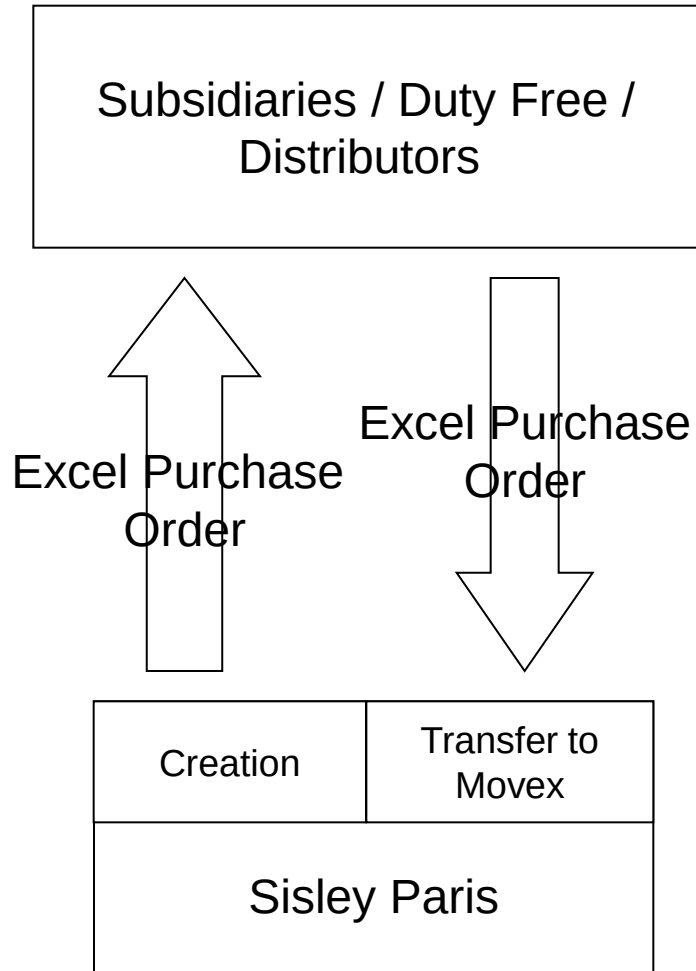


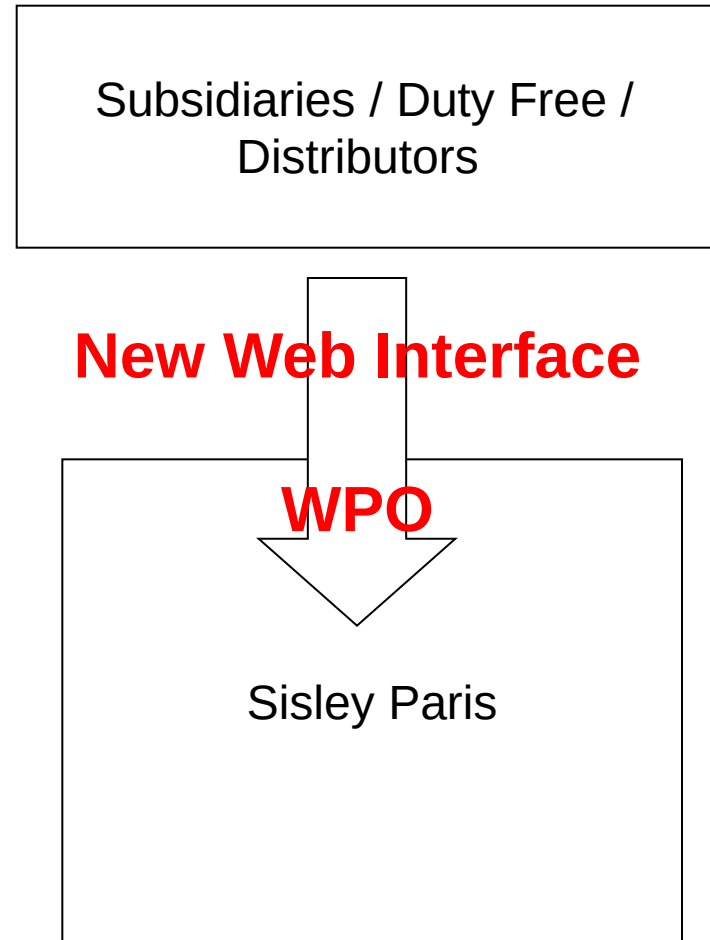
Web Purchase Orders

The new purchase orders entry

Previous Process



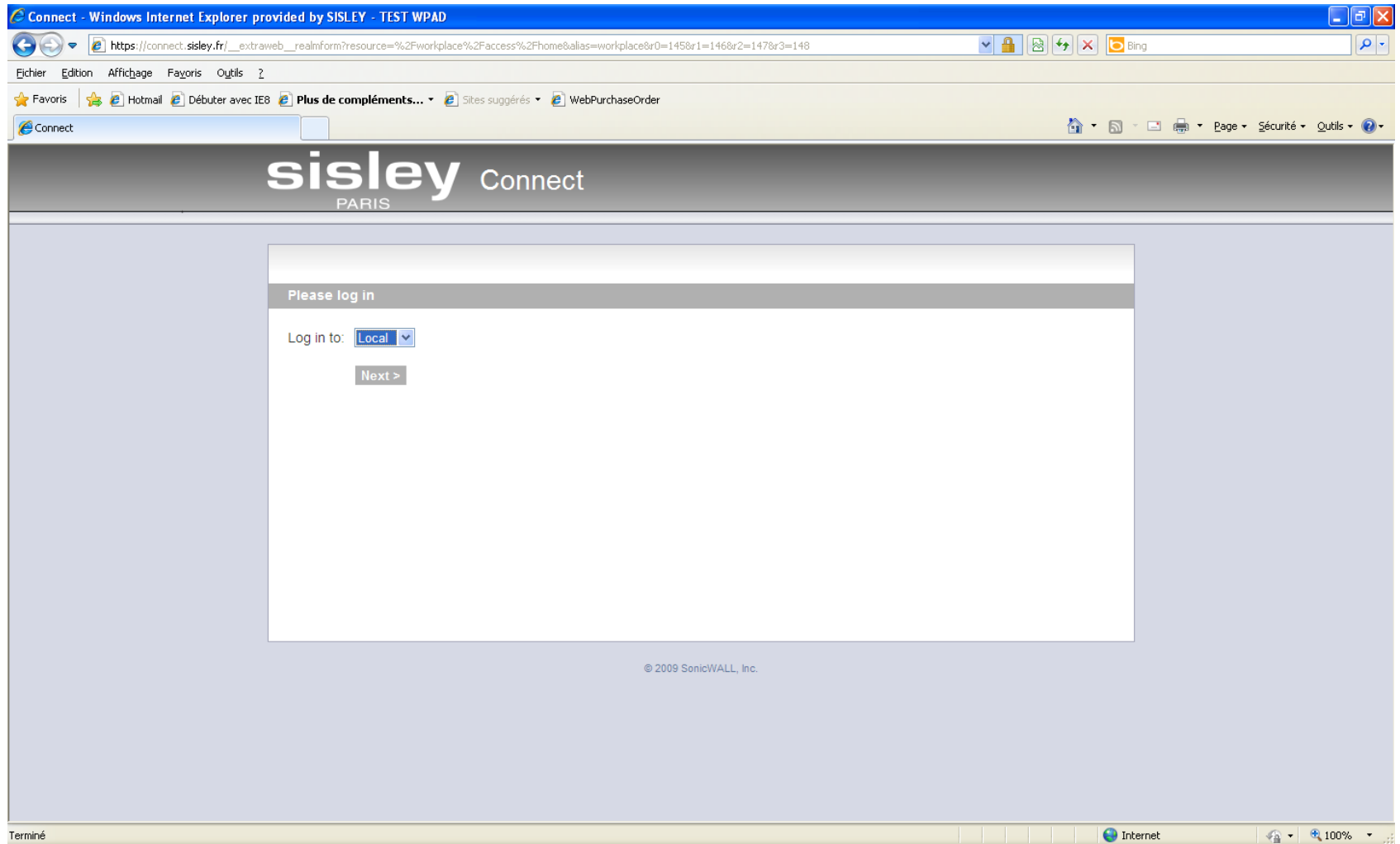
New Process





Connection to <https://connect.sisley.fr/>

* Select 'Local' into the list



sisley

Connection to <https://connect.sisley.fr/>

* Your personal **Login** and **Password**

Connect - Windows Internet Explorer provided by SISLEY - TEST WPAD

https://connect.sisley.fr/___extraweb___authen?id=ovGYWOF%2BRwg%3D&alias=workplace&resource=%2Fworkplace%2Faccess%2Fhome&realm=145&nodeID=node1

Fichier Edition Affichage Favoris Outils ?

Favoris Hotmail Débuter avec IE8 Plus de compléments... Sites suggérés WebPurchaseOrder

Connect

Page Sécurité Outils ?

sisley Connect

PARIS

Entrez votre Login Name

Pour accéder à vos ressources.

Log in to: Local

Login : TempSISWPO

Mot de passe:

Log in

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Terminé

Internet 100%

Connection to <https://connect.sisley.fr/>

* Select 'Install' and 'Run'

sisley PARIS Connect

Aventail Access Manager

