Mr Price Group

Supply IT Website

Training Manual
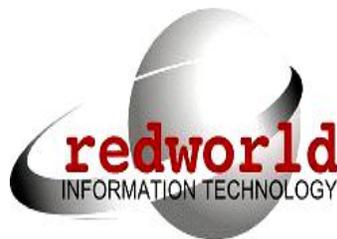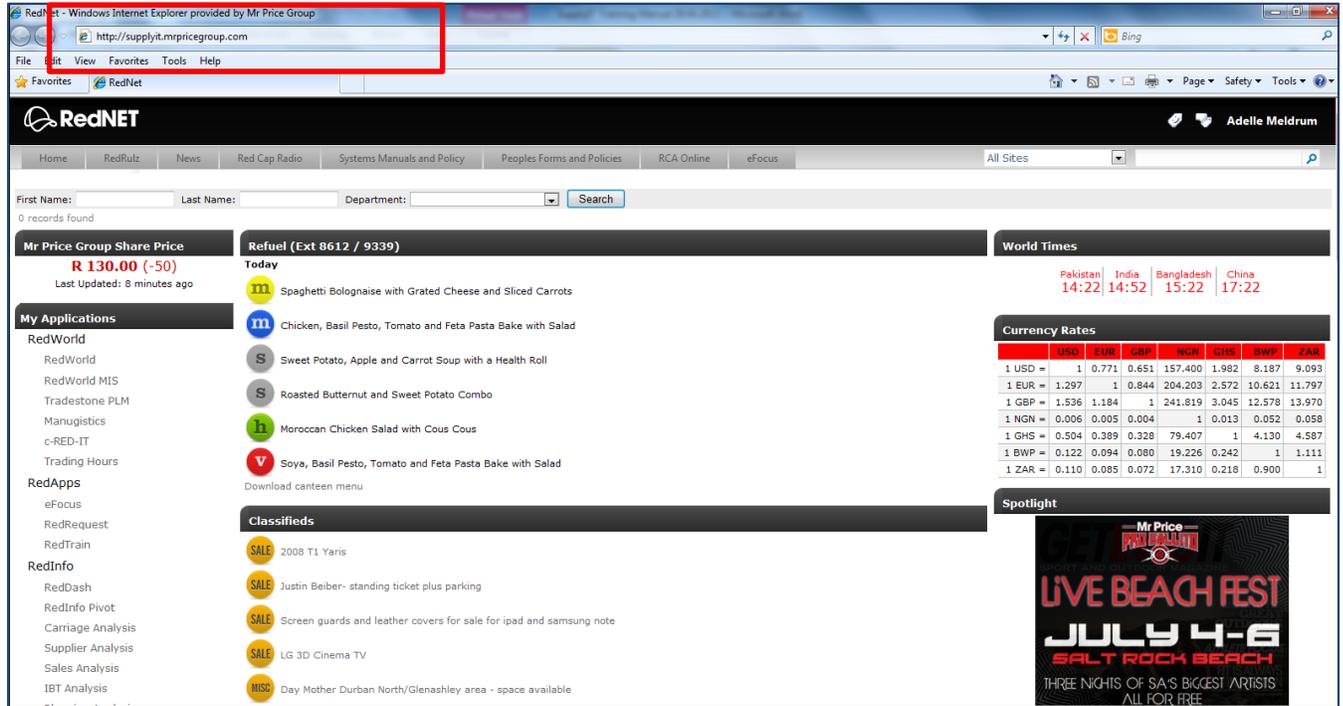
redworld
INFORMATION TECHNOLOGY

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1. Introduction

SupplyIT is an external website for suppliers, which allows suppliers to amend, print and finalize presort allocations, request DC Delivery Appointments, book QA Audit appointments and request for Swingtags. The SupplyIT website can be accessed from the following URL: http://supplyit.mrpricegroup.com. If any problems are encountered, the supplier may contact Mr Price Group Help Desk on 031-310 8999 or on helpdesk@mrpricegroup.com.

The correct link to use is http://supplyit.mrpricegroup.com.

2. Logmein

Click on Register to start the registration

Step 1: Registration process

Clicking on the registration button brings up the screen below.

Once you have entered the required fields click on **Create Account**. A confirmation message will appear just the screen shot below.
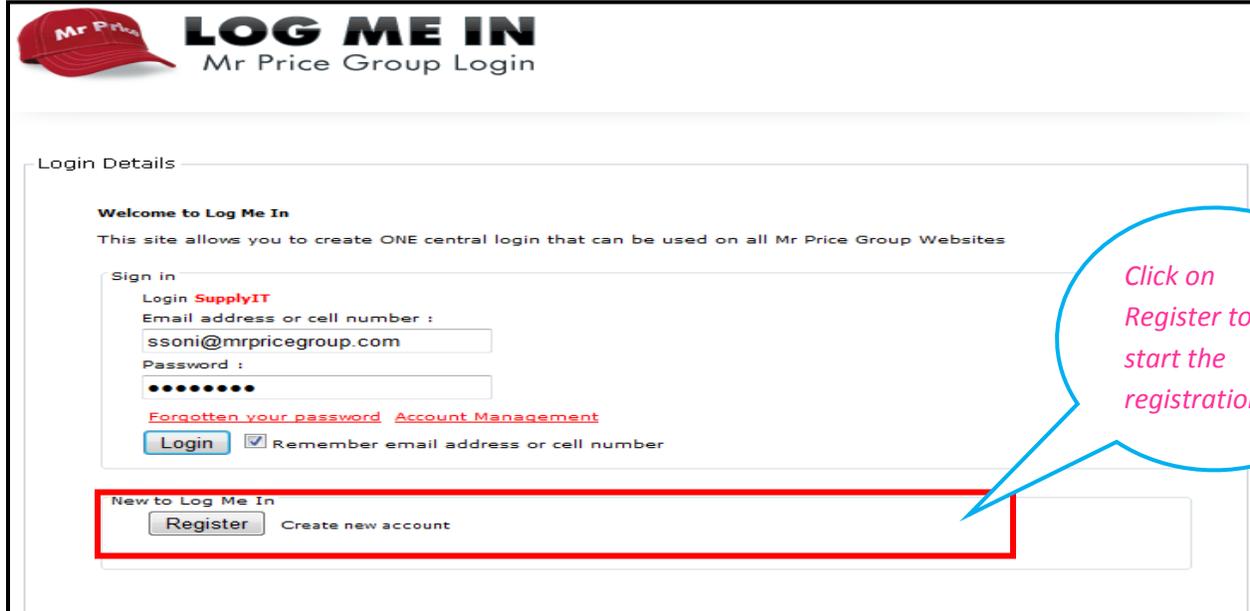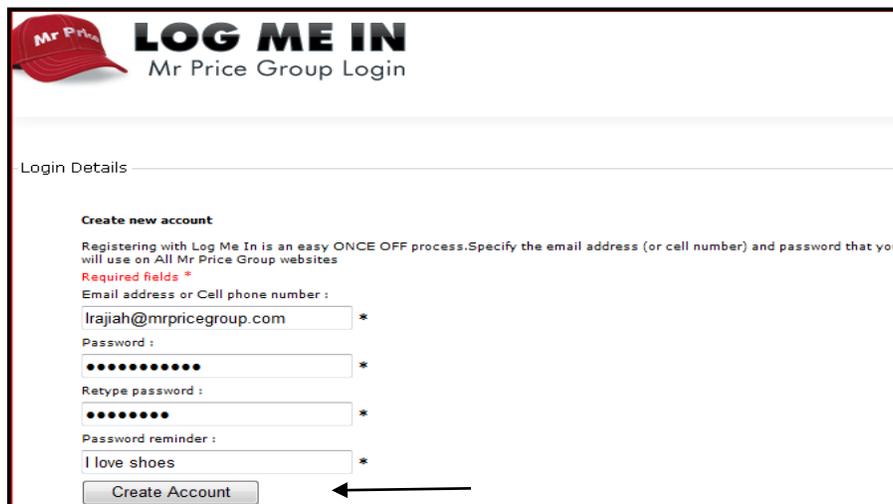
LOG ME IN
Mr Price Group Login

Login Details

LOG ME IN account successfully created.

Please check your email account for an activation link from customercare@mrpricegroup.com or your cell phone for an sms. The activation link must be clicked on before 11:59pm South African time of the day the account was created. Accounts that have not been activated by this time will need to be re-created.

Step 2: Validate your email address

Immediately, an email will be sent to the email address you have entered. Please make sure that you validate your e-mail address within 24 hours of receiving the e-mail, fro~~~~ care.

Make sure you validate your email address

Mr Price Group LOG ME IN Account Activation Required

customercare@mrpricegroup.com
Sent: Fri 25/02/2011 09:00
To: Samkelisiwe Soni

Hello,

Please click on the link below to activate your Mr Price Group LOG ME IN account.
Please Note: If the link does not work, when clicking on it, you may need to copy and paste it into your browser address bar. This link is only valid till 11:59pm South African time of the day the account was created.

https://logmein.mrpricegroup.com/u.aspx?a=hmCKBnbz%2f10WZ66KBImDKVJKWyeMKAr8
<https://logmein.mrpricegroup.com/u.aspx?a=hmCKBnbz%2f10WZ66KBImDKVJKWyeMKAr8>

Regards

Mr Price Group

Step 3: Log in

Once you have clicked on the link you will be redirected to the logmein screen. By default your email address will already be entered.

The login screen is the first screen the supplier comes into contact with. It is here, where, the supplier is authorized access into the system. A valid email address, or cell phone number and password needs to be entered and thereafter clicking on the "L**ogin**" button in order for access to be granted.

If an invalid password is entered in 3 times, the account becomes locked. The "**Forgotten your password**" link allows for the correct password to be sent to the suppliers registered email address. In the case where a supplier wants to change their password, this can be done from the **account management** option. **Account management** allows you to manage your existing **LOGMEIN** account. "**Remember my email address**" ticking in this check box will save your email address for the next login. "**Register**" all users are required create a new account before the actual login.

Logmein fast facts:

- If you enter the password incorrectly the first time and you think it's correct: check that CAPSLOCK is off (passwords are case sensitive).

- If you enter the password incorrectly the second time. DON'T try again, rather click the forgotten password link and reset it (giving you another 3 attempts) or have a reminder sent to you.

- If you do guess the wrong password 3 times, the account will be locked for 10 minutes.

- When the account is unlocked you only get one more chance to enter the correct password. If again unsuccessful the account is locked permanently (only systems can unlock it).

Clicking on "**login**" will take you straight into the login selection.

Here you will enter your name and surname and click on **update user details.**
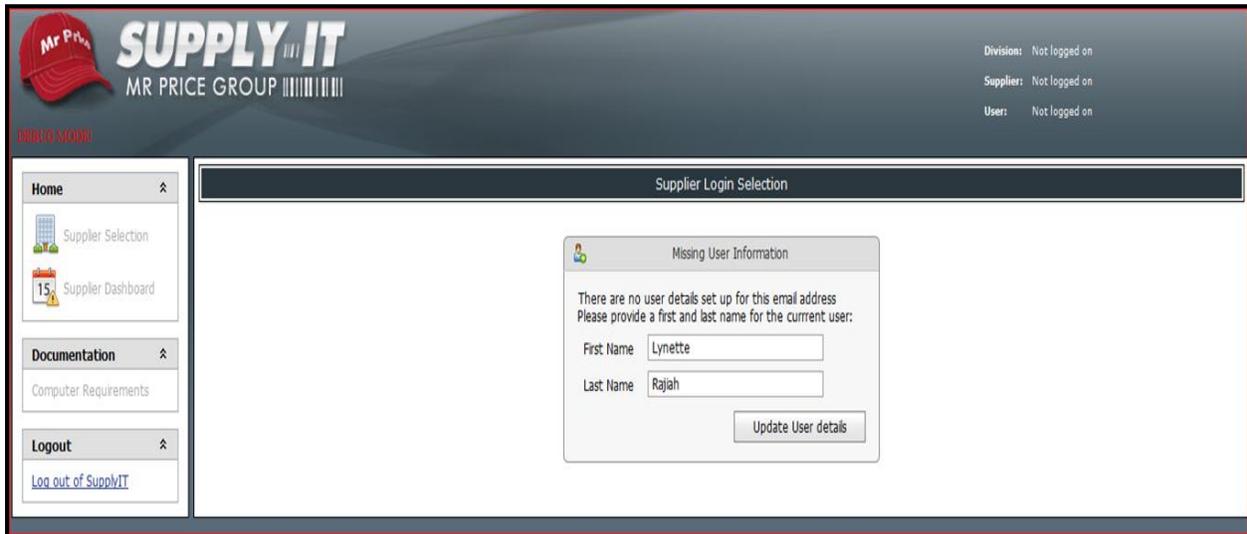
3. Supplier Login Selection

3.1 Logged in User Information

The first and last name entered will be displayed here. **Help Desk User** indicates if you are logged on as the helpdesk or a supplier. **Description** indicates the type of user or any description you wish to add for the above user (*explained in detail in user administration section*).**User is Active** indicates if the user logged in is an active user or not.
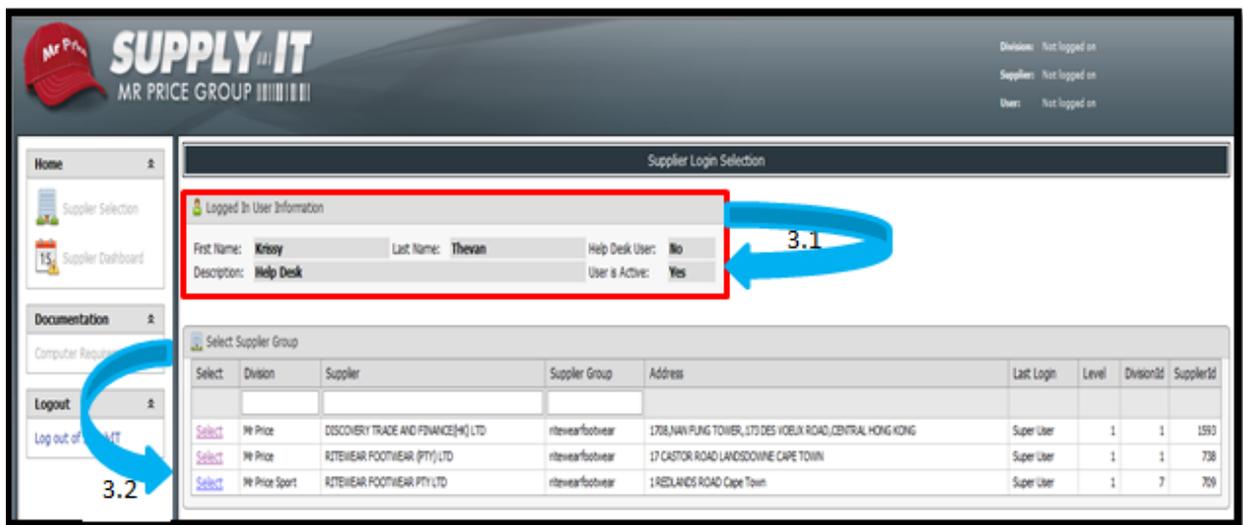
3.2 Select Supplier Group

From the Login screen the supplier is redirected to the **supplier selections**, there can be one or many lines displayed on a grid if the same supplier is working with multiple divisions or if the supplier has multiple names under his operation. **Division, supplier name, supplier group** (The initial log on name and the companies listed under that login) is listed. The address is also displayed and this information is filtered from Redworld Supplier Master. **Level** indicates the level of the user logged on (super user etc). **Last login** states the last date and time of a particular user logged on.

