




Tradestone PO Dashboard - Market Vendors

Visual Dashboard:


The PO Dashboard is a new data-visualization tool in Tradestone, designed to assist you in your work and save time. With this tool, you can see a variety of your daily PO tasks.

Navigation:

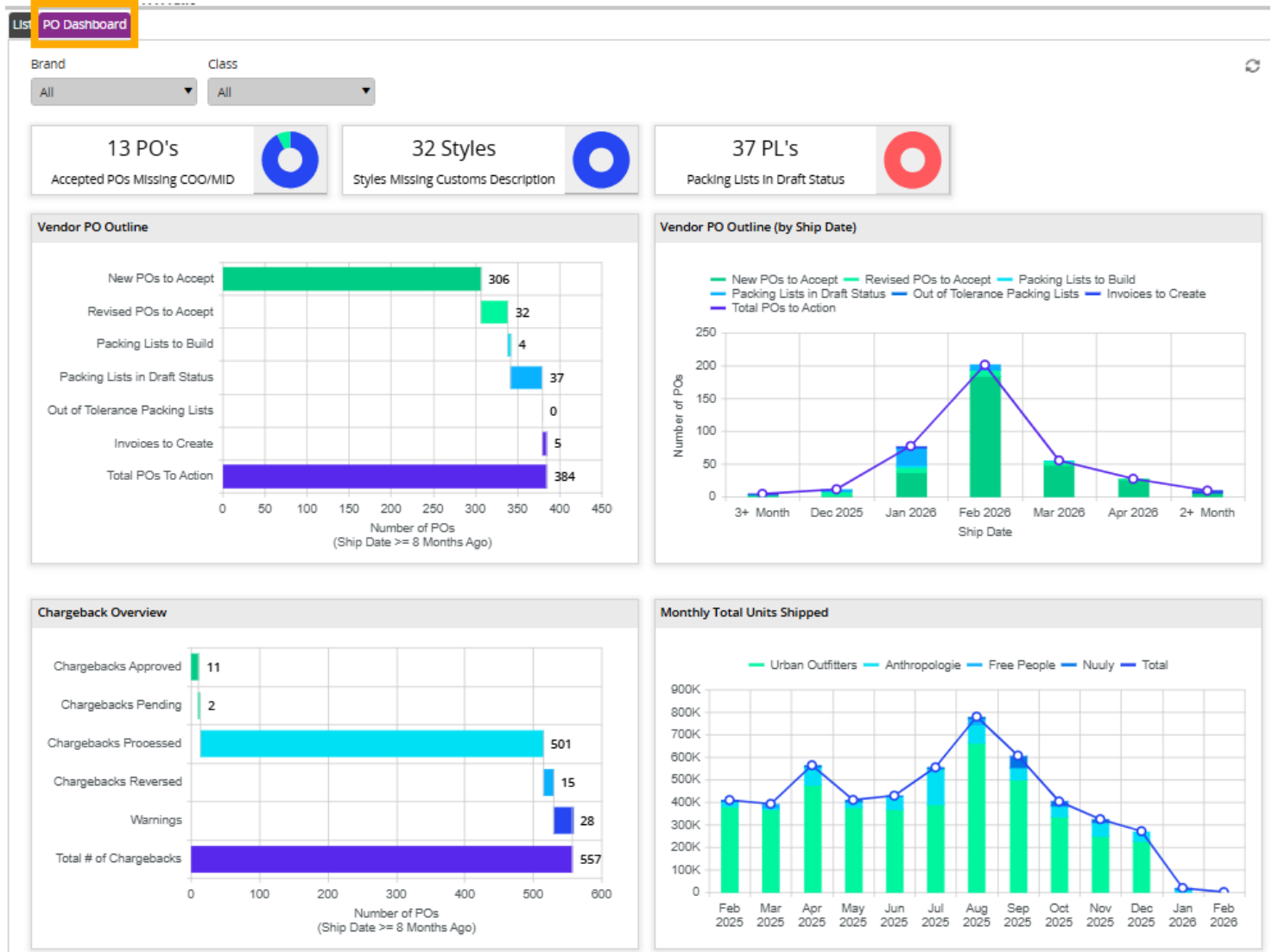
After signing into Tradestone, the top-left of your screen will have 2 options: **List** and **PO Dashboard**. The List page is the standard Tradestone dashboard. The **“PO Dashboard”** option, will show charts and statistics at the PO, Packing List and Invoice levels.

