



Trinity Industries, Inc.



railcar



railcar leasing



inland barge



construction



industrial



# Trinity Industries PO Notification System

## Vendor User's Guide

Version 3

2525 N. Stemmons Frwy  
Dallas, TX 75207  
August 22, 2008

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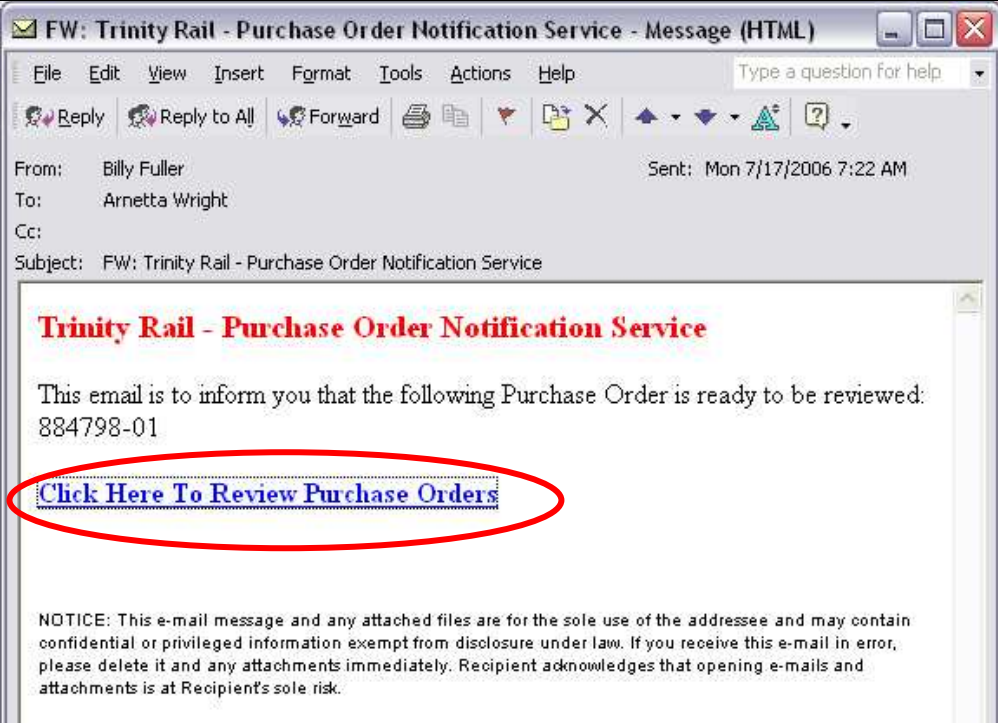
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## 1.0 Approving & Rejecting Purchase Orders (For the Vendor)

The Vendor will receive a Trinity Rail Purchase Order Notification Service email notifying him/her that the PO is ready to be reviewed and accepted/rejected.

Note: Before Accepting or Rejecting a PO, you must review and save or print the Purchase Orders.

Complete the following steps to approve or reject a PO:

Step	Action
<p><b>1</b></p>	<p>You will receive an email Notification from the Buyer. (See Figure 1.0 below)</p>  <p style="text-align: center;">Figure 1.0 Email Notification Sample</p>
<p><b>2</b></p>	<p>To review a Purchase Order, Click the <b>Link</b> (<i>Click Here To Review Purchase Orders</i>) in the email, which is highlighted in blue. (See Figure 1.0 above)</p> <p><b>Note:</b> The Vendor Purchase Order Notification System window will open. (See Figure 1.1 below) To view the User's Guide, click the <b>Link</b> for the User's Guide, which is highlighted in blue. (See Figure 1.1 below)</p>

3 Click the **Purchase Order Number** highlighted in blue to review the details. (See Figure 1.1 below)

PO#	Date	Documents	Accept	Reject
<a href="#">335770-01</a>	1/9/2008	Documents	Accept	Reject
<a href="#">335970-00</a>	2/4/2008		Accept	Reject
<a href="#">335971-01</a>	2/4/2008		Accept	Reject
<a href="#">335998-00</a>	2/7/2008	Documents	Accept	Reject
<a href="#">336613-00</a>	5/5/2008		Accept	Reject

Please print or review the purchase orders and their attachments prior to Accepting or Rejecting them.

Purchase Orders are available to review as an Adobe Acrobat PDF file, by clicking the links above. Click the yellow icon to get Adobe's free Acrobat Reader.



Figure 1.1 Vendor Purchase Order Notification System

4 Review the PO to ensure that you agree to content. Save or print the PO by using the icons below. Click the X to close the PO window. (See Figure 1.2 below)

SELLER NOTE: PLEASE PROVIDE MATERIAL SAFETY DATA SHEETS (MSDS) WHICH MEET OSHA STANDARD 29 CFR 1910.1200 (g) ON ALL APPLICABLE ITEMS.

