



# WebSupplier

Overview

## Introduction

WebSupplier is a browser-based application that allows you to receive Purchase Orders from Farmlands (and other customers on the network) and send documents such as Order Confirmations, Shipment Notes, and Invoices back to Farmlands electronically.

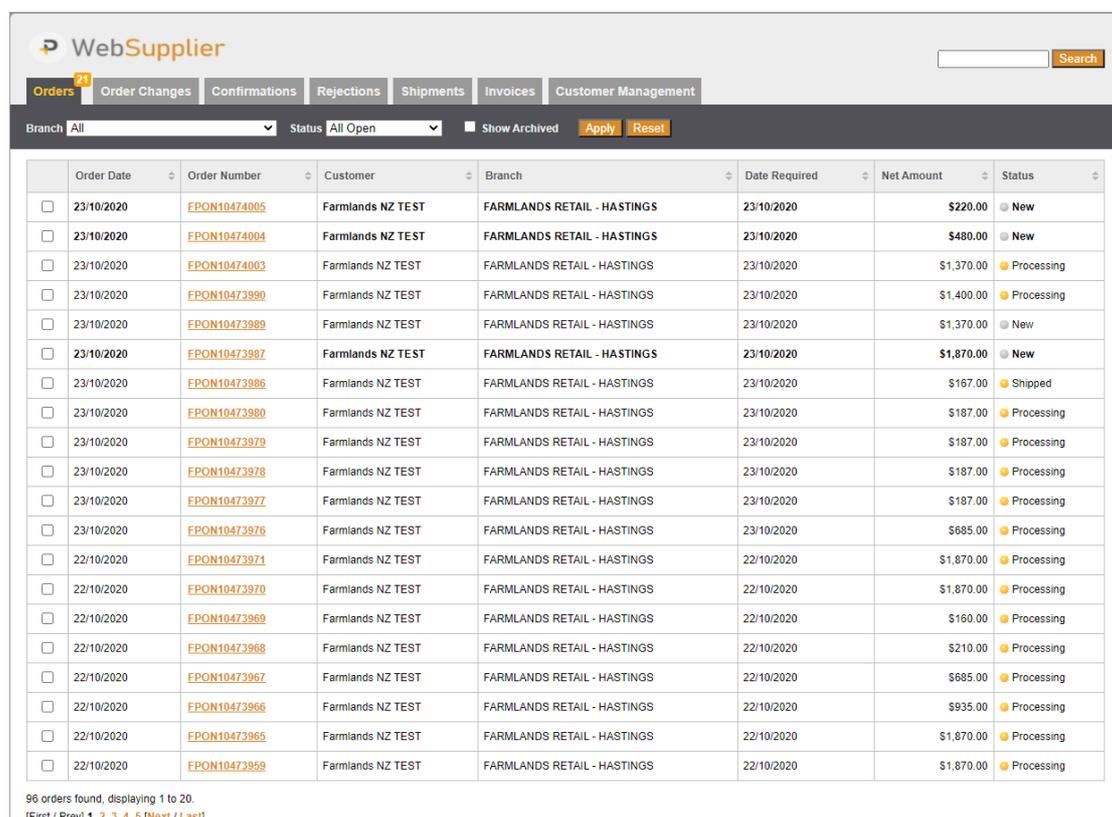
Use of WebSupplier with Farmlands will be for:

- Purchase Order - receiving Orders from Farmlands (you can also be notified via e-mail or SMS when new Orders arrive)
- Purchase Order confirmations – you can accept, reject or change an Order then send a confirmation to Farmlands.
- Purchase Order changes – if you changed an Order before confirming, this is an acknowledgement that Farmlands has accepted your changes
- Shipment notices – sent to Farmlands when you have dispatched the goods
- Invoices – sent to Farmlands for payment processing

## Home

Once you log in, you will see the **Orders** page.