 **Helpful Tips**

Hover your mouse over any part of the graphic for a detailed description of the data.

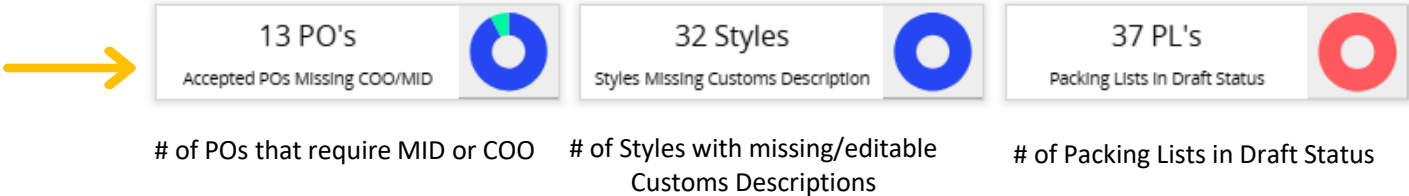
Click the  button in the top right corner to refresh your data.

Clicking on any part of a chart will bring you to a query view where you may review & update your Pos, Styles, Packing Lists, etc.



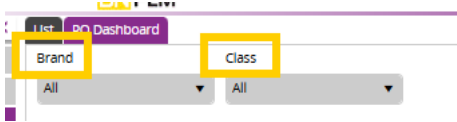
PO Dashboard Overview

Click on any graphic to be taken to a query to complete the action.

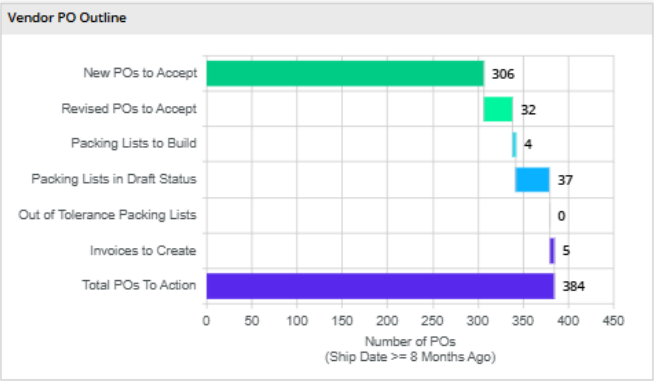


PO Brand & Class:

There are 2 filtering options for your dashboard data. You may select an URBN Brand or Class. If no selection is made you will view all POs issued to your Vendor ID.

