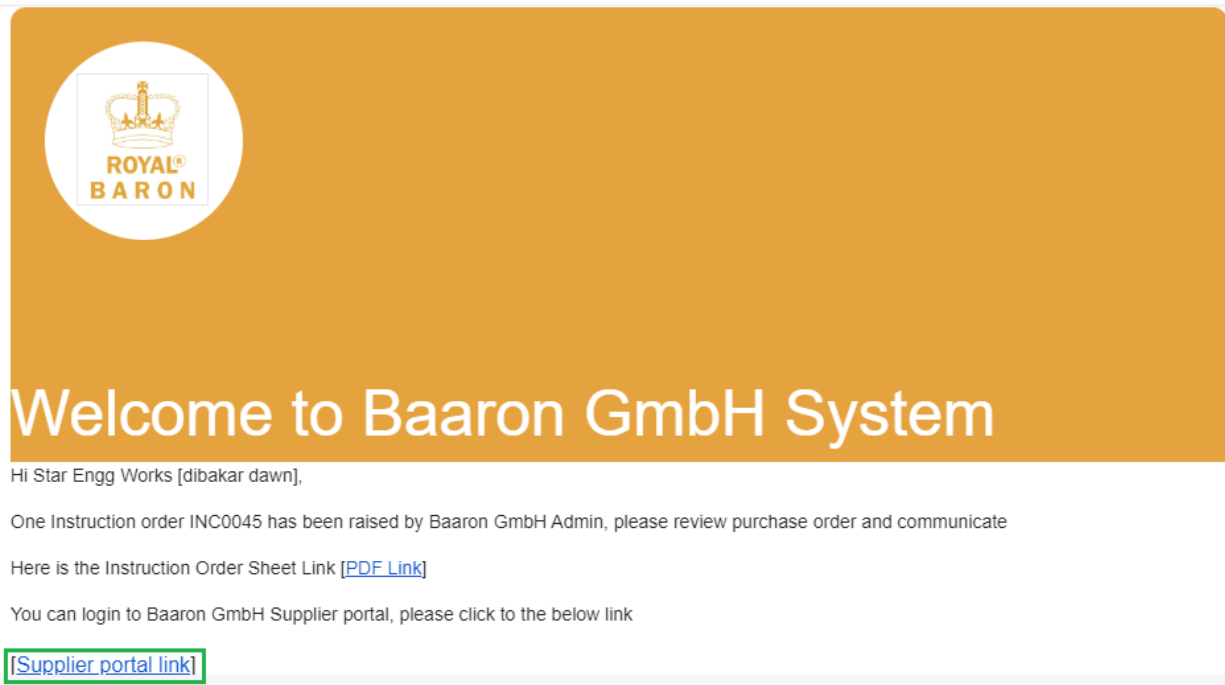


When Baaron will raise a purchase order instruction, then supplier will get a mail (It is preferable to open this mail in desktop device) like this:



You have click on the link “Supplier portal Link”, highlighted in green border. When you click on the highlighted link, it will open the supplier portal, and it will ask for OTP, the screen will look like this:

Supplier Portal Baaron GmbH



01:57

Please check your registered mail (dibakardawn@gmail.com), and enter received OTP here:

Validate OTP

You will receive an OTP in your registered mail id, like this:



You can see the OTP in the mail. You have to use the OTP in order to login to the supplier portal. You can use this OTP like this.

Supplier Portal Baaron GmbH



00:30

Please check your registered mail (dibakardawn@gmail.com), and enter received OTP here.

