

Panda Purchasing Supplier User Guide

Panda Purchasing is the WWF-UK purchase to pay online portal. You can register at www.PandaPurchasing.com

The portal can be used to carry out purchase ordering and invoicing activities online, quickly & easily.

Here is a summary of the process:

- A buyer at WWF-UK raises a requisition to order goods or services from the supplier
- When approved internally it becomes a Purchase Order and an email is sent to the supplier
- The supplier acknowledges the order online
- When the goods or services are complete the buyer receipts the order online and the supplier is emailed a notification
- The supplier can then invoice online the amount receipted

The benefits include:

- Reducing paper use
- Suppliers can see the status of their order at all times
- Approval of orders is carried out before the invoice is received so that as soon as the invoice is submitted it will be included in the next appropriate payment run
- Paper invoices will not get lost or delayed waiting for approval
- Suppliers can update their own contact and payment details so that they can be confident these details are kept up to date

Contents

Supplier process	2
To Acknowledge an order	2
Raising Invoices	3
Checking Invoice Status	6
Changing Your Password	7
Amending Company Details.....	9
New Supplier Registration Process.....	10
Internet Browsers.....	13
Internet Explorer	13
Google Chrome Users.....	13
Firefox Users	15
Safari Users	17

Supplier process

You are required to perform 2 key actions on the system at different stages of the process.

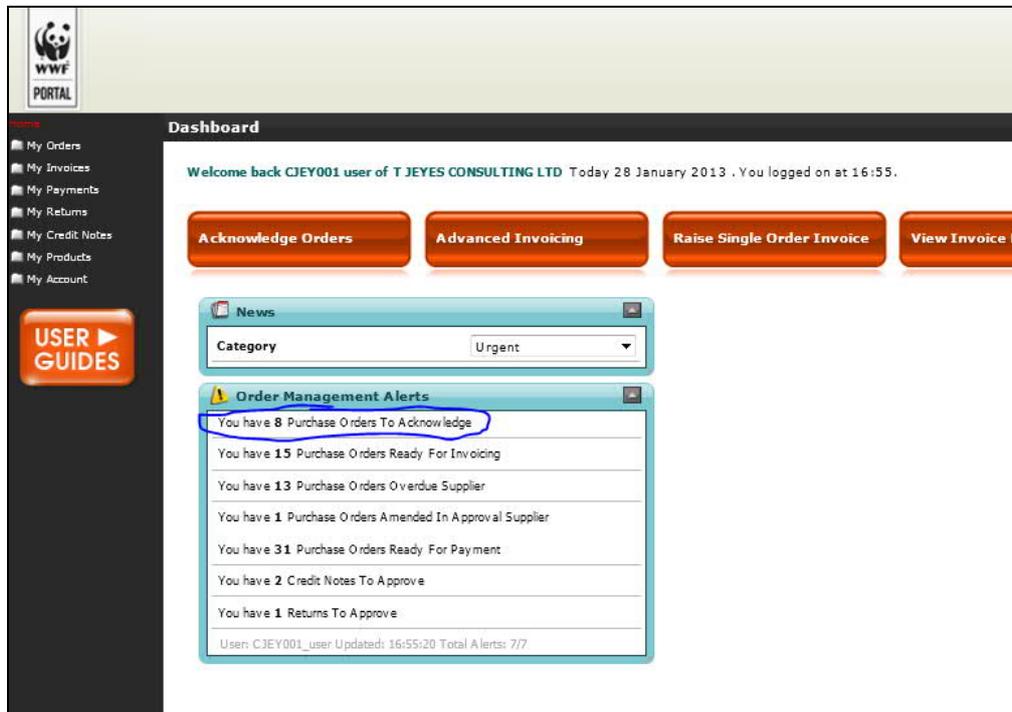
1. The 1st stage is for you to acknowledge the Purchase Order, including checking that the details are correct.
2. The 2nd stage is for you to create and upload (if you want to) your invoice to send to finance for payment (This can only be done after the WWF-UK Buyer has processed a goods receipt note to confirm receipt of the goods or services).

To Acknowledge an order

When a Purchase Order has been created by a WWF-UK Buyer and it has been approved internally this will then send an email to you with a copy of the PO attached and a link to the system. You then need to acknowledge the order following the instructions and screenshots below.

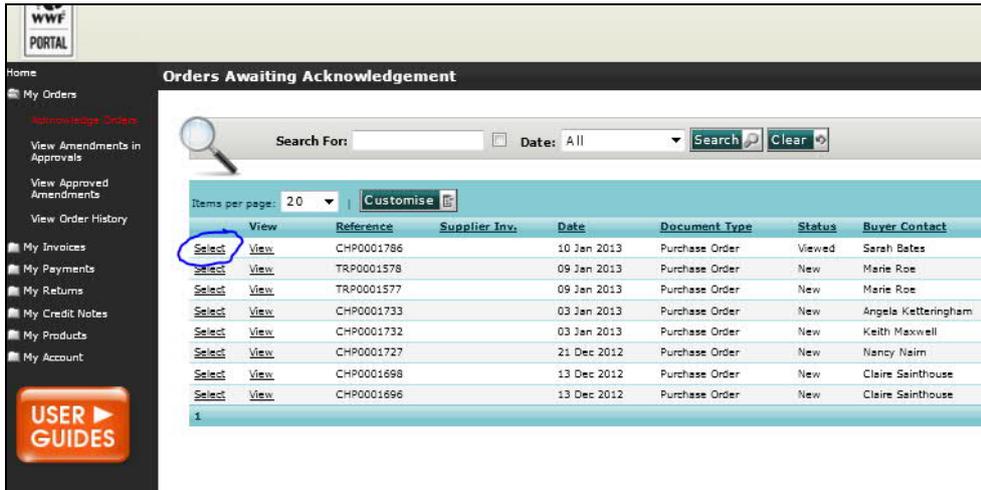
Log into the system using either by clicking on the link in the email or by going to www.PandaPurchasing.com

If you follow the link in the email you will be taken directly to the "Orders Awaiting Acknowledgment" screen. If you log on to your homepage, you will see an alert that tells you that there is a purchase order to acknowledge. Click this alert or on the Acknowledge Orders button.



