



# WEBSUPPLIER OVERVIEW



# Materials on farmlands.co.nz



<https://oat-websupplier.apac.f4f.com>

setup and training, but provides no integration to your ERP/Back Office systems and processes. An overview document on how Websupplier works is 'Websupplier Overview'.

2. Enterprise. Typically preferred where order volumes are high, this provides for direct integration of the EDI transactions with your ERP/Back Office systems and processes. Enterprise will require the support of your technology teams to setup, the extent of which will depend on your current use of EDI with other customers.

While there may be some one-off work to do to set ProAgrica up, once established, you should experience a reduced workload for your business, more accurate data flows, less invoice queries and ultimately more timely invoice payments.

Building on EDI, Farmlands will also be introducing a vendor portal where we will be providing you with (among other things) information on the status of invoice processing giving you an early view on pending payments.

If you have any questions relating to these changes please contact our Team at [Purchase.Confirmations@farmlands.co.nz](mailto:Purchase.Confirmations@farmlands.co.nz)

## WebSupplier Training Materials

### Videos

- [WebSupplier Overview - Part 1 - Navigation and search](#)
- [WebSupplier Overview - Part 2 - Review an order](#)
- [WebSupplier Overview - Part 3 - Accept an order with no changes](#)
- [WebSupplier Overview - Part 4 - Reject an order](#)
- [WebSupplier Overview - Part 5 - Accept an order with changes](#)
- [WebSupplier Overview - Part 6 - Review and accept changes to an order](#)
- [WebSupplier Overview - Part 7 - Send a shipment note](#)
- [WebSupplier Overview - Part 8 - Send an invoice](#)

### Guides

- [WebSupplier Overview](#)
- [WebSupplier User Guide](#)
- [WebSupplier Quick Steps Guide](#)

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## What will this overview cover

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- ▶ What is WebSupplier
- ▶ Process
- ▶ Log in screen and home page
- ▶ Steps on how to:
  - Accept/Amend/Reject an Order
  - Record a Shipment
  - Enter the Invoice
- ▶ Manually completing an order
- ▶ Important notes

Users should refer to the Websupplier User Guide for more detailed instructions on how to use Websupplier

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# WHAT IS WEBSUPPLIER?

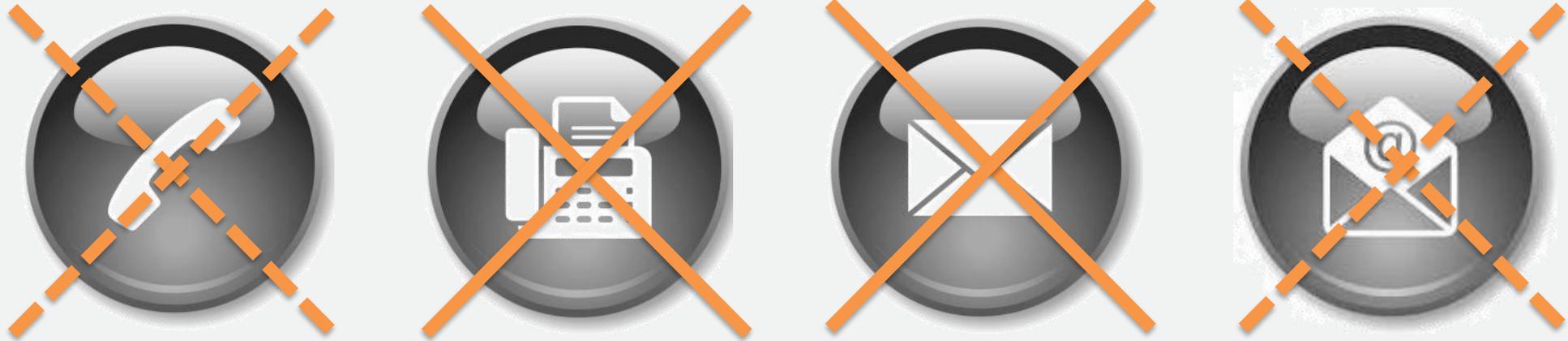
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## What Is WebSupplier?

