



Creating Brighter Solutions

# Kewill Trade Forms

**An entry-level, modular Web trading solution enabling rapid electronic trading**

In today's fast-moving marketplace, only the most responsive organisations survive. Customer loyalty is hard to win - and even harder to retain - and the ability to fulfil requirements before the competition is often the difference between success and failure.

## Business benefits

- Ability to onboard smaller suppliers
- Elimination of manual processes
- Reduced complexity
- Security and resilience
- Reduced fulfilment costs
- Reduced order to delivery times
- A scalable, future-proof solution
- Improved customer satisfaction
- Competitive advantage
- Responsiveness and agility
- Control.

In order to compete effectively more and more organisations are now implementing electronic trading solutions. These allow them to engage with their trading partners (suppliers) in near real-time and ensure a more streamlined supply chain and more efficient, rapid operation – all leading ultimately to a more positive customer experience.

## Electronic trading - obstacles to adoption

However, despite the clear advantages of electronic trading for organisations and their trading partners across various sectors, widespread uptake is still slow. This is due largely to three key issues:

- **Start up concerns:** Organisations and their trading partners consider the implementation of electronic trading solutions to be too costly and time-consuming
- **Ongoing concerns:** Organisations and their trading partners believe they lack the necessary IT infrastructure, resource and skills, and specific Electronic Data Interchange (EDI) experience for successful electronic trading
- **Post implementation concerns:** Organisations feel ill-prepared when faced with the need to 'onboard' trading partners following an EDI implementation.

As a result of the issues outlined above, the decision to implement electronic trading tends to be driven by necessity rather than choice and confined to large organisations transacting with large suppliers. In the meantime, the remaining trading community perseveres with the traditional paper-based trading process.

The drawbacks of paper-based trading are self-evident: processing, fulfilment and invoicing delays, as well as the high risk of manual error to name but a few. Importantly, such an unreliable, slow supply chain process impacts not only on those organisations involved behind the scenes, but also directly on the end customer. To counter this problem and prevent attrition, many organisations are forced to resort to carrying 'buffer' stock to ensure they can fulfil orders and reduce lead times on unavailable items.

## Electronic trading - breaking down the barriers

Fortunately however, the marketplace is evolving. Electronic trading is increasingly becoming standard industry practise with customers expecting, and trading partners demanding, the speed, accuracy, responsiveness and transparency offered by an electronic process.

So, how can the current misconceptions and concerns surrounding electronic trading be addressed and the barriers to adoption be removed to allow smaller, seasonal, low volume and low value organisations and trading partners to embrace electronic trading?

## Kewill Trade Forms: Rapid and cost-effective electronic trading

Kewill Trade Forms offers a solution to businesses looking to connect with their smaller suppliers who have previously been unable – or reluctant - to adopt traditional EDI methods of trading, as well as organisations wanting to start an e-business initiative cost-effectively and quickly.

An easy-to-use, intuitive Web forms solution, Kewill Trade Forms allows organisations to transact electronic business documents such as orders, invoices and advanced shipment notifications (ASNs) with their small and medium sized/low volume trading partners. In addition, seasonal or low volume suppliers do not need to be permanently logged into the system as an e-mail alert can be sent to notify them of the arrival of new orders.

To exchange documents with their suppliers, organisations simply integrate their documents into Kewill Trade Forms via the Kewill MessageBroker B2B Gateway – a highly sophisticated and powerful messaging gateway. Kewill Trade Forms then presents this data to the intended subscribed user(s) when they log in. Alternatively, organisations can choose to manage their business documents manually by logging into the system to create and receive documents with their supplier base.

## One size doesn't fit all – flexible and future-proof

Unique in the marketplace, and in contrast to current competitive offerings, Kewill Trade Forms is an off-the-shelf solution. This ensures the product remains as cost-effective as possible, eliminating the traditional monetary barrier to entry. It also negates the need for a lengthy, expensive consultation project and bespoke product build and rollout, enabling rapid implementation.

However, Kewill Trade Forms is an out-of-the-box solution with a difference. The product has been developed drawing on 35 years' experience in the

field and extensive feedback over many bespoke projects and rollouts. This ensures that organisations are not simply buying a one-size-fits-all generic solution that is ill-matched to their specific requirements. In addition to the comprehensive electronic trading functionality supplied, Kewill Trade Forms also offers flexibility and customisation options, allowing organisations to adapt and expand their trading capabilities over time as business needs change.

