noel leeming

THE WAREHOUSE GROUP®

The Warehouse Group Supplier Electronic Portal

Sign in

Username:(Email Address)

Username

Password

Password

☐ Remember me

Forgotten your password?

Sign in

Need to Register?

the warehouse

WS warehouse stationery

noel leeming

Compatible with the latest browsers; Chrome, Safari, Firefox, Opera and Internet Explorer 9 and above

To start the process, Noel Leeming will invite you to use The Warehouse Group Supplier Electronic Portal and will send you the link to the website where you can register online.

Complete the form and submit.

The Warehouse Group Supplier Electronic Portal

THE WAREHOUSE GROUP

As a supplier, **NEW** to The Warehouse Group Supplier Web Portal, please click the on the link below and complete the online registration form.
https://www.surveymonkey.com/s/NRL5Z3S

You can also use this link if you currently use the portal for one TWG company and you would like to be set up for an additional TWG company.

If you would like to add additional users or 3PL users to your existing portal set up, this can also be done using the link.

If you have any queries about this registration process for *The Warehouse Ltd* please contact: edienquiriees@thewarehouse.co.nz

If you have any queries about this registration process for *Warehouse Stationery* please contact: wsledi@stationery.co.nz

Once your registration is approved you will receive an email providing you with your login details.

For security reasons, you should login within 5 days to activate your account.

From: B2BE Administrator TWG PORTAL [mailto:administrator@b2be.com]
Sent: Friday, 12 March 2015 9:31 a.m.
To: A.user@supplier.com
Subject: The Warehouse Group Supplier Electronic Portal Account Activation

Dear A.user,

Welcome to The Warehouse Group Supplier Electronic Portal.
Please activate your account within 5 days otherwise your registration will become invalid and you will have to register again or else contact us: nz.support@b2be.com
Your login details are as follows:
Login: A.user@supplier.com
Password: qirXAtqo

Regards,
The Warehouse Group Supplier Electronic Portal Team

Once activated, Noel Leeming will send orders intended for you to the Portal.
When an order for you is received by the Portal, the Portal will send you a notification via email.

The PO Number is in the Email subject and the URL to access your PO is provided.

New Order Received in The Warehouse Group Supplier Portal: NLG-SP_Demo_01 SP

B2BE Administrator TWG TEST PORTAL <administrator@b2be.com>   10:34
to me

https://twltest2.b2be.com

A new order has been received in The Warehouse Group Supplier Portal.
Please click on the above link.

You access your orders by logging into the Portal.

Home

The Warehouse Group Supplier Electronic Portal

Sign in

Username:(Email Address)

NLGDemoSupplier@b2be.com

Password

••••••••

☐ Remember me

Forgotten your password?

Sign in

Need to Register?

On login, you will be presented with a PO summary screen that lists all your orders sorted by order date.
The right hand column indicates the current status of the Purchase order (PO)
This list can be sorted and filtered using the search and status drop down filter.

You can select the 'Active POs Only' checkbox which can be used to view the POs which were raised within the last 30 days.

These are the orders which are not cancelled or have not been invoiced completely.

Purchase Orders Manage Purchase Orders

Purchase Order Summary

Show 10 entries   Search: Demo_0   Order Status ALL ▼ ☑ Active POs Only
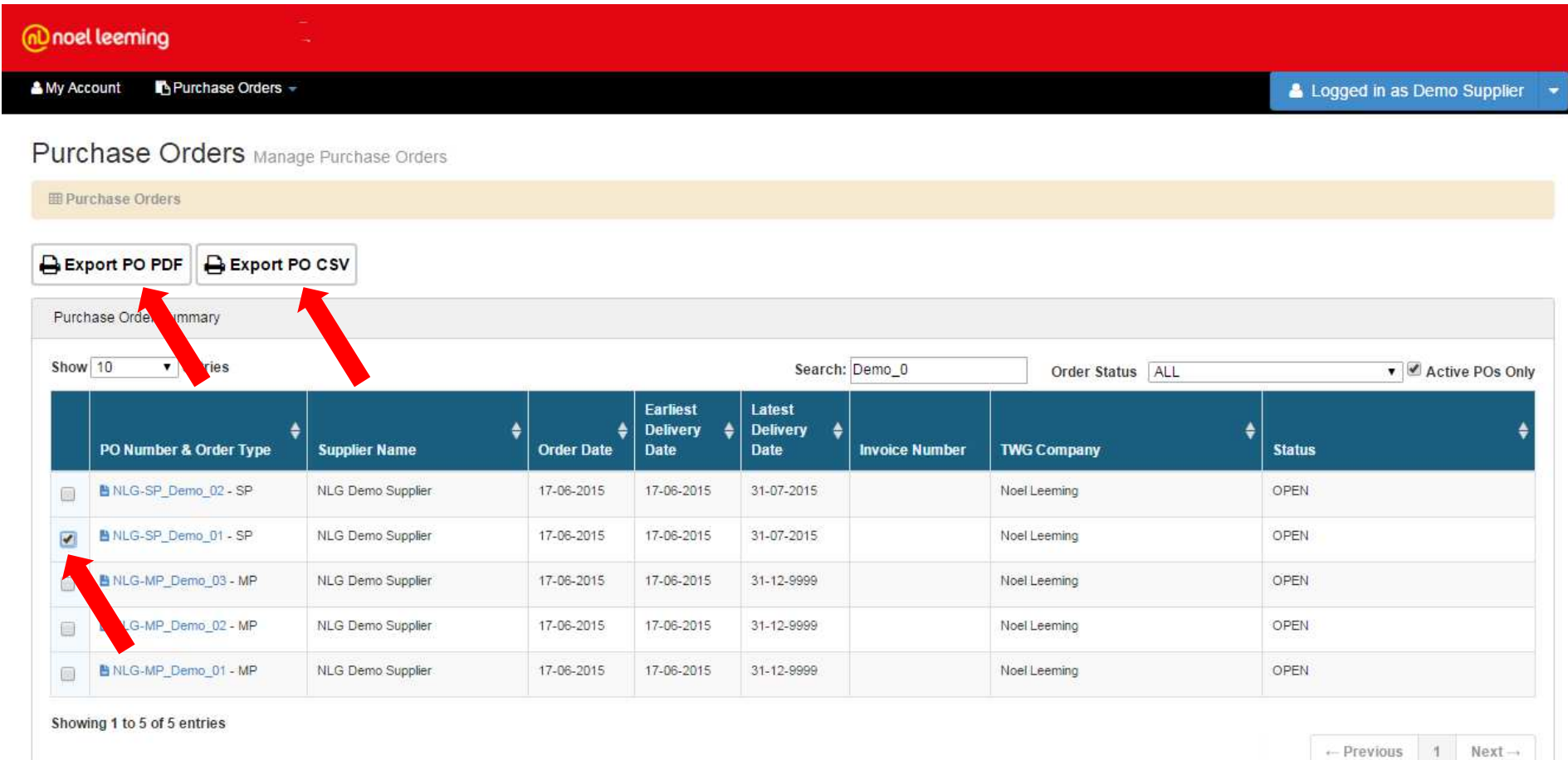
PO Number & Order Type	Supplier Name	Order Date	Earliest Delivery Date	Latest Delivery Date	Invoice Number	TWG Company	Status
NLG-SP_Demo_02 - SP	NLG Demo Supplier	17-06-2015	17-06-2015	31-07-2015		Noel Leeming	OPEN
NLG-SP_Demo_01 - SP	NLG Demo Supplier	17-06-2015	17-06-2015	31-07-2015		Noel Leeming	OPEN
NLG-MP_Demo_03 - MP	NLG Demo Supplier	17-06-2015	17-06-2015	31-12-9999		Noel Leeming	OPEN
NLG-MP_Demo_02 - MP	NLG Demo Supplier	17-06-2015	17-06-2015	31-12-9999		Noel Leeming	OPEN
NLG-MP_Demo_01 - MP	NLG Demo Supplier	17-06-2015	17-06-2015	31-12-9999		Noel Leeming	OPEN

Showing 1 to 5 of 5 entries

← Previous 1 Next →

At this point you can elect to export the order as a CSV to another system or export it as a PDF.

