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

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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.

Dashboard Welcome back CJEY001 use	r of T JEYES CONSULTING LTD Today 2	8 January 2013 . You logged on at 16 :
Acknowledge Orders	Advanced Invoicing	Raise Single Order Invoice
Direws		
Category	Urgent	•
👃 Order Managemen	nt Alerts	
You have 8 Purchase Orde	rs To Acknowledge	
You have 15 Purchase Ord	lers Ready For Invoicing	
You have 13 Purchase Orc	lers Overdue Supplier	
You have 1 Purchase Orde	rs Amended In Approval Supplier	
You have 31 Purchase Orc	lers Ready For Payment	
You have 2 Credit Notes T	o A pprove	-
You have 1 Returns To Ap	prove	_

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

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

	Orders A	waiting	Acknowledger	nent				
My Orders	orders n	indirening i	ineline ineligion					
	0							
View Amendments in	\bigcirc	Sear	ch For:	🖾 Da	te: All	👻 Search 🔎	Clear 🤣	
Approvals	1						1.16%	
View Approved		5						
Amendments	Items pe	rpage: 20	👻 🛛 Customi	se 📳				
View Order History	175	View	Reference	Supplier Inv.	Date	Document Type	Status	Buyer Contact
ly Invoices	Select	View	CHP0001786	100	10 Jan 2013	Purchase Order	Viewed	Sarah Bates
ly Payments	Select	View	TRP0001578		09 Jan 2013	Purchase Order	New	Marie Roe
ly Returns	Select	View	TRP0001577		09 Jan 2013	Purchase Order	New	Marie Roe
ly Credit Notes	Select	View	CHP0001733		03 Jan 2013	Purchase Order	New	Angela Ketteringha
v Products	Select	View	CHP0001732		03 Jan 2013	Purchase Order	New	Keith Maxwell
	Select	View	CHP0001727		21 Dec 2012	Purchase Order	New	Nancy Naim
v Account	Select	View	CHP0001698		13 Dec 2012	Purchase Order	New	Claire Sainthouse
y Account		10	CHP0001696		13 Dec 2012	Purchase Order	New	Claire Sainthouse
y Account	Select	VIEW						

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".

(Orders Awaiting Ac	knowledgemen	ıt										/				
	Acknowledge Orde	r 🗹 Send Amend	iment 🗶 Exit 🤇											/			
GUIDES	Vender Details WAX DIGTAL (GAFTON HO) GGATTON HOI GGATTON HOI GGATTON HOI GGAT CHESHING CHESH	LTD USE LEET 20001 1357 8375 CHP0001971 Reg CHR0002096 6 28 Mar 2013 Normal Normal Viewed 30DAVS	GBP - Pound sterf VAT Registrati Country Tax T GB GB7	ing • Sho on Number: iumber 6485769	w Convers	Delivery Addre WWF-UK Panda House Weyside Park Godalming Surrey GU7 1XR		/			/	/					
	Ordered By Contact Name <u>Hide/Unhide Notes</u> Delivery Date for all lines	Richard Winter Richard Winter			Use For All		/					•	-				
	CHP0001971 1	New	Order lin	e 1 STOCK	Each 5	5.00 5.00	0.00	0.00 0.00	WWF UK	29/03/2013		10.00	GBP	50.00 GBP	VAT@20%	60.00 GBP	
	CHP0001971 2	New	CODES Order lin	e 2 STOCK	Each 4	4.00	0.00	0.00 0.00	WWF UK	29/03/2013		15.00	GBP	60.00 GBP	VAT@20%	72.00 GBP	
	CHP0001971 3	New	Conder lin	e 3 STOCK	Each 8	8.00 8.00	0.00	0.00 0.00	WWF UK	29/03/2013		20.00	GBP	160.00 GBP	VAT@20%	192.00 GBP	
Version: 4.30.9.251																Net 270.00 GBP IT:VAT@20% 54.00 GBP Tax 54.00 GBP Gross 324.00 GBP	

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 receipted 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.

