

P2G : User guide (suppliers)

Purchasing IT team – 25/11/2020

How to...

- Access the app P2G
- Add / modify / delete a contact
- Understand the status of a supplier contact
- Display a Purchase Order and download the PDF form
- Report a mistake in a Purchase Order
- Understand the status of a PO or a PO item
- Confirm a PO – enter AR (standard method)
- Confirm a PO – enter AR (mass confirmation)
- Apply filters on a PO list

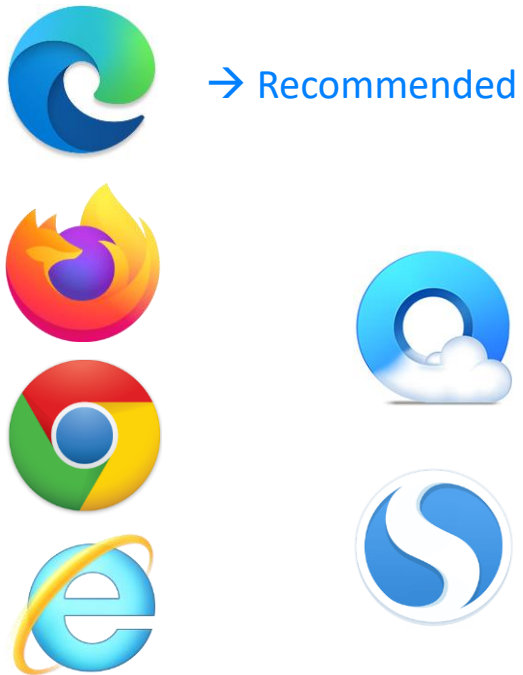
Access the app

Tip : Save the link in your Favorites to access the P2G in 1 click !

Access the P2G

<https://p2g.sagemcom.com/login>

Compliant web browsers :



Account activation :

Click on the activation link received by email



Password creation
Secret question choice
GDPR conditions acceptance



General Terms of Use (GTU) acceptance



Valid

Log into the app :

Login :

Your email address

Password :

The password that you chose during the activation of your P2G account

Languages :



French



English



Italian

Note : if you encounter difficulties to login, please contact support and don't forget to indicate your web browser and its version. The P2G login is different from the SNC login.



Add / modify / delete a contact

Menu [Information](#) → Table [My contacts](#)

My contacts FRS-Reference



Last name	First name	Email	Function	Added by	PO notifications	Status ?	Action
CONTACT	Test test	test.email@test.com	test	Prenom NOM (Fournisseur)	<input checked="" type="checkbox"/>	⌚ Waiting for validation	
NOM	Prenom	prenom.nom@frsreference.cc	Test	Maxime SACHY (Sagemcom)	<input checked="" type="checkbox"/>	✓ Valid	

A – Add a contact

Add new contact

Email

First name

Last name

Function

S'abonner aux notifications Order notifications
 Consignment notifications
 Forecast notifications

Don't forget to subscribe the contact to notifications

B – Modify a contact

Contact modification

Email

First name

Last name

Function

default language French English Italian

S'abonner aux notifications Order notifications
 Consignment notifications
 Forecast notifications

C – Delete a contact

The contact will then have the status :

Waiting for deletion

before validation by an admin for final deletion



Contact status

Menu **Information** → Table **My contacts** → Column **Status**

Admin action needed

Waiting for validation

→ The contact has to be validated by an admin before having access to the app

Waiting for deletion

→ The contact has to be validated by an admin for final deletion

Waiting for activation

→ The contact has to click on a link received by email to create his / her password and log into the app

Waiting for login

→ The contact has to log into the app and accept the General Terms of Use (GTU)

Waiting for reactivation

→ The contact has to click on the link received by email to create a new password and log into the app

Supplier contact action needed

Valid

→ The contact is activated, he / she can log into the app

Blocked

→ The contact has been blocked by a Sagemcom user, he / she cannot log into the app P2G

Authentication blocked

→ The password of the user has been forced, please contact support

Unusual state

Deactivated

→ The contact didn't connect for more than one year, his / her account has been deactivated

