

# Vendor Portal How To's

## CO Request:

1. Sign into the vendor portal ([PAGE 1](#))
2. From the home screen click on the "Customer Orders" tab ([PAGE 2](#))
3. Search for the customer order using the search box or scroll through the page. ([PAGE 2](#))
4. Click the Drill button to see the part info, view notes, or do a CO ship request ([PAGE 3](#))
5. Click the little button under the "Requests" heading ([PAGE 4](#))
6. You should now be looking at the Customer Order Requests dialog box ([PAGE 4](#))
7. Now you should be looking at the "Add New Vendor Request", fill in the following ([PAGE 4](#))
  - a. Request Category Code should be "CO Shipment" unless the shipment to the customer is late the it should be "CO Late Request"
  - b. Put the QTY that is being shipped in the "QTY" box
  - c. Source Warehouse should be your warehouse
  - d. If notes are necessary enter them in the "Notes" box
  - e. Click ok

1. Sign into the vendor portal

Formed Partnerships [Register](#) [Log in](#) [Home](#)

### Log in.

**Use a local account to log in.**

User name

Password

☐ Remember me?

[Log in](#)

[Register](#)

**If you have a user name and password enter it here**

**If you don't have a username and password click this link**

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# Vendor Portal How To's

[CO Request](#) [PO Request](#) [Inventory](#) [TO Receipt](#) [TO Shipment](#)

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2. From the home screen click on the "Customer Orders" tab

## Formed Partnerships

Hello, [EricV!](#) [Log off](#)

[Home](#) [Customer Orders](#) [Purchase Orders](#) [Transfer Orders](#) [Inventory](#) [Admin Functions](#) [Request Q](#)

**Home Page.** WireTech Factory, Inc. CP.NET MVC Vendor Portal Application.

To learn more about WireTech visit <http://www.wiretechfactory.com>. WireTech features [videos](#), [testimonials](#), and [samples](#) to help you learn the most about WireTech. If you have any questions about WireTech please visit our [WireTech website](#).

**We suggest the following:**

- 1 Getting Started**  
Create an account by using the [Register Link](#)
- 2 Contact WTF**  
Get in touch with your WireTech Contact to have your registration approved
- 3 Enjoy!**  
Enjoy the features that you have to work with in this site.

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3. Locate the customer order by searching for it in the search box or scroll through the page.

Formed Partnerships

Hello, [EricV!](#) [Log off](#)

[Home](#) [Customer Orders](#) [Purchase Orders](#) [Transfer Orders](#) [Inventory](#) [Admin Functions](#) [Request Q](#)

**Search Customer Order**

[Excel Download](#)

Show  entries

Search Order #s:

Drill	Order No.	Type	Customer	PO	Order Date	Taken By	Ship Via	Weight	Package Qty	Salesperson	Effective Date
	51765	R	1347		04-07-2011	mh	UPS	0	0	007	01-01-2011
	52558	R	3417	RPH402133	10-06-2011	dm	USF	0	0		01-01-2011
	52573	R	3417	PHK425199	10-11-2011	dm	USF	0	0		01-01-2011
	52648	R	3417	PHK444308	10-26-2011	dm	USF	0	0		01-01-2011
	53107	B	2658	P245776	02-13-2012	tj	DEC	0	0	WJM	02-13-2012
	53309	B	41	5500056905	03-19-2012	tj	GEN	0	0	WJM	01-01-2011
	53737	B	2503	PR88555	06-12-2012	tj	DEC	0	0	003	06-12-2012
	53780	B	3147	P066429	06-20-2012	tj	USF	0	0	003	01-01-2011
	54422	B	41	5500079473	11-08-2012	TJ	GEN	0	0	WJM	11-08-2012
	54426	B	2658	P179735	11-08-2012		DEC	0	0	WJM	01-01-2011

Showing 1 to 10 of 233 entries

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# Vendor Portal How To's

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3

4. Click the Drill button to see the part info, view notes, or do a CO ship request

## Formed Partnerships

Hello, EricV! [Log off](#)










[Home](#) [Customer Orders](#) [Purchase Orders](#) [Transfer Orders](#) [Inventory](#) [Admin Functions](#) [Request Q](#)

### Search Customer Orders

Excel Download

Show 10 entries

Search Order #s:





Drill	Order No.	Type	Customer	PO	Order Date	Taken By	Ship Via	Weight	Package Qty	Salesperson	Effective Date
	5252	R	3417	RPH402133	10-06-2011	dm	USF	0	0	007	01-C
	52573	R	3417	PHK425199	10-11-2011	dm	USF	0	0		01-C
	52648	R	3417	PHK444308	10-26-2011	dm	USF	0	0		01-C
	53107	B	2658	P245776	02-13-2012	tj	DEC	0	0	WJM	02-1
	53309	B	41	5500056905	03-19-2012	tj	GEN	0	0	WJM	01-C
	53737	B	2503	PR88555	06-12-2012	tj	DEC	0	0	003	06-1
	53780	B	3147	P066429	06-20-2012	tj	USF	0	0	003	01-C
	54422	B	41	5500079473	11-08-2012	TJ	GEN	0	0	WJM	11-C
	54426	B	2658	P179735	11-08-2012		DEC	0	0	WJM	01-C

Showing 1 to 10 of 233 entries

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Click the little green button to read notes or view the shipping address.

Drill	Order No.	Type	Customer	PO	Order Date	Taken By	Ship Via	Weight	Package Qty	Salesperson	Effective Date
	54852	B	2503	P227422	02-07-2013	TJ	DEC	0	0	WJM	02-C
Notes	Requests	Address	Item	CO Line No.		CO Line Release No.		Qty Ordered			
			747-05450	1		39		2940			

# Vendor Portal How To's

5. Click the little button under the "Requests" heading

Drill	Order No.	Type	Customer	PO	Order Date	Taken By	Ship Via	Weight	Package Qty	Salesperson	Effective Date
	54852	B	2503	P227422	02-07-2013	TJ	DEC	0	0	WJM	02-07-2013
Notes	Requests	Address	Item	CO Line No.	CO Line Release No.	Qty Ordered					
			747-05450	1	39	2940					

Click here to do a CO Ship Request

6. You should now be looking at the Customer Order Requests dialog box click "Add"

Customer Order Requests

Add Delete

Note RequestCategoryCode Qty SourceWarehouse

No data available in table

Search Customer Orders

Excel Download

Show 10 entries

Search Order #s:

Drill	Order No.	Type	Customer	PO	Order Date	Taken By	Ship Via	Weight	Package Qty	Salesperson	Effective Date
	54852	B	2503	P227422	02-07-2013	TJ	DEC	0	0	WJM	02-07-2013
Notes	Requests	Address	Item	CO Line No.	CO Line Release No.	Qty Ordered					
			747-05450	1	39	2940					

Customer Order Requests dialog box

7. Now you should be looking at the "Add New Vendor Request" dialog box fill in the following
- Request Category Code should be "CO Shipment" unless the shipment to the customer is late then it should be "CO Late Request"
  - Put the QTY that is being shipped in the "QTY" box
  - Source Warehouse should be your warehouse
  - If notes are necessary enter them in the "Notes" box
  - Click ok

Add new Vendor Request

RequestCategoryCode

Qty

SourceWarehouse

Notes

Ok Cancel

Click here last

Type of Request either CO shipment or CO Late Request

QTY being shipped

This should be set to your warehouse

Notes go here

# Vendor Portal How To's

[CO Request](#) [PO Request](#) [Inventory](#) [TO Receipt](#) [TO Shipment](#)

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## PO Request:

1. Sign into the vendor portal ([PAGE 5](#))
2. From the home screen click on the "Purchase Orders" tab ([PAGE 6](#))
3. Search for the purchase order using the search box or scroll through the page. ([PAGE 6](#))
4. Click the Drill button to see the part info, view notes, or do a PO ship request ([PAGE 7](#))
5. Click the little button under the "Requests" heading ([PAGE 8](#))
6. You should now be looking at the Purchase Order Requests dialog box click add ([PAGE 8](#))
7. Now you should be looking at the "Add New Vendor Request" fill in the following ([PAGE 9](#))
  - a. Request Category Code should be "PO Receipt" unless Items won't be ready by the due date then it should be "PO Late Request"
  - b. Put the QTY that has been plated/painted in the "QTY" box
  - c. Source Warehouse should be your warehouse
  - d. If notes are necessary enter them in the "Notes" box
  - e. Click ok

1. Sign into the vendor portal

Formed Partnerships [Register](#) [Log in](#) [Home](#)

### Log in.

**Use a local account to log in.**

User name

Password

☐ Remember me?

