

User Guide

# NeTIX User Guide

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Web Portal



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1.

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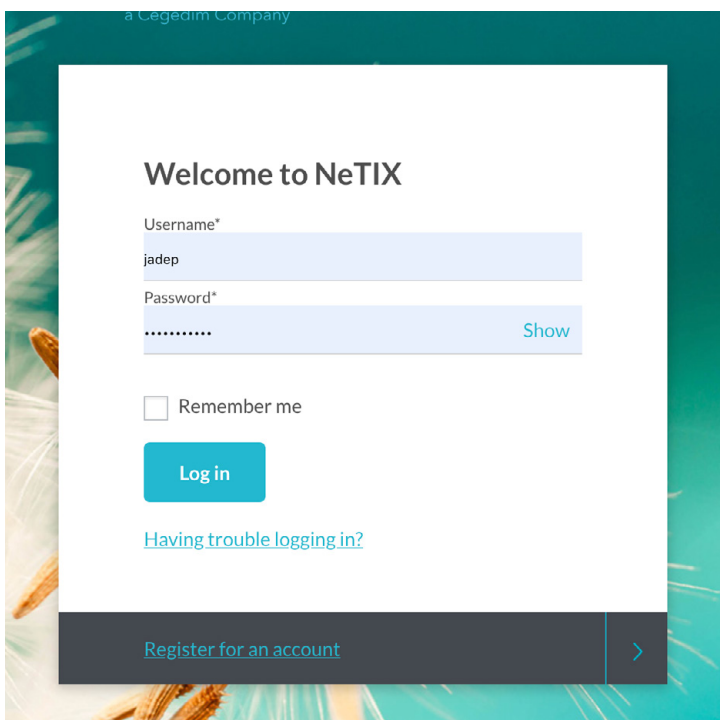
# Logging in to the NeTIX Portal

Navigate to NeTIX via the following URL, and Login.

<https://netix.netedi.com>



Security to NeTIX is provided by an allocated user name and password.



a Cegedim Company

## Welcome to NeTIX

Username\*  
jadep

Password\*  
..... Show

Remember me

Log in

[Having trouble logging in?](#)

[Register for an account](#) >

2.

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# Message Workflow



Please note paper or email Invoices/Orders/Responses will no longer be accepted. All Invoice/Documents must be sent VIA NeTIX.

1

Order

2

Order Response

3

Delivery Note

4

Invoice

- For a single order there are 3 actions – Order Response, Delivery Note and Invoice.
- Each 'action' is known as a 'Document' within the NeTIX system.
- There is also one other action that a Supplier can take which is Inventory.

3.

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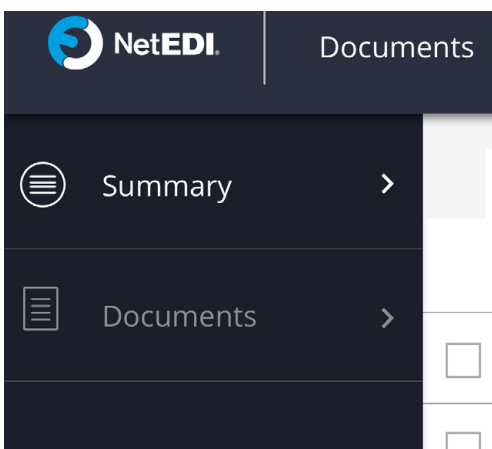
# Using the Menu Navigation

Upon login to NeTIX, you will see a menu to the left-hand side of the screen.

This allows you to navigate between the various parts of the system.

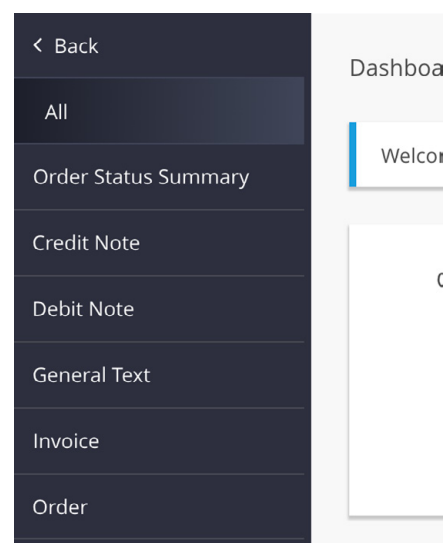
1

Web portal users will only see the Summary and Documents options.



