Vendor Portal
Vendor Process

Training Document

Modify Date : 20 Nov 2018

Business Process Description

After Purchase complete approved the Vendor Admin. The system will send the automatic mail to the Vendor Admin by the capture as below ;

KCE Vendor Portal

FOR TEST PURPOSES ONLY

Dear บริษัท ไทยลามิเนต แมนูแฟคเจอเรอร์ จำกัด

To access KCE Vendor Portal

URL	http://vendors.kce.co.th/PortalTest/
Username	VA01ACE
Password	TxMpKJ

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The information transmitted in this E-mail is solely for the recipient(s) name above. It may contain confidential, proprietary or legally privileged material. If you are not the intended recipient(s), please immediately delete it and all copies of it from your system, destroy any hard copies of it and notify the sender review, re-transmission, dissemination or other use of, or taking of any action in reliance upon such information is prohibited. Any views, opinions, comments, statements of information contained in this E-mail, including any attachments (if any) are those of the author, their accuracy, completeness or correctness are not guaranteed. KCE Group shall not be liable or responsible for any of such contents, including damage or loss resulting from any virus transmitted by this E-mail.

The Vendor Admin click URL Link for Log in to the system and identity Usename and Password that got from e-mail

Vendor Portal

Username

Enter your username

Password

Enter your password

Sign In

Forgot password?

When user signed in the system you will meet the capture as below ; In this case you got 1 PO from KCE by you can considerate in these icon.

Purchase Order   **1**

Vendor Portal : For Vendor

After select menu Purchase Order you will go to the page "Purchase Order List". The vendor will see PO that KCE sent to vendor and for the item which still not read/reply to KCE will show **NEW** then select ⬇ for download PO to display

KCE ELECTRONICS Public Company Limited.

Vendor Portal : For Vendor

Purchase Order

VENDOR CODE	:	61000855		PO NUMBER :	1141033183
VENDOR NAME	:	บริษัท ไทยลามิเนต แมนูแฟคเจอเรอร์จำกัด		PO REV :	2
ATTN	:	คุณ เบญจมาศ		PO DATE :	10/01/2018
ADDRESS	:	115/2 นิคมอุตสาหกรรมลาดกระบัง ถ.ฉลองกรุง		BUYER :	Panida S.
		ถ.ฉลองกรุง แขวงลำปลาทิว เขตลาดกระบัง		PAGE :	1 / 1
		กทม. 10520 TH			
TEL	:	02-326-1312-3 FAX: 02-326-0016			

Sample PO

NO.	PART NUMBER DESCRIPTION	AVL	ETD ETA (MM/DD/YY)	QTY	UNIT	PRICE	DISC	TOTAL
1	CHBPH2SO4-50XXX0 SULPHURIC ACID 50PERCENT 25KG/1 [B]		10/03/18	100.000	Kilogram	49.00		4,900.00

Payment Term : Credit 120 Days
Revision: 2- Up Q Down P

When you choose the botton "Acknowledge" [icon] that mean you want to sent back the acknowledgement document and you will ment the screean as below ;

Purchase Order - Acknowledge

| PONo | 1141033183 | Rev | 02 | **⬇ Download** |

ATTACH FILE

File [   ] Browse...

Allowed file extensions .jpg, .png, .pdf, .zip
Max file size 10 MB

Submit

By the condition you can sent your acknowledge file that the file size must no over 10 MB. After selected file you must be choose botton "Submit" the system will show the message.

Purchase Order # 1141033183 was acknowledged.

Back to PO list

In case that Vendor admin need to add a person who work in charge by the Vendor Admin you can do by select icon [icon]

By the user that you added , The system will check by the e-mail addreass must be same in the part of "Domain Name" so the system will allow you to add that person in the system. And the other thing you can set the application that you want that person to do. By the application that will allow must be not accessable more than the Vendor Admin that have.

Vendor Portal : For Vendor

KCE

VA01ACE (บริษัท ไทยลามิเนต แมนูแฟคเจอเรอร์ จำกัด) 👤

Return to portal

FOR TRAINING PURPOSES ONLY

Vendor Portal

Announcement

There are currently no active announcements.

AVAILABLE APPLICATIONS

PO Submission `1`

And select function "Setting" → "Add User"

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Return to portal

👥 Settings
↪ Log out

FOR TRAINING PURPOSES ONLY

Vendor Portal

Announcement

There are currently no active announcements.

AVAILABLE APPLICATIONS

PO Submission `1`

Settings   ⊕ Add User

Username	Name	Email		
VA01ACE	บริษัท ไทยลามิเนต แมนูแฟคเจอเรอร์ จำกัด	nunthachai.t@kce.co.th	⊞ Applications	⚙ Settings

Vendor Portal : For Vendor

Add User

Firstname

Jarinee

Lastname

Jitphayak

Email address

Jarinee.j | @kce.co.th

Password

••••••••

Confirm Password

••••••••

Submit Add User

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Return to portal

FOR TRAINING PURPOSES ONLY

Settings
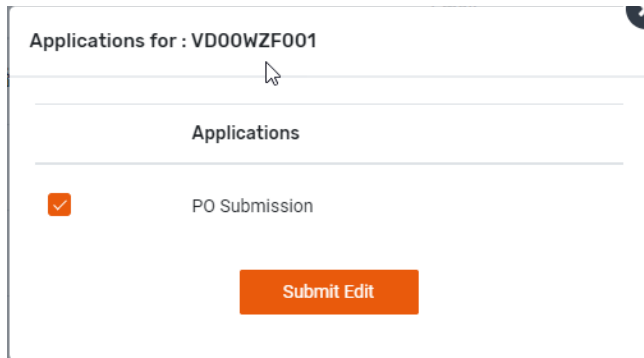
👥 Add User

Username	Name	Email		
VA01ACE	บริษัท ไทยลามิเนต แมนูแฟคเจอเรอร์ จำกัด	nunthachai.t@kce.co.th	⊞ Applications	⚙ Settings
VD01ACE001	Pimnapa K	Pimnapa.k@kce.co.th	⊞ Applications	⚙ Settings
VD01ACE002	Rangsiya P	sureeporn@kce.co.th	⊞ Applications	⚙ Settings
VD01ACE003	Jarinee Jitphayak	Jarinee.j@kce.co.th	⊞ Applications	⚙ Settings

You have just added user "VD01ACE003" but you still not maintain application for this user. Go to the menu "Applications" ⊞ Applications for the user that you want to maintain.

You will see the window that refer to user and application that you can allow him to use. (By condition the vendor team can be receive authorize less than or equal with the Vendor Admin)

Vendor Portal : For Vendor

Applications for : VD00WZF001

Applications

☑ PO Submission

Submit Edit

After added user "VD01ACE003" the system will sent the automatic mail to e-mail which you register. And user will receive user name and password for come to use in the Vendoe Portal System.