4	6	4	2	4	2
---	---	---	---	---	---

Validate OTP



Now click validate OTP button, it will be landed into the supplier portal. As soon as you landed in to the portal, you can see the purchase order pdf. Where you can see the actual purchase order, where you can check what is in the order from Baaron. "Process this order" button will appear (Highlighted in red) beside the purchase order pdf, like this:

Baaron GmbH Supplier Portal

Your Order Instruction

Order packing Plan

Order Shipment Finalization



Baaron GmbH Dresdener Straße 2-4, 63667 Nidda
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USt-Id Nr DE319856919 Steuernr: 050106 06 162
HRB 9741 Amtsgericht Friedberg
e-Mail: baarongmbh@gmx.com
Website: http://a1baaron.de/

PURCHASE ORDER

Order No: INC0045
Style No: Text Style No 12341
Description: Description Description
Description 1

Supplier Name :	Star Engg Works	Contact Person :	dibakar dawn
Contact No :	+919681090303	Email :	dibakardawn@gmail.com
Address :	Kolkata		
Post Code :	700102	VAT :	2345345
FAX :	343453	Delivery Date :	2022-12-31 15:04:00 [Delivery Text Delivery Text Delivery Text Delivery Text 1]

Letter Letter Letter Letter Letter 1

Art No	Instruction	Beschreibung	Qty	Preis	Gesamt
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Process this order

Click the “process this order” button; it will be landed on to the “Order packing plan”, it will be looks like this:

Baaron GmbH Supplier Portal

Your Order Instruction

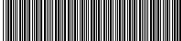


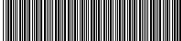


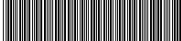


Order packing Plan

Order Shipment Finalization

Add Carton

This order is valid till 31-Dec-2022 [You can access this portal till 07-Jan-2023 mid night for this perticular order instruction]

Instruction details :

Product Details	Quantity	Distribute	Assign to Carton
<div>Art Sentra6060 Hunter Leder, Organizer Tasche [P0195]</div> <div> 4260680519501</div>	10	<input type="text" value="10"/>	<div>--Select Carton--</div> <div>Assign to the carton</div>
<div>Art Sentra6060 Hunter Leder, Organizer Tasche [P0195]</div> <div> 4260680519502</div>	10	<input type="text" value="10"/>	<div>--Select Carton--</div> <div>Assign to the carton</div>
<div>Art Sentra6060 Hunter Leder, Organizer Tasche [P0195]</div> <div> 4260680519503</div>	10	<input type="text" value="10"/>	<div>--Select Carton--</div> <div>Assign to the carton</div>

Save as Draft & Next

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Here 3 points has to be noticed.

1. There is a validity of this order has been highlighted at the top section of the screen, Where you can find delivery date is mentioned in the Red text, and there is another date is mentioned later is the date by which you can access this portal. This portal cannot be accessed beyond the mentioned timeline.
2. You can see the instruction details, the product article names with the barcode and the corresponding color. The quantity has been displayed in the Quantity column. So you have to distribute this quantity in to respective cartons. There is a distribute column, where some pre populated value will be there, in respective rows.
3. Now you have to create some cartons, in order to address these product articles. Click on “Add carton ” button, Like this :

Add Carton

This order is valid till 31-Dec-2022 [You can access this portal till 07-Jan-2023 mid night for this particular order instruction]



Instruction details :

Product Details	Quantity	Distribute	Assign to Carton	
<div> </div> <div> Art Sentra6060 Hunter Leder, Organizer Tasche [P0195] 4260680519501 </div>	10	<input type="text" value="10"/>	--Select Carton--	Assign to the carton
<div> </div> <div> Art Sentra6060 Hunter Leder, Organizer Tasche [P0195] 4260680519502 </div>	10	<input type="text" value="10"/>	--Select Carton--	Assign to the carton
<div> </div> <div> Art Sentra6060 Hunter Leder, Organizer Tasche [P0195] 4260680519503 </div>	10	<input type="text" value="10"/>	--Select Carton--	Assign to the carton

So like this, you have created 3 cartons for these 3 order articles. Initially, these 3 cartons will be Empty. Now we need to assign some order articles in to these cartons. So now you have to choose a carton corresponding to the ordered articles, like this:

Add Carton

This order is valid till 31-Dec-2022 [You can access this portal till 07-Jan-2023 mid night for this particular order instruction]




Instruction details :


