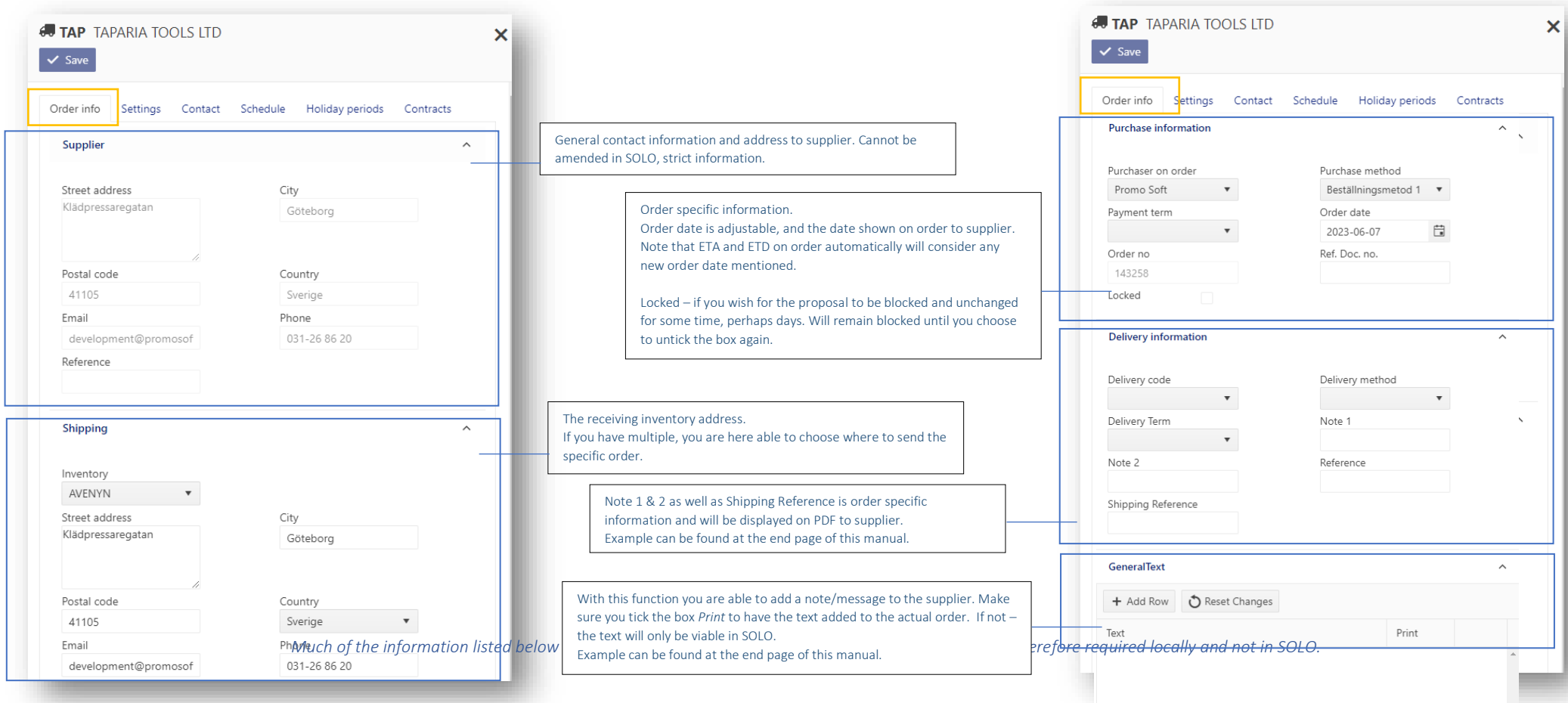


## Supplier Card

### General info

Note that the tab General Info only is accessible if Supplier Card is opened via an Order Proposals.



The screenshot shows the 'Supplier Card' interface for 'TAP TAPARIA TOOLS LTD'. The 'Order info' tab is selected and highlighted with a yellow box. The interface is divided into several sections: 'Supplier', 'Shipping', 'Purchase information', 'Delivery information', and 'GeneralText'. Blue boxes highlight specific fields, and text boxes provide explanations for these fields.