Application Supplier Porta	l 🔻 Home Sign Out				User Guides
PORTAL					WWF-UK Panda Purchasing
My Orders My Invoices My Payments My Payments My Payments	ashboard Welcome back CJEY001 user of '	T JEYES CONSULTING LTD Toda	ay 22 January 2013 . You logged on at 10	:49.	Modify Content 🔯 Save Dashboard Layout 🖬
My Credit Notes	Acknowledge Orders	Advanced Invoicing	Raise Single Order Invoice	View Invoice History	Approve Credit Requests Company Profile
	Category	Urgent			
	() Order Management A	lerts			
	You have 8 Purchase Orders To	A cknow ledge			
	You have 14 Purchase Orders R	teady For Invoicing			
	You have 12 Purchase Orders O	Verdue Supplier			
	You have 1 Purchase Orders An	nended In Approval Supplier			
	You have 30 Purchase Orders R	Ready For Payment			
	You have 2 Credit Notes To Ap	prove			
	You have 1 Returns To Approve	2			
	Usen: CJEY001_user Updated: 1	0:50:05 Total Alerts: 7/7			

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:

If the WWF-UK contact is only Part-	The date setting shows orde	ers from the last If the	PO has been part invoiced	previously
receipting a PO then you will need to	14 days so change this if the	ey are older to then y	ou will need to untick the H	Hide
change the drop-down menu option below	ALL	Invoid	ed Order box below for the	PO to
from Fully Receipted Orders to Partially		show	for further invoicing.	
Receipted Orders.	1			
Orders for Invoicing Order Lines for Invoicing Invoice Basket (0)				
Search For: Date: All	• Search 92 Clear 92			
Add to Basket +				
Set View: Fully Receipted Orders 💌 Items per page: 20 💌	Hide Involced Orders ? Customise			lage 1 of 1 of 13 records returned.
View <u>Reference</u> <u>Supplier Inv.</u> <u>Date</u>	Document Type Status Bi	uver Contact Buyer Company	Supplier Company	Net Value Gross Value
View TRP0001553 07 Jan	2013 Purchase Order Received Rt	os Killick WWF-UK TRADING LTD	T JEYES CONSULTING LTD	130,000.00 130,000.00
🔲 <u>View</u> 📎 TRP0001552 07 Jan	2013 Purchase Order Received Jo	ohn Taylor WWF-UK TRADING LTD	T JEYES CONSULTING LTD	130,000.00 130,000.00

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 receipted 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 No.: *	Enter Invoice number here	
Invoice Date: *	22/01/2013	
Tax Point Date: *	22/01/2013	
Invoice Address:	WWF-UK TRADING LTD Panda House Weyside Park Godalming GU7 1XR Umited Kingdom	
Comments:	A 	

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

Home	Invoice Ch	eckout															
My Orders	In solice Lie	Attaction and	Contro & Summer														
Ny Payments																	
My Returns	Review the	invoice details bel	low and selected 'Confirm	n Invoice' if the details	are correct.												
My Credit Notes	12																
My Products	Ne																
My Account	Vend	or Details		VAT Registration Number:			Invoke Address										
HOLD	GRAF	TON HOUSE		Country Tax Number			WWF-UK Panda House										
USER >	HYDE	HIRE		GB GB776485769			Godalming GU7 1XB										
GUIDES	SK14 Accor Phone	2AX ant No. CWAX001 No. 0161 367 8375					United Kingdom										
	Invoice	123															
	Invoice Date:	28 Mar 2013															
	Payment Terms:	E SODAYS															
	Payment Date:																
	Tax Point:	28 Mar 2013															
	Hide/Unitid	e Notes															
	Customis	Ð															
	Reference	Une No	View Matching Detail	s	Desc.	Qty	Value Involced	Inv.	Involcable	Notes	Unit Price	Involce Amount	Currency	Goods Total	Freight Tax	Tax Total	Line Total
	123	1	View >		Order line 1		0.00 GBP	٥	1			100.00	GB.P	100.00 GBP	VAT0 20%	20.00	120.00 GBP
	123	2	View 🕨	•	Order line 2		0.00 GBP	٥	0.55			60.00	G87	60.00 GBP	VATE 20%		72.00 GBP
	123	3	View ≥		Order line 3		0.00 GBP	0	0			0.00		0.00 GBP	VAT@20%	0.00	0.00 GBP
	123	4	View >	•	Order line 4		0.00 GBP	٥	٥			0.00	~	0.00 da#	VAT@20%	0.00	0.00 08#
	Recalculat	Invoice 🖉 Can	cel Changes 👰													IT.VI	Net 160.00 GBP AT@20% 32.00 GBP Tax 32.00 GBP Gross 192.00 GBP
Version: 4.30.9.251	Back C	nvoice Basket 🏙	Cancel Invoice												<u></u>		

