



BUNZL VIP PORTAL SUPPLIER'S MANUAL

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1. Registration of the supplier on the VIP portal

I. How to do it?

Supplier receives the following link to create the supplier's account on the portal:

<https://bunzlcontinentaleurope.flow.tiekinetix.net/onboarding/bunzlcontinentaleurope>

Please follow the link and enter the asked data for your company. Please note that the data with a * are mandatory.

If you don't have a Chamber of Commerce Number, please enter your VAT number (only numerical characters).

Bunzl Partner Onboarding

Partner Onboarding (1/3)

Company Name *

Chamber of Commerce Registration Name

Address *

Street + house Number

Extra address line

City

Province

Postal Code

Country

Chamber of
Commerce
Number *

Chamber of Commerce Number

VAT Number *

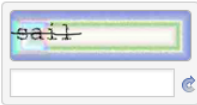
VAT Number, inclusive country like: NL2343624872K

GLN Code

Bunzl Supplier Nr

Administrative Contact Information

Partner Onboarding (2/3)

Complete Name *	<div>Mr <input type="text"/></div> <div>Prefix First Name Infix + Last Name</div>	ERP Software (optional)	<input type="text"/> ERP System
Function	<input type="text"/>	Name of ERP Implementation Partner	<input type="text"/> Name of ERP Implementation Partner
Phone Number *	<div><input type="text"/> - <input type="text"/> - <input type="text"/></div> <div>Countrycode City Number</div>	Name of Contactperson at ERP Partner	<div><input type="text"/> <input type="text"/> <input type="text"/></div> <div>Prefix First Name Infix + Last Name</div>
E-mail address *	<div><input type="text"/></div> <div>ex: admin@mycompany.com</div> <div>This mailaddress will be used as login name, but also to receive all orders and communication from the VIP portal. Using a shared mailaddress like admin@yourcompany.com is advised. Mailaddress cannot be changed by the user.</div>	Phone Number of ERP Contactperson	<div><input type="text"/> - <input type="text"/> - <input type="text"/></div> <div>Countrycode City Number</div>
		E-mail address of contactperson	<div><input type="text"/></div> <div>ex: admin@mycompany.com</div> <div>E-mail address of your contactperson at the ERP Partner</div>
		Enter the message as it's shown. *	<div></div>
<div>Send Form</div>			

Once submitted you will receive a confirmation mail and an activation link.

From your side, the setup is now done, thank you.

II. Good to know

The VIP Portal can best be used with Google Chrome, Microsoft Edge or Firefox.

Once you have entered your company details we will activate it (this can take some times). This information will also be shared with our sister companies so that they can also contact you via the portal. This will not happen for all companies at the same time. So you only need 1 access for all Bunzl companies. If you are already onboarded on the portal, you do not have to do it again for other Bunzl companies (one time onboarding is enough for all Bunzl Companies that use the portal).

When filling in the form you must enter several things. One is the e-mail address that you wish to use. On this e-mail address you will receive orders from this platform, but it is also the login name to be able to create the return messages. It is therefore important that several people may have access to this e-mail address. We therefore recommend to use a shared mailbox.

Please note that the prices, delivery dates and invoices that are communicated via the portal are the data that are valid for us. These prevail over any other documents supplied by you. If you wish to react after confirmation or delivery of a document, you must contact us.

You have to do 3 steps on the portal for each order:

- Order confirmation
- Delivery note
- Invoice

Portal address is the following <https://bunzlcontinentaleurope.flow.tiekinetix.net>

For use and help regarding the Portal we kindly ask you to use the Support function available in the portal. For instruction videos to the usage of the portal, please go to: <https://www.youtube.com/channel/UC-HLxVuMOl0iCnBCKAbYRiQ/videos>

2. Account activated on the VIP portal

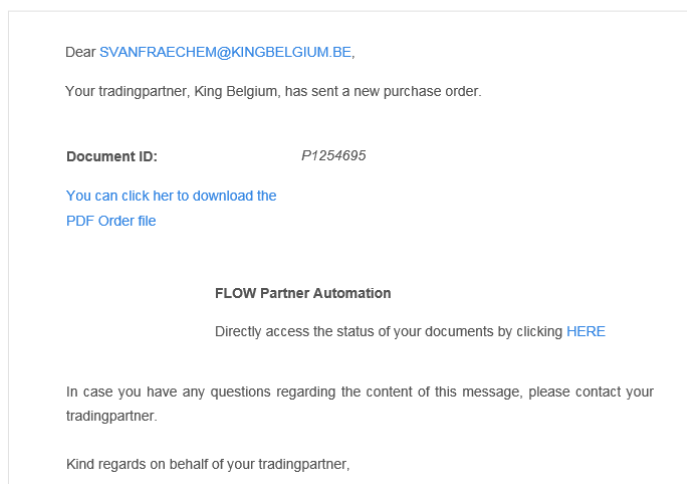
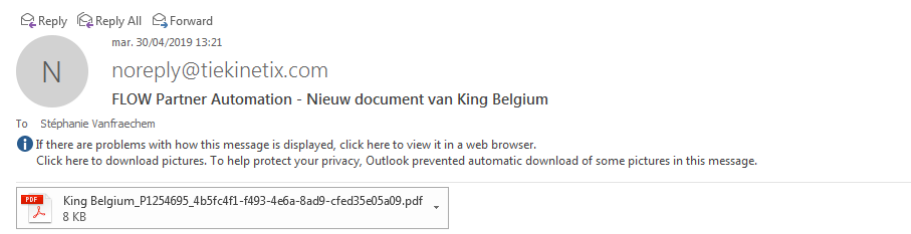
When you have made the registration of your company on the portal, your account will be activated. You are going to receive an e-mail confirming you that:

- Your account is activated
- Our next order will be sent to you through the portal

3. Order

I. E-mail

Each time we are sending you an order, you will receive an e-mail from the e-mail address noreply@tiekinetix.com with the link to the portal and a PDF version of our order.



II. Tips

Please unblock this e-mail address noreply@tiekinetix.com to be sure the mails don't go in your junk e-mails/spams.

III. Order details

In order to see the order details directly on the portal (above the PDF version), please on [HERE](#) in the e-mail received.

