REINVENTING
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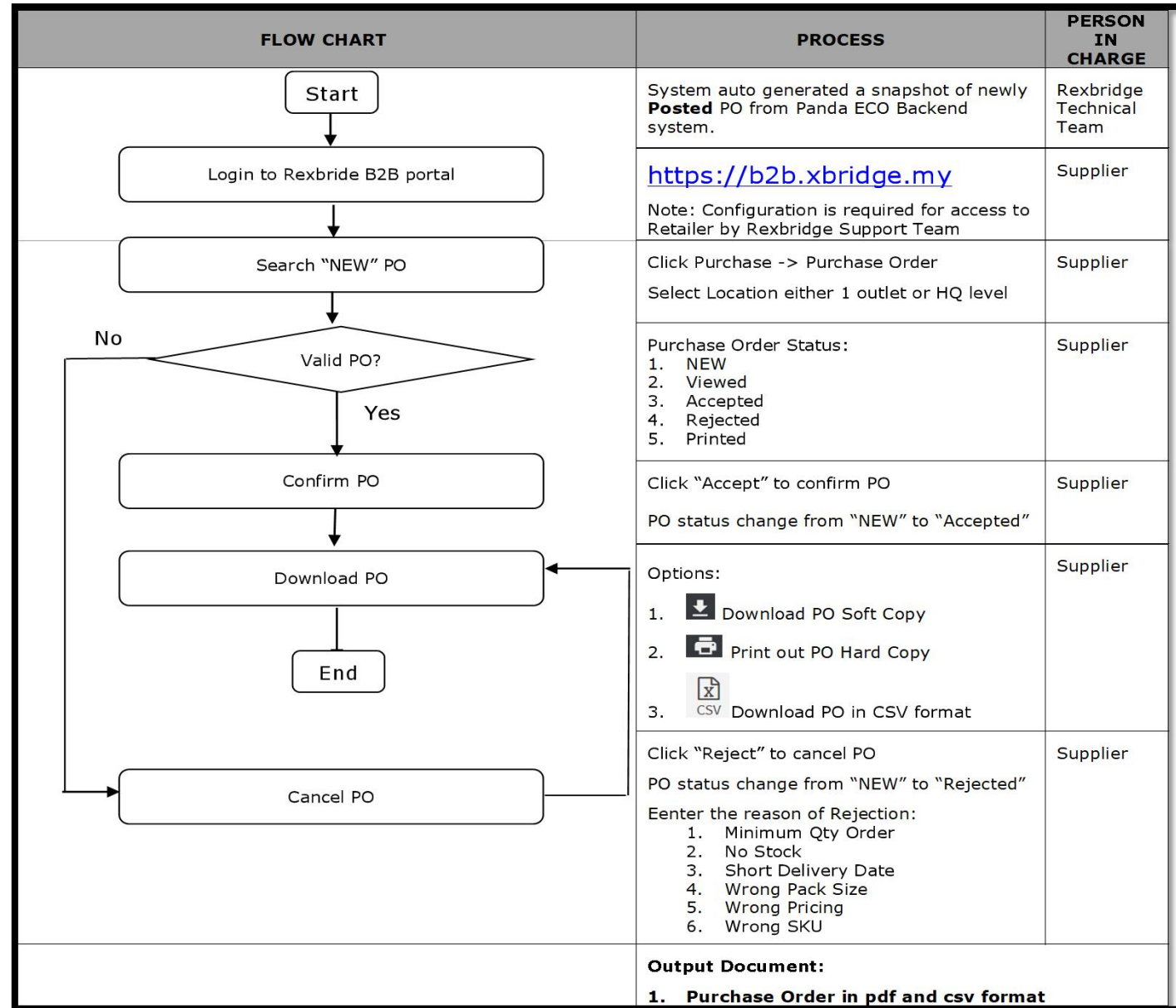
Rexbridge

This user manual guide includes:

✓ PO Flow chart and steps.

✓ How to search new or previous PO ?

✓ How to accept or reject PO ?

✓ How to download, print, and save PO in csv or in pdf format ?

