



Pepkor webcom

## Quick Reference Guide

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# 1 Introduction

Pepkor webcom is a web-based application and therefore an internet connection is required.

It provides an intuitive user interface to receive Purchase Orders sent by Pepkor and perform various supply chain related actions on them like printing SSCC labels, sending Advance Shipping Notices and Invoices.

A dedicated User Management module provides the ability to create administrator and user type accounts which could be used to log-on to the application. It also provides the ability to export documents in EDIFACT and CSV formats which can be saved or uploaded to an external application.

All messages stored in user's mailbox are basically organised into four main default folders, Inbox, Outbox, Sent and Deleted. 'Inbox' folder contains all messages received by the supplier whereas all messages created and transmitted by supplier can be found in the 'Sent' folder. Messages which have failed to be transmitted from webcom to Pepkor are found in 'Outbox' folder and deleted messages are found in the 'Deleted' folder.

Help section will guide the user to request further assistance via email and phone.

Following sections of this document will explain each application feature in detail.

## 2 Logging In

Open the Internet browser and enter following addresses (URLs) for test and production webcom:

Test webcom: <http://pepkorsea.webcom.test.leadtec.com.au>

Production webcom: <http://pepkorsea.webcom.leadtec.com.au>

Enter Trading Partner ID, Username and Password, as supplied by Leadtec, in the provided fields and click on the LOGON button.

*Note* User credentials are usually provided by Leadtec once the account setup is complete before actual go-live date.

Trading Partner ID: <SAP Supplier ID as provided in the User Registration form prefixed with 'HS' >

Username: <Provided by Leadtec during account setup, the default is 'Admin'>

Password: <webcom> Application will prompt user to change the password during initial sign on.

Welcome to Pepkor webcom

**Pepkor**  
SOUTH EAST ASIA

**Pepkor webcom login**

Trading Partner ID:

Username:

Password:

Save Login Details  
(Excluding password) **LOGON**

**I FORGOT MY PASSWORD**

**Using webcom for the first time or need some instructions?**  
Check out the [webcom Quick Reference Guide](#) for instructions on how to operate webcom.

**Require support on the process and issues related to orders?**  
Please contact Pepkor Accreditation Support on (08) 8150 5742 or email [HSEDI@harriscarfe.com.au](mailto:HSEDI@harriscarfe.com.au)

This site is best used with the following system requirements:

1. Microsoft Internet Explorer 7.x or 8.x or 9.x
2. [Adobe Acrobat Reader](#) Version 7 or higher
3. Screen resolution set at 1024 x 768 or higher

Other browser types and versions can be used but you may experience reduced useability. It is recommended that you check your web browser configuration against the [webcom Browser Configuration Guide](#) to ensure your webcom application functions properly.

**Technical Support & Assistance**  
If you are experiencing difficulties with Pepkor webcom, please contact Leadtec Service Desk Monday to Friday 07:00hrs to 19:00hrs AEST ☎  
**1300 LEAD TEC** or [click here](#) to contact us by email.

- Appropriate error messages will be displayed if invalid Trading Partner ID, Username and/or password is entered.
- If the user attempting to log in is already marked on the application as logged in, the application will offer the new attempt to either override previous logged in session and continue or cancel the new attempt.
- Help can be obtained by clicking on 'click here' e-mail link or by dialling the phone number listed on the screen.
- Document printing out of webcom requires Adobe Acrobat Reader and can be downloaded and installed by following the link provided on the screen.
- Ticking on 'Save Login Details' will user account details (except password).
- Clicking on [I forgot my password] button resets the password and sends new password to e-mail address provided under user's account details.

## 3 Navigate Inside webcom

Menu pane section on the left is the main control a user can use to navigate through different areas of the application and perform actions.

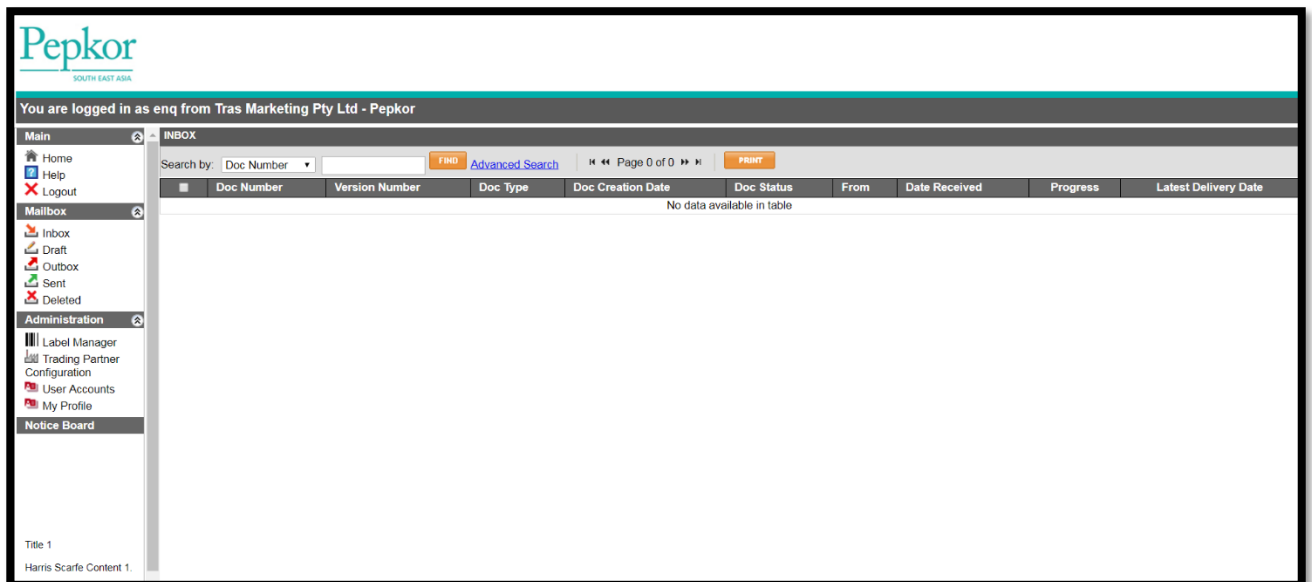


Figure 2: Inbox Document Summary Screen

Main, Mailbox and Administration sections can be expanded/collapsed by clicking on down arrow/up arrow button on top right corner of each section to manage space and layout.

