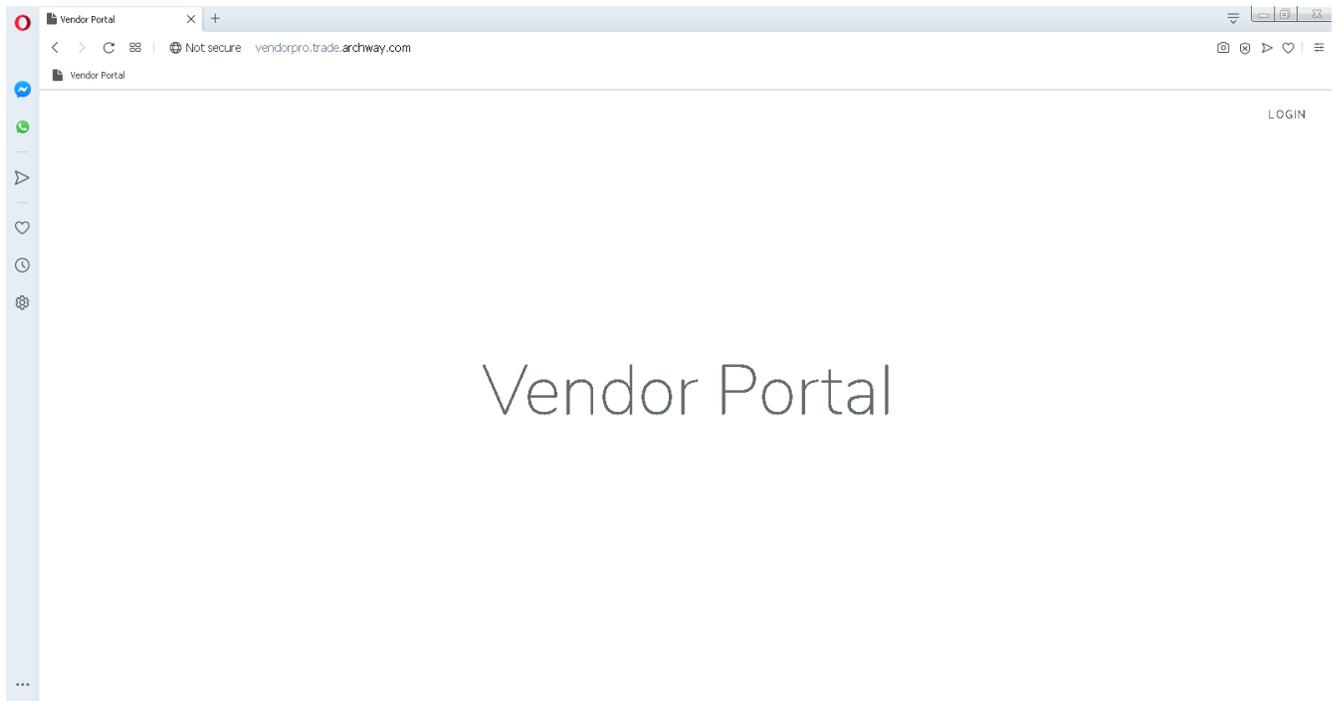


# **Vendor Portal Instruction Manual**

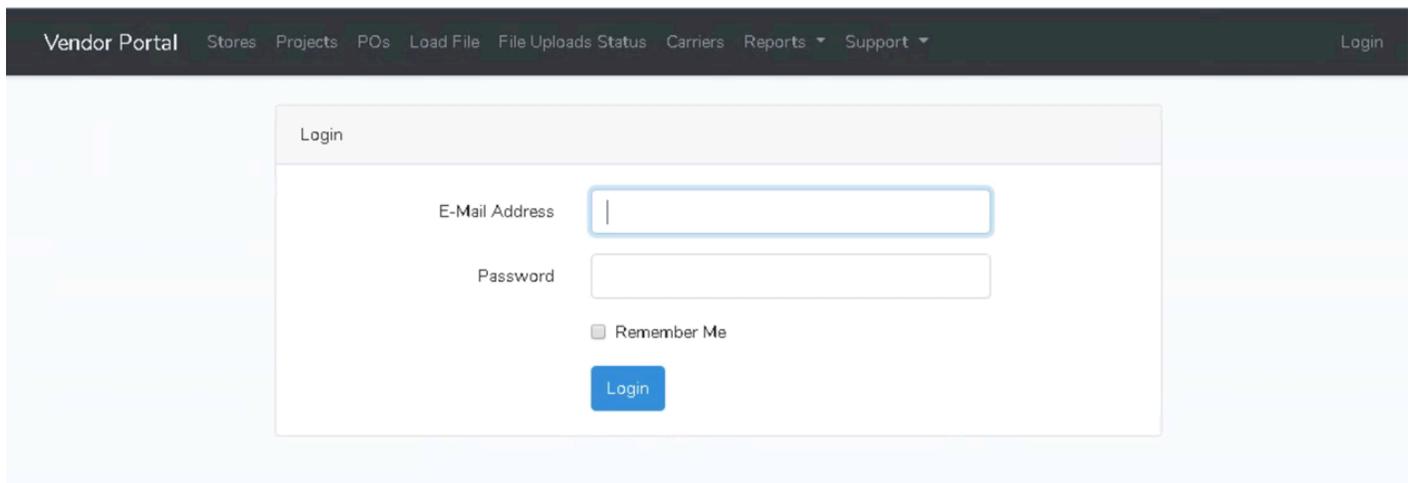
The user should access Vendor Portal using this link <https://lowesvp.archway.com/projects> using one of the following browsers:

- [Chrome](#)
- [Opera](#)
- [Firefox](#)

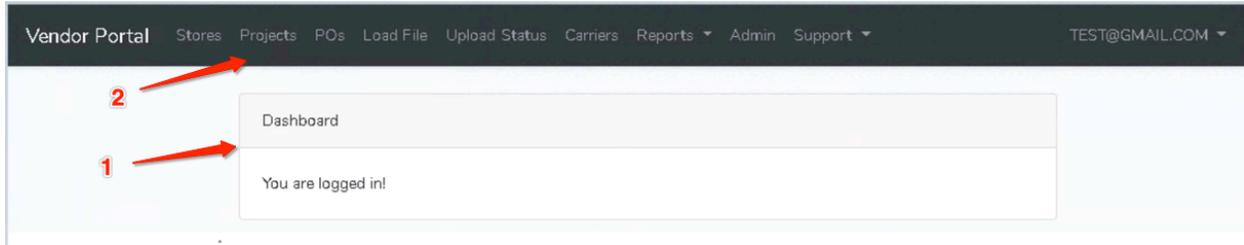
The following page will appear:



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:

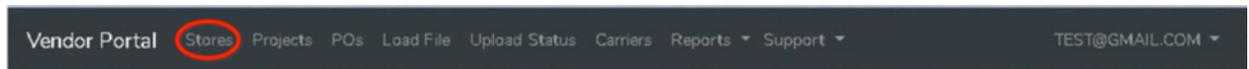


This page shows that you are (1) logged in and (2) allows you to click on one of the menu values at the top of the page shown below:



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.

Export to Excel

Search:

Store Num	Store Name	Address 1	Address 2	City	State	Country	Postal Code
0001	0001-LOWE'S OF WILKESBORO, N.C.	1909 HWY. 421 NORTH		WILKESBORO	NC	USA	28697
0002	0002-LOWE'S OF SPARTA, N. C.	HWY. 21 SOUTH		SPARTA	NC	USA	28675
0003	0003-LOWE'S OF S.E. COLUMBUS, OH.	2888 BRICE ROAD		COLUMBUS	OH	USA	43232
0004	0004-LOWE'S OF RAINIER, WA.	2700 RAINIER AVENUE SOUTH		SEATTLE	WA	USA	98144
0005	0005-LOWE'S OF SHAWNEE, OK	4817 NORTH KIOAPOO AVE		SHAWNEE	OK	USA	74804
0006	0006-LOWE'S OF COLUMBUS, IND.	711 CREEKVIEW DRIVE		COLUMBUS	IN	USA	47201
0007	0007-LOWE'S OF WINSTON SALEM	3740 NORTH LIBERTY ST.		WINSTON-SALEM	NC	USA	27106
0008	0008-LOWE'S OF COLUMBIA, MD.	201 CONLEY RD		COLUMBIA	MD	USA	65201
0009	0009-LOWE'S OF BELLEFONTAINE, OH.	2168 US 88 SOUTH		BELLEFONTAINE	OH	USA	43311

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

2380

Store Num	Store Name	Address 1	Address 2	City	State	Country	Postal Code
2380	2380-LOWE'S OF SYRACUSE, NY	131 SIMON DRIVE		SYRACUSE	NY	XXX	11111

Showing results 1 to 1 on 1

## 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 Date
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
RESET424285	LG - GRASS AND WEED CHEMICALS FY18 CENTRAL/NORTH RESET42485	Breaking Up for Geozones	Setting Grass & Weed For Spring	424285	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.

	PO Number	Status	Type	Project Name	Due Date	
<a href="#">Detail</a>	0170178500	T	Project	FLEX - TAJ REFRESH RESET503859	2019-01-31	<a href="#">Add Tracking</a>
<a href="#">Detail</a>	0170178501	T	Project	FLEX - TAJ REFRESH RESET503859	2019-01-31	<a href="#">Add Tracking</a>
<a href="#">Detail</a>	0170178502	T	Project	FLEX - TAJ REFRESH RESET503859	2019-01-31	<a href="#">Add Tracking</a>
<a href="#">Detail</a>	0170178503	T	Project	FLEX - TAJ REFRESH RESET503859	2019-01-31	<a href="#">Add Tracking</a>
<a href="#">Detail</a>	0170178504	T	Project	FLEX - TAJ REFRESH RESET503859	2019-01-31	<a href="#">Add Tracking</a>
<a href="#">Detail</a>	0170178505	T	Project	FLEX - TAJ REFRESH RESET503859	2019-01-31	<a href="#">Add Tracking</a>
<a href="#">Detail</a>	0170178507	S	Project	FLEX - TAJ REFRESH RESET503859	2019-01-31	
<a href="#">Detail</a>	0170178508	T	Project	FLEX - TAJ REFRESH RESET503859	2019-01-31	<a href="#">Add Tracking</a>
<a href="#">Detail</a>	0170178509	T	Project	FLEX - TAJ REFRESH RESET503859	2019-01-31	
<a href="#">Detail</a>	0170178510	T	Project	FLEX - TAJ REFRESH RESET503859	2019-01-31	

- 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.

	PO Number	Status	Type	Project Name	Due Date	
<a href="#">Detail</a>	0170178500	T	Project	FLEX - TAJ REFRESH RESET503859	2019-01-31	<a href="#">Add Tracking</a>
<a href="#">Detail</a>	0170178501	T	Project	FLEX - TAJ REFRESH RESET503859	2019-01-31	<a href="#">Add Tracking</a>

- 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)

	PO Number	Status	Type	Project Name	Due Date
<a href="#">Detail</a>	0170175430	S	Project	FLEX - TAJ REFRESH RESET503859	2018-12-31
<a href="#">Detail</a>	0170175431	S	Project	FLEX - TAJ REFRESH RESET503859	2018-12-31
<a href="#">Detail</a>	0170175432	S	Project	FLEX - TAJ REFRESH RESET503859	2018-12-31
<a href="#">Detail</a>	0170175433	S	Project	FLEX - TAJ REFRESH RESET503859	2018-12-31
<a href="#">Detail</a>	0170175434	S	Project	FLEX - TAJ REFRESH RESET503859	2018-12-31
<a href="#">Detail</a>	0170175435	S	Project	FLEX - TAJ REFRESH RESET503859	2018-12-31

- 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. On the bottom left the user can see how which rows are displayed as well as the total number of PO(s) available for display.

<a href="#">Detail</a>	0015680562	A			2019-01-14 00:00:00	<a href="#">Add Tracking</a>
<a href="#">Detail</a>	0015680563	A			2019-01-14 00:00:00	
<a href="#">Detail</a>	0015680564	A			2019-01-14 00:00:00	<a href="#">Add Tracking</a>
<a href="#">Detail</a>	0015680566	A			2019-01-14 00:00:00	<a href="#">Add Tracking</a>

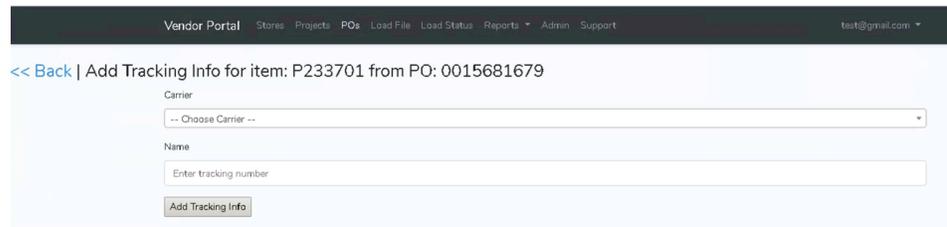
Showing results 1 to 20 on 139667

1 2 3 4 5 6 7 8 ... 6983 6984

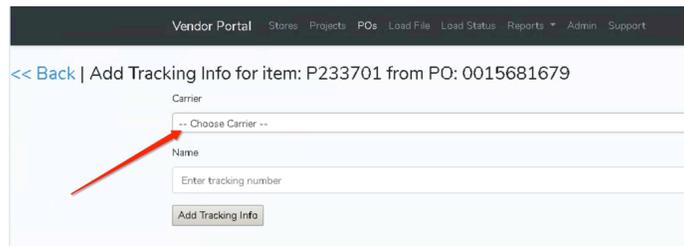
- Tracking can be entered on this page for the entire PO by pressing the “Add Tracking” button shown below. Note: The button will not display if any tracking has already been entered for the PO. This should help the user quickly tell which PO(s) require attention.

	PO Number	Status	Type	Project Name	Due Date
<a href="#">Detail</a>	0170178500	T	Project	FLEX - TAJ REFRESH RESET503859	2019-01-31
<a href="#">Detail</a>	0170178501	T	Project	FLEX - TAJ REFRESH RESET503859	2019-01-31
<a href="#">Detail</a>	0170178502	T	Project	FLEX - TAJ REFRESH RESET503859	2019-01-31
<a href="#">Detail</a>	0170178503	T	Project	FLEX - TAJ REFRESH RESET503859	2019-01-31
<a href="#">Detail</a>	0170178504	T	Project	FLEX - TAJ REFRESH RESET503859	2019-01-31
<a href="#">Detail</a>	0170178505	T	Project	FLEX - TAJ REFRESH RESET503859	2019-01-31

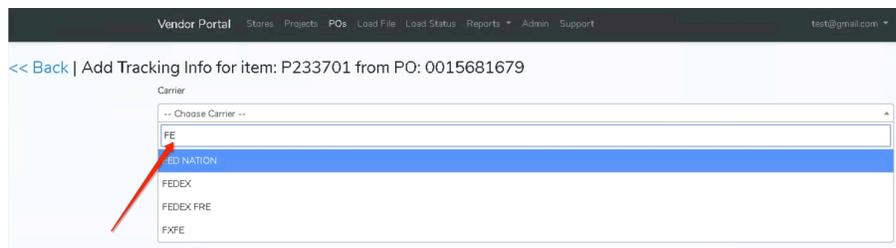
- When the “Add Tracking” button is pressed the user will be presented with the following screen.



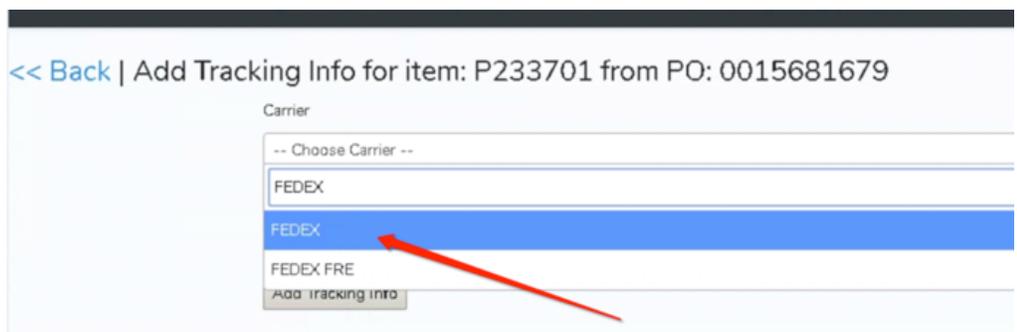
- The user can enter the carrier by clicking on the dropdown box



- 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.

Vendor Portal | Stores | Projects | POs | Load File | Load Status | Reports | Admin | Support

<< Back | Add Tracking Info for item: P233701 from PO: 0015681679

Carrier  
FEDEX

Name  
Enter tracking number

Add Tracking Info

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

Vendor Portal | Stores | Projects | POs | Load File | Load Status | Reports | Admin | Support

<< Back | Add Tracking Info for item: P233701 from PO: 0015681679

Carrier  
-- Choose Carrier --

Name  
Enter tracking number

Add Tracking Info

- 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.

Vendor Portal | Stores | Projects | POs | Load File | Load Status | Reports | Support | CHAD@GMAIL.COM

20 Search:

	PO Number	Status	Type	Project Name	Due Date	
Detail	0170178500	T	Project	FLEX - TAJ REFRESH RESET503859	2019-01-31	Add Tracking
Detail	0170178501	T	Project	FLEX - TAJ REFRESH RESET503859	2019-01-31	Add Tracking
Detail	0170178502	T	Project	FLEX - TAJ REFRESH RESET503859	2019-01-31	Add Tracking
Detail	0170178503	T	Project	FLEX - TAJ REFRESH RESET503859	2019-01-31	Add Tracking
Detail	0170178504	T	Project	FLEX - TAJ REFRESH RESET503859	2019-01-31	Add Tracking
Detail	0170178505	T	Project	FLEX - TAJ REFRESH RESET503859	2019-01-31	Add Tracking
Detail	0170178507	S	Project	FLEX - TAJ REFRESH RESET503859	2019-01-31	
Detail	0170178508	T	Project	FLEX - TAJ REFRESH RESET503859	2019-01-31	Add Tracking
Detail	0170178509	T	Project	FLEX - TAJ REFRESH RESET503859	2019-01-31	
Detail	0170178510	T	Project	FLEX - TAJ REFRESH RESET503859	2019-01-31	

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

Vendor Portal Stores Projects POs Load File Load Status Reports Admin Support test@gmail.com

<< Back | PO: 0015680538

Add Tracking

20 Search:

Line	Item	Store	Quantity Ordered	Quantity Shipped	Tracking
1	G239023	0279-LOWE'S OF READING, PA.	1	0	Add Tracking

Showing results 1 to 1 on 1

- 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 previous screen.

Vendor Portal Stores Projects POs Load File Load Status Reports Admin Support test@gmail.com

<< Back | PO: 0015680538

Add Tracking

20 Search:

Line	Item	Store	Quantity Ordered	Quantity Shipped	Tracking
1	G239023	0279-LOWE'S OF READING, PA.	1	0	Add Tracking

Showing results 1 to 1 on 1

- 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)

Vendor Portal Stores Projects POs Load File Load Status Reports Admin Support test@gmail.com

<< Back | PO: 0015680538

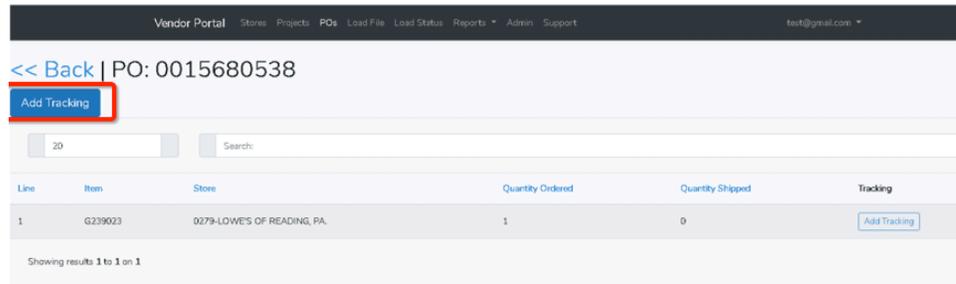
Add Tracking

20 Search:

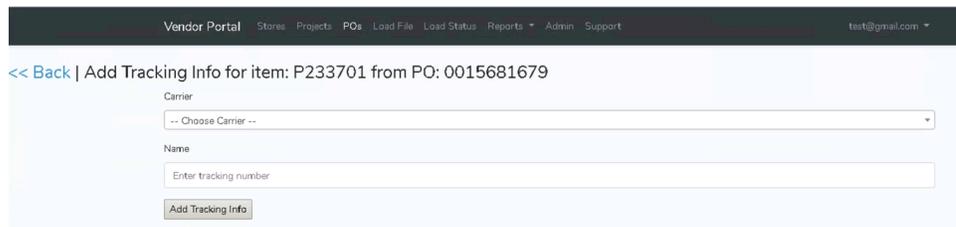
Line	Item	Store	Quantity Ordered	Quantity Shipped	Tracking
1	G239023	0279-LOWE'S OF READING, PA.	1	0	Add Tracking

Showing results 1 to 1 on 1

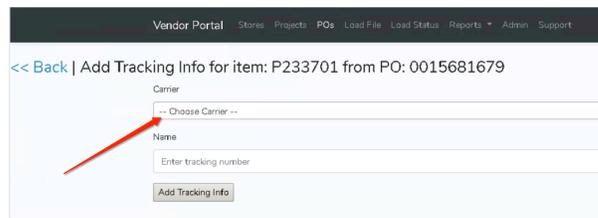
- Tracking can be entered for all PO lines by pressing the Add Tracking Button at the top of the page on the left-hand side of the page. (See in red box below)  
Note: All lines will be updated with the tracking number entered when this button is utilized, and any individual line's tracking previously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



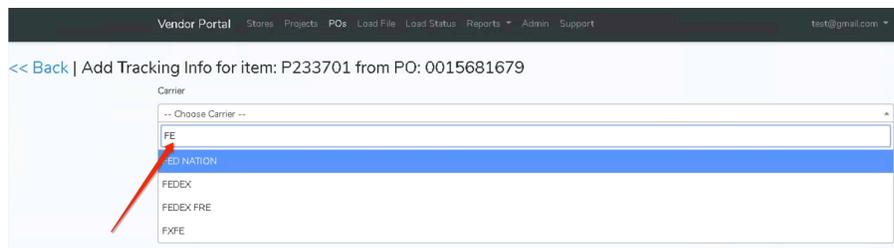
- When one of the two tracking buttons described above are pressed the following page will tracking entry page appear:



- 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:

Vendor Portal | Stores | Projects | POs | Load File | Load Status | Reports | Admin | Support

<< Back | Add Tracking Info for item: P233701 from PO: 0015681679

Carrier

-- Choose Carrier --

FEDEX

FEDEX

FEDEX FRE

Add tracking info

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

Vendor Portal | Stores | Projects | POs | Load File | Load Status | Reports | Admin | Support

<< Back | Add Tracking Info for item: P233701 from PO: 0015681679

Carrier

FEDEX

Name

Enter tracking number

Add Tracking Info

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

Vendor Portal | Stores | Projects | POs | Load File | Load Status | Reports | Admin | Support

<< Back | Add Tracking Info for item: P233701 from PO: 0015681679

Carrier

-- Choose Carrier --

Name

Enter tracking number

Add Tracking Info

- 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.

Vendor Portal Stores Projects POs Load File Load Status Reports Support CHAD@GMAIL.COM

<< Back | PO: 0170175431

20 Search

Line	Reorder Number	Description	Store	Quantity Ordered	Quantity Shipped	Tracking
1	G244769	Signage, G244769 Jacuzzi Jetted Tub_CleanLine v. 2019, 1/EA	1557-LOWE'S OF HICKORY, NC	1	1	[Edit]FEDEX-493801849282
2	G244768	Signage, G244768 Jacuzzi Lowes Laminated Catalog v. 2019, 1/	1557-LOWE'S OF HICKORY, NC	1	1	[Edit]FEDEX-493801849282
3	G244768	Signage, G244768 Jacuzzi Lowes Laminated Catalog v. 2019, 1/	1560-LOWE'S OF KERRVILLE, TX	1	1	[Edit]FEDEX-493801852495
4	G244772	Signage, G244772 Jacuzzi More Options Available Channel Card	1560-LOWE'S OF KERRVILLE, TX	1	1	[Edit]FEDEX-493801852495
5	G244771	G244771-Signage,G244771 Jacuzzi Lyndsay Channel Card 1336071	1560-LOWE'S OF KERRVILLE, TX	1	1	[Edit]FEDEX-493801852495
6	G244769	Signage, G244769 Jacuzzi Jetted Tub_CleanLine v. 2019, 1/EA	1563-LOWE'S OF LAREDO, TX	1	1	[Edit]FEDEX-493801850448

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

Vendor Portal Stores Projects POs Load File Load Status Reports Support

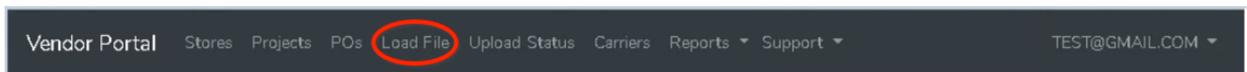
<< Back | Edit Tracking Info for item: G244769 from PO: 0170175431

Carrier  
FEDEX

Tracking  
493801849282

[Edit Tracking Info] [Remove Tracking Info]

#### 4. Load file



- Tracking can also be entered by a file upload

Vendor Portal Stores Projects POs Load File Load Status Reports Admin Support test@gmail.com

File upload

[Choose File] No file chosen [Upload]

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

Vendor Portal Stores Projects POs Load File File Uploads Status Carriers Reports Admin Support TEST@GMAIL.COM

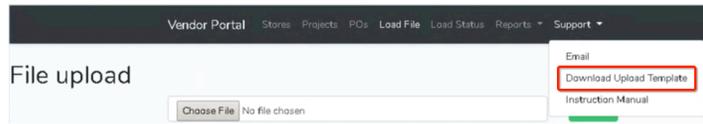
Process File

Your file has uploaded. Please press this Button to process your file.

- 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

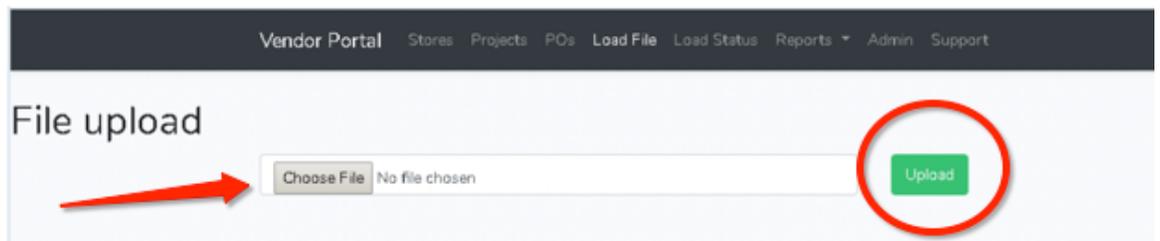
1	2	3	4	5
PO Number	Carrier Name	Tracking Number	Store Num	Item Number
0015681103	Fedex	DemoTest12afterfix3	0496	DFX75026

- 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	A 0	1 B	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

- 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.

Vendor Portal | Stores | Projects | POs | Load File | File Uploads Status | Carriers | Reports | Admin | Support | TEST@GMAIL.COM

### Failed Rows

[Export Failed Rows to Excel](#)

20 | Search:

PO	Carrier Name	Tracking Number	Store Num.	Item Number	Status	Error Msg	Source	Date loaded	Filename
0016483558	FEDEX	470926572884	2570	G232649	FAIL	Invalid Client Order Number		2020-03-03 18:37:59	1583260552.xlsx
0016483558	FEDEX	470926572884	2570	G232651	FAIL	Invalid Client Order Number		2020-03-03 18:37:59	1583260552.xlsx
0016483558	FEDEX	470926572884	2570	G232668	FAIL	Invalid Client Order Number		2020-03-03 18:37:59	1583260552.xlsx
0016483558	FEDEX	470926572884	2570	G232672	FAIL	Invalid Client Order Number		2020-03-03 18:37:59	1583260552.xlsx
0016483512	FEDEX	390698655093	1785	G245074	FAIL	Invalid Client Order Number		2020-03-03 18:37:59	1583260552.xlsx

Vendor Portal | Stores | Projects | POs | Load File | File Uploads Status | Carriers | Reports | Admin | Support | TEST@GMAIL.COM

### Failed Rows

[Export Failed Rows to Excel](#)

20 | Search:

PO	Carrier Name	Tracking Number	Store Num.	Item Number	Status	Error Msg	Source	Date loaded	Filename
0015681100	FEDEX	DemoTest12afterfc3	0498	DFX75026	FAIL	Invalid Store Number for Item / Client Order Number combination		2020-01-17 23:48:20	1579304900.xlsx
0015681100	FEDEX	DemoTest12afterfc3	0496	DFX75029	FAIL	Invalid Item		2020-01-17 23:49:32	1579304972.xlsx
0015806561	Fedex	Test2	2500	F258285	FAIL	Invalid Store Number for Item / Client Order Number combination		2020-01-17 00:34:03	1579221243.xlsx
0015806561	Fedex	Test2	2512	F258285	FAIL	Invalid Store Number for Item / Client Order Number combination		2020-01-17 00:40:14	1579221614.xlsx
0015958569			2436	DFX75062	FAIL	Invalid Carrier		2020-01-17 12:58:45	1579265925.xlsx

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

Vendor Portal | Stores | Projects | POs | Load File | File Uploads Status | Carriers | Reports | Admin | Support | TEST@GMAIL.COM

### Failed Rows

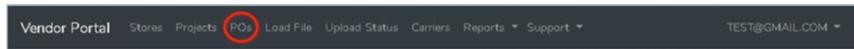
[Export Failed Rows to Excel](#)

20 | Search:

PO	Carrier Name	Tracking Number	Store Num.	Item Number	Status	Error Msg	Source	Date loaded	Filename
----	--------------	-----------------	------------	-------------	--------	-----------	--------	-------------	----------

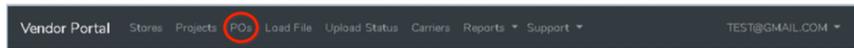
- If the status is “Fail” the tracking did not load and a message will be provided to help the user fix the issue for reload.
  - Possible messages
    - Invalid Item

- 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

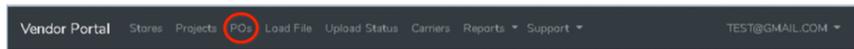


- Make sure the store number is in the list stores provided by clicking the “Store” menu item



- 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”

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	A 0	1 B	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

- 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.

Vendor Portal | Stores | Projects | POs | Load File | File Uploads | Status | Carriers | Reports | Admin | Support | TEST@GMAIL.COM

Passed Rows  
Export Passed Rows to Excel

20 Search:

PO	Carrier Name	Tracking Number	Store Num.	Item Number	Status	Error Msg	Source	Date loaded	Filename
0015965204	FEDEX	107707335633	2698	G243886	Processed			2020-03-03 18:36:11	1583260552.xlsx
0015965526	FEDEX	931479070010287	2785	G244384	Processed			2020-03-03 18:36:11	1583260552.xlsx
0015965526	FEDEX	931479070010287	2785	G244385	Processed			2020-03-03 18:36:11	1583260552.xlsx

- 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

Vendor Portal | Stores | Projects | POs | Load File | Load Status | Reports | Admin | Support | test@gmail.com

20 Search:

PO	Carrier Name	Tracking Number	Store Num.	Item Number	Status	Error Msg	Source	Date loaded	Filename
0015680559	FEDEX	DemoTest12afterfx2	1054	G232166	Processed			2020-01-17 22:06:04	1579296704.xlsx
0015680695	Fedex	ADemoTest6	0523	G231706	Processed			2020-01-17 17:35:41	1579282541.xlsx
0015681102	FEDEX	DemoTest12afterfx3	0496	DFX75013	Processed			2020-01-17 23:42:39	1579304559.xlsx
0015681103	FEDEX	DemoTest12afterfx3	0496	DFX75029	FAIL	Invalid Item		2020-01-17 23:49:33	1579304973.xlsx

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

Vendor Portal Stores Projects POs Load File Load Status Reports Admin Support test@gmail.com

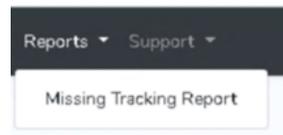
20 Search:

PO	Carrier Name	Tracking Number	Store Num.	Item Number	Status	Error Msg	Source	Date loaded	Filename
0015680559	FEDEX	DemoTest12afterfb2	1054	G232166	Processed			2020-01-17 22:05:04	1579298704.xlsx
0015680695	Fedex	ADemoTest6	0523	G231706	Processed			2020-01-17 17:35:41	1579282541.xlsx
0015681102	FEDEX	DemoTest12afterfb3	0496	DFX75013	Processed			2020-01-17 23:42:39	1579304559.xlsx
0015681103	FEDEX	DemoTest12afterfb3	0496	DFX75029	FAIL	Invalid Item		2020-01-17 23:49:33	1579304973.xlsx
0015681103	FEDEX	DemoTest12afterfb3	0496	DFX75026	Processed			2020-01-17 23:50:48	1579305048.xlsx
0015681103	FEDEX	DemoTest12afterfb3	0498	DFX75026	FAIL	Invalid Store Number for Item / Client Order Number combination		2020-01-17 23:48:20	1579304900.xlsx
0015681103	FEDEX	DemoTest12afterfb3	0496	DFX75029	FAIL	Invalid Item		2020-01-17 23:49:32	1579304972.xlsx
0015805561	Fedex	Test2	2500	F258285	FAIL	Invalid Store Number for Item / Client Order Number combination		2020-01-17 00:34:03	1579221243.xlsx
0015805561	Fedex	Test2	2512	F258285	FAIL	Invalid Store Number for Item / Client Order Number combination		2020-01-17 00:40:14	1579221614.xlsx
0015958569	Fedex	Test3	2436	DFX75062	Processed			2020-01-17 13:04:15	1579262555.xlsx
0015958569			2436	DFX75062	FAIL	Invalid Carrier		2020-01-17 12:58:45	1579265925.xlsx

## 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)

Vendor Portal Stores Projects POs Load File Load Status Reports Support CHAD@GMAIL.COM

Missing Tracking Report

Export to Excel

20

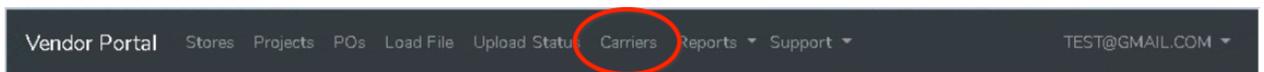
PO	Carrier Name	Tracking Number	Store	Item	Project	Due Date	Line	Quantity Ordered
0015739449			1866	G200726		2018-12-15	1	1
0015739449			1866	G200727		2018-12-15	2	1
0015739449			1866			2018-12-15	3	1
0015739449			1866	G200723		2018-12-15	4	1
0015739449			1866	G200724		2018-12-15	5	1

- This is an example of a downloaded file:

PO	Carrier Name	Tracking Number	Store	Item	Project	Due Date	Line	Quantity Ordered
0013836737			0003					1
0013836761				2536 DFX05228				1
0013837528				1621				1
0013839497				2656 DFX05267				1
0013839604			0761					1
0013841575			0357					1
0013841575			0357					2
0013841663				2905				1
0013841663				2905				2
0013841666				2500				1
0013841666				2500				2
0013841852				1538 LO6-503-10P				1
0013841852				1538				2
0013842276				1955				1
0013843804				3057	720670			1
0013844434			0472					1
0013844634				1859	237546			1
0013844706				2348				1
0013844834				1976 DFX20245				1
0013844837				1976 DFX20245				1
0013844902				2869 P102079				1
0013844962				2588				1
0013845382				2739				1
0013845390			0704	DFX05228				1
0013845501			0466		721181			1
0013846863			0446					1
0013846920			0630					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

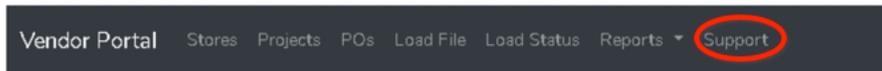


This page provides a list of valid carriers. The user can also use the search functionality to find any carrier.

A screenshot of a web application interface. At the top, there is a search bar with a dropdown menu set to '20' and a search input field. A red arrow points to the search input field. Below the search bar, there is a table with the following content:

Carrier Name
AAA COOPER
ABF
ABILITY
AICG
AMERICAN

## 8. Support



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

A screenshot of the 'Send Support Message' form. The form has a title 'Send Support Message' and a 'Message' label. Below the label is a text input field with the placeholder text 'Enter Message'. Below the input field is a 'Send Support Message' button.

- 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.