

# **BlueScope Connect** **User Manual**

July 2023

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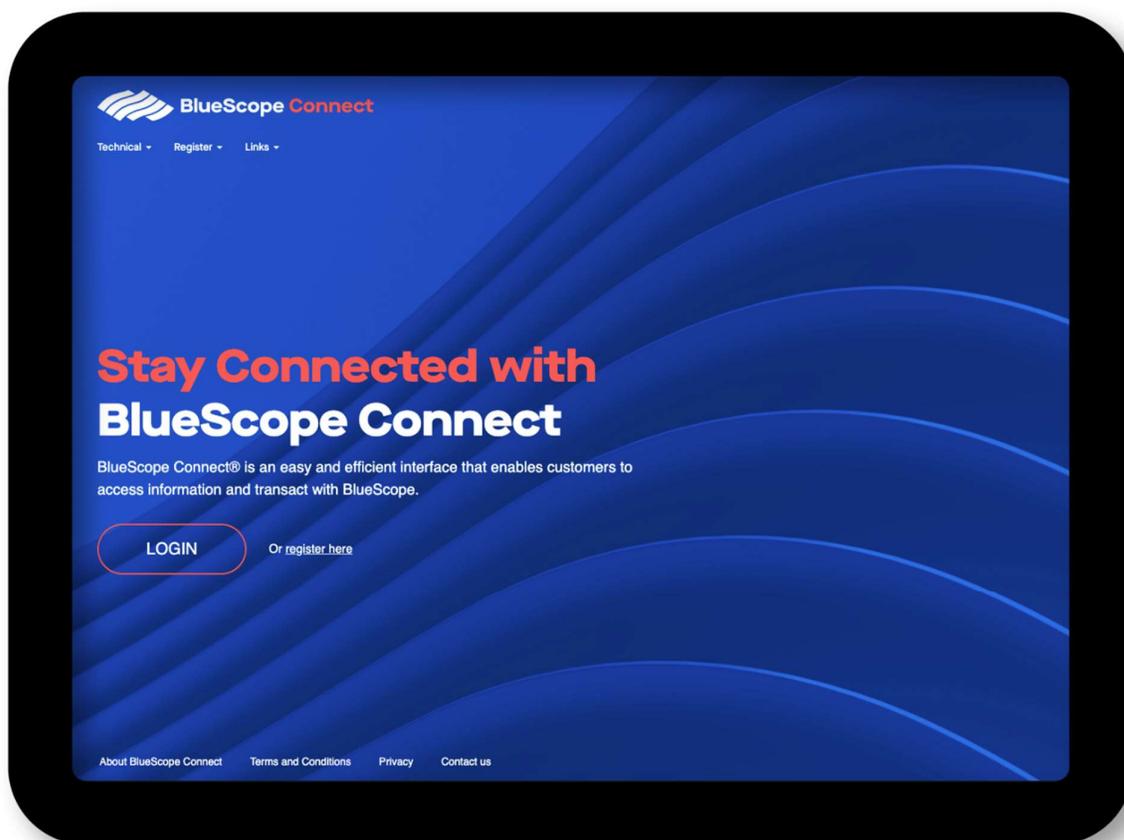
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## Introduction

**BlueScope Connect®** has the same great features you've come to enjoy with bluescopsteelconnect and now includes some additional functionality that will improve how you interact with us. The new additions are designed to make it easier to get information in real-time, anytime with live integration.

Go online to access information about enquiries, quotes, sales orders and shipments to name a few. Whether you're in the office or working from home, login from your laptop or mobile 24 hours a day, 7 days a week.

This manual provides instructions on how to set-up for the portal, access information via navigation tools and creating and editing sales orders.



## 1. Set up

The set-up section provides information on the structure of the portal, security access, registration process and other set-up requirements such as user profile, optimal screen size and how to sign in and out.

The online interface is designed to provide general and customer specific information.

- **General information** contains useful information without the need to register and login. It also hosts links to other BlueScope branded and external industry websites.
- **Customer specific information** contains more in-depth customer information such as order management, billing, enquiries and quotes, test certificates and account details. This section requires security access.

Customers can only access information related to their own organisation.

### 1.1. Security Access

Access to customer specific information requires security access via an approval process. The security access consists of:

- **Access Level** – determines the features that can be accessed ranging from just viewing Test Certificates (Level 1) to viewing Sales Orders, Invoices and Pricing (Level 5).
- **Customer Codes** – determines the access to information for nominated Customer Codes.

Table 1: Access Level

Access Level		Access Level				
		1	2	3	4	5
Order Management	Sales Orders		✓	✓	✓	✓
	Sales Order Placement			✓		✓
	Shipments		✓	✓	✓	✓
	Return Orders		✓	✓	✓	✓
Billing	Invoices				✓	✓
	Statements				✓	✓
Enquiries & Quotes	Quotations				✓	✓
	Enquiries				✓	✓
	Price Lists				✓	✓
Test Certificates	Test Certificates	✓	✓	✓	✓	✓
Customer Datasheets	Customer Specific Datasheets		✓	✓	✓	✓
Account Detail	Accounts, Customer Part Numbers, Delivery Address, Account Teams		✓	✓	✓	✓

## 1.2. New Registration Process – Submit Form and Microsoft Set-Up

Access is available to **approved customers** of BlueScope Australian Steel Products (Australian Steel Markets) via a registration process.

The process for new users consists of:

- Step 1** Go to [www.bluescopeconnect.com.au](http://www.bluescopeconnect.com.au), click on the Register Menu item and select User Registration.
- Step 2** Click on Download Form and save to your local directory.
- Step 3** Complete the form with required information and send to your BlueScope Account Manager.



---

### BlueScope Connect® Registration Form

**Nominating Company Name** \_\_\_\_\_

**Indirect Company Name & Address**  
*(If requesting access Test Certificates)* \_\_\_\_\_

**Company Address** \_\_\_\_\_

---

### Access Details

First Name	Surname	Email Address	Customer ID Code/s	Access Required <small>(see access levels below)</small>

**Access Levels**

	Level 1	Level 2	Level 3	Level 4	Level 5
Order Management		✓	✓	✓	✓
Order Placement			✓		✓
Billing				✓	✓
Enquiries and Offers				✓	✓
Test Certificates	✓	✓	✓	✓	✓
Account Administration		✓	✓	✓	✓
Reports		✓	✓	✓	✓

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### Customer Authority

The person signing this form as the Customer Authority, is signing for and on behalf of the customer and in that capacity hereby accepts the Terms and Conditions of Use of the website and acknowledges that products ordered on the site are sold subject to the Terms and Conditions of Sale displayed on [bluescopeconnect.com.au](http://bluescopeconnect.com.au)

It is the responsibility of the Customer Authority to manage their own officers' access privileges once access to [bluescopeconnect.com.au](http://bluescopeconnect.com.au) is provided.

**Nominating Company Authority**

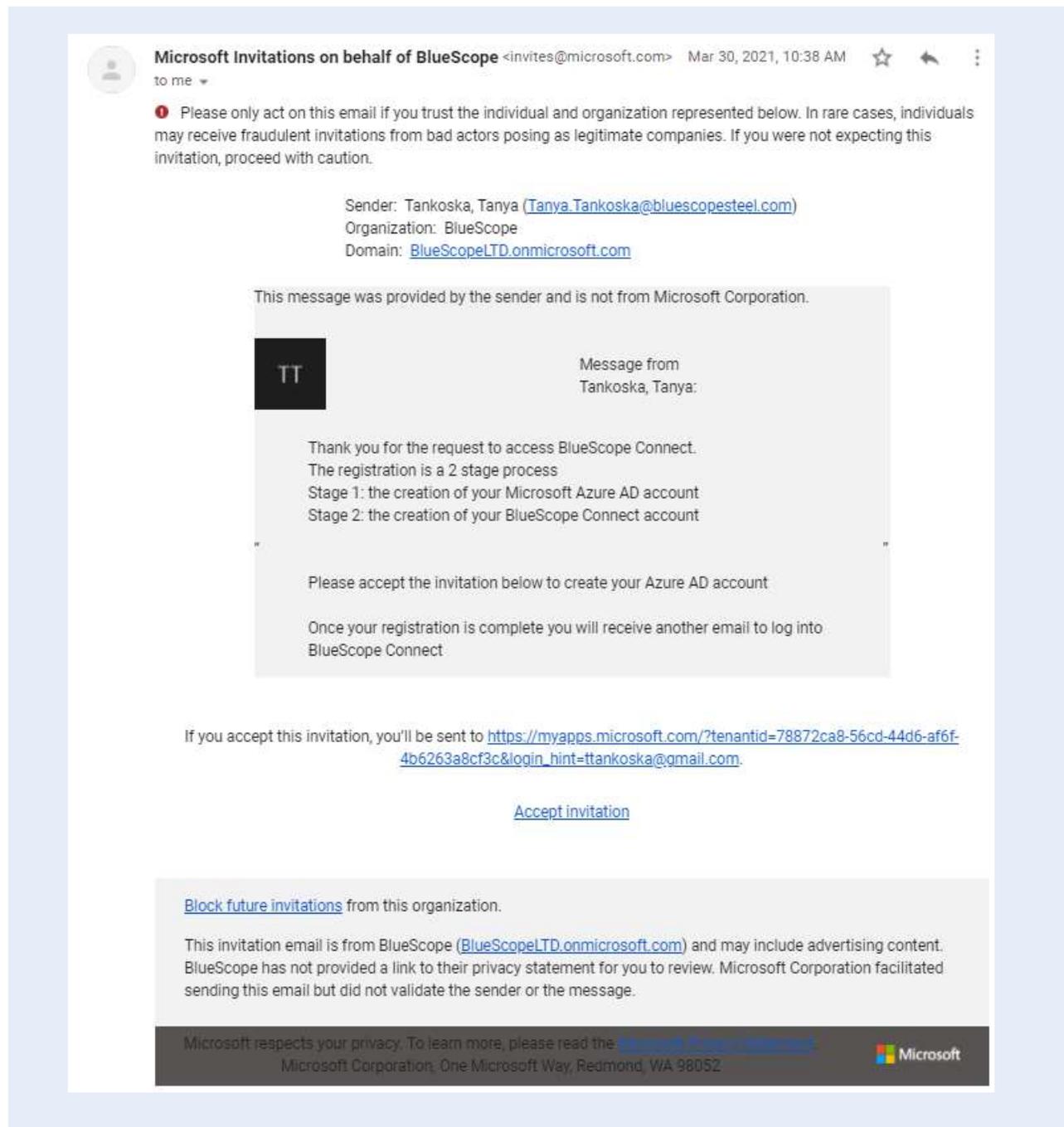
\_\_\_\_\_ (Full Name)                      \_\_\_\_\_ (Signature)                      \_\_\_\_\_ (Date)

**BlueScope Authority**

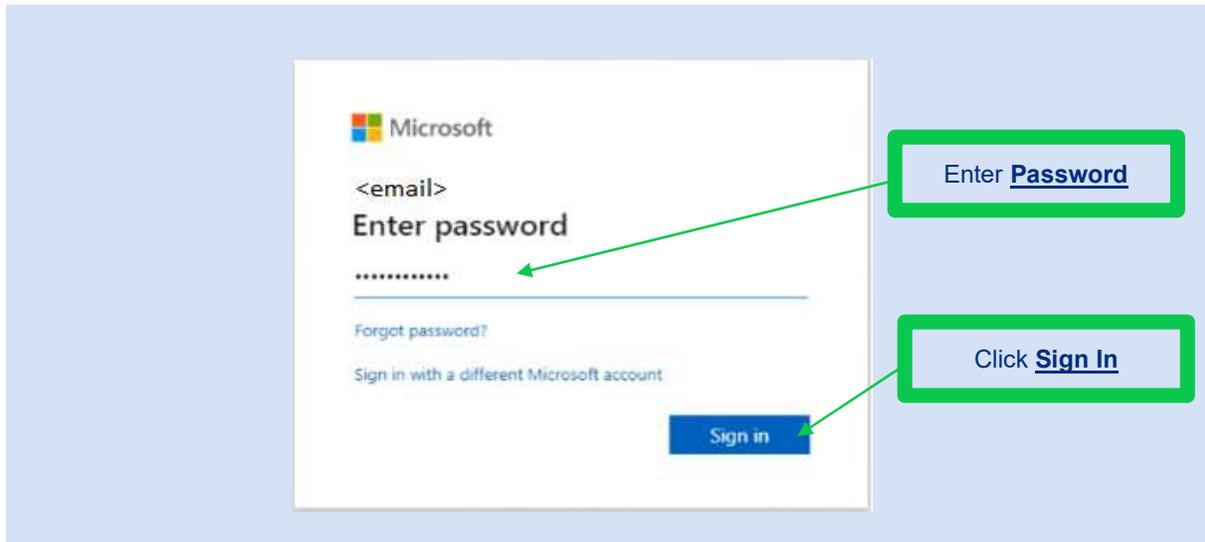
\_\_\_\_\_ (Full Name)                      \_\_\_\_\_ (Signature)                      \_\_\_\_\_ (Date)

Please return completed form to your Account Manager at the nearest Blue Scope Steel Sales Office.  
For further enquiries, phone 1800 222 031 OR email [SteelConnect@bluescopesteel.com](mailto:SteelConnect@bluescopesteel.com)

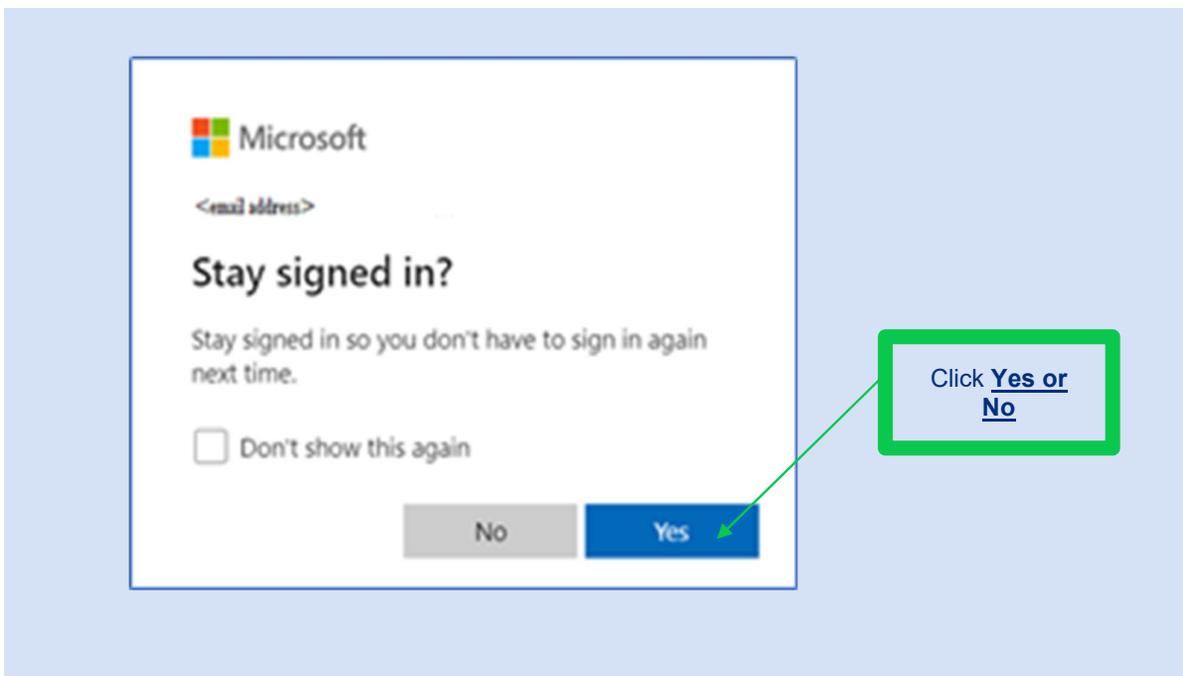
**Step 4** Once Approved by BlueScope, a Microsoft Invitation on behalf of Blue Scope will be sent to you. Click 'Accept Invitation'



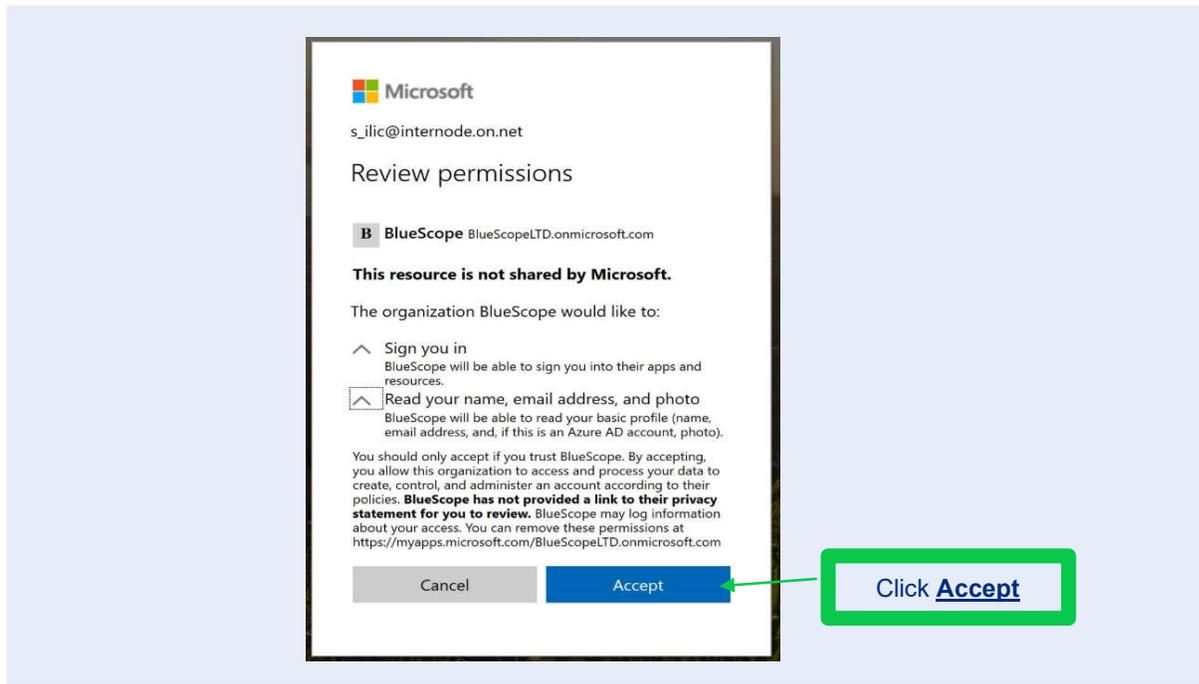
**Step 5 a)** Users will need to go via the Microsoft Authentication process. You may need to create a new password and for those not linked to Microsoft the following prompt will appear at the end.  
Enter your Business System Password and Click Sign In



**Step 5 b)** Click 'Yes' or 'No' if you want to stay signed in.



**Step 5 c)** Click 'Accept' to review permissions.

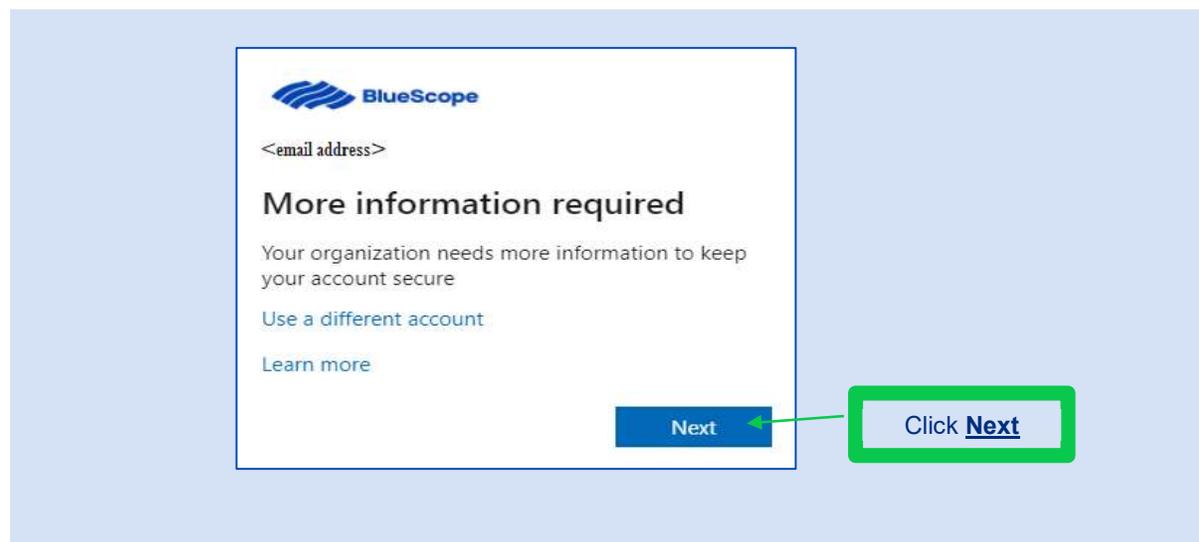


### 1.3. New Registration Process – Multi Factor Authentication Set-Up

BlueScope is taking action to increase its cyber security, to keep your data safe and secure by using Multi Factor Authentication ('MFA') when you login to BlueScope Connect®. MFA provides a more secure layer of security where the user accessing the system has a 2-step authenticated login.

The next steps are to register more information on the second factor authentication option.

Click 'Next'



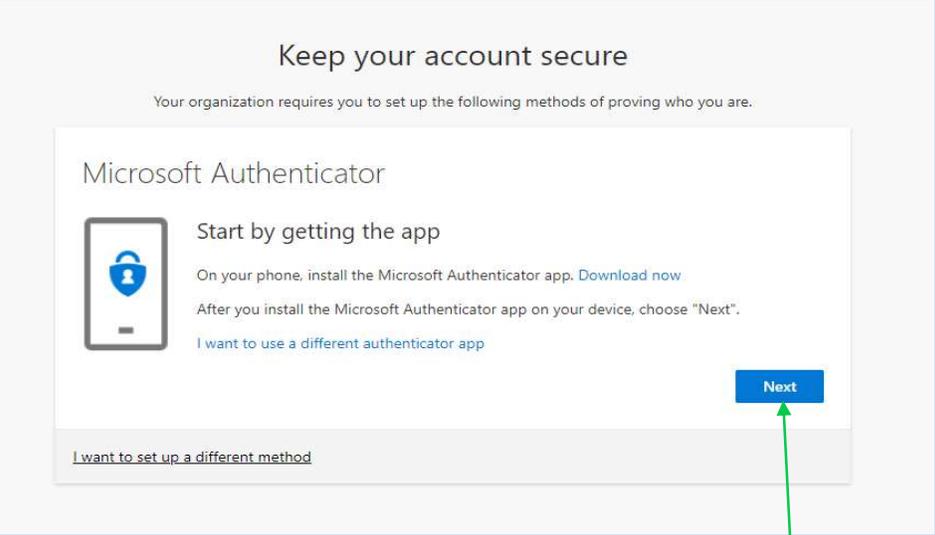
You will require a second authenticator option to login to BlueScope Connect®. You can select one of three options

- A. Using Microsoft Authenticator App**
- B. Text code via SMS**
- C. Phone call back**

## **A. USING MICROSOFT AUTHENTICATOR APP**

**Step 1** If you selected the Using Microsoft Authenticator App this section will outline how to set-up this option.

Click 'Next'



Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

### Microsoft Authenticator

Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#).

After you install the Microsoft Authenticator app on your device, choose "Next".