### 3.1 Main Section

This section has got three options.

#### 3.1.1 Home

Displays Pepkor corporate website. The page can be changed from time to time based on what Pepkor require their supplier community to see.

#### 3.1.2 Help

Displays details on the browser and other software requirements to use webcom properly. It also provides contact details to obtain further assistance.

### 3.1.3 Logout

Allows user to log out from webcom application.

## 3.2 Mailbox Section

This has five system folders by default. These folders are created when vendor is configured initially and cannot be deleted.

### 3.2.1 Inbox

All documents vendor has received from Pepkor.

### 3.2.2 Draft

All incomplete documents vendor users have created and saved for later use.

### 3.2.3 Outbox

All documents which could not be delivered to Pepkor successfully are located here. The failure reason can be identified by selecting 'Message Status' option on the pop up menu when right clicked on the message.

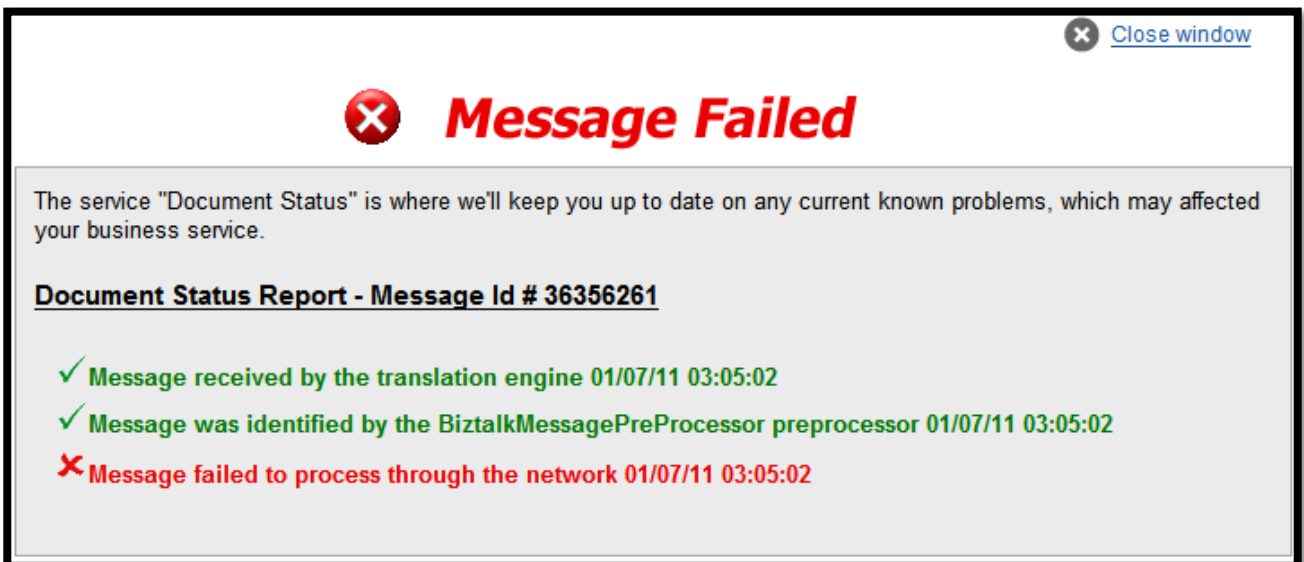


Figure 3: Message Failure Reason/Details

### 3.2.4 Sent

All documents which has been delivered to Pepkor successfully are located in this folder.

### 3.2.5 Deleted

When documents are deleted from any other folder, webcom moves those documents into Deleted folder. This allows user to recover any document if required. However, deleting a document in this folder makes it permanently removed from the application.

In addition to above folder users can create their own folders.

### 3.2.6 Manage Folders

This option allows the user to add any extra folders under Mailbox. These folders can be then be renamed or removed by selecting corresponding option.

## 3.3 Administration Section

This section has following options.

1. Label Manager
2. Trading Partner Configuration
3. User Accounts
4. My Profile

### 3.3.1 Label Manager

Label Manager is a separate application which is integrated with webcom to allow user to interact with label files generated during packing process.

PO	ASN	Timestamp
Demo Order Retry LM10	Demo Order Retry LM10 - Invest	5/8/2012 11:27:53 AM
Demo Order Retry LM10	Demo Order Retry LM10 Draft 3	5/8/2012 9:51:21 AM
Demo Order Retry LM10	Demo Order Retry LM10 Draft 2	5/8/2012 9:50:07 AM
Demo Order Retry LM10	Demo Order Retry LM10 Draft 1	5/8/2012 9:47:06 AM
Demo Lots Org - Retry Exp 6	Demo Lots Org - Retry Exp 6 - Send 3	5/8/2012 9:36:47 AM
Demo Lots Org - Retry Exp 6	Demo Lots Org - Retry Exp 6 - Send 2	5/8/2012 9:34:33 AM
Demo Lots Org - Retry Exp 6	Demo Lots Org - Retry Exp 6 - Send	5/8/2012 9:31:03 AM
Demo Order 3 Lots Org - Exp	TC_UC_LM15b	5/7/2012 4:39:41 PM
DTS Order	DTS Order Draft 2	5/7/2012 4:23:06 PM
Demo Order 3 Lots Org - Exp	Exp Draft	5/7/2012 4:14:01 PM
Demo Order 3 Lots Org - 16	Demo Order 3 Lots Org - 16 - Print Cancel incl	5/7/2012 4:08:57 PM
Demo Order 3 Lots Org - 16	Demo Order 3 Lots Org - 16 -	5/7/2012 4:04:21 PM

Page 1 of 4 (163 items) < [1] 2 3 4 >

Refresh Close

Figure 4: Label Manager Main Screen

Each item displayed on this screen corresponds to one shipment either waiting to be sent (in 'Draft' folder) or sent (in 'Sent' folder).

