



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:
 - Addresses
 - Payment and delivery terms
 - Bank information
 - Factory information
 - Vendor Certificates and agreements (signed Master Purchase Agreements, Code Of Conduct, etc) .
- **SKU Level Details** in the systems of WSGO:
 - Prices
 - SKU Number
 - 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 <http://www.mozilla.org/en-US/>.



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.

WILLIAMS-SONOMA

Vendor Sku Purchase Order Invoice Fcr Documents Report Logout

Vendor

Vendor

Key 1268

Name TEST VENDOR ABC

Alternative Name -

WS vendor code 1234

VAT -

Category MET

Inspections ALWAYS

FOB Point Primary -

FOB Point Secondary -

In House Printing NO

GTflexus Po Management NO

PLI Amount -

Status Active

Office Williams-Sonoma Italy S.r.l.

Zone -

Language ENGLISH

Order Process Owner GC

Inspector -

Account Manager -

In House Printing Date of Approval -

PLI Expire Date -

Address

Payments & Delivery

Product

UPS/ICVS - FDA

Contacts

Banks

Factories

Documents

This tool bar is used for navigating through the system

Click on Yellow arrows indicated above to visualize details.

Screenshot example with "Payment & Delivery" Expanded.

WILLIAMS-SONOMA

Vendor Sku Purchase Order Invoice Fcr Documents Report Logout

Vendors Portal

Vendor

Key 1268

Name TEST VENDOR ABC

Alternative Name -

WS vendor code 1234

VAT -

Category MET

Inspections ALWAYS

FOB Point Primary -

FOB Point Secondary -

In House Printing NO

GTflexus Po Management NO

PLI Amount -

Status Active

Office Williams-Sonoma Italy S.r.l.

Zone -

Language ENGLISH

Order Process Owner GC

Inspector -

Account Manager -

In House Printing Date of Approval -

PLI Expire Date -

Address

Payments & Delivery

Payment Method WIRE TRANSFER

Payment Terms 30 DAYS

Payment Other -

Delivery FOB

Currency Code US\$

Product

UPS/ICVS - FDA

Contacts

Banks

Factories



4. SKU LEVEL INFORMATION

HOW TO VIEW SKU DETAILS

Click on SKU and a list of your WS SKU's will show.

WILLIAMS-SONOMA

Vendors Portal

List of Skus

SKU NUMBER	SKU NAME	SKU PROGR	OFFICE	INSERTION DATE
1111111	TEST SKU 1	1	Williams-Sonoma Italy S.r.l.	29-08-2012
2222222	TEST SKU 2	1	Williams-Sonoma Italy S.r.l.	29-08-2012

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

WILLIAMS-SONOMA

Vendors Portal

Sku

Vendor Key: 1268

Vendor Name: TEST VENDOR ABC

Sku Number: 1111111

Sku Name: TEST SKU 1

Office: Williams-Sonoma Italy S.r.l.

Programs: [-]

Product Type: Stone

Always inspect: NO

Vendor ref: -

Size/weight: -

Delivery: FOB

Size: >

Price: >

Notes To Vendor: >

Other: >

Customer: >

Inspection: >

Programs: >

Images: >

Test: >

Progr: 1

Insertion Date: 29/08/2012

Xpedex Sku: NO

Composition: -

Color: -

Lead Time: -



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.

Williams-Sonoma Vendors Portal

Purchase Order Search Form:

- Customer:
- Vendor Key:
- Vendor Name:
- PO:
- Year:
- Complete:

List of Purchase Order

PO	CUSTOMER	COMPLETE	YEAR	PORT SHIP
20462222-WSR	Williams-Sonoma Italy S.r.l.	N	2012	14/11/2012
20452121-WSR	Williams-Sonoma Italy S.r.l.	N	2012	08/10/2012



Click on top of PO number to open the purchase order and PO details will show.

