Supplier B2B eOrder Process

B2B eOrders enable Purchase Orders to be created directly in agrē then shared with any integrated B2B eOrder Supplier partner via secure API. Order acknowledgement and confirmation details are passed back to agrē and updated on the PO. The end result is an efficient, automated, and streamlined inventory ordering workflow that will enhance your overall procurement process.

What You'll Find:

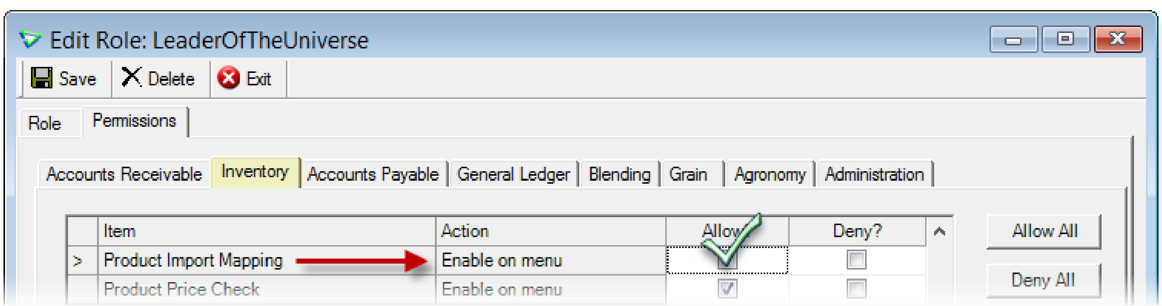
Last Updated: 2026.06.25

B2B Setup (one time tasks)

To enable Supplier eOrder functionality in your agrē database, you will first need to contact ***Tronia Systems*** to have this feature turned on. Your CSC can quickly coordinate this configuration on your behalf.

Security Permissions for B2B

Not all users need permission to perform all B2B eOrder tasks, but at least one user should be allowed to do everything.



File > Security > Manage Roles

Inventory Tab

- Product Import Mapping

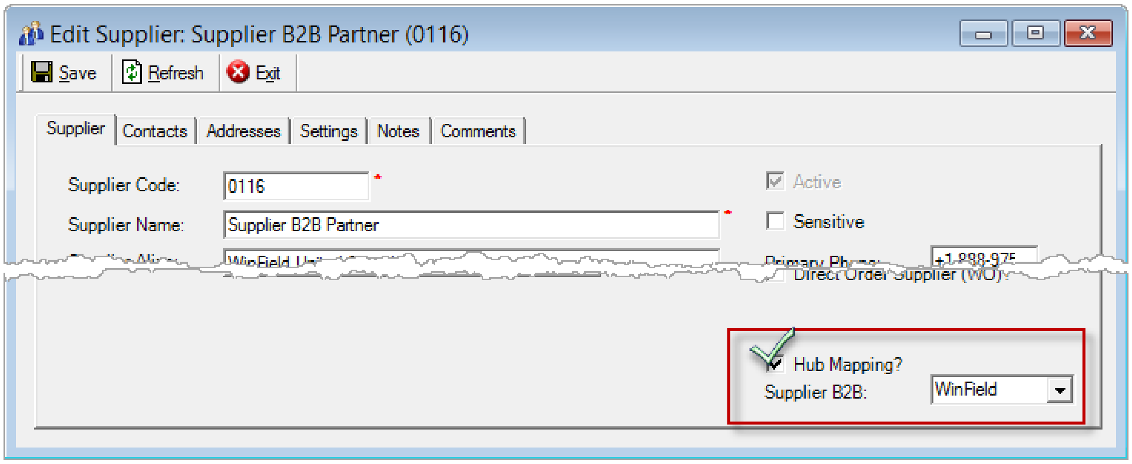
Administration Tab

- Export Data
    - Supplier Inventory Position Details (for WinField United only)
    - Supplier Sales/Orders (for WinField United only)

Supplier Setup

Each supplier from whom you wish to eOrder will need a correlated ***B2B Supplier***.
If you have multiple B2B supplier accounts, choose which apply individually.

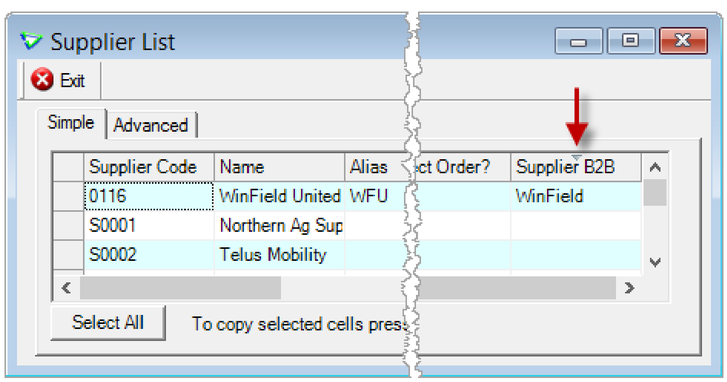
Check also ***Hub Mapping*** to allow products in the Hub to be mapped to this supplier.



Accounts Payable > Manage > Suppliers

Note WinField is *not* processing fertilizer or seed eOrders at this time. Only map WinField supplier accounts related to **Crop Protection** orders.

You can double-check B2B suppliers with the ***Supplier List*** data export.



