

URBN

Supplier User Guide ASCG Booking Portal

Advanced Supply Chain Group

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www.advancedsupplychain.com

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Introduction

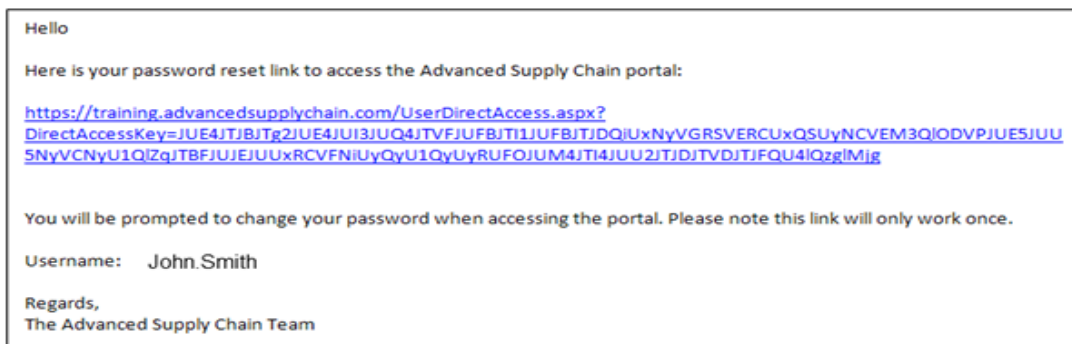
What is the ASCG Booking Portal?

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.

Accessing the portal

Use this guide to understand how to log onto the advanced portal website.

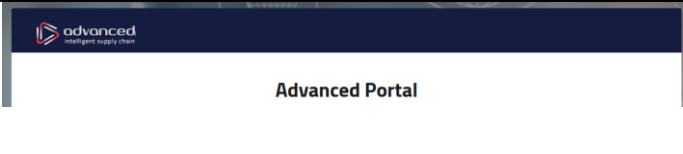
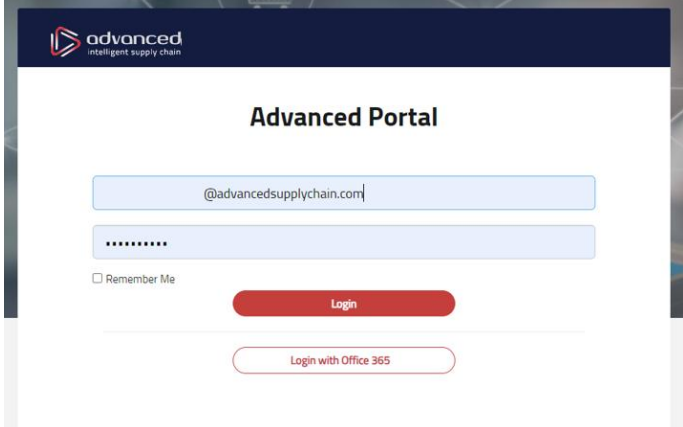
Your login details will be sent over via email with your username and a link to the portal. Please see example below:



This guide will outline the below areas of the portal:



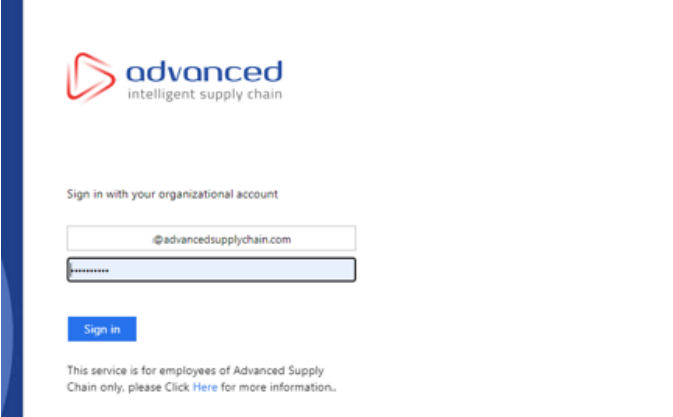
1. Logging in
2. Office 365 Single Sign On
3. Setting your password
4. Forgotten password
5. Getting to know the portal
6. Order bookings
 - a. Booking in single PO's
 - b. Booking bulk PO's

1. Logging In

Process/ Procedure	Photo/Image
1. Navigate to the portal login page here: http://portal.advancedsupplychain.com/	
2. Enter your username and password and press Login. Each supplier is given a unique username so once they have entered their credentials the portal will be tailored to them.	

2. Office 365 – Single Sign On

If the account has been set up with an Office 365 email address, then the user can use this option as an alternative to the usual username and password login.

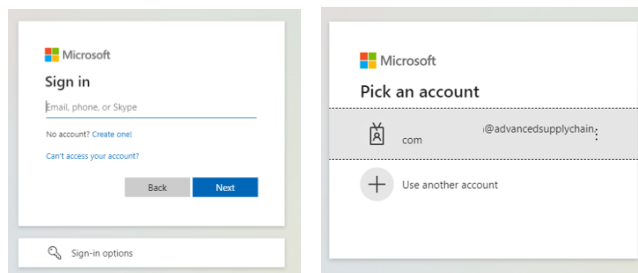
Process/ Procedure	Photo/Image
1. To log in using your Office 365 account, click the button “Login with Office 365”	
2. Enter your work email address and click Next	
3. You will be redirected to the Advanced 365 portal login page.	