Reply Reply All Forward

mar. 30/04/2019 13:21

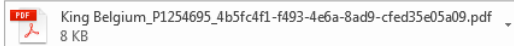


noreply@tiekinetix.com

FLOW Partner Automation - Nieuw document van King Belgium

To Stéphanie Vanfraechem

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



King Belgium_P1254695_4b5fc4f1-f493-4e6a-8ad9-cfed35e05a09.pdf
8 KB

Dear SVANFRAECHEM@KINGBELGIUM.BE,

Your tradingpartner, King Belgium, has sent a new purchase order.

Document ID: *P1254695*

You can click [here](#) to download the
PDF Order file

FLOW Partner Automation

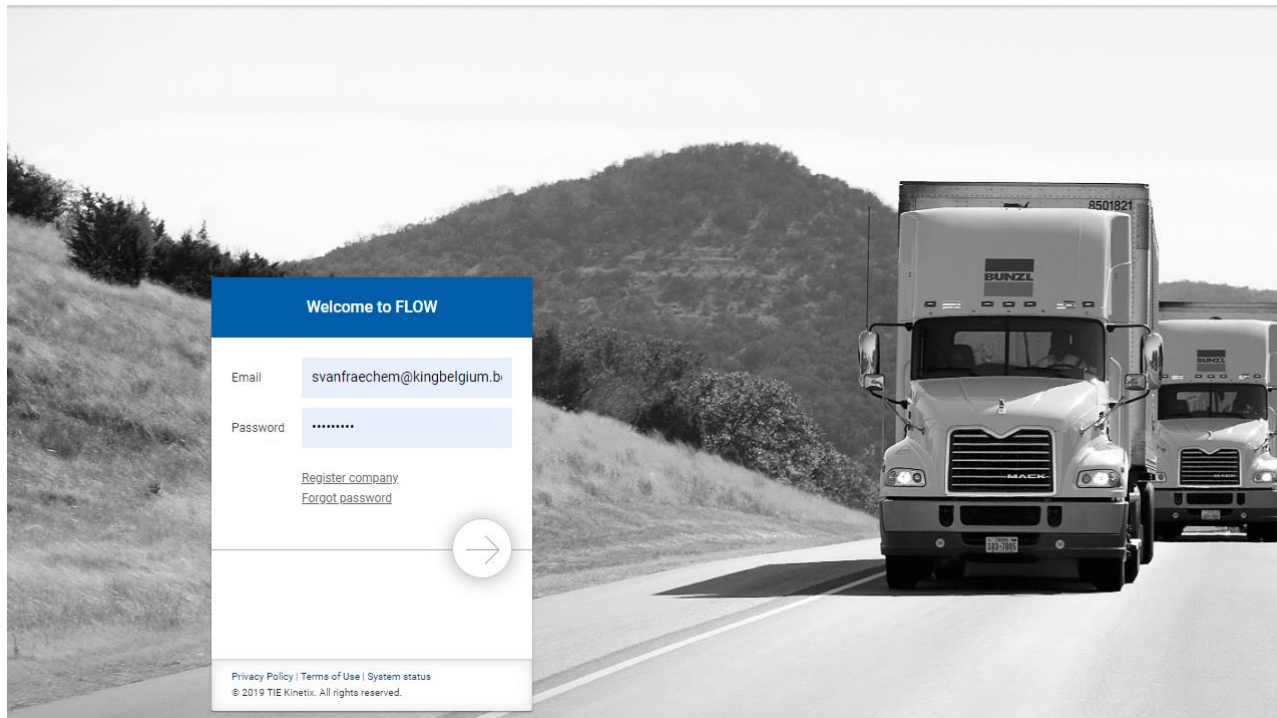
Directly access the status of your documents by clicking [HERE](#)



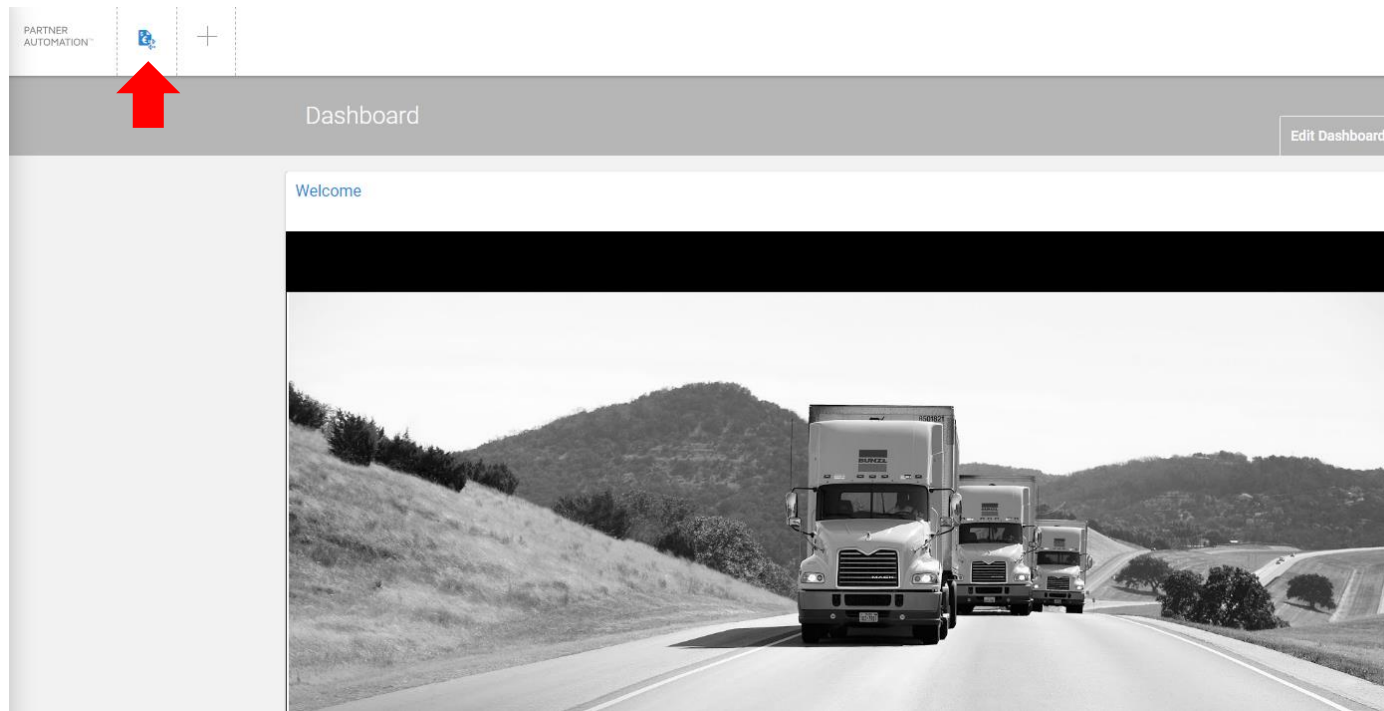
In case you have any questions regarding the content of this message, please contact your tradingpartner.

