

MITRE 10 Connect

National Suppliers

Webinar 3

A look at Mitre 10 Connect



July 2023

Our speakers today



Karen Fletcher
Mitre 10 Finance



Danica Peralta
Mitre 10 Finance



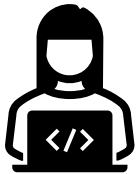
Varun Bhasin
Mitre 10 Learning



Welcome



Agenda



A look at our new portal



Timeline and dates



Keeping you updated



What's next and Q&A



Please **post**
questions
in the **chat**



This **recording**
will be available
after the session



Webinar series



Register for our last supplier webinar



Intro to Mitre 10
Connect and key
changes for suppliers
(today)



Deep dive into finance
changes
Thursday 27 July 2023



A look at Mitre 10
Connect
Tuesday 1 August



Product focus
Thursday 3 August

Registration links are on <https://supplierhub.mitre10.co.nz/>



Key Changes – A New Portal



Suppliernet

Account Management Portal

B2B

Order Management Portal

Supplier Portal

SKU Management Portal



Mitre 10 Connect Home Page Dashboard



Browser address: ae5.ondemand.esker.com/ondemand/webaccess/ash/home.aspx?language=en&skin=skin15&uid=3F2E60622A492E514F53797B2C26

Search: Vendor Portal ? 🔒 QA

Home Orders Invoices Helpdesk Reports Store directory Team directory Announcement view Document library

Dashboard SUBMIT AN INVOICE

SUPPLIER ONBOARDING FOLLOW THE "HOW-TO?" STEPS [READ MORE](#)

My orders

- 2 All orders - this week
- 32 All orders - last 30 days
- 32 All orders

My invoices

- \$953 1 invoices Invoices pending verification
- \$132 1 Invoices pending approval
- \$158K 59 Invoices pending payment
- 0 0 Paid invoices (last 2 months)
- \$5.71M 33 Rejected invoices (last 2 months)

Invoicing history (last 12 months)

Invoice date	Sum of Invoice amount
2022-10	0
2023-03	0
2023-04	0
2023-05	~100k
2023-06	~700k

Order history (last 12 months)

Order date	Number of records, Sum of Total net amount
2023-06	~4.5k

Message History

Company	Last message	Date
Mitre 10 (New Zealand) Limited	From: Mitre 10 (New Zealand) Limited	6/07/2023 7:50:59 PM
Mitre 10 (New Zealand) Limited	To: Mitre 10 (New Zealand) Limited tr-921 edi invoice vendor contract testing - ...	5/07/2023 2:11:08 PM
Mitre 10 (New Zealand) Limited	To: Mitre 10 (New Zealand) Limited Order viewed	5/07/2023 1:57:21 PM
Mitre 10 (New Zealand) Limited	To: Mitre 10 (New Zealand) Limited Order viewed	5/07/2023 1:36:56 PM
Mitre 10 (New Zealand) Limited	From: Mitre 10 (New Zealand) Limited Order sent to : pia.alkuino@mitre10.co.nz	28/06/2023 3:45:49 PM
Mitre 10 (New Zealand) Limited	From: Mitre 10 (New Zealand) Limited Order sent to : pia.alkuino@mitre10.co.nz	28/06/2023 3:08:44 PM
Mitre 10 (New Zealand) Limited	From: Mitre 10 (New Zealand) Limited Order sent to : pia.alkuino@mitre10.co.nz	28/06/2023 3:02:13 PM

*Message Banner
 *Help function
 *Click any tile to access dashboard data



Live Demo



Viewing Purchase Orders



- ✓ View as PDF
- ✓ Download a copy
- ✓ View Goods Receipt Status
- ✓ PO specific chats
- ✓ View amended PO (stores in SAP)

1 Click on the Respective Order to View

1A - All orders - this week		3
Date/time submitted	Order number	
Open View 12/05/2023 10:02:08 AM	4500000003	
Open View 16/05/2023 9:24:52 AM	4500000034	
Open View 16/05/2023 1:09:27 PM	4500000036	

