



sam's club™

Sam's Supplier Hub User Guide

Introduction:

Sam's Supplier Hub is the updated ecommerce portal for SamsClub.com D2H suppliers. This tool does not replace Retail Link but it does replace the SamsClub.com eOrder application. Sam's Supplier Hub, referred to in this document as Supplier Hub or **SH**, is an easy to use, scalable tool that will provide better reporting and order management functionality. Key points (***KP**) throughout this training tool will be called out. It is recommended that users reference this guide as a tool to assist when first working in SH.

How do I access?

The link to Supplier Hub is <https://supplier.samsclub.com> and the supporting browser is Chrome (***KP**). Once entered, it is recommended that the site is saved as a favorite. Users must have a Retail Link user

ID to access SH. In order to access SamsClub.com item, order, and performance information, users must have the following groups added to profile; 195, 195001, 160, & 16002. Each supplier has a Retail Link administrator that can add users so access can be granted. Third-party providers hired by suppliers are NOT eligible to gain access to SH. If your team needs to update Retail Link administrator information, contact the Retail Link/EDI Hotline at 479-273-8888. **One final note** – it is the expectation of Sam’s Club that all suppliers have a minimum of two users that can access Supplier Hub. If multiple ship-points are utilized to service SamsClub.com orders, then each location must meet this expectation.

What can I do in Supplier Hub?

Suppliers can review key performance metrics, manage inventory, update orders, as well as manage lead-times by ship-point and identify/communicate item updates when inventory is low/out of stock.

Supplier Hub is the tool available to all SamsClub.com DSV operators. For suppliers using EDI/API connections, Supplier Hub is back-up system to use when there are order/inventory issues that need immediate updates. For suppliers that do not use EDI/API connections, Supplier Hub is your ecommerce portal for all things related to SamsClub.com.

Supplier Hub allows for bulk updates to support inventory and order management. These updates are Excel based and basic Excel skills are recommended for ease of use (V-Lookup, sort, copy/paste special).

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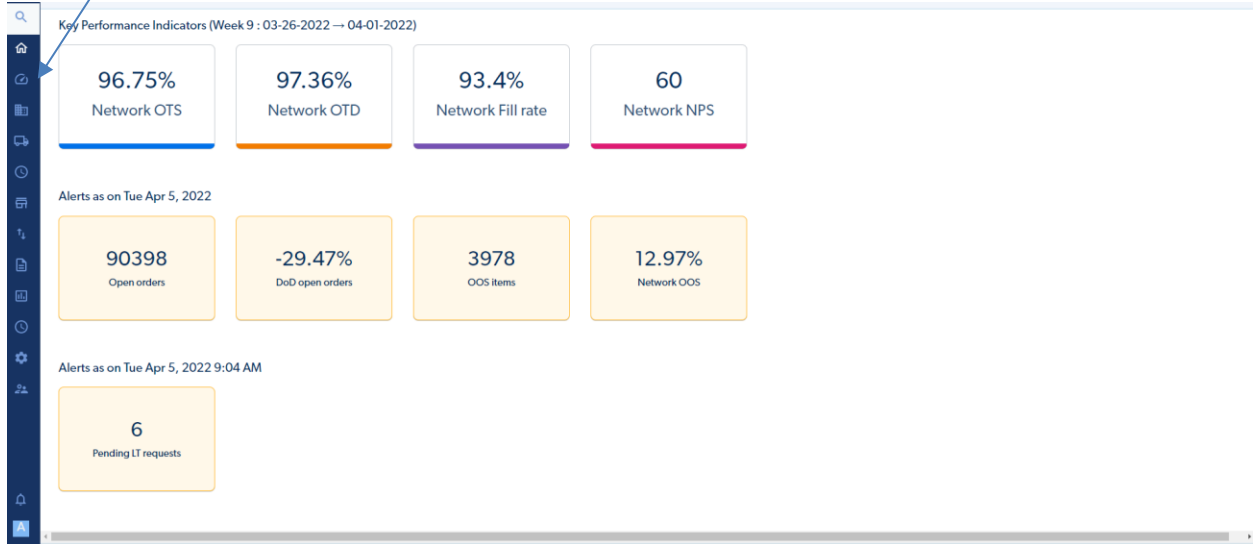
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Welcome to Sam's Supplier Hub

Overview: After logging into Supplier Hub, users can access all activities available within SH. Navigation to each of the areas within SH can be achieved by clicking on the links on the left of the screen

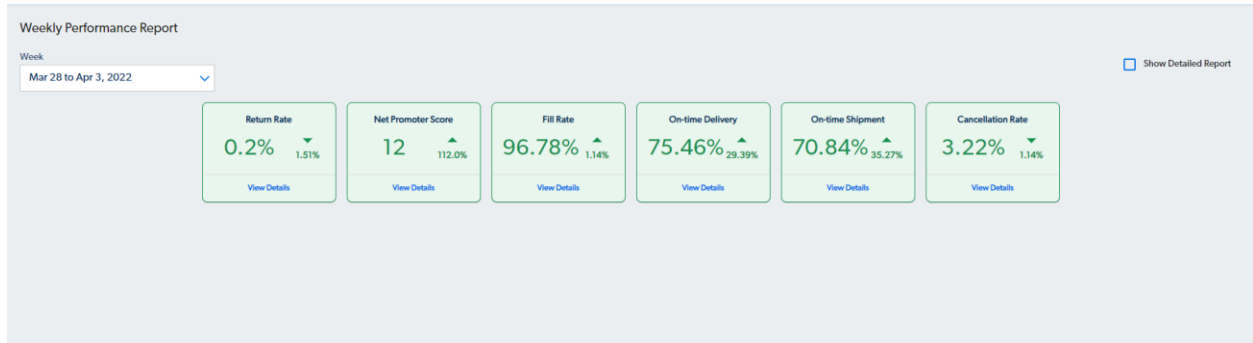


Key Actions Available:

- Review Performance KPI's
- Access Inventory
- Review/take action on orders via Fulfillment
- Manage Lead Time
- Manage inventory & order bulk updates with Feed Status
- Utilize Smart Inventory to maximize sales
- Access all downloaded files in Report Request

Details: Click on each hyperlink above to learn more about each function of SSH

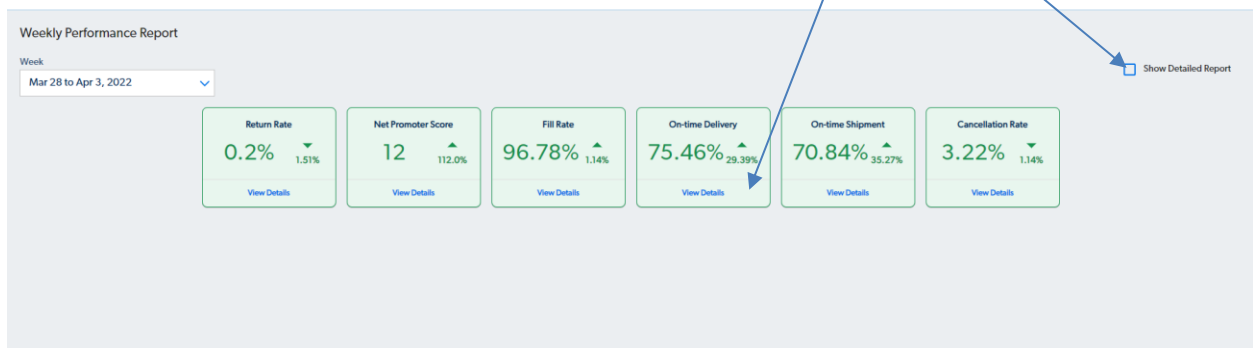
Performance



Overview: Current weekly KPI data is provided with current performance shown in the larger font of the two numbers displayed in each metric. The smaller font number is the measurement of improvement from the previous week.

Key Actions Available:

- To view details of order data by week, click on either View Details or Show Detailed Report



Performance continued:

- Top half of screen view (current weekly data metrics) does not change
- Detailed Performance Report section will appear in lower half of the screen for performance review purposes
- Users can choose which metric to view as well as Year, Month and Week by selecting from drop-down menu's
 - Once selections have been made, users can choose to view comparisons to previous week and same week/previous year.

Detailed Performance Report

Performance Type: Year: Month: Week: Download Report

Compare to year

Year	On-time Delivery
2021	99.86%

- Users can choose which metric to view as well as Year, Month and Week by selecting from drop-down menu's
 - Once selections have been made, users can choose to view comparisons to previous week and same week/previous year.
- Users can download these details for further review by clicking the Download Report button

Detailed Performance Report

Performance Type: Year: Month: Week: [Download Report](#)

Compare to previous week Compare to same week previous year

Week	On-time Delivery
2021-09-13	100.0%
2021-09-06	93.75%
2020-09-07	100.0%

Inventory

Inventory

To get started, please select a supplier & ship node

Overview: Access inventory details by fulfillment center, if more than one fulfillment center used. Once fulfillment center is selected, inventory can be reviewed or updated within SH.

Getting started:

- Select the fulfillment center from drop-down menu to access Inventory details
- If more than one fulfillment center is active, users can toggle between different fulfillment centers by clicking on the dropdown box and selecting the desired fulfillment center

Inventory

To get started, please select a supplier & ship node

- Once fulfillment center is selected, inventory can be reviewed or updated within SH.

Key Actions Available:













1. Search by SamsClub.com item number
 - a. Users can search for up to 25 unique Sam's item numbers at one time
2. Choose the view of items per screen (25 – 100 items)

3. Perform specific item updates on inventory – use the edit pencil to make changes
4. Download and update inventory for an entire fulfillment center

Active

Items
122 results

1 Filter item ids separated by commas (max 25)   4

Item Name	UPC	Item ID	Vendor Stock ID	Available to Sell	On Order	Available Inventory
SEATING SET LIMOUSINE	73116103093	153175	17191806	0	0	0 
KETER	73116102375	610701	17181074	0	0	0 
OVAL FLEXTUBE 2 PACK	40615975149	597514	356630.3	0	0	0 
150GL DECK BOX	73116102874	513057		0	0	0 
4X6 PENT SHED	73116102661	90612	17361101	0	0	0 
WOODLAND SHED	73116103663	513036	17197013	0	0	0 
Infinity 8' x 6' Resin Storage Shed	73116103128	165640	17190649	0	0	0 
FLEXI-TUB 2 PACK 43 LITER	40610658969	65896	0	0	0	0 
CORFU SEATING SET	73116103472	513010	17193504	0	0	0 
Bellevue Resin Storage Shed	73116102864	165665	17190650	0	0	0 
RAINBOW PLANTERS 5PK	73116103732	709395	17197839	0	0	0 
FLEXI-TUB 2 PACK 43 LITER	40610637489	63748	0	0	0	0 

Rows per page: 2 25 - 1-25 of 122 < 1 2 3 ... 5 >

Key Details Shown:

- Item details – Item Name, UPC, Item ID (Sam’s item #), and Vendor Stock ID
- Inventory details – Available to Sell, On Order, and Available Inventory
 - Available Inventory = total count of units available
 - On Order = count of units currently ordered and needing fulfillment
 - Available to Sell = SH determines the number of available units for sale by deducting On Order counts from Available Inventory

