

LOTTEB2B User Manual

www.lotteb2b.com

LOTTEB2B

KOREAN | ENGLISH | JAPANESE | CHINESE



LOGIN

▪ ID

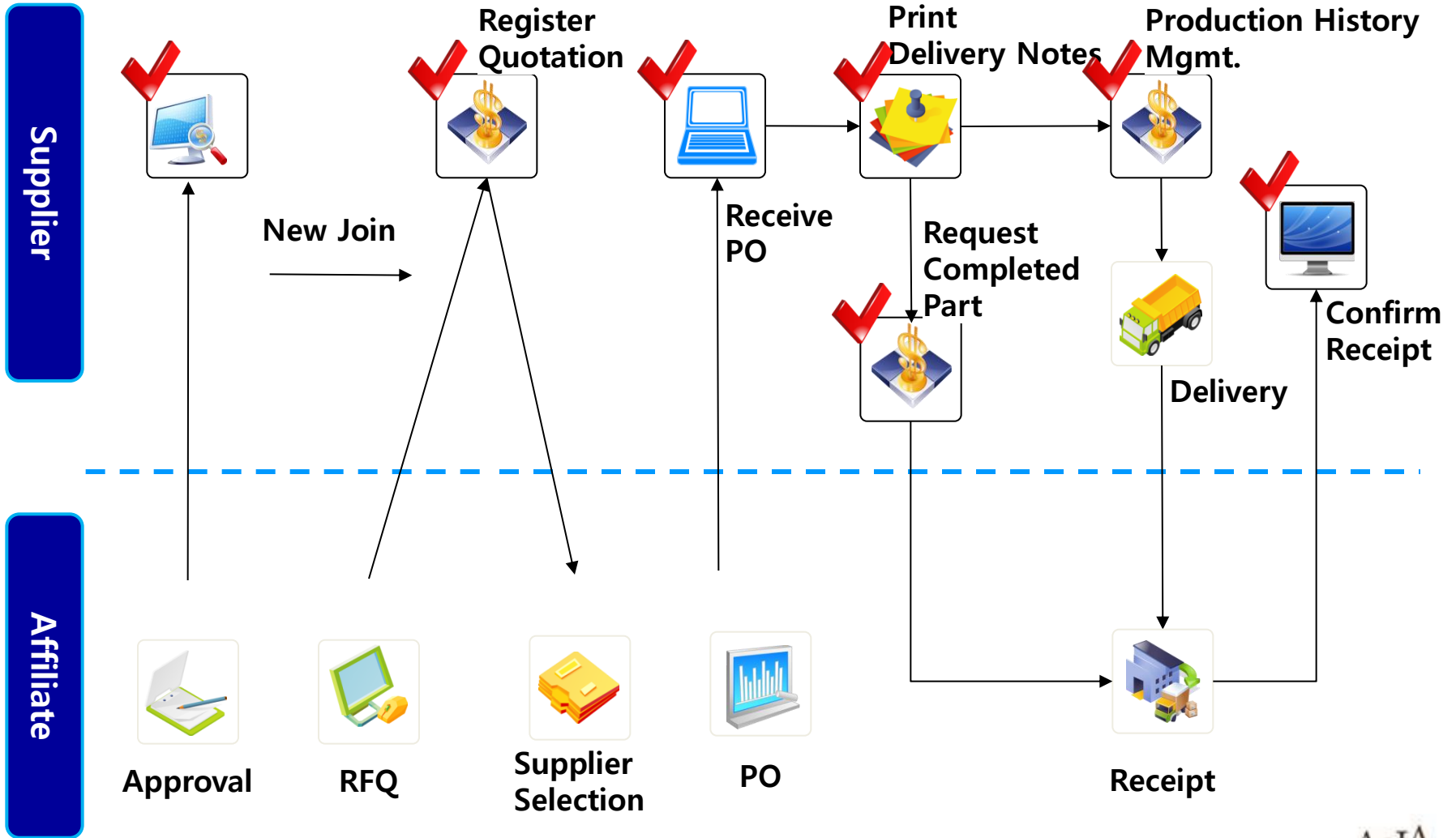
▪ Password

Save ID | [Find ID/PW](#)

LOGIN

< For supplier >

LOTTE B2B (Supplier Flow)



1. New Join

1. Join as member



2. Approval by Purchasing agent



3. Sign in

1. New Join

- 1) Go to www.lotteb2b.com
- 2) Click "LOTTEB2B Sign up".
- 3) Agree to the Conditions of Use
- 4) Select country and enter business number if you have.
- 5) Modify your information and save it.
- 6) Request the approval to purchasing agent of LOTTE.

※ You can sign in after approval by purchasing agent of LOTTE affiliate.

LOTTE B2B

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LOGIN

ID

Password

Save ID | [Find ID/PW](#)

1 LOTTE B2B Sign up

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Terms and conditions for use.

Chapter 1 General Provisions

Article 1 (Purpose)

The purpose of these Terms of Use is to provide for rights, obligations, and liabilities of users of LOTTE Integration Purchase System (hereinafter referred to as "LOTTE B2B") rendered by the LOTTE CFD (hereinafter referred to as "Company").

Article 2 (Definition)

① "LOTTE B2B" means any act for transaction of raw materials, merchandise and service between corporations, and E-commerce to provide optional services using information technology facility.

2 I agree the Conditions of Use.

Privacy Notice

Supplier, Business registration number, Foundation date, Business conditions, Business type, Company telephone number,

Fax number, Address, User ID, Financial information for recent three years, Credit rating, Sales representative's telephone number and cellphone number, Information for transaction item, Transaction amount, Evaluation results and etc.

Information mentioned above is used only for Quotation and Purchase Order process in LOTTE Group.

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Join confirmation

롯데B2B에서는 안전한 인터넷 서비스를 위해 본인확인을 받고 있습니다.
입력하신 개인정보는 회원님의 동의없이 제3자에게 제공되지 않으며, 개인정보유지정책에 따라 보호되고 있습니다.

3 I agree the using of member information.

4 Confirm Cancel

5 Country code USA

Supplier name

6 Confirm Cancel

◆ 1. Basic Information Tap(the 1st step)

- ※ The red mark is mandatory field. You can go to next step after registration for all mandatory field.
- ※ If you don't move using the "Next" button, your application will not be complete.
- ※ You should go until the final step "Info. of Person in charge" to finish.

The join of member will be complete when you click 'Request join' on the tap of 'Person info in charge'.

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Basic Information
Additional info
Financial Info
Info. of person in charge

General info

<ul style="list-style-type: none"> ▪ Supplier name ① <input type="text" value="qqqq"/> ▪ Country code <input type="text" value="USA"/> ▪ Business Registration No. <input type="text"/> ▪ DUNS NO <input type="text"/> ▪ Business conditions <input type="text"/> ▪ Represent. Phone <input type="text"/> ▪ Represent. Email <input type="text"/> ▪ Address <input type="text"/> ▪ Lotte affiliate <input type="checkbox"/> ▪ HQ/Branch <input type="text" value="HQ"/> 	<ul style="list-style-type: none"> ▪ Supplier name(English) <input type="text"/> ▪ CEO Name <input type="text"/> ▪ Company Registration No. <input type="text"/> ▪ Establishment date <input type="text" value="31"/> ex) YYYY/MM/DD ▪ Business type <input type="text"/> ▪ Represent. Fax <input type="text"/> ▪ Represent. Cellphone <input type="text"/> ▪ Homepage <input type="text"/> ▪ HQ code <input type="text"/>
---	---

User Info

<ul style="list-style-type: none"> ▪ User ID <input type="text"/> Check duplication ▪ Password <input type="text"/> ▪ User phone No. <input type="text"/> ▪ User cellphone No. <input type="text"/> ▪ Time Zone <input type="text" value="(GMT+09:00) Seou"/> 	<ul style="list-style-type: none"> ▪ User name <input type="text"/> ▪ Password check <input type="text"/> ▪ User Fax No. <input type="text"/> ▪ User email <input type="text"/> ▪ SMS/Email Receiving <input checked="" type="checkbox"/> Email receipt <input type="checkbox"/> SMS Receiving ②
---	---

Next

※ If you check in "SMS/Email Receiving" field, the information of RFQ and PO will be sent.

◆ 2. Additional Info Tap(the 2nd step)

- ※ The red mark is mandatory field. You can go to next step after registration for all mandatory field.
- ※ If you don't move using the "Next" button, your application will not be complete.
- ※ You should go until the final step "Info. of Person in charge" to finish.

The join of member will be complete when you click 'Request join' on the tap of 'Person info in charge'.