To enjoy broad access to resources on your network, you should install the Aventail Access Manager. This one-time process will set up components used to access your network, and ensure that they are kept up-to-date on this computer. Alternatively, you can proceed with limited Web-only access and install the Aventail Access Manager later.

Install

Remind me later

Don't show this again

Important: Your personal firewall may ask you to grant permission to this program to access the internet. You must "unblock" or "permit" this request for the installation to succeed.

⌵ **More info**

sisley

Connection to <https://connect.sisley.fr/>

Connect - Windows Internet Explorer provided by SISLEY - TEST WPAD

https://connect.sisley.fr/workplace/access/home

Fichier Edition Affichage Favoris Outils ?

Favoris Hotmail Débuter avec IEB Plus de compléments... Sites suggérés WebPurchaseOrder

Connect

sisley Connect PARIS

Log out Help Details

Access: Web Zone: Web Translated Only zone User: TempSISWPO Session start: 9:35

Home
To access a resource, click its name from the list below.

 **SISWPO - HTTPS**
Web Purchase Order

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Terminé

Internet 100%

Home page and Log In

The image shows the home page of the Sisley Paris website. At the top, the 'sisley PARIS' logo is centered. Below it is a navigation bar with links: HOME, NEW ORDER, ORDERS, and TOOLS. The main content area is titled 'SISLEY COSMETICS - PURCHASE ORDERS' and contains sections for 'DEFINITION', 'HOWTO', and 'HELP & CONTACT'. A red circle highlights a '[Log In]' link in the top right corner, with an arrow pointing to a 'LOG IN' modal box. The modal box contains a form for logging in, with fields for 'Username:' and 'Password:', a 'Keep me logged in' checkbox, and a 'Log In' button. The footer of the page reads 'Sisley Cosmetics (www.sisley-cosmetics.fr) - @2011'.

[Log In]

sisley
PARIS

HOME NEW ORDER ORDERS TOOLS

SISLEY COSMETICS - PURCHASE ORDERS

DEFINITION

This site allows validation and sending Sisley orders.

HOWTO

Please log in to find your information on the website.
You can find the main treatments in document [SISWPO-UserManual.pdf](#).

HELP & CONTACT

For any help, please contact Sisley Paris Export Department.

LOG IN

Please enter your username and password.

Account Information

Username:

Password:

☐ Keep me logged in

Log In

Sisley Cosmetics (www.sisley-cosmetics.fr) - @2011

New order

In sheet "New Order", start a new order by selecting the customer.

