



The Warehouse Group Supplier Electronic Portal

Sign in

Username:(Email Address)

Password

☐ Remember me

[Forgotten your password?](#)

Sign in

[Need to Register?](#)

To start the process, Warehouse Stationery (WSL) 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.



As a supplier, **NEW** to The Warehouse Group Supplier Web Portal, please click 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: edlenquiries@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, Warehouse Stationery will send orders intended for you to the Portal.

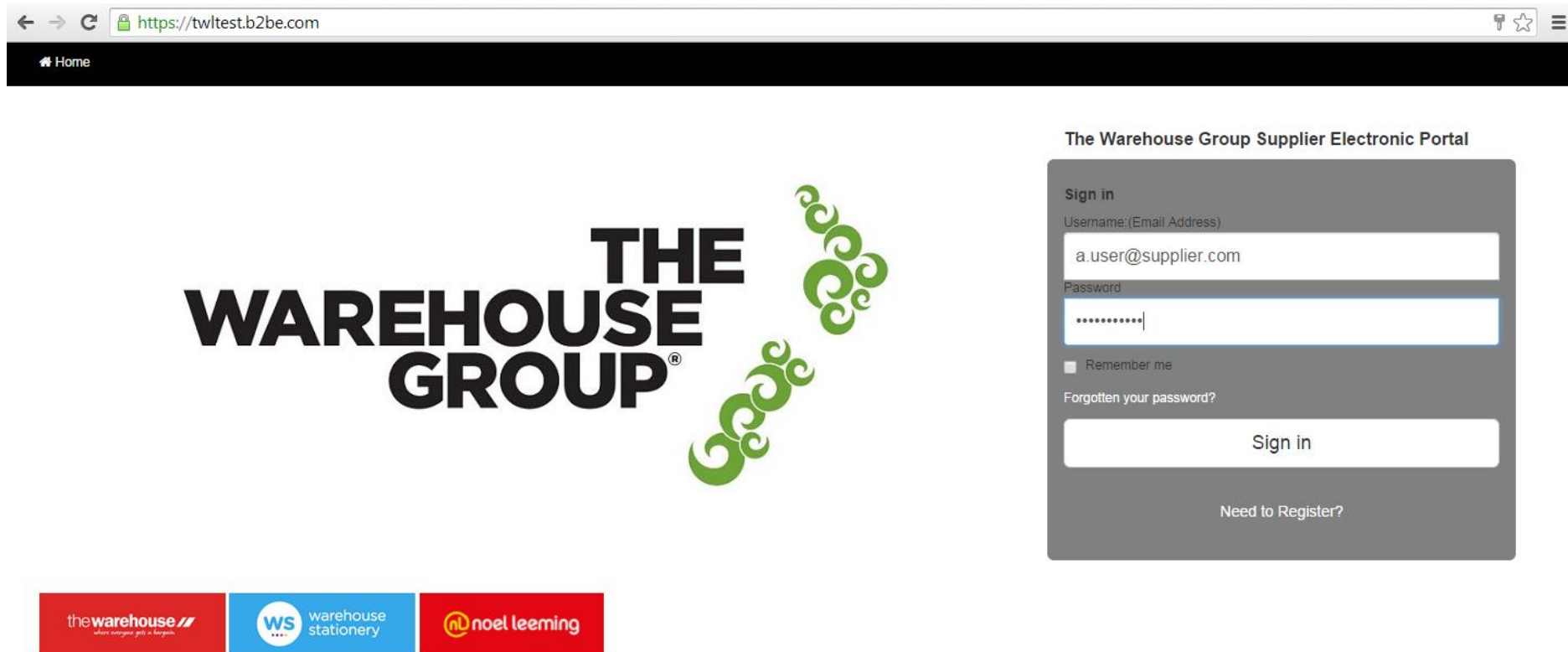
When an order for you is received by the Portal, the Portal will send you a notification via email.

From: B2BE Administrator TWG PORTAL [mailto:administrator@b2be.com]
Sent: Friday, 12 March 2015 9:39 a.m.
To: A.user@supplier.com
Subject: New Order Received in The Warehouse Group Supplier Portal: DemoPO-001

<https://twltest2.b2be.com>

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

You access your orders by logging into the Portal.




The screenshot shows a web browser window with the address bar displaying <https://twltest.b2be.com>. The page features the large 'THE WAREHOUSE GROUP' logo in the center, with a green decorative swirl to its right. At the bottom, there are three logos: 'the warehouse // where everyone gets a bargain.', 'warehouse stationery' (with a WS logo), and 'noel leeming'. On the right side, there is a 'Sign in' form titled 'The Warehouse Group Supplier Electronic Portal'. The form includes fields for 'Username:(Email Address)' (containing 'a.user@supplier.com') and 'Password' (masked with dots). Below the password field is a 'Remember me' checkbox and a 'Forgotten your password?' link. A 'Sign in' button is at the bottom of the form, and a 'Need to Register?' link is below it.


← → ↻ <https://twltest.b2be.com> 🔑 ☆ ☰

🏠 Home

THE WAREHOUSE GROUP

the warehouse // where everyone gets a bargain.

 warehouse stationery



The Warehouse Group Supplier Electronic Portal

Sign in

Username:(Email Address)

a.user@supplier.com

Password

.....|

☐ Remember me

[Forgotten your password?](#)

Sign in

[Need to Register?](#)

On login, you will be presented with a summary screen that lists all your orders sorted by order date. If the requested delivery date is today or in the past it will be highlighted in **red** text.

The right hand column indicates the current status of the Purchase order (PO)

My Account

Purchase Orders

Logged in as Demo User

Purchase Orders

Manage Purchase Orders

Purchase Orders

Export PO PDF

Export PO CSV

Purchase Order Summary

Show 10 entries

Search:

TWG Company ALL

Order Status ALL

Active POs Only

	PO Number & Order Type	Supplier Name	Order Date	Latest Delivery Date	ASN Number	Invoice Number	TWG Company	Status
<input type="checkbox"/>	999999-Demo10	Demo Supplier	15-01-2015	15-12-2014			Warehouse Stationery Limited	OPEN
<input type="checkbox"/>	999999-Demo	Demo Supplier	15-01-2015	15-12-2014			Warehouse Stationery Limited	OPEN
<input type="checkbox"/>	999999-Demo1	Demo Supplier	15-01-2015	15-12-2014			Warehouse Stationery Limited	OPEN
<input type="checkbox"/>	999999-Demo2	Demo Supplier	15-01-2015	15-12-2014			Warehouse Stationery Limited	OPEN
<input type="checkbox"/>	999999-Demo3	Demo Supplier	15-01-2015	15-12-2014			Warehouse Stationery Limited	OPEN
<input type="checkbox"/>	999999-Demo4	Demo Supplier	15-01-2015	15-12-2014			Warehouse Stationery Limited	OPEN
<input type="checkbox"/>	999999-Demo5	Demo Supplier	15-01-2015	15-12-2014			Warehouse Stationery Limited	OPEN
<input type="checkbox"/>	999999-Demo6	Demo Supplier	15-01-2015	15-12-2014			Warehouse Stationery Limited	OPEN
<input type="checkbox"/>	999999-Demo7	Demo Supplier	15-01-2015	15-12-2014			Warehouse Stationery Limited	OPEN
<input type="checkbox"/>	999999-Demo8	Demo Supplier	15-01-2015	15-12-2014			Warehouse Stationery Limited	OPEN

Showing 1 to 10 of 183 entries

Previous

1

2

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Next

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.

My Account
Purchase Orders

Logged in as Demo User

Purchase Orders

Manage Purchase Orders

Purchase Orders

Export PO PDF
Export PO CSV

Purchase Order Summary

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

	PO Number & Order Type	Supplier Name	Order Date	Latest Delivery Date	ASN Number	Invoice Number	TWG Company	Status
<input type="checkbox"/>	999999-Demo10	Demo Supplier	15-01-2015	15-12-2014			Warehouse Stationery Limited	OPEN
<input type="checkbox"/>	999999-Demo	Demo Supplier	15-01-2015	15-12-2014			Warehouse Stationery Limited	OPEN
<input type="checkbox"/>	999999-Demo1	Demo Supplier	15-01-2015	15-12-2014			Warehouse Stationery Limited	OPEN
<input type="checkbox"/>	999999-Demo2	Demo Supplier	15-01-2015	15-12-2014			Warehouse Stationery Limited	OPEN
<input type="checkbox"/>	999999-Demo3	Demo Supplier	15-01-2015	15-12-2014			Warehouse Stationery Limited	OPEN
<input type="checkbox"/>	999999-Demo4	Demo Supplier	15-01-2015	15-12-2014			Warehouse Stationery Limited	OPEN
<input type="checkbox"/>	999999-Demo5	Demo Supplier	15-01-2015	15-12-2014			Warehouse Stationery Limited	OPEN
<input type="checkbox"/>	999999-Demo6	Demo Supplier	15-01-2015	15-12-2014			Warehouse Stationery Limited	OPEN
<input type="checkbox"/>	999999-Demo7	Demo Supplier	15-01-2015	15-12-2014			Warehouse Stationery Limited	OPEN
<input type="checkbox"/>	999999-Demo8	Demo Supplier	15-01-2015	15-12-2014			Warehouse Stationery Limited	OPEN

