



SUPPLIER SELF SERVICE PORTAL

Welcome to the new Supplier Self Service Portal.

Below is a cheat sheet on how to do common tasks:

Glossary:

SSSP	Supplier Self Service Portal - the new supplier portal
Service Categories	<p>Flexischools offers services to collect payment under the following service categories:</p> <ul style="list-style-type: none"> • Food - canteen and special food services like Mexican Thursday or a sports carnival sausage sizzle • Shop - uniform and merchandise sales • Events - event sales like fetes, musicals and school camps • Fee Collection - school fee and tour payments and other payments that would normally appear on the school account • Other Payments - Any other type of payment like print account top-ups, fundraising, term sport payments/enrolments
Services	These are services (like lunch & recess) that you are offering customers
Supplier	A supplier is an entity providing the actual product or service to the end customer. We have set you up on our system with your bank account to pay your funds to. You may only provide canteen services to a school or you may be the school itself who runs the canteen, but also collect payments for all other type of services. As a supplier you may have multiple bank accounts, but you are considered a single business entity.
Items	These are the items you are selling
Item Category	The grouping of items you are selling. For example, Hot Food, Snacks and Drinks.
Options	When an item has additional options that can be included. For example, an item might be 'Make your own Sandwich' and the options are all the possible ingredients to put on the sandwich.
Option Set	A logical grouping of options. For example, 'Salad items' or 'Sauces'. Each set contains the options that a customer can choose. By grouping them in a set you can decide if the customer can choose only 1 of the available choices or multiple.
Item Availability	A configuration on an item which determines when an item is available for ordering. By default, it is available whenever the service is available. However, configuring item availability on an item means you can limit when an individual item can be ordered. You can choose a date range and/or certain days of the week. When item availability is configured on an item you can see a visual indicator (a cog wheel) on the item list.



Accessing the-Portal

Login at www.flexischools.com.au



Parents ▾

Schools & Suppliers ▾

My Account

Register



Simplifying School Life

Pay for a range of school activities,
lunch, uniforms, fees and more

All online, all in one place

Order now

Download the app



Click on 'Supplier Admin' in the top left-hand corner:

flexischools

Supplier Admin

Home

Acco

Start

- Start Order
- View Placed Orders
- View Recent Orders
- My Card

Step 1: Service | Step 2: Add Items | Step 3: Check Order

Select from the following options.

Colour Run 10th November

Order Run

pay by 30 September



To access the supplier portal, click on 'Edit Catalogues'

The screenshot shows the fleximeals supplier portal dashboard. At the top right, there are links for 'Home', 'My Profile', and 'Logout'. The main content area is titled 'Welcome Demo Canteen ADV' and contains several informational cards. The 'Edit Catalogues' card is highlighted with a red border and contains the text: 'Supplier has been migrated to new Supplier Portal, https://demo.flexischools.com.au/SupplierPortal/107307/dashboard'. Other cards include 'View Reports', 'New Services, Events & Labels', and 'Help & Information'. A left-hand navigation menu lists various sections like Home, Inventory, Reports, and Account History.

Login

Enter your username/email and password

This will be the same username and password which you used to access the old site.

The screenshot shows the flexischools login page. It features a dark sidebar with navigation options: Home, Services, Items, Reports, Help, and Logout. The main content area has a green header with the flexischools logo and the word 'Login'. Below the header, there are two input fields: 'Username/Email Address' with the placeholder text 'Please enter your username/email' and 'Password' with a masked input field. A green 'Login' button is positioned below the password field.

The Homepage

After you have logged in you will be taken to the homepage.