Purchase Order Acceptance or Rejection Flow
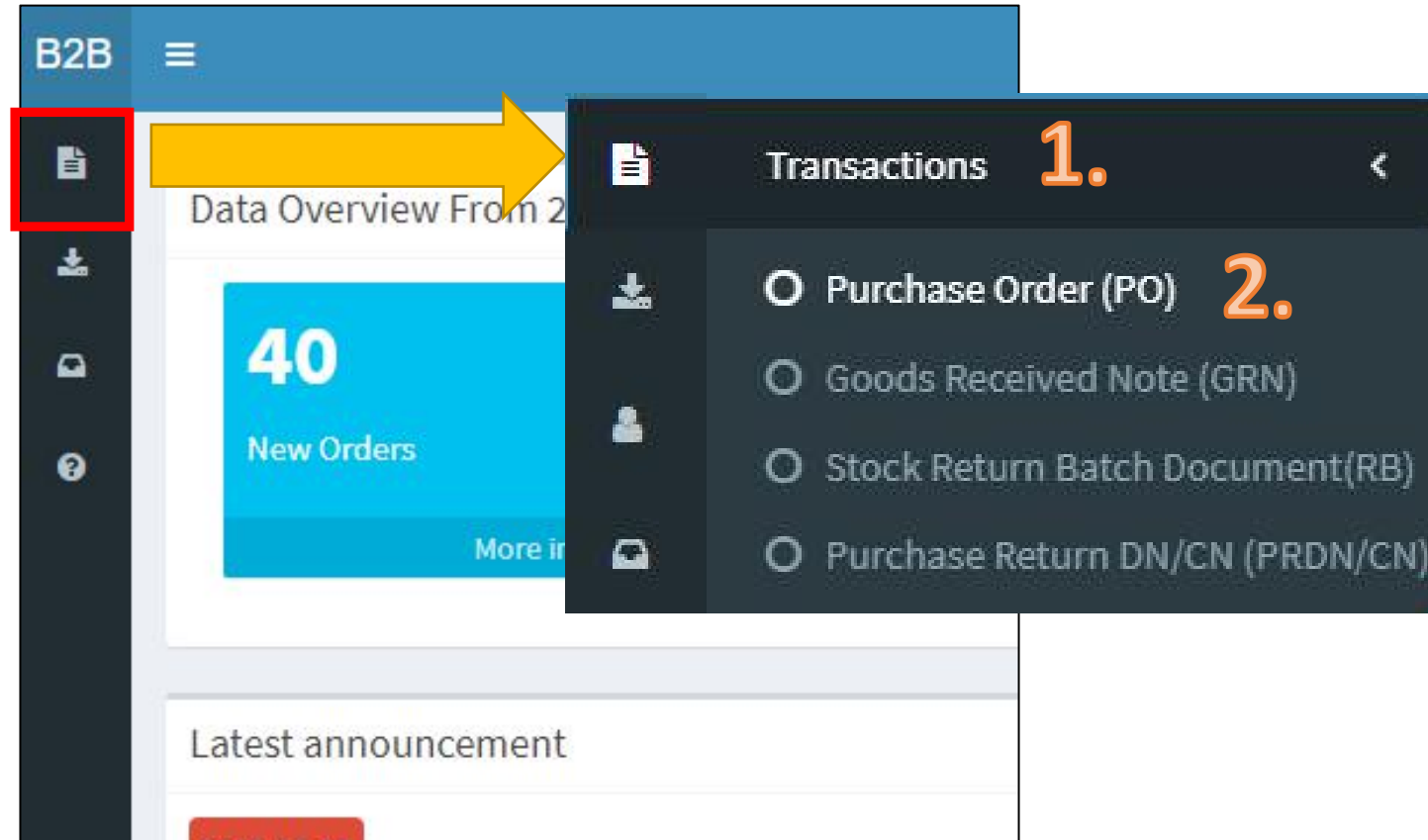
Purchase Order (PO)

1 Retailer raise Purchase Order @ Panda Backend System

2 Vendor confirms acceptance of PO and download in hardpy or softcopy

3 Purchase Order to be published @ B2B once document posted @ Panda

4 Vendor is allowed to reject the PO with valid reason

5 Issuer will be notified of rejected PO via email

FLOW CHART	PROCESS	PERSON IN CHARGE
Start	System auto generated a snapshot of newly **Posted** PO from Panda ECO Backend system.	Rexbridge Technical Team
Login to Rexbride B2B portal	https://b2b.xbridge.my Note: Configuration is required for access to Retailer by Rexbridge Support Team	Supplier
Search "NEW" PO	Click Purchase -> Purchase Order Select Location either 1 outlet or HQ level	Supplier
Valid PO? — No / Yes	Purchase Order Status: 1. NEW 2. Viewed 3. Accepted 4. Rejected 5. Printed	Supplier
Confirm PO	Click "Accept" to confirm PO PO status change from "NEW" to "Accepted"	Supplier
Download PO	Options: 1. Download PO Soft Copy 2. Print out PO Hard Copy 3. CSV Download PO in CSV format	Supplier
End		
Cancel PO	Click "Reject" to cancel PO PO status change from "NEW" to "Rejected" Eenter the reason of Rejection: 1. Minimum Qty Order 2. No Stock 3. Short Delivery Date 4. Wrong Pack Size 5. Wrong Pricing 6. Wrong SKU	Supplier

