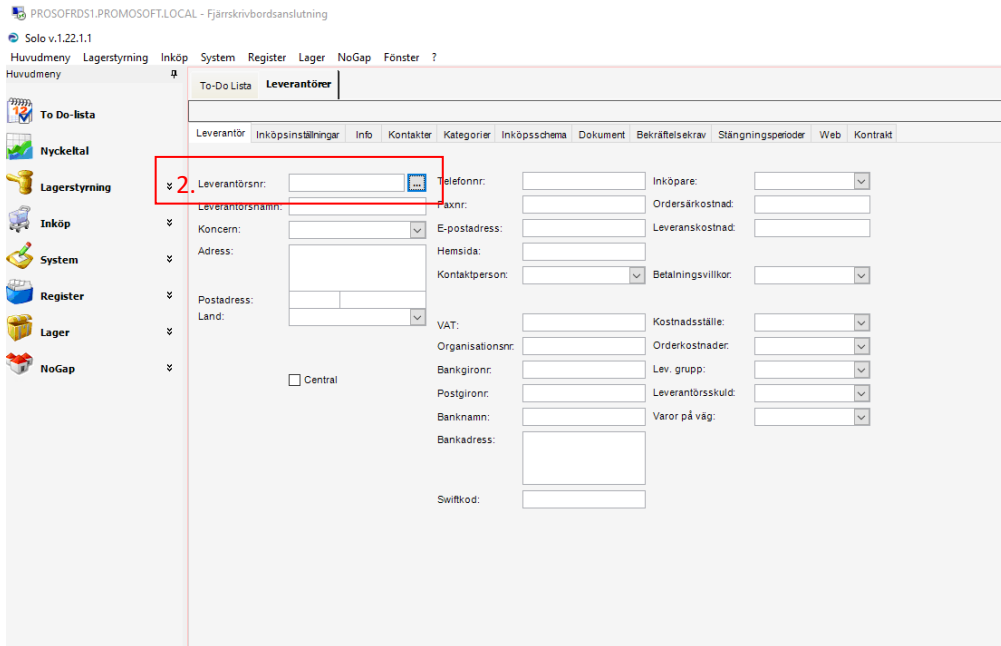


How-To Guide

Supplier Access SOLO Web

SOLO App

1. Menu: *Registers - Suppliers*
2. Search for your topical supplier by clicking the *three dots*



PROSOFDST.PROMOSOFT.LOCAL - Fjärrskrivbordsanslutning
Solo v.1.22.1.1
Huvudmeny Lagerstyrning Inköp System Register Lager NoGap Fönster ?
Huvudmeny

To-Do Lista **Leverantörer**

Leverantör Inköpsinställningar Info Kontakter Kategorier Inköpsschema Dokument Bekräffelsekrav Stängningsperioder Web Kontrakt

2. Leverantörsnr: [input type="text"] [three dots icon]

Leverantörsnamn: [input type="text"] Telefonnr: [input type="text"] Inköpare: [input type="text"]

Koncern: [input type="text"] Faxnr: [input type="text"] Ordersärikskostnad: [input type="text"]

Adress: [input type="text"] E-postadress: [input type="text"] Leveranskostnad: [input type="text"]

Hemsida: [input type="text"]

Kontaktperson: [input type="text"] Betalningsvillkor: [input type="text"]

Postadress: [input type="text"]

Land: [input type="text"] VAT: [input type="text"] Kostnadsställe: [input type="text"]

Organisationsnr: [input type="text"] Orderkostnader: [input type="text"]

Bankgironr: [input type="text"] Lev. grupp: [input type="text"]

Postgironr: [input type="text"] Leverantörsskuld: [input type="text"]

Banknamn: [input type="text"] Varor på väg: [input type="text"]

Bankadress: [input type="text"]

Swiftkod: [input type="text"]

Central

3. Search via *Supplier no* (a) or *Supplier name* (b).
4. *Search*
5. Overview of the search result
6. Choose your topical supplier by double clicking it

Search Window

3a. Supplier no: [input type="text" value="9"] Only product suppliers

Supplier group: [input type="text"]