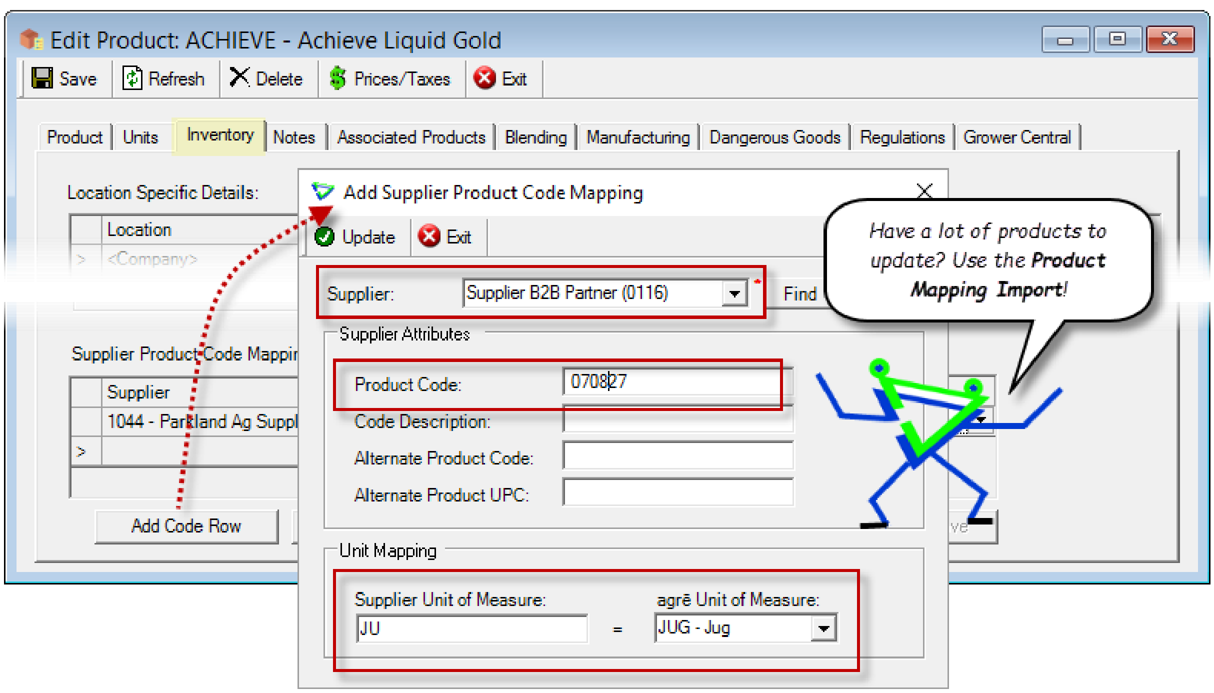
File > Exports > Data / Accounts Payable

Product Setup

Check ***Hub Mapping*** to allow suppliers in the Hub to be mapped to this product

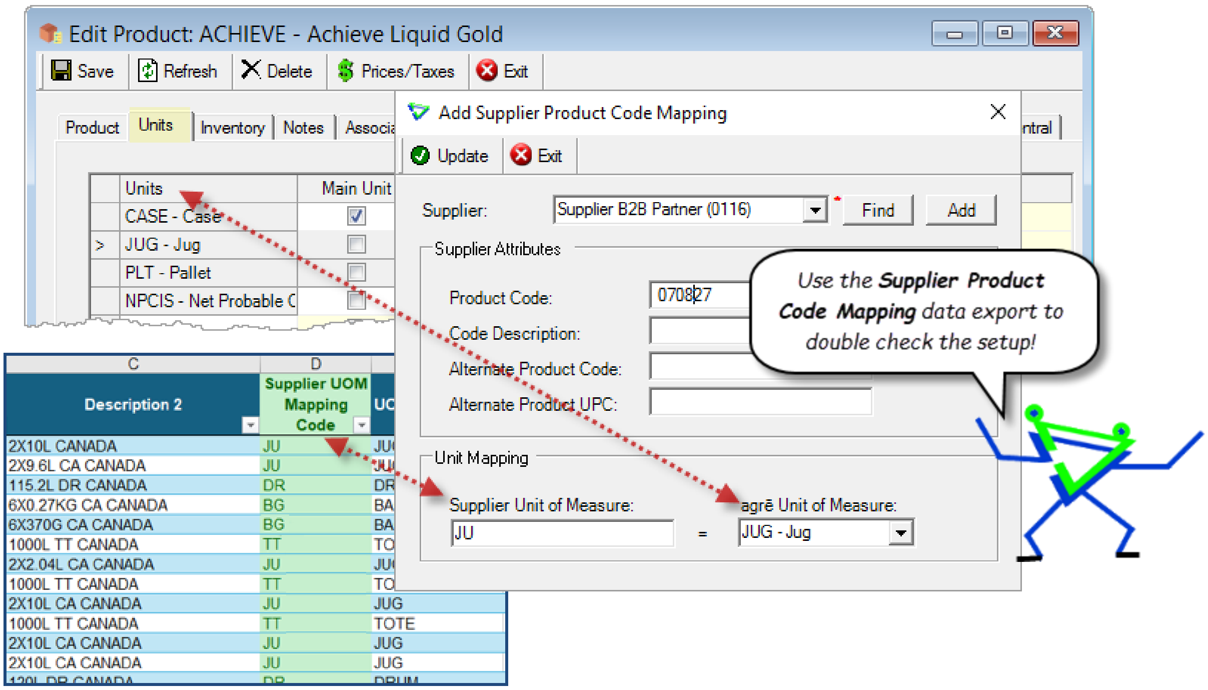
Inventory > Manage > Products / Product

Each product to be eOrdered needs ***Supplier Product Code Mapping***, so agrē and the B2B Supplier know they are talking about the same product even if it's named or coded differently. You will also have to specify the ***Supplier Unit of Measure*** that will be used for eOrdering and map that to a comparable ***agrē Unit of Measure***.



Inventory > Manage > Products / Inventory

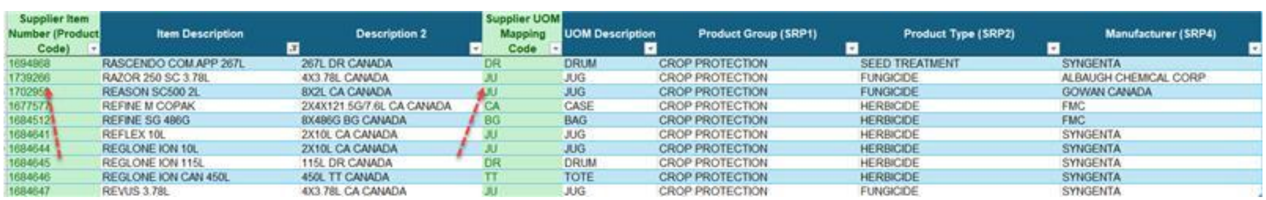
- **Supplier*** is the one flagged as the Supplier B2B
- **Product Code*** is the supplier's product code
- **Supplier Unit of Measure*** is the supplier's designated ordering unit type
- **agrē Unit of Measure*** is the agrē unit type that matches the supplier's order unit type



**Only properly mapped products will be eligible for eOrdering.

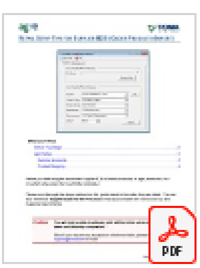
Product Mapping Import

The ***Product Mapping Import*** (and export) in agrē enables you to efficiently export all of your relevant supplier products (i.e. Crop Protection) to a spreadsheet. Here you can quickly **define the Supplier and** enter all the relevant product **mapping details**.