Using the white search block below the headers allows you to search by Division, Supplier, Supplier Group or address. Clicking on **Select** takes you to the Supplier Dashboard.

4. Supplier Dashboard

Clicking on this icon directs you to the dashboard, the supplier services home screen.

Item Performance - clicking on this button brings up a message box,which shows **open,save or cancel**,here suppliers need to click on open and the **csv** file will be displayed in excel.This report shows how well items supplied by you are doing in the business.**On Order Report** compiles a report of all orders assigned to the supplier at the present time.Clicking on **Supplier Manual** brings up the manual based on the business processes per a division. The *Direct Import Supplier Manual* is available to Mr Price Apparel suppliers only when the Supplier manual icon is selected. **SupplyIT Manual** button will bring up the SupplyIT user manual**. View F.A.Q.** will show questions frequently asked by suppliers ,with the correct answers listed. **Email Helpdesk** will automatically bring up a new email page to type out an email to the helpdesk.

4.1.Alerts

The alerts box is an indication of any orders which the supplier needs to look at.Clicking on the link will direct you to exactly what needs to be done.

4.2.Recent messages

Here, any messages pertaining to the group suppliers for the relevant division, will appear. The date the message was sent to SupplyIT will also appear here. Clicking on the mail icon allows the supplier to view the full message. Once read, suppliers need to click on **Mark as read**. Messages have to be read to go beyond this point. If the messages are not read, the system will not allow you to access the links.

In the event of logging a call with the helpdesk , a helpdesk consultant will not be able to assist until, have all messages been read.

Message
Message is required to be read by the owners of the following email addresses :
sales@acorngroup.co.za
Subject :
Supply it will be down from 8pm SA time on the 21st September and back on Thursday morning 22nd Sep
Message body :
Dear Supplier
Please take note that SupplyIT will be down from 8pm SA time on the 21st September and back on Thursday morning 22nd September.
Regards Lynette Rajiah
Attachments:
There are no attachments
Mark this message as read

4.3.Calender

The Calender is a view of all QA Appointments and DC Appointments that have been confirmed by the DC/QA. Only orders in an appointment made stage, will reflect here.

« ‹			May 2013			› »
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Using the arrows on either side of the calender allows you to browse from past months to current and future months. Clicking on the appointment, allows you to see the delivery details.

Calendar Day View   [×]

🚚 **DC Appointments for 06 December 2010**

DC   **Code**   **Lane** **Start** **End**   **Purchase Orders**
SHEET STREET DISTRIBUTION CTR.   SST-199-30419   3   08:00   10:30   1030810000812, 1030910000224

[Close]

5. Seasonal Factor Module

Import Period Description	Import Period From	Import Period To	Department	Sub Department	Revision	Factor Value

No data to display

[Add Department] [Add Sub Department]

The Seasonal Factor is a module to be used by all ZAR suppliers who are delivering into Mr Price's Consolidation Centres at origin. The factor allows for the rand landed cost price to be converted into a USD or ZAR equivalent cost. I.e. The factor removes duty, shipping and local warehousing/transportation costs which are included in a landed cost price, into Mr Price Riverhorse DC.

There are two types of factors. The type of factor to be used is dependent on the transaction flow which the supplier has chosen for the consol portion of their order. I.e. USD or ZAR

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1. If a supplier has chosen to be paid in USD for the consol portion of their order, the ZAR landed cost price into Mr Price Riverhorse DC will be divided by the factor provided.

      EG.   Factor given is 12

                    Landed cost price to Riverhorse is R36.00

                    Therefore, Consol Cost Price is $3.00

2. If a supplier has chosen to be paid in ZAR for the consol portion of their order, the ZAR landed cost price into Mr Price Riverhorse DC will be multiplied by the factor provided.

      EG.   Factor given is 0.75

                    Landed cost price to Riverhorse is R36.00

                    Therefore, Consol Cost Price is R27.00

Factors need to be updated by suppliers on a seasonal basis. I.e. The factor must be captured prior to orders, for that season being raised. This means, factors need to be entered into the system 3-6 months, in advance. The factors can be captured at either a department level, or a sub department level, and need to apply to an entire season. In the event that a factor does need to be reworked, a new factor can be uploaded, however, this will not amend orders which have already been raised and will only be used to calculate consol cost prices for future orders raised.

Mr Price will run reports, regularly, reviewing the factors which are in SupplyIT and whether or not these are fair and realistic factors to be used to calculating consol cost prices.

6. ORDER CONTRACTS TAB ON SUPPLYIT

An order contracts tab has been created on SupplyIt, this can be found under SupplyIt Modules, just below the seasonal factor tab.

Once an order contract has been created and authorized on Purchase orders (Redworld), the supplier needs to accept this fabric/item contract on SupplyIt.

The supplier will log into SupplyIt, select the Order contracts tab and then perform the following actions:

1. Mark this selected order contracts as received.

2. Mark the selected order contracts as accepted
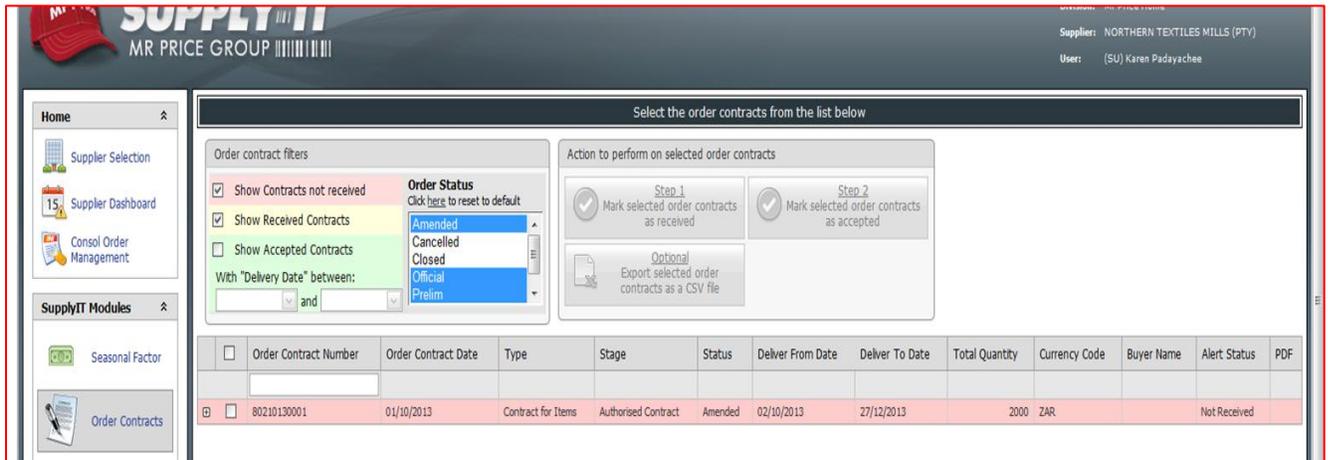
Once the order/s selected has been received and accepted, the planner is now able to create the order on Redworld and authorize the order/s.

Once the order has been authorized and sent to SupplyIt, the supplier can then view the linked orders to a specific order contract under the order contracts tab > Linked Purchase orders.
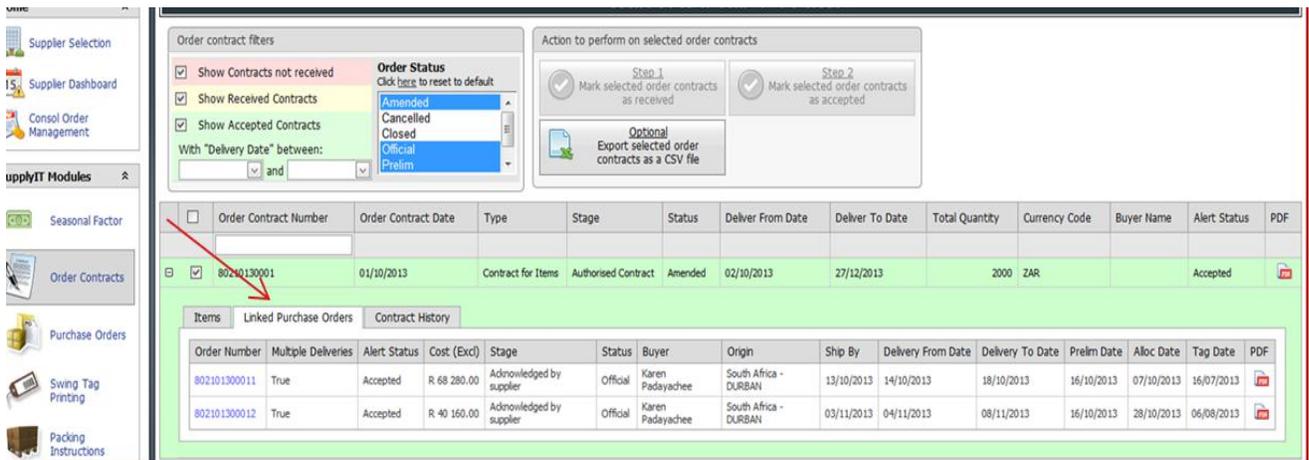

If a Fabric contract was initially created, instead of by item. The same process as above, will need to be followed.

The only difference is, once this order has been created, authorized and sent to Supplyit you will instead have a fabric tab next to "link purchase orders"
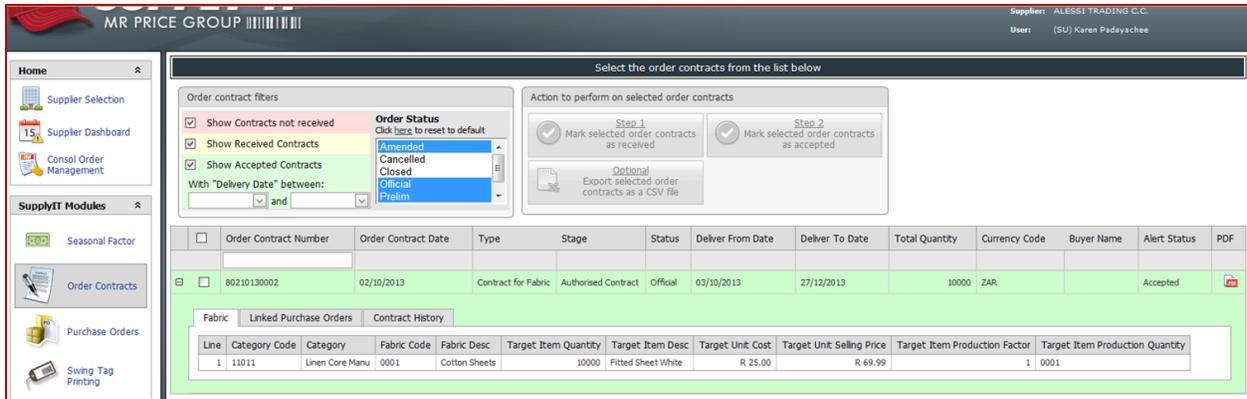
6. Purchase Orders

The Purchase orders link, allows suppliers the ability to confirm purchase orders, download purchase order PDF files and confirm or enter swing tag delivery addresses.
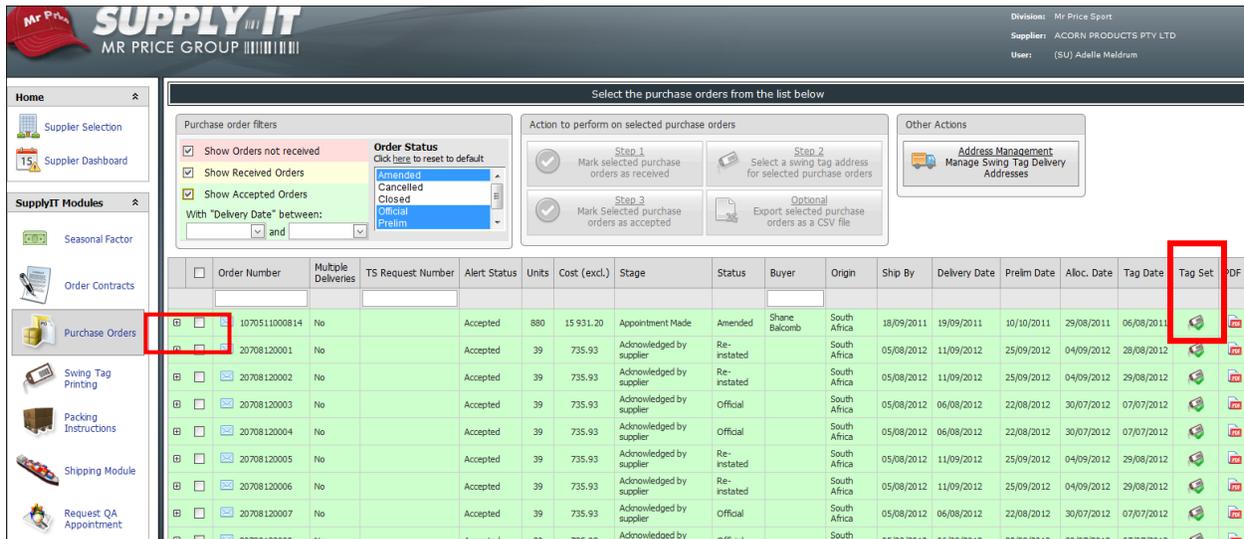
To perform an action the check box must be ticked, one or more purchase orders can be ticked at a time.

