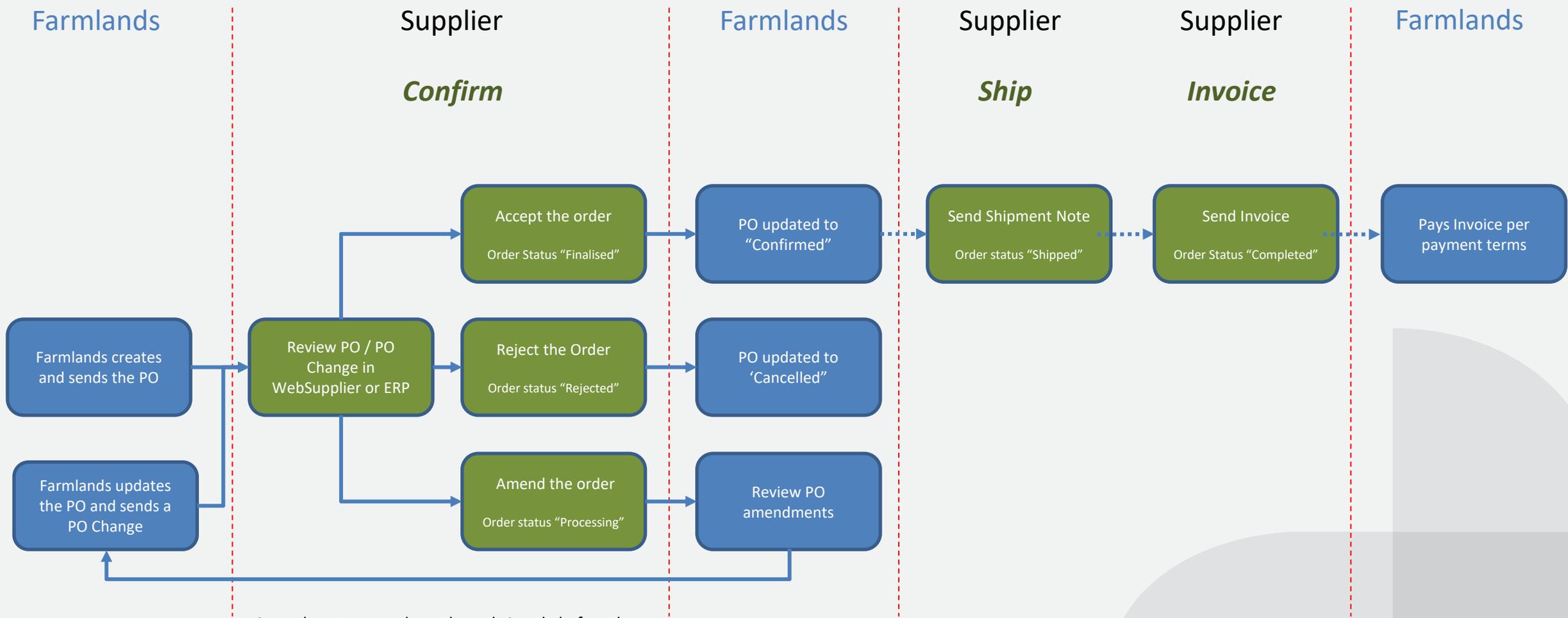




WEBSUPPLIER QUICKSTEPS



Purchase Order Process



Amendments can only go through 1 cycle before the order must be either Accepted or Rejected.