The list can be filtered based on PO or ASN number. Enter the value to be used as the filter value and click on [Search] button. Pressing [Refresh] button resets filtration.

Click on  or  button to navigate forward and backward across the label files list. Clicking on page number will jump to that page directly.

Click on any entry to view details of labels.

Click on column headers to sort the list on each column. First click will sort the list on ascending and the second click on descending order.

Click on [Refresh] button to make update the content of the screen. This is to ensure that any labels generated by another user since launching Label Manager, is displayed.

ASN: Demo Order Retry LM10 - Invest
Total Number of Labels: 6

<input type="checkbox"/>	Location	SSCC	Timestamp	Status
<input type="checkbox"/>	4040	3 934540888 0005699 1	5/8/2012 11:29:06 AM	Printed
<input type="checkbox"/>	4040	3 934540888 0005700 4	5/8/2012 11:29:06 AM	Reprinted
<input type="checkbox"/>	4040	3 934540888 0005701 1	5/8/2012 11:32:04 AM	Cancelled
<input type="checkbox"/>	1006	3 934540888 0005702 8	5/8/2012 11:32:04 AM	Cancelled
<input type="checkbox"/>	4040	3 934540888 0005703 5	5/8/2012 11:32:04 AM	Cancelled
<input type="checkbox"/>	4040	3 934540888 0005704 2	5/8/2012 11:27:56 AM	Saved

**Carton Details**

GTIN	Ordered Quantity	Shipped Quantity	Dispatched Quantity
No data to display			

Total Number of Labels Selected: 0

Figure 5: Label Manager Carton Details Screen

All carton labels for the selected shipment are displayed. From this screen SSCC labels can be printed / reprinted by selecting the entry and clicking on [Generate Labels] button.

To remove all SSCC labels which are cancelled click [Remove] button.



**Tip!** This option is useful if label file requires to be cleaned up. If there are no 'Cancelled' labels in the file, pressing this command button will effectively do nothing.

Click on [Back] button to go back to Label Manager main screen.

### 3.3.1.1 Label Status

Each SCM label is assigned with a status to reflect what operations it has gone through and the operations which can be performed on each label.

Initial Action	Current Status	Action Allowed	Result Status
[1] One or many new cartons are added and SSCC numbers generated	GENERATED	a) Save the ASN document in 'Draft' folder	<ul style="list-style-type: none"> <li>A new label file entry is created with carton entries</li> <li>Status of new label records <b>SAVED</b></li> <li>Quantity included in the carton is marked as shipped</li> </ul>
		b) Click on 'Close Window' link or button on the top right hand corner	<ul style="list-style-type: none"> <li>No label entries saved for newly added cartons</li> <li>Any quantity included in the carton is released back</li> </ul>
		c) Finalise and Send the ASN document	<ul style="list-style-type: none"> <li>A new label file entry is created with carton entries</li> <li>Status of new label records <b>SAVED</b></li> <li>Quantity included in the carton is marked as shipped</li> </ul>
[2] An ASN with one or many cartons with SSCC numbers already generated	Could be any of the below statuses based on last action performed. SAVED PRINTED REPRINTED	a) Add new cartons	<ul style="list-style-type: none"> <li>Refer to action [1] above for all actions</li> </ul>
		b) Remove cartons with SSCC numbers	<ul style="list-style-type: none"> <li>Corresponding carton entries in the Label Manager database is marked as <b>CANCELLED</b></li> </ul>

[3] Launch Label Manager and select a label file entry	SAVED	a) Generate Label	<ul style="list-style-type: none"> <li>• A PDF file with SSCC labels for selected carton entries generated</li> <li>• Status of corresponding carton entries <b>PRINTED</b></li> </ul>
		b) Remove	<ul style="list-style-type: none"> <li>• No effective change as removing process only considers cancelled cartons</li> </ul>
	CANCELLED	c) Generate Label	<ul style="list-style-type: none"> <li>• No effective change.</li> <li>• Label Manager will show error message (screen 6)</li> </ul>
		d) Remove	<ul style="list-style-type: none"> <li>• Label Manager will remove all CANCELLED cartons based on the confirmation (screen 5)</li> </ul>
	PRINTED	e) Generate Label	<ul style="list-style-type: none"> <li>• A PDF file with SSCC labels for selected carton entries generated</li> <li>• Status of corresponding carton entries <b>REPRINTED</b></li> <li>• Date/Time is updated</li> </ul>
		f) Remove	<ul style="list-style-type: none"> <li>• No effective change as removing process only considers cancelled cartons</li> </ul>
	REPRINTED	g) Generate Label	<ul style="list-style-type: none"> <li>• A PDF file with SSCC labels for selected carton entries generated</li> <li>• Status of corresponding carton entries <b>REPRINTED</b></li> <li>• Date/Time is updated</li> </ul>
		h) Remove	<ul style="list-style-type: none"> <li>• No effective change as</li> </ul>

			removing process only considers cancelled cartons
--	--	--	---

### 3.3.2 Trading Partner Configuration

This section contains organisational details about the Vendor which was provided during registration process.

It is vendor's responsibility to keep information maintained in this screen up-to-date.

**TRADING PARTNER CONFIGURATION**

Organisation ID:	HS200055	Address Line 1:	PO Box 999
Trading Partner Name:	On Impulse Pty Ltd	Address Line 2:	
ABN(AU)/GST Reg No:	NA	City:	Melbourne
Contact Name:	Juliet David	State:	VIC
Contact Phone Number:	0400 123 456	Post Code:	3000
PO Notification Email:	hsediaccrreditation@harrisscarfe	Country:	Australia
		Allow Over Picking	<input type="checkbox"/> Yes

Figure 6: Trading Partner Configuration Screen

### 3.3.3 User Accounts

The User Accounts page will display a list of all users defined under the Vendor.

Only the Administrator account will be allowed to Add/Modify/Delete users from the User Accounts page.