Updating inventory – using the edit pencil

- To change the Available Inventory one item at a time, click on the edit pencil next to the item that needs updated
- Enter the updated quantity and click on the check mark

Updating inventory – using the bulk process

- Click on the Download button – when the file is ready to access, the Alert bell will indicate your file is ready

Active Items
122 results

Enter item ids separated by commas (max 25)

Item Name	UPC	Item ID	Vendor Stock ID	Available to Sell	On Order	Available Inventory
SEATING SET LIMOUSINE		73116103093	153175 17191806		0	0
KETER		75	610701 17181074		0	0
OVVAL FLEXTUBE 2 PACK		40610658969	597514 356630.3		0	0
15OGL DECK BOX		73116102874	513057		0	0
4X6 PENT SHED		73116102681	90612 17361101		0	0
WOODLAND SHED		73116103663	513036 17197013		0	0
Infinity 8' x 6' Resin Storage Shed		73116103128	165640 17190649		0	0
FLEXI-TUB 2 PACK 43 LITER		40610658969	65896 0		0	0
CORFU SEATING SET		73116103472	513010 17193504		0	0
Bellevue Resin Storage Shed		73116102864	165665 17190650		0	0
RAINBOW PLANTERS SPK		73116103732	709395 17197839		0	0
FLEXI-TUB 2 PACK 43 LITER		40610637489	63748 0		0	0

Rows per page: 25 | 1-25 of 122

- Select the file and click on Download report
- Downloaded file contains all items assigned to fulfillment center and shows;
 - On Order (column G)
 - Available To Sell (column H)
 - Qty (total available inventory – column I)
 - Absolute Adjustment (column J)
 - THIS IS THE ONLY COLUMN USERS WILL MAKE ENTRIES IN (KP)

A	B	C	D	E	F	G	H	I	J
ShipNode	MDSFAMID	UPC	Item ID	Vendor Stock ID	Name	On Order	Available To Sell	Qty	AbsoluteAdjustment
012345_1	54129443	65226883003	980129586	BBWG07350-SM	description 1	0	0	0	
012345_1	53781299	65226882713	980075263		description 2	0	0	0	
012345_1	56485071	8300921127	980340677		description 3	25	21	46	
012345_1	56485074	8300921147	980340678		description 4	48	367	415	
012345_1	54129447	65226883004	980129588	BBWG07350-LXL	description 5	0	0	0	
012345_1	56485076	8300921148	980340679		description 6	64	1183	1247	

- Once entries have been updated into Column J (Absolute Adjustment), user should save file
- Returning to SH, click on the Bulk Update button
 - A pop-up window for Bulk Update Inventory will appear
 - Users can drag-and-drop file into box or click anywhere within the shaded box to select saved file
 - Once selected, file name is shown and user can click on Upload
 - Important note – users can only upload one file at a time

Upload



Drag & drop excel file here

or upload one via the file browser
730486_1_Inventory_File1_20220405093355620.xlsx

You can upload maximum 1 file.

Cancel Upload

- Once uploaded, users will get a green shaded alert notifying that the file has been accepted
 - IF a non-inventory file is attempted to upload, users will get a red shaded alert stating that the file could not be uploaded
- Once uploaded, users can review progress from the Feed Status portion of SH
- If there are multiple fulfillment centers, repeat this process for each location
- Only input inventory details for what is physically on-hand at each location (**KP**)

Fulfillment

Overview: Access order details by fulfillment center, if more than one fulfillment center used. Once fulfillment center is selected, order details can be reviewed or updated within SH. SH offers label generation for DSV operators for both FedEx and Pilot shipments. Users can acknowledge, ship, or cancel orders.

Getting started:

- Select the fulfillment center from drop-down menu to access order details
- If more than one fulfillment center is active, users can toggle between different fulfillment centers by clicking on the 'edit pencil' and selecting the desired fulfillment center

Key details found in Fulfillment tab

1. Default view is Active Orders
 - a. All Active orders
 - b. Past Due
 - c. Due Today

d. Pending Acknowledgement

2. Order Search
3. Action boxes – allows users to select orders to take action (edit order, print pick list)
4. Download and Bulk Update options – allows users to update multiple orders at one time
5. Gift – if an item has a gift message, users will be able to extract gift message for printing
6. NOT SHOWN – users can choose how many orders can be viewed on-screen (25 – 100) at a time

1

More on Order Search functionality

- Acknowledged or Pending – allows users to narrow view to only show orders to fulfill by selection chosen
- By PO – find specific PO’s using this function
- By SO (sales order) – if no PO available, users can search for specific sales orders
- SKU ID – if SamsClub.com SKU ID is known, users can search by this option. This is NOT the Sam’s Club item number (4-9 digit unique item)
- Vendor Stock ID – allows suppliers to quickly find all orders that contain a specific item using the Vendor Stock ID
- Order From and To date selection – this option allows users to pick a time-frame of orders to work with based upon order date
- Ship From and To date selection – this option allows users to pick a time-frame of orders to work with based upon shipping date

Expanded order search pop-up window

Order fulfillment action

- Users can choose to fulfill orders individually, with bulk updates, or by using the label generation tool
- Each type of fulfillment action is described in detail below

- Pick list are not a requirement of order fulfillment – pick list are used in label generation and users can choose to print pick list as needed

Updating orders individually

There are two ways to activate an order for updating purposes;

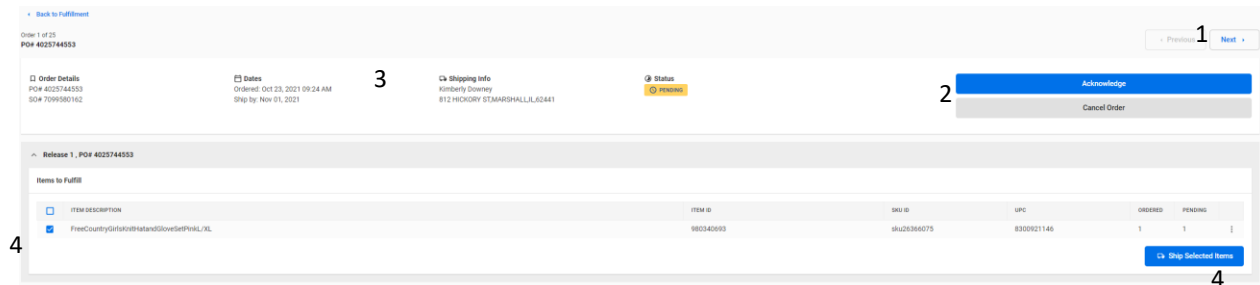
- Action box/Edit order, or
- Click on PO number

Update orders through Action box/Edit order

- Click on the Action box(es), located on left side of SH screen, to activate the Edit orders and Print Pick List options
- SH will confirm the number of orders selected for action
- Click on Print Pick List if a pick/packing list is needed
- Click on Edit orders to update order status

Update orders through PO click option

- Default setting when using Order search function
- Once PO is clicked on, Order details pop-up window appears



1. Users can use the Previous/Next buttons to navigate to other orders
2. In the example shown, users can acknowledge or cancel the order
3. View order details – PO, SO, order date, ship by date and Member details
4. By clicking on the action box (left side of screen), users can click on Ship Selected Items
 - a. Pop-up window with Shipping Details is provided
 - b. Manually enter in shipping details is automatic setting
 - c. Select carrier from drop-down menu
 - d. Input tracking number
 - e. Click on Update items as shipped to complete the order

Shipping Details ✕

Automatically select carrier and generate tracking number
One or more items below are not eligible for automation label generation

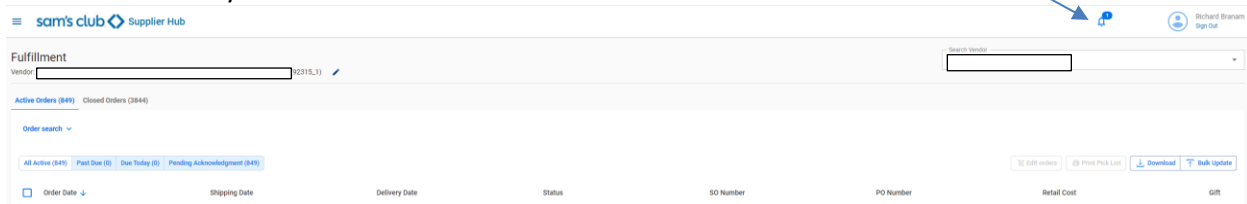
Manually enter in shipping details

ITEM DESCRIPTION	ITEM ID	PENDING	SHIPPING	
DSV Ops test item	980340693	1	1	<div style="margin-bottom: 5px;">Carrier FedEx Ground</div> <div>Tracking number 123456789123</div>

Update items as shipped

Bulk order updates

- Click on the Download button – when the file is ready to access, the Alert bell will indicate your file is ready



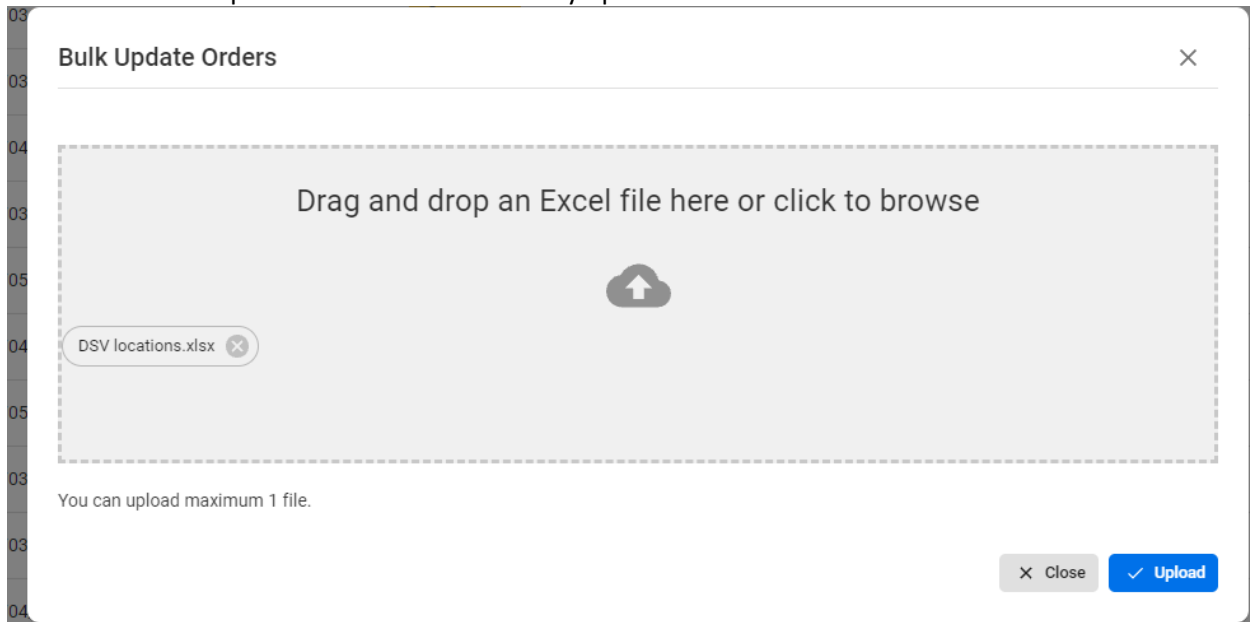
- Select the file and click on Download report
- Downloaded file contains all items assigned to fulfillment center and shows;
 - PO, SO and ecommerce NO (columns A – C)
 - Order date/time, ship by date, delivery date (columns D – F)
 - Member name, shipping address, phone number, email address, type of address, and zip code (columns G – O)
 - Supplier order details (columns P – X)
 - Quantity ordered and requested carrier method (columns Y, Z)
 - Columns above are NOT to be edited
 - Suppliers update columns AA – AD
- Preparing a downloaded file for order updates and Bulk Update process
 - Downloaded file can be sorted. The most common sort option used by Requested Carrier Method or by Update Status (after update is input)
 - Not all orders on a Order Download file have to be updated. If no update needed for an order listed, leave the following columns blank
 - Column AA – Update Status
 - Users can change order status to Acknowledge, Ship or Cancel by using the drop down menu in the downloaded report cell. Once option is selected, the “grab-and-drag” feature (or double-click) will allow users to add the same status to all orders need updating.
 - Copy/paste does NOT work
 - Column AB – Update Qty
 - Users can copy/paste QTY (column Y) if shipping all units ordered.
 - If an order is short-shipped, update this column with the quantity actually being shipped

