

TANGS

C.K.Tang Limited

B2B VENDOR PORTAL
CONCESSIONAIRE STATEMENT
INVOICE SUBMISSION

UPDATED: 17 DEC'18

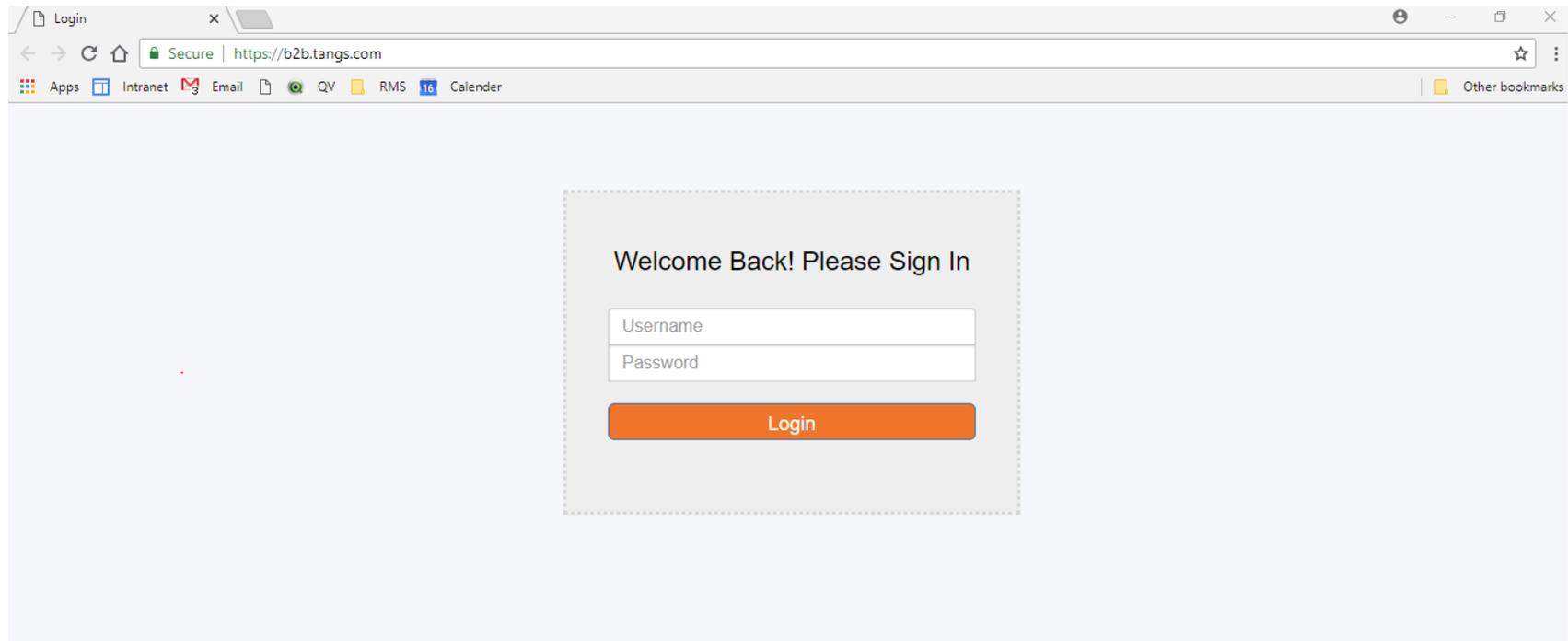
Content Page

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C.K.Tang Limited B2B Vendor Portal

URL: <https://b2b.tangs.com>

* Internet Browser: Internet Explorer or Google Chrome



First Time Login

- ✓ Enter Login ID and Temporary Password
- ✓ Click on Login button

Welcome Back! Please Sign In

TFIN986701

.....

