



Item Creation/Flow Plan Parallel Processing & Item Revisions

Applications: Supplier Quote & Import PO Revisions

Supplier Guide

Business Usage: Import – Commitment to PO Process

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Overview

This document covers the changes to the following:

- Supplier Quote application
- Import PO Revisions (IPOR) application

The changes outlined in this document apply to the Walmart & Sam's US Retail Market for the General Merchandise and Apparel *(Limited)* areas only. The following areas/markets will not be able to utilize the new functionality mentioned in this document at this time:

- US Apparel areas that are using Assortment Detail Sheet (ADS)
- US Food
- US Replenishment (Templates/Seasonal Planning Tool or Inforem)
- All Non-US Retail Markets

Item Creation/Flow Plan Parallel Processing and Item Revisions are improvements adding flexibility to the existing Commitment to Purchase Order process.

The existing Quote to Purchase Order process is a linear, sequential process that requires flow plans (port splits) to be completed prior to the Supplier Quote completion which then allows for the item number creation. Additionally, this process does not allow revision requests to be submitted to a quote until purchase orders are generated.

Item Creation/Flow Plan Parallel Processing allows flow planning and item creation activities to be completed in parallel, prior to the completion of the Supplier Quote. The “product” portion of the Supplier Quote is separate from the “shipment” portion of the quote, allowing the two processes to be completed at different stages.

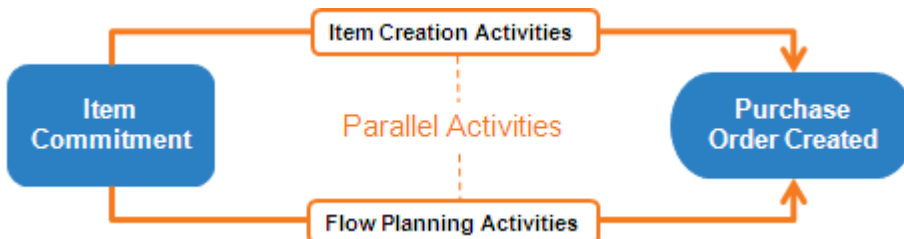
Item Revisions allows revision requests to be submitted pre-purchase order creation.

The existing Quote to Purchase Order Linear process and current PO revision process within IPOR will not be disabled. The new Item Creation/Flow Plan Parallel process and Item Revision functionality are available as additional options to be utilized as the business needs.

Linear Quote to PO Process (Existing)



Parallel Quote to PO Process with Item Revisions (New)



Changes to Supplier Quote for Parallel Process Option

Fields Added or Moved

Some fields have been added or moved from one section to another to allow the “Product” and “Shipment” portions to be independent from one another during the Quote to Purchase Order process. The section titled “Creating a Parallel Path Quote” will provide details on these changes.

New Status’ Added for Parallel Path Processing

In order to support the new parallel path option, new status’ have been added to the Supplier Quote application.

The quote taking the parallel path will have 2 specific overall status’ during the lifecycle.

Additionally, new status’ will allow the “product” and the “shipment” portions of the quote to be completed at different stages.

Overall Quote Status’

This status will always be displayed in the Summary Information Section of the quote. The Summary Information Section is always displayed, no matter where you are in the process.

- ***In Process***
 - One or both of the portions of the quote (product or shipment) is not in Complete status
- ***Complete***
 - **Both** portions (shipment and product) have reached complete status
 - The system will auto-create purchase orders when the quote reaches this status

Product Sub-Status’

- ***Supplier Product In Process***
 - The supplier is currently creating but has not yet completed the product portion. This is the only status where a supplier will be able to make changes to the product portion of the quote.
 - Responsible party is the Supplier
- ***Credit Office Product Pending***
 - The supplier has completed the product portion and it is now pending approval by the Credit Office (i.e Sourcing office) specified on the quote.
 - Responsible party is the Global Sourcing or DSG Office
- ***Classification Product Pending***
 - The Credit Office has approved the product portion and it is now pending Direct Imports Classification/Admissibility review
 - Responsible party is Direct Imports Classification/Admissibility
- ***Item Creation Pending***
 - Direct Imports Classification/Admissibility has released the quote and it is now pending item creation
 - Responsible party is the Order Specialist (WM) or Merchandise Assistant (Sam’s)
- ***Item Creation Complete***
 - The item has been created and bridged back to the quote
 - This is the only status that allows the supplier to submit an Item Revision.