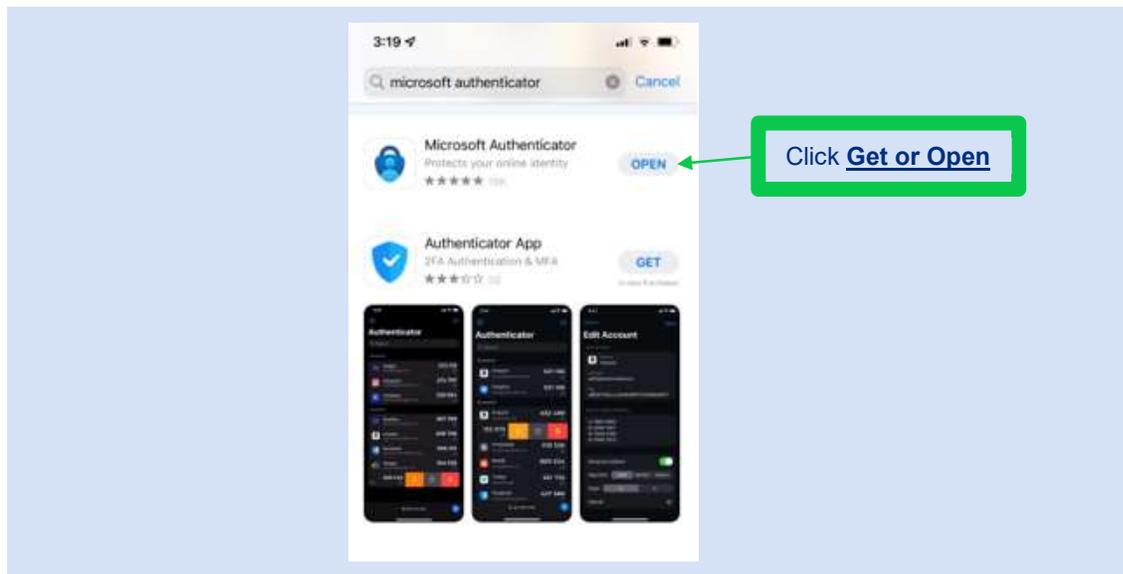
[I want to use a different authenticator app](#)

[Next](#)

[I want to set up a different method](#)

Click Next

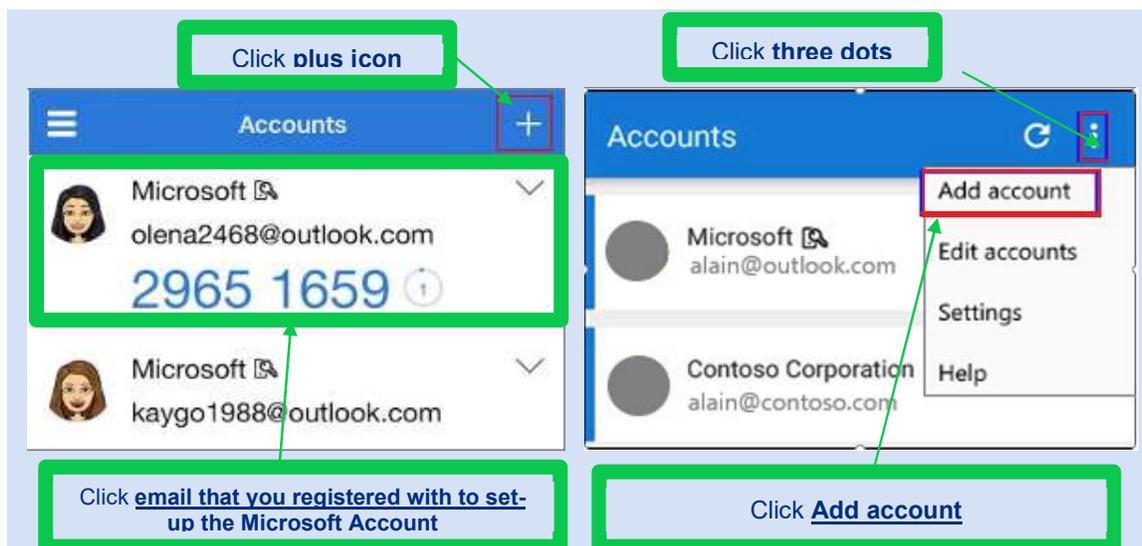
**Step 2** [Download Microsoft authenticator](#) on your mobile phone. This is available on most mobile devices from the App store for iOS devices and Play Store for Android devices  
Click 'Get' to install on your mobile or 'Open' to open the app.



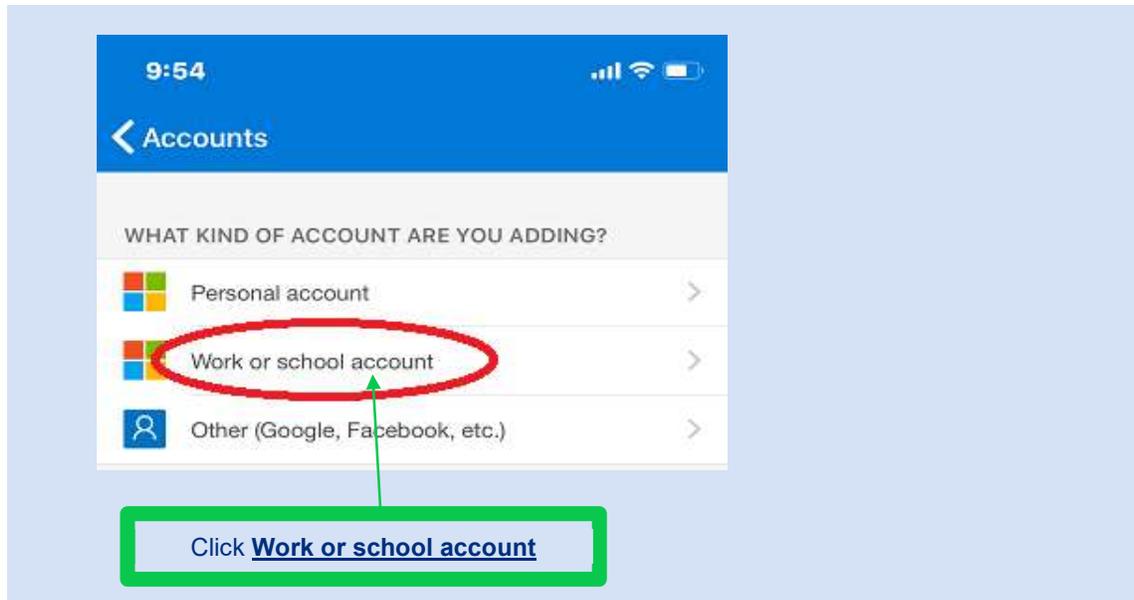
**Step 3** Open Microsoft Authenticator app to create an account  
On the top right corner and

Click the  (Plus icon) on iOS devices and Click on the Account with the email address you registered

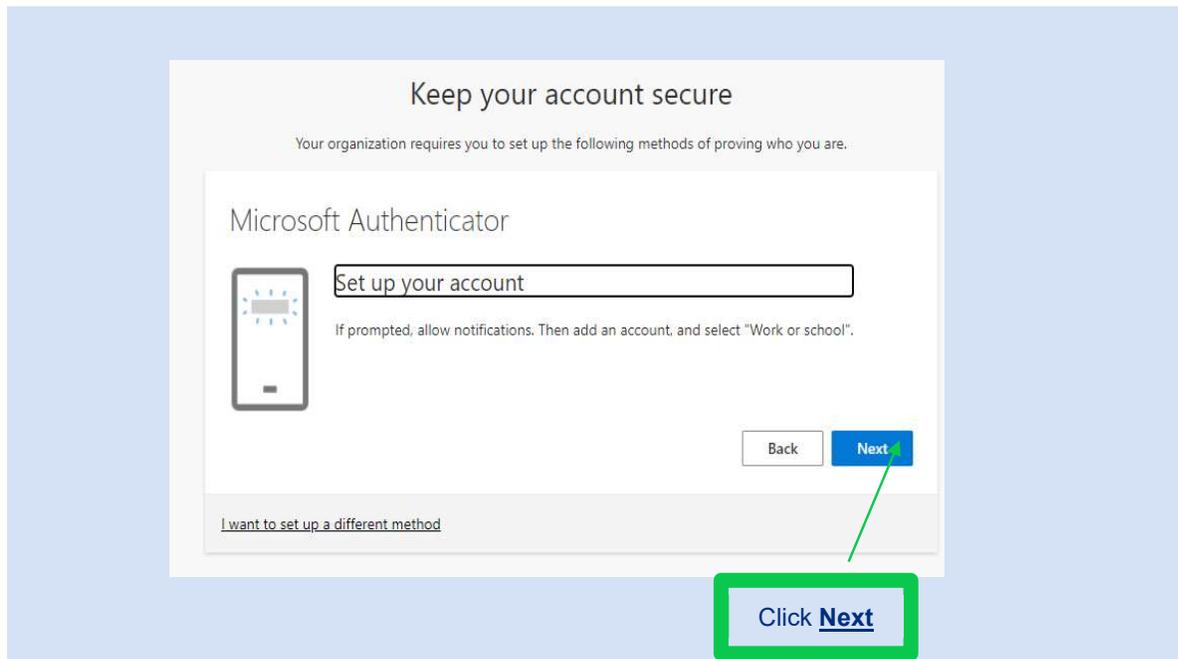
Click the  (three dots) on Android devices and Click 'Add an Account'



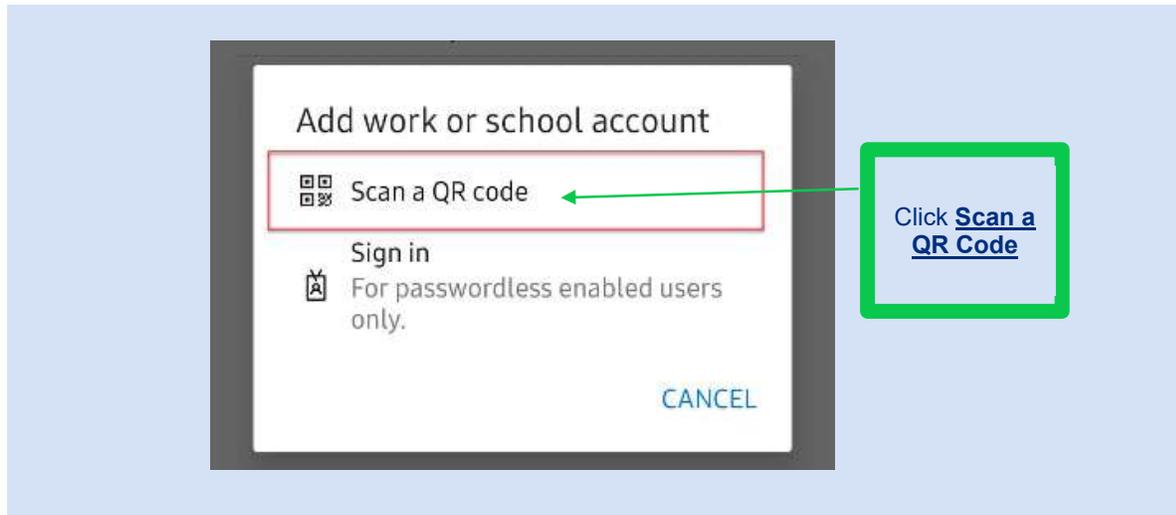
- Step 4** Select the account you want to create  
Click 'Work or School Account'



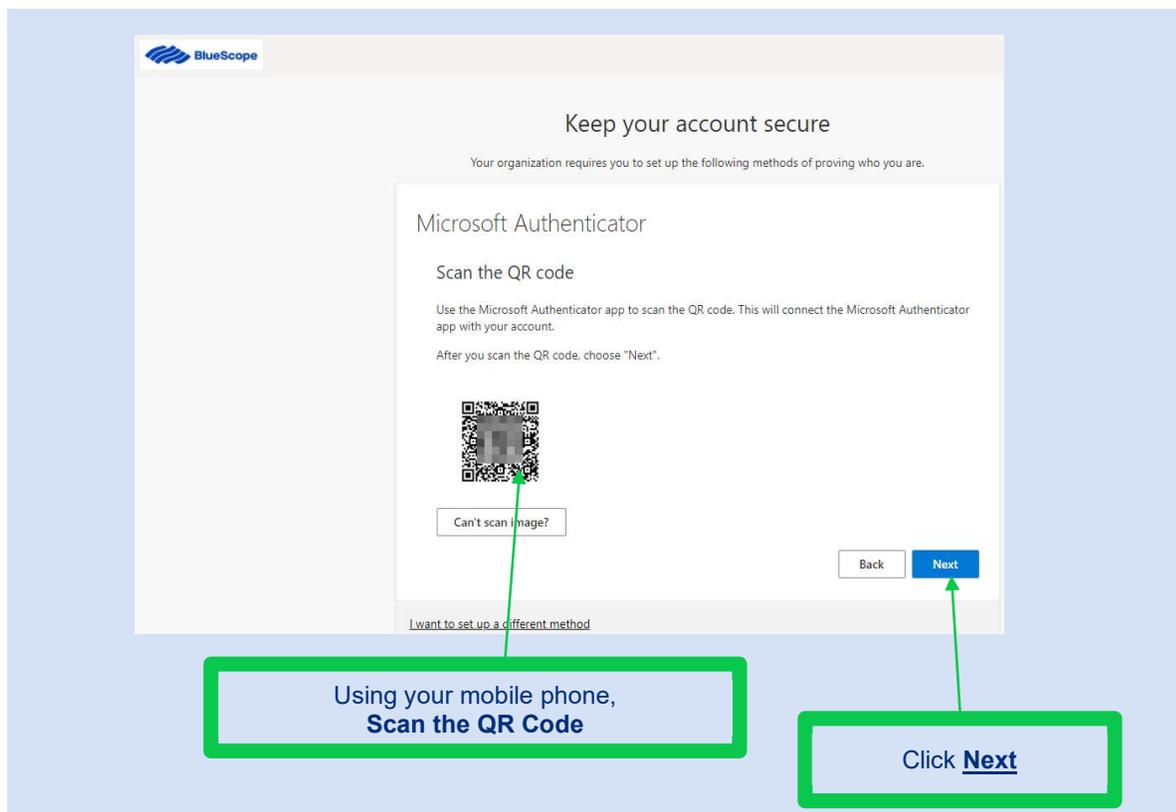
- Step 5** Go back to your computer to set-up the Microsoft Authenticator as your Multi Factor Authentication (MFA) mechanism.  
Click Next



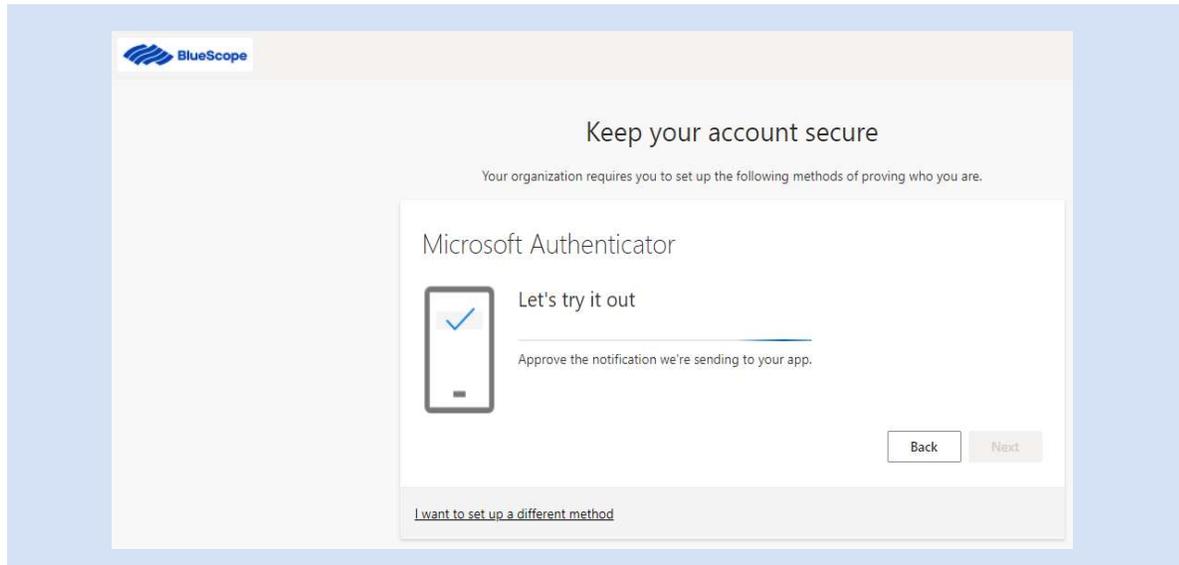
**Step 6** You will need a QR Code to link the Microsoft Authenticator Account.  
On your computer Click 'Scan a QR Code'



**Step 7** A QR Code will appear on your computer.  
Using your mobile phone, scan the QR code displayed in your computer and Click 'Next'.

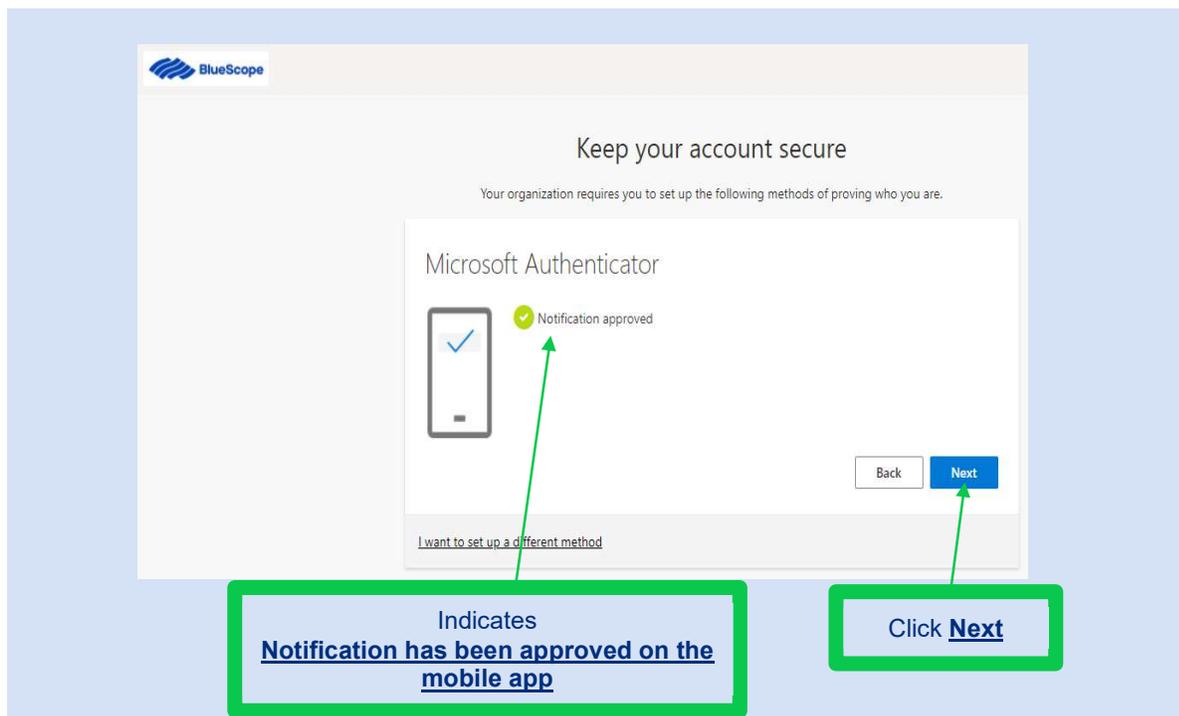


**Step 8** Wait for the notification on your authenticator app.



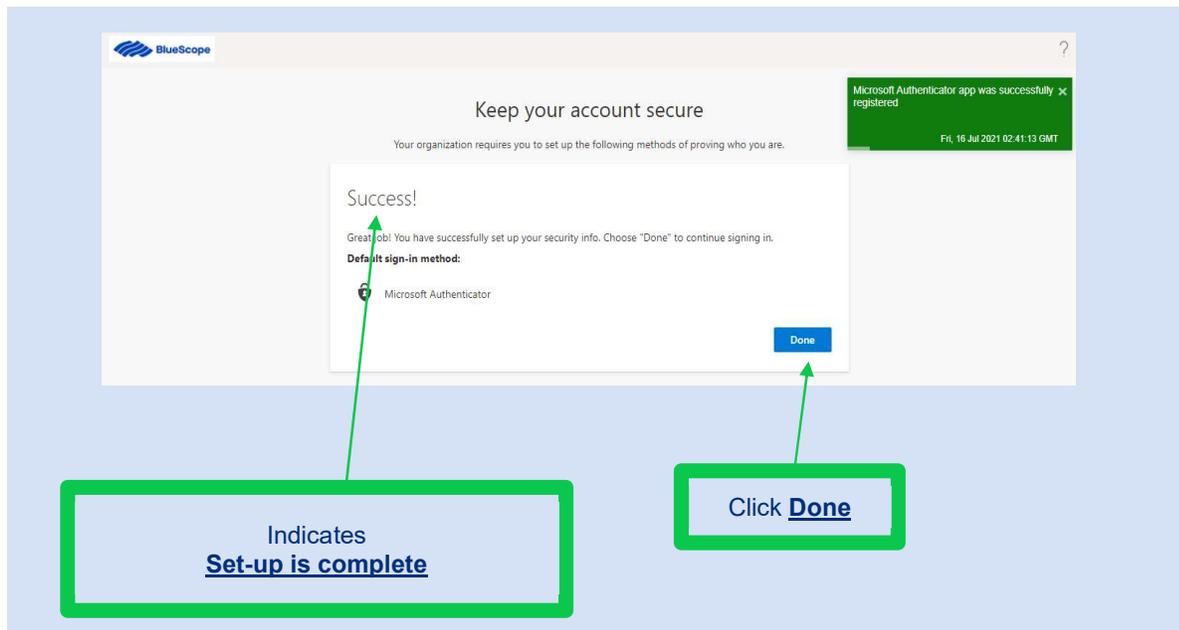
**Step 9** On your mobile approve the notification on your Microsoft Authenticator app.

**Step 10** Once the notification on the Microsoft Authenticator app has been approved a green tick with 'Notification approved' will be displayed on the computer  
Click 'Next'

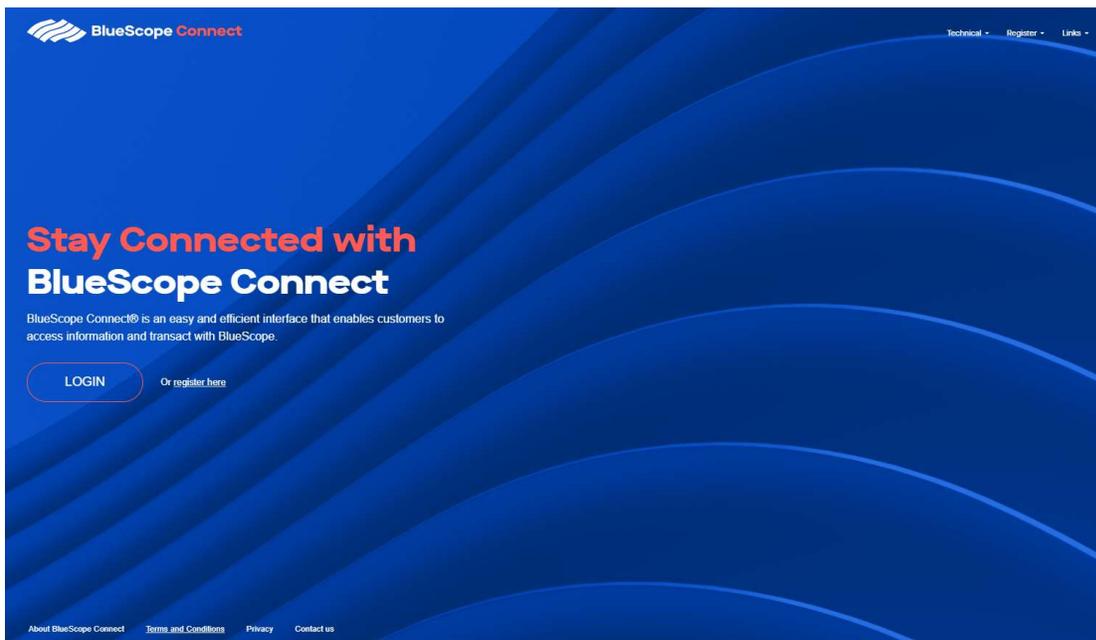


**Step 11** 'Success' will appear on your computer to indicate the set up for Multi factor Authentication using the authenticator app has been completed and is all ready to go.