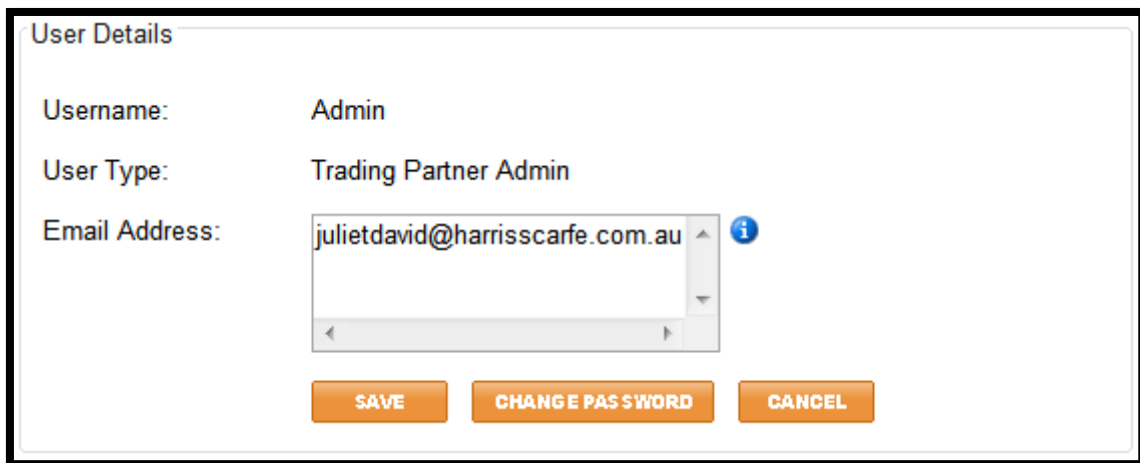
**USER ACCOUNTS**

Search by: UserName   | Page 1 of 1

UserName	User Type	Contact Email
Admin	Trading Partner Admin	julietdavid@harrisscarfe.com.au

Figure 7: User Accounts Screen

To change user passwords, click the Modify button and click the Change Password button on the popup screen.



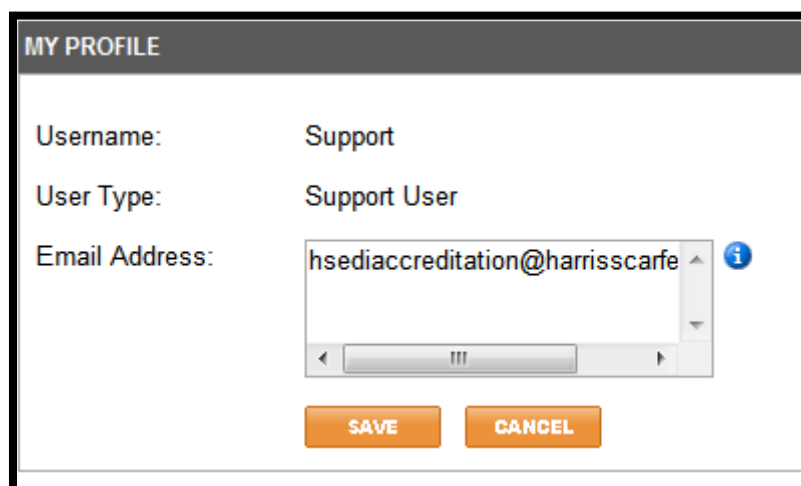
The image shows a 'User Details' popup window. It contains three fields: 'Username' with the value 'Admin', 'User Type' with the value 'Trading Partner Admin', and 'Email Address' with the value 'julietdavid@harrisscafe.com.au'. The email field has a scroll bar and an information icon. At the bottom, there are three orange buttons: 'SAVE', 'CHANGE PASSWORD', and 'CANCEL'.

Figure 8: User Accounts Details Screen

### 3.3.4 My Profile

My Profile page displays the details of the currently logged in user.

The e-mail address provided here is to receive temporary password in case user forgets it. It can be updated by entering the new value and clicking on 'Save' button.



The image shows a 'MY PROFILE' popup window. It contains three fields: 'Username' with the value 'Support', 'User Type' with the value 'Support User', and 'Email Address' with the value 'hsediaccréditation@harrisscafe'. The email field has a scroll bar and an information icon. At the bottom, there are two orange buttons: 'SAVE' and 'CANCEL'.

Figure 9: My Profile Screen

## 3.4 Notice Board Section

Notice Board section is where Pepkor can post upcoming events, requirements or any other material for all vendors.

### 3.5 Message Summary Screen

Message summary screen displays documents inside the folder selected by user. This screen can display 50 messages per screen. If a folder has got more than 50 messages it will allow user to navigate across messages by clicking on next page and previous page links.

Doc Number	Version	Doc Type	Doc Creation	Doc Status	From	Date Received	Progress	Document
4500067889	002	Amended Purc...	09/08/2011	ACTIVE	- Sunshine Dis...	09/08/2011 01:...	Opened	09/08/2012
4500067889	001	Amended Purc...	09/08/2011	INACTIVE	- Sunshine Dis...	09/08/2011 12:...	Inactive	09/08/2012
4500067889	000	Purchase Order	09/08/2011	INACTIVE	- Sunshine Dis...	09/08/2011 11:...	Inactive	09/08/2012

Figure 10: webcom – Message Summary Screen

There are many different columns on the main grid screen and they are explained below.

1. **Doc Number:** Unique number assigned by Pepkor.
2. **Version:** The document Version number is a sequential number which increments when the same Doc Number is received. This is used to distinguish the amended versions of the same original document (starting version is **000**).
3. **Doc Type:** Document type. (Order, Amended Purchase Order, ASN etc...)
4. **Doc Creation Date:** Date the document was raised/created.
5. **Doc Date Received:** The date the documents were received.
6. **Doc Status:** This is an automated status indicator webcom uses for documents i.e. Active, Inactive, etc....
7. **From/To:** The store/department which raised the order / receiving the ASN.
8. **Progress:** The last action performed on the document (ASN Sent, Draft ASN, etc...)
9. **Delivery Date:** The date an order should be delivered to Pepkor by.

