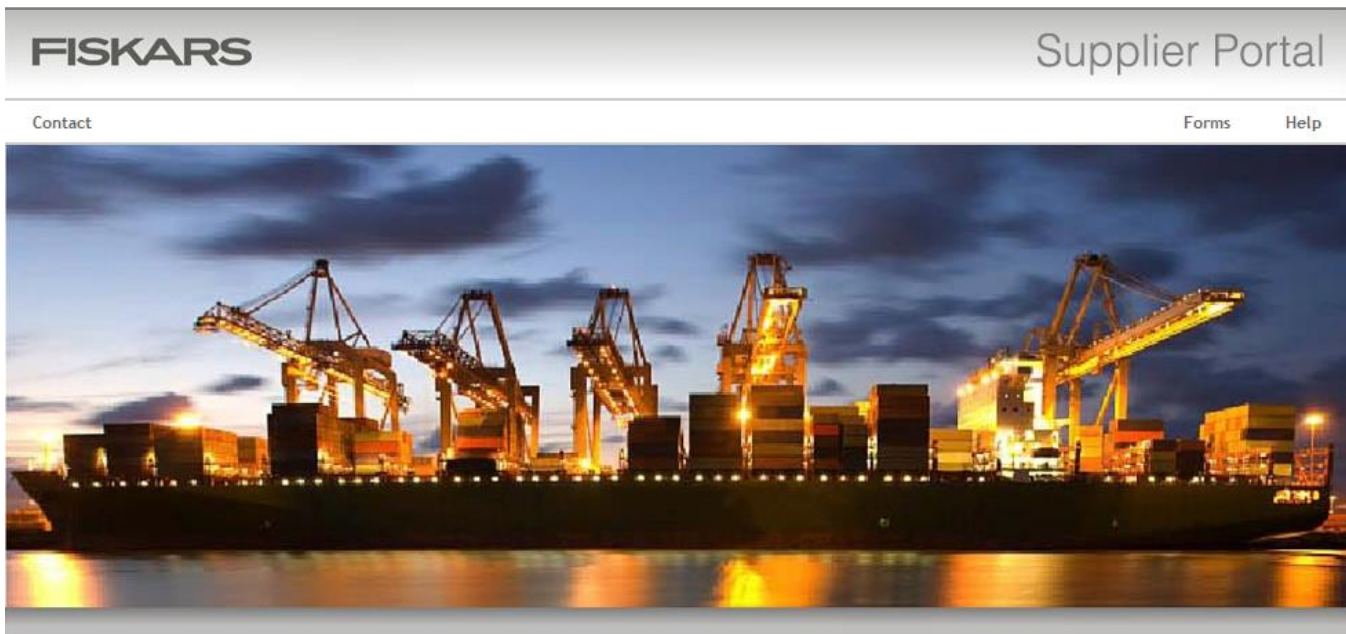# Fiskars Supplier Portal Release 5.0

User Manual

Fiskars Supplier Portal – an overview

The Fiskars Supplier Portal (FSP) is a proprietary web-based application that provides suppliers with a tool for viewing purchase orders and generating commercial invoices and packing lists.

❖ **Suppliers are required to use the FSP to generate invoice and packing list information.**

❖ **The information is used by Fiskars to make official customs entry declarations in accordance with import rules and regulations.**

❖ **Suppliers are required to complete the invoicing process no less than 4 working days prior to vessel sailing.**

❖ **Supplier invoices not created in the FSP may not be processed for payment. Please refer to your supplier agreement or contact Fiskars Accounts Payable for information on submitting invoices for payment.**
   Email address: accountspayable@fiskars.com

The FSP is available at all times unless it is down for maintenance. If you encounter a problem accessing or using the FSP please send an email to CustomsCompliance@fiskars.com.

FISKARS®

Fiskars Supplier Portal Release 5.0

This document provides instructions for using and navigating through the FSP.

Table of Contents

FISKARS®

Fiskars Supplier Portal Release 5.0

Getting Started

Minimum System Requirements

Access to the internet is required.