Login

- ✓ Enter old password
- ✓ Enter new password and re-enter the new password.
 - Min. 8 characters, max. 10 characters
 - Alphanumeric
 - Case sensitive
- ✓ Click on Login button

Old Password:

New Password:

Confirm Password:

Login

First Time Login

- ✓ Logout the system and re-login after changed the new password

TANGS

Password is changed sucessfully. Close the window and Re-login.
Ver : 1.0.0 Development3



ABC PTE LTD
TFIN986701

LOGOUT

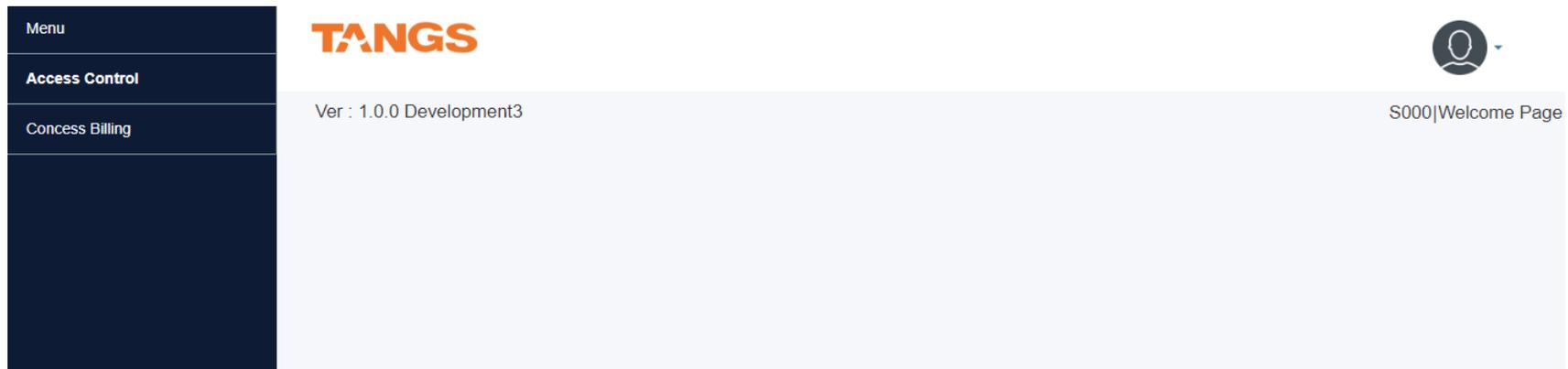
HELP

Page

Homepage and Navigation

✓ Menu

- Access Control: Change Password
- Concess Billing: Concess Statement



The screenshot displays the TANGS homepage navigation interface. On the left, a dark blue sidebar menu contains the following items: "Menu", "Access Control", and "Concess Billing". The main content area features the "TANGS" logo in orange at the top left. Below the logo, the text "Ver : 1.0.0 Development3" is visible. In the top right corner, there is a user profile icon and the text "S000|Welcome Page".

Access Control: Change Password

- ✓ Enter old password
- ✓ Enter new password and re-enter the new password.
 - Min. 8 characters, max. 10 characters
 - Alphanumeric
 - Case sensitive
- ✓ Save

Menu

Access Control

» Change Password

Concess Billing

TANGS

CHANGE PASSWORD

Old Password*

New Password*

Confirm Password*

Ver : 1.0.0 Development3

Concessionaire Statement

- ✓ On Menu: Concess Billing > Concess Statement
- ✓ Enter Search Criteria > Click on [Search]
 - Search criteria:
 - Statement No.
 - Period: Month Year
 - Invoice Status

Menu

Access Control

Concess Billing

» Concess Statement

TANGS

DETAILS

Company 0101-TANGS

Vendor 9867 ABC PTE LTD

Statement No.

Period MAY 2018

Invoice Status Select

SEARCH

Statement No	Supplier	Supplier Name	Year	Month	Invoice Status
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Concessionaire Statement

- ✓ On statement listing > double click on the [Statement] to open the statement for the selected month.

DETAILS

Company: 0101-TANGS

Vendor: 9867 ABC PTE LTD

Statement No.:

Period: JUN 2017

Invoice Status: Select

SEARCH

	Statement No	Supplier	Supplier Name	Year	Month	Invoice Status
1	11102	9867	ABC PTE LTD	2017	JUN	PENDING

Concessionaire Statement

- ✓ On Concess Statement screen:
 - Click on [Download] to download the statement.
 - Click on [Submit] to submit the Invoice for the statement.

[< BACK](#)

CONCESS STATEMENT

Company: 0101-TANGS
Vendor: 9867 ABC PTE LTD
Statement No.: 11102
Period: JUN 2017
Invoice Status: PENDING

DETAILS

Stmnt No.	Type	Gross Sales	Disc.	Net Sales	Payment		Status
11102	ORIGINAL	55,050.16	17,001.73	38,048.43	26,633.91	 DOWNLOAD	PENDING  SUBMIT

Ver : 1.0.0 Development3 S156b|Concess billing

Concessionaire Statement

✓ Fields description:

- Statement no: each statement has a unique statement no.
- Type:
 - Original – First computed statement
 - Amended - Amended statement (only applicable for re-computed statement)
- Gross Sales: gross sales of the merchandises for the month
- Disc.: discount of the merchandises for the month
- Net Sales: Gross Sales – Disc
- Payment: Amount due to vendor after concessionaire margin.

DETAILS

Stmt No.	Type	Gross Sales	Disc.	Net Sales	Payment		Status	
11102	ORIGINAL	55,050.16	17,001.73	38,048.43	26,633.91	DOWNLOAD	PENDING	SUBMIT

Ver : 1.0.0 Development3 S156b|Concess billing

Concessionaire Statement

✓ Fields description:

- Status:
 - Pending: No invoice submit
 - Submitted: Invoice submitted, pending approval from C.K.Tang Limited.
 - Approved: Invoice submitted approved by C.K.Tang Limited.
 - Rejected: Submitted invoice was rejected due to error in the invoice.

DETAILS

Stmt No.	Type	Gross Sales	Disc.	Net Sales	Payment		Status	
11102	ORIGINAL	55,050.16	17,001.73	38,048.43	26,633.91	DOWNLOAD	PENDING	SUBMIT

Ver : 1.0.0 Development3 S156b|Concess billing

Concessionaire Statement

✓ Download Statement

- Click on [Download] > Open the Statement in New Tab

DETAILS

Stmt No.	Type	Gross Sales	Disc.	Net Sales	Payment		Status	
11102	ORIGINAL	55,050.16	17,001.73	38,048.43	26,633.91	 DOWNLOAD	PENDING	SUBMIT

- ✓ Click on the icon  to download the statement or  to print the statement.

concessStmtBySupplier.rpt 1 / 1    Download

TANGS

CONCESSIONAIRE STATEMENT

VENDOR NO 9867	PERIOD 01-Jun-17 TO 30-Jun-17
COMPANY NAME ABC PTE LTD	STATEMENT NO 11102
ADDRESS 1, Orchard Road 345678 Singapore	
FAX NO @84246988	

Store Code	Dept	SKU	From	To	Basis of Sales Turnover	Sales due to Vendor (%)	CKTL's Trade Margin(%)	Discount bourne by Vendor(%)	Gross Sales (\$)	Discounts (\$)	Net Sales (\$)	Amount due to Vendor	Trade Margin to CKTL(\$)
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Invoice Submission

- ✓ Submit Concessionaire Invoice > click on [Submit]
 - Only allow to submit the Invoice by month.

DETAILS								
Stmt No.	Type	Gross Sales	Disc.	Net Sales	Payment		Status	
11102	ORIGINAL	55,050.16	17,001.73	38,048.43	26,633.91	DOWNLOAD	PENDING	SUBMIT



Invoice Submission

- ✓ Select GST Rate.
 - GST rate selected apply to all the invoices entered.

CONCESS INVOICE

Company	0101-TANGS	Payment(w/o GST)	1,643.35
Vendor	9876 ABC PTE LTD	Invoice(w/o GST)	0.00
Statement No.	32048	GST	0.00
Period	SEP 2022	GST Rate*	Select
Invoice Status	PENDING	Invoice Amt	0.00
Remarks			GST 7% GST 8% NO GST

DETAILS

<input type="checkbox"/>	Invoice Date*	Invoice No*	Invoice(w/o GST)*	GST Amount*
<input checked="" type="checkbox"/>	15-Sep-2022	1706-1234	1643.35	131.47
<input checked="" type="checkbox"/>				

Invoice Submission

- ✓ Enter the invoice detail.
 - Allow to submit multiple invoices for the statement.
 - The total amount of the invoices must match against the statement amount.