Kind regards on behalf of your tradingpartner,

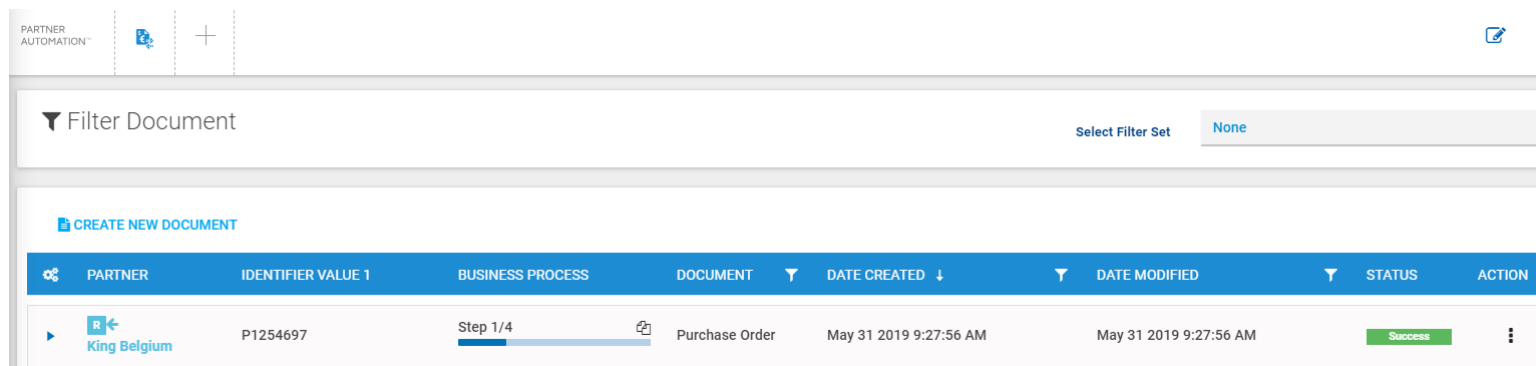
You will be redirected to the portal. Please enter your login and password to be logged on the portal.







If you see the following screen on the portal, please click on “my manual documents”.



You will then see the list of all the purchase orders and documents available on the portal.



To see the order detailed, please click on the three points under action and then on [view files](#) on the purchase order you would like to see more detailed. Under column [Identifier value 1](#), you can find our purchase order number back.

PARTNER	IDENTIFIER VALUE 1	BUSINESS PROCESS	DOCUMENT	DATE CREATED	DATE MODIFIED	STATUS	ACTION
 King Belgium	P1254697	Step 1/4	Purchase Order	May 31 2019 9:27:56 AM	May 31 2019 9:27:56 AM		
 King Belgium	P1254671	Step 2/4	Order Response	May 28 2019 2:23:25 PM	May 28 2019 2:23:25 PM		CREATE ORDER RESPONSE (REQUIRED) VIEW FILES COMPARE

The order will then appear on your screen as a PDF version (same lay-out as the PDF directly sent by e-mail to you with the link to the portal).

File Content

Identifier Value 1: P1254697 | Partner: King Belgium


Source

Parsed

HTML Report

Destination

Destination Parsed



Purchase Order

SenderID Sender Name	1239999999999 King Belgium	RecipientID Recipient Name	1234567890123 King Belgium
Buyer	Supplier	ShipTo	
1239999999999 King Belgium Staging Rue du Cerf 190 / 1	1234567890123	1239999999999 King Belgium NV Unit 5 Kersdonk 7 2830 TISSELT BE	
Buyer Order ID	P1254697	Buyer Order Date	2019-05-31
CustomerReference	svanf	Requested Delivery Date	2019-06-11
Total Order Amount	1800.00	Total Tax Amount	378.00
Total Payable Amount	2178.00	Currency	EUR

Line Nr	Supplier Item Nr	Buyer Item Nr	Description	OrderedQuantity	Unit Of Measure	Variation
1	110163	700110/163	TOILETPAPIER TORK ADVANCED MINI JUMBO 1LGS 240M T2 (12)	36	CS	

Tax information Info

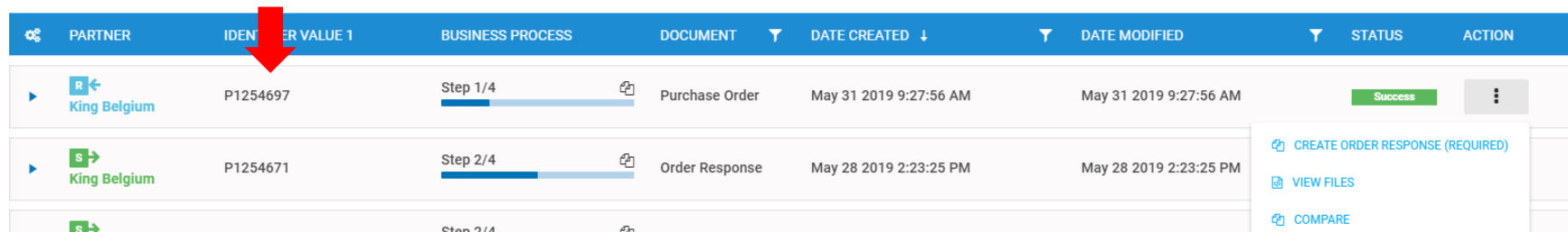
To switch to the previous screen, please click on the ×.

4. Order confirmation

Please remember that the documents communicated to us through the portal are the only data valid for us.