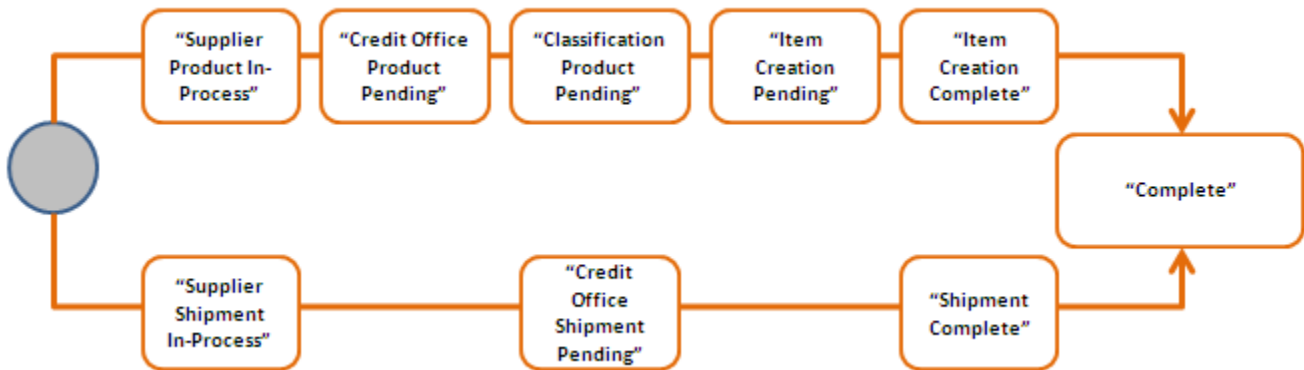
Shipment Sub-Status'

- **Supplier Shipment In Process**
 - The supplier is currently creating but has not yet completed the shipment portion.
 - Suppliers may access the shipment portion even if the Item Creation portion is not complete.
 - Responsible party is the Supplier
- **Credit Office Shipment Pending**
 - The supplier has completed the shipment portion of the quote and it is now pending approval by the Credit Office specified on the quote
 - Responsible party is the Global Sourcing or DSG Office
- **Shipment Complete**
 - The credit office has approved the shipment portion

Linear Quote to PO Process by Status (Existing)



Parallel Quote to PO Process by Status (New)



Note: The existing (linear) process will not be disabled.

Creating a Parallel Path Quote

Summary Information Section

- **The Overall Quote Status will be displayed in this section of the quote. The Summary Information Section is always displayed, no matter where you are in the process.**
- A quote will begin with a status of “In Process”.
- The sub-status will not appear until the parallel or linear indicator is selected.

Product Portion

The first portion to be completed on a parallel path quote after Walmart has given a commitment is the “Product Portion”. This is the portion of the Supplier Quote that will enable the item number creation while the flow plans/port splits are still being determined.

The following section will go into detail on how to complete the Product Portion of the quote.

General Information Tab

General Section

- A new field/question has been added to this section: **“Has a flow plan/port split been provided?”**
 - This question is the indicator that will determine if the quote will follow the linear or parallel path.
 - Answer **“NO”** to this question if you **do not** have a flow plan/port split to enter at the time of quote creation **and** your quote is **not** intended to be a Template quote for Replenishment.
 - The quote will follow the new parallel path process and you will only be required to fill in the Product Portion of the quote to begin the item creation process.
 - This document addresses the training for the parallel path only.
 - Answer **“YES”** to this question if you have a flow plan/port split to enter at the time of quote creation **or** your quote **is** intended to be a Template quote for Replenishment.
 - The quote will follow the existing linear path process and both the Shipment and Product portions are required to be completed.
 - You may revise the answer to this question at any time before completion of the Product portion.