Microsoft Internet Explorer 8   http://www.microsoft.com/windows/internet-explorer/default.aspx
Mozilla Firefox 11.0   http://www.mozilla.com/en-US/firefox/firefox.html

Adobe Acrobat Reader (required to view and print documents)

Please install the latest version of your web browser. Please find updated information in the Help section on the FSP start page.

FSP Internet address

Access to the FSP site: http://supplierportal.fiskars.com

Terms of Use Agreement

You must agree to the terms and conditions before gaining access to the FSP. After logging in you will be prompted to read and accept the Terms of Use Agreement.

Refer to the **Forms and Documents** section for additional information, forms and instructions.

Logging in

All users are required to obtain and sign on to the FSP using a unique User ID and Password provided to you by Fiskars.

Request User ID's and Passwords by completing a Login Request Form and submit to CustomsCompliance@fiskars.com. Select "Forms" on the FSP login screen to access the Login Request Form.

Processing occurs during normal working hours in our US offices. Allow 72 hours for your User ID and Password to be processed. You will receive your FSP Login information via email once the request is processed.

Using the FSP

Things to know
- ✓ Commercial Invoices with Purchase Orders for more than one division cannot be combined. Separate invoices and packing lists will need to be completed for each specific division.
- ✓ PO lines that have been previously shipped and a commercial Invoice has been created will not appear.
- ✓ Repeated saving and returning to saved documents is not recommended. Completing the process in a single session reduces the possibility of lost data.

Accessing your company purchase orders

Your Login ID and password are associated only with the Fiskars division that issued the Purchase Order(s). If the division you need is not available for you to select, please request a user ID and Password for that specific division. Refer to the **Login ID** section in **Getting Started** for Login ID instructions.

Begin by selecting the business division that issued you the Purchase Order. You may now begin to select purchase orders and create commercial documents in the FSP.

Fiskars business divisions:
- School, Office & Craft – includes Cooking and Home/Living divisions
- Garden (Garden & Outdoor Living)
- Outdoor Recreation (Gerber)
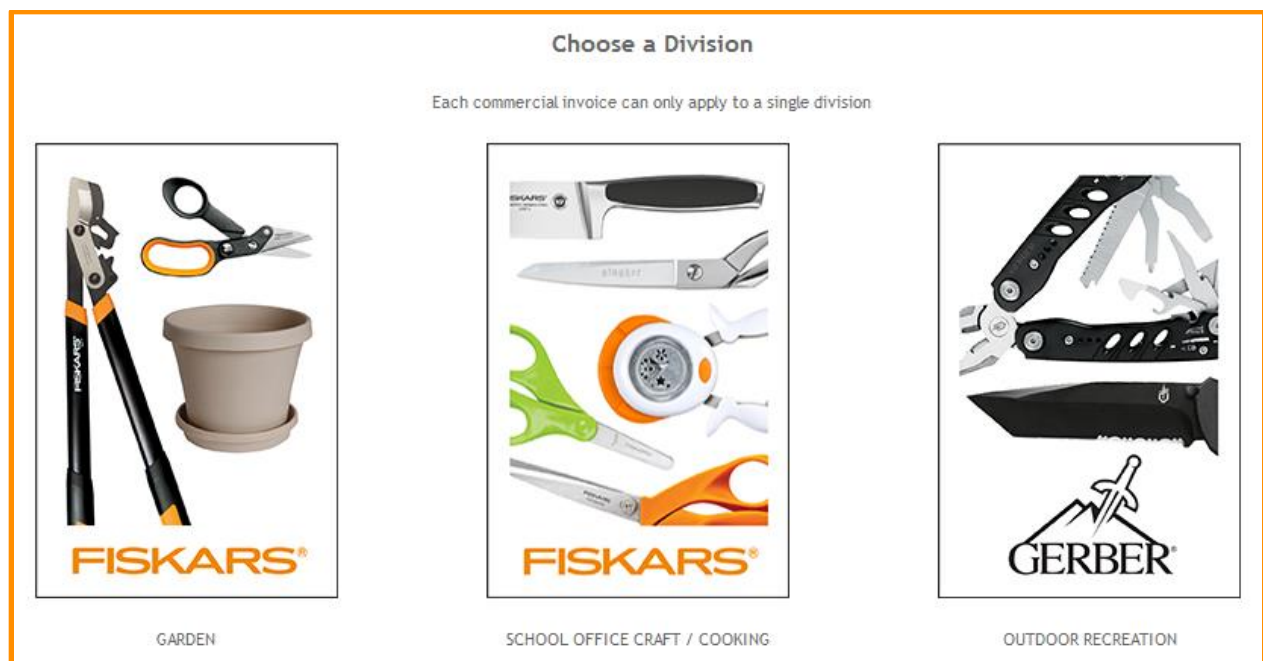
Creating the Commercial Invoice

This section will guide the user to select purchase orders, select purchase order lines and complete the Commercial Invoice.

