



Manual

Suppliers portal

Suppliers portal - manual

1. General information.....	3
2. Log-in.....	4
3. News.....	6
4. Product groups: communicating weekly prognoses and daily plans	7
4.1 Partial deliveries.....	11
4.2 Overview deliveries	12
4.3 Quality report.....	13
4.4 Delivery receipt.....	15
5. Ordering crates	16
6. Quality	17
6.1 Daily quality reports	17
6.2 Weekly quality reports	18
6.3 Comparisons	18
7. Crop registration	20
8. History	21
9. Invoices.....	22
10. Settings.....	23
10.1 Password settings.....	23
10.2 Users.....	23
11. Contact	24
12. Log off.....	25

Document history

Date	Version	Description
22-10-2019	1.0	Description for new section in portal for the “partial deliveries”

1. General information

This manual describes all menu's available in the Suppliers portal:

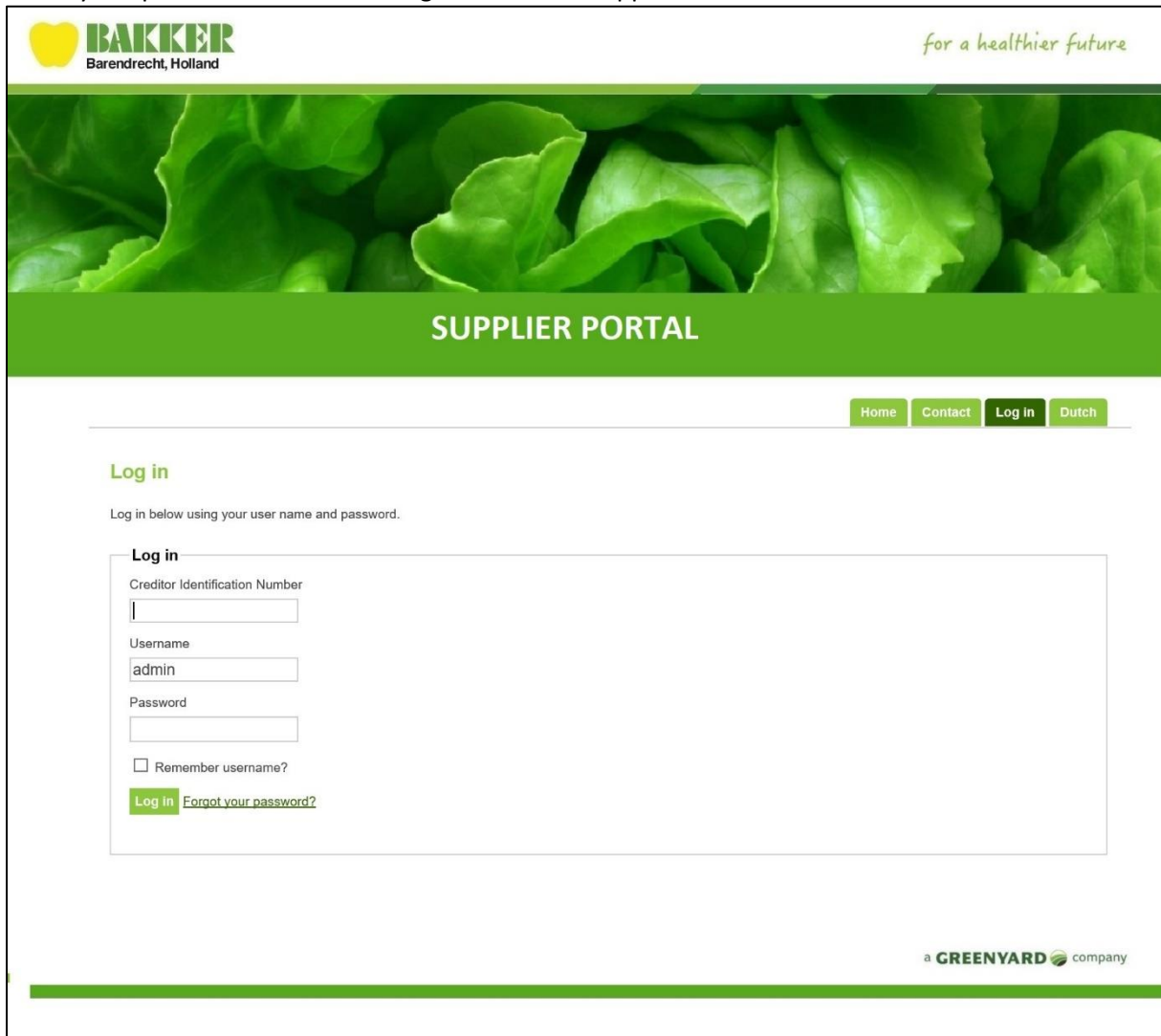
- Home
- News
- Assortments
- Deliveries
- Crates
- Quality
- History
- Crop registration
- Invoices
- Settings
- Contact

Menu items not applicable to your account (e.g. Invoice) will not be visible in the Suppliers portal.

2. Log-in

You have received your 'creditor' number and password in the announcement sent to you . You must use these to log-in to the Suppliers portal: <https://www.telersportal.nl>

When you open the link the following screen should appear:



BAKKER
Barendrecht, Holland

for a healthier future

SUPPLIER PORTAL

Home Contact Log in Dutch

Log in

Log in below using your user name and password.

