

Vendor Compliance Advanced Shipping Notice



Message to Our Trading Partners:

This is the latest ASN Advanced Shipping Notification and Carton Label Creation. The manual will guide you on how to Ship and Create Labels using Shoppers World Vendor Portal Site.

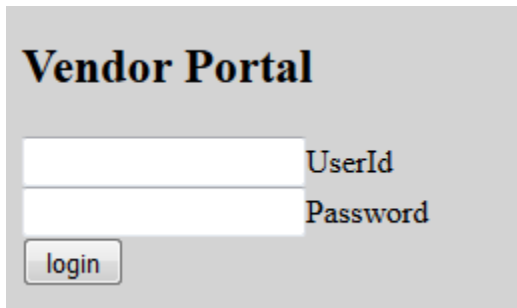
Please distribute copies of this document to departments which will be impacted by these specific requirements.

We appreciate your ongoing efforts to satisfy our compliance requirements.

Vendor Portal

Vendor Should log-In to Shoppers World Vendor Portal using the following link

[Http://vp.shopperworld.net](http://vp.shopperworld.net)



The screenshot shows a login form titled "Vendor Portal". It contains two input fields: the first is labeled "UserId" and the second is labeled "Password". Below these fields is a button labeled "login".

UserId and Password will be the same as Vendor's Vendor Number. During the initial Log-in you will be asked to modify the Password. The password should be between 8 to 10 characters, a number and should have at least one of the following symbols.

!@#\$\$%^& Sample: **word**(warehouse) + **number** (7) + **special-char**(#)

warehouse7#

Open PO's Screen

After successfully logging in the Vendor can now see all available open PO's specific to the User Id (vendor).

Vendor Portal - Open PO's

[Back to Login](#)

Open Po's for Vendor: 07501

PONumber	Blockout Number	OrderDate	FirstReceiveDate	BuyerId	ShipToLoc
0000814568	00000S3755	04-08-2015	05-14-2015	SB	5000
0000830867	00000S2817	06-10-2015	07-25-2015	SB	8
0000830887	00000S3554	04-24-2015	07-29-2015	SB	5000
0000831777	00000S6272	07-07-2015	07-29-2015	SB	5000
0000842396	00000S7353	09-02-2015		IA	3
0000842397	00000S7353	09-02-2015		IA	4
0000842398	00000S7353	09-02-2015		IA	5
0000842469	00000R0297	05-29-2015		SB	1
0000842470	00000R0297	05-29-2015		SB	2
0000842471	00000R0297	05-29-2015		SB	3
0000842472	00000R0297	05-29-2015		SB	4
0000842473	00000R0297	05-29-2015		SB	5
0000842474	00000R0297	05-29-2015		SB	6
0000842475	00000R0297	05-29-2015		SB	9
0000842476	00000R0297	05-29-2015		SB	5000
0000842477	00000S2818	06-10-2015		SB	2
0000842478	00000S2818	06-10-2015		SB	3
0000842479	00000S2818	06-10-2015		SB	4
0000842480	00000S2818	06-10-2015		SB	9
0000842481	00000S2818	06-10-2015		SB	5

Vendor number is displayed on top of the Table(screen).

Below are the details displayed on the tabular screen.

- PONumber - Po Number sent to the Vendor by Shoppers World Buyer.
 To be able to Ship and Create the Carton Label the user should **click** the actual **PO Number** (see next screen Create Maintain Carton Labels)
- Blockout Number - Certain Po's are part of the Blockout Number, this is informational only, which can be used when coordinating with the Buyer.
- OrderDate – This is the date when the PO has been entered into Shoppers World - Island Pacific System.
- FirstReceiveDate - The Shipment first receive into Shopper's World Warehouse or Stores.
- BuyerId – Initial of the Buyer.
- ShipToLoc - The actual location where the PO Shipment will be sent.
 Warehouse is 5000 and the rest are stores.