[Log in](#)

[Register](#)

**If you have a user name and password enter it here**

**If you don't have a username and password click this link**

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# Vendor Portal How To's

[CO Request](#) [PO Request](#) [Inventory](#) [TO Receipt](#) [TO Shipment](#)

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2. From the home screen click on the "Purchase Orders" tab

Formed Partnerships

Hello, EricV! [Log off](#)

[Home](#) [Customer Orders](#) [Purchase Orders](#) [Transfer Orders](#) [Inventory](#) [Admin Functions](#) [Request Q](#)

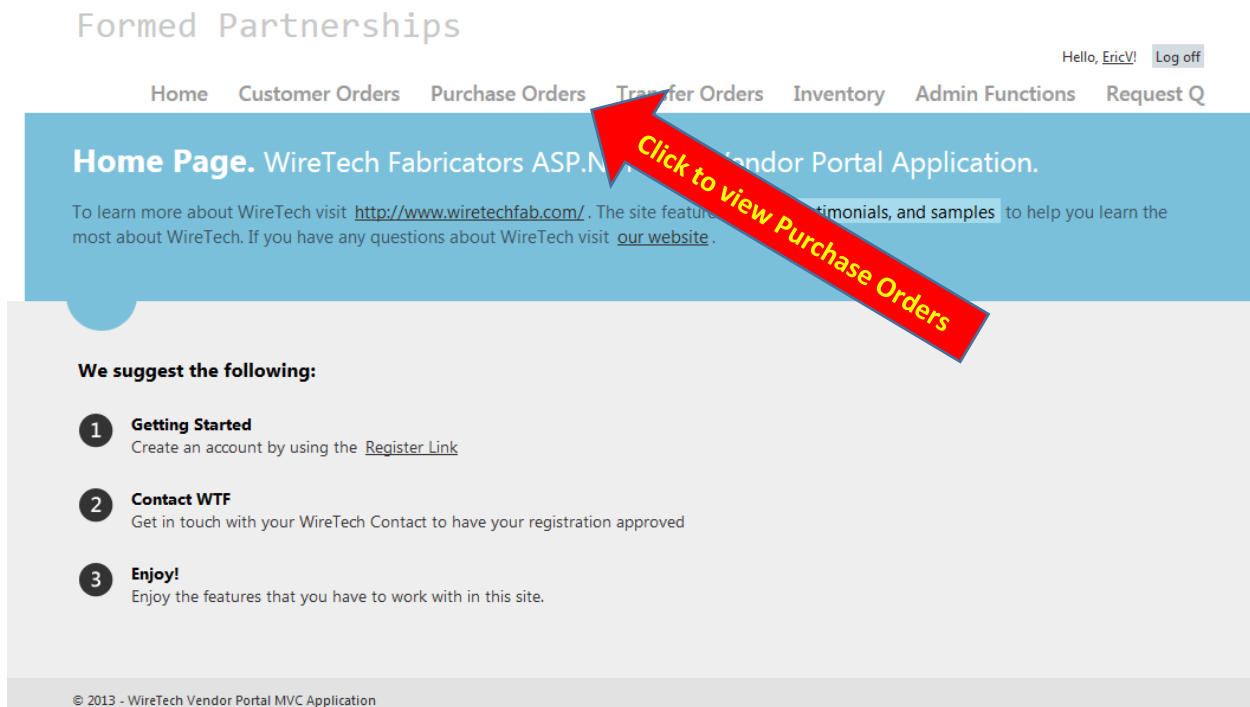
**Home Page.** WireTech Fabricators ASP.NET Vendor Portal Application.

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**We suggest the following:**

- 1 Getting Started**  
Create an account by using the [Register Link](#)
- 2 Contact WTF**  
Get in touch with your WireTech Contact to have your registration approved
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3. Locate the purchase order by searching for it in the search box or scroll through the page.

Formed Partnerships

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[Home](#) [Customer Orders](#) [Purchase Orders](#) [Transfer Orders](#) [Inventory](#) [Admin Functions](#) [Request Q](#)