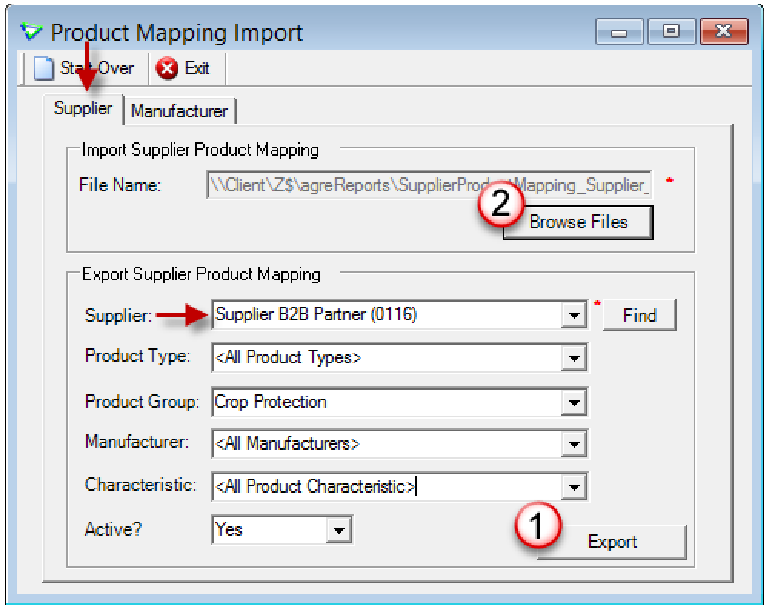
Supplier Item Number (Product Code)	Item Description	Description 2	Supplier UOM Mapping Code	UOM Description	Product Group (SRP1)	Product Type (SRP2)	Manufacturer (SRP4)
1694868	RASCENDO COM APP 267L	267L DR CANADA	DR	DRUM	CROP PROTECTION	SEED TREATMENT	SYNGENTA
1739266	RAZOR 250 SC 3.78L	4X3.78L CANADA	JU	JUG	CROP PROTECTION	FUNGICIDE	ALBAUGH CHEMICAL CORP
170295	REASON SC500 2L	8X2L CA CANADA	JU	JUG	CROP PROTECTION	FUNGICIDE	GOWAN CANADA
167757	REFINE M COPAK	2X4X121.5G/7.6L CA CANADA	CA	CASE	CROP PROTECTION	HERBICIDE	FMC
1684512	REFINE SG 486G	8X486G BG CANADA	BG	BAG	CROP PROTECTION	HERBICIDE	FMC
1684641	REFLEX 10L	2X10L CA CANADA	JU	JUG	CROP PROTECTION	HERBICIDE	SYNGENTA
1684644	REGLONE ION 10L	2X10L CA CANADA	JU	JUG	CROP PROTECTION	HERBICIDE	SYNGENTA
1684645	REGLONE ION 115L	115L DR CANADA	DR	DRUM	CROP PROTECTION	HERBICIDE	SYNGENTA
1684646	REGLONE ION CAN 450L	450L TT CANADA	TT	TOTE	CROP PROTECTION	HERBICIDE	SYNGENTA
1684647	REVUS 3.78L	4X3.78L CA CANADA	JU	JUG	CROP PROTECTION	FUNGICIDE	SYNGENTA

** your B2B Supplier will provide the product mapping details to each participating retail **



I want to read **Retail Setup Tips for Supplier B2B eOrder Products (Import)** (with lots of screenshots) for more setup & import details.

First export the product details for the B2B supplier and open the exported file in Excel to match the units.



Inventory > Manage > Product Mapping Import

Once your edits are complete, the spreadsheet can be imported easily back to agrē, automatically updating the unit mapping.

CAUTION

It is *imperative* that the proper **B2B Supplier Item/Product CODE** *and* B2B Supplier **Unit Type CODE (UOM)** are used for mapping here and NOT the Product/Unit Type Description.

e.g. **JU** should be used here and <u>not</u> JUG.

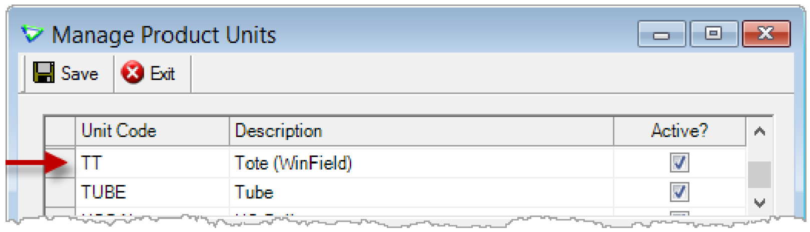
Failure to do so will cause the eOrders to fail when received on the supplier side.

Sell in Your Unit, Buy in B2B Supplier's Unit

Example 1: You sell Quarts but need to eOrder Totes

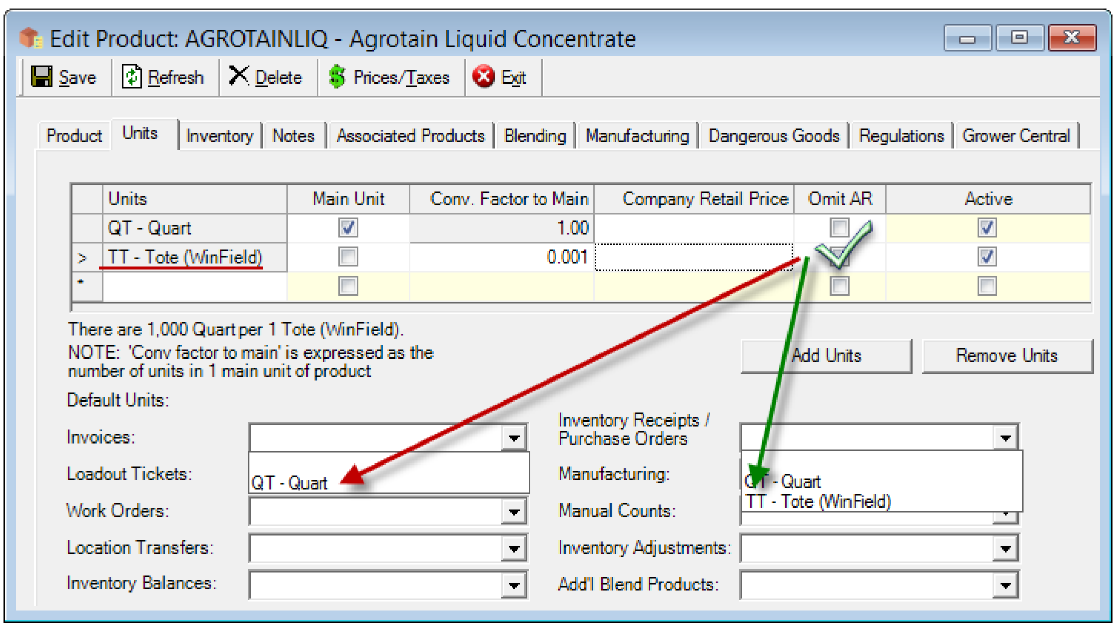
If you don't use a Unit Type that matches the supplier's **Unit Type CODE (UOM)**, **add the unit** and flag it as **OMIT AR**.