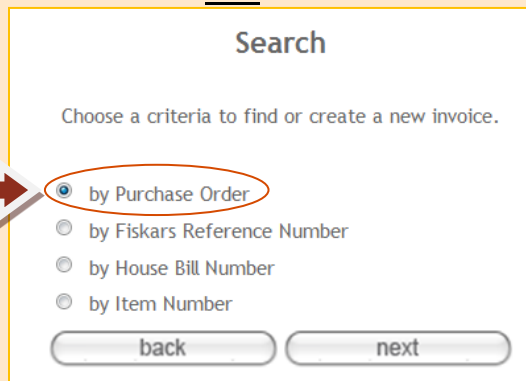## Selecting Purchase Order (PO) Lines

The user must select the PO lines to be included on the Commercial Invoice. Two search options are available to view and select PO's and PO lines. Both options allow the user to select the items to be included on a commercial invoice.

Note: PO lines that have been previously shipped and the commercial invoice has been created will no longer be available to view and select.

Option A - Select by PO number	Option B - Select by Item Number
Follow these steps for Option A	***Follow these steps for Option B***
1. Select ***by Purchase Order*** box on the Search screen and click ***next***	1. Select ***by Item Number*** box on the Search screen and click ***next***
Proceed to Step 2	*Proceed to step 2*
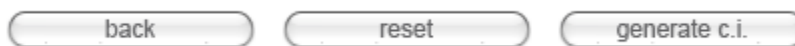
To navigate:

Click ***back*** at any time to return to the previous screen.
Click ***reset*** to uncheck all checked items

Option A (continued):

2. Click on the PO Number

The PO lines that are available to add to the Commercial Invoice will appear on the screen.

Tip: Click the small green arrow next to Purchase Order to show the most recent PO's first.

3. Check the ***Copy to Invoice*** box

Option B (continued):

2. Click on the Item Number

The PO's for this item will appear on the screen.

3. Check on the ***Copy to Invoice*** box

4. After selecting all PO's that are to be included on the commercial invoice click ***generate c.i.*** at the bottom of the screen.

5. The user will be prompted to answer if items from another PO will be added.

If adding lines from a different PO:
Click **Yes** and the system will return to the Search Results screen. Repeat steps 2 through 5.

If no lines are being added:
Click **No.**

The Commercial Invoice is now in **Pending** Status.

Proceed to **Completing the Invoice.**

Completing the Invoice

The invoice will now show **IN PREPRATION** at the top. Properly complete the Invoice Header and the Invoice Detail sections. Fields **not** listed below are system generated and can only be changed by Fiskars.

Invoice Header Section

Complete the following required fields:

Invoice Number – Type the desired invoice number (numbers, letters or dashes are allowed). If the field is left open (blank), the Fiskars Reference Number will be automatically filled in when the invoice is generated.

House Bill Number - Enter the House Bill Number received from the Freight Forwarder at the time of booking. For courier or express shipments such as FedEx or UPS add the tracking number in that field. Do not use spaces or special characters.

Shipment Mode – Select the mode that matches the type of transport for the shipment

Freight Terms – Select the term that corresponds to the PO terms.

Freight on Board Date – Enter the sailing date (ocean) or departure date (air) date provided by the Freight Forwarder at the time of booking.

Invoice Type
Select **one** of the three Invoice Types. Products cannot be comingled with other types.

Product Invoice Type
Physical items, products or goods sold to Fiskars shipped from your or your agent's factory.

Invoice Type	Products ▼
	Physical Items shipping.
	Examples: scissors, rakes, knifes, art cards, boxes, pallets

Service Invoice Type
Charges for non-product services billed to Fiskars.