4. Enter your password and click Sign in.

If an account is already saved you will have the option to pick that account.

PLEASE NOTE: The 365-email address must match that of the user on Vector to allow them to log in.

If you have any other problems logging in, check out the, [Problems logging in](#) troubleshooting section.



3. Setting your password

The password is a default password. On your first visit you must set up your permanent password.

Process/ Procedure	Photo/Image
1. Click the link in the email received.	
2. The link directs you to a page which allows you to enter and save a new password. The new password is effective immediately.	


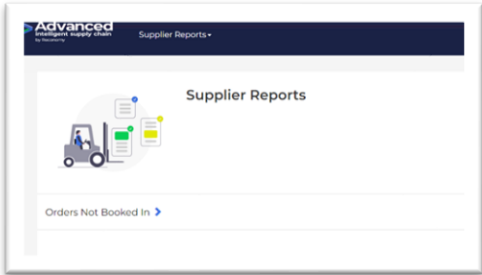
4. Forgotten password

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

Process/ Procedure	Photo/Image
1. On the login screen, please enter your email address and click "Reset"	

<p>2. When the email arrives, it should display the reset link. Click this to reset your password.</p>	<p>Hello,</p> <p>Here are the user accounts associated with this email address/username, including password reset links for each. These links are single use:</p> <div data-bbox="667 313 903 416"> <p>User.Name</p> <p>Click To Reset</p> </div> <p>You will be prompted to change your password when accessing the portal via the link.</p> <p>Regards,</p> <p>The Advanced Supply Chain Team</p>
<p>3. The link directs you to a page which allows you to enter and save a new password. The new password is effective immediately.</p>	
<p>4. 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.</p>	<p><input type="checkbox"/> Remember Me</p>

5. Getting to know the portal

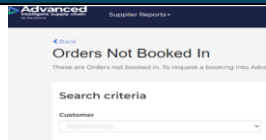
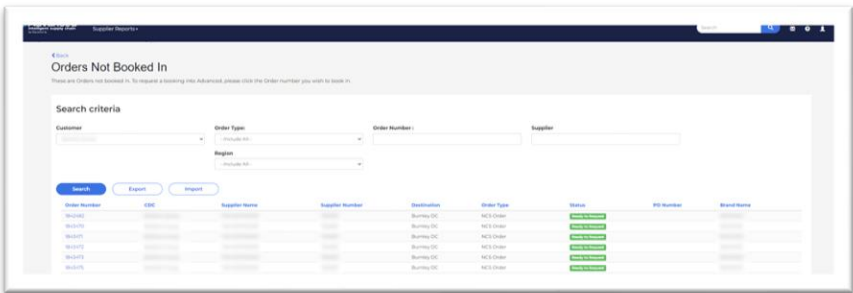
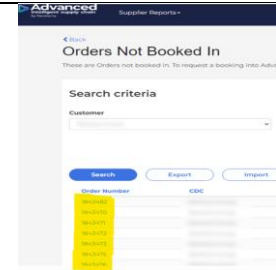
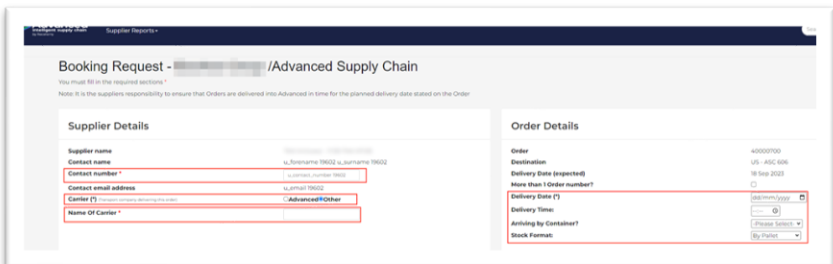
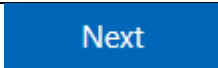
Process/ Procedure	Photo/Image
<p>1. The Home button:</p> <p>Clicking this image at any point will return you to the home page.</p>	
<p>2. Supplier Reports:</p> <p>Your home screen will show available options, which will be 'Orders Not Booked In'.</p>	

6. Order Bookings

a. Booking in single PO's

Requesting a booking for a PO with own transport

As a supplier you will need access to Orders not Booked In to be able to request a PO booking.

Process/ Procedure	Photo/Image
1. Click on Orders Not Booked In.	
2. Select the details of the PO you want to book. If you know the PO type or PO Number input the correct information into these fields, alternatively you can give a blank Search.	
3. This will produce a list of all available orders which are ready to be marked as available. Click on the order number to progress. Note these orders will have Status: "Ready to Request"	 <div data-bbox="938 1043 1177 1290"> <p>Ready to Request</p> <p>Request Pending</p> <p>Accepted</p> </div>
4. Please fill in the necessary fields: <ul style="list-style-type: none"> - Contact telephone number - Carrier - Name of Carrier - Delivery Date - Delivery Time - Arriving by Container? - Stock Format (pallet or loose) 	
5. Click Next once details are completed.	

