

Williams-Sonoma Global Operations



Worldscope – Online Vendor Payment System

User Guide

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1. INTRODUCTION

WHAT IS THE VENDOR PAYMENT SYSTEM?

The vendor payment system is an online tool developed by Williams-Sonoma Europe (WSE).

Vendor payment system will provide greater efficiency both, for the vendors and WSGO, reducing email communications and creating a more timely Invoice Process for all parties.

By using the vendor payment system, the vendors gain access to:

- Vendor Level Details in the systems of WSGO:
 - o Addresses
 - Payment and delivery terms
 - Bank information
 - Factory information
 - \circ Vendor Certificates and agreements (signed Master Purchase Agreements, Code Of Conduct, etc) .
- **SKU Level Details** in the systems of WSGO:
 - Prices
 - SKU Number
 - \circ SKU Description
 - Master Carton Details
- Purchase Orders
- Ability to insert invoices
- Ability to upload scanned shipping documentation (Invoice and FCRs) for payment purposes
- Visibility on status of invoice payments.
- Visibility on documents, presentations and videos that contain various information, i.e. packaging and labeling.
- Reports section, where the vendor can run various reports, i.e. volumes, net sales, returns and damage reports.



2. HOW TO ACCESS

GETTING USERNAME AND PASSWORD

Access to the vendor payment system is given when a vendor registers in WSGO vendor portal.

LOGIN

Once registered, you can access the vendor payment system through our portal:

www.wsgo.eu by selecting Vendor Payment System at the bottom of the page.

Note: Vendor payment system works best on Mozilla Firefox, which is a free Internet browser that can be downloaded from <u>http://www.mozilla.org/en-US/</u>.





3. VENDOR INFORMATION AND MAIN NAVIGATION WINDOWS

Once you log-in, vendor information page will show. Here you can see your details, as they are given in our system Please contact your WSGO Account Manager for any discrepancies or change of information.

vendor				venuors	Portai						
				Ven	dor			_			
Search				Ven							-
									This to	ol bar 19	S
New	Key 12	68	1				A		used for	navioati	iı
	Name II	ST VENDOR ADC]			Status	Williams Sono	ma italy S r	.1 1	1	
Modify	WS vendor code 12	34				Zone	winams-sono	ma naiy 3.i.	through t	the syste	e
Moully	VAT -					Language	ENGLISH				
0	Category M	ET			Ord	er Process Owner	GC				
Save	Inspections Al	WAYS				Inspector	· [-]				
	FOB Point Primary -					Account Manager	· _				
ack to Search	FOB Point Secondary -										
	In House Printing N				In H	ouse Printing Date	-				
Delete	GtNexus Po					or Approval					
	Management										T
Print	PLI Amount -					PLI Expire Date	-				
	Address 🕨										
	Payments & Delivery										
	Product >										
	UPS/ICVS -	•	—								
	Contacts >										
	Banks 🕨										
	Factories 🕨										
	Documents 🕨										1

Click on Yellow arrows indicated above to visualize details.

Screenshot example with "Payment & Delivery" Expanded.

LLIAMS-SONOM	IA								
	Vendo	r S	ku Pi	urchase Order	Invoice	Fcr	Documents	Report	Logout
Vendor					Ve	ndors Portal			
	1					Vendor			
Search									
	Key	1268							
New	Name	TEST VENDO	RABC				Status	Active	
	Alternative Name	-					Office	Williams-S	Sonoma Italy S.r.I.
Modify	WS vendor code	1234					Zone	-	
	VAT	-					Language	ENGLISH	
Save	Category	MET					Order Process Owner	GC	
	Inspections	ALWAYS					Inspector	-	
Back to Search	FOB Point Primary	-					Account Manager	-	
Duck to Search	FOB Point Secondary	-							
	In House Printing	NO					In House Printing Date of Approval	-	
Delete	GtNexus Po	NO							
	PLI Amount	-					PLI Expire Date	-	
Print									
	Address								
		Paym	ent WIRE T	RANSFER			Currency US\$		
	Payments &	Paym	ent contra				Code		
	Delivery	Ter	ms 30 DAY	S					
		Paym Ot	ent -						
		Deliv	ery FOB						
	Product								
	UPS/ICVS -								
	Contacts								
	Banks	•							
	Factories								