Log in

Creditor Identification Number

Username

Password

Remember username?

Log in [Forgot your password?](#)

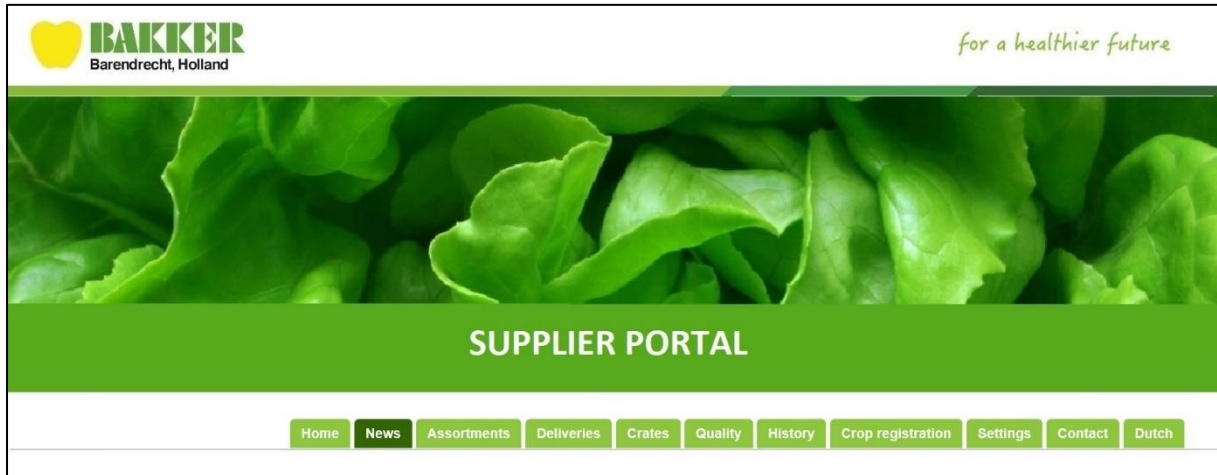
a **GREENYARD** company

Fill in your 'creditor number', username and password (see announcement) and click on **Log in**. If you would like the portal to remember your 'creditor number' and username please click on the **remember username** button.

For reasons of security it is not possible to save your password alongside your 'creditor number' and username.

Some computers may not be able to remember your username due to the cookie settings on the computer used. In that case you will have to type your username when logging in to the Suppliers portal. You will be able to change your password as described in section 10: Settings.

Once you have logged in the following screen should appear:



Once you have logged in the portals functions will appear in the taskbar (upper right on the screen). The following functions are now available in the portal: News, Assortments, Deliveries, Crates, Quality, History, Cop registration, Invoices, Settings and Contact.

3. News

This page contains both general news-items and produce specific news-items.

Home News Assortments Deliveries Crates Quality History Settings Contact Dutch
News (Archive) <ul style="list-style-type: none">• 8/22/2019 - Change in number of pallets to different pallet sizes - Details• 6/18/2019 - Information about changes in the portal - Details

- By clicking on Details you can read the news-item.
- Unread news-items are in **Bold** type.
- News-items which have been read move to the bottom of the page.
- News-items remain on the News page for four months.
- After four months news-items will be moved to the Archive where they will be visible for a further twelve months.

4. Product groups: communicating weekly prognoses and daily plans

To communicate a weekly prognosis or day plan click **Assortments** in the menu bar and the following screen should appear:

Assortments	
Description	
Leek	Order Weekly planning
Cauliflower	Order Weekly planning

This screen shows all the product groups supplied by you (for example: Leek and Cauliflower).


Entering a weekly planning

Your commercial contact will advise you if this option applies to you.

Click **Weekly Planning** to enter your weekly prognosis for the coming week (starting Friday up to and including Thursday). The prognosis must be submitted every week before 15:00 on Wednesday's. The following screen should then appear:

Assortment forecast										
Leek										
Order number	Crates	Coo	Variety	10/4/2019	10/5/2019	10/6/2019	10/7/2019	10/8/2019	10/9/2019	10/10/2019
+ 001112 LEEK X 10 KGS	CBL23H	<input type="checkbox"/>		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
+ 002707 LEEK ORG.X 8 KG. CTN. NL	Doos	NL		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="button" value="Save"/>										

Please fill in the amount of goods you expect for the coming week (in kilograms or crates). Please make certain you fill in the correct articles.

If there are multiple varieties or countries of origin these can be added by pressing  to add an extra line for the same product.

Once finished press **Save**. The weekly prognosis will then be sent to Bakker.

Please note that if you do not click on **Save** then no prognosis will be sent to Bakker.

Having saved you can click **Assortments** again to send daily plans and quality reports.

An ordernumber will be generated for every day entered in the weekly prognosis which will be visible above the day in question on this screen as well as the daily plan screen.

After sending the weekly prognosis you can immediately fill in your requests for delivery of empty crates. How to do that is explained in section 5.

Submitting an order

You can also submit an order in the **Assortments** menu.

