



Online Store

Imprest User Guide

January 2018

Version 1.0


www.shop.bunzl.com.au

Table of Contents

TABLE OF CONTENTS.....	2
1 LOGGING ON TO BUNZL'S NEW ONLINE STORE.....	3
2 IMPREST.....	4
2.1 Create an Imprest List.....	5
2.2 Update an Imprest List.....	6
Add a new product to your Imprest List.....	6
Update the Target Quantity.....	6
Categories.....	7
2.3 Run an Imprest List.....	8
3 ORDER MANAGEMENT.....	9
3.1 Sample email notification.....	9
3.2 Reviewing orders awaiting approval via link embedded within email notification.....	10
3.3 Reviewing orders awaiting approval via Sign In.....	12
3.4 Reject Order.....	15
3.5 Amend Order.....	16
3.6 Approve Order.....	17

1 Logging On to Bunzl's New Online Store

To log on to Bunzl's Online Store, complete the following steps:

1. Within your Internet browser, go to shop.bunzl.com.au
2. Select  from the top left hand corner of the Home Page
3. Enter your email address and password
(this will have been emailed to you from shop@bunzl.com.au)
4. If you have been set up with more than one ship-to location, select your desired Ship To locations from the list, then click Continue

NOTE: If you are only set up with one Ship To location, you will be taken there automatically

You will now be logged in to the Online Store

2 Imprest

Your Imprest List is a Stock Replenishment tool that allows you to ensure you have a minimum stock on hand for a selection of products.

Once the Imprest List has been set up, you can enter your current stock on hand.

The Imprest functionality will then propose an amount of each product you should order to reach the Imprest amount.



Only one Imprest List can be set up per Customer/Ship-To



All Users linked to the Customer/Ship-To can access and update the Imprest List for the Customer/Ship-To



If a User starts entering the Current Stock, and exits before finalising the Imprest List, to move to their shopping cart, the next User can log in and see where they were up to



2.1 Create an Imprest List


To access your Imprest List, go to .

If you have an Imprest List set up, you will see the date it was set up, and number of items within the Imprest List.

For example:

If there is **No Imprest List** set up, you will see there are 0 items, and you will need to set one up.

LISTS				ADD LIST
LIST NAME	CREATED	MODIFIED	NO. OF ITEMS	
IMPREST LIST ⓘ	11/01/18	11/01/18	0 Items	 

1. Click on the  **Edit List** icon.
2. Input the **Order History** and **Stock Frequency** timeframes.

EDIT IMPREST LIST ⓘ

Select order history period and stock frequency to estimate your stock requirements per stock period.

Use order history going back: Stock Frequency: Days



[UPDATE IMPREST LIST](#)

Field	Description
Use order history going back: <input type="text" value="3 months"/> <input type="button" value="v"/>	Only products ordered within this period will be considered for your Imprest List.
Stock Frequency: <input type="text" value=""/> Days	Enter the number of days between each stock take. The number of days entered within this field will determine the amount of days' stock on hand you will require.

3. Click on [UPDATE IMPREST LIST](#) to create your Imprest List.

A list of products matching the criteria entered in step 2 will appear.

4. Update your list if required following the steps below:


- Adjust the **Imprest quantity** you would like to maintain by clicking the  button until you reach the desired amount (or simply replace the number within the box).
- Remove an item from the Imprest List by clicking the  button located next to the product you wish to remove.
- Add a Product to the Imprest List by scrolling to the bottom of the list, and click on



5. Once you are happy with the list, click  to update your Imprest List.

2.2 Update/Maintain an Imprest List


Once you have created an Imprest List, there are many options available to maintain the list.

To perform these, open the list and click on .

Add a new product to your Imprest List


1. Scroll to the bottom of the Imprest List and click on .



You can also add products to your Imprest List from the product details screen by pressing the  next to an item whilst browsing the Online Store.

Update the Target Quantity

To **Update the Target Quantity** within the Imprest List (ensure you have clicked on Edit List).


Replace or update the number next to each product, and click on .

Categories

By default, your Imprest List will be created grouping the items into the Categories within the Online Store (e.g. Cleaning, Healthcare, Hospitality and Workplace Safety).







You can set up groups to manage various like products.

To do this you can:

1. Select one or more products and click on **MOVE SELECTED PRODUCTS**.
2. From the list, select the existing category you would like to **move** the product/s to, or **select New Category > enter Category name** and click Apply to create a **new category**.
3. To **remove** a product from the list, select the  located next to the product you would like to remove.

Moving Products Across/Within Categories

1. To move products around, go into the **EDIT LIST** mode
2. Select the checkbox of the products that you would like to move
3. Click on the **Move Selected** Here to relocate to the new position
4. Hit **Save Changes** at the bottom of the page.

PRODUCT DESCRIPTION	UOM QTY	TARGET QTY	SELECT
CREATE NEW CATEGORY		New Category Name <input type="text"/>	CREATE CATEGORY
BATHROOM		2 PRODUCT(S)	
 KWIKMASTER PROFESSIONAL TOILET CLEANER 700ML SKU: KWPTC/700	CARTON OF 6	- 10 + 	<input checked="" type="checkbox"/>
 PRISTINE TOILET ROLL - PREMIUM 2 PLY SKU: PS1001	CARTON OF 48	- 30 + 	<input type="checkbox"/>
CLEANING		1 PRODUCT(S)	
 KWIKMASTER BIN LINER KITCHEN TIDY SKU: BZ18APB/R	CARTON OF 1,000	- 20 + 	<input type="checkbox"/>
Return to Stocktake		SAVE CHANGES	

1. Select product to move

2. Click on the button to move the products

3. Hit SAVE CHANGES after moving.

2.3 Run an Imprest List

Once you have finalised what products are required and the Imprest quantities (amounts) within your Imprest List (see 3.1 Create an Imprest List or 3.2 Update an Imprest List) you can run the tool to determine what is required to meet your predetermined Imprest stock amounts.

1. Open your Imprest List
2. Enter your current stock on hand for the products displayed

IMPREST							EDIT LIST
PRODUCT DESCRIPTION	UOM QTY	UNIT PRICE	TARGET QTY	CURRENT STOCK	SUGGESTED QTY	SUGGESTED LINE VALUE	
BIN LINERS							
KWIKMASTER BIN LINER KITCHEN TIDY SKU: BZ18APB/R STOCK AVAILABLE: 128	CT OF 1,000	\$ 38.00	10	<input type="text" value="1"/> Clear Stock	<input type="text" value="9"/>	\$ 342.00	
KWIKMASTER BIN LINER - ALL PURPOSE BLACK 72... SKU: BZ72APP/R STOCK AVAILABLE: 12	CT OF 250	\$ 75.50	10	<input type="text" value="3"/> Clear Stock	<input type="text" value="7"/>	\$ 528.50	
HOSPITALITY							
KATERMASTER PLASTIC CUP - 180ML SKU: BZ6W STOCK AVAILABLE: 259	CT OF 1,000	\$ 49.50	10	<input type="text" value="4"/> Clear Stock	<input type="text" value="6"/>	\$ 297.00	
TOILET TISSUE							
PRISTINE TOILET ROLL - PREMIUM 2 PLY SKU: PS1001 STOCK AVAILABLE: 194	CT OF 48	\$ 51.46	10	<input type="text" value="5"/> Clear Stock	<input type="text" value="5"/>	\$ 257.30	
PRISTINE RECYCLED TOILET ROLL SKU: PS1001R STOCK AVAILABLE: 31	CT OF 48	\$ 47.25	10	<input type="text" value="0"/> Clear Stock	<input type="text" value="10"/>	\$ 472.50	
PRISTINE TOILET ROLL - SUGARCANE 2 PLY SKU: PS1001G STOCK AVAILABLE: 135	CT OF 48	\$ 60.50	10	<input type="text" value="0"/> Clear Stock	<input type="text" value="10"/>	\$ 605.00	

3. Once you have entered the **Current Stock**, a **Suggested Qty** will appear which equates to:

$$\text{Target Qty} - \text{Current Stock} = \text{Suggested Qty (if Current Stock is lower than Target Qty)}$$

4. Suggested Quantity can be overridden if needed.
5. Once you are happy with the Suggested Qty values, scroll to the bottom of the page and click on .

The items and Qty from your Imprest List will then be moved to your shopping cart ready to place the order.


3 Order Management

A User assigned a Customer Account Admin role is granted permission to manage orders for a User(s).

A User with an order limit applied to their account, will need to have each order approved by a User with an Approver role or Customer Account Admin role, for that business.