4. SKU LEVEL INFORMATION

HOW TO VIEW SKU DETAILS

LIANG CONOMA		<u>ck on SKU</u>	and a list of	your w	<u>5 3 KU S V</u>	will sho	W
ILLIAMS-SONOMA	Vendor	Sku Purchase	Order Invoice	Fcr	Documents	Report	Logout
Sku			Ver	dors Portal			
Search			u	st of Skus			
Search	SKU NUMBER	SKU NAME	SKU PROGR		OFFICE		INSERTION DATE
	111111	TEST SKU 1	1	Willia	ms-Sonoma Italy S	.r.l.	29-08-2012
New	2222222	TEST SKU 2	1	Willia	ms-Sonoma Italy S	.r.l.	29-08-2012
Modify Save Back to Search Delete							
Print							

Click on a SKU number, this will open the SKU file where details of that specific SKU, such as <u>size</u> and <u>price</u> information, can be reviewed by clicking on the respective yellow arrow.

	Vendor	Sku Purchase Order	Invoice Fcr	Documents Report	Logout
Sku			Vendors Portal		
			Sku		
Search					
New	Vendor Key	1268			
	Vendor Name	TEST VENDOR ABC			
	Sku Number	1111111		Progr 1	
Modify	Sku Name	TEST SKILL			
	Office	Williams-Sonoma Italy S r I			
0	Programs				
Save	Product Type	Stone		Incortion Data 29/08/2011	
	Always inspect	NO		Voodex Sku NO	
Back to Search	Vender ref			Composition	
	Size/weight	-		Coller	
Delete	Dolivoru	FOR		Load Time	
	Size			Lead time -	
Drint	Price				
Phil	Notes To				
	Vendor				
	Other				
	Customer				
	Programs				
	Images	- -			
	Test				



5. PURCHASE ORDER

HOW TO SEARCH FOR AND OPEN A PURCHASE ORDER

Click on Purchase Order

In the purchase order window, it is possible to search by:

- Customer (same as Brand)
- PO Purchase Order Number Purchase order number can be entered with or without the extension, i.e. as PO 123 or 123-WSM
- Year in which the purchase order was placed
- Complete: Yes or No (which means shipped order or not).

Note: A PO marked as Complete, signifies that both the Invoice and FCR have been entered in system.

A blank search without specifying any criteria will list all your orders for all brands and years.



Please select 'search' button to start the search.







Click on yellow arrows to expand/collapse respective tab

Example of Screen shot showing "Order SKU" tabs expanded.





Example of Screenshot with "delivery" expanded.



PRINTING PURCHASE ORDERS

Purchase orders can be printed in pdf¹ form by using the 'print' button on the left:



¹ Portable Document Format – It can be opened by Adobe Acrobat Reader.



WILLIAMS-SONOM	
Purchase Order	Vendor Sku Purchase Order Invoice Fcr Documents Report Loqout Vendors Portal
Search	Purchase Order (20462222-WSR) PO NOT CONFIRMED Last EDI Not Confirmed
New	Pick up the type of print:
Modify	C Po with packaging instructions Po without packaging instructions Po for inspection
Save	C Edi Transmissions OK Back to View
Back to Search	
Delete	
Print	

"Po with packaging instructions" is the main format used and is recommended.

Note: PO layout is different from GTNexus pdf, however provides the same information.



