Navigating the Supplier Collaboration Hub (SCH) Home Page, Introduction

This guide will explore the Supplier Collaboration Hub (SCH) homepage, where as a supplier you can gain quick access to the tools and information that you need to manage Purchase Orders and Scheduling Agreements.

- From the top navigation panel of LMP2P Supplier Portal, click SCH to access the SCH Home Page.
Navigating the Supplier Collaboration Hub (SCH) Home Page, Profile

- The Profile Name section contains your profile name and drives the content immediately viewable within the hub.

**Note:** As a supplier, the content and information within the SCH will default to ALL BAs. Showing all Purchase Orders / Information related to the Hub for every Business Area.
Navigating the Supplier Collaboration Hub (SCH) Home Page, Help/FAQ

- You can use the Help icon at the top right corner of the screen to access additional help resources
- Click the Help icon in the top right corner of the screen to access help links

**Note:** Help resources will automatically filter based on the pages or areas of the SCH you are visiting.
Navigating the Supplier Collaboration Hub (SCH) Home Page, Business Area Tabs

- The tabs at the top of the SCH page allow you to filter information by Business Area. This is a useful feature if you would like to filter information only pertaining to a business area you are supporting.

**Note:** The Business Area tab selection will default to ALL BAs.
Navigating the Supplier Collaboration Hub (SCH) Home Page, Alert Monitor

- The Alerts section in the middle of the SCH homepage gives you the ability to choose defined alerts based on a purchase order or scheduling agreement.

**Note:** The Alerts that appear on this section of the page will depend on the business area tab selected. In this example, all alerts for all business areas will appear because the user has remained in the default ALL BAs tab.

- Click **Manage Subscriptions** to Manage Alert Subscriptions.
From the Manage Alert Subscriptions screen, you can:

- Subscribe or Unsubscribe from an Alert Type
- Opt-in or Opt-out of Email Alerts
- Subscribe or Unsubscribe in Cell Phone Alerts
- Enter or alter Cell Provider & Cell Number
- Select Frequency of Alerts

- Click **OK** or **Cancel**, to save or cancel your alert subscriptions and return to the SCH home page
Navigating the Supplier Collaboration Hub (SCH) Home Page, Quick Links

- The *Quick Links* section on the right side of the SCH home page, allow you to quickly travel to an internal or external application.

**Note:** Quick Links that appear on in this section of the page will depend on the business area tab selected.

See the SCH Quick Links Guide for more guidance on managing business area Quick links.
Navigating the Supplier Collaboration Hub (SCH) Home Page, News and Announcements

- The News and Announcements section at the bottom of the SCH home page gives you direct access to business specific news.

See the SCH News and Announcements Guide for more guidance on managing business area News and Announcements.
Navigating the Supplier Collaboration Hub (SCH) Home Page, Module Navigation

- Use the navigation bar on the left of the SCH home page to quickly view and act on available modules

From the Left Navigation Bar, you can
  - Get back to the SCH home page
  - View the Schedule Management Module
  - View the Purchase Order Module
  - View Ship To Module