



and



advanced
intelligent supply chain

Supplier User Guide

Advanced Portal

Table of Contents

| | |
|--|----|
| <u>What is it?</u> | 3 |
| <u>Logging on</u> | 3 |
| <u>User Credentials</u> | 3 |
| <u>Setting up Your Password</u> | 3 |
| <u>Forgotten Password</u> | 3 |
| <u>Supplier Agreement</u> | 6 |
| <u>Getting to Know the Portal</u> | 7 |
| <u>Orders – Booking In</u> | 8 |
| <u>Collections</u> | 9 |
| <u>Deliveries</u> | 12 |
| <u>Confirm Order Details</u> | 13 |
| <u>Booking Amendments</u> | 16 |
| <u>To Amend Booking Details – Stock Available Date, Cartons etc.</u> | 16 |
| <u>Clearing “Stock Available Date”</u> | 18 |

Introducing the Portal

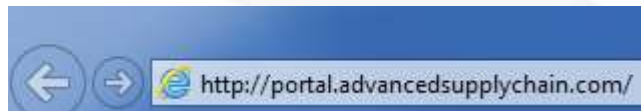
What is it?

The Portal is a website which allows the supplier to book in an order request. Each supplier is given a unique username so once they have entered their credentials the portal will be tailored to them.

Logging On

To access the portal simply enter the following URL into the address bar of your internet browser:

<http://portal.advancedsupplychain.com>



You will then be greeted by a login screen which requests that you enter your credentials.

User Credentials

User Credentials will be in the following format:

VEN – (vendor number) -01 e.g. VEN-01234-01.

Your Username will be the same as that on your Tradestone log on.

Setting up Your Password

On your first visit you must set up your password.


Please note that your username is the same as the email address you have been contacted on.

To create a new password, please follow the forgotten password procedure.

Forgotten Password

If you forget your password, you can request a 'Password Reset' email.

From the login screen, click on the Password Reset link:



Advanced Portal

Username

Password

Remember Me

i Do not select "Remember Me" on a shared computer.

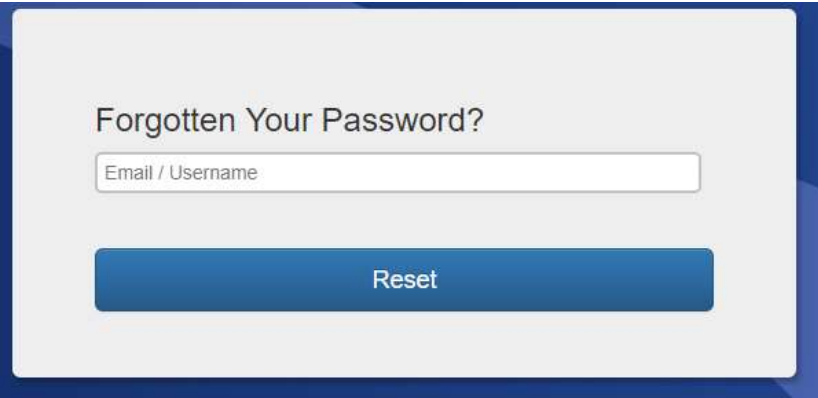
Login

Password Reset

Sign on with Office 365

I consent to the use of cookies on this site.

Enter your email address and click 'Reset':

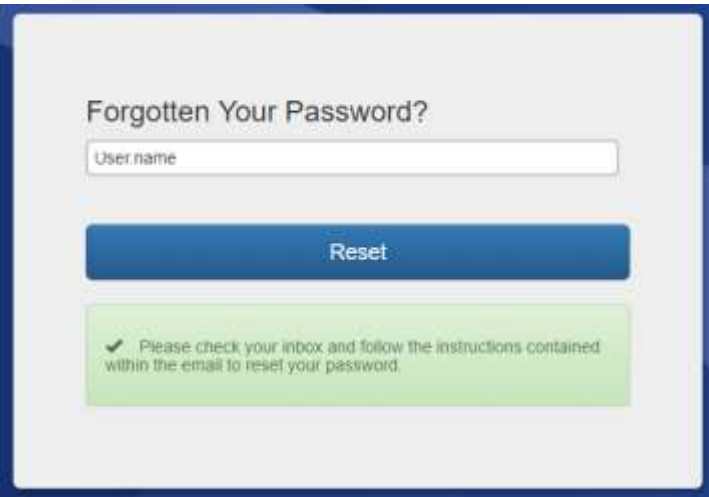


Forgotten Your Password?

Email / Username

Reset

Once this has been done you will see a confirmation message:



Forgotten Your Password?

User name

Reset

Please check your inbox and follow the instructions contained within the email to reset your password.

When the email arrives it should display the reset link:

Hello,

Here are the user accounts associated with this email address/username, including password reset links for each. These links are single use:

| |
|--|
| <p>User.Name</p> <p>Click To Reset</p> |
|--|


You will be prompted to change your password when accessing the portal via the link.

Regards,

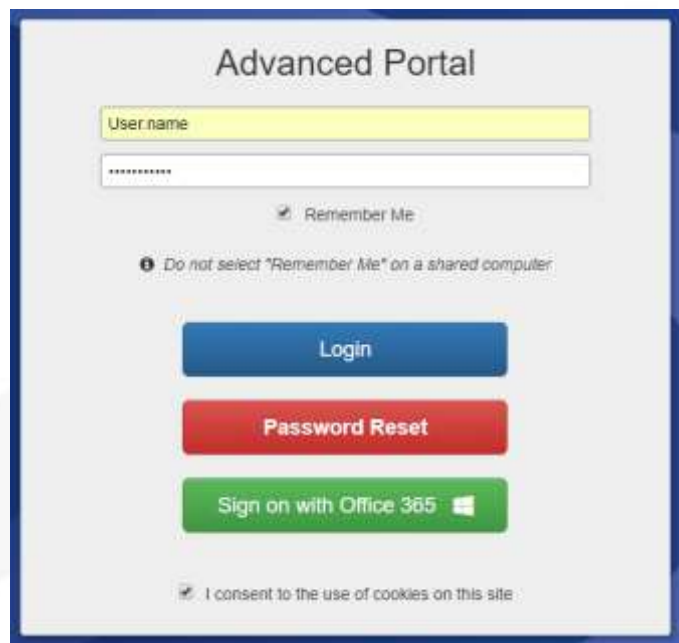
The Advanced Supply Chain Team

The link directs you to a page which allows you to enter and save a new password:

Please enter your new password.

| |
|---|
| <p>New Password:</p> <input type="text"/> |
| <p>Confirm New Password:</p> <input type="text"/> |
|  |

The new password is effective immediately.