Click per product group separately on **Order**. The order is the total number (in kilograms or crates) of goods for one delivery day. Thus it is possible to submit more than 26 pallets per day. The total amount of produce must be confirmed at latest by 15:00 the day before delivery. For example Thursday before 15:00 for Friday's delivery. The following screen should then appear:



Order

Choose delivery date: 10/01/2019

[Back](#) [Add new order](#)

Ordernr. 595956

Leek

Time product ready: 10/1/2019

Ground places block:

Ground places euro:

Loading address:

Location: 001 - Handelsweg 20

Remark:

Transport text:

Reference:

Trip number:

Trailer:

Items (Order number 595956)	Crates	Coo	Variety	Quantity
001112 LEEK X 10 KGS	CBL23H	<input type="button" value="v"/>		<input type="text" value="700"/>
002707 LEEK ORG.X 8 KG. CTN. NL	Doos	NL		<input type="text" value="0"/>

[Divide](#) [Delete](#) [Save](#)

The order shows the articles from the assortment selected.

If there are articles in this group which are no longer active then please contact your commercial contact to have these articles made inactive.

The **Divide** button should activate once the order has been saved.

Step 1: Choose the date of delivery

Choose the date of delivery you wish to submit. By clicking on the date in the upper left of the screen a calendar will appear. If you choose the correct date an order will appear corresponding to the prognosis given by you in the weekly plan.

Step 2: Filling in the loading address and time of loading or unloading.

If goods are loaded by Bakker

- Enter **Time product ready**.
- Stacked blockpallets and europallets count as 1 pallet place for stacks of 2 pallets.
- Enter **Ground places block** (100x120) for the order in question.
- Enter **Ground places euro** (80x120) for the order in question.
- Check that the **Loading address** is correct and if necessary choose the correct loading address.
- Fill in **Remark** to supply additional information.
- Fill in **Transport text** to supply additional information for transport.
- Fill in **Reference** to supply a reference number.

Leek		
Time product ready	10/1/2019 <input type="text"/>	Remark <input type="text"/>
Ground places block	<input type="text" value="0"/>	Transport text <input type="text"/>
Ground places euro	<input type="text" value="0"/>	Reference <input type="text"/>
Loading address	Telersweg 2 <input type="text"/>	Trip number <input type="text"/>
Location	001 - Handelsweg 20	Trailer <input type="text"/>

If goods are transported to Bakker by you

- Enter **Time of arrival**.
- Stacked blockpallets and europallets count as 1 pallet place for stacks of 2 pallets.
- Enter **Ground places block** (100x120) for the order in question.
- Enter **Ground places euro** (80x120) for the order in question.
- Fill in **Remark** to supply additional information.
- Fill in **Transport remark** to supply additional information for transport.
- Fill in **Reference** to supply a reference number.

Leek		
Estimated time of arrival	10/1/2019 <input type="text"/>	Remark <input type="text"/>
Ground places block	<input type="text" value="0"/>	Transport text <input type="text"/>
Ground places euro	<input type="text" value="0"/>	Reference <input type="text"/>
Location	001 - Handelsweg 20	

Step 3: Submitting a daily plan

Enter the amount of crates or kilograms per product you are delivering (discrepancies will be noted on unloading and communicated to you). To ensure a swift and accurate supply chain it is important to fill out the daily plan as accurately as possible.

You can amend the amounts supplied on the day of delivery to the exact amount of crates/kilograms supplied to Bakker.

Step 4: Saving the order

Once filled out you can click on **Save** and the plan (including amounts, times and addresses) will be sent to Bakker. If you are used to receiving a confirmation after sending a daily plan then you will automatically receive one via e-mail after sending your daily plan via Suppliers portal.

Please note that if you do not click **Save** then no daily plan will be sent to Bakker!

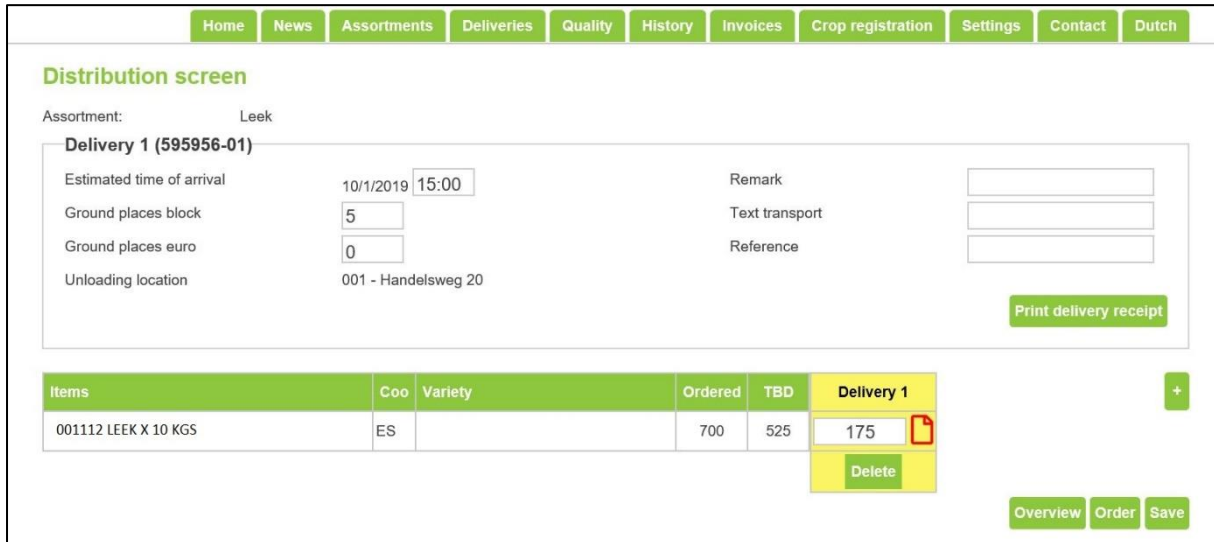
Click on **Assortments** to fill out other products if required.