HOME

NEW ORDER

ORDERS

TOOLS

HOME

NEW ORDER

ORDERS

TOOLS

PURCHASE ORDERS - NEW PURCHASE ORDER

SELECT YOUR CUSTOMER

SG - SISLEY SINGAPORE PTE LTD ▼

Next

New order

Key in all relevant information for the new order in the Yellow cells.

Key in the quantities of order in each sheet according to the range and category of product.

NB : At any time in the table a "double-click" will lead you on the top of the page.

HOMENEW ORDERORDERSTOOLS

144SG
Order Number: SG00009
Status: 00
Country: SG
Customer: SISLEY SINGAPORE PTE LTD
Means of Delivery: AIRFREIGHT

Delivery Date(dd/mm/yyyy): 12/12/2011
Cancel Date(dd/mm/yyyy): 20/12/2011
Your PO #: SG2011-10-SEA

Saleable Items
POS Material
Summary

Currency: SGD

Skincare
Makeup
Fragrances

Code	Product Name	Content	Packing Unit	Unit Price	Quantity	Amount
103200	FLORAL TONING LOTION 250ML		30	16,24		
104200	GRAPEFRUIT TONING LOTION 250ML		30	16,24		
106100	FLORAL SPRAY MIST 125ML		35	16,69		
107100	LOTION WITH TROPICAL RESINS 125 ML		35	14,90		
109100	GENTLE EYE+LIP M-UP REMOVER 125ML		35	12,21		
112200	CLEANSING MILK WITH SAGE 250ML		30	18,16		
113000	LYSLAIT 250ml		30	19,07		
113030	MAKE-UP REMOVER TRAVEL KIT NORM./DRY SKIN 100ML		24	17,98		
114000	ECOLOGICAL COMPOUND 50ML		56	24,20		
114011	TRIO ECOLOGICAL COMPOUND 50ML X3		16	50,43		
114012	DISCOVERY KIT ECO.COMPOUND		12	25,28		
114013	KIT TR.ECOLOGICAL COMPOUND		22	25,28		
114100	ECOLOGICAL COMPOUND 125ML		24	39,94		

New order (with a csv file)

Another way to create a new order is doing it automatically using a csv file and importing it into WPO.

You can use your usual Excel working file and "**save (it) as**" a new name and under type **".csv"**.

Then amend this file in order to have :

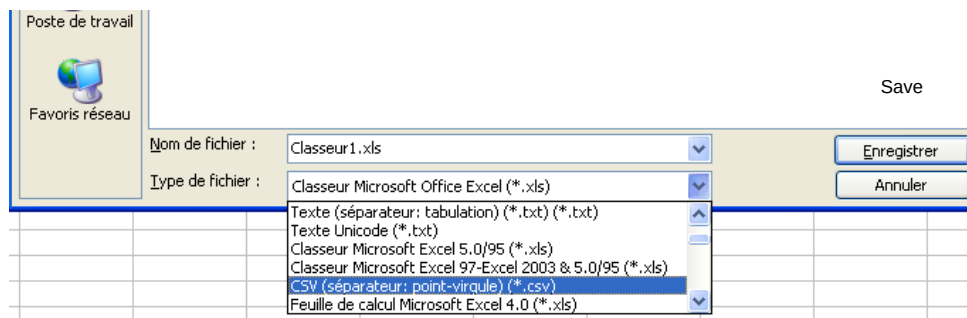
- line 1 = NO TITLE = line 1 is the first entry
- column A = REFERENCE
- column B = QUANTITY TO ORDER

Other columns can still be used for any other information.

The quantities "0" can remain in the file and will not be ordered.

If you open this csv file with a notepad, it will look like this, with references and quantities separated by a semicolon :

```
126600;22
126800;100
129800;268
130900;200
130920;320
131401;180
114013;0
```



In case you would like to check it and open it with Excel, it will look like this :

126600	22	
126800	100	Any
129800	268	Information
130900	200	in
130920	320	these
131401	180	cells
114013	0	

Your file is now ready to be imported into WPO.