This takes you to the "Orders Awaiting Acknowledgment" screen.

Click on the "Select" Button on the purchase order that that you want to acknowledge

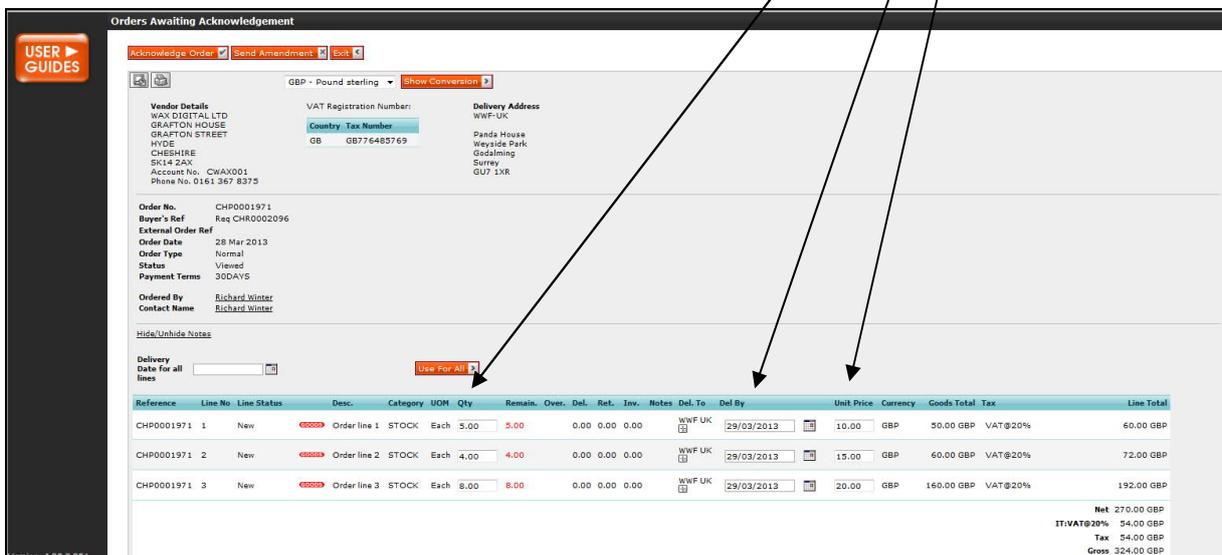


Review the contents of the Purchase order and only if they are all correct click "Acknowledge Order"

If you want to change prices, quantities or delivery dates on the Order you can change any of these fields as displayed below and then click on "Send Amendment".

If the VAT is incorrect you MUST contact the buyer to cancel the order & raise a new one, as the VAT rate on the order must match the invoice.

If you make any changes the order will go back to the original WWF-UK Buyer to accept the changes and then for further internal approval before coming back to you to "Acknowledge Order".



When you acknowledged the order, your WWF-UK Buyer will be emailed to inform them of this.

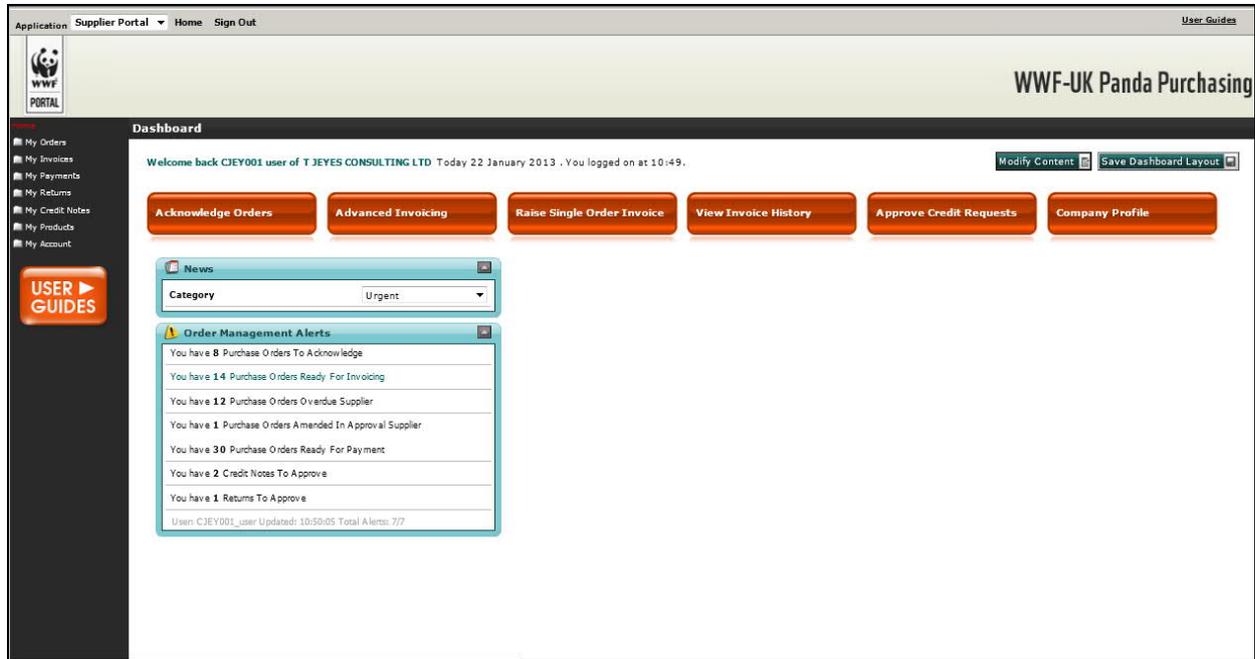
The order is now available for the WWF-UK Buyer to receipt the goods or services when they have been provided.

