



Welcome...

...to the **Federated Co-operatives Limited Web Commerce** tutorial. This tutorial will explain some basic concepts and describe the procedures you will use to process your business documents via the Internet using our electronic commerce service powered by Redwave Commerce.

Requirements

To use the **Web Commerce** service, you need access to the Internet and Microsoft Internet Explorer, the minimum version required is IE 7.0. You must have JavaScript and Cookies enabled.

On-Line Help

This tutorial is available to assist you to become familiar with the **Web Commerce** application. It is a complete walk through of the site, including screen shots and a description of all features and functionality.

If you have any additional questions and wish to speak to a customer service representative please call support at 1-905-634-4166 ext. 125 or email to support.fcl@redwavecommerce.com.

Application Tools

This application has been designed to enable FCL to send out Purchase Orders and receive both Advance Ship Notices (ASNs) and Invoices back in from their suppliers. FCL is looking to receive an ASN prior to any invoices being created. For ease of use all POs will appear in **red** text, ASNs are **blue** and invoices **green**.

Site Walk Through

The application has been designed to be very flexible and to provide quick, simple access to documents to speed up the processing. When you first log in, the **Main Screen** will be the first screen that you see. This screen provides you with a list of all available **Views** and shows all the New POs that have been sent from **FCL**. Also from the **Main Screen** you will see that the **Web Commerce** application shows the **Actions** and **My Account** features that are available to you.

1. **Tutorials:** this link provides access to a tutorial for your assistance. The Spoke Tutorial is a complete walk through of the site including screen shots

2. **My Account:** Web Commerce allows you to view or update your contact information from anywhere in the application
3. **Login Information:** if you need to update your password, click this link
4. **Contact Support:** if you want to contact support, the telephone numbers and email addresses are found here
5. **Logout:** click this icon if you wish to logout of the application

The links down the left side of the screen show the **Views** that are available.

Views

1. **New Purchase Orders** - This **View** will contain all POs that have been sent by FCL that have not been processed yet, meaning new, previously viewed, and exported POs. The information provided will be PO number and the buyer at FCL that initiated the PO, the Date of the PO, the date the PO was posted, and the Status. Status of the POs will be New or Viewed. For ease of use **Web Commerce** will automatically send an email when new POs, Change Orders or Cancel Orders have been posted to your **Web Commerce** account. Additionally once the PO has been viewed or exported, **FCL** will be notified of the documents change in status.
2. **Documents in Process**-The Documents In Process View will contain all documents, POs, ASNs and Invoices that are only partially completed.
 - a. **Web Commerce** gives you the ability to create many ASNs for a PO and place items from many POs onto a single ASN. The PO will remain in the In Process folder until all the units of all the line items have had an ASN and Invoice created against them.
 - b. The supplier has the ability to create a partial invoice against a PO, in other words many invoices against each PO.
3. **Incomplete Purchase Orders** –This View contains just the POs that are partially complete.
***Note** - you may see the same document in multiple Views but regardless of where you access the document, when you create any action against it all views of the document will be updated.
4. **Complete Purchase Orders** – Once a PO has been completely invoiced, it will be found in this View.
5. **Incomplete Invoices** –The application allows you to save an invoice as incomplete as you process it. If it is saved and not sent, the information in that invoice will not be sent to **FCL** and the invoice will remain in the Incomplete Invoice View for you to complete at a later date.
6. **Completed Invoices** - Once you have completed the invoice you click on Sent and the invoice will be sent to **FCL**. The invoice will then show in the Completed Invoices View with a status

of Sent. **FCL** will acknowledge their receipt of the invoice and we will update the status to Sent and Received by **FCL**.

7. **Incomplete ASNs** - The application allows you to save an ASN as incomplete as you process it. If it is saved and not sent, the information in that ASN will not be sent to **FCL** and the ASN will remain in the Incomplete ASN View for you to complete at a later date.
8. **Complete ASNs** - Once you have completed the ASN you click on Sent and the ASN will be sent to **FCL**. The ASN will then show in the Completed ASN View with a status of Sent. **FCL** will acknowledge their receipt of the ASN and we will update the status to Sent and Received by **FCL**.
9. **Advanced Search** – The Advanced Search allows a way to quickly search for specific documents or a range of documents. By completing the criteria, a search result will provide the data requested.