- Update quantity must be shown for all orders being updated, regardless of the status that is being updated
 - Column AC – Carrier
 - Select appropriate carrier from the drop-down menu found in the downloaded report cell. Like Update Status, the “grab-and-drag” feature (or double-click) will allow users to add the same carrier to all orders need updating.
 - Copy/paste does NOT work
 - Column AD – Tracking Number
 - If tracking details are found in another source file, SH does allow for data to be transferred via V-Lookup. Final data cannot include any formulas so once data has transferred, the copy/paste special values will allow for transferred data to be uploaded.
- Example of Bulk Update order file shown below – only showing columns AA – AD with updates made

X	Y	Z	AA	AB	AC	AD
Item Description	Qty	Requested Carrier Method	Update Status	Update Qty	Carrier	Tracking Number
	1	FedEx Ground	Acknowledge			
	1	FedEx Ground	Ship	1	FedEx Ground(3001_3000)	32456125468
	1	FedEx Ground	Ship	1	FedEx Ground(3001_3000)	34987983892
	1	FedEx Ground	Ship	1	FedEx Ground(3001_3000)	3548794598
	1	FedEx Ground	Ship	1	FedEx Ground(3001_3000)	3596741381
	2	FedEx Ground	Cancel			
	1	FedEx Ground	Ship	1	FedEx Ground(3001_3000)	35798951456
	1	FedEx Ground	Ship	1	FedEx Ground(3001_3000)	687498531
	1	FedEx Ground	Ship	1	FedEx Ground(3001_3000)	3687498514
	1	FedEx Ground	Ship	1	FedEx Ground(3001_3000)	647895123
	1	FedEx Next Day Air	Ship	1	FedEx Next Day Air(3003_3000)	789546328
	1	FedEx Ground	Acknowledge	1		
	1	FedEx Ground				

Various items ordered are blocked to protect privacy of supplier data used for this example – SamsClub.com

- Returning to SH, click on the Bulk Update button
 - A pop-up window for Bulk Update Inventory will appear
 - Users can drag-and-drop file into box or click anywhere within the shaded box to select saved file
 - Once selected, file name is shown and user can click on Upload
 - Important note – users can only upload one file at a time



- Once uploaded, users will get a green shaded alert notifying that the file has been accepted
 - IF a non-order file is attempted to upload, users will get a red shaded alert stating that the file could not be uploaded
- Once uploaded, users can review progress from the Feed Status portion of SH
- If there are multiple fulfillment centers, repeat this process for each location

Fulfillment of orders with automatic label generation

Step 1: Select the Po number from fulfilment page

<input type="checkbox"/>	Order Date ↓	Shipping Date	Delivery Date	Status	SD Number	PO Number	Retail Cost	Gift
<input type="checkbox"/>	01/25/2021	01/27/2021	02/12/2021	📍 PARTIALLY DELIVERED	6395775547-001	2772506902	\$94.34	
<input type="checkbox"/>	02/16/2021	02/18/2021	02/24/2021	📍 PARTIALLY DELIVERED	6330254350-001	6622722204	\$1106.75	
<input type="checkbox"/>	03/18/2021	03/23/2021	04/22/2021	📍 ACKNOWLEDGED	6451931366-001	2373047829	\$114.16	
<input type="checkbox"/>	03/18/2021	03/23/2021	04/21/2021	📍 ACKNOWLEDGED	6340384996-001, 634038499...	6923050351, 6923050337	\$94.98	
<input type="checkbox"/>	03/18/2021	03/23/2021	04/22/2021	📍 ACKNOWLEDGED	6518018432-001, 651801843...	6923051445, 6923051403	\$74.88	
<input type="checkbox"/>	03/18/2021	03/23/2021	04/20/2021	📍 ACKNOWLEDGED	6228874622-001	6923053161	\$63.99	
<input type="checkbox"/>	03/18/2021	03/23/2021	04/22/2021	📍 ACKNOWLEDGED	6414075454-001, 641407545...	6923053212, 6923053166, 6923...	\$68.34	
<input type="checkbox"/>	03/19/2021	03/23/2021	04/22/2021	📍 ACKNOWLEDGED	6168396050-001	4123028542	\$73.83	
<input type="checkbox"/>	03/19/2021	03/23/2021	04/21/2021	📍 ACKNOWLEDGED	6378512228-001, 637851222...	4973070207, 4973070219	\$169.69	

Step 2: Select checkbox to enable ship selected items

2.1: Click on checkbox

[Back to Fulfillment](#)

Order 1 of 25
PO # 2772506902

[Previous](#) [Next](#)

Order Details
PO# 2772506902
SO# 6395775547

Dates
Ordered: Jan 25, 2021 02:05 PM
Ship by: Jan 27, 2021

Shipping Info
Ariana Andrade
2114 QUINCY AVE,OGDEN,UT,84401

Status
-

^ Release 1

Items to Fulfill

<input type="checkbox"/>	ITEM DESCRIPTION	ITEM ID	SKU ID	UPC	ORDERED	PENDING	
<input type="checkbox"/>	RosesYellow50Stems	221671	sku11984041	40632216719	2	1	⋮

[Ship Selected Items](#)

Shipment 1 Carrier: Ship Date: 09 Feb, 2021 Tracking Number: 1Z66753ED371726487 [Download Ship Label](#)

ITEM DESCRIPTION	ITEM ID	SKU ID	UPC	QTY ORDERED	QTY SHIPPED
RosesYellow50Stems	221671	sku11984041	40632216719	2	1

2.2 On Selection of checkbox

[Back to Fulfillment](#)

Order 1 of 25
PO # 2772506902

[Previous](#) [Next](#)

Order Details
PO# 2772506902
SO# 6395775547

Dates
Ordered: Jan 25, 2021 02:05 PM
Ship by: Jan 27, 2021

Shipping Info
Ariana Andrade
2114 QUINCY AVE,OGDEN,UT,84401

Status
-

^ Release 1

Items to Fulfill

<input type="checkbox"/>	ITEM DESCRIPTION	ITEM ID	SKU ID	UPC	ORDERED	PENDING	
<input checked="" type="checkbox"/>	RosesYellow50Stems	221671	sku11984041	40632216719	2	1	⋮

[Ship Selected Items](#)

Ship Selected Items will enable,click to show popup →

3. For Automatic shipment

- 3.1: Select automatic if not disabled (in some cases automatic will be disabled) choose automatic shipment and click print label then automatically label will get downloaded. (check label in browser downloads)

Shipping Details ×

Automatically select carrier and generate tracking number
Billed through Sam's Club Carrier account (Collect) or Supplier's account (Prepaid)

Manually enter in shipping details

Shipping account: **Sam's Club (Collect)**

ITEM DESCRIPTION	ITEM ID	PENDING	SHIPPING
BulkEvent6570cmRosesPeach100Stems SKU: 114434	771658	4	<input type="text" value="4"/>

Special attributes

- Contains alcohol
- Signature required
- Contains hazardous materials

Click Print and Ship → [Print and ship](#)

3.2 If wish to re download here is the option:

Shipment 4

Carrier: FedEx Ground Ship Date: 16 Apr, 2021 Tracking Number: 178501057786 [Download Ship Label](#)

ITEM DESCRIPTION	ITEM ID	SKU ID	UPC	QTY ORDERED	QTY SHIPPED
BulkEvent6570cmRosesPeach100Stems	771658	114434	81200001420	10	1

Re-download generated label

4. Register carrier for automatic shipment

4.1 Register carrier account

Shipping details



- Automatically select carrier and generate tracking number
Billed through Sam's Club Carrier account (Collect) or Supplier's account (Prepaid)
- Manually enter in shipping details

Please select appropriate account(s) to change status and get shipping label for associated items

Collect (2) [Prepaid \(2\)](#)

For Prepaid if carrier is not register. Click on Register now and register carrier account

You do not have carrier account added yet. [Register now](#)

Item id	Item description	Pending	Shipping
181729	Women's Fleece V-Notch Sweatshirt SKU - sku3384066	10	<input type="text" value="10"/>
181730	100NaturalBottledSpringWater - 20oz24pk SKU - sku3384284	1	<input type="text" value="1"/>

Special attributes

- Contains alcohol
- Contains hazardous materials
- Signature required

Print & Ship

4.2 If already registered

Shipping Details

Automatic shipment for collect and prepaid combination



- Automatically select carrier and generate tracking number
Billed through Sam's Club Carrier account (Collect) or Supplier's account (Prepaid)
- Manually enter in shipping details

Please select appropriate account(s) to change status and get shipping label for associated items

Collect (2) [Prepaid \(1\)](#)

Billing through your supplier carrier account [989014315](#)

ITEM DESCRIPTION	ITEM ID	PENDING	SHIPPING
RosesGreenWhite125Stems SKU: 172740	702498	9	<input type="text" value="9"/>

Special attributes

- Contains alcohol
- Signature required
- Contains hazardous materials

Print and ship

Canceling orders

Overview: Order cancellation is the worst experience we can offer Members. While there are many issues that can cause an order to be canceled, suppliers need to ensure orders that cannot be fulfilled are canceled as quickly as possible – there is no back-order program for any DSV operator.

