

# Electronic Way of Purchase Contracts Conclusion in Železiarne Podbrezová's client zone

User's manual

Click on "Kúpne zmluvy / Purchase contracts" from the menu on the left hand side.



The screenshot shows the top navigation bar of the website with the logo and the text "ŽELEZIARNE<sup>®</sup> PODBREZOVA". Below the logo is a navigation menu with the following items:

- Dokumenty-prehľad / Document view
- Stav zákazky / Order status
- Závazky zákazníka / Client accounts payable
- Prehľad skladov / Stocks overview
- Kapacity pre nakládku / Free capacity for loading
- Pomoc v klientskej zóne / Client zone helpdesk
- Survey of customer satisfaction
- Kúpne zmluvy / Purchase contracts**

A large red speech bubble is overlaid on the right side of the menu, containing the text:

**On line / Electronic  
Way of Purchase  
Contracts  
Conclusion**

By clicking on the button you will see the list of our purchase contract drafts waiting for acceptance. The purchase contracts can be seen by clicking the button „Show“.

**Sale contract acceptance**
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	Customer order No	Sale contract	Date of submission	Date of acceptance	Stage
<input type="radio"/>	24429	LI 201136 / 1/ 1	27.07.2018		Waiting for acceptance
<input type="radio"/>	24280	LI 200593 / 1/ 2	26.07.2018		Waiting for acceptance
<input type="radio"/>	24280	LI 200593 / 1/ 1	25.07.2018		Waiting for acceptance
<input type="radio"/>	24460	LI 201553 / 1/ 1	25.07.2018		Waiting for acceptance
<input type="radio"/>	24459	LI 201554 / 1/ 1	25.07.2018		Waiting for acceptance
<input type="radio"/>	24343	LI 200866 / 1/ 1	24.07.2018		Waiting for acceptance
<input checked="" type="radio"/>	24382-181515	LI 200872 / 1/ 1	24.07.2018		Waiting for acceptance
<input type="radio"/>	24427	LI 201134 / 1/ 2	24.07.2018		Waiting for acceptance
<input type="radio"/>	24425	LI 201286 / 1/ 1	24.07.2018		Waiting for acceptance
<input type="radio"/>	24424	LI 201307 / 1/ 1	24.07.2018		Waiting for acceptance
<input type="radio"/>	24426	LI 201320 / 1/ 1	24.07.2018		Waiting for acceptance
<input type="radio"/>	24446-4200027031	LI 201329 / 1/ 1	24.07.2018		Waiting for acceptance
<input type="radio"/>	24447-4200027027	LI 201337 / 1/ 1	24.07.2018		Waiting for acceptance

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🔍 Filter

✓ Accept

✗ Do not accept


📄 Show

↑

The pdf document will be displayed by Foxit Reader (the software for .pdf file reading). The origin of credibility and an incorruptibility of the purchase contract draft content loaded in the Client Zone shall be guaranteed by the ŽP by means of electronic signature, which is possible to verify by clicking on the third icon on the left toolbar.

Podpisy

- Podpis
- Podpisán Podpisane ZP a.s.
  - Platnosť podpisu je NEZNÁMÁ.
  - Příčina: Digitálny podpis
  - Datum: 2018-05-23 16:03:47 +02:00
  - Umístění: Podbrezová

**PURCHASE CONTRACT no. LI 200593 / 1 / 2** 

**External order :** 24280

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<b>Seller :</b> Železiarne Podbrezová a.s. Kolkáreň 35 976 81 Podbrezová SLOVENSKO	<b>Customer : Account No. :</b> <div style="background-color: blue; height: 40px; width: 100%;"></div>
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<b>Consignee :</b> <div style="background-color: blue; height: 60px; width: 100%;"></div>	<b>Final Consignee :</b> <div style="background-color: blue; height: 60px; width: 100%;"></div>
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**Carriage :** truck  
**Externa**

address  
INCOTERMS 2010 : FCA PODBREZOVA  
No. of days by the bank transfer 60

for own account.  
es in the amount of 0,03 % of the purchase price /another price/ for each day of delay with the  
price/ to the Seller in the case that the Seller imposes them. The delay with the payment of the  
non-payment within the payment period stated in the respective tax document which will be the

**Podpis**

**Podpisán Podpisane ZP a.s.**

Platnosť podpisu je NEZNÁMÁ.