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					
Invoice Header Attachments Confirm & Submit					
Review the invoice details below and selected 'Confirm Invoice' if the details are correct.					
23					
Hide Unhide					
Vender Detalls VLT Sigstrebon Under Fragstrebon Under Fragstrebon Under Sigstrebon Under Fragstrebon U	Involce Address WWP-UK Panta House Weigide Berk Gu7 XIR United Kingdom				
Invoice 1213					
Involce 28 Mar 2013					
Payment 30DAVE Terms:					
Payment Date:					
Tax 28 Mar 2013 Point: 28 Mar 2013					
Hide-Unitide Notes					
Customise D					
Reference Une No View Matching Details Desc.	Qty Value Involced Inv.	Involcable Notes Unit Price	Involce Amount Currency G	oods Total Freight Tax	Tax Total Line Total
1213 1 View 2 00000 Order line 1	5 0.00 GBP 0	\$ 10.00	GBP	50.00 GBP 0.00 GBP VAT@20%	10.00 60.00 GBP
1213 2 View 2 655553 Order line 2	3 0.00 GBP 0	3 15.00	GBP	45.00 GBP 0.00 GBP VAT@20%	9.00 S4.00 GBP
1213 3 View 2 60003 Order line 3	0 0.00 GBP 0	0 20.00	GBP	0.00 GBP 0.00 GBP VAT 020%	0.00 GBP
Brazingiste provise 🕼 Cancel Changes D					Net 55.008 IT:VATG204 IS-008 Tax 18.008 Gress 114.008

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.

Home	Invoice	Histo	ry									
My Orders	2	5	Search For:	Date:	Last 14 days	▼ Search 🔎 Cle	ar 🔗					
Invoice	Items pe	r page:	20 💌	Customise 📴							Page 1 of 1 of 4	records returned.
for Payment	View		Reference	Supplier Inv.	Date	Document Type	Status	Buyer Contact	Buyer Company	Supplier Company	Net Value	Gross Value
Weie Involte Matory	View		TRI0000021	Enter Invoice number here	22 Jan 2013	Invoice	Sent for Payment	Ros Killick	WWF-UK TRADING LTD	T JEYES CONSULTING LTD	128,000.00	128,000.00
My Payments	View		TRI0000019	Supplier invoice number3421	09 Jan 2013	Invoice	Sent for Payment	Claire Sainthouse	WWF-UK TRADING LTD	T JEYES CONSULTING LTD	1,800.00	2,160.00
My Returns	View		TRI0000017	we4rwerwe	08 Jan 2013	Invoice	Sent for Payment	Ros Killick	WWF-UK TRADING LTD	T JEYES CONSULTING LTD	45,000.00	54,000.00
My Credit Notes	View		TRI0000014	inv76547890	08 Jan 2013	Invoice	Sent for Payment	Emily Pringle	WWF-UK TRADING LTD	T JEYES CONSULTING LTD	1,800.00	2,160.00
My Products	1											

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.