**TRINITY HEADS, INC.**

PURCHASE ORDER NO. 335770-01

ORDER DATE: 1/09/08 PAGE

INSTRUCTIONS:

1. Invoices & all other paperwork pertaining to this order to be addressed to:  
TRINITY HEADS INC  
MAIL STOP 7225  
PO BOX 568887  
TX 753568887
2. The following information must appear on all paperwork:  
(a) Purchase order number (include Alpha letters)  
(b) Tag Information, as shown on P.O.  
(c) Ship-to information, as shown on P.O.  
(d) Trinity Part Number, as shown on P.O.  
(e) Shippers bill of lading number
3. Terms and provisions of this order, including those below which are incorporated herein, shall constitute the entire contract for purchase and sale of the goods and/or services specified below. Any changes will be followed with a written change order from this office.
4. Tax Exemption No. 75-2746889

Ship Via: VENDOR : PPD & ADI FOB: SHIPPING POINT

LINE	QTY	UNIT	PART NUMBER / DESCRIPTION	PRICE

Figure 1.2 Purchase Order

- 5 To view a PO's documents, Click **Documents**. A window will open displaying them. Click on the Document highlighted in blue to view it.

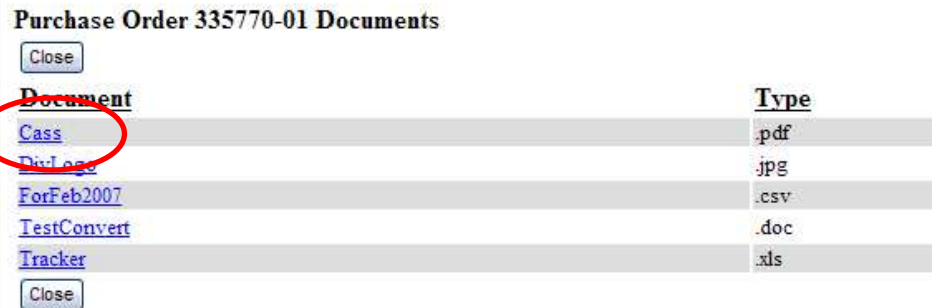


Figure 1.3 Clicking a **Document** to View.

- 6 To accept the PO, Click **Accept**. A confirmation window will open asking you to confirm your answer. (See Figure 1.4 below) Click **Yes** if you are sure or No to cancel your selection. (See Figure 1.4 below)



Please print or review the purchase orders and their attachments prior to Accepting or Rejecting them.

Figure 1.4 Accepting the PO

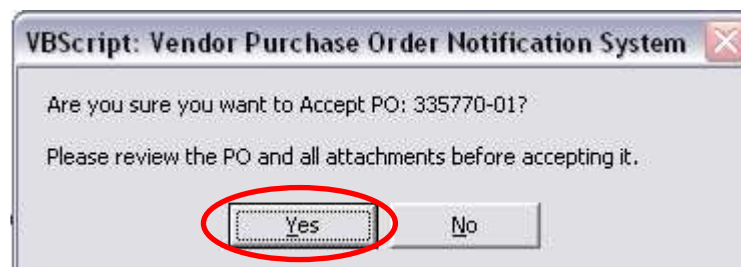


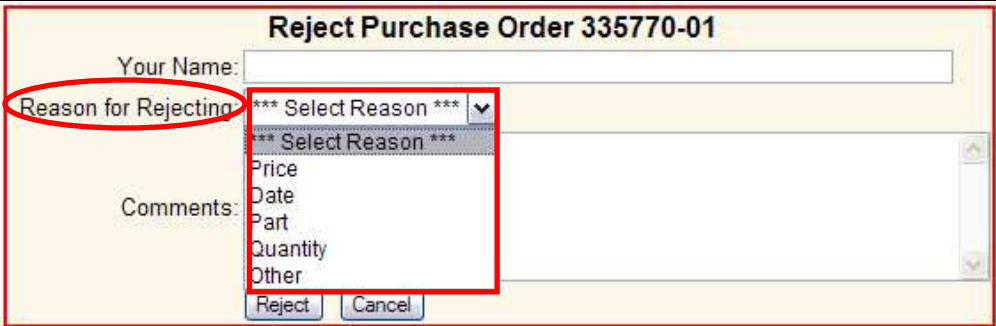
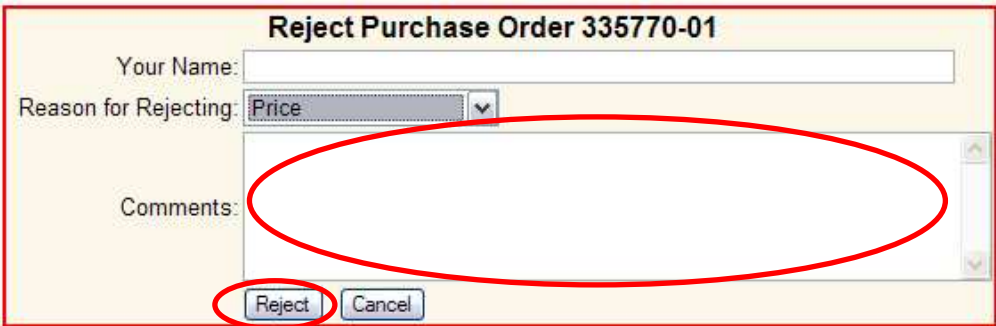