Invoice Type	Services ▼
	Service performed on Fiskars behalf (no physical product).
	Examples: Testing Fees, Scrapping of material, Freight Charges,
	Minimum Order Qty Fees, Rework Fees

Tooling Invoice Type
Charges for tools and tooling, machines, molds and charges for modification to tooling billed to Fiskars.

Invoice Type	Tooling ▼
	Items purchased for the production of items
	Examples: Machinery, molds, modification to current Tooling
	Note: If you are shipping tooling to the US or Canada then use the
	Product Inv Type.

Completing the Invoice (continued)

Invoice Detail Section

Carefully review all information on the PO to ensure accuracy before proceeding with Steps 1 through 4. ***If you disagree with the information shown, save the invoice and contact your buyer or planner.*** See **Saving the Invoice** on the following pages for instructions on saving.

1. **Review Items/PO's/Price**
   The following data elements are generated from the PO. Review prior to proceeding.

   - Item number
   - Line number

   - Item price
   - Item quantity (can be changed - see below)
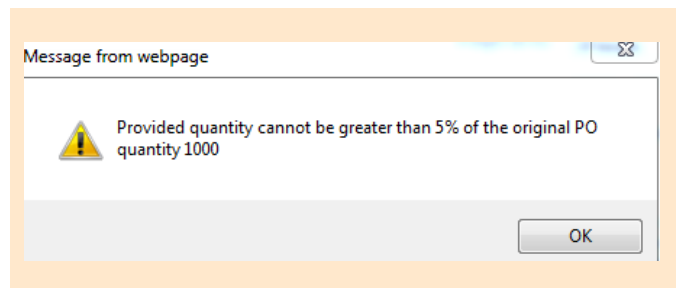
2. **Enter the PO quantity**
   The original PO quantity can be changed if needed to reflect shipment quantities. Changes cannot be greater than 5% of the PO quantity.

   If the quantity entered is **greater** than the original PO quantity:

   Enter the quantity to be shipped. If the amount exceeds 5%, contact your buyer or planner to amend the PO.

   ☞ An error message will appear when the quantity entered exceeds 5%.

   Click **OK** to return to Step 2 above and follow the instructions for making changes in quantities.

   Message from webpage

   Provided quantity cannot be greater than 5% of the original PO quantity 1000

   OK

   If the quantity entered is **less** than the PO quantity, the system will generate new PO line for the remaining quantity. The new line will be available only after the user logs out of the FSP. Allow approximately 15 minutes after logging out for the system to refresh.

3. **Enter Manufacture Address (if missing or incorrect)**
   Choose the address from drop down or click on ***Other*** to add a new manufacture address.

4. **Adding Additional PO's (if necessary)**
   Additional PO's and PO lines can be added at this time. Select ***add more P.O.s***. The system will return the user to the search results selection screen.

   If adding PO lines, return to - **Selecting Purchase Order Lines** – and repeat all steps.

   If no lines are being added, proceed to: **Saving the Invoice.**

Saving the Invoice

There are **two** invoice options – **save** or **complete**.

1) If the invoice is partially done and will be completed at a later time, it can be saved and re-opened. Choose Option 1 – ***save c.i.*** The FSP will prompt for required information
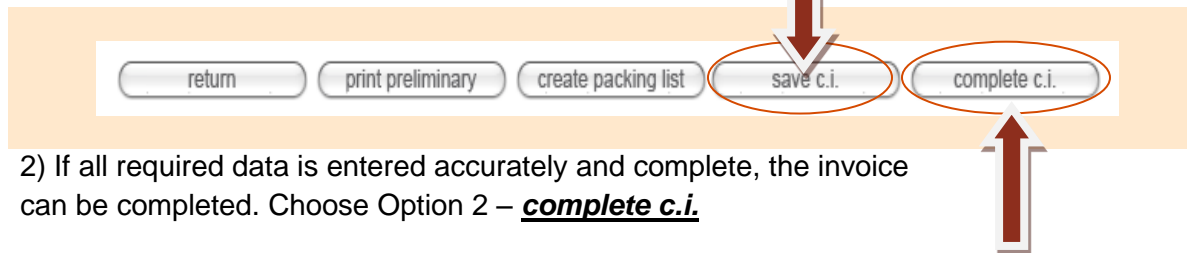
2) If all required data is entered accurately and complete, the invoice can be completed. Choose Option 2 – ***complete c.i.***

Option 1 - save c.i.
This option saves a draft version of the invoice. You may close your browser and re-open the saved invoice when ready to complete.