WILLIAMS-SONOMA

Vendor Sku Purchase Order Invoice Fcr Documents Report Logout

Purchase Order

Vendors Portal

Purchase Order (20462222-WSR)

PO NOT CONFIRMED Last EDI Not Confirmed

Customer WS-WS

Vendor Key 1273

Vendor Name TEST VENDOR ABC

PO 20462222-WSR

Year 2012

Complete N

Williams-Sonoma Italy S.r.l.

Currency code US\$

M/R Retail

Dept. Code COOKWARE

Po Date -

Account Manager -

Late Delivery 0

Lading Port Cagliari

Warehouse no. -

Food -

Forwarder 0

Order Process Owner Giulia Carapelli

Total Orders 0

Category -

Season -

Delivery T. -

WSI Department Code - / -

Expedex NO

Last EDI Date 09/09/2012

Order SKU ▶

Comment ▶

Note ▶

Delivery ▶

Inspection ▶

Inspection Detail ▶

Search

New

Modify

Save

Back to Search

Delete

Print

Click on yellow arrows to expand/collapse respective tab

Example of Screen shot showing “Order SKU” tabs expanded.

Back to Search

Delete

Print

Williams-Sonoma Italy S.r.l.

Currency code US\$

M/R Retail

Dept. Code COOKWARE

Po Date -

Account Manager -

Late Delivery 0

Lading Port Cagliari

Warehouse no. -

Food -

Forwarder 0

Order Process Owner Giulia Carapelli

Total Orders 0

Category -

Season -

Delivery T. -

WSI Department Code - / -

Expedex NO

Last EDI Date 09/09/2012

Order SKU ▶

111111 TEST SKU 1

Sku Number 111111

Unit Cost 15

Qty Rcv -

RTL Cost -

OLD RTL Cost -

Sku Name TEST SKU 1

Qty Order 500

Outs Qty -

Complete N

OLD Qty Order -

Total Order 7500

Container 40" 0

Volume mc 0.375

Total weight Kg 83.333333333333

HCb 0

Invoice Invoice Date InCn Invoice Total Stm Paym Img Inv Img Fcr



Example of Screenshot with “delivery” expanded.

<div>Modify</div> <div>Save</div> <div>Back to Search</div> <div>Delete</div> <div>Print</div>	Vendor Key	1273	Dept. Code	COOKWARE
	Vendor Name	TEST VENDOR ABC	Po Date	-
	PO	20462222-WSR	Account Manager	-
	Year	2012	Late Delivery	0
	Complete	N	Lading Port	Cagliari
		Williams-Sonoma Italy S.r.l.	Warehouse no.	-
	Currency code	US\$	Food	-
	M/R	Retail	Forwarder	0
	Total Orders	0	Order Process Owner	Giulia Carapelli
	Category	-		
Season	-			
Delivery T.	-			
WSI Department Code	- / -			
Expedex	NO			
Last EDI Date	09/09/2012			
Order SKU				
Comment				
Note				
<div>Delivery</div> <div>OCEAN</div> <div>Ex Factory</div> <div>14/11/2012</div> <div>Port Ship</div> <div>14/11/2012</div> <div>Cancel</div> <div>21/11/2012</div> <div>Eta Date</div> <div>27/12/2012</div> <div>Ship Via</div> <div>OCEAN</div> <div>Ship To</div> <div>" WS OB1 Retail - 7</div> <div>Previous Informations</div> <div>Cancel</div> <div>Ship Via</div> <div>Port Ship</div> <div>Eta Date</div> <div>Ship To</div>				
Inspection				
Inspection Detail				