Important Notes

1. Order Status

New	New order to process
Processing	Changes requested to Farmlands
Finalized	Order has been Accepted
Pending Changes	Changes back from Farmlands
Shipped	Order has been fully Shipped
Completed	Order has been fully Invoiced
Manually Completed	Order was manually set to completed
Cancelled	Order was cancelled by Farmlands
Rejected	Order was rejected by the supplier

2. Order queries – purchase.confirmations@farmlands.co.nz

CONFIRM



Accept with no changes

1. From the Order click on **Confirm**



Check the Product, Price, Quantity and Delivery Date

Remember **Delivery Date** should only be changed (header) or entered (line) if delivery will be more than 7 days after the delivery date on the order

Confirmation Number:	32449-CONF-16060006 *	Confirmation Date:	22/11/2020	Delivery Date:	11/11/2020
Notes:	<input type="text"/>				

Line	Product	Delivery Date	Quantity	Price	Net
1 (1)	Test Widget 50mm ABC123 / TEST0132	<input type="text"/> BO	20 Each *	NZD 7.95 *	NZD159.00
2 (2)	Left Handed Screwdriver ABC124 / TEST0133	<input type="text"/> BO	1 Each *	NZD 10.00 *	NZD10.00

2. Click on **Send**.



Clicking **Save** allows you to save the order confirmation to return to later to amend/send. Once sent there is no way to recall, an Order Confirmation Notification will be sent back to Farmlands confirming that you will be delivering the ordered items at the ordered price.

Reject the Order

Full Rejection is where you reject the entire Order

1. From the Order, click on **Reject All**
2. Enter a Rejection Reason - mandatory



● RELATED ORDER - [FPON100058](#) - [Show Header](#)

Rejection Number:

Rejection Date:

Reason:

Line	Product	Quantity	Price	Net
1 (1)	Test Widget 50mm ABC123 / TEST0132	20 Each	NZD7.95	NZD159.00
2 (2)	Left Handed Screwdriver ABC124 / TEST0133	1 Each	NZD10.00	NZD10.00
Total				NZD169.00

3. Click on Send

Farmlands will cancel the PO but you will not receive any further notifications from us on this Order
Once an order is rejected it can never be reactivated.

Do not reject an order as a way of asking for changes (amend the order instead)

Amend the Order – Change Lines

1. From the Order click on **Confirm**



2. Where required, for each order line

- Update the price
- Update the Quantity
- Update the Delivery Date - Delivery Date can be changed for the whole Order or on individual lines. **Do not change if delivery (header) or add delivery date (lines) if delivery is within 7 days of the Requested Delivery Date on the Order.**
- Click on BO (Backorder) to record split deliveries. Adjust the Quantity on each line to reflect the quantities and dates delivery is expected.

Confirmation Number: * Confirmation Date: * Delivery Date: *

Notes:

Line	Product	Delivery Date	Quantity	Price	Net
1 (1)	<input type="text" value="Test Widget 50mm"/> <input type="text" value="ABC123 / TEST0132"/>	<input type="text"/> <input type="text"/>	<input type="text" value="20"/> Each *	NZD <input type="text" value="7.95"/> *	NZD159.00
2 (2)	<input type="text" value="Left Handed Screwdriver"/> <input type="text" value="ABC124 / TEST0133"/>	<input type="text"/> <input type="text"/>	<input type="text" value="1"/> Each *	NZD <input type="text" value="10.00"/> *	NZD10.00

3. Click on **Send** once you have made all required amendments.



Amend the order - Reject a Line

Partial Acceptance is where you accept one line, and reject another (or multiples of each)

1. From the Confirmation set the Quantity to 0
2. On the line, click on the speech bubble to add a Note
3. Enter a reason in the Notes – mandatory

Line	Product	Delivery Date	Quantity	Price	Net	Tax	Gross	Notes
1 (1)	Test Widget 50mm ABC123 / TEST0132	<input type="text"/> BO	<input type="text" value="0"/> Each *	NZD <input type="text" value="7.95"/> *	NZD0.00	<input type="text" value="15"/> % * NZD0.00	NZD0.00	
Notes <input type="text" value="Item is no longer stocked"/>								
2 (2)	Left Handed Screwdriver ABC124 / TEST0133	<input type="text"/> BO	<input type="text" value="1"/> Each *	NZD <input type="text" value="10.00"/> *	NZD10.00	<input type="text" value="15"/> % * NZD1.50	NZD11.50	

4. Make any other changes and click on **Send**.



Amend the Order - Other Adjustments

Document Adjustments are used to add on **Charges** (such as Freight).