Příčina: Digitálny podpis



Datum: 2018-05-15 13:33:28 +02:00

Umístění: Podbrezová

Foxit Reader allows you to save, send and print PDF files by clicking on toolbar buttons or via File/Print.

1 / 3

**PURCHASE CONTRACT no. LI 200872 / 1 / 1** 

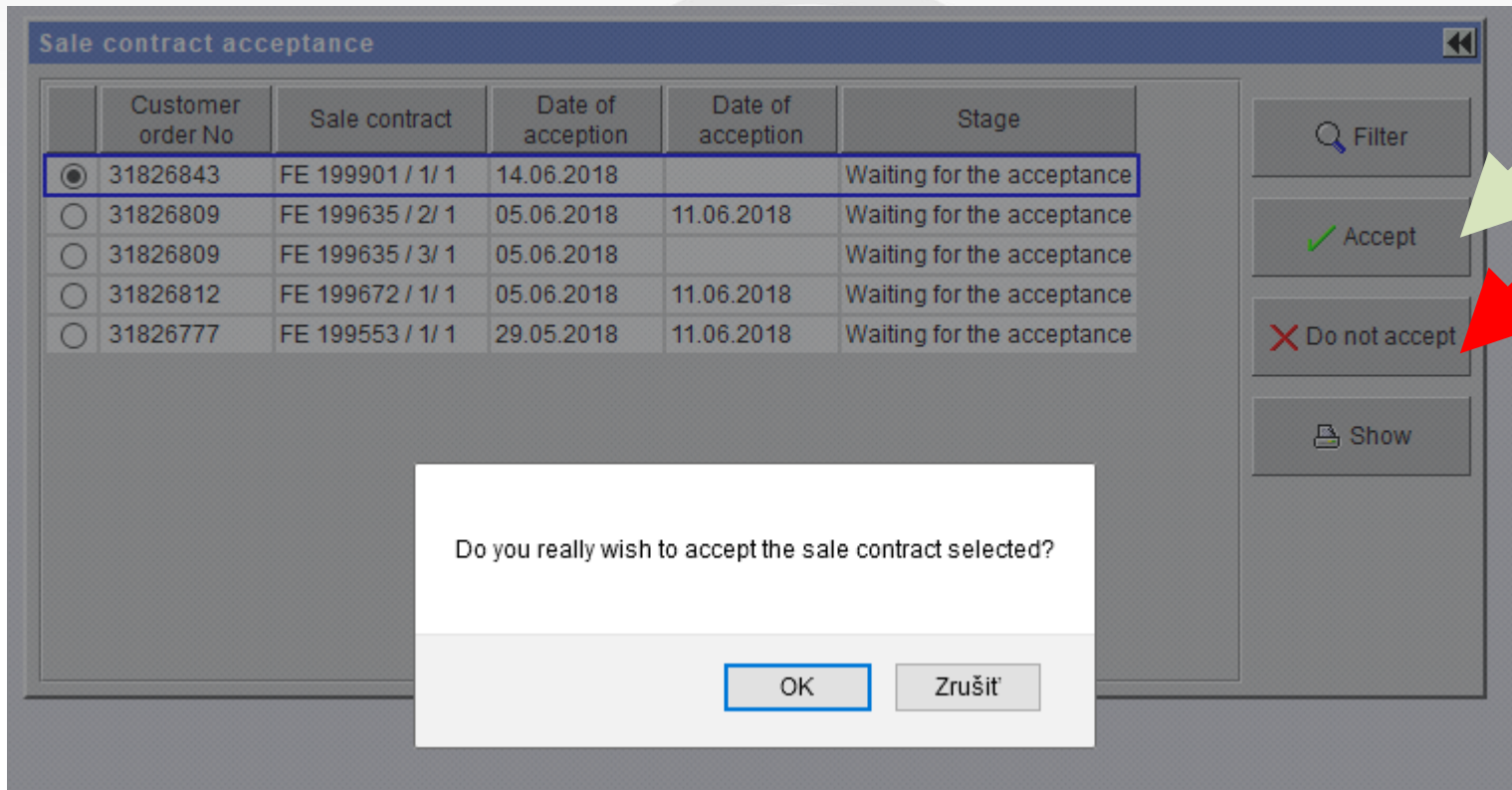
<b><u>External order :</u></b>	24382-181515
<b><u>Seller :</u></b>	<b><u>Customer : Account No. :</u></b>
Železiarne Podbrezová a.s. Kolkáreň 35 976 81 Podbrezová SLOVENSKO	
<b><u>ID No. :</u></b>	

Following a careful review of the accessible purchase contract draft the user:

a) (in the case they accept the contract draft) click the acceptance field thus confirming and accepting the purchase contract draft

b) (in the case they don't accept the purchase contract draft) click the non-acceptance field.