Clicking on the plus will expand the purchase order, making the following tabs available:

		Order Number	Multiple Deliveries	TS Request Number	Alert Status	Units	Cost (excl.)	Stage	Status	Buye
	☐									
⊟	☐	✉ 1070511000814	No		Accepted	880	15 931.20	Appointment Made	Amended	Shane Balcor

Purchase Order Stock Summary	Swing Tag Address	Swing Tag Costing	Order History	Delivery Destination Details

Line	Stock Code	Item Desc	Color	Size	Purch Qty	Selling Price	Swing Tag Code	Supplier Style Code
1	6355010304001	Tabard Repellant stick	Red	1	320	R 34.00	SPS1	8004
2	6355010313001	Tabard Repellant lotion	Red	1	320	R 23.99	SPS1	8002
3	6355010322001	Tabard Repellant Aerosol	Red	1	240	R 59.99	SPS1	8006

Purchase Order Stock Summary tab displays the items within the order, colour, size, quantity, etc.

Swing Tag Address tab displays the swing tag address attached to the Purchase order.

Swing Tag Costing tab displays the swing tag costing details.

Order History tab will display all the actions performed, on this purchase order.

Delivery Destination Details tab displays the item and unit details to be delivered by depot.

The **Tag Set** column indicates if the tag has an address set, or not. This is indicated by either a green tick or a red cross marked in the tag set column. Once an address has been selected the message below will appear:

Order Management Summary ⊠

The following 3 purchase order swing tag addressess were updated:

Purchase Order	Result
10202100001679	Address Set Successfully.
10202100001689	Address Set Successfully.

☐	Order Number	Multiple Deliveries	TS Request Number	Alert Status	Units	Cost (excl.)	Stage	Status	Buyer	Origin	Ship By	Delivery Date	Prelim Date	Alloc. Date	Tag Date	Tag Set	PDF

The check box in front of the number column allows you to tick all orders on the current page.

- **Order Number** in this column the order number is displayed.

- **Email icon** in front of the order number, wherever this icon appears, it allows you to send an email to the buyer, planner or allocator(Merchandise Team).

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- The white search box below the number column allows you to type in a specifc purchase order number, you wish to view.

- **Multiple Deliveries** this column can either have Yes or No values, indicating whether or not the order is to be delivered to different depots.

- **TS Request Number** ***

- **Alert Status** indicates if the order has been received, not received or accepted.

- **Units** shows the unit quantity with that purchase order.

- **Cost** shows the total cost for the item on this purchase order.

- **Stage** displays the purchase order stage, authorised, amended etc.

- **Status** shows the purchase order status, closed, cancelled, amended etc.

- **Buyer** will display the buyer for this purchase order, the white search box below this field allows you to search by name, for a particular buyer.

- **Origin** the country from which the stock for this purchase order is originating.

- **Ship By** the date the order need to be shipped by.

- **Delivery Date** this is the date when this order must be delivered by**.**

- **Prelim allocation date** this is the date which the supplier should receive a prelim allocation.

- **Allocation Date** is the date the allocation was sent.

- **Tag Date** is the date on which, the swing tags for the stock in this purchase order will be printed.

- **Tag Set** shows if swing tag delivery addresses has been set for this purchase order.

- **PDF** displays the purchase order as a PDF file for received and accepted purchase orders only.

- **Show orders not received -** ticking in this checkbox displays all orders setup for the supplier, which have not been flagged as received by the supplier.

- **Show received orders**

Any orders received by the supplier will be displayed when this check box is ticked.

- **Show Accepted orders**

Ticking in this check box only filters through orders which the supplier has accepted.

- **With "delivery from" date between**

Will only display purchase orders from and to the dates selected, using the drop down arrows in the field provided, a date range can be selected.

- **Order Status Filter**

Depending on what you have selected on this filter, only the orders with the status specified, will be returned.

- **Other Actions – Address Management-Step not required for Milady's Divsion**

Clicking on address management,directs you to the swing tag address screen, *see below:*

Clicking on the drop down arrow allows you to select from addresses you have created or "**Create New Address."** Clicking on **"Create New Address"** brings up a new screen with fields to create a new swing tag address.
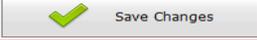
All fields on the **Add/Edit Swing Tag Address** field are compulsory.

- **Delivery Type: To be collected**

- **Address name** in this field, a name for the address is entered. **Delivery Country** , using the drop down arrow there are three options to choose from, **South Africa, China or International Printing –** this is dependent on whether or not the supplier is flagged for international swing tag printing**.** The **Delivery Type** needs to be selected from the drop down list of types provided. **Delivery sub type** is the exact type of delivery, here again using the drop down arrow a sub type, can be selected.

  Ticking in the check box **"This address is active "** will make this address available for **selecting a swing tag address.** When the check box is unticked, the address will not be available to use. The address will become greyed out but still appear on the drop down list. **Contact name,telephone** and **email adress** must have valid inputs.Clicking on the **Save Changes** button saves this information, under the address name entered.

- **Delivery Type: Delivered Door to Hub**

When a door to hub delivery type is selected, a delivery hub destination needs to be selected from the list provided.

- **Delivery Type : Door to Door**

Selecting a Door to Door delivery type requires details of the delivery address. The delivery address requires a name Example: HUL DBN Warehouse and the physical address needs to be entered in the fields provided. The Destination Country field will be populated depending on what has been selected on Delivery Country. Clicking on the save button, saves this address and adds to the delivery address details.

Actions to perform on selected purchase Orders

Depending on the actions that need to be peformed, the necessary step will be made available
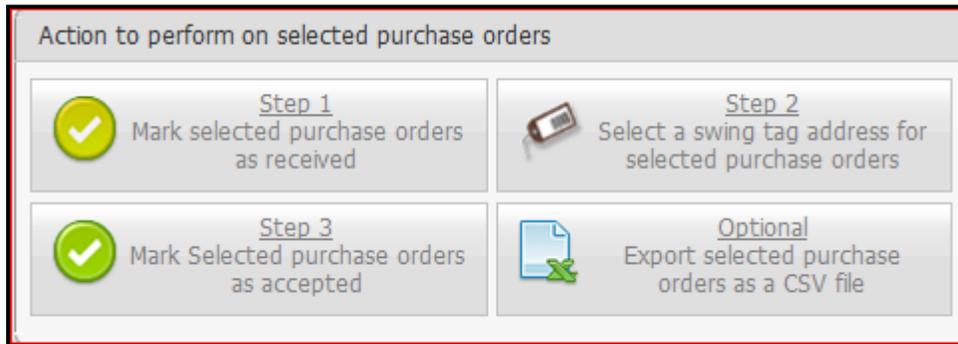
Step 1: Mark selected purchase orders as received

Clicking on this step marks the purchase order as received, and it changes from a pink colour, to a yellow colour.

It is after performing this step that the PDF becomes available for viewing.

The PDF contains all the information about the order; i.e. a full break down of the order and all the amendmends done on the order.

View PDF

This is the document that the supplier gets after performing *Step 1 – Mark Selected Purchase Orders as Received, in the Purchase Order tab*.

7. PURCHASE ORDER:

- This section is an overview of the purchase order. It is a summary, that contains information about the destination branch (where the order will be delivered); order details supplier details; merch team. It also states, how many times the order has been amended. It gives a breakdown of the items within the order, i.e. the item colour, quantity, sizes, cost etc. The QA seal number(s) on the items will also been shown on this section.

INVOICING INSTRUCTIONS

This section of the PDF is only included for Purchase Orders that have multiple deliveries or secondary costs.

- This document serves as a guide, to the invoice(s) that we expect suppliers to present, at the DC when delivering the order.
- It is critical that each delivery be accompanied by the respective invoice(s), to fulfill the delivery.
- If you find any discrepancies in our invoicing instructions, please liaise with the merchants, so that they are resolved timeously before delivery.

DELIVERY INSTRUCTIONS

This section of the PDF has information about the number of deliveries, delivery date, the destination branches and the quantities (by size) to be delivered.

PURCHASE ORDER CONDITIONS

This section of the PDF has the terms and conditions of the purchase order. The supplier needs to ensure that they have read and understood these terms and conditions, as the supplier is legally bound by these rules.

Step 2: Select swingtag address for selected purchase orders

Allows you to select a destination address ,using the drop down arrow a delivery address must be seleted. *Brings up the below screen*
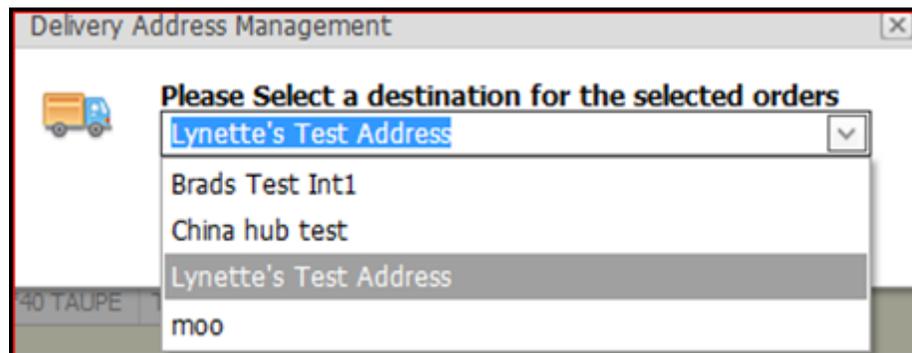
Step 3: Mark selected purchase orders as accepted

Clicking on this step, marks the purchase order as accepted.

NOTE : By marking this purchase order as accepted, you are confirming that all the details on the PDF you view on after performing step 1, is correct, and this will serve as a legally binding contract between Mr Price Group and yourself.

Optional: is an avaliable function on any of the steps.

(expand function)

8. SWING TAG PRINTING

This link allows suppliers to order swingtags to cover shortages, damages or if required, order before the schedule print date.

Note: Swingtags will be ordered automatically on the scheduled print date based on the supplier lead days in the system.If the swingtags are consistently printed late please contact the merchandise team to get this amended.

Clicking on the Swing Tag Printing icon, takes you into the below screen ,which displays all undelivered orders by default

#	Number	Lines	Stage	Status	Origin	Last Job Submitted on	Action	History	Tag Addr.
✉ 10103100002094		2	Acknowledged by supplier	Amended	China	29/07/2010 04:15	Reprint Selected	View History	
✉ 1010410000875		2	Appointment Made	Amended	China	08/07/2010 00:38	Reprint Selected	View History	
✉ ⚠ 1010410000943		2	Acknowledged by supplier	Amended	China	27/05/2010 00:32	Reprint Selected	View History	
✉ 10105100001611		2	Acknowledged by supplier	Official	China	02/09/2010 01:19	Reprint Selected	View History	
✉ 10105100001612		2	Acknowledged by supplier	Official	China	Scheduled: 30/09/2010	First Time Print	No History	
✉ 10105100001613		3	Acknowledged by supplier	Amended	China	10/06/2010 13:46	Reprint Selected	View History	

#	Number	Lines	Stage	Status	Origin	Last Job Submitted on	Action	History	Tag Addr.

- **Number**

Displays the order number. The white search box below this header, allows you to type in a specific order number, you wish to search for.

- **Lines**

Here the number of items, within the order will be reflected.

- **Order stage**

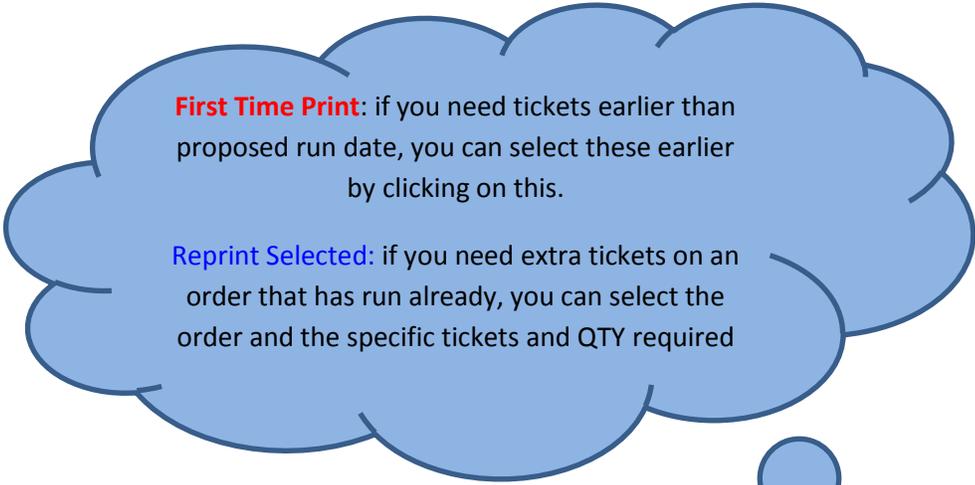Shows the stage of the order on Purchase Order.