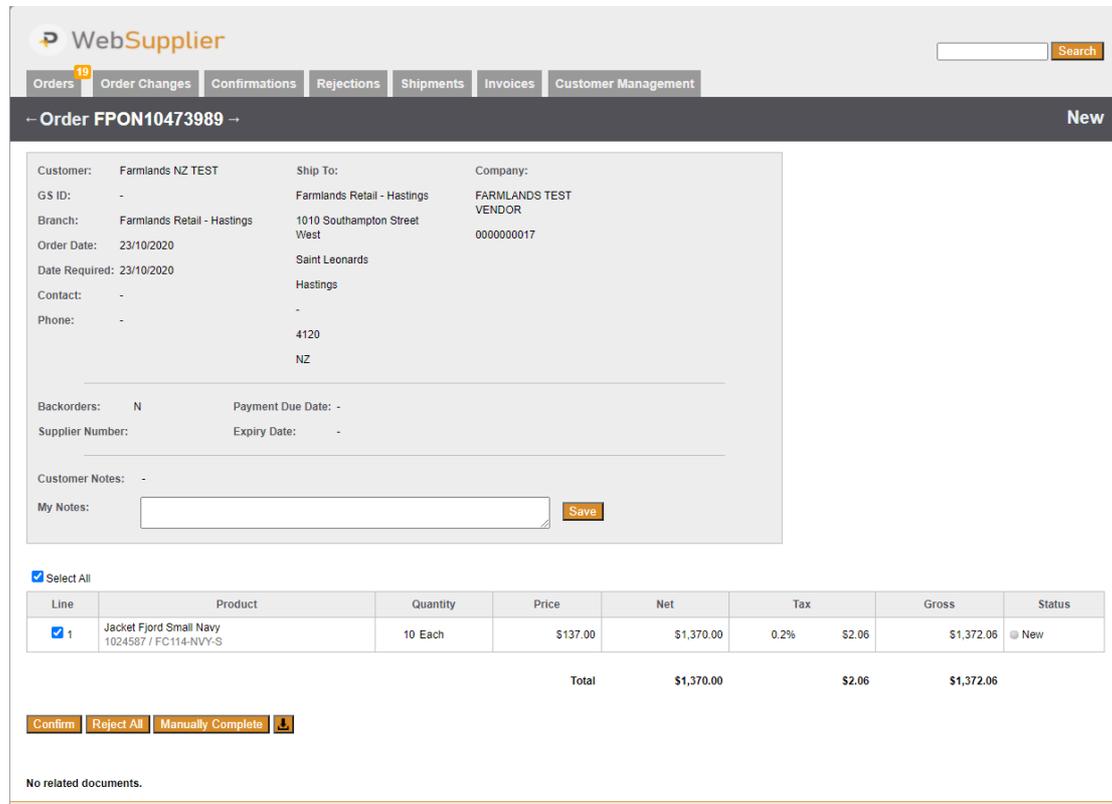
In the list are all the Orders you have received from Farmlands.



Order Date	Order Number	Customer	Branch	Date Required	Net Amount	Status
23/10/2020	<a href="#">FPON10474005</a>	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	23/10/2020	\$220.00	New
23/10/2020	<a href="#">FPON10474004</a>	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	23/10/2020	\$480.00	New
23/10/2020	<a href="#">FPON10474003</a>	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	23/10/2020	\$1,370.00	Processing
23/10/2020	<a href="#">FPON10473990</a>	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	23/10/2020	\$1,400.00	Processing
23/10/2020	<a href="#">FPON10473989</a>	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	23/10/2020	\$1,370.00	New
23/10/2020	<a href="#">FPON10473987</a>	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	23/10/2020	\$1,870.00	New
23/10/2020	<a href="#">FPON10473986</a>	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	23/10/2020	\$167.00	Shipped
23/10/2020	<a href="#">FPON10473980</a>	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	23/10/2020	\$187.00	Processing
23/10/2020	<a href="#">FPON10473979</a>	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	23/10/2020	\$187.00	Processing
23/10/2020	<a href="#">FPON10473978</a>	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	23/10/2020	\$187.00	Processing
23/10/2020	<a href="#">FPON10473977</a>	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	23/10/2020	\$187.00	Processing
23/10/2020	<a href="#">FPON10473976</a>	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	23/10/2020	\$685.00	Processing
22/10/2020	<a href="#">FPON10473974</a>	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	22/10/2020	\$1,870.00	Processing
22/10/2020	<a href="#">FPON10473970</a>	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	22/10/2020	\$1,870.00	Processing
22/10/2020	<a href="#">FPON10473969</a>	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	22/10/2020	\$160.00	Processing
22/10/2020	<a href="#">FPON10473968</a>	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	22/10/2020	\$210.00	Processing
22/10/2020	<a href="#">FPON10473967</a>	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	22/10/2020	\$685.00	Processing
22/10/2020	<a href="#">FPON10473966</a>	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	22/10/2020	\$935.00	Processing
22/10/2020	<a href="#">FPON10473965</a>	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	22/10/2020	\$1,870.00	Processing
22/10/2020	<a href="#">FPON10473959</a>	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	22/10/2020	\$1,870.00	Processing

96 orders found, displaying 1 to 20.  
 [First / Prev] 1, 2, 3, 4, 5 [Next / Last]

Clicking on an **Order Number** will drill down into the **Order** page and you can see the details of the Order as sent by Farmlands.



