



Supplier Online Booking Process Guide- PepBoys

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Version 1.0

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CHANGE RECORD

<u>Version</u>	<u>Affected Sections</u>	<u>Description</u>	<u>Author</u>	<u>Date</u>
1.0	All	New Document	Ian Thompson	17.02.2014
1.1	3	Added requirement	Mavis Yip	28.04.2014
1.2	4	Default field values listed for Bookings	Ian Thompson	27.05.2014

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1. Introduction

The purpose of this document is to introduce the Supplier online bookings and exceptions process to Origin. It is a working draft document and will be revised as the procedures are finalized in line with the SOP revisions being undertaken.

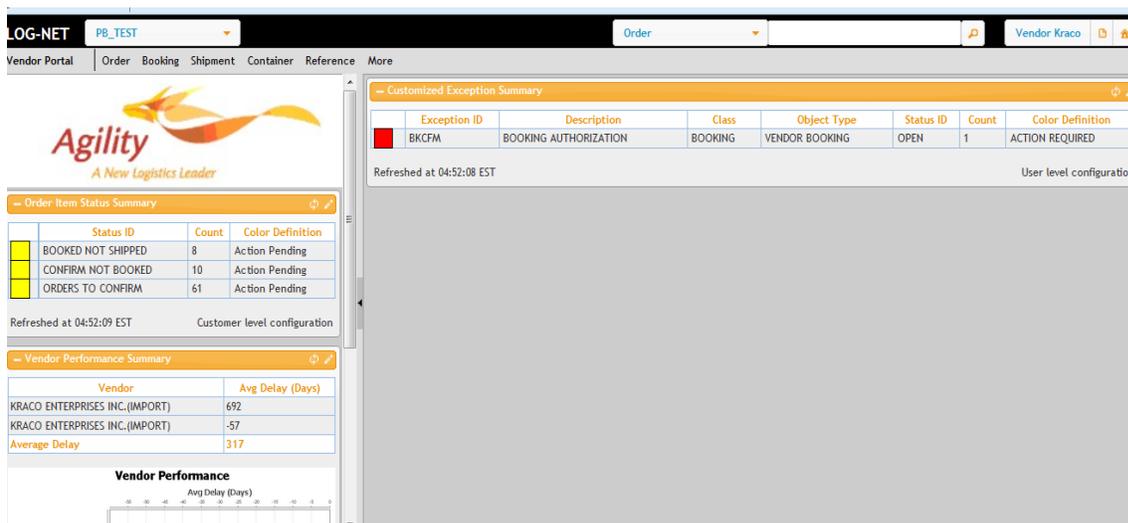
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2. Process Summary

Suppliers will be provided with limited access to the Lognet system to undertake following tasks;

- a) Order confirmation
- b) Booking creation
- c) Check Goods have been received by Agility

Upon Logging in user will have a portal display similar to that shown below.



Exception ID	Description	Class	Object Type	Status ID	Count	Color Definition
BKCFM	BOOKING AUTHORIZATION	BOOKING	VENDOR BOOKING	OPEN	1	ACTION REQUIRED

Status ID	Count	Color Definition
BOOKED NOT SHIPPED	8	Action Pending
CONFIRM NOT BOOKED	10	Action Pending
ORDERS TO CONFIRM	61	Action Pending

Vendor	Avg Delay (Days)
KRACO ENTERPRISES INC.(IMPORT)	692
KRACO ENTERPRISES INC.(IMPORT)	-57
Average Delay	317

On the left of the screen is the Order Item Status Summary report with links to the records the supplier needs to action.

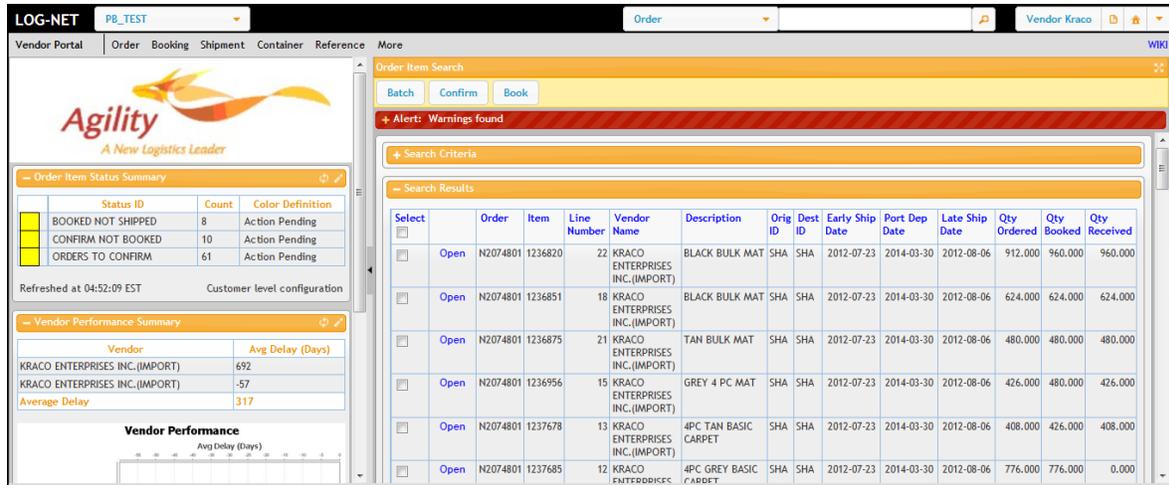
Below that is the vendor's performance summary report for reference and in the centre will be displayed any exceptions pending on Pos pertaining to the supplier.

3. Order Confirmation

To see all order items awaiting confirmation the supplier can click on the ORDERS TO CONFIRM link in the summary report. All order items in this status are then displayed in the centre-right of the screen as shown below.

Supplier require to confirm PO 30 days before PO ESD on ORDERS TO CONFIRM through Vendor Portal.

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Order Item Status Summary

Status ID	Count	Color Definition
BOOKED NOT SHIPPED	8	Action Pending
CONFIRM NOT BOOKED	10	Action Pending
ORDERS TO CONFIRM	61	Action Pending

Refreshed at 04:52:09 EST Customer level configuration

Vendor Performance Summary

Vendor	Avg Delay (Days)
KRACO ENTERPRISES INC.(IMPORT)	692
KRACO ENTERPRISES INC.(IMPORT)	-57
Average Delay	317

Vendor Performance

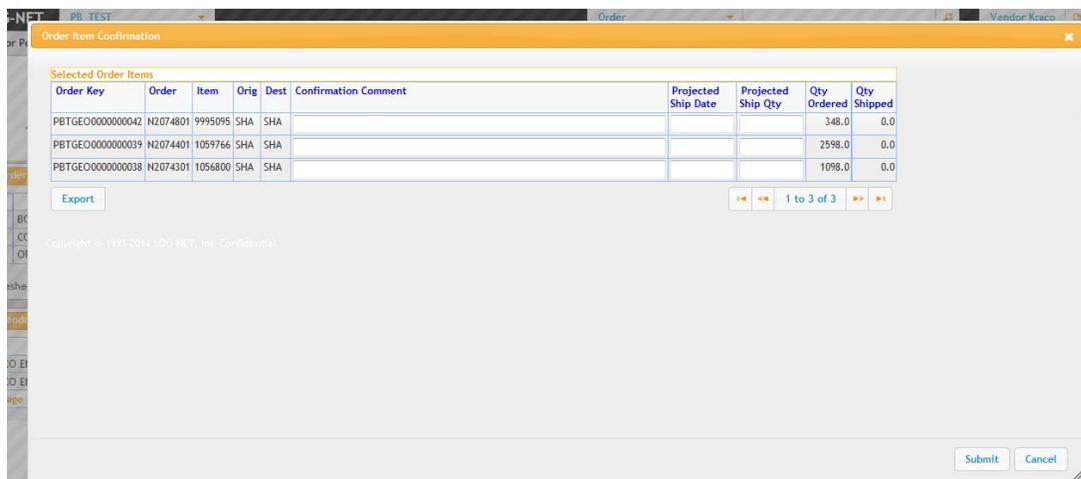
Avg Delay (Days)

Search Results

Select	Order	Item	Line Number	Vendor Name	Description	Orig ID	Dest ID	Early Ship Date	Port Dep Date	Late Ship Date	Qty Ordered	Qty Booked	Qty Received
<input type="checkbox"/>	Open	N2074801	1236820	22 KRACO ENTERPRISES INC.(IMPORT)	BLACK BULK MAT	SHA	SHA	2012-07-23	2014-03-30	2012-08-06	912.000	960.000	960.000
<input type="checkbox"/>	Open	N2074801	1236851	18 KRACO ENTERPRISES INC.(IMPORT)	BLACK BULK MAT	SHA	SHA	2012-07-23	2014-03-30	2012-08-06	624.000	624.000	624.000
<input type="checkbox"/>	Open	N2074801	1236875	21 KRACO ENTERPRISES INC.(IMPORT)	TAN BULK MAT	SHA	SHA	2012-07-23	2014-03-30	2012-08-06	480.000	480.000	480.000
<input type="checkbox"/>	Open	N2074801	1236956	15 KRACO ENTERPRISES INC.(IMPORT)	GREY 4 PC MAT	SHA	SHA	2012-07-23	2014-03-30	2012-08-06	426.000	480.000	426.000
<input type="checkbox"/>	Open	N2074801	1237678	13 KRACO ENTERPRISES INC.(IMPORT)	4PC TAN BASIC CARPET	SHA	SHA	2012-07-23	2014-03-30	2012-08-06	408.000	426.000	408.000
<input type="checkbox"/>	Open	N2074801	1237685	12 KRACO ENTERPRISES INC.(IMPORT)	4PC GREY BASIC CARPET	SHA	SHA	2012-07-23	2014-03-30	2012-08-06	776.000	776.000	0.000

The supplier can then select those line items requiring confirmation using the tick boxes on the left of the search screen. Once selected the user is to click on the Confirm button.

This will then open a window listing all selected order items as shown;



Order Item Confirmation

Selected Order Items

Order Key	Order	Item	Orig	Dest	Confirmation Comment	Projected Ship Date	Projected Ship Qty	Qty Ordered	Qty Shipped
PBTGEO0000000042	N2074801	9995095	SHA	SHA				348.0	0.0
PBTGEO0000000039	N2074401	1059766	SHA	SHA				2598.0	0.0
PBTGEO0000000038	N2074301	1056800	SHA	SHA				1098.0	0.0

Export

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Submit Cancel

The user then has to enter the projected ship date and qty for each item. Comments box is available to enter reasons for any Date or qty discrepancy.

As details are entered on a row so the option is given to add the value to all lines.



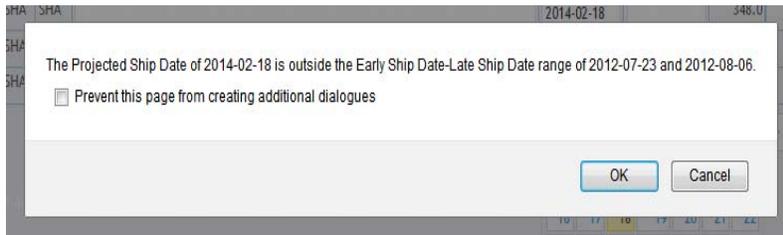
Would you like to auto-populate this value for all items?

OK Cancel

OK to copy to all lines or cancel if values differ per line.

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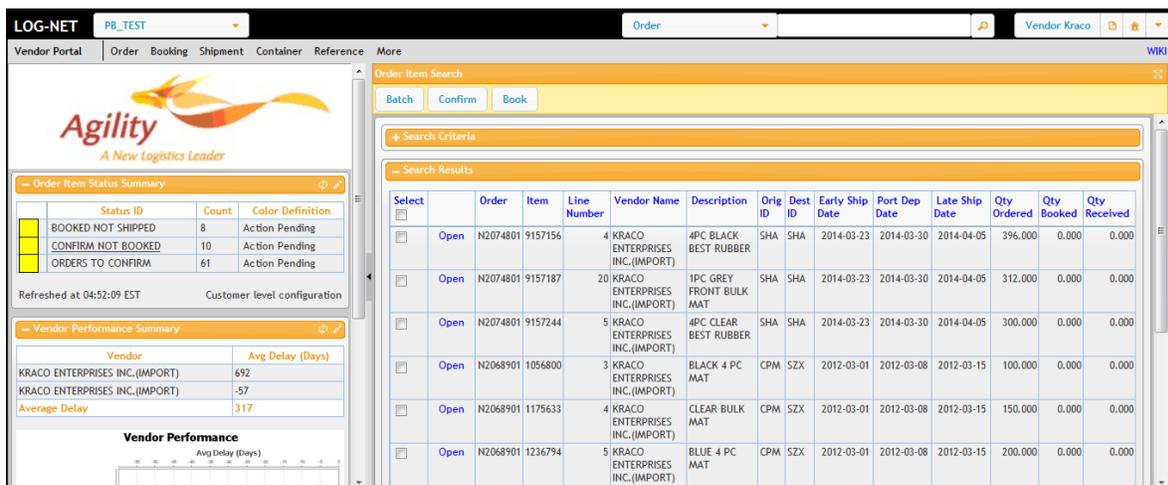
A further box will appear if there is a discrepancy between the entered date or quantity and the shipment window or quantity in the order. Click OK to acknowledge or Cancel to go back and overtype.



Once all lines are updated click submit.

A refresh of the main menu page will show that the total for ORDERS TO CONFIRM has now been reduced and the updated records added to CONFIRM NOT BOOKED total.

4. Creating Bookings



Status ID	Count	Color Definition
BOOKED NOT SHIPPED	8	Action Pending
CONFIRM NOT BOOKED	10	Action Pending
ORDERS TO CONFIRM	61	Action Pending

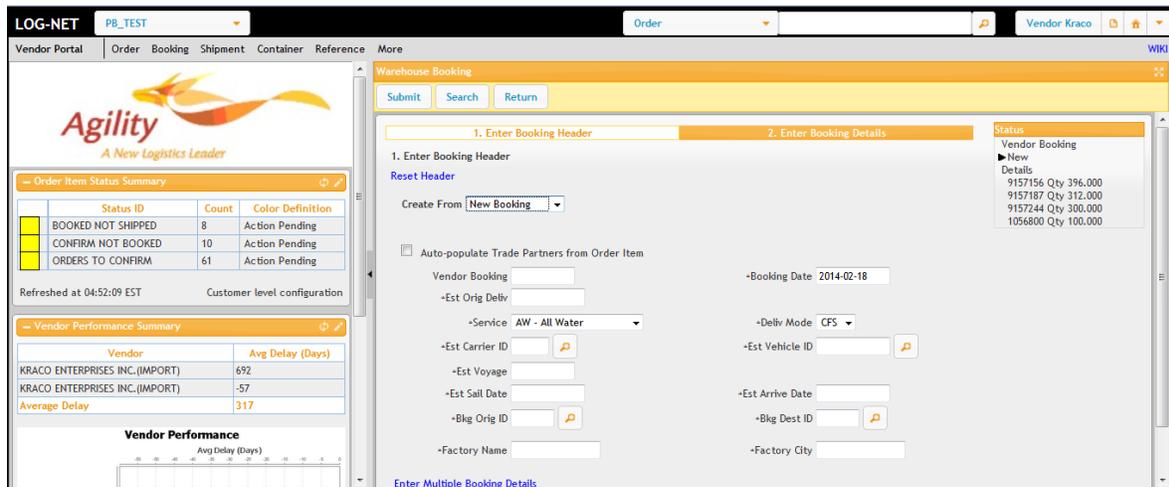
Select	Order	Item	Line Number	Vendor Name	Description	Orig ID	Dest ID	Early Ship Date	Port Dep Date	Late Ship Date	Qty Ordered	Qty Booked	Qty Received
<input type="checkbox"/>	Open	N2074801	9157156	4 KRACO ENTERPRISES INC. (IMPORT)	4PC BLACK BEST RUBBER	SHA	SHA	2014-03-23	2014-03-30	2014-04-05	396.000	0.000	0.000
<input type="checkbox"/>	Open	N2074801	9157187	20 KRACO ENTERPRISES INC. (IMPORT)	1PC GREY FRONT BULK MAT	SHA	SHA	2014-03-23	2014-03-30	2014-04-05	312.000	0.000	0.000
<input type="checkbox"/>	Open	N2074801	9157244	5 KRACO ENTERPRISES INC. (IMPORT)	4PC CLEAR BEST RUBBER	SHA	SHA	2014-03-23	2014-03-30	2014-04-05	300.000	0.000	0.000
<input type="checkbox"/>	Open	N2068901	1056800	3 KRACO ENTERPRISES INC. (IMPORT)	BLACK 4 PC MAT	CPM	SZX	2012-03-01	2012-03-08	2012-03-15	100.000	0.000	0.000
<input type="checkbox"/>	Open	N2068901	1175633	4 KRACO ENTERPRISES INC. (IMPORT)	CLEAR BULK MAT	CPM	SZX	2012-03-01	2012-03-08	2012-03-15	150.000	0.000	0.000
<input type="checkbox"/>	Open	N2068901	1236794	5 KRACO ENTERPRISES INC. (IMPORT)	BLUE 4 PC MAT	CPM	SZX	2012-03-01	2012-03-08	2012-03-15	200.000	0.000	0.000

Clicking on the CONFIRM NOT BOOKED link will return all the item lines in that status.

To create a booking first tick the required item lines for inclusion in the booking.

When all items have been selected click the Book button. This will open the Booking header screen. Notice the selected items are summarized on the right of the screen.

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The header screen is to be completed as follows;

Field Name	Value
Est Orig Deliv	Expected date of delivery to consolidation warehouse
Service	AW – All Water
Deliv Mode	CFS
Est Carrier ID	AGL
Est Vehicle ID	A VESSEL
Est Voyage	TBA
Est Sail Date	Add current date
Est Arrive Date	Add current date
Bkg Orig ID	***
Bkg Dest ID	***
Factory Name	
Factory City	

Once the header information has been completed click on Enter Multiple Booking Details link.

The items selected previously will be displayed as shown below.

The additional details shown in boxes can then be updated or amended.

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Booking Builder

Select All

Ordered Items

Order	Item	Line Number	Description	Item Vendor ID	Orig ID	Dest ID	Delivery Mode	Carrier ID	Vehicle ID	Booked Item Qty	Booked Item Qual	Booked Item Cartons	Booked Item CBM	Booked Item KGS	Auto-populate Trade Partners from Order Item	Delete
N2074801	9157156	4	4PC BLACK BEST RUBBER	0004598110	SHA	SHA	CFS	HJSC	BARBAROSSA	396.000	EA	396	0.000	0.00	<input type="checkbox"/>	Delete
N2074801	9157187	20	1PC GREY FRONT BULK MAT	0004598110	SHA	SHA	CFS	HJSC	BARBAROSSA	312.000	EA	312	0.000	0.00	<input type="checkbox"/>	Delete
N2074801	9157244	5	4PC CLEAR BEST RUBBER	0004598110	SHA	SHA	CFS	HJSC	BARBAROSSA	300.000	EA	300	0.000	0.00	<input type="checkbox"/>	Delete
N2068901	1056800	3	BLACK 4 PC MAT	0004598010	CPM	SZX	CFS	HJSC	BARBAROSSA	100.000	EA	100	0.000	0.00	<input type="checkbox"/>	Delete

Export

1 to 4 of 4

OK

Once completed click on OK to close this window and then click on the Submit button.

5. Checking for New Bookings

One method for origins to monitor for new bookings would be to have an auto exception created at the time the booking is submitted.

This exception would appear in an exception summary as shown below.

Customized Exception Summary

Exception ID	Description	Class	Object Type	Status ID	Count	Color Definition
■ BKCFM	BOOKING AUTHORIZATION	BOOKING	VENDOR BOOKING	OPEN	1	ACTION REQUIRED
■ BKCFM	BOOKING AUTHORIZATION	BOOKING	VENDOR BOOKING	OPEN	1	OK

Refreshed at 09:07:06 EST

User level configuration

The colour code would reflect the amount of time a BKCFM exception has been waiting for origin to acknowledge the booking. In this example a booking created today would reflect a green colour whereas a booking outstanding for a day or more would be indicated by red.

Such colour codings would need to be agreed with operations prior to go live