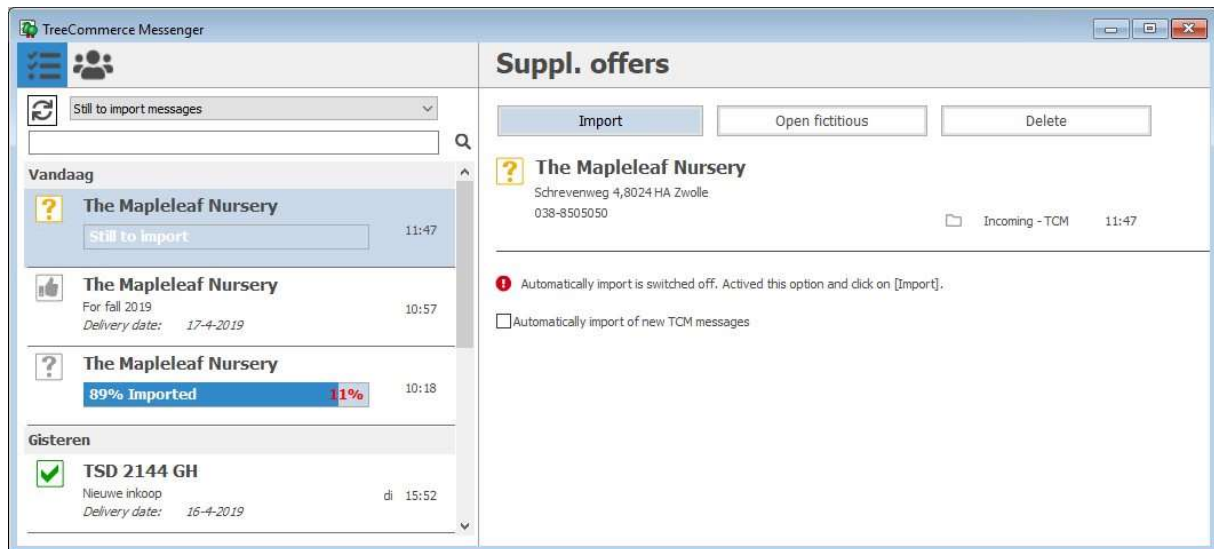


## TCM usage for traders

TreeCommerce Messenger (TCM) can be used to exchange electronic messages between business partners, which results in more efficient communication.

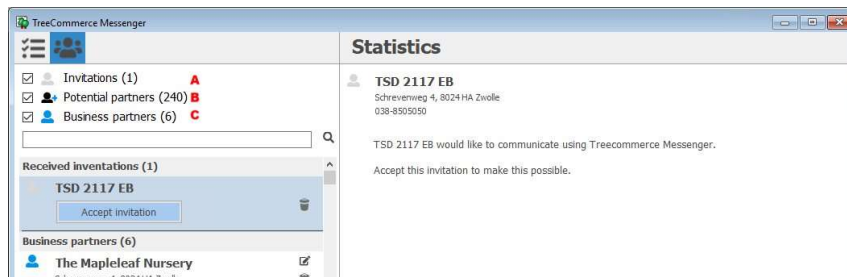
During start-up, the TCM screen can open automatically if so desired.



This screen has 2 tabs: Messages and Contacts.

## Contacts

When two WinTree® companies invite one another, and they accept each other's invitation, they become business partners and can communicate using TCM.



Invitations must be accepted to allow communication using TCM.

**A** Invitations: An overview of all invitations that have not been responded to. Click on "Accept invitation". WinTree® will automatically open the 'Search: Contacts' screen. Select the contact if present in WinTree®. The GLN number of the business partner, and a check mark for 'uses TC Messenger', are automatically added to the selected contact. Is the business partner not a contact in WinTree®? Click on [Cancel].



Click on [Yes] to add the business partner, including all address data, as a new contact to WinTree®. This new contact will also be made customer and/or supplier. Fill out any remaining customer/supplier data manually.

When the business partner is linked to a contact in WinTree®, messages can be exchanged.

**B** Potential partners: An overview of TCM users that have not sent or received an invitation. Click on [send invitation] to invite the company. When this potential partner has accepted the invitation, communication using TCM is possible, and the partner is shown under 'business partners'. The potential partner can also be added to an existing or as a new contact in WinTree®.

**C** Business partners: An overview of the business partners who can be communicated with using TCM. If the business partner is not yet linked to a contact in WinTree®, the partner will be marked in red.

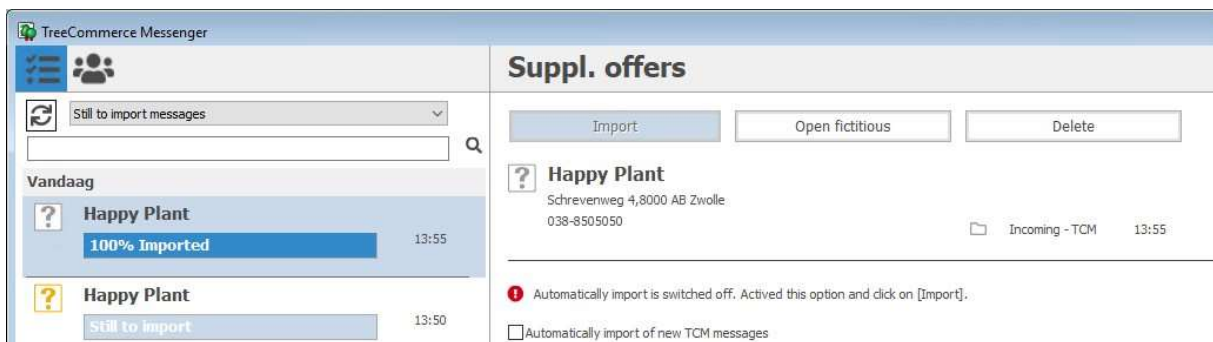
## Messages



Messages are displayed on this screen, and each type of message has its own icon. If the icon is coloured, then the message has not been processed. If the icon is grey, the message has been processed.

### Offer

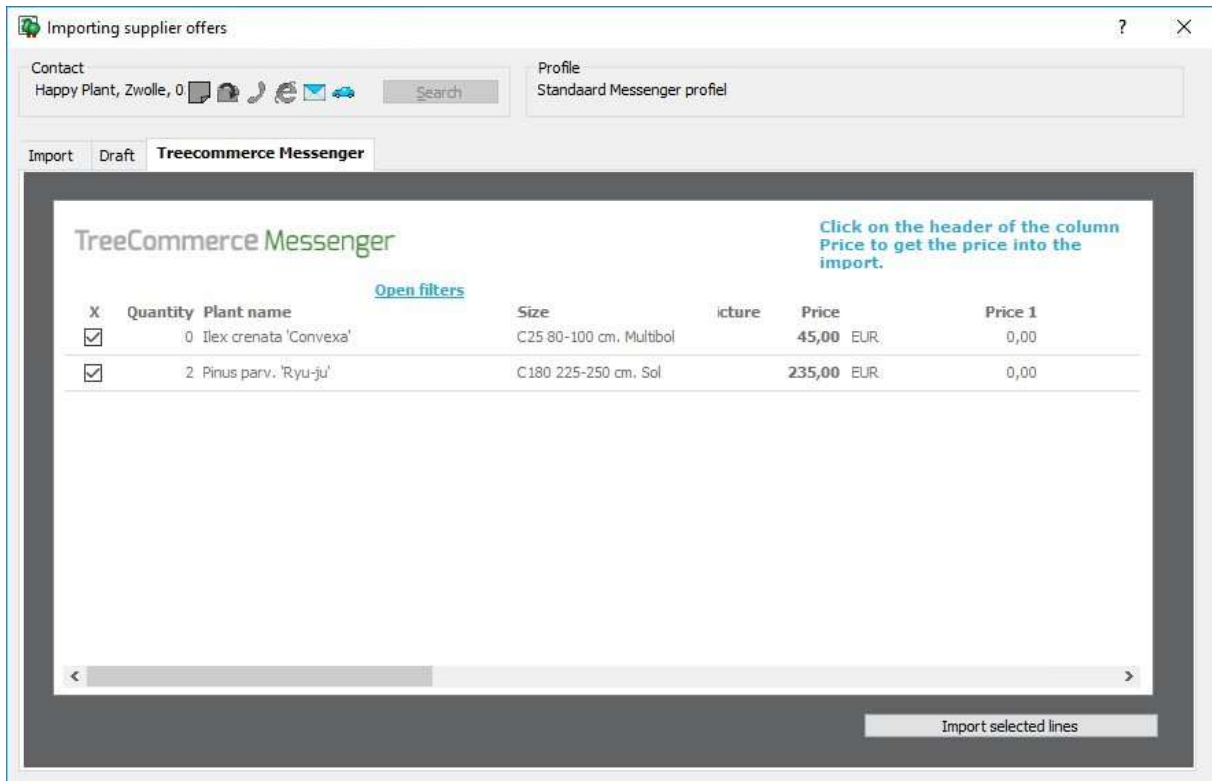
This is the WinTree® stock list sent by the supplier to the trader using TCM. Click on the message to display the entire message.



