



Manual



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IT solutions in green

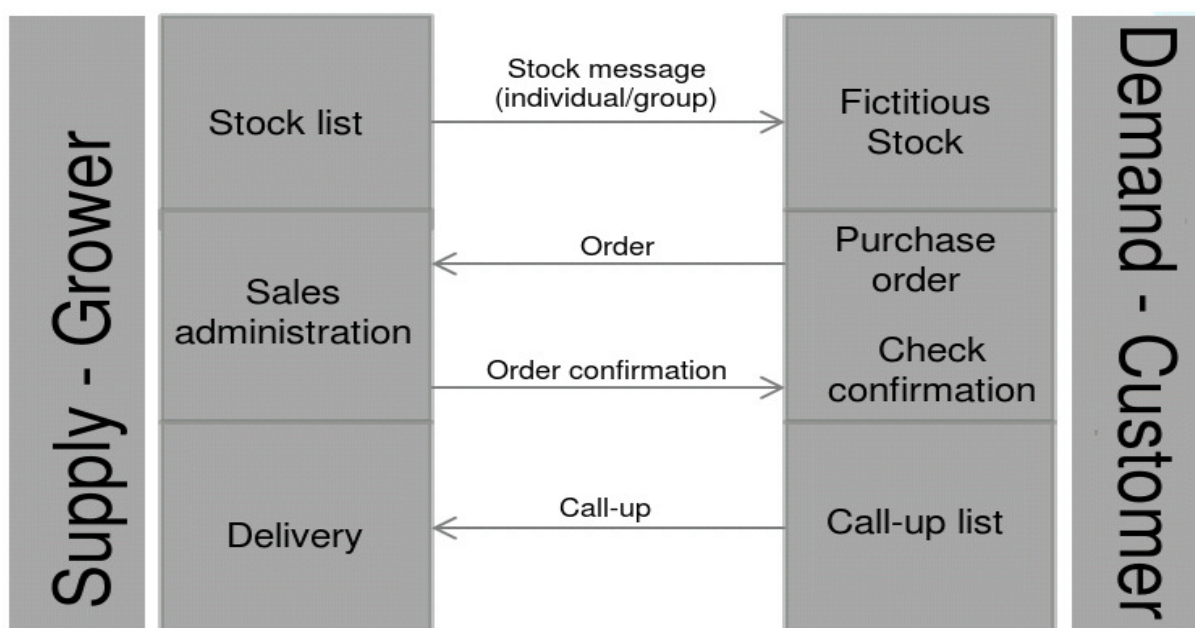
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General

The sales of tree nursery products has been shifting more towards the spring for some years. Delivery times shorten, and companies buy less in advance. Taking advantage of this requires the optimal use of personnel and resources of both growers and traders. The communication and exchange of information between these two is done digitally more frequently, whether that is by e-mail or on online trading platforms.

A digital aide for this exchange of information is TreeCommerce Messenger (referred to as TCM in the rest of this manual). TCM is a system that can be used to exchange data between WinTree® users.

Chart – data exchange



About this manual

This manual describes specific WinTree® functions regarding TCM. General functions that are also used by TCM, such as the linking of VARB codes to sizes, the use of VBN codes (auction) and the creation of stocklists are not or minimally discussed in this manual. For more information on these functions, other manuals are available.

This manual assumes the user has adequate experience in working with WinTree® software.

Requirements

Companies that want to use TCM have to meet the following requirements:

- A stable Internet connection
- A TreeCommerce-account
- WinTree® version 8910 or above
- For growers: at least WinTree® CONNECT grower GREEN
- for traders: at least WinTree® CONNECT trader GREEN
- Participant must have their own GLN *).

*) GLN (Global Location Numbers) are used for international digital trade. These are EAN numbers that represent a physical or jurisdicitive entity. TCM uses this number to dependably exchange messages between users.

When sending messages, images can be sent as well. Images need to be saved in WinTree® to do so, and this has to be enabled in the settings and parameters.

Parameters

Aside from the required modules and system settings, TCM uses various parameters. Many of the parameters must be set manually through the use of check boxes. However, some parameters have to be set using the parameter table (see description parameters). It is possible to contact TSD if help is needed with setting the parameters correctly.

Number	Description	Value
2303	Automatic processing of outgoing TCM. Indicate here whether external documents (purchase orders, order confirmations, etc.) need to be confirmed before being sent (display export screen).	0 = No confirmation, automatic processing 1 = Yes, display export screen
2304	Print export report TCM Indicate here whether an export report has to be printed when external documents are automatically sent by TCM.	0 = No 1 = Yes
2305	Start TCM after signing in. Indicate here whether TCM should start up automatically after signing in.	0 = No 1 = Yes
2306	TCM refresh rate. Indicate the refresh rate of new messages here in minutes.	Time in minutes
2318	TCM collect call-ups. Indicate here whether the call-ups imported by TCM should be booked to an existing delivery with the same call-up date, instead of creating a new delivery per call-up.	0 = Do not collect 1 = Yes, automatic booking to existing delivery with the same delivery date 2 = Yes, automatic booking to existing delivery with lines from the same sales order 3 = assign delivery manually, default new delivery 4 = Assign delivery manually, default existing delivery with same the same delivery date 5 = assign delivery manually, default existing delivery with lines from the same sales order
2320	TCM warning new delivery Indicate here whether a warning must be given when	0 = No 1 = Yes

	manually adding a delivery to a customer who is a contact in TCM	
2331	TCM; Confirm order immediately Indicate here whether an order confirmation must be sent immediately after importing an order in TCM.	0 = No 1 = Yes
2373	TCM print import error report Indicate here whether an error report must be printed when importing TCM orders.	0 = No 1 = Yes
2374	TCM Order message only new lines Indicate here whether only new order lines should be sent when sending a (purchase)order message in TCM, instead of all order lines.	MUST be set to 1
2386	TCM; split purchase order on reference Indicate here whether purchase orders that have been split on reference need to be sent and processed.	MUST be set to 1
2407	TCM; print error report on Indicate here which printer should be used to print the import error report of TCM.	If left empty, the default printer will be used
2446	TCM duration of validity stocklist Specify the default duration of validity (in days) of the stocklist. If you do not want the duration to be adjusted automatically during creation/refreshing, set this value to 0.	Time in days
2448	TCM Import fictitious stock different delivery Indicate here whether the import of fictitious stock that has not been received in TCM should be blocked.	0 = No, Warn and ask for confirmation 1 = No, continue without warning 2 = Yes, Block and notify
2495	TCM; Multicompany check purchase Indicate here whether the buyer should be checked for being a company that uses TCM (when using module 126 Multicompany).	0 = No 1 = Yes, only send the (purchase)order and call-up message if the company uses TCM
2518	TCM; Quotes picture check Indicate here whether a simplified picture check should be done when determining whether pictures should be uploaded to TCM when sending the stocklist.	0 = No 1 = Yes
2519	TCM; Webservices timeout The time-out period (in seconds) for the calling of (TCM) web services.	default = 15
2544	TCM Quotes; add internal text Indicate here whether internal text should be added to a TCM Quotes message.	0 = No 1 = Yes
2554	TCM; age of messages Specify the amount of days used to display the messages in the TCM Message Centre here.	Time in days
2556	TCM; open order after import Indicate here whether an order should be opened after importing it in TCM (new version 2.0)	0 = No 1 = Yes
2557	TCM; open delivery after import Indicate here whether a delivery should be opened after importing it in TCM (new version 2.0)	0 = No 1 = Yes
2566	TCM Import purchase offer; add Indicate here whether a new purchase offer line should be made when importing in TCM, even if a	0 = Use value of parameter 1137 1 = Overwrite existing line

	line with the same supplier/matchcode/sizecode combination already exists	2 = Create new line 3 = Create new line and set existing line values to 0 4 = Add new line and remove existing line 5 = Add new line and remove existing line if the date of validity has passed 6 = Set all values of the supplier to 0 and overwrite 7 = Remove all lines of the supplier and add new line
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System settings

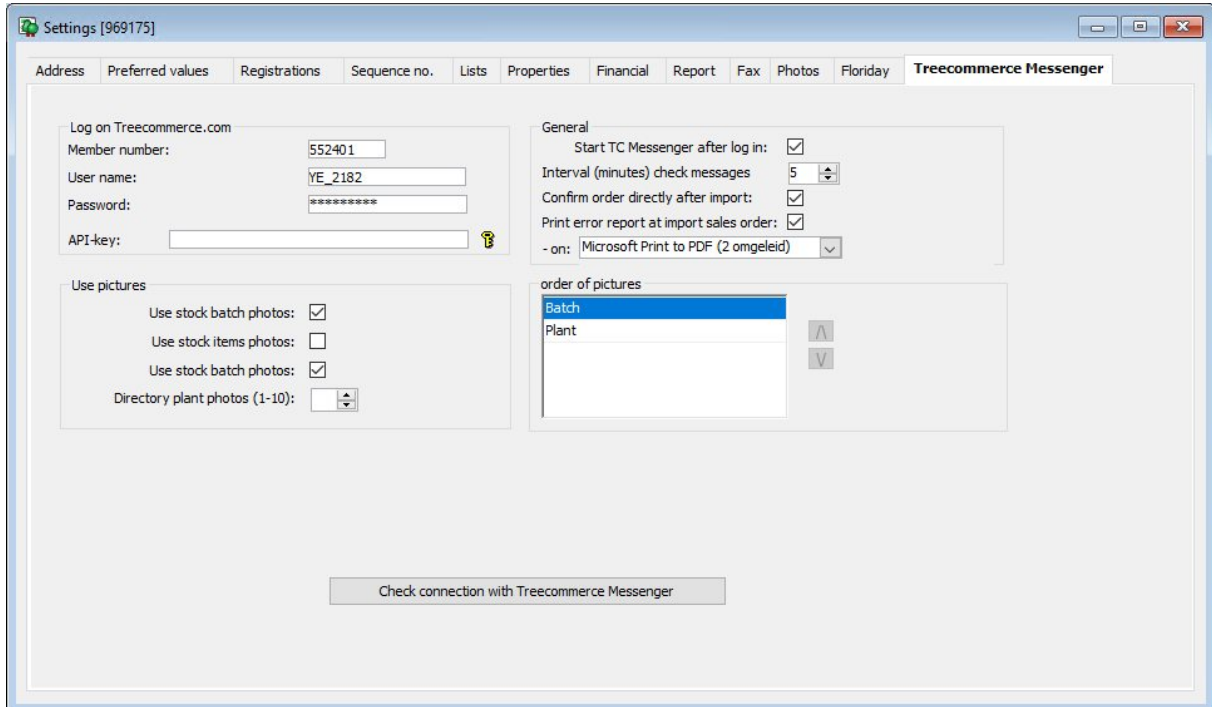
The following general system settings must be set before TCM can be used:

GLN-number

The sender and receiver are identified with a GLN-number when exchanging data. Your GLN-number must be set in the system settings (**File – Settings**) on the ‘address’ tab. Enter you number in the GLN company code field.

General settings

On the **settings – TreeCommerce Messenger** tab, some general settings for TCM need to be set.



'Login TreeCommerce.com' section

The member number, user name and password for the TreeCommerce account are entered here.

Then, click on the yellow key  to fill out the 'API-key' field.

'General' section

This section contains some check boxes that can be used to toggle some parameters (the parameter numbers are shown between '()'):

- Start up TCM when starting up WinTree® (2305).
- Set the timer for WinTree® to check for new messages (2306)
- Confirm orders immediately after import (2331)

'Use pictures' section

This section is only available if pictures can be managed in WinTree®. By toggling the check boxes, which pictures are sent with messages can be specified here. If the 'Use plant photo's' check box is enabled, then the 'directory plant photos (1-10)' field must be filled out with the directory number where TCM can use the pictures from. The value of this field must be between 1 and 10.

'Order of pictures' section

If check boxes have been enabled in the 'use pictures' section, then here the order of which pictures should be used first is specified. Use the arrow buttons to change the order.

When sending a stocklist, a maximum of 3 pictures can be sent; 1 batch picture, 1 stock items picture and 1 plant picture. The receiver of the message can only save 1 *) picture of the imported batch. The order of pictures explained above is used here.

*) During 2019, the amount of pictures for batches, stock items and plant names will be changed. Eventually, it may be possible to save and send a limitless amount of pictures in WinTree®.

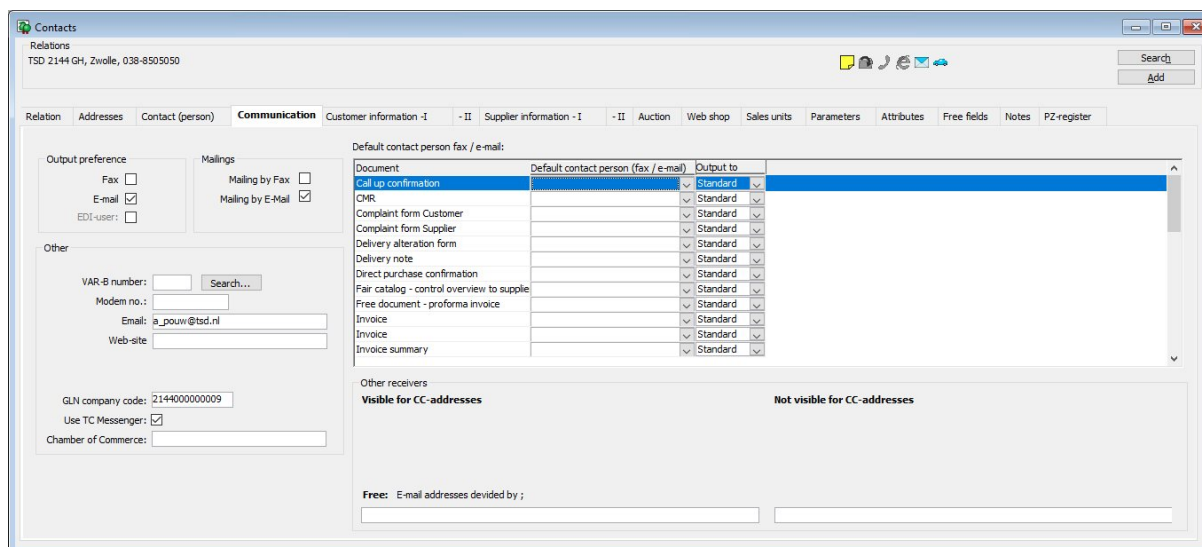
The [Check connection to TreeCommerce Messenger] button is used to check the connection after altering the settings. If the connection cannot be made, a message will be displayed, and WinTree® should be restarted entirely. If the connection still cannot be made after restarting, contact TSD and a service-employee will try and help you with the problem.

Contact data

Besides your own GLN company code, the 'uses TCM' check box must be enabled for your own contact information used in TCM. otherwise, it is not possible to send stocklists to yourself.

To do so, open the contact screen (**Contacts → maintain contacts**) and open the "Communication" tab. Your own GLN company code should be filled out here already.

Enable the 'Uses TCM' check box and close the screen to save the settings.



The screenshot shows the 'Contacts' window with the 'Communication' tab selected. The window title is 'Contacts' and the address is 'TSD 2144 GH, Zwolle, 038-8505050'. The 'Communication' tab is active, showing a table for document types and their output preferences. The 'Uses TCM' checkbox is checked.

Document	Default contact person (fax / e-mail)	Output to
Call up confirmation		Standard
CMR		Standard
Complaint form Customer		Standard
Complaint form Supplier		Standard
Delivery alteration form		Standard
Delivery note		Standard
Direct purchase confirmation		Standard
Fair catalog - control overview to supplier		Standard
Free document - proforma invoice		Standard
Invoice		Standard
Invoice summary		Standard

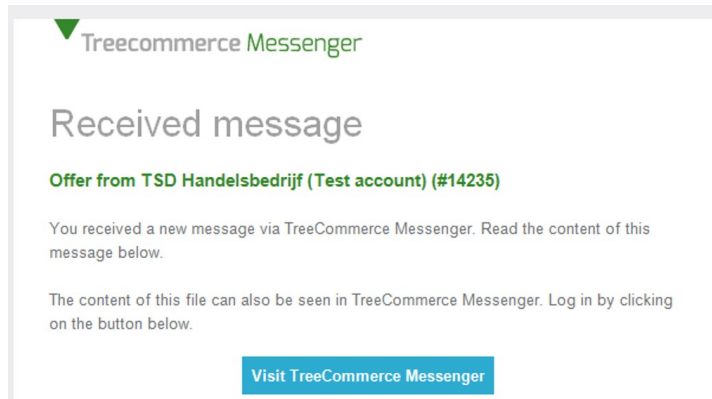
Other receivers:
Visible for CC-addresses **Not visible for CC-addresses**

Free: E-mail addresses divided by ;

E-mails

All messages in TCM are also emailed to the receiver. A copy will also be sent to the sender. These e-mails will also display sent and/or received statuses.

The following is an example of an e-mail sent by TCM.



Settings for these e-mails can be altered on the Treecommerce.nl website.

Rights

When sending a stocklist using TCM, the user may receive a message that they do not have access to the program. The pop-up screen for exporting the message (called 'Exporting of EDI-messages') must be given access rights by the administrator.

Settings for screen rights are discussed in their own manual.

Optimal usage


To use TCM optimally, the entire process of offer to call-up should be done using TCM. If the process is entered on one of the steps in between, the receiver will have to do extra work to process the data.