- add the matching B2B Supplier unit type



Inventory > Manage > Product Units

- edit each product, select the new **Unit**, and check **OMIT AR**



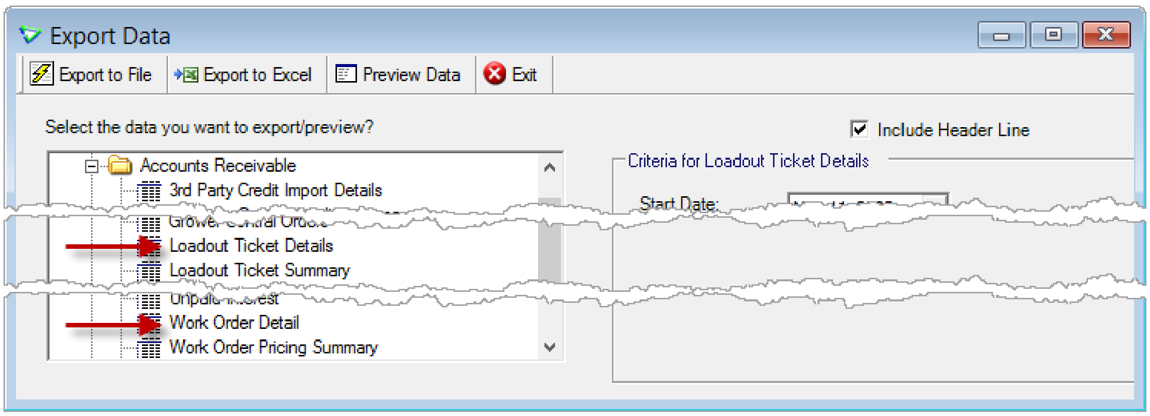
Inventory > Manage > Products

- Enter the **Conversion Factor To Main** Units
- **OMIT AR** Units *cannot* be selected on AR transactions so they don't need any Prices
- *buy* **TT**s on Purchase Orders, Inventory Receipts, and Purchase Invoices
- *sell* **Quart**s on Work Orders, Loadout Tickets, and Invoices
- use either unit for Location Transfers, Inventory Balances, Manufacturing, Manual Counts, and Inventory Adjustments (best practice: pick one and be consistent)

Example 2: Totes already exist, but now they need to be flagged as OMIT AR

The matching B2B Supplier unit was added and is *already* in use on AR transactions. Now you want to flag it as **OMIT AR**.

- be aware the **unit type may switch** when editing product rows on Work Orders and Loadout Tickets
- **Tip:** use the **Loadout Ticket Details** and **Work Order Detail data exports** to identify existing active transactions that could be affected and consider editing the transaction to change the unit



File > Export > Data

Ordering B2B Products

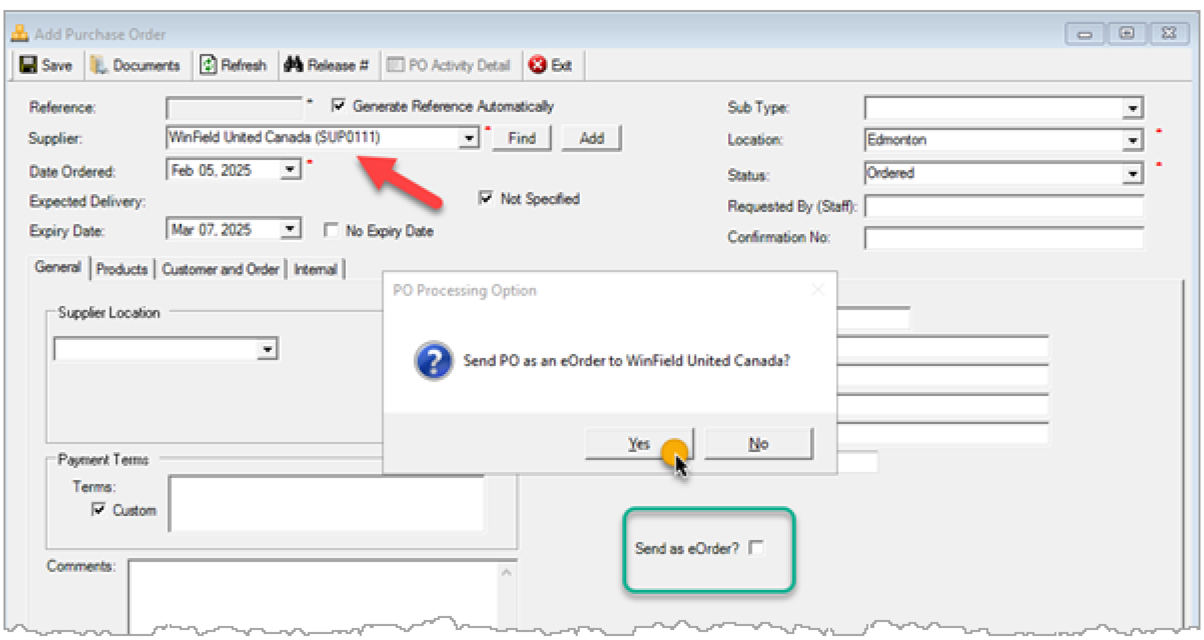
After the mapping steps are complete, you can start entering eOrders.