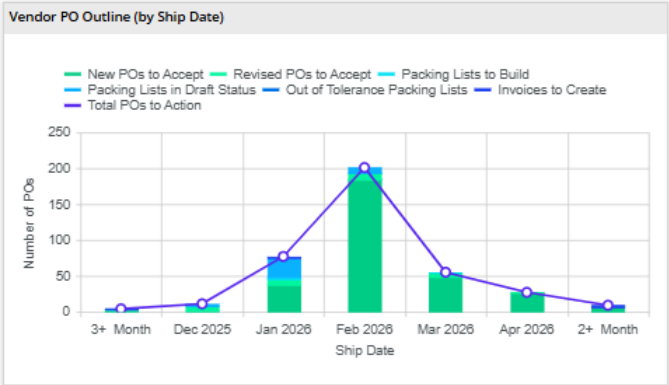


Vendor PO Outline



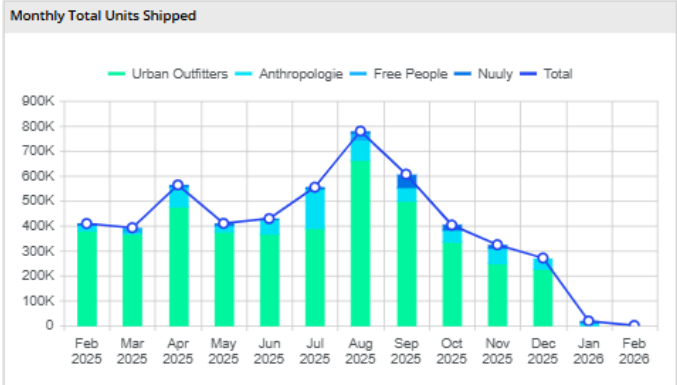
This graphic shows the PO count by month according to Ship Date with all data points from the Vendor PO Outline graphic. (see PO outline descriptions on next slide)

Purchase Order Outlined (by Ship Date)



This graphic shows the PO count by month according to Ship Date with all data points from the Vendor PO Outline graphic.

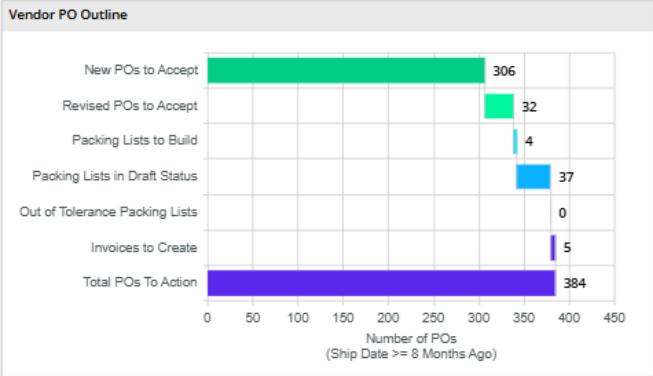
Monthly Total Units Shipped



This graphic shows the total units shipped by month, separated by Brand.

Reading PO Dashboard Charts

Vendor PO Outline



PO data based on POs with a Ship Date < 8 Months to date

Descriptions:

- **New Pos to Accept:** # of POs that require the PO acceptance process
- **Revised Pos to Accept:** # of POs that have been revised and need to be re-accepted in Tradestone
- **Packing Lists to Build:** POs that have been Accepted in Tradestone but do not have a Packing List
- **Draft Packing List:** # of Draft packing lists, there should not be multiple draft packing lists in Tradestone for 1 PO
- **Out of Tolerance Packing Lists:** # of Out of Tolerance Packing Lists in Tradestone. All Pos should have an Approved PL prior to shipping
- **Invoice to Create:** # of POs without an Invoice in Tradestone
- **Total POs to Action:** Total number of POs that require one of the above actions in Tradestone

Query view to review/complete updates:

Click into each tab to review and complete the outstanding action.

Search View: MKT Vendor PO Outline ⓘ ★

MKT Vendor PO Outline | VD-Enter COO on POs | VD-Enter MID on POs | VD-Accept New/Revised POs | VD-Enter Customs Description | VD-Packing Lists to Build | VD-Packing Lists to Submit | Out of Tolerance Packing Lists | VD-Invoices to Create

Search List

Export to Excel(XLSX) | Export PDF | Save My View

Drag a column header and drop it here to group by that column. Rows from only this page are grouped

1 - 9 of 9 Items Goto Page 1 of 1

Order	Tab Name	Explanation
0	Vendor PO Outline	All tabs show results at a...
1	Enter COO on POs	POs where the Country ...
2	Enter MID on POs	POs where the Manufact...
3	Accept New/Revised POs	POs in NEW or URBN Re...
4	Enter Customs Descripti...	POs/Styles that require a...
5	Packing Lists to Build	POs in Approved status t...
6	Packing Lists to Submit	POs with a Packing List i...
7	Out of Tolerance Packin...	POs with an Out of Toler...
8	Invoices to Create	POs with an Approved o...