The application requires double confirmation for acceptance / non – acceptance action.



The screenshot shows a window titled "Sale contract acceptance" with a table of contracts and a sidebar with action buttons. A dialog box is open in the foreground.

	Customer order No	Sale contract	Date of acceptance	Date of acceptance	Stage
<input checked="" type="radio"/>	31826843	FE 199901 / 1/ 1	14.06.2018		Waiting for the acceptance
<input type="radio"/>	31826809	FE 199635 / 2/ 1	05.06.2018	11.06.2018	Waiting for the acceptance
<input type="radio"/>	31826809	FE 199635 / 3/ 1	05.06.2018		Waiting for the acceptance
<input type="radio"/>	31826812	FE 199672 / 1/ 1	05.06.2018	11.06.2018	Waiting for the acceptance
<input type="radio"/>	31826777	FE 199553 / 1/ 1	29.05.2018	11.06.2018	Waiting for the acceptance

Dialog box text: "Do you really wish to accept the sale contract selected?"

Buttons: OK, Zrušit'

Sidebar buttons: Filter, Accept, Do not accept, Show

Upon acceptance, the system will generate an "Acceptance of Purchase Contract Draft" document, bearing the same name as Purchase Contract Draft (for example, FE 199367/1/1). The document contains your order number (external order number), the date of submission of the Purchase contract draft, the date of Acceptance of Purchase Contract Draft and the name of the customer's authorized person in accordance with the Agreement on Electronic Way of Purchase Contracts Conclusion.

**PURCHASE CONTRACT NO. FE 199367/1/1**

**Acceptation of purchase contract draft**

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**Seller :**  
Železiarne Podbrezová a.s.  
Kolkáreň 35  
976 81 Podbrezová  
SLOVENSKO

**Customer Account No. :**  
[REDACTED]

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**Consignee :**  
[REDACTED]

**Final Consignee :**  
[REDACTED]

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**Country of destination :** SPAIN

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<b>External order no. :</b>	24417-CA2941
<b>Order no. :</b>	201069
<b>Date of the purchase order unloading into the client zone :</b>	17.07.2018 06:23:55
<b>Date of the purchase order acceptance by the customer in the client zone :</b>	
<b>The authorized representative of the customer with right to conclude purchase contracts :</b>	Joan Josep Torres

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*The acceptance of Purchase contract is the integral part of the purchase contract from the article III, sections 5, letter a) of the Agreement no. 002/2018 on electronic way of Purchase contracts conclusion signed on 11.07.2018 by the seller and the customer. Purchase contract is now binding on both parties.*

The **credibility** of the acceptance of purchase contract draft shall be guaranteed by consistency between (see file properties):

a)

**Authorized person**

from Agreement on Electronic Way of Purchase Contracts Conclusion.

**Document author**

in .pdf Acceptance of Purchase contract generated from Business information system of ŽP

b)

**Date and time** in .pdf Acceptance of purchase contract

**Date and time** of the record in Business information system of ŽP

c)