Product Details	Quantity	Distribute	Assign to Carton	
<div> </div> <div> Art Sentra6060 Hunter Leder, Organizer Tasche [P0195] 4260680519501 </div>	10	<input type="text" value="10"/>	Carton 1	Assign to the carton
<div> </div> <div> Art Sentra6060 Hunter Leder, Organizer Tasche [P0195] 4260680519502 </div>	10	<input type="text" value="10"/>	--Select Carton--	Assign to the carton
<div> </div> <div> Art Sentra6060 Hunter Leder, Organizer Tasche [P0195] 4260680519503 </div>	10	<input type="text" value="10"/>	--Select Carton--	Assign to the carton


So you can see I have created 3 cartons, and I have assigned carton 1 for the first order articles. So technically I am assigning the first order article to the carton 1, clicking “Assign to the carton” button. When you click on the “Assign to the carton” button, you can notice that carton 1 will not be an empty anymore, “view inside” label will be displayed for the corresponding carton, like this:

Baaron GmbH Supplier Portal Your Order Instruction **Order packing Plan** Order Shipment Finalization










Add Carton This order is valid till 31-Dec-2022 [You can access this portal till 07-Jan-2023 mid night for this particular order instruction]

1 
[View inside](#)

2 
Empty

3 
Empty


Instruction details :


Product Details	Quantity	Distribute	Assign to Carton
   Art Sentra6060 Hunter Leder, Organizer Tasche [P0195] 4260680519501	0		
   Art Sentra6060 Hunter Leder, Organizer Tasche [P0195] 4260680519502	10	<input type="text" value="10"/>	<input type="text" value="--Select Carton--"/> <input type="button" value="Assign to the carton"/>
   Art Sentra6060 Hunter Leder, Organizer Tasche [P0195] 4260680519503	10	<input type="text" value="10"/>	<input type="text" value="--Select Carton--"/> <input type="button" value="Assign to the carton"/>


Now you can see the assigned items will be visible, if you click “View inside” label, like this:

Baaron GmbH Supplier Portal Your Order Instruction **Order packing Plan** Order Shipment Finalization










Add Carton This order is valid till 31-Dec-2022 [You can access this portal till 07-Jan-2023 mid night for this particular order instruction]

1 
[View inside](#)

2 
Empty




3 
Empty

Instruction details :

Product Details	Quantity	Distribute	Assign to Carton
   Art Sentra6060 Hunter Leder, Organizer Tasche [P0195] 4260680519501	0		
   Art Sentra6060 Hunter Leder, Organizer Tasche [P0195] 4260680519502	10	<input type="text" value="10"/>	<input type="text" value="--Select Carton--"/> <input type="button" value="Assign to the carton"/>
   Art Sentra6060 Hunter Leder, Organizer Tasche [P0195] 4260680519503	10	<input type="text" value="10"/>	<input type="text" value="--Select Carton--"/> <input type="button" value="Assign to the carton"/>

Products inside this carton

Art Sentra6060 Hunter Leder, Organizer Tasche [P0195] | Quantity : 10




 4260680519501

And at the same time you can see the first order item Quantity became ZERO. Which means, it has been assigned successfully? Like this, you can assign the 2nd item to carton 2, and 3rd item to carton 3, like this:

[Add Carton](#)

This order is valid till 31-Dec-2022 [You can access this portal till 07-Jan-2023 mid night for this particular order instruction]

1

[View inside](#)

2

[View inside](#)

3

[View inside](#)

Instruction details :

Product Details	Quantity	Distribute	Assign to Catron
<div style="display: flex; align-items: center;"> <div style="display: flex; align-items: center;"> <div> <div style="font-size: 0.8em;">Art Sentra6060 Hunter Leder, Organizer Tasche [P0195]</div> <div style="font-size: 0.7em;">4260680519501</div> </div> </div> </div>	0		
<div style="display: flex; align-items: center;"> <div style="display: flex; align-items: center;"> <div> <div style="font-size: 0.8em;">Art Sentra6060 Hunter Leder, Organizer Tasche [P0195]</div> <div style="font-size: 0.7em;">4260680519502</div> </div> </div> </div>	0		
<div style="display: flex; align-items: center;"> <div style="display: flex; align-items: center;"> <div> <div style="font-size: 0.8em;">Art Sentra6060 Hunter Leder, Organizer Tasche [P0195]</div> <div style="font-size: 0.7em;">4260680519503</div> </div> </div> </div>	0		