The entire process consists of:

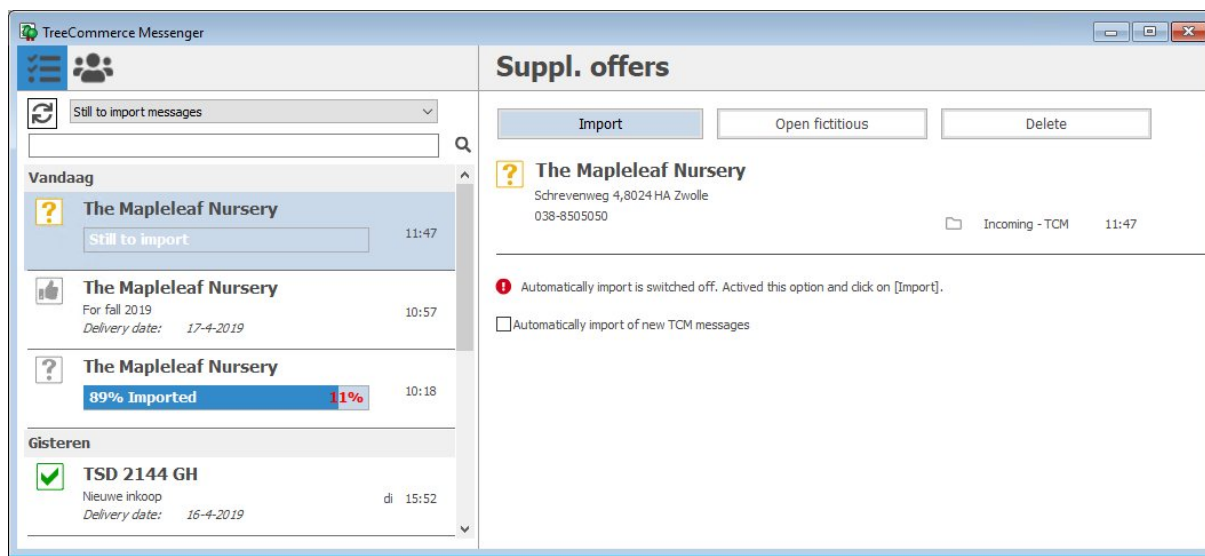
- Grower sends stocklist or invoice to the trader.
- Trader saves the stocklist or invoice as a purchase offer.
- Trader purchases based on the purchase offer lines.
- Trader sends a purchase order to the grower.
- Grower saves the purchase order as sales order.
- Grower confirms the trader's purchase.
- Trader checks the confirmation quantities and prices.
- Trader sends call-up to the grower.
- Grower saves the call-up as delivery.

For example; if the trader makes a purchase order that is not based on the grower's purchase offer lines, the purchase can still be sent using TCM. However, the message will have essential data missing for the grower to directly import it. The grower will have to manually match the lines in WinTree® to their own articles. The grower will then have to confirm the purchase order with TCM, so that after the order is processed, the data of the grower's articles will be available to the trader in WinTree®.

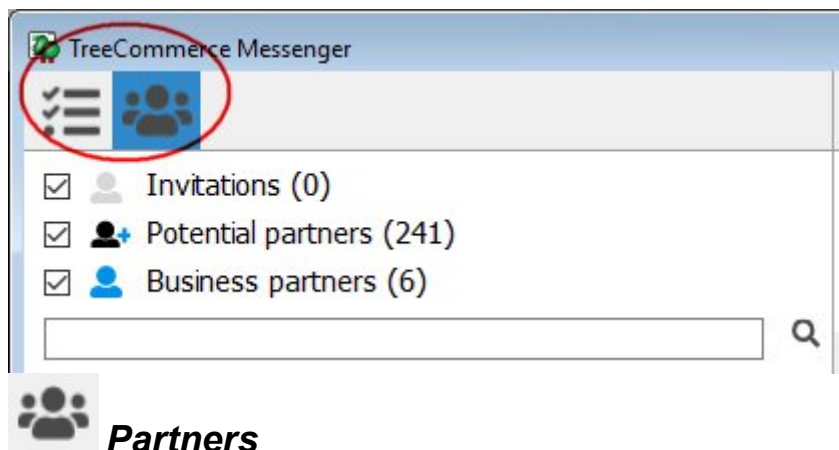
TCM Start-up

The TCM screen will open automatically when WinTree is opened .
 The TCM screen can be opened manually by going to **Extra -> Treecommerce Messenger**, or by clicking on the  icon.

The 'Treecommerce Messenger'-screen will be opened.



This screen has 2 tabs: Messages and Partners.



Partners
 When two WinTree® users invite each other and accept these invitations, they become 'business partners' and can use TCM to communicate. The **Partners** tab is used to manage these partners and invitations.

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.

Manage Partners

For growers and traders to communicate with each other through TCM, they must be business partners in TCM. This is only possible if both users agree to this.

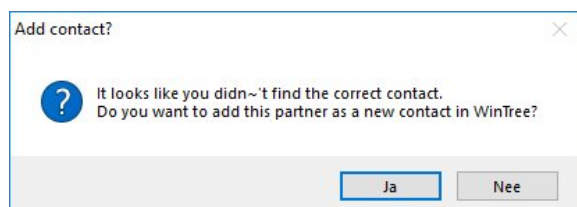
Go to the 'Partners' tab in TCM. The following screen will be displayed.



Invitations

A All invitations that have been received but not yet accepted will be displayed here. The company name the company used to register in TCM will be shown. By clicking on an invitation, more information about the company will be displayed on the right. The steps that need to be taken to become business partners is also shown here.

Click on [Accept invitation] to become business partners with the company. WinTree® will automatically open the 'Search: contacts' screen. Search for an existing contact in WinTree® to link to the business partner. The GLN number of the business partner, as well as the 'uses TCM' checkbox will be filled out automatically for the selected contact. If the business partner is not a contact in WinTree®, click on [Cancel].



Click on [Yes] on the opened pop-up to add the business partner, including all contact details, to a new contact in WinTree®. Fill out any remaining customer/supplier details.

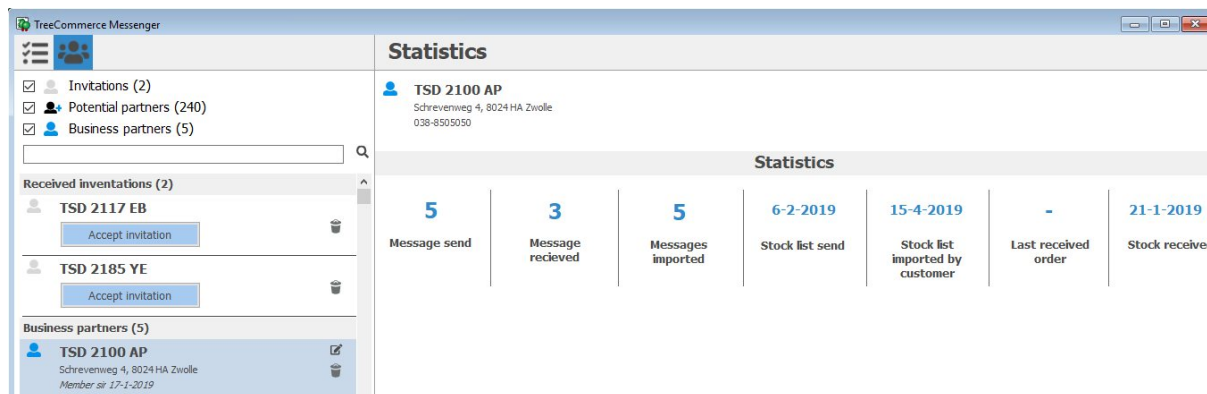
When a business partner has been linked to a contact in WinTree®, messages can be exchanged in TCM.

Potential partners

B 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® as described in **A**.

Business partners

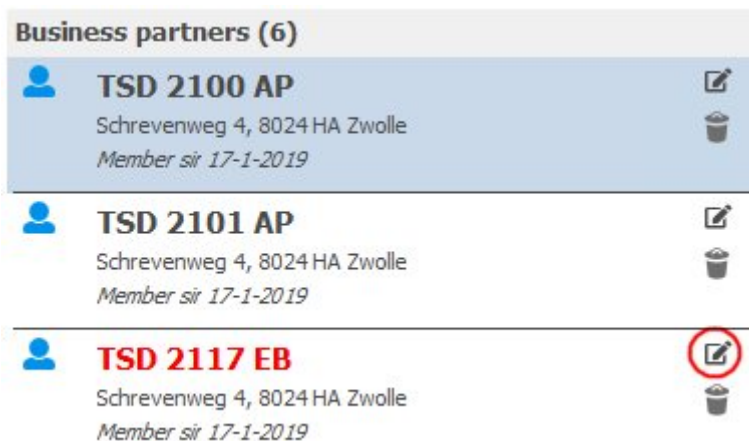
C An overview of the business partners who can be communicated with using TCM. Click on a business partner to display statistical information about the partner on the right.



The screenshot shows the TreeCommerce Messenger interface. On the left, there are sections for 'Invitations (2)', 'Potential partners (240)', and 'Business partners (5)'. Below these are 'Received invitations (2)' with entries for TSD 2117 EB and TSD 2185 YE, each with an 'Accept invitation' button. The 'Business partners (5)' section shows TSD 2100 AP. The main area is titled 'Statistics' and shows details for TSD 2100 AP (Schrevenweg 4, 8024 HA Zwolle, 038-8505050). A table of statistics follows:

Statistics						
5	3	5	6-2-2019	15-4-2019	-	21-1-2019
Message send	Message received	Messages imported	Stock list send	Stock list imported by customer	Last received order	Stock received


If the business partner is not yet linked to a contact in WinTree®, the partner will be marked in red. It is not possible to communicate using TCM if the partner is not linked to a contact in WinTree®.



The screenshot shows a list of business partners under the heading 'Business partners (6)'. The list includes:

- TSD 2100 AP** (Schrevenweg 4, 8024 HA Zwolle, Member since 17-1-2019) with an edit icon and a trash icon.
- TSD 2101 AP** (Schrevenweg 4, 8024 HA Zwolle, Member since 17-1-2019) with an edit icon and a trash icon.
- TSD 2117 EB** (Schrevenweg 4, 8024 HA Zwolle, Member since 17-1-2019) with a red edit icon (circled in red) and a trash icon.

Click on [Edit] (circled in red in the image above) to link a partner to an existing or a new contact. This is done in the same way as when an invitation is accepted.

Use  to remove a partner as a business partner. The linked customer and/or supplier details in WinTree® will not be removed. Communication through TCM is no longer possible.

