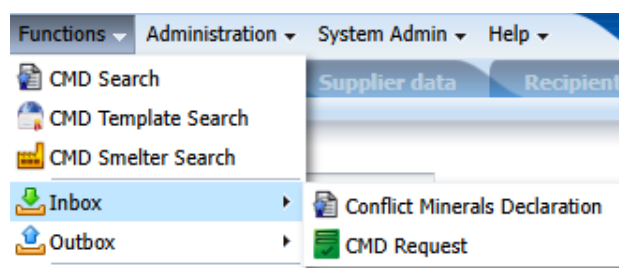
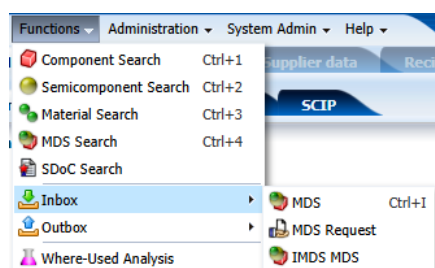


CDX – First Steps Guide

INTEGRATED WORKFLOW MANAGEMENT IN CDX

The communication with your suppliers and customers in CDX is conducted through an integrated inbox and outbox.

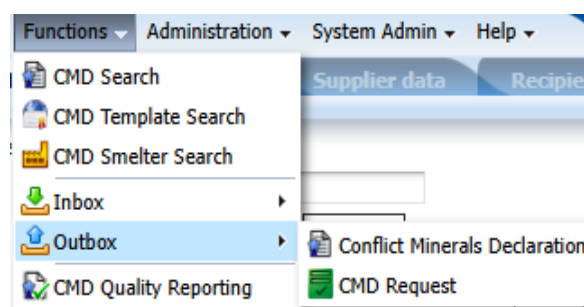
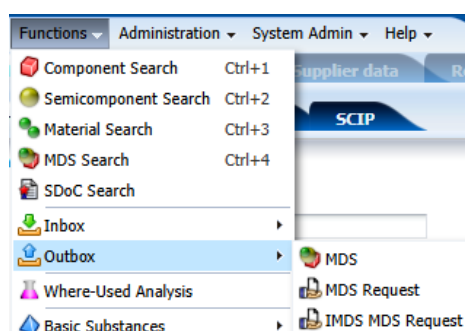
Inbox



The inbox shows all MDSs/CMDs and MDS-/CMD-Requests that were sent to your company. You have the possibility to check an MDS/CMD and accept it afterwards. The status changes to “accepted” and you can find the MDS/CMD with the search function and add it to your structures. If you decide to reject the MDS/CMD you must supply a reason for rejection. This should be self-explanatory or your supplier might contact you with questions. After you enter your reason for denial, click on the symbol for “reject” to change the status to “rejected”.

Detailed instructions for the inbox can be found in the CDX User Manual chapter “Inbox”.

Outbox



The Outbox is where you can track the MDSs and CMDs that you have sent to recipients and their status as well as all own MDS and CMD Requests. Further you have the possibility to send bulk requests to multiple suppliers simultaneously. You can download a template (MS Excel format) in the respective screen, which allows you to create multiple requests outside of CDX. You can incorporate extracted data from your ERP, Supplier Management, or any other inhouse system, and then upload the filled template into CDX.

Detailed instructions for the outbox can be found in the CDX User Manual chapter “Outbox”.