How to use the application

1. Open the URL <https://go.redwavecommerce.com/fcl> in Internet Explorer 6.0 or greater. Enter in the Username and Password you completed at the time of registration in the appropriate spaces provided and click the **Log In** button.
2. Once you have clicked Log In, the next screen that you will see is the **Main Screen** page in your **Web Commerce** account. This shows a list of the Views and the list of new POs.
3. In the **Web Commerce** application, the documents will appear in various Views. When a PO, PO Change or PO Cancel is sent by **FCL** it will appear in the **New Purchase Orders** View showing a Type of Original, Change or Cancel and Status of Approved, Previously Viewed, or Exported.

View the Purchase Order

4. To view a PO click on the line for that PO.

Document Type	Number	Date	Posted Date	Status
Purchase Order	TST402	9/15/2005	11/3/2005	Previously Viewed
Buyer:				View related documents...
Purchase Order	TST302	9/15/2005	11/3/2005	New
Buyer:				View related documents...
Purchase Order	TST102	9/15/2005	11/3/2005	Previously Viewed
Buyer:				View related documents...
Purchase Order	TST001	6/7/2005	11/3/2005	Previously Viewed
Buyer:				View related documents...
Purchase Order	665239	10/12/2005	10/12/2005	Previously Viewed
Buyer: C.GASKINZZFCL.CA				View related documents...

5. Once you have clicked on the PO number, the next screen will be the PO and all its details.

View

- New POs
- Documents In Process
- Incomplete POs
- Complete POs
- Incomplete Invoices
- Complete Invoices
- Incomplete ASNs
- Complete ASNs
- Adv. Document Search

Supplier Actions

- Change Order Request
- Create an ASN from this PO
- Export this PO
- Print this PO

My Account

- My Account
- Login Information
- Log Out

Federated Co-op Purchase Order TST402 (Original)

Supplier

FCL Test

Purchase Order

Purchase Order Number : TST402 **Purchase Order Date :** 9/15/2005

Revision Number : **Expected Delivery Date to FCL Whse :** 9/27/2005

Buyer

Buyer's Name : Federated Co-op **Buyer's Telephone No. :** 987-989-9832

Ship To **Invoice Address**

Federated Co-operatives Ltd.
1615 King Edward Street
Winnipeg
MB CA

Federated Co-operatives Ltd.
Box 1050
401 22nd St. East
Saskatoon
SK CA S7M 3M9

Purchase Order Items (1)

Line	FCL Item Number	Seller's Item Number	UPC Number	Qty.	UOM	Unit Price	Adjust.	Total
1	698399	25500	006843725500	48	CA	35.40	-169.92	1,529.28
Item Description: BROOKSIDE CHOCOLATE ALMONDS								
Promotion Number: 40								
	A/C	Type	Percent	Rate	Amount	Description		
	Allowance	ALLOWANCE NON PERFORMANCE		3.54	169.92			
	PO Qty	ASN Qty	INV Qty					
	48	0	0					

Total Order Value: \$1,529.28

6. If there are details on the PO that you would like to verify prior to creating the ASN, such as price of an item, you can click on the link Email Change Request. **Note** – the PO can only be updated prior to any ASNs being created against the PO.

7. The next screen that will pop up will be an email template. It will show the buyer's name that created this PO and the subject line will contain PO# in question.

8. There is a text field available for your comments. Once you have completed your input click on Send and the email will be sent to FCL.

9. The email messages will appear in your regular email Inbox. Once you and the FCL buyer have completed the discussion on the PO, the FCL buyer will be able to update the PO to reflect any changes you have agreed to.

10. The PO will then be updated in your Inbox with an updated status of Change or Cancel.

Create ASN

11. When you are ready to create the ASN for the PO, click on the Create ASN link under Actions. This will open to an interactive ASN screen.

12. There are 2 types of ASNs that can be created. A simple ASN that provides basic shipping information to FCL or a complex ASN with packaging and pallet information.

Simple ASN

The ASN is used to convey information regarding shipments to FCL in order for them to accurately predict product delivery. A simple ASN can be completed as follows:

13. Click on the PO you wish to create an ASN for.
14. Once the PO is open you will see a link on the left side of screen under Actions called Create ASN from this PO. Click this link.