TCM usage for growers

The TCM functionalities for growers are different from those for traders. Because of this, the WinTree® manuals differ as well. The following things are actions typically taken by growers in TCM:

- Grower sends stocklist or invoice to the trader.
- Grower saves the purchase order as sales order.
- Grower confirms the trader's purchase.
- Grower saves the call-up as delivery.

The following types of messages are available to growers:

Order: the trader's purchase order confirmation.

Call-up: the trader's call-up list.

Send stocklist

The first step of communication is sending a stocklist (or invoice) from the grower to the trader. A stocklist is made for the grower in WinTree®, and can be sent to the trader using TCM. The trader can import this list, including any potential pictures, as fictitious stock.

Create

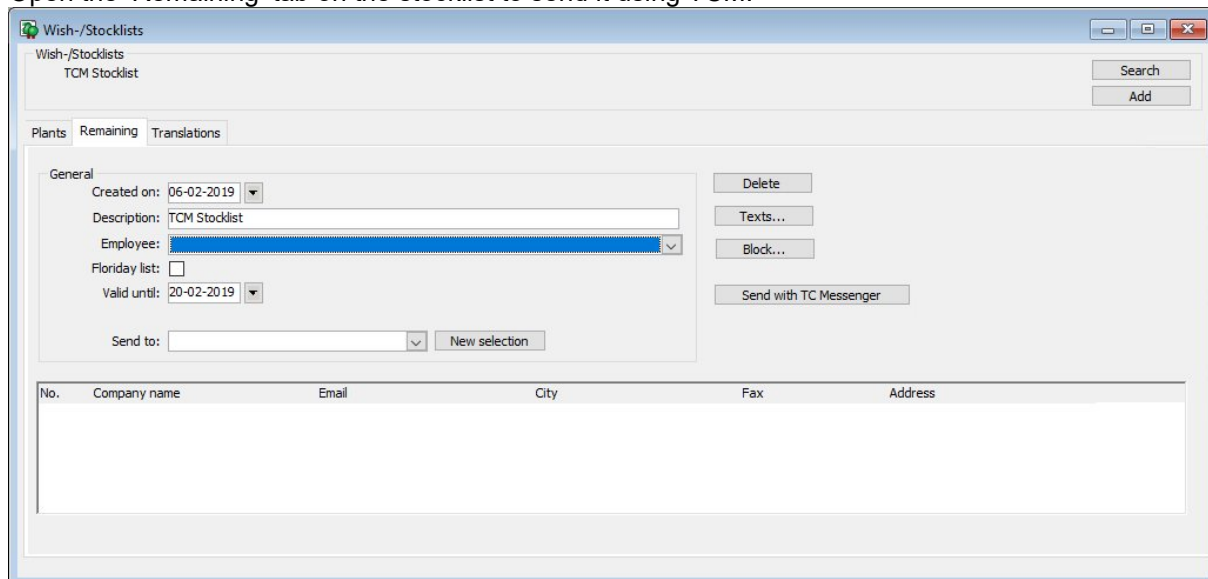
The stocklist is made in **Stock items – maintain wish-/stocklist** as usual. It is possible to include your prices (maximum of 6) in the message to the trader. When importing the list, the trader can determine the cost price they want to include on the offer.

The stocklist can be made totalised or non-totalised. The advantage of a non-totalised stocklist is that individual batch details can be sent with it, such as pictures and batch texts. If a stocklist is totalised, only stock item and plant pictures can be sent with it.

A stocklist can be sent to either one contact or to an entire selection of contacts.

Send to one contact

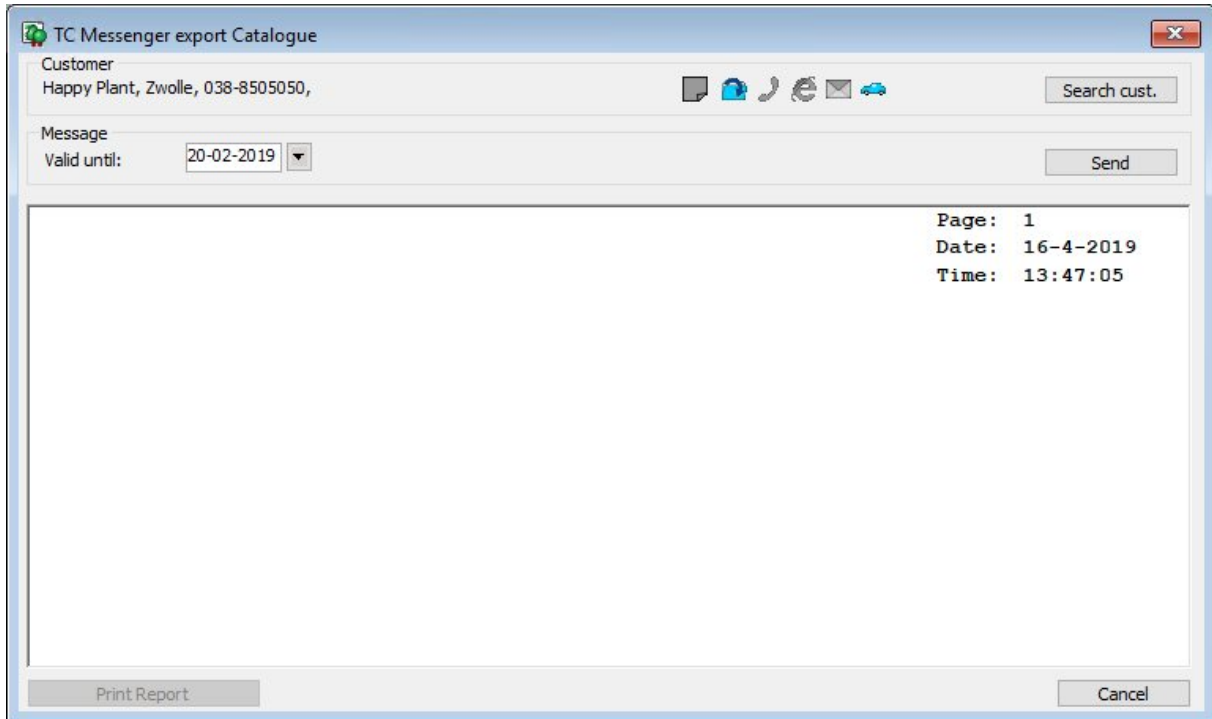
Open the 'Remaining' tab on the stocklist to send it using TCM.



A 'valid until' date will be linked to the lines of the list. This date has a default as determined by parameter 2446. The date can be altered before the list is sent.

Click on [Send with TC Messenger] on the 'Remaining' tab to send the list to one contact. The 'search: customers' screen will be opened. Look for the customer you wish to send the list to. Only customers who are business partners will be shown here.

The export screen will be opened along with the 'search: customers' screen. After a customer has been selected, they will be placed at the top of the export screen. Using [Search cust.], a different customer can be selected.



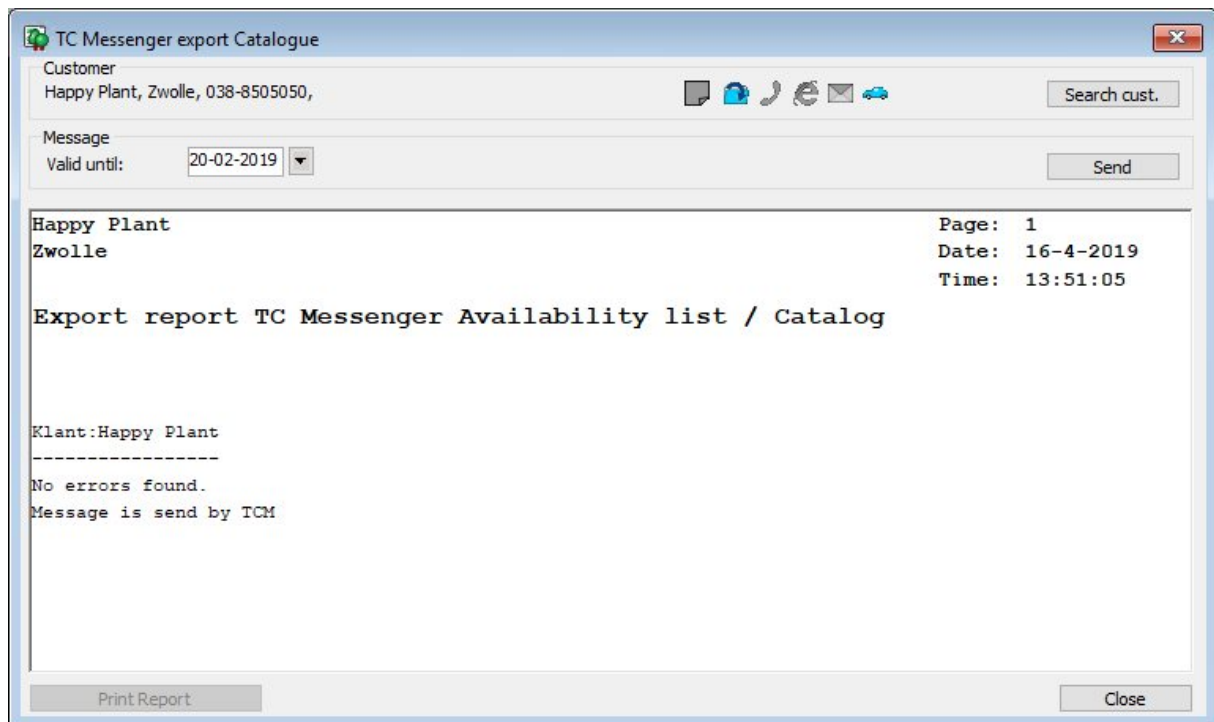
Click on [send] to send the stocklist.