Output Document:

1. Purchase Order in pdf and csv format

2

Step 1: Click on Transaction -> Purchase Order

Step 2: Choose your location (outlet).

Please Choose a Location

OUTLET A -HQ

OUTLET A- HQ

OUTLET
OUTLET
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OUTLET

Location (outlet)

Step 3: At the "Filter By" section, select vendor code with status "NEW"status and click

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Step 4: Click on the 👁 on Purchase Order grid to view your PO.

PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action
					2020-03-16 Mon	2020-04-08 Wed		0.00		NEW	👁 View

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Accept "New" PO

Step 5: Purchase Order in pdf format will show on screen and please read through.

Accept "New" PO

Step 6: Click on 🔽 to download PO soft copy.

Accept "New" PO

Rexbridge

Step 7: Click on [CSV] to download soft copy in CSV format.

CSV button

CSV format

refno	podate	deliverdate	itemcode	description	barcode	articleno	qty	um	netunitpric	gst_tax_coc	gst_tax_rat	gst_tax_am	totalprice_i	location	scode	sname	line
BERPO1901	1/3/2019	1/3/2019	3.15E+09	PETPET DAY	9.555E+12		8	PKT	24.1		0	0	192.8	BER	V034	VITAL SCOF	1
BERPO1901	1/3/2019	1/3/2019	3.15E+09	PETPET DAY	9.555E+12		8	PKT	24.1		0	0	192.8	BER	V034	VITAL SCOF	2
BERPO1901	1/3/2019	1/3/2019	3.15E+09	PETPET DAY	9.555E+12		4	PKT	24.1		0	0	96.4	BER	V034	VITAL SCOF	3
BERPO1901	1/3/2019	1/3/2019	3.25E+09	PETPET DAY	9.555E+12		40	EA	46.63		0	0	1865.2	BER	V034	VITAL SCOF	4
BERPO1901	1/3/2019	1/3/2019	3.25E+09	PETPET DAY	9.555E+12		20	EA	46.63		0	0	932.6	BER	V034	VITAL SCOF	5
BERPO1901	1/3/2019	1/3/2019	3.25E+09	PETPET DAY	9.555E+12		40	EA	46.63		0	0	1865.2	BER	V034	VITAL SCOF	6
BERPO1901	1/3/2019	1/3/2019	3.25E+09	PETPET DAY	9.555E+12		30	EA	46.63		0	0	1398.9	BER	V034	VITAL SCOF	7
BERPO1901	1/3/2019	1/3/2019	3.15E+09	PETPET ME(	9.555E+12		20	PCS	24.9		0	0	498	BER	V034	VITAL SCO	
BERPO1901	1/3/2019	1/3/2019	3.15E+09	PETPET ME(	9.555E+12		30	UNIT	31.5		0	0	945	BER	V034	VITAL SCO	
BERPO1901	1/3/2019	1/3/2019	3.15E+09	PETPET ME(	9.555E+12		30	PCS	31.5		0	0	945	BER	V034	VITAL SCO	
BERPO1901	1/3/2019	1/3/2019	3.15E+09	FITTI BASIC	9.555E+12		8	PKT	10.3		0	0	82.4	BER	V034	VITAL SCOF	
BERPO1901	1/3/2019	1/3/2019	3.15E+09	FITTI BASIC	9.555E+12		8	PKT	10.3		0	0	82.4	BER	V034	VITAL SCOF	2
BERPO1901	1/3/2019	1/3/2019	3.15E+09	FITTI BASIC	9.555E+12		4	PKT	19.59		0	0	78.36	BER	V034	VITAL SCOF	3
BERPO1901	1/3/2019	1/3/2019	3.15E+09	FITTI BASIC	9.555E+12		15	UNIT	24.5		0	0	367.5	BER	V034	VITAL SCOF	14
BERPO1901	1/3/2019	1/3/2019	3.15E+09	FITTI BASIC	9.555E+12		30	PKT	24.5		0	0	735	BER	V034	VITAL SCOF	15
BERPO1901	1/3/2019	1/3/2019	3.15E+09	FITTI BASIC	9.555E+12		30	PKT	24.5		0	0	735	BER	V034	VITAL SCOF	16
BERPO1901	1/3/2019	1/3/2019	3.15E+09	CERTAINTY	8.997E+12		40	PACK	12.27		0	0	490.8	BER	V034	VITAL SCOF	17
BERPO1901	1/3/2019	1/3/2019	3.15E+09	CERTAINTY	8.997E+12		40	PACK	15.67		0	0	626.8	BER	V034	VITAL SCOF	18
BERPO1901	1/3/2019	1/3/2019	3.15E+09	CERTAINTY	8.851E+12		24	PCS	15.38		0	0	369.12	BER	V034	VITAL SCOF	19
BERPO1901	1/3/2019	1/3/2019	3.15E+09	CERTAINTY	8.851E+12		24	PKT	15.38		0	0	369.12	BER	V034	VITAL SCOF	20