Adding eOrder POs

eOrders are an enhanced version of agrē Purchase Orders designed to send specific order details to a Supplier's system for them to process.

Accounts Payable > Supplier Accounts

As soon as you select a mapped B2B Supplier on a PO, agrē will prompt you to ask if the order is to be sent as an eOrder. By selecting **Yes** – the PO will behave like an eOrder PO. If you select No – the PO will behave like a regular PO.



Accounts Payable > Purchase Order > Add

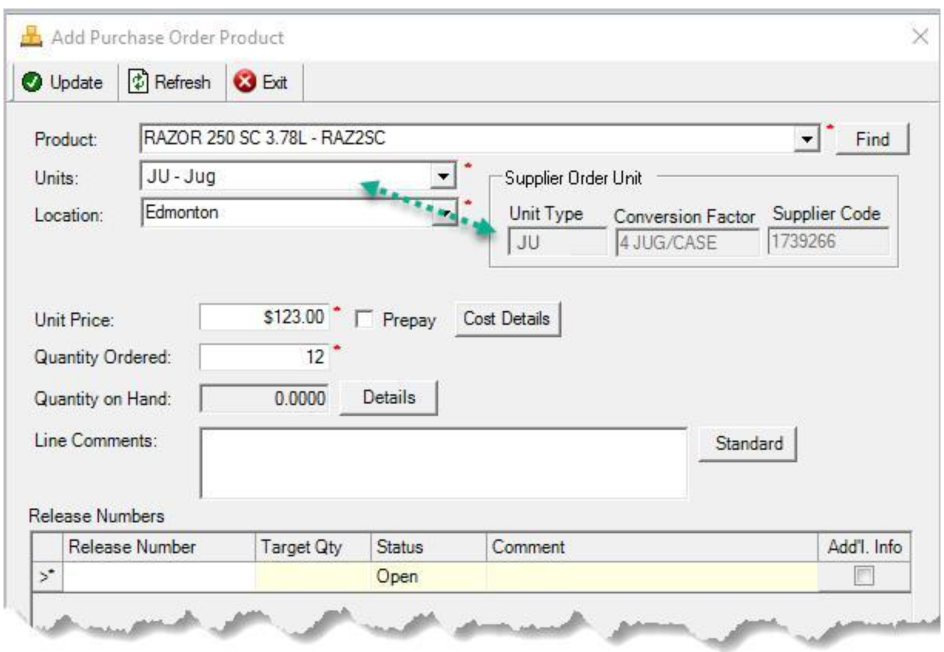
eOrders have some specific requirements in order to facilitate what the B2B Supplier order system needs to successful receive and process your order. There are some specific data entry rules that apply.

eOrder Business Rules

- an eOrder PO Order Date must be TODAY
- the ordering unit must MATCH the B2B Supplier mapped Order Unit
- the order quantity must be a POSITIVE and WHOLE number
- the Location for each Product line must all be for the SAME site
- all items included on the eOrder must be INVENTORY items (I.e. Container Deposits)

To assist with inputting these details, refer to the ***Supplier Order Unit*** info box.

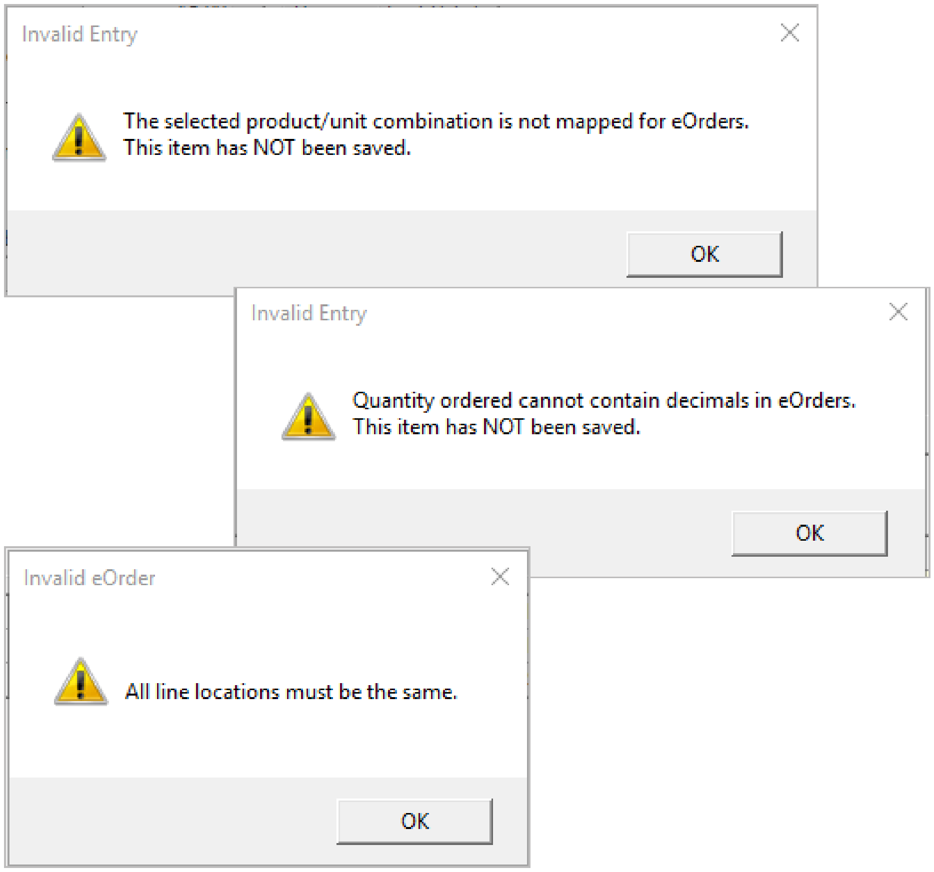
Match the ***Units*** to the supplier-required ***Unit Type***.