[Save as Draft & Next](#)

So now you can see all the order items has been assigned. Here I want to mention one condition here; you don't have to assign all the items in a single day or single time. Don't worry you have time. You can login to this portal whenever you want to within the delivery date (or access date = delivery date + 7 days) One thing you need to do is to save the changes (Save as Draft & next button), otherwise the changes will gone. After doing this it will be landed to the next screen "Order shipment finalization" like this:

Baaron GmbH Supplier Portal
Your Order Instruction
Order packing Plan
Order Shipment Finalization

Carton Informations :

This order is valid till 31-Dec-2022 [You can access this portal till 07-Jan-2023 mid night for this particular order instruction]

Carton 1

[View inside](#)

Dimention in : Inch

Weight in : KG

Carton 2

[View inside](#)

Dimention in : Inch

Weight in : KG

Carton 3

[View inside](#)

Dimention in : Inch

Weight in : KG

General Informations :

AIR
▼

Enter Airway Bill

Airway Bill copy :
Choose File
No file chosen

Image must be .jpg, .jpeg, .png, .pdf

Date of Bill :
dd-mm-yyyy
📅

Date of Shipment :
dd-mm-yyyy
📅

Estimated Arrivel Date :
dd-mm-yyyy
📅

India
▼



Port of Landing :
KOLKATA

Germany
▼

Port of Discharge :
FRANKFURT

In this screen you have to put all the details about every cartons, width, height, breath, weight. Here we have a "Save as draft" button; which will save you data at any point, it will not finalize anything. Next you have to put Mode of shipment, AW bill, Sea Bill, You need to provide corresponding bill scan copy (That copy should be .png, .jpg, .jpeg or .pdf only). You have to put the dates & places according to the fields.

Baaron GmbH Supplier Portal
Your Order Instruction

Baaron GmbH Dresdener Straße 2-4, 63667 Nidda
Germany

Tel: +49 (0)6043 9888 468
Fax: +49 (0)6043 9888 470
USt-Id Nr DE319856919 Steuernr: 050106 06 162
HRB 9741 Amtsgericht Friedberg
e-Mail: baarongmbh@gmx.com
Website: http://aalbaaron.de/

PURCHASE ORDER

Order No: INC0045
Style No: Text Style No 12341
Description: Description Description
Description 1

Supplier Name :	Contact Person :
Contact No :	Email :
Address :	
Post Code :	VAT :
FAX :	Delivery Date :

Letter Letter Letter Letter 1

Art No	Instruktion	Beschreibung	Qty	Preis	Gesamt

Print Packing list

Convert to Invoice

Activate Windows
Go to Settings to activate Windows.

[illegible]

You can generate your invoice also from this system, please follow the steps:

Baaron GmbH Supplier Portal | **Your Order Instruction**

ROYAL BARON

Baaron GmbH Dresdener Straße 2-4, 63667 Nidda, Germany

Tel: +49 (0)6043 9888 468
Fax: +49 (0)6043 9888 470
 USt-Id Nr DE319856919 Steuernr: 050106 06 162
 HRB 9741 Amtsgericht Friedberg
e-Mail: baarongmbh@gmx.com
Website: http://aa1baaron.de/

PURCHASE ORDER

Order No: INC0045
Style No: Text Style No 12341
Description: Description Description
 Description 1

Supplier Name :	Star Engg Works	Contact Person :	dibakar dawn
Contact No :	+919681090303	Email :	dibakardawn@gmail.com
Address :	Kolkata		
Post Code :	700102	VAT :	2345345
FAX :	343453	Delivery Date :	2022-12-31 15:04:00 [Delivery Text Delivery Text Delivery Text 1]

Letter Letter Letter Letter Letter 1

Art No	Instruction	Beschreibung	Qty	Preis	Gesamt

Print Packing list
Convert to Invoice

Activate Windows
Go to Settings to activate Windows.

