

CHVOICES

CHALLENGER VENDOR
ORDER & INVOICE
CONFIRMATION SYSTEM

SUPPLIER'S COMPLETE USER GUIDE



PURCHASE ORDER



RETURN NOTE



INVOICE



INVENTORY

WELCOME TO CHVOICES

INTRODUCTION

The Challenger Vendor Order & Invoice Confirmation System (CHVOICES) is a web system for vendors to confirm the Purchase Orders (PO), match Invoices, confirm the Service Note / Return Note and manage Inventory. This system is part of Challenger's effort to be more efficient in managing the purchasing & return process.

BASIC REQUIREMENTS

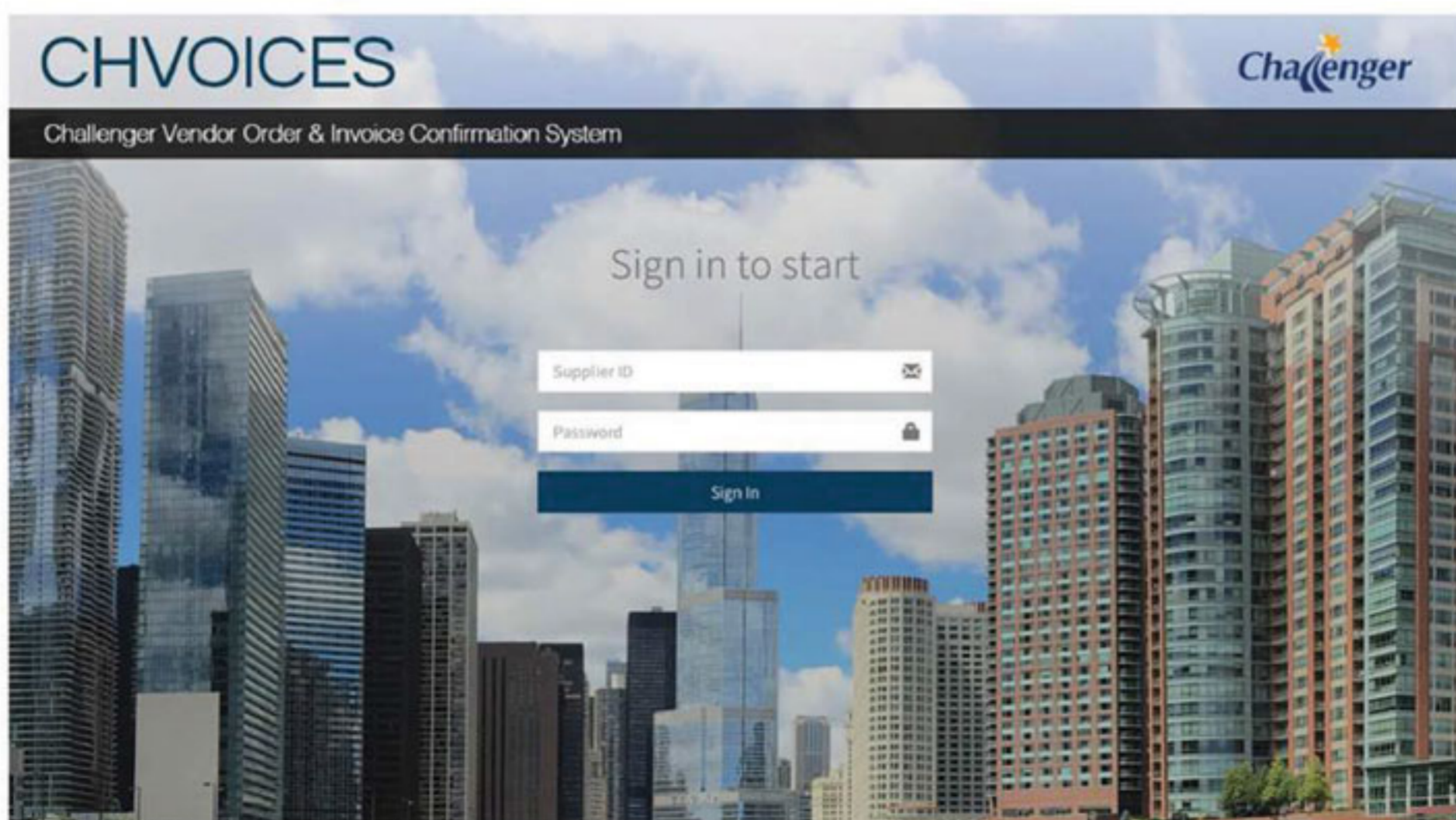
- Internet connection
- PC/Laptops that runs Windows OS
- An Email Address (if more than 1 recipient, setup an internal email distribution list)

SYSTEM FUNCTIONS

- Registration
- PO Management (Delivery Date/Quantity/Unit Price)
- PO Re-print
- Invoice Matching
- RN Collection Date
- RN Info
- Print Debit Note
- Inventory Quantity

LET'S GET STARTED

GO TO  chvoices.challenger.sg

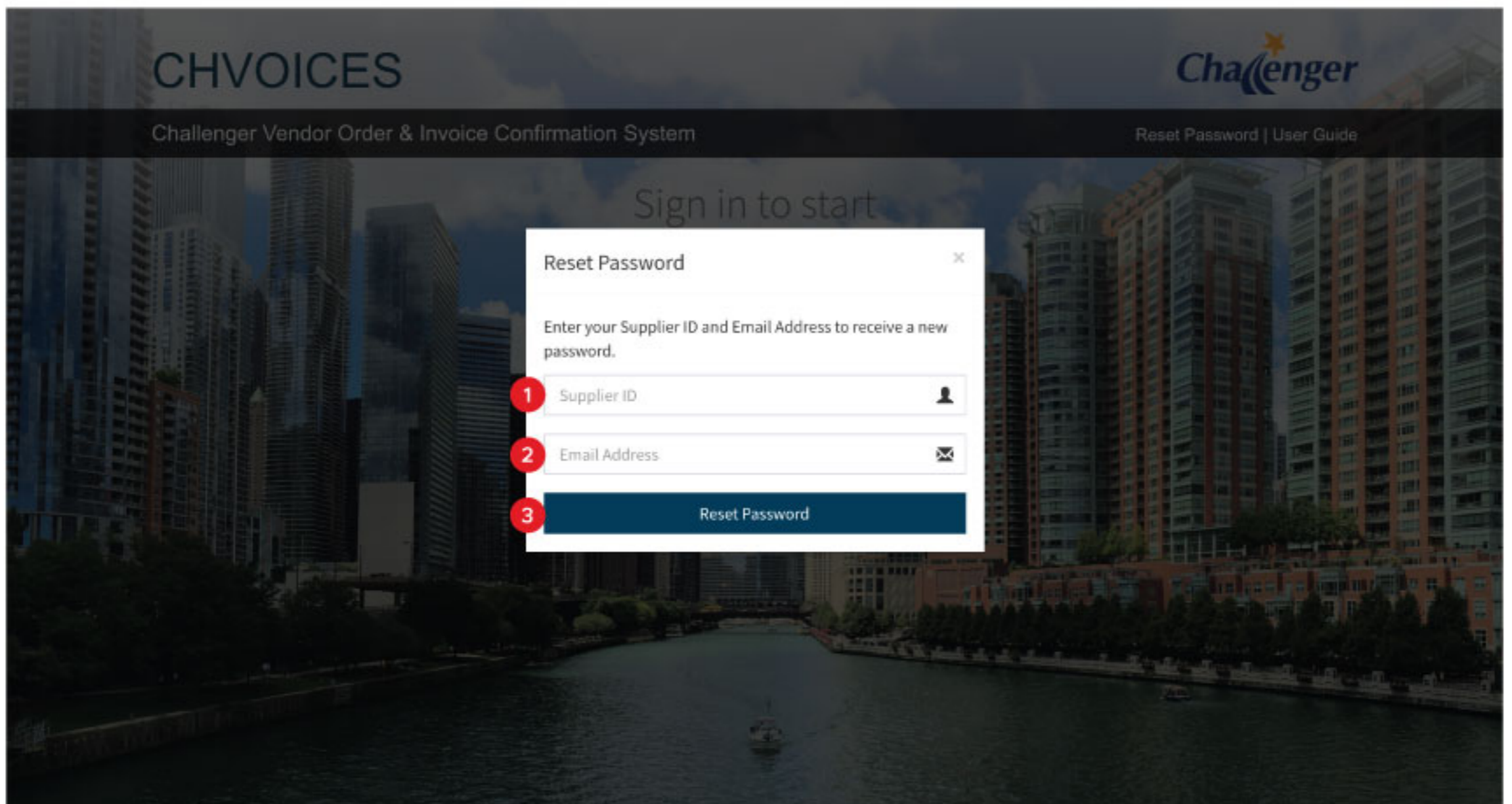


>> NEW VENDOR REGISTRATION

DESCRIPTION

This function is for new vendors to log in the system using assigned ID & email address.

