

P2G : User guide (suppliers)

Purchasing IT team – 21/02/2022

Need help?

Click on  in the upper band of
the app

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

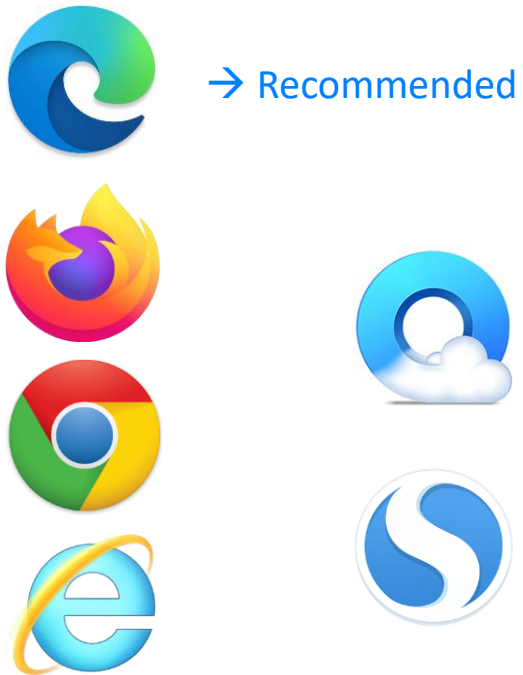
Access the app

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
acceptation



General Terms of Use (GTU)
acceptation



Valid

Log into the app :

Login :

name.surname@supplier.com

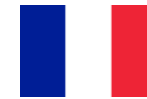
Your email address

Password :

••••••••

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

Languages :



French



English



Italian



Simplified
Chinese

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.

2 - Information interne Sagemcom - Interdiction de communiquer en externe sans autorisation de la direction concernée - Ce document et les informations qu'il contient sont la propriété de Sagemcom



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)	☒	⌚ Waiting for validation	 
NOM	Prenom	prenom.nom@frsreference.cc	Test	Maxime SACHY (Sagemcom)	☒	✓ Valid	 

A – Add a contact

Add new contact

Email

First name

Last name

Function

S'abonner aux notifications

☐ Order notifications

☐ Consignment notifications

☐ Forecast notifications

Cancel

Save

Don't forget to
subscribe the contact
to notifications

B – Modify a contact

Contact modification

Email

prenom.nom@frsreference.com

First name

Prenom

Last name

Nom

Function

Test

default language

☐ French

☒ English

☐ Italian

S'abonner aux notifications

☒ Order notifications

☐ Consignment notifications

☐ Forecast notifications

Cancel

Save

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

Password has expired

→ The contact has to log into the app and change his / her password (requested once logged in)

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

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

Supplier contact action needed

"Normal" state

Unusual state

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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

Incoterm:

EXW

Sagemcom plant:

4681-Sagemcom
Tunisie - Ezzahra

Publication date:

20/11/2020 19:15:02

Incoterm location:

0468-Sagemcom
Tunisie

Sagemcom company:

Appro type:

Standard

Purchasing group:

DDA-Achats
coordonnÃ©s

PO header text:

Test P2G

Total amount:

337,00 EUR

Payment terms:

240 240V : A 240j date de facture (VIR. BANC.
FRANCE)

PO status:

Issued

Confirmation status:

Not Confirmed

Delivery address:

SAGEMCOM TUNISIE - USINE EZH
GP1, KM13 Route de Sousse
2034 Ezzahra
Tunisia

Purchase Order address:

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

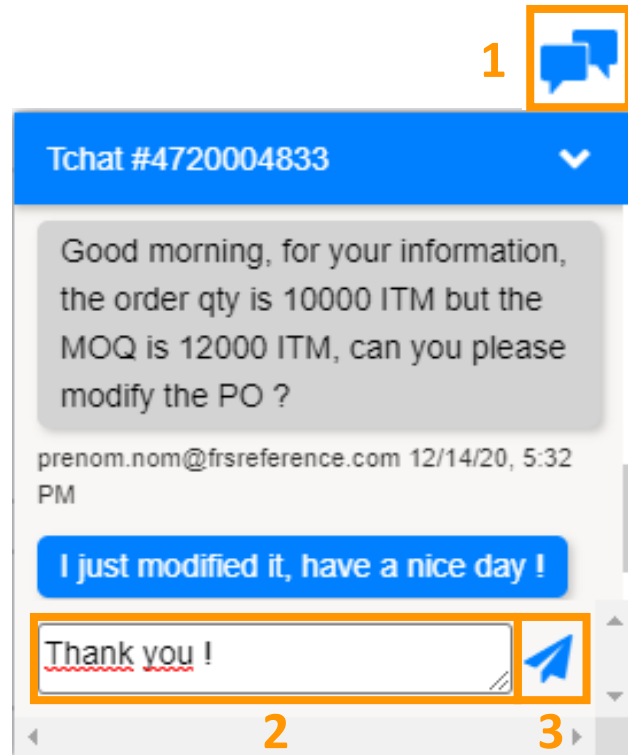
Export the data in an Excel file

Export the PDF form of the PO



Chat (discussion thread)

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



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 blocked



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		
1		4720004833	00010	RC0805JR-135R1L	RES.CMS 0805 5,1 OHM	PI0102	100000	1	COMPLETE	1,39	1000

Confirmation entry

Information

PO number : 4720004833

INCOTERM : EXW

MPN : RC0805JR-135R1L

Designation : RES.CMS 0805 5,1 OHM 5% 125MW 400PP

PO item : 00010

Plant : 4681

PART : 188843863-01

Confirmation

	Quantity		Incoterm delivery date	Confirmation date
Sagemcom request	100000	PCE	04/06/2021	
Confirmation	80000	PCE	04/06/2021	
	10000	PCE	11/06/2021	

+

Cancel

Confirm

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 : you can modify a confirmation by clicking on the icon  next to the confirmation already saved

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Confirmation – AR entry (mass confirmation)

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

1- Export the file



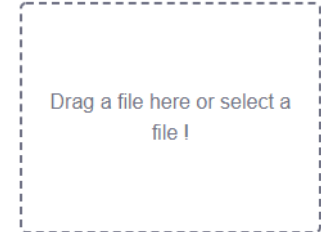
PO / PO item to be confirmed

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



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


Validation date
from dd/mm/yyyy

Amount
from

Incoterm


Part code


Equivalent code


MPN code


to dd/mm/yyyy

to

Incoterm location


Appro type
Select 

Sagemcom plant


State status
Select 

Confirmation status
Select 

Family


Purchasing group


Tchat
Select 

2

Reset Filter Filtre perso 1 

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 ×