MITRE 10 Connect CUSTOMER ORDER

Document preview - PO_4500000034.pdf - 1/1

MITRE 10 PURCHASE ORDER Page 1/1

Bill to: Orange & Black Ltd, Albany, 67 Carendon Drive, AUCKLAND 0632

Contact: MIMP Mobility Index, Phone: 09 442 9985, Email: impartsupply@mitre10.co.nz

PO Creator: Carl Prewett

Vendor: Fujitsu Business Innovation NOPOST, 12 Landing Drive, AUCKLAND AIRPORT 0600, Your Vendor No. with us: DONTPOST

Ship to: Mitre 10 Priority, 272 Richmond Road, AUCKLAND GREY LYNN 1021, Store ID: 5085

Order number: 420001016-DEMO, Your ref / Our ref: /

Date: 16/06/2023, Currency: NZD

Payment terms: Incoterms: DAP - At Site

Line	Your Ref. / Our Ref. / EAN	Delivery	Quantity	Unit price	Net amount

Customer Order -

ORDER SUMMARY QUIT

Conversation with Orange & Black Ltd

Write a message...

16/06/2023

MITRE 10 Connect

Home

Orders

1 - All orders 51

1 - All orders

1A - All orders - this week

1B - All orders - last 30 days

Viewing Goods Receipt



Check Good Receipt Status

Good Receipt specific chat

Customer Order -



GOODS RECEIPT UPDATE



QUIT

Order summary

Ordered amount

Delivered amount

Invoiced amount

Conversation with Fern Glen Home Improvement Ltd



Write a message...

qa.test.ecko@mitre10.co.nz



REFRESH SUMMARY



QUIT

Order summary

Ordered amount

218.88

Delivered amount

218.88

Invoiced amount

702.80


Conversation with Smiths Hardware Ltd



MITO Portal admin

Write a message...

Viewing Invoices



View, download, &
print invoices
Click on each section's
name to view the
corresponding list
Invoice specific chats

My invoices  [Need help?](#)

\$1.36K
2 invoices
Invoices pending
verification

\$132
1
Invoices pending approval

\$64.6K
43
Invoices pending payment

\$4.59K
9
Paid invoices
(last 2 months)

\$5.7M
21
Rejected invoices
(last 2 months)

Home Orders Invoices Helpdesk Reports Store directory Team directory Announcement view Document library Blo

☰ 1 - Invoices pending verification ▾

	Invoice date ▾	Invoice number
View	13/07/2023	169357B
View	5/06/2023	ERR920

QUIT

Invoice Details

Billed entity [Redacted]
Invoice number 169357B
Invoice date 13/07/2023
Invoice amount 404.80
Net amount
Currency NZD
Due date

Conversation with F. [Redacted]

QA Write a message...
qa.test.esh@mitre10.co.nz
31/07/2023
QA test

QA - Customer invoice

http://ae5.ondemand.esker.com/ondemand/webaccess/ash/FlexibleForm/FlexibleForm.aspx?action=run&

Mitre 10 Bookmarks Applications Core Training Helpful LX Tools Processes - Proofs Business Analysts - Esker

MITRE 10 Connect CUSTOMER INVOICE Parameters ▾

Document preview - 169357B.pdf - 1/1

Page width: [Dropdown] [Dropdown] [Dropdown] [Dropdown] [Dropdown]

Zoom in

2 Sh [Redacted] ston
PO I [Redacted] ston
Chrt [Redacted] ston

Phone # 03- [Redacted] 8
Fax # 03- [Redacted] 9

INVOICE NO 169
TAX DATE 13/0
GST REG NO 97-
TERMS 75
-PO NUMBER SWP103-AL

INVOICE TO: M [Redacted] Ltd
Pr [Redacted]
Ni [Redacted]
At [Redacted]
(R)