2

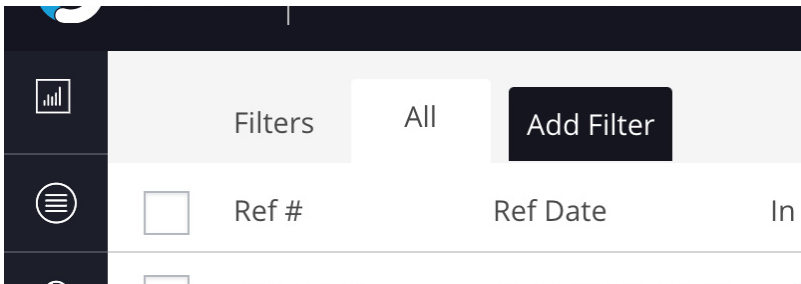
Clicking Documents will expand the menu.



# Filtering and Sorting

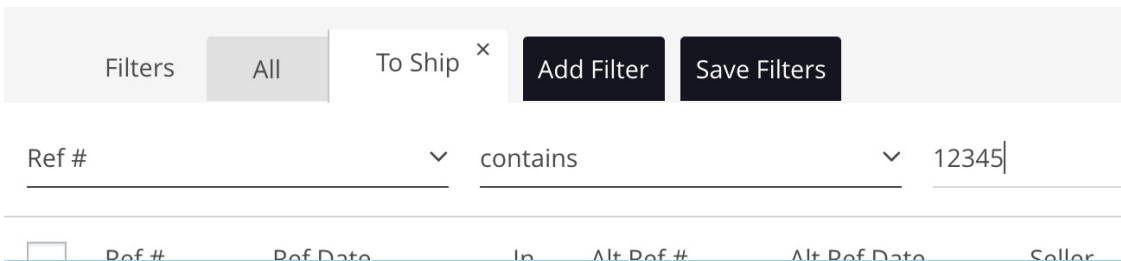
1

Filtering in the document summary screen can be done by clicking the 'Add Filter' tab.



2

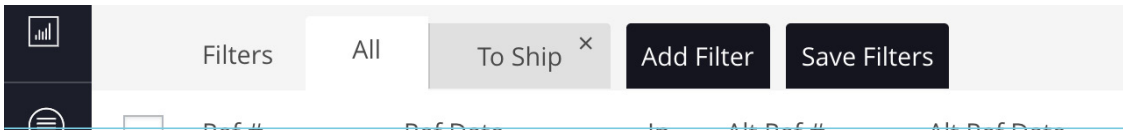
The following image shows a filter for a document Ref# containing '12345', apply needs to be clicked. Multiple filters can be used at once by continuing to click 'Add Filter'.



## 5.

3

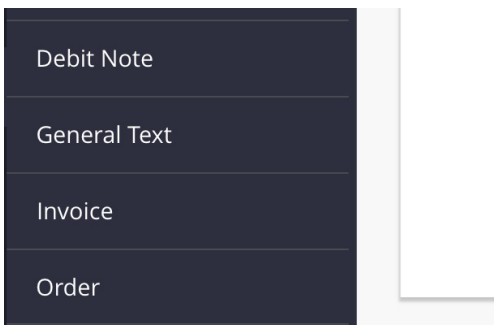
To revert to the unfiltered view, simply click on the 'All' tab.



# Printing a Document

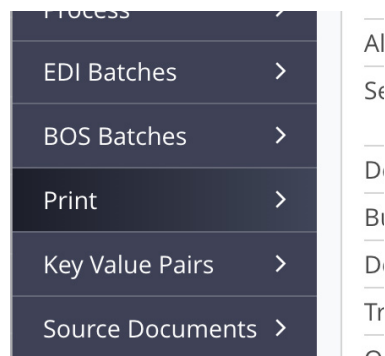
1

New orders will be in Documents, Order.



2

You can print an order (or any other document) by left clicking a document line and clicking Print from the popup Menu.



6.

3

A new tab will open and will show you the print preview.

Robert Dyas Holdings Limited ORDER								
<b>Buyer:</b> Robert Dyas Holdings Limited 95 Floor 1 St Georges Road Wimbledon LONDON SW19 4DR GB	<b>Deliver To:</b> The Woodfield Project 144 Abbotswold Road Shepperton LONDON SW16 1AP GB	<b>Seller:</b> Rowlinson Garden Products Ltd (21405) Green Lane Wardle Nr Nantwich Cheshire CW5 8XB GB						
<b>Order Information</b> <b>Order No:</b> W100405266 <b>Order Date:</b> 19/11/2020 <b>Customer Order No:</b> 11010045266 <b>Currency:</b> GBP	<b>Delivery Information</b> <b>Std Delivery Lead Time:</b> 09/12/2020 <b>Delivery on:</b> 09/12/2020	<b>Delivery Location Contact Information</b> <b>Name:</b> Janet Baker <b>Telephone:</b> 07720016136 <b>Email:</b> thewoodfieldproject@gmail.com						
Line	Seller Code	Barcode	Buyer Code	Description	Packing	Quantity	Unit Price	Value
1	BINTSPL1		193323	Rowlinson Triple Bin Stone		1	209.00	209.00
						Total Qty:	1	Total Value: 209.00

To print click:



To export click:



# Creating a Document

## Order Response Acknowledgement for an Order/ Cancelled Order.

Once you have determined if you can fulfil an Order, an Order Response must be sent back to TPRG.