Showing 1 to 10 of 183 entries

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Next

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

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

← → ↻ https://twltest.b2be.com/purchase_orders

warehouse stationery **TEST**

My Account Purchase Orders Maintenance 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: Order Status ALL

	PO Number & Order Type	Supplier Name	Order Date	Latest Delivery Date	Invoice Number	TWG Company	Status
<input checked="" type="checkbox"/>	888888-019	Demo Supplier	2014-12-15	2014-12-15	169 - CN_169	Warehouse Stationery Limited	CREDIT NOTE RAISED
<input type="checkbox"/>	888888-020	Demo Supplier	2014-12-15	2014-12-15	170 - CN_170	Warehouse Stationery Limited	CREDIT NOTE REQUESTED
<input type="checkbox"/>	888888-021	Demo Supplier	2014-12-15	2014-12-15	171 184	Warehouse Stationery Limited	INVOICE COMPLETE
<input type="checkbox"/>	888888-022	Demo Supplier	2014-12-15	2014-12-15	173	Warehouse Stationery Limited	INVOICE COMPLETE

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

 https://twltest.b2be.com/purchase_orders/show_pdf/323

PURCHASE ORDER

Purchase Order Number **888888-032**
Purchase Order Date **15-12-2014**
Status **OPEN**
Currency **NZD**

Delivery Location Details:
Number and Name

12-Warehouse Stationery Limited

Address

**Warehouse Stationery Limited 1170 Amohau Street
Rotorua, 3010
New Zealand**

Buyer Party Name **Warehouse Stationery Limited**
Vendor Number **99**
Vendor Site ID **12**

Requested Delivery Date **15-12-2014**
PO Version NO. **0**

Number of Lines **2**
Total Qty Ordered **50**
Total Ordered Amount **\$1,250.00**
(excl GST)

Line No.	Barcode	Supplier Item Code	WSL Item Code	Description	UOM	Qty Ordered	Cost Price	Ext. Amount
108.1	9414952139076	133081	41646	Sample Stationery Demo product 1	EACH	25	25.00	625.00
114.3	9414952126823	120476	42058	Sample Stationery Demo product 1	EACH	25	25.00	625.00

You can view the details of an order and perform further actions on it by selecting the PO Number which will take you to the Order Details screen.

← → ↻ https://twltest.b2be.com/purchase_orders ☆

warehouse stationery **TEST**

My Account Purchase Orders Maintenance 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: Order Status ALL

	PO Number & Order Type	Supplier Name	Order Date	Latest Delivery Date	Invoice Number	TWG Company	Status
<input type="checkbox"/>	888888-019	Demo Supplier	2014-12-15	2014-12-15	169 - CN_169	Warehouse Stationery Limited	CREDIT NOTE RAISED
<input type="checkbox"/>	888888-020	Demo Supplier	2014-12-15	2014-12-15	170 - CN_170	Warehouse Stationery Limited	CREDIT NOTE REQUESTED
<input type="checkbox"/>	888888-021	Demo Supplier	2014-12-15	2014-12-15	171 184	Warehouse Stationery Limited	INVOICE COMPLETE
<input type="checkbox"/>	888888-022	Demo Supplier	2014-12-15	2014-12-15	173	Warehouse Stationery Limited	INVOICE COMPLETE

Warehouse Stationery Supplier Electronic Portal Supports two types of Purchase Orders

- **Standard Order** *(Delivered to the store)*
- **Drop Ship Order** *(Delivered directly to the Customer)*

Standard Orders

This is the Order Details screen for a Standard Order which is delivered to a particular Warehouse Stationery store.
From here you can generate a Picking List

← → ↻ https://twltest.b2be.com/purchase_orders/details/324/WSL ☆

warehouse stationery **TEST**

My Account Purchase Orders Maintenance Logged in as Demo Supplier

Purchase Orders Manage Purchase Orders

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

[Pick list](#) [Change Request](#) [Create Invoice](#) [PO in Progress](#) [PO Shipped](#)

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

Purchase Order Number: 888888-033

Purchase Order Date: 15-12-2014

Status: OPEN

Currency: NZD

Buyer Party Name: Warehouse Stationery Limited

Vendor Number: 99

Delivery Location Details:

Number and Name: 12-Warehouse Stationery Limited

Address: Warehouse Stationery Limited
1170 Amohau Street Rotorua,
3010
New Zealand

Requested Delivery Date: 15-12-2014

[View Buyer Contact Detail List](#)

[Print Labels](#)

Number of Carton Labels Required:

PO Version: 0

Number of Lines: 2

Total Qty Ordered: 50

Total Ordered Amount (excl GST): \$1,250.00

Line No.	Barcode	Supplier Item Code	WSL Item Code	Description	UOM	Qty Ordered	Cost Price
108.1	9414952139076	133081	41646	Sample Stationery Demo product 1	EACH	25	25.00
114.3	9414952126823	120476	42058	Sample Stationery Demo product 2	EACH	25	25.00

Picking list for a Standard 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 on the webpage.

← → ↻ https://twltest.b2be.com/purchase_orders/picklist/324/WSL ☆

warehouse stationery **TEST**

My Account Purchase Orders Maintenance Logged in as Demo Supplier

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

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

[PDF](#) [Back to Order Detail](#)

Purchase Order Number	888888-033	<i>Delivery Location Details:</i>		PO Version	0
Purchase Order Date	15-12-2014	Number and Name	12-Warehouse Stationery Limited		
Status	OPEN	Address	Warehouse Stationery Limited		
Currency	NZD		1170 Amohau Street Rotorua,		
Buyer Party Name	Warehouse Stationery Limited		3010	Number of Lines	2
Vendor Number	99		New Zealand	Total Qty Ordered	50
		Requested Delivery Date	15-12-2014		

Line No.	Barcode	Supplier Item Code	WSL Item Code	Description	UOM	Qty Ordered
108.1	9414952139076	133081	41646	Sample Stationery Demo product 1	EACH	25
114.3	9414952126823	120476	42058	Sample Stationery Demo product 2	EACH	25

Showing 1 to 1 of 1 entries

← Previous 1 Next →

 Purchase Orders Details

 Pick list Change Request Create Invoice

➡ PO in Progress ➡ PO Shipped

Purchase Order Details

[Back to Purchase Orders](#)

Purchase Order Number 888888-033

Delivery Location Details:

[View Buyer Contact Detail List](#)

Purchase Order Date 15-12-2014

Number and Name	12-Warehouse Stationery Limited
-----------------	---------------------------------

Status OPEN

Address Warehouse Stationery Limited

Currency NZD

1170 Amohau Street Rotorua,

Buyer Party Name	Warehouse Stationery Limited
------------------	------------------------------

New Zealand

Vendor Number 99

Requested Delivery Date 15-12-2014

 Print Labels

Number of Carton Labels Required

PO Version 0

Number of Lines 2

Total Qty Ordered 50

Total Ordered Amount (excl GST)	\$1,250.00
---------------------------------	------------

Line No.	Barcode	Supplier Item Code	WSL Item Code	Description	UOM	Qty Ordered	Cost Price
108.1	9414952139076	133081	41646	Sample Stationery Demo product 1	EACH	25	25.00
114.3	9414952126823	120476	42058	Sample Stationery Demo product 2	EACH	25	25.00

The change request feature can be used when you need to add /remove a line on the existing Purchase order. Clicking on the button allows you to edit the PO details and email it to the WSL buyer as a change request. The buyer will review the changes and send an updated PO through the portal.

[←](#) [→](#) [↺](#) https://twltest.b2be.com/purchase_orders/change_request/WSL/324

warehouse stationery
 TEST

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

Change Request [Create Change Request](#)

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

[Email Change Request](#)
[Email Cancel PO Request](#)

Purchase Order Details

Purchase Order Number

888888-033

Purchase Order Date

15-12-2014

Status

OPEN

Currency

NZD

Buyer Party Name

Warehouse Stationery Limited

Vendor Number

99

Delivery Location Details:

Number and Name

12-Warehouse Stationery Limited

Address

Warehouse Stationery Limited 1170 Amohau Street Rotorua, 3010 New Zealand

Requested Delivery Date

15-12-2014

Buyer Email

or

- Please Select -

View Buyer Contact Detail List

PO Version

0

Number of Lines

2

Total Qty Ordered

50

Total Ordered Amount (excl GST)

\$1,250.00

Back to Purchase Order

	Line No.	Barcode	Supplier Item Code	WSL Item Code	Description	UOM	Qty Ordered	Cost Price	Ext. Amount	Cancel Line
<input checked="" type="checkbox"/>	108.1	9414952139078	133081	41648	Sample Stationery Demo product 1	EACH	25	25.00	625.00	
	>>	9414952139078	133081	41648	Sample Stationery Demo product 1	EACH	<input type="text" value="24"/>	<input type="text" value="23.45"/>	562.80	<input type="checkbox"/>
<input checked="" type="checkbox"/>	114.3	9414952126823	120476	42058	Sample Stationery Demo product 2	EACH	25	25.00	625.00	
	>>	9414952126823	120476	42058	Sample Stationery Demo product 2	EACH	<input type="text" value="22"/>	<input type="text" value="25.65"/>	564.30	<input type="checkbox"/>

Additional Notes:

There is an option to add additional notes for the buyer and you can either insert the buyer's email address or select it from the drop down screen.