This action keeps the invoice in "**Pending**" status. See Modify section for additional information.

Option 2 - complete c.i.
This option saves a permanent electronic version. No changes can be made.

This action puts the invoice in "**Signed**" status. See Modify section to cancel a Signed invoice.

Note: The user may select print preliminary to view or print a draft version of the invoice and can proceed to creating a packing list. Selecting return takes the user back to the Choose a Division screen. The generated invoice remains available and can be retrieved by navigating to the Search by Fiskars Reference Number screen.

When saving a **Tooling** or **Service** Type invoice (by either option 1 or Option 2) the user will be prompted to answer: "Are there any **Products** included on this invoice?"
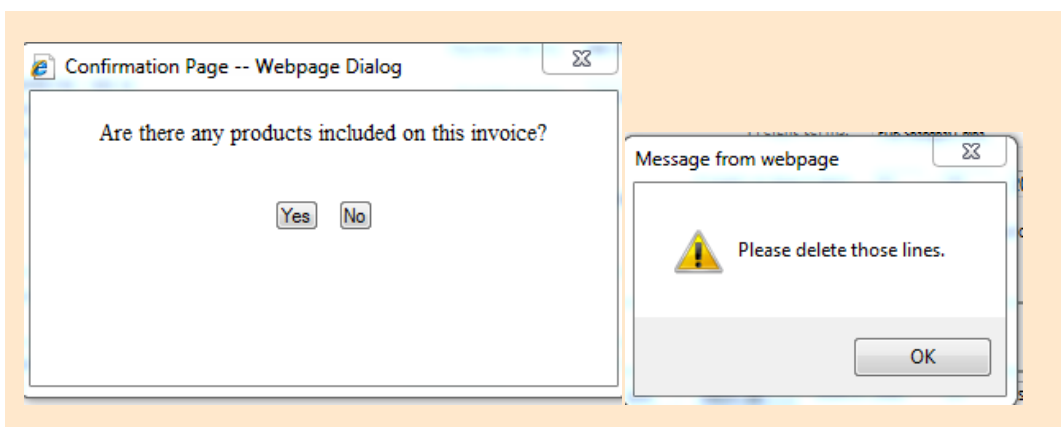
If **YES**, the user will be prompted to delete any lines for Products.

Saving the Invoice (continued)

If lines containing **Products** are deleted, a new invoice must be created for the **Products**

OR,

The invoice type can be changed to **Products** and the **Tooling** or **Services** lines can be deleted. If this change is made, a new Commercial Invoice must then be created for the **Tooling** or **Services**.

Selecting <u>**NO**</u> will complete the invoice saving process.

Proceed to: **Creating the Packing List**

Creating the Packing List

Suppliers must create a Packing List to accompany the Commercial Invoice. The FSP will use information from corresponding saved or completed invoice. In this step user will enter information to allow the FSP to create a separate packing list for each container.

The following information is required to complete the Packing List:

- Port of Destination
- Shipping method

- Container numbers
- Container seal numbers
- Carton count

- Gross weight for each carton in kilograms (KG)
- Dimension of each carton in centimeters (cm)

➢ Begin by selecting: ***create packing list***.

Packing List Header Section

Use the drop down boxes on the **PACKING LIST CREATION PAGE** (see below) to select the **Port of Destination** and **Ship Method**.