- **Order Status**

This brings up the purchase order status of the order, giving you an indication of what the current stage of the order is. Swing tickets can only be requested if the order has been acknowledged by supplier i.e OA.

- **Origin**

Shows the country of Origin from where, goods will be shipped.

- **Last Job submitted on**

The date of the last print will appear in this column. In this field, if you see **Scheduled date** this is the initial print date before any reprints are done, indicated by **First Time Print** in red on the actions column**.** Any swing tag activity on the order in the last two days, the date will appear highlighted.

> **First Time Print**: if you need tickets earlier than proposed run date, you can select these earlier by clicking on this.
>
> **Reprint Selected:** if you need extra tickets on an order that has run already, you can select the order and the specific tickets and QTY required

10207090002002	1	Acknowledged by supplier	Amended	South Africa	08/10/2009 06:50	View History	Reprint Selected
10207090002021	1	Acknowledged by supplier	Amended	South Africa	10/02/2010 10:47	View History	Reprint Selected
10207090002035	1	Acknowledged by supplier	Amended	South Africa	10/02/2010 11:35	View History	Reprint Selected
10207090002052	1	Acknowledged by supplier	Amended	South Africa	Scheduled: 03/12/2009	No History	First Time Print
10207090002054	1	Acknowledged by supplier	Amended	South Africa	Scheduled: 12/11/2009	No History	First Time Print
10207090002066	1	Appointment Made	Amended	South Africa	07/10/2009 04:43	View History	Reprint Selected

8.1 First Time Print

First Time Print clicking on this action will bring up the screen below. This means you are requesting the swing tickets before the print date. Clicking on **OK** will process this request.

8.2 Reprint and Actions Column

Actions can only be perfomed, if the order is in an **Acknowledged stage and an Address is set up**. If the supplier prints tags in both China and South Africa the following message will appear.

If tags are requested to be printed in China please take note of the Shipment date.
Here, suppliers will need to select a country and then click **OK**. Clicking on "**OK**" brings up the message below.
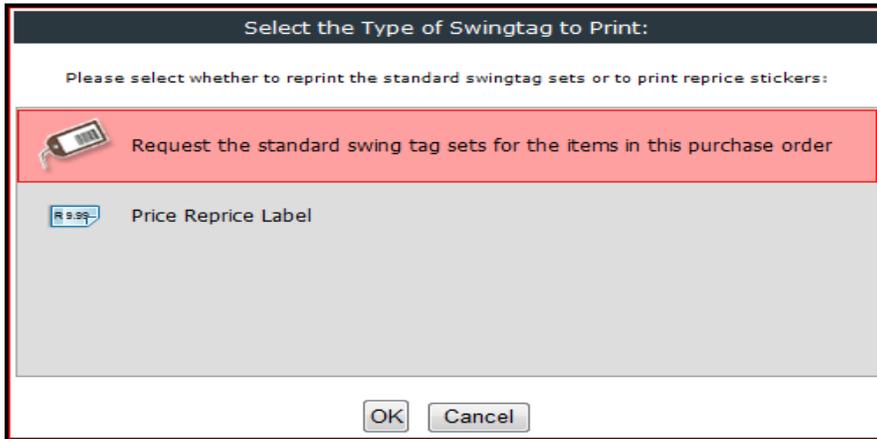
This screen only appears for REPRINTS, all earlier and initial prints will not display this screen.

- **Request the standard swing tag sets for the items in this purchase order.**

- Will print the exact swing ticket for the purchase order.

- **Price Reprice Label**

  Will only print a price label NO SWING TICKET.

	Confirm reprint of swing tags for stock items.				

Sateen Belted Pants Black   Code: **11440 10254**   Colour: **BLACK**

The following swing tag set is required for this stock item:

INF1
Insync Formal
0.218c each.

Code	Item Description	Color	Size	Selected Tag Cost	Reprint Quantity
1144010254	Sateen Belted Pants Black	BLACK	30	0.218c per set.	0
1144010254	Sateen Belted Pants Black	BLACK	32	0.218c per set.	0
1144010254	Sateen Belted Pants Black	BLACK	34	0.218c per set.	0
1144010254	Sateen Belted Pants Black	BLACK	36	0.218c per set.	0
1144010254	Sateen Belted Pants Black	BLACK	38	0.218c per set.	0
1144010254	Sateen Belted Pants Black	BLACK	40	0.218c per set.	0

Confirm Swing Tag Order   Cancel

In the **reprint quantity** field suppliers will need to enter a quantity of swing tags.Once completed suppliers will need to click on **"Confirm Swing Tag Order".** Clicking on confirm swing tag order displays the box below.

Total Swing Tag Sets: 5150
Total Swing Tag Cost: **R 1 014.55**

(Note: an extra **3%** has been added to the entered amounts as spares)
Are you sure you want to submit the above quantities for swing tag printing?

Yes   No

Clicking on **OK** sends the request for swing tags through and brings up the confirmation screen.

✔   Swing Tag Print Request Successful

Your Swing Tag order will be sent through to the print supplier within the next 24 hours
(Note: you can track progress from the select order screen)

Return to select order screen

Multiple swing tags:

Certain items have multiple swing tags and will bring up the screen below when requesting swing tags.

Certain items have multiple swing tags referred to as swing tag sets, and orders containing these items will bring up the screen below when requesting swing tags. Here suppliers will need to tick in the checkbox, to **include** a specific swing tag in the swing tag set. If the box is left unticked, that swing tag will not be included in the tag set to be reprinted. In the **reprint quantity** field, the number of tags SETS required should be entered.

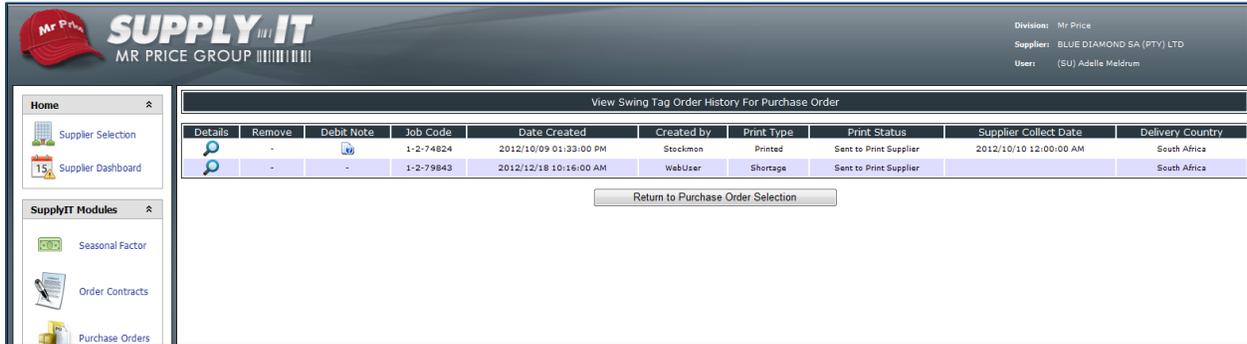Clicking on **confirm swing tag order** will bring up the box below.

Clicking on **Yes** sends this request through to be processed.

8.3 View History Column

History displays the history of the prints. Clicking on **"View History"** brings up this information.


- **Details**

All the details for the swing tag set will be displayed when the **magnify** icon is clicked. The item number, item description, size, colour and the numbers of swing tags ordered, are displayed.

- **Remove**

Orders can be removed using the **X** indicator, in the remove column. Only orders with a **"received not yet sent to print supplier can be deleted"** status**.** Clicking on the **X** brings up this message.
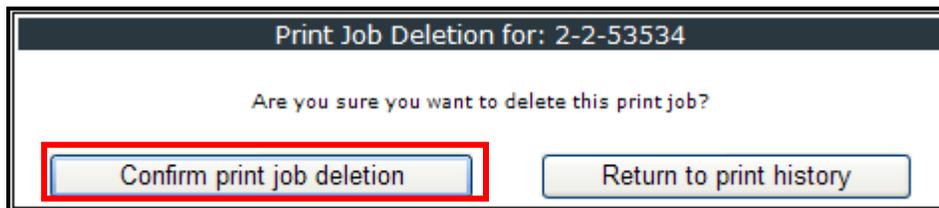
Here, suppliers will need to click on "**Confirm Print job deletion**"and the message below will appear with the print job number.
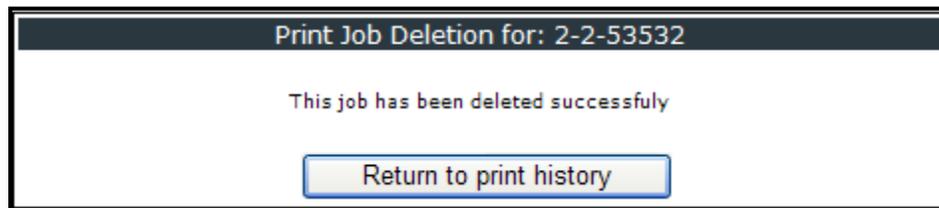
- **Debit Note**

Clicking on this icon brings up the Tax Debit Note.

Mr Price Home - TAX DEBIT NOTE
Mr Price Home a Division of Mr Price Group limited   VAT Registration : 4420116552

BIG WINDOW TRADING 2(PTY)LTD   Date : 19/10/2009
Box 45   Document Number : K10207090001003-52549
Florida Mills   Order Number : 10207090001003
Johannesburg   Rsa   Code : BIG0002
1716

Trader Plus Swing Tag Charge :

Item Code	Item Description	Swing Tag Type	Qty	Cost (Excl.Vat)	Cost Value (Excl. Vat)
61804 11436	PU Ostrich Cube Black (BW)	FUF6 - Furniture Fashion Miami	155	0.601	93.16
61804 11436	PU Ostrich Cube Black (BW)	Swingtag Shipping Costs	155	0.002	0.37

- **Date created and the time created**

This is always recorded when the initial print is queued, and any reprints are made.

- **Created by**

The initial **created by** will always be the system **"stockmon."** Any reprints **thereafter commissioned via the Supply IT website** will display **"web user."** Reprints done internally by Mr Price staff, will reflect the staff code.

The initial print type will always be **Printed** and any prints thereafter will be saved as **Shortage.**

- **Sent to Print Supplier**

    Trader Plus or ITL (for Milady's) is referred to, as the print supplier. **"Received, Not yet sent to print supplier"** indicates, that Mr Price has received the request but it has not been sent to the print supplier.

- **Supplier Collect Date**

This is the date when Trader Plus delivers the swing tags or, when the supplier picks up the swing tags from Trader Plus.

- **Delivery Country**

This is the country where swing tags are to be delivered.

- **Return to Purchase Order select**

Clicking on this button takes you back to the main screen.

- **Tag Address**

    Is indicated by a green tick if an address is attached, and a red cross if an address needs to be setup.

9. Packing Instructions

Packing Instructions is a link on SupplyIT which facilitates the correct packaging and labelling of Mr Price Group purchase orders. The system ensures that your product is delivered, labelled for direct cross docking through the DC to the stores and post, minimizing offloading and processing time. The aim of this link is to minimize the time spent by suppliers at the DC. **Packing Instructions will only appear, once the order has been allocated.**

Packing instructions main screen:

Packing instructions for Line Item

Select Order >> Type: Multi-item Pre-Pack >> Packing Instructions for:
Order 10111090003922
Item (1701522047) Lace Bal Bra Two Tone Flmabe
Item (1702524150) Lace Tapshort Two Tone

Actions to Perform on this Purchase order

Packing Instruction Report	Delivery Instruction Report	Print Labels and Finalise

To edit Presort instructions below tick the respective records below then click the respective button below

Edit dimensions	Split Carton	Edit Post Units	Consolidate Cartons	Restore

View original box layouts before any splitting or QTY changes

Instructions have been finalized. No changes are allowed to cartons on finalized delivery instructions.

