

E-Supplier User Manual

Procedure Guide for Using E-Supplier

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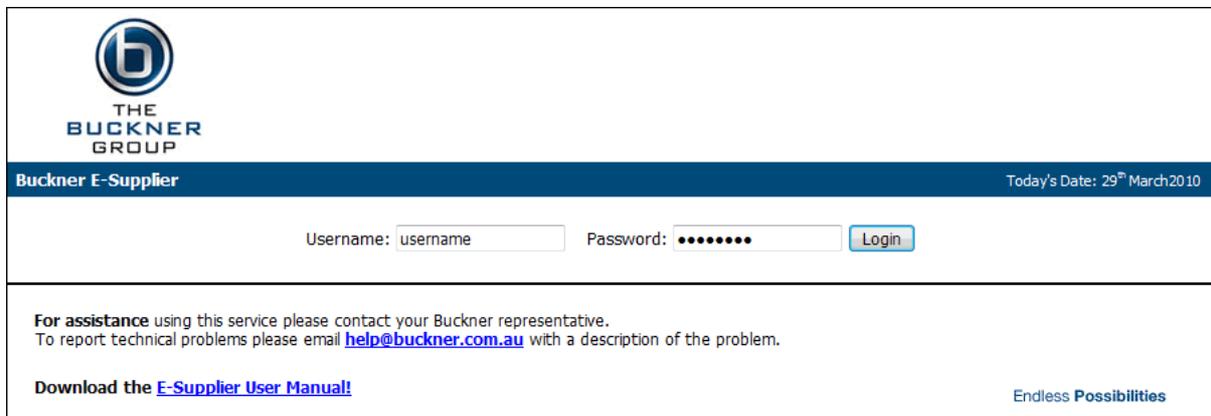
Last Updated: 30th March 2010

Introduction

The E-Supplier Module is a Buckner Printing initiative, aimed at providing Buckner’s clients with real-time information about the status of their orders. E-Supplier aims to allow our outsourcing suppliers to provide Buckner with despatch information in an accurate and timely fashion.

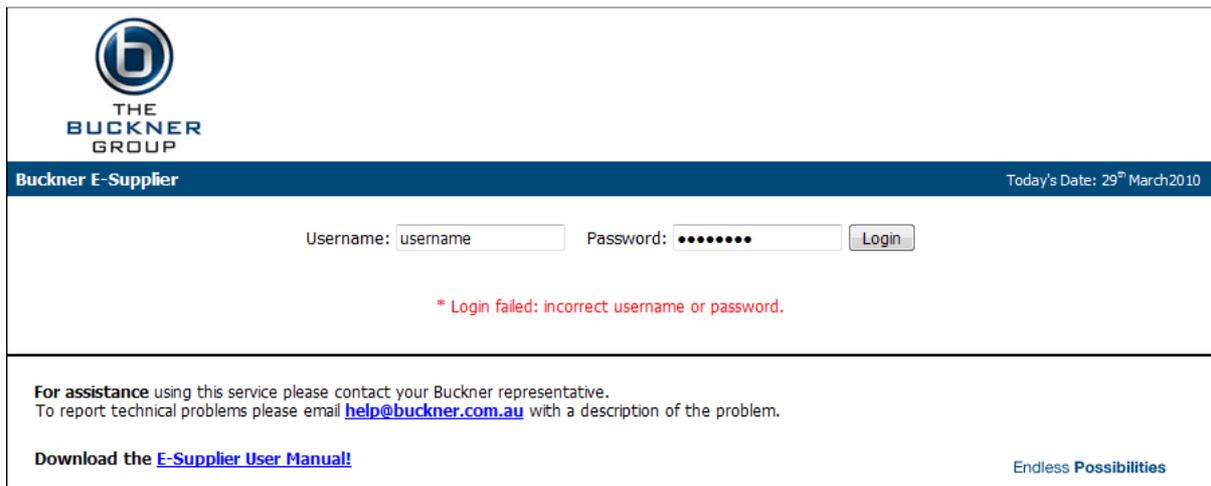
Logging On

1. Your Buckner representative will provide you with a username and password.
2. Go to <https://www.buckner.com.au/eSupplier/login.asp>.
3. Type in your username and password, and press the “Login” button (see below).



The screenshot shows the Buckner E-Supplier login interface. At the top left is the Buckner Group logo. Below it, the text 'THE BUCKNER GROUP' is displayed. A dark blue header bar contains 'Buckner E-Supplier' on the left and 'Today's Date: 29th March 2010' on the right. The main content area features a login form with 'Username: username' and 'Password: ●●●●●●' fields, followed by a 'Login' button. Below the form, there is a message: 'For assistance using this service please contact your Buckner representative. To report technical problems please email help@buckner.com.au with a description of the problem.' At the bottom left, it says 'Download the [E-Supplier User Manual!](#)' and at the bottom right, 'Endless Possibilities'.

4. If you have not logged in correctly, you will see a page similar to that below. If you have trouble logging in please do not hesitate contacting your Buckner representative.



This screenshot shows the same Buckner E-Supplier login interface as above, but with a red error message: '* Login failed: incorrect username or password.' displayed below the login form. The rest of the page layout, including the logo, header, and footer, remains identical to the previous screenshot.

Tour of E-Supplier

Once you have logged onto E-Supplier, you will see a page similar to that below.