Click 'Done'

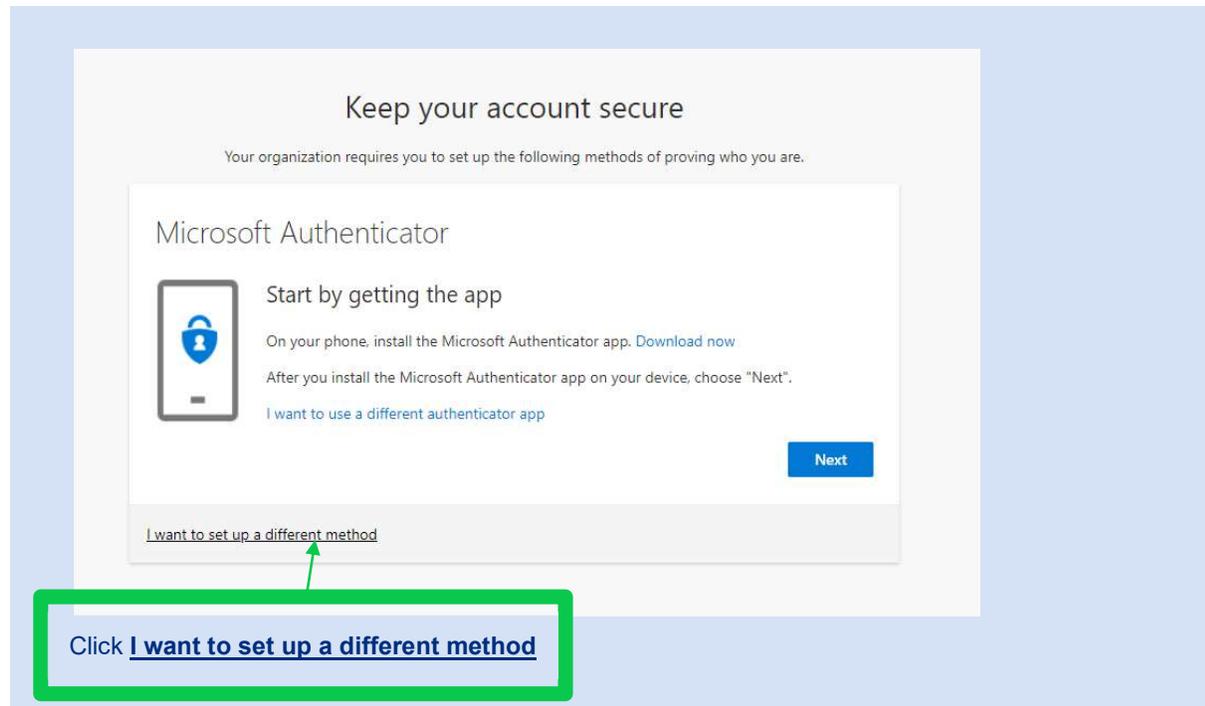


**Step 12** You have successfully setup MFA

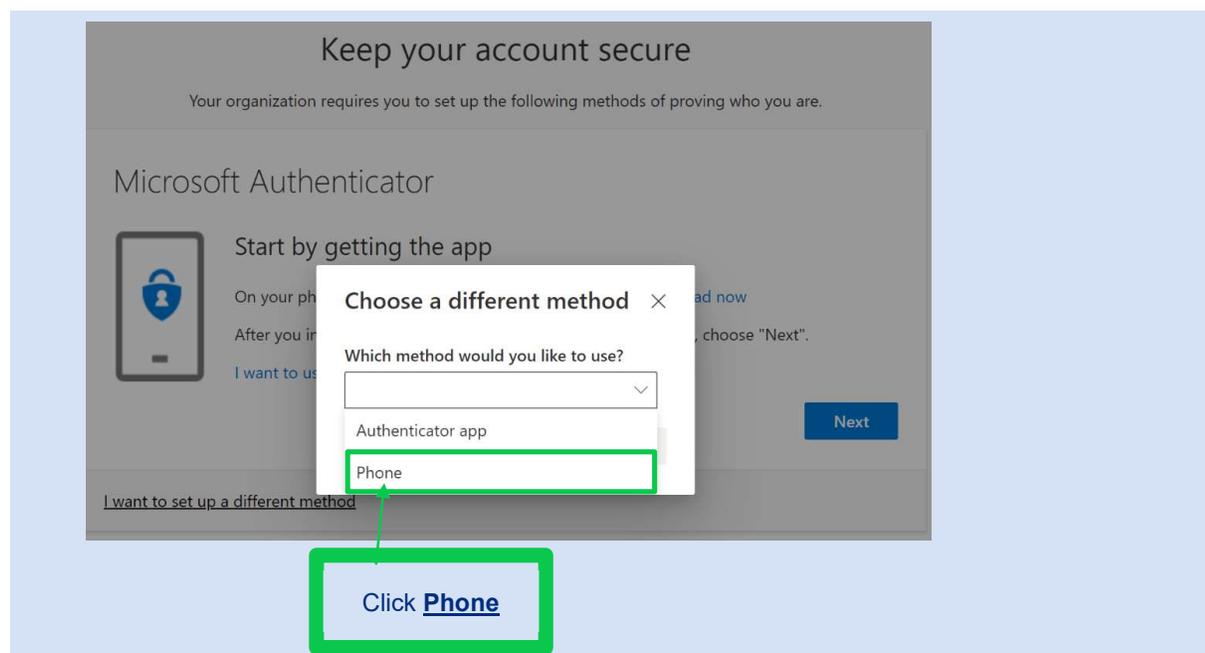


## B. TEXT CODE VIA SMS

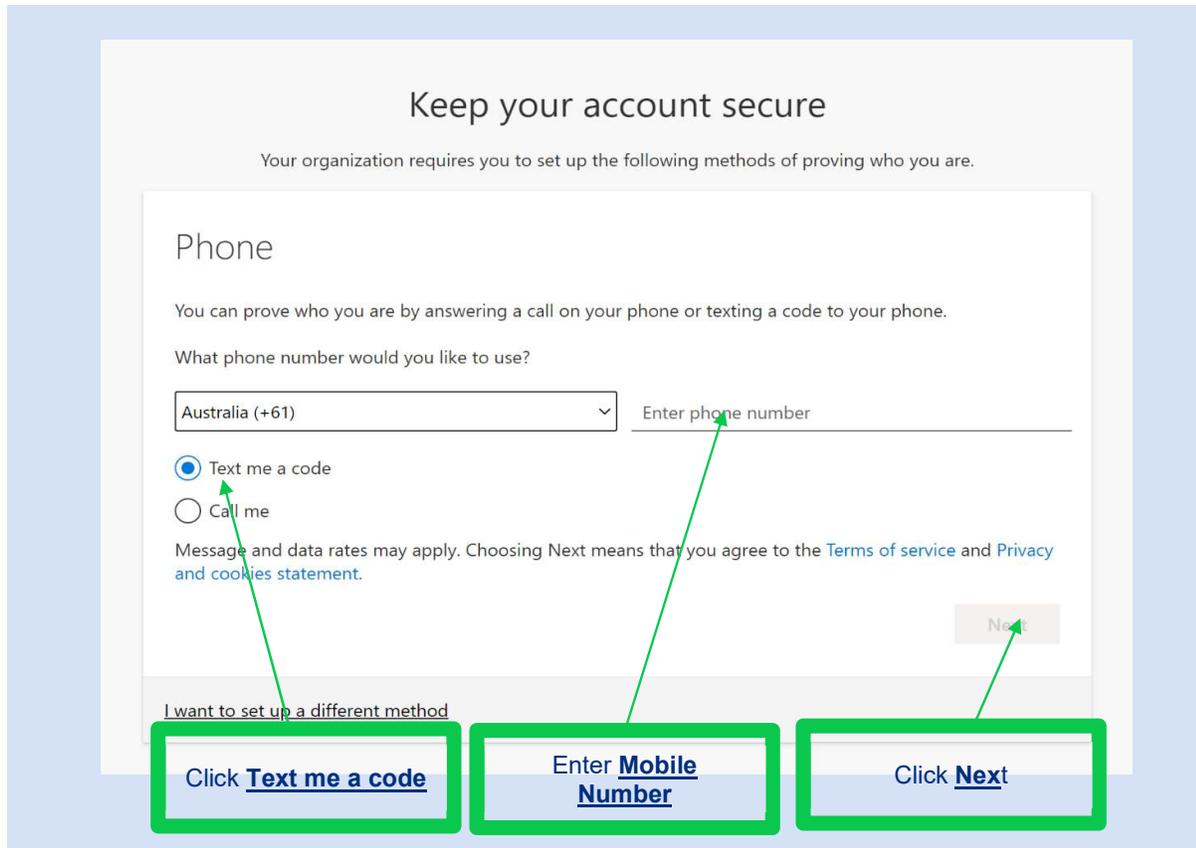
- Step 1** You will be asked to select one of the three second factor authentication options. If you selected the Text Code via SMS, this section will outline how to set-up this option. Click 'I want to set up a different method'



- Step 2** Select 'Phone' from the drop down menu.



**Step 3** Enter the mobile number you would like the code to be sent via Text.  
Click 'Text me a code' and Click 'Next'



Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

### Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

Australia (+61)

Text me a code  
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

[I want to set up a different method](#)

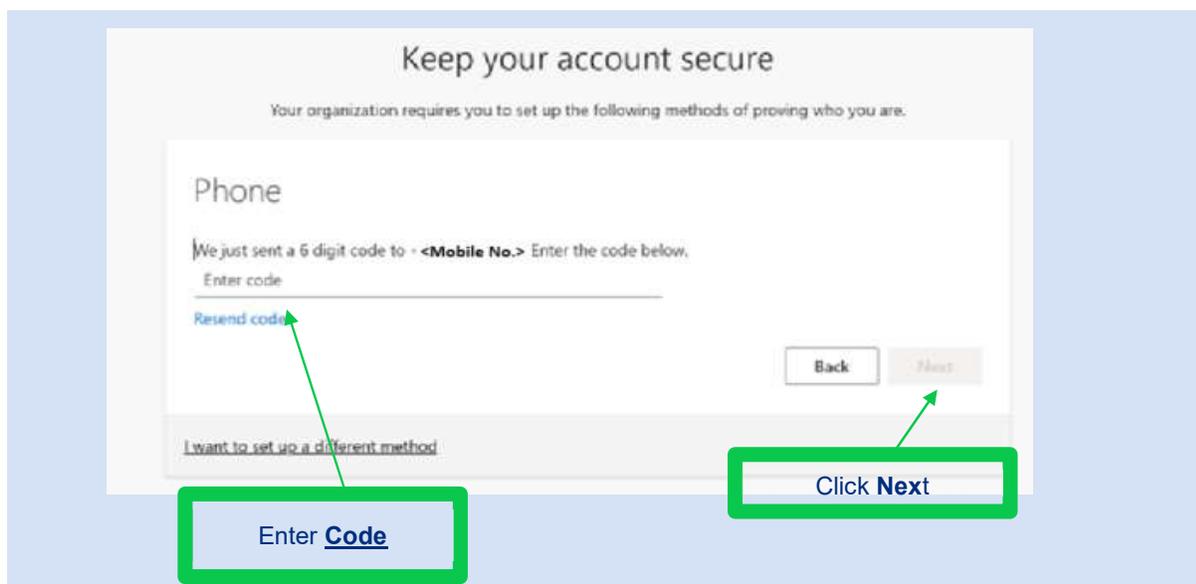
Next

Click **Text me a code**

Enter **Mobile Number**

Click **Next**

**Step 4** You will receive a Code via Text to your mobile.  
Enter the 'Code' and Click 'Next'



Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

### Phone

We just sent a 6 digit code to - <Mobile No.> Enter the code below.

Enter code

[Resend code](#)

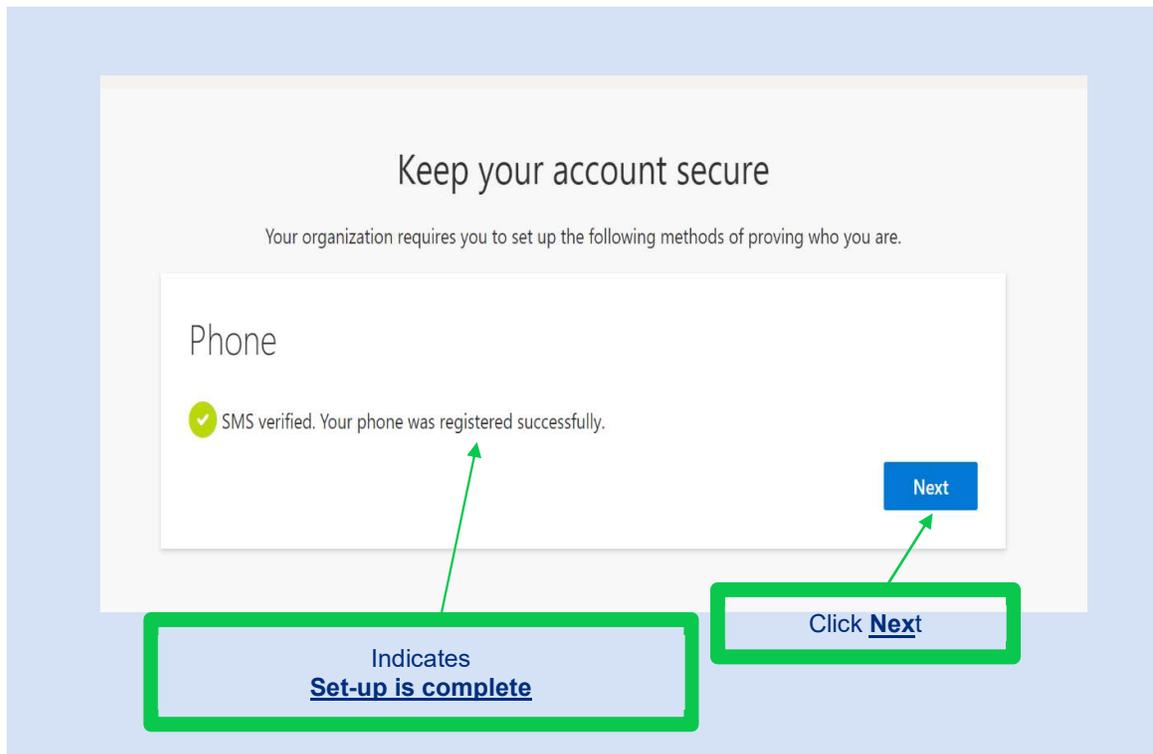
[Back](#) [Next](#)

[I want to set up a different method](#)

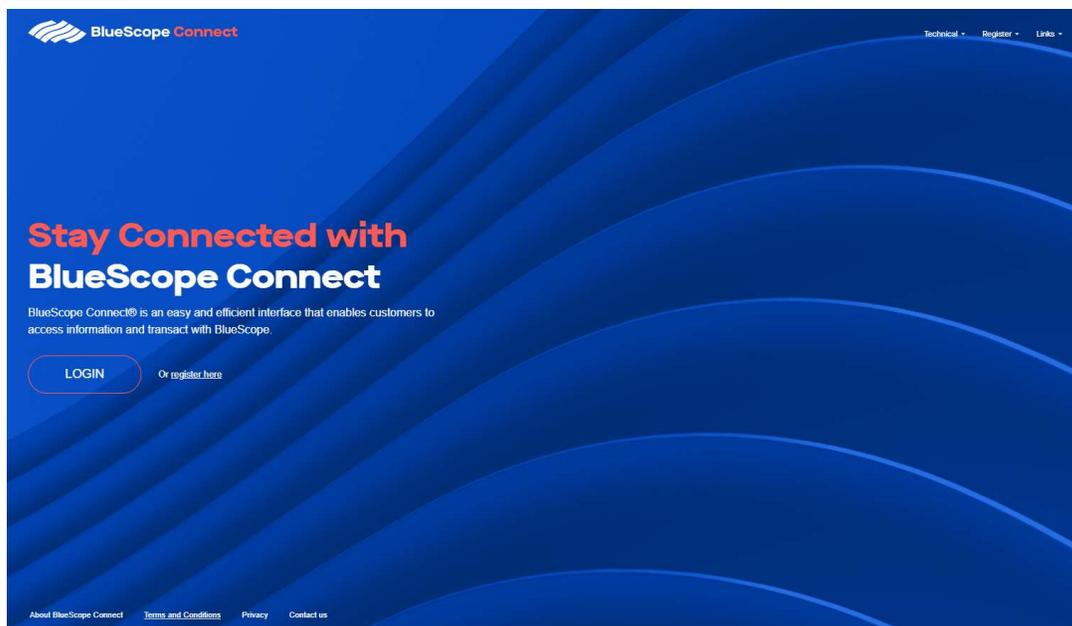
Enter **Code**

Click **Next**

**Step 5** A notification will appear on your computer to indicate the set up for Multi factor Authentication using Text Code via SMS has been completed and is all ready to go. Click 'Next'

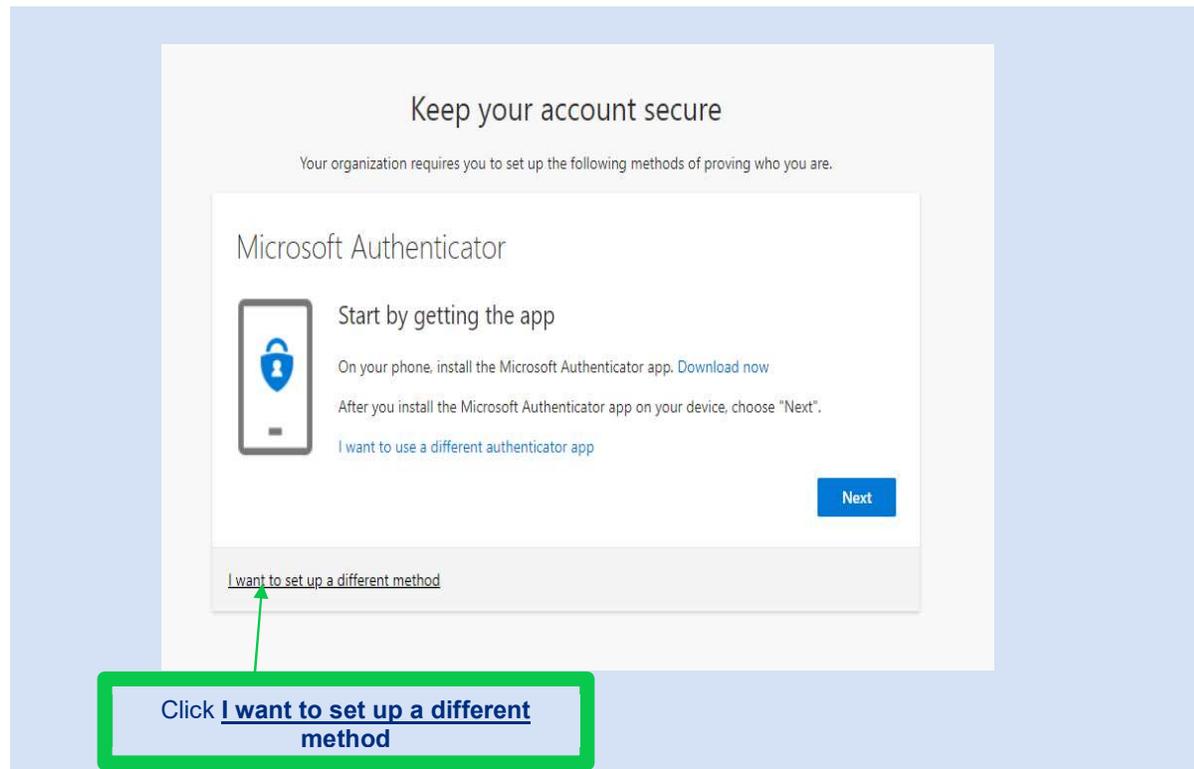


**Step 6** You have successfully setup MFA

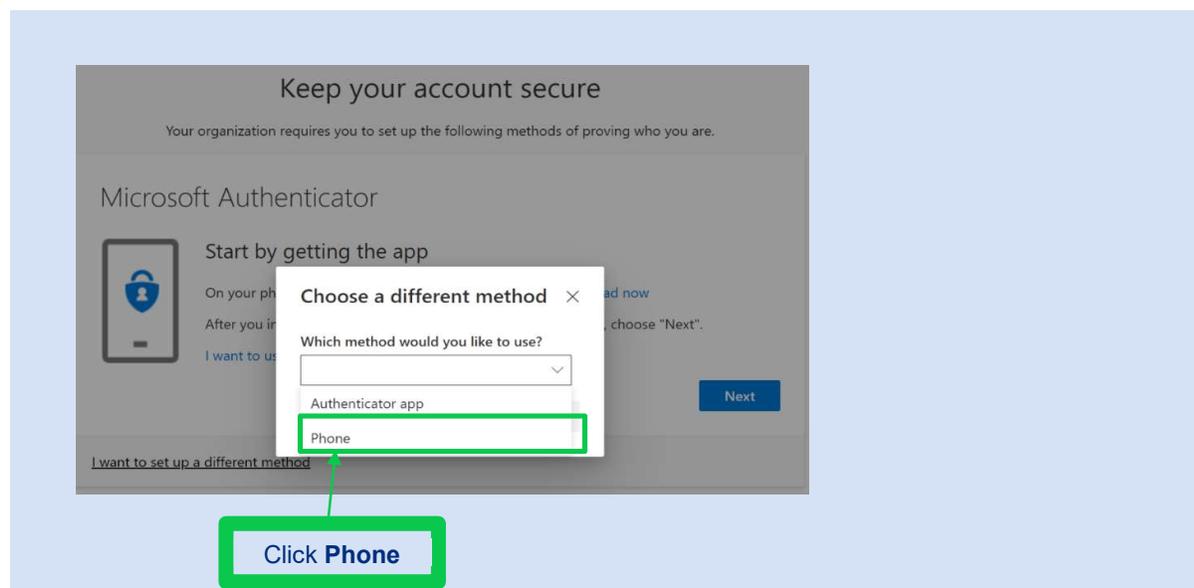


## C. PHONE CALL BACK

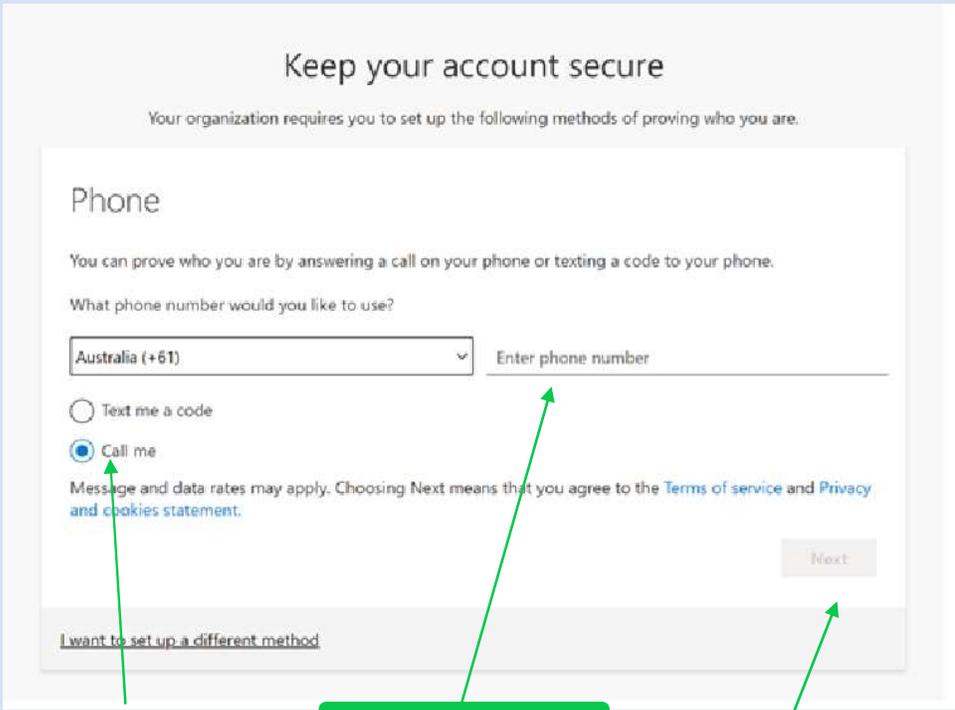
- Step 1** You will be asked to select one of the three second factor authentication options. If you selected the Phone Call Back, this section will outline how to set-up this option. Click 'I want to set up a different method'



- Step 2** Select 'Phone' from the drop down menu.



