



The Warehouse Group Supplier Electronic Portal

Sign in

Username (Email Address)

Password

☐ Remember me

[Forgotten your password?](#)

Sign in

[Need to Register?](#)

the warehouse
where everyone gets a bargain

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



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: edienquiries@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?](#)

the warehouse 
where everyone gets a bargain

 warehouse
stationery

 noel leeming

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.

Purchase Orders [Manage Purchase Orders](#)

Purchase Orders

[Export PO PDF](#)

[Export PO CSV](#)

Purchase Order Summary

Show 10 entries

Search:

Order Status:

☐ Active POs Only


	PO Number & Order Type	Supplier Name	Order Date	Earliest Delivery Date	Latest Delivery Date	Invoice Number	WG Company	Status
<input type="checkbox"/>	NLG-SP_Demo_02 - SP	NLG Demo Supplier	17-06-2015	17-06-2015	31-07-2015		Noel Leeming	OPEN
<input type="checkbox"/>	NLG-SP_Demo_01 - SP	NLG Demo Supplier	17-06-2015	17-06-2015	31-07-2015		Noel Leeming	OPEN
<input type="checkbox"/>	NLG-MP_Demo_03 - MP	NLG Demo Supplier	17-06-2015	17-06-2015	31-12-9999		Noel Leeming	OPEN
<input type="checkbox"/>	NLG-MP_Demo_02 - MP	NLG Demo Supplier	17-06-2015	17-06-2015	31-12-9999		Noel Leeming	OPEN
<input type="checkbox"/>	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

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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.



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Logged in as Demo Supplier

Purchase Orders

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Purchase Orders

[Export PO PDF](#)
[Export PO CSV](#)

Purchase Order Summary

Show 10 entries
 Search: Demo_0
 Order Status: ALL
 ☒ Active POs Only

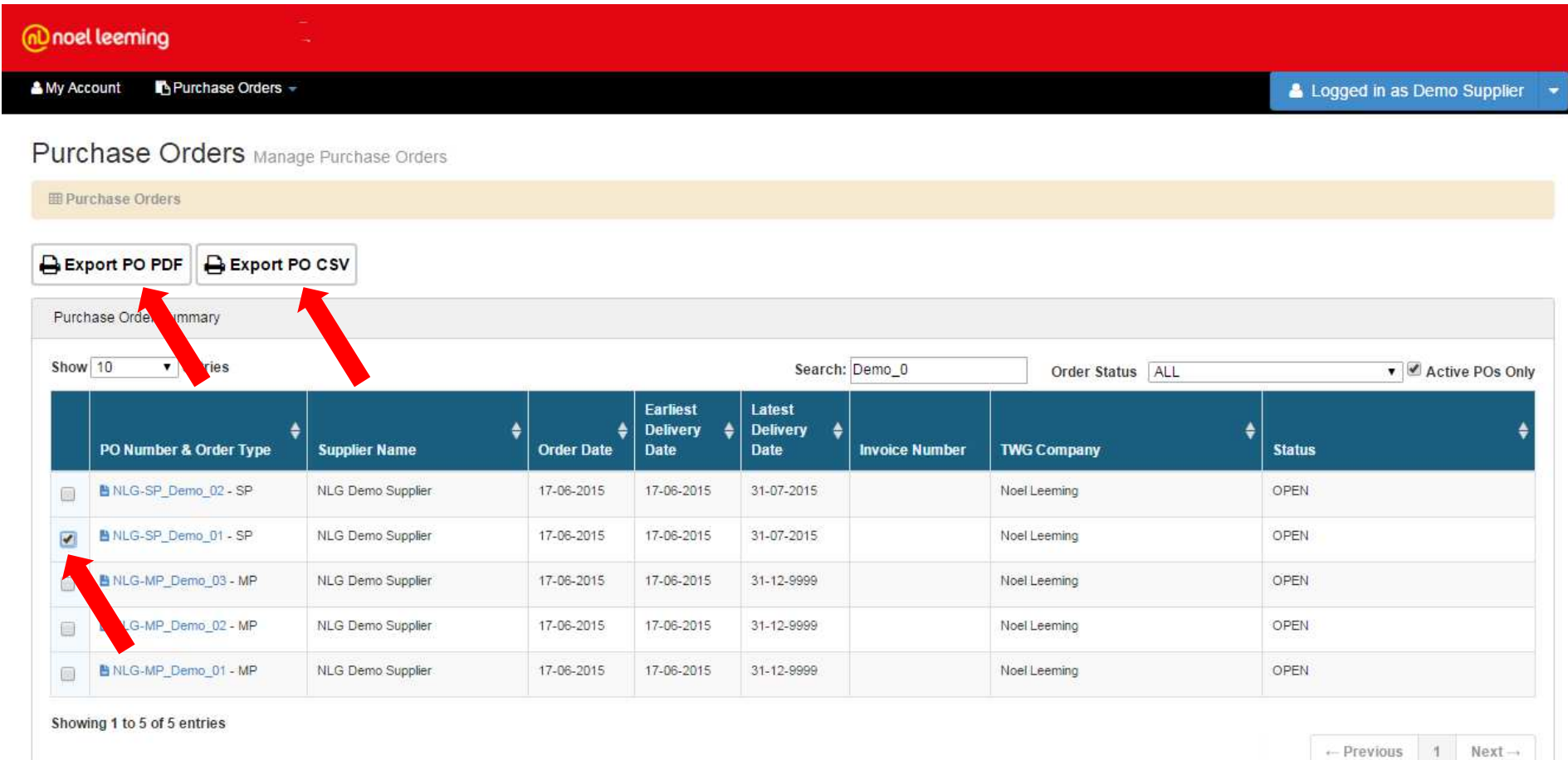
	PO Number & Order Type	Supplier Name	Order Date	Earliest Delivery Date	Latest Delivery Date	Invoice Number	TWG Company	Status
<input type="checkbox"/>	NLG-SP_Demo_02 - SP	NLG Demo Supplier	17-06-2015	17-06-2015	31-07-2015		Noel Leeming	OPEN
<input type="checkbox"/>	NLG-SP_Demo_01 - SP	NLG Demo Supplier	17-06-2015	17-06-2015	31-07-2015		Noel Leeming	OPEN
<input type="checkbox"/>	NLG-MP_Demo_03 - MP	NLG Demo Supplier	17-06-2015	17-06-2015	31-12-9999		Noel Leeming	OPEN
<input type="checkbox"/>	NLG-MP_Demo_02 - MP	NLG Demo Supplier	17-06-2015	17-06-2015	31-12-9999		Noel Leeming	OPEN
<input type="checkbox"/>	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

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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.



Purchase Orders Manage Purchase Orders

Purchase Orders

Export PO PDF Export PO CSV

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
<input type="checkbox"/>	NLG-SP_Demo_02 - SP	NLG Demo Supplier	17-06-2015	17-06-2015	31-07-2015		Noel Leeming	OPEN
<input checked="" type="checkbox"/>	NLG-SP_Demo_01 - SP	NLG Demo Supplier	17-06-2015	17-06-2015	31-07-2015		Noel Leeming	OPEN
<input type="checkbox"/>	NLG-MP_Demo_03 - MP	NLG Demo Supplier	17-06-2015	17-06-2015	31-12-9999		Noel Leeming	OPEN
<input type="checkbox"/>	NLG-MP_Demo_02 - MP	NLG Demo Supplier	17-06-2015	17-06-2015	31-12-9999		Noel Leeming	OPEN
<input type="checkbox"/>	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

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

PURCHASE ORDER

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**
 Note **Notes for supplier: Notes are...**

Number of Lines **6**
 Total Qty Ordered **518**
 Total Order Amount **\$ 26,430.4000**

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”.

Purchase Orders Manage Purchase Orders

Purchase Orders

Export PO PDF

Export PO CSV

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
<input type="checkbox"/>	NLG-SP_Demo_02 - SP	NLG Demo Supplier	17-06-2015	17-06-2015	31-07-2015		Noel Leeming	OPEN
<input type="checkbox"/>	NLG-SP_Demo_01 - SP	NLG Demo Supplier	17-06-2015	17-06-2015	31-07-2015		Noel Leeming	OPEN
<input type="checkbox"/>	NLG-MP_Demo_01 - MP	NLG Demo Supplier	17-06-2015	17-06-2015	31-12-9999		Noel Leeming	OPEN
<input type="checkbox"/>	NLG-MP_Demo_02 - MP	NLG Demo Supplier	17-06-2015	17-06-2015	31-12-9999		Noel Leeming	OPEN
<input type="checkbox"/>	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

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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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Logged in as Demo Supplier

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Purchase Order Details

Purchase Order Number	NLG-SP_Der
Purchase Order Date	17-06-2015
Order Type	SP
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.

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[Print Labels](#)


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

Latest Delivery Date	31-07-2015
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
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

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.


TEST2

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Purchase Order Details
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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 Store Details
 Store Number and Name: **12-Noel Leeming Moorhouse**
 Store Address: **166 Moorhouse Ave**

Number of Carton Labels Required:

[Print Labels](#)

The page at <https://twltest2.b2be.com> says:

 The Terms of Trade already agreed and signed with Noel Leeming Group applies.

[OK](#)


Buyer Contact Details:

Buyer Initials: **AB**
 Buyer Name: **A Buyer**
 Email Address: **Buyer@b2be.com**
 Phone Number: **0911111111**
 Mobile Number: **022222222**

Line No.	Supplier Item Code	Purchaser Item Code	Qty Ordered	Cost Price	Ext. Amount	Date	Buyer
0001	SUP_PSCMLA-03E07Q	PUR_131693	88	36.3000	3,194.4000	17-06-2015	AB
0002	SUP_PSCMLA-03E07Z	PUR_131694	50	30.3000	1,515.0000	17-06-2015	AG
0003	SUP_PSCMLA-03E09Q	PUR_131697	100	36.0000	3,600.0000	17-06-2015	AB
0004	SUP_PSCMLA-03E01Z	PUR_131691	65	50.0000	3,250.0000	31-12-9999	AG
0005	SUP_PSCMLA-03E33Z	PUR_131633	15	5.0000	75.0000	17-06-2015	AB
0006	SUP_PSCMLA-03E44Z	PUR_131444	200	73.9800	14,796.0000	17-06-2015	AG

[Terms of Trade](#)

From here you can generate a Picking List



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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 Store Details
 Store Number and Name: **12-Noel Leeming Moorhouse**
 Store 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 Carton Labels Required:
 Number of Lines: **6**
 Total Qty Ordered: **518**
 Total Ordered Amount (excl GST): **\$26,430.4000**

[Print Labels](#)

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_131444	945098765344	Stereo Cable	EA	200	73.9800	14,796.0000	17-06-2015	AG

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.