The image shows the 'Advanced Portal' login interface. It features a title 'Advanced Portal' at the top. Below the title are two input fields: 'User name' and a password field with masked characters. A 'Remember Me' checkbox is checked. A warning message states: 'Do not select "Remember Me" on a shared computer'. There are three buttons: 'Login' (blue), 'Password Reset' (red), and 'Sign on with Office 365' (green). At the bottom, there is a checkbox for 'I consent to the use of cookies on this site' which is also checked.

You can tick the 'Remember Me' checkbox to save logging in each time. You must also "consent to the use of cookies" before pressing the 'Login' button to be taken into the portal.

Supplier Agreement

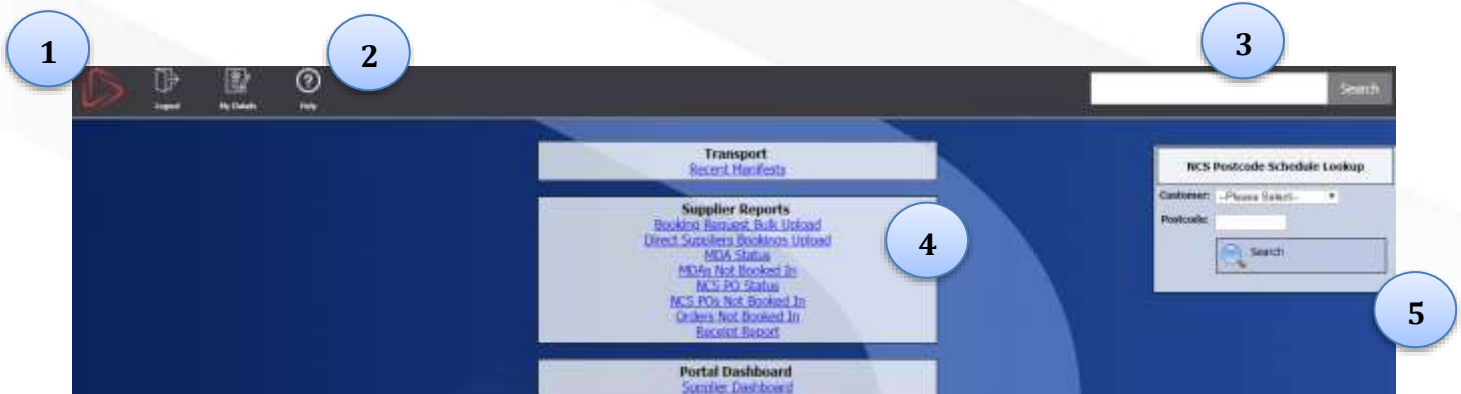
If not done so already, you may be presented with this message.

This is to confirm that you have read the supplier manual and agree to send in stock as per the customer's requirements.

| Please read and accept this agreement: | |
|---|---|
| Urban require all suppliers to send stock in compliant to the supplier manual | |
| <input checked="" type="checkbox"/> | checking this box declares you will send stock in compliant |
|  | |

Once you tick the confirmation and click the green tick you will not see this message until the customer update their supplier manual and require you to re-confirm.

Getting to Know the Portal



1 The Home Button: Clicking this image at any point will return you to the home screen.

2 Control Links: These links provide account-based actions such as logging out, **Help:** This allows you to access the FAQs, User Guides & Customer Compliance Manuals. Or by clicking on **My Details** you are able to amend your name, email and password:

User Details

| | |
|--------------------|--|
| Forename: | <input type="text" value="User"/> |
| Surname: | <input type="text" value="Name"/> |
| Email: | <input type="text" value="User.Name@email.com"/> |
| Existing Password: | <input type="password" value="*****"/> |
| Change Password: | <input type="checkbox"/> |
| Time Zone: | <input type="text" value="--Please Select--"/> |



3 Search: Use this search feature to quickly access the page you are looking for. If you want to view an order and have the order number, simply type it into the box and hit enter or click search.

4 Report Links: Use these links to navigate to the **MDA Status** and **MDAs Not Booked In** reports.

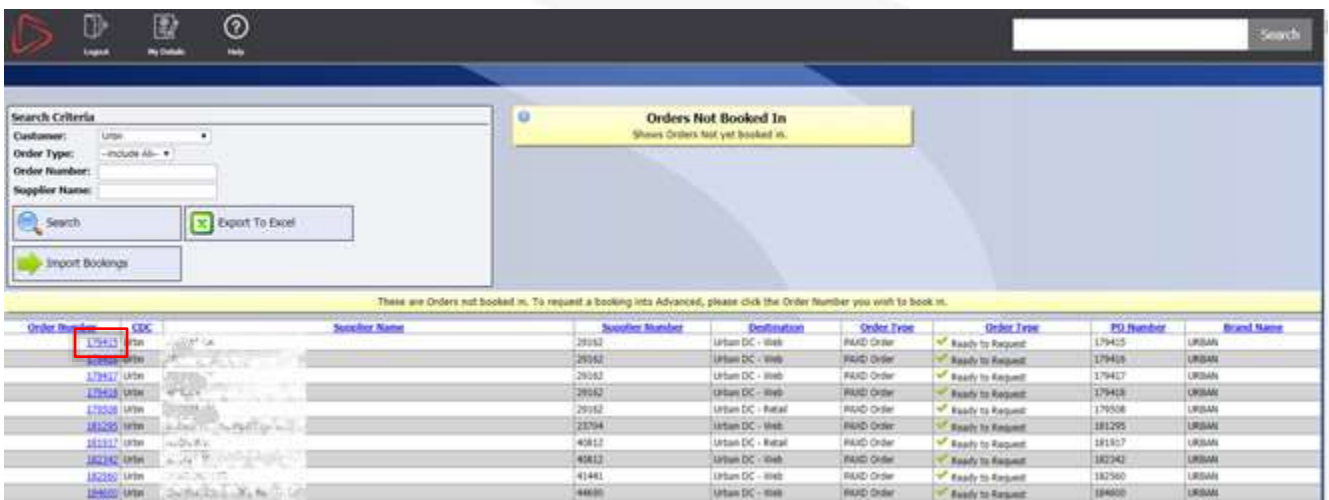
5 NCS Postcode Schedule Lookup: Use this to determine what days our collections are in your area.

