

1、 "Confirm Date Update" notification to the vendor

The notification has been scheduled to be sent out from Monay to Friday at about 3:30 am

Below is the email sample:

	Who ^	Date ^	Size v	Subject ^
★	Inbound_Deliver	2017-04-12 13:57	2 k	WKK PO Confirm Date Update
	Inbound_Deliver	2017-04-12 13:57	2 k	WKK PO Confirm Date Update

Email details are as follows:

	Inbound_Delivery@wkk.com.hk	To	Tim_Li@wkk.com.hk
	19/04/2017 16:30	cc	
		bcc	
		Subject	WKK PO Confirm Date Update

Dear WKK Vendor:

Please download the WKK PO Confirm date detail from the link below:

<http://www.wkkpo.com:8080/podownload/>

If you encounter authentication problem during login, contact WKKT buyer immediately.

** This email is computer generated, please do not reply. **

2、 Download the "Confirm Date" Document

Use the hyperlink in the notification email to enter the WKK PO Download web site. WKK Purchasing colleagues will set up the vendor login account.



PLEASE LOGIN

Please use Internet Explorer (I.E.) browser to enter the web site.
 Don't enter directly from the email.
 请使用浏览器(Internet Explorer)打开网页，不要直接从电邮进入。

User ID:	<input type="text" value="63702"/> x *
Password:	<input type="password" value="•••••"/> * forget password? click here
<input type="button" value="Login"/> <input type="button" value="Reset"/>	

Click [UserGuide](#) To download the user guide.

Strongly recommend to enter the WKK web site using web browser (eg. Internet Explorer) instead of from the email system directly. It's because if enter the web site by clicking the notification email link, some email system may be unable to download the document.

After login the web site, click the <New Download> :

WKK PO Download

Vendor : SHENZHEN YOULONGXING PRINTING Login : SHENZHEN YOULONGXING PRINTING

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Note: Please use Microsoft Internet Explorer.

Both the PO documents and the Confirm Date documents available for download will be listed out. The "File Type" for the PO and the Confirm Date documents are "PO" and "Confirm Date" respectively. The "Confirm Date" document will be located at the end of the list.

WKK PO Download → New Download

Vendor : SHENZHEN YOULONGXING PRINTING Login : SHENZHEN YOULONGXING PRINTING

No.	PO# / Pur.Group	File Type	Release Date	Actions
1	713747	PO	2017-04-19 09:40:18	<input type="button" value="Download"/>
2	713759	PO	2017-04-19 09:55:51	<input type="button" value="Download"/>
3	J6	Confirm Date	2017-04-19 16:30:00	<input type="button" value="Download"/>

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Click on the <Download> button at the right side to download the document. (The download operation will have some different for different web browser).

Below is the download screen using Internet Explorer 10.

WKK PO Download → New Download

Vendor : SHENZHEN YOULONGXING PRINTING Login : SHENZHEN YOULONGXING PRINTING

No.	PO# / Pur.Group	File Type	Release Date	Actions
1	713747	PO	2017-04-19 09:40:18	Download
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3	J6	Confirm Date	2017-04-19 16:30:00	Download

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要打开或保存来自 ittim 的 30_J6_63702_201704191629.zip 吗? [打开\(O\)](#) [保存\(S\)](#) [取消\(C\)](#) ×

Click the <Save> button in the pop-up window to save the document. If the browser is disabled the POP-UP window and the download function, the download may be failed to proceed. In this case, please reset the browser security setting or enable the Pop-Up window and download function.

Click the browser <Refresh> button after completed the download, the document link will be removed. Also, the system will record the download time.

Company	VendorNumber	PurchaseGroup	ReleaseDate	FilePath	SendDate	DownloadDate	SNo
30	63702	J6	2017-04-19 16:...	D:\VendorConfr...	2017-04-19 16:31:00	2017-04-19 16:39:00	1

3、Update the Confirm Date Document:

The document is in ZIP format. It contains an Excel file with xlsx extension. After unzip the download file, please use Excel to open the document.

名称	修改日期	类型	大小
30_WKK_63702_201705100946.xlsx	2017-05-10 09:46	Microsoft Office...	9 KB
30_WKK_63702_201705100946.zip	2017-05-10 09:46	WinRAR ZIP 压缩...	7 KB

XISX is a new Excel version. Office 2000 or older version can't open the file. Please use a newer Excel version or install the Office 2000 service pack.

This is the original Excel content (downloaded from the web site):

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Pur.QF	PC#	Item#	Sch.Line	Vendor#	SKU Part#	Manufacturer Name	Manufacturer Part#	Req. Delivery Date	Order Qty	Outstanding Qty	Pre Cnf Date	Pre Cnf Quantity	Delivery Date(YYYY-MM-D)	Delivery Quantity
2	31	29236	160	1	62554	101015061.1	ROA	SG7351JTTD101J	2018-3-25	5000	5000	2018-3-16	5000		5000
3	31	40192	10	1	62554	118699001.1	VISHAY	SMO02070C3658FP00	2018-9-24	15000	15000	2018-5-18	15000		15000
4	31	40192	20	1	62554	118699001.1	VISHAY	SMO02070C4648FP00	2018-9-17	12000	12000	2018-4-27	12000		12000
5	31	40192	80	1	62554	118699001.1	VISHAY	SMO02070C3658FP00	2018-9-24	16500	16500	2018-5-22	16500		16500
6	31	43335	20	1	62554	118699001.1	VISHAY	SMO02070C3658FP00	2018-10-4	36000	36000	2018-5-24	36000		36000
7	31	45189	40	1	62554	114701051.1	VISHAY	CRAB060884R70JTA	2018-9-20	10000	5000	2018-9-2	10000		5000
8	31	45413	40	1	62554	118699001.1	VISHAY	SMO02070C3658FP00	2018-1-31	30000	30000	2018-5-17	30000		30000
9	31	45413	90	1	62554	11002134.1	VISHAY	CRCW20101080JNEP	2018-9-8	4000	4000	2018-9-28	4000		4000
10	31	45413	340	1	62554	114649001.1	VISHAY	SMO02070C4648FP00	2018-9-17	24000	24000	2018-9-8	24000		24000
11	31	49992	180	1	62554	102403001.1	VISHAY	CRCW2512240KJNEG	2018-9-15	8000	8000	2018-12-28	8000		8000
12	31	49992	190	1	62554	102403001.1	VISHAY	CRCW2512240KJNEG	2018-5-22	8000	8000	2018-12-28	8000		8000
13	31	49992	200	1	62554	102403001.1	VISHAY	CRCW2512240KJNEG	2018-9-29	12000	12000	2018-12-28	12000		12000
14	31	49992	240	1	62554	11002134.1	VISHAY	CRCW20101080JNEP	2018-9-6	4000	4000	2018-9-28	4000		4000
15	31	49998	20	1	62554	102403001.1	VISHAY	CRCW2512240KJNEG	2018-1-22	4000	4000	2019-1-10	4000		4000
16	31	49998	30	1	62554	102403001.1	VISHAY	CRCW2512240KJNEG	2018-3-5	12000	12000	2019-1-10	12000		12000
17	31	49998	40	1	62554	102403001.1	VISHAY	CRCW2512240KJNEG	2018-3-13	8000	8000	2019-1-10	8000		8000
18	31	49998	50	1	62554	102403001.1	VISHAY	CRCW2512240KJNEG	2018-3-20	8000	8000	2019-1-10	8000		8000
19	31	49998	60	1	62554	102403001.1	VISHAY	CRCW2512240KJNEG	2018-4-5	4000	4000	2019-1-10	4000		4000
20	31	49998	70	1	62554	102403001.1	VISHAY	CRCW2512240KJNEG	2018-4-26	4000	4000	2019-1-10	4000		4000
21	31	49998	300	1	62554	102403001.1	VISHAY	CRCW2512240KJNEG	2018-4-19	4000	4000	1900-1-1	0		4000
22	31	47993	110	1	62554	100000001.1	ROA	KXJ32ZD1TD	2018-7-10	10000	10000	2018-4-18	10000		10000
23	31	47993	170	1	62554	11801082.1	WELBYN COMPONENTS	WPC1206-138FT15	2018-6-20	5000	5000	2018-6-1	5000		5000
24	31	47993	180	1	62554	11801083.1	WELBYN COMPONENTS	WPC1206-188FT15	2018-2-12	5000	5000	2018-9-9	5000		5000
25	31	47993	210	1	62554	11802038.1	WELBYN COMPONENTS	WPC1206-138FT15	2018-6-4	5000	5000	2018-6-9	5000		5000
26	31	47993	220	1	62554	114701050.1	WELBYN COMPONENTS	WPC1206-188FT15	2018-2-12	5000	5000	2018-9-9	5000		5000

Please input the actual/confirmed "Delivery Date" (Column N) and "Delivery Quantity" (Column O)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Pur.QF	PC#	Item#	Sch.Line	Vendor#	SKU Part#	Manufacturer Name	Manufacturer Part#	Req. Delivery Date	Order Qty	Outstanding Qty	Pre Cnf Date	Pre Cnf Quantity	Delivery Date(YYYY-MM-D)	Delivery Quantity
2	31	29236	160	1	62554	101015061.1	ROA	SG7351JTTD101J	2018-3-25	5000	5000	2018-3-16	5000		5000
3	31	40192	10	1	62554	118699001.1	VISHAY	SMO02070C3658FP00	2018-9-24	15000	15000	2018-5-18	15000		15000
4	31	40192	20	1	62554	114649001.1	VISHAY	SMO02070C4648FP00	2018-9-17	12000	12000	2018-4-27	12000		12000
5	31	40192	80	1	62554	118699001.1	VISHAY	SMO02070C3658FP00	2018-9-24	16500	16500	2018-5-20	16500		16500
6	31	43335	20	1	62554	118699001.1	VISHAY	SMO02070C3658FP00	2018-10-4	36000	36000	2018-5-24	36000		36000
7	31	45189	40	1	62554	114701051.1	VISHAY	CRAB060884R70JTA	2018-9-20	10000	5000	2018-9-2	10000		5000
8	31	45413	40	1	62554	118699001.1	VISHAY	SMO02070C3658FP00	2018-1-31	30000	30000	2018-5-17	30000		30000
9	31	45413	90	1	62554	11002134.1	VISHAY	CRCW20101080JNEP	2018-9-8	4000	4000	2018-9-28	4000		4000
10	31	45413	340	1	62554	114649001.1	VISHAY	SMO02070C4648FP00	2018-9-17	24000	24000	2018-9-8	24000		24000

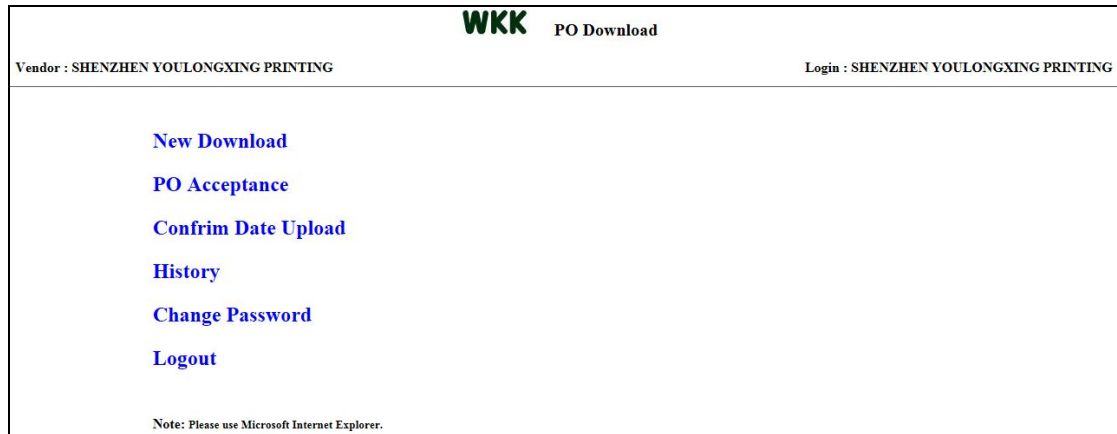
Important:

1. The Delivery Date format MUST be in YYYY-M-D or YYYY-MM-DD. All other date format will be classified as invalid.
2. DON'T change the column header (first row). Otherwise, the system will be classified as data error.
3. Can ONLY change the contents in column N (Delivery Date), and Column O (Delivery Quantity). DON'T change all other columns content.
4. If the Delivery Quantity is greater than the Order Quantity, system will report error.
5. For break schedule (quantity break), please insert and duplicate a new row under the original schedule row. And then change the "Delivery Date" and "Delivery Quantity" only. The other column just keep it unchange.
6. Please make sure the input details meet the above validation control. The system will not send back the error message to the vendor. It will just skip the invalid details.
- 7.If there are no new data (that is L=N and M=O), you need NOT upload the file.(new)
- 8.Please DO NOT delete the columns of the download file, else it will be justed as a invalid file, you can add columns after O, but the System will dismiss it.(new)

4. Upload the Excel back to WKK

After updated the confirm date and quantity details, please upload the Excel to WKK through the PO Download web portal.

Click the <Confirm Date Upload> in the PO Download web page.



WKK PO Download

Vendor : SHENZHEN YOULONGXING PRINTING Login : SHENZHEN YOULONGXING PRINTING

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- [Change Password](#)
- [Logout](#)

Note: Please use Microsoft Internet Explorer.

Click the <Browse> button to select the upload Excel file. Then click the <Upload> button to upload the document.



Upload Confirm Date

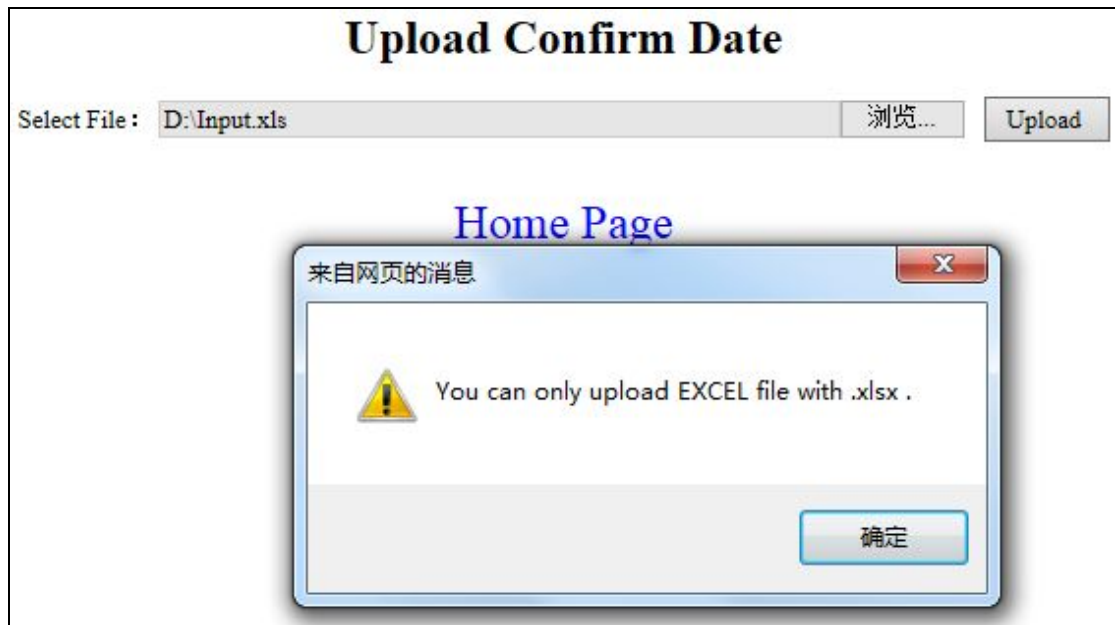
Select File : 浏览... Upload

[Home Page](#)

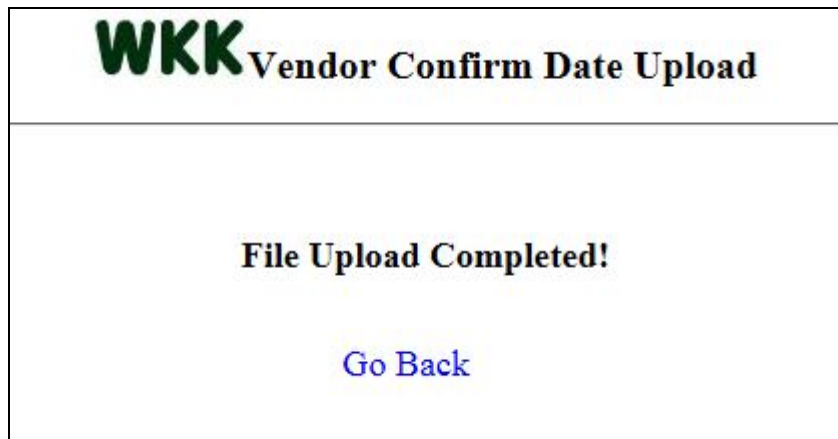
Important:

The system only accepts XLSX document. Don't zip the file or change the file extension.

The system will report error if uploaded with file extension other than "XLSX".



Below is the screen after a successful upload.



Please repeat the above processes for another Excel upload. The system doesn't support multiple files upload currently.

5、Post the Confirm Details to the WKK System

System will only post the valid confirm details to the WKK system and skip those invalid details. All successful posted confirm schedules will not be listed in the next Confirm Date Download Document.