

B2B Solutions and Services Broker

WebForms generic usage

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Logging in to WebForms

To login to WebForms you will need to navigate to the Commerce-Connections website:

http://www.commerce-connections.com/content/webforms-login

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(i www.commerce-connections.com/content/webforms-login	🖾 🤇 🔍 Search	☆ 自	◙ 1	} ∧	9	≡
commerce	connection/ forward thinking					
Products Services Solutions Company Language	Service Status					
			٩			
Home » WebForms login						=
WebForms login WebForms login						
Important Changes in Early Settlement	Discount Legislation					
Since 01 April 2015, the process when raising or receiving a VAT invoice including early the amount they actually receive and customers may recover the amount of VAT that is	settlement discount has changed. Suppliers must now	account for V	/AT on			
We have updated our WebForms service in line with this change. This change only effe partner.	cts suppliers who use the settlement discount facility w	ith their tradir	ıg			
If you need to inform us of a settlement discount or days to payment agreement which emailing:	s not already visible on your WebForms invoices then	olease update	us by			
webforms@cc-ltd.com						
WebForms support number						
We have a new 0333 telephone number for WebForms support queries. Calls to this nu	mber are taken Monday to Friday between 9AM and 5F	M.				
WebForms support number: 0333 00 66 901						-

From here you will need to click on the "WebForms Login" button to bring up the login window.

You will now be prompted to enter your login details:

Authentication	Required X
2	A user name and password are being requested by https://forms.login.cc. The site says: "/"
User Name:	ediweb
Password:	•••••
	OK Cancel

These will have been provided to you via email. Please note that these fields are case sensitive. If your login does not appear to work, try typing the details in as opposed to copying and pasting them. If you are still having difficulty then please do not hesitate to contact us.

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	Commerce-Connections Web Forms Engine			
Main Menu	Partners			
Trading Partners	Trading Partner Name			
Trading Partners	ARGOS DISTRIBUTORS LIMITED			
Products	ASDA STORES LTD			
Desfile	B&OPLC BEST BUY			
Profile	BOOKER CASH AND CARRY LTD			
	DEBENHAMS			
	DIRECT WINES DIXONS RETAIL PLC			
CONNECTIONS	EURO CAR PARTS			
	EXEL PLC			
	GENERAL MOTORS			
	HARRODS HM CUSTOMS AND EXCISE			
	HOMEBASE			
	J SAINSBURY PLC			
	▲ Back ▲ Previous ▶ Next			
				_
			_	

Once you are logged in you should see a screen similar to this. In the image above, multiple trading partners have previously been added to this account. Usually when first logging in to your WebForms account, only one trading partner will be visible unless otherwise requested.

Filling in the profile

It is important to fill in the WebForms profile with your company information. To access the profile from the home screen, click on the profile link in the menu on the left.

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<u>File Edit View History</u>	<u>B</u> ookmarks <u>T</u> ools <u>H</u> elp	
🛑 Demo - Home	+	🕹 🔿
🗲 🔶 🔒 https://forms.	login.cc/demo/demo_home.nsf	🏫 🔻 🗗 🚺 לא 🖓 🖛 🖬
	Commerce-Connection	s Web Forms Engine
Main Menu	Exit Save & Close	
	·	Company Information
	Name *	Testco
Trading Partners	VAT No *	123456789
	Address *	Famous Building
Products		Long Road
Profile		Small Town
	Post Code *	P05 7 CO
		Mail Notification
	Turn On or Off	● On ◎ Off
	Email address of the person to be notified	orders@testco.com, manager@testco.com