Tick all post instruction Tick all non post instruction

PO Number	Depot	Select	Allocation details		Line	ID	Split	Total Boxes	CTN Units	Total Units	Max Units in Box	Is Post Instruction	Box Contents	Length	Width	Height
10111090003922-1	199 Distribution Centre	Go to Detail	Alloc Detail	🖨	0	1		45	54	2430	54	False	Mix Size	60	40	30
10111090003922-1	199 Distribution Centre	Go to Detail	Alloc Detail	🖨	0	2		40	42	1680	42	False	Mix Size	60	40	30
10111090003922-1	199 Distribution Centre	Go to Detail	Alloc Detail	🖨	1	3		1	55	55	55	True	32B - 32B	60	40	30
10111090003922-1	199 Distribution Centre	Go to Detail	Alloc Detail	🖨	1	4		1	40	40	40	True	32C - 32C	60	40	17
10111090003922-1	199 Distribution Centre	Go to Detail	Alloc Detail	🖨	1	5		1	40	40	40	True	32D - 32D	60	40	17
10111090003922-1	199 Distribution Centre	Go to Detail	Alloc Detail	🖨	1	6		1	80	80	80	True	34A - 34A	60	40	30

Packing instruction report:

| | 1 | of 1 | | 100% | | Find | Next | | | |

Packing Summary - Purchase Order Number: 10111090003922

ID	Total Boxes	Total units	CTN units	Item	Desc	SS	S	M	L	32A	XL	32B	32C	32D	34A	34B	34C	34D	36B	36C	36D	38B	38C
0-1	45	2430	54	1702524150	Lace Tapshort Two Tone	2	8	12	4		2												
				1701522047	Lace Bal Bra Two Tone Flmabe					4		2	1	1	2	6	2	1	2	2	1	1	1
0-2	40	1680	42	1702524150	Lace Tapshort Two Tone	2	6	8	4		2												
				1701522047	Lace Bal Bra Two Tone Flmabe					3		2	1	1	2	4	2	1	2	2			
1-3	1	55	55	1701522047	Lace Bal Bra Two Tone Flmabe							55											
1-4	1	40	40	1701522047	Lace Bal Bra Two Tone Flmabe								40										
1-5	1	40	40	1701522047	Lace Bal Bra Two Tone Flmabe									40									
1-6	1	80	80	1701522047	Lace Bal Bra Two Tone Flmabe										80								
1-7	1	70	70	1701522047	Lace Bal Bra Two Tone Flmabe											70							
1-8	1	30	30	1701522047	Lace Bal Bra Two Tone Flmabe												30						
1-9	1	65	65	1701522047	Lace Bal Bra Two Tone Flmabe													65					
1-10	1	30	30	1701522047	Lace Bal Bra Two Tone Flmabe														30				
1-11	1	30	30	1701522047	Lace Bal Bra Two Tone Flmabe															30			
1-12	1	30	30	1701522047	Lace Bal Bra Two Tone Flmabe																30		
1-13	1	30	30	1701522047	Lace Bal Bra Two Tone Flmabe																	30	
1-14	1	30	30	1701522047	Lace Bal Bra Two Tone Flmabe																		30
2-15	1	80	80	1702524150	Lace Tapshort Two Tone	80																	
2-16	1	100	100	1702524150	Lace Tapshort Two Tone		100																
2-17	1	90	90	1702524150	Lace Tapshort Two Tone			90															
2-18	1	60	60	1702524150	Lace Tapshort Two Tone				60														
2-19	1	30	30	1702524150	Lace Tapshort Two Tone						30												

Delivery Instruction report

Print Preview –

1

Delivery Summa

Code   Desc

Delivery Summary report

Print Preview
To print a report pl

Warning !!! Deliver

Filter this report to

Enter Order Number here

Select a Purchase Or

Purchase Order Filter

● Delivery Status   Not Printed and

○ Order Number   [   ]
(All delivery status)

der Status - (No need to change this)
Click here to reset to default

| Amended |
| Cancelled |
| Closed |
| Official |
| Prelim |
| Re-instated |

Sort Field
(change on Grid)   ● Ascending

DeliveryDateFrom   ○ Descending

Return last 25 ▼ orders (Order of delivery date to)

[Apply]   [Hide]

2 = Secondary Supplier order scroll right to see primary supplier

🏛📇 = This order has been assigned to another supplier by you

Select	Select		IsPrelim	P	View Log	Status	Order Number	Delivery Date From	Delivery Date To
Go to Detail	Print Delivery Summary	Assign Order	False		View Log	Amended	1010810000130	2010/08/23 12:00:00 AM	2010/08/27 12:00:00 AM

On the first time login, the supplier is required to download a printer programme for printing labels by clicking on the **"Download Web Print"** option on the far left of the page. This will bring up a Web Print page that provides an option to **"download now,"** which the supplier will need to click. This will bring up a prompt box and the supplier will click on the **"Run"** button and

thereafter follow the prompts that appear on the install screen. The supplier would need to restart the computer, for the changes to be updated.

Clicking on the "**Go to Detail**" link on a particular line will by default bring up all orders that are **Not Printed and Not Finalized** for the selected supplier.

9.1 Purchase Orders – Orders for Supplier

This report provides a Filter Grid Report Panel which allows the supplier to bring up specific orders.

1. The delivery status option allows the supplier to select the filter option for the orders from a drop down list and thereafter clicking on the "Apply" button to Load the orders. There are 3 options available for filtering, namely:
    - **Not Printed and Not Finalized** – Displays outstanding orders for which allocations have been done but require Labels to be printed
    - **Printed and Not Finalized** – Displays orders whose Labels have been printed but are not ready to leave the building
    - **Printed and Finalized** – displays orders that are 100% complete and may have been delivered or are still awaiting delivery
2. The supplier may click on the "**Order number**" option and enter a specific order number and click on the "**Apply**" button to load that order.
3. Multiple orders can be sorted by any header field in Ascending or Descending order. By default the grid information is sorted by "**Delivery Date from**". The page provides an option to exclude closed or completed orders. To specify the number of rows that the supplier would want returned, a drop down list is provided.

4. The options **Amended, Cancelled**, **Closed**, **Prelim, Re-instated and Official** allow you to narrow your search to the status of the order. The default will always be **Amended, Official**, **Prelim and Re-instated**.

9.2. Prelim Allocations

Prelim allocations allow the supplier to split cartons and edit dimensions on the order. Once this is done the supplier will obtain the carton information which is used to Request a DC delivery Appointment.*(see page 25)* **Suppliers will not be able to print labels or finalize on prelim allocations but will be able to enter the amount of cartons.**

Prelim allocations appear orange on packing instructions and the status "**Is Prelim**" is true.

NB: On Prelim allocations the packing Instructions will ONLY be displayed if the delivery type is packit prepack or packit nested prepack.

From the orders displayed on the grid the supplier may choose to print a Delivery Summary for orders that do not require any changes by clicking on "**Print Delivery Summary.**" The supplier may also choose to assign a portion of the order to another supplier by clicking on "**Assign Order.**"

9.3. Assign Order

In the event that the supplier requires a secondary supplier or Trader Plus/DC to print labels, the "**Assign Order**" option may be used. The secondary supplier may have rights to allow changes, printing of labels, finalizing the order, or booking DC and QA appointments. The supplier name and rights are specified by the primary supplier on the screenshot below.

NOTE: If given the rights to finalize, the supplier needs to ensure that all changes are made before doing so, because once the order is finalized, there may be no changes made to the order thereafter.

From the orders displayed on the grid the supplier may select one by clicking on the "**Go to Detail**" Link to view the Items.

9.4. Supplier Presort lines - Items for Order

Clicking on the "**Go to Detail**" link on the "**Order for Supplier**" page will bring up all of the items for that order. To create an invoice for an order or an item in the order, the supplier would need to click on the "**Create invoice for this Order**" link.

The invoice which will be created can be linked to a single or multiple items in the printing labels and finalizing stage. "**View invoices for this order**" allows the supplier to view previously created and saved invoices. **View Log for this purchase order allows** the supplier to see the changes made on this order.

Log for whole Order 10103090001243 (Take note of the item)

(Most recent change appears first)

Log Type	Item and General Description
Reprinted Labels	Item 1701520370
Reprinted Labels	Item 1701520370
Reprinted Labels	Item 1701520370
Printed Labels	Item 1701520370
Edit Dimensions	Item 1701520389 36C - 36C line ID 27 Updated W to 0.25 L to 20.6 W to 20.1 H to 10
Edit Post Units	Item 1701520389 36C - 36C line ID 27 Updated total units to 7
Edit Dimensions	Item 1701520389 34D - 34D line ID 31 Updated W to 1.32 L to 30.7 W to 20.6 H to 17
Edit Post Units	Item 1701520389 34D - 34D line ID 31 Updated total units to 16

In the following figure, unlike post items where you have 1 size per box, there are a number of items that have many sizes. The column "**Box Group**" means that there is a nested presorts and within this, you may have Post and Non-Post.

View Purchase Order Line Items										
Select Order >> Type: Packit Pre-Sorts Order 1991020081848										

Items for Order 1991020081848

Email Merchandise team

View Log for this purchase order

Create invoice for this order View invoices for this order

Select	Box Group	Item	Desc	SupplierStyleNo	Line No.	Num Of Delivery	Not Printed and Not Finalised	Printed and Not Finalised	Printed and Finalised
Go to Detail		4540510166	SUEDE BABY PHOTO ALBUM PNK	1602 10944	1	1	0	0	1
Go to Detail		4540510175	SUEDE BABY PHOTO ALBUM BLUE	1602 10951	2	1	0	0	1

A messaging system exists, which allows communication between supplier and allocator. The system allows for the creation and reading of messages which will be denoted by the different mail icons on the page.

- Clicking on the Email Merchandise Team icon at the top of the screen bring up a page that will allow you to Create New Mail. On that page, you can then select whether you want to send an e-mail to the allocator, the planner or both of them.
- When an allocator/planner replies to an email, the message dialogue will appear below the sent message.

Clicking on the "**Go to Detail**" link for an item redirects the supplier to the "**Instruction for Box**" page where presort instructions can be edited and printed.

9.5 Presort Instructions - Instructions for Box

After clicking the "**Go to Detail**" link on the Items for **Orders** page, the supplier will be redirected to the "**Instructions for box**" page. This page allows the supplier to manipulate the presort instructions and allocations. It shows the packing instructions from the allocator to the supplier. Each line has a box ID related to each of the boxes to be packed.

Packing instructions for Line Item

Select Order >> Type: Packit Pre-Sorts
Order 10203120007380 >> Packing Instructions for:
Item (6201112664) SEQ LEAF 230*218 WHITE

Actions to Perform on this Purchase order

| Packing Instruction Report | Delivery Instruction Report | Print Labels and Finalise |

To edit Presort instructions below tick the respective records below then click the respective button below

| Edit dimensions | Split Carton | Edit Post Units | Consolidate Cartons | Restore |

View original box layouts before any splitting or QTY changes

Tick all post instruction Tick all non post instruction

Depot	Select	Allocation details	ID	Split	Total Boxes	CTN Units	Total Units	Max Units in Box	Is Post Instruction	Box Contents	Length	Width	Height
199 MR PRICE HOME DISTRIBUTION	Go to Detail	Alloc Detail	1		55	6	330	6	False	Mix Size 1	0	0	0

The supplier would need to tick the respective records on the grid then click on the respective button:

Edit Dimensions: Accepts the inputs of the box dimensions i.e. the length, width and height (Measurements to be in cm). Once these are entered the supplier must click on "**Save**". This is needed so the DC knows how much space to allocate in the DC, as well as informing the outbound delivery courier as to what is coming in, so they can plan vehicles accordingly.

Split Cartons: Allows the supplier to split the stock into multiple boxes by, specifying the number of units per box and thereafter clicking on "Split" button. This is needed if all items do not fit in a single carton (e.g. 300 small in 1 carton).

Edit Post Units: Allows the supplier to adjust the total stock units that they can deliver. The tolerance percentage is 20% below and 2% above the original amount of units (Subject to change without prior notification).

Consolidate Split Boxes: Allows the supplier to undo any splits that had been previously done.

Restore: It rolls back all the changes that had been made on the page. The button refreshes the page to its initial look. If labels have been run, these need to be discarded.

View original layout before any splitting or QTY changes

Allow supplier to view the original layout off the order before any splitting or changes.

Original View.The box layout the Allocator sent

Mail

ID	Total Boxes	CTN Units	Total Units	Max Units in Box	Is Post Instruction	Box Contents	Weight	Length	Width	Height
1	1	20	20	20	False	Mix Size 1	0	0	0	0
2	2	20	40	20	False	Mix Size 2	0	0	0	0
3	3	18	54	18	False	Mix Size 3	0	0	0	0
4	2	16	32	16	False	Mix Size 4	0	0	0	0
5	1	16	16	16	False	Mix Size 5	0	0	0	0
6	9	15	135	15	False	Mix Size 6	0	0	0	0
7	1	14	14	14	False	Mix Size 7	0	0	0	0

9.6 Edit Post Units

Non Post units must be delivered according to the packing instruction received because the boxes are presorts, which means that they have been packed according to the specific store size curve. Only post stock quantities can be amended. This is done by clicking on the **Edit Post Units** button, which brings up a blue screen where the changes can be made as shown in the above figure.

Total units edit

Selected rows   1

Original   60

Total units   60

Save   Cancel

There is a tolerance level allowed and if the total units are more or less than the tolerated units, then an error message will be returned, as shown below.

The tolerance percentage for over deliveries is 2% and under deliveries 20%.

The screen will give the supplier an error message and display the instruction as the total units will be too small or too large. To make amendments to the packing instruction, the supplier would need to click on the **Split Cartons** suggested tolerance range. The supplier will then be required to fix the error. This will affect the original packing button.

9.7 Split Cartons

Once the quantity has been amended in the Edit Post Units page and the quantities in the boxes are too small or too large to fit in the boxes, the **Split Cartons** option may be used.
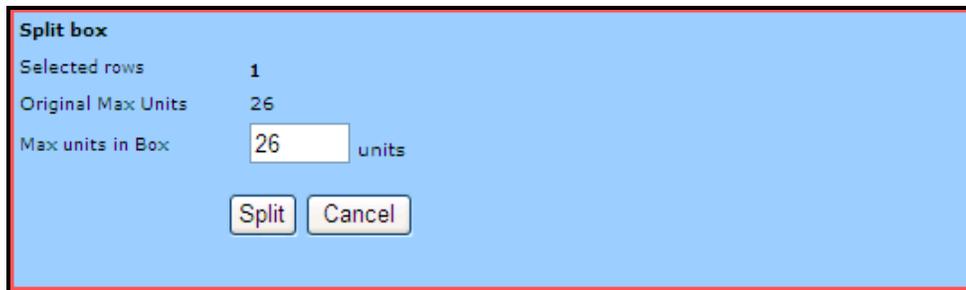
As shown in the above figure, the original max units are shown, which is the Total number of units available for splitting. The supplier would then need to enter the number of units that he requires per box. Suppliers can select multiple rows when splitting cartons. Clicking on cancel takes you back to the **Instruction for Box** page. A scissor icon will appear on the lines that have been split. If the units in the split post boxes need to be adjusted or there's been a mistake, the supplier would need to tick on that line and click on **Consolidate Split Boxes**. Once the carton splitting has been completed, the total boxes and total units per delivery instruction reflect under the line item details.