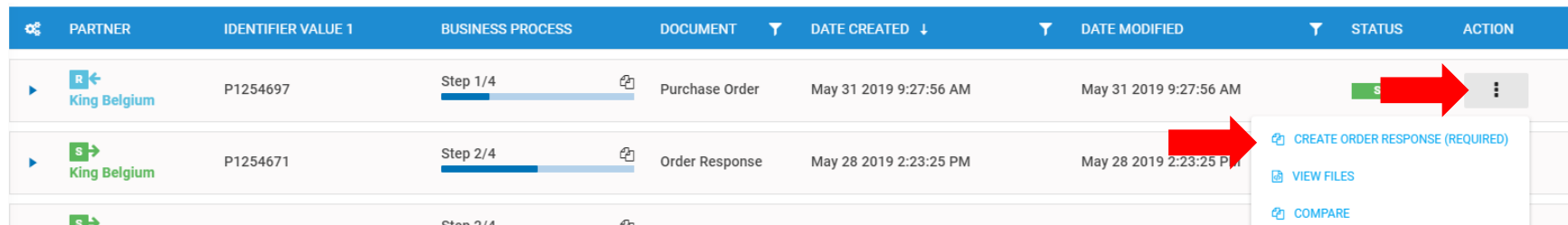
When you are on the portal, you will see the list of all the orders and documents available on the portal.

Under **Identifier value 1**, you can find our purchase order numbers back.



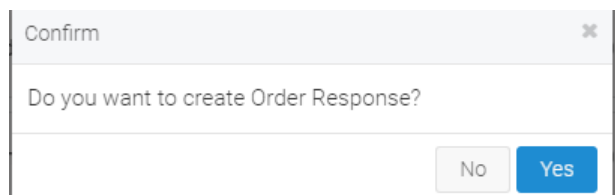
PARTNER	IDENTIFIER VALUE 1	BUSINESS PROCESS	DOCUMENT	DATE CREATED	DATE MODIFIED	STATUS	ACTION
King Belgium	P1254697	Step 1/4	Purchase Order	May 31 2019 9:27:56 AM	May 31 2019 9:27:56 AM	Success	
King Belgium	P1254671	Step 2/4	Order Response	May 28 2019 2:23:25 PM	May 28 2019 2:23:25 PM		CREATE ORDER RESPONSE (REQUIRED) VIEW FILES COMPARE
		Step 2/4					

To create the order confirmation, please click on the three points under action and on **create order response (required)** on the line of the purchase order you would like to confirm. This is only necessary if you have made changes to the document, but it is best to always do it like thi.



PARTNER	IDENTIFIER VALUE 1	BUSINESS PROCESS	DOCUMENT	DATE CREATED	DATE MODIFIED	STATUS	ACTION
King Belgium	P1254697	Step 1/4	Purchase Order	May 31 2019 9:27:56 AM	May 31 2019 9:27:56 AM	Success	
King Belgium	P1254671	Step 2/4	Order Response	May 28 2019 2:23:25 PM	May 28 2019 2:23:25 PM		CREATE ORDER RESPONSE (REQUIRED) VIEW FILES COMPARE
		Step 2/4					

Please click on **Yes** to start creating the order confirmation.



Confirm

Do you want to create Order Response?

NoYes

You will be redirected to the following screen:

Order Response

←

LOGO NAME
Slogan text

Comments

Customer information

King Belgium
Rue du Cerf 190/1, AL
B-1332 GENVAL, AL, BE

Trading Partner

TradingPartnerID ⓘ
King Belgium

Acknowledgement Type
Acknowledge - With Changes

Order AckDate ⓘ
2019-05-31

Purchase OrderNumber
P1254697

Purchase OrderDate ⓘ
2019-05-31

Ship to info

Remit to info

Header

Ship to location code
1239999999999

Ship to name
King Belgium NV

Ship to address 1
Unit 5 Kersdonk 7

Ship to city
TISSELT

Ship to zip
2830

Ship to country
BE

ⓘ

Line Nr

Ordered Qty

Unit Of Measure

Price Net

Customer PartNr

Vendor PartNum

Part Description

⚙️

I. Order confirmation without any change

Customer information

King Belgium
Rue du Cerf 190/1, AL
B-1332 GENVAL, AL, BE

Trading Partner

TradingPartnerID ⓘ
King Belgium ▼


Acknowledgement Type
Acknowledge - With Changes ▼

Purchase OrderNumber
P1254697

Order AckDate ⓘ
2019-05-31

Purchase OrderDate ⓘ
2019-05-31

Ship to info

Rem 

Header

Document ID ⓘ
636948862747594746

Scheduled Delivery Date ⓘ
2019-06-11

Customer Reference
svanf

Currency
EUR


Total Ordered OrderAmount
1800.00



VendorID ⓘ
1234567890123

PaymentTerms Description

Total Ordered TaxAmount
378.00

Total Ordered PayableAmount
2178.00



ⓘ	Line Nr	Ordered Qty	Unit Of Measure	Price Net	Customer PartNr	Vendor PartNum	Part Description	
>	1	36	CS	50.00	700110/163	110163	TOILETPAPIER TORK ADVANCED MINI JUMBO 1LGS 240M T2 (12)	<div> </div> <div>COMMENT <input type="checkbox"/></div>

Preview PDF

Save As Draft

Send Document

Please click on “header” to see the delivery date we are asking for.

In the lower part of the screen, you will see the different lines we are ordering.

Version 1.1


Author: Stéphanie Vanfraechem

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If you don't want to change anything ; so you want to confirm the items, quantities, prices, delivery date, please tick the square above the different ordered lines.

⊕	Line Nr	Ordered Qty	Unit Of Measure	Price Net	Customer PartNr	Vendor PartNum	Part Description		
>	1	36	CS	50.00	700110/163	110163	TOILETPAPIER TORK ADVANCED MINI JUMBO 1LGS 240M T2 (12)	COMMENT	 <input checked="" type="checkbox"/>

Please click on the nut and on **accept selected lines**.

⊕	Line Nr	Ordered Qty	Unit Of Measure	Price Net	Customer PartNr	Vendor PartNum	Part Description		
>	1	36	CS	50.00	700110/163	110163	TOILETPAPIER TORK ADVANCED MINI JUMBO 1LGS 240M T2 (12)		<div><input checked="" type="checkbox"/> Accept Selected Lines <input type="checkbox"/> Reject Selected Lines</div>

Please then click on **send document**.

>	1	36	CS	50.00	700110/163	110163	TOILETPAPIER TORK ADVANCED MINI JUMBO 1LGS 240M T2 (12)	COMMENT	<input type="checkbox"/>
---	---	----	----	-------	------------	--------	---	---------	--------------------------

Preview PDF

Save

Send Document

Order confirmation has been sent to us back through the portal.