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Basic Information **Additional info** Financial Info Person info in charge

Additional info

1

▪ Distribution type = Choose=

▪ Plant name

▪ No. of employee Name

▪ Tech. development patent

▪ License

▪ Address

▪ Plant area & history

▪ Main equipment

▪ Area walkdown info

Attached file

▪ Attached file select [Attach file](#) [Delete file](#)

Select	File name	Size(KB)

▪ Attached file list

2

[Next](#)

◆ 3. Financial Info Tap(the 3rd step)

- ※ The red mark is mandatory field. You can go to next step after registration for all mandatory field.
- ※ If you don't move using the "Next" button, your application will not be complete.
- ※ You should go until the final step "Info. of Person in charge" to finish.

The join of member will be complete when you click 'Request join' on the tap of 'Person info in charge'.

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Basic Information
Additional info
Financial Info
Person info in charge

①
② Add line
Delete line
④ Next

Select	Basis year(current 3)	Capital	Current	Sales	Gross	Net profit	liquid	Total debt
<input checked="" type="checkbox"/>	2009			5,000,000				
<input checked="" type="checkbox"/>	2010							

③ Register contents

Rows : 2

※ Your information will be shared by all purchasing agents in LOTTE.

Please register the data correctly based on .

※ After approval for your request, you manage your information by yourself.

(Except for ID & Business registration no.)

◆ 4. Info of Person in charge Tap(the Final step)

- ※ The red mark is mandatory field. You can go to next step after registration for all mandatory field.
- ※ If you don't move using the "Next" button, your application will not be complete.
- ※ You should go until the final step "Info. of Person in charge" to finish.

The join of member will be complete when you click 'Request join' on the tap of 'Person info in charge'.

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Basic Information Additional info Financial Info **Person info in charge**

1 2 Add line Delete line 4 Request join

Select	Person name	Dept. name	Position	Phone No.	Cellphone	SMS	Email address	Email receiving	Business in charge
<input checked="" type="checkbox"/>	James			070	021568451	<input type="checkbox"/>		<input type="checkbox"/>	

3 Register contents

웹 페이지의 메시지

The join to be a member has been completed.
Please ask the approval to the purchasing agent in Lotte.

확인

Rows : 1

- ※ If your request is complete successfully, you can see the message "The join to be a member has been completed. Please ask the approval to the purchasing agent in Lotte."
- ※ If your request is complete successfully, when you sign in, also you can see the message "The business registration no. has already existed." , If it is not, you can register again.
- ※ Please ask your approval to the purchasing agent of affiliate of Lotte.

1.2 To-Do LIST

1) Main screen

2) Use the Quick Link

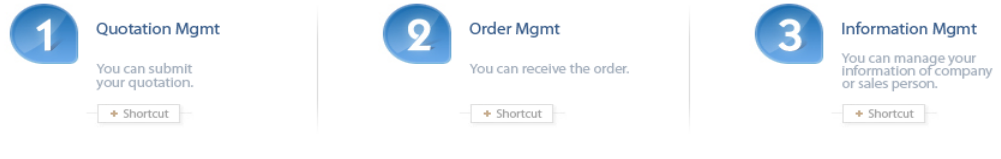
* Short cut for Quotation, Order and Information Mgmt.

3) Use To-Do LIST

* Lists to do such as Proposal briefing, RFQ, PO receipt, Request for completed part for construction, Info of person in charge.

- ◆ The main screen is composed of Quick-Link and To-Do LIST when you sign in.
- ◆ The number indicates to do for each category.
- ◆ If you click the number, it will move to the related menu.

<Quick Link> Short cut for frequent using



- ① Short cut for registration of quotation
- ② Short cut for PO receipt
- ③ Short cut for supplier information

<To -Do LIST> Number of lists to do the business operation

Quotation Mgmt	Order Mgmt	Information Mgmt
· Proposal Briefing ① [2]	· PO receipt ④ [5]	· Company info [1] ⑦
· RFQ ② [0]	· Delivery waiting ⑤ [1]	· Person info in charge [0Name] ⑧
· Reverse Auction ③ [0]	· Request(Completed part) ⑥ [0]	· Official Authentication Certificate [Not registered] ⑨

- ① Proposal briefing : Move to the notice for attending the proposal briefing.
- ② RFQ : Move to register the quotation.
- ③ Reverse Auction : Move to register reverse auction.
- ④ PO receipt : Move to receive the PO from buyer.
- ⑤ Delivery waiting : Move to create the delivery notes after PO receipt.
- ⑥ Request(Completed part) : No. of request for completed part for construction.
- ⑦ Company info : Move to change the information of supplier.
- ⑧ Info of person in charge : No. of sales person. Move to change the information.
- ⑨ Official Authentication Certificate : Move to register the certification. (Only use in Korea)

2. Quotation Management

2.1 Notice for proposal briefing

1) Click the No. on To-Do LIST

Quotation Mgmt

Proposal Briefing	[2]
RFQ	[0]
Reverse Auction	[0]

2) Click the menu on the left.

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- Item
- Quotation
- Order
- Import
- Admin

- Quotation Mgmt
 - Proposal Briefing A
 - Quotation Writing
 - Quotation Result
- Reverse Auction Mgmt
 - Reverse Auction Progr
 - Reverse Auction Resu

- ◆ When you get the notice for proposal briefing from buyer, you can check the details information.
- ◆ You can register the quotation after the approval by purchasing agent.
- ◆ If you click the RFQ. No., you can check the details information.

Quotation Mgmt > Quotation Mgmt > Proposal Briefing Announcements

Buyer: = Choose = Proposal briefing date: 2012/11/24 ~ 2013/01/24
 Status: Quotation in progr RFQ No.:

Select	RFQ No.	Versio	Status	Quotation	Quotation name	No. of	Proposal briefing date	Proposa	Participat	Be
<input type="checkbox"/>	RCN21121100004	1	Quotation i...	Private ten...	ANNOUNCE_TEST	2	2012/11/25 12:00	Q	Y	
<input type="checkbox"/>	RCN21121100101	1	Quotation i...	Private ten...	ANNOUNCE_TEST	2	2012/12/24 14:00	Q	N	

Proposal Briefing

Proposal briefin...: 2012/11/25 12 o'clock 00 from minute 13 o'clock 00 until minute

Mgmt. company: Location: CENTER

Person in charge: CNUSER01 Person contact i...: 025779111

Remark: TEXT

- ① Click "Proposal" and check the schedule to attend the briefing.
- ② After attending the briefing, if the purchasing agent approves the participation, "Participation" will be changed to "Y".

2.2 Quotation Writing 1

1) Click the No. on To-Do LIST

Quotation Mgmt

- Proposal Briefing [2]
- RFQ [0]**
- Reverse Auction [0]

2) Click the menu on the left.

LOTTE B2B

- Item
- Quotation Mgmt
 - Quotation Mgmt
 - Proposal Briefing
 - Quotation Writing**
 - Quotation Result
 - Reverse Auction Mgmt
 - Reverse Auction Progr
 - Reverse Auction Resu
- PO
- Order
- Import
- Admin

- ◆ If the quotation is before closing, it will be inquired.
- ◆ You can change the status to "New", "In progress" and "Closing".
- ◆ There is no limit to change the quotation within closing time.
- ◆ In case of a proposal briefing, the attended supplier can only register the quotation.

Quotation Mgmt > Quotation Mgmt > Quotation Writing

Buyer: = Choose= | Request Date: 2012/10/24 ~ 2012/12/24
 Quotation No.: | RFQ No.:
 Status: New

Buttons: Inquiry, Writing quotation, Modify, Abandon quotation

Select	Abandon	Quotation No.	Status	RFQ No.	Versi	Quotation name	Quotation	Quotation closing	RFQ de
<input type="checkbox"/>	N		Quotation i...	RL31121200007	1	Quotation Test	Private ten...	2012/12/25 02:00	2012/12/...