Create and Maintain Carton Labels

Create and Maintain Carton Labels

PO Number: 0000785661

Vendor Style	Color	Size	Sku	Store	Qty Order	Qty Received	ASN Quantity	Closed	Vendor Minimum	Shipped Date	-----Description-----	Open Quantity	Quantity to Ship
6580	ASST	ASST	738448	5000	780	0			60	04-06-2015	BASIC VEE NECK	780	
6570	ASST	ASST	738447	5000	780	0			60	04-06-2015	BASIC CREW NECK	780	

This screen is used to **Create Labels, Maintain Cartons, Close Manifest and Print Labels** for specific **PO Number**.

Create Single Carton Label

The user can combine multiple items into one Carton Label. This label should be placed **on the shorter side of the carton (upper right side)**. You will get a chargeback if you put the label on top of the carton. It should be visible and easier to scan specially if the carton is on the pallet. This functionality will create one carton Label at a time. The item(s) to be shipped should be **divisible by Vendor Minimum** otherwise error message will be shown and the system will not create the carton.

Create and Maintain Carton Labels

PO Number: 0000785661

Vendor Style	Color	Size	SKU	Store	Qty Order	Qty Received	ASN Quantity	Closed	Vendor Minimum	Shipped Date	Description	Open Quantity	Quantity to Ship
6580	ASST	ASST	738448	5000	780	0			60	04-06-2015	BASIC VEE NECK	780	60
6570	ASST	ASST	738447	5000	780	0			60	04-06-2015	BASIC CREW NECK	780	60

Create Multiple Carton Labels

The user can create multiple cartons per item(sku), the number of carton that will be created is based on the calculation below.

Number of Carton Labels = Open Qty (780 units) / Vendor Minimum (60 units)

Number of Carton Labels = 13 Labels. This will be numbers of labels created.

Create and Maintain Carton Labels

PO Number: 0000785661

Vendor Style	Color	Size	SKU	Store	Qty Order	Qty Received	ASN Quantity	Closed	Vendor Minimum	Shipped Date	Description	Open Quantity	Quantity to Ship
6580	ASST	ASST	738448	5000	780	0			60	04-06-2015	BASIC VEE NECK	780	
6570	ASST	ASST	738447	5000	780	0			60	04-06-2015	BASIC CREW NECK	780	780

Close Manifest

Once carton labels are created the user needs to close the Manifest. When user Press the **button Close Manifest** (see below in green), it will mark all the cartons with blank Manifest No. created for that PO to the next available **manifest Number**. This will be visible to Shoppers World Logistics Department to assign an **Appointment Date for Shipment going to Warehouse (ShiptoLoc 5000) only**.

Any drop ship Po's (Po's going to the Stores) doesn't need any appointments before shipping with the following Exception.

Drop Ship.

If the vendor is shipping more than **50 boxes or (2) two pallets to one store** the vendor must call the store to arrange for a receiving appointment. They must speak to the Store Manager at 48 hours prior to arrange for an appointment. Failure to do so may result in the order being refused at the store.

This Appointment date will determine when it will be received in Shoppers World Warehouse or Store.

Create and Maintain Carton Labels

PO Number: 0000785661

Vendor Style	Color	Size	SKU	Store	Qty Order	Qty Received	ASN Quantity	Closed	Vendor Minimum	Shipped Date	Description	Open Quantity	Quantity to Ship
6580	ASST	ASST	738448	5000	780	0			60	04-06-2015	BASIC VEE NECK	780	
6570	ASST	ASST	738447	5000	780	0	780		60	04-06-2015	BASIC CREW NECK		

Display all Manifest to Print Labels

This button will allow you to print Labels when the Manifest No. is created using the Close Manifest(button), if the manifest is not yet created you will not see the manifest number in the **Print Labels for Manifest No.** See Figure below.

