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.
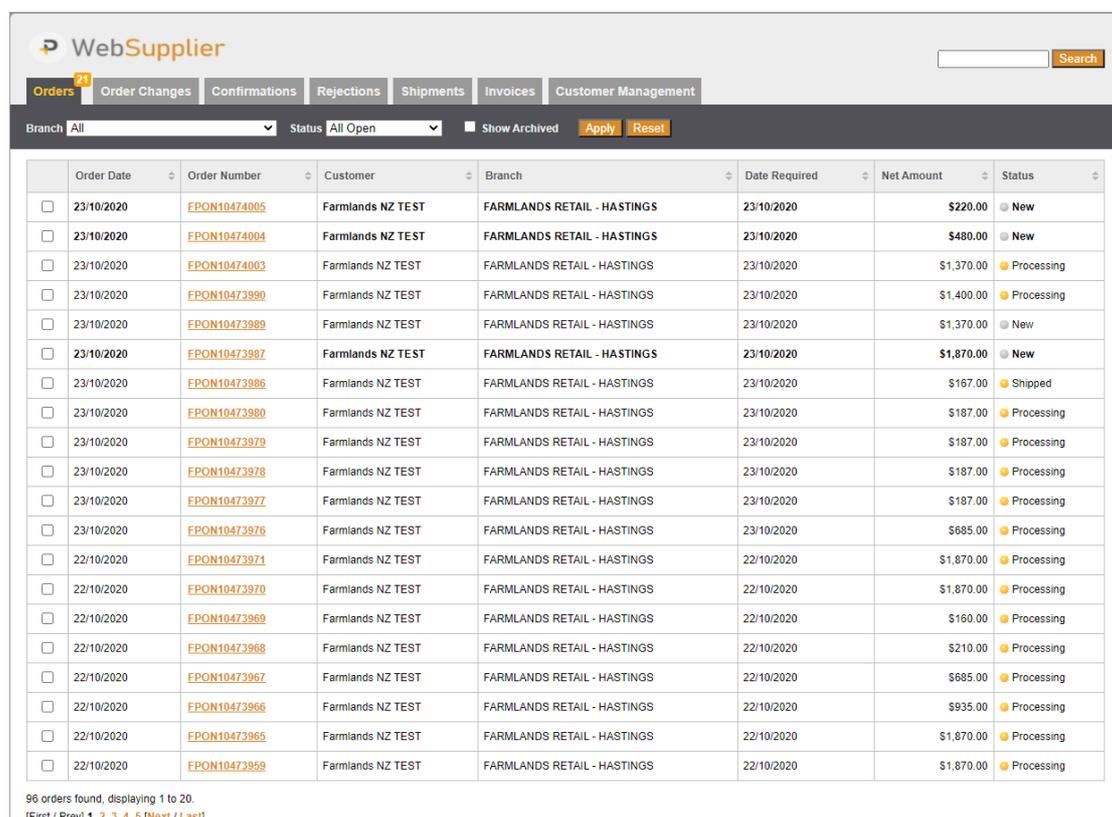
Use of WebSupplier with Farmlands will be for:

- 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

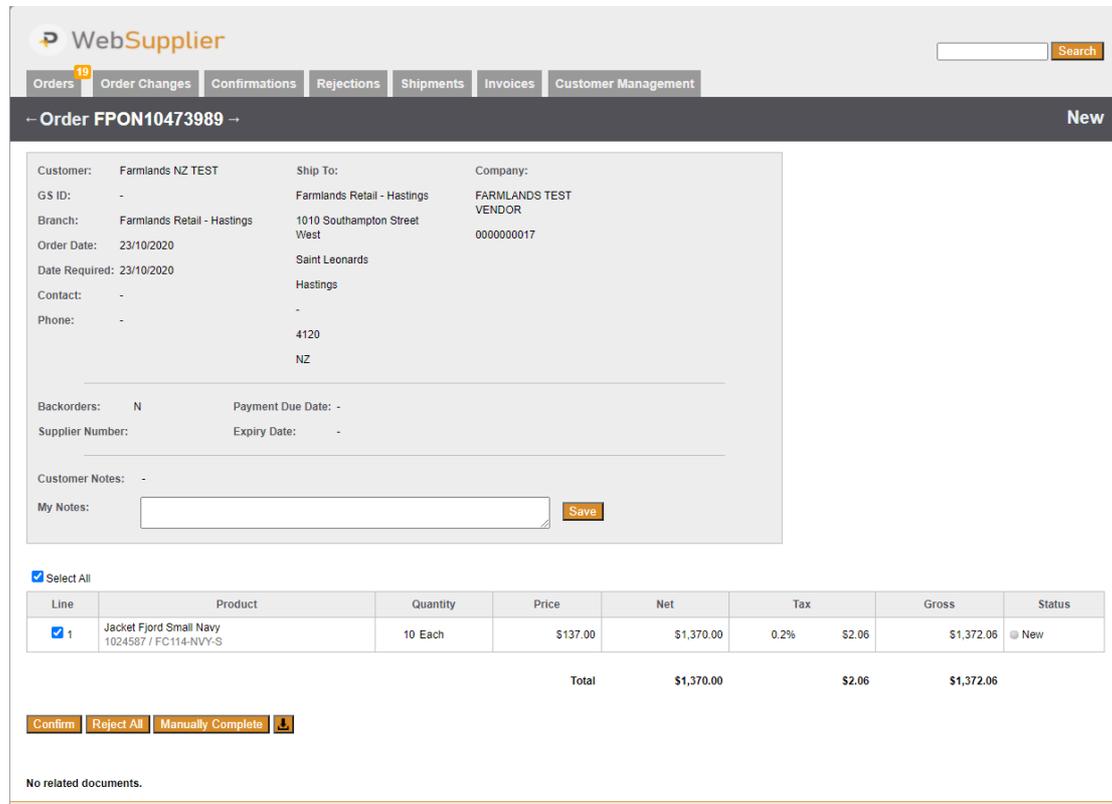Once you log in, you will see the **Orders** page.

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

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.

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.

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.
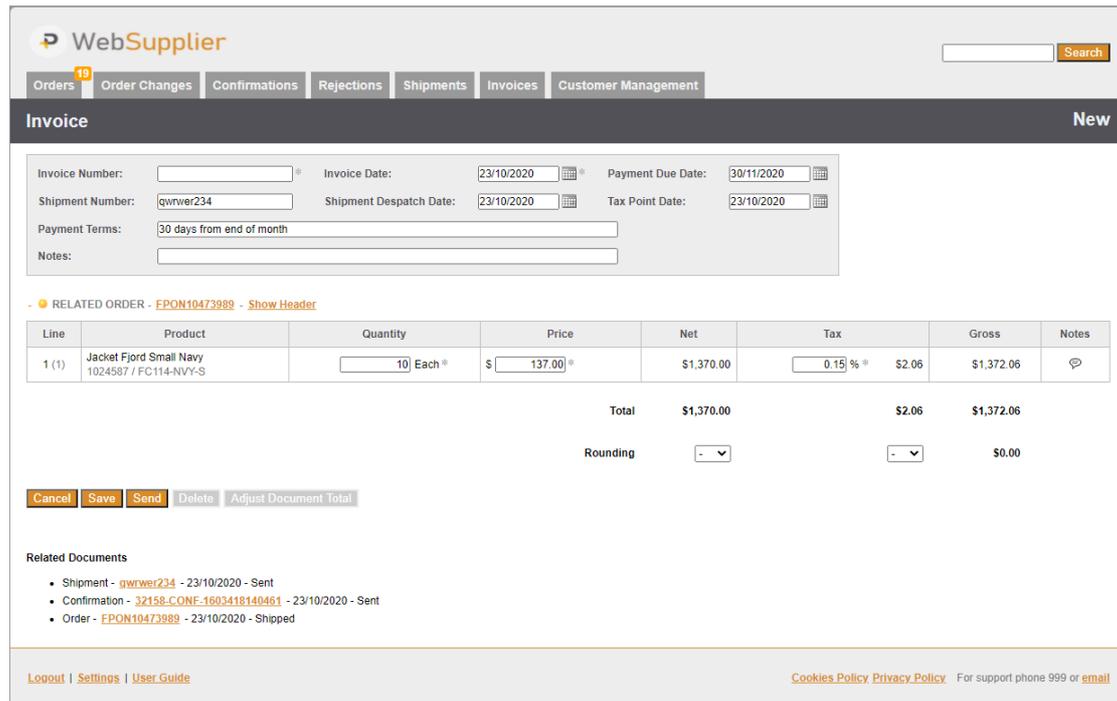

Enter the Shipment Number (typically the packing slip number).

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 **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.