**Step 3** Enter the number you would like to be called on, this can be a mobile or landline.  
Click 'Call me' and Click 'Next'

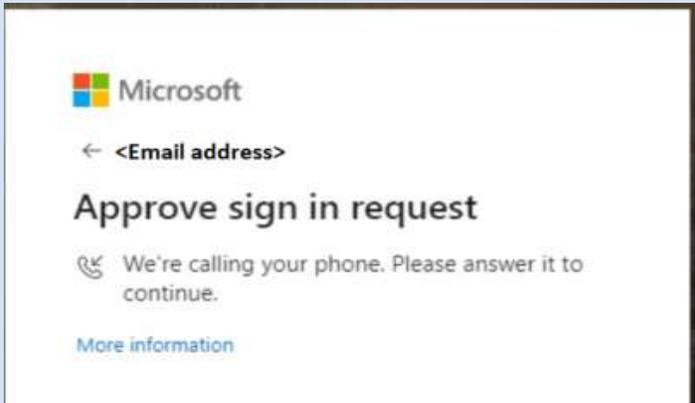


The screenshot shows a web form titled "Keep your account secure" with the subtext "Your organization requires you to set up the following methods of proving who you are." The main heading is "Phone". Below this, it says "You can prove who you are by answering a call on your phone or texting a code to your phone." The question is "What phone number would you like to use?". There is a dropdown menu for the country code, currently set to "Australia (+61)", and a text input field labeled "Enter phone number". Below the input field are two radio buttons: "Text me a code" (unselected) and "Call me" (selected). A note below the radio buttons states: "Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#)." There is a "Next" button to the right of the radio buttons. At the bottom left, there is a link: "[I want to set up a different method](#)".

Annotations for Step 3:

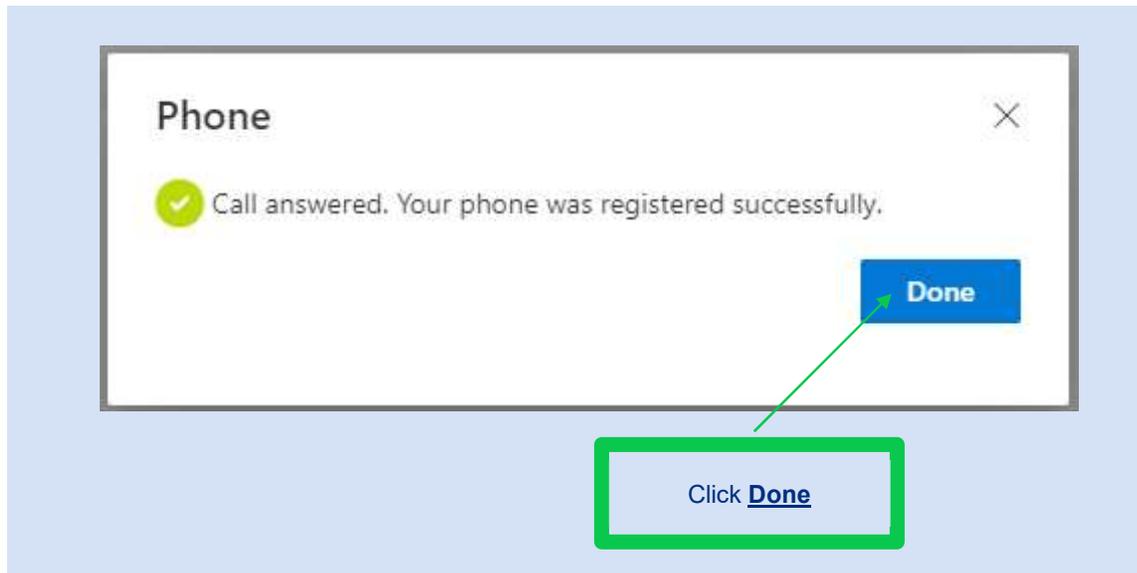
- A green box labeled "Click **Call Me**" has an arrow pointing to the "Call me" radio button.
- A green box labeled "Enter **phone number**" has an arrow pointing to the "Enter phone number" text input field.
- A green box labeled "Click **Next**" has an arrow pointing to the "Next" button.

**Step 4** You will receive a call to verify the number.  
Answer the Call and press the # key on your mobile or landline'

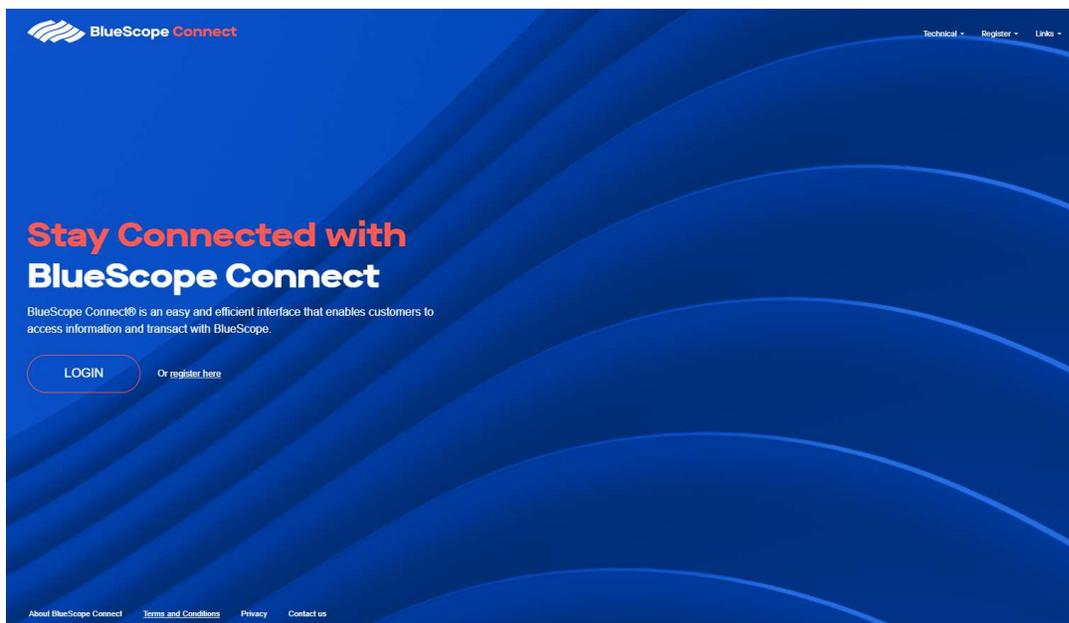


The screenshot shows a Microsoft sign-in request approval screen. At the top left is the Microsoft logo. Below it is a back arrow and the text "<Email address>". The main heading is "Approve sign in request". Below this is a phone icon and the text "We're calling your phone. Please answer it to continue." At the bottom left, there is a link: "[More information](#)".

**Step 5** A notification will appear on your computer to indicate the set up for Multi factor Authentication using Phone Call Back has been completed and is all ready to go. Click 'Done'



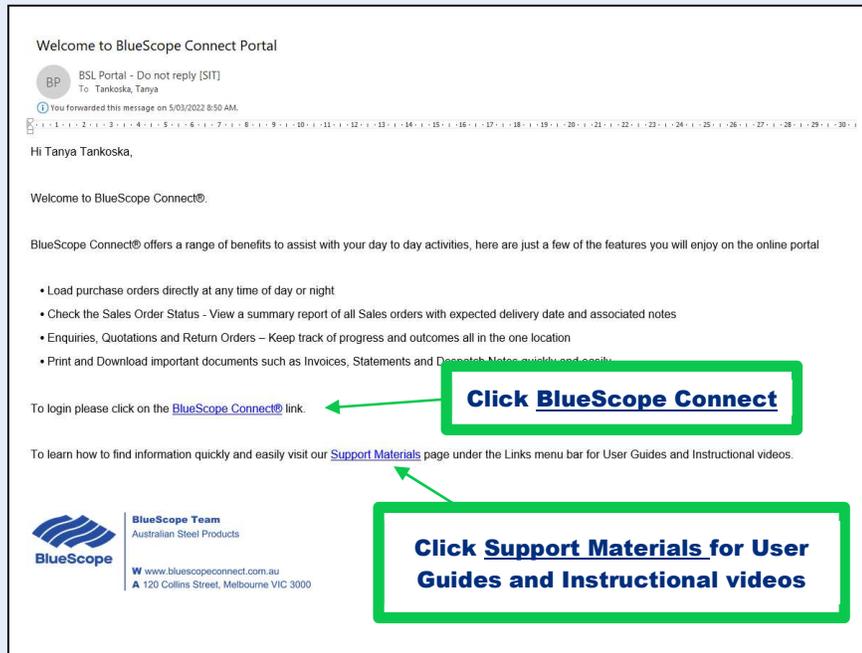
**Step 6** You successfully have setup MFA



## 1.4. New Registration Process – Welcome Email and Links

**Final Step** Click on the link to Access the Portal.

Click on the Support Materials link to access user guides and instructional videos

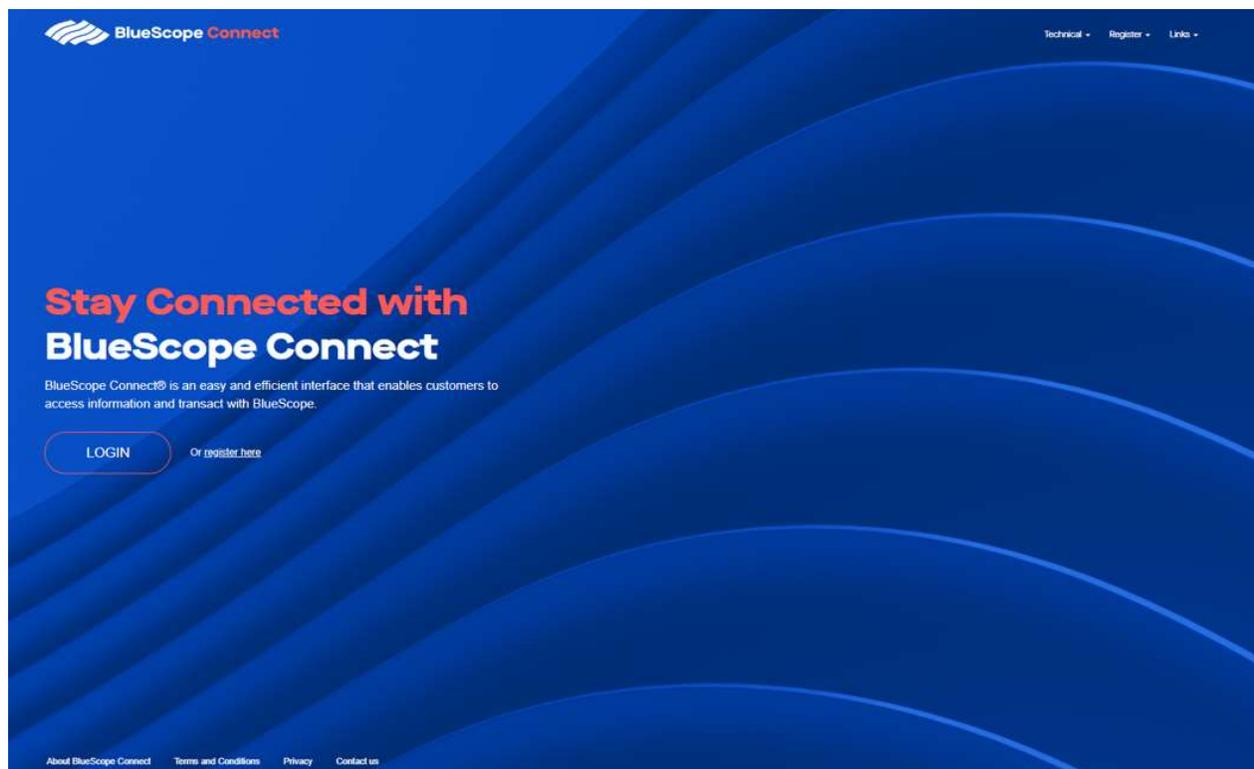


## 1.5. Other Set-Up Requirements

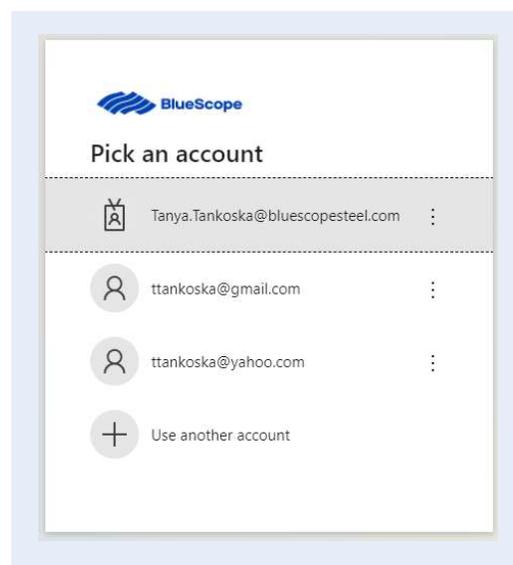
### Microsoft Authentication Log in

BlueScope Connect® is a Microsoft portal and the login process may or may not require authentication depending on whether the user is currently authenticated via Microsoft suite of products.

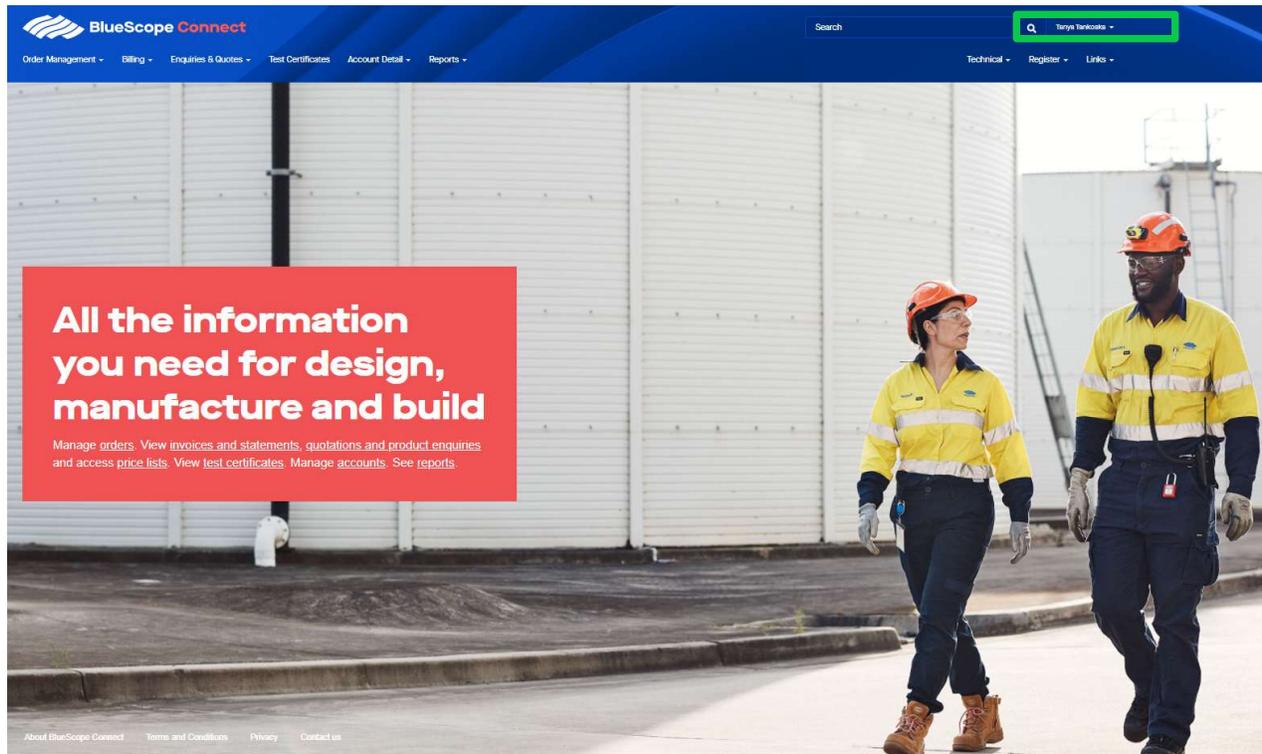
**Step 1** Click on the 'Login' button from the landing page.



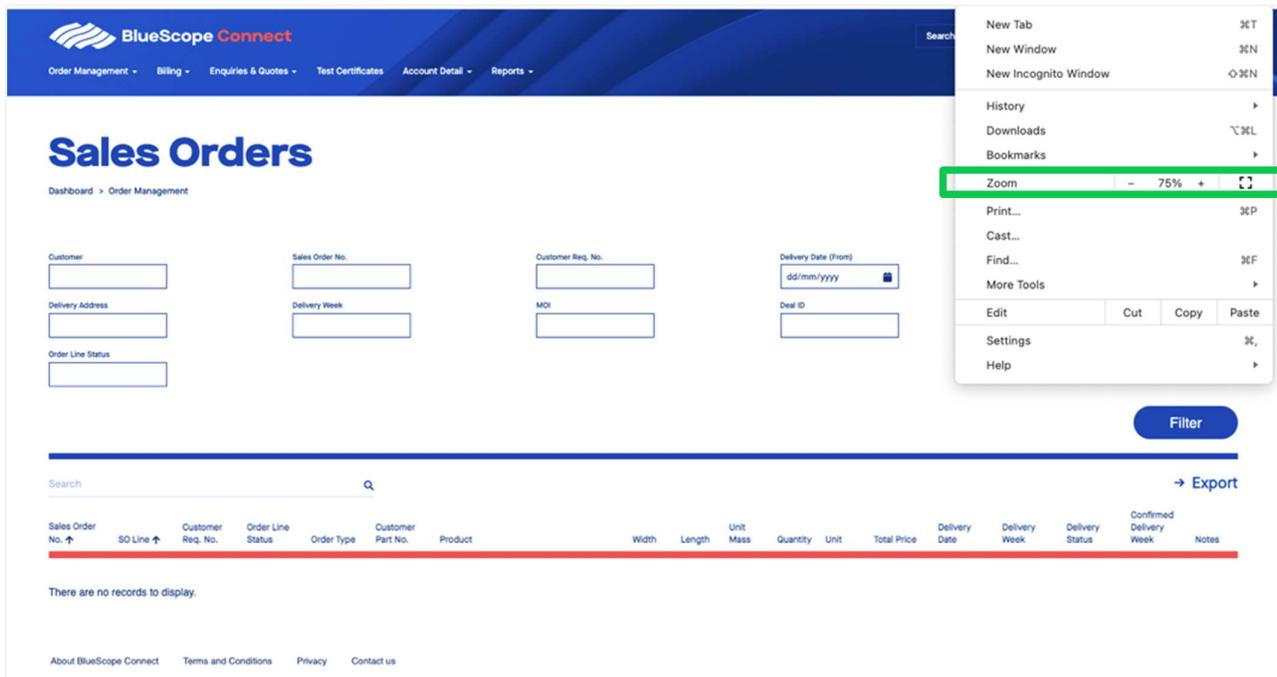
**Step 2** Select your nominated email account, enter your password and click 'Sign In'.  
You should receive an approval request on your mobile, click 'Approve'.



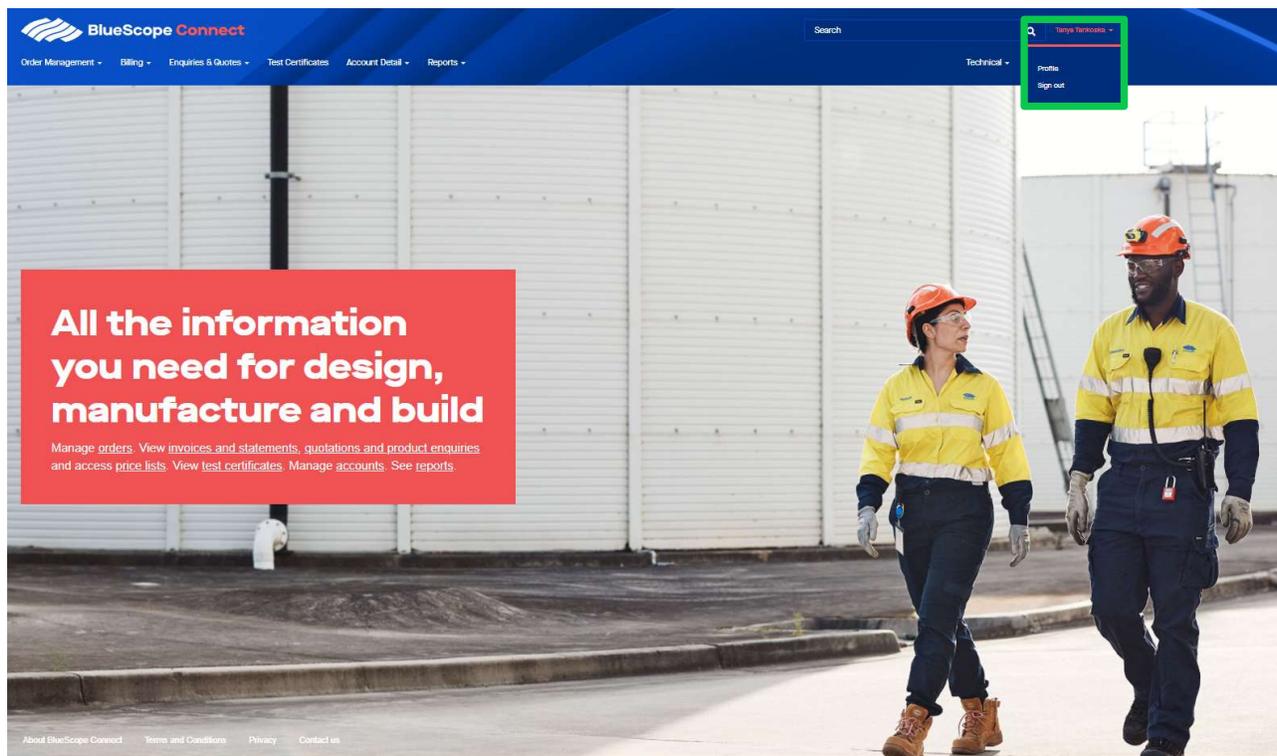
Once approved the portal will open the **home landing page** and the user name will be shown on the top right hand side.



**Step 3** Set the zoom setting at 75% (this is usually 100%). Click on the three dots on the top right-hand side of the screen, go to the Zoom section and use the '-+' buttons to change the percentage.



**Step 4** Click on the username on the top right hand side and select 'Profile'. Review and update your details.

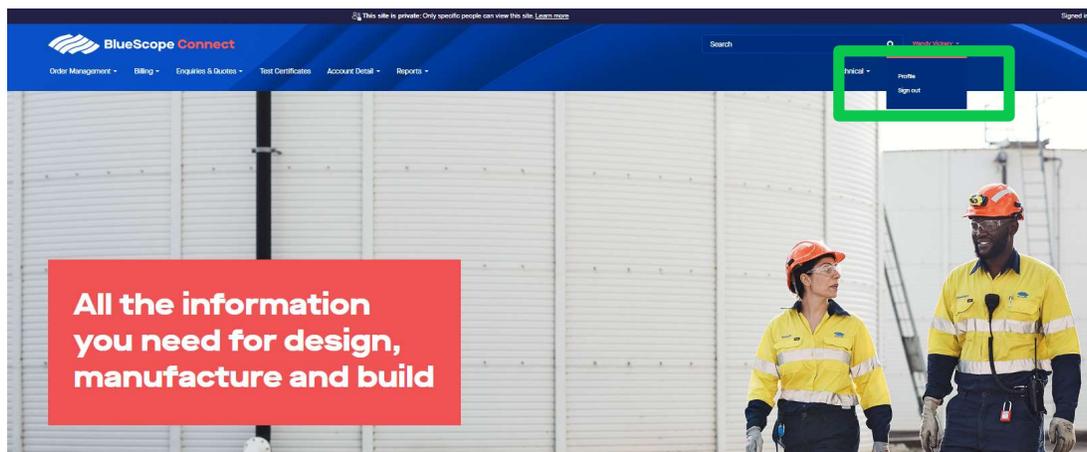


**Step 5** Click on 'Sign Out' under the user profile link to log off.

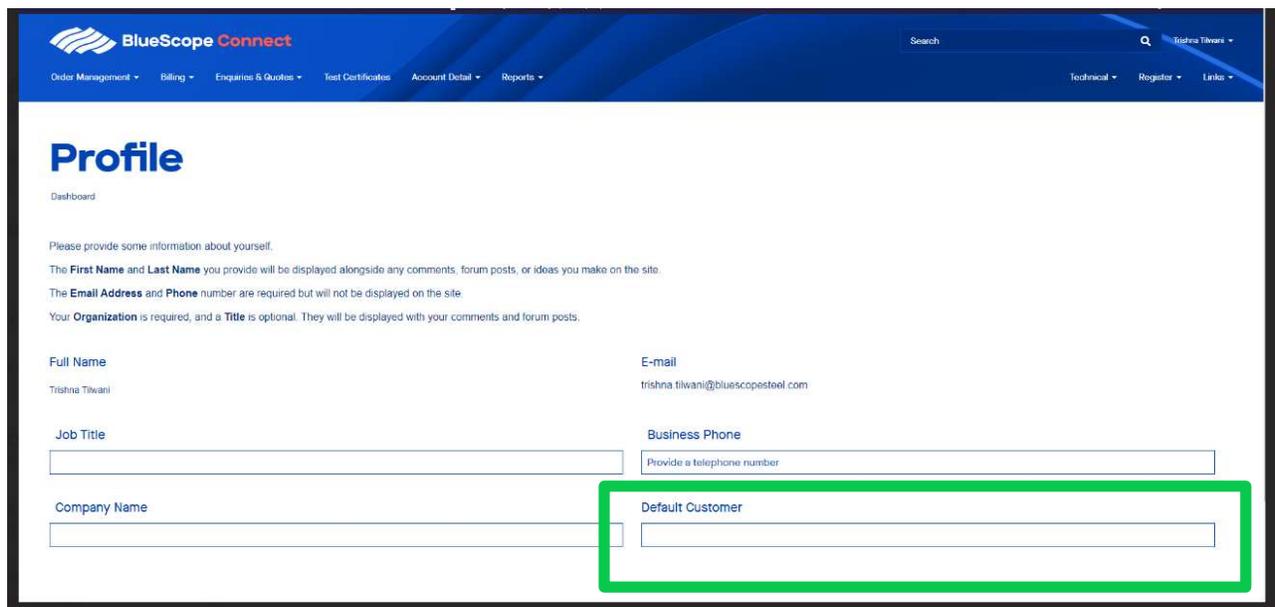
## 1.6. Set up Of Default Customer Code

When logging into the Portal, there is an option to pre-set your profile within BlueScope Connect® with a default Customer Code.