1. From the Order Confirmation screen, click on Adjust Document Totals
2. Click on New Adjustment

Save Send Delete **Adjust Document Total**

New Adjustment Calculate Done

3. Select the Adjustment Category (Default is Transport which is used for Freight)
4. Enter a description
5. Enter an amount
6. Click on Done

Category	Description	Basis	Amount*	Net
Transport	Freight costs direct to customer	Fixed	20	NZD20.00
Total after Adjustments				NZD189.00

7. Total adjustments are added to the order

Confirmation Number: 33323-CONF-161428310* Confirmation Date: 26/02/2021* Delivery Date: 26/02/2021

Notes:

Line	Product	Delivery Date	Quantity	Price	Net
1 (1)	Repco Plastic Fuel Can 5L 1000516 / AB5		15 Each *	\$ 6.00 *	\$90.00
2 (2)	Repco High Performance Commercial Battery 680CCA 87Z 1007805 / 87Z		5 Each *	\$ 100.00 *	\$500.00
Subtotal					\$590.00
Document Adjustments					\$20.00
Rounding					\$0.00
Total					\$610.00

Order Change

If the Order has been amended on the Confirmation, Farmlands will update the PO and send back to you an updated Order reflecting the requested changes and/or cancelling lines where the changes are not accepted by them.

When an Order Change is received, the Order status will be **Pending Changes**

1. Click on **Pending Changes**, the changes will be highlighted as shown below

	Order Date	Order Number	Customer	Branch	Date Required	Net Amount	Status
<input type="checkbox"/>	20/11/2020	FPON100058	Farmlands NZ TEST	RETAIL PAEROA	11/11/2020	NZD169.00	Pending Changes
<input type="checkbox"/>	20/11/2020	FPON10474521	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	20/11/2020	NZD137.00	Processing

2. Check the changes. Note click on **Document adjustment** to unhide any charges added / on the order
3. If the changes are not correct, do not reject the change, email purchase.confirmations@farmlands.co.nz with details of remaining issues
4. Click **Accept/Reject** to update the order. Farmlands will automatically receive an Order Confirmation that records the remaining Order lines as Accepted.

Order Change FPON10568313-002 Pending

RELATED ORDER - FPON10568313 - [Show Header](#)

Line	Type	Product	Date Required	Quantity	Unit Price	Net Amount	Accept/Reject
1	Amended	Repco Plastic Fuel Can 5L 1000516 / ABS		10 Each	\$ 5.00 \$ 6.00	\$60.00	<input checked="" type="checkbox"/> Accept
2	Amended	Repco High Performance Commercial Battery 680CCA 87Z 1007905 / 87Z		3 Each	\$ 100.00	\$300.00	<input checked="" type="checkbox"/> Accept

Select All

Document adjustment

Category	Description	Basis	Amount	Net	Tax	Gross
Transport	Freight - Item landed cost charged by PO vendor	Fixed	25.00	25.00	(15.00 %)	3.75 28.75

Related Documents

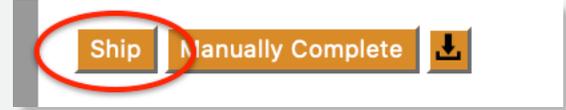
- Confirmation - 34086-CONF-1618864126713 - 20/04/2021 - Sent
- Order - FPON10568313 - 20/04/2021 - Pending Changes

SHIP



Ship

Only orders with a status of "Finalized" can be Shipped and an order cannot be invoiced if not Shipped
Full Shipment



