

UPUTE ZA ADMINISTRIRANJE BAZE PARTNERA
PARTNER DATABASE ADMINISTRATION INSTRUCTIONS

Sadržaj / Content :

1 - Sadržaj / Content

2 – 7 - Hrvatski:

- 2. - Dodavanje novih partnera u bazu
- 4. - Sređivanje baze partnera
- 5. - I Grupiranje
 - 5. - 1. Način
 - 6. - 2. Način
- 7. - II Deaktivacija nepotrebnih unosa

8 – 13 - English:

- 8. - Adding new partners to database
- 10. - Partner database managing
- 11. - I. Grouping
 - 11. - 1. Method
 - 12. - 2. Method
- 13. - II. Deactivation of unneeded entries

DODAVANJE NOVIH PARTNERA U BAZU:

Kod dodavanja novog partnera automatski se prema imenu pronalaze i prikazuju partneri koji postoje u svim bazama partnera. Provjerite da li partner kojega unosite već postoji na popisu, te ako postoji odaberite ga klikom na njega.

Dodaj novog partnera

Upute

Naziv tvrtke *: Lognet d.o.o.

OIB:

PDV broj:

Država: Hrvatska

Grad *:

Poštanski broj:

Adresa:

Interna šifra:

Kontakt osoba:

Telefon:

Fax:

Mobitel:

E-mail:

Skype username:

Rok plaćanja:

Spremi

Rezultati pretraživanja. Kliknite na naziv za detalje:

- Lognet d.o.o. Sjedište: Zagreb (Postojeći partner) (Deaktiviran)
- Lognet d.o.o. Sjedište: Zagreb
- Lognet d.o.o. Sjedište: Zagreb

Kada kliknemo na pronađenog partnera u listi, u srednjem stupcu dijaloga pojavljuju se njegovi podaci koji se mogu iskopirati u formular za dodavanje partnera pritiskom na gumb "<< Prenesi u bazu partnera", po potrebi dopuniti ili izmijeniti, i spremiti.

Dodaj novog partnera

Upute

Naziv tvrtke *: Lognet d.o.o.

OIB:

PDV broj:

Država: Hrvatska

Grad *:

Poštanski broj:

Adresa:

Interna šifra:

Kontakt osoba:

Telefon:

Fax:

Mobitel:

E-mail:

Skype username:

Rok plaćanja:

Spremi

Lognet d.o.o.
12114193167
HR
Zagreb
10000
Radnička cesta 55/A

Rezultati pretraživanja. Kliknite na naziv za detalje:

- Lognet d.o.o. Sjedište: Zagreb (Postojeći partner) (Deaktiviran)
- Lognet d.o.o. Sjedište: Zagreb
- Lognet d.o.o. Sjedište: Zagreb

<< Prenesi u bazu partnera

Ali ako postoji partner u vlastitoj bazi koji je deaktiviran, onda treba samo ponovo aktivirati tog partnera. Klikom na link koji se pojavljuje odabirom deaktiviranog partnera, otvara se formular za uređivanje partnera u bazi i tamo ga se može aktivirati.

Upute

Naziv tvrtke *: Lognet d.o.o. Odabrani partner je deaktiviran u vašoj bazi partnera. Ukoliko ga želite reaktivirati kliknite na link ispod.

OIB:

PDV broj:

Država: Hrvatska ▼

Grad *:

Poštanski broj:

Adresa:

Interna šifra:

Kontakt osoba:

Telefon:

Fax:

Mobitel:

E-mail:

Skype username:

Rok plaćanja:

Spremi

[Izmijeni u bazi partnera](#)

Rezultati pretraživanja. Kliknite na naziv za detalje:

Lognet d.o.o. Sjedište: Zagreb [Pogledaj partnera](#)
(Deaktiviran)

Lognet d.o.o. Sjedište: Zagreb

Lognet d.o.o. Sjedište: Zagreb



Izmijeni

Dodaj novi

* Tvrtka:

PDV broj:

* Grad:

Adresa:

Kontakt:

Fax:

E-mail:

Žiro-račun:

IBAN:

Rok plaćanja:

OIB:

Država: Hrvatska ▼

Poštanski broj:

Interna šifra: Interna podšifra:

Telefon:

Mobitel:

Skype username:

Devizni račun:

SWIFT:

Status: Aktivan Deaktiviran

Napomena:

Spremi

Natrag na popis

SREĐIVANJE BAZE PARTNERA:

Problem: više različitih unosa za istu tvrtku koji se onda procesiraju kao različite tvrtke
Ovo izvještaje čini nepreglednima jer grupiranje prema tvrtki nema smisla – u primjeru vidimo tri stavke za istu (fiktivnu) tvrtku:

Izveštaj br. 1	Financijski po naručitelju prijevoza, 01.04.2015 - 30.04.2015			
Naručitelji prijevoza	Travanj - 2015		Ukupno	
	Cijena prijevoza	%	Cijena prijevoza	%
ZZZ Trade d.o.o.	12,000	40.0%	12,000	40.0%
Zzz-trade	10,000	33.3%	10,000	33.3%
Zzz Trade	8,000	26.7%	8,000	26.7%
Ukupno	30,000	100.0%	30,000	100.0%

Također, unos na narudžbama je otežan:

UVJETI NARUDŽBE

Narudžba broj:

Pozicija narudžbe:

Račun glasi na: [Dodaj novog partnera](#)

Račun poslati na: [Dodaj novog partnera](#)

Naručitelj prijevoza: [Dodaj novog partnera](#)

- ZZZ Trade d.o.o. (Sjedište: Zagreb)**
- Zzz Trade (Sjedište: Zagreb)
- Zzz-trade (Sjedište: Zagreb)

Rješenje:

1. korak: grupirati sve unose za istu tvrtku dodavanjem iste interne šifre za sve (rješenje za izvještaje)

2. korak: deaktivirati nepotrebne (pogrešne, slučajne) unose da bi ubuduće imali samo jedan naziv za jednu tvrtku kod pretrage/automatske nadopune partnera, tako da na novim narudžbama ni ne nastaje prvi problem

Ova dva koraka se mogu obaviti istovremeno (na Evidencije → Baza partnera), ali da bi jasnije pokazali što dobijemo s kojim ovdje ćemo ih opisati odvojeno.

I. GRUPIRANJE:

Da bi riješili problem sa izvještajima, unijet ćemo istu internu šifru za sva tri unosa koji se odnose na jednu tvrtku.

1. NAČIN

Odemo na Korisničke stranice → Evidencije → Baza partnera i pronađemo željene unose. Vidimo da je polje "Interna šifra" prazno:

Baza partnera

Naziv sadrži: Samo aktivni Prikaži samo tvrtke bez Interne šifre

Tvrtka	OIB	PDV broj	Adresa	Interna šifra	Kontakt podaci	Status	Opcije
Zzz Trade			10020 Zagreb HR		Telefon: Mobitel: E-mail: Fax:	Aktivan (Član Logneta)	Izmjeni Deaktiviraj
ZZZ Trade d.o.o.			10020 Zagreb HR		Telefon: Mobitel: E-mail: Fax:	Aktivan	Izmjeni Deaktiviraj
Zzz-trade			10020 Zagreb HR		Telefon: Mobitel: E-mail: Fax:	Aktivan	Izmjeni Deaktiviraj

Nakon unosa šifre:

Baza partnera

Naziv sadrži: Samo aktivni Prikaži samo tvrtke bez Interne šifre

Tvrtka	OIB	PDV broj	Adresa	Interna šifra	Kontakt podaci	Status	Opcije
Zzz Trade			10020 Zagreb HR	x123zzz	Telefon: Mobitel: E-mail: Fax:	Aktivan (Član Logneta)	Izmjeni Deaktiviraj
ZZZ Trade d.o.o.			10020 Zagreb HR	x123zzz	Telefon: Mobitel: E-mail: Fax:	Aktivan	Izmjeni Deaktiviraj
Zzz-trade			10020 Zagreb HR	x123zzz	Telefon: Mobitel: E-mail: Fax:	Aktivan	Izmjeni Deaktiviraj

2. NAČIN

Internu šifru možemo unijeti i usput kod unosa nove narudžbe ili promjene postojeće, i to kod unosa naručitelja prijevoza ili kod unosa prijevoznika izvan Lognet mreže klikom na link/gumb "Kontakti partnera" koji se pojavi nakon što odaberemo/unesemo partnera. Pojavi se dijalog u kojem možemo, između ostalog, unijeti i internu šifru:

Kontakti partnera

[Upute](#)

UPOZORENJE: Koristite obrazac ispod samo za promjenu krivih podataka trenutnog partnera, ukoliko želite unijeti novog partnera kliknite "Odustani" te zatim "Dodaj novog partnera"

Naziv tvrtke *: ZZZ Trade d.o.o.