SHIP TO: DAR
19 B
FIEL

Invoice Options

Submission

- Email – PDF
- Email – ASCII EDI file
- SFTP – ASCII EDI file
- Portal Load – PDF

Start a conversation in any document

Tracking

- View list in each status (paid, rejected...)
- Read receipt option (default is no)



Invoice Receipt Confirmation

IDES AG

Dear vendor,

We acknowledge receipt of the following invoice:

Invoice number: 129787
 Invoice date: 2/9/2017
 Invoice amount: USD 6,271.20
 Due date: 11/10/2017

[Click on this link to view the invoice.](#)

Best regards,

The Accounting Department

Status Check

- Total Submitted
- Pending verification
- Pending Approval
- Processed pending payment
- Paid
- Rejected
- Blocked
- Set aside pending additional information

Helpdesk Ticket Submission



- Submit Helpdesk tickets.
- Bcc yourself.
- Include an attachment.

Cc
 Bcc myself
 Reference number
 Attachments
 Select or drop an attachment...
 Save Send request Quit

MITRE 10 Connect HELPDISK Pages Parameters

Requester details

Helpdesk request Use this form to raise helpdesk requests. Please also note - you can have a conversation for a specific invoice or order, directly from that document on this portal. [Click here for help on that functionality.](#)

Full name M10 Portal admin
 Email aidan.morris_jh@fujifilm.com
 Phone number
 Mobile number
 Company
 Address Private Bag 93109, Private Bag 93109, 321, NZ
 Details above incorrect? [Click here to update](#)

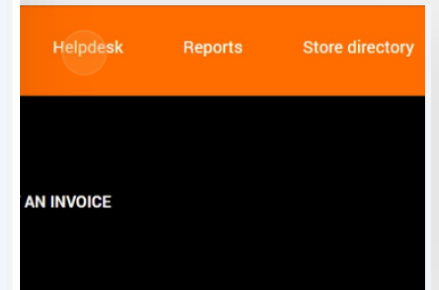
Request details

* Request type Test request ***
 * Request subject Testing
 * Request detail Calibri Normal B I U O A H H E E E E

Email preview

Helpdesk enquiry from:
 Vendor/Supplier: null
 Name: M10 Portal admin
 Address: Private Bag 93109, Private Bag 93109, 321
 Phone: null
 Mobile number: null
 Email: aidan.morris_jh@fujifilm.com

Attachment preview



Home Orders Invoices Helpdesk Reports Store directory Team dir

Helpdesk 0 Request(s)

Request subject contains
 Request type equal to
 Date/time submitted greater than or equal to

Apply

Create Refresh

Date/time submitted Request type Request subject Invoice number

There are no items to display

Store Directory



1

Invoices Helpdesk Reports **Store directory**

SUBMIT AN INVOICE

2

All 127 Stores

Store name	starts with
Region	starts with
Site code	equal to
Legacy store code	equal to

Store name	Previous store name
View Hammer Hardware - Arthur Burke	Arthur Burke Hammer Hardware
View Hammer Hardware Coopers Beach	Coopers Beach Hammer Hardware
View Hammer Hardware Devonport	Devonport Hammer Hardware
View Hammer Hardware Dominion Road	Dominion Road Hammer Hardware

3

MITRE 10 Connect P2P - STORE DIRECTORY Done

Document data

Company code	2104
Legacy store code	BUFK
Site code	5091
Store name	Hammer Hardware - Arthur Burke
Legal name	
Street Address	4 Markham Street Amberley NORTH CAN
Delivery address	
Phone number	03 314 8121
Store email	hardware@arthurburke.co.nz
Previous store name	Arthur Burke Hammer Hardware
Store type	Hammer
Region	Canterbury

Team Directory



Helpdesk Reports Store directory **Team directory**

MITRE 10 Connect P2P - TEAM DIRECTORY Roles

Document data

First name Aaron
 Last name Jackson
 Title Credit Claims Contact
 Phone number 04 479 8705
 Email claims.croftondowns@mitre10.co.nz
 Purchasing organisation
 Purchasing group
 Legacy store code 07
 Site code 5046
 Store type contact
 Role type contact