6. INVOICE AND FCR INSERTION

INVOICES

Once invoice window is opened by clicking on 'invoice' at the top of the window, following screen with your details will appear:

ILLIAMS-SONOMA		
	Vendor Sku Purchase Order Invoice Fcr Documents Report Logout	
Invoice	Vendors Portal	
Search	Search	
	Customer	
New	Vendor Key 1273	
	Vendor Name TEST VENDOR ABC	
Modify		
	Year	
Save	Confirmed	
Cancol		
Cancer		
Delete		
Print		

INSERTING INVOICES

To insert an invoice, press 'NEW' button on the left:

WILLIAMS-SONOMA	
	Vendor Sku Purchase Order Invoice Fcr Documents Report Logout
Invoice	Vendors Portal
Secret	Search
New	Customer Vendor Key 1273
	Vendor Name TEST VENDOR ABC
Modify	Invoice Year Year
Save	Confirmed
Cancel	
Delete	
Print	

Following invoice entry page will appear:



WILLIAMS-SONOM	A							
	Vendor	Sku	Purchase Order	Invoice	Fcr	Documents	Report	Loqout
Invoice				Ver	ndors Portal			
Search					Invoice			
New	Customer JIMCO Vendor Key 1273	-	-					
Modify	Vendor Name TEST Invoice Year —	VENDOR ABC						
Save	Confirmed NO Date		←					
Cancel	Payment Date - For Number -							
Delete	Currency EURO							
Print	Packing Charges 0							
	Total Goods 0 Discount 0							
	PLI Discount 0 Total Invoice 0						PLI Amount	Exchange Rate
	Total Invoice Sug. 0 Type	•						
	Add PO	RING						

Note: All fields marked with a red arrow are obligatory and must be compiled.

Entering invoice details

A. CUSTOMER

Please enter Brand abbreviation as per below list, under Customer column.

Note: Choosing the correct customer is very important since purchase orders to be added to the invoice will be filtered using this information.

	•		
Customer	description	Details	Last three letters of the orders
WA-PB	POTTERY BARN - WILLIAMS SONOMA SINGAPORE PTE LTD	Al-Shaya	PBR
WA-PK	POTTERY BARN KIDS- WILLIAMS SONOMA SINGAPORE PTE	Al-Shaya	PKR
WA-PT	POTTERY BARN KIDS- WILLIAMS SONOMA SINGAPORE PTE	Al-Shaya	PTR
WA-WE	WEST ELM - WILLIAMS SONOMA SINGAPORE	Al-Shaya	WER
WA-WS	WILLIAMS SONOMA -WILLIAMS SONOMA SINGAPORE	Al-Shaya	WSR
WS-MG	WILLIAMS SONOMA - MARK & GRAHAM		MGM
WS-OT	WILLIAMS SONOMA - OUTLET		OTR
WS-PB	POTTERY BARN - WILLIAMS SONOMA INC.		PBR, PBM
WS-PK	POTTERY BARN KIDS - WILLIAMS SONOMA INC.		PKR, PKM
WS-PT	POTTERY BARN TEEN-WILLIAMS SONONA INC		PTM
WS-WE	WEST ELM - WILLIAMS SONOMA INC		WER, WEM
WS-WS	WILLIAMS SONOMA - WILLIAMS SONOMA INC.		WSR, WSM



B. INVOICE

Enter your invoice number that is generated from your system.

Note: Please note that the system will not allow recycling of invoice numbers. An invoice number that was used in the past cannot be used again unless it is in a different year.

```
C. INVOICE DATE
```

Refers to the date of your invoice and not date of entering.

D. CURRENCY

Select Currency of the invoice you are issuing. Example, if in USD, Euro or GBP

ADD Invoiced PO

- Press 'Add PO' button
- Click on the order to add it to the invoice

Note: 'Type' drop down box can be used to specify whether it is a Retail or DTC order, before adding a purchase order to the invoice.

This is not necessary, however, if you have a lot of orders, it is going to be easier to find the purchase order in the list.