II. Order confirmation with changes

Changes which you can make (only of those points of a combination):

- Delivery date for the whole order/delivery date for one order line
- Price
- Quantity
- Refuse one or more lines
- Add comments

a. Change only the delivery date for the whole order

Please go to **header** and enter the **scheduled delivery date**.

The screenshot shows the 'Header' tab of an order confirmation form. On the left, there are fields for 'Acknowledgement Type' (set to 'Acknowledge - With Changes') and 'Purchase OrderNumber' (P1254697). In the center, 'Order AckDate' is 2019-05-31 and 'Purchase OrderDate' is 2019-05-31. A red arrow points to the 'Scheduled Delivery Date' field, which is set to 2019-06-11. To the right, there are fields for 'Document ID' (636948862747594746), 'VendorID' (1234567890123), 'Customer Reference' (svanf), 'Currency' (EUR), 'Total Ordered OrderAmount' (1800.00), 'PaymentTerms Description', 'Total Ordered TaxAmount' (378.00), and 'Total Ordered PayableAmount' (2178.00).

Then please click on the square to select all the order lines and then click on the nut and on **accept selected lines**.




The screenshot shows a table of order lines with columns: Line Nr, Ordered Qty, Unit Of Measure, Price Net, Customer PartNr, Vendor PartNum, and Part Description. The first line is Line Nr 1, Ordered Qty 36, Unit Of Measure CS, Price Net 50.00, Customer PartNr 700110/163, Vendor PartNum 110163, and Part Description TOILETPAPIER TORK ADVANCED MINI JUMBO 1LGS 240M T2 (12). A red arrow points to the 'Accept Selected Lines' option in the context menu that appears when clicking on the line.

Please then click on **send document** so that the order confirmation with change can be sent to us back through the portal





The screenshot shows the bottom of the order confirmation form. It includes a 'COMMENT' button and a 'Send Document' button. A red arrow points to the 'Send Document' button.

b. Change only the delivery date for one order line


Please click on > in front of the line to see the details for the line in question.


Line Nr	Ordered Qty	Unit Of Measure	Price Net	Customer PartNr	Vendor PartNum	Part Description	
> 1	36	CS	50.00	700110/163	110163	TOILETPAPIER TORK ADVANCED MINI JUMBO 1LGS 240M T2 (12)	 
							COMMENT 


Please click on the **three points** on the right of the line and then on **modify line**.


LineAck		Additional Line Info					
Ack StatusCode	Ack Quantity	Ack Price	Ack UnitOfMeasure	Scheduled Delivery Date	Size		Action
[OBJECT OBJECT]	36	50.00	CS	2019-06-11			
							 Modify Line  Accept Line  Reject Line


A new screen will appear. Please change the **scheduled delivery date** for the line in question and enter **the ack status code** to **date rescheduled** and click on **update**.






Ack StatusCode 

Ack Quantity  36

Ack Price  50.00

Ack UnitOfMeasure  CS

 Scheduled Delivery Date  2019-06-11 

Size

CANCEL

UPDATE

Please then accept all the other order lines as explained in point I. Order confirmation without any change

Please then click on **send document** so that the order confirmation with change can be sent to us back through the portal


> 1	36	CS	50.00	700110/163	110163	TOILETPAPIER TORK ADVANCED MINI JUMBO 1LGS 240M T2 (12)	COMMENT 
							 

!!! Please take care that the date confirmed from the line level always prevails on the date confirmed on header level !!!





If you only change the date on the header level but you confirm the line level as it is, it means you will make the delivery on the asked date and not on the rescheduled date.

c. Change only the price for one order line

Please click on > in front of the line to see the details for the line in question.

Line Nr	Ordered Qty	Unit Of Measure	Price Net	Customer PartNr	Vendor PartNum	Part Description	
> 1	36	CS	50.00	700110/163	110163	TOILETPAPIER TORK ADVANCED MINI JUMBO 1LGS 240M T2 (12)	
							<input type="checkbox"/>
							COMMENT

Please click on the **three points** on the right of the line and then on **modify line**.

LineAck	Additional Line Info	Ack StatusCode	Ack Quantity	Ack Price	Ack UnitOfMeasure	Scheduled Delivery Date	Size	Action
+		[OBJECT OBJECT]	36	50.00	CS	2019-06-11		
								 Modify Line  Accept Line  Reject Line

A new screen will appear. Please change the **ack price** for the line in question and enter **the ack status code** to **price changed** and click on **update**.

×

Ack StatusCode

36

Ack Quantity

36

Ack Price

50.00

Ack UnitOfMeasure

CS

Scheduled Delivery Date

2019-06-11

Size

CANCEL

UPDATE

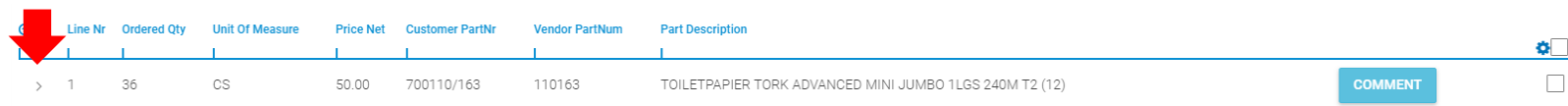
Please then accept all the other order lines as explained in point I. Order confirmation without any change



Please then click on **send document** so that the order confirmation with change can be sent to us back through the portal

> 1	36	CS	50.00	700110/163	110163	TOILETPAPIER TORK ADVANCED MINI JUMBO 1LGS 240M T2 (12)	COMMENT	<input type="checkbox"/>
							Preview PDF	

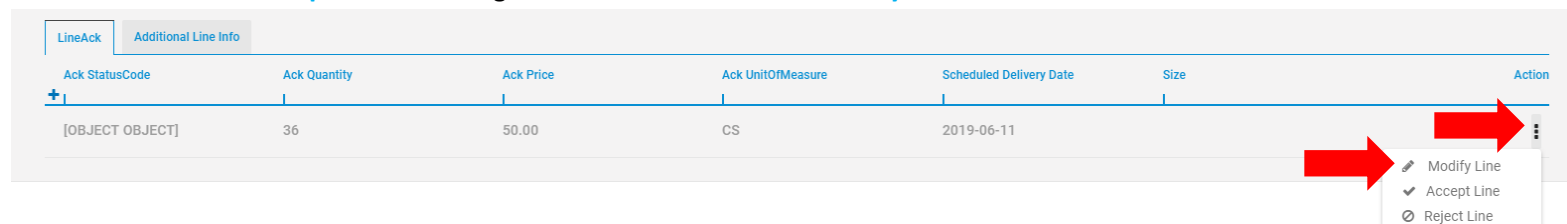
d. Change only the quantity for one order line


Please click on > in front of the line to see the details for the line in question.