Accept "New" PO

Step 8: Click on **Accept** to accept PO.

Click "Accept"

Browse   Outlet   Accept   Reject   CSV

Confirm Accept PO BERPO19010140?

✔ Accept

Accept
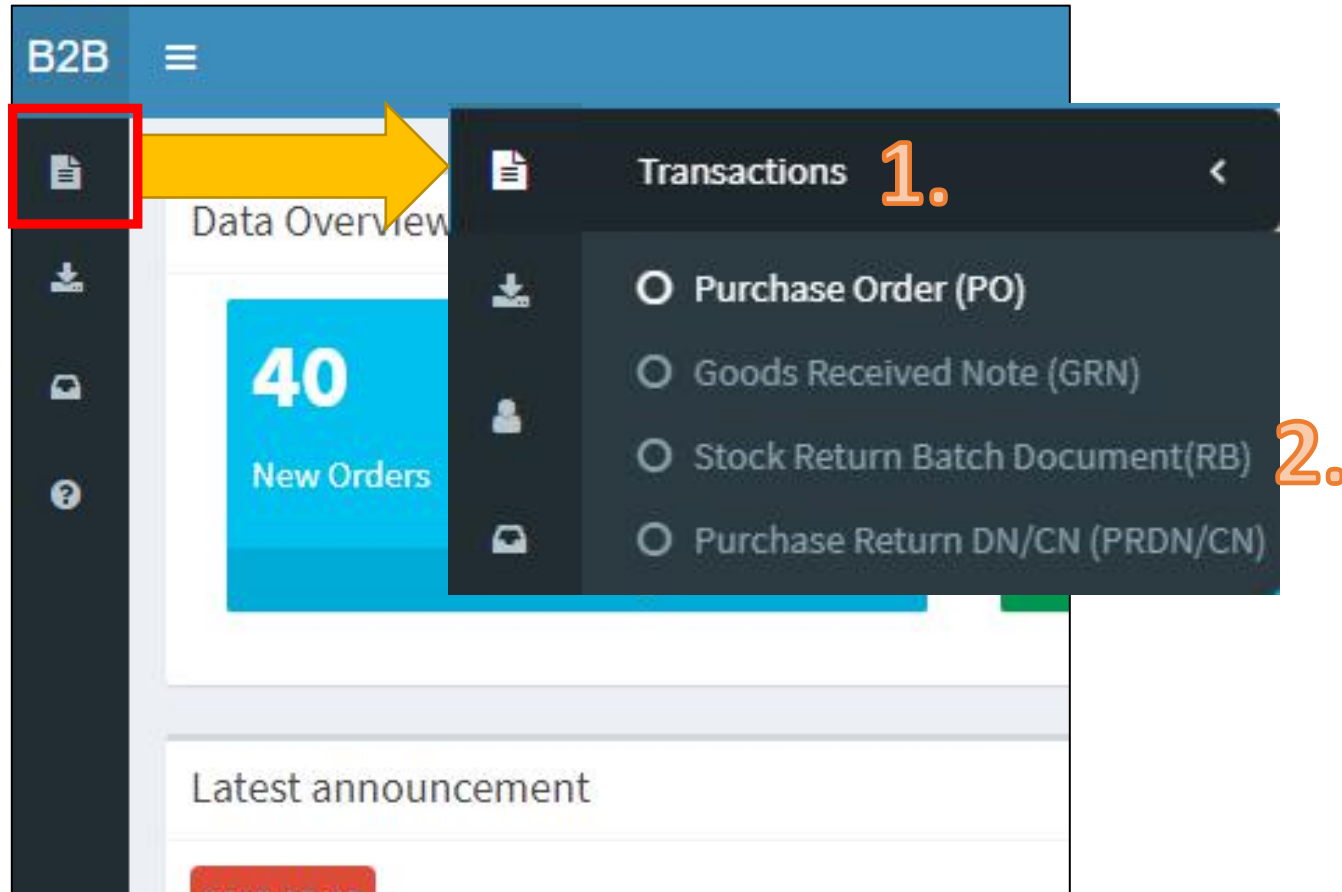
Accept "New" PO

Rexbridge
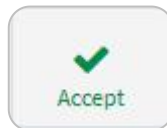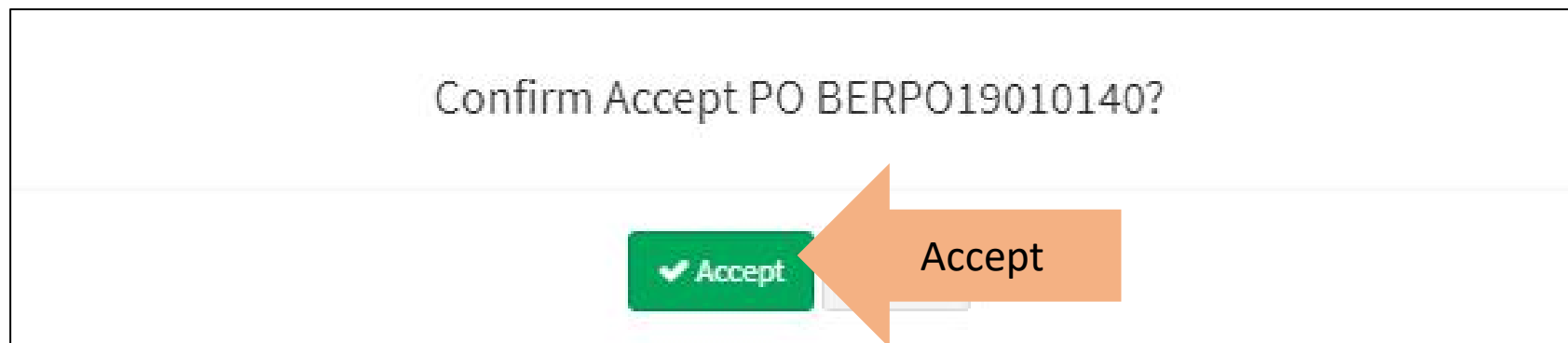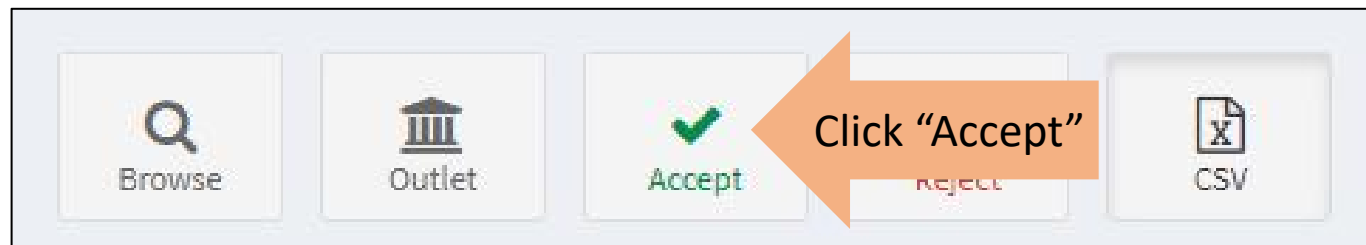
Step 9: Verify the status changed from "NEW" to "Accepted" in Purchase Order grid.

PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Ac...
		DC			2020-03-17 Tue	2020-03-27 Fri		0.00		Accepted	

Status= "Accepted"

Transaction (Purchase Order)

Step 1: Click on Transaction -> Purchase Order

Step 2: Choose your location (outlet).

Please Choose a Location

| OUTLET A -HQ | ▼ |

- OUTLET A- HQ
- OUTLET
- OUTLET
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- OUTLET
- OUTLET

Location (outlet)

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Step 3: At the "Filter By" section, select vendor code with status "NEW"status and click [Q Search]

Step 4: Click ⬜ on Purchase Order grid to view PO.

PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action	
					2020-03-16 Mon	2020-04-08 Wed		0.00		NEW	👁	View

Rejected "New" PO

Step 5: Purchase Order in pdf format will show on screen and please read through

PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action	
					2020-03-16 Mon	2020-04-08 Wed		0.00		NEW	👁	

Step 6: Click on 🔽 to download PO soft copy.

Reject "New" PO

Step 7: Click on [CSV icon] to download soft copy in CSV format.

CSV button

CSV format

Reject "New" PO

Step 8: Click [× Reject] to reject PO and provide a reason code.

Click "Reject"
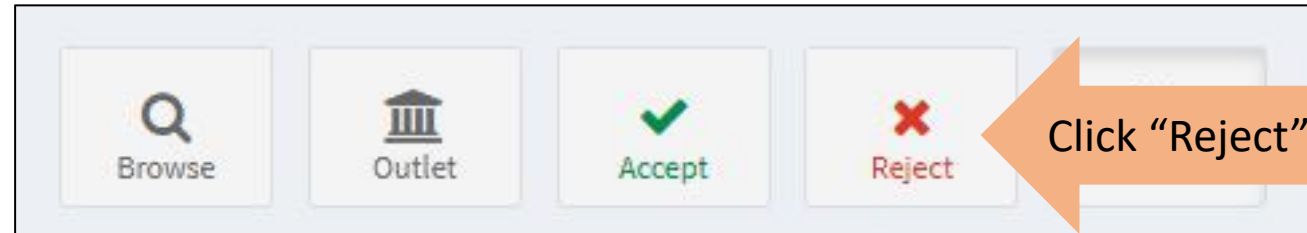
Confirm Reject PO BERPO19010157?

Reason *   Minimum Qty Order

| Minimum Qty Order |
| No Stock |
| Short Delivery Date |
| Wrong Pack Size |
| Wrong Pricing |
| Wrong SKU |

Reason

Confirm Reject PO BERPO19010157?

Reason *   Minimum Qty Order

× Reject   Reject

Step 9: Verify the status changed from "NEW" to "Rejected".

PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action
					2019-09-22 Sun	2019-10-06 Sun		0.00		rejected	

Status= "Rejected"

Bulk Accept PO

✓ Click **Bulk Accept** to accept multiple PO at once.

PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action	☑
					2020-03-16 Mon	2020-04-08 Wed		0.00		NEW	👁	☑
					2020-03-16 Mon	2020-04-08 Wed		0.00		NEW	👁	☑
					2020-03-16 Mon	2020-04-08 Wed		0.00		NEW	👁	☑
					2020-03-16 Mon	2020-04-08 Wed		0.00		NEW	👁	☑
					2020-02-19 Wed	2020-04-09 Thu		0.00		NEW	👁	☑
					2020-03-12 Thu	2020-04-01 Wed		0.00		NEW	👁	☑
					2020-03-13 Fri	2020-04-10 Fri		0.00		NEW	👁	☑
					2020-03-13 Fri	2020-04-10 Fri		0.00		NEW	👁	☑
					2020-03-13 Fri	2020-04-10 Fri		0.00		NEW	👁	☑
					2020-03-19 Thu	2020-04-13 Mon		0.00		NEW	👁	☑

2. Click **bulk accept** to accept all the PO.

1. Tick all the PO you wish to accept.

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PO Status

✓ Click [Print] to print your PO, status will change to **PRINTED**

PO Tools

✓ Click on [View Accepted] to view all your accepted PO.
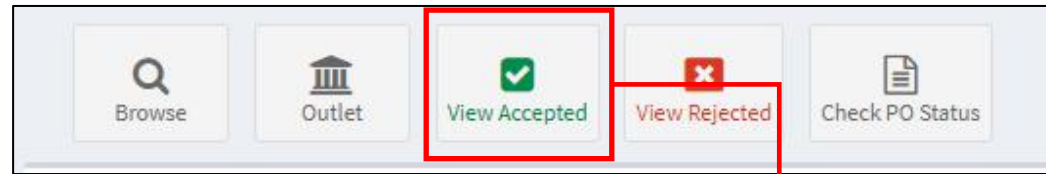
PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action	
B2WPO19120046		B2W	S245		2019-12-16 Mon	2020-01-10 Fri	0.00			Accepted	👁	☐
B2WPO19120067		B2W	S183		2019-12-29 Sun	2020-01-22 Wed	0.00			Accepted	👁	☐
B2WPO19120068		B2W	S183		2019-12-29 Sun	2020-01-22 Wed	0.00			Accepted	👁	☐
B2WPO19120069		B2W	S183		2019-12-29 Sun	2020-01-22 Wed	0.00			Accepted	👁	☐
B2WPO20010022		B2W	O009		2020-01-07 Tue	2020-01-27 Mon	0.00			Accepted	👁	☐
B2WPO20020027		B2W	D015		2020-02-10 Mon	2020-03-02 Mon	0.00			Accepted	👁	☐
B2WPO20020028		B2W	D015		2020-02-10 Mon	2020-03-02 Mon	0.00			Accepted	👁	☐
B2WPO20020030		B2W	D015		2020-02-10 Mon	2020-03-02 Mon	0.00			Accepted	👁	☐
B2WPO20020031		B2W	D015		2020-02-10 Mon	2020-03-02 Mon	0.00			Accepted	👁	☐
B2WPO20020047		B2W	S345		2020-02-24 Mon	2020-04-06 Mon	0.00			Accepted	👁	☐