	Vendor	Sku	Purchase Order	Invoice	Fcr	Documents	Report	Logout	
Invoice				Ven	idors Portal				
0	1				Invoice				
Search	J _								
Nour	Customer	VS-WS							
New	Vendor Key	273			Select PO				×
Madify	Vendor Name	LEST VENDOR ABO			Р	0	DATE	COMPLETE	YEAR
woony	Invoice a	bc12345			204521	21-WSR	29/08/2012	N	2012
	Year	2012			204622	22-W5K	09/09/2012	IN	2012
Save	Confirmed	0.00.004.0							
	Date	2/09/2012							
Cancel	Payment Date								
	For Number								
Delete	Currency	JS\$ -							
	Invoice Charges	N (
Print	Packing Charges	N (
	Total Goods	N (
	Discount	1							
	PLI Discount	1					PLI Amount	Exchan	ie Rate
	Total Invoice							Exercit	, o nato
	Total Invoice Sug								
	Type								
	ijpe								
	mVoice Status	NIFRING							



• Once the order is added, **list of SKUs on the PO will appear** on the lower part of the page

Select SKU and Add Invoiced Quantities

- Click on the SKU
- Enter the Quantity you are invoicing
 - Press 'OK'

•

Print	Invoice Charges Packing Charges Total Goods Discount PLI Discount Total Invoice Total Invoice Sug. Type	0 0 1500 0 0 1500 Retail				Ρ	LI Amount	Exchar	ige Rate
	Add PO	ENTERING							
		PO	SKU	PROGR	DESCRIPTION	UNIT COST			
		20452121-WSR	1111111	1	TEST SKU 1	15	100	100	100
		20452121-WSR	2222222	1	TEST SKU 2	10	200	0	0
		Quantity 100 Complete = Size / Weight = Composition = Color = HTS n. =	ОК)					

- **Repeat the same procedure for each of the SKUs** you are invoicing for.
- If you are invoicing for more than one order, you can add it using 'ADD PO' button.
- Once the quantities are inserted, the system is going to generate an invoice total based on the quantities inserted given as 'TOTAL INVOICE SUG.' (for suggested).
- If "INVOICE TOTAL SUG." does match up with the invoice total you have on hand, it means there are SKU price discrepancies. Please contact our Order Management team if this is the case, so that prices can be clarified before continuing.
- If "INVOICE TOTAL SUG." matches your invoice total, Please insert it to 'TOTAL INVOICE' field and press 'SAVE' on the left side of the page.
- N.B. The system will not allow you to insert and save a total that is different to the one calculated.



					Invoice					
Search										
	Customer	WS-WS								
New	Vendes Key	4272								
	Vendor Key									
88 116 -	Vendor Name	TEST VENDOR ADC			-					
Modify	Invoice	abc12345								
	Year	2012								
Save	Confirmed	NO								
	Date	12/09/2012								
Cancel	Payment Date	-								
	Fcr Number	-								
Delete	For Date	-								
Delete	Currency	US\$ -								
	Invoice Charges	0								
Print	Pasking Charges	0								
	Facking charges	0								
	Total Goods	3500								
	Discount	0								
	PLI Die com	U				P	LI Amount	Exchar	ige Rate	
	Total Invoice	3500								
	Total provice Sug.	3500								
	Type	Retail								
	Invoice Status	ENTERING								
	Add PO									
	Addi O									
		PO	SKII	PPOCP	DESCRIPTION	UNIT COST				1
		20452121-WSR	1111111	1	TEST SKU 1	15	100	100	100	1
		20452121-WSR	2222222	1	TEST SKU 2	10	200	200	200	

Upload Documents PDF copy

- Once the invoice is saved, please open the 'DOCUMENTS' tab at the bottom of the page.
- Click on the pen and notebook symbol indicated below



- Discount 0 PLI Discount Force PLI Amount <u>50</u> Exchange Rate 0 Total Invoice <u>3500</u> Type <u>Retail</u> Invoice <u>Status</u> — Acq. Date <u>1309/2012</u> Document <u>Nype</u> <u>NV - Invoice Image (0) Comment</u> Upload <u>Browse</u>
- It will reopen the page as per below