**Search Purchase Order**

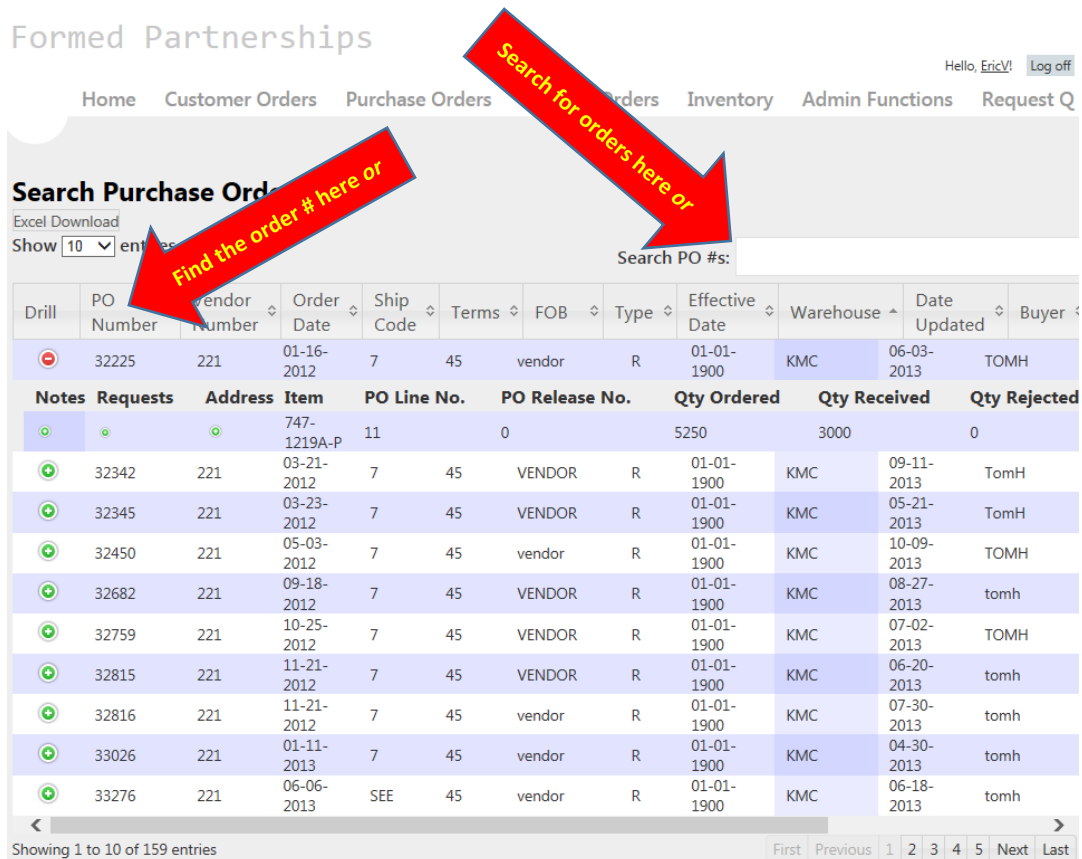
Excel Download  
Show  entries

Search PO #s:

Drill	PO Number	Vendor Number	Order Date	Ship Code	Terms	FOB	Type	Effective Date	Warehouse	Date Updated	Buyer
+	32225	221	01-16-2012	7	45	vendor	R	01-01-1900	KMC	06-03-2013	TOMH
+	32342	221	03-21-2012	7	45	VENDOR	R	01-01-1900	KMC	09-11-2013	TomH
+	32345	221	03-23-2012	7	45	VENDOR	R	01-01-1900	KMC	05-21-2013	TomH
+	32450	221	05-03-2012	7	45	vendor	R	01-01-1900	KMC	10-09-2013	TOMH
+	32682	221	09-18-2012	7	45	VENDOR	R	01-01-1900	KMC	08-27-2013	tomh
+	32759	221	10-25-2012	7	45	VENDOR	R	01-01-1900	KMC	07-02-2013	TOMH
+	32815	221	11-21-2012	7	45	VENDOR	R	01-01-1900	KMC	06-20-2013	tomh
+	32816	221	11-21-2012	7	45	vendor	R	01-01-1900	KMC	07-30-2013	tomh
+	33026	221	01-11-2013	7	45	vendor	R	01-01-1900	KMC	04-30-2013	tomh
+	33276	221	06-06-2013	SEE	45	vendor	R	01-01-1900	KMC	06-18-2013	tomh

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# Vendor Portal How To's

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4. Click the Drill button to see the part info, view notes, or do a PO receipt request

## Formed Partnerships

Hello, EricV! [Log off](#)











[Home](#) [Customer Orders](#) [Purchase Orders](#) [Transfer Orders](#) [Inventory](#) [Admin Functions](#) [Request Q](#)

### Search Purchase Orders

Excel Download

Show  entries

Search PO #s:





Drill	PO Number	Vendor	Order Date	Ship Code	Terms	FOB	Type	Effective Date	Warehouse	Date Updated	Buyer
	32342	221	01-16-2012	7	45	vendor	R	01-01-1900	KMC	06-03-2013	TOMH
	32345	221	03-21-2012	7	45	VENDOR	R	01-01-1900	KMC	09-11-2013	TomH
	32450	221	03-23-2012	7	45	VENDOR	R	01-01-1900	KMC	05-21-2013	TomH
	32682	221	05-03-2012	7	45	vendor	R	01-01-1900	KMC	10-09-2013	TOMH
	32759	221	09-18-2012	7	45	VENDOR	R	01-01-1900	KMC	08-27-2013	tomh
	32815	221	10-25-2012	7	45	VENDOR	R	01-01-1900	KMC	07-02-2013	TOMH
	32816	221	11-21-2012	7	45	VENDOR	R	01-01-1900	KMC	06-20-2013	tomh
	33026	221	11-21-2012	7	45	vendor	R	01-01-1900	KMC	07-30-2013	tomh
	33276	221	01-11-2013	7	45	vendor	R	01-01-1900	KMC	04-30-2013	tomh
			06-06-2013	SEE	45	vendor	R	01-01-1900	KMC	06-18-2013	tomh

Showing 1 to 10 of 159 entries

[First](#) [Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [Next](#) [Last](#)

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Click the little green button to read notes

Drill	PO Number	Vendor Number	Order Date	Ship Code	Terms	FOB	Type	Effective Date	Warehouse	Date Updated	Buyer
	32225	221	01-16-2012	7	45	vendor	R	01-01-1900	KMC	06-03-2013	TOMH
Notes	Requests	Address	Item	PO Line No.	PO Release No.	Qty Ordered	Qty Received	Qty Rejected			
			747-1219A-P	11	0	5250	3000	0			

# Vendor Portal How To's

[CO Request](#) [PO Request](#) [Inventory](#) [TO Receipt](#) [TO Shipment](#)

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5. Click the little button under the "Requests" heading

## Formed Partnerships

Hello, EricV! [Log off](#)

[Home](#) [Customer Orders](#) [Purchase Orders](#) [Transfer Orders](#) [Inventory](#) [Admin Functions](#) [Request Q](#)

### Search Purchase Orders

[Excel Download](#)  
Show  entries

Search PO #s:

Drill	PO Number	Vendor Number	Order Date	Ship Code	Terms	FOB	Type	Effective Date	Warehouse	Date Updated	Buyer
	32225	221			45	vendor	R	01-01-1900	KMC	06-03-2013	TOMH
<b>Notes</b>	<b>Requests</b>	<b>Address</b>	<b>Item</b>	<b>PO Line No.</b>	<b>PO Release No.</b>	<b>Qty Ordered</b>	<b>Qty Received</b>	<b>Qty Rejected</b>			
			647-04262C-P	1	0	5250	3000	0			
			01-16-2012	7	45	vendor	R	01-01-1900	KMC	06-03-2013	TOMH

**Click here to do a PO Receipt Request**

6. You should now be looking at the Purchase Order Requests dialog box click "Add"

Formed Partnerships

Hello, EricV! [Log off](#)

[Home](#) [Customer Orders](#) [Purchase Orders](#) [Transfer Orders](#) [Inventory](#) [Admin Functions](#) [Request Q](#)

### Search Purchase Orders

[Excel Download](#)  
Show  entries

Search PO #s:

**Purchase Order Requests** ✕

**Add** **Delete**

Note	RequestCategoryCode	Qty	SourceWarehouse
No data available in table			

Drill	PO Number	Vendor Number	Order Date	Ship Code	Terms	FOB	Type	Effective Date	Warehouse	Date Updated	Buyer
	32861	211	12-13-2012	7	45	vendor	R	01-01-1900	JPC	04-30-2013	tomh
<b>Notes</b>	<b>Requests</b>	<b>Address</b>	<b>Item</b>	<b>PO Line No.</b>	<b>PO Release No.</b>	<b>Qty Ordered</b>	<b>Qty Received</b>	<b>Qty Rejected</b>			
			647-04262C-P	1	0	2828	2057	0			
	32225	221	01-16-2012	7	45	vendor	R	01-01-1900	KMC	06-03-2013	TOMH

**Purchase Order Requests dialog box**



# Vendor Portal How To's

7. Now you should be looking at the “Add New Vendor Request” dialog box fill in the following
  - a. Request Category Code should be “PO Receipt” unless the shipment to the purchase is late then it should be “PO Late Request”
  - b. Put the QTY that is being shipped in the “QTY” box
  - c. Source Warehouse should be your warehouse
  - d. If notes are necessary enter them in the “Notes” box
  - e. Click ok