Ê							WWF-UK Panda Purchasing
ders	Pashboard						
voices	Welcome back CTHR007 user of 360 C	REATIVE EVENT SERVIC	CES Today 14 February 2013 . You I	ogged on at 14:44.		L	Modify Content 📓 Save Dashboard Layout 🗐
aturns							
adit Notes	Acknowledge Orders Adva	inced Invoicing	Raise Single Order Invoice	View Invoice History	Approve Credit Requests	Company Profile	
unt							
y Profile	Di News						
any Profile	Category	Urgent					
Profile	Category A Order Management Alerts	Urgent	×				
Profile	Category Coter Management Alerts You have 17 Purchase Orders To Advonced	Urgent					
Profile	Category Coter Management Alerts You have 17 Purchase Orders To Admonied You have 41 Purchase Orders To Admonied You have 41 Purchase Orders Ready For Im	Urgent ige rolding					
NY Profile	Category Category Conder Management Alerts Vou have 17 Aurthuse Orders To Adonomic Vou have 41 Aurthuse Orders Ready For Im You have 28 Purchase Orders Overdue Sugn	Urgent Ige rolding Jier					
	Category Category You have 17 Aurhagement Alerts You have 17 Aurhage Orders To Advance You have 18 Aurhage Orders Ready For In You have 28 Aurhage Order Surgetse Order Surgetse You have 19 Purchase Order Canceled Sur You have 19 Purchase Order Canceled Sur	Urgent ge volding jiler piler					
)ES	Category Category Vo.have 37 Purchase Order To Admonite You have 37 Purchase Order To Admonite You have 38 Purchase Orders Ready For In You have 38 Purchase Orders Overdia Ray You have 39 Purchase Orders Ready For Pa	Urgent lge valding jker piler yment					
DES	Category Category Conter Management Alerts Vou have 17 Parchase Orders To Admonite You have 18 Parchase Orders Ready For Im You have 28 Burchase Orders Ready For Im You have 28 Parchase Orders Categories You have 29 Parchase Orders Categories You have 20 Parchase Orders Categories You have 20 Parchase Orders Categories You have 20 Parchase Orders Ready For Parces You have 20 Parces You h	Urgent ge rolding Jier giler yment					
ES	Category Category Context Alerts Vou have 37 Purchase Orders Te Adonomies Vou have 38 Purchase Orders Ready For Im Vou have 38 Purchase Orders Overdue Sug Vou have 39 Purchase Orders Canceled Su; Vou have 39 Purchase Orders Ready For Purchase Orders Forders Forders Vou have 37 Purchase Orders To Approve Vou have 2 Ready Forders	Urgent ge rolding jiler piler yment					
DES	Category Category Vou have 37 Purchase Orders To Advanued You have 41 Purchase Orders To Advanued You have 41 Purchase Orders Ready For Im You have 28 Purchase Orders Canceld Sug You have 30 Purchase Orders Ready For Pa You have 30 Purchase Orders Ready For Pa You have 37 Purchase Orders Ready For Pa You have 37 Purchase Orders Ready For Pa You have 37 Burchase Orders Ready For Pa You have 37 Burchase Orders Ready For Pa You have 38 Ready Fo	Urgent ge oklang sler plar ment					

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

		/	
WWF PORTAL			WWF-UK Panda Purchasing
Home	Company Profile		
My Orders	The admin centre allows you to create, update and remove entites	in the WWF business model.	X
My Invoices			
My Payments			
My Returns	<u>« Hide</u>	Company Details Supplier Setup Accounting Details Users Tax Registration	
My Droducts			
My Account	G GO CREATIVE EVENT SERVICES	Search by: Name contains	
Company Profile	CTHR007 user		
	4 F	Filter by: ABCDEEGHIJKLMNOPORSIUVWXYZ	
USER 🕨		items per page i 20 💌	I Kesuits.
GUIDES		Name	
		CTHR007 user	

Click on the Edit button.