Orders can be placed in advance. Click on the date of delivery (step 1) for orders after the date first selected and then repeat steps 2, 3 and 4 as necessary.

4.1 Partial deliveries

Distribution of planned products

After filling out the daily plan the order can be distributed. Click **Divide** and the following screen should appear:



Home News Assortments Deliveries Quality History Invoices Crop registration Settings Contact Dutch

Distribution screen

Assortment: Leek

Delivery 1 (595956-01)

Estimated time of arrival 10/1/2019 15:00 Remark

Ground places block 5 Text transport

Ground places euro 0 Reference


Unloading location 001 - Handelsweg 20

Print delivery receipt

Items	Coo	Variety	Ordered	TBD	Delivery 1	
001112 LEEK X 10 KGS	ES		700	525	175	Delete


Overview Order Save

If less than one truck is to be supplied then the amount in delivery 1 will be filled out automatically.

The  button gives you the option to split your delivery amongst several deliveries.

You can enter the distributed amounts per delivery per order. You can then enter the amounts delivered per order per line. The header TBD (To Be Divided) shows the total amount of products (in crates or kilograms) still to be divided. The exact distribution of products must be supplied the day before delivery before 15:00, or **before** the truck has loaded the specific delivery.

Multiple deliveries per day

If supplying more than one delivery on any given day then you can add a new delivery via the  button. A new delivery will appear with a new delivery number.

Fill out the loading/unloading times, loading address, amount of pallet places and amount of product as per the first delivery.



Home News Assortments Deliveries Quality History Invoices Crop registration Settings Contact Dutch

Distribution screen

Assortment: Leek

Delivery 2 (595956-02)

Estimated time of arrival	10/1/2019 16:00	Remark	<input type="text"/>
Ground places block	10	Text transport	<input type="text"/>
Ground places euro	<input type="text"/>	Reference	<input type="text"/>
Unloading location	001 - Handelsweg 20		

Items	Coo	Variety	Ordered	TBD	Delivery 1	Delivery 2	
001112 LEEK X 10 KGS	ES		700	225	175 	300	
					<input type="button" value="Delete"/>	<input type="button" value="Delete"/>	

Changes to country of origin, variety or higher amounts than planned must be changed in the daily plan first before they can be distributed.

4.2 Overview deliveries

Delivery overview

Click **Overview** and the following screen should appear:

Home News Assortments Deliveries Quality History Invoices Crop registration Settings Contact Dutch

Deliveries


From date: 10/01/2019 up to and including date: 10/01/2019

Order number	Arrival date	Assortment	Loading address	Time ready	Arrival time	Trailer (s)	Trip number (s)	Remark	Block	Euro
595956 - 01	10/1/2019	Leek	Loading adress, Loading place	N/A	4:00 PM	N/A	N/A		5	0
595956 - 02	10/1/2019	Leek	Loading adress, Loading place	N/A	5:00 PM	N/A	N/A		10	0



All deliveries in the chosen period will be displayed. The distribute screen can be accessed by clicking on the delivery.


4.3 Quality report

Uploading quality reports

If you have filled out a quality report for a product you can upload this via the portal. Go to the distribution screen and to the right of the entry field for each delivery is an icon. Click this  to upload the report.

Items	Coo	Variety	Ordered	TBD	Delivery 1	Delivery 2
001112 LEEK X 10 KGS	ES		700	275	125 	300 

This icon  means that no quality report has been uploaded yet. Once uploaded the icon will change color and become .

Click on the quality report icon  and the following screen should appear:

Home
News
Assortments
Deliveries
Quality
History
Invoices
Crop registration
Settings
Contact
Dutch

Quality report Ordernumber: 595956

[Back](#)

LEEK X 10 KGS

Date of harvest	<input type="text"/>
Weather situation	<input type="text"/>
Shelflife (In days from delivery)	<input type="text"/>
Loading temperature	<input type="text"/>
Applies to all pallets of this item for this loading location	<input type="checkbox"/>

Description	Crate1	Crate2	Crate3	Crate4
temperature	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
first impression	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
thrips	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
stikcs	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
weight	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
leaf damage	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

[Save](#)

This screen contains the information necessary to fill out a quality report. Both generic information as well as product specific quality items to check per crate are to be filled out.

Start by selecting the harvest date and weather type on that date. Also give the expected shelf-life and loading temperature.

If the report concerns the entire order then check the box behind “Applies to all pallets of this item for this loading location”.

Next choose 4 crates and grade all criteria.