Quotation writing details:

- Quotation No.: RL31121200007
- RFQ No.: RL31121200007
- Quotation type: Private tender
- Closing time: 2012/12/25 02:00
- Domestic/Foreign: Domestic
- Payment terms: Domestic
- Tech. evaluation: N
- PO status: Y
- Proposal Briefing: N
- Contract fulfillment con...: N
- File view: View file 0
- Buyer special comment: [Empty]
- Particular content: [Empty]
- Quotation name: Quotation Test
- RFQ version: 1
- Selection type: By item
- Request type: General
- Currency: KRW
- Delivery terms: N
- Partial purchasing poss...: N
- Unit price contract: N
- Attached file mandatory: N
- Contract conditions: N
- Attached file: Attach file 0

I agree to the briefing proposal. [Send]

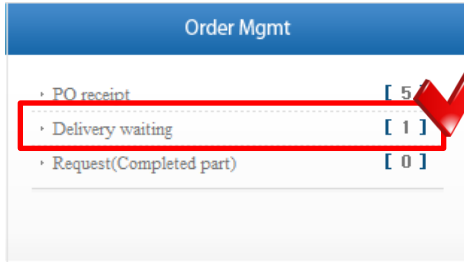
Item code	Item	Specification	Unit	Quotation Qty.	Previous unit	Quotation unit	Quotation amt.	Min. purchase	Delive
10003690	ITEM2		EA	1.00	0.00	0.00	0.00	0.00	0.00

Buttons: Download excel, Upload excel

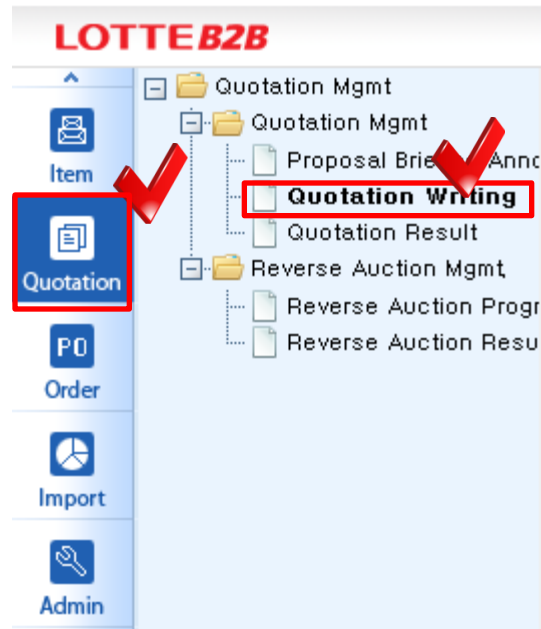
- ① Click "Inquiry" to inquiry RFQ
- ② Check it in the select box and click "Writing quotation"
- ③ You can see the another screen to write the quotation.

2.2 Quotation Writing 2

1) Click the No. on To-Do LIST

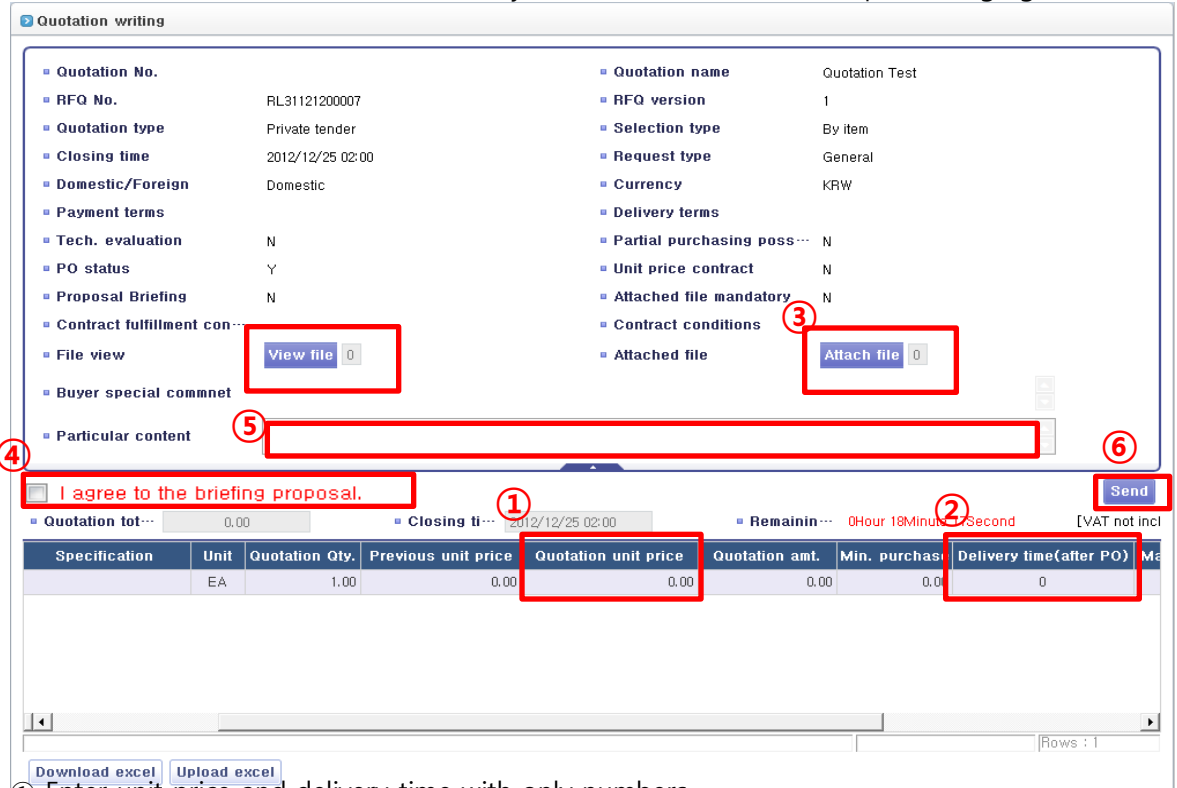


2) Click the menu on the left.



◆ How to check the RFQ

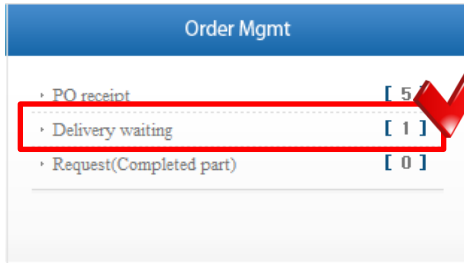
- Quotation type : private tender & private contract.
- Selection type : By document (Supplier selection based on total amt.) & By item (Supplier selection by item based on unit price)
- In case of tech. evaluation is "Y", the tech. evaluation exists additionally.
- Partial purchasing possible : PO can be released depends on the partial qty. with the unit price.
- Purchase(or not) / Unit price contract : Use with quotation (One-time PO or contract with unit price)
- If there is a number on "attached file", you should check because a purchasing agent attaches a file.



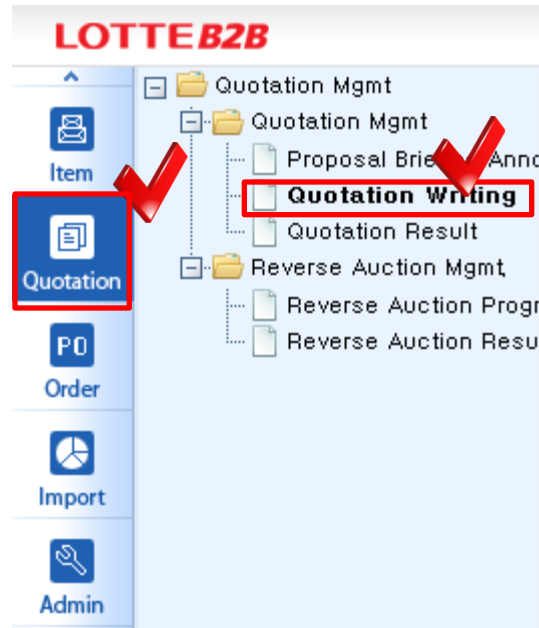
- ① Enter unit price and delivery time with only numbers.
- ② Attach files if it needs. In case of proposal briefing is "Y", check it to agree.
- ③ Enter a particular content and click "Send".