## 4 Document Searching

Pepkor webcom has two types of search functionality.

### 4.1 Simple Search

This works on single columns. Select the column name and enter the value before clicking 'FIND' button.

Doc M	Doc Creation	Doc Status	To	Date Saved	Progress	PO Refer
Demo	08/05/2012		- Sunshine ...	08/05/2012 09...	Modified	Demo Ord
Demo	08/05/2012		- Sunshine Di...	08/05/2012 09...	Modified	Demo Orde
Demo	08/05/2012		- Sunshine Di...	08/05/2012 09...	Modified	Demo Orde
Rey T	07/05/2012		- Sunshine Di...	07/05/2012 02...	Draft Saved	Demo Orde
yyyy	07/05/2012		- Sunshine Di...	07/05/2012 10...	Draft Saved	Demo Orde

Figure 11: Simple Search Dialogue

## 4.2 Advance search

This allows user to specify more conditions to narrow down the search. A dialog box is displayed when clicked on 'Advance Search' link. Enter the values to match with documents and click on 'FIND' button.

The 'ADVANCED SEARCH' dialog box includes the following fields and controls:

- Mailbox Folder: All Folders (dropdown)
- From / To: (text input)
- Doc Type: All Document Types (dropdown)
- Doc Status: All Statuses (dropdown)
- Doc Number: (text input)
- Doc Creation Date: From: Enter Doc Date From (dropdown), To: 15/06/2011 (dropdown)
- Date Received/Sent: From: Enter Date Received From (dropdown), To: 15/06/2011 (dropdown)
- Buttons: FIND, CLEAR, CANCEL

Figure 12: Advance Search Dialogue

## 5 Document Moving

Documents can be moved from their original system defined folders to user created folders and back.

1. Select single or multiple messages using the checkbox adjacent to the document
2. Select the custom folder to move the messages to from the 'Move to' drop down menu

The 'INBOX' screen displays a table of documents with the following columns: Doc Number, Version, Doc Type, Doc Creation, Doc Status, From, Date Received, and Progress. The 'Move to' dropdown menu is open, showing the following options: Select a folder, Select a folder, Custom Folder 11, Custom Folder 2, Custom Folder 3.

Doc Number	Version	Doc Type	Doc Creation	Doc Status	From	Date Received	Progress	
<input checked="" type="checkbox"/>	Harry_Potter	000	Purchase Order	23/06/2011	PART SHIPPED	- Sunshine Di...	11/08/2011 05:...	ASN S
<input type="checkbox"/>	Lord_Of_The_R...	000	Purchase Order	23/06/2011	PART SHIPPED	- Sunshine Dis...	11/08/2011 04:...	Moved
<input type="checkbox"/>	Lots_of_Labels	015	Amended Purc...	23/06/2011	PART SHIPPED	- Sunshine Dis...	11/08/2011 11:...	ASN S
<input type="checkbox"/>	4500061515	007	Amended Purc...	07/03/2011	ACTIVE	- Sunshine Dis...	09/08/2011 05:...	Draft ASN

Figure 13: Document Move Dialogue

## 6 Document Sorting

Documents listed in the summary screen can be sorted by all columns displayed in ascending or descending order except 'Progress' column.

To sort by one field at a time simply click the column title to sort. First click will sort the entire list on ascending order of the column and on descending order on the second click.

Doc Number	Version	Doc Type	Doc Creation	Doc Status	From	Date Received	Progress	Document
Lots of Labels	015	Amended Purc...	23/06/2011	PART SHIPPED	- Sunshine Dis...	11/08/2011 11:...	ASN Sent	11/08/2012

Figure 14: Document Sort Dialogue

## 7 Document Tracking

All messages sent out via Outbox can be tracked for its successful delivery.


Click on the Sent and select the message you need to track. It will be highlighted in yellow.


To view track results:

1. Right mouse click on the selected message.
2. Select [Message Status](#) from the menu options list.

webcom will open a new pop-up window with details of actions performed with the result as a step by step guide.

*Note:* Make sure your browser is configured to allow pop-up screens generated by webcom application.

 [Close window](#)



## Delivered successfully

The service "Document Status" is where we'll keep you up to date on any current known problems, which may affected your business service.

**Document Status Report - Message Id # 36356643**

- ✓ Message received by the translation engine 08/08/11 11:21:58
- ✓ Message was identified by the BiztalkMessagePreProcessor preprocessor 08/08/11 11:21:58
- ✓ Message defines [2] delivery process(es) 08/08/11 11:21:58
- ✓ Applying map to the existing data format 08/08/11 11:21:58
- ✓ Applying map to the existing data format 08/08/11 11:21:58
- ✓ Message has post processing configured 08/08/11 11:21:58
- ✓ Message received by the delivery engine 08/08/11 11:21:59
- ✓ Delivery package requires a total of 2 deliveries to be made 08/08/11 11:21:59
- ✓ Message sucessfully delivered 08/08/11 11:21:59
- ✓ Message sucessfully delivered 08/08/11 11:21:59

Figure 15: Message Tracking/Tracing Details Screen

This display screen explains each action performed on the outgoing message from the time Leadtec receives the message till it was sent out from the network. If any step was failed due to an error, it will be clearly displayed with a RED cross.

## 8 Document View and Print

webcom will open new pop-up windows so make sure that your browser is configured to allow pop-ups for webcom website before attempting this.

*Note* Make sure your browser is configured to allow pop-up screens generated by webcom application.

