

SupplyLink Documentation

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1. Home Screen

1.1 Adjustment in the Home Page Screen

Pending, Complete, and All Filter is now straightforward from the new view it will now be a button instead of a link and select option.

The screenshot shows the SupplyLink Home Screen. At the top is a navigation bar with icons for Home, Add New Order, Import SysPro, and Settings. On the right, there are notifications for 'What's New?' (33) and a user profile for 'Joel Pamintuan'. Below the navigation bar is a dropdown menu for 'Accompany' and a 'Total Orders: 617' indicator. A search bar is present with a search icon and a refresh icon. Below the search bar are filter buttons for 'All', 'Completed', and 'Pending'. There are also buttons for 'Products Shipped & Paid' and 'Outstanding Invoices'. The main content area shows 'Results 1-50 of 617' with a pagination bar (1, 2, 3, 4, 5, Next, Last). Below this is a table with the following columns: Sales Order, P.O., Customer, Customer P.O., Pre Pro - Approval, Order Date, Art Sent to Factory, Customer Art Approval, Sales Order Ship Date, Factory Ship Date, Order Completed LM, Order Completed GW, Ship Hold, and Imprint Logo. The table contains several rows of order data.

Sales Order	P.O.	Customer	Customer P.O.	Pre Pro - Approval	Order Date	Art Sent to Factory	Customer Art Approval	Sales Order Ship Date	Factory Ship Date	Order Completed LM	Order Completed GW	Ship Hold	Imprint Logo
A141730	68922	2577 - KANGMAO ARTS & CRAFTS (Zhumadian)-MSTR(1953DLT)	11325-18480		11/2/3202			2/5/2024	2/5/2024				
77577	77577	2436 - SHANGHAI ACCOMPANY HOUSEWARE CO.LTD	PHKM8511		4/21/2025			4/24/2025	4/24/2025				
77567	77567	2436 - SHANGHAI ACCOMPANY HOUSEWARE CO.LTD			4/18/2025			4/22/2025	4/22/2025	5/6/2025			
A266211	77473		42543		4/11/2025			4/16/2025	4/16/2025				
77459	77459				4/10/2025			6/17/2025	6/17/2025				
77447	77447	IVY TECH COMMUNITY COLLEGE			4/10/2025			4/15/2025	4/15/2025				
77423	77423	Hollis Cobb Associates			4/9/2025			4/15/2025	4/15/2025				
77409	77409	SNOHOMISH KIDNEY INSTITUTE			4/8/2025			5/20/2025	5/20/2025				

1.2 Search Function

Search is now available in the Home screen instead of going to a new page. A new history button shows your recent searches. This search is the same as the Custom Order database search.

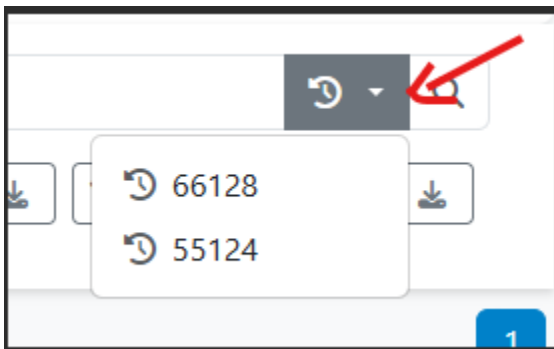
Accompany Total Orders: 617

55124 ↻ 🔍

All Completed Pending Products Shipped & Paid 55124

Results 1-3 of 3 1

Sales Order	P.O.	Customer	Customer P.O.	Pre Pro - Approval	Order Date	Art Sent to Factory	Customer Art Approval	Sales Order Ship Date	Factory Ship Date	Order Completed LM	Order Completed GW	Ship Hold	Imprint Logo
A014156	60740		S3553174-2		3/28/2022			4/1/2022	4/1/2022				WEB
Category: Sherpani													
T36238	35807	WAY TO BE DESIGNS	10460		8/27/2015			11/25/2015				False	AUTODESK
Category: Custom - High Quantity													
22341		(4250) Wide Joy	Index		9/25/2009			1/12/2010		2/18/2010		False	PAF
Category: Stock - Index													



1.3 Reports

Reports are now available via a button on the Home screen, similar to the Custom Order database, with options to view or download directly.