9.8 Edit Dimensions

Multiple selections may be done if the "**Is Post Distribution**" field is true. The above figure accepts carton's measurement (length, width and height), in centimeters. Once the dimensions are entered the supplier must click the **Save** button. The minimum value for any of the dimensions is 10cm – please ensure that you enter a value of 10 or higher. *This restriction is applicable to all divisions except Mr Price Home*. Once all the dimensions are entered for each line the supplier may click on "**Print Labels and Finalize.**" An error message is displayed if the limit of the volumetric weight is exceeded as shown in the figure below.

Once all the dimensions are entered for each line the supplier may click on "**Print Label and Finalize**".

9.9 Print Packing Instruction Report

The packing summary should be correct. Each carton must have an Order Number, Item Number, Delivery Destination and a Carton ID written down with a marker on each box. This is the fundamental part to getting the delivery right.

Once items are boxed, click on Edit Dimensions to enter the weight and carton measurements.

The difference between the Packing Instruction Report and Delivery Summary is that the Packing Instruction Report is used by the Supplier, as a guide to what stock should be packed

into boxes, whereas the Delivery Summary refers to the report that is produced by the supplier at the Distribution Centre on delivery of the stock.

Print **Packing Instruction Report** prints a summarized report of the Items packing instruction as shown in the figure below, whereas the **Delivery Instruction Report** shows the delivery destination details.

9.10 Print Labels and Finalize

Once the dimensions for both Post and Non-Post items are entered, the supplier would then, need to print the labels by clicking on **Print Labels and Finalize**.

1. Suppliers are able to print labels by delivery instruction; a printer icon will be displayed for all boxes whose labels have been printed.

2. The screen displayed in the figure on *page 35* displays the transfer numbers to be printed. The supplier may select all of the numbers by clicking on the Select ALL check option or select only the ones that they need printed.

3. The settings tab allows for the supplier to select a time delay between each label being printed. The delay can be set to a desired amount of milliseconds or 1 second. Suppliers can also choose to leave this delay field as zero amounts

4. Clicking on print Labels thereafter will print all the selected labels; dimensions are checked for the destination selected and for all items in the order. Alternatively, the supplier may choose to exit the print screen by clicking on the "Exit" button.
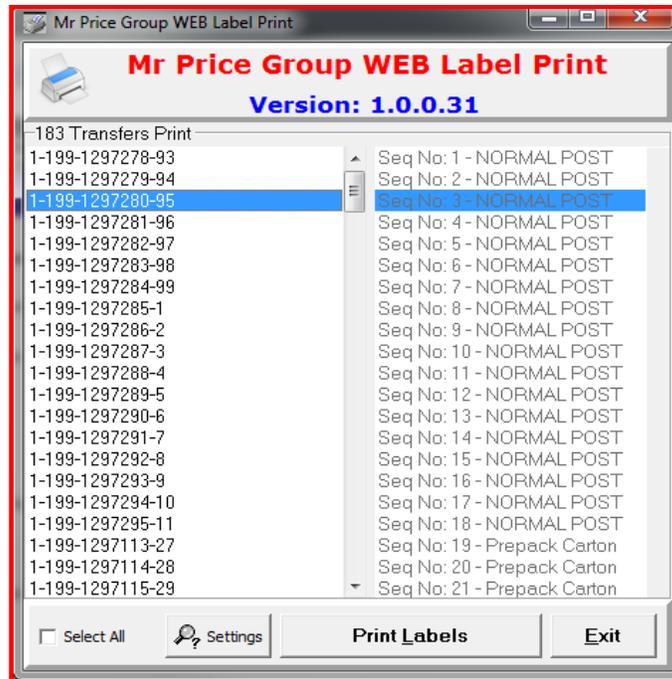
9.11. Printing Error

In cases where the dimensions are incorrect, a Print labels error will pop up a message box reading, "Unable to generate label file as some Pre-sorts delivery records have incorrect dimensions or Carton data."

1. The supplier would need to click on the link that says "Click here to trouble shoot".
2. This will return the supplier to the **Instructions for box page** so that the problem can be rectified.
3. Once the problem is fixed, the supplier would then be able to print the labels.

9.12 Pre-Pack and Post Label

From: 199 - Distribution Centre
To: 105 - Chatsworth   09/12/2011 11:29:44

Item No.	Size	Qty	Rec
1191210235	L	2	
1191210235	M	3	
1191210235	XXL	2	
1191210235	XL	2	
1191210235	S	2	
1191210235	SS	1	
	Total	12	

1-199-1297114-28 ⟶ Carton Number

1-199-1297114-28   R /1

105 Chatsworth ⟶ Final Destination

R01C   1

Prepack Carton   [ID : 1] Order: 10104090002185 ⟶ Box ID

09/12/2011 11:29:44   Seq No: 20 ⟶ Sequence Number
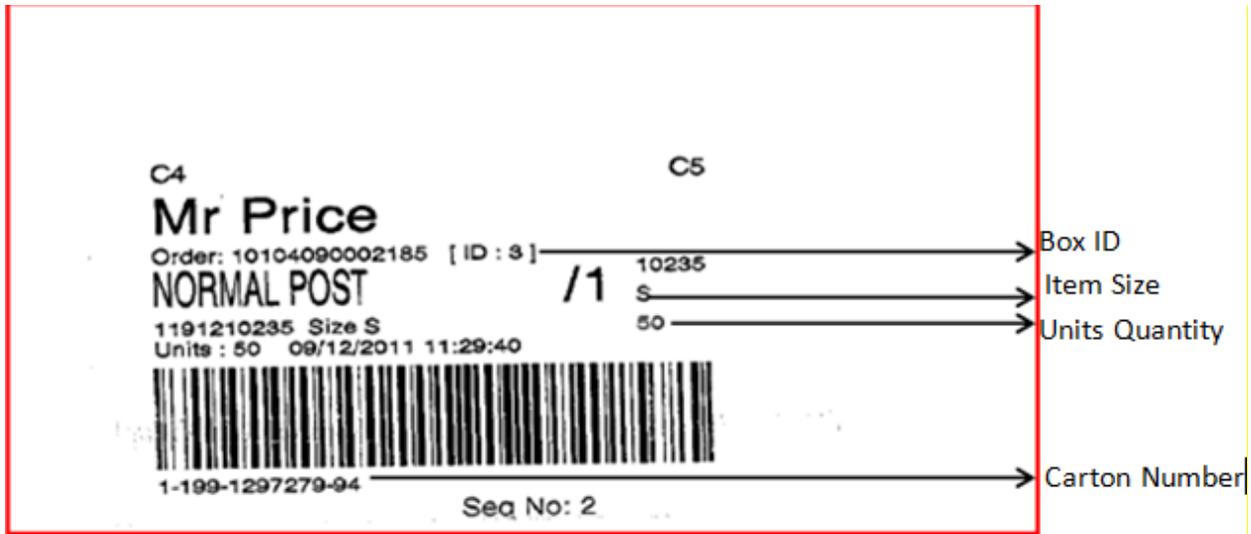
9.13 Label Placement

MR Price, MR Price Home, MR Price Sport- Prepack, Odds & Post

(A) PREPACK LABEL - TOP RIGHT HAND CORNER

(B) POST LABEL - BOTTOM LEFT HAND CORNER
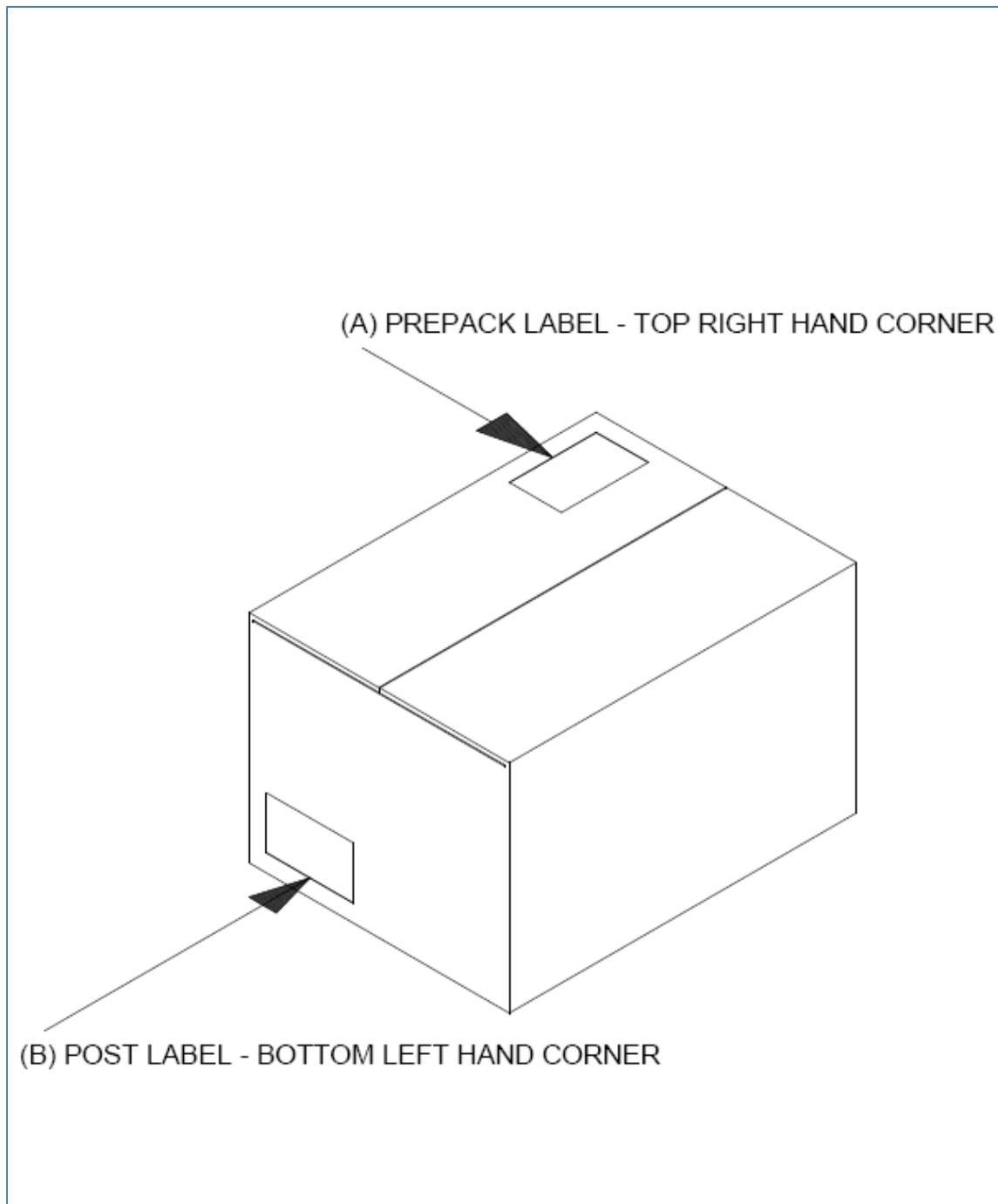
Label B- is also applicable to Odds.

SHEET STREET / MILADY'S

(B) POST LABEL -
BOTTOM LEFT HAND CORNER

(A) PREPACK LABEL -
BOTTOM LEFT HAND CORNER
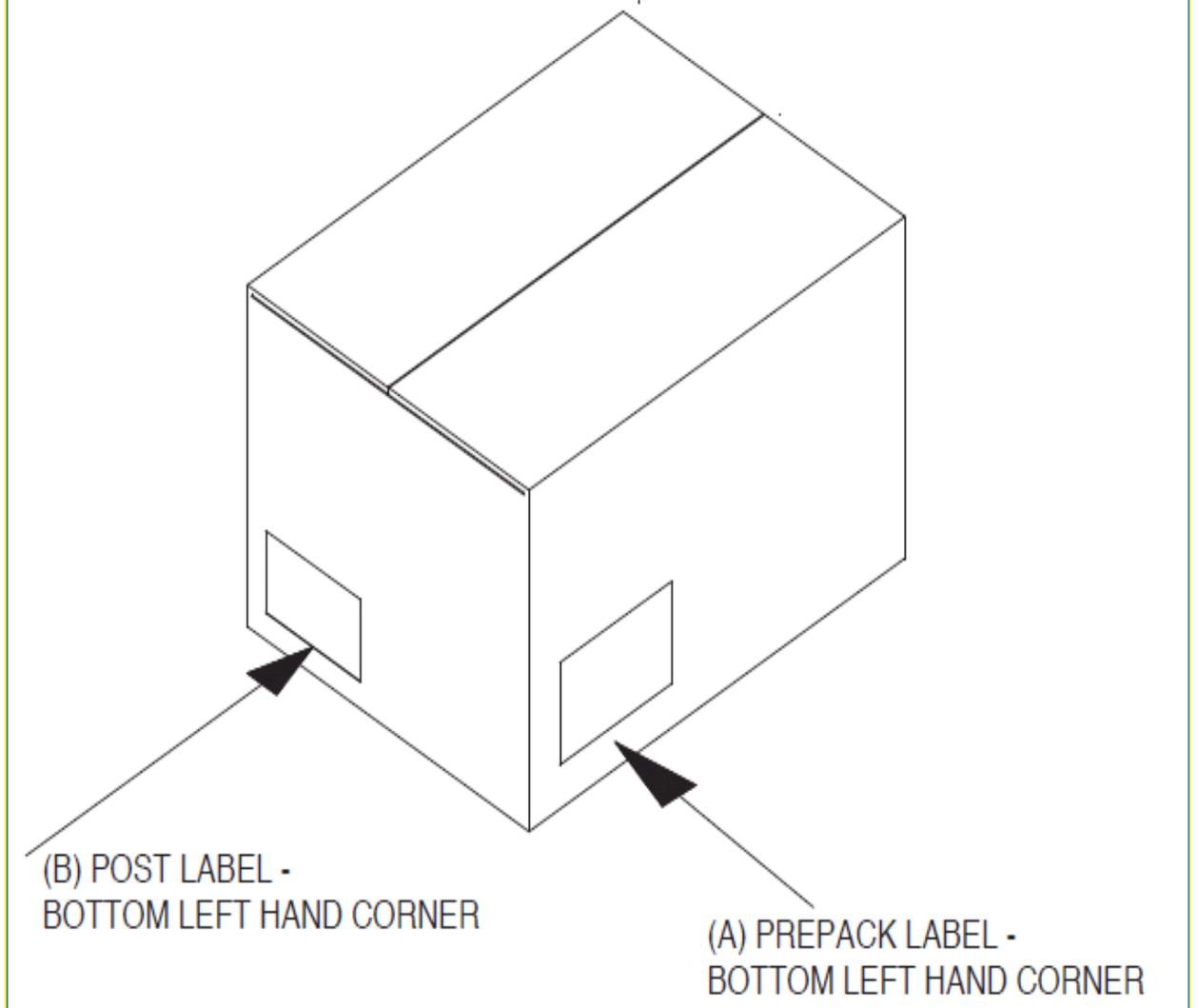
9.14 Creating an Invoice for the Order

To create an invoice, the supplier will need to click on the link "**Create invoice for this order**." This will then redirect the supplier to the "**Invoice creation page.**" On this page the supplier will be required to capture the "**Invoice Number,**" "**Amount,**" "**VAT value**" and "**Date.**" Once done, click the "**Add**" button on the bottom of the page to save the invoice.