For example, an organisation may decide initially that they need to eliminate paper-based invoices and therefore choose to implement a system that only contains an invoicing module. This will allow their suppliers to create and submit electronic invoices. At a later date however they may decide to extend the system and add additional functional modules to allow them to send orders electronically to their suppliers. The rate of progress is entirely in the organisation's hands and can be staged according to need and budget availability.

## Open to everyone – accessibility and adoption guaranteed

All automated EDI transactions are conducted at the trading partner end without having to install any specialist software or hardware locally and without the need for dedicated IT skills. All that is required is a PC with Internet access – dispelling the myth that electronic trading is beyond the budget or IT capabilities of a small or medium sized business.

In addition, Kewill Trade Forms is a hosted system. Fully managed by Kewill through a secure data centre, no dedicated IT or development resources are required by the organisation. The Kewill Community Development Team (CDT) is also on hand to assist in rolling out the system to the supplier base. The team manages the entire process from the initial onboarding through to go live, allowing the organisation to focus on its core business competencies rather than concentrating dedicated resources to the rollout. This service helps organisations to realise a fast ROI by assuring increased trading partner adoption.

In the battle for customer loyalty, Kewill Trade Forms provides organisations with a key differentiator. By offering just-in-time order fulfilment and management, improved supplier management and communications, and enhanced business agility, organisations can also benefit from the resulting improvements in customer communication and satisfaction, ensuring a clear competitive advantage going forwards.

### Features of Kewill Trade Forms

**Secure login** - All users must enter a user name and password to gain entry to the system. Failure to enter a correct combination three times in a row results in the account being locked. The account can be unlocked once the user's details are validated by the Kewill support team.

**Demand and supply side forms templates** - The system offers both supply and demand side forms templates, allowing organisations to manually generate and submit documents and allowing trading partners to receive, view and process documents.

**Send or receive orders** - Trading partners of the buying organisation can see a listing of all new orders received on the system in date order. Search and filter options are available to help easy location of an order and full details of individual orders can be viewed.

Trading partners can mark a single, multiple or all orders received as 'Acknowledged'. Alternatively, if the order cannot be fulfilled it can be marked as 'Rejected'.

An organisation can raise an order on the system (as opposed to integrating data directly) by selecting the appropriate products from their trading partner's product catalogue, entering the required quantities, and then sending the order.

**Send or receive invoices** - To avoid unnecessary re-keying of data, trading partners create an invoice using a document turnaround facility using information contained within an order or an ASN.

A trading partner can manually create an invoice on the system - a 'must have' feature if the buying organisation has chosen to implement an invoices-only type system. To aid the trading partners in these cases, a 'Copy Invoice' option is available, eliminating the need to create an invoice from scratch each and every time.

**Create and send ASNs** - Trading partners of the buying organisation can create an ASN from an order that exists on the system, providing visibility into the order shipment.

The ASN module also caters for partial despatching of orders in cases when all items contained within an order cannot be despatched.

**Product data management** - For ease of use, the product catalogue can be automatically populated using product information contained in the trading partner's incoming orders. Alternatively, the trading partner can manage the product catalogue manually and add/edit/remove product information as required.

**Modular implementation** - The modular nature of the system allows an organisation to implement components only as required and operate a phased implementation.

**Address management** - Users can create and maintain address information such as warehouse, store or office locations, to avoid unnecessary re-keying of information. 'Behind the scenes' data lookups also ensure that full address information is included in documents that are transmitted to the partner.

**Built in validation on the forms templates** - Ensuring the accuracy of any data being transmitted between trading partners, the system validates information entered by the user, reducing the number of documents that would otherwise be rejected by the trading partner.

**User management** - For users who operate multiple trading accounts, or handle transactions on behalf of a number of different partners, the system allows access to multiple trading relationships through a single login.

**E-mail notification alerts** - A valuable option for low volume or seasonal trading partners, e-mail notification messages alert users to the arrival of a new order, eliminating the need to be permanently logged into the system.

**Messaging service** - A short message can be created and submitted to either a single trading partner or all trading partners. Trading partners see these messages once they log into the system and the messages remain for the remainder of that day. Messages that have been viewed can be manually deleted.

**System housekeeping** - Orders and invoices are moved to an archive area after a pre-defined time period, or when the user marks them for archive.

**Behind the scenes document translation** - Document translation is completely transparent to the user, with data converted into the document formats required by the trading partner behind the scenes.

**Intuitive interface** - An easy-to-use web-based user interface allows users to easily manage their business documents.

### More information

Please contact us or visit the Kewill Trade Forms online product page:

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