### 8.1 Purchase Order / Amended Purchase Order View

Select the order you wish to open/view. (it will be highlighted in yellow)

To view the Purchase Order:

1. Right mouse click on the selected order.
2. Select [View →Purchase Order](#) or [View →Amended Purchase Order](#).

<input type="checkbox"/>	Doc Number	Version	Doc Type	Doc Creation	Doc Status
<input type="checkbox"/>	4500067889	002	Amended Purch...	09/08/2011	ACTIVE
<input type="checkbox"/>	4500067889	001	Amended Purch...	09/08/2011	INACTIVE
<input type="checkbox"/>	4500067889	000	Purchase Order	09/08/2011	INACTIVE

- Activate
- View ▶
- Action ▶
- Export ▶
- Delete

- Purchase Order
- Document History

<input type="checkbox"/>	Doc Number	Version	Doc Type	Doc Creation	Doc Status
<input type="checkbox"/>	4500067889	000	Amended Purc...	09/08/2011	ACTIVE
<input type="checkbox"/>	4500067889		Amended Purch...	09/08/2011	INACTIVE
<input type="checkbox"/>	4500067889				INACTIVE

- Activate
- View ▶
- Action ▶
- Export ▶
- Delete

- Amended Purchase Order
- Document History

Figure 16: Select and View Purchase Order / Amended Purchase Order Dialogue



DOCUMENT HISTORY
CREATE ASN
EXPORT
PRINT
Close window

## Test - Purchase Order

**Order Number:**  
4500067889

**Purchasing Group:**  
H01

**Catalog Week / Establishment Week:**

**Total Net Value (Exc. GST):**  
864.00

**Total Value (Inc. GST):**  
950.40

**Shipping Port:**

**PO Date:**  
09/08/2011

**Delivery Date:**  
05/09/2011

**Order Status:**  
ACTIVE

**Total Tax Amount:**  
86.40

**Currency:**  
AUD

**Freight Mode:**

**Payment Terms:**

**Address Information**

**Product Information**

Item Number	Article No	Dept	Ageing Code	Season Code	Quantity	UOM	Price Excl GST	Amount Excl GST	Amount Incl GST
00010	000000000000425552	13112	J1		120	EA	2.95	354.00	389.40
00020	000000000000425555	13112	J1		408	EA	1.25	510.00	561.00

Figure 17: Purchase Order/Amended Purchase Order Details Screen

This screen will have details of the Purchase Order. Product Information section can be expanded / collapsed according to user's needs by clicking on the icon at the right top of the title bar.

Clicking on [Document History] will open a pop-up screen with details on actions performed on all documents related to this purchase order.

Clicking on [Create ASN] will take user to another screen which will allow allocating items into cartons, printing labels and sending final ASN back to Pepkor.

Clicking on [Export] button will allow the user to download an electronic copy of the message. Webcom offers three formats that the purchase order can be downloaded in:

1. SAP iDOC – SAP iDoc version sent by Pepkor
2. EDIFACT – Translated EDIFACT version of the purchase order sent by Pepkor
3. CSV – A tab delimited flat file which can be opened using Microsoft Excel or imported into any other software program.

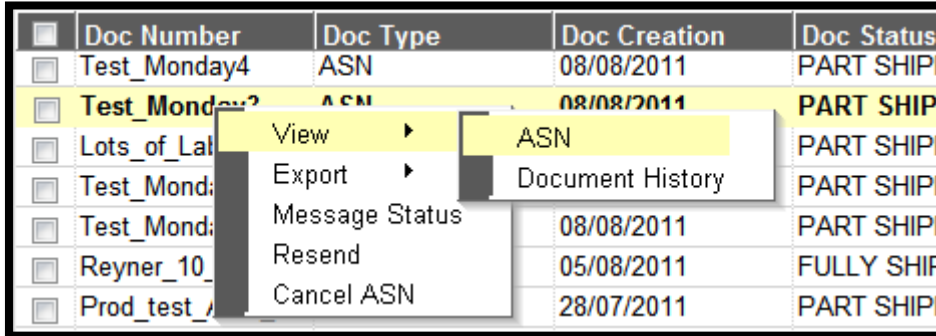
Clicking on [Print] button will generate a PDF version of purchase order.

## 8.2 Advance Shipment Notice (ASN) View

Select the ASN you wish to open/view. (it will be highlighted in yellow)

To view the Purchase Order:

1. Right mouse click on the selected ASN.
2. Select [View](#) → [ASN](#).



The screenshot shows a table with the following columns: Doc Number, Doc Type, Doc Creation, and Doc Status. The row for 'Test\_Monday?' is highlighted in yellow. A context menu is open over this row, showing options: View (with a submenu arrow), Export (with a submenu arrow), Message Status, Resend, and Cancel ASN. The 'View' submenu is also open, showing the 'ASN' option highlighted in yellow.

<input type="checkbox"/>	Doc Number	Doc Type	Doc Creation	Doc Status
<input type="checkbox"/>	Test_Monday4	ASN	08/08/2011	PART SHIP
<input type="checkbox"/>	Test_Monday?	ASN	08/08/2011	PART SHIP
<input type="checkbox"/>	Lots_of_Lat			PART SHIP
<input type="checkbox"/>	Test_Mond:			PART SHIP
<input type="checkbox"/>	Test_Mond:		08/08/2011	PART SHIP
<input type="checkbox"/>	Reyner_10_		05/08/2011	FULLY SHIP
<input type="checkbox"/>	Prod_test /		28/07/2011	PART SHIP

Figure 18: Select and View ASN Dialogue

DOCUMENT HISTORY
CREATE ASN
EXPORT
PRINT

✕ Close window

## Test - Purchase Order

**Order Number:**  
4500067889

**Purchasing Group:**  
H01

**Catalog Week / Establishment Week:**

**Total Net Value (Exc. GST):**  
864.00

**Total Value (Inc. GST):**  
950.40

**Shipping Port:**

**PO Date:**  
09/08/2011

**Delivery Date:**  
05/09/2011

**Order Status:**  
ACTIVE

**Total Tax Amount:**  
86.40

**Currency:**  
AUD

**Freight Mode:**

**Payment Terms:**

**Product Information** ⤴

Item Number	<input type="checkbox"/>	Article No	Dept	Ageing Code	Season Code	Quantity	UOM	Price Excl GST	Amount Excl GST	Amount Incl GST
00010	<input type="checkbox"/>	000000000000425552	13112	J1		120	EA	2.95	354.00	389.40
00020	<input type="checkbox"/>	000000000000425555	13112	J1		408	EA	1.25	510.00	561.00

Figure 19: ASN Details Screen

This screen will have details of the ASN. Product Information section can be expanded / collapsed according to user's needs by clicking on the icon at the right top of the title bar.