Raising Invoices

When you receive a Goods Received email notifying you that your WWF-UK Buyer has received the purchase order, you are ready to create your invoice.

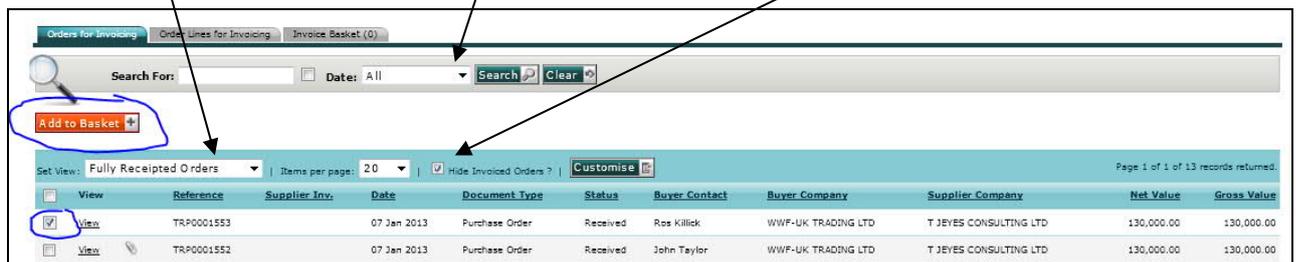
Log into the system using your account details at www.pandapurchasing.com

You will have an alert that says you have x number of purchase orders ready for invoicing. Click the alert link in the box or click on the Advanced Invoicing button.



You will then be presented with available purchase orders for invoice. If you cannot immediately see the PO then you may need to change some or all of the following:

<p>If the WWF-UK contact is only Part-receiving a PO then you will need to change the drop-down menu option below from Fully Received Orders to Partially Received Orders.</p>	<p>The date setting shows orders from the last 14 days so change this if they are older to ALL</p>	<p>If the PO has been part invoiced previously then you will need to untick the Hide Invoiced Order box below for the PO to show for further invoicing.</p>
--	--	---



The values that you can see at this point are the total purchase order values and so may not be the amount available to invoice. Only the amounts that have been received by the buyer will be available to invoice.

You should raise each of your invoices separately.

Select the Purchase order you would like to invoice. You can select multiple orders when they are available. And click "Add to basket".

The amounts shown will continue to be the total order value at this stage.

Then click "Checkout"

Enter your own Invoice number in the box as shown below and change the Invoice Date and Tax Point Date to be the same as your invoice

Invoice Checkout

Invoice Header | Attachments | Confirm & Submit

Enter the header details for the invoice.

Invoice No.: * Enter Invoice number here

Invoice Date: * 22/01/2013

Tax Point Date: * 22/01/2013

Invoice Address: WWF-UK TRADING LTD
Panda House
Wayside Park
Godalming
GU17 1XG
United Kingdom

Comments:

Continue | Invoice Basket | Cancel Invoice

You can then add an attachment of your own invoice if you want to. Adding an attachment may help with any queries in the future. To do this click on "Add files for Upload", browse to find your file and then click on "Upload".

Click "Continue"

Then you are presented with a summary of your invoice.

Check that the details, including all values are correct, and if you need to amend the invoice (e.g. if you need to raise several of your own invoices against a single order), click on "Amend Invoice" and you will be shown the screen below

Invoice Checkout

Invoice Header | Attachments | Confirm & Submit

Review the invoice details below and selected 'Confirm Invoice' if the details are correct.

Hide/Unhide

Vendor Details: WWF CENTRAL LTD
GRAPTON HOUSE
GRAPTON STREET
HVS
251-261
Account No. CW1001
Phone No. 0181 367 8378

VAT Registration Number: GB 087648739

Country Tax Number: GB

Invoice Address: Panda House
Wayside Park
Godalming
GU17 1XG
United Kingdom

Invoice: 123
Invoice No.: 123
Invoice Date: 28 Mar 2013
Payment Terms: 30 DAYS
Payment Date:
Tax Point: 28 Mar 2013

Hide/Unhide Lines

Customise

Reference	Line No	View Matching Details	Disc.	Qty	Value Invoiced	Inv.	Invoicable	Notes	Unit Price	Invoice Amount	Currency	Goods Total	Freight Tax	Tax Total	Line Total
123	1	View			0.00 GBP	0	1			100.00	GBP	100.00 GBP	VAT@20%	20.00	120.00 GBP
123	2	View			0.00 GBP	0	0.95			60.00	GBP	60.00 GBP	VAT@20%	12.00	72.00 GBP
123	3	View			0.00 GBP	0	0			0.00	GBP	0.00 GBP	VAT@20%	0.00	0.00 GBP
123	4	View			0.00 GBP	0	0			0.00	GBP	0.00 GBP	VAT@20%	0.00	0.00 GBP
													Net	160.00 GBP	
													IT-VAT@20%	32.00 GBP	
													Tax	32.00 GBP	
													Gross	192.00 GBP	

Recalculate Invoice | Amend Charges

Back | Invoice Basket | Cancel Invoice

For a service invoice you will only be able to change the net value (excluding VAT) of each line under the column "Invoice Amount"

For a goods invoice only change the quantity.