PRINTING PURCHASE ORDERS

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

WILLIAMS-SONOMA							
<div>Vendor</div> <div>Sku</div> <div>Purchase Order</div> <div>Invoice</div> <div>Fcr</div> <div>Documents</div> <div>Report</div> <div>Logout</div>							
<div>Purchase Order</div> <div>Search</div> <div>New</div> <div>Modify</div> <div>Save</div> <div>Back to Search</div> <div>Delete</div> <div>Print</div>	<div>Vendors Portal</div> <div>Purchase Order (20462222-WSR)</div> <div>PO COMPLETE PO NOT CONFIRMED Last EDI Not Confirmed</div>						
	Customer	WS-WS					
	Vendor Key	1273					
	Vendor Name	TEST VENDOR ABC					
	PO	20462222-WSR					
	Year	2012					
	Complete	Y					
		Williams-Sonoma Italy S.r.l.					
	Currency code	US\$	Dept. Code	COOKWARE			
	M/R	Retail	Po Date	-			
Total Orders	7500	Account Manager	-				
Category	-	Late Delivery	0				
Season	-	Lading Port	Cagliari				
Delivery T.	-	Warehouse no.	-				
WSI Department Code	- / -	Food	-				
Expedex	NO	Forwarder	0				
Last EDI Date	09/09/2012	Order Process Owner	Giulia Carapelli				
Order SKU							
Comment							
Note							
Delivery							
Inspection							
Inspection Detail							

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



WILLIAMS-SONOMA

Vendor

SKU

Purchase Order

Invoice

Fcr

Documents

Report

Logout

Purchase Order

Search

New

Modify

Save

Back to Search

Delete

Print

Vendors Portal

Purchase Order (20462222-WSR)

PO NOT CONFIRMED Last EDI Not Confirmed

Pick up the type of print:

☒ Po with packaging instructions

☐ Po without packaging instructions

☐ Po for inspection

☐ Edi Transmissions

OK

Back to View

“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:

The screenshot shows the Williams-Sonoma Vendors Portal interface. The top navigation bar includes tabs for Vendor, Sku, Purchase Order, Invoice, Fcr, Documents, Report, and Logout. The 'Invoice' tab is selected. On the left, there is a sidebar with buttons: Search, New, Modify, Save, Cancel, Delete, and Print. The main area contains a form with the following fields: Customer (dropdown), Vendor Key (text input with value 1273), Vendor Name (text input with value TEST VENDOR ABC), Invoice (text input), Year (text input), and Confirmed (dropdown). The text 'Vendors Portal' and 'Search' are also visible in the top right of the main area.

INSERTING INVOICES

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

This screenshot is identical to the previous one, showing the Williams-Sonoma Vendors Portal Invoice entry screen. The 'New' button in the left sidebar is circled in blue, indicating the action to be taken to insert a new invoice.

Following invoice entry page will appear:



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

A. CUSTOMER

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

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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.

WILLIAMS-SONOMA

Vendor Sku Purchase Order Invoice For Documents Report Logout

Invoice

Search

New

Modify

Save

Cancel

Delete

Print

Vendors Portal

Invoice

Customer WS-WS

Vendor Key 1273

Vendor Name TEST VENDOR ABC

Invoice abc12345

Year 2012

Confirmed NO

Date 12/09/2012

Payment Date -

For Number -

For Date -

Currency US\$

Invoice Charges 0

Packing Charges 0

Total Goods 0

Discount 0

PLI Discount 0

Total Invoice 0

Total Invoice Sug. 0

Type

Invoice Status ENTERING

Add PO

Select PO

PO	DATE	COMPLETE	YEAR
20452121-WSR	29/08/2012	N	2012
20462222-WSR	09/09/2012	N	2012

PLI Amount Exchange Rate



- 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'

The screenshot displays the 'Invoice Charges' section on the left, including fields for Invoice Charges, Packing Charges, Total Goods, Discount, PLI Discount, Total Invoice, and Total Invoice Sug. (1500). Below these are buttons for Type (Retail), Invoice Status (ENTERING), and Add PO. The main area features a table with columns: PO, SKU, PROGR, DESCRIPTION, UNIT COST, QTY ORD, QTY RCV, and INV QTY. The table contains two rows: 20452121-WSR with SKU 1111111 and TEST SKU 1, and 20452121-WSR with SKU 2222222 and TEST SKU 2. Below the table is a large yellow area. At the bottom, a 'Quantity' field is set to 100, and an 'OK' button is circled in blue. Other fields like Complete, Size / Weight, Composition, Color, and HTS n. are also visible.