Pick list [View/Print Pick list](#)

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[View Pick list](#)
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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 Store Details
 Store Number and Name **12-Noel Leeming Moorhouse**
 Store 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
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

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

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



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Purchase Order Number: **NOEL-SP-Demo_01**
 Purchase Order Date: **17-06-2015**
 Order Type: **SP**
 Status: **OPEN**
 Currency: **NZD**
 Supplier Code - Name: **54321-NLG Demo Supplier**

Delivery Store Details
 Store Number and Name: **12-Noel Leeming Moorhouse**
 Store 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 Carton Labels Required:
 Number of Lines: **6**
 Total Qty Ordered: **518**
 Total Ordered Amount (excl GST): **\$26,430.4000**

[Print Labels](#)

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_131444	945098765344	Stereo Cable	EA	200	73.9800	14,796.0000	17-06-2015	AG

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.

Change Request [Create Change Request](#)

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Email Change Request

Purchase Order Details

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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 Store Details
 Store Number and Name: **12-Noel Leeming Moorhouse**
 Store Address: **166 Moorhouse Ave**
 Earliest Delivery Date: **17-06-2015**
 Latest Delivery Date: **2015-07-31**
 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
<input type="checkbox"/>	0001	SUP_PSCMLA-03E07Q	PUR_131693	945098765555	Electronic Gadget	EA	88	36.3000	3,194.4000	17-06-2015	AB	
<input type="checkbox"/>	0002	SUP_PSCMLA-03E07Z	PUR_131694	945098765320	Gadget v4.8	EA	50	30.3000	1,515.0000	17-06-2015	AG	
<input type="checkbox"/>	0003	SUP_PSCMLA-03E09Q	PUR_131697	945098765559	Electronic Item 3	EA	100	36.0000	3,600.0000	17-06-2015	AB	
<input type="checkbox"/>	0004	SUP_PSCMLA-03E01Z	PUR_131691	945098765310	Camera Accessory	EA	65	50.0000	3,250.0000	31-12-9999	AG	
<input type="checkbox"/>	0005	SUP_PSCMLA-03E33Z	PUR_131633	945098765313	Accessory	EA	15	5.0000	75.0000	17-06-2015	AB	
<input type="checkbox"/>	0006	SUP_PSCMLA-03E44Z	PUR_1314444	945098765344	Stereo Cable	EA	200	73.9800	14,796.0000	17-06-2015	AG	

Additional Notes:

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
<input checked="" type="checkbox"/>	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	<input type="text" value="50"/>	<input type="text" value="35.2000"/>	1760.0000	17-06-2015	AB	<input type="checkbox"/>
<input type="checkbox"/>	0002	SUP_PSCMLA-03E07Z	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.

<input checked="" type="checkbox"/>	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	<input type="text" value="0"/>	<input type="text" value="30.3000"/>	0.0000	17-06-2015	AG	<input checked="" type="checkbox"/>

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....

Enter your changes and any additional notes

Purchase Order Details
[Back to Purchase Order](#)

Purchase Order Number: **NLG-SP_Demo_02**

Purchase Order Date: **17-06-2015**

Order Type: **SP**

Status: **OPEN**

Currency: **NZD**


Supplier Code - Name: **54321-NLG Demo Supplier**

Delivery Store Details

Store Number and Name: **12-Noel Leeming Moorhouse**

Store Address: **166 Moorhouse Ave**

Earliest Delivery Date: **17-06-2015**






 Latest Delivery Date: **2015-07-31**

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
<input checked="" type="checkbox"/>	0001	SUP_PSCMLA-03E07Q	PUR_131693	945098765555	Electronic Gadget	EA	88	36.3000	3,194.4000	17-06-2015	<u>AB</u>	
	>>	SUP_PSCMLA-03E07Q	PUR_131693	945098765555	Electronic Gadget	EA	<input type="text" value="50"/>	<input type="text" value="36.3000"/>	1815.0000	17-06-2015	AB	
<input checked="" type="checkbox"/>	0002	SUP_PSCMLA-03E07Z	PUR_131694	945098765320	Gadget v4.8	EA	50	30.3000	1,515.0000	17-06-2015	<u>AG</u>	
	>>	SUP_PSCMLA-03E07Z	PUR_131694	945098765320	Gadget v4.8	EA	<input type="text" value="0"/>	<input type="text" value="30.3000"/>	0.0000	17-06-2015	AG	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	0003	SUP_PSCMLA-03E09Q	PUR_131697	945098765559	Electronic Item 3	EA	100	36.0000	3,600.0000	17-06-2015	<u>AB</u>	
	>>	SUP_PSCMLA-03E09Q	PUR_131697	945098765559	Electronic Item 3	EA	<input type="text" value="50"/>	<input type="text" value="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	<u>AG</u>	
<input checked="" type="checkbox"/>	0005	SUP_PSCMLA-03E33Z	PUR_131633	945098765313	Accessory	EA	15	5.0000	75.0000	17-06-2015	<u>AB</u>	
	>>	SUP_PSCMLA-03E33Z	PUR_131633	945098765313	Accessory	EA	<input type="text" value="15"/>	<input type="text" value="4.5000"/>	67.5000	17-06-2015	AB	
	0006	SUP_PSCMLA-03E44Z	PUR_131444	945098765344	Stereo Cable	EA	200	73.9800	14,796.0000	17-06-2015	<u>AG</u>	

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.

Change Request [Create Change Request](#)

[Purchase Order](#) / [Change Request](#)

Email Change Request

[Purchase Order Details](#) [Back to Purchase Order](#)

Purchase Order Number	NLG-SP_Demo_02	Delivery Store Details		Number of Lines	6
Purchase Order Date	17-06-2015	Store Number and Name	12-Noel Leeming Moorhouse	Total Qty Ordered	518
Order Type	SP	Store Address	166 Moorhouse Ave	Total Ordered Amount (excl GST)	\$26,430.4000
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...		

	Line No.	Supplier Item Code	Purchaser Item Code	Barcode	Description	UOM	Qty Ordered	Cost Price	Ext. Amount	Expected Date	Buyer	Cancel Line
<input checked="" type="checkbox"/>	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	<input type="text" value="50"/>	<input type="text" value="36.3000"/>	1815.0000	17-06-2015	AB	<input type="checkbox"/>
<input checked="" type="checkbox"/>	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	<input type="text" value="0"/>	<input type="text" value="30.3000"/>	0.0000	17-06-2015	AG	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	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	<input type="text" value="50"/>	<input type="text" value="35.0000"/>	1750.0000	17-06-2015	AB	<input type="checkbox"/>
<input type="checkbox"/>	0004	SUP_PSCMLA-03E01Z	PUR_131691	945098765310	Camera Accessory	EA	65	50.0000	3,250.0000	31-12-9999	AG	
<input checked="" type="checkbox"/>	0005	SUP_PSCMLA-03E33Z	PUR_131633	945098765313	Accessory	EA	15	5.0000	75.0000	17-06-2015	AB	

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.

 Pick list
  Change Request
  Create Invoice

Purchase Order Details

Back to Purchase Orders

Purchase Order Number

NLG-SP_Demo_01

Purchase Order Date

17-06-2015

Order Type

SP

Status

CHANGE REQUESTED

Currency

NZD

Supplier Code - Name

54321-NLG Demo Supplier

Delivery Store Details

Store Number and Name

12-Noel Leeming Moorhouse

Store Address

166 Moorhouse Ave

Earliest Delivery Date

17-06-2015

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

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-03E09Q	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-03E09U	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-03E44Z	PUR_131444	945098765344	Stereo Cable	EA	200	73.9800	14,796.0000	17-06-2015	AG

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

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

Purchase Order Details

[Back to Purchase Orders](#)

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

Delivery Store Details
 Store Number and Name **12-Noel Leeming Moorhouse**
 Store Address **166 Moorhouse Ave**
 Earliest Delivery Date **17-06-2015**
 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 **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
<i>Quantity Change</i>	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
<i>Cancelled Line</i>	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
<i>Price & Qty Change</i>	SUP_PSCMLA-03E09Q	PUR_131697	945098765559	Electronic Item 3	EA	50	35.0000	1,750.0000	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
<i>Price Change</i>	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

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	<div>For: Noel Leeming 12-Noel Leeming Moorhouse 166 Moorhouse Ave</div>

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”.



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Purchase Orders






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Purchase Orders

[Export PO PDF](#)
[Export PO CSV](#)


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-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
	NLG-SP_Demo_01 - SP	NLG Demo Supplier	17-06-2015	17-06-2015	31-07-2015		Noel Leeming	CHANGE REQUESTED

Showing 1 to 5 of 5 entries

← Previous
 1
 Next →

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.



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Purchase Orders

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[PO Product Summary](#)
[Pick list](#)

Purchase Order Details

Purchase Order Number
Purchase Order Date
Order Type
Status
Currency
Supplier Code - Name

NLG-MP_Demo_01
17-06-2015
MP
OPEN
NZD
54321-NLG Demo Supplier

 Latest Delivery Date
Notes for Supplier

31-12-9999
[Notes for supplier: Notes are...](#)


Number of Lines
Total Qty Ordered
Total Ordered Amount (excl GST)

4
290
\$11,573.0000

[Back to Purchase Orders](#)

Store Number	Store Name	Store Address	Status
12	Noel Leeming Moorhouse	166 Moorhouse Ave	OPEN
13	Noel Leeming Papanui	43 Langdons Rd Papanui	OPEN
1R	Noel Leeming Te Rapa	The Base Te Rapa Road Te Rapa	OPEN
2Q	Noel Leeming Queen Street	126 Queen Street Central City Auckland	OPEN

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



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[PO Product Summary](#)
[Pick list](#)

Purchase Order Details
 [Back to Purchase Orders](#)

Purchase Order Number
 Purchase Order Date
 Order Type
 Status
 Currency
 Supplier Code - Name

NLG-MP_Demo_01
 17-06-2015
 MP
 OPEN
 NZD
 54321-NLG Demo Supplier

Earliest Delivery Date
 Latest Delivery Date
 Notes for Supplier

17-06-2015
 31-12-9999
[Notes for supplier: Notes are...](#)

Number of Lines
 Total Qty Ordered
 Total Ordered Amount (excl GST)

4
 290
 \$11,573.0000

Store Number	Store Name	Store Address	Status
12	Noel Leeming Moorhouse	166 Moorhouse Ave	OPEN
13	Noel Leeming Papanui	43 Langdons Rd Papanui	OPEN
1R	Noel Leeming Te Rapa	The Base Te Rapa Road Te Rapa	OPEN
2Q	Noel Leeming Queen Street	126 Queen Street Central City Auckland	OPEN

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.

Purchase Orders [Manage Purchase Orders](#)

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PO Product Summary

Back to Purchase Order

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

Earliest Delivery Date

17-06-2015

Latest Delivery Date

31-12-9999

Notes for Supplier

Notes for supplier: Notes are...

Number of Lines

4

Total Qty Ordered

300

Buyer Initials: AB

Buyer Name: A Buyer


Email Address: Buyer@b2be.com

Phone Number: 0911111111

Mobile Number: 022222222

Line No.	Supplier Item Code	Purchaser Item Code	Barcode	Description	UOM	Qty Ordered	Cost Price	Amount	Date	Buyer
0001	SUP_PSCMLA-03E07Q	PUR_131693	945098765555	Electronic Gadget	EA	60	36.3000	2,178.0000	17-06-2015	AB
0002	SUP_PSCMLA-03E07Z	PUR_131694	945098765320	Gadget v4.8	EA	50	30.3000	1,515.0000	31-12-9999	AG
0003	SUP_PSCMLA-03E09Q	PUR_131697	945098765559	Electronic Item 3	EA	80	36.0000	2,880.0000	17-06-2015	AB
0004	SUP_PSCMLA-03E01Z	PUR_131691	945098765310	Camera Accessory	EA	100	50.0000	5,000.0000	31-12-9999	AG

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.