General

All descriptions must be keyed in English.

[Save](#)

* Has a Port Split/Flow Plan been Provided? Yes No

* Supplier: [Search](#)

* Purchase Company: WAL-MART STORES INC. USA ▼

* Quote Type: --SELECT-- ▼

* Department: --SELECT-- ▼

* Ordering Buyer: [Search](#)

* Season: --SELECT-- ▼

* Destination Country: US UNITED STATES ▼

Counter Sample Due Date: MM/DD/YYYY

Test Lab 1: --SELECT-- ▼

Test Lab 2: --SELECT-- ▼

Products Section

- No changes have been made to this section.

Products					
Product Nbr	Product Description	Style/Vendor	Stock Nbr	First Cost	Store Retail
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<div style="display: flex; justify-content: center; gap: 10px;"> Add Product Save </div>					Copy

Attachment Summary section

- No changes have been made to this section

Attachment Summary					
Product	Component	File	Section	Comments	Upload Time
1	1	<input type="text"/>	↓	<input type="text"/>	<input type="text"/>

Notification section


- No changes have been made to this section

Notification			
Supplier Nbr	Supplier Name	Email Address	Date First Sent

You must click Save on this page to move on to the Products Tab.

Your quote is now “In Process(Parallel Path)”, with a sub-status of “Product In Process (Supplier)”.

Summary Information	
Quote ID: 9996366 - Import	Purchase Company: WAL-MART STORES INC. USA View History
Style/Vendor Stock Nbr:	Status: IN-PROCESS(PARALLEL PATH) Product Status: Supplier Product In-Process
	Shipment Status: Shipment In-Process
Department	Create User: DASIGMO
Brand	Create Date: 10/11/2014
Buyer	Last Change User: DASIGMO
Copied from Quote	Last Change Date: 10/11/2014 2:18:54 PM
Copied from GDP	Bridged from ADS/PIR: No
Supplier Name	Sizes:

 * Indicates a required field.

Products Tab

Product Information Sub-Tab

Product Information Section

- No changes have been made to this section

Product Information

***Product Description**

***Style/Vendor Stock Nbr**

Subclass *** Fineline**

*** Brand** v

*** Royalty Category** v

Production Lead Time Origin Lead Time Min Order Qty

Gross Each Weight Net Weight Net Net Weight

Save

Product Comments Section

- No changes have been made to this section

Product Comments

Label Information Section

- No changes have been made to this section

Label Information

Reference Number: Add Label Search Label Library

Description	Reference Number	Packaging Type
VENDOR LABELING		FULL COLOUR BOX Delete

Attachments Section

- No changes have been made to this section

Attachments					
Product Image	File	Comments	File Size	Upload Time	Remove
<input type="button" value="Clear"/>					

Product Image	Comments	File
<input type="radio"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>
<input type="radio"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>
<input type="radio"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>
<input type="radio"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>

* Maximum file size of each combination of files being uploaded is 28 Mb.

Duty Sub-Tab

Duty Information Section

- A field titled “Customs Program Type” has been added to this section to enable to First Sale initiative. Please contact Direct Imports for direction on the appropriate answer to this question.

Duty Information

← **Material** 1/1 →

* Common Name:

* Material Description: Customs Description

* Material Breakdown Total%

* Tariff Nbr: . . . 2nd Tariff Nbr . . .

