

# Portal Guide for Commercial Providers

This guide has been put together to enable you to navigate through the portal.

## Supplier Onboarding

Once you have expressed an interest you will be sent a link by Lambeth.

<https://lambethcounciltest.fileweb.ie/supplier-sign-up>

Opening the link will present a form which you will need to fill out:

### Supplier sign up

Please fill in the below details to help us set up a user profile for you.

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Email

Name

Phone number

Supplier name

Comments

Powered by Kefron. [Click here](#) for more information.

When the form is submitted a confirmation alert will be shown and a confirmation email will be sent to the email address you have specified.

**i** Warning×

Thank you for submitting your details. We will get in touch soon

× Close

## Supplier Logging onto system

You will receive an email from Lambeth like the one below confirming that you can now go onto the portal to set up your account.

### Your account on FileWeb has been enabled

Dear

You are receiving this email as a new account has been created for this email.

You can set your FileWeb password by clicking the link below: [Click here](#)

The site can be accessed via the following URL

*Please note: If the sign-up token expires [click here](#) to request a new password setup.*

For assistance or if you have any questions, please contact support at [support@kefron.com](mailto:support@kefron.com)

Kind regards,

The Kefron Team

Once you have set up your account, the log in page will enable you to log into the system

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## User Login

✉🔍

Forgot your password? [Click here](#)

Please note: this site uses cookies. Please click [here](#) for more information.

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## Supplier Dashboard page to view POs

Once you log in you will arrive at the Dashboard. You will then be able to navigate to the PO databank and opens/view a PO by clicking the top Search button.

Powered By kefron

Dashboard > Welcome Conroy-Schowalter User

- Demo Ltd Purchase Orders (PO)
  - Purchase Orders are located in this document type. [Search](#)
- Demo Ltd PO Invoices
  - Purchase Order Invoices are located in this document type. [Search](#)
- Demo Ltd Non PO Invoices
  - Non Purchase Order Invoices are located in this document type. [Search](#) [Upload](#)

You can then select the 'View' button to open a PO.

03/08/2018 From 15/07/2021 To

Search:

Reference	Currency	Total Net	Total Tax	Total Gross	Order Total Remaining	
<input type="text" value="Search Reference"/>	<input type="text" value="Search Currency"/>	<input type="text" value="Search Total N"/>	<input type="text" value="Search Total T"/>	<input type="text" value="Search Total G"/>	<input type="text" value="Search Order Tot"/>	
PO FLIP	EUR	473.54	108.91	582.45	582.45	<a href="#">View</a>
Quote 147	GBP	5858.00	1171.60	7029.60	7029.60	<a href="#">View</a>
Quote number 145	GBP	5581.00	1116.20	6697.20	6697.20	<a href="#">View</a>
Quote 146	GBP	4401.00	880.20	5281.20	5281.20	<a href="#">View</a>

## Generate Invoice screen

Once you have opened a PO you can click on the 'Generate Invoice' button to start creating your invoice.

**Purchase Order**

Supplier: Conroy-Schowalter, 2953 Corben Street, Cabinteely Ireland  
 Supplier Code: Con3691  
 Order Number: KAP-001578  
 Order Date: 16/06/2021  
 Originator: rbarros@kefron.com

Delivery Address: Unit 4A Woodley Park Estate, Reading Road, Woodley, RG3...  
 Reference: PO FLIP  
 Currency: EUR

Total Net: 473.54  
 Total Tax: 108.91  
 Total Gross: 582.45  
 Order Total Remaining: 582.45

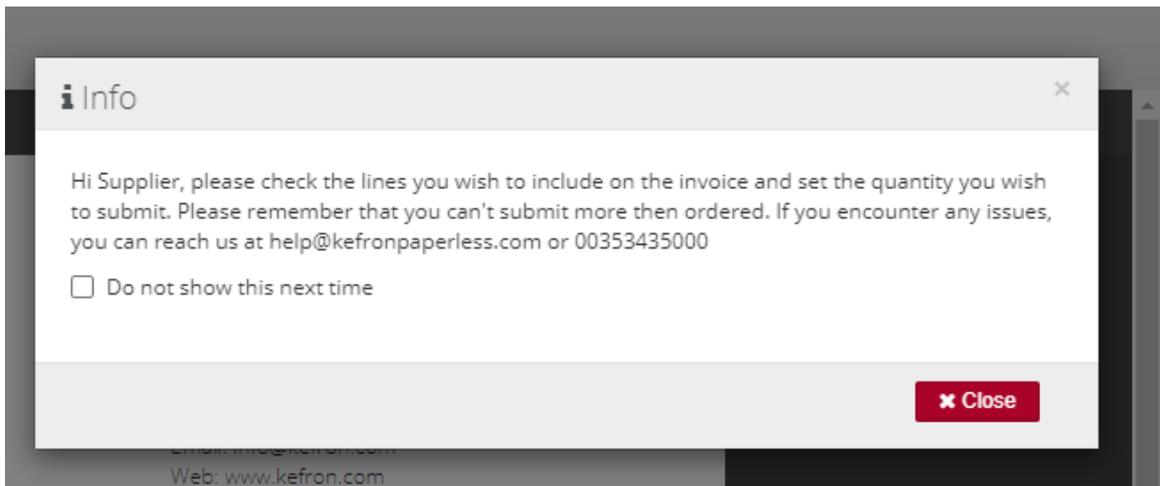
Description	Quantity	Unit Price	Net	Tax Code	Tax
807ZRW077 lectus in est risus auctor	5.00	34.33	171.65	S Standard Rate	39.48
334KLV558 erat eros viverra eget congue	3.00	12.67	38.01	S Standard Rate	8.74