Click 'Reset Password' at the top-right



Steps:

1. Get the Supplier ID from the buyer
2. Buyer will assign and set-up the email address in Cherps
3. Click the 'Reset Password' button to complete the registration

SUPPLIER'S COMPLETE USER GUIDE

>> SUPPLIER REGISTRATION

DESCRIPTION

This function is to login the system using the assigned Id & Password.

➔ Sign in your account to access CHVOICES

Enter your Supplier ID & Password

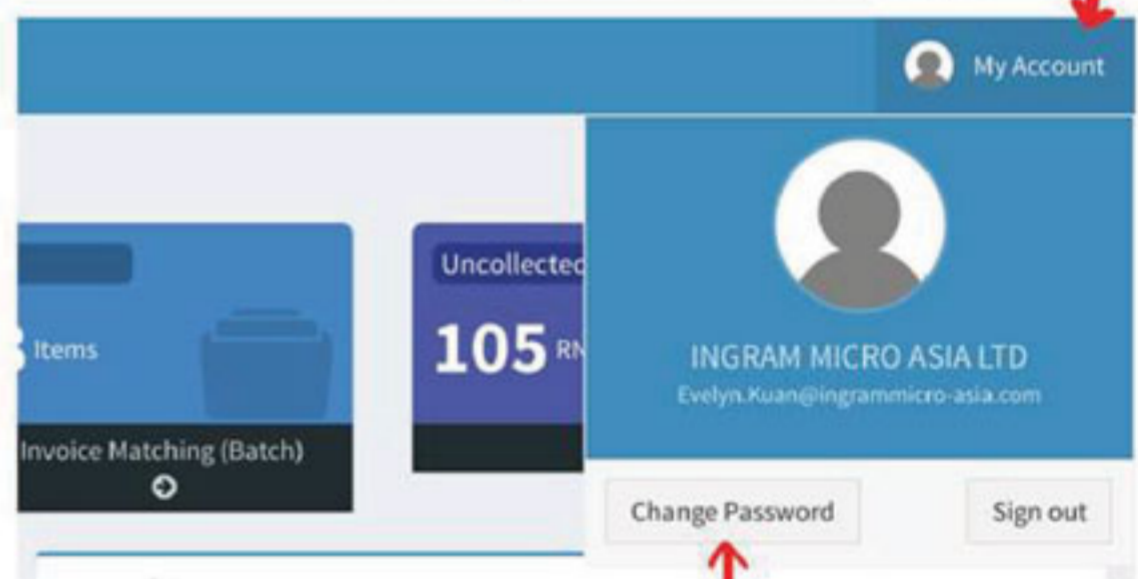
>> Start managing your orders & invoices!

>> CHANGE PASSWORD

DESCRIPTION

This function is to change the password for your account by entering your current password followed by your preferred password.

Click 'My Account' at the top-right



Click 'Change Password'

Steps:

1. Enter your current password
2. Key-in your new preferred password.
Re-type your new password for confirmation
3. Click the 'Update Password' button to complete the change of password

Change Password

To change your password, enter your current password below, followed by your preferred password.

Old Password: 1

New Password: 2

Confirm Password: 3

DASHBOARD

OVERVIEW

Quick summary of Unconfirmed Purchase Orders, Unmatched GRN Items and Uncollected Return Notes. It also shows a graphical chart of Outstanding Deliveries and Hachi inventory.

Click to minimize side navigation tab

Click to show My Account

Use sidetab to navigate the main functions:

- Purchase Order
- Invoice
- Return Note
- Inventory

Click to sign out from your account

Dashboard Quick Summary

A. Click 'PO Confirmation' to view all Unconfirmed Purchase Orders

B. Click 'Invoice Matching (Single)' or 'Invoice Matching (Batch)' to view all GRN items

C. Click 'RN Collection Date' to view all Uncollected Return Notes

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- D. Click 'Reprint PO' to view all Purchase Orders (Outstanding Deliveries)
- E. Click 'Inventory Listing' to view Hachi Inventory

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PURCHASE ORDER

OVERVIEW

Purchase Order Confirmation system to manage the Delivery Date & Order Quantity.

FUNCTIONS

- PO Confirmation (Delivery Date/Quantity/Unit Price)
- Re-print PO

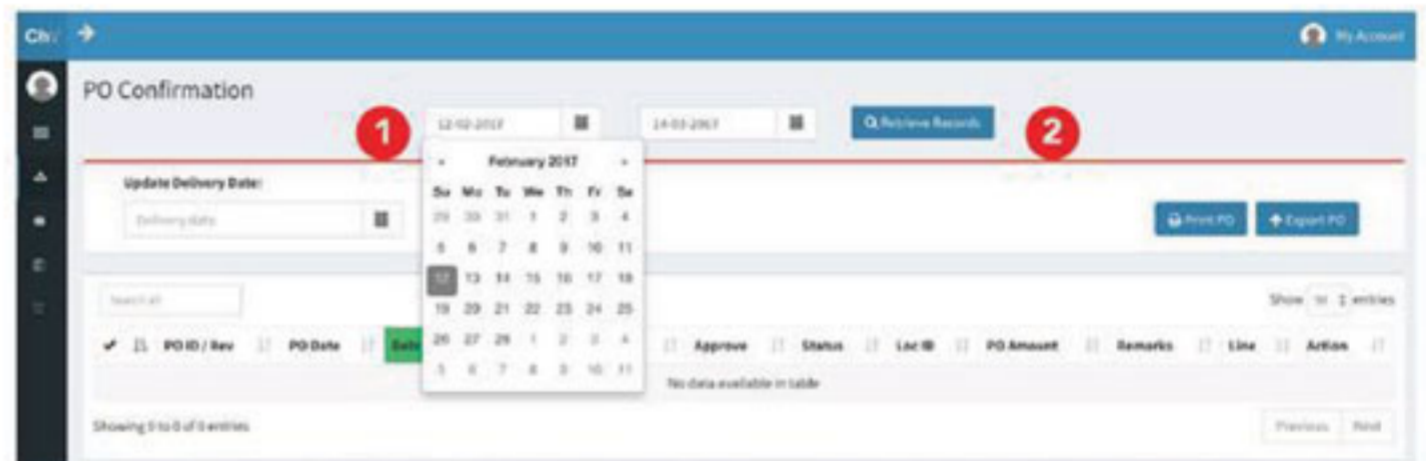
»» PO CONFIRMATION

DESCRIPTION

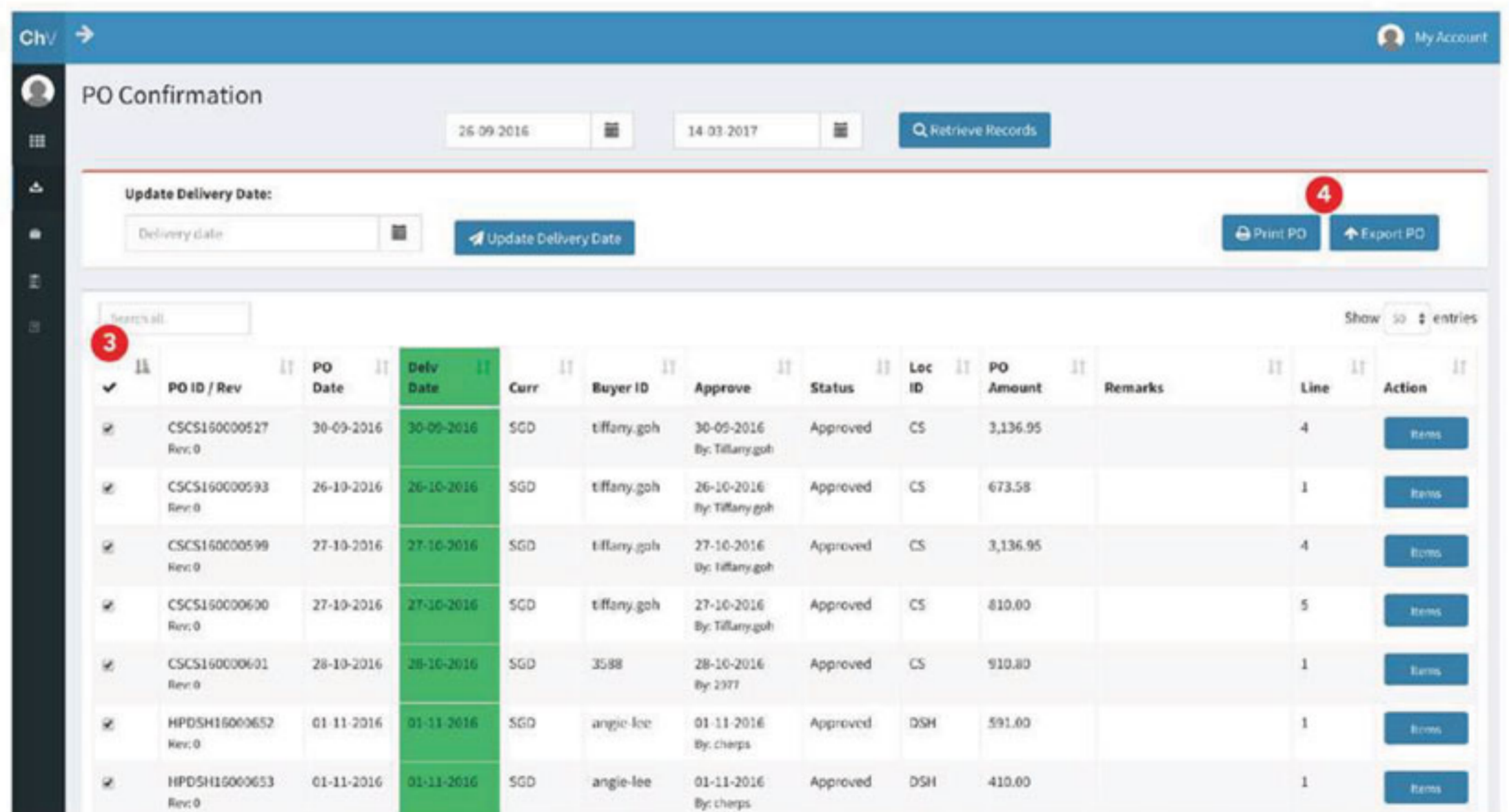
This function is to manage the PO confirmation for the following: Delivery Date, Order Quantity and Unit Price