https://twltest.b2be.com/purchase_orders/change_request/WSL/324

warehouse stationery TEST

My Account Purchase Orders Maintenance Logged in as Demo Supplier

Change Request

Change Request

Purchase Order Change Request

Email Change Request Email Cancel PO Request

Purchase Order Details

Back to Purchase Order

Purchase Order Number: 888888-033
Purchase Order Date: 15-12-2014
Status: OPEN
Currency: NZD
Buyer Party Name: Warehouse Stationery Limited
Vendor Number: 99

Delivery Location Details:
Number and Name: 12-Warehouse Stationery Limited
Address: Warehouse Stationery Limited 1170 Amohau Street Rotorua, 3010 New Zealand
Requested Delivery Date: 15-12-2014

Buyer Email: WSLBuyer@wsl.com
or
- Please Select -

View Buyer Contact Detail List

PO Version: 0
Number of Lines: 2
Total Qty Ordered: 50
Total Ordered Amount (excl GST): \$1,250.00

Line No.	Barcode	Supplier Item Code	WSL Item Code	Description	UOM	Qty Ordered	Cost Price	Ext. Amount	Cancel Line
108.1	9414952139076	133081	41846	Sample Stationery Demo product 1	EACH	25	25.00	625.00	
>>	9414952139076	133081	41846	Sample Stationery Demo product 1	EACH	24	23.45	562.80	
114	9414952126823	120476	42058	Sample Stationery Demo product 2	EACH	25	25.00	625.00	
>>	9414952126823	120476	42058	Sample Stationery Demo product 2	EACH	22	25.65	564.30	

Additional Notes:

Kindly make note of the above changes and please send an updated order.

Below is the email notification that you will receive after sending the Change Request.

From: B2BE Administrator WSL PORTAL [mailto:administrator@b2be.com]
Sent: Thursday, 27 November 2014 3:05 p.m.
To: WSLBuyer@wsl.com; A.user@supplier.com
Subject: PO Change Requested in Warehouse Stationery Supplier Portal: 888888-033

<https://tw/test.b2be.com/>

Demo Supplier has requested a change to Purchase Order: 888888-033

Purchase Order Date: 2014-12-15

Line No.	Barcode	Supplier Code	Description	Cost Price	Ext. Amount	UOM	Qty Ordered	Action
108.1	9414952139076	41646	Sample Stationery Demo product 1	25.0000	625.00	EACH	25	
>>	9414952139076	41646	Sample Stationery Demo product 1	23.4500	562.80	EACH	24	Price & Qty Change
114.3	9414952126823	42058	Sample Stationery Demo product 2	25.0000	625.00	EACH	25	
>>	9414952126823	42058	Sample Stationery Demo product 2	25.6500	564.30	EACH	22	Price & Qty Change

Additional Notes: Kindly make note of the above changes and please send an updated order.
 Please contact the Supplier offline to discuss changes, and update any agreed detail within your systems.

Supplier Contact Details:
 Company Name: Demo Supplier
 Supplier Code: 99
 Billing Address: 15 Whitaker Grafton
 Postal Code: Auckland
 Fax No: |
 Contact Person: A Supplier
 Email Address: A.user@supplier.com

Automatic message generated by B2BE WEB PORTAL SYSTEM.

The status of the Purchase Order becomes 'Change Requested'. The WSL Buyer should now send a new update corresponding to the change request.

← → ↺ https://twltest.b2be.com/purchase_orders/details/324/WSL 🔍 ☆ ☰

warehouse stationery **TEST**

My Account Purchase Orders Maintenance Logged in as Demo Supplier

Purchase Orders Manage Purchase Orders

Purchase Orders / Details

Pick list Change Request

Purchase Order Details Back to Purchase Orders

Purchase Order Number 888888-033

Purchase Order Date 15-12-2014

Status **CHANGE REQUESTED**

Currency NZD

Buyer Party Name Warehouse Stationery Limited

Vendor Number 99

Delivery Location Details:

Number and Name 12-Warehouse Stationery Limited

Address Warehouse Stationery Limited 1170 Amohau Street Rotorua, 3010 New Zealand

Requested Delivery Date 15-12-2014

[View Buyer Contact Detail List](#)

[Print Labels](#)

Number of Carton Labels Required

PO Version 0

Number of Lines 2

Total Qty Ordered 50

Total Ordered Amount (excl GST) **\$1,127.10**

Line No.	Item Code	Supplier Item Code	WSL Item Code	Description	UOM	Qty Ordered	Cost Price	Ext. Amount
108.1	9414952139076	133081	41646	Sample Stationery Demo product 1	EACH	25	25.00	625.00
Price & Qty Change	9414952139076	133081	41646	Sample Stationery Demo product 1	EACH	24	23.45	562.80
114.3	9414952126823	120476	42058	Sample Stationery Demo product 2	EACH	25	25.00	625.00
Price & Qty Change	9414952126823	120476	42058	Sample Stationery Demo product 2	EACH	22	25.65	564.30

Additional Notes: Kindly make note of the above changes and please send an updated order.

Warehouse Stationery will send the updated order intended for you to the Portal.

The Portal will send you a notification via email.

From: B2BE Administrator TWG TEST PORTAL [mailto:administrator@b2be.com]
Sent: Thursday, 27 November 2014 3:18 p.m.
To: A.user@supplier.com
Subject: Order Updated in the Warehouse Stationery Supplier Portal: 888888-033

<https://twltest.b2be.com>

Automatic message generated by B2BE WEB PORTAL SYSTEM.

Once the update arrives into the system, the status of the purchase becomes 'Updated' and the PO Version changes to '1'.

[←](#)
[→](#)
[↺](#)
[https://twltest.b2be.com/purchase_orders/details/326/WSL](#)
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WS

warehouse stationery

TEST

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Purchase Orders

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Purchase Order Details

Back to Purchase Orders

Purchase Order Number

888888-033

Purchase Order Date

15-12-2014

Status

UPDATED

Currency

NZD

Buyer Party Name

Warehouse Stationery Limited

Vendor Number

99

Delivery Location Details:

Number and Name

12-Warehouse Stationery Limited

Address

Warehouse Stationery Limited
1170 Amohau Street Rotorua,
3010
New Zealand

Requested Delivery Date

15-12-2014

[View Buyer Contact Detail List](#)

Print Labels

Number of Carton Labels Required

PO Version

1

Number of Lines

2

Total Qty Ordered

46

Total Ordered Amount (excl GST)

\$1,127.10

Line No.	Barcode	Supplier Item Code	WSL Item Code	Description	UOM	Qty Ordered	Cost Price	Ext. Amount
108.1	9414952139076	133081	41646	Sample Stationery Demo product 1	EACH	24	23.45	562.80
114.3	9414952126823	120476	42058	Sample Stationery Demo product 2	EACH	22	25.65	564.30

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Terms of Trade

The Warehouse – Suppliers

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The PO version number is a hyperlink that directs you to the View PO History screen.

The View PO History screen allows the supplier to see a list of all versions of the selected PO.

The screenshot shows a web browser window with the URL https://twitest.b2be.com/purchase_orders/history/2/888888-033/1. The page header includes the Warehouse Stationery logo, a 'TEST' label, and navigation links for 'My Account', 'Purchase Orders', and 'Maintenance'. A user is logged in as 'Demo Supplier'.

The main content area is titled 'Purchase Orders' with a link to 'View Purchase Order History'. Below this is a breadcrumb trail: 'Purchase Orders / History'.

The 'Purchase Order History' table contains the following data:

PO Number	Supplier Name	Order Date	Requested Delivery Date	TWG Company	PO Version	Status
888888-033	Demo Supplier	2014-12-15	2014-12-15	Warehouse Stationery Limited	0	CHANGE REQUESTED
888888-033	Demo Supplier	2014-12-15	2014-12-15	Warehouse Stationery Limited	1	UPDATED

A red arrow points to the '0' in the 'PO Version' column of the first row, indicating it is a clickable link.

The supplier can select a version and view the version details in a pop-up window.

← → ↻ https://twltest.b2be.com/purchase_orders/history/2/888888-033/1 ☆ ☰

warehouse stationery **TEST**

My Account Purchase Orders Maintenance Logged in as Demo Supplier

Purchase Orders View Purchase Order History

Purchase Orders / History

Purchase Order History

PO Number
888888-033
888888-033

Purchase Order Details

Purchase Order Number	888888-033	<i>Delivery Location Details:</i>	PO Version	0	
Purchase Order Date	15-12-2014	Number and Name	12-Warehouse Stationery Limited	Number of Lines	2
Status	CHANGE REQUESTED	Address	Warehouse Stationery Limited 1170 Amohau Street Rotorua, 3010 New Zealand	Total Qty Ordered	46
Currency	NZD	Requested Delivery Date	15-12-2014	Total Ordered xAmount (excl GST)	\$2,377.10
Buyer Party Name	Warehouse Stationery Limited				
Vendor Number	99				

Line No.	Barcode	Supplier Item Code	WSL Item Code	Description	UOM	Qty Ordered	Cost Price	Ext. Amount
108.1	9414952139076	133081	41646	Sample Stationery Demo product 1	EACH	25	25.00	625.00
114.3	9414952126823	120476	42058	Sample Stationery Demo product 2	EACH	25	25.00	625.00

Back to Purchase Order

CHANGE REQUESTED

ED

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You can also request for line items to be cancelled in this screen by checking the cancel line checkbox or entering 0 in the quantity ordered field.