Invoice Checkout

Review the invoice details below and selected 'Confirm Invoice' if the details are correct.

Supplier Details:
 WEAVER DETAILS
 WAX DISTAL LTD
 GRAPTON HOUSE
 GRAPTON STREET
 WIDE
 CHEREHIRE
 SULLY WAY
 Account No.: CWAY001
 Phone No.: 0141 887 8378

VAT Registration Number:
 Country: GB
 Tax Number: GB79482199

Invoice Address:
 WWF-UK
 Rands House
 Ryeleve Park
 Goswimley
 SUT 21R
 United Kingdom

Invoice No.: 1213
Invoice Date: 28 Mar 2013
Payment Terms: 30DAYS
Payment Date:
Tax Point: 28 Mar 2013

Customise

Reference	Line No	View Matching Details	Desc.	Qty	Value Invoiced	Inv.	Invoicable	Notes	Unit Price	Invoice Amount	Currency	Goods Total	Freight	Tax	Tax Total	Line Total
1213	1	View	Order line 1	5	0.00 GBP	0	5		10.00		GBP	50.00 GBP	0.00 GBP	VAT@20%	10.00	60.00 GBP
1213	2	View	Order line 2	3	0.00 GBP	0	3		15.00		GBP	45.00 GBP	0.00 GBP	VAT@20%	9.00	54.00 GBP
1213	3	View	Order line 3	0	0.00 GBP	0	0		20.00		GBP	0.00 GBP	0.00 GBP	VAT@20%	0.00	0.00 GBP

Net: 95.00 GBP
 IT:VAT@20%: 19.00 GBP
 Tax: 19.00 GBP
 Gross: 114.00 GBP

Recalculate Invoice **Cancel Changes**

Back **Invoice Basket** **Cancel Invoice**

Select "Recalculate Invoice" and then click "Submit". A warning message will appear to ask you to do a final check before clicking on OK. This has then generated the invoice and it will be passed to the finance system for payment. (The status will say "Sent for Payment")

Checking Invoice Status

You can check on your invoice status at any time by looking in "My Invoices" and "Invoice History". Once the invoice has been paid the invoice status will be updated to Paid and if you open it up it will also show you the payment run date.

Invoice History

Search For: Date: Last 14 days **Search** **Clear**

Items per page: 20 **Customise** Page 1 of 1 of 4 records returned.

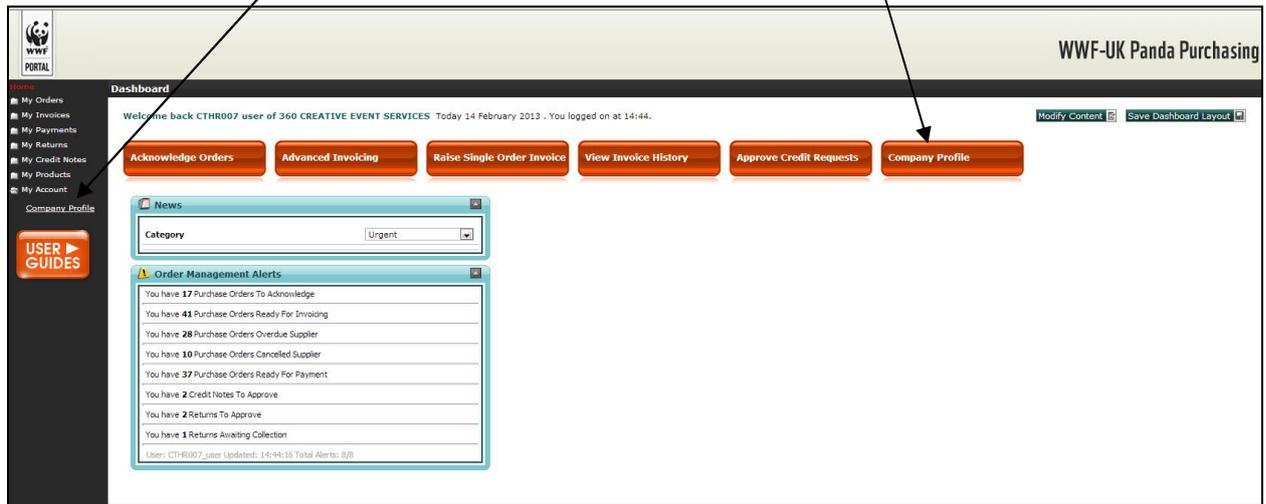
View	Reference	Supplier Inv.	Date	Document Type	Status	Buyer Contact	Buyer Company	Supplier Company	Net Value	Gross Value
View	TR10000021	Enter invoice number here	22 Jan 2013	Invoice	Sent for Payment	Ros Killick	WWF-UK TRADING LTD	T JEVES CONSULTING LTD	128,000.00	128,000.00
View	TR10000019	Supplier invoice number3421	09 Jan 2013	Invoice	Sent for Payment	Claire Sainthouse	WWF-UK TRADING LTD	T JEVES CONSULTING LTD	1,800.00	2,160.00
View	TR10000017	we4nwieie	08 Jan 2013	Invoice	Sent for Payment	Ros Killick	WWF-UK TRADING LTD	T JEVES CONSULTING LTD	45,000.00	54,000.00
View	TR10000014	inv76547890	08 Jan 2013	Invoice	Sent for Payment	Emily Fringle	WWF-UK TRADING LTD	T JEVES CONSULTING LTD	1,800.00	2,160.00