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[Pick list](#)

Purchase Order Details
 [Back to Purchase Orders](#)

Purchase Order Number
 Purchase Order Date
 Order Type
 Status
 Currency
 Supplier Code - Name

NLG-MP_Demo_01
 17-06-2015
 MP
 OPEN
 NZD
 54321-NLG Demo Supplier

Earliest Delivery Date
 Latest Delivery Date
 Notes for Supplier

17-06-2015
 31-12-9999
[Notes for supplier: Notes are...](#)

Number of Lines
 Total Qty Ordered
 Total Ordered Amount (excl GST)

4
 290
 \$11,573.0000


Store Number	Store Name	Store Address	Status
12	Noel Leeming Moorhouse	166 Moorhouse Ave	OPEN
13	Noel Leeming Papanui	43 Langdons Rd Papanui	OPEN
1R	Noel Leeming Te Rapa	The Base Te Rapa Road Te Rapa	OPEN
2Q	Noel Leeming Queen Street	126 Queen Street Central City Auckland	OPEN

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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Logged in as Demo Supplier

Pick list View/Print Pick list

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[View/Print Pick list](#)
[Back to Order Detail](#)

Purchase Order Number
 Purchase Order Date
 Order Type
 Status
 Currency
 Supplier Code - Name

NLG-MP_Demo_01
 17-06-2015
 MP
 OPEN
 NZD
 54321-NLG Demo Supplier

Earliest Delivery Date
 Latest Delivery Date
 Notes for Supplier

17-06-2015
 31-12-9999
 Notes for supplier: Notes are...

Number of Lines
 Total Qty Ordered

4
 290

Line No.	Buyer	Supplier Item Code	Purchaser Item Code	Barcode	Description	UOM	Qty Ordered	Expected Date
Destination Store - 12 - Noel Leeming Moorhouse								
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
Destination Store - 13 - Noel Leeming Papanui								
0001	AB	SUP_PSCMLA-03E07Q	PUR_131693	945098765555	Electronic Gadget	EA	20	17-06-2015
0003	AB	SUP_PSCMLA-03E09Q	PUR_131697	945098765559	Electronic Item 3	EA	10	17-06-2015
Destination Store - 1R - Noel Leeming Te Rapa								
0001	AB	SUP_PSCMLA-03E07Q	PUR_131693	945098765555	Electronic Gadget	EA	20	17-06-2015

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

PICK LIST

PICK LIST

PICK LIST

PICK LIST

PICK LIST
PICK LIST
PICK LIST
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 **2Q-Noel Leeming Queen**

Address **Street**
The Base Te Rapa Road Te Rapa

Earliest Delivery Date **17-06-2015**

Latest Delivery Date **31-12-9999**

Notes for supplier: Notes

Number of Lines **2**

Total Qty Ordered **80**

Line No.	Line No.	Buyer	Supplier Item Code	Purchaser Item Code	Barcode	Description	Expected Date	UOM	Qty Ordered	Qty Picked
0001	0002	AG	SUP_PSCMLA-03E07Z	PUR_131694	945098765320	Gadget v4.8	31-12-9999	EA	40	
0003	0004	AG	SUP_PSCMLA-03E01Z	PUR_131691	945098765310	Camera Accessory	31-12-9999	EA	40	

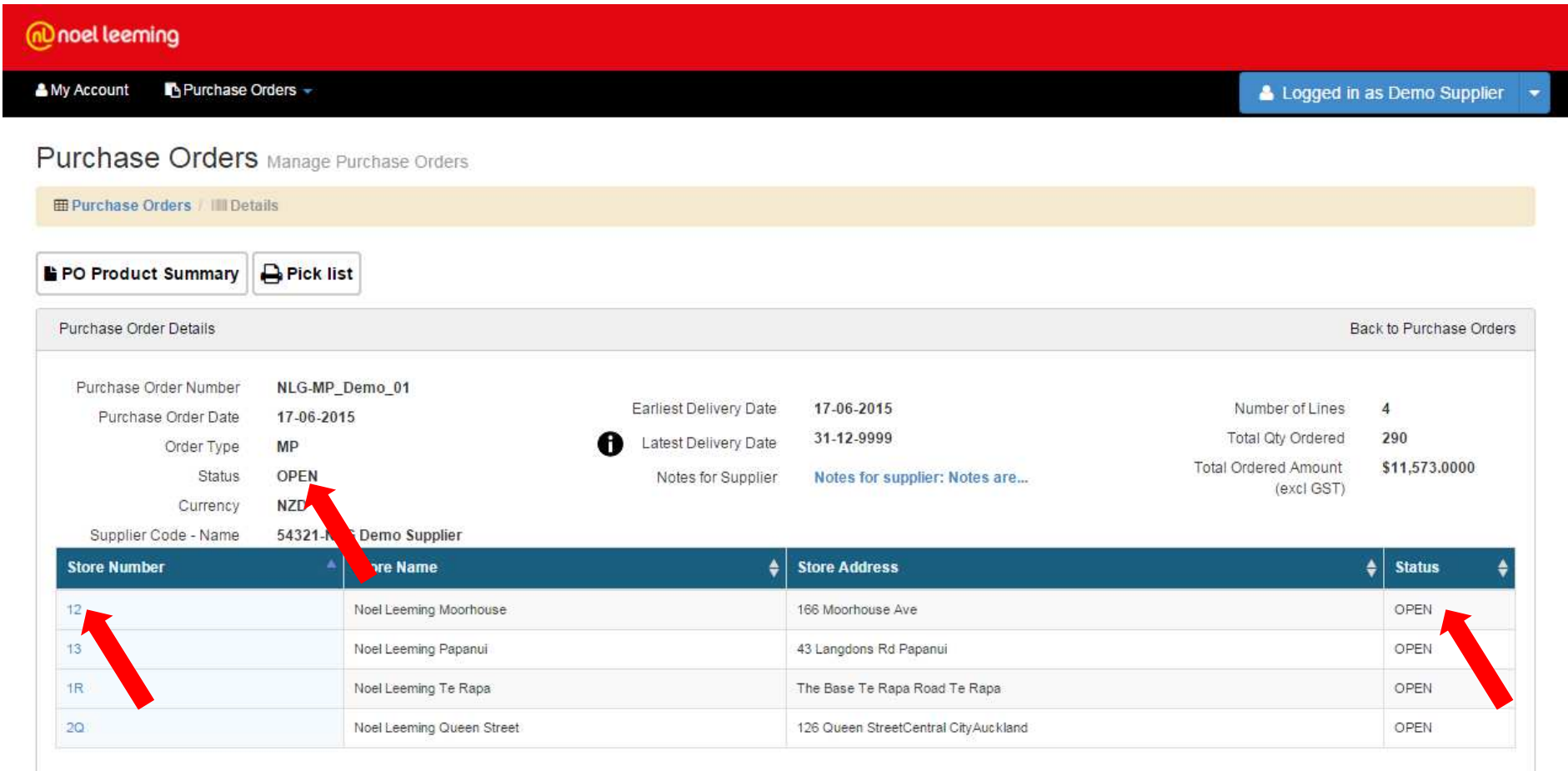
Signature

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.



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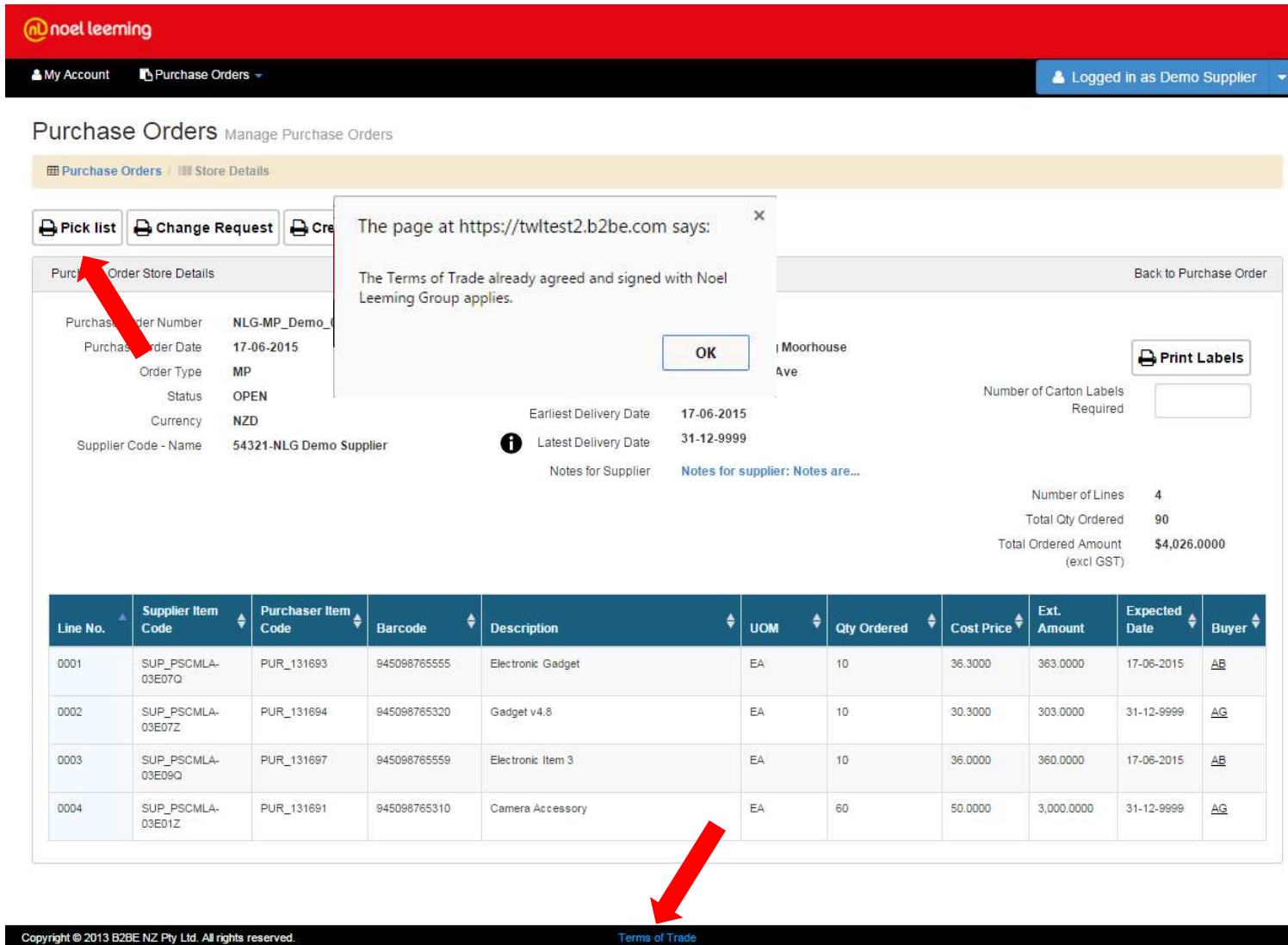
Purchase Order Number	NLG-MP_Demo_01	Earliest Delivery Date	17-06-2015	Number of Lines	4
Purchase Order Date	17-06-2015	Latest Delivery Date	31-12-9999	Total Qty Ordered	290
Order Type	MP	Notes for Supplier	Notes for supplier: Notes are...		
Status	OPEN	Total Ordered Amount (excl GST)	\$11,573.0000		
Currency	NZD				
Supplier Code - Name	54321- Demo Supplier				

Store Number	Store Name	Store Address	Status
12	Noel Leeming Moorhouse	166 Moorhouse Ave	OPEN
13	Noel Leeming Papanui	43 Langdons Rd Papanui	OPEN
1R	Noel Leeming Te Rapa	The Base Te Rapa Road Te Rapa	OPEN
2Q	Noel Leeming Queen Street	126 Queen Street Central City Auckland	OPEN

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.