If a product/GTIN change is required the line should be cancelled and a new PO will be raised.

Change Request [Create Change Request](#)

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

[Email Change Request](#) [Email Cancel PO Request](#)

Purchase Order Details

[Back to Purchase Order](#)

Purchase Order Number: 888888-Demo27
 Purchase Order Date: 20-10-2014
 Status: IN PROGRESS
 Currency: NZD
 Buyer Party Name: Warehouse Stationery Limited
 Vendor Number: 99

Delivery Location Details:

Number and Name: 12-Warehouse Stationery Limited
 Address: Warehouse Stationery Limited 1170
 Amohau Street
 Rotorua, 3010
 New Zealand
 Requested Delivery Date: 20-10-2014

[View Buyer Contact Detail List](#)

Buyer Email:
 or

PO Version: 0
 Number of Lines: 2
 Total Qty Ordered: 60
 Total Ordered Amount (excl GST): \$648.70

	Line No.	Barcode	Supplier Item Code	WSL Item Code	Description	UOM	Qty Ordered	Cost Price	Ext. Amount	Cancel Line
<input type="checkbox"/>	108.1	9414952139076	133081	41646	Sample Stationery Demo product 1	EACH	25	9.75	243.75	
<input checked="" type="checkbox"/>	114.3	9414952126823	120476	42058	Sample Stationery Demo product 2	EACH	35	11.57	404.95	
	>>>>>	9414952126823	120476	42058	Sample Stationery Demo product 2	EACH	<input type="text" value="0"/>	<input type="text" value="11.57"/>	0.00	<input checked="" type="checkbox"/>

Additional Notes:

You can request to cancel the entire PO by selecting a buyer email address and clicking the Email Cancel PO Request button. An additional Note can be entered if required.

https://twltest.b2be.com/purchase_orders/change_request/WSL/326

TEST

My Account Purchase Orders Maintenance

Logged in as Demo Supplier

Change Request Create Change Request

Purchase Order / Change Request

Email Change Request Email Cancel PO Request

Purchase Order Details Back to Purchase Order

Purchase Order Number 888888-033
Purchase Order Date 15-12-2014
Status UPDATED
Currency NZD
Buyer Party Name Warehouse Stationery Limited
Vendor Number 99

Delivery Location Details:
Number and Name 12-Warehouse Stationery Limited
Address Warehouse Stationery Limited 1170 Amohau Street Rotorua, 3010 New Zealand
Requested Delivery Date 15-12-2014

Buyer Email WSLBuyer@wsl.com
or - Please Select -

PO Version 1
Number of Lines 2
Total Qty Ordered 46
Total Ordered Amount (excl GST) \$1,127.10

Line No.	Barcode	Supplier Item Code	WSL Item Code	Description	UOM	Qty Ordered	Cost Price	Ext. Amount	Cancel Line
108.1	9414952139076	133081	41646	Sample Stationery Demo product 1	EACH	24	23.45	562.80	
114.3	9414952126823	120476	42058	Sample Stationery Demo product 2	EACH	22	25.65	564.30	

Additional Notes:

The Portal will send the PO cancel email notification to you and the WSL Buyer.

From: B2BE Administrator WSL PORTAL [mailto:administrator@b2be.com]
Sent: Thursday, 27 November 2014 3:52 p.m.
To: WSLBuyer@wsl.com; A.user@supplier.com
Subject: PO Cancel Requested in Warehouse Stationery Supplier Portal: 888888-030

<https://twltest.b2be.com/>

Demo Supplier 99, has requested to cancel Purchase Order: 888888-030

Purchase Order Date: 2014-12-15

Additional Notes:

Please contact the Supplier offline to discuss changes, and update any agreed detail within your systems.

Supplier Contact Details:

Company Name: Demo Supplier

Supplier Code: 99

Billing Address: 15 Whitaker Grafton

Postal Code: Auckland

Fax No:

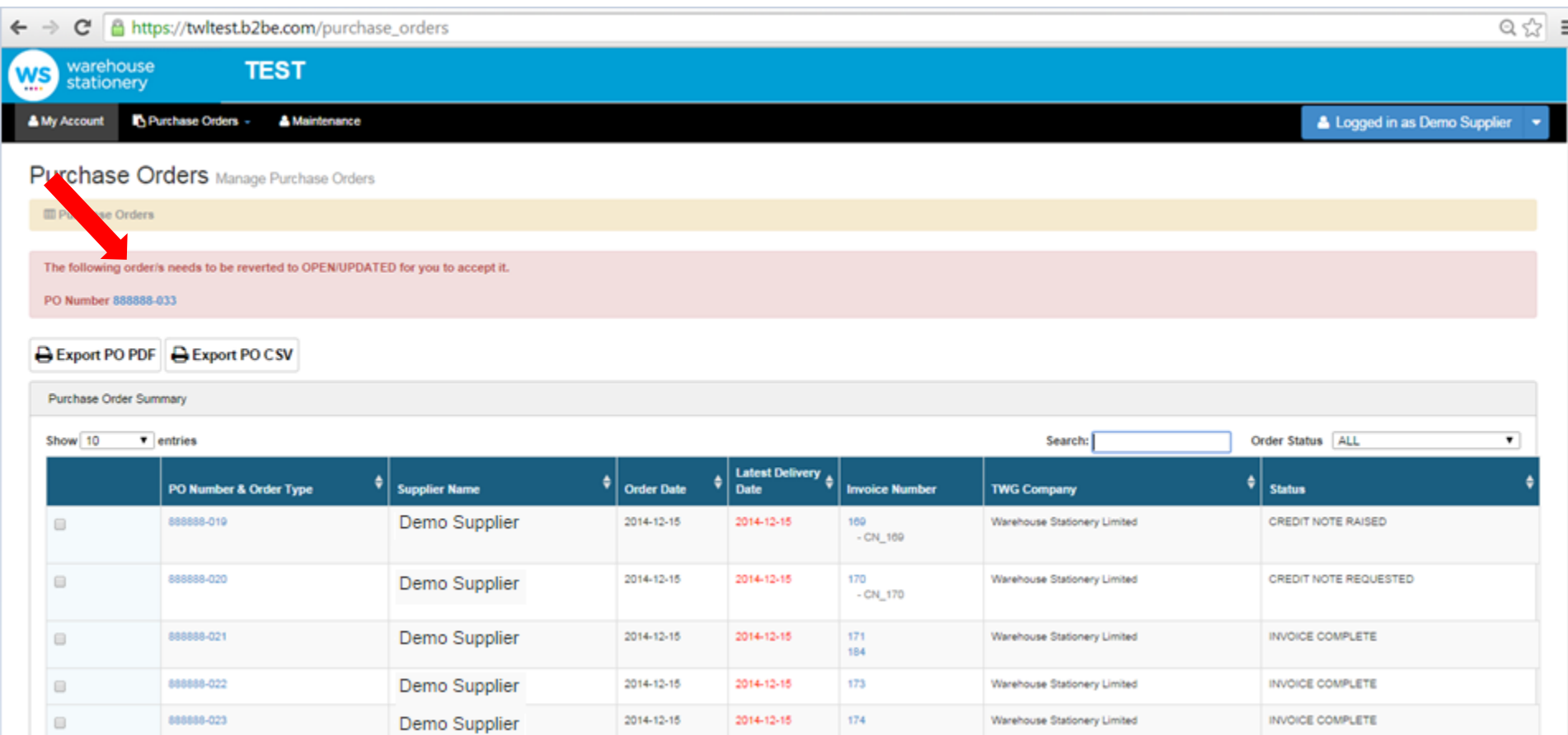
Contact Person: A Supplier

Email Address: A.user@supplier.com

Automatic message generated by B2BE WEB PORTAL SYSTEM.

The Portal will reject any PO updates coming into the system if the PO is in 'In Progress' status. The supplier would need to revert the PO to 'Updated' or 'Open' status.

At the point where the PO update fails, due to the PO being in the 'In Progress' status, if you are logged into the Portal you will see a message pop-up on screen alerting you that a PO update failed and prompting you to update the status to allow the update through or else contact the Buyer to discuss an alternative solution.



The screenshot shows the Warehouse Stationery Portal interface. The browser address bar displays https://twtestb2be.com/purchase_orders. The portal header includes the Warehouse Stationery logo, the word "TEST", and navigation links for "My Account", "Purchase Orders", and "Maintenance". A user is logged in as "Demo Supplier".

The main section is titled "Purchase Orders" with a sub-link "Manage Purchase Orders". A red arrow points to a message box that states: "The following order/s needs to be reverted to OPEN/UPDATED for you to accept it." Below this message, the PO Number "888888-033" is listed.

Below the message box, there are two buttons: "Export PO PDF" and "Export PO CSV".

The "Purchase Order Summary" table is displayed below the buttons. It includes a search bar and a dropdown for "Order Status" set to "ALL". The table has columns for PO Number & Order Type, Supplier Name, Order Date, Latest Delivery Date, Invoice Number, TWG Company, and Status.