New order (with csv file)

Start a new order (importation of a csv file must be done on a new (blank) order).

Select "**Browse**" to upload the csv file on the server and "**Import**" to complete your order.

HOME

NEW ORDER

ORDERS

TOOLS

144

SG

Order Number: SG00009

Status: 00

Country: SG

Customer: SISLEY SINGAPORE PTE LTD

Means of Delivery: AIRFREIGHT

Delivery Date(dd/mm/yyyy): 12/12/2011

Cancel Date(dd/mm/yyyy): 20/12/2011

Your PO #: SG2011-10-SEA

Parcourir...

Import

Currency: SGD

Save

Saleable Items

POS Material

Summary

Skincare

Makeup

Fragrances

Code	Product Name	Content	Packing Unit	Unit Price	Quantity	Amount
103200	FLORAL TONIN					
104200	GRAPEFRUIT T					
106100	FLORAL SPRAY					
107100	LOTION WITH					
109100	GENTLE EYE+L					
112200	CLEANSING MI					

163

SG

Order Number: SG00010

Status: 00

Country: SG

Customer: SISLEY SINGAPORE PTE LTD

Means of Delivery: AIRFREIGHT

Delivery Date(dd/mm/yyyy):

Cancel Date(dd/mm/yyyy):

Your PO #:

Parcourir...

Import

Currency: SGD

Save

Saleable Items

POS Material

Summary

Skincare

Makeup

Fragrances

Line5: Product 108100 is not allowed |

Currency: SGD

Save

This message would indicate the importation has not succeeded and mention the line(s) of your csv file where the problem stands.

New order

The sheet "Summary" shows all keyed in information and allows you to follow and check the amounts. You can either "Save" the order and come back later for amendments or "Validate and Send" to finish the order and send it to Sisley Paris.

HOMENEW ORDERORDERSTOOLS

134SG

Order Number : SG00008

Status : 00

Country : SG

Customer : SISLEY SINGAPORE PTE LTD

Transport : AIRFREIGHT

Delivery Date(dd/mm/yyyy) :

Cancel Date(dd/mm/yyyy) :

Your PO #:

Saleable ItemsPOS MaterialSummary

Currency : SGD

Save

Comment :

Refresh

Order Lines : 7

Quantity : 147

Total Amount : 2 288,62

	Amount of Saleable Items	Value of POS Material	POS/Saleable %
Skincare :	525,60	84,50	16,08%
Makeup :	0,00	190,40	0
Fragrances :	1 763,02	0,00	0,00%
Miscellaneous :			
Total :	2 288,62	274,90	12,01%

Code	Product Name	Unit Price	Quantity	Total Amount
103200	FLORAL TONING LOTION 250ML	16,24	10	162,40
112200	CLEANSING MILK WITH SAGE 250ML	18,16	20	363,20
190200	EAU DE CAMPAGNE 50ML SPRAY	16,66	2	33,32
193150	EAU DE SISLEY 1 - 50ML	17,83	30	534,90

Validate & Send

Orders

In the sheet "Orders" are displayed all created orders, with their date of transfer to Sisley Paris.

Here you have the possibility to copy an existing order.

You can also delete an order, only if it has not been transferred to Sisley Paris yet and if there are not items in it.

HOME

NEW ORDER

ORDERS

TOOLS

PURCHASE ORDERS - ORDER LIST

My ORDERS

	Sisley Order	PO #	Cust. Code	Author	Order Amount	Transfer Date	Copy Me	Delete
Select	JP00001	JP-25413_SEA	998950	user.test	526 010,71			
Select	AU00002	AU2011-11-AIR	999240	user.test	20 678,20			
Select	SG00009	SG2011-10-SEA	998660	user.test	218 984,47			
Select	AU00001		999240	user.test	0,00			

SUMMARY