Note: When finalizing an order the supplier will have the ability to link the invoice to the order.

Invoice Number

Accepts any user generated invoice number to be included in the invoice as a reference.

Invoice Cost

Accepts an amount for the total cost of the item(s) invoiced. The invoice can be linked to a single or multiple items

Invoice VAT Cost

Clicking on "here" calculates the VAT amount for the Invoice Cost

Invoice Date

Invoice Date allows for the selection of the date that the invoice will be delivered. Clicking on "**Add**" button allows for the details to be stored

View Invoices for this order

The link "**View Invoices for this order**" brings up all saved invoices. An invoice can then be selected before finalizing. The "**Delete**" option on the grid in the above figure allows the supplier to delete invoices that are no longer required.

Note: Invoices can only be deleted if they are not already linked to an Item Delivery.

To finalize the order and save the details of the invoice, click on the "**Finalise by Depot**" button. The "**Finalize by Depot**" option allows the supplier to finalize an order destined for a particular depot holistically. This means that the supplier would need to deliver all the items for the order once (non-partial delivery) to the destined depot for a particular item delivery. Clicking on the "**Finalize by Depot**" link redirects the supplier to the **Depot Delivery Locations for Order** Page where the order will be finalized- *See Diagram below*

Note: The supplier needs to ensure that all changes have been made and that they are satisfied with the order before Finalizing.

 Once the "**Finalize Delivery for Order and save invoice details**" button has been clicked, there are no changes that can be made thereafter. **The Delivery Summary Report** can be printed in the Orders for Supplier page but the supplier may print it on this page after the order has been finalized.

9.15 Partial Delivery

Partial Delivery allows the supplier to deliver part of the stock from a specific order on the date of delivery. The allocator would have to flag this order to **allow partial delivery** on an application called Redworld Purchase Order. This will enable the supplier to **invoice** and **finalize** the order per Item and deliver the stock as a partial delivery. Once the labels have been printed and the invoice has been attached the supplier will need to click on "**Finalize Delivery for Order and save invoice details"** which will only finalise this item and **NOT** the whole order.

Note: Partial Deliveries are not allowed on the same item. All units of the item being delivered must sent through to the DC on the day of delivery. Each Item must have a unique invoice number.

The delivery summary for partial deliveries will only display the finalised items on the order.

9.16 Depot Orders - Depot Delivery Locations

	Store Code	Store Desc	Total Boxes	Transfers Printed	Finalised	Delivery Instruction printed	Invoice Number	Invoice Cost	Invoice VAT value	Total Cost	Invoice Date	Sent To DC Date
Select	199	MR PRICE DISTRIBUTION CENTRE	306	False	False	False				0.00		

Instructions for Items on left in treeview

Please note if this is the first time you are printing labels on your computer you will need to install Web print. Click here to install

1   Print Labels   Note:Once printed you will have to restore to make any changes
2 Please select an invoice to link this Item delivery to
No invoice yet
Create invoice for this order   View invoices for this order
Finalise Delivery for Order and save invoice details
3 Finalise by Depot   (Not Required as Partial deliveries are set on the order)
Note : Only deliver order after sent to DC date in grid above reflects a date.(This is the actual date and time the scanner is ready for your boxes). This can take up to from 15mins to 5 hours to reflect. If order is delivered earlier there is a chance of order rejection.Click on tree view on left to refresh this now.
4 Print Delivery Summary Report   (for finalised deliveries only)

Printed Delivery summary for this delivery already   (Warning !! This should only be used for reprints of the delivery summary report)

1. Click on "**Select**" on the line of the delivery destination Depot you wish to finalise the order for.

2. Click on the drop down arrow to select the invoice for the Item or total order. The supplier can create an invoice if there aren't any saved invoices for that item or order by clicking on "**Create Invoices for that Order**". The "**View invoices**" option allows you to view previously created invoices before selecting.

9.17 Print Delivery Summary

The "**Print Delivery Summary**" link prints a report that the supplier would need to produce on stock delivery.

1. Before the delivery of the stock to the Distribution Centre, the Delivery Summary needs to be printed out.

2. In order for the supplier to print the Delivery Summary, they would need to click on the printer icon next to the **Export** drop down option in the figure above. **Note:** The supplier should not click on the browser printer button.

3. To print the delivery summary, you will have to Click on **Print Delivery Summary Report and Mark as printed,** and this will bring up a message box as below:
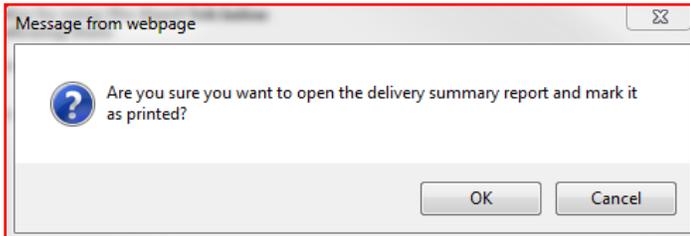
When you click OK, this will bring up the delivery summary with the item, you are performing this action for.

Once you have printed the delivery summary, you will need to click on Return to the order button, at the bottom of the delivery summary.

4. If the Delivery Summary is blank, the supplier needs to ensure that the "**Delivery Instruction Printed**" field on all item deliveries are set to false and try again. The "**Delivery Instruction Printed**" can be set to false by unticking the box found below "**Print Delivery Summary Report**" on the **Instructions for Items** page. If the Delivery Summary is blank, it may also mean that the supplier is attempting to print an incomplete and not finalized order. The supplier will need to complete and finalize the order before resuming.

5. The Delivery Summary report must accompany the delivery and must be presented during the delivery. Failure means that the delivery will not be accepted.

9.18. Allocations

Clicking on "**Alloc Detail**" redirects the supplier to the Allocations page where the store destination of the stock is displayed. Only the allocation for the selected ID is shown and not the whole order allocation.

9.19 View Boxes

Allocation for store(List of boxes)

Store 199 Distribution Centre to receive 1 Box(s)

Transfer Code	CartonCode
1-199-4648453-19	001446230900

Contents of the above boxes.

Item	Item Desc	SizeCode	RSP	UnitQuantity	RSPValue
1724114365	gloss 2pk baby, Fizz/Fluo Pink	001		8000	

The store destination and the number of boxes that need to be sent to the stores are specified in the figure on the left. Clicking on the view box option in the above figure displays a page with the information of the box i.e. the Transfer Code, Carton Code and an option to view the contents of the box.

9.20 Box Summary

Clicking "**Go to Detail**" on a particular line on the "**Instructions for Box**" page, displays the "**Box Summary**" of the item i.e. the number of boxes, units per box, total units and contents of the box.

Box Summary

Select Order >> Order 101040900087 >> Packing Instructions for:
Item (1702712054) Bra Straps 2012-20 Blk
Item (1702712580) Bra Straps A28 Diamante
>> Box Summary of
Mix Size - 50 Box(s)

Number of boxes : 50
Number of units in total : 1500
Number of units in each box : 30

Contents of Box

Item Number	Item desc	Size Code	Unit Quantity	Display Order
1702712054	Bra Straps 2012-20 Blk	001	15	12
1702712580	Bra Straps A28 Diamante	001	15	12

10. Shipping Module

The Shipping Module is used to provide transparency between you, the supplier and the shipping team. It will be used to track shipment progress of all import orders so that delivery of the orders can be better managed.

Use the **Date** filters in conjunction with the **Show** filter to determine the orders on view. The default on the Show filter is **Unshipped Only** (shipping details have not been captured), this can be changed to **Shipped Only** (shipping details have been captured) or **All.**

You may then sort by the **Ship by Date**; **Delivery Date From** or **Delivery Date To** fields in ascending or descending order.

To search for a particular order number, enter the order number in the **Purchase Order Number** field (this is to be used in conjunction with the Show filter).

	History	Purchase Order Number	Depot	Container Number	Shipping Line	Vessel Name	DestinationETA	Ship By Date	Delivery Date From	Delivery Date To	Allow Partial Delivery
☐											
Clear		40109120001166									
☐		40109120001166-1	199 - Distribution Centre					16 Jan 2013	04 Feb 2013	15 Feb 2013	False
☐		40109120001166-2	768 - Franchise Bond Store					16 Jan 2013	04 Feb 2013	15 Feb 2013	False

To begin, select the order number or numbers to be updated by ticking the box as illustrated below.

	History	Purchase Order Number	Depot	Container Number	Shipping Line	Vessel Name	DestinationETA	Ship By Date	Delivery Date From	Delivery Date To	Allow Partial Delivery
☐											
Clear		40109120001166									
☑		40109120001166-1	199 - Distribution Centre					16 Jan 2013	04 Feb 2013	15 Feb 2013	False
☑		40109120001166-2	768 - Franchise Bond Store					16 Jan 2013	04 Feb 2013	15 Feb 2013	False

Once this is done the **Update Shipping detail** button becomes available for selection.

Select the **Update Shipping detail** button to capture or update or edit already captured information. The following screen appears once this button is selected.

Capture or update or edit the affected fields and then click on the Update Shipping information button to save the changes.

Once this has been done, the order status updates accordingly, that is if it was previously Unshipped Status, it will now become Shipped status. The **Container Number**; **Shipping Line**; **Vessel Name** and **Destination ETA** fields are populated with the information that has been captured or edited or updated.

To delete shipping details, simply select the order number or numbers, click on the Update Shipping details button and then the Clear shipping information on the Capture Shipping Information screen.

The shipping status will update accordingly, that is if it was previously Shipped Status, it will now become Unshipped status and the **Container Number**; **Shipping Line**; **Vessel Name** and **Destination ETA** fields will now be blank.

History can be viewed for a specific order by clicking on the [button] button (maybe add a screen shot as well of the history screen).

Please note: users will only be able to change the Destination ETA. Only users with the appropriate access will be able to alter / remove shipping information.

11. Request Delivery Appointments

Introduction

This is a link on the SupplyIT website that allows Mr Price Group Suppliers to view their outstanding orders, select required orders for a delivery and request an Appointment date.

Application Startup

To access Delivery Appointments from the main menu supplier will click on the direct link "**click here**"

Here suppliers will need to select the task that needs to be performed. Ticking in the desired checkbox will bring up this info. The default is always "**proposed appointments and Appointment Requested.**"

Appointments can only be requested when the order is OA (order acknowledged) on the SupplyIT Purchase Orders or UTI website.

NB: Suppliers can only request appointments, the DC will book the appointment, No booking can be done by supplier.

Appointment Type filter
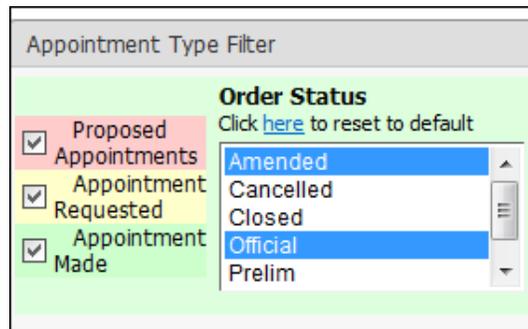
There are 3 options for filtering namely:

- **Proposed Appointment**
  All DC appointments proposed by the system will appear when this checkbox is ticked.
- **Appointment Requested**
  Ticking in this checkbox will bring up all appointments that have been requested by the supplier.

  NB: Suppliers can only request appointments if the request is within the date range. This information is gained from the PRELIM allocation.
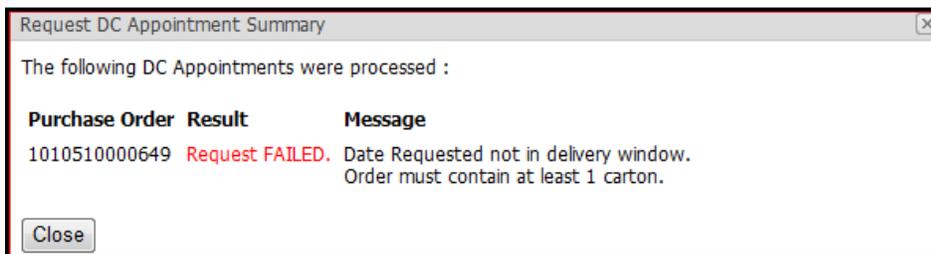
- **Appointment Made**
  Ticking in this checkbox will bring up all orders that have been booked for an appointment.