	PO Number & Order Type	Supplier Name	Order Date	Latest Delivery Date	Invoice Number	TWG Company	Status
<input type="checkbox"/>	888888-019	Demo Supplier	2014-12-15	2014-12-15	169 - CN_169	Warehouse Stationery Limited	CREDIT NOTE RAISED
<input type="checkbox"/>	888888-020	Demo Supplier	2014-12-15	2014-12-15	170 - CN_170	Warehouse Stationery Limited	CREDIT NOTE REQUESTED
<input type="checkbox"/>	888888-021	Demo Supplier	2014-12-15	2014-12-15	171 184	Warehouse Stationery Limited	INVOICE COMPLETE
<input type="checkbox"/>	888888-022	Demo Supplier	2014-12-15	2014-12-15	173	Warehouse Stationery Limited	INVOICE COMPLETE
<input type="checkbox"/>	888888-023	Demo Supplier	2014-12-15	2014-12-15	174	Warehouse Stationery Limited	INVOICE COMPLETE

In addition to the on-screen pop-up, you will also be notified via an email regarding the PO update.

From: B2BE Administrator TWG PORTAL [mailto:administrator@b2be.com]
Sent: Thursday, 12 March 2015 9:33 a.m.
To: A.user@supplier.com
Subject: The Warehouse Group Supplier Portal Processing Error: DemoPO-001 - 12-03-15 09:32:50

<https://twgportal.b2be.com>

An attempt was made to update Order no: DemoPO-001 by Warehouse Stationery. Please contact your buyer to discuss this update.

Automatic message generated by B2BE WEB PORTAL SYSTEM.

You can view the PO by clicking on the PO number hyperlink in the alert message.
The Revert PO to Open/Updated button will change the status of the PO to Open or Updated (depending upon the PO's previous status)

https://twltest.b2be.com/purchase_orders/details/326/WSL

warehouse stationery **TEST**

My Account Purchase Orders Maintenance Logged in as Demo Supplier

Purchase Orders Manage Purchase Orders

Purchase Orders / Details

Pick list Change Request Create Invoice

PO Shipped **Revert PO to UPDATED**

Back to Purchase Orders

Purchase Order Details

Purchase Order Number: 888888-033
 Purchase Order Date: 15-12-2014
 Status: IN PROGRESS
 Currency: NZD
 Buyer Party Name: Warehouse Stationery Limited
 Vendor Number: 99

Delivery Location Details:
 Number and Name: 12-Warehouse Stationery Limited
 Address: Warehouse Stationery Limited 1170 Amohau Street Rotorua, 3010 New Zealand
 Requested Delivery Date: 15-12-2014

View Buyer Contact Detail List
 Print Labels

Number of Carton Labels Required:

PO Version: 1
 Number of Lines: 2
 Total Qty Ordered: 46
 Total Ordered Amount (excl GST): \$1,127.10

Line No.	Barcode	Supplier Item Code	WSL Item Code	Description	UOM	Qty Ordered	Cost Price	Ext. Amount
108.1	9414952139076	133081	41646	Sample Stationery Demo product 1	EACH	24	23.45	562.80
114.3	9414952126823	120476	42058	Sample Stationery Demo product 2	EACH	22	25.65	564.30

Drop Ship Orders

Note: These orders are applicable to some suppliers only

This is the Order Details page for a Drop Ship Order which is directly delivered to the customer instead of the Warehouse Stationery store.

This is also handled in the same manner as a standard order. The PO will be highlighted as a Drop ship order and display the customer's delivery and contact details instead of a WSL branch. Drop ship orders may also contain an additional note with details of the shipping instructions; if present this will be displayed.

Purchase Orders [Manage Purchase Orders](#)

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

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

[PO in Progress](#)
[PO Shipped](#)

Purchase Order Details

Purchase Order Number

112911-60055_DS

Purchase Order Date

19-11-2014

Status

OPEN

Currency

NZD

Buyer Party Name

Warehouse Stationery Limited

Vendor Number

10864

Vendor Site ID

12

DROP SHIP DELIVERY DETAILS:

Name

Bob Company

Address

182 Barbadoes Street CBD
Christchurch, 8011
New Zealand

Contact Number

100121546

Requested Delivery Date

20-12-2014

Notes for Supplier:

Please leave at back door

[View Buyer Contact Detail List](#)

Print Labels

Number of Carton Labels Required

PO Version

0

Number of Lines

2

Total Qty Ordered

3

Total Ordered Amount (excl GST)

\$81.57

Line No.	Barcode	Supplier Item Code	WSL Item Code	Description	UOM	Qty Ordered	Cost Price	Ext. Amount
114.3	9414952126823	120476	42058	Collins Desk Planner A2 Executive	EACH	1	11.57	11.57
118.3	9414952126831	120471	42051	Collins Desk Planner A3 Executive	EACH	2	35.00	70.00

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PO Status Changes and Actions

If you have accepted the PO with the current quantities ordered and prices you can move the PO to “In Progress” status by clicking the “PO In Progress” button. Once a PO is in this status the PO can no longer be updated by WSL.

If you have set the PO to “In Progress” and you notice that you require a change while working on the PO, you can click “Change Request” to email WSL with the change details. This will move the PO status back to “Change Requested” status.

WS warehouse stationery

TEST

My Account

Purchase Orders

Maintenance

Logged in as Demo Supplier

Purchase Orders

Manage Purchase Orders

Purchase Orders / PO Details

Pick list

Change Request

Create Invoice

PO In Progress

PO Shipped

Purchase Order Details

Back to Purchase Orders

Purchase Order Number

999999-Demo1

Purchase Order Date

15-01-2015

Status

OPEN

Currency

NZD

Buyer Party Name

Warehouse Stationery Limited

Vendor Number

99

Vendor Site ID

99

Delivery Location Details:

Number and Name

12-Warehouse Stationery Limited

Address

Warehouse Stationery Limited
1170 Amohau Street Rotorua,
3010
New Zealand

Requested Delivery Date

15-12-2014

View Buyer Contact Detail List

Print Labels

Number of Carton Labels Required

PO Version

0

Number of Lines

2

Total Qty Ordered

50

Total Ordered Amount (excl GST)

\$1,250.00

Line No.	Barcode	Supplier Item Code	WSL Item Code	Description	UOM	Qty Ordered	Cost Price	Ext. Amount
108.1	9414952139076	133081	41646	Sample Stationery Demo product 1	EACH	25	25.00	625.00
114.3	9414952126823	120476	42058	Sample Stationery Demo product 2	EACH	25	25.00	625.00

Once the PO has been shipped you can set the status to “Shipped” by clicking on the “PO Shipped” button. This is an optional step, therefore it is possible for a PO to go from “In progress” status to “Invoice Complete” or “Invoice Sent Partial”.

WS

warehouse stationery

TEST

My Account

Purchase Orders

Maintenance

Logged in as Demo Supplier

Purchase Orders

Manage Purchase Orders

Purchase Orders

Details

Pick list

Change Request

Create Invoice

PO in Progress

PO Shipped

Purchase Order Details

Back to Purchase Orders

Purchase Order Number

999999-Demo1

Purchase Order Date

15-01-2015

Status

OPEN

Currency

NZD

Buyer Party Name

Warehouse Stationery Limited

Vendor Number

99

Vendor Site ID

99

Delivery Location Details:

Number and Name

12-Warehouse Stationery Limited

Address

Warehouse Stationery Limited
1170 Amohau Street Rotorua,
3010
New Zealand

Requested Delivery Date

15-12-2014

View Buyer Contact Detail List

Print Labels

Number of Carton Labels Required

PO Version

0

Number of Lines

2

Total Qty Ordered

50

Total Ordered Amount (excl GST)

\$1,250.00

Line No.	Barcode	Supplier Item Code	WSL Item Code	Description	UOM	Qty Ordered	Cost Price	Ext. Amount
108.1	9414952139076	133081	41646	Sample Stationery Demo product 1	EACH	25	25.00	625.00
114.3	9414952126823	120476	42058	Sample Stationery Demo product 2	EACH	25	25.00	625.00 ³⁴

Create Invoice - Portal creation

You can create the invoice by clicking on the Create Invoice button in the Purchase Order Details page.

You can only create one invoice per PO unless you have been flagged as a back order supplier by WSL.

Purchase Orders [Manage Purchase Orders](#)

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

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

[PO in Progress](#) [PO Shipped](#)

Purchase Order Details

[Back to Purchase Orders](#)

Purchase Order Number 888888-Demo

Delivery Location Details:

[View Buyer Contact Detail List](#)

Purchase Order Date 15-01-2015

Number and Name 12-Warehouse Stationery Limited

[Print Labels](#)

Status OPEN

Address Warehouse Stationery Limited

Currency NZD

1170 Amohau Street Rotorua,
3010

Number of Carton Labels Required

Buyer Party Name Warehouse Stationery Limited

New Zealand

Vendor Number 99

Requested Delivery Date 15-12-2014

PO Version 0

Number of Lines 2

Total Qty Ordered 50

Total Ordered Amount (excl GST) \$1,250.00

Line No.	Barcode	Supplier Item Code	WSL Item Code	Description	UOM	Qty Ordered	Cost Price	Ext. Amount
108.1	9414952139076	133081	41646	Sample Stationery Demo product 1	EACH	25	25.00	625.00
114.3	9414952126823	120476	42058	Sample Stationery Demo product 2	EACH	25	25.00	625.00

You can create an invoice based on the selected PO by completing the details on the Create Invoice screen. The default values will be based on the latest version of the PO from WSL. You can edit the invoice number, quantity invoices and cost price (down only). You also have the ability to add freight or minimum order charges.