OIB:

PDV broj:

Država: Hrvatska

Grad *: Zagreb

Poštanski broj: 10020

Adresa:

Interna šifra:

Kontakt osoba:

Telefon:

Fax:

Mobitel:

E-mail:

Skype username:

Rok plaćanja: 14

Ovime smo na izvještajima dobili samo jednu stavku kad grupiramo po naručitelju:

Izveštaj br. 1	Financijski po naručitelju prijevoza, 01.04.2015 - 30.04.2015			
Naručitelji prijevoza	Travanj - 2015		Ukupno	
	Cijena prijevoza	%	Cijena prijevoza	%
Zzz Trade, Zzz-trade, ZZZ Trade d.o.o.	30,000	100.0%	30,000	100.0%
Ukupno	30,000	100.0%	30,000	100.0%

Na pretraživanju tvrtki na narudžbama i dalje imamo tri rezultata, samo sada vidimo da je upisana ista interna šifra, pa barem pouzdano znamo da se radi o istoj tvrtki:

UVJETI NARUDŽBE

Narudžba broj:

Pozicija narudžbe:

Račun glasi na: [Dodaj novog partnera](#)

Račun poslati na: [Dodaj novog partnera](#)

Naručitelj prijevoza: zzz [Dodaj novog partnera](#)

- ZZZ Trade d.o.o. (Sjedište: Zagreb) Interno: x123zzz
- Zzz Trade (Sjedište: Zagreb) Interno: x123zzz
- Zzz-trade (Sjedište: Zagreb) Interno: x123zzz

Ali ako želimo samo jedan naziv za jednu tvrtku to možemo riješiti drugim korakom – deaktivacijom.

II. DEAKTIVACIJA NEPOTREBNIH UNOSA:

Ovime ćemo rješiti gore prikazani problem da se kod pretraživanja partnera prikazuje više naziva za istu tvrtku. Ponovo odemo na Korisničke stranice → Evidencije → Baza partnera i pomoću linka “Deaktiviraj” u opcijama tablice deaktiviramo unose za koje želimo da se više ne pojavljuju kod pretrage na narudžbama. Deaktivirani unosi nisu obrisani, tako da ih je naknadno moguće ponovo aktivirati.

Baza partnera

Naziv sadrži: Samo aktivni Prikaži samo tvrtke bez Interne šifre

Tvrtka	OIB	PDV broj	Adresa	Interna šifra	Kontakt podaci	Status	Opcije
Zzz Trade			10020 Zagreb HR	x123zzz	Telefon: Mobitel: E-mail: Fax:	Deaktiviran (Član Logneta)	Izmjeni Aktiviraj
ZZZ Trade d.o.o.			10020 Zagreb HR	x123zzz	Telefon: Mobitel: E-mail: Fax:	Aktivan	Izmjeni Deaktiviraj
Zzz-trade			10020 Zagreb HR	x123zzz	Telefon: Mobitel: E-mail: Fax:	Deaktiviran	Izmjeni Aktiviraj

NAPOMENA: Ukoliko imate duplikate koji jesu i nisu članovi Logneta uvijek ostavite aktivnog jednog od onih koji nije član

Sada vidimo da kod pretraživanja partnera dobivamo samo jedan (aktivni) unos za tvrtku:

UVJETI NARUDŽBE

Narudžba broj:

Pozicija narudžbe:

Račun glasi na:

[Dodaj novog partnera](#)

Račun poslati na:

[Dodaj novog partnera](#)

Naručitelj prijevoza:

[Dodaj novog partnera](#)

ZZZ Trade d.o.o. (Sjedište: Zagreb) Interno: x123zzz

[Uredi partnera](#)

Ok

Odustani

ADDING NEW PARTNERS TO DATABASE:

When adding a new partner, automatically by name are searched and shown all partners that exist in all partner databases. Check if partner which you are entering does not already exist and if yes then choose it by click on partners name.