Orders - Booking In

Follow this process to make an MDA ready for the customer to apply a delivery date to.
From the home screen navigate to **MDAs Not Booked In** within the Supplier Reports section:

Supplier Reports
[MDA Status](#)
[MDAs Not Booked In](#)

This will produce a list of all available orders which are ready to be marked as available.
Click on the order number to progress:



Search Criteria

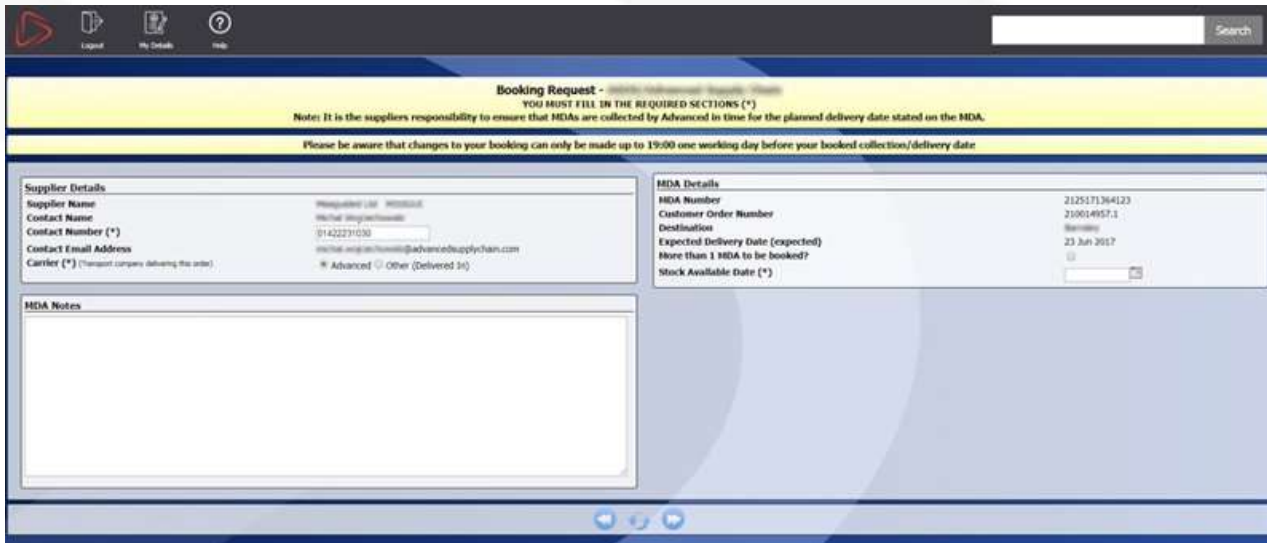
Customer:

Orders Not Booked In
Shows Orders Not yet booked in.

These are Orders not booked in. To request a booking into Advanced, please click the Order Number you wish to book in.

| Order Number | Supplier Name | Supplier Number | Destination | Order Type | Order Type | PSI Number | Brand Name |
|---------------|---------------|-----------------|-------------------|------------|------------------|------------|------------|
| 179415 | Urban | 29162 | Urban DC - Web | PAID Order | Ready to Request | 179415 | URBAN |
| 179416 | Urban | 29162 | Urban DC - Web | PAID Order | Ready to Request | 179416 | URBAN |
| 179417 | Urban | 29162 | Urban DC - Web | PAID Order | Ready to Request | 179417 | URBAN |
| 179418 | Urban | 29162 | Urban DC - Web | PAID Order | Ready to Request | 179418 | URBAN |
| 179508 | Urban | 29162 | Urban DC - Retail | PAID Order | Ready to Request | 179508 | URBAN |
| 181295 | Urban | 22794 | Urban DC - Web | PAID Order | Ready to Request | 181295 | URBAN |
| 181317 | Urban | 40812 | Urban DC - Retail | PAID Order | Ready to Request | 181317 | URBAN |
| 182242 | Urban | 40812 | Urban DC - Web | PAID Order | Ready to Request | 182242 | URBAN |
| 182560 | Urban | 41441 | Urban DC - Web | PAID Order | Ready to Request | 182560 | URBAN |
| 184610 | Urban | 44460 | Urban DC - Web | PAID Order | Ready to Request | 184610 | URBAN |

Clicking the order number will start the process and display the first input page:



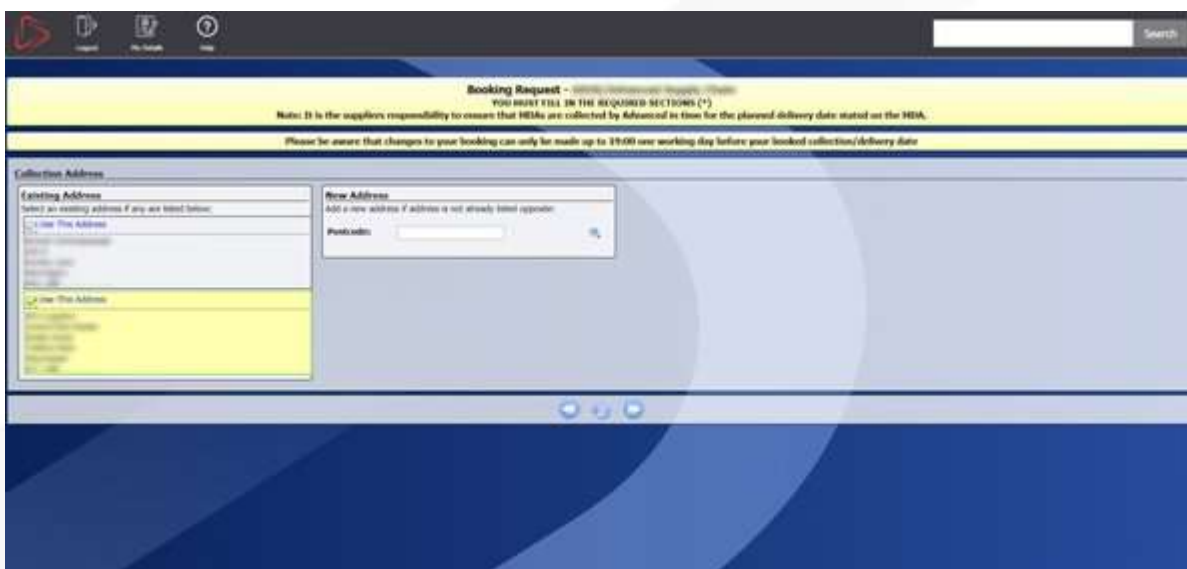
If your stock is being collected by Advanced, select the **Advanced** Carrier.