Clicking on [Document History] will open a pop-up screen with details on actions performed on all documents related to this purchase order.

Clicking on [Export] button will allow the user to download an electronic copy of the message. Webcom offers ASN to be downloaded in EDIFACT format.

### 8.3 Batch Operations

### 8.3.1 Batch Print

In the summary screen, select multiple messages to be printed using the checkbox adjacent to the document and click the Print button.

### 8.3.2 Batch Delete

To delete select multiple messages as above step and click the Delete button

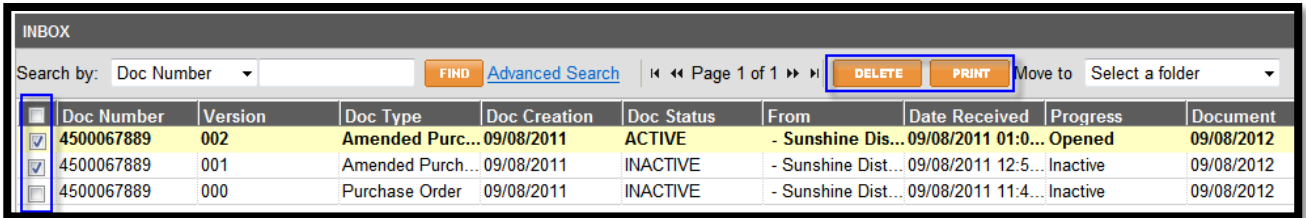


Figure 20: webcom – Batch Print/Delete Dialogue

## 8.4 Deleted Messages

Messages which were deleted in other folders are moved into the 'Deleted' folder. Documents in the 'Deleted' folder can be either permanently removed or restored back into the original folder.

### 8.4.1 Restore Message

To restore deleted messages from the Deleted mailbox.

1. Select single or multiple messages using the checkbox
2. Click the Restore button

### 8.4.2 Permanently Remove Message

To permanently delete messages from the Deleted mailbox.

1. Select single or multiple messages using the checkbox
2. Click the Delete button
3. Click ok on the confirmation window

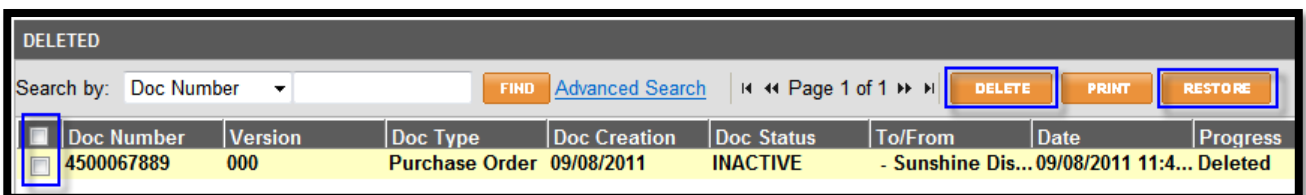


Figure 21: Restore/Permanent Delete Dialogue

## 9 Document Turnaround

Document Turnaround is an EDI jargon to represent actions taken on a message received from the retailer.

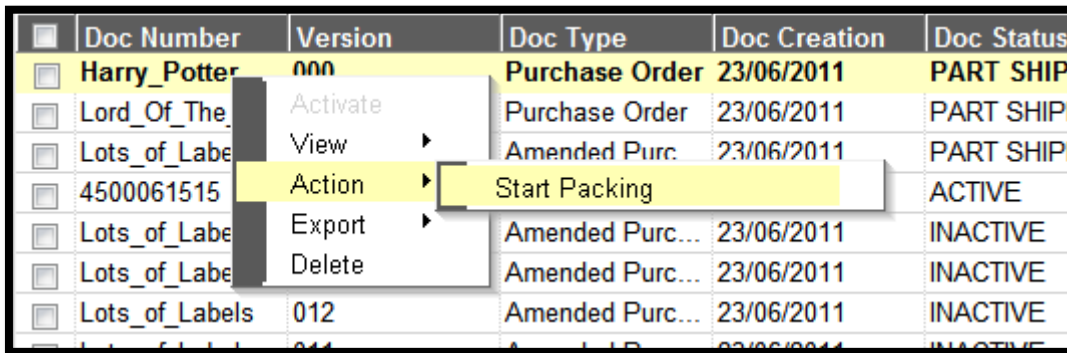
At the moment, the only turnaround action offered on webcom is ASN generation. However supplier is expected to complete packing of the shipment (partially or completely) before finalising and sending the ASN across to Pepkor.

### 9.1 Purchase Order → Advance Shipment Notice (ASN)

Select the order you wish to turnaround. (it will be highlighted in yellow)

To turnaround ASN:

1. Right mouse click on the selected order.
2. Select [Action](#) → [Start Packing](#).



<input type="checkbox"/>	Doc Number	Version	Doc Type	Doc Creation	Doc Status
<input type="checkbox"/>	Harry_Potter	000	Purchase Order	23/06/2011	PART SHIP
<input type="checkbox"/>	Lord_Of_The	Activate	Purchase Order	23/06/2011	PART SHIP
<input type="checkbox"/>	Lots_of_Labels	View	Amended Purc.	23/06/2011	PART SHIP
<input type="checkbox"/>	4500061515	Action	Start Packing		ACTIVE
<input type="checkbox"/>	Lots_of_Labels	Export	Amended Purc...	23/06/2011	INACTIVE
<input type="checkbox"/>	Lots_of_Labels	Delete	Amended Purc...	23/06/2011	INACTIVE
<input type="checkbox"/>	Lots_of_Labels	012	Amended Purc...	23/06/2011	INACTIVE

Figure 22: Purchase Order → ASN Turnaround Dialogue

The ASN creation pop up window will appear which will require the user to input relevant data to complete the task.

**Note** Make sure your browser is configured to allow pop-up screens generated by webcom application.

Figure 23: Purchase Order → ASN Turnaround Edit Details Screen

Fields highlighted in yellow are editable.  
 Fields marked with a red \* are mandatory.