Federated Co-op Purchase Order TST112 (Original)

Supplier
FCL Test

Purchase Order
Purchase Order Number : TST112 Purchase Order Date : 9/15/2005
Revision Number : Expected Delivery Date to FCL Whse : 9/20/2005

Buyer
Buyer's Name : Federated Co-op Buyer's Telephone No. : 987-989-9832

Ship To
Federated Co-operatives Ltd.
3333 52nd Street SE
Calgary
AB CA T2B 1N3

Invoice Address
Federated Co-operatives Ltd.
Box 1050
401 22nd St. East
Saskatoon
SK CA S7M 3M9

Purchase Order Items (Count = 1)

Line	FCL Item Number	Seller's Item Number	UPC Case Code Number	Qty.	UOM	Unit Price	Adjust.	Total
	381061	041923	005639441923	1	CA	187.44	0.00	187.44

Item Description: BION TEARS

PO Qty	ASN Qty	INV Qty
1	0	0

Total Order Value: \$187.44

15. The next screen you will see shows a template for an ASN.

Advanced Shipping Notice

Number: Ship Date: Delivery Date:

Transportation Method: Carrier Name:

Weight: Bill of Lading Number:

Add An Order to this Shipment...

Order TST112 Remove this Order

Weight: Bill of Lading Quantity:

Qty	Avail	UOM	Item #	Stock #	UPC	Description	Container Code
<input checked="" type="checkbox"/> 1	1	CA	381061	041923	005639441923	BION TEARS	<input type="text"/>

Remove All Items Add Pallet Add Pack

Save **Send**

16. The ASN is a complex document that requires information on the Header level, shown on the ASN template in blue, and on the Order level, shown outlined in red.
17. The required fields on the ASN Header are:
 - a. A number – this can match a series that you currently use or can be a random number that you choose for the ASN
 - b. The Ship Date – there is an icon to the right of the Ship Date field that will allow you to select the date the product will be shipped to FCL. The Delivery Date has a drop down

- menu that allows you to enter either the Shipped Date or the Estimated Date and beside the drop down is an icon that allows you to select the date.
- c. Transportation Method - there is a drop down menu for selection between Customer Pick up, Motor (Common Carrier) and Rail
 - d. The next field to the right is Carrier name, this is optional
 - e. The Weight of the shipment must be entered on the Header level – there is a drop down menu for Actual or Gross, a field for the amount and a drop down selection for Pounds or Kilograms
 - f. Lastly for the Header is the Bill of Lading Number
18. Once the Header is complete, the Order information can be completed. The mandatory fields for a Simple ASN are:
- a. Bill of Lading Quantity
 - b. All of the items shown will be selected for the ASN you are creating. If you wish to remove any line items to include on an ASN at a later date, click the delete icon beside the line item. In the above example there is only 1 line item on the Order, therefore only 1 line item on the ASN.
19. This process has provided the detailed Header information required and identified the specific Order information. The ASN may be saved as incomplete to be completed later by clicking on the Save button on the bottom of the form or sent on to FCL if it is complete by clicking on Send.
20. Once the Send button is clicked, the ASN will show the message “ASN Successfully Sent” and the data will be sent along to FCL and the PO will be moved to the Incomplete Purchase Orders View or the Documents in Process View.

Detailed ASN

The detailed ASN will provide shipment information to FCL including packaging and/or pallet information. When you are ready to complete an ASN, click on the PO to open it.

View

- New Purchase Orders
- Documents In Process
- Incomplete Purchase Orders
- Incomplete Invoices
- Complete Invoices
- Incomplete ASNs
- Complete ASNs
- Advanced Document Search

Actions

- Create an ASN from this PO
- Export this PO
- Print this PO

My Account

- My Account
- Log Out

Federated Co-op Purchase Order TST112 (Original)

Supplier

FCL Test

Purchase Order

Purchase Order Number : TST112 Purchase Order Date : 9/15/2005
Revision Number : Expected Delivery Date to FCL Whse : 9/20/2005

Buyer

Buyer's Name : Federated Co-op Buyer's Telephone No. : 987-989-9632

Ship To

Federated Co-operatives Ltd.
3333 52nd Street SE
Calgary
AB CA T2B 1N3

Invoice Address

Federated Co-operatives Ltd.
Box 1050
401 22nd St. East
Saskatoon
SK CA S7M 3M9

Purchase Order Items (Count = 1)

Line	FCL Item Number	Seller's Item Number	UPC Case Code Number	Qty.	UOM	Unit Price	Adjust.	Total						
381061		041923	005639441923	1	CA	187.44	0.00	187.44						
Item Description: BION TEARS														
<table border="1"> <thead> <tr> <th>PO Qty</th> <th>ASN Qty</th> <th>INV Qty</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0</td> <td>0</td> </tr> </tbody> </table>									PO Qty	ASN Qty	INV Qty	1	0	0
PO Qty	ASN Qty	INV Qty												
1	0	0												

Total Order Value: \$187.44

21. Once the PO is open you will see a link on the left side of screen under Actions called Create ASN from this PO. Click this link.