3b. Supplier name: [input type="text"]

BGC payments/Account: [input type="text"]

Corporate group: [input type="text"]

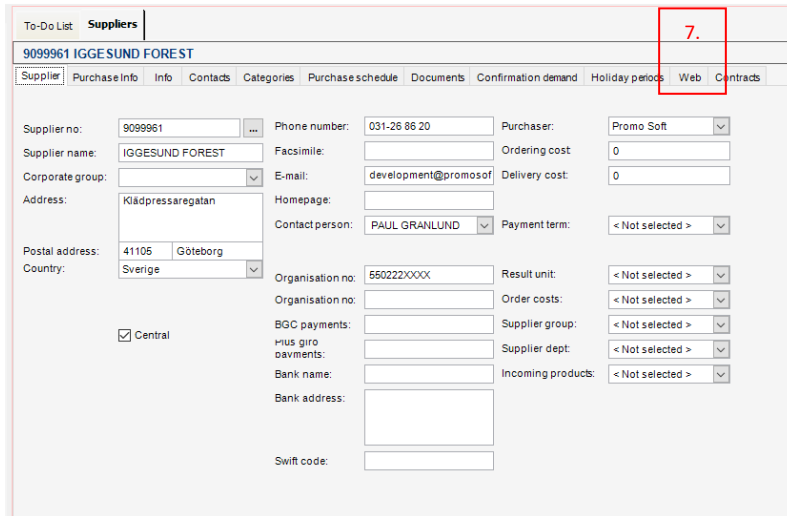
4. [Search] [New search] [Choose] [Close]

Hits: 7 Grouping

| Result | | | | | | | | |
|-------------|---------------------|-----------------|----------------|-------------|----------|--------|--------------|-------|
| Supplier no | Supplier name | Corporate group | Supplier group | Postal code | City | E-mail | Phone number | BGC p |
| 9099961 | IGGESUND FOREST | 0 | 0 | | Göteborg | | | |
| 9800376 | ISAKSSON GRUPPEN A | 0 | 0 | | Göteborg | | | |
| 989 | MOTIP DUPLI B.V. | 0 | 0 | | Göteborg | | | |
| 9821 | REFLEX | 0 | 0 | | Göteborg | | | |
| 9208885 | SNA EUROPE AB | 0 | 0 | | Göteborg | | | |
| 95200 | SUWARY S.A. | 0 | 0 | | Göteborg | | | |
| 92 | SWEDOL AB HUDIKSVAL | 0 | 0 | | Göteborg | | | |

5.

7. Go to the tab *Web*



To-Do List **Suppliers**

9099961 IGGESUND FOREST

Supplier Purchase Info Info Contacts Categories Purchase schedule Documents Confirmation demand Holiday periods **Web** Contracts

Supplier no: 9099961 Phone number: 031-26 86 20 Purchaser: Promo Soft

Supplier name: IGGESUND FOREST Facsimile: Ordering cost: 0

Corporate group: E-mail: development@promosoft Delivery cost: 0

Address: Klädpressaregatan Homepage:

Postal address: 41105 Göteborg Contact person: PAUL GRANLUND Payment term: < Not selected >