For the following items you need to fill in the actual measured value:

- Temperature
- Brix
- Color

For the other items you can grade with a 5-point rating scale:

1. Does not meet specifications
2. Dubious, lower end of specifications
3. Meets specifications
4. Above specifications
5. Well above specifications

Once filled out press **Save** and the report will be uploaded and sent to Bakker.
Please note that if you do not click **Save** then no quality report will be sent to Bakker!

You can check the  symbols, to make sure all necessary quality reports are completed.

After receiving your goods the quality department will also assay the quality and make a report. The results of that quality report, and your own, will be visible the **day after delivery** in the menu item **Quality** Both your and the report made by Bakker will be visible by selecting the order in question. For an explanation of this menu item please read section 6.

4.4 Delivery receipt

Delivery receipt

In the **Distribution** screen a delivery receipt can be printed once completely filled out. Press **Print delivery receipt** and the following screen should appear:

Home	News	Assortments	Deliveries	Quality	History	Invoices	Crop registration	Settings	Contact	Dutch
Pre-fill delivery note										
595956-01										
Remark:										
Check the number of pallets per item (and change if necessary)										
Item	Class	Crates	Variety	Coo	Delivery amount	Number of pallets	Best before			
001112 LEEK X 10 KGS		CBL23H		ES	125	0	M/d/yyyy			
Enter the used pallet types and quantities										
Pallet type	Quantity									
PALLET POOL	0									
PALLET EURO	0									
Other, namely... <input type="checkbox"/>	0									
<input type="button" value="Cancel"/> <input type="button" value="Print delivery receipt"/>										

You can fill out the amount of pallets and BBE (Best Before Date) or daycode per article in this screen. The amount of pallets is necessary for receiving the right quantity of pallets, with this information we can print the correct number of pallet labels.

Also you need to fill in the amount of pallets per pallet type supplied. These details will be added to the delivery note.

You can now press **Print delivery receipt**, a PDF document will be opened. You can print and save the delivery note in PDF-format. Please give the truck driver who collects/delivers the goods two copies of the delivery note. You can also print a copy for your administration.

5. Ordering crates

You can order crates via **Crates** in the menu. If you require crates or pallets that are not listed you can call the logistic planning department at (+31)0180 695 899.

Home
News
Assortments
Deliveries
Crates
Quality
History
Crop registration
Settings
Contact
Dutch

Crate demand

Delivery address: **Telersweg 2**

	9/27/2019	9/28/2019	9/29/2019	9/30/2019	10/1/2019	10/2/2019	10/3/2019	
Crates	Pallet/Pieces	Pallet/Pieces	Pallet/Pieces	Pallet/Pieces	Pallet/Pieces	Pallet/Pieces	Pallet/Pieces	
021 PALLET POOL	0 0	0 0	0 0	0 0	0 0	0 0	0 0	+
041 PLT CHEP (100 X 120)	0 0	0 0	0 0	0 0	0 0	0 0	0 0	+
043 PLT CHEP 80 x 120 euroformaat	0 0	0 0	0 0	0 0	0 0	0 0	0 0	+
083 PALLET BLOK (DPA-Groene klos)	0 0	0 0	0 0	0 0	0 0	0 0	0 0	+
108 EPS BLAUW "T" star 30X40X17	0 0	0 0	0 0	0 0	0 0	0 0	0 0	+
250 HC/BK blauwe box 100x120x76	0 0	0 0	0 0	0 0	0 0	0 0	0 0	+
420 EPS BLAUW "H" star 60X40X24	0 0	0 0	0 0	0 0	0 0	0 0	0 0	+
450 EPS BLAUW "M" star 60X40X18	0 0	0 0	0 0	0 0	0 0	0 0	0 0	+
480 EPS BLAUW "L" star 60X40X13	0 0	0 0	0 0	0 0	0 0	0 0	0 0	+
513 Blauwe box Vezet 100x120x76	0 0	0 0	0 0	0 0	0 0	0 0	0 0	+
540 CBL FUST 23 CM-HOOG	0 0	0 0	0 0	0 0	0 0	0 0	0 0	+
541 CBL FUST 17 CM-MIDDEL	0 0	0 0	0 0	0 0	0 0	0 0	0 0	+
542 CBL FUST 11 CM-LAAG	0 0	0 0	0 0	0 0	0 0	0 0	0 0	+
543 CBL FUST 15 CM-KLEIN	0 0	0 0	0 0	0 0	0 0	0 0	0 0	+
544 CBL FUST 7 CM-EXTRA LAAG	0 0	0 0	0 0	0 0	0 0	0 0	0 0	+
551 CBL FUST 8 CM-EXTRA KLEIN	0 0	0 0	0 0	0 0	0 0	0 0	0 0	+

[Back](#) [Forward](#)

- *Delivery Tuesday through Saturday:*
Crate orders for delivery on the next day can be created until 12:00 PM. These crate orders are delivered somewhere on the selected delivery day. Because of the availability of clean crates we cannot guarantee a deliverytime.
- *Delivery Sunday / Monday:*
Packaging for Sunday + Monday delivery must be ordered before 12:00 on Friday, all orders that arrive later than 12:00 will be moved to Tuesday delivery.
- *EPS crate:*
EPS is only delivered from Monday to Friday. It is not possible to order or deliver EPS containers on public holidays.