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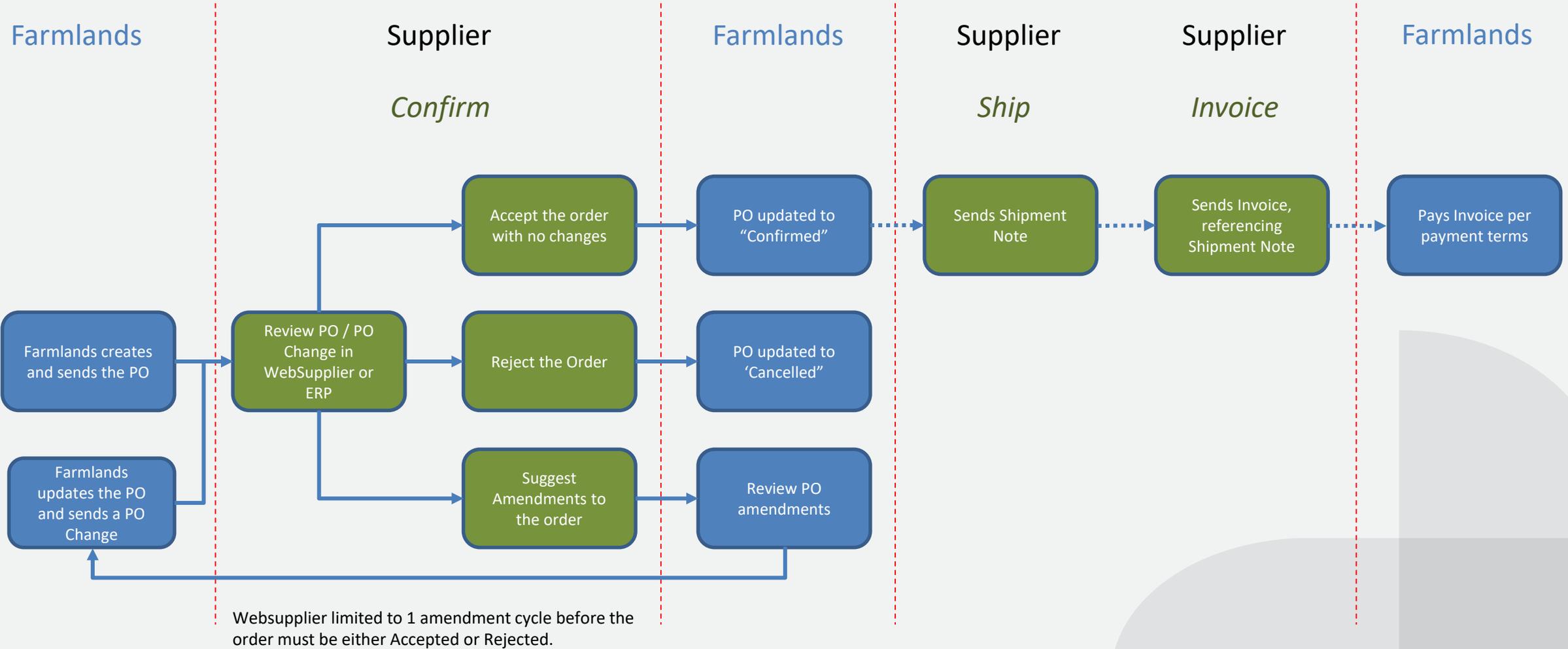
**Centralises the inventory purchasing process in one web-based system**

**Ensures the Order reflects the contractual commitment (price/quantity)**

**All EDI capability prebuilt with no software to install**

**Single email address for all order queries - [Purchase.Confirmations@farmlands.co.nz](mailto:Purchase.Confirmations@farmlands.co.nz)**

# Purchase Order Process



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# LOG IN SCREEN, HOME PAGE AND VIEWING A ORDER

