




# **Laars Vendor Portal**

## **Usage Guide**

## Supplier Portal Login

Enter your email logon and password. If you are a first-time user, you will have to accept the terms and conditions.



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Login

Email Address

Email

Password

Password

Login

Request Account

[Forgot Password](#)

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If ever you need to change your password, you can click on your name in the upper right corner and follow the instructions from there.

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[Supplier Portal](#)   [Supplier Reports](#)

Select Purchase Order

Purchase Order Details

Supplier Portal Help  
Logout

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Supplier Terms and Conditions  
Supplier: 21852 - BIG WAVE, INC.

Once you login you will see two modules.

## Supplier Portal and Supplier Reports



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# Supplier Portal

## Select Purchase Order

When you log in, your landing page will be **Select Purchase Order** on the **Supplier Portal** module which will list the purchase orders currently open with your company.

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Select Purchase Order Purchase Order Details

Select Purchase Order

Purchase Order   
Part Number

Search By Date  
Start Date   
End Date

☐ Show Only Unacknowledged Purchase Orders

| PO Number | PO Date    | Buyer        | Buyer Email        | Buyer Phone  | Acknowledged |
|-----------|------------|--------------|--------------------|--------------|--------------|
| 212475    | 02/21/2022 | Cindy Taylor | cltaylor@laars.com | 603-834-6809 | Y            |

## PO Search

You can search for the PO you are looking for by the

- Laars PO Number
- Part Number
- Date range.

## Unacknowledged POs

This new portal process will require you to acknowledge the PO. POs are in an unacknowledged state if you didn't complete and submit, or you have made changes to the PO. To view PO's that have not been acknowledged you may click on the box to *Show Only Unacknowledged Purchase Orders*.

By clicking on the **Laars Purchase order** number, you will go to the **Purchase Order Details** page. The line-item details of that purchase order will be displayed. You will be able to see the delivery date, delivery qty and unit cost of the items on that PO.

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Supplier Terms and Conditions

Select Purchase Order Purchase Order Details

Purchase Order Details

PO Number: 212475  
PO Date: 02/21/22  
Buyer: CINDY TAYLOR  
Buyer Email: CLTAYLOR@LAARS.COM  
Ship Via: UPS GROUND

Supplier Address  
BIG WAVE, INC.  
FOLLIN FLO-CONTROLS DIV.  
5 HERITAGE HILL RD.  
Norwalk CT 06851

Ship To Address  
BIG WAVE, INC.  
FOLLIN FLO-CONTROLS DIV.  
5 HERITAGE HILL RD.  
Norwalk CT 06851

| Line | Part Number | Supplier PN | Description         | Delivery Date | Delivery Qty | Balance Qty | Unit Cost | Extended |
|------|-------------|-------------|---------------------|---------------|--------------|-------------|-----------|----------|
| 1    | 5-086       |             | THEROMOSTAT DRILLED | 03/21/22      | 10           | 10          | \$10.00   | \$100.00 |

## Unacknowledged PO

When looking at a PO that has not been Acknowledged you will see three buttons at the bottom of the detail page.

- Change Required
- View PO in PDF
- Acknowledge Purchase Order

|          |     |     |         |             |
|----------|-----|-----|---------|-------------|
| 05/31/22 | 375 | 275 | \$0.68  | \$255.00    |
| 05/31/22 | 2   | 2   | \$92.14 | \$184.28    |
| 05/31/22 | 150 | 110 | \$4.01  | \$601.50    |
| 05/31/22 | 80  | 50  | \$4.52  | \$361.60    |
| Total    |     |     |         | \$76,612.38 |

Change Required

View PO in PDF

Acknowledge Purchase Order

## Acknowledge Purchase Order

If there are no changes then click on the **Acknowledge Purchase Order** button. You will see a pop up with confirmation that the PO has been acknowledged. An email will be sent to the buyer. The acknowledgement flag will change from N to Y on the Select Purchase Order page.

se Order

Purchase Order

Part Number

212475 Acknowledged.

OK

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Select Purchase Order

Purchase Order Details

Select Purchase Order

Purchase Order

Part Number

Search

Search By Date

Start Date

End Date

☐ Show Only Unacknowledged Purchase Orders

| PO Number | PO Date    | Buyer        | Buyer Email        | Buyer Phone  | Acknowledged |
|-----------|------------|--------------|--------------------|--------------|--------------|
| 212475    | 02/21/2022 | Cindy Taylor | cltaylor@laars.com | 603-834-6809 | Y            |

**Change Required**

If a change is required on the quantity, price, or a comment on a line select **Change Required**. A pop-up screen will open displaying all line items.