✓ Click [View Rejected] to view all your rejected PO.

PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action	
	BSR				2019-09-22 Sun	2019-10-06 Sun		0.00		rejected	👁	☐
	BSR				2019-10-10 Thu	2019-10-24 Thu		0.00		rejected	👁	☐
	BSR				2019-10-11 Fri	2019-10-25 Fri		0.00		rejected	👁	☐
	BSR				2019-10-19 Sat	2019-11-02 Sat		0.00		rejected	👁	☐
	BSR				2019-10-19 Sat	2019-11-02 Sat		0.00		rejected	👁	☐
	BSR				2019-11-07 Thu	2019-12-11 Wed		0.00		rejected	👁	☐
	BSR				2020-01-17 Fri	2020-01-31 Fri		0.00		rejected	👁	☐
	BSR				2020-01-28 Tue	2020-02-18 Tue		0.00		rejected	👁	☐
BSR	BSR				2020-02-27 Thu	2020-03-17 Tue		0.00		rejected	👁	☐

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✓ Click [Check PO Status] and insert PO reference number, there will show you about PO and GRN status.

Check PO Status

BERPO19091396

Document will not be uploaded. Outlet already finish GRN process

GRN No is BERGR19091371

Close

| Browse | Outlet | View Accepted | View Rejected | Check PO Status |

Filter By

Ref No

PO Status   NEW

PO Date Range
(YYYY-MM-DD)   Clear

Expired Date From   Expired Date To
(YYYY-MM-DD)   (YYYY-MM-DD)   Clear

Filter by Period Code   None
(YYYY-MM)

Q Search   C Reset

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Daily PO Notification Email

- Every user will receive "Daily PO Notification" email, to remind that you have **NEW PO**

- Pending data means that you need take action **(Accept/Reject)** for your **NEW** PO.

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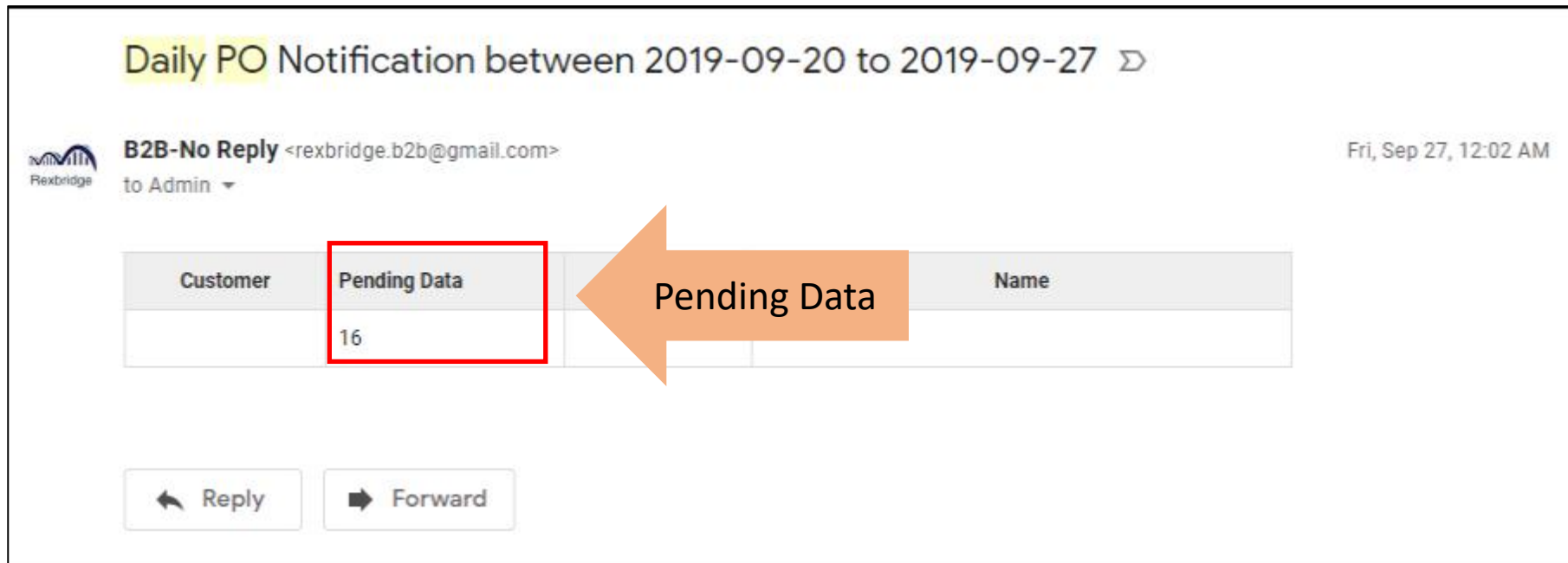
PO Status