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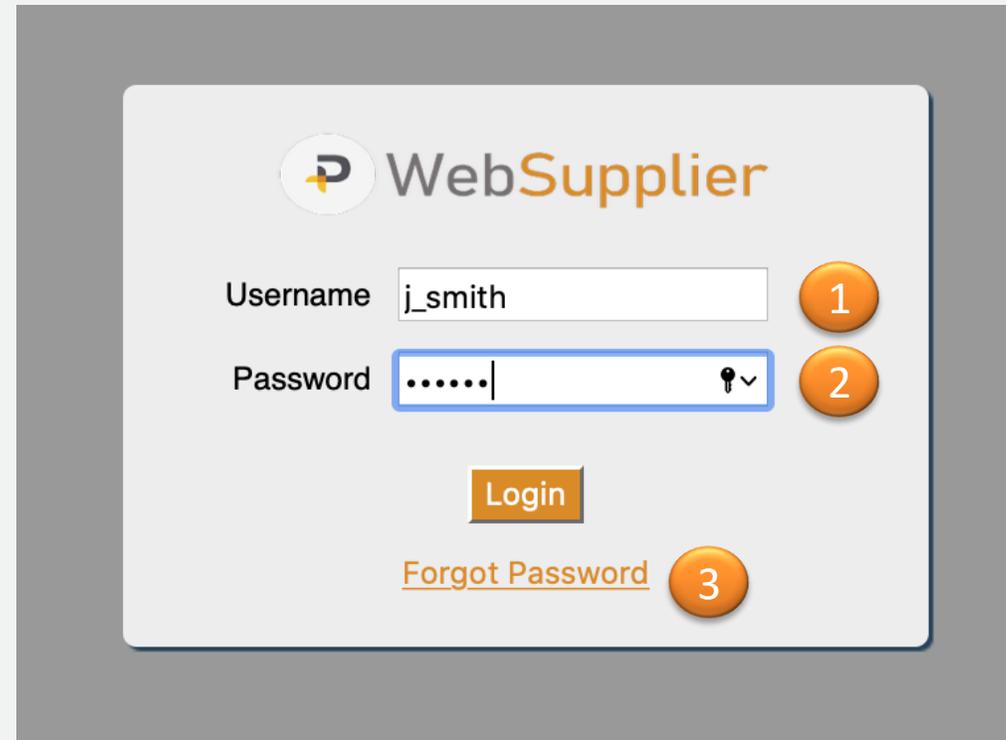


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## Log in Screen

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1. Username
2. Password
3. Forgot Password? Click here to reset



The screenshot shows the WebSupplier login interface. At the top left is the WebSupplier logo, consisting of a stylized 'P' in a circle followed by the text 'WebSupplier'. Below the logo are two input fields: 'Username' containing 'j\_smith' and 'Password' containing six dots. To the right of the Username field is a circular callout with the number '1'. To the right of the Password field is a circular callout with the number '2'. Below the input fields is an orange 'Login' button. Below the button is a link labeled 'Forgot Password' with a circular callout containing the number '3'.

# Home Page

1. Navigation Tab
2. Search bar
3. Filters
4. Orders Tab
5. Order Status
6. Order options
7. Standard User Guide
8. Support # and email
9. Click on Order Number to view

The screenshot shows the WebSupplier interface. At the top, there's a navigation bar with tabs: Orders (73), Order Changes, Confirmations, Rejections, Shipments, Invoices, and Customer Management. A search bar is on the right. Below the navigation bar, there are filters for Branch (All) and Status (All Open), with 'Show Archived' and 'Apply' buttons. The main area is a table of orders with columns: Order Date, Order Number, Customer, Branch, Date Required, Net Amount, and Status. The table contains 20 rows of order data. At the bottom, there are pagination controls, a 'Select All' checkbox, and buttons for 'Print', 'Archive', and 'Manually Complete'. The footer includes links for 'Logout', 'Settings', 'User Guide', 'Cookies Policy', 'Privacy Policy', and support contact information.