GTU refusal

→ The contact didn't accept the General Terms of Use (GTU) of the app P2G



Purchase order and PDF of the order

Notification received by email → Click in on the PO number **OR** Menu **Orders** → Submenu **PO detail** → Search for a **Purchase Order** **OR** Menu **Orders** → Submenu **PO list** → Click on a **PO number**

Order n° 4720004833 🔍



PO number:	4720004833	Publication date:	20/11/2020 19:15:02	PO header text:	Test P2G
Incoterm:	EXW	Incoterm location:		Appro type:	Standard
Sagemcom plant:	4681-Sagemcom Tunisie - Ezzahra	Sagemcom company:	0468-Sagemcom Tunisie	Purchasing group:	DDA-Achats coordonnÃ©s

Total amount:	337,00 EUR	Payment terms:	240 240V : A 240j date de facture (VIR. BANC. FRANCE)
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PO status: Issued

Confirmation status: Not Confirmed

Delivery address:	Purchase Order address:
SAGEMCOM TUNISIE - USINE EZH GP1, KM13 Route de Sousse 2034 Ezzahra Tunisia	FRS-Reference 252 92500 RUEIL-MALMAISON France

Purchasing d...	PO item ...	Supplier	Equivalent code	PART code	Manufacturer Pa...	Designation	Family	Ordered quantiti
4720004833	00010	SC99999999-FRS-Refer	188822129	188843863-01	RC0805JR-135R1L	RES.CMS 0805 5,1 OHM	PI0102	100000
4720004833	00020	SC99999999-FRS-Refer	188127186	189100697-01	RC0201JR-1347RL	RES.CMS 0201 47 OHM	PI0102	250000
4720004833	00030	SC99999999-FRS-Refer	188127219	189103164-01	RC0201JR-1347KL	RES.CMS 0201 47KOHM	PI0102	200000

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Actions on the PO

Header information - general

Header information - accounting

Status of the PO ?

Addresses

PO item information



Send a chat message



Export the data in an Excel file

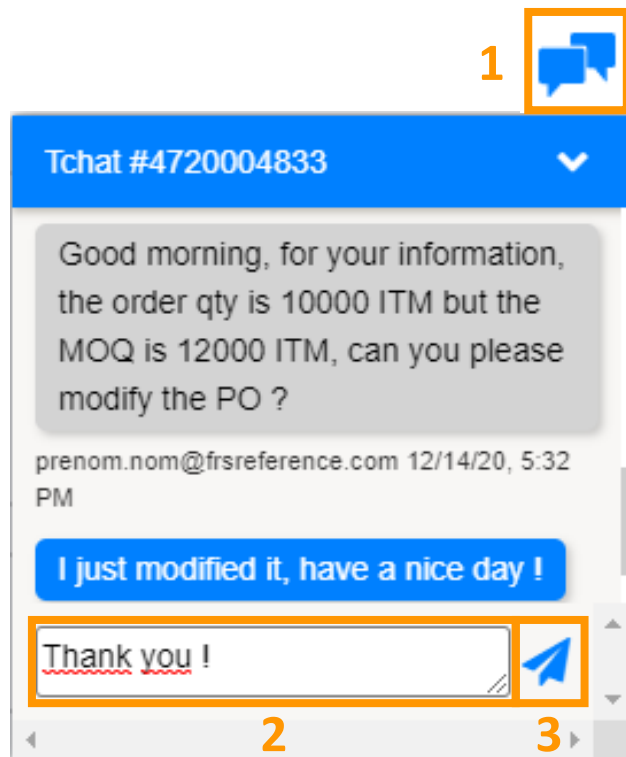


Export the PDF form of the PO





Chat (discussion thread)

Menu **Orders** → Submenu **PO detail** OR Menu **Orders** → Submenu **PO list** AND THEN



1 – Open the chat window

in order to read a message or write a new one

Tip : the icon  in the upper band informs you that you have an unread message, click on it in order to display the concerned PO and then on  in order to display the message

2 – Enter a message

as needed (mistake in the PO, need of a missing information, etc.) The buyer or the supply chain manager of Sagemcom will be automatically alerted of your message.