- Status will **CHANGE** for every action *(printed/accepted/rejected/viewed)* you have done.

  - PO status are **NEW** when you go to PO screen.

  ✓ Status will change from **NEW** to **VIEWED** after you click

PO Status

✓ Status will change from **VIEWED/NEW** to **ACCEPT/REJECTED** after you click [✓ Accept] or [✗ Reject]
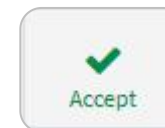
PO status "Accepted" when you click [✓ Accept]
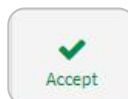
PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action	
DCPO20030032		DC	R015		2020-03-17 Tue	2020-03-27 Fri	375.00	0.00	375.00	Accepted	👁	☐

PO status "Rejected" when you click [✗ Reject]

PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action	
SGBPO20030127		SGB	G002		2020-03-05 Thu	2020-03-18 Wed	373.82	0.00	373.82	rejected	👁	☐

PO Status

✓ If you does not do any action(Accept / Reject) until PO expiry date, status will change to **Expired**

PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action	
DCPO2003001		DC	C032	'	2020-03-03 Tue	2020-03-16 Mon	7,129.82	0.00	7,129.82	expired	👁	☐

✓ You will see **GR_Completed** status when your receiving at outlet is completed.

PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action	
TSBPO20030281	TSBGR20030293	TSB	S011-1		2020-03-17 Tue	2020-03-27 Fri	367.74	0.00	367.74	gr_completed	👁	☐

GRN REFERENCE NUMBER

✓ If there have reference number at the "GRN RefNo" grid , it means that you already complete the GRN process for the selected PO.

PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action	
TSBPO20030281	TSBGR20030293	TSB	S011		2020-03-17 Tue	2020-03-27 Fri	367.74	0.00	367.74	gr_completed	👁	☐
TSBPO____0971	TSBGR20030292	TSB	E014		2020-03-16 Mon	2020-03-29 Sun	2,668.00	0.00	2,808.00	gr_completed	👁	☐
TSBPO____0277	TSBGR20030291	TSB	T017		2020-03-17 Tue	2020-03-30 Mon	56.10	0.00	56.10	gr_completed	👁	☐
TSBPO20030274	TSBGR20030288	TSB	SNBN0U		2020-03-17 Tue	2020-03-30 Mon	154.57	0.00	154.57	gr_completed	👁	☐
TSBP____0273	TSBGR20030287	TSB	G002		2020-03-17 Tue	2020-03-30 Mon	121.30	0.00	121.30	gr_completed	👁	☐
TSBP____0272	TSBGR20030286	TSB	M019		2020-03-17 Tue	2020-03-30 Mon	52.00	0.00	52.00	gr_completed	👁	☐
TSBPO20030267	TSBGR20030262	TSB	E020		2020-03-16 Mon	2020-03-29 Sun	18.00	0.00	18.00	gr_completed	👁	☐
TSBPO20030230	TSBGR20030258	TSB	PC37		2020-03-13 Fri	2020-03-23 Mon	108.40	0.00	108.40	gr_completed	👁	☐

GRN reference number