- ✓ Invoice Detail:

- Invoice Date
 - Format: ddmmyyyy
- Invoice No
- Invoice (w/o GST)
 - Invoice amount without GST
- GST Amount
 - GST amount as per Invoice
 - Only applicable for GST registered company

CONCESS INVOICE

Company	0101-TANGS	Payment(w/o GST)	1,643.35
Vendor	9876 ABC PTE LTD	Invoice(w/o GST)	0.00
Statement No.	32048	GST	0.00
Period	SEP 2022	GST Rate*	Select
Invoice Status	PENDING	Invoice Amt	0.00
Remarks			

DETAILS

	Invoice Date*	Invoice No*	Invoice(w/o GST)*	GST Amount*	
<input checked="" type="checkbox"/>	15-Sep-2022	1706-1234	1643.35	131.47	
<input checked="" type="checkbox"/>					

Remove Invoice

- ✓ Click [REMOVE ROWS] to remove selected invoice.
- ✓ Click [ADD ROWS] to add another invoice.

DETAILS

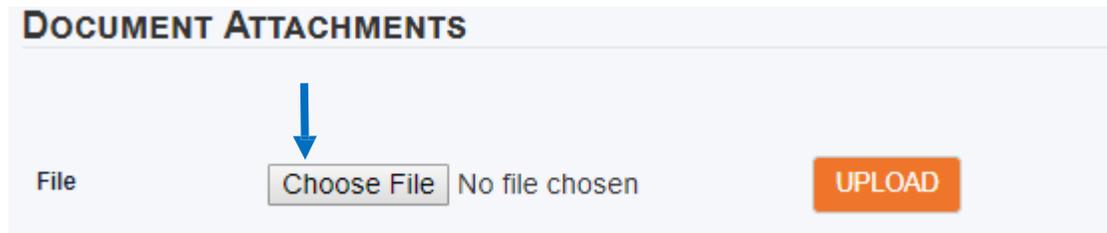
<input type="checkbox"/>	Invoice Date*	Invoice No*	Invoice(w/o GST)*	GST Amount*
<input checked="" type="checkbox"/>	15-Jul-2017	1706-1234	26,633.91	1,864.37

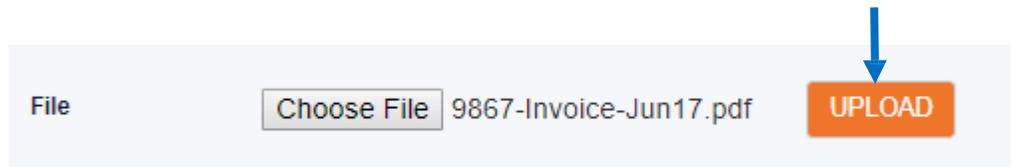
REMOVE ROWS **ADD ROWS**

Invoice Submission

- ✓ Attach the invoice > Click on [Choose File] to select your invoice
 - Allow to submit in PDF or JPEG format.



- ✓ Click on [Upload] to upload your invoice into the portal.



Invoice Submission

- ✓ Successfully uploaded invoice will listed as below.
- ✓ Click [Delete] for delete the uploaded invoice.
- ✓ Allow to upload more than one (1) invoice, if the billing for the statement has multiple invoices.

DOCUMENT ATTACHMENTS

File No file chosen

File Id	File Name		
201	9867-Invoice-Jun17.pdf	<input type="button" value="DOWNLOAD"/>	<input type="button" value="DELETE"/>

Invoice Submission

- ✓ Click [Save] to save the detail before submit.

DETAILS

<input type="checkbox"/>	Invoice Date*	Invoice No*	Invoice(w/o GST)*	GST Amount*
<input checked="" type="checkbox"/>	15-Jul-2017	1706-1234	26,633.91	1,864.37

REMOVE ROWS ADD ROWS

DOCUMENT ATTACHMENTS

File No file chosen

File Id	File Name	
202	9867-Invoice-Jun17.pdf	<input type="button" value="DOWNLOAD"/> <input type="button" value="DELETE"/>



Invoice Submission

- ✓ Invoice(s) amount will update on the header.