PACKING LIST CREATION PAGE

SOLD TO:	FISKARS BRANDS INC - SOC (I)		Supplier Invoice Number:	ererertest
SHIP TO:	FISKARS BRANDS INC - SOC		Fiskars Reference Number:	201311075
	FISKARS SCHOOL, OFFICE & CRAFT			
	330 STATELINE ROAD EAST		Invoice Date:	07/11/2013
	SOUTHAVEN, MS			
	US - 38671		Payment terms:	Net 30
SELLER:	FORVESON CORP		Freight terms:	FOB Jiujiang China
	322-D EDWARDIA DRIVE			
	GREENSBORO, NC		Freight on Board date:	11/14/2014
	US - 27409		House Bill #:	dgdgdgdggdtest
			Port of Destination:	Select
			Ship Method:	Select

Creating the Packing List (continued)

Port of Destination - Select the port of destination received from the Freight Forwarder.

Examples:	Fiskars Ship to:	Port of Destination:
	Southaven, MS	2006 Memphis
	Memphis, TN	2006 Memphis
	Madison, WI	3901 Chicago
	Portland, OR	2904 Portland
	Peoria, IL	3901 Chicago
	Independence, MO	4501 Kansas City

Ship Method - Select the option that corresponds to the type of shipment:

Options:	CY	Ocean shipment, full container loaded by supplier at factory
	CFS	Ocean shipment, freight tendered to forwarder
	AIR	Air freight shipment
	Courier	Courier or Express services (example: FEDEX, DHL or UPS)

Packing List Detail Section

1. Enter **Container** number(s) and **Seal** numbers(s) that correspond to how the goods are loaded.

   The Auto-fill method allows the user to populate selected lines. The "Line-by-line" method allows the use to enter information one line at a time. The user may use a combination of the two based on their preference.

   "Auto-fill" method
   1) Enter container and seal numbers in the Auto-fill data boxes <u>above</u> the line detail.

   2) Check the Auto-fill check box(s) at the end of each item line to Auto-fill. De-select (uncheck) lines you do not want

   "Line by line" method
   Do not enter data in the Auto-fill data boxes.

   1) De-select any lines that may be selected in the Auto-fill check box.

   2) Enter the container number and seal number on each line.

   The user may use the Auto-fill method in combination with the Line-by-line.

to auto-fill.

continued

3) Click the Auto-fill **_Submit_** button to "auto-fill" the container info in the selected lines.

4) Repeat process with new containers until all lines are complete.

*Important: Each time the Auto-fill **submit** button is clicked, the information in the Auto-Fill data boxes will populate **all** selected lines.*

2) Enter Weights and Dimensions:

The system will complete the **_CTN Wt_** and **_LxWxH in cm_** fields based on information stored in the Fiskars PO system.

Review the data for accuracy. Enter correct information if the PO system data is different than the actual carton weight and dimensions being shipped.

> **_CTN Wt =_** weight of each carton in kilograms (KG)
> **_LxWxH in cm -_** carton dimensions (length, width, height) in centimeters (cm)

The FSP will calculate net weight (N.W.) and cubic meters for each line and the total for the packing list.

Splitting Quantity on Packing Lists

If shipping two different carton sizes for the same product - **or** - if shipping a PO line in two or more ocean containers, the FSP will allow the user to create separate Packing List lines.

To do this:
1. Click on the "**+**" symbol on the far right side of the Packing list line to be split. The FSP will create a new line with the same PO# and Item #.
2. Fill out all required information for the second line.
3. Verify that the total for the split lines equal the original line total. The system will display an error message if there is a mismatch.

4. Select [save] to save complete the packing list.

If save is successful, this message will appear on top of screen.

Packing List data is saved successfully.

PACKING LIST CREATION PAGE

This ends the Commercial Invoice and Packing List creation process.

If a Commercial Invoice has been saved or changes are required, go to **Completing or Modifying Saved Commercial Invoice and Packing Lists** on the following page.

Completing or Modifying Saved Commercial Invoices and Packing Lists

Commercial invoices and Packing Lists that were Saved in the Portal must be completed or cancelled.

Searching for Saved Invoices

Navigate to the **Choose a Division** page and select the division. There are two options in the Search screen for viewing and selecting saved invoices:

Option 1: Fiskars Reference Number

Option 2: House Bill Number

Search

Choose a criteria to find or create a new invoice.

○ by Purchase Order
○ by Fiskars Reference Number
○ by House Bill Number
○ by Item Number

(back) (next)

Search results:

If Search was by Fiskars Reference Number
» Select the Fiskars Reference # to be completed or modified.