6. Booking Request PO details

You must fill in the details:

- Enter your URBN PO
- Number of Cartons
- No. of pallets on this order
- Select Carton Size or enter carton size if varies from option on screen
- Total Units (*)

Please Note: If the order is delivered in full, please click the “Deliver in full Button” otherwise you will need to type the quantity for each SKU.

7. Click Next once details are completed.

Next

8. You will then be moved to the booking confirmation review page.

You must review this page to ensure all information you have entered is correct.

If it is not, you can click back and amend the information you have put in.

9. If it is correct, please press Next.

Next

10. A booking request confirmation email will then be systematically created and sent to the email address linked to your portal login.

Please note: The request is not yet confirmed at this point, as it is pending review by the Account Management team at ASCG.

PLEASE NOTE: You will not receive a unique reference number until the Account Management team confirm your booking.

Once your booking has been confirmed, you will receive a confirmation email and, your booking will turn to confirmed within the ‘Current Order Status’ screen with detail of the confirmed date.

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

b. Booking bulk PO's

To request a booking for a PO with own transport, follow below instructions:

Process/ Procedure	Photo/Image																																		
1. Click Booking Request Bulk Upload.	Booking Request Bulk Upload Creates Booking Requests from a CSV file.																																		
1. Select the customer you wish to book for on the drop-down box.	<div> <div>Customer</div> <div>--Please select--</div> </div> <div> <div>Import File:</div> <div>Choose file</div> <div>No file chosen</div> </div> <div>Import File</div>																																		
2. Choose file you wish to upload. You need to ensure the file you are uploading includes all columns required. PLEASE NOTE: Lines highlighted in green are mandatory	<table> <thead> <tr> <th>Column Headers</th><th>Explanation</th></tr> </thead> <tbody> <tr><td>PO Number</td><td>Your URBN PO Number</td></tr> <tr><td>Destination</td><td>Final destination of stock (URBN DC)</td></tr> <tr><td>Booking Date & Time</td><td>Your preferred Booking Date & Time</td></tr> <tr><td>Cartons</td><td>Carton No.</td></tr> <tr><td>HangingUnits</td><td>No. of units on hangers</td></tr> <tr><td>HangingSets</td><td>No. of hanging sets</td></tr> <tr><td>Palletised</td><td>Is it palletised? Yes/No</td></tr> <tr><td>SupplierContactNumber</td><td>Contact Telephone Number</td></tr> <tr><td>Supplier PO</td><td>Supplier PO Number</td></tr> <tr><td>Supplier Style Ref</td><td>Supplier own style reference for the product</td></tr> <tr><td>SKUID</td><td>SKU ID Number</td></tr> <tr><td>Units</td><td>Number of units</td></tr> <tr><td>Size</td><td>Size of product, e.g. XL</td></tr> <tr><td>EAN</td><td>EAN Barcode of the product</td></tr> <tr><td>Category</td><td>Category the product falls under, e.g. womenswear, home</td></tr> <tr><td>Size Chart</td><td>The size chart used</td></tr> </tbody> </table>	Column Headers	Explanation	PO Number	Your URBN PO Number	Destination	Final destination of stock (URBN DC)	Booking Date & Time	Your preferred Booking Date & Time	Cartons	Carton No.	HangingUnits	No. of units on hangers	HangingSets	No. of hanging sets	Palletised	Is it palletised? Yes/No	SupplierContactNumber	Contact Telephone Number	Supplier PO	Supplier PO Number	Supplier Style Ref	Supplier own style reference for the product	SKUID	SKU ID Number	Units	Number of units	Size	Size of product, e.g. XL	EAN	EAN Barcode of the product	Category	Category the product falls under, e.g. womenswear, home	Size Chart	The size chart used
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6. A booking confirmation email will then be systematically created and sent to the email address linked to your portal login.
- Please note:** The request is not yet confirmed at this point, as it is pending review by the Account Management team at ASCG.

Your booking for 19 Mar 2024 has been requested. The confirmation will be provided by the DC.

Order Details		Request Status	Collection Address
Supplier Name		Order Status	No collection required.
Contact Name			
Contact Number			
Contact Email			
Order			
Requested Date			
Inbound Method			
Inbound Reference			
Vehicle Type			

List of all Order's on the same transport									
Order Number	Booking Request Number	Receipt Style	Delivery Style	Price Ticketing	Sort To Ratio	Units	Cartons	Pallets	Customer Reference
40920295	2131830			No	No	250	4	1	

This request is not yet confirmed. You will receive a further notification once the request is confirmed.

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PLEASE NOTE: You will not receive a unique reference number until the ASCG Account Management team have confirmed your booking.

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

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