22. The ASN is a complex document that requires information on the Header level, shown on the ASN template in blue, and on the Order level, shown outlined in red.

Advanced Shipping Notice

Number:

Ship Date: ...

Delivery Date: ▾ ...

Transportation Method: ▾

Carrier Name:

Weight: ▾ 0 ▾

Bill of Lading Number:

Add An Order to this Shipment...

Order TST002 Remove this Order

Weight: ▾ 0 ▾

Bill of Lading Quantity: ▾ 0

<input type="checkbox"/>	Qty	Avail	UOM	Item #	Stock #	UPC	Description	Container Code
<input checked="" type="checkbox"/>	<input type="text"/> 100	100	CA	381061	041923	005639441923	BION TEARS	<input type="text"/>
<input checked="" type="checkbox"/>	<input type="text"/> 20	20	CA	384534	042345	005345324233	MISC PRODUCTS	<input type="text"/>
<input checked="" type="checkbox"/>	<input type="text"/> 45	45	EA	345234	041987	005344546456	MISC PRODUCTS	<input type="text"/>

Remove All Items

[Add Pallet](#) [Add Pack](#)

[Save](#) [Send](#)

23. A Detailed ASN contains Header information and may contain line items from 1 or more Orders. Each line item can be placed in a package that is then placed on a pallet, or the line item can be placed just on a pallet. If line items will be placed in a pack and pallet, the pallet must be identified first.

24. The required fields on the ASN Header are:

- A number – this can match a series that you currently use or can be a random number that you choose for the ASN
- The Ship Date – there is an icon to the right of the Ship Date field that will allow you to select the date the product will be shipped to FCL. The Delivery Date has a drop down menu that allows you to enter either the Shipped Date or the Estimated Date and beside the drop down is an icon that allows you to select the date.
- Transportation Method - there is a drop down menu for selection between Customer Pick up, Motor (Common Carrier) and Rail
- The next field to the right is Carrier name, this is optional
- The Weight of the shipment must be entered on the Header level – there is a drop down menu for Actual or Gross, a field for the amount and a drop down selection for Pounds or Kilograms
- Lastly for the Header is the Bill of Lading Number

25. To place items on a pallet, click the Add Pallet link on the bottom right of the ASN.

View

- New Purchase Orders
- Documents In Process
- Incomplete Purchase Orders
- Incomplete Invoices
- Complete Invoices
- Incomplete ASNs
- Complete ASNs
- Advanced Document Search

My Account

- My Account
- Log Out

Advanced Shipping Notice

Number

Ship Date

 ...

Delivery Date

 ...

Transportation Method

Carrier Name

Weight

 0

Bill of Lading Number

Add An Order to this Shipment...

Order TST002

Weight
Bill of Lading Quantity

0
 0

<input type="checkbox"/>	Qty	Avail	UOM	Item #	Stock #	UPC	Description	Container Code
<input checked="" type="checkbox"/>	100	100	CA	381061	041923	005639441923	BION TEARS	<input type="text"/>
<input checked="" type="checkbox"/>	20	20	CA	384534	042345	005345324233	MISC PRODUCTS	<input type="text"/>
<input checked="" type="checkbox"/>	45	45	EA	345234	041987	005344546456	MISC PRODUCTS	<input type="text"/>

Remove All Items

Pallet

Label
Code
Tiers
Blocks
Exchange Code

00

 0
 0

Add Selected Order Items

Add Pack

Remove this Order

Remove this Pallet

Add Pallet Add Pack

26. The required information for the Pallet is:

- a. The Label – the label is a 20 character code that begins with 00 – Check Digit functionality will be applied
- b. The Code
- c. Tiers
- d. Blocks and
- e. Exchange Code

27. Once the Pallet information has been completed, you will need to select the items you wish to include on that Pallet. From the above example there are 3 line items that are available to be included on the ASN by checking the selection box to the left of the Qty.

28. Also, the quantity can be adjusted if you wish to only include some of the items from a line item - highlight the Qty field and type in the desired quantity.

29. Once the items you wish to include on the Pallet have been checked, click the link below the Pallet Label that reads Add Selected Order Items.

30. The application then requires that the Container Code for each line item be completed. It is a 14 digit code and Check Digit applies here as well.