Before Closing the Manifest

Vendor Portal - Maintain Carton

Carton Maintenance for PO#: 0000785661

PONumber	Manifest No	Carton	ShipToLoc	Appointment Number	Appointment Date	Asn Date	Receive Flag	Receive Date
0000785661		075010000001473	5000	0		2015-08-13		
0000785661		075010000001474	5000	0		2015-08-13		
0000785661		075010000001475	5000	0		2015-08-13		
0000785661		075010000001476	5000	0		2015-08-13		
0000785661		075010000001477	5000	0		2015-08-13		
0000785661		075010000001478	5000	0		2015-08-13		
0000785661		075010000001479	5000	0		2015-08-13		
0000785661		075010000001480	5000	0		2015-08-13		
0000785661		075010000001481	5000	0		2015-08-13		
0000785661		075010000001482	5000	0		2015-08-13		
0000785661		075010000001483	5000	0		2015-08-13		
0000785661		075010000001484	5000	0		2015-08-13		

After Pressing Close Manifest Button

Display Manifest / Create Labels

Manifest Display for PO#: 0000785661

PONumber	Print Labels for Manifest No	Carton Count	ShipToLoc	Appointment Number	Appointment Date
0000785661	075010000000018	13	5000	0	

Once the Manifest Number is created , you are now ready to **Print the Carton Labels** by pressing the Manifest Number.

Print the Labels

PO# 0000863412 Dest# 5000 Date:01/26/16
Vendor# EMPIRE ACCESSORIES

Style	Color	Size	Qty
BH400	BLACK	ASST	144



PO# 0000863412 Dest# 5000 Date:01/26/16
Vendor# EMPIRE ACCESSORIES

Style	Color	Size	Qty
BH400	GOLD	ASST	24
BH400	GREY	ASST	24
BH400	NAVY	ASST	24
BH400	SILVER	ASST	12
BH400	WHITE	ASST	12



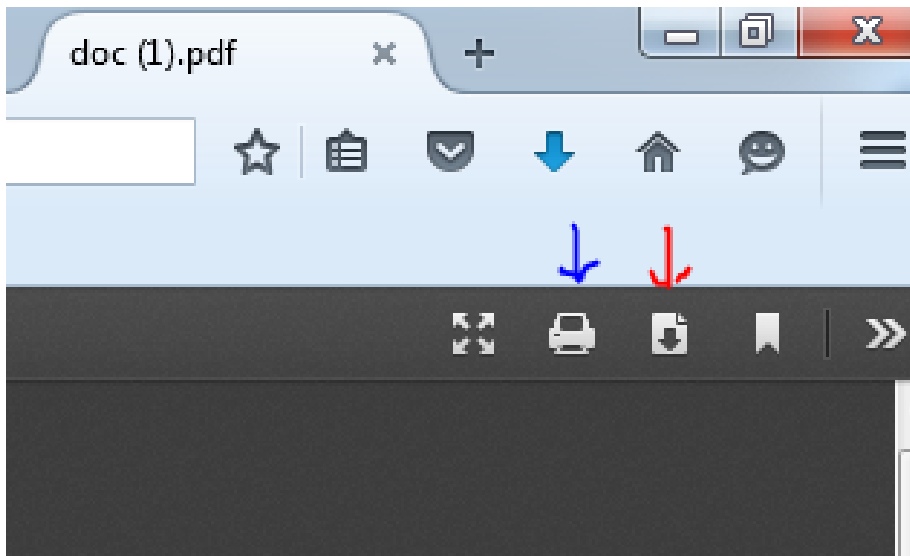
Use Avery Labels 8168 (4 labels per page) 3.50" Width x 5" Length or comparable label as long as the barcode and details are not cut off.

The software is configured to create a .pdf file that will be printed to Avery Label 8168. You can print and re-print the labels anytime by **pressing the Manifest Number**. The Carton label should be placed **on the shorter side of the carton (upper right side)**. **You will get a chargeback if you put the label on top of the carton**. It should be visible and easier to scan especially if the carton is on the pallet.

How to Print the Label

In The upper right corner of the browser (see below).

Print the pdf/carton label using icon under Blue arrow and Download the pdf using the icon under red arrow. You can reprint the labels anytime or use the downloaded pdf to print them.