Steps:

1. Select date range to view listing
2. Click 'Retrieve Records'



3. A list of Purchase Orders will be shown according to specified dates. Select the PO in batches by checking the checkbox you want to either print or export.



4. Click 'Print PO' to print Purchase Orders in PDF file, or 'Export PO' to export as Excel file.

PURCHASE ORDER

OVERVIEW

Purchase Order Confirmation system to manage the Delivery Date & Order Quantity.

FUNCTIONS

- PO Confirmation (Delivery Date/Quantity/Unit Price)
- Re-print PO

5. Go to an order on the list to view more information by clicking the 'Items' button

Show 50 entries

Approve	Status	Loc ID	PO Amount	Remarks	Line	Action
30-09-2016 By: Tiffany.goh	Approved	CS	3,136.95		4	Items 5
26-10-2016 By: Tiffany.goh	Approved	CS	673.58		1	Items

6. View all your order information such as Item ID, Description, Qty Order, Unit Price, Supplier Item ID and Amount. Easily manage your purchase orders by updating the order's quantity and delivery

Purchase Order

Search all

Show 50 entries

No	Item ID	Description	Qty Order	New Qty	UOM	Qty Received	Unit Price	Supplier Item ID	Amount
1	0018227994408	Acba Swift Grey Fitness Tracker	5	<input type="text" value="5"/>	pcs	0	30.30000000		151.50
2	0018227994415	Acba Swift Green Fitness Tracker	5	<input type="text" value="5"/>	pcs	0	30.30000000		151.50
3	0018227994422	Acba Swift Pink Fitness Tracker	5	<input type="text" value="5"/>	pcs	0	30.30000000		151.50
4	0018227994606	Acba Swift Plus Grey Fitness Tracker	5	<input type="text" value="5"/>	pcs	0	42.50000000		212.50
5	0018227994613	Acba Swift Plus Turquoise Fitness Tracker	5	<input type="text" value="5"/>	pcs	0	42.50000000		212.50
6	0018227994620	Acba Swift Plus Yellow Fitness Tracker	5	<input type="text" value="5"/>	pcs	0	42.50000000		212.50

Showing 1 to 6 of 6 entries

[Previous](#) [1](#) [Next](#)
[Back](#) [Submit Confirm PO](#)

7. Click 'Submit Confirm PO' to update changes

PURCHASE ORDER CONFIRMATION



How to update Delivery Date

Steps:

1. Click on the checkbox of the order that needs to be updated
2. Update it with the new delivery date at the upper left side of the list
3. Click the 'Update Delivery Date' to make changes
4. Notification will appear for successful update

Quantity

Steps:

1. Go to an order on the listing to update the items
2. Enter new quantity value
3. Click 'Submit' to make changes

**Can only enter value lower than the its current quantity order

How to check Unit Price

Steps:

1. Go to an order on the listing to check unit price
2. Click 'Back' to go back to listing

PURCHASE ORDER

OVERVIEW

Purchase Order Confirmation system to manage the Delivery Date & Order Quantity.

FUNCTIONS

- PO Management (Delivery Date/Quantity/Unit Price)
- Re-print PO

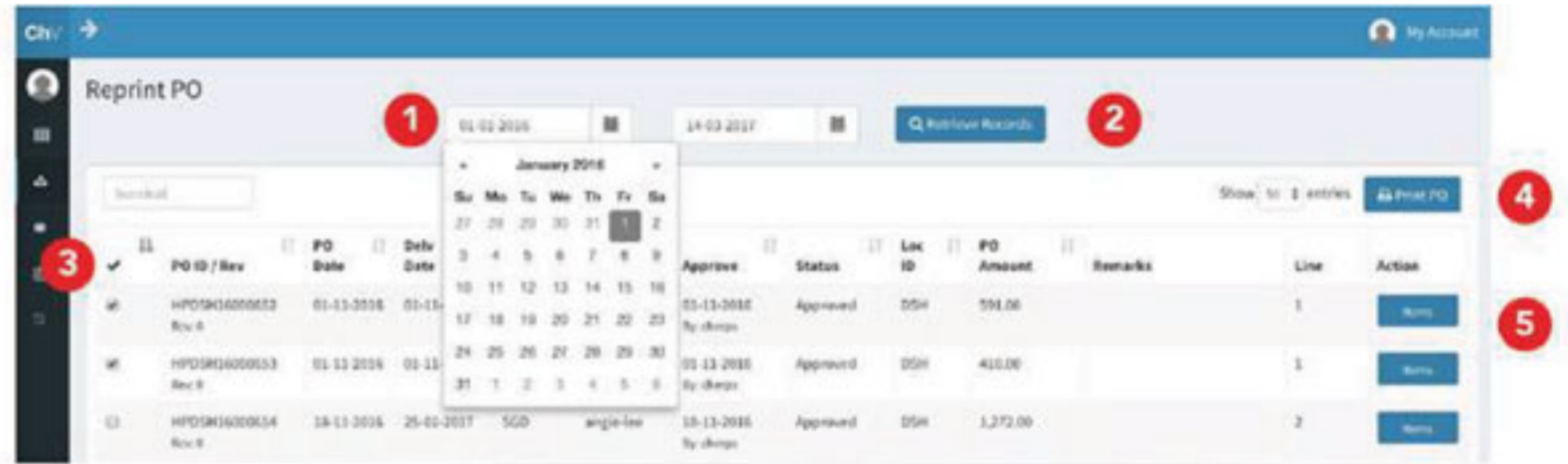
» RE-PRINT PO

DESCRIPTION

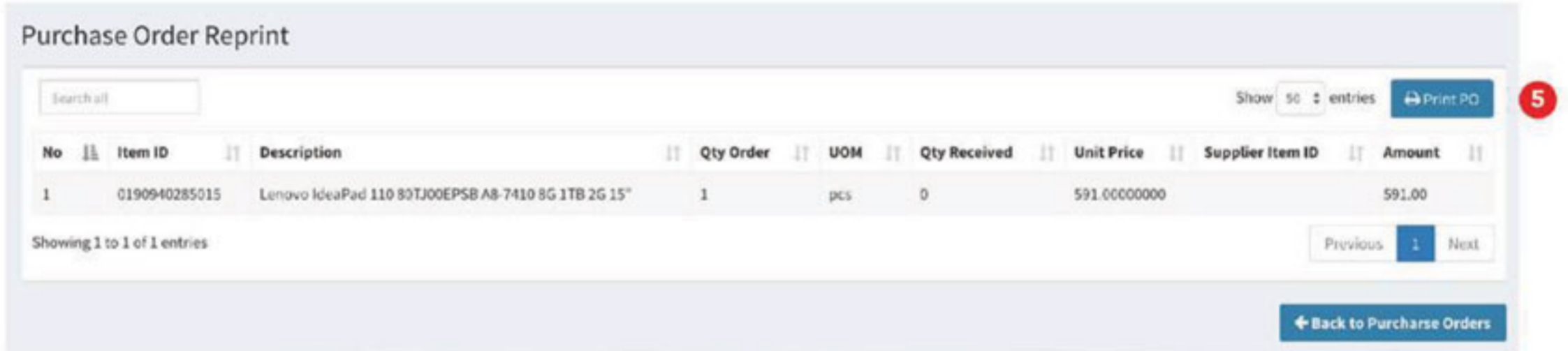
This function is to reprint the PO.

Steps:

1. Select date range to view listing
2. Click 'Retrieve Records'
3. Print the PO in batches by selecting the checkbox you want to print
4. Click 'Print PO' to print selected
5. Go to an order on the list by clicking the 'Items' button



6. View all your order information such as Item ID, Description, Qty Order, Unit Price, Supplier Item ID and Amount. Click on the 'Print PO' button to print selected order



5. A Revised PO in PDF format will be available for printing and downloading





PDF DO/ INVOICE

OVERVIEW

Preparation of PDF DO & Invoices soft-copy to be submitted as supporting document.