CONCESS INVOICE

Company	0101-TANGS	Payment(w/o GST)	1,643.35
Vendor	9876 ABC PTE LTD	Invoice(w/o GST)	1,643.35
Statement No.	32048	GST	131.47
Period	SEP 2022	GST Rate*	GST 7% ▾
Invoice Status	PENDING	Invoice Amt	1,774.82
Remarks			

DETAILS

<input type="checkbox"/>	Invoice Date*	Invoice No*	Invoice(w/o GST)*	GST Amount*	
<input checked="" type="checkbox"/>	15-Sep-2022	123456	1,643.35	131.47	

REMOVE ROWS ADD ROWS

Invoice Submission

✓ Document saved.

Document Saved. Please Confirm for Submission.

CONCESS INVOICE

Company	0101-TANGS	Payment(w/o GST)	1,643.35	
Vendor	9876	ABC PTE LTD	Invoice(w/o GST)	1,643.35
Statement No.	32048	GST	131.47	
Period	SEP	2022	GST Rate*	GST 7% ▾
Invoice Status	PENDING	Invoice Amt	1,774.82	
Remarks				

Invoice Submission

- ✓ Click [Confirm] to submit the invoice.

DETAILS

<input type="checkbox"/>	Invoice Date*	Invoice No*	Invoice(w/o GST)*	GST Amount*
<input checked="" type="checkbox"/>	15-Jul-2017	1706-1234	26,633.91	1,864.37

[REMOVE ROWS](#) [ADD ROWS](#)

DOCUMENT ATTACHMENTS

File No file chosen [UPLOAD](#)

File Id	File Name	
202	9867-Invoice-Jun17.pdf	DOWNLOAD DELETE

[SAVE](#) [CONFIRM](#)



Invoice Submission

✓ Invoice submitted successfully.

Invoice for Concess Statement(32035) submitted successfully.

CONCESS INVOICE

Company	0101-TANGS	Payment(w/o GST)	50,730.35
Vendor	9876 ABC PTE LTD	Invoice(w/o GST)	50,730.35
Statement No.	32035	GST	3,551.12
Period	SEP 2022	GST Rate*	GST 7% ▾
Invoice Status	SUBMITTED	Invoice Amt	54,281.47
Remarks			

Invoice Rejection

- ✓ Rejection of invoice will be notified by email.
- ✓ Vendor has to log in to portal and re-submit the invoice.
- ✓ On statement listing > double click on the [Statement] to open the statement for the selected month.

DETAILS

Company: 0101-TANGS

Vendor: 9876 ABC PTE LTD

Statement No.:

Period: SEP 2022

Invoice Status: REJECTED

SEARCH

	Statement No	Supplier	Supplier Name	Year	Month	Type	Invoice Status
1	32035	9876	ABC PTE LTD	2022	SEP	ORIGINAL	REJECTED ←

Invoice Rejection

✓ Click on [View] to view the rejected invoice.

DETAILS								
Stmt No.	Type	Gross Sales	Disc.	Net Sales	Payment		Status	
11102	ORIGINAL	55,050.16	17,001.73	38,048.43	26,633.91	DOWNLOAD	REJECTED	VIEW



Invoice Rejection

- ✓ Check on [Remark] for the reason of rejection.
- ✓ Amend the invoice and re-submit and re-upload the correct invoice.

