/8/2023

Terms and Conditions of Sale

Please confirm your acceptance of the **Terms and Conditions of Sale** by clicking on I agree to terms below

Agree to Terms

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4. To Remove or Edit an additional Sales Order Line

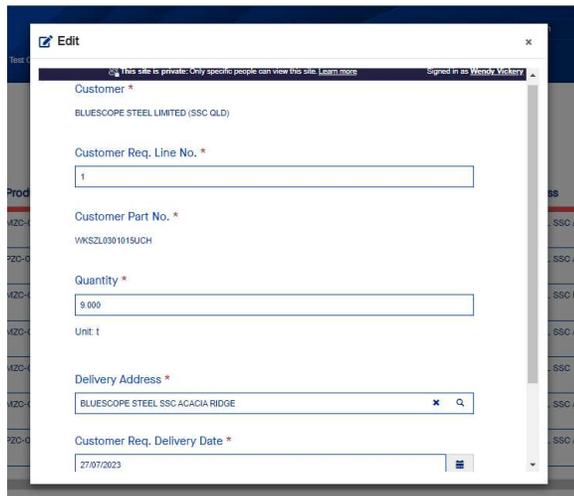
To remove or Edit a sales order line, follow the below steps

Step 1 Select the drop down box on the line you wish to remove or edit

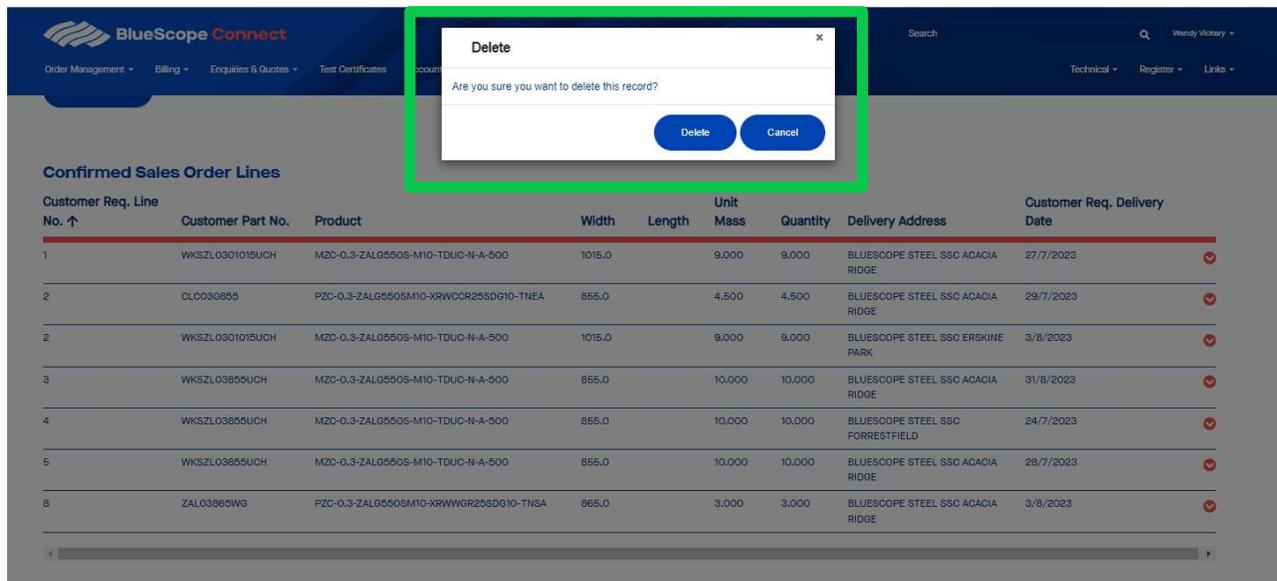
Confirmed Sales Order Lines

Customer Req. Line No. ↑	Customer Part No.	Product	Width	Length	Unit Mass	Quantity	Delivery Address	Customer Req. Delivery Date
1	WKSZL0301015UCH	MZC-0.3-ZALG550S-M10-TDUC-N-A-500	1015.0		9.000	9.000	BLUESCOPE STEEL SSC ACACIA RIDGE	27/7/2023
2	CLC030855	PZC-0.3-ZALG550SM10-XRWCCR25SDG10-TNEA	855.0		4.500	4.500	BLUESCOPE STEEL SSC ACACIA RIDGE	29/7/2023
2	WKSZL0301015UCH	MZC-0.3-ZALG550S-M10-TDUC-N-A-500	1015.0		9.000	9.000	BLUESCOPE STEEL SSC ERSKINE PARK	3/8/2023
3	WKSZL03855UCH	MZC-0.3-ZALG550S-M10-TDUC-N-A-500	855.0		10.000	10.000	BLUESCOPE STEEL SSC ACACIA RIDGE	31/8/2023