USER GUIDES

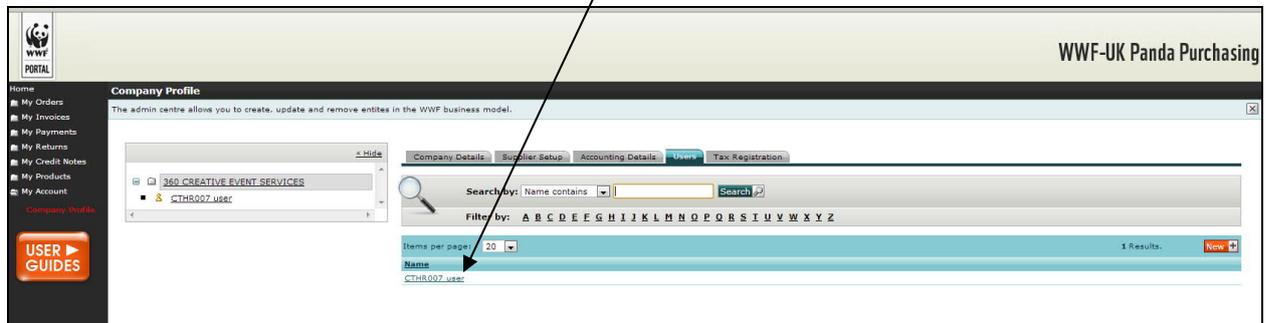
Changing Your Password

You can change the password on your account by doing the following.

Click on the My Account – Company Profile option from the left hand menu or Company Profile button.



Click on the Users Tab and then click on the Name link as in the example below.



Click on the Edit button.



Enter your new password in the New Password and Confirm Password boxes and then click OK. If you want to you can also change other user details here.

The screenshot shows the 'Company Profile' page in the WWF-UK Panda Purchasing system. The page title is 'Company Profile' and it includes a sub-header: 'The admin centre allows you to create, update and remove entities in the WWF business model.' On the left, there is a navigation menu with options like 'Home', 'My Orders', 'My Invoices', 'My Payments', 'My Returns', 'My Credit Notes', 'My Products', and 'My Account'. A 'USER GUIDES' button is also present. The main content area is divided into two tabs: 'User Details' (active) and 'Contact Details'. Under 'User Details', there is a list of users for '360 CREATIVE EVENT SERVICES', with 'CTHR007 user' selected. The user details form includes fields for Title, First Name (CTHR007), Middle Name, Surname (user), and Description. Below this, 'Username Requirements' and 'Password Requirements' are listed. The 'User Name' field contains 'CTHR007_user'. The 'New Password' and 'Confirm password' fields are empty. The 'Email Address' field contains 'wwftesting@transaxions.co.uk'. At the bottom right, there are 'OK' and 'Cancel' buttons.

Company Profile
The admin centre allows you to create, update and remove entities in the WWF business model.

User Details | Contact Details

360 CREATIVE EVENT SERVICES
CTHR007 user

Title:
First Name *: CTHR007
Middle Name:
Surname *: user
Description:

Username Requirements:
Password Requirements:
Maximum number of repeated characters: 2 ; Minimum length: 6 ; History restriction length: 5
All of the following:
Minimum number of letters: 4 ; Minimum number of lowercase letters: 1 ; Minimum number of uppercase letters: 1 ; Minimum number of numbers: 1

User Name *: CTHR007_user
New Password:
Confirm password:
Email Address *: wwftesting@transaxions.co.uk

Last Logged In: 14 February 2013
Number Of Sign Ins: 125

OK Cancel

Amending Company Details

To amend any of the company details select My Account and Company Profile

Select the required tab to amend and click on the edit button

After making the changes select OK

The screen below will appear. Please make sure you click on Send for Approval otherwise the changes will not be submitted.



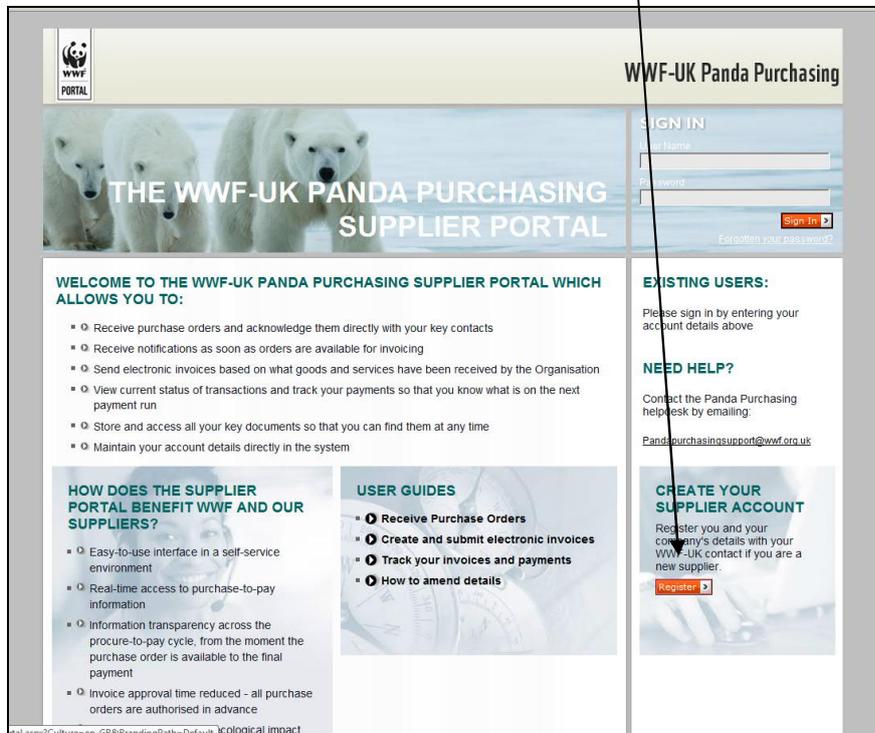
Please note that some changes go to WWF-UK Finance team for approval, so may not take affect straight away.