Accounts Payable > Purchase Order > Add Product

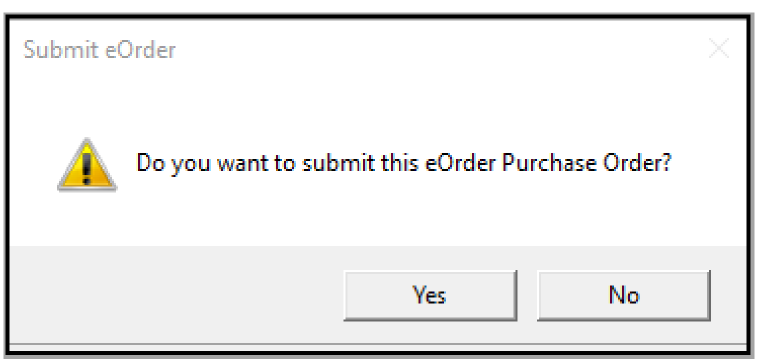
The ***Conversion Factor*** (of the B2B Supplier Units to agrē Main Units) and the mapped ***Supplier Code*** are displayed for reference.

There are a number of checks happening each time an eOrder is saved/updated to ensure all of the unique data requirements are met. If you happen to enter something that does not fit the eOrder rules, you will get an error message with details on how to fix it.



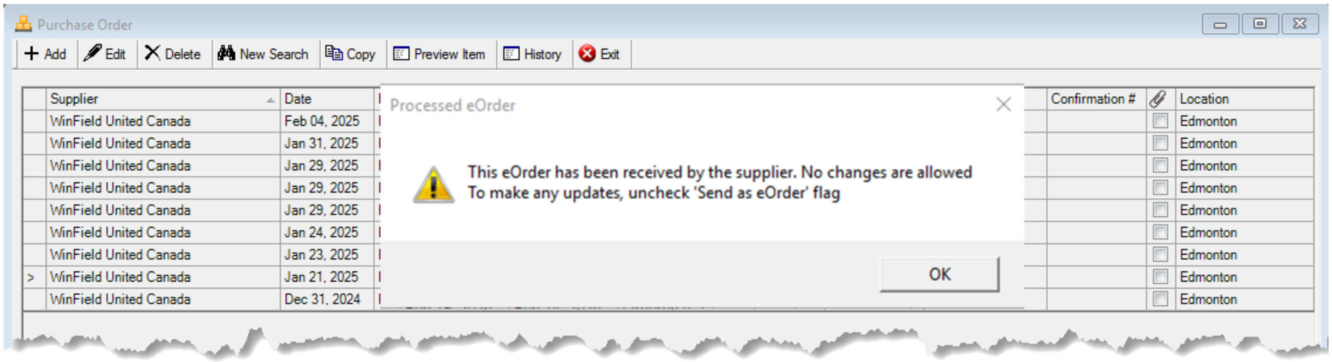
Submitting an eOrder

You will be prompted to submit each time you save an 'incomplete eOrder'

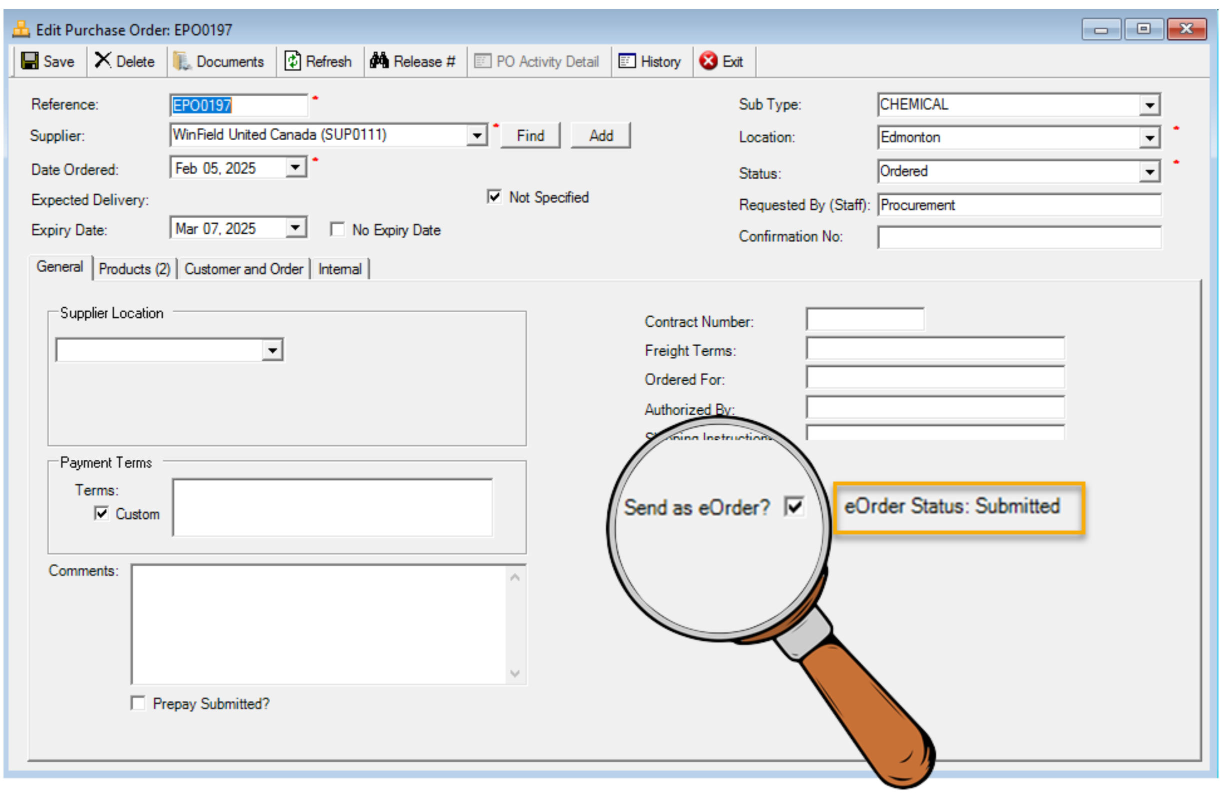


- **Yes** will send the details of the electronic order to the B2B Supplier
- **No** allows you to save now, then make additional updates to the PO later

Once the eOrder is submitted, you will ***no longer*** have the ability update or delete the eOrder PO. If you need to change any details or cancel the order, that will need to happen via a manual process (phone call/email) to your Supplier order desk.