View

- New Purchase Orders
- Documents In Process
- Incomplete Purchase Orders
- Incomplete Invoices
- Complete Invoices
- Incomplete ASNs
- Complete ASNs
- Advanced Document Search

My Account

- My Account
- Log Out

Advanced Shipping Notice

Number
4556

Transportation Method
[Dropdown]

Weight
Gross 3 Kilograms

Ship Date
11/17/2005

Carrier Name
[Text]

Bill of Lading Number
4

Delivery Date
Estimated 11/24/2005

Add An Order To this Shipment...

Order TST002 Remove this Order

Weight [Dropdown] 0 **Bill of Lading Quantity** [Dropdown] 0

Pallet Remove this Pallet

Label	Code	Tiers	Blocks	Exchange Code
00106141411928374657	3	1	1	3

Qty	UOM	Item #	Stock #	UPC	Description	Container Code
100	CA	381061	041923	005639441923	BION TEARS	91014541210226
20	CA	384534	042345	005345324233	MISC PRODUCTS	91014541210226
45	EA	345234	041987	005344546456	MISC PRODUCTS	91014541210226

Add Selected Order Items Remove All Items

Add Pack

Add Pallet Add Pack

31. Only the Bill of Lading Quantity is required to complete this ASN.

32. This ASN can be saved as incomplete by clicking Save or sent along to FCL when it is complete by clicking Sent. When the ASN is complete, the message ASN successfully sent will appear.

View

- New Purchase Orders
- Documents In Process
- Incomplete Purchase Orders
- Incomplete Invoices
- Complete Invoices
- Incomplete ASNs
- Complete ASNs
- Advanced Document Search

My Account

- My Account
- Log Out

Advanced Shipping Notice

Number
4556

Transportation Method
[Dropdown]

Weight
Gross 3 Kilograms

Ship Date
11/17/2005

Carrier Name
[Text]

Bill of Lading Number
4

Delivery Date
Estimated 11/24/2005

Order TST002

Weight 0 **Bill of Lading Quantity** 3

Pallet

Label	Code	Tiers	Blocks	Exchange Code
00106141411928374657	3	1	1	3

Qty	UOM	Item #	Stock #	UPC	Description	Container Code
100	CA	381061	041923	005639441923	BION TEARS	91014541210226
20	CA	384534	042345	005345324233	MISC PRODUCTS	91014541210226
45	EA	345234	041987	005344546456	MISC PRODUCTS	91014541210226

ASN successfully sent

33. Only a PO that has had an ASN created against it can be invoiced.

34. To create an invoice, click on the PO that will now be in the Incomplete PO View or Documents in Process View.

35. The Actions on the left side of the application screen will now show a **Create Invoice** link, click on this and you will see the invoice template.

View

- New Purchase Orders
- Documents In Process
- Incomplete Purchase Orders
- Complete Purchase Orders
- Incomplete Invoices
- Complete Invoices
- Incomplete ASNs
- Complete ASNs
- Advanced Document Search

My Account

- My Account
- Login Information
- Log Out

Invoice

FCL Test

Invoice Number: Invoice Date: 11/15/2005

PO Number: TST202 Ship Date:

Terms: Shipping: Choose Payment Method

Ship To **Bill To**

Federated Co-operatives Ltd.
13232 170th Street
Edmonton
AB CA T3V 1M7

Federated Co-operatives Ltd.
Box 1050
401 22nd St. East
Saskatoon
SK CA S7M 3M9

Line Items

Line	Available Qty	Qty	UOM	Buyer's Item Number	Seller's Item Number	UPC Code	Unit Price	Adjust.	Price
<input checked="" type="checkbox"/>	4	<input type="text" value="4"/>	CA	618926	40050	006843740050	35.40	-14.16	127.44
BROOKSIDE PREMIUM FRUIT & NUT Add Allowance/Charge									
Remove	A/C	Type	Percent	Rate	Amount	Description			
	Allowance	ALLOWANCE NON PERFORMANCE		3.54	14.16				
<input checked="" type="checkbox"/>	60	<input type="text" value="60"/>	CA	698399	25500	006843725500	35.40	-212.40	1,911.60
BROOKSIDE CHOCOLATE ALMONDS Add Allowance/Charge									
Remove	A/C	Type	Percent	Rate	Amount	Description			
	Allowance	ALLOWANCE NON PERFORMANCE		3.54	212.40				
Add Allowance/Charge								Sub Total:	2,039.04
								Total Invoice Amount:	2,039.04

36. The mandatory fields that must be completed on the invoice are: Invoice number, Invoice Date, Ship Date and Shipping Method. The Invoice Number must be unique.