2.3 Quotation Modification

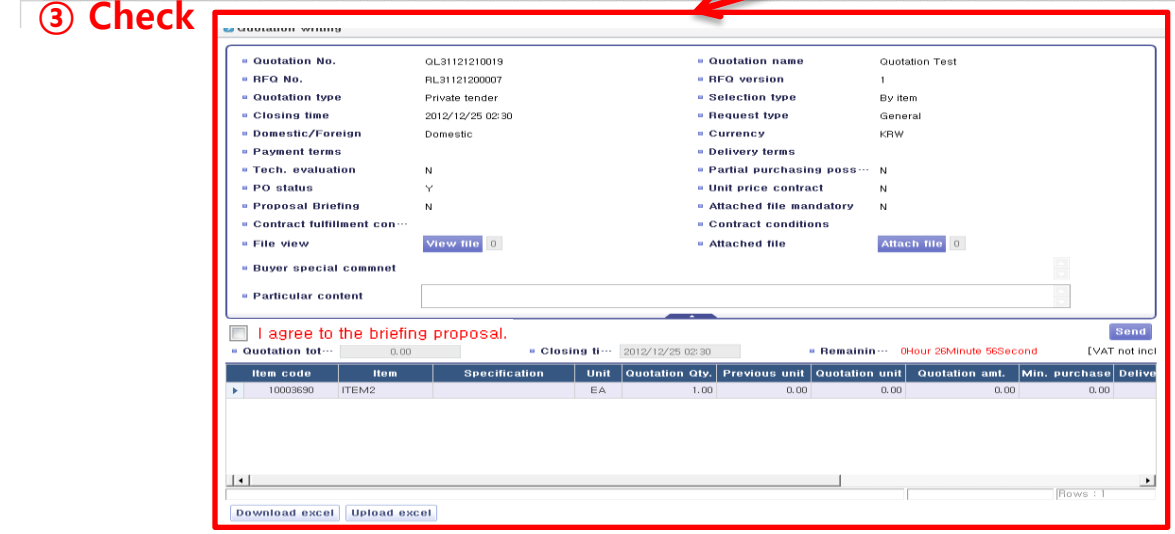
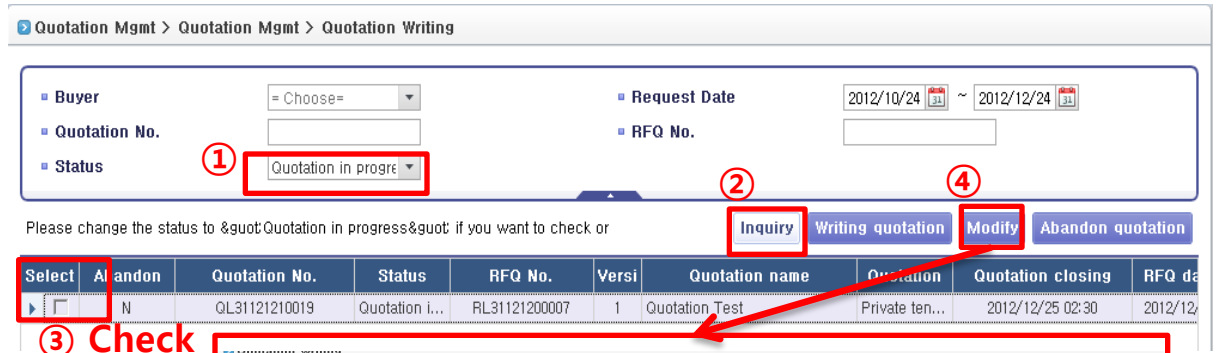
1) Click the No. on To-Do LIST



2) Click the menu on the left.



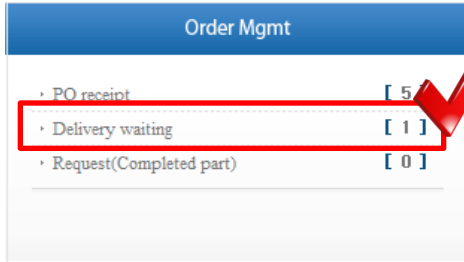
- ◆ If you change the status to "Quotation in progress", you can inquiry the quotation to modify.
- ◆ There is no limit to change the quotation within closing time.



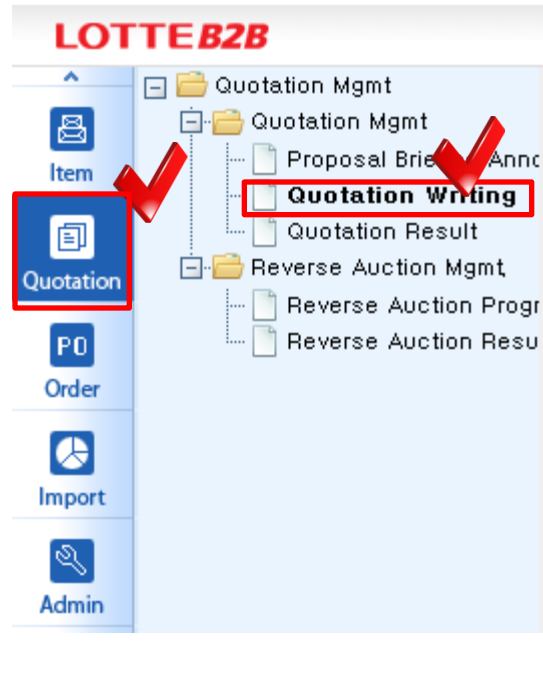
- ① Click "Inquiry" after changing the status to "Quotation in progress".
 - ② Check it in the select box and click "Modify".
 - ③ You can see the another screen to write the quotation (Check a conditions, Upload a file, Register unit price, min. qty. and delivery time)
 - ④ Click "Send".
- ※ If you click the quotation no., you can check the successful for sending.

2.4 Re-Quotation Writing

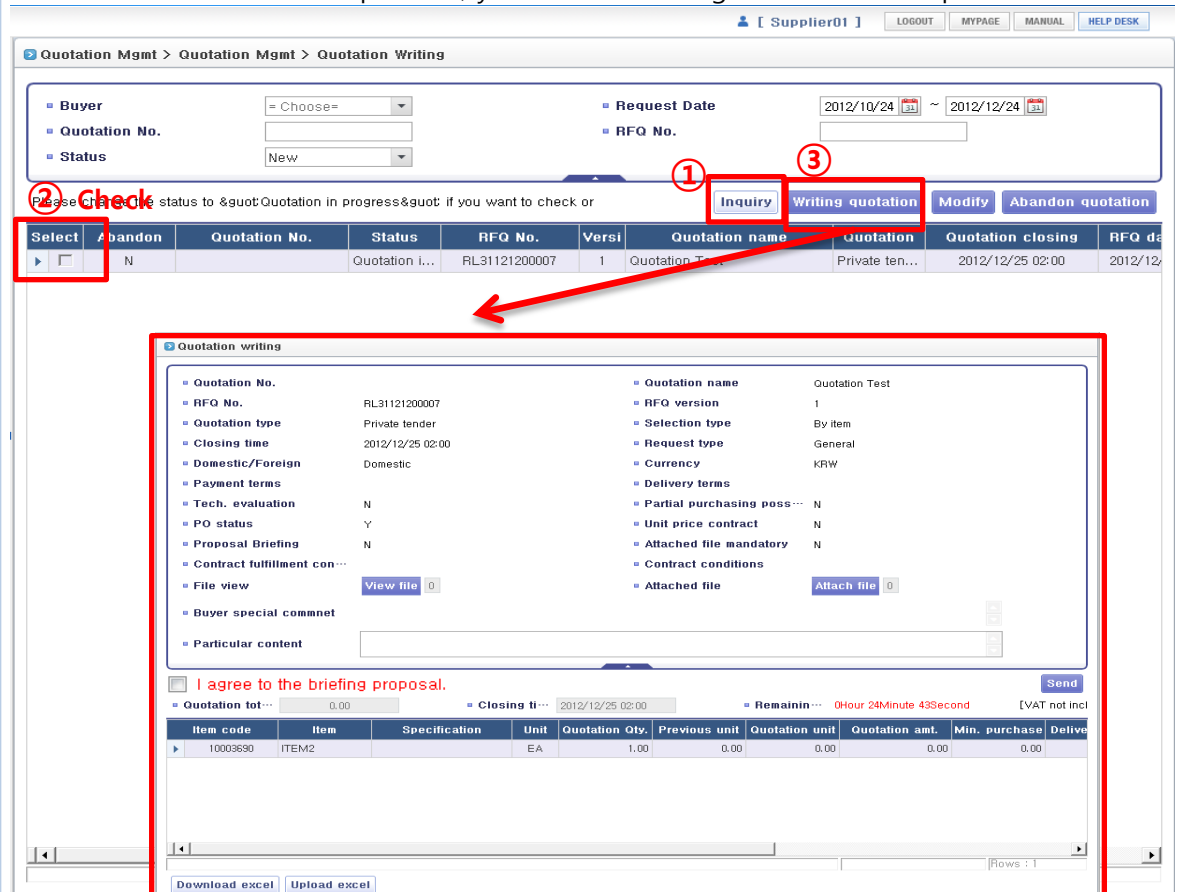
1) Click the No. on To-Do LIST



2) Click the menu on the left.



- ◆ In case of re-quotation, you can register the quotation with the same method as new.
- ◆ There is no limit to change the quotation within closing time.
- ◆ You can check whether the quotation or re-quotation with version(2nd, 3rd and so on).
- ◆ In case of re-quotation, if the purchasing agent restricts that the amount at present version should be lower than previous, you can't submit higher amount than previous version.



- ① Click "Inquiry" to inquiry RFQ.
- ② Check it in the select box and click "Writing quotation"
- ③ You can see the another screen to write the quotation.

3. Attend in Reverse Auction

3.1 Reverse Auction 1

1) Click the No. on To-Do LIST

Quotation Mgmt	
Proposal Briefing	[2]
RFQ	[0]
Reverse Auction	[0]

2) Click the menu on the left.