	Line Nr	Ordered Qty	Unit Of Measure	Price Net	Customer PartNr	Vendor PartNum	Part Description	
>	1	36	CS	50.00	700110/163	110163	TOILETPAPIER TORK ADVANCED MINI JUMBO 1LGS 240M T2 (12)	 

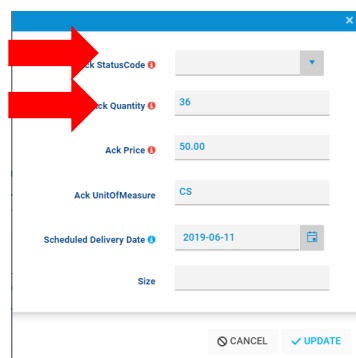
Please click on the **three points** on the right of the line and then on **modify line**.



Ack StatusCode	Ack Quantity	Ack Price	Ack UnitOfMeasure	Scheduled Delivery Date	Size	Action
[OBJECT OBJECT]	36	50.00	CS	2019-06-11		

 Modify Line
 Accept Line
 Reject Line

A new screen will appear. Please change the **ack quantity** for the line in question and enter **the ack status code** to **quantity changed** and click on **update**.



Ack StatusCode



Ack Quantity

Ack Price

Ack UnitOfMeasure

Scheduled Delivery Date

Size

Please then accept all the other order lines as explained in point I. Order confirmation without any change

Please then click on **send document** so that the order confirmation with change can be sent to us back through the portal




>	1	36	CS	50.00	700110/163	110163	TOILETPAPIER TORK ADVANCED MINI JUMBO 1LGS 240M T2 (12)	 
---	---	----	----	-------	------------	--------	---	---

e. Refuse one order line

Please click on > in front of the line to see the details for the line in question.



	Line Nr	Ordered Qty	Unit Of Measure	Price Net	Customer PartNr	Vendor PartNum	Part Description	
>	1	36	CS	50.00	700110/163	110163	TOILETPAPIER TORK ADVANCED MINI JUMBO 1LGS 240M T2 (12)	<div>COMMENT</div>

Please click on the **three points** on the right of the line and then on **reject line**.

LineAck		Additional Line Info						
Ack StatusCode	Ack Quantity	Ack Price	Ack UnitOfMeasure	Scheduled Delivery Date	Size	Action		
[OBJECT OBJECT]	36	50.00	CS	2019-06-11		<div><div></div><div>Modify Line</div><div>✓ Accept Line</div><div>⊘ Reject Line</div></div>		

Please then accept all the other order lines as explained in point I. Order confirmation without any change

Please then click on **send document** so that the order confirmation with change can be sent to us back through the portal

>	1	36	CS	50.00	700110/163	110163	TOILETPAPIER TORK ADVANCED MINI JUMBO 1LGS 240M T2 (12)	<div>COMMENT</div>	
---	---	----	----	-------	------------	--------	---	--------------------	--

Preview PDF





Send Document

f. Add comments

You can add a comment if it is necessary. The comment will be directly sent to us by e-mail.

This can be done by clicking on comment and a free text box appears.

	Line Nr	Ordered Qty	Unit Of Measure	Price Net	Customer PartNr	Vendor PartNum	Part Description	
>	1	36	CS	50.00	700110/163	110163	TOILETPAPIER TORK ADVANCED MINI JUMBO 1LGS 240M T2 (12)	 COMMENT 

If you would like to add freight costs or other additional costs, please use the comment field.

Comment

+5€ freight costs





✓ SAVE

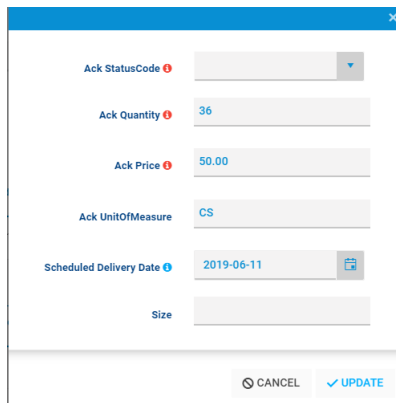
✗ CANCEL

Then please click on [save](#).

g. Multiple changes

You can make a combination of the above mentioned changes.

To make multiple changes, please click on the concerned line (as mentioned for the previous detailed changes) and go to [modify line](#). On the following screen, please change all the necessary fields : [ack quantity](#) and/or [ack price](#) and/or [scheduled delivery date](#). If you make more than 1 change by order line, please put the [ack status code](#) in [multiple changes made](#) and click on update.



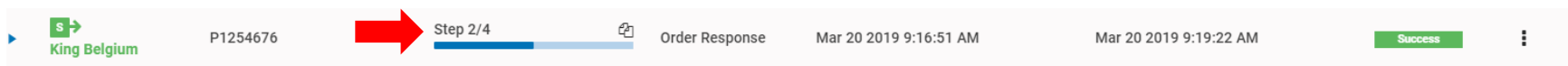
Then please don't forget to accept all the other order lines (all the lines without any change) as explained in point I. Order confirmation without any change

Please then click on [send document](#) so that the order confirmation with change can be sent to us back through the portal.



III. Order confirmation sent

When the order confirmation has been sent to us, you will see that the order is now on step 2/4



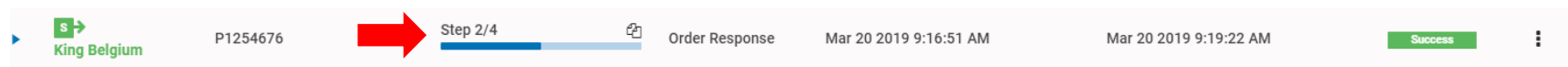
5. Delivery note

Please remember that the documents communicated to us through the portal are the only data valid for us.