Simply select the order via the tick box in the first column and then select the appropriate button.

This is an example of a Purchase Order (PO) PDF

PURCHASE ORDER

Purchase Order Number	**NLG-SP_Demo_01**	*Delivery Location Details:*				
Purchase Order Date	**17-06-2015**	Number and Name	**12-Noel Leeming Moorhouse**			
Order Type	**SP**	Address	**166 Moorhouse Ave**			
Status	**OPEN**	Earliest Delivery Date	**17-06-2015**	Number of Lines	**6**	
Currency	**NZD**	Latest Delivery Date	**31-07-2015**	Total Qty Ordered	**518**	
Supplier Code - Name	**54321-NLG Demo Supplier**	Note		Total Order Amount	**$ 26,430.4000**	
			Notes for supplier: Notes are...			

Line No.	Supplier Item Code	Purchaser Item Code	Barcode	Description	UOM	Qty Ordered	Cost Price	Ext. Amount	Expected Date	Buyer
0001	SUP_PSCMLA-03E07Q	PUR_131693	945098765555	Electronic Gadget	EA	88	36.3000	3,194.4000	17-06-2015	AB
0002	SUP_PSCMLA-03E07Z	PUR_131694	945098765320	Gadget v4.8	EA	50	30.3000	1,515.0000	17-06-2015	AG
0003	SUP_PSCMLA-03E09Q	PUR_131697	945098765559	Electronic Item 3	EA	100	36.0000	3,600.0000	17-06-2015	AB
0004	SUP_PSCMLA-03E01Z	PUR_131691	945098765310	Camera Accessory	EA	65	50.0000	3,250.0000	31-12-9999	AG
0005	SUP_PSCMLA-03E33Z	PUR_131633	945098765313	Accessory	EA	15	5.0000	75.0000	17-06-2015	AB
0006	SUP_PSCMLA-03E44Z	PUR_1314444	945098765344	Stereo Cable	EA	200	73.9800	14,796.0000	17-06-2015	AG

This is an example of a Purchase Order (PO) CSV

```
NLG-SP_Demo_01,17-06-2015,OPEN,NZD,54321,12,"Noel Leeming Moorhouse","166 Moorhouse Ave ",17-06-2015,31-07-2015,6,518,26430.4000
0001,SUP_PSCMLA-03E07Q,PUR_131693,945098765555,"Electronic Gadget",36.3000,"3,194.4000",EA,88,17-06-2015,AB
0002,SUP_PSCMLA-03E07Z,PUR_131694,945098765320,"Gadget v4.8",30.3000,"1,515.0000",EA,50,17-06-2015,AG
0003,SUP_PSCMLA-03E09Q,PUR_131697,945098765559,"Electronic Item 3",36.0000,"3,600.0000",EA,100,17-06-2015,AB
0004,SUP_PSCMLA-03E01Z,PUR_131691,945098765310,"Camera Accessory",50.0000,"3,250.0000",EA,65,31-12-9999,AG
0005,SUP_PSCMLA-03E33Z,PUR_131633,945098765313,Accessory,5.0000,75.0000,EA,15,17-06-2015,AB
0006,SUP_PSCMLA-03E44Z,PUR_1314444,945098765344,"Stereo Cable",73.9800,"14,796.0000",EA,200,17-06-2015,AG
```

The Warehouse Supplier Electronic Portal
Supports the following two Order 'Delivery' Types

- **SP** *(Single Point – delivery to one NLG store)*
- **MP** *(Multi Point – delivery to multiple NLG stores)*

Single Point Orders

You can view the details of a single point order and perform further actions on it by selecting the PO Number which will take you to the Order Details screen.
Single point orders are post-fixed with "– SP".

This is the Order Details screen for a Single Point order which is delivered to a single Noel Leeming store.
Where there are arrows available in the portal, the tables can be sorted by clicking on the arrows.
Notes for suppliers can be displayed in full by clicking on the hyperlink.
The Noel Leeming delivery date rules can be displayed by clicking on the ⓘ info image.

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👤 My Account   📑 Purchase Orders ▾   👤 Logged in as Demo Supplier ▾

Purchase Orders Manage Purchase Orders

⊞ Purchase Orders / ⅲ Details

🖨 Pick list   🖨 Change Request   🖨

Purchase Order Details   Back to Purchase Orders

Purchase Order Number	NLG-SP-De	
Purchase Order Date	17-06-2015	Moorhouse
Order Type	SP	Ave
Status	OPEN	
Currency	NZD	
Supplier Code - Name	54321-NLG Demo Supplier	

NLG Delivery Date Rules: ✕

NLG will provide Earliest and Latest delivery dates at the header
level. The Expected Date at the detail level overrides this, however
will be a date between the Earliest and Latest delivery dates.

If no Latest Delivery Date is required by NLG, 31/12/9999 will be
sent. This indicates backorder is permitted and the supplier is to
ship the items as soon as they become available but not before the
Earliest Delivery Date.

ⓘ Latest Delivery Date   31-07-2015

Notes for Supplier   Notes for supplier: Notes are...

🖨 Print Labels

Number of Carton Labels Required

Number of Lines   6
Total Qty Ordered   518
Total Ordered Amount (excl GST) $26,430.4000

Line No.	Supplier Item Code	Purchaser Item Code	Barcode	Description	UOM	Qty Ordered	Cost Price	Ext. Amount	Expected Date	Buyer
0001	P_PSCMLA-7Q	PUR_131693	945098765555	Electronic Gadget	EA	88	36.3000	3,194.4000	17-06-2015	AB
0002	SU CMLA-03E072	PUR_131694	945098765320	Gadget v4.8	EA	50	30.3000	1,515.0000	17-06-2015	AG
0003	SUP_PSCMLA-03E09Q	PUR_131697	945098765559	Electronic Item 3	EA	100	36.0000	3,600.0000	17-06-2015	AB
0004	SUP_PSCMLA-03E01Z	PUR_131691	945098765310	Camera Accessory	EA	65	50.0000	3,250.0000	31-12-9999	AG
0005	SUP_PSCMLA-03E33Z	PUR_131633	945098765313	Accessory	EA	15	5.0000	75.0000	17-06-2015	AB
0006	SUP_PSCMLA-03E44Z	PUR_1314444	945098765344	Stereo Cable	EA	200	73.9800	14,796.0000	17-06-2015	AG

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You can view the Buyer's details by clicking on the Buyer's initials.
You can view the Portal Terms of Trade for Noel Leeming by clicking on the Terms of Trade link in the footer.

From here you can generate a Picking List

Picking list for a Single Point Order.

You can generate a PDF of the picking list if required.

You can go back to the Purchase Order Details screen by using the hyperlink.

This is an example of a single point Pick List PDF

PICK LIST

Purchase Order Number	**NLG-SP_Demo_01**
Purchase Order Date	**17-06-2015**
Order Type	**SP**
Status	**OPEN**
Currency	**NZD**
Supplier Code - Name	**54321-NLG Demo Supplier**

Delivery Location Details:

Number and Name	**12-Noel Leeming Moorhouse**
Address	**166 Moorhouse Ave**
Earliest Delivery Date	**17-06-2015**
Latest Delivery Date	**31-07-2015**
Notes for Supplier:	**Notes for supplier: Notes are...**

Number of Lines	**6**
Total Qty Ordered	**518**

Line No.	Buyer	Supplier Item Code	Purchaser Item Code	Barcode	Description	Expected Date	UOM	Qty Ordered	Qty Picked
0001	AB	SUP_PSCMLA-03E07Q	PUR_131693	945098765555	Electronic Gadget	17-06-2015	EA	88	
0002	AG	SUP_PSCMLA-03E07Z	PUR_131694	945098765320	Gadget v4.8	17-06-2015	EA	50	
0003	AB	SUP_PSCMLA-03E09Q	PUR_131697	945098765559	Electronic Item 3	17-06-2015	EA	100	
0004	AG	SUP_PSCMLA-03E01Z	PUR_131691	945098765310	Camera Accessory	31-12-9999	EA	65	
0005	AB	SUP_PSCMLA-03E33Z	PUR_131633	945098765313	Accessory	17-06-2015	EA	15	
0006	AG	SUP_PSCMLA-03E44Z	PUR_1314444	945098765344	Stereo Cable	17-06-2015	EA	200	

_____
Signature

_____
No. of Cartons

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From here you can create a request for change for the PO details if required.

