

RIMSS WinNetStar

Quick Reference Guide

Kubota Smart Supply Suggested Orders

(the other order types for returns and transfers are covered in our full Smart Supply training video found here: <https://rimss.com/help-winneststar/videos/kubota-smart-supply/>)

The following steps should be completed in WinNetStar prior to 7pm local dealer time on the **SAME DAY** that you Confirm your order in Smart Supply.

1. Find the order in your list of Picklists by navigating to Inventory>Find Picklist. You can do this shortly after 2pm local dealer time on the day you confirm the order.
2. Double click the line for your suggested order to open and view the list of parts in a separate tab.
3. Click on the Create menu option and select Purchase Order. This will open a new tab with your newly created purchase order.
4. Submit your order to Kubota using the Per-Order Edit and Export features the same way you have always done.
5. Save and Approve your purchase order by clicking the Save and Approve menu option.

Failure to complete these steps by 7pm local dealer time on the same day that you confirmed the order in Smart Supply will cause inaccurate suggested orders from Smart Supply the following day.

Note 1 – In rare instances you may see a message pop up during step 3 telling you that one or more of the parts on the list cannot be validated. This occurs when Smart Supply is suggesting you order a part where you do not have a corresponding part master record. In this case, you will need to create the part master record(s) first, go back to the picklist and click on the Validate menu option, and then pick back up with Step 3 above.

Note 2 – When using the existing feature in WinNetStar to Ignore Sales History, this information is also transmitted to Smart Supply impacting your demand history. If additional training is needed on this existing feature in WinNetStar please contact Customer Support.