Once the required information is complete, click next.



Collections

If you have selected a collection you will be presented with the following screen. Here you will need to select an existing collection address.

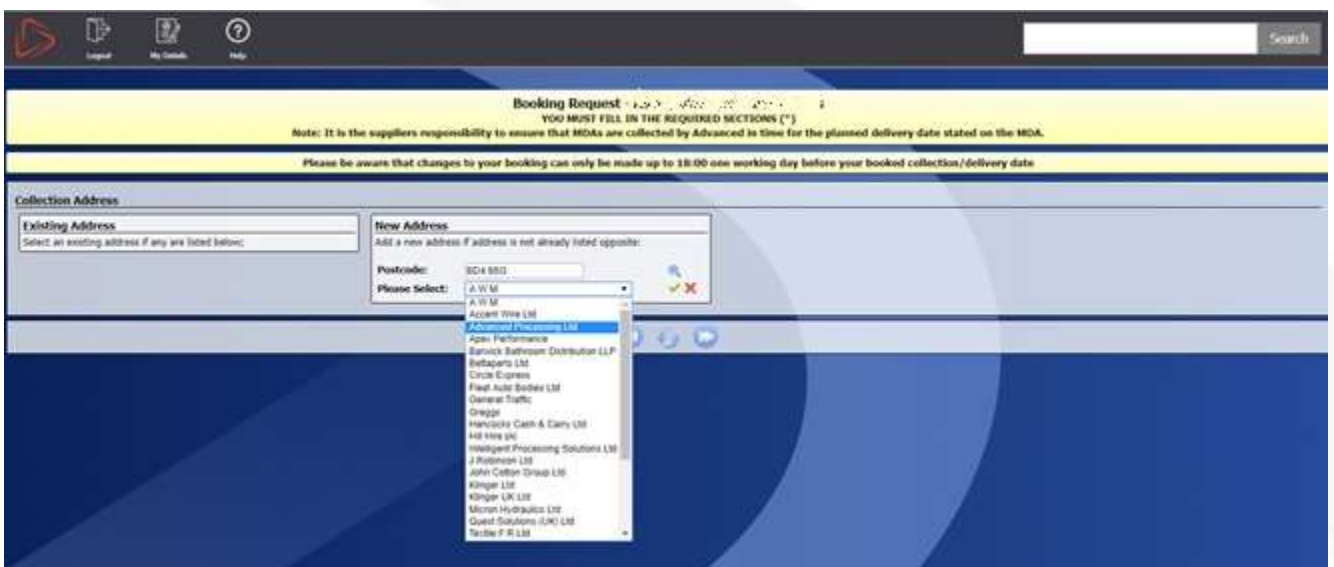



If the collection address is not listed use the **New Address** section to create a new address.


Enter the post code and click search:



The system will then perform a search and display a list of known addresses to select from:



If your company name is listed select and click the green tick 

If your company is not listed click on the red cross  :

New Address

Add a new address if address is not already listed opposite:

Postcode: 

Company Name

Building Name


Street

Address Line 2

Town / City

Postcode

Vehicle Restrictions

 [Add Address](#)

Enter the full address and click Add Address.

The new address will now appear in the list to the left and will be saved against your account so that the next time you make a request it can be selected straight away.

Collection Address

Existing Address

Select an existing address if any are listed below;

[Use This Address](#)

Advanced Processing Ltd
Holmfield Industrial Estate
Halifax
HX29TN

[Use This Address](#)

Advanced Supply Chain
Advanced House
Wharfedale Road
Euroway Trading Estate
Bradford
BD4 6SG

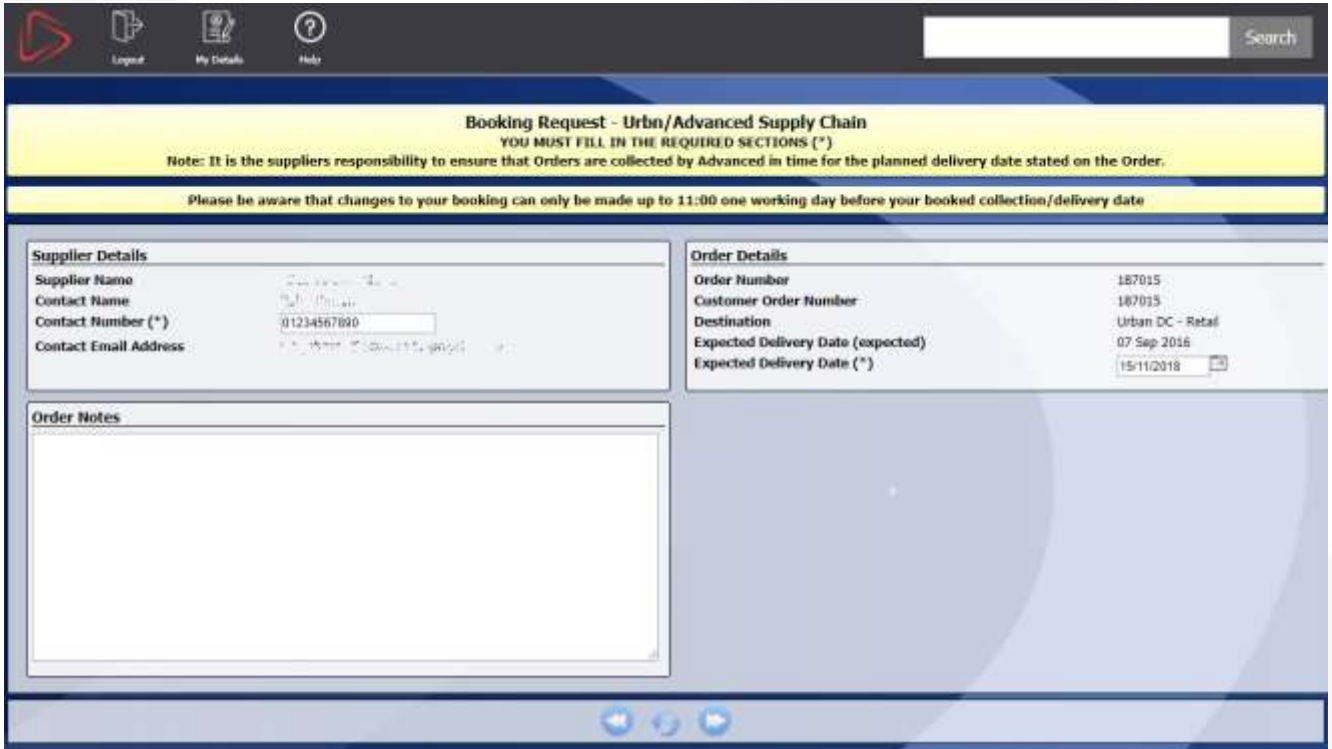
Once an address has been selected click next