**Step 1.** Access your Profile on the top left-hand side of the screen



## Step 2. Enter your default Customer Code in the Default Customer Box



The screenshot shows the 'Profile' page in the BlueScope Connect portal. The page has a blue header with the BlueScope Connect logo and navigation links. The main content area is white and contains a 'Profile' section with a 'Dashboard' link. Below the header, there is a section for user information with the following fields:

- Full Name:** Trishna Tilwani
- E-mail:** trishna.tilwani@bluescopesteel.com
- Job Title:** (empty text box)
- Business Phone:** (text box with placeholder 'Provide a telephone number')
- Company Name:** (empty text box)
- Default Customer:** (empty text box, highlighted with a green border)

### This is an Optional Set up.

- Pre-setting the Default Customer Code will pre-populate the various pages within the Portal with the customer code.
- If the default Customer Code is not completed the Portal Pages will open with no customer code. The customer code will be required be manually entered
- The customer code can be changed or updated at any time

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## 2. Navigation

This section is to provide the information available and how to navigate your way around the online platform.

The platform is designed to provide general and customer specific information:

- **General information** contains useful information without the need to register and login. It hosts links to other BlueScope branded and external industry websites.
- **Customer specific information** contains more in-depth customer information such as order management, billing, enquiries and quotes, test certificates and account details. This section requires security access.

### 2.1. General Information

The general information is freely available information consisting of technical literature and links to other BlueScope branded and external industry websites.

#### 2.1.1. Technical Literature

The Technical Menu contains the frequently used technical information.

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<b>Technical Bulletins</b>	Direct hyperlink to the BlueScope's Technical Bulletins. <a href="http://steelproducts.bluescopesteel.com.au/category/technical-bulletins">http://steelproducts.bluescopesteel.com.au/category/technical-bulletins</a>
<b>Datasheets</b>	Direct hyperlink to the BlueScope's product datasheets. <a href="http://steelproducts.bluescopesteel.com.au/home/technical-library/datasheets">http://steelproducts.bluescopesteel.com.au/home/technical-library/datasheets</a>
<b>Product Safety and MSDS</b>	Direct hyperlink to BlueScope's product safety datasheets. BlueScope provides guidelines to customers as an input into the customers' risk assessment for storage and handling. <a href="http://steelproducts.bluescopesteel.com.au/home/technical-library/product-safety-information">http://steelproducts.bluescopesteel.com.au/home/technical-library/product-safety-information</a>
<b>Coil Calculator</b>	This link opens a 'Coil Calculator' in Microsoft XLS that is intended as a guide only. The process includes:  <b>Step 1</b> – Select required worksheet within the workbook: (i) Calculator; (ii) Quick Calculator; or (iii) HR Sheet & Floor Plate Calculator.  <b>Step 2</b> - By entering a series of required inputs, noted with an '**', the intent of the Coil Calculator is to provide useful estimates, including (i) Outer Diameter; (ii) Coil Mass; (iii) Coil Length; (iv) No. of Sheets Estimation; and (v) Sheet Yield.  Customers need to refer to their Price Lists or contact their local BlueScope Account Team to determine availability of product.
<b>Delivery Week Calendar</b>	Download a copy of the BlueScope Delivery Week Calendar.

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## 2.1.2. Links

The Links Menu item provides quick links to other BlueScope branded or other relevant industry links.

<b>COLORBOND® steel, Steel Select, Steel.com.au</b>	Direct links to the COLORBOND® steel, Steel Select and Steel.com.au websites providing product information targeting consumers and professional for all segments.
<b>Industry Information</b>	Comprehensive website listing for relevant industry associations.
<b>BlueScope Office Locator</b>	Direct hyperlink to <a href="http://www.bluescopesteel.com.au/our-company/office-locator">http://www.bluescopesteel.com.au/our-company/office-locator</a> Select a region from the Office Locator table and click 'Search'. This will generate a list of all BlueScope business trading in that region.
<b>About BlueScope Connect</b>	Introduction to BlueScope Connect® and some of the features and benefits.
<b>Terms and Conditions</b>	Link to the website Terms & Conditions of Use. By accessing, browsing, or using this website, you agree to be bound by these Terms of Use. If you do not agree to these Terms of Use you are not authorised to use the website.
<b>Privacy</b>	Link to the BlueScope Steel Limited Privacy Policy. By visiting this site you are accepting the practices described in this Privacy Policy.
<b>Contact Us</b>	Directs users to an email pop-up where you can ask questions or provide feedback about BlueScope Connect®.

## 2.2. Customer Specific Information

The Customer Specific information is detailed customer information and that is visible to the user depending on the approved security access levels.

<b>Order Management</b>	Provides information on sales orders, sales order placement, shipments, return orders and customer specific datasheets
<b>Billing</b>	Provides information on invoices, invoice line items, statements and monthly statements
<b>Enquiries and Quotes</b>	Provides information on enquiries, quotations and price lists
<b>Test Certificates</b>	Provides test certificates for products produced and despatched
<b>Account Detail</b>	Provides information on the customer's account details, customer part numbers, delivery addresses and account team details

All the general information continues to be available as drop-down links once logged.

## 2.3. Navigation Tools

This section outlines some of the navigation features available. Each self-serve page is designed to provide key details and features to access information quickly and easily.

### 2.3.1. Key Features

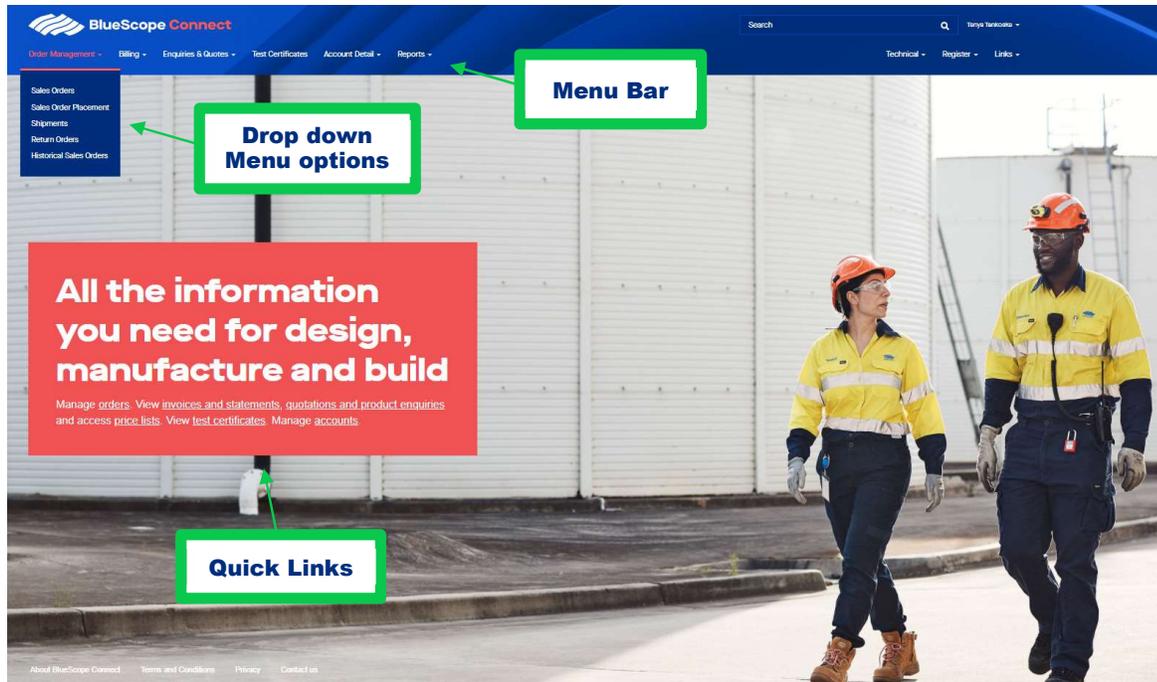
---

<b>1. Drop Down Menu Bar</b>	A drop-down menu bar designed to get you to the page you need quickly. There are also quick links in the middle of the landing page for more popular pages.
<b>2. Summary Output Table</b>	A summary table to provide a quick snapshot on screen of key details.
<b>3. Filters</b>	Use the filters to find specific information quickly and easily. Select defined parameters by either (i) typing in values; or (ii) selected from a drop-down list and then click 'Filter'. The Filters will be hidden, to open them you will need to click on the Hide/Show Filters icon at top right-hand side.
<b>4. Search</b>	Use the search feature under the thick blue line to get your information quickly. This function only searches the columns that are underlined in the summary output table (when you hover over with your mouse).
<b>5. Wildcard search</b> (Available on filters)	If you do not have all the details you can use the 'Wildcard' search which allows you to add partial text and add an asterisk (*) before or after that will search the database with these characters. This feature is only available on the filters that have a 'wildcard search' message when you hover over them. The wildcard search option is also available on the search function below the thick blue line on each page.
<b>6. Sort</b>	Click on the column heading of the Summary Output table to sort the information from highest to lowest, or lowest to highest. The sort function is only available on columns that are underlined (when you hover over with your mouse).
<b>7. Download Information</b>	Export large files into Microsoft Excel or pdf to assist with in-depth analysis. Most of the pages have an export option to allow users to extract information to a Microsoft XLS format that can then be shared or saved to a local directory.  Some of the pages have a hyperlink to download documents in pdf format. This feature is available on Shipments, Quotations, Invoices, Customer Datasheets and Price Lists.
<b>8. View Details Hyperlink</b>	Provides the ability to further drill down to the item level for more information such as Notes. The drill down is available on items that have a link (underline when hovering over the Summary Output Table).  Users need to hover over the summary output grid with their mouse. If the line item becomes underlined, click on this item and it will open a separate page with the additional details. The separate page will have 'Details' in the heading to notify you are in the View details section.
<b>9. Page Short-cut</b>	If a default page or refined search returns more than one page of information, click a specific page number, or by selecting the > or < arrow to navigate to the next sequential page.

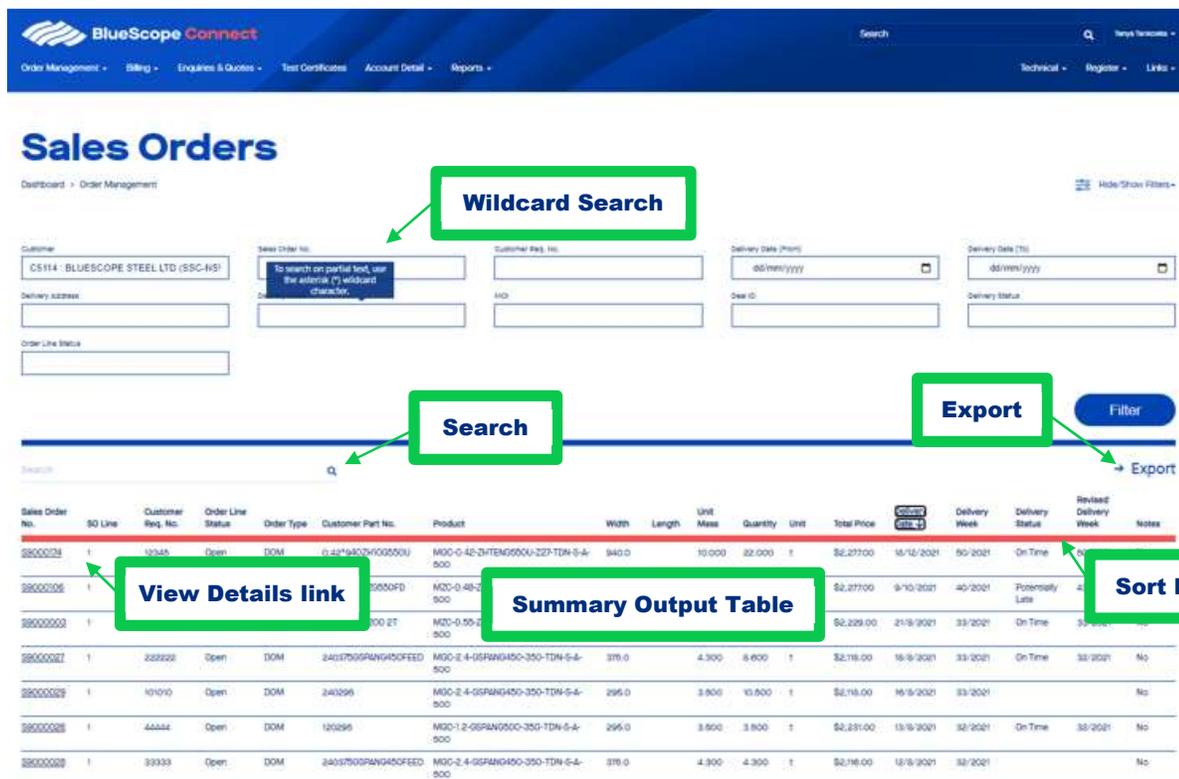
---

### 2.3.2. Navigation Layout

The home landing page is the first page you will see when you login.



Each self-serve page will have a Summary Output Table, filters and search options.



When you click on the hyperlink a new page opens with more details such as detailed invoice line items.

BlueScope Connect
Search  Tanya Tanwata

Order Management - Billing - Enquiries & Quotes - Test Certificates - Account Detail -
Technical - Register - Links -

## Invoice Details

Dashboard > Billing > Invoices

Customer	Customer Code		
BLUESCOPE STEEL LTD (SSC-WA)	C5113		
Invoice ID	Invoice Date	Due Date	
INV6000159	15/4/2021	15/5/2021	
Type	Quantity	Invoice Amount	Currency
Invoice	1,400	\$3,458.00	AUD

### Invoice Lines

Customer	Customer Code	Invoice ID	Invoice Date	Due Date	Shipment ID	Customer Req. No.	Sales Order No.	Line Number	Customer Part No.	Product	Width	Length	Mass	Tag ID	Quantity	Unit	Price	Amount
BLUESCOPE STEEL LTD (SSC-WA)	C5113	INV6000159	15/4/2021	15/5/2021	SH600012144	S6006791	S6006791	1	042340ZALUFEEED	M20-042-ZALUMEG50-M12-TDN-S-A-500	340.0	1,500	01579401-01		1,400	t	\$2,470.00	\$3,458.00

### Documents

20.dava.jpg  
Mukhi Nagra

C5113\_Invoice\_INV6000159.pdf (210.02 KB)

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 [Terms and Conditions](#) | 
 [Privacy](#) | 
 [Contact us](#)

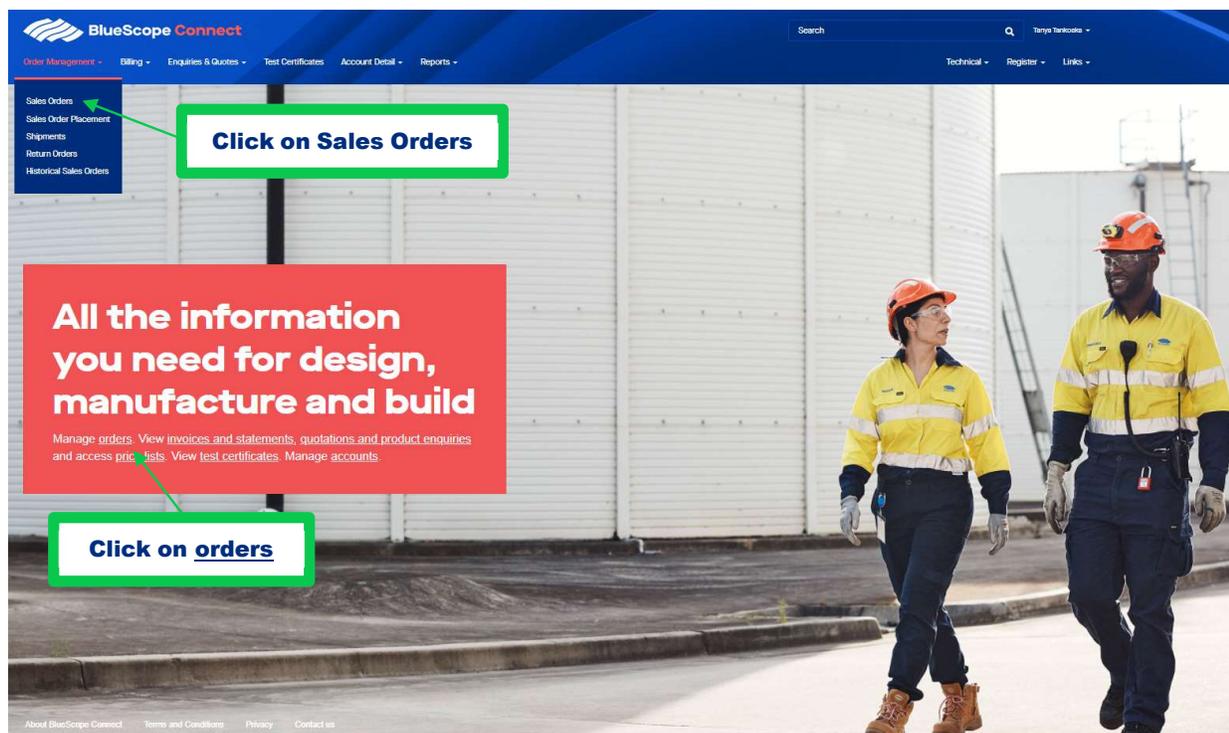
## 2.4. Navigation Process – Searching

BlueScope Connect® is designed like many other online platforms whereby searching for information is as simple as clicking on items, picking from drop down lists or adding words in search boxes.

This section provides a quick guide on how to search for a **Sales Order**.

### 2.4.1. Searching for a Sales Order

**Step 1** Click on Order Management Menu and select Sales Orders or click on 'orders' from the quick links.



**Step 2** Click on the Hide/Show Filters



Sales Order No.	SO Line	Customer Req. No.	Order Line Status	Order Type	Customer Part No.	Product	Width	Length	Unit Mass	Quantity	Unit	Total Price	Delivery Date	Delivery Week	OnTime Status	Revised Delivery Week	Notes
S9000106	1	1234	Open	DOM	.48*170SBZ6550FD	MZC-0.48-ZALUM6550-M12-UDN-S-A-500	1170.0		13.000	26.000	t	\$2,277.00	9/10/2021	40/2021	Potentially Late	43/2021	Yes
S5007543	1	123456	In Review	DOM	042940SURFMIST	PZC-0.42-ZAL0550SM10-XRWSMT25SDG10-TNEA	940.0		5.000	1.000	t	\$190.00	24/7/2021	29/2021	Potentially Late	32/2021	No
S9000024	1	123456	Open	DOM	2403750SPAN0450FEED	MGC-2.4-GSPAN0450-350-TDN-S-A-500	375.0		4.300	8.600	t	\$2,116.00	30/7/2021	30/2021	Potentially Late	31/2021	Yes
S9000025	1	55555	Open	DOM	190376	MGC-1.9-GSPAN0450-350-TDN-S-A-500	375.0		4.300	4.300	t	\$2,129.00	23/7/2021	29/2021	Potentially Late	32/2021	No
S9000074	1	12345	Open	DOM	0.42*940ZH10G550U	MGC-0.42-ZHTEN6550U-ZZ7-TDN-S-A-500	940.0		10.000	22.000	t	\$2,277.00	18/12/2021	50/2021	On Time	50/2021	No

**Step 3a Search by Filter** – Select the Customer from the drop-down list, enter the Sales Order Number in the Sales Order No. filter box and Click Filter.

Customer: C5114 - BLUESCOPE STEEL LTD (SSC-NS)  
 Sales Order No.: S5007543  
 Delivery Date (From): dd/mm/yyyy  
 Delivery Date (To): dd/mm/yyyy  
 Delivery Address: [Empty]  
 Delivery Week: [Empty]  
 Order Line Status: [Empty]  
 Filter

Sales Order No.	SO Line	Customer Req. No.	Order Line Status	Order Type	Customer Part No.	Product	Width	Length	Unit Mass	Quantity	Unit	Total Price	Delivery Date	Delivery Week	Delivery Status	Revised Delivery Week	Notes
S9000106	1	1234	Open	DOM	.48*1170S820550FD	M20-0.48-ZALLUM69550-M12-UDN-S-A-500	1170.0		13.000	26.000	t	\$2,277.00	9/10/2021	40/2021	Potentially Late	43/2021	Yes
S5007543	1	123456	In Review	DOM	042940SURFMIST	P20-0.42-ZALG550SM10-XRW5MT25SD010-TNEA	940.0		5.000	1.000	t	\$190.00	24/7/2021	29/2021	Potentially Late	32/2021	No
S9000084	1	123456	Open	DOM	240375GSPANG450FEED	MGC-2.4-GSPANG450-350-TDN-S-A-500	375.0		4.300	8.600	t	\$2,118.00	30/7/2021	30/2021	Potentially Late	31/2021	Yes
S9000025	1	55555	Open	DOM	190375	MGC-1.9-GSPANG450-350-TDN-S-A-500	375.0		4.300	4.300	t	\$2,129.00	23/7/2021	29/2021	Potentially Late	32/2021	No
S9000074	1	12345	Open	DOM	0.42*940ZH10G550U	MGC-0.42-ZHTENG550U-Z27-TDN-S-A-500	940.0		10.000	22.000	t	\$2,277.00	18/12/2021	50/2021	On Time	50/2021	No
S9000003	1	654321	Open	DOM	SSC2L0501200 2T	M20-0.55-ZALLUM6300-M12-TDN-S-A-500	1200.0		2.000	2.000	t	\$2,229.00	21/8/2021	33/2021	On Time	33/2021	No

OR

**Step 3b Search by Page Search** – Add the search criteria (i.e Sales Order Number) in the search box under the thick blue line.

For a partial search add \* before and after the sales orders number

This will only search the columns that are underlined when you hover over them.