Following a discussion with the buyer, from the Change Request screen you can update the quantities ordered and the cost prices as required. Additional notes can be added for the buyer.

All changes will be emailed to the appropriate buyer for that line. Each buyer will only receive details of lines that have changed that are relevant to them. You will receive a copy of the email.

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👤 My Account   🗐 Purchase Orders ▾   👤 Logged in as Demo Supplier ▾

Change Request Create Change Request

🗐 Purchase Order / 🗐 Change Request

➔ **Email Change Request**

Purchase Order Details				Back to Purchase Order

		Delivery Store Details			
Purchase Order Number	NLG-SP_Demo_01	Store Number and Name	12-Noel Leeming Moorhouse	Number of Lines	6
Purchase Order Date	17-06-2015	Store Address	166 Moorhouse Ave	Total Qty Ordered	518
Order Type	SP			Total Ordered Amount (excl GST)	$26,430.4000
Status	OPEN	Earliest Delivery Date	17-06-2015		
Currency	NZD	ℹ Latest Delivery Date	2015-07-31		
Supplier Code - Name	54321-NLG Demo Supplier	Notes for Supplier	Notes for supplier: Notes are...		

	Line No.	Supplier Item Code	Purchaser Item Code	Barcode	Description	UOM	Qty Ordered	Cost Price	Ext. Amount	Expected Date	Buyer	Cancel Line
☐	0001	SUP_PSCMLA-03E07Q	PUR_131693	945098765555	Electronic Gadget	EA	88	36.3000	3,194.4000	17-06-2015	AB	
☐	0002	SUP_PSCMLA-03E07Z	PUR_131694	945098765320	Gadget v4.8	EA	50	30.3000	1,515.0000	17-06-2015	AG	
☐	0003	SUP_PSCMLA-03E09Q	PUR_131697	945098765559	Electronic Item 3	EA	100	36.0000	3,600.0000	17-06-2015	AB	
☐	0004	SUP_PSCMLA-03E01Z	PUR_131691	945098765310	Camera Accessory	EA	65	50.0000	3,250.0000	31-12-9999	AG	
☐	0005	SUP_PSCMLA-03E33Z	PUR_131633	945098765313	Accessory	EA	15	5.0000	75.0000	17-06-2015	AB	
☐	0006	SUP_PSCMLA-03E44Z	PUR_1314444	945098765344	Stereo Cable	EA	200	73.9800	14,796.0000	17-06-2015	AG	

Additional Notes:

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Tick the box at the end of the line you wish to update.

This will display a copy of that line with text boxes for the quantity ordered and cost price.

Update these values as necessary.

	Line No.	Supplier Item Code	Purchaser Item Code	Barcode	Description	UOM	Qty Ordered	Cost Price	Ext. Amount	Expected Date	Buyer	Cancel Line
☑	0001	SUP_PSCMLA-03E07Q	PUR_131693	945098765555	Electronic Gadget	EA	88	36.3000	3,194.4000	17-06-2015	AB	
		SUP_PSCMLA-03E07Q	PUR_131693	945098765555	Electronic Gadget	EA	50	35.2000	1760.0000	17-06-2015	AB	☐
☐	0003	SUP_PSCMLA-	PUR_131694	945098765320	Gadget v4.8	EA	50	30.3000	1.515.0000	17-06-2015	AG	

To cancel a line tick the box at the far right of the line.

This will automatically update the quantity ordered to 0.

	0002	SUP_PSCMLA-03E07Z	PUR_131694	945098765320	Gadget v4.8	EA	50	30.3000	1,515.0000	17-06-2015	AG	
☑		SUP_PSCMLA-03E07Z	PUR_131694	945098765320	Gadget v4.8	EA	0	30.3000	0.0000	17-06-2015	AG	☑
	>>											

Additional notes can be added. These will be included in the email that is sent to the Buyers impacted by the changes.

Additional Notes:

Add notes for the buyers here....

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Enter your changes and any additional notes

Purchase Order Details   Back to Purchase Order

Purchase Order Number	NLG-SP_Demo_02	*Delivery Store Details*	
Purchase Order Date	17-06-2015	Store Number and Name	**12-Noel Leeming Moorhouse**
Order Type	SP	Store Address	**166 Moorhouse Ave**
Status	OPEN	Earliest Delivery Date	**17-06-2015**
Currency	NZD	Latest Delivery Date	**2015-07-31**
Supplier Code - Name	54321-NLG Demo Supplier	Notes for Supplier	Notes for supplier: Notes are...

Number of Lines	6
Total Qty Ordered	518
Total Ordered Amount (excl GST)	$26,430.4000

	Line No.	Supplier Item Code	Purchaser Item Code	Barcode	Description	UOM	Qty Ordered	Cost Price	Ext. Amount	Expected Date	Buyer	Cancel Line
☑	0001	SUP_PSCMLA-03E07Q	PUR_131693	945098765555	Electronic Gadget	EA	88	36.3000	3,194.4000	17-06-2015	AB	
	>>	SUP_PSCMLA-03E07Q	PUR_131693	945098765555	Electronic Gadget	EA	50	36.3000	1815.0000	17-06-2015	AB	☐
☑	0002	SUP_PSCMLA-03E07Z	PUR_131694	945098765320	Gadget v4.8	EA	50	30.3000	1,515.0000	17-06-2015	AG	
	>>	SUP_PSCMLA-03E07Z	PUR_131694	945098765320	Gadget v4.8	EA	0	30.3000	0.0000	17-06-2015	AG	☑
☑	0003	SUP_PSCMLA-03E09Q	PUR_131697	945098765559	Electronic Item 3	EA	100	36.0000	3,600.0000	17-06-2015	AB	
	>>	SUP_PSCMLA-03E09Q	PUR_131697	945098765559	Electronic Item 3	EA	50	35.0000	1750.0000	17-06-2015	AB	☐
☐	0004	SUP_PSCMLA-03E01Z	PUR_131691	945098765310	Camera Accessory	EA	65	50.0000	3,250.0000	31-12-9999	AG	
☑	0005	SUP_PSCMLA-03E33Z	PUR_131633	945098765313	Accessory	EA	15	5.0000	75.0000	17-06-2015	AB	
	>>	SUP_PSCMLA-03E33Z	PUR_131633	945098765313	Accessory	EA	15	4.5000	67.5000	17-06-2015	AB	☐
☐	0006	SUP_PSCMLA-03E44Z	PUR_1314444	945098765344	Stereo Cable	EA	200	73.9800	14,796.0000	17-06-2015	AG	

Additional Notes:

```
Line 2 - cancel line
Line 3 - quantity and price change
Line 5 - price change
```

Once your updates have been entered click on Email Change Request.
This will email the buyer with your requested changes. You will receive a copy of the email for your reference.
Noel Leeming will update their PO to match, if there are issues the buyer will contact you.

Once a Change Request has been emailed, the portal will use the updated values as the current version of the PO.
The status of the PO has been updated and the changed lines will be highlighted as shown. The original lines are shown for reference only.

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🖨 **Pick list**   🖨 **Change Request**   🖨 **Create Invoice**

| Purchase Order Details | | Back to Purchase Orders |

Purchase Order Number	NLG-SP_Demo_01	Delivery Store Details	
Purchase Order Date	17-06-2015	Store Number and Name	12-Noel Leeming Moorhouse
Order Type	SP	Store Address	166 Moorhouse Ave
Status	CHANGE REQUESTED	Earliest Delivery Date	17-06-2015
Currency	NZD	Latest Delivery Date	31-07-2015
Supplier Code - Name	54321-NLG Demo Supplier	Notes for Supplier	Notes for supplier: Notes are...