Upload Invoice CSV File

Choose file

No file chosen

Confirm and Send Invoice

Invoice Details

Back to Order Details

Invoice Number

312

Vendor Number

99

Vendor Site ID

99

Invoice Date

07-01-2015

GST Number

98-765-432

GST Rate

15%

Currency

NZD

TAX INVOICE

Purchase Order Number

888888-Demo

Supplier Email Address

mitesh.bhatt@b2be.com

Buyer Party Name

Warehouse Stationery Limited

Total Number of Lines

2

Purchaser :

Warehouse Stationery Limited

26 The Warehouse Way

Northcote

Auckland 0627

Supplier :

99 - Demo Supplier

15 Whitaker

Grafton

Auckland

New Zealand

Ship To :

12 - WSL Rotorua

Warehouse Stationery Limited 1170 Amohau Street

Rotorua, 3010 New Zealand

Line No.	Barcode	Supplier Item Code	WSL Item Code	Description	UOM	Qty Ordered	Qty Invoiced	Cost Price	Extended Price
108.1	9414952139076	133081	41646	Sample Stationery Demo product 1	EACH	25	25	25.00	625.00
114.3	9414952126823	120476	42058	Sample Stationery Demo product 2	EACH	25	25	25.00	625.00

Invoice Total (excl GST)

\$ 1,250.00

- Select Other Charges -

\$ 0.00

Total GST

\$ 187.50

Invoice Total (incl GST)

\$ 1,437.50

Create Invoice – import single invoice

You can choose to import a single invoice in CSV format if you wish. This could be exported from your own finance system. The CSV file will require header information to be completed and also specific line level for each line.

If there are any errors in the import these will be displayed in a complete list on screen. You will need to correct the errors in the original CSV file, save the changes and try to upload again. This cycle will be repeated until the import is successful.

Invoices

Manage Invoices

Purchase Orders

View Uploaded Invoice

Invoice file's successfully loaded.

Upload Invoice CSV File

Choose file

No file chosen

Confirm and Send Invoice

Invoice Details

Back to Purchase Order Details

Invoice Number

313

Vendor Number

99

Invoice Date

07-01-2015

Vendor Site ID

99

GST Number

98-765-432

GST Rate

15%

Currency

NZD

TAX INVOICE

Purchase Order Number

888888-Demo

Purchaser :

Warehouse Stationery Limited

Supplier :

99 - Demo Supplier

Ship To :

12 - WSL Rotorua

Supplier Email Address

mitesh.bhatt@b2be.com

26 The Warehouse Way

15 Whitaker

Warehouse Stationery Limited

1170 Amohau Street Rotorua,

Buyer Party Name

Warehouse Stationery Limited

Northcote

Grafton

3010 New Zealand

Total Number of Lines

2

Auckland 0627

Auckland

New Zealand

Line No.	Barcode	Supplier Item Code	WSL Item Code	Description	UOM	Qty Ordered	Qty Invoiced	Cost Price	Extended Price
108.1	9414952139076	133081	41646	Sample Stationery Demo product 1	EACH	25	15	5.00	75.00
114.3	9414952126823	120476	42058	Sample Stationery Demo product 2	EACH	25	35	5.90	206.40

Invoice Total (excl GST)

\$ 281.40

OTHER CHARGES

\$ 13.23

Total GST

\$ 44.19

Invoice Total (incl GST)

\$ 338.82



TEST

i

Choose file

[Back to Order Details](#)

317

99

99

07-01-2015

98-765-432

15%

NZD

TAX INVOICE

888888-Demo1

Purchaser : Warehouse Stationery
Limited

Supplier : 99 - Demo Supplier

15 Whitaker

Grafton

Auckland

New Zealand

New Zealand

Ship To : 12 - WSL Rotorua

Warehouse Stationery
Limited 1170 Amohau Street
Rotorua, 3010 New Zealand

Warehouse
Stationery Limited

2

Line No.	Barcode	Supplier Item Code	WSL Item Code	Description	UOM	Qty Ordered	Qty Invoiced	Cost Price	Extended Price
108.1	9414952139076	133081	41646	Sample Stationery Demo product 1	EACH	25	<input type="text" value="35"/>	<input type="text" value="25.00"/>	625.00
114.3	9414952126823	120476	42058	Sample Stationery Demo product 2	EACH	25	<input type="text" value="25"/>	<input type="text" value="25.00"/>	625.00

Invoice Total (excl GST)	\$ 1250.00
<div>FREIGHT ▾</div>	\$ 2.00
Total GST	\$ 187.80
Invoice Total (incl GST)	\$ 1439.80

Create Invoice – import multiple invoice

You can import and send multiple invoices for a single PO and also send invoices for multiple POs. *You can create and import multiple invoices for a single PO only if you are flagged as a Back Order supplier.* Once successfully imported the first invoice will be displayed on screen where you can review it. There will be a 'next' arrow allowing you to tab to the next imported invoice. Once you have reviewed all imported invoices click "Confirm and Send invoice", this will send ALL imported invoices to WSL at the one time in separate EDI files.

Invoices [Manage Invoices](#)

[Purchase Orders](#) / [View Uploaded Invoice](#)

Invoice file/s successfully loaded.

Upload Invoice CSV File

[Choose file](#) No file chosen

[Confirm and Send Invoice](#)

Uploaded Pending Invoices (<< 1 of 4 >>)

Invoice Details

[Back to Purchase Order details](#)

Invoice Number 347 Vendor Number 99
Invoice Date 12-01-2015 Vendor Site ID 99
GST Number 98-765-432
GST Rate 15%
Currency NZD

TAX INVOICE

Purchase Order Number 888888-Demo8
Supplier Email Address mitesh.bhatt@b2be.com
Buyer Party Name Warehouse Stationery Limited
Total Number of Lines 2

Purchaser : Warehouse Stationery Limited
26 The Warehouse Way
Northcote
Auckland 0627

Supplier : 99 - Demo Supplier
15 Whitaker
Grafton
Auckland
New Zealand

Ship To : 12 - WSL Rotorua
Warehouse Stationery Limited
1170 Amohau Street Rotorua,
3010 New Zealand

Line No.	Barcode	Supplier Item Code	WSL Item Code	Description	UOM	Qty Ordered	Qty Invoiced	Cost Price	Extended Price
108.1	9414952139076	133081	41646	Sample Stationery Demo product 1	EACH	25	15	5.00	75.00
114.3	9414952126823	120476	42058	Sample Stationery Demo product 2	EACH	25	35	5.90	206.50

Invoice Total (excl GST) \$ 281.50
OTHER CHARGES \$ 13.23
Total GST \$ 44.21
Invoice Total (incl GST) \$ 338.94

If the quantity invoiced across all invoices for a PO is greater than the quantity ordered a warning message will be displayed before submission of the invoice. The warning message states “The full quantity ordered has been supplied. Oversupply can create payment matching issues and delays in payment.”

← → ↻ https://twltest.b2be.com/purchase_orders/create_invoice_wsl_uploaded/453 🔍 ☆ ☰

TEST

Invoices Manage Invoices

Purchase Orders / View Uploaded Invoice

Invoice file/s successfully loaded.

Upload Invoice CSV File

Choose file No file chosen

Confirm and Send Invoice

Uploaded Pending Invoices (1 2 3 4)

Invoice Details Back to Purchase Order Details

Invoice Number 319 Vendor Number 99
 Invoice Date 07-01-2015 Vendor Site ID 99
 GST Number 98-765-432
 GST Rate 15%
 Currency NZD

TAX INVOICE

Purchase Order Number 888888-Demo1 Purchaser: Warehouse Stationery Limited Supplier: 99 - Demo Supplier Ship To: 12 - WSL Rotorua
 Supplier Email Address mitesh.bhatt@b2be.com 26 The Warehouse Way 15 Whitaker Warehouse Stationery Limited
 Buyer Party Name Warehouse Stationery Limited Northcote Grafton 1170 Amohau Street Rotorua,
 Auckland 0627 Auckland 3010 New Zealand
 Total Number of Lines 2 New Zealand

Line No.	Barcode	Supplier Item Code	WSL Item Code	Description	UOM	Qty Ordered	Qty Invoiced	Cost Price	Extended Price
108.1	9414952139076	133081	41646	Sample Stationery Demo product 1	EACH	25	15	5.00	75.00
114.3	9414952126823	120476	42058	Sample Stationery Demo product 2	EACH	25	35	5.90	206.40

Invoice Total (excl GST) \$ 281.40
 OTHER CHARGES \$ 13.23
 Total GST \$ 44.19
 Invoice Total (incl GST) \$ 338.82

A warning message will be displayed when you click on the “Confirm & Send Invoice” button to check you are aware that you will be submitting ALL imported invoices.

WS

warehouse stationery

TEST

Invoices

Manage Invoices

Purchase Orders

View Uploaded Invoice

Invoice file/s successfully loaded.

Upload Invoice CSV File

Choose file No file chosen

Confirm and Send Invoice

Uploaded Pending Invoices (1 2 3 4)

The page at https://twltest.b2be.com says:

Confirm and Send Invoice?

☐ Prevent this page from creating additional dialogues.