FUNCTIONS

- DO & Invoice in a single file
- DO & Invoice in separate files

SOFT-COPY PDF DO/INVOICES

DESCRIPTION

This function is to prepare the soft-copy PDF DO & Invoices to be submitted as supporting document. The PDF file needs to be copied to a specific folder (C:\PDF\) in the local PC/laptop.

Invoice Matching (Single)

<p>Step 1: Enter invoice details</p> <p>Invoice No. <input type="text"/> Inv. Date <input type="text" value="28-06-2018"/> Inv. Amount <input type="text"/></p>	<p>Step 3: Uploading supporting documents</p> <p><input type="button" value="Upload File"/></p>	<p>Step 4: Submit matching</p> <p><input type="button" value="Submit"/></p>
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Invoice Matching (Batch)

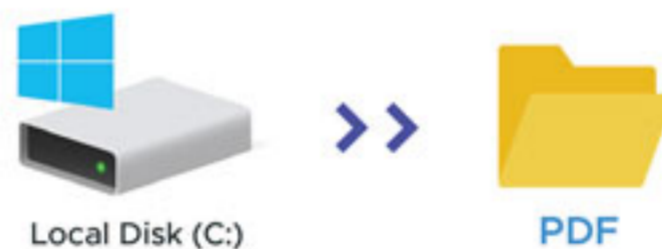
<p>Step 1: Upload invoice listings (.csv file).</p> <p><input type="button" value="Choose CSV"/> <input type="button" value="Upload File"/></p> <p><small>Download the template for Batch Invoice Matching here. (Make sure date is in DD/MM/YYYY and save as CSV format.)</small></p>	<p>Step 2: Uploading supporting documents</p> <p><input type="button" value="Choose files"/></p>	<p>Step 3: Submit matching</p> <p><input type="button" value="Submit"/></p>
---	---	--

2-options for PDF files preparation

- DO & Invoice in a single file
- DO & Invoice in separate files

Steps:

- Using the Windows Explorer, create a folder under the C:\ drive with folder named **PDF**.
[Note: This step is to be done only once.]



- For DO & Invoice in a **SINGLE FILE**: Create the soft-copy PDF DO & Invoices and copy to C:\PDF\ folder. The file is to be named as the invoice number (e.g. if the Invoice# is INV0123, the pdf file should be named as **INV0123.PDF**).



- For DO & Invoice in a **SEPARATE FILES**: Create the soft-copy PDF DO & Invoices and copy to C:\PDF\ folder. The file is to be named with suffix '-DO' & '-INV' to the invoice number (e.g. if the Invoice# is INV0123, the DO pdf file should be named as **INV0123-DO.PDF** and the Invoice is to be named as **INV0123-INV.PDF**).



INVOICE

OVERVIEW

Invoice Matching is a critical part of the 3-way matching process in Challenger. The accurate matching ensures that the payment to Suppliers are not delayed.

FUNCTIONS

- Invoice Matching (Single) • Invoice Matching (Batch) • Invoice Info

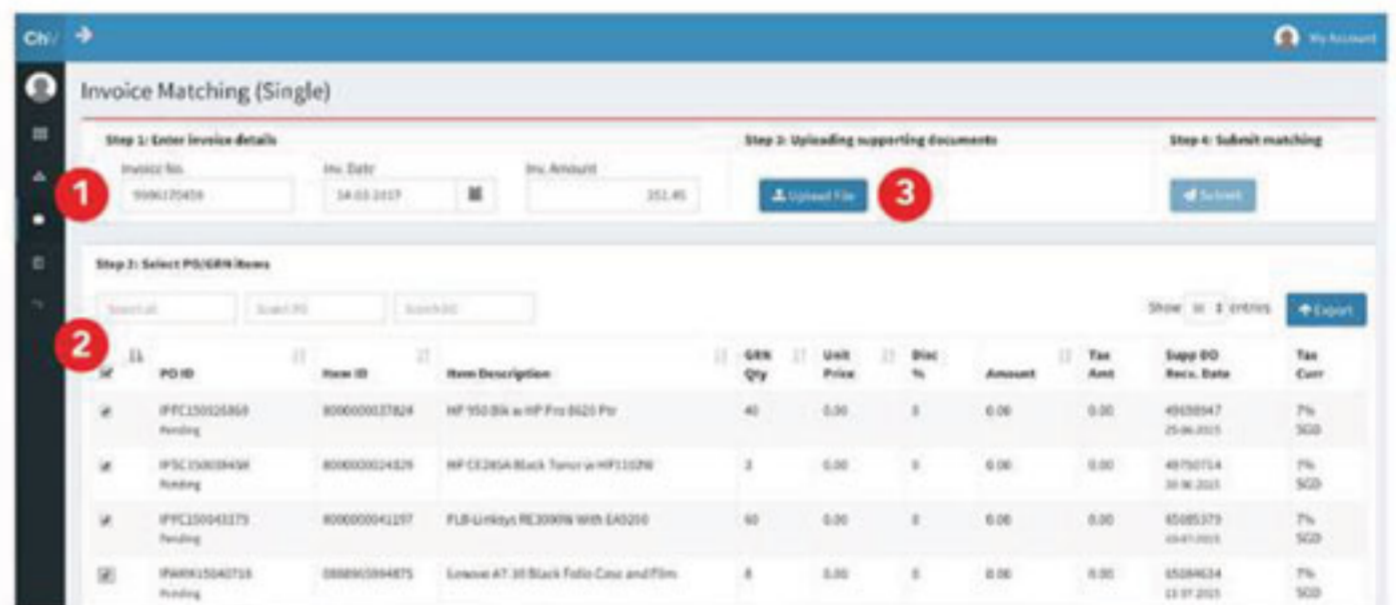
INVOICE MATCHING (Single)

DESCRIPTION

This function is to match the invoice information to the PO-GRN information. Therefore, the invoice matching should be done after the items have been received.

Steps:

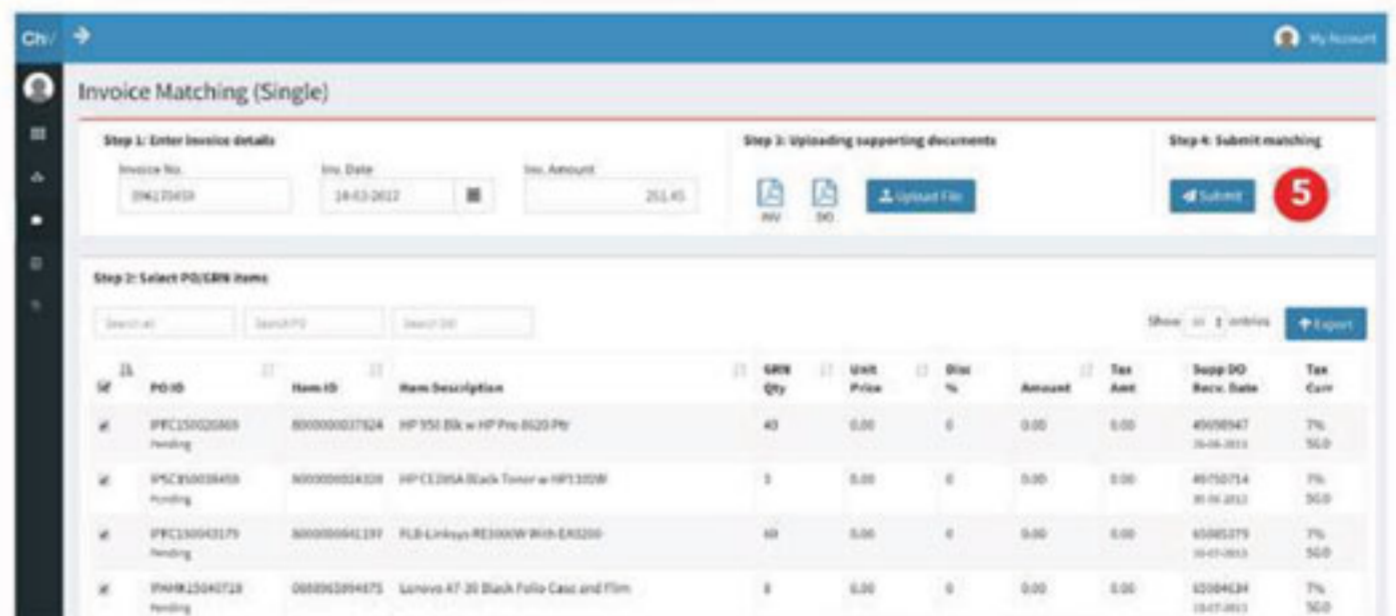
1. User must first enter all invoice details such as Invoice No., Date and Amount
2. Select PO/GRN items in the list
3. Next, user must upload the supporting documents in PDF to perform the match.