New Supplier Registration Process

As a new supplier you will need to register on the portal

Before you register, you will need the email address of the WWF-UK contact that will be your buyer.

Go to www.pandapurchasing.com and click on the Register button below.



This will take you to the following screen. Complete the details remembering to enter the WWF contacts email address in the WWF Designated Contact Email Address field.

On the next tab enter in the contact details for the user of the system, note that the email address entered will be the username for the account.

WWF PORTAL

WELCOME TO THE WWF-UK PANDA PURCHASING SUPPLIER PORTAL

[Exit](#)

[Company Details](#) **[User Details](#)** [Accounting Details](#) [Confirm & Submit](#)

Please enter your user details using the form below then click the Save & Continue button to move to the next screen to enter your accounting details.

* **Mandatory fields that must be completed**

Title

First Name *

Surname *

Phone Number * Ext.

Email Address (this will be your username) *

Confirm Email Address *

Password *

Confirm Password *

[Back](#) [Continue](#)

Once you have clicked on Continue on this tab the system will email you your login details.

You will then move on to the Financial details tab for you to enter in your bank details. Please note that Sort Code field should be entered in one text string and without any dashes or spaces, for example 123456.

WELCOME TO THE WWF-UK PANDA PURCHASING SUPPLIER PORTAL

A new user account has been created for you and details have been emailed to good@email.com
You can now return to this registration at any time by following the steps provided in the email.

[Exit](#)

[Company Details](#) [User Details](#) **[Accounting Details](#)** [Confirm & Submit](#)

Please enter your accounting details using the form below then click the Continue button to move to the next screen to confirm all of the details and to submit the form.

* **Mandatory fields that must be completed**

Finance Contact Information

Country *

Address Line 1 *

Address Line 2

Town *

County

Postcode *

Phone Number * Ext.

Remittance Email Address *

Confirm Remittance Email Address *

Bank Account

Enter the details of your bank account below:

Bank Name *

Bank Country *

Account Number *

Sort Code *

Payee Name *

Payment

Payment Terms *

[Back](#) [Continue](#)

Once completed click on Continue.

This takes you to the final tab to Confirm and Submit your details. Check that all of your details are correct, then you must view our Terms and Conditions before you tick to confirm acceptance of them

Then enter the Captcha phrase in the box at the bottom and click on Submit.

Business Category		Reviews	
Environmental Awareness Level		No formal environmental processes but environmentally aware	
Supplier Environmental Contact Email			
User Details			
Title			
First Name	bfd,ibdm		
Surname	nvdknvls		
Phone Number	4546546		
Email Address (this will be your username)	good@email.com		
Accounting Details			
Finance Contact Information			
Country	United Kingdom		
Address Line 1	bwbjvwj		
Address Line 2			
Town	bkbjibgi		
County			
Postcode	njohj		
Phone Number	454654666	Ext.	
Remittance Email Address	good@email.com		
Bank Account			
Bank Name	biww		
Bank Country	United Kingdom		
Account Number	45485784		
Sort Code	123456		
Payee Name	vnvno		
Payment			
Payment Terms	30DAYS		
Form Submitting			
I confirm acceptance of these Terms & Conditions		<input type="checkbox"/> (please tick to confirm your acceptance)	
Form Status		Pending Confirmation	
Comments		None	
For security reasons, please complete the captcha below:			
Type the two words:			
<input type="text"/>			
<input type="button" value="Back"/> <input type="button" value="Submit"/>			

Your registration will go for approval internally at WWF-UK before being registered on the system ready for PO's to be raised.

Internet Browsers

We are aware that there are some issues for users not using Internet Explorer. We have some fixes for other browsers (see below), but if possible it's best to use Internet Explorer

Internet Explorer

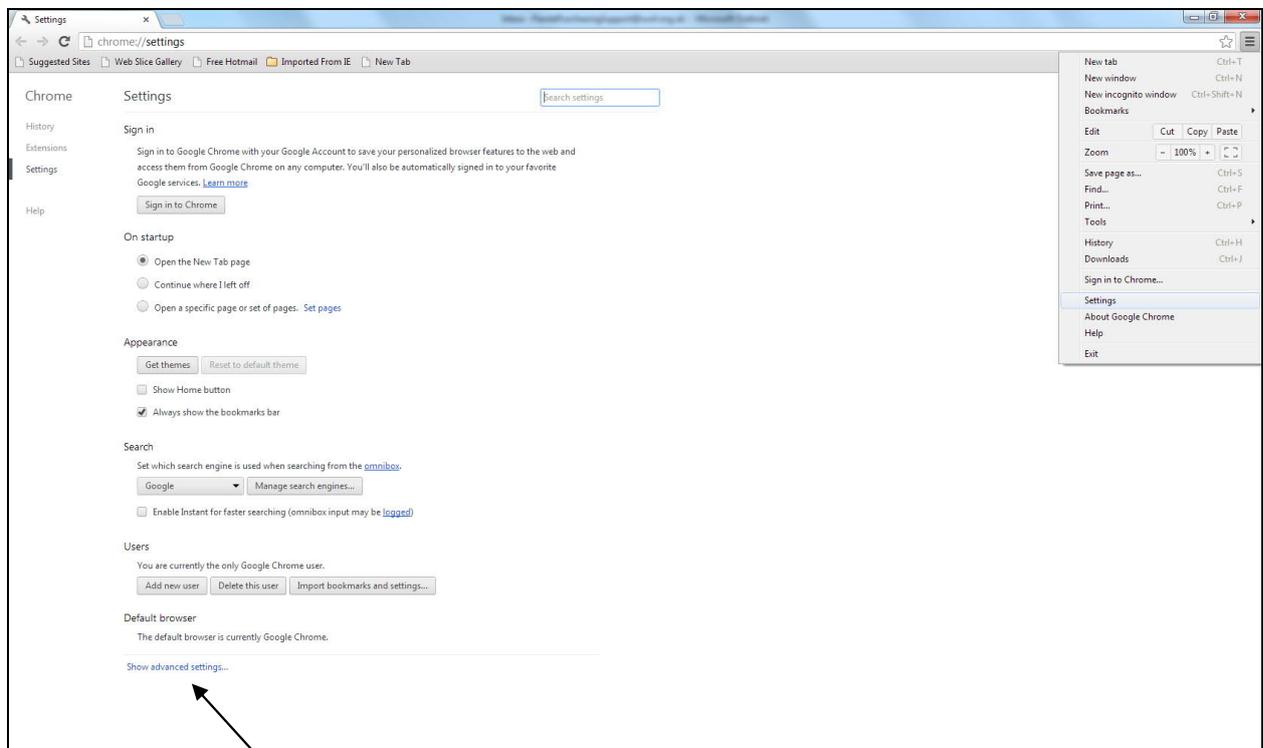
This browser is fully supported and is the best browser to use with Panda Purchasing