The Online Store will automatically send an email notification to the linked Approver and/or Customer Account Admin role for the User, advising an Order awaits their review and approval.

3.1 Sample email notification



Dear John Smith,

Buyer created an order on 06-Dec-2017 that requires your approval.

APPROVE ORDER

If you cannot click the button, copy the following link and paste it to your browser's address input field. For security reasons this link expires in hours.

https://bunzl-uat.intershop.software/INTERSHOP/web/WFS/BUNZL-B2B-Site/en_AU/-/AUD/ViewApprovals-Details?BasketID=5rCsEAOReJcAAAFq2VAfcyoJ&ListCase=AllOpen

Order Request ID:	00001705
Purchase Order Number:	00001705
Purchaser:	Buyer
Address:	DEMO ADDRESS (1000000-001)
Order Limit:	\$ 0.00
Budget (weekly)	\$ 0.00
Desired Delivery Date:	06/12/17

Kind regards,
BUNZL Notification Service

3.2 Reviewing orders awaiting approval via link embedded within email notification

The Approver can click the embedded link within the Pending Order Approval – BUNZL B2B email notification.




If you cannot click the button, copy the following link and paste it to your browser's address input field. For security reasons this link expires in hours.

https://bunzl-uat.intershop.software/INTERSHOP/web/WFS/BUNZL-B2B-Site/en_AU/-/AUD/ViewApprovals-Details?BasketID=5rCsEAOReJcAAAFq2VAfcyoJ&ListCase=AllOpen

The Approver will be directed to the **APPROVAL DETAILS** page.




APPROVAL DETAILS

Order request ID:	00001705	
Purchase Order Number:	00001705	
Purchaser:	Buyer	
Order Date:	06/12/17	
Order Total:	\$ 3,936.00	
Approval Status:	Pending Approval	

BUYER APPROVAL

Purchaser:	Buyer	
Order Spend Limit:	\$ 0.00	\$ 3,936.00
Weekly budget:	\$ 0.00	\$ 3,936.00
Already spent:	\$ 0.00	(0.00 %)
Including this order:	\$ 3,936.00	(∞ %)

ORDER DETAILS

ITEM DESCRIPTION	QUANTITY	UOM	PRICE	TOTAL
 <p>COSTSAVERS PLACEMAT S/EDGE White SKU: DK70205350 From Imprest List</p>	22	CT/2,000	\$ 51.94	\$ 1,142.68
 <p>Katermaster Luncheon Napkin - Sugarcane 2 Ply SKU: BZNLG From Imprest List</p>	62	CT/2,000	\$ 31.25	\$ 1,937.50
 <p>Kwikmaster BIN LINER HD NAT 72LT SKU: BZ72HDN From Imprest List</p>	10	CT/250	\$ 49.80	\$ 498.00

ORDER SUMMARY

Subtotal: \$ 3,578.18 AUD
GST \$ 357.82 AUD
Total: \$ 3,936.00 AUD

[AMEND ORDER](#) [Back to Orders to Approve](#)

[REJECT](#) [APPROVE](#)

As the Approver and/or Customer Account Admin User role, you can choose to

Option for Order	Selected and Action
AMEND ORDER	Ability to review and change the order.
Back to Orders to Approve	Return to PENDING APPROVALS page.
APPROVE	<p>The Order will be approved immediately and submitted on the User's behalf.</p> <ol style="list-style-type: none"> The User will be notified via email that their Order has been approved and submitted. An Order Number reference code will also be generated for the Order.
REJECT	<p>A pop up window will be displayed, requiring the User to enter a reason (comment) explaining the rejection.</p> <ol style="list-style-type: none"> The Order will be closed and not submitted. The User will be emailed a notification advising them that their Order has been rejected and the reason why.

Alternatively, the Approver can access orders awaiting their approval via the Sign In page.

3.3 Reviewing orders awaiting approval via Sign In

1. to Bunzl Online Store.
2. Select **Select Ship To:***. This will take you to the Home page of the Online Store.
3. Click to access account information.

HOME / MY ACCOUNT details will display.