The screenshot shows a dialog box titled "Add new Vendor Request" with a close button (X) in the top right corner. The dialog contains four input fields: "RequestCategoryCode" (a dropdown menu), "Qty" (a text box), "SourceWarehouse" (a dropdown menu), and "Notes" (a text area). Red arrows point to each of these fields with the following text: "Type of Request either PO Receipt or PO Late Request" for RequestCategoryCode, "QYT platted/painted" for Qty, "This should be set to your warehouse" for SourceWarehouse, and "Notes go here" for Notes. Below the dialog box is a horizontal scrollbar. At the bottom of the dialog, there are two buttons: "Ok" and "Cancel". A green arrow points to the "Ok" button with the text "Click here last".

# Vendor Portal How To's

[CO Request](#) [PO Request](#) [Inventory](#) [TO Receipt](#) [TO Shipment](#)

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## Inventory:

1. Sign into the vendor portal ([PAGE 10](#))
2. From the home screen click on the "Inventory" tab ([PAGE 11](#))
3. Search for the item # using the search box or scroll through the page. ([PAGE 11](#))
4. To do an inventory adjustment request or transfer order request click the green button under the "Requests" heading and fill in the following. ([PAGE 12](#))
5. To download the current page of inventory click the "Excel Download" link ([PAGE 13](#))

1. Sign into the vendor portal

Formed Partnerships

[Register](#) [Log in](#)

[Home](#)

### Log in.

#### Use a local account to log in.

User name

Password

☐ Remember me?

[Log in](#)

[Register](#) if you don't have an account.

# Vendor Portal How To's

[CO Request](#) [PO Request](#) [Inventory](#) [TO Receipt](#) [TO Shipment](#)

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2. From the home screen click on the "Inventory" tab

Formed Partnerships

Hello, Eric! [Log off](#)

[Home](#) [Customer Orders](#) [Purchase Orders](#) [Transfer Orders](#) [Inventory](#) [Admin Functions](#) [Request Q](#)

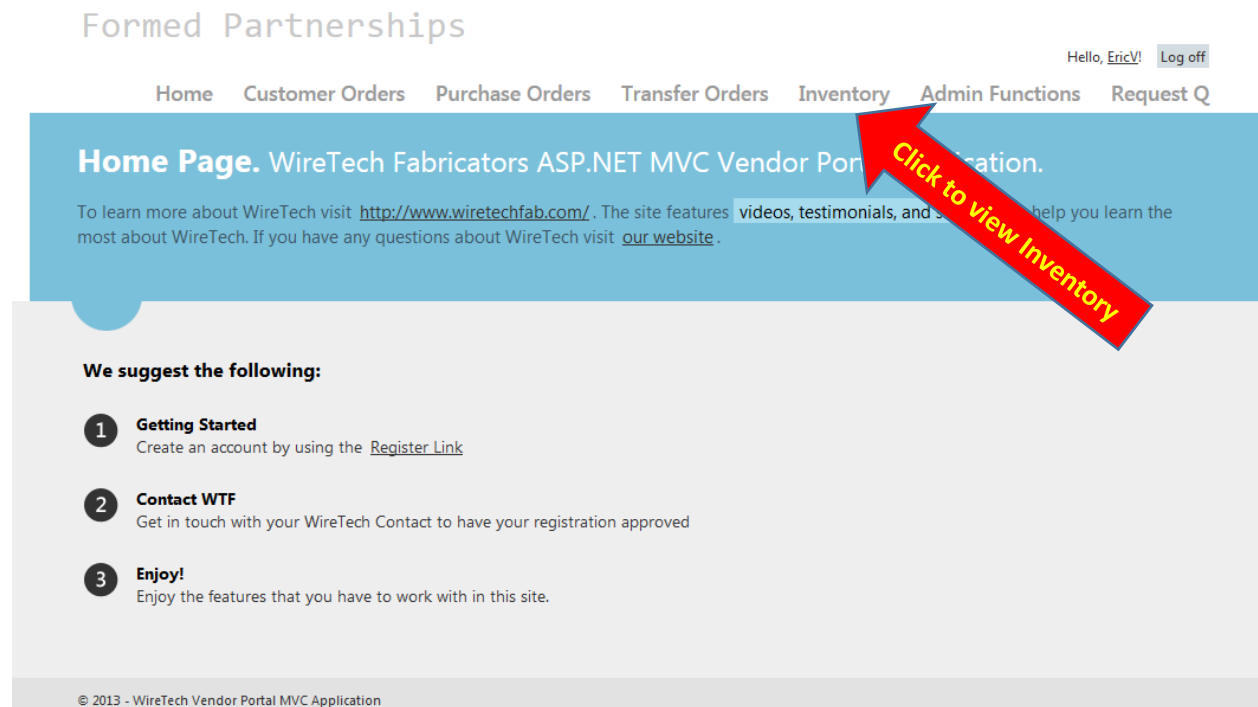
**Home Page.** WireTech Fabricators ASP.NET MVC Vendor Portal Application.