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Orders <sup>19</sup> Order Changes Confirmations Rejections Shipments Invoices Customer Management

← Order FPON10473989 → New

Customer: Farmlands NZ TEST	Ship To: Farmlands Retail - Hastings	Company: FARMLANDS TEST VENDOR
GS ID: -	1010 Southampton Street West	0000000017
Branch: Farmlands Retail - Hastings	Saint Leonards Hastings	
Order Date: 23/10/2020		
Date Required: 23/10/2020		
Contact: -		
Phone: -	4120 NZ	

Backorders: N Payment Due Date: -  
Supplier Number: Expiry Date: -

Customer Notes: -  
My Notes:  Save

Select All

Line	Product	Quantity	Price	Net	Tax	Gross	Status
<input checked="" type="checkbox"/> 1	Jacket Fjord Small Navy 1024587 / FC114-NVY-S	10 Each	\$137.00	\$1,370.00	0.2% \$2.06	\$1,372.06	<input type="radio"/> New
<b>Total</b>				<b>\$1,370.00</b>	<b>\$2.06</b>	<b>\$1,372.06</b>	

Confirm Reject All Manually Complete ⚠

No related documents.

To start the Order Confirmation process, click on the Confirm button.

## Order Confirmations

Orders must be confirmed with Farmlands via an **Order Confirmation**. This is required to ensure the Order reflects the contractual commitment between the two companies.

Before confirming the Order you can:

- Amend prices if you do not consider them correct
- Update quantities based on your ability to supply
- Split a line where delivery dates will be split due to backorder
- Add freight or other charges
- Add **Notes** by way of explanation for any amendments.

The confirmation has been saved.

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Orders <sup>19</sup> | Order Changes | Confirmations | Rejections | Shipments | Invoices | Customer Management

← Confirmation 32158-CONF-1603418140461 → Saved

RELATED ORDER - [FPON10473989](#) - [Show Header](#)

Confirmation Number:  Confirmation Date:  Delivery Date:

Notes:

Line	Product	Delivery Date	Quantity	Price	Net	Tax	Gross	Notes
1 (1)	Jacket Fjord Small Navy 1024587 / FC114-NVY-S	<input type="text" value="23/10/2020"/> <small>BQ</small>	<input type="text" value="10"/> Each *	<input type="text" value="\$ 137.00"/> *	\$1,370.00	<input type="text" value="0.15"/> % * \$2.06	\$1,372.06 <small>+/-</small>	
<b>Total</b>					<b>\$1,370.00</b>	<b>\$2.06</b>	<b>\$1,372.06</b>	
Rounding					<input type="text" value="-"/>	<input type="text" value="-"/>	\$0.00	

[Save](#) [Send](#) [Delete](#) [Adjust Document Total](#)

Related Documents

- Order - [FPON10473989](#) - 23/10/2020 - Processing

[Logout](#) | [Settings](#) | [User Guide](#) [Cookies Policy](#) [Privacy Policy](#) For support phone 999 or [email](#)

To send the confirmation to Farmlands, click on the Send button.

If you have made changes to the Order, Farmlands will then review the changes and the Order will be updated if they are accepted.

Changes must be accepted by both parties before the goods are shipped.

## Shipment Notes

As the ordered goods are shipped to Farmlands (or direct to farm) you send a Shipment Note to Farmlands.

From the Orders page, click on the Ship button. Note only confirmed Orders can be shipped.

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Orders <sup>19</sup> | Order Changes | Confirmations | Rejections | Shipments | Invoices | Customer Management

Shipment New

Shipment Number:  Shipment Date:  Delivery Date:

Carrier:  Carrier Phone:

Notes:

Select All

RELATED ORDER - [FPON10473989](#) - [Show Header](#)

Line	Product	Delivery Date	Quantity	Notes	Lot
<input type="checkbox"/> 1 (1)	Jacket Fjord Small Navy 1024587 / FC114-NVY-S	<input type="text" value="23/10/2020"/>	<input type="text" value="10"/> Each *		

[Cancel](#) [Save](#) [Send](#) [Delete](#) [Add Order](#) [Remove selected lines](#)

Related Documents

- Confirmation - [32158-CONF-1603418140461](#) - 23/10/2020 - Sent
- Order - [FPON10473989](#) - 23/10/2020 - Processing

[Logout](#) | [Settings](#) | [User Guide](#) [Cookies Policy](#) [Privacy Policy](#) For support phone 999 or [email](#)