**Please note Orders must be acknowledged individually.**

When acknowledging an order, it is imperative that ALL details on the order are agreed.

This includes the cost price for the goods, the quantity to supply and whether you Accept, Reject or Amend the order.



# Order Response Validation Rules

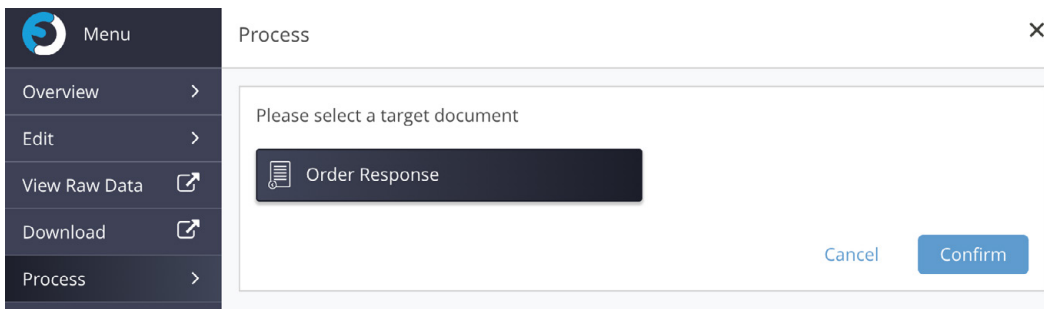
- **The quantity for each line item on an Order Response cannot be greater than the original Purchase Order quantity.**
- Multiple confirmations or splitting of orders is not allowed.
- **Only one Order Response can be processed per Purchase Order. Additional Order Responses will not be processed and will cause a rejection notification.**
- Suppliers must acknowledge amended orders.
- **Suppliers cannot acknowledge cancelled orders. These orders must not be delivered and should be archived. If delivered, a return must be requested.**
- If you discover later that errors were sent in an Order Response, you cannot send another Order Response for the same order. In this case, please contact the TPRG Supply Chain team as soon as possible.
- **If you do not accept the order, i.e. you are sending back a rejected or amended status then you must provide a note as to why.**
- Notes help the TPRG customer services team understand the reasons for the change/rejection and action accordingly in the Reason for Change field.

8.

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# Processing an Order Response

- 1 Click on Documents, then Orders on the left-hand navigation menu.
- 2 Search for and left click the order. On the popup Menu select Process, Order Response, Confirm.



- 3 NeTIX will automatically populate the Order Response with fields used in the Order. All mandatory fields will be flagged as shown below.

9.



**Supplier Order No.** - your reference for the order response.

**Type** - from the dropdown box (Outlined in Green): Accepted, Amended or Not Accepted.



There are 1 error(s) on this page

Order Response Header > Order Response Reference > Order Response No. - Value is required

Save

Send

Order Response Header

Buyer Ryman Ltd

Supplier XRocker

Order Response No.

Order Response Date

19/11/2020

Order Number

M6995802

Type

Accepted

Value is required

Delivery Date

19/11/2020

Reason for Change

**Please note the following validation for each Order Response type:**

**Accepted**

Accept entire order with original order quantities and delivery date.

**Amended**

Accept order but with amended order quantities and/or date. Please ensure you enter the amended quantities in the Acknowledge field for the line items applicable.

**Not Accepted**

Entire order cannot be accepted, please ensure you mark all acknowledged quantities as Zero.

## 10.

4

Once your Order Response Form is complete, click 'Send' (top right-hand corner).



Once your Order Response has been completed you will see 'Complete' in the Turnaround Status column of the source order document.

Delivered	Creation Date	Turnaround Status
✓	19/11/2020, 13:07	Complete



Should your Order Response fail validation due to incorrect entry of acknowledged quantities, you will receive an error notification via email.

Go to Documents, Order Response on the left-hand navigation and search for the order, it will have a Failed marker in the status column.

Status

Trans Failed

Click the order line and then click on the Edit button in the popup Menu. Amend the order with the correct Order Response type and acknowledged quantities, and click the Send button.