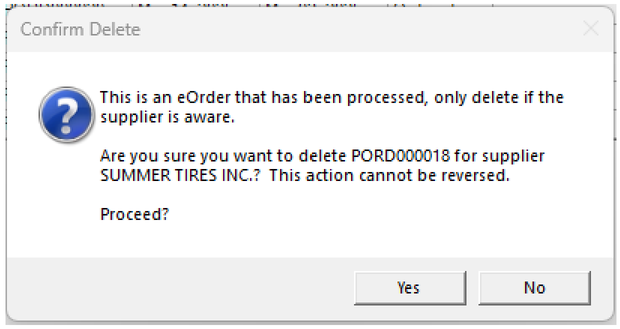


You can open an eOrder and turn it ***back*** into a 'regular' Purchase Order at any time. To do this, simply uncheck the 'Send as eOrder' flag on the General tab of the PO form. This reverts the PO back to a regular Purchase Order.



Deleting a Submitted eOrder

Submitted eOrders *can* be deleted, but no status update is sent to the supplier. Please contact the supplier *before* deleting so you're both in sync.



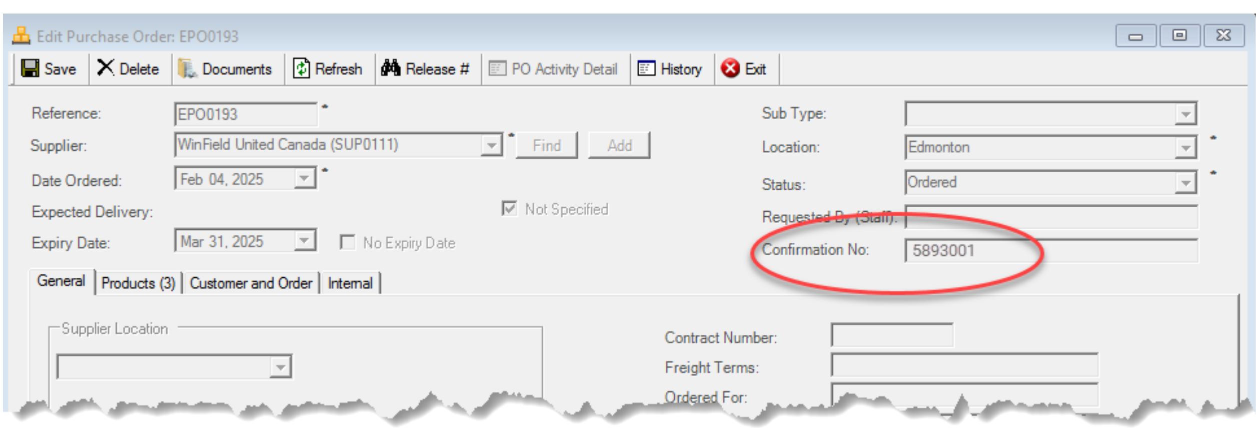
eOrder Status

agrē will show you the status of any eOrder order directly on the PO itself, through a History audit, and on the PO Grid.

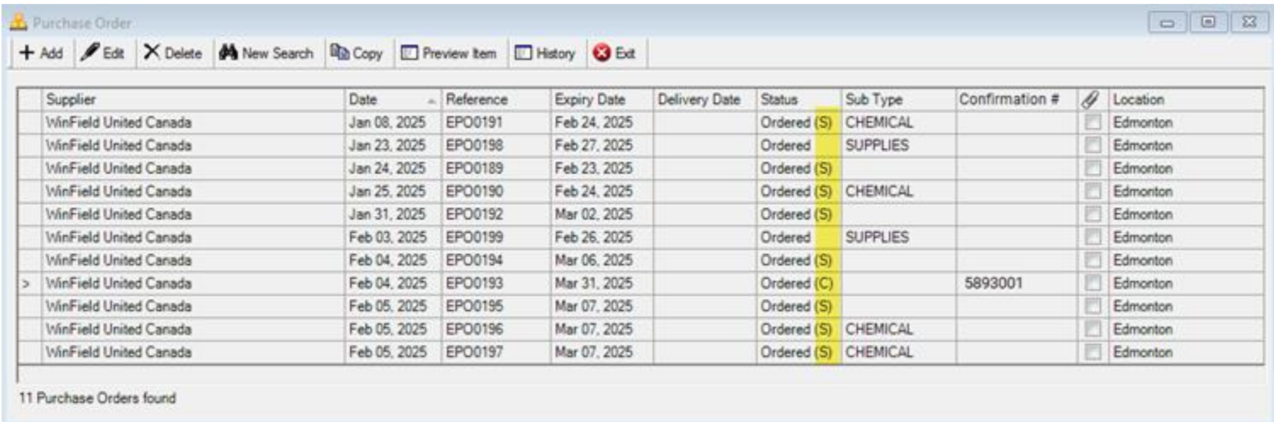
There are 5 statues for a Supplier eOrder:

- **Unsubmitted** Not yet sent
- **Submitted** Sent to supplier
- **Acknowledged** Received by supplier
- **Confirmed** Confirmed by Supplier
- **Cancelled** Deleted or Cancelled by Supplier

The current status tells you what stage the eOrder is in. All confirmed eOrders will also be updated with a confirmation number returned by the supplier.



The Purchase Order grid will also show the current eOrder status and include the confirmation number when available.