APPROVER | LOGOUT SHIP TO: [dropdown]

BUNZL SEARCH BY PRODUCT NAME OR SKU [input] [search]

CLEANING HEALTHCARE HOSPITALITY WORKPLACE SAFETY ABENaos MY LISTS 94 ITEMS / \$ 3,578.18

HOME / MY ACCOUNT / OVERVIEW

Approver [name]
Approver, Buyer, Account Admin
Logout
Order Management
Pending Approvals
Approval History
Rejected Orders
Invoices
My Orders
My Pending Orders
My Lists

Welcome Back Approver
You have 14 overdue invoices with \$ 15,436.39 outstanding [VIEW ALL](#)

ORDER MANAGEMENT

- 1** PENDING APPROVAL TOTAL \$ 3,936.00 PENDING
- APPROVAL HISTORY
- INVOICES \$ 196,242.87 OWING
- CREDIT \$ 193,806.23 REMAINING

4. Click **Pending Approvals** within the navigation menu.

The **PENDING APPROVALS** page displays a list of Orders awaiting approval.

HOME / MY ACCOUNT / ORDERS TO APPROVE

Approver [name]
Approver, Buyer, Account Admin
Logout
Order Management
Pending Approvals
Approval History
Rejected Orders
Invoices

PENDING APPROVALS

ORDER REQUEST ID	ORDER DATE	LINE ITEMS	ORDER TOTAL	
00001705	06/12/2017	3	\$ 3,936.00	Q

5. Click on the respective [ORDER REQUEST ID 00001705](#).
 This link will open a detailed view of the Order.

PENDING APPROVALS

ORDER REQUEST ID	ORDER DATE	LINE ITEMS	ORDER TOTAL
00001705	06/12/2017	3	\$ 3,936.00



The **APPROVAL DETAILS** page displays.

The top section details ID allocated to the order along with Order Date, Order Total etc.

- Order request ID:
- Purchase Order Number:
- Purchaser:
- Order Date:
- Order Total:
- Approval Status:


The middle section details Spend Limit, Weekly budget and Spend to date.

BUYER APPROVAL

Purchaser:	Buyer	
Order Spend Limit:	\$ 0.00	
Weekly budget:	\$ 0.00	
Already spent:	\$ 0.00	(0.00 %)
Including this order:	\$ 3,936.00	(∞ %)

The last section Order Details and actions available.

ORDER DETAILS

ITEM DESCRIPTION	PRICE	TOTAL
 <p>Oates Ezy Ergo Bucket 25L SKU: EOIW100B Colour: Blue Quantity: 6</p>	\$ 143.54	\$ 861.24

	ORDER SUMMARY
	Subtotal: \$ 3,578.18 AUD
	GST: \$ 357.82 AUD
	Total: \$ 3,936.00 AUD

[Back to Orders to Approve](#)

3.4 Reject Order

Clicking the **REJECT** icon, will prompt the User to input why the order is being rejected.

REJECT ORDER ×

Add a Comment

Your message: 1000 characters remaining.

CANCEL **REJECT**

If the User does not wish to **REJECT** the order, click the **CANCEL** icon.

When an order is **Rejected**, the order is placed under the **Rejected Order** sub-menu under

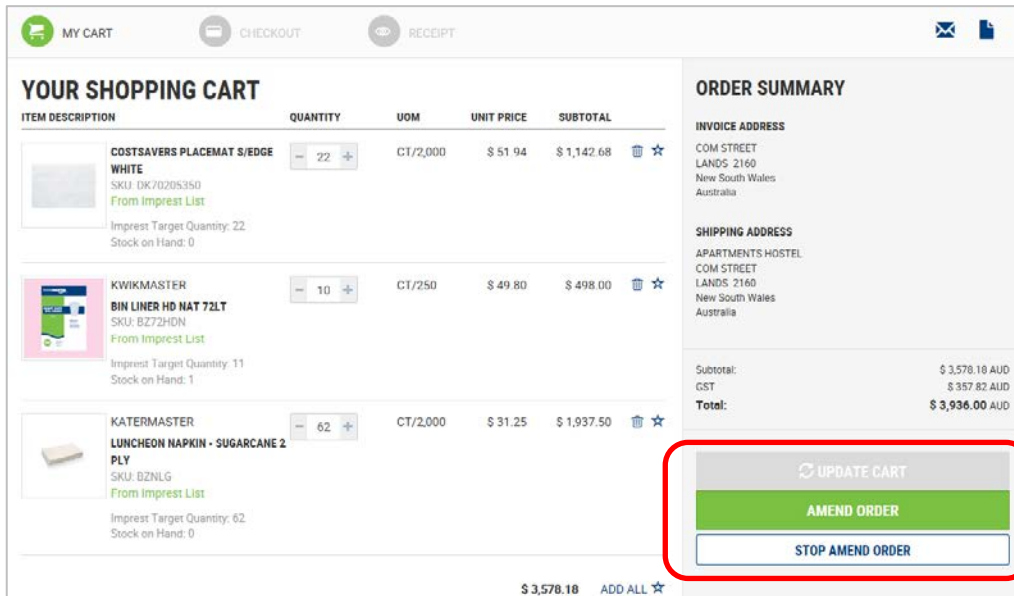
- Order Management
- Order Management
- Pending Approvals
- Approval History
- Rejected Orders**
- Invoices

To view reason provided when rejecting the order, the User can click the respective **order request id** number for more detail.

The screenshot shows the BUNZL user interface. At the top, there is a navigation bar with the user's name 'JOHN SMITH' and a 'LOGOUT' button. Below this is a search bar with the text 'SEARCH BY PRODUCT NAME OR SKU'. The main navigation menu includes 'CLEANING', 'HEALTHCARE', 'HOSPITALITY', 'PRINTED MATERIALS', and 'WORKPLACE SAFETY'. On the right side of the navigation bar, there are buttons for 'ABENAs', 'MY LISTS', and '0 ITEMS'. The main content area shows a breadcrumb trail: 'HOME / MY ACCOUNT / REJECTED ORDERS / APPROVAL DETAILS - ORDER REQUEST 00000401'. On the left, there is a sidebar menu with 'Smith, John' at the top, followed by 'Approver, Buyer, Account Admin', 'Logout', and a list of menu items: 'Order Management', 'Pending Approvals', 'Approval History', 'Rejected Orders', 'Invoices', 'My Orders', and 'My Pending Orders'. The 'Rejected Orders' item is highlighted. The main content area displays the 'APPROVAL DETAILS' for the order request ID 00000401. The details include: 'Purchase Order Number: 709361', 'Purchaser: John Smith', 'Order Date: 15/08/17', 'Order Total: S 272.24', and 'Approver: Alana Maddaford'. Below these details, there is a note: 'over spend - Alana Maddaford'. At the bottom, the 'Approval Status' is shown as 'Rejected' in a red box.

3.5 Amend Order

Clicking the **AMEND ORDER** icon, will direct the Approver to YOUR SHOPPING CART ORDER SUMMARY page.



The Approver can decrease the quantity or remove a product from the shopping cart.

If the quantity is changed and/or a product is deleted, the Approver is required to refresh page. **UPDATE CART**

The Approver can now click on **AMEND ORDER** to submit the changes made to the order.

The Approver can then **APPROVE** the order which will submit the order for processing.

3.6 Approve Order

The Approver can click the **APPROVE** icon if satisfied with information contained in order.

A pop up window will display.

APPROVE ORDER ✕

The order has been approved.

OK

To view all approved or rejected Orders, select within the Order Management.

<ul style="list-style-type: none"> <li style="background-color: #d3d3d3; padding: 2px;">Order Management <li style="padding: 2px;">Pending Approvals <li style="background-color: #d3d3d3; padding: 2px;">Approval History <li style="padding: 2px;">Rejected Orders <li style="padding: 2px;">Invoices 	View all Approved Orders
<ul style="list-style-type: none"> <li style="background-color: #d3d3d3; padding: 2px;">Order Management <li style="padding: 2px;">Pending Approvals <li style="padding: 2px;">Approval History <li style="background-color: #d3d3d3; padding: 2px;">Rejected Orders <li style="padding: 2px;">Invoices 	View all Rejected Orders

APPROVAL HISTORY

ORDER ID	ORDER DATE	LINE ITEMS	APPROVAL DATE	ORDER TOTAL	
00000186	06/12/2017	3	06/12/17	\$ 3,136.12	🔍
00000175	01/12/2017	1	01/12/17	\$ 50.70	🔍
00000174	01/12/2017	3	01/12/17	\$ 234.34	🔍

REJECTED ORDERS

ORDER REQUEST ID	ORDER DATE	LINE ITEMS	REJECT DATE	ORDER TOTAL	
00000501	01/12/2017	1	01/12/17	\$ 187.97	🔍