PARTNER PORTAL USER GUIDE

DEMATIC SPECIFC ORDER PROCESSING

Philip Lam

WHALE LOGISTICS | SUITE 4, 49-51 ETON ST, SUTHERLAND, NSW, 2232

Contents

OVERVIEW

Dematic include specific and additional information on their orders to assist them identifying, viewing, and relating back to their internal systems and processes.

This document highlights the additional information provided by Dematic and where it is to be captured within Expedient which in turn drives:

- Information visible on Partner Portal
- Specific reports generated for Dematic.

The additional information captured are:

- Dematic Project Number
- Dematic Project Name
- Requisitioner.

1. Additional Information on Dematic Orders

a) Below is a sample of a Dematic purchase order.

The additional information required to be captured in Expedient are as follows:

1. Dematic Project Number
2. Requisitioner
3. Dematic Project Name

DEMATIC
A.B.N. 43 118 204 425

Purchase Order

Purchase Order No.: MPRK013312

Date: 01-November-2023

Vendor Details: V004281
SHANGHAI JINGXING STORAGE EQUIPMENT (CNY)
XINGZHUANG INDUSTRIAL ZONE
505 SHEN NAN ROAD
SHANGHAI 201108
CHINA

Delivery To
Dematic Pty Ltd
Door 10, 24 Narabang Way
Belrose NSW 2085

Phone: 02 9486 5555

ATTN: EVA CHEN & LINDA ZHANG
TEL: +86-21-37620999-8173
EMAIL: linda@jxlogistics.com; zanxq@jxlogistics.com

Contact	Project No	Quote Reference		Requisitioner	Currency
Xinyi (Iris) Wang	STOCK			Maneesh	CNY
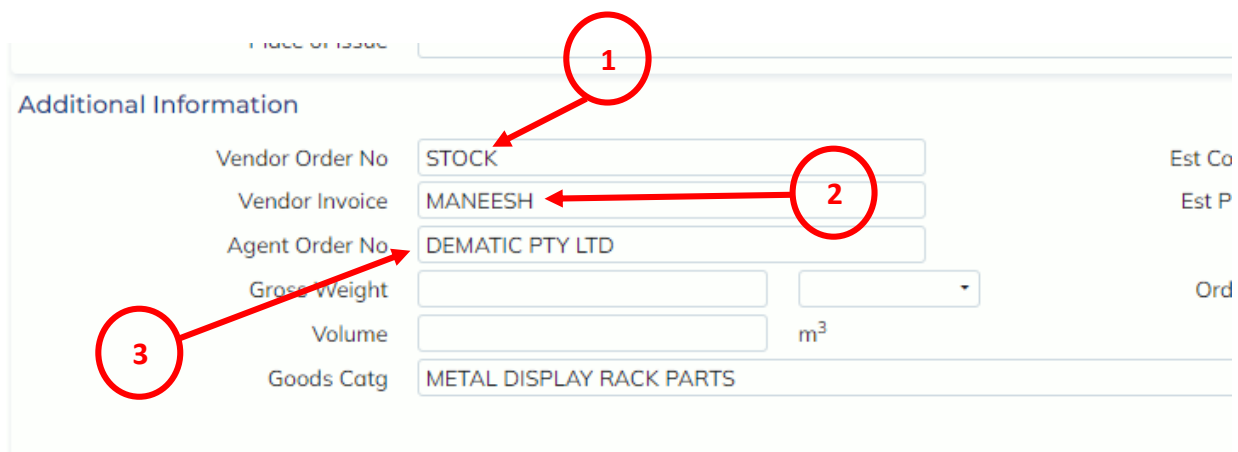
Line/Rel	Item Description	Qty Ordered	Unit Price	Extended Price	Due Date
1	100662432 RACK END PROTECTOR 1170 (840) FINISH=NEO ORANGE GLOSS Drawing# RK1866 0840 Rev:C	10.0000 EA	379.9600	3,799.60	24/11/2023
2	100663939 RACK END PROTECTOR 1005 (840 RH)	12.0000 EA	239.4870	2,873.84	24/11/2023

b) Process the order like normal and once complete you will need to capture the additional information as listed above.

Go to the "Additional Information" section on the order and complete the following fields:

	Expedient Field Name	Dematic Purchase order information.
1	Vendor Order No	Dematic Project Number
2	Vendor Invoice	Requisitioner
3	Agent Order No	Dematic Project Name

(NB: Agent order no has a limited number of characters. There may be times that the whole Dematic Project Name won't fit, just populate as much information as possible as it will still provide enough information for Dematic to match back to their system).

It is critical that the information is completed as per the Dematic purchase order especially the Vendor Invoice No – Requisitioner. This filed is linked to reports that are set up for Dematic and the spelling must remain the same for requisitioner to requisitioner, order to order for the report to work. Any variance in the spelling or additional symbols will affect the reports.