If you are booking a collection you can now skip to [Confirm Order Details](#) for the next step.

Deliveries

If you are delivering stock via your own carrier, you must select Other as the carrier type:



Click next to progress



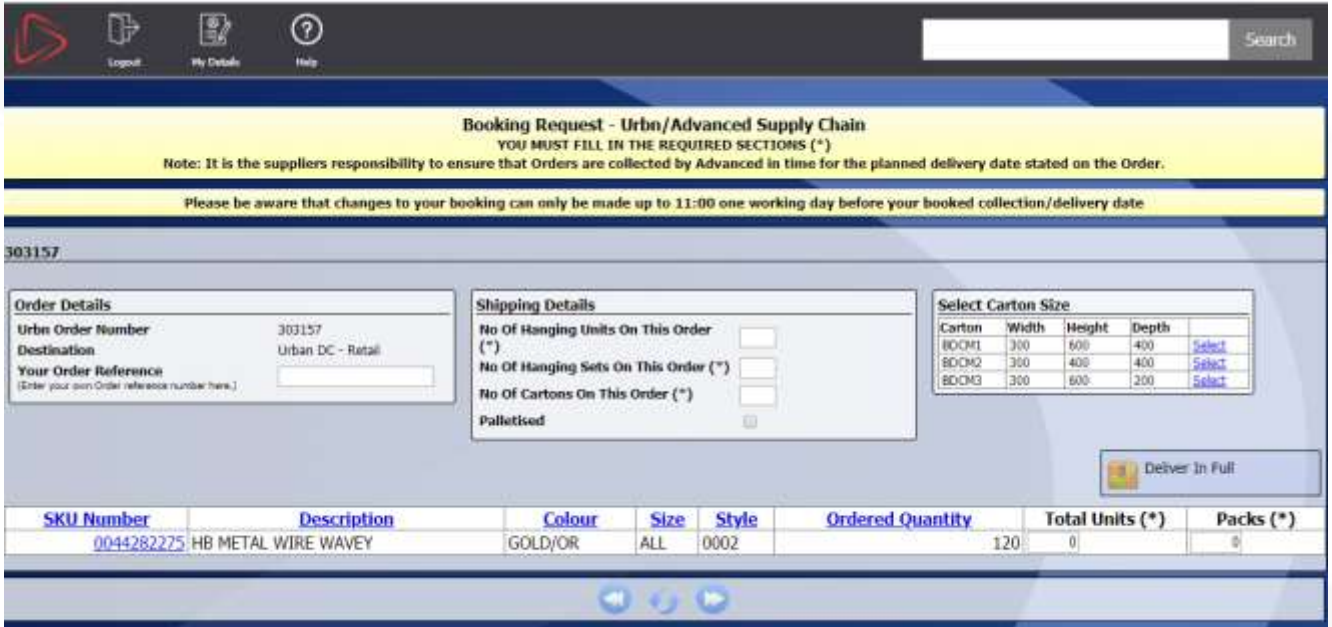
Delivery Building

Please select a delivery building below;

| | |
|--------------------------|------------------|
| Delivery Building | 606 - Bradford ▼ |
| Building Name | Advance House |
| Street | Wharfedale Road |
| Address Line 2 | |
| Town / City | Bradford |
| Postcode | BD4 6SG |

Confirm the delivery location and click next.

Confirm Order Details



Booking Request - Urbn/Advanced Supply Chain
 YOU MUST FILL IN THE REQUIRED SECTIONS (*)
 Note: It is the suppliers responsibility to ensure that Orders are collected by Advanced in time for the planned delivery date stated on the Order.

Please be aware that changes to your booking can only be made up to 11:00 one working day before your booked collection/delivery date

303157

Order Details

Urbn Order Number: 303157

Destination: Urban DC - Retail

Your Order Reference:

(Enter your own Order reference number here.)

Shipping Details

No Of Hanging Units On This Order (*)

No Of Hanging Sets On This Order (*)

No Of Cartons On This Order (*)

Palletised

Select Carton Size

| Carton | Width | Height | Depth | |
|--------|-------|--------|-------|--------|
| BDCM1 | 300 | 600 | 400 | Select |
| BDCM2 | 300 | 400 | 400 | Select |
| BDCM3 | 300 | 600 | 200 | Select |

| SKU Number | Description | Colour | Size | Style | Ordered Quantity | Total Units (*) | Packs (*) |
|----------------------------|---------------------|---------|------|-------|------------------|-----------------|-----------|
| 0044282225 | HB METAL WIRE WAVEY | GOLD/OR | ALL | 0002 | 120 | 0 | 0 |

Your Order Reference: If you would like to enter your own order reference to link it to the order enter it here.