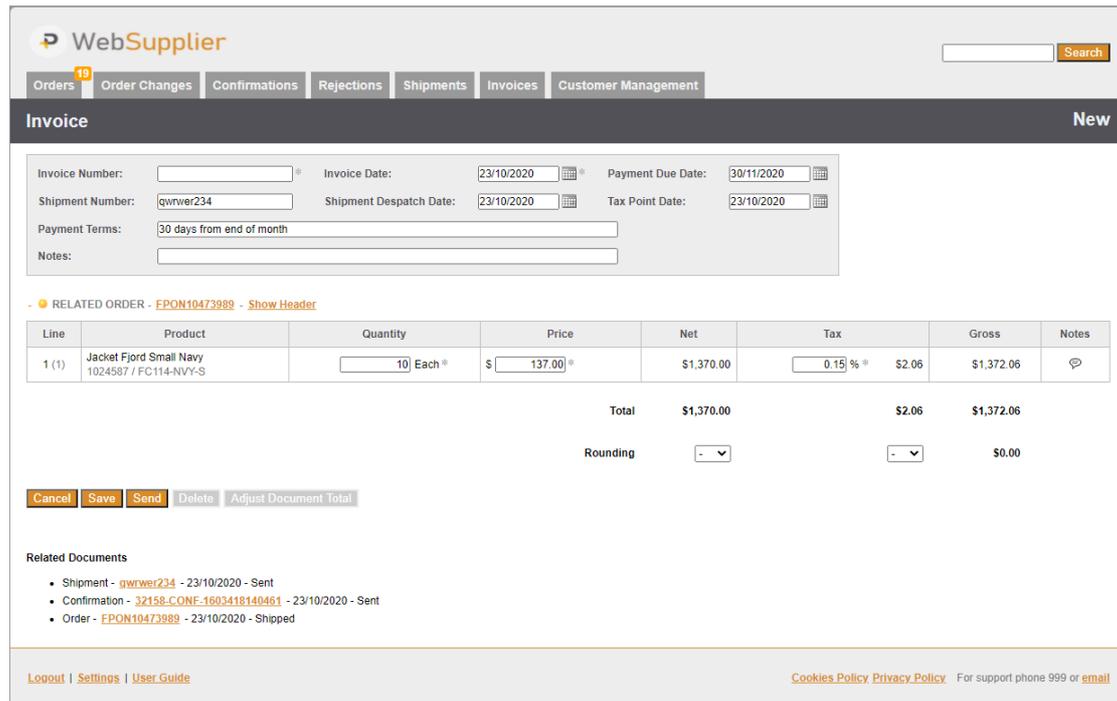
Enter the Shipment Number (typically the packing slip number).

When completed, click Send to submit the Shipment details to Farmlands

## Invoices

Only shipped Orders can be invoiced and WebSupplier will prevent you from invoicing for more than the quantity of goods you have shipped.

From the Orders page, click on the Invoice button.



The screenshot shows the 'Invoice' page in the WebSupplier system. At the top, there is a navigation bar with tabs for 'Orders' (19), 'Order Changes', 'Confirmations', 'Rejections', 'Shipments', 'Invoices', and 'Customer Management'. A search bar is located on the right. Below the navigation bar, the 'Invoice' section is active, with a 'New' button on the right. The main form contains several input fields: 'Invoice Number' (with an asterisk), 'Invoice Date' (23/10/2020), 'Payment Due Date' (30/11/2020), 'Shipment Number' (qwrwr234), 'Shipment Despatch Date' (23/10/2020), 'Tax Point Date' (23/10/2020), 'Payment Terms' (30 days from end of month), and 'Notes'. Below the form, there is a link for 'RELATED ORDER - FPON10473989 - Show Header'. A table displays the invoice details:

Line	Product	Quantity	Price	Net	Tax	Gross	Notes
1 (1)	Jacket Fjord Small Navy 1024587 / FC114-NVY-S	10 Each *	\$ 137.00 *	\$1,370.00	0.15 % *	\$2.06	\$1,372.06
<b>Total</b>				<b>\$1,370.00</b>		<b>\$2.06</b>	<b>\$1,372.06</b>
Rounding				-		-	\$0.00

Below the table, there are buttons for 'Cancel', 'Save', 'Send', 'Delete', and 'Adjust Document Total'. A 'Related Documents' section lists: 'Shipment - qwrwr234 - 23/10/2020 - Sent', 'Confirmation - 32158-CONF-1603418140461 - 23/10/2020 - Sent', and 'Order - FPON10473989 - 23/10/2020 - Shipped'. At the bottom, there are links for 'Logout', 'Settings', 'User Guide', 'Cookies Policy', 'Privacy Policy', and contact information for support.

The **Invoice Number** field is for you to enter the invoice number that your back-office finance/ERP system has generated for that Order shipment.

When the Invoice is ready, click **Send** to electronically send it to Farmlands for processing. A PDF copy does not need to be sent.