The list will be sent. Depending on the amount of lines, this may take a while. If pictures can be sent as well, a pop-up screen will open. Click on [yes] to send the pictures as well. Sending the pictures may also take a while.

When the list is sent to multiple customers, the pictures will only be placed on the TreeCommerce server once. From there, the pictures will be sent to the customers. The recipient can now import the list, including pictures in WinTree®, as fictitious stock.

Click on [No] to cancel the entire export.

A notification will be given once the export is complete.



Use [Close] to close the screen and start using WinTree® again.

Send to multiple contacts

A stocklist can also be sent to a predefined selection of customers. The list, including pictures, can be sent to all of these customers without having to select them one by one.

Go to **Stock items – maintain wish-/stocklist** and go to the 'Remaining tab. By clicking on the 'send to:' drop down list, predefined selections can be selected.

Click on [new selection] to make a new selection.

This can also be done by going to **File – basic information – others – selections**. Read the "[Selections](#)" manual to learn more about the options of making selections.

After a selection has been made, it can be chosen in the 'send to:' drop down list.

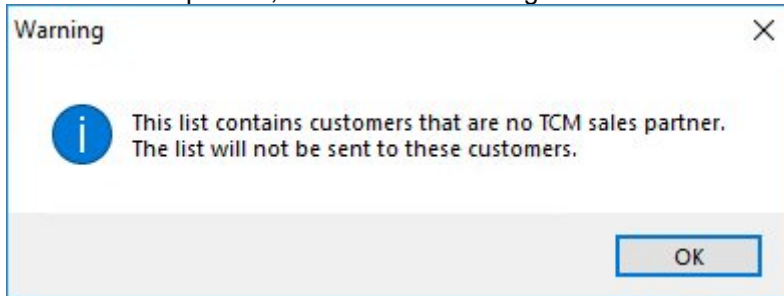
IMPORTANT: when making a selection, WinTree® will not check whether the selected contacts are business partners. If the selection is used in TCM, the contact who are not business partners will not receive the message.

After choosing a selection, all customers from that selection will be shown at the top of the message screen. Using [change selection], a selection can be added or removed as a recipient.

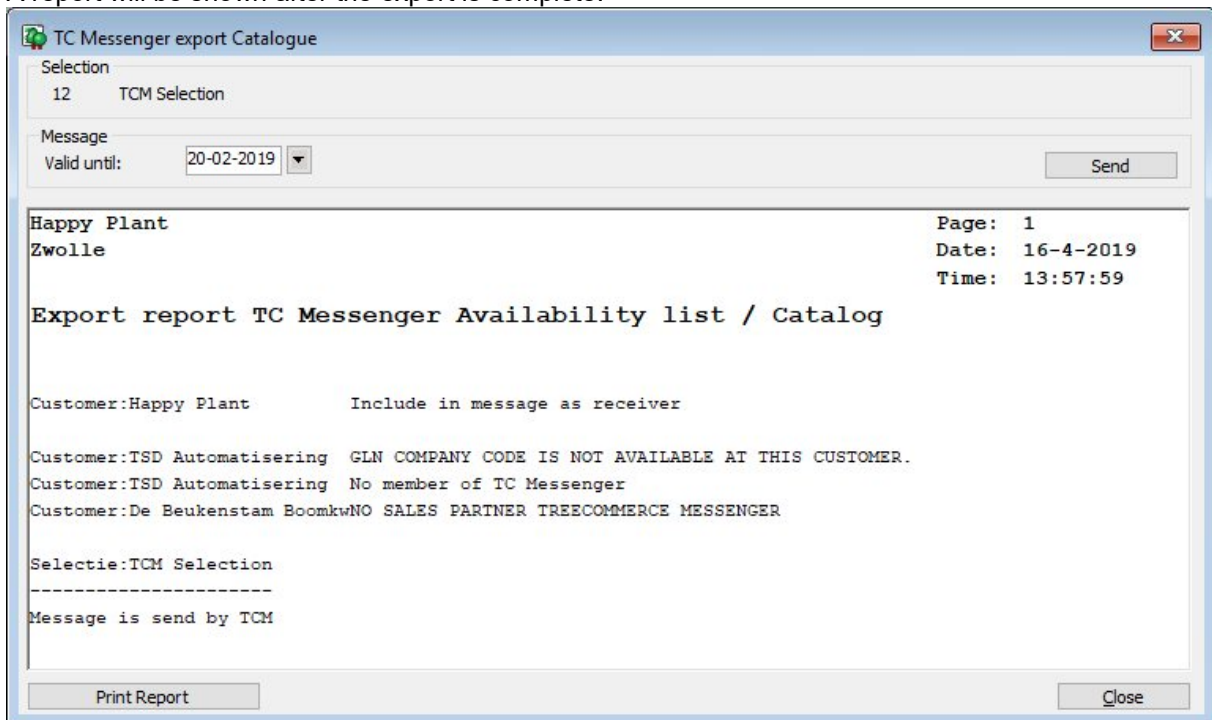
A 'valid until' date will be linked to the lines of the list. This date has a default as determined by parameter 2446. The date can be altered before the list is sent.

Click on [send with TC Messenger] to send the stocklist to all customers in the selection. The export screen will be opened, and the number and name of the selection will be displayed at the top of the screen. Click on [send] to send the list.

The stocklist will only be sent to customers who are business partners. If a customer in the selection is not a business partner, a notification will be given.



A report will be shown after the export is complete.



This report can be printed to a standard WinTree® printer with the [print report] button.

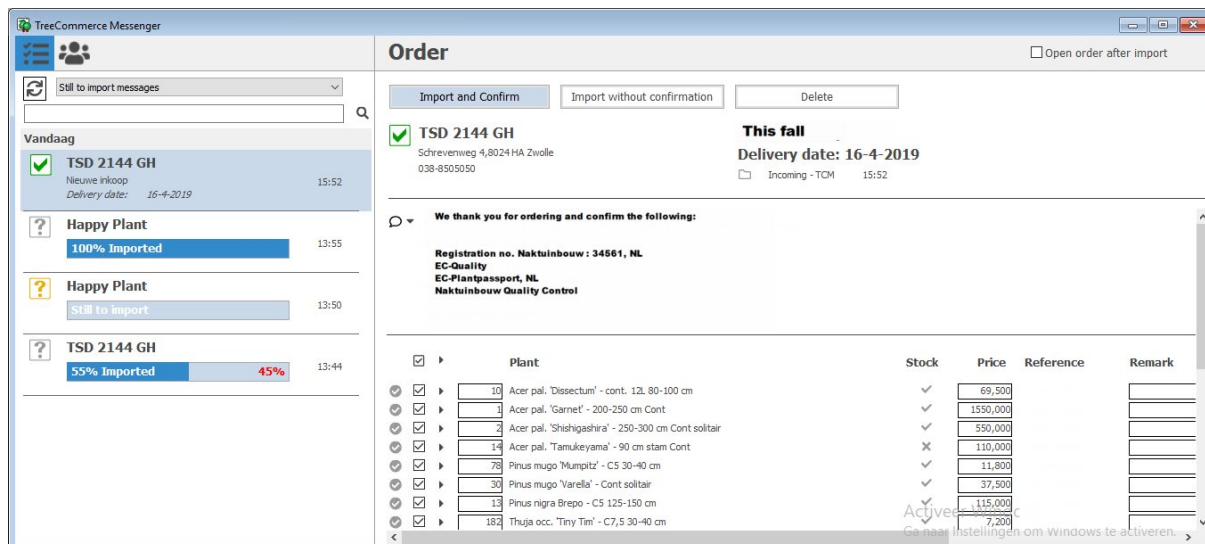
Refresh list

Make sure the recipients of the stocklist frequently receive a new list. Renew the list at least once per week, and more often during the trading season, and send it to the customers. The easiest thing to do is to make a selection of the customers that should receive the list frequently.

 **Order**

This is the message the grower receives when the trader sends a purchase order. The purchase order will be imported to WinTree as a sales order.

Open the TCM screen. It will open on the 'Messages' tab by default, so that the unimported, new messages can immediately be seen.




The screenshot shows the 'TreeCommerce Messenger' application window. The main area is titled 'Order' and contains a confirmation message from 'TSD 2144 GH' with a delivery date of '16-4-2019'. Below the message, there is a table of plant items:

Plant	Stock	Price	Reference	Remark
Acer pal. 'Dissectum' - cont. 12L 80-100 cm	✓	69,900		
Acer pal. 'Garnet' - 200-250 cm Cont	✓	1590,000		
Acer pal. 'Shihigashira' - 250-300 cm Cont soltair	✓	590,000		
Acer pal. 'Tamukeyama' - 90 cm stam Cont	✗	110,000		
Pinus mugo 'Mumpitz' - C5 30-40 cm	✓	11,800		
Pinus mugo 'Varella' - Cont soltair	✓	37,900		
Pinus nigra Brepo - C5 125-150 cm	✓	115,000		
Thuja occ. 'Tiny Tim' - C7,5 30-40 cm	✓	7,200		

Besides the date, time and the name of the sender, the type of message is also shown. If the icon is coloured, then the message has not been processed. If it is grey, it has been.

Select the message you wish to import. On the right side of the screen, the contents of the message will be shown.