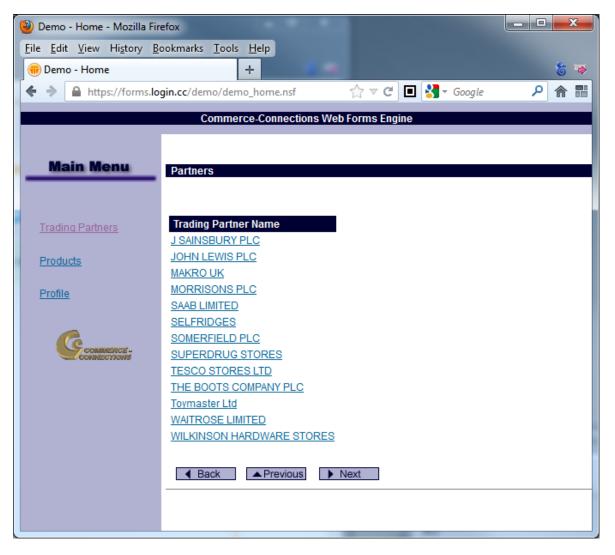
The company name, VAT No and address must be filled in to match the information given to your buyer.

The VAT code may require a country prefix in some circumstances. This is best agreed between you and the buyer.

You will most likely want to enable to mail notification option by selecting the 'On' option. Below you can specify a single or multiple email addresses. When adding more than one email address each entry must be separated by a comma and a space.

Viewing an order

To view orders from a trading partner, click on the 'Trading Partners' option in the menu and select the relevant trading partner. Now you can click on any trading partner in the list.



🥹 Demo John Lewis - Mozilla Firefox File Edit View History Bookmarks Tools Help 8 🐳 🗰 Demo John Lewis + 🔶 🔶 🔒 https://forms.login.cc/demo/demo_johnlewis.nsf 🚖 🔻 C 🔳 🛃 🕶 Google ▶ 兪 闘 Commerce-Connections Web Forms Engine a Create Order Prepare to Print Create Delivery **View Documents** All Documents ■ Doc # \$ Doc Date 🗢 Doc Status 🗢 Invoice Status 🗢 Creation Date 🗢 Modified 🗢 460880/820 08/07/2009 New No Invoice 19/11/12 19/11/12 00:10 Deliveries <u>174806/637</u> 18/07/2005 In progress No Invoice 19/11/12 19/11/12 11:59 Orders 18/07/2005 New No Invoice 19/11/12 19/11/12 00:10 174933/637 18/07/2005 New No Invoice 19/11/12 19/11/12 00:10 174968/637 Invoices 00000040 (Stock) 19/08/2012 New 18/11/12 18/11/12 23:18 Sales / Stock 00000001 (Sales 03/02/2008 New 18/11/12 18/11/12 23:18 by Date Created Back + Expand - Collapse APrevious ▶ Next by Status Archive Locations Document Opened order Document archive filtering Reports New order **Document selection** All Documents Doc # ≑ Doc Date ≑ 460880/820 08/07/2009 174806/637 18/07/2005 174933/637 18/07/2005 174968/637 18/07/2005

From here a list of EDI documents from your trading partner will be displayed.

Printing a document

00000040 (Stock) 19/08/2012

To print a single document or a batch of documents from the all documents view, first select the checkboxes to the immediate left of the documents that you want to print. Then click on the 'Prepare to Print' option.

Exporting a document

To export a single document or a batch of documents from the all documents view, first select the checkboxes to the immediate left of the documents that you want to export. Then click on the 'Export' option.

Opening an order

To open an order in the list, simply click on the order number

Viewing order details

When opening an order the below screen is show:

	Edit fields wi this order. M be agreed w Trading Part	lust Create an invoic based on this		int this order	
Purchase Order 17	4968/637 Mozilla Firefox				
<u>File Edit View Hi</u>	story Bookmarks Iools H	lelp			
📵 Purchase Order 1	74968/637 +				6 .
🗲 🌛 🔒 https://	forms.login.cc/demo/demo	ohnlewis.nsf/2a06363d83f7a8	1680256fc ☆ マ C	🔲 🛃 - Google	▶ 2 合 間
Exit Edit D	Document Create Invoice	E Mark Completed	Mark Cancelled	Archive Order	Print Order
		Purchase Order W	eb Form		
Supplier Name		Order Nur	mber 🕨 17490	68/637	ohn Lewis
Supplier EAN	▶ 500000001234	Order Dat	e ▶ 18/07	/2005	
Supplier Code	▶ 153176	Custome		LEWIS PLC	
Supplier Code	P 133170	Custome		49000004	
Earliest Delivery Date	▶ 01/08/2005	Delivery L Delivery E Delivery C	AN 🕨		
Instruction No. Order Type	*	Delivery A	Address	Van	AUE
Currency Order Classification	SPECIAL ORD			131	
Under Code	item code code	TU Quantity Pri	m Description	STER TW FW82 400	
Form Edit Nistory	3044 Made 1	5764 1 10.000 1	5.50 FINE WORCE	51ER 1W PW02 400	
Order Status: Form Status: EDI References	In progress Active	Invoice Status:	No Invoice	Creation Date:	19/11/2012
Transaction Reference File Generation Numb		Message Reference: File Version Number:	1	Test : File Creation Da	NO te: 18/07/2005
		Clickable line number	Prompt to add product to product library	Can	of order. cellations are ed here

In this instance, the order is a normal order as opposed to a cancellation and it is for 1 line item. Not all of the details for this line item have been filled in by the buyer, as indicated by the missing entry where the supplier item code would normally be. In addition to this, the 'Create' text indicates that this product does not exist in the WebForms product library and will need to be created before continuing.

Creating a product based on an order line item

If a line item has the text 'Create' listed under any of the columns, this indicates that this product is not already listed under the WebForms product library. To create a product entry based on the information provided in the order, first click on the line number for the item to be created.

The following popup will be displayed for the selected line item:

Exit Ocreate Product	
Purchase (Order Line Item Web Form
Line #	1
Supplier Product EAN	077777251232
Supplier EAN CU	
Supplier Item Code	
Customer Item Code	705590
CU in Traded Unit	12
Quantity	1
Unit Measure and Measure Indicator	
Item Price ex VAT	23.28
Extended Line Cost ex VAT	23.28
VAT Code	S - 20 %
Article Description	PRODUCT 150ML F/F
Remarks	

This is all of the information provided for this line. To create a product based on this information, click on the 'Create Product' option. The popup will change to show the below edit fields.

Save & Close		
	Product Web Form	
Supplier Item Code *		
Item EAN Code	077777251232	
Customer Item Code	705590	
Consumer Units in Traded Unit	12	
Item Price ex VAT *	23.28	per item 👻
VAT Code	S-20% 🗸	
Article Description	PRODUCT 150ML F/F	
Measure Unit and Measure Indicator		
Product associated with	All Partners 👻	

In this example, the only field that is marked as mandatory (*) and not filled in is the 'Supplier Item Code'. This should be filled in with your own item code for this product. If you do not have your own supplier item codes then the 'Customer Item Code' can be copied to this field. These codes must be unique and not appear in the product library more than once.

There is an additional option of 'Product associated with' which is set to 'All partners' by default. With this setting, if any additional trading partners are added to your WebForms account, the these product details will be available to all of the trading partners. If you would rather that this instance of the product was unique to this trading partner, for instance, if each trading partner has a different item price for the same product, then this value can be set to the current trading partner name.

This is also a good opportunity for you to check that the value provided by your Trading Partner are correct. If any of the values need to be amended then the buyer will need to be contacted and their own product library will need to be updated as well as yours.

Once all of the details have been checked and filled in, click on the 'Save & Close' option. The product will be added to your WebForms product library and the order will update to show the information that was previously omitted at line item level.

Bulk import more than 50 products

If there are more than 50 products to be added to your WebForms product library then please email the Commerce-Connections support staff who will provide an Excel template that can be used to fill in the product details before being imported into your account.

Advance Shipping Notice (ASN)

From the all documents view, select the orders that would you like to create an advance shipping notice for.

The below screen will be displayed listing each line item from all of the orders.