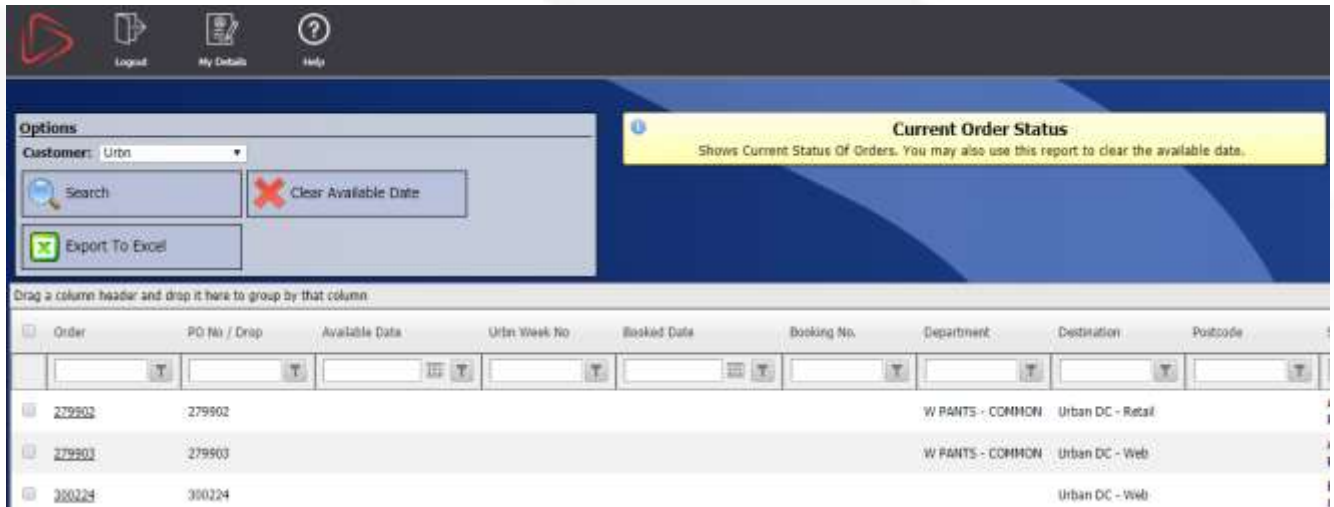
When booking Pallets select '**Palletised**' (1.)

If all the MDA's are to be palletized note that the Invoicing costs are automated on the following calculations:

BDCM1 cartons = 24 cartons per pallet

BDCM3 cartons = 36 cartons per pallet

When booking each individual MDA select the palletized option for each MDA.



Example:

2 x Orders

Order 1 = 10 BDCM1 cartons

Order 2 = 70 BDCM1 cartons

Select palletized for both orders and the **MDA Status Screen** will show a pallet for each order, the system will invoice for 4 pallets (24 cartons per pallet).

If you select 1 pallet for Order 1 = 10 BDCM1 cartons and not select a pallet for the Order 2 = 70 BDCM1 cartons, you will be invoiced for 1 pallet and 70 cartons.

Select the standard carton size from the list:

| Select Carton Size | | | | |
|--------------------|-------|--------|-------|----------|
| Carton | Width | Height | Depth | |
| BDCM1 | 300 | 400 | 600 | Select |
| BDCM3 | 300 | 200 | 600 | Deselect |

When the carton size have been entered you must state how many cartons per pallet as this will be used for invoicing purposes.

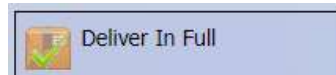
Or advise a custom carton size:

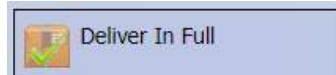
Select Carton Size

| Carton | Width | Height | Depth | |
|--------|-------|--------|-------|------------------------|
| BDCM1 | 300 | 400 | 600 | Select |
| BDCM3 | 300 | 400 | 400 | Select |

Custom Carton Size?

Width(mm) Depth(mm) Height(mm)



If you are happy with the ordered quantity figures simple click  to auto complete the total units column. This column shows how much of each item you are marking as ready.




Any incorrect quantities will be highlighted in red when you try to progress:

| SKU Number | Description | Colour | Size | Style | Ordered Quantity | Total Units (*) |
|------------|-----------------------------|--------|------|---------|------------------|-----------------|
| 7228218 | Morgan Embellished Cami Top | Black | XS | 1259890 | 61 | 61 |
| 7228219 | Morgan Embellished Cami Top | Black | S | 1259890 | 180 | 180 |
| 7228220 | Morgan Embellished Cami Top | Black | M | 1259890 | 190 | 190 |
| 7228221 | Morgan Embellished Cami Top | Black | L | 1259890 | 131 | 131 |
| 7228222 | Morgan Embellished Cami Top | Black | XL | 1259890 | 68 | 68 |

Hover your mouse over the red line(s) to view a popup explaining a little more about the issue.

The system will allow a Total Unit discrepancy of 5% +/- the ordered quantity anything outside this you will need to contact your customer Merchandiser to amend the order.

Once you have completed all the required fields click the blue arrow to continue 

Booking Request - Urban/Advanced Supply Chain
 YOU MUST FILL IN THE REQUIRED SECTIONS (*)
Note: It is the suppliers responsibility to ensure that Orders are collected by Advanced in time for the planned delivery date stated on the Order.

Please be aware that changes to your booking can only be made up to 11:30 one working day before your booked collection/delivery date

Summary

| | | | |
|--|-------------------------------------|--|---|
| Order Details Order Number: 301137 Supplier Name: 7277-198-2712012 Destination: Urban DC - 4432 Contact Name: 546 281-100 Contact Number: 0123456789 Contact Email: 123456789@123.com Requested Date: 14 May 2018 Hanging Units: 0 Hanging Sets: 0 Cartons: 120 Confirm Pallets(*) Confirm Pallet Spots(*) <small>By ticking this box, you are confirming your stock is compliant to Urban requirements.</small> | Request Notes Order Notes | Collection Address Order: Address: Advanced Supply Chain Warehouse Road Bradford BD9 6DG | Supplier Planned Supplier Ready Date: 14 May 2018 Week No: 19 Collection/Delivery: Collection |
|--|-------------------------------------|--|---|


List of all Orders on the same transport

| Order Number | Units | Cartons | Pallets | Custom Reference |
|--------------|-------|---------|---------|------------------|
| 301137 | 120 | 120 | 5 | |

Please check all information is correct before confirming this booking request. Click the back arrow to adjust any details.

At this point you must confirm that the stock is compliant to customer requirements:

By ticking this box, you are confirming your stock is compliant to Urbn requirements. *

Clicking next  will complete the process.

Booking Complete

Your booking has been successfully submitted to Advanced Supply Chain and you will receive an email confirmation of this.