After the order confirmation has been sent, we ask you to confirm the delivery note.

a. First delivery note for the order

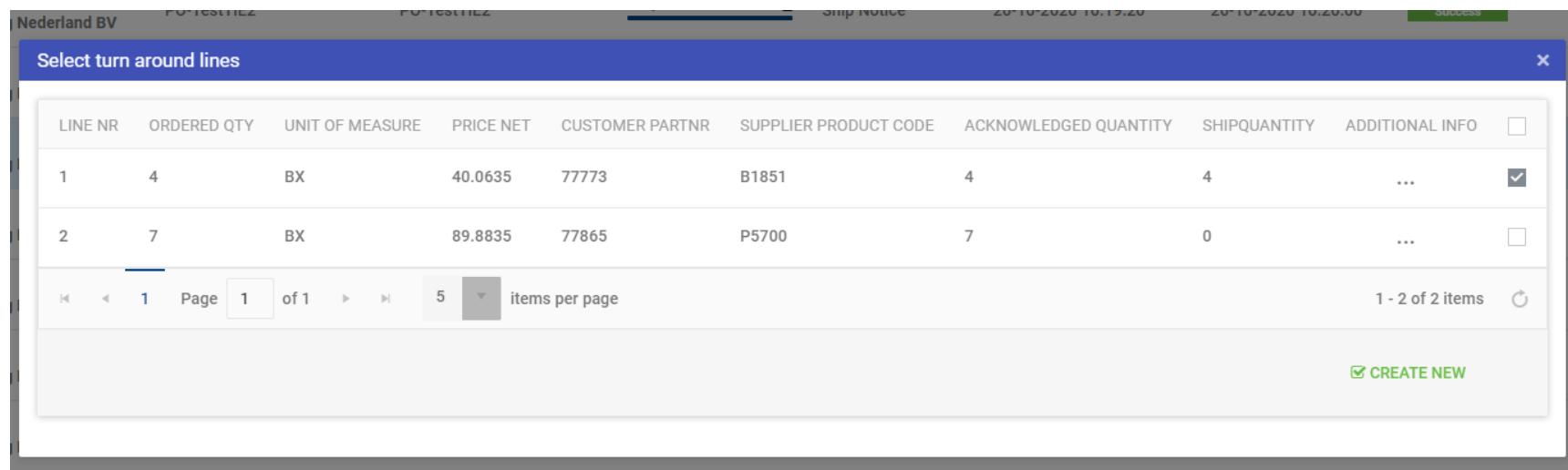
Please go on the screen manual document from the portal and then on the line with the order in question which is on step 2/4



Please click on the three points and on **create ship notice (required)** enter the right delivery note number.



A pop-up box will open where you can select the lines that you want to include in the ship notice.



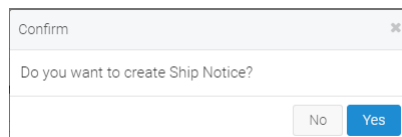
Select the lines that you want to include in the ship notice and click on [CREATE NEW](#).

If you do a partial delivery, you should select those lines that you want to send. If you later do a delivery of the remaining items, you do the same. The lines that are already completely delivered will already be marked and will not show up in the new delivery note.

Lines that are not completely delivered will be selectable and will show up in the new delivery note if selected. The amount shown will be the original amount. So you have to change that to the amount that you include in the shipment.

After clicking [CREATE NEW](#), A new pop up will open.

Then please click on [Yes](#)



Confirm

Do you want to create Ship Notice?

No Yes

You will be redirected to the following screen. Please enter the [shipment ID](#). If the estimated delivery date is not the correct one, please change this field also.



Customer information

King Belgium
Rue du Cerf 190/1
B-1332 GENVAL, AL, BE



Estimated Delivery Date

2019-03-25

Purchase OrderDate

2019-03-20

PaymentTerms Description

30F

Total OrderAmount

3114.94

Purchase OrderNr

P1254676

PO AckNr

63688666197711355

Total TaxAmount

654.14

Total PayableAmount

3769.08

Trading Partner

shipment Id



shipTo

supplier

Buyer

Currency

Reference Information

Partner Id

1239999999999

name1

King Belgium NV

Address

Unit 5 Kersdonk 7

City

TISSELT

Country

BE

Postal Code

2830

If you have to send the delivery note for only a part of the items, please click on the three lines to adapt the appropriate data.


	PO Line ItemNr	Supplier Assigned PartNumber	Article Nr	Ship Quantity	Unit Of Measurement	Net UnitPrice	
>	1	561033 gn	010140	1500	PC	2.58	
Add Entity To Shipment +							Modify Line Delete


The following data can be modified:

- **Modify line**: if you deliver a part of the item quantities for this order line

Then please adapt the ship quantity accordingly and click on **save and close**

Edit line

PO Line ItemNr 1	Supplier Assigned PartNumber 561033 gn
Article Nr 010140	Ship Quantity  1500
Unit of Measurement PC	Net UnitPrice 2.58
Variation	

 [Save And Close](#)

- **Delete**: if you will deliver this order line with another delivery note




Then please click on send document.


[Preview PDF](#) [Save](#)  [Send Document](#)

Delivery note is now sent to us and the order is now in step 3/4.

b. Second delivery note for the order

If you have to enter a second shipment notice, please go back to the line order response in step3/4, click on the three points and on **create ship notice (required)**. Please then follow the steps explained above.

 P1254671 **Step 3/4**  Order Response Mar 18 2019 4:30:22 PM Mar 18 2019 4:30:51 PM [Success](#) 

 [CREATE SHIP NOTICE \(REQUIRED\)](#)

6. Invoice

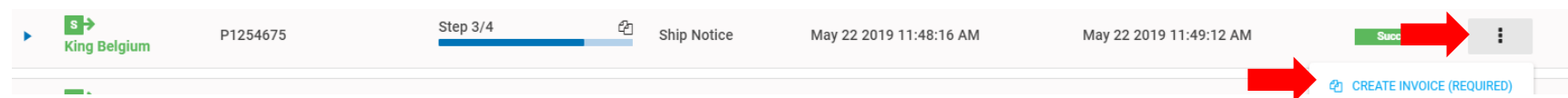
Please remember that the documents communicated to us through the portal are the only data valid for us.

Please only make invoice for one order not a multiple order invoice. We indeed accept to receive 2 or more separate invoices for the same order but we don't accept to receive a summarized invoice with more than 1 purchase order.

After the delivery note has been sent, we ask you to enter the invoice data.

Please go on the screen manual document from the portal and then on the line with the order in question which is on step 3/4.

Please click on the three points and on [create invoice \(required\)](#).



Then please click on [Yes](#)

Confirm

Do you want to create Invoice?

