

Portal Guide for Social Care Providers

Introduction

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.

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.

 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

Kind regards,

The Kefron Team

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

User Login



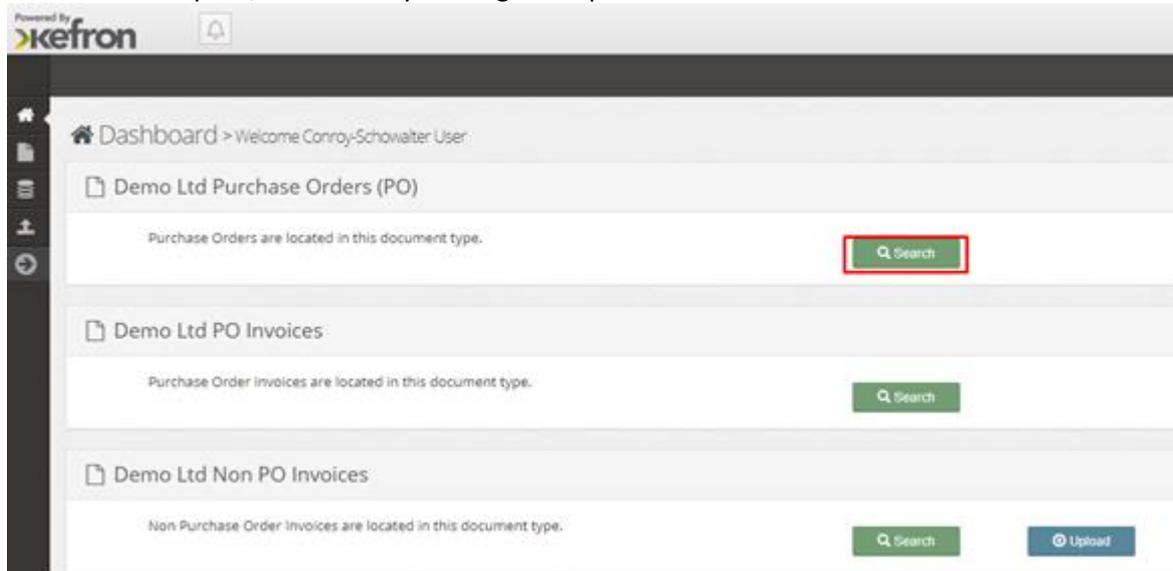
 Log In

Forgot your password? [Click here](#)

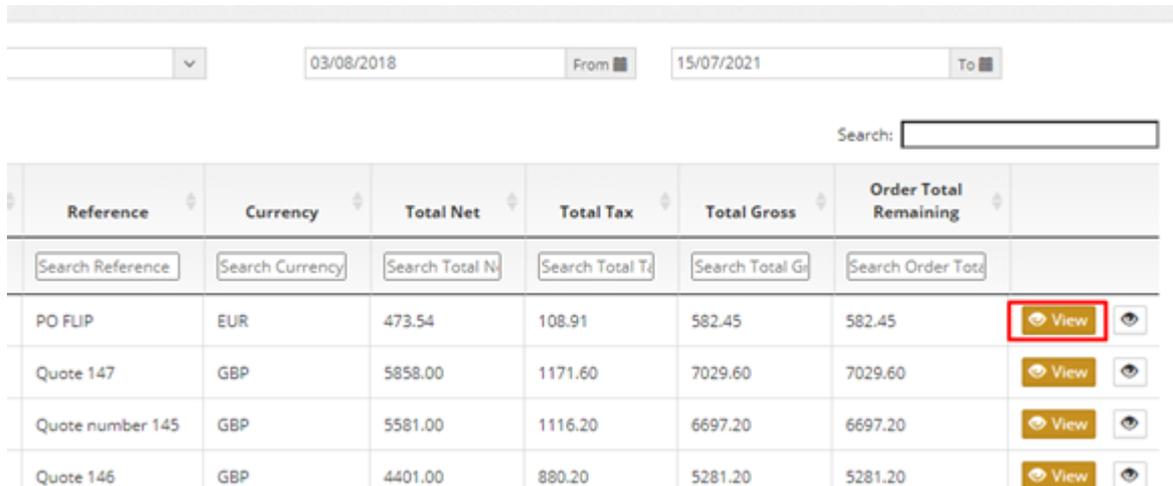
Please note: this site uses cookies. Please click [here](#) for more information.

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.



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



The screenshot shows a table of Purchase Orders with filters and search options. The table has the following columns: Reference, Currency, Total Net, Total Tax, Total Gross, and Order Total Remaining. The first row is highlighted with a red box around the 'View' button.