1. From the Order click on **Ship**.

Note: Ship button is greyed out if the order status is not Finalized

2. Add Shipment Number / Packing slip number

3. Check the quantities are correct and click on **Send**

Shipment PS-888888

Shipment Number: <input type="text" value="PS-888888"/>	Shipment Date: <input type="text" value="26/02/2021"/>	Delivery Date: <input type="text" value="10/03/2021"/>	Customer: Farmlands NZ TEST	Branch: Farmlands Retail - Hast
Carrier: <input type="text"/>	Carrier Phone: <input type="text"/>			
Notes: <input type="text"/>				

Select All

- ● RELATED ORDER - [FPON10574753](#) - [Show Header](#)

Line	Product	Delivery Date	Quantity	Notes
<input type="checkbox"/> 1 (1)	Repco Plastic Fuel Can 5L 1000516 / AB5	<input type="text"/>	<input type="text" value="10"/> Each *	
<input type="checkbox"/> 2 (2)	Repco Plastic Fuel Can 20L 1000518 / AB20	<input type="text"/>	<input type="text" value="10"/> Each *	
<input type="checkbox"/> 3 (3)	Repco High Performance Commercial Battery 680CCA 87Z 1007805 / 87Z	<input type="text"/>	<input type="text" value="10"/> Each *	

Ship

Partial Shipment

1. From the Order unselect lines that will not be shipped (optional where a whole line is not being shipped)

My Notes: Save

Select All

Line	Product	Quantity	Price	Net	Tax	Gross	Status
<input checked="" type="checkbox"/> 1	Recco Plastic Fuel Can 5L 1000516 / ABS	10 Each	\$5.00	\$50.00	15.0%	\$7.50	\$57.50 Processing
<input type="checkbox"/> 2	Recco High Performance Commercial Battery 680CCA 87Z 1007805 / 87Z	3 Each	\$100.00	\$300.00	15.0%	\$45.00	\$345.00 Processing
Total			\$350.00		\$52.50	\$402.50	

Ship | Manually Complete

2

Ship | Manually Complete

2. Click on **Ship**.
3. Add Shipment Number / Packing slip number
4. Adjust the quantities to reflect the actual shipment (where part quantities to be shipped)
5. Click on **Send**

Shipment PS-888888 New

Shipment Number: PS-888888 Shipment Date: 20/04/2021 Delivery Date: 20/04/2021

Carrier: Carrier Phone:

Notes:

Select All

RELATED ORDER - FPON10568314 - Show Header

Line	Product	Delivery Date	Quantity	Notes	Lot
<input type="checkbox"/> 1 (1)	Recco Plastic Fuel Can 5L 1000516 / ABS		5 Each *		
<input type="checkbox"/> 2 (2)	Recco High Performance Commercial Battery 680CCA 87Z 1007805 / 87Z		3 Each *		

Cancel | **Send** | Delete | Add Order | Remove selected lines

Related Documents

- Order Change - FPON10568314-100 - 20/04/2021 - Acknowledged
- Confirmation - 34067-CONF-1618864173024 - 20/04/2021 - Sent
- Order - FPON10568314 - 20/04/2021 - Finalized

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4

INVOICE



Invoice

All Invoices must be sent via Websupplier.

Multiple Shipments per Order require multiple Invoices

1. From the Order or from the Shipment click on **Invoice**
2. Add the Tax Invoice Number generated by your accounts system
3. Double check that it's the same as your internal invoice (Product, Quantity, Price). Invoice should be 100% the same as your internal invoice
4. Add adjustments if required (note Adjustment button is not available until the invoice has been saved)
5. Click on **Send**
6. Do not email a PDF copy of the invoice to Farmlands



Invoice INV-2773834

Invoice Number: * Invoice Date: * Payment Due Date: *

Shipment Number: Shipment Despatch Date: * Tax Point Date: *

Payment Terms:

Notes:

- RELATED ORDER - [FPON100057](#) - [Show Header](#)

Line	Product	Quantity	Price	Net	Tax
1 (1)	Test Widget 50mm ABC123 / TEST0132	<input type="text" value="20"/> Each *	NZD <input type="text" value="7.95"/> *	NZD159.00	<input type="text" value="15"/> %*