Data Filter:

- Ticking in this check box will display a calendar; here you will need to select a week for which you would like to view. Leaving this check box unticked, by default will display all undelivered order.

0.0

Ticking in the check box in front of the order number allows you to perform and action on the selected purchase orders. After the purchase orders have been selected, you will need to click on the **Request Delivery Appointment** Button, the screen below will be displayed.

If the purchase order reflects on packing Instructions module the carton quantity will be automatically be entered for you (splits need to be done on Packing Instructions for cartons to pull though). These are compulsory fields and cannot be left blank. **Alerts** will indicate if the selected purchase orders are missing QA seal numbers.

From the calendar provided you will need to request delivery date, a time period can be selected from the field provided but this is optional. Leave the time set at 00:00: am if you do not wish to specify a time for delivery. Once this is complete, you need to click on **Request DC appointment date**. A message will be displayed to inform you if the appointment request was successful or not.

Once the supplier has requested a DC Appointment. The DC will then see this information on another application called Redworld Appointments.

Depending on the avaliability of appointments at the DC the DC will book or propose a new appointment date.

Once the Appointment has been booked the status on SupplyIT, will change to **Appointment made**. At this stage the supplier can still propose or request a new Appointment date.

For an order with multiple destinations, each destination and its total units and cartons are displayed separately**.**

12.Request QA Appointment

Introduction

This link allows Mr Price Group suppliers to request a QA audit on selected purchase orders.

Application startup

To access the link from the main menu suppliers will need to click on **Request QA Audit appointmnet** direct link **"click here"**

Here suppliers will need to select the task that needs to be performed. Ticking in the desired checkbox will bring up this info. The default is always "**proposed appointments**" and on the date range the default is "**Show only for the weeks below**". QA Appointments can only be proposed when a DC appointment has been made. On the top right hand corner of the main view the division that the supplier is logged onto will appear as well as the operating supplier name.
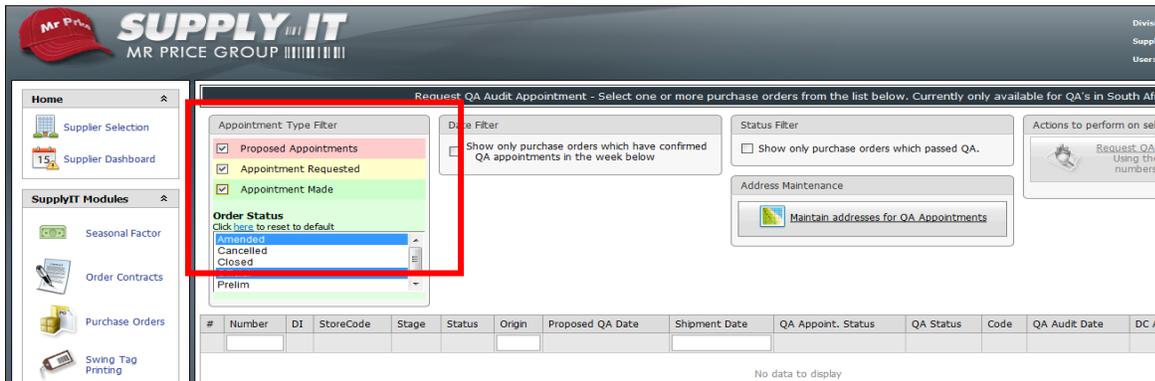
1. **Select QA status Filter**
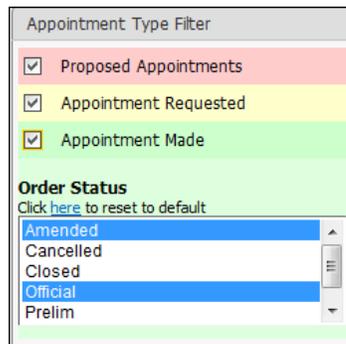
There are 3 options available for filtering namely:

- **Proposed Appointment**
  All QA appointments proposed by the system will appear when this checkbox is ticked.
- **Appointment Requested**
  Ticking in this checkbox will bring up all QA appointments that have been requested by the supplier.
- **Appointment Made**
  Ticking in this checkbox will bring up all orders that have been booked for a QA appointment.

- **Date Filter**

Ticking in this check box will display a calendar; here you will need to select a week for which you would like to view. Leaving this check box unticked , by default will display all undelivered order.

Using the arrows on either side of the month will allow suppliers to select different months.

2. **Request QA Audit Appointment**

- **To request a date supplier will need to select an order first from the list provided** by ticking in the check box
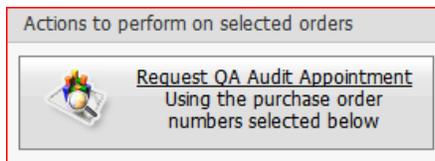
Clicking on the request QA Appointment button brings up the screen below.
You can only request a QA Appointment for local orders if you have a delivery appointment made.
Cut-off date: is calculated by delivery date for local orders and ship by date for Import Orders.

Once you have selected your date you will need to either select MRPG audit (Mr Price Group internal auditors) or Asia Inspection/AI (external audit company used by the group) then click on **Request QA Appointment.**

If you have selected External – the following screen will appear. Clicking on the link will direct you to the Asian Inspection Website.

13. Asia Inspection

Login details for Asia Inspection must be obtained from Asia Inspection.
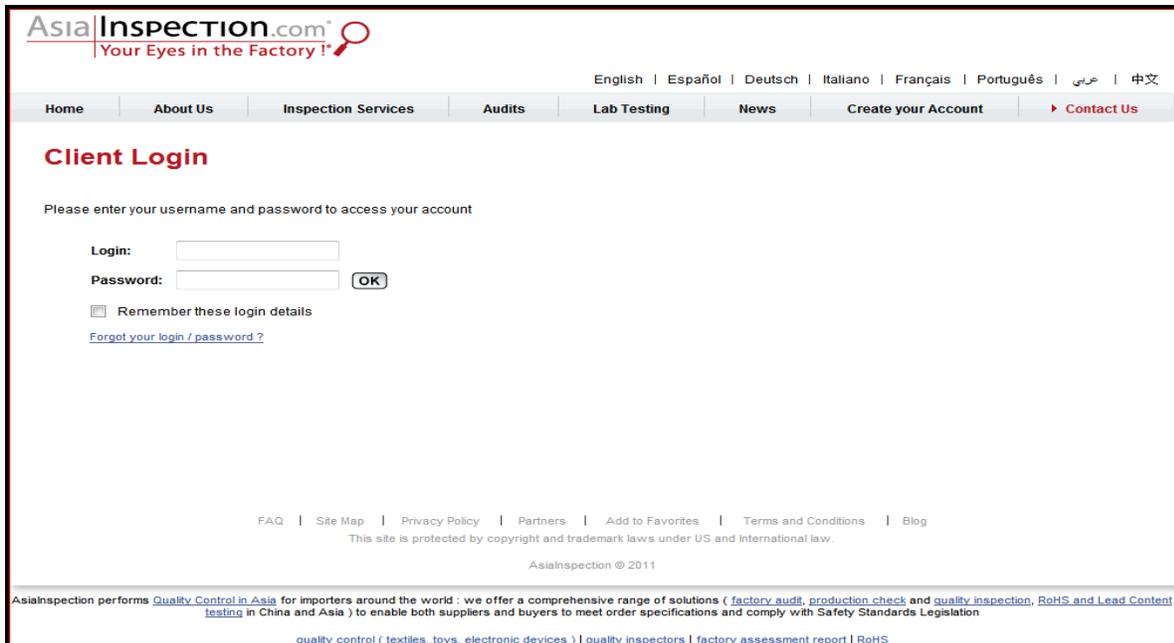
Once appointments are booked by either Asian Inspection or Local QA an email will be sent of to the relevant people.

- **The status will then change to Appointment made; a QA code date and time will also appear on the appointment table.**

- Once the auditor has completed the QA audit the QA status will change to Appointment made.

For an order with multiple destinations, each destination and it's total units and cartons are displayed separately.

14. User Administration

This message will only be displayed for a super user (SU). Super users will always have full rights.

There can ONLY be one SUPER USER. ☺

On the user selection screen clicking on the drop down arrow allows you to select a user from the list provided **(users already set up).** Once a user is selected in the **selected user** field the first name, last name and email address will be displayed. Description is an optional field. Clicking on **add/edit User** brings up the screen below. **User's can only add or edit a user that has a valid log me in ID.**

An email address needs to be entered,clicking on the **validate** field will verify if the email address is active and registered with Log me in. **First name** and **Last name** needs to be filled in

and a description can be entered (optional). User rights allows you to assign rights to the user profile being created.

Don't assign rights , gives the user a log in with no rights. **Remove all rights** will remove all current rights the user has. **Add all rights** give users full rights. **Same rights as existing user** allows you to select an existing user from the list provided by clicking on the drop down arrow. This will copy the same rights as the user selected for the current user being edited or created. **Update user details** saves all the updates and changes made.
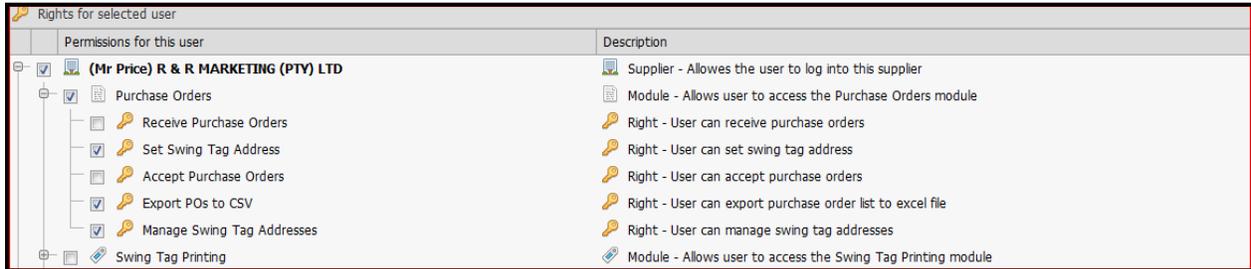
Rights can be assigned by ticking in the relevant check boxes.Clicking on the plus expands the main permission. For user to have access ,there must be a tick in the relevant check box. For every permission displayed, a description is provided with an icon.
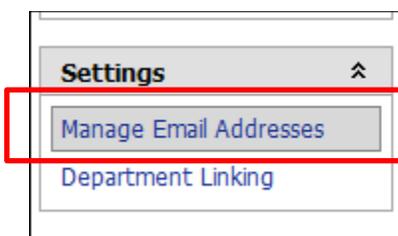
15. Email

Where ever this icon appears, it allows you to send an email to the buyer,planner or allocator(Merchandise Team). Clicking on the icon displays the below screen.
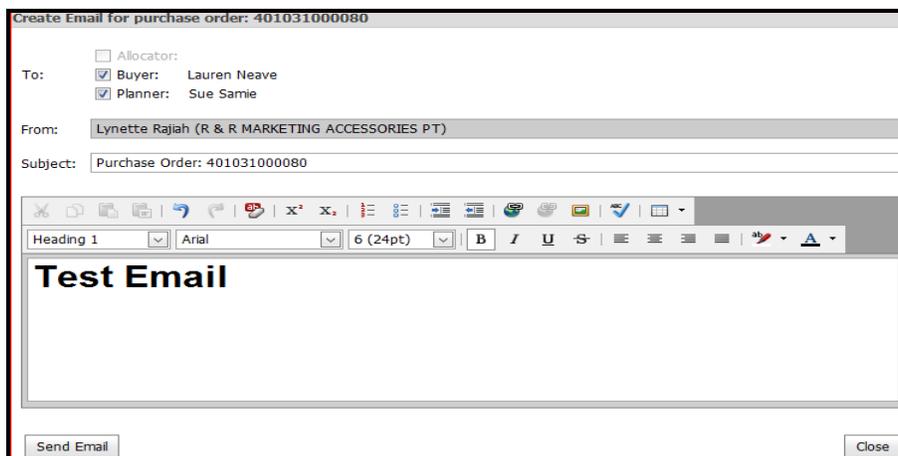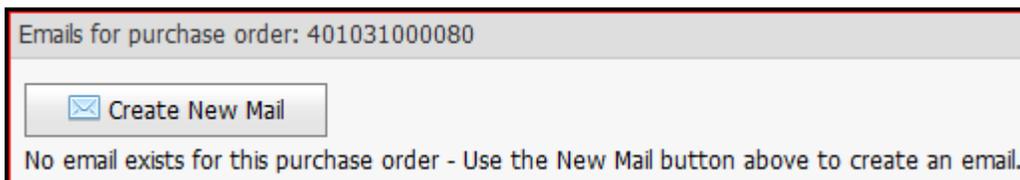
16. Manage Email Notifications

Under the **settings** field on the left tree view, clicking on **manage email address** header, will bring up an editable window to add or remove email addresses. Multiple email addresses can be entered in this field using a semicolon (;) to separate them. **Please enter only the email addresses of the relevant people. Please be careful when adding more than one email contact i.e. (this must be separated by a semicolon (;) with no dash or spaces in between the email contact addresses)**. Once you click on **Update** saves and updates this information.

Click on **Manage Email Addresses**

Add or remove email addresses here, separate using a semicolon (;) with no dash or spaces between. Click Save Changes

17. Documentation - Computer Requirements

Clicking on this button gives you a breakdown of the actual hardware and software requirements for SupplyIT.

18. Download Web Print

Allows you to update your version of web Print Labels, following the steps prompted.

19. Log Out

Logs you off your current session of session of SupplyIT