Accompany Total Orders: 30

Search...

All Completed Pending

▼ Products Shipped & Paid
▼ Outstanding Invoices

Accompany Total Orders: 30

Search...

All Completed Pending

▼ Products Shipped & Paid
▼ Outstanding Invoices

Results 1-30 of 30 1

Sales Order	PO	Customer	Customer PO	Pre Pro - Approval	Order Date	Art Sent to Factory	Customer Art Approval	Sales Order Ship Date	Factory Ship Date	Order Completed LM	Order Completed GW	Ship Hold	Imprint Logo
77567	77567	2436 - SHANGHAI ACCOMPANY HOUSEWARE CO.LTD			4/18/2025			4/22/2025	4/22/2025	5/6/2025			
74403	74403	2436 - SHANGHAI ACCOMPANY HOUSEWARE CO.LTD			10/8/2024			10/15/2024	10/15/2024	3/3/2025			
74231	74231	2436 - SHANGHAI ACCOMPANY HOUSEWARE CO.LTD			9/25/2024			10/1/2024	10/1/2024	9/30/2024	9/30/2024	True	
A081402	64941	2436 - SHANGHAI ACCOMPANY HOUSEWARE CO.LTD	226652-1		2/14/2023			2/16/2023	2/16/2023	4/30/2025			Nothing
55474	55474	2436 - SHANGHAI ACCOMPANY HOUSEWARE CO.LTD			2/17/2021			2/18/2021		2/25/2021		False	55474
Z15602	55490	2436 - SHANGHAI ACCOMPANY HOUSEWARE CO.LTD	55343		2/17/2021			2/18/2021		2/25/2021		False	SRG

2. Edit Page

2.1 Order Status

Added a new function "Order Status" – orders can now be manually set to Complete and Pending.

The screenshot displays the 'ACCOMPANY ORDER DETAILS' interface. At the top, it shows the 'Vendor Email: po@accompanyusa.com' and a 'Who's Viewing' section with 'Joel Pamintuan'. Below this is an 'Imported' button and a 'Back to Orders' link. The main content area is titled 'Order Header' and contains three columns of information:

- Order Information:** Fields for Sales Order (A1417310), Customer Po (11325-16480), Purchase Order (000000000068922), Customer (2577 - KANGMAO ARTS & CRAFTS (Zhunadain) MSTR1), Preferred Distributor, Imprint Logo for Order, Catalog Type, Order Date (11/02/2022), Catalog Program, and Repeat Order.
- Ship Address:** Fields for ShipTo Address 1 (LOGOMARK, INC.), ShipTo Address 2, ShipTo Address 3 (1201 BELL AVE), ShipTo Address 4 (TUSTIN), City, State (CA, 92780), Zip, Telephone (510/ 476-6200), and Multiple Ship to Address.
- Shipping Information:** Fields for Firm Date, Sales Order Ship Date (02/05/2024), Factory Order Ship Date (02/05/2024), In-Hands Date (02/05/2024), Order Completed, Order Completed Gw, Paid Supplier, Ship Hold, Change to Catalog Item, From Virtual Spac, Cancel Order, Sales Rep (WC1), Category (Accompany), and Order Status (highlighted in red with a dropdown arrow).

Buttons for 'Send Notification to Factory', 'Save Changes', and 'Create New' are also visible.

2.2 Order Line

Ability to add an order line with attachments: enter SKU Name / Item, then press or drag and drop files.

The screenshot shows the 'Order Lines' interface. At the top, it has a shopping cart icon and the title 'Order Lines'. Below this is an 'Order Entry' section with a '+ Add' button highlighted in red. The main area is a drag-and-drop zone with the text 'Drag & drop files here or click to browse'. Below this, there are three rows of attachments, each with a file icon, name, size (40.6 KB), and a red 'X' delete button:

- 58999-Sample-Invoice.pdf 40.6 KB
- 58999-Sample-PO.pdf 40.6 KB
- 58999-Sample-Tracking.pdf 40.6 KB

A search bar is located at the bottom of the page.

2.3 Attachments (Header-Level)

Attachments can now be added at the order header level (e.g., PO, SO, Tracking, Others). Select the attachment type, then drag-and-drop or browse files. If Send email notifications is checked this will send email notification to the email of the vendor base on the database.

Attachments

Upload Attachment

Send email notification

Attachment Type
Select Attachment Type

Upload Attachment(s)
Drag & drop files here or click to browse

Filter by: All

File Name	Type	Date Uploaded	Uploaded by
58999-Sample-Invoice.pdf	Tracking	05/02/2025 08:42:36	po@accompanyusa.com
58999-Sample-Tracking.pdf	SO	05/02/2025 08:41:11	po@accompanyusa.com
Screenshot 2024-09-20 105859.png	Others	05/01/2025 16:23:58	gerard.singian
Screenshot 2024-09-17 152609.png	Others	05/01/2025 16:23:58	gerard.singian
Screenshot 2024-09-23 110833.png	Others	05/01/2025 16:23:58	gerard.singian
Screenshot 2024-09-09 101535.png	Invoices	05/01/2025 15:27:35	gerard.singian
58999-Sample-Invoice.pdf	SO	04/29/2025 15:11:10	joel.pamintuan
Screenshot 2025-04-03 114448.png	PO	04/21/2025 08:32:18	joel.pamintuan

Attachments

Upload Attachment

Send email notification

Attachment Type
Others

Upload Attachment(s)

[58999-Sample-Tracking.pdf](#)
40,6 KB

[BA100.jpg](#)
4,1 KB

Filter by: All

New Attachment(s) Uploaded for Order 59012

N no-reply@logomark.com
To: Joel Pamintuan Tue 5/20/2025 10:27 AM

SupplyLink Notification

A new file attachment has been uploaded for Order **59012** (Sales Order: **A141730**).

Uploaded by: **joel.pamintuan**

Attachment Type: Others

Files Uploaded:

- 53956_Y76426_3. INVOICE (1).pdf
- BA100.jpg

View order details [here](#).

Best Regards,
Logomark, Inc.
1201 Bell Ave, Tustin CA 92780
Voice: 714.675.6100 | Fax: 714.675.6111

Reply Forward

2.4 Order Tracking

You can now add multiple tracking numbers which will allow us to track it if there's a new one added to the order. Just add the tracking number then press enter or tab and it will be added to the list.

Order Tracking

Enter Tracking Number + Add

Upload Attachment

Tracking	Details	Product / Shipment ID	Contact	Address	Action
#100220300400 FedEx Shipped: 02/05/2024 Sched: 02/05/2024 Input: 05/15/2025 10:51	N/A	A141730	N/A	LOGOMARK, INC. CA, 92780	
#1321324566 FedEx Shipped: 02/05/2024 Sched: 02/05/2024 Input: 04/21/2025 08:29	N/A	A141730	N/A	LOGOMARK, INC. CA, 92780	

2.5 Comment Section

The comment section retains previous functionality with redesign; you can send email notifications for comments and see sent status on hover.

Comment

Public Internal

Send email notification to: po@accompanyusa.com

@ Email

cc

SO: A141730 - PO: 00000000068922 - Category: Accompany

Rich text editor toolbar: Undo, Redo, Bold, Italic, Link, Unlink, Text Color, Background Color, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Text Color, Background Color, Full Screen

Post Comment

Accompany Vendor
 P po@accompanyusa.com
 05/15/2025, 03:59:49 PM

4 days ago
 Email Sent

Quote: Gerard Singian
 Logomark OrderId: 59012, Purchase Order: 00000000068922
 comment pbs2

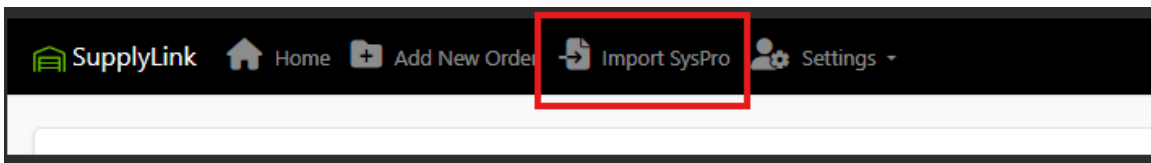
Sent To: joel@logomark.com

[Reply to 11 Accompany](#)

3. Import to Syspro


3.1 Import from Syspro Tab

Import from Syspro can now be accessed via a dedicated tab.



3.2 New View for Import from Syspro

The import view lists all Syspro POs with search and sorted by latest. You can select a PO to view details.

Import to SysPro 

Search:

Show entries

Purchase Order	Customer PO	Supplier Name	Supplier Code	Order Date	Order Status	Entry Date	Select
000000000077986		No Company	GWIN001	05/19/2025	1	05/19/2025	Select
000000000077985		No Company	GWIN001	05/19/2025	1	05/19/2025	Select
000000000077984		No Company	GWIN001	05/19/2025	1	05/19/2025	Select
000000000077983		No Company	GWIN001	05/19/2025	1	05/19/2025	Select
000000000077982		No Company	GWIN001	05/19/2025	1	05/19/2025	Select
000000000077981		No Company	GWIN001	05/19/2025	1	05/19/2025	Select
000000000077980		No Company	GWIN001	05/19/2025	1	05/19/2025	Select
000000000077979		No Company	GWIN001	05/19/2025	1	05/19/2025	Select
000000000077978		No Company	GWIN001	05/19/2025	1	05/19/2025	Select
000000000077976		No Company	GWIN001	05/19/2025	1	05/19/2025	Select

Showing 1 to 10 of 1,483 entries

Previous 2 3 4 5 ... 149 Next

3.3 Details View

If the PO has a vendor, it auto-selects that vendor. You can choose PO or SO shipping details and the system comments the history.

Select Shipping Details



Choose Category

Toddy

Selected Supplier: TODD003

Selected Purchase Order Details:

Purchase Order: 000000000077903

Customer PO: W6049966

Supplier: TODD003

Order Status: 1

Delivery Name: CITIZENM WASHINGTON DC CAPITOL

Address: GUEST KEVIN CLARK, 550 SCHOOL ST SW, WASHINGTON , DC,

Postal Code: 20024-2864

PO Shipping Details

Purchase Order: 000000000077903

Delivery Name: CITIZENM WASHINGTON DC
CAPITOL

Address: GUEST KEVIN CLARK, 550 SCHOOL ST SW,
WASHINGTON , DC,

Postal Code: 20024-2864

Use PO Shipping Details

SO Shipping Details

No SO shipping details found. Please enter an SO number if known.

Enter SO Number

Enter Sales Order

Search SO

Cancel

Select Shipping Details



Choose Category

Toddy

Selected Supplier: TODD003

Selected Purchase Order Details:

Purchase Order: 000000000077903

Customer PO: W6049966

Supplier: TODD003

Order Status: 1

Delivery Name: CITIZENM WASHINGTON DC CAPITOL

Address: GUEST KEVIN CLARK, 550 SCHOOL ST SW, WASHINGTON , DC,

Postal Code: 20024-2864

PO Shipping Details

Purchase Order: 000000000077903

Delivery Name: CITIZENM WASHINGTON DC
CAPITOL

Address: GUEST KEVIN CLARK, 550 SCHOOL ST SW,
WASHINGTON , DC,

Postal Code: 20024-2864

Use PO Shipping Details

SO Shipping Details

Sales Order: A000765

Delivery Name: DWANA GROTKOPF

Address: RECEIVING 808 348 0634, 2712 8TH
STREET, ORLANDO , FL

Postal Code: 32820

Use SO Shipping Details

Cancel

Order Information

Sales Order

Customer Po

Purchase Order

Customer

Preferred Distributor

Imprint Logo for Order

Catalog Type

Order Date

Catalog Program

Repeat Order

Ship Address

ShipTo Address 1

ShipTo Address 2

ShipTo Address 3

ShipTo Address 4

City

State

Zip

Telephone

Multiple Ship to Address

Artwork Information

Date Art Sent to Factory

Date Art Approved by Factory

Art Final Approval

Pre-Pro Information

Pre-Pro Sample

Pre-pro Factory Ship Date

Pre-Pro Customer Approval Ship

Shipping Information

Firm Date

Sales Order Ship Date

Factory Order Ship Date

In-Hands Date

Order Completed Order Completed:

Order Completed Gw Order Completed Gw:

Paid Supplier

Ship Hold

Change to Catalog Item

From Virtual Spec

Cancel Order

Sales Rep

Category

Order Status

[Save Changes](#) [+ Create New](#)

Joel Pamintuan Admin
 joel.pamintuan@logomark.com just now

05/20/2025, 12:16:19 PM

SO Shipping Selected.

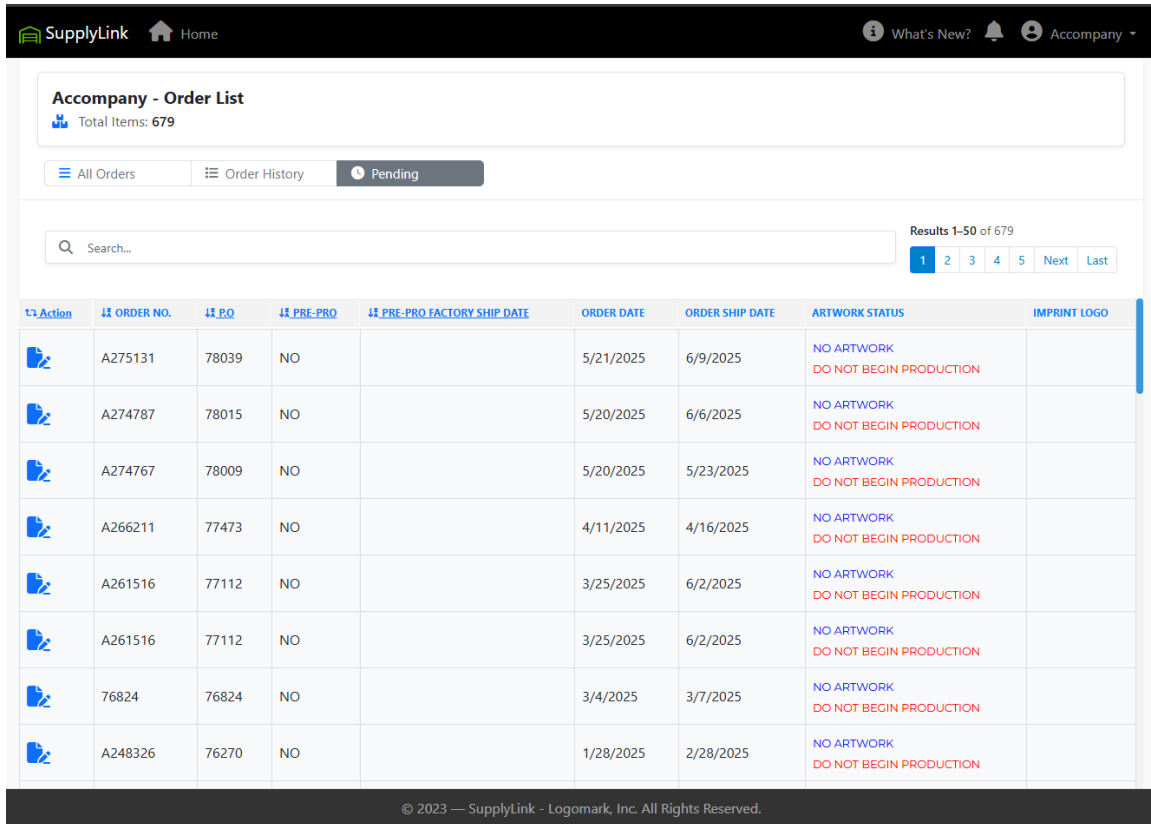
Original PO Shipping Details:
Delivery Name: CITIZENM WASHINGTON DC CAPITOL
Address: GUEST KEVIN CLARK, 550 SCHOOL ST SW, WASHINGTON , DC,
Postal Code: 20024-2864

[Delete](#)

4. SupplyLink Vendor View

4.1 Vendor Homepage

Vendor have the same view where in it will load first those pending orders by default



SupplyLink Home

What's New? Accompany

Accompany - Order List

Total Items: 679

All Orders Order History Pending

Search... Results 1-50 of 679

Action	ORDER NO.	P.O.	PRE-PRO	PRE-PRO FACTORY SHIP DATE	ORDER DATE	ORDER SHIP DATE	ARTWORK STATUS	IMPRINT LOGO
	A275131	78039	NO		5/21/2025	6/9/2025	NO ARTWORK DO NOT BEGIN PRODUCTION	
	A274787	78015	NO		5/20/2025	6/6/2025	NO ARTWORK DO NOT BEGIN PRODUCTION	
	A274767	78009	NO		5/20/2025	5/23/2025	NO ARTWORK DO NOT BEGIN PRODUCTION	
	A266211	77473	NO		4/11/2025	4/16/2025	NO ARTWORK DO NOT BEGIN PRODUCTION	
	A261516	77112	NO		3/25/2025	6/2/2025	NO ARTWORK DO NOT BEGIN PRODUCTION	
	A261516	77112	NO		3/25/2025	6/2/2025	NO ARTWORK DO NOT BEGIN PRODUCTION	
	76824	76824	NO		3/4/2025	3/7/2025	NO ARTWORK DO NOT BEGIN PRODUCTION	
	A248326	76270	NO		1/28/2025	2/28/2025	NO ARTWORK DO NOT BEGIN PRODUCTION	

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4.2 Vendor Edit page (Order Header).

New design for the Edit View for the vendor. First is the Order Details, this shows the same data as the custom order database.

SupplyLink Home What's New? Accompany

Order Details Who's Viewing
Accompany

Order Header

Purchase Order Details

Sales Order: A275131	Sales Rep: IS3
Catalog Type:	Imprint Logo:
Purchase Order: 78039	Pre-pro Sample: False
Order Date: 05/21/2025	Factory Ship Date: 06/09/2025
Terms: 30 Days Net	Preferred Distributor:

Artwork Status

Date Art Sent Factory: Not Provided
Date Factory Approved Artwork: Not Provided
Date Customer Approved Artwork: Not Provided

NO ARTWORK
DO NOT BEGIN PRODUCTION

Ship to Address

Ship to Address: ALL-PHASE ELECTRIC SUPPLY
Ship to Address 2: DAVID ESKELI
Ship to Address 3: 1760 NORTHERN STAR DR
Ship to Address 4:
Ship to City: TRAVERSE CITY, MI, 49696
Ship to Telephone: 386/ 626-2256

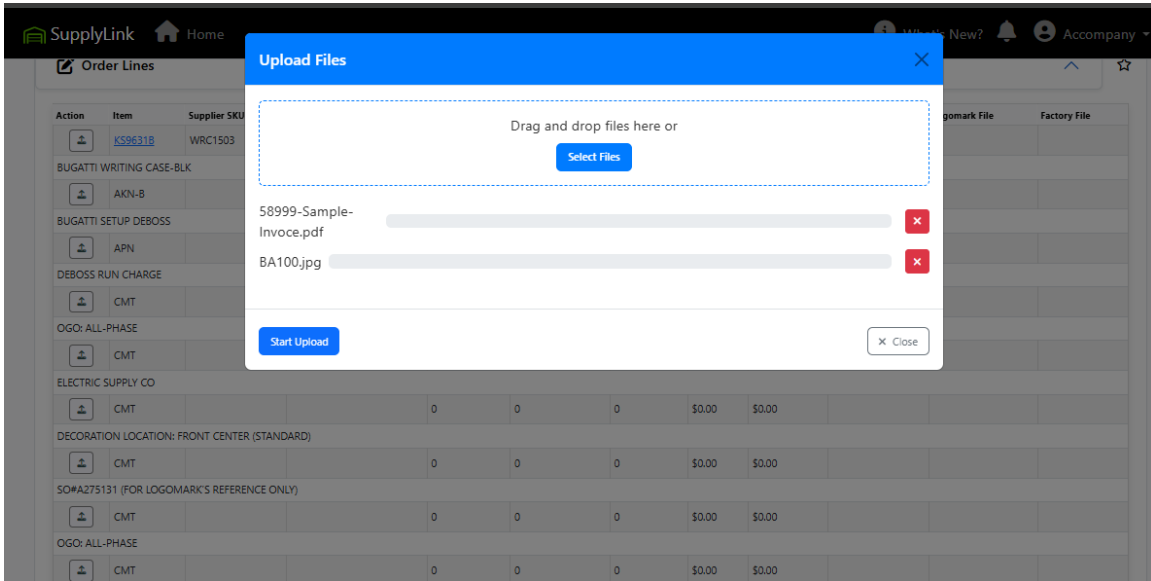
4.3 Vendor Edit page (Order Line)

Order line view same as before they can see the order items and they can upload files by pressing the upload button.

Order Lines

Action	Item	Supplier SKU	Repeat Sales Order	Order QTY	Overrun QTY	Total QTY	Cost	Total Cost	Imprint Logo	Logomark File	Factory File
	KS9631B	WRC1503		12	0	12	\$16.00	\$192.00	ALL- PHASE		
BUGATTI WRITING CASE-BLK											
	AKN-B			1	0	1	\$75.00	\$75.00			
BUGATTI SETUP DEBOSS											
	APN			12	0	12	\$0.90	\$10.80			
DEBOSS RUN CHARGE											
	CMT			0	0	0	\$0.00	\$0.00			
OGO: ALL-PHASE											
	CMT			0	0	0	\$0.00	\$0.00			
ELECTRIC SUPPLY CO											
	CMT			0	0	0	\$0.00	\$0.00			
DECORATION LOCATION: FRONT CENTER (STANDARD)											
	CMT			0	0	0	\$0.00	\$0.00			
SO#A275131 (FOR LOGOMARK'S REFERENCE ONLY)											
	CMT			0	0	0	\$0.00	\$0.00			
OGO: ALL-PHASE											
	CMT			0	0	0	\$0.00	\$0.00			
ELECTRIC SUPPLY CO											
	CMT			0	0	0	\$0.00	\$0.00			
DECORATION LOCATION: FRONT CENTER (STANDARD)											
	CMT			0	0	0	\$0.00	\$0.00			
SO#A275131 (FOR LOGOMARK'S REFERENCE ONLY)											

Uploading file can be drag and drop or just select files then press start upload

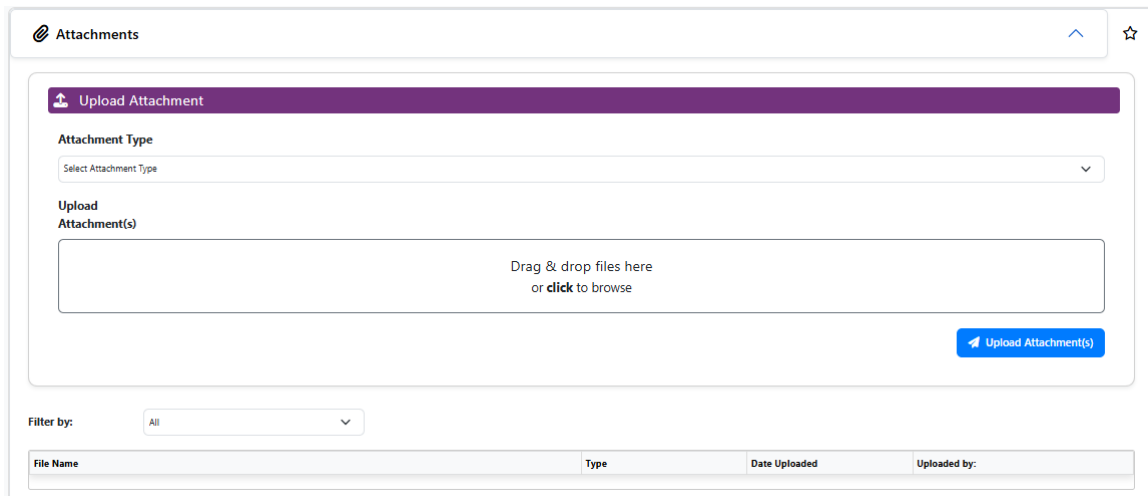


After pressing Start upload and success, it will show the files in the order lines and continue with the same process of adding a comment to notify the Internal.



4.4 Attachment (New Function, Header Level)

Attachment View -- Attachments can now be added at the order header level (e.g., PO, SO, Tracking, Others). Select the attachment type, then drag-and-drop or browse files. **(This will automatically send email notification to Internal base on database)**



Can attach single or multiple files.

Attachments

Upload Attachment

Attachment Type
PO

Upload Attachment(s)

- 58999-Sample-PO.pdf
40.6 KB
- BA100.jpg
4.1 KB

Upload Attachment(s)

Filter by: All

File Name	Type	Date Uploaded	Uploaded by:
-----------	------	---------------	--------------

Upload Attachment

Attachment Type
Select Attachment Type

Upload Attachment(s)

Success
Files uploaded successfully!

OK

Upload Attachment(s)

Filter by: All

File Name	Type	Date Uploaded	Uploaded by:
BA100.jpg	PO	05/22/2025 15:12:12	po@accompanyusa.com
58999-Sample-PO.pdf	PO	05/22/2025 15:12:12	po@accompanyusa.com

Email Notification

New Attachment(s) Uploaded for Order 59075

N no-reply@logomark.com
 To: Joel Pamintuan
 Thu 5/22/2025 3:12 PM

SupplyLink Notification

A new file attachment has been uploaded for Order **59075** (Sales Order: **A275131**).

Uploaded by: **po@accompanyusa.com**

Attachment Type: PO

Files Uploaded:

- 58999-Sample-PO.pdf
- BA100.jpg

View order details [here](#).

Best Regards,
 Logomark, Inc.
 1201 Bell Ave, Tustin CA 92780
 Voice: 714.675.6100 | Fax: 714.675.6111

Reply Forward

4.5 Tracking Details (Multiple Tracking #)

New function to replace the single line order tracking number. Vendor can now add multiple tracking numbers by just entering tracking number then press enter or add button.

Tracking Details ↑ ★

Enter Tracking Number + Add

Upload Attachment

Tracking	Details	Product / Shipment ID	Contact	Address	Action
No tracking information available.					