The headers and footers as present in the purchase order are displayed under . The articles in the purchase order are also shown. The columns for quantity, price and remark can be altered manually.

The column stock shows an icon per line, depending on the article's status within your own stock:

X	The article is no longer in stock
V	The article is in stock
!	The article is partially in stock
<<No icon>>	The article has never been in stock.

Only batches that can be sold are used when determining whether the article is in stock. Click on the icon to show your own stock of the article. The 'maintain stock per plant' menu will be opened.

If the purchase order contains lines that are not based on lines from the stocklist, then the line will be marked with a red circle with an exclamation mark. The matchcode and quality code can be added manually to add the line to the purchase order. If these are left empty, the line will not be added to the purchase order.

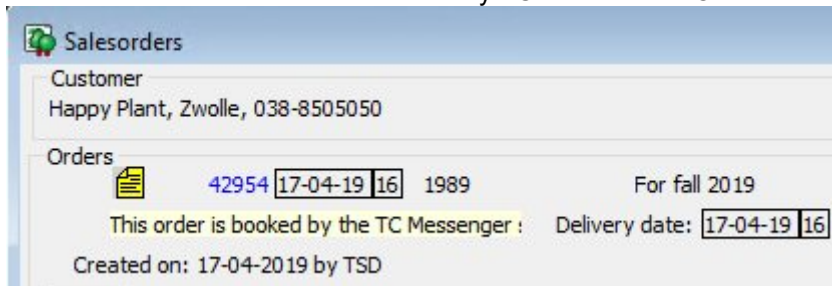
 Yucca elata - C2 For fall 2019

Matchcode Quality code

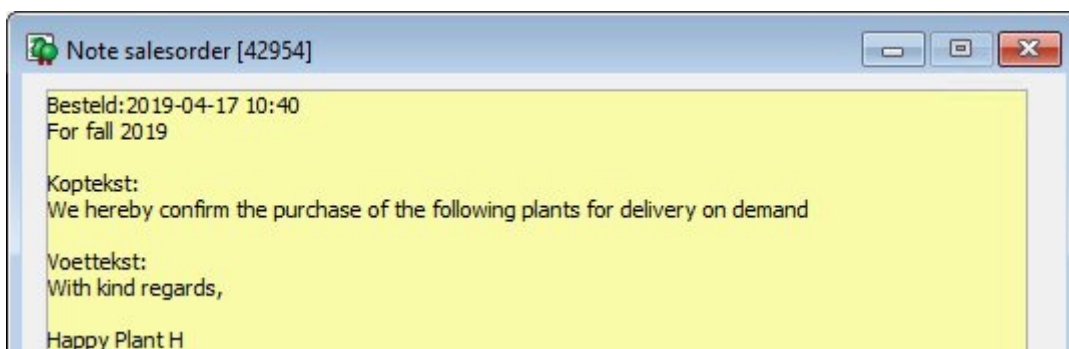
Sales order

In the top right corner, the 'open order after importing' check box can be toggled. If it is enabled, a sales order will be opened immediately after it has been imported and processed. Click on [Import and confirm] to automatically make a sales order and confirmation. Use this option if an unknown article in the message has been linked to one of your own articles, or if the prizes and/or quantities have been altered. Then, the trader can immediately change this in their own system after receiving the sales order confirmation.

That the sales order has been booked by TCM in WinTree® is visible in a yellow marked note.



In the sales order note, the headers and footers from the sales order will be displayed.



When you import an order, you can choose to immediately confirm it. It is important that the confirmation is sent, so that the customer is aware of any changes/differences. The customer will receive a message in TCM. This message has to be imported so that the quantities and prices of the confirmation can be compared to those of their order, and adjust them where needed.

Change sales order

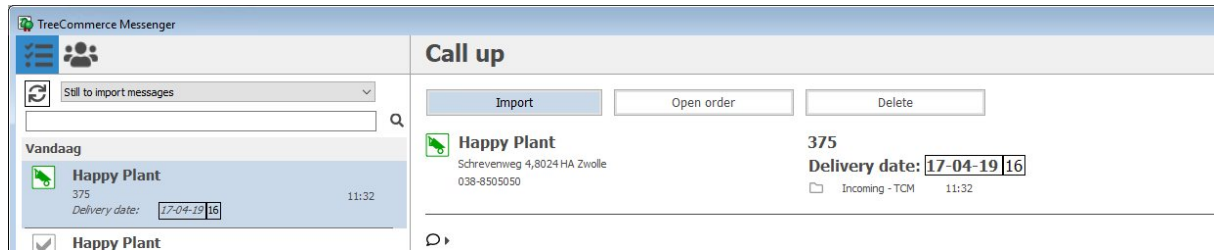
A processed sales order can be altered at any time; changing quantities and/or prices, as well as adding new lines is not a problem. If any changes are made, print the sales order confirmation so that it is sent to the customer using TCM automatically. This message allows the customer to make the necessary changes in their own purchase order.



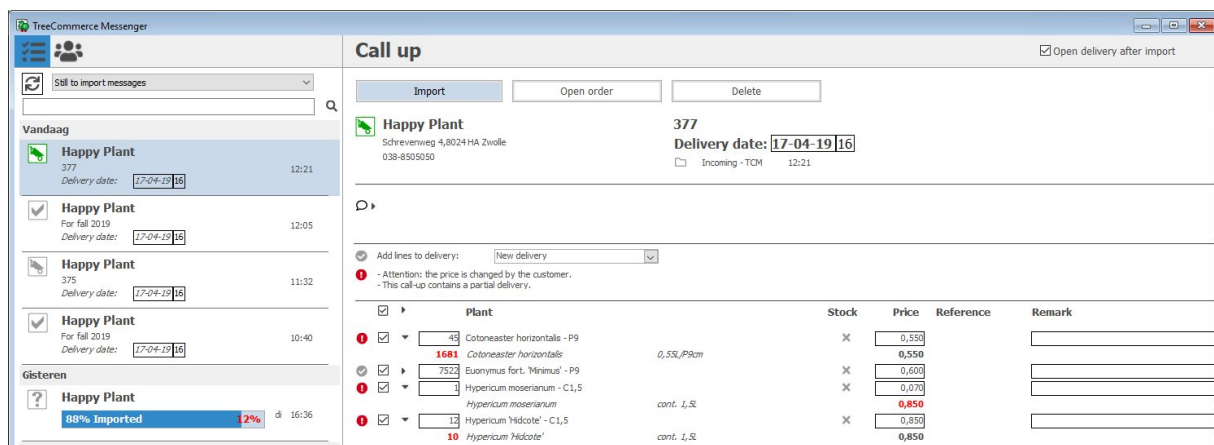
Call-up

The grower will receive this message once the trader has made a call-up. This message will be processed as a delivery in WinTree®. The trader's call-up will also be received by fax or email.

Click on the call-up message in TCM.



The contents of the message will be displayed on the right.



The headers and footers as present in the call-up are displayed under

what has been called-up is also shown. Lines marked with an exclamation mark in red deserve extra attention. Lines will be marked when:

- Less has been called-up than has been purchased (a partial delivery)
- More has been called-up than has been purchased
- A price on the line differs from the purchase price
- The line is not based on an order line. Beneath the line, a matchcode and size code can be entered to add the line to the sales order and delivery.

The quantity, price and comment of each line can be changed. These changes will be added to the delivery.

The column stock shows an icon per line, depending on the article's status within your own stock:

X	The article is no longer in stock
V	The article is in stock
!	The article is partially in stock
<<No icon>>	The article has never been in stock.

Click on the icon to show your own stock of the article. The 'maintain stock per plant' menu will be opened, filtered on the plant name of the article clicked.

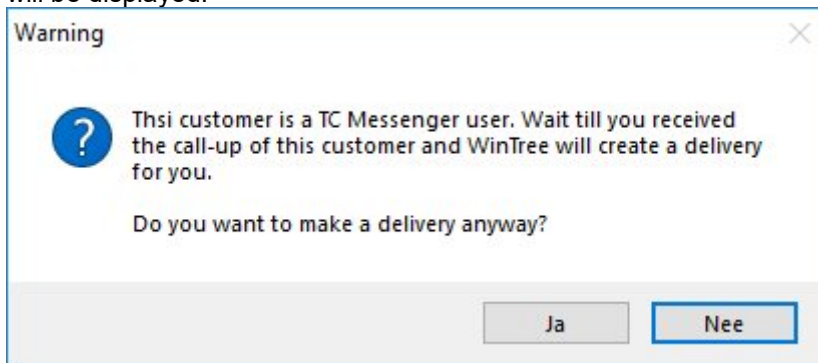
If the 'open delivery after importing' check box is enabled, then the delivery will be opened immediately after importing the call-up, so it can be processed as usual.

Click on [import] import the call-up as delivery in WinTree®. [Open order] is used to open the order belonging to the call-up/delivery. If no sales order is present, and/or the purchase order has not been imported, then these will be made after the delivery is made.

Delivery

Deliveries can be made manually, but it is more efficient to wait for the customer's call-up in TCM. After the call-up has been imported, a delivery will be made automatically, based on the lines from the call-up.

Parameter 2320 can be used to set whether WinTree® will check if the selected user is a TC Messenger user when making a delivery. If the user is a TC Messenger user, the following message will be displayed:



It is still possible to make the delivery manually.

TCM usage as trader

The same general settings for growers apply to traders. For traders, the first step in the TCM communication process is the receiving and importing of the grower's stocklist.