Key details regarding order cancellation due to:

- Out of stock – after canceling all orders impacted by out of stock merchandise, suppliers must immediately go into the Inventory tab and remove inventory for those items. System logic releases units canceled back into active inventory.
- Member request – when contacted by Sam’s Club associates to cancel orders, requested order cancellation is expected to be completed immediately. No action to Inventory is needed.
- Multi-line orders
 - Partial order fulfillment & canceling item – ALWAYS complete the fulfillment portion of a multi-line order involving a cancellation first. Select the item that is being shipped and complete. After item marked as shipped is completed and showing as shipped in Supplier Hub, cancel the remaining item(s).
- Orders can be canceled using the Fulfillment Bulk Update

Cancellation examples

- Complete order cancellation
 - Click “Cancel Order” button

← SO number: 9840189122 Acknowledged Cancel order

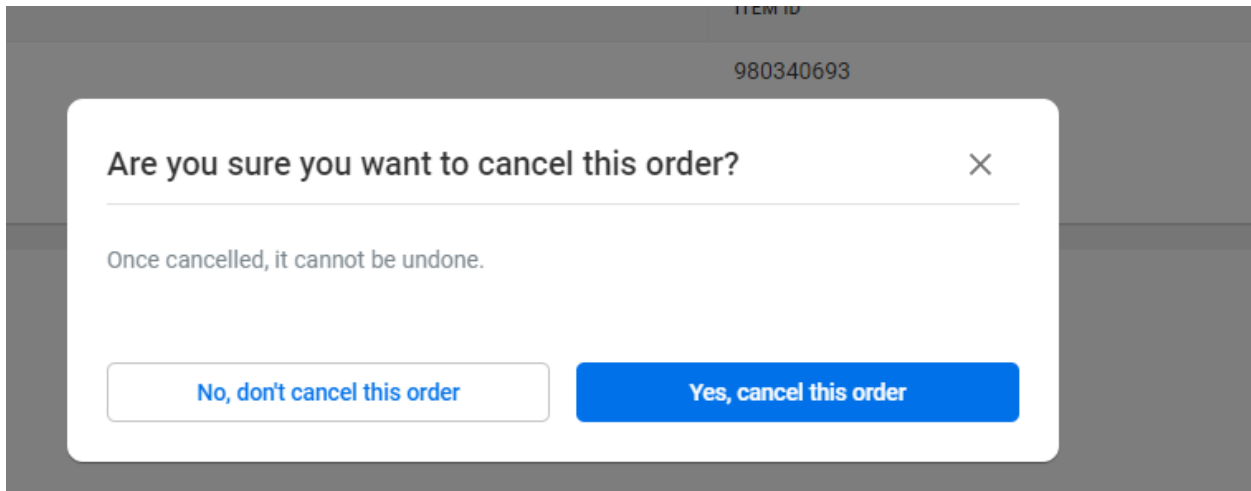
Dates **Shipping address** **Number of releases**
Ordered: Apr 06, 2022 Kristine Driver 2042 1
09:11 AM BRITTLE WOOD CT,NORTH
Ship by: Apr 08, 2022 AUGUSTA,SC,29860

PO number: 7677158395

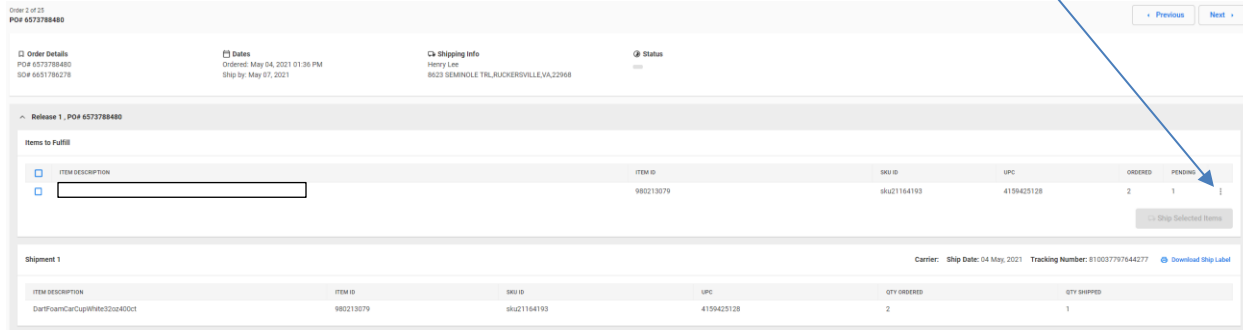
^ Pending items
1 items Ship now

<input checked="" type="checkbox"/>	Item name	Item ID	SKU ID	UPC	Ordered	Pending	Gift message
<input checked="" type="checkbox"/>	DSV Test Item 1	980057497	sku21915860	73116104959	1	1	

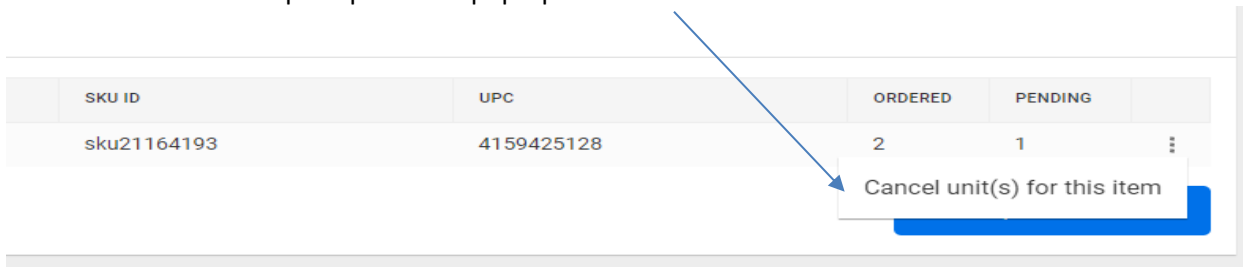
- User will be prompted to confirm cancellation



- Line-item cancellation – partial fulfillment and cancel
 - Example below shows one shipment complete with one item left to action
 - To cancel, click on three vertical dots to the far right of the order line detail



- User is prompted with pop-up window for action



- Pop-up window to Change Ordered Unit(s) allows user to complete cancellation
- Click the Cancel button to complete the cancellation

ITEM ID

Change Ordered Unit(s) ✕

Item: DartFoamCarCupWhite32oz400ct

Ordered Units 2

Shipped Units 1

Cancelled Units 0

Units to Cancel Unit(s)

Remaining to Ship 1

Cancel
Next

Lead Time

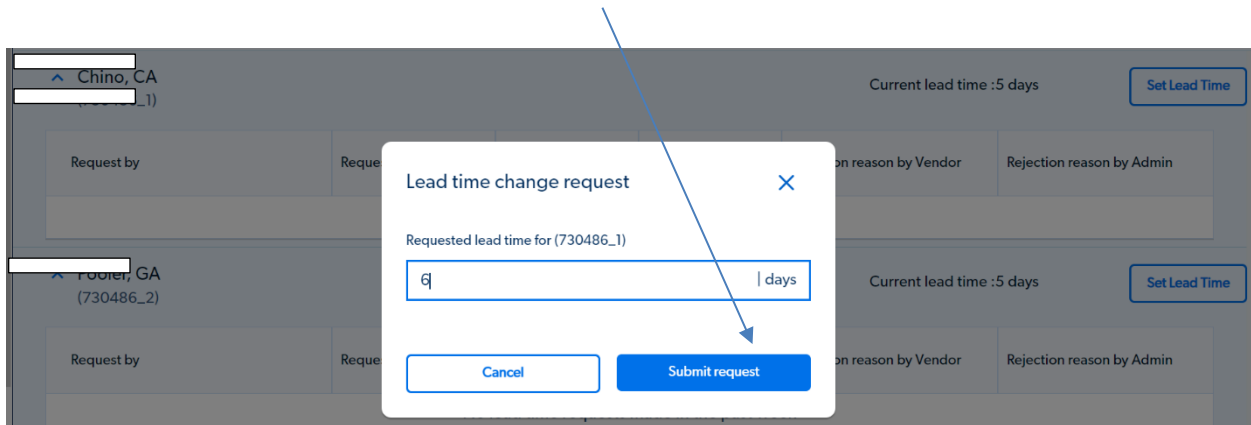
Overview: The Lead Time tool located in Supplier Hub allows suppliers the ability to manage lead times at the fulfillment center level. For suppliers with items that have different lead time needs, those lead times are managed at the item-level. Lead time changes are NOT automatic and will be reviewed by the DSV Support team. A collaborative approach to ensuring Member's orders are received as quickly as possible will be taken. Changes to lead times do not change lead times for existing orders but will impact future orders.

Key Actions Available:

- To change lead time, click on Set Lead Time button

Chino, CA (123456_1)					
Request by	Request on	Requested Lead time	Status	Rejection reason by Vendor	Rejection reason by Admin
No lead time requests made in the past week					
Pooler, GA (123456_s)					
Request by	Request on	Requested Lead time	Status	Rejection reason by Vendor	Rejection reason by Admin

- User will be prompted to change the requested lead time
- Once complete, click on Send request button



- Once submitted, DSV Support team is able to review Lead Time request
- Example of an approved Lead Time request

Requested on	Requester	Requested LT	Status	Vendor reason	Rejection reason
10/30/2021	Richard Brann...	1 day	Approved		

Feed Status

Vendor: [Redacted]

This page contains the status of every bulk update file, used in Sam's Supplier Hub, in both Fulfillment as well as inventory. You can download the error report for each of those bulk updates, and retry uploading as well.

Upload Details	Ship Node ID	Module	Received	Status	Submitted	Processed	Pending	Errors	Actions
File Name: Sams 271072_3_inventory_File_8_14_21 Feed ID: 8164e144-0560-4799-802a-65d461108051	271072_3	INVENTORY	29 Oct 21 15:25:25	Processing	40	40	0	0	Download Error Report
File Name: Sams 271072_6_inventory_File_8_14_21 Feed ID: 0c50a020-a050-4acc-ba19-58f25ae7c042	271072_6	INVENTORY	29 Oct 21 15:14:14	Processing	40	40	0	0	Download Error Report

Rows per page: 25 | 1 of 2

Overview: The Feed Status portion of Supplier Hub is the engine that performs bulk updates for Inventory and Fulfillment.

Key Actions Available:

- After uploading a bulk file, users should check the Feed Status to confirm the status of file that was uploaded

- Files can take up to 5 minutes to complete processing, based upon the amount of data being processed
- If it appears the file is not being processed – no movement shown under Processed, Pending or Error, users should toggle to another page in SH and then toggle back
- If errors are present, a file will be available for downloading that will help identify the issues halting requested updates

Smart Inventory


Overview: The Smart Inventory tool within SH is a tool to identify items that are out of stock as well as low in stock. The goal of Smart Inventory to serve as an alert for our supplier community that items offered online are low in-stock or out-of-stock. Suppliers can take action that includes loading inventory (if inventory is physically on-hand and available), identify when an item will be back in-stock, or if an item is at end of life and needs to be removed from our site.

Process for using Smart Inventory

- Smart Inventory landing option
 - Access to Smart Inventory from home screen shown

The screenshot displays the Sam's Club Supplier Hub interface. At the top, the header includes the Sam's Club logo and 'Supplier Hub' on the left, and a user profile for 'Pradeep Kadnor' with a 'Sign Out' option on the right. The main content area is titled 'Welcome to Sam's Supplier Hub' and 'Sam's Club eBusiness order processing system'. A search bar for vendors is present. Below the search bar are navigation tabs: Performance, Inventory, Fulfillment, Lead time, and Feed status. The 'Smart inventory' tab is highlighted in blue. A sidebar menu on the left contains various navigation options, with 'Smart inventory' and 'Report requests' highlighted in blue. A red arrow points from the 'Smart inventory' link in the sidebar to the 'Smart inventory' tab in the main navigation. A red text label 'Smart inventory landing page links highlighted' is positioned above the arrow.

- Smart Inventory page categories tab – there are two options for suppliers to use to take action by:
 - Choose the level to work at
 - Category level
 - Item level
 - Supplier level – this is an administrator level choice that suppliers do not have access to
 - Filters allow suppliers choose views by Category, Subcategories and status level (low stock or in stock)
 - Once filters are chosen, click on Apply
 - Column headers are sortable by Category, Subcategory, Status, OOS %, Revenue loss or Number of alerts


Pradeep Kadnor
Sign Out

Smart inventory

This page contains alerts info across different Categories, Suppliers and Items.
You can download associated report, make appropriate changes and upload it back.

Categories Suppliers Items

Options to check alerts as per
 1. Category wise
 2. Supplier wise (only for admin)
 3. Item wise

User can filter records on category, sub category, status (low stock / in stock)

Categories: All | Subcategories: All | Status: All | [Reset](#) | [Apply](#)

Search:

All columns highlighted are sortable by default first time revenue loss is sort in desc order
All data is fetched on page land sorting is internally on local data

Category ↑	Subcategory ↑	Status ↑	OOS% ↓	Revenue loss ↓	No of alerts ↑
Books (70)	Video Game Hardware (38)	IN STOCK	36.11%	\$2,659,717.83	6
Furniture (17)	Seating (16)	LOW STOCK	18.45%	\$1,593,335.17	71
Paper Goods (94)	Dot Com - Dsv (91)	IN STOCK	1.09%	\$1,565,004.81	25
Snacks (58)	Dot Com - Dsv (91)	LOW STOCK	27.12%	\$1,407,702.82	45
Restaurant Supplies (53)	Dot Com - Dsv (91)	LOW STOCK	35.53%	\$1,389,388.28	266
Home Improvement (11)	Garage Org (6)	LOW STOCK	11.90%	\$1,214,686.68	50
Mens Apparel (23)	Fall Outerwear (17)	IN STOCK	1.71%	\$1,094,240.71	95
Furniture (17)	Bedroom (5)	LOW STOCK	49.34%	\$1,069,522.75	151
Need Help?	Year Round - Swing Sets (17)	IN STOCK	21.16%	\$981,360.60	13

Smart Inventory item tab

- Select Items
 - Select filters or allow the default of All be used, then click Apply
 - Search can be completed by Sam's Club item number or by item description (as seen online at SamsClub.com)

Smart inventory

This page contains alerts info across different Categories, Suppliers and Items. You can download associated report, make appropriate changes and upload it back.

Categories Suppliers **Items** Click in Items tab will highlight and show item alerts Apply/reset filters after selection from dropdown

Categories: All Subcategories: All Suppliers: All Status: All Reset Apply

Search Search items by name or id Sorting on all columns by default status is sorted from low stock to instock Download

Item ↑	Quantity	Category ↑	Subcategory ↑	Supplier ↑	Status ↓	OOS date	Revenue loss	Actions
Pagosa 2pc Pink (980252455)	0	Domestics (21)	Luggage (38)	Traveler's Choice (734152)	LOW STOCK	2021-10-27	\$0.00	
8 Tight Top Mattress (185863)	0	Mattresses (60)	Full (2)	Zinus Inc (232341)	LOW STOCK	2021-10-27	\$12,666.73	
Dualhd Ck Digiair 11 (9802244...)	0	Mattresses (60)	Specialty Mattress (13)	Innomax Corporation (73822...)	LOW STOCK	2021-10-27	\$0.00	
Sleep Innovations 14 (9802800...)	0	Mattresses (60)	King (4)	Fxi, Inc. (470484)	LOW STOCK	2021-10-27	\$0.00	
Harris 3pc Set (511442)	0	Furniture (17)	Living Room (17)	Lifestyle Solutions (542921)	LOW STOCK	2021-10-27	\$4,893.00	
Ch (980333...)	0	Furniture (17)	Entertainment (36)	Factory Direct Wholesale Llc...	LOW STOCK	2021-10-27	\$0.00	

[Need Help?](#)

- Taking action – item tab – Pausing alert
 - Click on update icon under Actions
 - Users can choose to Pause or End
 - Pause – two possible choices
 - User will be prompted to identify if item is going to be replenished
 - If Yes, a calendar pop-up for identifying when replenishment is expected will appear. User will choose future date that item is expected to be back in-stock.
 - If No, user will be prompted to choose the number of weeks that this low in-stock or out-of-stock alert is paused. Choices are from 1 – 4 weeks.
 - Once selections are made, click on Apply

1. On pause selection will open popup with Yes/No selection going replenish and select date
2. Click on apply will stop alerts till replenish date selected

Do you know when this item is going to be replenished?

Yes
 No

Replenishment date

October 2021

Cancel Apply

Item is not replenish until number of weeks alert will suspend till selected week

Do you know when this item is going to be replenished?

Yes
 No

Period of suspension

1 week
2 weeks
3 weeks
4 weeks

Cancel Apply

- Taking action – item tab - End
 - End option selection allows users to choose between two option
 - Deactivated/end of life is to be used when the item is no longer available due to item model retirement
 - This will allow Merchant teams to update item status and have item removed from site
 - Non-replenishable item
 - This option is used for items that Merchants/Suppliers no longer wish to have on our site

☰ **sam's club** Supplier Hub Pradeep Kadnor Sign Out

Categories **Suppliers** Items

Categories: All | Subcategories: All | Suppliers: All | Status: All | Reset Apply

Search 🔍 Download

Selected item is deactivated or non replenishable. Alerts for this item will completely suppress. No alerts will receive after click on apply.

Item ↑	Quantity	Category ↑	Subcategory ↑	Supplier ↑	Status ↓	OOS date	Revenue loss ⓘ	Actions
Pagosa 2pc Pink (980252455)	0	Domestic (21)				2021-10-27	\$0.00	🔗 ⋮
8 Tight Top Mattress (185863)	0	Mattresses (60)				2021-10-27	\$12,666.73	🔗 ⋮
Dualhd Ck Diglair 11 (980224482)	0	Mattresses (60)				2021-10-27	\$0.00	🔗 ⋮
Sleep Innovations 14 (9802809...	0	Mattresses (60)				2021-10-27	\$0.00	🔗 ⋮
Harris 3pc Set (511442)	0	Furniture (17)	Living Room (17)	Lifestyle Solutions (542921)	LOW STOCK	2021-10-27	\$4,893.00	🔗 ⋮
Nfi Gaming Office Ch (98033398...	0	Furniture (17)	Entertainment (36)	Factory Direct Wholesale Llc (...)	LOW STOCK	2021-10-27	\$0.00	🔗 ⋮
Gap Crd Short Sil 16 (980314582)	0	Ladies Apparel (33)	Fall Shorts (48)	Fam Llc (801084)	LOW STOCK	2021-10-27	\$0.00	🔗 ⋮
12in Olive Oil F (980229355)	0	Mattresses (60)	Full (2)	Zinus Inc (232341)	LOW STOCK	2021-10-27	\$0.00	🔗 ⋮
Ob Defxt Verboten Bk (9803600...	0	Ce Accessories (86)	Phone Cases (16)	Ingram Micro Inc (511873)	LOW STOCK	2021-10-27	\$0.00	🔗 ⋮
Radford Tub Chair (321457)	0	Furniture (17)	Seating (16)	Elements International Group...	LOW STOCK	2021-10-27	\$0.00	🔗 ⋮
(980317247)	0	Sporting Goods (9)	Spring - Performance Apparel ...	Mahco Inc (739185)	LOW STOCK	2021-10-27	\$0.00	🔗 ⋮

End an alert for PAGOSA 2PC PINK (980252455) ✕

Why do you want to end this alert?

Deactivated / End of life
 Non-replenishable item

Cancel Apply

🔗 Need Help?

Report Request

☰ **sam's club** Supplier Hub Richard Bramant Sign Out

Report requests

This page contains report request initiated by you in different modules. You can download report anytime for up to 48 hours for successful requests and retry for requests having error status.

Search Report 🔍

Requested time	Request number	Supplier id	Ship node id	Module	File name	Status	Action
10/30/2021 13:07:01	34b09d6-8f1f-47d7-8d0e-e8663c769411	92315	92315_1	Fulfillment	92315_1_Order_File1_20211030130701699.xlsx	COMPLETED	📄 Download report
10/30/2021 13:06:44	68b39776-a14b-46a0-8974-795925c792ff	92315	92315_1	Inventory	92315_1_Inventory_File1_20211030130644956.xlsx	COMPLETED	📄 Download report

Rows per page: 25 | 1 of 2 | ⏪ ⏩

🔗 Need Help?

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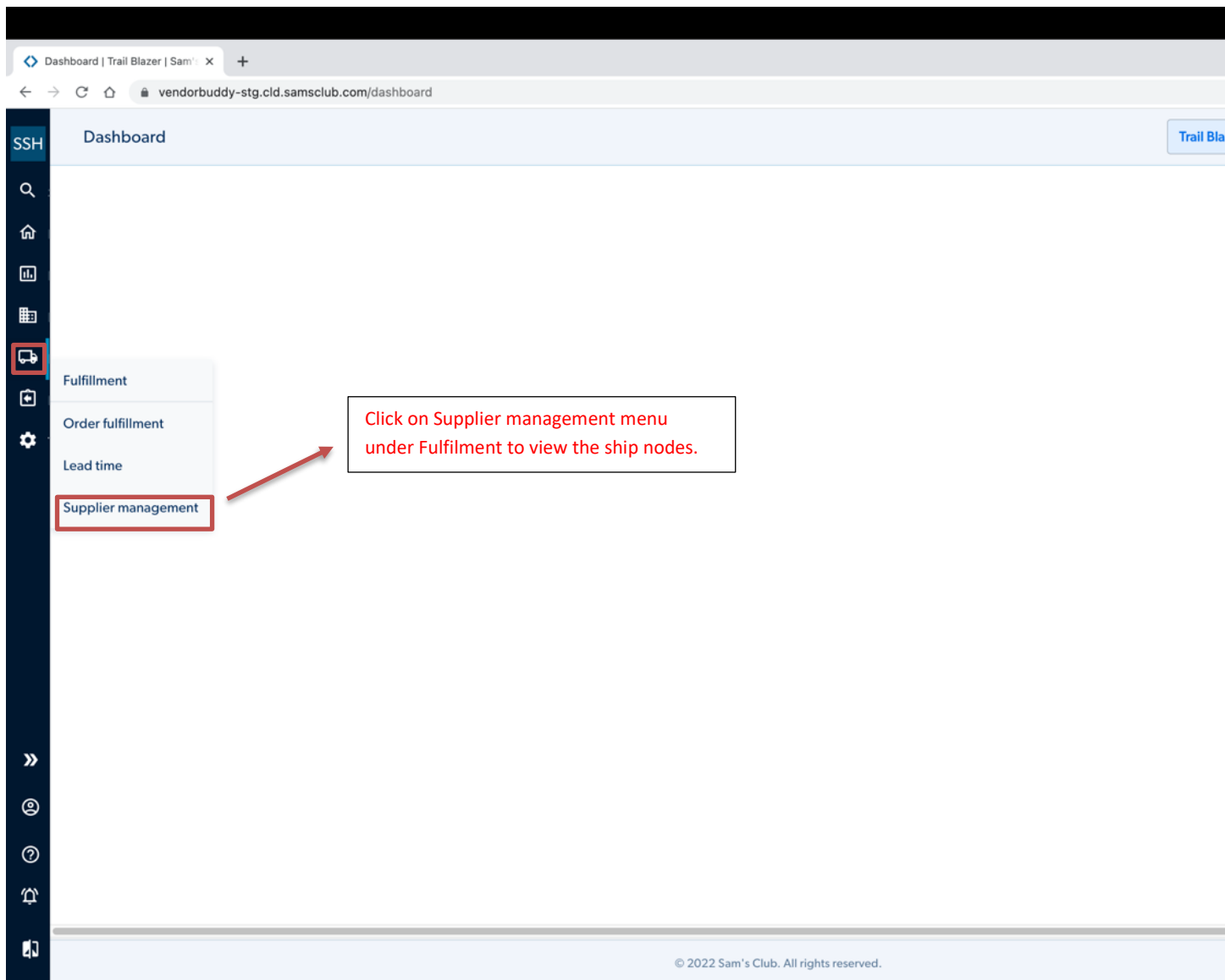
Overview: The Report Request tab contains a listing of all files downloaded for the past 7-days.

Key Actions Available:

- Users can access Report Request for most recent download requests from Inventory and Fulfillment screens
- Users can download the report (again) for supplier use

Supplier Management:

This guides the supplier to view ship node information, change logs, raise requests to create, edit, activate or deactivate ship node which is sent for DSV Admin approval.



SSH Supplier management ?

- Search
- Home
- Grid
- Calendar
- Truck
- Plus
- Settings
- Right Arrow
- Help
- Question Mark
- Home
- Mobile

Trail Blazer
8 shipnodes

Dallas, Texas
(14071_8)

Address
Address type: US Residential Street
Address: Red lane Apt 1
City: Dallas
State: Texas
Zipcode: 50230
Country: USA

Operational information
Working days: Monday, Tuesday
Local cut-off time: 5:00 PM (CST)
Lead time: 1 day

Local support contact
Name: Ashley
Role: manager
Email: ashley@123.com

Click on this button to Deactivate a shipnode by giving a mandatory reason in the pop up.

Deactivate shipnode

This will raise the request for admin to deactivate shipnode. Please make sure description is correct.

Request date	Request type	Description
09/14/2022	New Shipnode	Shipnode is under progress

26/255

Cancel Submit

Change log

Request date	Request type
09/14/2022	New Shipnode

Doral, California
(14071_4)

City, Colorado
(14071_6)

Doral, Colorado
(14071_1)

City, Colorado
(14071_7)

WA 98158, Seattle
(14071_2)

123, Delaware
(14071_5)

On click on submit, the request will be sent to Admin. On approval, the shipnode will be deactivated. Edit on this ship node will be disabled.

SSH

- Search
- Home
- Grid
- Calendar
- Print
- Share
- Settings

>>

- Help
- Info
- Notifications
- Logout

Supplier management ?

Trail Blazer
8 shipnodes

^ Dallas, Texas
(14071_8)

Address

Address type: US Residential Street
Address: Red lane APt 1
City: Dallas
State: Texas
Zipcode: 50230
Country: USA

Operational information

Working days: Monday, Tuesday
Local cut-off time: 5:00 PM (CST)
Lead time: 1 day
Shipnode#: 14071_8-INBLOOM GROUP, LLC-Dallas-Texas(14071_8)

Local support contact

Name: Ashley
Role: manager
Email: ashley@123.com
Office #: 232-132-3232 Ext: 2323
Mobile #: 213-123-2132

Click on the Edit button
shipnode to make any
Address, working days
contact information

Change log

Request date	Request type	Requested by	Approved by	Supplier reason	Admin reason	Pro
09/14/2022	New Shipnode	megha.ahuja@walmart.com	megha.ahuja@walmart.com	Creating Shipnode for 14071	Auto Approved	-

∨ Doral, California
(14071_4)

∨ City, Colorado
(14071_6)

∨ Doral, Colorado
(14071_1)

∨ City, Colorado
(14071_7)

∨ WA 98158, Seattle
(14071_2)

∨ 123, Delaware
(14071_5)

∨ Doral, Colorado

Update the changes by filling all mandatory fields with valid data and click on save button.

SSH < Edit a shipnode 29579_2- TEST nt-WA 98158-Arizona (29579_2)



ADDRESS

Address Type*

Street address*

Apt, Suite, Unit

City*

State*

Zipcode*

Country*

OPERATIONS INFORMATION

Working days

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Local cut-off time*

Time zone*

Lead time

You may request a change to the lead time from the Lead Time Management page, found in the sidebar.

LOCAL SUPPORT CONTACT

This contact is someone who can address issues at the store and associates will contact this person.

Name*

Role*

Email*

Office number*

Extension

Mobile number

SSH

← Edit a shipnode 29579_2- Test WA 98158-Arizona (29579_2)

- SEARCH
- HOME
- ADDRESS
- OPERATIONS
- LOCAL SUPPORT CONTACTS
- ...

ADDRESS

Address Type* US APO - FPO

Street address* Street Blvd test

Apt, Suite, Unit Apt Suite

City* WA 98158

State* Arizona

Zipcode* 17801

Country* USA

OPERATIONS INFORMATION

Working days

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday

LOCAL SUPPORT CONTACTS

This contact is someone v...
and can address issues at...
associates will contact th...
Name*
Role*
Email*

Edit shipnode

This will raise the request for admin to edit shipnode. Please make sure description is correct.

Description

Testing

7/255

Cancel Submit

Enter a reason for Editing...
click on submit to raise...
for updating the ship no...

SSH

← Edit a shipnode 29579_2 TEST -WA 98158-Arizona (29579_2)

Success: Request to update a shipnode 29579_2-Essendant-WA 98158-Arizona (29579_2) is submitted successfully.

ADDRESS

Address Type*	US APO - FPO
Street address*	Street Blvd test
Apt, Suite, Unit	Apt Suite
City*	WA 98158
State*	Arizona
Zipcode*	17801
Country*	USA

OPERATIONS INFORMATION

Working days

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Local cut-off time* 2:00 PM

Time zone* Atlantic Standard Time (AST)

Lead time 1 day

You may request a change to the lead time from the Lead Time Management page, found in the sidebar.

LOCAL SUPPORT CONTACT

This contact is someone who can address issues and associates will contact them.

Name*

Role*

Email*

Office number*

Extension

Mobile number



SSH < Edit a shipnode 14071_8 TEST -Dallas-Texas (14071_8)

ADDRESS

Address Type: US Residential Street

Street address: Red lane

Apt, Suite, Unit: Apt 1

City: Dallas

State: Texas

Zipcode: 50230

Country: USA

OPERATIONS INFORMATION

Working days

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Click on cancel button to ca
editing/creating the ship no

Cancel shipnode update? ✕

This will stop editing a shipnode 14071_8-INBLOOM GROUP, LLC-Dallas-Texas (14071_8). Do you want to continue?

On clicking Yes, the ship node
Edit/Create will be canceled and
navigated back to the Main page.



Supplier management ?

Trail Blazer
8 shipnodes

^ Dallas, Texas
(14071_8)

Address

Address type: US Residential Street
Address: Red lane APT 1
City: Dallas
State: Texas
Zipcode: 50230
Country: USA

Operational information

Working days: Monday, Tuesday
Local cut-off time: 5:00 PM (CST)
Lead time: 1 day
Shipnode#: 14071_8-INBLOOM GROUP, LLC-Dallas-Texas(14071_8)

Local support contact

Name: Ashley
Role: manager
Email: ashley@123.com
Office #: 232-132-3232 Ext: 2323
Mobile #: 213-123-2132

Click on the Create a s
raise request to create

Change log

Request date	Request type	Requested by	Approved by	Supplier reason	Admin reason
09/14/2022	New Shipnode	megha.ahuja@walmart.com	megha.ahuja@walmart.com	Creating Shipnode for 14071	Auto Approved

∨ Doral, California
(14071_4)

∨ City, Colorado
(14071_6)

∨ Doral, Colorado
(14071_1)

∨ City, Colorado
(14071_7)

∨ WA 98158, Seattle
(14071_2)

∨ 123, Delaware
(14071_5)

∨ Doral, Colorado

SSH < Create a ship node in TEST (29579)



ADDRESS

Address Type*

Street address*

Apt, Suite, Unit

City*

State*

Zipcode*

Country*

OPERATIONS INFORMATION

Working days

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Local cut-off time*

Time zone*

Lead time

You may request a change to the lead time from the Lead Time Management page, found in the sidebar.

LOCAL SUPPORT CONTACT

This contact is someone who can address issues and associates will contact them.

Name*

Role*

Email*

Office number*

Extension

Mobile number

Supplier management | ESSEN | x +

vendorbuddy-stg.cld.samsclub.com/supplier-mgt

SSH < Create a ship node in TEST (29579)

ADDRESS

Address Type* US Residential Street

Street address* Testing

Apt, Suite, Unit

City* Seattle

State* Washington

Zipcode* 98101

Country* USA

OPERATIONS INFORMATION

Working days

Sunday

Monday

Tuesday

Wednesday

Thursday

LOCAL SUPPORT CONTACT

Role*

Email*

Create shipnode

This will raise the request for admin to create shipnode. Please make sure description is correct.

Description

Testing

7/255

Cancel Submit

Click on submit button after entering the reason for raising request to DSV Admin for creating a ship node.

The Create button will be disabled once all the mandatory fields are entered with Valid data.

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Returns Processing

This will guide the suppliers to:

- View pending and acknowledge return order details.
- Filter the orders by Return number, PO number, SO number or order dates.
- Acknowledge the pending return orders (Single/Multiple/Partial) by entering carrier name and tracking numbers.

Dashboard | IMATION ENTERPRISES CORP (1506...)

Key Performance Indicators (Week 33 : 09-10-2022 → 09-16-2022)

- 92.54% Network OTS
- 95.78% Network OTD
- 97.0% Network Fill rate
- 59 Network NPS

Post purchase 1 Sep 21, 2022

Returns processing 117122 Open orders

Alerts as on Wed Sep 21, 2022 10:09 AM

1 Pending Shipnode requests

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Returns processing | IMATION ENTERPRISES CORP (1506...)