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**We suggest the following:**

- 1 Getting Started**  
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- 2 Contact WTF**  
Get in touch with your WireTech Contact to have your registration approved
- 3 Enjoy!**  
Enjoy the features that you have to work with in this site.

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A screenshot of the Vendor Portal Home Page. At the top, there's a navigation bar with links: Home, Customer Orders, Purchase Orders, Transfer Orders, Inventory, Admin Functions, and Request Q. The 'Inventory' tab is highlighted. Below the navigation bar, there's a blue banner with the text 'Home Page. WireTech Fabricators ASP.NET MVC Vendor Portal Application.' and a paragraph about WireTech. A red arrow points from the 'Inventory' tab to the banner. Below the banner, there's a section 'We suggest the following:' with three numbered items: 1. Getting Started, 2. Contact WTF, and 3. Enjoy!. At the bottom, there's a copyright notice: '© 2013 - WireTech Vendor Portal MVC Application'.

3. Search for the item # using the search box or scroll through the page.

Formed Partnerships

Hello, Eric! [Log off](#)

[Home](#) [Customer Orders](#) [Purchase Orders](#) [Transfer Orders](#) [Inventory](#) [Admin Functions](#) [Request Q](#)

**Search Inventory**

Excel Download

Show 10 entries

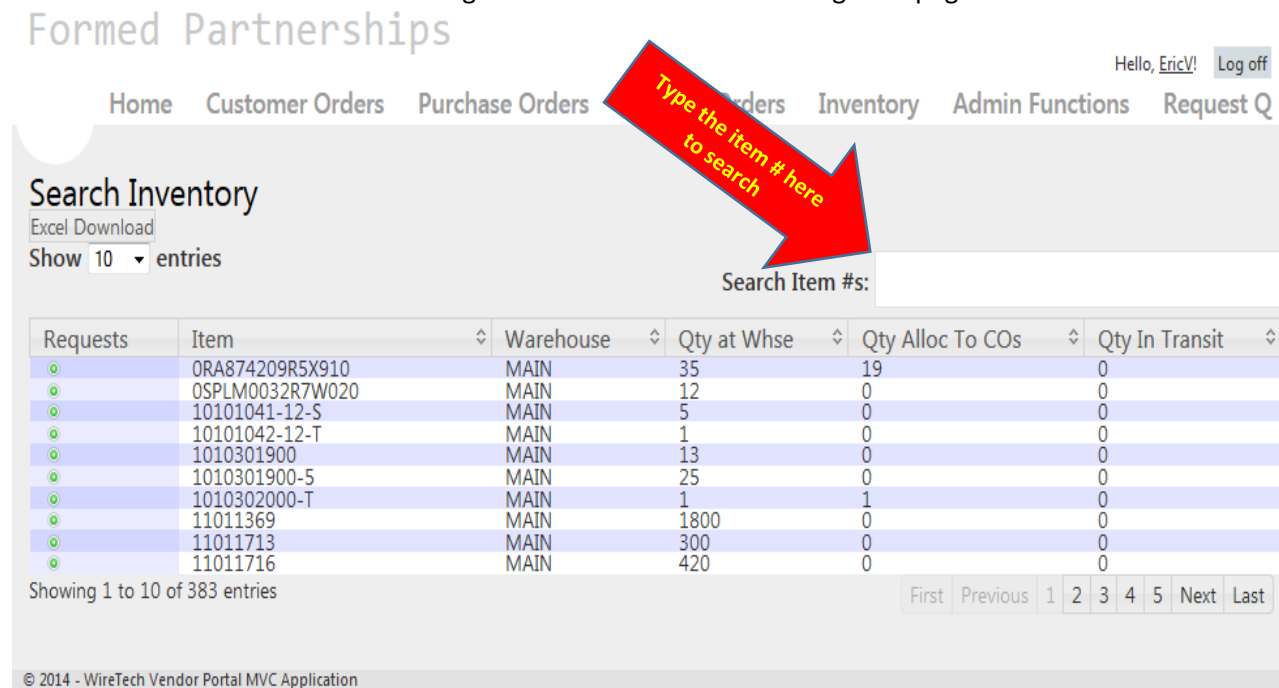
Search Item #s:

Requests	Item	Warehouse	Qty at Whse	Qty Alloc To COs	Qty In Transit
<input type="radio"/>	ORA874209R5X910	MAIN	35	19	0
<input type="radio"/>	OSPLM0032R7W020	MAIN	12	0	0
<input type="radio"/>	10101041-12-S	MAIN	5	0	0
<input type="radio"/>	10101042-12-T	MAIN	1	0	0
<input type="radio"/>	1010301900	MAIN	13	0	0
<input type="radio"/>	1010301900-5	MAIN	25	0	0
<input type="radio"/>	1010302000-T	MAIN	1	1	0
<input type="radio"/>	11011369	MAIN	1800	0	0
<input type="radio"/>	11011713	MAIN	300	0	0
<input type="radio"/>	11011716	MAIN	420	0	0

Showing 1 to 10 of 383 entries

First Previous 1 2 3 4 5 Next Last

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A screenshot of the Vendor Portal Search Inventory page. At the top, there's a navigation bar with links: Home, Customer Orders, Purchase Orders, Transfer Orders, Inventory, Admin Functions, and Request Q. The 'Inventory' tab is highlighted. Below the navigation bar, there's a section 'Search Inventory' with a sub-section 'Excel Download'. There's a 'Show 10 entries' dropdown. A search box labeled 'Search Item #s:' is present. A red arrow points from the search box to the 'Inventory' tab. Below the search box, there's a table with 6 columns: Requests, Item, Warehouse, Qty at Whse, Qty Alloc To COs, and Qty In Transit. The table contains 10 rows of data. At the bottom, there's a pagination bar showing 'Showing 1 to 10 of 383 entries' and a set of buttons: First, Previous, 1, 2, 3, 4, 5, Next, Last. At the very bottom, there's a copyright notice: '© 2014 - WireTech Vendor Portal MVC Application'.

# Vendor Portal How To's

[CO Request](#) [PO Request](#) [Inventory](#) [TO Receipt](#) [TO Shipment](#)

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4. To do an inventory adjustment request or transfer order request click the green button under the "Requests" heading and fill in the following.

## Formed Partnerships











Home Customer Orders Purchase Orders Transfer Orders Inver

### Search Inventory

Excel Download

Show 10 entries

Search Item #s:

Req	Warehouse	Qty at Whse	C
 585123103-MFG	MAIN	9527	0
 585123104	MAIN	2	0
 585123105	MAIN	15	0
 585123105	MAIN	2	0
 62411702-K	MAIN	2	0
 62411801-2	MAIN	109	0
 62411801-K	MAIN	18	0
 647-04262C	MAIN	363	0
 647-04266	MAIN	5021	2
 647-04266	MAIN	4	0

Showing 141 to 150 of 388 entries

Fi

Click ADD to do a request

**Item Requests** ×

Add

Click ADD to do a request

Note	RequestCategoryCode	Qty	SourceWarehouse	DestWarehouse
No data available in table				

## Vendor Portal How To's

[CO Request](#) [PO Request](#) [Inventory](#) [TO Receipt](#) [TO Shipment](#)

13

Fill in the following:

**Add new Vendor Request**

RequestCategoryCode

Request Transfer Order

Choose Inventory Adjustment or Request Transfer Order

Qty

Put the quantity to adjust or transfer

SourceWarehouse

KRUEGER

This should be your warehouse

DestWarehouse

WireTech Fabricators, Inc.

This should say WireTech Fab

Notes

Any notes or comments can go here

Click me last

Ok

Cancel

5. To download the current page of inventory click the "Excel Download" link.

## Formed Partnerships

[Home](#) [Customer Orders](#) [Purchas](#)

### Search Inventory

Excel Download

Show 10 entries

Requests

Item

585123102-MFG

585123103

585123103-MFG

585123104

585123105

62411702-K

62411801-2

62411801-K

647-04262C

647-04266

Showing 141 to 150 of 388 entries

Click here to download current page to excel