🖨 **Print Labels**

Number of Carton Labels Required

Number of Lines 6
Total Qty Ordered 380
Total Ordered Amount (excl GST) $21,678.5000

Line No.	Supplier Item Code	Purchaser Item Code	Barcode	Description	UOM	Qty Ordered	Cost Price	Ext. Amount	Expected Date	Buyer
0001	SUP_PSCMLA-03E07Q	PUR_131693	945098765555	Electronic Gadget	EA	88	36.3000	3,194.4000	17-06-2015	AB
Quantity Change	SUP_PSCMLA-03E07Q	PUR_131693	945098765555	Electronic Gadget	EA	50	36.3000	1,815.0000	17-06-2015	AB
0002	SUP_PSCMLA-03E07Z	PUR_131694	945098765320	Gadget v4.8	EA	50	30.3000	1,515.0000	17-06-2015	AG
Cancelled Line	SUP_PSCMLA-03E07Z	PUR_131694	945098765320	Gadget v4.8	EA	0	30.3000	0.0000	17-06-2015	AG
0003	SUP_PSCMLA-03E09	PUR_131697	945098765559	Electronic Item 3	EA	100	36.0000	3,600.0000	17-06-2015	AB
Price & Qty Change	SUP_PSCMLA-03E09Q	PUR_131697	945098765559	Electronic Item 3	EA	50	35.0000	1,750.0000	17-06-2015	AB
0004	SUP_PSCMLA-03E0	PUR_131691	945098765310	Camera Accessory	EA	65	50.0000	3,250.0000	31-12-9999	AG
0005	SUP_PSCMLA-03E33Z	PUR_131633	945098765313	Accessory	EA	15	5.0000	75.0000	17-06-2015	AB
Price Change	SUP_PSCMLA-03E33Z	PUR_131633	945098765313	Accessory	EA	15	4.5000	67.5000	17-06-2015	AB
0006	SUP_PSCMLA-03E44	PUR_1314444	945098765344	Stereo Cable	EA	200	73.9800	14,796.0000	17-06-2015	AG

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You can print carton labels for this PO by entering the number of labels you want to print and clicking Print labels.

noel leeming **TEST2**

🖨 Pick list   🖨 Change Request   🖨 Create Invoice

Purchase Order Details   Back to Purchase Orders

Purchase Order Number	NLG-SP_Demo_01	Delivery Store Details		🖨 **Print Labels**
Purchase Order Date	17-06-2015	Store Number and Name	12-Noel Leeming Moorhouse	
Order Type	SP	Store Address	166 Moorhouse Ave	Number of Carton Labels Required
Status	CHANGE REQUESTED	Earliest Delivery Date	17-06-2015	
Currency	NZD	ⓘ Latest Delivery Date	31-07-2015	Number of Lines: 6
Supplier Code - Name	54321-NLG Demo Supplier	Notes for Supplier	Notes for supplier: Notes are...	Total Qty Ordered: 380
				Total Ordered Amount (excl GST): $21,678.5000

Line No.	Supplier Item Code	Purchaser Item Code	Barcode	Description	UOM	Qty Ordered	Cost Price	Ext. Amount	Expected Date	Buyer
0001	SUP_PSCMLA-03E07Q	PUR_131693	9445098765555	Electronic Gadget	EA	88	36.3000	3,194.4000	17-06-2015	AB
Quantity Change	SUP_PSCMLA-03E07Q	PUR_131693	9445098765555	Electronic Gadget	EA	50	36.3000	1,815.0000	17-06-2015	AB
0002	SUP_PSCMLA-03E07Z	PUR_131694	9445098765320	Gadget v4.8	EA	50	30.3000	1,515.0000	17-06-2015	AG
Cancelled Line	SUP_PSCMLA-03E07Z	PUR_131694	9445098765320	Gadget v4.8	EA	0	30.3000	0.0000	17-06-2015	AG
0003	SUP_PSCMLA-03E09Q	PUR_131697	9445098765559	Electronic Item 3	EA	100	36.0000	3,600.0000	17-06-2015	AB
Price & Qty Change	SUP_PSCMLA-03E09Q	PUR_131697	9445098765559	Electronic Item 3	EA	50	35.0000	1,750.0000	17-06-2015	AB
0004	SUP_PSCMLA-03E01Z	PUR_131691	9445098765310	Camera Accessory	EA	65	50.0000	3,250.0000	31-12-9999	AG
0005	SUP_PSCMLA-03E33Z	PUR_131633	9445098765313	Accessory	EA	15	5.0000	75.0000	17-06-2015	AB
Price Change	SUP_PSCMLA-03E33Z	PUR_131633	9445098765313	Accessory	EA	15	4.5000	67.5000	17-06-2015	AB
0006	SUP_PSCMLA-03E44Z	PUR_1314444	9445098765344	Stereo Cable	EA	200	73.9800	14,796.0000	17-06-2015	AG

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This is an example of a Carton label.
This can be printed using your standard print options.

From:
NLG Demo Supplier
110 Symonds Street

Auckland

PO Number:

NLG-SP_D emo_01

For:

Noel Leeming 12-Noel Leeming Moorhouse
166 Moorhouse Ave

Multi Point Orders

You can view the details of a multi point order and perform further actions on it by selecting the PO Number which will take you to the Order Details screen.
Multi point orders are post-fixed with "– MP".

This is the Store Details screen for a Multi Point order which is delivered to multiple Noel Leeming stores.
Where there are arrows available in the portal, the tables can be sorted by clicking on the arrows.
Notes for suppliers can be displayed in full by clicking on the hyperlink.
The Noel Leeming delivery date rules can be displayed by clicking on the ⓘ info image.

You can view the PO Product Summary by click on the PO Product Summary button.

The PO Product Summary screen shows the total quantities for one item across all stores in the PO.

This allows you to view total quantities and check stock if required.

You can view the Buyer's details by clicking on the Buyer's initials.

Clicking the Back to Purchase Order link takes you back to the store details.

You can view the Pick list of the complete PO for ALL stores by clicking on the Pick list button on the store detail screen.

The full Pick list screen shows the items to be picked for all stores.

These are split per store in the table.

You can print a copy of the Pick list by clicking on the PDF button.

Clicking the Back to Order Detail link takes you back to the store details.

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This is an example of a multi point Pick List PDF. Each store's pick list will be on a separate page.

PICK LIST

PICK LIST

PICK LIST

PICK LIST

Purchase Order Number	NLG-MP_Demo_01		*Delivery Location Details:*		
Purchase Order Date	17-06-2015		Number and Name	2Q-Noel Leeming Queen Street	
Order Type	MP		Address	The Base Te Rapa Road Te Rapa	
Status	OPEN				
Currency	NZD		Earliest Delivery Date	17-06-2015	
Supplier Code - Name	54321-NLG Demo Supplier		Latest Delivery Date	31-12-9999	Number of Lines 2
			Notes for Supplier:	Notes for supplier: Notes are...	Total Qty Ordered 80

Line No.	Buyer	Supplier Item Code	Purchaser Item Code	Barcode	Description	Expected Date	UOM	Qty Ordered	Qty Picked
0002	AG	SUP_PSCMLA-03E07Z	PUR_131694	945098765320	Gadget v4.8	31-12-9999	EA	40	
0004	AG	SUP_PSCMLA-03E01Z	PUR_131691	945098765310	Camera Accessory	31-12-9999	EA	40	

_____
Signature

_____
No. of Cartons

From the store details you can see the overall status of the PO.

You can see the status of each individual store.

For multi point POs you will action each store separately. To access a store's PO details click on the store number link.

This is the order details for the selected store.
You can view the Noel Leeming Terms of Trade by clicking on the Terms of Trade link in the footer.
You can also view the Pick list for this store by clicking on the Pick list button.