Factory Search:

Classification Comment:

* Country of Origin: --SELECT--

HQ Binding Ruling:

Port Binding Ruling:

* Net First Cost: (HO Currency)

Weight: KG

Quota Category: --SELECT--

HQ Ruling Source: --SELECT--

Port Ruling Source: --SELECT--

Quantity: EA

Dutiable: Yes

Custom Program Type: DEFAULT CUSTOMS VALUE

Note on Duty %: If you wish to enter '10%', enter '10' instead of '0.10'

* Duty Type	* Duty %	Duty/KG	Duty EA
--SELECT--	<input type="text"/>	<input type="text"/>	<input type="text"/>
--SELECT--	<input type="text"/>	<input type="text"/>	<input type="text"/>
--SELECT--	<input type="text"/>	<input type="text"/>	<input type="text"/>
--SELECT--	<input type="text"/>	<input type="text"/>	<input type="text"/>

Customs Questionnaire Sub-Tab

- No changes have been made to this section

Save Delete Delete All

A. IDENTIFY

1. IDENTIFY ALL MATERIALS BY PERCENTAGE USED IN CONSTRUCTION OF ITEM (EXAMPLE: 10% WOOD, 90% PLASTIC.)
80% steel, 20% plastic

2. WHAT IS THE METHOD OF CONSTRUCTION? (EXAMPLE: FORGED, CAST, INJECTION MOLDED)
injection molded, cast

3. IS THE PRODUCT A SET CONTAINING MULTIPLE ARTICLES? (EXAMPLE: KITCHEN SET, DOLL WITH ACCESSORIES ETC.)
 Yes
 No

4. IF PRODUCT IS A SET CONTAINING MULTIPLE ARTICLES, PLEASE LIST EACH INDIVIDUAL ARTICLE:
N/A

5. Are there any item/items on this quote is considered as Hazardous Material or not?
 Yes
 No

6. If answer to question above is "YES" please provide detailed info about each of such items (Proper Shipping Name, Class Code, Hazard Class/Div., DOT registration# /UN#, Packing Group, Flash Point, Marine Pollutant?)

Compliance Questionnaire Sub-Tab

- No changes have been made to this section

Compliance Questions

The information you enter on this page is very important to present an accurate quote to your buyer. Please fill in accurately and completely.

Save
Delete

Compliance

* Composite Wood Product? Does not contain composite wood

* Is your Item CPSC regulated? YES NO

* Is your Item a Private Label? YES NO

* Does any component of the product contain mercury? YES NO

* Does any component of the product contain a battery? I-Does Not Contain a Battery

* Is the item intended to be used on the human body such as medical devices or cosmetics (not including apparel and jewelry)? YES NO

* Does the item contain animal material? YES NO

* Is the product (or any component thereof) intended to be eaten by humans or pets (e.g. food or chews)? YES NO

* Is the item trademarked or copyrighted? (If yes, please forward the release letter, license agreement, or Disney FAMA to the IPR communications inbox at iprcom@wal-mart.com). YES NO

* Does the product, packaging, or promotional materials have any reference to claims or certifications (ex: FSC certification, product safety claims, or medical claims)? YES NO

(If yes, you will be asked to provide a copy of the labeling for review post PO Creation. If no, please note the following: if, in the future, it is determined that you will be making a claim or using a certification on the product, packaging, or promotional material, you must revise your answer to this question.)

* MultiPack Ind ? YES NO

Lacey Act

* Does the item contain plant material, including wood? YES NO

Freight / Costing Sub-Tab

Freight Information Section

- A field titled “Approximate In Store Date” has been added to this section. You should have been provided this information with the commitment you received from Walmart. If you are unsure of the date to enter in this field, please contact your Global Sourcing Manager.
 - Note: The Loading Port, Destination and Transport Mode information you enter in these fields will auto-populate the same fields located on the first shipment in the Shipment Schedule when you begin to enter the flow plan/port split information.

Freight Information

The information you enter on this page is very important to present an accurate quote to your buyer. Please fill in accurately and completely.