**Supplier**

- Street address: Klädpressaregatan
- City: Göteborg
- Postal code: 41105
- Country: Sverige
- Email: development@promosof
- Phone: 031-26 86 20
- Reference: (empty)

**Shipping**

- Inventory: AVENYN
- Street address: Klädpressaregatan
- City: Göteborg
- Postal code: 41105
- Country: Sverige
- Email: development@promosof
- Phone: 031-26 86 20

**Purchase information**

- Purchaser on order: Promo Soft
- Payment term: (empty)
- Order no: 143258
- Locked:
- Purchase method: Beställningsmetod 1
- Order date: 2023-06-07
- Ref. Doc. no: (empty)

**Delivery information**

- Delivery code: (empty)
- Delivery Term: (empty)
- Note 1: (empty)
- Note 2: (empty)
- Shipping Reference: (empty)
- Delivery method: (empty)
- Reference: (empty)

**GeneralText**

- + Add Row
- Reset Changes
- Text: (empty)
- Print

**Annotations:**

- Supplier:** General contact information and address to supplier. Cannot be amended in SOLO, strict information.
- Supplier:** Order specific information. Order date is adjustable, and the date shown on order to supplier. Note that ETA and ETD on order automatically will consider any new order date mentioned.
- Supplier:** Locked – if you wish for the proposal to be blocked and unchanged for some time, perhaps days. Will remain blocked until you choose to untick the box again.
- Shipping:** The receiving inventory address. If you have multiple, you are here able to choose where to send the specific order.
- Shipping:** Note 1 & 2 as well as Shipping Reference is order specific information and will be displayed on PDF to supplier. Example can be found at the end page of this manual.
- GeneralText:** With this function you are able to add a note/message to the supplier. Make sure you tick the box *Print* to have the text added to the actual order. If not – the text will only be viable in SOLO. Example can be found at the end page of this manual.
- GeneralText:** *Therefore required locally and not in SOLO.*

*Much of the information listed below*

**TAP** TAPARIA TOOLS LTD
✕

✓ Save

Settings
Contact
Schedule
Holiday periods
Contracts

**Purchase Info** ^

|   |   |
|---|---|
| <p>Order row cost <span style="float: right;">0.00</span></p> <p>Supplier's Customer no<br/>10017</p> <p>Delivery Term</p> <p>Freight Limit <span style="float: right;">0.00</span></p> <p>Amount Limit <span style="float: right;">0.00</span></p> <p>Supplier's total lead time <span style="float: right;">14</span></p> <p>Production Leadtime <span style="float: right;">7</span></p> | <p>Payment term</p> <p>Purchase method<br/>Beställningsmetod 1</p> <p>Delivery Method<br/>Bil</p> <p>Cargo container</p> <p>Order Row Service [%] <span style="float: right;">100</span></p> <p>Transport time <span style="float: right;">5</span></p> <p>Deviation <span style="float: right;">7</span></p> |
|---|---|

**GeneralText** ^

+ Add Row
↻ Reset Changes

| Info types | Text | Print |  |
|------------|------|-------|--|
|            |      |       |  |

**Filter values** ^

↻ Reset Changes

| Filter Name | Value |
|-------------|-------|
|             |       |

Indicates the cost per order line upon order purchase.

Indicates if supplier has an amount limit for freight free of charge.

Indicates if supplier has a minimum amount for order placing.

Includes transport and production lead time as well as any internal lead time.

Possible to adjust in SOLO though standard is to administrate it in your business system.

General text which can be used both internally as well as externally on order to supplier.  
For example: "Please confirm to purchase@mycompany.com"

An overview of all FilterValues, if any, that is relevant for the supplier.

If supplier repeatedly delivers less than ordered, this affects your service to your customers. By telling SOLO this, SOLO will increase the Reorder Level to compensate.

Possible to adjust in SOLO though standard is to administrate it in your business system.

If supplier repeatedly delivers later than planned, this affects your service to your customers. By adding lead time days here, SOLO will take this into consideration and increase the Reorder Level to compensate.

Contact

Information that per standard is collected from your business system. Field "Email" indicates on who is the main receiver of purchase orders. Any other recipients such as forwarding agents or such can be added through the Contact menu below. Added names and email address under this menu is often SOLO specific information.

Add a row to create a new contact. Note that all fields are optional to fill in, the only exception is Email. Don't forget to tick the box Send Purchase Order Email" if you want your contact to receive future orders placed.

### TAP TAPARIA TOOLS LTD

Save

Settings **Contact** Schedule Holiday periods Contracts

#### Address

Street address: Klädpressaregatan  
City: Göteborg  
Postal code: 41105  
Country: Sverige  
Email: development@promosof  
Phone: 031-26 86 20  
Supplier's Homepage:   
Purchaser: Promo Soft  
Language:   
Currency: EUR