Search: \*S5007543\*  
 Export

Sales Order No.	SO Line	Customer Req. No.	Order Line Status	Order Type	Customer Part No.	Product	Width	Length	Unit Mass	Quantity	Unit	Total Price	Delivery Date	Delivery Week	Delivery Status	Revised Delivery Week	Notes
S9000106	1	1234	Open	DOM	.48*1170S820550FD	M20-0.48-ZALLUM69550-M12-UDN-S-A-500	1170.0		13.000	26.000	t	\$2,277.00	9/10/2021	40/2021	Potentially Late	43/2021	Yes
S5007543	1	123456	In Review	DOM	042940SURFMIST	P20-0.42-ZALG550SM10-XRW5MT25SD010-TNEA	940.0		5.000	1.000	t	\$190.00	24/7/2021	29/2021	Potentially Late	32/2021	No
S9000084	1	123456	Open	DOM	240375GSPANG450FEED	MGC-2.4-GSPANG450-350-TDN-S-A-500	375.0		4.300	8.600	t	\$2,118.00	30/7/2021	30/2021	Potentially Late	31/2021	Yes
S9000025	1	55555	Open	DOM	190375	MGC-1.9-GSPANG450-350-TDN-S-A-500	375.0		4.300	4.300	t	\$2,129.00	23/7/2021	29/2021	Potentially Late	32/2021	No
S9000074	1	12345	Open	DOM	0.42*940ZH10G550U	MGC-0.42-ZHTENG550U-Z27-TDN-S-A-500	940.0		10.000	22.000	t	\$2,277.00	18/12/2021	50/2021	On Time	50/2021	No

OR

**Step 3 Wildcard Search** – Add the limited characters with an \* before and after in the filter or search page.

Anywhere you see the wildcard pop-up box with the message 'To search on partial text, use the asterisk (\*) wildcard character' means you can add some of the information with an \* on either side and it will search for those characters appearing in the database.



For example, if you add **\*8\*** the search result will provide data where other characters appear before and after the character 8.

BlueScope Connect

Order Management - Billing - Enquiries & Quotes - Test Certificates - Account Detail - Reports -

Search  Tanya Tanikata -

Technical - Register - Links -

## Sales Orders

Dashboard > Order Management

Hide/Show Filters

\*4\*

→ Export

Sales Order No.	SO Line	Customer Req. No.	Order Line Status	Order Type	Customer Part No.	Product	Width	Length	Unit Mass	Quantity	Unit	Total Price	Delivery Date	Delivery Week	Delivery Status ↓	Revised Delivery Week	Notes
S9000106	1	1234	Open	DOM	*1170S8Z0550FD	M2C-0.48-ZALUM6550-M12-UDN-S-A-500	1170.0	13.000	26.000	t	\$2,277.00	9/10/2021	40/2021	Potentially Late	43/2021	Yes	
S5002543	1	123456	In Review	DOM	*2940SURFMIST	P2C-0.42-ZAL0550SM10-XRW5MT25SDG10-TNEA	940.0	5.000	1.000	t	\$190.00	24/7/2021	29/2021	Potentially Late	32/2021	No	
S9000024	1	123456	Open	DOM	240375GSPANG450FEED	MGC-2.4-GSPANG450-350-TDN-S-A-500	375.0	4.300	8.600	t	\$2,118.00	30/7/2021	30/2021	Potentially Late	31/2021	Yes	
S9000174	1	12345	Open	DOM	*21940ZHIO6550U	MGC-0.42-ZHTEN6550U-227-TDN-S-A-500	940.0	10.000	22.000	t	\$2,277.00	18/12/2021	50/2021	On Time	50/2021	No	
S9000030	1	121212	Open	DOM	240295	MGC-2.4-GSPANG450-350-TDN-S-A-500	295.0	3.500	3.500	t	\$2,118.00	10/8/2021	32/2021	On Time	32/2021	No	
S9000027	1	222222	Open	DOM	240375GSPANG450FEED	MGC-2.4-GSPANG450-350-TDN-S-A-500	375.0	4.300	8.600	t	\$2,118.00	18/8/2021	33/2021	On Time	32/2021	No	

## 2.4.2. Viewing and Analysing Sales Order Details

**Step 1** Click on Order Management and Select Sales Orders to view the summary of sales orders.

BlueScope Connect

Order Management - Billing - Enquiries & Quotes - Test Certificates - Account Detail - Reports -

Search [ ] Tanya Tanaka -

Technical - Register - Links -

### Sales Orders

Dashboard > Order Management

Hide/Show Filters -

Search [ ] → Export

Sales Order No.	SO Line	Customer Req. No.	Order Line Status	Order Type	Customer Part No.	Product	Width	Length	Unit Mass	Quantity	Unit	Total Price	Delivery Date	Delivery Week	Delivery Status ↓	Revised Delivery Week	Notes
S9000106	1	1234	Open	DOM	.48*1170S8Z3550FD	MZC-0.48-ZALUMEG550-MI2-UDN-S-A-500	170.0		13.000	26.000	t	\$2,277.00	9/10/2021	40/2021	Potentially Late	43/2021	Yes
S9007543	1	123456	In Review	DOM	042940SURFMIST	PZC-0.42-ZALG550SM10-XRWSMT25SDG10-TNEA	940.0		5.000	1.000	t	\$190.00	24/7/2021	29/2021	Potentially Late	32/2021	No
S9000024	1	123456	Open	DOM	240375GSPAN450FEED	MGC-2.4-GSPAN450-350-TDN-S-A-500	375.0		4.300	8.600	t	\$2,118.00	30/7/2021	30/2021	Potentially Late	31/2021	Yes
S9000025	1	55555	Open	DOM	190375	MGC-1.9-GSPAN450-350-TDN-S-A-500	375.0		4.300	4.300	t	\$2,129.00	23/7/2021	29/2021	Potentially Late	32/2021	No
S9000174	1	12345	Open	DOM	0.42*940ZH10G550U	MGC-0.42-ZHTENG550U-ZZ7-TDN-S-A-500	940.0		10.000	22.000	t	\$2,277.00	18/12/2021	50/2021	On Time	50/2021	No
S9000003	1	654321	Open	DOM	SSCZL0551200 2T	MZC-0.55-ZALUMEG300-MI2-TDN-S-A-500	1200.0		2.000	2.000	t	\$2,229.00	21/8/2021	33/2021	On Time	33/2021	No
S9000030	1	121212	Open	DOM	240295	MGC-2.4-GSPAN450-350-TDN-S-A-500	295.0		3.500	3.500	t	\$2,118.00	10/8/2021	32/2021	On Time	32/2021	No
S9000026	1	44444	Open	DOM	120295	MGC-1.2-GSPAN500-350-TDN-S-A-500	295.0		3.500	3.500	t	\$2,231.00	13/8/2021	32/2021	On Time	32/2021	No
S9000027	1	222222	Open	DOM	240375GSPAN450FEED	MGC-2.4-GSPAN450-350-TDN-S-A-500	375.0		4.300	8.600	t	\$2,118.00	18/8/2021	33/2021	On Time	32/2021	No

**Step 2** Click on the column heading of the Summary Output Table to sort the information.

The sort function is only available on columns that are underlined (when you hover over with your mouse). The arrow next to the column heading being sorted will indicate if it's an ascending or descending. Cannot sort by multiple columns.

BlueScope Connect

Order Management - Billing - Enquiries & Quotes - Test Certificates - Account Detail - Reports -

Search [ ] Tanya Tanaka -

Technical - Register - Links -

### Sales Orders

Dashboard > Order Management

Hide/Show Filters -

Search [ ] → Export

Sales Order No.	SO Line	Customer Req. No.	Order Line Status	Order Type	Customer Part No.	Product	Width	Length	Unit Mass	Quantity	Unit	Total Price	Delivery Date	Delivery Week	<u>Delivery Status ↓</u>	Revised Delivery Week	Notes
S9000106	1	1234	Open	DOM	.48*1170S8Z3550FD	MZC-0.48-ZALUMEG550-MI2-UDN-S-A-500	170.0		13.000	26.000	t	\$2,277.00	9/10/2021	40/2021	Potentially Late	43/2021	Yes
S9007543	1	123456	In Review	DOM	042940SURFMIST	PZC-0.42-ZALG550SM10-XRWSMT25SDG10-TNEA	940.0		5.000	1.000	t	\$190.00	24/7/2021	29/2021	Potentially Late	32/2021	No
S9000024	1	123456	Open	DOM	240375GSPAN450FEED	MGC-2.4-GSPAN450-350-TDN-S-A-500	375.0		4.300	8.600	t	\$2,118.00	30/7/2021	30/2021	Potentially Late	31/2021	Yes
S9000025	1	55555	Open	DOM	190375	MGC-1.9-GSPAN450-350-TDN-S-A-500	375.0		4.300	4.300	t	\$2,129.00	23/7/2021	29/2021	Potentially Late	32/2021	No
S9000174	1	12345	Open	DOM	0.42*940ZH10G550U	MGC-0.42-ZHTENG550U-ZZ7-TDN-S-A-500	940.0		10.000	22.000	t	\$2,277.00	18/12/2021	50/2021	On Time	50/2021	No
S9000003	1	654321	Open	DOM	SSCZL0551200 2T	MZC-0.55-ZALUMEG300-MI2-TDN-S-A-500	1200.0		2.000	2.000	t	\$2,229.00	21/8/2021	33/2021	On Time	33/2021	No
S9000030	1	121212	Open	DOM	240295	MGC-2.4-GSPAN450-350-TDN-S-A-500	295.0		3.500	3.500	t	\$2,118.00	10/8/2021	32/2021	On Time	32/2021	No
S9000026	1	44444	Open	DOM	120295	MGC-1.2-GSPAN500-350-TDN-S-A-500	295.0		3.500	3.500	t	\$2,231.00	13/8/2021	32/2021	On Time	32/2021	No
S9000027	1	222222	Open	DOM	240375GSPAN450FEED	MGC-2.4-GSPAN450-350-TDN-S-A-500	375.0		4.300	8.600	t	\$2,118.00	18/8/2021	33/2021	On Time	32/2021	No

**Step 3** Click on the hyperlink to view more details such as Customer Delivery date, Notes and shipment line details.

BlueScope Connect

Order Management - Billing - Enquiries & Quotes - Test Certificates - Account Detail - Reports -

Search Tanya Tankoska

Technical - Register - Links -

## Sales Orders

Dashboard > Order Management

**Click link for more details**

Search

Hide/Show Filters

Export

Sales Order No.	SO Line	Customer Req. No.	Order Line Status	Order Type	Customer Part No.	Product	Width	Length	Unit Mass	Quantity	Unit	Total Price	Delivery Date	Delivery Week	Online Status	Revised Delivery Week	Notes
89000106		1234	Open	DOM	.48*1170SBZ0550FD	MZC-0.48-ZALUMEG550-M12-UDN-S-A-500	1170.0		13.000	26.000	t	\$2,277.00	9/10/2021	40/2021	Potentially Late	43/2021	Yes
85007843	1	123456	In Review	DOM	042940SURFMIST	P2C-0.42-ZALG550SM10-XRWSMT25SDG10-TNEA	940.0		5.000	1.000	t	\$190.00	24/7/2021	29/2021	Potentially Late	32/2021	No
89000024	1	123456	Open	DOM	240375GSPANG450FEED	MGC-2.4-GSPANG450-350-TDN-S-A-500	375.0		4.300	8.600	t	\$2,118.00	30/7/2021	30/2021	Potentially Late	31/2021	Yes
89000025	1	55555	Open	DOM	190375	MGC-1.9-GSPANG450-350-TDN-S-A-500	375.0		4.300	4.300	t	\$2,129.00	23/7/2021	29/2021	Potentially Late	32/2021	No
89000174	1	12345	Open	DOM	0.42*940ZH100350U	MGC-0.42-ZHTEN0550U-ZZ7-TDN-S-A-500	940.0		10.000	22.000	t	\$2,277.00	18/12/2021	50/2021	On Time	50/2021	No
89000003	1	654321	Open	DOM	SSCZL0591200 2T	MZC-0.55-ZALUMEG300-M12-TDN-S-A-500	1200.0		2.000	2.000	t	\$2,229.00	21/8/2021	33/2021	On Time	33/2021	No
89000030	1	121212	Open	DOM	240295	MGC-2.4-GSPANG450-350-TDN-S-A-500	295.0		3.500	3.500	t	\$2,118.00	10/8/2021	32/2021	On Time	32/2021	No
89000026	1	44444	Open	DOM	120295	MGC-1.2-GSPANG500-350-TDN-S-A-500	295.0		3.500	3.500	t	\$2,231.00	13/8/2021	32/2021	On Time	32/2021	No
89000027	1	222222	Open	DOM	240375GSPANG450FEED	MGC-2.4-GSPANG450-350-TDN-S-A-500	375.0		4.300	8.600	t	\$2,118.00	18/8/2021	33/2021	On Time	32/2021	No

The hyperlink will open a new page with the name of the page followed by the word 'Details'.

BlueScope Connect

Order Management - Billing - Enquiries & Quotes - Test Certificates - Account Detail - Reports -

Search Tanya Tankoska

Technical - Register - Links -

## Sales Order Details

Dashboard > Order Management > Sales Orders

**'Details' indicates you are on the page that has additional information**

Customer	Customer Code	Delivery Address
BLUESCOPE STEEL LTD (SSC-NSW)	C5114	A/C GARTENMAN PORT KEMBLA
Sales Order No.	SO Line	MOI
89000106	1	46063901
Order Line Status	Delivery Week	Customer Delivery Week
Open	40/2021	31/2021
Delivery Status	Revised Delivery Week	Deal ID
Potentially Late	43/2021	-

### Notes

**Notes about the order**

Note code ↑	Comments	Created On
External OS	Despatch planned early DW43	28/10/2021

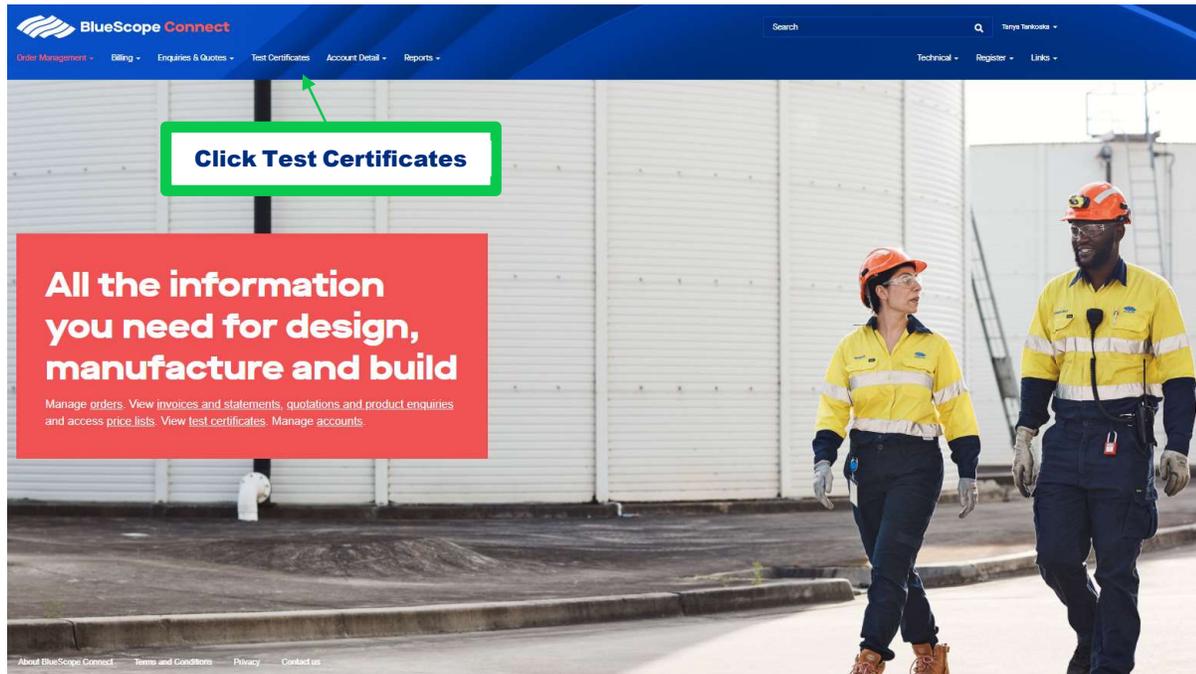
For Shipments, the additional information includes shipments line details.

**Step 4** Click on the Export button, open the Microsoft XLS file from the bottom left-hand side and share or save to a local directory.

### 2.4.3. Viewing Test Certificates

Until our manufacturing systems are migrated to D365 the Test Certificates will continue to be located in the 'previous' portal.

**Step 1** Click on Test Certificates, from the BlueScope Connect® menu bar.



The link will take you to the Test certificates section in the previous portal.

### 2.4.4. Historical Sales Orders and Invoices Search

The historical data for sales orders and invoices will remain in the previous portal.

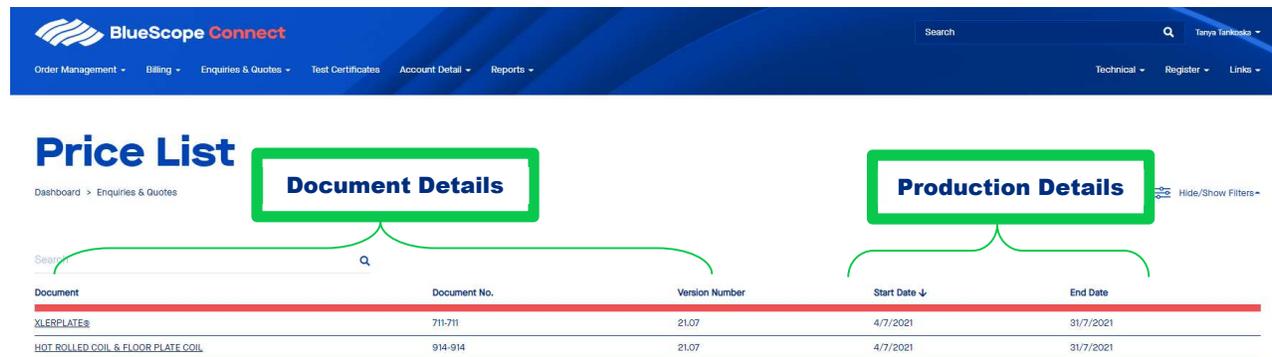
**Step 1** Click on 'Order Management' and select 'Historical Sales Orders'  
OR Click on 'Billing' and select 'Historical Invoices'.

## 2.4.5. Viewing Price Lists

Price Lists are available on BlueScope Connect®.

**Step 1:** Click on 'Enquiries and Quotes' and select 'Price Lists'. The Price List Document Name, Number, Version and production period will appear.

**Please ensure you open the correct document based on the Start Date and End Date.**



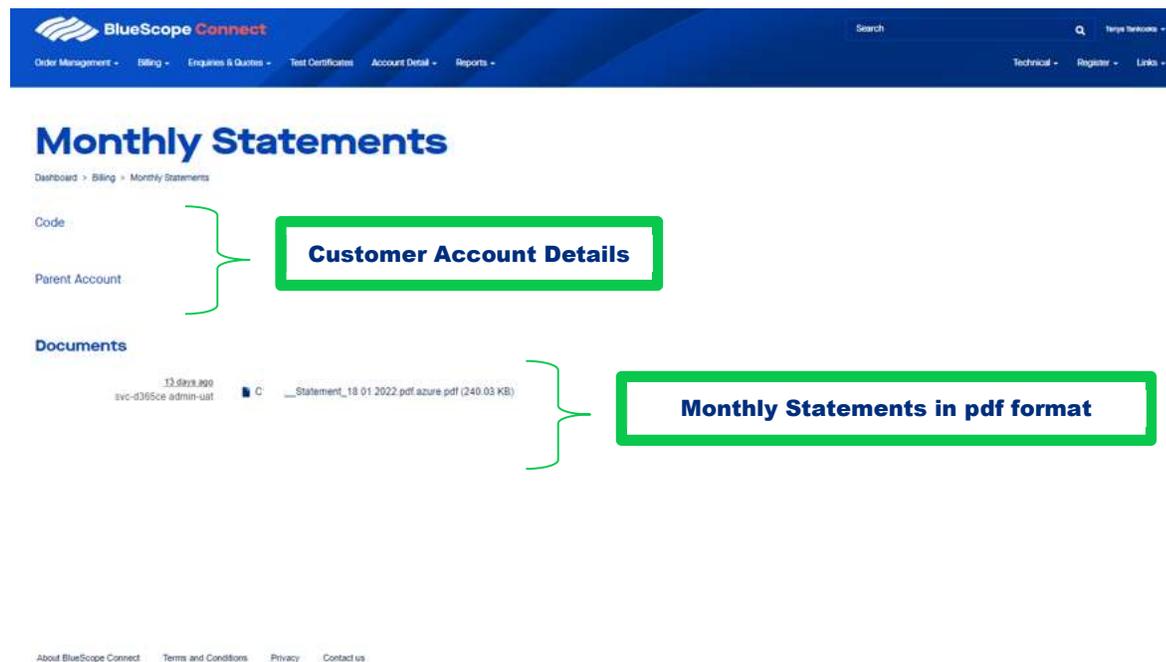
The screenshot shows the 'Price List' page in BlueScope Connect. The page has a navigation bar with 'Enquiries & Quotes' selected. A search bar is visible. Below the navigation, there are two highlighted boxes: 'Document Details' and 'Production Details'. The 'Document Details' box points to the 'Document', 'Document No.', and 'Version Number' columns of a table. The 'Production Details' box points to the 'Start Date' and 'End Date' columns. The table contains two rows of data:

Document	Document No.	Version Number	Start Date ↓	End Date
XLERPLATE	711-711	21.07	4/7/2021	31/7/2021
HOT ROLLED COIL & FLOOR PLATE COIL	914-914	21.07	4/7/2021	31/7/2021

## 2.4.6. Viewing Monthly Statements

The Monthly Statements menu bar option consists of a folder like structure that contains the Monthly Statements that are sent to customers. These are pdf documents that are listed under the Documents section.

**Step 1:** Click on 'Billing' and select 'Monthly Statements'.



The screenshot shows the 'Monthly Statements' page in BlueScope Connect. The page has a navigation bar with 'Billing' selected. Below the navigation, there are two highlighted boxes: 'Customer Account Details' and 'Monthly Statements in pdf format'. The 'Customer Account Details' box points to the 'Code' and 'Parent Account' fields. The 'Monthly Statements in pdf format' box points to a list of documents under the 'Documents' section. One document is visible:

Documents
 13 stars.jpg svc-d365ce admin-uit C: ___Statement_18 01 2022.pdf.azure.pdf (240.03 KB)

## 2.4.7. Viewing Statements

The statements menu bar option consists of all the open invoices that allows you to search for invoices that are currently open.

**Step 1:** Click on 'Billing' and select 'Statements'. The Customer details and invoice details will appear in the Summary Output Table.

BlueScope Connect

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

# Statements

Dashboard > Billing

→ Export

Customer	Customer Code ↑	Parent Customer	Invoice ID	Invoice Date	Due Date	Discount Date	Gross Amount	Net Due Amount	Type
BLUESCOPE STEEL LTD (SSC-NSW)	C5114	C5114	<a href="#">INV5000695</a>	28/10/2021	15/11/2021		\$3224	\$3224	Invoice
BLUESCOPE STEEL LTD (SSC-NSW)	C5114	C5114	<a href="#">RC50000062</a>	28/10/2021	15/11/2021		\$-520	\$-520	Credit adjustment
BLUESCOPE STEEL LTD (SSC-NSW)	C5114	C5114	<a href="#">ADJ5000023</a>	29/11/2021	15/12/2021		\$-300	\$-300	Credit adjustment
BLUESCOPE STEEL LTD (SSC-NSW)	C5114	C5114	<a href="#">INV5001320</a>	27/1/2022	15/2/2022		\$3100	\$3100	Invoice
BLUESCOPE STEEL LTD (SSC-NSW)	C5114	C5114	<a href="#">INV5001321</a>	28/1/2022	15/2/2022		\$2175	\$2175	Invoice

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## 2.4.8. Viewing Invoice Line Items

The invoice line items menu bar option allows the ability to view and export invoice details at the invoice line level.

**Step 1:** Click on 'Billing' and select 'Invoice Line Items'. The Customer details and invoice details will appear in the Summary Output Table.

BlueScope Connect

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

# Invoice Line Items

Dashboard > Billing

Search

→ Export

Customer	Customer Code	Invoice ID	Invoice Date	Due Date	Shipment ID ↓	Customer Req.	Sales Order No.	SO Line	Customer Part No.	Product	Width	Length	Unit Mass	Tag Id	Shipment Quantity	Unit	Total Price	Total Amount
BLUESCOPE STEEL LTD (SSC-NSW)	C5114	INV5000695	28/10/2021	15/11/2021	<a href="#">SH500007167</a>	1	S5018268	1	CPN2	MGC-0.55-GBONDG2-Z1G-TDN-S-A-500	1100.0		13.000	S5018268-01-1, S5018268-01-2	26.000	t	\$124.00	\$3,224.00
BLUESCOPE STEEL LTD (SSC-NSW)	C5114	INV5000031	12/7/2021	15/9/2021	<a href="#">SH500004772</a>	55555	S9000025	1	190375	MGC-0.19-GSPANG450-350-TDN-S-A-500	375.0		4.300	N13077SIN	4.230	t	\$2,129.00	\$9,005.67
BLUESCOPE STEEL LTD (SSC-NSW)	C5114	INV5000032	12/7/2021	15/9/2021	<a href="#">SH500004772</a>	33333	S9000028	2	190375	MGC-0.19-GSPANG450-350-TDN-S-A-500	375.0		4.300	N13077S2N	4.245	t	\$2,129.00	\$9,037.61

Customer, Invoice and Sales Details

## 2.4.9. Viewing Return Orders

**Step 1** Click on Order Management and Select Return Orders to view the summary of product returns.

The product returns will include product returned to BlueScope and product not returned to BlueScope.