3 – Send the message

by clicking on  or press “Enter”



Status of PO and PO item

Menu **Orders** → Submenu **PO detail** OR Menu **Orders** → Submenu **PO list**

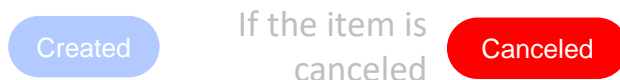
State of the PO :



Confirmation :



State of the PO item :



Confirmation :








Modification :



Delivery :



-  Item to be confirmed
-  Item being confirmed
-  Item confirmed
-  Item modified to be confirmed again
-  Item canceled



Confirmation – AR entry (standard method)

Notification received by email → Click in on the PO number **OR** Menu **Orders** → Submenu **PO detail** → Search for a **Purchase Order** **OR** Menu **Orders** → Submenu **PO list** → Click on a **PO number**



Purchasing d...	PO item ...	Manufacturer Pa...	Designation	Family	Ordered quantity	Confirmed quant...	Unit price	By
 4720004833	00010	RC0805JR-135R1L	RES.CMS 0805 5,1 OHM	PI0102	100000	1 COMPLETE	1,39	1000

Confirmation entry

Information

PO number : 4720004833 PO item : 00010
INCOTERM : EXW Plant : 4681
MPN : RC0805JR-135R1L PART : 188843863-01
Designation : RES.CMS 0805 5,1 OHM 5% 125MW 400PP

Confirmation

	Quantity	Incoterm delivery date	Confirmation date
Sagemcom request	100000 PCE	04/06/2021	
Confirmation	<input type="text" value="80000"/> PCE	<input type="text" value="04/06/2021"/> 	} 2
	<input type="text" value="10000"/> PCE	<input type="text" value="11/06/2021"/> 	

3

1 – Open the confirmation entry window


by clicking on the icon on the left of the PO item line or on “COMPLETE”

2 – Enter the confirmation

depending on your expected deliveries. Click on **+** in order to add a timeframe (in the case of a delivery in several times), click on  in order to delete a timeframe

3 – Send the confirmation

by clicking on “Confirm”

Tip : in order to modify a confirmation already entered, use the chat feature (discussion thread ) to warn Sagemcom teams



Confirmation – AR entry (mass confirmation)

Menu **Orders** → Sous-menu **Mass confirmation**

1- Export the file



PO / PO item to be confirmed

2- Modify the file

Modify the Excel file on your computer

The columns "Confirmed quantity" and "Confirmed Delivery Date at Incoterm (CDD)"

3- Import the file

Drag a file here or select a file !

1 – Export the file

The downloaded file contains all the PO item which quantities remain to be confirmed.

2 – Modify the file (yellow columns only)

Enter the confirmed quantity and the confirmed date (delivery date expected at incoterm) for each PO item.

 **Do not modify the cells of another column**

Tip : in order to enter a timeframe confirmation (in the case of a delivery in several times), copy-insert the line of the PO item concerned (right click on the line number / copy / right click on the line number / insert the copied cells) and fill in as lines as timeframe needed

3 – Import the file

The processing can take a few minutes. The loading bar in the upper band gives the progress of the data processing.



Once the file has been processed, 2 tables are displayed : PO items with confirmation errors, and PO items without confirmation errors.





Click on “Validate” in order to confirm all the PO items without confirmation errors (the PO item with errors will not be confirmed)





Filters on a PO list

Menu **Orders** → Submenu **PO list**

Reset Research : Search... 1  Columns 

PO number <input type="text"/>	MPN code <input type="text"/>	State status Select 
Validation date from dd/mm/yyyy	to dd/mm/yyyy	Confirmation status Select 
Amount from <input type="text"/>	to <input type="text"/>	Family <input type="text"/>
Incoterm <input type="text"/>	Incoterm location <input type="text"/>	Purchasing group <input type="text"/>
Part code <input type="text"/>	Appro type Select 	Tchat Select 
Equivalent code <input type="text"/>	Sagemcom plant <input type="text"/>	

Reset  3a  3b

1 – Open the filtering window

in order to display the available filters

Tip : think about clicking frequently on “Reset” in order to empty the current filters

2 – Fill in the criteria as needed

depending on what you are looking for

Tip : you can select several criteria by filter by adding “ ; ” between each criteria

3a – Apply the filter

if you want to see this Purchase Order list once only

OR

3b – Save the filter

if you want to see this Purchase Order list again later

Tip : to do that, give a name to this filter and click on  to create a custom filter.

Filtre perso 1 