4. A pop-up will appear to upload files. User has an option to upload separate or combined files. Click 'Upload' to proceed .



5. Click 'Submit' to perform the invoice matching.



INVOICE

OVERVIEW

Invoice Matching is a critical part of the 3-way matching process in Challenger. The accurate matching ensures that the payment to Suppliers are not delayed.

FUNCTIONS

- Invoice Matching (Single) • Invoice Matching (Batch) • Invoice Info

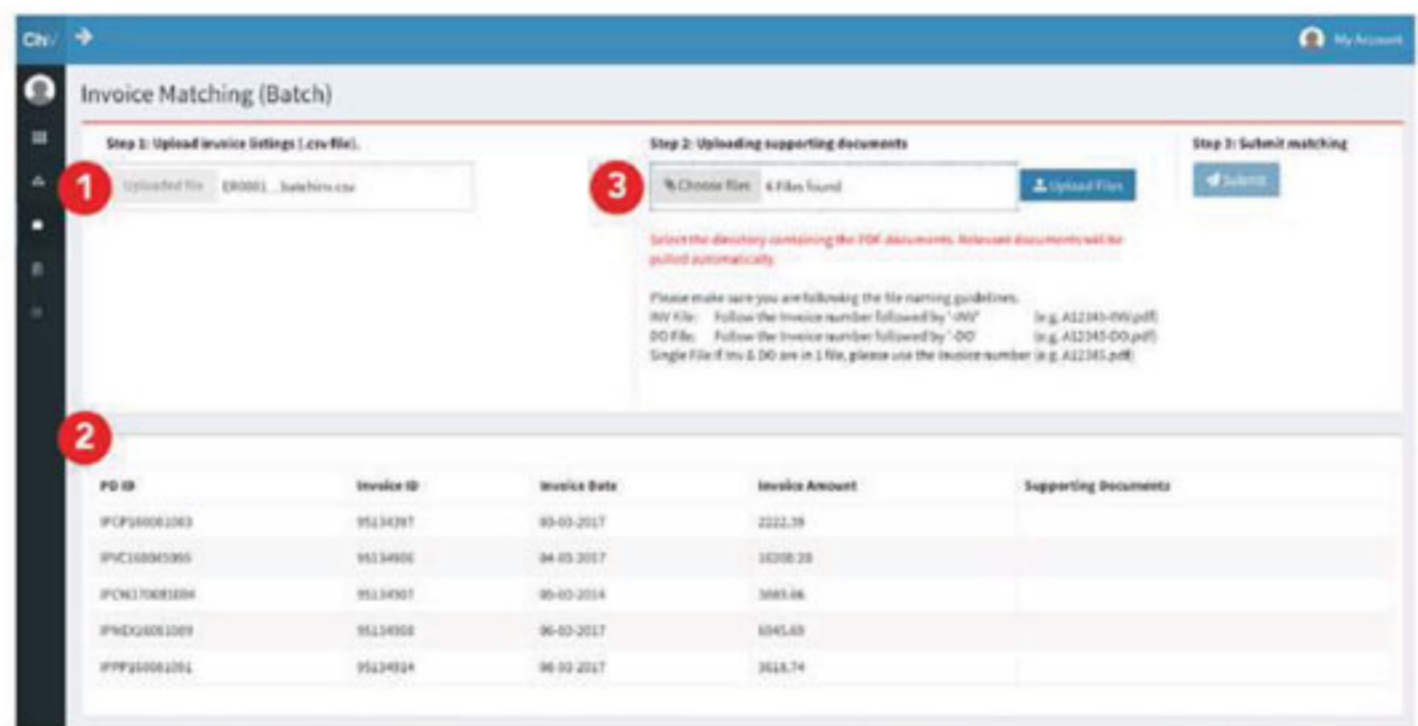
»» INVOICE MATCHING (Batch)

DESCRIPTION

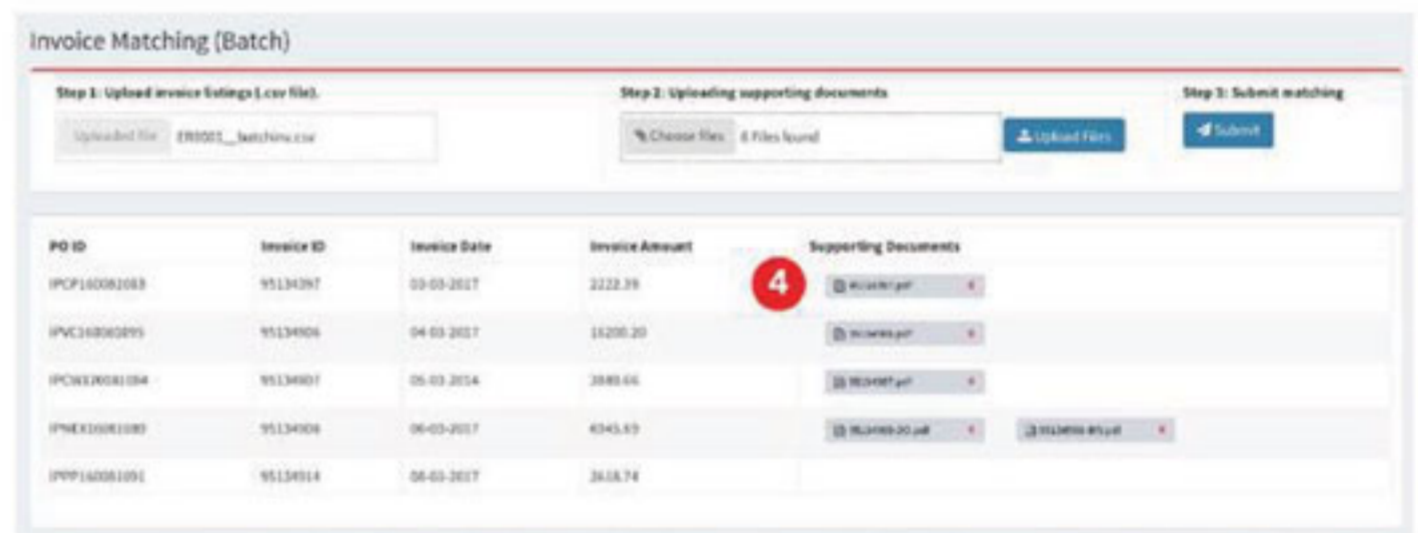
This function is to match the invoice information to the PO-GRN information. Therefore, the invoice matching should be done after the items have been received.

Steps:

1. User must first upload the Invoice listings in .CSV file
2. Page will load all Invoice listings
3. Next, user must upload the supporting documents in PDF to perform the match. User may upload multiple files together. For Chrome/Firefox/Ms Edge users, select the folder with the files and the system will auto match for relevant PDF files. For IE/Safari, not supported, users need to select file by file. Click 'Upload files' to proceed



4. All matched PDF will appear in the listing's supporting documents. If PDF filename doesn't match, it will be shown at top of the table.



5. Click 'Submit' to save and submit the invoice matching. Batch results will show remarks for both failed and successful submission