Exit ODelete	Submit Now	
Please don't forget to press 'Save & Close' if you	change something in this document Shipping Note Web Form	
Buyer Name EAN 5000119000006	Supplier Name NEW VENTURES LTD Supplier EAN 5065000714222 Supplier	Document No. ▶ (unassigned) Document Date ▶ 07/12/2012
	Code 60032 Delivery 08/12/2012 Date 08/12/2012 Delivery 13:30 Time 13:30 Shipment Direct Shipment Ref. //CES CENTRE, COMMERCIAL-PAYABLE DEPARTME E, 11 LONDON ROAD, BROOMBERRY, BB1 2KK	NT, MAESYCOED ROAD, CARDIFF, CF14 4TT
	Line Items	
Ref # Order No. Order Date Ship To		n No. CU in TU Quantity Description
	008350 050999999999960 3429999 FFF004	10 1 VENTURE PRODUCT 1
2 LM83541445003 28/05/09 50001190	008350 05099999999939 3428888 FFF002	20 9 VENTURE PRODUCT 2
Add selected to Pallet -	No. New 👻	
	Packaging	
Shipping Units / Packag No. ASN No. Pack ID Pack Type	ges Grou Ref # Quantity ASN No. Pack ID	ped by ASN Pack Type No. Packs
Delete selected	Jpdate	

As usual, most of the provided edit boxes are automatically filled in. However, you will need to add a shipping reference which will be display on each SSCC label, as well providing a document/ASN number.

					Line It	tems					
Ref #	Order No.	Order Date	Ship To	Item E	EAN No.	Buyer Ite	m No. Sup.	Item No	. CU in TU Quar	tity D	escription
🔳 1	LM83541445	003 28/05/09	5000119008350	0 05099	9999999960	3429999	FFFC	004	10 1		ENTURE RODUCT 1
2	LM83541445	003 28/05/09	5000119008350	05099	999999939	3428888	FFFC	002	20 4		ENTURE RODUCT 2
	Add selec	ted to Pallet	✓ No. N	ew 👻							
					Packa	aging					
		Shipping Units	; / Packages					Grouped	by ASN		
No.	ASN No. Pack	ID	Pack Type	Ref #	Quantity	ASN No. P	ack ID		Pack Type	No.	Packs
1	89 0506	0099990000125	57 Pallet	2	4		506009999			1	2
2	89 0506	0099990000126	64 Pallet	1	1	0	506009999	0000126	4 Pallet	2	
	Delete se	lected	Update	e							

From here, a certain quantity of each line item can be added to its own pallet or container, or an existing one shared by another line item.

There is also the possibility of splitting a line item across multiple pallets or container by amending the quantity for the selected line.

Once you have distributed the line items across multiple pallets or containers, select the submit now button to send an ASN to the trading partner.

Creating Serial Shipping Container Codes (SSCC) to print

Once an ASN has been submitted, it can be open from the all documents view.

ıyer Name	▶ TESCO STORES L	TD Supplier Name	Shipping Note Web Form NEW VENTURES LT	D Document No. 🕨 83	TESC
ıyer EAN	▶ 5000119000006	Supplier EAN Supplier Code	▶ 5065000714222 ▶ 60032	Document Date ▶ 07/12/2012	
		Delivery Date Delivery Time Shipment Type	 ▶ 08/12/2012 ▶ 13:30 ▶ Direct 		
ver HO Addre		Shipment Ref.			
pplier HQ		ICE SERVICES CENTR		E DEPARTMENT, MAESYCOED ROAD, BB1 2KK	, CARDIFF, CF14 4TT
ipplier HQ ddress	► BROOMLEY IN	ICE SERVICES CENTR ID ESTATE, 11 LONDO	RE, COMMERCIAL-PAYABLE NN ROAD, BROOMBERRY, E Line Items		
ipplier HQ Idress	▶ BROOMLEY IN	ICE SERVICES CENTR ID ESTATE, 11 LONDO	RE, COMMERCIAL-PAYABLE NN ROAD, BROOMBERRY, E Line Items	BB12KK	
1 <u>LM835</u> 4	 BROOMLEY IN Order Date 	ICE SERVICES CENTR ND ESTATE, 11 LONDO Ship To Iten 5000119008350 050	RE, COMMERCIAL-PAYABLE DN ROAD, BROOMBERRY, E Line Items m EAN No. Buyer Item	BB1 2KK No. Sup. Item No. CU in TU Quantit	y Description VENTURE