If you have any questions, you can contact the logistical planning by telephone: (+31) 0180 695899 or by e-mail to logistiekeplanning@bakkerbarendrecht.nl.

Save

If you have multiple unloading addresses you can select the correct address from the list. If you pick up your crates and/or pallets then the loading address will be listed.

You can change orders **until 12:00** on the day before delivery. After 12:00 changes cannot be made any more in the suppliers portal and you will have to contact the logistic planning department at (+31)0180 695 899.

Once finished you can click **Save** and the request will be sent to Bakker.

Please note that if you do not click **Save** then no request will be sent to Bakker!

6. Quality

You can find your quality reports in the **Quality** menu and view them by day or by week. You can also see how your report compares to other suppliers reports (all comparisons are made anonymously).

6.1 Daily quality reports

This overview shows the quality control reports on any given day and compares them with the report made by Bakker's Quality department. The reports can be viewed from 00:01 in the portal the day following delivery of goods.

The following screen should be visible:

Home	News	Assortments	Deliveries	Quality	History	Invoices	Crop registration	Settings	Contact	Dutch
Quality examination report										
Date of arrival										
10/01/2019										
Deliveries on 10/1/2019										
Order number	Time									
595956-01	15:00									
Item	Quality examination item	C-1	C-2	C-3	C-4	G-Avg	BK0	BK-Avg		
001112 LEEK X 10 KGS	Average	3.13	3.13	3.13	3.13	3.13	4	4		
	temperature	11.3	11.1	11	11.5	11.22	11			
	first impression	3	3	3	3	3	4	4		
	thrips	3	3	3	3	3	5	5		
	sticks	3	3	3	3	3	3	3		
	weight	5	5	5	5	5	3	3		
	leaf damage	3	3	3	3	3	4	4		
Back Forward										

First select the date of the reports you wish to see. Please note that the date is when the goods were received by Bakker (nearly always the same as the date of delivery).

You can then see the orders placed on the selected day, as well as the time of loading. Please select the order you wish to see if there are multiple orders on the day selected.

You should then see:

- The grades you gave per crate per criteria (K-1 t/m K-4);
- The weighted average of the 4 crates per article
- The average grade of all suppliers grades (Supplier Average, T-Gem)
- One or more reports (per article) made by Bakker's Quality Department
- A weighted average (if multiple reports were made by Bakker) per item and per criteria (BK-Gem)

6.2 Weekly quality reports

You can also see your reports and those made by Bakker for a whole week. Press **Quality** in the menu and choose **Weekly quality reports** and the following screen should appear:

Home News Assortments Deliveries Quality History Invoices Crop registration Settings Contact Dutch																		
Weekly quality examination report																		
9/26/2019 - 10/2/2019																		
Results of quality examinations can be seen from the day after delivery.																		
Item	G Avg	BK Avg	Quality examination item	9/26/2019	9/27/2019	9/28/2019	9/29/2019	9/30/2019	10/1/2019	10/2/2019								
				Supplier	BK	Supplier	BK	Supplier	BK	Supplier	BK	Supplier	BK	Supplier	BK			
001112 LEEK X 10 KGS	3.13	4	Average													3.13	4	
			temperature														11.22	
			first impression														3	4
			thrips														3	5
			sticks														3	3
			weight														5	3
			leaf damage														3	4
Back Forward																		

This overview shows the average grades, per criteria, of all of your reports and those of Bakker. Press Back or Forward to see earlier or later reports.

6.3 Comparisons

This overview allows you to compare your reports with those made by other suppliers. Click **'Generate Report'** in the **Quality** screen. The following screen should appear:

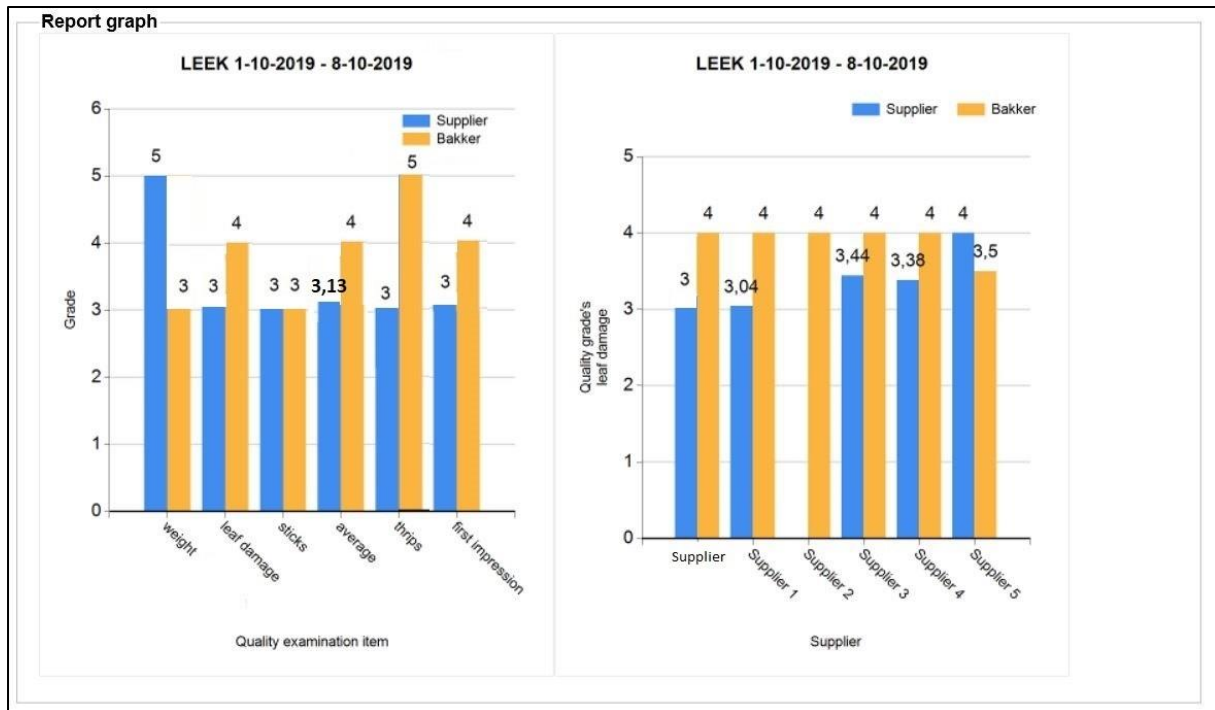
Quality examination report	
Report settings	
From delivery date	<input type="text" value="10/1/2019"/>
Until delivery date	<input type="text" value="10/8/2019"/>
Item	<input type="text" value="LEEK"/> ▼
Quality examination item	<input type="text" value="leaf damage"/> ▼
<input type="button" value="Generate report"/>	

You can select reports by period (such as per week or month) or by day. Select the period required by choosing the dates necessary. For instance:

From delivery date: 10-01-2019

Until delivery date: 08-01-2019

Select the required article to view it's reports and to compare it to other reports. Click **Generate report** to see the report. The following screen should appear:



You will see two charts. The left shows the average grades of all criteria. Blue bars are the grades given by Bakker's Quality Department. We strive to get as many suppliers as possible to grade and send in their reports every year

The right chart shows your average grade per criterium for the selected period. The column(s) next to it shows the average grades of other suppliers of the selected article for the selected period. You can compare your reports to others in this way.

Please note that the grades in the chart above are fictious and not based on fact!

7. Crop registration

Click on the menu button **Crop registration** and the following screen should appear:



The screenshot shows a navigation menu at the top with buttons for Home, News, Assortments, Deliveries, Quality, History, Invoices, Crop registration, Settings, Contact, and Dutch. The 'Crop registration' button is highlighted. Below the menu, the page title is 'Cropcentral'. The main content area contains the text: 'Use the link below to register your crops using cropcentral' and a link labeled 'Agrovision Teeltcentraal'.

8. History

You can see your prognosis, planned and factual orders for the past few weeks by clicking the **History** button .

Home News Assortments Deliveries Quality History Invoices Crop registration Settings Contact Dutch																							
Forecast-Ordered-Delivered																							
Item	Country	Variety	9/27/2019			9/28/2019			9/29/2019			9/30/2019			10/1/2019			10/2/2019			10/3/2019		
			Frct	Pln	Dlv	Frct	Pln	Dlv	Frct	Pln	Dlv	Frct	Pln	Dlv	Frct	Pln	Dlv	Frct	Pln	Dlv	Frct	Pln	Dlv
001112 LEEK X 10 KGS	NL		0	700	0	0	800	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
002707 LEEK ORG.X 8 KG. CTN. NL	NL		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
001112 LEEK X 10 KGS	ES		0	0	0	0	0	0	0	0	0	0	0	0	700	0	0	0	0	0	0	0	

[Back](#) [Forward](#)

By clicking **Back** or **Forward** (below the overview) you can view an earlier or later week.

9. Invoices

Click on the button Invoices and the following screen should appear:



Home Nieuws Assortiment Leveringen Fust Kwaliteit Historie **Nota's** Teeltregistratie Instellingen Contact English

Nota's

- [Nota_20190923.pdf](#) -- d.d: 23-9-2019
- [Nota_20190916.pdf](#) -- d.d: 16-9-2019
- [Nota_20190909.pdf](#) -- d.d: 9-9-2019
- [Nota_20190902.pdf](#) -- d.d: 2-9-2019
- [Nota_20190826.pdf](#) -- d.d: 26-8-2019
- [Nota_20190819.pdf](#) -- d.d: 19-8-2019
- [Nota_20190812.pdf](#) -- d.d: 12-8-2019