The progression bar shows how much of the offer has been read. Toggle the 'Automatically import of new TCM messages' if this has not been toggled for this contact.

[Open fictitious] displays all supplier offer lines of this supplier.

Click on [Import]. The following screen will be displayed:



Toggle all lines that need to be imported on the “ Treecommerce Messenger” tab. Click on [X] at the top of the column to select all lines. Click on [Import selected lines] so WinTree® can match the offer to articles in WinTree®.

Not all matched lines are shown on the ‘Draft’ tab. These lines can be matched manually. Fill out the correct match code and quality code. This has to be done only once, as WinTree® will save these matches for future imports. Click on [Accept] after all to be imported lines have been matched.

Everything that has been matched completely is shown on the ‘Import’ tab. Click on [process] and the lines from the offer message will be added to WinTree® as a supplier offer.

After importing, it is possible to order the offer, by booking a sales orders on the fictitious batch. Depending on the settings, the purchase orders are confirmed by printing or emailing them. The supplier automatically receives a message in TCM.



### Order confirmation

This is the message the supplier sends back to the trader as a confirmation of processing their order.

TreeCommerce Messenger

Still to import messages

Vandaag

**The Mapleleaf Nursery**  
For fall 2019  
Delivery date: 17-4-2019 10:57

**The Mapleleaf Nursery**  
89% Imported 11% 10:18

Gisteren

**TSD 2144 GH**  
Nieuwe inkoop  
Delivery date: 16-4-2019 di 15:52

**TSD 2144 GH**  
55% Imported 45% di 13:44

### Order confirmation

Alter purchase order Open purchase order Delete

**The Mapleleaf Nursery**  
Schreevenweg 4,8024 HA Zwolle  
038-6505050

**For fall 2019**  
Delivery date: 17-4-2019  
Incoming - TCM 10:57

**\* All our supplies are delivered according to the latest HBN standards. \***

- Attention: price is changed by the supplier.
- Attention: Quantity is different from the purchased quantity.
- your supplier wrote a comment.

	Plant	Price	Reference	Remark
40	Euonymus fort. 'Coloratus' -	0,850	For fall 2019	
1	Hypericum moserianum -	0,850	For fall 2019	Only 1 available
5	Hypericum moserianum C1,5	0,750		
10	Hypericum 'Hidcote' - Hypericum 'Hidcote' C1,5	0,850	For fall 2019	The price is 0,85
50	Imperata cylindrica 'Red Baron' - Imperata cylindrica 'Red Baron' C1,5	1,350	For fall 2019	
0	Yucca elata - C2	1,250	For fall 2019	
15	Yucca elata C2	12,000	For fall 2019	

It is important to process this message by clicking on [Alter purchase order], because changes to the price or quantity are automatically altered in the purchase order. This message is also used to process altered matching data.