# Creating a Delivery Note

**Creating a Delivery Note from an Order Response.**

**The next step in the message workflow with TPRG is creating a Delivery Note and confirm despatch.**

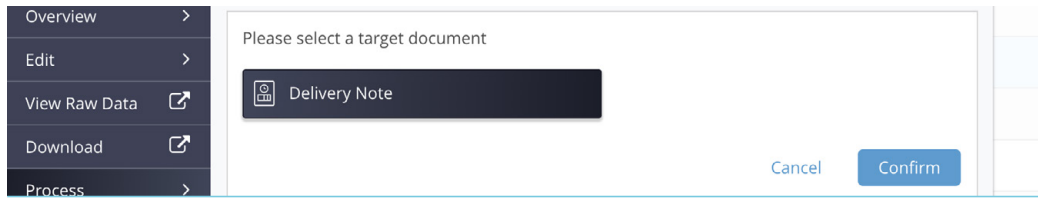
It is imperative that you send a Despatch Advice to TPRG to advise of goods that are being shipped to the customer.

All delivery notes must be sent a minimum of 24hrs prior to delivery.

Without a Despatch notification, invoices cannot be raised via NeTIX.

- 1** Click on Documents, then Order Response on the left-hand navigation menu.
- 2** Search for and left click the Order Response. On the popup Menu select Process, Delivery Note, Confirm.

## 12.



3

NeTIX will automatically populate the Delivery Note with fields used in the Order Response. Mandatory fields will be flagged as shown below.



**Delivery Note No - THIS SHOULD BE A UNIQUE REF FOR EACH DELIVERY.**

**Delivery Quantity** - can be double clicked and amended, if less than the quantity acknowledged in the Order Response.

**Parcel Tracking ID and/or a Parcel Tracking URL are optional fields.**

A screenshot of a web form for a delivery note. At the top, a red error banner states: "There are 2 error(s) on this page". Below this, two error messages are listed: "Delivery Note Header > Carrier > Address > Carrier Name - Value is required" and "Delivery Note Header > Delivery Note Reference > Delivery Note No. - Value is required". The form fields are: Buyer (Robert.Dyas Holdings Limited), Supplier (Core Products Ltd), Ship To Location (Marc.Moola), Carrier (Add), Delivery Note No. (Value is required), Order Number (W1004064325), Parcel Tracking ID (22586075), and Parcel Tracking URL (www.dxfreight.co.uk). Buttons for "Save", "Send", and "Cancel" are at the top right.

4

Click 'Send' (top right-hand corner).

# Creating an Invoice from a Delivery Note



Please note paper or email Invoices/Orders/Responses will no longer be accepted. All Invoice/Documents must be sent VIA NeTIX.

After an Order Response and Delivery Note have been sent to TPRG, an Invoice can be produced.

TPRG will not be able to process an invoice which does not match the original order price and any invoices not matching will be automatically rejected.

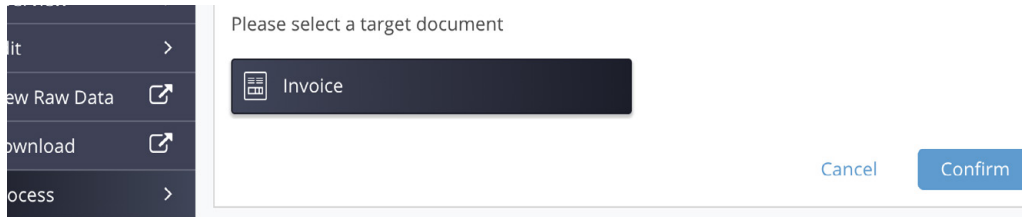
1

Click on Documents, then Delivery Note on the left-hand navigation menu.

2


Search for and left click the Delivery Note. On the popup Menu select Process, Invoice, Confirm.

# 14.



3

NeTIX will automatically populate the Invoice with fields used in the Delivery Note. Mandatory fields will be flagged as shown below.



**Invoice Number** - THIS SHOULD BE A UNIQUE INVOICE REF FOR EACH ORDER.

**Vat Code** – Select from the drop down as shown below if not already set.

S - 20% VAT      Z - 0% VAT

The Invoice Tax and Totals will auto populate.

Buyer <a href="#">Robert Dyas Holdings Limited</a>	Supplier <a href="#">Premier Housewares Ltd</a>	Ship To Location <a href="#">Laura Morgan</a>
Invoice Number	Invoice Date 19/11/2020	Order Number W1004046941
Value is required		Delivery Note No. W1004046941_23087

**Invoice Lines**

Supplier Prod...	Description	Tax Code	Unit Price	Quantity	Total Line Am...	SKU
2502102	Kids Ceramic ...	S	24.52	1.00	24.52	212872

**Invoice Tax Summaries**

Tax Code	Goods	Charges	Taxable	Tax Amount	Payab
S	24.52	0	24.52	4.904	29.424

4

Click 'Send' (top right-hand corner).





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