Picking list for a single store for a Multi Point Order.
You can generate a PDF of the picking list if required.
You can go back to the Purchase Order Details screen by using the hyperlink provided.

noel leeming

👤 My Account　　📑 Purchase Orders ▾　　　　　　　　　　　　　　👤 Logged in as Demo Supplier ▾

Pick list View/Print Pick list

▦ Purchase Orders / ▥ Pick list

🖨 PDF

View Pick list　　　　　　　　　　　　　　　　　　　　　　　　　　　　　Back to Order Detail

Purchase Order Number	NLG-MP_Demo_01	*Delivery Store Details*		
Purchase Order Date	17-06-2015	Store Number and Name	**12-Noel Leeming Moorhouse**	
Order Type	**MP**	Store Address	**The Base Te Rapa Road Te Rapa**	
Status	**OPEN**			Number of Lines　**4**
Currency	**NZD**	Earliest Delivery Date	**17-06-2015**	Total Qty Ordered　**90**
Supplier Code - Name	**54321-NLG Demo Supplier**	ℹ Latest Delivery Date	**31-12-9999**	
		Notes for Supplier	**Notes for supplier: Notes are...**	

Line No. ▲	Buyer ▲	Supplier Item Code ▲	Purchaser Item Code ▲	Barcode ▲	Description ▲	UOM ▲	Qty Ordered ▲	Expected Date ▲
0001	AB	SUP_PSCMLA-03E07Q	PUR_131693	945098765555	Electronic Gadget	EA	10	17-06-2015
0002	AG	SUP_PSCMLA-03E07Z	PUR_131694	945098765320	Gadget v4.8	EA	10	31-12-9999
0003	AB	SUP_PSCMLA-03E09Q	PUR_131697	945098765559	Electronic Item 3	EA	10	17-06-2015
0004	AG	SUP_PSCMLA-03E01Z	PUR_131691	945098765310	Camera Accessory	EA	60	31-12-9999

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This is an example of a multi point Store Pick List PDF.
ONLY the selected store will be included in this PDF.

PICK LIST

Purchase Order Number	NLG-MP_Demo_01
Purchase Order Date	17-06-2015
Order Type	MP
Status	OPEN
Currency	NZD
Supplier Code - Name	54321-NLG Demo Supplier

Delivery Location Details:
Number and Name — **12-Noel Leeming Moorhouse**
Address — **The Base Te Rapa Road Te Rapa**

Earliest Delivery Date — **17-06-2015**
Latest Delivery Date — **31-12-9999** — Number of Lines — **4**
Notes for Supplier: — **Notes for supplier: Notes are...** — Total Qty Ordered — **90**

Line No.	Buyer	Supplier Item Code	Purchaser Item Code	Barcode	Description	Expected Date	UOM	Qty Ordered	Qty Picked
0001	AB	SUP_PSCMLA-03E07Q	PUR_131693	945098765555	Electronic Gadget	17-06-2015	EA	10	
0002	AG	SUP_PSCMLA-03E07Z	PUR_131694	945098765320	Gadget v4.8	31-12-9999	EA	10	
0003	AB	SUP_PSCMLA-03E09Q	PUR_131697	945098765559	Electronic Item 3	17-06-2015	EA	10	
0004	AG	SUP_PSCMLA-03E01Z	PUR_131691	945098765310	Camera Accessory	31-12-9999	EA	60	

_____ Signature

_____ No. of Cartons

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From here you can create a request for change for the PO details.

Following a discussion with the buyer, from the Change Request screen you can update the quantities ordered and the cost prices as required. Additional notes can be added for the buyer.

All changes will be emailed to the appropriate buyer for that line. Each buyer will only receive details of lines that have changed that are relevant to them.

For Multi point POs, if you update a PRICE for one store, this will be reflected across ALL stores in the PO containing this item.

Tick the box at the end of the line you wish to update.

This will display a copy of that line with text boxes for the quantity ordered and cost price.

Update these values as necessary.

	Line No.	Supplier Item Code	Purchaser Item Code	Barcode	Description	UOM	Qty Ordered	Cost Price	Ext. Amount	Expected Date	Buyer	Cancel Line
☑	0001	SUP_PSCMLA-03E07Q	PUR_131693	945098765555	Electronic Gadget	EA	10	36.3000	363.0000	17-06-2015	AB	
		SUP_PSCMLA-03E07Q	PUR_131693	945098765555	Electronic Gadget	EA	5	25.0000	125.0000	17-06-2015	AB	☐
☐	0002	SUP_PSCMLA	PUR_131694	945098765320	Gadget v4.8	EA	10	30.3000	303.0000	31-12-9999	AG	

To cancel a line tick the box at the far right of the line.

This will automatically update the quantity ordered to 0.

	Line No.	Supplier Item Code	Purchaser Item Code	Barcode	Description	UOM	Qty Ordered	Cost Price	Ext. Amount	Expected Date	Buyer	Cancel Line
☑	0002	SUP_PSCMLA-03E07Z	PUR_131694	945098765320	Gadget v4.8	EA	10	30.3000	303.0000	31-12-9999	AG	
	>>	SUP_PSCMLA-03E07Z	PUR_131694	945098765320	Gadget v4.8	EA	0	30.3000	0.0000	31-12-9999	AG	☑

Additional notes can be added. These will be included in the email that is sent to the Buyers impacted by the changes. You will also receive a copy of the Change Request email.

Additional Notes:

Add notes for the buyers here....

Once your updates have been entered, click on the Email Change Request button.
This will email the buyer with your requested changes. You will receive a copy of the email for your reference.
Noel Leeming will update their PO to match, if there are issues the buyer will contact you.

On the Store detail screen you can see the overall PO status has been updated to CHANGE REQUESTED. Although this change request was only for one store, the price changes were updated on all stores which contained this item. In this case all stores were updated.
The individual store status has also been updated to CHANGE REQUESTED.

Once a Change Request has been emailed the portal will use the updated values as the current version of the PO.
The status of the PO has been updated and the changed lines will be highlighted as shown. The original lines are shown for reference only:

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You can print carton labels for this Store by entering the number of labels you want to print and clicking Print labels.

This is an example of a Carton label.
This can be printed using your standard print options.

From:
NLG Demo Supplier
110 Symonds Street

Auckland

PO Number:

**NLG-MP_D
emo_01**

For:

**Noel Leeming 12-Noel
Leeming Moorhouse**
166 Moorhouse Ave

Create Invoice

To create an invoice for a store click on the Create Invoice button on the order details screen.

For multi point orders an invoice will be created for each store individually.

Back orders are supported in the portal, therefore partial invoices can be created until all items are invoiced in full. You are NOT allowed to oversupply.

The values available in the create invoice screen are based on the change requested values, if one was created.
You can enter an alpha-numeric invoice number.

You can enter the quantity to be invoiced. This cannot be greater than the quantity ordered or the remaining quantity to be invoiced for that line.
The cost price can be updated if required. Extended prices and totals will be updated based on the data entered.
Lines cancelled during a Change Request will be displayed but quantities cannot be updated.

Once the details have been fully entered click on the Confirm and Send Invoice button.
You will be prompted to confirm you want to send the invoice.
Once confirmed this will send the invoice to Noel Leeming electronically.

You will receive an email that confirms the invoice was sent by the portal to Noel Leeming.

Invoice Sent from The Warehouse Group Supplier Portal - 90

B2BE Administrator TWG TEST PORTAL <administrator@b2be.com>
to me

Invoice 90 has been sent through The Warehouse Group Supplier Portal.

Automatic message generated by B2BE WEB PORTAL SYSTEM.

You can import your invoice/s in a CSV file using the import functionality.
Clicking on the [i] image displays information about the rounding rules in place on the portal.

To import a file click on Choose file, select your CSV file from the pop-up window.

You can import an invoice for a single point order and a single store for a multi-point order.

You can also import an invoice individually or multiple invoices in a single CSV file.