	Order Date	Order Number	Customer	Branch	Date Required	Net Amount	Status
<input type="checkbox"/>	20/11/2020	FPON10474521	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	20/11/2020	NZD137.00	Processing
<input type="checkbox"/>	20/11/2020	FPON10474520	Farmlands NZ TEST	FARMLANDS RETAIL - PAHIATUA	20/11/2020	NZD1,220.00	New
<input type="checkbox"/>	20/11/2020	FPON10474516	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	20/11/2020	NZD825.00	Processing
<input type="checkbox"/>	20/11/2020	FPON10474514	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	20/11/2020	NZD100.00	Processing
<input type="checkbox"/>	20/11/2020	FPON10474513	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	20/11/2020	NZD450.00	New
<input type="checkbox"/>	20/11/2020	FPON10474512	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	20/11/2020	NZD0.00	Cancelled
<input type="checkbox"/>	19/11/2020	FPON10474499	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	19/11/2020	NZD20.00	Processing
<input type="checkbox"/>	19/11/2020	FPON10474498	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	19/11/2020	NZD30.00	Processing
<input type="checkbox"/>	19/11/2020	FPON10474497	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	19/11/2020	NZD1,370.00	Processing
<input type="checkbox"/>	18/11/2020	FPON100057	Farmlands NZ TEST	RETAIL PAEROA	18/11/2020	NZD169.00	Processing
<input type="checkbox"/>	18/11/2020	FPON10474476	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	18/11/2020	NZD229.40	Processing
<input type="checkbox"/>	18/11/2020	FPON10474475	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	18/11/2020	NZD75.88	Processing
<input type="checkbox"/>	18/11/2020	FPON10474474	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	18/11/2020	NZD137.00	Processing
<input type="checkbox"/>	18/11/2020	FPON10474473	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	18/11/2020	NZD137.00	Processing
<input type="checkbox"/>	17/11/2020	FPON10474438	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	17/11/2020	NZD187.00	Processing
<input type="checkbox"/>	17/11/2020	FPON10474436	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	08/12/2020	NZD187.00	Processing
<input type="checkbox"/>	17/11/2020	FPON10474435	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	30/11/2020	NZD187.00	Shipped
<input type="checkbox"/>	17/11/2020	FPON10474433	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	17/11/2020	NZD187.00	Shipped
<input type="checkbox"/>	17/11/2020	FPON10474428	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	17/11/2020	NZD187.00	Shipped
<input type="checkbox"/>	17/11/2020	FPON10474427	Farmlands NZ TEST	FARMLANDS RETAIL - HASTINGS	17/11/2020	NZD187.00	Shipped

369 orders found, displaying 1 to 20.  
[First / Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next / Last]

Select All [Print](#) [Archive](#) [Manually Complete](#)

[Logout](#) | [Settings](#) | [User Guide](#) | [Cookies Policy](#) | [Privacy Policy](#) | For support phone 999 or [email](#)

# Viewing an Order

1. Buyer detail
2. Ship to detail
3. Supplier detail
4. Date required
5. Product info
6. Quantity
7. Price
8. Related Documents (Filing system)
9. Download to Excel

**WebSupplier**

Orders <sup>72</sup> | Order Changes | Confirmations | Rejections | Shipments | Invoices | Customer Management

**Order FPON100058** New

Customer: Farmlands NZ TEST    Ship To:    Company:     
GS ID: -    Farmlands Co-op    WebSupplier Test Vendor  
Branch: Retail Paeroa    2 Grey Street    0000000017  
Order Date: 20/11/2020    Paeroa  
Date Required: 11/11/2020    -  
Contact: -    3600  
Phone: -    NZ

Backorders: N    Payment Due Date: -  
Supplier Number:    Expiry Date: -

Customer Notes: -  
My Notes:

Select All

Line	Product	Quantity	Price	Net	Tax	Gross	Status
<input checked="" type="checkbox"/> 1	Test Widget 50mm ABC123 / TEST0132	20 Each	NZD7.95	NZD159.00	15.0%	NZD23.85	NZD182.85 <input type="radio"/> New
<input checked="" type="checkbox"/> 2	Left Handed Screwdriver ABC124 / TEST0133	1 Each	NZD10.00	NZD10.00	15.0%	NZD1.50	NZD11.50 <input type="radio"/> New
<b>Total</b>			<b>NZD169.00</b>	<b>NZD25.35</b>		<b>NZD194.35</b>	

**8** No related documents.

**9**

[Logout](#) | [Settings](#) | [User Guide](#)    [Cookies Policy](#) [Privacy Policy](#)    For support phone 999 or [email](#)

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# CONFIRM

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## Accept with no changes

From the Order click on Confirm



Before you send the Order confirmation check the Product, Price, Quantity and Delivery Date

- **Confirmation Number** is automatically created or you can use your Sales Order Number
- **Delivery Date** should only be changed if delivery will be more than 5 days after the delivery date on the order

Double check **Product, Quantity, Price and Delivery Date again**

Click **Save** to save the order confirmation to return to later to amend/send.



Only click on **Send** once you have confirmed everything is correct

Once sent there is no way to recall, an Order Confirmation Notification will be sent back to Farmlands confirming that you will be delivering the ordered items at the ordered price.