You will notice that there is also a 'PDF Label' option. Clicking on this will load a PDF containing the label or labels for each pallet or container to be printed and physically added to each one.

Customer	TESCO STORES LTD	
Destination	5000119008350	
Delivery Date	08/12/2012	
SSCC Code	050600999900001240	
Product Count	2	
Product Quantity	10	
	Pallet 1 of 1	
Pallet 1 of 1		

Submitting an invoice from an order

Click on the 'Create Invoice' option of the an open order to show the invoice creation screen.

X Exit	Draft Invoice & Close	voice Now		Delivery details Invoice details	
				/ /	
			Invoice Web Form		
Buyer Name	JOHN LEWIS PLC	Supplier Name	invoice web romi		
Buyer EAN		oupprior nume /			
	000000000	Supplier EAN 👂 5	00000001234		
		Supplier Code 🔹 🕨	100	Tax Data > 19/11/2012 = 1	
Delivery Loc. Name	JOHN LEWIS SOUTHAMPTON	Supplier VAT 🛛 🕨			
Delivery Loc. EAN	5023949460563			Payment Terms Day by specified date	
Delivery Loc. Code 🖗	SOUTHAMPTON	Order Number 🗼 1	74933/637		
Supplier's Loc.		Order Date 🕨 🕨 1	8/07/2005		
Code				bays to Payment # 30	
Delivery Address		-	est01	Settlement Disc. % 🕨 0	
	CITY INDUSTRIAL PARK	Delivery Note Date 🗼 0	1/08/2005	-	
	WEST QUAY ROAD	Goods Receipt No. 🕨		, · · · · · · · · · · · · · · · · ·	
Post Code	SOUTHAMPTON	Goods Rcpt Date 🗼 0	1/08/2005		
Post Code	SO15 1GY				
Buyer HQ Address Supplier HQ Address		30196	CACE		
			Line Items	Invoice Number best01 Invoice Date 19/11/2012 Invoice Date 19/12/2012 Invoice Date 19/12/2012 Invoice Date 19/12/2012 Days to Payment 30 Settlement Disc. % > 0 0 Currency > GBP 8/2005 Invoice Payment Invoice Date 0 Currency > GBP 8/2005 Invoice Amount (ex. VAT) Price VAT % Description 19.36 191.66 20 Total Net Amount (ex. VAT) > 191.66 Total NAT Amount > 38.33 Total Invoice Amount (incl. VAT) > 229.99 VAT Summary Total	
Line Supplier	Code	tem Code CU in TU Quanti	Price Price VAI		
1 5000000	000070 TEST1 637	58704 1 1 x 9.9	9M 19.36 191.66	20 FINE WORCESTER TW FW04 400	
			Tatala		
				Inf (ev. VAT) ▶ 191.66	
			Total VAT Amo	unt > 38.33 🔪	
			Total Invoice A	mount (incl. VAT) > 229.99	
Code % Lines		Total Net			
S 20.0 1		191.66		9	
Form Status: File Generation Num	Active hber: unknown	Invoice Status: File Version Number:			

Most of the fields available have been automatically calculated and will not require alteration. However, the Invoice Number and Delivery Note Number will need to be filled in before an invoice can be sent.

Fill in the Invoice Number and Delivery Note Number fields with the values provided from your ERP system.

It is suggested that before submitting your first invoice, the invoice should be saved as a draft by clicking on Save Draft Invoice & Close. Once this has been done the Commerce-Connections support staff should be contacted and asked to check that the invoice has been filled in correctly before being sent to your trading partner.

