Vendor Portal How To's

CO Request:

1. Sign into the vendor portal
2. From the home screen click on the "Customer Orders" tab
3. Locate the customer order by searching for it in the search box or scroll through the page.
4. Click the Drill button to see the part info, view notes, or do a CO ship request
5. Click the little button under the "Requests" heading
6. You should now be looking at the Customer Order Requests dialog box
7. Now you should be looking at the "Add New Vendor Request" dialog box fill in the following
   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

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1. Sign into the vendor portal

Vendor Portal How To's

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 Fa... ...SP.NET MVC Vendor Portal Application.

To learn more about WireTech visit http://www.wiretechfa... ...site features videos, testimonials, and samples to help you learn the most about WireTech. If you have any questions about WireTech ... ...site .

Click to view Customer Orders

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 Ord...   Transfer Orders   Inventory   Admin Functions   Request Q

Search Customer Ord...

Excel Download
Show 10 ▾ entr...

Find the order # here or   *Search for orders here or*   Search Order #s: [   ]

Drill	Order No.	Type	Customer	PO	Order Date	Taken By	Ship Via	Weight	Package Qty	Salesperson	Effe Dat
⊕	51765	R	1347		04-07-2011	mh	UPS	0	0	007	01-0
⊕	52558	R	3417	RPH402133	10-06-2011	dm	USF	0	0		01-0
⊕	52573	R	3417	PHK425199	10-11-2011	dm	USF	0	0		01-0
⊕	52648	R	3417	PHK444308	10-26-2011	dm	USF	0	0		01-0
⊕	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	01-0
⊕	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	01-0
⊕	54422	B	41	5500079473	11-08-2012	TJ	GEN	0	0	WJM	11-0
⊕	54426	B	2658	P179735	11-08-2012		DEC	0	0	WJM	01-0

Showing 1 to 10 of 233 entries

First Previous 1 2 3 4 5 Next Last

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Vendor Portal How To's

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		Type	PO	Order Date	Taken By	Ship Via	Weight	Package Qty	Salesperson	Effe Dat
⊕	R		1347	04-07-2011	mh	UPS	0	0	007	01-0
⊕	525	R	3417	RPH402133	10-06-2011	dm	USF	0	0		01-0
⊕	52573	R	3417	PHK425199	10-11-2011	dm	USF	0	0		01-0
⊕	52648	R	3417	PHK444308	10-26-2011	dm	USF	0	0		01-0
⊕	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	01-0
⊕	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	01-0
⊕	54422	B	41	5500079473	11-08-2012	TJ	GEN	0	0	WJM	11-0
⊕	54426	B	2658	P179735	11-08-2012		DEC	0	0	WJM	01-0

(Note: annotation reads "Click here to see part info, view notes or do a CO ship Request")

Showing 1 to 10 of 233 entries   First Previous 1 2 3 4 5 Next Last

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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	Effe Dat
⊖	54852	B	2503	P227422	02-07-2013	TJ	DEC	0	0	WJM	02-0

Notes	Requests	Address	Item	CO Line No.	CO Line Release No.	Qty Ordered
⊙	⊙	⊙	747-05450	1	39	2940

(Annotations: "Click the little green button to read notes" and "Click the little green button to view shipping address")

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

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 dialog box

7. Now you should be looking at the "Add New Vendor Request" dialog box fill in the following
   a. Request Category Code should be "CO Shipment" unless the shipment to the customer is late then 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

Type of Request either CO shipment or CO Late Request

QYT being shipped

This should be set to your warehouse

Notes go here

Click here last

Vendor Portal How To's

PO Request:

1. Sign into the vendor portal
2. From the home screen click on the "Purchase Orders" tab
3. Locate the purchase order by searching for it in the search box or scroll through the page.
4. Click the Drill button to see the part info, view notes, or do a PO ship request
5. Click the little button under the "Requests" heading
6. You should now be looking at the Purchase Order Requests dialog box click add
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 Items won't be ready by the due date then it should be "PO Late Request"
   b. Put the QTY that has been platted/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

If you have a user name and password enter it here

☐ Remember me?

Log in

Register

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

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Vendor Portal How To's

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

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

Vendor Portal How To's

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 10 entries

Search PO #s: _____

Click here to see part info, view notes or do a PO Receipt Request

Drill		Ship Code	Date	Terms	FOB	Type	Effective Date	Warehouse	Date Updated	Buyer
⊕		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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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

Click the little green button to read notes

Vendor Portal How To's

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 10 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

Notes	Requests		PO Line No.	PO Release No.	Qty Ordered	Qty Received	Qty Rejected
⊙	⊙	747-1219A-P	11	0	5250	3000	0

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

Purchase Order Requests   ✕

Purchase Order Requests dialog box

[Add] [Delete]

Note	RequestCategoryCode	Qty	SourceWarehouse
No data available in table			

Search Purchase Orders

Excel Download

Show 10 entries   Search PO #s: [   ]

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

Notes	Requests	Address	Item	PO Line No.	PO Release No.	Qty Ordered	Qty Received	Qty Rejected
⊙	⊙	⊙	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 |

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

Add new Vendor Request

RequestCategoryCode   **Type of Request either PO Receipt or PO Late Request**

Qty   **QYT platted/painted**

SourceWarehouse   **This should be set to your warehouse**

Notes   **Notes go here**

Click here last   Ok   Cancel