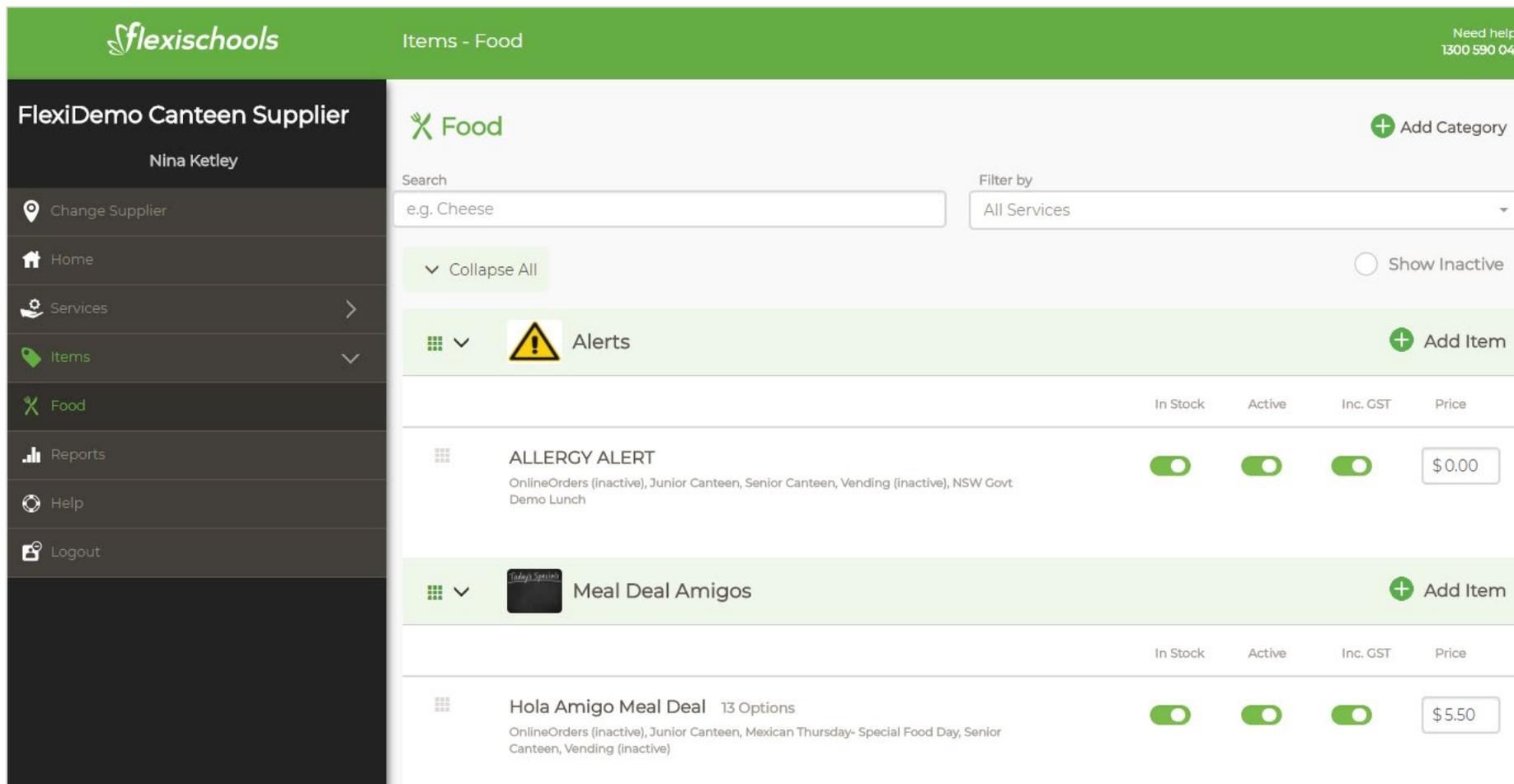
We are developing further features currently under development, but you will see the 'updated' panel where we will share important news and information to you.

The screenshot shows the Flexischools homepage for UAT DELUXE School. The page has a green header with the Flexischools logo, the text 'Home', and a 'Need help? 1300 590 044' link. A dark sidebar on the left contains the school name 'UAT DELUXE School', the user name 'Nina Ketley', and navigation links for 'Change Supplier', 'Home', 'Services', 'Items', 'Reports', 'Help', and 'Logout'. The main content area is divided into three columns. The first column, titled 'Updates', shows a list of updates: 'Our New Supplier Portal' (dated 14/06/2018 12:23 pm) and 'Daylight Savings is almost here' (dated 28/09/2017 4:26 pm). A green button labeled 'See all updates' is at the bottom of this section. The second column, titled 'My Tasks', contains a placeholder message: 'We are working on this part, coming soon...'. The third column, titled 'Today's Orders', also contains a placeholder message: 'We are working on this part, coming soon...'. Below this, a section titled 'This Week's Sales' also has a placeholder message: 'We are working on this part, coming soon...'.