* Loading Port: --SELECT--

* Destination: --SELECT--

If you are unsure of your destination, please contact your Global Procurement Merchandiser.

Incoterms: FREE ON BOARD

Transport Mode: OCEAN

*Approximate In Store Date:

Pack Details Section

- The Factory and Country of Origin fields on this page are now required to enable the Item Creation process from the Product portion of the quote
 - The Factory and Country of Origin information you enter in these fields will auto-populate the same fields within the PO Lines section located on the first shipment in the Shipment Schedule when you begin to enter the flow plan/port split information.

PackDetails
Pack, Country of Origin, and Factory Information

Supplier Pack: [dropdown] Whse Pack: [dropdown] [dropdown]

Pack Type: CARTON(S) [dropdown] CARTON(S) [dropdown] CARTON(S) [dropdown]

Qty (eaches): [input] [input] [input]

Gross Wgt (kilograms): [input] [input] [input]

Vol (cubic meters): [input] [input] [input]

*Country of Origin: [input]

*Factory Address: [input] Search | Clear

Supplier Pack Dimensions (cm): [input] x [input] x [input] = [input] Cubic Meters

Whse Pack Dimensions (cm): [input] x [input] x [input] = [input]

Container Size: --SELECT-- [dropdown]

Country Contact: [input]
Country Phone: [input]

Save

Freight / Costing Information Section

- No changes have been made to this section

Freight/Costing Information

* First Cost: [input] 10.5227

* Bid Currency Code: [dropdown] US DOLLAR

Home Office Currency Code: [input] USD

* Store Retail Price: [input] 27.9900

Currency Conversion rate as of: [input]

One [input] USD = [input] [input] USD

HO Conversion: [input] USD = [input] 10.5227

Conversion Rates are estimated until POs are cut.

Costing Details Section

- No changes have been made to this section
- Regardless of the path chosen, it is critical that all of the required fields listed above in previous sections are entered with the correct information to enable the system to calculate an accurate cost for Item Creation.

Costing Details					
\$ Recalculate					
Expense	Expense Rate	Cost Amount	Cost Currency	HO Amount	HO Currency
FIRST COST	0	10.0000	USD	10.0000	USD
Defective Allowance %	0%	0.0000	USD	0.0000	USD
Vendor Paid Freight (old FOB Cost Adj.)	0%	0.0000	USD	0.0000	USD
NET FIRST COST	0	10.0000	USD	10.0000	USD
Duty Amount	0%	0.2000	USD	0.2000	USD
STORE COST	0	11.4315	USD	11.4315	USD
MARK-UP %	0	0	USD	0	USD
STORE-COST W/9 DIGIT	0	11.5310	USD	11.5310	USD
MARK-UP % WITH 9-DIGIT FREIGHT FACTOR	0	0	USD	0	USD
RETAIL COST	0	0.0000	USD	0.0000	USD

Pack Tab

Pack Details Section

The following fields have been added to this page for Parallel Path quotes:

- PO Type
 - You will enter a PO Type for each pack on the quote.
 - You will be advised of the correct PO Type by your Global Sourcing or DSG associate.
 - The PO Type entered here will auto-populate the PO Type field located on the first shipment of the Shipment Tab when you begin to enter the flow plan/port split information.
 - The application will require that all of the packs you enter contain the same PO Type.
- Additional Comments
 - You will enter the Additional Comments for each pack on the quote.
 - The information entered here will auto-populate the Additional Comments field for each line in the Shipment page when the shipment information is entered.

Pack Details

Pack: ▼

*Pack Description:

Additional Comments:

* PO Type: ▼

When all required fields in the pages/sections above are populated for all necessary products and packs, click the “Submit Product” button. Your quote should now show a sub-status of “Credit Office Product In Process”.