Figure 1.5 Accepting the PO confirmation Pop-up Box

7	<p>Enter your <b>Name</b>, <b>Telephone Number</b>, and Click <b>Accept</b>. (See Figure 1.6 below)</p> <div data-bbox="451 254 1419 485" style="border: 2px solid red; padding: 10px;"> <p style="text-align: center;"><b>Accept Purchase Order 335770-01</b></p> <p>First Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Telephone Number: <input type="text"/></p> <p style="text-align: center;"> <input type="button" value="Accept"/> <input type="button" value="Cancel"/> </p> </div> <p style="text-align: center;">Figure 1.6 Entering Your Name and Telephone Number Confirmation Box</p>																														
8	<p>To reject the PO, Click <b>Reject</b>. (See Figure 1.7 below) A confirmation window will open asking you to confirm your answer. (See Figure 1.7 below) Click <b>Yes</b> if you are sure or No to cancel your selection.</p>																														
	<div data-bbox="461 669 1403 1136" style="border: 2px solid red; padding: 10px;">  <p style="text-align: center;"><b>ABSOLUTE CRANE SERVICE INC</b> Vendor Purchase Order Notification System</p> <p style="text-align: center;"><a href="#">User's Guide</a></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">PO#</th> <th style="text-align: left;">Date</th> <th></th> <th style="text-align: right;">Accept</th> <th style="text-align: right;">Reject</th> </tr> </thead> <tbody> <tr> <td><a href="#">335770-01</a></td> <td>1/9/2008</td> <td style="text-align: center;"><input type="button" value="Documents"/></td> <td style="text-align: right;"><input type="button" value="Accept"/></td> <td style="text-align: right;"><input type="button" value="Reject"/></td> </tr> <tr> <td><a href="#">335970-00</a></td> <td>2/4/2008</td> <td></td> <td style="text-align: right;"><input type="button" value="Accept"/></td> <td style="text-align: right;"><input type="button" value="Reject"/></td> </tr> <tr> <td><a href="#">335971-01</a></td> <td>2/4/2008</td> <td></td> <td style="text-align: right;"><input type="button" value="Accept"/></td> <td style="text-align: right;"><input type="button" value="Reject"/></td> </tr> <tr> <td><a href="#">335998-00</a></td> <td>2/7/2008</td> <td style="text-align: center;"><input type="button" value="Documents"/></td> <td style="text-align: right;"><input type="button" value="Accept"/></td> <td style="text-align: right;"><input type="button" value="Reject"/></td> </tr> <tr> <td><a href="#">336613-00</a></td> <td>5/5/2008</td> <td></td> <td style="text-align: right;"><input type="button" value="Accept"/></td> <td style="text-align: right;"><input type="button" value="Reject"/></td> </tr> </tbody> </table> </div> <p style="text-align: center;">Please print or review the purchase orders and their attachments prior to Accepting or Rejecting them.</p> <p style="text-align: center;">Figure 1.7 Rejecting the PO</p> <div data-bbox="500 1293 1362 1572" style="border: 1px solid gray; padding: 10px; margin-top: 10px;"> <p><b>VBScript: Vendor Purchase Order Notification System</b> <span style="float: right;">✖</span></p> <p>Are you sure you want to Reject PO: 335770-01? Please review the PO and all attachments before rejecting it.</p> <p style="text-align: center;"> <input type="button" value="Yes"/> <input type="button" value="No"/> </p> </div> <p style="text-align: center;">Figure 1.8 Rejection Confirmation Pop-up Box</p>	PO#	Date		Accept	Reject	<a href="#">335770-01</a>	1/9/2008	<input type="button" value="Documents"/>	<input type="button" value="Accept"/>	<input type="button" value="Reject"/>	<a href="#">335970-00</a>	2/4/2008		<input type="button" value="Accept"/>	<input type="button" value="Reject"/>	<a href="#">335971-01</a>	2/4/2008		<input type="button" value="Accept"/>	<input type="button" value="Reject"/>	<a href="#">335998-00</a>	2/7/2008	<input type="button" value="Documents"/>	<input type="button" value="Accept"/>	<input type="button" value="Reject"/>	<a href="#">336613-00</a>	5/5/2008		<input type="button" value="Accept"/>	<input type="button" value="Reject"/>
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<p><b>9</b></p>	<p>Enter <b>Your Name</b>. (See Figure 1.9 below)</p> <div data-bbox="435 277 1425 600">  </div> <p style="text-align: center;">Figure 1.9 Entering Your Name</p>
<p><b>10</b></p>	<p>Select a <b>Reason for Rejecting</b> the PO from the drop down list. (See Figure 1.10)</p> <div data-bbox="435 699 1425 1022">  </div> <p style="text-align: center;">Figure 1.10 Reason for Rejection</p>
<p><b>11</b></p>	<p>Enter <b>Comments</b> and Click <b>Reject</b>. (See Figure 1.11)</p> <div data-bbox="435 1125 1425 1449">  </div> <p style="text-align: center;">Figure 1.11 Entering Comments</p>