If editing a pop up box will appear and the user can edit the required detail



If removing, a message will appear confirming the request :



Customer Req. Line No. ↑	Customer Part No.	Product	Width	Length	Unit Mass	Quantity	Delivery Address	Customer Req. Delivery Date
1	WKSZL0301015UCH	MZC-0.3-ZAL0550S-M10-TDUC-N-A-500	1015.0		9,000	9,000	BLUESCOPE STEEL SSC ACACIA RIDGE	27/7/2023
2	CLC030855	PZC-0.3-ZAL0550S-M10-XRWWCR25SDG10-TNEA	855.0		4,500	4,500	BLUESCOPE STEEL SSC ACACIA RIDGE	29/7/2023
2	WKSZL0301015UCH	MZC-0.3-ZAL0550S-M10-TDUC-N-A-500	1015.0		9,000	9,000	BLUESCOPE STEEL SSC ERSKINE PARK	3/8/2023
3	WKSZL03855UCH	MZC-0.3-ZAL0550S-M10-TDUC-N-A-500	855.0		10,000	10,000	BLUESCOPE STEEL SSC ACACIA RIDGE	31/8/2023
4	WKSZL03855UCH	MZC-0.3-ZAL0550S-M10-TDUC-N-A-500	855.0		10,000	10,000	BLUESCOPE STEEL SSC FORRESTFIELD	24/7/2023
5	WKSZL03855UCH	MZC-0.3-ZAL0550S-M10-TDUC-N-A-500	855.0		10,000	10,000	BLUESCOPE STEEL SSC ACACIA RIDGE	28/7/2023
8	ZAL03865WG	PZC-0.3-ZAL0550S-M10-XRWWGR25SDG10-TNSA	865.0		3,000	3,000	BLUESCOPE STEEL SSC ACACIA RIDGE	3/8/2023

To add an additional line, follow the below steps.

Step 2 Selecting “Select CPN’s” will return the user to the list of CPNs show in Step 3. Select the additional CPN’s required and continue from Step 4 onwards.

Sales Order Lines already confirmed will remain on the order.

5. Submit Orders – New and Draft Orders

1.2.1. New Orders

Once all the sales order lines have loaded successfully, to submit a new order follow the steps below:

- Step 1** Review the Customer Details and Sales Order Lines.
- Step 2** Please ensure you have read through the BlueScope Terms & Conditions of Sale document found by clicking the Terms and Conditions of Sale hyperlink. If satisfied, tick the 'Accept' box to confirm the acceptance to the T&Cs.
- Step 3** Click Submit – This will complete the order creation step and progresses the order to validation.

Customer Req. Line No.	Customer Part No.	Product	Width	Length	Unit Mass	Quantity	Delivery Address	Customer Req. Delivery Date
3	WKSZL03855UCH	MZC-0.3-ZAL0550S-M10-TDUC-N-A-500	865.0	10,000	10,000	BLUESCOPE STEEL SSC ACACIA RIDGE	31/8/2023	
4	WKSZL03855UCH	MZC-0.3-ZAL0550S-M10-TDUC-N-A-500	865.0	10,000	10,000	BLUESCOPE STEEL SSC FORRESTFIELD	24/7/2023	
5	WKSZL03855UCH	MZC-0.3-ZAL0550S-M10-TDUC-N-A-500	865.0	10,000	10,000	BLUESCOPE STEEL SSC ACACIA RIDGE	28/7/2023	
8	ZAL03865WG	PZC-0.3-ZAL0550SM10-XRWWGR25SD010-TNSA	865.0	3,000	3,000	BLUESCOPE STEEL SSC ACACIA RIDGE	3/8/2023	

Terms and Conditions of Sale

Please confirm your acceptance of the Terms and Conditions of Sale by clicking on I agree to terms below

Agree to Terms

If you have any questions, please contact your BlueScope Account Coordinator.

Agree to T&C's

Select Submit

Previous

Submit

Step 4. Once Submitted, a message will be received confirming the submission of the order and displaying the order number



Create Sales Order

[Dashboard](#) > [Order Management](#) > [Sales Order Placement](#)

Sales Order No. S4000317 has been submitted.

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