Summary Information	
Quote ID: 9996366 - Import	Purchase Company: WAL-MART STORES INC. USA View History
Style/Vendor Stock Nbr:	Status: IN-PROCESS(PARALLEL PATH)
	Product Status: Supplier Product In-Process
	Shipment Status: Shipment In-Process
Department: 63 - SAM'S US	Create User: DASIGMO
Brand:	Create Date: 10/11/2014
Buyer: APRINCE	Last Change User: DASIGMO
Copied from Quote:	Last Change Date: 10/11/2014 2:18:54 PM
Copied from GDP:	Bridged from ADS/PIR: No
Supplier Name: WHALEN FURNITURE MANUFACTURING INC	Sizes:

* Indicates a required field.

As a supplier you will not be able to make any further changes to the Product Portion of the quote until “Item Creation Complete” status or unless Walmart has rerouted the quote back to the “Supplier Product In-Process” status.

When the item number is created, you will receive an automated email notification from Retail Link.

You may access and begin keying the Shipment portion of the quote at any time after the Product Portion is completed (regardless of its status).

Note: if you receive port splits/flow plans before you’ve completed the Product portion, please revise the flow plan answer and complete a linear path quote

The next section will provide detail on keying the Shipment portion of your quote.

Shipment Portion

As stated above, the shipment portion of the quote can be completed independently of the product portion when the parallel path is chosen and you may begin entering your shipment information at any time after completing and submitting the product portion, regardless of where it is in its lifecycle. However, it is suggested that you choose the linear path if you have the information to submit the shipment portion of the quote along with the



product information.

Summary Information	
Quote ID: 9996366 - Import	Purchase Company: WAL-MART STORES INC. USA View History
Style/Vendor Stock Nbr:	Status: IN-PROCESS(PARALLEL PATH)
	Product Status: Supplier Product In-Process
	Shipment Status: Shipment In-Process
Department: 63 - SAM'S US	Create User: DASIGMO
Brand:	Create Date: 10/11/2014
Buyer: APRINCE	Last Change User: DASIGMO
Copied from Quote:	Last Change Date: 10/11/2014 2:18:54 PM
Copied from GDP:	Bridged from ADS/PIR: No
Supplier Name: WHALEN FURNITURE MANUFACTURING INC	Sizes:

* Indicates a required field.

When you access your quote id to enter shipment information, your quote will show “In-Process”. The Product sub-status will reflect where the product portion is in its lifecycle. Your Shipment sub-status will show “Shipment In Process”.

Shipment Tab

Shipment Schedule Sub-Tab

PO Summary Section

- The PO Type field will be auto-populated with the PO Type entered in the Pack Tab when you completed the Product portion. This field is not editable on the first shipment.
 - Note:** Selecting a different PO type at this stage may result in the new PO type not being compatible with the item type of the item number that Walmart will create for the quote. *This could potentially result in delayed purchase order creation.*

PO Summary

PO #: 0503474510

* Sample Shipment:

* PO Type:

* Validation Code:

PO Whse: 00000

Booking ID

PO Comments/Distribution Notes Section

- No changes have been made to this section

The screenshot shows a web interface for PO Comments/Distribution Notes. At the top, there is a search box containing the text 'Wal-Mart type' and a 'Search' button. Below the search box is a large text area containing the following text: 'BUREAU VERITAS LAB OR TESTING REQUIRED', 'PER 3-TIERED FEBRUARY 01, 2007 PLI POLICY REQUIRED', 'ICTI AUDIT REQUIRED', and 'BARCODE LABEL REQUIRED ON EXPORT CARTONS'. There is an asterisk (*) below the text. At the bottom of the text area is a blue button labeled 'Update Comments'.

Shipment Status Section

- No changes have been made to this section

The screenshot shows a table with a header row labeled 'Shipment Status' and a single data row containing the value 'ACTIVE'.

Supplier Section

- No changes have been made to this section

The screenshot shows a table with a header row labeled 'Supplier' and a single data row containing the following information: 'Name: HASBRO INTERNATIONAL TRADING B V' and 'Number: 000780-7-0'.