Click on [Generate SSSC] button to allocate SSSC numbers to all new cartons added to the shipment.

**Note** You can add up to 200 cartons before requesting Webcom to generate SSSC label numbers. If the shipment requires more than 200 cartons, it is strongly advised that you add first 200 cartons to the shipment, generate SSSC numbers and save the ASN message to 'Draft' folder before proceeding to add next set of cartons

User can click on:

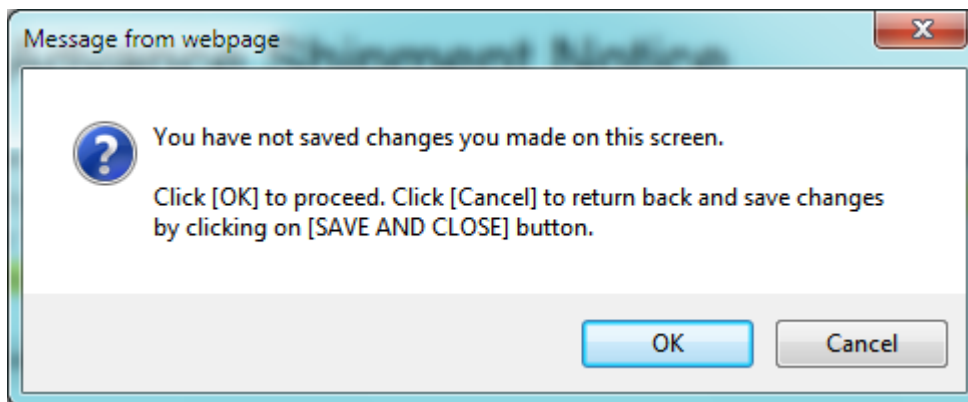
- [Send] To finalise and send ASN across to Pepkor or,
- [Generate SSSC] button to allocate SSSC numbers to all new cartons added to the shipment or,

1 Store Number: 4040

SSCC Carton Number:

GTIN	Description	Order Quantity	Shipped Quantity	Dispatch Quantity
<input type="text" value="9343957000527"/>	<input type="text" value="ONIMPULSE FOOD STORAGE CONTAINER SET 8PC"/>	<input type="text" value="224"/>	<input type="text" value="224"/>	<input type="text" value="224"/>

- [Cancel] To discard the entire shipment and ignore all labels generated or, The system will prompt with following warning message before proceeding.



- [Save and Close] To save current document in 'Draft' folder for later use.

## 10 Label Generation

SCM Labels are required to be pasted on all cartons sent to Pepkor. Webcom will generate SCM labels according to the format stipulated Pepkor together with encoded SSCC number generated during packing stage.

Webcom uses the information recorded in the system when the ASN document was either saved or sent back to Pepkor.

On the menu pane, click on 'Label Manager' to launch the application.

Select the shipment file required to be accessed and click on it to open the file. The screen will be refreshed with details of cartons included in the shipment file. Click on [Generate Labels] button after selecting one or many cartons to generate labels.

Label Manager will prompt user to enter extra details about the shipment before finalising labels.

Carrier:

Con No:

B/L No:

\* Cancelled and Generated cartons will not be part of download file.

Figure 24: Label Manager → Label Generation: Print Labels

Click on [Download PDF File] button to download a PDF file containing SSCC labels which can then either be saved or printed and stick them on the shipment.

**Tip!** *If this file has got cartons with labels printed already, the application will pre-populate the extra attributes automatically with old values. User however has the choice to key in new values to be used in this label generation process.*

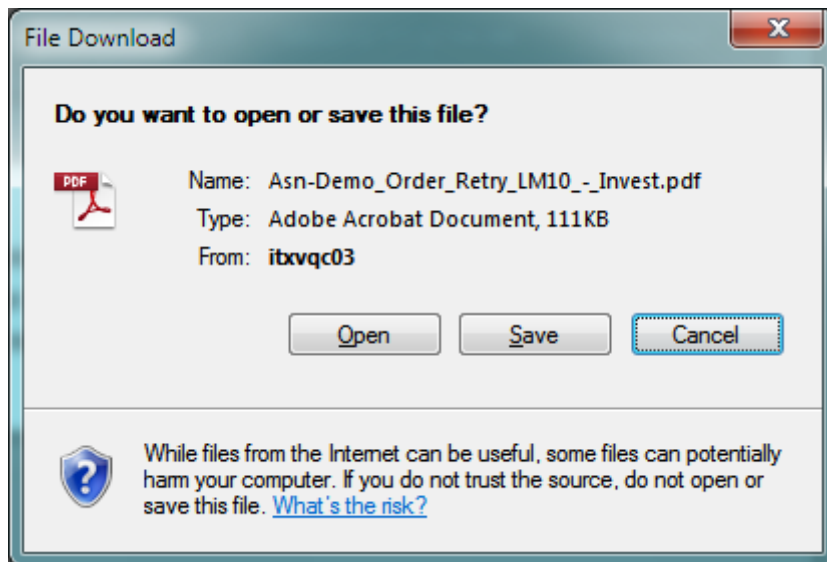


Figure 25: Label Manager → Label Generation: Download PDF File



## 11 Active Session

When you have finished using webcom, please [Log Out](#) (for security reasons).

If user leaves the application (not the computer) for more than 30 minutes without any activity the session will be expired and user will have to log back in before proceeding any further.

*Note* Any carton details will be lost if it was not saved before.

## 12 Technical Assistance

Contact SPS Commerce on following details, if you face technical issues on Pepkor webcom.



**1300 532 383** 7am to 7pm, Monday – Friday AEST; excluding national public holidays



[AustraliaSupport@spscommerce.com](mailto:AustraliaSupport@spscommerce.com)

## 13 Business Assistance

Contact Pepkor on following details, if you require support on the process and issues related to orders.



(08) 8150 5742, Monday – Friday; excluding national public holidays



[HSEDI@harrisscarfe.com.au](mailto:HSEDI@harrisscarfe.com.au)

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