Purchase Orders Manage Purchase Orders

Purchase Orders / Store Details

[Pick list](#) [Change Request](#) [Create](#)

Purchase Order Store Details

Purchase Order Number: NLG-MP_Demo_03E07Q
 Purchase Order Date: 17-06-2015
 Order Type: MP
 Status: OPEN
 Currency: NZD
 Supplier Code - Name: 54321-NLG Demo Supplier

Earliest Delivery Date: 17-06-2015
 Latest Delivery Date: 31-12-9999
 Notes for Supplier: Notes for supplier: Notes are...

Back to Purchase Order

Print Labels

Number of Carton Labels Required:

Number of Lines: 4
 Total Qty Ordered: 90
 Total Ordered Amount (excl GST): \$4,026.0000


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	10	36.3000	363.0000	17-06-2015	AB
0002	SUP_PSCMLA-03E07Z	PUR_131694	945098765320	Gadget v4.8	EA	10	30.3000	303.0000	31-12-9999	AG
0003	SUP_PSCMLA-03E09Q	PUR_131697	945098765559	Electronic Item 3	EA	10	36.0000	360.0000	17-06-2015	AB
0004	SUP_PSCMLA-03E01Z	PUR_131691	945098765310	Camera Accessory	EA	60	50.0000	3,000.0000	31-12-9999	AG

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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.




[My Account](#)
[Purchase Orders](#)

Logged in as Demo Supplier

Pick list

[View/Print Pick list](#)

[Purchase Orders](#) / [Pick list](#)



[View Pick list](#)
[Back to Order Detail](#)

Purchase Order Number
 Purchase Order Date
 Order Type
 Status
 Currency
 Supplier Code - Name

NLG-MP_Demo_01
 17-06-2015
 MP
 OPEN
 NZD
 54321-NLG Demo Supplier

Delivery Store Details
 Store Number and Name
 Store Address
 Earliest Delivery Date
 Latest Delivery Date
 Notes for Supplier

12-Noel Leeming Moorhouse
 The Base Te Rapa Road Te Rapa
 17-06-2015
 31-12-9999
[Notes for supplier: Notes are...](#)

Number of Lines
 Total Qty Ordered

4
 90

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

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


Number of Lines **4**
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

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



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Purchase Orders Manage Purchase Orders

[Purchase Orders](#) / [Store Details](#)

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[Back to Purchase Order](#)

Purchase Order Number

MP-Demo_01

Purchase Order Date

17-06-2015

Order Type

MP

Status

OPEN

Currency

NZD

Supplier Code - Name

54321-NLG Demo Supplier

Delivery Store Details

Store Number and Name

12 Noel Leeming Moorhouse

Store Address

166 Moorhouse Ave

Earliest Delivery Date

17-06-2015

Latest Delivery Date

31-12-9999

Notes for Supplier

[Notes for supplier: Notes are...](#)

Print Labels

Number of Carton Labels Required

Number of Lines

4

Total Qty Ordered

90


Total Ordered Amount (excl GST)

\$4,026.0000

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	10	36.3000	363.0000	17-06-2015	AB
0002	SUP_PSCMLA-03E07Z	PUR_131694	945098765320	Gadget v4.8	EA	10	30.3000	303.0000	31-12-9999	AG
0003	SUP_PSCMLA-03E09Q	PUR_131697	945098765559	Electronic Item 3	EA	10	36.0000	360.0000	17-06-2015	AB
0004	SUP_PSCMLA-03E01Z	PUR_131691	945098765310	Camera Accessory	EA	60	50.0000	3,000.0000	31-12-9999	AG

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.**



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Logged in as Demo Supplier

Change Request [Create Change Request](#)

[Purchase Order](#) / [Change Request](#)

[Email Change Request](#)

Purchase Order Details
 [Back to Purchase Order](#)

Purchase Order Number
 Purchase Order Date
 Order Type
 Status
 Currency
 Supplier Code - Name





NLG-MP_Demo_01
 17-06-2015
 MP
 OPEN
 NZD
 54321-NLG Demo Supplier

Earliest Delivery Date
 Latest Delivery Date
 Notes for Supplier

17-06-2015
 9999-12-31
[Notes for supplier: Notes are...](#)

Number of Lines
 Total Qty Ordered
 Total Ordered Amount (excl GST)

4
 90
 \$4,026.0000

	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	
	0002	SUP_PSCMLA-03E07Z	PUR_131694	945098765320	Gadget v4.8	EA	10	30.3000	303.0000	31-12-9999	AG	
	0003	SUP_PSCMLA-03E09Q	PUR_131697	945098765559	Electronic Item 3	EA	10	36.0000	360.0000	17-06-2015	AB	
	0004	SUP_PSCMLA-03E01Z	PUR_131691	945098765310	Camera Accessory	EA	60	50.0000	3,000.0000	31-12-9999	AG	

Additional Notes:

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
<input checked="" type="checkbox"/>	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	<input type="text" value="5"/>	<input type="text" value="25.0000"/>	125.0000	17-06-2015	AB	<input type="checkbox"/>
	0002	SUP_PSCMLA-03E07Z	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.

<input checked="" type="checkbox"/>	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	<input type="text" value="0"/>	<input type="text" value="30.3000"/>	0.0000	31-12-9999	AG	<input checked="" type="checkbox"/>

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.

Change Request [Create Change Request](#)

[Purchase Order](#) / [Change Request](#)

[Email Change Request](#)

Purchase Order Details Back to Purchase Order

Purchase Order Number

G-MP_Demo_01

Purchase Order Date

17-06-2015

Order Type

MP

Status

OPEN

Currency

NZD

Supplier Code - Name

54321-NLG Demo Supplier

Earliest Delivery Date

17-06-2015

Latest Delivery Date

9999-12-31

Notes for Supplier

[Notes for supplier: Notes are...](#)

Number of Lines

4

Total Qty Ordered


90

Total Ordered Amount (excl GST)

\$4,026.0000

Additional Notes:

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.



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Logged in as Demo Supplier

Purchase Orders [Manage Purchase Orders](#)

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[PO Product Summary](#)
[Pick list](#)

Purchase Order Details

Back to Purchase Orders

Purchase Order Number

NLG-MP_Demo_01

Purchase Order Date

17-06-2015

Order Type

MP

Status

CHANGE REQUESTED

Currency

NZD

Supplier Code - Name

54321-NLG Demo Supplier

Earliest Delivery Date

17-06-2015

Latest Delivery Date

31-12-9999

Notes for Supplier

Notes for supplier: Notes are...

Number of Lines

4

Total Qty Ordered


273

Total Ordered Amount (excl GST)

\$9,395.0000

Store Number	Store Name	Store Address	Status
12	Noel Leeming Moorhouse	166 Moorhouse Ave	CHANGE REQUESTED
13	Noel Leeming Papanui	43 Langdons Rd Papanui	CHANGE REQUESTED
1R	Noel Leeming Te Rapa	The Base Te Rapa Road Te Rapa	CHANGE REQUESTED
2Q	Noel Leeming Queen Street	126 Queen Street Central City Auckland	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:



[Purchase Orders](#) / [Store Details](#)

[Pick list](#)
[Change Request](#)
[Create Invoice](#)

Purchase Order Store Details

Back to Purchase Order

Purchase Order Number

NLG-MP_Demo_01

Purchase Order Date

17-06-2015

Order Type

MP

Status

CHANGE REQUESTED

Currency

NZD

Supplier Code - Name

54321-NLG Demo Supplier

Delivery Store Details

Store Number and Name

12 Noel Leeming Moorhouse

Store Address

166 Moorhouse Ave

Earliest Delivery Date

17-06-2015

Latest Delivery Date

31-12-9999

Notes for Supplier

[Notes for supplier: Notes are...](#)

Print Labels

Number of Carton Labels Required

Number of Lines

4

Total Qty Ordered


73

Total Ordered Amount (excl GST)

\$2,813.0000

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	10	36.3000	363.0000	17-06-2015	AB
Price & Qty Change	SUP_PSCMLA-03E07Q	PUR_131693	945098765555	Electronic Gadget	EA	5	25.0000	125.0000	17-06-2015	AB
0002	SUP_PSCMLA-03E07Z	PUR_131694	945098765320	Gadget v4.8	EA	10	30.3000	303.0000	31-12-9999	AG
Cancelled Line	SUP_PSCMLA-03E07Z	PUR_131694	945098765320	Gadget v4.8	EA	0	30.3000	0.0000	31-12-9999	AG
0003	SUP_PSCMLA-03E09Q	PUR_131697	945098765559	Electronic Item 3	EA	10	36.0000	360.0000	17-06-2015	AB
Quantity Change	SUP_PSCMLA-03E09Q	PUR_131697	945098765559	Electronic Item 3	EA	8	36.0000	288.0000	17-06-2015	AB
0004	SUP_PSCMLA-03E01Z	PUR_131691	945098765310	Camera Accessory	EA	60	50.0000	3,000.0000	31-12-9999	AG
Price Change	SUP_PSCMLA-03E01Z	PUR_131691	945098765310	Camera Accessory	EA	60	40.0000	2,400.0000	31-12-9999	AG

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



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[Purchase Orders](#)

Logged in as Demo Supplier

Purchase Orders

Manage Purchase Orders

[Purchase Orders](#) / [Store Details](#)

[Pick list](#)
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[Create Invoice](#)

Purchase Order Store Details

Back to Purchase Order

Purchase Order Number
 Purchase Order Date
 Order Type
 Status
 Currency
 Supplier Code - Name

NLG-MP_Demo_01
 17-06-2015
 MP
 OPEN
 NZD
 54321-NLG Demo Supplier


Delivery Store Details
 Store Number and Name
 Store Address
 Earliest Delivery Date
 Latest Delivery Date
 Notes for Supplier

12 Noel Leeming Moorhouse
 166 Moorhouse Ave
 17-06-2015
 31-12-9999
[Notes for supplier: Notes are...](#)

Number of Carton Labels Required
 Number of Lines
 Total Qty Ordered
 Total Ordered Amount (excl GST)

4
 90
 \$4,026.0000

[Print Labels](#)



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	10	36.3000	363.0000	17-06-2015	AB
0002	SUP_PSCMLA-03E07Z	PUR_131694	945098765320	Gadget v4.8	EA	10	30.3000	303.0000	31-12-9999	AG
0003	SUP_PSCMLA-03E09Q	PUR_131697	945098765559	Electronic Item 3	EA	10	36.0000	360.0000	17-06-2015	AB
0004	SUP_PSCMLA-03E01Z	PUR_131691	945098765310	Camera Accessory	EA	60	50.0000	3,000.0000	31-12-9999	AG

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	<div>For: Noel Leeming 12-Noel Leeming Moorhouse 166 Moorhouse Ave</div>

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.