LOTTE B2B

- Quotation Mgmt
 - Quotation Mgmt
 - Proposal Briefing Annc
 - Quotation Writing
 - Quotation Result
 - Reverse Auction Mgmt
 - Reverse Auction Pr**
 - Reverse Auction Resu
- Item
- Quotation
- PO Order
- Import
- Admin

◆ Click "Refresh" periodically to get the updated information.

Quotation Mgmt > Reverse Auction Mgmt. > Reverse Auction Progress

Buyer: = Choose = Request Date: 2012/11/24 ~ 2012/12/24
 Reverse auction No.: = Choose = Status: = Choose =

② Check

Select	Reverse	Status	Abandon	Reverse auction title	Start time	Closing time	Currenc	Start unit	시작금액
<input type="checkbox"/>	RL31121110019	Progress	N	Reverse Auction Test	2012/11/28 19:40:00	2012/12/25 09:00:00	KRW	100,000.00	100,00

① Inquiry **③** Attend reverse auction

Reverse Auction Bidding

Reverse auc... RL31121110019 Selection type By item
 Reverse auc... Reverse Auction Test Division 코리아세븐
 Buyer (주)코리아세븐 Purchasing ... 교육사용자80
 Purchasing ... 올림픽점 Purchasing ... 교육사용자80
 Start time 2012/11/28 19:40 Closing time 2012/12/25 09:00
 Payment ter... Delivery terms
 Purchase (or not) Conditions f...
 Currency KRW Attached file 0
 Particular co...
 Unit price Va... 2012/11/28 ~ 2013/11/28 Automatic ex... Closing time 00 bidding before minute 00
 minute extension
 Start unit price 100,000.00 Start amt. 100,000.00
 Present unit ... 9,800.00 Present amt. 9,800.00
 My bidding u... 0.00 My bidding a... 0.00
 Price UP DOWN 1,000.00 Remaining time (RA) 0Day098Minute24Second

④ Abandon bidding **⑤** Bidding **⑥** Refresh **④ With number** Close

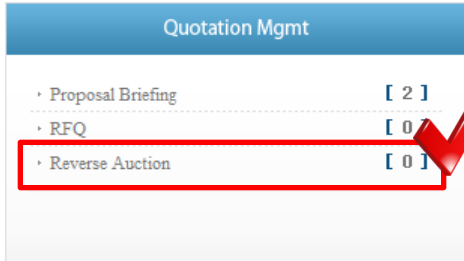
Select	Item code	Item	Specification	Unit	Manufacturer	Origin	Qty.	Bidding unit	Bidding amt.
<input checked="" type="checkbox"/>	00128015	ITEM1	SPEC:2X2 Size	식			1.00	0.00	0.00

① Enter the unit price on "Bidding unit" and click "Bidding".

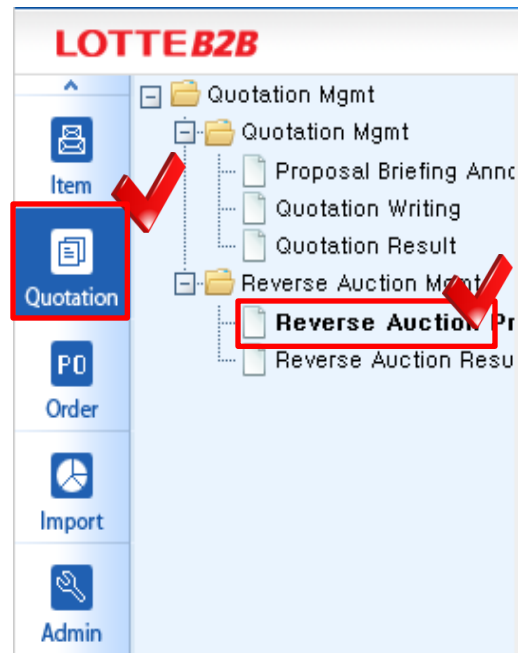
② Click "Refresh" periodically if you want to check the unit price at present.

3.1 Reverse Auction 2

1) Click the No. on To-Do LIST



2) Click the menu on the left.



◆ How to check the request for reverse auction.

- Start time / closing time: When the quotation is closed, the supplier will be selected at the same time.
- Purchase(or not) / Unit price contract : Use with quotation (One-time PO or contract with unit price)
- If there is a number on "attached file", you should check it because a purchasing agent attaches some file.
- Automatic extension : if the bidding has been registered before 10 minutes of closing time, the time will be extended as long as certain times.
- Start amt. : start amount, Present amt. : the last amount of bidding.
- Price UP, Down : "Up" means the unit price will go up, "Down" means the unit price will go down.
Minimum range for up or down

Reverse Auction Bidding

Reverse auc...	RL31121110019	Selection type	By item
Reverse auc...	Reverse Auction Test	Division	코리아세븐
Buyer	(주)코리아세븐	Purchasing	교육사용자80
Purchasing	출입픽점	Closing time	2012/12/25 09:00
Start time	2012/11/28 19:40	Delivery terms	
Payment ter...		Conditions 1...	
Purchase (or not)		Attached file	0
Currency	KRW		
Particular co...			
Unit price Va...	2012/11/28 ~ 2013/11/28	Automatic ex...	Closing time 00 minute extension bidding before minute 00
Start unit price	100,000.00	Start amt.	100,000.00
Present unit	9,800.00	Present amt.	9,800.00
My bidding u...	0.00	My bidding a...	0.00
Price	<input type="radio"/> UP <input checked="" type="radio"/> DOWN 1,000.00	Remaining time (RA)	0Day6Hour28Minute24Secur 2

Abandon bidding Bidding Refresh Close

Select	Item code	Item	Specification	Unit	Manufacturer	Origin	Qty. 1	Bidding unit	Bidding amt.
<input checked="" type="checkbox"/>	00128015	ITEM1	SPEC:2X2 Size	식			1.00	0.00	0.00

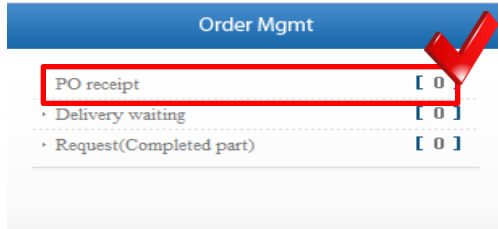
① Enter the unit price on "Bidding unit" and click "Bidding".

② Click "Refresh" periodically to check the unit price at present and the successful bid price.

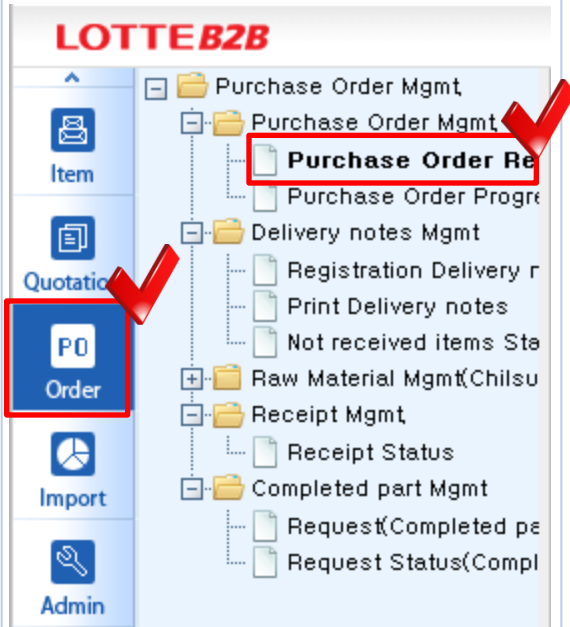
4. Purchase order Receipt

4.1 PO Receipt

1) Click the No. on To-Do LIST



2) Click the menu on the left.