WWF PORTAL				WWF-UK Panda Purchasing
Home	Company Profile			
My Orders	The admin centre allows you to create, update and rem	nove entites in the WWF business model.		X
My Payments				
My Returns				
My Credit Notes		Kide User Details Contact Detail	a	
My Products	■ □ 360 CREATIVE EVENT SERVICES	Title		
My Account	CTHR007 user	First Name	CTHR007	
Company Profile	4	Middle Name		
		Surname	user	
USER >		Description	CTHR007 user	
GUIDES		Email Address	wwftesting@transaxions.co.uk	
			20	
		Last Logged In:	14 February 2013	
		Number Of Sign Ins:	125	
				Edit 🛃
		Number Of Sign Ins:	125	

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.

Company Profile			
The admin centre allows you to create, update and re	move entites in the WWF business model.		
5			
otes	« Hids User Details Contact Detail	£	
□ 360 CREATIVE EVENT SERVICES	Title		
 S CTHR007 user 			
hollio	First Name *	CTHR007	
-	Middle Name		
	Surname *	licer	
S	Description		
	Description		
	Username Requirements:		
	Password Requirements: Maximum number of repeated All of the following: Minimum number of letters: 4	haracters: 2 ; Minimum length: 6 ; History restriction length: 5 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	

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.

PORTAL		WWF-UK	Panda Purchasing
Home	Company Profile		
My Orders	The admin centre allows you to create, update and remove entites in the	e WWF business model.	X
My Invoices			
My Payments			
My Returns	* Hide		
My Credit Notes		Waiting Approval	
My Products	B D SEUCREATIVE EVENT SERVICES		
My Account	• A CIHRODY user	Send For Approval 😫 Cancel App	roval 💱 See Original 💱
Concerning Street, Str	 <u>New User</u> 	Company Details Supplier Setup Accounting Details Users Tax Registration	
company Home:			
		Finance Contact Information	

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.





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.

				 WWF-UK Panda Purcha
COME TO THE WWF-UK PANDA	PURCHASING SUPPLIER PO	RTAL		
t c				
Company Details User Details	Accounting Setalls	uðmis -		
lease enter your company information	using the form below hen click the	Save & Continue button to move to the	next screen to enter your user details.	
Mandatory rields that must be comple		0		
Company Name	-Please Select-	Q		
Address Line 1		0		
Address Line 2				
City *				
State		0		
Zip Code *		0		
O Box Details*(Required only if stand	ard address not entered above)			
PO Box				
Postcode				
Time Zone *	(UTC) Dublin, Edinburgh, Lisbor	London 🗸 🖉	(
Phone Number *		Ext. 0		
Registered Company	Check this box to confirm this is	a registered company 🚱		
VAT Registered	Creck this box to confirm this is	a VAT registered company 🚱		
Procurement Categories	Select Procurement Categorie			
Delivery Lead Time	1	Days 😧		
Supplier Contact Email Address *		0		
WWF Designated Contact's Email Address		0		
Sole Trader	Check this box to supplier is a :	Sole Trader 😜		
Economic Classification *	Please Select 💌 🔞			
Legal Form *	Please Select	- 0		
Business Topology *	Please Select 💌 🥝			
Environmental Awareness Level *	Please Select		- 0	
and the second sec				

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.

IRTAL				
COME TO THE WWF-UK PAND	V PURCHASING SUPP	LIER PORTAI	2	
xit <				
Company Details User Details	Accounting Details Co	nfirm is Submit		
Please enter your user details using th	e form below then click the	Save & Contin	ue butt	on to move to the next screen to enter your accounting detail
* Mandatory fields that must be compl	eted			
Title				
First Name *				
Surname *				
Phone Number *		Ext.		0
Email Address (this will be your	-		0	
usemane)			1	
Confirm Email Address *			0	
Confirm Email Address * Password *				
Confirm Email Address * Password * Confirm Password *				
Confirm Email Address * Password * Confirm Password *				

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.