Team directory 688 Team members

First name starts with
 Last name starts with
 Site code equal to
 Title starts with

Apply

	First name	Last name	Title	Email
View	Aaron	Jackson	Credit Claims Contact	claims.croftondowns@mitre10.co.nz
View	Abdul	Imtiaz	Revenue Accountant	abdul.imtiaz@mitre10.co.nz
View	Account		Accounts Contact	accounts@grove.co.nz
View	Accounts		Accounts Contact	thames@mitre10.co.nz
View	Accounts		Accounts Contact	wgp@mitre10.co.nz



Document Library



MITRE 10 Connect DOCUMENT LIBRARY TABLE Pages ▾

Document data

Vendor type: All

Document name: Business Conduct Guidelines

Document description: Outlines on how we expect suppliers to trade with us, and behaviours we expect from suppliers. EXTRA INFO

Valid from: 18/07/2023

Valid to: 30/07/2025

File format: PDF

[Open/Download document](#)

MITRE 10

BUSINESS CONDUCT GUIDELINES

MITRE 10 (NEW ZEALAND)

MITRE 10 Connect Search

Home Orders Invoices Helpdesk Reports Store directory Team directory Announcement

Document library 1

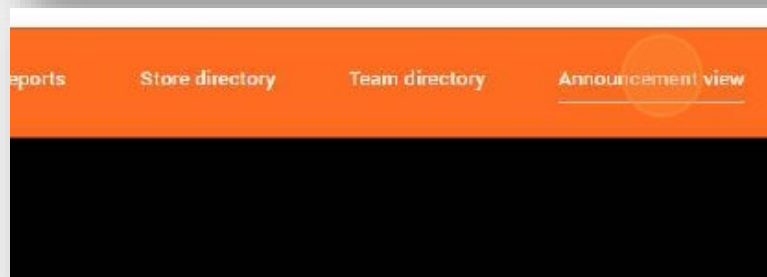
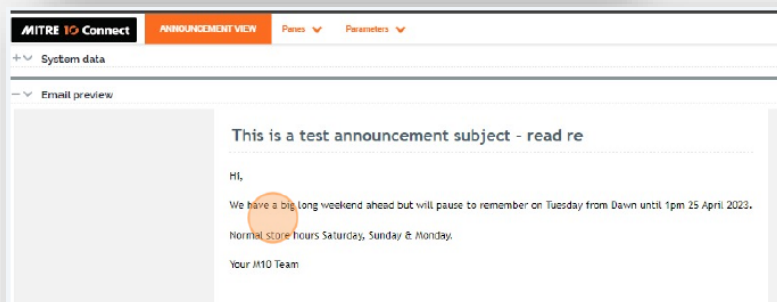
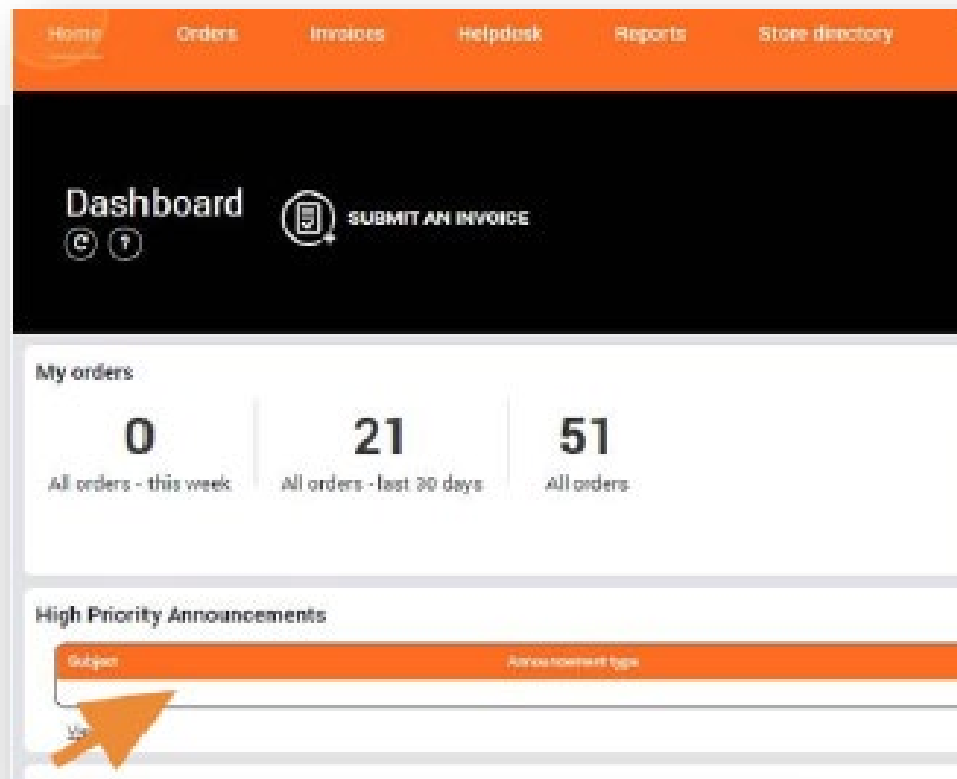
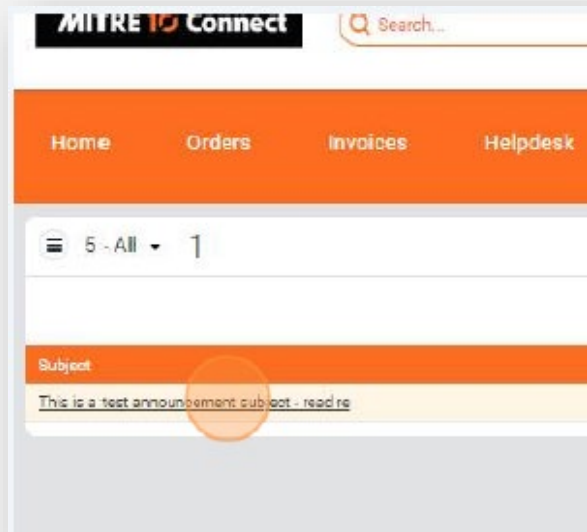
Document name	Document description
Business Conduct Guidelines	Outlines on how we expect suppliers to trade with us, and behaviours we expect from suppliers. EXTRA INFO