Purchase Orders

Manage Purchase Orders

Purchase Orders / Details

[Pick list](#) [Change Request](#) [Create Invoice](#)

Purchase Order Details

Purchase Order Number: NLG-SP_Demo_01
Purchase Order Date: 17-06-2015
Order Type: SP
Status: CHANGE REQUESTED
Currency: NZD
Supplier Code - Name: 54321-NL Demo Supplier

Line No.	Supplier Item Code	Purchaser Item Code	Barcode
0001	SUP_PSCMLA-03E07Q	PUR_131693	945098765555
Quantity Change	SUP_PSCMLA-03E07Q	PUR_131693	945098765555

Purchase Orders

Manage Purchase Orders

Purchase Orders / Store Details

[Pick list](#) [Change Request](#) [Create Invoice](#)

Purchase Order Store Details

[Back to Purchase Order](#)

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

Delivery Store Details

Store Number and Name: 12 Noel Leeming Moorhouse
Store Address: 166 Moorhouse Ave
Earliest Delivery Date: 17-06-2015
Latest Delivery Date: 31-12-9999
Notes for Supplier: Notes for supplier: Notes are...


[Print Labels](#)

Number of Carton Labels Required

Number of Lines: 4
Total Qty Ordered: 73
Total Ordered Amount (excl GST): \$2,813.0000

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	10	36.3000	363.0000	17-06-2015	AB
Price & Qty Change	SUP_PSCMLA-03E07Q	PUR_131693	945098765555	Electronic Gadget	EA	5	25.0000	125.0000	17-06-2015	AB

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.



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Logged in as Demo Supplier

Invoices

[Manage Invoices](#)

[Purchase Orders](#) / [Create Invoice](#)

Upload Invoice CSV File

Choose file
 No file chosen

Confirm and Send Invoice

Invoice Details
 [Back to Order Details](#)

Invoice Number

Supplier Code - Name
 54321 - NLG Demo Supplier

Invoice Date
 29-06-2015

Payment Due Date
 Payment Due Date is as per Terms of Trade

GST Number
 11-222-333

GST Rate
 15%

Currency
 NZD

TAX INVOICE

Purchase Order Number
 NLG-MP_Demo_02

Purchaser :
 Noel Leeming Group Limited

Supplier :
 54321 - NLG Demo Supplier
110 Symonds Street

Ship To :
 12 - Noel Leeming Moorhouse
166 Moorhouse Ave

Supplier Email Address
 angela.griffiths@b2be.com
andy.standley@b2be.com

Total Number of Lines
 4

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	10	<input type="text" value="10"/>	<input type="text" value="36.3000"/>	363.0000
0002	SUP_PSCMLA-03E07Z	PUR_131694	945098765320	Gadget v4.8	EA	10	<input type="text" value="10"/>	<input type="text" value="30.3000"/>	303.0000
0003	SUP_PSCMLA-03E09Q	PUR_131697	945098765559	Electronic Item 3	EA	10	<input type="text" value="10"/>	<input type="text" value="36.0000"/>	360.0000
0004	SUP_PSCMLA-03E01Z	PUR_131691	945098765310	Camera Accessory	EA	60	<input type="text" value="60"/>	<input type="text" value="50.0000"/>	3,000.0000


Invoice Total (excl GST)
 \$ 4,026.0000

Total GST
 \$ 603.9000

Invoice Total (incl GST)
 \$ 4,629.9000

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.



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Logged in as Demo Supplier

Invoices

[Manage Invoices](#)

[Purchase Orders](#) / [Create Invoice](#)

[Upload Invoice CSV File](#)

[Choose file](#)
No file chosen

[Confirm and Send Invoice](#)

Invoice Details

Back to Order Details

Invoice Number: 66
 Supplier Code - Name: 54321 - NLG Demo Supplier

Invoice Date: 29-06-2015
 Payment Due Date: Payment Due Date is as per Terms of Trade

GST Number: 11-222-333

GST Rate: 15%

Currency: NZD

TAX INVOICE

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: 4
 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
0002	SUP_PSCMLA-03E07Z	PUR_131694	945098765320	Gadget v4.8	EA	0	0	30.3000	0.0000
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	60	40.0000	2,400.0000

Invoice Total (excl GST)
 Total GST
 Invoice Total (incl GST)

\$ 2813.0000
 \$ 421.9500
 \$ 3234.9500

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.



[My Account](#)
[Purchase Orders](#)

Logged in as Demo Supplier

Invoices [Manage Invoices](#)

[Purchase Orders](#) / [Create Invoice](#)

Upload Invoice CSV File

 Choose file No file chosen

Confirm and Send Invoice

Invoice Details
 [Back to Order Details](#)

Invoice Number

Supplier Code - Name
 54321 - NLG Demo Supplier

Invoice Date
 29-06-2015

Payment Due Date
 Payment Due Date is as per Terms of Trade

GST Number
 11-222-333

GST Rate
 15%

Currency
 NZD

TAX INVOICE

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
 4

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	<input type="text" value="5"/>	<input type="text" value="25.0000"/>	125.0000
0002	SUP_PSCMLA-03E07Z	PUR_131694	945098765320	Gadget v4.8	EA	0	<input type="text" value="0"/>	<input type="text" value="30.3000"/>	0.0000
0003	SUP_PSCMLA-03E09Q	PUR_131697	945098765559	Electronic Item 3	EA	8	<input type="text" value="8"/>	<input type="text" value="36.0000"/>	288.0000
0004	SUP_PSCMLA-03E01Z	PUR_131691	945098765310	Camera Accessory	EA	60	<input type="text" value="60"/>	<input type="text" value="40.0000"/>	2,400.0000

Invoice Total (excl GST)
 \$ 2813.0000

Total GST
 \$ 421.9500

Invoice Total (incl GST)
 \$ 3234.9500

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  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.



[My Account](#)
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Upload Invoice CSV File

Choose file

No file chosen

Confirm and Send Invoice

Invoice Details

Invoice Number

47

Invoice Date

18-06-2015

GST Number

11-222-333

GST Rate

15%

Currency

NZD

TAX INVOICE

Purchase Order Number

NLG-MP_Demo_01

Supplier Email Address

angela.griffiths@b2be.com
andy.standley@b2be.com

Total Number of Lines

4

Invoice Calculation Info

Please note that the Portal calculates invoice totals based on the following methodology:
 1) Extended Line totals are calculated to 2 decimal places (quantity times unit cost)
 2) Invoice pre-tax total is the sum of line totals at 3 decimal places, rounded to 2 decimal places (Swedish rounding).
 3) GST and post-tax totals are calculated based on the invoice pre-tax total and the current GST rate and rounded to 2 decimal places.
 4) The invoice total values will be transmitted to Noel Leeming Group as they appear on screen.
 5) A minor variation in totals may occur due to differences in rounding methodologies between the Portal and the suppliers system.

 Users are able to create a printable PDF report if they wish to retain a printable copy of each invoice.

Line No.	Supplier Item Code	Purchaser Item Code	Barcode	Description	EA	QTY	UNIT PRICE	EXTENDED PRICE	TOTAL
0001	SUP_PSCMLA-03E07Q	PUR_131693	945098765555	Electronic Gadget	EA	5	25.0000	125.0000	
0002	SUP_PSCMLA-03E07Z	PUR_131694	945098765320	Gadget v4.8	EA	0	30.3000	0.0000	
0003	SUP_PSCMLA-03E09Q	PUR_131697	945098765559	Electronic Item 3	EA	8	36.0000	288.0000	
0004	SUP_PSCMLA-03E01Z	PUR_131691	945098765310	Camera Accessory	EA	60	40.0000	2,400.0000	

Invoice Total (excl GST)

\$ 2,813.0000

Total GST

\$ 421.9500

Invoice Total (incl GST)

\$ 3,234.9500

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.


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Purchase Orders
Create Invoice

PO number NLG-MP_Demo_02 with item code PUR_131691 has invoice qty higher than PO available order qty. Store No: 12

PO number NLG-MP_Demo_02 with Item code 945098765557 does not have any matching item codes in PO Line. Store No: 12

Upload Invoice CSV File
Choose file
No file chosen

Confirm and Send Invoice

Invoice Details
Back to Order Details

Invoice Number: 68
Supplier Code - Name: 54321 - NLG Demo Supplier

Invoice Date: 29-06-2015
Payment Due Date: Payment Due Date is as per Terms of Trade

GST Number: 11-222-333

GST Rate: 15%

Currency: NZD

TAX INVOICE

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: 4
Auckland

Line No.	Supplier Item Code	Purchaser Item Code	Barcode	Description	UOM	Qty Ordered	Qty Avl for Invoice	Qty Invoiced	Cost Price	Extended Price
0001	SUP_PSCMLA-03E07Q	PUR_131693	945098765555	Electronic Gadget	EA	5	5	5	35.3000	176.5000
0002	SUP_PSCMLA-03E07Z	PUR_131694	945098765320	Gadget v4.8	EA	0	0	0	30.3000	0.0000
0003	SUP_PSCMLA-03E09Q	PUR_131697	945098765559	Electronic Item 3	EA	8	8	8	36.0000	288.0000
0004	SUP_PSCMLA-	PUR_131691	945098765310	Camera Accessory	EA	60	60	60	40.0000	2,400.0000

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.



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Invoice file/s successfully loaded.

Upload Invoice CSV File

Choose file
No file chosen

Confirm and Send Invoice

Uploaded Pending Invoices (<< 1 of 1 >>)

[Back to Purchase Order Details](#)

Invoice Details

Invoice Number: 95
Invoice Date: 30-06-2015
GST Number: 11-222-333
GST Rate: 15%
Currency: NZD

Supplier Code - Name: 54321 - NLG Demo Supplier
Payment Due Date: Payment Due Date is as per Terms of Trade

TAX INVOICE


Purchase Order Number: NLG-MP_Demo_02
Supplier Email Address: angela.griffiths@b2be.com
andy.standley@b2be.com
Total Number of Lines: 3

Purchaser: Noel Leeming Group Limited
Supplier: 54321 - NLG Demo Supplier
110 Symonds Street
Auckland
Ship To: 12 - Noel Leeming Moorhouse
166 Moorhouse Ave

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
GST									\$ 301.9500
Invoice Total (incl GST)									\$ 2,314.9500

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.