**THE
BUCKNER
GROUP**

Buckner E-Supplier – VRC Printing Pty Ltd Today's Date: 7th April 2010

Purchase Order
Quote List

Search for PO#:

Purchase Orders from Jobs						
PO Num	Date Reqd.	Date Expd. Back	Job Num	Order Value	Invoice Value	
111615 <input type="button" value="[-]"/>	11-Jan-2010	<input style="width: 50px;" type="text"/>	287396	\$742.50	\$0.00	<input type="button" value="Update"/>
Description		Artwork		Qty	Cost Price	Order Value
		Low-Res	Hi-Res			Despatch?
Outside Printing		☒	☒	40	\$16,875.00	\$675.00
112513 <input type="button" value="[-]"/>	5-Mar-2010	<input style="width: 50px;" type="text"/>	288033	\$17,822.20	\$0.00	<input type="button" value="Update"/>
Description		Artwork		Qty	Cost Price	Order Value
		Low-Res	Hi-Res			Despatch?
Outside Printing		☒	☒	1640000	\$9.88	\$16,202.00
113347 <input type="button" value="[-]"/>	8-Apr-2010	<input style="width: 50px;" type="text"/>	288442	\$368.50	\$0.00	<input type="button" value="Update"/>
Description		Artwork		Qty	Cost Price	Order Value
		Low-Res	Hi-Res			Despatch?
Outside Printing		☒	☒	1000	\$335.00	\$335.00
113278 <input type="button" value="[-]"/>	31-Mar-2010	<input style="width: 50px;" type="text"/>	288453	\$1,017.50	\$0.00	<input type="button" value="Update"/>

For assistance using this service please contact your Buckner representative.
 To report technical problems please email help@buckner.com.au with a description of the problem.

Download the [E-Supplier User Manual!](#) Endless Possibilities

Buckner’s purchase orders are set out in order of the required delivery date, and the descriptions, quantities and values of each order are made clear. Clicking your mouse on one of the truck images will bring up the despatch window for that purchase order.

Goods to be Delivered Direct to Client						
Description	Artwork		Qty Ordered	Qty Despatched	Despatch Qty	Final Despatch?
	Low-Res	Hi-Res				
Outside Printing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	40	0	<input type="text"/>	<input type="checkbox"/>
Comments: <input type="text"/> Email Address: <input type="text" value="supplier@supersupplier.com.au"/> Print labels? <input checked="" type="checkbox"/>			No. of Packages: <input type="text"/> Con Note #: <input type="text"/> Courier: <input type="text"/>			
<input type="button" value="Cancel"/>			<input type="button" value="Despatch These Now"/>			

For the order above, the goods are to be delivered to the client on behalf of Buckner Printing. This is made clear at the top of the despatch window. The available fields to fill out are:

Despatch quantity

The quantity of product being despatched at this time.

Final despatch

Whether this is the final shipment of goods to be delivered for this given product.

Number of packages

This corresponds with the number of labels you will be sent.

Con Note#

Courier

Who is couriating the goods on your behalf.

Email address

A default email address is used. This email address receives a copy of the despatch_docket and the labels.

Print labels?

Whether you would like labels to be emailed to you.

Comments

Any miscellaneous information you would like to pass on to Buckner.

If you are to deliver the goods direct to Buckner, then the window will look like this:

Goods to be Delivered to Buckner						
Description	Artwork		Qty Ordered	Qty Despatched	Despatch Qty	Final Despatch?
	Low-Res	Hi-Res				
Outside Printing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	40	0	<input type="text"/>	<input type="checkbox"/>

Comments:	<input type="text"/>	No. of Packages:	<input type="text"/>
Email Address:	<input type="text" value="help@buckner.com.au"/>	Con Note #:	<input type="text"/>
Print labels?	<input checked="" type="checkbox"/>	Courier:	<input type="text"/>

Clicking the “Cancel” button will close the window for you. Clicking the “Despatch These Now” button will result in the web site sending the information you have filled out to Buckner’s system, and the browser window closing for you. If you realise you have filled out the information incorrectly, please do not try to click the “Cancel” or “Despatch These Now” buttons again; instead, contact your Buckner representative to sort the matter out.

Once you have entered a Despatch into the system, the home page will refresh with the new information you have provided. For example, if you ticked the “Final despatch” box for one of the order lines then that line will be grayed out.

In other words, now that all stock has been despatched for that item, no further dispatches can take place.

Artwork

Currently, if artwork is available on the Buckner web site for an ordered item, then a hyperlink will be made available for your perusal. If no image is available, a document icon with a cross through it will be displayed (see picture below). At a later stage, both hi-res (high resolution) and low-res (low resolution) artwork will be made available.

PO Num	Date Reqd.	Date Expd. Back	Job Num	Order Value	Invoice Value	
111615	11-Jan-2010		287396	\$742.50	\$0.00	<input type="button" value="Update"/>
Description	Artwork		Qty	Cost Price	Order Value	Despatch?
	Low-Res	Hi-Res				
Outside Printing			40	\$16,875.00	\$675.00	
112513	5-Mar-2010		288033	\$17,822.20	\$0.00	<input type="button" value="Update"/>
Description	Artwork		Qty	Cost Price	Order Value	Despatch?
	Low-Res	Hi-Res				
Outside Printing			1640000	\$9.88	\$16,202.00	

Getting Help

Buckner is very keen to make the E-Supplier concept a success, so if you have any concerns the Buckner staffs are very happy to help. This document is available for download from the E-Supplier web site at

https://www.buckner.com.au/eSupplier/user_manual.pdf, and provides an overview of the Buckner's E-Supplier web site.

- Should you have any general queries or would like further training please contact your Buckner representative.
- If you did not receive a delivery docket or labels document by email after completing a despatch, please contact your Buckner representative with the despatch details.
- If you come across an error on the web page, Buckner's IT department are very anxious to help out. Please email help@buckner.com.au with the details, or call (07) 3865 9634.