PO	SKU	PROGR	DESCRIPTION	UNIT COST	QTY ORD	QTY RCV	INV QTY
20452121-WSR	1111111	1	TEST SKU 1	15	100	100	100
20452121-WSR	2222222	1	TEST SKU 2	10	200	0	0

- 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
New
Modify
Save
Cancel
Delete
Print

Customer: WS-WS
Vendor Key: 1273
Vendor Name: TEST VENDOR ABC
Invoice: abc12345
Year: 2012
Confirmed: NO
Date: 12/09/2012
Payment Date: -
Fcr Number: -
Fcr Date: -
Currency: US\$
Invoice Charges: 0
Packing Charges: 0
Total Goods: 3500
Discount: 0
PLI Discount: 0
Total Invoice: 3500
Total Invoice Sug: 3500
Type: Retail
Invoice Status: ENTERING
Add PO

PLI Amount Exchange Rate

PO	SKU	PROGR	DESCRIPTION	UNIT COST	QTY ORD	QTY RCV	INV QTY
20452121-WSR	1111111	1	TEST SKU 1	15	100	100	100
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

Delete
Print

Fcr Date: -
Currency: US\$
Invoice Charges: 0
Packing Charges: 0
Total Goods: 3500
Discount: 0
PLI Discount: 0
Total Invoice: 3500
Type: Retail
Invoice Status: ENTERING

PLI Amount Exchange Rate

PO	SKU	PROGR	DESCRIPTION	UNIT COST	QTY ORD	QTY RCV	INV QTY
20452121-WSR	1111111	1	TEST SKU 1	15	100	100	100
20452121-WSR	2222222	1	TEST SKU 2	10	200	200	200

Documents ▶

Shipment ▶

Type	Acq. Date	Name	Comment	View



- It will reopen the page as per below

Discount
PLI Discount
Total Invoice
Type
Invoice Status

PLI Discount Force ☐ PLI Amount Exchange Rate

Documents ▶

Acq. Date
Document Type
Comment
Upload

Shipment ▶

- Press on “BROWSE” button and browse for the pdf image of the invoice
- PDF File is uploaded

To modify an existing uploaded document, select the pen / notebook icon and load revised document. Previous file is overwritten

Print

Invoice Charges
Packing Charges
Total Goods
Discount
PLI Discount
Total Invoice
Type
Invoice Status

PLI Amount Exchange Rate

PO	SKU	PROGR	DESCRIPTION	UNIT COST	QTY ORD	QTY RCV	INV QTY
20452121-WSR	1111111	1	TEST SKU 1	15	100	100	100
20452121-WSR	2222222	1	TEST SKU 2	10	200	200	200

Documents ▶

Type	Acq. Date	Name	Comment	View
INV	22/10/2012	INV_abc12345.pdf	-	<input type="button" value="View"/>

**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

Vendors Portal

Fcr

Search

New

Modify

Save

Cancel

Delete

Print

N° Fcr

Start Date

End Date

- This will bring the following screen up:



WILLIAMS-SONOMA

VendorSkuPurchase OrderInvoiceFcrDocumentsReportLogout

Fcr

Search

New

Modify

Save

Cancel

Delete

Print

Vendors Portal

Fcr

FCR #

Cargo Receipt Date on FCR

Acq. Date9/13/2012

Comment

Attachment

Browse...