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[View Invoice](#)

Invoice has been sent successfully!

[Credit Note Requested](#)
[Create Credit Note](#)

[PDF](#)
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Invoice Number: 95
 Invoice Date: 30-06-2015
 GST Number: 11-222-333
 GST Rate: 15%
 Currency: NZD

Supplier Code - Name: 54321 - NLG Demo Supplier
 Payment Due Date: Payment Due Date is as per Terms of Trade

Credit Note/s:

TAX INVOICE

Purchase Order Number: NLG-MP_Demo_02
 Supplier Email Address: angela.griffiths@b2be.com
 andy.standley@b2be.com
 Total Number of Lines: 3

Purchaser: Noel Leeming Group Limited

Supplier: 54321 - NLG Demo Supplier
 110 Symonds Street
 Auckland

Ship To: 12 - Noel Leeming Moorhouse
 166 Moorhouse Ave

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

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: 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 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
421.95	\$ 2,813.0000
Total GST	<u>\$ 302.2500</u>
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.

Purchase Orders Manage Purchase Orders

[Purchase Orders](#)
[Export PO PDF](#)
[Export PO CSV](#)

Purchase Order Summary

Show entries

Search:

Order Status ☐ Active POs Only

	PO Number & Order Type	Supplier Name	Order Date	Earliest Delivery Date	Latest Delivery Date	Invoice Number	TWG Company	Status
<input type="checkbox"/>	NLG-SP_Demo_02 - SP	NLG Demo Supplier	17-06-2015	17-06-2015	31-07-2015		Noel Leeming	OPEN
<input type="checkbox"/>	NLG-MP_Demo_03 - MP	NLG Demo Supplier	17-06-2015	17-06-2015	31-12-9999		Noel Leeming	OPEN
<input type="checkbox"/>	NLG-MP_Demo_02 - MP	NLG Demo Supplier	17-06-2015	17-06-2015	31-12-9999		Noel Leeming	OPEN
<input type="checkbox"/>	NLG-SP_Demo_01 - SP	NLG Demo Supplier	17-06-2015	17-06-2015	31-07-2015	90	Noel Leeming	INVOICE COMPLETE
<input type="checkbox"/>	NLG-MP_Demo_01 - MP	NLG Demo Supplier	17-06-2015	17-06-2015	31-12-9999		Noel Leeming	CHANGE REQUESTED

Showing 1 to 5 of 5 entries

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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.

Purchase Orders Manage Purchase Orders

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[Export PO PDF](#)
[Export PO CSV](#)

Purchase Order Summary

Show entries

Search:


Order Status ☐ Active POs Only

	PO Number & Order Type	Supplier Name	Order Date	Earliest Delivery Date	Latest Delivery Date	Invoice Number	TWG Company	Status
<input type="checkbox"/>	NLG-SP_Demo_02 - SP	NLG Demo Supplier	17-06-2015	17-06-2015	31-07-2015		Noel Leeming	OPEN
<input type="checkbox"/>	NLG-MP_Demo_03 - MP	NLG Demo Supplier	17-06-2015	17-06-2015	31-12-9999		Noel Leeming	OPEN
<input type="checkbox"/>	NLG-MP_Demo_02 - MP	NLG Demo Supplier	17-06-2015	17-06-2015	31-12-9999		Noel Leeming	OPEN
<input type="checkbox"/>	NLG-SP_Demo_01 - SP	NLG Demo Supplier	17-06-2015	17-06-2015	31-07-2015	90	Noel Leeming	INVOICE COMPLETE
<input type="checkbox"/>	NLG-MP_Demo_01 - MP	NLG Demo Supplier	17-06-2015	17-06-2015	31-12-9999		Noel Leeming	CHANGE REQUESTED

Showing 1 to 5 of 5 entries

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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.



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Invoice Number

5

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

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

Purchase Orders [Manage Purchase Orders](#)

[Purchase Orders](#)
[Export PO PDF](#)
[Export PO CSV](#)

Purchase Order Summary

Show entries

Search:


Order Status: ☐ Active POs Only

	PO Number & Order Type	Supplier Name	Order Date	Earliest Delivery Date	Latest Delivery Date	Invoice Number	TWG Company	Status
<input type="checkbox"/>	NLG-SP_Demo_02 - SP	NLG Demo Supplier	17-06-2015	17-06-2015	31-07-2015		Noel Leeming	OPEN
<input type="checkbox"/>	NLG-MP_Demo_03 - MP	NLG Demo Supplier	17-06-2015	17-06-2015	31-12-9999		Noel Leeming	OPEN
<input type="checkbox"/>	NLG-MP_Demo_02 - MP	NLG Demo Supplier	17-06-2015	17-06-2015	31-12-9999		Noel Leeming	OPEN
<input type="checkbox"/>	NLG-SP_Demo_01 - SP	NLG Demo Supplier	17-06-2015	17-06-2015	31-07-2015	90	Noel Leeming	CREDIT NOTE REQUESTED
<input type="checkbox"/>	NLG-MP_Demo_01 - MP	NLG Demo Supplier	17-06-2015	17-06-2015	31-12-9999		Noel Leeming	CHANGE REQUESTED

Showing 1 to 5 of 5 entries

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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.



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Invoice Number

95

Invoice Date

30-06-2015

GST Number

11-222-333

GST Rate

15%

Currency

NZD

TAX INVOICE

Purchase Order Number

NLG-
MP_Demo_02

Supplier Email Address

angela.griffiths@b2be.com
andy.standley@b2be.com

Total Number of Lines

3

Supplier Code - Name

54321 - NLG Demo Supplier

Payment Due Date

Payment Due Date is as per Terms of Trade

Credit Note/s:

Purchaser:

Noel Leeming Group Limited

Supplier:

54321 - NLG Demo Supplier

Ship To:

12 - Noel Leeming Moorhouse

110 Symonds Street

166 Moorhouse Ave

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

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.

Credit Note Manage Credit Notes

[Purchase Orders](#) / [Create Credit Note](#)

[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	945098765555	Electronic Gadget	EA	50	36.3000	1815.0000			
	0003	SUP_PSCMLA-03E09Q	PUR_131697	945098765559	Electronic Item 3	EA	50	35.0000	1750.0000			
	0004	SUP_PSCMLA-03E01Z	PUR_131691	945098765310	Camera Accessory	EA	65	50.0000	3250.0000			
	0005	SUP_PSCMLA-03E33Z	PUR_131633	945098765313	Accessory	EA	15	4.5000	67.5000			
	0006	SUP_PSCMLA-03E44Z	PUR_131444	945098765344	Stereo Cable	EA	200	73.9800	14796.0000			

[Create Additional Line](#)

Credit Total (excl GST)	\$ 0.0000
Total GST	\$ 0.0000
Credit Total (incl GST)	\$ 0.0000

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.

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

Confirm & Save

Cancel

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

Credit Types Computation

Quantity Credit = Quantity Credited * Cost Price

Each credit created for the item will be done in separate lines.

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.

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	50	36.3000	1815.0000	Remove Line

Confirm & Save Cancel

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

Qty Credit Price Credit

Credit Type	Line No.	Description	UOM	Qty Credited	Upd. Cost Price	Credited Amount	Action
Quantity	0001	Electronic Gadget	EA	50	36.3000	1815.0000	Remove Line

Confirm & Save Cancel

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.

Qty Credit Price Credit

Credit Type	Line No.	Description	UOM	Qty Credited	Upd. Cost Price	Credited Amount	Action
Quantity	0001	RFC-12223, Electronic Gadg	EA	2	36.3000	72.6000	Remove Line

Confirm & Save Cancel

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

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	No.	Description	UOM	Qty Credited	Upd. Cost Price	Credited Amount	Action

Confirm & Save

Cancel

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

03E07Q

Qty Credit

Price Credit

Credit Type	Line No.	Description	UOM	Qty Credited	Upd. Cost Price	Credited Amount	Action
Price	0001	Electronic Gadget	EA	50	36.3000	1815.0000	Remove Line

Confirm & Save

Cancel

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.

Qty Credit

Price Credit

Credit Type	Line No.	Description	UOM	Qty Credited	Upd. Cost Price	Credited Amount	Action
Price	0001	RFC: 122343, Electronic Gad	EA	40	35.0000	52.0000	Remove Line

Confirm & Save

Cancel

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








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

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
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	945098765555	Electronic Gadget	EA	50	36.3000	1815.0000			
	0003	SUP_PSCMLA-03E09Q	PUR_131697	945098765559	Electronic Item 3	EA	50	35.0000	1750.0000			
	0004	SUP_PSCMLA-03E01Z	PUR_131691	945098765310	Camera Accessory	EA	65	50.0000	3250.0000			
	0005	SUP_PSCMLA-03E33Z	PUR_131633	945098765313	Accessory	EA	15	4.5000	67.5000			
	0006	SUP_PSCMLA-03E44Z	PUR_131444	945098765344	Stereo Cable	EA	200	73.9800	14796.0000			
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

Credit Total (excl GST) \$ 124.6000

Total GST ~~\$ 18.6900~~

Credit Total (incl GST) \$ 143.2900

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_131444	945098765555	Stereo Cable	EA	200	73.5000	14730.0000			
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)

Total GST

Credit Total (incl GST)

\$ 128.1000

\$ 19.2100

\$ 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.



[My Account](#)
[Purchase Orders](#)

Logged in as Demo Supplier

Credit Note Manage Credit Notes

[Purchase Orders](#) / [View Credit Note](#)

Credit Note sent successfully

[PDF](#)
[CSV](#)

[Back to Purchase Orders](#)

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	3				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-03E0	PUR_131693	945098765555	Electronic Gadget	EA	50	36.30	1,815.0000			
0003	SUP_PSCMLA-03E0	PUR_131697	945098765559	Electronic Item 3	EA	50	35.00	1,750.0000			
0004	SUP_PSCMLA-03E0	PUR_131691	945098765310	Camera Accessory	EA	65	50.00	3,250.0000			
0005	SUP_PSCMLA-03E3	PUR_131633	945098765313	Accessory	EA	15	4.50	67.5000			
0006	SUP_PSCMLA	PUR_13111111	945098765311	Storage Cable	EA	200	73.98	14,796.0000			

This is an example of a Credit Note PDF

CREDIT NOTE

Invoice Number **90**
 Invoice Date **19-06-2015**
 GST Number **11-222-333**
 GST Rate **15%**
 Currency **NZD**

Supplier Code - Name **54321 - NLG Demo Supplier**

Credit Note Number **CN_90**
 Credit Note Date **19-06-2015**

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.