The format for a single point invoice import is as follows:

Header contains:
'H' for Header flag
PO Number
Invoice Number
Store Number – this is 0 for SP POs
Currency, e.g. NZD
Total GST Amount
Invoice Total excluding GST
Invoice Total including GST

```
H,NLG-SP_Demo_01,90,0,NZD,3251.78,21678.50,24930.28
D,50,EA,3520.00,Electronic Gadget,945098765555,36.30
D,50,EA,19500,Electronic Item 3,945098765559,35.00
D,65,EA,3520.00,Camera Accessory,PUR_131691,50.00
D,15,EA,7300.4,Accessory,SUP_PSCMLA-03E33Z,4.50
D,200,EA,19500,Stereo Cable,945098765344,73.98
```

Line Detail contains:
'D' for Detail flag
Quantity Invoiced
Unit of Measure – always 'EA'
Extended amount = Quantity invoiced x Cost price'
Item Description
Barcode, Purchaser Item Code or Supplier Item Code
Cost Price

The only difference to create an invoice for a store for a multi point purchase order is that the store number must be provided in the header line:

```
H,NLG-MP_Demo_01,95,12 NZD,421.95,2813.00,3234.95
D,5,EA,3520.00,Electronic Gadget,945098765555,25.00
D,8,EA,19500,Electronic Item 3,SUP_PSCMLA-03E09Q,36.00
D,60,EA,3520.00,Camera Accessory,PUR_131691,40.00
```

You can also import multiple invoices in a single CSV file.
To do this add the invoice details to one CSV file and import, ensuring each line starts with H or D.

```
H NLG-SP_Demo_01,90,0,NZD,3251.78,21678.50,24930.28
D 50,EA,3520.00,Electronic Gadget,945098765555,36.30
D 50,EA,19500,Electronic Item 3,945098765559,35.00
D 65,EA,3520.00,Camera Accessory,PUR_131691,50.00
D 15,EA,7300.4,Accessory,SUP_PSCMLA-03E33Z,4.50
D 200,EA,19500,Stereo Cable,945098765344,73.98
H NLG-MP_Demo_01,95,12,NZD,421.95,2813.00,3234.95
D 5,EA,3520.00,Electronic Gadget,945098765555,25.00
D 8,EA,19500,Electronic Item 3,SUP_PSCMLA-03E09Q,36.00
D 60,EA,3520.00,Camera Accessory,PUR_131691,40.00
H NLG-MP_Demo_01,96,13,NZD,129.00,860.00,989.00
D 20,EA,500.00,Electronic Gadget,945098765555,25.00
D 10,EA,360.00,Electronic Item 3,SUP_PSCMLA-03E09Q,36.00
```

Also ensure the correct store numbers are used for MP imports, and 0 for SP imports.

Each invoice will require a unique invoice number.

Cancelled lines should not be included in the import CSV file.

Invoices won't be imported until all errors have been corrected in the input file.

Errors will be displayed at the top of the screen.

Each error message contains the PO Number causing the problem, and if it is a multi point invoice, the store number will be displayed to help you identify the problem in the CSV file.

Once imported successfully a message will be displayed and the values from your CSV file will be displayed on screen. Check the values are correct.

If more than one invoice was imported you can scroll through them by clicking on the arrows.

If all invoices are correct click Confirm and Send Invoice. This will send ALL invoices to Noel Leeming electronically.

Once the invoice has been sent this message will be displayed.
This is the view invoice screen where you can check the details of the invoices sent to Noel Leeming.
You can export the invoice in PDF or CSV format by clicking the relevant button.

Invoices Manage Invoices

Purchase Orders / View Invoice

Invoice has been sent successfully!

Credit Note Requested | Create Credit Note | PDF | CSV

Invoice Details
Back to Purchase Order

Invoice Number	95				
Invoice Date	30-06-2015	Supplier Code - Name	54321 - NLG Demo Supplier	Credit Note/s:	
GST Number	11-222-333	Payment Due Date	Payment Due Date is as per Terms of Trade		
GST Rate	15%				
Currency	NZD				
TAX INVOICE					
Purchase Order Number	NLG-MP_Demo_02	Purchaser: Noel Leeming Group Limited	Supplier: 54321 - NLG Demo Supplier	Ship To: 12 - Noel Leeming Moorhouse
Supplier Email Address	angela.griffiths@b2be.com andy.standley@b2be.com		110 Symonds Street	166 Moorhouse Ave
Total Number of Lines	3		Auckland	

Line No.	Supplier Item Code	Purchaser Item Code	Barcode	Description	UOM	Qty Ordered	Qty Invoiced	Cost Price	Extended Price
0001	SUP_PSCMLA-03E07Q	PUR_131693	945098765555	Electronic Gadget	EA	5	5	25.0000	125.0000
0003	SUP_PSCMLA-03E09Q	PUR_131697	945098765559	Electronic Item 3	EA	8	8	36.0000	288.0000
0004	SUP_PSCMLA-03E01Z	PUR_131691	945098765310	Camera Accessory	EA	60	40	40.0000	1,600.0000

Invoice Total (excl GST)	$ 2,013.0000
Total GST	$ 301.9500
Invoice Total (incl GST)	$ 2,314.9500

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This is an example of an Invoice PDF

TAX INVOICE

Invoice Number	**95**	Supplier Code - Name	**54321 - NLG Demo Supplier**	
Invoice Date	**30-06-2015**	Payment Due Date	**Payment Due Date is as per Terms of Trade**	
GST Number	**11-222-333**			
GST Rate	**15%**			
Currency	**NZD**			

TAX INVOICE

PO Number	**NLG-MP_Demo_02**	Purchaser:	**Noel Leeming Group Limited**	Supplier:	**54321 - NLG Demo Supplier**	Ship To:
Supplier Email	**angela.griffiths@b2be .com andy.standley@b2be. com**				**110 Symonds Street** **Auckland**	**12 - Noel Leeming Moorhouse 166 Moorhouse Ave**

Number of Lines   **3**

Line No.	Supplier Item Code	Purchaser Item Code	Barcode	Description	UOM	Qty Ordered	Qty Invoiced	Cost Price	Extended Price
0001	SUP_PSCMLA-0 3E07Q	PUR_131693	945098765555	Electronic Gadget	EA	5	5	25.0000	125.0000
0003	SUP_PSCMLA-0 3E09Q	PUR_131697	945098765559	Electronic Item 3	EA	8	8	36.0000	288.0000
0004	SUP_PSCMLA-0 3E01Z	PUR_131691	945098765310	Camera Accessory	EA	60	40	40.0000	1,600.0000

Invoice Total (excl GST)	$ 2,013.0000
421.95	$ 2,813.0000
Total GST	$ 302.2500
Invoice Total (incl GST)	$ 2,317.2500

This is an example of an Invoice CSV

```
95,30-06-2015,11-222-333,15%,NZD,"TAX INVOICE",NLG-MP_Demo_02,3,54321,"Payment Due Date is as per Terms of
Trade","Noel Leeming",12,"Noel Leeming Moorhouse","166 Moorhouse Ave ","2,013.0000",301.9500,"2,314.9500"
0001,SUP_PSCMLA-03E07Q,PUR_131693,945098765555,"Electronic Gadget",EA,5,5,25.0000,125.0000
0003,SUP_PSCMLA-03E09Q,PUR_131697,945098765559,"Electronic Item 3",EA,8,8,36.0000,288.0000
0004,SUP_PSCMLA-03E01Z,PUR_131691,945098765310,"Camera Accessory",EA,60,40,40.0000,"1,600.0000"
```

The status of this PO will be updated to INVOICE COMPLETE or INVOICE SENT PARTIAL if not invoiced in full.
You can search for these statuses on the PO Summary screen.
You can access the invoice details at any time by clicking on the Invoice Number link.

Create Credit Notes – based on an invoice

Using the existing standard Noel Leeming Credit Note process, you will be able to create your credit notes in the portal.

To do this, select the invoice you wish to raise the credit note for from the PO Summary screen by clicking on the invoice number link.

If you wish to flag that you need to raise a credit note on this invoice at a later date click the Credit Note Requested button. This will update the status to CREDIT NOTE REQUESTED.
This is an optional step.

This will allow you to search for POs that are set to CREDIT NOTE REQUESTED easily.

Alternatively you can create the credit note straight away by clicking on the Create Credit Note button. Each invoice can have multiple credit notes raised against it if required.

