

## AppFinity Vendor Portal System

### FACT SHEET

AppFinity's **Vendor Portal System** provides the vendors and the company, a common view of the purchasing data. This visibility allows vendors to check outstanding purchase orders and make changes on them as necessary. With a shared view of the data, vendor updates and inquiries that are normally conducted through time-consuming phone calls could be lessened and instead performed with only few mouse clicks. For example, a significant call volume to Purchasing Department is from a salesperson in the vendor company to acknowledge the receipt of the order and to schedule delivery dates and payments. With the Vendor Portal, the vendor can simply perform these updates online.

On the company's side, the Vendor Portal provides an effective resource to communicate the changes in the purchase order document such as contact details, delivery addresses, quantities, additional orders, or other relevant information. Traditionally, these changes are carried out by re-printing and re-sending the printed purchase order, confirming via Email, or calls to vendor. Moving these processes online reduces the administrative costs of these transactions and ensures accuracy in the shared information.



**Vendor Portal**

**Outstanding Purchase Order Listing**

Vendor Number: V10000  
 Company Name: Acme Associates  
 Address: 600 Eastern Blvd  
 Manchester, PA 03101

PO #	Order Date	Order Total	Item Unit Price
5	08/23/10	815.50	<a href="#">Update</a>
6	08/23/10	4,500.00	<a href="#">Update</a>

The system is designed to allow a change to only the specific information the company wants the vendors to change. For example, a setting is provided whether or not to allow vendors to update the item's unit price based on their current price list. In some cases, prices change regularly depending on the nature of the item ordered; hence, the purchase order amount is based on the updated price. A setting is also available to enable the vendors to update the delivery dates for each line item. This helps the company to forecast their inventory status.

To ensure that the company is always alerted with the changes in the purchase order by a vendor, the system sends an email notification to the company administrator for any change on the PO by the vendor. It is seamlessly integrated with SAP Business One; all the changes are automatically updated to the purchase order document when viewed from the SAP Business One application.

### Key Benefits

- Provides a shared view of data between company and vendors for greater transparency.
- Replaces duplicated manual efforts with automated processes thereby reducing costs.
- Enables 'self-service' for vendors by allowing easy access and changes to their own orders.
- Reduces disputes and back-and-forth phone calls for order changes and inquiries.
- Integrates with SAP Business One thereby allowing the company to forecast their inventory status based on updated shipment information.

[www.appfinity.com](http://www.appfinity.com)

## Key Features

### View All Purchase Orders

The system only shows the purchase orders for the logged-in vendor. It displays the purchase order number, date of the order and the total amount. If the vendor has been defined to update the item's unit price, an 'Update' link under the 'Item Unit Price' column will be shown.

### Update Purchase Orders

Click the 'Update' link to display the details of the purchase order. The window shows the item numbers and descriptions, the quantities ordered, the current prices and expected delivery dates. The columns 'New Unit Price' and 'Vendor Deliver Date' are available for editing. Once updated, the vendor can also enter some remarks in the space provided. Click on the 'OK' button to save the changes made.

**Update Purchase Order Item Price and Delivery Date**

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PO #: 5 Order Date: 08/23/2010 Order Total: 815.50

Item #	Description	Order Qty	Current Unit Price	New Unit Price	PO Delivery Date	Vendor Delivery Date
A00001	IBM Inforprint 1312	1	410.00	400	08/23/2010	09/15/2010
A00002	IBM Inforprint 1222	1	405.50	40	08/23/2010	09/15/2010

Remark: Both items are currently back order.  
We have offered a discount on the product ordered and updated the delivery date with an earlier delivery.

Contact Us

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General Information

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### Print/Preview Purchase Order

To print/preview the purchase order, click on the link under the 'PO #' column.

**OEC Computers Inc.** Purchase Order #: 5  
 1901 Maynesboro Drive  
 Suite 200  
 Camden, PA 19065  
 USA  
 Telephone: (610) 768-7465 Vendor #: V10000

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**Bill To** **Ship To**  
 Acme Associates  
 600 Eastern Blvd  
 Manchester PA 03101  
 USA Acme Associates  
 1901 Maynesboro Drive  
 Suite 200  
 Camden PA 19065  
 USA

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Order Date: 08/23/2010 Terms: Net30

Order Qty	Tax	Product #	Product Description	Unit Price	Extended Price
1	N	A00001	IBM Inforprint 1312	400.00	400.00
1	N	A00002	IBM Inforprint 1222	40.00	40.00

Subtotal: 440.00  
 Sales Tax: 0.00  
 Shipping and Handling: 0.00  
**Total: 440.00**

Both items are currently back order.  
We have offered a discount on the product ordered and updated the delivery date with an earlier delivery.

Visit our website at [www.appfinity.com](http://www.appfinity.com) to get more information about the AppFinity Vendor Portal System.