Reference	Currency	Total Net	Total Tax	Total Gross	Order Total Remaining	
PO FLIP	EUR	473.54	108.91	582.45	582.45	View
Quote 147	GBP	5858.00	1171.60	7029.60	7029.60	View
Quote number 145	GBP	5581.00	1116.20	6697.20	6697.20	View
Quote 146	GBP	4401.00	880.20	5281.20	5281.20	View

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

Powered by kefron

Conroy-Schwalter
2953 Corben Street
Cabinteely Ireland

Purchase Order

53 Parkwest Road
Park West
D12 F89K
Dublin
Ireland
Telephone: +353 14380200
Email: info@kefron.com
Web: www.kefron.com
VAT No: IE6549412N

Order Number: KAP-001578
Order Date: 16/06/2021
Originator: rbarbos@kefron.com
Reference: PO FLIP
Currency: EUR

Supplier Name: Conroy-Schwalter, 2953 Corben Street, Cabinteely Ireland
Supplier Code: Con3691
Order Number: KAP-001578
Order Date: 16/06/2021
Originator: rbarbos@kefron.com
Delivery Address: Unit 4A Woodley Park Estate, Reading Road, Woodley, RG5 ...
Reference: PO FLIP
Currency: EUR
Total Net: 473.54
Total Tax: 108.91
Total Gross: 582.45
Order Total Remaining: 582.45

Delivery Address:
Unit 4A Woodley Park Estate
Reading Road
Woodley
RG5 3AW
United Kingdom

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
334KL558 erat eros viverra eget congue	3.00	12.67	38.01	S Standard Rate	8.74

Product Code	Description	GL Code	Department Code	Quantity	Unit Price	Net	Tax Code	Tax
807ZRW077	lectus in est risus auctor	10003 Managed Services	CEN - LDG Logistics	5.00	34.33	171.65	S Standard Rate	39.48
334KL558	erat eros viverra eget congue	10003 Managed Services	CEN - LDG Logistics	3.00	12.67	38.01	S Standard Rate	8.74
782UMK990	libero rutrum ac	10003 Managed Services	CEN - LDG Logistics	6.00	43.98	263.88	S Standard Rate	60.69

Back Generate Invoice

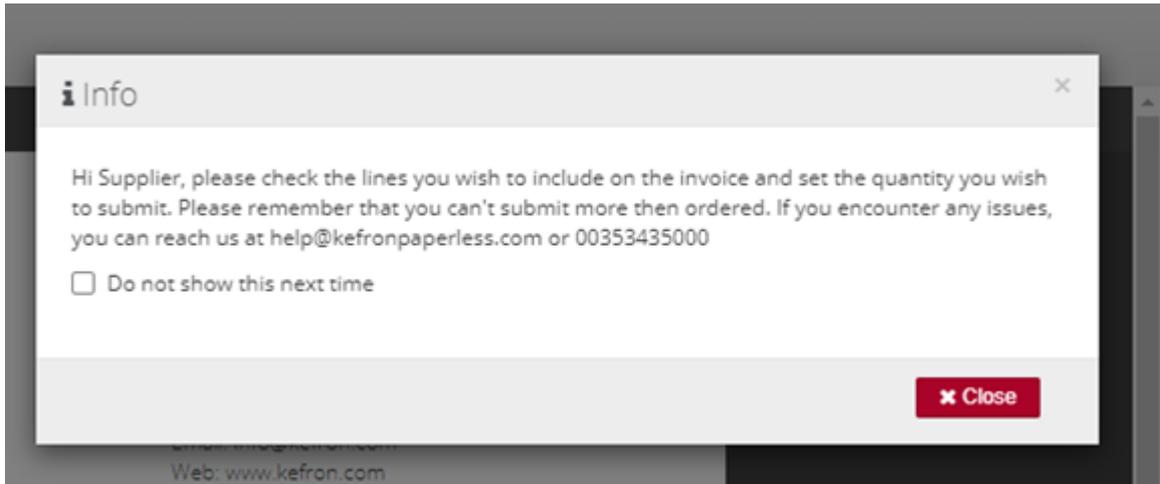
POFLIP
EUR

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

Back Generate Invoice

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.

Conroy-Schwalter

2953 Corben Street
Cahirweely
Inland
POST CODE3
VAT723-56790

Invoice To:
53 Parkwest Road
Park West
Dublin 12
D12 P8RK
Inland
Telephone: +35314380200
Email: info@kefron.com
Web: https://www.kefron.com
VAT No: E6549412V

Invoice Number: KAPINV-01606
Debit/Credit: Debit
Order Number: KAP-001578
Invoice Date: 15/07/2021
Invoice Currency: EUR

Product Code	Description	Quantity	Unit Price	Net	Tax
157B-1	8072RW077 lectus in est rous auctor	5.00	34.33	171.65	39.48
157B-2	354KLVS58 erat eros viverra eget congue	3.00	12.67	38.01	6.74
157B-3	782UMK990 libero rutrum ac lobortis	6.00	43.98	263.88	60.69

Supplier Name: Conroy-Schwalter
Supplier Code: Cony3691
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	GL Code	Department Code	Quantity Ordered	Quantity Remaining	Quantity	Unit Price	Net	Tax Code	Tax	Type
<input checked="" type="checkbox"/>	157B-1	8072RW077 lectus in est rous auctor	10003 Managed...	CEN - LOG Logist...	5.00	5.00	34.33	171.65	S Standard Rate	39.48	
<input checked="" type="checkbox"/>	157B-2	354KLVS58 erat eros viverra eget congue	10003 Managed...	CEN - LOG Logist...	3.00	3.00	12.67	38.01	S Standard Rate	6.74	
<input checked="" type="checkbox"/>	157B-3	782UMK990 libero rutrum ac lobortis	10003 Managed...	CEN - LOG Logist...	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

Please Select a Debit/Credit

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

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

Further support

If you have any further queries, please contact admin@kefron.com

Please contact your manager or the Oracle Support Team if you require this user guide in an alternative format

Document Control:

Author	David Douglas
Creation Date	27/07/2022
Document Owner	David Douglas
Last Updated	
Document Version	1.0
Reason for Update	