• Press on "BROWSE' button and browse for the pdf image of the invoice

Print	Packing Charges Total Goods Discount	0 3500 0 0					PI	I Amount	Exchar	ige Rate
existing uploade document, select pen / notebook ic	ed _{Type} the ^{se Status}	Retail ENTERING								
and load revise	d	РО	SKU	PROGR	DESCRIP	TION	UNIT COST	QTY ORD	QTY RCV	INV QTY
document Previo		20452121-WSR	11111111	1	TEST SK		15	100	200	100
		.								Þ
			Type	A	cq. Date	Na	ime C	omment	View	
	Documents >	Z	INV	22	2/10/2012	INV_abc	12345.pdf	-	2	

• PDF File is uploaded



Important note:

The invoice image should contain the following documents for the following shipment modes and destinations for the payment to be processed:

Mode/destination	PDF file including
Al-Shaya	Copy of the invoice, packing list and certificate of origin
Regular air shipments to the US	Copy of the invoice and packing list
Regular sea shipments to the US	Copy of the invoice and packing list
UPS/CVS	Copy of the invoice and packing list

For Alshaya, if your goods have been delivered to Damco, however Certificate of Origin is pending from Damco shipment and Alshaya Instructions, please submit Invoice and Packing List.

FCR

- Insert FCR after the invoice has been created in the system.
- To create an FCR, go to the 'FCR' window and select 'NEW'

WILLIAMS-SONOMA	
	Vendor Sku Purchase Order Invoice Fcr Documents Report Logout
Fcr	Vendors Portal
Search	Fcr
New	N° For Start Date
Modify	End Date
Save	
Cancel	
Delete	
Print	

• This will bring the following screen up:



WILLIAMS-SONOM	A									
	Ven	dor	Sku Pur	chase Order	Invoice	Fcr	Documents	Report	Logout	
Fcr					Ver	idors Portal				
Search						FCF				
New	FCR # Cargo Receipt Date on FCR									
Modify	Acq. Date	9/13/2012				_				
Save										
Cancel	Comment									
Delete										
Print	Attachment						Browse			
			INVOICE	DA	ATA	AMOUNT	GOODS	PLI	CUSTOMER	
			abc12345	12/09	/2012	3500	3500	0	WS-WS	

- **Type FCR number and Cargo receipt date** as per FCR that you have on hand from forwarder
- Select the invoice(s) listed on the FCR, by ticking the box next to the invoice number.
- Browse to the FCR image
- Press ' SAVE'.



WILLIAMS-SONOM	A	ndor	Sku	Purchase Order	Invoice	Fcr I	Documents	Report	Logout	
Fcr					Ver	ndors Portal				
Search						Fcr				
New	F Cargo Receipt on	CR # 1234 Date FCR 13/0	45 9/2012							
Modify	Acq. Com	Date 09/0 ment -	1/2013							
Save	Attach	ment FCR	_12345_54808.p	df	2					
			INVOICE	E D/	ATA	AMOUNT	GOODS	PLI	CUSTOMER	
Back to Search			abc12345	5 12/0	9/2012	3500	3500	0	WS-WS	ן נ
Delete										
Print										

Important Note

Please note the documents to be uploaded per shipment mode/destination for the payment to be processed:

Mode/destination	PDF file including
Al-Shaya	FCR from Damco or UPS AWB for Food Vendors
Regular air shipments to the US	Airwaybill from the forwarder
Regular sea shipments to the US	FCR from the forwarder
UPS/CVS	CVS tracking label

In case of AWB, same process applies under FCR tab. Please ensure to enter AWB tracking number under FCR number.

HOW TO REQUEST PAYMENT

- Select Invoice from toolbar
- Search for the invoice (or conduct a blank search to locate the invoices):
- It is possible to search for invoices to review their status after entering.