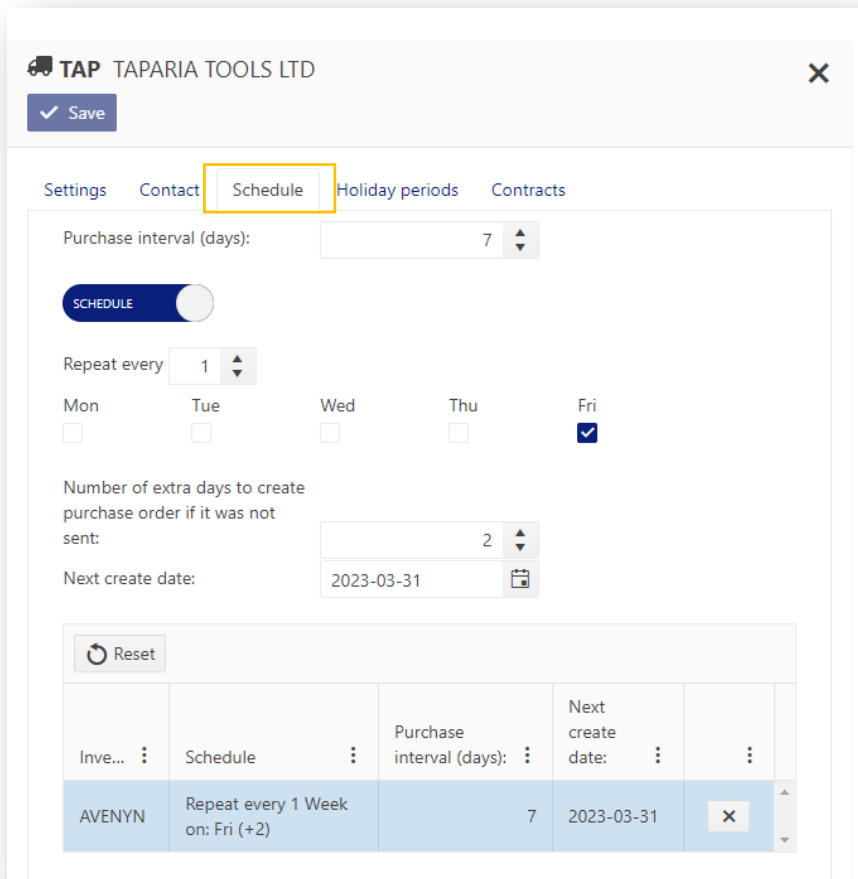
#### Contacts

+ Add Row Delete Reset

| First name | Last name | Email            | Phone | Send purchase order email           |
|------------|-----------|------------------|-------|-------------------------------------|
| Sur        | Last      | surlast@compa... |       | <input checked="" type="checkbox"/> |

## Schedule

Presents the possibility to schedule how often/seldom you wish to receive order proposals on certain suppliers. Please use our How To guide *Schedule* which can be found via SOLO Webs help page.

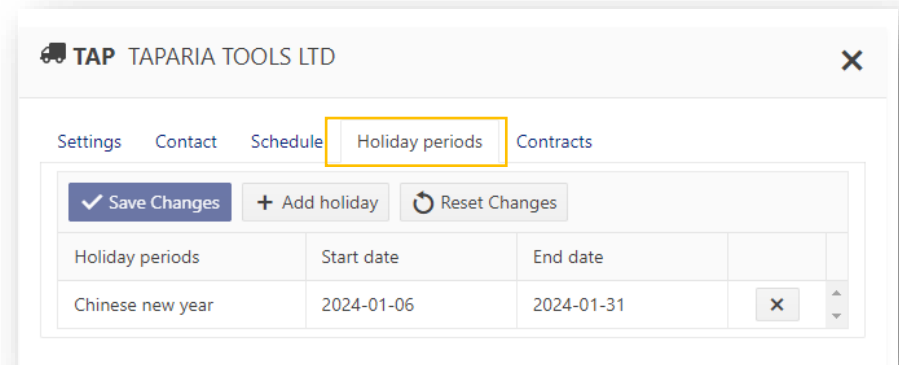


The screenshot shows the 'Schedule' configuration page for TAP TAPARIA TOOLS LTD. The 'Schedule' tab is highlighted. The 'SCHEDULE' toggle is turned on. The purchase interval is set to 7 days, repeating every 1 week on Fridays. The number of extra days to create a purchase order is 2, with the next create date set to 2023-03-31. A table at the bottom shows the current schedule for 'AVENYN'.

| Inve... | Schedule                         | Purchase interval (days) | Next create date |
|---------|----------------------------------|--------------------------|------------------|
| AVENYN  | Repeat every 1 Week on: Fri (+2) | 7                        | 2023-03-31       |

## Holiday Periods

Via the function Holiday Periods we tell SOLO when delivery is not possible from a certain supplier. We create our topical periods via SOLO App and then apply them to SOLO Web. A holiday period is not restricted to a certain supplier but can be used freely. So if several of your suppliers are topical for the usage of holiday periods, we recommend that you create the periods based on weeks. So one period for week 42, one for 43 and so on. Please use our How To guide *Holliday Period* which can be found via SOLO Webs help page.