INVOICE

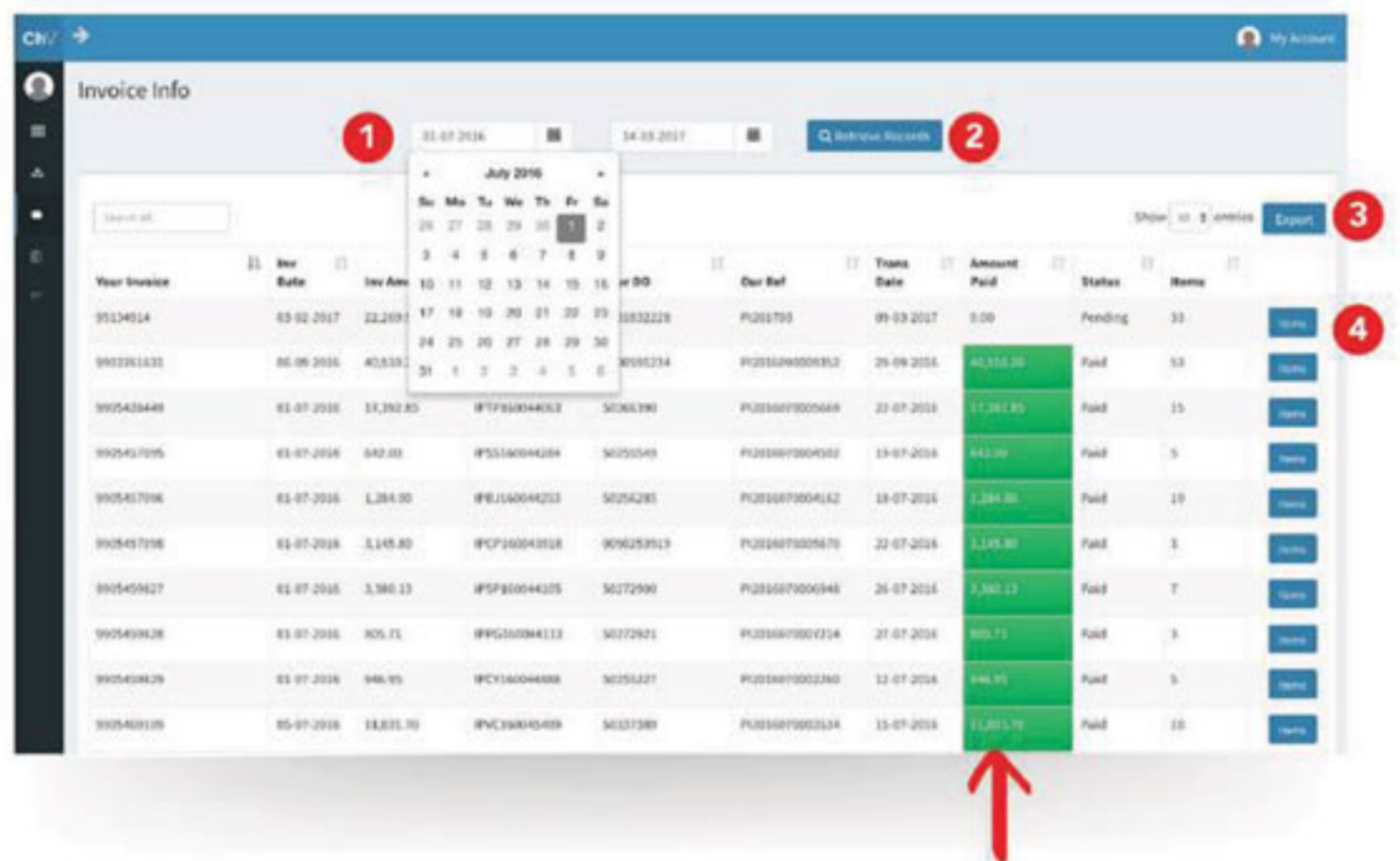
»» INVOICE INFO

DESCRIPTION

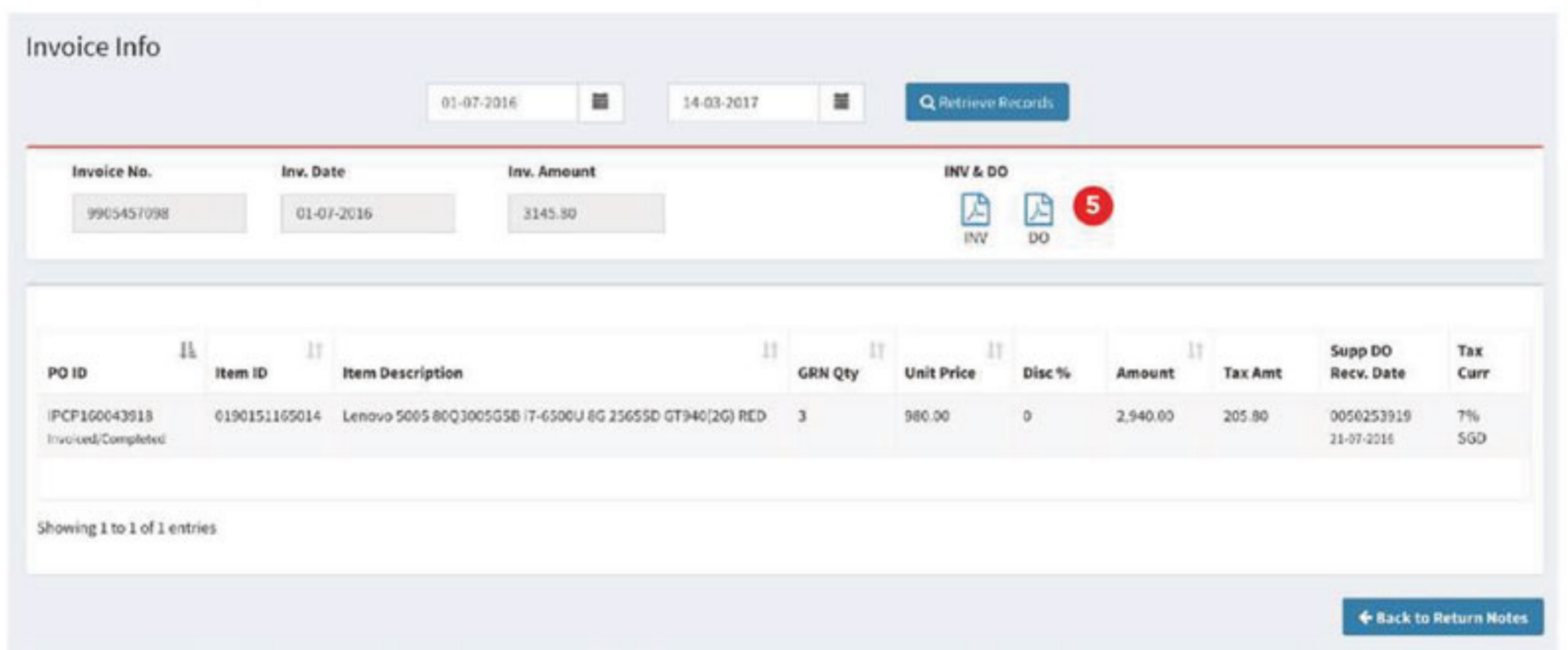
This function is to view all invoice information, export listing and download/print invoices and delivery notes.

Steps:

1. Select date range to view listing
2. Click 'Retrieve Records'
3. Click 'Export' to export current Invoice listing in .CSV file
4. Go to an invoice on the list to view more information by clicking the 'Items' button
--- Paid invoices are highlighted



5. View all your invoice information such as PO ID, Item ID, Description, Total Amount and GRN Qty. Download, save and print your Invoices and Delivery Notes





RETURN NOTE

OVERVIEW

Debit Note (DN) will be auto-generated when a Return Note has been approved (when the goods to be returned have been collected by vendor. These DN is available for printing in CHVOICES.

FUNCTIONS

- RN Collection Date • RN Info • Print Debit Note

Steps:

1. Select date range
2. Click 'Retrieve Records' to load listing of records
3. Click 'Items' to view and manage information of the record
4. Click 'Notes' to email notes to buyer



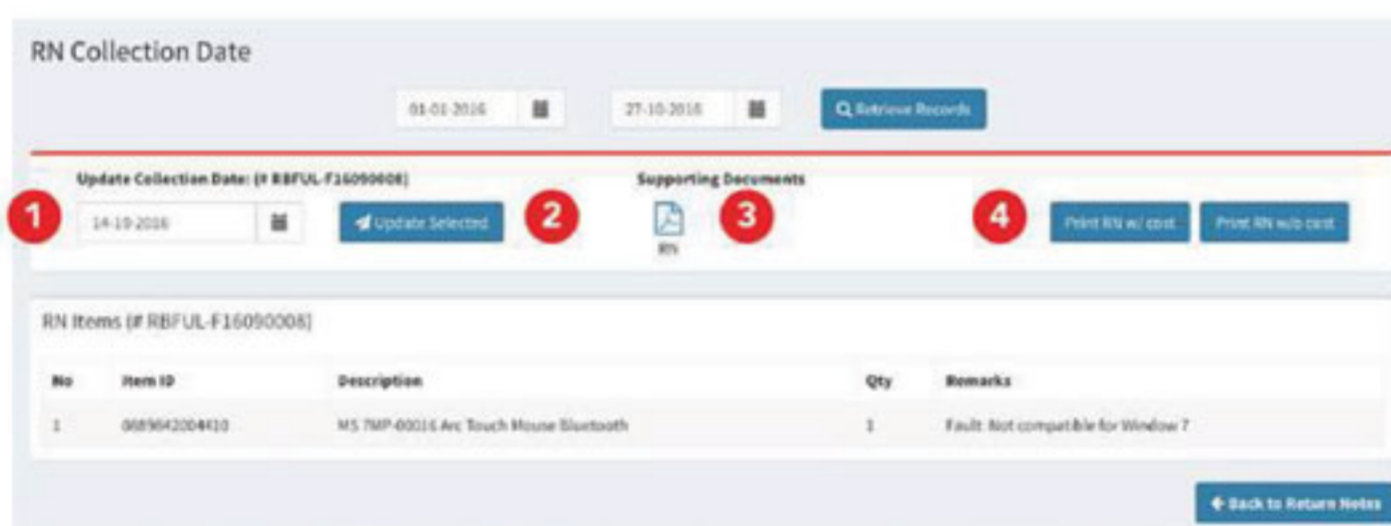
5. A pop-up will appear to enter notes and message to the buyer. Click 'Send' to proceed



»» RN COLLECTION DATE

DESCRIPTION

This function is to confirm the Collection Date of the Return Note (RN).