This is the Create Credit Note screen.

The default Credit Note number is the invoice number prefixed with "CN_". This can be updated if required.

You can create a Quantity and/or price credit for any line. It is also possible to add an additional line if required.

When you click on the button at the left of the line you need to create a credit for, this pop-up window is displayed.

Clicking on the ℹ image will display the Credit note computation rules.

A quantity and price credit must be created separately for each line.

The total quantity credited for a line *(sum of quantity and price credits)* must not be greater than the quantity invoiced.

The NLG provided RFC Number MUST be present on the credit note.

To create a Quantity Credit click on Qty Credit button.

This displays a line where you can edit the Description and the Quantity to be credited in full.

Enter the NLG **RFC number** in the description field.
The quantity to be credited cannot be greater than the quantity invoiced.
The credited amount will be calculated based on the quantity entered.

To enter the Price Credit details click on the Price Credit button.

This displays a line where you can edit the Description, Quantity Credited and the Updated Cost Price.

Enter the NLG **RFC number** in the description field.
The Quantity to be credited cannot be greater than the quantity invoiced.
The Updated Cost Price cannot be greater than the invoiced Cost price.
The Credited Amount will be calculated based on the quantity entered.

Once the Quantity and Price Credit values have been entered click Confirm and Save.

Invoiced Item

Line No.	Supplier Item Code	Purchaser Item Code	Barcode	Description	UOM	Qty Invoiced	Cost Price	Extended Price
0001	SUP_PSCMLA-03E07Q	PUR_131693	945098765555	Electronic Gadget	EA	50	36.3000	1815.0000

Qty Credit **Price Credit**

Credit Type ⓘ	Line No.	Description	UOM	Qty Credited	Upd. Cost Price	Credited Amount	Action
Quantity	0001	Electronic Gadget	EA	2	36.3000	72.6000	Remove Line
Price	0001	Electronic Gadget	EA	40	35.0000	52.0000	Remove Line

Confirm & Save **Cancel**

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On the create credit note screen you will see the credit lines you created in the pop-up window.

Confirm and Send Credit Note

| Credit Note Details | | | | | | Back to View Invoice |

CREDIT NOTE

| Invoice Number | 90 | Supplier Code - Name | 54321 - NLG Demo Supplier | Credit Note Number | CN_90 |

Invoice Date	19-06-2015			Credit Note Date	19-06-2015
GST Number	11-222-333				
GST Rate	15%				
Currency	NZD				

Purchase Order Number	NLG-SP_Demo_01	Purchaser :	Noel Leeming Group Limited	Supplier :	54321 - NLG Demo Supplier	Ship To :	12 - Noel Leeming Moorhouse
Supplier Email Address	angela.griffiths@b2be.com andy.standley@b2be.com				110 Symonds Street		166 Moorhouse Ave
Total Number of Lines	5				Auckland		

	Line No.	Supplier Item Code	Purchaser Item Code	Barcode	Description	UOM	Qty Invoiced	Cost Price	Ext. Price	Qty Credited	Upd Cost Price	Credit Line Amt
...	0001	SUP_PSCMLA-03E07Q	PUR_131693	9450098765555	Electronic Gadget	EA	50	36.3000	1815.0000			
...	0003	SUP_PSCMLA-03E09Q	PUR_131697	9450098765559	Electronic Item 3	EA	50	35.0000	1750.0000			
...	0004	SUP_PSCMLA-03E01Z	PUR_131691	9450098765310	Camera Accessory	EA	65	50.0000	3250.0000			
...	0005	SUP_PSCMLA-03E33Z	PUR_131633	9450098765313	Accessory	EA	15	4.5000	67.5000			
...	0006	SUP_PSCMLA-03E44Z	PUR_1314444	9450098765344	Stereo Cable	EA	200	73.9800	14796.0000			
Remove Line	0001	SUP_PSCMLA-03E07Q	PUR_131693	9450098765555	RFC: 12232, Electronic Gadget	EA	50	36.3000	1815.0000	2	36.3000	72.6000
Remove Line	0001	SUP_PSCMLA-03E07Q	PUR_131693	9450098765555	RFC: 12232, Electronic Gadget	EA	50	36.3000	1815.0000	40	35.0000	52.0000

Create Additional Line

Credit Total (excl GST)	$ 124.6000
Total GST	$ 18.6900
Credit Total (incl GST)	$ 143.2900

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To add a non-quantity or price credit click Create Additional Line button.

This will display an additional line where you can enter the description and amount to be credited.

Enter the NLG **RFC number** in the description field.

The Credit Totals will be updated with the amount added.

[...]	0000	SUP_PSCMLA-03E44Z	PUR_1314444	945098765344	Stereo Cable	EA	200	73.9000	14790.0000			
Remove Line	0001	SUP_PSCMLA-03E07Q	PUR_131693	945098765555	RFC: 12232, Electronic Gadget	EA	50	36.3000	1815.0000	2	36.3000	72.6000
Remove Line	0001	SUP_PSCMLA-03E07Q	PUR_131693	945098765555	RFC: 12232, Electronic Gadget	EA	50	36.3000	1815.0000	40	35.0000	52.0000
Remove Line	999				RFC: 12232, Misc							3.5000

Create Additional Line

Credit Total (excl GST)	$ 128.1000
Total GST	$ 19.2100
Credit Total (incl GST)	$ 147.3100

Once all the credit note details have been entered, click Confirm and Send Credit Note. This will send the Credit note to Noel Leeming via email.

Confirm and Send Credit Note

Back to View Invoice

Credit Note Number: CN_90

Credit Note Date: 19-06-2015

Once the credit note has been sent this message will be displayed.
This is the view credit note screen where you can check the details of the credit note sent to Noel Leeming.
You can export the credit note in PDF or CSV format by clicking the relevant button.

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This is an example of a Credit Note PDF

CREDIT NOTE

Invoice Number	**90**	Supplier Code - Name	**54321 - NLG Demo Supplier**	Credit Note Number	**CN_90**
Invoice Date	**19-06-2015**			Credit Note Date	**19-06-2015**
GST Number	**11-222-333**				
GST Rate	**15%**				
Currency	**NZD**				

CREDIT NOTE

PO Number	**NLG-SP_Demo_01**	Purchaser:	**Noel Leeming Group Limited**	Supplier:	**54321 - NLG Demo Supplier**	Ship To:	**12 - Noel Leeming Moorhouse**
Supplier Email	**angela.griffiths@b2be.com**				**110 Symonds Street**		**166 Moorhouse Ave**
	andy.standley@b2be.com				**Auckland**		
Number of Lines	**3**						

Line No.	Supplier Item Code	Purchaser Item Code	Barcode	Description	UOM	Qty Invoiced	Cost Price	Ext. Price	Qty Credited	Upd Cost Price	Credit Line Amt
0001	SUP_PSCM LA-03E0	PUR_13169 3	9450987655 55	Electronic Gadget	EA	50	36.3000	1,815.0000			
0003	SUP_PSCM LA-03E0	PUR_13169 7	9450987655 59	Electronic Item 3	EA	50	35.0000	1,750.0000			
0004	SUP_PSCM LA-03E0	PUR_13169 1	9450987653 10	Camera Accessory	EA	65	50.0000	3,250.0000			
0005	SUP_PSCM LA-03E3	PUR_13163 3	9450987653 13	Accessory	EA	15	4.5000	67.5000			
0006	SUP_PSCM LA-03E4	PUR_13144 44	9450987653 44	Stereo Cable	EA	200	73.9800	14,796.0000			
0001	SUP_PSCM LA-03E0	PUR_13169 3	9450987655 55	RFC: 12232, Electronic Gadget	EA	50	36.3000	1,815.0000	2	36.3000	72.6000
0001	SUP_PSCM LA-03E0	PUR_13169 3	9450987655 55	Electronic Gadget	EA	50	36.3000	1,815.0000	40	35.0000	52.0000
999				RFC: 12232, Misc			0.0000	0.0000			3.5000

Credit Total (excl GST)	$ 128.1000
Total GST	$ 19.2100
Credit Total (incl GST)	$ 147.3100

This is an example of a Credit Note CSV

```
CN_90,19-06-2015,90,19-06-2015,11-222-333,15%,NZD,"CREDIT NOTE",NLG-SP_Demo_01,"'Demo@test.com'","Noel
Leeming",3,54321,"54321 NLG Demo Supplier 110 Symonds Street Auckland","12 - Noel Leeming Moorhouse166 Moorhouse
Ave",128.1000,19.2100,147.3100
Q,0001,SUP_PSCMLA-03E0,PUR_131693,945098765555,"RFC: 12232, Electronic Gadget",EA,50,36.3000,"1,815.00",2,72.60
P,0001,SUP_PSCMLA-03E0,PUR_131693,945098765555,"Electronic Gadget",EA,50,36.3000,"1,815.00",40,52.00
A,999,,,,"RFC: 12232, Misc",,,,,,3.50
```

The status of this PO will be updated to CREDIT NOTE RAISED.