Once the first invoice has been checked by Commerce-Connections, the Submit Invoice Now option can be used to send the invoice to your trading partner. This should be the only invoice sent in one day if this is your first invoice as this permits your trading partner the time to change your EDI test flag to live. It is normally safe to submit invoices with live data the day after submitting the test invoice unless your trading partners states otherwise.

Exporting a document

Once enabled, orders, sales reports and stock reports can be exported from WebForms as a CSV file for importing in your ERP system or to be viewed as a spreadsheet where calculations can be made on the data.

To export an order or a report, select the documents from the all documents view with the checkboxes to the immediate left of the reference numbers. Then simply click on the 'export' button and you will be prompted to download a CSV file containing all of the order or report details.

Report Ty	Report No	Report Date	Report Ba	Period From	Period To	Supplier	N Supplier I	Supplier I	Cust. Nam	Cust. EAN	Msg. Ref.	File Gen.	File Date	Add. Info	Line No.	Pr. EAN	Pr. S
Stock	40	19/08/2012	Day	18/08/2012		sup	5.07E+12		JOHN LEW	5.02E+12	3780		19/08/2012		1	5E+12	1
Stock	40	19/08/2012	Day	18/08/2012		sup	5.07E+12		JOHN LEW	5.02E+12	3780		19/08/2012		2	5E+12	1
Stock	40	19/08/2012	Day	18/08/2012		sup	5.07E+12		JOHN LEW	5.02E+12	3780		19/08/2012		3	5E+12	1
Stock	40	19/08/2012	Day	18/08/2012		sup	5.07E+12		JOHN LEW	5.02E+12	3780		19/08/2012		4	5E+12	1
Stock	40	19/08/2012	Day	18/08/2012		sup	5.07E+12		JOHN LEW	5.02E+12	3780		19/08/2012		5	5E+12	1
Stock	40	19/08/2012	Day	18/08/2012		sup	5.07E+12		JOHN LEW	5.02E+12	3780		19/08/2012		6	4E+12	1
Stock	40	19/08/2012	Day	18/08/2012		sup	5.07E+12		JOHN LEW	5.02E+12	3780		19/08/2012		7	5E+12	1
Stock	40	19/08/2012	Day	18/08/2012		sup	5.07E+12		JOHN LEW	5.02E+12	3780		19/08/2012		8	5E+12	1
Stock	40	19/08/2012	Day	18/08/2012		sup	5.07E+12		JOHN LEW	5.02E+12	3780		19/08/2012		9	5.05E+12	1
Stock	40	19/08/2012	Day	18/08/2012		sup	5.07E+12		JOHN LEW	5.02E+12	3780		19/08/2012		10	5.05E+12	1
Stock	40	19/08/2012	Day	18/08/2012		sup	5.07E+12		JOHN LEW	5.02E+12	3780		19/08/2012		11	5.05E+12	1
Stock	40	19/08/2012	Day	18/08/2012		sup	5.07E+12		JOHN LEW	5.02E+12	3780		19/08/2012		12	5.05E+12	1
Stock	40	19/08/2012	Day	18/08/2012		sup	5.07E+12		JOHN LEW	5.02E+12	3780		19/08/2012		13	5.05E+12	1
Stock	40	19/08/2012	Day	18/08/2012		sup	5.07E+12		JOHN LEW	5.02E+12	3780		19/08/2012		14	5.05E+12	1
Stock	40	19/08/2012	Day	18/08/2012		sup	5.07E+12		JOHN LEW	5.02E+12	3780		19/08/2012		15	5.05E+12	1
Stock	40	19/08/2012	Day	18/08/2012		sup	5.07E+12		JOHN LEW	5.02E+12	3780		19/08/2012		16	5.05E+12	1
Stock	40	19/08/2012	Day	18/08/2012		sup	5.07E+12		JOHN LEW	5.02E+12	3780		19/08/2012		17	5.05E+12	1
Stock	40	19/08/2012	Day	18/08/2012		sup	5.07E+12		JOHN LEW	5.02E+12	3780		19/08/2012		18	5.05E+12	1
Stock	40	19/08/2012	Day	18/08/2012		sup	5.07E+12		JOHN LEW	5.02E+12	3780		19/08/2012		19	5.05E+12	1
Stock	40	19/08/2012	Day	18/08/2012		sup	5.07E+12		JOHN LEW	5.02E+12	3780		19/08/2012		20	5.05E+12	1
Stock	40	19/08/2012	Day	18/08/2012		sup	5.07E+12		JOHN LEW	5.02E+12	3780		19/08/2012		21	5.05E+12	1
Stock	40	19/08/2012	Day	18/08/2012		sup	5.07E+12		JOHN LEW	5.02E+12	3780		19/08/2012		22	5.05E+12	
Stock	40	19/08/2012	Day	18/08/2012		sup	5.07E+12		JOHN LEW	5.02E+12	3780		19/08/2012		23	5.05E+12	1
Stock	40	19/08/2012	Day	18/08/2012		sup	5.07E+12		JOHN LEW	5.02E+12	3780		19/08/2012		24	5.05E+12	1