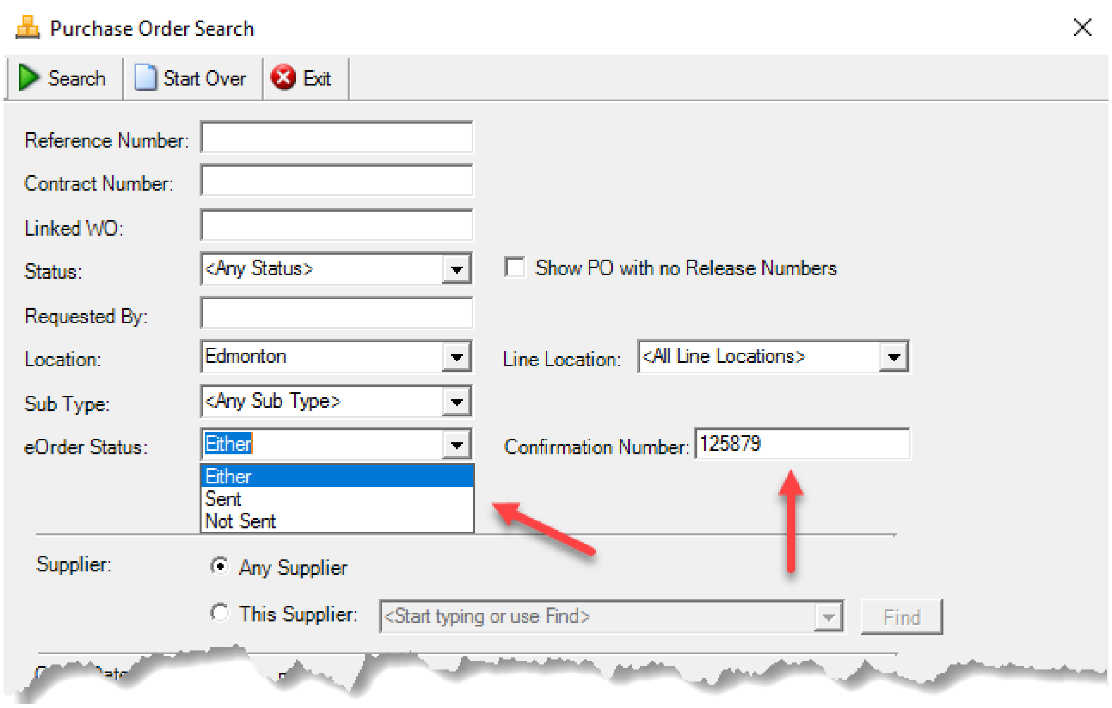


	Supplier	Date	Reference	Expiry Date	Delivery Date	Status	Sub Type	Confirmation #		Location
	WinField United Canada	Jan 08, 2025	EPO0191	Feb 24, 2025		Ordered (S)	CHEMICAL			Edmonton
	WinField United Canada	Jan 23, 2025	EPO0198	Feb 27, 2025		Ordered	SUPPLIES			Edmonton
	WinField United Canada	Jan 24, 2025	EPO0189	Feb 23, 2025		Ordered (S)				Edmonton
	WinField United Canada	Jan 25, 2025	EPO0190	Feb 24, 2025		Ordered (S)	CHEMICAL			Edmonton
	WinField United Canada	Jan 31, 2025	EPO0192	Mar 02, 2025		Ordered (S)				Edmonton
	WinField United Canada	Feb 03, 2025	EPO0199	Feb 26, 2025		Ordered	SUPPLIES			Edmonton
	WinField United Canada	Feb 04, 2025	EPO0194	Mar 06, 2025		Ordered (S)				Edmonton
>	WinField United Canada	Feb 04, 2025	EPO0193	Mar 31, 2025		Ordered (C)		5893001		Edmonton
	WinField United Canada	Feb 05, 2025	EPO0195	Mar 07, 2025		Ordered (S)				Edmonton
	WinField United Canada	Feb 05, 2025	EPO0196	Mar 07, 2025		Ordered (S)	CHEMICAL			Edmonton
	WinField United Canada	Feb 05, 2025	EPO0197	Mar 07, 2025		Ordered (S)	CHEMICAL			Edmonton

Accounts Payable > Purchase Order

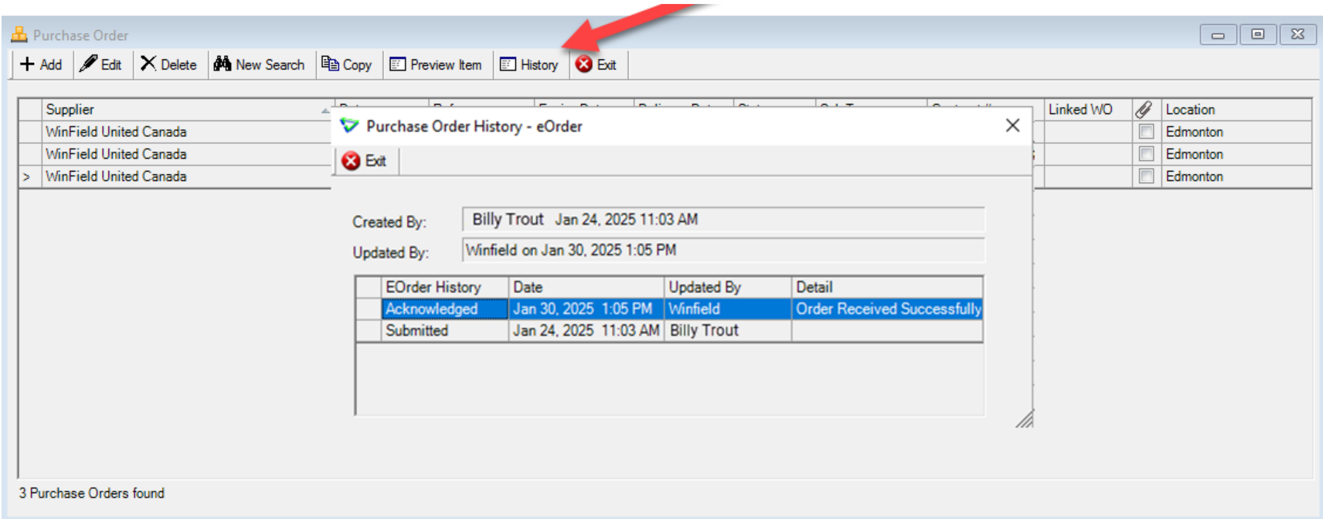
eOrder Search

eOrders can be searched by eOrder (submit) Status or by specific Confirmation Number.



eOrder Audit

A complete audit record of an eOrder PO is available to view from the History button.



Accounts Payable > Purchase Order > History

Supplier B2B eOrder Reporting

Reports

✓ Purchase Order Report (eOrder only)	data: Confirm No.
✓ Purchase Order Activity Report	data: Confirm No.

Data Exports

✓ 3rd Party (WinField only)	Supplier must be flagged as B2B
– Supplier Sales/Orders	Sale items/work orders used for data analysis by WinField for participating suppliers
– Inventory Position Details	Inventory Product Position for all WinField mapped items (related to crop protection & seed products)
✓ AP Purchase Order Summary	data: eOrder Status, Confirmation #
✓ AP Supplier List	data: Supplier B2B, Hub Mapping
✓ INV Supplier Product Mapping	data: supplier mapping details

API

✓ eOrder Statuses	all eOrder Statuses
✓ eOrder Status Update	updates received from suppliers under validation rules
✓ Locations	requested data for all locations(no restrictions)
✓ Mapped Items	mapped products
✓ Purchase Orders	B2B purchase orders