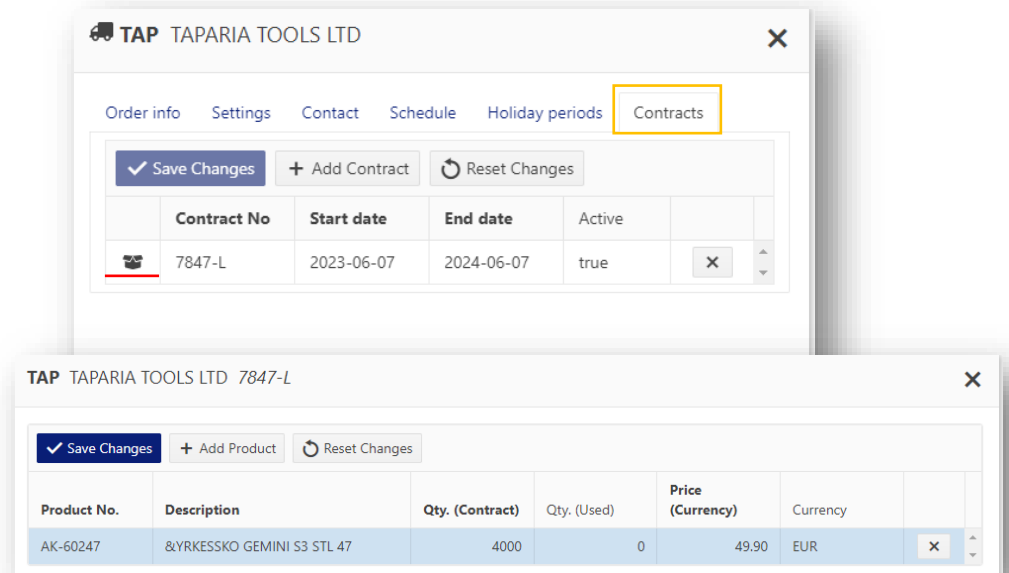


The screenshot shows the 'Holiday periods' configuration page for TAP TAPARIA TOOLS LTD. The 'Holiday periods' tab is highlighted. A table lists a holiday period for 'Chinese new year' from 2024-01-06 to 2024-01-31.

| Holiday periods  | Start date | End date   |
|------------------|------------|------------|
| Chinese new year | 2024-01-06 | 2024-01-31 |

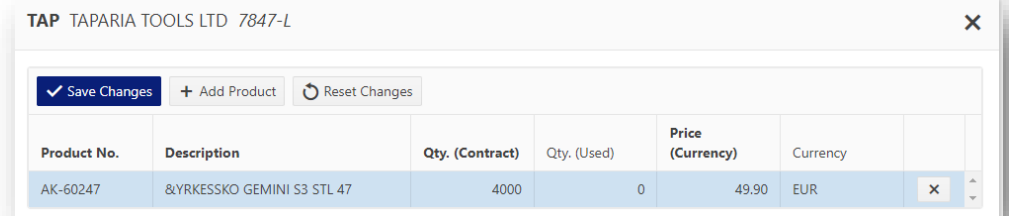
## Contracts

Let's you add a contract on your supplier and connect topical articles, prices and quantities.



The screenshot shows the 'Contracts' configuration page for TAP TAPARIA TOOLS LTD. The 'Contracts' tab is highlighted. A table lists a contract for '7847-L' with a start date of 2023-06-07 and an end date of 2024-06-07. The contract is active.

| Contract No | Start date | End date   | Active |
|-------------|------------|------------|--------|
| 7847-L      | 2023-06-07 | 2024-06-07 | true   |



The screenshot shows a detailed view of the contract '7847-L' for TAP TAPARIA TOOLS LTD. It displays a table of products associated with the contract.

| Product No. | Description                | Qty. (Contract) | Qty. (Used) | Price (Currency) | Currency |
|-------------|----------------------------|-----------------|-------------|------------------|----------|
| AK-60247    | &YRKESSKO GEMINI S3 STL 47 | 4000            | 0           | 49.90            | EUR      |

### Microsoft AB

Customer No 1428

**Delivery Address**

Klädressaregatan

41105 Göteborg  
Sverige

**Our Ref.**

Nils Robertsson

**Note**

Note 1 – Supplier

Note 2 – Supplier

### Reminder

| Order No | Date       | Supplier No |
|----------|------------|-------------|
| 8005175  | 2022-05-18 | WHALLY      |

WHALLY MIN CO. LTD  
Klädressaregatan

41105 Göteborg  
Sverige

**Fax**

**First del. date** 2022-05-19

**Your Ref.** ORDER

**Reference No** Shipping Reference – Supplier Card

| Pos | Product No | Suppl. Prod. No | Description                      | Price | Curr | Qty | Unit | Del.Date   | Amount   |
|-----|------------|-----------------|----------------------------------|-------|------|-----|------|------------|----------|
| 10  | 110516     | 110516          | Sennheiser CX400-II<br>Precision | 11,77 | SEK  | 250 | pcs  | 2022-05-19 | 2 942,50 |

Article level on Purchase Proposals