ew user account has been created to can now return to this registration a	at any time by following the s	teps provided in the email.co	n	
xit 💽				
Company Details User Details	Accounting Details Cor	nfirm & Submit		
Diana astronomia and state	uning the form holes there all	ala tha Cantinua huttan ta a		
* Mandatory fields that must be com	pleted	the continue button to h	love to the next screen to comm	
Finance Contact Information				
Country	* United Kingdom		▼ 0	
Address Line 1		0		
Address Line 2				
Town	*			
County		0		
Postcada	*	0		
Dhone Number		Evet 0		
Phone Number		ext.		
Remittance Email Address		`		
Confirm Remittance Email Address				
Bank Account				
Enter the details of your bank accour	it below:			
Bank Name	*	0		
Bank Country	*Please Select		▼ 0	
Account Number	*	0		
Sort Code	*	0		
Payee Name	*	0		
Payment				
Payment Terms	* 30DAYS 8			

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.

Environmental Avareness Level	No formal environmental processes but environmentally aware
Supplier Environmental Contact Email	
User Details	
Title	
First Name	bfd,lbdm
Surname	nvdkinvis
Phone Number	4546546
Email Address (this will be your username)	good@email.com
Accounting Details	
Finance Contact Information	
Country	United Kingdom
Address Line 1	bwb;vw;
Address Line 2	5 IS
Town	bkb;ibgi
County	
Postcode	n;oh;
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	νηνησ
Payment	
, Payment Terms	30DAYS
Form Submitting	
I confirm acceptance of these Terms & Conditions	(please tick to confirm your acceptance) View our Terms & Conditions here
Form Status	Pending Confirmation
Comments	None
Comments	None
Type the two words:	
Back 🔍 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.

	Add languages and drag to order the	m based on your pref	ference.	
	Languages		English (United States)	
Font size: Medium 👻 Custo	English (United States)	×	Display Google Chrome in this language	
Page zoom: 100% 👻	English		This language is used for spell checking	
Network				
Google Chrome is using your computer's system proxy	settir			
Languages				
Offer to translate pages that aren't in a language I n	sad			
	Add			
	 Enable spell checking 			
				OK

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.

Languages	English (United Kingdom)	
English (United Kingdom)	Display Google Chrome in this language	
English	Use this language for spell checking	
Add		
, tuu		

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

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		5		60	A	O	Ö
General	Tabs	Content	Applications	Privacy	Security	Sync	Advance
Block	popup wi	ndows				Exce	eptions
V Load i	images au	tomatically				Eve	entions
Enable	e Java <u>S</u> crip	ot				Ady	anced
Fonts & C	olours						
Default fo	nt: Tim	es New Rom	ian	-	Size: 16	▼ Add	vanced
							olours
Language							
Choose	s sur proferi	ed language	for displaying u				haara
Choose yo	bui preren	eu languagi	e for displaying p	pages			ioose
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			7				

and click on Choose next to Languages

		页		00	1	O	-
General	Tabs	Content	Applications	Privacy	Security	Sync	Advance
D Place	Languag	es				x	
 ✓ <u>b</u>lock ✓ <u>L</u>oad ✓ Enabl 	Web p Choos prefer Langu	ages are so se language ence. ages in ord	metimes offered s for displaying t er of preference:	in more th hese web p	an one lang bages, in ord	uage. ler of	ptions ptions anced
Fonts & C	Engli	sh/United S	tates [en-us]		Move	Up	-
<u>D</u> efault fo	Engli	sh [en]			Move [own	anced
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Language	Selec	t a language	e to add	-	Ad	4	
Choose ye					_		<u>o</u> ose
			ОК	Cancel	<u>H</u> el	p	
			_				

Select a language to add English/United Kingdom $[{\rm en}\mathchar`-gb]$ and click Add

Choose languages for displaying these web preference.	pages, in order of
Languages in order of preference:	
English/United Kingdom [en-gb]	Move Up
English/United States [en-us] English [en]	Move Down
	Remove
Select a language to add	✓ <u>A</u> dd

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.