150691_1-IMATION ENTERPRISES-Kansas C...

Pending 263 Acknowledged 262

Orders 263 results

Return number Enter a return number

Order return dates From To

Return number	SO number	PO number	Order return date	Member name	Phone number
Post purchase 9003249146	9003249127	996310502	09/20/2022	FIRST LAST	7373656263
Returns processing 9003249144	9003249127	996310502	09/20/2022	FIRST LAST	7373656263
9003243839	9003233831	343392694	09/19/2022	KHTFKYAJ WLFNWX	8761243762
9003243838	9003233831	343392694	09/19/2022	KHTFKYAJ WLFNWX	8761243762
5737092000	2009151115	781837035	09/18/2022	KHTFKYAJ WLFNWX	8761243762
9003230027	9003230007	106208381	09/15/2022	KHTFKYAJ WLFNWX	8761243762
9003230000	9003229994	852538050	09/15/2022	KHTFKYAJ WLFNWX	8761243762
9003227910	9003225281	443133150	09/15/2022	Lrnpxpcc Whfszndv	8768372201
9003222084	9003222076	283228861	09/15/2022	KISHAN JANI	5324234324
9003221776	9003219384	317285864	09/14/2022	hari ganesh rajavel	9999999999
9003221731	9003219348	200719296	09/14/2022	hari ganesh rajavel	9999999999
9003210439	9003207445	317308614	09/14/2022	KISHAN JANI	5324234324
9003207287	9003207274	220556377	09/13/2022	BVBEJKDZ BKCCGRHV	8766663698
9003207285	9003207270	910129477	09/13/2022	POTLA GOTLA	8767296068
9003206703	9003206603	100563161	09/13/2022	KHTFKYAJ WLFNWX	8761243762

Rows per page: 25

1-25 of 263

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Returns processing | IMATION x +

vendorbuddy-stg.cld.samsclub.com/returns

IMATION ENTERPRISES CORP (1506...)

150691_1-IMATION ENTERPRISES-Kansas C...

Pending 263 Acknowledged 262

Orders 263 results

Order return dates From To

Return number SO number PO number Order return date Member name Phone number

Return number	SO number	PO number	Order return date	Member name	Phone number	
9003249146		9003249127	996310502	09/20/2022	FIRST LAST	7373656263
9003249144		9003249127	996310502	09/20/2022	FIRST LAST	7373656263
9003243839		9003233831	343392694	09/19/2022	KHTFXIYA WLFNWXC	8761243762
9003243838		9003233831	343392694	09/19/2022	KHTFXIYA WLFNWXC	8761243762
5737092000	2009151115		781837035	09/18/2022	KHTFXIYA WLFNWXC	8761243762
9003230027	9003230007		106208381	09/15/2022	KHTFXIYA WLFNWXC	8761243762
9003230000	9003229994		852538050	09/15/2022	KHTFXIYA WLFNWXC	8761243762
9003227910	9003225281		443133150	09/15/2022	Lrnpxpvc Whfszndv	8768372201
9003222084	9003222076		283228861	09/15/2022	KISHAN JANI	5324234324
9003221776	9003219384		317285864	09/14/2022	hari ganesh rajavel	9999999999
9003221731	9003219348		200719296	09/14/2022	hari ganesh rajavel	9999999999
9003210439	9003207445		317308614	09/14/2022	KISHAN JANI	5324234324
9003207287	9003207274		220556377	09/13/2022	BVBEJXZ BKCCGRHV	8766663698
9003207285	9003207270		910129477	09/13/2022	POTLA GOTLA	8767296068
9003206703	9003206607		100563161	09/13/2022	KHTFXIYA WLFNWXC	8761243762

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The Return orders can be filtered based on Return number, PO number or SO number.

Return number

Return number

PO number

SO number

Returns processing | IMATION x +

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IMATION ENTERPRISES CORP (1506...)

150691_1-IMATION ENTERPRISES-Kansas C...

Pending 0 Acknowledged 0

Orders 1 result

Order return dates From To

Return number SO number PO number Order return date Member name Phone number

Return number	SO number	PO number	Order return date	Member name	Phone number	
9003249146		9003249127	996310502	09/20/2022	FIRST LAST	7373656263

Rows per page: 25

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Enter the search value in the text box and click on the Search icon to filter the desired records.

Return number 9003249146

Search icon

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IMATION ENTERPRISES CORP (1506... | 150691_1-IMATION ENTERPRISES-Kansas C...

Pending 1 Acknowledged 0

Orders 1 result

Return number 9003249146 Click to clear search

Order return dates From To

Click on the cross icon to clear the search results and display all the return orders.

Return number	SO number	PO number	Order return date	Member name	Phone number
9003249146	9003249127	996310502	09/20/2022	FIRST LAST	7373656263

Rows per page: 25 1 of 1

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Returns processing | IMATION | vendorbuddy-stg.cld.samsclub.com/returns

IMATION ENTERPRISES CORP (1506... | 150691_1-IMATION ENTERPRISES-Kansas C...

Pending 263 Acknowledged 262

Orders 263 results

SO number Enter sales order

Order return dates 08/01/2022 To

Select order from & to date

The records can also be filtered based on the order return dates by entering from and to dates.

Return number	SO number	PO number	Order return date	Member name	Phone number
317308614	317308614	440719230	09/14/2022	KISHAN JANI	5324234324
220556377			09/13/2022	BVBEJXDZ BKCCGRHV	8766663698
910129477			09/13/2022	POTLA GOTLA	8767296068
100563161			09/13/2022	KHTFXYAJ WLFNWXC	8761243762
565339689			09/12/2022	Cmraqppr Lvalrpsy	8769476975
9003172629	9003172287	555650014	09/12/2022	Byazdckt lgjboign	(876)626-9384
9003168806	9003168721	503467550	09/09/2022	Test First Test Last	(899)223-3344
9003168724	9003146226	567431155	09/09/2022	PRIMARYFIRST PRIMARYLAST	2016968908
9003168723	9003146226	567431155	09/09/2022	PRIMARYFIRST PRIMARYLAST	2016968908
9003168505	9003164522	722650237	09/09/2022	Test First Test Last	8992233344
9003168183	9003146690	826648317	09/08/2022	Jxqaoovps Bjslcmno	8765065202
9003168024	9002235032	473650777	09/08/2022	Yzutsch Lmlezvq	8769400747
9003167082	9003116189	735443220	09/08/2022	TESTFIRST TESTLAST	8887777772
9003167079	9003116189	735443220	09/08/2022	TESTFIRST TESTLAST	8887777772

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Returns processing | IMATION x +

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IMATION ENTERPRISES CORP (1506...)

150691_1-IMATION ENTERPRISES-Kansas C...

Pending 2 Acknowledged 0

Orders 2 results

PO number 996310502

Order return dates 08/01/2022 09/21/2022

The Reset all button will reset all the filters applied and goes back to the default list.

Reset all Apply

The Apply button is enabled once the from and to dates are selected. Click on it to filter the records with the selection.

Return number	SO number	PO number	Order return date	Member name	Phone number
9003249146	9003249127	996310502	09/20/2022	FIRST LAST	7373656263
9003249144	9003249127	996310502	09/20/2022	FIRST LAST	

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Returns processing | IMATION x +

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IMATION ENTERPRISES CORP (1506...)

150691_1-IMATION ENTERPRISES-Kansas C...

Pending 263 Acknowledged 262

Orders 263 results

Return number Enter a return number Close filters

Order return dates From To

Click on the close filters to hide the Order return dates filter panel.

Reset all Apply

Return number	SO number	PO number	Order return date	Member name	Phone number
9003249146	9003249127	996310502	09/20/2022	FIRST LAST	7373656263
9003249144	9003249127	996310502	09/20/2022	FIRST LAST	7373656263
9003243839	9003233831	343392694	09/19/2022	KHTFXAJ WLFNWXC	8761243762
9003243838	9003233831	343392694	09/19/2022	KHTFXAJ WLFNWXC	8761243762
5737092000	2009151115	781837035	09/18/2022	KHTFXAJ WLFNWXC	8761243762
9003230027	9003230007	106208381	09/15/2022	KHTFXAJ WLFNWXC	8761243762
9003230000	9003229994	852538050	09/15/2022	KHTFXAJ WLFNWXC	8761243762
9003227910	9003225281	443133150	09/15/2022	Lmrxpyc Whfszndv	8768372201
9003222084	9003222076	283228861	09/15/2022	KISHAN JANI	5324234324
9003221776	9003219384	317285864	09/14/2022	hari ganesh rajavel	9999999999
9003221731	9003219348	200719296	09/14/2022	hari ganesh rajavel	9999999999
9003210439	9003207445	317308614	09/14/2022	KISHAN JANI	5324234324
9003207287	9003207274	220556377	09/13/2022	BVBEJXDZ BKKCGRHV	8766663698
9003207285	9003207270	910129477	09/13/2022	POTLA GOTLA	8767296068
9003207283	9003207269	100563161	09/13/2022	KHTFXAJ WLFNWXC	8761243762

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Returns processing | IMATION x +

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IMATION ENTERPRISES CORP (1506...)

150691_1-IMATION ENTERPRISES-Kansas C...

Pending 263 Acknowledged 262

Orders 263 results

Return number Enter a return number Open filters

Return number	SO number	PO number	Order return date	Member name	Phone number
9003249146	9003249127	996310502	09/20/2022		
9003249144	9003249127	996310502	09/20/2022		
9003243839	9003233831	343392694	09/19/2022		
9003243838	9003233831	343392694	09/19/2022	KHTFXAJ WLFNWXC	8761243762
5737092000	2009151115	781837035	09/18/2022	KHTFXAJ WLFNWXC	8761243762
9003230027	9003230007	106208381	09/15/2022	KHTFXAJ WLFNWXC	8761243762
9003230000	9003229994	852538050	09/15/2022	KHTFXAJ WLFNWXC	8761243762
9003227910	9003225281	443133150	09/15/2022	Lrnpxyc Whfszndv	8768372201
9003222084	9003222076	283228861	09/15/2022	KISHAN JANI	5324234324
9003221776	9003219384	317285864	09/14/2022	hari ganesh rajavel	9999999999
9003221731	9003219348	200719296	09/14/2022	hari ganesh rajavel	9999999999
9003210439	9003207445	317308614	09/14/2022	KISHAN JANI	5324234324
9003207287	9003207274	220556377	09/13/2022	BVBEJXDZ BKKCGRHV	8766663698
9003207285	9003207270	910129477	09/13/2022	POTLA GOTLA	8767296068

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Click on the Filters Icon to open the Order dates filters panel.

Returns processing | IMATION x +

vendorbuddy-stg.cld.samsclub.com/returns

IMATION ENTERPRISES CORP (1506...)

150691_1-IMATION ENTERPRISES-Kansas C...