Purchase Order Number 210346

| Line | Part Number | Description               | Delivery Date | Delivery Qty | Unit Cost | Comments |
|------|-------------|---------------------------|---------------|--------------|-----------|----------|
| 1    | P2085400    | BUSHING,REDUCING 2x1-1/4  | 05/31/22      | 220          | \$31.65   |          |
| 2    | P2085600    | NIPPLE,2NPT x 28L,SCHD 40 | 05/31/22      | 200          | \$19.56   |          |
| 3    | P2087500    | COUPLING,HALF,1/4NPT,316L | 05/31/22      | 0            | \$1.99    |          |
| 4    | P2085800    | NIPPLE,1/4NPTx2L,SCHED 40 | 05/31/22      | 50           | \$0.58    |          |
| 5    | P2086200    | COUPLING, HALF, 1NPT,316L | 05/31/22      | 1400         | \$6.64    |          |
| 6    | P2086400    | BUSHING,REDUCING 2x1-1/2  | 05/31/22      | 100          | \$31.65   |          |
| 7    | P2086500    | COUPLING,3 INCH,FLEXIBLE  | 05/31/22      | 1400         | \$37.01   |          |
| 8    | P2086600    | COUPLING,4 INCH,FLEXIBLE  | 05/31/22      | 0            | \$51.48   |          |
| 9    | 1-456       | CLAMP, 2" SS              | 05/31/22      | 20           | \$1.55    |          |
| 10   | P0014500    | NIPPLE 3/4 X 3" BLK       |               |              |           |          |

Email Changes to Buyer

Cancel

Now you can make changes to *Delivery Qty*, *Delivery Date*, *Unit Cost* or add a *Comment* per line as necessary. After changes have been made for each line click on the **Email Changes to Buyer** button.

An email will be sent to the buyer at Laars with your change requests. The buyer will review and contact you, the supplier, for discussion.

After changes have been approved by Laars and changed in the Laars database the buyer will contact you. You then will be required to log in and acknowledge the PO. You would be able to see those POs by choosing **Show Only Unacknowledged Purchase Orders** from the **Supplier Portal > Select Purchase Order** when you first login.

# Supplier Reports

Clicking on **Supplier Reports** will activate the Supplier Reports module which will list available reports.



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Supplier Portal **Supplier Reports**

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Select Purchase Order

Purchase Order Details

Select Purchase Order

Purchase Order

Part Number

Search

Search By Date

Start Date

- The available reports are:
- Supplier PO Activity
  - Supplier PO Forecast
  - Supplier PO Activity by Supplier Part Number
  - Supplier PO Forecast by Supplier Part Number



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Supplier Portal **Supplier Reports**

Supplier Reports

Supplier Reports

Supplier PO Activity  
Supplier PO Forecast  
Supplier PO Activity by Supplier Part Number  
Supplier PO Forecast by Supplier Part Number

## Supplier PO Activity

This report is real time and shows:

- Part Number
- Part Description
- Open PO
- Min Qty
- Max Qty
- On hand Qty
- Usage 12-Month
- Demand Qty
- OH Demand Qty
- Order Qty
- Multiplier

| Supplier PO Activity |                       |         |         |         |             |                |            |               |                    |             |  |
|----------------------|-----------------------|---------|---------|---------|-------------|----------------|------------|---------------|--------------------|-------------|--|
| Part Number          | Part Description      | Open PO | Min Qty | Max Qty | On Hand Qty | Usage 12 Month | Demand Qty | OH Demand Qty | Ord Qty Multiplier | Reorder Qty |  |
| 10447100   02        | HDR BAR,MACH,9-TUBE,A | 199063  | 100     | 200     | 316         | 288            |            | 316           | 500                |             |  |
| 10X6001   02         | MANIFOLD,GAS,MACHINED | 208817  | 300     | 500     | 820         | 308            |            | 820           |                    |             |  |
| 12X6001   02         | MANIFOLD,GAS,MACHINED | 208817  | 300     | 500     | 679         | 299            |            | 679           |                    |             |  |

Supplier PO Forecast

This screen will show you the forecast by part number along with any open purchase orders for that part number. The forecast is for the first 4 weeks displayed and then a monthly forecast is displayed.

| Supplier PO Forecast |                          |         |       |       |       |       |        |        |        |        |        |            |
|----------------------|--------------------------|---------|-------|-------|-------|-------|--------|--------|--------|--------|--------|------------|
| Part Number          | Part Description         | Open PO | Week1 | Week2 | Week3 | Week4 | Month2 | Month3 | Month4 | Month5 | Month6 | Month 7-12 |
| 10447100 02          | HDR BAR,MACH,9-TUBE,ASME | 199063  |       |       |       |       |        |        |        |        |        |            |
| 10X6001 02           | MANIFOLD,GAS,MACHINED,JX | 208817  | 285   | 36    | 5     | 9     | 33     | 20     | 18     | 8      |        |            |
| 12X6001 02           | MANIFOLD,GAS,MACHINED,JX | 208817  | 189   | 24    | 8     | 5     | 28     | 17     | 24     | 12     |        |            |

If you have any problems with the Portal, please contact the buyer at [purchasing@laars.com](mailto:purchasing@laars.com)