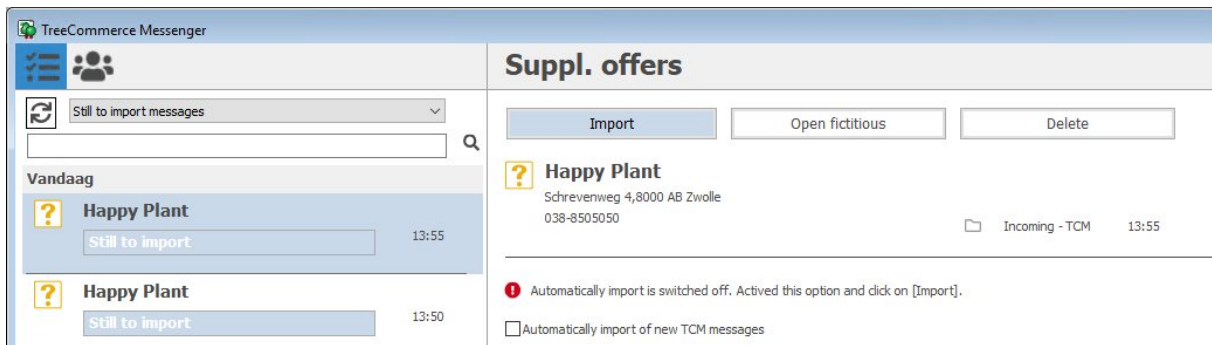
The following types of messages are available to traders:

- Supply: The grower's stocklist or invoice
- Order confirmation: The grower's order confirmation, based on the previously sent purchase confirmation.

Supply

This is the stocklist/invoice sent by the grower to the Trader using TCM.

Open the TCM screen. It will open on the 'Messages' tab by default, so that the unimported, new messages can immediately be seen.

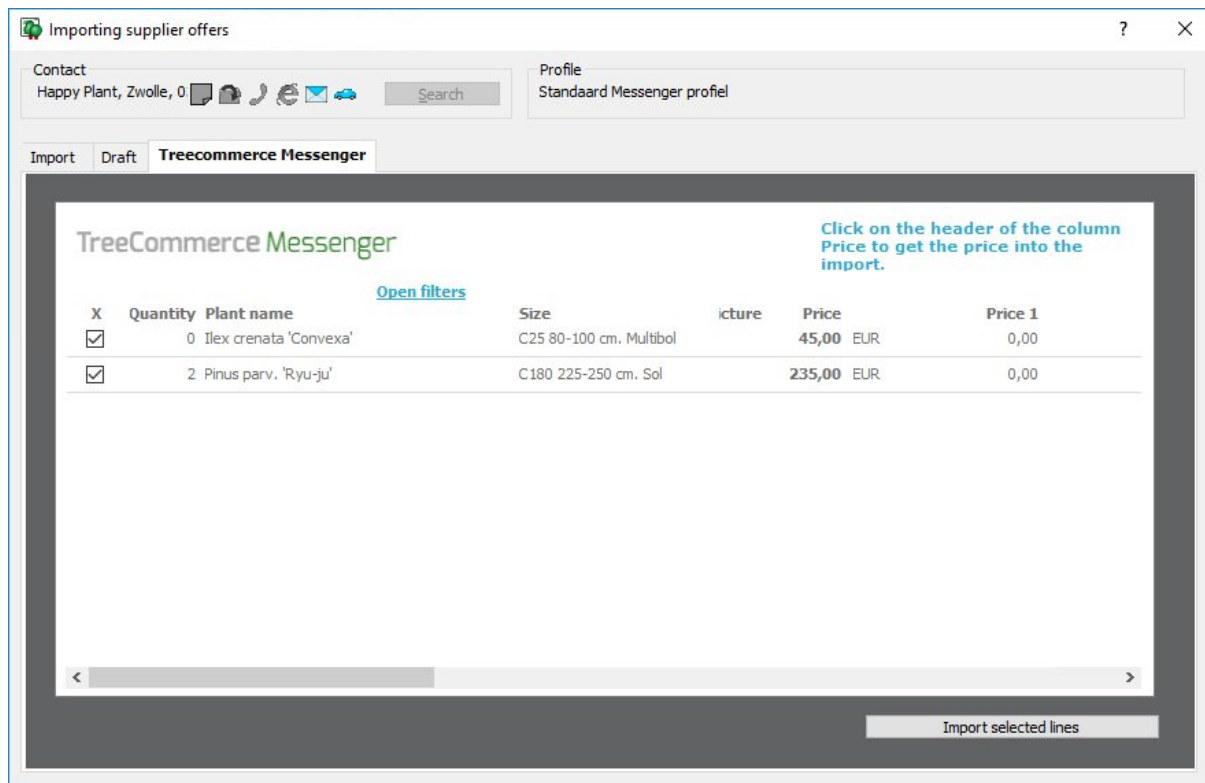


Click on the message you wish to read. The contents of the message will be displayed on the right. Toggle the 'Automatically import of new TCM messages' if this has not been toggled for this contact. this will cause the next offer messages for this contact to be processed automatically.


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

[Delete] removes the message.

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



A line consists of:

Check box	The first column X are check marks before each line. All check marked lines will be imported. If a line should not be imported, remove the check mark by clicking on it.
Quantity	The offered quantity
Plant name	The Latin name of the plant as present in the grower's system
Size	The offered size
Picture	If the  icon is shown here, a picture has been linked to the product on the line. Click on the icon to show the picture in a pop-up screen.
Price 1 to 6	The grower can add up to 6 prices to a line when making the stocklist. These prices are shown here, together with any descriptions added to them in the header of the column. Click on the header to use the price from that column as the cost price for the line in WinTree®. The prices will be put in bold text once selected.
Supplier	The grower's name.
Valid from	This is the date the stocklist has been made on/renewed.
Valid until	This is the date for sending the list as entered by the grower.
Notes	This is the external text the grower might have added to the list per batch.

Click on [import selected lines] to import all selected lines. During importing, WinTree® will try and match the lines from the list to items in WinTree®. Some information used for this matching is not usually visible to the user.

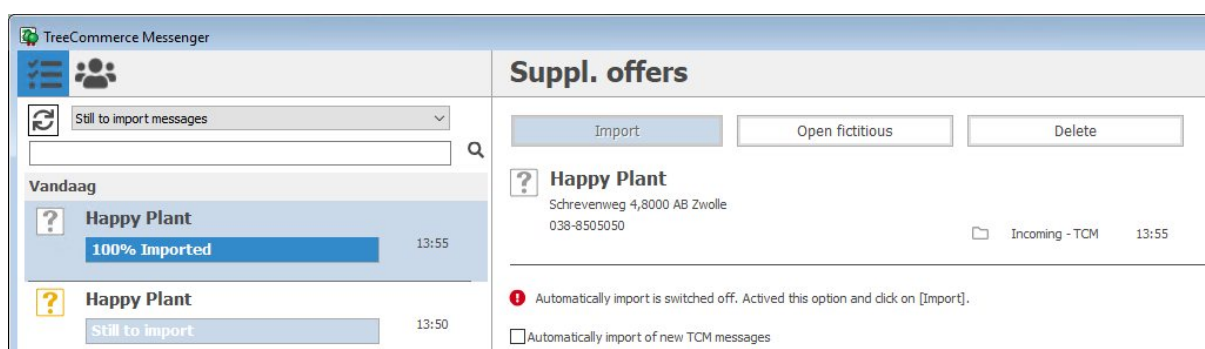
Matching

The order of matching during the import is:

- Plant name: EAN barcode, matchcode, Latin name and VARB plant number. When matching on the Latin name, the matching percentage as set in parameter 1136 is used.
- Size description: VBN codes (auction sorting codes), size description in WinTree®, VARB codes. When matching on the Latin name, the matching percentage as set in parameter 1189 is used.

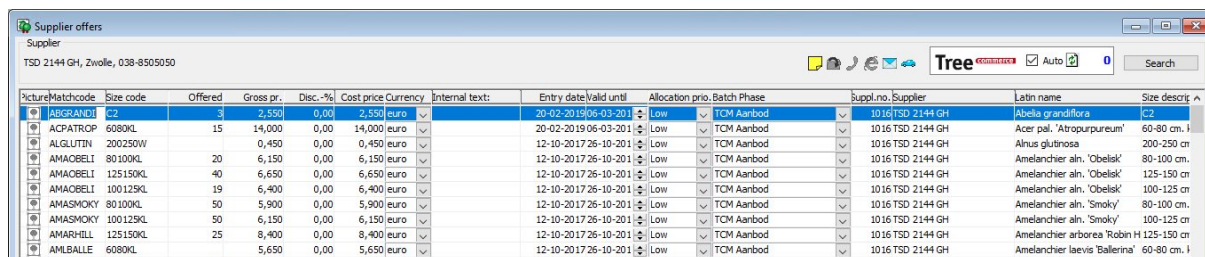
After the matching is complete, all matched lines will be viewable on the Import tab. Lines for which the Latin name or size could not be matched are displayed on the 'Draft' tab. These lines will have to be matched manually. The matching and processing of import lines works the same as importing lines from excel. Read the ["Import Data"](#) manual for more detailed information about this.

After importing the grower's offer lines (including any pictures), they will be available as purchase offer lines (fictitious stock). In the status bar (below the company name), how much of the list has been imported is shown.