Pending 263 Acknowledged 262

Orders 263 results

PO number Enter purchase order

Order return dates From To

Return number	SO number	PO number	Order return date	Member name	Phone number
9003249146	9003249127	996310502	09/20/2022	FIRST LAST	7373656263
9003249144	9003249127	996310502	09/20/2022	FIRST LAST	7373656263
9003243839	9003233831	343392694	09/19/2022	KHTFXAJ WLFNWXC	8761243762
9003243838	9003233831	343392694	09/19/2022	KHTFXAJ WLFNWXC	8761243762
5737092000	2009151115	781837035	09/18/2022	KHTFXAJ WLFNWXC	8761243762
9003230027	9003230007	106208381	09/15/2022	KHTFXAJ WLFNWXC	8761243762
9003230000	9003229994	852538050	09/15/2022	KHTFXAJ WLFNWXC	8761243762
9003227910	9003225281	443133150	09/15/2022	Lrnpxyc Whfszndv	8768372201
9003222084	9003222076	283228861	09/15/2022	KISHAN JANI	5324234324
9003221776	9003219384	317285864	09/14/2022	hari ganesh rajavel	9999999999
9003221731	9003219348	200719296	09/14/2022	hari ganesh rajavel	9999999999
9003210439	9003207445	317308614	09/14/2022	KISHAN JANI	5324234324
9003207287	9003207274	220556377	09/13/2022	BVBEJXDZ BKKCGRHV	8766663698
9003207285	9003207270	910129477	09/13/2022	POTLA GOTLA	8767296068

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Click on any Return number to navigate to page where the supplier can acknowledge the respective pending return order by entering the carrier name and tracking number.

IMATION ENTERPRISES CORP x +

vendorbuddy-stg.cld.samsclub.com/returns/vendor/150691/shipNode/150691_1/order/9003249146

Return number: 9003249146 Pending Acknowledge

SO number: 9003249127 Number of items: 1 Dates: Order return date: Sep 20, 2022 Pick up address: 406 S WALTON BLVD BENTONVILLE AR US 72712

Line items: 1 result

Line #	Item ID	Item name	UPC	Vendor stock ID	Reason for return	Carrier	Tracking number
1	409989	HON6540SeriesExecutiveHighBackKneeTiltChair	2045912275	HON6541NEJ10	Delivered - Arrived Damaged		

On navigating from pending return order, this page displays the pending order lines to be acknowledged by the supplier.

Click on edit icon to make the carrier name and tracking number fields editable.

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IMATION ENTERPRISES CORP x +

vendorbuddy-stg.cld.samsclub.com/returns/vendor/150691/shipNode/150691_1/order/9003249146

Return number: 9003249146 Pending Acknowledge

SO number: 9003249127 Number of items: 1 Dates: Order return date: Sep 20, 2022 Pick up address: 406 S WALTON BLVD BENTONVILLE AR US 72712

Line items: 1 result

Line #	Item ID	Item name	UPC	Vendor stock ID	Reason for return	Carrier	Tracking number
1	409989	HON6540SeriesExecutiveHighBackKneeTiltChair	2045912275	HON6541NEJ10	Delivered - Arrived Damaged	FedEx Ground	4235525655

Click on the green tick icon to save the carrier name and tracking number.

Select the Carrier name from the dropdown.

Enter the Tracking number.

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IMATION ENTERPRISES CORP x +

vendorbuddy-stg.cld.samsclub.com/returns/vendor/150691/shipNode/150691_/order/9003249146

SSH ← Return number: 9003249146 Pending Acknowledge

SO number: 9003249127 Number of items: 1 Dates: Order return date: Sep 20, 2022 Pick up address: 406 S WALTON BLVD BENTONVILLE AR US 72712

Line items: 1 result

Line #	Item ID	Item name	UPC	Vendor stock ID	Reason for return	Carrier	Tracking number
1	409989	HON6540SeriesExecutiveHighBackKneeTiltChair	2045912275	HON6541NEJ10	Delivered - Arrived Damaged	FedEx Ground	4235525655

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The acknowledge button will be enabled after the carrier name and tracking number is entered and saved.

SSH ← Return number: 9002918273 Pending Acknowledge

Success: Return order status acknowledged successfully

SO number: 9002918394 Number of items: 1 Dates: Order return date: Jul 16, 2022 Pick up address: 860 W CALIFORNIA AVE SUNNYVALE CA US 94086

Line items: 1 result

Line #	Item ID	Item name	UPC	Vendor stock ID	Reason for return	Carrier	Tracking number
1	295114	GHSImplicityPremierOTEHearingAidRight234	89518000212	.	Delivered - Arrived Late	Exel Direct Thresh Bus	123

On successful response, the supplier will be navigated to the main pending orders page and the acknowledged items will be seen under the acknowledged tab.

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SSH **Return number: 9000898214** Pending Acknowledge

Success: Return order status acknowledged successfully

SO number: 9000898209 Number of items: 2 Dates: Order return date: Feb 14, 2022 Pick up address: 860 W California Ave Sunnyvale CA US 94086

Line items
2 results

Line #	Item ID	Item name	UPC	Vendor stock ID	Reason for return	Carrier	Tracking number
1	360824	RediformMoneyReceiptBook	7792581810		Delivered - Arrived Late	Pilot Threshold Residential	123
2	675227	WriteOutBrandExactLinerCorrectionTape	7033050744		Delivered - Arrived Late	FedEx 2nd Day Air	123

The supplier can acknowledge orders completely or partially for orders having multiple order items

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IMATION ENTERPRISES CORP. x +

vendorbuddy-stg.cld.samsclub.com/returns/vendor/150691/shipNode/150691_/order/9003249146

SSH **Return number: 9003249146** Pending Acknowledge

SO number: 9003249146 Number of items: 1 Dates: Order return date: Sep 20, 2022 Pick up address: 406 S WALTON BLVD BENTONVILLE AR US 72712

Line items
1 result

Line #	Item ID	Item name	UPC	Vendor stock ID	Reason for return	Carrier	Tracking number
1	409989	HON6540SeriesExecutiveHighBackKneeTiltChair	2045912275	HON6541NEJ10	Delivered - Arrived Damaged	FedEx Ground	43765876976

Click on back arrow icon to navigate back to the pending return orders page.

Click on the red cross icon to cancel the changes made to carrier name and tracking number.

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IMATION ENTERPRISES CORP x +

vendorbuddy-stg.cld.samsclub.com/returns/vendor/150691/shipNode/150691_1/order/9003249146

Return number: 9003249146 Pending Acknowledge

SO number: 9003249127 Number of items: 1 Dates: Order return date: Sep 20, 2022 Pick up address: 406 S WALTON BLVD BENTONVILLE AR US 72712

Line items: 1 result

Line #	Item ID	Item name	UPC	Vendor stock ID	Reason for return	Carrier	Tracking number
1	409989	HON654SeriesExecutiveHighBackKneeTiltChair	2045912275	HON654INEJ10	Delivered - Arrived Damaged		

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Upon cancelling, the carrier and tracking number go back to the previous state.

IMATION ENTERPRISES CORP x +

vendorbuddy-stg.cld.samsclub.com/returns/vendor/150691/shipNode/150691_1/order/9003243838

Return number: 9003243838 Pending Acknowledge

SO number: 9003233831 Number of items: 1 Dates: Order return date: Sep 19, 2022 Pick up address: 860 W CALIFORNIA AVE SUNNYVALE CA US 94086

Line items: 1 result

Line #	Item ID	Item name	UPC	Vendor stock ID	Reason for return	Carrier	Tracking number
1	957920	CometLiquidCleanerwithBleach1Gal	3700002292	PGC02291	Delivered - Arrived Late	<ul style="list-style-type: none"> Exel Direct Thresh Res Exel Direct Thresh Bus Exel Direct Expedite Res Exel Direct Expedite Bus SEKO Threshold Residential SEKO Threshold Business SEKO Expedite Residential SEKO Expedite Business Pilot Threshold Residential Pilot Threshold Business Pilot Expedite Residential Pilot Expedite Business FedEx Ground FedEx 2nd Day Air FedEx Next Day Air FedEx Business Ground FedEx Ground FedEx Business Ground Others 	

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If the Carrier to be selected is not in the list, then select the others option from the list.

IMATION ENTERPRISES CORP x +

vendorbuddy-stg.cld.samsclub.com/returns/vendor/150691/shipNode/150691_/order/9003243838

Return number: 9003243838 Pending Acknowledge

SO number: 9003233831 Number of items: 1 Dates: Order return date: Sep 19, 2022 Pick up address: 860 W CALIFORNIA AVE SUNNYVALE CA US 94086

Line items: 1 result

Line #	Item ID	Item name	UPC	Vendor stock ID	Reason for return	Carrier	Tracking number
1	957920	CometLiquidCleanerwithBleachIGal	3700002292	PGC02291	Delivered - Arrived Late	Others Test FedX	31543787987

A text field appears to enter the Carrier name for the return item.

Fill the details and click on the green tick icon to save the changes.

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Returns processing ESSENDANT CO (29579) 29579_3-Essendant-Deerfield-IL

Pending 2 Acknowledged 13

Orders: 18 results

Order return dates: From To

Return number	SO number	PO number	Order return date	Member name	Phone number
9002828090	9002828819	790149795	06/30/2022	fn in	411111111
9002811733	9002812183	728965874	06/27/2022	Xgleigdm Cvjbbhwk	8760742201
9002811732	9002812182	562391806	06/27/2022	Xgleigdm Cvjbbhwk	8760742201
90023642		878918866	05/06/2022	SIDDHARTH PANERI	-
90021627		474593007	03/31/2022	LISAMOCK LISAMOCK	-
9002124176	9002122814	608277571	03/25/2022	TESTFIRST TESTLAST	-
9002123737	9002122814	608277571	03/25/2022	TESTFIRST TESTLAST	-
9002119764	9002116486	843071964	03/24/2022	TESTFIRST TESTLAST	-
9002116461	9002105579	283794111	03/24/2022	TESTFIRST TESTLAST	-
9001998534	9001994275	878918866	03/03/2022	Siddharth Paneri	-
9001974656	9001974707	837047157	03/01/2022	Byazickt Iglboign	-
9001943690	9001941168	170617836	02/23/2022	Wylbdgw Lyqonopd	-
9001943747	9001941407	888422482	02/23/2022	Wylbdgw Lyqonopd	-
9001943746	9001941407	888422482	02/23/2022	Wylbdaw Lyqonopd	-

Click on the Acknowledged tab to view the return orders that are acknowledged.

Click on any return number to view the details of the return items that are acknowledged.

1-18 of 18

SO number: 9891241964 Number of items: 1 Dates: Order return date : Sep 22, 2022 Pick up address: 16316 LaMont Rd Biloxi MS US 39532

Line items
1 result

Line #	Item ID	Item name	UPC	Vendor stock ID	Reason for return	Carrier	Tracking number
1	980080145	UniversalGeneralPurposeMaskingTape18mmx548m3Core6Pack	8754751334	UNV51334	Carrier Returned to Shipper		

On click of any acknowledged return number, its respective return item details are displayed.

Supplier can navigate back to the acknowledged return orders using the back button on the left corner.

Please note this page is non-editable.