

Transitioning from fax or email to webforms

Version 2.0

Background & Overview

webforms is the latest addition to the BIG W B2B product range. Ideal for Trade Partners who are yet to become EDI (Electronic Data Interchange) capable and a natural replacement for fax and email. webforms is a new and exciting web based application which has been introduced **FREE of CHARGE** for BIG W Trade Partners. webforms provides Trade Partners with an opportunity to trade electronically and enjoy similar benefits to those currently engaged in EDI with BIG W.

webforms will allow you to explore a range of opportunities including;

- A replacement to the unreliable transmission of fax and email
- Reduced manual intervention
- Reduced duplication
- Process automation
- Traceability of transactional documents
- Increased security of key business information

In order to get onboard with webforms, you will be required to register on-line. Further details on registering for webforms can be found in the "Getting Started" section of this document.

Recommended system requirements for webforms include;

- A reliable internet connection (broadband is recommended)
- Microsoft Internet Explorer™ version 5.5 or higher
- Adobe Acrobat Reader™ version 5.1 or higher

"webforms has provided us with a very simple user friendly platform in which to manage the orders received from Woolworths. The platform allows anyone with basic computer skills & knowledge to easily navigate the system and process all orders"

Paul Rohan – Customer Service Manager, Fine Wine Partners

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webforms
web-based B2B messaging portal

Getting Started

Registration

You will be required to register online for access to the BIG W webforms application. You will be prompted for your BIG W Vendor Number as part of the registration process. If you do not know this number please make contact with your BIG W Business Manager.

You can complete your registration online anytime at;



<http://www.bigw.com.au/ebusiness>

Navigate to;
webforms, Register for webforms

Login details & agree activation date

Once you have registered on-line, a BIG W B2B representative will contact you to provide your webforms login information and confirm an activation date for your webforms account.

Go Live

From your activation date, your BIG W Purchase Order transactions will be routed to webforms. You can access webforms on-line at anytime by visiting;



<http://www.bigw.com.au/webforms>

Note: you may still receive some orders by fax. These orders are raised manually by BIG W buyers. In the near future these orders will be sent to webforms.

Should you have any questions or concerns regarding **your webforms activation or go live** please contact our eBusiness Team on;



+ 61 2 8885 8105



+ 61 2 8885 4397



+ 61 2 8885 8427

Business Hours:
Monday – Friday, 8am to 5pm AEST



EDI-Admins@bigw.com.au

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Questions & Answers

Question: Do I need to check continually for new transactions in webforms?

Answer: You will receive email notifications advising of newly delivered Purchase Orders however it is recommended that you check your webforms inbox regularly.

Question: Can I still print my orders in webforms?

Answer: Yes, you can print a series of transactions or a single transaction in webforms for your records.

Question: Can multiple users from my company access webforms?

Answer: Yes, you have the ability to create many user accounts for your webforms instance.

Question: What if my internet connection is not working?

Answer: In circumstances where an extended outage of your internet connection prevails BIG W will have the ability to send your Purchase Orders by facsimile (manually).

Question: Do I need broadband internet to access webforms?


Answer: webforms can be accessed using a dial-up or broadband internet connection however it is recommended that a broadband connection be used.


Question: My transaction volumes are significant – what are the alternatives to webforms?


Answer: BIG W support EDI (Electronic Data Interchange), for those Trade Partners wishing to engage in system to system integration. We have a dedicated team of B2B Specialists ready to assist you with your BIG W EDI setup. Contact us today on +61 2 8885 8105 or +61 2 8885 4397 or +61 2 8885 8427 (8am to 5pm Mon - Fri AEST) or EDI-Admins@bigw.com.au to discuss becoming B2B enabled with BIG W.

Support & Assistance

We have a dedicated team of webforms and B2B Specialists ready to assist you with your BIG W webforms implementation. For support or assistance with webforms please contact us on;

 + 61 2 8885 8105

 + 61 2 8885 4397

 + 61 2 8885 8427

Business Hours:
Monday – Friday, 8am to 5pm AEST

 EDI-Admins@bigw.com.au

“Thank you in advance for your support and co-operation with this new and exciting B2B initiative, we look forward to bringing you on-board soon.”

BIG W B2B eBusiness Team

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