sh/home.aspx

Business Analysts -... Esker 3 Way

Team directory Announcement view Document library

Announcement View





qa.test.ecko@mitre10.co.nz
Ecko Fastening Systems Ltd

My account

- Personal information
- Setup**
- Log Out

Home Orders

Personal setup

- My personal information
- My password
- Default settings
- My files
- My downloads
- Access permission
- My quick accesses

Personal setup

- Modify personal information
- Change my password
- Restore default settings
- Configure my files
- My downloads
- Allow access to my session
- Configure my quick accesses

Identifier: qa.test.ecko@mitre10.co.nz
Account: qa.test.ecko@mitre10.co.nz
Quick access tag: [icon]

Department: Primary account
Profile: Vendor - Account manager

General information

Company: Ecko Fastening Systems Ltd	Email address: pia.alkino@mitre10.co.nz
Salutation: [input]	Phone number: [input]
First name: [input]	Mobile phone number: [input]
Middle name: [input]	Fax number: [input]
Last name: [input]	Creation date: Tuesday, 21 March 2023 4:32:42 PM
Full name: qa.test.ecko@mitre10.co.nz	Date of last authentication: Monday, 31 July 2023 8:15:11 PM
	Last login date: Monday, 31 July 2023 9:25:13 PM
	Last welcome email send date: Monday, 3 April 2023 8:57:13 AM

Mail address

Building ID, Service: [input]	Set the company name first: <input checked="" type="checkbox"/>
Street name and number: [input]	Address block preview: Invalid mail address
Locality or PO Box: [input]	Empty street and PO Box.
ZIP code: 1001	
City: Auckland	
State/Region: [input]	
Country: NEW ZEALAND	

My password

* = Required field

My password

- Current password: [input]
- New password: [input]
- Confirm new password: [input]

Question: Keep my previous question/answer

Answer: [input]

We will ask you to answer this question if you forget your password.