Where is my menu?

Our new portal is organised by service type so if you would like to edit your menu (items in your menu), go to Items then Food, in later releases you will also be able to manage other service items here like events, shop and payments.

From here you can 'Add Categories' or 'Add Items' within a category by clicking the plus button.



flexischools Items - Food Need help?
1300 590 044

FlexiDemo Canteen Supplier
Nina Ketley

Change Supplier | Home | Services | **Items** | **Food** | Reports | Help | Logout

Food + Add Category

Search: e.g. Cheese | Filter by: All Services

▼ Collapse All ○ Show Inactive

Alerts + Add Item

	In Stock	Active	Inc. GST	Price
ALLERGY ALERT <small>OnlineOrders (inactive), Junior Canteen, Senior Canteen, Vending (inactive), NSW Govt Demo Lunch</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00

Meal Deal Amigos + Add Item

	In Stock	Active	Inc. GST	Price
Hola Amigo Meal Deal 13 Options <small>OnlineOrders (inactive), Junior Canteen, Mexican Thursday- Special Food Day, Senior Canteen, Vending (inactive)</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$5.50

Editing Item Categories

You can edit a category name, description or image by clicking on the category name which will bring you to the edit category screen. To change the image, click on the image and a box with available images to choose from will appear.

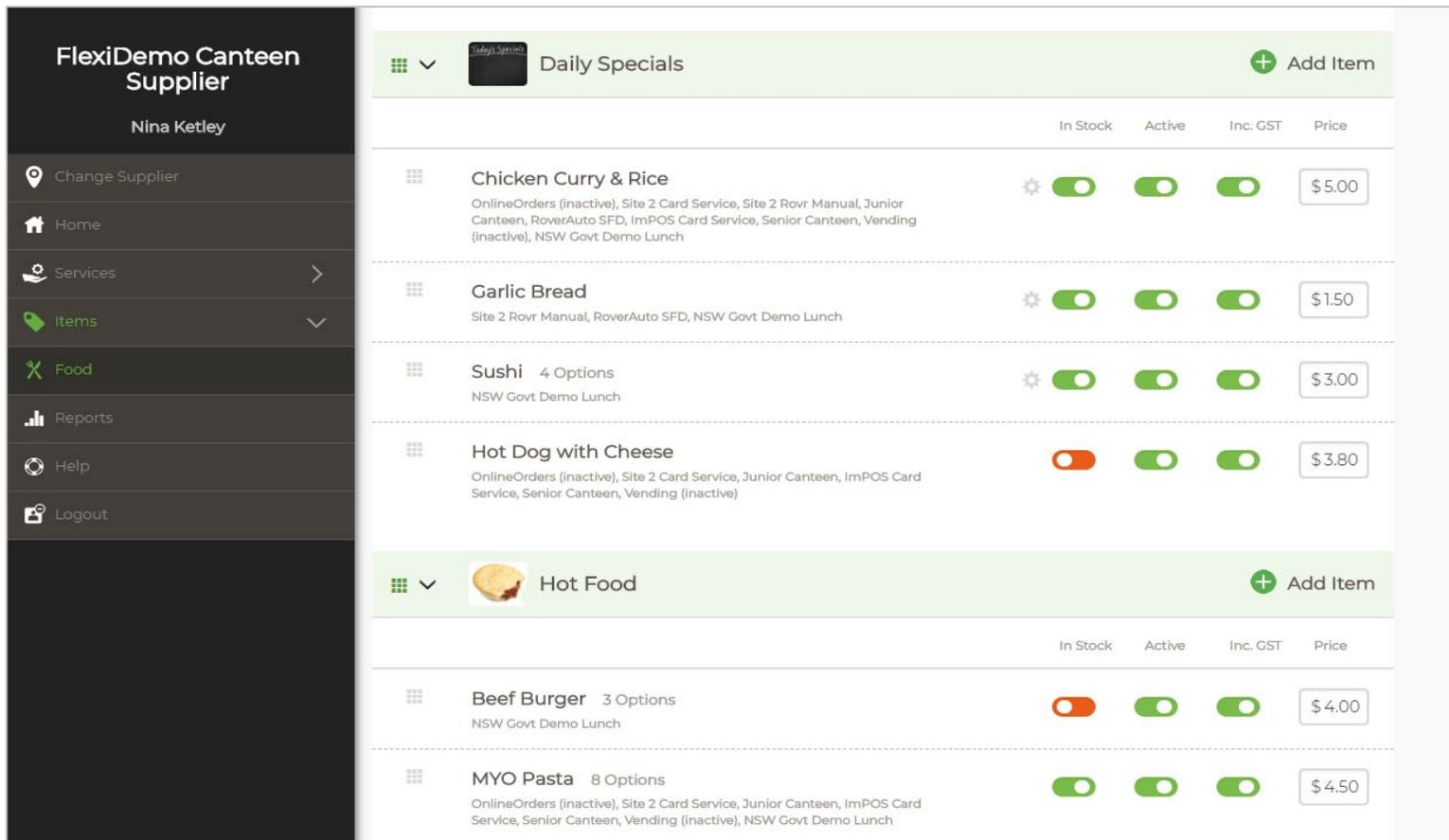
The screenshot shows the 'Edit Category in Food' interface. At the top, there is a green header with the 'flexischools' logo on the left, the title 'Edit Category in Food' in the center, and 'Need help? 1300 590 044' on the right. Below the header is a dark sidebar on the left with the text 'FlexiDemo Canteen Supplier' and 'Nina Ketley'. The sidebar contains a list of menu items: 'Change Supplier', 'Home', 'Services', 'Items', 'Reports', 'Help', and 'Logout'. The main content area has a light gray background. At the top of this area, there is a 'Show all Food items' link and two buttons: a green 'Save' button and a red 'Delete' button. Below this is a dark gray header for the 'Category Details' section. The details section includes a small image of a bowl of salad on the left. To the right of the image are two form fields: 'Name' with the value 'Salads' and 'Description' with the value 'Healthy variety of salads to choose from'. Both fields have an information icon (i) to their right.