`					WILL	IAMS-SO	NOMA (Global Operat
VILLIAMS-SONOMA	Verter		2					-
Invoice	Vendor	эки	Purchase	<u>Urder Invoic</u>	Vendors Portal	Documents	Report	Lõqout
Search					List of Invoices			
New	CUSTOMER WS-WS WS-WS	INVOICE abc12345 abcd12345	YEAR 2012 2012	Confirmed N N	INVOICE TOTAL 3500 7500	INVOICE INVOICE	CE STATUS E COMPLETE E COMPLETE	PAYMENT_DT
Modify								
Save								
Cancel								
Delete								
Print								

- Click on the invoice which you would like to request for payment
- When it opens you will see 'Request Payment' button on the right side.
- Click here. Once invoice is requested for payment this icon will no longer be visible.

WILLIAMS-SONOM	A					
	Vendor	Sku Purchase O	rder Invoice	Fcr Docum	ents Report	Logout
Invoice			Vendo	ors Portal		
			In	voice		
Search			INVOICE NO	T CONFIRMED		Request for Payment
Now	Customer WS-WS					
INCW	Vendor Key 1273					
Modify	Vendor Name TEST VEN	IDOR ABC				
moully	Invoice abc12345	i				
0	Year 2012					
Save	Confirmed No					
	Date 12/09/201	2				
Back to Search	Fayment Date -					
	For Date 16/10/201	2				
Delete	Currency US\$					
	Invoice Charges 0					
Print	Packing Charges 0					
	Total Goods 3500					
	Discount 0					
	PLI Discount 0				PLI Amount	Exchange Rate
	Total Invoice 3500					
	T Deteil					
	Invoice Status	COMPLETE				
	invoice status INVOICE	COMPLETE				

At this stage, the payment is requested and the invoice is awaiting WSGO team's confirmation to be processed. Also the invoice status has changed which you can observe by conducting a blank invoice search.



WILLIAMS-SONOMA								
	Vendor	Sku	Purchase	Order Invoid	e Fcr	Documents	Report	Logout
Invoice					Vendors Portal			
Search					List of Invoices			
	CUSTOMER	INVOICE	YEAR	Confirmed	INVOICE TOTAL	INVOIO	CE STATUS	PAYMENT_DT
New	WS-WS	1234567896	2012	N	7500	PAYMENT	T REQUESTED	
	WS-WS	abc12345	2012	N	3500	INVOICE	COMPLETE	
Modify								
Save								
Cancel								
Delete								
Print								



6. PAYMENT PROCESS

INVOICE STATUS

Following are the invoice status you are going to observe; the first three require action from you:

Status	Shows when
Entering	Any invoice that has been saved but missing documents will have their status set to "entering"
Invoice Complete	The invoice has all the information and the documents. Ready for the payment to be requested.
Payment Requested	You request the payment.
Invoice Accepted for Payment	The order management team confirms the invoice and the documents.
Invoice Being Processed for Payment	WS Europe informs our colleagues in WS headquarters to make the payment when it is due.
Payment Made	The payment is made by the Foreign Accounts Payable

Usually, the invoice status is going to change from **'Payment Requested'** to **'Invoice Being Processed for Payment'** <u>within five – six working days</u>. Please note that this period is already calculated in the payment terms and does not imply any delay.

Even though unlikely, if you face following situations, please proceed as follows:

- You observe any invoice remain in '<u>Payment Requested</u>' or '<u>Invoice Accepted for Payment</u>' status more than six work days, you can send a reminder to WSGO Order placement contact.
- You have not received the payment and the status remains to be <u>'Invoice Being Processed for</u> <u>Payment</u>' even though it is due. You can request information contacting: <u>payments@wsgceu.com</u>



7. DOCUMENTS

Under 'Documents' window, you can find pdf and excel documents as well as instructive videos.

Contents of this section are going to change over time due to additions and modifications. WS Europe staff is going to notify you on any additions/changes via email.