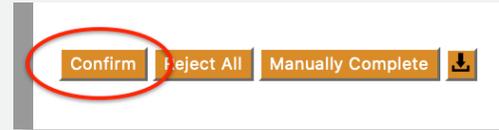
Confirmation Number: \* Confirmation Date: \* Delivery Date: \*

Notes:

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

## Amend the Order

From the Order click on Confirm



For each Order line the Price, Quantity and Delivery Date can be changed.

**Delivery Date** can be changed for the whole Order or on individual lines. **Do not change if delivery is within 5 days of the Delivery Date on the Order.**

Click on **BO** (Backorder) to record split deliveries. Adjust the Quantity on each line to reflect the quantities and dates delivery is expected.

Click **Save** to save the order confirmation to return to later for further amendments or to send.

Only click on **Send** once you have made all required amendments.



Once sent there is no way to recall, an Order Confirmation Notification will be sent back to Farmlands with requested changes to be made to the order. Farmlands will update the order and send back an Order Change (see Order Change).

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

Notes:

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

## Other Adjustments

- Document Adjustments can be done on the Document Header or Line Level
- Document Adjustments should only be used to add on **Charges** (such as Freight).
- Document Adjustments should NOT be used to add Product to an Order!
- With Deductions - remember to add the '-' before the Amount
- **Calculate** and when total is correct click on **Done**
- Line Adjustments can also be done at the '+/-' next to the Gross amount. The Net will be adjusted to reflect the amount including Line Adjustment

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

New Adjustment
Calculate
Done

Price	Net	Tax	Gross	Notes
NZD 7.95 *	NZD159.00 NZD164.00	15 % *	NZD23.85 NZD24.60	NZD182.85 NZD188.60 +/-
NZD 10.00 *	NZD10.00	15 % *	NZD1.50	NZD11.50 +/-

## Reject a Line (Partial Acceptance)

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

- Remove the tick in the line to be rejected before you click on confirm
- You will see Quantity has been set to zero
- You will be required to add a Note regarding the reason for the rejection
- Only click on **Send** once you have confirmed everything else is correct



Farmlands will cancel the rejected line on the PO but if there are no other order amendments you will not receive any further notifications from them on this Order as the remaining lines will be considered Accepted

Select All

Line	Product	Quantity	Price	Net
<input type="checkbox"/> 1	Test Widget 50mm ABC123 / TEST0132	20 Each	NZD7.95	NZD159.00
<input checked="" type="checkbox"/> 2	Left Handed Screwdriver ABC124 / TEST0133	1 Each	NZD10.00	NZD10.00

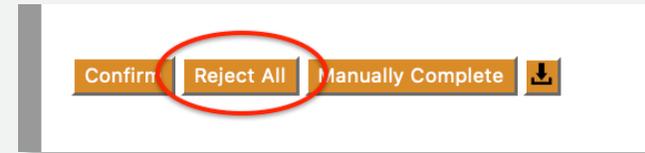
Line	Product	Delivery Date	Quantity	Price	Net	Tax	Gross	Notes
1 (1)	Test Widget 50mm ABC123 / TEST0132	<input type="text"/> BO	<input type="text" value="0"/> Each *	NZD <input type="text" value="7.95"/> *	NZD0.00	<input type="text" value="15"/> % * NZD0.00	NZD0.00 +/-	<input type="text" value=""/>
<b>Notes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

## Reject the Order (full rejection)

Full Rejection is where you reject the entire Order

- From the Order, click on Reject All
- Rejection Number is automatically generated
- A Rejection Reason must be provided

Farmlands will cancel the PO but you will not receive any further notifications from them on this Order



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

Rejection Number:	<input type="text" value="32449-REJ-1606001458"/>
Rejection Date:	<input type="text" value="22/11/2020"/>
Reason:	<input type="text" value="Store called to cancel Order - sent in error"/>

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

## Order Change

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

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

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

1. Click on **Pending Changes**, the changes will be highlighted as shown below
2. Check the changes. To reject a change, uncheck the line(s). Line rejections will cancel that order line.
3. Click **Accept/Reject** to update the order. Farmlands will automatically receive an Order Confirmation that records the remaining Order lines as Accepted.

