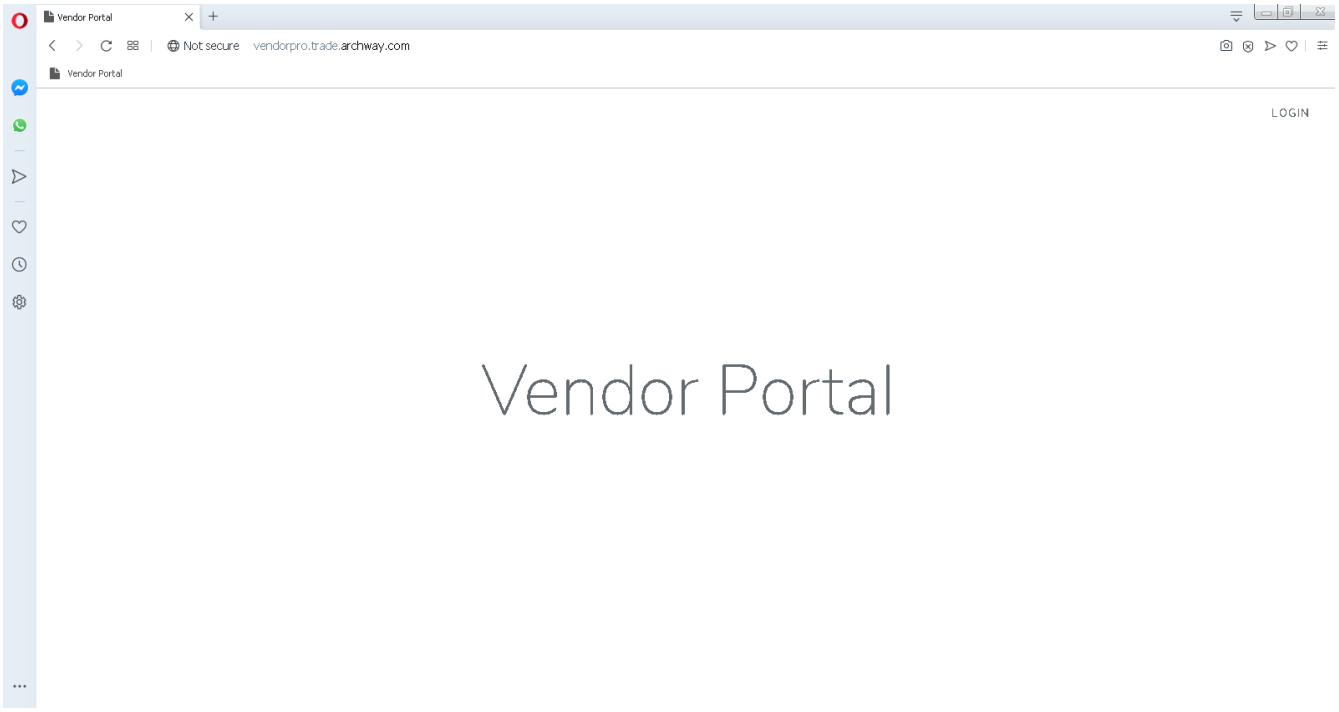
Vendor Portal

Instruction Manual

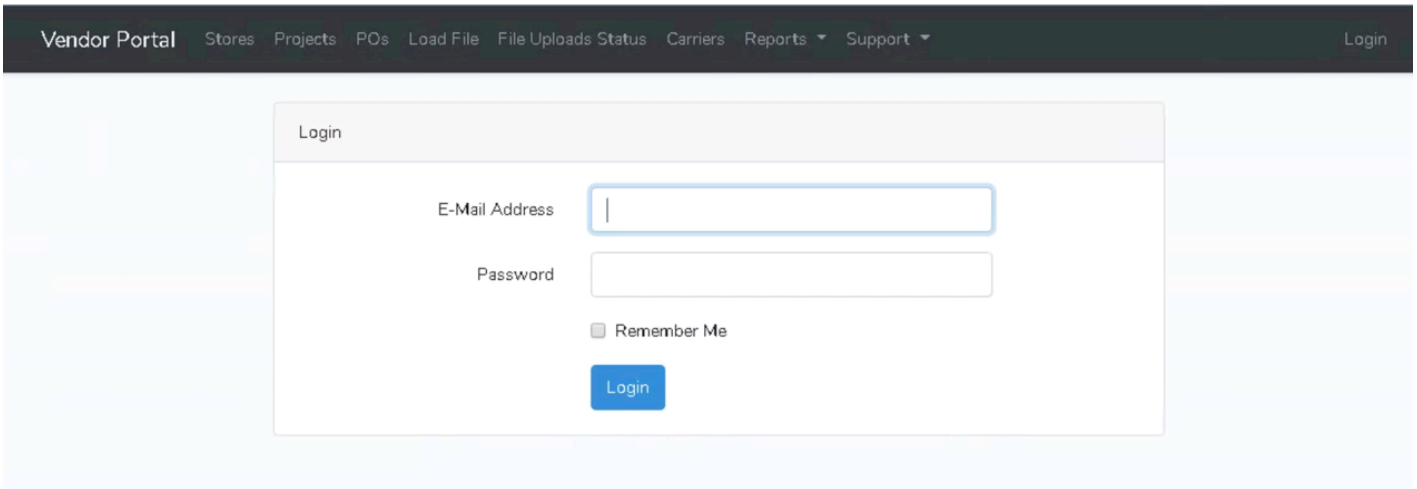
The user should access Vendor Portal using this link https://lowesvp.archway.com/projects using one of the following browsers:

- Chrome
- Opera
- Firefox

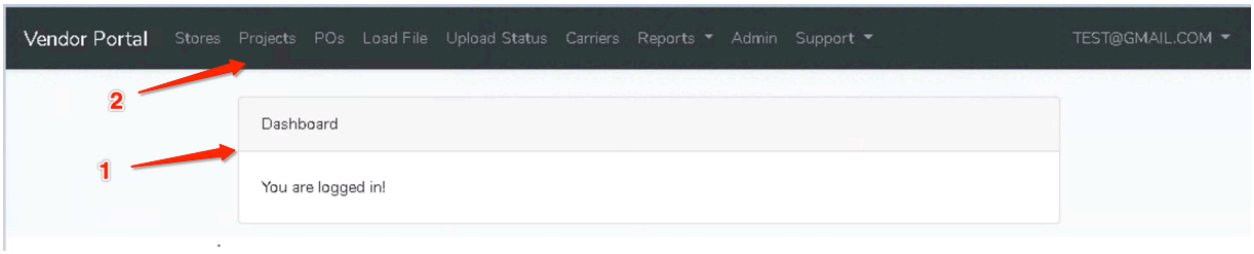
The following page will appear:



The user should click on the word “LOGIN” in the upper right-hand portion of the screen in order to login to the application. Use the username and password that were provided to you in order to login to the page below:

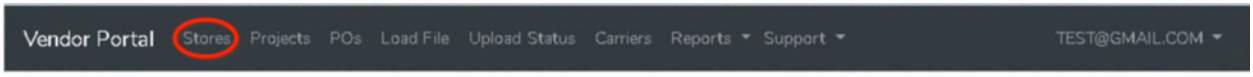


This page shows that you are (1) logged in and (2) allows you to click on one of the menu values at the top of the page shown below:

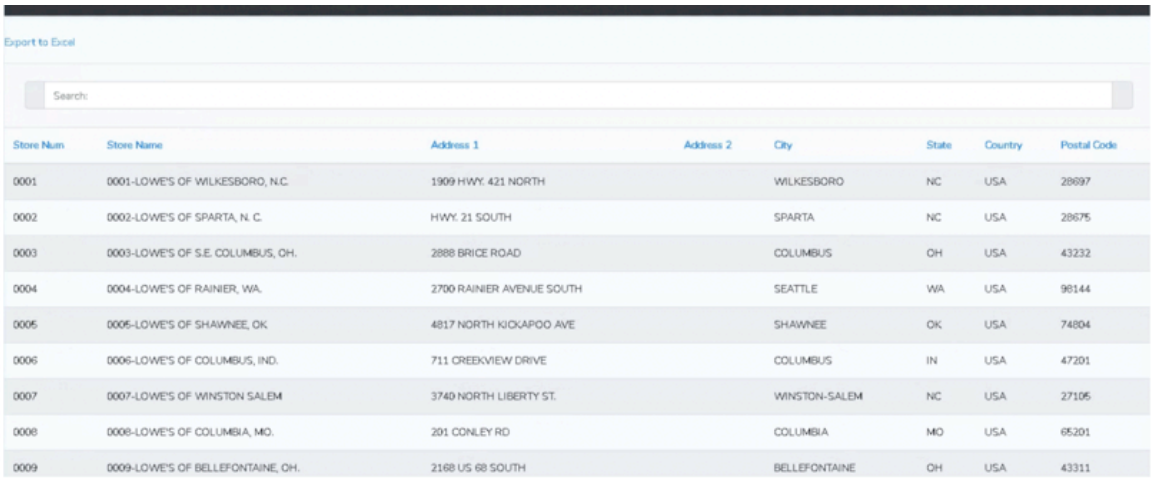


The user can, now, click on any one of the eight menu items listed below:

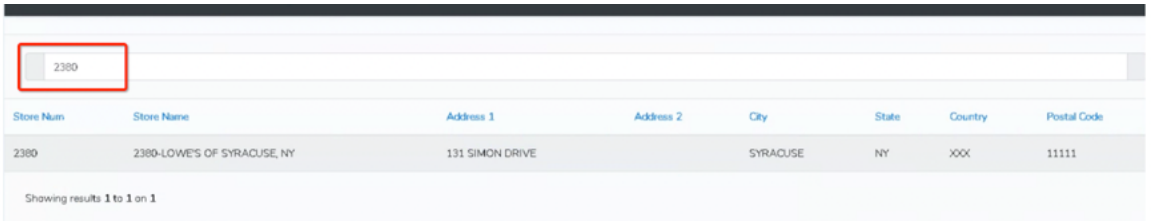
1. Menu Item Stores



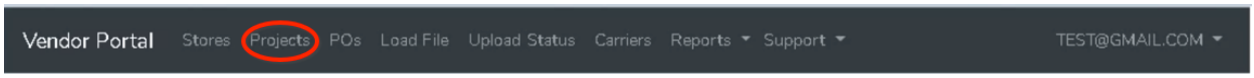
- This page allows the user to see information about each Lowe's Store such as the store's name and address.



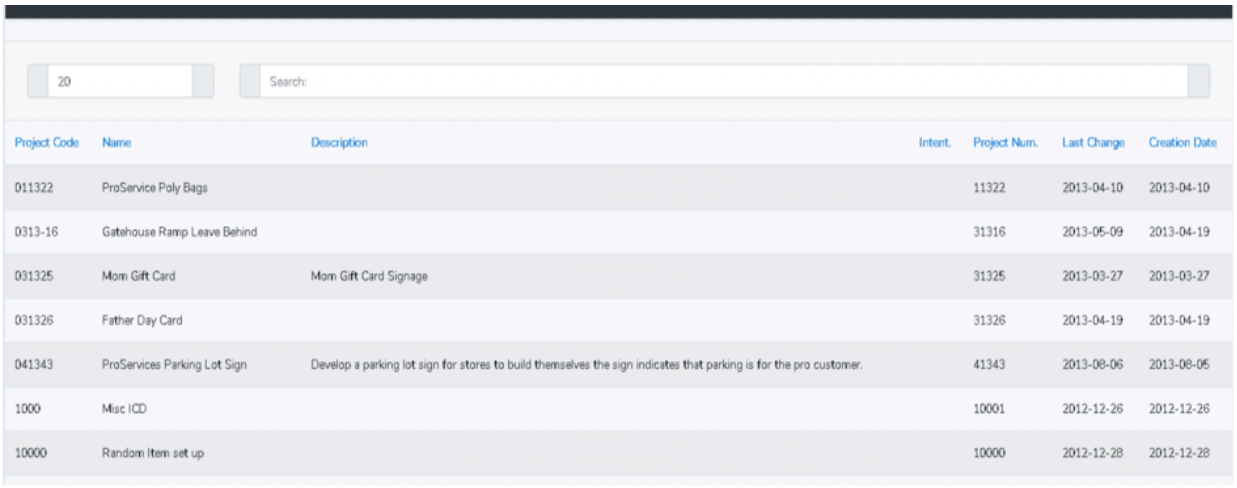
- The user can search for a particular store by using the "Google Like" search feature as shown below on the red box**.**



2. Projects

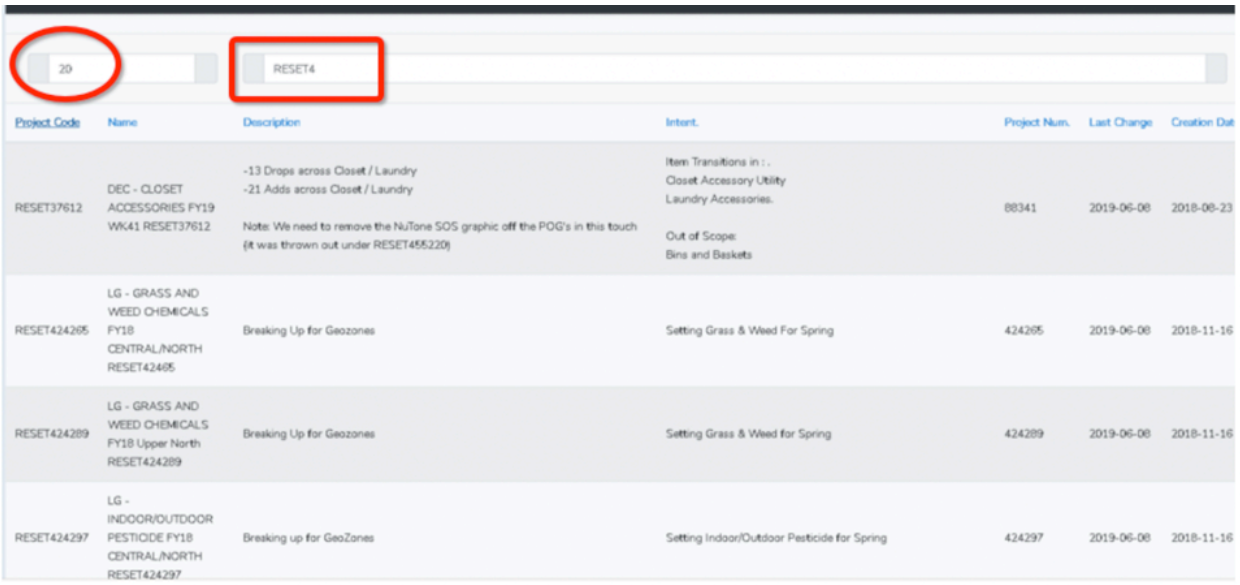


- This page allows the user to see information about each Lowe's Project such as the project's name, description, intent, project number, and when the data was created and last updated in GEM.



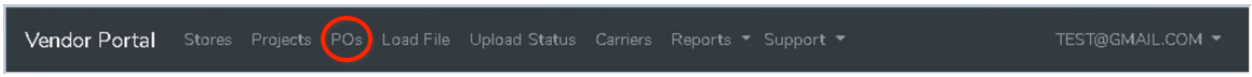
Project Code	Name	Description	Intent	Project Num	Last Change	Creation Date
011322	ProService Poly Bags			11322	2013-04-10	2013-04-10
0313-16	Gatehouse Ramp Leave Behind			31316	2013-05-09	2013-04-19
031325	Mom Gift Card	Mom Gift Card Signage		31325	2013-03-27	2013-03-27
031326	Father Day Card			31326	2013-04-19	2013-04-19
041343	ProServices Parking Lot Sign	Develop a parking lot sign for stores to build themselves the sign indicates that parking is for the pro customer.		41343	2013-08-06	2013-08-05
1000	Misc ICD			10001	2012-12-26	2012-12-26
10000	Random Item set up			10000	2012-12-28	2012-12-28

- The user can search for a particular Project by using the "Google Like" search feature as shown in the red box below as well as set the number of rows to display on each page. (see the red circle below)

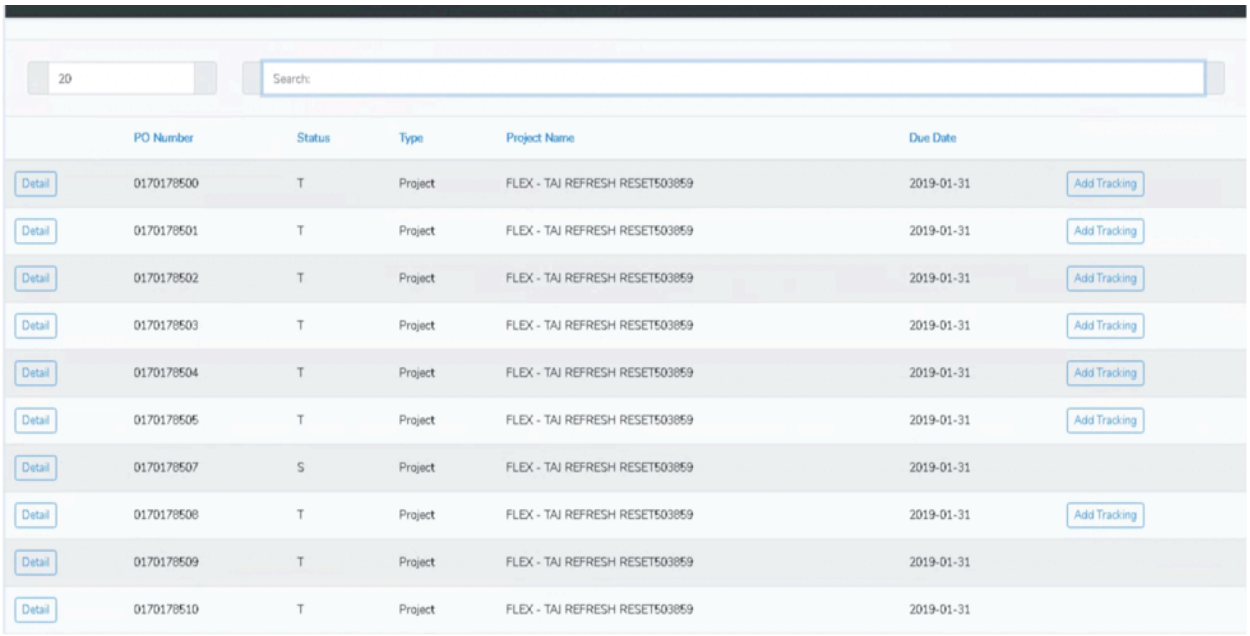


Project Code	Name	Description	Intent	Project Num	Last Change	Creation Dat
RESET37612	DEC - CLOSET ACCESSORIES FY19 WK41 RESET37612	-13 Drops across Closet / Laundry -21 Adds across Closet / Laundry Note: We need to remove the NuTone SOS graphic off the POG's in this touch (it was thrown out under RESET455220)	Item Transitions in : . Closet Accessory Utility Laundry Accessories. Out of Scope: Bins and Baskets	88341	2019-06-08	2018-08-23
RESET424265	LG - GRASS AND WEED CHEMICALS FY18 CENTRAL/NORTH RESET42465	Breaking Up for Geozones	Setting Grass & Weed For Spring	424265	2019-06-08	2018-11-16
RESET424289	LG - GRASS AND WEED CHEMICALS FY18 Upper North RESET424289	Breaking Up for Geozones	Setting Grass & Weed for Spring	424289	2019-06-08	2018-11-16
RESET424297	LG - INDOOR/OUTDOOR PESTICIDE FY18 CENTRAL/NORTH RESET424297	Breaking up for GeoZones	Setting Indoor/Outdoor Pesticide for Spring	424297	2019-06-08	2018-11-16

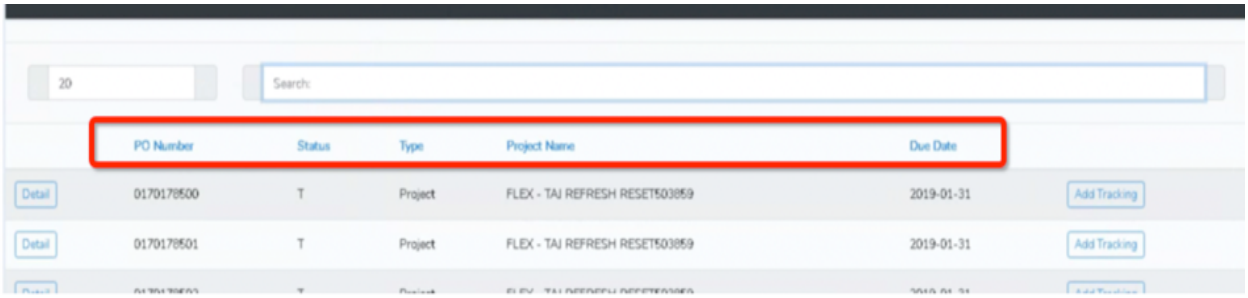
3. PO(s)



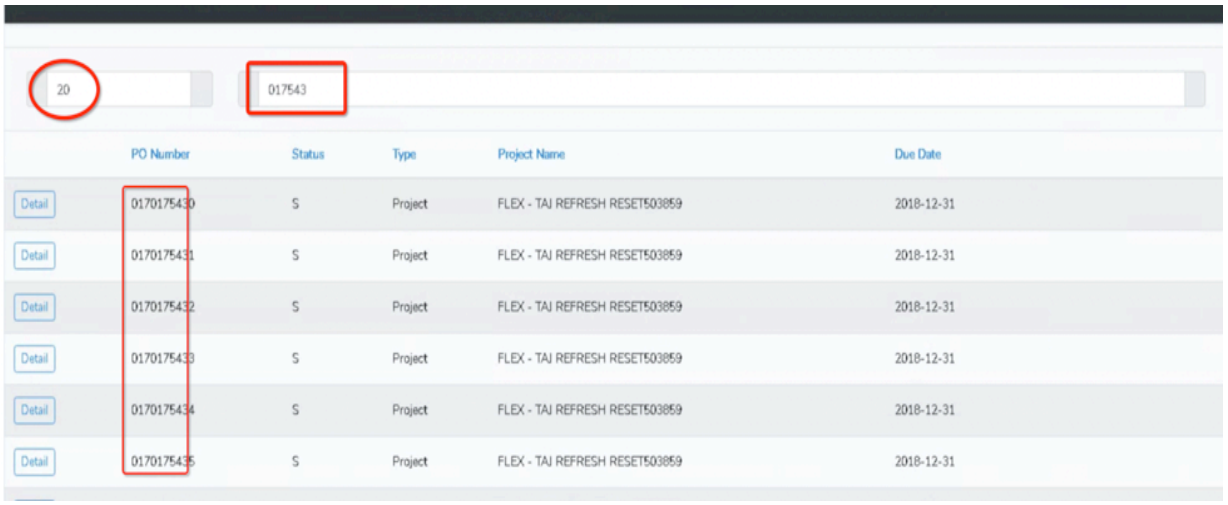
- This page allows the user to see detailed information about their Purchase Orders or PO(s) such as the status of the PO, the Type of the PO (Project or Replenishment), the Project Name the PO was created for, and when the PO is due.



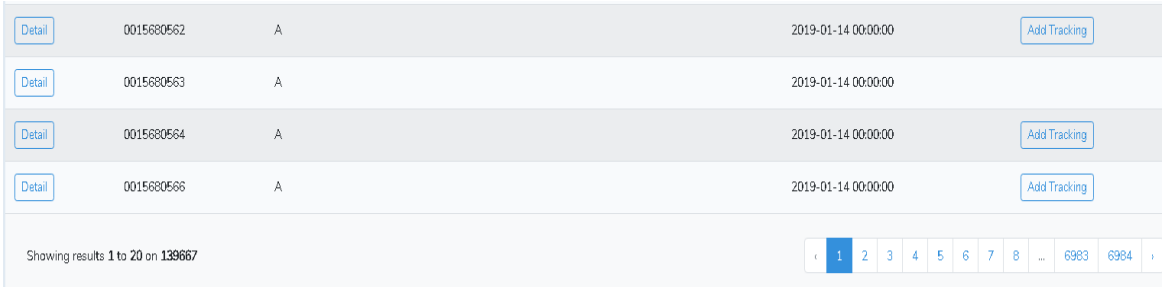
- The data can be sorted by any column by clicking on the column headings.
    - The data can be sorted by Due Date to determine which PO(s) should have already been shipped but do not have tracking entered.



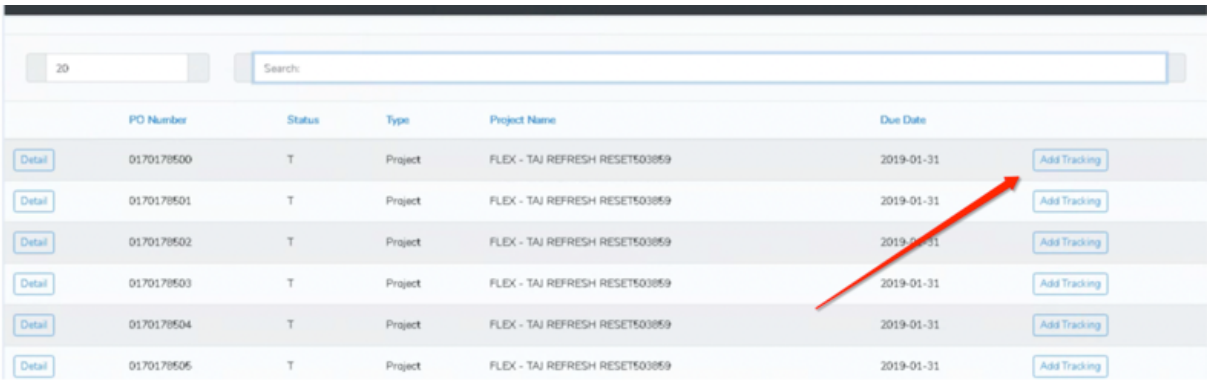
- The user can search for a particular “Purchase Order” by using the “Google Like” search feature as shown in the red box below as well as set the number of rows to display on each page. (see the red circle below)



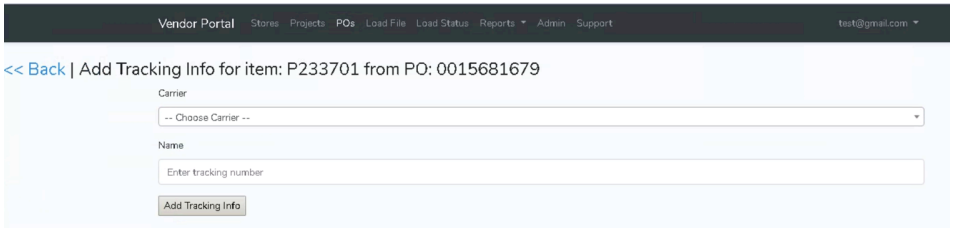
- This screen shot shows the number of pages at the bottom right. Each page contains 20 PO(s) and the user can click on the page to be displayed. One the bottom left the user can see how which rows are displayed as well as the total number of PO(s) available for display.



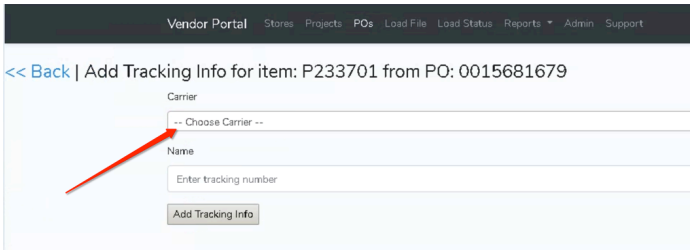
- Tracking can be entered on this page for the entire PO by pressing the “Add Tracking” button shown below. Note: The button will not display if any tracking has already been entered for the PO. This should help the user quickly tell which PO(s) require attention.



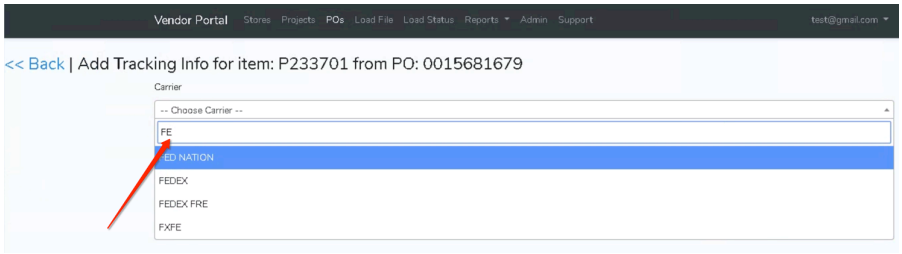
- When the “Add Tracking button is pressed the use will be presented with the following screen.



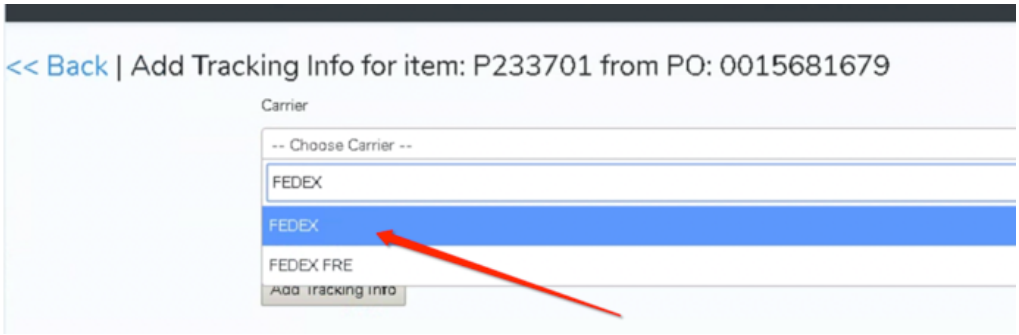
  - The user can enter the carrier by clicking on the dropdown box



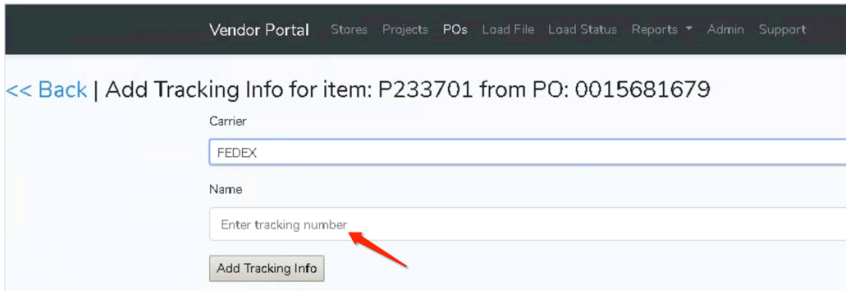
  - The user will then be allowed to start typing the carriers name and that Carrier will automatically appear in the selection box.



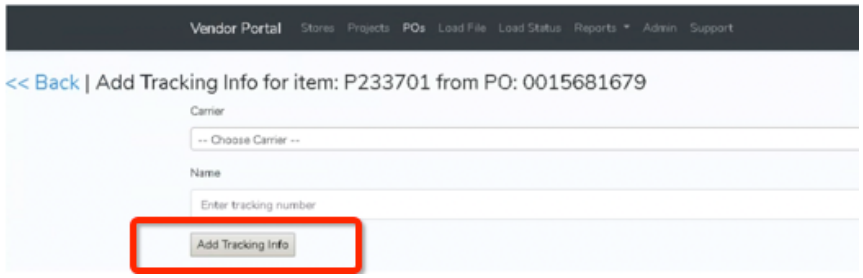
  - The user must then click on the correct Carrier’s name for the Carrier to be selected:



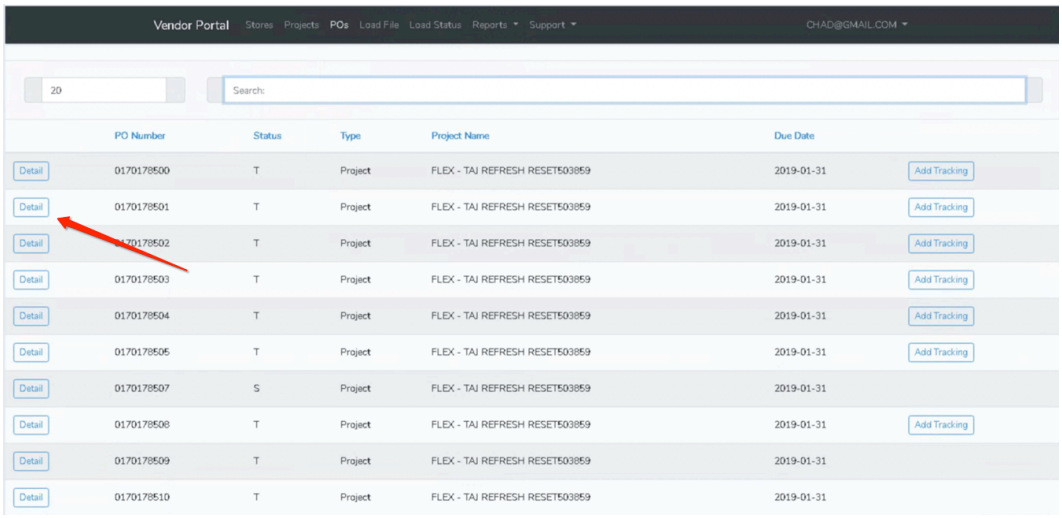
- Tracking can now be entered by typing the tracking number into the field shown by the red arrow below.



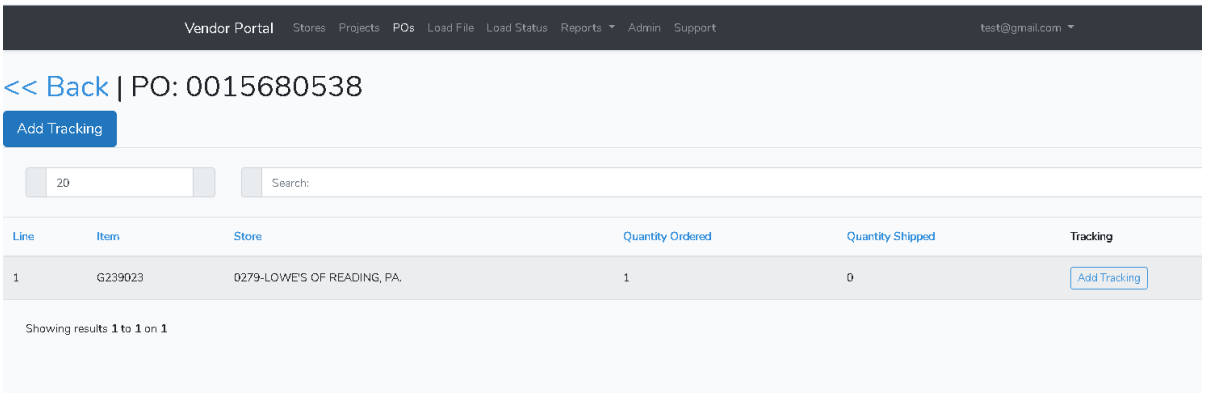
- When complete the tracking can be submitted by clicking on the Add Tracking Info button shown in the red box below:



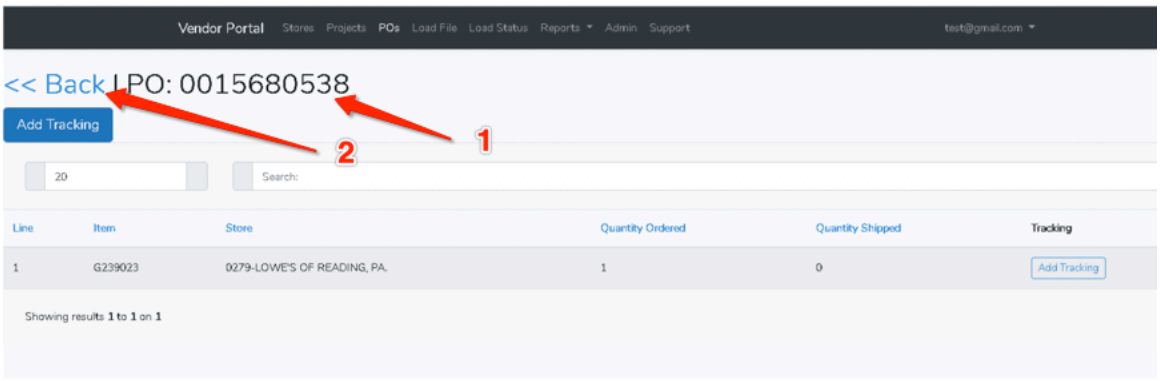
- The line details for the purchase order can be viewed by pressing the Detail Button beside the PO Number the user would like to view.



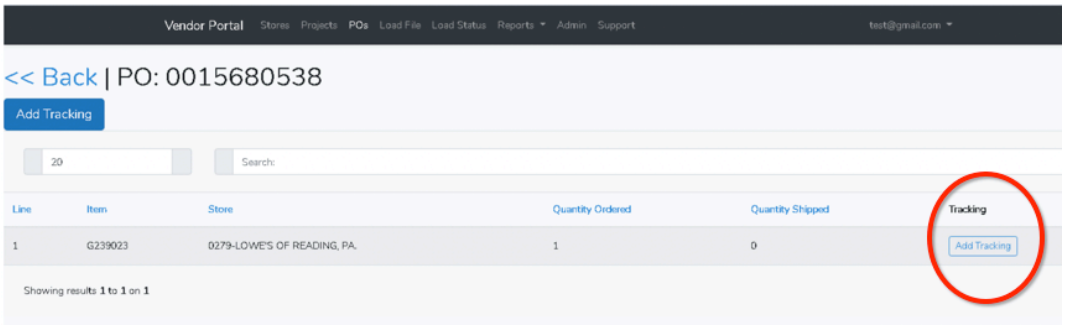
- The line details for the purchase order will then appear showing each “PO line number” with the Item and quantity ordered. The seach and sort features will work the same as Purchase Order page described above:



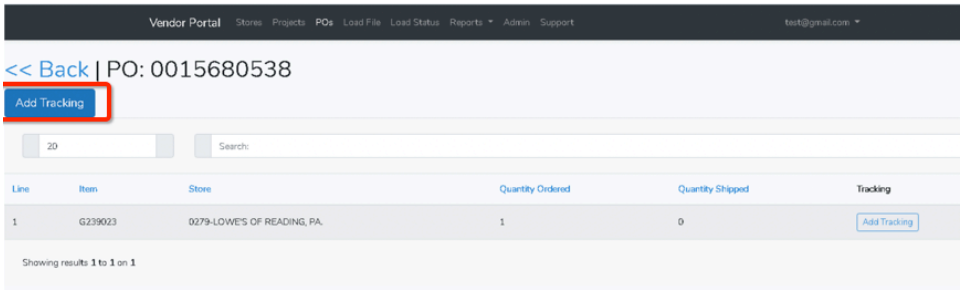
- This page will always show the user which PO details are being viewed at the top of the page (1) and the user should use click on the back button (2) to return to the list of PO(s) on the provious screen.



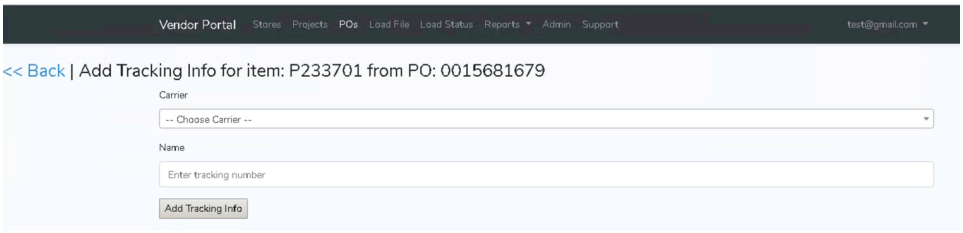
- Tracking can be entered on this page by pressing one of two buttons on this page
    - Tracking can be entered for only the the individual line by pressing the Add Tracking button on the right hand side of the page (see in the red circle below)



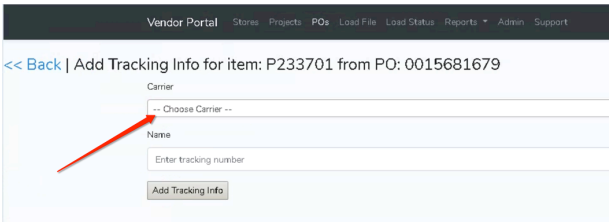
- Tracking can be entered for all PO lines by pressing the Add Tracking Button at the top of the page on the left-hand side of the page. (See in red box below) Note: All lines will be updated with the tracking number entered when this button is utilized, and any individual line's tracking previously entered will also be updated.



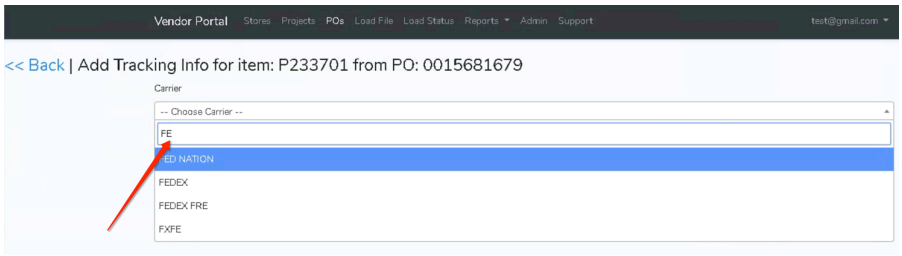
- When one of the two tracking buttons described above are pressed the following page will tracking entry page appear:



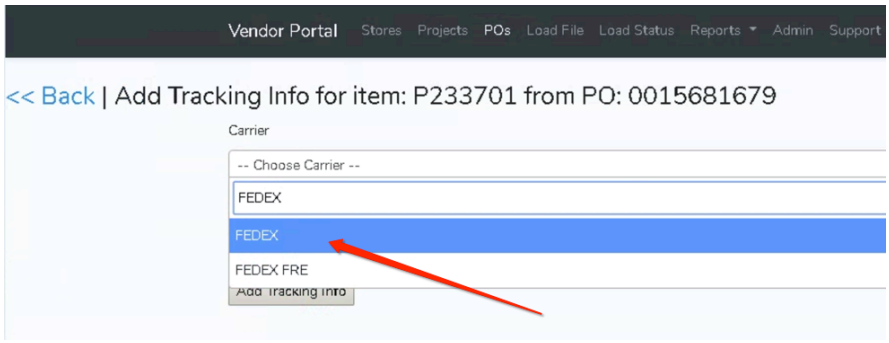
  - The user can enter the carrier by clicking on the dropdown box



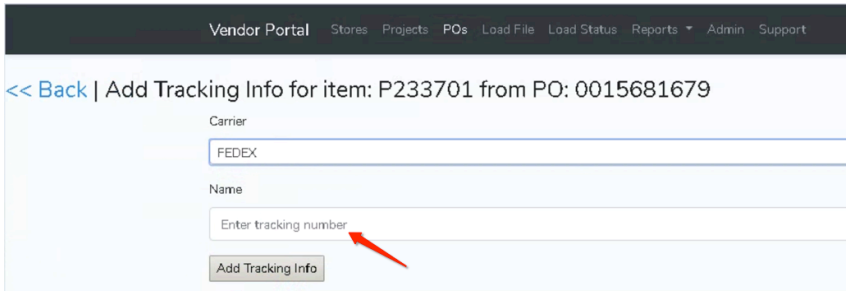
  - The user will then be allowed to start typing the carriers name and that Carrier will automatically appear in the selection box.



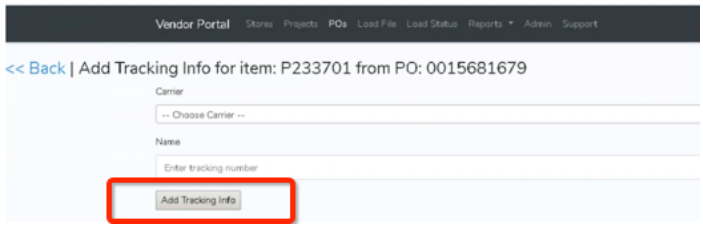
- The user must then click on the correct Carrier's name for the Carrier to be selected:



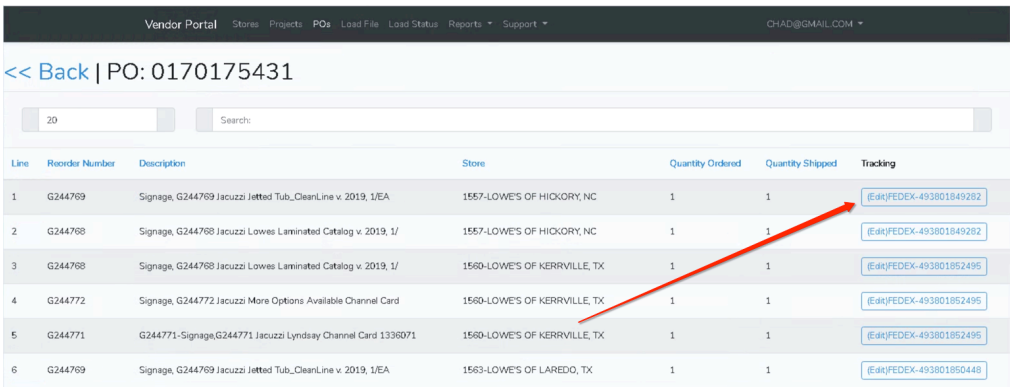
- Tracking can now be entered by typing the tracking number into the field shown by the red arrow below.



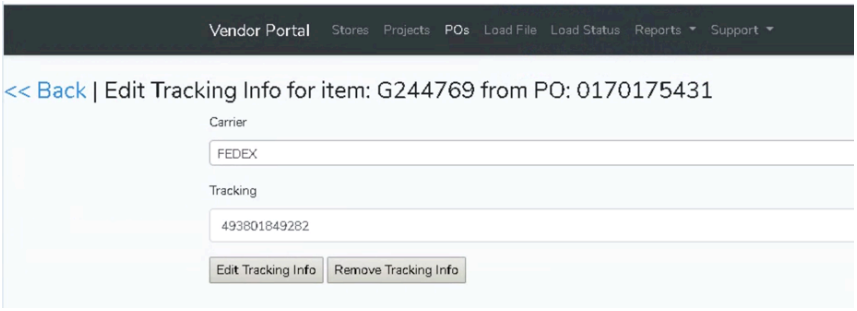
- When complete the tracking can be submitted by clicking on the Add Tracking Info button shown in the red box below:



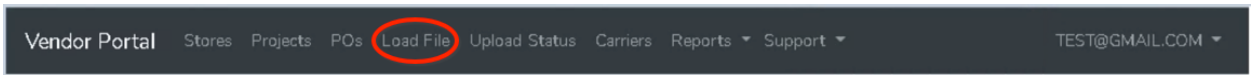
- Once tracking has been entered it will appear on the PO Details page as shown below. The user can press the button seen below to edit the tracking.



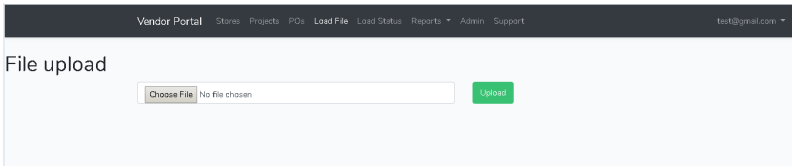
- The following screen will appear allowing the user to edit or remove the tracking number.



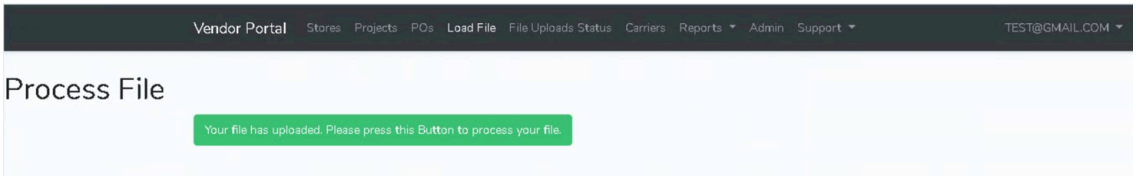
4. Load file



- Tracking can also be entered by a file upload

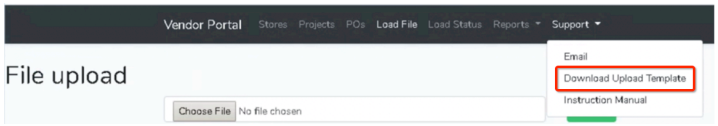


  - Once the file has uploaded then the following page will display



    - Press the green button shown above to process your file into Vendor Portal.

- File Creation
  - Note that the user can download a file template from the support menu item



  - Or the user can create an excel file in the following format

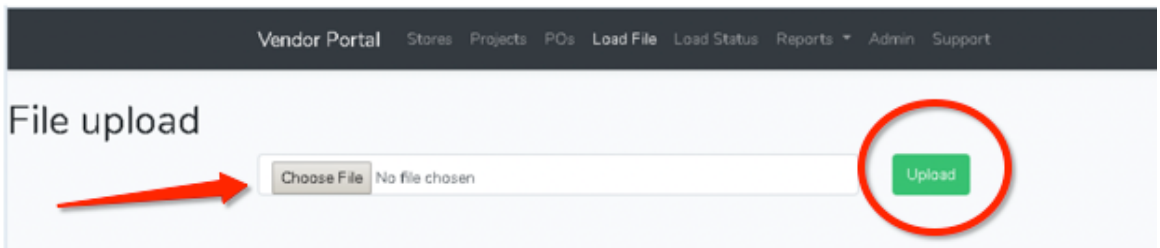
1	2	3	4	5
PO Number	Carrier Name	Tracking Number	Store Num	Item Number
0015681103	Fedex	DemoTest12afterfix3	0496	DFX75026

    - There are five columns
    - The first row is the header row
      - This row must be resent

PO Number	Carrier Name	Tracking Number	Store Num	Item Number

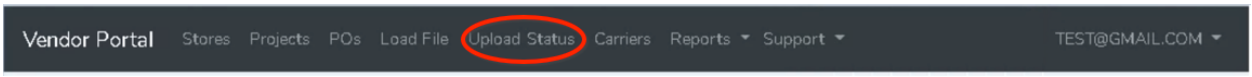
    - First (1) column is the PO number
      - Format must be “text” as the PO numbers have leading Zero
    - Second (2) column is the carrier name
      - Format must be “text”
      - The carrier name must be spelled correctly
    - Third (3) column is the Tracking Number
      - Format must be “text” as many tracking numbers have non-numeric characters or leading Zeros
    - Fourth (4) column is Store Number
      - Format must be “text” as many store numbers leading Zeros
    - Fifth (5) column is Item Number
      - Format must be “text” as many store numbers leading Zeros

- An unlimited number of rows can be added to the file
- When the file is complete save it with the name of your choice
- Press the “Choose File” (see arrow below) button, navigate to the folder where the file was saved and select the correct file then press the Upload button shown in the red circle below and the file will be processed.

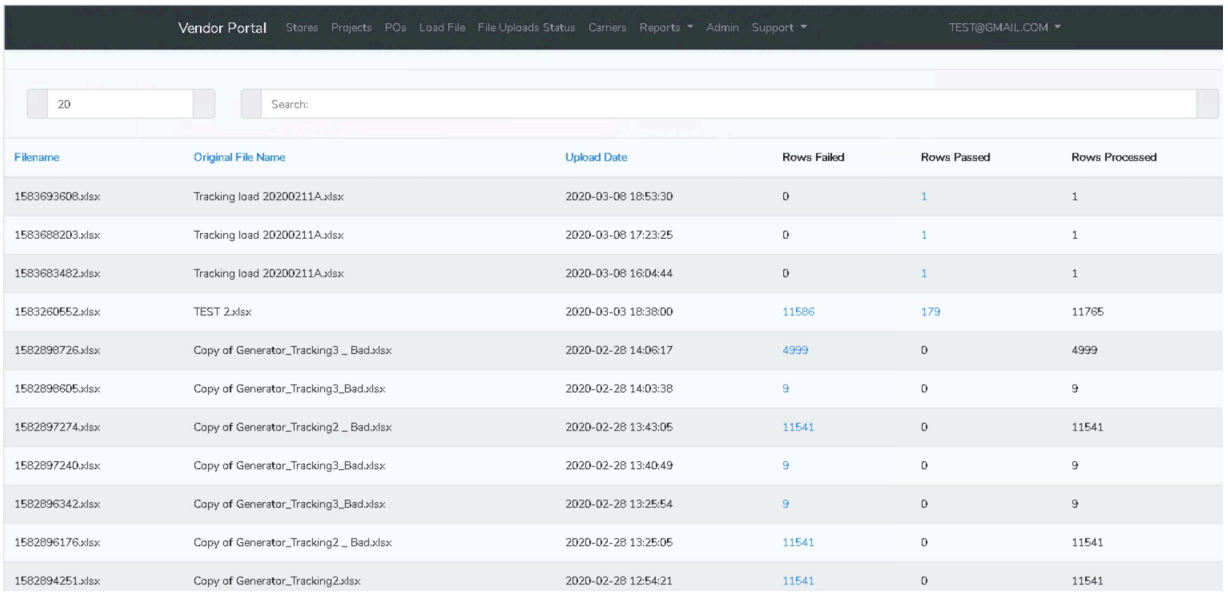


- The “Upload Status” page will automatically display when the file completes processing

5. Load Status



- This page allows the user to see the status of each file they have loaded, including the name of the file, when it was loaded, how many rows were loaded, how many rows passed and how many rows failed.



Filename	Original File Name	Upload Date	Rows Failed	Rows Passed	Rows Processed
1583693608.xlsx	Tracking load 20200211A.xlsx	2020-03-08 18:53:30	0	1	1
1583688203.xlsx	Tracking load 20200211A.xlsx	2020-03-08 17:23:25	0	1	1
1583683482.xlsx	Tracking load 20200211A.xlsx	2020-03-08 16:04:44	0	1	1
1583260552.xlsx	TEST 2.xlsx	2020-03-03 18:38:00	11586	179	11765
1582898726.xlsx	Copy of Generator_Tracking3 _ Bad.xlsx	2020-02-28 14:06:17	4999	0	4999
1582898605.xlsx	Copy of Generator_Tracking3_Bad.xlsx	2020-02-28 14:03:38	9	0	9
1582897274.xlsx	Copy of Generator_Tracking2 _ Bad.xlsx	2020-02-28 13:43:05	11541	0	11541
1582897240.xlsx	Copy of Generator_Tracking3_Bad.xlsx	2020-02-28 13:40:49	9	0	9
1582896342.xlsx	Copy of Generator_Tracking3_Bad.xlsx	2020-02-28 13:25:54	9	0	9
1582896176.xlsx	Copy of Generator_Tracking2 _ Bad.xlsx	2020-02-28 13:25:05	11541	0	11541
1582894251.xlsx	Copy of Generator_Tracking2.xlsx	2020-02-28 12:54:21	11541	0	11541

- The user can double click on the “Upload Date” heading in order to sort the last file loaded the top of the list

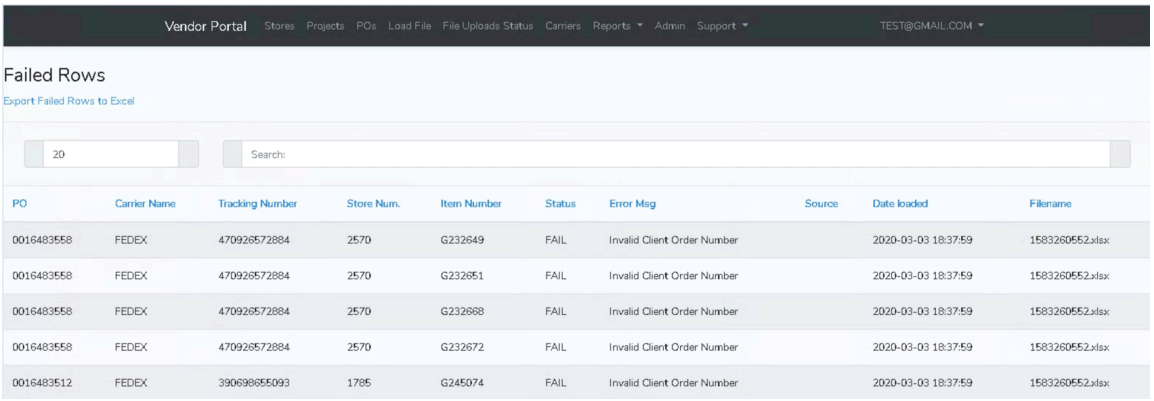
- The user can double click on the number of rows “Failed” (**A – Below)** in order the open another page that provides details of each row that failed

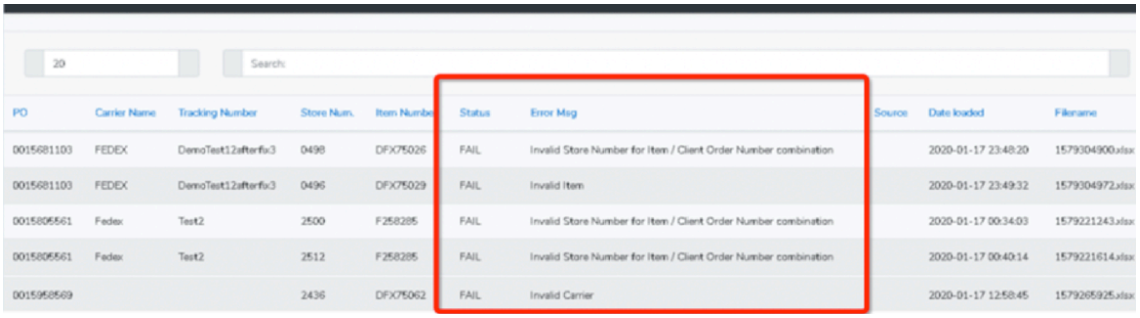
Filename	Original File Name	Upload Date	Rows Failed	Rows Passed	Rows Processed
1583693608.xlsx	Tracking load 20200211A.xlsx	2020-03-08 18:53:30	0	1	1
1583688203.xlsx	Tracking load 20200211A.xlsx	2020-03-08 17:23:25	0	1	1
1583683482.xlsx	Tracking load 20200211A.xlsx	2020-03-08 16:04:44	0	1	1
1583260552.xlsx	TEST 2.xlsx	2020-03-03 18:38:00	11586	179	11765
1582898726.xlsx	Copy of Generator_Tracking3 _ Bad.xlsx	2020-02-28 14:06:17	4999	0	4999

A

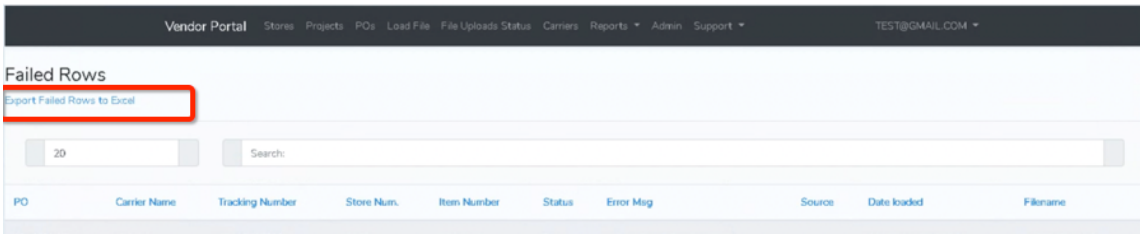
B

- This page allows the user to see the status of each row of their file load that "Failed" such as the PO number, carrier name, tracking number, store number, item number, date the file containing the row was loaded and the status of the row.



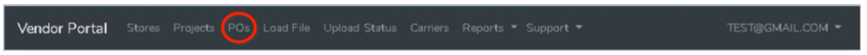


- The rows can be exported using the link shown below:

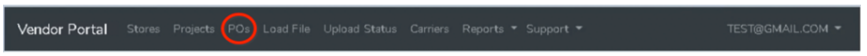


- If the status is "Fail" the tracking did not load and a message will be provided to help the user fix the issue for reload.
    - Possible messages
        - Invalid Item

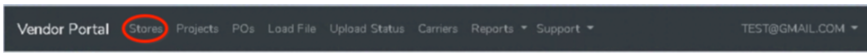
- The item number provided on the file is not valid for that PO, Store combination
- Look up the PO details using the “POs” menu item shown below to review the items that are included on the PO



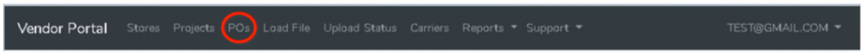
- Invalid Store
  - The store number provided on the file is not valid for that PO
  - Look up the PO details using the “POs” menu item shown below to review the stores that are included on the PO



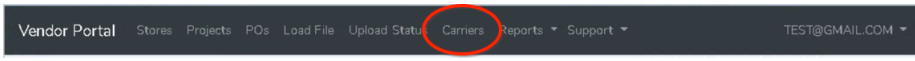
  - Make sure the store number is in the list stores provided by clicking the “Store” menu item



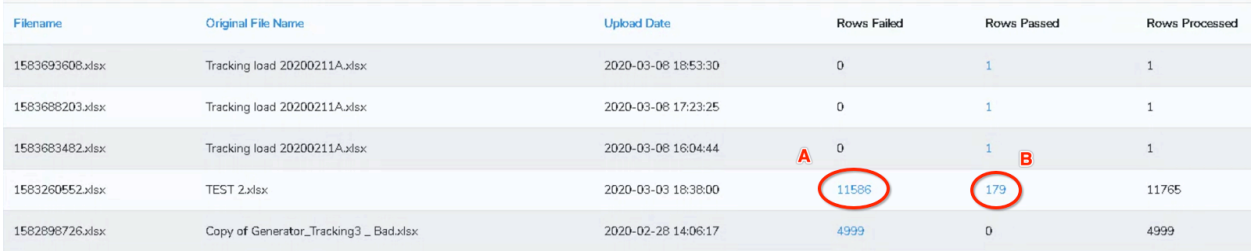
- Invalid PO
  - The PO number provided on the file is not a valid PO number for your vendor
  - Look up the PO details using the “POs” menu item shown below to review the PO(s) that are assigned to your vendor



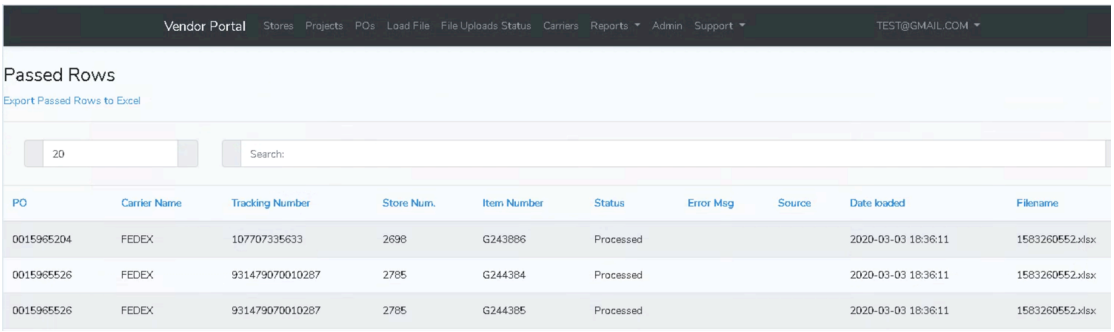
  - Make sure the vendor number is correct
- Invalid Carrier
  - The Carrier provided on the file is not a valid Carrier
  - Check to make sure the carrier is spelled correctly and is in the list of carriers provided by clicking the “Carrier” menu item



- The user can double click on the number of rows “Passed” (**B – Below)** in order the open another page that provides details of each row that “Passed”

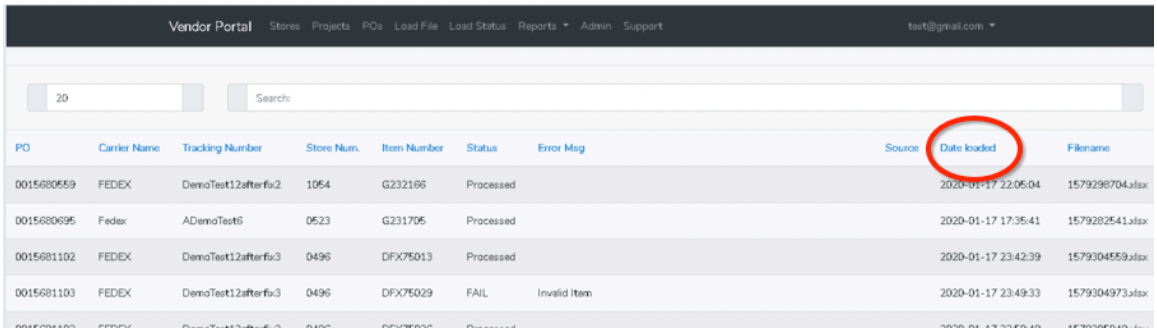


- This page allows the user to see the status of each row of their file load that “Passed” such as the PO number, carrier name, tracking number, store number, item number, date the file containing the row was loaded and the status of the row.

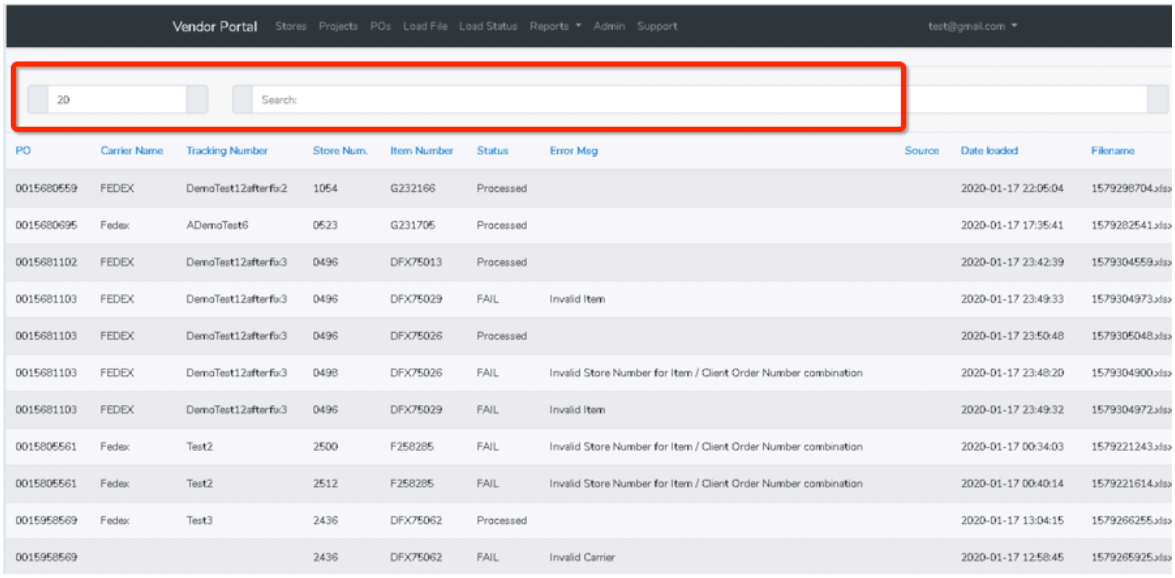


  - If the status is “Processed” then the tracking loaded without error
  - The user will only be able to see the status of files loaded through vendor portal.

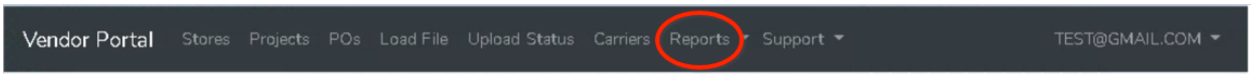
- The user should double click on the “date loaded” heading in order to sort the last file loaded the top of the list



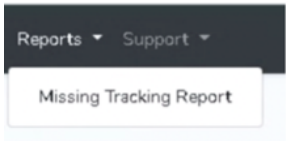
- The seach and sort features will work the same as Purchase Order page described above:



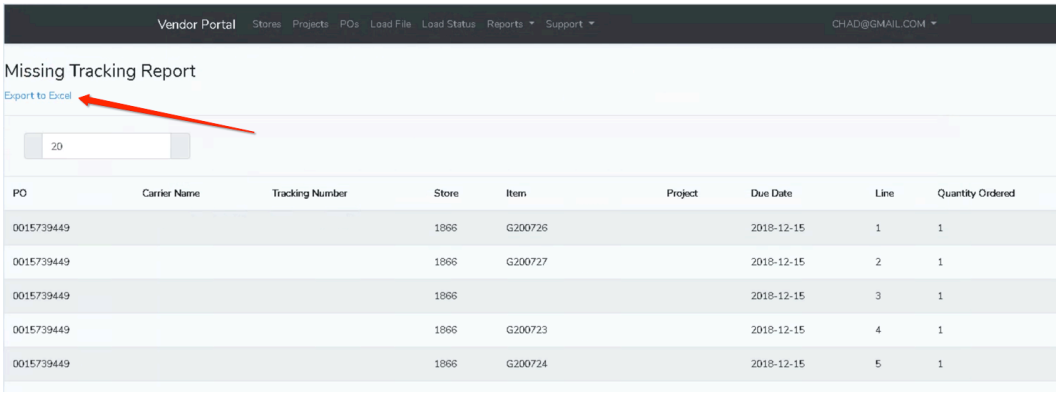
6. Reports



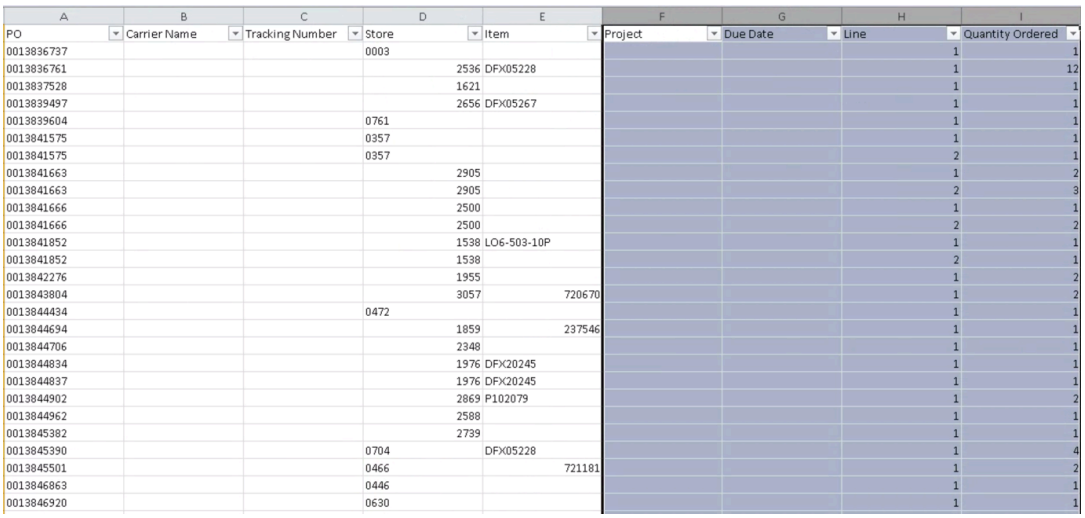
- This menu item allows the user to execute a report.
    - Once the user clicks on the report name such as the “Missing Tracking Report” shown in the red box below, the user will need to wait for the report to execute as this may take several minutes.



- When the report is complete the following page will open and allow the user to view the results and export the data to excel (see arrow below)



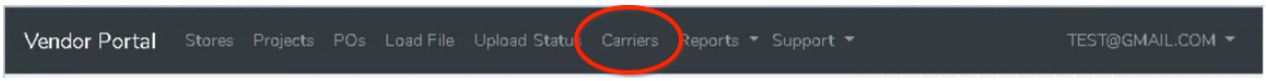
- This is an example of a downloaded file:



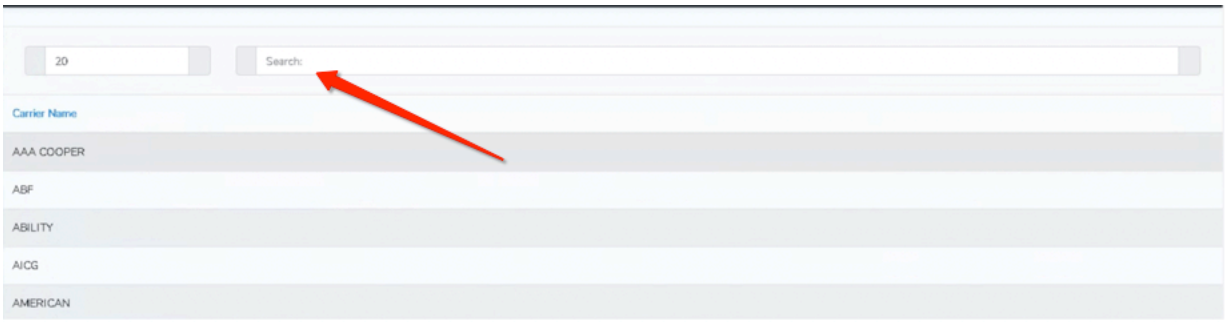
A	B	C	D	E	F	G	H	I
PO	Carrier Name	Tracking Number	Store	Item	Project	Due Date	Line	Quantity Ordered
0013836737			0003				1	1
0013836761			2536	DFX05228			1	12
0013837528			1621				1	1
0013839497			2656	DFX05267			1	1
0013839604			0761				1	1
0013841575			0357				1	1
0013841575			0357				2	1
0013841663			2905				1	2
0013841663			2905				2	3
0013841666			2500				1	1
0013841666			2500				2	2
0013841852			1538	LO6-503-10P			1	1
0013841852			1538				2	1
0013842276			1955				1	2
0013843804			3057	720670			1	2
0013844434			0472				1	1
0013844694			1859	237546			1	1
0013844706			2348				1	1
0013844834			1976	DFX20245			1	1
0013844837			1976	DFX20245			1	1
0013844902			2869	P102079			1	2
0013844962			2588				1	1
0013845382			2739				1	1
0013845390			0704	DFX05228			1	4
0013845501			0466	721181			1	2
0013846863			0446				1	1
0013846920			0630				1	1

- The file contains nine columns for “PO lines” that does not have tracking
  - PO Number
  - Carrier name – this will be blank as this is the “Missing Tracking Report”
    - This column was added because it is part of the file upload template
  - Tracking Number- this will be blank as this is the “Missing Tracking Report”
    - This column was added because it is part of the file upload template
  - Store Number – Store number of there the item is to be shipped
  - Item number – Item number ordered on this PO Line
  - Project – Project the PO is a part of
  - Due Date – Date the Item should arrive at the store
  - Line – The line number of the PO
  - Quantity Ordered – The number of items ordered on the line item
- Note that once the data has been downloaded the user can use this format as template for creating a new upload file by removing the last 4 fields (Project, Due Date, Line and Quantity Ordered)

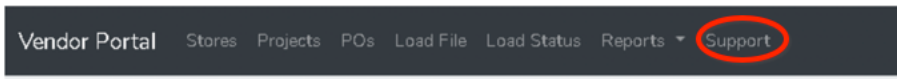
7. Carrier



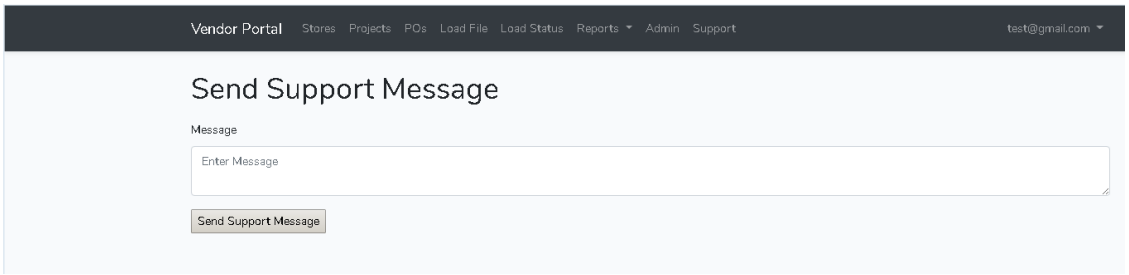
This page provides a list of valid carriers. The user can also use the search functionality to find any carrier.



8. Support



- This page allows the user to submit a support issue or question



- The user should type their issue or question into the message box and press the “Send Support Message” and the Vendor Portal team will respond as quick as possible.