You can search for these statuses on the PO Summary screen.

You can access the credit note details at any time by clicking on the Credit Note Number link.

**Create Free Form Credit Notes
– not based on an invoice**

To create a credit note not based on an invoice access the Credit Note Summary in the Purchase Orders menu.

From the Credit Note Summary you can view a list of all Credit Notes your company has raised.

You can search on the results.

You can export a PDF version of the Credit Note by checking the box next to the Credit Note you want to export, then click the "Export Credit Note PDF button".

To create a free form Credit Note click on the Create Credit Note button.

On the Create Free Form Credit Note the following fields are mandatory: Credit Note Number, Description, Quantity and Unit Price. The Line Total and Credit Note Totals will be calculated based on the data entered.
You can add multiple lines by clicking the Create Additional Line button.
Enter the NLG **RFC Number** in the Description field.
Once all the details have been entered click the Confirm and Send Credit Note button.

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Once submitted the following message will be displayed.

You can view the Credit Note by clicking on the Credit Note Number link.

All Credit Notes are listed in the Credit Note Summary. If the Invoice Number column is blank you know this is a Free form Credit Note.

Free Form Credit Notes can only be accessed from the Credit Note Summary. Invoice based Credit Notes can be accessed from both the PO and Credit Note Summary.

You can view the Free Form Credit Note created at any time.
You can export this Credit Note in PDF format by clicking on the PDF button.

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noel leeming

My Account　　Purchase Orders ▾　　　　　　　　　　　　　Logged in as Demo Supplier ▾

🖨 PDF

Credit Note Details　　　　　　　　　　　　　　　　　　　　　　　　　　Back to Credit Note Summary

Credit Note Number	CN_FF_Demo_01	Original Invoice Number		Order Number	
Date	19-06-2015	Credit To		Deliver To	
Due Date					
Customer	Noel Leeming Group Limited				
Supplier	NLG Demo Supplier				
GST Reg Number	11-222-333				

Line No.	Item Code	Description	UOM	Quantity	Unit Price	Discount	Line Total
00001		RFC: 12244		2	6.50	0.0000	13.0000

Credit Total (excl GST)	$ 13.0000
Total GST	$ 1.9500
Credit Total (incl GST)	$ 14.9500

This is an example of a Free Form Credit Note PDF

CREDIT NOTE

Credit Note Number	**CN_FF_Demo_01**	Original Invoice Number	Order Number
Invoice Date	**19-06-2015**	Credit To	Deliver To
Due Date			
Customer	**Noel Leeming Group Limited**		
Supplier	**NLG Demo Supplier**		
GST Number	**11-222-333**		
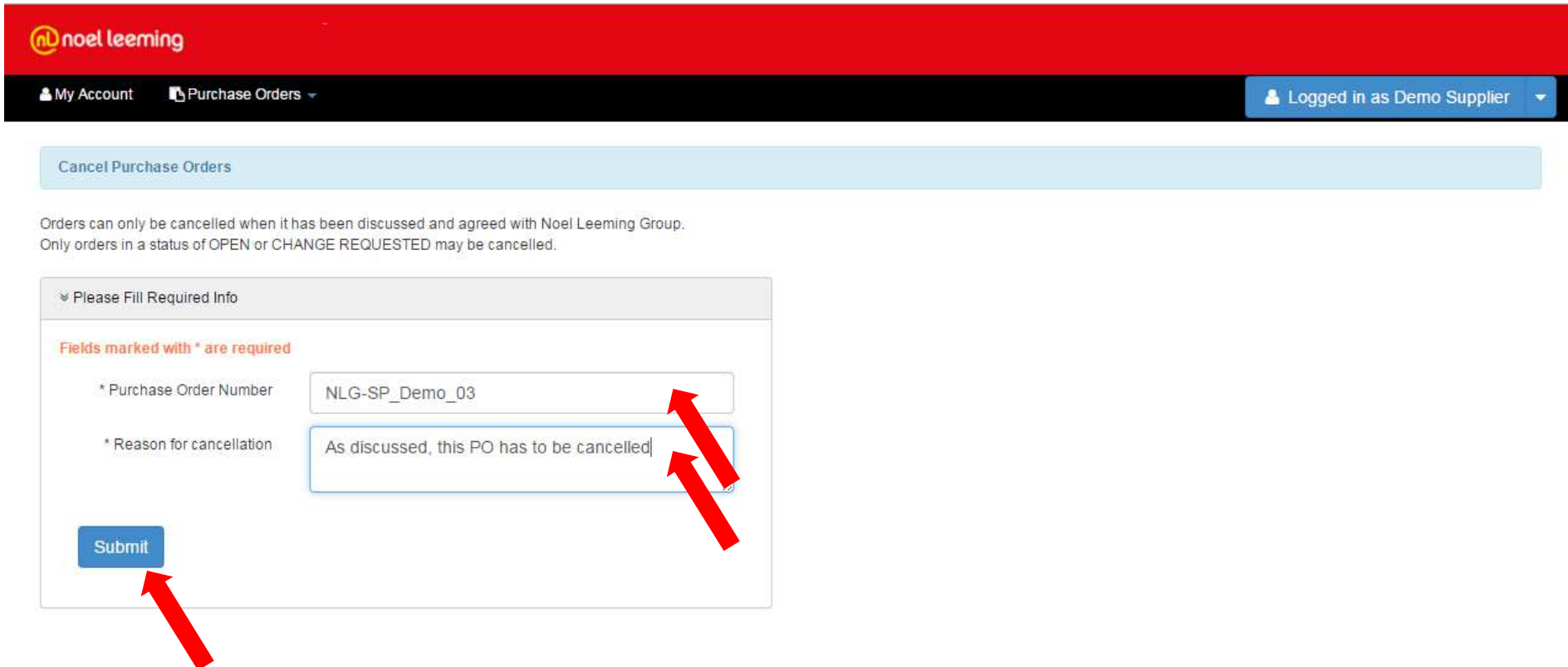
Line No.	Item Code	Description	UOM	Qty Credited	Unit Price	Discount	Line Total
00001		RFC: 12244		2	6.5000	0.0000	13.0000

Credit Total (excl GST)	$ 13.0000
Total GST	$ 1.9500
Credit Total (incl GST)	$ 14.9500

Following a discussion with the Noel Leeming Buyer, if it has been decided that a PO should be cancelled you can do this by clicking on the Cancel Orders option under the Purchase Orders Menu.
This will cancel the PO in the Portal. Noel Leeming will cancel the PO in their own system.

Only POs which are in OPEN or CHANGE REQUESTED status can be cancelled.
Enter the PO Number and the reason for the cancellation then click the Submit button.

The following message will be displayed following the cancellation:

In the PO Summary the status will have been updated to CANCELLED.

In the PO Details the person who cancelled the order and the reason will be displayed.
No actions can be performed on a cancelled PO.

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The Warehouse Group Supplier Electronic Portal

Sign in

Username:(Email Address)

Username

Password

Password

Remember me

Forgotten your password?

Sign in

Need to Register?