The screenshot shows the 'Suppl. offers' section in TreeCommerce Messenger. On the left, there is a list of messages for 'Happy Plant', with one showing '100% Imported' and another 'Still to import'. The main area shows details for 'Happy Plant' (Schrevenweg 4,8000 AB Zwolle) with buttons for 'Import', 'Open fictitious', and 'Delete'. A status bar at the bottom indicates 'Automatically import is switched off' and 'Automatically import of new TCM messages'.

Click on [open fictitious] to view the imported purchase offer lines. The lines can also be viewed and managed in **Purchase – purchase offers – maintain**.



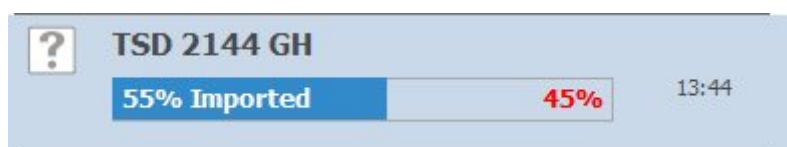
Picture	Matchcode	Size code	Offered	Gross pr.	Disc.-%	Cost price	Currency	Internal text:	Entry date	Valid until	Allocation prio.	Batch Phase	Suppl.no.	Supplier	Latin name	Size descr
	ASGRANL	C2	15	14,000	0,00	14,000	euro		20-02-2019	06-03-2021	Low	TCM Aanbod	1016	TSD 2144 GH	Abelia grandiflora	C2
	ACPATROP	6080KL	15	14,000	0,00	14,000	euro		20-02-2019	06-03-2021	Low	TCM Aanbod	1016	TSD 2144 GH	Acer pal. 'Atropurpureum'	60-80 cm. l
	ALGLUTIN	200250W	0	0,450	0,00	0,450	euro		12-10-2017	26-10-2021	Low	TCM Aanbod	1016	TSD 2144 GH	Alnus glutinosa	200-250 cm
	AMACBEL1	80100KL	20	6,150	0,00	6,150	euro		12-10-2017	26-10-2021	Low	TCM Aanbod	1016	TSD 2144 GH	Amelanchier aln. 'Obelsk'	80-100 cm.
	AMACBEL1	125150KL	40	6,650	0,00	6,650	euro		12-10-2017	26-10-2021	Low	TCM Aanbod	1016	TSD 2144 GH	Amelanchier aln. 'Obelsk'	125-150 cm
	AMACBEL1	100125KL	19	6,400	0,00	6,400	euro		12-10-2017	26-10-2021	Low	TCM Aanbod	1016	TSD 2144 GH	Amelanchier aln. 'Obelsk'	100-125 cm
	AMASMOKY	80100KL	50	5,900	0,00	5,900	euro		12-10-2017	26-10-2021	Low	TCM Aanbod	1016	TSD 2144 GH	Amelanchier aln. 'Smoky'	80-100 cm.
	AMASMOKY	100125KL	50	6,150	0,00	6,150	euro		12-10-2017	26-10-2021	Low	TCM Aanbod	1016	TSD 2144 GH	Amelanchier aln. 'Smoky'	100-125 cm
	AMARHILL	125150KL	25	8,400	0,00	8,400	euro		12-10-2017	26-10-2021	Low	TCM Aanbod	1016	TSD 2144 GH	Amelanchier arborea 'Robin H	125-150 cm
	AMLBALLE	6080KL	15	5,650	0,00	5,650	euro		12-10-2017	26-10-2021	Low	TCM Aanbod	1016	TSD 2144 GH	Amelanchier laevis 'Ballerina'	60-80 cm. l

Imported lines will automatically be assigned the batch phase 'TCM Aanbod'. This phase, like all other data in the line, can be altered.

Note: parameter 2566 can be used to determine whether the importing of an offer message should delete existing purchase offer lines or not.

The purchase offer lines can now be used to order on or booked as purchase order lines.

It is possible not all lines will be matched when importing, and there is no opportunity to manually match them immediately. The status bar will show how much of the list has been processed as a reminder.



The screenshot shows a status bar for 'TSD 2144 GH' with a progress indicator showing '55% Imported' and a red '45%' label, along with the time '13:44'.

The lines that have not been matched can be found in **Purchase – purchase offers – maintain**. After selecting the corresponding grower, the lines can be matched. The lines corresponding to the grower can also be found by clicking on [open fictitious] in the message.

Click on [Options >>] in the purchase offers menu and go to 'draft lines TreeCommerce Messenger'. The lines that have not been matched will be displayed on the draft tab and can be matched manually. When the next offer message is imported, all lines that have not been matched yet will be deleted.

Purchase

The purchase offer lines can now be made into purchase order lines. When a purchase order confirmation is printed (*), the confirmation will also be sent using TCM on the condition that the supplier is a business partner. It does not matter whether it has been printed from a sales or purchase order. If multiple purchase orders are printed (using **File – Print**) at once, all TCM using suppliers will be sent their confirmation as well.

*) This also applies when the confirmation is faxed or emailed. The same applies to the call-up step later on in the TCM communication process.

It is not possible to send a purchase order confirmation in TCM without printing, faxing or emailing it.

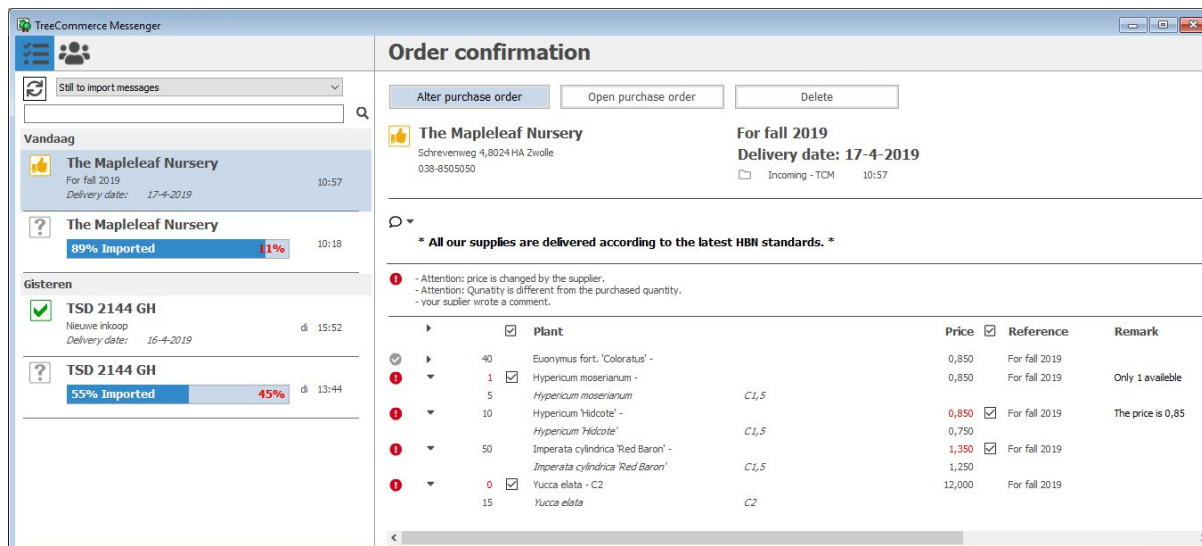
The purchase order confirmation can now be imported in WinTree® as a sales order by the supplier.

It is possible to add new lines to the purchase order and send these using TCM.



Order confirmation

The grower will confirm the order after the purchase order has been booked as a sales order. The trader will then receive the order confirmation message.



The screenshot shows the TreeCommerce Messenger interface. On the left, a list of messages is shown, including one from 'The Mapleleaf Nursery' for fall 2019 with a delivery date of 17-4-2019. The main window displays the details of this message, including the grower's name, address, and contact information. Below this, there are buttons for 'Alter purchase order', 'Open purchase order', and 'Delete'. The message content includes a note: '* All our supplies are delivered according to the latest HBN standards.*' and a table of plant orders. The table has columns for Plant, Price, Reference, and Remark. Some rows have a red exclamation mark icon, indicating price or quantity changes. A checkbox is present next to the plant name in each row.

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			
10 Hypericum 'hidcote' - C1,5	0,850	For fall 2019	The price is 0,85
Hypericum 'hidcote'	0,750		
50 Imperata cylindrica 'Red Baron' - C1,5	1,350	For fall 2019	
Imperata cylindrica 'Red Baron'	1,250		
0 Yucca elata - C2	12,000	For fall 2019	
15 Yucca elata - C2			

Click on the message you wish to read. The contents of the message will be displayed on the right.

Lines that have had their price and/or quantity changed by the grower will be marked with a red marked exclamation mark. To the side the altered field (also marked red) is a check box (enabled by default). If the check box is enabled, the quantity and price as in the confirmation will be used. If the check box is disabled, then the original purchase order price and quantity will be used.



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Click on [Alter purchase order] to apply the changes made by the grower in the confirmation to the existing purchase order.

Click on [Open purchase order] to open the original purchase order.

Click on [Delete] to delete the message. The original purchase order will remain unchanged.

Call-up

Deliveries can now be made as usual to make a call-up for the supplier. Making a call-up has not been changed. After clicking [complete] and [Yes] has been clicked for printing, the call-up will be sent as selected (printed, faxed or emailed), and a TCM call-up message will be sent to the supplier. This will happen in the background.

When multiple call-ups are sent, only suppliers that are TCM business partners will receive their call-up message in TCM.

The call-up is the last message in the TCM communication process.