Update Collection Date Steps:

1. Select a new collection date at the upper left side of the list
2. Click the 'Update Selected', changes will be automatically updated

View Supporting Documents

3. Click on the file to view available supporting documents

Printing & Downloading

4. Click on the 'Print RN' button to open, download and print the Return Note records



RETURN NOTE

OVERVIEW

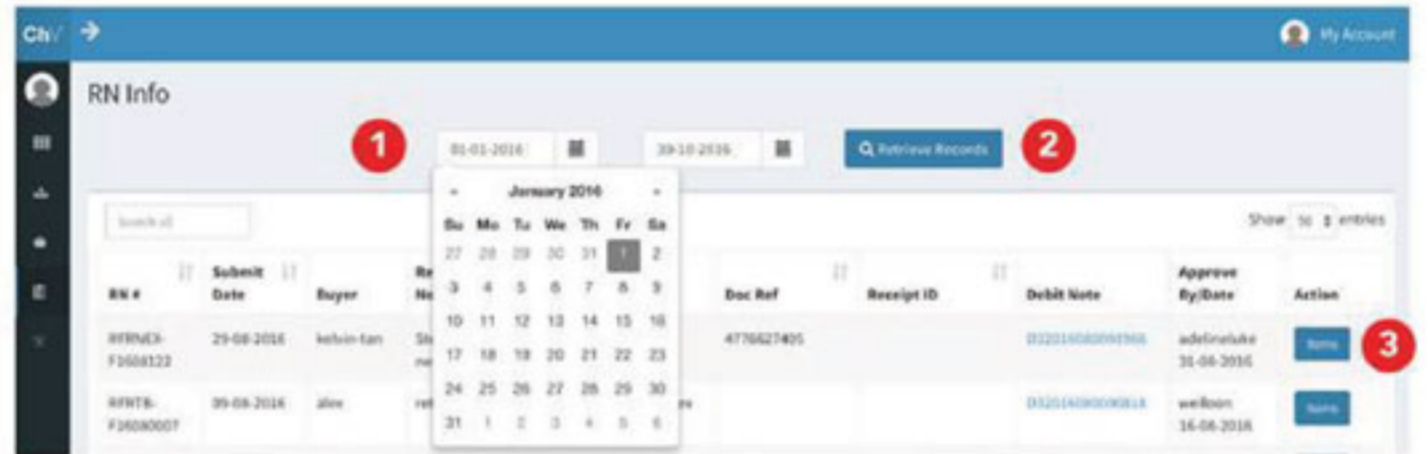
Debit Note (DN) will be auto-generated when a Return Note has been approved (when the goods to be returned have been collected by vendor. These DN is available for printing in CHVOICES.

FUNCTIONS

- RN Collection Date • RN Info • Print Debit Note

Steps:

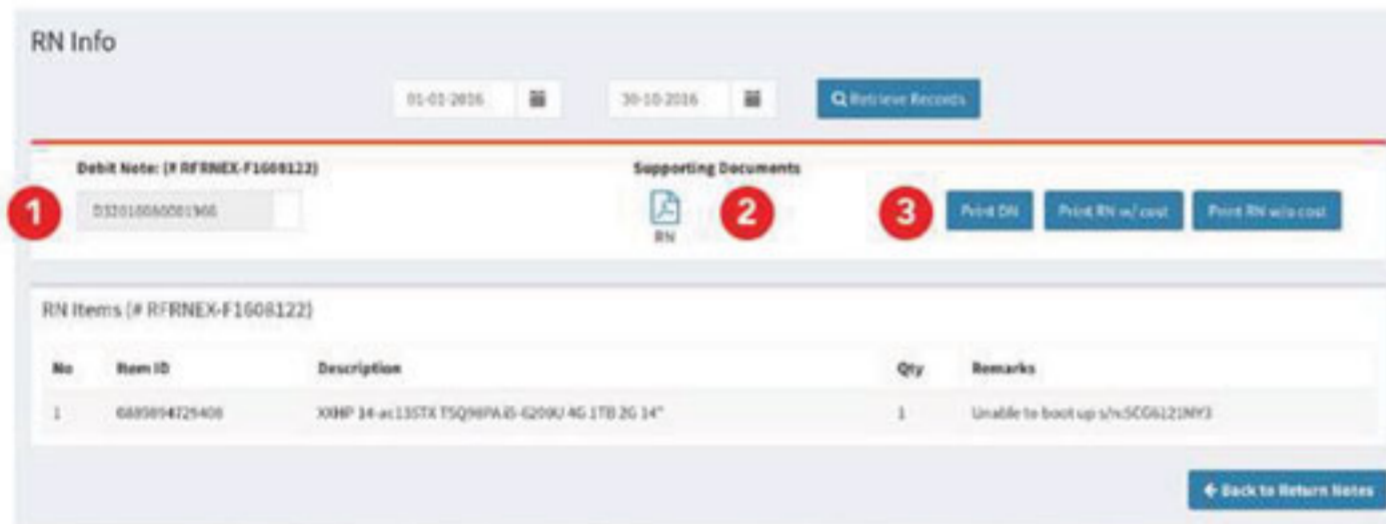
1. Select date range
2. Click 'Retrieve Records' to load listing of records
3. Click 'Items' to view and manage information of the record



»» RN INFO

DESCRIPTION

This function is to display the RN Info that has been issued.



• Return Note with cost

• Return Note without cost



Debit Note

Steps:

1. View Debit Note number of the selected record

View Supporting Documents

2. Click on the file to view available supporting documents

Printing & Downloading

3. Click on the 'Print DN' button to open, download and print the Debit Note record
Click on the 'Print RN' button to open, download and print the Return Note record

**Two types of RN available for printing

INVENTORY

OVERVIEW

Inventory refers to the amount of inventory in accordance with a specific item. CHVOICES gives you the ability to update and track the products in your inventory.

FUNCTIONS

- Inventory Listing Update
- Inventory History

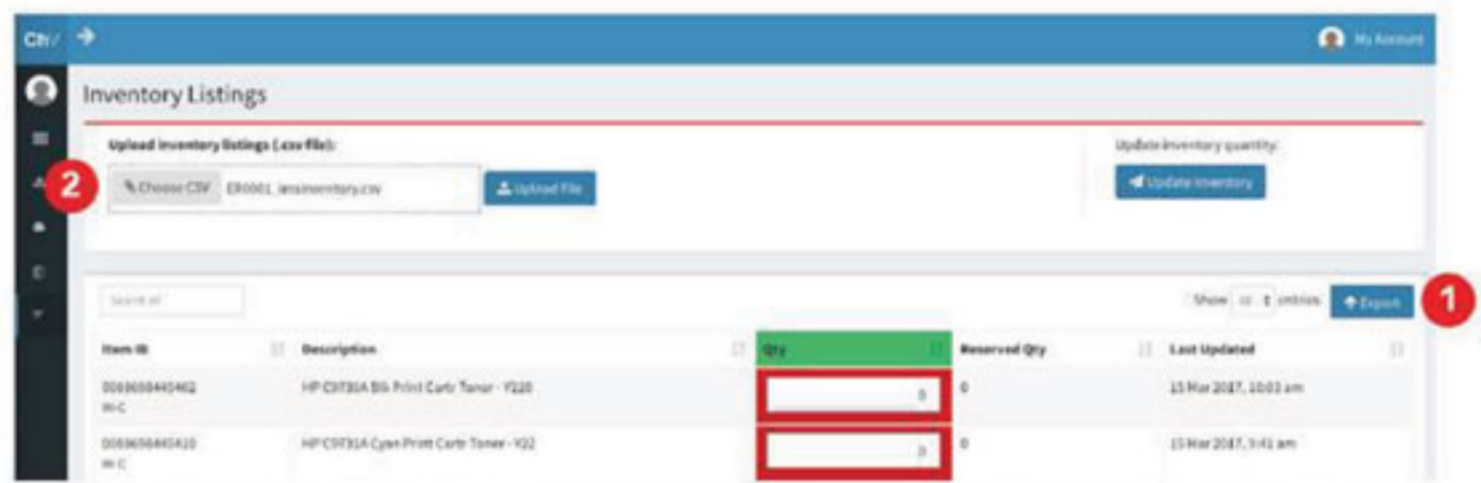
INVENTORY LISTING UPDATE

DESCRIPTION

This function is to manage the Inventory Quantity by two options: Uploading Inventory File and Direct Update