Company *: zzz
OIB:
VAT ID:
Country: Hrvatska
Town/ City *:
Area code:
Address:
Internal code:
Contact person:
Telephone:
Telefax:
Cell phone:
E-mail:
Skype username:
Payment days:
Save

Search results. Click on name for details:
Zzz Trade Headquarters: Osijek (Lognet member) (Existing partner) (Deactivated)
Zzz-trade Headquarters: Rijeka (Existing partner)
ZZZ Trade d.o.o. Headquarters: Zagreb (Existing partner)

When clicked on found partner in list, in the middle column of given dialog, partner information is shown, which can be copied into add partner form by clicking a button "<< Copy to partners database" and subsequently edited and saved.

Company *: ZZZ Trade d.o.o.
OIB:
VAT ID:
Country: Hrvatska
Town/ City *: Zagreb
Area code: 10020
Address:
Internal code:
Contact person:
Telephone:
Telefax:
Cell phone:
E-mail:
Skype username:
Payment days: 14
Save

Search results. Click on name for details:
Zzz Trade Headquarters: Osijek (Lognet member) (Existing partner) (Deactivated)
Zzz-trade Headquarters: Rijeka (Existing partner)
ZZZ Trade d.o.o. Headquarters: Zagreb (Existing partner)

<< Copy to partners database

But if there already exists a deactivated partner, then that partner needs only to be activated again. partners.

By clicking on link when deactivated partner is chosen, form for partner edit is opened and you can activate partner there.

Add new partner
✕

[Instructions](#)

<p>Company *: <input type="text" value="ZZZ Trade d.o.o."/></p> <p>OIB: <input type="text"/></p> <p>VAT ID: <input type="text"/></p> <p>Country: <input type="text" value="Hrvatska"/></p> <p>Town/ City *: <input type="text" value="Zagreb"/></p> <p>Area code: <input type="text" value="10020"/></p> <p>Address: <input type="text"/></p> <p>Internal code: <input type="text"/></p> <p>Contact person: <input type="text"/></p> <p>Telephone: <input type="text"/></p> <p>Telefax: <input type="text"/></p> <p>Cell phone: <input type="text"/></p> <p>E-mail: <input type="text"/></p> <p>Skype username: <input type="text"/></p> <p>Payment days: <input type="text" value="14"/></p> <p style="text-align: center;"><input type="button" value="Save"/></p>	<p>Selected partner is deactivated in your partner database. If you want to reactivate him click on the link below.</p> <p style="text-align: center;">Edit in partners database</p>	<p>Search results. Click on name for details:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Zzz Trade Headquarters: Osijek <small>Lognet member</small> <small>(Existing partner) (Deactivated)</small></p> <p>Zzz-trade Headquarters: Rijeka <small>(Existing partner)</small></p> <p>ZZZ Trade d.o.o. Headquarters: Zagreb <small>(Existing partner)</small></p> </div>
--	---	--

User pages ▾
Dispositions
My ads ▾
Records ▾
My messages

⏪
🗉

Change
Add new


<p>* Company: <input type="text" value="Zzz-trade"/></p> <p>VAT ID: <input type="text"/></p> <p>* Town/ City: <input type="text" value="Zagreb"/></p> <p>Address: <input type="text"/></p> <p>Contact: <input type="text"/></p> <p>Telefax: <input type="text"/></p> <p>E-mail: <input type="text"/></p> <p>Bank account: <input type="text"/></p> <p>IBAN: <input type="text"/></p> <p>Payment days: <input type="text" value="8"/></p>	<p>OIB: <input type="text"/></p> <p>Country: <input type="text" value="Hrvatska"/></p> <p>Postal num: <input type="text" value="10020"/></p> <p>Internal code: <input type="text" value="z323"/> Internal subcode: <input type="text"/></p> <p>Telephone: <input type="text"/></p> <p>Cell phone: <input type="text"/></p> <p>Skype username: <input type="text"/></p> <p>Foreign bank account: <input type="text"/></p> <p>SWIFT: <input type="text"/></p>	<p>Status: <input type="radio"/> Active <input checked="" type="radio"/> Deactivated</p>
--	---	--

Remark:

Save
Back to list

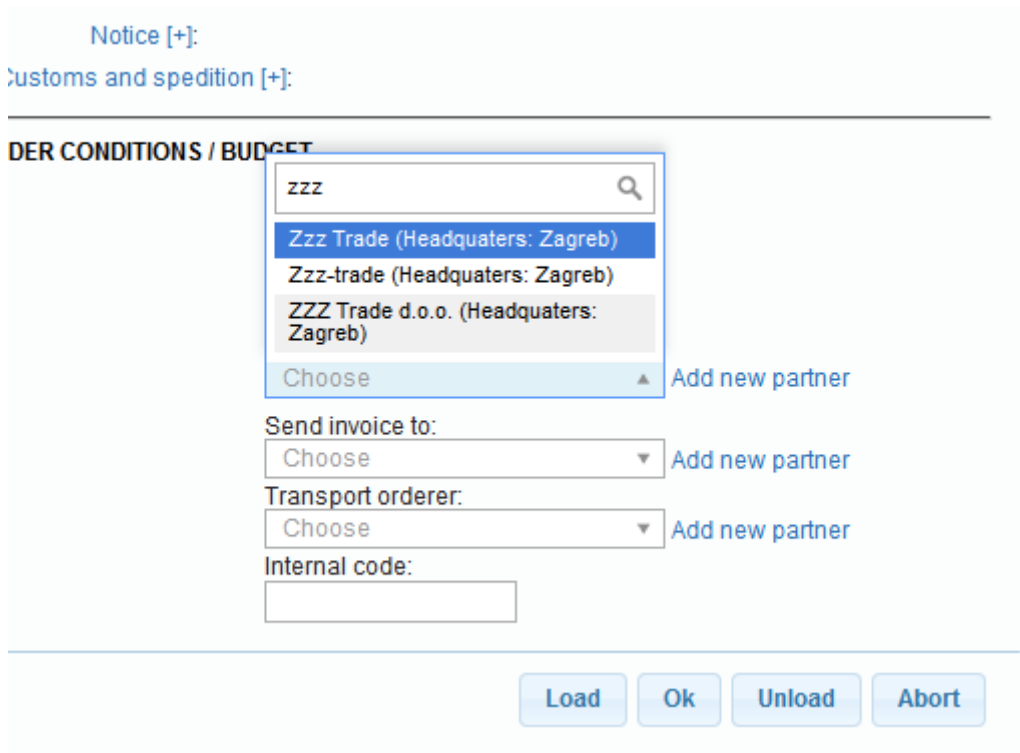
PARTNER DATABASE MANAGING:

Problem: more diverse entries for the same company which then are processed as different companies. This makes reports hard to read because grouping by company is purposeless – in the example we can see three entries for the same (fictional) company.



Report no. 1	Financial by transport orderer, 01.01.2015 - 01.01.2016			
Transport orderers	April - 2015		Ukupno	
	Transport price (EUR)	%	Transport price (EUR)	%
ZZZ Trade d.o.o.	12.000	40,0%	12.000	40,0%
Zzz-trade	10.000	33,3%	10.000	33,3%
Zzz Trade	8.000	26,7%	8.000	26,7%
Ukupno	30.000	100,0%	30.000	100,0%

Also, input for orders is harder:



Solution:

1. step: group all entries for the same company by adding the same internal code for everything (solution as in reports)

2. step: deactivate unneeded (wrong, accidental mistakes) entries so you would have only one name for one company in search/auto-complete partners in the future. So in new orders it will not come to the first problem.

This two steps can be done at the same time (under Records -> Partner database), but to show more clearly what do we get with which step, they will be described in detail separate.

I. GROUPING:

To solve problem with reports, we will enter the same internal code for all three entries concerning that company.

1. METHOD

Under User Pages -> Records -> Partners Database we find entries that we need. It can be seen that the field "internal code" is empty.