Editing Items

The main listing of items will allow you to quickly change the most common things like whether an item is in stock, active (inactive items will not show on the ordering site) includes GST and price of the item.

The item list shows the name of the item, then how many (if any) options are configured on the item.

Options are possible additions to an item (like a meat pie with an option of tomato or BBQ sauce). It will also show a visual indicator if there are availability configurations on this item (a cog wheel will show)



The screenshot displays the 'FlexiDemo Canteen Supplier' interface for user 'Nina Ketley'. The left sidebar contains navigation options: Change Supplier, Home, Services, Items, Food, Reports, Help, and Logout. The main content area is divided into two sections: 'Daily Specials' and 'Hot Food'. Each section lists items with their status (In Stock, Active, Inc. GST) and Price. The 'Daily Specials' section includes 'Chicken Curry & Rice' (\$5.00), 'Garlic Bread' (\$1.50), 'Sushi' (4 Options, \$3.00), and 'Hot Dog with Cheese' (\$3.80). The 'Hot Food' section includes 'Beef Burger' (3 Options, \$4.00) and 'MYO Pasta' (8 Options, \$4.50). Each item has a gear icon for editing and a toggle switch for 'In Stock' and 'Active' status.

Item Name	In Stock	Active	Inc. GST	Price
Chicken Curry & Rice OnlineOrders (inactive), Site 2 Card Service, Site 2 Rovr Manual, Junior Canteen, RoverAuto SFD, ImPOS Card Service, Senior Canteen, Vending (inactive), NSW Govt Demo Lunch	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$5.00
Garlic Bread Site 2 Rovr Manual, RoverAuto SFD, NSW Govt Demo Lunch	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$1.50
Sushi 4 Options NSW Govt Demo Lunch	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$3.00
Hot Dog with Cheese OnlineOrders (inactive), Site 2 Card Service, Junior Canteen, ImPOS Card Service, Senior Canteen, Vending (inactive)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$3.80
Beef Burger 3 Options NSW Govt Demo Lunch	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$4.00
MYO Pasta 8 Options OnlineOrders (inactive), Site 2 Card Service, Junior Canteen, ImPOS Card Service, Senior Canteen, Vending (inactive), NSW Govt Demo Lunch	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$4.50

To edit further elements of an item, click on the item name, this will take you to the item edit screen, here you can update:

- **Description** - the item description which appears on the ordering screen
- **Services the item appears in** - which services sell this item
- **Options for this item** - what additional options can be sold with this item
- **Availability** - when this item is available for ordering

flexischools Edit Item in Food Need help? 1300 590 044

FlexiDemo Canteen Supplier
Nina Ketley

Change Supplier Home Services Items Food Reports Help Logout

Show all Food items Duplicate Item Save Delete

Item Details

Name	In Stock	Active	Inc. GST	Price
<input type="text" value="Sushi"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="\$3.00"/>

Description

SKU

Services the Item Appears In

Available Services

NSW Govt Demo Lunch

Options for this Item

Configuring Item Options

When in the item edit screen, you can add options to an item (scroll down past services linked). Options are grouped by an **option set**, you must create an option set first to group your available options. You may want multiple sets for a single item depending on what type of choice you want to give the customer. The option set allows you to define if you want to allow only a single selection (radio button selector shown on the ordering screen) or the ability for multiple selections (check boxes shown on the ordering screen) or quantity choices/multi + qty (drop down quantity boxes shown on the ordering screen).

For example, you might have a 'make your own sandwich' item where the customer can choose a single bread option and also multiple meat or salad items:

UAT DELUXE School

Nina Ketley

- Change Supplier
- Home
- Services >
- Items >
- Food
- Shop
- Events
- Fee Collection
- Other Payments
- Reports
- Help
- Logout

Options for this Item

Pricing: Item Price Plus Options Sum of Options

> Bread Options Option Selection Type: Single Multi Multi + Qty

> Meats Option Selection Type: Single Multi Multi + Qty

∨ Salad Items Option Selection Type: Single Multi Multi + Qty

	Default	In Stock	Active	Inc. GST	Price	Remove
Cheese Slice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.30	<input type="checkbox"/>
Boiled Egg	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$1.00	<input type="checkbox"/>
Tomato	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.25	<input type="checkbox"/>
Lettuce	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.25	<input type="checkbox"/>
Cucumber	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.25	<input type="checkbox"/>
Carrot	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.25	<input type="checkbox"/>
Beetroot	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.25	<input type="checkbox"/>
Capsicum	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.25	<input type="checkbox"/>
Celery	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.25	<input type="checkbox"/>

1. Choose your pricing - either item price plus options OR sum of options
2. Click 'Add option set' to create a new group of options – like 'Sauces' or 'salad items', give your option set a name
3. click 'Add option' to create a new choice for that set.
4. Add a price for the option (if you want) or leave it at \$0 if adding this option does not increase the price of the item.

Each option in the set can be configured to be in-stock, active and its GST status and price. Additionally, if you choose 'multi' or 'multi + qty' you can opt to make an option default (included with the item) by turning the default slider to ON (green).

This will include this option in the order automatically and a customer can remove it if they do not want the option. An example of this would be 'Salad sandwich' to include lettuce, tomato, cucumber unless a customer specifically removes it.

Note: removing options with pricing does not reduce the amount of the item, it remains the same price

Configuring Item Availability

Below options configuration is the item availability section (on the item edit screen). Here you can configure when an item is available for ordering. You can choose a day of the week or fortnight and/or a specific date range where the item is available or not available. When item available configured on an item you will see a little cog wheel on the main items list screen.

Logout

Item Availability

Availability Schedule Not Defined Weekly Fortnightly

Specific Availability Dates Always Available only between Unavailable between

Days of the Week

All M T **W** T F S S

All M T W T F S S

This item will be available for ordering on Wednesday. Then on the following week on no days.

Save Cancel