Tools Section

- No changes have been made to this section

The screenshot shows a table with a header row labeled 'Tools' and two data rows. The first data row contains the link 'Transit Calculator' and the second data row contains the link 'PO Status Report'.

Schedule Section

- No changes have been made to this section
- Regardless of the path chosen, the following fields will be auto-populated from the Freight Information section completed during the product portion. Revising these fields on any shipment at this stage will result in adjusted costing:
 - Loading Port
 - Destination (if changed from storage to flow or flow to storage)
 - Transport Mode

The screenshot displays the 'Schedule' section of a software interface, divided into two main panels: 'Calculate Dates' and 'Load Drop Downs'.

Calculate Dates Panel:

- * In Store Date: [Text Field]
- In Storage Date: [Text Field]
- OTB Month/Year: [Month] / [Year]
- Supplier Ship Date: [Text Field]
- Supplier Cancel Date: [Text Field]
- Warehouse Ship Date: [Text Field]
- Warehouse Cancel Date: [Text Field]
- Must Arrive At Port: [Text Field]

Load Drop Downs Panel:

- * Event Code: [Text Field] [Search Clear](#)
- * Season: [Text Field] [Search Clear](#)
- * Loading Port: YANTIAN [Dropdown]
- * Destination: SUFFOLK-FLOW [Dropdown]
- Discharge Port: [Dropdown]
- * Business Format: [Dropdown]
- * Transport Mode: OCEAN [Dropdown]
- * Incoterms: FREE ON BOARD [Dropdown]
- * Place of Possession: [Dropdown]
- * Consolidator: [Dropdown]
- Deconsolidator: [Dropdown]
- Cargo Type: CONTAINER [Dropdown]
- * Container Size: 40.00 FT - DRY [Dropdown]
- Ship Season: NON-SEASONAL [Dropdown]

PO Lines Section

- The Factory and Country of Origin fields in this section will be auto-populated with the information previously entered within the Pack Details section of the Product Portion. This field is not editable on the first shipment
- The Additional Comments field in this section will be auto-populated with the Additional Comments previously entered within the Pack Details section of the Product Portion. This field is not editable on the first shipment

PO Lines

Line: 1/1 Add blank line(s). | Copy Line | Delete Line

*** Pack:** [View/Edit Pack](#) | [Create Pack](#) | [View Pack Summary](#)

***Total Packs Ordered:**

Total Eaches: 100

Item #:

Supplier Pack Retail: 200 USD

Supplier Pack Cost: 96.6 USD

Markup %: 51.7

Warehouse Pack Cost: 96.6 USD

***Country Of Origin:** CHINA

***Factory Address:**

[Search](#) | [Clear](#)

[Apply To All PO Lines](#)

Country Contact:

Country Phone:

Additional Comments

Apply To All PO Lines

Additional Comments

The Shipment portion of the quote is completed after all fields have been entered for all necessary shipments and lines (as per the flow plan/port split provided).

Your quote will show a status of “In Process” with a sub-status of “Shipment Credit Office in Process”.

As stated above when the Product Portion sub-status reaches “Item Creation Complete” and the Shipment sub-status reaches “Shipment Complete”, the overall quote status will be “Complete” and purchase orders will generate.

Shipment Summary Sub-Tab

Shipment Summary Section

- No changes have been made to this section

Add Shipment			Cancel Shipment(s)			Show/Hide Column(s)...			Shipment Summary					
		#	Status	PO #	PO Type	Event Code	Destination	Loading Port	In Store Date	In Storage Date	Supplier Ship Date	Supplier Cancel Date	Warehouse Ship Date	
<input type="checkbox"/>	Copy	Edit Info	1	ACTIVE		40	HOMEOFFICE GENERATED	ELWOOD VIRTUAL STORA	YANTIAN	06/17/2013	6/17/2013	05/14/2013	05/21/2013	05/14/2013

Changes to IPOR for Item Revisions

Overview

Along with the new parallel functionality and the earlier item creation it enables, the Import PO Revisions (IPOR) application has been enhanced to allow item/quote level revisions to be submitted once the item has been

created and before purchase orders are issued. This new functionality is in addition to the current ability to submit purchase order revisions.