[My Account](#)
[Purchase Orders](#)
Logged in as Demo Supplier

Purchase Orders Manage Purchase Orders

[Purchase Orders](#)

[Export PO PDF](#)
[Export PO CSV](#)

Purchase Order Summary

Show 10 entries
 Search: Demo_0
Order Status ALL
☐ Active POs Only

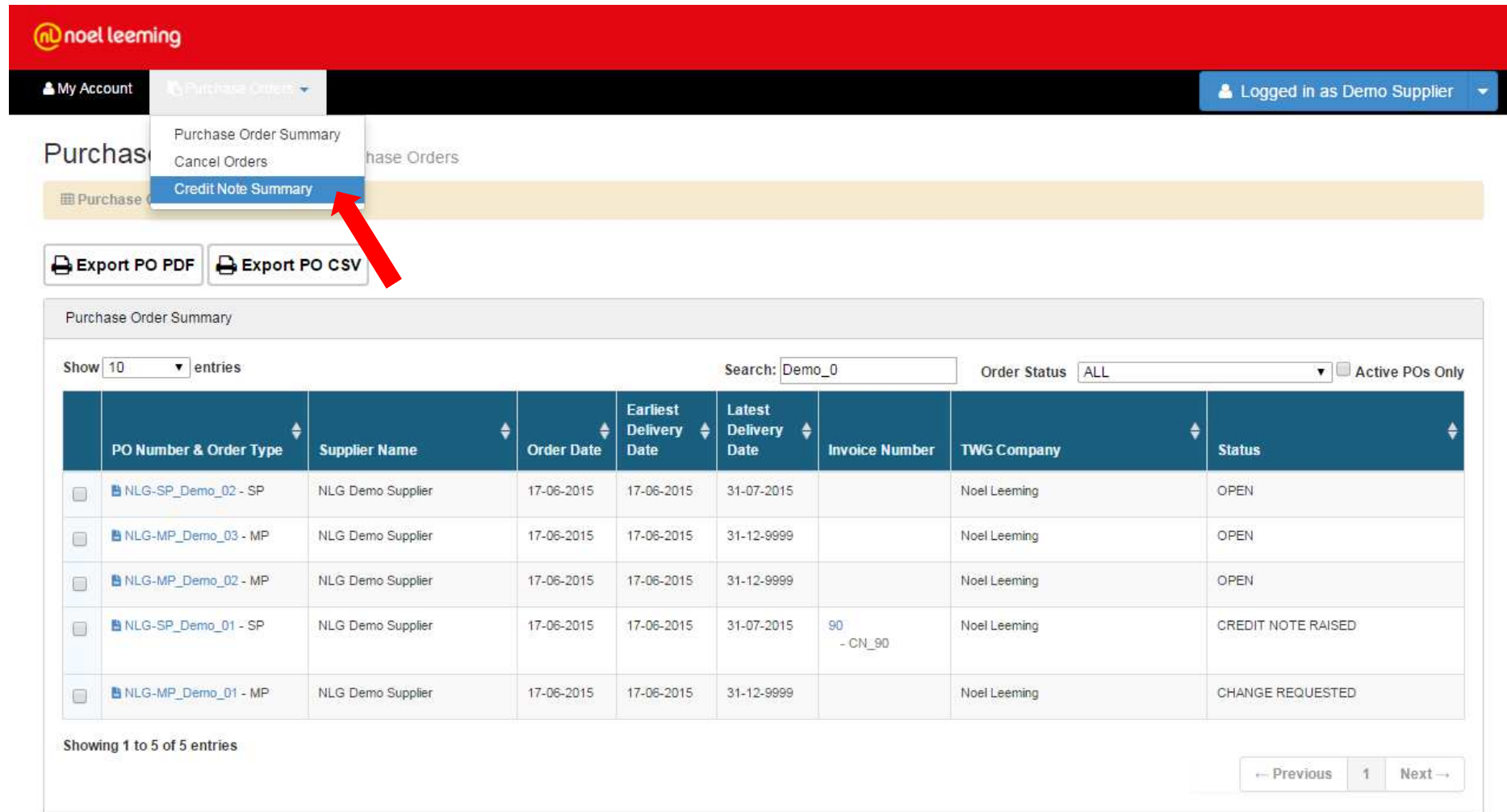
	PO Number & Order Type	Supplier Name	Order Date	Earliest Delivery Date	Latest Delivery Date	Invoice Number	TWG Company	Status
<input type="checkbox"/>	NLG-SP_Demo_02 - SP	NLG Demo Supplier	17-06-2015	17-06-2015	31-07-2015		Noel Leeming	OPEN
<input type="checkbox"/>	NLG-MP_Demo_03 - MP	NLG Demo Supplier	17-06-2015	17-06-2015	31-12-9999		Noel Leeming	OPEN
<input type="checkbox"/>	NLG-MP_Demo_02 - MP	NLG Demo Supplier	17-06-2015	17-06-2015	31-12-9999		Noel Leeming	OPEN
<input type="checkbox"/>	NLG-SP_Demo_01 - SP	NLG Demo Supplier	17-06-2015	17-06-2015	31-07-2015	90 - CN_90	Noel Leeming	CREDIT NOTE RAISED
<input type="checkbox"/>	NLG-MP_Demo_01 - MP	NLG Demo Supplier	17-06-2015	17-06-2015	31-12-9999		Noel Leeming	CHANGE REQUESTED

Showing 1 to 5 of 5 entries

← Previous
1
Next →

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.



The screenshot shows the Noel Leeming web application interface. At the top, there is a red header with the logo and a navigation bar. The navigation bar includes a 'My Account' link, a 'Purchase Orders' dropdown menu, and a 'Logged in as Demo Supplier' status. The 'Purchase Orders' dropdown menu is open, showing options: 'Purchase Order Summary', 'Cancel Orders', and 'Credit Note Summary'. A red arrow points to the 'Credit Note Summary' option. Below the dropdown, there are two buttons: 'Export PO PDF' and 'Export PO CSV'. The main content area is titled 'Purchase Order Summary' and contains a table of purchase orders. The table has columns for PO Number & Order Type, Supplier Name, Order Date, Earliest Delivery Date, Latest Delivery Date, Invoice Number, TWG Company, and Status. The table shows 5 entries, with the 4th entry having a status of 'CREDIT NOTE RAISED'. The bottom of the page shows a pagination bar with 'Showing 1 to 5 of 5 entries' and navigation buttons for 'Previous', '1', and 'Next'.

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
<input type="checkbox"/>	NLG-SP_Demo_02 - SP	NLG Demo Supplier	17-06-2015	17-06-2015	31-07-2015		Noel Leeming	OPEN
<input type="checkbox"/>	NLG-MP_Demo_03 - MP	NLG Demo Supplier	17-06-2015	17-06-2015	31-12-9999		Noel Leeming	OPEN
<input type="checkbox"/>	NLG-MP_Demo_02 - MP	NLG Demo Supplier	17-06-2015	17-06-2015	31-12-9999		Noel Leeming	OPEN
<input type="checkbox"/>	NLG-SP_Demo_01 - SP	NLG Demo Supplier	17-06-2015	17-06-2015	31-07-2015	90 - CN_90	Noel Leeming	CREDIT NOTE RAISED
<input type="checkbox"/>	NLG-MP_Demo_01 - MP	NLG Demo Supplier	17-06-2015	17-06-2015	31-12-9999		Noel Leeming	CHANGE REQUESTED

Showing 1 to 5 of 5 entries


← Previous 1 Next →

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.



[My Account](#)
[Purchase Orders](#)
[Logged in as Demo Supplier](#)

Credit Notes [Manage Credit Notes](#)

Credit Notes

[Export Credit Note PDF](#)
[Create Credit Note](#)

Credit Note Summary

Show entries

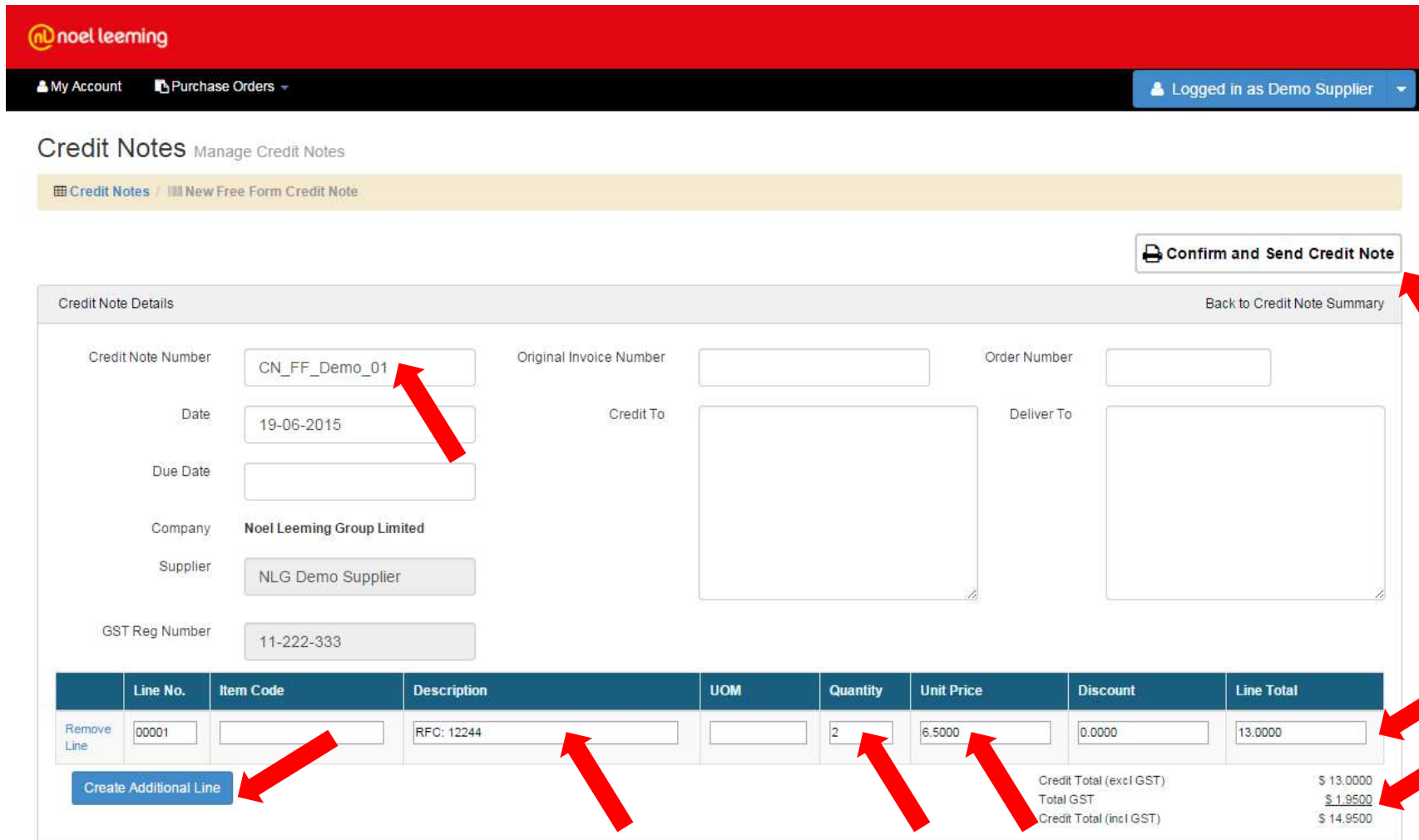
Search:

	Credit Note Number	Supplier Name	Credit Note Date	Invoice Number	TWG Company
<input type="checkbox"/>	CN_90	NLG Demo Supplier	19-06-2015	90	NOEL LEEMING GROUP LIMITED
<input type="checkbox"/>	CN_37	NLG Demo Supplier	12-06-2015	37	NOEL LEEMING GROUP LIMITED
<input type="checkbox"/>	CN_FF_Rel1244_1	NLG Demo Supplier	12-06-2015	TEST	NOEL LEEMING GROUP LIMITED
<input type="checkbox"/>	CN_41	NLG Demo Supplier	12-06-2015	41	NOEL LEEMING GROUP LIMITED
<input type="checkbox"/>	CN_29	NLG Demo Supplier	11-06-2015	29	NOEL LEEMING GROUP LIMITED
<input type="checkbox"/>	CN_33	NLG Demo Supplier	11-06-2015	33	NOEL LEEMING GROUP LIMITED
<input type="checkbox"/>	CN_FF_Rel1241	NLG Demo Supplier	11-06-2015		NOEL LEEMING GROUP LIMITED
<input type="checkbox"/>	CN_10	NLG Demo Supplier	10-06-2015	10	NOEL LEEMING GROUP LIMITED
<input type="checkbox"/>	CN_FF_Rel1237	NLG Demo Supplier	10-06-2015	PO123	NOEL LEEMING GROUP LIMITED
<input type="checkbox"/>	CN_11	NLG Demo Supplier	10-06-2015	11	NOEL LEEMING GROUP LIMITED

Showing 1 to 10 of 15 entries

< Previous
 1
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 Next >

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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My Account Purchase Orders Logged in as Demo Supplier

Credit Notes Manage Credit Notes

Credit Notes / New Free Form Credit Note

Confirm and Send Credit Note

Back to Credit Note Summary

Credit Note Details

Credit Note Number: CN_FF_Demo_01
 Date: 19-06-2015
 Due Date:
 Company: Noel Leeming Group Limited
 Supplier: NLG Demo Supplier
 GST Reg Number: 11-222-333

Original Invoice Number:
 Credit To:
 Order Number:
 Deliver To:

	Line No.	Item Code	Description	UOM	Quantity	Unit Price	Discount	Line Total
Remove Line	00001		RFC: 12244		2	6.5000	0.0000	13.0000

Create Additional Line

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


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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.



[My Account](#)
[Purchase Orders](#)

[Logged in as Demo Supplier](#)

Credit Notes Manage Credit Notes

[Credit Notes](#)

Credit note has been sent!

[Export Credit Note PDF](#)
[Create Credit Note](#)

Credit Note Summary

Show entries
 Search:

	Credit Note Number	Supplier Name	Credit Note Date	Invoice Number	TWG Company
<input type="checkbox"/>	CN_90	NLG Demo Supplier	19-06-2015	90	NOEL LEEMING GROUP LIMITED
<input type="checkbox"/>	CN_FF_Demo_01	NLG Demo Supplier	19-06-2015		NOEL LEEMING GROUP LIMITED
<input type="checkbox"/>	CN_37	NLG Demo Supplier	12-06-2015	37	NOEL LEEMING GROUP LIMITED
<input type="checkbox"/>	CN_FF_Rel1244_1	NLG Demo Supplier	12-06-2015	TEST	NOEL LEEMING GROUP LIMITED
<input type="checkbox"/>	CN_41	NLG Demo Supplier	12-06-2015	41	NOEL LEEMING GROUP LIMITED
<input type="checkbox"/>	CN_29	NLG Demo Supplier	11-06-2015	29	NOEL LEEMING GROUP LIMITED
<input type="checkbox"/>	CN_33	NLG Demo Supplier	11-06-2015	33	NOEL LEEMING GROUP LIMITED
<input type="checkbox"/>	CN_FF_Rel1241	NLG Demo Supplier	11-06-2015		NOEL LEEMING GROUP LIMITED
<input type="checkbox"/>	CN_10	NLG Demo Supplier	10-06-2015	10	NOEL LEEMING GROUP LIMITED
<input type="checkbox"/>	CN_FF_Rel1237	NLG Demo Supplier	10-06-2015	PO123	NOEL LEEMING GROUP LIMITED

Showing 1 to 10 of 16 entries

Previous
 1
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 Next

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.



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**
 Invoice Date **19-06-2015**
 Due Date
 Customer **Noel Leeming Group Limited**
 Supplier **NLG Demo Supplier**
 GST Number **11-222-333**

Original Invoice Number
 Credit To

Order Number
 Deliver To

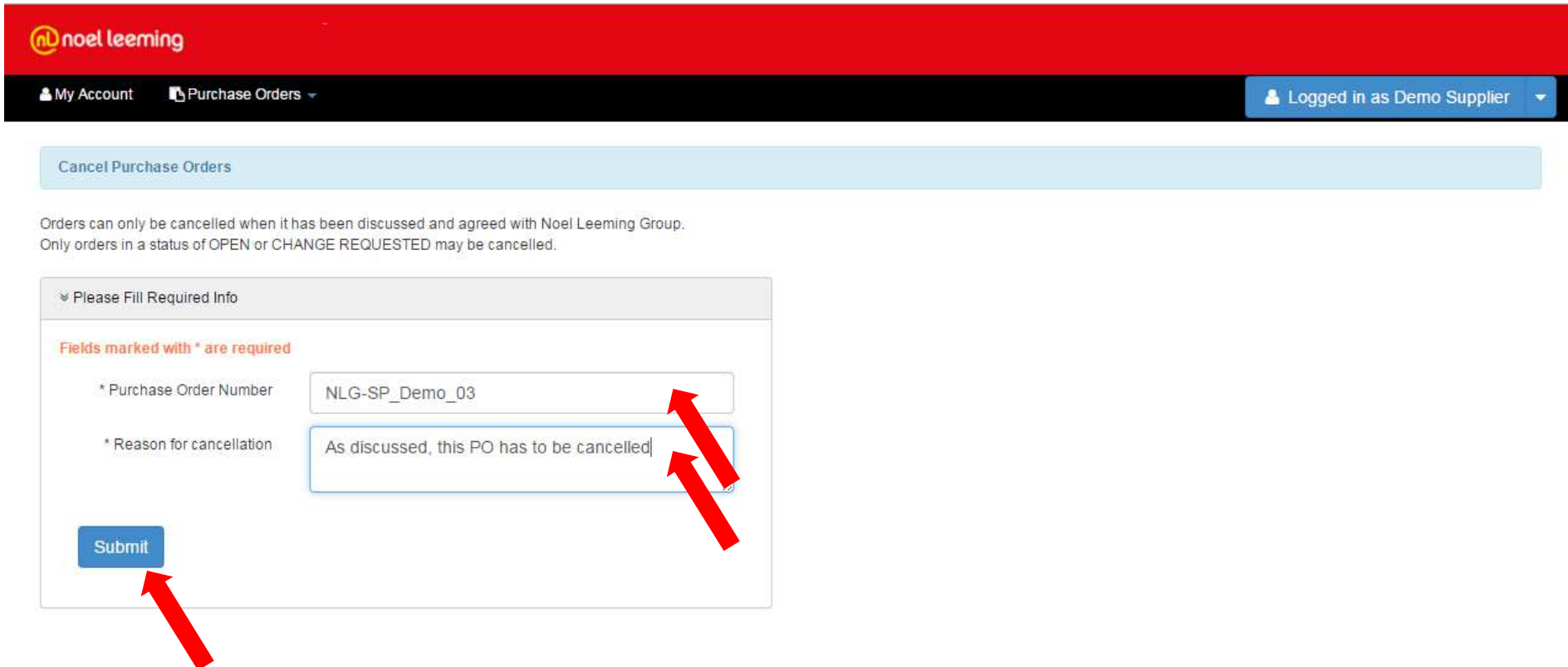
Line No.	Item Code	Description	UOM	Qty Credited	Unit Price	Discount	Line Total
00001		RFC: 12244		2	6.5000	0.0000	13.0000

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.

	PO Number & Order Type	Supplier Name	Order Date	Earliest Delivery Date	Latest Delivery Date	Invoice Number	TWG Company	Status
<input type="checkbox"/>	NLG-SP_Demo_02 - SP	NLG Demo Supplier	17-06-2015	17-06-2015	31-07-2015		Noel Leeming	OPEN
<input type="checkbox"/>	NLG-MP_Demo_03 - MP	NLG Demo Supplier	17-06-2015	17-06-2015	31-12-9999		Noel Leeming	OPEN
<input type="checkbox"/>	NLG-MP_Demo_02 - MP	NLG Demo Supplier	17-06-2015	17-06-2015	31-12-9999		Noel Leeming	OPEN
<input type="checkbox"/>	NLG-SP_Demo_01 - SP	NLG Demo Supplier	17-06-2015	17-06-2015	31-07-2015	90 - CN_90	Noel Leeming	CREDIT NOTE RAISED
<input type="checkbox"/>	NLG-MP_Demo_01 - MP	NLG Demo Supplier	17-06-2015	17-06-2015	31-12-9999		Noel Leeming	CHANGE REQUESTED

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.



noel leeming

My Account Purchase Orders

Logged in as Demo Supplier

Cancel Purchase Orders

Orders can only be cancelled when it has been discussed and agreed with Noel Leeming Group.
Only orders in a status of OPEN or CHANGE REQUESTED may be cancelled.

⌵ Please Fill Required Info

Fields marked with * are required

* Purchase Order Number NLG-SP_Demo_03

* Reason for cancellation As discussed, this PO has to be cancelled


Submit

The following message will be displayed following the cancellation:

SUCCESS: Purchase Order Number NLG-MP_Demo_03 has been cancelled.

Orders can only be cancelled when it has been discussed and agreed with Noel Leeming Group.
Only orders in a status of OPEN or CHANGE REQUESTED may be cancelled.

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

	NLG-MP_Demo_03 - MP	NLG Demo Supplier	17-06-2015	17-06-2015	31-12-9999	Noel Leeming	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.

Purchase Orders [Manage Purchase Orders](#)

[Purchase Orders](#) / [Details](#)

[PO Product Summary](#)

[Pick list](#)

Cancelled by: Demo Supplier

Reason: As discussed, this PO has to be cancelled

Purchase Order Details

[Back to Purchase Orders](#)

Purchase Order Number: NLG-MP_Demo_03

Purchase Order Date: 17-06-2015


Order Type: MP

Status: CANCELLED

Currency: NZD

Supplier Code - Name: 54321-NLG Demo Supplier

Earliest Delivery Date: 17-06-2015

 Latest Delivery Date: 31-12-9999

Notes for Supplier: [Notes for supplier: Notes are...](#)

Number of Lines: 4

Total Qty Ordered: 290

Total Ordered Amount: \$11,573.0000
(excl GST)



The Warehouse Group Supplier Electronic Portal

Sign in

Username (Email Address)

Password

☐ Remember me

[Forgotten your password?](#)

Sign in

[Need to Register?](#)