Names of both documents – the same number

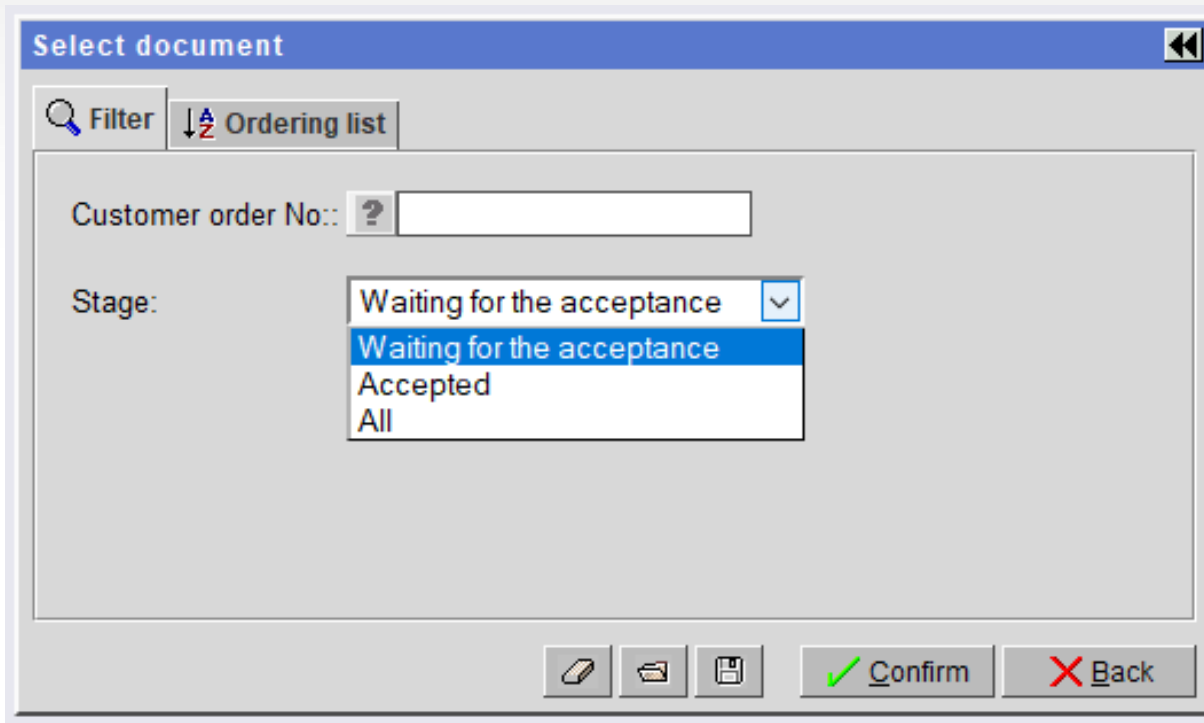
The assurance that the contents of the Acceptance of purchase contract draft cannot be altered is the **ŽP's electronic signature**.

Vlastnosti dokumentu

Opis	Zabezpečenie	Písma	Vlastné	Ďalšie voľby
Opis				
Súbor:	kz LI 201069 _ 1_ 2 nz_a			
Názov:	Akceptacia návrhu kupnej zmluvy/Acceptation of purchase contract draft			
Autor:	Joan Josep Torres			
Predmet:	Akceptacia/Acceptation			
Kľúčové slová:	"Kupna zmluva/Purchase contract, akceptacia/acceptation"			
Vytvorený:	27.7.2018 10:13:46			
Upravený:	27.7.2018 10:13:46			
Aplikácia:	Zeleziarne Podbrezova a.s.			
Ďalšie voľby				
PDF vytvoril:	Zeleziarne Podbrezova a.s.			
Verzia PDF:	1.4 (Acrobat 5.x)			
Umiestnenie:	C:\Users\Adamcak.marcel\Downloads\			
Veľkosť súboru:	588,34 kb (602 460 bajtov)			



Both documents (Purchase contract draft and Acceptance of purchase contract ...) can be viewed and printed. The filter button allows you to view the accepted purchase contracts and all purchase contracts respectively.



Select document

Filter Ordering list

Customer order No.: ?

Stage:   
Waiting for the acceptance   
Waiting for the acceptance   
Accepted   
All

Confirm Back

Select a desired item and after clicking to “Show”, documents will be displayed in one single file on your screen.

**Sale contract acceptance** ? i

	Customer order No	Sale contract	Date of submission	Date of acceptance	Stage
<input type="radio"/>	24429	LI 201136 / 1/ 1	27.07.2018		Waiting for acceptance
<input type="radio"/>	24280	LI 200593 / 1/ 2	26.07.2018		Waiting for acceptance
<input type="radio"/>	24280	LI 200593 / 1/ 1	25.07.2018		Waiting for acceptance
<input type="radio"/>	24459	LI 201554 / 1/ 1	25.07.2018		Waiting for acceptance
<input type="radio"/>	24460	LI 201553 / 1/ 1	25.07.2018		Waiting for acceptance
<input checked="" type="radio"/>	24417-CA2941	LI 201069 / 1/ 2	25.07.2018	27.07.2018	Accepted
<input type="radio"/>	24450-4200027059	LI 201346 / 1/ 1	24.07.2018		Waiting for acceptance
<input type="radio"/>	24449	LI 201344 / 1/ 1	24.07.2018		Waiting for acceptance
<input type="radio"/>	24448-4200027033	LI 201340 / 1/ 1	24.07.2018		Waiting for acceptance
<input type="radio"/>	24447-4200027027	LI 201337 / 1/ 1	24.07.2018		Waiting for acceptance
<input type="radio"/>	24446-4200027031	LI 201329 / 1/ 1	24.07.2018		Waiting for acceptance
<input type="radio"/>	24426	LI 201320 / 1/ 1	24.07.2018		Waiting for acceptance
<input type="radio"/>	24424	LI 201307 / 1/ 1	24.07.2018		Waiting for acceptance