Submitting an Item Revision

The process for submitting an item revision is very similar to the submission of purchase order or template revisions. You will submit an item revisions from the same page as your purchase order or template revisions.

Revision Requests Section

You will need either the quote id or item number that needs to be updated.

- If you have the Quote id, you will check the selection titled “Quote Nbr” and key the Quote id in the box provided.
 - You will receive an error message if the quote id you have entered does not have an item number created, has purchase orders attached or is in Template status.
- If you have the item number, you will check the “Quote Item Nbr” field and key the item number in the box provided.
 - If the item number is attached to a quote in Template Status or attached to a quote with purchase orders attached, you will receive an error message. You must make the appropriate selection to continue.
 - If the item number is attached to multiple quotes, you will be asked to choose the quote(s) that the revision will apply.
 - When using this selection, the system will translate this to the Quote id number that the item is attached to. Your Quote id will now show in the box and the Details section will populate when you Retrieve Data.
- When you have entered your Quote or Item number, click Retrieve Data. You will then need to click the “Details” link in the box that appears to the right.

Revision Requests

Purchase Company :

PO Nbr
 Template Nbr
 Template Item Nbr
 Quote ID
 Quote Item Nbr

	Quote Id	Managing Buyer	Item Nbr
Details	9996303	BAMYERS	553095867

9996303

Revision Information Section

- If a revision is being submitted for the quote/item, item level fields will be available for selection in the Revision Field drop down menu. Purchase order level fields will not be available due to the Shipment portion is not complete and purchase orders do not exist.
- As with purchase order or template revisions, you must select the line/item to be revised and enter the New Value and a reason for the revision to proceed.

Revision Information

Revision Field :

Pack Nbr : Item Nbr:

Items: Item Nbr:

Original Value : USD

New Value : USD

Comments :

251 remaining

The submitted item revision will follow a predetermined approval workflow before being applied. When the last approver accepts the request, the system will apply the change and the quote will be updated.

Rejected Revisions

As stated above, a quote/item revision cannot be applied to a quote with PO's attached. The situation may arise where an item revision was able to be submitted, however the purchase orders attached before the request finished the approval workflow. In this situation, the system, will auto-reject the item revision.

Also any user within the approval workflow may also reject a revision for various reasons.

It is the supplier's responsibility to stay informed of your revision request(s) status. You may receive communication from your Global Sourcing/DSG or Direct Imports associate regarding your revisions, but the expectation is that suppliers will utilize the reporting regularly to stay informed of their revisions and resubmit accordingly. The next section will provide details for generating reports to stay informed of the status of revision requests.

Revision Reporting

To check the status of any quote/item, purchase order or template revision you can utilize the Revision Reports option in Import PO Revisions (IPOR)

- Go to Reports and select "Revisions"
- You have 3 Report Type options to choose from for status reporting for your revision requests:
 - My Pending – this option pulls only the requests that are not completed and still in the approval process. You will be able to open details and determine where the revision is pending.
 - My Rejected – this option pulls only the requests that have been rejected.
 - ALL – this option will pull all revision requests regardless of status: Complete, Pending, Rejected
- You must enter a revision date range – revision date is the submission date.
- You may also enter other various criteria to narrow down your search.
- When all criteria is entered, click Search or Export to Excel

Contact Information

Your point of contact for questions regarding completing quotes (linear or parallel) or submitting revision requests will be your DSG or Global Sourcing associate.

For additional training, documentation or general questions regarding the direct importing process or requirements, you may also email questions to the **Global Sourcing Admin box at _____ ? _____**