## 2.0 Troubleshooting (For the Buyer and Vendor)

The following section is designed to assist in troubleshooting some common issues that may arise when approving, rejecting, and viewing the history of purchase orders. If the below solutions do not work, please call the Trinity Helpdesk at 214-589-8817.

Troubleshooting Steps	
<b>Issue:</b>	<b>Cannot click on the link in the email.</b>
<b>Solution:</b>	Verify that your email settings are opening the email as HTML or as a web page. If this does not work, call the Trinity Helpdesk at 214-589-8817.
<b>Issue:</b>	<b>Did not receive the email.</b>
<b>Solution:</b>	Try the following steps, if they do not work, call the Trinity Help Desk at 214-589-8817. <ol style="list-style-type: none"> <li>1. Check your Spam Filter to make sure the email is not being blocked.</li> <li>2. Check to see if your company's email system is down.</li> </ol>
<b>Issue:</b>	<b>Cannot view the PO once you have accessed the web page.</b>
<b>Solution:</b>	Try the following steps, if they do not work, call the Trinity Help Desk at 214-589-8817. <ol style="list-style-type: none"> <li>1. Have you previously Accepted or Rejected the PO? If yes, contact the Buyer and request that PO be resent.</li> <li>2. Verify that your Pop-up Blocker is turn off.</li> <li>3. Clear the Cache.</li> <li>4. Make sure your Adobe Acrobat version is up to date.</li> <li>5. Do a <b>Ctrl</b> + Click once using your mouse to see if the PO will open.</li> </ol>
<b>Issue:</b>	<b>The confirmation and name entry screen does not appear when Accepting or Rejecting.</b>
<b>Solution:</b>	Try the following steps, if they do not work, call the Trinity Help Desk at 214-589-8817. <ol style="list-style-type: none"> <li>1. Make sure you are using Internet Explorer as your browser.</li> </ol>
<b>Issue:</b>	<b>Vendor cannot enter their name when accepting the purchase order.</b>
<b>Solution:</b>	The Vendor's browser must be set to trust the PONS website. To resolve this issue, the Vendor must complete the following steps: <ol style="list-style-type: none"> <li>1. Open the <b>browser</b>.</li> <li>2. Click <b>Tools</b>.</li> <li>3. Click <b>Internet Options</b>.</li> <li>4. Click the <b>Security Tab</b>.</li> <li>5. Click "<b>Trusted Sites</b>" and then click the <b>Sites</b> button.</li> </ol>





The screenshot shows the Internet Options dialog box with the Security tab selected. The 'Trusted sites' zone is active, indicated by a green checkmark. The security level is set to 'Medium'. The 'Allowed levels for this zone: All' section lists the following settings:

- - **Medium**
- - - Prompts before downloading potentially unsafe content
- - - Unsigned ActiveX controls will not be downloaded

Buttons visible include 'General', 'Security', 'Privacy', 'Content', 'Connections', 'Programs', 'Advanced', 'Internet', 'Local intranet', 'Trusted sites', 'Restricted sites', 'Sites', 'Custom level...', 'Default level', 'Reset all zones to default level', 'OK', 'Cancel', and 'Apply'.

The following box should appear. (If not, another box will display. Click the **OK** button of that box and it should take you to this screen.)



6. **Uncheck** the “**Require server verification (https:) for all sites on this zone**” check box.
7. Type in **http://www.trinityrailcar.com** in the “**Add this website to the zone:**” box. (It might already be displayed)



8. Click the **Add** button.