	INVOICE	DATA	AMOUNT	GOODS	PLI	CUSTOMER
<input type="checkbox"/>	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-SONOMA

VendorSkuPurchase OrderInvoiceFcrDocumentsReportLogout

Fcr

Search

New

Modify

Save

Back to Search

Delete

Print

Vendors Portal

Fcr

FCR # 12345

Cargo Receipt Date on FCR 13/09/2012

Acq. Date 09/01/2013

Comment -

Attachment FCR_12345_54808.pdf

	INVOICE	DATA	AMOUNT	GOODS	PLI	CUSTOMER
<input checked="" type="checkbox"/>	abc12345	12/09/2012	3500	3500	0	WS-WS

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.



WILLIAMS-SONOMA

Vendor Sku Purchase Order Invoice Fcr Documents Report Logout

Invoice

Vendors Portal

List of Invoices

CUSTOMER	INVOICE	YEAR	Confirmed	INVOICE TOTAL	INVOICE STATUS	PAYMENT_DT
WS-WS	abc12345	2012	N	3500	INVOICE COMPLETE	
WS-WS	abcd12345	2012	N	7500	INVOICE COMPLETE	

- 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-SONOMA

Vendor Sku Purchase Order Invoice Fcr Documents Report Logout

Invoice

Vendors Portal

Invoice

INVOICE NOT CONFIRMED

Request for Payment

Customer WS-WS

Vendor Key 1273

Vendor Name TEST VENDOR ABC

Invoice abc12345

Year 2012

Confirmed No

Date 12/09/2012

Payment Date -

For Number 12345

For Date 16/10/2012

Currency US\$

Invoice Charges 0

Packing Charges 0

Total Goods 3500

Discount 0

PLI Discount 0

Total Invoice 3500

Type Retail

Invoice Status INVOICE COMPLETE

PLI Amount

Exchange Rate

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

Invoice

Fcr

Documents

Report

Logout

Invoice

Search

New

Modify

Save

Cancel

Delete

Print

Vendors Portal

List of Invoices

CUSTOMER	INVOICE	YEAR	Confirmed	INVOICE TOTAL	INVOICE STATUS	PAYMENT_DT
WS-WS	1234567896	2012	N	7500	PAYMENT REQUESTED	
WS-WS	abc12345	2012	N	3500	INVOICE COMPLETE	



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’** within five – six working days. *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 **‘Payment Requested’** or **‘Invoice Accepted for Payment’** 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 **‘Invoice Being Processed for Payment’** even though it is due. You can request information contacting: payments@wsgceu.com