Uploading Inventory File Steps

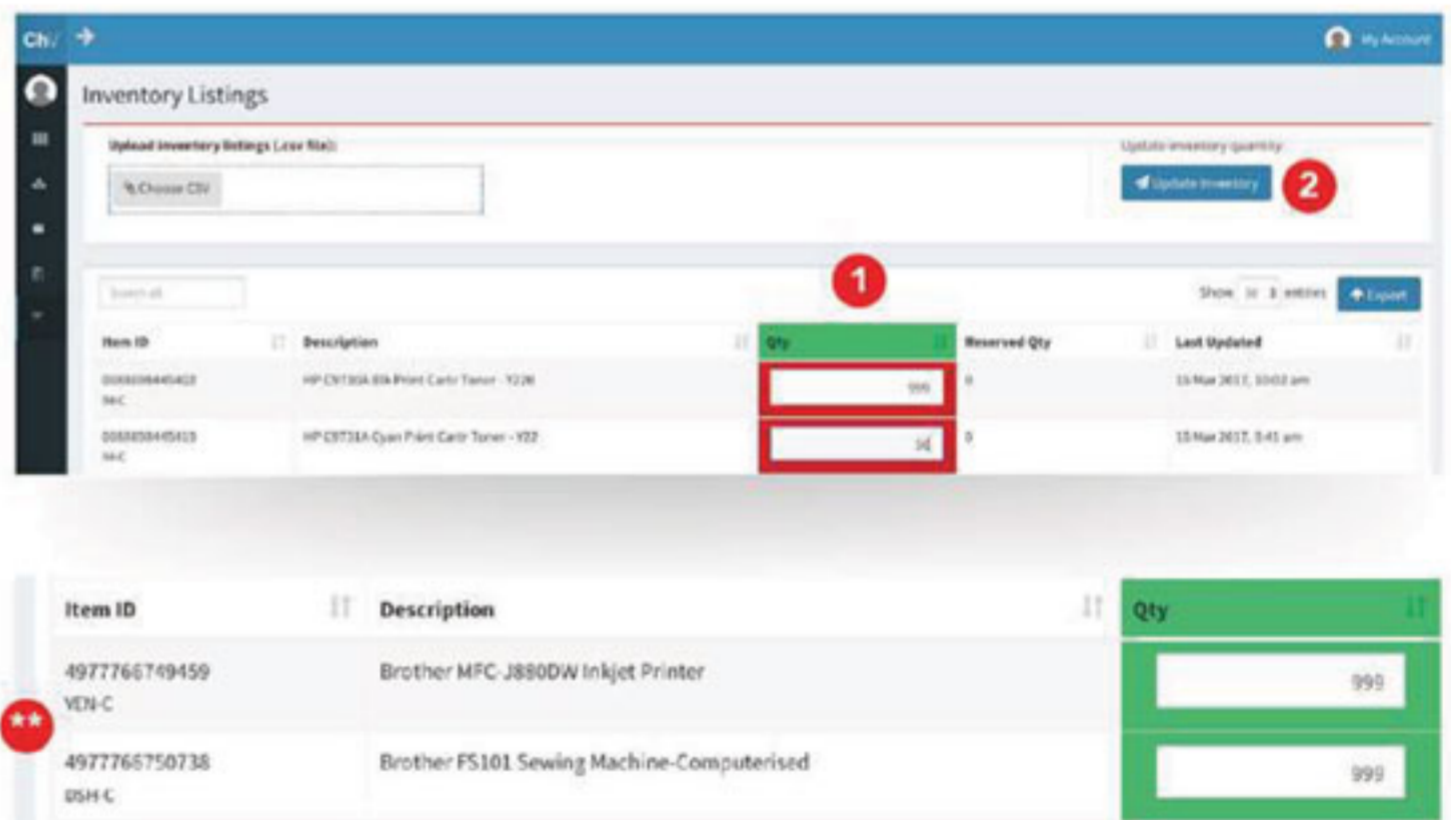
1. Click 'Export' to export the inventory file. Open and update the exported .CSV file
2. Choose the updated .CSV file and upload. Inventory will be updated and published once ready.



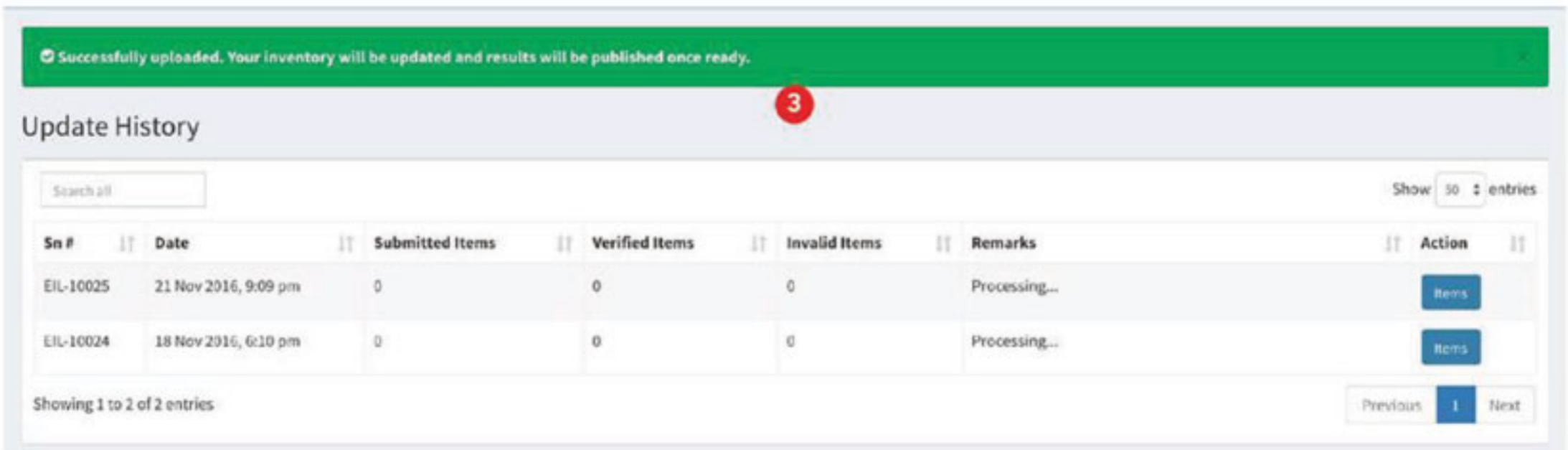
Direct Inventory Update Steps

1. Key-in the quantity to update the listing directly.
2. Click 'Update Inventory' to publish

** Item type:
 VEN-C - Vendor will ship items to UBI for packing and delivery to customers or DSH-C item type
 DSH-C - Vendor will ship directly to customers



3. Notification will appear for successful upload. View publish status in the Update History



INVENTORY QUANTITY



>> INVENTORY HISTORY

DESCRIPTION

This function is to review the history and track status of the changes made in the Inventory Quantity

- View update history and publishing status

Update History

Search all Show 50 entries

Sn #	Date	Submitted Items	Verified Items	Invalid Items	Remarks	Action
EIL-10072	27 Oct 2016, 4:32 pm	0	0	0	Processing...	Items
EIL-10069	17 Oct 2016, 12:09 pm	0	0	0	Processing...	Items

Showing 1 to 2 of 2 entries Previous 1 Next

- Updated items will be listed once publish is completed

Update History

Uploaded Items (Sn # EIL-10069) Show 50 entries

Item ID	Description	Qty	Remarks
No data available in table			

Showing 0 to 0 of 0 entries Previous Next

[← Back to Listings](#)

eVOUCHER

OVERVIEW

Sending VC Vouchers to a valid ValueClub account

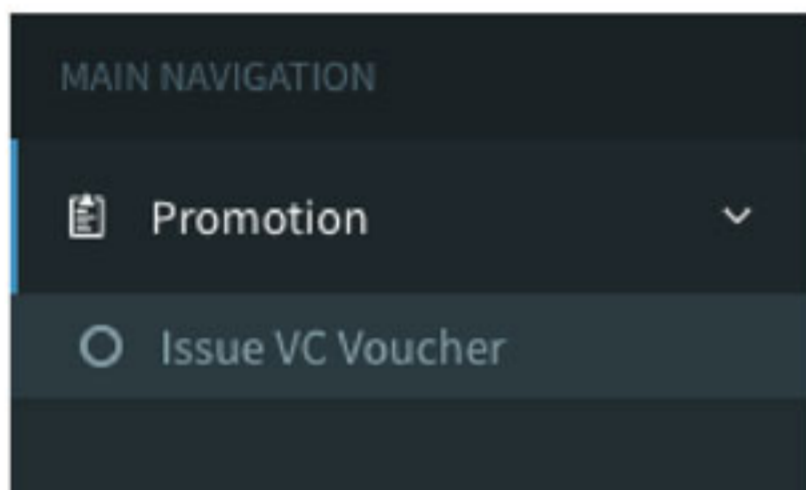
FUNCTIONS

- Issue VC Voucher

>> ISSUE VC VOUCHER

DESCRIPTION

This function is to issue VC Voucher to a ValueClub account



Steps:

1. Under the Promotion tab in the Main Navigation, click on the Issue VC Voucher function to access the form
2. Key in the Contact Number and Email of the ValueClub account to issue the VC voucher and click the 'Check' button to verify and send to a valid account. IC Number is optional.

Issue VC Voucher

Contact Number *

Email *

IC Number

3. A notification will appear on top of the form when VC Voucher has been issued successfully. The eVoucher will be credited to the recipient's ValueClub account.

> Congratulation, the \$30 evoucher has been credited to your ValueClub account. ×

Issue VC Voucher

Contact Number *

Email *

IC Number