If you wish to create more bookings then click the 'Book more MDAs' link below

[Go home](#) or [Book more MDAs](#)

PLEASE NOTE: You will not receive a unique reference number until the customer's merchandising team plan the booking and Advanced confirm this for a specific date.

Once your booking has been confirmed, you will receive a confirmation email and also, your booking will turn to confirmed within the 'MDA Status' screen with detail of the confirmed date.

You are now free to repeat the process for other orders if required.

Booking Amendments

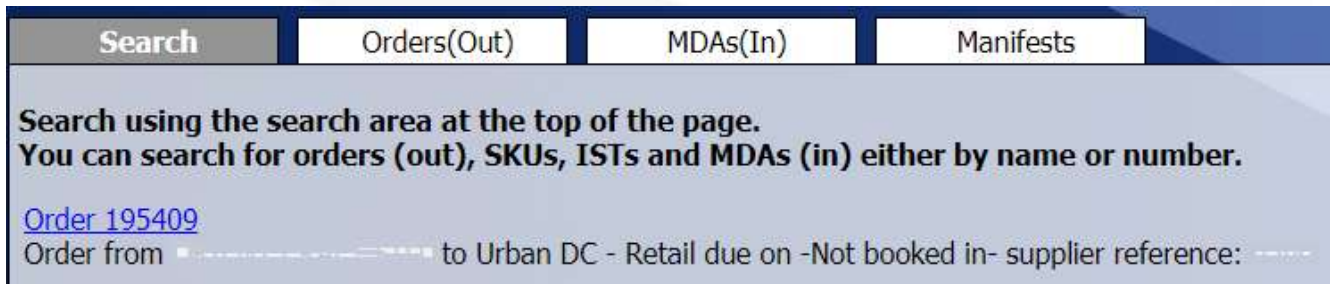
Suppliers also have the ability to amend bookings up until the cut off time of 11am the day previous to collection/delivery to Advanced. This will allow amendment of carton quantities, stock available dates etc.

To Amend Booking details – Stock Available Date, Cartons etc.

Log onto the portal and search the Order number in the top-right of the screen:



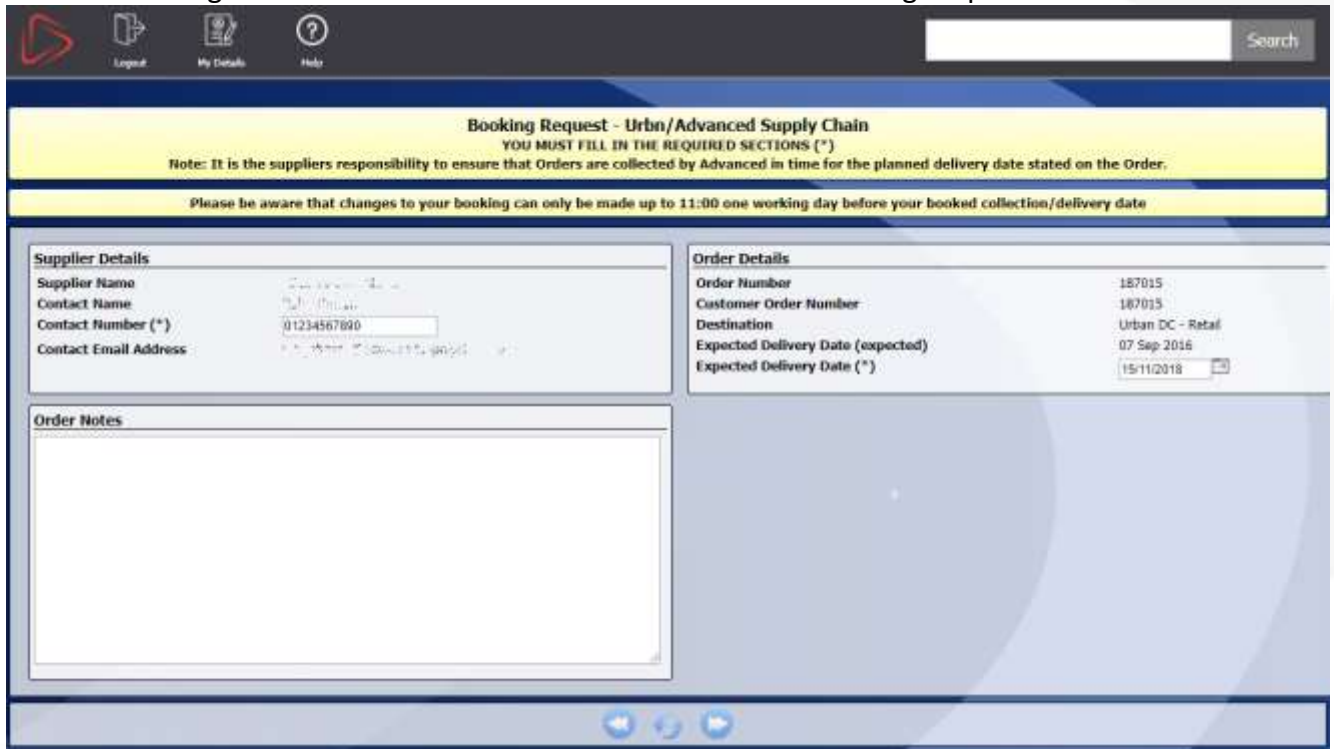
Click the result that appears



Search using the search area at the top of the page.
You can search for orders (out), SKUs, ISTs and MDAs (in) either by name or number.

[Order 195409](#)
Order from to Urban DC - Retail due on -Not booked in- supplier reference:

On the following screen there should be a button for “Amend Booking Request”



Booking Request - Urbn/Advanced Supply Chain
YOU MUST FILL IN THE REQUIRED SECTIONS (*)

Note: It is the suppliers responsibility to ensure that Orders are collected by Advanced in time for the planned delivery date stated on the Order.

Please be aware that changes to your booking can only be made up to 11:00 one working day before your booked collection/delivery date

| Supplier Details | | Order Details | |
|-----------------------|-------------|-----------------------------------|-------------------|
| Supplier Name | | Order Number | 187015 |
| Contact Name | | Customer Order Number | 187015 |
| Contact Number (*) | 01234567890 | Destination | Urban DC - Retail |
| Contact Email Address | | Expected Delivery Date (expected) | 07 Sep 2016 |
| | | Expected Delivery Date (*) | 15/11/2018 |

Order Notes

Please Note:

If the “Amend Booking Request” button is not visible, this means that your booking has already been confirmed and collection/delivery slots allocated. Please contact Advanced directly to discuss amending this order.