Settings Continued



MITRE 10 Connect

Home Orders Invoices

Personal setup ^

- My personal information
- My password
- Default settings
- My files**
- My downloads
- Access permission
- My quick accesses

My files

You can define files that can be used in form processes.
The following formats are supported: PDF,DOC,DOCX,RTF,CSV,...

Action	File name
<input type="button" value="Choose File"/>	No file chosen

MITRE 10 Connect

Home Orders Invoices Helpdesk Reports

Personal setup ^

- My personal information
- My password
- Default settings
- My files
- My downloads
- Access permission**
- My quick accesses

Allow access to my session

By allowing access to your session, you enable our technical teams to log in to your current session. This access is used to perform technical and troubleshooting tasks. Your password remains unchanged.

MITRE 10 Connect

Home Orders

Personal setup ^

- My personal information
- My password
- Default settings**
- My files

Default settings

This will restore the default settings such as...
This will not delete messages, reports, contacts...

MITRE 10 Connect

Home Orders Invoices

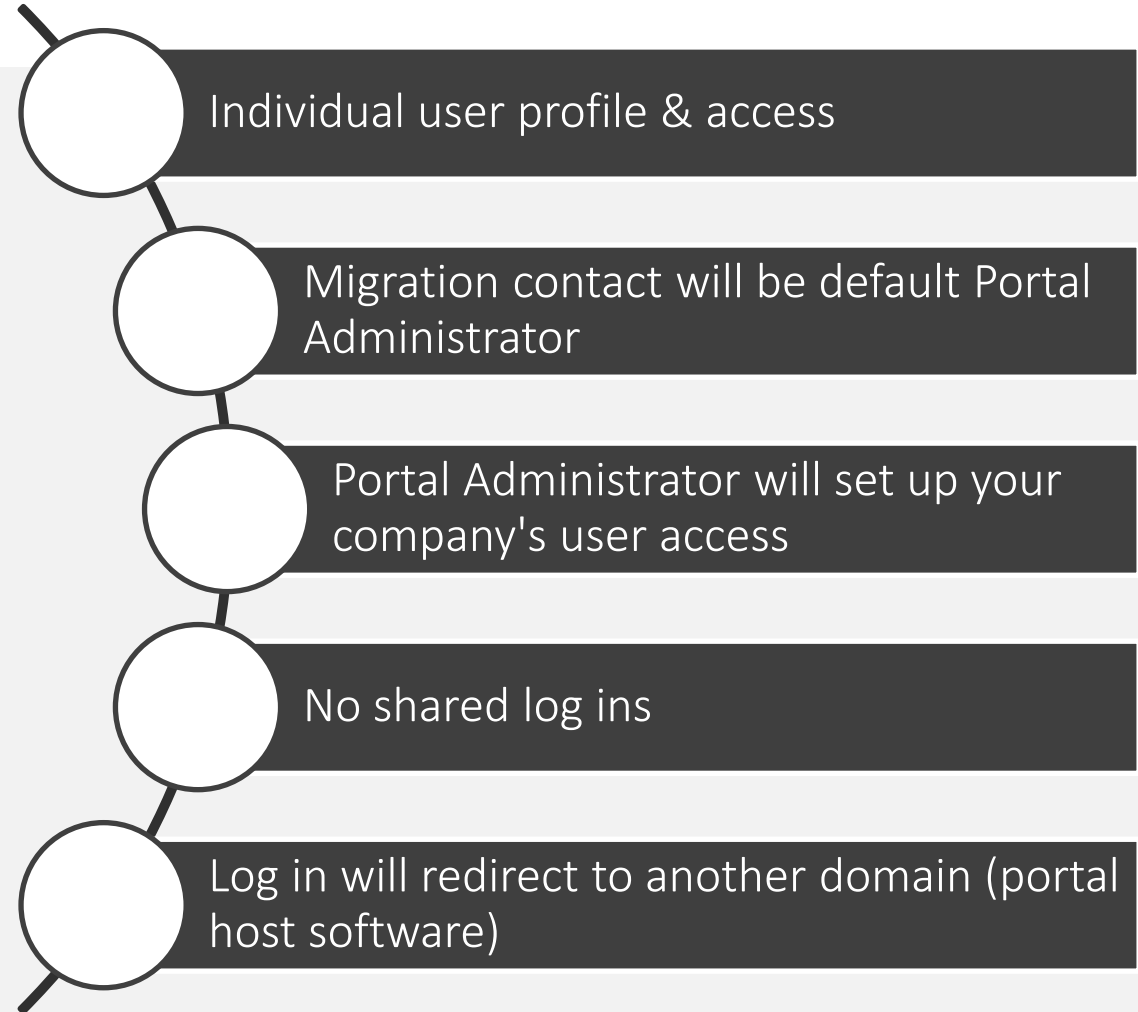
Personal setup ^

- My personal information
- My password
- Default settings
- My files
- My downloads**
- Access permission
- My quick accesses

My data downloads

Download date v

Supplier User Profiles



Supplier User Profiles

Identify and update your portal migration contact