Country: Sverige Organisation no: 650222XXXX Result unit: < Not selected >

Central Organisation no: Order costs: < Not selected >

BGC payments: Supplier group: < Not selected >

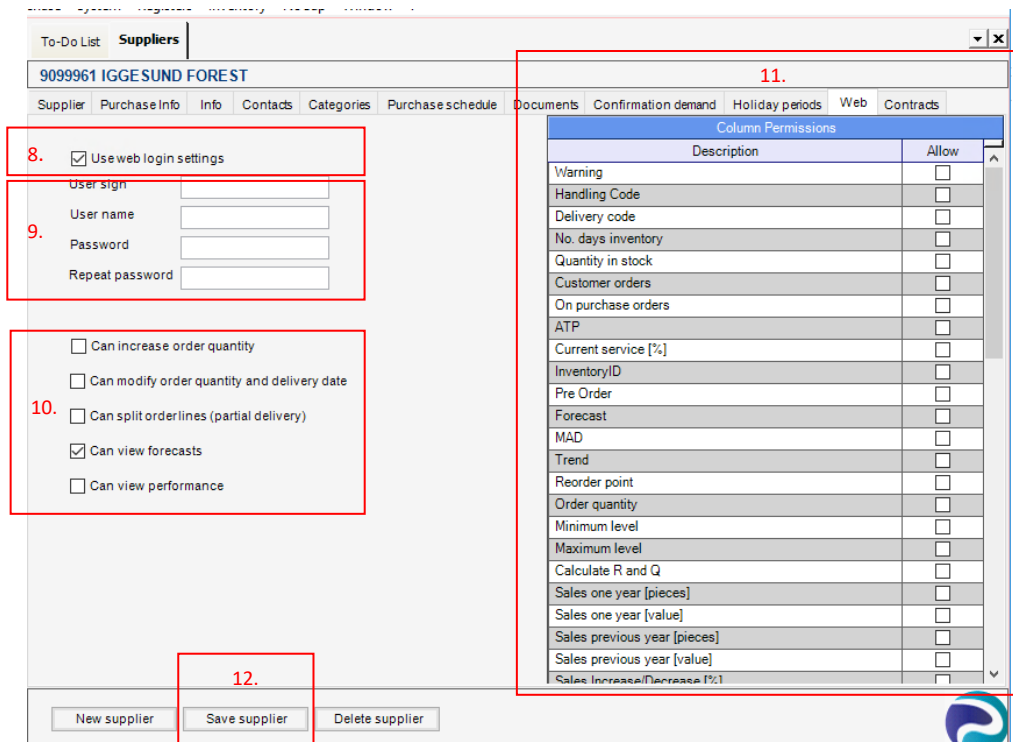
Plus giro payments: Supplier dept: < Not selected >

Bank name: Incoming products: < Not selected >

Bank address:

Swift code:

8. Check the box *Use web login settings*
9. Create user for supplier by filling in *User Sign, User Name & Password and Repeat password*
10. Choose what kind of access the supplier is granted in SOLO Web
11. Choose which columns the supplier will have permission to see.
12. *Save Supplier*
13. Log on to SOLO Web using the created account, double check that all is in order before distributing it.



To-Do List **Suppliers**

9099961 IGGESUND FOREST

Supplier Purchase Info Info Contacts Categories Purchase schedule Documents Confirmation demand Holiday periods **Web** Contracts

8. Use web login settings

User sign: _____

9. User name: _____

Password: _____

Repeat password: _____

10. Can increase order quantity

Can modify order quantity and delivery date

Can split orderlines (partial delivery)

Can view forecasts

Can view performance

11. **Column Permissions**

| Description | Allow |
|------------------------------|--------------------------|
| Warning | <input type="checkbox"/> |
| Handling Code | <input type="checkbox"/> |
| Delivery code | <input type="checkbox"/> |
| No. days inventory | <input type="checkbox"/> |
| Quantity in stock | <input type="checkbox"/> |
| Customer orders | <input type="checkbox"/> |
| On purchase orders | <input type="checkbox"/> |
| ATP | <input type="checkbox"/> |
| Current service [%] | <input type="checkbox"/> |
| InventoryID | <input type="checkbox"/> |
| Pre Order | <input type="checkbox"/> |
| Forecast | <input type="checkbox"/> |
| MAD | <input type="checkbox"/> |
| Trend | <input type="checkbox"/> |
| Reorder point | <input type="checkbox"/> |
| Order quantity | <input type="checkbox"/> |
| Minimum level | <input type="checkbox"/> |
| Maximum level | <input type="checkbox"/> |
| Calculate R and Q | <input type="checkbox"/> |
| Sales one year [pieces] | <input type="checkbox"/> |
| Sales one year [value] | <input type="checkbox"/> |
| Sales previous year [pieces] | <input type="checkbox"/> |
| Sales previous year [value] | <input type="checkbox"/> |
| Sales Increase/Decrease [%] | <input type="checkbox"/> |

12. Save supplier

New supplier Delete supplier