OK

Cancel

Invoice Details

Back to Purchase Order Details

Invoice Number

319

Vendor Number

99

Invoice Date

07-01-2015

Vendor Site ID

99

GST Number

98-765-432

GST Rate

15%

Currency

NZD

TAX INVOICE

Purchase Order Number

888888-Demo1

Purchaser :

Warehouse Stationery Limited

Supplier :

99 - Demo Supplier

Ship To :

12 - WSL Rotorua

Supplier Email Address

mitesh.bhatt@b2be.com

26 The Warehouse Way

15 Whitaker

Warehouse Stationery Limited

Buyer Party Name

Warehouse Stationery Limited

Northcote

Grafton

1170 Amohau Street Rotorua,

Total Number of Lines

2

Auckland 0627

Auckland

3010 New Zealand

Line No.	Barcode	Supplier Item Code	WSL Item Code	Description	UOM	Qty Ordered	Qty Invoiced	Cost Price	Extended Price
108.1	9414952139076	133081	41646	Sample Stationery Demo product 1	EACH	25	15	5.00	75.00
114.3	9414952126823	120476	42058	Sample Stationery Demo product 2	EACH	25	35	5.90	206.40

Invoice Total (excl GST)

\$ 281.40

OTHER CHARGES

\$ 13.23

Total GST

\$ 44.19

Invoice Total (incl GST)

\$ 338.82

View Invoice

View Invoice allows you to view the invoice which was created in the Create Invoice Screen and then sent to WSL.

You can also download and/or print a copy of the invoice, this can be done in PDF or CSV format.

Invoices Manage Invoices

Purchase Orders

View Invoice

Credit Note Requested

Create Credit Note

PDF

CSV

Invoice Details

Back to Purchase Orders

Invoice Number

313

Vendor Number

99

Credit Note/s:

Invoice Date

07-01-2015

Vendor Site ID

99

GST Number

98-765-432

GST Rate

15%

Currency

NZD

TAX INVOICE

Purchase Order Number

88888-Demo

Purchaser :

Warehouse Stationery Limited

Supplier :

99 - Demo Supplier

Ship To :

12 - WSL Rotorua

Supplier Email Address

mitesh.bhatt@b2be.com

26 The Warehouse Way

15 Whitaker

Warehouse Stationery Limited

1170 Amohau Street Rotorua,

Buyer Party Name

Warehouse Stationery Limited

Northcote

Grafton

3010 New Zealand

Total Number of Lines

2

Auckland 0627

Auckland

New Zealand

Line No.	Barcode	Supplier Item Code	WSL Item Code	Description	UOM	Qty Ordered	Qty Invoiced	Cost Price	Extended Price
108.1	9414952139076	133081	41646	Sample Stationery Demo product 1	EACH	25	15	5.00	75.00
114.3	9414952126823	120476	42058	Sample Stationery Demo product 2	EACH	25	35	5.90	206.40

Invoice Total (excl GST)

\$ 281.40

OTHER CHARGES

\$ 13.23

Total GST

\$ 44.19

Invoice Total (incl GST)

\$ 338.82

OTHER CHARGES

\$ 13.23

Total GST

\$ 44.19

Invoice Total (incl GST)

\$ 338.82

Invoice PDF

TAX INVOICE

Invoice Number	313	Vendor Number	99
Invoice Date	07-01-2015	Vendor Site ID	99
GST Number	98-765-432		
GST Rate	15%		
Currency	NZD		

TAX INVOICE

PO Number	888888-Demo	Purchaser:	Warehouse Stationery Limited	Supplier:	99 - Demo Supplier	Ship To:	12 - WSL Rotorua
Supplier Email	mitesh.bhatt@b2be.com		26 The Warehouse Way		Grafton		Warehouse Stationery Limited 1170
			Northcote		Grafton		Amohau Street Rotorua, 3010 New
Buyer Party Name	Warehouse Stationery Limited		Auckland 0627		Auckland		Zealand
Number of Lines	2				New Zealand		

Line No.	Barcode	Supplier Item Code	WSL Item Code	Description	UOM	Qty Ordered	Qty Invoiced	Cost Price	Extended Price
108.1	9414952139076	133081	41646	Sample Stationery Demo product 1	EA	25	15	5	75.000
114.3	9414952126823	120476	42058	Sample Stationery Demo product 2	EA	25	35	5.897	206.395

Invoice Total (excl GST)	\$ 281.40
OTHER CHARGES	\$ 13.23
Total GST	<u>\$ 44.19</u>
Invoice Total (incl GST)	\$ 338.82


From View Invoice you can flag that a Credit Note has been requested by clicking on the “Credit Note Requested” button. This will update the status to Credit Note Requested. This is used for your reference only and is optional.

To create a Credit Note for this invoice click on “Create Credit Note” button.

Invoices [Manage Invoices](#)

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

Invoice has been sent successfully!

 Credit Note Requested

 Create Credit Note

 PDF

 CSV

Invoice Details

[Back to Purchase Orders](#)

Invoice Number 348
Invoice Date 15-01-2015
GST Number 98-765-432
GST Rate 15%
Currency NZD

Vendor Number 99
Vendor Site ID 99

Credit Note/s:

TAX INVOICE

Purchase Order Number 999999-Demo
Supplier Email Address mitesh.bhatt@b2be.com
Buyer Party Name Warehouse Stationery Limited
Total Number of Lines 2

Purchaser : Warehouse Stationery Limited
26 The Warehouse Way
Northcote
Auckland 0627

Supplier : 99 - Demo Supplier
15 Whitaker
Grafton
Auckland
New Zealand

Ship To : 12 - WSL Rotorua
Warehouse Stationery Limited
1170 Amohau Street Rotorua,
3010 New Zealand

Line No.	Barcode	Supplier Item Code	WSL Item Code	Description	UOM	Qty Ordered	Qty Invoiced	Cost Price	Extended Price
108.1	9414952139076	133081	41646	Croxley Manila Tropical Seal Envelopes E23/C5 250 Pack (For Machines and Lick n Stick)	EACH	25	25	25.00	625.00
114.3	9414952126823	120476	42058	Collins Desk Planner A2 Executive	EACH	25	25	25.00	625.00

Invoice Total (excl GST) \$ 1,250.00
Total GST \$ 187.50
Invoice Total (incl GST) \$ 1,437.50

Create Credit Note – from invoices

To access the Credit Note module, you can go back to the PO Summary screen and click on the 'Invoice Number' hyperlink. This would be the specific invoice for which you want to raise the credit note.

Purchase Orders Manage Purchase Orders

Purchase Orders

Export PO PDF

Export PO CSV

Purchase Order Summary							
Show 10 entries		Search: <input type="text"/>		Order Status ALL		<input type="checkbox"/> Active POs Only	
	PO Number & Order Type	Supplier Name	Order Date	Latest Delivery Date	Invoice Number	TWG Company	Status
<input type="checkbox"/>	999999-Demo6	Demo Supplier	15-01-2015	15-12-2014	361	Warehouse Stationery Limited	INVOICE COMPLETE
<input type="checkbox"/>	999999-Demo5	Demo Supplier	15-01-2015	15-12-2014	360	Warehouse Stationery Limited	INVOICE SENT PARTIAL
<input type="checkbox"/>	999999-Demo3	Demo Supplier	15-01-2015	15-12-2014	354	Warehouse Stationery Limited	INVOICE SENT PARTIAL

After you have clicked on the 'Invoice Number' hyperlink, the system will direct you to the 'View Invoice' screen. Now, you can click on the 'Create Credit Note' button. The system will direct you to the 'Create Credit Note' screen where you can create a credit note for the current invoice.

Invoices

Manage Invoices

Purchase Orders

View Invoice

Credit Note Requested

Create Credit Note

PDF

CSV

Invoice Details

Back to Purchase Orders

TAX INVOICE

Invoice Number

361

Vendor Number

99

Credit Note/s:

Invoice Date

21-01-2015

GST Number

98-765-432

GST Rate

15%

Currency

NZD

Purchase Order Number

999999-Demo6

Supplier Email Address

mitesh.bhatt@b2be.com

Buyer Party Name

Warehouse Stationery Limited

Total Number of Lines

2

Purchaser :

Warehouse Stationery Limited

26 The Warehouse Way

Northcote

Auckland 0627

Supplier :

99 - Demo Supplier

15 Whitaker

Grafton

Auckland

New Zealand

Ship To :

12 - WSL Rotorua

Warehouse Stationery Limited 1170 Amohau Street Rotorua, 3010 New Zealand

The Create Credit Note screen allows you to create a credit note for WSL, following an offline discussion, and send the credit note to WSL as an EDI file.

The credit note details are based upon the submitted invoice details.

You can add a credit line by clicking on the button next to the product line which would open a pop-up where you can enter the quantity credit details.

