

Transitioning from fax or email to webforms

Version 7.0

Background & Overview

webforms is the latest addition to the Progressive B2B product range. Ideal for Trade Partners who are yet to become EDI (Electronic Data Interchange) capable and a natural replacement for fax & email, webforms is a new and exciting web based application which has been introduced **FREE of CHARGE** for Progressive Trade Partners. webforms provides Trade Partners with an opportunity to trade electronically and enjoy similar benefits to those currently engaged in EDI with Progressive.

webforms will allow you to explore a range of opportunities including;

- An alternative to the unreliable transmission of fax and email
- Reduced manual intervention
- Reduce duplication
- Process automation
- Traceability of transactional documents
- Increased security of key business information

In order to get onboard with webforms, you will be required to register on-line. Further details on registering for webforms can be found in the "Getting Started" section of this document.

Recommended system requirements for webforms include;

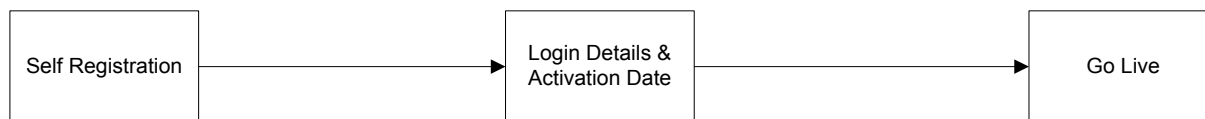
- A reliable internet connection (broadband is recommended)
- Microsoft Internet Explorer™ version 5.5 or higher
- Adobe Acrobat Reader™ version 5.1 or higher

webforms has provided us with a very simple user friendly platform in which to manage the orders received from Woolworths. The platform allows anyone with basic computer skills & knowledge to easily navigate the system and process all orders"

Paul Rohan – Customer Service Manager, Fine Wine Partners



Getting Started



1. Registration

You will be required to register online for access to the Progressive webforms application. You will be prompted for your Progressive Parent Vendor Number as part of the registration process. If you do not know this number please make contact with your Progressive Business Manager.

You can complete your registration online anytime at;



<http://www.progressive.co.nz/PELB2B>

2. Login details & agree activation date

Once you have registered on-line, a Progressive B2B representative will contact you to provide your webforms login information and confirm an activation date for your webforms account.

3. Go Live

From your activation date, your Progressive transactions will be routed to webforms. You can access webforms on-line at anytime by visiting;



<http://www.progressive.co.nz/webforms>

Should you have any questions or concerns regarding **your webforms activation or go live** please contact our eBusiness Team on;



+61 2 8885 3100 (8am to 5pm Mon - Fri AEST)



ebusiness@woolworths.com.au



<http://www.progressive.co.nz/PELB2B>



**PROGRESSIVE
ENTERPRISES
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webforms
web-based B2B messaging portal

Process Changes / New Transactions

Documents exchanged in webforms

When coming onboard with webforms there will be some changes to the transactional documents you exchange with Progressive. The documents you will be required to exchange will depend on the divisions, stores or distribution centres you supply to. Refer to the below table for an outline of the documents you will be required to exchange.

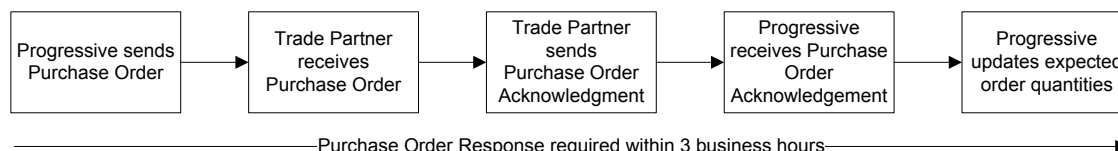
Document Description	Source	Delivery or Product Category		
		Distribution Centre	Direct to Store	Fresh Produce
Purchase Order	Progressive	Yes	Yes	Yes
Purchase Order Response	Trade Partner	Yes	n/a	n/a
Purchase Order Change	Progressive	Yes	n/a	Yes
Advance Shipping Notice	Trade Partner	n/a	n/a	n/a
Electronic Invoice	Trade Partner	Yes	Yes	n/a

* RCTI – Recipient Created Tax Invoice

Purchase Order Acknowledgement explained

The Purchase Order Acknowledgement is a transaction that will be new to Trade Partners transitioning from fax & email, who supply to our Distribution Centres or Warehouses. In the past you would have communicated your ability to supply an order in full or in part to your Woolworths Business Manager or Replenishment contact.

The webforms Purchase Order Response transaction automates this previously manual process.



Note: Progressive require the Purchase Order Response to be sent within 3 business hours of issuing a Purchase Order, this ensures that up to date information pertaining to supply is available.

Electronic Invoice explained (Excludes Fresh Produce Fruit & Veg. Suppliers)

When receiving Purchase Orders via webforms you will be required to send electronic invoices.

Electronic Delivery of invoices assists Progressive in the efficiency of payment processing and as a result can improve Trade Partner cash flow. Electronic invoices are matched at line level increasing turnaround time and reducing the number of queries as a result of missing documents or processing anomalies.

In transitioning to electronic invoice you will be required to send an Un-Costed Delivery Docket with each of your deliveries. Costed delivery dockets or Tax Invoices will not be accepted with goods at the point of delivery.

webforms provides an inbuilt mechanism for Trade Partners to produce Progressive compliant Un-Costed Delivery Dockets based on their web invoice inputs, saving Trade Partners the cost and complexity associated with implementing such functionality. Alternatively Trade Partners can use their own Delivery Docket forms.



Questions & Answers

Question: **Do I need to check continually for new transactions in webforms?**

Answer: You will receive email notifications advising of newly delivered Purchase Orders however it is recommended that you check your webforms inbox regularly.

Question: **Can I still print my orders in webforms?**

Answer: Yes, you can print a series of transaction or a single transaction in webforms for your records.

Question: **Can multiple users from my company access webforms?**

Answer: Yes, you have the ability to create many user accounts for your webforms instance

Question: **What if my internet connection is not working?**

Answer: In circumstances where an extended outage of your internet connection prevails Progressive will have the ability to send your Purchase Orders by facsimile (manually).

Question: **Do I need broadband internet to access webforms?**

Answer: webforms can be accessed using a dial-up or broadband internet connection however it is recommended that a broadband connection be used.

Question: **My transaction volumes are significant – what are the alternatives to webforms?**

Answer: Progressive support EDI (Electronic Data Interchange), for those Trade Partners wishing to engage in system to system integration. We have a dedicated team of B2B Specialists ready to assist you with your Progressive EDI setup. Contact us today on +61 2 8885 3100 (8am to 5pm Mon – Fri AEST) or ebusiness@woolworths.com.au to discuss becoming B2B enabled with Progressive.

Support & Assistance

We have a dedicated team of webforms & B2B Specialists ready to assist you with your Progressive webforms implementation. For support or assistance with webforms please contact us on;



+61 2 8885 3100 (8am to 5pm Mon - Fri AEST)



ebusiness@woolworths.com.au



<http://www.progressive.co.nz/PELB2B>

“Thank you in advance for your support & co-operation with this new and exciting B2B initiative, we look forward to bringing you on-board soon.”

Progressive B2B On-Boarding Team, Woolworths Limited



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