CONCESS INVOICE

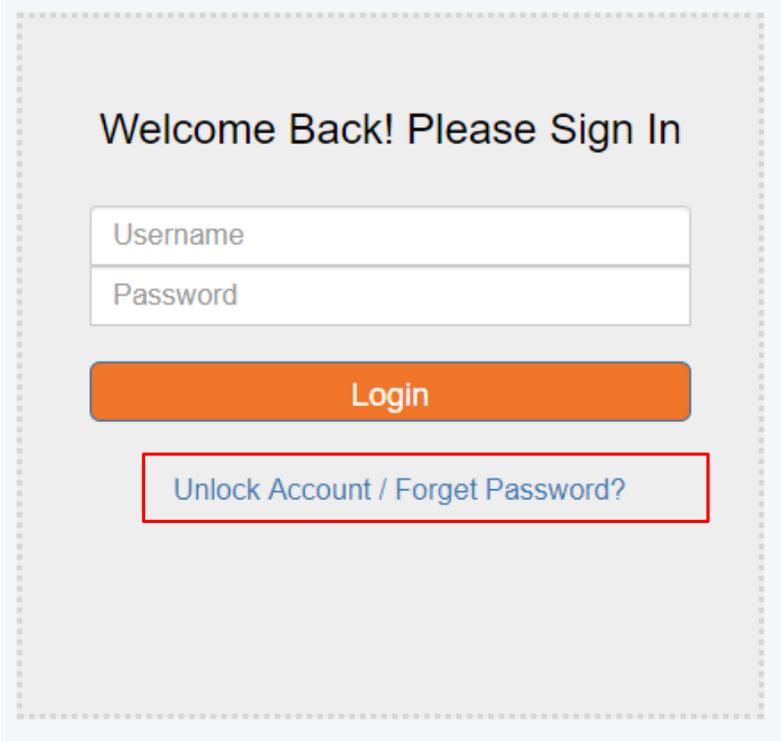
Company	0101-TANGS	Payment(w/o GST)	50,730.35
Vendor	9876 ABC PTE LTD	Invoice(w/o GST)	50,730.35
Statement No.	32035	GST	3,551.12
Period	SEP 2022	GST Rate*	GST 7% ▾
Invoice Status	REJECTED	Invoice Amt	54,281.47
Remarks	Wrong Invoice Date		

DETAILS

<input type="checkbox"/>	Invoice Date*	Invoice No*	Invoice(w/o GST)*	GST Amount*
<input checked="" type="checkbox"/>	15-Sep-2022	123456	50,730.35	3,551.12

Unlock Account / Forgot Password

- ✓ Click on [Unlock Account / Forgot Password] on the login page (<https://b2b.tangs.com>)



>Welcome Back! Please Sign In

Username

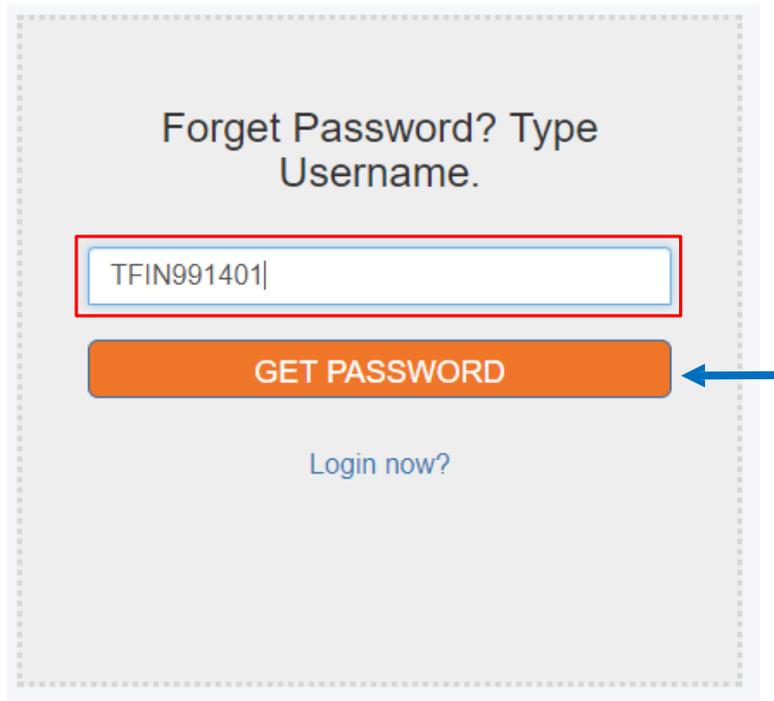
Password

Login

Unlock Account / Forgot Password?