Below is a screenshot of the 'documents' window. To view, please choose the **document** and **press** 'View' button on the left:

WILLIAMS-SONOMA							
	Vendor Sku Purchase Order Ir	nvoice Fcr Documents Report Logout					
Documents		Vendors Portal					
Search		Documents					
	Documents	Videos					
New	Master Carton Marking FOOD	Drop Tester Normal Size					
Modify	Summary Perfect Retail Packages	Vibration Table Normal Size					
	Summary Perfect DTC Packages	Ista 3-A modified in-house drop test					
Save							
Cancel							
Benete							
View							

This will open a new tab in your browser displaying the document or media. Please note that, pop-up blockers might interfere with this. Should this happen, either pop-ups from http://vendors.wsiworldscope.com should be allowed or the pop-up blocker should be turned off.



8. REPORTS

Under 'reports' window, you can run reports and export them as xml² files. Contents of this window are also subject to modification over time, so please follow communications from WS Europe for any updates.

- When you click on 'Reports', following screen will appear.
- **Press 'search' on the left side to conduct a blank search**, unless you know the number or description of the report you are looking for:

WILLIAMS-SONOMA						_			
	Vendor	Sku	Purchase Order	Invoice F	cr	Documents	Report	Logout	
Reports				Vendors Po	rtal				
Search				Search					
New	ld Report								
	Description								
Modify	Office		•						
	Category		_						
Save	Note								
Cancel									
Delete									
Print									

• This will extract a list of all the reports available

	Vendor	Sku Purchase Order	Invoice Fcr	Documents	Report Loqout
Reports			Vendors Portal		
Caseta			List of Reports		
Search	KEY		DESCRIPTION		NOTE
	391		Test query		-
New	392		Test po list		-
Modify					
Save					
Delete					
Print					

- Click on the report you would like to run and this will open the report.
- Depending on whether there are filters or not, the **page will display the filters or run directly**:

² Extensible Markup Language – can be opened using Microsoft Excel



WILLIAMS-SONOM	A Vendor Sku Purchase Order Invoice Fcr Documents Report Logout
Reports	Vendors Portal
Search	
New	Id Report 392 Row for Page 5 💌 Description Test po list
Modify	Office Williams-Sonoma Italy S.r.I. Category Shipping
Save	Note -
Cancel	Brand: Year*:
Delete	
Exec Query	

- **Please note that any filter that is obligatory is marked with asterisk (*)** such as the 'year' filter above.
- Any other filter is to be used when you would like to filter the data, or can be left blank.
- To run the query, **please press 'exec query'** to the left.
- Once the report is run, **the results will be displayed**:

WILLIAMS-SONOMA								
	Vendor	Sku Pu	rchase Order	Invoice Fci	Documents	Report	Logout	
Reports				Vendors Port	al			
Search				Exec Report	S			
Jearch								
New	Id Report 392				Row for Pa	ge 5 💌		
	Description Test p	o list	er.					
Modify	Category Shippi	ng						
	Note -							
Save								
Cancel	Brand:		Year*: 2	012				-
Delete								
								-
Export Query				Exec Quer				
	nan	ne	oo currer	icy_code order_to	ai port_ship_dt	cand	el_dt	
	TEST VENL	JOR ABC 204521	121-WSRUS\$	4000	10/8/2012 12:00:00	AM 10/15/2012	12:00:00 AM	
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- At this stage, you can export the report results as an xml file by **pressing 'Export Query'** button to the left
- Or change you filter criteria and **press 'Exec Query'** to rerun the report.
- Please note that pop-up blockers might interfere with the report exportation. Please allow pop-ups from http://vendors.wsiworldscope.com



9. TIMELINE RECAP PROCESS FOR INVOICE AND FCR SUBMISSION

Please note timeline chart recapping expected timelines for documents submission, so that your payment terms of 30 days upon FCR date are respected:



This concludes the quick guide for the WSGO Vendor payment system. Please contact us at <u>it@wsgceu.com</u> if you have any questions or encounter any issues.