No

Yes

The following screen appears. This is a kind of invoice proposition based on the order confirmation & delivery note you have previously confirmed. Please enter the **invoice nr** and **invoice date**.

Please verify that you indeed agree with the total of the invoice, total VAT amount and the invoiced lines. Pay attention that the total of each line appears VAT included.

King Belgium
Rue du Cerf 190/1
B-1332 GENVAL, AL, BE

Invoice Nr ⁱ

Invoice Date ⁱ

Purchase OrderNumber

P1254675

Purchase OrderDate

2019-03-20

Delivery Date ⁱ

2019-03-25

General

RemitToInfo

Buyer info

CurrencyDetails

Currency

EUR

Customer Reference

svanf

Line Nr	Quantity	Unit Of Measure	Price Net	Customer PartNum	Vendor PartNum	Extended Amount	Part Description	Total
> 1	50.00	PC	2.58	010140	561033 gn	129.00	ENZYPIN WASHING-UP LIQUID-HANDAFWASMIDDEL 1L (1)	156.09

New Line

+

Misc ChargeCode

Misc ChargeAmount

Misc Charge TaxPercentage

Allowances Code

Allowance Amount

Allowance TaxPercentage

Net TaxableAmount

129.00

Total TaxAmount

27.09

Total MiscCharges

0.00

Total Allowances

0.00

Select File...

+

Total InvoiceAmount

156.09

If you don't agree with the amount mentioned, please make the necessary adaptations so that the total invoice with VAT, VAT amount and total invoice amount always fully matched with your paper invoice. **Please pay attention to the rounding error as the only valid invoice for us is the invoice you confirm on the portal.**

You can make the following adaptations:

- Price adaptation
- Quantity adaptation
- Add misc. charges (freight charge, pallet charge, miscellaneous rebates/discount, trade discount)

If you have 2 or more invoices for the same purchase order, please always enter 2 or more different invoices into the portal. Please never make the addition of 2 or more documents.

If you have 2 invoices for the same order, due to 2 different delivery dates. Please enter the invoice on each delivery note.

I. Price adaptation

On the line that you want to adapt, please click on the three points and then on **modify line**.

Line Nr	Quantity	Unit Of Measure	Price Net	Customer PartNum	Vendor PartNum	Extended Amount	Part Description	Total
> 1	50.00	PC	2.58	010140	561033 gn	129.00	ENZYPIN WASHING-UP LIQUID-HANDAFWASMIDDEL 1L (1)	156.09

Modify Line

A new screen appears. Please change the **price net** and click on **save and close**.

Edit line

Quantity	Unit Of Measure
50.00	PC
Price Net	Customer PartNum
2.58	010140
Vendor PartNum	Part Description
561033 gn	ENZYPIN WASHING-UP LIQUID-HANDAFWASMIDDEL
Variation	

Save And Close

You are redirected to the previous screen.

If the total invoice amount is exactly the same as your paper/pdf invoice, please click on send document.

Send Document

II. Quantity adaptation

On the line that you want to adapt, please click on the three points and then on **modify line**.

Line Nr	Quantity	Unit Of Measure	Price Net	Customer PartNum	Vendor PartNum	Extended Amount	Part Description	Total
> 1	50.00	PC	2.58	010140	561033 gn	129.00	ENZYPIN WASHING-UP LIQUID-HANDAFWASMIDDEL 1L (1)	156.09

Modify Line

A new screen appears. Please change the **quantity** and click on **save and close**.

Edit line

Quantity 50.00	Unit Of Measure PC
Price Net 2.58	Customer PartNum 010140
Vendor PartNum 561033 gn	Part Description ENZYPIN WASHING-UP LIQUID-HANDAFWASMIDDEL
Variation	

Save And Close

You are redirected to the previous screen.




If the total invoice amount is exactly the same as your paper/pdf invoice, please click on send document.

Send Document



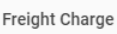




III. Add. Misc. charges

If you want to add freight charge and/or pallet charge and/or miscellaneous rebates/discount and/or trade discount.




Please click on + in front of misc chargecode.


Misc ChargeCode	Misc ChargeAmount	Misc Charge TaxPercentage
+ 		
		 

Then select the **misc chargecode** you want to add, enter the amount into the **misc chargeamount** and enter the VAT % into the **misc charge taxpercentage**; please only enter numerical data without “%” for the Tax percentage as shown hereunder. Then please click on update.

Misc ChargeCode	Misc ChargeAmount	Misc Charge TaxPercentage
+ 		
		
 Freight Charge	 100	 21
		 

The total misc charges is now adapted on the previous screen as well as the total tax amount.

Misc ChargeCode	Misc ChargeAmount	Misc Charge TaxPercentage
+ 		
Freight Charge	100.00	21.00
		 

Allowances Code	Allowance Amount	Allowance TaxPercentage
+ 		
Net TaxableAmount		129.00
Total TaxAmount		48.09
Total MiscCharges		100.00
Total Allowances		0.00
Total InvoiceAmount		277.09

If the total invoice amount is exactly the same as your paper/pdf invoice, please click on send document.





IV. Multiple invoices referring to the same purchase order

a. First invoice



Please register the first invoice as mentioned above.

b. Next invoices

Please go back on the line with document = ship notice in business process = step 4/4.

	PARTNER	IDENTIFIER VALUE 1	BUSINESS PROCESS	DOCUMENT	DATE CREATED	DATE MODIFIED	STATUS	ACTION
▶	 King Belgium	P1254676	Step 4/4	Invoice	Jun 14 2019 9:06:34 AM	Jun 14 2019 9:07:48 AM	Success	⋮
▶	 King Belgium	P1254676	Step 4/4	Ship Notice	Jun 14 2019 9:04:53 AM	Jun 14 2019 9:06:17 AM	Success	⋮

Please click on the three points and then on **create invoice (required)** and create the right invoice as explained above.

▶	 King Belgium	P1254676	Step 4/4	Ship Notice	Jun 14 2019 9:04:53 AM	Jun 14 2019 9:06:17 AM	Success	⋮
								 CREATE INVOICE (REQUIRED)

V. Multiple changes

You can of course make multiple changes as explained previously separately.

Please don't forget to make the necessary adaptations so that the total invoice with VAT, VAT amount and total invoice amount always fully matched with your paper/PDF invoice. **Please pay attention to the rounding error as the only valid invoice for us is the invoice you confirm on the portal.**