37. The template will automatically show all the line items that are available to be invoiced.

38. There is a selection box to the left of each line item which is automatically checked. If you want to remove any of the line items from the invoice for invoicing at a later date, click the selection box to remove the check mark.

39. The Quantity will be auto-filled with the quantity remaining that is available for invoicing. If you want to reduce the quantity, highlight the Quantity field and key in the quantity you wish to invoice.

40. There are discounts and allowance available on both a line item level and on the total invoice. If there are discounts and allowances offered by FCL and they will appear on a line item basis.
41. To add a discount or allowance to a line item – click the link Add Allowance/Charge. The fields that must be completed are:
- Select from the drop down list allowance or charge
 - Select the type of allowance or charge from the drop down list
 - The Percent or Rate is determined by FCL and shows on the PO
 - A description can be added if required

View	Invoice																																																																								
New POs	FCL Test																																																																								
Documents In Process	Invoice Number: test3456	Invoice Date: 11/22/2005																																																																							
Incomplete POs	PO Number: TST402	Ship Date: 11/30/2005																																																																							
Complete POs	Terms:	Shipping: Collect																																																																							
Incomplete Invoices	Ship To	Bill To																																																																							
Complete Invoices	Federated Co-operatives Ltd. 1615 King Edward Street Winnipeg MB CA	Federated Co-operatives Ltd. Box 1050 401 22nd St. East Saskatoon SK CA S7M 3M9																																																																							
Incomplete ASNs	Line Items																																																																								
Complete ASNs	<table border="1"> <thead> <tr> <th>Line</th> <th>ASN Qty</th> <th>Qty</th> <th>UOM</th> <th>Buyer's Item Number</th> <th>Seller's Item Number</th> <th>UPC Code</th> <th>Unit Price</th> <th>Adjust.</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>1</td> <td>48</td> <td>48</td> <td>CA</td> <td>698399</td> <td>25500</td> <td>006843725500</td> <td>35.40</td> <td>-169.92</td> <td>1529.28</td> </tr> <tr> <td colspan="10">BROOKSIDE CHOCOLATE ALMONDS</td> </tr> <tr> <td colspan="10" style="text-align: right;">Add Allowance/Charge</td> </tr> <tr> <td>Remove</td> <td>A/c</td> <td>Type</td> <td>Percent</td> <td>Rate</td> <td>Amount</td> <td colspan="4">Description</td> </tr> <tr> <td></td> <td>Allowance</td> <td>ALLOWANCE NON PERFORMANCE</td> <td>3.54</td> <td>3.54</td> <td>169.92</td> <td colspan="4"></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Allow/Charge</td> <td><Select Charge/Allowance></td> <td></td> <td></td> <td>0.00</td> <td colspan="4"></td> </tr> </tbody> </table>		Line	ASN Qty	Qty	UOM	Buyer's Item Number	Seller's Item Number	UPC Code	Unit Price	Adjust.	Price	<input checked="" type="checkbox"/>	1	48	48	CA	698399	25500	006843725500	35.40	-169.92	1529.28	BROOKSIDE CHOCOLATE ALMONDS										Add Allowance/Charge										Remove	A/c	Type	Percent	Rate	Amount	Description					Allowance	ALLOWANCE NON PERFORMANCE	3.54	3.54	169.92					<input checked="" type="checkbox"/>	Allow/Charge	<Select Charge/Allowance>			0.00				
Line	ASN Qty	Qty	UOM	Buyer's Item Number	Seller's Item Number	UPC Code	Unit Price	Adjust.	Price																																																																
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<input checked="" type="checkbox"/>	Allow/Charge	<Select Charge/Allowance>			0.00																																																																				
My Account	Add Allowance/Charge																																																																								
My Account	Sub Total: 1,529.28																																																																								
Login Information	Total Invoice Amount: 1,529.28																																																																								
Log Out																																																																									

42. In the above example a discount of \$3.54 per unit is offered by FCL. To take this discount key in either the Percent or Rate that appears on the line above the data entry fields. In this example the Rate of \$3.54 should be keyed into the Rate field and the application will complete the line extension.
43. There is a grey link at the bottom left on the invoice called Add Allowance or Charge if additions need to be made to the invoice beyond the line items. ***Note – this is also the method to use to add GST to the invoice if required.**
44. Click the link and then choose the type of adjustment from the drop down list A/C Indicator.
45. The next step is to choose the type of Charge/Allowance and enter an amount. Notes can be added this line item if required.
46. There are options shown across the bottom of the invoice:
- Recalculate**-this allows the user to update the line items and totals on the invoice prior to sending the invoice

- b. **Save as Incomplete**-allows the user to save the invoice prior to sending it to FCL for further review/input. The invoice will be placed in the Saved folder.
- c. **Send**-once the user is certain that the input is complete, clicking Send will send the invoice along to FCL.