**Step 2** Click on the hyperlink to view any associated notes with the physical product return.

### 3. 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



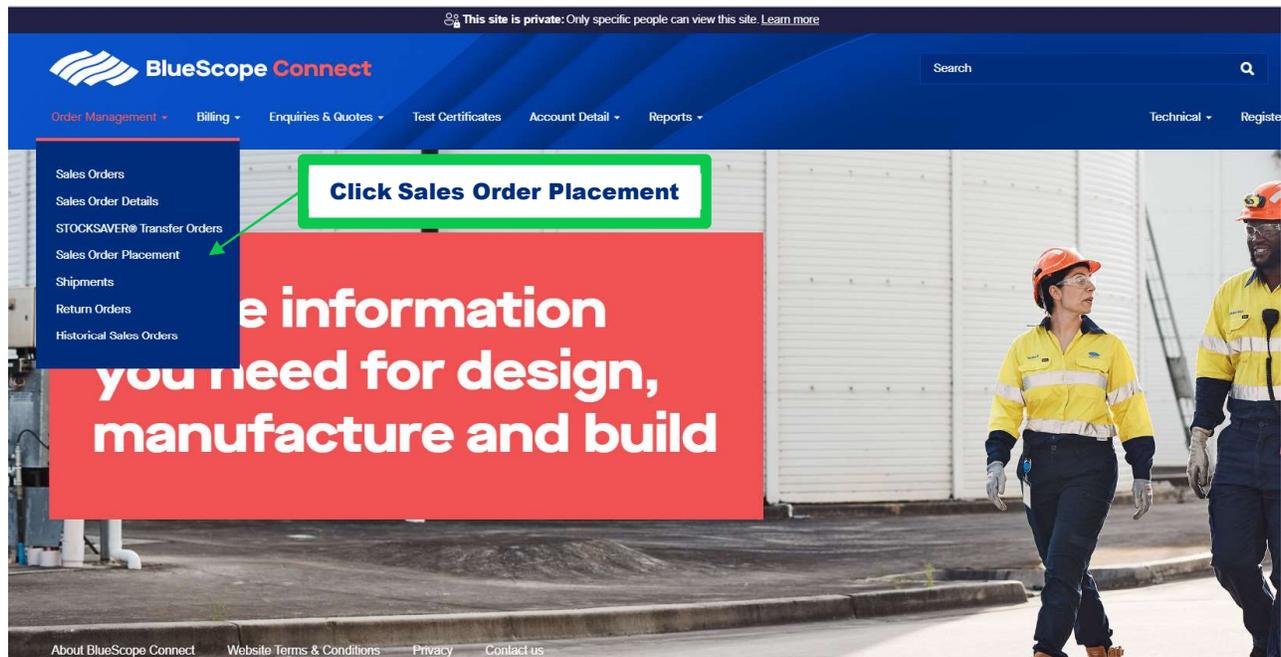
#### 3.1. Create a Sales Order

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

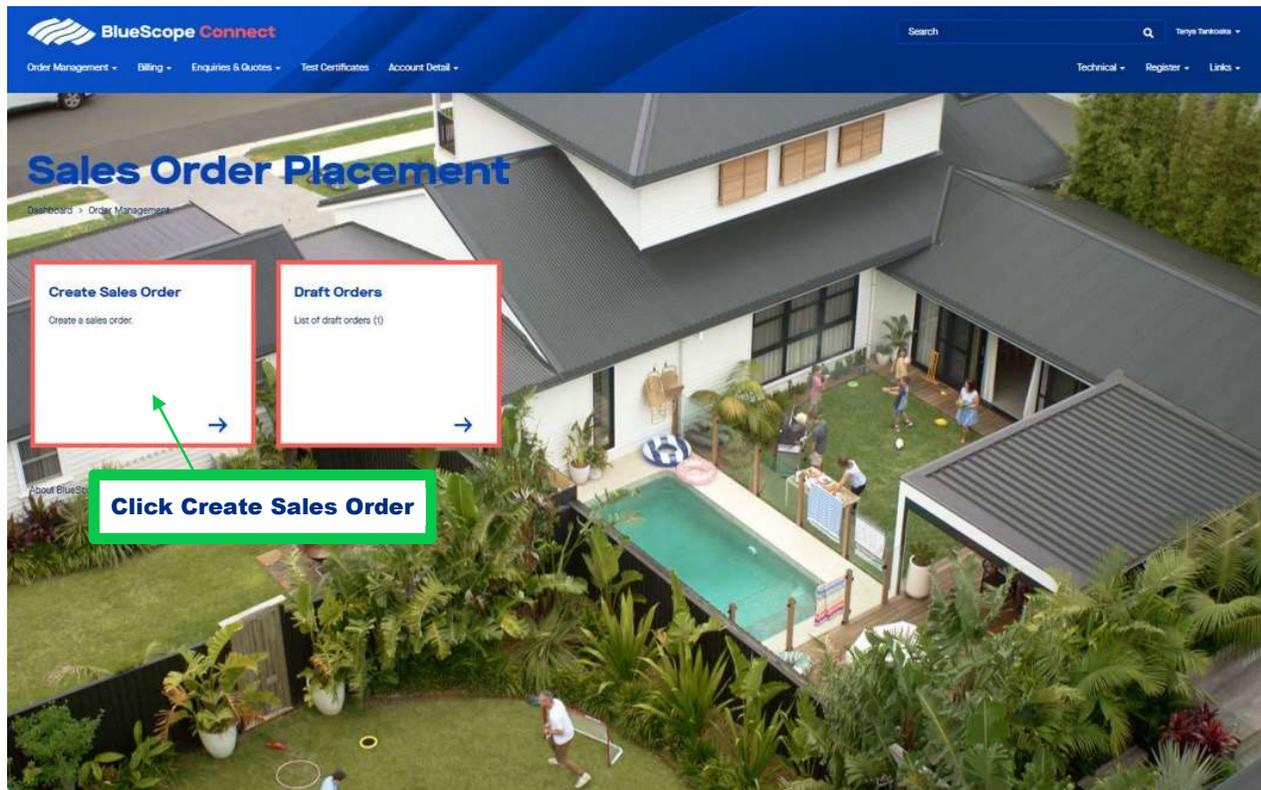
The Sales Order Placement comprises of two sub-categories:

1. <b>Create a Sales Order</b>	Sales order creation
2. <b>Draft Orders</b>	Sales orders awaiting submission

#### Step 1 Select 'Sales Order Placement'



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



## 3.2. 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 Asterix \* (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)*



# Create Sales Order

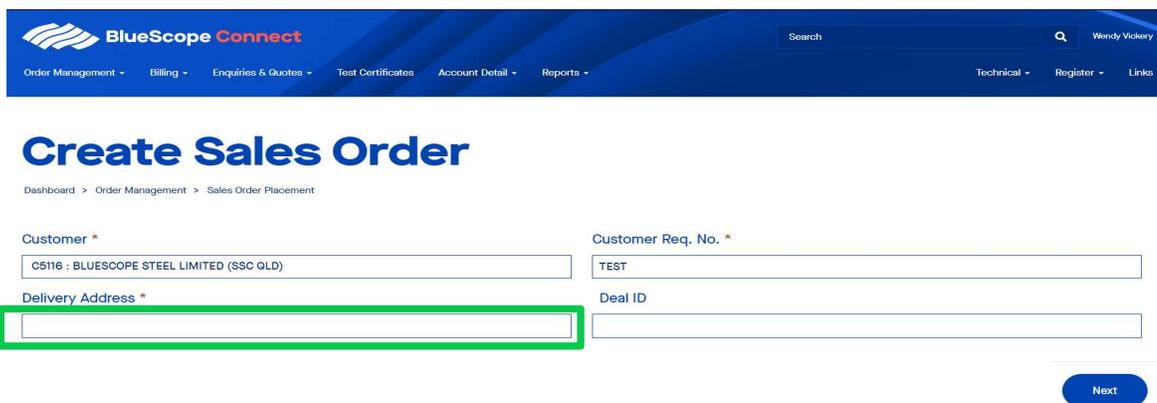
Dashboard > Order Management > Sales Order Placement

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

Next

**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 page has a blue header with the BlueScope Connect logo and navigation menus. The main content area is titled 'Create Sales Order' and includes a breadcrumb trail: 'Dashboard > Order Management > Sales Order Placement'. There are four input fields: 'Customer \*' (containing 'C5116 : BLUESCOPE STEEL LIMITED (SSC QLD)'), 'Customer Req. No. \*' (containing 'TEST'), 'Delivery Address \*' (highlighted with a green border), and 'Deal ID'. A 'Next' button is located at the bottom right of the form.

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

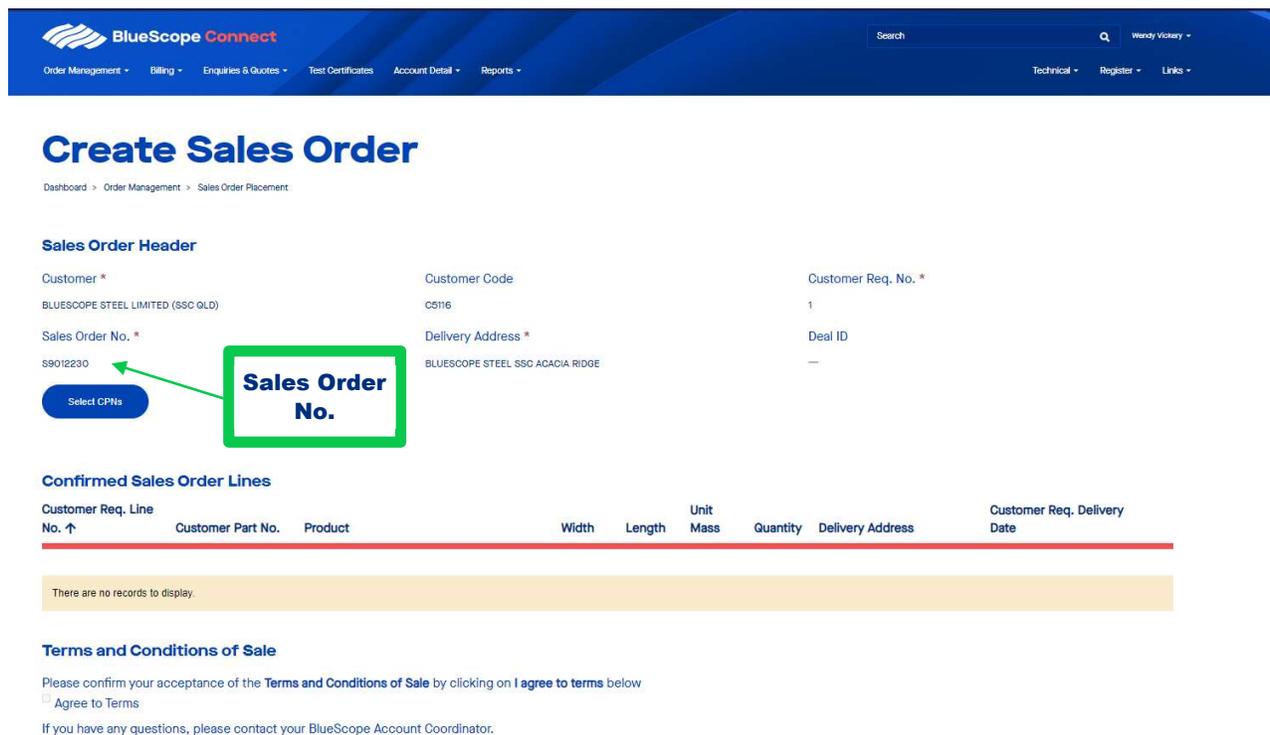
**Step 5** If all required fields have been populated, select 'Next' to proceed.

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.

### 3.3 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 Victory • Technical • Register • Links •

## Create Sales Order

Dashboard > Order Management > Sales Order Placement

**Sales Order Header**

Customer \*  
BLUESCOPE STEEL LIMITED (SSC OLD)

Customer Code  
C6116

Customer Req. No. \*  
1

Sales Order No. \*  
S9012230

Delivery Address \*  
BLUESCOPE STEEL SSC ACACIA RIDGE

Deal ID  
—

**Select CPNs**

**Sales Order No.**

**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

### 3.4 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'

**Sales Order Header**

Customer \*  
BLUESCOPE STEEL LIMITED (SSC QLD)

Sales Order No. \*  
59012230

Customer Code  
CS116

Delivery Address \*  
BLUESCOPE STEEL SSC ACACIA RIDGE

Customer Req. No. \*  
1

Deal ID  
—

**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.

**Step 2** A list of CPN's will display

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

---

Search

Select Item	CPN	Product	Thickness ↑	Width	Length	Unit Mass	Grade	Top Paint Colour	Reverse Paint Colour	Item Group
<input type="text"/>	ZAL03865WO	P20-0.3-ZAL0550SM10-XRWWCR25SD010-TNEA	0.30	865.0		3.000	ZAL06606	WOODLAND GREY	SHADOW GREY	PAINTED
<input type="text"/>	CLC030855	P20-0.3-ZAL0550SM10-XRWWCR25SD010-TNEA	0.30	865.0		4.500	ZAL05505	CLASSIC CREAM	SHADOW GREY	PAINTED
<input type="text"/>	WKSZL0301015UCH	M20-0.3-ZAL0550S-M10-TDUC-N-A-500	0.30	1015.0		9.000	ZAL05505			ZINCALUME
<input type="text"/>	WKSZL03855UCH	M20-0.3-ZAL0550S-M10-TDUC-N-A-500	0.30	865.0		10.000	ZAL05506			ZINCALUME
<input type="text"/>	03910ZALUMEG300	M20-0.3-ZALUMEG300-M15-TDN-S-A-500	0.30	910.0		9.000	ZALUMEG300			ZINCALUME
<input type="text"/>	WKSZL03855	M20-0.3-ZALUMEG950-M12-TDN-E-A-500	0.30	865.0		6.100	ZALUMEG950			ZINCALUME
<input type="text"/>	0.3x85505050SMON	P20-0.3-ZAL0550SM10-XRWM25SD010-TNEA	0.30	865.0		4.500	ZAL05505	MONUMENT	SHADOW GREY	PAINTED
<input type="text"/>	0.3x85505050SPEC	P20-0.3-ZAL0550SM10-XRWPEU25SD010-TNEA	0.30	865.0		4.500	ZAL05506	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="text"/></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 selected items and their quantities.

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-ZAL0550SM10-XRWWGR25SD010-TNSA	0.30	865.0		3,000	ZAL0550S	WOODLAND GREY	SHADOW GREY	PAINTED
<input type="text" value="1"/>	CLC030855	PZC-0.3-ZAL0550SM10-XRWCCR25SD010-TNEA	0.30	855.0		4,500	ZAL0550S	CLASSIC CREAM	SHADOW GREY	PAINTED
<input type="text" value="2"/>	WKSZL0301015UCH	MZC-0.3-ZAL0550S-M10-TDUC-N-A-500	0.30	1015.0		9,000	ZAL0550S			ZINCALUME
<input type="text" value="3"/>	WKSZL03855UCH	MZC-0.3-ZAL0550S-M10-TDUC-N-A-500	0.30	855.0		10,000	ZAL0550S			ZINCALUME

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="checkbox"/>	ZL0035940	MZC-0.35-ZALUME0550-M12-TDN-E-A-500	0.35	940.0	5.000	ZALUME0550			ZINGALUME
<input type="checkbox"/>	WKSZL035940SBRAND	MZC-0.35-ZALUME0550-M12-TDN-S-A-500	0.35	940.0	5.000	ZALUME0550			ZINGALUME
<input type="checkbox"/>	035940JASPERDS	PZC-0.35-ZAL0550SM10-XFRUPR25JPR25-TNCA	0.35	940.0	5.000	ZAL0550S	JASPER	JASPER	PAINTED
<input type="checkbox"/>	0350940DEEPOCEANDS	PZC-0.35-ZAL0550SM10-XFPDUN25DON25-TNCA	0.35	940.0	3.500	ZAL0550S	DEEP OCEAN	DEEP OCEAN	PAINTED
<input type="checkbox"/>	0350940BUSHLANDDS	PZC-0.35-ZAL0550SM10-XFPBLD25BLD25-TNCA	0.35	940.0	3.500	ZAL0550S	BUSHLAND	BUSHLAND	PAINTED
<input type="checkbox"/>	035940DUNEDS	PZC-0.35-ZAL0550SM10-XFPDUN25DUN25-TNCA	0.35	940.0	5.000	ZAL0550S	DUNE	DUNE	PAINTED
<input type="checkbox"/>	0350940MANORREDDS	PZC-0.35-ZAL0550SM10-XFPMDR25MDR25-TNCA	0.35	940.0	3.500	ZAL0550S	MANOR RED	MANOR RED	PAINTED
<input type="checkbox"/>	03509400505SESTATEDS	PZC-0.35-ZAL0550SM10-XFPEST25EST25-TNCA	0.35	940.0	5.000	ZAL0550S	ESTATE	ESTATE	PAINTED
<input type="checkbox"/>	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 ▾

Order Management ▾ Billing ▾ Enquiries & Quotes ▾ Test Certificates Account Detail ▾ Reports ▾
Technical ▾ Register ▾ Links ▾

**Sales Order Header**

Customer \* Customer Code  
 BLUESCOPE STEEL LIMITED (SSC GLD) C5116

Sales Order No. \* Customer Req. No. \*  
 S9012230

Add details to each line

Cust. Part No.	Product	Width	Length	Unit Mass	Unit	Cust. Req. Line No.*	Quantity*	Delivery Address*	Delivery Date*	
WKSZL0301015UCH	MZC-0.3-ZAL6880S-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"/>
WKSZL0301015UCH	MZC-0.3-ZAL6550S-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-ZAL6550S-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-ZAL6550S-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-ZAL6550S-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.

BlueScope Connect

Order Management - Billing - Enquiries & Quotes - Test Certificates - Account Detail - Reports -

Search Wendy Vickery

Technical - Register - Links -

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
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

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

### 3.5 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

BlueScope Connect

Order Management - Billing - Enquiries & Quotes - Test Certificates - Account Detail - Reports -

Search Wendy Vickery

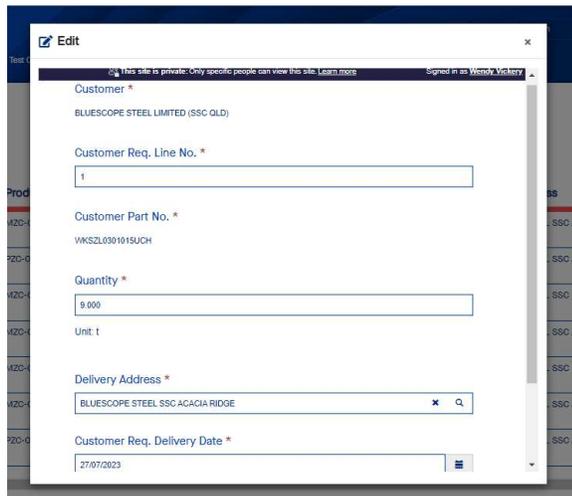
Technical - Register - Links -

**Confirmed Sales Order Lines**

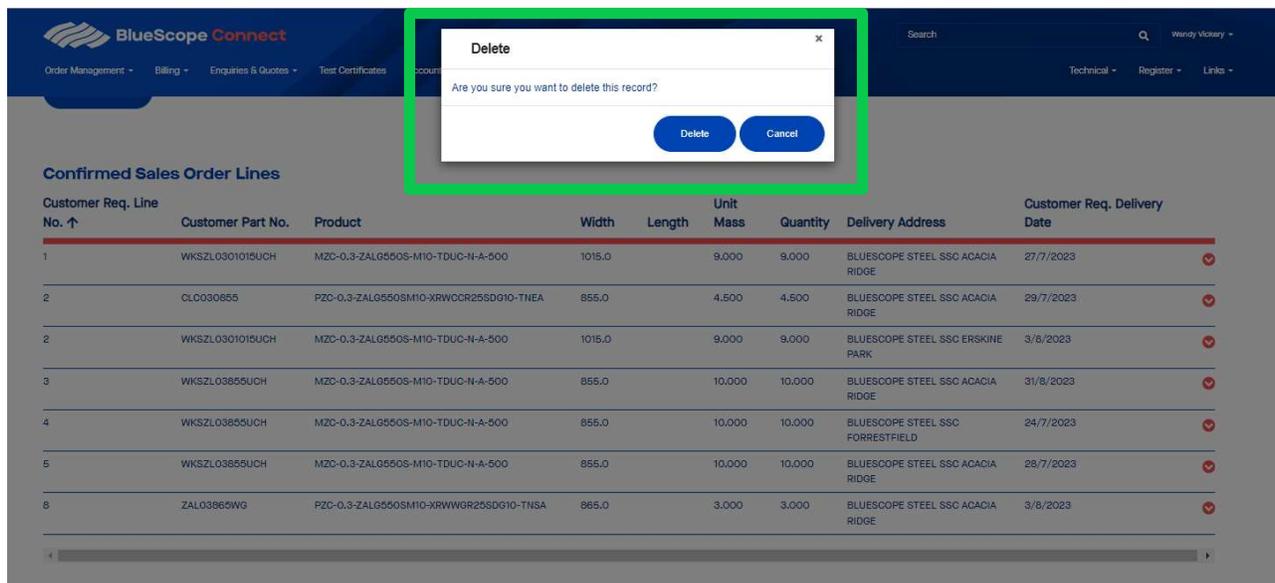
Customer Req. Line No. ↑	Customer Part No.	Product	Width	Length	Unit Mass	Quantity	Delivery Address	Customer Req. Delivery Date
1	WKSZL0301015UCH	MZC-0.3-ZALG550S-M10-TDUC-N-A-500	1015.0		9.000	9.000	BLUESCOPE STEEL SSC ACACIA RIDGE	27/7/2023
2	CLC030855	PZC-0.3-ZALG550SM10-XRWCCR25SDG10-TNEA	855.0	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

A dropdown menu is open for the second line (2), showing options for 'Edit' and 'Remove'.

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-XRWOCR25SD010-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-XRWWR25SDG10-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.

The screenshot shows the BlueScope Connect web application. At the top, there is a navigation bar with the BlueScope Connect logo and various menu items like 'Order Management', 'Billing', 'Enquiries & Quotes', 'Test Certificates', 'Account Detail', and 'Reports'. A search bar is also present. Below the navigation bar, there is a header area with the text 'BSLDISTRIBUTION TOOWOOMBA'. A blue button labeled 'Select CPNs' is highlighted with a green rectangular box. Below this, there is a table with columns for 'Cust. Part No.', 'Product', 'Width', 'Length', 'Unit', 'Cust. Req. Line No.', 'Quantity', 'Delivery Address', and 'Delivery Date'. The table contains one row with the following data: Cust. Part No. 117982, Product HRS-3 HAZSON UBDA, Width 1500.0, Length 3000, Unit 2.014, Cust. Req. Line No. (empty), Quantity (empty), Delivery Address BSLDISTRIBUTIONTOOWOOMBA\*, and Delivery Date dd - - - - yyyy. To the right of the table are 'Save' and 'Remove' buttons. Below the table, there is a section titled 'Sales Order Lines' with a table containing two rows of order line data. Below that, there is a section titled 'Terms and Conditions of Sale' with a checkbox for 'Agree to Terms' and a 'Submit' button at the bottom right.