- ◆ You can inquiry the PO not received. (Please also check the changed PO.)
- ◆ After changing the status to "Received", you can inquiry the related data within the period.
- ◆ If the PO has been changed, it will be noticed separately. (The status : modification)

Purchase Order Mgmt. > Purchase Order Mgmt. > Purchase Order Receipt

Buyer: = Choose = | Division: | Order date: 2012/10/24 ~ 2012/12/24

Receiving: Not received | PO No.: | PO title: | 5

4) Check | 1) Inquiry | Receive PO

Select	Status	Receiving	PO No.	PO title	Order date	Currenc	PO amt.	Delivery	Buyer
<input type="checkbox"/>	New	Not received	OL21121210001	AID TEST	2012/12/24	EUR	40,000.00	2012/12/10	호텔롯데

Details PO Inquiry(Supplier)

- PO No.: OL21121210001
- PO title: PAID TEST
- PO type: PO(Approval request)
- Request type: General
- Supplier code: VN900001
- Supplier: VENDOR01
- Affiliate: 호텔롯데
- Division: 월드호텔
- Purchasing dept.: L21ADM
- Domestic/Foreign: Domestic
- Purchasing agent: L21ADM
- Order date: 2012/12/24
- PO amt.: EUR
- SMS/E-MAIL sending: Email sending SMS transmission Fax sending
- Delivery terms:
- Payment terms:
- Final approval date: 2012/12/06 15:03:15
- Attached file: View file 0
- Remark:

3) Receive PO | Close

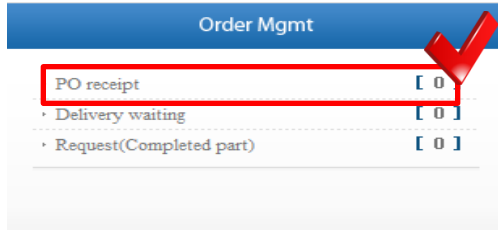
PR No.	Item code	Item description	Specification	Model	Manufacturer	Origin
JSRC12120001	A342009905	Sea glass	arenaA2700			

Rows : 1

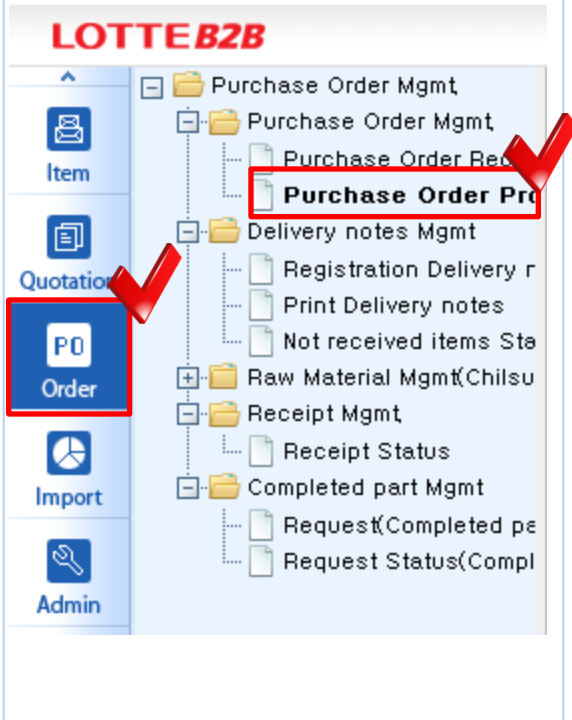
- 1) Click "Inquiry". If you click the PO number, you can see the details information and print out.
- 2) Check it in the select box and click "Receive PO".

4.2 PO Status

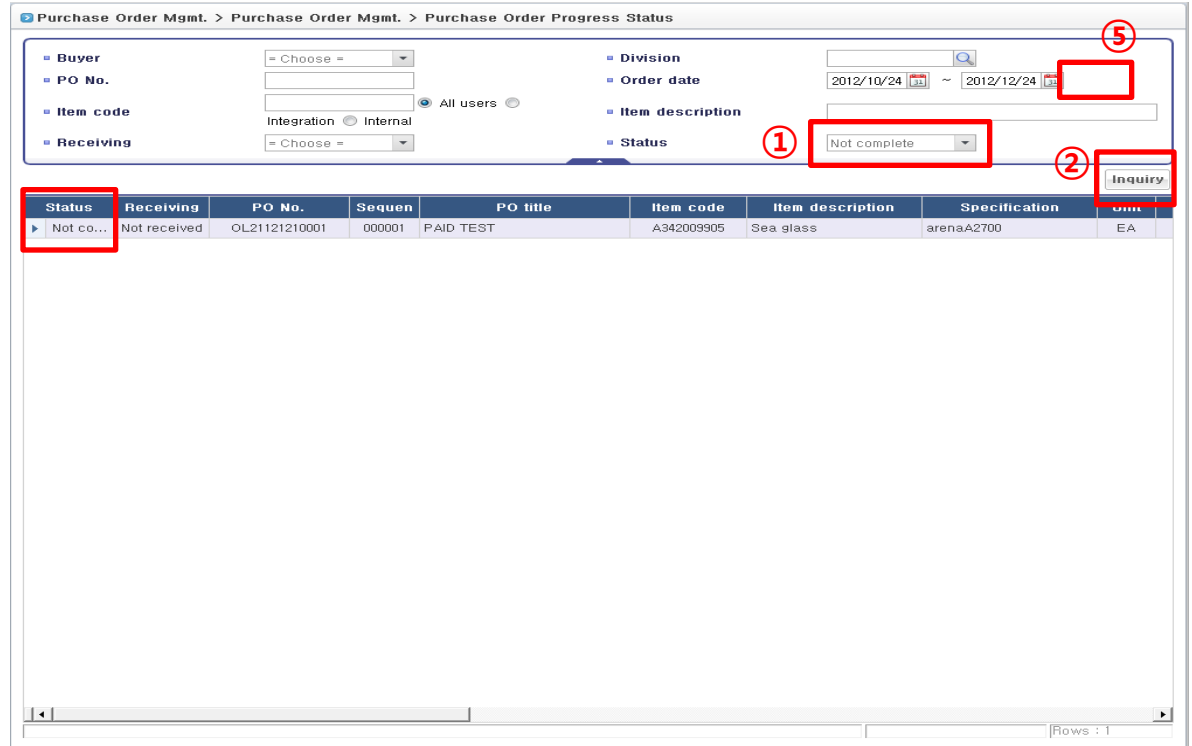
1) Click the No. on To-Do LIST



2) Click the menu on the left.



- ◆ You can inquiry the PO not received. (Please also check the changed PO.)
- ◆ After changing the status to "Received", you can inquiry the related data within the period.
- ◆ If the PO has been changed, it will be noticed separately. (The status : modification)
- ◆ Status : Not complete/Complete/Terminate/Cancel
 - ※ Termination means the cancellation for remaining quantity of receipt.
 - ※ Cancellation means the PO has been cancelled totally. (The cancelled PO will not be inquired on the menu of PO receipt automatically.)

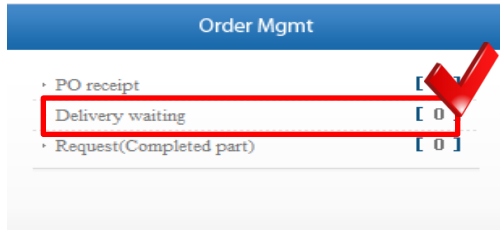


- ① Click "Inquiry"
- ② If you click the PO No., you can inquiry the details information.