Name contains: Date: - Only active Show only partners with no internal code Orderers only

Company	OIB	VAT ID	Address	Internal code	Contact details	Status	Options
Zzz Trade Created by: btglavni (08.04.2015)			10020 Zagreb HR		Telephone: Cell phone: E-mail: Telefax:	Active (Lognet member)	Change Deactivate
ZZZ Trade d.o.o. Created by: Pero Perić (08.04.2015)			10020 Zagreb HR		Telephone: Cell phone: E-mail: Telefax:	Deactivated	Change Activate
Zzz-trade Created by: Pero Perić (08.04.2015)			10020 Zagreb HR		Telephone: Cell phone: E-mail: Telefax:	Deactivated	Change Activate

After entering internal code:

Name contains: Date: - Only active Show only partners with no internal code Orderers only

Company	OIB	VAT ID	Address	Internal code	Contact details	Status	Options
Zzz Trade Created by: btglavni (08.04.2015)			10020 Zagreb HR	z323	Telephone: Cell phone: E-mail: Telefax:	Active (Lognet member)	Change Deactivate
ZZZ Trade d.o.o. Created by: Pero Perić (08.04.2015)			10020 Zagreb HR	z323	Telephone: Cell phone: E-mail: Telefax:	Deactivated	Change Activate
Zzz-trade Created by: Pero Perić (08.04.2015)			10020 Zagreb HR	z323	Telephone: Cell phone: E-mail: Telefax:	Deactivated	Change Activate

2. METHOD

Internal code can also be entered when entering a new order or changing existing one, with inserting transport orderer or with inserting transporter outside Lognet network by clicking on link/button "Partner contact" which shows after we choose/enter partner. Dialog in which we can, among other things, enter internal code, is shown:

Partner contact

[Instructions](#)

WARNING: Use the form below only to edit wrong information. If you want to enter a new partner click "Cancel" and "Add new partner"

Company *: Zzz-trade

OIB:

VAT ID:

Country: Hrvatska

Town/ City *: Zagreb

Area code: 10020

Address:

Internal code:

Contact person:

Telephone:

Telefax:

Cell phone:

E-mail:

Skype username:

Payment days: 8

We got only one entry on reports when we group by orderer:

Report no. 1	Financial by transport orderer, 01.01.2015 - 01.01.2016			
Transport orderers	April - 2015		Ukupno	
	Transport price (EUR)	%	Transport price (EUR)	%
Zzz Trade, Zzz-trade, ZZZ Trade d.o.o.	30.000	100,0%	30.000	100,0%
Ukupno	30.000	100,0%	30.000	100,0%

In company searching on orders we still have three results, only now we can see that the same internal code is entered, so we can reliably know that it is the same company.

Notice [+]:

[Customs and spedition \[+\]:](#)

ORDER CONDITIONS / BUDGET

Order no:

Order position:

Invoice for: Choose

Send invoice to: Choose

zzz

Zzz Trade (Headquarters: Zagreb) Internal code: z323

Zzz-trade (Headquarters: Zagreb) Internal code: z323

ZZZ Trade d.o.o. (Headquarters: Zagreb) Internal code: z323

But if we want only one name for one company, we can solve that with second step – deactivation.

II. DEACTIVATION OF UNNEEDED ENTRIES:

With this we will solve the problem of showing multiple labels for the same company. Again, we go to the User Pages → Records → Partner Database and by using “Deactivate” link in table options, unwanted entries are deactivated and they do not show in search on orders. Deactivated entries are not deleted, afterward they can be activated again.

Partner database Add new

Name contains: Date: Only active Show only partners with no internal code Orderers only

Company	OIB	VAT ID	Address	Internal code	Contact details	Status	Options
Zzz Trade Created by: btglavni (08.04.2015)			10020 Zagreb HR	z323	Telephone: Cell phone: E-mail: Telefax:	Deactivated (Lognet member)	Change Activate
ZZZ Trade d.o.o. Created by: Pero Perić (08.04.2015)			10020 Zagreb HR	z323	Telephone: Cell phone: E-mail: Telefax:	Active	Change Deactivate
Zzz-trade Created by: Pero Perić (08.04.2015)			10020 Zagreb HR	z323	Telephone: Cell phone: E-mail: Telefax:	Deactivated	Change Activate

Number of items on page:

NOTICE: If you have duplicates which are and are not members of Lognet, always leave one active from those that are not members.

We can see now that in searching partners we get only one (active) entry for company:

Notice [+]:
Customs and spedition [+]:

ORDER CONDITIONS / BUDGET

Order no:

Order position:

Invoice for:

Add new partner

Add new partner

Add new partner

Add new partner

Internal code: