

Supplier Online Booking Process Guide-

PepBoys

Supplier Online Booking Process Guide - PepBoys Version 1.0 17.02.2014



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CHANGE RECORD

<u>Version</u>	Affected Sections	Description	<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	Ian Thompson	27.05.2014
		listed for Bookings		



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.



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.

	· · · ·		· ·						-			r
LOG-	NET PB_TEST						Order				P	Vendor Kraco 🕒 🏦
Vendor	Portal Order Booking	Shipmer	nt Container	Reference	e	More						v
	4	-				- Customized Exception	Summary					¢ /
			-			Exception ID	Description	Class	Object Type	Status ID	Count	Color Definition
	Agility					BKCFM	BOOKING AUTHORIZATION	BOOKING	VENDOR BOOKING	OPEN	1	ACTION REQUIRED
	Aginty					· · · · · · · · · · · · · · · · · · ·						
	A New Logistics	Leader				Refreshed at 04:52:08 EST						User level configuration
- Ord	er Item Status Summary			\$ Z								
	Status ID	Count	Color Defin	ition								
	BOOKED NOT SHIPPED	8	Action Pendir	ng								
	CONFIRM NOT BOOKED	10	Action Pendir	ng								
	ORDERS TO CONFIRM	61	Action Pendir	ng								
Refres	hed at 04:52:09 EST	Custor	ner level config	uration	1							
– Ver	ndor Performance Summary			¢ /	1							
	Vendor		Avg Delay (D	Days)								
KRACO	ENTERPRISES INC. (IMPORT)		692									
KRACO	ENTERPRISES INC. (IMPORT)		-57									
Averag	je Delay		317									
	Vendor Perf	ormance		_								
		Avg Delay	(Days)									
		40 -36 -30	-25 -20 -15 -10									

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 <u>30 days before PO ESD</u> on ORDERS TO CONFIRM through Vendor Portal.



LOG-N	PB_TEST		-							Order						P	Ve	ndor Krac	• 🗅 🟦	-
Vendor Po	ortal Order Booking	Shipmer	nt Container Refere	nce	More															WIKI
	1	-		1																- 22
					Batch	Confirm	n Boo	k												
	Agility				+ Alert:	Warnings	found													
	Aginty																			
	A New Logistics I	eader			+ Sean	ch Criteria	1													
– Order	Item Status Summary		\$ 1																	E
	Status ID	Count	Color Definition	Е	- Sean	th Results														
BC	OKED NOT SHIPPED	8	Action Pending		Select		Order	ltem	Line	Vendor	Description	Orig	Dest	Early Ship	Port Dep	Late Ship	Qty	Qty	Qty	
CC	ONFIRM NOT BOOKED	10	Action Pending						Number	Name		ID	ID	Date	Date	Date	Ordered	Booked	Received	
OF	RDERS TO CONFIRM	61	Action Pending			Open	N2074801	1236820	22	KRACO	BLACK BULK MAT	SHA	SHA	2012-07-23	2014-03-30	2012-08-06	912.000	960.000	960.000	
Defeater	4 - 6 04-52-00 FCT	Curtos		1						INC.(IMPORT)										
Kerreshe	0 at 04:52:07 EST	Custor	ner level configuration			Open	N2074801	1236851	18	KRACO	BLACK BULK MAT	SHA	SHA	2012-07-23	2014-03-30	2012-08-06	624.000	624.000	624.000	
– Vendo	or Performance Summary		\$ I							INC.(IMPORT)										
	Vendor		Avg Delay (Days)			Open	N2074801	1236875	21	KRACO	TAN BULK MAT	SHA	SHA	2012-07-23	2014-03-30	2012-08-06	480.000	480.000	480.000	
KRACO EN	TERPRISES INC. (IMPORT)		692							INC.(IMPORT)										
KRACO EN	TERPRISES INC. (IMPORT)		-57			Open	N2074801	1236956	15	KRACO	GREY 4 PC MAT	SHA	SHA	2012-07-23	2014-03-30	2012-08-06	426.000	480.000	426.000	
Average I	Delay		317							ENTERPRISES INC.(IMPORT)										
	Vendor Perf	ormance Avg Delay	t (Days)			Open	N2074801	1237678	13	KRACO ENTERPRISES	4PC TAN BASIC CARPET	SHA	SHA	2012-07-23	2014-03-30	2012-08-06	408.000	426.000	408.000	
				÷		Open	N2074801	1237685	12	KRACO	4PC GREY BASIC	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;

elected Order Iten	ns	T					1			
Order Key	Order	Item	Orig	Dest	Confirmation Comment	Projected Ship Date	Projected Ship Qty	Qty Ordered	Qty Shipped	
BTGEO000000042	N2074801	9995095	SHA	SHA				348.0	0.0	
BTGEO000000039	N2074401	1059766	SHA	SHA				2598.0	0.0	
BTGEO000000038	N2074301	1056800	SHA	SHA				1098.0	0.0	
Export							14 <4 11	to 3 of 3	80 81	
Export							11	to 3 of 3	14 44	
Export							14 <4 11	to 3 of 3	8 2 8 1	
Export							14 <4 11	to 3 of 3	P 2	
Export							• • 11	to 3 of 3	82 81	
Export							• • 1	to 3 of 3	89 84	
Export							14 44 11	to 3 of 3	82 81	
Export							14 44 11	to 3 of 3	F	
Export							14 <4 11	to 3 of 3	B 3 B 1	
Export							14 44 11	to 3 of 3	14 44	
Export							14 44 11	to 3 of 3		
Export							14 <4 1	to 3 of 3	14 44	
Export							14 44 11	to 3 of 3	1 2 1 1	
Export							10 44 11	to 3 of 3	b 5 b 1	

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.



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



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

LOG-NE	PB_TEST		•							Order		•				P	Ve	ndor Kra	o 🗅 🛧	-
Vendor Por	rtal Order Booking	Shipme	nt Container Refere	ence	More															WIKI
		-		^	Order Item															50
					Batch	Confirm	Boo	k												
	Acility																			
1	Agility				+ Searc	h Criteria	1													lĥ
	A New Logistics L	eader																		2
- Order I	tem Status Summany		6.4		= Searc	h Results														
- order i	cem status summary			Ξ	Select		Order	Item	Line	Vendor Name	Description	Orig	Dest	Early Ship	Port Dep	Late Ship	Qty	Qty	Qty	
	Status ID	Count	Color Definition						Number			ID Ű	ID	Date	Date	Date	Ordered	Booked	Received	
BOO	OKED NOT SHIPPED	8	Action Pending			Open	N2074801	9157156	4	KRACO	4PC BLACK	SHA	SHA	2014-03-23	2014-03-30	2014-04-05	396.000	0.000	0.000	E
100	NFIRM NOT BOOKED	10	Action Pending							ENTERPRISES	BEST RUBBER									
OR	DERS TO CONFIRM	61	Action Pending	•		Open	N2074801	9157187	20	KRACO	1PC GREY	SHA	SHA	2014-03-23	2014-03-30	2014-04-05	312 000	0.000	0.000	•
Refreshed	at 04:52:09 EST	Custo	mer level configuration			open	112074001	,13,10,	20	ENTERPRISES INC.(IMPORT)	FRONT BULK	2114	2112	2014 05 25	2014 05 50	2014 04 05	012.000	0.000	0.000	
- Vendor	Performance Summany		6.4			Open	N2074801	9157244	5	KRACO	4PC CLEAR	SHA	SHA	2014-03-23	2014-03-30	2014-04-05	300.000	0.000	0.000	
- Vendor	r errormance sammary		9 P							ENTERPRISES	BEST RUBBER									
	Vendor		Avg Delay (Days)		(m)	Open	N2068901	1056800	3	KRACO	BLACK 4 PC	CPM	57X	2012-03-01	2012-03-08	2012-03-15	100.000	0.000	0.000	
KRACO EN	TERPRISES INC. (IMPORT)		692			open	112000701	1030000	Ŭ	ENTERPRISES	MAT	ci m	Jen	2012 03 01	2012 03 00	2012 03 13	100.000	0.000	0.000	
KRACO EN	TERPRISES INC. (IMPORT)		-57							INC.(IMPORT)										
Average D	elay		317			Open	N2068901	1175633	4	KRACO	CLEAR BULK	CPM	SZX	2012-03-01	2012-03-08	2012-03-15	150.000	0.000	0.000	
	Vendor Perfe	ormanc	8							INC. (IMPORT)										
	-56 -50 -46 -	Avg Delay	(Days)	÷		Open	N2068901	1236794	5	KRACO ENTERPRISES INC.(IMPORT)	BLUE 4 PC MAT	СРМ	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.



LOG-NET PB_TEST				Order	+		P	Vendor Kraco	C 🟦	-
Vendor Portal Order Booking	Shipme	nt Container Refere	nce	More						WIKI
			-							- 22
				Submit Search Return						
Agility									_	
Aginty				1. Enter Booking Header	2. Enter	Booking Details		Status		
A New Logistics L	eader			1. Enter Booking Header				New		
– Order Item Status Summary		(h)	1	Reset Header				Details 9157156 Oty 396 000		
			Ξ	Croate From New Pooling				9157187 Qty 312.000		
Status ID	Count	Color Definition		create from thew booking				9157244 Qty 300.000 1056800 Qby 100.000		
BOOKED NOT SHIPPED	8	Action Pending						1050000 Qty 100.000		
CONFIRM NOT BOOKED	10	Action Pending		Auto-populate Trade Partners from Order Item						11
ORDERS TO CONFIRM	61	Action Pending								
				Vendor Booking	+Booking Dat	e 2014-02-18				E.
Refreshed at 04:52:09 EST	Custor	ner level configuration	J	+Est Orig Deliv						11
- Vendor Performance Summary		¢ /	Ш	-Service AW - All Water 👻	+Deliv Mod	e CFS 👻				
Vondor		Aug Dolay (Davrs)		+Est Carrier ID	+Est Vehicle I					
		Kyg Delay (Days)		+Ert Vourge						
KRACO ENTERDRISES INC. (IMPORT)		57		-LSC VOyage						
Average Delay		217		+Est Sail Date	+Est Arrive Dat	e				
Average belay		517		+Bkg Orig ID	+Bkg Dest I	D 🔎				
Vendor Perfo	mance	,								
	Avg Delay	(Days)		+Factory Name	+Factory Cit	ty				
			- T	Enter Multiple Booking Details						

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	ТВА
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.



crip	tion	ltem Vendor	DI)rig)	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	
BL	CK	00045981	10 S	HA	SHA	CES -	+ HISC	•	-	+ FA	-	-	4		Delete
BER						0.5.1	P	BARBAROSSA	396.000		396	0.000	0.00		
CD	v	00045081	10 5	114	CUA	······			-	-	1	-			Delete
INT	BULK	00043781	10 5	па	ынс	CFS 🕈	+ HJSC	BARBAROSSA	312.000	* EA	312	0.000	0.00		Detete
CLE	ΔR	00045981	10 5	НΔ	SHA	CEC	HICC.		-	EA.	-	-		101	Delete
BER		0004370	10 5	110	210	Urs 🗸	- HJSC	BARBAROSSA	300.000	* EA	300	0.000	0.00		bolicite
ск	PC	00045980	10 0	PM	SZX	CEC	+ HISC		*	. 54				100	Delete
r						<u>6</u>	P.	BARBAROSSA	100.000	- DA	100	0.000	0.00		

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.

— Cu:	- 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	ОК						
Refre	shed at 09:07:06 E	57					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