POFLIP  
EUR

Tax
39.48
8.74

Quantity	Unit Price	Net	Tax Code	Tax
	34.33	171.65	S Standard Rate	39.48
	12.67	38.01	S Standard Rate	8.74
	43.98	263.88	S Standard Rate	60.69

You will then be greeted by a pop-up message requesting that you check the lines you wish to include on the invoice and set the quantity you wish to submit.



## Supplier PO Match screen

You select the lines to include and populate information. When completed, you select submit Invoice.

**Supplier/Invoice Details:**

**Supplier:** Conroy-Schwalter  
 2958 Corben Street  
 Cabinteely  
 Ireland  
 POST COD3  
 VAT: IE6549412N

**Invoice:**  
 53 Parkwest Road  
 Park West  
 D12 FBRK  
 Dublin  
 Ireland  
 Telephone: +35314380200  
 Email: info@kefron.com  
 Web: www.kefron.com  
 VAT No: IE6549412N

**Invoice To:**  
 53 Parkwest Road  
 Park West  
 Dublin 12  
 D12 FBRK  
 Ireland  
 Telephone: +35314380200  
 Email: info@kefron.com  
 Web: https://www.kefron.com  
 VAT No: IE6549412N

**Invoice Summary:**  
 Invoice Number: KAPINV-01606  
 Debit/Credit: Debit  
 Order Number: KAP-001578 - 582.45  
 Invoice Date: 15/07/2021  
 Invoice Currency: EUR  
 Total Net: 473.54  
 Total Tax: 108.91  
 Total Gross: 582.45  
 Payment Date:

Product Code	Description	Quantity	Unit Price	Net	Tax
1578-1	8072RW077 lectus in est risus auctor	5.00	34.33	171.65	39.48
1578-2	334KLVS58 erat eros viverra eget congue	3.00	12.67	38.01	8.74
1578-3	782UMK990 libero rutrum ac lobortis	6.00	43.98	263.88	60.69

Product Code	Description	GL Code	Department Code	Quantity Ordered	Quantity Remaining	Quantity	Unit Price	Net	Tax Code	Tax	Type
1578-1	8072RW077 lectus in est risus auctor	10003 Managed...	CEN - LDG Logist...	5.00	5.00	5.00	34.33	171.65	S Standard Rate	39.48	
1578-2	334KLVS58 erat eros viverra eget congue	10003 Managed...	CEN - LDG Logist...	3.00	3.00	3.00	12.67	38.01	S Standard Rate	8.74	
1578-3	782UMK990 libero rutrum ac lobortis	10003 Managed...	CEN - LDG Logist...	6.00	6.00	6.00	43.98	263.88	S Standard Rate	60.69	

If anything is missing or not compliant, the system will display a validation message.

Debit/Credit  ▼  
 Debit/Credit cannot be empty, Debit/Credit cannot be empty for this sta...

Quantity	Unit Price	Net	Tax Code
<input type="text" value="10.00"/> Invalid Quantity - Please adjust the quantity value. You can't set more then ordered or delivered.	<input type="text" value="34.33"/>	<input type="text" value="171.65"/>	<input type="text" value="Please Select a T..."/> <span>▼</span> Required field

When everything is valid, the system will show a message after selecting the 'Submit Invoice' button.

Info ×

You are about to submit the Invoice for processing. Feel free to download a copy for your records.

✕ Cancel

 Download PDF copy of Invoice
 

 Submit Invoice

Once submitted, the invoice will pass the PO matching validation and land into the Post in Progress status after which it will continue with the established process – the invoice will be sent to Lambeth to be processed.