Google Chrome Users

You may need to change your language settings for Panda Purchasing to work fully in Google Chrome.

To change your language settings please follow the instructions below

Click on the Customise and Control Google Chrome button and select Settings from the menu as below.

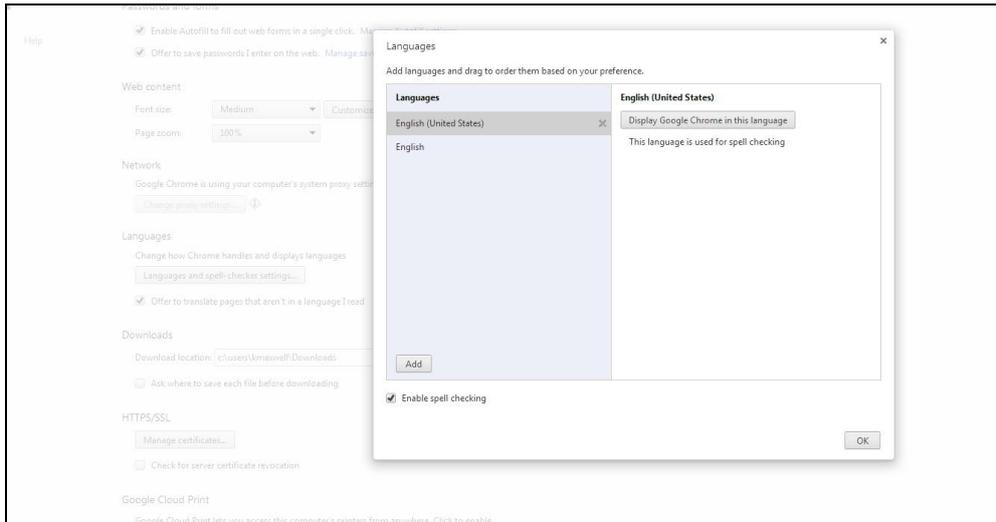


Click on the Show Advanced Settings link.

Click on the Languages and Spell Checker settings button and this should display as below.

Click on Add and select English (United Kingdom) from the drop down list.

Then click on the Display Google Chrome in this language and then click on OK and close Chrome down completely.



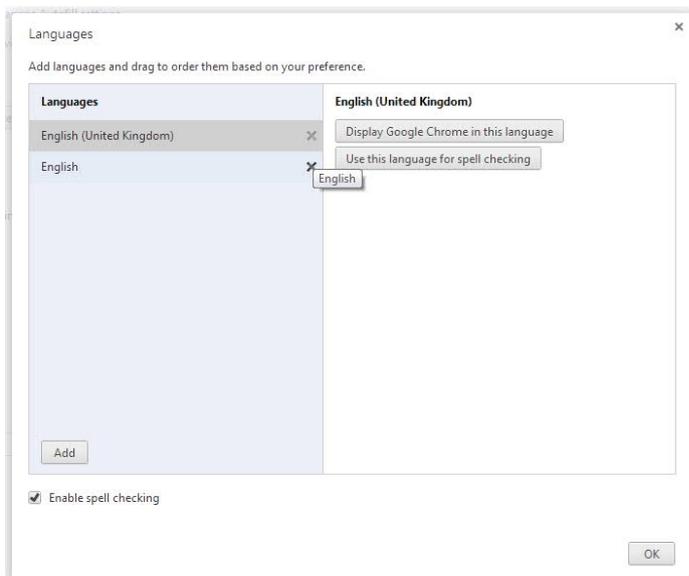
Open Chrome back up again.

Click on the Customise and Control Google Chrome button and select Settings from the menu as below.

Click on the Show Advanced Settings link.

Click on the Languages and Spell Checker settings button.

Click on the X next to English (United States) and English so that English (United Kingdom) goes to the top of the list.



Click on OK.