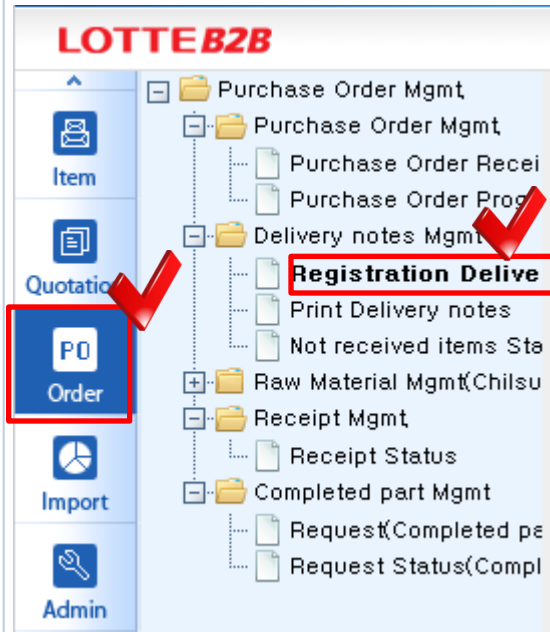
5. Delivery Notes

5.1 Delivery Notes Creation

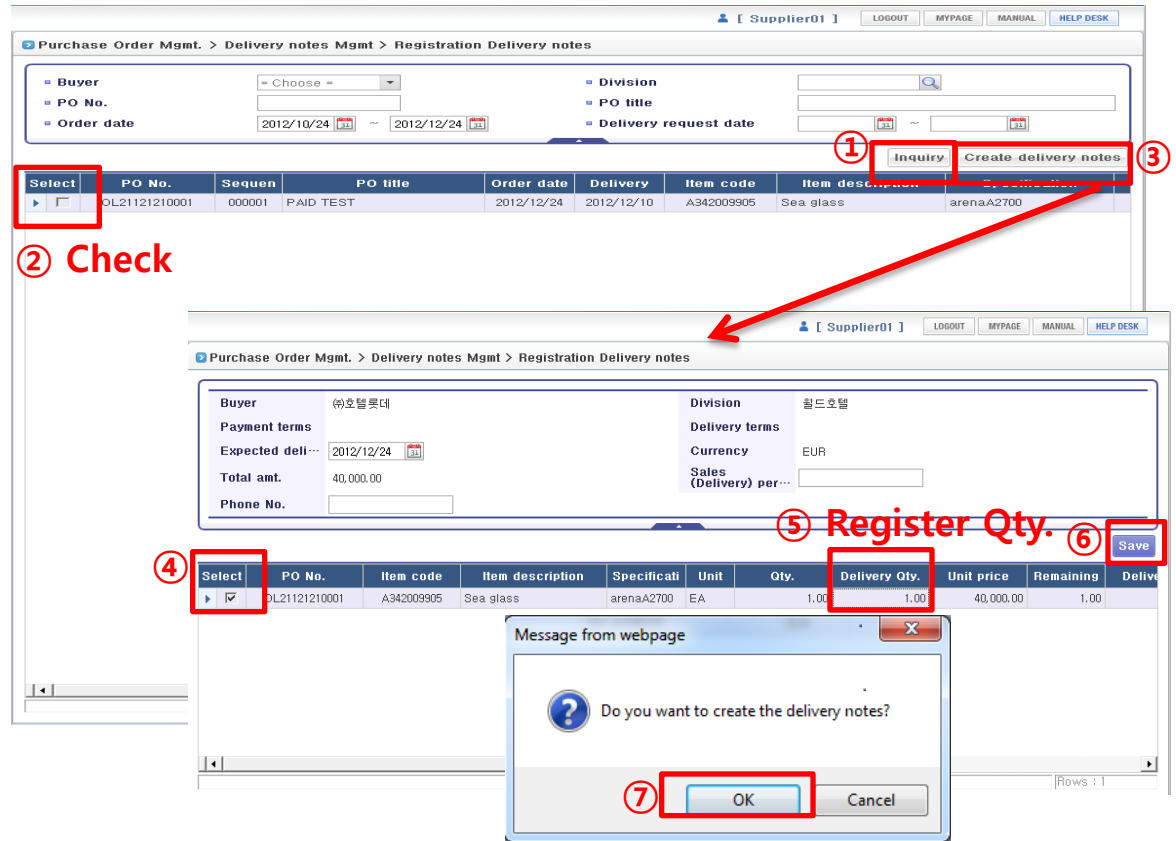
1) Click the No. on To-Do LIST



2) Click the menu on the left.



◆ You can only inquiry the data after PO receipt.



① Click "Inquiry" and check it in the select box. And then click "Create delivery notes".

② You can register the delivery person and phone no.

③ Click it in the select box and register quantity to delivery. And save it.

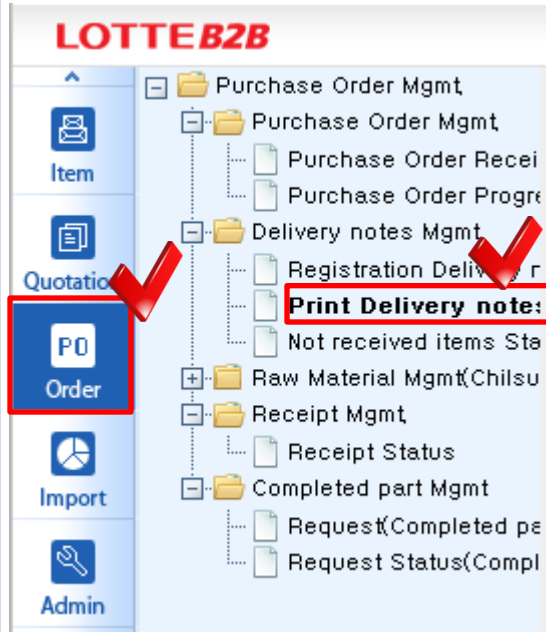
④ Click "Confirm" in the message "Do you want to create the delivery notes?".

※ In case of partial receipt, you can register the partial quantity and create delivery notes.

System will check the remaining quantity of PO automatically and you can create the delivery notes.

5.2 Delivery Notes Print

1) Click the menu on the left.



- ◆ You can only inquiry the data after the creation of delivery notes.
- ◆ You can modify and change the delivery notes created. (However, in case of deletion, the delivery notes should not be connected with the receipt.)

Print Delivery notes

Buyer: = Choose = Division: [Search]

PO No.: [Text]

Delivery notes No.: [Text]

Expected delivery date: [Calendar] ~ [Calendar]

Delivery notes creation: [Calendar] ~ [Calendar]

Buttons: **1** Inquiry Modify Delete

2 Click the number

Select	Delivery notes	Amount
<input checked="" type="checkbox"/>	IL82120710001	780,000

Buyer: (주)호텔롯데 Division: 호텔 사업부

Payment terms: [Text]

Expected deli...: 2012/07/30

Sales (Delivery) per...: Yuun

Delivery terms: [Text]

Total amt.: 780,000

Phone No.: 010112222

3 Print **4** [Printer Icon]

LOTTE

Delivery notes

Document No IL82120710001 Delivery date 2012/07/30

Receiving		Supplier	
Buyer	(주)호텔롯데 / 호텔 사업부	Supplier	VENDOR01
Currency	KRW	Registration No.	
Phone / FAX		Phone / FAX	
Address	서울 중구 소공동 1번지	Address	
Payment terms		Delivery terms	
Particular content			

(VAT not included)

PO No.	Item code	Item description	Unit	Qty.	Using department	Delivery request date
Sequence	Integ. Code	Specification	Unit price	Amount	Delivery address	Remark
OL21121210001	A342009905	arenaA2700	EA	500		2012/12/10
000001		Sea Glass	600	600		

- ① Click "Inquiry" and the number on delivery notes.
- ② Click "Print" and then you can see the print.
- ③ If you click the icon "Print", it will be printed from your printer.

6. Receipt

6.1 Receipt Check

1) Click the menu on the left

LOTTE B2B

- Purchase Order Mgmt
 - Purchase Order Mgmt
 - Purchase Order Recei
 - Purchase Order Progre
 - Delivery notes Mgmt
 - Registration Delivery r
 - Print Delivery notes
 - Not received items Sta
 - Raw Material Mgmt(Chilsu)
 - Receipt Mgmt
 - Receipt Status**
 - Completed part Mgmt
 - Request(Completed pe
 - Request Status(Compl

Item

Quotation

PO Order

Import

Admin

- ◆ The receipt type is B2B and I/F. You can check the receipt in the real time in case of B2B.
- ◆ In case of I/F, the data of receipt comes from LOTTE affiliate after monthly closing. So you can use the data as reference.

Purchase Order Mgmt. > Receipt Mgmt. > Receipt Status

Supplier: [Supplier01] | LOGOUT | MYPAGE | MANUAL | HELP DESK

Affiliate: Lotte U.S. | Division:

PO No.: | Receipt No.:

Item code: | Integration Internal | Item description:

Receipt date: 2012/10/24 ~ 2012/12/24

1 Inquiry

Item	Specification	Unit	Currenc	Unit price	PO Qty	Receipt qty.	Received Qty.	Receipt amt.	PO No.	Sequen	Affiliate
arenaA2700	BOX	KRW	16,507.20	1.00	1,700.00	0.00	28,062,240.00	OL21121210001	000001	Lotte U.S	

2 Check

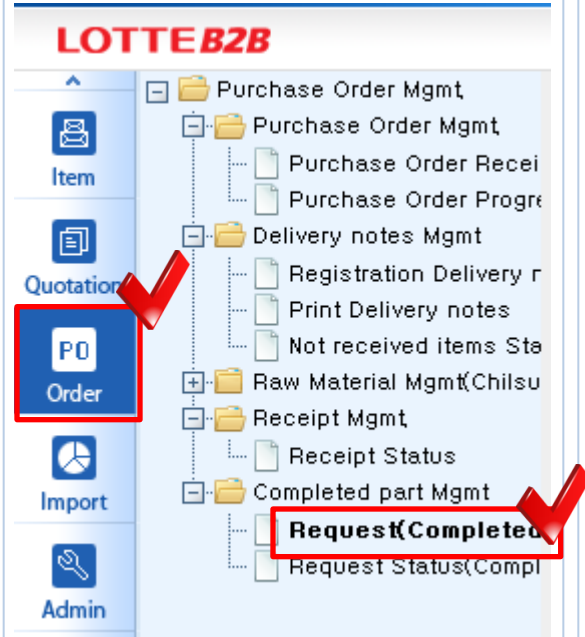
Rows : 1

- ① Click "Inquiry".
- ② You can check the receipt qty. and amount.

*7. Request for
completed part for
construction*

7.1 Request for completed part

1) Click the menu on the left.



◆ After you got the PO for construction, you can request the partial payment for completed part.