### Order Change FPON100058-001 Pending

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

Line	Type	Product	Date Required	Quantity	Unit Price	Net Amount	Accept/Reject
1	Amended	Test Widget 50mm ABC123 / TEST0132	22/11/2020	20 Each	NZD 7.95 NZD 8.00	NZD160.00	<input checked="" type="checkbox"/> Accept
2	Amended	Left Handed Screwdriver ABC124 / TEST0133	22/11/2020	1 Each 2 Each	NZD 10.00	NZD20.00	<input checked="" type="checkbox"/> Accept

Select All

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# SHIP

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# Shipment

All Orders must have an EDI Shipment. (An order cannot be invoiced if not done)  
Double check the items that you are going to ship is on the Shipment.  
Partial Shipment can be done by just removing the tick or adjusting the quantity

1. From the Order click on Ship
2. Add Shipment Number / Packing slip number
3. Add Carrier Name and contact number (optional)
4. Add Notes if required
5. Check the details are correct and click on Send



**Shipment DEL-1045643** New

Shipment Number:	DEL-1045643	Shipment Date:	22/11/2020	Delivery Date:	18/11/2020
Carrier:	ACME CARRIERS	Carrier Phone:	555 2368		
Notes:					

Select All

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

Line	Product	Delivery Date	Quantity	Notes	Lot
<input type="checkbox"/> 1 (1)	Test Widget 50mm ABC123 / TEST0132	18/11/2020	20 Each *		
<input type="checkbox"/> 2 (2)	Right Handed Screwdriver ABC123 / TEST0134	18/11/2020	1 Each *		

Cancel Save Send Delete Add Order Remove selected lines

Make sure status is always sent

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# INVOICE

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# Invoice

All Invoices must be sent via Websupplier  
Each Shipment requires an Invoice  
Multiple Shipments per Order require multiple Invoices

1. From the Order click on Ship
2. Add the Invoice Number gener
3. The Shipment Number will be copied from the Shipment
4. Double check that it's the same as your internal invoice (Product, Quantity, Price). Invoice should be 100% the same as your internal invoice
5. Click on **Send** (a PDF copy does not need to be sent)

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### Invoice INV-2773834

Invoice Number:	<input type="text" value="INV-2773834"/>	Invoice Date:	<input type="text" value="22/11/2020"/>	Payment Due Date:	<input type="text" value="30/12/2020"/>
Shipment Number:	<input type="text" value="DEL-1045643"/>	Shipment Despatch Date:	<input type="text" value="22/11/2020"/>	Tax Point Date:	<input type="text" value="22/11/2020"/>
Payment Terms:	<input type="text" value="30 days from end of month"/>				
Notes:	<input type="text"/>				

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

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

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# MANUALLY COMPLETE ORDERS

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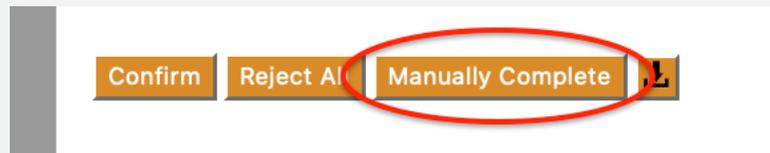
## Manually Complete

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If an Order needs to be closed with no further processing use the Manually Complete Button. For example, Farmlands advise they wish to cancel an Order.

Warning, if you Manually Complete an order it is closed off, Farmlands will not be notified, and you will not be able to Confirm or Invoice the order.

You can undo the Manually Completion if you go back into the order and click on undo Manual Completion



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# IMPORTANT NOTES

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## Important Notes

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1. **Always** check the following:
  - **Product**
  - **Quantity**
  - **Price**
2. If not 100% sure about something - **SAVE** instead of **SEND**. Once you've clicked on **SEND** there is **NO WAY** to recall
3. If you Accidentally Confirmed or Rejected an order, contact Farmlands to resolve
4. You **can't go to the next step in the process if you haven't** clicked on **SEND**. Always double check under Related Documents to confirm a document is Saved or Sent
5. If you remove the Tick before doing a
  - **Confirmation** - you will **REJECT** the line
  - **Invoice** - you can **ALWAYS GO BACK**
6. Your **EDI invoice** should be the same as your **own invoice**.
7. For Order related questions/changes email **Farmlands** [Purchase.Confirmations@farmlands.co.nz](mailto:Purchase.Confirmations@farmlands.co.nz) and we will work together to resolve the Order issue
8. For Websupplier related assistance email **Support** on [apac.support@proagrica.com](mailto:apac.support@proagrica.com) or **call** us on **NZ 0800 3900 99** or **AU 02 8858 2400**