Issuing a Credit Invoice

- 47. If an invoice has been sent but needs to be adjusted after it has been sent to FCL, click on the PO in the Complete POs view.
- 48. The link for Create Invoice appears under the Supplier Actions heading. Click the link and a template for an Invoice will appear.
- 49. The credit note requires a number, an invoice date, ship date and payment method just like the invoice. The number can be the original invoice number with a suffix or prefix if required or a completely different number.
- 50. The line items on the template all show zeros in the quantity field as the quantity has been billed previously. If you want to create a credit note for a line item, enter the negative number in the quantity field and click Recalculate Totals on the bottom of the invoice template.
- 51. If the credit you are creating is for an item other than product, select the Add Allowance/Charge on the line item level or the invoice level.
- 52. Select Allowance from the drop down menu, then choose the type of allowance from the Type drop down menu, and then enter in the amount of the credit.
- 53. You can click on Recalculate Totals again to check the calculations prior to sending the credit note.
- 54. Once the credit is complete, click the Send button on the bottom of the invoice and the credit note will be sent to FCL.

Export

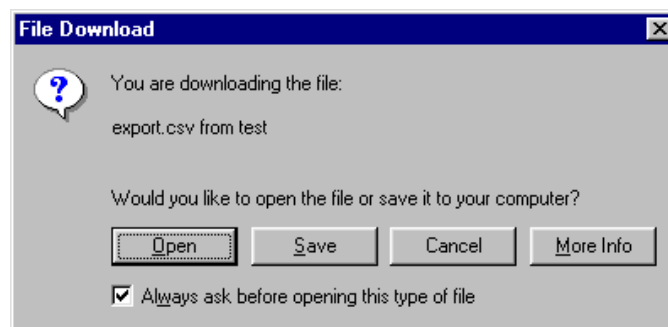
Web Commerce gives you the ability to export a PO from the application in XML format and import an invoice back in.

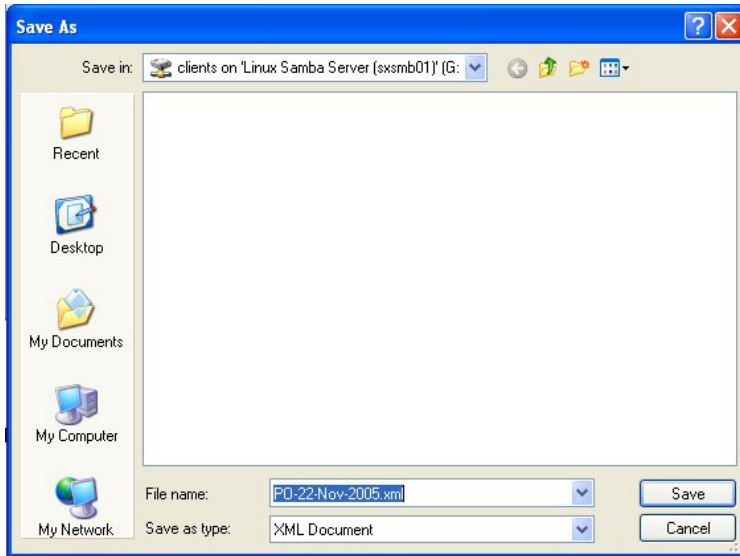
- 55. To **Export** a PO to your local hard disk, go to the New POs, Documents in Process or Incomplete POs View, click the **Export PO** link under Actions and the following **Query Screen** will appear:

56. The **Query Screen** will allow you to select one or a group of POs for Export. The fields can be completed, including Not Exported which will select any PO that has not yet been exported, and then click **Search**.