② Check

Select	Request	PO No.	PO title	Order date	PO amt.	Currenc	Payment	Expected	Request ava
<input type="checkbox"/>	Construct...	OL21121210001	PAID TEST	2012/12/24	40,000.00	EUR	Lump sum	50.00	50

⑥ V표체크

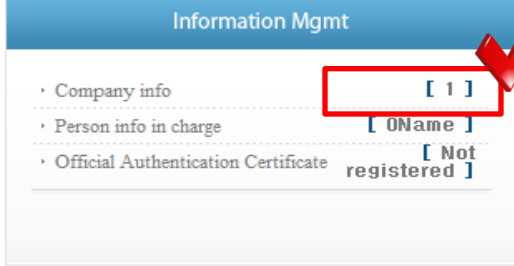
Select	Item code	Item description	Unit	Qty.	Unit price	Amount	Inspection	Inspection	Purchasing
<input type="checkbox"/>	A32009905	Sea glass	EA	1				00	0 구매담당

- ① After click "Inquiry", check it in the select box and click "Request(completed part)".
- ② Another screen will be popped up, please register a file, the inspection request date and remark.
- ③ Check it in the select box and click "Request inspection".

8. Basic Information Management

8.1 Company Info.

1) Click the No. on To-Do LIST



2) Click the menu on the left.



- ◆ If your business registration No. should be changed, you should make ID as new member.
- ◆ Your ID and password will be given only one based on business registration number.

Administrator > Supplier Info. > Supplier Information Modification

① Basic Information Additional info Financial Info Person info in charge

General info

- Supplier name: USVENDOR01 (③)
- Country code: US
- Business Registration No. (⑤)
- DUNS NO.
- Business conditions
- Represent. Phone
- Represent. Email
- Address
- Lotte affiliate
- HQ/Branch: Choose =

- Supplier name(English)
- CEO Name
- Company Registration No.
- Establishment date: ex) YYYY/MM/DD
- Business type
- Represent. Fax
- Represent. Cellphone
- Homepage
- HQ code

User Info

- User ID: USVENDOR01
- Password: ●●●●●●
- User phone No.
- User cellphone No.
- Time Zone: (GMT-06:00) Mexi
- User name: Supplier01
- Password check: ●●●●●●
- User Fax No.
- User email: USVENDOR01@hanma
- SMS/Email Receiving: Email receipt SMS Receiving

② Save

④ Save

⑦ Check

⑧ With number

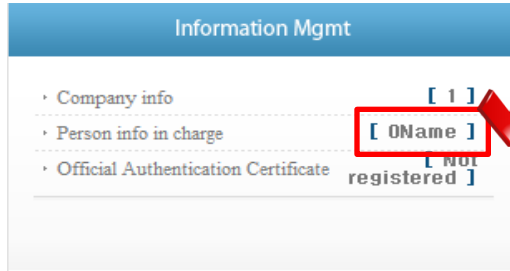
⑥ Add line Save Delete

Select	Basic	year(current)	Capital	Current	Sales	Gross	Net profit	Liquid	Total debt	Credit	Credit rating(D&B)
<input checked="" type="checkbox"/>											

- ① You can change your information in each tap.
- ② In case of financial information, you can add the information of the year using add line and save it.

8.2 Sales Person Info.

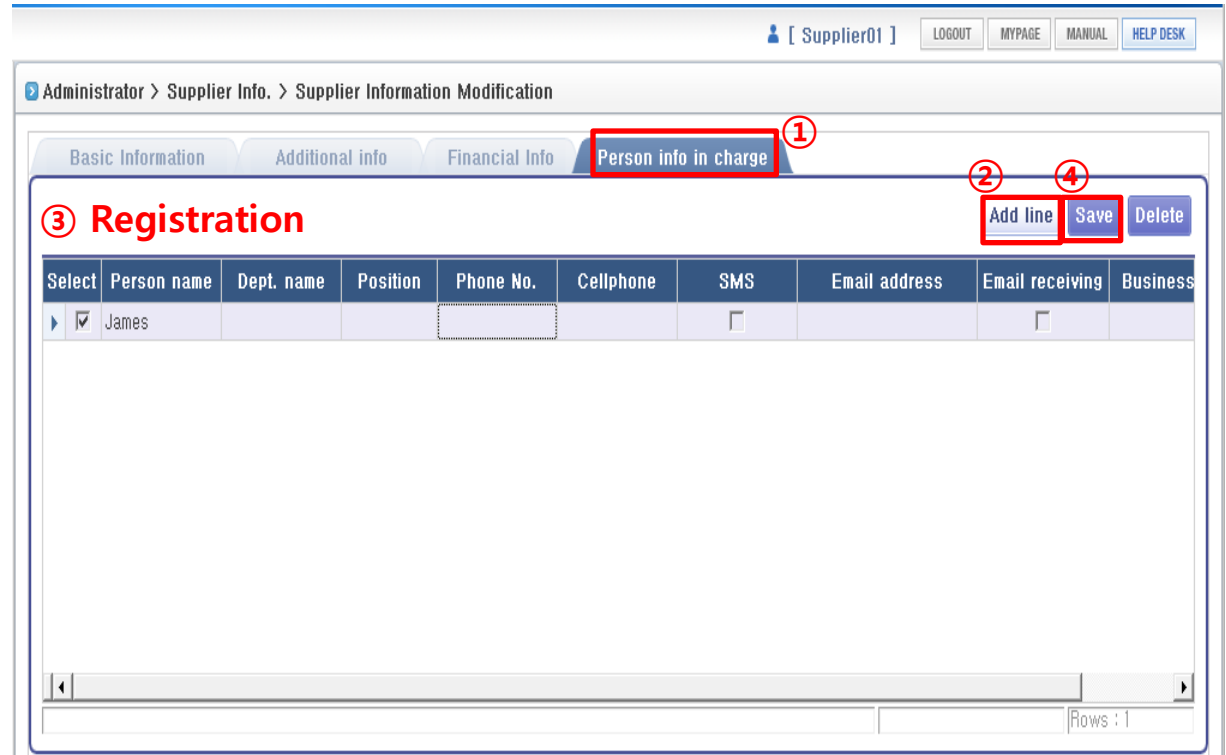
1) Click the No. on To-Do LIST



2) Click the menu on the left.



- ◆ You can register several sales person and also set up the receiving of SMS and e-mail for quotation and PO.
- ◆ If you want to change the sales person, you can change it by yourself.
- ◆ The information of ID & password is in "Basic Information". (Please refer to 8.1 Company Info.)

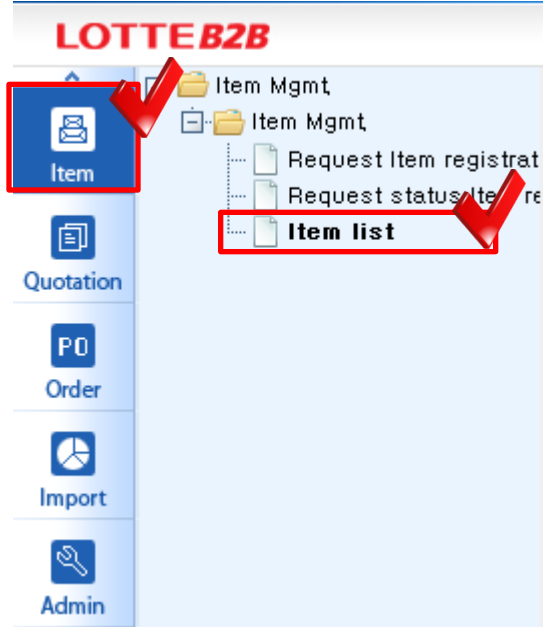


- ① If you inquiry, you can see the sales person registered.
- ② When you add the person, click the "Add line" and save.
- ③ If you want to delete the person, check it in the select box and click the "Delete".

※ If you don't check in "SMS/Email Receiving" field, the information of RFQ and PO will not be sent.

8.3 Item Inquiry

1) Click the menu on the left.



- ◆ You can inquiry the item contracted with unit price. (However some item can't be inquired depends on affiliate)

Item Mgmt. > Item Mgmt. > Item list

■ Item class.(Top Lv.) = Choose = ■ Item class.(Middle Lv.) = Choose =
 ■ Item class.(Low Lv.) = Choose = ■ Item class.(Bottom Lv.) = Choose =
 ■ Item code ■ Item description
 ■ Specification ■ Model

Inquiry ①

Item code	Item description	Specification	Unit	Unit price	Buyer	Manufactur	Origin	Model	Integratio
90080276	Power Loke		EA	200.00	1	DURI	USA		자체 품목

Rows : 1

- ① If you click the item code, you can inquiry the details information.