Credit Note Manage Credit Notes

Purchase Orders / Create Credit Note

Confirm and Send Credit Note

Credit Note Details Back to View Invoice

Invoice Number

320

Invoice Date

07-01-2015

GST Number

98-765-432

GST Rate

15%

Currency

NZD

Vendor Number

99

Vendor Site ID

99

Credit Note Number

CN_320

Credit Note Date

07-01-2015

CREDIT NOTE

Purchase Order Number

888888-Demo1

Supplier Email Address

mitesh.bhatt@b2be.com

Buyer Party Name

Warehouse Stationery Limited

Total Number of Lines

2

Purchaser :

Warehouse Stationery Limited

26 The Warehouse Way

Northcote

Auckland 0627

Supplier :

99 - Demo Supplier

15 Whitaker

Grafton

Auckland

New Zealand



Ship To :

12 - WSL Rotorua

Warehouse Stationery Limited

1170 Amohau Street Rotorua,

3010 New Zealand

	Line No.	Barcode	Supplier Item Code	WSL Item Code	Description	UOM	Qty Invoiced	Cost Price	Ext. Price	Qty Credited	Upd Cost Price	Credit Line Amt
	108.1	9414652139076	133081	41646	Sample Stationery Demo product 1	EACH	25	25.00	625.00			
	114.3	9414652126823	120476	42058	Sample Stationery Demo product 2	EACH	25	25.00	625.00			

Create Additional Line

Credit Total (excl GST)

\$ 0.00

Total GST

\$ 0.00

Credit Total (incl GST)

\$ 0.00

53

The credit can also be an amount, for example related to freight or other charges. In this case you can add an additional line and enter the required amount.

Credit Note Details Back to View Invoice

Invoice Number

320

Invoice Date

13-03-2015

GST Number

98-765-432

GST Rate

15%

Currency

NZD

Vendor Number

99

Vendor Site ID

99

Credit Note Number

CN_320_1

Credit Note Date

13-03-2015

CREDIT NOTE

Purchase Order Number

888888-Demo1

Supplier Email Address

mitesh.bhatt@b2be.com

Buyer Party Name

Warehouse Stationery Limited

Purchaser :

Warehouse Stationery Limited

26 The Warehouse Way

Northcote

Auckland 0627

Supplier :

99 - ART SUPPLIERS LTD

15 Whitaker

Grafton

Auckland

New Zealand

Ship To :

12 - WSL Rotorua

Warehouse Stationery Limited 1170 Amohau Street Rotorua, 3010 New Zealand

Total Number of Lines

2

Create Additional Line

Credit Total (excl GST)

\$ 55.00

Total GST

\$ 8.35

Credit Total (incl GST)

\$ 64.04

You can click on the Confirm and Send button after the credit details have been entered. The credit note gets sent to the WSL system. The Portal takes you to the View Credit Note screen where the you can view the credit note details and export it in the form of PDF or CSV.

Credit Note Manage Credit Notes

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

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

Credit Note Details

[Back to Purchase Orders](#)

Invoice Number	320	Vendor Number	99	Credit Note Number	CN_320_1
Invoice Date	07-01-2015	Vendor Site ID	99	Credit Note Date	13-03-2015
GST Number	98-765-432				
GST Rate	15%				
Currency	NZD				
CREDIT NOTE					
Purchase Order Number	888888-Demo1	Purchaser :	Warehouse Stationery Limited	Supplier :	99 - ART SUPPLIERS LTD
Supplier Email Address	mitesh.bhatt@b2be.com		26 The Warehouse Way		15 Whitaker
Buyer Party Name	Warehouse Stationery Limited		Northcote		Grafton
			Auckland 0627		Auckland
Total Number of Lines	2				New Zealand
				Ship To :	12 - WSL Rotorua
					Warehouse Stationery Limited 1170
					Amohau Street Rotorua, 3010 New Zealand

Line No.	Barcode	Supplier Item Code	WSL Item Code	Description	UOM	Qty Invoiced	Cost Price	Ext. Price	Qty Credited	Upd Cost Price	Credit Line Amt
108.1	0414952130070	133081	41040	Sample Stationery Demo product 1	EACH	25	25.00	025.00			
114.3	0414952126823	120470	42058	Sample Stationery Demo product 2	EACH	25	25.00	025.00			
114.3	9414952126823	120476	42058	Sample Stationery Demo product 2	EACH	25	25.00	625.00	2	25.00	50.00
999				Additional Credit Details			0.00				5.69
										Credit Total (excl GST)	\$ 55.69
										Total GST	\$ 8.35
										Credit Total (Incl GST)	\$ 64.04

Credit Note Summary



Create Credit Note – free form

You are directed to the Create Free Form Credit Note screen when you click on the Create Credit Note button from the Credit Note Summary page.

The Create Free Form Credit Note screen allows you to create a credit note for WSL without any invoice references and send the credit note to WSL as an EDI file. The credit note details are based on the values that you have entered.

Credit Notes Manage Credit Notes

Credit Notes / New Free Form Credit Note

Confirm and Send Credit Note

Credit Note Details Back to Credit Note Summary

Credit Note Number

CN_Demo1

Original Invoice Number

Order Number

Date

19-03-2015

Credit To

Warehouse Stationery Ltd
Victoria Street

Deliver To

Warehouse Stationery Ltd
Oamaru

Due Date

24-03-2015

Company

Warehouse Stationery Limited ▼

Supplier

Demo Suppliers Ltd ▼

Vendor Number

789

Vendor Site ID

99

GST Reg Number

98-765-432

	Line No.	WSL Item Code	Description	UOM	Quantity	Unit Price	Line Total
Remove Line	00001	ABCD1234	Credit Details	EACH	25	85.69	2142.25
							<div>Create Additional Line</div>
							<div> <div>Credit Total (excl GST)</div> <div>\$ 2142.25</div> </div> <div> <div>Total GST</div> <div>\$ 321.34</div> </div> <div> <div>Credit Total (Incl GST)</div> <div>\$ 2463.59</div> </div>

From the Orders Summary Page, for any order type, you can select an Invoice or Credit Note to view by selecting the Invoice or Credit Note number.

← → ↻ https://twltest.b2be.com/purchase_orders ☆ ☰

warehouse stationery **TEST**

My Account Purchase Orders ▾

Logged in as Super Admin ▾

Purchase Orders Manage Purchase Orders

Purchase Orders

Export PO PDF Export PO CSV

Purchase Order Summary


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




	PO Number & Order Type ▴	Supplier Name ▴	Order Date ▴	Latest Delivery Date ▴	Invoice Number	TWG Company ▴	Status ▴
<input type="checkbox"/>	888888-Demo	Demo Suppliers Ltd	15-01-2015	15-12-2014	313 315 315 315 - CN_315	Warehouse Stationery Limited	CREDIT NOTE RAISED
<input type="checkbox"/>	888888-Demo1	Demo Suppliers Ltd	15-01-2015	15-12-2014	320 - CN_320	Warehouse Stationery Limited	CREDIT NOTE RAISED
<input type="checkbox"/>	888888-094	Demo Suppliers Ltd	15-01-2015	15-12-2014		Warehouse Stationery Limited	CHANGE REQUESTED
<input type="checkbox"/>	888888-095	Demo Suppliers Ltd	25-12-2014	25-12-2014	309 - CN_309	Warehouse Stationery Limited	CREDIT NOTE RAISED
<input type="checkbox"/>	888888-092	Demo Suppliers Ltd	15-12-2014	15-12-2014	308 - CN_308	Warehouse Stationery Limited	CREDIT NOTE REQUESTED

Setting up your WSL Buyers in Maintenance


Click on 'Maintenance' on the menu bar. You will then be taken to the Buyer List maintenance area where you can view, add and edit WSL Buyers.

These WSL Buyers will be displayed in the email address drop down list on the Change Request screen.

 warehouse stationery
 TEST

 My Account
  Purchase Orders
  Maintenance

Logged in as Super Admin

 Remove Selected

Buyers Summary

Show 10 entries
 Search:

	Buyer Name	TWG Company	Email Address	Phone	Mobile
<input type="checkbox"/>	A Buyer	Warehouse Stationery Limited	A.Buyer@test.com	09 123 1234	022 222 2222

Showing 1 to 1 of 1 entries
 < Previous 1 Next >


BUYER LIST

+ Create New Buyer

View All Buyers

To create a new WSL Buyer click “Create New Buyer”.

Enter the buyer details, name and email address are mandatory, then click the ‘Save’ button.

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

Logged in as Super Admin

Buyer Details

Fields marked with * are required

* Select TWG Company

Warehouse Stationery Limited (MAIN)

* Buyer Name

B Buyer

* Buyer Email

B.Buyer@test.com

Phone No

09 321 4321

Mobile No.

022 222 2223

Save

Reset

BUYER LIST

+ Create New Buyer

View All Buyers

 Remove SelectedSearch:

	Buyer Name	TWG Company	Email Address	Phone	Mobile
<input type="checkbox"/>	A Buyer	Warehouse Stationery Limited	A.Buyer@test.com	09 123 1234	022 222 2222
<input type="checkbox"/>	B Buyer	Warehouse Stationery Limited	B.Buyer@test.com	09 321 4321	022 222 2223

Showing 1 to 2 of 2 entries

◀ Previous 1 Next ▶

[View All Buyers](#)

To remove an existing buyer tick the box on the left column and click on the “Remove Selected” button.

WS warehouse stationery

TEST

My Account

Purchase Orders

Maintenance

Logged in as Super Admin

Remove Selected

Buyers Summary

Remove selected items

Show 10 entries

Search:

	Buyer Name	TWG Company	Email Address	Phone	Mobile
<input checked="" type="checkbox"/>	A Buyer	Warehouse Stationery Limited	A.Buyer@test.com	09 123 1234	022 222 2222
<input type="checkbox"/>	B Buyer	Warehouse Stationery Limited	B.Buyer@test.com	09 321 4321	022 222 2223

Showing 1 to 2 of 2 entries

< Previous

1

Next >

BUYER LIST

+ Create New Buyer

View All Buyers