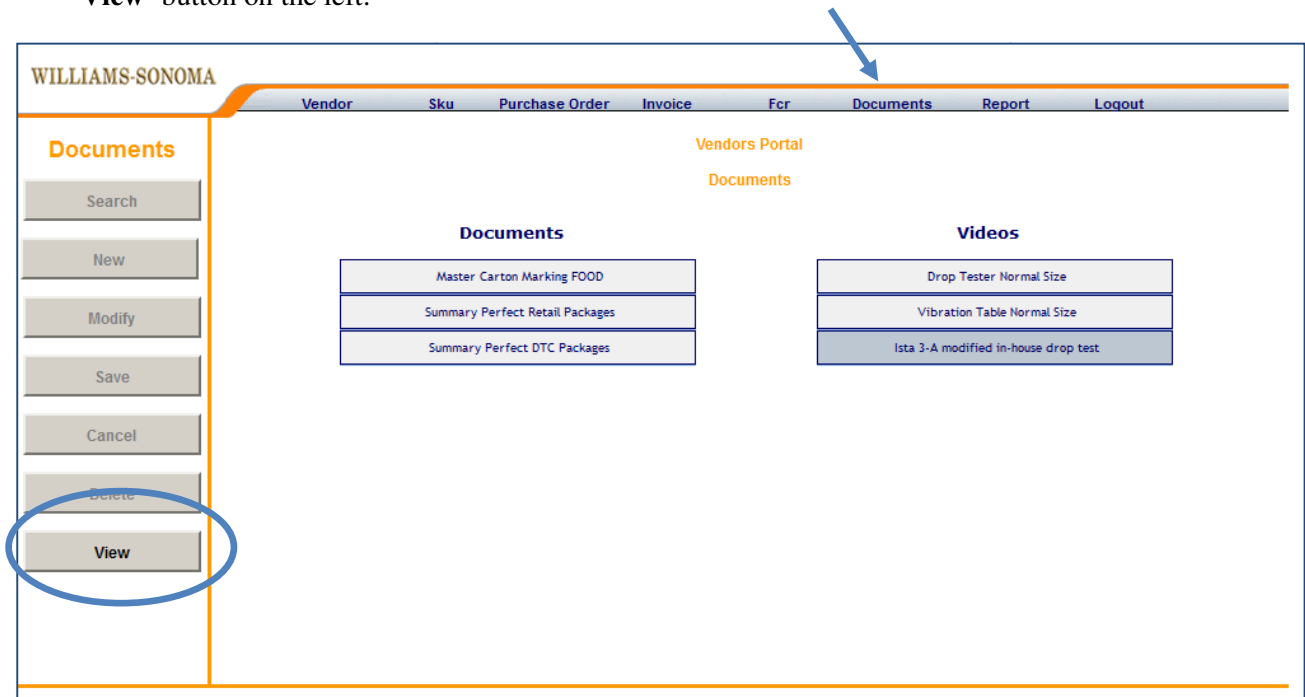


7. DOCUMENTS

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:



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 Fcr Documents **Report** Logout

Reports

Search

New

Modify

Save

Cancel

Delete

Print

Vendors Portal

Search

Id Report

Description

Office

Category

Note

- This will extract a list of all the reports available

WILLIAMS-SONOMA

Vendor Sku Purchase Order Invoice Fcr Documents **Report** Logout

Reports

Search

New

Modify

Save

Cancel

Delete

Print

Vendors Portal

List of Reports

KEY	DESCRIPTION	NOTE
391	Test query	-
392	Test po list	-

- **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-SONOMA

Vendor Sku Purchase Order Invoice Fcr Documents Report Logout

Reports

Search

New

Modify

Save

Cancel

Delete

Exec Query

Vendors Portal

Exec Reports

Id Report: 392

Description: Test po list

Office: Williams-Sonoma Italy S.r.l.

Category: Shipping

Note: -

Brand:

Year*:

Row for Page: 5

- 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 Purchase Order Invoice Fcr Documents Report Logout

Reports

Search

New

Modify

Save

Cancel

Delete

Export Query

Vendors Portal

Exec Reports

Id Report: 392

Description: Test po list

Office: Williams-Sonoma Italy S.r.l.

Category: Shipping

Note: -

Brand:

Year*: 2012

Row for Page: 5

Exec Query

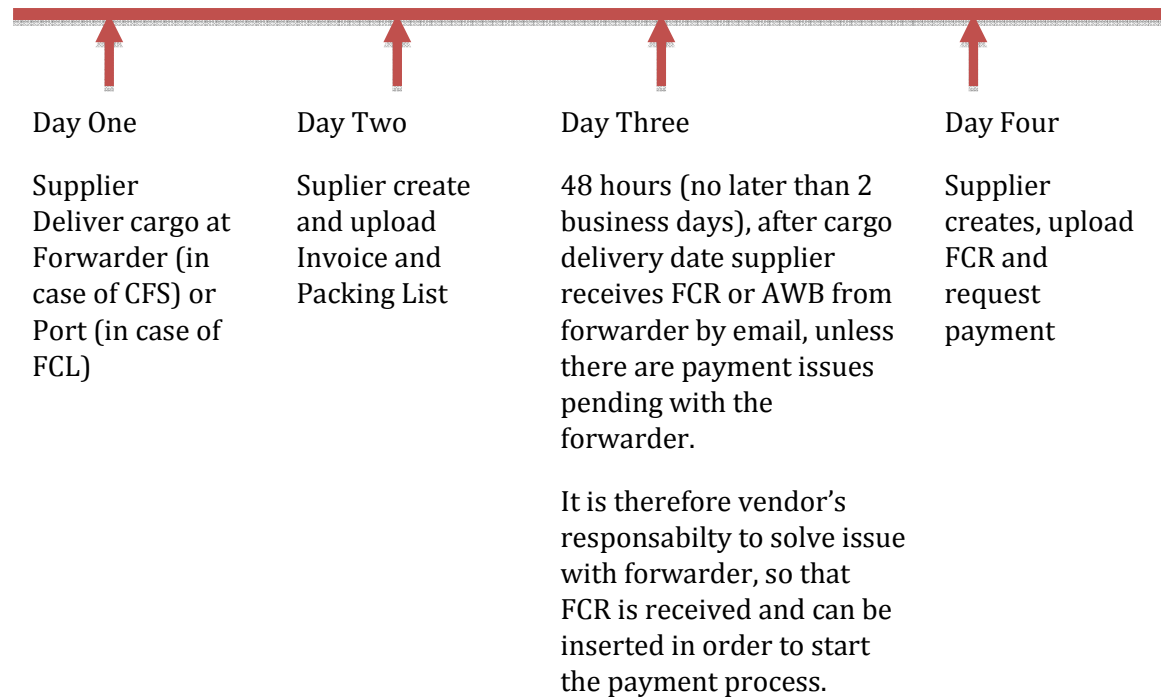
name	po	currency_code	order_total	port_ship_dt	cancel_dt
TEST VENDOR ABC	20452121-WSR	US\$	4000	10/8/2012 12:00:00 AM	10/15/2012 12:00:00 AM
TEST VENDOR ABC	20462222-WSR	US\$	7500	11/14/2012 12:00:00 AM	11/21/2012 12:00:00 AM

- 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>



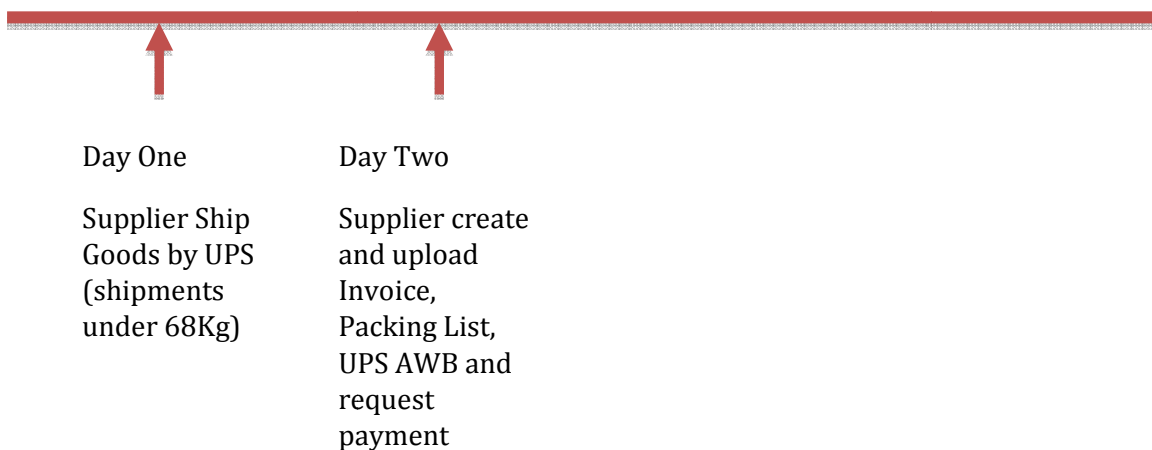
9. TIMELINE RECAP PROCESS FOR INVOICE AND FCR SUBMISSION

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



In case of UPS shipment, timeline shall

be shorter:



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