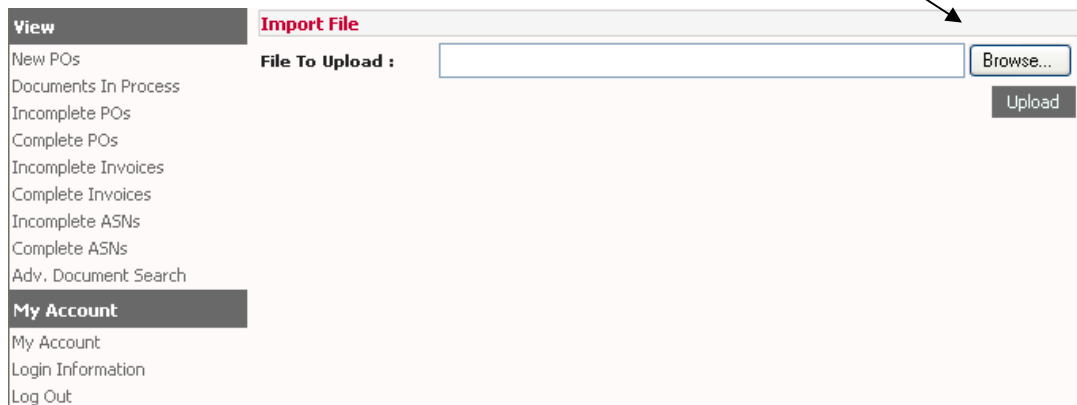
57. The **Search** will return the following screen that allows you to click the selection box beside each PO you wish to **Export**.

58. A prompt will come up once you hit export, click the **Save** button. The save button will prompt you to choose a location on your local hard disk to save the file to. Once you have chosen a location on your computer click the **Save** button. Once the save is complete find the save location on your computer and open it (your computer will automatically open the file with the appropriate program).





59. To **Import** an invoice into your **Web Commerce** account, go to the New POs, Incomplete POs or Documents In Process View. Click on the **Import Invoices** link.
60. The next screen lets you find and import invoices. Click the **Browse** button to find the invoice file that is saved on your computer and then click the Upload button.



In order to use the Export/Import function the following file format layout must be used:

Purchase Order Export

Each line begins with a Record Format indicator and fields are comma separated.
 If a field is not used, a comma is included as a place holder for the field.
 END followed by a carriage return indicates the end of the file.

Record Format	CSV Field
HEADER	PO Number
	PO Date (MM/DD/YYYY)
	PO Type "Drop Ship" or "Replenishment"
	Delivery Date (MM/DD/YYYY)

	Associated PO
	Associated Invoice
	Carrier Name (TD505)
SHIPTO	Ship To Code
	Ship To Name
	Ship To Address
	Ship To City
	Ship To State
	Ship To Country
	Ship To Zip
BILLTO	Bill To Name
	Bill To Address
	Bill To City
	Bill To State
	Bill To Country
	Bill To Zip
HEADERNOTE	Notes
LINE	Line Number
	Quantity Ordered
	Unit of Measure
	Unit Price
	Seller's Part Number
	Buyer's Part Number
DESCRIPTION	Description
LINENOTE	Notes
END	End of File

Invoice Import

Invoices must be in a valid XML format

Node Name	Attributes
Invoices – Root node that contains all the invoices	
SavedInvoice	InvoiceDate – YYYY-MM-DD. Required.
	InvoiceNumber – Required.
	PO_ID – The Purchase Order ID from the XML PO export. Required.
	ShipDate – YYYY-MM-DD. Optional
	ShipMethodOfPayment – CC=Collect, PP=Prepaid. Required.
Items – Contains InvoiceItem nodes	
InvoiceItem	LineNumber – Assigned number for identification purposes. Required.
	Quantity – Quantity invoiced. Required.
	PoItemId – The Purchase Order Item ID from the XML PO export. Required.
AllowCharges – Contains SAC nodes	
SAC – this node can occur within the InvoiceItem tags if the SAC applies to the item, or within the	ChargeIndicator: C=Charge, A=Allowance. Required.
	ChargeCode: Code Must be a valid EDI Service, Promotion, Allowance, or Charge Code 4 characters in length.

SavedInvoice tags if the SAC applies to the whole invoice.	Amount: If a Rate or Percent is specified, this is optional, but must be 0 if no Amount is specified. If a Rate or Percent is not specified this is required.
	PercentQual: 1 = Item List Cost, 7 = Base price amt less previous discount. Required if a Percent is specified.
	Percent: Percent rate at which the discount is calculated. Optional.
	Rate: Amount of discount per each item. Optional.
	Description: Optional. Max 80 characters.
END	Required to mark the end the file
EXAMPLE FILE	
HEADER,1411,8/6/2004,TST00001 TERMS,2,8/15/2004,9/30/2004 LINE,1,10 CARRIER,FEDEX GROUND,034068301188336 SAC,C,D240,78.99,Freight HEADER,1412,8/6/2004,TST00002 TERMS,,,9/30/2004 LINE,1,14 LINE,2,3 LINE,3,1 END	

That's it

You are now ready to use **FCL Web Commerce** to do business.