Fiskars Reference # ⬇	Supplier Invoice #	Order Date	Ships To	Status
201302131		02/13/13	FISKARS BRANDS INC - SOC	PENDING
201303081	Test 1	03/08/13	GERBER LEGENDARY BLADES	SIGNED
201303082	test2	03/08/13	FISKARS BRANDS INC - GOL SOUTHAVEN	SIGNED
201303121		03/12/13	GERBER LEGENDARY BLADES	PENDING
201303191	SUpplier INV123	03/19/13	FISKARS BRANDS INC - SOC	SIGNED

If Search was by House Bill Number
» Select the House Bill Number to completed or modified.

House Bill Number ⬇	Order Date	Ships To	Status
123	11/04/13	FISKARS BRANDS INC - GOL SOUTHAVEN	SIGNED
201310241	10/24/13	GERBER LEGENDARY BLADES OH	PENDING
201310303	10/30/13	GERBER LEGENDARY BLADES	SIGNED
201310304	10/30/13	FISKARS BRANDS FINLAND OY HUNGARIAN BRAN	SIGNED

Completing or Modifying Saved Commercial Invoices and Packing Lists (continued)

Status definitions:

PENDING - An invoice that has been generated or saved.

The user may:

a) <u>Change or update</u> the following fields:

- House Bill Number
- Quantity
- Freight Terms
- Manufacturer Address

b) <u>Add more lines</u> to the invoice. Click the ***Add More PO's*** button.

c) <u>Remove a line</u>. Click on the red "**X**" next to the Manufacturers address.

After all changes and updates are done, select ***complete c.i.*** The Commercial Invoice is then considered signed.
Create or make the respective changes or updates to the Packing List then save the packing list. Select ***complete packing list***.

SIGNED - A completed invoice. No additional modification or additions can be made to the Invoice. The user can only view, print or cancel a signed invoice.

The User may:

a) <u>View</u>. Select ***Print pdf CI***.

b) <u>Print</u>. A pdf version of the invoice will be generated. It can be printed or saved to a file. The pdf document is the official record of what was transmitted on the Invoice.

Note: The pdf and the screen may look different if the Invoice was completed on different days.

c) <u>Cancel</u> - To cancel a Commercial Invoice, click the ***cancel c.i.*** button on the bottom of the Commercial Invoice screen.

CANCELLED - A completed invoice that has been canceled. The invoice can no longer be accessed.

Completing or Modifying Saved Commercial Invoices and Packing Lists (continued)

Pending Packing List

To create or view a pending packing list navigate to the Search Results by Fiskars Reference Number. Select the invoice for the corresponding packing list that required modifying or completing. Once in the Packing List Creation screen, refer to the **Packing List Creation** section in this manual for instructions for completing packing lists.

Deleting Packing Lists

A **saved** (draft version) packing list can be deleted by clicking the ***Cancel Packing list*** button at the bottom of the **Packing List Creation** screen.

A **signed** packing list can be deleted by canceling the associated Commercial Invoice.

Note: Cancelling a commercial invoice will require the user to start the Invoice creation process from the beginning if the Commercial Invoice is needed.

Note: Packing lists can be saved only after the corresponding Invoice is in the Signed status.

Forms and Documents

The following forms are available by selecting "Forms" on any screen.

FSP Login Request Form
Required form for requesting new user passwords and removing user names/passwords

ISF Advance Data Form
Required for providing shipment information when the Commercial Invoice cannot be completed on time. Must be completed and sent to Fiskars Trade Services no less than four calendar days prior to sailing.

Exporters Statement of Origin Form
Required for shipments to Fiskars Canada where goods qualify for Canada free trade. The form must be provided to the freight forwarder with other required shipping documents.

Supplier Routed Air Freight Notification Form
Required for Air shipments arranged by the Supplier's freight forwarder, for product shipped to Fiskars US or Canada. Must be completed and sent to Fiskars Trade Services prior to booking.

Supplier Routed Ocean Shipment Form
Required for Ocean shipments arranged by the Supplier's freight forwarder shipped to Fiskars US or Canada. Must be completed and sent to Fiskars Trade Services no less than four calendar days prior to sailing.