You can see there is a button “Convert to Invoice”, If you click it; It will open an window like this, where you need to put your financial information, like this:

Please Enter Supplier Financial Information

Bank Name : Enter Bank Name **A/C No :** Enter A/C No

Bank Address : Enter Bank Address

SWIFT Code : Enter SWIFT Code **IEC Code :** Enter IEC Code

GSTIN : Enter GSTIN No **PAN :** Enter PAN No



REX : Enter REX No **ARN :** Enter ARN No

Close **Submit & Print Invoice**

You need to put all the information, as all the information is very important, and all information is mandatory. (Some time these information can be pre-populated, the reason behind is either Baaron has stored your information at the time of your registration, or you have provided your information at the time of previous invoices). After submitting these information it will be landed in the same page, with “Print Invoice” button.

Baaron GmbH Supplier Portal

Your Order Instruction

Baaron GmbH Dresdener Straße 2-4, 63667 Nidda
Germany

Tel: +49 (0)6043 9888 468
Fax: +49 (0)6043 9888 470
USt-Id Nr DE319856919 **Steuernr:** 050106 06 162
HRB 9741 **Amtsgericht** Friedberg
e-Mail: baarongmbh@gmx.com
Website: http://aa1baaron.de/

PURCHASE ORDER

Order No: INC0045
Style No: Text Style No 12341
Description: Description Description
Description 1

Supplier Name :

Star Engg Works

Contact No :

+919681090303

Address :

Kolkata

Post Code :

700102

FAX :

343453

Contact Person :

dibakar dawn

Email :

dibakardawn@gmail.com

VAT :

2345345

Delivery Date :

2022-12-31 15:04:00 [Delivery Text
Delivery Text Delivery Text Delivery
Text 1]

Letter Letter Letter Letter Letter 1

Art No	Instruction	Beschreibung	Qty	Preis	Gesamt
--------	-------------	--------------	-----	-------	--------

Print Packing list

Print Invoice

Activate Windows

Go to Settings to activate Windows.

If you click “print invoice” it will print the Invoice for you, like this:

Exporter : Star Engg Works

Contact Person : dibakar dawn

Address : Kolkata

Postcode : 700102

VAT : 2345345

Contact Number : +919681090303

Email : dibakardawn@gmail.com

FAX : 4564564564564

CONSIGNEE :

Baaron GmbH Dresdener Straße 2-4, 63667 Nidda Germany

Tel : +49 (0)6043 9888 468

Fax : +49 (0)6043 9888 470

USt ID : USt-Id Nr DE319856919

UStEU : Steuern: 050106 06 162

Email : baarongmbh@gmx.com

Website : http://aa1baaron.de/

Method of shipment : AIR

AW Bill : 615615615

Country of Origin : India

Port of Loading : Kolkata

Final Destination : Germany

Port of Discharge : Frankfurt

Date of Bill : 2022-12-25

Shipment Date: 2022-12-26

Est Arrival Date : 2022-12-27

List of Cartons for INC0045

Carton Name	Width	Height	Breath	Weight
Carton 1	10 Inch	10 Inch	10 Inch	10 KG
Carton 2	10 Inch	10 Inch	10 Inch	10 KG
Carton 3	10 Inch	10 Inch	10 Inch	10 KG
Carton 4	10 Inch	10 Inch	10 Inch	10 KG
Carton 5	10 Inch	10 Inch	10 Inch	10 KG
Carton 6	20 Inch	20 Inch	20 Inch	20 KG

List of Products for INC0045

Product	Quantity	Carton	Rate	Total
Art Sentra060 Hunter Leder Organizer Tasche (PO195)	4	Carton 1	€ 10.00	€ 40.00
Art Sentra060 Hunter Leder Organizer Tasche (PO195)	4	Carton 2	€ 10.00	€ 40.00

Destination

Save as PDF

Pages

All

Layout

Portrait

More settings

Save

Cancel

Method of shipment : A

Port of Loading : Kolkata

Date of Bill : 2022-12-25

List of Catrons for INC0045

Carton Name
Carton 1
Carton 2
Carton 3
Carton 4
Carton 5

In this way you can print your invoice. Here the journey for Supplier portal ends. For further questions you can call Baaron business communication number.