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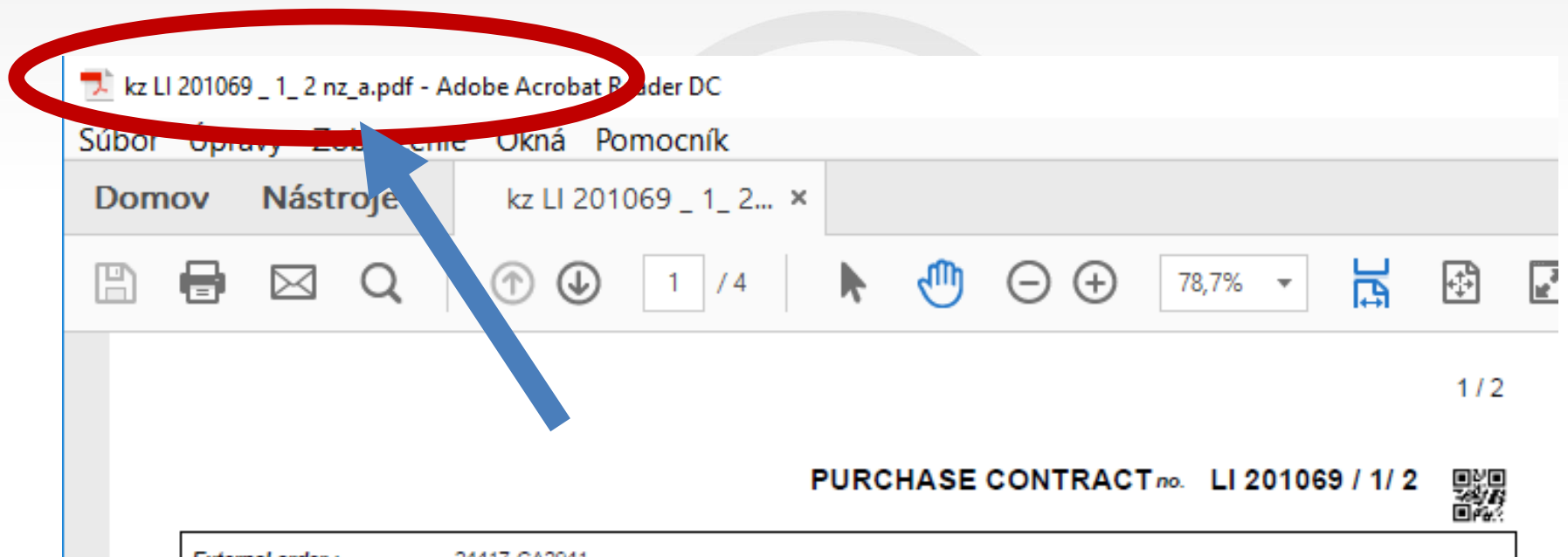
✓ Accept
 