Please contact Commerce-Connections to have the export facility enabled.

Glossary – WebForms terminology

Message Types

Note: Not all message types will be available on your WebForms account; this will be defined by your trading partners' requirements.

- **ASN** Advanced Shipping Notice, used to send an ASN about a pending delivery.
- **Customs Declaration** Transfers customs information from a declarant (e.g. an exporter) to a customs administration.
- **Delivery Forecast** Specifies delivery schedule information.
- **Despatch Advice** Confirms despatch of goods following an ASN.
- **Invoice** Invoice Web Form, used to send an invoice to the retailer.
- **Invoice ACK** Acknowledgement sent by a retailer to a supplier confirming receipt of an invoice.
- **Order** Purchase Order Web Form, contains order details. Used for creating an invoice.
- **Price Catalogue** Contains pricing and catalogue details for goods offered by a supplier to a buyer. Can also be sent from a buyer to a supplier to specify other information such as packaging requirements, or as a response (accept or reject) to a previously received price catalogue.
- **Proof of Delivery** Sent by retailer to supplier confirming receipt of goods.
- **Sales Report** Breakdown of sales data from the retailer.
- Stock Report Breakdown of stock data from the retailer.

Interface

- Archive All documents can be archived and retrieved a later time if necessary.
- Create Delivery Generate an ASN for an order.
- Create Order Create a new order which can be filled in.
- **Empty Trash** Permanently deletes items marked as trash.
- **Export** A non-standard WebForms feature which can be added to your account for better analysis of sales and stock reports.
- Locations Add a new delivery point which can be selected when creating an order.
- Mark Cancelled Cancels an order if you do not wish to invoice it.
- Mark Completed Marks an order complete after it has been invoiced.
- Move to Trash/Delete Marks a product or location for deletion.
- **Prepare to Print** Prepares a printable copy of the document which is open or selected.
- **Print PDF Label** Prints an ASN label from within an ASN document, which can be affixed to the pallet or container.
- Products Library Used to store and access all of your created products.
- **Profile** Used to fill out your company/supplier information and configure email notifications.
- **Trading Partners** View a list of trading partners and their associated EDI documents.

Retailer specific information

- Amazon Requires ASNs to be created through Amazon Vendor Central.
- Booker Cash and Carry (Wholesale) An order baseplate should be created before invoices can be sent.

Additional training and support

Commerce-Connections have created a series of training videos demonstrating and explaining common WebForms tasks. You can view them at the following link:

https://www.youtube.com/playlist?list=PLIdArKLMKNpI02qYQJkcf3p8OAG-u4NqB

If you require further support and assistance, you can call the Commerce-Connections WebForms support team on: 0845 127 9955.