- Email login details

Identify all your users

- Instructions on how to create new users

Create new users

- User access is expected mid September

Log In – ensure access works

- Follow up with any suppliers that have not logged in

Supplier User Profiles

New Users

- Receive welcome email
- Display Welcome page on next log in

MITRE 10 Connect

Welcome to our Vendor Portal

This is your first connection to the Portal. To start using your new account please create a secure password.

* = Required field

Create your new password

New password *

Confirm new password *

MITRE 10 Connect

Welcome

Dear vendor,

We are pleased to welcome you as a new vendor.

The Vendor Portal allows you to share information and do business with us in a secure online environment.

To connect to your account, use the following login information:

- Identifier: murray.roberts.m10.vendoraccountmanager@fujifilm.com
- Password: [Create your password](#)

[Access the portal](#) or copy the following URL in your browser:

<https://ae5.ondemand.esker.com/ondemand/webaccess/VendorLogon.aspx?uid=5B4B2638783A336C7D52562D4D4B&user=5B4B3F2D456241286B3556374C2A455E457C7E6C50363B71724B68686B7B596629466955574B533878716A6C48677D69395437>

Best regards,

The Supplier Service Department

Note: This is an automated message. Please

MITRE 10 Connect

Welcome to our Vendor Portal

Please enter the information below to configure your account and click Enter.