This will begin to take you back through the booking process.

On the first page, you will see the Stock Available Date, you can now amend this date if you wish to change your stock available for collection/delivery date.

| Supplier Details | | Order Details | |
|-----------------------|-------------|-----------------------------------|-------------------|
| Supplier Name | ... | Order Number | 187015 |
| Contact Name | ... | Customer Order Number | 187015 |
| Contact Number (*) | 01234567890 | Destination | Urban DC - Retail |
| Contact Email Address | ... | Expected Delivery Date (expected) | 07 Sep 2016 |
| | | Expected Delivery Date (*) | 15/11/2018 |

Please Note:

If the stock available Date is greyed out, this means that the customer has already assigned the week number to the order OR it is past the cut off time:

Stock Available Date (*) 26/05/2015 

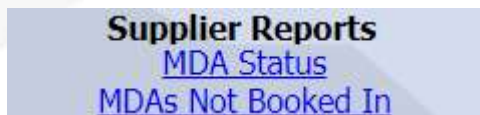
Please see section on “Clearing Available Date” on what do here if you are still within the booking/amendment period.

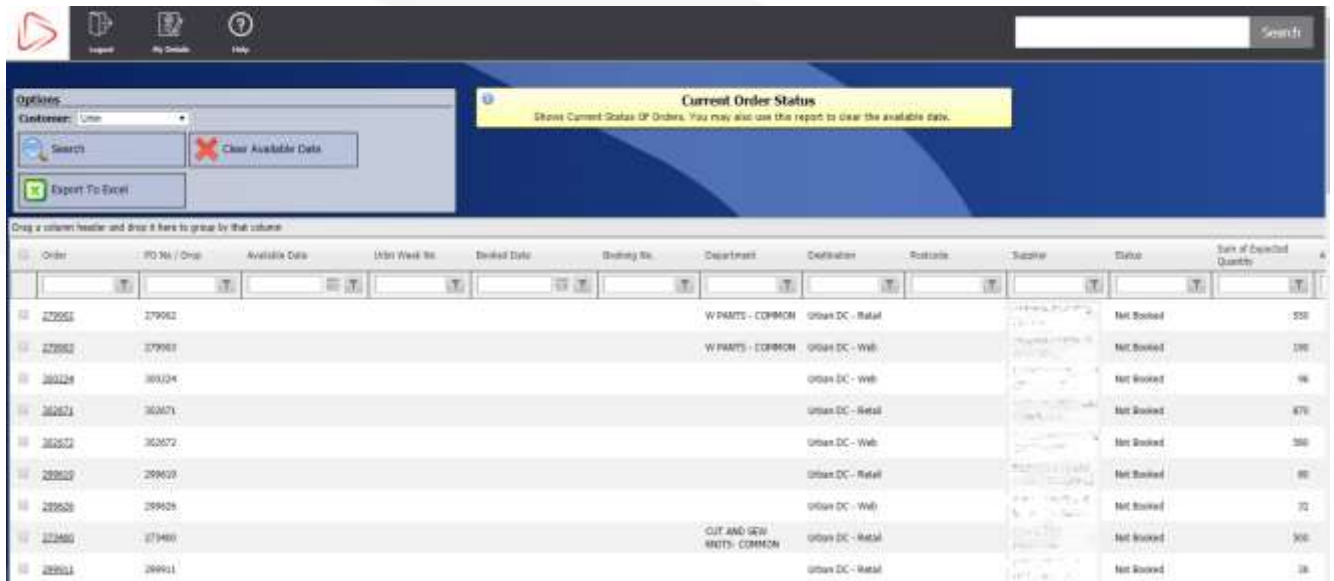
Work through the pages as before, making amendments. You must finish this process to save the changes made.

Clearing “Stock Available Date”

If your stock available date changes once you have made your booking and you are unsure when this will be available OR if the week number has been assigned then you will need to clear your stock available date.

In the portal click **MDA Status**



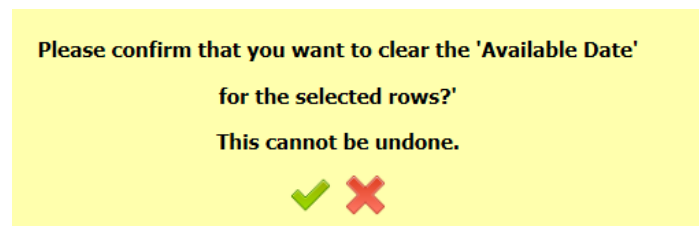


| Order | PO No / Desc | Available Date | Unit Week No | Booked Date | Booking No. | Department | Destination | Route/Rate | Supplier | Status | Sum of Booked Quantity |
|--------|--------------|----------------|--------------|-------------|-------------|-------------------------------|-------------------|------------|----------|------------|------------------------|
| 279901 | 279901 | | | | | W PARTS - COMMON | Urban DC - Retail | | | Not Booked | 550 |
| 279902 | 279901 | | | | | W PARTS - COMMON | Urban DC - Web | | | Not Booked | 100 |
| 36324 | 36324 | | | | | | Urban DC - Web | | | Not Booked | 96 |
| 362671 | 362671 | | | | | | Urban DC - Retail | | | Not Booked | 470 |
| 362672 | 362672 | | | | | | Urban DC - Web | | | Not Booked | 50 |
| 289020 | 289020 | | | | | | Urban DC - Retail | | | Not Booked | 80 |
| 289026 | 289026 | | | | | | Urban DC - Web | | | Not Booked | 70 |
| 273480 | 273480 | | | | | CUT AND SEW SUITS - COMMON | Urban DC - Retail | | | Not Booked | 900 |
| 289011 | 289011 | | | | | | Urban DC - Retail | | | Not Booked | 18 |

This will bring up a list of all current orders

Select the check box to the left of the order(s) you want to clear and the click the “Clear Available Date” button.

You will then be asked to confirm the selection by clicking the green tick.



This will then return your booking to “MDAs Not Booked In” Status leaving you free to do a new booking for that order.

Please Note:

If the line turns red and doesn't allow you to clear your available date, then this means that the booking has been processed or it is past the cut off time.