Maintain Carton

Users have the ability to delete the carton by using Maintain Carton and the screen will be re-directed to Vendor Portal – Maintain Carton.

Vendor Portal - Maintain Carton

Carton Maintenance for PO#: 0000785661

PONumber	Manifest No	Carton	ShipToLoc	Appointment Number	Appointment Date	Asn Date	Receive Flag	Receive Date
0000785661	075010000000018	075010000001473	5000	0		2015-08-13		
0000785661	075010000000018	075010000001474	5000	0		2015-08-13		
0000785661	075010000000018	075010000001475	5000	0		2015-08-13		
0000785661	075010000000018	075010000001476	5000	0		2015-08-13		
0000785661	075010000000018	075010000001477	5000	0		2015-08-13		
0000785661	075010000000018	075010000001478	5000	0		2015-08-13		
0000785661	075010000000018	075010000001479	5000	0		2015-08-13		
0000785661	075010000000018	075010000001480	5000	0		2015-08-13		
0000785661	075010000000018	075010000001481	5000	0		2015-08-13		

Press the carton you want to maintain and you will be able to delete and reduce the quantities to be shipped.

Vendor Portal - Edit Carton

Edit Carton: 020970000000006

PONumber	Carton Number No	Vendor Style	Color	Size	Vendor Minimum	Asn Quantity
0000863412	020970000000006	BH400	BLACK	ASST	12	144

Delete Carton

Return To Shipment Display

Delete Carton

When the user delete the Carton, the Open Quantity will be updated. The Asn and the number of Cartons for this manifest will be reduced.

Reset the PO

If the Po doesn't have appointment assigned to it, you can still reset the PO or delete all the PO/cartons created by using [Reset the Po/Cartons without Appointment](#) functionality.

Create and Maintain Carton Labels

[Back to Open PO's](#)
PO Number: 0000863412

Vendor Style	Color	Size	Sku	Store	Qty Order	Qty Received	ASN Quantity	Closed	Vendor Minimum / Case Pack	Shipped Date	Description	Open Quantity	Quantity to Ship
BH400	BLACK	ASST	357572	5000	144	0	144		12	01-21-2016	COACH BELT		
BH400	GOLD	ASST	357573	5000	24	0	24		12	01-21-2016	COACH		
BH400	GREY	ASST	533979	5000	24	0	24		12	01-21-2016	COACH BELT		
BH400	NAVY	ASST	387663	5000	24	0	24		12	01-21-2016	COACH		
BH400	SILVER	ASST	357576	5000	12	0	12		12	01-21-2016	COACH		
BH400	WHITE	ASST	357577	5000	12	0	12		12	01-21-2016	COACH BELT		

*Note: [Create Multiple Carton Labels](#)
 The user can create multiple cartons per item(sku), the number of carton that will be created is based on OPEN QTY / Case Pack.
 Sample: Cartons Created (10 Labels) = Open Quantity (120 units) / Case pack (12 units).

[Reset the Po/Cartons without Appointment](#)

Reason for Chargeback.

1. Changing the Quantity in Carton label. The barcode has all the information regarding the Carton, including Vendor/PO/Sku/Color/Size and Quantity. Changing the quantity using pen doesn't change the barcode. If you want a different quantity you need to re-create the Carton Label.
2. Putting the Carton Label on top of the Carton.
3. If you cannot make the Appointment Inform the Routing Dept. so that the appointment will be changed for specific PO/Manifest.
4. Any shipment without appointment or delivering late on appointment date will get a chargeback.

5. Putting multiple Carton Labels on a single carton.
6. Barcode cannot be scanned due to:
 - a. Insufficient ink or too much ink which make the barcode closer to each other.
 - b. Smudged barcode and cannot be scanned due to using different paper.
 - c. Put any kind of tape on top of the barcode and cannot be scanned.
 - d. Barcode was cut off and cannot be scanned.
7. Contents of the Carton is different from the carton label, Quantity, Color, Size and Style.
8. Shipment to Stores was received in warehouse (5000).
9. Shipment to warehouse (5000) was received in stores.