## 3.6 Submit Orders – New and Draft Orders

### 3.2.1. 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	WKSZLO3885UCH	MZC-0.3-ZALG550S-M10-TDUC-N-A-500	865.0	10,000	10,000	10,000	BLUESCOPE STEEL SSC ACACIA RIDGE	31/8/2023	✓
4	WKSZLO3885UCH	MZC-0.3-ZALG550S-M10-TDUC-N-A-500	865.0	10,000	10,000	10,000	BLUESCOPE STEEL SSC FORRESTFIELD	24/7/2023	✓
5	WKSZLO3885UCH	MZC-0.3-ZALG550S-M10-TDUC-N-A-500	865.0	10,000	10,000	10,000	BLUESCOPE STEEL SSC ACACIA RIDGE	28/7/2023	✓
6	ZAL03865WG	PZC-0.3-ZALG550SM10-XRWWGR25SD010-TNSA	865.0	3,000	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.

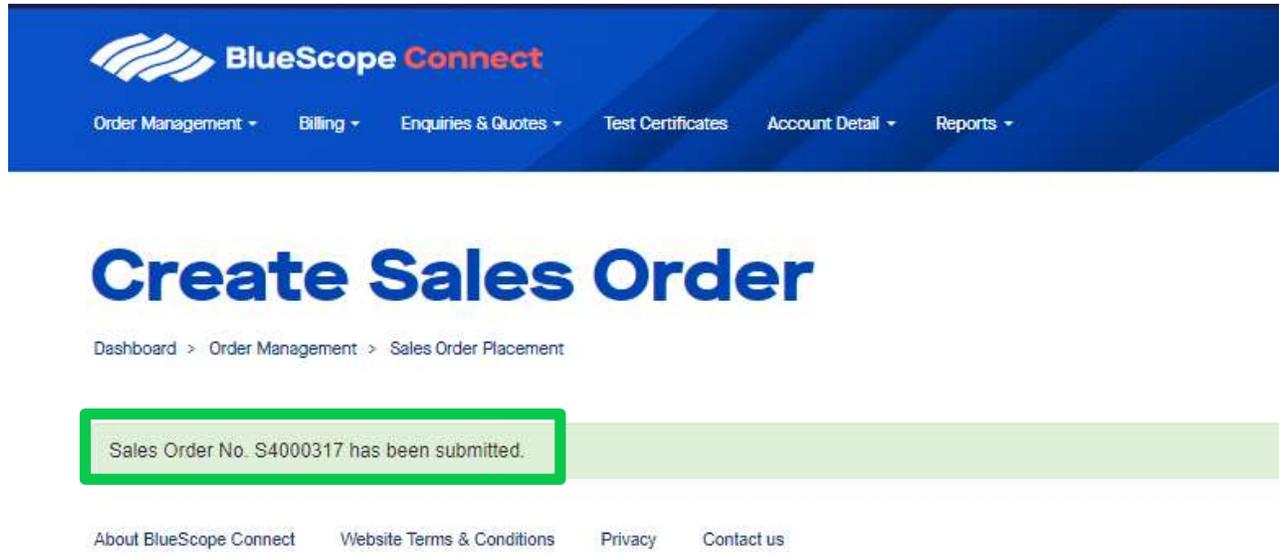
Agree to T&C's

Select Submit

Previous

Submit

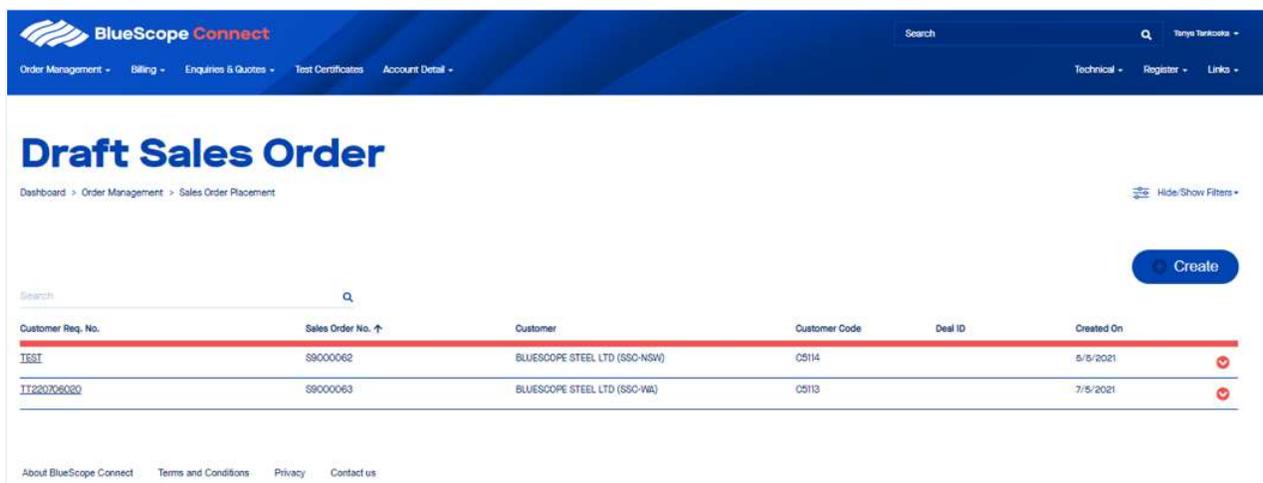
**Step 4.** Once Submitted, a message will be received confirming the submission of the order and displaying the order number



The screenshot shows the BlueScope Connect interface. At the top, there is a navigation bar with links for Order Management, Billing, Enquiries & Quotes, Test Certificates, Account Detail, and Reports. The main heading is 'Create Sales Order'. Below the heading, the breadcrumb trail reads 'Dashboard > Order Management > Sales Order Placement'. A green-bordered box highlights a confirmation message: 'Sales Order No. S4000317 has been submitted.' At the bottom, there are links for 'About BlueScope Connect', 'Website Terms & Conditions', 'Privacy', and 'Contact us'.

### 3.2.2. Draft Orders

Orders that have not been submitted can be viewed in 'Draft Sales Orders' located in Sales Order Placement under Order Management.



The screenshot shows the 'Draft Sales Order' page in BlueScope Connect. The breadcrumb trail is 'Dashboard > Order Management > Sales Order Placement'. A 'Create' button is visible in the top right. Below the heading, there is a search bar and a table of draft orders. The table has columns for Customer Req. No., Sales Order No., Customer, Customer Code, Deal ID, and Created On. Two draft orders are listed:

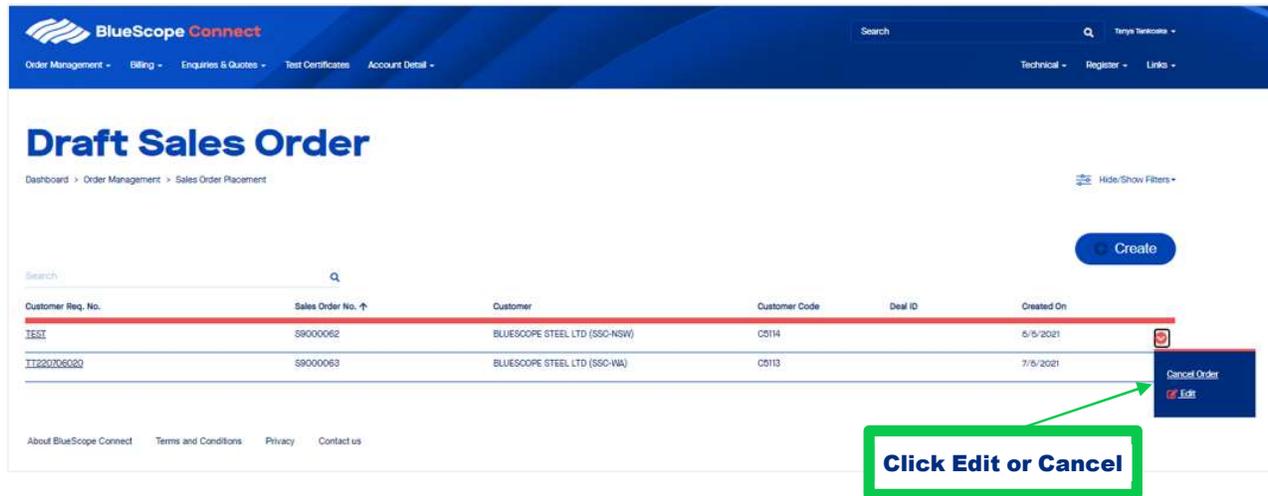
Customer Req. No.	Sales Order No. ↑	Customer	Customer Code	Deal ID	Created On
TEST	S9000062	BLUESCOPE STEEL LTD (SSO-NSW)	C5114		5/5/2021
IT220708020	S9000063	BLUESCOPE STEEL LTD (SSO-WA)	C5113		7/5/2021

At the bottom of the page, there are links for 'About BlueScope Connect', 'Terms and Conditions', 'Privacy', and 'Contact us'.

From the list of Draft Orders you can Edit or Cancel a draft sales order.

To 'Edit' a draft sales order follow the below instructions:

- Step 1** Click the orange downward arrow (at the end of the line) and select Edit.
- Step 2** Review and make changes to the Sales Order Lines.
- Step 3** 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 4** Click Submit – This will complete the order creation step and progresses the order to validation.



BlueScope Connect

Order Management - Billing - Enquiries & Quotes - Test Certificates - Account Detail -

Search

Tanya Terakota -

Technical - Register - Links -

## Draft Sales Order

Dashboard > Order Management > Sales Order Placement

Hide/Show Filters

Create

Search

Customer Req. No.	Sales Order No. ↑	Customer	Customer Code	Deal ID	Created On
TEST	89000062	BLUESCOPE STEEL LTD (SSC-NSW)	C5114		6/5/2021
TT22006020	89000063	BLUESCOPE STEEL LTD (SSC-WA)	C5113		7/6/2021

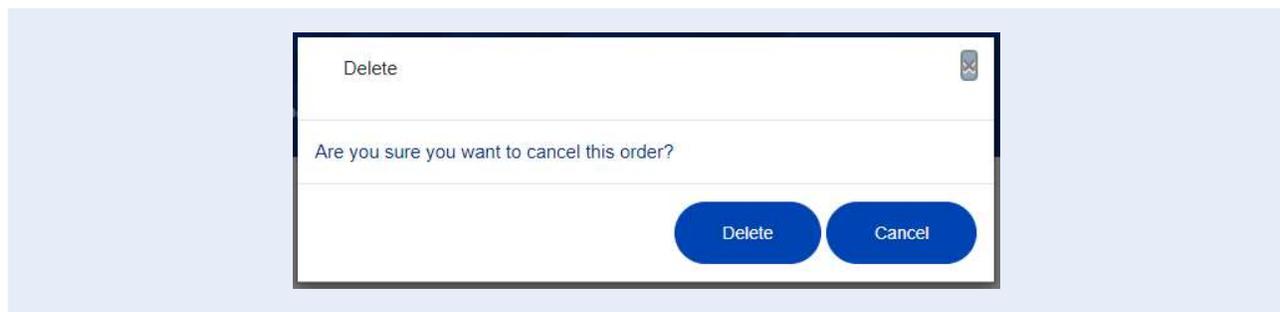
Cancel Order  
Edit

About BlueScope Connect Terms and Conditions Privacy Contact us

**Click Edit or Cancel**

**To 'Cancel' a draft order follow the below instructions:**

- Step 1** Click the orange downward arrow (at the end of the line) and select Cancel.
- Step 2** A pop-up menu will appear as per below. Click Delete. A notification banner will appear at the top of the window to confirm that the cancelled order has been successful (this may happen very quickly).



Delete

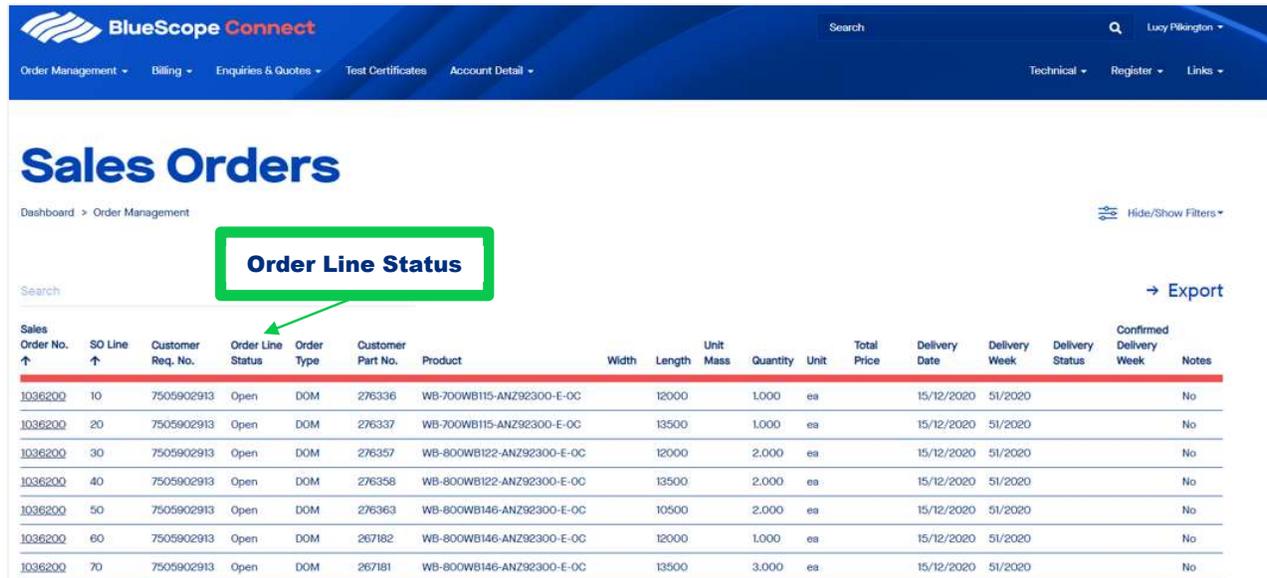
Are you sure you want to cancel this order?

Delete Cancel

### 3.3. Review Order Line Status

Users can view the list of sales order lines and check the status of confirmed and submitted orders on the Sales Order Page under Order Management.

The Order Line Status is the key indicator and will show whether the line is awaiting validation, confirmed or completed.



BlueScope Connect

Order Management | Billing | Enquiries & Quotes | Test Certificates | Account Detail

Search | Lucy Pilkington

Technical | Register | Links

## Sales Orders

Dashboard > Order Management

Hide/Show Filters

Search

→ Export

Sales Order No.	SO Line	Customer Req. No.	Order Line Status	Order Type	Customer Part No.	Product	Width	Length	Unit Mass	Quantity	Unit	Total Price	Delivery Date	Delivery Week	Delivery Status	Confirmed Delivery Week	Notes
1036200	10	7505902913	Open	DOM	276336	WB-700WB115-ANZ92300-E-OC	12000		1.000	ea			15/12/2020	51/2020			No
1036200	20	7505902913	Open	DOM	276337	WB-700WB115-ANZ92300-E-OC	13500		1.000	ea			15/12/2020	51/2020			No
1036200	30	7505902913	Open	DOM	276357	WB-800WB122-ANZ92300-E-OC	12000		2.000	ea			15/12/2020	51/2020			No
1036200	40	7505902913	Open	DOM	276358	WB-800WB122-ANZ92300-E-OC	13500		2.000	ea			15/12/2020	51/2020			No
1036200	50	7505902913	Open	DOM	276363	WB-800WB146-ANZ92300-E-OC	10500		2.000	ea			15/12/2020	51/2020			No
1036200	60	7505902913	Open	DOM	267182	WB-800WB146-ANZ92300-E-OC	12000		1.000	ea			15/12/2020	51/2020			No
1036200	70	7505902913	Open	DOM	267181	WB-800WB146-ANZ92300-E-OC	13500		3.000	ea			15/12/2020	51/2020			No

## 4. Field Descriptions

This section provides the description of each field and which self-serve page it appears on.

The terms may appear on the summary output table, view detail pages and sales/draft order pages.

### 4.1. Order Management

Field Name	Description	Self-Serve Page			
		Sales Orders	Sales Order Placement	Shipments	Return Orders
Car Number	Vehicle Registration number			✓	
Created Date	Date the return order was created				✓
Customer	Name of the customer	✓	✓	✓	✓
Customer Code	System customer code	✓	✓	✓	✓
Customer Part No	Customer's identifier of the product	✓	✓	✓	✓
Customer Req. No	Customer's purchase order number	✓	✓		
Customer Req. Line No.	Customer's purchase order line number		✓		
Customer Req. Delivery Date	Date the customer requested order to be delivered		✓		
Deal ID	Price/service offer promotion code	✓	✓		
Despatch ID	Manufacturing system despatch code			✓	
Delivery Address	Address the product is to be delivered to	✓	✓	✓	
Delivery Date	System calculated date for the order based on the service offer	✓			
Delivery Week	System calculated week number based on the delivery date	✓			
Confirmed Delivery Week	Forecast delivery week based on production and planning schedules	✓			
Delivery Status	Quick reference to advise if the product is meeting the delivery week.	✓			
Gross Mass	Total Mass of the product			✓	
Item Number	BlueScope's product number			✓	
Length	Product length (mm)	✓	✓	✓	✓
Line Number	Transfer order line				
MOI	Mill Order Identifier	✓			
Notes – Yes/No	Indicator of notes being attached	✓			✓
Notes – Comments	Notes added regarding order	✓			✓
Order Line Status	Indicator if order is in-review, open, cancelled or closed	✓			
Order Type	Descriptor for the type of order i.e. Domestic Sales, Surplus, COM etc	✓			

Original Sales Order No.	Original sales order number for return order claims				✓
POD Date	Proof of Delivery Date of a despatch usually provided by transport carrier			✓	
Product	Description of product ordered including thickness, steel grade etc	✓	✓		✓
Quantity	Amount of sales orders, shipments	✓	✓	✓	✓
Return Status	Progress of the return order claim				✓
RMA Number	Return Number				✓
Sales Order No.	Identifier for the sales order	✓	✓	✓	✓
SO Line	Line number of the sales order number	✓			✓
Site Name	Name of the site that the product has been shipped from			✓	
Shipment Date	Date of shipment			✓	
Shipment ID	Identifier of shipment			✓	
Shipment Status	Progress of shipment i.e. Shipped			✓	
Tag ID	Identifier of the piece of the product e.g. coil id			✓	✓
Terms & Conditions	Terms & Conditions of Sale		✓		
To Warehouse	Code of warehouse the transfer is being delivered to				
Total Price	Total Price Per Tonne (Unit Price + Extras)	✓			
Transport Mode	Type of Transport i.e. Road			✓	
Unit Mass	Variant of the product on offer	✓	✓	✓	✓
Unit	Indicator of the units that the product is ordered in (tonnes, eaches).	✓		✓	✓
Width	Width of the product ordered	✓	✓	✓	✓

## 4.2. Billing

Field Name	Description	Self-Serve Section		
		Invoices	Invoice Line Items	Statements
Currency	Currency used i.e. AUD	✓		✓
Customer	Name of the customer	✓	✓	✓
Customer Code	System customer code	✓	✓	✓
Customer Part No	Customer's identifier of the product	✓	✓	✓
Customer Req. No	Customer's purchase order number	✓	✓	✓
Discount Date	Date the discount was applied			✓
Due Date	Date the invoice is due	✓	✓	✓
Gross Mass	Total Mass of the product			✓
Invoice Amount	Total amount due for that invoice	✓		✓
Invoice ID	Identifier of the invoice	✓	✓	✓
Invoice Date	Date the invoice was created	✓	✓	✓
Length	Product length (mm)	✓	✓	✓
Line Number	Sales order line number	✓	✓	✓
Net Due Amount	Due amount minus discounts etc			✓
Parent Customer	Group of businesses linked to one account			✓
Product	Description of product ordered including thickness, steel grade etc	✓	✓	✓
Quantity	Amount of sales orders, shipments etc	✓		✓
Sales Order No.	Identifier for the sales order	✓	✓	✓
Shipment ID	Identifier of shipment	✓	✓	✓
Shipment Quantity	Amount of product being shipped	✓	✓	✓
Tag ID	Identifier of the piece of the product (coil id	✓	✓	✓
Total Amount	Quantity plus total price	✓	✓	✓
Type	Type of Invoice (credit adjustment/invoice)	✓		✓
Unit	Indicator of the units that the product is ordered in (tonnes, eaches).		✓	✓
Unit Mass	Variant of the product on offer	✓	✓	✓
Total Price	Total price per tonne (Unit Price + Extras)	✓	✓	✓
Width	Width of the product ordered, shipped etc	✓	✓	✓

### 4.3. Enquiries and Quotes

Field Name	Description	Self-Serve Section		
		Quotations	Enquiries	Price Lists
BSL Response	Indicator and more details on BSL response		✓	
Category	Type of enquiry		✓	
Case Number	Number of the enquiry case		✓	
Case Resolution	Outcome of the enquiry i.e accept or reject		✓	
Case Title	Enquiry Title		✓	
Closed Date	Date the enquiry was closed		✓	
Created Date	Date the enquiry was created		✓	
Customer	Name of the customer	✓	✓	
Customer Code	System customer code	✓	✓	
Customer Part No	Customer's identifier of the product	✓		
Description	Description of the enquiry		✓	
Document	Name of the price list document			✓
Document No.	Number of the price document			✓
End Date	Date the offer ceases			✓
Expiration Date	Date the quotation expires	✓		
Length	Product length (mm)	✓		
Total Price	Total price per tonne (Unit Price + Extras)	✓		
Product	Description of product ordered including thickness, steel grade etc	✓		
Product No.	Number associated to a product that can be purchased. Specific to grade, thickness etc.	✓		
Quantity	Amount of sales orders, shipments etc	✓		
Quotation No.	Identifier for the quotation	✓		
Start Date	Date the Price List is active			✓
Status	Status of the enquiry i.e opened, in progress		✓	
Total Amount	Total amount of product for an order	✓		
Unit	Indicator of the units that the product is ordered in (tonnes, eaches).	✓		
Unit Mass	Variant of the product on offer	✓		
Version No.	Version number of price list			✓
Width	Width of the product ordered, shipped etc	✓		

## 4.4. Test Certificates

Search Field Name	Description
<b>BlueScope Steel Sales Order No. &amp; Item No./s:</b>	Combination of fields enables a search on certificates based on either a single or range of BlueScope Steel Sales Order Item Numbers.
<b>Customer ID</b>	Search based on a BSL Customer Code, it is recommended to use a date range or Customer Order Number with this field.
<b>Customer Order No.:</b>	Search by the Customer purchase order number. The format is max of 20 alphanumeric characters (e.g.: 37/B700089).
<b>Unit Id</b>	Search by a plate, coil, slab or pack number. The unit number is branded on the delivered product and appears on the dispatch and invoice documents as well. The Unit Id can take up several different formats based on the BlueScope Steel Business Unit or Product.
<b>Narrow Plate Bundle Id</b>	Search for test certificates for the feed plate. If you enter a bundle then the system will search for matching plate id's from a table and present applicable test certificates.
<b>Heat No</b>	Search for certificates based on a product heat number that is branded on delivered product and appears on despatch and invoice documents. When searching by a heat number multiple test certificates appear as there are many certificates produced per heat of steel.
<b>Certificate Date</b>	<p>The format is DD/MM/YYYY (e.g.: 05/06/2005 which is 5th June 2005).</p> <ul style="list-style-type: none"> <li>• Option to enter a 'From' and 'To' range</li> <li>• External Customer Portal Users cannot enter Certificate Date alone. They must enter some form of Customer identifier to ensure Test Certificates are applicable to them.</li> </ul>

## 4.5. Account Detail

Field Name	Description	Self-Serve Section			
		Accounts	Customer Part No.	Delivery Address	Account Team
Account Team	List of the BlueScope team managing the account.	✓			✓
Business Address	Head office address - street, city, postcode, state and country	✓		✓	
	Other business locations - description, type, contact Number and Purpose			✓	
BlueScope Connect Current Users	List of the users with access to BlueScope Connect®.	✓			
Contact Information	List of customers contacts and their details	✓			
Customer	Name of the customer	✓	✓	✓	✓
Customer Code	System customer code	✓	✓	✓	✓
Customer Part No.	List of customer's product identifiers	✓	✓		
Customer Part No. Specification	Specific details of customers product identifiers		✓		
Customer Statement Parent	One statement for multiple businesses	✓			
Files	Any relevant files associated with the customer	✓			
Known As	Name that something may also be referred to	✓			
Length	Product length (mm)		✓		
Product	Description of product ordered including thickness, steel grade etc		✓		
Product Description	Additional information on product ordered		✓		
Unit Mass	Variant of the product on offer		✓		
Width	Width of the product ordered, shipped etc		✓		