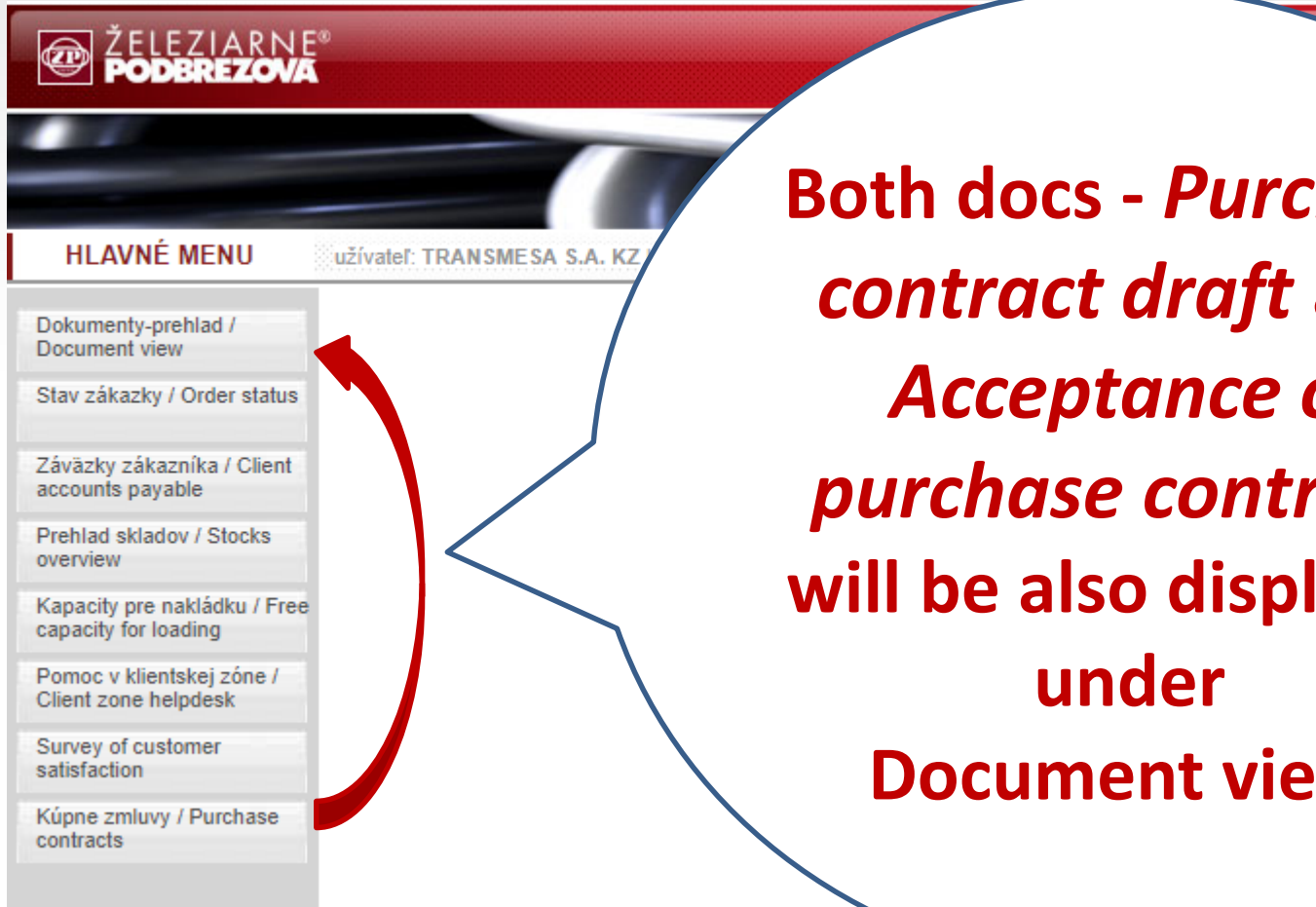
✗ Do not accept

📄 Show

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The name of the Foxit Reader folders now consist of the purchase contract number, the "nz" sign (purchase contract draft) and "a" sign (acceptance of purchase contract). Both documents are the integral part of the purchase contract.





**Both docs - *Purchase contract draft and Acceptance of purchase contract*, will be also displayed under Document view.**

Dokumenty-prehľad /  
Document view

Stav zákazky / Order status

Závazky zákazníka / Client  
accounts payable

Prehľad skladov / Stocks  
overview

Kapacity pre  
capacity for l

Pomoc v klie  
Client zone h

Survey of cus  
satisfaction

Kúpne zmluv  
contracts

Document server - Document display / Document type select

	Document code	Document name	Description
<input type="radio"/>	ATESTY	Certificate	Inspection certificates, Test reports
<input type="radio"/>	AVOUT	Advice note	
<input type="radio"/>	BLOUT	Packing list	
<input type="radio"/>	KZOUT	Purchase contract	
<input type="radio"/>	KZOUTA	Acceptance of Purchase Contract	
<input type="radio"/>	LLOUT	Bill of loading	

✓ Confirm