1 2 3 4 5 6 7 8 9 10 ... Volgende > Laatste >>

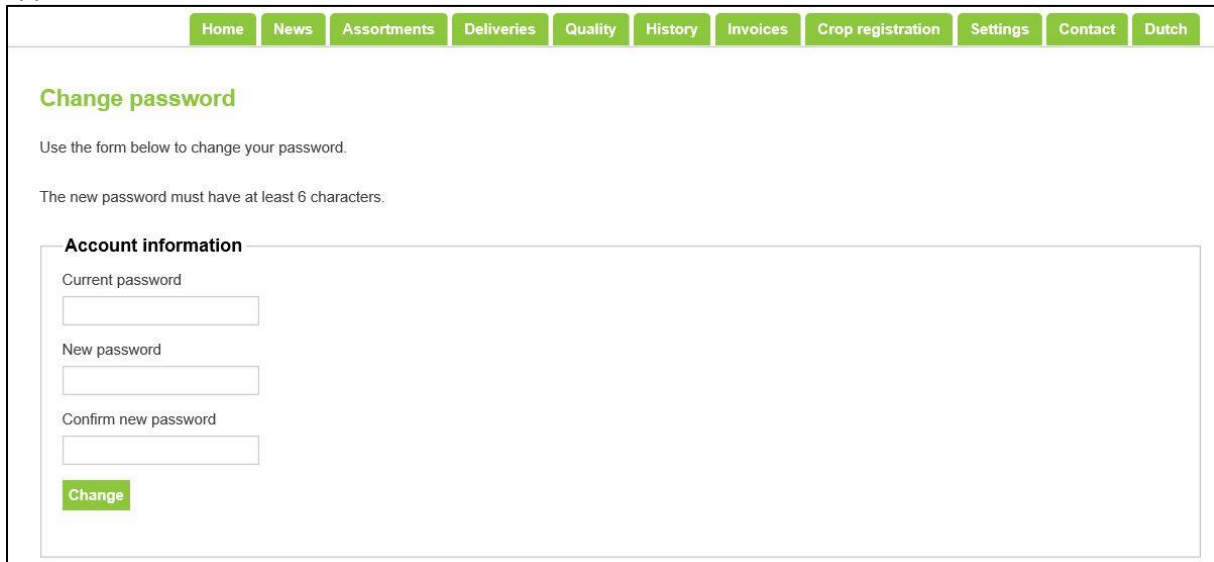
Om de nota's te kunnen bekijken heeft u een versie van [Adobe Reader](#) nodig.

Every Tuesday the previous weeks invoices will be published here. Click **Invoice xxxxxxxx.pdf** to open the invoice in a new window.

10. Settings

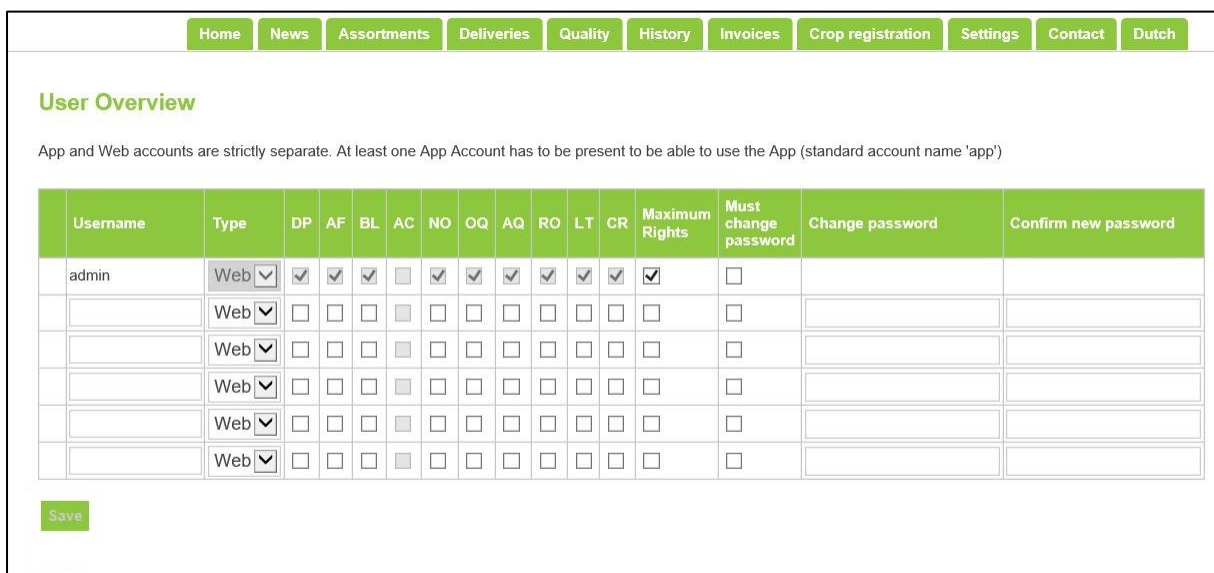
10.1 Password settings

You can change your password in this menu. Click on **Settings** and the following screen should appear:



Fill in your current password and then your new password and confirm by typing your new password again. Click **Change** to save your new password.

10.2 Users



Username	Type	DP	AF	BL	AC	NO	OQ	AQ	RO	LT	CR	Maximum Rights	Must change password	Change password	Confirm new password
admin	Web	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Web	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Web	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Web	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Web	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Web	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

You can add users and change the rights per user in this screen. By hovering your mouse cursor over the abbreviations of the items the complete description will be visible.

11. Contact

Click **Contact** to view contact details if you have a question or run into a problem.

You can also address your questions to your contact person of the commercial department.

12. Log off

To leave the portal you will have to log off. This can be done from any menu item by clicking **Log off** located in the bottom of the screen. You can then close the portal.