Unlock Account / Forgot Password

- ✓ Enter the Username in the box.
- ✓ Click on [GET PASSWORD]



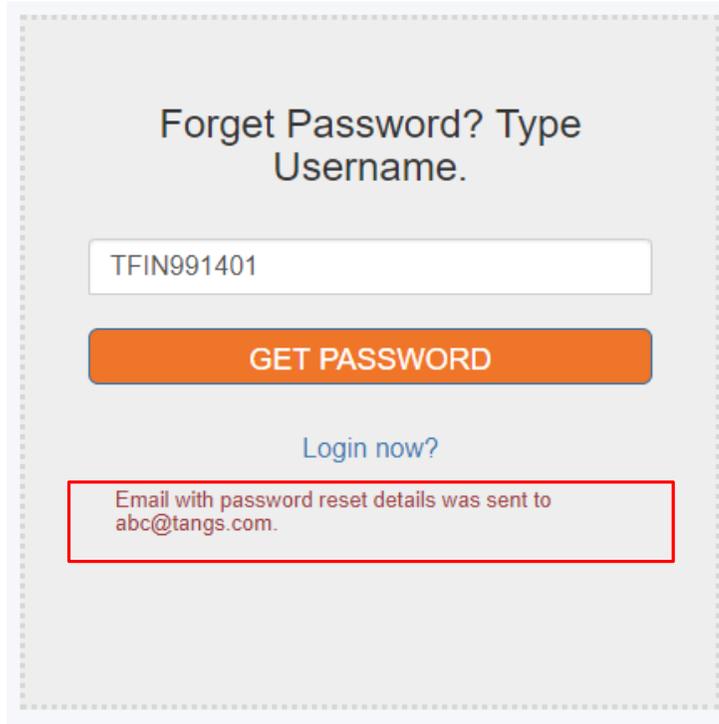
Forget Password? Type Username.

GET PASSWORD

[Login now?](#)

Unlock Account / Forgot Password

- ✓ Reset done. Check the email address registered with the account for password reset detail.



Forget Password? Type Username.

GET PASSWORD

[Login now?](#)

Email with password reset details was sent to abc@tangs.com.

Troubleshoot for B2B Vendor Portal Access

- ✓ If you are using Google Chrome, you will need to grant the access to our B2B Vendor Portal on your browser.
- ✓ Click on [Advanced]



Your connection is not private

Attackers might be trying to steal your information from **b2b.tangs.com** (for example, passwords, messages, or credit cards). [Learn more](#)

NET::ERR_CERT_SYMANTEC_LEGACY

Help improve Safe Browsing by sending some [system information and page content](#) to Google. [Privacy policy](#)

ADVANCED

Back to safety

Troubleshoot for B2B Vendor Portal Access

- ✓ Click on [Proceed to b2b.tangs.com]



Your connection is not private

Attackers might be trying to steal your information from **b2b.tangs.com** (for example, passwords, messages, or credit cards). [Learn more](#)

NET::ERR_CERT_SYMANTEC_LEGACY

- Help improve Safe Browsing by sending some [system information and page content](#) to Google. [Privacy policy](#)

HIDE ADVANCED

Back to safety

This server could not prove that it is **b2b.tangs.com**; its security certificate is not trusted by your computer's operating system. This may be caused by a misconfiguration or an attacker intercepting your connection.

[Proceed to b2b.tangs.com \(unsafe\)](#)

Quick Note

Download Statement

1. Menu > Concess Statement
2. Enter Search Criteria > [Search] > Double click on the [Statement]
3. Click on [Download]

Quick Note

Invoice Submission

1. Menu > Concess Statement
2. Enter Search Criteria > [Search] > Double click on the [Statement]
3. Click on [Submit]
4. On Invoice Screen > Select GST Rate > Enter Invoice Detail > Upload Invoice
5. [Save] > [Confirm]
6. Invoice submitted

Quick Note

Invoice Rejection

1. Menu > Concess Statement
2. Enter Search Criteria > [Search] > Double click on the [Statement]
3. Click on [View]
4. Amend invoice detail
5. Re-upload invoice
6. [Save] > [Confirm]
7. Invoice submitted

The End