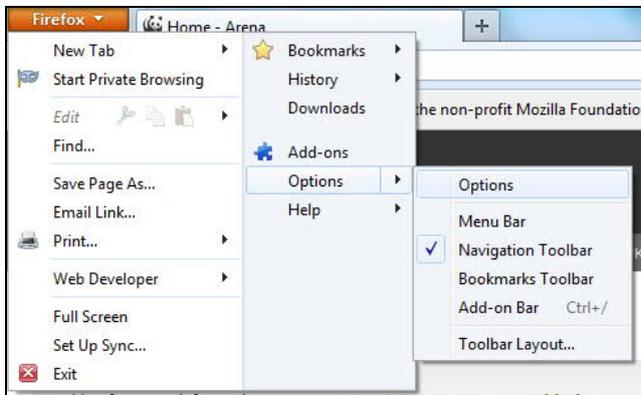
This will now fix the problem and display correctly for all future sessions.

Firefox Users

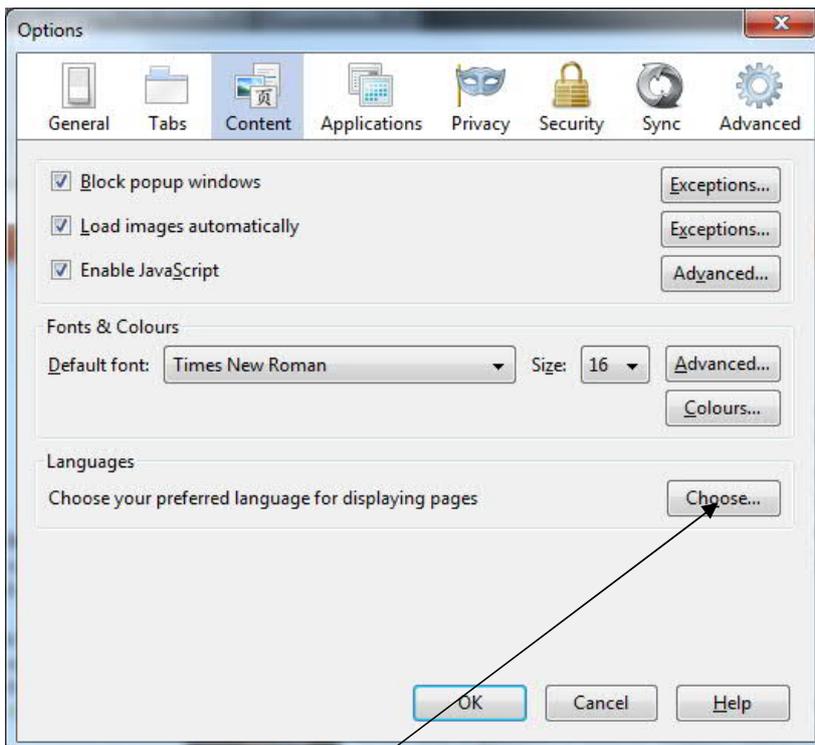
Firefox users may also need to change their language settings for Panda Purchasing to work fully.

To change your language setting in Firefox

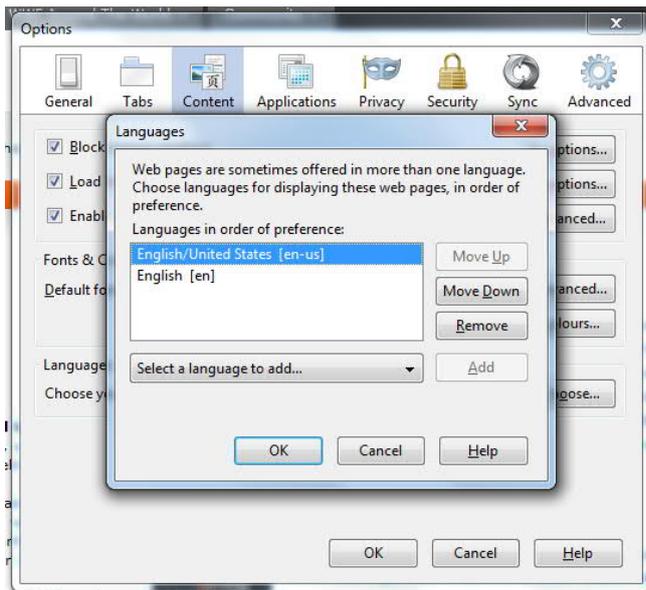
Click on the top left Firefox drop down menu and select Options and then options again from the menu as below.



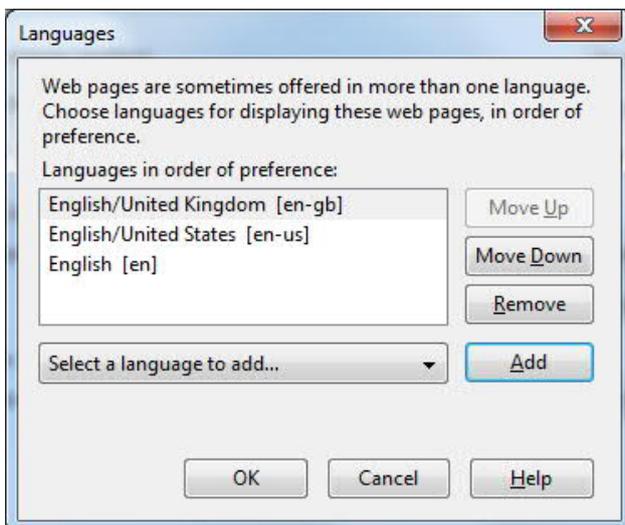
Select the Content tab



and click on Choose next to Languages



Select a language to add English/United Kingdom [en-gb] and click Add



Click on English/United States [en-us] and click Remove

Click OK then click OK again

Then close Firefox and re-open it

This will now fix the problem and display correctly for all future sessions.

Safari Users

If you use Safari as your default browser we are aware of some display issues and so suggest that you use Internet Explorer if at all possible if you have a Windows PC, otherwise use Google Chrome or Firefox using the fixes above.