Regional settings

Regional settings

Language

Time zone



What's happening when



Karen Fletcher
Mitre 10 Finance

August

**Preparing
legacy systems
for SAP**

Stores + Suppliers

September

**Finalise last
legacy
payments**

Support Centre

October

**SAP
Go Live**

Support Centre

November

**SAP
Go Live**

Ponsonby Store

Legacy

All other stores



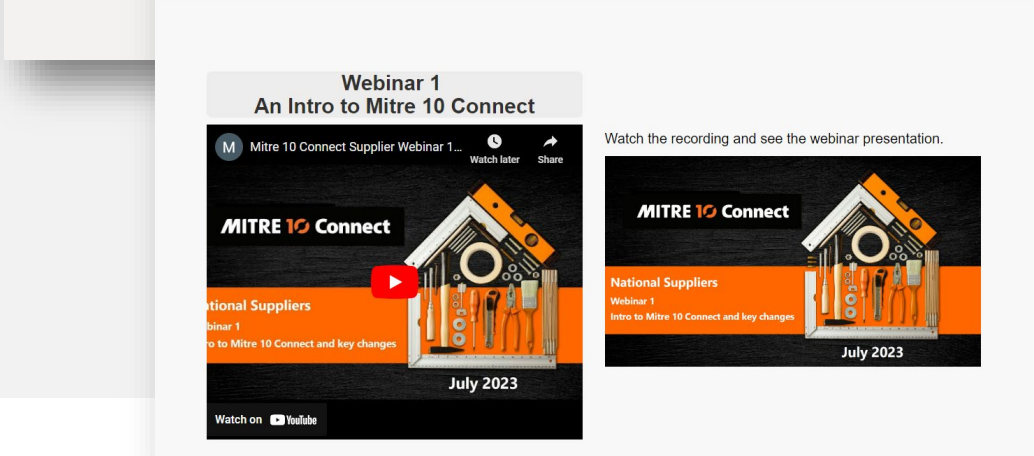
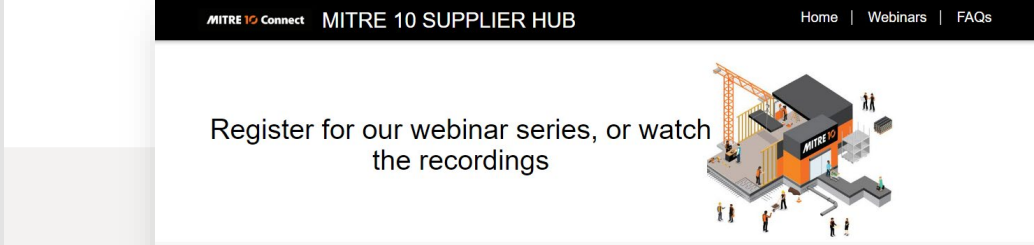
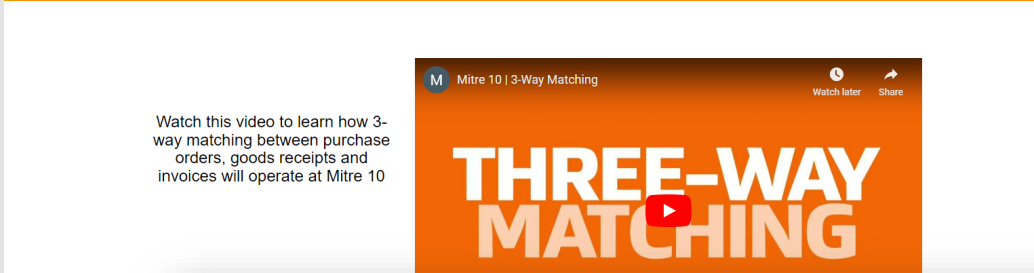
How we'll share information with you



Mitre 10 Connect Supplier Hub

- View webinar recordings
- Power points
- FAQ's
- Updates
- Dates for new webinars
- Dates for go live hyper care
- Contacts

<https://supplierhub.mitre10.co.nz/>



Key Dates



Karen Fletcher
Mitre 10 Finance

August

Getting ready 

Things to do ✓

- Attend the July and August Supplier webinars

September

The move starts 

Things to do ✓

- Onboarding to Mitre 10 Connect in groups
- Set up users
- Blackout dates
- Last payment from Mitre 10 legacy system
- Supplier hypercare drop in sessions

October

Go Live 

Things to do ✓

- Mitre 10 Connect is live
- First payment from SAP

SAP
stop



What's next?



Register for the last supplier webinar
Access recordings and information on Supplier Hub
<https://supplierhub.mitre10.co.nz/>



Mitre 10 Connect
and key changes
(today)



Deep dive into finance
changes
Thursday 27 July 2023



A look at Mitre 10
Connect
Tuesday 1 August
2023



Product focus
Thursday 3 August 2023



Questions and support



If you have questions or support after the webinar please send them through to m10accountshelp@mitre10.co.nz

FAQs will be collated and published on our supplier webpage

MITRE 10 Connect

Q&A

